

Apple/Mac Computers

Ø = Option Shift o	ø = Option o
Æ = Option Shift ‘	æ = Option ‘
Å = Option Shift a	å = Option a

In order to insert the desired letter your cursor needs to be in the proper location and you need to hold down the Option key while you strike the appropriate key as shown for lower case. For caps, you need to hold down the Option key and the Shift key while you strike the appropriate key.

PC Computers

Ø = Alt 0216	ø = Alt 0248
Æ = Alt 0198	æ = Alt 0230
Å = Alt 0197	å = Alt 0229

Again you need to have your cursor in the proper location in order to insert the desired letter. For keyboards with a separate numeric pad, you hold down the alt key while striking the numbers on the numeric pad and release the alt key when done. If your keyboard doesn't have a separate numeric pad (such as some laptops) you need to turn the numeric pad on (see your computer instructions). If you look at your keyboard you will notice that some of the keys on the right hand side have numbers on them also so you hold down the alt key and punch in the number code, but you need to remember to undo the keyboard again in order to continue your regular typing. You can not do this with the numeric keys across the top of your keyboard!