



Virtual Language Systems

Learning Centre

The screenshot shows the Virtual Language Systems Learning Centre website. At the top, there is a navigation bar with the following tabs: **Virtual Language Systems**, **Learning Centre** (selected), **Language Test**, **Online Courses**, and **Support Centre**. Below the navigation bar, there is a secondary menu with links: **Home**, **View Exercises**, **View Courses**, **Scores by course**, **Scores by user**, and **Log out**. On the right side of the secondary menu, there are flags for the United Kingdom, Spain, Germany, and Italy.

The main content area features a large banner image of a woman wearing a headset, with the text "Specialists in digital language learning" overlaid. Below the banner, there is a "Welcome" section with the following text:

Welcome

Learners - click on View Courses to start your work.

Tutors - click on View Exercises to create courses and workplans for your learners. Later, you can follow up their progress via the View Scores screen.

Tutors can also create their own exercises by filling in the easy-to-use exercise templates.

Download the **User Guide** for comprehensive instructions.

At the bottom of the page, there is a footer with the text: "All content © Virtual Language Systems Ltd. | Disclaimer | [How to type special characters](#) y".

On the right side of the page, there is a sidebar with the following sections:

- Welcome**
- Learners**
 - Click on **View Courses** on the black bar to get started.
 - Brief instructions**
- Tutors**
 - Full User Guide**
 - English exercises - contents list**

User Guide



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1. INTRODUCTION

Purpose of this guide

This guide explains how to get in to the Virtual Language Systems Learning Centre website, and how to find what you need once you are in. Section 2 of this guide gives a brief overview of the contents of the Learning Centre. Section 3 contains information for students on how to find their courses and how to work on these courses. Section 4 contains information specific to teachers on how to create and edit exercises, create and edit courses, and assign courses to students.

Quick guide for new users (tutors)

This is what you will need to do to be able to use the Learning Centre:

1. (If you do not have a tutor username and password.) Use your authorisation code to create your tutor account. [Click for instructions](#)
2. (If you have been given a username and password.) Use your username and password to enter the Learning Centre. [Click for instructions](#)
3. Go to the Online Courses/View Exercises to see all the exercises currently available. [Click for instructions](#)
4. Select the exercises you want to use to form a course. [Click for instructions](#)
5. Create a student account. [Click for instructions](#)
6. Assign your course to your student(s). [Click for instructions](#)
7. Check that your students have done the work. [Click for instructions](#)
8. Create your own exercises. [Click for instructions](#)
9. Use the language test. [Click for instructions](#)
10. Use the Support Centres. [Click for instructions](#)
11. Use the Online Forums. [Click for instructions](#)

Creating your account

Logging in



The screenshot shows the Virtual Language Systems Learning Centre website. The page is divided into two main sections: a 'Welcome' area on the left and a 'Log in' area on the right. The 'Welcome' area features a banner with a young boy using a laptop and the text 'The most flexible and comprehensive online language learning resource available'. Below the banner, there is a list of features and a 'Register' button. The 'Log in' area contains a form with fields for 'Username', 'Password', and 'Support Language' (set to 'English'), and a 'Log-in' button. Below the login form is a 'Register' section with fields for 'Code 1' and 'Code 2', and a 'Submit' button.

This is where tutors and learners log in to the Learning Centre. Enter your details in the *Log in* section at the top-right of the screen. Students should receive their login details either from their tutor or in an automatic email. Tutors should receive their details either from the Learning Centre administrator in their school, or by registering their account.



To register your account as a tutor

1. Obtain your institution's authorisation code. If nobody at your institution has this code, please contact us at info@vl-systems.com
2. Go to <http://www.vl-systems.com/school/login.asp>
3. Enter your institution's authorisation code in the fields in the *Register* section at the bottom-right of the screen. You should now see this screen.

4. Enter a username and password, then select tutor from the drop-down menu.
5. Enter your email address
6. Select the languages that you want to be able to use. You can select more than one language by holding Shift or Control while you select with your mouse.
7. Click Submit. Your details will be added. The window will close.
8. You will be taken back to the log in screen, where you will now be able to log in to your account using the username and password you have just created.

To create student accounts

1. Log in to the Learning Centre.
2. Select Add User from the black bar.
3. Add the username and password as required.
4. Add an email address. This is not obligatory, but if you do not enter an address, the student will not receive notifications of results from the Language Test.
5. Highlight the languages that you want the student to be able to use. You can select more than one language from the list by pressing Control on your keyboard while you click the language with your mouse.
6. Click Submit.

Support Language

On the log in screen, select the language that you want to view the Learning Centre in.

