

## TYPING IN ARABIC (WINDOWS VISTA)

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Windows Vista has built-in support for right-to-left languages. In order to type in Arabic, you must first enable Arabic input.

Additional information is available at:

[http://www.microsoft.com/globaldev/vista/Whats\\_New\\_Vista.aspx](http://www.microsoft.com/globaldev/vista/Whats_New_Vista.aspx).

### To See/Remember How to Type on Different Keyboards

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Go to **Start > Programs > Accessories > Ease of Access > On-Screen Keyboard** and use Microsoft's built-in keyboard for those who can't type. When you switch to a program that you have set to use Arabic, the On-Screen Keyboard will show the Arabic keyboard you have selected.

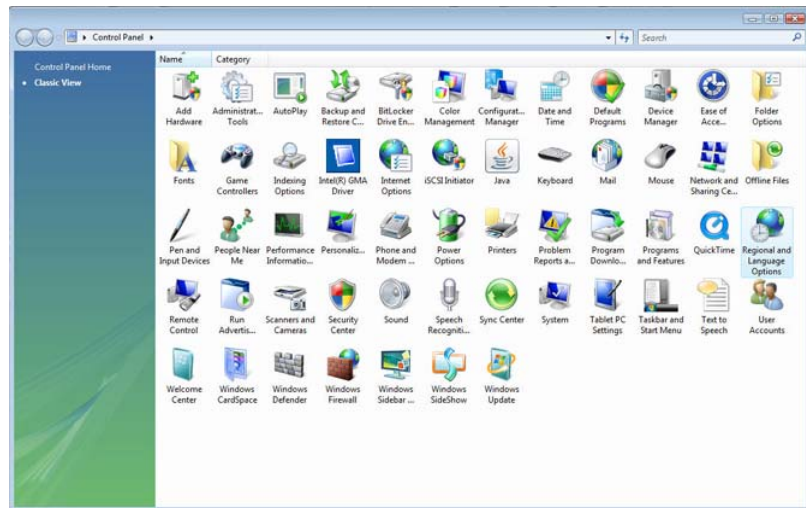


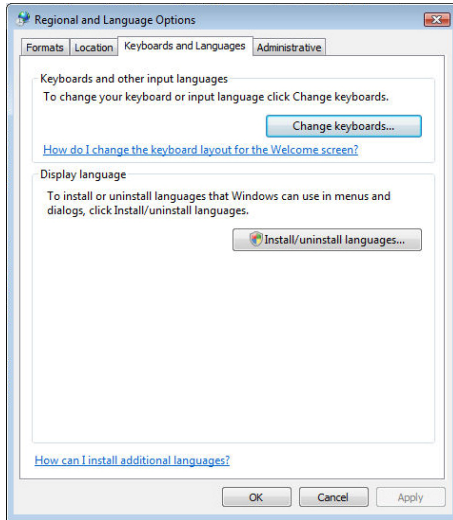
### To Enable Arabic Input

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To install Arabic in Windows Vista and use the keyboard included in Windows:

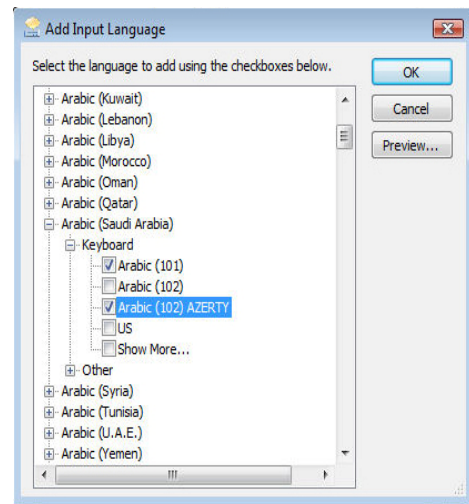
1. Go to **Start > Control Panel > Regional and Language Options.**



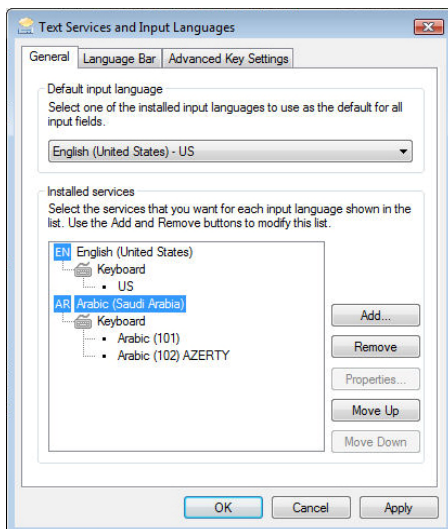


2. Click **Keyboards and Languages**.
3. Click **Change Keyboards**.
4. Leave the **Default Input Language** as English (or whichever language you use).
5. Under **Installed services** click **Add**.

6. Expand one of the available **Arabic** options, then **Keyboard**. The most commonly used keyboard is Arabic (101); another is Arabic (102) AZERTY. More are available if you click **Show More**. Check the boxes next to the keyboards you wish to install. Click **OK** when finished.

