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Polish Keyboard Label
Instructions and Specifications

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

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

Language Compatibility. The Polish keyboard labels are compatible with the Windows keyboard layouts used for the Polish (214) keyboard. Note that the label set is not compatible with the Polish Programmers keyboard layout that is used in Windows 8.

Windows Compatibility. The Polish keyboard labels are compatible with the Polish keyboard layouts in Windows 7, Vista, and XP. **The labels are *not* compatible with Windows 8 Polish.**

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 the characters printed in the middle of the key. The Smart Keyboard Solutions Polish labels are designed to be compatible with keyboards that have the keys printed on the left. We include *optional labels* (located at the bottom of the label sheet) to use on keyboards that have the keyboard letters in the center of the key; you simply choose which label works best for your keyboard.

Example Keys
(Your language labels may be different)

% %
5 €5
If your keyboard characters are on the left side of the key, use the basic label set.

%%
€ 55
If your keyboard characters are in the center of the key, use the optional labels provided at the bottom of the sheet.

Configuring Windows 7 and Vista for Polish
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 Polish country item you wish to use.
9. Click on the plus sign ("+") to the left of the keyboard.
10. Click on the box to the left of the keyboard layout, Polish (214).
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 Polish
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 you see Polish. Windows XP defaults to the Programmers keyboard layout. You should scroll up until you see the Polish (214) item and select it.
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 Polish

If you are using Microsoft Office, you may need to configure it for the Polish 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: once you place the keyboard label and burnish it in place, it cannot be moved to another key.

How to Use the Polish Keyboard Layout

After you setup the Polish keyboard in Windows, you can easily switch between Polish 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 Polish 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 in English, the language indicator is "EN." If you are typing in Polish, the language indicator will be "PO."

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.

How to Type Polish Characters

Dead Keys

The Polish keyboard uses a number of *dead keys* to type special characters that are not easily typed on a standard PC keyboard. The dead keys in the picture below are indicated in pink. 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.
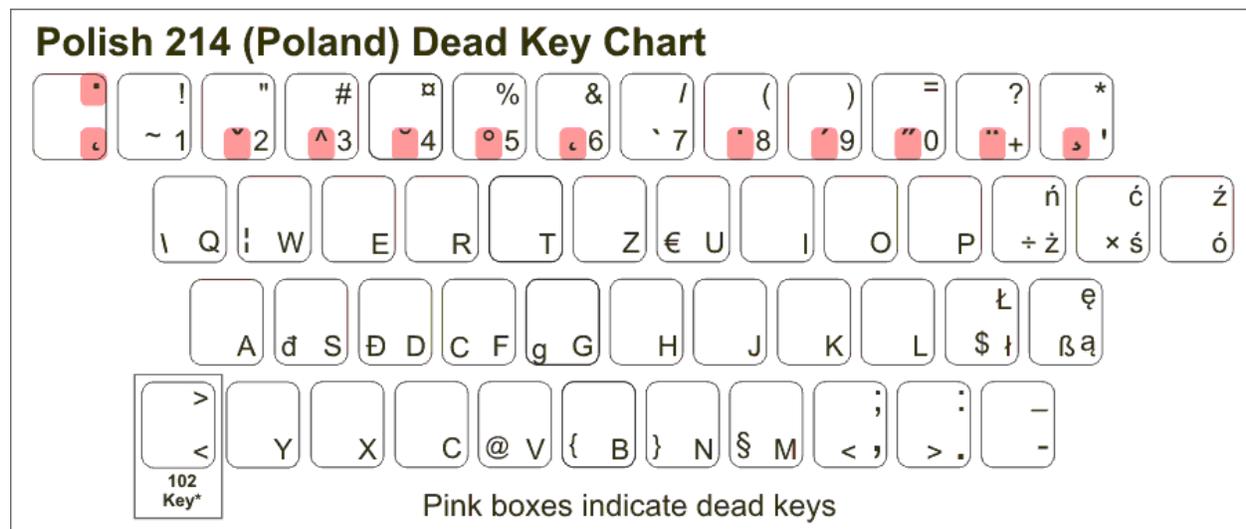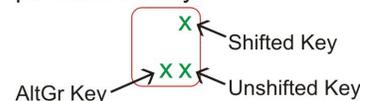

AltGr Key

Another feature of the Polish 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.

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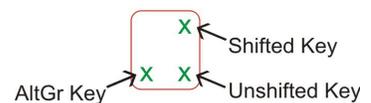
In the Polish keyboard labels, you will find the AltGr symbols in the middle center of the number keys and punctuation keys. The AltGr characters appear in the lower left corner of the alpha keys in the layout.

If your keyboard keys are printed in the middle, you should use the optional labels included that leave the middle of the label blank. The AltGr characters for the optional labels are in the lower left corner of the label.

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 should discard the 102 key label. You can still print the characters using the numeric keypad using the following procedure:

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

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

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

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