

Ayuda 1 Setting up Word for Spanish

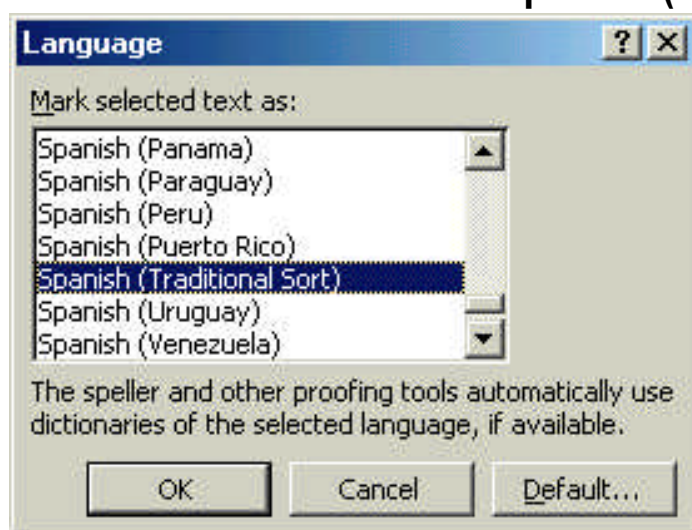
- Always follow these **three steps** when you type Spanish.

Step 1 Set Language

Select **Tools** then **Set Language**.

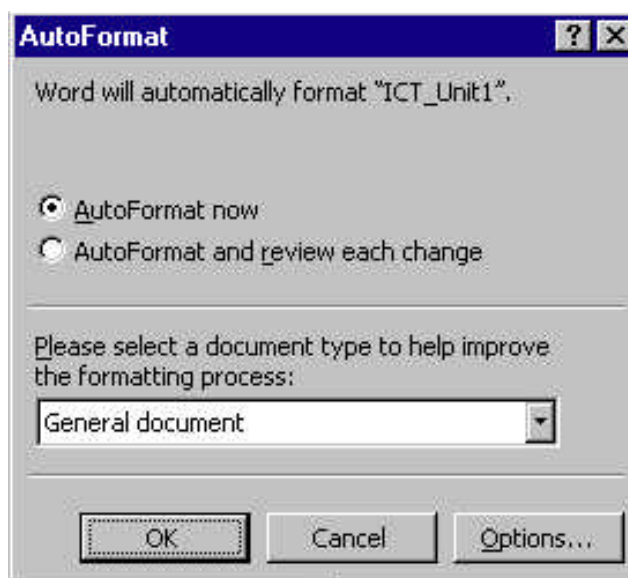
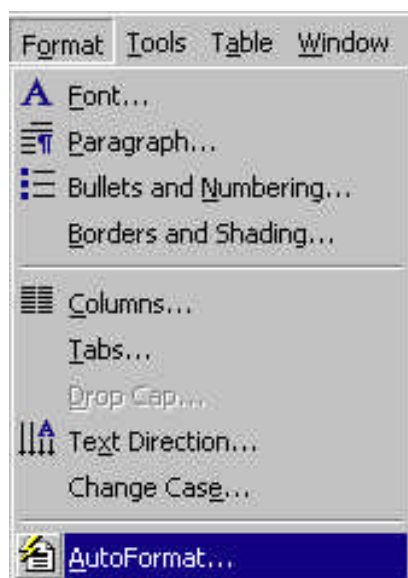


Wind down the slider bar to **Spanish (Traditional Sort)**. Select **OK**.



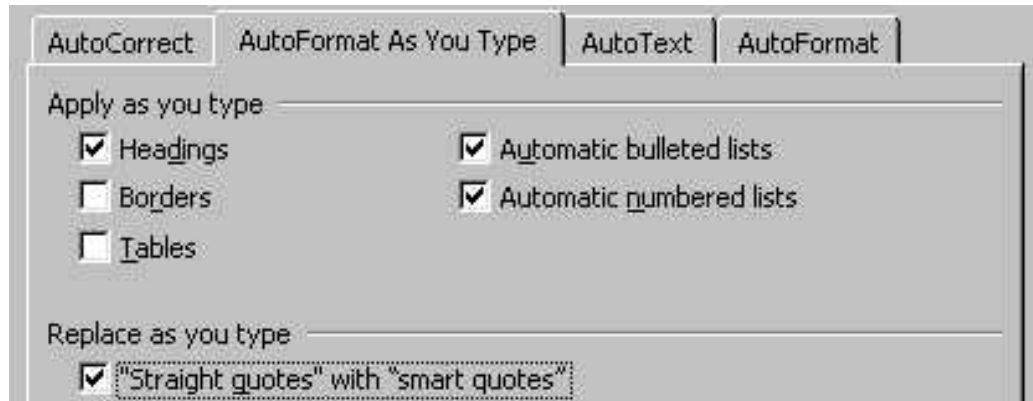
Step 2 Set Smart Quotes

Select **Format**, then **AutoFormat**, then **Options**.



Select **AutoFormat As You Type**.

Make sure the "**Straight quotes**" with "smart quotes" box is ticked.



If not, click the empty box, then select **OK**.

Step 3 Enable Special Characters

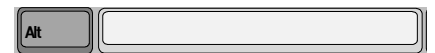
Make sure **NUM LOCK** is on.

The NUM LOCK light is above the **numeric keypad**.

If it is off, press and release the NUM LOCK key.

Hold down ALT, type a **code** then **release ALT**.

The ALT key is on the **left** of the **space bar**.



On the numeric keypad, type **0193** to get **Á** and **0225** to get **á**



type **0201** to get **É** and **0233** to get **é**

type **0205** to get **Í** and **0237** to get **í**

type **0209** to get **Ñ** and **0241** to get **ñ**

type **0211** to get **Ó** and **0243** to get **ó**

type **0218** to get **Ú** and **0250** to get **ú**

type **0220** to get **Ü** and **0252** to get **ü**

- If you **always** follow these **three steps**, you will not only avoid the wavy red and green underlines. The computer will also display your punctuation marks (""¿?¡) and accented characters (ÁÁÉÉÍÍÑÑÓóÚúÜü) correctly.