**USE OF ADDITIONAL LANGUAGES IN WINDOWS**

**TO USE ANOTHER KEYBORD LANGUAGE IN WINDOWS, IT IS NECESSARY TO FIRST INSTALL THE SUPPORT FOR THAT LANGUAGE IN WINDOWS IF IT IS NOT ALREADY AVAILABLE (INSTALLED).**

**INSTALLATION OF A NEW KEYBOARD LANGUAGE CAN BE DONE BY APPLYING THE FOLLOWING STEPS IN WINDOWS 10 OR LATER.**

1. **SELECT SETTINGS IN WINDOWS.**
2. **CLICK ON THE OPTION “TIME AND LANGUGE”.**
3. **CLICK ON THE “ADD LANGUAGE” BUTTON.**
4. **SELECT THE NAME OF THE DESIRED LANGUAGE (FOR EXAMPLE URDU (PAKISTANI)).**
5. **CLICK THE “INSTALL” BUTTON TO INSTALL THAT LANGUAGE. DURING INSTALLATION, PREFRRABLY ALL FEATURES MUST BE SELECTED TO HAVE A FULL INSTALLATION.**

**AFTER ONE OR MORE ADDITIONAL LANGUAGES HAVE BEEN INSTALLED, LIST OF THEIR NAMES CAN BE SEEN BY CLICKING AN ICON NEAR THE CLOCK DISPLAY CLOSE TO THE BOTTOM RIGHT END OF THE COMPUTER SCREEN. IT IS POSSIBLE TO SWITCH FROM ONE KEYBOARD LAYOUT FOR WINDOWS TO ANOTHER LAYOUT, BY CLICKING ON THE ICON JUST MENTIONED AND SELECTING THE DESIRED LANGUAGE LAYOUT FROM THE LIST. BY DEFAULT, THE ICON WOULD SHOW “ENG” (FOR ENGLISH).**

**AFTER THE KEYBOARD LAYOUT HAS BEEN CHANGED, PRESSING ON THE PHYSICAL KEYBOARD WOULD CAUSE THE CHARACTERS OF THE RESPECTIVE LANGUAGE TO BE SHOWN WHILE USING A WINDOWS APP.**

***KEYBOARD MISMATCH PROBLEM***

**THE CHARACTERS OF THE SELECTED LANGUAGE WOULD BE SHOWN ON SCREEN, BUT THE PHYSICAL KEYBORAD WOULD HAVE KEYS LABELLED WITH ENGLISH LANGUAGE CHARCTERS. THIS WOULD OBVIOUSLY MAKE IT IMPOSSIBLE TO DECIDE WHICH KEY TO TYPE TO SHOW A SPECIFIC CHARACTER OF THE NEW LANGUAGE.**

**THE ABOVE ISSUE CAN BE ADDRESSED BY ATTACHING TO THE COMPUTER THE PHYSICAL KEYBOARD FOR THE SELECTED LANGUAGE RATHER THAN THE CURRENT PHYSICAL KEYBOARD.**

**HOWEVER, A GENERALISED SOLUTION TO THIS PROBLEM IS TO USE AN ONSCREEN KEYBOARD INSTEAD OF A PHYSICAL KEYBOARD. THIS OPTION AVAILABLE IN WINDOWS. WINDOWS WOULD SHOW THE ONSCREEN KEYBOARD ON COMPUTER SCREEN IF THE <WINDOWS ICON KEY> + <CTRL> + <O> ARE PRESSED (IN THAT ORDER) AT THE SAME TIME ON THE PHYSICAL (ENGLISH) KEYBOARD. WHEN THIS IS DONE,**

**THE ONSCREEN KEYBOARD WOULD BE SIMILAR IN APPEARANCE TO A PHYSICAL KEYBOARD BUT ITS KEYS WOULD HAVE CHARACTERS OF THE CURRENTLY SELECTED LANGUAGE LAYOUT.**

***SETTING THE TYPING DIRECTION***

**IF MS-WORD IS BEING USED AND THE SELECTED LANGUAGE READS FROM RIGHT TO LEFT, IT WOULD BE NCESSARY TO CHANGE THE TEXT DIRECTION TO THE RIGHT TO LEFT (RTL) FORMAT. IN MS-WORD, THIS CAN BE DONE, BY CHOOSING THE HOME TAB IN THE MAIN RIBBON AT TOP AND THEN CLICKING ON THE ARROW AT THE BOTTOM RIGHT OF THE PARAGRAPH OPTION IN THE HOME TAB.**

**FROM THE DIALOG BOX SHOWN, THE TEXT DIRECTION CAN BE SWITCHED TO THE RIGHT TO LEFT (RTL) FORMAT. IT MAY AFTERWARDS BE NECESSARY TO SWITCH BACK TO LTR BY USE THE SAME PROCEDURE.**

**MS-WORD MAY PROVIDE CERTAIN SPECIAL FEATURES RELATED TO THE CURRENT LANGUAGE BEING USED. CONSULT OFFICE HELP AND DOCUMENTATION FOR THIS PURPOSE.**

**Got It!**