How to Type Spanish Accented Letters

**Problem:** This procedure is for users taking exams through Respondus Lockdown browser, that require the user to type accented letters in Spanish language.

**Resolution:** Please follow the below set of steps to ensure that students taking an exam in Lockdown Browser on their Chromebooks, will be able to type any accented character.

**Windows**

**Set keyboard input language**
1. From the Start button, click the Gear icon to launch Windows Settings.
2. From the Windows Settings window, click the Time & Language option.
3. On the left-side menu under Time & Language, click the Language option.
4. On the Language window, scroll down to see the Preferred Languages option, and then select the option “English (United States).” This should pop up an Options button directly under this language. Click the Options button.
5. On the Language Options for English (United States) you will see Keyboards and US QWERTY as the default keyboard, click the Add a keyboard option. Scroll through the list of keyboards until you see United States – International (QWERTY), and select it.
6. [Optional Step If students do not have permission to change input options.] Select the US (QWERTY) keyboard, and click the Remove button. This will remove the default US English keyboard, which will cause some key sequences to show different characters. Recommend the permission to change input be given if at all possible.
7. Close out of any open windows and return to the desktop. In the System tray next to the date and time should be a new option of changing the default keyboard input. Select the ENG (US) option that is showing in the system tray, and then click on the option added earlier, ENG (INTL). Once this option is set, you can now use the below steps to type accented letters.

**ChromeBooks**

**Set your keyboard language**
1. At the bottom right, select the time.
2. Select Settings  Advanced.
3. In the "Languages and input" section, select Input method  Manage input methods.
4. Check the boxes next to the following keyboard language: US International Keyboard
5. Select Back  .

**Type Accent Letters keyboard**

Now that you have set US International as your input keyboard, you can type accents while in Lockdown Browser taking an exam.
Use the Alt key on the right side of the keyboard.

- Hold down the Alt key on the right and then click a, e, i, o, u, or n.
- To obtain capital accented letters, hold down the Right-Shift key as well as the Right-Alt key, and then press the needed letter.
- Do the same for the question and exclamation marks