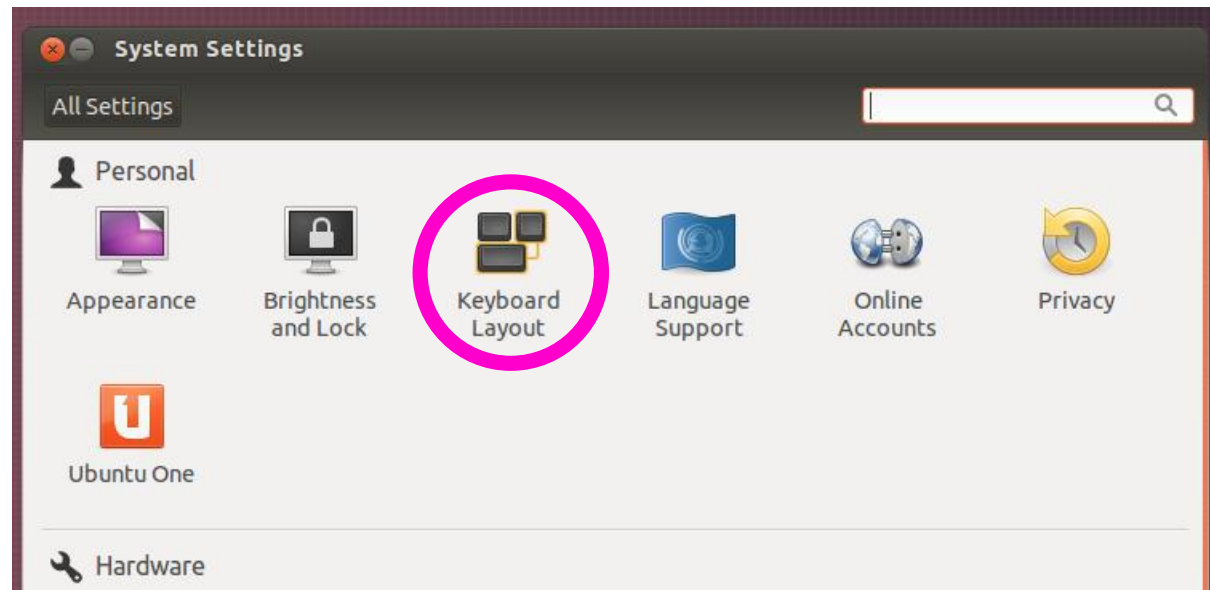


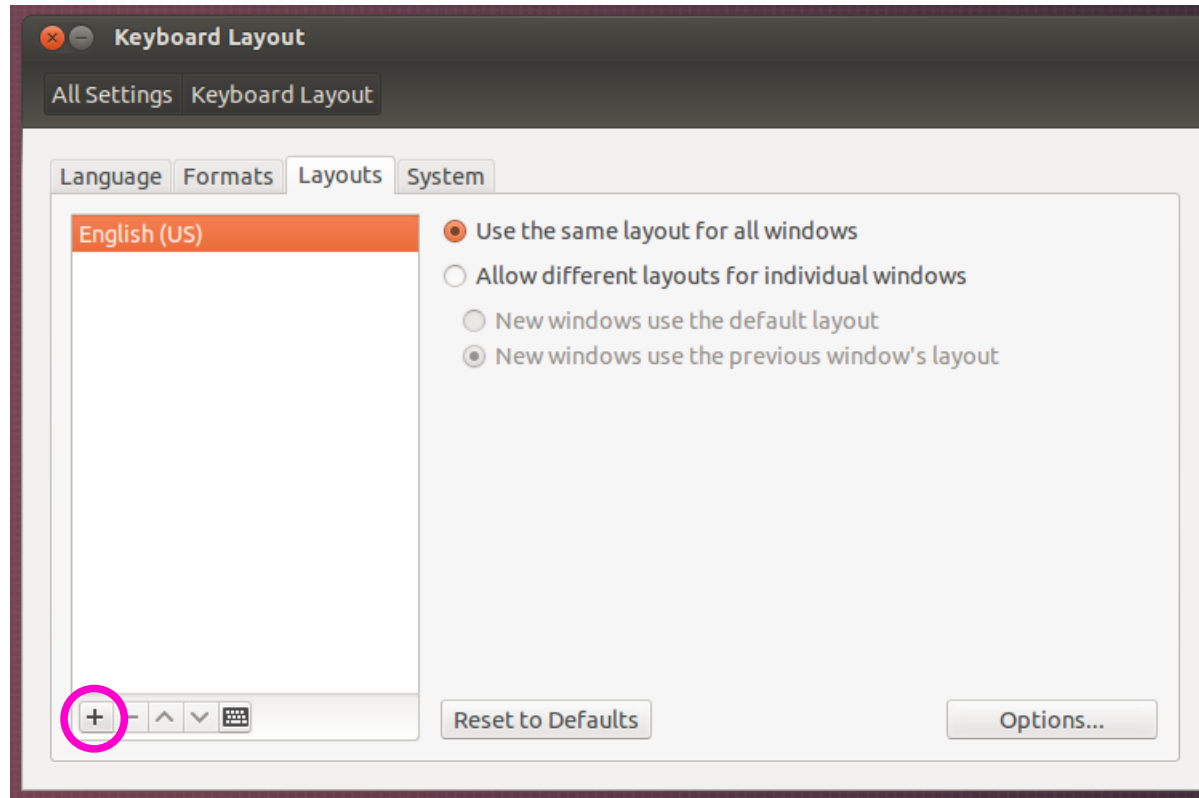
Changing Your Keyboard Settings



- Some keyboards do not have the symbols you need: ~ or | or ^ or “ etc
- This is because the default keyboard settings may not be the same as the one you are using
- We can change this on the Virtual Machine!
- Applications → System Tools → System Settings
- Click Keyboard Layout

