

What Are Hotkeys?

Hotkeys are keyboard shortcuts that allow you to perform actions quickly without navigating through menus. They are essential for enhancing productivity by reducing the time spent on repetitive tasks. Hotkeys are handy for inserting special characters and symbols that are not easily accessible on a standard keyboard.

1. Philippine Peso (₱)
2. Square Root ($\sqrt{\quad}$)
3. Infinity (∞)
4. Double Quotation Mark (“ ”)
5. Single Quotation Mark (‘ ’)
6. Dollar Sign (\$)
7. Euro Sign (€)
8. Pound Sign (£)
9. Won Sign (₩)
10. Cent (¢)
11. Copyright (©)
12. Registered Trademark (®)
13. Trademark (™)
14. Em Dash (—)
15. Degree (°)
16. Dagger (†)
17. Double Dagger (‡)

1. Philippine Peso (₱) - represents the currency of the Philippines in financial documents and transactions.

Copy-and-Paste Shortcut

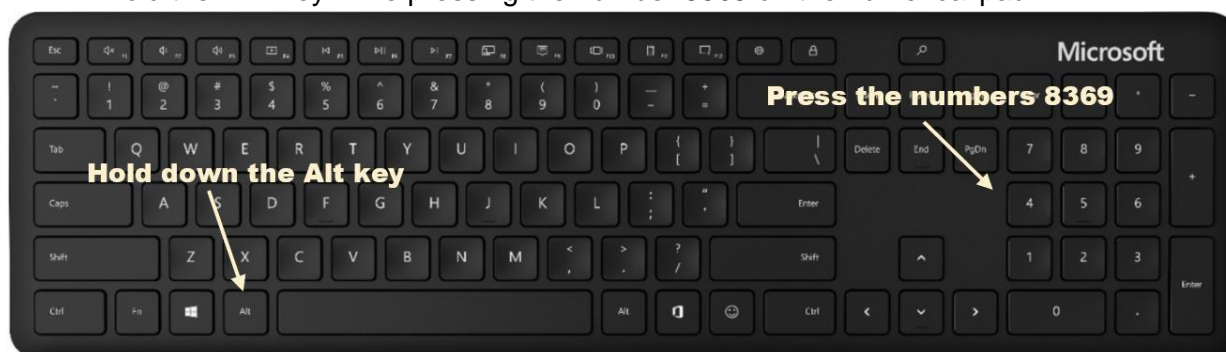
Copy the peso sign below and paste it into your document (Ctrl + V). You're good to go. There's no need to follow instructions or click multiple buttons.

₱

How to Type Peso Sign on a Laptop or Desktop Keyboard

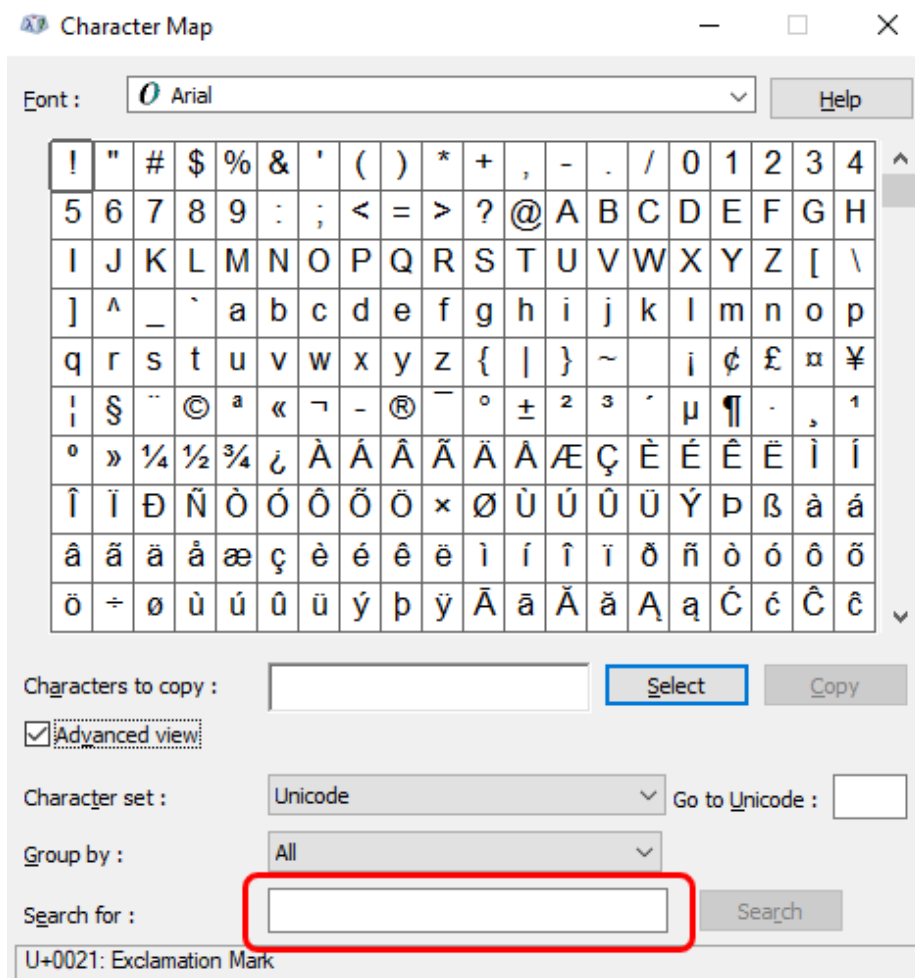
A. Windows 10 WITH a Numerical Pad

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number **8369** on the numerical pad.



B. Windows 10 WITHOUT a Numerical Pad

1. Press the Windows key on your keyboard or click the Windows icon in the taskbar.
2. Scroll down and click Windows Accessories, then Character Map. Alternatively, you can type Character Map into the search box located in the taskbar.
3. Locate the peso sign in the app by ticking the box that says 'Advanced View' at the bottom and typing the word Peso in the box next to 'Search for:.' Click on the Search button (see the screenshot below).



4. Select the Philippine peso symbol and click the Copy button.
5. Paste (Ctrl + V) the peso sign on a file or document.

How To Type the Peso Sign in Mac OS X

1. Press Ctrl + Cmd + space, and a character viewer will appear.
2. Type peso in the search bar at the top or type the Unicode (U20B1).
3. Click the peso sign.

How To Type the Peso Sign in Linux/Ubuntu

This is only applicable to the GNOME Character Map.

1. Click Application > Accessories > Character Map.
2. Search peso sign.
3. Copy and paste the peso sign to the destination file/document.

