

## The French Keyboard



To install the French keyboard:

1. Starting from the Desktop, double click on “My Computer”
2. Double click on “Control Panel”
3. Double click on “Keyboard”, underneath “Keyboard Properties” click on the tab that says “Input Locales”
4. Click on the “Add” key under the white box. Click the down arrow under “Keyboard layout/IME”
5. Scroll, click on French, then click “OK”
6. Look at the gray menu bar at the bottom of your computer screen on the right hand side. Next to the time, you should now see a blue square with the letters “EN”. To change to the French keyboard, click on the blue box and choose the French option. You can also change to the French keyboard by holding down the left “Alt” key on the keyboard and hitting the “Shift” button. To switch back to the English keyboard, either click on the blue square and highlight English, or hold down the left “Alt” key and hit “Shift”.

Using the characters:

1. To access the top characters of a key having 2 characters, just push the key. For bottom characters, hold down “Shift” and push the key.
2. For the *circumflex* (^) key: push the circumflex key first followed by the letter that will have a circumflex over it - ê, â
3. Follow the same process for the *umlaut/tréma* (¨) key as with the circumflex key except hold “Shift” button first, then tréma key simultaneously, lift up and then push the appropriate letter – ë, ï
4. Access the *grave* ( ` ) key by holding down the “Ctrl” and “Alt” keys simultaneously then push “7”, lift up and push the letter that will have a grave over it – à, è