

# LFC KEYBOARD STICKER DOCUMENTATION

## TABLE OF CONTENTS

KEYBOARD STICKER FEATURES.....	1
STICKER LAYOUTS.....	2
QUALITY CONTROL.....	2
PRODUCT SPECIFICATIONS.....	2
TOUCH TYPING BARS.....	3
ENHANCED SIZE OF ACCENT MARKS.....	4
COLOR/SIZE CONTRAST ON BI-LINGUAL STICKERS.....	4
RIGHT SIDE PRINTING ON CLEAR STICKERS.....	4
LAPTOP NUMBER PAD KEYS.....	5
ACCENT MARKS ON EXPRESS STICKERS.....	5
INSTRUCTIONS ON APPLYING KEYBOARD STICKERS.....	7
HOW TO CHANGE OR ADD LANGUAGES TO YOUR COMPUTER.....	8
CONTACTING TECH SUPPORT.....	10

## NOTES ON LFC KEYBOARD STICKERS

Thank you for purchasing our keyboard stickers. We spend a lot of time studying keyboards and how people use them, hoping to make this simple product work best. As a result, some of the features of our keyboard stickers are unique. So, you might find an explanation helpful before applying them to your keyboard.

### STICKER LAYOUTS

The self-adhesive stickers come in a sheet in the same layout as the keyboard. This makes transfer from the sticker sheet to your keyboard simple and unambiguous.



### QUALITY CONTROL

There is a test sticker on the left side we pull off before shipping to insure that the cutting operation was successful.

### PRODUCT SPECIFICATIONS

LFC Keyboard Stickers represent the ultimate in customized keyboards. They are available in over 50 different colors of background material (including "clear"), with 5 choices of ink color (black, white, red, blue and green). Customers can also specify the location of the letters on either left or right side of the keys for single language or bi-lingual stickers. Many languages are available in large size type. Customers may substitute their choice of true type or open type fonts for our default fonts. They can even design their own layouts, for which we will supply customized keyboard drivers. We have 2nd language options in full or express models. And all of this is available for over 500 languages. With several hundred thousand possible variations, we found it necessary to mark each sticker set with specification details.

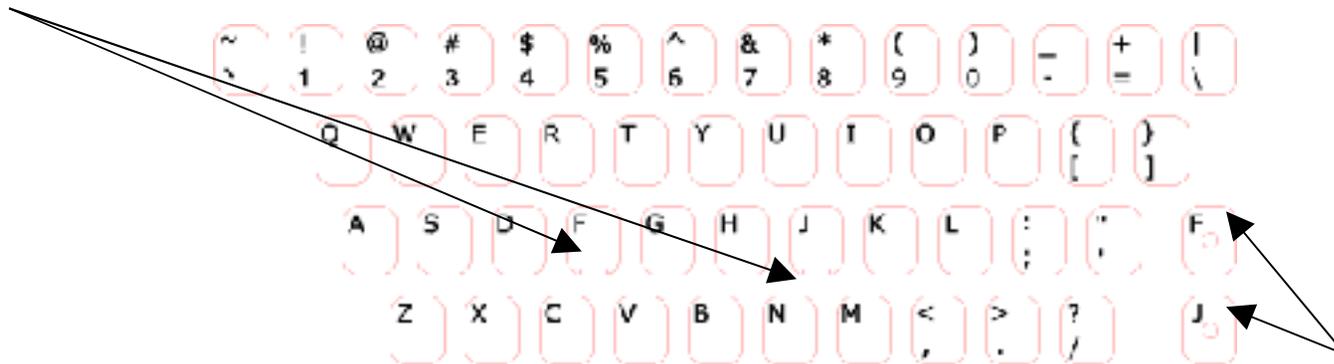


Language Name: English    Layout: US  
Background Type: Solid (Opaque)    Background Color: White  
Font: Arial    Font Size: Standard    Font Color: Black  
Style: Single Language    Locations: Left Side    Driver: MS  
(Specifications for the sample layout shown above)

You will find the specifications on the bottom of each sticker sheet. Should you wish to re-order, or have any questions about your stickers, this information will be most helpful.

### TOUCH-TYPING BARS

Most keyboards have some form of raised bar or dot on the so-called "home keys" to let you know without looking at them, where your hands are on the keyboard. We make the stickers for these two keys different than the others so that they will fit better. The standard stickers for the home keys have a notch in the bottom to accommodate the touch typing bar.



We also include a set of home key stickers with a hole in the middle for keyboards using raised dots for touch typing. These are found on the right side of the layout.