Technical requirements

- Pentium II 266 MHz
- Internet connection (broadband preferred)
- Soundcard & speakers
- Windows NT/2000/XP/Vista
- Internet Explorer 5.5 or above, Windows Media Player, Windows Sound Recorder OR
- Netscape 6 or above, Realplayer 6, Windows Sound Recorder
- Flash plug-in

These are minimum requirements.

2. OVERVIEW

The parts of the Learning Centre



1. Language Test

100-point tests in English, French, German, Italian and Spanish

Click on *Language Test* on the top tabs



2. Online Courses

More than 2000 exercises in 6 languages.

Click on *Online Courses* on the top tabs



3. Support Centre

Grammar, functional language and glossaries in English, French, Spanish and German.

Click on *Support Centre* on the top tabs



4. Administration

This is where you can add new users, see the users on your system and take part in the online forum.

Click on *Learning Centre* on the top tabs

There is also an Online Forum where users can swap ideas on language teaching, and ask questions about the learning centre. To access the Online Forum, go to Learning Centre (top tab), and Online Forums (black bar).

Click on a discussion title to go into that discussion. Once in the discussion, you can take part by clicking on Reply to this post.

3. THE LANGUAGE TEST



The language test is available in English, French, German, Italian and Spanish. It consists of 100 questions in 10 sections. The questions in each section get progressively more difficult. If you get more than three questions wrong in a section, or skip more than three questions, you will automatically be taken to the start of the next section.

The test can be used by tutors to assess the level of their students, and by students to measure their progress.

There are 10 sections in the test. This is what you need to do in each section:

1	Click on the incorrect word in the sentence
2	Listen - True or False
3	Multiple choice
4	Listening – multiple choice
5	Reading – two similar texts
6	Type a word in the gap (with a cue word)
7	Type a word in the gap (no cue word)
8	Listening – multiple choice
9	Long reading comprehension
10	Listening – type in

You can take the language test as many times as you want. This means that you can use it as a measure of your progress.

Instructions

1. Select the language that you want to be tested from the drop-down menu at the top-right and click *Submit*.
2. You will be taken to a sound check and a contents list. Click through these.
3. Follow the instructions in each section. Click on or type in the correct answer then click on *Next Question*. If you do not know the answer, click on *Skip Question*.
4. If you answer three questions incorrectly, or click on *Skip Question* three times in one section, you will automatically be taken to the start of the next section.
5. At the end of the test you will see a graph summarising your results. You will then receive an email with a breakdown of your results.

4. THE ONLINE COURSES

Students – this is where you complete the exercises that your tutor has assigned to you. Click on View Courses to see the courses available. Click on the name of the course to see the exercises in that course. Click on the exercise name to do the exercise. When you have completed an exercise, your score will appear on the course screen. Your tutor will be able to see this score.

Tutors – this is where you can:

1. view all the exercises that are available to you,
2. organise these exercises into courses that you can use with your students,
3. assign your courses to students,
4. check on your students progress,
5. create new exercises.

Viewing exercises

Click on *View Exercises* to see this screen:




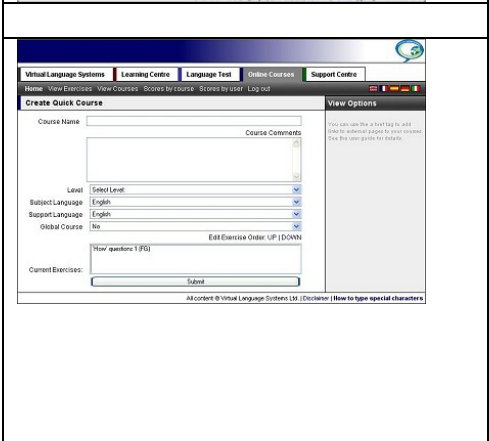
This is where you can view all the exercises in the Learning Centre. As there are thousands of exercises available, you can organise what you see in several ways to make it easier. Use the search box on the right to view only the exercises in the language that you teach. Once you have done this, click on the word Level at the top of the column to sort the exercises by difficulty. After this, use the First/Prev/Next/Last buttons to look through the exercises.

When you have found an exercise that you may want to use, click on the exercise name to see it. The exercise will open in a new window.

Creating courses

Once you have found exercises that you want to use, you will need to organise these into courses to be able to then assign them to your students.

To create a course:

	<ol style="list-style-type: none"> 1. Check the box in the ID column next to the exercise you want to use. A tick will appear in the box. 2. Repeat this until you have all the exercises that you want in the course. You can use the Search box and the Prev/Next buttons to look for more exercises – the Centre will remember the exercises you have already ticked.
	<ol style="list-style-type: none"> 3. Give your course a name 4. The text you enter in the box below the course name will appear above the exercises in the course. You can use this space to give instructions to the students. You can also use it to insert a link to another web page. Use this html code to do this – <pre>This text will appear as a link </pre> 5. Click on Submit when you have completed all the details.

