

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 | Ü | 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 | ¡ | Hold down Option | and type | ! |
| 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 | | | | |