DIRECTIONS ON USING THE HEBREW KEYBOARD:

To write a few Hebrew words within an English paragraph ("short Hebrew" mode):

1)   At the place you want to begin typing Hebrew text, press **ALT-H**.

2)   Type the Hebrew text. Note that you will be typing right to left and that the letters will appear as little boxes on the screen. To make sure it was typed correctly, press **SHIFT-F7** (print) then press **6** to preview your text. Press **F7** to return to the typing screen.

3)   To return to the English keyboard, press **ALT-E**. This often causes the cursor to jump to the next line. Just press the **BACKSPACE** key until the cursor is where you want to continue typing in English.

To write an entire paragraph or longer text in Hebrew (no English -- "Long Hebrew" mode):

1)   Make sure you are on a new line.

2)   Press **ALT-F10**. The word, "Macro" will appear in the bottom left hand corner of your screen. Type the word HEBREW. Press **ENTER**.

3)   You may now begin typing in Hebrew. Again, the letters will appear as little boxes. To view the hebrew text before actually printing, press **SHIFT-F7** then **6**.

When typing in Hebrew, Word-wrap does not function properly. Therefore, you must manually move to the next line to continue typing text (just like on a typewriter).

To move to a new line in the "long Hebrew" typing mode, you must press **ALT-ENTER** (as opposed to just ENTER).

The space bar, quotation marks, comma, period, colon, semi colon, parentheses, question mark and exclamation point all function normally in the "long Hebrew" typing mode. That is, after you type them, the next thing you type will appear to the left.

All the other WordPerfect commands work normally. When choosing a command option, however, you must always use the numerical option as opposed to the alphabetical one. For example, after you press SHIFT-F7 (print), you can either press 1 or F to print the Full document. In Hebrew Typing mode, pressing F will cause an error, so press 1 instead.

(3)   To return to English typing mode, move to a new line (ALT-ENTER), then press **ALT-E**. Begin typing in English.

SUMMARY OF THE HEBREW KEYBOARD

a b g d h v z H t y C c l M m N n s e F f X x K r S Ctrl-S T B k p
’ : | ˉ ת שׁ ר ק צ ץ פ ף ע ס נ ן מ ם ל כ ך י ט ח ז ו ה ד ג ב א

. , : ; ( ) ! ? and " may all be used in Hebrew mode.

ALT-H   Switches from English to "Short Hebrew" mode

ALT-F10, Hebrew   Switches from English to "Long Hebrew" mode

ALT-E   Switches from either Hebrew mode to English. Remember that when switching from "Short Hebrew" to English, the cursor may move to the next line. Just press the BACKSPACE key until the cursor is where you want to continue typing. When switching from the "Long Hebrew" mode, you have to start on a new line (since English isn't typed from right to left).

ALT-ENTER   Moves to the next line. Use in place of ENTER in Hebrew mode.