

Chromebook – Changing Keyboard Input (Language)

If the keyboard is not inputting the correct characters, or is acting strange while typing, please ensure that the correct keyboard input is being used. (If only one keyboard is installed, the indicating symbol on your taskbar will not appear unless additional languages are installed.) Follow the guide below to identify and change the input as needed.



Figure 1

1. Identify the current keyboard input.

- In *Figure 1* above, you will notice that there are the characters **US** next to the Sign Out button. *This is accessible directly from the login screen as well.* This is the correct input for using TestNav- it is the standard United States English keyboard.

2. If the keyboard is not set to **US**, there are a couple of ways to change it:

- Use this keyboard shortcut to quickly cycle through installed keyboard inputs:



- You can also directly click on the taskbar button on the bottom right of the screen that displays the time. Then select the “Keyboard” button. A menu displaying all currently available languages will appear.

- Select “English (US)”. See *Figure 2* below.

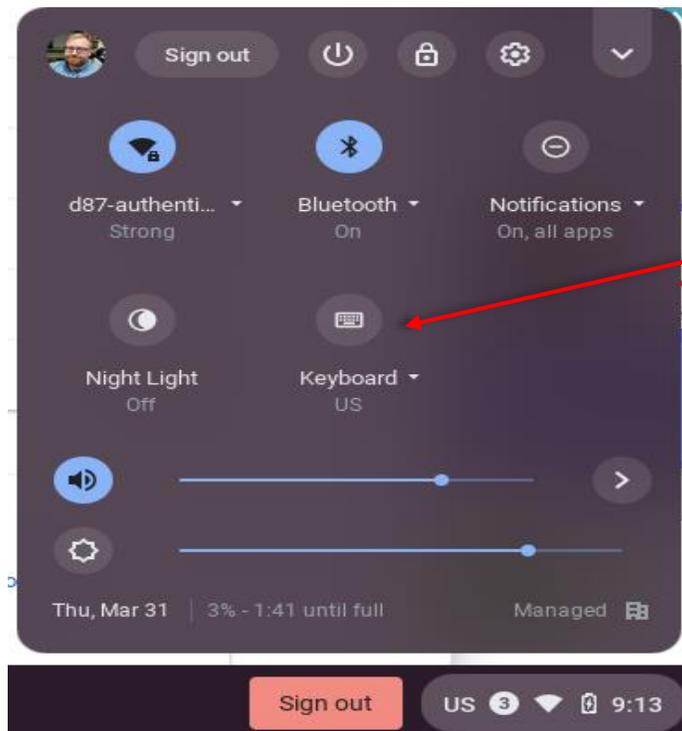


Figure 2

3. If US is not currently installed, open the Chromebook’s settings by clicking on the time in the bottom right, and then the cog at the top of the menu that pops up. It is visible in *Figure 2*.

- From Settings, on the side menu click on “Advanced” and then Languages and inputs.
- Next, select “Inputs and Keyboards”.
- Finally, under “Input Methods”, select “+ Add input methods” to add the English (US) keyboard. See *Figure 3* below for reference.

4. If changing the language has not resolved the issue, perform a hardware reset.

- While the Chromebook is off, hold  and tap (once)  keys.

- When the Chromebook starts up, release the  key.

5. If the keyboard input has been verified as English (US) and you have tried the refresh outlined in the previous section- please see your building's Chromebook point person or submit a technology helpdesk ticket for further assistance if you continue to have issues.

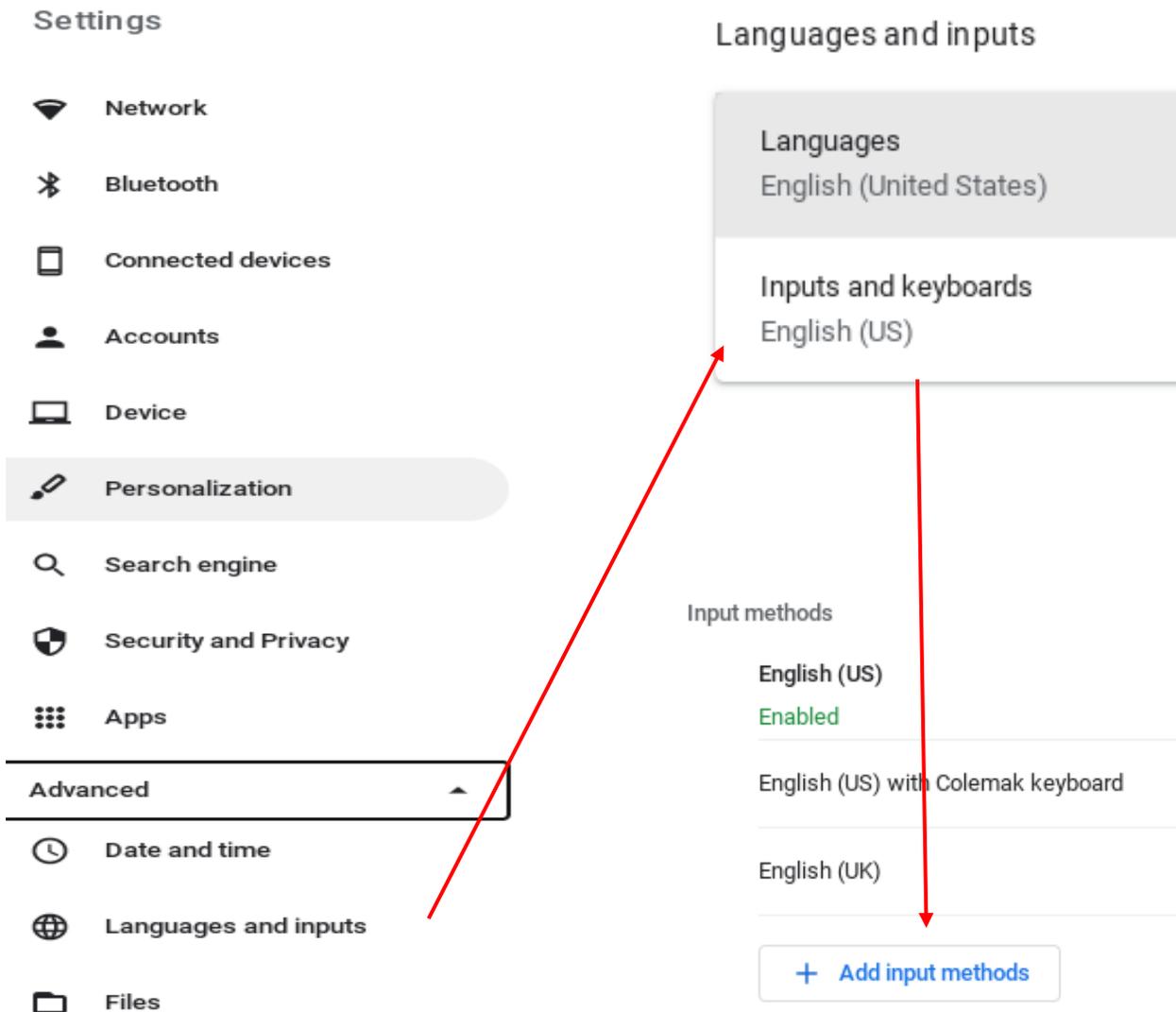


Figure 3