

Working with Cyrillic text (Windows)

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On the Public Workstation Facility (PWF)

The computers running Windows all have suitable fonts for displaying documents and web pages containing Cyrillic text and they have assorted Cyrillic keyboards (e.g. Russian, Ukrainian, Serbian) installed on the Keyboard Language indicator so that you can switch to typing Cyrillic.

If you are using your own PC you will need to add a Cyrillic keyboard to the Keyboard Language indicator before you can type Cyrillic characters. Instructions on doing this are given at the end of this document.

Typing Cyrillic

1. Open the document in which you want to enter Cyrillic characters in a suitable word processing program, such as MS Word.
2. Click the Keyboard Language indicator on the bottom right of the screen. This appears as the letters **EN** (for **ENglish**) by default.
3. You should see a pop-up menu with a large number of keyboard layouts. Select a suitable Cyrillic keyboard. You should now find that Cyrillic characters appear when you type.

You can find which keys represent the various characters by looking at the Microsoft Visual keyboard.

1. Double click the MS Visual keyboard icon in Word and Text Processing.
2. Use the Keyboard Language indicator to change to a Cyrillic keyboard. You should see the Visual keyboard change to Cyrillic characters.
3. If you prefer, you can use the Visual keyboard to enter characters into a document by clicking its keys with your mouse.
4. If you require a particular variant of Cyrillic and you don't see it on the list, right-click on the icon and choose Settings. Then follow the steps described overleaf for customising a personal machine, starting at step 6.

Viewing Cyrillic on the Web

The site <http://www.bbc.co.uk/russian/> is suitable as a test of your browser settings.

Many web pages will automatically tell your browser what encoding they are using, but this cannot be relied upon. If it has the correct encoding your browser will normally select suitable local fonts 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 fonts or encoding explicitly.

If a page appears garbled, try pulling down **Encoding** from the **View** menu as shown below. Click on **More** to see all the encodings which the browser knows about and select one of the Cyrillic or Unicode possibilities. You may need to try out several before you find one which displays correctly.

Email

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

Thunderbird and Outlook are able to send Cyrillic 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 Cyrillic character sets is successful it is worth trying the two Unicode options, UTF-8 or UTF-7. E-mail 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.

Customising a personal machine to read and write Cyrillic text

You should only need to do this once and the settings will be retained.

1. Click the **Start** menu button at the bottom left of the screen and select **Control Panel** from the menu which pops up.
2. Double click on **Date, Time, Language and Regional Options**.
3. Click on **Regional and Language Options**.
4. Click the **Languages** tab.
5. Click the **Details** button.
6. Click **Add** to add a Cyrillic keyboard.
7. Pull down the Input language menu to select the keyboard you want (you may need to scroll up and down to find it). Close each window in turn by clicking **OK**.
8. You should now find that your selected keyboard is on the pop-up menu which opens when you click on the Keyboard Language indicator which appears as the letters **EN** on the bottom right of the screen.

Further Advice

If you have any problems using the PWF for foreign language work or need any further advice, please contact the Computing Service Literary and Language Support specialist on 35029 or by emailing ll-support@ucs.cam.ac.uk

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