

## Making Accent Marks in Spanish

### To make accent marks and punctuation marks on a PC (Windows machine)

For typing the accent marks on a PC: Hold the ALT key down and type the corresponding 3 digit number to get the accented vowels, a ~ (tilde) over the n, or to get an upside down exclamation mark or upside down question mark. Make sure your "numbers lock" key is held down while you type the numbers.

Hold down the Alt key, type in 130 and you will get: é

Alt key + 130 = é

Alt key + 160 = á

Alt key + 161 = í

Alt key + 162 = ó

Alt key + 163 = ú

Alt key + 164 = ñ

Alt key + 165 = Ñ

Alt key + 168 = ¿

Alt key + 173 = ¡

### If you are using a laptop computer....

You might have to press the "Num Lk" button at the top of the screen and turn on the Numbers Lock light.

<p>Print the chart on the right and keep it handy. It can be used as a guide to type Spanish characters in ANY program.</p> <ol style="list-style-type: none"><li>1. Hold down the Fn key and the ALT key</li><li>2. Type the number shown on the chart using the embedded numberpad (small blue numbers on the keyboard)</li><li>3. Release the Fn and ALT key</li></ol> <p>Your special character will appear.</p> <p>Yes, this is not the EASIEST method ... but it works for ANY program.</p>	<p>Use the Alt key and the KEYPAD to create these characters.</p> <p>Spanish</p> <p>á..... 160</p> <p>é..... 130</p> <p>í..... 161</p> <p>ó..... 162</p> <p>ú..... 163</p> <p>ñ..... 164</p> <p>Ñ..... 165</p> <p>¿..... 168</p> <p>¡..... 173</p>
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### **To make accents on lower-case letters with a MAC**

For typing the accent marks on a Mac: Hold the OPTION key down and type the letter "e", release both keys, then type the letter you would like to have accented. For example to type an "é", hold down the OPTION key at the same time you type the letter "e", release both keys, and then type the letter "e" and you will get "é". This will work for an accented á, é, í, ó, or ú.

In order to type "ñ", hold down the OPTION and "n" at the same time. Release both of them and then type the "n".

In order to type the " ÿ", hold down the SHIFT and the number 1 at the same time.

In order to type the " ç", hold down the OPTION, SHIFT and the "?" at the same time.

Remembering to place the accent marks on letters is very important in another language.