Find keyboard shortcuts for special characters on Window and Mac devices in Edgenuity's World Language courses.

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: 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

ō *Flat*	ó *Rising*	ŏ *Falling-Rising*	ò *Falling*
Ā - 0256 ā - 0257	Á - 0193 á - 0225	Ǎ - 0461 ǎ - 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	Ǐ - 0463 ǐ - 0464	Ì - 0204 ì - 0236
Ō - 0332 ō - 0333	Ó - 0211 ó - 0243	Ǒ - 0465 ǒ - 0466	Ò - 0210 ò - 0242
Ū - 0362 ū - 0363	Ú - 0218 ú - 0250	Ǔ - 0467 ǔ - 0365	Ù - 0217 ù - 0249
Ǖ - 0469 ǖ - 0470	Ǘ - 0471 ǘ - 0472	Ǚ - 0473 ǚ - 0474	Ǜ - 0475 ǜ – 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	Ñ - 0209 ñ - 0241
				Ü - 0220 ü - 0252	¡ - 0161 ¿ - 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 would like to add an accent to, and selecting the accented version of the letter they want. This can be done 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 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

ò Grave Accent	ó Acute Accent	ô Circumflex	öUmlaut
⌥ + ` , **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

öUmlaut	ß Eszett	€ Euro Symbol
⌥ + u , **letter**	⌥ + s	€ - ⌥⇧ 2

Spanish Accents

ó Acute Accent	öUmlaut	õ 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 tin 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 Cicumflex and the Ceddilla. If you need to enter accents in multiple languags, this will need to be taken 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

ō *Flat*	ó *Rising*	ǒ *Falling-Rising*	ò *Falling*
⌥ + a , **letter**	⌥ + e , **letter**	⌥ + v , **letter**	⌥ + ` , **letter**

ū	ú	ǔ	ù
⌥ + a , v	⌥ + e , v	⌥ + v , v	⌥ + ` , v

Latin Accents

ō *Macron*
⌥ + a , **letter**