## ENHANCED SIZE OF ACCENT MARKS

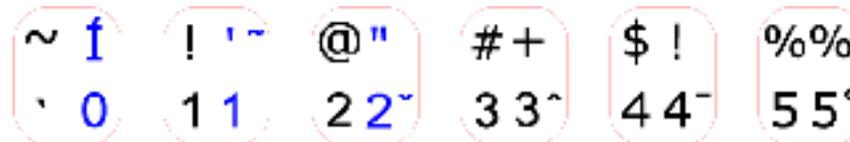
Based on feedback from customers, we have increased the size of accent marks on the keys. This obviously does not change the relative size of the accent marks input to a document, but it does make them easier to find and see on the keyboard.



Comparison of enhanced accent marks and standard size accent marks

## COLOR CONTRAST ON BILINGUAL STICKERS

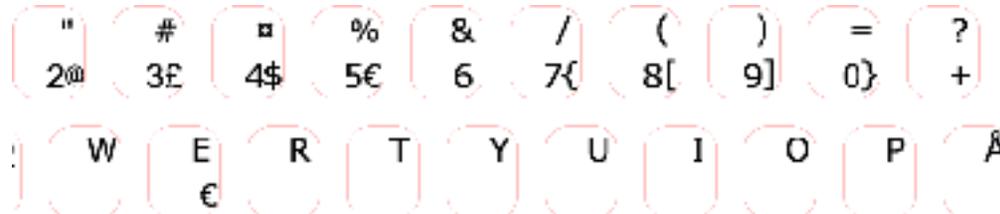
Where there are two languages on the same key, and both are in the same script, size and color, it is very easy to confuse the two languages. Here we make contrasts with size, color or font depending on the circumstances and the customer's selection of background color of the stickers.



Sample from English-Hungarian Keyboard Stickers with and without contrast

## RIGHT SIDE PRINTING ON CLEAR STICKERS

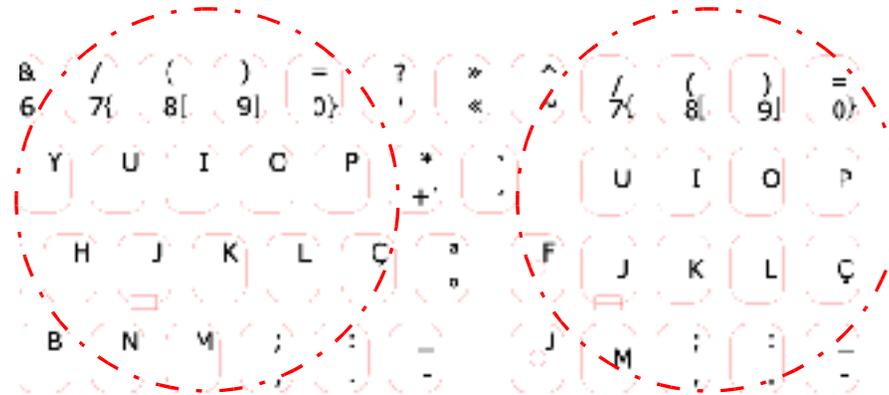
Clear stickers are a very popular way of adding a 2nd language to a keyboard, or including specialized symbols on a layout. The method for doing this is usually to put the added material on the right side of the keys. However, this process involves more than just moving material from one side to the other. Some adjustments are needed to make the best fit--usually resizing or shifting letters. This is particularly true of keyboards that have more than 2 characters on a key.



Sample of clear Norwegian Keyboard Stickers with letters on the right hand side of the keys.

## LAPTOP NUMBER PAD KEYS

There are 16 keys on the right side of laptop keyboards that often serve as the number pad. They are marked in the upper right corner for that purpose--usually in a different color than the left side letters and in a smaller font size. This means that the letters on clear stickers are directly on top of the number pad markings. Here we added 16 stickers to each clear set for these keys with the right side letters reduced in size and shifted downwards to avoid any conflict with the original key labelling. Use whichever set of stickers are appropriate for your particular computer.



clear stickers for Portuguese showing the desktop stickers on the left and the added stickers for laptops on the right



## INSTRUCTIONS ON APPLYING STICKERS TO YOUR KEYBOARD

1. It is best to clean the keyboard thoroughly before applying the stickers.
2. The stickers are arranged in the same order as the keyboard layout.
3. You may find it easier to work with the stickers if you cut them apart by rows, or even individual stickers.
4. Bend the backing away from the sticker and the two layers will separate.
5. For best results, use a pair of tweezers to hold the sticker and place it over the correct key.
6. Use a finger or the eraser end of a pencil to press down the key so it will not move while you apply the sticker.
7. Hold the sticker slightly above the key until you are in exactly the right position.
8. Press the sticker down on the key, releasing and removing the tweezers.
9. The adhesive on the back of the stickers is extremely strong. However, it doesn't set up immediately. So if you miss the proper alignment, you can very carefully lift off the sticker and re-center it.
10. If you should destroy any of the stickers while you are trying to apply them to your keyboard--DON'T PANIC! We will send you replacement stickers for the problem keys at US\$0.50 each plus US\$1.00 for mailing them to you.



