



Useful Symbols for Writers • Using the Numeric Keypad

Windows Alt Key Code: Hold down Alt Key while pressing numbers in succession

Unicode Characters: Enter U+ and number/letter code, then hold down Alt and press x

HTML Numeric Code: Enter &# followed by the numbers shown, followed by ; (semi-colon)

Copyright ©

Alt, 0, 1, 6, 9 for Print
U+00A9 (Alt, x) for Unicode
© for HTML

Trademark ™

Alt, 0, 1, 5, 3 for Print
U+2122 (Alt, x) for Unicode
™ for HTML

Registered Sign ®

Alt, 0, 1, 7, 4 for Print
U+00AE (Alt, x) for Unicode
® for HTML

Bullet •

Alt, 0, 1, 4, 9 for Print
U+2022 (Alt, x) for Unicode
• for HTML

Ellipsis ...

Alt, 0, 1, 3, 3 for Print
U+2026 (Alt, x) for Unicode
… for HTML

EN Dash –

Alt, 0, 1, 5, 0 for Print
U+2013 (Alt, x) for Unicode
– for HTML

EM Dash —

Alt, 0, 1, 5, 1 for Print
U+2014 (Alt, x) for Unicode
— for HTML

Paragraph (Pilcrow) ¶

Alt, 0, 1, 8, 2 for Print
U+00B6 (Alt, x) for Unicode
¶ for HTML

Pound Sign £

Alt 0, 1, 6, 3 for Print
U+00A3 (Alt, x) for Unicode
£ for HTML

Euro €

Alt, 0, 1, 2, 8 for Print
U+20AC (Alt, x) for Unicode
€ for HTML

Cent Sign ¢

Alt, 0, 1, 6, 2 for Print
U+00A2 (Alt, x) for Unicode
¢ for HTML

One-half ½

Alt, 0, 1, 8, 9 for Print
U+00BD (Alt, x) for Unicode
½ for HTML

French accent a grave à

Alt, 0, 2, 2, 4 for Print
U+00E0 (Alt, x) for Unicode
à for HTML

French accent e grave è

Alt, 0, 2, 3, 2 for Print
U+00E8 (Alt, x) for Unicode
è for HTML

French accent e acute é

Alt, 0, 2, 3, 3 for Print
U+00E9 (Alt, x) for Unicode
é for HTML

Spanish accent n tilde ñ

Alt, 0, 2, 4, 1 for Print
U+00F1 (Alt, x) for Unicode
ñ for HTML

Inverted Exclamation Mark ¡

Alt, 0, 1, 6, 1 for Print
U+00A1 (Alt, x) for Unicode
¡ for HTML

Inverted Question Mark ¿

Alt, 0, 1, 9, 1 for Print
U+00BF (Alt, x) for Unicode
¿ for HTML

Heart ♥

Alt, 3 for Print
U+2665 (Alt, x) for Unicode
♥ for HTML

Degree Sign °

Alt, 0, 1, 7, 6
U+00B0
°

White Smiley Face ☺

Alt, 1
U+263A
☺

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