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

1. Click on start icon and move mouse up to settings, then select Control Panel

2. In Control Panel, click on “Regional and Language Options” icon.

3. Click on Keyboards and Languages

4. Click on Change keyboards, which will bring up the Text Services and Input Languages screen

5. Click the “Add” button (halfway down on the right)

6. Scroll down to “Spanish (Spain – International Sort)”

(This works for French, too, because the Spanish keyboard will do all the French accents, too).

7. Select Spanish (International sort) and under keyboard, click the “Spanish” box and then click OK.

8. Click on Advanced Key Settings (top right box).

9. Click on “Between Input Languages” to highlight it (if it’s not already highlighted)

10. Click on “Change Key Sequence”

11. Under “Switch Input Language” select the “Ctrl + Shift” option button and then click OK.

12. Make sure English is selected under Default Input Language.

13. Click “Apply” and then “OK”

14. Click “OK” to get out of “Regional and Language Options” and you’re done.

Now when you want to switch back and forth between the English (default) keyboard and the Spanish keyboard, you just hold down Control 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.