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# Dvorak English (US) Keyboard Label

## Instructions and Specifications

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**Dvorak US (Standard Layout)**

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**Product Description:** The Dvorak keyboard labels are standard English US keyboard labels that can be easily adapted to one of the three most popular Dvorak layouts. These labels are available in the following design:

- **Clear Dvorak Labels** that allow you to convert any keyboard into a bilingual Dvorak keyboard. The labels are available in green (for light colored keyboards) and white (for black or dark colored keyboards). These labels are perfect when the computer is used by people who want both the standard English layout while others want the Dvorak layout. [BUY NOW](#). Price: \$9.95
- **Opaque Dvorak Keyboard Labels** are available in white letters on black labels and black letters on beige labels. The labels convert any keyboard to a Dvorak keyboard layout using one of the three more popular Dvorak layouts. [BUY NOW](#). Price: \$12.95
- **Opaque Large Print Dvorak Keyboard Labels** are available in white letters on black labels and black letters on beige labels. The labels convert any keyboard to a large print Dvorak keyboard layout using one of the three more popular Dvorak layouts. [BUY NOW](#). Price: \$12.95

**Windows Compatibility.** The Dvorak keyboard labels are compatible with the Dvorak keyboard layouts in Windows 8, 7, Vista, and XP. The labels might be compatible with earlier versions of Windows, but they have not been tested to ensure complete compatibility.

## **Configuring Windows 8 for Dvorak**

### **Instructions for a Touch Screen Windows 8.x**

1. Swipe right to left on the screen and tap the Settings item.
2. Tap the Change PC settings item.
3. Tap or click on the Time and language item.
4. Tap or click the Region and language item.
5. Tap or click the English (United States) language indicator.
6. Tap or click on the Options box.
7. Tap or click on the Add a keyboard item.
8. Scroll until you see the United States-Dvorak item. Note that there are three Dvorak keyboard layouts: United States-Dvorak, United States-Dvorak for left hand, United States-Dvorak for right hand.

### **Instructions for Non-Touch Screen Windows 8.x**

1. Open the Control Panel by clicking on the File Explorer button in the lower left corner of the desktop. Click on the Desktop item under the Favorites section. Double click on the Control Panel icon to open the Control Panel.
2. Click on the Change input methods item under the Clock, Language, and Region section.
3. Click on the Add a language item.
4. Locate the English (United States) keyboard. Click on the Options item.
5. Click on the Add an input method item.
6. Scroll until you see the United States-Dvorak items. Note that there are three Dvorak keyboard layouts: United States-Dvorak, United States-Dvorak for left hand, United States-Dvorak for right hand.
7. Click on the Add button.
8. Click on the Save button.
9. Close the Control Panel.

## **Configuring Windows 7 and Vista for Dvorak**

9. Click on the Start button in the lower left corner of the computer screen.
10. Click on the Control Panel item.
11. Select the Clock, Language, and Region option.
12. Select the Regional and Language Option.
13. Click on the Keyboards and Languages Tab.
14. Click on the Change Keyboards button.
15. Click the Add button.
16. Find the English (United States) country item you wish to use.
17. Click on the plus sign ("+") to the left of the keyboard.
18. Click on the box to the left of the keyboard layout you wish to use: United States – Dvorak, United States – for Left Hand, or United States – Dvorak for Right Hand.

19. Click the OK button to select the keyboard layout and close the Add Input Language dialog box.
20. Click on the Apply button in the lower right corner of the Text Services and Input Languages dialog box.
21. Click on the OK button in the lower right corner of the Text Services and Input Languages dialog box.

## Configuring Windows XP for Dvorak

1. Click on the Start button in the lower left corner of the computer screen.
2. Click on the Control Panel item.
3. Click the Date, Time, Language, and Regional option.
4. Click the Other Languages option.
5. Make sure that you are viewing the Languages tab.
6. Click on the Details button.
7. In the Text Services and Input Languages dialog box, click on the Add button.
8. Scroll through the list of languages until and select English.
9. Select the Dvorak layout from the following choices: United States – Dvorak, United States – for left hand, or United States – Dvorak for right hand.
10. Click on the OK button to setup the language and close the language selector box.
11. Click the Apply button in the lower right corner of the Text Services and Input Languages dialog box.
12. Click the OK button to complete the language setup.
13. Click OK to close all other dialog boxes that may be open.
14. Close the Control Panel.