You can also use the “Global” courses provided by Virtual Language Systems. To do this:

1. Find a global course that you want to use. (You can tell which courses are global by the fact that you do not have the option to ‘delete’ in the Admin column).
2. Click Edit.
3. Give the course a new name.
4. Click Save As (New Course).

The course will now appear as one of your courses. This means that you will be able to assign it to students.



Assigning courses to students

When you have created a course, you need to assign it to a student so that the student will see the course when they log in.

To assign a course to a student:

	<ol style="list-style-type: none"> 1. On the View Courses page, click on Select Course (under Enrolment in the right column). You will see a list of your courses. (The courses that you have saved personally, not global courses). 2. Click on the name of the course, and then on Enrol.
	<p>You will see the Course Enrolment screen</p> <ol style="list-style-type: none"> 1. Click a student name in the box on the right. (The list in this box will contain the names of all the students who have been registered in your school.) 2. Click on Enrol Students.

When your student next logs in to the Learning Centre they will be able to see the course that you have assigned to them.

Checking that your students have done the work

Once you have assigned work to students, you will need to check that they have done the work. There are two ways of doing this:

1. Go to Online Courses (top tab), then Scores by course (black bar). You will see a list of your courses. Click on any course to see a list of the students that you have enrolled on that course. Click on the students name to see the exercises that they have done.
2. Go to Online Courses (top tab), then Scores by user (black bar). You will see a list of students. Click on a student name to see a list of courses that you have enrolled that student on. Click on the course name to see the exercises that they have done in that course.

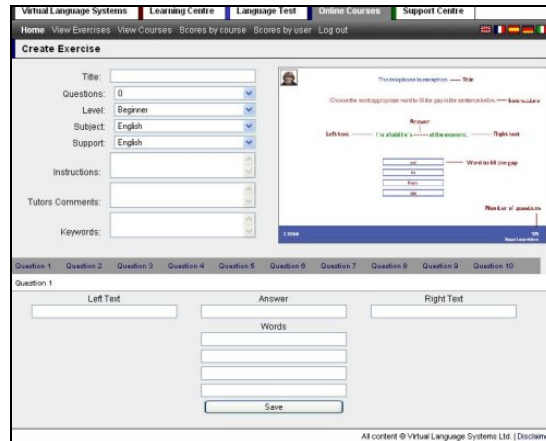
This is the screen that you will see.

Name	VLT	First Login	Last Login	Login Count	Avg. Score
info_campese	N/A	N/A	N/A	N/A	87%
info_arias	N/A	N/A	N/A	N/A	71%
info_cambello	N/A	N/A	N/A	N/A	N/A
info_fabre	N/A	N/A	N/A	N/A	70%
info_garcia-chabre	N/A	N/A	N/A	N/A	66%
info_hiler	N/A	N/A	N/A	N/A	N/A
info_indresnac	N/A	N/A	N/A	N/A	82%
info_morales	N/A	N/A	N/A	N/A	60%
info_morales	N/A	09/02/08 19:46	09/02/08 19:58	2	82%
info_pouchet-camez	N/A	N/A	N/A	N/A	N/A
info_ramos	N/A	N/A	N/A	N/A	20%
info_rpg	N/A	N/A	N/A	N/A	73%
info_senica	N/A	N/A	N/A	N/A	N/A
info_talbot	N/A	27/02/08 15:00	27/02/08 15:47	5	81%

Creating exercises

This section describes the steps necessary to create each exercise type.

General template



The templates for all the exercise types have a similar look and feel. There are three broad areas:

1. Administration (left side of the screen)

In this section you have to:

- Give your new exercise a title. Try to choose a title that will distinguish it from other similar exercises.
- Specify how many questions are in your exercise. It is important that you specify this at the beginning of the process – if you save the exercise while this is set to 0, you will lose all your work. If you are not sure how many questions you are going to put in the exercise, select 10 – it is easy to change this afterwards.
- Specify the level of your exercise. This level will appear on the exercise menu and is for reference - to make it easier for other tutors to use your exercises.
- Specify the language – again, this is for reference on the exercise menu.
- Specify the support language – the language of the tutor comments and instructions.
- Type in the instructions.
- Type in the tutor comments. Include any clues you think will be useful, and references to other material the students may find useful to do the exercise.
- If necessary, type in some key words to help other teachers to find your exercise. This may be useful when the title of your exercise does not refer to the grammar content.

2. Example (right side of the screen)

This area shows an example of how the text that you write will appear on the finished exercise. The content of this part is fixed – it will not change as you type.

3. The questions (bottom of the screen)

This is where you type in the questions and the answers. This area is different in each exercise type and is described in more detail on the following pages.

