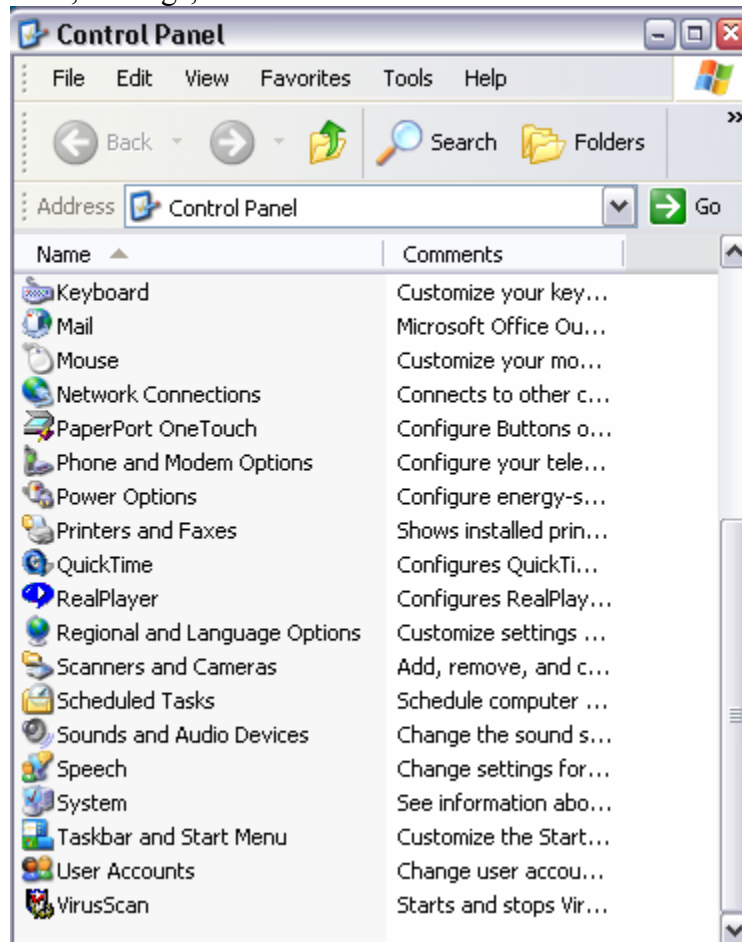


## Adding the International Language Keyboard Options

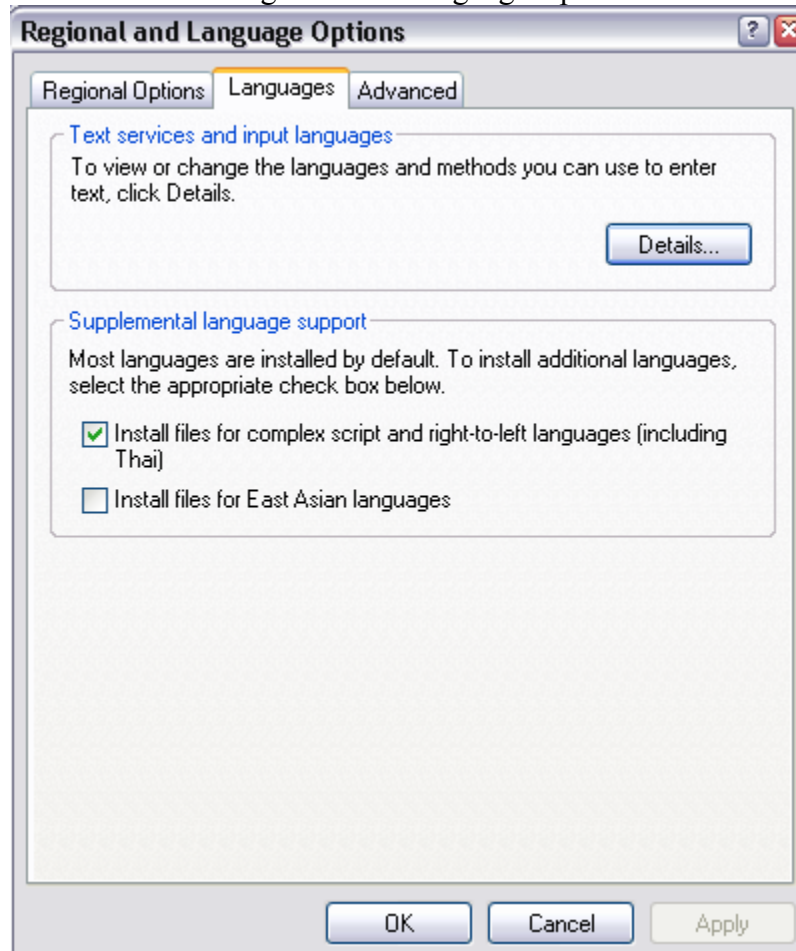
*To use the international language keyboard options, please take the following steps. These instructions are for Windows XP using either Office XP or Office 2003. You may have to go through different steps for an operating other than Windows XP. See the end of this handout to see instructions for loading languages in other operating systems. Always make sure to put the keyboard layout in US International if you would like to type using the English keyboard strokes.*