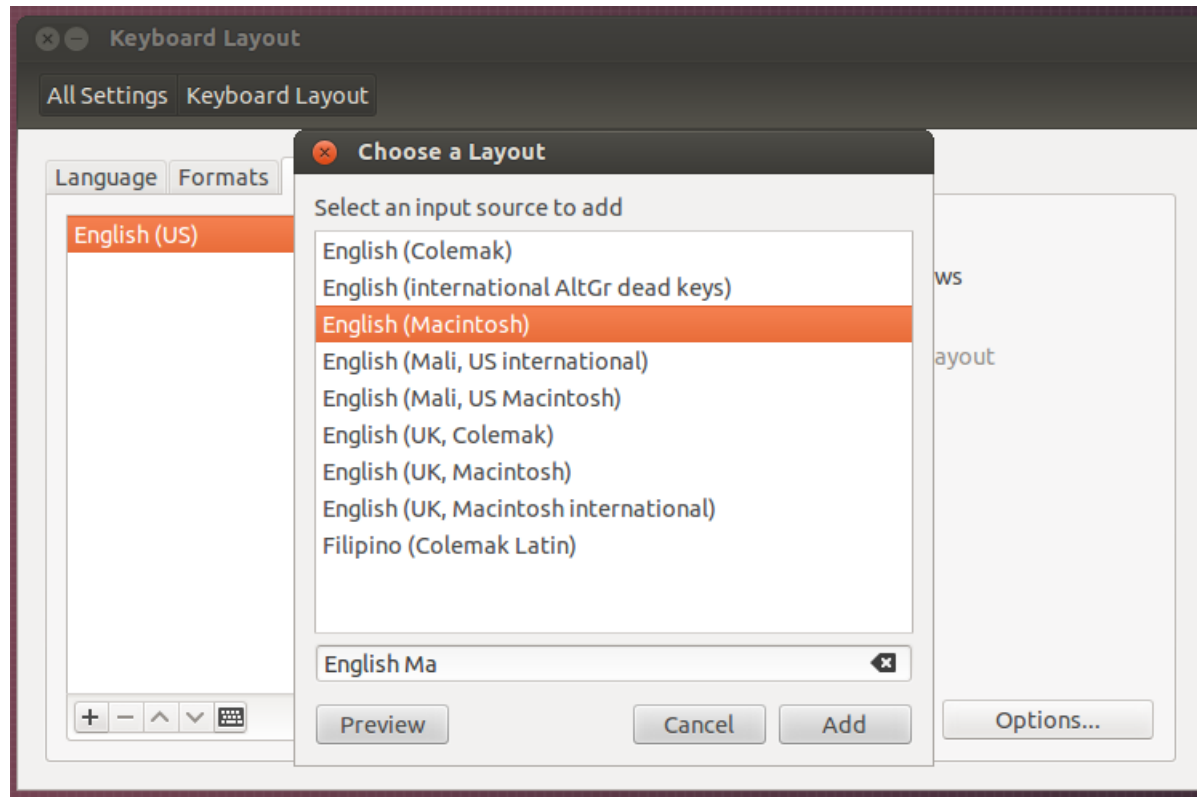


Changing Your Keyboard Settings



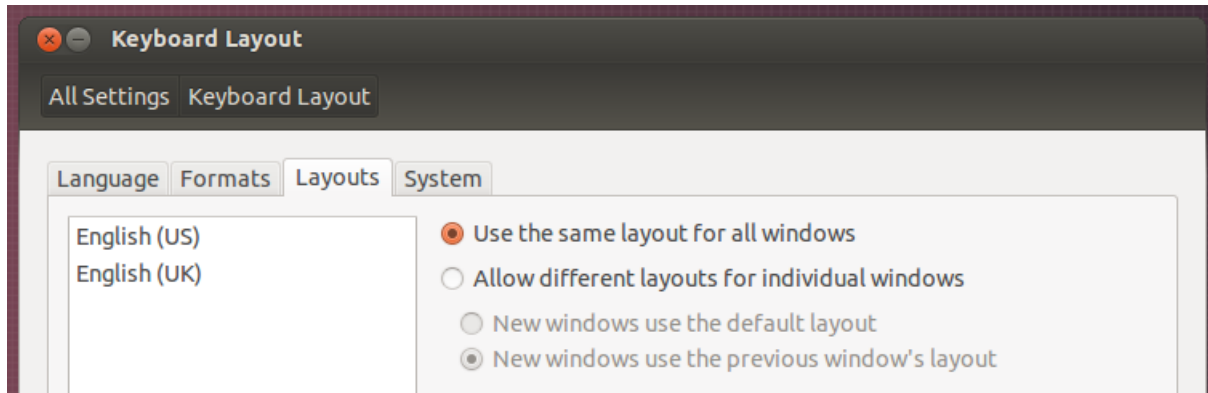
- Go to the “Layouts” tab and identify the current Keyboard Language Layout
- This should be your “language region” e.g. if you bought your computer in France, it should say “French”. Don't worry if it doesn't, were going to add a new layout...
- Click the “+” button at the bottom-left of the screen

Changing Your Keyboard Settings



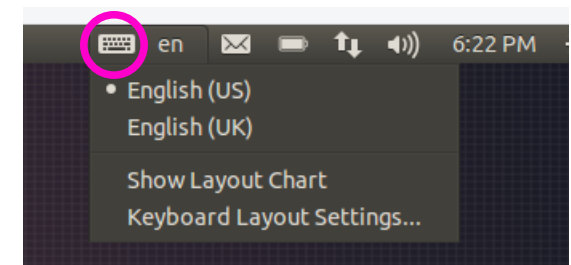
- This will show you a search screen with many keyboard language layout combinations available.
- Search for your language and look for an alternative to the currently selected language
- If you are on a *Apple Macintosh* select “Language (Macintosh)” e.g. “Danish (Macintosh)”
- If do not have a Mac (but are still having keyboard problems) look for “Language (alternative)” or “Language (international)”
- **DO NOT** select “Language (Dvorak)” – this will completely rearrange your keyboard!

