

Input of accented letters

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1. Use in Word

1.1. Use keyboard shortcuts

Microsoft Word users can also utilize the following combinations of keys to add accent marks to their letters. For example, to get the character à, you'd press the Ctrl Key and the ` Key together, then release those keys and press the A Key.

Note: You must press the letter key after releasing the shortcut keys. (Don't wait too long between the keying of the accent and the letter, otherwise the keyboard is reset and the non-accented letter is created.)

Tip: To get uppercase accent letters, be sure to turn on **Caps Lock** before using the shortcut keys. Alternatively, after pressing the shortcut keys together, release all but the Shift key, then press the desired letter to create an upper case accent letter. The Shift key option only works for those shortcuts utilizing the Shift key, as listed below.

Desired Symbol	Shortcut Key Combination
à, è, ì, ò, ù, À, È, Ì, Ò, Ù	CTRL+` (ACCENT GRAVE), the letter
á, é, í, ó, ú, ý, Á, É, Í, Ó, Ú, Ý	CTRL+' (APOSTROPHE), the letter
â, ê, î, ô, û, Â, Ê, Î, Ô, Û	CTRL+SHIFT+^ (CARET), the letter
ã, ñ, õ, Ã, Ñ, Õ	CTRL+SHIFT+~ (TILDE), the letter
ä, ë, ï, ö, ü, ÿ, Ä, Ë, Ì, Ö, Ü, ÿ	CTRL+SHIFT+: (COLON), the letter

1.2. Using the symbol floating window

In Word Microsoft, the general procedure is to go to menu *Insert>Symbol*. The accentuated letter can then be selected by the mouse pointer. A double click on the character inserts the accentuated letter at the insertion point of the document. This is OK as long as special characters are rare but this method becomes quickly cumbersome when special characters are frequent.

1.3. Use of the numeric keypad

Use of the key ALT+ character code keyed from the numeric pad is another way but again not very practical for frequent accented letters. These two latter methods would work with Word but also with other applications.

2. General Use in Windows

2.1. Download the extension AX

If you frequently insert characters with [accent marks](#) download AX, a Windows utility that allows you to type any letter, press the F8 [function key](#), and cycle through the accents marks. For example, if you wanted to have an 'e' with an accent, type 'e' and then press F8 to get 'é', press F8 again to get 'ê', and again to get 'è'. This program also works with

getting the cents symbol by typing '\$' and then pressing F8 to convert it into a ¢. This extension is free and should work with different versions of windows. Would work with any applications, not only Word.

2.2. Use of the US international keyboard

See <https://support.microsoft.com/en-us/kb/306560>. Follow the steps as listed in this article of Microsoft to install the *US international keyboard*. To get an accented letter, first type the accent and then the letter. If you want the accent separate, type the space bar after the accent is typed.

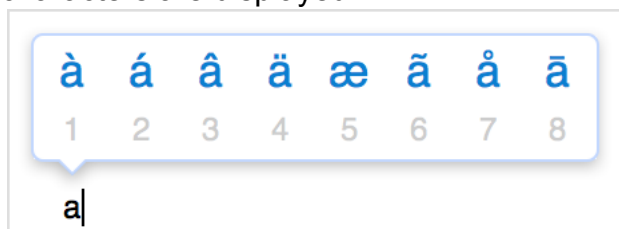
3. Use in Linux

Use the compose function. System>preferences>keyboards>layout>options; choose leftwin and use setxkbmap. (see file configLinux). It works the same way as for the US international keyboard.

4. Use on Mac

4.1. Long press

To type an accented or alternate version of a character, hold a key down until its alternate characters are displayed.



To choose one of the characters displayed, type the number that appears under the character, or click the character you want to use. If you decide you don't want to type an accented character after holding a key, type another character, or press the escape (Esc)

key.

If no additional characters are available for the key you're holding, the pop-over menu doesn't appear. The menu also isn't displayed when the Key Repeat slider is set to Off in the Keyboard pane of System Preferences.

For the iPad, hold the letter key and a sub menu appears, then slide finger to choose the appropriate accented letter.

4.2. The option method

Press and hold the keys listed below in the order given. Release the keys and then type the letter to be accented.

OPTION+` , the letter à, è, ì, ò, ù,

OPTION+e, the letter á, é, í, ó, ú, ý

OPTION+i, the letter â, ê, î, ô, û

OPTION+n, the letter ã, ñ, õ

OPTION+u, the letter ä, ë, ï, ö, ü, ÿ,

OPTION, a or A å, Å

OPTION+' æ, Æ

OPTION+q or Q œ, Œ

OPTION+ c or C ç, Ç

OPTION+ o or O ø, Ø

SHIFT+OPTION+? ¿

OPTION+1 ¡

OPTION+s ß

Example, to type é, press and hold OPTION, then press the e key. Release the 2 keys and type e.