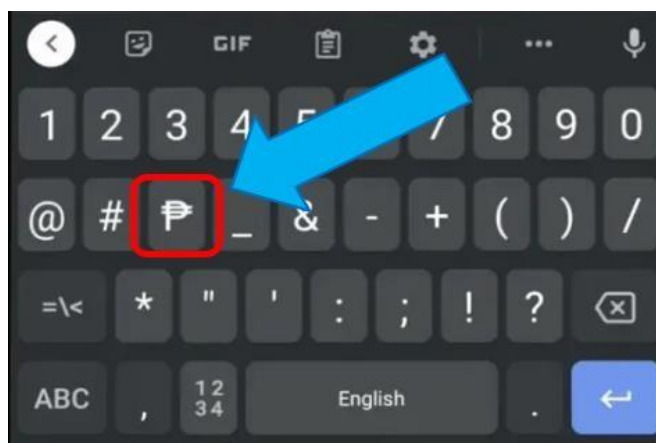
How To Type the Philippine Peso Sign on a Smartphone

A. How to Type the Peso Sign in iOS



1. Make sure that the region in the Settings is set to “Philippines”.
2. Open the keyboard and click the ‘123’ button.
3. Find the peso sign and press.

B. How to Type the Peso Sign in Android



1. Set the keyboard to Filipino. To do this, you must first install the free Gboard application in the Google Play store. Tap System > Languages & Input. Upon finding Keyboards, press Virtual keyboard > Gboard > Languages. Pick English (Philippines) > choose your desired layout > Done. To activate it, press the globe icon on the lower left of the keyboard to switch keyboards. Press and hold the spacebar and select the English (Philippines) keyboard.
2. Click the 123 button.
3. Select/press the peso sign.

2. Square Root (√) - used in mathematical contexts to represent the square root of a number.

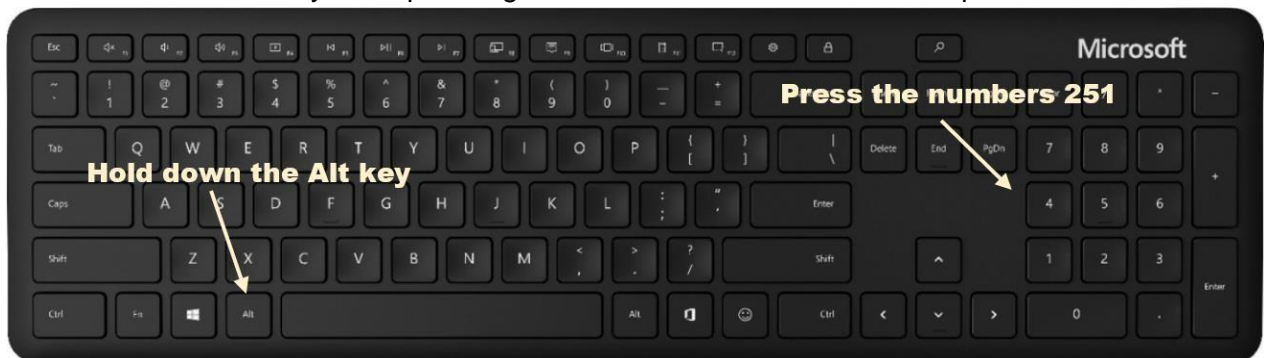
Copy-and-Paste Shortcut

Copy the square root sign below and then paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

√

How to Type Square Root ($\sqrt{\quad}$) on Windows

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 251 on the numerical pad.



If you're using Microsoft Word, make use of the Equation tool:

1. Go to the Insert tab and select Equation.
2. Find Insert New Equation and click it.
3. Find the square root ($\sqrt{\quad}$) symbol and click it.

How to Type Square Root ($\sqrt{\quad}$) in Mac

You can type it quickly by pressing **Option + V**.

How to Type Square Root ($\sqrt{\quad}$) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U221A" while holding down the "Ctrl" and "Shift" keys. Use your keypad for the numbers.
3. Release the "Ctrl" and "Shift" keys.

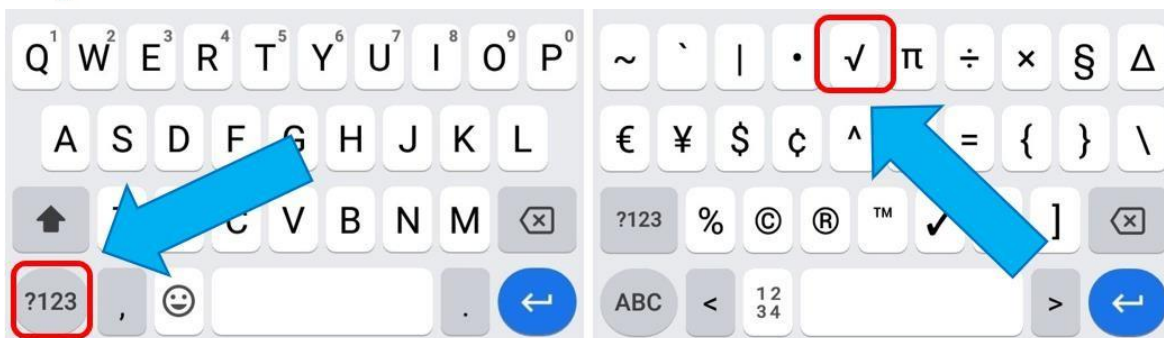
How to Type Square Root ($\sqrt{\quad}$) on a Smartphone

A. How to Type the Square Root in iOS

There is no default keyboard in iOS that includes the square root symbol, you can download specialized mathematical keyboards from the App Store. But you can copy the " $\sqrt{\quad}$ " above and then paste it into your text.

B. How to Type the Square Root in Android

1. To do this, install the free Gboard application in the Google Play store. Tap System > Languages & Input. Upon finding Keyboards, press Virtual keyboard > Gboard > Languages. Pick English > choose your desired layout > Done. To activate it, press the globe icon on the lower left of the keyboard to switch keyboards. Press and hold the spacebar and select the English keyboard.
2. Click the 123 or ?123 button (depending on your keyboard).
3. Select/press the square root.



