



ALT CODES

For Computers with Windows Operating System

- **With a separate numeric keypad**

To enter a character code, you need to hold down the “Alt” key and type in the appropriate code on the numeric keypad on the right side of the keyboard (the numbers at the top of the keyboard won’t work, and you’ll need to be sure that “Num Lock” is on in order to use the numeric keypad). You can either use the code ALT + the 3 digits or the code ALT + the 4 digits. Please try those keys before taking the test.

Charts For specific languages

(Alt key + 3 digits is to left of accented letters; Alt key + 4 digits is to the right)

FRENCH

133 à (0224)
131 â (0226)
135 ç (0231)
130 é (0233)
138 è (0232)
136 ê (0234)
137 ë (0235)
140 î (0238)
139 ï (0239)
œ (0156)
147 ô (0244)
151 ù (0249)
150 û (0251)
183 À (0192)
182 Â (0194)
128 Ç (0199)
212 Ê (0200)
144 É (0201)
210 È (0202)
211 Ë (0203)
215 Î (0206)
216 Ï (0207)
Œ (0140)

SPANISH

160 á (0225)
130 é (0233)
161 í (0237)
164 ñ (0241)
162 ó (0243)
163 ú (0250)
129 ü (0252)
Á (0193)
144 É (0201)
Í (0205)
165 Ñ (0209)
Ó (0211)
Ú (0218)
154 Ü (0220)
168 ¿ (0191)
173 ¡ (0161)

FRENCH Continued

226 Ô (0212)
235 Ù (0217)
234 Û (0219)
174 « (0171)
175 » (0187)

ITALIAN

133 à (0224)
138 è (0232)
141 ì (0236)
149 ò (0242)
151 ù (0249)
183 À (0192)
212 È (0200)
ì (0204)
Ò (0210)
Ù (0217)

PORTUGUESE

ã (0227)
Ã (0195)
135 ç (0231)
128 Ç (0199)
149 ò (0242)
Ò (0210)
162 ó (0243)
Ó (0211)
õ (0245)
Õ (0213)

POLISH

ć (0263)
Ę(0280)
ę (0281)
ł(0321)

GERMAN

132 ä (0228)
134 å (0229)
145 æ (0230)
ö (0240)
137 ë (0235)
148 ö (0246)
155 ø (0248)
225 ß (0223)
þ (0254)
129 ü (0252)
152 ÿ (0255)
142 Ä (0196)
143 Å (0197)
146 Æ (0198)
Ð (0208)
Ë (0203)
153 Ö (0214)
157 Ø (0216)
þ (0222)
154 Ü (0220)
“ (0147)
„ (0132)

- **With numbers under the letter keys (laptops)**

You need to hold down another key (probably “Fn”) to access the number pad which is hiding out on the letter keys under your right hand. The top row of numbers won’t cut it.



- **With no numbers under the letters (laptops)**

If your laptop does not have the numbers under the letter keys, the best is to set up the US international keyboard on your computer. Go to settings, time & language, region language, click on English, and then on options and select English US international.

To switch from the ENG keyboard to the US keyboard when installed: push the window key and the space bar and select the keyboard you want to use.

You may want to print the layout (<https://dry.sailingissues.com/us-international-keyboard-layout.html>)

Below are the main keys. The dead key is the ALT key on the right of the space bar.

Acute accent: dead key + letter (é)

Grave accent: ~ + letter (è)

Umlaut: shift + “, then letter (ü)

Circumflex: shift + 6, then letter (ô)

ç: dead key + <

tilde: shift + ~ , then letter (ñ)

ß: dead key + s

μ: dead key + m

¿: dead key + ?

¡: dead key + !

æ: dead key + z

oe: o, then e

For Mac users

Spanish Character Shortcuts for Mac

| | | | |
|---|--------------------|---|----------------------------|
| á | Option + e, then A | Á | Option + e, then Shift + A |
| é | Option + e, then E | É | Option + e, then Shift + E |
| í | Option + e, then I | Í | Option + e, then Shift + I |
| ó | Option + e, then O | Ó | Option + e, then Shift + O |
| ú | Option + e, then U | Ú | Option + e, then Shift + U |
| ñ | Option + n, then N | Ñ | Option + n, then Shift + N |
| ü | Option + u, then U | Ü | Option + u, then Shift + U |
| ï | Option + 1 | ¿ | Option + ? |
| « | Option + \ | » | Option + Shift + \ |

For iPhone, iPad, Android, users

To type an accented letter, simply hold any vowel a little longer than normal (long press) and you'll see several other accented options pop up. Same for the “ñ,” the exclamation point and the question mark.