How to type Accented Characters

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How to type Accented Characters

This guidance document has been produced to provide practical help when typing letters or circulars, or when designing posters or flyers so that getting accents on various letters when typing is made easier. The guide should be used alongside the Council's **Guidance on Equalities in Designing and Printing**.

Please note this is for PCs only and will not work on Macs.

Firstly, on your keyboard make sure the **Num Lock** is switched on, or the codes shown in this document won't work (this button is found above the numeric keypad on the right of your keyboard).

By pressing the **ALT** key (to the left of the space bar), holding it down and then entering a certain sequence of numbers on the numeric keypad, it's very easy to get almost any accented character you want. For example, to get the letter "**ô**", press and hold the **ALT** key, type in the code **0 2 4 4**, then release the **ALT** key.

The number sequences shown from page 3 onwards work in most fonts in order to get an accent over "**a, e, i, o, u**", the vowels in the English alphabet. In other languages, for example in French, the letter "**c**" can be accented and in Spanish, "**n**" can be accented too. Many other languages have accents on consonants as well as vowels.

In the Welsh Alphabet "**w**" and "**y**" are also vowels not consonants and so can also have accents, but this can cause problems for many standard fonts. To get an accented "**ŵ**" or "**ŷ**" there are two ways.

If you use the fonts **Afallon**, **Cwrwgl**, **Heledd**, **Padarn** or **Teifryn**, which are specific Welsh fonts that are are installed on all Council PCs, the codes in this list will all work, but if you try the codes in **Arial** for instance, you'll get "**ð**" or "**þ**" instead.

If you use most standard fonts however, (e.g. **Arial**, **Calibri**, **Tahoma**, **Verdana**) you can get accented "**ŵ**" or "**ŷ**" letters by going to Insert Symbol and selecting Normal Text and the option for Latin Extended A.

There are many kinds of accents (the technical term is a "diacritic") and below is a table showing the various kinds, showing the accent, an example letter using that accent, and the name of that particular accent.

ʹ	**á**	acute	`	**à**	grave
ʺ	**ő**	double acute	˵	**ȕ**	double grave
°	**å**	angstrom or circle	.	**ṭ**	lower dot
˘	**ĕ**	breve	─	**ē**	macron
ˇ	**š**	caron, hacek, klicka	˛	**ą**	ogonek or hook
ʼ	**ç**	cedilla	˙	**ȯ**	raised dot
^	**ô**	circumflex	/	**ø**	solidus or slash
‒	**ŧ**	crossbar or bar	~	**ñ**	tilde
¨	**ï**	diaeresis or umlaut			

The list of key-codes overleaf covers many of the basic accented letters but many others will be available by going to Insert Symbol and selecting Normal Text and the option for Latin Extended A, as with the Welsh accented "**ŵ**" or "**ŷ**".

Letter	Number Sequence
À	ALT 0192
Á	ALT 0193
Â	ALT 0194
Ã	ALT 0195
Ä	ALT 0196
Å	ALT 0197
à	ALT 0224
á	ALT 0225
â	ALT 0226
ã	ALT 0227
ä	ALT 0228
å	ALT 0229
È	ALT 0200
É	ALT 0201
Ê	ALT 0202
Ë	ALT 0203
è	ALT 0232
é	ALT 0233
ê	ALT 0234
ë	ALT 0235

Letter	Number Sequence
Ì	ALT 0204
Í	ALT 0205
Î	ALT 0206
Ï	ALT 0207
ì	ALT 0236
í	ALT 0237
î	ALT 0238
ï	ALT 0239
Ò	ALT 0210
Ó	ALT 0211
Ô	ALT 0212
Õ	ALT 0213
Ö	ALT 0214
Ø	ALT 0216
ò	ALT 0242
ó	ALT 0243
ô	ALT 0244
õ	ALT 0245
ö	ALT 0246
ø	ALT 0248

Letter	Number Sequence
Ù	ALT 0217
Ú	ALT 0218
Û	ALT 0219
Ü	ALT 0220
ù	ALT 0249
ú	ALT 0250
û	ALT 0251
ü	ALT 0252
Ẁ	ALT 0168
Ẃ	ALT 0170
Ŵ	ALT 0208
Ẅ	ALT 0189
ẁ	ALT 0184
ẃ	ALT 0186
ŵ	ALT 0240
ẅ	ALT 0190

Letter	Number Sequence
Ỳ	ALT 0172
Ý	ALT 0221
Ŷ	ALT 0222
Ÿ	ALT 0175
ỳ	ALT 0188
ý	ALT 0253
ŷ	ALT 0254
ÿ	ALT 0255
Æ	ALT 0198
æ	ALT 0230
Ç	ALT 0199
ç	ALT 0231
Ñ	ALT 0209
ñ	ALT 0241
Œ	ALT 0140
œ	ALT 0156
Š	ALT 0138
š	ALT 0154
Ž	ALT 0142
ž	ALT 0158