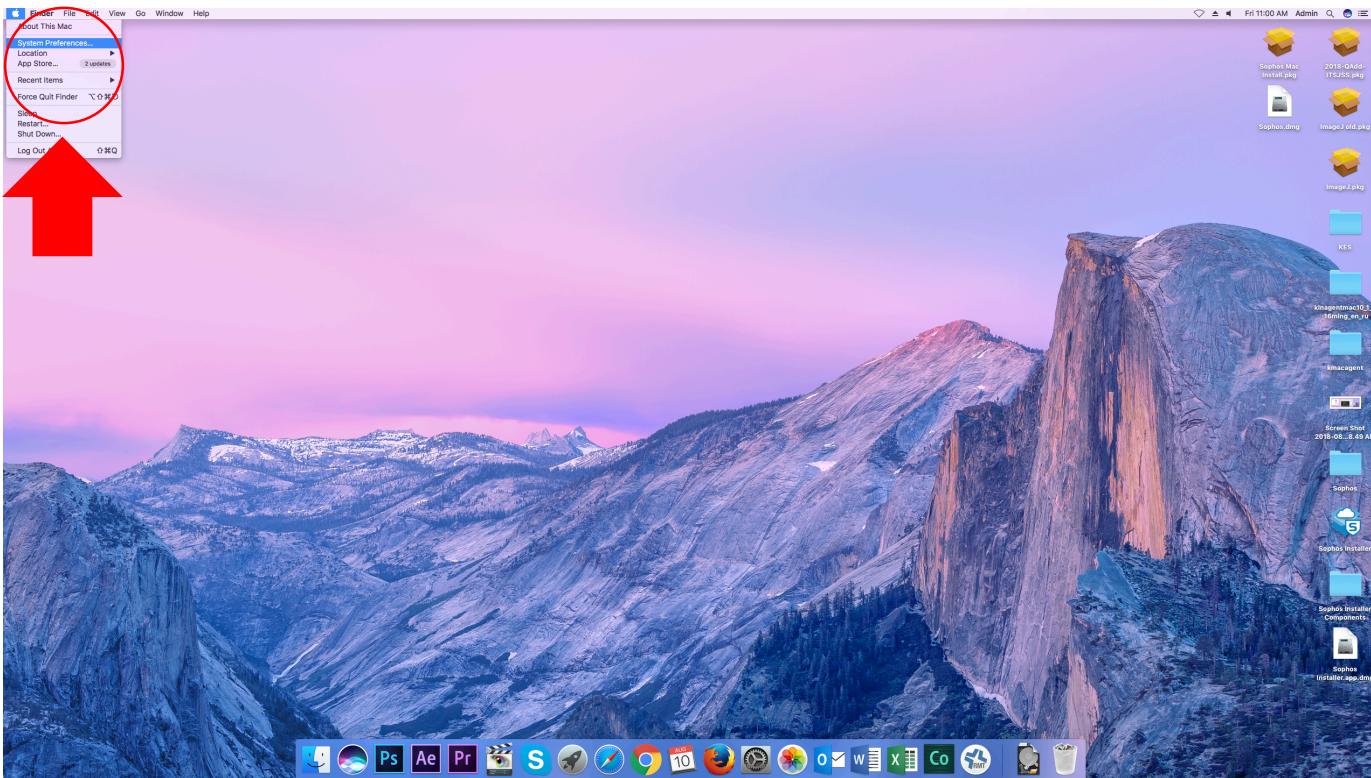

***EIESLAND B22 LAB INSTRUCTIONS
FOR KEYBOARD LAYOUTS AND AUDIO
INPUT/OUTPUT***

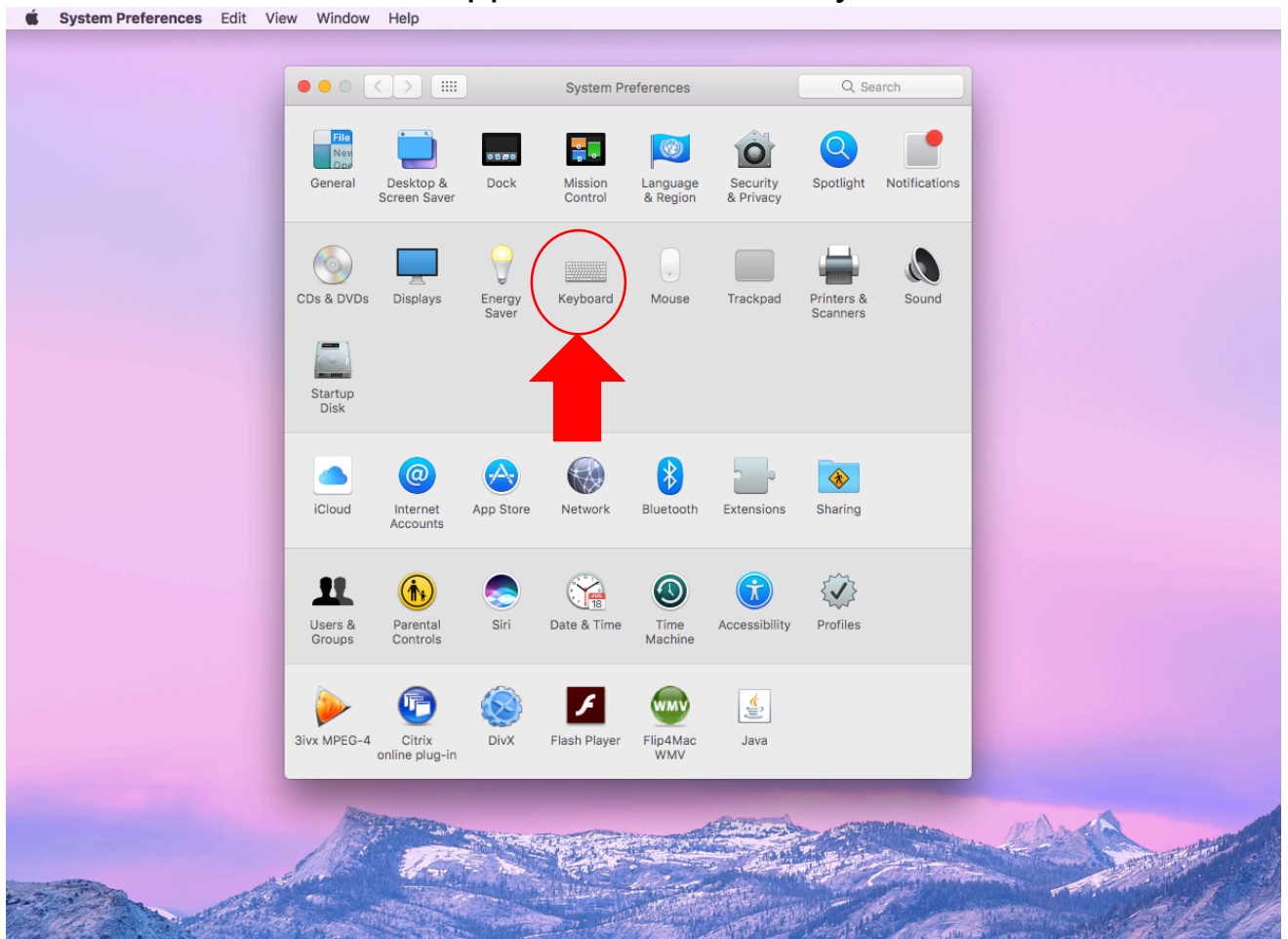
1. Log in to a computer using your WVUID credentials.
 - a) First time logins may take a little longer than usual as the user account is being created and the WVU credentials are being authenticated.

