

## Writing in Spanish on the computer

### **On a PC (non Mac or Apple)**

In any application (email, internet, word processor)

When you need an accented letter or an unusual mark you can get them by pressing the Alt key and then typing the number code that corresponds with the letter you want then let up on the Alt key and the marked letter magically appears. Use the number pad on the side. For example: if you want an é you would hold down the Alt key and type 130.

Codes

Alt 129: ü	Alt 161: í	Alt 165: Ñ	Alt 173: ¡
Alt 130: é	Alt 162: ó	Alt 166: ª	Alt 174: «
Alt 144: É	Alt 163: ú	Alt 167: °	Alt 175: »
Alt 160: á	Alt 164: ñ	Alt 168: ¿	

You need to use the block of number keys on the side of the keyboard– not across the top of the letters.

If you are working on a laptop and don't have a separate keypad, this may not work.

You will need to copy and paste or insert characters within the program you are working with.

### **If you have a MAC or Apple computer**

to type an accent – hold the alt (option) key and type “e” - then type the letter you want the accent over.

If you want a ñ – hold the alt (option) key and type “n” - then type the letter you want the tilde over.

This will even work with capital letters.

For an upside-down question mark - hold the alt (option) key and the shift key and type “?”

For an upside-down exclamation mark – type alt (option) and “1”