

SHORTCUTS FOR COMMONLY USED SYMBOLS AND SIGNS

Use Times New Roman font for all symbols except for Greek letters and \times , which require the Symbol font:

Symbol	Mac Shortcut	PC Shortcut*	Example
°	shift-option-8 or option-0	Alt-0176	23 °C
•	option-8	Alt-0149	BF ₃ •OEt ₂
-	hyphen		<i>N</i> -acetyl, <i>t</i> -Bu
–	option-hyphen	Alt-0150	–78 °C, 32–54%
—	shift-option-hyphen	Alt-0151	(—)
α	Symbol font a		α-keto ester
β	Symbol font b		β-keto ester
ν	Symbol font n		<i>hν</i>
Å	shift-option-A	Alt-0197	4 Å MS
±	shift-option=-	Alt-0177	± 95%
≥	option-.	Alt-242	er ≥ 99.9%
≤	option-,	Alt-243	≤ 7%
×	Symbol font option-e	Alt-0215	3 × 25 mL
→	Symbol font option-r		<u>N→O acyl shift</u>

*with numlock on in Word, but off in Chemdraw

•• = 2 spaces • = 1 space

(71%)••er•=•99.5:0.5

I•+•II•(72%),••I/II•≥•95:5

I•+•II•(72%),••I/II•=•3:1,•er•I•=•99.5:0.5

(68%)••cis/trans•=•2:1

(89%)••(E)/(Z)•≥•50:1

–78•°C

6•M•HCl

10•mol•%

4•Å•MS