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.

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 a telepathic 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 when you’re still using PostScript or TrueType fonts, keyboard shortcuts are a simple solution.

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 need to use the Glyphs palette.

The same shortcuts will work on most fonts. 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, not the hundreds of 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 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 HTML. The HTML codes...
are not merely shortcuts, but can be essential to display special characters and accents on the web. Consult web development references for more online application information and character sets. For those with knowledge of web character sets, characters shown here include only special characters as ISO 8859-1 (Latin1) decimal equivalents and respective named HTML codes, with supplementary characters as UCS-2. See page 14 for contact information and links to download additions to this guide as it expands to include updated standards and additional font layouts.

### 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 &ntilde; or &#241;.

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 you can use a font. So for most glyphs shown in this guide (with the exception of “invisibles” below), you don’t need a glyphs palette to access 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
Non-printing control space, break, other characters | QuarkXPress only

Two keyboard shortcut styles for invisibles exist in QuarkXPress, one to insert the glyph in a Quark document, the other to represent the glyph in the Find/Change pane or other purposes. The former is given first | the latter second within each platform. Make sure invisibles are turned on: OPTION i

<table>
<thead>
<tr>
<th>Character</th>
<th>MAC COMMAND</th>
<th>WINDOWS COMMAND</th>
<th>HTML</th>
</tr>
</thead>
<tbody>
<tr>
<td>zero width space</td>
<td>COMMAND 6</td>
<td>COMMAND 7</td>
<td>unavailable</td>
</tr>
<tr>
<td>hair space</td>
<td>n/a*</td>
<td>n/a*</td>
<td>unavailable</td>
</tr>
<tr>
<td>thin space</td>
<td>COMMAND 7</td>
<td>COMMAND 6</td>
<td>unavailable</td>
</tr>
<tr>
<td>en space</td>
<td>OPTION SPACE</td>
<td>CONTROL SHIFT 8</td>
<td>unavailable</td>
</tr>
<tr>
<td>em space</td>
<td>COMMAND 6</td>
<td>COMMAND 6</td>
<td>unavailable</td>
</tr>
<tr>
<td>figure space</td>
<td>n/a*</td>
<td>n/a*</td>
<td>unavailable</td>
</tr>
<tr>
<td>punctuation space</td>
<td>SHIFT SPACE</td>
<td>CONTROL SHIFT SPACE</td>
<td>unavailable</td>
</tr>
<tr>
<td>word joiner</td>
<td>COMMAND SPACE</td>
<td>CONTROL 5</td>
<td>unavailable</td>
</tr>
<tr>
<td>non-breaking hair space</td>
<td>n/a*</td>
<td>n/a*</td>
<td>unavailable</td>
</tr>
<tr>
<td>non-breaking thin space</td>
<td>COMMAND SPACE</td>
<td>CONTROL OPTION SPACE</td>
<td>unavailable</td>
</tr>
<tr>
<td>non-breaking en space</td>
<td>COMMAND 6</td>
<td>COMMAND 6</td>
<td>unavailable</td>
</tr>
<tr>
<td>non-breaking em space</td>
<td>n/a*</td>
<td>n/a*</td>
<td>unavailable</td>
</tr>
<tr>
<td>non-breaking figure space</td>
<td>n/a*</td>
<td>n/a*</td>
<td>unavailable</td>
</tr>
<tr>
<td>non-breaking punctuation space</td>
<td>COMMAND SPACE</td>
<td>CONTROL SHIFT SPACE</td>
<td>unavailable</td>
</tr>
</tbody>
</table>

**< NOTE**
Copy on lines below aligns at insertion point of “indent here” until new paragraph is encountered.
Quark special characters
Non-breaking dashes | Auto page numbering | QuarkXPress only

- non-breaking hyphen
  MAC: OPTION = -
  WINDOWS: CTRL = -
  HTML: unavailable

< # >
For current page number placeholder
  MAC: COMMAND 3
  WINDOWS: CTRL 3

< # >
For non-breaking en dash
  MAC: CMD OPTION = —
  WINDOWS: CTRL ALT SHIFT = —
  HTML: unavailable

< # >
For non-breaking em dash
  MAC: CMD OPTION = —
  WINDOWS: CTRL ALT SHIFT = —
  HTML: unavailable

- non-breaking en dash
  MAC: CMD OPTION = —
  WINDOWS: CTRL ALT SHIFT = —
  HTML: unavailable

- non-breaking em dash
  MAC: CMD OPTION = —
  WINDOWS: CTRL ALT SHIFT = —
  HTML: unavailable

< NOTE>
For “continued from” or “continued to” referral lines to linked boxes. The “None” or “#” are placeholders replaced with actual page numbers in actual use.

