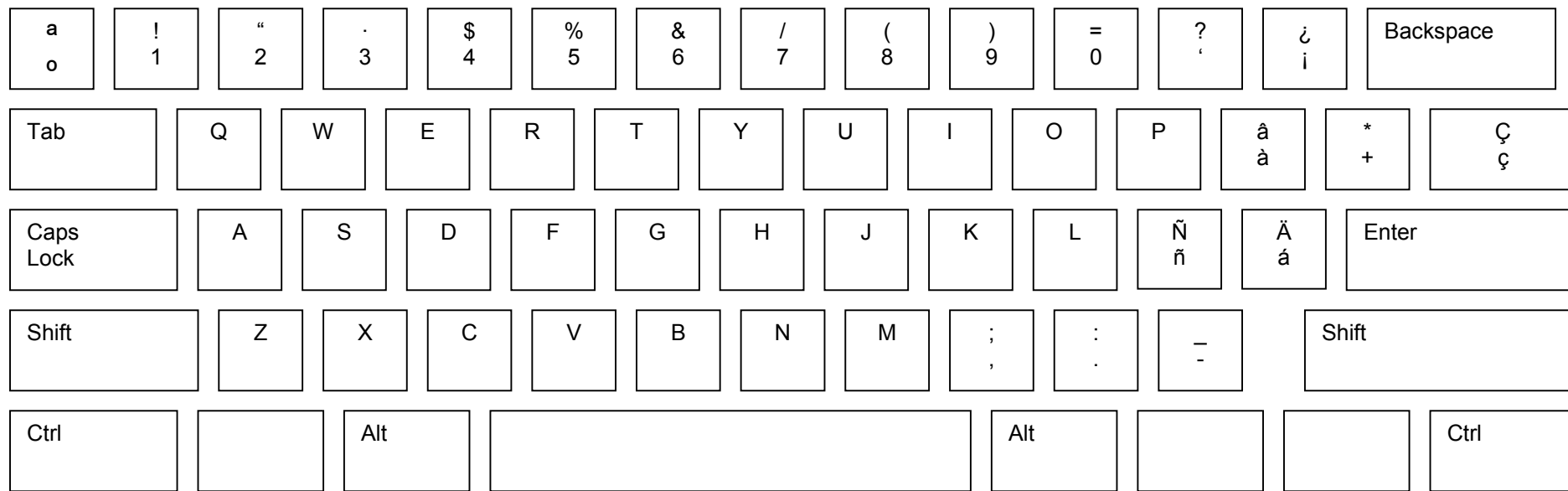


The Spanish Keyboard



To install the Spanish keyboard follow the following steps:

1. Starting from the Desktop, double click on My Computer.
2. Double click on Control Panel
3. Double click on Keyboard
4. Underneath of Keyboard Properties click on the tab that says Input Locales.
5. Click on the Add key under the white box. Click the down arrow under Keyboard layout/IME.
6. Scroll, click on Spanish, then click OK.
7. Look at the gray menu bar at the bottom of your computer screen on the right hand side. Next to the time you should now see a blue square with the letters EN. To change to the Spanish keyboard, click on the blue box and choose the Spanish option. You can also change to the Spanish keyboard by holding down the left Alt key on the keyboard and hitting the shift button. To switch back to the English keyboard either click on the blue square and highlight English or hold down the left Alt key and hit shift.

Keyboard Accents

If the Spanish keyboard is not available there is an alternate method. To type accent marks and other foreign characters, hold down the alt key while you type the number which corresponds to the character you wish to type. When you let up on the *alt* key, the character will appear.

In order to do this, you must use the keyboard number pad. *This method will usually not work on a computer without a number pad.*

á - alt + 160	Á - alt + 0193
é - alt + 130	É - alt + 144
í - alt + 161	Í - alt + 0205
ó - alt + 162	Ó - alt + 0211
ú - alt + 163	Ú - alt + 0218
ñ - alt + 164	Ñ - alt + 165
ü - alt + 129	Ü - alt + 154
ç - alt + 168	ï - alt + 173
ª - alt + 166	º - alt + 167
~ - alt + 126	