

## Using International Languages in Microsoft Windows and Microsoft Word

*In order to use the international language options, you must first add the respective language to your computer. (See the Adding International Language Keyboard handout.)*  
[http://cornellcollege.edu/information\\_technology/computer/howdoi.shtml](http://cornellcollege.edu/information_technology/computer/howdoi.shtml).

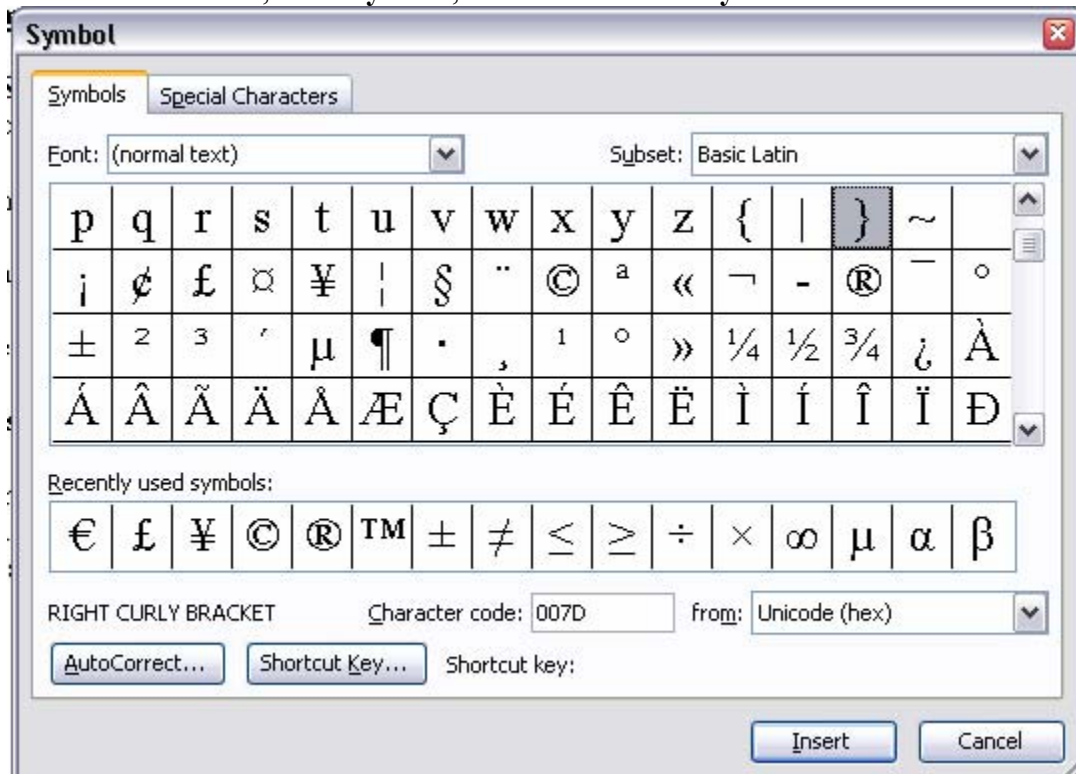
*There are three different ways you can use accent marks in Windows: Insert Symbol, Insert Character, and Word keystroke combinations. You can also use a different language and have the separate keystroke combinations.*

### Using Insert Symbol

You can use the **Symbol** dialog box to enter symbols that are not on your keyboard, as well as [Unicode](#) characters.

If you're using an expanded font, such as Arial or Times New Roman, the **Subset** list appears. Use this list to choose from an extended list of language characters, including Greek and Russian (Cyrillic), if available.

