CHOOSING ADDITIONAL LANGUAGES (WINDOWS 7):

1. Click **Start** button in lower left corner of desktop.

2. Click **Control Panel.**  *NOTE:* Make sure the View by: option for the Control Panel is set to “Category”.
3. Click **Change keyboards or other input methods.**
4. Select **Keyboards and Languages** tab.
5. Click **Change keyboards….**
6. Click **Add….**
7. Double-click the language to add (e.g. Russian), double-click **Keyboard**, select the text services option to be added, and then click **OK**.
   - Click **Preview…** to view a preview of the keyboard layout.
8. Continue to add languages as desired.
9. Click **OK** when finished.
10. Click **OK**.

Language options now appear in the lower right corner of the taskbar.

1. Click the abbreviation for the current language to open the options.

2. Select the desired language.
   - The keyboard should now be configured for that language.
   - For example, when a Russian keyboard is enabled, pressing “ghbdtn” on the keyboard produces “привет”, the Russian word for “hello” (informal).
   - Different languages will have their own keyboard configurations. It will take some practice to learn each configuration for the desired language. **NOTE:** Keyboard mappings for French, Russian, and Spanish are located at each computer in HSS 202 language lab.