3. Infinity (∞) - represents the concept of infinity in mathematics and various symbolic contexts.

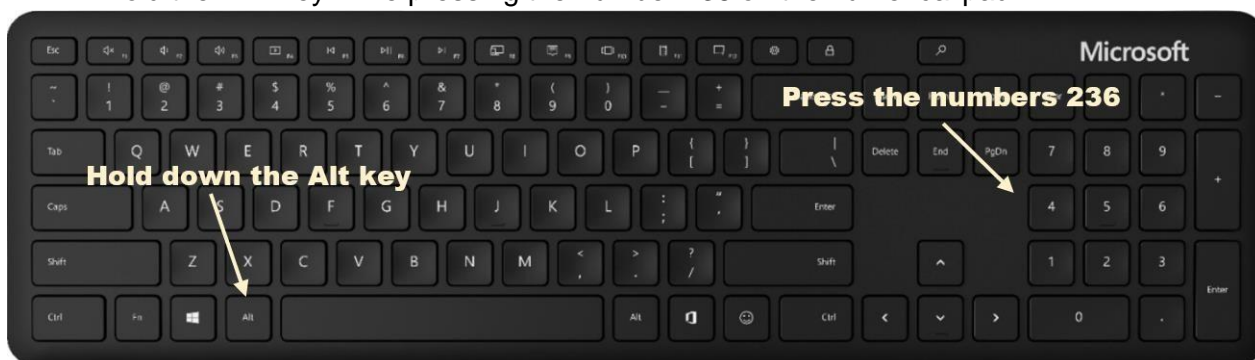
Copy-and-Paste Shortcut

Copy the infinity sign below and paste it into your document (Ctrl + V). Then, you're good to go. There's no need to follow instructions or click multiple buttons.

∞

How to Type Infinity (∞) on Windows

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 236 on the numerical pad.



If you're using Microsoft Word, make use of the Equation tool:

1. Go to the Insert tab and select Equation.
2. Find Insert New Equation and click it.
3. Find the infinity (∞) symbol and click it.

How to Type Infinity (∞) in Mac

You can quickly type by pressing **Option + 5**.

How to Type Infinity (∞) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U221E" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys.

How to Type Infinity (∞) on a Smartphone

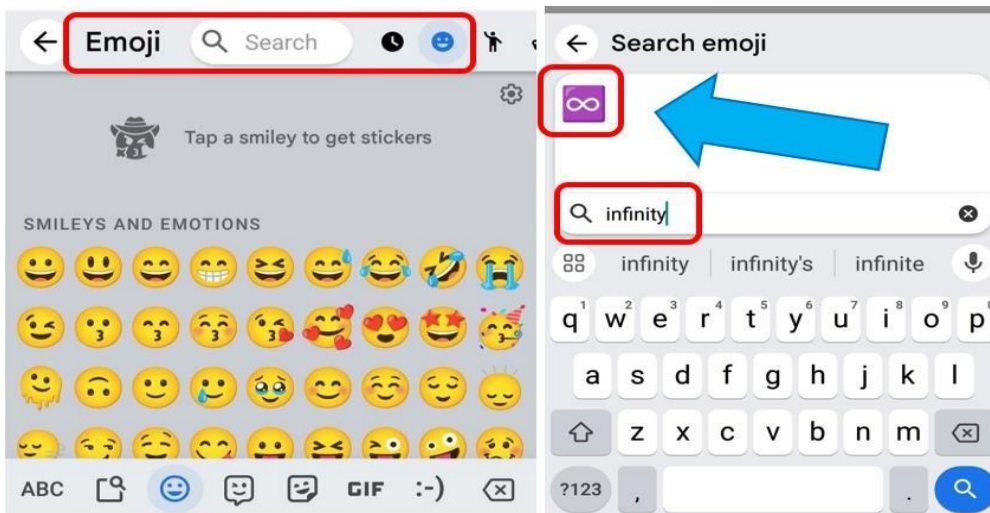
1. The infinity symbol is found in the Emoji Library.

2. Go to the emoji keyboard by clicking on the smiley face icon.
3. Then, type “infinity” into the Search Emoji bar and click the infinity symbol that appears.

- **iOS**



- **Android**



4. Double Quotation Mark (“ ”) - used for quotations in text, often to denote speech or cited material.

Want to type double quotation marks but are not available on your keyboard? Follow these steps:

Copy-and-Paste Shortcut

Copy the quotation marks below and paste (Ctrl + V) it into your document, and you’re good to go. There’s no need to follow instructions or click multiple buttons.

“ ”

How to Type Double Quotation Mark (“ ”) on Windows

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 0147 on the numerical pad for “.



3. Hold the ALT key while pressing the number 0148 on the numerical pad for ”.



How to Type Double Quotation Mark (“ ”) in Mac

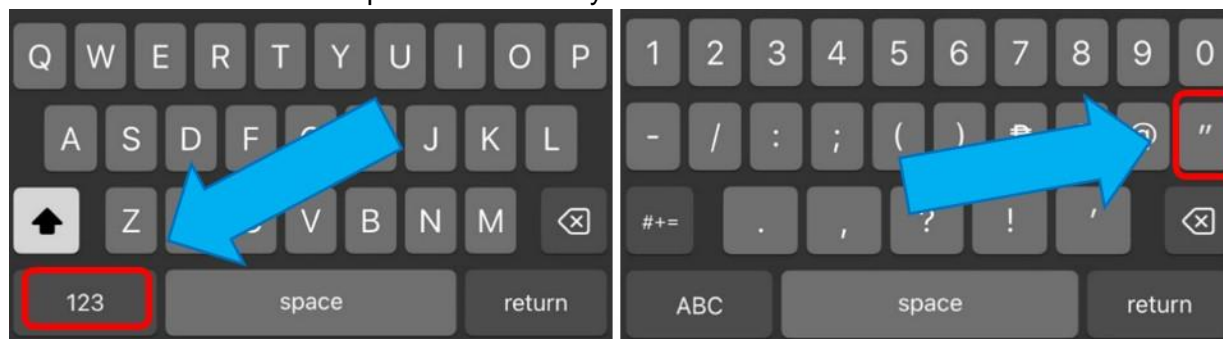
You can quickly type it by pressing **Option + [** for “ and **Option + Shift + [** for ”.

How to Type Double Quotation Mark (“ ”) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U201C" while holding down the "Ctrl" and "Shift" keys for “.
3. Type "U201D" while holding down the "Ctrl" and "Shift" keys for ”. Use your keypad for the numbers.
4. Release the "Ctrl" and "Shift" keys.

