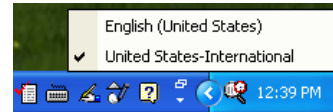


Using the US-International Keyboard in the CCSF Language Center

To activate the **US-International Keyboard**, click on the keyboard icon (lower right of screen) and choose **US-International**



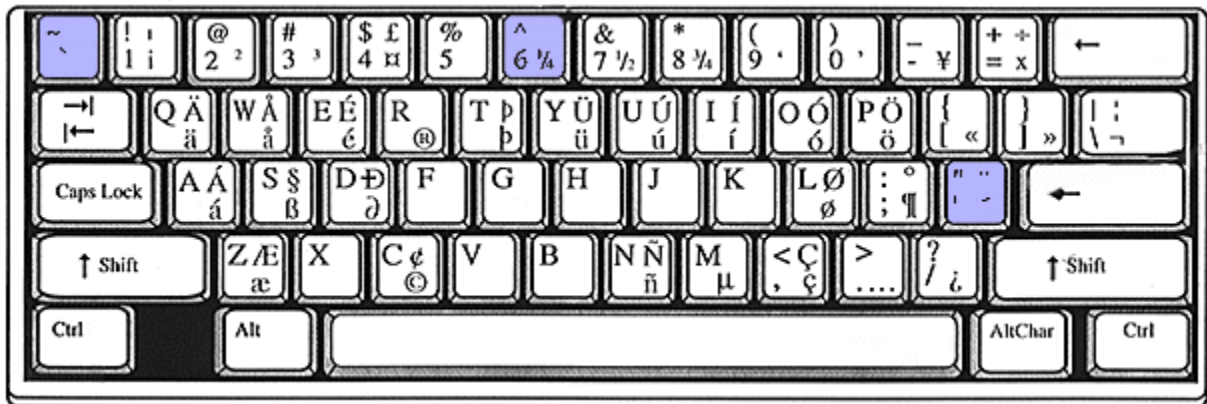
The **US-International** keyboard uses the ', ` , ~, ^, ' as dead keys (shown below) and uses **Right-ALT** plus !, ?, and a number of other keys to produce characters not normally available. The accents are intuitive, and they work with the standard US keyboard so students do not need to learn any special codes of non-standard letter positions. Tap the accent dead key, then tap the vowel for which you want the accent. The ' dead key also works for the cedilla:

' + e = é	^ + e = ê
` + e = è	" + e = ë
~ + n = ñ	' + c = ç

Hitting the spacebar or a non-accented letter after a dead key produces the key's normal value, i.e. ', ` , ~, ^, or ". Caveat: If you type fast, it is easy to get an accent when you actually meant to type a real apostrophe before a vowel.

Other special characters can be entered by using the **Right-Alt** key in combination with other keys (esp. useful for ¿, ¡ «, » ß). For **Spanish**, it might be easier to use the Right-Alt key for accents too:

Alt-? = ¿ Alt-! = ¡ Alt-s = ß Alt-n = ñ Alt-N = Ñ Alt-, = ç
Alt-a = á Alt-e = é Alt-i = í Alt-o = ó Alt-u = ú



Spelling and grammar proofing in the CCSF Language Center. Spell check, grammar, and thesaurus software for French and Spanish is available for **MS Word**. The correct dictionary will be used for any part of a document for which the language is set (see tools menu). In MS Word, the language setting for text may be selected for English, French, or Spanish by using Word's *Tools / Language / Set Language* menu.

Adapted from a document prepared by the *International Communications and Culture Department, SUNY Cortland, Cortland, New York*. found at: <http://www.cortland.edu/www/icc/Keyboard.html>. Retrieved on April 8, 2003.