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Korean Keyboard Instructions for Windows

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Clear Korean Keyboard Layout



Compatibility

Language Compatibility. The Korean keyboard labels are compatible with the Windows keyboard use in the Republic of South Korea.

Windows Compatibility. The Korean keyboard labels are compatible with the Korean keyboard layout in Windows 8, 7, Vista, and XP. The labels might be compatible with other versions of Windows, but they have not been tested to ensure complete compatibility. Note: the Windows 8 Korean layout does not have the Won symbol (a W with a line through it denoting Korean currency). Except for the one character, the stickers are compatible with Windows 8.

Configuring Windows 8 for Korean

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 Add a language item in the selector.
6. Scroll through the alphabetical list of languages until you find the Korean language.
7. Tap or click on the Korean language box.

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 Add a language item under the Clock, Language, and Region section.
3. Click on the Add a language item.
4. Languages are listed alphabetically. Scroll to the K section for Korean.
5. Click on the box for Korean.
6. Click the Add button to return to the installed language list window.
7. Close the Control Panel.

Configuring Windows 7 and Vista for Korean

1. Click on the Start button in the lower left corner of the computer screen.
2. Click on the Control Panel item.
3. Select the Clock, Language, and Region option.
4. Select the Regional and Language Option.
5. Click on the Keyboards and Languages Tab.
6. Click on the Change Keyboards button.
7. Click the Add button.
8. Find the Korean country item you wish to use.
9. Click on the plus sign ("+") to the left of the Korean entry.
10. Click on the plus sign ("+") to the left of the keyboard.
11. Click on the box to the left of the keyboard layout, Microsoft IME. Do *not* select the Korean keyboard.
12. Click the OK button to select the keyboard layout and close the Add Input Language dialog box.
13. Click on the Apply button in the lower right corner of the Text Services and Input Languages dialog box.
14. Click on the OK button in the lower right corner of the Text Services and Input Languages dialog box.
15. For Korean, you may be prompted to insert your Windows install disc to complete the keyboard installation. If so, place the Windows installation disc in the disc drive and answer the prompts in the dialog boxes to complete the installation. If you do not have a Windows installation disc, you should contact your computer manufacturer.

Configuring Windows XP for Korean

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. For Korean, click on the box to the left of the item, Install files for East Asian Languages. You may be prompted to insert your Microsoft Windows install disc at this point. If you do not have a Windows install disc for your computer, you should contact your computer manufacturer.
7. Click on the Details button.
8. In the Text Services and Input Languages dialog box, click on the Add button.
9. Scroll through the list of languages until you see the language and country you want. Note that many languages have multiple countries which may be different keyboard layouts. Make sure that the language and layout you select matches that of your language labels.
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.

Configuring Microsoft Office for Korean

If you are using Microsoft Office, you may need to configure it for the Korean keyboard.

1. Begin by locating and selecting the Microsoft Office Tools in the main program menu.
Microsoft Office Language Settings
2. If you are prompted for the Office installation disc, insert it and answer the prompts.
3. In the Enabled Languages dialog box, click the boxes to the left of the languages you wish to use in Microsoft Office.
4. When you have finished selecting the languages, click the Apply button.
5. Click the OK button to close the Enabled Languages dialog box.

Configuring Windows 8 for Korean

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 Add a language item in the selector.
6. Scroll through the alphabetical list of languages until you find the Korean language.
7. Tap or click on the Korean language box.

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 Add a language item under the Clock, Language, and Region section.
3. Click on the Add a language item.
4. Languages are listed alphabetically. Scroll to the K section for Korean.
5. Click on the box for Korean.
6. Click the Add button to return to the installed language list window.
7. Close the Control Panel.

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

After you setup the Korean keyboard in Windows, you can easily switch between Korean 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 Korean keyboard, you will see a language indicator on the Task Bar to the right near the System Tray (see the red arrow in the picture). For example, if you are typing English, the language selector box will say "EN." If you are typing Korean, it will say "KO."
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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. When you select the Korean IME in the Task Bar, you will see the "KO" indicating the Korean keyboard, a glove and an English "A" or a Korean character. Click on the "A" or the Korean character to go back and forth between English and Korean.
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7. When you have selected the desired language, you can start typing in the selected keyboard language.
 8. If you wish to return to the system language, click on the language selector box and select the desired keyboard.

How to Type Korean Characters

There are no special instructions for typing in Korean in Windows. If the text entry is not correct, you should contact your software manufacturer tech support.