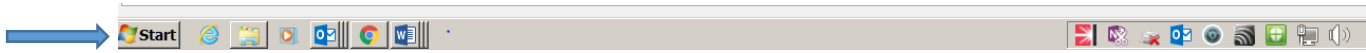


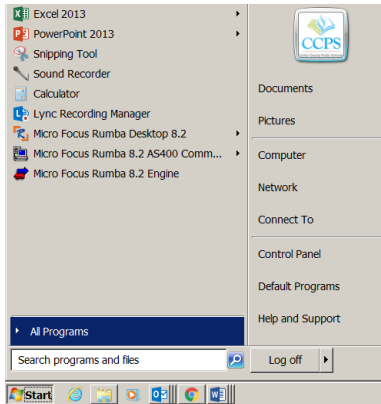
Instructions on how to access the “Character Map” for typing Spanish letters and letters with accents:

Option 1:

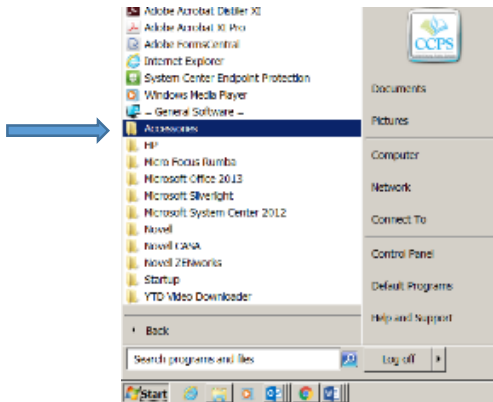
1. Click on the “Start Microsoft” button on the bottom, left-hand side of the computer screen.



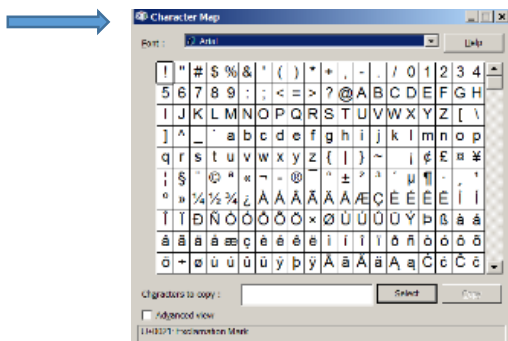
2. Select “All programs”



3. Open the “Accessories” folder.

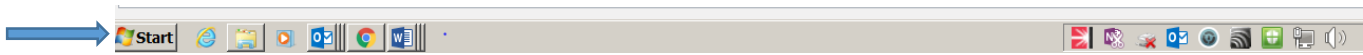


4. Scroll down to “Character Map” and click on it.

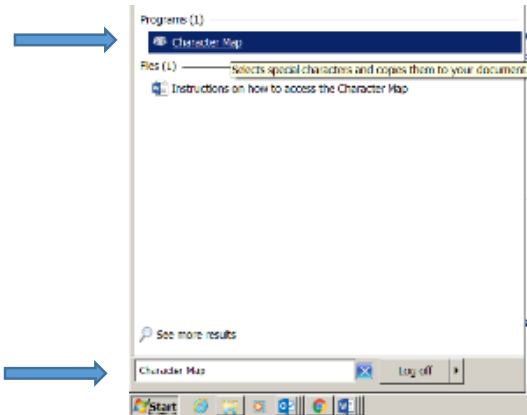


Option 2:

1. Go to Start Microsoft button. You can see it on the bottom of the screen at the left side.



1. In the box "Search Programs and files", type in: Character Map. A new window is going to open with the location of Character Map.



2. While you are in Character Map, you will be able to select the character that you are looking for. Select the character with the mouse. Press Copy (or Ctrl+C) and Paste into your document (or Ctrl+V )

