

keyboard



**Accents & special
characters**

shortcuts



New in Quark 7 is the Glyphs palette, a feature added to allow access to the greatly expanded character sets of OpenType. But, hint hint, The Glyphs palette also allows access to all characters of all other standard font formats like PostScript Type 1, TrueType and even the various system fonts. Access to every glyph on even older format fonts is now easily accessible for the first time. There's even a place for Favorite Glyphs in which you can store the glyphs you might use most often.

TIP | Note the magnifying icons at the upper right of the Glyphs palette for resizing glyphs so you don't go blind searching small type glyphs at high resolution screen settings.

Glyphs are technical typographers' jargon for font characters' outlines, or the underlying graphic representation of a symbol. But despite their technically different meanings, mostly important to font and software wonks, go ahead, use the terms interchangeably.

Just about anyone can access the basic alphabet on a font, with its related characters printed on the a keyboard's keycaps. But finding the many accents and characters not printed on your keyboard's keycaps can sometimes be a time-consuming and even daunting task.

That's why Quark has also added the telepathic Glyphs interface, so when you hit the "any" key, it'll automatically insert the accent or special glyph you're thinking. (Just kidding.)

Keyboard shortcuts to the rescue

Actually, the new OpenType format takes a giant leap toward smart fonts that can auto-replace ligatures, swatches and alternate characters, but for the basic character set from PostScript or TrueType fonts, keyboard shortcuts are a faster solution than the Glyphs palette.

Keyboard shortcuts for Mac, Windows and HTML are included on the following pages to access special glyphs on most font formats.

An odd character here and there that doesn't have keyboard shortcuts is noted as "inaccessible." For those few glyphs, different on each platform, you'll still need to use the Glyphs palette.

The same shortcuts work on most font formats. Most normal fonts (not "Expert" or "Pi" fonts) use what is called the "Adobe Standard" layout, the name of the font layout for standard alphanumeric, Western-language "Latin"

fonts, be they serif, sans serif, script or other category. These layouts are the same in any format—PostScript, TrueType, OpenType and many others. Adobe Standard refers only to its inventor company, and is used by most of the type foundries and designers making fonts today.

Just what about OpenType?

You'll need the Glyphs palette to access many glyphs on OpenType fonts. Although most don't include all possible positions, OpenType is theoretically capable of more than 65,000 glyphs. PostScript Type 1 fonts are coded as single byte, 8 bits (or 16×16), yielding a possible 256 positions. As 35 of those positions are taken by control characters (spaces, line endings, discretionary hyphens, tabs, etc.), the maximum number left for glyphs is 221. OpenType fonts, by contrast, are double byte, 16 bits (or 256×256), hence a possible 65,536 positions, not all used for glyphs.

OpenType fonts are fully cross platform—the same font works on Macs and Windows computers. Originally an outgrowth of TrueType, OpenType fonts have internal data tables that now can be a conglomeration of TrueType or PostScript, but the resultant font differences are transparent to users. Most TrueType fonts now are also

cross platform with support for more formats in the latest versions of Mac OS X.

OpenType is clearly the future as relates to font formats, so where possible when acquiring new fonts, choose OpenType where available. As the standard PostScript Type 1 and TrueType keyboard layouts remain the same for the basic glyphs, replacing a PostScript or TrueType font with OpenType in a document should not change special characters, or any others, already present.

Included keyboard shortcuts

If you set type in a language other than English, you already may be familiar with the keyboard shortcuts required to achieve self-centering accented characters. But there are shortcuts for most other special characters too. The following pages contain most known keyboard shortcuts for Mac, Windows and Web. The HTML web

continued on next page

TIP | See the last box on page 4 for accessing all of the glyphs for any character available in an OpenType font (Quark).

NOTE | Since some (many?) terms used here may be Greek to you, see the Glossary on page 15 to better understand what to some may be fairly esoteric. I've tried to include information regardless of levels of understanding.

continued from previous page

codes are not merely shortcuts, but can be essential to display special characters and accents on the web. Coding some characters for the web, with changing versions of competing browsers that support different code sets, can be quite daunting. HTML character codes included here currently support the greatest number of up-to-date (as of mid-2008) web browsers. Consult web development

references for more coding information.

See page 16 for contact information and links to download updates to this guide as it expands to include updated standards and additional font layouts.

NOTE | Non alpha-numeric command keys (like **OPTION**) are denoted by all caps sans serif type.

Using this guide

As they contain multiple keystrokes, this guide is color coded to help accessing the most complex keyboard shortcuts. Examples to access ñ follow.

MAC | First, key the red-highlighted **COMMAND KEYS** and any additional keystrokes together, pressing all red keys simultaneously. For example, to key in an n with a tilde accent, hold down the **OPTION** key and the n key together to access the accent, then release and key n (the character that will tuck underneath the accent). If the secondary key is a cap, it is shown as such, and should be typed with the **SHIFT** key (**SHIFT** n yields N) also.

WINDOWS | To access the desired glyph, first turn on **NUM LOCK**. Then hold down the **ALT** key while using the numeric keypad to enter the the four-digit number shown. Release the **NUM LOCK** key when finished. So, to access the n with a tilde accent, press **NUM LOCK**, then hold **ALT** and key 0241. Hit the **NUM LOCK** key again to release it.

HTML | For our n with tilde, key `ñ` or `ñ`; When you use the characters codes in your HTML, don't leave any space between the ampersand (&) and the rest of the word preceding (unless it begins a word), nor any space following the ; afterward. A full word, Español, with the n with tilde in place would look like this:

Español or Español

Organization & various notes

The special glyphs have been divided into sections for simpler locating and easy reference. For clarity, similar glyphs have been grouped or lined up, leaving frequent blank spaces. There's nothing missing, it was done to show similar characters (especially built accents) have similar keyboard shortcuts.

