Typing foreign characters (Latin alphabet) 
accents, macron, pinyin tonal characters

1 Open the application in which you want to type foreign characters (e.g. Microsoft Word, Powerpoint, Internet Explorer, etc.)

2 Find and click on the language bar, then select English (United States)

3 Click on the keyboard icon and select United States – Intl Extended v2.1.

4 Use the key shortcut table below and overleaf to type the characters you want. If your character is not listed, ask LLC staff.

Note:

embro means that you need to release the first key before striking the next

# means that you need to hold down the first key as you strike the next

UPPER CASE To type an upper case character, simply hold down Shift as you strike the letter key

<table>
<thead>
<tr>
<th>What</th>
<th>How to type</th>
<th>What</th>
<th>How to type</th>
</tr>
</thead>
<tbody>
<tr>
<td>á</td>
<td>→ vowel</td>
<td>ã</td>
<td>→ vowel</td>
</tr>
<tr>
<td>ç</td>
<td>→ c</td>
<td>ā</td>
<td>→ vowel</td>
</tr>
</tbody>
</table>
* These key combinations do not work in Microsoft Word because of the standard keyboard shortcuts that Word employs.