

# Instructions for using hidden icons on Mac keyboard

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## Part 1. Use basic icons hidden on Mac keyboards

Let's start with the icons that users often use but never found on the keyboard.

### 1. Symbol ©

Usually to use this icon to insert a piece of text, the first way we often think of is searching on Google, copying and then pasting it into the text.

In addition to the above, there is a simpler way: press **Option + G** and the '©' icon will appear at the cursor position.

### 2. Symbol ®

The simplest way to access the '@' icon is to press **Option + R**.

### 3. ° symbol

Usually to access the "°" icon (degree icon), the only way Mac users usually do is to access the "Character and Emoji" table (Character and Emoji) to search.

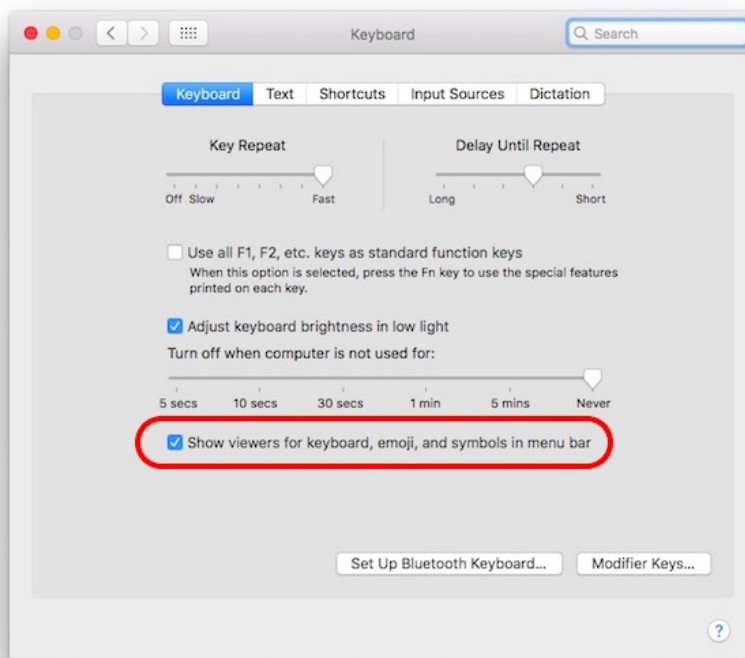
However, few people know that using **Option + Shift + 8** key combination also displays this icon. Also pressing the Option + 0 key combination will appear a similar icon.

### 4. Icon™

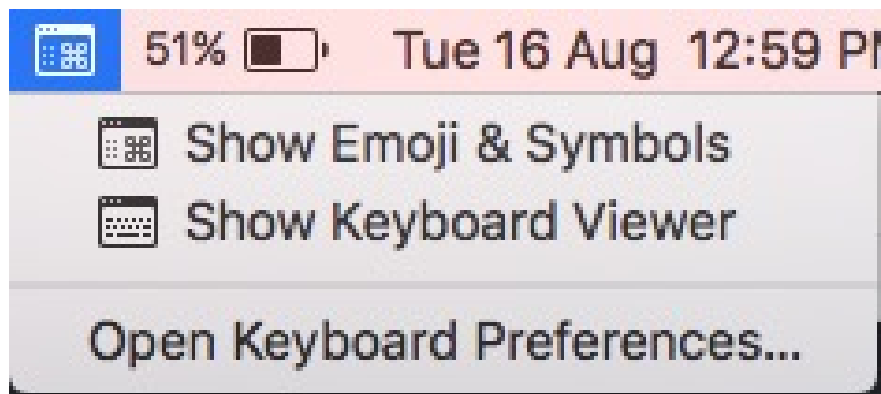
If your job is heavily related to the brand, then surely the '™' icon will often be used. To use this icon, the easiest way is to press **Option + 2**.

## Part 2: Use virtual keyboard

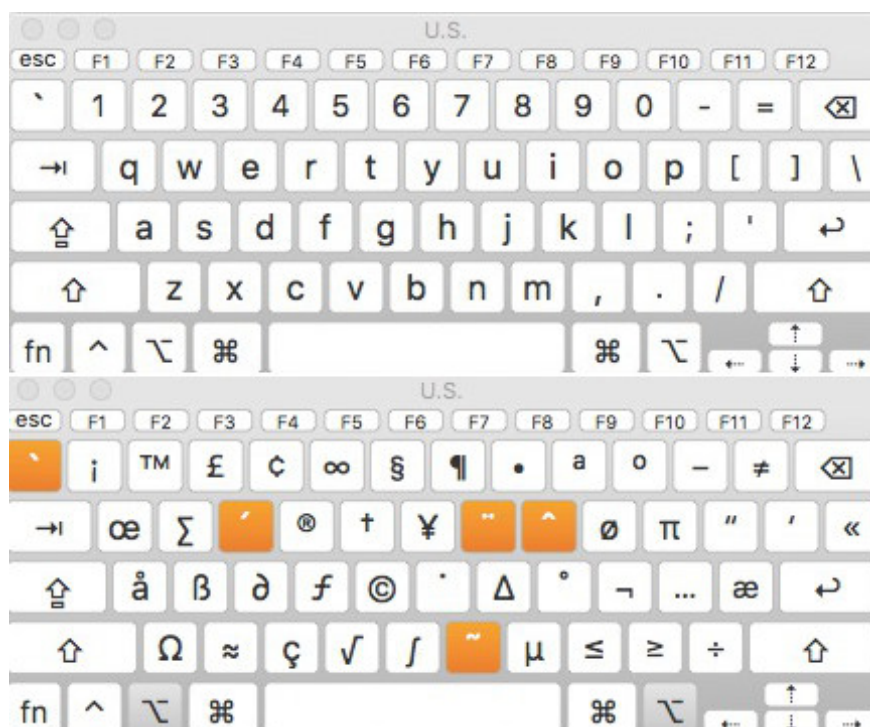
If the Menu Bar virtual keyboard is not activated, go to **System Preferences => Keyboard** and check the '**Show viewers for keyboard, emoji, and symbols in menu bar**' section.



Once done, click select the keyboard icon on Menu Bar and then click "**Show Keyboard Viewer**".



Now the virtual keyboard will display on the screen. You can press any " **Option** , **Shift** or **Command** " keys to see the difference on the keyboard.



On each keyboard we will have a list of different icons and you can use the corresponding key.

### **Part 3: Some other characters and emoticons**

It's not enough to use virtual keyboards and use basic icons hidden on Mac keyboards, besides you can access characters, emoticons and other special character symbols. using 'Character Viewer'.

To open Character Viewer, first click on the keyboard icon on Menu Bar, then select **Show Emoji & Symbols** or press **Control + Command + Space** .

When the Character Viewer is open, you can view all the characters and emoticons by category, and can be searched easily.

After you've found the character or emoticon you want, simply double-click the icon to insert it into the cursor position.

### **Refer to some of the following articles:**

1. Summary of the list of common shortcuts on Mac OS X
1. Instructions from AZ how to install Windows 10 on Mac
1. Steps to install Windows 7 on Mac using Boot Camp

### **Good luck!**

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