Where you want to create an accented character that's not shown, simply type the initial keyboard

shortcut for the accent itself, then the glyph you want to center under it. Place your cursor between the accent and the letter, then kern to overlap. The kern value should be fairly high, perhaps -100, -200 or more.

Of course, if you need to typeset material containing a great deal of accents not shown in this guide, you'll probably want to purchase special language versions of the font(s), as they contain pre-built, self-centering accents

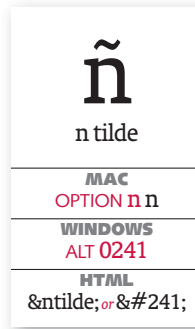
for languages other than the common Western languages for which the Adobe Standard layout fonts are intended. You may need to alter system preferences accordingly.

Note that not all of these characters will appear if you are using a font that has a limited or non-standard character set.

Perhaps the best aspect is that these shortcuts are universal throughout all applications on each computer platform—they don't work just in QuarkXPress. For the overwhelming number of standard layout fonts, shortcuts shown in this guide work anywhere, in any software fonts are used. So for most glyphs shown in this guide (with the exception of "invisibles" following), you don't need a glyphs palette to access common accents and special characters.

Special Quark characters



































Although many page layout and other applications include some shortcuts for characters such as fixed spaces, discretionary hyphens, various line breaks, etc., the glyphs and shortcuts usually are different in each program. Those shown in this guide are unique to QuarkXPress and, as invisible characters, are shown in grey. Keyboard shortcuts can be used for simplifying Find & Change and when coding type for tagged text input or XML export.



Quark invisible characters

Spaces | breaks | separators | control characters | **QuarkXPress only**

Two keyboard shortcut styles for invisibles exist in QuarkXPress, one to insert the glyph in a Quark document, the other to access it in the Find/Change pane. The former is given on the first line within each platform, the latter next after "FIND | ". To view invisibles, make sure they are turned on: **⌘ i**

 zero width space MAC via Glyphs palette FIND ⌘ Z WINDOWS via Glyphs palette FIND ⌘ Z HTML unavailable	 hair space MAC via Glyphs palette FIND ⌘ { WINDOWS via Glyphs palette FIND ⌘ { HTML unavailable	 thin space MAC ⌘ 7 FIND ⌘ WINDOWS CONTROL SHIFT 8 FIND ⌘ HTML &thinsp; or &#8201;	 en space MAC OPTION SPACE FIND ⌘ e WINDOWS CONTROL SHIFT 6 FIND ⌘ e HTML &ensp; or &#8194;	 em space MAC ⌘ 6 FIND ⌘ m WINDOWS CONTROL SHIFT 7 FIND ⌘ m HTML &emsp; or &#8195;	 figure space MAC via Glyphs palette FIND ⌘ 8 WINDOWS via Glyphs palette FIND ⌘ 8 HTML unavailable	 punctuation space MAC SHIFT SPACE FIND ⌘ . [period] or ⌘ . [period] WINDOWS SHIFT SPACE FIND ⌘ . [period] or CTRL . HTML unavailable
 word joiner (non-breaking zero width space) MAC ⌘ 5 FIND ⌘ j WINDOWS CONTROL 5 FIND ⌘ j HTML unavailable	 non-breaking hair space MAC via Glyphs palette FIND ⌘ a* WINDOWS via Glyphs palette FIND ⌘ a* HTML unavailable	 non-breaking thin space MAC ⌘ OPTION 7 FIND ⌘ a* WINDOWS CONTROL ALT SHIFT 8 FIND ⌘ a* HTML unavailable	 non-breaking en space MAC ⌘ OPT SPACE or ⌘ OPT 5 FIND ⌘ a* WINDOWS CTRL ALT SHIFT 6 FIND ⌘ a* HTML unavailable	 non-breaking em space MAC ⌘ OPTION 6 FIND ⌘ a* WINDOWS CTRL ALT SHIFT 7 FIND ⌘ a* HTML unavailable	 non-breaking figure space MAC via Glyphs palette FIND ⌘ a* WINDOWS via Glyphs palette FIND ⌘ a* HTML unavailable	 non-breaking punctuation space MAC ⌘ SHIFT SPACE FIND ⌘ a* WINDOWS CTRL SHIFT SPACE FIND ⌘ a* HTML unavailable
 space MAC SPACE FIND SPACE WINDOWS SPACE FIND SPACE HTML SPACE	 flexible space MAC OPT SHIFT SPACE FIND ⌘ f or ⌘ SHIFT f WINDOWS CTRL SHIFT 5 FIND ⌘ f or CTRL SHIFT f HTML unavailable	 3 per em space MAC via Glyphs palette FIND ⌘ 5 WINDOWS via Glyphs palette FIND ⌘ 5 HTML unavailable	 4 per em space MAC via Glyphs palette FIND ⌘ \$ WINDOWS via Glyphs palette FIND ⌘ \$ HTML unavailable	 6 per em space MAC via Glyphs palette FIND ⌘ ↵ WINDOWS via Glyphs palette FIND ⌘ ↵ HTML unavailable	 indent here (hanging indent) MAC ⌘ FIND ⌘ i WINDOWS CTRL FIND ⌘ i HTML &#32;	< NOTE Copy on lines below aligns at insertion point of "indent here" until new paragraph is encountered.
 non-breaking space MAC ⌘ 5 FIND ⌘ a* WINDOWS CONTROL 5 FIND ⌘ a* HTML &nbsp; or &#160;	 non-breaking flexible space MAC ⌘ OPT SHIFT SPACE FIND ⌘ a* WINDOWS CTRL ALT SHIFT 5 FIND ⌘ a* HTML unavailable	 non-breaking 3 per em space MAC via Glyphs palette FIND ⌘ a* WINDOWS via Glyphs palette FIND ⌘ a* HTML unavailable	 non-breaking 4 per em space MAC via Glyphs palette FIND ⌘ a* WINDOWS via Glyphs palette FIND ⌘ a* HTML unavailable	 non-breaking 6 per em space MAC via Glyphs palette FIND ⌘ a* WINDOWS via Glyphs palette FIND ⌘ a* HTML unavailable	 right indent tab (insert space) MAC OPTION TAB FIND ⌘ i t WINDOWS SHIFT TAB FIND ⌘ i t HTML unavailable	 paragraph MAC RETURN FIND ⌘ p or ⌘ RETURN WINDOWS ENTER FIND ⌘ p or CTRL ENTER HTML &para; or &#182;
 discretionary hyphen MAC ⌘ - [hyphen] FIND ⌘ h WINDOWS CONTROL - [hyphen] FIND ⌘ h HTML &shy; or &#173;	 non-breaking hyphen MAC ⌘ = FIND ⌘ - [hyphen] WINDOWS CONTROL = FIND ⌘ - [hyphen] HTML unavailable	 tab MAC TAB FIND ⌘ t WINDOWS TAB FIND ⌘ t HTML &#09;	 next box (new box) MAC SHIFT [keypad] ENTER FIND ⌘ b or ⌘ SHIFT ENTER WINDOWS SHIFT [keypad] ENTER FIND ⌘ b HTML unavailable	 next column (new column) MAC [keypad] ENTER FIND ⌘ c or ⌘ ENTER WINDOWS [keypad] ENTER FIND ⌘ c HTML unavailable	 discretionary new line MAC ⌘ RETURN FIND ⌘ d WINDOWS CONTROL ENTER FIND ⌘ d HTML unavailable	 new line (soft return) MAC SHIFT RETURN FIND ⌘ n or ⌘ SHIFT RTRN WINDOWS SHIFT ENTER FIND ⌘ n or CTRL SHIFT ENTER HTML &#10;


