

How To Type Accents Absolutely Anywhere!

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Are you tired of students sending you e-mail messages without accents? Do you long to be able to type accurate French in any application? You can! Follow these simple steps and you will be able to use accents in absolutely any program on your computer: Excel, PowerPoint, Word processing, e-mail, the Internet, writing web pages, everywhere!

Do not be overwhelmed! There are a few steps involved and some details but it's very easy to do and use. My students thank me over and over for showing them this!

The secret is to change the settings on your computer. Many people are familiar with typing accents in a Word processing program. One can use the "insert" menu and put them in one at a time or set a shortcut key combination. One can also use "alt" and a number combination for each accent. These are great! But they do not work everywhere and often involve a lot of typing.

We want to change the way the keyboard types: its function. If we change this in the Control Panel (PC) or System Preferences folder (Mac), we change it everywhere on the computer. The exact name of the folders on your system may vary but the concept still holds: change the keyboard function by changing the input language. Here is what to do for all-access accents:

PC Instructions:

1. Go to the "**My Computer**" folder on your desktop. Open it (double click).
2. Find the "**Control Panel**" folder. Open it.
3. Here is where you have to look around a bit because the name of your folder may be different. Again, we need to change the keyboard functions. Newer computers have a folder named "**Regional and Language Options.**" Open it.
4. Under the "**languages**" tab, it will ask if you want to change the language options. Click on "**details**" to do it.
5. Now, under the "**settings**" tab, you want to change the "**default input language**" to "**English (United States) – United States – International.**" If you pick "French," it will change your keyboard. American keyboards are "qwerty" because those are the first six letters on the top row of letters. The order of the letters is based on usage. In the Francophone world, most keyboards are "azerty." If you pick "French" then, when you type what you see as the letter "q," you will get an "a." And there are other changes as well. With US-International as the keyboard type, the letters you see are what get typed. But, with easier accent abilities! And, applicable everywhere.
6. Click "**Add**" to add an input language. Put a check in the box for Keyboard layout /IME. Find "**US-International**" from the list under the drop box and select it. Once back to the "Settings" tab, be sure to "**APPLY**" before clicking "**OK.**"
7. You may need to exit a program or restart for changes to take effect. Also, you may notice an icon on the toolbar at the top or bottom of your computer allowing you to

change between US and US-International. This way, if there is a problem, check to see if US-International is selected.

8. Now you are ready to type accents anywhere! Use the code explained below.

Mac Instructions:

1. Open up “**Applications.**”
2. Open up “**System Preferences.**”
3. In the system preferences folder, open up “**International.**”
4. There are three tabs at the top. Open up the “**Input Menu**” tab.
5. You want to scroll down and add an input language: Add “**US – International.**” If you pick “French,” it will change your keyboard. American keyboards are “qwerty” because those are the first six letters on the top row of letters. The order of the letters is based on usage. In the Francophone world, most keyboards are “azerty.” If you pick “French” then, when you type what you see as the letter “q,” you will get an “a.” And there are other changes as well. With US-International as the keyboard type, the letters you see are what get typed. But, with easier accent abilities! And, applicable everywhere.
6. Click on the bottom of the input menu page that you’d like to show the input language on the menu bar. Now, after you close the windows, you should see a little flag on the tool bar at the top of your screen. If you click on it, it will say “US” and “US-International” or any other languages you have selected. Select “US-International” and you’re done! Use the code below to type accents anywhere!

ACCENT CODES:

- For the “accent aigu,” type the apostrophe key plus the letter: é, í, ó, É, etc. (If you need a real apostrophe, type the apostrophe key and the space bar.)
- For the “accent grave,” type the ` key and then the letter: à, è, È, etc.
- For the “tréma,” push control, shift, and the colon key (hold them all down), let go, and type your letter: ï, ö, Ö, etc.
- For the “circumflex,” push control, shift and the number 6 key (hold them all down), let go, and type your letter: î, Î, etc.
- For the “æ” or “œ,” push control, shift, and the number 7 key (hold them all down), let go, and type the letter a or o, etc.; œ, æ, Œ
- For the “cédille,” push control and comma (hold them both down), let go, and type c key: ç, Ç

Please Note: All computers have slightly different operating systems. You should be able to apply the principles here to any computer. But, things might be named a little differently and look a little different. Don’t panic! Just think about the underlying idea and try the closest equivalent on your computer.

A special thank you to Connie Jones and library staff for their help with the Mac Instructions.

Bon courage!