

Typing Accented Letters & other Foreign Characters:

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See below for instructions on how to type non-English characters while using the standard U.S. English keyboard layout on **Mac OSX**.

The following tables show sample characters, along with the keyboard shortcuts used to type them using the standard U.S. keyboard layout.

Accented Letters

The symbol "**V**" below means any vowel. To use the keyboard shortcuts, hold down **Option**, press the second key, and release both before typing the desired vowel. Hold down the **Shift** key when typing the vowel if a capital letter is needed.

Accent	Example	Keyboard Shortcut	Notes
Acute	ó Ó	Option+E, V	
Circumflex	ô Ô	Option+I, V	
Grave	ò Ò	Option+`, V	
Tilde	õ Õ	Option+N, V	Only with "n,N,o,O,a,A"
Umlaut	ö Ö	Option+U, V	

See the next page for additional characters.

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Other Foreign Characters

To insert these characters, press hold down the **Option** key, and the **Shift** key if required, and then press the letter or symbol key indicated in the Keyboard Shortcut column. To produce an uppercase symbol, hold down the **Shift** key when typing the key combination.

Character	Name	Keyboard Shortcut
¡	Beginning exclamation mark	Option+1
¿	Beginning question mark	Shift+Option+?
Ç,ç	French C cedilla	Option+C
Œ,œ	OE ligature	Option+Q
ß	German Sharp/Double S	Option+S
º, º	Masculine Ordinal Number (Spanish, Italian, Portuguese), Feminine Ordinal Number	Option+0 Option+9
Ø,ø	Nordic O slash	Option+O
Å,å	Nordic A ring	Option+A
Æ,æ	AE ligature	Option+' (apostrophe key)
« »	Spanish/French quotation marks	Option+\

Currency Symbols

To insert these symbols, hold down the **Option** key, and the **Shift** key if required, and then press the other key.

Character	Name	Keyboard Shortcut
¢	Cent sign	Option+4
£	British Pound	Option+3
¥	Japanese Yen	Option+Y
€	Euro Sign.	Shift+Option+2 May not be in older fonts.
f	Dutch Florin	Option+F

Enable Keyboard Layouts on OSX

If a flag is visible in the toolbar, click it and select “Show International”. Alternatively, go to the Apple menu, open Systems Preferences, and go to "International." Go to the Input Menu tab, scroll down to the language of your choice, check the box next to one or more of the available layouts, and ensure that “Show input menu in menu bar” is also checked.

If you like, you can also click "Keyboard Shortcuts" and set shortcuts under "Input Menu" for fast switching between layouts.

Keyboard Viewer on OS X

Use the Keyboard Viewer to see the locations of different characters on the current keyboard layout.

If a flag is visible in the toolbar, click it and select “Show International”. Alternatively, go to the Apple menu, open Systems Preferences, and go to "International." Go to the Input Menu tab and check the box next to "Keyboard Viewer" at the top of the list. Ensure that “Show input menu in menu bar” is also checked.

To turn on the Keyboard Viewer, click the flag in the toolbar and select it in the dropdown menu. It will display whichever keyboard layout is currently in use. Press Shift, Option or Shift+Option to see the keyboard layout under those conditions.