

# Setting up your computer for Urdu



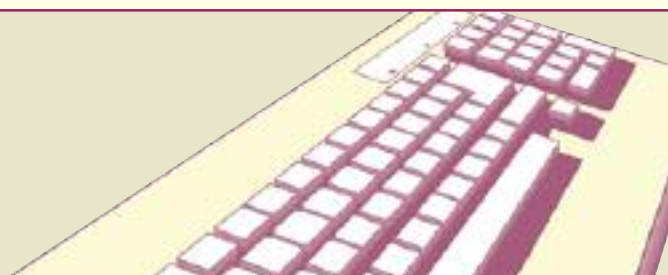
This booklet aims to support teachers, tutors and network managers in UK educational institutions to enable an English-language PC to work with Urdu script. Where teachers and pupils have full access to word-processing facilities, they can begin to integrate Information and Communications Technology (ICT) effectively into teaching and learning. You will find information in this booklet under the following headings:

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This document is interactive so you will find that Web addresses are live hyperlinks and, when clicked on, will give you the option to launch that particular website within your Web browser.

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## Why should ICT be used to teach and learn Urdu?

### Pupil entitlement

The National Curriculum for England states that pupils have a statutory entitlement to use ICT in their learning of Modern Foreign Languages (MFL). Effective use of ICT can take the quality of learning to a level above that possible using traditional resources; it can also improve the efficiency of current teaching methods. The Becta ImpaCT2 research report published in 2002 found overwhelming evidence of a positive relationship between ICT use and educational attainment. Although the research group of MFL teachers was too small to be considered statistically significant, a strong association between higher GCSE grades and use of ICT was reported, which bodes well for further investigation into the use of ICT in language teaching. You can find ImpaCT2 and other ICT research reports at [www.becta.org.uk/research](http://www.becta.org.uk/research).

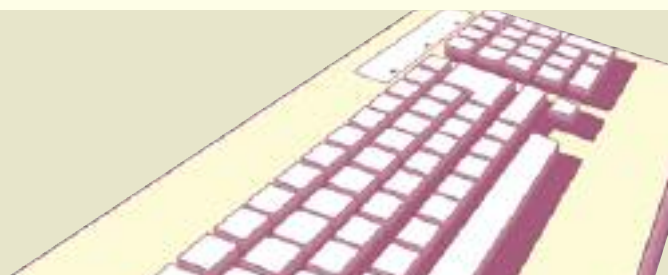
Word-processing can be particularly beneficial for pupils learning Urdu as the need to acquire a new script can significantly delay the development of writing skills. When word-processing, pupils can practise building sentences and paragraphs in the written form, without laborious handwriting of characters. They simply need to type phonetically using the English keyboard and Urdu letters appear on screen, showing shape changes according to the words used. Furthermore, being able to produce a piece of written work quickly and neatly in the early stages of learning a language can be very important for motivation. Word-processed, rather than handwritten, teaching materials look more professional and can help to raise the status of a subject in the eyes of pupils, other teachers and parents. Where pupils are studying Urdu as a home language, the use of clearly and professionally presented documentation can help to enhance communication with parents and improve their engagement with school life.

### The ICT curriculum

A further requirement of the National Curriculum is that pupils should be given opportunities to apply and develop their knowledge of ICT itself through their learning of languages. Many schools have developed their schemes of work for languages to include learning activities using ICT, which reinforce (or teach) specific elements of the National Curriculum for ICT and/or the KS3 Framework for ICT. For both ICT and MFL, you can find National Curriculum documentation at [www.nc.uk.net](http://www.nc.uk.net) and KS3 Framework documentation at [www.standards.dfes.gov.uk/keystage3](http://www.standards.dfes.gov.uk/keystage3).

### National developments

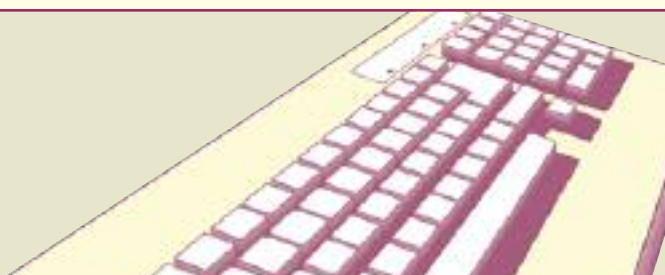
Schools have an obligation to ensure that teachers and pupils of all subjects have adequate access to a range of ICT hardware and software for teaching and learning, as well as to appropriate training. Since the creation of the National Grid for Learning (NGfL) in 1998, the Government has supported the use of ICT in schools through a number of funded initiatives such as NOF ICT training (completed in Dec 2003), Laptops for Teachers, Curriculum Online, Hands-On Support, Enhancing Subject Teaching Using ICT and Internet connectivity in all schools, which is now being upgraded to broadband. You can find information about these and other initiatives at [www.teachernet.gov.uk/wholeschool/ictis](http://www.teachernet.gov.uk/wholeschool/ictis).





