Insert Accent Characters
Microsoft Office for Mac Users

If you ever needed to type accent characters on a Mac computer and you did not know how, this tech tip is for you.

**Method one**
On a Mac computer, open one of the Office apps. Hold down one of the following keys to see the accent characters.

a. **A, C, E, I, L, N, O, S, U, Y, and Z.** You will see a pop up with accent characters.

b. To choose one of the characters displayed, type the number that appears under the character, or click the character you want to use.

**Method two via Keyboard viewer**

a. First turn on the keyboard viewer.  
   *System Preferences > Keyboard* > make sure the box for *Show Keyboard & Character Viewers in menu bar* is checked.

b. You will see the *keyboard viewer* in your menu bar.
c. Select **keyboard Viewer** from your menu bar > **Show Emoji & Symbols**.

2. Select **Latin** and find the character that you want.