Changing Your Keyboard Settings

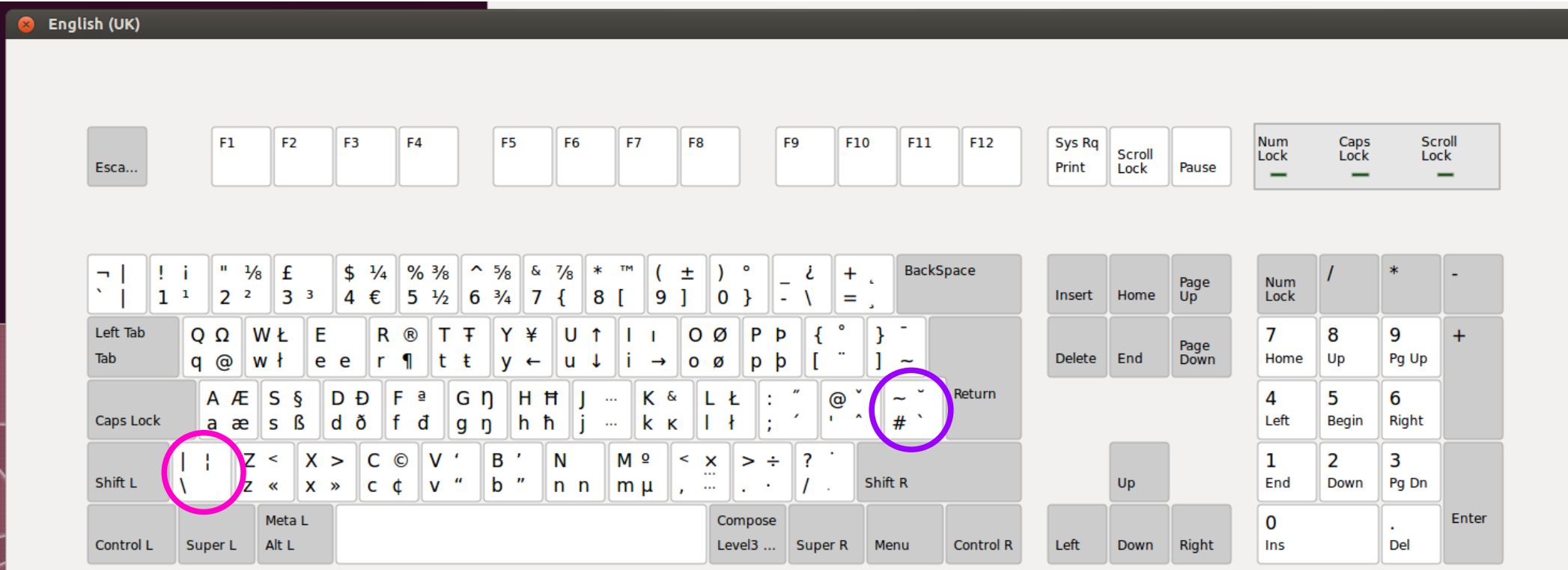


- You should now have two language layouts enabled.
- However, you will need to switch to the newly enabled language.
- At the top-right of your screen, you should see the time and a bunch of other status icons

- One of these status icons should look like a keyboard!
- Left-click and change from your previous keyboard, selecting the newly enabled layout.
- Notice there is an option for “Show Layout Chart”
- Click this!



Changing Your Keyboard Settings



- This screen shows you all the key combinations for your selected keyboard layout!
- Examples:
- Pink: The “pipe” symbol can be generated by pressing the highlighted key plus “Shift”
- Shift + \ will produce |
- Purple: The “tilde” symbol can be generated by pressing the key plus “Shift”
- Shift + # will produce ~
- **These combinations will be different for your keyboards, please look at your map!**