How to Type Double Quotation Mark (“ ”) on Smartphones (iOS and Android)

1. On your keyboard, click the 123 button.
2. Press and hold the quotation mark key to find “ and ”.



5. Single Quotation Mark (') - used for quotations within quotations or to highlight words or phrases.

Want to type single quotation marks but are not available on your keyboard? Follow these steps:

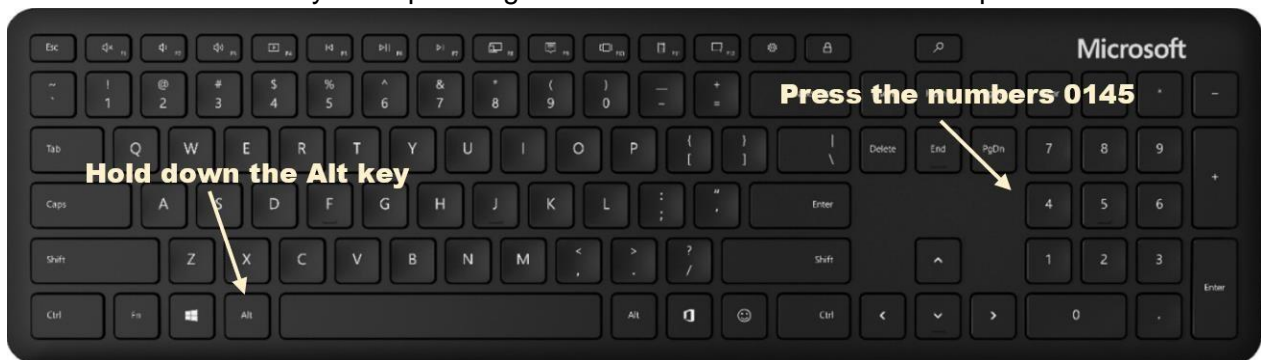
Copy-and-Paste Shortcut

Copy the single quotation below and paste (Ctrl + V) it into your document. You're good to go. There's no need to follow instructions or click multiple buttons.

' '

How to Type Single Quotation Mark (') on Windows

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 0145 on the numerical pad for '.



3. Hold the ALT key while pressing the number 0146 on the numerical pad for '.



How to Type Single Quotation Mark (') in Mac

You can quickly type it by pressing **Option +]** for ' and **Option + Shift +]** for '.

How to Type Single Quotation Mark (') in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U2018" while holding down the "Ctrl" and "Shift" keys for '.
3. Type "U2019" while holding down the "Ctrl" and "Shift" keys for '.
4. Release the "Ctrl" and "Shift" keys.

How to Type Single Quotation Mark (') on Smartphones (iOS and Android)

1. On your keyboard, click the 123 button.

2. Press and hold the quotation mark key to find ‘ and ’.



6. **Dollar Sign (\$)** - represents the US dollar currency in financial contexts.

Copy-and-Paste Shortcut

Copy the dollar sign below and then paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

\$

How to Type Dollar Sign (\$) on Windows and Mac

You can quickly type it by pressing **Shift + 4**.

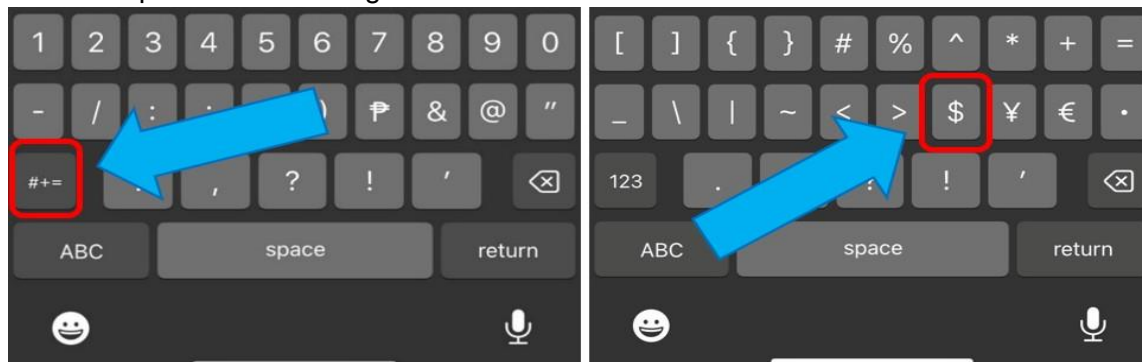
How to Type Dollar Sign (\$) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U0024" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys.

How to Type Dollar Sign (\$) on Smartphones (iOS and Android)

A. How To Type the Dollar Sign in iOS.

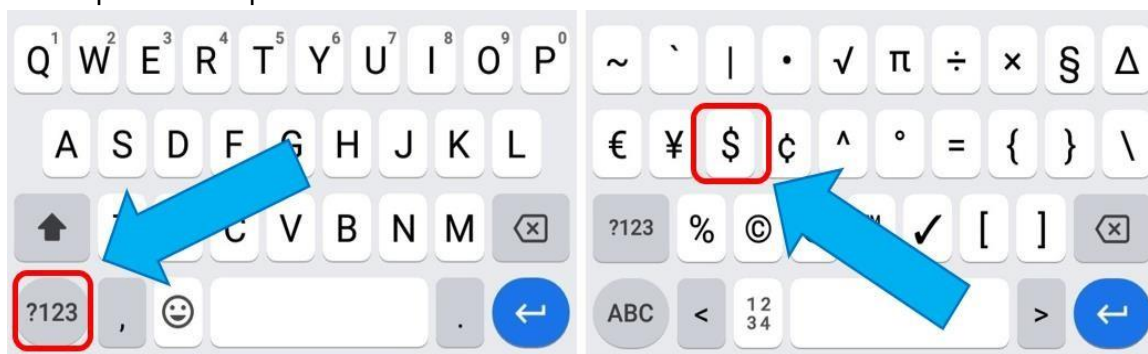
1. Click the 123 button on your keyboard, then click "#+=".
2. Select/press the dollar sign.



B. How To Type the Dollar Sign in Android

1. Click the 123 or ?123 button (depending on your keyboard).

2. Select/press the square root.



7. Euro Sign (€) - represents the euro currency used in many European countries.

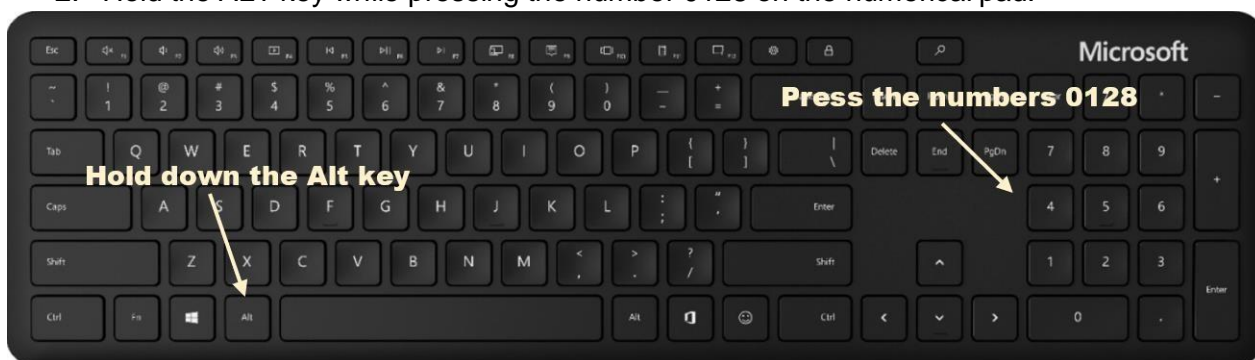
Copy-and-Paste Shortcut

Copy the euro sign below and paste (Ctrl + V) it into your document. You're good to go. There's no need to follow instructions or click multiple buttons.

