

Special Keyboard Characters

--Most important are ACCENTED LOWER-CASE VOWELS;
for these, press:

Press [ctrl] ['] (apostrophe), then release, then press the desired vowel

--For [ç] and [ï], press alt/ctrl/shift and, keeping them pressed, press ? or !

--For [ñ], press ctrl/shift [~], then release, then press [n]

--For [ü], press ctrl/shift [:] (colon), then release, and press [u].

A good thing to get familiar with is using the number pad. In conjunction with the 'ALT' key, type a set of three numbers for the appropriate character (experiment with the numbers from 128 to 173 and see what you get:

'alt' 130 → é ;

'alt' 164 → ñ

'alt' 161 → í

'alt' 162 → ó

'alt' 163 → ú

'alt' 160 → á

'alt' 168 → ç

If you use these enough, they will be the easiest to remember for the future.

You can make shortcut keys for all the characters if you wish, by going to the "Insert" menu, then "Symbol", highlighting the character, clicking "Shortcut Key", choosing the key combination you want, and finally choosing "Assign".