

## QUICK GUIDE TO TYPING ACCENTS

In Microsoft Word

é = [CTRL] + ['] + (LIFT UP) + e  
á = [CTRL] + ['] + (LIFT UP) + a  
à = [CTRL] + [^](under the ~) + (LIFT UP) + a  
â = [CTRL] + [SHIFT] + [6] + (LIFT UP) + a  
ô = [CTRL] + [SHIFT] + [6] + (LIFT UP) + o  
ê = [CTRL] + [SHIFT] + [6] + (LIFT UP) + e  
ç = [CTRL] + [,] + (LIFT UP) + c  
í = [CTRL] + ['] + (LIFT UP) + i  
ñ = [CTRL] + [SHIFT] + [~](normally upper left) + (LIFT UP) + n  
¿ = [CTRL] + [SHIFT] + [ALT] + [?] (don't lift up)  
¡ = [CTRL] + [SHIFT] + [ALT] + [!] (don't lift up)  
ë = [CTRL] + [SHIFT] + [:] + (LIFT UP) + e  
ü = [CTRL] + [SHIFT] + [:] + (LIFT UP) + u  
ï = [CTRL] + [SHIFT] + [:] + (LIFT UP) + i  
ä = [CTRL] + [SHIFT] + [:] + (LIFT UP) + a  
ö = [CTRL] + [SHIFT] + [:] + (LIFT UP) + o

For capitals, just hold [SHIFT] when you type the letter, after lifting up.