

Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Special Characters

Did you know that you can use a range of Special Characters in text fields in Accredo, just like you can in many other applications.

Here is a list of common Special Characters with their Alt Key. To insert a special character, hold down the Alt key and enter the number. Numbers must be entered from the numeric keypad.

Character	Alt Code
™	Alt 0153
©	Alt 0169
®	Alt 0174
°	Alt 0186
$\frac{1}{4}$	Alt 0188
$\frac{1}{2}$	Alt 0189
$\frac{2}{2}$	Alt 0178
$\frac{3}{3}$	Alt 0179
À	Alt 133
È	Alt 138
Ò	Alt 149
Ù	Alt 151

There are many more special characters than can be used in Accredo.

Microsoft has a useful list which can be found in Word by going to Insert>Symbol or you can search the internet.

We found <http://www.tedmontgomery.com/tutorial/ALTchrc-a.html> to be a helpful site. ■