

## Special features of using Hebrew in Office under Windows 2000 and XP

by Tamar Friedman

Windows 2000 and even more so XP are ready for Hebrew with minimal configuration. See <http://www.geocities.com/fontboard/heblpk.html#winxp> for some help.

### To enable Hebrew in Microsoft Office 200 or XP:

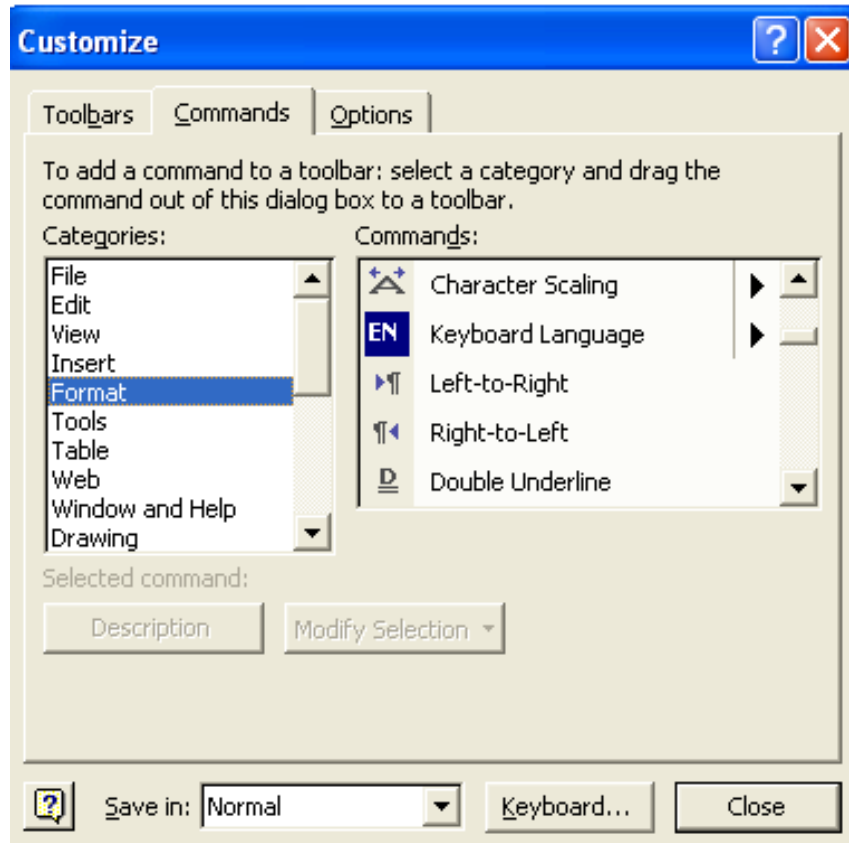
1. Click on the Start button.
2. Move the pointer over Microsoft Office Tools in Programs and click on Microsoft Office Language Settings.
3. Select the Enabled Languages tab, check Hebrew and click OK.
4. Leave your preferred language as it is unless you really want to change it and click OK.
5. Click OK.

Here is the layout for the Hebrew keyboard, in case you don't have the stickers for your English keyboard:



You can then add the Hebrew English icon as well as your bi-directional icon to your formatting toolbar by customizing it:

Go to **View, Toolbars, Customize, Commands, Format**, and drag the 3 icons to your Format toolbar:



**Switching between Hebrew and English in an Office application** can be done either by clicking on the *En-He* icon or by using the “Alt-Shift” keys. Note that if you want to insert a Hebrew word or phrase in a mostly English text (or vice versa) you need not reposition the cursor after you finished typing the Hebrew word in the English text, but just click the language icon or alt-shift and the cursor will automatically ensure that you are in the right place and direction when you resume typing in the original language. This is important because much frustration has been expressed by users who attempted moving the cursor beyond the new language text and have encountered trouble.

### **Enhancing your use of Hebrew in Office under Windows using the *Microsoft Proofing Tools CD***

(<http://www.translation.net/msproofxp.html>) .