Fill in the gaps

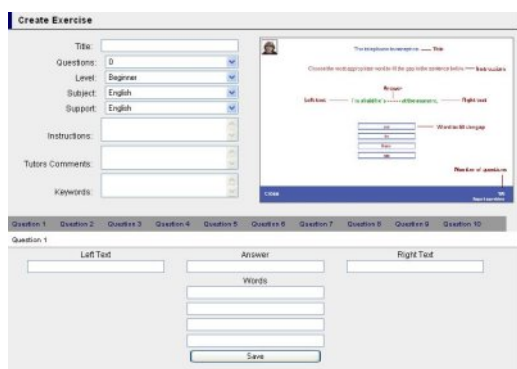


In this exercise, the student fills the gap in a sentence by selecting from up to 4 options.

This exercise type has been used for:

- Conjugating verbs - see exercise 527 (Fr), 1154 (G), 575 (Sp).
- Choosing from closed vocabulary sets, such as pronouns - see exercise 1698 (Eng), 886 (Fr), 595 (G), 645 (Sp).
- Translation – see exercise 1837 (G).
- Quizzes - 1448 (Fr), 2099 (G).

Creating the exercise



Questions and Answers

1. Fill in the administration section.
2. Write the question, making sure that the answer, and only the answer, is contained in the box in the middle. You can, if necessary leave either the right or left box blank.
3. Write the four options, one of which, obviously, must be the correct answer. You must write the answer exactly the same as in the answer box.
4. Click on number 2 and repeat.
5. Click on Save when you have finished adding questions.

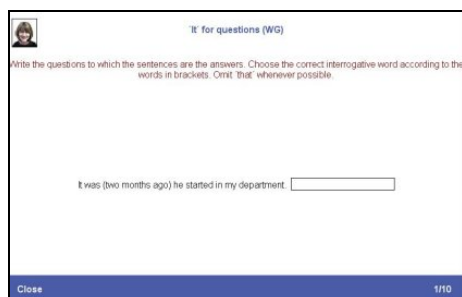
Advanced tips

- Try to include only the target language in the answer.
- Try to make all the other options plausible and grammatically possible.

Important points to remember

- Do not type a space after the word in the answer box.
- Make sure that you specify how many questions there are, before clicking on Save.
- Do your exercise as a student after finishing it, to check for problems such as spelling mistakes, more than one possible answer, or things not working properly.
- Make sure that you type the answer **exactly** the same as the correct option.

Write in the gaps

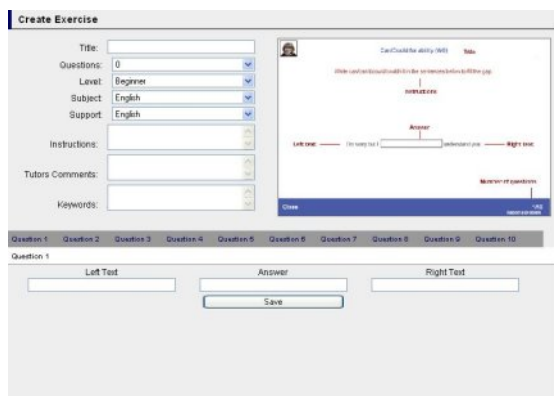


In this exercise, the student types the answer into a box. The answer can be at the beginning, in the middle, or at the end of a sentence.

This exercise has been used for:

- Conjugating verbs – see exercise 926 (Eng), 331 (Fr), 693 (G), 579 (Sp).
- Translations – see exercise 1552 (Fr), 1190 (G), 1048 (Sp).
- Anagrams – see exercise 1084 (Fr), 1296 (Sp).
- Odd one out – see exercise 1056 (Fr).

Creating the exercise



Questions and Answers

1. Fill in the administration section.
2. Write the question, making sure that the answer, and only the answer, is contained in the box in the middle. You can, if necessary leave either the right or left box blank.
3. Click on number 2 and repeat.
4. Click on *Save* when you have finished adding questions.

Advanced tips

- Try to include only the target language in the answer.
- It is often useful to use this exercise after a Fill in the Gaps exercise with a similar target. In this way, students can progress from an easier to a more difficult task: from recognition to production of the target language.

Important points to remember

- Specify the number of questions in the *Questions* box before you start working on the exercise **even if you do not yet know how many questions you are going to put in the exercise**. If you leave this at zero, then click on *Save* after creating your exercise, all your work will be lost.
- Make sure that there is only one possible answer to the question. This exercise can be very frustrating and counterproductive for the student if they try to enter a correct answer and find that the exercise marks it as wrong.
- Do not type a space after the word in the answer box.