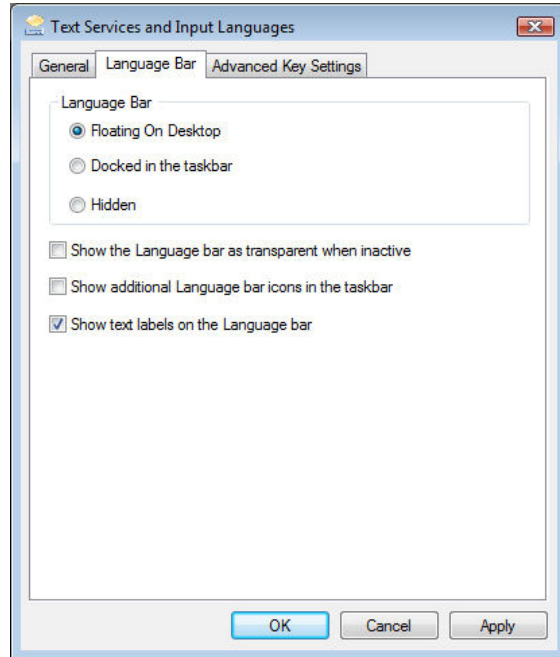


**NOTE: There are minor differences among the various keyboards. You can install more than one and compare.**



7. Make sure there are entries for the keyboards that you selected under the **Arabic** header in **Installed services**.

8. Click the **Language Bar** tab. Make sure that the Language Bar option reads “floating on desktop.”
9. Continue to click **Apply** and **OK** until you have exited the Control Panel.

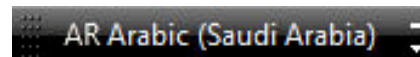


## To Type in Arabic

To change from one input language/keyboard to another, you use the Language Bar. When minimized, it may look like this on your Task Bar.

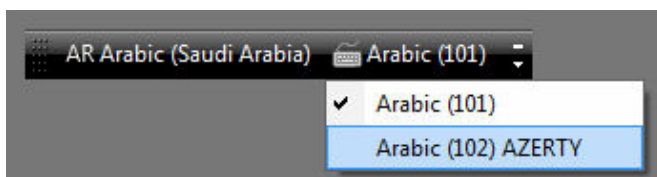


It will look like this on your desktop.



*Lost the Language Bar? Right-click on the Task Bar and choose Toolbars > Language Bar to get it back.*

Click the blue box with letters (often, at first, EN for English) to change input languages.



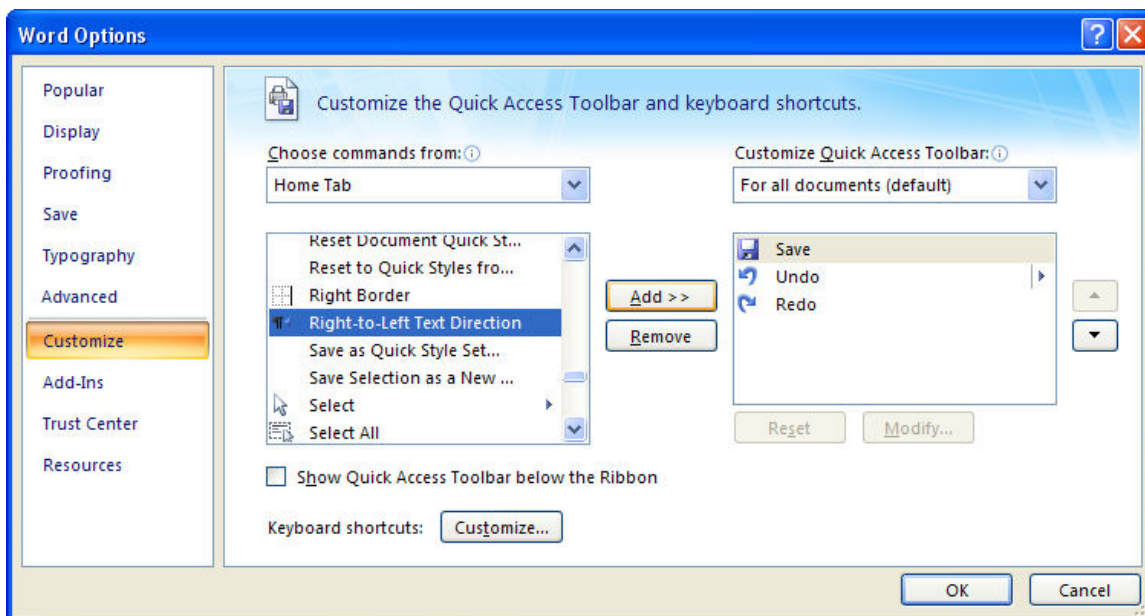
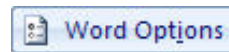
Then click the keyboard icon to select the appropriate keyboard.

**NOTE: YOU NEED TO SWITCH TO THE APPROPRIATE LANGUAGE EVERY TIME YOU BEGIN USING A NEW PROGRAM!**

## Working with Arabic in Word 2007

### **Changing Text Direction:**

1. Click the circular **Office Button** at the upper left of the screen.
2. Click the **Word Options** button at the bottom of the menu.
3. In the **Word Options** window, click **Customize** on the left.