n/a* = not accessible: use top menu, **Utilities > Insert Character > Special** or Glyphs palette, **Window > Glyphs** (pull down "Entire Font" menu)

⌘ = COMMAND **OPT** = OPTION **CTRL** = CONTROL
 [keypad] **ENTER** = ENTER key on numeric keypad

Access Quark invisibles by keying **⌘ i**

Quark special characters

Dashes | Auto page numbering | misc | **QuarkXPress only**

Two keyboard shortcut styles for invisibles exist in QuarkXPress, one to insert the glyph in a Quark document, the other to access it in the Find/Change pane. The former is given on the first line within each platform, the latter next after “FIND |”. To view invisibles, make sure they are turned on: 

<p>—</p> <p>hyphen</p> <p>—</p> <p>MAC - [hyphen]</p> <p>FIND - [hyphen]</p> <p>WINDOWS - [hyphen]</p> <p>FIND - [hyphen]</p> <p>HTML - [hyphen]</p>	<p>—</p> <p>non-breaking hyphen <i>[immediately preceding word]</i></p> <p>—</p> <p>MAC ⌘ =</p> <p>FIND - [hyphen]</p> <p>WINDOWS - [hyphen]</p> <p>CTRL =</p> <p>FIND - [hyphen]</p> <p>HTML unavailable</p>	<p>—</p> <p>en dash</p> <p>—</p> <p>MAC ⌘ OPTION - [hyphen]</p> <p>FIND - [hyphen]</p> <p>WINDOWS - [hyphen]</p> <p>CTRL ALT - [hyphen]</p> <p>FIND - [hyphen]</p> <p>HTML &ndash; or &#8211;</p>	<p>—</p> <p>non-breaking en dash</p> <p>—</p> <p>MAC OPTION - [hyphen]</p> <p>FIND —</p> <p>WINDOWS - [hyphen]</p> <p>CTRL ALT SHIFT - [hyphen]</p> <p>FIND —</p> <p>HTML unavailable</p>	<p>—</p> <p>em dash</p> <p>—</p> <p>MAC SHIFT OPTION - [hyphen]</p> <p>FIND —</p> <p>WINDOWS - [hyphen]</p> <p>CTRL SHIFT =</p> <p>FIND —</p> <p>HTML &mdash; or &#8212;</p>	<p>—</p> <p>non-breaking em dash</p> <p>—</p> <p>MAC ⌘ OPTION =</p> <p>FIND —</p> <p>WINDOWS - [hyphen]</p> <p>CTRL ALT SHIFT =</p> <p>FIND —</p> <p>HTML unavailable</p>	<p>< NOTE</p> <p>Hyphens are used for compound words. En dashes are used for compound phrases, such as: Dec. 19–Mar. 19</p> <p>Em dashes are used as separators in copy.</p>
<p><#></p> <p>Current page number placeholder</p> <p>—</p> <p>MAC ⌘ 3</p> <p>FIND \ 3</p> <p>WINDOWS CONTROL 3</p> <p>FIND \ 3 or CTRL 3</p> <p>HTML unavailable</p>	<p>< NOTE ></p> <p>For automatic insertion of page numbers.</p>	<p><None></p> <p>Previous box page number placeholder</p> <p>—</p> <p>MAC ⌘ 2</p> <p>FIND \ 2</p> <p>WINDOWS CONTROL 2</p> <p>FIND \ 2 or CTRL 2</p> <p>HTML unavailable</p>	<p><None></p> <p>Next box page number placeholder</p> <p>—</p> <p>MAC ⌘ 4</p> <p>FIND \ 4</p> <p>WINDOWS CONTROL 4</p> <p>FIND \ 4 or CTRL 4</p> <p>HTML unavailable</p>	<p>< NOTE</p> <p>For “continued from” or “continued to” referral lines to linked boxes. The “None” or “#” are placeholders replaced with actual page numbers in use.</p>	<p>‘Un’invisible (Palette command)</p>	
<p>wild card (Find only)</p> <p>—</p> <p>MAC ⌘ SHIFT ?</p> <p>FIND \ ?</p> <p>WINDOWS CONTROL SHIFT ?</p> <p>FIND \ ?</p> <p>HTML unavailable</p>	<p>insert symbol font character</p> <p>—</p> <p>MAC ⌘ OPTION q [any]*</p> <p>FIND \ n/a*</p> <p>WINDOWS CTRL ALT q [any]*</p> <p>FIND \ n/a*</p> <p>HTML unavailable</p>	<p>< NOTE</p> <p>*[any] means key any desired character. The second (black) key hit will be inserted from the Symbol font, returning you to the font preceding it.</p>	<p>backslash</p> <p>—</p> <p>MAC ⌘</p> <p>FIND \ </p> <p>WINDOWS CONTROL \ </p> <p>FIND \ or CTRL \ </p> <p>HTML unavailable</p>	<p>alternate glyph identifier</p> <p>—</p> <p>MAC via Glyphs palette</p> <p>WINDOWS via Glyphs palette</p> <p>HTML unavailable</p>	<p>< NOTE</p> <p>Identifies available alternate characters in OpenType fonts. Click on the triangle in lower right of a character’s glyph box (WINDOW > GLYPHS) to see any available alternates for the character.</p>	

