How to Type Spanish Keyboard Symbols

With new computers, first check the "help" screens for language and keyboard options.

Suggestion: Save and print a copy of the method you choose. Keep a symbol guide close to your computer or with your course notebook.

METHOD 1

On a Mac, use the following: Option + e, a = á; Option + e, e = é; etc. Option + n, n = ñ. Option + Shift + ? = ¿. Option + ! = ¡.

In Word for Windows, use the following: Ctrl + ', a = á; Ctrl + ', e = é; etc. Ctrl + ~, n = ñ.

In WordPerfect for Windows, click on the Insert menu and select Character. Select the Multinational character set (or Typographic Symbols for ¿ and ¡) and click on the symbol you're looking for.

METHOD 2

To create a Spanish-language keyboard on a Windows machine to use with any program, including webpage composers and email, follow these steps….but first you will probably need your Windows program disc to insert for completing the keyboard.
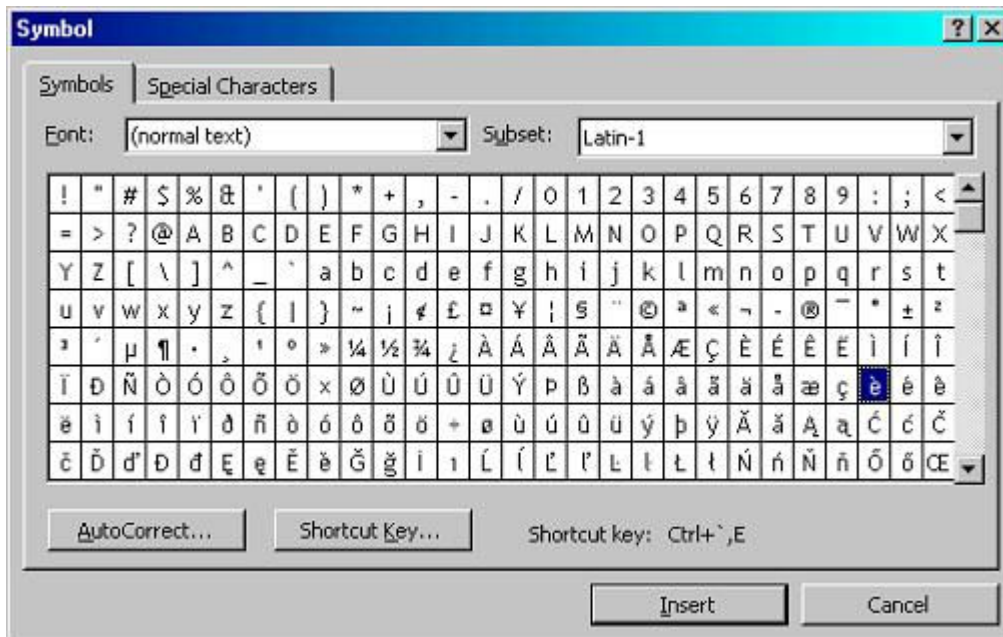1. Go to your **Control Panel** (through Start > Settings or through My Computer)
2. Double-click **Keyboard**
3. Click on the **Language** tab
4. Click **Add**
5. Select **Spanish** (Mexico, Spain, traditional or newer sort) from the list ("Mexico" is a generic Latin American keyboard)
6. Click **OK** and close the Control Panel.

Spanish will now appear on your keyboard list. Make sure that in the Language window you have checked the box **Enable Indicator on Taskbar**. In the same window you can also choose to have **Ctrl-Shift** switch you from English to Spanish without having to use the mouse to do so.

