**SKS**

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# Thai Kedmanee Keyboard Label Instructions and Specifications

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## Clear Thai Keyboard Labels



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

**Opaque Thai Keyboard Labels**



**Opaque Thai Labels Description:** The opaque Thai keyboard labels are opaque black labels with white English US characters on the left and green Thai characters on the right side of the labels. This allows you to convert any keyboard to a bilingual English and Thai keyboard.

## Compatibility
**Language Compatibility**. The Thai Kedmanee keyboard labels are compatible with Windows keyboard layout used in Thailand.

**Windows Compatibility**. The Thai Kedmanee keyboard labels are compatible with the Thai Kedmanee keyboard layout in Windows 8, 7, Vista, and XP. (Note: Windows 8 lists the keyboard only as Thai before it is installed; it is listed as Thai Kedmanee after it is installed.)

## Configuring Windows 8 for Thai
**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 Thai language.
7. Tap or click on the Thai 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 T section for Thai.
5. Click on the box for Thai.

6.   Click the Add button to return to the installed language list window.
7.   Close the Control Panel.

## Configuring Windows 7 and Vista for Thai Kedmanee

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 Thai country item you wish to install.
9.   Click on the plus sign ("+") to the left of the Thai country you wish to use.
10.  Click on the plus sign ("+") to the left of the keyboard.
11.  Click on the box to the left of the keyboard layout, Thai Kedmanee.
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 Thai, 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 Thai Kedmanee

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 Thai, click on the square next to Install files for complex script and right-to-left languages (including Thai). 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 Thai Kedmanee

If you are using Microsoft Office, you may need to configure it for the Thai Kedmanee 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

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



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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 Keyboard 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 Thai language from the list of language keyboards installed.
4. The virtual keyboard will display the Thai language layout. You can use the virtual keyboard to type in Thai or click on the "X" box to close the virtual keyboard and type in the hardware keyboard.
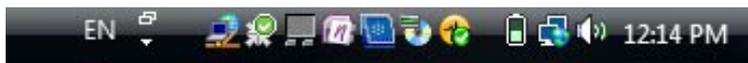
**Instructions for a Non-Touch Screen Windows 8.x**
1. Click on the Language selector in the lower right corner of the Taskbar. If the keyboard is in English, the selector will say ENG; if the selector is in Thai, it will show Thai characters.
2. Select Thai to switch to the Thai keyboard layout.

## How to Use the Keyboard Layout in Windows 7, Vista, and XP
After you setup the Thai keyboard in Windows, you can easily switch between Thai 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 Thai 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 Thai, the language indicator will be "TH."
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 Thai Characters

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

## Product Features

- The Thai Kedmanee keyboard labels are manufactured of highly durable Lexan® for high quality and long-lasting use.
- The Thai letters appear on the right side of the clear label allowing you to create a bilingual keyboard.
- Select the Thai 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 Thai Kedmanee labels are designed to fit standard PC computer keyboards. If necessary, the labels can be trimmed with scissors prior to installation.