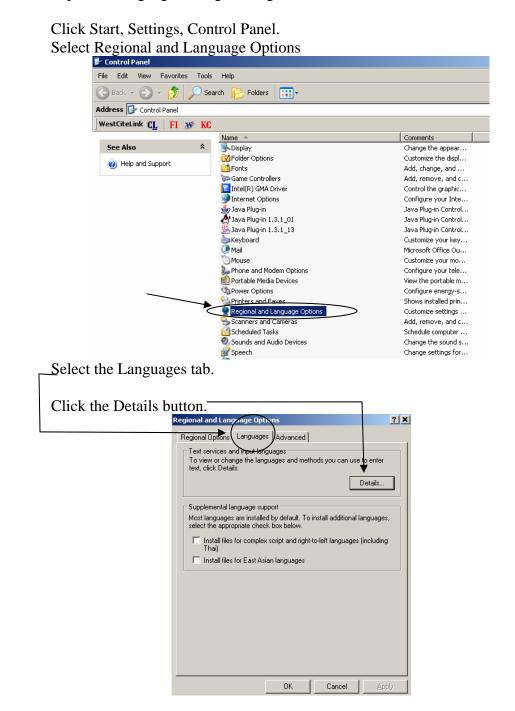
## To Add Spanish-Language Keyboard Settings:

Close all Word, Outlook, and any other Office 2003 programs you currently have open.

Add the Spanish Language settings through Control Panel:



Select the Add button.

Fext Services and Input Languages	
Settings Advanced	
Default input language Select one of the installed input languages to use when you start your computer. English (United States) - US	
Installed services Select the services that you want for each input language shown in the list. Use the Add and Remove buttons to modify this list. English (United States) Handwriting Recognition • Drawing Pad • Writing Pad • Writing Pad • US • Speech Recognition	
Preferences Language Bar Key Settings	
OK Cancel Apply	

Click the drop-down arrow for Input Language and select the language you want (among other languages, there are 20 different options for Spanish)

Text Se	rvices and Input Languag	nges ?X	
Setting	Advanced	I	
	dd Input Language	<u>? ×</u>	-
	Input language:		
	English (United States)		
	Portuguese (Brazil)	<u> </u>	
	Portuguese (Portugal)		
F	Romanian	ak 🔻	
	Russian Serbian (Cyrillic)		
	Serbian (Lyniic) Serbian (Latin)	tion:	
	Slovak		
	Slovenian		
	Spanish (Argentina)		
	Spanish (Bolivia)		
	Spanish (Chile)		
	Spanish (Colombia)		
	Spanish (Costa Rica)	. OK Cancel	
	Spanish (Dominican Republic Spanish (Ecuador)		
	Spanish (El Salvador)		
	Spanish (Guatemala)	Properties	
	Spanish (Honduras)		
	Consulate (International Cont)		
_ Pre	Spanish (Mexico)		
	Spanish (Nicaragua)	ttings	
	Spanish (Panama)		
	Spanish (Paraguay)		
	Spanish (Peru) Spanish (Puerto Rico)		
	Spanish (Fuerto Filco) Spanish (Traditional Sort)	Cancel Apply	
	Spanish (Traditional Solt) Spanish (Uruguav)		
	Spanish (Venezuela)		
	Swahili		
Draw •	Swedish	🗖 🗆 🗠 🐗 🔅 🗕 🔏 🤌 - 🚄	

If you want, you can modify the specific language's default keyboard layout by selecting the drop-down arrow for Keyboard layout/IME:

Add Input Language	0 1
Add Input Language	? 🗙
Input language:	
Spanish (Traditional Sort)	
Keyboard layout/IME:	
	$\frown$
Spanish	
Norwegian	
Polish (214)	
Polish (Programmers)	
Portuguese	
Portuguese (Brazilian ABNT) Portuguese (Brazilian ABNT2)	
Romanian	
Russian	
Russian (Typewriter)	
Serbian (Cyrillic)	
Serbian (Latin)	
Speed Slovak	
Slovenian Spanish	
Preferences Spanish Variation	
Swedish	
Language Ba Swiss French	
Swiss German	
Tatar	
Turkish F	
Turkish Q	
Ukrainian Ukrainian	
<sup>III</sup> III United Kingdom <sup>III</sup> United States-Dvorak	
- Auto United States-Dvorak for left hand	14
United States-Dvorak for right hand	
2 Sec 1 United States-International	RK.
US	
🗌 🛋 🔽 Uzbek Cvrillic	<b>~</b>

