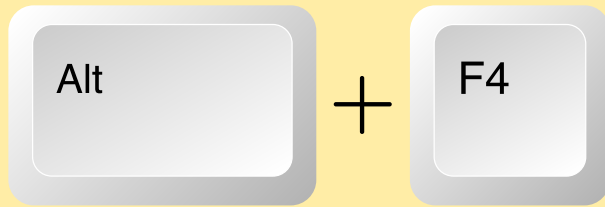




# Platinum V4

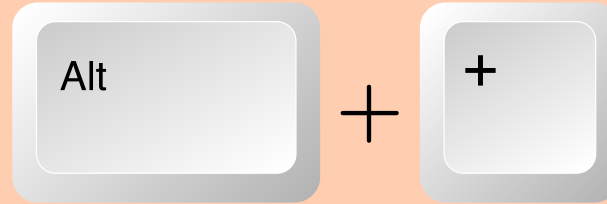
## Keyboard Shortcuts



or



to exit



increase  
volume

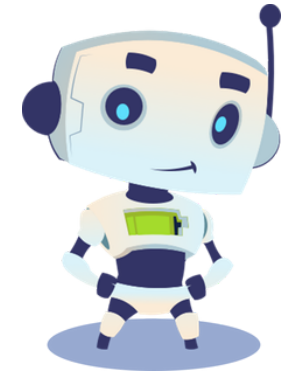


decrease  
volume

To access our full Tip Sheet, along with  
other resources,  
visit our online Welcome Kit:  
[www.awelearning.com/welcome-kit-version-4/](http://www.awelearning.com/welcome-kit-version-4/)

# Alt Codes - For Typing Spanish and French Characters

**Note:** The numbers for these codes must be typed using the numeric keypad while the Alt key is pressed. Please ensure that the Num Lock (NL) key is turned on.



Uppercase		Lowercase	
Á	Alt + 0193A	á	Alt + 160a
É	Alt + 144E	é	Alt + 130e
Í	Alt + 0205I	í	Alt + 161i
Ó	Alt + 0211O	ó	Alt + 162
Ú	Alt + 0218U	ú	Alt + 163
Ü	Alt + 154U	ü	Alt + 129
Ñ	Alt + 165N	ñ	Alt + 164n

Consonants/ Punctuation	
Ç	Alt + 0199
ç	Alt + 0231
<<	Alt + 0171
>>	Alt + 0187

Other Characters	
¿	Alt + 168
¡	Alt + 173
€	Alt + 0128

Capital Vowels			
À	Alt + 019	Ï	Alt + 020
Â	2	Ô	1
Ä	Alt + 019	œ	Alt + 014
È	4	Ù	0
Ê	6	Û	Alt + 021
Ë	Alt + 020	Ü	7
Î	0	ÿ	Alt + 021

Lowercase Vowels			
à	Alt + 022	ï	Alt + 023
â	4	ô	3
ä	Alt + 022	œ	Alt + 015
è	6	ù	6
ê	8	û	Alt + 024
ë	Alt + 023	ü	9
î	2	ÿ	Alt + 025