

Welsh Language Resources on the INSRV Windows Desktop

This guide describes the Welsh Language Resources that are available on the INSRV Windows Desktop and how to access them

Introduction

Welsh speakers and learners are able to make use of a range of Welsh-language resources via the INSRV Windows desktop, in particular Welsh language interfaces for Microsoft Office 2003 and Windows XP.

The degree to which you wish to customise your computer desktop will be dependent on your knowledge of the Welsh language. The majority of the software can be installed via the network for immediate use, and allows users to switch easily between English and Welsh. However, the Windows XP Welsh Language pack is not switchable.

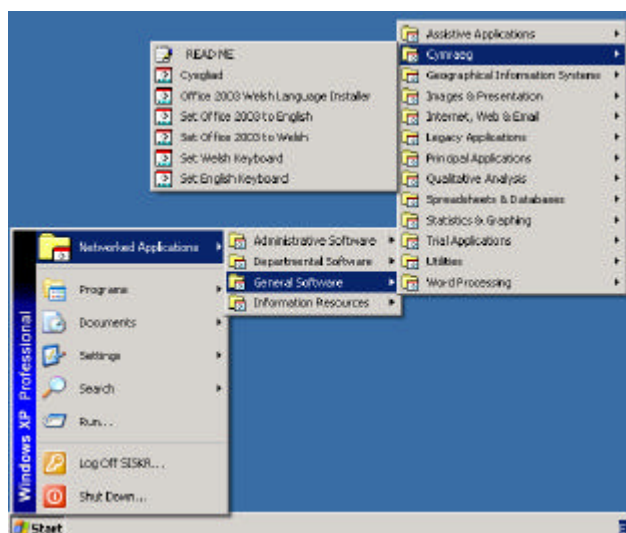
Welsh software available via the network

The following Welsh language software is available via the network to all users running the INSRV Windows XP 820 or later:

- Welsh Office 2003
- Welsh language keyboard and date settings
- Cysgliad

To install any of the above Welsh language resources are available from the Windows menu:

Networked Applications > General Software > Cymraeg



To revert back to the English language interface at any time:

- Close down all Office applications and run **Set Office 2003 to English**.

The Welsh interface is a user setting - if you access Office from another workstation it will display the Office applications in the language that you last accessed it. However, this will only be the case where Welsh Office 2003 has been installed. If Office 2003 does not display in Welsh then run the **Office 2003 Welsh Language Installer** again.

Welsh Office 2003 includes a built-in Welsh language spellchecker. However we recommend you use the [Cysgliad](#) application to spell check as it is able to handle Welsh mutations.

Welsh Language Keyboard

The Welsh Language keyboard allows you to input the characters w and y and displays Date/Time settings in Welsh.

To install the keyboard run Set Welsh Keyboard. You will then need to logout and log back in again for the change to take effect.

To input the characters w and y, hold down the Alt_Gr key and hit the ^ character, followed by w or y

To re-set the keyboard to English run Set English Keyboard. Again you will need to logout and log back in again for the change to take effect.

Cysgliad

Cysgliad is a software package that includes a Welsh spelling and grammar checker, thesaurus and a pop up dictionary

To install Cysgliad run Cysgliad from the Cymraeg menu. When you open Word you will find that two items, Gwirio Dogfen and Cysgeir will have been added to your toolbar.

If you use another workstation you may have to re-install Cysgliad even though the toolbar remains within Word.

Welsh Windows XP

Welsh XP enables you to view desktop commands and menus, as well as Internet Explorer, in Welsh. However unlike Welsh Office 2003, it is not possible to easily switch languages once Welsh XP is installed onto a PC.

For this reason Welsh XP is available on request for staff with a dedicated work PC and also installed on dedicated Welsh Language PCs in open access IT rooms — firstly in the Arts and Social Studies Library and the Julian Hodge Study Centre.

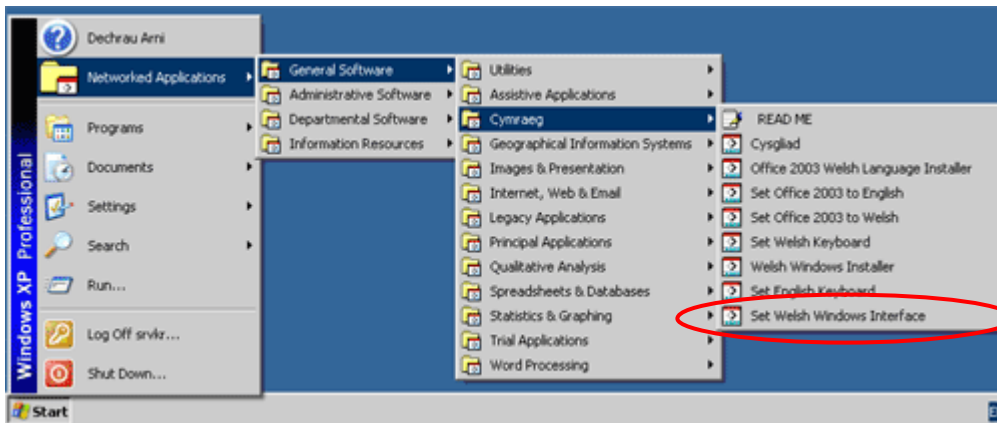
Installing Welsh XP on to your work PC (Staff)

University staff wishing to use Welsh XP should first of all consider if any colleagues will need access to their PC. Staff who share a PC should only install Welsh XP if all users of that machine are able to speak Welsh.

To have Welsh Windows installed on your PC please contact your Local Computing Representative in your School or Directorate for advice. Please note that once installed, Welsh Windows, can only be removed by re-imaging your machine.

Using Welsh XP for the first time

The first time you login to a Welsh Windows XP workstation you will need to set the language interface to Welsh. This is done by navigating to the Cymraeg menu:



- **Networked Applications > General Software > Cymraeg**
- Choose the **Set Welsh Windows Interface** option
- Once you have run this you will need to logout and log back in again.

After logging back in you will find that the Windows desktop is now presented in Welsh, including Internet Explorer. You should not need to do this again on any Welsh Windows XP PC.

Installing Welsh XP onto privately owned PCs

Staff or students wishing to install Welsh XP on their home PC or laptop should contact the Welsh Language Board to download the software or request a copy of the CD (both of which are free of charge). Please note that this option should not be used for networked PCs on campus.