< NOTE>
For automatic insertion of page numbers.
  MAC: COMMAND 2
  WINDOWS: CTRL 2

< NOTE>
For previous box page number placeholder
  MAC: COMMAND 2
  WINDOWS: CTRL 2

< NOTE>
For next box page number placeholder
  MAC: COMMAND 4
  WINDOWS: CTRL 4

< NOTE>
Current page number placeholder
  MAC: COMMAND 3
  WINDOWS: CTRL 3

< NOTE>
For wild card (Find only)
  MAC: OPTION / | ?
  WINDOWS: CTRL / | ?
  HTML: unavailable

< NOTE>
For insert symbol font character
  MAC: CMD OPTION q [any]*
  WINDOWS: CTRL ALT q [any]*
  HTML: unavailable

< NOTE>
“[any]” means key any character. The second (black) key hit will be inserted from the Symbol font, returning you to the font preceding it.

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 Index tab. Click K or search or scroll to Keyboard commands. Select Text commands (or other desired category) for your platform. Mac is on left, Windows right.

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.

And of course, watch your host Eda, the best resource.
Accents
Self-centering floating & fixed accents | lowercase composites

- **ó**
  - O acute
  - MAC: OPTION E O
  - WINDOWS: ALT 0243
  - HTML: &oacute; or &#243;

- **ô**
  - O grave
  - MAC: OPTION O
  - WINDOWS: ALT 0242
  - HTML: &ograve; or &#242;

- **ô**
  - O circumflex
  - MAC: OPTION I O
  - WINDOWS: ALT 0244
  - HTML: &ocirc; or &#244;

- **ö**
  - O umlaut
  - MAC: OPTION U O
  - WINDOWS: ALT 0246 or 0148
  - HTML: &ouml; or &#246;

- **ã**
  - O tilde
  - MAC: OPTION U O
  - WINDOWS: ALT 0245
  - HTML: &otilde; or &#245;

- **ø**
  - O slash
  - MAC: OPTION O
  - WINDOWS: ALT 0248
  - HTML: &oslash; or &#248;

- **š**
  - Š caron (esh)
  - MAC: inaccessible
  - WINDOWS: ALT 0154
  - HTML: &scaron; or &#353;

- **ú**
  - U acute
  - MAC: OPTION E A
  - WINDOWS: ALT 0250
  - HTML: &uacute; or &#250;

- **û**
  - U grave
  - MAC: OPTION A
  - WINDOWS: ALT 0249
  - HTML: &ugrave; or &#249;

- **û**
  - U circumflex
  - MAC: OPTION I A
  - WINDOWS: ALT 0251
  - HTML: &ucirc; or &#251;

- **ü**
  - U umlaut
  - MAC: OPTION U A
  - WINDOWS: ALT 0252
  - HTML: &uuml; or &#252;

- **ý**
  - Y acute
  - MAC: inaccessible
  - WINDOWS: ALT 0253
  - HTML: &yacute; or &#253;

- **ÿ**
  - Y umlaut
  - MAC: inaccessible
  - WINDOWS: ALT 0255
  - HTML: &uuml; or &#255;

