

Typing in Languages Other Than English: Roman Characters (Mac)

A Quick-Start Guide

Macintoshes have built-in support for many non-English characters. The chart below indicates the keystrokes needed to produce the built-in characters on a standard QWERTY (US) keyboard.

If you prefer to use a keyboard layout other than QWERTY (US), consult *Installing alternate Keyboards in Mac OS X* (next page).

Note: *The + indicates keys are to be typed simultaneously; a comma (,) indicates a second action.*

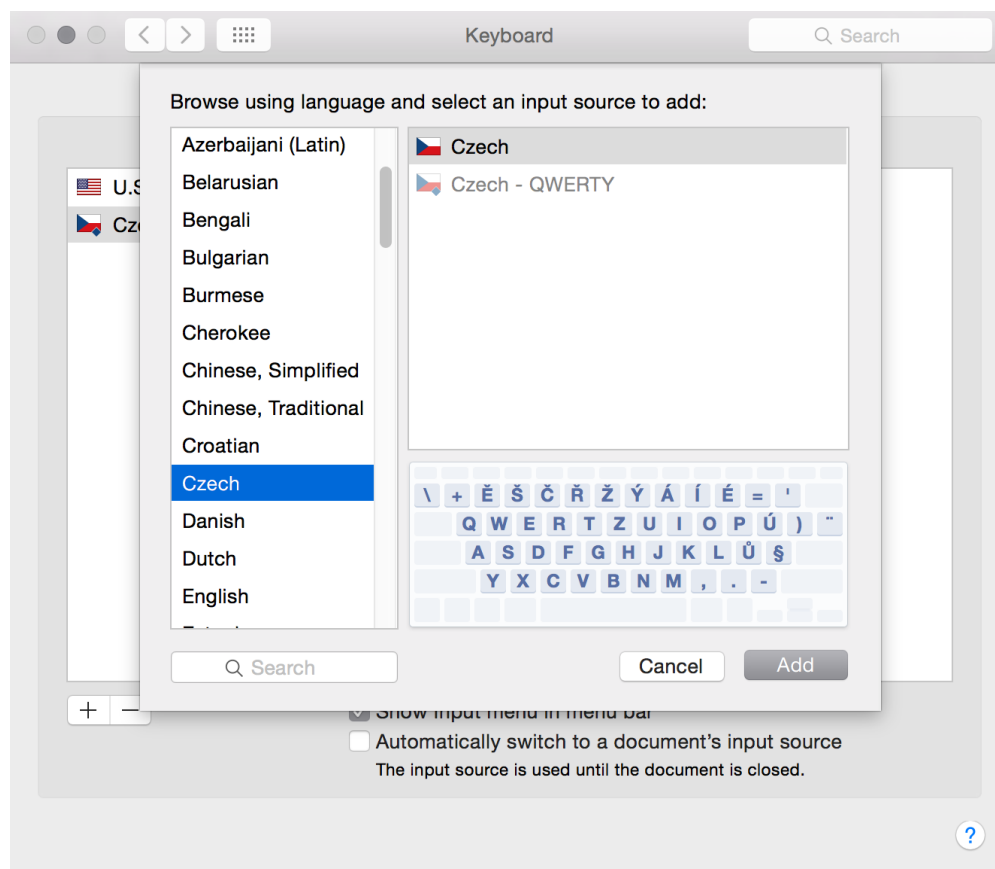
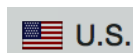
Title of Accent	Character	Keys to Type
acute	á, é, í +	option + e , <i>the letter</i>
grave	è, à, ù +	option + ` , <i>the letter</i>
tilde	ñ, Ñ +	option + n , <i>the letter</i>
circumflex	ê, Ê +	option + i , <i>the letter</i>
umlaut, diaeresis	ü, Ü +	option + u , <i>the letter</i>
cedilla	ç, Ç	option + c or +C
	¿	option + shift + ?
	ß	option + s
	ı	option + i
	£	option + 3
	§	option + 6
	°	option + o (zero)
	œ	option + q
	æ	option + ‘
	€	option + shift + 2

Things to Remember

- Some languages that use the Roman alphabet require characters that are not built into the Mac. For these languages (e.g., Czech, Polish), installing alternate keyboards is required.
- Use the **Keyboard Viewer** to see where special characters and symbols are located.
- To use the **Keyboard Viewer**, choose **Show Keyboard Viewer** from the language/keyboard selection menu.
- If you don't see the **Show Keyboard Viewer** option, go to Apple > System Preferences > Keyboard and check the box to *Show Keyboard & Character Viewers in menu bar*.
- Use the **Character Viewer** to enter special characters and symbols not available on your keyboard.
- Not all applications and fonts support all characters.

INSTALLING ALTERNATE KEYBOARDS IN MAC OS X (MAVERICKS AND YOSEMITE)

- Go to **System Preferences** (under the Apple Menu in the top left of the Menu Bar).
- Click on **Language & Region > Keyboard Preferences**. (You can also select **Open Keyboard Preferences** in the language/keyboard pull-down.)



- To select a new language, click on the + sign under the left column.
- To select a (new) keyboard for that language, highlight the keyboard you prefer and click **Add**.
- Close the Keyboard Preferences.

SWITCHING LANGUAGES AND KEYBOARDS

Use the language/keyboard pull-down menu at the right side of the Menu Bar to select the input system you want to use.

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