

Typing Spanish Characters and Accent Marks

For Windows Users

Desktop users: The “Num Lock” key (on the numeric keypad on the right) must be pressed. Hold down the ALT key + type the number using the numeric keypad to type these special characters.

Dell Laptop users: You must hold down the ALT key + Fn (Function key must be pressed down to lock), then type the number for these special characters (use the “blue” numbers when typing the numbers.)

á	Hold down ALT	and type	160 or
	Hold down ALT	and type	0225
é	Hold down ALT	and type	130 or
	Hold down ALT	and type	0233
í	Hold down ALT	and type	161 or
	Hold down ALT	and type	0237
ó	Hold down ALT	and type	162 or
	Hold down ALT	and type	0243
ú	Hold down ALT	and type	163 or
	Hold down ALT	and type	0250
Á	Hold down ALT	and type	0193
É	Hold down ALT	and type	0201
Í	Hold down ALT	and type	0205
Ó	Hold down ALT	and type	0211
Ú	Hold down ALT	and type	0218
ü	Hold down ALT	and type	129 or
	Hold down ALT	and type	0252
Ü	Hold down ALT	and type	154 or
	Hold down ALT	and type	0220
ñ	Hold down ALT	and type	164 or
	Hold down ALT	and type	0241
Ñ	Hold down ALT	and type	165 or
	Hold down ALT	and type	0209
¿	Hold down ALT	and type	168 or
	Hold down ALT	and type	0191
¡	Hold down ALT	and type	173 or
	Hold down ALT	and type	0161
¼	Hold down ALT	and type	172
½	Hold down ALT	and type	171
°	Hold down ALT	and type	167

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For Macintosh Users

For Capital Letter, press Shift with the final character

á	Hold down Option and e	and type	a
é	Hold down Option and e	and type	e
í	Hold down Option and e	and type	i
ó	Hold down Option and e	and type	o
ú	Hold down Option and e	and type	u
Á	Hold down Option , e and Shift	and type	a
É	Hold down Option , e and Shift	and type	e
Í	Hold down Option , e and Shift	and type	i
Ó	Hold down Option , e and Shift	and type	o
Ú	Hold down Option , e and Shift	and type	u
ü	Hold down Option and e	and type	u
Û	Hold down Option and u	and type	u
ñ	Hold down Option and n	and type	n
Ñ	Hold down Option , n and Shift	and type	n
¿	Hold down Option and Shift	and type	/
¡	Hold down Option	and type	!