

Enabling & Using Foreign Keyboards

How to add and switch between keyboard layouts

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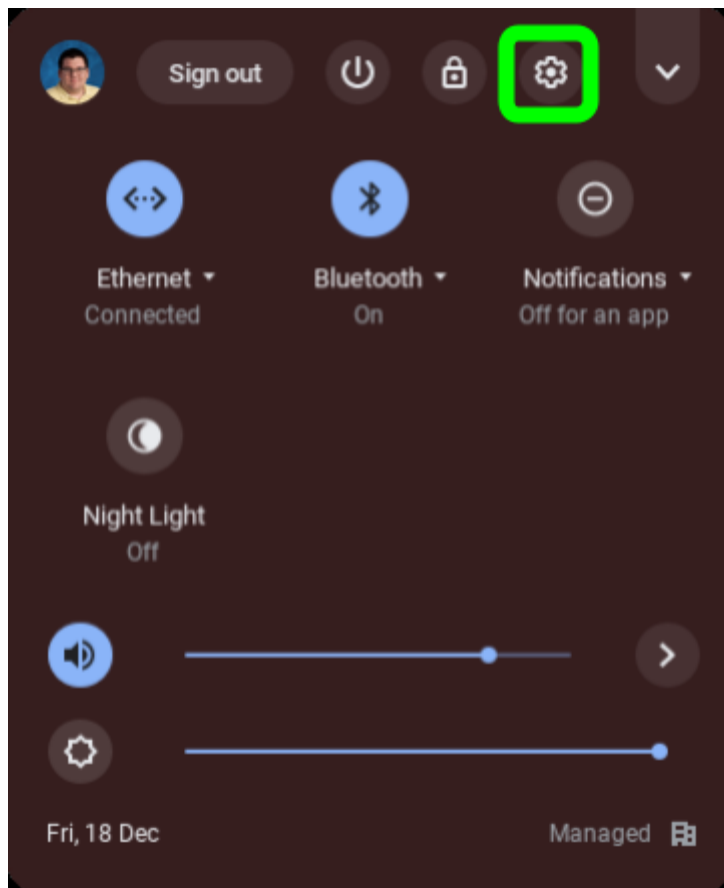
Intro

The following tutorial explains how to add and use foreign keyboard layouts on a Chrome device.

