

Working with Hebrew Text (Windows XP)

Last revised July 2004

On the Public Workstation Facility (PWF)

The computers running Windows XP all have suitable fonts for displaying documents and web pages containing Hebrew text.

Using the Hebrew Keyboard in MS Word

You can add a button to your normal Word toolbar so that you can change your paragraph typing direction:

1. Click the **Tools** menu and choose **Customize...**
2. Click the **Commands** tab and choose **Format** from the menu on the left.
3. Scroll down the list of command buttons on the right until you find the right-to-left button.
4. Hold the mouse button down on it and drag it to any convenient place on your Word toolbar.
5. You may find it helpful to drag the Keyboard Language indicator and left-to-right buttons onto the toolbar as well if you are going to need to type documents in both Hebrew and English.

Click the Keyboard Language indicator. This will be either on the taskbar at the bottom of your screen or on your toolbar and initially appears as the icon **EN** (**EN**glish). Select the Hebrew keyboard. Click the right-to-left button to make the typing direction move from right to left starting at the right margin.

You can find which keys represent the various characters by looking at the Microsoft Visual keyboard.

1. Double click the MS Visual keyboard in **Word and Text Processing**.
2. Use the Keyboard Language indicator to change to the Hebrew keyboard.
3. You should see the Visual keyboard change to Hebrew.



Lower case

Shift and Caps keys down

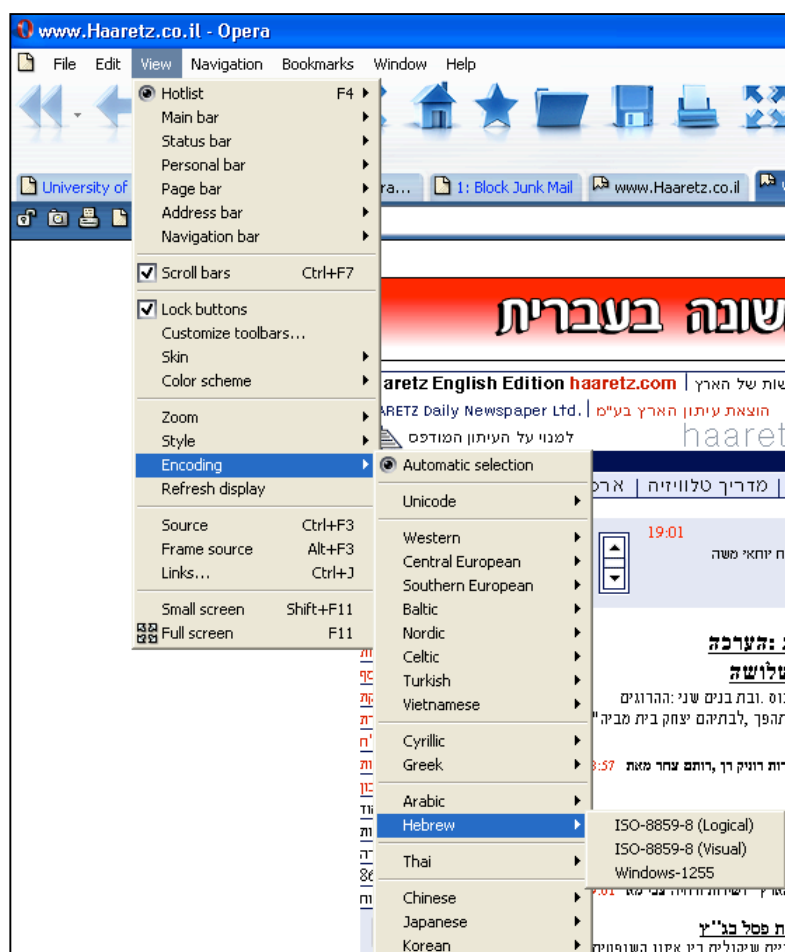
Viewing Hebrew on the Web

The site <http://www.thepaperboy.com> is a collection of online newspapers from a variety of countries and is a good place to look for suitable Hebrew pages to test your browser settings.