Additional Quark keyboard shortcuts

When all else fails, there’s always the help file or application manual. After all, even charts can only go so far even with a few notes and tips.

For a complete set of Quark keyboard shortcuts for special characters and application manipulation, select **Help** from the top Quark menu. Click the **Contents** tab. Click **Typography** (just under halfway down the list), then **Special Characters**. Select **Text commands** (or other desired category) for your platform. Mac is on top (or at left), Windows is listed second (below or at right). Some special characters can also be accessed from the index. Click

Index, then **K** from the row just below. Select **Keyboard commands** below, and scroll down on right as needed. This will also show various related document commands.

A printed manual can be ordered by phone or web from Quark. A PDF version is installed with your application. Open the Quark 7 folder within your **Applications** folder, open **Documents**, then **English** (or your language if not English). Manual is called **Guide to QuarkXPress.pdf**.

Within the manual, Quark invisibles keyboard shortcuts begin on page 132. And go ahead, take some time to read the entire “Working with glyphs” chapter.

á

a acute

MAC
OPTION e aWINDOWS
ALT 0225HTML
áor;#225;

à

a grave

MAC
OPTION ` aWINDOWS
ALT 0224HTML
àor;#224;

â

a circumflex

MAC
OPTION i aWINDOWS
ALT 0226HTML
âor;#226;

ä

a umlaut

MAC
OPTION u aWINDOWS
ALT 0228HTML
äor;#228;

ã

a tilde

MAC
OPTION ñ aWINDOWS
ALT 0227HTML
ãor;#227;

å

a ring

MAC
OPTION aWINDOWS
ALT 0229HTML
åor;#229;

ç

c cedilla

MAC
OPTION cWINDOWS
ALT 0231HTML
çor;#231;

é

e acute

MAC
OPTION e eWINDOWS
ALT 0233HTML
éor;#233;

è

e grave

MAC
OPTION ` eWINDOWS
ALT 0232HTML
èor;#232;

ê

e circumflex

MAC
OPTION i eWINDOWS
ALT 0234HTML
êor;#234;

ë

e umlaut

MAC
OPTION u eWINDOWS
ALT 0235HTML
ëor;#235;

í

i acute

MAC
OPTION e iWINDOWS
ALT 0237HTML
íor;#237;

ì

i grave

MAC
OPTION ` iWINDOWS
ALT 0236HTML
ìor;#236;

î

i circumflex

MAC
OPTION i iWINDOWS
ALT 0238HTML
îor;#238;

ï

i umlaut

MAC
OPTION u iWINDOWS
ALT 0239HTML
ïor;#239;

ı

dotless i

MAC
SHIFT OPTION bWINDOWS
inaccessibleHTML
ıor;#305;

ñ

n tilde

MAC
OPTION ñ nWINDOWS
ALT 0241HTML
ñor;#241;

Accents

Self-centering floating & fixed accents | lowercase composites

ó

o acute

MAC
OPTION e o

WINDOWS
ALT 0243

HTML
ó or ó

ò

o grave

MAC
OPTION ` o

WINDOWS
ALT 0242

HTML
ò or ò

ô

o circumflex

MAC
OPTION i o

WINDOWS
ALT 0244

HTML
ô or ô

ö

o umlaut

MAC
OPTION u o

WINDOWS
ALT 0246 or 0148

HTML
ö or ö

õ

o tilde

MAC
OPTION ñ o

WINDOWS
ALT 0245

HTML
õ or õ

ø

o slash

MAC
OPTION o

WINDOWS
ALT 0248

HTML
ø or ø

š

s caron (esh)

