1. Open the Control Panel

- 1. Click start
- 2. Control panel



3. In the control panel click on the blue text: change keyboards or other input methods



Add the Korean Language Files To Your Computer

1. Click on the Change Keyboards... button in the Region and Language dialogue box that opens.



2. Install the Korean Keyboard Input

1. Click on **Add** to open the menu of languages that can be added.



2. Select the plus symbol next to Korean from the list of languages

Services and Input Languages
Add Input Language
Select the language to add using the checkboxes below.
Image: South Africa) Image: Table South Af
OK Cancel Apply

3. Select the check boxes next to Korean and Microsoft IME



4. Click **OK** to close the dialogue box.

5. Check that your dialogue box looks like the one below:

Services and Input Languages	×
General Language Bar Advanced Key Settings	
Default input language	
Select one of the installed input languages to use as fields.	the default for all input
English (United States) - US	•
Installed services Select the services that you want for each input lang	uage shown in the list.
Use the Add and Kemove buttons to modify this list.	Add Remove Properties Move Up
	Move Down
OK C	ancei Apply

6. Click **Apply** in the Text services and Input Language dialogue box.



7. Notice that the language bar has now been added to your task bar.



8. Raise your hand and show the teacher your progress. (Don't forget to smile.)

4. Practice Entering Korean Text into a Document

- 1. Open up a new Microsoft word document
 - a. Click on start in the taskbar → All programs → Microsoft Office → Microsoft office Word 2007.
- 2. Click on the Language bar in the Taskbar.
- 3. Select **Korean** from the menu.

	¥	ко	Korean
		EN	English (United States)
			Show the Language bar
SB DISK (G:) 🔂 Control Panel	🗐 Change La	KC (🔇 🏈 🧬 🙆 8:56 PM

- 4. Press the **Switch Language to Korean** key on the keyboard. It is the button located to the right of the spacebar.
- 5. Click on Microsoft Office in the taskbar to activate The Microsoft Word document.
- 6. Start to type random letters.
- 7. Notice the Korean Letters that appear.
- 8. Change the input language back to English by clicking on the language bar and selecting English.

	КО	Korean
	🖌 EN	English (United States)
		Show the Language bar
orer 🚽 🔮 Change Language Se	2	EN 🔇 🖋 🚰 🧿 9:0:

- 9. Click on Microsoft Office in the taskbar to activate The Microsoft Word document.
- 10. Start to type random letters.
- 11. Notice that the letters are changed back into English.

5. Removing Korean as an Input Language

- 1. Once again open up the control panel and select Change keyboards or other input methods.
 - a. Start → Control Panel → Change keyboards or other input methods
- 2. Click on change keyboards...
- 3. Click on the details button.

S Region and Language	
Formats Location Keyboards and Languages Administrative	
Keyboards and other input languages	
To change your keyboard or input language click Change keyboards.	
Change keyboards.	
How do I change the keyboard layout for the Welcome screen?	
Haw are Linetall additional languages?	
OK Cancel Apply	

4. Click on KO Korean in the text services and Languages Dialogue box to select it.

Carl Text Services and Input Languages	— ×
General Language Bar Advanced Key Settings	
Default input language Select one of the installed input languages to use as t fields.	he default for all input
English (United States) - US	•
Installed services Select the services that you want for each input langu Use the Add and Remove buttons to modify this list.	age shown in the list.
Keyboard US Ko Korean (Korea Keyboard	Add
Korean Microsoft IME	Remove
	Properties
	Move Up
	Move Down
ОК Са	ancel Apply

5. Click on **Remove** in the same dialogue box.



6. Finish removing the input language by pressing **Apply** at the bottom of the dialogue box.

Text Services and Input Languages	
General Language Bar Advanced Key Setting	35
Default input language	
fields.	use as the default for all input
English (United States) - US	▼
Installed services	
Select the services that you want for each inp Use the Add and Remove buttons to modify the	out language shown in the list. his list.
EN English (United States)	
Keyboard	
	Add
	Remove
	Properties
	Move Up
	Move Down
ОК	Cancel Apply

7. Select OK to close the dialogue box.