# 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:

> Click Start, Settings, Control Panel.
> Select Regional and Language Options
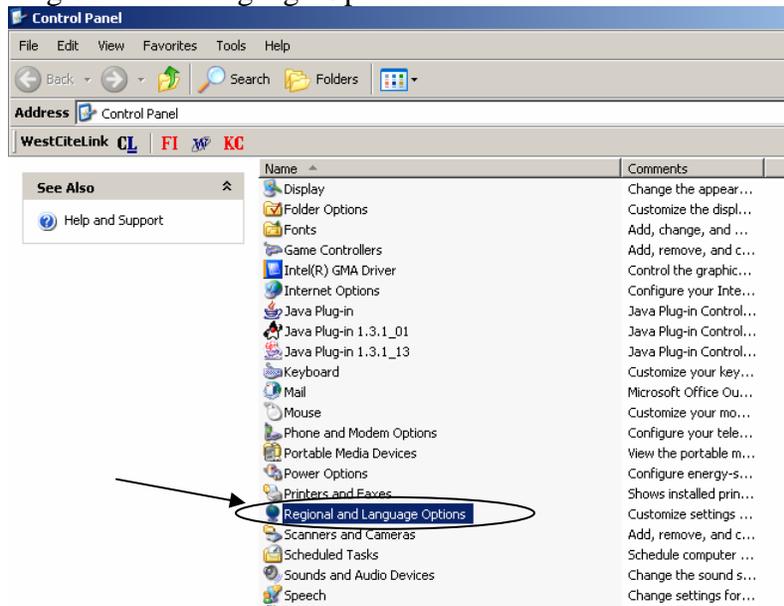
Select the Languages tab.

Click the Details button.
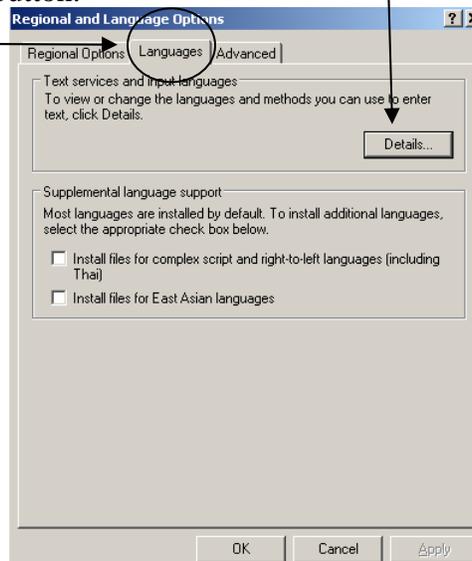
Select the Add button.
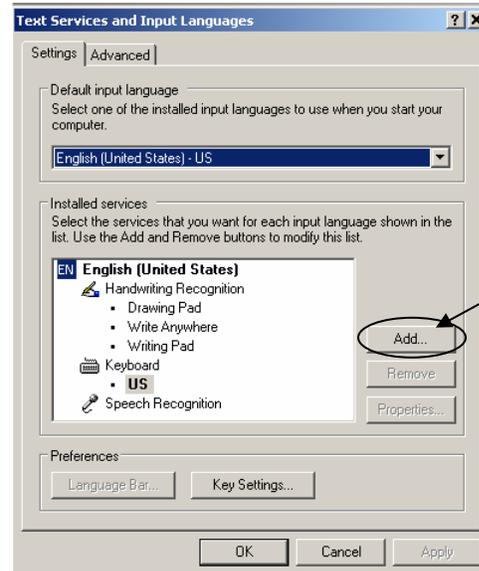
Click the drop-down arrow for Input Language and select the language you want (among other languages, there are 20 different options for Spanish)