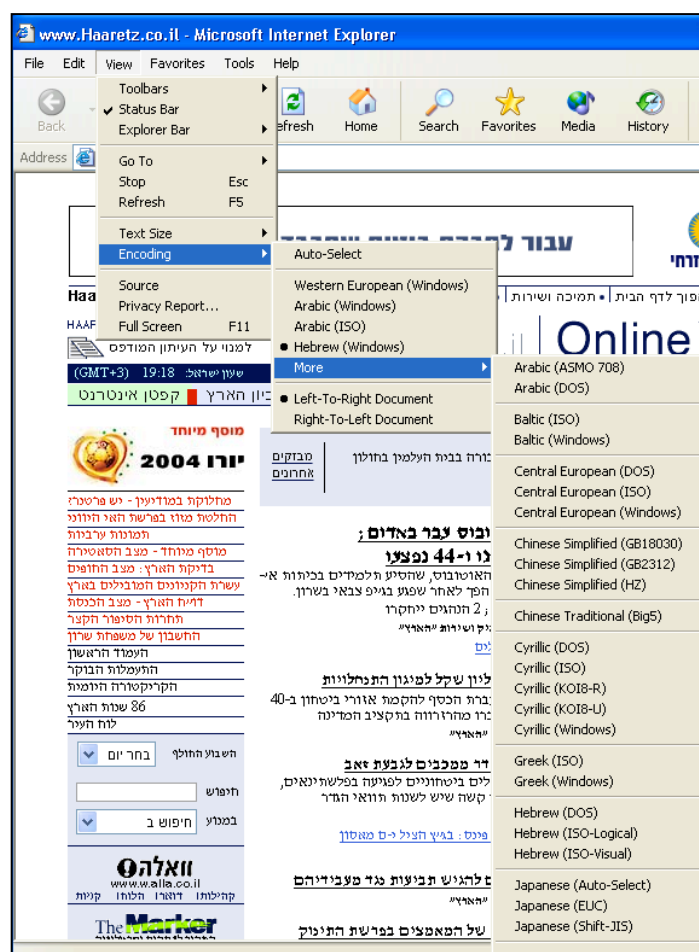
Many web pages will automatically tell your browser what encoding they are using, but this cannot be relied upon. If it has the correct encoding your browser will normally select suitable local fonts to display the pages without any need for action on your part. However, this sometimes does not happen and you may need to set the fonts explicitly.

Netscape does not include the Hebrew character-set in its repertoire, so you will need to use Internet Explorer or Opera. Start up the program and type in the URL of a suitable Hebrew site. Your browser should automatically select the correct encoding. If it does not and the page appears garbled, try pulling down **Encoding** from the **View** menu as shown below. Click on **More** to see all the encodings which the browser knows about and select one of the Hebrew or Unicode possibilities. You may need to try out several before you find one which displays correctly.