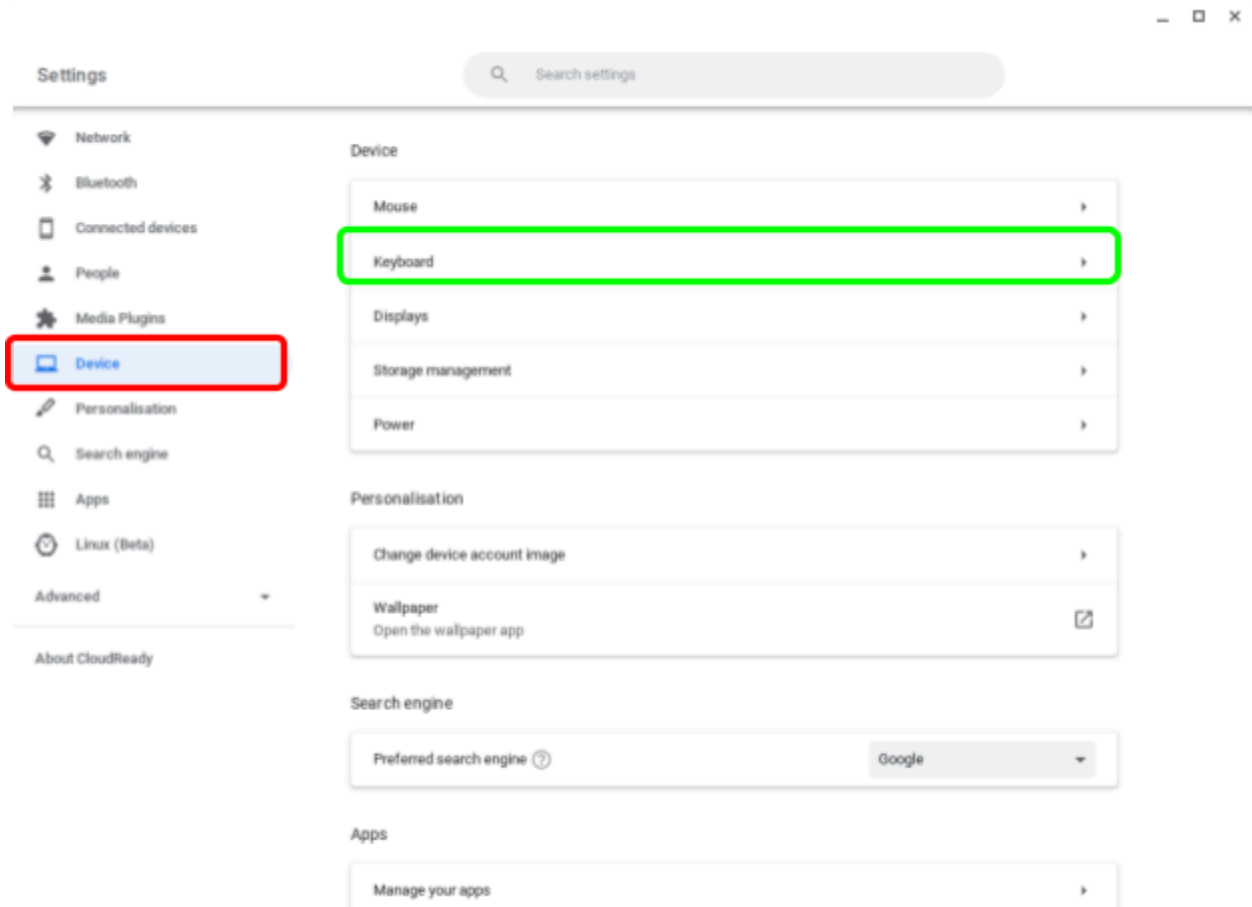
Adding A Keyboard

Adding the Language

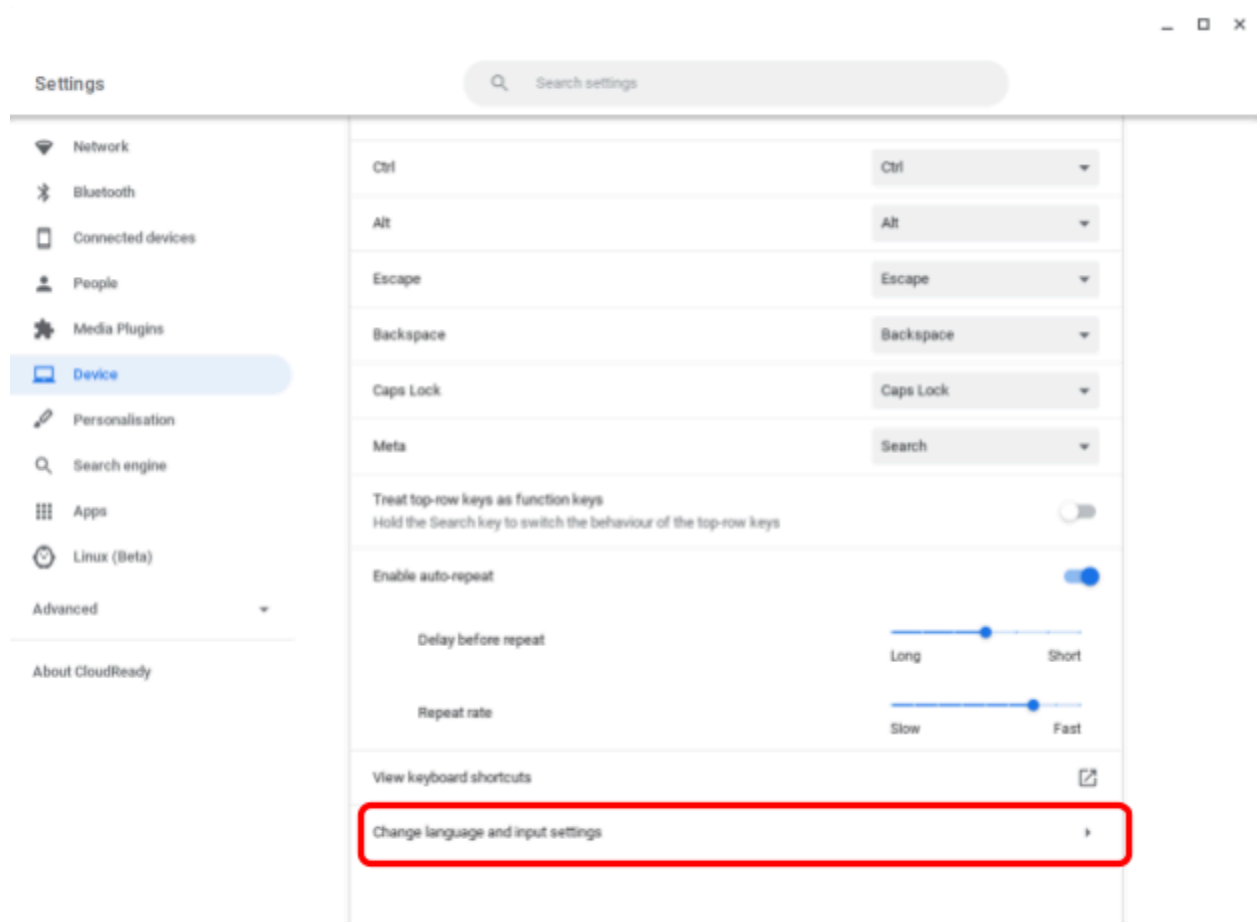
First, click on the clock area in the bottom right hand area of your Chromebook. In the menu that pops up, click on the gear icon to go into your settings menu (circled in green in the picture below).



