

Zuótiān wǒ bāng nǚ'ér qù yī jiā chāoshì mǎi kělè, xīfàn, dòupí.
 Zuótiān wǒ bāng nǚ'ér qù yī jiā chāoshì mǎi kělè, xīfàn, dòupí.
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Typing foreign characters (Latin alphabet) accents, macron, pinyin tonal characters

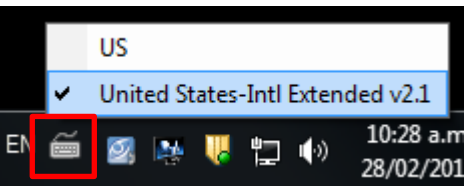
1 Open the application in which you want to type foreign characters (e.g. Microsoft Word, Powerpoint, Internet Explorer, etc.)



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:

| | |
|------------|--------------------------------------------------------------------------------------|
| | 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 |

| What | How to type | What | How to type |
|------|-------------|------|-------------|
| á | ⇒ vowel | à | ⇒ vowel |
| ç | ⇒ c | ā | ⇒ vowel |

| | | | | | |
|---------------------------------|--------------------------------|----------|----|-----------------|----------|
| ä | ⇧ + ` | ⇒ vowel | â | ⇧ + ^ | ⇒ vowel |
| ă | ⇧ + %5 | ⇒ vowel | ã | ⇧ + ~ | ⇒ letter |
| à | ⇧ + > | ⇒ letter | ó | ⇧ + : | ⇒ letter |
| ū or ú or ũ or ù or ⇧ + ` | - or " or ~ or ⇧ + %5 ⇧ + ` | | | | |
| « | Ctrl + Alt + { | | ø* | Ctrl + Alt + L | |
| » | Ctrl + Alt + } | | ¿ | Ctrl + Alt + ?/ | |
| € | Ctrl + Alt + %5 | | ï* | Ctrl + Alt + !1 | |
| ß* | Ctrl + Alt + S | | œ | Right Alt + K | |

* These key combinations do not work in Microsoft Word because of the standard keyboard shortcuts that Word employs.