

# SINUMERIK 840D/840Di/810D

## Installation and Start-Up HMI

### Creating Foreign Language Texts with Windows 95/NT (TX1)

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# 1

## 1 Introduction

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## 1.1 General

Since the nineties, Microsoft has been working incredibly hard to meet the requirements of global information processing and software development. As well as supporting as many languages as possible, they have also been striving to develop a single operating system to support all languages, unlike the language-specific operating system versions used in the past. As part of this project, many system components and applications have gradually been converted to the cross-language Unicode platform.

Although these conversions will have in many cases gone unnoticed by users, the procedure adopted to the subject addressed in these instructions will vary fundamentally depending on the operating system being used. The procedure recommended for Windows 2000/XP is much simpler than that for Windows 95/NT4. We therefore recommend that you upgrade to the new system. The instructions for the older systems have been included simply for reasons of compatibility and will no longer be subject to editorial revisions.

### Using Windows 95 or Windows NT 4

Follow the instructions in this document:

**References:**    /IAM\_TX1: Create foreign language texts with Windows 95/NT

### Using Windows 2000 or Windows XP

Follow the instructions in this document:

**References:**    /IAM\_TX2: Create foreign language texts with Windows 2000/XP

## 1.2 Preconditions

This document describes the procedure for *creating a text* with the following specifications:

- The text is to be created on a Microsoft Windows operating system (Windows 95 or Windows NT 4).
- The text is to be created in a *language* not identical to the language of the operating system (= default language).
- This description uses *German* as the default language for all examples provided herein. However, the procedure described will work just as well with all localized variants of Microsoft Windows.
- The text is to be created as what is known as a *text file*, i.e. without formatting information such as font, font size, underline, etc. Therefore, in addition to text characters, the text will only contain ASCII control characters such as tab, CR and LF.

- The language of the text requires a different Windows *code page* to that of the default language, i.e. the target language does not belong to the same language family as the default language.
- The text file is to be coded using this code page, not as a Unicode file.
- The target language does not belong to the pictorial languages using a double-byte character set (Japanese, Korean, Chinese) or to the languages using what is known as complex scripting (Arabic, Hebrew, Urdu, etc.). For the pictorial languages, refer to the information provided in Section 4.1 "Problems and remedies".
- The means used to create the text are to be as simple as possible, i.e. if at all possible, no additional software should need to be installed.

### Text types for HMI Embedded and HMI Advanced

The following text types can be modified in the individual systems:  
Table 1-1

Text types	Systems
Alarm texts Add texts for user interface Application texts for all operating areas incl. softkey texts	HMI Embedded with PCU 20
Alarm texts Add texts for user interface Texts for the Help in the editor Machine data Softkey texts for all operating areas	HMI Advanced with PCU 50/70

## 1.3 Language families

A language family is a group of languages for which Microsoft operating systems use the same code page. Microsoft uses the term "language group"

Language family	Windows code page	Language
Central European	1250	Albanian, Croat, Polish, Romanian, Serbian (Latin), Slovakian, Slovenian, Czech, Hungarian
Cyrillic	1251	Bulgarian, Macedonian, Russian, Serbian (Cyrillic), Ukrainian, White Russian
Western	1252	German, English, Finnish, French, Indonesian, Icelandic, Italian, Netherlands, Norwegian, Portuguese, Swedish, Spanish
Greek	1253	Greek

Language family	Windows code page	Language
Turkish	1254	Turkish
Baltic	1257	Estonian, Latvian, Lithuanian

Table 1-2 Language families

### Operating system and target language from one language family

If the language of the operating system (e.g. German) belongs to the same language family as the target language (e.g. Portuguese), some difficulties may occur when entering certain characters.

Remedy:

- Switch the keyboard or
- Use the ALT+digit combination to enter these characters, or
- Use the Windows "character map"

In this case, no further problems should occur. Section 2.4 and Chapter 3 need not be observed.

### Operating system and target language from different language families

If the language of the operating system (e.g. German) does not belong to the same language family as the target language (e.g. Hungarian), difficulties will occur when entering and displaying certain characters.

## 1.4 Windows tools

### Standard scope

This document describes the use of the Windows program "WordPad" and other aids, which are included in the standard scope of the Microsoft Windows operating system, but are not necessarily installed on your particular PC.

The procedure described here requires that you did not exclude certain components from your Windows installation. You should have installed the following components:

- WordPad (required)
- Language pack (required)
- Character map (recommended)

## Checking the installation

The components listed above may already be installed on your computer. To check your installation, proceed as follows:

- Open the "Control Panel" (in the "Start" menu under "Settings").
- Open the "Software" entry in the "Control Panel".
- Open the "Windows Setup" tab in the Software dialog box.
- Make sure that the "Language pack" option is checked.

Older versions of Windows 95 only support the Greek, Cyrillic and Central European (or "Eastern European") language families.

Newer versions of Windows 95 (4.00.950b, known as OSR2, OEM Service Release 2) also support Baltic and Turkish.

These components are not listed in Windows NT 4. Windows NT 4 supports most European languages as standard.

- Make sure that the "WordPad" subcomponent is installed under "Accessories". To do so, select "Accessories" and click on "Details".
- Make sure that the "Character Map" subcomponent is installed under "Accessories".

## Post-installing components not yet installed

If the components or subcomponents mentioned above are not yet installed, please install them before you continue. To do so, check the appropriate boxes. Keep the system CD-ROM to hand to install the components. You may need the system CD-ROM again later to install the appropriate keyboard.

## Windows 98

Windows 98 Version 5.00 includes WordPad. With this version, however, it is not possible to create text files, which do not belong to the same language family as the system language.

## Recommended

Use Windows 95 or Windows NT 4.

## 1.5 Terms

### Default user

If you have activated user management in Windows 95, there is a special user without name and password - the default user. Copy the settings of this user to create a new user.

### Logging in as the default user

1. To log in as the default user, press the ESC key when the log-in dialog box appears.
  - When logging in, the keyboard settings of the default user are active.
2. If you are using a keyboard layout other than that of the default user, then (Windows 95!) the "Start → Exit → Exit all applications and log in using another name" process will remove the current keyboard layout from the memory without loading the keyboard layout for the default user. The log-in screen form will then no longer function.

To avoid this, proceed as follows:

- Before you log out, either reset the keyboard settings to the original keyboard layout
- Or restart Windows.

If the log-in screen form is already blocked, proceed as follows:

- Press Ctrl-Alt-Del and choose "Shut down".
- Or press ESC (to log in as the default user) and select "Start → Exit → Restart Windows".

### Diacritical characters

(diacritical = distinguishing)

In most cases, a relatively small supplementary character is attached to a letter to give the letter a specific stress, a specific pronunciation or even a new meaning.

A list of diacritical characters appears in Section 3.1 "Special characters...".

If the combination of basic letters and diacritical characters belongs in a language-specific alphabet, this combination is contained in the appropriate Windows character sets (code page, Unicode) as a separate character.



## Use of diacritical characters

A diacritical character is used:

- To designate the combined character (e.g. Ç = G cedilla, Ö = O-tilde)
- For combined input (see Section 3.4) if there is no dedicated key for the required combined character
- For output (only in typographically compound texts): Diacritical characters and basic letters are output separately; any combinations are possible, e.g. with ancient languages and phonetics.

In all other cases, the combined letter is always considered as a compound unit. In some cases, however, the combined letter is incorrectly also treated as the diacritical character.

## Input Method Editor (IME)

An aid for entering CJK characters (CJK: Abbreviation for Chinese, Japanese and Korean).

## Language property

A property (attribute), which is managed in Microsoft text processing programs as other text properties per character. In such cases, the program will remember the language to which the character, the character sequence, the word or the whole sentence belongs.

Word and WordPad support this property, NotePad does not. In both programs, this property is not directly visible.

## Saving the language property

Word documents also save this property, but text files do not.

This property is used (evaluated) for the spell checker (Word) and for the automatic keyboard switchover (see Section 3.7).

It is specified by the default keyboard setting (with text from text files, new files) and by the current keyboard setting (newly entered text).

## Changing the language property

In Word, the language property can be changed using the "Tools → Language" menu command. In WordPad, this property cannot be changed.

In WordPad, the language property is independent of the font language family. For example, a Cyrillic character can possess the language property "German". Modifications are only possible in the following cases:

- When the keyboard is automatically switched to another language, WordPad will also switch the font language family to the appropriate language family.

- When changing the "Font language family" text property, WordPad will automatically change to the appropriate keyboard setting if a keyboard setting with the appropriate language property exists. However, this change is undone with the next time a key is pressed.

