Unitype

Global Office™

Tips to Get You Started

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Installing Global Office

We advise that you close all Windows applications prior to running the Global Office installation.

If you currently have Gamma UniType installed on your system, you will need to remove it before installing Global Office. For information on removing Gamma UniType, please see *ungamma.txt* or *ungamma.htm* on your CD.

To begin Global Office installation, insert the CD into your computer CD-ROM drive. The Setup program should start automatically. *(On Windows 7 or Vista select **Allow** or **Continue** if you receive a User Account Control message.)*

If Setup does not start automatically, follow these steps:

1. Click the **Start** button.
2. Choose the **Run** option.
3. Type **d:\setup** in the **Open** box, and click **OK**. (Note: "d" represents the CD-ROM drive letter, if your computer uses a different letter, replace "d" with that letter.)
4. Continue to follow the prompts.

Once Setup has started, the first step is to choose the user interface language for both the installation procedure and for the Global Office program. It is possible to install Global Office to use an English, French, German or Japanese user interface. Make a language choice by clicking on the drop-down list and selecting a language name, then click **OK**.
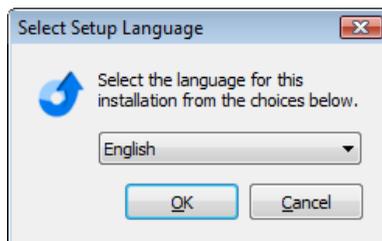

> **Note**: *Setup will automatically install phonetic keyboard layouts for some languages. The phonetic layouts installed correspond to standard keyboards of US/UK, France, Germany or Japan which is determined by your language version of Windows. Please see the Unitype ReadMe file if you would like to override the default selection for your system.*
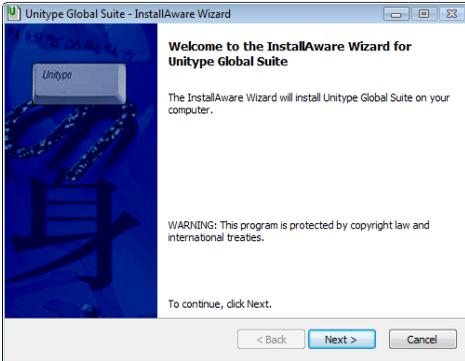
After selecting the user interface language the **Welcome** dialog box (and all other dialog boxes) will appear in the language selected.

After the Welcome dialog box, you must accept the **License Agreement** in order to install Global Office. To accept the agreement checkmark the statement and select **Next** to continue.
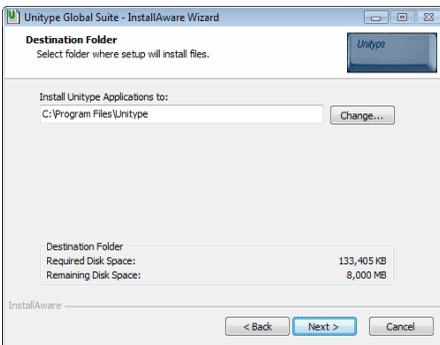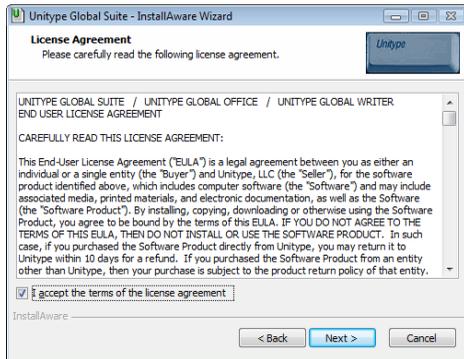
The next step is to specify the program installation directory. In the **Destination Folder** dialog click **Next** to accept the default location, or click **Change** to choose a custom location.
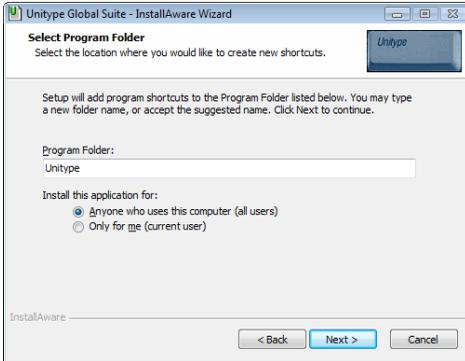
In the **Select Program Folder** specify the folder name for the Start menu program icons. Accept the default name Unitype, or type a different name in the edit window.

The next two steps involve choosing the specific Global Office languages that you want to install.

1. Select a setup type in the **Setup Type** dialog box. There are three options:

   • **All languages** will select all Global Office languages to be installed. This is convenient for installing all or most languages.

   • **One language per script** will automatically select one language per script which will install all script support while minimizing installation overhead.