Find the mistake

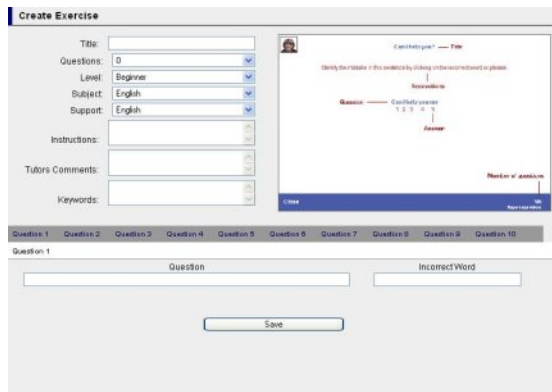


In this exercise, the student reads a sentence and clicks on the one word in the sentence which either contains a mistake, or does not fit.

This exercise type has been used in the following ways:

- Choose between two options, saying which one is incorrect – see exercise 910 (Eng), 621 (Fr), 888 (G), 671 (Sp).
- Find any word in the sentence that is wrong – see exercise 965 (Fr) 544, 2144 (Eng), 853 (Sp).
- Find the odd one out – see exercise 1094 (Fr).
- Find the noun – see exercise 1839 (G).

Creating the exercise



Questions and Answers

1. Fill in the administration section.
2. Type the whole sentence into the Question box.
3. Enter the position of the incorrect/odd word in the sentence, into the *Answer* box. For example, in this sentence, 'I be from Manchester.' you would enter '2' in the box.
4. Click on number 2 and repeat.
5. Click on *Save* when you have finished.

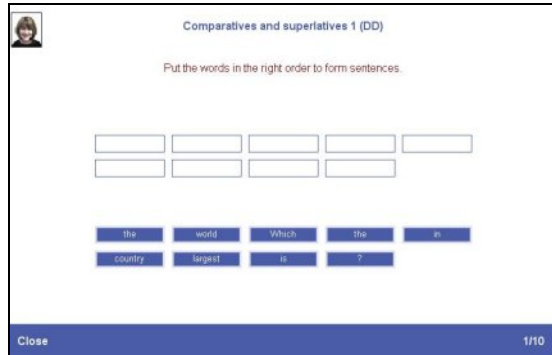
Advanced tips

- Make sure that the 'mistake' can be attributed to only that word. This exercise is not easy to use with multi-part verbs, for example, 'I am coming from Manchester.' (I come from Manchester). In this example, it would be impossible to pinpoint the mistake to one word.
- Make sure that there really is a mistake in the sentence – that the sentence can not be construed in a different way.

Important points to remember

- Make sure that the instruction tells the student exactly what they have to do.

Drag and drop



In this exercise, the student looks at a series of jumbled words and has to order them to make a sentence.

This exercise type can be used in the following ways:

- The jumbled sentence answers a question – see exercise 2870 (Sp).
- The jumbled sentence is a translation of the sentence above – see 2872 (Sp).
- The jumbled sentence is a rewording of the sentence above – see 2783 (Eng).
- The jumbled sentence has to fit a grammatical ‘formula’ without any prompt sentence – see 3260 (Eng).

Creating the exercise



Questions and Answers

1. Fill in the administration section.
2. Type the prompt sentence into the ‘Phrase 1’ box. This is not obligatory.
3. Enter the sentence to be jumbled into the boxes below in the correct order. The ‘jumbling’ will happen automatically.
4. Click on number 2 and repeat.
5. Click on Save when you have finished.

Advanced tips

- You can choose to give the learners clues by using a capital letter to show the first letter in the sentence, and a full stop to show the last.
- You can put two or more words together in a box, for example, you may prefer to leave the infinitive ‘to go’ together as one unit.

Important points to remember

- Make sure that the order that you specify is the only possible order for the words that you have included.

Listen and answer

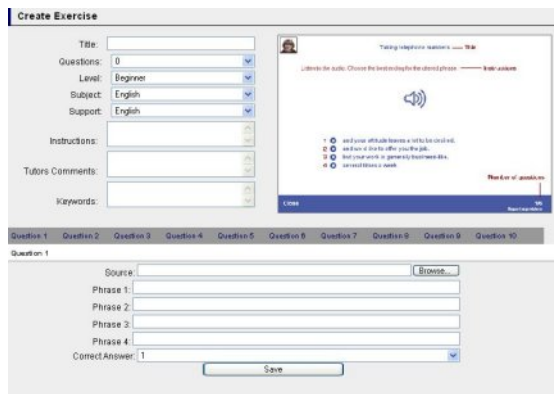


In this exercise, the student listens to a short audio piece and then selects one of up to four options describing/completing what was heard. This exercise has been used in the following ways:

- The four options are possible replies to the audio clip – see exercise 1632 (Fr), 1640 (G), 1642 (Sp).
- The four options are possible translations of the audio clip - see exercise 2164 (Eng), 1799 (Fr), 1791 (G), 1789 (Sp).