- **ž**
  - Ž caron
  - MAC: inaccessible
  - WINDOWS: inaccessible
  - HTML: &#158;
<table>
<thead>
<tr>
<th>Accent</th>
<th>Description</th>
<th>MAC</th>
<th>Windows</th>
<th>HTML</th>
</tr>
</thead>
<tbody>
<tr>
<td>Á</td>
<td>Acute</td>
<td>Option E A</td>
<td>Alt 193</td>
<td>Á or Á</td>
</tr>
<tr>
<td>À</td>
<td>Grave</td>
<td>Option A</td>
<td>Alt 192</td>
<td>À or À</td>
</tr>
<tr>
<td>Â</td>
<td>Circumflex</td>
<td>Option I A</td>
<td>Alt 194</td>
<td>Â or Â</td>
</tr>
<tr>
<td>Ã</td>
<td>Umlaut</td>
<td>Option U A</td>
<td>Alt 196</td>
<td>Ä or Ä</td>
</tr>
<tr>
<td>Â</td>
<td>Tilde</td>
<td>Option U A</td>
<td>Alt 195</td>
<td>Ã or Ã</td>
</tr>
<tr>
<td>Å</td>
<td>Ring</td>
<td>Option A</td>
<td>Alt 197</td>
<td></td>
</tr>
<tr>
<td>Ė</td>
<td>Ccedilla</td>
<td>Shift Option C</td>
<td>Alt 199</td>
<td>Ç or Ç</td>
</tr>
<tr>
<td>Í</td>
<td>Acute</td>
<td>Option E I</td>
<td>Alt 205</td>
<td>É or É</td>
</tr>
<tr>
<td>Ì</td>
<td>Grave</td>
<td>Option ` I</td>
<td>Alt 204</td>
<td>È or È</td>
</tr>
<tr>
<td>Ê</td>
<td>Circumflex</td>
<td>Option I I</td>
<td>Alt 206</td>
<td>Ê or Ê</td>
</tr>
<tr>
<td>Ë</td>
<td>Umlaut</td>
<td>Option U I</td>
<td>Alt 207</td>
<td>Ë or Ë</td>
</tr>
<tr>
<td>Ñ</td>
<td>Tilde</td>
<td>Option E N</td>
<td>Alt 209</td>
<td>É or Ñ</td>
</tr>
<tr>
<td>Ò</td>
<td>Acute</td>
<td>Option E E</td>
<td>Alt 211</td>
<td>Ó or Ó</td>
</tr>
<tr>
<td>Ô</td>
<td>Grave</td>
<td>Option ` E</td>
<td>Alt 210</td>
<td>Ò or Ò</td>
</tr>
<tr>
<td>Ô</td>
<td>Circumflex</td>
<td>Option I E</td>
<td>Alt 212</td>
<td>Ô or Ô</td>
</tr>
<tr>
<td>Ö</td>
<td>Umlaut</td>
<td>Option U E</td>
<td>Alt 214</td>
<td>Ö or Ö</td>
</tr>
<tr>
<td>Õ</td>
<td>Tilde</td>
<td>Option U O</td>
<td>Alt 213</td>
<td>Ö or Õ</td>
</tr>
<tr>
<td>Ø</td>
<td>Slash</td>
<td>Shift Option O</td>
<td>Alt 216</td>
<td>Ø or Ø</td>
</tr>
</tbody>
</table>
Accents
Self-centering floating & fixed accents | Uppercase composites

Š
S caron (Esh)
MAC inaccessible
WINDOWS ALT 0138
HTML &Scaron; or &#352;

Ú
A acute
MAC OPTION e A
WINDOWS ALT 0218
HTML &Aacute; or &apos; 

Ü
A grave
MAC OPTION A
WINDOWS ALT 0217
HTML &Agrave; or &apos;

Û
A circumflex
MAC OPTION 1A
WINDOWS ALT 0219
HTML &Acirc; or &apos; 

Ü
A umlaut
MAC OPTION 11 A
WINDOWS ALT 0220
HTML &Auml; or &apos; 

Ý
Y acute
MAC inaccessible
WINDOWS ALT 0221
HTML &Yacute; or &apos; 

Ÿ
Y umlaut
MAC OPTION 11 Y
WINDOWS ALT 0159
HTML &Yuml; or &apos; 

