

WINDOWS SPANISH CHARACTERS AND ACCENT MARKS

When using Windows you MUST use the numeric keypad (to the right of the keyboard) to type these special characters. Be sure Num Lock is engaged (just above the keypad).

á	Hold down ALT	and type	160 or	ü	Hold down ALT	and type	129 or
	Hold down ALT	and type	0225		Hold down ALT	and type	0252
é	Hold down ALT	and type	130 or	Û	Hold down ALT	and type	154 or
	Hold down ALT	and type	0233		Hold down ALT	and type	0220
í	Hold down ALT	and type	161 or	ñ	Hold down ALT	and type	164 or
	Hold down ALT	and type	0237		Hold down ALT	and type	0241
ó	Hold down ALT	and type	162 or	Ñ	Hold down ALT	and type	165 or
	Hold down ALT	and type	0243		Hold down ALT	and type	0209
ú	Hold down ALT	and type	163 or	¿	Hold down ALT	and type	168 or
	Hold down ALT	and type	0250		Hold down ALT	and type	0191
Á	Hold down ALT	and type	0193	¡	Hold down ALT	and type	173 or
É	Hold down ALT	and type	0201		Hold down ALT	and type	0161
Í	Hold down ALT	and type	0205	¼	Hold down ALT	and type	172
Ó	Hold down ALT	and type	0211	½	Hold down ALT	and type	171
Ú	Hold down ALT	and type	0218	º	Hold down ALT	and type	167

Programming Spanish Characters and Spanish Accent Marks on Word

It is also possible to program Microsoft Word to use a key such as the ALT with the letter or symbol to do the same thing. Go to the Insert menu and select Symbol, highlight the symbol that you want to program, such as Á (capital A with accent). Then select the Shortcut Key and "press new shortcut key". The "current keys" will tell you what the current shortcut is to that key. Since I use very few shortcuts on my keyboard, I have assigned ALT + n to give me ñ and ALT + o to give me ó (accented o) etc. (These instructions are for earlier versions of Word. For Word 2007, go to the Insert ribbon, then click on Symbol at the far right.)

You will still need the above codes because this programming only works in Word; of course, you can always create your documents in Word and then cut and paste them into e-mail and other types of documents.

Suppress the Red and Green Underline in Word

If you are using MS Word and the wavy underlines check spelling (red underline) and check grammar (green underline) clutter your document, while you are typing in Spanish, you can temporarily hide them as follows:

1. On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
2. Select the **Hide spelling errors in this document** and **Hide grammatical errors in this document** check boxes. (These instructions are for previous versions of Word, not 2007.)

MACINTOSH SPANISH CHARACTERS AND ACCENT MARKS

For Capital Letter, press Shift with the final character

á	Hold down Option and e	and type	a	ü	Hold down Option and u	and type	u
é	Hold down Option and e	and type	e	Û	Hold down Option, u and Shift	and type	u
í	Hold down Option and e	and type	i	ñ	Hold down Option and n	and type	n
ó	Hold down Option and e	and type	o	Ñ	Hold down Option, n and Shift	and type	n
ú	Hold down Option and e	and type	u	¿	Hold down Option and Shift	and type	/
Á	Hold down Option, e and Shift	and type	a	í	Hold down Option	and type	1
É	Hold down Option, e and Shift	and type	e				
Í	Hold down Option, e and Shift	and type	i				
Ó	Hold down Option, e and Shift	and type	o				
Ú	Hold down Option, e and Shift	and type	u				