

## Typing Foreign Accents

	Microsoft Word (Windows)	Mac OSX
<b>Spanish</b>		
á, é, í, ó, ú, ý =	Ctrl+' (apostrophe), the letter	Option + e, the letter
ã, ñ, ã =	Ctrl+Shift+~ (tilde), the letter	Option + n, the letter
ä, ë, ï, ö, ü =	Ctrl+Shift+: (colon), the letter	Option + u, the letter
ç =	Alt+Ctrl+Shift+?	Shift + Option + ?
ï =	Alt+Ctrl+Shift+!	Option + 1
<b>French</b>		
à, è, ù =	Ctrl+` (accent grave), the letter	Option + `, the letter
é =	Ctrl+' (apostrophe), the letter	Option e, the letter
â, ê, î, ô, û =	Ctrl+Shift+^ (caret), the letter	Option + i, the letter
ä, ë, ï, ö, ü =	Ctrl+Shift+: (colon), the letter	Option + u, the letter
œ =	Ctrl+Shift+&, o or O	Option + q
ç =	Ctrl+, (comma), c or C	Option + c or C
<b>German</b>		
ä, ë, ï, ö, ü =	Ctrl+Shift+: (colon), the letter	Option + u, the letter
å, Å =	Ctrl+Shift+@, a or A	Option + a (for upper case, Shift + Option + a)
æ =	Ctrl+Shift+&, a or A	Option + ' (apostrophe)
ð, Ð =	Ctrl+' (apostrophe), d or D	(see IPA symbols below)
ø =	Ctrl+/, o or O	Option + o
ß =	Ctrl+Shift+&, s	Option + s

### To spell check in any language:

- Highlight text to spell check
- Go to the Tools menu
- Choose Language
- Scroll down the list and select the language you want
- Hit OK
- When you are ready to spell check, click "abc ✓" or go to Tools > Spelling and Grammar

### To use IPA symbols in Mac OS X:

- Go to the Applications folder
- Open Font Book
- Go to the Edit Menu, and choose "Special Characters"
- Under "Symbols," choose "Phonetic Symbols"
- Find the symbol you want, and drag it into your document

## Typing Foreign Accents

### For PowerPoint in Windows

*NumLock must be on.*

#### Spanish

á = Alt+160

é = Alt +130

í = Alt +161

ó = Alt +162

ú = Alt +163

ñ = Alt +164 (165 for uppercase)

¿ = Alt +168

¡ = Alt +173

ü = Alt +129

ç = Alt +135 (128 for uppercase)

#### French

à = Alt +133

è = Alt +138

ù = Alt +151

é = Alt +130

â = Alt +131

ê = Alt +136

î = Alt +140

ô = Alt +147

û = Alt +150

ä = Alt +132

ë = Alt +137

ï = Alt +139

ö = Alt +148

ü = Alt +129

ç = Alt +135 (128 for uppercase)

#### German

ä, ë, ï, ö, ü = see French accents above

ÿ = Alt +152

å = Alt +134

æ = Alt +401

ß = Alt +225