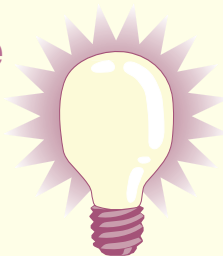
- vi) Pupils can be daunted by a writing task, as it requires them to think up what to write, manipulate vocabulary and grammar and write in a different script. You can support their initial attempts at writing by using electronic writing frames. For example, they can personalise a text on the favourite sports of an Urdu-speaking schoolchild, editing key facts to make the content true for them. Another way of supporting pupils is to use pictures or symbols to prompt what pupils should write, which also means that pupils are not given the answer through multiple choice questions, nor exposed to too much English.
- vii) Pupil work can be stored on your school network and redrafted at different stages of pupils' learning. Initially, pupils may simply increase the length of their work as they cover new topic areas, but you can encourage more sophisticated drafting as time goes on. Pupils can improve the quality of their work by expanding the text from within by adding adjectives and descriptive clauses, for example, or by introducing more complex verb structures. These skills are very important in achieving the higher grades at GCSE and beyond.
- viii) To develop focused writing skills, manipulation of grammar and awareness of different audiences, pupils can be given a text to reduce to its core information. Pupils edit the text, deleting any superfluous detail and reconstructing its grammatical structure to produce a coherent, tightly worded and accurate summary.
- ix) Pupils can edit a text to make it suitable for a different purpose. For example, an account of a holiday could be developed into a letter to a pen-friend, with pupils inserting the questions and personal comments necessary for good letter-writing.

Once you can create word-processed text, it is usually possible to import this text (or type directly) into other applications, such as presentation software e.g. Microsoft PowerPoint. Pupils can use text, images and sound files to report on project work, to explain a new grammar point to peers or to give a target language oral presentation using bullet points and images as prompts.

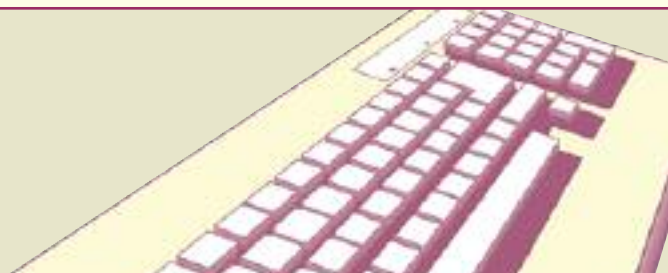


## Some tips for good practice

ICT can be a powerful and effective tool for teaching and learning, but only when used appropriately. Here are some tips to help you use ICT to best effect and to avoid the pitfalls.



- **Pupils at the keyboard**  
ICT is an excellent whole-class teaching tool, but try to provide plenty of opportunities for pupils to use ICT for learning too.
- **Encourage risk-taking**  
Pupils should take advantage of on-screen work for trying out new words and language structures, as electronic text is flexible and can be easily edited.
- **Avoid copy-typing**  
Encourage pupils to draft written work directly onto the computer. They tend to 'switch off' when typing up work they have completed on paper, so the time and opportunity of working with flexible text can be wasted. You may also find that they make mistakes non-existent in the original draft!
- **Facilitate collaboration**  
From time to time, set up drafting tasks in pairs, where pupils can improve their work by discussing content, choice of language and points of accuracy. Learning through 'talk' is very powerful.
- **Support different learning styles**  
Much word-processing software offers features as such font colour, inserting pictures, text you can drag and drop, and clickable sound files. You can exploit such facilities to support pupils who learn in different ways, such as those who tend towards visual, kinaesthetic and auditory learning styles.
- **'Add value' with ICT**  
ICT should improve an activity, so that pupil learning is supported in new ways which are difficult to achieve with pen and paper or whiteboard. Try to avoid using ICT simply to make work seem attractive to pupils, the novelty will wear off!
- **Process over product**  
ICT can significantly improve and support the learning process because of the collaboration, reflection and improvements it encourages. It may not always, therefore, be appropriate to complete a formal assessment of written work produced using ICT.
- **Share and improve resources**  
Save time by working with colleagues to build up teaching materials, which you can share via an area on your school network. Materials can easily be adapted for different classes and sometimes languages. To cater effectively for ability groups, you can differentiate resources according to the length or nature of a task, or by the level of support available within a worksheet.



