



Typing Accents and Special Characters Windows

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Objectives

- Learn about the different methods of inputting accents and special characters in Windows
- Practice different methods of inputting accented letters and special characters into a document.

Typing Accents and Special Characters

Overview of Different Input Methods

There are several utilities available to help you insert or type accented letters and other special characters. To pick one that could work for you, check the grid below to see what software and hardware you need.

METHOD	SOFTWARE/HARDWARE
<i>ALT Key Codes</i>	Your PC must have a separate <i>numeric keypad</i> on the right edge of your keyboard. <i>Avoid this method on laptops.</i>
<i>International Keyboard</i>	This utility enables your keyboard so that you can use simple codes to type accents and other special characters. You need to have utility installed on your PC. It may come standard with Windows 2000.
<i>Character Map</i>	A utility which allows you to cut and paste special characters. This utility is available by default on most Windows machines.

Using ALT Key Codes

Windows assigns a numeric code to different accented letters, other foreign characters and special mathematical symbols. For instance the code for lower case *á* is **0225**, and the code for capital *Á* is **0193**. You can use the ALT key method to enter the numeric code in order to generate the special character.

To use the codes:

1. Place your cursor in the location where you wish to insert a special character.
2. Activate the **numeric key pad** on the right of the keyboard by pressing **Num Lock** (upper right of keyboard). The **Num Lock** light on the keyboard will indicate that the numeric key pad is on.

NOTE: You must use the numeric key pad; if you use the number keys on the top of the keyboard, the characters will not appear. If you are on a **laptop** or computer without a separate numeric keypad *one of the other methods* is recommended.

3. While pressing down the **ALT** key, type the four-digit code on the **numeric key pad** at the right edge of the keyboard. The codes are "case sensitive." For instance, the code for lower-case *á* is **ALT+0225**, but capital *Á* is **ALT+0193**.

NOTE: If you have the International keyboard activated, you will only be able to input codes with the **ALT** key on the left side of the keyboard.

4. Release the **ALT** key. The character will appear when the **ALT** key is released.

NOTE: You must **include the initial zero** in the code. For example to insert *á* (**0225**) you must type **ALT+0225**, NOT **ALT+225**.

Table of ALT Key Codes

Accented Letters

Accent	a/A	e/E	i/I	o/O	u/U
Accute	á	é	í	ó	ú
	0225	0233	0237	0243	0250
	Á	É	Í	Ó	Ú
	0193	0201	0205	0211	0218
Circumflex	â	ê	î	ô	û
	0226	0234	0238	0244	0251
	Â	Ê	Î	Ô	Û
	0194	0202	0206	0212	0219
Grave	à	è	ì	ò	ù
	0224	0232	0236	0242	0249
	À	È	Ì	Ò	Ù
	0192	0200	0204	0210	0217
Tilde	ã		ñ	õ	
	0227		0241	0245	
	Ã		Ñ	Õ	
	0195		0209	0213	
Umlaut	ä	ë	ï	ö	ü
	0228	0235	0239	0246	0252
	Ä	Ë	Ï	Ö	Ü
	0196	0203	0207	0214	0220

Other Foreign Characters

Symbol	Code	Notes
ı	ALT+0161	
ı	ALT+0191	
ç,Ç	ALT+0231	
	ALT+0199	
œ,Œ	ALT+0156	
	ALT+0140	
ß	ALT+0223	
ø,Ø	ALT+0248	
	ALT+0216	
å,Å	ALT+0229	
	ALT+0197	
æ,Æ	ALT+0230	
	ALT+0198	

þ,Ð	ALT+0254 ALT+0222	Icelandic/Old English thorn
ð,Ð	ALT+0240 ALT+0208	Icelandic/Old English edh
«»	ALT+0171 ALT+0187	Spanish quote mark

Currency Symbols

Symbol	Code	Notes
¢	ALT+0162	
£	ALT+0163	British Pound
¥	ALT+0165	Japanese Yen
¤	ALT+0164	Generic Currency Symbol

Math Symbols

Symbol	Code	Notes
÷	ALT+0247	
°	ALT+0176	Degree Symbol
¬	ALT+0172	Not Symbol
±	ALT+0177	
μ	ALT+0181	Micro

