

4 — SPECIAL CHARACTERS in Easy-KeyEdit4

Many texts we are asked to keyboard use non-English characters. We type these with an agreed set of replacements (which may be called 'key codes').

The replacements to use in any particular language are normally given on the InSheet for that language. If you find a special character that is not on the InSheet, ask your Team Leader.

On some computers it is possible to type 'foreign' characters, accents and other diacritics. Please DO NOT use these. Use the agreed replacements. The use of 'foreign' characters can make the software we use crash and in some extreme cases the keyboarded text is destroyed.

DIACRITICS

In Easy-KeyEdit4 go to Help / how to: Entering Diacritics for an explanation of this. Most diacritics (accents) are accessed by use of the Esc key.

For example:

e[Esc]a will generate é

o[Esc]m will generate ò

Selecting Options: Show keyboard will open the Easy-KeyEdit4 onscreen keyboard. Clicking on Esc will show the different diacritics available.

DIFFERENT CHARACTERS

Some projects require the use of non-Latin script and characters. Pressing the appropriate function key will change the language script.

The following keys are associated with different languages as follows:

Function key	Language
F2	English (Latin)
F3	Greek
F4	Hebrew
F5	Cyrillic
F6	Cyrillic (Extra)
F7	IPA
F8	IPA (continued)
F9	IPA (more characters)
F10	IPA (more characters)
F12	Lisu

To change to the non-Latin keyboard press the Function key (may be labelled Fn, or F) then the relevant key, to return to the Latin keyboard press the Function key then F2.