## Which Urdu options are available for Windows 98?

There are a number of software solutions you may wish to consider for setting up your English language Windows 98 computer and/or network to cope with Urdu, as detailed below. Contact the manufacturer or your supplier for more information on individual software titles.

### Multi-language software programs

If other non-Roman script languages are taught in your institution or in your LEA, a Multi-language software program may be a high-quality, easy-to-use and economical solution. Such a program can be installed to enable the use of over 100 languages, with similar methods of use for each language. Discount licences are sometimes available for groups of schools or an LEA. Please note that multilingual packages which include Urdu do not have Nastaliq script which is the form of writing preferred by most Urdu speakers. Instead they use “Arabic-style” fonts (such as Naskh) with Urdu characters added – this may make them unacceptable to many users.

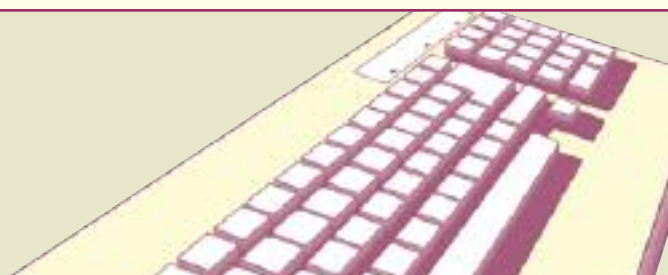
A couple of such titles are:

- **Global Writer**

This simple multilingual word processor is very easy to use, but has limited page design features, for example, borders, pictures or multiple columns cannot be included in documents. The Urdu keyboard layout options are ‘VOA’ and ‘Phonetic’. The keyboard can be displayed on screen, allowing the user to type either from the physical keyboard or by clicking the mouse on the on-screen display. There are two Arabic-style fonts with Urdu characters included but there is no Nastaliq font.

- **Global Office**

This is an add-on to Microsoft Office, enabling the use of Word, Excel and PowerPoint in more than 100 languages. It is very easy to learn and use, although some people find it difficult when working with right-to-left script languages. The Urdu keyboard layouts and fonts are the same as the stand-alone word processor Global Writer (see above) and it is compatible with Office 97, 2000 and 2002/XP. Global Suite is Global Office + Global Writer in a combined pack.



## Urdu-specific dedicated software programs

- **InPage**

This is probably the most widely-used Urdu word-processing software in the UK and it includes basic desktop-publishing facilities. It offers good-quality Nastaliq fonts, plus 50 more fonts for Urdu, Arabic, Farsi, Kurdish and Pushto.

- **Urdu 98**

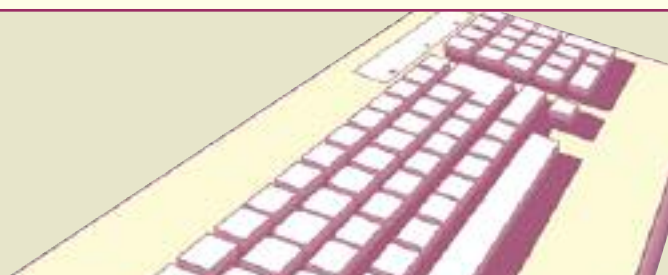
Urdu 98 software allows you to create Urdu documents in Office 97.

## Free downloads to support Microsoft Office

Microsoft does not offer facilities to enable Urdu support for your Office applications, e.g. Word, PowerPoint, Excel in a Windows 98 operating system. Such support is only available when using Office 2000 or later in Windows XP or later.

