

Help on Typing Documents in German

<http://clasfaculty.ucdenver.edu/tphillips/GermanCharacterAccess.html>

To access the German character set using a Windows based PC:

While holding down the "Alt" key, type in the following numbers.

Once you have typed in the number, release the "Alt" key.

Your selected German character should appear.

Be sure that you type the numbers using the numeric keypad.

The numbers on the "! @ # \$" etc. keys will not access these characters.

Be sure that the "Num Lock" light on your keyboard is lit.

Ä = 142 Ö = 153 Ü = 154
ä = 132 ö = 148 ü = 129
ß = 225

To access the German character set using Microsoft Word:

To access the unlauded vowels (ö, ü, ä) use the following keyboard shortcuts.

Hold down the "ctrl" and "shift" keys then hit ";" (semicolon).

Let up on all keys, then type the vowel you want.

If you want upper case:

Hold down the "ctrl" and "shift" keys, then hit ";" (semicolon), then hit the vowel key.

When you let up on the keys, the upper case vowel will appear.

To access the "ß", hold the the "ctrl" and "shift" keys then hit "&".

Let up on all keys, then type "s".

To access the German character set using Apple systems:

Hold the "option" key then hit "u."

Let up on both keys, then type the vowel you want.

To access the "ß," hold the option key, then hit the "s" key.

PART 1 - CHARACTER CODES for GERMAN

These codes work with most fonts. Some fonts may vary. For the PC codes, always use the numeric (extended) keypad on the right of your keyboard and not the row of numbers at the top. (On a laptop you may have to use "num lock" and the special number keys.)

For this German character, type...

German letter/symbol	PC Code	Mac Code	Chromebook
ä	Alt + 0228	u, then a	00E4
Ä	0196	u, then A	00C4
é	0233	e	00E9
e, acute accent			
ö	0246	u, then o	00F0
Ö	0214	u, then O	00D6
ü	0252	u, then u	00FC
Ü	0220	u, then U	00DC
ß	0223	s	00DF
sharp s / es-zett			

More special characters and symbols...

Chart continued in [Part 2](#)⁹

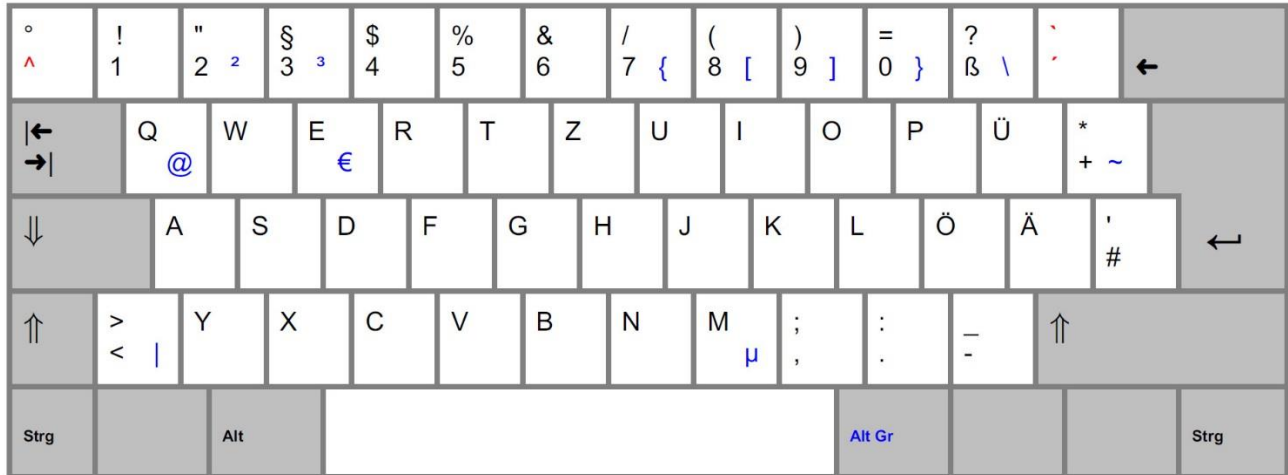
<http://german.about.com/library/blcharcodes.htm?p=1>

German Keyboard Layout

QWERTZ Tastatur (105 key layout)

<http://clasfaculty.ucdenver.edu/tphillips/GermanKeyboardLayout.html>

by Tim Phillips



The characters 2 3 { [] } \ @ € μ ~ are accessed by holding the Alt Gr key and tapping the other key.

The Alt key on the left will not access these additional characters.

The accent keys ^ ` ´ are dead keys (nothing happens until you type a second key).

Tap on an accent key once, let up, then tap on a vowel to produce accented characters. (ô á ù etc.)

Note that the semi-colon and colon are accessed by holding down the shift key (large arrow up).

Abbreviations on a German Keyboard:

large arrow down	caps lock	Feststelltaste "hold key"
large arrow up	shift	Umschalttaste "switch over key"
Strg	control	Steuerung "steering"
Alt Gr	alternate graphics	hold down to access 3rd symbol on key
Eingf	insert	Einfügen "place in"
Entf	delete	Entfernen "remove"
Bild (+ small arrow up)	screen/page up	Bild auf "picture up"
Bild (+ small arrow down)	screen/page down	Bild ab "picture down"
Pos 1	home	Position eins "position one"