

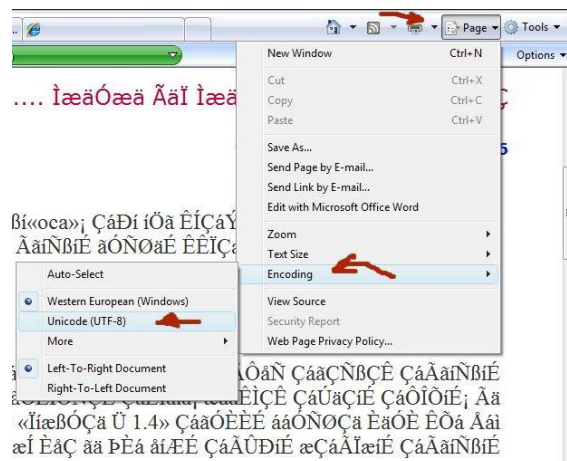
<http://www.ClassicArabic.com>

To Arabize a PC that uses Windows system you have to distinguish between two capabilities:

- 1- To view, see, read Arabic letters using Internet Explorer
- 2- To write, edit Arabic letters using MS-Office

Explorer is a program that enables you most of the time to view or read. Starting from version 5, explorer is able to let you see Arabic letters without any additions to your system. Some web pages inform the explorer automatically what the language of the contents is Arabic. Other web pages do not. In this case you have to guide your explorer to use the right coding to be able to show you the right letters.

- 1- Go to (view) menu / (Affichage)
- 2- Select (Encoding) command / (Codage)
- 3- Select one of the Arabic encodings such as (Unicode UTF-8) or (Arabic Windows). If you can not find the desired encoding select (more)/(Plus) then chose the encoding from the extended list.
- 4- You should be able to see-view the Arabic character now on your browser

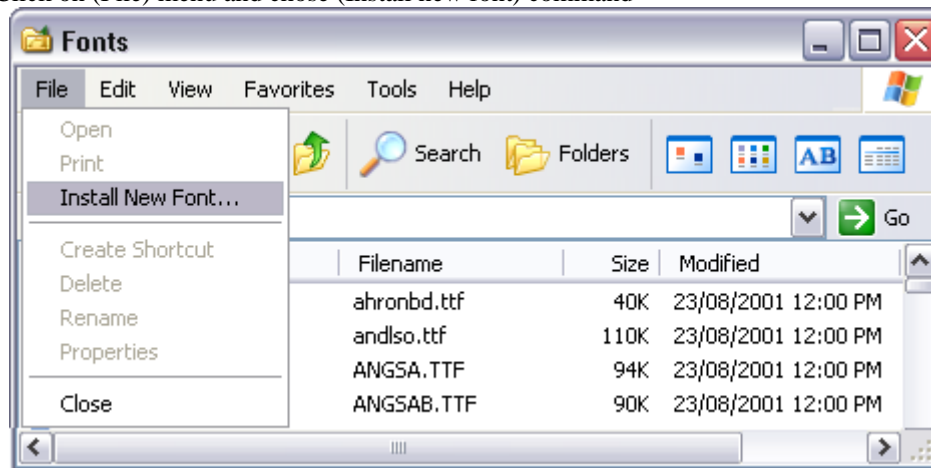


Arabizing Windows System:

