

## Typing Accent Marks and Diacritics in **\*\*Microsoft Word only\*\*** for the PC

For example, to insert the é symbol in a composition/essay using any version of Microsoft Word for the PC, press the Control key and the ' key (the single quote – in between the semicolon and Enter keys) **at the same time**. Then **release these keys** and then immediately type the letter e (or the vowel you on which you would like to place the accent or dieresis.) \*Apple Macintosh instructions are on page 2.\*\*



**Figure 1: The location of the single quote key**

Note: the ' key is the single quote in between the ; key and the Enter key). See Figure 1!

In general, to accent the vowels in Spanish (á, é, í, ó, ú, y Á, É, Í, Ó, Ú), type CTRL and ' (single quote) at the same time, release both keys and then type letter which you would like to accent.

For the following vowel which has the dieresis (ü) type CTRL and SHIFT and : (colon key)

Following are common shortcut keys when typing in **Microsoft Word!** Unfortunately, these shortcut keys **cannot** be used for typing accents/diacritics in PowerPoint, Excel, Access, FrontPage, etc.

á	Press Control and ' (single quote) at same time. Release. Then type a.
é	Press Control and ' (single quote) at same time. Release. Then type e.
í	Press Control and ' (single quote) at same time. Release. Then type i.
ñ	Press Control and Shift and ~ (above Tab key and next to 1). Release. Then type n.
ó	Press Control and ' (single quote) at same time. Release. Then type o.
ú	Press Control and ' (single quote) at same time. Release. Then type u.
ü	Press Control and Shift and : (i.e., the key with the colon) then release. Then type.
¿	CTRL and ALT and SHIFT and ? at the same time and then release
¡	CTRL and ALT and SHIFT and !

## Typing Accent Marks and Diacritics with an Apple Macintosh OS X (Tiger and Leopard)

To type accents on the Apple Macintosh (laptop or desktop), hold down the Option key, and while holding it down, type the letter e; then release those keys and type the letter that you would like to accent:

á = Option and e, then a

é = Option and e, then e

í = Option and e, then i

ó = Option and e, then o

ú = Option and e, then u

For the ñ, hold down the Option key while you type the n; release and type n again.

ñ = Option and n, then n

To place the dieresis over the u, hold down the Option key while pressing the u key; release and type u again.

ü = Option and u, then u

The inverted punctuation marks are achieved as follows:

¡ = Option and 1 (the number 1)

¿ = Option and shift and ?