## Managing the language property

The language property is managed internally as a combination of main language and sublanguage, e.g. "French (Canada)".

Microsoft sometimes uses the designation "locale" for the language property, whereby this term also covers properties such as currency, date format, decimal separators, etc.

## Language family

A language family is a group of languages, which uses the same code page. This requires the use of the same basic alphabet (e.g. Latin or Cyrillic), but it does not mean that the alphabet of all languages of this group is the same.

Instead of font files stored separately for each code page, Windows NT4 and Windows 95 (with "language pack" installed) use what are known as "Big Fonts", i.e. fonts that contain the character set for several code pages, saving memory capacity for common characters.

The appropriate subset for this total character set is not selected via code page numbers but via the language family. However, there is a 1:1 assignment between Windows code page and language family.

Section 1.2 contains a list of the language families in Table 1-1.

## Default language

The term "default language" is used in this guide for the language of the operating system, i.e. German in a German version of Windows and English in an English version of Windows.

## Default keyboard setting

One setting is defined as the default keyboard setting under "Control Panel" → Keyboard in the "Language" (Windows 95) or "Input" (Windows NT 4) tab. This setting is selected when the dialog is opened.

The default keyboard setting consists of a language property and a keyboard layout.

This language property of the default keyboard setting need not tally exactly with the default language.

## Unicode

A 16-bit character set with which no more code pages are required. Unicode programs cannot interpret characters on a code-page-specific basis, which means that their appearance does not change according to the font language family selected.

## Undeletable line feed

At the end of the text file, WordPad displays a last line feed, which can be selected (highlighted), but not deleted.

The font properties of this line feed can be changed, but not the language property. When positioning the cursor at the end of the file, the font properties and the language property of this line feed will be used for the text added at the end of the file.

A new, empty file also contains such an undeletable line feed. To see the undeletable line feed, select the whole empty file, as described in Section 2.2. It will not be saved with the file.





# 2

## 2 Editing Files

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## 2.1 Starting WordPad

Start the "WordPad" program (under Start → Programs → Accessories).  
The procedure for editing files will vary depending on whether you want to create a new file or edit an existing file.

## 2.2 Creating a new file

When "WordPad" starts up, an empty document will appear. "WordPad" can manage multi-language texts. The new file will be treated as belonging to the language set as the default setting on the keyboard. However, this may be ignored initially if the keyboard does not need to be switched (see Chapter 3 "Changing the keyboard layout").

1. Use the mouse to select the whole empty document by clicking on it, e.g. to the left of the cursor.

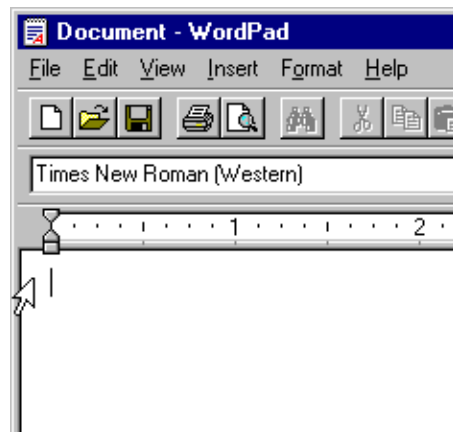


Figure 2-1

→ Click →



Figure 2-2

2. Set the font and language family, as described in Section 2.4.

## 2.3 Opening an existing file

1. In Word Pad, select "Open" from the "File" menu.
2. From the "Open" dialog box, choose the "Text Documents (\*.txt)" setting under "Files of type". Search for the file you want to open and then click on "Open". If your file has a different extension, then select "All Documents (\*.\*)" from the "Files of type" menu.

The file opens. WordPad can manage multi-language texts. Since the text file does not contain language information, the text is treated as belonging to the language set as the default setting on the keyboard. However, this may be ignored initially if the keyboard does not need to be switched (see Chapter 3 "Changing the keyboard layout").

No text attributes are stored in the text file, meaning that the text will under certain circumstances be displayed using the wrong code page and language-specific special characters will not appear correctly. Therefore, first you must set the font and the language family.

3. To do so, choose the entry "Select All" from the "Edit" menu or press Ctrl-A to select the whole file.
4. Set the font and language family (see Section 2.4).

## 2.4 Setting the font and language family

- Select an appropriate font, together with the desired language family.
- For improved differentiation between language-specific special characters such as ü, ù, û, ũ, and û or even í, ì, ı and î, it is advisable to select a font with a fixed character width (i.e. not a proportional font) and to choose a reasonable font size such as Courier New 12 or larger:

ü, ù, û, ũ, û, í, ì, ı, î.

You should also select the language family according to the

- list in Section 2.4.



### Important

These settings have to be made again every time the file is opened.

---

You can choose the font in two different ways: Figure 2-3

## Font list box

1. In the font list box, the language family is specified in brackets after the font name in the editing line. All fonts that support several fonts appear several times.

If the format bar is not visible, use "View" to activate it.

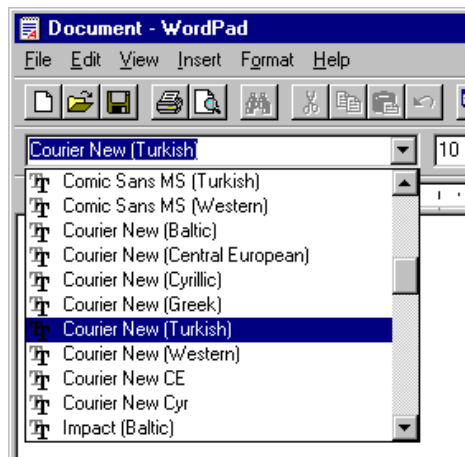


Figure 2-3

## Font dialog box

2. Use the font dialog box to select the font type and language family separately.

Choose the "Font" command from the "Format" menu to open the font dialog box.

From the "Font" menu, choose the name of the font, and from "Script", the language family of the font.

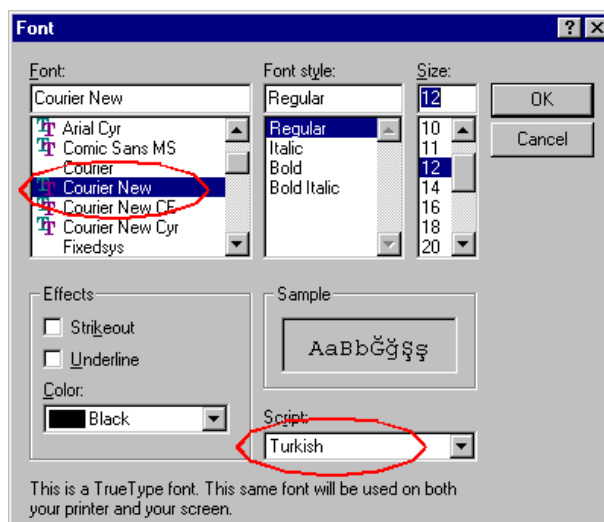


Figure 2-4



These settings will change the appearance, but not the coding, of the existing text.

**Example:** Character 140 Western: € Cyrillic: ₴

## Windows 98

Under Windows 98, the existing text remains unchanged, i.e. the formatting with the desired font language family remains without effect. In WordPad Version 5.0, the characters are saved internally in Unicode so that changing the language family would be the same as changing the code page.

**Example:** Unicode U+0152: € Unicode U+040A: ₴

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### Note

It is not possible to use Windows 98 for this purpose.

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## 2.5 Checking settings

1. First check whether the desired font type and the language family are displayed in the format bar.

If a language family other than that selected is displayed, you may have an unsuitable installation:

- The language pack may not be installed. Check whether the Windows "language pack" component is installed, as described in Section 1.3.
- Your Windows system may include a variant of WordPad, which does not permit the language family settings you have chosen for the existing text (WordPad Version 5.00 and higher, e.g. Windows 98). In this case, you should use an older Windows version, e.g. Windows 95 or Windows NT 4.

### Special characters belonging to various language families

2. If you have opened an existing file, check visually whether the special characters contained therein are displayed correctly. The sequence is always 2.3 – 2.4 – 2.5.