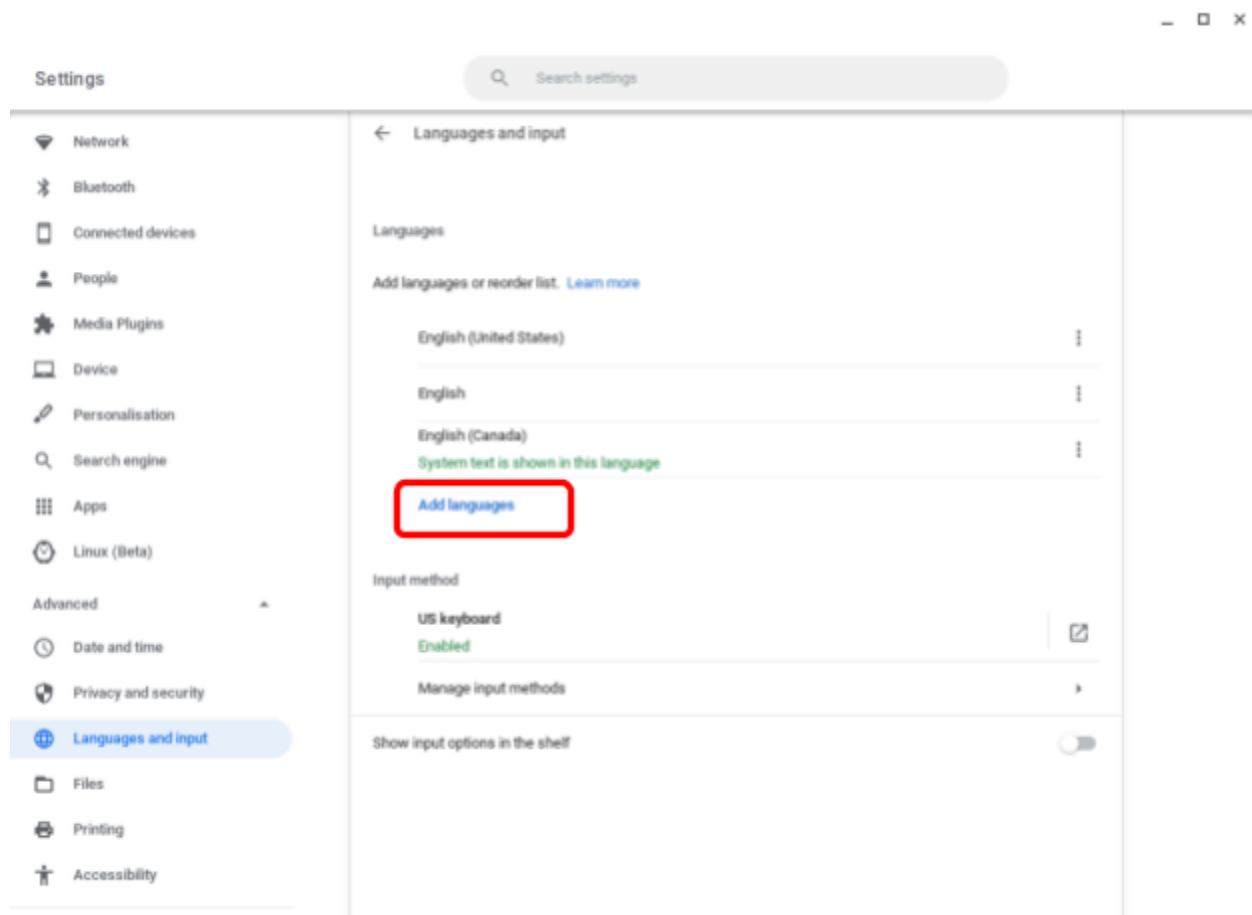
In the settings page that loads, click on “Device” (circled in red in the picture below) and then click on “Keyboard” (circled in green in the picture below).



