


# Setting U.S. International Keyboard (PCs) Activating the Extended Keyboard (Macs)

## Windows XP

### STEP 1. ACTIVATE THE LANGUAGE BAR

1. Start > Control Panel > Click Regional and Language Options
2. Select the Languages Tab > Click Details
3. Click Language Bar at the bottom of the window (under Preferences)
4. Check the option Show the Language bar on the desktop, then click OK to close the window.

**Note:** You can click Show Text Labels to show the full label. Otherwise only icons (e.g.  for English) will be shown.

### STEP 2. ACTIVATE THE US INTERNATIONAL KEYBOARD

1. Go to Start » Settings » Control Panels to open the Control Panels window, then click the Regional and Language Options icon.
2. In the Regional Options window, click the Language tab on the top.
3. Click the Details button to open the Settings window.
4. In the Settings window, click the Add button to open the Add Input Locale window.
5. From the Input locale pull-down list, select English (United States). Select United States-International from the Keyboard layout/IME menu.
6. In the Settings window, you should see the new language or keyboard listed in the Input language menu. If you want the added language to be the default, then choose that language from the Default input language pull down menu.
7. Click OK to close the Regional Options windows.

**Note:** If you close a window without clicking OK, none of the settings will be changed.

## Windows Vista

1. Go to Start » Control Panel to open the Control Panels window.
2. Click on the Regional and Language Options icon. A list of time and currency specifications will be displayed.  
**Note:** If this icon is not visible, click the Category menu at top and select Clock, Language and Region.
3. In the control panel window, click on the Keyboards and Languages tab on the top.
4. Click the Change Keyboards button to open the input options window (labeled Text Services and Input Options).
5. Click the Add button to open a list of available keyboards on your system.
6. Click the plus sign for the language and country you want. Click the plus sign next to Keyboard to see possible variants. Some languages may only have one.

**Note:** The U.S. option always replicates the U.S. standard keyboard no matter which country you have selected.

7. Check the keyboard option you wish to activate.  
**Note:** For the U.S. International keyboard, click the plus sign next to English (United States), then United States-International.
8. To see a keyboard layout, click the Preview button. A pop-up window showing which keys produce which symbol appears. Close this window when you are finished with the preview.
9. Click the OK button to close the list of keyboards. The keyboard you selected will be added to the list of input keyboards you have activated.
10. Click the OK button to close input options window. Close the OK button another time to close the control panel.  
**Note:** If you close these windows without clicking OK, then the keyboards will not be activated.
11. You should now see an EN icon in the lower right of your computer screen. See the [Switch Keyboard in Applications](#) instructions below for details on how to switch to the keyboard. This icon indicates that more than one keyboard is active on your system.

United States-International Keyboard Using the **RIGHT Alt Key**



United States-International Keyboard Using **SHIFT + RIGHT Alt Key**



United States-International Keyboard in **Normal State**



United States-International Keyboard in **Shift State**





## Macs – OSX

### Activate Extended Keyboard

1. Go to the Apple menu and open Systems Preferences.
2. Click the International icon on the first row of the Systems Preferences panel.
3. Click the Input Menu tab and check the keyboards you want activated.  
**Note:** If you do not see the keyboard you need to activate, you may need to install them from an OS X CD or download the most recent version of OS X from Apple. Make sure the appropriate Localized Files are checked during the installation set-up wizard.

### Switch Keyboards

1. Make sure you have activated all the appropriate keyboards following the instructions in the previous section.
2. Open a software application such as a word processor, spread-sheet or any other application in which you need to enter text.
3. On the upper right portion of the screen, click the American flag icon (). Use the dropdown menu to select the Extended Keyboard (.
4. The keyboard will be switched and an appropriate font will be selected within the application. A flag icon corresponding to the keyboard will be displayed on the upper right.
5. To switch back to the U.S. keyboard or to some other keyboard, click the flag icon on the upper right and select a keyboard from the dropdown menu.