

## Using Special Characters in OVERS

The OVERS system will allow you to enter and search for names that contain common international letters.

Special characters can be typed by holding down the **Alt** key while also typing the 4-digit number code corresponding with the character. For instance, if you want to type the name Nuñez, you would first type the letters **N** and **u**. To type the ñ you would hold down the **Alt** key while typing the numbers 0241. Once you've typed the special character, you can complete the name by typing as usual.

The table below contains a complete list of the special characters recognized by OVERS with their corresponding keyboard codes.

Code		Code		Code		Code	
Á	Alt+0193	Ê	Alt+0202	Ñ	Alt+0209	Ú	Alt+0218
á	Alt+0225	ê	Alt+0234	ñ	Alt+0241	ú	Alt+0250
Â	Alt+0194	Ë	Alt+0203	Ó	Alt+0211	Û	Alt+0219
â	Alt+0226	ë	Alt+0235	ó	Alt+0243	û	Alt+0251
Ä	Alt+0196	Í	Alt+0205	Ô	Alt+0212	Ü	Alt+0220
ä	Alt+0228	í	Alt+0237	ô	Alt+0244	ü	Alt+0252
Ã	Alt+0195	Î	Alt+0206	Ö	Alt+0214	Ý	Alt+0221
ã	Alt+0227	î	Alt+0238	ö	Alt+0246	ý	Alt+0253
É	Alt+0201	Ï	Alt+0207	Õ	Alt+0213	ÿ	Alt+0159
é	Alt+0233	ï	Alt+0239	õ	Alt+0245	ÿ	Alt+0255