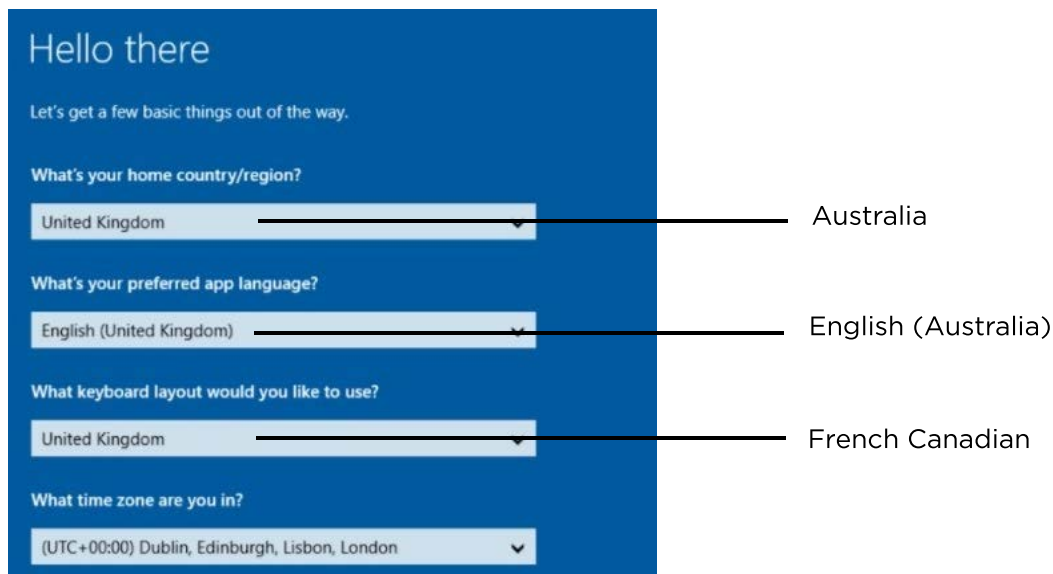


# Changing your Keyboard Layout

Upon receiving your laptop, you may notice that the keyboard is not the standard Australian keyboard. Please follow the steps below to ensure that the keyboard operates as expected.

## Selecting correct input setting on initial setup

During the initial setting up of your new laptop, you will see the screen below. Please select the options as shown.



The screenshot shows a blue background with the text "Hello there" and "Let's get a few basic things out of the way." Below this are four dropdown menus. The first is labeled "What's your home country/region?" and has "United Kingdom" selected. A line points from the word "Australia" to the right of the dropdown. The second is labeled "What's your preferred app language?" and has "English (United Kingdom)" selected. A line points from the text "English (Australia)" to the right of the dropdown. The third is labeled "What keyboard layout would you like to use?" and has "United Kingdom" selected. A line points from the text "French Canadian" to the right of the dropdown. The fourth is labeled "What time zone are you in?" and has "(UTC+00:00) Dublin, Edinburgh, Lisbon, London" selected.

Please select the correct time zone for your region.

# Adding new keyboard layout after setup

If you find that you have selected the incorrect keyboard during the initial setup, please follow these instructions instead to fix the issue.

**Step One: Click on the START MENU.**  
(This is the windows icon in the bottom left corner)



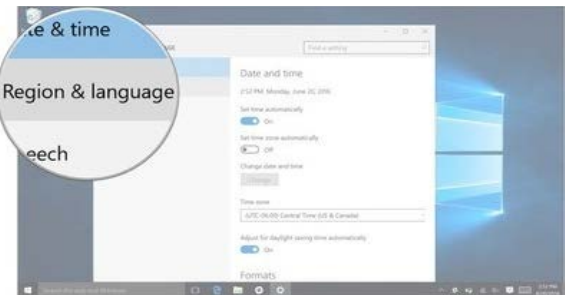
**Step Two: Click on SETTINGS.**



**Step Three: Click TIME & LANGUAGE**



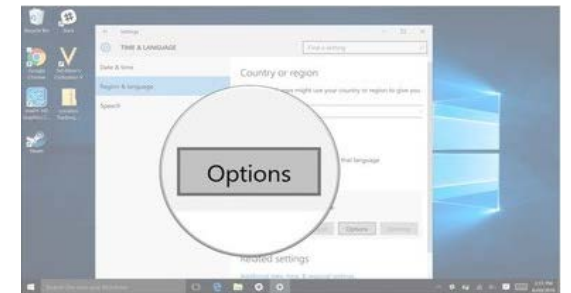
**Step Four: Click REGION & LANGUAGE**



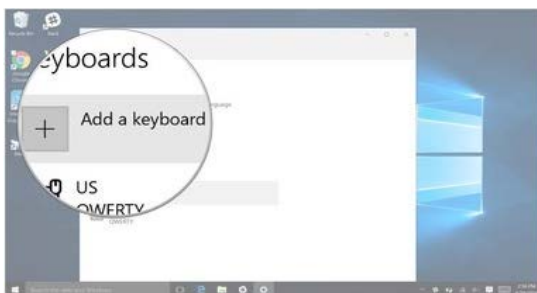
**Step Five: Click on the language that matches the keyboard language you want.**



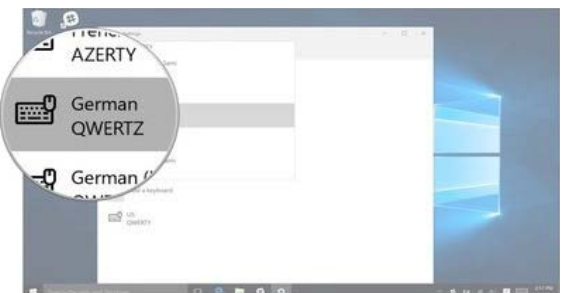
**Step Six: Click on OPTIONS**



**Step Seven: Click ADD A KEYBOARD**



**Step Eight: Click on the KEYBOARD you want to add (French Canadian).**



To avoid accidentally toggling back to a different keyboard, please left-click and select REMOVE, then remove any keyboards that are not designated as French Canadian.