

Common keyboard shortcuts – Mac

“	Option + [(left bracket)	Open typographer's quote	
”	Option +] (right bracket)	Close typographer's quote	
-	Dash	Hyphen (only for use in hyphenated words)	<i>tele-typer</i>
—	Option + Dash	En dash (dash) between non-hyphenated words	cheese – ball
—	Shift + Option + Dash	Em Dash (double-dash) for new idea	— like this)
...	Option + :	Typographer's Elipses (cannot be separated at the end of a line, .. .three periods can be!)	
•	Option + 8	Round bullet	
©	Option + g	Copyright	
™	Option + 2	Trademark	
®	Option + r	Registered trademark	
¢	Option + 4	Cents symbol	
£	Option + 3	Pounds	
°	Option + Shift + 8	Degree symbol	
/	Option + Shift + !	Fraction bar (doesn't slip below baseline like a backslash)	
~	Shift + ` (upper left of kybd)	Tilda (“approximately” symbol)	
≠	Option + =	Not-equal to	
≤	Option + <	Less than or equal to	
≥	Option + >	Greater than than or equal to	
±	Option + Shift + =	Plus–or–minus	
÷	Option + /	Divided by	
¿	Option + Shift + /	¿Que?	
ñ	Option + n (BEFORE typing the next character)	Niño	(above the next character)
ü	Option + u (BEFORE typing the next character)	ümlat	(above the next character)
é	Option + e (BEFORE typing the next character)	Accent	(above the next character)

Key Caps is the mac character map program. It can be found in the Apple Menu, and used as an interactive reference for finding the hidden characters in any font loaded on your computer.

Each font has different character assignments, but the ones listed here are fairly universal.

Try Zapf Dingbats (or “Monotype Sorts” fonts for more bullet shapes and symbols.