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|  | **Procedure Document** | |
| **Adding and Using Multiple Keyboards on the iPad and iPhone** | **Owner of the Document:**  Richard Burck | **Version Number:**  1.0 |
| **Author / Reviewer (SME):** Richard Burck/Ryan Abad | **Creation Date:**  **March 2, 2020** | **Last Revision Date**:  March 2, 2020 |

**1.0 Purpose**

This document explains how to add and use multiple keyboards on the iPhone and iPad for languages such as German, Spanish, or Japanese.

**2.0 Scope**

**Who:** This procedure is for iPad and iPhone users who will use their devices to type in multiple languages.

**When**: This procedure is used as needed.

**3.0 Requirements and Responsibilities**

This procedure can be performed by anyone with minimal smart phone or tablet knowledge.

**3.1 Warnings**

N/A

**3.2 Special Equipment or Software Required**

iPad mini 4 with iOS 12.0.1, and iPhone 8 with iOS 13.3.1.

**4.0 Procedure Description**

Adding New Keyboards

Follow the steps below to add new keyboards:

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|  | 1. From the home screen, tap **SETTINGS**. |
| A screenshot of a cell phone  Description automatically generated | 1. From the **General** tab, tap **Keyboards**. |
| A screenshot of a cell phone  Description automatically generated | 1. From the **Keyboards** screen, tap **Add New Keyboard**… |

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|  | 1. Scroll to find and select the keyboard you wish to add. |
|  | When added successfully, the new keyboard appears on the **Keyboards** screen. The example above shows that the **German (Germany)** keyboard was added. |

Using the New Keyboard

Follow the steps below to use your added keyboard:

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| A close up of a keyboard  Description automatically generated | 1. Tap the globe key. |
|  | 1. Select the desired keyboard from the dropdown menu. |
|  | When you successfully set the desired keyboard, the keyboard appears with its unique keys and layout. The example on the left shows the German keyboard layout. |

**4.0 Revision History**

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| --- | --- | --- | --- |
| **Date Revised** | **Version #** | **Sections/Item(s) Changed** | **Author/Reviewer** |
| March 02, 2020 | 1.0 | Initial Version | Richard Burck/Ryan Abad |
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