   • **Custom** will allow you to manually select individual languages from a blank install sheet. If you only need to install a few languages, choose this setup type.

   Click **Next** once you've chosen a Setup Type.

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2. In the next dialog box confirm the languages selected to be installed, or make changes. All language names that have a checkmark will be installed. Click on checkboxes to add or remove checkmarks. Scroll down to see the complete list of languages. If, for any reason, you would like to clear your choices and restart the language selection process, click the **Back** button.
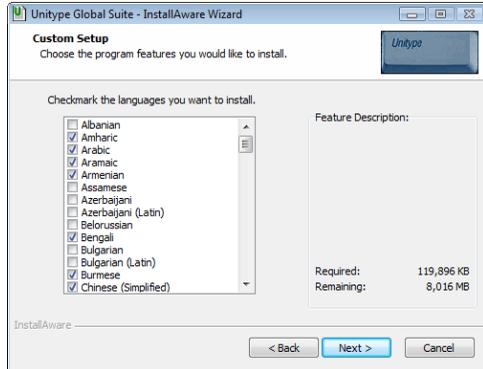
Note: *English will be automatically installed regardless of language selection; however, to include the English spell check dictionary, English must be selected.*

Click **Next** once you are done selecting languages to install.

Click **Next** one more time in the next dialog box to begin the installation. The installation may take several minutes. Once complete you will be prompted to reboot your system. Reboot to insure all components are properly installed.

A Global Office Mini-Tutorial

Launch Global Office from the Start menu by clicking the Global Office icon in the Unitype program group. (Note: The program group name may be different, depending upon your initial Setup choice).

After the software is launched, the Unitype Global Office icon (called the Unitype Button) will appear on the right side of the Windows Taskbar as illustrated below. The **Unitype Button** graphically represents a loaded and active Global Office application.

If you left mouse-click on the Unitype Button you will see the Global Office main menu (shown below).

Tip This menu may also be triggered by typing **Shift+Alt+** (The "less-than" key is for English Windows. German Windows = " **;** " and French Windows = " **.** ".)

Notice that the top menu item says **Stop**. Clicking this option will deactivate Global Office. (You may desire to do this, for example, to temporarily type in different applications or documents without the support of Global Office). When Global Office is deactivated, the Unitype Button will be overlaid with a red "do not" symbol -

If you go back to the menu, you will notice that **Stop** has been replaced with **Go**. Choosing **Go** from the menu will activate Global Office.(Note: Global Office may also be activated/deactivated by typing the **Ctrl+Alt+Enter** [AltGr+Enter] key combination.)

Once the Unitype Button main menu is displayed, choose the **Languages** sub-menu.

	Stop	Ctrl+Alt+Enter
	Previous Language	Ctrl+Alt+Backspace
Languages	▶
	Keyboard	▶
	Font	▶
	Hide Keyboard	
	Show Character Map	
	Show Unicode Value	
	Insert Unicode...	
	Script Manager...	
	Preferences...	
	Global Office Help	
	About Global Office...	
	Exit	

Languages sub-menu:
Amharic
✓ Arabic
English
French
Greek
Greek (Traditional)
Hindi
Japanese
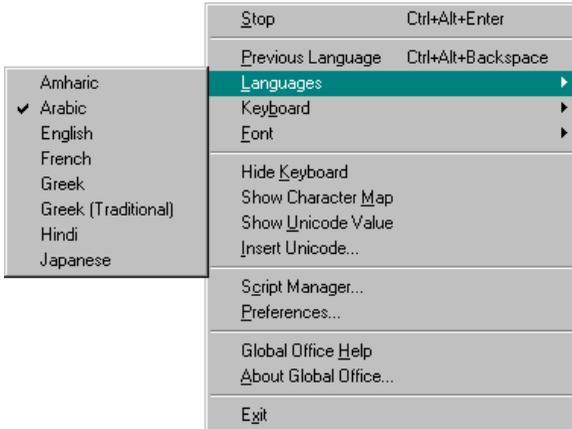
Note that the languages listed in the above illustration may not match those installed on your system.

Following are the steps you should use to type non-English text into an MS Word document:
1. Make sure that MS Word is running and a document is open.
2. Be certain that Global Office is currently active -, 🔲 and then select the desired language from the Unitype Button **Languages** menu.
3. Click inside the current Word document at the desired location and start typing.
   Note: For some languages text will first appear in the Global Office Edit Buffer and transfer to the target window once the Spacebar or Enter key is hit. See below for more information.
4. Notice how the font automatically switches to the appropriate type-face as soon as text is input.

   Each language is compatible with a unique set of fonts that are selectable from the Unitype Button **Font** menu. The only fonts displayed on the **Font** menu are those compatible with the active

language. Using a font not found on the Font Menu will most likely result in an incorrect output. Therefore, it is recommended that you use the Unitype Button **Font** menu to make any font changes while using Global Office.

