

TABLET2CASES KEYBOARD TROUBLESHOOTING MANUAL

Changing keyboard input method in Windows

[Check video manual for changing input methods on Windows Support Page](#)

[Add a keyboard layout or input method for a language](#)

1. Swipe in from the right edge of the screen, tap **Settings**, and then tap **Change PC settings**.
(If you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, click **Settings**, and then click **Change PC settings**.)
2. Tap or click **Time and language**, and then tap or click **Region and language**.
3. Tap or click the language you want to add a keyboard to, and then tap or click **Options**.
4. Tap or click **Add a keyboard**, browse the input method list for the one you want to use, and then tap or click it.

[Switch between keyboard layouts or input methods](#)

You can enter text with different keyboard layouts or input methods by switching between them. There are a few different ways to switch between keyboard layouts or input methods:

- On a hardware keyboard, press and hold the Windows logo key , and then press the Spacebar to cycle through your input methods
- If you have a touchscreen, you can switch your touch keyboard layout by tapping or clicking the keyboard icon , and then tapping or clicking the keyboard layout you want to switch to. Language abbreviation button in the touch keyboard





- On the desktop taskbar, tap or click the language abbreviation in the notification area at the far right of the taskbar, and then tap or click the keyboard layout or input method you want to switch to. Language abbreviation button in the desktop taskbar

[Change the default keyboard layout or input method](#)

Your default keyboard layout or input method is the one that's automatically used with the language you see Windows in (for example, the QWERTY keyboard for American English). If you want to keep your Windows language the same but use a different keyboard automatically, follow these steps:

1. Open Control Panel by swiping in from the right edge of the screen, tapping **Search** (or if you're using a mouse, pointing to the upper-right corner of the screen, moving the mouse pointer down, and then clicking **Search**), entering **Control Panel** in the search box, and then tapping or clicking **Control Panel**.
2. Enter **Add a language** in the search box, and then tap or click **Add a language**.
3. Tap or click **Advanced settings**.
4. Under **Override for default input method**, choose the keyboard layout or input method you'd like to be your new default, and then tap or click **Save**.