Leaflet L4

Working with Greek text (Windows)

Last Revised August 2015

On the Managed Cluster Service (MCS)
The computers running Windows all have suitable fonts for displaying documents and web pages containing Modern or Polytonic Greek text.

Customising your MCS Desktop to Read and Write Greek Text
You should only need to do this once and the settings will be retained in your roaming profile. If the profile ever needs to be reset or deleted, simply repeat the steps to install Greek.

1. Click the Start menu button at the bottom left of the screen and select Control Panel from the menu which pops up.
2. Click on Clock, Language, Region Options.
3. Click on Region and Language.
4. Click the Keyboards and Languages tab.
5. Click the Change Keyboards button.
6. Click Add to add a Greek keyboard.
7. Scroll down until you find the keyboard you want and select it by clicking the checkboxes.
8. Close each window in turn by clicking OK.
9. You should now find that Greek appears on the pop-up menu which opens when you click on the taskbar keyboard language indicator which appears as the letters EN on the bottom right of the screen when a window into which you can type is open.
Typing Greek

1. Open the document into which you want to enter Greek characters in a suitable word processing program, such as MS Word.
2. Click the Keyboard Language indicator on the bottom right of the screen. This appears as the letters EN (for ENglish) by default.
3. You should see a pop-up menu with a large number of keyboard layouts. Select EL (Greek). You should now find that Greek characters appear when you type. If you want polytonic Greek, you need to set that as the keyboard layout.

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 a Greek keyboard.
3. You should see the Visual keyboard change to Greek.
4. If you prefer, you can use the Visual keyboard to enter characters into a document by clicking its keys with your mouse.

Before starting a large-scale project we strongly advise that you experiment with small test files to make sure that what you want to achieve will actually be possible. If you are collaborating with other people you need to do some tests to ensure you will all be able to read any files you want to share.

Viewing Greek on the Web

The site http://www.bbc.co.uk/greek/ is suitable as a test of 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.

If it a page appears garbled, try pulling down Encoding from the web browser’s View menu. Select one of the Greek or Unicode possibilities. You may need to try out several before you find one which displays correctly.

Email

Hermes Webmail, Thunderbird and MS Outlook can all send and receive Greek. All three are available on the PWF in the Email folder.

Thunderbird and Outlook are able to send Greek text in a variety of encodings. You may 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. Try the default setting first. If none of the Greek character sets is successful it is worth trying the two Unicode options, UTF-8 or UTF-7. E-mail is most likely to work if both parties are using the same kind of computer (i.e. both Macs or both PCs).

Hermes Webmail is designed to be simple and straightforward, so is probably the best option if you are not confident about changing your settings. It will transmit email in Unicode, which is the most modern standard.

We have found that Thunderbird is generally the best of the three programs if you prefer to be able to customise your email settings.
Do I need to install an MS Office Language Pack on my own computer?

Probably not; this is only needed if you want to change the language of your program menus or if you want proofing tools (spellcheck etc.) which are not already bundled with the version of Office which you have on your computer.

If you need proofing tools for a particular language the simplest way to check this is to enable the language keyboard as described on the first page of this leaflet. This will automatically enable the associated tools in Office if they are installed. Start up Word, then switch keyboards and type something with a spelling error. If check spelling as you type is turned on Word will flag up the mistake.

Further Advice

If you have any problems using the MCS for foreign language work or need any further advice, please contact the University Information Services Literary and Language Support specialist on 35029 or by emailing ll-support@uis.cam.ac.uk

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