MAC
inaccessible

WINDOWS
ALT 0154

HTML
š or š

ú

u acute

MAC
OPTION e a

WINDOWS
ALT 0250

HTML
ú or ú

ù

u grave

MAC
OPTION ` a

WINDOWS
ALT 0249

HTML
ù or ù

û

u circumflex

MAC
OPTION i a

WINDOWS
ALT 0251

HTML
û or û

ü

u umlaut

MAC
OPTION u a

WINDOWS
ALT 0252

HTML
ü or ü

ý

y acute

MAC
inaccessible

WINDOWS
ALT 0253

HTML
ý or ý

ÿ

y umlaut

MAC
inaccessible

WINDOWS
ALT 0255

HTML
ÿ or ÿ

ž

z caron

MAC
inaccessible

WINDOWS
inaccessible

HTML
ž

Accents

Self-centering floating & fixed accents | Uppercase composites

Á

A acute

MAC
OPTION e A

WINDOWS
ALT 0193

HTML
Á or Á

À

A grave

MAC
OPTION ` A

WINDOWS
ALT 0192

HTML
À or À

Â

A circumflex

MAC
OPTION i A

WINDOWS
ALT 0194

HTML
Â or Â

Ä

A umlaut

MAC
OPTION u A

WINDOWS
ALT 0196

HTML
Ä or Ä

Ã

A tilde

MAC
OPTION ñ A

WINDOWS
ALT 0195

HTML
Ã or Ã

Å

A ring

MAC
OPTION A

WINDOWS
ALT 0197

HTML
Å or Å

Ç

C cedilla

MAC
SHIFT OPTION C

WINDOWS
ALT 0199

HTML
Ç or Ç

Í

I acute

MAC
OPTION e I

WINDOWS
ALT 0205

HTML
É or Í

Ì

I grave

MAC
OPTION ` I

WINDOWS
ALT 0204

HTML
È or È

Î

I circumflex

MAC
OPTION i I

WINDOWS
ALT 0206

HTML
Ê or Ê

Ï

I umlaut

MAC
OPTION u I

WINDOWS
ALT 0207

HTML
Ë or Ë

Ñ

N tilde

MAC
OPTION e N

WINDOWS
ALT 0209

HTML
Ñ or Ñ

Ó

O acute

MAC
OPTION e E

WINDOWS
ALT 0211

HTML
Ó or Ó

Ò

O grave

MAC
OPTION ` E

WINDOWS
ALT 0210

HTML
Ò or Ò

Ô

O circumflex

MAC
OPTION i E

WINDOWS
ALT 0212

HTML
Ô or Ô

Ö

O umlaut

MAC
OPTION u E

WINDOWS
ALT 0214

HTML
Ö or Ö

Õ

O tilde

MAC
OPTION ñ O

WINDOWS
ALT 0213

HTML
Õ or Õ

Ø

O slash

MAC
SHIFT OPTION O

WINDOWS
ALT 0216

HTML
Ø or Ø

Š

S caron (Esh)

MAC
inaccessibleWINDOWS
ALT 0138HTML
Š or Š

Ú

A acute

MAC
OPTION e AWINDOWS
ALT 0218HTML
Á or Ú

Ù

A grave

MAC
OPTION ` AWINDOWS
ALT 0217HTML
À or Ù

Û

A circumflex

MAC
OPTION i AWINDOWS
ALT 0219HTML
Â or Û

Ü

A umlaut

MAC
OPTION u AWINDOWS
ALT 0220HTML
Ä or Ü

Ý

Y acute

MAC
inaccessibleWINDOWS
ALT 0221HTML
Ý or Ý

ÿ

Y umlaut

MAC
OPTION u YWINDOWS
ALT 0159HTML
Ÿ or Ÿ

Ž

Z caron

MAC
inaccessibleWINDOWS
inaccessibleHTML
&142;



Accents

Self-contained fixed accents | Uppercase composites

ð

eth (*Icelandic*)

MAC
inaccessible

WINDOWS
ALT 0240

HTML
ð or ð

Ð

Eth (*Icelandic*)

MAC
inaccessible

WINDOWS
ALT 0208

HTML
Ð or Ð

ł

l slash

MAC
inaccessible

WINDOWS
inaccessible

HTML
&lslash; or ł

Ł

L slash

MAC
inaccessible

WINDOWS
inaccessible

HTML
&Lslash; or Ł

þ

thorn (*Old English*)

MAC
inaccessible

WINDOWS
ALT 0254

HTML
þ or þ

Þ

Thorn (*Old English*)














MAC
inaccessible

WINDOWS
ALT 0222

HTML
Þ or Þ

Isolated accents

Separated accents | spacing & non-spacing

						<p>< NOTE</p> <p>Codes shown are for the tilde accent, which differ from the glyph generated by the tilde character on the keyboard. Use the tilde keyboard character for such things as URLs but not accent marks.</p>
acute	grave	circumflex	caron	breve	tilde	
MAC SHIFT OPTION e	MAC SHIFT OPTION u	MAC SHIFT OPTION i	MAC SHIFT OPTION t	MAC SHIFT OPTION . [period]	MAC SHIFT OPTION ñ	
WINDOWS ALT 0180	WINDOWS ALT 0168	WINDOWS ALT 0136	WINDOWS inaccessible	WINDOWS inaccessible	WINDOWS ALT 0152	
HTML ´ or ´	HTML ` or <	HTML ˆ or ˆ	HTML ˇ or ·	HTML ˘ or ˘	HTML ˜ or ˜	
						
dot accent	ring (angstrom)	macron	umlaut (diaeresis)	hungarumlaut	cedilla (cedille)	ogonek
MAC OPTION h	MAC OPTION k	MAC SHIFT OPTION ,	MAC SHIFT OPTION u	MAC SHIFT OPTION g	MAC SHIFT OPTION z	MAC SHIFT OPTION x
WINDOWS inaccessible	WINDOWS inaccessible	WINDOWS ALT 0175	WINDOWS ALT 0168	WINDOWS inaccessible	WINDOWS ALT 0184	WINDOWS inaccessible
HTML ˙ or ÿ	HTML š	HTML ¯ or ¯	HTML ¨ or ¨	HTML ˝ or ˝	HTML ¸ or ¸	HTML ˛ or ²



