

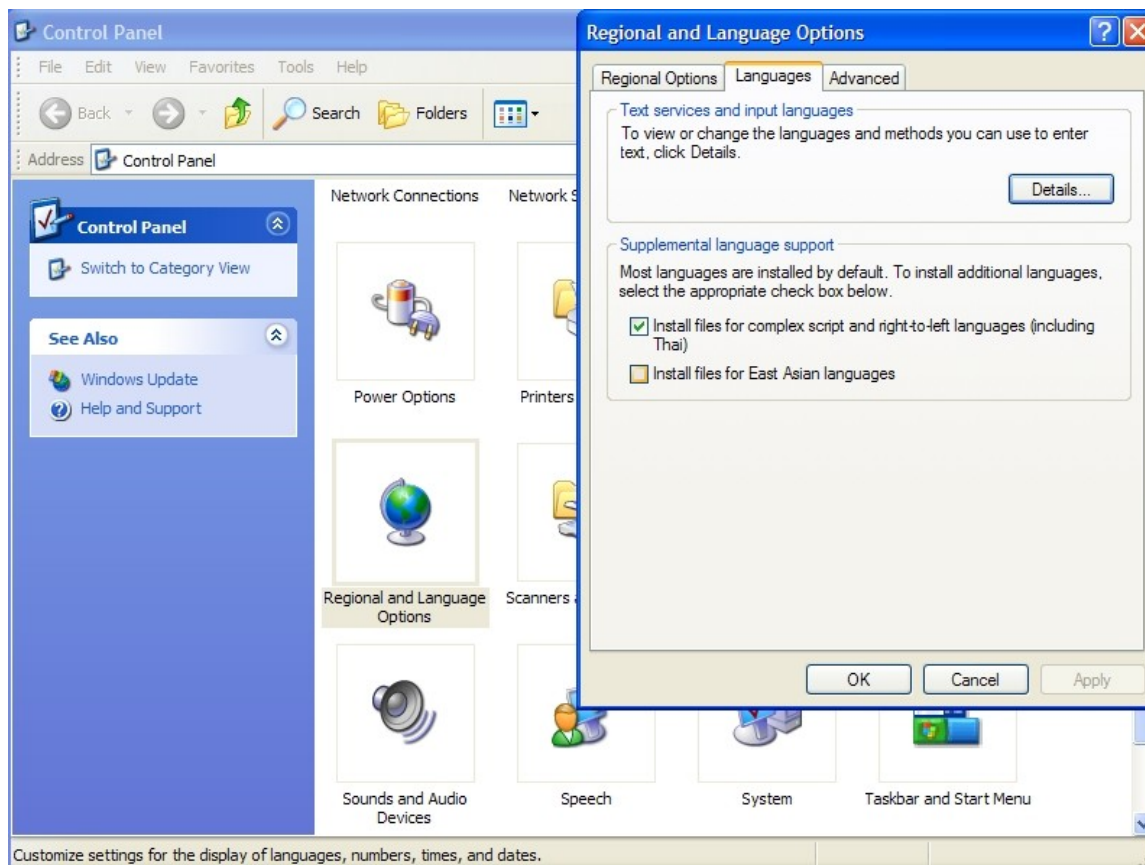
# Typing in Greek

Eleanor Jefferson

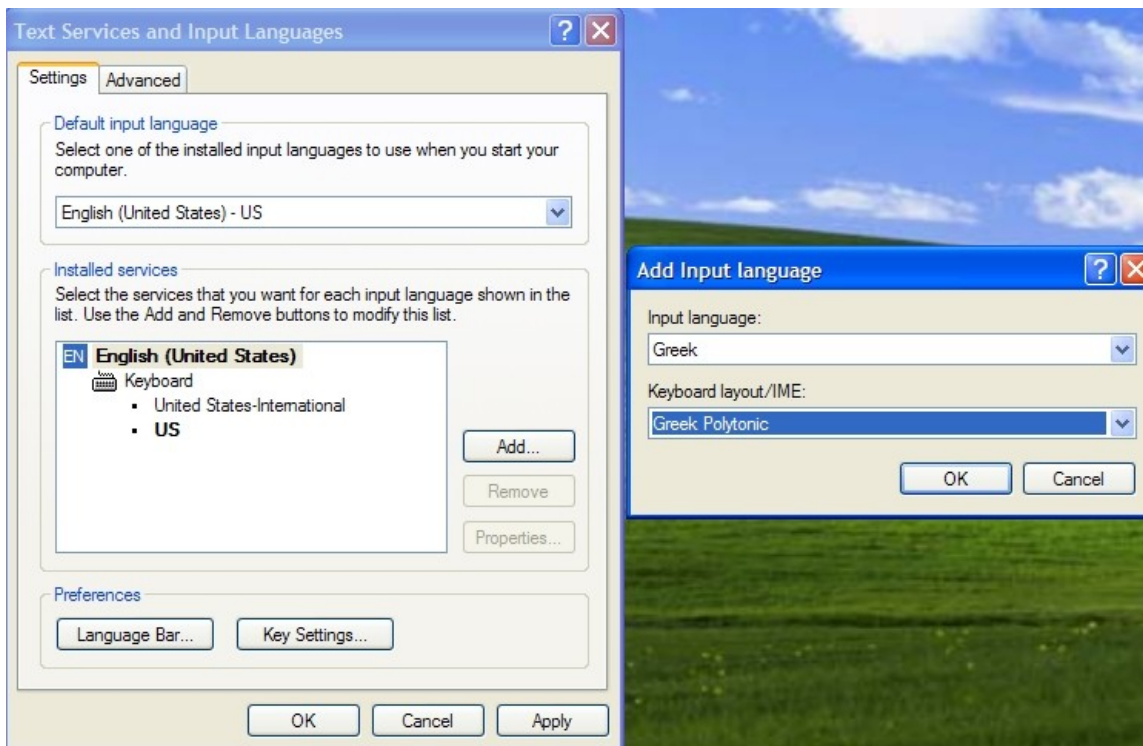
Smith College Classics Department

## Windows XP

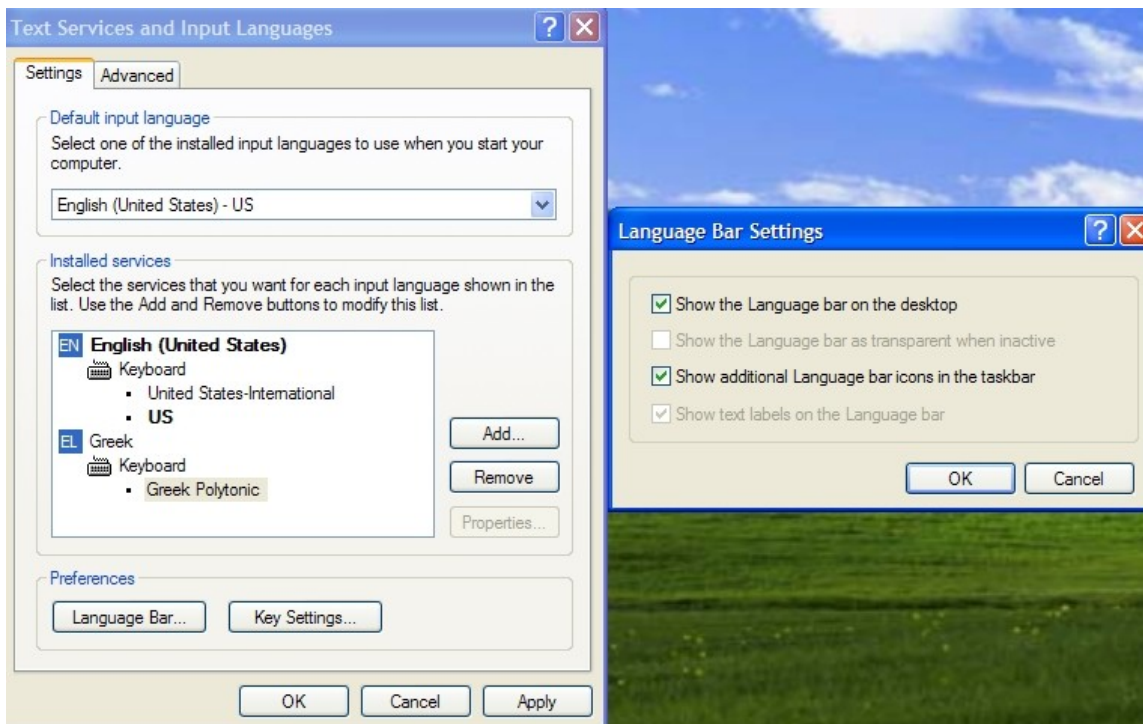
1. From the start menu, go to the Control Panel, and click "Regional and Language Options."
2. From the Regional and Language Options window, click the Languages tab, then "Details..." under "Text services and input languages."



