

Language Keyboards

On the Windows Student Desktop

Language ภาษา Linguaggio ЯЗЫК
Глóсса Język മാന്ത്രിക്ക് لسان بولى
भाषा השפה Lenguaje 言語^ガ a
Langage ດາວ Ngôn ngū^{ங்கு} اللغة
भाषा ດັວ Ngôn ngū^{ங்கு} اللغة
Linguagem Wika ଭାଷା ଶ୍ରୀମା
Sprache 语言 Māori Bahasa 언어



Need IT help?

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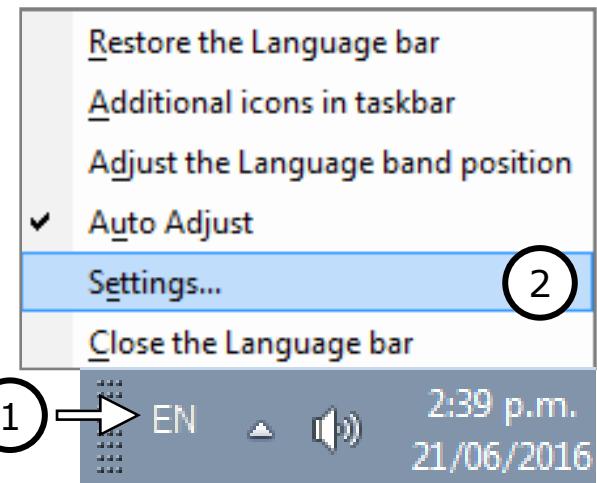
Try our help site: <http://www.otago.ac.nz/its/students>
Talk to us online: <http://www.otago.ac.nz/studentonlinehelp>

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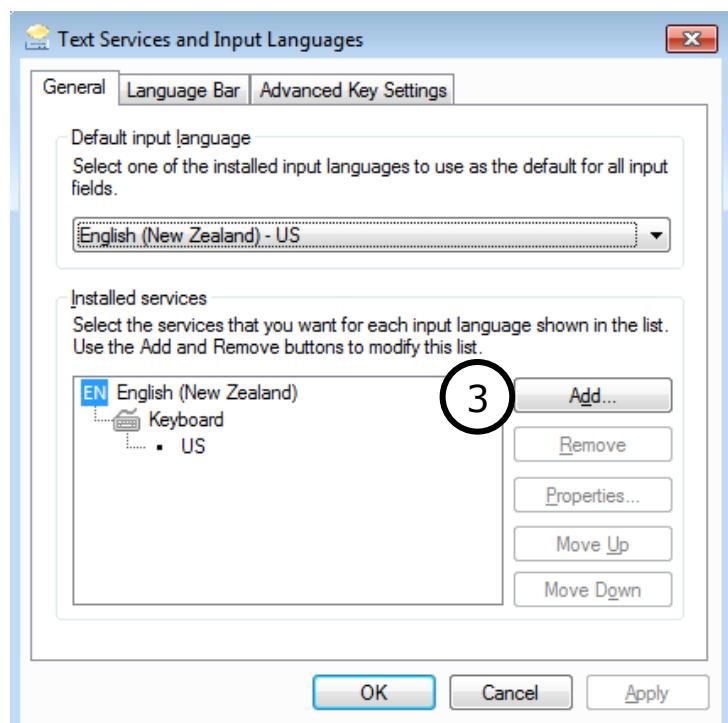
studentIT

How to Set-up a Non-English Language Keyboard Layout

1. Right-click on the Language Bar icon (EN)



2. Choose Settings



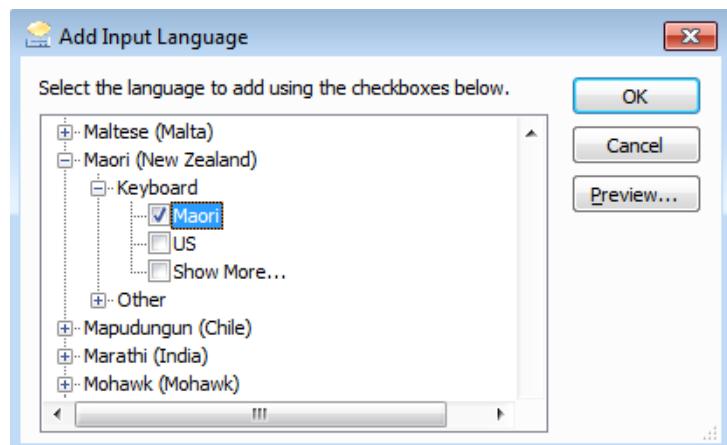
3. This is where you can see the language keyboard layouts you have installed.
Click Add.



Set-up Instructions Continued...

