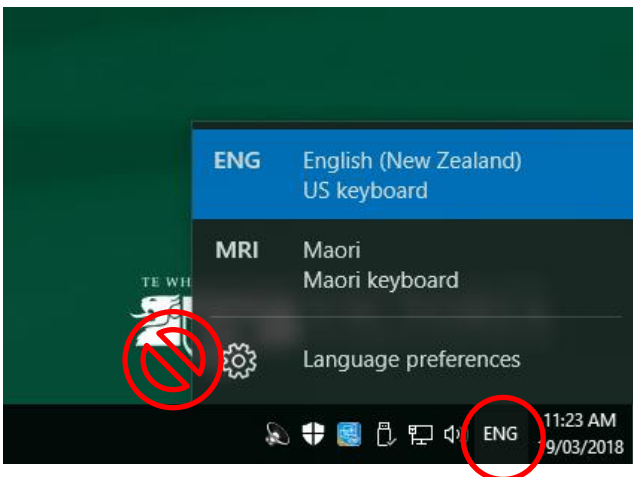



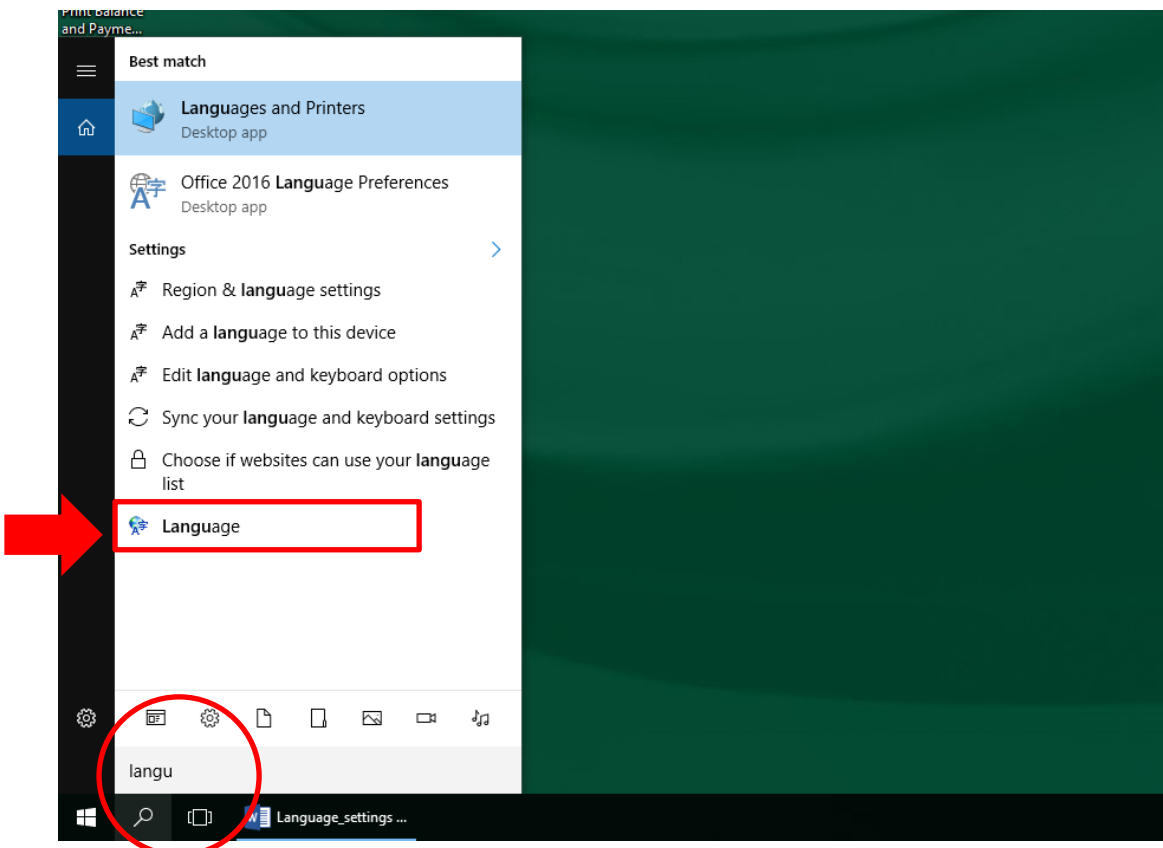
Setting up a keyboard input language (Windows 10)

- If you want to type in a language other than English, you may need to **add** that language as a **keyboard input** on the **language bar**.
- You may need to do this each time you log onto a computer at the LLC, as none of the computers have any pre-set foreign language inputs.

