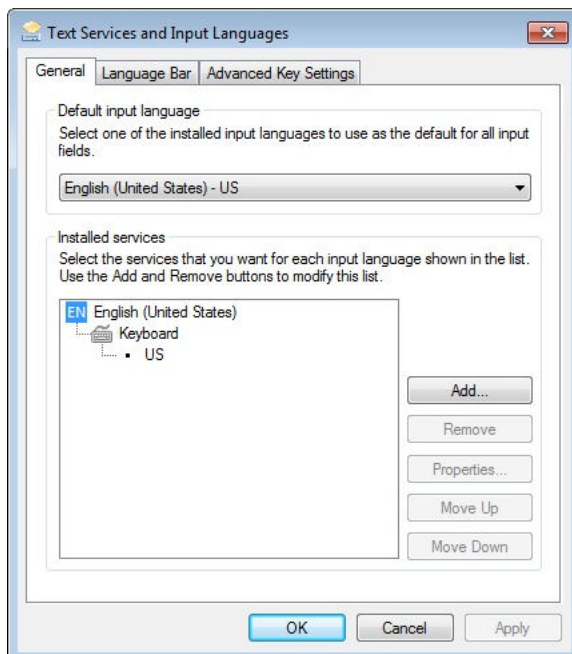
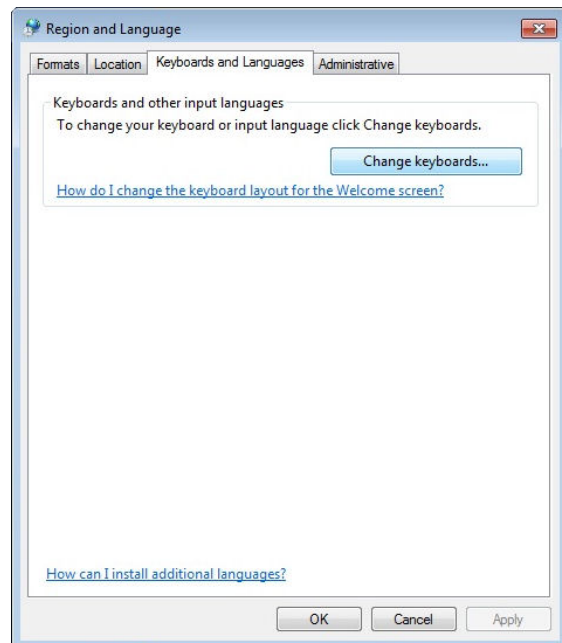


TYPING IN ARABIC (WINDOWS 7)

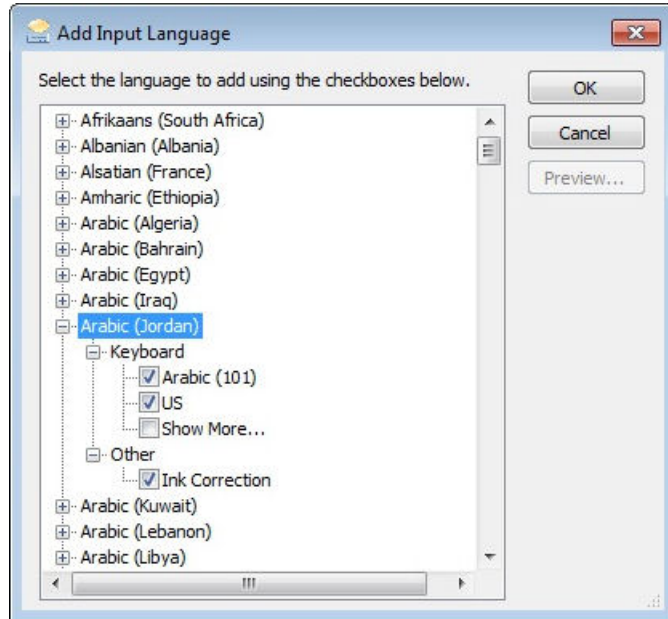
These instructions will help you set up your Windows 7 computer to type in Arabic. Windows 7 comes with pre-installed support for right-to-left languages; all you need to do is install an Arabic keyboard.

