

How to type accents (and œ) for French

This sheet gives several options for typing accents on

- 1) Windows
- 2) Mac
- 3) iOS (iPhone, iPad, iPod touch)

When doing **Quia**, near the top of the window for each exercise, there's also a list of buttons you can click to insert accents.

1) WINDOWS. There are three common ways to type accents in Windows. IMPORTANT: Note the difference between ` (the accent on the top left of the keyboard by the Escape key) and ' (the regular apostrophe/single quote near the return/enter key).

• **“CONTROL” CODES.** These should work in Microsoft Office 97 & later, as well as some other programs (Windows XP & later).

Example: to type an a accent grave (à), you hold the CONTROL key and ` together, release both keys, and then type the letter a (or shift+A to make it capital).

| CONTROL CODES FOR WINDOWS | | |
|---------------------------|------------------------|----------------------------|
| à | (a accent grave) | CONTROL + ` then a |
| â | (a accent circonflexe) | CONTROL + shift + 6 then a |
| ç | (c cédille) | CONTROL + , (comma) then c |
| é | (e accent aigu) | CONTROL + ' then e |
| è | (e accent grave) | CONTROL + ` then e |
| ê | (e accent circonflexe) | CONTROL + shift + 6 then e |
| ë | (e tréma) | CONTROL + : (colon) then e |
| î | (i accent circonflexe) | CONTROL + shift + 6 then i |
| ï | (i tréma) | CONTROL + : (colon) then i |
| ô | (o accent circonflexe) | CONTROL + shift + 6 then o |
| œ | (o dans l'e) | CONTROL + & then o |
| ù | (u accent grave) | CONTROL + ` then u |
| û | (u accent circonflexe) | CONTROL + shift + 6 then u |

• **“ALT” CODES.** Hold the ALT key while typing in the four numbers listed. IMPORTANT: Note that capital letters have a different code (you don't just press shift).

Example: to type an a accent grave (à), you keep holding the ALT key while typing the numbers 0 2 2 4, then release.

| lowercase | CAPITAL |
|----------------|----------------|
| à (ALT + 0224) | À (ALT + 0192) |
| â (ALT + 0226) | Â (ALT + 0194) |
| ç (ALT + 0231) | Ç (ALT + 0199) |
| é (ALT + 0233) | É (ALT + 0200) |
| è (ALT + 0232) | È (ALT + 0201) |
| ê (ALT + 0234) | Ê (ALT + 0202) |
| ë (ALT + 0235) | Ë (ALT + 0203) |
| î (ALT + 0238) | Î (ALT + 0206) |
| ï (ALT + 0239) | Ï (ALT + 0207) |
| ô (ALT + 0244) | Ô (ALT + 0212) |
| œ (ALT + 0156) | Œ (ALT + 0140) |
| ù (ALT + 0249) | Û (ALT + 0217) |
| û (ALT + 0251) | Û (ALT + 0219) |

• **US-INTERNATIONAL KEYBOARD.** The international keyboard lets you type accents without CONTROL or ALT. The way to activate this depends on the version of Windows. Assuming you have an American English keyboard, you'll want to set the language to be **English (United States)** and the keyboard to be **United States-International**. (For details on how to set these, see <http://support.microsoft.com/kb/306560/en-us> or http://french.about.com/od/writing/ss/typeaccents_6.htm)

For example: to type an a accent grave (à), you type the ` key, then release, then type a (or shift + a to make it capital).

- Accent grave (à, è, ù) — type ` then the vowel.
- Accent aigu (é) — type ' then e.
- Cédille (ç) — type , then c.
- Circonflexe (ê, î, ô, û) — type ^ (shift + 6) then the vowel.
- Tréma (ë, ï, ö) — type " (shift + ') then the vowel.
- Œ (œ) — cannot be typed in through this method. Use CONTROL or ALT codes above.

2) MAC. There are two ways to type accents on a Mac.

• **Lion** (Mac OS X 10.7) **or later**. Simply hold down the letter for 1-2 seconds and wait for a list of choices to appear. Then just click on the letter you want OR type in the number of the choice you want.

Example: to type a accent grave (à), you would hold the letter a down for 1-2 seconds, then choose the first option by clicking on it or by typing 1. Holding shift + a down will give you the choices for capitalized a.

• **Standard Option codes** (works with all releases of Mac OS 9 and X, including Lion). Using the option key allows you to type in accented characters using the key combinations below. **IMPORTANT:** Note that the ` key is the key on the top left of the keyboard by the Escape key.

Example: to type an accent grave (à), you hold the option key and ` together, release both keys, and then type the letter a (or shift+A to make it capital).

| OPTION CODES FOR MAC | | |
|----------------------|--------------------------------|--------------------|
| à | (a <i>accent grave</i>) | option + ` then a |
| â | (a <i>accent circonflexe</i>) | option + i then a |
| ç | (c <i>cédille</i>) | option + c |
| é | (e <i>accent aigu</i>) | option + e then e |
| è | (e <i>accent grave</i>) | option + ` then e |
| ê | (e <i>accent circonflexe</i>) | option + i then e |
| ë | (e <i>tréma</i>) | option + u, then e |
| î | (i <i>accent circonflexe</i>) | option + i then i |
| ï | (i <i>tréma</i>) | option + u, then i |
| ô | (o <i>accent circonflexe</i>) | option + i then o |
| œ | (o <i>dans l'e</i>) | option + q |
| ù | (u <i>accent grave</i>) | option + ` then u |
| û | (u <i>accent circonflexe</i>) | option + i then u |

The same information as above, organized by accent instead of by letter.

- Accent grave (à, è, ù) — type option + ` then the vowel.
- Accent aigu (é) — type option + e then e.
- Cédille (ç) — type option + c.
- Circonflexe (ê, î, ô, û) — type option + i then the vowel.
- Tréma (ë, ï, ö) — type option + u then the vowel.
- Œ (œ) — type option + q

3) iOS. On Apple's iDevices (iPhone, iPad, iPod touch), when the keyboard is showing, simply hold down the letter you want and in the menu of choices that appears, tap the accented character you want.

Example: to type a accent grave (à), you would hold the letter a down for 1-2 seconds, then choose the first option by tapping it. As usual, if you want to a capital letter, you must tap the shift key before typing.

BONUS NOTE: BEYOND ACCENTS. In all versions of Mac OS X and iOS, in Windows Vista Ultimate or Enterprise, and in Windows 7 Ultimate, it's possible to change the language of the operating system to French. This can be a great way to learn vocabulary especially if you're computer-savvy and your French is good (or you're good at figuring out meaning from context).

It's also possible to change the default language on Facebook, Google, and a number of other websites or individual applications. You can also download or purchase French-language versions of a large number of software titles out there (Firefox, Microsoft Office, etc.). See each system/site/application for details.

IMPORTANT: If you change the language of your operating system or use French-language software, this means the menus, alerts, etc. will also be in French. You will probably NOT want to try this if you aren't comfortable enough yet with using French or your device.