Ž
Z caron
MAC inaccessible
WINDOWS inaccessible
HTML &142;
<table>
<thead>
<tr>
<th>Accent</th>
<th>Description</th>
<th>Mac</th>
<th>Windows Alt</th>
<th>HTML</th>
</tr>
</thead>
<tbody>
<tr>
<td>δ</td>
<td>eth (Icelandic)</td>
<td>inaccessible</td>
<td>0240</td>
<td>ð or Á</td>
</tr>
<tr>
<td>ð</td>
<td>Eth (Icelandic)</td>
<td>inaccessible</td>
<td>0208</td>
<td>Ð or Ð</td>
</tr>
<tr>
<td>l</td>
<td>l slash</td>
<td>inaccessible</td>
<td>inaccessible</td>
<td>&amp;lslash; or ł</td>
</tr>
<tr>
<td>Ł</td>
<td>L slash</td>
<td>inaccessible</td>
<td>inaccessible</td>
<td>&amp;Lslash; or Ł</td>
</tr>
<tr>
<td>þ</td>
<td>thorn (Old English)</td>
<td>inaccessible</td>
<td>0254</td>
<td>þ or þ</td>
</tr>
<tr>
<td>þ</td>
<td>Thorn (Old English)</td>
<td>inaccessible</td>
<td>0222</td>
<td>Þ or Þ</td>
</tr>
<tr>
<td>Accent</td>
<td>Description</td>
<td>HTML</td>
<td>Windows</td>
<td>Mac</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------</td>
<td>---------------</td>
<td>---------------</td>
<td>--------------</td>
</tr>
<tr>
<td>acut</td>
<td>Isolated accents</td>
<td><code>acute</code></td>
<td><code>ALT 0180</code></td>
<td><code>SHIFT OPTION e</code></td>
</tr>
<tr>
<td>grave</td>
<td>Isolated accents</td>
<td><code>grave</code></td>
<td><code>ALT 0168</code></td>
<td><code>SHIFT OPTION u</code></td>
</tr>
<tr>
<td>ümlaut</td>
<td>Isolated accents</td>
<td><code>ümlaut</code></td>
<td><code>ALT 0168</code></td>
<td><code>SHIFT OPTION u</code></td>
</tr>
<tr>
<td>circumflex</td>
<td>Isolated accents</td>
<td><code>circumflex</code></td>
<td><code>ALT 0136</code></td>
<td><code>SHIFT OPTION i</code></td>
</tr>
<tr>
<td>tilde</td>
<td>Isolated accents</td>
<td><code>tilde</code></td>
<td><code>ALT 0152</code></td>
<td><code>SHIFT OPTION n</code></td>
</tr>
<tr>
<td>macron</td>
<td>Isolated accents</td>
<td><code>macron</code></td>
<td><code>ALT 0175</code></td>
<td><code>SHIFT OPTION .</code></td>
</tr>
<tr>
<td>breve</td>
<td>Isolated accents</td>
<td><code>breve</code></td>
<td><code>ALT 0175</code></td>
<td><code>SHIFT OPTION .</code></td>
</tr>
<tr>
<td>dot accent</td>
<td>Isolated accents</td>
<td><code>dot accent</code></td>
<td><code>ALT 0184</code></td>
<td><code>SHIFT OPTION z</code></td>
</tr>
<tr>
<td>ring</td>
<td>Isolated accents</td>
<td><code>ring</code></td>
<td><code>ALT 0184</code></td>
<td><code>SHIFT OPTION g</code></td>
</tr>
<tr>
<td>cedilla</td>
<td>Isolated accents</td>
<td><code>cedilla</code></td>
<td><code>ALT 0184</code></td>
<td><code>SHIFT OPTION x</code></td>
</tr>
<tr>
<td>hungarumlaut</td>
<td>Isolated accents</td>
<td><code>hungarumlaut</code></td>
<td><code>ALT 0184</code></td>
<td><code>SHIFT OPTION t</code></td>
</tr>
<tr>
<td>ogonek</td>
<td>Isolated accents</td>
<td><code>ogonek</code></td>
<td><code>ALT 0184</code></td>
<td><code>SHIFT OPTION t</code></td>
</tr>
<tr>
<td>caron</td>
<td>Isolated accents</td>
<td><code>caron</code></td>
<td><code>ALT 0184</code></td>
<td><code>SHIFT OPTION t</code></td>
</tr>
</tbody>
</table>
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: \&aelig; or \&#230;

