

Instructions to type in Hebrew using Office/Word 2010:

1. Be sure the Hebrew input language has been added to your computer.
 - a. Go to Start menu, open Control Panel.
 - b. Select "Region and Language" options.
 - c. Click on "Keyboards and Languages" tab on the window that opens.
 - d. Click "Change keyboards." This will bring up another pop-up menu.
 - e. Under Installed Services, if Hebrew is not in the list, click "Add."
 - f. Choose Hebrew from the drop down list under Input Language and click the +, which will show Keyboard and Other.
 - g. Under Keyboard, check the box next to Hebrew.
 - h. Click "Apply"
 - i. Click "Ok," which will close the pop-up menu.
 - j. Click "Ok" on the last menu, which will close it.
2. Open up Word.
3. Change text direction to right-to-left.
 - a. Click on arrow at bottom right of Paragraph dialog box.
 - b. Under "General" click direction button of "right to left."
4. From the Font menu, choose a font that uses Hebrew characters.
 - a. Example: Aharoni, David, FrankRuehl, etc.
5. Change the keyboard layout to Hebrew.
 - a. On the taskbar at the bottom of your screen, there should be a button that says "EN."
 - b. Click this to switch to "HE Hebrew (Israel).
 - c. Don't forget to click this again to change back to English.
6. To see the keyboard layout of Hebrew,
 - a. Click the Start Menu
 - b. Click "All Programs"
 - c. Click on the folder Accessories
 - d. Choose "Ease of Access," and "On-Screen Keyboard."