

Windows PC

The most reliable way to enter accented characters on a Windows PC is to use the Unicode Alt-codes. Each accented character has its own 4-digit code. To enter a character, hold down the **ALT** key, type in the corresponding 4-digit code, and then release the **ALT** key. Note that the 4-digit code **MUST** be entered using the 10-key number pad on the right-hand side of most PC keyboards. Using the numbers across the top of the keyboard will not work.

Chinese Pinyin Tone Marks

̄ Flat	́ Rising	ˇ Falling-Rising	ˋ Falling
Ā - 0256 ā - 0257	Á - 0193 á - 0225	Ǻ - 0461 ǻ - 0462	À - 0192 à - 0224
Ē - 0274 ē - 0275	É - 0201 é - 0233	Ě - 0282 ě - 0283	È - 0200 è - 0232
Ī - 0298 ī - 0299	Í - 0205 í - 0237	Ǫ - 0463 ǫ - 0464	Ì - 0204 ì - 0236
Ō - 0332 ō - 0333	Ó - 0211 ó - 0243	Ǿ - 0465 ǿ - 0466	Ò - 0210 ò - 0242
Ū - 0362 ū - 0363	Ú - 0218 ú - 0250	ǰ - 0467 Ǳ - 0365	Ù - 0217 ù - 0249
Ǫ - 0469 ǫ - 0470	Ǫ - 0471 ǫ - 0472	ǰ - 0473 Ǳ - 0474	Ǫ - 0475 ǫ - 0476

French Accents

A	E	I	O	U	Other
À - 0192 à - 0224	È - 0200 è - 0232			Ù - 0217 ù - 0249	Ç - 0199 ç - 0231
	É - 0201 é - 0233				Œ - 0140 œ - 0156
Â - 0194 â - 0226	Ê - 0202 ê - 0234	Î - 0206 î - 0238	Ô - 0212 ô - 0244	Û - 0219 û - 0251	« - 0139 » - 0155
Ä - 0196 ä - 0228	Ë - 0203 ë - 0235	Ï - 0207 ï - 0239		Ü - 0220 ü - 0252	€ - 0128

German Accents

A	E	I	O	U	Other
Ä - 0196 ä - 0228			Ö - 0214 ö - 0246	Ü - 0220 ü - 0252	ß - 0223 € - 0128

Latin Accents

A	E	I	O	U
Ā - 0256 ā - 0257	Ē - 0274 ē - 0275	Ī - 0298 ī - 0299	Ō - 0332 ō - 0333	Ū - 0362 ū - 0363

Spanish Accents

A	E	I	O	U	Other
Á - 0193 á - 0225	É - 0201 é - 0233	Í - 0205 í - 0237	Ó - 0211 ó - 0243	Ú - 0218 ú - 0250 Ü - 0220 ü - 0252	Ñ - 0209 ñ - 0241 ı - 0161 ç - 0191 € - 0128

Mac OS X – US Keyboard

The first method of entering accents (OS X 10.7 or newer) consists of holding down the letter key that you'd like to add an accent to, and selecting the accented version of the letter they want either by pressing the corresponding number key, or clicking the character directly.

The second method consists of holding down the option key (and sometimes the shift key) and pressing an accent hotkey to select the accent you'd like to use, releasing both keys, and then typing the letter over which the user would like the accent to appear.

KEY:

⌘ - The option (alt) key

⇧ - The shift key

, - Release all keys

For example, ⌘ + e, e will produce é, but ⌘ + e, ⇧ + e will produce É

French Accents – US Keyboard

◌̀ Grave Accent	◌́ Acute Accent	◌̂ Circumflex	◌̈ Umlaut
⌘ + ` , letter	⌘ + e , letter	⌘ + i , letter	⌘ + u , letter
Ç Cedilla	Œ OE Diagraph	« » French Quotes	€ Euro Symbol
Ç - ⌘⇧ c ç - ⌘ c	Œ - ⌘⇧ q œ - ⌘ q	« - ⌘ \\ » - ⌘⇧ \	€ - ⌘⇧ 2

German Accents – US Keyboard

◌̈ Umlaut	ß Eszett	€ Euro Symbol
⌘ + u , letter	⌘ + s	€ - ⌘⇧ 2

Spanish Accents – US Keyboard

◌́ Acute Accent	◌̈ Umlaut	◌̃ Tilde	€ Euro Symbol
⌘ + e , letter	⌘ + u , letter	⌘ + n , letter	€ - ⌘⇧ 2
¿	¡		
⌘⇧ /	⌘ 1		

Mac OS X – US Extended Keyboard

To enter certain accents or tone marks, the user must change the keyboard to **US Extended** in the System Preferences > Language & Text > Input Sources menu.

Note: Most of the other shortcuts on the US Extended Keyboard are identical to the US Keyboard, however, there are a few exceptions, such as the Circumflex and the Cedilla. If you need to enter accents in multiple languages, you will need to take this into account.

KEY:

⌘ - The option (alt) key

⇧ - The shift key

, - Release all keys

For example, ⌘ + e, e will produce é, but ⌘ + e, ⇧ + e will produce É

Chinese Pinyin Tone Marks – US Extended Keyboard

ā Flat	ó Rising	ǒ Falling-Rising	ò Falling
⌘ + a , letter	⌘ + e , letter	⌘ + v , letter	⌘ + ` , letter

ǖ	ǘ	ǚ	ǜ
⌘ + a , v	⌘ + e , v	⌘ + v , v	⌘ + ` , v

Latin Accents – US Extended Keyboard

ā Macron
⌘ + a , letter

Apple iPad

To enter accented characters on an iPad, you simply need to hold down the letter in question, and a pop-up with the most common accents will appear, allowing you to choose the desired accent. All of the accented characters necessary for French, German, Latin, and Spanish are readily available from the standard US keyboard. To enter Pinyin characters, you'll need to go to the iPad's Settings menu, and under General, enable the Chinese Pinyin keyboard.

If you have more than one keyboard installed on the iPad, a new globe icon will appear in the bottom left corner of the keyboard. Touching this button will switch your keyboard between the keyboards that are currently enabled in the Settings menu.

Google Chromebook

The most reliable way to enter accents using a Google Chromebook is to use the course's built-in accents panel. While it is possible to change the keyboard settings on a Chromebook to enter accents, most often this involves re-mapping the keyboard to a foreign locale, meaning that the labels on the keyboard would no longer correspond to which key types which character.