Ligatures

Combined characters

fi

fi ligature

MAC
SHIFT OPTION 5

WINDOWS
inaccessible

HTML
unavailable

fl

fl ligature

MAC
SHIFT OPTION 6

WINDOWS
inaccessible

HTML
unavailable

æ

ae ligature

MAC
OPTION ‘ [quote key]

WINDOWS
ALT 0230

HTML
æ or æ

Æ

AE ligature

MAC
SHIFT OPTION ‘ [quote key]

WINDOWS
ALT 0198

HTML
&Aelig; or Æ

œ

oe ligature

MAC
OPTION q

WINDOWS
ALT 0156

HTML
œ or œ

Œ

OE ligature

MAC
SHIFT OPTION q

WINDOWS
ALT 0140

HTML
&Oelig; or Œ

ß

German double s
(sz ligature)

MAC
OPTION S

WINDOWS
ALT 0225

HTML
ß or ß

The ‘un’ ligature

Disassembled character

l

dotless i

MAC
SHIFT OPTION b

WINDOWS
inaccessible

HTML
ı or ı

< NOTE

On PostScript & TrueType fonts, the only glyph with part of its outline removed. Used for accenting and to eliminate overlap with line above in tight leading.

‘	’	“	”	< NOTE In QuarkXPress, standard English “curly” quotes are selected with the quote key by default when the “Smart Quotes” preference is turned on.	’	”
left single quote	right single quote	left double quote	right double quote		single base quote	double base quote
MAC OPTION]	MAC SHIFT OPTION]	MAC OPTION [MAC SHIFT OPTION [MAC SHIFT OPTION 0	MAC SHIFT OPTION W
WINDOWS ALT 0145 or ALT [WINDOWS ALT 0146 or ALT]	WINDOWS ALT 0147 or ALT SHIFT [WINDOWS ALT 0148 or ALT SHIFT]		WINDOWS ALT 0130	WINDOWS ALT 0132
HTML ‘ or ‘	HTML ’ or ’	HTML “ or “	HTML ” or ”		HTML ‚ or ‚	HTML &dbquo; or „
«	»	‹	›	< NOTE French “quote” marks, most commonly with a space between the guillemet (or guillemot) and following or preceding character.	NOTE ^ Primarily used in Spanish, quotes both precede and follow intended phrase.	NOTE v In a pinch, primes can be used as inch and foot marks, but should never be used as quotes. Proper inch and foot marks are similar, but usually slanted or oblique. Check Expert sets or OpenType fonts for typographically correct marks.
guillemet left (left angle quote)	guillemet right (right angle quote)	guillemet single left (left single angle quote)	guillemet single right (right single angle quote)			
MAC OPTION \	MAC SHIFT OPTION \	MAC SHIFT OPTION 3	MAC SHIFT OPTION 4			
WINDOWS ALT 0171	WINDOWS ALT 0187	WINDOWS ALT 0139	WINDOWS ALT 0155			
HTML « or «	HTML » or »	HTML ‹ or ‹	HTML › or ›			
—	—	—			!	''
endash	emdash	baseline rule	vertical bar	broken bar	prime (sometimes inch) <small>(key if “smart quotes” enabled)</small>	double prime (sometimes foot) <small>(key if “smart quotes” enabled)</small>
MAC OPTION - [hyphen]	MAC SHIFT OPTION - [hyphen]	MAC SHIFT - [hyphen]	MAC SHIFT \ [backslash]	MAC inaccessible	MAC CONTROL ' [apostrophe]	MAC SHIFT CONTROL ''
WINDOWS ALT 0150	WINDOWS ALT 0151	WINDOWS SHIFT - [hyphen]	WINDOWS SHIFT \ [backslash]	WINDOWS ALT 0166	WINDOWS CONTROL ' [apostrophe]	WINDOWS CONTROL ALT ' [apostrophe]
HTML – or –	HTML — or —	HTML SHIFT - [hyphen]	HTML SHIFT \ [backslash]	HTML ¦ or ¦	HTML ' or '	HTML " or "
...	.	•	¿	¡	¶	§
ellipses	middle dot	bullet	inverted question	inverted exclamation	paragraph (pilcrow)	section
MAC OPTION ;	MAC SHIFT OPTION 9	MAC OPTION 8	MAC SHIFT OPTION /	MAC OPTION 1	MAC OPTION 7	MAC OPTION 6
WINDOWS ALT 0133	WINDOWS ALT 0183	WINDOWS ALT 0149 or ALT SHIFT 8	WINDOWS ALT 0191	WINDOWS ALT 0161	WINDOWS ALT 0182 or ALT SHIFT 7	WINDOWS ALT 0167 or ALT SHIFT 6
HTML … or …	HTML · or ·	HTML • or •	HTML ¿ or ¿	HTML &ixcl; or ¡	HTML ¶ or ¶	HTML § or §
†	‡	◊	ª	º	🍏	< NOTE Available only on early generation PostScript fonts. Deleted for legal branding reasons. Outline later updated – now slightly inaccurate. Original logo created by Rob Janoff.
dagger	double dagger	lozenge	ordinal indicator feminine	ordinal indicator masculine	Apple logo	
MAC OPTION t	MAC SHIFT OPTION 7	MAC SHIFT OPTION v	MAC OPTION 9	MAC OPTION 0	MAC SHIFT OPTION k	
WINDOWS ALT 0134 or ALT SHIFT t	WINDOWS ALT 0135	WINDOWS inaccessible	WINDOWS ALT 0170	WINDOWS ALT 0186	WINDOWS inaccessible	
HTML † or †	HTML ‡ or ‡	HTML ◊ or ◊	HTML ª or ª	HTML º or º	HTML 	



