Appendix B.

The following is a list of the most often-used special characters and accent marks.

```
" Option [  opening double quote
" Option Shift [ closing double quote
' Option ]  opening single quote
' Option Shift ] closing single quote; apostrophe
– Option hyphen  en dash
— Option Shift hyphen  em dash
… Option ;  ellipsis (this character can’t be separated at the end of a line as three periods can)
• Option 8  bullet (easy to remember as it’s the asterisk key)
■ n (Zapf Dingbats)  black ballot box
□ n (Zapf Dingbats, outlined)  empty ballot box
fi Option Shift 5  ligature of f and i
fl Option Shift 6  ligature of f and l
© Option g
™ Option 2
® Option r
○ Option Shift 8  degree symbol (e.g., 102°F)
¢ Option $  fraction bar (this doesn’t descend below the line as the slash does)
i Option 1
ć Option Shift ?
£ Option 3
ç Option c
Ç Option Shift c

— continued
```

Remember, on the accent marks over the letters, press the Option key with the letter, then press the letter you want under it.

‘ Option e
’ Option ~  (upper left or next to the spacebar)
“ Option u
— Option n
^ Option i