HOW TO TYPE USING SPANISH PUNCTUATION

--Go to "Control Panel"

--Click on "Date, Time, Language and Regional Options"

--Click on "Add other languages"

--Click on "Languages" tab (if it doesn't automatically go there)and under "Text services and input languages" click on "Details"

--Under "Installed Services" click on "Add" and select the language(s) you want to add to "Input Languages" -- this is in addition to English.

--Click on "OK"

--Click on "Language Bar" under "Preferences"

--Select "Show the language bar on the desktop"

Then, when you start up your computer from there on out, you will have a little box that says "EN" or "ES" on your desktop startup bar (usually down in the lower right corner). Click on it, and you can toggle back and forth between languages.

If you click on ES (for Spanish), all you have to do to add an accent is, instead of typing e (for example), type 'e (apostrophe e) -- it will show up as é. This works for all lower case vowels. To get the ñ, simply type the semicolon key...nothing else. Play around with it and you'll find all the other characters, including upside down punctuation, etc. Try using the Shift key with each one too and you'll discover more. To type an e-mail in Spanish, simply change the language box to ES and you are set to go.