

## French accents

You have two basic options: type in cryptic codes or set up your keyboard differently. Typing in cryptic codes is cumbersome and frustrating. BUT you must have accents in your homework. Usually, setting up your keyboard is the best way to go.

### To reconfigure for **Windows 95-98:**

1. Close all your programs
2. Shut your system down.
3. Re-start your system
4. Click on:

Settings

Control panel

Keyboard

Properties

Language - Layout

Change it to "United States International"

Click OK

You may be required to insert your Windows CD-ROM

5. Restart your system

### **Windows XP –**

1. Log on
2. Click:  
the start button  
the Control panel

## Regional & language options

Languages

Details

Add button – a new window will pop up

Select United State International

Ok button

Apply button

3.Restart your system

Now, when you want an accent aigu , you type an apostrophe. Nothing happens. Then you type a vowel and voilà: é.

When you want an accent grave, you type the little dash up in the left hand corner button. Nothing happens. You type a vowel and voilà: è.

When you want accent circonflexe, you hold the shift key and type the carrot sign. Nothing happens. Then you type a vowel and voilà: ô

For the cédille, you type the apostrophe key and then a c for:

ç.

For a trema, you hold the shift key and type the quotes and nothing happens. You type a vowel and voilà: ë

To learn more about the **cryptic codes**, go to:

<http://www.studyspanish.com/accents/typing.htm>

## Windows 2000

Here are instructions for setting a WIN2000 machine to International English settings. Our machine only had US enabled, so first we had to install the US – International Keyboard Layout.

1. Start
2. Settings
3. Control Panel
4. Keyboard
5. Input Locales Tab
6. Change
7. In the Installed Services Window, Click on Keyboard
8. Then Click Add
9. Leave the Default Input Language as English (United States)
10. Click (check) the Keyboard Layout Box - This will enable the language selection dropdown
11. Click on the pull down arrow, and select United States – International
12. Click OK
13. Click Apply
14. US – International should now be added to the possible settings for locales
15. You should then be able to select this as your keyboard input setting.

We added one additional feature. You may choose a selection of ‘hot keys’ so that you can switch between the keyboard input settings. This is done by”

1. Highlighting Keyboard in the Installed Services Window
2. Key Settings
3. Highlight US – International
4. Change Key Sequence
5. Enable the hot keys by selecting the option
6. Choose the keys sequence that you want.
7. Repeat for US if you want to be able to toggle back and forth without going to Settings each time.
8. OK
9. OK

That should do it. Open up word and off you go.