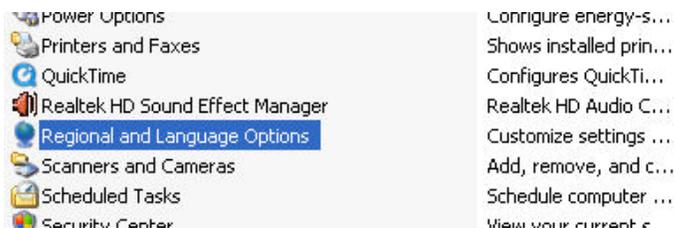## TYPING IN ARABIC (WINDOWS XP)

There are two steps involved in setting up your Windows XP computer for Arabic. You must first install support for right-to-left languages; then you must enable Arabic input.

Don't have Windows XP? A comprehensive reference for using Arabic in Windows, including versions previous to XP, can be found at _http://www.uga.edu/islam/arabic_windows.html_.

Installing Support for Right-to-Left Languages

Make sure that you have your original Windows CD handy; you'll probably need it. If you didn't receive a Windows CD when you bought your computer, look for an I386 folder on your C: drive and point to that when asked for a CD.

1. Go to **Start** > **Settings** > **Control Panel** and find the **Regional and Language Options** icon.

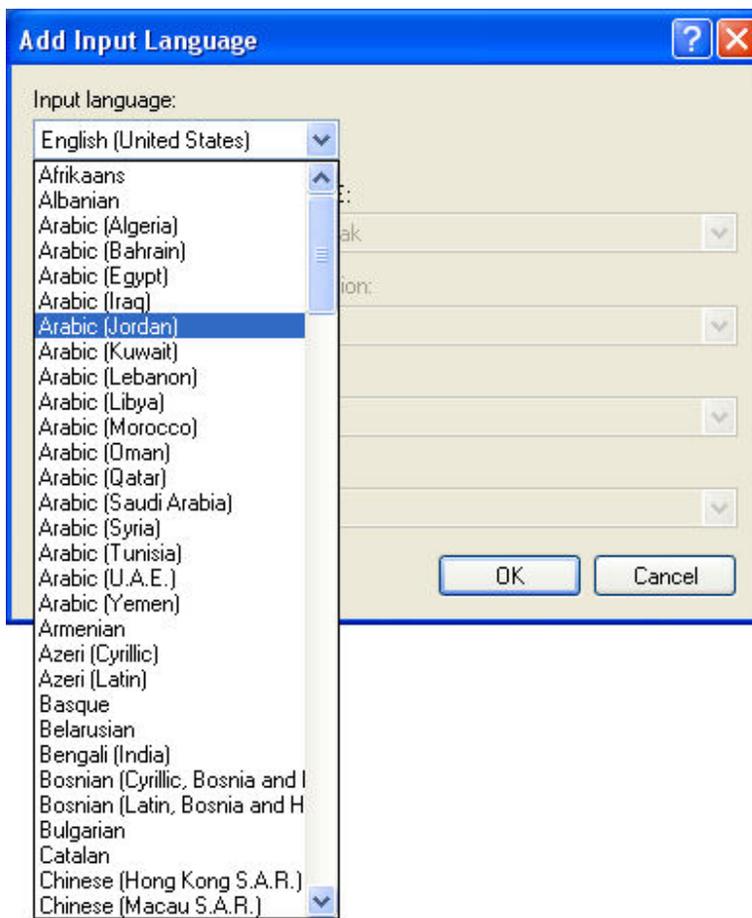2. Click the **Languages** tab.

