

## How to type accents on the computer

To type accents in Microsoft Word, use the following keystrokes. You must hold down ctrl and the accent key at the same time, and then release them before hitting the letter over which you wish to place the accent.

1. Press Ctrl & don't let go!
2. Press the accent you want  
(while still pressing Ctrl- holding two-three keys at once)
3. Let go of all keys
4. Type the letter you want the accent to go on

Accent aigu (é)

**ctrl + '**

Accent grave (à)

**ctrl + `**

Accent cedilla (ç)

**ctrl + ,**

Accent circonflexe (î)

**ctrl + shift + 6**

Le tréma (ë)

**ctrl + shift + ;**

**\*In Word 2007, you can go to the Insert toolbar and click on « symbol » which will allow you to find the accented letter you want. It will take longer than using the Ctrl commands, but may be easier for you.**

This is the easiest way, by far, to create accents, but if you don't have Microsoft Word, you may need to use the method listed below.

Press Alt while typing a numerical code. There is a different one for each letter/ accent combination so you must memorize them or have a sheet to reference as you type.

Accent	A	E	I	O	U	Y
Grave	À 0192	È 0200	Ì 0204	Ò 0210	Ù 0217	
	à 0224	è 0232	ì 0236	ò 0242	ù 0249	
Acute	Á 0193	É 0201	Í 0205	Ó 0211	Ú 0218	Ý 0221
	á 0225	é 0233	í 0237	ó 0243	ú 0250	ý 0253
Circumflex	Â 0194	Ê 0202	Î 0206	Ô 0212	Û 0219	
	â 0226	ê 0234	î 0238	ô 0244	û 0251	
Tilde	Ã 0195	--	Ñ 0209	Õ 0213	--	
	ã 0227	--	ñ 0241	õ 0245	--	
Umlaut	Ä 0196	Ë 0203	Ï 0207	Ö 0214	Ü 0220	ÿ 0159
	ä 0228	ë 0235	ï 0239	ö 0246	ü 0252	ÿ 0255

**Example:** To input the acute a á (0225), hold down the ALT key, type 0225 on the numeric keypad, then release the ALT key.