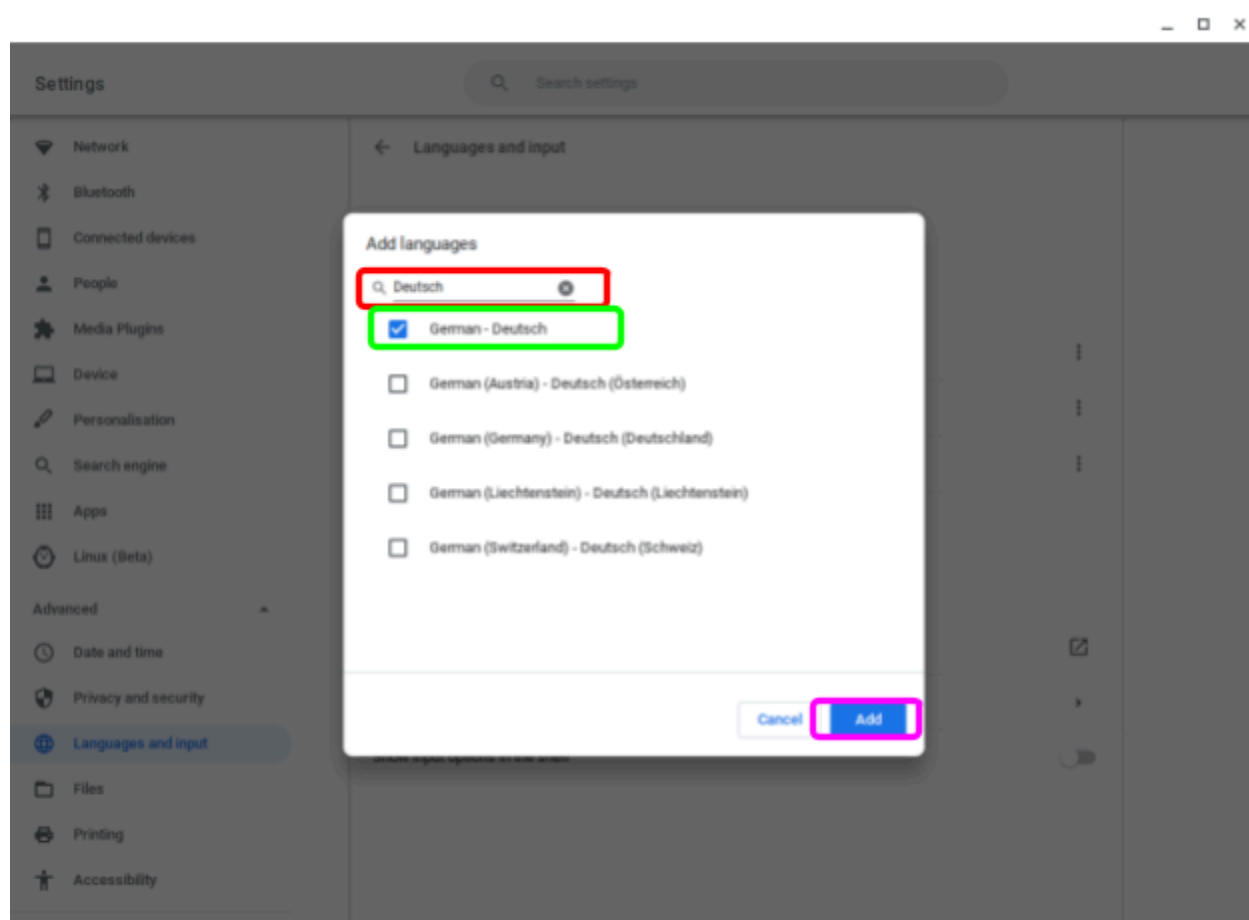
Scroll to the bottom of this section and click on “Change language and input settings”, circled in red in the picture below.



