Leaflet L9

Working with Turkish text (Windows)

Last revised August 2015

On the Managed Cluster Service (MCS)

The computers running Windows on the MCS all have suitable fonts for displaying documents and web pages containing Turkish accented characters.

Customising your MCS Desktop to Read and Write Turkish

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 the Turkish keyboard.

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 Turkish 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 Turkish 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 Microsoft Turkish Keyboard

Open the document into which you want to enter Turkish in a suitable word processing program, such as MS Word.

Click the Keyboard Language indicator on the bottom right of the screen. This appears as the letters **EN** (for **EN**glish) by default.

You should see a pop-up menu with a large number of keyboard layouts. Select **TR** (Turkish). You should now find that the various Turkish accents are available. Find which keys represent the various characters by looking at the Microsoft Visual keyboard. Double click the MS Visual keyboard in Word and Text Processing.

Use the Keyboard Language indicator to change to the Turkish keyboard. You should see the Visual keyboard change to letters with Turkish accents. You can also 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 Turkish on the Web

The site http://www.bbc.co.uk/turkce/ is a suitable Turkish web page to test your browser settings.

Your browser will normally select suitable local fonts and encodings 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 encoding manually. Select Encoding from the View menu and try out some of the most likely suitable encodings (UTF-8 and Turkish (Windows) or Turkish (ISO) are likely possibilities).

Email

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

Thunderbird and Outlook are able to send Turkish 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 Turkish 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.

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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