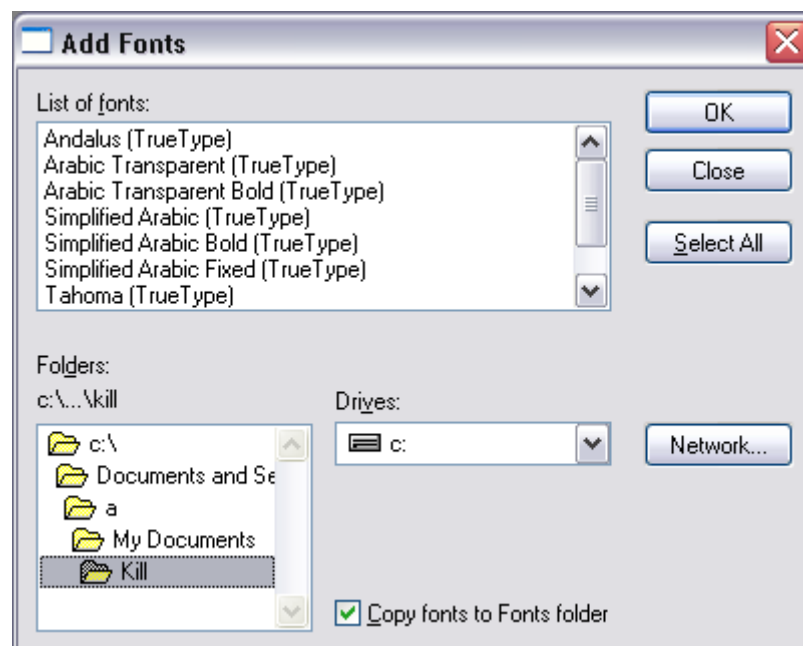
This consists two steps:

1- Installing the Arabic Fonts

- 1- Go to our website <http://www.classicarabic.com/downloads.html>
- 2- Download the zip file (Arabic_Fonts.zip) containing Arabic fronts
- 3- Unzip the compressed file and extract the fonts in a directory e.g. <fff> that you chose
- 4- Go to control panel
- 5- Click on (Fonts)
- 6- Click on (File) menu and chose (Install new font) command



- 7- Guide you computer to the directory <fff>

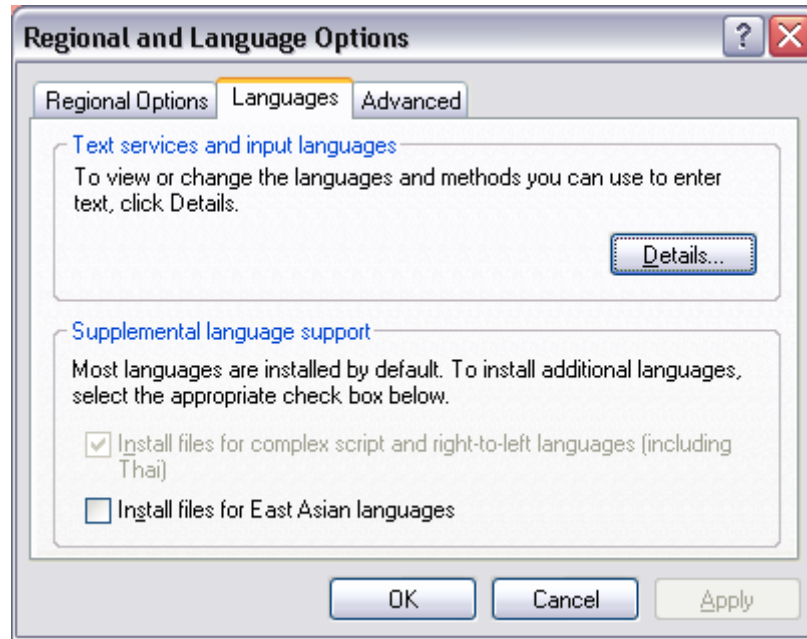


- 8- Click (select all) then (ok) buttons
- 9- Now windows programs are able to show you Arabic documents with its original font that has been written with.

After installing the Arabic Fonts, Office XP will show you the Arabic documents but it will not enable you to edit them. To do that you need to enable Arabic keyboard on your windows system.

