**Shortcut Commands for Accents on a PC**

|  |  |
| --- | --- |
| **Alt - 0193** | Á |
| **Alt - 160** | á |
| **Alt - 0201** | É |
| **Alt - 130** | é |
| **Alt - 0205** | Í |
| **Alt - 161** | í |
| **Alt - 165** | Ñ |
| **Alt - 164** | ñ |
| **Alt - 0211** | Ó |
| **Alt - 162** | ó |
| **Alt - 0218** | Ú |
| **Alt - 163** | ú |
| **Alt - 154** | Ü |
| **Alt - 129** | ü |
| **Alt - 168** | ¿ |
| **Alt - 173** | ¡ |

Hold down ALT and use the numbers on the far right keypad. Other numbers won’t work.

**Shortcut Commands for Accents on a MAC**

To get accents on the Mac, hold down the Alt/Option key, and while holding it down, type the letter ‘e’; then release those keys and type the letter that you want the accent to appear on:

á = Opt + e, then a  
é = Opt + e, then e  
í = Opt + e, then i  
ó = Opt + e, then o  
ú = Opt + e, then u

For the ‘ñ’, hold down the Alt/Option key while you type the ‘n’; release and type n again.

ñ = Opt + n, then n

To place the dieresis over the ‘u’, hold down the Alt/Option key while pressing the ‘u’ key; release and type ‘u’ again.

ü = Opt + u, then u

The inverted punctuation marks are achieved as follows:

¡ = Opt + 1  
¿ = Opt + shift + ?