

This document lists the allowable characters from the DOS United States character set that can be accurately transferred via the SWEET Tool.

The following steps provide one of several ways to insert one of these characters into a word:

1. Be sure the “NumLock” key (located at the top on the right side of most keyboards) is on before you proceed.
2. Locate in the table below the special character you want to type.
3. Hold down the “Alt” key while you type the **four-digit number**. Note: Be sure to use the numbers on the **numeric keypad** (which is on right side of most keyboards) keys, not those on the top row of your regular keys.
4. Release the “Alt” key, and the character with the diacritical mark accent will be typed into your document.
5. Do not apply bold, italics, or underlining to the characters after you type them.

Acute Accent	Keystrokes	Umlaut	Keystrokes	Grave Accent	Keystrokes
á	Alt + 0225	Ä	Alt + 0196	à	Alt + 0224
<b>É</b>	Alt + 0201	ä	Alt + 0228	è	Alt + 0232
é	Alt + 0233	ë	Alt + 0235	ì	Alt + 0236
í	Alt + 0237	ï	Alt + 0239	ò	Alt + 0242
ó	Alt + 0243	Ö	Alt + 0214	ù	Alt + 0249
ú	Alt + 0250	ö	Alt + 0246		
		Ü	Alt + 0220		
		ü	Alt + 0252		
		ÿ	Alt + 0255		
Circumflex	Keystrokes	Tilde	Keystrokes	Cedilla	Keystrokes
â	Alt + 0226	Ñ	Alt + 0209	ç	Alt + 0199
ê	Alt + 0234	ñ	Alt + 0241	ç	Alt + 0231
î	Alt + 0238				
ô	Alt + 0244				
û	Alt + 0251				

\*\*The SWEET Tool does not support the upper-case special characters. These characters are **red & bold** in the table above. \*\*