

APPENDIX H. SPANISH ACCENTS, CHARACTERS, AND SYMBOLS

Special accents, characters, and symbols may be inserted into a document by placing the cursor where the character should be inserted and selecting "Insert" from the MS-Word menu. Select "Symbol," click on the character or symbol to be inserted into the document and click the "Insert" button.

Some frequently used Spanish accents are listed below. To use them:

- Press the Alt (Alternate) key and hold it down.
- Enter the corresponding number for the accent you want (see table below). Use the numerical section (right-hand side) of your keyboard.

á = Alt 160

é = Alt 130

í = Alt 161

ó = Alt 162

ú = Alt 163

ñ = Alt 164

Ñ = Alt 165

ü = Alt 129

Ü = Alt 154

¿ = Alt 168

¡ = Alt 173

- Release the Alt key for the properly accented character to appear on your screen.