Other Punctuation

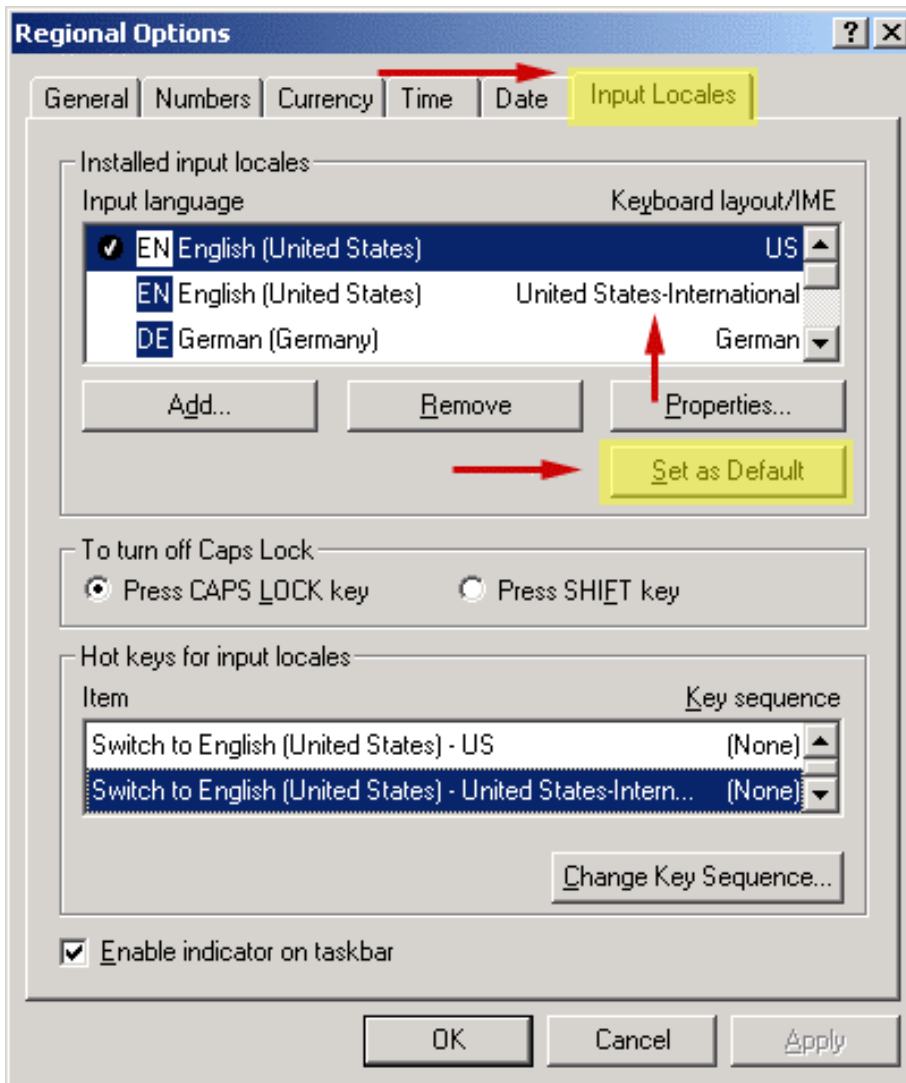
Symbol	Code	Notes
©	ALT+0169	
®	ALT+0174	
™	ALT+0153	Trademark
¶	ALT+0182	Paragraph Symbol
•	ALT+0149	List Bullet
§	ALT+0167	Section Symbol
—	ALT+0150	Japanese Yen
—	ALT+0151	Generic Currency Symbol

Activate and Use International Keyboard

Activate the International Keyboard

NOTE: These instructions are written for *Windows 2000*. The options will differ slightly for older versions of Windows.

1. *If you are in the Student Computing Labs*, click on the Windows **Start** menu on the lower left of your screen. Go to **Settings >> Control Panels >> Regional Options**.
On other computers, you may have to go to **Start >> Settings >> Control Panels** to open the **Control Panels** window, then click on the **Regional Options** icon.
2. In the **Regional Options** window, click on the **Input Locale** tab on the top.



Regional Options Control Panel - Input Locales Tab

3. From the **Input language** list, place a check next to "English (United States), United States International," then click **Add**.
4. Click on **Set As Default** if you wish to make the U.S. International keyboard the default.
5. Click **OK** to close the window.


