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German Keyboard Label Instructions and Specifications

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* Note: The 102 key is generally found only on European keyboards.

Clear Labels Description: The German keyboard labels are clear labels with German characters on the right side. This allows you to convert any keyboard to a bilingual German keyboard. The labels are available in green (for light or beige colored keyboards) and white (for black keyboards).

Hardware compatibility. Most keyboards feature the printed characters in the upper left corner of the key or the left side of the key. However, some keyboards, such as Logitech® standard keyboards, feature printing in the middle of the key. The German labels are compatible with both keyboard styles. When the label printing might interfere with the original print on the key, we include two labels; you simply choose which label works best for your keyboard.

Example Keys
(Your language labels may be different)

If your keyboard characters are on the left side of the key, use the basic label set.

If your keyboard characters are in the center of the key, use the optional labels provided at the bottom of the sheet.

Opaque German Keyboard Labels

German (Germany) Keyboard Labels

Opaque Labels Description: The opaque German keyboard labels are opaque black labels with white German characters on the left side. This allows you to convert any keyboard to a German keyboard; it is not a bilingual keyboard layout.

Compatibility
Language Compatibility. The German keyboard labels are compatible with the Windows German keyboard layouts used in Austria, Germany, Liechtenstein, Luxembourg, Lower Sorbian, and Upper Sorbian.

Windows Compatibility. The German keyboard labels are compatible with the German keyboard layouts 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.

Configuring Windows 8 for German
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 German language.
7. Tap or click on the German language box. A new window opens showing boxes for German regions (countries).
8. Tap or click on the box for German (Germany).

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 G section for German. Click on the German box.
5. Click on the Open button.
6. Click on the box for German (Germany).
7. Click the Add button to return to the installed language list window.
8. Close the Control Panel.

Configuring Windows 7 and Vista for German
1. Click on the Start button in the lower left corner of the desktop
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 German (Germany) item in the list of keyboard languages. You can also select one of the following locations: Austria, Liechtenstein, Luxembourg, Lower Sorbian, and Upper Sorbian
9. Click on the plus sign ("+") to the left of the keyboard.
10. Click on the box to the left of the keyboard layout, German.
11. Click the OK button to select the keyboard layout and close the Add Input Language dialog box.
12. Click on the Apply button in the lower right corner of the Text Services and Input Languages dialog box.
13. Click on the OK button in the lower right corner of the Text Services and Input Languages dialog box.

Configuring Windows XP for German

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 and select the German (Germany) item. You can also select German (Austria) for the location. The keyboard layout will automatically default to German.
9. Click on the OK button to setup the language and close the language selector box.
10. Click the Apply button in the lower right corner of the Text Services and Input Languages dialog box.
11. Click the OK button to complete the language setup.
12. Click OK to close all other dialog boxes that may be open.
13. Close the Control Panel.

Configuring Microsoft Office for German

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

Installing the Labels

Center Printed Keys Use Optional Labels

Most computer keys are printed with the character in the upper left corner of the key or on the left side of the key. Some keyboards feature the characters printed in the middle of the key. If your keyboard keys have the letters in the center of the key, you should use the *optional labels* located at the bottom of the label sheet. The optional labels are designed to work with keys with printing in the center.

Placing the Labels

The language 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. (If you are using an US English keyboard, you can use the *guide letters* that appear under each keyboard label in the set.)

Turn off the computer before you install the keyboard 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 language and then pressing each key on the keyboard to ensure that it matches the layout of the language labels (this is especially important for those language labels that include *optional labels*). 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 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 the rounded end of a plastic pen, to burnish (i.e., rub) the label firmly in place.

