

FOREIGN LANGUAGE KEYBOARDS*

Use the pictures of a Spanish keyboard in both normal and shift mode or follow the directions below to put the keyboard on your screen.

FOR PCS



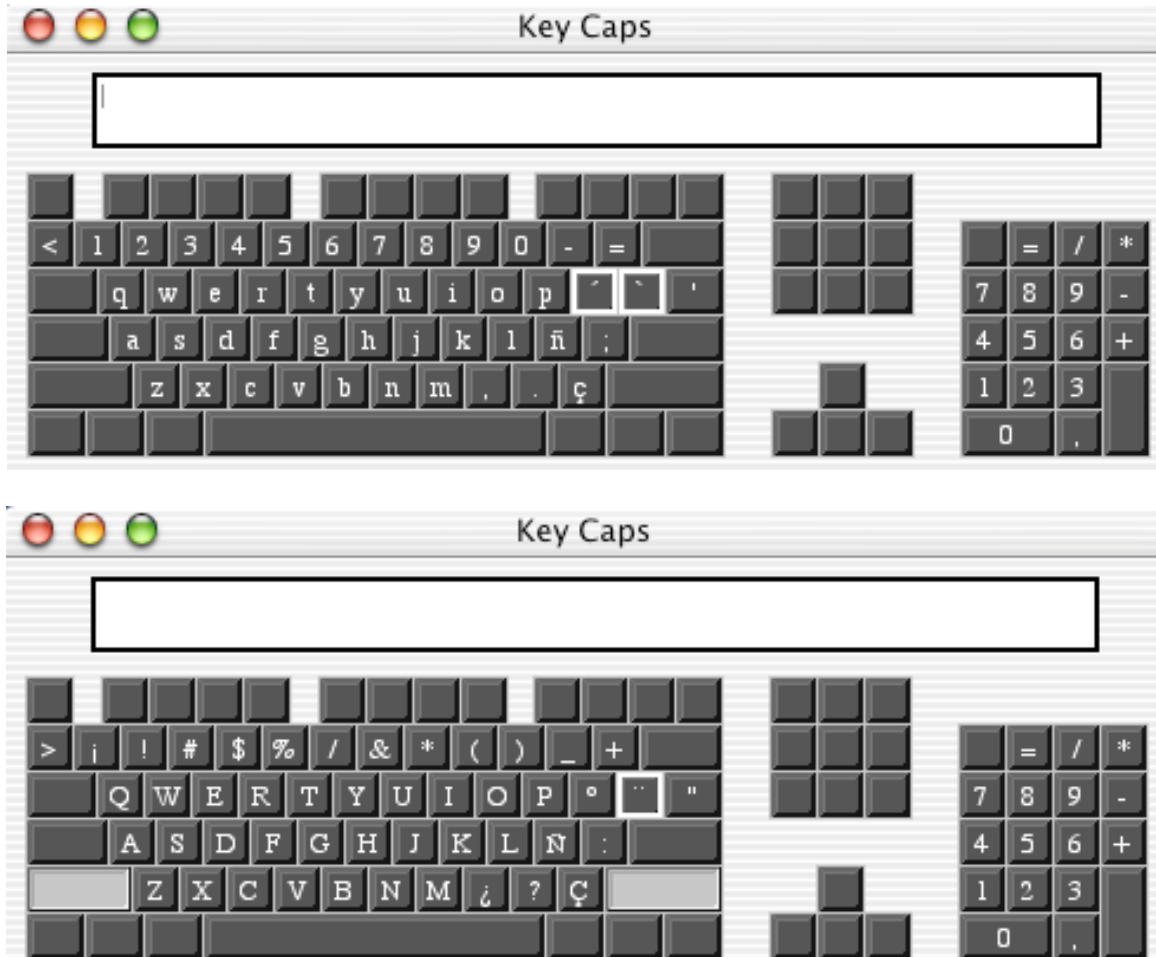
- On the pcs scroll up the Start Menu > Programs > On-Screen Keyboard.
- A keyboard layout window should appear.
- Scroll up the little blue box with two letters in the bottom right-hand corner to the Spanish (International Sort) option. Then scroll the mouse over the keyboard window. You should see it change to the Spanish keyboard. Languages not using the Latin alphabet may require special font choices.

*These directions are standard for any foreign language keyboard.

FOREIGN LANGUAGE KEYBOARDS*

Use the pictures of a Spanish keyboard in both normal and shift mode or follow the directions below to put the keyboard on your screen. If you choose the latter, you'll have to set up each Mac you use like this once.

FOR MACS



- On the Macs scroll down Apple Menu > System Preferences. In the window that appears under **Personal**, click on the **International** icon.
- In the new window, click on the **Input Menu** tab. In the next window make sure that the box for the **Keyboard Viewer** is checked. Then scroll down to the option for **Spanish** and click on the checkbox to the left. Close the window.
- On the desktop scroll down the flag that appears on the right of the menu bar to the **Spanish flag**. Then scroll down again to the **Show Keyboard Viewer** option. Within a program scroll to a font such as Times. Languages not using the Latin alphabet may require special font choices.

*These directions are standard for any foreign language keyboard.