



Shortcuts for Mac & PC

A shortcut is a special combination of keys defined by programmers that generate unusual characters not included in your keyboard. Although Mac and PC operating systems offer a different set of shortcuts, they include a way to write these Spanish characters without having to change the settings of your keyboard.

I'm going to take you to the process of writing Spanish characters in your keyboard step by step. At the beginning, it may be a bit annoying but once you get used to it, you won't even notice it. To avoid any confusion, let's do first Mac and then we'll explore the PC shortcuts.

Spanish Keyboard: Mac

In Mac devices from 2011 to date, there is an easy method to type accents that consist of holding down the key you need longer than usual and a pop-up menu will appear with a series of options to choose from. It's the same system used on iPhones and iPads. Sometimes, this method won't work depending on the word processor software you are using.

If the "easy method" doesn't end up working out for you, don't worry. The traditional option is not too complicated. For accents, all you need to do is to press the *Option* key + e, and the letter you need at the same time and then release the keys.

Actually, we have created a video that explains this very process and will help you to understand it better. Also, you can simply follow this table:



Spanish Character	Mac Code	Spanish Character	Mac Code	Spanish Character	Mac Code
Á	Option + e, Shift + a	á	Option + e, a	Ñ	Option + e, Shift + n
É	Option + e, Shift + e	é	Option + e, e	ñ	Option + e, n
Í	Option + e, Shift + i	í	Option + e, i	¿	Shift + Option + ?
Ó	Option + e, Shift + o	ó	Option + e, o	¡	Shift + Option + 1
Ú	Option + e, Shift + u	ú	Option + e, u		



Spanish Keyboard: PC

Perhaps the best option to type accents on Windows is to press the apostrophe key (') followed by the vowel you want to accent. As in the following table:

Spanish Character	Windows Code	Spanish Character	Windows Code
Á	' + Shift + a	á	' + a
É	' + Shift + e	é	' + e
Í	' + Shift + i	í	' + i
Ó	' + Shift + o	ó	' + o
Ú	' + Shift + u	ú	' + u



For other Spanish characters commonly used just follow these next table:

Spanish Character	Windows Code
Ñ	~ + Shift + n
ñ	~ + n
í	Alt + 1
¿	Alt + ?

If this method doesn't work on your computer, try using the right *Alt* key sometimes also labeled as *AltGr*. All you need to do to add accents with this method is to press the right *Alt* key at the same as the vowel. If the vowel is capitalized, then you need to press three keys at the same time: the vowel, the right *Alt* key, and the *Shift* key.



This way also works for other common Spanish characters as you'll see in the following table that summarizes the right *Alt* key method:

Spanish Character	Windows right Alt key Code	Spanish Character	Windows right Alt key Code	Spanish Character	Windows right Alt key Code
Á	Alt + Shift + a	á	Alt + a	Ñ	Alt + Shift + n
É	Alt + Shift + e	é	Alt + e	ñ	Alt + n
Í	Alt + Shift + i	í	Alt + i	¿	Alt + ?
Ó	Alt + Shift + o	ó	Alt + o	¡	Alt + 1
Ú	Alt + Shift + u	ú	Alt + u		

Alt Codes for PC

A third method to type Spanish accents and punctuation marks in Windows is by using character codes, also known as ASCII code. This system is a gift from a different age, as it was **first published** in 1963, and it may not run anymore in some devices.

This method requires an extra step and works differently depending on if you have a numeric keypad or not. Let's explain both ways first, followed by a list of the **Alt Codes**.

With Numeric Keypad

First, find the Number Lock key at the top left of your numeric keypad and press it. A small light will turn on and that's the sign that your numeric keypad is now working. Now, find the "alt" key to the left of your space bar, press it and hold it down. With the



“alt” key still pressed, type the code for the needed character and release both keys at the same time. Bingo!

Without a Numeric Keypad

However, most laptops and wireless keyboards don’t include a numeric keypad these days. On these devices this method is a little bit different.

First, find the function key “fn” at the bottom left of your keyboard. Then, find the “num lock” key to the top right corner of your keyboard. Press both keys at the same time and this will turn on your Number Lock. Now, you can type the number keys located in the top horizontal row of your keyboard to use the “alt” codes as follows:

Spanish Character	Alt Code	Spanish Character	Alt Code	Spanish Character	Alt Code
Á	0193	á	0225	Ñ	0209
É	0201	é	0233	ñ	0241
Í	0205	í	0237	¿	0191
Ó	0211	ó	0243	¡	0161
Ú	0218	ú	0250		