

Arabize your Windows XP **in 5 minutes**

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

- 1- To view, see, read Arabic letters
- 2- To write, edit Arabic letters

Explorer 5.0 /6.0:

Explorer is a program that enables you to view or read. Starting from version 5.0 and higher, 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
- 2- Select (**Encoding**) command
- 3- Select (**Arabic Windows**) or if it is not there select (**more**) first then (**Arabic Windows**)
- 4- You should be able to see-view the Arabic character now on the internet or in your web-mail managed through explorer.

MS-Office (2000) or (2002=XP) or 2003

Office is a program that enables you to open a document for viewing or for editing.

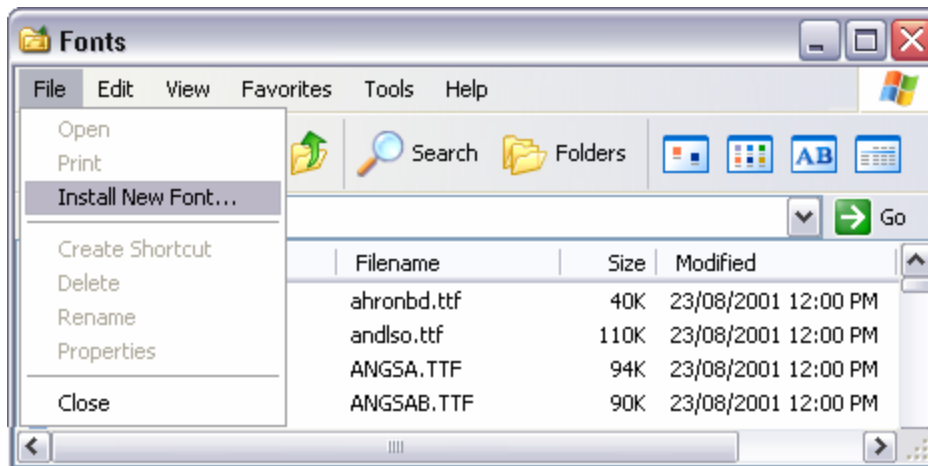
Viewing: You can use office XP to view Arabic document but the system will substitute any Arabic font with a universal font called "times new roman" that contains Arabic letters. As a consequences of this substitution the short vowels may appear over the letters and the format of the document will not be preserved since the size of the font that the document has been written with, and the size of the times new roman are different.

To solve this problem you need to install the Arabic fonts.

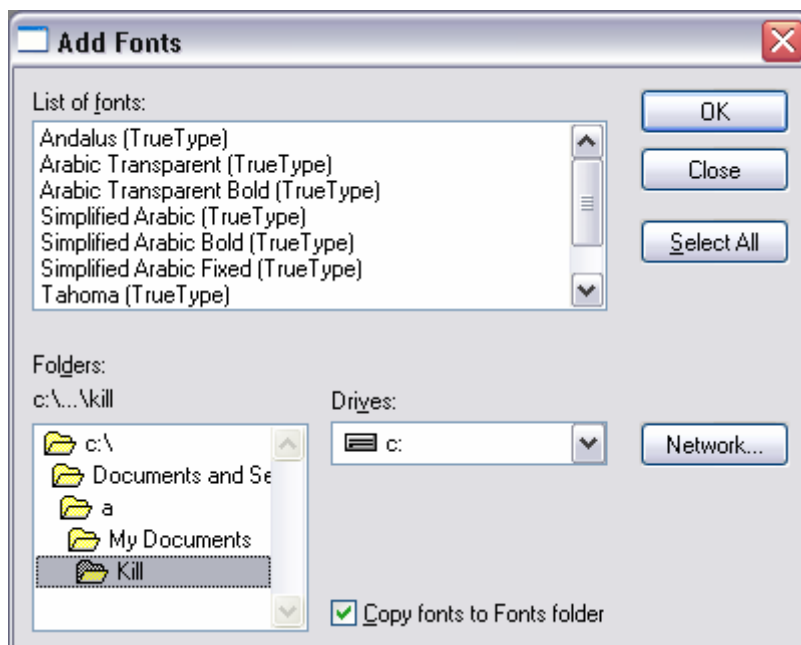
Installing the Arabic Fonts

- 1- Go to our website http://groups.yahoo.com/group/Arabic_rc/ then to (files) then to (Arabizing) or directly to http://groups.yahoo.com/group/Arabic_rc/files/Resources/Arabizing/
- 2- Go to files directory then to (Arabic fonts)
- 3- Download the zip file (Arabic_Fonts) containing Arabic fronts
- 4- Unzip the compressed file and extract the fonts to a new directory that you chose
- 5- Go to control panel
- 6- Double click on (Fonts)

