



GRC 101 INTRODUCTION TO GRAPHIC COMMUNICATIONS

International Character Keyboard Shortcuts

Information
Sheet No.

220

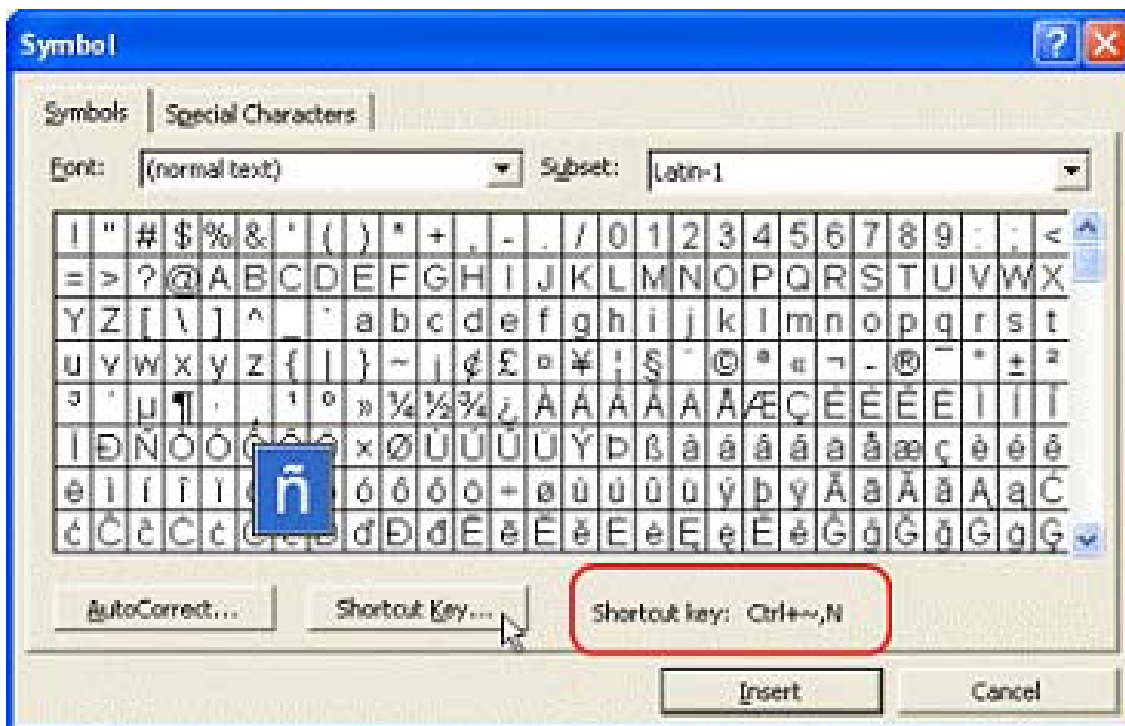
How to find/create foreign accent marks

If you use international symbols frequently you should be aware that many of them are already on your keyboard, and not buried in the Symbol window.

Well, in a way they are on the keyboard— if you know the right key combinations.

To create accents such as **â** and **ê**... you would use **Ctrl + ^** (which is actually **Ctrl + Shift + 6**) then **press the letter you need**.

To create accents such as **ä**, **ë**, **ï** ... you would use **Ctrl + :** (which is actually **Ctrl + Shift + ;**) then **press the letter you need**.



This Information Sheet will provide some common international symbols and their key combinations.

To create accents such as **à**, **è**, **ì** ... you would use **Ctrl + `** then **press the letter you need**.

To create accents such as **á**, **é**, **í** ... you would use **Ctrl + ^** then **press the letter you need**.

To create accents such as **ñ**... you would use **Ctrl + ~** (which is actually **Ctrl + Shift + `**) then **press the letter you need**.

Other less common symbols that you use frequently, have keyboard shortcuts, too.

Go to the Symbol window (**Insert** menu, **Symbol** choice).

Click on the symbol you're looking to master.

Take a look at the bottom of the window. Just above the Insert button you will find the **“Shortcut key:”** followed by whatever key combination is already assigned.

Here’s where you can pick up the information you seek.

Simply return to your document and give the listed key combination a try.

Note that the + means press the keys at the same time and a comma in the key combination means let up on the previously listed keys and now press the new one.

If there’s no shortcut key combination listed then there isn’t one assigned.

You could choose to click on the **Shortcut Key button** and then assign one in the window that opens.

Basically you’ll simply depress a key combination that makes sense to you and check that it pops up as unassigned just below where you entered your combination.