Keyboard Layouts

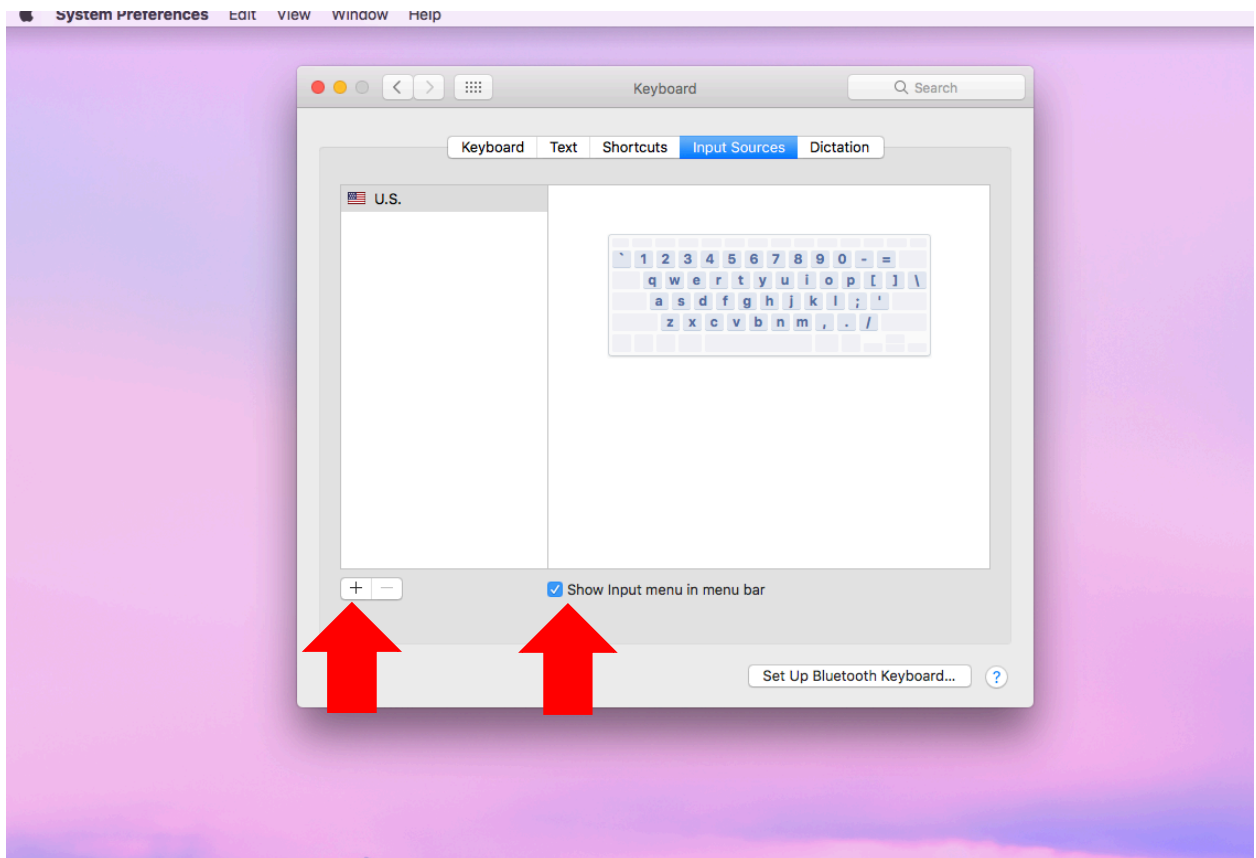
1. Click on the Apple in the upper left hand corner of the screen and click on System Preferences.



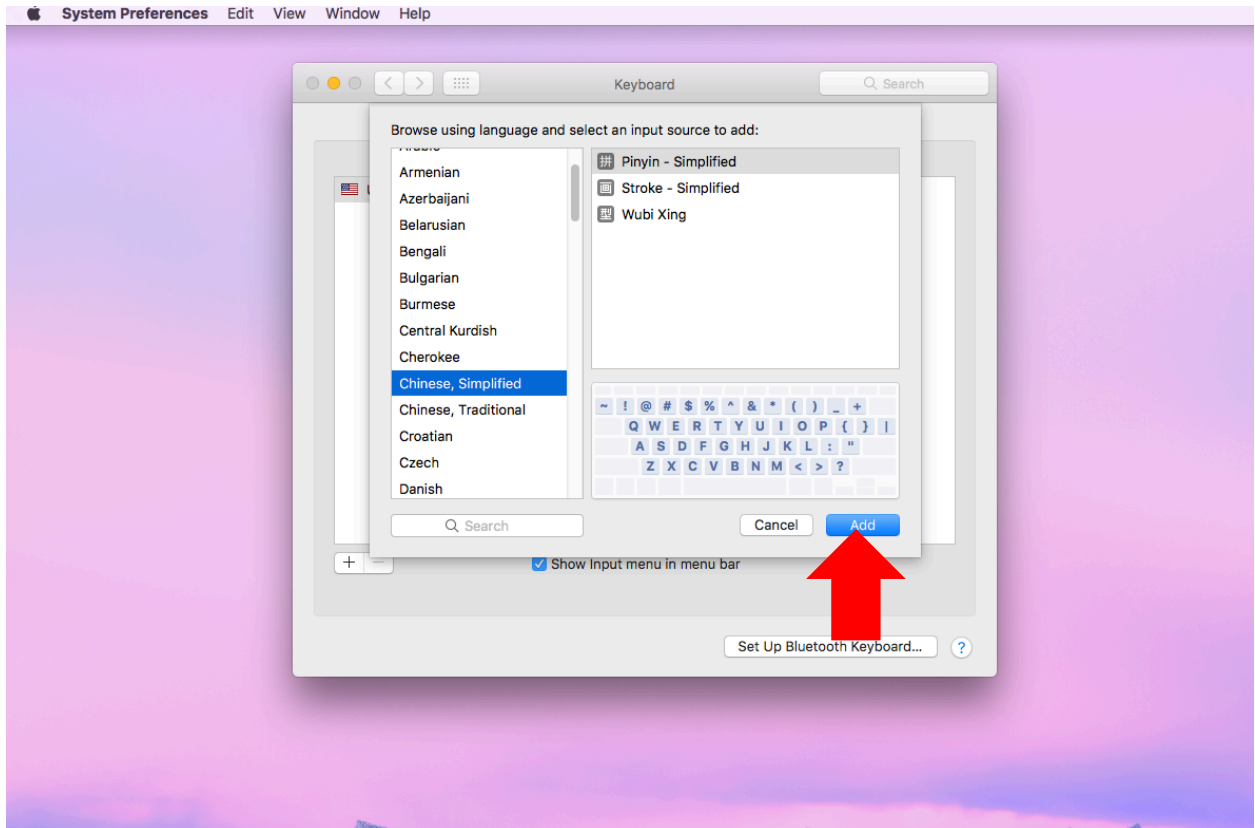
2. A menu like this should appear. Click on Keyboard.