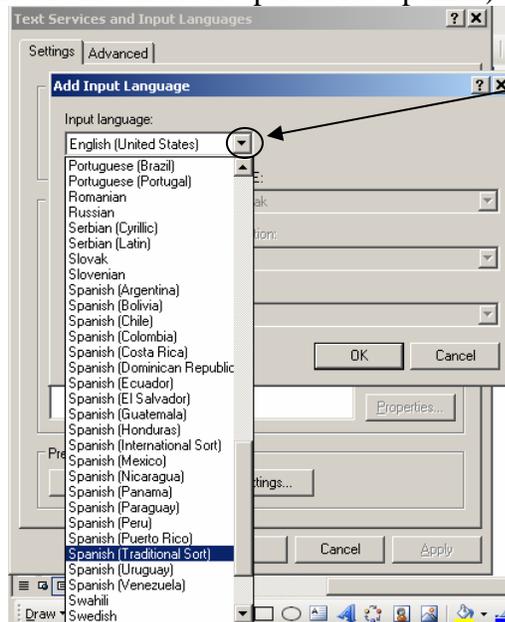
If you want, you can modify the specific language's default keyboard layout by selecting the drop-down arrow for Keyboard layout/IME:
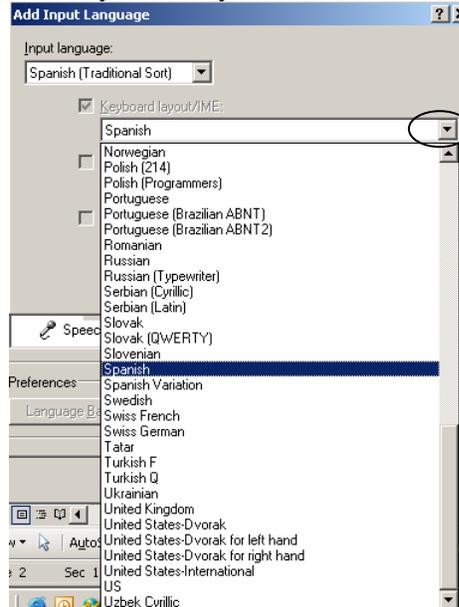
When done, click OK to close the Add Input Language window.
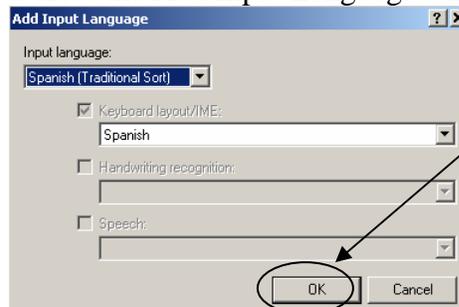
Click OK to save the change and close the window.
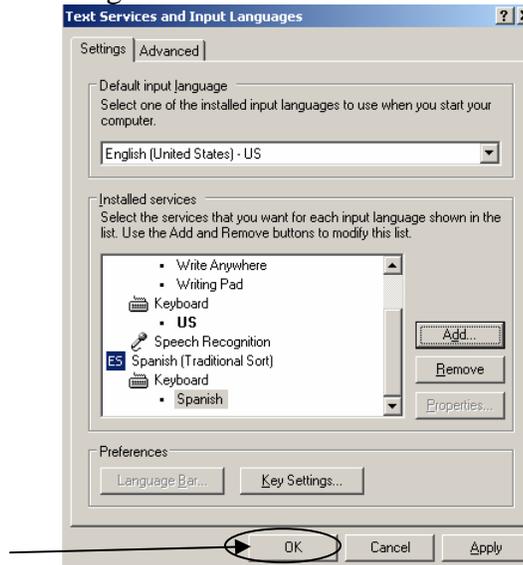
Click OK to save the change and close the window.

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.)
