**A guide to typing in foreign languages**

**On PC/Laptop**

*To add a new keyboard layout on Windows 10, use these steps:*

* Open **Settings**.
* Click on **Time & Language.**
* Click on **Language**.
* Under the "Preferred languages" section, select the current default language.
* Click the **Options** button.
* Under the "Keyboards" section, click the **Add a keyboard** button.
* Select the new keyboard layout.

Windows 10 allows you to add as many keyboard layouts as you need. If you require even more keyboards, repeat the above instructions to add more layouts.

*To change between keyboard layouts, use these steps:*

**Quick note:** Changing the keyboard layout will reconfigure the actions for some of the keys, which means that depending on your settings, the keys on the keyboard will output a different character.

* Click the keyboard layout out button from the notification area of the taskbar.
* Select the layout that you want to use.
* Repeat **steps No. 1** and **2** to switch back to the default layout.
* After you complete the steps, you can start typing with the new keyboard layout.

Alternatively, you can also use the **Windows key + Spacebar** keyboard shortcut to quickly change between the available keyboard layouts.

**On an IPad**

Go to:

•             Settings

•             General

•             Keyboard

•             Keyboards

•             Add new keyboard

•             Select language

Then when you are typing press the globe button at the bottom and it will change the language.

**On an Android Phone or Tablet**

* Tap on the Settings app.
* Tap on Language & input – You will see this under Personal section
* Under Keyboard and input methods, tap on Google Keyboard
* Tap on Languages
* Make sure that Use System Language option is turned off. In case it is on you can turn it off by simply tapping on the option.
* Finally, Tap on the language that you would like to set for the Keyboard under Active input Methods