

Aide 1 Setting up Word for French

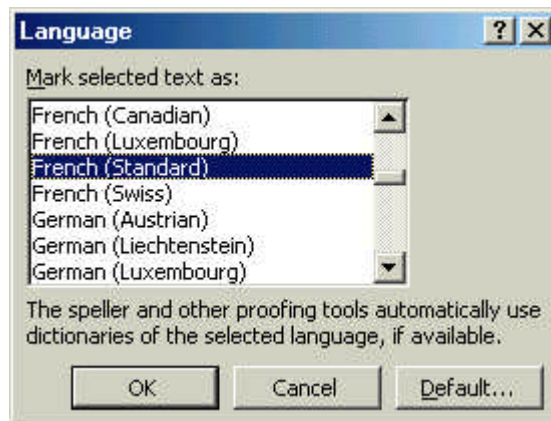
- Always follow these three steps when you type French.

Step 1 Set Language

Select **Tools** then **Set Language**.

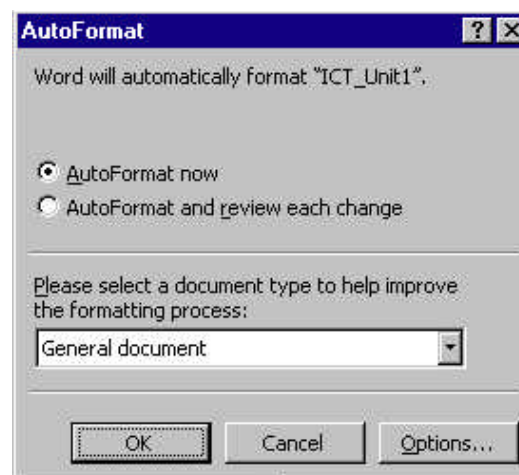
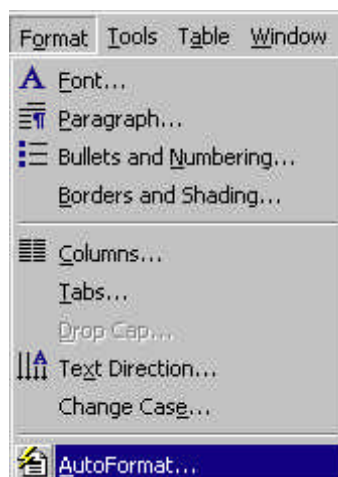


Wind down the slider bar to **French (Standard)**. Select **OK**.



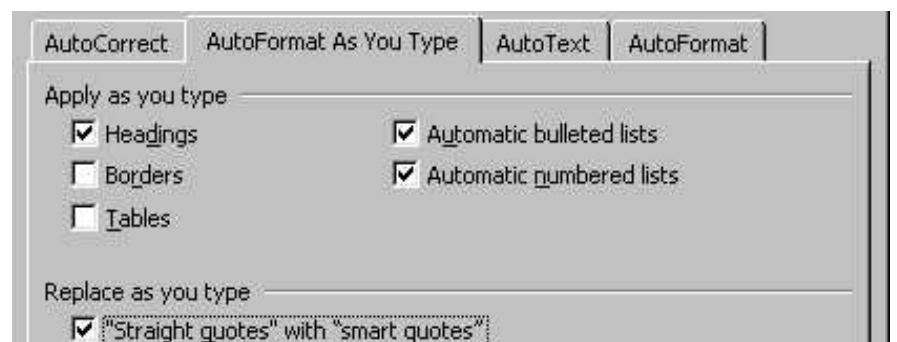
Step 2 Set Smart Quotes

Select **Format**, then **AutoFormat**, then **Options**.



Select **AutoFormat As You Type**.

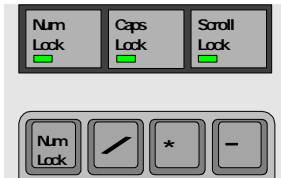
Make sure the **"Straight quotes" with "smart quotes"** box is ticked. If not, click the empty box, then select **OK**.



Step 3 Enable Special Characters

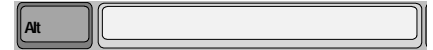
Make sure **NUM LOCK** is on.

The NUM LOCK light is above the **numeric keypad**.
If it is off, press and release the NUM LOCK key.

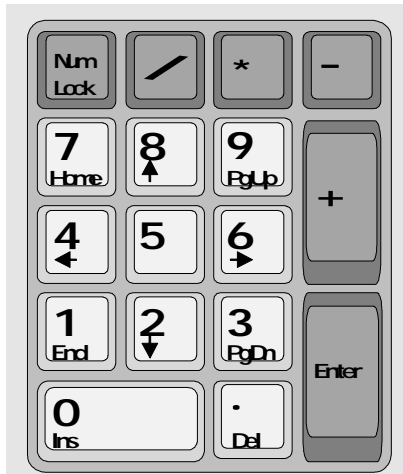


Hold down ALT, type a **code** then **release ALT**.

The ALT key is on the **left** of the **space bar**.



On the numeric keypad,



type 0192 to get À and 0224 to get à
type 0194 to get Â and 0226 to get â
type 0199 to get Ç and 0231 to get ç
type 0200 to get È and 0232 to get è
type 0201 to get É and 0233 to get é
type 0202 to get Ê and 0234 to get ê
type 0203 to get Ë and 0235 to get ë
type 0206 to get Î and 0238 to get î
type 0207 to get Ï and 0239 to get ï
type 0140 to get Œ and 0156 to get œ
type 0212 to get Ô and 0244 to get ô
type 0217 to get Ù and 0249 to get ù
type 0219 to get Û and 0251 to get û

■ If you **always** follow these **three steps**, you will not only avoid the wavy red and green underlines.

The computer will also display your **smart quotes**

« »

and **accented characters**

À à Â â Ç ç È è É é Ê ê Ë ë Î î Ï ï Œ œ Ô ô Ù ù Û û

correctly.