Profesora Judy Getty Foreign Language Department Frequently Asked Questions (FAQs)

How do I add the Spanish keyboard?

- 1. Start > Control Panel > Regional and Language Options.
- 2. Click the down arrow under Standards and formats.
- 3. Scroll down and select Spanish (Argentina).
- 4. Click OK.
- 5. Note in the Taskbar on the bottom of your screen, on the right side, the **EN** button.
- 6. Click the button to see three choices: **English**, **Spanish**, and **Show the Language bar** (moves the language bar to the top of your screen).
- 7. You simply select EN (English) or ES (Spanish), then type in your document for the desired keyboard characters.

http://www.microsoft.com/globaldev/keyboards/kbdsp.htm



OR:

To *type* special characters, access

http://www.studyspanish.com/accents/typing.htm and scroll halfway down the page for instructions.