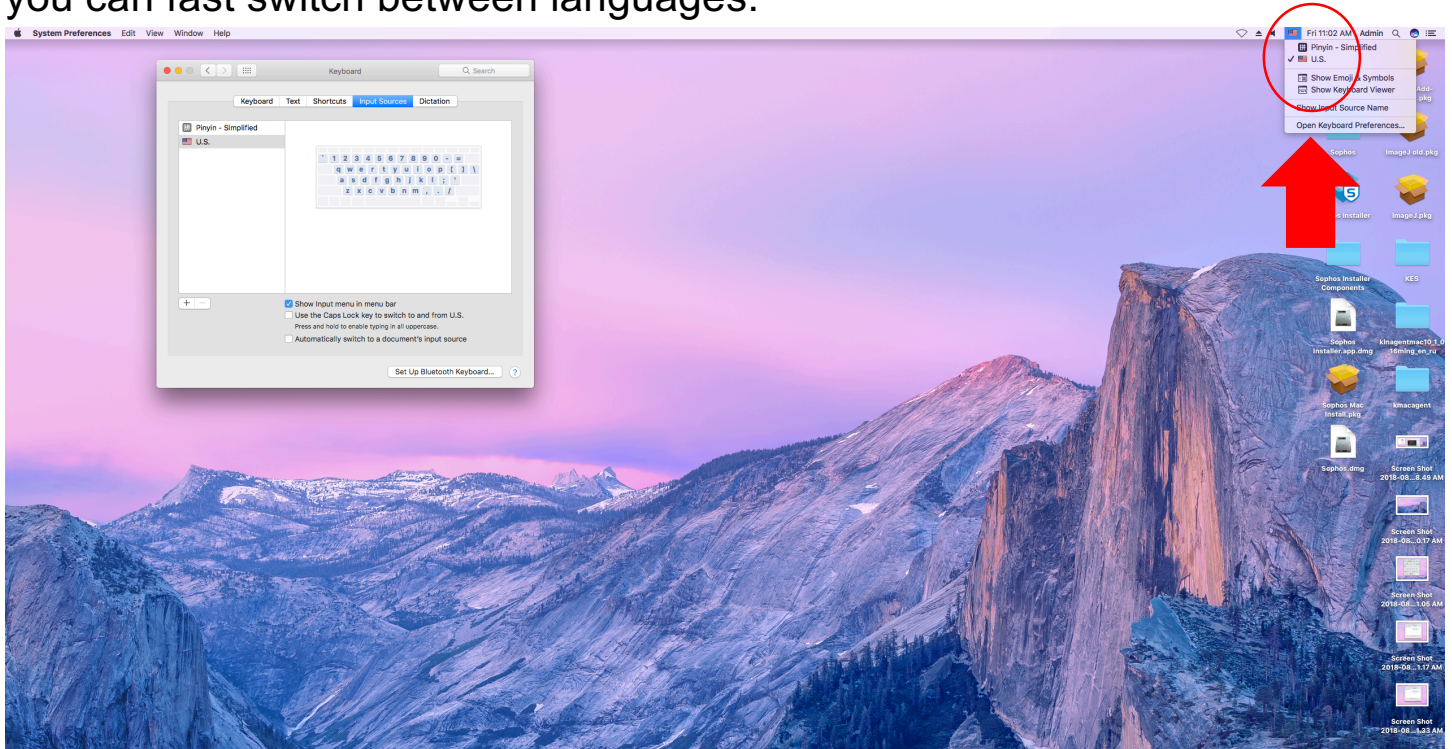
3. In the Keyboard Menu, click on “Input Sources”. Check the box “Show input menu in menu bar”.
4. Next, click on the plus button (+) in the lower left hand corner of the menu.



