


# Using Mac OS X International Support

Library and Information Services

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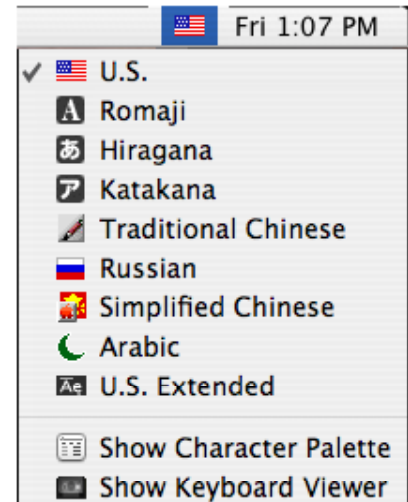
Mac OS X has support for virtually any language, including those languages, such as Chinese, Japanese, Arabic and Russian, that use non-Latin-based character sets. You can type in any of these languages using the Mac OS *Text editor* and International keyboards

*Microsoft Office* for Macintosh has limited support for non-Latin based character sets. In many Middlebury College computer labs there is additional software installed that provides more text formatting options for some languages. For instructions on configuring your Mac for multilingual support, see *Configuring Your Mac For International Language Support* on page 2.

1. Start Mac OS text editor or Microsoft Word (or any other application you want to use that handles multilingual text).
2. Select the Language you want to type in by:
  - a. Click  in the upper-right corner of your screen. A drop-down menu displays.
  - b. Select your language from the drop-down menu.

**Notes:** The **Keyboard Viewer** and **Character Palette** can be useful for languages such as Russian and Arabic. These are accessible from the Language Input Menu.

Some language keyboards such as Arabic, Chinese and Russian do not work properly in all word processing applications. For these languages we recommend documents be created in the Mac OS Text Editor or a multilingual word processor such as *Mellel*.



## Word Processing Applications & Compatibility

### *Office X*

Of the non-Latin-based languages taught at Middlebury, *Microsoft Office X* offers full support only for Japanese, partial support for Russian and no support for Chinese and Arabic.

### *Office 2004*

*Microsoft Office 2004* improves support for non-Latin-based languages to include full support for Chinese and Russian (in addition to Japanese), but still does not support Arabic. Proofing Tools are included in *Microsoft Office 2004* for a few languages including Japanese, French, Spanish, Italian, German and Portuguese (but not including Chinese, Russian and Arabic) that will provide additional text input and formatting options such as Spelling and Grammar Checkers, Translation Dictionaries, Thesauri and Hyphenation Tools. Documents containing Chinese and Russian may not be compatible with earlier versions of Mac Office. When saving files in *Office 2004*, it is best to do a Compatibility Report (available from the Save and Save as... dialog box)

### *Mellel*

*Mellel* is a fully multilingual word processor for the Mac OS that offers support for all languages taught at Middlebury including Arabic, Russian, Chinese and Japanese. For more information Google for: mellel.

# Configuring Your Mac For International Language Support

Mac OS X has built in support for most languages. You should be able to simply select the languages you want to use to make keyboards and input methods available to you. This can be done as follows:

1. From the  menu, select **System Preferences**. The **System Preferences** dialog box opens.

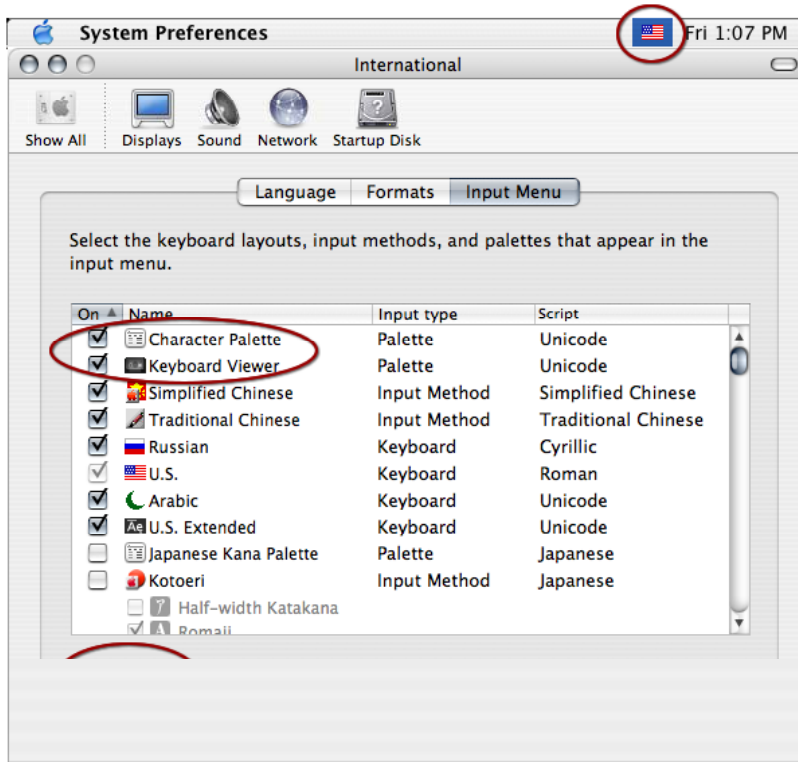


2. Click **International**. The **International** dialog box opens.

3. On the **International** dialog box, click **Input Menu**.

4. Check the boxes for language keyboard layouts, input methods and palettes that you want to appear in the input menu.

**Note:** Include **Character Palette** and **Keyboard Viewer**, these are useful tools for looking up characters.



5. Check the box for **Show input menu in menu bar**.

6. Close the **International** dialog box. The **International** input menu (  ) appears on the menu bar.

## Keyboard Layouts, Input Methods and Character Palettes

Typing in many non-Latin based languages require learning how these characters are transliterated into English characters. Consult the instructors in your Language School for more detailed information.

### *Additional Language Tools*

**Chinese:** There are no word processing applications available for the Mac OS that will convert between Chinese Simplified and Traditional characters. Tools such as Chinese Rewriter offer this functionality. For more information, Google for: Mac OS X Chinese Rewriter.

**Russian:** Students of Russian should install a transliterated version of the Russian Keyboard (Google for: Mac OS X Russian transliterated keyboard).