*(See the separate handout for typing in a foreign language.)*

1. Start, Settings, Control Panel.



2. Double-click on Regional and Language Options.

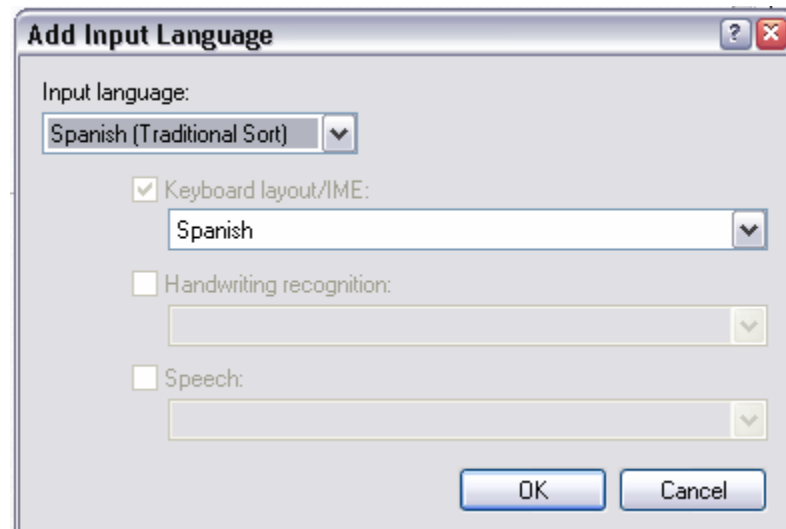


3. Select the Languages Tab.

4. Click on the Details Button.

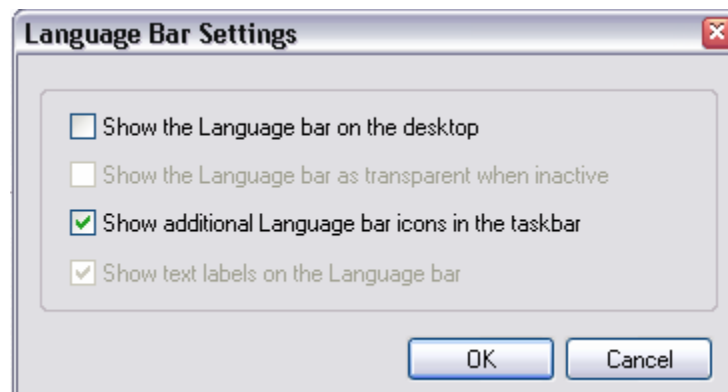


5. Click on the Add Button.



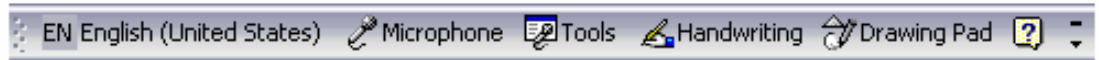
6. Click on the drop-down menu under Input Language and select the language you wish to add. This must be done for each language you would like to add.
7. Click the OK Button.

8. Click on the Language Bar Button. This allows you to show the language bar on your desktop.

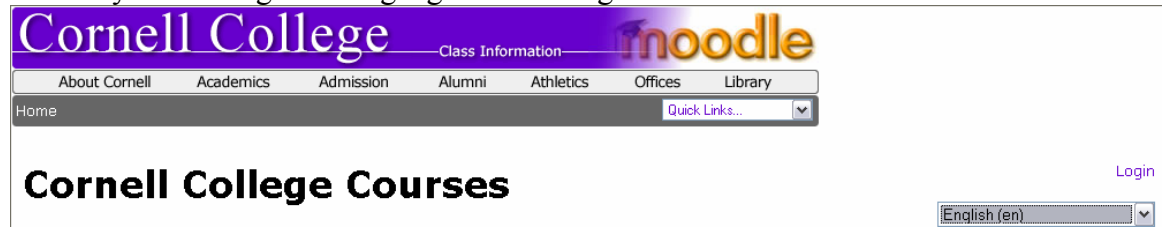


9. From your desktop you will now be able to change back and forth between languages.

10. Click on the EN English, and you will see the other languages you have added



11. Note: The other tools on the Language Bar may or may not be accessible to all users. Also note that the Language Options seem to work better with Microsoft when the program is opened first and then the language is chosen.
12. You may also change the language while using Moodle.



13. Click on the English (en) and select your language. Some of the elements on the Moodle screen will now be changed to the new language.
14. If you wish to type in the new language, that language must be activated from your language toolbar.
15. The default language is English and will be defaulted to that each time you login to Moodle.

### **Adding a Language to Windows for Word 97 or 98**

1. Start, Settings, Control Panel
2. Keyboard
3. Select the Language Tab
4. Press Add
5. Choose the additional language from the Input Locale Field and press OK.
6. Press OK and, if prompted, insert the Windows Setup CD or locate the files elsewhere.

### **Adding a Language to Windows for Word 2000**

1. Start, Settings, Control Panel
2. Keyboard
3. Select the Language Tab
4. Press Add
5. Choose the additional language from the Input Locale Field and press OK.
6. Press OK and, if prompted, insert the Windows Setup CD or locate the files elsewhere.

### **Changing the Keyboard Layout for a Language for Word 97, 98, and 2000**

1. Start, Settings, Control Panel
2. Keyboard
3. In the dialog box that appears, select the Input Locale tab
4. Select the language that you want to configure from those installed by clicking on it.
5. Press Add and then select your new keyboard layout in the Keyboard Layout field of the Add Input Locale dialog box.
6. Press OK to close the keyboard control panel.

To use Windows Multilingual Support for Central European, Cyrillic, and Greek Based Language, you must first install the Multilingual Support component for Windows when using Windows 95 or Windows 98.