5. Select the language you would like to switch your keyboard to (i.e. Chinese, Simplified, and Pinyin – Simplified). Click the “Add” button in the bottom right hand corner of the menu. Repeat this process for as many languages as you would like to add.

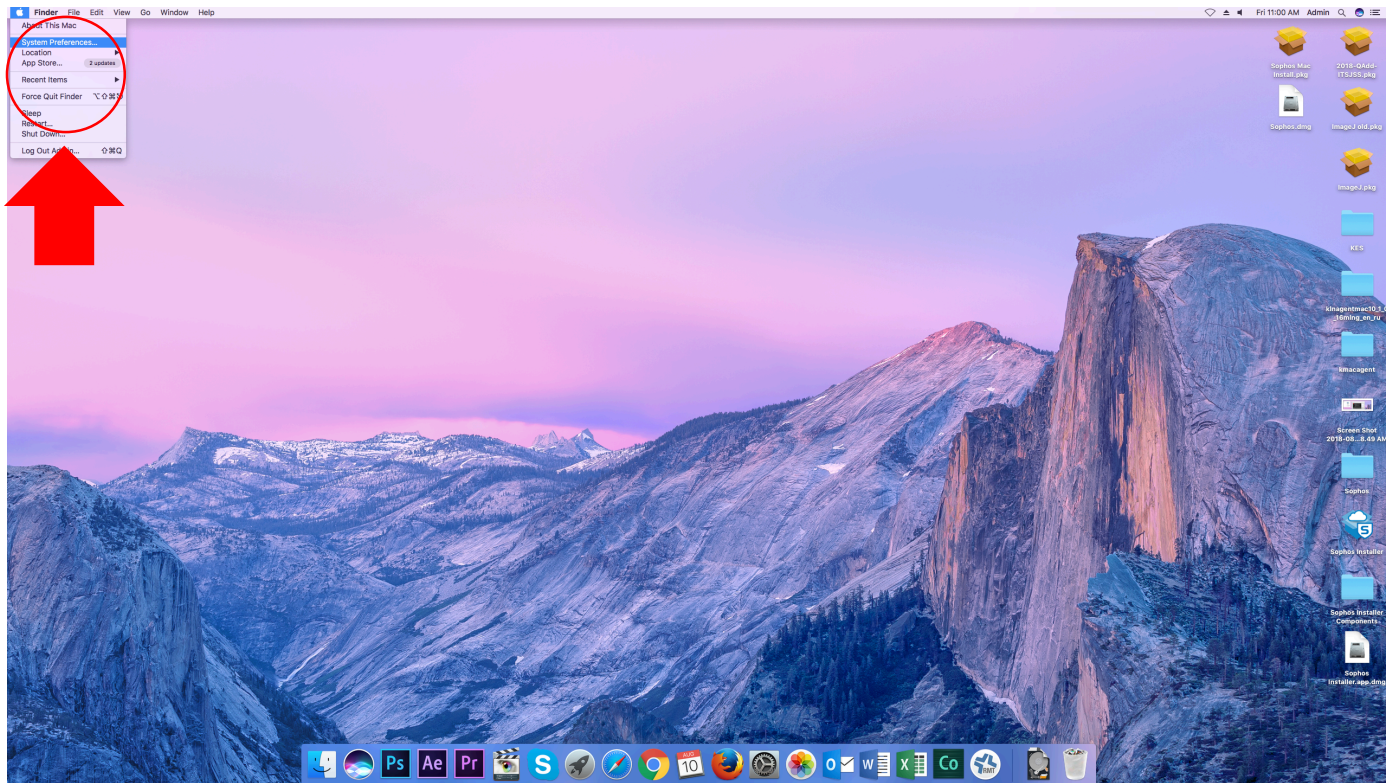


6. To fast switch between keyboards, a flag or symbol (Depending on the language of choice that you last used) should appear in the upper right hand corner of the screen. Click on this flag/symbol and you can fast switch between languages.