3. Click the "Add..." button. Choose "Greek" from the first drop-down menu, and "Greek Polytonic" from the second. Click okay.



4. Back at the Languages > Details window, click "Language bar" at the bottom. Choose to "Show the Language bar on the desktop" and "Show additional Language bar options in the taskbar." Click OK, then click OK again to return to the desktop.



5. Back on your desktop, the Language Bar will be either floating in one of the corners or anchored in the task bar. To type in Greek, click on the "EN," and choose "EL" from the drop-down menu. To switch back to English, click on "EL" and choose "EN" again.



To switch quickly, you can also hold down the left hand "alt" and "shift" keys to switch from one language to another.

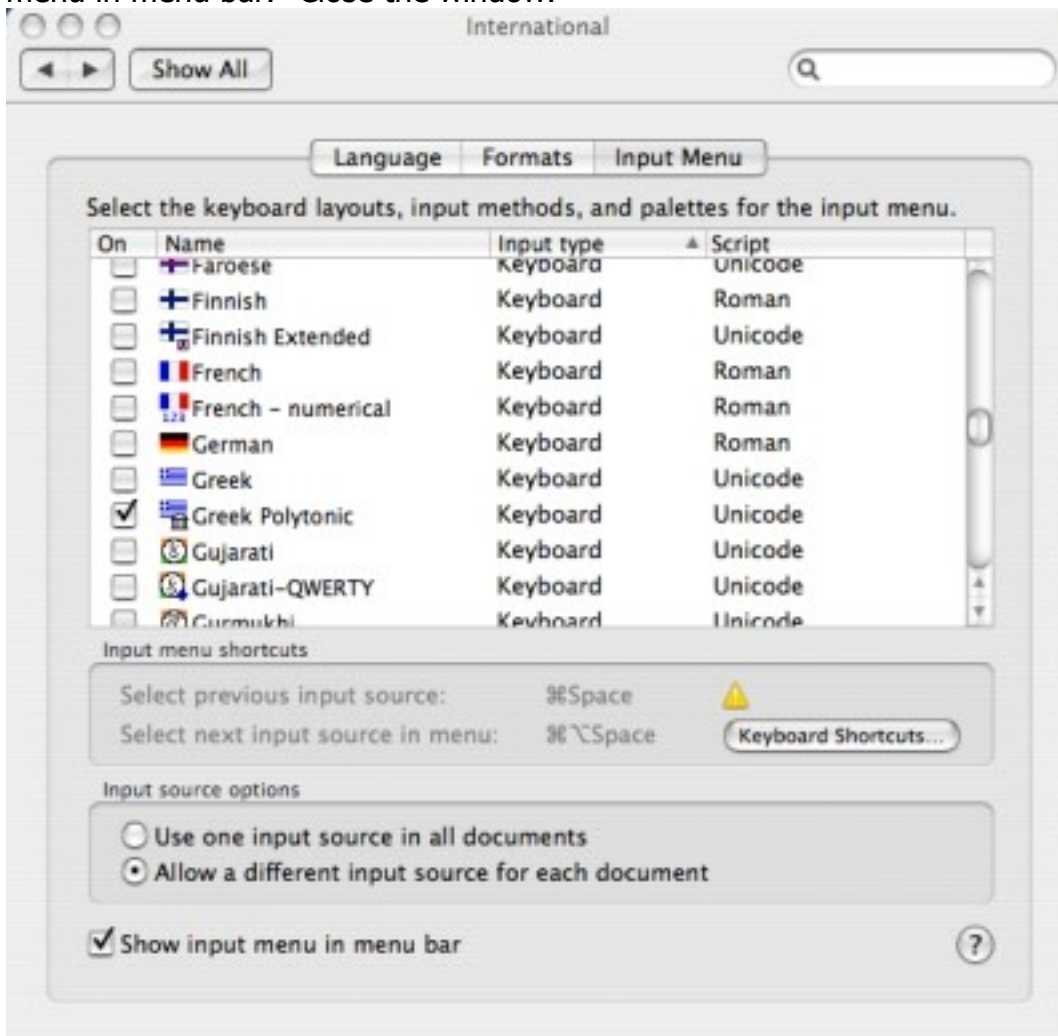
You will have to choose to type in Greek for each program you are running. Be sure to make sure the program in which you wish to type is highlighted before you change to Greek.