Opera



Internet Explorer

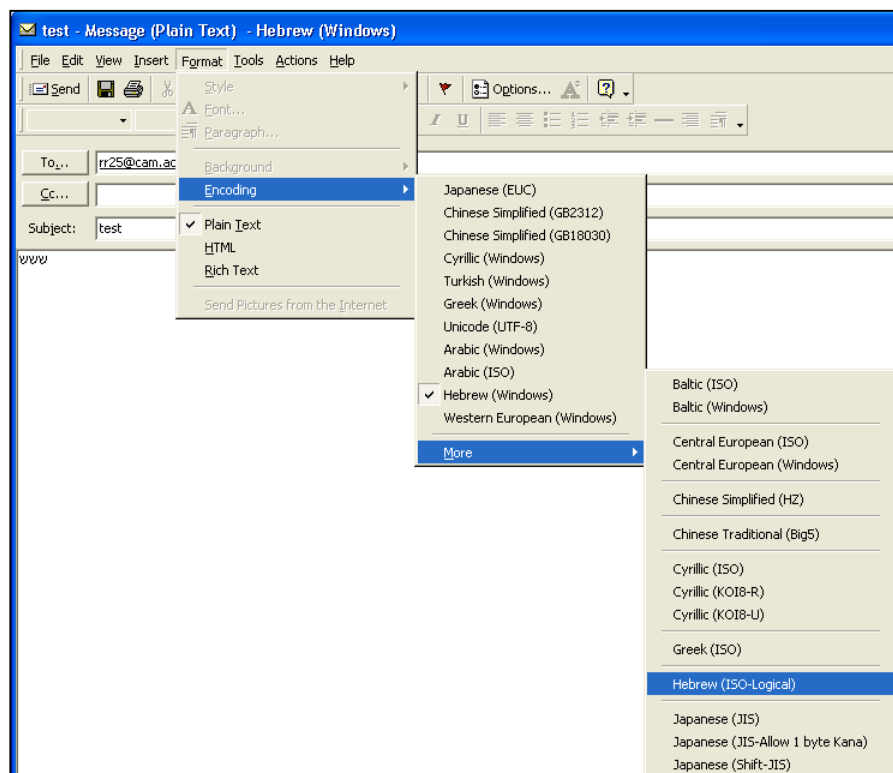


Email

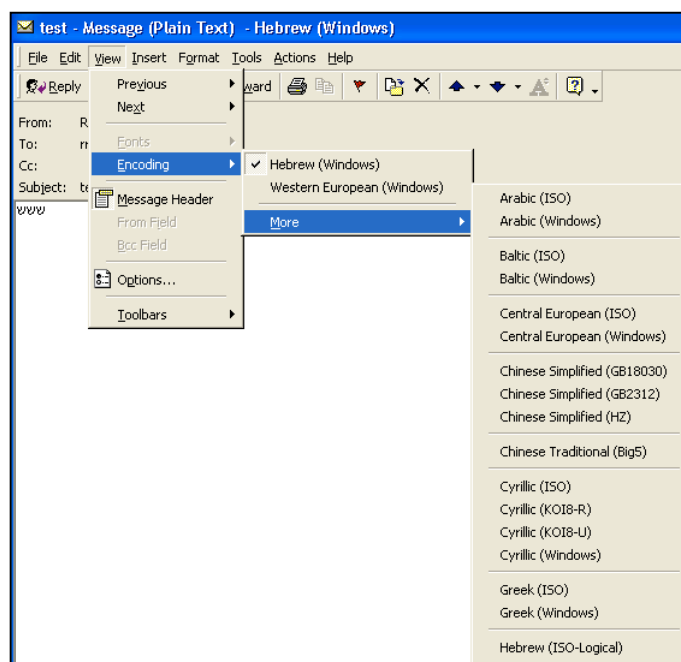
Neither Mulberry nor Hermes Webmail is able to understand foreign character-sets, so the preferred program for sending email containing Hebrew characters from Windows computers on the University PWF is **MS Outlook**. You can find MS Outlook in the Email folder (**Start>PWF Programs>Email>MS Outlook 2000**). Double click to start it and enter your normal Hermes email password in the login box which appears.

When *receiving* messages containing Hebrew, Outlook should detect the encoding and switch to a suitable font. If it fails to do this and incoming Hebrew messages appear as garbled characters, try the effect of selecting some likely encodings from the **View** menu. Likely possibilities are UTF-8, Hebrew

When *sending* messages containing Hebrew, you need to set an encoding explicitly from the **Format** menu (remember that the address to which you are sending your email must be in Roman characters).
(Windows) and Hebrew (ISO-Logical).



Composing Mail



Receiving Mail

You will probably need to exchange some test messages with your colleagues to discover the optimum language settings, which may vary depending on the operating system they are using. If none of the Hebrew character sets is successful it is worth trying the two Unicode options, UTF-8 or UTF-7. Email is most likely to work if both parties are using the same kind of computer (i.e. both Macs or both PCs).

Customising a personal machine to read and write Hebrew text

You should only need to do this once and the settings will be retained.

1. Click the **Start** menu button at the bottom left of the screen and select **Control Panel** from the menu which pops up.
2. Double click on **Date, Time, Language and Regional Options**.
3. Click on **Regional and Language Options**.
4. Click the **Languages** tab.
5. Click the **Details** button.
6. Click **Add** to add a Hebrew keyboard.
7. Pull down the Input language menu to select the keyboard you want (you may need to scroll up and down to find it). Close each window in turn by clicking **OK**.
8. You should now find that Hebrew has been added to the pop-up menu which opens when you click on the taskbar keyboard indicator which appears as the letters **EN** on the bottom right of the screen.

Further Advice

If you have any problems using the Sidgwick Computing Facility for foreign language work, please contact the LLCC (Literary & Linguistic Computing Centre) on 35029 or by emailing llcc@ucs.cam.ac.uk

Online information about this and other topics can be found at <http://www.cam.ac.uk/cs/docs/>