

# Typing Diacritics (accents)

## Macintosh

Typing in international characters is the same for all Macintosh applications, including the operating system.

To produce	Follow these steps
à, è, ì, ò, ù	<ol style="list-style-type: none"> <li>1. Hold down the <i>option</i> key, and type an ` (accent grave).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type the vowel over which you want the accent to appear.</li> </ol>
À, È, Ì, Ò, Ù	Hold the <i>Shift</i> key down in step 3 above.
á, é, í, ó, ú	<ol style="list-style-type: none"> <li>1. Hold down the <i>option</i> key, and type an <i>e</i> (the letter <i>e</i>).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type the vowel over which you want the accent to appear.</li> </ol>
Á, É, Í, Ó, Ú	Hold the <i>Shift</i> key down in step 3 above.
â, ê, î, ô, û	<ol style="list-style-type: none"> <li>1. Hold down the <i>Option</i> key, and type an <i>I</i> (the letter <i>I</i>).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type the vowel over which you want the circumflex to appear.</li> </ol>
Â, Ê, Î, Ô, Û	Hold the <i>Shift</i> key down in step 3 Above.
ã, ñ, õ	<ol style="list-style-type: none"> <li>1. Hold down the <i>Option</i> key, type an <i>n</i> (the letter <i>n</i>).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type the letter over which you want the tilde to appear.</li> </ol>
Ã, Ñ, Õ	Hold the <i>Shift</i> key down in step 3 Above.
ä, ë, ï, ö, ü, ÿ	<ol style="list-style-type: none"> <li>1. Hold down the <i>Option</i> key, and type a <i>u</i> (the letter <i>u</i>).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type the vowel over which you want the umlaut to appear.</li> </ol>
Ä, Ê, Ì, Ö, Ü, ÿ	Hold the <i>Shift</i> key down in step 3 Above.
å	Hold down the <i>Option</i> key, and type an <i>a</i> (the letter <i>a</i> ).
Å	Hold down the <i>option</i> and <i>Shift</i> keys, and type an <i>a</i> (the letter <i>a</i> ).
æ	Hold down the <i>Option</i> key, and type a ` (a single quotation mark).
Æ	Hold down the <i>option</i> and <i>Shift</i> keys, and type a ` (a single quotation mark).
œ	Hold down the <i>Option</i> key, and type a <i>q</i> (the letter <i>q</i> ).
Œ	Hold down the <i>option</i> and <i>Shift</i> keys, and type a <i>q</i> (the letter <i>q</i> ).
ç	Hold down the <i>Option</i> key, and type a <i>c</i> (the letter <i>c</i> ).
Ç	Hold down the <i>option</i> and <i>Shift</i> keys, and type a <i>c</i> (the letter <i>c</i> ).
ø	Hold down the <i>Option</i> key, and type an <i>o</i> (the letter <i>o</i> ).
Ø	Hold down the <i>option</i> and <i>Shift</i> keys, and type an <i>o</i> (the letter <i>o</i> ).
¿	Hold down the <i>option</i> and <i>Shift</i> keys, and type a ? (a single question mark).
¡	Hold down the <i>option</i> key, and type a ! (a single exclamation mark).
ß	Hold down the <i>option</i> key, and type an <i>s</i> (the letter <i>s</i> ).

## Windows

PCs using Windows may have to use different combinations according to which keyboard layouts are available, and what applications they are running. The default keyboard layout on a standard installation of Windows is US, or United States 101. This layout allows the input of diacritics using [Method 1](#), and [Method 2](#). Installing the US-International layout generally allows easier access to common diacritics. You must have your Windows install disk for this installation. The US-International keyboard makes accessing diacritics easier in most applications, and displaces only obscure characters — it is very unlikely to cause any interference with your day-to-day computing. With the US-International keyboard layout, you can use [Method 3](#)

### **Method 1: For Typing Accents in a Web Browser, Microsoft Office Applications (MS Word, Excel, etc.), and most Windows applications**

Typing international characters this way works for many programs when you 1) are using the standard US keyboard layout, and 2) have a numeric keypad (it doesn't work with the numbers across the top row of the keyboard; usually, notebook computers don't have keypads, so this method won't work).

