



## Useful Keyboard Symbols

In your business correspondence and marketing materials, do you ever need to use symbols that aren't on your keyboard? With this handy keyboard symbol list it is easy to use symbols like © for Copyright or the Trademark symbol ™ or maybe just a real bullet • instead of the asterisk \*.

How do you get the symbol you are looking for? Simply hold the Alt Key down and type the number next to the symbol you want, using the Calculator part of your keyboard. Release the Alt Key and there you have it, your symbol.

• = 0149	· = 249	... = 0133	° = 0186	¢ = 0162
€ = 0128	£ = 0163	¥ = 0165	f = 0131	\$ = 36
© = 0169	™ = 0153	® = 0174	« = 0171	» = 0187
¼ = 0188	½ = 0189	¾ = 0190	¿ = 0191	¡ = 0161
Ω = 234	- = 0150	— = 0151	÷ = 247	≥ = 242
≤ = 243	± = 241	≈ = 247	~ = 0152	‰ = 0137
À = 0192	Á = 0193	Â = 0194	Ã = 0195	Ä = 0196
Å = 0197	Æ = 0198	à = 0224	á = 0225	â = 0226
ã = 0227	ä = 0228	å = 0229	æ = 0230	Ç = 0199
ç = 0231	È = 0200	É = 0201	Ê = 0202	Ë = 0203
è = 0232	é = 0233	ê = 0234	ë = 0235	Ì = 0204
Í = 0205	Î = 0206	Ï = 0207	ì = 0236	í = 0237
î = 0238	ï = 0239	Ð = 0208	Ñ = 0209	ñ = 0241
Ò = 0210	Ó = 0211	Ô = 0212	Õ = 0213	Ö = 0214
ð = 0240	ò = 0242	ó = 0243	ô = 0244	õ = 0245
ö = 0246	Ø = 0216	ø = 0248	Û = 0217	Ü = 0219
Û = 0220	ù = 0249	ú = 0250	û = 0251	ü = 0252
Ý = 0221	ý = 0253	Þ = 0222	þ = 0254	ª = 0170
§ = 0167	<sup>1</sup> = 0185	<sup>2</sup> = 0178	<sup>3</sup> = 0179	× = 0215
ß = 225	š = 0154	Š = 0138	› = 0155	¨ = 0168
¡ = 0166	¤ = 0164	√ = 251	‹ = 0139	■ = 254
← = 27	“ = 0147	‘ = 0145	` = 96	# = 35
→ = 26	” = 0148	’ = 0146	´ = 0180	* = 42

## State Abbreviations

State/Possession	Abbr	State/Possession	Abbr
ALABAMA	AL	NEW JERSEY	NJ
ALASKA	AK	NEW MEXICO	NM
AMERICAN SAMOA	AS	NEW YORK	NY
ARIZONA	AR	NORTH CAROLINA	NC
ARKANSAS	AR	NORTH DAKOTA	ND
CALIFORNIA	CA	NORTHERN MARIANA ISLANDS	MI
COLORADO	CO	OHIO	OH
CONNECTICUT	CT	OKLAHOMA	OK
DELAWARE	DE	OREGON	OR
DISTRICT OF COLUMBIA	DC	PALAU	PW
FEDERATED STATES OF MICRONESIA	FM	PENNSYLVANIA	PA
FLORIDA	FL	PUERTO RICO	PR
GEORGIA	GA	RHODE ISLAND	RI
GUAM	GU	SOUTH CAROLINA	SC
HAWAII	HI	SOUTH DAKOTA	SD
IDAHO	ID	TENNESSEE	TN
ILLINOIS	IL	TEXAS	TX
INDIANA	IN	UTAH	UT
IOWA	IA	VERMONT	VT
KANSAS	KS	VIRGIN ISLANDS	VI
KENTUCKY	KY	VIRGINIA	VA
LOUISIANA	LA	WASHINGTON	WA
MAINE	ME	WEST VIRGINIA	WV
MARSHALL ISLANDS	MH	WISCONSIN	WI
MARYLAND	MD	WYOMING	WY
MASSACHUSETTS	MA	Military 'State'	
MICHIGAN	MI	ARMED FORCES AFRICA	AE
MINNESOTA	MN	ARMED FORCES AMERICAS	AA
MISSISSIPPI	MS	(EXCEPT CANADA)	
MISSOURI	MO	ARMED FORCES CANADA	AE
MONTANA	MT	ARMED FORCES EUROPE	AE
NEBRASKA	NE	ARMED FORCES MIDDLE EAST	AE
NEVADA	NV	ARMED FORCES PACIFIC	AP
NEW HAMPSHIRE	NH		

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