Computers, Servers, and Printing

How do I add or change the keyboard layout?

We reccomend using the United States-International Keyboard, however following these steps will work with adding any keyboard layout.

Windows 10:

- 1. Click the start menu or hit the Windows key
- 2. Start typing Language and press enter
- 3. Click on the language you wish to add a keyboard layout to
- 4. Click on **Options**
- 5. Click on Add a keyboard
- 6. Click on the keyboard you want to add
 - If you are not going to use other keyboard layouts, you may want to delete other layouts to prevent Windows from switching to them automatically.

Mac OS

- 1. Go to the Apple Main Menu
- 2. Click on System Preferences
- 3. Click on **Keyboard**
- 4. Choose Input Sources
- 5. Click on the + icon
- 6. Select layout language eg. English
- 7. On the right side, choose layout you want to add
- 8. Click Add
- 9. Close window
- 10. On the top left bar beside the wifi icon, there will be a picture of a flag with the corresponding keyboard layout. Click and select the desired layout

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