5. Click Ok.

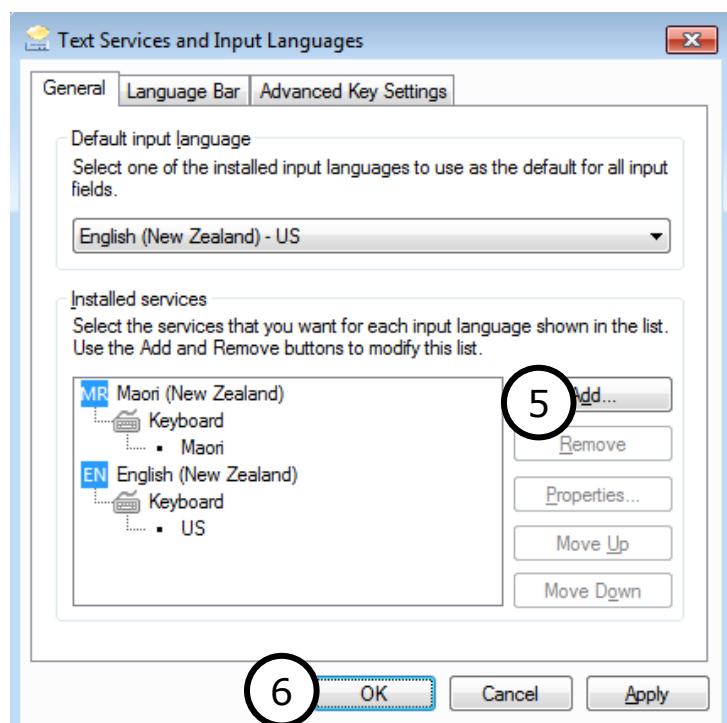
Most languages will have multiple keyboard options. You may need to try different keyboards until you find the one you need.



6. Now you have added your keyboard!

If you want, you can change the default language keyboard, remove keyboards, or add more keyboards.

Click Ok when you are finished.

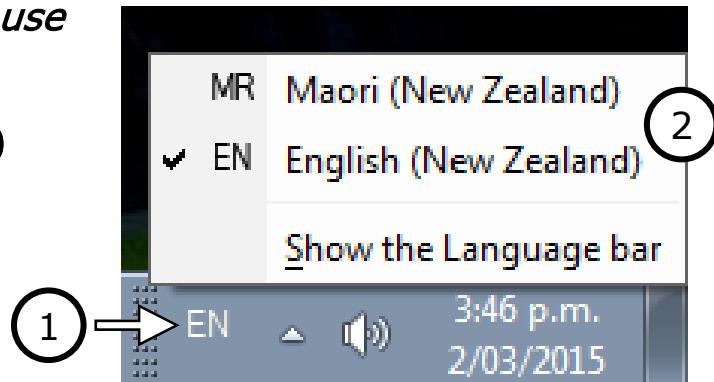


To Switch Between Keyboard Layouts

Once a keyboard layout is enabled, you can swap between layouts using the Language bar icon. This will initially show up as an EN by the clock.

Make sure the window you want to use the language in is open and on top.

1. Click the Language Bar icon (EN)
2. Choose a keyboard layout



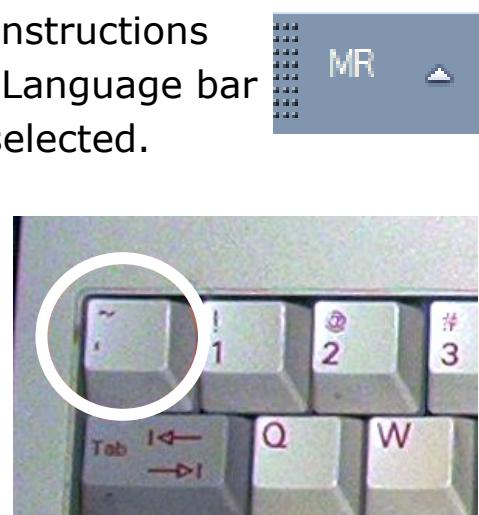
Using a Non-English Keyboard Layout

It can be difficult to use a non-English keyboard layout on a standard US keyboard if you're not used to it. There will often be multiple keyboard layouts for a single language, and you may need to research (Google!) which one is best for you and how to use it.

If you are taking a language paper, ask your lecturer or tutor for advice.

How to Type Māori Macrons

1. Add the Māori keyboard by following the steps on the previous pages.
2. Make sure the Māori keyboard is selected (see instructions on switching between keyboard layouts) — the Language bar icon will show **MR** instead of EN when Māori is selected.
3. Press the `~ key (top left of keyboard next to the number 1) before pressing any vowel to type the vowel with a macron.
E.g. press the `~ key and then a to type ā.



Note: If you have added the Māori keyboard to your personal Windows or Mac computer, you can type macrons in the same way as described above.