Currency | copyright symbols

Monetary units | legal marks

<p>€</p> <p>US cent</p> <p>MAC OPTION 4</p> <p>WINDOWS ALT 0162</p> <p>HTML &cent;;or;or;#162;</p>	<p>£</p> <p>UK pound sterling</p> <p>MAC OPTION 3</p> <p>WINDOWS ALT 0163</p> <p>HTML &pound;;or;or;#163;</p>	<p>¥</p> <p>Japanese Yen</p> <p>MAC OPTION y</p> <p>WINDOWS ALT 0165</p> <p>HTML &yen;;or;or;#165;</p>	<p>f</p> <p>Dutch Florin</p> <p>MAC OPTION f</p> <p>WINDOWS ALT 0131</p> <p>HTML &fnof;;or;or;#131;</p>	<p>€</p> <p>Euro</p> <p>MAC SHIFT OPTION 2</p> <p>WINDOWS ALT 0128</p> <p>HTML &euro;;or;or;#8364;</p>	<p>< NOTE</p> <p>A new symbol, not available on early versions of PostScript or TrueType fonts. Most foundries have updated older generation fonts to include.</p>	<p>⌘</p> <p>generic currency</p> <p>MAC inaccessible</p> <p>WINDOWS ALT 0164</p> <p>HTML &curren;;or;or;#164;</p>
<p>™</p> <p>trademark</p> <p>MAC OPTION 2</p> <p>WINDOWS ALT 0153 or ALT SHIFT 2</p> <p>HTML &trade;;or;or;#8482;</p>	<p>®</p> <p>registered trademark</p> <p>MAC OPTION I</p> <p>WINDOWS ALT 0174 or ALT SHIFT I</p> <p>HTML &reg;;or;or;#174;</p>	<p>©</p> <p>copyright</p> <p>MAC OPTION g</p> <p>WINDOWS ALT 0169 or ALT SHIFT C</p> <p>HTML &copy;;or;or;#169;</p>				

Math & Greek symbols

Some symbols generally generic (not drawn to font style)

\div divide	\pm plus minus	\neq not equal	\leq less than or equal	\geq greater than or equal	\approx approx equal	\times multiply
MAC OPTION /	MAC SHIFT OPTION =	MAC OPTION =	MAC OPTION ,	MAC OPTION . [period]	MAC OPTION X	MAC inaccessible
WINDOWS ALT 0247	WINDOWS ALT 0177	WINDOWS inaccessible	WINDOWS inaccessible	WINDOWS inaccessible	WINDOWS inaccessible	WINDOWS ALT 0215
HTML ÷ or #247;	HTML ± or #177;	HTML ≠ or #8800;	HTML ≤; or #8804;	HTML ≥; or #8805;	HTML ≈; or #8776;	HTML × or #215;
$-$ minus	< NOTE Hyphen commonly used, or coded as endash. (see page 12 for endash.)	$/$ slash (division symbol)	< NOTE Forward slash when used in text; division symbol in palettes. For entering amounts as mathematical equations, like: 6p6/2 (equaling 3p3).	$\frac{\quad}{\quad}$ fraction slash	$^{\circ}$ degree	‰ per mille (1/1000)
MAC inaccessible		MAC /		MAC SHIFT OPTION 1	MAC SHIFT OPTION 8	MAC SHIFT OPTION I
WINDOWS inaccessible		WINDOWS /		WINDOWS inaccessible	WINDOWS ALT 0176	WINDOWS ALT 0137
HTML − or #8722;		HTML / (applicable text only)		HTML &fracl; or #8260;	HTML ° or #176;	HTML ‰ or #8240;
∞ infinity	∂ partial derivative	\int integral	$\sqrt{\quad}$ radical (square root)	\prod product	\sum summation	π pi
MAC OPTION 5	MAC OPTION d	MAC OPTION b	MAC OPTION v	MAC SHIFT OPTION p	MAC OPTION w	MAC OPTION p
WINDOWS inaccessible	WINDOWS inaccessible	WINDOWS inaccessible	WINDOWS inaccessible	WINDOWS inaccessible	WINDOWS inaccessible	WINDOWS inaccessible
HTML ∞ or #8734;	HTML ∂ or #8706;	HTML ∫ or #8747;	HTML √ or #8730;	HTML ∏ or #8719;	HTML ∑ or #8721;	HTML π or #960;
μ mu (micro)	Ω omega	\neg logical not	$\frac{1}{2}$ one half	$\frac{1}{4}$ one quarter	$\frac{3}{4}$ three quarters	$ $ broken bar
MAC OPTION m	MAC OPTION z	MAC OPTION l [l.c.]	MAC OPTION v	MAC SHIFT OPTION p	MAC OPTION w	MAC inaccessible
WINDOWS ALT 0181	WINDOWS inaccessible	WINDOWS ALT 0172	WINDOWS ALT 0189	WINDOWS ALT 0188	WINDOWS ALT 0190	WINDOWS ALT 0166
HTML µ or #181;	HTML Ω or #969;	HTML ¬ or #172;	HTML ½ or #189;	HTML ¼ or #188;	HTML ¾ or #190;	HTML ¦ or #166;
1 superscript one	2 superscript two	3 superscript three	\emptyset empty set null			
MAC inaccessible	MAC inaccessible	MAC inaccessible	MAC OPTION j			
WINDOWS ALT 0185	WINDOWS ALT 0178	WINDOWS ALT 0179	WINDOWS inaccessible			
HTML ¹ or #185;	HTML ² or #178;	HTML ³ or #179;	HTML ∅ or #8709;			

Accent | Generally now known interchangeably as diacritic marks (which referred only to pronunciation), symbols that appear above, below, connected or through and rarely next to a character to indicate special pronunciation and/or meaning.

