

## Working with Languages Other than English on Mac and PC

Letters that do not form part of the English alphabet are available on both the Mac and PC platforms. Methods for inserting them are application or even version specific. Below is an attempt to summarize available methods. Corrections and additions are welcome: <clawsons@purdue.edu>

### ***Producing Accented Letters and Other Special Characters from the Keyboard***

On the Mac, accents and “special sorts” can be displayed with Key Caps (in the Apple Menu) and with INSERT>SYMBOL (see below). Use these keyboard commands:

grave	OPT + grave accent (upper left of keyboard) followed by the letter. Example: è, È
acute	OPT + e followed by the letter. Example: é, É
circumflex	OPT + i followed by the letter. Example: î, Î
tilde	OPT + n followed by the n, a, or o. Example: ñ, Ñ
dieresis	OPT + u followed by the letter. Example: ü, Ü
accent alone	OPT + accent followed by a space: ´
å, Å	OPT + a, OPT shift + A
æ, Æ	OPT + typewriter style apostrophe ('), OPT shift + typewriter quotes (")
œ, Œ	OPT + q, OPT shift + Q
ç, Ç	OPT + c, OPT shift + C
ø, Ø	OPT + o, OPT shift + O
ı	OPT shift + ?
ı	OPT + l
ß	OPT + s
— (M dash)	OPT shift + - (or type two hyphens and let Word convert them)
- (N dash)	OPT + -
fi, fl	OPT shift + 5, OPT shift + 6

The same letters can also be inserted in recent versions of Word for the PC (earlier versions used ASCII code exclusively). Check the online help and the manual, esp. sections called “Typing International Characters” and “Equation Editor.” The PC can insert these characters using INSERT>SYMBOL. It can also insert the following via shortcut keys from the keyboard:

grave	CTRL + grave accent (upper left of keyboard) followed by the letter. Example: è
acute	CTRL + ' (typewriter apostrophe) followed by the letter. Example: é
circumflex	CTRL + shift + ^ (caret) followed by the letter. Example: î
tilde	CTRL + shift + ~ (upper left) followed by the letter. Example: ñ
dieresis	CTRL + shift + colon followed by the letter. Example: ü
accent alone	CTRL + accent followed by a space: ´
å, Å	CTRL + shift + @ followed by a or A
æ, Æ	CTRL + shift + & followed by a or A
œ, Œ	CTRL + shift + & followed by o or O
ç, Ç	CTRL + , (comma) followed by c or C
ø, Ø	CTRL + / followed by o or O
ı	ALT + CTRL shift + ?
ı	ALT + CTRL + shift + !
ß	CTRL + shift + & followed by s
— (M dash)	ALT + CTRL + the - on numberpad (or type two hyphens and let Word convert them)
- (N dash)	CTRL + the - on numberpad
fi, fl	Use INSERT>SYMBOL. Locate the ligatures with “Other dingbats.”

### ***Insert>Symbol, Shortcuts, ASCII and Unicode Numbers***

In Word, diacritics can be inserted with the INSERT>SYMBOL dialogue box. However, on the Mac, most accents won't overstrike a letter. On the PC, the INSERT>SYMBOL box includes extended character sets not available on the Mac. The dialogue box lists a shortcut key for many symbols and diacritics. The shortcuts change with each new issue of Word; check the box for characters you need. You can also assign a shortcut key to a character combination. Some symbols are also available on the Special Characters tab in this dialogue box.

On the PC, you can also type in the four-digit ASCII code or the Unicode number by holding down the left ALT key as you type the number on the keypad. These numbers appear in the INSERT>SYMBOL dialogue box. For a chart of ASCII codes for the PC, see <<http://www.sla.purdue.edu/academic/fil/akc.html>>.

## ***Using the Overstrike Formula to Produce the Haček and other Accents***

Some characters, such as the haček (ˇ, used over the letter c in Croatian, Welsh, and Czech and created here with the SuperFrench font from Linguist's Software) can be correctly placed in Word 5 by using the overstrike formula. The overstrike formula is part of the INSERT>FIELD command in later versions of Word (see manual or online help).

### **Word 5 and 5.1a**

Refer to the Word 5 manual for the overstrike formula (Mac pp. 784 and 788). It uses Command + OPT + backslash: Type with no spaces:

.\ (c, ˇ), that is,

Command + OPT + backslash O openparen c comma symbol closeparen

If it doesn't line up quite right, there are some variables to control the alignment. See the manual.

The formula will show when "show paragraph" is turned on, but when "show paragraph" is turned off, only the letter with the symbol above it will show. Other letters that can be created with the this way include the c with an acute accent, the z with a dot, and a letter with a macron (¯). The canceled or slashed el (ł) requires a special character.

### ***AutoCorrect, Macros***

In Word, you can create AutoCorrect entries or macros for frequently used character combinations.

### ***Search and Replace***

Symbols and characters that can be typed into the Replace dialogue box may be inserted through search and replace. You may need to use "match case" or go letter by letter to avoid problems. (For the example, on the Mac, search for fi with "match case" checked, replace with fi).

### ***Kerning and Other Work Arounds***

In some applications, such as PageMaker, you can type the letter, follow it by the accent, and kern the accent backward over the letter. In PageMaker, I have occasionally typed the accent in a separate text block and placed it carefully over the letter. The problem with this is every time the text reflows, you have to manually move the text block containing the accent.

### ***Changing Keyboards or Language***

On the PC, you can change the keyboard. Go to the Control Panel (START menu>Settings>Control Panel) and click on the keyboard icon, then the Language tab. In Properties, change the keyboard layout. There will be several choices; some prefer US-International keyboard. You may have to insert the Windows CD if all the file aren't on your hard drive. On the Mac, in OSX, you can change the language, even in the middle of a word. See manuals for ramifications of these options.

### ***Special Fonts***

The easiest way to insert characters used frequently may be to purchase or download a font that includes the characters. Linguist's Software <[www.linguistsoftware.com](http://www.linguistsoftware.com)> offers several special fonts for purchase. The Summer Institute of Linguistics <[www.sil.org](http://www.sil.org)> offers phonetic fonts, some for free downloading. Here are examples of characters produced with a special font: ž, ł, č, ě, m̄, ā.

### ***Typographers' or Curled Quotes (AKA Smart Quotes)***

To get quote marks (" " and ' ') instead of typewriter quotes (" and ') in Word, set the preferences (Tools>AutoCorrect> "Autoformat as you type" tab). With preferences set, you can do a search and replace on documents with typewriter quotes. These characters can easily be typed from the keyboard on the Mac; use the OPT and OPT shift keys with [ and ]. The PC shortcut keys are too cumbersome to use.

### ***Spell Checking in a Language Other Than English***

Later versions of Word contain spelling dictionaries for languages other than English. To use them, you must mark text by language. Check the manual or the online help. Be sure the appropriate dictionary is installed.