Since some special characters appear in several language families, you should focus on those characters that do not appear in other languages or language families:

Table 2-1 Special characters

Language family	Characters that only occur here	Characters that also occur in other language families
Baltic languages	éĖġĠīĳķĶļĻņNūŪųŮ	ĀāĒēĢģČčĀāĀāÖöŐőŠš ūŮžŽ
Central European	ąĄćĆęĘłŁśŚżŻ (Polish) čČěĚřŘůŮ (Czech) őŐűŰ (Hungarian)	óÓ áÁéÉíÍýÝžŽ áÁéÉíÍóÓőŐűŰüÜ
Turkish	ĞğıİşŞ	çÇöÖüÜ

3. Type a special character to test whether your settings are correct. If you have opened an existing file, no text must be selected (for example press Ctrl-End to go to the end of the file).  
Use the input method ALT+numerical keypad to type a special character, which is displayed differently in each language.

**Example:**

Table 2-2 Example: Special characters

Entry	Language family	Display
ALT+0254	Baltic	Ž
ALT+0254	Greek	Ω
ALT+0254	Cyrillic	Ю
ALT+0254	Central European	Ť
ALT+0254	Turkish	Ş
ALT+0254	Western	Ð

## 2.6 Saving files

Save the text entered as a *text file*:

1. Choose the "Save As ..." command from the "File" menu in WordPad.

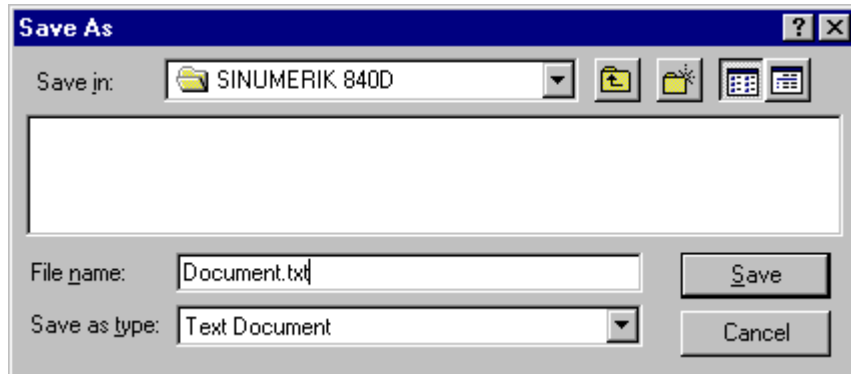


Figure 2-5

2. Choose the "Text Document" setting under "Save as type".
3. Type the complete name with extension (e.g. ".txt") in the "File name" field. WordPad will not generate this extension automatically. If you keep the ".doc" extension, the text file will be saved with this name and interpreted as a Word document.

4. The following message will appear the first time you click on "Save":

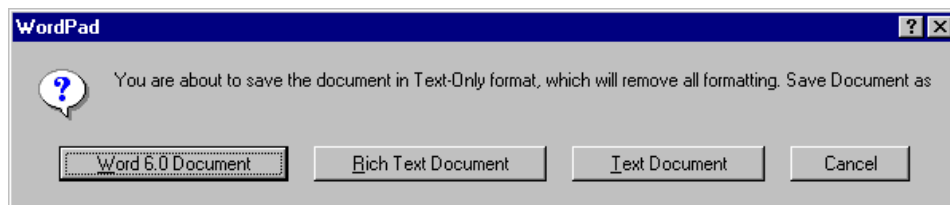


Figure 2-6

5. Click on "Text Document".

Your file will now be saved as a text file. When the document is next opened, font type, language family and language property will be reinitialized, as these properties are not saved.

### **Retaining the language property**

If you are using the variable keyboard layout with the correct language assignment (see Section 3.7), you may first want to maintain the language properties of the text entered in order to continue editing the file later. To do so, select the file type "Word for Windows 6.0" when saving and use the ".doc" extension.

After you have finished your work, save the file as a text document to obtain the final file format.



## 3

**3 Input of Text**

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## 3.1 Special characters belonging to various language families

### Latin language family

With the Latin-based language families (Baltic, Central European, Turkish, Western), you can enter most of the characters, namely the basic Latin alphabet, directly with your (e.g. Western) keyboard.

Most of the special characters, such as Å å Ä ä Ç ç Ď ě È è Í í Ĺ ĺ Ñ ñ Ö ö Ó ó Ť ť Ů ů, consist of the Latin letters A-Z a-z combined with diacritical characters, such as acute ´, breve ˘, cedilla ¸, circumflex (caret) ^, colon (dieresis) ¨, point ˙, double-acute ¨, grave accent ` , háček ˇ, macron ¯, ogonek (nasal hook, crooked hook) ˛, squiggle °, slash /, hyphen – or tilde ~.

Other characters of the alphabet are special letters (Ð ð, Æ æ, Æ æ, Œ œ, Œ œ) or ligatures (Æ æ, Œ œ, Œ œ). Language-specific abbreviations and punctuation marks are also used, e.g. for the endings of the ordinal numbers in Spanish (º and º) as well as upturned exclamation and interrogation marks (¡ and ¿).

The input methods described below apply only for Latin-based language families without limitations.

### Greek/Cyrillic language family

The input of texts using Greek or Cyrillic fonts is subject to some special features, which must be observed.  
Refer to Section 3.8.

## 3.2 Numerical input

Press and hold down the ALT key and enter zero followed by the three-digit decimal coding for the desired special character on the numerical keypad. Then release the ALT key.

Example (Turkish):

ALT+0222 results in Ş (S with cedilla).

To produce this character, you will only need the character map of the appropriate code page (see Section 1.2).

You will find overview tables for the code pages e.g. at Microsoft at:

<http://msdn.microsoft.com/library/default.asp?URL=/library/books/devintl/s2570.htm>

### 3.3 Input via the character map (Windows 95 only)

Windows NT 4 offers the Unicode character map. Here you can use this method only if you also switch the keyboard layout to the target language (see Section 3.7). This method is therefore described here only for Windows 95.

#### Selecting the character map

In the Start menu, select Programs → Accessories → Character Map to open the character map.

Under "Font", choose the same font as you have selected for the text file. Depending on the version of your Windows 95 operating system, you will see the language families listed as font type variants:

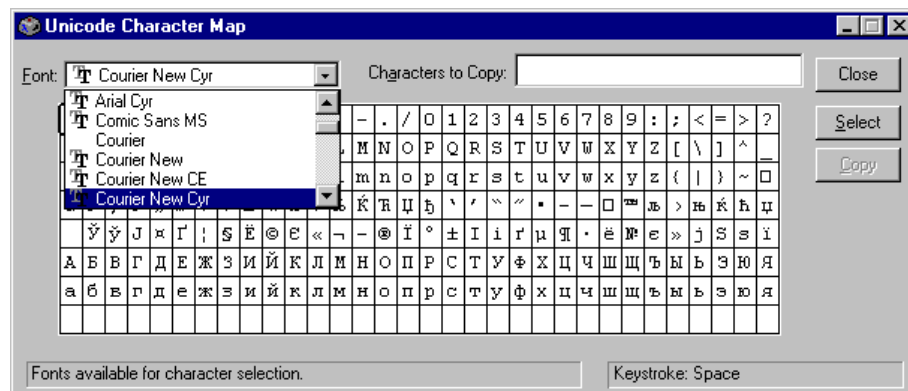


Figure 3-1

#### Language codes

The following codes are used for the language families:

Baltic	Baltic
Greek	Greek
Cyrillic	Cyr
Central European	CE
Turkish	Tur
Western	None

#### Precondition

In more recent versions of Windows 95 (4.00.950b, known as OSR2, OEM Service Release 2), all language families mentioned in Section 1.2 will appear here. If you are using the original version of Windows 95 (with or without Service Pack 1), you may not be offered these language versions. In this case, you cannot use this method.

## Entering characters

1. Choose the characters you wish to enter.
2. After each character, click on "Select".
3. Once you have selected all characters, click on "Copy".  
The characters will be copied to the clipboard.
4. Go back to WordPad and press Ctrl-V.  
The characters are pasted from the Clipboard into the text

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### Note

The characters are always inserted with font size 12.  
The font you selected in the "Character Map" program is assigned to the characters as a font setting when they are inserted into WordPad. If this font is not the same as the one you selected previously in WordPad, this will produce a font mix or even a font family mix in WordPad.

---

## 3.4 Compound input

With many compound special characters, it is possible to enter first the diacritical character and then the letter. The diacritical character will not appear at first and will then be combined with the letter to form a special character.

### Example

For example, press the ´ (acute) and "a" keys one after the other to obtain a copy of the character á (a-acute).

The keys with the diacritical characters, which are thus dealt with in a special way, are marked in the descriptions of the keyboard layouts with a special color.

