

## Accessing Spanish characters and diacritics on your computer

Your computer comes complete with all the symbols needed for working in Spanish, but you may need to activate this feature in order to use it. You can do so in a way that makes the necessary foreign characters available not only in your word processor, but also in every Windows program.

It takes only a few minutes to modify your keyboard function to create a "dead key" for accents. The only effect on your normal English typing is that in order to get an apostrophe (') or quotes (""), you now need to follow that keystroke with a press of the spacebar. You may easily switch back and forth between the standard and modified keyboards, if you find a need to do so.

The exact procedure for changing your keyboard layout to **United States - International** varies with your version of Windows; see the instructions at <http://support.microsoft.com/kb/306560>.

Alternatively, you may be content to access Spanish characters and diacritics only in your word processor. For programs other than Microsoft Word, see your word processor's HELP section. For Word for Windows and Word for Macintosh, the following pointers should be helpful:

### in Microsoft Word for Windows

Just in case you want to limit your options for foreign characters to ms Word documents:

á, é, í, ó, ú	Á, É, Í, Ó, Ú	CTRL+' (APOSTROPHE), <i>the letter</i>
ñ	Ñ	CTRL+SHIFT+~ (TILDE), <i>the letter</i>
ü	Ü	CTRL+SHIFT+: (COLON), <i>the letter</i>
¿		ALT+CTRL+SHIFT+?
¡		ALT+CTRL+SHIFT+!

### in Microsoft Word for Macintosh

Holding down the **OPTION** key (to the left of the **COMMAND** key, lower-left keyboard), combined with tapping a second key, allows you to produce the following Spanish characters.

- ◆ for an accent mark over a vowel, as in *día* or *tú*, type Option-e, then type the vowel.
- ◆ for an accented capital letter, such as *Óscar* or *Íbamos*, type Option-e, hold down the Shift key, then type the vowel.
- ◆ for a diéresis (2 dots) over *u*, (*lingüística*, *vergüenza*), type Option-u, then the vowel.
- ◆ for a tilde over the *n*, as in *mañana*, type Option-n, then type the *n*.
- ◆ for a tilde over capital *N* (*AÑO*), type Option-n, hold down the Shift key, then type the *n*.
- ◆ for an upside-down question mark, as in *¿Cómo?*, type Shift-Option-?.
- ◆ for an upside-down exclamation mark, as in *¡Sí!*, type Option-1.