- 7- Click on (File) menu and chose (Install new font) command



8- Guide you computer to the chosen directory in the step 4




9- Click (select all) then (ok) buttons

10- Now windows programs are able to show you Arabic documents with its original font that has been written with.

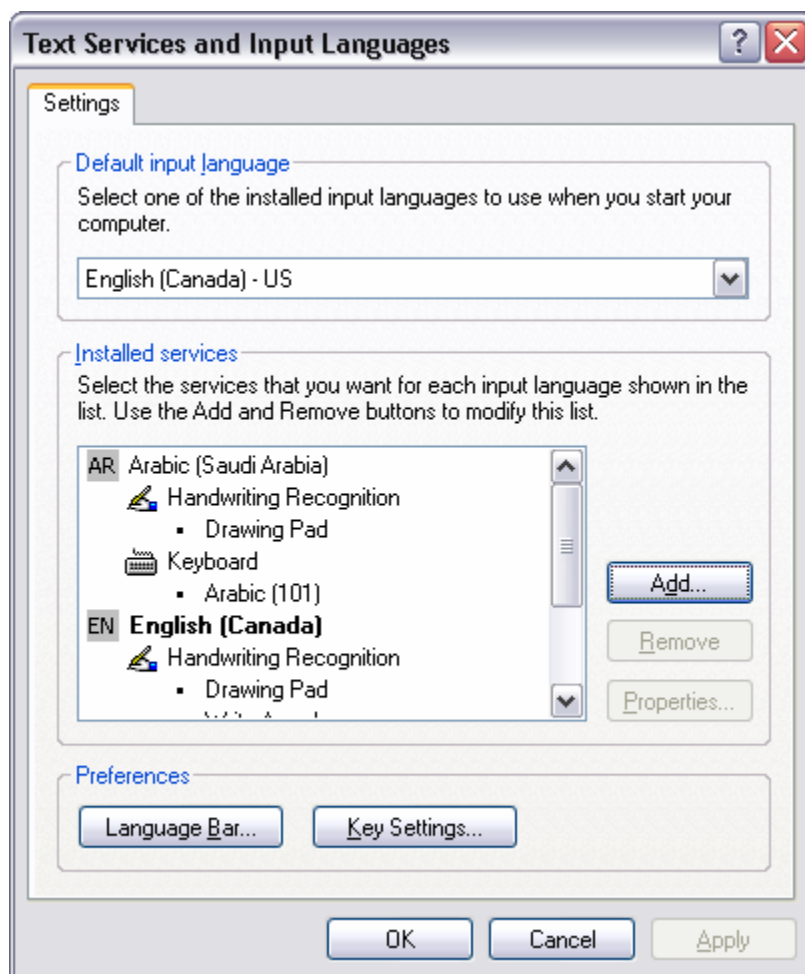
After installing the Arabic Fonts, Office XP will show you the Arabic documents but it will not enable you to edit them. To do that you need to enable Arabic keyboard on your windows system.