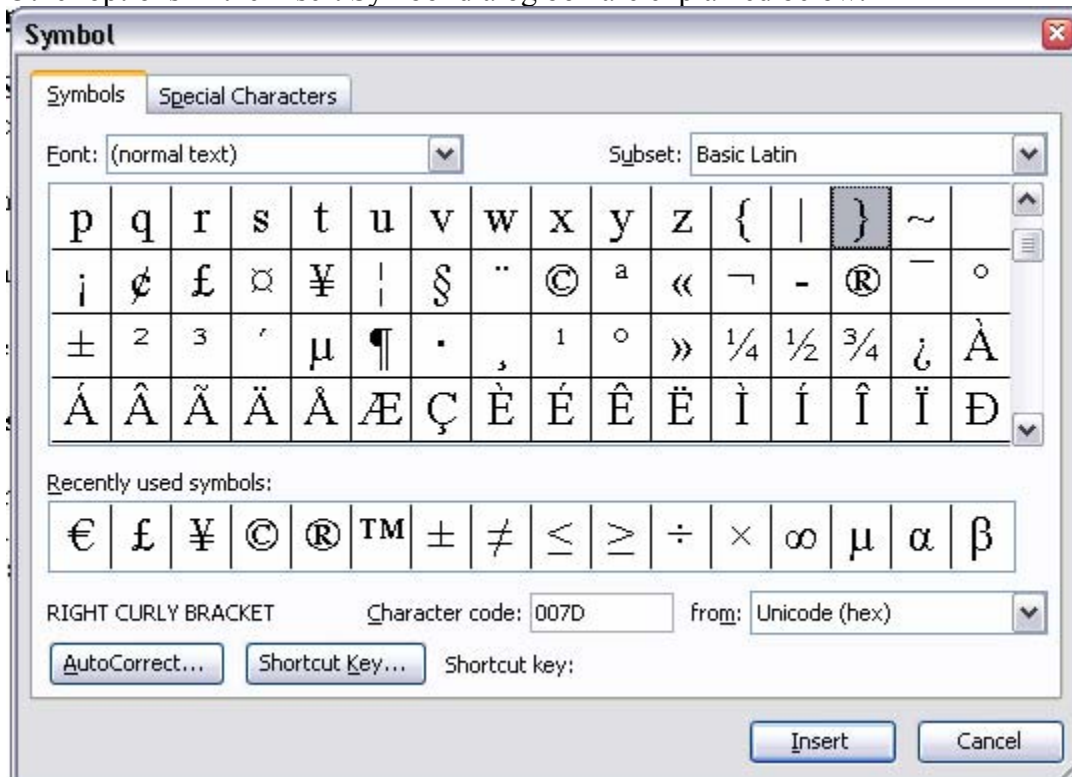
1. Click where you want to insert the symbol.  
Example: I would like the registered R mark with a circle after the word Nike.
2. On the **Insert** menu, click **Symbol**, and then click the **Symbols** tab.



Select the symbol you would like to insert. **Nike®** Click on the Insert button and then the Close button.

3. In the **Font** box, click the font that you want. Choosing different fonts will sometimes give you different characters. For instance, you may get different fonts when you use some of the Romance languages fonts such as Greek and Hebrew.
4. Double-click the symbol that you want to insert. This is in place of selecting the symbol and then clicking on the Insert button and the Close button.
5. Click **Close**.

Other options in the Insert Symbol dialog box are explained below.



**Font:** There is a dropdown menu so that you can pick a different font. Remember, some software, especially in the international languages, may come with fonts on the CD itself that must be loaded first.

**Subset:** Subsets are sets of different types of characters such as Basic Latin vs. Extended Latin. Subsets also include Currency, Math Operators, Arrows, etc. Depending on which subset is chosen, you will get a completely different set of symbols to choose from.

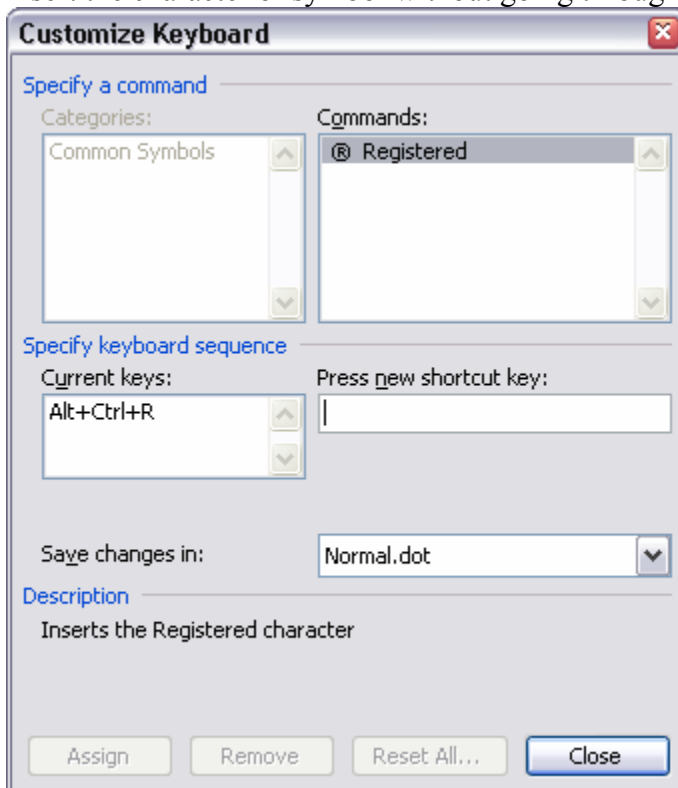
**Recently Used Symbols:** This shows the most recently used symbols. This allows for faster use of symbols if you use the same symbols over and over again.

