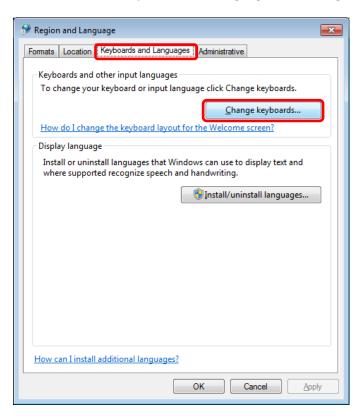1) Click Start and Control Panel with the mouse.
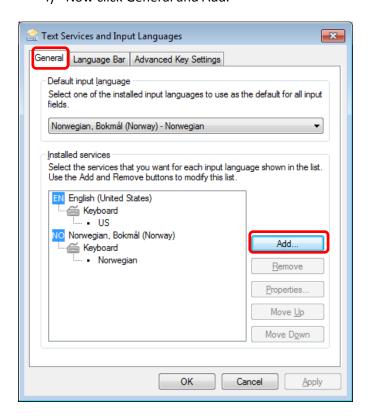

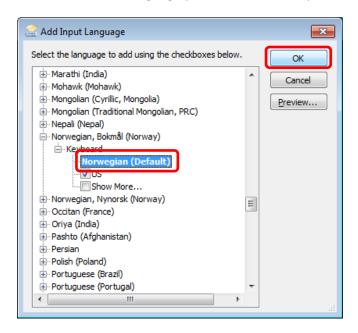2) Then click Change keyboards or other input methods

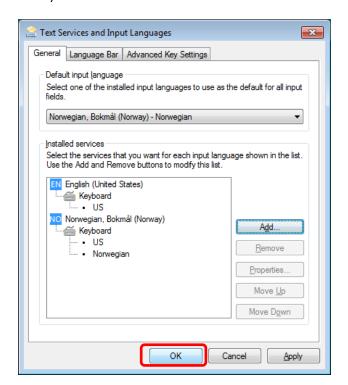3) Next click Keyboards and Languages and Change keyboards
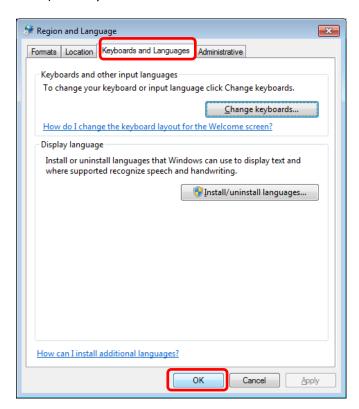

4) Now click General and Add.

5) Select the language you want. This example selects Norwegian, Bokmål. Then click OK

6) Next click OK.

7) Finally click OK.

Now you can toggle/switch between keyboard layouts by pushing the following keyboard buttons simultaneously : Shift + Alt