# HOW TO CHANGE OR ADD LANGUAGES TO YOUR COMPUTER

(These instructions use Greek as an example, but apply to all languages)



1. When the software installation is complete, go to the Control Panel and select "Regional and Language Options". A three part tab-card dialog box opens.

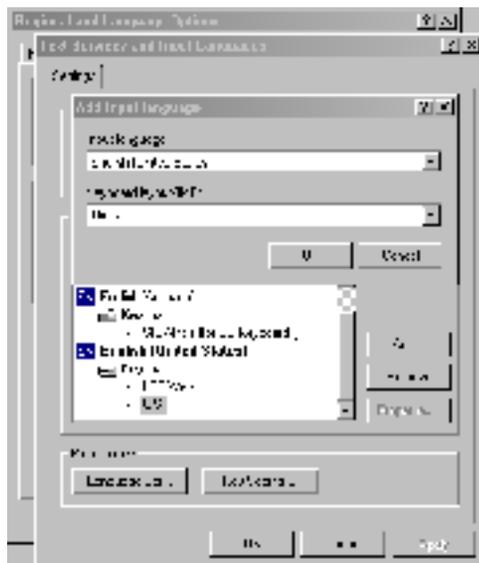
2. Select the tab labeled "**Languages**". This brings that tab card to the top of the stack.

3. From the "Languages" Tab Card, click on the "**Details...**" button. This opens the "Text Services and Input Languages" dialog.





4. In the "Text Services and Input Languages" dialog box, click on the "Add" command. This opens the "Add Input Language" dialog box.



5. In the "Add Input Language" dialog box, use the drop-down list to select "Greek" as the Input Language.

6. Use the drop-down list to select "Greek" as the Keyboard layout/IME.

Then select the OK command to close this dialog box.

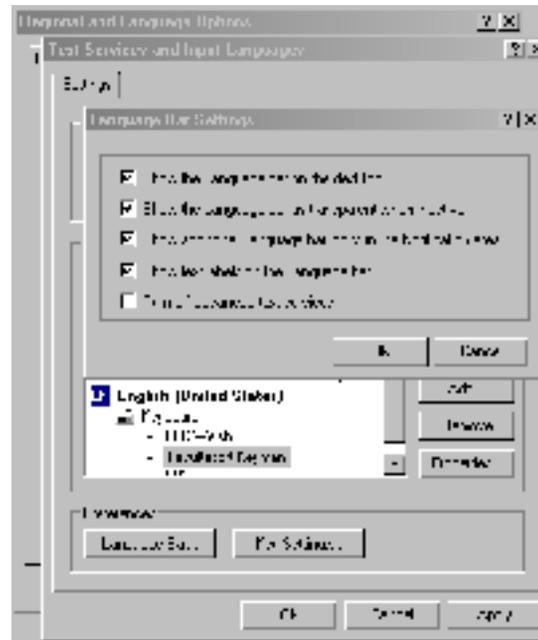
## SETTING UP THE LANGUAGE BAR

From the Text Services and Input Languages dialog box, select the "Language Bar..." button. This brings up the Language Bar Settings dialog box.

At a minimum, select the "Show the Language Bar on the Desktop" and "Show additional Language bar icons in the Notification area" check box options.

Then click on OK to close this dialog. Then click on the "Apply" command in the Text Services and Input Languages dialog box.

Then click on OK until you have exited the Control Panel.



You are now all set up and ready to use the Greek keyboard.

You will notice the language bar in the lower right corner.

There is a blue square with the letters EN (for English).

If you select this icon, you see a menu that also includes Greek. Click on the word Greek to change your computer to Greek input.

Now you can use this menu to quickly switch back and forth between the two keyboards.

## **CONTACTING TECH SUPPORT**

We have full-time professional staff to assist you with technical questions about language computing, keyboards, the Internet, drivers and fonts, as well as general linguistic and language issues. You may contact us at:

Mailing address: Large Format Computing, Inc., 131 Monticello Street, San Francisco, CA 94132 USA

Telephone: 1 (415) 722-0316 from 8 am to 8 pm Pacific Standard Time

Email: [support@language-keyboard.com](mailto:support@language-keyboard.com)

Website: (contact/comments screen) [www.language-keyboard.com](http://www.language-keyboard.com)