QUICK SPANISH TIPS AND TRICKS FOR WRITING: MAC USERS

Created by Tiara Stanley, June 2016

The intended purpose of these tips are for those taking coursework in Spanish that require utilizing basic Spanish grammar or for those in further advanced course who need a brief review. There are also keyboard shortcut instructions.

KEYBOARD SHORTCUTS

To get accents on the Mac, hold down the 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:

à = 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 Option key while you type the n; release and type n again. ñ = Opt + n, then n

To place the diaeresis over the u, hold down the Option key while pressing the u key; release and type u again.

û = Opt + u, then u

The inverted punctuation marks are achieved as follows:

¡ = Opt + 1
¿ = Opt + shift + ?

Sources:
http://www.studyspanish.com/accents/typing.htm
QUICK SPANISH TIPS AND TRICKS FOR WRITING: CRYPTIC CODE KEYBOARD USERS

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KEYBOARD SHORTCUTS

If, for some reason, you don't want to change your keyboard, you can always type in the cryptic codes.

Using this arcane system, the following codes apply:

\[\á = \text{Alt} + 0225 \]
\[\é = \text{Alt} + 0233 \]
\[\í = \text{Alt} + 0237 \]
\[\ö = \text{Alt} + 0243 \]
\[\ú = \text{Alt} + 0250 \]
\[\ñ = \text{Alt} + 0241 \]
\[\ü = \text{Alt} + 0252 \]
\[\i = \text{Alt} + 0161 \]
\[\¿ = \text{Alt} + 0191 \]

When you type in the numbers, some keyboards require that you use the "numeric keypad" located to the side, rather than the numbers along the top. On some keyboards only one of the two Alt keys will work for this.

Sources:
http://www.studyspanish.com/accents/typing.htm
QUICK SPANISH TIPS AND TRICKS FOR WRITING: INTERNATIONAL KEYBOARD USERS

Created by Tiara Stanley, June 2016

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KEYBOARD SHORTCUTS

First of all, notice that if you strike the single apostrophe (') key, nothing happens. To type the single apostrophe now, you must strike the single apostrophe key and then strike the space bar.

When you strike the spacebar, the apostrophe will appear. The next thing to note is that the quotes (") key behaves the same way as the apostrophe key.

You must first strike the quotes key and then strike the space bar in order to create the (") symbol. These two minor inconveniences are more than made up for by the ease with which you can now type the special characters.

To type the special characters, two keystrokes are required. To type the á, you need only strike the apostrophe key and then the letter a.

The other characters are just as easy:
á = ' + a
é = ' + e
í = ' + i
ó = ' + o
ú = ' + u
ñ = ' + n
ú = ' + u

To type the special punctuation characters, you need to hold down on the Alt key while you strike the appropriate punctuation mark. On some keyboards, only one of the two Alt keys will work for this.

¡ = Alt (hold down) + !
¿ = Alt (hold down) + ?

Sources:
http://www.studyspanish.com/accents/typing.htm
QUICK SPANISH TIPS AND TRICKS FOR WRITING: FOR STUDENTS

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WRITING VOCABULARY TO GET YOU STARTED

a causa de = because of
a pesar de = in spite of
a saber = that is to say
actualmente = at present, currently
ahora bien = however, now
asumir = to assume
comparado -da con = compared with
dar algo por sentado = to assume or take for granted
dicho de otra manera = in other words
efectivamente = in fact
en comparación con = by comparison with
en cuanto a = regarding, with regard to
en efecto = in fact
en la actualidad = at present, currently
en otras palabras = in other words
en primer lugar = first, in the first place
en resumidas cuentas = briefly
en segundo lugar = second, in the second place
enfatizar = to emphasize
es decir = that is to say
finalmente = finally
hacer hincapié en = to emphasize
hoy en día = nowadays
la gran mayoría de = the great majority
no obstante = nevertheless
por lo menos = at least
por otra parte = on the other hand
por último = finally
porque = because
primeramente = first, in the first place
primero = first, firstly, in the first place
recalcitrar = to emphasize
respecto a = regarding, with regard to
señalar = to point out
sin embargo = nevertheless
subrayar = to underline

Sources:
http://inlingua-if.com/blog/learning-how-write-spanish
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NEED MORE WRITING ASSISTANCE?

If you need more help going through a writing assignment or any writing elements, please consider making an appointment with the University Writing Center.

Schedule an appointment by following this link: https://ecu.mywconline.com

Having issues online? Give us a call at 252.328.2820

OTHER QUICK LINKS TO HELP

Conjugations: http://www.conjugation.org/
Define Spanish word: http://dle.rae.es/?w=diccionario
Finding Grammar Errors: http://spanishchecker.com/
Por vs. Para: http://spanport.umn.edu/assets/pdf/rulesporpara.pdf
 Asking Questions: http://www.spanishdict.com/topics/show/48

ECU LIBRARY RESOURCES

There is a unique page created for foreign language studies to help students who are conducting research, links to databases, how-to demonstrations and more.

http://libguides.ecu.edu/c.php?g=17292&p=96548