NOTES:

- a. *If you are using your own PC, you will only have to do this step once. If you are using a PC in the Penn State Student Computing labs, you will have to do this every time you login.*
- b. **Windows NT** - If you are doing this procedure in Windows NT, you must select the "English (U.S.) as the **Input Locale** first, then press the **Properties** button to select the "U.S. International" keyboard.
- c. If you do not see "United States-International" in the Input language pull-down list, then you will have to install it from the Windows CD-ROM. Consult your Window manual for more details.
- d. In addition to the International Keyboard, Windows offers *language-specific keyboards* including keyboards for Spanish, French, German, Italian and many other languages.

Once you have completed this procedure, you should be able to input accented letters using the International keyboard codes.

Switch Between Keyboards

If you want to switch between switch between the International keyboard and other keyboards, do the following:

1. Open an application such as a word-processor, HTML editor, spreadsheet or any other application in which you need to input text.
2. Look in lower right toolbar in Windows, you should see an icon which is a dark blue box labeled "EN" () in white text. *If there is no such icon, then only the default keyboard is available on the PC. If you want to activate additional keyboards, follow the instructions in the section above.*

NOTE: If you are using another keyboard such as a Spanish keyboard, the letters in the dark blue box may be different.

3. Put your cursor on this icon to open a pull-down list.
4. Make sure the appropriate keyboard, such as "United States-International" or "United States," is selected.

Table of International Keyboard Codes

Accented Letters

Example 1: To type **ó** - Type the apostrophe key ('), then **o**.

Example 2: To type **Ó** - Press down **LeftAlt**, then '. Release, then type **O**.

Example 3: To type **ñ**, hold down the **Shift** key, then the ~ key.
Release and type **n**.

V = any vowel + = hold simultaneously , = release key

Accent	Sample	Template	Notes
Accute	ó Ó	',V	' = apostrophe key
Circumflex	ô Ô	Shift+^,V	
Grave	ò Ò	`,V	
Tilde	ñ Ñ	Shift+~,V	
Umlaut	ö Ö	",V	" = quote key

Other Foreign Characters

For most of these, you will use the **RightAlt** key on the right side of the keyboard, not the *LeftAlt* key.

Symbol	Code	Notes
ı	RightAlt+1	
ı	RightAlt+?	
ç,Ç	RightAlt+< Shift+RightAlt+<	
œ,Œ	-- NO CODE --	Use "oe" instead.
ß	RightAlt+S	
ø,Ø	RightAlt+L Shift+RightAlt+L	
å,Å	RightAlt+W Shift+RightAlt+W	
æ,Æ	RightAlt+Z Shift+RightAlt+Z	
þ,Þ	RightAlt+T Shift+RightAlt+T	Icelandic/Old English thorn
ð,Ð	RightAlt+D Shift+RightAlt+D	Icelandic/Old English edh
«»	RightAlt+[RightAlt+]	Spanish quote mark

Currency Symbols

Symbol	Code	Notes
¢	Shift+RightAlt+C	
£	Shift+RightAlt+4	British Pound
¥	Shift+RightAlt+-	Yen. "-" is minus key
¤	RightAlt+4	Generic Currency Symbol
€	RightAlt+5	Euro Symbol

Math Symbols

Symbol	Code	Notes
÷	Shift+RightAlt++	Shift+RightAlt, then "+"
°	Shift+RightAlt+:	Degree Symbol
¬	RightAlt+\	Not Symbol
μ	RightAlt+M	Micro

Other Punctuation

Symbol	Code	Notes
©	RightAlt+C	
®	RightAlt+R	
¶	RightAlt+;	Paragraph Symbol
§	Shift+RightAlt+S	

