

Spanish Keyboard Set-up and Codes

1. Click the status area in the bottom-right of your desktop.
2. The settings panel appears.
3. Select Settings.
4. Your Chromebook Settings page loads in the Chrome browser.
5. Scroll down to the Device section and click Keyboard Settings.
6. The Keyboard Settings dialog box appears.
7. Click the Change Language and Input Settings link at the bottom of the dialog box.
8. The Languages and Input dialog box appears, as shown in this figure.
9. The language you selected when setting up your device appears in the Languages pane on the left side of the dialog box.
10. Click the Add button at the bottom of that pane.
11. The Add Language dialog box appears.
12. Select Spanish (español) from the drop-down list of available languages.
13. Click OK.
14. Look to see that Spanish is added to the list of languages in the Languages pane.
15. Open the Input Method section, check the box for the Spanish keyboard(s).
16. Make sure both the English and Spanish keyboards are checked. Click Done.

To toggle between keyboards, hold Ctrl and click spacebar. In the lower left-hand corner, you will see ES for the Spanish keyboard and EN for the English keyboard.

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The spanish keyboard is almost the same as an English keyboard except with a few additional shortcuts:

- To type an accented character, type an apostrophe ('), followed by the letter. For example, to get á, type ' and then a.
- To type ñ, tap the semicolon (;) key.
- To type ¡, tap the equal sign (=) key
- To type ¿, hold down shift and tap the equal sign (=) key