## StarOffice 7 Suite

This alternative to Microsoft Office comes from Sun Microsystems and can support Urdu along with many other non-Roman script languages. It seems that the software mixes Urdu and English text on the same line in a particularly intuitive way. Star Writer, which is part of the Star Office suite can be downloaded free for educational use. You will find more information at [www.sun.com/products-n-solutions/edu/](http://www.sun.com/products-n-solutions/edu/) and [www.sun.com/software/star/staroffice/](http://www.sun.com/software/star/staroffice/). A useful feature is that it can easily export word-processed documents to PDF format, which can be read using the free software Adobe Reader (available at [www.adobe.com/products/acrobat/readermain.html](http://www.adobe.com/products/acrobat/readermain.html)). Such 'Portable Document Format' documents can be opened by other users, regardless of whether they have Urdu software or not.



## Which Urdu options are available for Windows 2000/XP?

### Multi-language Software programs

- Global Office (see Page 7)
- Global Writer (see Page 7)

### Urdu-specific dedicated software programs

- InPage (see Page 8)
- Urdu Mahir

This software enables the use of Urdu in Microsoft Office XP, e.g. Word, PowerPoint, Excel including the addition of a Nastaliq font to the Office font menu. The software also works for Arabic and Sindhi and is compatible with both Windows 2000 and XP operating systems.

### Free downloads to support Microsoft Office

Microsoft does NOT offer facilities to enable Urdu support for your Office applications in a Windows 2000 operating system. However, if you are working in a **Windows XP** operating system, you have options for later versions of Office as described below.

#### Office 97

None of the components of Office 97 will format Urdu properly; they do not seem to have the ability to join the characters.

#### Office 2000 and XP

Office 2000 and XP components work quite well with Urdu, having a right-to-left capability and automatically joining the letters in the correct manner. They do not, however mix Urdu and English on the same line in a very intuitive manner.

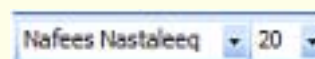
To format your Urdu text from right to left in Word 2000 or XP, go to **Format** menu, chose the **Paragraph** item and select **Right-to-left**. The whole paragraph that is currently being edited will be formatted from right-to-left.



Alternatively, you can add icons to set the text direction the **Format** toolbar by going to the Tools menu and selecting the **Customize** item. Choose the **Commands** tab at the top of the box and **Format** from the list of **Categories**. From the list on the right, drag the **Left-to-right** and **Right-to-left** icons onto the **Format** toolbar.

You will then need to change the font to "Nafees Nastaleeq". This font will have to be separately installed as it does not come as standard with the Windows operating system. It can be downloaded from [www.crupl.org/nafeesNastaleeq.html](http://www.crupl.org/nafeesNastaleeq.html).

On the **Formatting** toolbar, click the font name "Nafees Nastaleeq" in the Font box



Similar arrangements are available for the other Office components, such as PowerPoint and Excel.

### Other software

- StarOffice 7 Suite (see Page 8)

## Step-by-step: Enabling Urdu support on your Windows XP computer



Regional and Language ...

You will need Administrative privileges to enable the use of Urdu on your computer. This will not be a problem for your home computer, but will require the intervention of your network manager in an educational institution. Firstly, install the phonetic Urdu keyboard, which can be downloaded from [www.crupl.nu.edu.pk/windowsphonetickb.html](http://www.crupl.nu.edu.pk/windowsphonetickb.html). Follow the instructions given on this site to install **Phonetic.msi** (please see page 15 for more information on keyboard layouts).

After you receive the confirmation message **Phonetic has been successfully installed**, go to **Start** then **Settings** then **Control Panel** and double-click on **Regional and Language Options**.

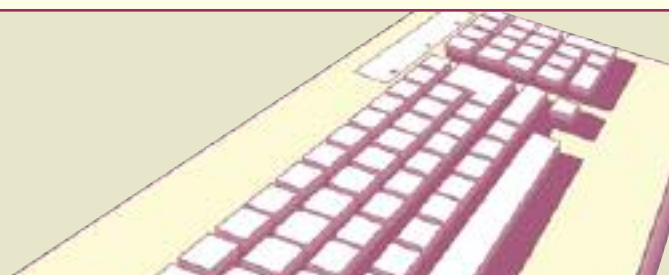


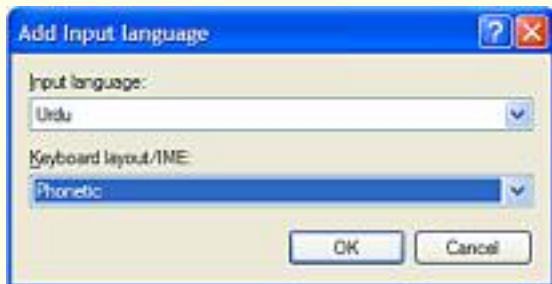
When the **Regional and Language Options** dialogue box appears, select the **Languages** tab at the top of the box and then select **Install files for complex script and right-to-left languages**. If the files necessary for Urdu are not already installed, you will be asked to insert the **Windows XP** CD, which will allow you to install the missing files – simply follow the instructions which will come up

automatically. When the necessary changes have been made and you have finished with the CD, press the **Details ...** button. A new dialogue box will appear entitled **Text Services and Input Languages**.