Adding Arabic Keyboard to Windows 2000 or XP

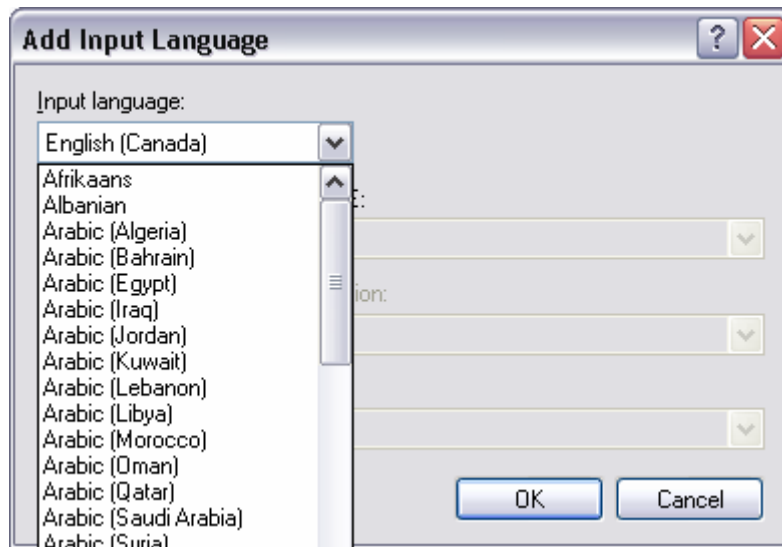
- 1- Go to control panel
- 2- Click on **(Regional & Language Option)**
 Regional and Language Options
- 3- Click on **(Languages)** tablet on the top of the window
- 4- Check the box **(Install files for complex script and right-to-left languages (including Thai))** . You must have the CD of your Windows (2000 or XP)



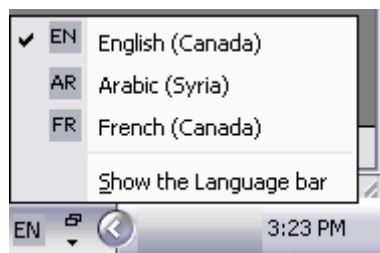
5- Click on (Details) button you will get the following window:



6- Click on (**Add**) button, and add an Arabic Keyboard (**Saudi Arabia**) with 101 key. Actually all Arabic countries has the same keyboard.



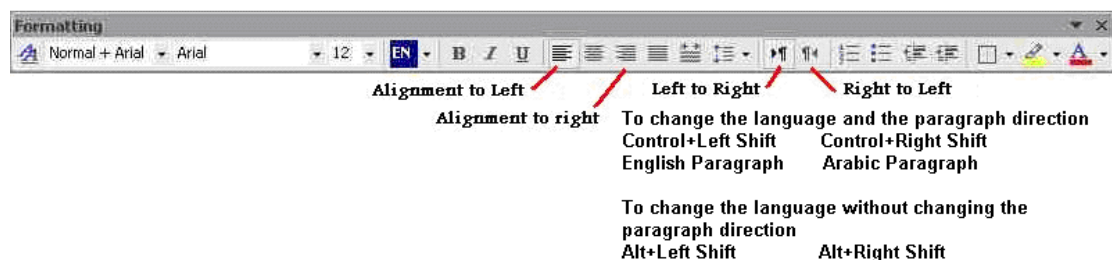
- 7- Know click **OK** to close all opened windows
- 8- Notice that on the task bar (lower – right corner of your screen) you have an arrow by clicking on it you can select one of the enabled languages on your windows 2000 or XP



- 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.



- 11- The direction of writing by default is from let to right. You can change it to (right to left) by pressing on the **right (Ctrl+Shift)** you can return to the direction (left to right) by pressing on the **left (Ctrl+Shift)**. Using the formatting bar in word is more intuitive.



- 12- Remember that you can change the language by pressing on the **left (Alt+Shift)** as many times to rotate between the available languages, or you can click with your mouse on the task bar and select the language you want.

Enabling Arabic on your computer is helping you too much to learn how to write. The next picture shows the location of the Arabic letters on the keyboard. You can find it with other files on the address

http://groups.yahoo.com/group/Arabic_rc/files/Resources/Arabizing/



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)
 - 1.2. Windows 2000 (any edition)
 - 1.3. Windows XP (any edition)

You can add Arabic support easily to Win 2000 & XP as it is described above by adding a module to your current existing system, While you need to install a special version of Windows 98.

2. Having Office that support Arabic
 - 2.1. MS-Office 97 (special edition)
 - 2.2. MS-Office 2000 (any edition) by installing additional CD
 - 2.3. MS-Office XP (any edition) by installing additional CD

Good luck
Al Salam Alaikom,

Imad HALLAK