Arabic Keyboarding

**Install Arabic Keyboard:**
*(Windows XP only)*
1. Start
2. Settings
3. Control Panel
4. Date, Time, and Regional Options
5. Regional and Language Options
6. Languages *(select tab)*
7. Details
8. Add...
9. Input Languages *(select from drop-down menu)*
   - Arabic (Egypt)
10. Ok
11. Apply
12. Ok
13. Apply
14. Ok

**On-Screen Keyboard:**
1. Start
2. Programs
3. Accessories
4. On-screen Keyboard
5. EN *(Task Bar bottom of screen)* *(select Arabic from pop-up menu)*
6. Click on your Microsoft Word page
7. Select ‘Align Right’
8. Select larger font size *(if desired)*
9. Drag mouse onto On-screen Keyboard to view Arabic font key designation
10. Click On-Screen Keys or use normal keyboard to enter characters

*See reverse for Arabic keyboard*