	Procedure Document	
Adding and Using Multiple Keyboards on the iPad and iPhone	**Owner of the Document:** Richard Burck	**Version Number:** 1.0
Author / Reviewer (SME): Richard Burck/Ryan Abad	**Creation Date:** **March 2, 2020**	**Last Revision Date**: March 2, 2020

1.0 Purpose

This document explains how to add and use multiple keyboards on the iPhone and iPad for languages such as German, Spanish, or Japanese.

2.0 Scope

Who: This procedure is for iPad and iPhone users who will use their devices to type in multiple languages.

When: This procedure is used as needed.

3.0 Requirements and Responsibilities

This procedure can be performed by anyone with minimal smartphone or tablet knowledge.

3.1 Warnings

N/A

3.2 Special Equipment or Software Required

iPad mini 4 with iOS 12.0.1, and iPhone 8 with iOS 13.3.1.

4.0 Procedure Description

Adding New Keyboards

Follow the steps below to add new keyboards:



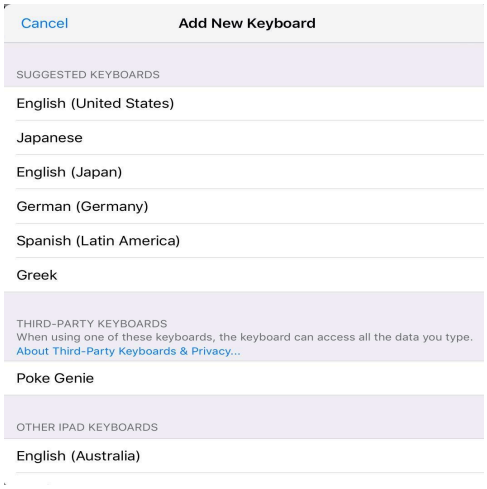
1. From the home screen, tap **Settings**.



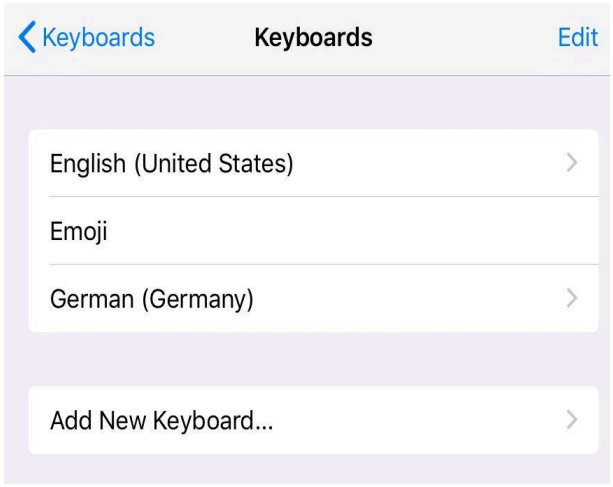
2. From the **General** tab, tap **Keyboards**.



3. From the **Keyboards** screen, tap **Add New Keyboard**…



4. Scroll to find and select the keyboard you wish to add.



After adding the new keyboard, it appears on the **Keyboards** screen. The screenshot on the left shows that the **German (Germany)** keyboard was added.

Using the New Keyboard

Follow the steps below to use your added keyboard:



1. Tap the globe key.



2. Select the desired keyboard from the dropdown menu.



When you successfully set the desired keyboard, the keyboard appears with its unique keys and layout. The screenshot on the left shows the German keyboard layout.

4.0 Revision History

Date Revised	Version #	Sections/Item(s) Changed	Author/Reviewer
March 02, 2020	1.0	Initial Version	Richard Burck/Ryan Abad