Enabling Foreign Language Computing

In the ATLAS Lab (FLB G8b) & classrooms (DAV 338, ENGL 304, FLB: G7, G8a, G13, G17, G23, G27) you can enable Windows keyboards for foreign language use with Microsoft Office, internet browsers, etc. ATLAS does NOT configure keyboards for foreign language use. Any configurations you make apply only to your profile and that computer. Changes will be lost whenever we perform maintenance on the computers. Be prepared to repeat this procedure.

Our desk workers in G8 FLB are not responsible for setting up foreign language computing. You’ll need to know which language input and keyboard layout you want to use.

Instructions

1. After logging into the computer, go to: START > LANGUAGE LOCALES. If you don’t see that, go to: START > SETTINGS > CONTROL PANEL > REGIONAL AND LANGUAGE OPTIONS.

2. In the pop-up box, click the LANGUAGES tab & then the DETAILS button.

3. Click the ADD button to add a new language.

4. In the 1st line of the “Add Input Language” box, choose the language you want to use. In the 2nd line select the keyboard layout you want. There are multiple layouts for many languages. You may need to experiment to find the one you want.

5. Close all three of the previous boxes by clicking OK in each one.
6a. Now you can type in another language. Open MS Word or whatever application you want to use. A blue box with 2 or 3 letters representing the language you chose should appear towards the right end of the taskbar. To switch from one language to another, click on the blue box and choose the language you want. *NOTE: this box may NOT appear unless an application is open.*

6b. Another way to do that in MS Word 2007 is to click on the REVIEW tab at the top and then on SET LANGUAGE. Choose the language you want. For spell check make sure the box is NOT checked. *NOTES: Spell check ONLY works with English, Spanish & French and, along with grammar check, does NOT work well on our computers. We do NOT recommend relying on them exclusively to catch your mistakes.*

6c. *Note for Korean (& possibly other Asian languages):* In the previous version of Office, you had to right click on that blue box & choose “Restore the language bar.” It would then move to the top of the Office window. You had to control it from there. We’re not sure if you have to do that now.

**SPELL CHECK:** To use spell check in a foreign language (it will only work for English, French & Spanish in our rooms), you MUST follow the all of the steps above first. Be aware that though the spell check does work, it does not do a very good job of catching mistakes in French and Spanish.

**PICK THE WRONG INPUT LANGUAGE OR KEYBOARD LAYOUT?** If you chose the wrong input locale/language or keyboard layout, return to the LANGUAGES tab, click the DETAILS button and highlight the language input. Click the REMOVE button. Then start over with step 1.

**SHORTCUT KEYS:** To enable a shortcut for switching between languages, go back to the LANGUAGES tab and click DETAILS and then the Key Settings button. Set the shortcut key combo you prefer and close out the control panel. Now instead of clicking on the blue box, you can use that key combo to change from one keyboard to another.