

## Spanish accented letters and upside-down punctuation (á, é, í, ó, ú, ü, ñ, ¿, ¡)

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There are several ways to configure your keyboard to type in Spanish accented letters and upside-down punctuation (á, é, í, ó, ú, ü, ñ, ¿, ¡), it depends on the frequency with which you use these letters.

### Keyboard Configuration – Add the Spanish-style Keyboard

1. Click **Start**.
2. Click **Control Panel**.
3. Click **Region and Languages**
4. Click the **Keyboards and Languages** tab.
5. Click **Change Keyboards** button.
6. Click **Add**.
7. Click the **[+]** symbol in front of the Language you would like to add (Spanish – Spain International Sort).  
This will expand the selected language options.
8. Click **[+]** symbol in front of the **keyboard** option.
9. Select **country preference** (Spanish).
10. Click **OK**. The language/service has been installed.
11. Click **Apply**.
12. Click **OK**.
13. Click **OK**.
14. The English (*EN*) and Spanish (*SP*) option has been added to the toolbar at the bottom of your screen.
15. To change the setting to Spanish, Click the language button on the bottom toolbar and select the language preference (Spanish) or press **Left ALT + Shift** keys on the keyboard. This will allow you to switch to and from the Spanish and regular keyboard whenever you want.

### Insert Accented Characters with a Spanish-style Keyboard

1. Activate the Spanish-style Keyboard.
2. Type an apostrophe ('), and a vowel immediately after.
3. You will get an accented vowel.

### Insert Accented Characters with an English-style Keyboard

1. Activate the English-style Keyboard
2. Hold down the **CTRL key and the apostrophe key (')** **simultaneously** and type a vowel immediately after.
3. You will get an accented vowel.

### Insert Accented Characters with ASCII code

Each character in your computer has a code made up of pressing **ALT key** and then a three-digit number.

1. Activate the English-style Keyboard
2. Hold down the **ALT key and type the ASCII code simultaneously**.

#### Spanish Sort Keyboard Keystrokes

' + a = á  
' + e = é  
' + i = í  
' + o = ó  
' + u = ú  
" + u = ü  
; = ñ

#### English Style Keyboard Keystrokes

Ctrl + ' + a = á  
Ctrl + ' + e = é  
Ctrl + ' + i = í  
Ctrl + ' + o = ó  
Ctrl + ' + u = ú

#### ASCII code

á = Alt + 0225  
é = Alt + 0233  
í = Alt + 0237  
ó = Alt + 0243  
ú = Alt + 0250  
ñ = Alt + 0241  
ü = Alt + 0252