

Legal Symbols & Alt Codes in Word: §, ¶, ©, ™ and More

Last reviewed: 2026-10-13. Law students and paralegals.

Free complete guide — no email required.

<https://keyshortcuts.net/legal-symbols-word-shortcuts>

A section sign, paragraph sign, or properly chosen dash can make a legal document clearer, but finding the right character should not interrupt every sentence. This guide is for law students and paralegals who need a practical reference for common legal symbols, punctuation, fractions, and currency in Word. It includes Windows Alt codes, Mac input methods, and ways to make frequently used characters easier to enter.

On Windows, hold Alt while entering all four digits on the numeric keypad, including the leading zero, then release Alt. Num Lock must be on. The number row above the letters is not the same as a numeric keypad. If your laptop has no keypad, use Insert > Symbol or Word's Unicode conversion instead: type a character's hexadecimal code, select the code if it touches other text, and press Alt+X. For example, 00A7 followed by Alt+X produces §.

The Mac Option combinations here are specifically for the U.S. input source, not every keyboard layout. Apple documents Keyboard Viewer as the way to inspect characters produced by Option and Shift on the active layout. Where there is no direct U.S. Option combination, use Character Viewer rather than substituting a guessed key. The print button gives a one-page symbol summary; the free PDF includes the complete instructions and review-reference table.

Legal symbols, punctuation, and currency

Windows Alt codes require Num Lock and the numeric keypad, including the leading zero. Top-row digits do not substitute for a keypad.

Option combinations below are for the U.S. Mac input source. For other layouts use Apple's Keyboard Viewer. Characters without a direct U.S. Option shortcut use Character Viewer, not a guessed combination.

Word can override system-level symbol keys: Shift+Option+Minus is documented as a non-breaking hyphen in Word for Mac. Use Character Viewer for an em dash when Word intercepts that combination.

Action	Windows	Mac
§ Section sign	Alt+0167	Option+6
¶ Paragraph sign	Alt+0182	Option+7

Action	Windows	Mac
© Copyright	Alt+0169	Option+G
® Registered trademark	Alt+0174	Option+R
™ Trademark	Alt+0153	Option+2
— Em dash	Alt+0151	Shift+Option+Minus (-); in Word use Character Viewer if intercepted
- En dash	Alt+0150	Option+Minus (-)
... Ellipsis	Alt+0133	Option+Semicolon (;)
° Degree	Alt+0176	Shift+Option+8
± Plus or minus	Alt+0177	Shift+Option+Equals (=)
× Multiplication sign	Alt+0215	Ctrl+Cmd+Space; search multiplication sign
÷ Division sign	Alt+0247	Option+Slash (/)
½ One half	Alt+0189	Ctrl+Cmd+Space; search vulgar fraction one half
¼ One quarter	Alt+0188	Ctrl+Cmd+Space; search vulgar fraction one quarter
¢ Cent	Alt+0162	Option+4
€ Euro	Alt+0128	Shift+Option+2
£ Pound	Alt+0163	Option+3
“ Opening double quote	Alt+0147	Option+[
” Closing double quote	Alt+0148	Shift+Option+[
‘ Opening single quote	Alt+0145	Option+]
’ Closing single quote	Alt+0146	Shift+Option+]
Non-breaking space	Alt+0160 or Ctrl+Shift+Space in Word	Option+Space

Review and reference essentials in Word

Action	Windows	Mac
Toggle Track Changes	Ctrl+Shift+E	Review > Track Changes (documented menu route)

Action	Windows	Mac
Insert a comment	Ctrl+Alt+M	Cmd+Option+A
Insert a footnote	Ctrl+Alt+F	Cmd+Option+F
Insert an endnote	Ctrl+Alt+D	Cmd+Option+E

Set up a memorable AutoCorrect entry

In Windows Word, open File > Options > Proofing > AutoCorrect Options. In Word for Mac, open Word > Settings or Preferences > AutoCorrect. On the AutoCorrect tab, enable Replace text as you type. Put sss in Replace, put § in With, and choose Add. Test it in a blank document by typing sss followed by a space. Choose a trigger that you do not normally use as a real word, and remember that AutoCorrect affects future typing rather than all existing text.

Insert symbols and assign custom shortcuts

On Windows, choose Insert > Symbol > More Symbols, select the character, and choose Insert. The Special Characters tab includes marks such as non-breaking spaces and dashes. The same dialog's Shortcut Key control can assign a combination; check its current assignment before replacing an existing command. On Mac, use Insert > Advanced Symbol for Word's symbol dialog, or open Character Viewer to search by name.

To create a custom Word shortcut on Mac, choose Tools > Customize Keyboard, select the relevant category and command, enter the new combination, and choose Assign. For a particular character, an AutoCorrect entry is often simpler than a command assignment. Keep a record of any custom mappings: the default shortcut tables do not automatically change when you customise your copy of Word.

Choose the right mark for the job

A hyphen, en dash, and em dash are distinct characters. Use them according to your document's style rules rather than treating them as interchangeable. The paragraph sign ¶ that you insert into a citation is a real printable character; the formatting marks shown by Word's Show/Hide button are editing aids. Use a non-breaking space between a section sign and a section number when they should stay together on one line, and inspect the resulting line breaks before sharing the document.

Frequently asked questions

Why do Alt codes fail on my laptop?

Traditional Windows Alt codes require a numeric keypad and Num Lock. Use Insert > Symbol or type a Unicode hexadecimal code followed by Alt+X in Word if a keypad is unavailable.

Do these Option combinations work on every Mac keyboard?

No. They target the U.S. input source. Use Apple's Keyboard Viewer with Option and Shift to check your active layout, or use Character Viewer.

Is a visible formatting mark the same as an inserted paragraph sign?

No. Show/Hide displays editing aids. A paragraph sign inserted as text is a real character that can print and appear in a citation.

Will the PDF require my email address?

No. The complete PDF downloads directly, and the one-page print summary is also free.

Related guides

Track Changes, comments, and footnotes

<https://keyshortcuts.net/legal-drafting-word-shortcuts>

Full Word shortcut reference

<https://keyshortcuts.net/word-shortcuts>

Mac keyboard basics

<https://keyshortcuts.net/mac-os>

Windows keyboard basics

<https://keyshortcuts.net/windows-11>

Official sources

Apple: Keyboard Viewer

<https://support.apple.com/guide/mac-help/use-the-keyboard-viewer-on-mac-mchlp1015/mac>

Microsoft: Insert a symbol in Word

<https://support.microsoft.com/en-us/office/insert-a-symbol-in-word-2a061ae9-5a6c-4407-b618-8dc3c9fd4f44>

Microsoft: Word keyboard shortcuts

<https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-word-95ef89dd-7142-4b50-afb2-f762f663ceb2>

Apple: Mac keyboard shortcuts

<https://support.apple.com/en-us/102650>

Microsoft: ASCII and Unicode character codes in Word

<https://support.microsoft.com/en-us/word/insert-ascii-or-unicode-character-codes-in-word>

Microsoft: Custom Word for Mac shortcuts

<https://support.microsoft.com/en-us/office/create-a-custom-keyboard-shortcut-for-word->

for-mac-3e865725-831c-4b45-9187-eeaf896fa110

Microsoft: Add or remove AutoCorrect entries

<https://support.microsoft.com/en-us/office/add-or-remove-autocorrect-entries-in-word-e7433b94-f3de-4532-9dc8-b29063a96e1f>