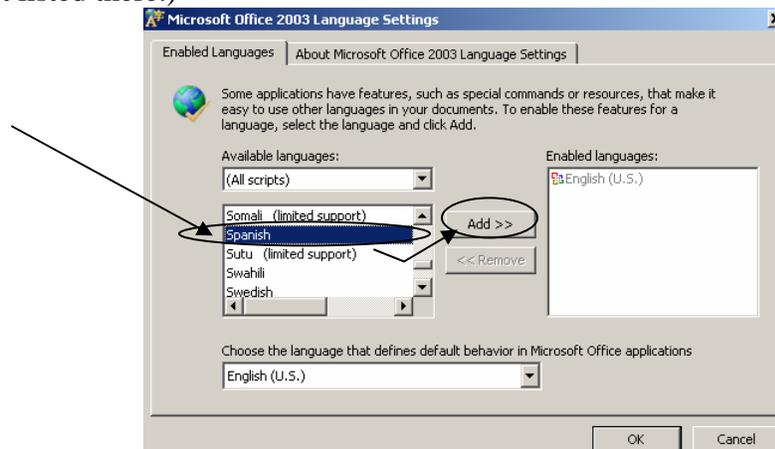
Click OK to save the change and close the window.
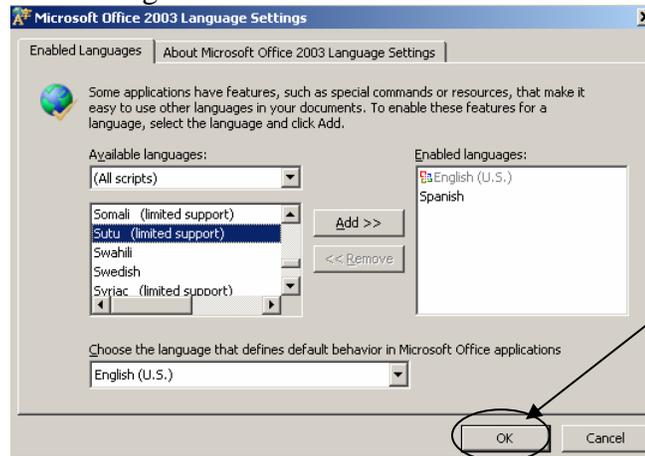
Open Word. Along the bottom of the Word screen there is an indication of what language you are using.
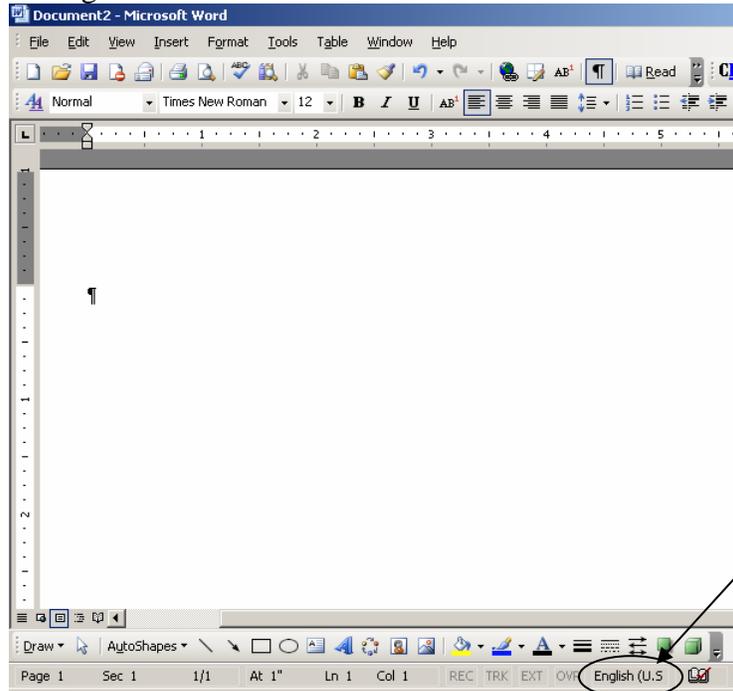
On your keyboard press the **left Alt** key together with the **Shift** key. The language will change. The spell-check feature will now recognize words in that language.