### Keyboard layout

The table below shows some keyboard layouts for the diacritical characters supported:

Table 3-1

Keyboard assignments	Acute	Grave accent	Circumflex	Háček	Breve	Ogonek	Point	Colon	Cedilla	Double-acute	Squiggle	Tilde
	´	`	ˆ	ˇ	˘	˛	•	:	¸	¨	°	~
German	X	X	X									
French		X	X					X				X
Polish	X		X	X	X	X	X	X	X	X	X	



	Acute	Grave accent	Circumflex	Háček	Breve	Ogonek	Point	Colon	Cedilla	Double-acute	Squiggle	Tilde
Spanish	X	X	X					X				X
Czech	X		X	X	X	X	X	X	X	X	X	
Hungarian	X		X	X	X	X		X	X	X	X	
US International	X	X	X					X				X

Obtain a graphical representation of your keyboard layout to learn which key combinations produce the diacritical characters.

### Keyboard layout in pictorial format

Images of the keyboard layouts can be obtained from Microsoft via the Internet at the following address:

<http://www.microsoft.com/globaldev/keyboards/keyboards.asp>

If you press the space bar after the diacritical character, you will see the character itself.

---

#### Note

It may be advisable to switch the keyboard layout to "US International", which is essentially the same as the American keyboard but also contains 5 diacritical characters and provides many special characters.

---

## 3.5 Permanent changes to the keyboard layout (without quick switchover)

You can use the procedure described in this Section to change the keyboard layout for your whole user interface, i.e. also for Windows itself. This is the simplest method of changing the keyboard layout.

Under Windows 95, you can only use this variant. Under Windows NT 4, you can also set up the keyboard so that it can be switched over (see Section 3.6).

### Changing the keyboard layout

To change the keyboard layout (description of the dialogs here as in Windows 95), proceed as follows:

1. Keep the installation CD for your operating system to hand.
2. In the Start menu, select Settings → Control Panel.
3. On the "Control Panel", click on "Keyboard".
4. Select the "Language" tab (in NT 4: "Input Locales"). Here you will see the existing "Keyboard Language" (left-hand column; NT 4: "Input locales") and "Key Settings" (right-hand column) assignments.  
One entry is defined by default:

Your default language (the language of your operating system) with your default keyboard layout. This entry is selected and specified below as the default entry.

At least one entry exists (the default entry).

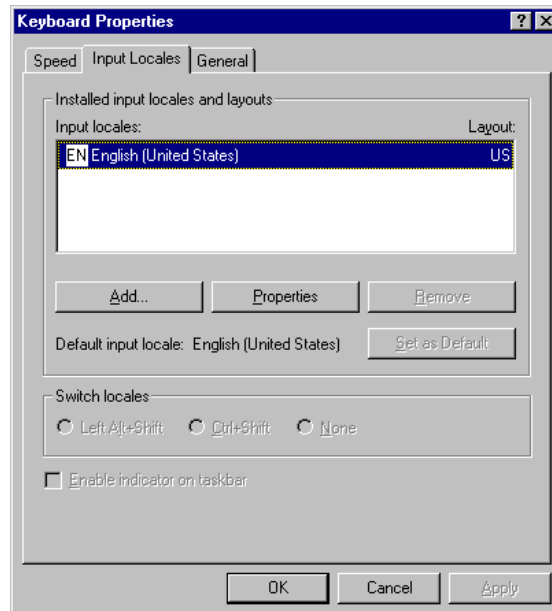


Figure 3-2

5. Make sure that the default entry is selected and click on "Properties". The "Language Properties" dialog box (NT 4: "Input Locale Properties") will appear.
6. Select a suitable keyboard layout for the target language and click on OK.

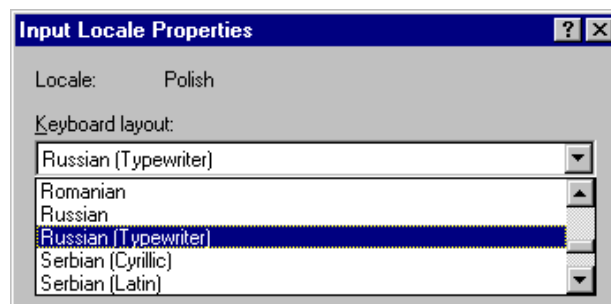


Figure 3-3

7. Click on "OK" to quit the dialog. Some keyboard drivers may now be loaded from the CD, meaning that you will have to restart Windows.

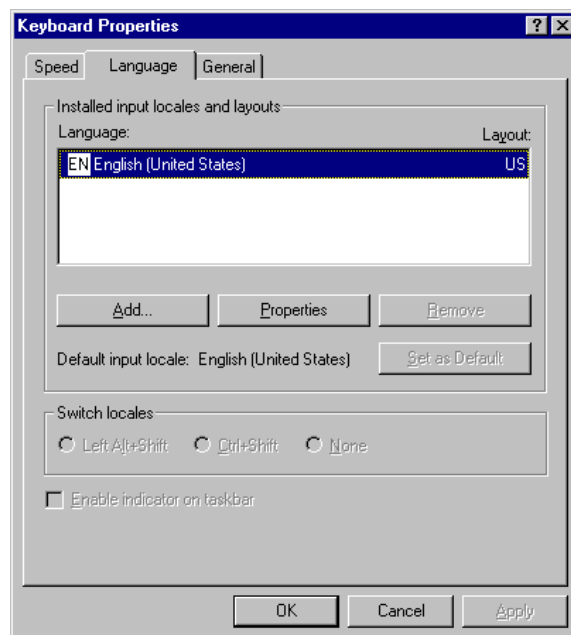


Figure 3-4

---

### Note

Important for Windows 95:  
Do not try to set up the target language as such using "Add".  
Some additional conditions still need to be met  
(see Section 3.6).

---

### Result

You will create text with a keyboard layout suitable for the target language. The text display has already been adapted by setting the font with the language family as described in detail above.

Your default language, e.g. German, will be used unchanged as a text language property managed internally by WordPad (i.e. WordPad will assume that your texts will be created in German). If you were to transfer text to Word using the copy and paste function, the German spell checker would be used.

If you were to set the target language as the keyboard language, although the language property would be correct, you would still have to take some additional issues into account (see Section 3.7).

---

### Note

- All menus will also use the switched keyboard layout. You will no longer find your key combinations with Alt and the appropriate letter key (e.g. Alt-D for the "File" menu) or Ctrl + letter key (e.g. Ctrl-V for "Paste") and could even inadvertently initiate a wrong command. You should therefore use the mouse or, in menus, the arrow keys.
  - Obtain a copy of the keyboard layout in pictorial format. For appropriate Internet addresses, see Section 3.4.
  - In order to work with the keyboard layout to which you are accustomed, i.e. to switch back to your original keyboard layout, you must repeat the procedure described, this time selecting your original keyboard layout.
  - Before you shut down your PC, you must switch back to your original keyboard layout. If your screen saver is password-protected, you may experience difficulties entering the password.
  - If you use a user ID under Windows 95, the function "Exit all applications and log in using another" may only work if you first have switched back to your original keyboard layout.
  - For the Windows log-in, the keyboard layout set for the default user is used. To log in as the default user, press the ESC key when the log-in dialog box appears.
- 

## Necessity to change the keyboard layout

When is a change in the keyboard layout necessary?

- If you have to enter a lot of text.
- If your translator is accustomed to a certain language-specific keyboard.
- If you are German and only need to make minor changes to existing files, you can use the German keyboard layout, as long as you do not need to enter a large number of special characters which are not available on the German keyboard.

You can enter these characters using the numerical keypad or character map.

## Example

In Hungarian, for example, you could enter these characters as follows:

ő Ő ú Ű numerical

ö Ö ü Ü directly

á Á é É í Í ó Ó ú Ú combined input

## 3.6 Variable changes to the keyboard layout (with quick switchover)

### Recommendation for Windows NT4

Recent experience has shown that we can recommend the variable keyboard layout only for Windows NT 4. Under Windows 95, this procedure does not function satisfactorily.

This procedure is only recommended if you have to switch the keyboard frequently.

#### Changing the keyboard layout (NT4 only):

1. Keep the installation CD for your operating system to hand.
2. In the Start menu, select Settings→Control Panel.
3. In the "Control Panel", click on "Keyboard".
4. Select the "Input Locales" tab.  
You will see here at least one assignment for "Input locales" (left-hand column) and "Layout" (right-hand column) already set up.  
One entry is defined by default: Your default language (the language of your operating system) and your default keyboard layout. This entry is selected and specified below as the default entry.

