

Character Reference Chart

To get one of these characters, press the **Alt** key and hold it while you type in the numeric equivalent using the keys on the numeric keypad (the thing that looks like calculator keys on your keyboard; make sure you have the number lock on). You can use this method in word processors and similar programs. Be cautious when trying to use special characters in email messages — special characters may be converted to other characters on the recipient's end.

Example: To get a long dash — an “em dash” — press and hold the **Alt** key with your left hand, type **0151** on the keypad with your right hand, release **Alt** and the dash will appear.

0131	f	0167	§	0197	Å	0227	ã
0132	„	0168	¨	0198	Æ	0228	ä
0133	...	0169	©	0199	Ç	0229	å
0134	†	0170	ª	0200	È	0230	æ
0135	‡	0171	«	0201	É	0231	ç
0136	^	0172	¬	0202	Ê	0232	è
0137	‰	0173	□	0203	Ë	0233	é
0138	Š	0174	®	0204	Ì	0234	ê
0139	‹	0175	-	0205	Í	0235	ë
0140	Œ	0176	°	0206	Î	0236	ì
0145	‘	0177	±	0207	Ï	0237	í
0146	’	0178	²	0208	Ð	0238	î
0147	“	0179	³	0209	Ñ	0239	ï
0148	”	0180	´	0210	Ò	0240	ð
0149	•	0181	□	0211	Ó	0241	ñ
0150	–	0182	¶	0212	Ô	0242	ò
0151	—	0183	·	0213	Õ	0243	ó
0152	~	0184	¸	0214	Ö	0244	ô
0153	™	0185	¹	0215	×	0245	õ
0154	š	0186	º	0216	Ø	0246	ö
0155	›	0187	»	0217	Ù	0247	÷
0156	œ	0188	¼	0218	Ú	0248	ø
0159	ÿ	0189	½	0219	Û	0249	ù
0160		0190	¾	0220	Ü	0250	ú
0161	ı	0191	¿	0221	Ý	0251	û
0162	¢	0192	À	0222	Þ	0252	ü
0163	£	0193	Á	0223	ß	0253	ý
0164	€	0194	Â	0224	à	0254	þ
0165	¥	0195	Ã	0225	á	0255	ÿ
0166		0196	Ä	0226	â		