

Keys for Typing with Latin Characters

English keyboard layout for Latin characters

Use the following key combinations to input special foreign characters.

Note: Keep your keyboard set for English.

Character	Macintosh	MS Word 95/97/2000
acute	' <option>+e then <vowel>	<Ctrl> then <vowel>
grave	` <option>+ ` then <vowel>	<Ctrl>+ ` then <vowel>
circumflex	^ <option>+i then <vowel>	<shift><Ctrl>+6 then <vowel>
umlaut	¨ <option> then <vowel>	<shift><Ctrl>+: then <vowel>
cedilla	ç <option>+c	<Ctrl>+, then c
capital cedilla	Ç <shift><option>+c	<Ctrl>+, then <shift> c
tilde-n	ñ <option>+n then n	<shift><Ctrl>+ ~ then n
capital tilde-n	Ñ <option>+n then <shift>+n	<shift><Ctrl>+~ then <shift>+n
inverted question	¿ <shift><option> +?	<shift><Alt><Ctrl>+?
Inverted exclamation	¡ <option>+!	<shift><Alt><Ctrl>+!
ring å	å <option>+a	<shift><Ctrl>+2 then a
capital ring å	Å <shift><option>+a	<shift> <Ctrl>+ 2 then <shift>+a
ash	æ <option>+'	<shift><Ctrl>then a
capital ash	Æ <shift> <option>+ "	<shift><Ctrl>then <shift>+a
null set	ø <option>+0	<Ctrl> then o
capital null set	Ø <shift> <option>+0	<Ctrl> then <shift>+o
ligature œ	œ <option>+q	<shift> <Ctrl> then o
capital ligature œ	Œ <shift> <option>+q	<shift> <Ctrl> then <shift>+o
s-tset	ß <option>+s	<shift><Ctrl>then s
open Euroquote	« <option>+\<	<Ctrl>+` then <shift>+<
close Euroquote	» <shift><option>+\<	<Ctrl>+` then <shift> +>

**** note "+" = simultaneous; " then" means separate**

ALT Keystrokes (works with most PC programs)

To type a character using ALT keystrokes, press and hold the left ALT key. While holding down the ALT key, enter the letter's 3-digit keystroke code, then release the ALT key.

á	160	¿	168	ú	163	ñ	164
é	130	¡	173	É	144	Ñ	165
í	161	ª	166	ó	162		

Spelling and Grammar Checking using Microsoft Word

Spell checking will identify most spelling mistakes, most diacritical mistakes, most typographical errors, many conjugation mistakes, and many other word-form mistakes.

1. Open Microsoft Word
2. **File | Open** your new document; **Edit | Select All**.
3. Select **Tools | Language | Set Language**
4. Select the correct language.

Notes:

- o For Spanish using a PC, select **Spanish (Spain-Modern Sort)**.
 - o MS Word 2000 for MS Windows (PC) will usually correctly detect the language automatically.
5. Select **Tools | Spelling and Grammar**.

