

Keyboard layouts

Windows allows you to swap between different keyboard layouts for different languages and different types of keyboard.

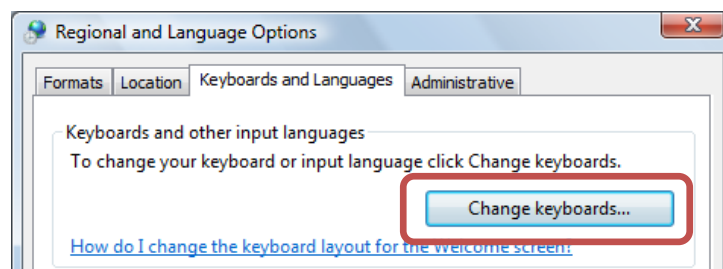
Before you can switch keyboard layouts, you need to install them.

Installing a keyboard language

To install a new keyboard language:

1. Click the **Start** button, and then choose **Control Panel**.
2. Click the **Clock, Language, and Region** heading.
3. Under the **Regional and Language Options** heading, click **Change keyboards or other input methods**.

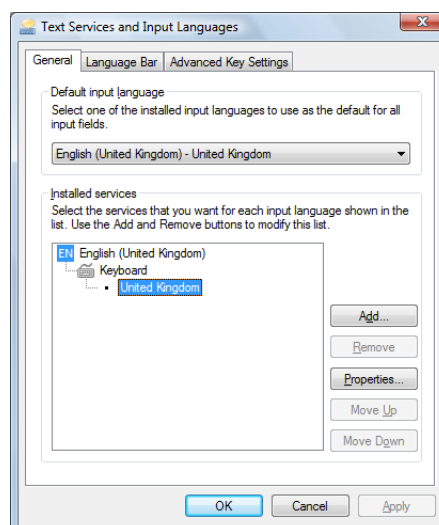
The Regional and Language Options dialog box will be displayed.



To change keyboards:

1. Click **Change keyboards**.

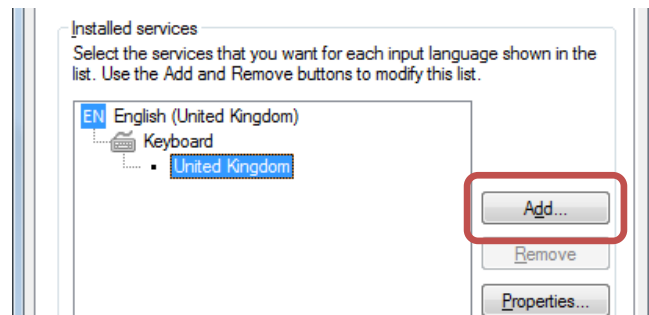
The Text Services and Input Languages dialog box will be displayed.



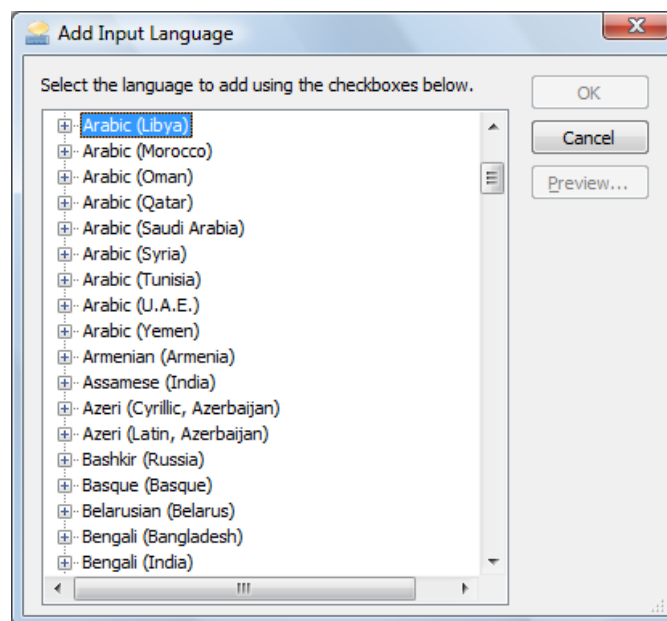
You can find a list of available keyboard layouts in the **Installed services** area. In the previous picture, the United Kingdom keyboard layout is selected.

To add a new keyboard layout:

2. Click **Add**.

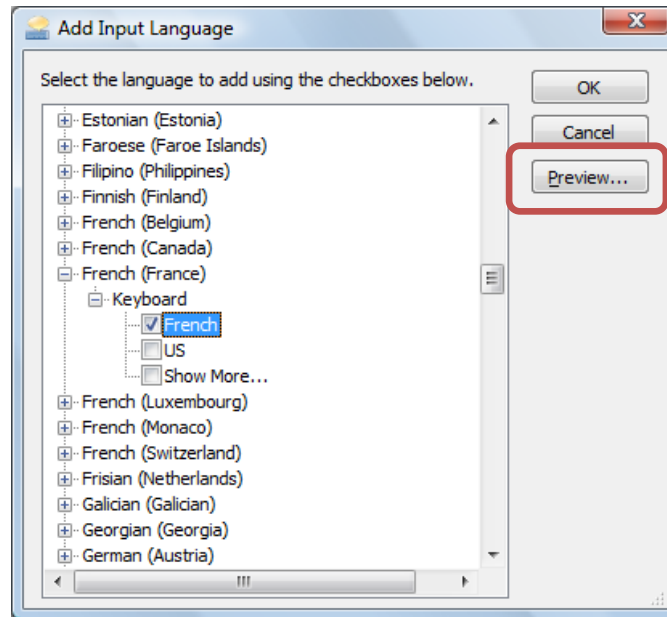


The Add Input Language dialog box will be displayed.



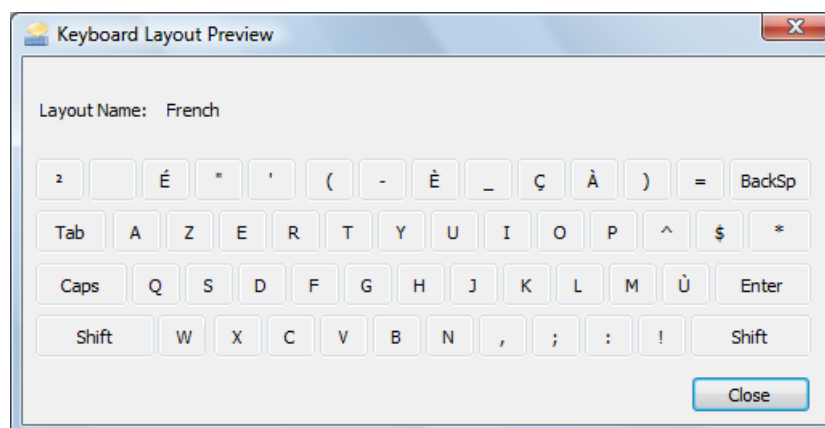
3. In the list of languages, double-click the required language, then double-click **Keyboard**, and then select the required keyboard layout.

In the next picture, a French keyboard layout is selected.



To preview the new keyboard layout:

4. Click **Preview**.



5. Click **Close**, to close the keyboard preview.
6. In the Add Input Language dialog box, click **OK** to confirm the new input language.
7. In the Text Services and Input Languages dialog box, click **OK** to confirm the addition.
8. In the Regional and Language Options dialog box, click **OK**.
9. Close the Control Panel.

Once you have more than one keyboard language installed, the Language button will be displayed on the Taskbar.



Switching keyboard layouts

To switch between installed keyboard layouts:

1. On the Taskbar, click the **Language** button, and then choose the required language.

