



## Typing Special Characters

Á	Alt + 0193	õ	Alt + 0245
á	Alt + 0225	Ú	Alt + 0218
Ã	Alt + 0195	ú	Alt + 0250
ã	Alt + 0227	ı	Alt + 0191
É	Alt + 0201	ı	Alt + 0161
é	Alt + 0233	«	Alt + 0171
Í	Alt + 0205	»	Alt + 0187
í	Alt + 0237	•	Alt + 0149
Ñ	Alt + 0209	¼	Alt + 0188
ñ	Alt + 0241	½	Alt + 0189
Ó	Alt + 0211	¾	Alt + 0190
ó	Alt + 0243	¶	Alt + 0182
Õ	Alt + 0213	†	Alt + 0134

### Instructions

Verify that the **NUM LOCK** light on the keyboard is on. If the **NUM LOCK** light is off, tap the **NUM LOCK** key once.

Look up the special character in the chart above. **Hold down** the **ALT** key AND **on the numeric keypad** (to the right of the main keyboard) **type the four-digit code** next to the character you want. Don't release the **ALT** key until you have typed the complete four-digit code. For example, to type an "ñ" hold down the **ALT** key and type **0241** on the numeric keypad.

*Note:* when you insert a cross, the font which you are using will determine the exact appearance of the cross. Some fonts may make the cross appear more like a dagger. Highlight the cross and change the font if you're not satisfied with its appearance.