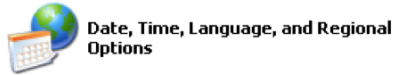


To Add Additional Keyboard Layouts to Your Computer

1. Go to **Start**, and Select **Control Panel**
2. In Category View, Select **Date, Time, Language, and Regional Options**



3. Then Select **Add Other Languages**

- ➔ Change the date and time
- ➔ Change the format of numbers, dates, and times
- ➔ Add other languages

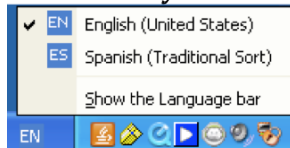
4. The Regional and Language Options window will open. Select the middle tab entitled **Languages**, and then Select the **Details** button.
5. The Text Services and Input Languages window will open. In this window Select the **Add** Button.
6. On the Add Input Language Window, you will want to select the language of your choice from the **Input Language** Drop down menu. Once you have made your selection click the **OK** button.



7. You should not have two languages listed.



8. Select **OK** on both open windows and close the Control panel. You should now see a little **EN** on your taskbar. By clicking this you will select which language to use.



9. If you **Do Not** the EN on the taskbar, **RIGHT CLICK** on the taskbar and go to **Toolbars**. From the Toolbars submenu select **Language bar**. You should now see the EN on your taskbar.

