

Creating Accents on a Computer

There are two different methods for creating accents on a computer.

■ **Method #1:** These standard accents work automatically in **Microsoft Word ONLY:**

	Windows	Macintosh
à, è, ì, ò, ù	CTRL + ` (accent grave), then the letter	OPTION + ` (accent grave), then the letter
á, é, í, ó, ú, ý	CTRL + ' (apostrophe), then the letter	OPTION + e, then the letter
â, ê, î, ô, û	CTRL + ^ (caret), then the letter	OPTION + i, then the letter
ã, ñ, õ	CTRL + ~ (tilde), then the letter	OPTION + n, then the letter
ä, ë, ï, ö, ü, ÿ	CTRL + : (colon), then the letter	OPTION + u, then the letter
ç	CTRL + , (comma), c	OPTION + c
ï / ¿	CTRL + ALT + ! / CTRL + ALT + ?	OPTION + 1 / OPTION + ?
ß	CTRL + &, s	OPTION + s

■ **Method #2:** Setting up your PC keyboard for accents:

If you follow these instructions, you can set up your keyboard to use these accents within nearly any application, including e-mail, web browsers, PowerPoint, CourseVU, etc.

Windows XP

- 1 – Go to **Control Panel**
- 2 – Select **Regional & Language Options**
- 3 – Select **Languages** tab
- 4 – Under **Text services and input languages**, choose **Details**
- 5 – For default input language, **English (US)** is most likely selected
- 6 – Under **Installed services**, select **Add**
- 7 – Under **Keyboard layout/IME**, select **United States-International**
- 8 – Return to **Text Services and Input Languages** window
- 9 – Select **United States-International** as Default input language
- 10 – In the bottom right hand corner of your desktop task manager, there will be a small keyboard icon. You can click on this icon to switch between the international and the standard keyboard input.

Then follow this guide to make the accents using the United States-International Keyboard:

- 1 – Type the accent character first (**see right →**)
- 2 – Nothing will appear until you type the next character.
- 3 – If that next character CAN take that particular accent, it will be accented.
- 4 – If it cannot, the apostrophe or other character will appear, followed by that second character.

NOTE: When you really want to use a quotation mark or apostrophe before a vowel, press the SPACE BAR after the quotation mark, etc, and that character will appear without being converted to an accent on the next character.

‘	for acute or cedilla
“	for umlaut
`	for grave
Ctrl Alt /	for ¿
~	for tilde
Ctrl Alt 1	for ï
^	for circumflex
Ctrl Alt s	for ß