Under the Languages heading, click “Add languages” (circled in red in the image below).

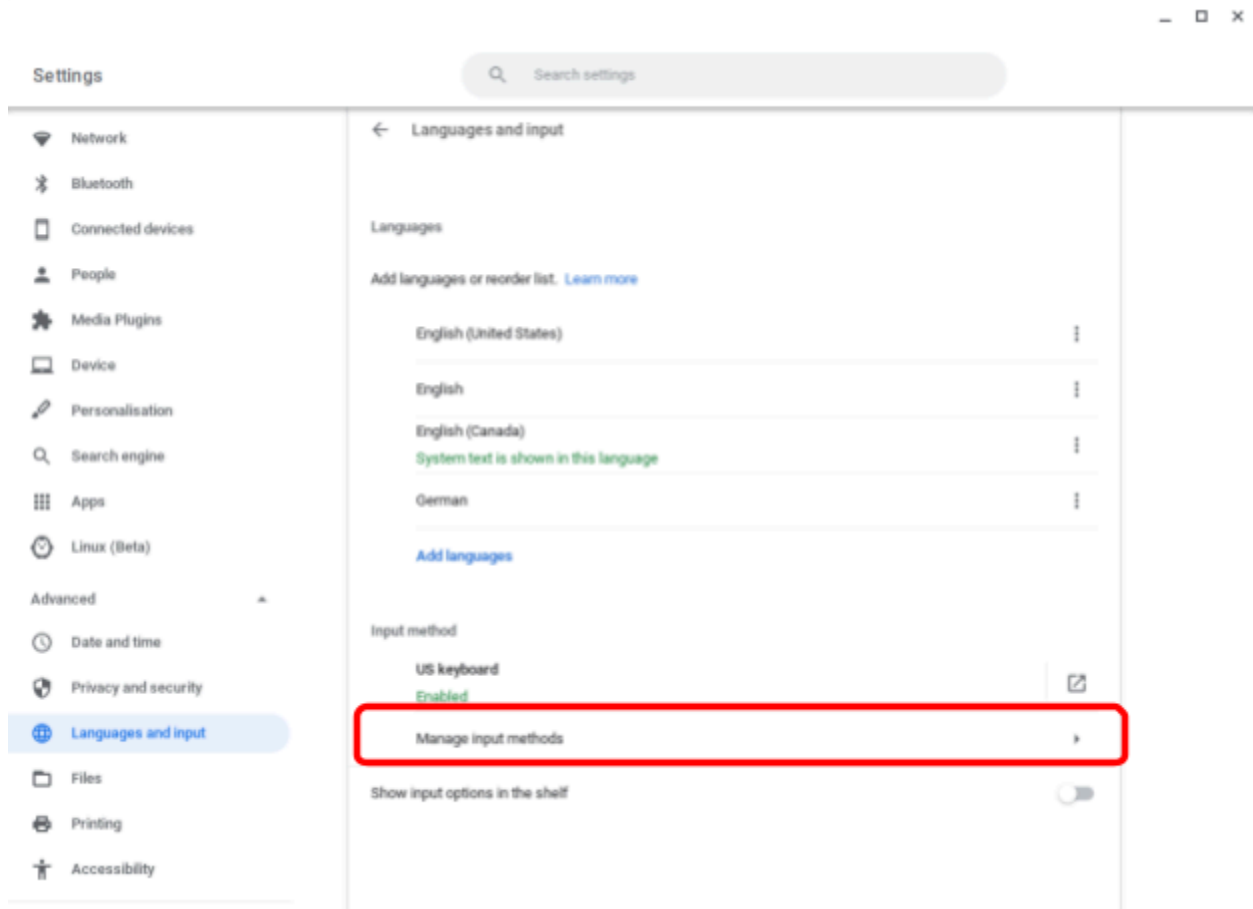


Search for the language you want to add in the search box (circled in red in the picture below). In this example, I am searching for German. Click the checkbox by the variant you wish to use (circled in green in the picture below). Then click “Add” (circled in purple in the picture below).

