

How to make German special characters ä ö ü ß on a standard keyboard

There are three possibilities:

1. On a standard keyboard press control, shift, colon and then the letter you want to put an umlaut on:

Ctrl + shift + : + a = ä

Ctrl + shift + : + o = ö

Ctrl + shift + : + u = ü

Press "Caps Lock" first, then the code, to get the upper case version of these characters.

And for the eszett use the & sign:

Ctrl + shift + & + s = ß

Some newer keyboards will also make the Euro symbol when you type (e) it becomes €

2. Some programs you're working in, such as **email** and **Facebook**, may not take these codes. For those you can use the Alt codes. Hold down alt, press the series of numbers, releasing alt with the last number.

Alt + 1 3 2 = ä

Alt + 1 4 2 = Ä

Alt + 1 4 8 = ö

Alt + 1 5 3 = Ö

Alt + 1 2 9 = ü

Alt + 1 5 4 = Ü

Alt + 2 2 5 = ß

3. In some programs such as **Powerpoint** you need to use "insert" and find the symbol. Go to Insert, Symbol, then scroll until you find the symbol you want, click on it & click Insert. There is a "Recently used symbols" bar which can save time.

For another time saver look next to the shortcut key button. It tells you keystrokes for that symbol. For example Alt + Ctrl + e gives you €

You can even program your own shortcut keys into your keyboard. After finding your symbol, click on "Shortcut Key" and type in what you want the shortcut to be. For example "Ctrl + a" would be a quicker shortcut to ä than any I've given here.

So there's no longer a need to find a black pen & write in umlauts 😊