4. Switch the **Choose commands from** section from **Popular Commands** to **Home Tab**.
5. Find and highlight **Right-to-Left Direction**, then click the **Add** button. The command will move to the **Customize Quick Access Toolbar** section on the right. Repeat this for **Left-to-Right Direction**.
6. Click **OK** to close the **Word Options** window. The options will appear on the Quick Access Toolbar as paragraph symbols with arrows indicating text direction.
7. Click the **Right-to-Left** button to shift the text direction from right to left. Click the **Left-to-Right** button to change back.

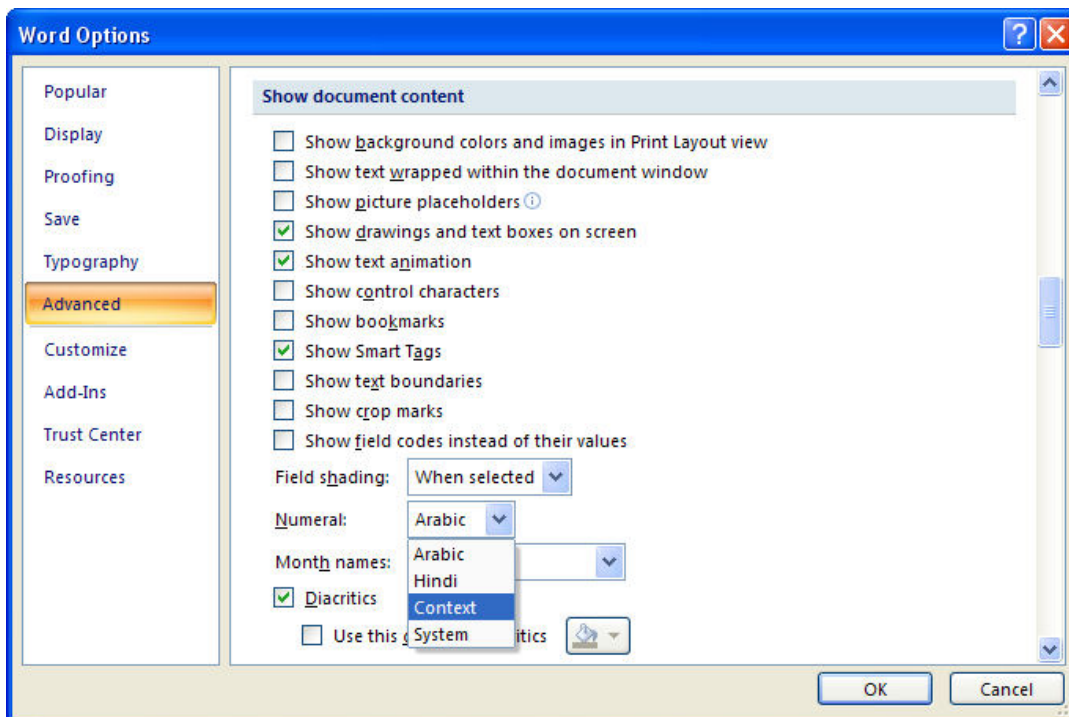


## **Typing Hindi Numbers:**

Even when you're typing in Arabic, numbers will appear as "Arabic" numerals, i.e., the ones used in Europe and the US on a daily basis. To type the numbers used in Arabic, i.e., "Hindi" numerals, you need to change settings in Word.

**(Beware: changing this setting changes it for all documents. Remember to change back when you quit typing in Arabic.)**

1. Switch to an Arabic keyboard on the **Language Bar**.
2. Click on the circular **Office Button** at the upper left.
3. Click **Word Options** at the bottom of the menu.
4. In the **Word Options** menu, click **Advanced** at the left.



5. Scroll down to the **Show document content** section and look for the **Numeral** menu.

**NOTE: This menu will not be visible unless you have activated an Arabic keyboard.**

6. Choose **Context** in the **Numerals** menu.

**NOTE: If you choose Hindi as your option in the Numerals menu, this style will be applied to all documents (including those in English).**

7. Click **OK**. Now, numbers that you type will appear as Arabic or Hindi numerals depending on the language you use.

## **Browser Issues**

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Is your computer set up for Arabic but all you get is gibberish when you surf the WWW? You probably need to change your browser encoding settings.

### Internet Explorer

1. Go to **Tools > Internet Options > General > Languages** and choose to add Arabic.
2. If you still see gibberish after refreshing, go to **View > Encoding** and check **Auto-Select**.
3. If you still see gibberish after refreshing, go to **View > Encoding** and, if you see a choice for Arabic, select it.
4. If you still see gibberish after refreshing, go to **View > Encoding > More** and select a different version of Arabic.

If nothing works, it's probably not your computer but a problem with the way the page was created. Try a different site.

### Firefox

1. Go to **View > Character Encoding** and try settings until they work for your page. (Remember to refresh the page after you choose a new setting.) Try "Windows" or "ISO" first.

If you still see gibberish after refreshing, keep trying to find an encoding choice that works. If nothing does, it's probably not your computer but a problem with the way the page was created. Try a different site.