Leaflet L5

Working with Hebrew 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 Hebrew text.

**Customising your MCS Desktop to Read and Write Hebrew 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 Hebrew.

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 Hebrew keyboard.

![Image 1](image1.png)

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 Hebrew 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.
Using the Hebrew Keyboard in MS Word

1. Start MS Word.
2. Click the language keyboard indicator at the bottom right of your screen (labelled EN) and select the Hebrew keyboard.
3. Click the Right-to-left paragraph direction indicator to set the correct typing direction and cursor action.
4. Test the keyboard by typing a few characters.

If you are familiar with touch-typing using a Hebrew keyboard, you can just go ahead and start typing. However, if you need help with locating characters, you can make use of the MS Visual Keyboard.

1. Select the Word and Text Processing folder from the Start menu.
2. Click the MS Visual Keyboard program.
3. Use the Keyboard Language indicator to change to the Hebrew keyboard.
4. You should see the Visual keyboard change to Hebrew letters.

Viewing Hebrew on the Web

The site http://www.iol.co.il/ (Israel online) is a suitable site to test your browser settings.

Most web pages will automatically tell your browser what encoding they are using, but this cannot be relied upon.

If the page appears garbled, try pulling down Encoding from the View menu. Select one of the Hebrew 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 Hebrew. All three are available on the PWF in the Email folder.

Thunderbird and Outlook are able to send Hebrew 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 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).

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.
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 il-support@uis.cam.ac.uk

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