

## How to type in Arabic on your computer?

This document is intended to help you type in Arabic on your computer either with **Windows** or **MAC**.

To begin with, make sure that your browser is displaying Arabic by opening any Arabic page (i.e. [www.aljazeera.net](http://www.aljazeera.net) or <http://www.bbc.co.uk/arabic/> )

Most of the browsers are Arabic friendly and you have a lot to choose from to download one, for free ([Mozilla Firefox](#), [Google Chrome](#)...)

### **WINDOWS USERS**

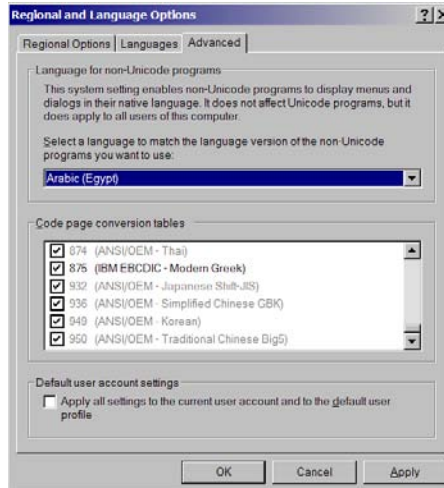
#### ***Displaying in Arabic***

Use of the Arabic letters in the **Character Map** (Run “**Charmap**”) is the most basic way to insert a few words or letters in your writing. However, a better solution is to activate the Arabic language in the system:

#### ***For Windows XP***

Go to **Start menu> Control Panel> Regional and Language Options**

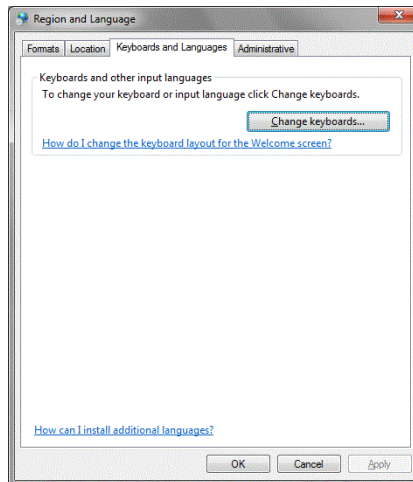
- Go to “**Languages**” tab and make sure that “*install files for complex script and right-to-left languages (including Thai)*” box is checked.
- Go to “**Advanced**” tab and in the first box, select **Arabic** (Egypt is the most used!)
- Go back to “**Languages**” tab and click on Details to add keyboard options by keeping **Arabic (Egypt)** on the “**Default Input Language**” and then click **Add**, keep **Arabic (Egypt)** in the “**Input Language**,” select **Arabic (102)** from the “**Keyboard Layout**” and click **OK**.
- On the same tab, click on the **Language Bar** at the bottom and check “*Show the Language bar on the desktop*” and then click **OK**. Click on **Key Settings/Stroke**, select *Switch between input languages* and click **OK**. This will let you switch between languages from the taskbar by either using the Mouse or holding **left Alt+Shift**.
- Click **Apply/OK** to go back to **Regional and Language Options** and then click **Apply/OK** to finish the setup.



### *For Windows 7*

Go to **Start menu > Control Panel > Clock, Language, and Region**

- Go to **“Keyboards and Languages”** and click on **Change Keyboards**
- Click **Add** and from the list, click **Arabic (Egypt is the most used!)** and expand it.
- Click **Keyboard** under **Arabic(Egypt)**.
- If **Arabic 102** is not in the list, click **Show More...** and select it from the list and then click **OK**
- Click **Apply/OK** to go back to **Region and Language** and then click **Apply/OK**



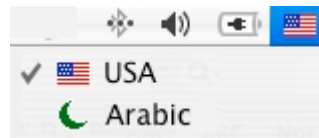
## MAC USERS

**For Mac:** Simply activate a “Keyboard layout” that will produce Arabic characters.

- Go to **System Preferences : International**" (this is called **Language and Text** in the current 10.6 version) then click **Input Menu** ("Keyboard menu")
- Scroll down to **Arabic** and check the check box beside it.
- Go to **Language**, click **Edit List** then scroll down to **Arabic** and check it. Then put Arabic language in your preferred first language.



- You will now see a flag or keyboards menu on the menu bar. From there, you can choose Arabic when needed.



- If you don't have Arabic keyboard, you can use the **Keyboard Viewer** by going to **Open International** in the **Flag/Keyboards** menu and check “**Keyboard Viewer**”

**ADDITIONAL NOTES**

- When typing in Arabic, you need to make sure that the cursor is starting from the right hand side of the page by clicking the right justify button.
- It's difficult to type in Arabic without an Arabic keyboard. You can either replace your English keyboard with one that has both Arabic and English or you can get clear Arabic key top labels that you can stick on your keyboard to display both your regular characters and the additional Arabic characters. You have plenty of colors to choose from, be sure to get the right one! All are in [www.amazon.com](http://www.amazon.com) or your store of choice.
- You will find that most of the Arabic keyboards we use have layout problems with mapping 48 Arabic characters on the English 26-key keyboards; Letters with the same phonetic sounds of Arabic and Latin languages have been placed on different key locations which makes it difficult for the typist to navigate easily. **Intellark Keyboard Map** addresses this problem by using the previous knowledge of the typist on Latin-based keyboard layouts, alphabetical order of the Arabic letters, frequency order among Arabic letters of the same family, and hand-strokes of letters within a single block. If you are interested in the Intellark Keyboard Map, please look here: <http://intellaren.com/intellark>

~ ذ	! 1	@ 2	# 3	\$ 4	% 5	^ 6	& 7	* 8	( 9	) 0	-	+ =	Back Space
Tab	Q ض	W ص	E ث	R ق	T ف	Y غ	U ع	ا هـ	O خ	P ح	[ < ]	>	\
CAP	A ش	S س	D ي	F ب	G ل	H ا	J ت	K ن	L / م	؛	"	ط	ENTER
SHIFT	Z ئ	X ء	C و	V ر	B لا	N ي	M ة	<	>	ز	ظ	؟	SHIFT
SPACE BAR													

*Regular QWERTY keyboard with Arabic and English letters*

ق	و	س	ر	ث	ي	ع	ا	هـ	خ	غ
Q	W	E	R	T	Y	U	I	O	P	
أ	ش	ذ	ف	ح	هـ	ج	ك	ل		
A	S	D	F	G	H	J	K	L		
ز	ظ	ض	ف	ب	ن	م				
Z	X	C	V	B	N	M				

*Intellark Mapping on regular QWERTY keyboard with Arabic and English letters*