**Character code:** This is the code that is automatically entered when you choose a character or symbol.

**From:** You have the choice between Unicode (hex) and most common, and ASCII (decimal) and ASCII (hex). The type of code may change automatically depending on the symbol chosen.

**Auto Correct:** This take you to the Auto Correct menu under the Tools menu.

**Shortcut Key:** This is where you get to decide what shortcut keys will allow you to insert the character or symbol without going through the menu every time.



Begin shortcut key combinations with CTRL, ALT, or a function key.

1. On the **Insert** menu, click **Symbol**.
2. Click the tab with the symbol or [character](#) you want.

***Note** If you don't see the symbol you want, in the drop-down menus, click a different font or subset.*

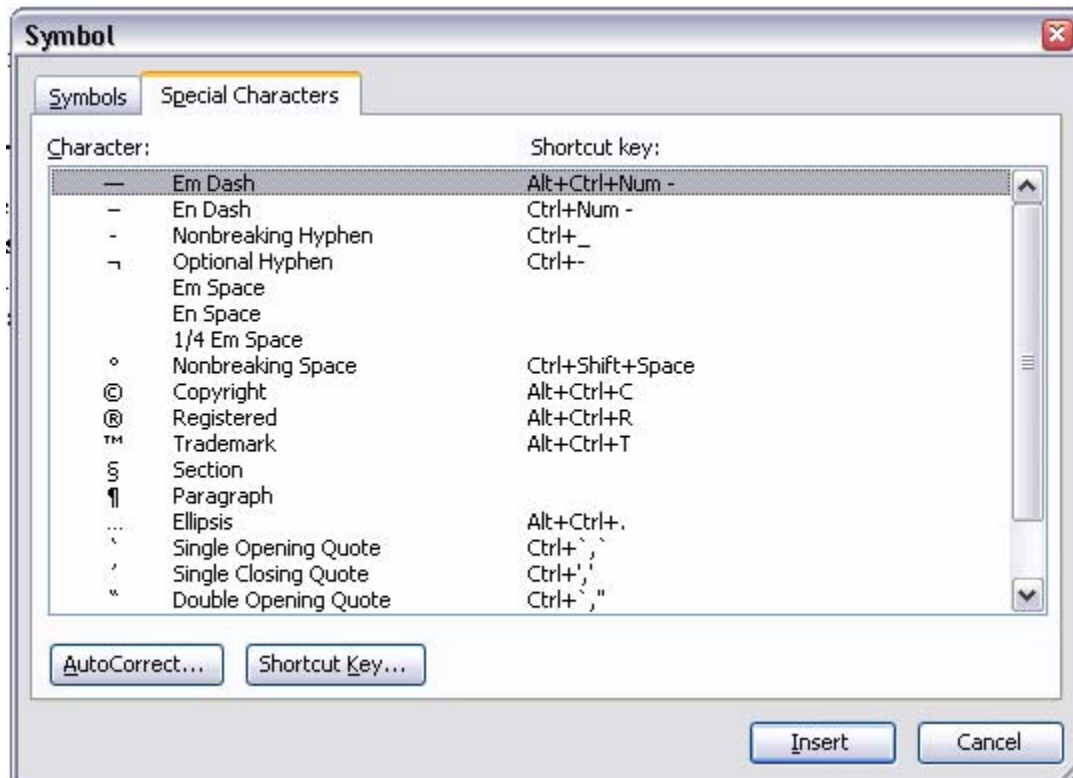
3. Click the symbol or character you want.
4. Click **Shortcut Key**.
5. In the **Press new shortcut key** box, press the key combination you want to use. For example, press ALT+ the desired key.
6. Look at **Currently assigned to** to see if the shortcut key combination is already assigned to a command or other item.

