

## How to type Spanish Symbols

1. Go to the **INSERT** tab. On the right hand side click on **SYMBOLS**. Click on the symbol you are looking for and click on **INSERT**. Make sure that you are picking Spanish symbols and not French. (accent mark goes from left to right)

2. **In Word for Windows**, use the following:

Ctrl + ´, a = á;

Ctrl + ´, e = é

Ctrl + ~, n = ñ.

3. **By the numbers...**

**PC Compatible Platform** Make sure the **Num Lock** on the keypad at the right of your keyboard is on. Hold down the **ALT** key while at the same time typing the following numbers on the keypad.

The character will appear when you lift the ALT and finish typing the numbers.

ALT 160 = á

ALT 161 = í

ALT 162 = ó

ALT 163 = ú

ALT 164 = ñ

ALT 168 = ¿

ALT 130 = é

ALT 173 = ¡

ALT 129 = ü

4. **To Spell check in Spanish...**

In Microsoft word-go to the **REVIEW** tab. Look for the icon that has a world/book/checkmark or under the language tab. If there is no icon, look under **LANGUAGE**. You can pick the language that you are looking for, I suggest Spanish-international sort.