#### NUMERIC KEYPAD

Make sure the NUM LOCK is on. Go to the <Font> menu, and select <Times New Roman> Then depress the ALT key and hold it down while typing in the three-digit number *using the numeric keypad*, not the number keys on the top row. When you release the ALT key, the character will appear.

To produce	Type these ALT key/number combinations
à	ALT + 133 or ALT + 0224
è	ALT + 138 or ALT + 0232
ì	ALT + 141 or ALT + 0236
ò	ALT + 149 or ALT + 0242
ù	ALT + 151 or ALT + 0249
À	ALT + 0192
È	ALT + 0200
Ì	ALT + 0204
Ò	ALT + 0210
Ù	ALT + 0217
á	ALT + 160 or ALT + 0225
é	ALT + 130 or ALT + 0233
í	ALT + 161 or ALT + 0237
ó	ALT + 162 or ALT + 0243
ú	ALT + 163 or ALT + 0250
Á	ALT + 0193
É	ALT + 144 or ALT + 0201
Í	ALT + 0205
Ó	ALT + 0211
Ú	ALT + 0218
â	ALT + 131 or ALT + 0226
ê	ALT + 136 or ALT + 0234
î	ALT + 140 or ALT + 0238
ô	ALT + 147 or ALT + 0244
û	ALT + 150 or ALT + 0251
Â	ALT + 0194
Ê	ALT + 0202
Î	ALT + 0206
Ô	ALT + 0212
Û	ALT + 0219

ã		ALT + 0227
ñ	ALT + 164 or	ALT + 0241
õ		ALT + 0245
Ã		ALT + 0195
Ñ	ALT + 165 or	ALT + 0209
Õ		ALT + 0213
ä	ALT + 132 or	ALT + 0228
ë	ALT + 137 or	ALT + 0235
ï	ALT + 139 or	ALT + 0239
ö	ALT + 148 or	ALT + 0246
ü		ALT + 0252
ÿ	ALT + 152 or	ALT + 0255
Ä	ALT + 142 or	ALT + 0196
Ë		ALT + 0203
Ï		ALT + 0207
Ö	ALT + 153 or	ALT + 0214
Ü	ALT + 154 or	ALT + 0220
Ÿ		ALT + 0159
â	ALT + 134 or	ALT + 0229
À	ALT + 143 or	ALT + 0197
æ	ALT + 145 or	ALT + 0230
Æ	ALT + 146 or	ALT + 0198
œ		ALT + 0156
Œ		ALT + 0140
ç	ALT + 135 or	ALT + 0231
Ç	ALT + 128 or	ALT + 0199
ø		ALT + 0248
Ø		ALT + 0216
ı	ALT + 168 or	ALT + 0191
ı		ALT + 0161
ß		ALT + 0223

***Method 2: For Microsoft Word and some other programs***

*Typing international characters this way works in some Windows programs, including Microsoft Word, and is useful for Notebook PCs that don't have number keypads. This method also allows you to input international characters with the standard English (U.S.) keyboard, which is the default keyboard in Windows.*

<b>To produce</b>	<b>Follow these steps</b>
à, è, ì, ò, ù	<ol style="list-style-type: none"> <li>1. Hold down the <i>Control</i> key, and type an ` (accent grave).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type the vowel over which you want the accent to appear.</li> </ol>
À, È, Ì, Ò, Ù	Hold the <i>Shift</i> key down in step 3 above.
á, é, í, ó, ú	<ol style="list-style-type: none"> <li>1. Hold down the <i>Control</i> key, and type a ' (the <i>apostrophe</i>).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type the vowel over which you want the accent to appear.</li> </ol>
Á, É, Í, Ó, Ú	Hold the <i>Shift</i> key down in step 3 above.
â, ê, î, ô, û	<ol style="list-style-type: none"> <li>1. Hold down the <i>Control</i> and <i>Shift</i> keys, and type a ^ (<i>caret</i>, or the number 6 above the <i>T</i> &amp; <i>Y</i> keys).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type the vowel over which you want the circumflex to appear.</li> </ol>
Â, Ê, Î, Ô, Û	Hold the <i>Shift</i> key down in step 3 Above.