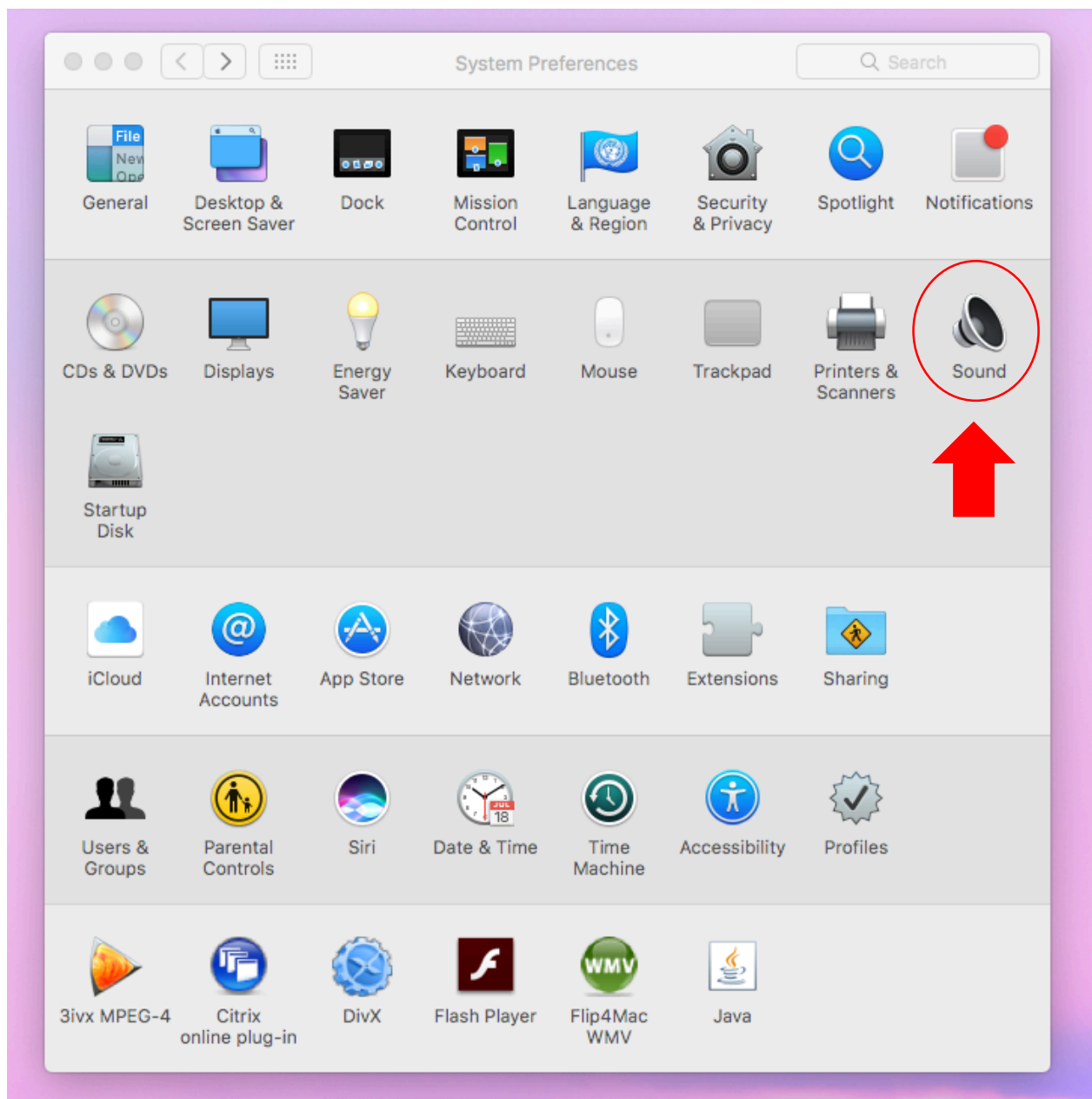


Audio Input/Output

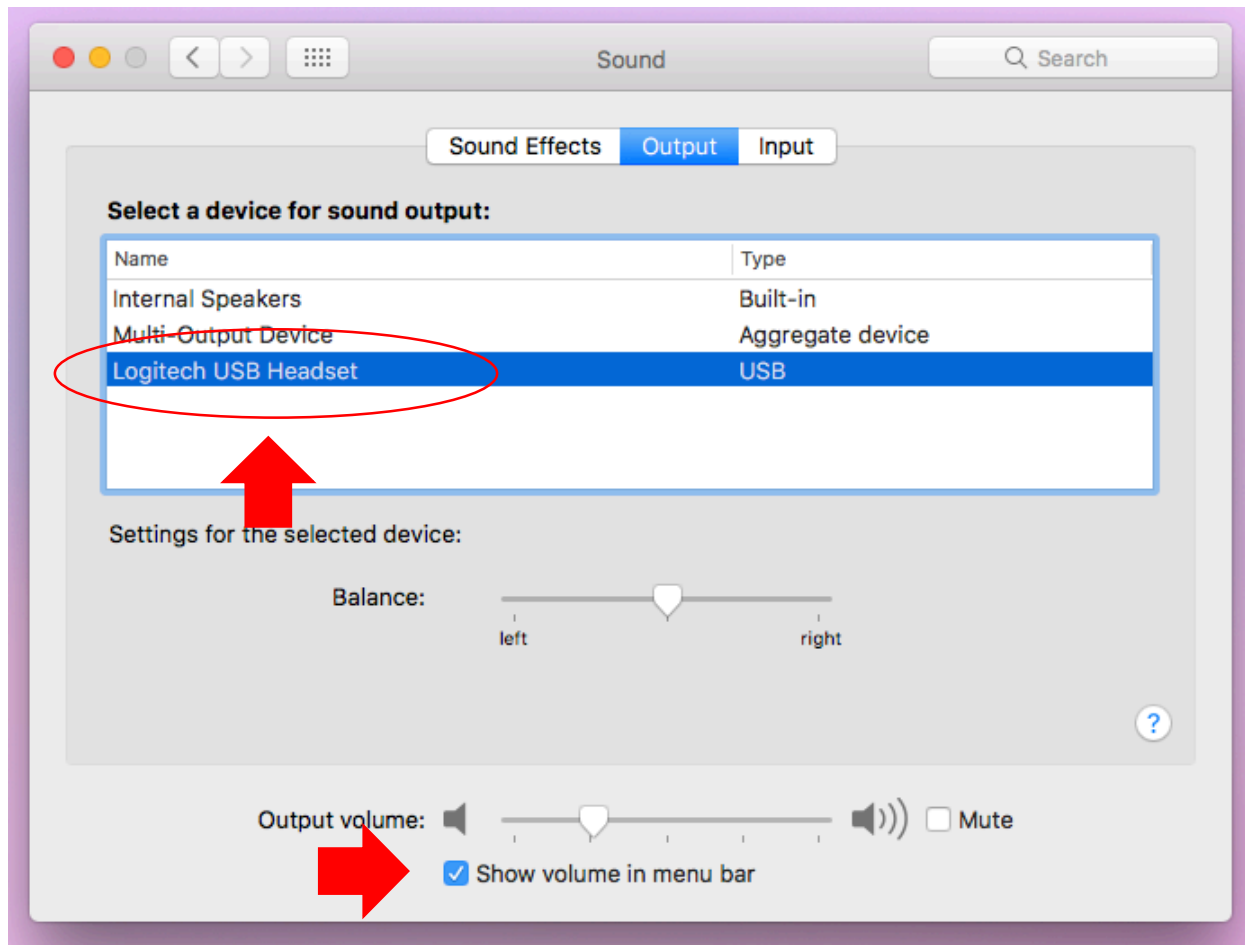
1. To change the audio input/outputs for the computer for selecting either the headset or the iMac speakers as the default sound source, click on the Apple in the upper left hand corner of the screen and click on System Preferences.



2. In the System Preference window, click on “Sound”. A menu should appear.



3. If you would like the sound to go through the headphones, Click on both the Input and Output Menus and Select “Logitech USB Headset”. Select “Internal Speakers” if you would like the sound to go through the iMac’s speakers.



4. It may also be wise to select the “show volume in menu bar box” as you will now be able to change the sound input/output on the top menu bar.

If you run into any issues with these configurations, please do not hesitate to contact Chris Ramezan at 304-293-4917.