

# PAF - Diacritics

Diacritics are defined in the Family Search glossary:

## Diacritic

A mark over a letter that changes the sound and sometimes the alphabetical order of a word.

Diacritics are used in most European languages. You can enter diacritics into PAF data screens. The following was extracted from the PAF User's Guide. Click on PAF Help, and then on User's Guide. This brings up the User's Guide in Adobe. Go to the end of the User's Guide, to the index and look for [diacritics](#), and click on the link.

## Typing diacritics and special characters

You can use different methods to input diacritics and special characters:

- You can use the character map.
- You can press the Alt key and type the character's decimal equivalent on the 10-key pad.

## How to use the character map to type diacritics

The character map lists the available diacritics. If your computer does not contain the diacritics that you need, follow the steps below to input them.

### Steps

1. Place the cursor where you want the diacritic to appear.
2. On the Individual screen or Marriage screen, click **Options**, and select **Symbol**.  
Or on the Notes screen, from the **Edit** menu, select **Symbol**. Or press **F7**.
3. From the Subset field, select the character set that you want to use.
4. Click the character that you want, and click **Insert**.
5. To close the character map, click **Close**.

## How to use the 10-key pad to type diacritics

Some people prefer to use the 10-key pad to input diacritics.

### Steps

1. Make sure that the **Num Lock** key is on.
2. Hold down **Alt**, and type the character's decimal equivalent on the 10-key pad.  
For example, to input á, press the Alt key, and type 0225.
3. Release **Alt**. The wanted character should appear. **Some characters require entering a leading zero, and others do not. If you omit the leading zero, and a different character appears, try again with the leading zero.**

## Decimal numbers for diacritics

Decimal numbers for diacritics are contained within the complete ASCII character set. ASCII is defined in the Family Search glossary: *A type of data format for computers. ASCII contains a specified set of letters, numbers, characters, and spaces.* The complete ASCII character set defines 256 different symbols, with decimal equivalents from 0 to 255. Many of these 256 symbols are unprintable. Some are control characters: carriage return, line feed, escape, bell, etc. Those that are printable are listed in the table below: with headings **Dec** = ASCII decimal equivalent, and **Char** = printable character. Diacritics for European languages are located near the end of the table: decimal numbers 192-255.

## Using diacritics in the PAF Global Search and Replace Function

The PAF Global Search and Replace Function cannot be used to place diacritics into multiple names, because that function works only on the full name. It **can** enter diacritics into place names and notes by using the 10-key pad method, or by using copy and paste to define the [Search for](#) or [Replace With](#) boxes.

## Printable ASCII Character Set

Dec	Char
32	Space
33	!
34	"
35	#
36	\$
37	%
38	&
39	'
40	(
41	)
42	*
43	+
44	,
45	-
46	.
47	/
48	0
49	1
50	2
51	3
52	4
53	5
54	6
55	7
56	8
57	9
58	:
59	;
60	<
61	=
62	>
63	?
64	@
65	A
66	B
67	C
68	D
69	E
70	F
71	G
72	H
73	I
74	J
75	K
76	L
77	M

Dec	Char
78	N
79	O
80	P
81	Q
82	R
83	S
84	T
85	U
86	V
87	W
88	X
89	Y
90	Z
91	[
92	\
93	]
94	^
95	_
96	`
97	a
98	b
99	c
100	d
101	e
102	f
103	g
104	h
105	i
106	j
107	k
108	l
109	m
110	n
111	o
112	p
113	q
114	r
115	s
116	t
117	u
118	v
119	w
120	x
121	y
122	z
123	{

Dec	Char
124	
125	}
126	~
130	,
131	f
132	„
133	...
134	†
135	‡
136	^
137	‰
138	Š
139	<
140	Œ
142	Ž
145	‘
146	’
147	“
148	”
149	•
150	—
151	—
152	~
153	™
154	Š
155	>
156	Œ
159	ÿ
161	ı
162	ç
163	£
164	¤
165	¥
166	
167	§
168	¨
169	©
170	ª
171	«
172	¬
173	ı
174	®
175	¯

Dec	Char
176	°
177	±
178	²
179	³
180	´
181	µ
182	¶
183	·
184	,
185	ı
<b>186</b>	°
187	»
188	¼
189	½
190	¾
191	ı
192	À
193	Á
194	Â
195	Ã
196	Ä
197	Å
198	Æ
199	Ç
200	È
201	É
202	Ê
203	Ë
204	Ì
205	Í
206	Î
207	Ï
208	Ð
209	Ñ
210	Ò
211	Ó
212	Ô
213	Õ
214	Ö
215	×
216	Ø
217	Ù

Dec	Char
218	Ú
219	Û
220	Ü
221	Ý
222	Þ
223	ß
224	à
225	á
226	â
<b>227</b>	ã
228	ä
229	å
230	æ
231	ç
232	è
233	é
234	ê
235	ë
236	ì
237	í
238	î
239	ï
240	ð
<b>241</b>	ñ
242	ò
243	ó
244	ô
245	õ
<b>246</b>	ö
247	÷
248	ø
249	ù
250	ú
251	û
252	ü
253	ý
254	þ
255	ÿ