

TYPING IN LANGUAGES OTHER THAN ENGLISH (MACS): ROMAN CHARACTERS

Macintoshes have built-in support for many non-English characters. The chart below indicates the keystrokes needed to produce the built-in characters.

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

Some languages that use the Roman alphabet require characters that are not built into the Mac. For these languages (i.e. Polish), installing alternate keyboards is required.

Typing Accents

1. Go to the place where you will type
2. Use the appropriate keystrokes according to this chart.


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	ü Ü	Option + u, <i>the letter</i>
cedilla	ç Ç	Option + c or C
	¿	Option + Shift + ?
	ß	Option + s
	ı	Option + 1
	£	Option + 3
	§	Option + 6
	°	Option + 0 (zero)

	œ	Option + q
	€	Shift + Option + 2
	æ	Option + ‘

Installing Alternate Keyboards in Mac OS X

1. **Go to System Preferences** (under the Apple Menu in the top left of your screen).
2. **Click on International.**
3. **Go to the Input Menu** tab. (This picture is from 10.2.8; it will look slightly different in 10.3 and 10.4.)



4. **Click in the box** next to Character Palette and the box next to your desired language to check the box.
5. **Close System Preferences.**
6. An American flag should now be located on your menu bar at the top of your screen. 

7. **Click on the American flag;** your language should be in the pull-down menu.



8. **Click on your language.**

Your keyboard will no longer be the English keyboard, but will be the keyboard that would be found on a computer in the country you chose.

Using your Selected Keyboard

OS 10.3 (and higher?)

To see the keyboard <> character correspondence on a new keyboard, use the Keyboard Viewer.

1. Click on the flag icon in the menu bar to reveal the pull-down menu.
2. Select **Show Keyboard Viewer**.
3. Select the **Font** you are using from the pull-down menu; different fonts include different characters.

OS 10.2.8

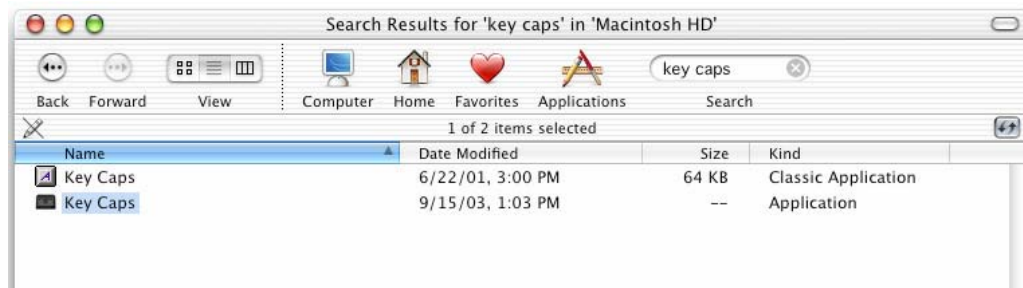
To see the keyboard <>character correspondence, you need to find and use the Key Caps application.

1. Double Click on **Macintosh HD** on the desktop.

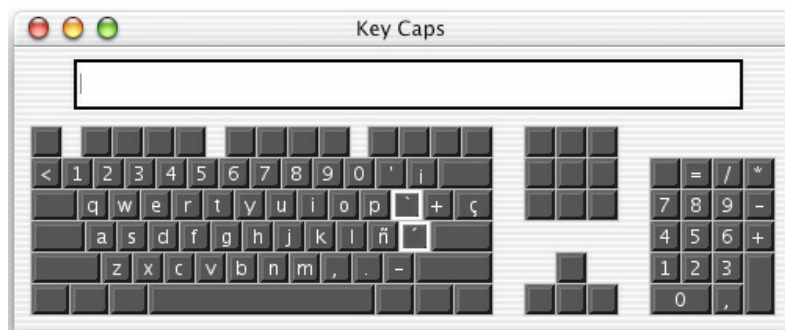
2. In the top right of the window that pops up, click in the search oval and type **Key Caps**.



3. Hit **Enter**.
4. Two Key Caps will appear. On the right side of the window, one will say Application and one will say Classic Application. Double click on the **Key Caps Application**.



5. A window of a keyboard will appear on the screen. The keyboard will be in the language you select in the input selection (the dropdown menu that appears after clicking on the flag in the menu bar).



6. From the **Font** menu in the menu bar, select the font you want to use. Different fonts include different characters.
7. Typing in Key Caps will only display the letters in the Key Caps application, but you may copy and paste that into Word or other applications, or simply use the key caps as a reference for what keys to hit.

Hint: To avoid having to find Key Caps in the future, <control>-click on the application icon in the Dock and select **Keep in Dock**.