

# Typesetting special characters

Application: Adobe PageMaker 5.0 & 6.0  
 Operating systems:  
 Microsoft Windows, Macintosh

**W**hen you need to type special characters that aren't shown on the keyboard, how do you find them? Windows has a handy Character Map accessory that lets you copy a single character, and

the Mac has KeyCaps, which does much the same thing. Both accessories require you to open a window and search for the needed character. However, the characters aren't arranged so that you can find them easily.

To make matters more confusing, the Windows versions of XPress and PageMaker use different key combinations for some of the same characters. Also, you can enter many of the Windows characters only by pressing [Alt] and the indicated numbers on the keypad. Therefore, we thought our readers would find a handy reference chart useful. Bear in mind that Windows uses some characters the Mac doesn't and vice versa.

Name	Character	Mac	PC PageMaker	PC XPress	Windows
<b>Bullets/symbols</b>					
Bullet	•	Opt-8	Ctrl-Shift-8	Alt-Shift-8	Alt-0149
Centered period	.	Opt-Shift-9	—	—	Alt-0183
Copyright mark	©	Opt-g	Ctrl-Shift-o	Alt-Shift-c	Alt-0169
Registered mark	®	Opt-r	Ctrl-Shift-g	Alt-Shift-r	Alt-0174
Trademark	™	Opt-2	—	Alt-Shift-2	Alt-0153
Section	§	Opt-6	Ctrl-Shift-6	Alt-Shift-6	Alt-0167
Paragraph	¶	Opt-7	Ctrl-Shift-7	Alt-Shift-7	Alt-0182
Dagger	†	Opt-t	—	Alt-Shift-t	Alt-0134
Double dagger	‡	Opt-Shift-7	—	—	Alt-0135
Ellipsis	...	Opt-; (semicolon)	—	—	Alt-0133
<b>Quotes/apostrophe</b>					
Open single quote	'	Opt-]	Ctrl-]	Alt-[	Alt-0145
Close single quote (apostrophe)	'	Opt-Shift-]	Ctrl-]	Alt-]	Alt-0146
Open double quote	"	Opt-[	Ctrl-Shift-[	Alt-Shift-[	Alt-0147
Close double quote	"	Opt-Shift-[	Ctrl-Shift-]	Alt-Shift-]	Alt-0148
<b>Dashes/spaces/etc.</b>					
Discretionary hyphen	-	⌘- - (hyphen)	Ctrl- - (hyphen)	Ctrl- - (hyphen)	—
Em dash	—	Opt-Shift- (hyphen)	Ctrl-Shift-=	Ctrl-Shift-=	Alt-0151
En dash	-	Opt-(hyphen)	Ctrl-=	Ctrl-=	Alt-0150
Em space		Cmd-Shift-m	Ctrl-Shift-m	—	—
En space (PageMaker)		Cmd-Shift-n	Ctrl-Shift-n	—	—
En space (XPress)		Opt-space	—	Ctrl-Shift-6	—
Non-breaking space (PageMaker)		Opt-space	Ctrl-space	—	—
Non-breaking space (XPress)		Cmd-space	—	Ctrl-space	—
Non-breaking slash	/	Opt-Shift-l	Ctrl-Shift- /	—	—
Dotless i	ı	Opt-Shift-b	—	—	—