When done, click OK to close the Add Input Language window.

dd Input Language	<u>? X</u>	
Input language: Spanish (Traditional Sort)		
Keyboard layout/IME:	-	/
Handwriting recognition:		
Speech:		
I		
	OK Cancel	

Click OK to save the change and close the window.

eaangs					
	Advanced				
- Defai	lt input language				
	t one of the insta		quages to u	ise when	uou start uou
comp		anda mpar ian	gaageetee	ise mien	you start you
Engl	sh (United State	sj·US			
	ed services —				
	t the services th				ge shown in ti
list. U	se the Add and F	Hemove butto	ons to modify	y this list.	
	<ul> <li>Write Ar</li> </ul>	nywhere		<b></b>	
	<ul> <li>Writing F</li> </ul>			_	
6	🛗 Keyboard				
	• US				
	🎤 Speech Rec	cognition			A <u>d</u> d
ES	Spanish (Traditio	onal Sort)			Remove
	🛗 Keyboard				
	<ul> <li>Spanish</li> </ul>			-	Properties
				_	Trabarreau

ľ

0				als
Regional and Lang	juage Optio	ns		<u>? ×</u>
Regional Options	Languages	Advanced		
Text services a To view or cha text, click Deta	nge the langu		hods you can use	to enter
				Details
Supplemental la	anguage supp	ort		
Most languages select the appro			install additional I	anguages,
Install files Thai)	for complex s	cript and right	-to-left languages	(including
🔲 Install files	for East Asiar	n languages		
		OK	Cancel	Apply

Now you have to turn on the feature in Office 2003:

Click Start, Programs, Microsoft Office, Microsoft Office Tools, Microsoft Office 2003 Language Settings.

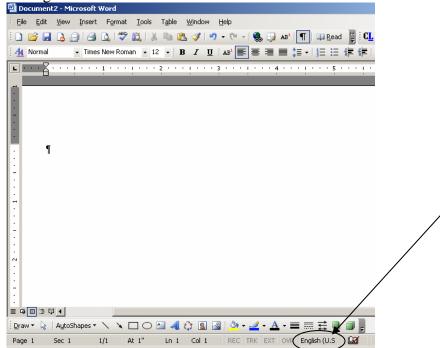
On the left side where languages are listed, scroll down and select Spanish, then click the "Add" button. (Do not use the drop-down arrow under Available Languages; Spanish isn't listed there.)

Ā	Microsoft Office 2	003 Language Settings			×
	Enabled Languages	About Microsoft Office 20	103 Language Settings		
	easy to use	cations have features, such e other languages in your d select the language and clic	ocuments. To enable the		ake it
	Available la	nguages:		ed languages:	
	(All scripts	) 🔽	9ª En	glish (U.S.)	
	Spanish 🚬	nited support)	Add >>		
	Choose the English (U	anguage that defines def (5.)	, ault behavior in Microsof	t Office application:	5
				ОК	Cancel

Click OK to save the change and close the window.

Microsoft Office 2	003 Language Settings		×
Enabled Languages	About Microsoft Office 2003	Language Settings	
easy to use language, s (All scripts) Somali (lin Sutu (limit Swahili Swahili	other languages in your docu elect the language and click A nguages: inited support) ed support)	Add >> 	
Choose the English (U.		t behavior in Microsoft Office applications	Icel

Open Word. Along the bottom of the Word screen there is an indication of what language you are using.



On your keyboard press the **left Alt** key together with the **Shift** key. The language will change. The spell-check feature will now recognize words in that language.