3. Under **Supplemental language support**, check the box next to **Install files for complex script and right-to-left languages (including Thai)**.
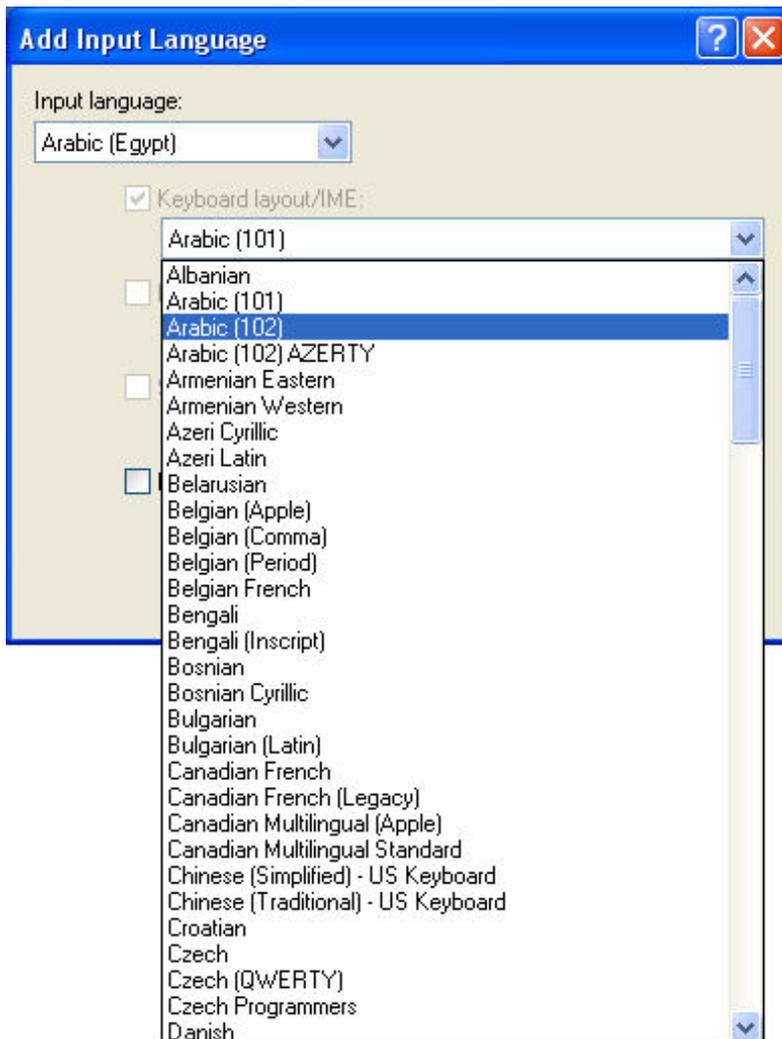
4. Click **Apply** and wait for the computer to install the files. (This is when you will probably have to insert your Windows CD.)

5. Click **OK** to complete the process; restart your computer if it asks you to do so.

Enabling Arabic Input

1. Go to **Start** > **Settings** > **Control Panel** and find the **Regional and Language Options** icon.

2. Under the **Languages** tab, click the **Details…** button.

3. Leave the **Default Input Language** as English (or whichever language you use).

4. Under **Installed Services**, click the **Add…** button.

5. From the drop-down menu, choose one of the variations of **Arabic**.

Add Input Language

Input language:

Arabic (Egypt)

☑ Keyboard layout/IME:

Arabic (101)

Albanian
Arabic (101)
Arabic (102)
Arabic (102) AZERTY
Armenian Eastern
Armenian Western
Azeri Cyrillic
Azeri Latin
Belarusian
Belgian (Apple)
Belgian (Comma)
Belgian (Period)
Belgian French
Bengali
Bengali (Inscript)
Bosnian
Bosnian Cyrillic
Bulgarian
Bulgarian (Latin)
Canadian French
Canadian French (Legacy)
Canadian Multilingual (Apple)
Canadian Multilingual Standard
Chinese (Simplified) - US Keyboard
Chinese (Traditional) - US Keyboard
Croatian
Czech
Czech (QWERTY)
Czech Programmers
Danish

6. In the Keyboard layout/IME drop-down menu, select an **Arabic** keyboard.

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

7. Click **OK** to get back to the **Text Services and Input Languages** box.

8. Click the **Language Bar** button and select the options you find convenient.

9. Click **Apply**, then continue to click **OK** until you exit the Control Panel.

Language Bar Settings

☑ Show the Language bar on the desktop

☐ Show the Language bar as transparent when inactive

☑ Show additional Language bar icons in the taskbar

☐ Show text labels on the Language bar

OK   Cancel

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 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!