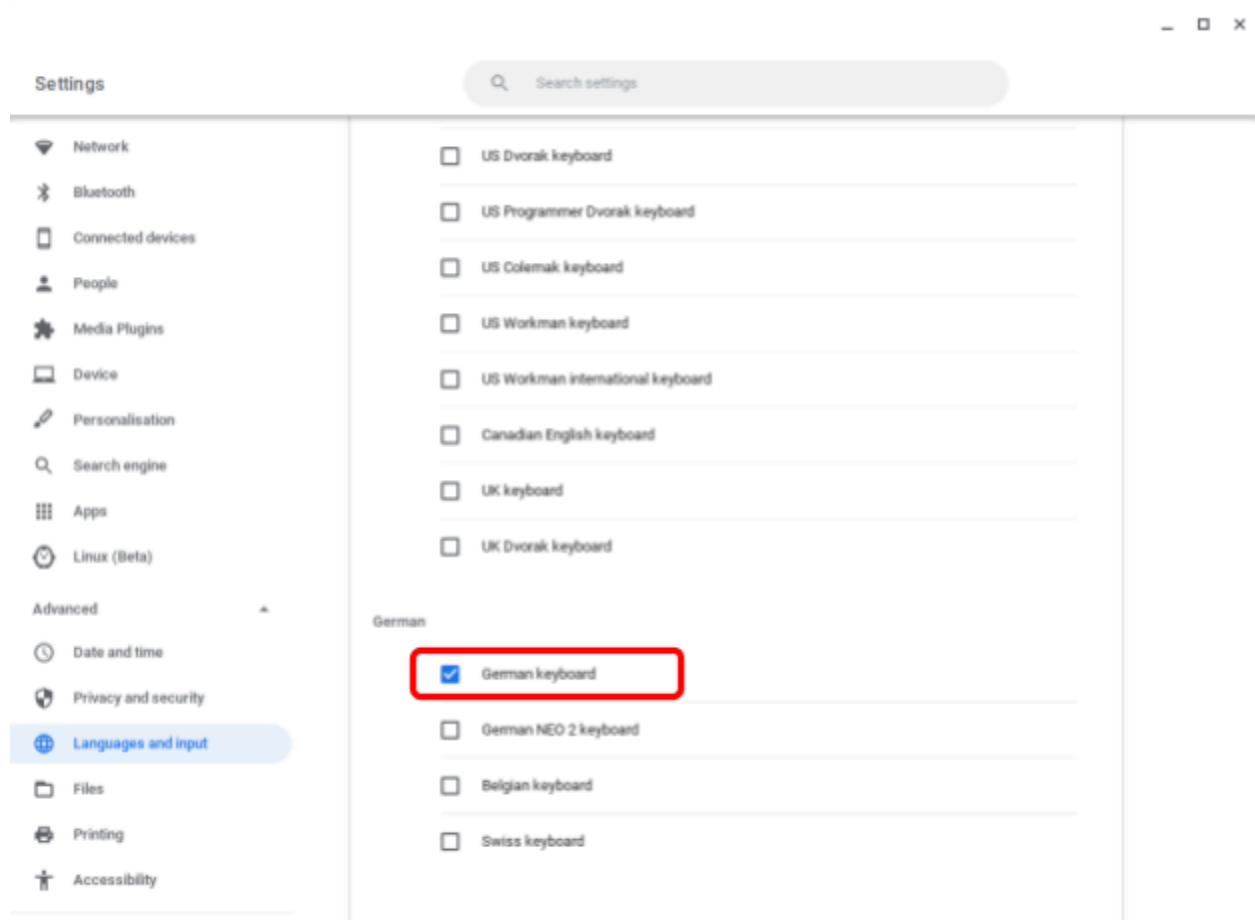


Adding the Keyboard

Once you have ensured that your target language is installed on the Chromebook, we will need to add the corresponding keyboard layout. Go down to “Input Method” and click on “Manage input methods” (circled in red in the picture below).