€

How to Type Euro Sign (€) on Windows

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 0128 on the numerical pad.



How to Type Euro Sign (€) in Mac

You can quickly type it by pressing **Option + Shift + 2**.

How to Type Euro Sign (€) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U20AC" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys.

How to Type Euro Sign (€) on a Smartphone

A. How to Type the Euro Sign in iOS

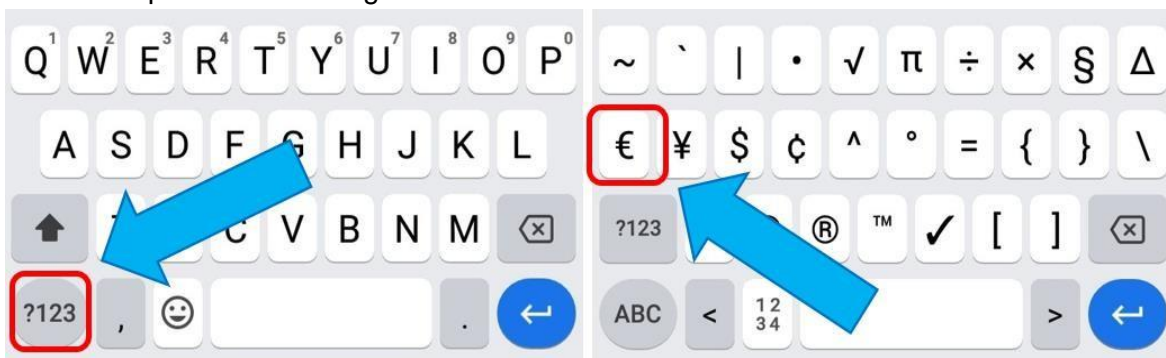
1. Go to the 123 button, then click "#+=".

2. Select/press the euro sign.



B. How to Type the Euro Sign in Android

1. On your keyboard, click the 123 or ?123 button (depending on your keyboard).
2. Select/press the euro sign.



8. **Pound Sign (£)** - represents the British pound currency.

Copy-and-Paste Shortcut

Copy the pound sign below and paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

£

How to Type Pound Sign (£) on Windows

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 0163 on the numerical pad.



How to Type Pound Sign (£) in Mac

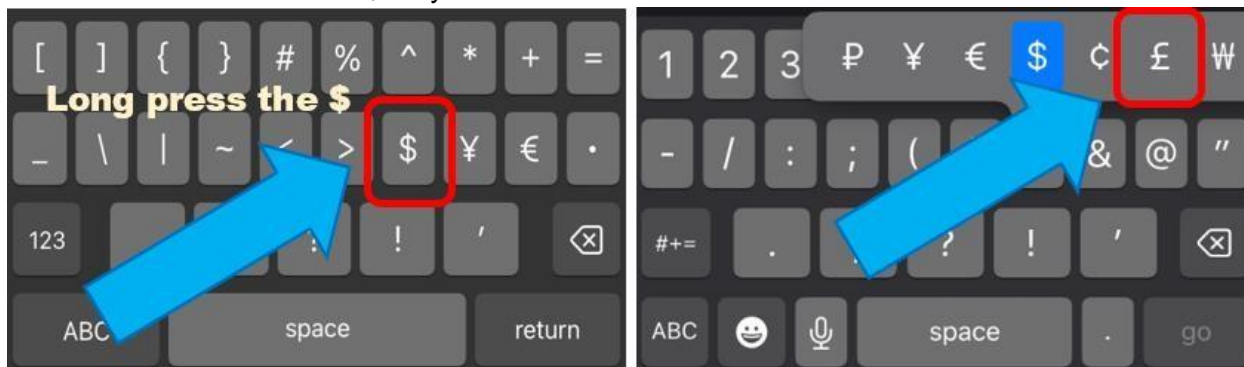
It can easily be typed by pressing **Option + 3**.

How to Type Pound Sign (£) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "00A3" while holding down the "Ctrl" and "Shift" keys. Use your keypad for the numbers.
3. Release the "Ctrl" and "Shift" keys.

How to Type Pound Sign (£) on Smartphones (iOS and Android)

1. On your keyboard, click the 123 button.
2. Press and hold the "\$" key to find £.



If you can't find the pound sign or it isn't available on your keyboard, you can copy and paste the sign above.

9. Won Sign (₩) - represents the South Korean won currency.

Copy-and-Paste Shortcut

Copy the won sign below and paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

₩

How to Type Won Sign (₩) on Windows

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 8361 on the numerical pad.



How to Type Won Sign (₩) in Mac

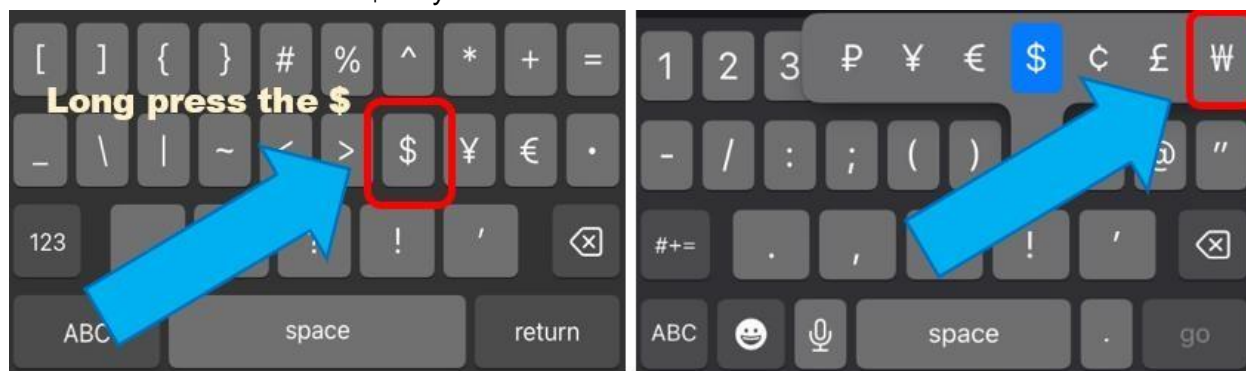
You can quickly type it by pressing **Option + 20A9** (Using Unicode).

How to Type Won Sign (₩) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U20A9" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys and press "Enter".