## Installing the Labels

The keyboard labels are arranged on a self-adhesive, die-cut sheet with six labels in each row. The labels are printed in the order of the keys of a standard keyboard. For example, whether you are using an English or a German keyboard, you start applying the labels at the upper left key and continue applying the labels to the right. There are certain exceptions to the layout depending upon the keyboard. For example, on some keyboards the "\" key appears on the second row from the top while others might place it on the third row from the top. You can use the illustration at the beginning of this document as a guide to placing the labels (do not use the *guide letters* that appear under each keyboard label).

Turn off the computer before you install the labels. It is not necessary to unplug the keyboard. If you are installing the labels on a desktop keyboard, check to ensure that the fold-out feet on the underside that hold the keyboard at an angle are folded *in* so they do not get broken when you are placing the labels.

Before you begin installing the labels, you should clean the tops of the keyboard keys with a mild cleanser, such as a diluted detergent and water. Test the cleanser on one key to make sure that it does not damage the key surface or the printing. Be careful to prevent any cleanser liquid from dripping down under the key into the key mechanism.

You should check the Windows keyboard layout (or your language software) before you install the labels. You can do this by configuring Windows for the desired layout and then pressing each key on the keyboard to ensure that it matches the layout desired. When you are sure that the labels match the Windows keyboard layout, you can start installing the labels.

The easiest method to install the labels is to insert a small knife blade under the corner of the label and gently lift it from the sheet. Place the label gently on the correct keyboard key making sure that it is centered and properly aligned. When you have the label properly placed, press it down while removing the knife blade. When you are satisfied that the label is straight and on the correct key, use a rounded object, such as the rounded end of a plastic pen, to burnish (i.e., rub) the label firmly in place.

**Note: once you place the keyboard label and burnish it in place, it cannot be moved to another key.**

## How to Use the Dvorak Layout in Windows 8

### Instructions for a Touch Screen Windows 8.x

You must add the language keyboard to your Windows system before you can select the keyboard to use.

1. Tap or click on the keyboard icon in the taskbar.
2. When the virtual keyboard opens, click on the keyboard selector in the lower right corner of the virtual keyboard.
3. Select the Dvorak layout from the list of keyboards installed.
4. The virtual keyboard will display the Dvorak language layout. You can use the virtual keyboard or click on the "X" box to close the virtual keyboard and type in the hardware keyboard.

### Instructions for a Non-Touch Screen Windows 8.x

1. Click on the Language selector in the lower right corner of the Taskbar. If the keyboard is in standard QWERTY keyboard, the selector will say ENG US; if the selector is in Dvorak, it will say ENG DV.
2. Select ENG DV to switch to the Dvorak keyboard layout.

## How to Use the Dvorak Layout in Windows 7, Vista, and XP

After you setup the Dvorak keyboard in Windows, you can easily switch between Dvorak and the system language (i.e., the language of Windows in your computer). You switch languages using the keyboard selector located in the Task Bar at the bottom of the computer screen.

1. When you setup the Dvorak keyboard, you will see a language indicator on the Task Bar to the right near the System Tray. For example, when you are typing in the standard English keyboard, the indicator says "EN." To switch to Dvorak, you must click on the keyboard icon that is to the right of the "EN" indicator.A screenshot of the Windows taskbar. On the left, there is a language indicator showing 'EN' with a small keyboard icon to its right. A red triangle points to this keyboard icon. To the right of the language indicator is the System Tray, which contains several icons including network, volume, and power. The time '12:14 PM' is displayed on the far right of the taskbar.
2. Open the application in which you wish to type.

3. Click inside the application. For example, if you wish to type in Microsoft Word, open the Word and click inside the text edit area.
4. Left click on the language selector box to open the keyboard menu.
5. Click on the desired keyboard layout in the keyboard menu.
6. You can now start typing in the selected keyboard language.
7. If you wish to return to the system language, click on the language selector box and select the desired keyboard.

## **Product Features**

- The Dvorak keyboard labels are manufactured of highly durable Lexan® for high quality and long-lasting use.
- The Dvorak letters appear on the right side of the clear label allowing you to create a bilingual keyboard.
- Select the Dvorak letter color, green or white, to best suit your keyboard color. We recommend green letters for beige and light colored keyboards and white letters for black or dark colored keyboards.
- The letters are printed on the underside of the label making it almost impossible to scratch or wear off.
- The labels are self-adhesive for peel-and-stick installation.
- The adhesive will not harm the original printing on the keyboard keys.
- If desired, the labels may be removed without damaging the keyboard.
- The Dvorak labels are designed to fit standard PC computer keyboards. If necessary, the labels can be trimmed with scissors prior to installation.