

Typing Accent Marks and Diacritics in ****Microsoft Word only**** with Windows ME, 2000, and XP

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). 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 diaeresis.)



Figure 1: The location of the single quote key

Note: the ' key is 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, ý Á, É, Í, Ó, Ú), type CTRL and ' (single quote), release both keys and then type letter which you would like to accent.

For the following vowel which has the diaeresis (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). Release. Then type a.
é	Press Control and ' (single quote). Release. Then type e.
í	Press Control and ' (single quote). 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). Release. Then type o.
ú	Press Control and ' (single quote). Release. Then type u.
ü	Press Control and Shift and : then release. Then type.
¿	ALT and CTRL and SHIFT and ? at the same time and then release
¡	ALT and CTRL and SHIFT and !

Typing Accent Marks and Diacritics in with an Apple Macintosh (OS X – “Jaguar”, “Panther”, and Tiger”)

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 = Opt and e, then a

é = Opt and e, then e

í = Opt and e, then i

ó = Opt and e, then o

ú = Opt and e, then u

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

ñ = Opt 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 = Opt and u, then u

The inverted punctuation marks are achieved as follows:

¡ = Opt and 1 (the number 1)

¿ = Opt and shift and ?