

Insert Spanish Letters or Symbols
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A few years ago a foreign publisher translated one of my computer books into Spanish. Although the editors and secretaries at the publishing house could read and write English, I occasionally had to type Spanish words in my correspondence to them, especially when I referred to words in my royalty statement. During that same time I had a son living in South America, so just for fun I'd occasionally write him a short letter in Spanish.

When I first started writing Spanish in WordPerfect, I used the Compose feature to create special Spanish letters and symbols. I'd press Compose (Ctrl-2), type a single quote ('), and type a vowel to get an accented character like á. Or I'd press Compose (Ctrl-2) and then press the exclamation mark (!) or the question mark (?) twice to get the corresponding upside-down character ¡ or ¿.

After I had typed several Spanish documents, I realized that with a macro, I could save time each time I typed a Spanish character. Creating Spanish characters this way seemed easier than doing it with the Compose feature.

The Spanish macro

The Spanish macro, included as SPANISH.WPM, allows you to insert almost all the special Spanish characters: the accented uppercase and lowercase vowels, the letters Ñ and ñ, the upside-down exclamation and question marks, and the Spanish quotation marks or guillemets (« and »).

You can edit the macro to include special letters or symbols for any language or discipline. For example, I've used a similar macro for inserting Greek letters into scientific documents.

Using the macro

To use the macro, just place the cursor where you want the special character inserted. Now press (Alt-F10), type "spanish" and press (Enter). The prompt "Letter or symbol:" will display. Type the character you want and the special character will be inserted. For example, if you wanted to insert "á" in your document, you'd press (Alt-F10), type "spanish," press (Enter), then type "a."

Some special characters, including most of the uppercase letters, won't appear as the actual characters on your document screen. They will, however, print correctly.

Note: If you intend to use this macro often, you can save time by renaming it with an Alt-letter combination (e.g., from SPANISH.WPM to ALTS.WPM).