

## Typing International Characters on Apple Computers

*prepared by Dr. Fish*

| language       | character                              | instructions                          |
|----------------|--|---------------------------------------|
| <b>French</b>  | à                                      | option + ` followed by a              |
|                | â                                      | option + i followed by a              |
|                | ç                                      | option + c                            |
|                | é                                      | option + e followed by e              |
|                | è                                      | option + ` followed by e              |
|                | ê                                      | option + i followed by e              |
|                | ë                                      | option + u followed by e              |
|                | î                                      | option + i followed by i              |
|                | ï                                      | option + u followed by i              |
|                | ú                                      | option + q                            |
|                | ô                                      | option + i followed by o              |
|                | û                                      | option + i followed by u              |
|                | «                                      | option + \                            |
| »              | option +   (hold down shift to get   ) |                                       |
| <b>German</b>  | ä                                      | option + u followed by a              |
|                | ë                                      | option + u followed by e              |
|                | ö                                      | option + u followed by o              |
|                | ü                                      | option + u followed by u              |
|                | ß                                      | option + s                            |
| <b>Spanish</b> | á                                      | option + e followed by a              |
|                | é                                      | option + e followed by e              |
|                | í                                      | option + e followed by i              |
|                | ñ                                      | option + n                            |
|                | ó                                      | option + e followed by o              |
|                | ú                                      | option + e followed by u              |
|                | ü                                      | option + u followed by u              |
|                | ¿                                      | option + ? (hold down shift to get ?) |
| ¡              | option + 1                             |                                       |
| <b>Euro</b>    | €                                      | shift+alt+2                           |

## Typing International Characters in Windows

| language       | character | instructions         |  |  |
|----------------|-----------|----------------------|--|--|
|                |           | In MSWord            | 3 number code<br>Hold down the <b>Alt</b><br>key and type: | 4 number code<br>Hold down the <b>Alt</b><br>key and type: |
| <b>French</b>  | à         | ctrl+ ` then a       | 133  | 0224   |
|                | â         | ctrl+ ^ then a       | 131  | 0226   |
|                | ç         | ctrl+ , then c       | 135  | 0231   |
|                | é         | ctrl+' then e        | 130  | 0233   |
|                | è         | ctrl+ ` then e       | 138  | 0232   |
|                | ê         | ctrl+shift+^ then e  | 136  | 0234   |
|                | ë         | ctrl+shift+: then e  | 137  | 0235   |
|                | î         | ctrl+shift+^ then i  | 140  | 0238   |
|                | ï         | ctrl+shift+ : then i | 139  | 0239   |
|                | œ         | ctrl+shift+& then o  | -  | 0156   |
|                | ô         | ctrl+shift+^ then o  | 147  | 0244   |
|                | û         | ctrl+shift+^ then u  | 150  | 0251   |
|                | «         |                      | 174  | 0171   |
|                | »         |                      | 175  | 0187   |
| <b>German</b>  | ä         | ctrl +shift+: then a | 132  | 0228   |
|                | ë         | ctrl+shift+: then e  | 137  | 0235   |
|                | ö         | ctrl+shift+: then o  | 148  | 0246   |
|                | ß         | ctrl+shift+& then s  | 225  | 0223   |
|                | ü         | ctrl +shift+: then u | 129  | 0252   |
| <b>Spanish</b> | á         | ctrl+' then a        | 160  | 0225   |
|                | é         | ctrl+' then e        | 130  | 0233   |
|                | í         | ctrl+' then i        | 161  | 0237   |
|                | ñ         | ctrl+shift+~ then n  | 164  | 0241   |
|                | ó         | ctrl+í then o        | 162  | 0243   |
|                | ú         | ctrl+' then u        | 163  | 0250   |
|                | ü         | ctrl+shift+: then u  | 129  | 0252   |
|                | ¿         | Alt+ctrl+shift+?     | 168  | 0191   |
|                | ¡         | Alt+ctrl+shift+!     | 173  | 0161   |
| <b>Euro</b>    | €         |                      |  | 0128   |

## Typing International Characters in Windows: Capital Letters

| language       | character           | instructions         |  |  |
|----------------|---------------------|----------------------|--|--|
|                |                     | In MSWord            | 3 number code<br>Hold down the <b>Alt</b><br>key and type: | 4 number code<br>Hold down the <b>Alt</b><br>key and type: |
| <b>French</b>  | À                   | ctrl+ ` then A       | -  | 0192   |
|                | Â                   | ctrl+ ` then A       | -  | 0194   |
|                | Ç                   | ctrl+ , then C       | 128  | 0199   |
|                | É                   | ctrl+' then E        | 144  | 0201   |
|                | È                   | ctrl+ ` then E       | -  | 0200   |
|                | Ê                   | ctrl+shift+^ then E  | -  | 0202   |
|                | Ë                   | ctrl+shift+: then E  | -  | 0203   |
|                | Î                   | ctrl+shift+^ then I  | -  | 0206   |
|                | Ï                   | ctrl+shift+ : then I | -  | 0207   |
|                | Œ                   | ctrl+shift+& then O  | -  | 0140   |
|                | Ô                   | ctrl+shift+^ then O  | -  | 0212   |
| Û              | ctrl+shift+^ then U | -                    | 0219   |  |
| <b>German</b>  |                     |                      |  |  |
| <b>German</b>  | Ä                   | ctrl +shift+: then A | 142  | 0196   |
|                | Ë                   | ctrl +shift+: then E | -  | 0203   |
|                | Ö                   | ctrl +shift+: then O | 153  | 0214   |
|                | Ü                   | ctrl +shift+: then U | 154  | 0220   |
| <b>Spanish</b> |                     |                      |  |  |
| <b>Spanish</b> | Á                   | ctrl+' then A        | -  | 0193   |
|                | É                   | ctrl+' then E        | 144  | 0201   |
|                | Í                   | ctrl+' then I        | -  | 0205   |
|                | Ñ                   | ctrl+shift+~ then N  | 165  | 0209   |
|                | Ó                   | ctrl+' then O        | -  | 0211   |
|                | Ú                   | ctrl+' then U        | -  | 0218   |
|                | Ü                   | ctrl +shift+: then U | -  | 0220   |
| <b>Euro</b>    |                     |                      |  |  |
| <b>Euro</b>    | €                   |                      |  | 0128   |