



SPECIAL CHARACTERS

YOUR GUIDE TO USING EDESIGN

There are a whole host of special characters that appear in typography that do not appear on the normal keyboard. Some of the most common special characters include the following:

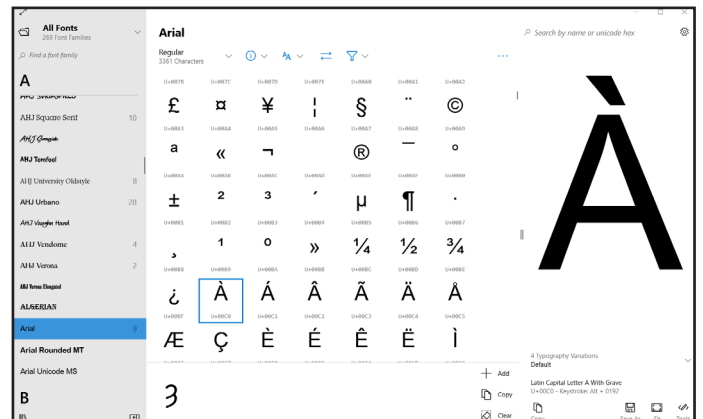
- acute accent mark (é)
- grave accent mark (è)
- letters with a tilde (ñ)
- an em dash (—)
- an en dash (–)
- typographer’s quotes (“”)
- the copyright symbol (©)
- the trademark symbol (™)
- the registered symbol (®)

Entering these characters differs based on your computer’s operating system—Windows or Mac. You should also be aware that not all fonts have every special character. Most of the AHJ fonts in eDesign contain these special characters, but there are some exceptions.

ENTERING SPECIAL CHARACTERS FOR WINDOWS USERS

The easiest way to enter special characters on Windows is to use the Character Map utility. Search for the Character Map on your computer. It is a Windows Utility.

1. Choose the font Arial or Times New Roman (since these are standard fonts that will translate well into eDesign).
2. Look in the list for the symbol you want. If necessary, use the scroll bar on the right to view more characters.
3. Select any character to make it appear in the Characters to Copy field.
4. Click the Copy button or select the copy icon in the bottom of the window to copy the character into the computer’s clipboard.
5. Then paste the character into a text frame in eDesign.



It would be a good idea to place the characters you plan to use often into a single text file and then save that for later use. You can then open that file at any time to copy and paste into eDesign the character that you need. There is also a chart from which you can copy and paste at the end of this document.

ENTERING SPECIAL CHARACTERS FOR MACINTOSH USERS

On the Mac, entering most of the common special characters is an easy process from the standard keyboard—as long as you know the shortcuts. To type accented letters, press the Option key along with a letter that activates a particular accent mark and then you type the letter over which you want the accent to appear. For instance, press Option+E and then press the E key again, which will result in “é.” The chart below shows several common accent marks and the related shortcut. NOTE: The format is to press the first two keys simultaneously, release the keys, and then type the letter you wish to be accented. In the chart “V” stands for the letter that you wish to be accented.

ACCENT	SAMPLE	KEY COMMAND
Acute	ó Ó	Option+E, V
Circumflex	ô Ô	Option+I, V
Grave	ò Ò	Option+ ` , V
Tilde	õ Õ	Option+N, V
Umlaut	ö Ö	Option+U, V

There are also a number of other easy key commands to insert common special characters:

SYMBOL	NAME	KEY COMMAND
©	Copyright symbol	Option+G
®	Registered symbol	Option+R
™	Trademark	Option+2
-	En dash	Option+- (hyphen)
—	Em dash	Shift+Option+- (hyphen)
“	Opening typographer’s quote	Option+[(left bracket)
”	Closing typographer’s quote	Shift+Option+[(left bracket)
‘	Opening single typographer’s quote	Option+] (right bracket)
’	Closing single typographer’s quote	Shift+Option+] (right bracket)
°	Degree symbol	Shift+Option+8
¢	Cent symbol	Option+4
¿	Inverted question mark	Shift+Option+?
¡	Inverted exclamation mark	Option+1
•	Bullet character (standard round)	Option+8
...	Ellipsis	Option+;

COPY AND PASTE OPTION

The table below shows the most common special characters. When viewing the PDF version of this file on your computer, you can simply select the character you want and copy it (Ctrl+C on Windows, Cmd+C on Mac). Then place your text cursor in a text frame in eDesign and paste (Ctrl+V on Windows, Cmd+V on Mac). You can then change the font. However, as noted above, **not all AHJ fonts contain all special characters.**

À	à	Á	á	Â	â	Ã	ã	Ä	ä	Å	å	È	è	É	é	Ê	ê	Ë	ë
Ì	ì	Í	í	Î	î	Ï	ï	Ñ	ñ	Ò	ò	Ó	ó	Ô	ô	Õ	õ	Ö	ö
Ù	ù	Ú	ú	Û	û	Ü	ü	Ý	ý										
ı	¿	§	!	«	»	‹	›	¬	-	—	¶	...	°	.	•	†	‡		
‘	’	,	“	”	”														
®	©	™																	
\$	¢	£	¤	¥	¼	½	¾	‰	±	×	÷								
			€																