

Setting Up an International Keyboard (From upper left to lower right)

- 1) Click on the "Start" button and open the "Control Panel".
- 2) Click on the "Regional and Language Options" in Classic View (If you are in Category View, click on "Date Time, Language and Regional Options", then on "Regional and Language Options".
- 3) Click on "Languages", then "Details", then "Add"
- 4) In the bottom window, scroll down and select the "United States International" keyboard, then, click on "OK".
- 5) Click on "Apply", then click on "Ok".
- 6) You should now see a keyboard icon in the lower left corner of the screen, left click on it to open it and switch keyboards or to select the "language bar".
- 7) If you select the "language bar", the toolbar shifts from the lower left to upper right of your screen.
- 8) Right click on the language bar to close it.
- 9) To reopen it in the lower left corner of your screen, right click in the lower left corner and select "Toolbars", "Language Bar".
- 10) Keyboard shortcuts when using the International Keyboard are shown below.

Accent or Diacritic	Modification Key	Enter	Result
acute	single quote	' a	á
Umlaut / dieresis	double quote	" a	ä
circumflex	circumflex (shifted 6)	^ a	â
grave accent	grave	` a	à
til(de)	tilde	~ a	ã
Upside Down?	(Right Side) Alt-?		ı

