

## I. Accents on a PC:

### **1. International Keyboard Method: This is the preferred method for Spanish.**

VERY IMPORTANT: International keyboard set-up. You will need to do this in order to be able to use accent marks in Blackboard or in any browser.

**For Windows XP:** Go to "control panel", choose "date, time, language and regional options", (you might need to click on another link named "Regional & Language Options" again), choose the tab "languages", click on "details", On next screen click "add", check box next to "keyboard layout/IME" then scroll down and choose "United States - International" (If you don't see that choice it's because you already have "internationalized" your keyboard in the past), then click "ok", click "apply", click "ok". After you have completed all of these steps, a small keyboard icon should appear in the bottom right corner of your taskbar. To verify that your keyboard is international mode, just click that keyboard icon and check to see that "us international" is indicated. (You might need to make sure that your keyboard is in the international mode every time that you open a new window, browser, word editor, etc., unless you have removed the US keyboard when you installed the US - International).

To insert accent marks with Windows XP:

Just hit the apostrophe key (') release and then hit the vowel you would like to accent. For ñ, SHIFT + ~ (TILDE), *the letter* → ñ; for ÿ, hold alt+ctrl+!; for ç, hold alt+ctrl+?.

**(For Windows 98 and 2000:** GO to the start menu, choose "settings". Click "Control Panel", then "keyboard", choose "language" as "US-English-(US)", scroll down until you see "United States International", click on apply, then click ok.

To insert accent marks with Windows 98 and 2000:

Hold down the ctrl + alt keys together and the vowel that you would like to accent. To insert the "ñ", SHIFT + ~ (TILDE), *the letter* → ñ; for the "ç", hold alt+ctrl+? and for the "ÿ", hold alt+ctrl+1).

### **2. Microsoft Word Method: (Only works when using Microsoft Word)**

- For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+). Example: CTRL + '(APOSTROPHE)
- For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,). Example: CTRL + '(APOSTROPHE), *the letter*
- To type a lowercase character using a key combination that includes the **SHIFT key**, hold down the CTRL + SHIFT + symbol keys simultaneously, and then release them before typing the letter.

CTRL + '(APOSTROPHE), *the letter* → á, é, í, ó, ú

CTRL + SHIFT + ~ (TILDE), *the letter* → ñ

CTRL + SHIFT + :(COLON), *the letter* → ü

ALT + CTRL + SHIFT + ? → ç

ALT + CTRL + SHIFT + ! → ÿ

### **3. The Alt + Numeric Pad method:**

Hold down the ALT key and press the following numbers to get the desired characters:

ALT 160 → á  
ALT 130 → é  
ALT 161 → í  
ALT 162 → ó  
ALT 163 → ú  
ALT 164 → ñ  
ALT 168 → ÿ  
ALT 173 → ÿ  
ALT 129 → ü

## **II. Accents on a Mac:**

### MACINTOSH ACCENT MARKS FOR SPANISH

Option e then the vowel a → á  
Option e then the vowel e → é  
Option e then the vowel I → í  
Option e then the vowel o → ó  
Option e then the vowel u → ú  
Option n then the consonant n → ñ  
Option shift and the question mark → ÿ  
Option and the exclamation point → ÿ