Note: after you place the keyboard label and burnish it in place, it cannot be moved to another key.
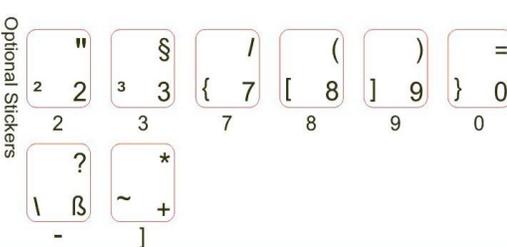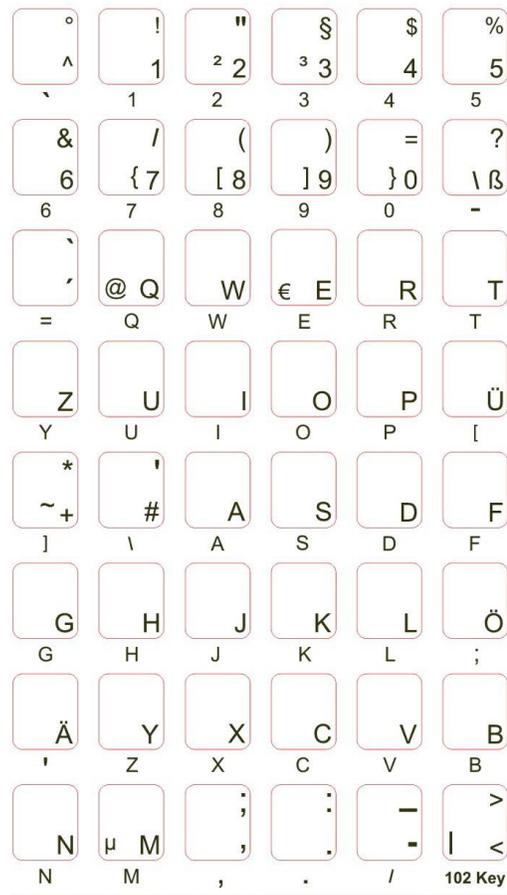
How to Use the German Keyboard in Windows 8
Instructions for a Touch Screen Windows 8.x
You must add the language keyboard to your Windows system before you can select the keyboard to use.
1. Tap or click on the keyboard icon in the taskbar.

German (Germany) keyboard layout with Optional Stickers

2. When the virtual keyboard opens, click on the keyboard selector in the lower right corner of the virtual keyboard.
3. Select the French language from the list of language keyboards installed.
4. The virtual keyboard will display the French language layout. You can use the virtual keyboard to type in German 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 English, the selector will say ENG; if the selector is in German, it will say DEU.
2. Select German (Germany) to switch to the German keyboard layout.

How to Use the German Keyboard in Windows XP, Vista, and 7
After you setup the German keyboard in Windows, you can easily switch between German 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. Open the application in which you wish to type.
2. Click inside the application. For example, if you wish to type in Microsoft Word, open the Word and click inside the text edit area.
3. When you setup the English keyboard, you will see a language indicator on the Task Bar to the right near the System Tray. For example, the English language indicator is "EN." (See the red arrow in the picture) If you are using German, the language indicator is "DE."
4. Open the application in which you wish to type.
5. Click inside the application. For example, if you wish to type in Microsoft Word, open the Word and click inside the text edit area.
6. Left click on the language selector box to open the keyboard menu.
7. Click on the desired keyboard layout in the keyboard menu.
8. You can now start typing in the selected keyboard language.
9. If you wish to return to the system language, click on the language selector box and select the desired keyboard.

How to Type German Characters
Dead Keys
The German keyboard uses a number of *dead keys* to type special characters that are not easily typed on a standard PC keyboard. To use this feature, press the dead key and then press the key that you wish to combine with the dead key. For example, if you wish to type an accented "a," press the accent dead key and then press the "a." You will get an accented "a" key. If you press a combination that doesn't exist in the language, such as an accent plus "q," you will not get an accented character. The dead keys in the picture below are indicated in pink.

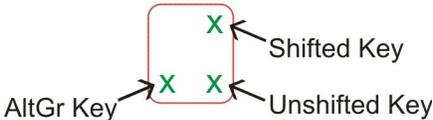## German (Germany) Keyboard Stickers
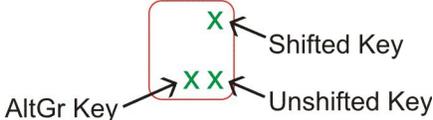

AltGr Key

Another feature of the German language is the *right* Alt key which is called the AltGr (or Alt-Graphics) key (note that the left Alt key has no function in this). This key allows you to access certain characters in the keyboard layout. For example, in many European keyboards, press the AltGr key and the "E" key to get the Euro symbol.

In the German keyboard labels, you will find the AltGr symbols in the middle center of the number keys and punctuation keys. The AltGr characters appear in the lower left corner of the alpha keys in the layout.

Layout for Letter keys

Layout for number and punctuation keys

The 102 Keyboard

Many European countries use a 102 keyboard which includes an additional key to the left of the "Z" key on the bottom row of keys. If your keyboard does not have this key, you can still print the characters using the numeric keypad.

To print the ">" key, hold down the right Alt key and type 062 in the numeric keypad.
To print the "<" key, hold down the right Alt key and type 060 in the numeric keypad.
To print the "|" key, hold down the right Alt key and type 0124 in the numeric keypad.

Product Features

- The German keyboard labels are manufactured of highly durable Lexan® for high quality and long-lasting use.

- The German letters appear on the right side of the clear label allowing you to create a bilingual keyboard.

- Select the German 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 German labels are designed to fit standard PC computer keyboards. If necessary, the labels can be trimmed with scissors prior to installation.