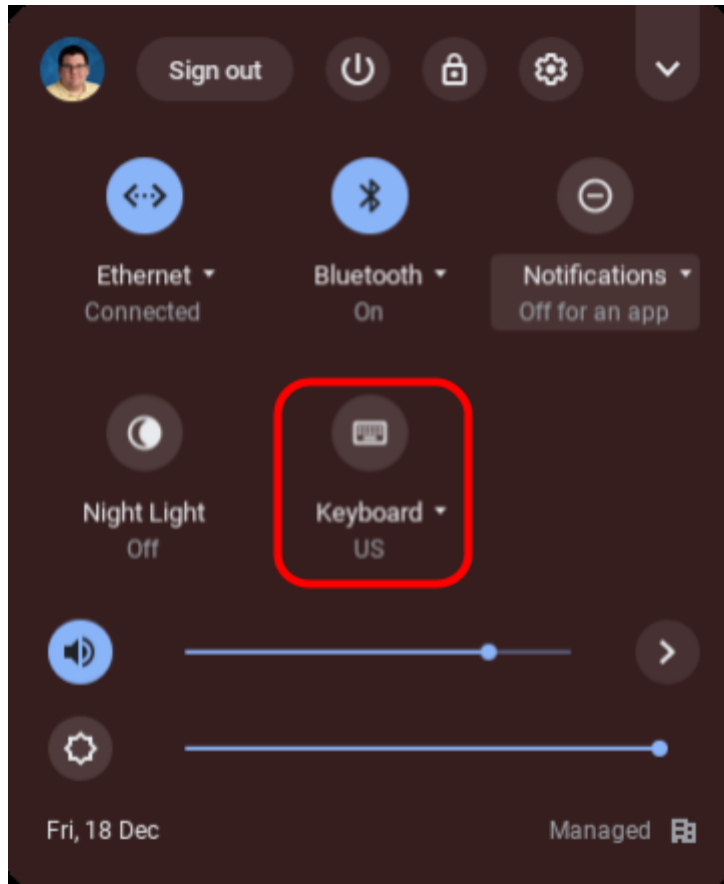


Scroll down to find your target language and put a checkbox beside the keyboard layout you want to use with that language (in this example, the language is German, and the chosen keyboard layout is circled in red in the image below).

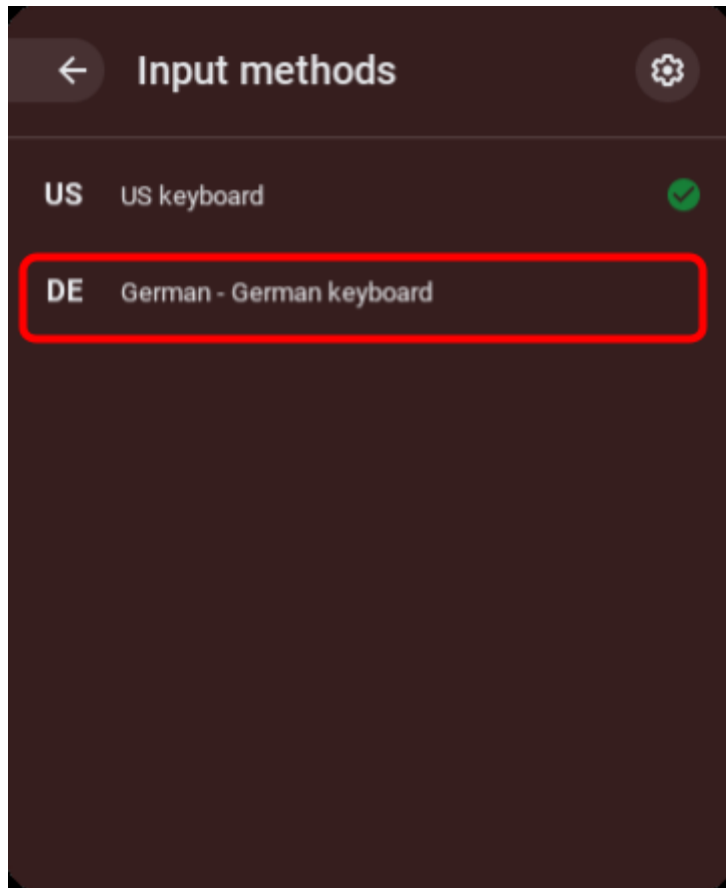


Switching Keyboards

Click on the clock area to open the menu as before and click on the keyboard option. In the menu that pops up, click on the new “Keyboard” option (circled in red in the picture below).



Your keyboard will be listed in the menu below. Click on it.



The green checkmark indicates which keyboard layout you have selected. Note that a similar menu will be available at the lock screen so that you can switch keyboard layouts - though I recommend ALWAYS using the US Keyboard for your password to avoid unexpected problems.