ã, ñ, õ	<ol style="list-style-type: none"> <li>1. Hold down the <i>Control</i> and <i>Shift</i> keys, and type a ~ (<i>tilde</i>).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type the letter over which you want the tilde to appear.</li> </ol>
Ã, Ñ, Õ	Hold the <i>Shift</i> key down in step 3 Above.
ä, ë, ï, ö, ü, ÿ	<ol style="list-style-type: none"> <li>1. Hold down the <i>Control</i> and <i>Shift</i> keys, and type a : (a <i>colon</i>).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type the vowel over which you want the umlaut to appear.</li> </ol>
Ä, Ë, Ì, Ö, Ü, Ý	Hold the <i>Shift</i> key down in step 3 Above.
â	<ol style="list-style-type: none"> <li>1. Hold down the <i>Control</i> and <i>Shift</i> keys, and type an @ (the <i>at</i> symbol).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type an <i>a</i> (the letter <i>a</i>).</li> </ol>
À	Hold the <i>Shift</i> key down in step 3 Above.
æ	<ol style="list-style-type: none"> <li>1. Hold down the <i>Control</i> and <i>Shift</i> keys, and type an &amp; (<i>ampersand</i>).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type an <i>a</i> (the letter <i>a</i>).</li> </ol>
Æ	Hold the <i>Shift</i> key down in step 3 Above.
œ	<ol style="list-style-type: none"> <li>1. Hold down the <i>Control</i> and <i>Shift</i> keys, and type an &amp; (<i>ampersand</i>).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type an <i>o</i> (the letter <i>o</i>).</li> </ol>
Œ	Hold the <i>Shift</i> key down in step 3 Above.
ç	<ol style="list-style-type: none"> <li>1. Hold down the <i>Control</i> key, and type a , (<i>comma</i>).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type an <i>c</i> (the letter <i>c</i>).</li> </ol>
Ç	Hold the <i>Shift</i> key down in step 3 Above.
ø	<ol style="list-style-type: none"> <li>1. Hold down the <i>Control</i> key, and type a / (<i>slash</i>).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type an <i>o</i> (the letter <i>o</i>).</li> </ol>
Ø	Hold the <i>Shift</i> key down in step 3 Above.
¿	Hold down the <i>Alt</i> , <i>Control</i> , and <i>Shift</i> keys, and type a ? (a single question mark).
¡	Hold down the <i>Alt</i> , <i>Control</i> , and <i>Shift</i> keys, and type a ! (a single exclamation mark).
ß	Hold down the <i>Control</i> , <i>Shift</i> and & ( <i>ampersand</i> ) keys, and type an <i>s</i> (the letter <i>s</i> ).

### ***Method 3: Installing and using the US-International keyboard layout for use with most programs***

Typing international characters this way works in most Windows programs, and is especially useful for Notebook PCs that don't have number keypads.

#### **INSTALLING THE US-INTERNATIONAL KEYBOARD LAYOUT:**

1. From the <Start> menu, go to <Settings>, and select <Control Panel>.
2. From within <Control Panel>, double-click on <Keyboard>.
3. Click on the <Language> tab (Windows 95) or the <Input Locals> tab (Windows NT), and in the <Language> or <Input locales> window, select <English (United States)>. Note the <Layout> listed for it on the right side of the window.
4. Click on the <Properties> button, and from the <Keyboard layout> drop-down menu, select US-International. Click on the <OK> button, and note that the <Layout> for <English (United States)> has changed. Click on the <Apply> button. You will be asked to insert your Windows installation disk.
5. After the files have been copied, click on the <OK> button. You should now be able to use the US-International keyboard layout.