- **Æ**
  - **AE ligature**
  - MAC: SHIFT OPTION ' (quote key)
  - Windows: ALT 0198
  - HTML: \&AElig; or \&#198;

- **œ**
  - **oe ligature**
  - MAC: OPTION q
  - Windows: ALT 0156
  - HTML: \&oelig; or \&#339;

- **Œ**
  - **OE ligature**
  - MAC: SHIFT OPTION q
  - Windows: ALT 0140
  - HTML: \&OElig; or \&#338;

- **ß**
  - **German double s (sz ligature)**
  - MAC: OPTION s
  - Windows: ALT 0223
  - HTML: \&szlig; or \&#223;

- **ı**
  - **dotless i**
  - MAC: SHIFT OPTION b
  - Windows: inaccessible
  - HTML: \&dotlessi; or \&#305;

**The ‘un’ ligature**
Disassembled character

**< 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.
# Punctuation

## Quote marks

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Left Single Quote</th>
<th>Right Single Quote</th>
<th>Left Double Quote</th>
<th>Right Double Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left Single Quote</td>
<td><code>\u2018</code></td>
<td><code>\u2019</code></td>
<td><code>\u201C</code></td>
<td><code>\u201D</code></td>
</tr>
<tr>
<td>Right Single Quote</td>
<td><code>\u2019</code></td>
<td><code>\u2018</code></td>
<td><code>\u201D</code></td>
<td><code>\u201C</code></td>
</tr>
<tr>
<td>Left Double Quote</td>
<td><code>\u201C</code></td>
<td><code>\u201D</code></td>
<td><code>\u2019</code></td>
<td><code>\u2018</code></td>
</tr>
<tr>
<td>Right Double Quote</td>
<td><code>\u201D</code></td>
<td><code>\u201C</code></td>
<td><code>\u2018</code></td>
<td><code>\u2019</code></td>
</tr>
</tbody>
</table>

**Mac Option:** `\u2018`, `\u2019`, `\u201C`, `\u201D`

**Windows:** Alt + 0145, Alt + 0146, Alt + 0147, Alt + 0148

**HTML:** `<span style="font-family: Arial;">’</span>`

## Dashes & Rules

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Endash</th>
<th>Em dash</th>
<th>Baseline Rule</th>
<th>Vertical Bar</th>
<th>Broken Bar</th>
<th>Foot (Prime)</th>
<th>Inch (Double Prime)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left Single Quote</td>
<td><code>\u2013</code></td>
<td><code>\u2014</code></td>
<td><code>\u2015</code></td>
<td><code>\u2016</code></td>
<td><code>\u2016</code></td>
<td><code>\u2016</code></td>
<td><code>\u2016</code></td>
</tr>
<tr>
<td>Right Single Quote</td>
<td><code>\u2013</code></td>
<td><code>\u2014</code></td>
<td><code>\u2015</code></td>
<td><code>\u2016</code></td>
<td><code>\u2016</code></td>
<td><code>\u2016</code></td>
<td><code>\u2016</code></td>
</tr>
</tbody>
</table>

**Mac Option:** `\u2013`, `\u2014`, `\u2015`, `\u2016`

**Windows:** Alt + 0150, Alt + 0151, Alt + 0152, Alt + 0153

**HTML:** `<span style="font-family: Arial;">—</span>`

## Other Symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Ellipsis</th>
<th>Middle Dot</th>
<th>Bullet</th>
<th>Inverted Question</th>
<th>Inverted Exclam</th>
<th>Paragraph (Pilcrow)</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left Single Quote</td>
<td><code>\u2026</code></td>
<td><code>\u2022</code></td>
<td><code>•</code></td>
<td><code>¿</code></td>
<td><code>¡</code></td>
<td><code>¡</code></td>
<td><code>§</code></td>
</tr>
<tr>
<td>Right Single Quote</td>
<td><code>\u2026</code></td>
<td><code>\u2022</code></td>
<td><code>•</code></td>
<td><code>¿</code></td>
<td><code>¡</code></td>
<td><code>¡</code></td>
<td><code>§</code></td>
</tr>
</tbody>
</table>

