### *Using the US International Keyboard Layout*

The US International keyboard layout is a variation of the standard US keyboard layout that lets you type all common characters used in Catalan, Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Portuguese, Spanish, and Swedish. Some of these characters are typed by holding down a special AltChar key, while others are typed by pressing a sequence of keys.
This keyboard is based on the QWERTY keyboard layout that is commonly used in the United States. If you are not familiar with using a keyboard arranged in this manner, the US International Keyboard Layout may not be the best layout for your needs.

### Using the AltChar Key

Most keyboards have two Alt keys, one on each side of the Spacebar. The US International Keyboard Layout treats the Alt key to the right of the Spacebar as a special Alternate Character (AltChar) key.
On the diagram of the US International keyboard, you will notice that new characters are shown in black on the right side of some keys. Some of these characters are in the lower right corner and others in the upper right corner. You use the Alternate-Character (AltChar) key to type these characters:

- To insert a character shown on the lower right side of a key, hold down the AltChar key (the Alt key to the right of the Spacebar) as you press the key showing the desired character.

- To insert a character shown on the upper right side of a key, hold down Shift and the AltChar key (the Alt key to the right of the Spacebar) as you press the key showing the desired character.
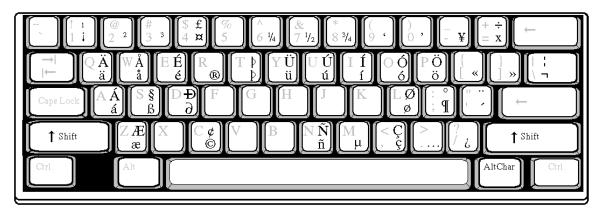


**Figure A-1  The US International keyboard layout lets you type special characters not available on the US English keyboard layout.**

### Accented Letters and Special Characters

The special characters used most frequently in Western European languages are a, e, i, n, o, u, and y with one of several accents: tilde (˜), grave accent (`), acute accent (´), circumflex (ˆ), or umlaut/dieresis (¨). Not all of these characters can be typed with the AltChar key. Pressing combinations and sequences of keys lets you type the others. The chart below shows the key combinations to use on the US International keyboard to insert accented letters.

| On The US International Keyboard Layout* | | |
|---|---|---|
| **To insert** | **Press** | **Release, then type** |
| Ã, ñ, or õ | Shift + ~ key | a, n, or o. |
| à, è, ì, ò, or ù | ~ key | a, e, i, o, or u. |
| ä, ë, ï, ö, ü, or ÿ | Shift + " key | a, e, i, o, u, or y. |
| â, ê, î, ô, or û | Shift + ^ 6 key | a, e, i, o, or u. |

**Table A-1  Putting accents on characters using the US International keyboard layout.**
**\*To use an open-quote, tilde, or caret followed by one of these letters, type the accent character, press the spacebar, then type the letter.**

To insert the grave accent, acute accent, or circumflex alone, press the Spacebar instead of a letter after you press and release the accent key (or Shift plus the accent key). To insert the umlaut/dieresis alone, press Control plus Shift plus the colon (:) key; release, then press the Spacebar.
The thing to remember when using accent keys with the US International keyboard layout is that your computer waits for you to press the next key. Your system needs to know whether you want to insert the accent character alone or as an accent over a letter. After you press and release the accent key, you must press another key before anything is displayed on the screen.

### Windows -- Install the US International Keyboard
1. Click on START.. Settings.. Control Panel
2. Double Click on Keyboard
3. Select the Input Locales tab
4. Find **English (United States) – US** in the Input locales list…
   a. Click on it
   b. Click Properties
   c. Select **US International** from the drop-list
   d. Click OK
5. Verify that "Enable indicator on taskbar" is checked
6. Click OK.

### Macintosh -- Spanish Keyboard Layout
1. Open Apple menu
2. Select Control Panels
3. Click on Keyboard
4. Select desired keyboard layout from the list – e.g. Spanish
5. Use the "Flag" menu in the upper right to select keyboard layout to use.