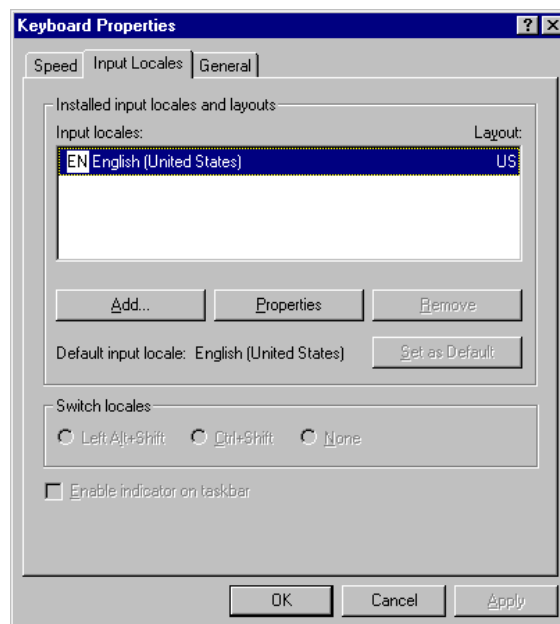


Figure 3-5

5. Click on "Add". The "Add Input Locale" dialog box will appear.

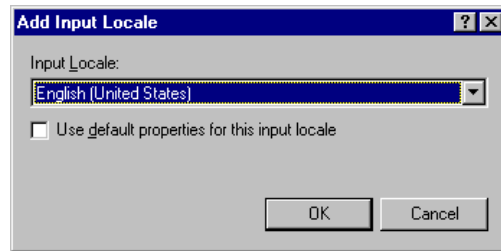


Figure 3-6

6. Select your default language, e.g. German. Do not select the target language for your text!

---

#### Note

Windows NT 4 will again offer the languages already set up here although Windows 95 will not.

---

7. Disable the "Use default properties for this input locale" field.
8. Click on "OK". The "Input Locale Properties" dialog box will appear.
9. Select a suitable keyboard layout for the target language and click on "OK". The layout already selected will not appear again here.

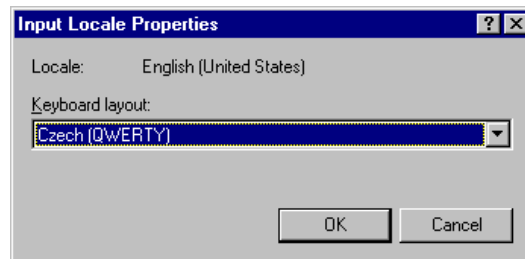


Figure 3-7

10. Use "Switch locales" to select how you wish to switch the keyboard layout. If you select "None", you can only switch using the mouse.
11. Check "Enable indicator on taskbar". This enables the option to switch over quickly using the mouse.
12. Click on "OK" to quit the dialog. Some keyboard drivers may now be loaded from the CD, meaning that you will have to restart Windows.

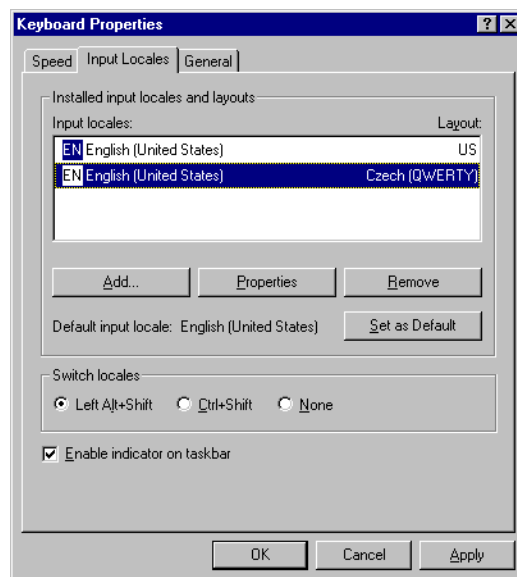


Figure 3-8

## Result

You will create text with a keyboard layout suitable for the target language (for the input of your texts in a foreign language) or with your previous default keyboard layout (for the remaining operation). You can switch between the two layouts as required.

The text display has already been adapted by setting the font with the language family as described in detail above.

Your default language, e.g. German, will be used unchanged as a text language property managed internally by WordPad (i.e. WordPad will continue to assume that your texts will be created in German). If you were to transfer text to Word using the copy and paste function, the German spell checker would be used.

If you were to set the target language as the keyboard language, although the language property would be correct, you would still have to take some additional issues into account (see Section 3.7).

Now, a small blue field with a two-letter language abbreviation should appear in the taskbar indicating the language you have set:

If you position the mouse pointer on this field (without clicking on it), the complete setting is displayed (language and keyboard layout).

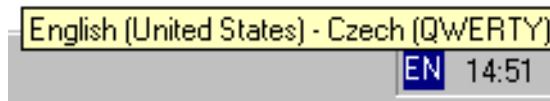


Figure 3-9

If you click with the left mouse button on this field, the languages you have set will be displayed in a small menu.

The current setting is marked by an arrow.

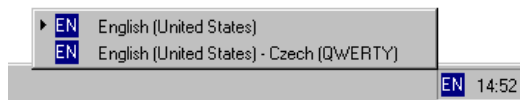


Figure 3-10

If you click with the right mouse button on this field, an abridged version of the "Keyboard Properties" dialog box can be accessed via the "Properties" menu option.



Figure 3-11

### Keyboard layout specific to input window

The Windows operating system will memorize the current keyboard layout for each input window.

- The keyboard layout is switched automatically if you switch to another window.
- A new window is always started with the default setting. After starting WordPad, you may have to reselect the keyboard layout.
- Open the window in which you want to enter texts before you select the keyboard settings for this window.

---

#### Additional information

- If you unhide a dialog in WordPad, e.g. Format→Font, the keyboard may automatically revert to the default layout.
-



- 
- If you do not want to switch back to the second keyboard layout so often, you can also declare the new, second combination with the special keyboard layout as the *default* in the "Keyboard Properties" dialog box:  
To do this, select the second entry and click on "Set as default".

Please note that the display text "Standard input locale: German (Germany)" does not change because only the language property, and not the keyboard layout, is displayed. Both settings have the same language property.

You can identify the current default setting as follows:

- Click "OK" to close the dialog.
- Open it again. The setting now selected is the default setting.

Please note that all new windows, the Start menu and the desktop will now also use the new keyboard layout. See also the warning notes with regard to screen savers in the previous section.

---

## Menu operation

All menus will also use the switched keyboard layout. You may no longer find certain key combinations with ALT and the letter key or Ctrl with a letter key or may even inadvertently initiate a wrong command. You should therefore use the mouse or, in menus, the arrow keys.

## Keyboard layout in pictorial format

Obtain a copy of the keyboard layout in pictorial format. For the appropriate Internet addresses, see Section 5.1.

## Checking the keyboard layout

Compare the keyboard layouts and note a key with two different assignments. If you are not sure, press this key when entering the text to test which layout is active.

Example: If the German keyboard layout is active, pressing key "1" (letter keypad) will produce a "1", and if the Czech keyboard layout is active, a "+".

## Switchover

Switching method via keyboard:

"Left Alt + SHIFT" and

"Ctrl + SHIFT"

## 3.7 Variable keyboard layout with the correct language assignment

The correct language assignment is described here only for the sake of completeness and for improved clarity; in most cases, however, the simpler variant (see Section 3.5/3.6) will suffice.

This section describes the steps to be taken to ensure that the *language property of the keyboard setting* (not to be confused with the keyboard layout itself) matches the target language.

### Recommendation for Windows NT4

The variable keyboard layout with the correct language assignment is currently only recommended for Windows NT 4.

### First set up the keyboard switchover feature, then start WordPad

Before you enter the text, you must decide whether or not you want to use this keyboard setting method. When starting WordPad, e.g. with the German language property, do not try to switch it subsequently to the Polish or Hungarian language property.

If you have already started WordPad, save the work you have done so far and quit the program. Make out the keyboard settings (see below) and restart WordPad.

### 3.7.1 Supplementary conditions for the variable keyboard layout

Although you need to enter certain sections of the text with the German keyboard layout and edit these later with the German keyboard layout, other sections of the text need to be created and edited with the keyboard layout of the target language.

