

# Typing Accented Letters & other Foreign Characters:

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See the tables below for instructions on how to type non-English characters while using the U.S. International keyboard layout on **Windows XP, Vista, or Windows 7**.

The following tables show sample characters, along with the keyboard shortcuts used to type them. Note that RightAlt refers to the Alt key on the right-hand side of the keyboard.

Before using the keyboard shortcuts listed below:

On Windows PCs in the LLC, switch to the language of your choice by clicking on the language toolbar on the lower-right-hand side of the computer screen. Note that these keyboard shortcuts are for the U.S. International layout, but some of them also work with other keyboard layouts.

On your personal computer outside the LLC, see the departmental website for instructions on how to enable the U.S. International keyboard layout.

### Accented Letters

The keyboard shortcuts listed below will work with any vowel (referred to below as "V"), with some exceptions listed in the notes column. To use the keyboard shortcuts, enter the key or key combination listed before the comma, and then press the final key. Hold down the **Shift** key when typing the final key if a capital letter is needed.

Note: When you press the apostrophe ( ' ) key, quotation mark ( " ) key, accent grave ( ` ) key, tilde ( ~ ) key, or accent circumflex, or caret key, ( ^ ), nothing is displayed on the screen until you press a second key. If you press a letter that can take an accent mark, the letter appears with an accent. If you press the space bar, the symbol (apostrophe, quotation mark, accent grave, tilde, accent circumflex or caret) will appear by itself.

Accent	Example	Keyboard Shortcut	Notes
Acute	ó Ó	', V	' = apostrophe key
Circumflex	ô Ô	Shift+^, V	
Grave	ò Ò	` , V	
Tilde	ñ Ñ	Shift+~, V	Only with n, N, o, O, a, A
Umlaut	ö Ö	" , V	" = quote key

See the next page for additional characters.

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### Other Foreign Characters

To produce an uppercase symbol, hold down the **Shift** key when typing the final character in the key combination.

Character	Name	Keyboard Shortcut
¡	Beginning exclamation mark	<b>RightAlt+1</b>
¿	Beginning question mark	<b>RightAlt+?</b>
Ç,ç	French C cedille	<b>RightAlt+&lt;</b> or <b>' + C</b> , where ' = apostrophe key
Œ,œ	French oe liagature	<b>Alt-0140 &amp; Alt-0156</b> , or <b>Ctrl+Shift+&amp;,o</b> in MS Word
ß	German Sharp/Double S	<b>RightAlt+S</b>
Ø,ø	O slash	<b>RightAlt+L</b>
Å,å	A with ring/Angstrom Sign	<b>RightAlt+W</b>
Æ,æ	AE ligature	<b>RightAlt+Z</b>
Þ,þ	Icelandic/Old English Thorn	<b>RightAlt+T</b>
Ð,ð	Icelandic/Old English eth	<b>RightAlt+D</b>
« »	Spanish style quote mark	<b>RightAlt+[, RightAlt+]</b>

### Currency Symbols

Character	Name	Keyboard Shortcut
¢	Cent sign	<b>Shift+RightAlt+C</b>
£	British Pound	<b>Shift+RightAlt+4</b>
¥	Japanese Yen. - = minus key	<b>RightAlt+-</b>
€	Euro Sign.	<b>RightAlt+5</b>
¤	Generic Currency	<b>RightAlt+4</b>

## Typing Special Characters in MS Word

Note: These key combinations are for Microsoft Word 2000, 2003 and 2007 and may or may not work in other versions of Word. Additional symbols can be inserted via the "Insert" menu or tab. To produce these or other symbols in other Windows applications, try using the U.S. International keyboard layout or Alt codes.

### Accented Letters

The keyboard shortcuts listed below will work with any vowel (referred to below as "V"), with some exceptions listed in the notes column. To use the keyboard shortcuts, enter the key or key combination listed before the comma, and then press the final key. Hold down the **Shift** key when typing the final key if a capital letter is needed.

Accent	Example	Keyboard Shortcut	Notes
Acute	ó Ó	Ctrl+', V	' = apostrophe key
Circumflex	ô Ô	Ctrl+Shift+^, V	
Grave	ò Ò	Ctrl+`, V	
Tilde	ñ Ñ	Ctrl+Shift+~, V	Only with n, N, o, O, a, A
Umlaut	ö Ö	Ctrl+Shift+:, V	: = colon key

### Other Foreign Characters

To produce an uppercase symbol, hold down the **Shift** key when typing the final character in the key combination.

Character	Name	Keyboard Shortcut	Notes
¡	Beginning exclamation mark	Ctrl+Alt+Shift+1	
¿	Beginning question mark	Ctrl+Alt+Shift+?	
Ç,ç	French C cedille	Ctrl+Alt+,, C	Press Ctrl+Alt and the comma key, release both, then press c.
Œ,œ	French oe liagature	Ctrl+Shift+&, o	
ß	German Sharp/Double S	Ctrl+Shift+&, s	
Ø,ø	O slash	Ctrl+/, o	
Å,å	A with ring/Angstrom Sign	Ctrl+Shift+@, a	
Æ,æ	AE liagature	Ctrl+Shift+&, a	

## Typing Special Characters with Alt Codes (Windows only)

To use an Alt code, press and hold down the Alt key and type the code using the numeric key pad on the right side of your keyboard.

Accented Letters							Additional Characters		
	À	È	Ì	Ò	Ù		Character	Description	Code
Grave `	À	È	Ì	Ò	Ù		¡	Beginning exclamation mark	0161
	0192	0200	0204	0210	0217		¿	Beginning question mark	0191
	à	è	ì	ò	ù		Ç, ç	French C cedille	0199, 0231
	0224	0232	0236	0242	0249		Œ, œ	O-E ligature	0140, 0156
Acute '	Á	É	Í	Ó	Ú	Ý	ß	German Sharp/Double S	0223
	0193	0201	0205	0211	0218	0221	º, º <sup>a</sup>	Masculine Ordinal Number (Spanish, Italian, Portuguese) Feminine Ordinal Number	0186, 0170
	á	é	í	ó	ú	ý	Ø, ø	Nordic O slash	0216, 0248
	0225	0233	0237	0243	0250	0253	Å, å	Nordic A ring, Angstrom sign	0197, 0229
Circumflex ^	Â	Ê	Î	Ô	Û		Æ, æ	A-E ligature	0198, 0230
	0194	0202	0206	0212	0219		Ð, þ	Icelandic/Old English Thorn	0222, 0254
	â	ê	î	ô	û		Ð, ð	Icelandic/Old English Eth	0208, 0240
	0226	0234	0238	0244	0251		« »	Double angle quotation marks	0171, 0187
Tilde ~	Ã		Õ		Ñ		< >	Single angle quotation marks	0139, 0155
	0195		0213		0209		Š š	Czech S hachek (S Caron)	0138, 0154
	ã		õ		ñ		Ž ž	Czech S hachek (Z Caron)	0142, 0158
	0227		0245		0241				
Umlaut ¨	Ä	Ë	Ï	Ö	Ü	ÿ			
	0196	0203	0207	0214	0220	0159			
	ä	ë	ï	ö	ü	ÿ			
	0228	0235	0239	0246	0252	0255			