

# *Working with accented text (Apple Macintosh)*

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## *On the Public Workstation Facility (PWF)*

Reading and typing text containing most Western European accents on a Macintosh computer requires no special setup as there are standard short-cuts built in to the basic English system. The same shortcuts will apply on a personal machine.

To type:

- Acute                    Press alt/e followed by the letter on which you wish to place the accent.
- Grave                    Press alt/grave (left of z) followed by the letter
- Umlaut                    Press alt/u followed by the letter
- Circumflex              Press alt/i followed by the letter
- ñ                          Press alt/n followed by n
- cedilla                    Press alt/c followed by c
- œ                          alt/q
- å                          alt/a
- æ                          alt/singlequote
- j                          alt/l

These combinations will work in most wordprocessor documents and also in Hermes Webmail etc.

If you need characters such as ð and þ or accents for Welsh, Irish, or East European languages you need to set your System Preferences to enable other input systems.

1. From the Apple Menu (top left) pull down **System Preferences > Language & Text** (International in earlier versions).
2. Click the **Input Sources** tab.
3. A list of available keyboards and input methods will appear. Use the checkboxes to select the language input methods you are likely to need. Note that if you want to type combinations of languages which use the same characters but arrange them differently on the keyboard (e.g. French and German), it probably makes sense to choose just one input method so that you can touch-type.
4. Near the top of the list of input methods is an item called "**Keyboard Viewer**". This is a diagram of the current keyboard layout which will show you the locations of the various characters. Check this if you think you will need to refer to it to locate your characters.
5. Close **Language & Text**.
6. A menu headed by a British Union Flag icon will appear in the top right of the screen. If you click on it you will see the list of input methods that you added in step 3.
7. Start up the word processor application you intend to use and open the document in which you want to type.

8. Click once on the keyboard menu to drop down a complete menu of the available keyboards.
9. Click on the keyboard that you want to use. You should notice that the keyboard icon changes to a different national flag.

An alternative would be to open the Character Viewer (same menu as the Keyboard Viewer). This allows you to select and insert individual characters and may be the simplest method if you only have a few symbols to include in your document.

### ***Finding the keyboard locations of the characters***

To discover the keyboard positions of the various characters and diacritics select the keyboard viewer from the keyboard menu and then change to the relevant keyboard. You will see a diagram keyboard layout showing the positions of the various characters.

You will need to experiment with holding down the alt and shift keys to find the complete set of characters.

### ***Viewing pages on the Web***

Point your browser at a suitable website, for example: <http://www.bbc.co.uk/mundo/> to check your browser's capabilities.

If the web page has a correct header which tells your browser what character encoding it uses, it should automatically switch to a display which contains correct accents. If this doesn't happen, you can try selecting **Text Encoding** from the **View** menu and experimenting with likely possibilities.

### ***Email***

1. Both Hermes Webmail and Apple Mail can support foreign language email. An alternative would be to send your text as an attachment.
2. Enter the email address to which you want to send your message in the "To:" field (remember this needs to be in Roman letters).
3. Place the cursor in the body of the message and switch to the foreign keyboard.
4. Type your message.
5. You can use foreign characters in the "Subject:" field if you wish, but many email programs will fail to display them correctly when they receive your message. The best thing to do is to experiment to find what suits the people with whom you exchange messages most frequently.

### ***Further Advice***

If you have any problems using the PWF for foreign language work or need any further advice, please contact the Computing Service Literary and Language Support specialist on 35029 or email [ll-support@ucs.cam.ac.uk](mailto:ll-support@ucs.cam.ac.uk)

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