



## Doppler Gear TechBit

# Technical Communication: Key Shortcuts

Over time we have found that a handful of keyboard shortcuts make technical communications more efficient, accurate, and effective.

These symbols can be added to Microsoft Word and other documents. Shortcuts are easy to use. For most, simply **hold down** the "Alt" key on your keyboard while typing the appropriate code numbers.

To access more characters, we use advanced shortcuts called "Unicode Characters". Type the code number exactly as listed and then hold the "Alt" key and type "X". Example **U+2316 Alt X** will produce the  $\oplus$  Position symbol.

Please see the attached list of commonly used shortcuts and contact Doppler Gear Company for help with your gear, spline, and power transmission component needs.

**Doppler Gear Company**  
**2715 - 29th Ave S**  
**Minneapolis, MN 55406**  
[SALES@dopplergear.com](mailto:SALES@dopplergear.com)  
[www.dopplergear.com](http://www.dopplergear.com)  
**Ph: (612) 729-8301**  
**F: (612) 729-8302**

\*Calculations, procedures, processes, and data contained herein are to be used only with the judgment of a qualified engineer.  
Doppler Gear Company assumes no liability, consequential or otherwise, of any kind, arising from the use of this material.

## Technical Document Shortcuts

Code	Symbol	Description
Alt 248	°	Degree
Alt 241	±	Plus or Minus
Alt 0216	∅	Diameter
Alt 247	≈	Approximation
Alt 224	α	Alpha
Alt 225	β	Beta
Alt 226	Γ	Gamma
Alt 235	δ	Delta
Alt 238	ε	Epsilon
Alt 233	Θ	Theta
Alt 227	Π	Pi
Alt 230	μ	Mu Example: <b>μm</b> = Micrometer, <b>μin</b> = Microinch
Alt 228	Σ	Uppercase Sigma
Alt 229	σ	Lowercase sigma
Alt 231	Τ	Tau
Alt 232	Φ	Uppercase Phi
Alt 237	φ	Lowercase Phi
Alt 234	Ω	Omega
Atl 22	—	Straightness
U+23E5	▧	Flatness (add Italics)
U+25EF	○	Circularity
U+232D	⊘	Cylindricity
U+2313	⌒	Profile of a Surface
U+2312	⌒	Profile of a Line
U+2220	∠	Angularity
Alt 8869	⊥	Perpendicularity
U+23CA	⊥	Perpendicularity
U+2225	//	Parallelism (add Italics)
U+2316	⊕	Position
U+25CE	◎	Concentricity
U+232F	≡	Symmetry
U+2197	↗	Circular Runout
U+2330	∥	Total Runout