How to Type Won Sign (₩) on Smartphones (iOS and Android)

1. On your keyboard, click the 123 button.
2. Press and hold the "\$" key to find ₩.



If you can't find the pound sign or it isn't available on your keyboard, you can just copy and paste the sign above.

10. Cent (¢) - represents cents, often used in pricing to denote fractions of a dollar.

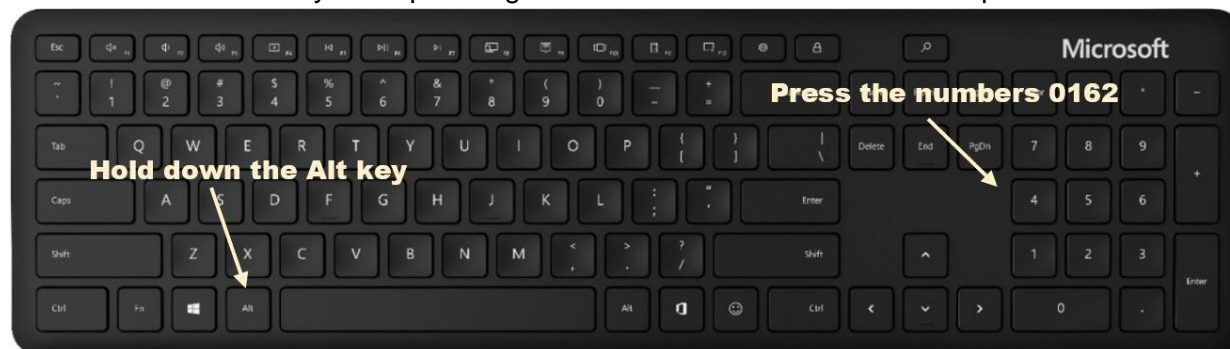
Copy-and-Paste Shortcut

Copy the cent sign below and paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

¢

How to Type Cent (¢) on Windows

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 0162 on the numerical pad.



How to Type Cent (¢) in Mac

You can quickly type it by pressing **Option + 4**.

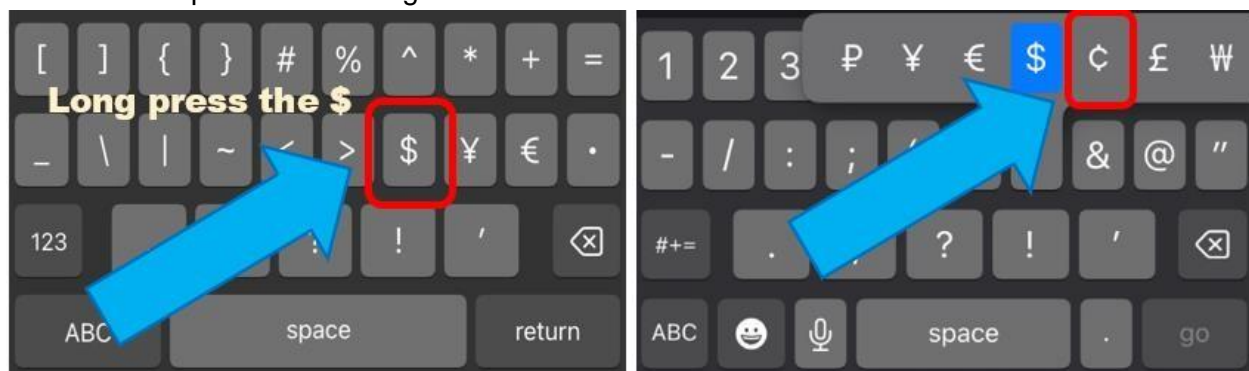
How to Type Cent (¢) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U00A2" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys and press "Enter".

How to Type Cent (¢) on a Smartphone

A. How To Type the Cent Sign in iOS

1. Go to the 123 button.
2. Select/press the cent sign.



B. How To Type the Cent Sign in Android

1. Click the 123 or ?123 button (depending on your keyboard).
2. Select/press the cent sign.



11. Copyright (©) - indicates copyright protection of intellectual property.

Copy-and-Paste Shortcut

Copy the copyright sign below and paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

How to Type Copyright (©) on a Laptop or Desktop Keyboard

A. Windows 10 WITH a Numerical Pad

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 0169 on the numerical pad



B. Windows 10 WITHOUT a Numerical Pad

1. Press the Windows key on your keyboard or click the Windows icon in the taskbar.
2. Scroll down and click Windows Accessories, then Character Map. Alternatively, you can type Character Map into the search box located in the taskbar.
3. Locate the copyright symbol in the app by ticking the box that says 'Advanced View' at the bottom and typing the word copyright in the box next to 'Search for:' Click on the Search button.
4. Select the copyright symbol and click the Copy button.
5. Paste (Ctrl + V) the copyright symbol on a file or document.

How to Type Copyright (©) in Mac

You can quickly type by pressing **Option + G**.

How to Type Copyright (©) in Linux

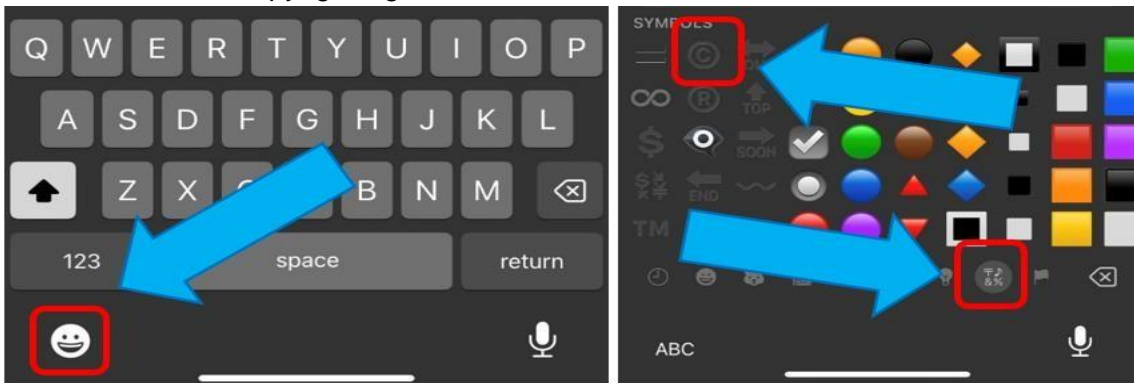
1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U00A9" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys and press "Enter".

How to Type Copyright (©) on a Smartphone.

A. How to Type the Copyright Symbol in iOS

1. The infinity symbol is found in the Emoji Library.
2. Go to the section marked with a musical note, a percentage sign, and two other symbols.

- Find and click the copyright sign.



B. How to Type the Copyright Symbol in Android

- On your keyboard, click the 123 or ?123 button (depending on your keyboard).
- Find and click the copyright sign.