Creating the exercise

At the moment, this exercise can only be created by Virtual Language Systems. If you want to create an exercise, please contact us and we will help you to do so. To create this exercise, you will need to have audio clips ready to use on your computer.



Questions and Answers

1. Fill in the administration section.
2. Click on *Browse...* to find the audio clips on your computer.
3. Type in the four options.
4. Specify the correct option.
5. Click on number 2 and repeat.
6. Click on *Save* when you have finished.

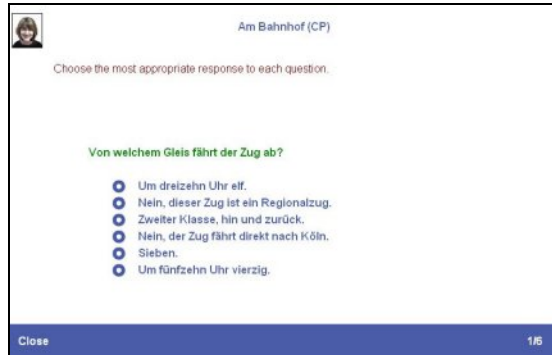
Advanced tips

- At higher levels, it will be useful to use longer clips with the answer 'hidden' or 'disguised' among other language.

Important points to remember

- Your instruction needs to be applicable to all the questions.
- You will need to enter the audio clip for each question separately, even if you are using the same audio clip for more than one question.

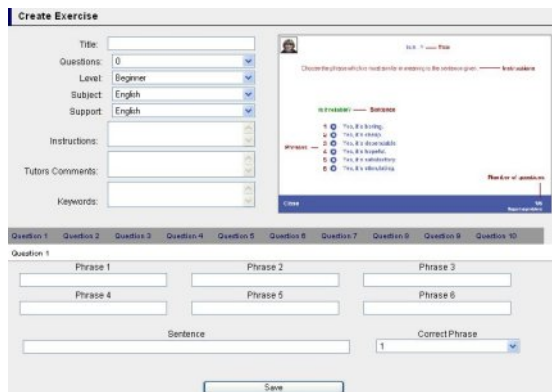
Choose the phrase



In this exercise, the student responds to a prompt by selecting from up to six options. This exercise has been used in the following ways:

- The options are possible definitions of the prompt – see exercise 1196 (G).
- The options are possible translations of the prompt – see exercise 894 (G), 687 (Sp).
- The prompts and options form an ongoing text – see exercise 1341 (Fr).
- The prompts and options form question/answer pairs – see exercise 788 (Eng), 587 (Fr), 603 (G), 539 (Sp).
- The options are alternative ways of saying the prompt - see exercise 1024 (Sp).
- A quiz – see exercise 1279 (G).

Creating the exercise



Questions and Answers

1. Fill in the administration section.
2. Type in the prompt sentence.
3. Type the answer in one of the *Phrase* boxes.
4. Specify the correct option.
5. Click on number 2 and type in the next question. Type the answer in another phrase box.
6. Click on *Save* when you have finished.

Advanced tips

- Make sure that only one option is possible for each question. Think of different, unusual contexts that may make an option possible.

Important points to remember

- This exercise can take a maximum of six questions.
- The options are the same in all questions.

Read and answer

Adverbs of frequency 3 (RA)

Read the sentence below. Is it about Text A or Text B? Click on the correct text.

Text A
 Michael Swann usually gets up at 5.00 in the evening, every day of the week. He gets up at 5.30 at weekends. He usually has cornflakes for breakfast. He goes to work at 6.30. He always starts work at 7.00. He never works on Saturdays or Sundays. He usually plays

Text B
 Sarah Swann normally gets up at 5.00 in the morning. She has cornflakes for breakfast and goes to work at 6.15. She starts work at 7.15. She doesn't usually work on Tuesdays or Wednesdays. She goes shopping or visits friends. Sarah gets home at about

This person gets up early in the morning.

In this exercise, the student reads two texts, then after reading a statement relating to one of the texts, clicks on the text that the statement refers to. This exercise type has been used to focus on:

- Comprehension of content - see exercise 1168 (Eng), 1160 (G), 750 (Sp).

Creating the exercise

Create Exercise

Title:

Questions: 0

Level: Beginner

Subject: English

Support: English

Instructions:

Tutors Comments:

Keywords:

Question 1 Question 2 Question 3 Question 4 Question 5 Question 6 Question 7 Question 8 Question 9 Question 10

Question 1

Text A

Text B

Sentence: Answer: Text A

Save

Questions and Answers

1. Fill in the administration section.
2. Type the reading texts into the two text boxes at the bottom of the screen. You can also paste text into these boxes.
3. Type the question/statement into the question box.
4. Specify the correct text.
5. Click on number 2 and type in the next question.
6. Click on Save when you have finished adding questions.

