

Special Symbols Contributed by Vivian Hazen

In Word, how do I find shortcuts for special keys, such as: ¿, ¢, ™, ©?

Go to: Word Help, type in **keyboard shortcuts**.

Click on: “Insert an international character by using a shortcut key”.

OPTION + \$ = ¢

OPTION SHIFT + ? = ¿

OPTION + ‘ = æ, OPTION SHIFT + ‘ = Æ

Try combinations of option + another key

Try holding down the option + shift key and striking any key.

Write down or memorize any that you use a lot.

Remember, Word Menu-- >Insert> Symbol (must have document open or it won't bring up the chart of characters.) and don't forget to change Font: Symbol if you want to find all those other shortcut keys.

Most of these shortcuts also work in Appleworks.