

Instructions for typing in Spanish.

When typing in Spanish in Microsoft Word, the first thing you should do is **set the language to Spanish** (so spell-check doesn't go crazy). To do this, click on "Tools," then hold mouse over "Language" to open side menu. Click on "Set Language," scroll down to Spanish (it doesn't really matter what country you pick, I usually just choose Mexico). Spell check and Grammar check (grammar check is not always to be trusted) should work when you type.

Once you have set the language to Spanish, the unique Spanish **punctuation marks** are easy. Just type a question mark or exclamation point at the beginning of the phrase (no space after it) and Word will flip it over. ¿Qué? ¡Increíble!

There are several different ways to type an **accent mark** on a Spanish word, the long way involves memorizing 3 digit numbers and is on the back of this sheet. The easy way is as follows:

Hold down the "Ctrl" key and press the apostrophe (the key you use for quotation marks). When you release these keys, the next vowel you type will have an accent mark over it. If the vowel needs to be capitalized, just hold down "Shift" and type it.

To Type an Accent Mark:

"Ctrl" + "'", release and type vowel. Á é í ó ú

To type the ñe (the "n" with the tilde over it) follow the instructions on the back of this sheet, hold down "Alt" and type 164 on the numberpad. ("Alt" + 165 for the capital).

All of these symbols can also be found (but it takes some hunting) under "Insert," "Symbol."

If you are typing an email in Spanish, it is typically easiest to type in Word and cut and paste it into your email.