

Diploma Accents and Punctuation

Spelling & Punctuation

Enter the desired punctuation exactly as it is to appear on the diploma.

Accent Table

The following steps apply to entry of characters into virtually any **Windows PC Software**.

1. Be sure you have selected “normal text” mode (not bold or italic, or other formatted fonts)
2. Be sure “NumLock” key on right side of the keyboard is on before proceeding.
3. Locate desired accented letter in the table below.
4. Hold down the ALT key while you type the four digit number next to the desired accented letter.
 - a. Note: include the leading zero and be sure to use the numeric keypad, not top row of numbers on the keyboard.
5. Release ALT key and the character with an accent will be displayed.

Keystrokes for MAC users are in the shaded columns below where available.

| Desired Accent | Hold down Alt Key + | Mac Users Key: | Desired Accent | Hold down Alt Key + | Mac Users Key: | Desired Accent | Hold down Alt Key + | Mac Users Key: |
|----------------|---------------------|----------------|----------------|---------------------|----------------|----------------|---------------------|----------------|
| À | ALT + 0192 | opt-`+A | Õ | ALT + 0213 | opt-n+O | ë | ALT + 0235 | opt-u+e |
| Á | ALT + 0193 | shift-opt-y | Ö | ALT + 0214 | opt-u+O | ì | ALT + 0236 | |
| Â | ALT + 0194 | shift-opt-m | Ø | ALT + 0216 | | í | ALT + 0237 | |
| Ã | ALT + 0195 | opt-n+A | Ù | ALT + 0217 | | î | ALT + 0238 | |
| Ä | ALT + 0196 | opt-u+A | Ú | ALT + 0218 | | ï | ALT + 0239 | |
| Å | ALT + 0197 | | Û | ALT + 0219 | | ñ | ALT + 0241 | opt-n+n |
| Æ | ALT + 0198 | | Ü | ALT + 0220 | | ò | ALT + 0242 | opt-`+o |
| Ç | ALT + 0199 | shift-opt-c | Ý | ALT + 0221 | | ó | ALT + 0243 | |
| È | ALT + 0200 | opt-`+E | ß | ALT + 0223 | | ô | ALT + 0244 | opt-l+o |
| É | ALT + 0201 | opt-e+E | à | ALT + 0224 | opt-`+a | õ | ALT + 0245 | opt-n+o |
| Ê | ALT + 0202 | opt-i+E | á | ALT + 0225 | opt-e+a | ö | ALT + 0246 | opt-u+o |
| Ë | ALT + 0203 | opt-u+E | â | ALT + 0226 | opt-l+a | ÷ | ALT + 0247 | |
| Ì | ALT + 0204 | | ã | ALT + 0227 | opt-n+a | ø | ALT + 0248 | |
| Í | ALT + 0205 | | ä | ALT + 0228 | opt-u+a | ù | ALT + 0249 | |
| Î | ALT + 0206 | | å | ALT + 0229 | | ú | ALT + 0250 | |
| Ï | ALT + 0207 | | æ | ALT + 0230 | | û | ALT + 0251 | |
| Ñ | ALT + 0209 | | ç | ALT + 0231 | opt-c | ü | ALT + 0252 | |
| Ò | ALT + 0210 | shift-opt-L | è | ALT + 0232 | opt-`+e | ý | ALT + 0253 | |
| Ó | ALT + 0211 | shift-opt-h | é | ALT + 0233 | opt-e+e | ÿ | ALT + 0255 | |
| Ô | ALT + 0212 | shift-opt-j | ê | ALT + 0234 | opt-l+e | | | |

Please contact the Registrar's office for any questions at registrar@msmu.edu