## Mac OSX

1. Click the apple button in the top left corner of your screen. From the drop-down menu, choose System Preferences. Then click on the "International" icon.



2. Click on the "Input Menu" tab. Scroll down until you find "Greek Polytonic." Click the checkbox next to it. At the bottom of the window, click the checkbox next to "Show input menu in menu bar." Close the window.



3. To start typing in Greek, click on the flag next to the clock in the top right corner of the screen. Choose "Greek Polytonic" to start typing in Greek, and click "U.S." again to go back to English.



# Typing in Greek

Most letters correspond directly to their English counterparts (i.e. a returns α [alpha], e returns ε [epsilon], etc.). Others are less obvious: u returns θ (theta), y returns υ (upsilon), w returns ς (final sigma), v returns ω (omega), j returns ξ (ksi), c returns ψ (psi), h returns η (eta).

## Adding diacritical marks:

Type the diacritical key(s) given, then the letter you want the accent to attach to. so ;a returns á. For some of the more complicated combinations, you will have to hold down the ctrl, alt and/or shift keys when you are typing the diacritical key. All combinations also work with capital letters.

Diacritical Key	Returns...	e.g.
;	acute accent	í
:	umlaut/dieresis	ï
`	smooth breathing	ἰ
¨	rough breathing	ῖ
[	circumflex	ã
{	iota subscript	α̣
]	grave accent	ì
/	acute accent and smooth breathing	ἴ
?	acute accent and rough breathing	ἴ̈
\	grave accent and smooth breathing	ἲ
	grave accent and rough breathing	ἲ̈
=	circumflex and smooth breathing	ã̈
+	circumflex and rough breathing	Ã̈
-	macron	ā
ctrl + alt + q	acute and iota subscript	ạ́
ctrl + alt + [	circumflex and iota subscript	ạ̃
ctrl + alt + ]	grave and iota subscript	ạ̀
ctrl + alt + \	smooth breathing, grave and iota subscript	ἲ̣
ctrl + alt + shift + \	rough breathing, grave and iota subscript	ῖ̣̀
ctrl + alt + '	smooth breathing and iota subscript	ἰ̣̈
ctrl + alt + shift + '	rough breathing and iota subscript	ῖ̣̈
ctrl + alt + /	smooth breathing, acute and iota subscript	ἴ̣
ctrl + alt + shift + /	rough breathing, acute and iota subscript	ῖ̣́

If you cannot find the character you're looking for, try looking in the character map and copying from there. Find the character map at *Start Menu > Programs > Accessories* Or by typing "charmap" into the "Run" window found at *Start Menu > Run*

## **A Note on Fonts**

Sometimes if you just start typing in Greek, or you paste from the TLG or Perseus, it will come out looking odd, like this: Μῆνιν ἄειδε θεὰ Πηληϊάδεω Ἀχιλῆος. This is because Times New Roman, the default Microsoft font, does not have all the accented Greek characters, so it replaces the ones it doesn't have with characters in a font called Tahoma.

The way to get around this is to select all of your Greek text and change its font to either Tahoma or Palatino Linotype. Palatino Linotype fits in better with Times New Roman, Tahoma better with Arial and other sans-serif fonts. Palatino Linotype runs a little larger than Times New Roman, but this can be fixed by sizing Greek text down to 11 point for a 12 point document.

## **Sharing documents**

Mac OSX and Windows use different fonts to handle Greek. Greek characters in a document written on a Windows computer may not appear correctly on a Mac computer, and vice versa. If you need to share your document with someone who is using a different operating system, it is best to share it in hard copy or to turn the document into a PDF. To convert a Microsoft Word document into a PDF, you may need to use Adobe Acrobat Professional or another third-party program.

More information on converting Microsoft Word documents to other formats can be found by searching the Microsoft Office website: <http://office.microsoft.com/>