

Keystrokes for Mac Computers ONLY!

If you want to write in Spanish using Spanish accents and characters, you can generate Spanish symbols by using the **OPTION** key sequence, according to the chart below. The procedure to generate an accented lower-case a (á **OPTION** e then a), for example, is to hold down the **OPTION** key, press the e key, then releasing the **OPTION** and e keys and pressing the a key. To create upper-case letters for the letters in the chart, use the **SHIFT** key for the desired letter (for example, an accented upper-case A, [Á] is generated by

pressing the **OPTION** and e keys simultaneously, releasing them, then pressing the **SHIFT** and a keys simultaneously). Special characters such as leading question and exclamation marks and guillemets are created by pressing the key designated in the chart while holding down the **SHIFT** and **OPTION** keys.

á	OPTION e then a	ï	OPTION u then SHIFT i
é	OPTION e then e	ó	OPTION e then SHIFT o
í	OPTION e then i	ú	OPTION e then SHIFT u
ï	OPTION u then i	ü	OPTION u then SHIFT u
ó	OPTION e then o	Ñ	OPTION n then SHIFT n
ú	OPTION e then u	¿	SHIFT OPTION ?
ü	OPTION u then u	¡	OPTION !
ñ	OPTION n then n	«	OPTION \
Á	OPTION e then SHIFT a	»	SHIFT OPTION \
É	OPTION e then SHIFT e	°	SHIFT OPTION 8
Í	OPTION e then SHIFT i	—	SHIFT OPTION -