



International Characters

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Mac: Shortcut Keys for Microsoft Word

To insert	Press
à, è, ì, ò, ù À, Ê, Ì, Ò, Ù	ALT+`, the letter
á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý	ALT+e, the letter
â, ê, î, ô, û Â, Ê, Î, Ô, Û	ALT+i, the letter
ã, ñ, õ Ã, Ñ, Õ	ALT+n, the letter
ä, ë, ï, ö, ü, ÿ Ä, Ë, Ì, Ö, Ü, ÿ	ALT+u, the letter
œ, Œ	ALT+q
ç, Ç	ALT+c
ı	ALT+SHIFT+?
ı	ALT+1

Macintosh Shortcut Keys

These keystrokes allow you to enter certain special characters for Western languages from an English (US) keyboard. These characters will work in most popular word processors, and in many other programs. To create these characters, hold down the Option key and any other key listed. Then release those keys and press the key(s) listed after the plus sign.

â	(option i) + a	ç	option + c	î	(option i)+ i
ä	(option u) + a	Ç	option + shift c	ï	(option u)+ i
à	(option `) + a			ì	(option `)+ i
á	(option e) + a	ê	(option i) + e	í	(option e)+ i
ã	(option n) + a	ë	(option u) + e	ï	(option u)+ i
å	option + a	è	(option `) + e	Ï	(option `)+shift i
Ä	(option u) + shift a	é	(option e) + e	Í	(option e)+ shift i
Å	option + shift a	Ë	(option u) + shift e	Î	(option i)+ shift i
À	(option `) + shift a	È	(option `) + shift e		
Á	(option e) + shift a	É	(option e) + shift e	ÿ	(option u) + y
Â	(option i) + shift a	Ê	(option i) + shift e	ÿ	(option u)+ shift y
Ã	(option n) + shift a				
		û	(option i) + u		
ô	(option i) + o	ü	(option u) + u		
ö	(option u) + o	ù	(option `) + u	ı	option + shift ?
ò	(option `) + o	ú	(option e) + u	ı	option + !
ó	(option e) + o	Û	(option u) + shift u		
õ	(option n) + o	Ü	(option `) + shift u	æ	option + "
		Ú	(option e) + shift u	Æ	option + shift "
Ö	(option u) + shift o	Û	(option i) + shift u		
Ò	(option `) + shift o			œ	option + q
Ó	(option e) + shift o	ñ	(option n)+ n	Œ	option + shift q
Ô	(option i) + shift o	Ñ	(option n) + shift n		
Õ	(option n) + shift o				