

Accents and Special Characters on Computers

MAC: Holding the "Option" key down type the accent code (see the list below), then release the "Option" key and type the letter.

option e + e = é	option ` + e, a, u = è, à, ù	option n = ñ
option i + e, a, o, i, u, = ê, â, ô, î, û	option u + e, i, u = ë, ï, ü	option s = ß
	option c = ç	

PC (Windows XP): The Windows system is equipped with several keyboard layouts. One of them, the “US International” keyboard layout, is the most convenient and the one that is being used in our Media Center.

1. Open the control panel
2. switch to classic view
3. select “regional & language”
4. select “languages” tab
5. click on “details”
6. In the window that opens you will see :
 - keyboard
 - US
7. Click on the “add” button. In this new window you will see two options: one for the input language (leave it to English US) and the other one for the keyboard layout This one has a pull-down menu: in this menu find and highlight “US international”.
8. Click O.K. and close all windows.
9. Your system is set up to access accented characters with any Windows-based software that you have installed or will install later on your computer. You won't need further set up. You can always return to the default set up by choosing “US keyboard” from the Keyboard button in the Task Bar (lower part of your screen).
10. Your keyboard is now layed out this way:

ACCENT KEYS FOR WIN XP/2000 (using English-International keyboard layout)						
á é í ó ú ç	à è ì ò ù	â ê î ô û	ä ë ï ö ü	ñ	¿	ß
Type ' then letter	Type ` then letter	Type ^ then letter	Type " then letter	Type ~ then letter	Ctrl + Alt then ?	Ctrl Shift +& then s

N.B. For apostrophes and quotation marks (' and ") you must now type the sign (' and ") then press the Space bar.