How to activate and use

The US International Keyboard



1. At the bottom right of the screen, select the time tab
2. Select the settings icon at the top right ()
3. Scroll down and select **Advanced**
4. Scroll down to the **Languages and Input** section, and select “Languages and input”
5. Under the “Input method” section, select “Manage input methods”
6. Check the box next to **US International keyboard** if it isn’t checked already.
7. To switch to the US International Keyboard, select it in the “Input method” section.
8. Turn on “**Show input options in the shelf”** below the Input method section if not turned on already.
9. Once activated, a button to the left of the time tab (clicked in step 1) will appear, and you can click on it to switch between keyboard input methods.

👉**EXPERT TIP**: to quickly toggle between the US Keyboard and the US International Keyboard, use the keyboard shortcut **ctrl + space bar.**