Character Map Utility

Windows 2000 Instructions

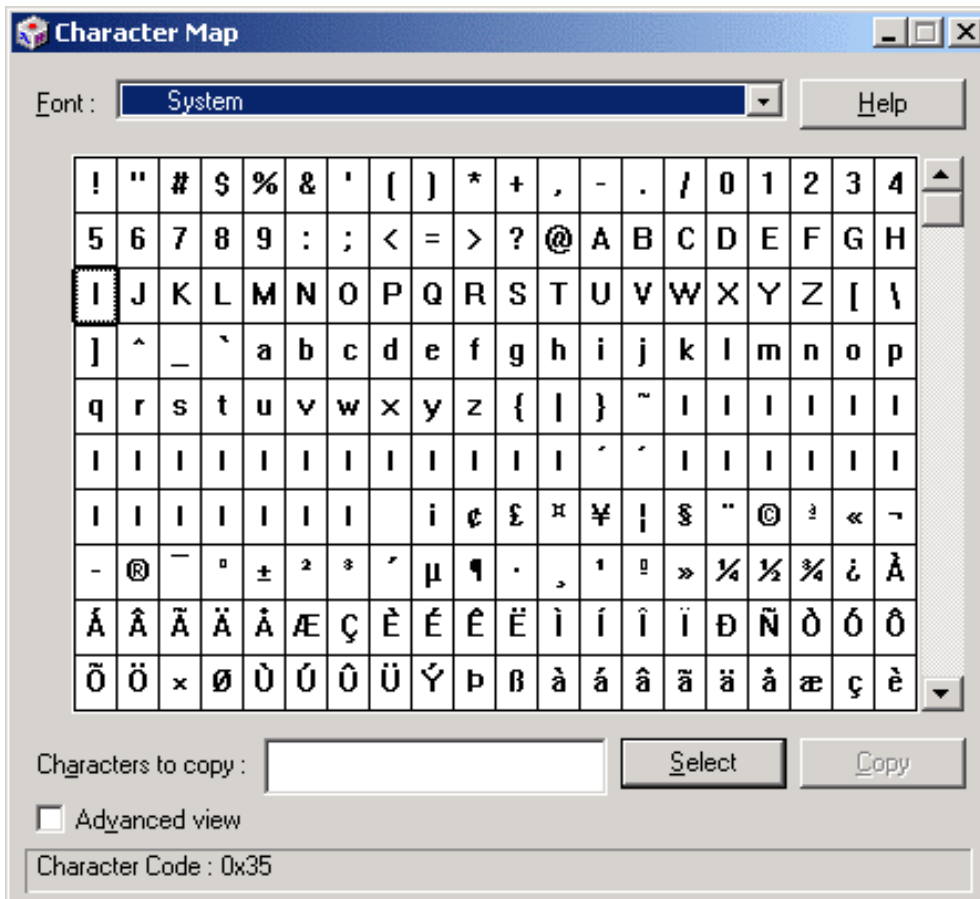
These instructions are written for Windows 2000. If your PC has an older version of Windows please refer to the "Older Windows Instructions" below.

To open the Character Map utility:

1. Click on the Windows **Start** menu on the lower left of your screen.
2. *If you are on a Student Computing Lab PC, select **Programs** » **Accessories** » **System Tools** » **Character Map**.*

NOTE: On other PCs, the Character Map may be in another location under **Accessories** or the **Start** menu.

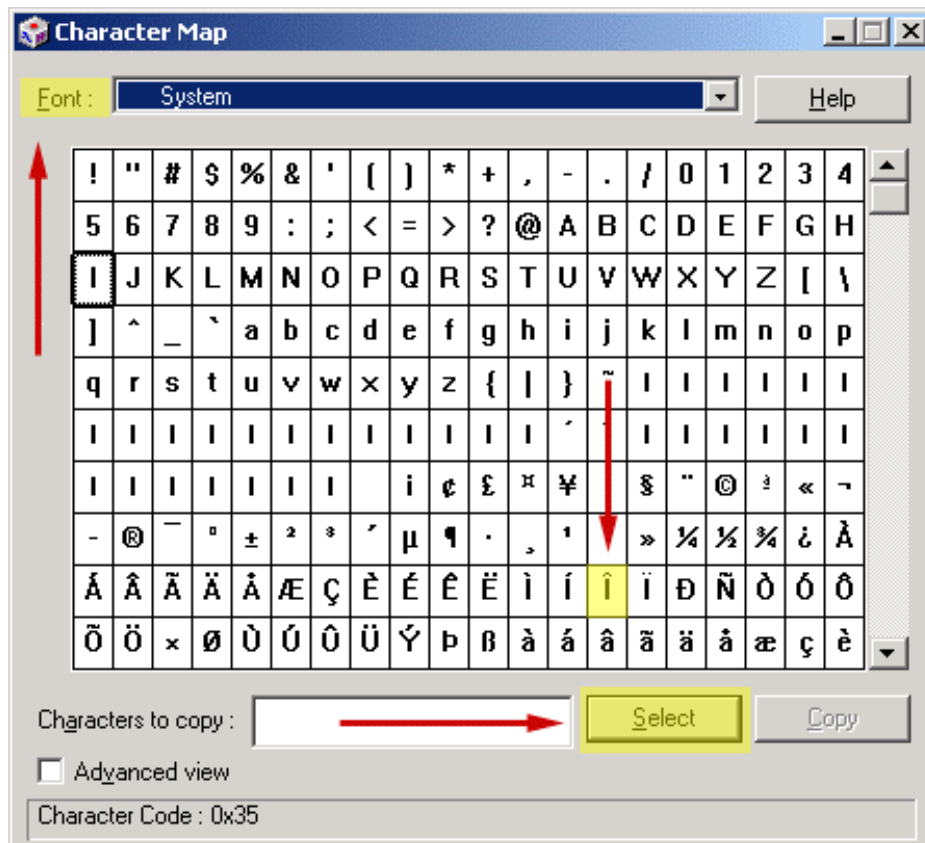
3. A window should open which displays a series of characters in a grid as in the image below.