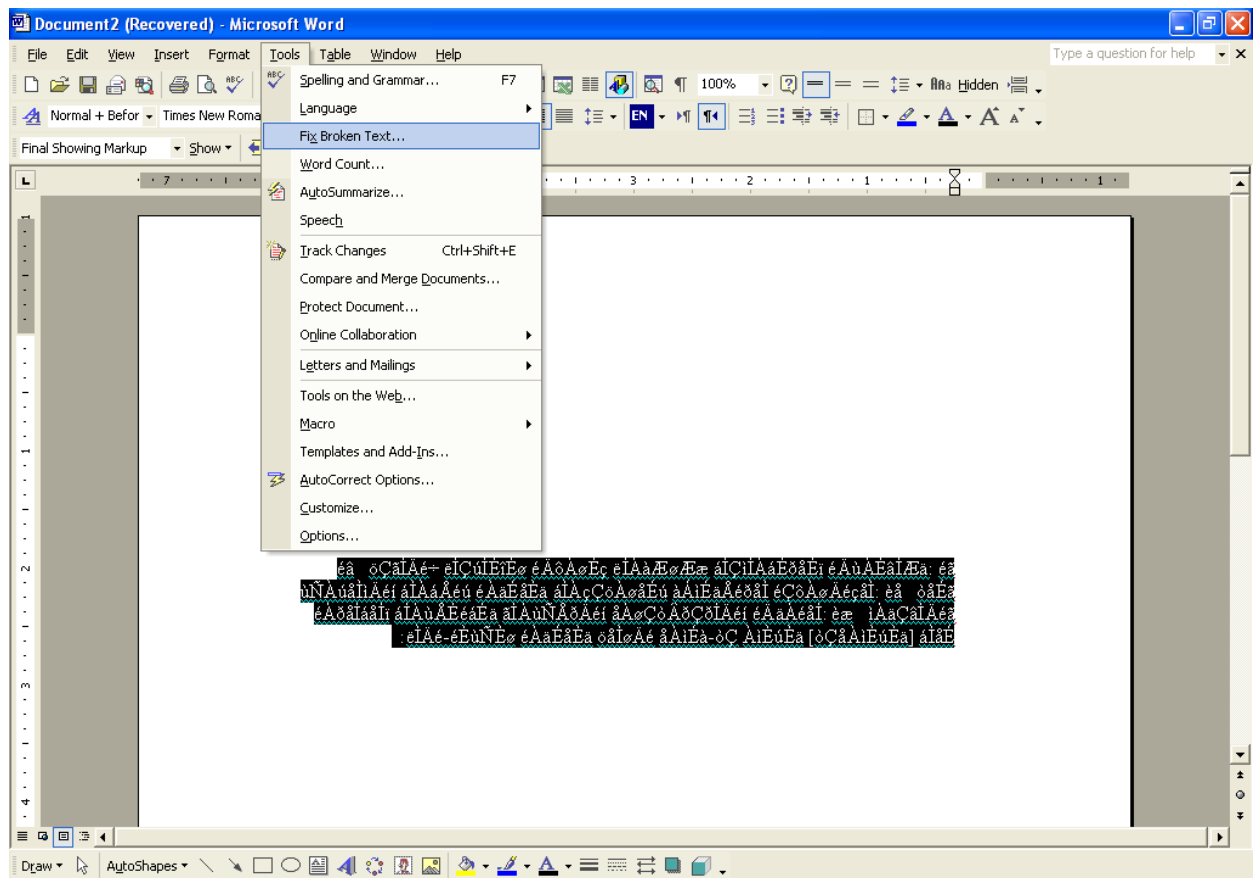
It is a well worthwhile investment for anyone who uses Hebrew in Microsoft to purchase this neat utility disc which provides users with a greater variety of features in their preferred applications such as Word, PowerPoint, and Excel. I highly recommend it. It has some great features such as Hebrew Spellchecker, a dictionary that allows you to translate words and paragraphs from English to

Hebrew and vice versa, a grammar checker, Thesaurus, extra beautiful suite of Guttman fonts that work in any application and on the web, and much more! **Proofing Tools** also has a great utility called **Fix Broken Text** which will take any text from the web or from sources that use antiquated or incompatible mapping of fonts (Such as Davkawriter) and will repair them.

Here is an example of text which I copied from the Davka Judaic Classic Library database and pasted into Word. My pasted text looked like this:

éâ òÇàÌÄé÷ èìÇùÌÈÌÈø éÄòÀøÈç èÌÀàÆøÆæ àìÇìÌÄéÈðàÉì éÄùÀÉàÌÆä: éä  
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 :àÌÄÉ

To repair this do the following: Select your pasted text, go to Tools, and select the Fix Broken Font feature:



Once you apply the feature you will be prompted (only the first time) to select your language (Hebrew) and it will tell you that Ariel font will be applied. Click OK and the text will be converted:

יג צדיק פתמר יפרח פארז בלבנון יש'גה יד שתולים בבית ה' בחצרות אל הינו  
יפריחו: טו עוד ינובון בש'יבה דשנים ורעננים יהיו: טז להגיד כי-ישר ה' צורי ולא  
-ע. לתה] עולתה [בו:

This text will look much better once you select it and apply a Guttman Font (which gets installed on your computer once you install the Proofing Tools)

Please do not hesitate to contact me with any questions regarding this article.

[Tamarsfriedman@Yahoo.com](mailto:Tamarsfriedman@Yahoo.com)