**Mac Option:** `\u2026`, `\u2022`, `•`, `¿`, `¡`

**Windows:** Alt + 0133, Alt + 0134, Alt + 0135, Alt + 0136

**HTML:** `<span style="font-family: Arial;">…</span>`

## Notes

- **NOTE**
  In QuarkXPress, standard English “curly” quotes are selected with the quote key by default when the “Smart Quotes” preference is turned on.

- **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**
<table>
<thead>
<tr>
<th>Currency Symbol</th>
<th>Description</th>
<th>Keyboard Shortcuts</th>
</tr>
</thead>
<tbody>
<tr>
<td>¢</td>
<td>US cent</td>
<td>MAC Option 4, Windows Alt 0162, HTML ¢ or ¢</td>
</tr>
<tr>
<td>£</td>
<td>UK pound sterling</td>
<td>MAC Option 3, Windows Alt 0163, HTML £ or £</td>
</tr>
<tr>
<td>¥</td>
<td>Japanese Yen</td>
<td>MAC Option [, Windows Alt 0165, HTML ¥ or ¥</td>
</tr>
<tr>
<td>f</td>
<td>Dutch Florin</td>
<td>MAC Option $, Windows Alt 0131, HTML &amp;franc; or �</td>
</tr>
<tr>
<td>€</td>
<td>Euro</td>
<td>MAC Shift Option 2, Windows Alt 0128, HTML € or �</td>
</tr>
<tr>
<td>™</td>
<td>Trademark</td>
<td>MAC Option 2, Windows Alt 0153, HTML ™ or �</td>
</tr>
<tr>
<td>®</td>
<td>Registered trademark</td>
<td>MAC Option t, Windows Alt 0174, HTML ® or ®</td>
</tr>
<tr>
<td>©</td>
<td>Copyright</td>
<td>MAC Option g, Windows Alt 0169, HTML © or ©</td>
</tr>
<tr>
<td>€</td>
<td>Euro</td>
<td>MAC Shift Option 2, Windows Alt 0128, HTML € or �</td>
</tr>
<tr>
<td>™</td>
<td>Trademark</td>
<td>MAC Option 2, Windows Alt 0153, HTML ™ or �</td>
</tr>
<tr>
<td>®</td>
<td>Registered trademark</td>
<td>MAC Option t, Windows Alt 0174, HTML ® or ®</td>
</tr>
<tr>
<td>©</td>
<td>Copyright</td>
<td>MAC Option g, Windows Alt 0169, HTML © or ©</td>
</tr>
<tr>
<td>£</td>
<td>UK pound sterling</td>
<td>MAC Option 3, Windows Alt 0163, HTML £ or £</td>
</tr>
<tr>
<td>¥</td>
<td>Japanese Yen</td>
<td>MAC Option [, Windows Alt 0165, HTML ¥ or ¥</td>
</tr>
<tr>
<td>f</td>
<td>Dutch Florin</td>
<td>MAC Option $, Windows Alt 0131, HTML &amp;franc; or �</td>
</tr>
<tr>
<td>€</td>
<td>Euro</td>
<td>MAC Shift Option 2, Windows Alt 0128, HTML € or �</td>
</tr>
<tr>
<td>™</td>
<td>Trademark</td>
<td>MAC Option 2, Windows Alt 0153, HTML ™ or �</td>
</tr>
<tr>
<td>®</td>
<td>Registered trademark</td>
<td>MAC Option t, Windows Alt 0174, HTML ® or ®</td>
</tr>
<tr>
<td>©</td>
<td>Copyright</td>
<td>MAC Option g, Windows Alt 0169, HTML © or ©</td>
</tr>
</tbody>
</table>

**< NOTE**

A new symbol, not available on early versions of PostScript or TrueType fonts. Most foundries have updated older generation fonts to include.
# Math & Greek symbols

Some symbols generally generic (not drawn to font style)

