

University of Rhode Island

Language Learning Resource Center

International Accent Marks & Special Characters

Windows (2000)

With Windows 2000, Microsoft has greatly expanded its support for multilingual computing. This is primarily a result of the incorporation of Unicode (UTF-8). You can easily display more than one language (even non-Roman), but to input some languages, you will still need [Global Input Methods \(IMEs\)](#). (See also **Notes** at the end of this document.)

There are four methods for inputting international accent marks and special characters in Windows 2000. The easiest is to install an international keyboard (see directions below). The second method is to use the character map (**Start** menu > **Programs** > **Accessories** > **System Tools** > **Character Map**). The third method is to insert each symbol separately using the **Insert** pull-down menu in MS Office (**Insert** > **Symbol**) with a **normal text** font and the subset **Latin Extended A**. The fourth method is to use the numerical input method described below.

Installing the International Keyboard:

For Roman character/Latin-based languages, install the International Keyboard, following these simple directions:

1. From the **START** menu, select **SETTINGS, CONTROL PANEL**
2. Double-click on the **KEYBOARD** Control Panel.
3. Click on the **INPUT LOCALES** Tab.
4. Under the top menu (**INPUT LANGUAGE**) click on the **ADD button**.
5. Choose the **EN ENGLISH UNITED STATES-INTERNATIONAL** Keyboard layout.
6. Click **OK**

Now whenever you want to use the international characters, change the keyboard layout in use in the Keyboard settings now in your Task

Bar (far right). The table below lists the different keystrokes required for select characters:

Acute	á, é, í, ó, ú, Á, É, Í, Ó, Ú	' + letter (add the shift key for capital letter)
Grave	à, è, ì, ò, ù, À, È, Ì, Ò, Ù	` + letter (add the shift key for capital letter)
Cedilla	ç, Ç	' + c (add the shift key for capital letter)
Circumflex	â, ê, î, ô, û, Â, Ê, Î, Ô, Û	^ + letter (add the shift key for capital letter)
Double S	ß	Right ALT + s
Tilde	ñ, Ñ	~ + n (add the shift key for capital letter)
Umlaut	ä, ë, ï, ö, ü, Ä, È, Ì, Ö, Ü	" + letter (add the shift key for capital letter)
	¿	Right ALT + ?
	¡	Right ALT + !
	Ø, ø	Right ALT + l
	£	Not available. Use Symbols under the Insert Pull-down menu, choose normal text for Font and Basic Latin for Subset .
	æ, Æ	Right ALT + z
	œ, Œ	Not available. Use Symbols under the Insert Pull-down menu, choose normal text for Font and Basic Latin for Subset .

Numeric Keypad Method:

This list of numeric codes can be found with the **Character Map** utility that comes with the operating system. From the **Start** menu, select **Programs**, then **Accessories**, **System Tools**, then **Character Map**. If it's not there, use the Start menu to select "Run..." and type in "charmap" (without the quotes) to launch the accessory.

acute	á Alt + 0225 é Alt + 0233 í Alt + 0237 ó Alt + 0243 ú Alt + 0250	Á Alt + 0193 É Alt + 0201 Í Alt + 0205 Ó Alt + 0211 Ú Alt + 0218
grave	à Alt + 0224 è Alt + 0232 ì Alt + 0236 ò Alt + 0242 ù Alt + 0249	À Alt + 0192 È Alt + 0200 Ì Alt + 0204 Ò Alt + 0210 Ù Alt + 0217
cedilla	ç Alt + 0231	Ç Alt + 0199
circumflex	â Alt + 0226 ê Alt + 0234 î Alt + 0238 ô Alt + 0244 û Alt + 0251	Â Alt + 0194 Ê Alt + 0202 Î Alt + 0206 Ô Alt + 0212 Û Alt + 0219
double s	ß Alt + 0223	
tilde	ñ Alt + 0241	Ñ Alt + 0209
umlaut	ä Alt + 0228 ë Alt + 0235 ï Alt + 0239 ö Alt + 0246 ü Alt + 0252	Ä Alt + 0196 Ë Alt + 0203 Ï Alt + 0207 Ö Alt + 0214 Ü Alt + 0220
	ı Alt + 0161	İ Alt + 0191
	§ Alt + 0167	£ Alt + 0163
	ø Alt + 0203	Ø Alt + 0203
	æ Alt + 0230	Æ Alt + 0198

NOTES:

Certain language characters, such as Cyrillic, can be accessed through the symbols (Insert pull-down menu, Symbol). However, it is easier to install the appropriate keyboard (such as Russian) through the control panels (Start> Settings> Control Panels).

To install Arabic, you need the Office 2000 Update: Service Pack 2 (SP-2) for the Office 2000 Multilanguage Pack. Arabic is fully functional in Windows XP, but only if you check the 'complex script box.'"

Some specialized programs mimic non-Roman characters. Some of these programs are available as freeware. Try the University of Oregon's [Yamada Language Center for information.-](#)