

SHORTCUT CODES

I was using the codes below long before Windows and its drop-down Symbols menus. Although I quickly adjusted to Windows, I could never give up the ease of the old ASCII codes. Below is my personal list of what I consider the most helpful symbol codes for authors, including the em dash, copyright, and foreign accents.

The numbers must be typed on your keypad with the Alt key down. Num Lock must be on. (Since “Num Lock on” is a default on most computers, this should not be a problem.)

20	¶	144	É
21	§	145	æ
37	%	146	Æ
60	<	147	ô
62	>	148	ö
128	Ç	149	ò
129	ü	150	û
130	é	151	ù
131	â	152	ÿ
132	ä	153	Ö
133	à	154	Ü
134	å	155	ø
0227	ã	156	£
135	ç	160	á
136	ê	161	í
137	ë	162	ó
138	è	163	ú
139	ï	164	ñ
140	î	165	Ñ
141	ì	168	¿
142	Ä	171	½
143	Å	172	¼

0190	¾
173	ı
174	«
175	»
241	±
246	÷
0215	×
248	°
0150	—
0151	—
0153	™
0169	©
0174	®
0178	²
0179	³
0192	À
0193	Á
0194	Â
0195	Ã
0196	Ä
0197	Å
0200	È
0201	É
0202	Ê
0203	Ë
0204	Ì
0205	Í

0206	Î
0207	Ï
0210	Ò
0211	Ó
0212	Ô
0213	Õ
0214	Ö
0217	Ù
0218	Ú
0219	Û
0220	Ü

There are many more 2-4 digit codes, but most are alphabet, borders, math, Greek, etc. Undoubtedly, anyone taking the time to experiment can find a whole slew more.