APPENDIX F.   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. On the "Insert" tab, in the Microsoft Word menu, select "Symbol." Then click on the character or symbol to be inserted into the document, and it will be inserted. If the symbol that you want to insert is not in the list, click on "More Symbols." Then, in the "Subset" box, use the drop-down list and choose "Latin Extended-A" or "Latin Extended-B."

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 00E1

        é = Alt 00E9

        í = Alt 00ED

        ó = Alt 00F3

        ú = Alt 00FA

        ñ = Alt 00F1

        Ñ = Alt 00D1

        ü = Alt 00FC

        Ü = Alt 00DC

        ¿ = Alt 00BF

        ¡ = Alt 00A1

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