Adding Languages & Keyboards

Our campus utilizes a number of extra language keyboards for various classes. Below you will find instructions on how to add additional language keyboards to your computer.

Windows 8/8.1

Adding

- on the Start Screen, click the hourglass icon to bring up the Windows Search box
- type "language" in the search box and then click on `Add a language to this device`
- click `Add a language` and then choose the language you desire from the resulting list
- you will now be back at the *Time and language* screen, click on the new language and then *Options*
- from here you can add additional keyboards for this language if desired

Using

- on the Start Screen, click the hourglass icon to bring up the Windows Search box
- type "language" in the search box and then click on `Switch input language`
- in the lower part of the resulting area, you will see the *Keyboard* option ... click that
- you can now choose from any of the installed keyboards

Windows 7

Adding

- click the *Start* button
- click *Control Panel*
- click on *Clock, Language, and Region*
- click the *Change keyboard or other input methods* link
- in the resulting window, click on *Change keyboards...*
- in the next window click *Add...*
- click the + next to language you want and then again next to *Keyboard*
- check the box next to the keyboard you wish to install and then click *OK*, *OK*, *OK* (to close all of the windows)

Using

- you should now see the language button in your task bar on the bottom of the screen (will probably say EN right now), you can click this to change your language and keyboard

OS X

Adding

- open *System Prefereces*
- select *Language & Region*
- select *Keyboard Preferences...*
- click the + near the lower-left of the screen
- choose the language you desire from the list and then the keyboard type you wish to add

Using

- you should see a flag on the toolbar at the top of your screen, click it
- choose the language/keyboard you wish to use