**USING THE US-INTERNATIONAL KEYBOARD LAYOUT:**

*The US-International keyboard layout uses the “Dead Key” method of generating special characters, similar to Method 2 above. The first character you type in this method will not appear until you type a second character, which it will modify.*

<b>To produce</b>	<b>Follow these steps</b>
à, è, ì, ò, ù	<ol style="list-style-type: none"> <li>4. Type a ` (the <i>accent grave</i> key)</li> <li>5. Let go of the key (don't hold it down for step 3).</li> <li>6. Type the vowel over which you want the accent to appear.</li> </ol>
À, È, Ì, Ò, Ù	Hold the <i>Shift</i> key down in step 3 above.
á, é, í, ó, ú	<ol style="list-style-type: none"> <li>4. Hold down the <i>RIGHT ALT</i> key, and type the vowel over which you want the accent to appear.</li> </ol> <p><i>OR</i></p> <ol style="list-style-type: none"> <li>1. Type a ' (the <i>apostrophe</i>).</li> <li>5. Let go of the key (don't hold it down for step 3).</li> <li>6. Type the vowel over which you want the accent to appear.</li> </ol>
Á, É, Í, Ó, Ú	Hold the <i>Shift</i> key down in step 1 or 3 above.
â, ê, î, ô, û	<ol style="list-style-type: none"> <li>1. Type a ^ (<i>caret</i>, or <i>Shift</i> and the number 6 above the <i>T &amp; Y</i> keys).</li> <li>2. Let go of the keys (don't hold them down for step 3).</li> <li>3. Type the vowel over which you want the circumflex to appear.</li> </ol>
Â, Ê, Î, Ô, Û	Hold the <i>Shift</i> key down in step 3 Above.
ã, ñ, õ	<ol style="list-style-type: none"> <li>1. Hold down the <i>RIGHT ALT</i> key, and type an <i>n</i></li> </ol> <p><i>OR</i></p> <ol style="list-style-type: none"> <li>1. Type a ~ (<i>tilde</i>).</li> <li>2. Let go of the key (don't hold it down for step 3).</li> <li>3. Type the letter over which you want the tilde to appear.</li> </ol>
Ã, Ñ, Õ	Hold the <i>Shift</i> key down in step 1 or 3 Above.
ä, ë, ï, ö, ü, ÿ	<ol style="list-style-type: none"> <li>1. Type a “ (a <i>quote</i> mark).</li> <li>2. Let go of the key (don't hold it down for step 3).</li> <li>3. Type the vowel over which you want the umlaut to appear.</li> </ol>
Ä, Ê, Ì, Ö, Ü, ÿ	Hold the <i>Shift</i> key down in step 3 Above.
ç	<ol style="list-style-type: none"> <li>1. Hold down the <i>RIGHT ALT</i> key, and type a , (a <i>comma</i>).</li> </ol> <p><i>OR</i></p> <ol style="list-style-type: none"> <li>1. Type a ' (an <i>apostrophe</i>).</li> <li>2. Let go of the key (don't hold it down for step 3).</li> <li>3. Type an <i>c</i> (the letter <i>c</i>).</li> </ol>
Ç	Hold the <i>Shift</i> key down in step 3 Above.
ç	Hold down the <i>RIGHT ALT</i> key, and type a / (a <i>slash</i> mark).
ı	Hold down the <i>RIGHT ALT</i> key, and type a 1 (the number <i>one</i> above the <i>q</i> key).
ß	Hold down the <i>RIGHT ALT</i> key, and type an <i>s</i> (the letter <i>s</i> ).