

## Information for inputting accent marks, special characters, and non-Roman alphabets

It will help if students are familiar with typing in the language of the test using a keyboard. Setting this up will vary depending on the language and type of computer.

### For Chinese and Japanese:

Change the computer's language input system (this may need to be done by IT support with an admin password, depending on the computer's security settings)

### For Arabic, Russian, and languages with accented characters if other options are not working:

Student can type their answers using the following websites and then copy and paste that text into the test's answer box. If they need to type an accented character and are not able to use one of the codes below, a work-around is to use one of the following websites to type the character and then copy and paste it into their answer.

They will need to use the following key combinations to copy and paste, since right-clicking is disabled in the testing platform.

PC: **Ctrl + C** to copy; **Ctrl + V** to paste.

Mac: **Command + C** to copy; **Command + V** to paste

- Russian Keyboard:  
<http://russian.typeit.org/>
- Arabic Keyboard:  
<http://www.lexilogos.com/keyboard/arabic.htm>
- Spanish Accents:  
<http://studyspanish.com/typing-spanish-accents>
- French Accents:  
<http://french.typeit.org/>

### For French, German, and Spanish on PCs

On PC computers, accents can be typed using [these ALT key combinations](#) by holding down the "Alt" key while typing the four-digit code (using the numbers keypad to the right of the keyboard, not the numbers at the top) and then releasing the Alt key.

- Since most laptops do not have a number keypad, another method (such as copying and pasting described above) needs to be used

**In some cases, these key codes may not work and may cause a student to lose part of an answer they've already typed.** Therefore, it's important that the codes are tested on all computers that will be used *before* students begin the test. If that's not possible, then ask students to test using a code themselves as soon as they start the writing section, before they start typing their answer.

If the Alt codes are not working, try the following:

- Make sure that the number keypad is being used to type the numbers, and that Number Lock is on



- Try using both the Alt key to the right and to the left of the spacebar, in case it is a problem with one of them but not the other
- **If codes are still not working, it may be a compatibility issue with older versions of Windows. If IT support is not able to troubleshoot further, or is not available, direct students to input accents using the copy and paste method described above.**

### For French, German, and Spanish on Chromebooks

Follow [the instructions here](#) to switch to the International Keyboard to type accented characters on Chromebooks

### For French, German, and Spanish on Macs

On Mac computers, use the following key combinations:

#### French

É - Option + e, e  
 À - Option + ` , vowel  
 Ç - Option + c (shift for capital Ç)  
 Î - Option + i, vowel  
 Ï - Option + u, vowel

#### German

ä - Option + u, then a  
 Ä - Option + u, then A  
 é - Option + e  
 ö - Option + u, then o  
 Ö - Option + u, then O  
 ü - Option + u, then u  
 Ü - Option + u, then

#### Spanish

á - Option + e, a  
 Á - Option + e, Shift + a  
 é - Option + e, e  
 É - Option + e, Shift + e  
 í - Option + e, i  
 Í - Option + e, Shift + i  
 ñ - Option + n, n  
 Ñ - Option + n, Shift + n  
 ó - Option + e, o  
 Ó - Option + e, Shift + o  
 ú - Option + e, u  
 Ú - Option + e, Shift + u  
 ü - Option + u, u  
 Ü - Option + u, Shift + u

inverted question mark (¿) — Shift + Option + ?

inverted exclamation point (¡) — Option + 1

left angle quote («) — Option + \

right angle quote (») — Shift + Option + \

quotation dash (—) — Shift + Option + -

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#### <Additional note for Spanish only>

\*If you do not want to use any of the above and want to install the international keyboard on the PCs, please refer to this site. It might require someone manually change the setting on the PCs.

<http://www.spanish411.net/Spanish-Typing-Special-Characters.asp>