12. Registered Trademark (®) - used to denote registered trademarks.

Copy-and-Paste Shortcut

Copy the registered trademark sign below and paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

®

How to Type Registered Trademark (®) on Windows

- Press the NumLock key to enable the numerical pad.
- Hold the ALT key while pressing the number 0174 on the numerical pad.



How to Type Registered Trademark (®) in Mac

You can quickly type it by pressing **Option + R**.

How to Type Registered Trademark (®) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U00AE" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys and press "Enter".

How to Type Registered Trademark (®) on a Smartphone

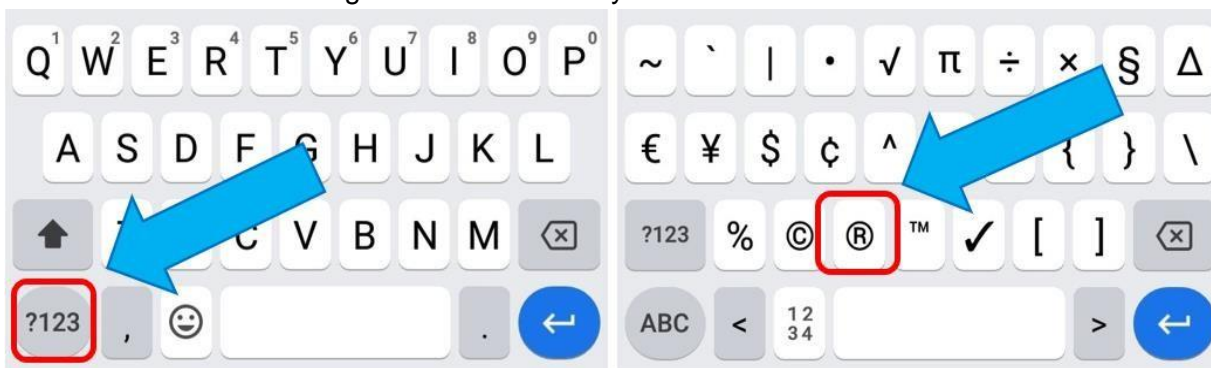
A. How to Type the Registered Trademark Symbol in iOS

1. The registered trademark symbol is found in the Emoji Library.
2. Go to the section marked with a musical note, a percentage sign, and two other symbols.
3. Find and click the registered trademark symbol.



B. How to Type the Registered Trademark Symbol in Android

1. On your keyboard, click the 123 or ?123 button (depending on your keyboard).
2. Find and click the registered trademark symbol.



13. Trademark (™) - used to denote an unregistered trademark.

Copy-and-Paste Shortcut

Copy the trademark sign below and paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

How to Type Trademark (™) on Windows

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 0153 on the numerical pad.



How to Type Trademark (™) in Mac

You can quickly type it by pressing **Option + 2**.

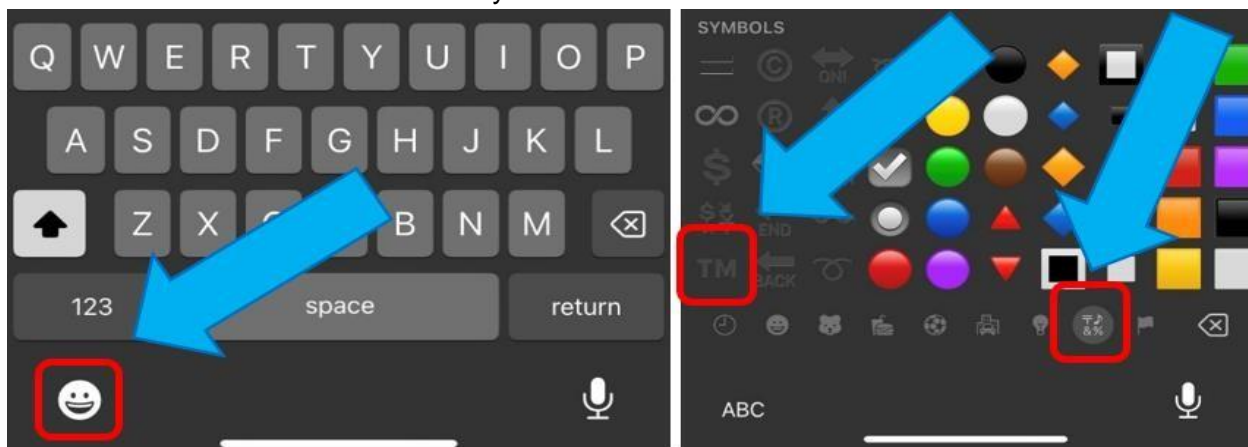
How to Type Trademark (™) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U 2122" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys and press "Enter".

How to Type Trademark (™) on a Smartphone

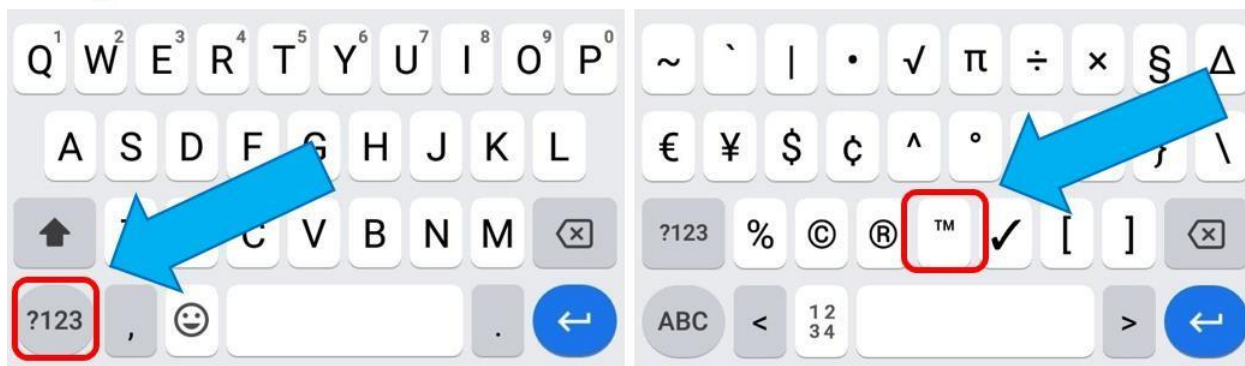
A. How to Type the Trademark Symbol in iOS

1. The registered trademark symbol is found in the Emoji Library.
2. Go to the section marked with a musical note, a percentage sign, and two other symbols.
3. Find and click the trademark symbol.