Now you need to add Urdu as an input language before your computer will accept typing in Urdu. In the **Text Services and Input Languages** box, press the **Add** button. A box appears entitled **Add Input Language**. Choose **Urdu** for **Input Language**. Choose **Phonetic** for **Keyboard Layout / IME** and press **OK**.





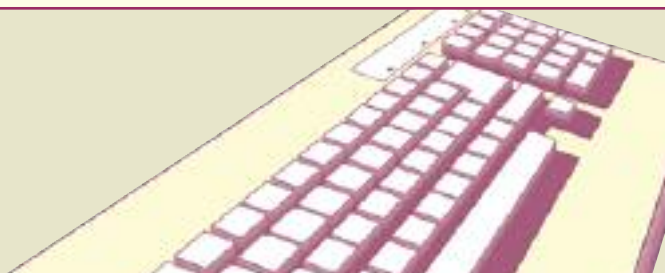
Back in the **Text Services and Input Languages** box, you need to specify where you want your **Language Bar** to be, which will allow you to switch between typing in English and Urdu. Click on **Language Bar ...** and a dialogue box will appear entitled **Language Bar Settings**.



Select **Show the Language bar on the desktop** and click **OK**. Click **OK** to exit all the dialogue boxes you have opened.



The **Language Bar** will appear somewhere on your desktop and you can move it to where you find it most convenient (probably the System Tray located in the bottom right hand corner of your screen.) When you want to input Urdu in a document, you simply need to click on **EN** (for English) to bring up the option **UR** (for Urdu.) Whichever you select, the keyboard will insert the characters of that language.



## Questions to ask when choosing software for Urdu

### Which languages are included?

Some software packages support a large range of languages while others are designed just for Urdu, or for a group of languages, e.g. Urdu with other languages which use Arabic-based scripts. Multilingual software can be very good value, but is better at some languages than others (if you also need to work in right-to-left scripts, how well does it work with these?). Check whether the other languages you need are included and whether they work in the way you want them to, for example, are the fonts and the scripts the correct ones for your purposes?

### Compatibility

Which operating system (version of Windows) does the software work with? If you change to a different operating system will it still work, or will you have to pay to upgrade? How much will this be?

Is the software widely used and will you be able to swap files with other users? It is relatively easy to exchange English files, but this is not always the case in Urdu as fonts are not standardised, so an Urdu character from one font will produce a completely different character in another font. Text you create in one software program may not be readable in other applications, or it may be difficult to convert.

### Features

Not all software offers the same level of features, so you should think about what you will need to do with the software when considering the options available. For example, do you need to design pages with a complex layout? Do you want to create presentations using Microsoft PowerPoint? If you need to write in more than one language (e.g. Urdu and English or Urdu and Arabic), is it easy to alternate between them?

Urdu is usually written in “Nastaliq” script, which is a very curved form of writing developed from Arabic script. Most Urdu speakers prefer this style of

writing, but it is not included in all software for Urdu. If you want Nastaliq script, it is important to check if it is included.

### Keyboards

Which keyboard layouts are included with the software? Are these easy to use and how long will they take to learn? Do the Urdu keys relate to the English keyboard (phonetic layout) or are they completely different? Is it possible to re-configure the keyboard layout?

### Training & support

How easy will the software be to use and will training be required? If so, is this available and at what price?

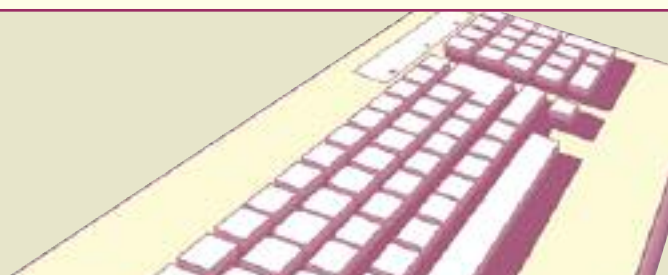
How easy will the software be to install? Most software is simple to install on stand-alone PCs but installing on a network can be more involved – do you have access to the skills to do this?

