Specifies the default language that you use to enter text. The default language is used every time you start or log on to your computer.

For example, if you enter text in German most of the time, but have also added English as an input language, select German as your default language. When you want to enter text in English, you can switch to that language.

Displays the languages and text services that are installed and loaded into memory when you start your computer. Text services include keyboard layouts, Input Method Editors (IMEs), and handwriting and speech recognition options. IMEs are programs that are used for entering East Asian language characters using a keyboard.

Click **Add** to install additional languages and text services. To delete an option, select it and click **Remove**. You must have at least one text service.

Click to install additional languages and text services. When you start or log on to your computer, all the languages and text services that you have added are loaded into memory.

Click to delete the selected language or text service from the list. The deleted option will no longer be loaded into memory when you start or log on to your computer.

Click to display the properties of the selected text service.

Click to change the look and behavior of the Language bar. You can display or close the Language bar, display text labels for each button, and set other options.

This button is not available unless at least one of the following text services is installed and added as a text service: speech recognition, handwriting recognition, or an Input Method Editor (IME). IMEs are programs that are used for entering East Asian language characters using a keyboard.

Click to define the key combinations you use to switch between multiple input languages or between multiple keyboard layouts. You can also determine which key you use to turn CAPS LOCK off.

Lists the input languages that can be loaded into memory when you start or log on to your computer. To be able to enter text in a particular language, select the language.

You must select at least one text service, such as a keyboard layout, for each language.

Lists the keyboard layouts and Input Method Editors (IMEs) that are available for the selected language.

Select the check box to enable this option. Clear the check box if you don't want to add a keyboard layout or IME for the selected language. You cannot add a new language without selecting at least one text service.

An IME is a program that is used to enter East Asian language characters using a keyboard.

Lists the handwriting recognition programs that are available for the selected language. Handwriting recognition enables you to enter text using a handwriting device, such as digital pen and tablet or your mouse.

Select the check box, and then select a handwriting recognition program to make that program available.

If this option is not available, there are no handwriting recognition programs installed for the selected language, or they have been already added.

Lists the speech recognition programs that are available for the selected language. Speech recognition enables you to enter text by speaking into a microphone connected to your computer.

Select the check box and then select a speech recognition program to make that program available.

If this option is not available, there are no speech recognition programs installed for the selected language, or they have been already added.

Specifies whether the Language bar is displayed on your desktop. Clear the check box if you are not using the Language bar. Select the check box to display the Language bar.

Closing the Language bar does not turn off text services that are loaded into memory. If there are text services that you are not using, you should remove them from the list of **Installed Services**. Text services require computer memory and can affect performance.

Specifies that when the Language bar is inactive, it will be visible, but nearly transparent. The Language bar returns to normal when you move your mouse pointer over it.

Specifies that an icon for each type of text service appears on the taskbar when you minimize the Language bar. For example, if you have added handwriting recognition as a text service, a handwriting icon will appear on the taskbar when you minimize the Language bar. You can click the icon to display a menu of options.

Specifies whether the buttons on the Language bar are labeled. Text labels provide easier identification for the buttons, but require more space on your desktop.

Specifies how you turn off CAPS LOCK. To turn off CAPS LOCK by pressing the CAPS LOCK key, select **Press the CAPS LOCK**. To turn off CAPS LOCK by pressing the SHIFT key, select **Press the SHIFT key**. The method you select will apply to all input languages you add or use.

Lists the key combinations that are used to switch between input languages and between keyboard layouts.

If you have selected multiple languages or multiple keyboard layouts, click **Change Key Sequence** if you want to use a key combination other than the default. You can also customize a key combination to switch to a particular language.

Click to specify the keys used to switch between installed input languages or keyboard layouts. You can also customize the key sequence for each input language by selecting the language and then clicking this button.

Specifies the key combinations used to switch between input languages and between keyboard layouts. Select the check box to turn on an option, and then click the key combination you want to use for that option.

Allows you to specify a customized key combination for switching to the language selected in the **Hot keys for input languages** list.