

Hints for Typing in Spanish

1. Typing Spanish Characters
 - o [Method 1](#) (while in Microsoft Word)
 - o [Method 2](#) (using a DESKTOP computer)
 - o [Method 3](#) (using a LAPTOP computer)
2. [Spanish Spell Check](#)

METHOD 1 - Typing Spanish Characters in WORD

This method works when typing documents in WORD.

To produce	Press
á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý	CTRL + ' (APOSTROPHE) then the vowel
ñ Ñ	CTRL + SHIFT + ~ (TILDE) then the letter n
ö Ö	CTRL + SHIFT + : (COLON) then the letter o
¿	ALT + CTRL + SHIFT + ? (all at the same time)
¡	ALT + CTRL + SHIFT + ! (all at the same time)

Hint how to read the short cuts above:

Accenting a vowel, such as, **é**

1. hold down the CTRL key
2. press the ' key once (while still holding CTRL down)
3. release CTRL
4. press the vowel you want accented

Typing an inverted question mark **¿**

1. at the same time hold down ALT, CTRL, and SHIFT

- press ? one time (while still holding down the other three)

METHOD 2 - Typing Spanish Characters using ALT key

This works for ANY program while using a desktop computer

(see [Method 3](#) for laptop computers)

Print the chart on the right and tape to you monitor. It can be used as a handy guide to type Spanish characters in ANY program.

- Be sure your NUM LOCK light on your keyboard is on (the NUM LOCK key is on your keypad)
- Hold down the ALT key
- Type the number shown on the chart with your KEYPAD
- Release the ALT key

Your special character will appear.

Yes, this is not the EASIEST method ...

but it works for ANY program.)

Use the Alt key and the
KEYPAD to create these
characters.

Spanish

á..... 160
é..... 130
í..... 161
ó..... 162
ú..... 163
ñ..... 164
Ñ..... 165
ö..... 148
¿..... 168
¡..... 173

Math

¢..... 155
½..... 171
¼..... 172
÷..... 246
°..... 248

METHOD 3 Typing Spanish Characters using Fn and ALT keys

This works for ANY program, while using a LAPTOP computer.

(see [Method 2](#) for desktop computers) You might have to press the "Num Lk" button at the top of the screen and turn on the Num Lock light.

Print the chart on the right and keep it handy. It can be used as a guide to type Spanish characters in ANY program.

1. Hold down the *Fn* key and the ALT key
2. Type the number shown on the chart using the embedded numberpad (small blue numbers on the keyboard)
3. Release the *Fn* and ALT key

Your special character will appear.

Yes, this is not the EASIEST method ...
but it works for ANY program.)

Use the Alt key and the KEYPAD to create these characters.

Spanish

á.....	160
é.....	130
í.....	161
ó.....	162
ú.....	163
ñ.....	164
Ñ.....	165
ö.....	148
¿.....	168
¡.....	173

Math

¢.....	155
½.....	171
¼.....	172
÷.....	246
°.....	248

Spanish Spell Check

If you are using the new WORD XP, highlight your entire document (or the section that is typed in Spanish) and do the following;

1. Click on TOOLS
2. Drag down to LANGUAGE and over to SET LANGUAGE
3. Find SPANISH (MEXICO) in the list

Now the words that do not appear in the Spanish dictionary are underlined with red-jagged lines. Right click on a jagged-underlined word and it will recommend SPANISH words that you may have meant to type.