Is technical support available and by what means (phone, e-mail, website)? Is support available in the UK and does it cost anything?

### Cost

Are there special prices for network versions or site licences? Are these one-off costs or are they renewable?

How often is the software upgraded and how much will you have to pay if you want to upgrade to the latest version? Will you still receive technical support if you have an old version?



## Which fonts can I expect to use?

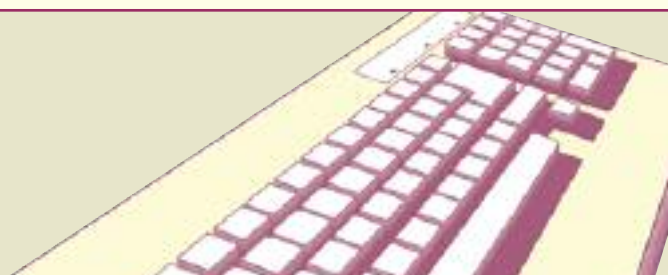
A font is graphic design applied to a collection of numbers, symbols, and characters. A font describes a certain typeface, along with other qualities such as size and spacing.

There is an international system called "Unicode" which gives a specific number to most of the characters in most of the world's languages. As long as your computer has a "Unicode" font installed, it will display the correct character when the keyboard has been activated for Urdu.

To display Urdu properly you will need to install a Unicode font that displays the characters in Nastaliq style. A freely available font that does this is "Nafees Nastaleeq" which can be downloaded from the Center for Research in Urdu Language Processing in Pakistan ([www.crup.org/nafeesNastaleeq.html](http://www.crup.org/nafeesNastaleeq.html)).

### Installing a new font

1. Go to **Start** then **Settings** then **Control Panel** and double-click on **Fonts**.
2. Go to the **File** menu and select **Install New Font**. A dialogue box will appear.
3. In the list of **Folders** before you, double-click on the folder that contains the fonts you want to add.
4. A List of fonts will appear; click on the font you want to add, and then click **OK**.
5. If you wish to replace an existing font with a later version of the same font, you must first delete the old version. Having opened **Fonts** in the manner described in 1 above, click on the font you wish to remove to highlight it. Then go to the **File** menu and select **Delete**. You can now install the newer version as described above.
6. The fonts available on a computer are stored in their own directory, which can be accessed via the control panel as described above.



## What options do I have for working with the keyboard?

### Dedicated keyboards

Urdu keyboards are not readily available but it is possible to buy English keyboards with Urdu stickers already fitted (see below). Typical price is around £40 + VAT.

### Keytop stickers

These are transparent to allow the English characters to remain visible. They are available for the 'Phonetic' layout option in InPage and the Microsoft Windows layout. They can be fiddly and a little time-consuming to apply, but once attached are very secure. The stickers are quite durable with printing on the underside so it does not wear off with use. Those supplied for the InPage layout come with black printing for standard buff-coloured keyboards. Stickers for the Windows layout come with blue or white printing (for laptops and other black keyboards). Typical price is around £12 + VAT per set.

If you don't want stickers permanently on the keyboard you can affix them to a keyboard "glove," which is a moulded transparent plastic cover, usually fastened with velcro. These cost around £25 + VAT.

### On-screen keyboard display

Some software allows the option of an on-screen keyboard display. This can be used for reference, avoiding the need for pupils to keep looking across to a separate printed sheet. In some software, it is possible to type by clicking on the on-screen keyboard with your mouse, but this is very slow for all but the shortest texts.

### Printed keyboard chart

Some software packages are supplied with a printed keyboard chart or will allow you to print your own.





This booklet has been produced as part of the Languages ICT project from CILT, the National Centre for Languages and the Association for Language Learning (ALL). Visit the Languages ICT website for more information and resources:

**[www.languages-ict.org.uk](http://www.languages-ict.org.uk)**.

Information in this booklet has been collated by a number of practising teachers and advisers and is accurate to the best of our knowledge at the time of writing. CILT and ALL do not take any responsibility for inaccuracies contained within. The inclusion of any software products and/or companies within this document does not imply endorsement by CILT or ALL in any way.

## languages ICT

