

## Tip of the Month: Inserting Spanish letters and symbols

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There are a couple of ways to enter Spanish letters and characters, and while some are application-specific, others are not.

### In any application:

Some codes will work in any program (WordPerfect, PowerPoint, DreamWeaver, Word, etc), as long as you use the numeric keypad on the right of the keyboard with the number lock on. The numbers above the letter keys won't work.

alt 160 = á	
alt 130 = é	alt 164 = ñ
alt 161 = í	alt 165 = Ñ
alt 162 = ó	alt 173 = ÿ
alt 168 = ç	alt 163 = ú

For example, to put an accent on the "a" in magicos , first select the letter to be accented. Then hold down the Alt key and press 160 on the number pad. That's all there is to it!

### In Word:

Press CTRL and one of the punctuation keys ` ' , ~ : ^ that most closely resembles the accent. Release the two keys, then press the letter to be modified and the accented character will appear.

Ctrl:u gives ü, and Ctrl'a gives á  
 Ctrl~a gives ã, and Ctrl~n gives ñ, as shown in figure 1  
 Alt Ctrl? gives ç and Alt Ctrl! gives ÿ

### In Word Perfect:

Ctrl W will open a window called WordPerfect Characters to allow easy access to characters that are not on the keyboard.

Diacritics, icons, phonetic, math/science, and Multinational characters are available. Simply double click to insert the desired character into the document

### In HTML:

HTML codes can be used to input accented letters.

To write ¡adios; you'd type ¡adios&iexcl;  
 and to write ¿que paso señor? you would type &iquest;que paso se&ntilde; ?

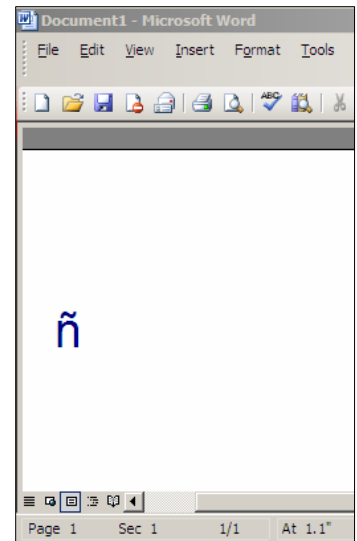


Figure 1: Inserting Spanish characters in Word