Introduction

French language keyboards use what is called an “AZERTY” layout as compared to an English language keyboard that uses a “QWERTY” layout. These layouts correspond to the left-to-right order of the first 6 keys that are found on the top left of the keyboard.

Listed below are directions for setting-up up your PC (Windows Operating System) or MAC (Operating System 10) for typing directly on a French AZERTY keyboard layout. Both Windows and MAC OS 10 already have French installed in their language options. All that one has to do is activate the French language. In addition, directions have been provided to activate the “onscreen keyboard viewer.” This viewer will help in memorizing the position of the French keys, particularly the French language accent marks.

The process of learning how to type French directly on a French keyboard layout may be frustrating at first due to the slight differences in the keyboard layout. For example, the “Q” and “A” keys are reversed. After a little practice, though, memorizing the French keyboard layout will enable you to type French more efficiently rather than using an “insert >> symbol” function or a “keyboard shortcut” on a QWERTY layout. Becoming a bilingual keyboard user will allow you to gain a new skill that will be beneficial when traveling to or working in francophone countries or regions. Additionally, switching directly into French will allow spelling, grammatical, and thesaurus/dictionary tools to function more efficiently on Microsoft Word applications.

Please note that the function of the “Shift” key on AZERTY layout is similar to the QWERTY layout. However, the “Alt” key is more useful on the AZERTY layout. Pressing down the “ALT” key in collaboration with the onscreen keyboard viewer will show the differences. For additional assistance in learning the AZERTY keyboard, you can purchase an AZERTY keyboard or alternatively place keyboard stickers directly on top of your QWERTY keys. One such style uses transparent stickers are that show the French letters and accents in another color. Datacal.com supplies international language keyboard stickers.

Windows VISTA French Language Installation

- Main Start Menu (Bottom Left)
- Control Panel>>> Regional & Language Options
- Regional & Language Options >> Keyboards and Languages
• Change Keyboards >>>> Click on "Add"
• Scroll Down to "French-France" and click on the "+" box
• Click on the "+" box for "Keyboard" and then check "French"
• Click OK at the top right of the Dialogue box
• Then click "Apply" at the bottom of the open dialogue box.
• Now, you should have "French" installed on your computer.

Simply look for the EN at the bottom (or top) right of your screen and change it to FR. Even if you have a Microsoft Word document open, you can switch directly between languages. If you start a Word document, make sure to do a "Select All" command and change the language to "French" on the "Review" Menu.

• To activate the Windows “keyboard viewer”:
Under the "Control Panel" click "Ease of Access." Then, click "Ease of Access Center." Next, click "Start On Screen Keyboard." After this, a small French keyboard will appear at the bottom of the screen in order to help you memorize the keys. Remember that on a French keyboard, the "ALT" key opens up other letter options...similar to our "Shift" key.

Mac Operating System 10 French Language Installation

• System Preferences >> International
• International >> Input Menu
• Scroll Down and checkmark “French.” Make sure you also checkmark “Show input menu in menu bar.” This will enable you to switch between languages on the top right of your screen.
• Close the “International” window. Now, you should have “French” installed on your computer.
• To activate the MAC “keyboard viewer”:
  o System Preferences >> International
  o International >> Input Menu
  o Checkmark “Keyboard Viewer,” which is found on the third line down.

Website: http://www.iupui.edu/~frenchcl Email: frenchcl@iupui.edu

French Keyboard Installation: Francophone Student Association at Indiana University Purdue University Indianapolis (IUPUI)