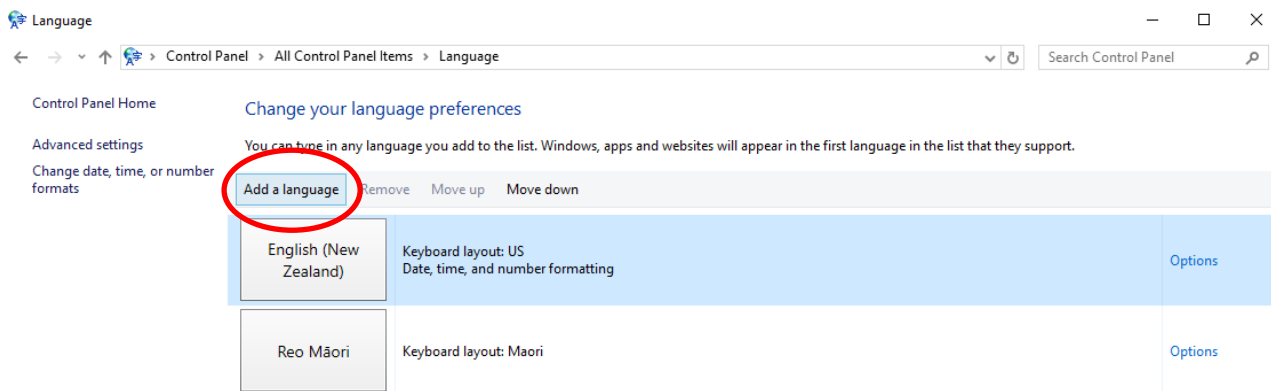
1 After logging onto a computer, find the current **keyboard language in the bottom right corner** (“ENG”) and **click on it** to see what keyboard languages are already installed besides English and Māori. **Important! Due to the university’s IT permissions policy, you cannot access the ‘Language preferences’ menu.**



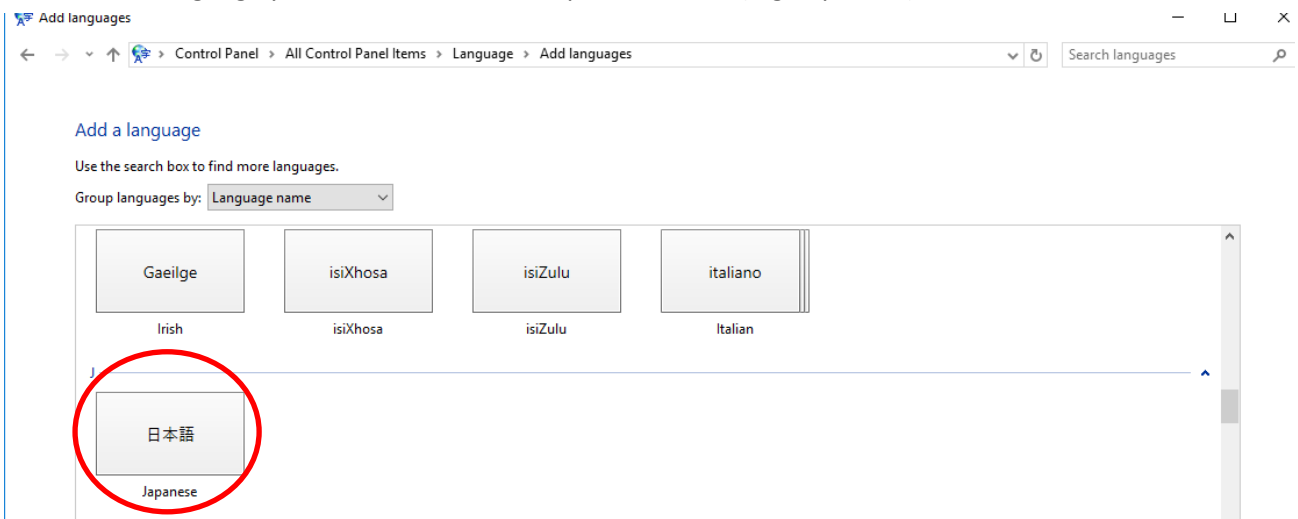
2 If the language you need is not installed, click on the search icon  in the bottom left, and start typing “language” in the search bar. From the suggestions, select **Language** in the pop-up list.



3 On the next screen, click on 'Add a language'.



4 Find the language you want to add in the alphabetical list (e.g. Japanese), then **double-click** it.



5 Now go back to the current keyboard language in the bottom right corner. You should see the language you have just added in the pop-up list. If you don't, something went wrong. Try again from step 1, or ask an LLC staff member for help.