Enabling Arabic Input

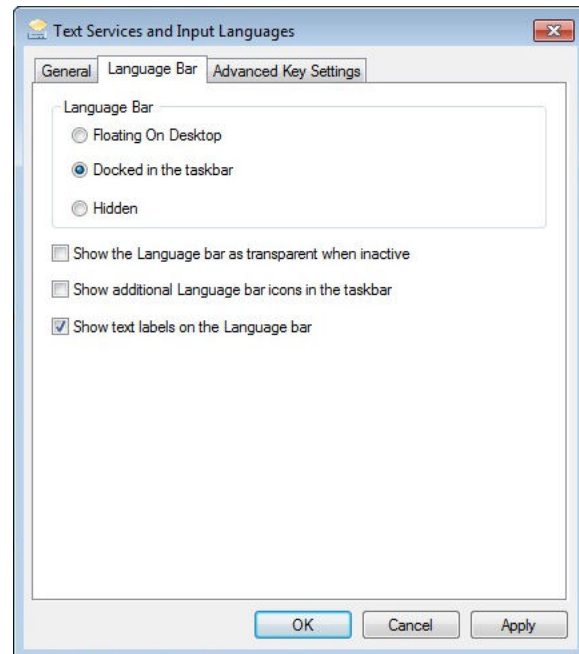
1. Go to **Start > Control Panel > Clock, Language, and Region**.
2. Select the **Change keyboards or other input methods** option.
3. Click the **Change keyboards...** button in the “Region and Language” dialog box.
4. Click the **Add...** button under “Installed Services” in the Text “Services and Input Languages” dialog box.



5. Locate the **Arabic** keyboards in the “Add Input Language” dialog box. Select the variation of **Arabic** that you wish to install and extend the dropdown menu to see the keyboards and other relevant options available for that language.
6. Check the boxes next to the keyboards and other options that you wish to install.
7. Click **OK** to return to the “Text Services and Input Languages” dialog box.



8. Click **Apply** to add the language and keyboard options you have selected. The Language Bar will then appear in the taskbar.
9. Click the “Language Bar” tab to customize the language bar according to your preferences.
10. Click **OK** to exit, then click **OK** again, then exit the Control Panel.

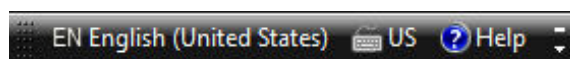


Typing in Arabic

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



It will look like this on your desktop.



Lost the Language Bar? Right-click on the taskbar and select 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!

To See/Remember How to Type on Different Keyboards

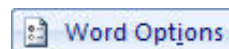
Go to **Start > All Programs > Accessories > Ease of Access > On-Screen Keyboard** and use Microsoft's built-in keyboard for those who can't type. When you switch to a program that you have set to use Arabic, the On-Screen Keyboard will show the Arabic keyboard you have selected.