#### Examples

This can be necessary in the following cases:

- With Greek and Cyrillic texts, the Latin letters and other ASCII characters are missing in the appropriate keyboard layouts.
- With some keyboard layouts, e.g. Czech, the digits cannot be accessed on the standard keyboard level.
- The arrangement of the Latin letters deviates substantially from the arrangement to which you are accustomed to (e.g. Turkish-F keyboard layout).
- As a German native speaker, you wish to prepare part of the text and have only a second part created by your translator.

### 3.7.2 Concept of the keyboard language property

For the keyboard, Windows manages pairs consisting of language ("Input Locale") and keyboard layout.

The *keyboard language* selected determines which *language property* is assigned to the characters entered.

The associated *keyboard layout* determines which key produces which character. Several of these settings can be set up between which it is possible to switch. One setting is defined as the default setting.

The keyboard driver assigns a *language property* to the key characters entered.

This defines that this *piece of text has been created in this language*.

The simpler keyboard switchover variant described in the previous sections leaves this language property of the key characters in the original status, i.e. in the default language of the operating system (German). It is also possible to assign e.g. the property *German* to a Polish "Ł".

### Keyboard setting under Windows NT 4

Under Windows NT 4, several *keyboard settings* can possess the same *language property*, although different *keyboard layouts* must be assigned (An example appears in the previous section.) This is not possible under Windows 95.

The procedure normally intended by Microsoft assumes two or more *keyboard settings* with different language properties, each with a *keyboard layout* matching the appropriate language:

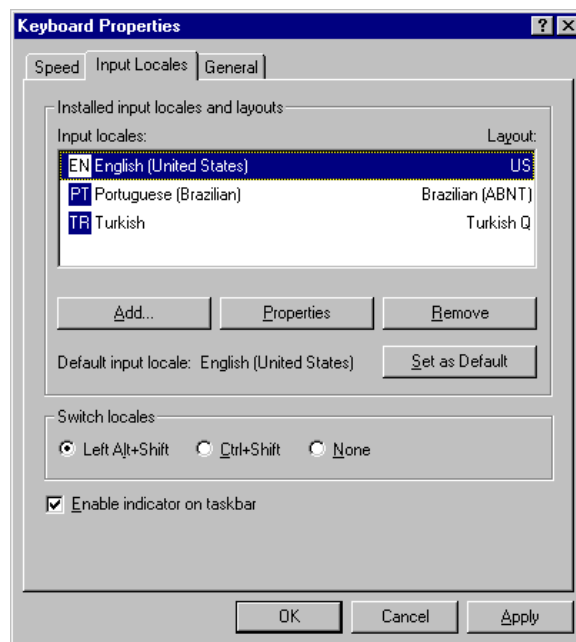


Figure 3-12

### 3.7.3 Managing the language property in word processing programs

This language property transmitted by the keyboard is evaluated, in particular, by word processing programs such as Word (Word 97 and higher), etc. and - like other text properties - supported separately for each character. Examples of such text properties with which you will be familiar include font name, font size, font style, font language family, underlining and many more. The *language* text property is not so obvious.

In particular, Microsoft Word and Outlook use this property to carry out the spell check for the appropriate language. WordPad also supports this language property, although simple text editors such as NotePad do not.

#### Changing language properties

Whereas in Word you can change this language property subsequently ("Tools"→"Language" menu), in WordPad, it remains to a large degree hidden and cannot be changed. Even changing the language family when setting the font (see Section: 2.4) will not change this property!

If, in Word, Outlook or WordPad, for example, you position the cursor in the center of a **bold** word, all characters entered subsequently will also be inserted in **bold**.

The language property of the text is treated in the same way: If several different languages are set up, Word, Outlook and even WordPad will switch the keyboard automatically when the cursor moves, so that the keyboard language matches the language property of the cursor position.

However, this property can generate significant confusion if parts of the text are assigned an incorrect language property by mistake. You must therefore exercise caution when using the language switchover feature.

### 3.7.4 Language property for text files in WordPad

Word and WordPad are designed not only to support the language property of the individual characters but also to save them (in Word format) and make them available the next time the file is opened.

If you edit texts with WordPad (as described in detail above) but save them as a text file, the language property will be lost when saving, as will all the other text properties.

#### Language property is reinitialized

When reopening the file, WordPad will reinitialize the language property of the whole text:

1. The *entire text* is assigned the language of the default keyboard setting as the language property. This will come into effect if you position the cursor in the existing text.

2. At the end of each file, there is a line feed (or end of paragraph), which can be selected, but not deleted. If you use WordPad to create a new file (see Section 2.2), this file will also contain this undeletable line feed. To view this line feed, select the entire empty document (see Section 2.2). This line feed is also assigned the language of the default keyboard setting as the language property. This will come into effect if you position the cursor at the end of the document.

This produces in the following screen form:

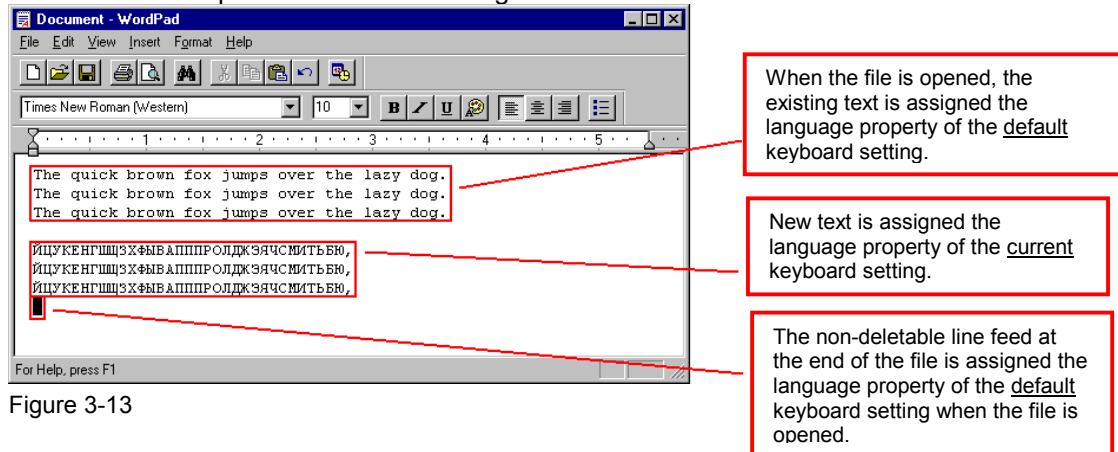


Figure 3-13



### Important

Language properties assigned in this way cannot be changed in WordPad.

## Example

Carry out the following example to understand the effects:

1. Set up two keyboard settings (Windows NT 4):

Table 3-2

Taskbar	Language	Keyboard assignments
DE	German (Germany)	German (Germany)
CS	Czech	Czech

2. Set (or keep) German as the default setting.
3. Disable the "Auto hide" property in the taskbar property window and enable the "Always on top" property. The taskbar will thus always remain visible and you can check the language setting. (Click with the right mouse button on a free space in the taskbar and then on "Properties" to adjust the taskbar properties.)
4. Open WordPad with an empty file.
5. Format the empty file with "Courier New (Central European)", as described in Chapter 2, by selecting the undeletable line feed, and then the font type. Now watch the taskbar. You will see that the keyboard has automatically been switched to Czech.
6. Once you cancel the selection again or enter a character, the keyboard will revert to German. Formatting with the font and the font language family did not change the language property of the *undeletable line feed*. This line feed has "inherited" the language property German from the default setting of the keyboard.
7. Switch the keyboard, e.g. to Czech, as described in the previous section (either click with the mouse on the icon in the taskbar or use the key combination "Left Alt + SHIFT" or "Ctrl + SHIFT").
8. Enter some Czech text.

On a German keyboard, use the numerical keys 2345 for example to enter the Czech haček characters ěščř. Then press ENTER. The text will now appear as shown below.

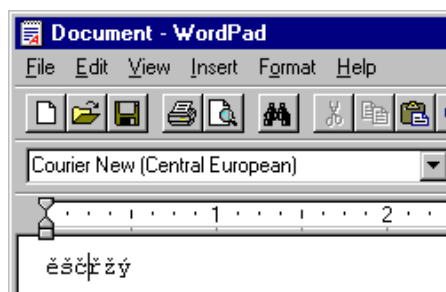


Figure 3-14

9. Press the ArrowUp key ↑ and enter a few more Czech characters in the first line. Press the ArrowDown key ↓ and watch the taskbar. The keyboard has switched to German again. Explanation: Until now, the second line contained only the undeletable last line feed, which still possesses the language property *German*. Even the font has switched to "Courier New (Western)".
10. Position the cursor at the end of the first line. The keyboard will revert, e.g. to Czech, because the first line has been entered with the language property Czech. Press ENTER again and type a few Czech characters. You can now enter Czech text without undue problems.
11. As soon as you position the cursor at the end of the file again, the setting will revert to German!

