

## Inputting Accented Characters in your Document:

**Option One:** For most users who have only occasional need for accented characters, there is a quick way to input accented characters. Windows® users can input accented characters by pressing the **Right Alt** key and **4-digit numbers** on the Numeric Keypad at the same time. Hold the **Right Alt** key while pressing the numbers and then release the Right Alt. The accented character should appear in your document. The first of the 4 numbers is always 0.

Right Alt and	Right Alt and	Right Alt and	Right Alt and
à 0224	ò 0242	Å 0197	Ø 0216
á 0225	ó 0243	Æ 0198	Ù 0217
â 0226	ô 0244	Ç 0199	Ú 0218
ã 0227	õ 0245	È 0200	Û 0219
ä 0228	ö 0246	É 0201	Ü 0220
å 0229	ø 0248	Ê 0202	Ý 0221
æ 0230	ù 0249	Ë 0203	Þ 0222
ç 0231	ú 0250	Ì 0204	ÿ 0159
è 0232	û 0251	Í 0205	œ 0156
é 0233	ü 0252	Î 0206	Œ 0140
ê 0234	ý 0253	Ï 0207	š 0154
ë 0235	þ 0254	Ð 0208	Š 0138
ì 0236	ÿ 0255	Ñ 0209	ı 0161
í 0237	À 0192	Ò 0210	ı̇ 0191
î 0238	Á 0193	Ó 0211	f 0131
ï 0239	Â 0194	Ô 0212	μ 0181
ð 0240	Ã 0195	Õ 0213	£ 0163
ñ 0241	Ä 0196	Ö 0214	¥ 0165

**Option Two:** Users who have a regular need for accented characters may want to install the US-International Keyboard.

### Installing the Microsoft® Word 2000 English US-International Keyboard:

Click on [ **Start** ] (*lower left corner*) → [ **Settings** ] → [ **Control Panel** ]

Double click on [ **Regional Settings** ] the select [ **Input Locales** ] (*upper right corner*)

Click on [ **Add...** ] from the drop-down menu for **Keyboard Layout/IME**:

Select [ **United States-International** ] and click on [ **OK** ]

At the lower right corner, click on [ **Apply** ] and the click on [ **OK** ]

A blue rectangle with the initial [EN] will appear at the lower left corner of the screen next to the time.

Click on the blue rectangle [EN] to switch keyboard layouts and then click on [ **United States-International** ]

### Using the US-International Keyboard:

<b>Accent Acute</b> (á é í ó ú Á É Í Ó Û) .....	Type Apostrophe (') and then the vowel. For example, ' and then a = á) Alternatively, type the right Alt key plus any of the vowels ( <b>right Alt + a = á</b> ) for acute accent.
<b>Accent Grave</b> (à è ì ò ù À È Ì Ò Ù) .....	Type Accent Grave (`) ( <i>the key above the tab key</i> ) and then the vowel.
<b>Circumflex</b> (â ê î ô û) .....	Type circumflex (^) ( <i>Shift/6</i> ) and then the vowel.
<b>Cedilla</b> (ç Ç) .....	Type Apostrophe (') and then <b>c</b> or <b>C</b> .
<b>Interrogation</b> (¿) .....	Type the right Alt key plus the slash (/) ( <b>right Alt + / = ¿</b> ).
<b>Exclamation</b> (!) .....	Type the right Alt key plus the numeral one (1) ( <b>right Alt + 1 = !</b> ).
<b>Umlaut (dieresis)</b> (ä ë ï ö ü Ä Ê Î Ö Û) .....	Type a quotation mark (") and then the vowel.
<b>Tilde</b> (ã ñ õ Ä Ñ Ö) .....	Type the tilde (~) ( <i>the key above the tab key</i> ) and then the letter. Also, <b>right Alt + n = ñ</b> .
Æ æ .....	Type <b>right Alt + Z</b> or <b>z</b> .
Ø ø .....	Type <b>right Alt + L</b> or <b>l</b> .
ETH (Ð ð) .....	Type <b>right Alt + D</b> or <b>d</b> .
µ .....	Type <b>right Alt + m</b> .
ß .....	Type <b>right Alt + s</b> .
Þ þ .....	Type <b>right Alt + T</b> or <b>t</b> .
Å å .....	Type <b>right Alt + W</b> or <b>w</b> .

### Setting Language with Spell and Grammar Checker (French and Spanish) in Microsoft® Word:

Double click on [ **Tools** ] → [ **Language** ] → [ **Set Language** ] and select the language; then click on **OK**.

(Not all "tools" may show on the "tools" menu. If "language" isn't an option, click on "double arrow" pointing down at the bottom of the drop-down menu to see more options, including "language".)