

How to Change Your Keyboard Setting to Spanish

When you submit your assignments, please use a size 12 font and black ink. Please remember to type all assignments using Word and save them as DOC or preferably RTF.

To change your **PC KEYBOARD SETTING** to Spanish follow the instructions below or you may visit <http://office.microsoft.com/en-us/assistance/HP030845671033.aspx> for more details. Depending on the Windows program you have:

- 1) Go to My Computer/Start, Control Panel, Keyboard, Input Locales **OR**
- 1) Go to My Compute/Start, Control Panel, Regional and Language Options, Language, Details
- 2) Choose SPANISH (there are several Spanish speaking countries to choose from) and then click ADD
- 3) Check “Enable indicator on taskbar” at the bottom so your taskbar will have a toggle button to switch from English to Spanish **OR**
- 3) Under preferences, click “Language bar” and check “Show the language bar on the desktop” and “Show text labels on the Language bar”
- 4) Click OK.

For an accent (´), you press the “[“ key and then the vowel to be accented.

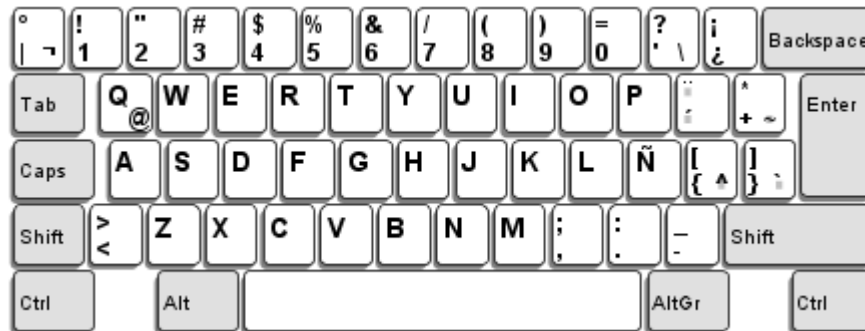
For the initial question mark (¿), press the “=” key

For the final question mark (?), press SHIFT + “-“ key

For the initial exclamation mark (!), press SHIFT + “=” key

For ñ, press “;,” key, etc.

This is how your **keyboard layout** in Windows may look like **in Spanish**:



(courtesy of <http://www-306.ibm.com/software/globalization/topics/keyboards/KBD171.jsp>)

