

# Help on Typing Documents in German

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## To access German characters using iOS and Apple mobile devices:

- Using the on-screen keyboard, hold the non-umlauted vowel you wish to appear with an umlaut. A display of all possible variants of that vowel, including accents, will be displayed. Without taking your finger off of the screen, slide it over to the desired vowel option, then release.
- To access the "ß," press the letter "S" on the screen's keyboard, then choose the correct option. *"ß" is a lower case letter, thus it will not appear if your keyboard is capitalized.*
- If you are using a physical keyboard with your iOS device (e.g. iPad), follow the MacOS instructions below.

## To access German characters using MacOS and Apple computers:

- Hold the "option" and "U" keys. Let up on both keys, then type the vowel you want.
- To access the "ß," hold the option and "S" keys.

## To access German characters using a Windows-based PC (with numeric keypad):

- While holding down the **left "alt"** key, type in the following numbers. Once you have typed in the number, release the "alt" key. Your selected German character should appear.
- *Be sure that you type the numbers using the numeric keypad.* The numbers on the "! @ # \$" etc. keys will not access these characters. Be sure that the "Num Lock" light on your keyboard is lit.

Ä = 142 or 0196

Ö = 153 or 0214

Ü = 154 or 0220

ä = 132 or 0228

ö = 148 or 0246

ü = 129 or 0252

ß = 225 or 0223

€ = 0128

„ = 0132

## To access German characters directly in Microsoft Word:

- To access the umlauted vowels (ö, ü, ä) use the following keyboard shortcuts. Hold down the "ctrl" and "shift" keys then hit " : " (colon). Let up on all keys, then type the vowel you want.
- To access the "ß," hold the the "ctrl" and "shift" keys then hit " & " . Let up on all keys, then type "s" .

## Using substitute letters for umlauted & other German characters:

- Some e-mail systems cannot access German characters.
- If you can not make your computer access German characters, follow the procedure of putting an "e" after umlauted vowels. The following substitutes are standard in German speaking countries.

Ä = Ae

Ö = Oe

Ü = Ue

ä = ae

ö = oe

ü = ue

ß = ss

„ = “

# Standard German Keyboard Layout



The characters <sup>2 3</sup>{ [] } \ @ € μ ~ are accessed by holding the **Alt Gr** key and tapping the other key. The **Alt** key on the left will not access these additional characters.

The accent keys ^ ` ´ are **dead keys (nothing happens until you type a second key)**.

Tap on an accent key once, let up, then tap on a vowel to produce accented characters. (ô á ù etc.)

Note that the semi-colon and colon are accessed by holding down the **shift** key (large arrow up).

## Abbreviations on a German Keyboard:

large arrow down	caps lock	Feststelltaste "hold key"
large arrow up	shift	Umschalttaste "switch over key"
Strg	control	Steuerung "steering"
Alt Gr	alternate graphics	hold down to access 3rd symbol on key
Einfg	insert	Einfügen "place in"
Entf	delete	Entfernen "remove"
Bild (+ small arrow up)	screen/page up	Bild auf "picture up"
Bild (+ small arrow down)	screen/page down	Bild ab "picture down"
Pos 1	home	Position eins "position one"