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>÷</td>
<td>divide</td>
</tr>
<tr>
<td>±</td>
<td>plus minus</td>
</tr>
<tr>
<td>≠</td>
<td>not equal</td>
</tr>
<tr>
<td>≤</td>
<td>less than or equal</td>
</tr>
<tr>
<td>≥</td>
<td>greater than or equal</td>
</tr>
<tr>
<td>≈</td>
<td>approx equal</td>
</tr>
<tr>
<td>×</td>
<td>multiply</td>
</tr>
<tr>
<td>÷</td>
<td>fraction slash</td>
</tr>
<tr>
<td>°</td>
<td>degree</td>
</tr>
<tr>
<td>‰</td>
<td>per mille (1/1000)</td>
</tr>
<tr>
<td>∞</td>
<td>infinity</td>
</tr>
<tr>
<td>∂</td>
<td>partial derivative</td>
</tr>
<tr>
<td>∫</td>
<td>integral</td>
</tr>
<tr>
<td>√</td>
<td>radical (square root)</td>
</tr>
<tr>
<td>∏</td>
<td>product</td>
</tr>
<tr>
<td>∑</td>
<td>summation</td>
</tr>
<tr>
<td>π</td>
<td>pi</td>
</tr>
<tr>
<td>µ</td>
<td>mu (micro)</td>
</tr>
<tr>
<td>Ω</td>
<td>omega</td>
</tr>
<tr>
<td>¬</td>
<td>logical not</td>
</tr>
<tr>
<td>½</td>
<td>one half</td>
</tr>
<tr>
<td>¼</td>
<td>one quarter</td>
</tr>
<tr>
<td>¾</td>
<td>three quarters</td>
</tr>
<tr>
<td>∅</td>
<td>empty set</td>
</tr>
</tbody>
</table>

### Symbols & Their Representations

- **Divide (÷)**: `(÷)`
- **Plus Minus (±)**: `(±)`
- **Not Equal (≠)**: `(≠)`
- **Less Than or Equal (≤)**: `<` or `≤`
- **Greater Than or Equal (≥)**: `>` or `≥`
- **Approx Equal (≈)**: `≈` or `≈`
- **Multiply (×)**: `×` or `×`
- **Fraction Slash (⁄)**: `⁄` or `⁄`
- **Degree (°)**: `°` or `°`
- **Per Mille (‰)**: `‰` or `‰`
- **Infinity (∞)**: `∞` or `∞`
- **Partial Derivative (∂)**: `∂`
- **Radical (√)**: `√` or `√`
- **Product (∏)**: `∏`
- **Summation (∑)**: `∑`
- **Pi (π)**: `π` or `π`
- **Mu (µ)**: `µ`
- **Omega (Ω)**: `Ω`
- **Logical Not (¬)**: `¬`
- **One Half (½)**: `½`
- **One Quarter (¼)**: `¼`
- **Three Quarters (¾)**: `¾`
- **Broken Bar (¦)**: `¦` or `¦`

### Additional Information

- **Hyphen** commonly used, or coded as endash. (see page12 for endash.)
- **Superscript One (¹)**: `¹` or `¹`
- **Superscript Two (²)**: `²` or `²`
- **Superscript Three (³)**: `³` or `³`
- **Empty Set/Null (∅)**: `∅` or `∅`

### Keyboard Shortcuts

- **Mac**: Option + Specific Key
- **Windows**: Alt + Specific Key
- **HTML**: &lt;tag&gt; or &amp;#ID;

### References

- [Math Symbols](#)
- [Greek Symbols](#)
- [Keyboard Shortcuts](#)
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.
Special thanks to a few people who unknowingly helped.

My good friend Eda Warren for her support.

Chris Luger of Quark for his invaluable assistance.

Bhavnesh Kaalra of Quark for his continuing help in identifying some of the more esoteric aspects of QuarkXPress.

The kids at Altsys who long ago wrote the first font creation application for the Mac, Fontographer, which began allowing the masses to flood the world with tens of thousands of fonts.

And, of course, Adam for hitting a key now and then.

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Blue links are live in Acrobat. Click ’em.

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