

Accents are cool and here is how to do em!

WINDOWS

These shortcuts usually work, but may not work in some word processing applications. If these don't work, use ALT+ number combinations below.

Accent Shortcuts

- é É - hold CTRL, tap ' (apostrophe), release CTRL, tap e (or E)
- è È - hold CTRL, tap ` , release CTRL, tap e (or E)
- à À - hold CTRL, tap ` , release CTRL, tap a (or A)
- ù - hold CTRL, tap ` , release CTRL, tap u
- î Î - hold CTRL and SHIFT, tap 6, release CTRL and SHIFT, tap i (or I)
- â Â - hold CTRL and SHIFT, tap 6, release CTRL and SHIFT, tap a (or A)
- ë - hold CTRL and SHIFT, tap ; (semicolon), release CTRL and SHIFT, tap e
- ç Ç - hold CTRL, tap , (comma), release CTRL, tap c (or C)
- € - hold CTRL and ALT, tap E, release CTRL and ALT

Using ALT+ number combinations.

Be sure the Num Lock is on. Hold down the ALT key and type these four digits on the number pad (on the right of your keyboard). Then release ALT.

ALT 0224 à
ALT 0226 â
ALT 0228 ä
ALT 0192 À

ALT 0231 ç
ALT 0199 Ç

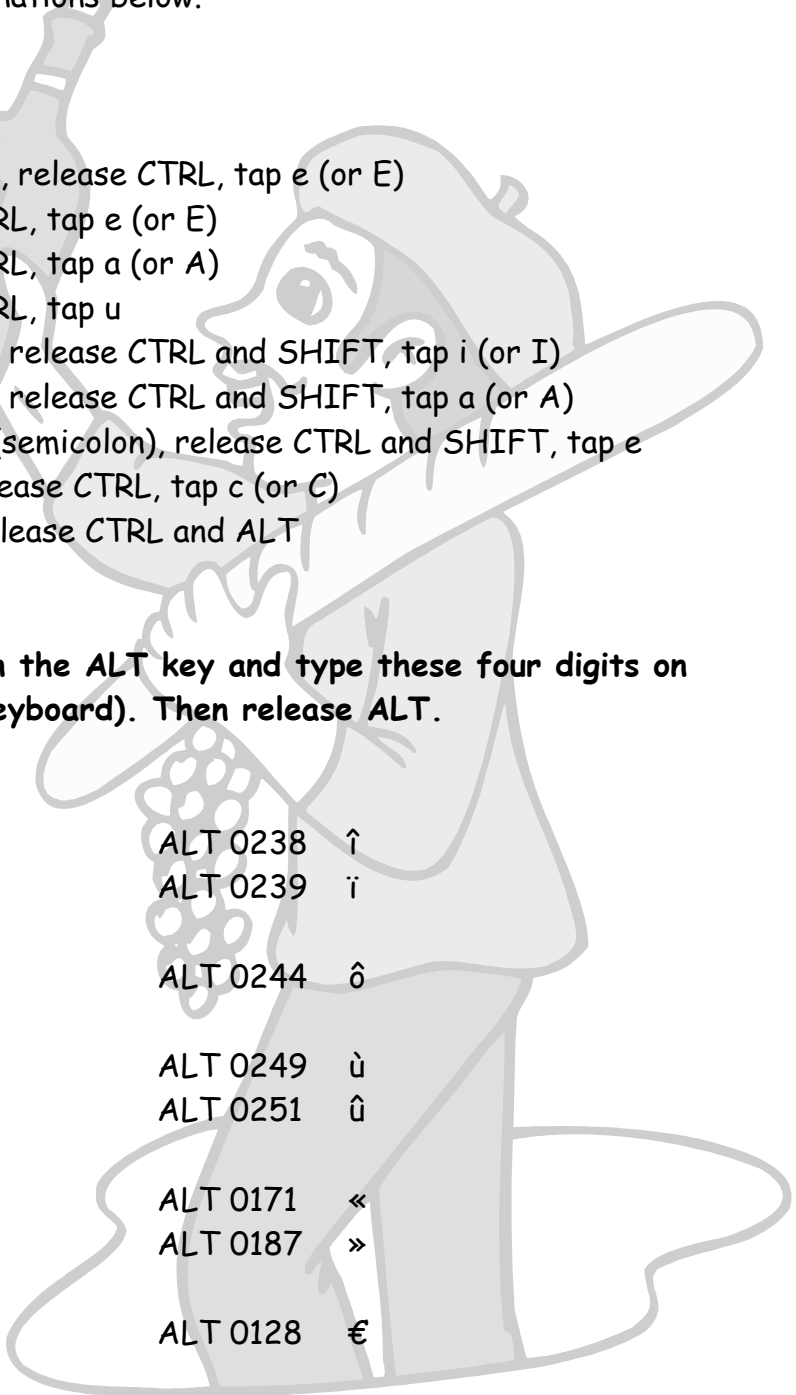
ALT 0232 è
ALT 0233 é
ALT 0234 ê
ALT 0235 ë
ALT 0200 È
ALT 0201 É
ALT 0202 Ê

ALT 0238 î
ALT 0239 ï
ALT 0244 ô

ALT 0249 ù
ALT 0251 û

ALT 0171 «
ALT 0187 »

ALT 0128 €



A third way to insert characters is to use the **Insert Symbol** command in your word processing application. This takes a very long time, however, if you are typing a whole paper with many accents.

MACINTOSH

- é Hold OPTION, Tap e, Release OPTION, Tap e (or E)
- è Hold OPTION, Tap ` , (the key in the upper left corner), Release OPTION, Tap e.
- à Hold OPTION, Tap ` , Release OPTION, TAP a (or A)
- ù Hold OPTION, Tap ` , Release OPTION , TAP u.
- â Hold OPTION, Tap I, Release OPTION, Tap a
- ë Hold OPTION, Tap u, Release OPTION, Tap e.
- ç Hold OPTION, Tap c.
- Ç Hold OPTION and shift, Tap c

You could also use the CHARACTER PALETTE (under the System Preferences) to insert accented letters. But again, this takes a long time when typing a lengthy paper.