Depending upon the language you chose in step #2, keystrokes will either input text directly into the document or first activate the **Edit Buffer** (shown below). If the Edit Buffer is activated, all contained text can be transferred to the document cursor point by pressing either the **Spacebar** or **Enter** key, depending on the typing mode. See below for further details on typing modes.

Unitype Global Office - Arabic

ستا نئی

Now try typing in other MS Office applications (Excel, PowerPoint, Outlook). You may notice some differences in how language characters are entered in different MS Office applications. For example, in MS Excel, Cyrillic (Russian, Croatian, etc.) or Latin based (French, German, etc.) language text is entered into cells a phrase at a time, whereas, in MS Word, these same languages are entered character-by-character.

There are 3 different typing modes used by Global Office: Character, Word, and Phrase. The software automatically defines the typing mode used with each language.
1. **Character mode**: Text is entered directly into the document and only opens the Global Office Edit Buffer when accents or diacritics are typed. This occurs with relatively "simple" languages. In Character mode, accent marks and diacritical marks must be typed before their base character. For example, in Spanish, to type an accented "e" you must first type the accent, then the letter "e". Character mode" languages include those of Latin, Cyrillic, Greek, and other simple scripts.
2. **Word mode**: Text appears in the Global Office Edit Buffer one word at a time. Hitting the **Spacebar** or **Enter** key triggers the output of the text.   Word mode is used with complex languages such as Indian and SE Asian. In Word mode, accent marks, diacritics, and other overstrikes are typed after their base character. Examples of Word mode languages include Hindi, Thai, and Tibetan.
3. **Phrase mode**: Text appears in the Global Office Edit Buffer and is not output until you hit the **Enter** key. This type of output occurs with right-to-left languages. Please see the later section "For

Right-To-Left Language Users" and Global Office Help for important details about right-to-left language behavior. Examples of Phrase mode languages include Arabic and Hebrew.

You may find it helpful to use the **Virtual Keyboard** window (displayed below) to determine the location of desired characters. If the Virtual Keyboard is not currently displayed, you can activate it by choosing **Show Keyboard** from the left mouse-click **Unitype Button** menu.

Notice that the keyboard display changes when you hold down the **Shift** key. In addition to the **Normal** and **Shift** levels there are two other keyboard levels that may contain additional characters, depending on the keyboard in use. These are the **Ctrl+Alt** (AltGr) and **Shift+Ctrl+Alt** (Shift+AltGr) levels. Try them.

You can customize the keyboard by left-clicking the keyboard icon at the top left of the **Virtual Keyboard** title band (shown on next page). Use this menu if you would like to select a different keyboard layout. In English, for example, keyboard options include, U.S. Windows, British, Canadian, Dvorak, International, and Irish layouts. For some languages, like Chinese, Japanese, and Korean, this menu is also used to select and activate various input methods.

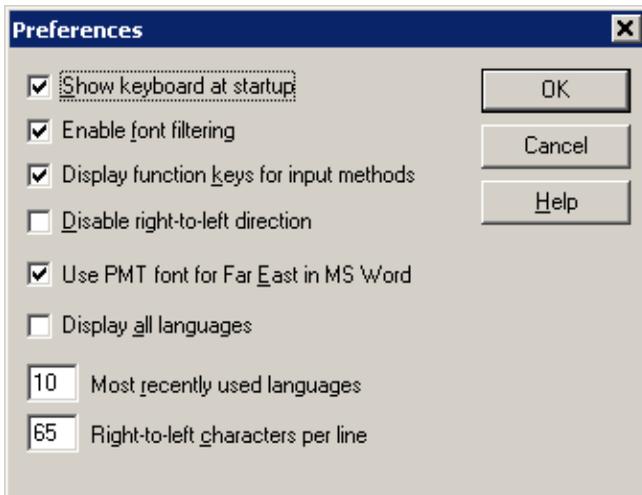Now try selecting and typing in a few different languages from the Unitype Button **Languages** main menu.

At this point, if you right mouse-click the **Unitype Button** you will see a list of the most recently used languages (shown below). Of course, the languages listed for you may not be the same as those illustrated here.

Tip   This menu may also be triggered by typing **Shift+Alt+** [>]
            (The "greater-than" key is for English Windows. German Windows = " **:** " and French Windows = " / ".)

Position the pointer over **More Languages** to view and pick from the entire list of installed languages.

