

## Useful Keyboard Symbols

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In your business correspondence and marketing materials, do you ever need to use symbols that aren't on the computer keyboard? Like © for Copyright or the Trademark symbol (™) or how about a real bullet (•) instead of an asterisk (\*)? Then this is the list you've been searching for.

How do you get the symbol you want? Hold the Alt Key down 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.

|          |          |           |            |          |
|----------|----------|-----------|------------|----------|
| € = 0128 | = 0129   | f = 0131  | ... = 0133 | † = 0134 |
| ‡ = 0135 | ‰ = 0137 | Š = 0138  | Œ = 0140   | • = 0149 |
| ™ = 0153 | š = 0154 | œ = 0156  | ÿ = 0159   | ¡ = 0161 |
| ¢ = 0162 | £ = 0163 | ⊘ = 0164  | ¥ = 0165   | ‡ = 0166 |
| § = 0167 | ¨ = 0168 | © = 0169  | ª = 0170   | « = 0171 |
| ¬ = 0172 | ® = 0174 | º = 0176  | ± = 0177   | ² = 0178 |
| ³ = 0179 | ´ = 0180 | -µ = 0181 | ¶ = 0182   | , = 0184 |
| ¹ = 0185 | º = 0186 | » = 0187  | ¼ = 0188   | ½ = 0189 |
| ¾ = 0190 | ¿ = 0191 | À = 0192  | Á = 0193   | Â = 0194 |
| Ã = 0195 | Ä = 0196 | Å = 0197  | Æ = 0198   | Ç = 0199 |
| È = 0200 | É = 0201 | Ê = 0202  | Ë = 0203   | Ì = 0204 |
| Í = 0205 | Î = 0206 | Ï = 0207  | Ð = 0208   | Ñ = 0209 |
| Ò = 0210 | Ó = 0211 | Ô = 0212  | Õ = 0213   | Ö = 0214 |
| × = 0215 | Ø = 0216 | Ù = 0217  | Ú = 0218   | Û = 0219 |
| Ü = 0220 | Ý = 0221 | Þ = 0222  | ß = 0223   | à = 0224 |
| á = 0225 | â = 0226 | ã = 0227  | ä = 0228   | å = 0229 |
| æ = 023  | ç = 0231 | è = 0232  | é = 0233   | ê = 0234 |
| ë = 0235 | ì = 0236 | í = 0237  | î = 0238   | ï = 0239 |
| ð = 0240 | ñ = 0241 | ò = 0242  | ó = 0243   | ô = 0244 |
| õ = 0245 | ö = 0246 | ÷ = 0247  | ø = 0248   | ù = 0249 |
| ú = 0250 | û = 0251 | ü = 0252  | ý = 0253   | þ = 0254 |

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## STATE ABBREVIATIONS

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| State/Possession               | Abbr | State/Possession         | Abbr |
|--------------------------------|------|--------------------------|------|
| ALABAMA                        | AL   | NEW JERSEY               | NJ   |
| ALASKA                         | AK   | NEW MEXICO               | NM   |
| AMERICAN SAMOA                 | AS   | NEW YORK                 | NY   |
| ARIZONA                        | AZ   | NORTH CAROLINA           | NC   |
| ARKANSAS                       | AR   | NORTH DAKOTA             | ND   |
| CALIFORNIA                     | CA   | NORTHERN MARIANA ISLANDS | MP   |
| 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   |                          |      |
| MICHIGAN                       | MI   | Military "State"         |      |
| MINNESOTA                      | MN   | Armed Forces Africa      | AE   |
| MISSISSIPPI                    | MS   | Armed Forces Americas    | AA   |
| MISSOURI                       | MO   | (except Canada)          |      |
| MONTANA                        | MT   | Armed Forces Canada      | AE   |
| NEBRASKA                       | NE   | Armed Forces Europe      | AE   |
| NEVADA                         | NV   | Armed Forces Middle East | AE   |
| NEW HAMPSHIRE                  | NH   | Armed Forces Pacific     | AP   |

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