Character Map - Windows 2000

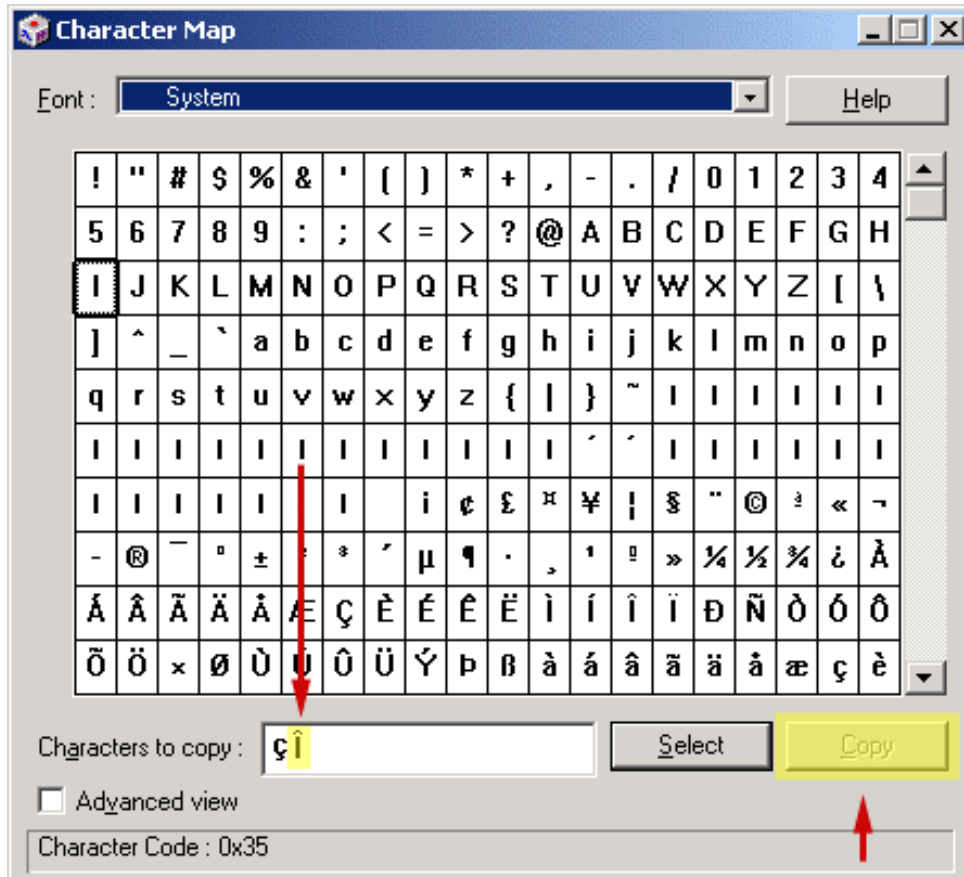
In the Character Map

1. Select the **Font** from the pull-down menu which matches the font you are using in the document. If you are not typing a document, but doing some other application such as typing a Web form, then select the **System** font.
2. If the character you want to insert is listed, proceed to Step #4, you may need to scroll down a little to check.
3. If the character you want is not in the grid, change the Font to **Arial Unicode MS**, **Lucida Sans Unicode**, **Tahoma**, **Times New Roman**, **Arial** or some other appropriate font.
4. Double-click on any character you wish to insert then click the **Select** button to make it appear in the **Characters to Copy** field. You can Select more than one character at this time.