Reassigning a key combination means that you can no longer use the combination for its original purpose. For example, pressing CTRL+B changes selected text to bold. If you reassign CTRL+B to a new command or other item, you will not be able to bold text by pressing CTRL+B unless you restore the shortcut key assignments to their original settings.

7. Click **Assign**.

### **Using the Insert Symbol and Special Characters Tab**

1. Click where you want to insert the [character](#).
2. On the **Insert** menu, click **Symbol**, and then click the **Special Characters** tab.
3. Double-click the character you want to insert.
4. Click **Close**.



### Insert Character by ALT + Number

If you use international characters more frequently, then you may insert characters by using ALT + Number command rather than other keystrokes. The number consists of a standard three or four digit number which defines every character and symbol in a normal text font. The three digit codes are known as ASCII character code and the four digit codes are known as Microsoft's Unicode.

1. Place the cursor in the position where you want the character to appear.

2. Holding down the ALT key, type the character code on the numeric keypad.  
(Make sure your NUM LOCK is on)
3. Release the ALT key.

The codes that are most commonly used are found in the tables below detailing the grave accents, acute accents, circumflex accents, etc.

#### Characters With Grave Accents

Character With Grave Accent	ALT + Number	Microsoft Word Keystroke Combinations
à	133	<b>Grave Accent:</b> Press CTRL and ` (Accent Grave) and release, then type the letter in lower or upper case.
è	138	
ì	141	
ò	149	
ù	151	
À	0192	
È	0200	
Ì	0204	
Ò	0210	
Ù	0217	

#### Characters With Acute Accents

Character With Acute Accent	ALT + Number	Microsoft Word Keystroke Combinations
á	160	<b>Acute Accent:</b> Press CTRL and ` (Apostrophe) and release, then type the letter in lower or upper case.
é	130	
í	161	
ó	162	
ú	163	
ý	0253	
Á	0193	
É	144	
Í	0205	
Ó	0211	
Ú	0218	
Ý	0221	

### Characters With Circumflex Accents

Character With Circumflex Accent	ALT + Number	Microsoft Word Keystroke Combinations
â	131	<b>Circumflex:</b> Press CTRL and ^ (Caret) and release, then type the letter in lower or upper case.
ê	136	
î	140	
ô	147	
û	150	
Â	0194	
Ê	0202	
Î	0206	
Ô	0212	
Û	0219	

### Characters With Tildes

Character With Tilde	ALT + Number	Microsoft Word Keystroke Combinations
ã	0227	<b>Tilde:</b> Press CTRL and ~ (Tilde) and release, then type the letter in lower or upper case.
ñ	164	
õ	0245	
Ã	0195	
Ñ	165	
Õ	0213	

### Characters With Umlauts

Character With Umlaut	ALT + Number	Microsoft Word Keystroke Combinations
ä	132	<b>Umlaut:</b> Press CTRL and : (Colon) and release, then type the letter in lower or upper case.
ë	137	
ÿ	139	
ö	148	
ü	129	
ÿ	152	
Ä	142	
Ë	0203	
Ï	0207	
Ö	153	
Ü	154	

### More International Characters

More International Characters	ALT + Number	Microsoft Word Keystroke Combinations
å	134	Press CTRL + SHIFT and @ and release, then type the letter A in lower or upper case.
Å	143	
æ	145	Press CTRL + SHIFT and & and release, then type the letter A in lower or upper case.
Æ	146	
ç	135	Press CTRL + , (comma) and release, then type the letter C in lower or upper case.
Ç	138	
ø	0248	Press CTRL + / (slash) and release, then type the letter O in lower or upper case.
Ø	0216	
ı	168	Press ALT + CTRL + SHIFT and ?.

The US International keyboard layout has an advantage in that it leaves all the standard US keys in place while supplementing them with keystroke combinations for accented characters. If you need to use the quote, apostrophe, tilde or carat characters you can type that character followed by the spacebar and it will appear.

### Special Character Keystrokes

Grave Accent (è)	Acute or Cedilla (í or ç)	Umlaut (Ü)	Tilde (ñ)	Circumflex (â)
Single quote + letter	Apostrophe + letter	Double quote + letter	SHIFT + tilde + letter	SHIFT + caret + letter