2- Adding Arabic keyboard to Windows Operating System

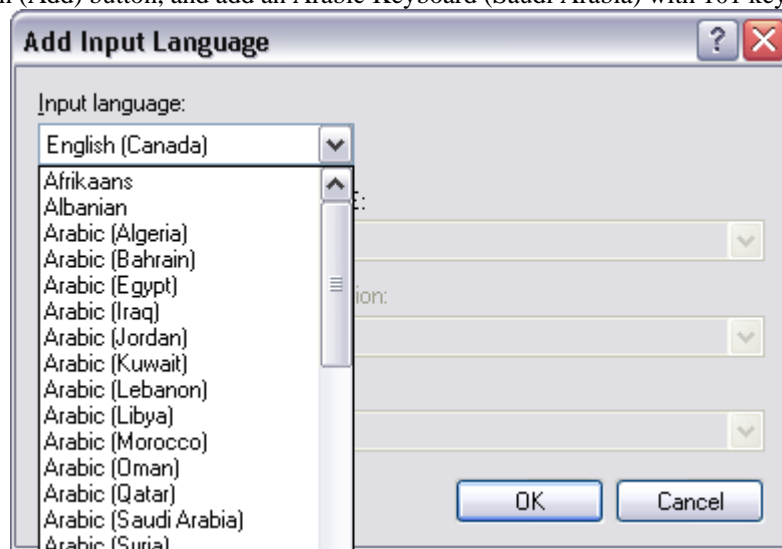
- 1- Go to control panel
- 2- Click on (Regional & Language Option)
- 3- Click on (Languages) tablet on the top of the window
- 4- Check the box (Install files for complex script and right-to-left languages (including Thai)) . If the operating system files are not installed on your computer you will be asked to insert the CD of your Windows



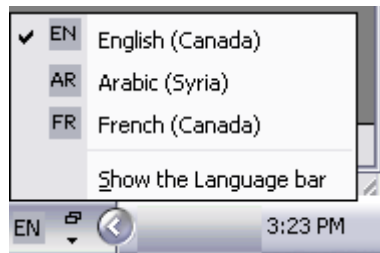
- 5- Click on (Details) button you will get the following window:



- 6- Click on (Add) button, and add an Arabic Keyboard (Saudi Arabia) with 101 key



- 7- Now click OK to close all opened windows
 8- Notice that on the task bar (lower – right corner of your screen) you have an arrow by clicking on it you can select one of the enabled languages on your windows 2000 or XP



9- Alternatively you can use the keyboard (which is easier) to switch between the available languages on your system. Use the combination left (Alt+Shift) many times until you see the desired language on the task bar.

10- The following picture shows that the Arabic language is enabled.



Font Substitution:

Office is a program that enables you to open a document for viewing or editing. In both cases if the Arabic fonts are not installed as described in the previous paragraph and you opened an Arabic document the system uses a universal font called "times new roman" that contains Arabic letters as a substitute of the font used in the document. The shapes of the characters are ok but since they are not Arabic fonts the short vowels may appear over the letters bodies and not on the top of the letters. The size of the times new roman is different from the original font which cause corrupting the format of the document or the presentation.

To solve this problem you need to install the Arabic fonts. Once the font is available the system uses the available original font to show the document.

MS-Office 2000, 2002XP, 2003:

After installing MS-office, Office 2003 only is allowing you to write in Arabic while some old versions like office 2000 requires to install an additional CD for Arabic support. This help to Edit Arabic text and also to use the menus in Arabic too.



MS-Office 2007

Office 2007 is Arabic Enabled, here are some options that facilitate typing Arabic in MS-Word.

If you have a document with Arabic and English text, you can make the cursor switch automatically to Arabic/English as soon as you click inside an Arabic/English text:



- 1- Choose Office Button
- 2- Choose Word Options
- 3- Advanced
- 4- Editing Options
 - Check the box (Automatically switch keyboard to match language of surrounding text)



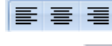

You can let Word shows the short vowels in a different color




- 1- Choose Office Button
- 2- Choose Word Options
- 3- Advanced
- 4- Show document contents
 - Diacritics
 - Use this color for diacritics


How to Write in Word:

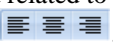
When writing in MS-Word we have to learn how to control three variables:

- 1- The paragraph direction (LTR , RTL )
- 2- The text alignment 
- 3- The language of writing 

The paragraph direction is either left to right LTR or right to left RTL.

