

Working with Turkish text (Windows)

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On the Public Workstation Facility (PWF)

The computers running Windows on the PWF all have suitable fonts for displaying documents and web pages containing Turkish accented characters, and have Microsoft's multilingual keyboards enabled, so that you can switch to a Turkish keyboard layout for typing.

If you are using your own PC, you will probably need to install the Turkish keyboard as this is not part of the standard basic install. A brief explanation of how to do this is included at the end of this document.

Using the Microsoft Turkish Keyboard

Open the document into which you want to enter Turkish in a suitable word processing program, such as MS Word.

Click the Keyboard Language indicator on the bottom right of the screen. This appears as the letters **EN** (for **EN**glish) by default.

You should see a pop-up menu with a large number of keyboard layouts. Select **TR** (Turkish). You should now find that the various Turkish accents are available. Find which keys represent the various characters by looking at the Microsoft Visual keyboard. Double click the MS Visual keyboard in Word and Text Processing.

Use the Keyboard Language indicator to change to the Turkish keyboard. You should see the Visual keyboard change to letters with Turkish accents. You can also use the Visual keyboard to enter characters into a document by clicking its keys with your mouse.

Before starting a large-scale project we strongly advise that you experiment with small test files to make sure that what you want to achieve will actually be possible. If you are collaborating with other people you need to do some tests to ensure you will all be able to read any files you want to share.

Viewing Turkish on the Web

The site <http://www.bbc.co.uk/turkce/> is a suitable Turkish web page to test your browser settings.

Your browser will normally select suitable local fonts and encodings 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 encoding manually. Select Encoding from the View menu and try out some of the most likely suitable encodings (UTF-8 and Turkish (Windows) or Turkish (ISO) are likely possibilities)

Email

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

Thunderbird and Outlook are able to send Turkish 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 Turkish 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 with Turkish accents

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**.
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 Turkish has been added to 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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