ASCII | American Standard Code for Information Interchange. Original 8 bit computer character code set developed by ANSI, the American National Standards Institute. Defines the basic 128-character set of non-printing command keys including the primary 96 printing characters accessible by the keyboard.

Character | Any printable or non-printable typographic element contained within a single position on a font, including its outline and related metrics (widths, kerns and other measurement values). Can include letters, figures, accents and other symbols, as well as non-printing symbols or commands (such as spaces or line endings). Also referred to as a sort in hot metal typesetting. A character's outlines are called glyphs.

Character set | A grouping of characters usually defined by standards set by varying computing consortiums, computer language character strings or groupings developed for specific purposes, such as defining typesetting of different languages.

Composite character | A combination of two or more individual characters into one font position, or keystroke.

Case | From non-digital metal typesetting, the position of a letter, determining capital (**uppercase**, shift) or small (**lowercase**, unshift) letters of the Latin alphabet.

Diacritic | see **accent**.

Dingbat | see **pi character**.

Em space | see **space, fixed**.

En space | see **space, fixed**.

Figure | A printing numeral, or number.

Figure space | see **space, fixed**.

Fixed accent | An accent created as one character, not a referenced combination of a letter and a floating accent within a font.

Floating accent | An accent meant to be combined with another character, usually self-centering.

Font family | A complete set of fonts of one style (or design), comprised of fonts of varying weights, inclinations and other variations.

Font | An individual set of characters, including letters, figures, punctuation, various symbols and its related codings. A font is one weight with one inclination (roman (upright), italic (inclined or oblique) and one style (or design).

Glyph | A font character's outline, the underlying specific graphical symbol(s) of a character, printing or non-printing.

Hairline space | see **space, fixed**.

ISO | International Organization for Standardization. A global network of organizations that identifies, develops and promotes international standards and related activities.

Keystroke | A depressing of a single key on a keyboard, used also to mean a single glyph, or character, position on a font.

Latin alphabet | Technically, the 26 letters that form the basis of the alphabet for the common Western languages. Derived from Roman stone-carved Capitals, later evolving through scribes' calligraphic handwriting to include the small (lowercase) letters.

Letter | A character created to express a sound in a language. The primary 26 uppercase and their respective 26 lowercase alphabetic characters on a font used to form words. Not synonymous with **glyph** or **character**, which also include figures, punctuation and other symbols on a font.

Ligature | A combination of two or more letters or symbols into one glyph for aesthetic, pronunciation or meaning purposes.

Lining figures | Figures of the same height, aligning at the baseline and at cap height or just below. Usually of fixed width to align in tables, they can also be proportional, with differing widths and kerns for better fit in running body copy.

Oldstyle figures | Figures drawn with primary heights the same as x-heights, but including ascenders and descenders. Oldstyle figures are usually proportional, but can also be of fixed-width for tabular purposes.

Pi character | Any symbol not a letter, figure, punctuation, accent or other standard glyph considered to be part of a specific typeface. Pi characters, and pi fonts, include non-alphanumeric symbols such as bullets, boxes, arrows, math, Greek, other dingbats, picture-like characters, ornaments and various decorative elements.

Point size | A measurement system primarily used for typography and graphic design. Although 72 points are slightly less than an inch, most software preferences make 72 points equal an inch for ease in conversion.

Punctuation space | see **space, fixed**.

Rule | A line, horizontal or vertical, of any width used in typography.

Space, fixed | Non-printing separator characters whose width remains the same (non-flexible) at a specific size.

Em space is the square of the point size (in 10 point, 10 point × 10 point).

En space is a half em, though fonts vary.

Thin space is a quarter (usually referred to as 4-to-the-em or 4-per-em) or fifth of an em.

Thick space is a third of an em.

Hairline (hair) space is a very thin space, technically the width of the thinnest stroke of a letter.

Figure space is the width of a figure, or number.

Punctuation space is the width of a period or comma.

Space, proportional | The standard wordspace, coded to adjust thinner or wider than its average default width to align lines of type.

Symbol | see **pi character**.

Thin or **thick space** | see **space, fixed**.

Typeface | An individual set of characters, including letters, figures, punctuation and its various symbols of a particular style. A font is one weight with one inclination (roman (upright), italic (inclined or oblique) and one style (or design). In current usage, differs from **font**, which is the physical form (various digital formats and platforms, or metal, wood, etc.)

Unicode | International computer coding system designed to define far larger character sets than the original limited ASCII coding. Developed by the Unicode Consortium, a worldwide group of typographic- and software-related companies and organizations. Taken over by ISO/IEC, which continues development of character set standards. Mostly important for font and web development.

Weight | Relative thickness of character strokes. One aspect of a font (or typeface) family.



Blue links are live in Acrobat. Click 'em.

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Future updates & expanded versions of this guide can be downloaded from the Design Tools Monthly website:

<http://www.design-tools.com/specialcharacters>

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