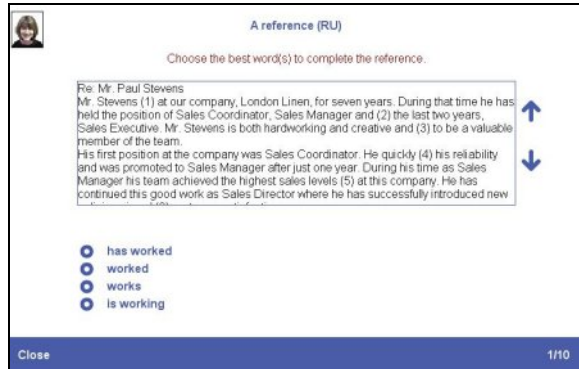
Advanced tips

- Try to make sure that the answer to one question does not give away the answer to the next one. For example, if question 1 says, 'This text is written in a formal style', then question 2 should not say, 'This text is written in an informal style'.
- Make sure that the question relies on a reading of the text, and that it can not be answered by general knowledge.

Important points to remember

- Check that the exercise works properly by doing it yourself once you have saved it. Try to approach it from the students' perspective.
- You can use html tags in this exercise to add some format to the text. See page 24 of this guide for instructions.

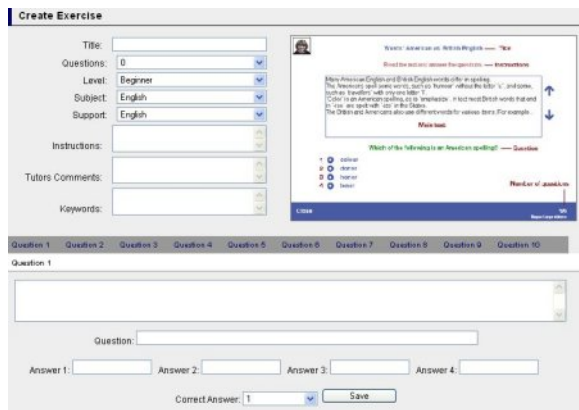
Read and understand



In this exercise, the student reads a text then answers questions on the text by selecting from up to four options. This exercise has been used in the following ways:

- Comprehension of content – see exercise 1809 (Sp).
- Gap-fill around a theme – see exercise 1724 (Sp).

Creating the exercise



Questions and Answers

1. Fill in the administration section.
2. Type the reading text into the *Main text* box at the bottom-left. You can also paste text into this box.
3. Type the question into the *Question* box.
4. Type the four options.
5. Specify the correct option.
6. Click on number 2 and repeat.
7. Click on *Save* when you have finished.

Advanced tips

- You can use html tags to make text bold or italicised in the *Main text* box. See appendix 2 on page 24 for a quick guide to these.

Important points to remember

- Check your reading text carefully, especially if you have pasted it into the box, to make sure that the formatting is correct.

Drag and drop with image



In this exercise, the student looks at a series of jumbled words and has to order them to make a sentence.

This exercise type can be used in the following ways:

- The jumbled sentence answers a question – see exercise 2870 (Sp).
- The jumbled sentence is a translation of the sentence above – see 2872 (Sp).
- The jumbled sentence is a rewording of the sentence above – see 2783 (Eng).
- The jumbled sentence has to fit a grammatical ‘formula’ without any prompt sentence – see 3260 (Eng).

Creating the exercise



Questions and Answers

1. Fill in the administration section.
2. Select the image that you want to use from your computer. The image must be in jpg format.
3. Enter the sentence to be jumbled into the boxes below in the correct order. The ‘jumbling’ will happen automatically.
4. Click on number 2 and repeat.
5. Click on Save when you have finished.

- You can choose to give the learners clues by using a capital letter to show the first letter in the sentence, and a full stop to show the last.
- You can put two or more words together in a box, for example, you may prefer to leave the infinitive ‘to go’ together as one unit.

Important points to remember

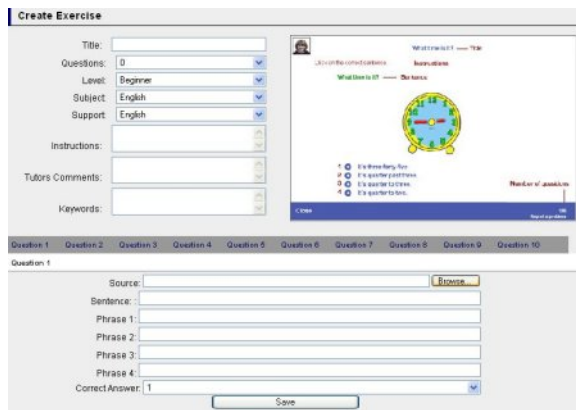
- Make sure that the order that you specify is the only possible order for the words that you have included.

