## 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 **w** 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'.

| 🗫 Language                              |   |  |              | -                   |         | × |
|---|---|--|--------------|---------------------|---------|---|
| ← → × ↑ 🗫 > Control Par                 | nel > All Control Panel Ite             | ms > Language  | √ Ö          | Search Control Pane | 2       | Q |
| Control Panel Home                      | Change your langu                       | lage preferences   |              |                     |         |   |
| Advanced settings                       | You can type in any lang                | uage you add to the list. Windows, apps and websites will appear in the first language in the list | that they su | upport.             |         |   |
| Change date, time, or number<br>formats | Add a language Remove Move up Move down |  |              |                     |         |   |
|   | English (New<br>Zealand)                | Keyboard layout: US<br>Date, time, and number formatting   |              |                     | Options |   |
|   | Reo Mãori                               | Keyboard layout: Maori   |              |                     | Options |   |

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

| Add a language                |               |         |          |  |
|-------------------------------|---------------|---------|----------|--|
| Use the search box to find mo | re languages. |         |          |  |
| Group languages by: Langua    | ge name 🛛 🗸 🗸 |         |          |  |
| Gaeilge                       | isiXhosa      | isiZulu | italiano |  |
| Irish                         | isiXhosa      | isiZulu | Italian  |  |
| 日本語                           |               |         |          |  |

**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.

