

To Adapt your computer to type Spanish accent marks:

I. For PC:

Go into Settings > Control Panel > Regional and Language Options

Click on “Language” tab > Details

This brings up a screen with a box. Click on “Settings.”

Click on “Keyboard.”

Click on “Add.”

At the top of this screen, to the left, you’ll see “Input Language.” It should read: “English: US.” Click on “Keyboard Layout-IME.” This brings up a very long menu with names of keyboard layouts.

Scroll until you see: “United States: International.” Click on this. Then, click, “OK,” at the bottom right.

This will bring up the previous screen. Now, you will see “United States: International” as one of the keyboard input choices. Click “Apply” and then “OK.” This brings up a previous screen. Click “OK.”

Now, at the bottom right of the program bar underneath your document screen, you will see an icon for a computer keyboard. When you click on it, you will see a list of keyboard input options. One of them is “United States-International.” Click on it. Now, you will see a check mark next to it. This means your computer can now produce Spanish accents.

Below, is the sequence of key strokes you need to type to produce accents:

‘ + e = é

“ + u = ü

Shift + ~ + n = ñ

Right Alt + ! = ¡ (Right alt + 1 = ¡)

Right Alt + ? = ¿ (Right alt + / = ¿)

II. For Macintosh:

No programming in settings is required to produce accents. Here is the chart for key strokes to type for accents:

Option + e + letter you want the accent over = é

Option + u = ü

Option + n = ñ

Option + 1 = ¡

Shift + Option + / = ¿ (Option + ? = ¿)