B. How to Type the Trademark Symbol in Android

1. On your keyboard, click the 123 or ?123 button (depending on your keyboard).
2. Find and click the trademark symbol.



14. Em Dash (—) - used to create a strong break in the structure of a sentence.

Copy-and-Paste Shortcut

Copy the em dash sign below and paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

—

How to Type Em Dash (—) on Laptop or Desktop Keyboard

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 0151 on the numerical pad.



How to Type Em Dash (—) in Mac

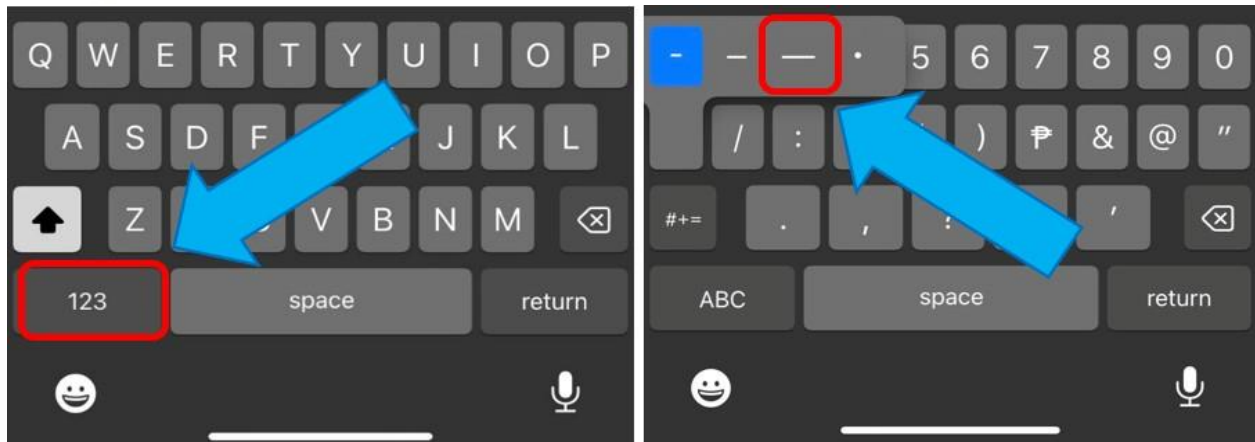
You can quickly type it by pressing **Option + Shift + -**.

How to Type Em Dash (—) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U2014" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys and press "Enter".

How to Type Em Dash (—) on a Smartphone

1. On your keyboard, click the 123 button.
2. Press and hold the "-" key to find —.



15. Degree (°) - used to denote temperature and angles.

Copy-and-Paste Shortcut

Copy the degree sign below and paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

°

How to Type Degree (°) on Laptop or Desktop Keyboard

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 0176 on the numerical pad.



How to Type Degree (°) in Mac

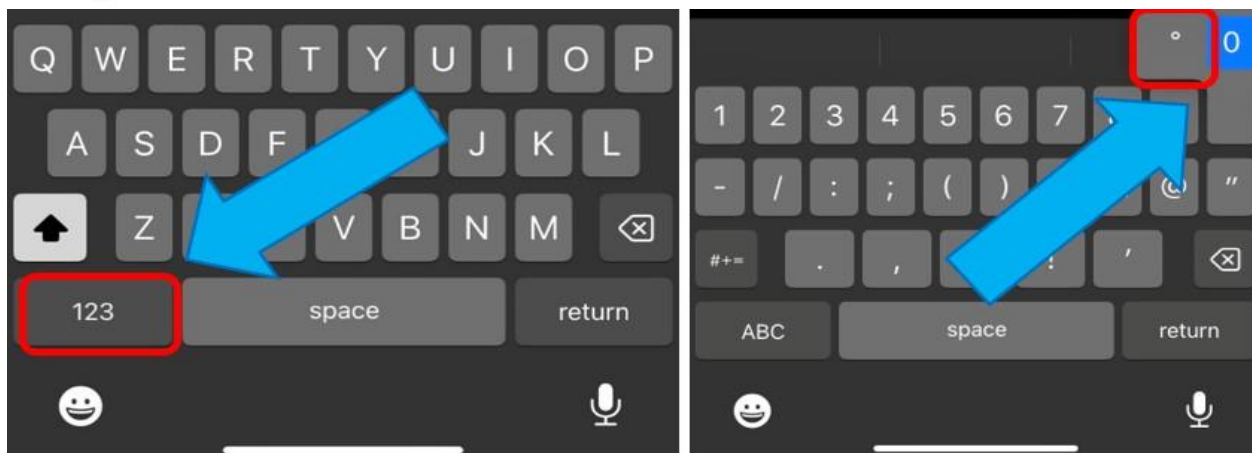
You can quickly type it by pressing **Option + Shift + 8**.

How to Type Degree (°) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U00B0" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys and press "Enter".

How to Type Degree (°) on a Smartphone.

1. On your keyboard, click the 123 button.
2. Press and hold the "0" key to find °.



16. Dagger (†) - often used to indicate footnotes or references.

Copy-and-Paste Shortcut

Copy the dagger sign below and paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

†

How to Type Dagger (†) on a Laptop or Desktop Keyboard

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 0134 on the numerical pad.



How to Type Dagger (†) in Mac

You can quickly type it by pressing **Option + T**.

How to Type Dagger (†) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U2020" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys and press "Enter".

How to Type Dagger (†) on a Smartphone (Android)

1. On your keyboard, click the 123 or ?123 button (depending on your keyboard).
2. Press and hold the "*" key to find †.



17. Double Dagger (‡) - used for secondary footnotes or references.

Copy-and-Paste Shortcut

Copy the double dagger sign below and paste (Ctrl + V) it into your document, and you're good to go. There's no need to follow instructions or click multiple buttons.

‡

How to Type Double Dagger (‡) on a Laptop or Desktop Keyboard

1. Press the NumLock key to enable the numerical pad.
2. Hold the ALT key while pressing the number 0135 on the numerical pad.



How to Type Double Dagger (‡) in Mac

You can quickly type it by pressing **Option + Shift + T**.

How to Type Double Dagger (‡) in Linux

1. Press and hold the "Ctrl" and "Shift" keys together.
2. Type "U2021" while holding down the "Ctrl" and "Shift" keys.
3. Release the "Ctrl" and "Shift" keys and press "Enter".

How to Type Double Dagger (‡) on a Smartphone (Android)

1. On your keyboard, click the 123 or ?123 button (depending on your keyboard).
2. Press and hold the "*" key to find ‡.



Conclusion

Mastering these hotkeys can transform your work, making you more efficient and saving valuable time. Whether you're using Windows, macOS, Linux, or mobile devices, these shortcuts are easy to learn and help you insert commonly used symbols and special characters quickly and effortlessly. Start incorporating these hotkeys into your daily routine and watch your productivity soar!