You can designate the maximum number of languages that will appear on the right mouse-click **Languages** menu by choosing **Preferences** from the left mouse-click **Unitype Button** menu. This triggers the following dialog box:

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Preferences

☑ <u>S</u>how keyboard at startup
☑ Enable <u>f</u>ont filtering
☑ Display function <u>k</u>eys for input methods
☐ <u>D</u>isable right-to-left direction

☑ Use PMT font for Far <u>E</u>ast in MS Word

☐ Display <u>a</u>ll languages

[10] Most <u>r</u>ecently used languages

[65] Right-to-left <u>c</u>haracters per line

OK | Cancel | Help

In this example, the "Most recently used languages" list has been set to display 10 names. The 10 most recently used languages will appear on the right **Unitype Button** menu.

The Global Office menus do not include typical menu items such as Save, Print, or Cut and Paste. Such functions are accomplished using the menus of the application into which you are typing. For example, you must use the File menu in MS Word to save and print documents, and use the Edit menu to cut and paste text.

Important Note!   When saving a document, you must first deactivate Global Office (**Ctrl+Alt+Enter** [AltGr+Enter]) before naming the file. Otherwise, incorrect characters will be output as you type inside the Save As dialog box. Always remember to disable Global Office before typing within any MS Office dialog (e.g., Find and Replace, Open, etc.).

For Right-To-Left Language Users (Hebrew, Arabic, etc):

If you are using right-to-left languages like Hebrew or Arabic, you'll want to make a note of the **Preferences** item labeled "Right-to-Left characters per line". In the previous illustration this feature is set to 65 characters (and spaces), which is the Global Office default. Try setting the number to 20. Now start a new MS Word Document, choose

a right-to-left language, and begin typing. You will see the Global Office Edit Buffer filling with characters. After a combination of 20 characters and spaces are input, the next pressing of the Spacebar will cause the text to be transferred to the document cursor point. At this point, Global Office will automatically move the insertion point down one line so that the document is ready to receive another line of text. You may need to adjust the number of characters per line as different margin settings and font sizes are used. See Global Office Help for suggested right-to-left character line lengths.

In order to fully appreciate the value of this right-to-left (RTL) feature, try typing with it turned off (set value to 0). You will notice that when entering more text than what will fit on a single line, MS Word will automatically wrap additional text to the next line. A problem occurs in that the wrong end of the line is wrapped (the right end instead of the left) because MS Office does not properly handle RTL texts. Although our RTL character feature makes this directional limitation more manageable, we do not recommend that Global Office be used primarily for the input of large amounts of continuous RTL text. The reason is that once entered, large amounts of RTL text cannot easily be edited without word-wrapping inconsistencies. Unitype **Global Writer** is recommended for typing large amounts of RTL text. Contact your retailer or see www.unitype.com for more information on Global Writer**.**

If you think you will be regularly mixing RTL text with left-to-right (LTR) text in the same paragraph, there are a few issues to keep in mind.
1. When RTL text is sent to a document (by pressing the **Enter** key), the cursor point will always end up at the left edge of the transferred string (to be ready for additional RTL text), while LTR text always places the cursor at the right edge. If you want to type English after entering Arabic in a LTR paragraph you will need to first manually reposition the cursor point from the left side of the Arabic text to the right side. To do this you can click on the right end of the Arabic text, or hit the "End" key before you start typing English. Alternatively, if you're composing a RTL paragraph (and therefore, need to move the cursor from the right side of the English text to the left), press "Home" after typing the English section.
2. A space character is not automatically entered when you send RTL text from the Edit Buffer to a document (by pressing the **Enter** key). You must either type a space at the end of the string before you hit "Enter" or type it at the very beginning of the next string. This point is especially pertinent to remember when combining RTL and LTR text, since their "ends" and "beginnings" are opposite each other. When you want to enter the space is totally up to you.

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3. Mixing even one character of Arabic (or any language based on the Arabic script) with other language text will cause that line's spacing to appear uneven relative to other non-Arabic lines (wider spacing between lines where Arabic text is typed). This inconsistency occurs because Arabic fonts use a different line height than other fonts. A solution is to choose the **Exact** option under the MS Word **Format\Paragraph\Indents and Spacing\Line Spacing** dialog box. This will set all lines to an exact point size. You may have to do a bit of testing to see what works best, but it generally works best if the **Exact** point size is slightly larger than the text point size. For example, if your document text is 12 points, set the **Exact** value to about 17 points.

The "Disable right-to-left direction" in the **Preferences** allows you to turn off Global Office's right-to-left direction support. Because different versions of MS Windows and different applications of MS Office treat RTL text differently, it may be necessary to use this option. If your RTL text is coming in backwards, then check the "Disable RTL direction" checkbox.

Global Office Additional Information

For answers to additional questions and a more in depth discussion of Global Office languages, features, and menu items, please read the electronic **Global Office Help**. You can launch Help from either the left mouse-click **Unitype Button** menu or the **Start** menu.

Remember to register your product to receive all the latest information from Unitype.

<u>Unitype Support Resources</u>

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