



Instructions: Changing the keyboard language to German

Note: these instructions are examples for the Windows and Mac OS operating systems. The individual steps may vary depending on your operating system. Please find out in good time how to change the keyboard setting on your device and check the setting before the examination.

WINDOWS

Install the right language:

1. Open the settings via the “Start” menu
2. Select “Time and Language”
3. Select “Language”



4. “Add language” à Select “German” à “Continue” à Uncheck “Set as my Windows display language”, “Speech recognition”, “Handwriting” à “Install”

Activate display in the Task Bar:

1. Right-click on the Task Bar
2. Select “Task Bar Settings”
3. Select “Activate or deactivate system icons” à Set “Input indicator” to “On”
4. Abbreviation (e.g. DEU for German) is now displayed in the Task Bar, by clicking on the abbreviation all installed languages are displayed and you can quickly switch between the input languages.

www.goethe.de

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.

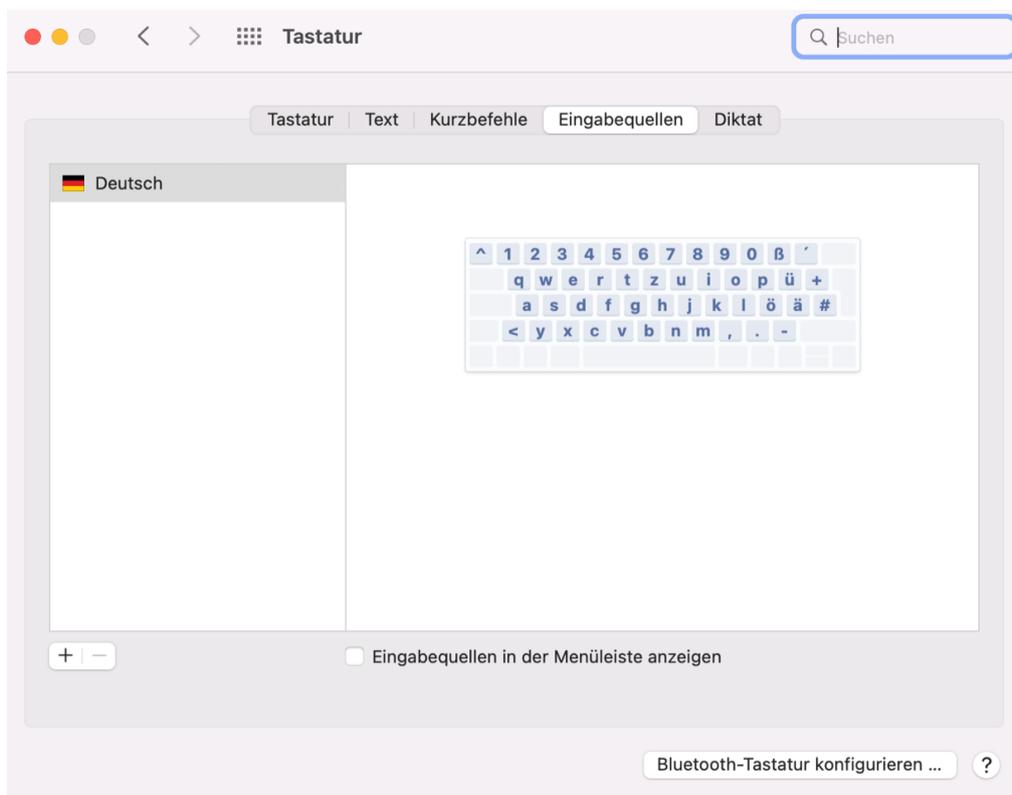


How to change your keyboard language settings, page 2



MAC

1. Open “System Settings”
2. Click on “Keyboard”
3. Select “Input Sources” à Click on the plus symbol à Select language (e.g. German) à “Add”
4. Tick the “Show input source in the menu bar” box



www.goethe.de

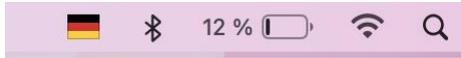
5. Click on the flag symbol in the menu bar and select the desired language.

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.



How to change your keyboard language settings, page 3



www.goethe.de

**GOETHE
INSTITUT**

Sprache. Kultur. Deutschland.