Multiple choice with image



- In this exercise, the student selects the answer to a question from up to 4 options.

Creating the exercise



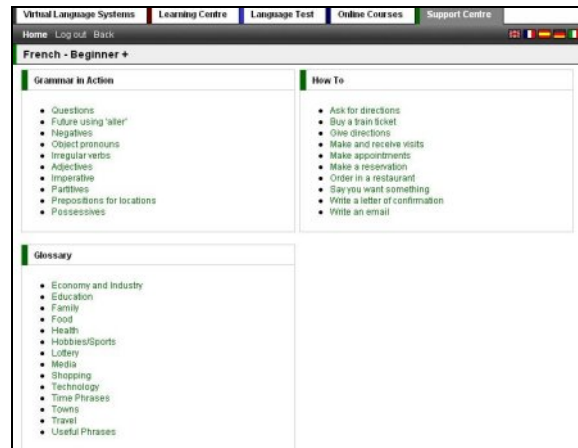
Questions and Answers

1. Fill in the administration section.
2. Select the image that you want to use from your computer. The image must be in jpg format.
3. Type in the question in the Sentence box.
4. Type in the options.
5. Specify which option is correct.
6. Click Save.

5. THE SUPPORT CENTRE

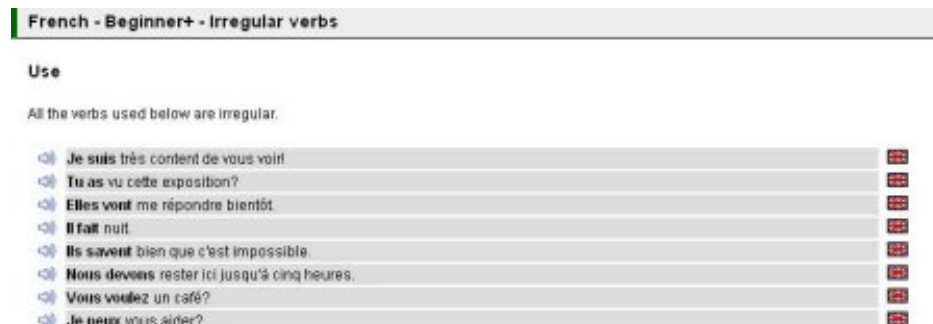


The Support centre contains grammar, functional guides and a glossary at 4 levels in English, French, Spanish and German. Select a language and a level from the drop-down menus at the top-right of the page. You will see this page:



From here you can select the grammar, functional and glossary reference pages for your level.

Most pages have speaker icons. Click on these to hear examples of the language in use. Point your cursor at the flags to see a translation of each example.





6. TROUBLESHOOTING AND FAQs

What to do if:

You can't find your institution's authorisation codes	email us at info@vl-systems.com
You can't find your username/password	Check to see if the Learning Centre administrator in your institution can help. If not, email us at info@vl-systems.com
You have edited an exercise, but the change doesn't appear on the screen.	Click anywhere on the exercise with your right mouse button. Select <i>Refresh</i> .



8. APPENDIX

Special characters

These are the special characters that you may need when writing. Press the number while keeping Alt pressed. For example, pressing Alt + 0225 will give you á. Some laptops require Alt and Fn keys to be pressed.

À - 0192	Á - 0193	à - 0224	á - 0225	Â - 0194	â - 0226	Ä - 0196	ä - 0228
	ß - 0223			º - 0186 (masculine ordinal number in Spanish)			
Ç - 0199	ç - 0231			ª - 0170 (feminine ordinal number in Spanish)			€ - 0128
È - 0200	É - 0201	è - 0232	é - 0233	Ê - 0202	ê - 0234	Ë - 0203	ë - 0235
Ì - 0204	Í - 0205	ì - 0236	í - 0237	Î - 0206	î - 0238	Ï - 0207	ï - 0239
Ñ - 0209	ñ - 0241						
Ò - 0210	Ó - 0211	ò - 0242	ó - 0243	Ô - 0212	ô - 0244	Ö - 0214	ö - 0246
Û - 0217	Ü - 0218	ù - 0249	ú - 0250	Ũ - 0219	û - 0251	Ū - 0220	ü - 0252
¿ - 0191	¡ - 0161	0161 is the inverted exclamation mark used in Spanish.					

You can also change your keyboard to the French or Spanish layout by going to Control Panel/Regional and Language Options/Languages/Text services and input languages. See <http://www.microsoft.com/globaldev/keyboards/kbdsp.htm>, <http://www.microsoft.com/globaldev/keyboards/kbdf.htm>, to see the layout of these keyboards.