

How to type foreign language characters

Method 1: Numeric keypad (All Windows Programs)

Ensure **Numlock** is on (see indicator light on keyboard), press and hold down **Alt**, type the four-digit code for the character you require, then release the **Alt** key.

ì	0161	Æ	0198	Ì	0204	Õ	0213
í	0191	æ	0230	ì	0236	õ	0245
«	0171	Ç	0199	Î	0206	Ø	0216
»	0187	ç	0231	î	0238	ø	0248
Á	0193	Ð	0208	Ï	0207	ß	0223
á	0225	ð	0240	ï	0239	Ú	0218
À	0192	É	0201	Ñ	0209	ú	0250
à	0224	é	0233	ñ	0241	Û	0217
Â	0194	È	0200	Ó	0211	ù	0249
â	0226	è	0232	ó	0243	Û	0219
Ä	0196	Ê	0202	Ò	0210	û	0251
ä	0228	ê	0234	ò	0242	Ü	0220
Ã	0195	Ë	0203	Ô	0212	ü	0252
ã	0227	ë	0235	ô	0244	Ý	0221
Å	0197	Í	0205	Ö	0214	ý	0253
å	0229	í	0237	ö	0246	ÿ	0255

Method 2: Keyboard shortcuts (Microsoft Word only)

The keyboard shortcuts below are based on a punctuation character that serves as a mnemonic. **Some of them imply use of the Shift key.** For example, Ctrl+^ is equivalent to Shift+Ctrl+6 on most keyboards.

To type	Press	Followed by
à, è, ì, ò, ù	Ctrl + ` (grave accent)	a, e, i, o, u
á, é, í, ó, ú, ý	Ctrl + ' (apostrophe)	a, e, i, o, u, y
â, ê, î, ô, û	Ctrl + ^ (caret)	a, e, i, o, u
ã, ñ, õ	Ctrl + ~ (tilde)	a, n, o
ä, ë, ï, ö, ü, ÿ	Ctrl + : (colon)	a, e, i, o, u, y
å	Ctrl + @	a
æ	Ctrl + &	a
œ	Ctrl + &	o
ç	Ctrl + , (comma)	c
ð	Ctrl + ' (apostrophe)	d
ø	Ctrl + /	o
ß	Ctrl + &	s
¿	Alt + Ctrl + Shift + ?	
¡	Alt + Ctrl + Shift + !	