

## Appendix B.

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*The following is a list of the most often-used special characters and accent marks.*

“	Option [	opening double quote
”	Option Shift [	closing double quote
‘	Option ]	opening single quote
’	Option Shift ]	closing single quote; apostrophe
–	Option hyphen	en dash
—	Option Shift hyphen	em dash
...	Option ;	ellipsis (this character can't be separated at the end of a line as three periods can)
•	Option 8	bullet (easy to remember as it's the asterisk key)
■	n ( <i>Zapf Dingbats</i> )	black ballot box
□	n ( <i>Zapf Dingbats, outlined</i> )	empty ballot box
fi	Option Shift 5	ligature of f and i
fl	Option Shift 6	ligature of f and l
©	Option g	
™	Option 2	
®	Option r	
°	Option Shift 8	degree symbol (e.g., 102°F)
¢	Option \$	
/	Option Shift !	fraction bar (this doesn't descend below the line as the slash does)
ı	Option l	
¿	Option Shift ?	
£	Option 3	
§	Option c	
Ç	Option Shift c	

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*Remember, on the accent marks over the letters, press the Option key with the letter, then press the letter you want under it.*

´	Option e
`	Option ~ (upper left or next to the spacebar)
¨	Option u
˜	Option n
ˆ	Option i