

## Spanish Characters in Windows

In Microsoft Windows, most fonts have Spanish characters (Latin-1 subset)

While holding down the **Alt** key, type the number code on the numeric key pad.

When the **Alt** key is released the character will appear.

<u>Character .....</u> <u>Alt-Code</u>	<u>Character .....</u> <u>Alt-Code</u>
á..... 0225	Á..... 0193
é..... 0233	É..... 0201
í..... 0237	Í..... 0205
ó..... 0243	Ò..... 0210
ú..... 0250	Ú..... 0218
ü..... 0252	Û..... 0220
ñ..... 0241	Ñ..... 0209
¿..... 0191	«..... 0171
¡..... 0161	»..... 0187

These are the most commonly used Spanish characters, however there are many more special and accented characters available by going to [**Insert > Symbol**] in any MS Office program.

If you do a great deal of typing in Spanish, you should change to the Spanish keyboard in the control panel. (See next page)

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The Spanish keyboard will change the ‘+=’ key to ‘¡¿’ and the ‘;:’ key to ‘ñÑ’

1. In Control Panel, open **Regional and Language Options**.
2. On the **Languages** tab, under **Text services and input languages**, click **Details**.
3. Under **Installed Services** click **Add**
4. Select **Spanish (Mexico)** from the **input language** dropdown list,
5. Under Default input language select Spanish (Mexico), click **Apply**  
Under **Preferences**, you might also check out the **Language Bar...** and **Key Settings...** buttons
6. click **OK**

Below are some pictures of the Spanish keyboard layout:



Spanish keyboard layout



Spanish keyboard layout with the ‘Shift’ key pressed.



Spanish keyboard layout with the ‘Ctrl+Alt’ keys pressed.

These are screen shots of the **On-Screen Keyboard** (‘Start>All Programs>Accessories>Accessibility’)