

Character	PC	Mac
á, é, í, ó, ú	[Ctrl] + ['] (apostrophe), then the letter	[Option] + [e], then the letter
Á, É, Í, Ó, Ú	For CAPS [Ctrl] + ['] (apostrophe), then press Shift + the letter	For CAPS [Option] + [e], then press Shift + the letter
à, è, ì, ò, ù	[Ctrl] + ['] (accent grave), then the letter	[Option] + ['] (accent grave), then the letter
À, È, Ì, Ò, Ù	For CAPS [Ctrl] + ['] (accent grave), then press Shift + the letter	For CAPS [Option] + ['] (accent grave), then press Shift + the letter
â, ê, î, ô, û	[Ctrl] + [^] (caret), then the letter	[Option] + [i], then the letter
Â, Ê, Î, Ô, Û	For CAPS [Ctrl] + [^] (caret), then press Shift + the letter	For CAPS [Option] + [i], then press Shift + the letter
ã, ñ, õ	[Ctrl] + [-] (tilde), then the letter	[Option] + [n], then the letter
Ã, Ñ, Õ	For CAPS [Ctrl] + [-] (tilde), then press Shift + the letter	For CAPS [Option] + [n], then press Shift + the letter
ä, ë, ï, ö, ü, ÿ	[Ctrl] + [:] (colon), then the letter	[Option] + [u], then the letter
Ä, È, Ì, Ö, Ü, ÿ	For CAPS [Ctrl] + [:] (colon), then press Shift + the letter	For CAPS [Option] + [u], then press Shift + the letter
č	[Ctrl] + [Alt] + [?]	[Option] + [Shift] + [?]
ċ	[Ctrl] + [Alt] + [!]	[Option] + [!]
â, Ă	[Ctrl] + [@], then a or A	[Option] + [a or A]
æ, Æ	[Ctrl] + [&], then a or A	[Option] + [(APOSTROPHE) or Shift (APOSTROPHE)]
œ, Œ	[Ctrl] + [&], then o or O	[Option] + [q or Q]
ç, Ç	[Ctrl] + [,] (COMMA), then c or C	[Option] + [c or C]
>, <	[Ctrl] + ['] (APOSTROPHE), then d or D	[Option] + [Shift] + [4], [Option] + [Shift] + [3]
ø, Ø	[Ctrl] + [/], then o or O	[Option] + [o or O]
ß	[Ctrl] + [&], then s	[Option] + [s]

## Assign a shortcut key to a symbol (PC only)

1. On the Insert menu, *click* **Symbol**.
  2. *Click* the **Tab** with the symbol or character you want.
  3. *Click* the symbol or character you want.
  4. *Click* **Shortcut Key**.
  5. In the **Press new shortcut key box**,
  6. *Click* **Assign**.
- type the key combination you want to use.