To See/Remember How to Type on Different Keyboards

Go to **Start** > **Programs** > **Accessories** > **Accessibility** > **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.
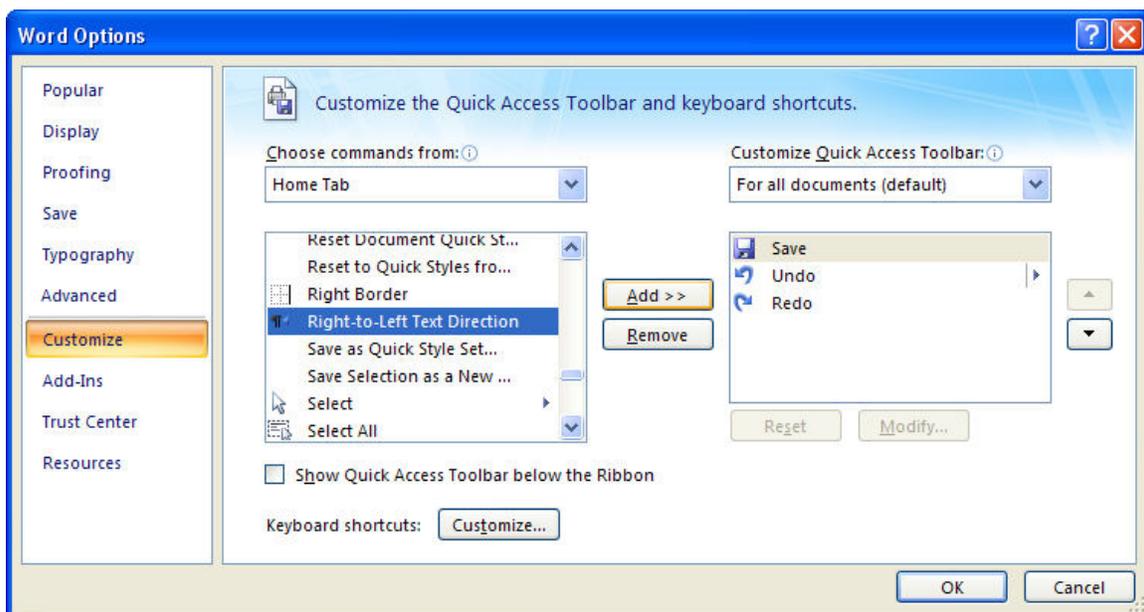
Typing Hindi Numbers in Word 2003

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. Go to Tools > Options > Complex Scripts.

2. From the pull-down menu next to "Numeral," choose "Hindi."

3. Click "OK."

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.

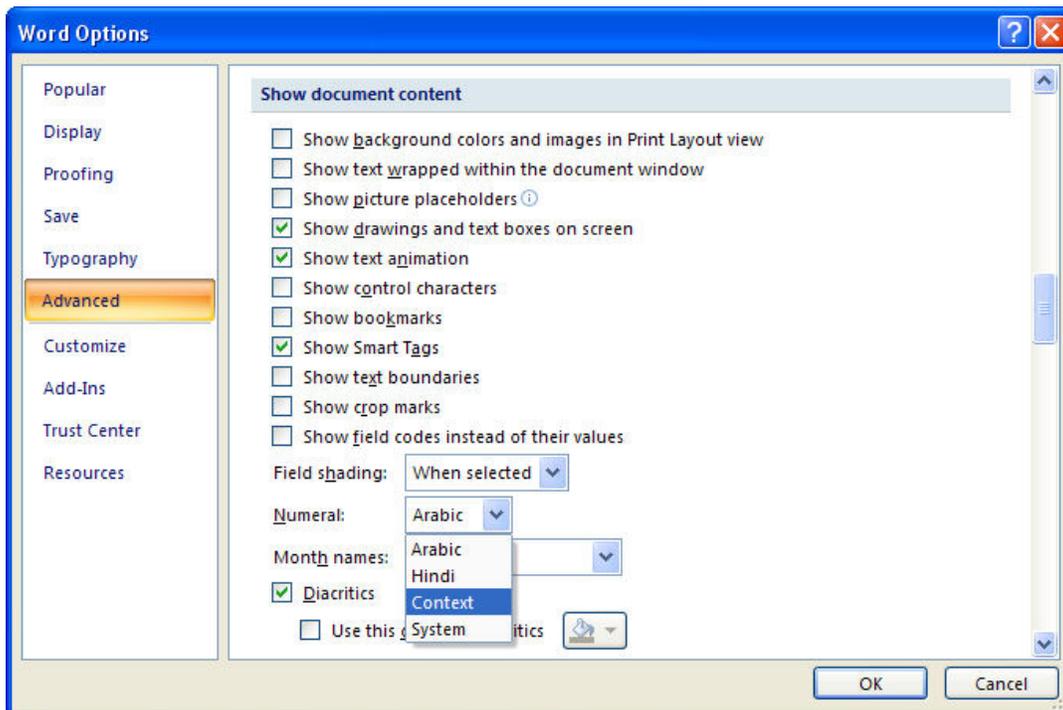3. In the **Word Options** window, click **Customize** on the left.

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.