**Arabic Keyboarding**

**Vista & Windows 7**

Start
Control Panel
Clock, Language, and Region
Change keyboards or other input methods

- Change keyboards...
- Add...

Locate and select keyboard...

- OK
- Apply
- OK

**XP**

Start
Settings
Control Panel
Date, Time, and Regional Options
Regional and Language Options
Languages (select tab)
Details
Add..
Input Languages...

- OK
- Apply
- OK
- Apply
- OK

Open Microsoft Word
Select **Arabic (Jordan)** from Language bar...

**On-Screen Keyboard**

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<td>esc</td>
<td>F1</td>
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- tab
- lock
- shift
- ctrl
- alt
- num lock
- win
- space
- backspace
- delete