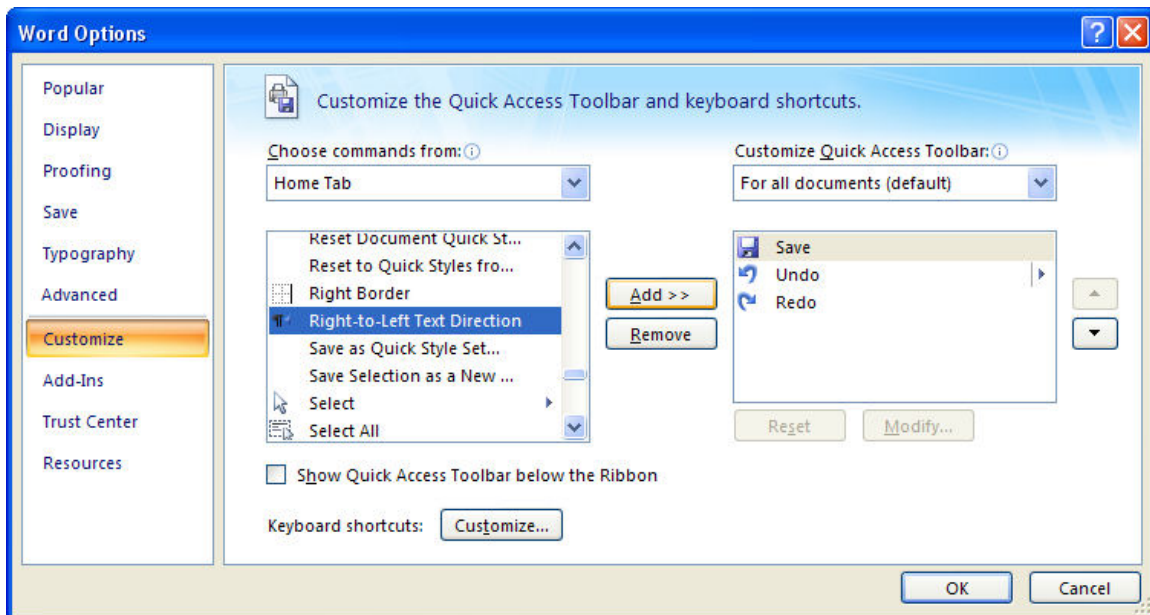
Working with Arabic in Word 2007


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.



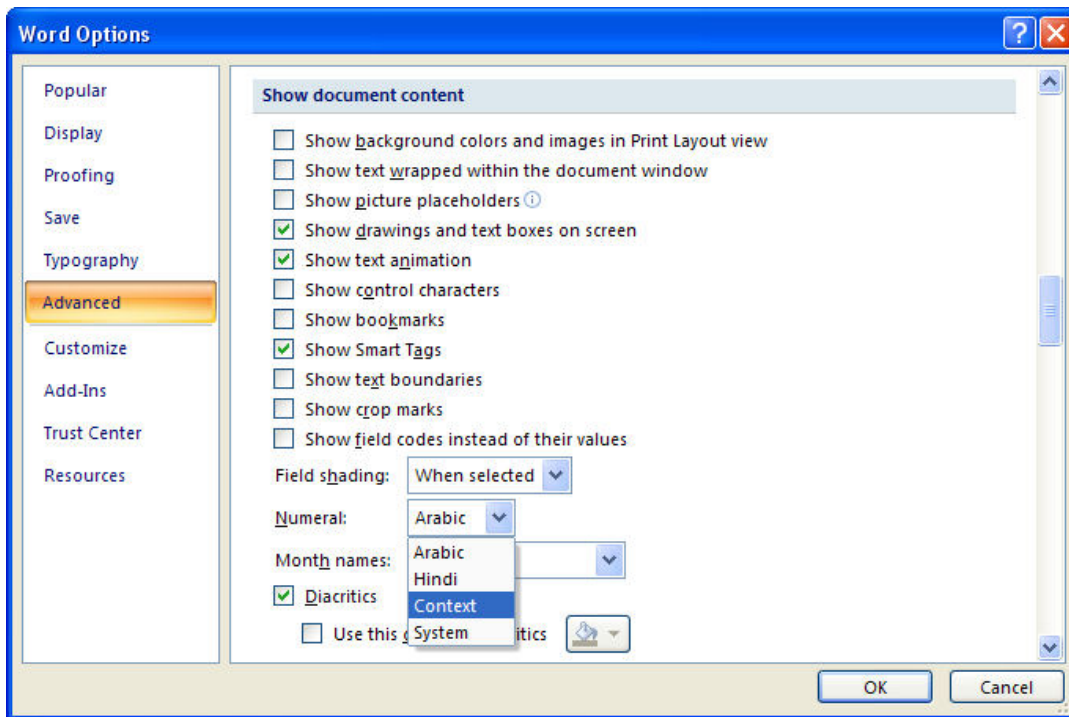
4. Switch the **Choose commands from** section from **Popular Commands** to **Home Tab**.
5. Find and highlight **Right-to-Left Direction**, then click the **Add** button. The command will move to the **Customize Quick Access Toolbar** section on the right. Repeat this for **Left-to-Right Direction**.
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

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.