1. Click on the Start Menu and select Settings or the Gear Icon
2. Click on Time & Language

3. Click On Language

Date & time

Current date and time

12:10 PM, Tuesday, October 22, 2019

Synchronize your clock

Last successful time synchronization: 10/22/2019 12:05:38 PM

Time server: D3.georgetownisd.org

Sync now

Time zone

(UTC-06:00) Central Time (US & Canada)

Adjust for daylight saving time automatically

On

Show additional calendars in the taskbar

On

Related settings
4. Click on English (United States)

Language
Windows features like Settings and File Explorer will appear in this language.

Add a Windows display language in Microsoft Store
Use Local Experience Packs to change the language Windows uses for navigation, menus, messages, settings, and help topics.

Preferred languages
Apps and websites will appear in the first language in the list that they support. Select a language and then select Options to configure keyboards and other features.

Add a preferred language

Choose an input method to always use as default

5. Click on Options

Language
Windows features like Settings and File Explorer will appear in this language.

Add a Windows display language in Microsoft Store
Use Local Experience Packs to change the language Windows uses for navigation, menus, messages, settings, and help topics.

Preferred languages
Apps and websites will appear in the first language in the list that they support. Select a language and then select Options to configure keyboards and other features.

Add a preferred language

Choose an input method to always use as default
6. Scroll down and click on Add Keyboard

Language options: English (United States)

Language pack
Language pack installed

Handwriting
No additional settings

Speech

Settings

Regional format
Windows formats dates and times based on this language

Settings

Keyboards

Add a keyboard

7. Scroll down and select United States-International

Language options: English (United States)

Language pack
Language pack installed

United States-Dvorak
United States-Dvorak for left hand
United States-Dvorak for right hand
United States-International

Add a keyboard
8. Click on ENG US to the left of the time and date in your computer’s system tray and then select the ENG INTL keyboard layout.

Once you have done all of the steps listed above, simply typing normal English characters (such as a or n) while holding down the Alt key on the RIGHT SIDE of your keyboard will result in their Spanish accented counterparts (such as á or ñ) to be typed instead of the normal characters. You will now be able to type in both Spanish and English while only having to use the RIGHT Alt key to add the Spanish accents.