Example: You want to type the word "Haček". Only at the third letter, the "č", do you realize that the keyboard has been switched to German, because a "4" appears. Delete the "4", switch the keyboard back to Czech and continue typing.

A small section in the center of the text, i.e. the first two letters "Ha" of this word, now have the language property *German*. Whenever you position the cursor there, the keyboard will revert to German.

12. Save this file as a text file (see Section 2.6) and quit WordPad. Then restart WordPad and open this file. The Czech characters will now appear incorrectly.
13. Format the whole text with "Courier New (Central European)", as described in Section 2.3. The Czech characters will appear correctly again. The keyboard is switched to Czech.
14. Position the cursor at any point in the text (the keyboard will switch to German), switch the keyboard explicitly to Czech and enter the Czech text.
15. However, as soon as you position the cursor at another point in the previous text (with the mouse or arrow keys), the keyboard will revert to German. Result: Although the Czech characters are displayed correctly, the old text possesses the language property German.
16. Worse still, whenever the keyboard switches to German due to the position of the cursor, the font "Courier New (Western)" will appear in the format bar even though the characters to the left and right of the cursor have been formatted with "Courier New (Central European)". Only when the cursor moves again (e.g. RightArrow key →) will the correct font reappear.

## Result

A mixture of smaller sections with different language properties and font type family properties may be produced.

## Remedy in NT4

In Windows 95 only possible subject to restrictions (see Subsection 3.7.6)

1. Set up two keyboard settings - one with German and one with your target language:

Table 3-3

Taskbar	Language	Keyboard assignments
DE	German (Germany)	German (Germany)
CS	Czech	Czech

2. Leave the "Keyboard Properties" dialog box open for now.
3. Select the line that contains your target language (e.g. Czech) and click on "Set as default". Then click "OK" to quit the dialog box.
4. Disable the "Auto hide" property in the taskbar property window and enable the "Always on top" property. The taskbar will thus always remain visible and you can check the language setting. (Click with the right mouse button on a free space in the taskbar and then on "Properties" to adjust the taskbar properties.)

If you start WordPad, the undeletable line feed at the end of the file will be assigned the language property Czech (or of your target language).

If you open an existing text file with WordPad, the existing text will also be assigned the language property of your target language.

If you do not switch the keyboard explicitly to German, the keyboard setting will remain unchanged in your foreign language.

## 3.7.5 Text with several language properties

### Table with two language properties

To create a multi-column text in which, e.g. the first column possesses the German language property and the second column, e.g. Russian, proceed as follows:

- Switch to the German keyboard and enter the first column of the first line. Then switch to the Russian keyboard and enter the second column:
- [Text 103][Mode 28] "йцукенгшщзхъфывапролджэячсмить"
- Select the whole line, copy it to the clipboard by using Ctrl-C and paste it several times by pressing Ctrl-V. You will obtain two columns; the left one is German, and the right one Russian, and this is not only the font language family, but also the language property so that the keyboard is switched automatically when the two text columns are edited:



Table 3-4

[Text 103][Mode 28]	"йцукентгшщзхъфывапроджэячсмить "
[Text 103][Mode 28]	"йцукентгшщзхъфывапроджэячсмить "
[Text 103][Mode 28]	"йцукентгшщзхъфывапроджэячсмить "
[Text 103][Mode 28]	"йцукентгшщзхъфывапроджэячсмить "
[Text 103][Mode 28]	"йцукентгшщзхъфывапроджэячсмить "
[Text 103][Mode 28]	"йцукентгшщзхъфывапроджэячсмить "

German

Russian

### Saving language properties

If you want to save the file, keeping the language property, then continue editing it subsequently with its language properties, save the file in WordPad first in the "Word for Windows 6.0" format.

Only after complete editing, select "Save As ..." and then "Text file" as the file type.

---

#### Note

Make sure that you do not inadvertently use characters, which are not contained in the code page of your target language, e.g. the superscript digits <sup>1 2 3</sup> and the fractions  $\frac{1}{4}$   $\frac{1}{2}$   $\frac{3}{4}$  are not contained in code pages 1250 (Central European) and 1251 (Cyrillic)!

If the whole text is formatted with the same font language family, you are still in compliance with the code page.

---

### 3.7.6 Restrictions in Windows 95

Set up the keyboard layout of your target language and set this language as the default setting, as described above. If you click on "Accept" or "OK", the following message may appear with some languages:



Figure 3-15

The acceptance as the default language may not take effect. Restart Windows. The new default setting will then be effective.

If you have the original version of Windows 95 or the original version with Service Pack 1, then the definition of the target language as the default keyboard setting may only take effect on the undeletable line feed at the end of the file and not on the language property of existing text when opening a text file.

This restriction does not apply to version Windows 95 OSR2 ("OEM Service Release 2").

### 3.8 Special considerations when working with Greek and Cyrillic texts

---

#### Note

If you are creating texts in Greek or Cyrillic fonts for the first time, you **MUST** read this section!

---

In terms of language, the Greek and Cyrillic alphabets are considered as separate and independent alphabets, and not as an extension of the Latin alphabet.

This means that Greek and Cyrillic letters, which in their appearance are identical to Latin letters, are not the same characters and may therefore also not be coded identically.

This is also evidenced to some extent by the fact that despite uppercase letters looking identical, the corresponding lowercase letters look different.

Table 3-5 Examples

Font	Characters	Meaning
Latin	P, p	Latin letter P
Greek	P, ρ	Greek letter RHO
Cyrillic	P, p	Cyrillic letter ER
Latin	H, h	Latin letter H
Greek	H, η	Greek letter ETA
Cyrillic	H, H	Cyrillic letter EN

#### Example

The effects of incorrect coding can be fatal:  
Suppose you write the Russian word for "NO" ("HET") using Latin letters instead of "HET" using Cyrillic letters. Initially, you will not notice a difference. However, if you use the "Ignore uppercase/lowercase letters" search option when searching for "HET" in lowercase letters, you will not find the incorrectly coded spelling.

#### Keyboard layout for Greek/Cyrillic font

For this reason, the keyboard layouts for the Greek and Cyrillic fonts have been designed so that the Latin letters are not available at all, not even via AltGr key combinations. These keyboard layouts normally only have two levels (standard and SHIFT).

## Keyboard layout for the Russian font

In the Russian keyboard layout, some ASCII special characters, such as # \$ [ ] { } ' ` | ~ &, are also missing.

With these languages, you will therefore not normally be able to manage without the variable change of the keyboard layout with the possibility of switching over, as described in Sections 3.6 and 3.7.



---

### Important

Switch the keyboard to Latin only if absolutely necessary! When doing so, do not switch over for individual letters, only for complete words and sentences. Under no circumstances may words with different coding be used!

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---

### Note

Find out whether and to what extent certain German, English or international abbreviations (e.g. DIN/ISO) may or must be written using Latin fonts or whether a conversion (ДИН/ИСО) should be preferred according to the conventions of the country in question.

The key assignment for combinations such as Ctrl-C, Ctrl-V, Ctrl-Z, Alt-A etc. normally depends on the U.S. American keyboard layout.

---





# 4

## 4 Problems and Remedies

4.1 Problems and remedies .....	TX1/4-46
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## 4.1 Problems and remedies

### Keyboard layout switches unintentionally

Problem:

You have set your keyboard to the target language and have already entered some texts. However, when you want to change something at another point in the text, the German **keyboard layout** appears to be **active** again.

Remedy:

You have set up at least two keyboard settings with different language properties. In Windows 95, set up only one keyboard setting (see Section 3.5) or, in Windows NT 4, use the same language property for all keyboard settings. Then save your file and restart WordPad.

### Version of Windows 95

Problem:

Identifying the version of **Windows 95**

Remedy:

Open Settings→Control Panel→System. You will find the system version on the "General" page. The following version numbers are displayed here:

4.00.950 Windows 95, original version

4.00.950a Windows 95, original version, with "Service Pack 1 for Windows 95"

4.00.950b Windows 95, OEM Service Release 2

The latter version is only available as a full version, not as an update.

