

Reference Sheet for FTCE French, Spanish, and German Subtest I

Typing Special Characters

To access special characters when typing your essay, you will use the ALT key and the corresponding numeric code listed below. You will need to use the keypad on the right side of your keyboard to enter the codes listed (do not use the number keys at the top of the keyboard). Be sure that "NUMLOCK" is turned on.

To type a character, hold the ALT key while entering the 3- or 4-digit code that is listed. Use the keypad to enter the code. Release the ALT key. The character should appear on the screen.

NOTE: Alt key + 3 digits is to the left of the special characters shown; Alt key + 4 digits is to the right of the special characters

FRENCH			SPANISH			GERMAN/SCANDINAVIAN		
133	à	0224	160	á	0225	132	ä	0228
131	â	0226	130	é	0233	134	å	0229
135	ç	0231	161	í	0237	145	æ	0230
130	é	0233	164	ñ	0241		ö	0240
138	è	0232	162	ó	0243	137	ë	0235
136	ê	0234	163	ú	0250	148	ö	0246
137	ë	0235	129	ü	0252		ø	0248
140	î	0238		Á	0193	225	ß	0223
139	ï	0239	144	É	0201		þ	0254
	œ	0156		Í	0205	129	ü	0252
147	ô	0244	165	Ñ	0209	152	ÿ	0255
151	ù	0249		Ó	0211	142	Ä	0196
150	û	0251		Ú	0218	143	Å	0197
	À	0192	154	Ü	0220	146	Æ	0198
	Â	0194	168	¿	0191		Ð	0208
128	Ç	0199	173	¡	0161		Ë	0203
	È	0200				153	Ö	0214
144	É	0201					Ø	0216
	Ê	0202					Þ	0222
	Ë	0203				154	Ü	0220
	Î	0206						
	Ï	0207						
	Œ	0140						
	Ô	0212						
	Ù	0217						
	Û	0219						
174	«	0171						
175	»	0187						