

Help on Typing Documents in German

To access the German character set using a Windows based PC:

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 the German character set using 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" .

To access the German character set using Macintosh and Apple systems:

Hold the "option" key then hit "u."

Let up on both keys, then type the vowel you want.

To access the "ß," hold the option key, then hit the "s" key.

Using substitute letters for umlauted characters:

Some e-mail systems cannot access the German characters.

If you can not make your computer access the 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 ² ³ { [] } \ @ € 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

large arrow up

Strg

Alt Gr

Einfg

Entf

Bild (+ small arrow up)

Bild (+ small arrow down)

Pos 1

caps lock

shift

control

alternate graphics

insert

delete

screen/page up

screen/page down

home

Feststelltaste "hold key"

Umschalttaste "switch over key"

Steuerung "steering"

hold down to access 3rd symbol on key

Einfügen "place in"

Entfernen "remove"

Bild auf "picture up"

Bild ab "picture down"

Position eins "position one"