When intending to write most of the paragraph in English we should use (LTR , *shortcut left Ctrl+Shift*).









When intending to write most of the paragraph in Arabic we should use (RTL , *shortcut right Ctrl+Shift*).

The alignment is not related to the language of the paragraph and any text can be aligned to the left, center or to the right .





The keyboard or the language used to type can be selected from the Language Bar using the mouse or by pressing on the left (Alt+Shift) multiple times to rotate between the available languages in the system.



These three variables creates the ability to have correct and incorrect combinations. The following table shows you the correct combinations:

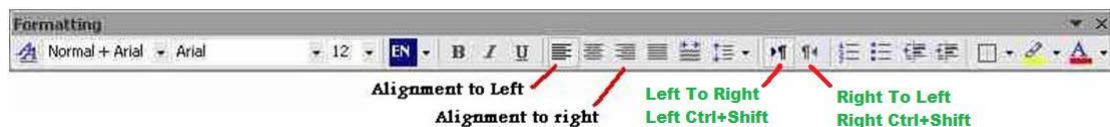
	English Paragraph	Arabic Paragraph
Correct combinations	  EN	  AR
Incorrect combinations	  EN	  AR

The following table shoes the keyboard shortcuts for each variable.

	English Paragraph			Arabic Paragraph		
Correct combinations			EN			AR
	Left Ctrl+Shift	Ctrl+L	Left Alt+Shift	Ctrl+R	Right Ctrl+Shift	Left Alt+Shift

We can write few Arabic words in an English paragraph, or we can write few English words in an Arabic paragraph, by changing the the language of the keyboard only and without changing the direction of the paragraph or the alignment of the text.

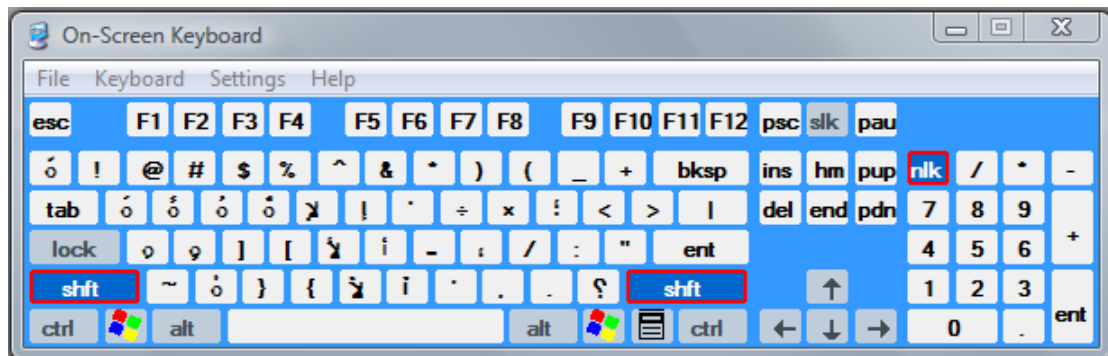
Using the formatting bar in MS-Word is intuitive. The bar looks like the following image:



Enabling Arabic on the computer helps the new Arabic learner to experience the smart letter technology that connects automatically the connectors and non connectors letters.

The next picture shows the location of the Arabic letters on the keyboard. You can find it with other files on the address

<http://www.classicarabic.com/downloads.html>



Remarks:

A full Arabization in office depends on 2 factors:

1. Having an Operating System that supports Arabic
 - 1.1. Windows 98 with Arabic support (special edition or CD)
 - 1.2. Windows 2000 (any edition)
 - 1.3. Windows XP (any edition)
 - 1.4. Windows Vista (any edition)

You can add Arabic support easily to Win 2000 & XP as it is described above
2. Having Office that support Arabic
 - 2.1. MS-Office 97 (special edition that supports Arabic)
 - 2.2. MS-Office 2000 (any edition) plus installing additional CD for Arabic support
 - 2.3. MS-Office XP2003 (any edition) plus installing additional CD for Arabic support
 - 2.4. MS-Office 2007 (any edition)