### Microsoft Word 6.0 or Word 97

Problem:

Using **Microsoft Word** instead of **WordPad**

Remedy:

When creating texts in Word, observe the following:

- If you already have an existing text file and you want to use Word 6.0, open the file in Word 6.0 and format the text as described in Section 2.3.
- If you already have an existing text file and you want to use Word 97, then open and format the file in WordPad, as described in Section 2.3, then save the file as a "Word for Windows 6.0" file. Open this file in Word 97.
- Enter your text in Word, as described. The information about different input methods in Chapter 3 also applies here.
- Save your text as a Word document (\*.doc). When doing so, the text properties, such as font type and language property, will not be lost.
- When reopening the file, you need not set the font again.
- Disable the automatic conversion of straight quotes (") to smart quotes (") along with any other automatic formatting settings, to avoid incorrect special characters.

- If required, you can change the language property of parts of the text using "Tools"→"Change Language".
- Not all Word versions switch the keyboard based on the language property. In such cases, you can ignore the language property.
- In Word 6.0, you will be offered the font family with language family, as described in Section 3.2.
- In Word 97, you cannot set the font language family! A character displayed incorrectly is coded incorrectly. Enter the character again or check the steps you have completed so far.

Finally, convert your file to a text file, as described in below. If you will need to edit the text later again in Word, create a copy of your Word document.

### Converting a Microsoft Word document into a text file

Problem:

Converting a **Microsoft Word document** into a **text file**.

Remedy:

You have created a Word document in your target language and now want to convert it into a text file.

If you are using Word 6.0, you can use either Word or WordPad to open the Word file and save it as a text file.

- If you are using Word 97 or a later version, first save the file in Word as a "Word 6.0/95" document then carry out the conversion with WordPad.
- Alternatively, you can also use "Copy" and "Paste" to accept the text into WordPad. Word97 files internally use Unicode.

You should always finish by checking the result (open and format the text file with WordPad as described in Section 2.3). When doing so, take into account the special characters and compare with the Word document. If individual special characters do not appear correctly, you may have used characters that do not appear in the code page of the target language.

### Hungarian keyboard layout

Problem:

In the Hungarian keyboard layout, the key combination AltGr+8 is marked in color as a diacritical character. However, a dot will appear in the middle (character 183 "Middle dot").

Remedy:

This is obviously an error in the documentation or in the keyboard driver. In the Polish or Czech keyboard layout, this key combination will correctly produce the diacritical character "Dot above letter", e.g. for é and ź.

## WordPad 5.0

Problem:

**WordPad 5.0** does not work.

Remedy:

Like Word 97, WordPad 5.0 uses Unicode. Here you cannot use the font language property to set the code page with which the characters are to be displayed, since the code pages are no longer used.

A code page character can be interpreted with different code pages and thus also be displayed differently. A Unicode character has exactly one defined interpretation, which cannot be changed.

## Windows 98 or Windows Millennium Edition

Problem:

Functionality of the procedure described for **Windows 98** or **Windows Millennium Edition**

Remedy:

Windows 98 and higher features WordPad 5.0, which cannot be used as described. If necessary, check the version of WordPad by searching for the Wordpad.exe in the Explorer and unhiding the "Properties" dialog box.

WordPad will be located in one of the following directories:

C:\Program Files\Accessories\Wordpad.exe or

C:\Program Files\Windows NT\Accessories\Wordpad.exe

## No Central European or Cyrillic language family

Problem:

No font types with "Central European", etc. are appearing in the font list in WordPad.

Remedy:

Check whether the **language pack is installed**, as described in Chapter 1.

## No Baltic or Turkish fonts

Problem:

Font types with "Central European", "Cyrillic" and "Greek" are appearing in the font list in WordPad, but not "**Baltic**" and "**Turkish**".

Remedy:

Your version of Windows 95 is probably too old. Use Windows 95 OSR2 (OEM Service Release 2).



### Language family list box grayed out

**Problem:**

The "Font" list box for selecting the language family in the Font dialog box is **grayed out** so that **no language family can be selected**.

**Remedy:**

You have selected a section of text to which different language family properties are still assigned. Use the font list box in the format bar. You may have to unhide the format bar first. Use the menu command "View→Format Bar" to hide or unhide the format bar.

### Log-in no longer possible

**Problem:**

If you are using the function "Start→Exit→Exit all applications and log-in using another name" under Windows 95, you can **no longer log in**.

**Remedy:**

If you are using a keyboard layout other than that of the default user, then (Windows 95!) the "Start → Exit→ Exit all applications and log in using another name" process will remove the current keyboard layout from the memory without loading the keyboard layout for the default user. The log-in screen form will then no longer function.

To avoid this, proceed as follows:

Before you log out, either reset the keyboard settings to the original keyboard layout or restart Windows.

If the log-in screen form is already blocked, proceed as follows:

Press Ctrl-Alt-Del and choose "Shut down"

or press ESC (to log in as the default user) and then choose "Start→Exit→Restart Windows".

### Creating text files in Chinese, Japanese or Korean

**Problem:**

Creating text files in **Chinese, Japanese or Korean**

**Remedy:**

To enter these languages, in particular, an Input Method Editor (IME) is required. This is a tool for composing the ideographs, which are contained in the language-specific variants of Windows, on a European keyboard.

You will therefore need:

A translator who is a native speaker of your target language

A Windows operating system in the target language

In addition, observe the following:

Please distinguish carefully between Chinese (Simplified) and Chinese (Traditional). The former is used in the PR of China, whereas the latter is used in Taiwan. These two variants are coded differently and therefore have to be treated differently. You should therefore also make sure that this is clearly specified in your translation order.

Make sure that your texts are created as a text file. It is also common to use the following terms for the codes used:

Language	Code page	Designation
Chinese (Simplified)	936	GB2312
Chinese (Traditional)	950	Big 5
Japanese	932	Shift-JIS
Korean	949	Hangul, Wansung, KSC 5601

### Converting CJK text files in Word format into a text file

#### Problem:

You have already received texts in Chinese, Japanese or Korean from your translator. Unfortunately, these texts are stored in Word format. You want to **create a text file** from them.

#### Remedy:

You will need the language pack for the appropriate language for your operating system.

Microsoft only allows you to download this type of language pack in conjunction with an Input Method Editor (IME). Appropriate notes and download options can be found, e.g. at:

<http://www.microsoft.com/windows/ie/features/ime.asp>

Please note that the IME is offered for each language both with and without the language pack. You will need, in particular, the language pack.

IME can only be used directly (i.e. direct input of Asian characters) on European Windows systems with the Microsoft software of the latest generation, e.g. in input fields of the Internet Explorer 5, as well as with Word 2000. The IME is therefore offered primarily for the Internet Explorer.

Once you have installed the appropriate language pack, you should be able to display the Word file correctly.

Format the text using a suitable font. The following fonts are contained in each language pack:

Language	Font
Chinese (Simplified)	MS Hei or MS Song
Chinese (Traditional)	MingLiU
Japanese	MS Mincho or MS Gothic
Korean	Gulim

Please note that on an Asian Windows operating system, the names of these font types may also be written in this font so that illegible characters may initially appear in the font list box.

Once you have assigned the right font type to the whole text, the characters should be displayed correctly. If necessary, request a fax copy of the text for comparison. First save this version of the Word file once more with another name.

Now you can convert the text to a text file, as described in this section under "Converting a Microsoft Word document into a text file". If the original text was created using Word 97 or a later version, an intermediate step is required via the "Word 6.0" format, as described above.



# 5

## 5 References

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## 5.1 References for text creation

For more information about text creation, please refer to:

Publication: *Developing International Software, Second Edition*  
Microsoft Press, October 2002, ISBN 0-7356-1583-7  
<http://www.microsoft.com/MSPress/books/authors/auth5717.asp>

Online version:

[http://www.microsoft.com/globaldev/getwr/dis\\_v2/default.msp](http://www.microsoft.com/globaldev/getwr/dis_v2/default.msp)

1st edition (*Developing International Software for Windows 95 and Windows NT*)

Overview tables of the Microsoft code pages

<http://www.microsoft.com/globaldev/reference/WinCP.msp>

Pictures of Microsoft keyboard layouts can be found at the following address:

<http://www.microsoft.com/globaldev/reference/keyboards.aspx>

Print-friendly version:

[http://www.microsoft.com/globaldev/dis\\_v1/disv1.asp?DID=dis45d&File=S25B8.asp](http://www.microsoft.com/globaldev/dis_v1/disv1.asp?DID=dis45d&File=S25B8.asp)

Microsoft Global Software Development

Detailed descriptions of various aspects of international software

<http://www.microsoft.com/globaldev>

Unicode

Tables, definitions, standards and tools

<http://www.unicode.org>



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