THE EASIEST WAY TO TYPE IN FRENCH
WITH ACCENTS

How to get the international keyboard on your laptop!

- Click on the start menu and go into settings.
- Click on Time & Language.
- In the left-hand menu, click on Region & Language.
- Underneath Add a Language, click on English and then Options.
- Add a keyboard – look for United States- International.
- Install the keyboard.
- Remove the original English keyboard that was there by default. This causes the new international keyboard to become your default keyboard.
  - If you choose to keep multiple keyboards installed on your laptop, hold the windows key and the space bar to switch between them.
- IF you would also like to have French as a recognized language:
  - Add French (France) as the language
  - Add the United States International keyboard
  - Do NOT add the French keyboard, as some of the letters are in different places than on ours!

How to write accents:

- For lower case words with an acute accent [accent aigue] **áéíóú**– hit the apostrophe key next to enter, then let go and hit the vowel
- For lower case words with the two dots [tréma] **äëïöü**– hit shift and then the (apostrophe/) quote key next to enter, then let go and hit the vowel
- For lower case words with a grave accent [accent grave] **àèìòù**– hit the accent key in the top left-hand corner of the keyboard, then let go and hit the vowel
- For lower case words with a circumflex accent [accent circonflexe] **âêîôû** – hold shift and hit the 6 key at the top of the keyboard, then let go and hit the vowel
- For word with the letter c plus a cedilla [cédille] **ç** – hit the apostrophe key next to enter, then let go and hit the letter c
- For **capital letters** with accents – hit the quote or accent key before making the vowel a capital letter by holding down shift and then hitting the letter