On the lower right-hand side of your screen you will see a new toggle switch where EN stands for English keyboard and ES for Spanish keyboard. Click on the switch to change between the two. EN will be your default. In the Spanish keyboard,
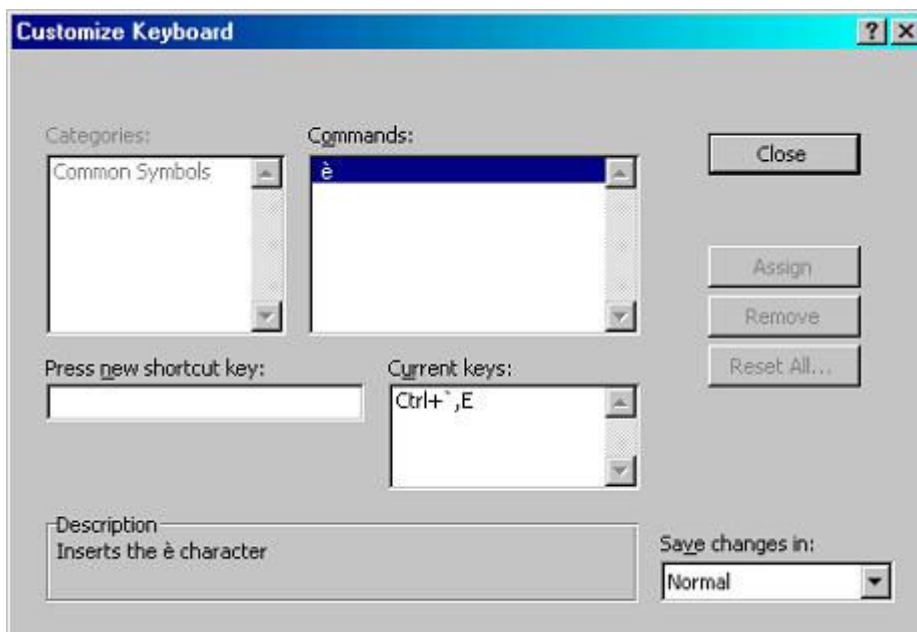- for accents hit the "[" key, which is now a dead key, then the vowel you want
- for ñ, use the ";" key
- the ¿ is "="
- the ? is the underline key "_"
- the ¡ is "+"
- the ! is in the same place, over the 1

To create your own keyboard in Word for Windows (one of instructor's preferred methods if you are going to continue using the same computer through the course.)

1. Click on **Insert** menu and select **Symbol** and a dialogue box will pop up.
2. Scroll to the font titled **normal text**. (Check to make sure you recognize the Spanish symbols.)
3. Highlight the symbol you want, for example "á."

   You will be shown the current shortcut, which you could continue to use, or you can click **Shortcut** key to select a quicker shortcut of your choice.

After you've set your shortcuts for á,é,í,ó,ú,ü,ñ,Ñ,¡, and ¿, you're all set.

NOTE: From any computer with the Windows system, you can click the **insert** key to type a highlighted symbol regardless of shortcuts or other key assignments.

METHOD 3

By the numbers…

   Following are the key combinations on an English keyboard that should be used in order

to provide the correct Spanish accent. In this way you don't have to insert special characters (i.e. **Insert** menu, **Symbol**, select **Symbol** tab, normal text for **Font**) or to add them later by hand.

PC Compatible Platform Make sure the **Num Lock** on the keypad at the right of your keyboard is on. Hold down the **ALT** key while at the same time typing the following numbers on the keypad.

The character will appear when you lift the ALT and finish typing the numbers.
ALT 160 = á
ALT 161 = í
ALT 162 = ó
ALT 163 = ú
ALT 164 = ñ
ALT 168 = ¿
ALT 130 = é
ALT 173 = ¡
ALT 129 = ü

Macintosh Platform You can use the standard Macintosh fonts to type the necessary characters in Spanish. Press the key combination option-e (press and hold the option key, and then press the "e" key). Release both and press the vowel that you want accented
Option-e+a = á
Option-e+e = é
Option-e+i = í
Option-e+o = ó
Option-e+u = ú

Other special characters:
Option-n+n = ñ
Option-u+u = ü
Option-1 produces an inverted exclamation point.
Shift-Option-? produces an inverted question mark.

You can use almost any word processor to type these characters.