

HOW TO CONFIGURE YOUR KEYBOARD TO HAVE IMMEDIATE ACCESS TO ACCENTS AS WELL AS TO STANDARD KEYS

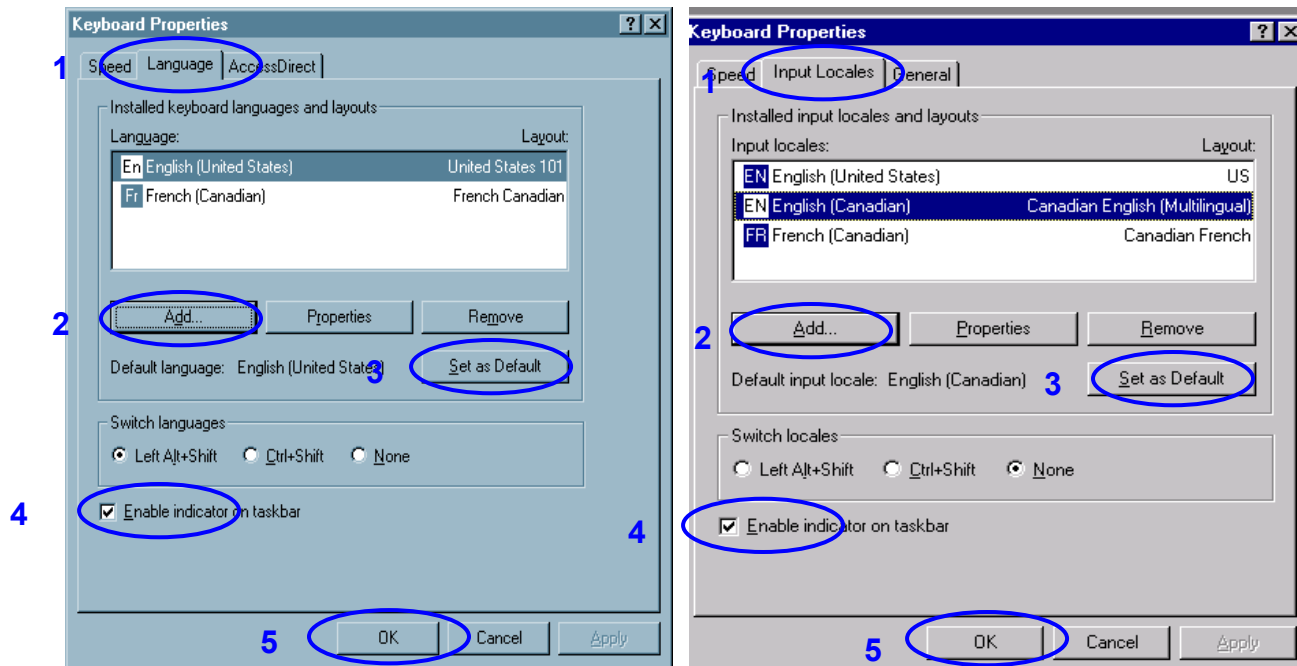
Note: These instructions are meant as a guide only. It is possible that certain information may not entirely correspond to the configuration of your computer. If you experience difficulties configuring your keyboard, contact your Help Desk/Technical Support.

Configuring your keyboards


Attached are graphic representations of the three main keyboards used within NPF, i.e. the “English (United States)” keyboard, the “English (Canadian)” keyboard, and the “French (Canadian)” keyboard.

Feel free to print them at will and post them beside your computer for ease of reference. Instructions on how to configure your personal computer (PC) into these three keyboards follow.

- Go to *Start, Settings, Control Panel*.
- Go to *Keyboard*
- Find the *Input Locales* tab, or *Language* tab depending on your PC (#1).



- If all three keyboards mentioned above have not been downloaded, speak to your computer help desk as you may need the Windows CD relative to your PC.
- Click on *add* to install the keyboards you wish to access (#2).
- Once all three keyboards have been installed, choose the keyboard you wish as a default (by clicking on the *set as default* button (#3), and ensure the “*enable indicator on taskbar*” is check marked (#4).
- Click on *OK* (#5).
- Re-boot your computer (this step may not be necessary for all of you).

Once your computer has been re-booted, you will have all three keyboards available at your fingertips by clicking on the dark blue box that you find on the right side of your bottom task bar  3:44 PM

To access the English (Canadian) keyboard for example, click on the blue box, and choose English (Canadian).



The keys on your keyboard will automatically become as those depicted in the graphic representations provided with these instructions.