**How to switch to French/Spanish keyboard with Windows 7:**

1. Click on the Windows icon at the bottom left of your screen (in the task bar on the bottom)
2. Click on “Control Panel” (in second column)
3. Click on “Clock, Language and Region”
4. Click on “Change Keyboards or Other Input Methods”
5. Select “Keyboards and Languages” tab (if it’s not already on that tab)
6. Click on “Change Keyboards”
7. Under “General” tab, click on “add”
8. Click on “Spanish, Spain, international sort”, then select the “Spanish” box under keyboard, then OK (This works for French, too, because the Spanish keyboard will also do all the French accents).
9. Click Apply
10. Under “General” tab, make sure English is still selected as your ”Default Input Language”
11. Select the “Advanced Key Settings” tab, then click on “Change Key Sequence”
12. Under “Switch Input Language” (left-hand side), select “ctrl + shift”, then click OK
13. Click Apply, then OK until you’re back to the “Clock, Language and Region” screen

Now when you want to switch back and forth between the English (default) keyboard and the Spanish keyboard, you just hold down the Control key and press Shift. Your keyboard will automatically default back to the English keyboard every time you exit a program.

**How to get accents, punctuation, etc.:**

For right side up **question mark**, press **\_** key (press shift key and then the line key (key to the right of the zero).

**Spanish accents & symbols:**

1. Spanish: for an **accent**, press ' key (apostrophe key) and then the vowel you want an accent on.

2. Spanish: for **ñ**, press **;** key (semi-colon key).

3. Spanish: for **upside down question mark**, press **+** (which is shift and then = button).

4. Spanish: for **upside down exclamation point**, press **=**.

5. Spanish: For the **double dot over a vowel** (ë), press the quotation mark key (“) and then the vowel you want the

dots over.

**French accents & symbols:**

1. French: for the **accent aigu** (é), press the ‘ key (apostrophe key) plus the vowel you want an accent on.

2. French: for **accent grave** (è), press **[** key (left bracket key) and then the vowel you want the accent on.

3. French: for **circonflexe** (ê): press the { key (press shift plus the left bracket key) and then the letter you want the accent on).

4. French: for the **cédille** (ç), press the **\** key for non-capitalizated (ç) or **|** for capitalized (Ç).

5. French: for the **tréma** (double dots over a vowel – ë), press the quotation mark key (“) and then the vowel you want the

dots over.