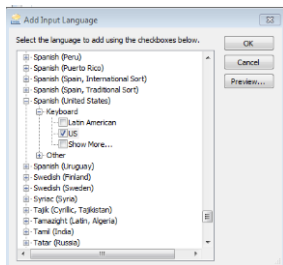# How to Add and Use a Spanish keyboard

Microsoft Windows allows the addition of language keyboards. When you add a Spanish keyboard you may switch from your standard keyboard to the Spanish keyboard with a keystroke or a click. Then you have characters available to you that are not on your standard keyboard.

How to add a Spanish keyboard:
1. Click the **Start** button and select **Control Panel**.
2. Choose **Region and Language.**
3. Click the **Keyboards and Languages** tab.
4. Click **Change keyboards…**
5. Under the Installed Services area, click **Add**.
6. Scroll down the list until you see Spanish; there are several choices. Click the plus sign next to one that most closely meets your needs then click **Keyboard.** Select an option then click **OK** three times to exit all windows.

7. You are now set up to toggle back and forth between the English and Spanish keyboards. You may do this with a keystroke by holding down the <u>left</u> Alt key and pressing the Shift key. Or you may click the language tool close to the clock in your taskbar and choose the language you want.