



Special Character **SHORT CUTS**

Use keypad, not number keys above alpha keys

Hold down ALT key while entering numbers

- **ALT 0149** (Bullet Point)
- ® **ALT 0174** (Registration)
- © **ALT 0169** (Copyright)
- ¢ **ALT 0162** (Cents)
- ½ **ALT 0189** (Half Percentage)