Selecting Characters

5. Highlight one or more of the characters in the **Characters to Copy** you wish to insert then click the **Copy** button.



Character Map - Copy Characters

6. Minimize from the **Character Map** window, and open or switch to the application window in which you wish to insert a the character.
7. Position your cursor in the location you wish to insert the character.
8. Under the **Edit** menu, choose **Paste** (or use the keyboard shortcut **Control+V**). The character should appear.
9. If necessary, change the font of the character to the one selected in the **Character Map**.

Older Windows Instructions

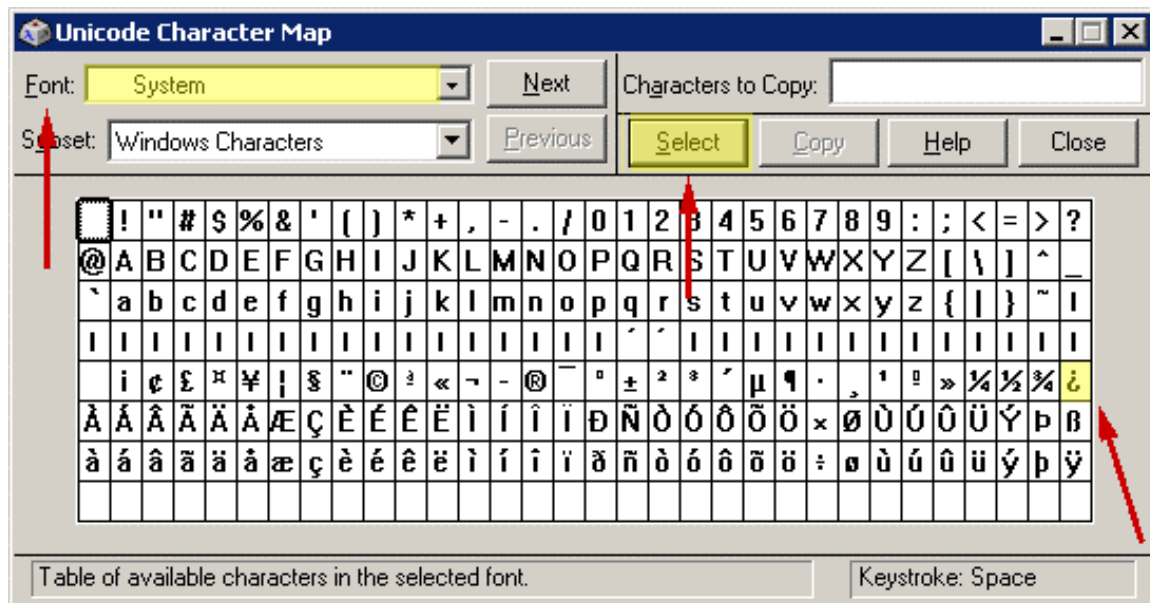
These instructions are based on Windows NT, but should be similar to other versions of Windows.

To open the Character Map utility:

1. Click on the Windows **Start** menu on the lower left of your screen.
2. *If you are on a Student Computing Lab PC, select **Programs** » **Accessories** » **System Tools** » **Character Map**.*

NOTE: On other PCs, the Character Map may be in another location under Accessories or the Start menu.

3. A window should open which displays a series of characters in a grid as in the image below.



Character Map - Windows NT

In the Character Map:

1. Make sure that **System** is selected in the **Font** pull-down list and that **Windows Characters** is selected in the **Subset** pull-down list.
2. If the character you want to insert is listed, proceed to the next step. Otherwise, change the Font to **Lucida Sans Unicode**, **Arial Unicode MS**, **Tahoma** or some other appropriate font. and change the **Subset** to one which contains the character you need to insert.
3. Double-click on any character you wish to insert then click the **Select** button to make it appear in the **Characters to Copy** field. You can Select more than one character at this time.

4. Highlight one or more of the characters in the **Characters to Copy** you wish to insert then click the **Copy** button.
5. Minimize from the **Character Map** window, and open or switch to the application window in which you wish to insert a the character.
6. Position your cursor in the location you wish to insert the character.
7. Under the **Edit** menu, choose **Paste** (or use the keyboard shortcut **Control+V**). The character should appear.
8. If necessary, change the font of the character to the one selected in the *Character Map*.