

Installing and Using the Microsoft Visual Keyboard

If you already have it installed, start with step #4

What is the Microsoft Visual Keyboard?

1. The visual keyboard allows you to see the keyboard for another language in order to create diacritical marks or letters with only a click. This is especially useful for the accented letters in languages such as French, Spanish, or German as well as for Russian and Greek. You can also use it as a map to find particular letters if you are using a keyboard other than English.



Fig.1



Fig.2

Where do I find the Microsoft Visual Keyboard?

2. Download the free Visual Keyboard from the Microsoft site. Microsoft calls it an “**Office XP/2000 Add-in: Microsoft Visual Keyboard**”. At the Microsoft Download site, <http://www.microsoft.com/downloads>, enter the keywords, *Microsoft Visual Keyboard*.

3. Download the small program, *VkeyInst.EXE*, and install it. (Fig.3)



Fig.3

Fig.4

4. To activate the Visual Keyboard, while in your document, select the language you wish to use using the language indicator in the lower right corner of your screen. (Fig.4)

5. Then (1) go to the *Start Menu*, (2) select *Programs*, (3) select *Microsoft Office Tools*, (4) then select *Visual Keyboard*.

6. The Visual Keyboard should then appear in your document (see Figs. 1 and 2).