

Uralica in Word for Windows

Install Uralica before reading this file.

Preliminary knowledge: basic word processing

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1. Typing Uralica

Characters that do not appear on your keyboard can be input with Alt codes, which are listed in `uralcode.doc`. If you have installed multilingual support for Windows 95 or later versions, you should use a western keyboard layout e.g. English or German but not Hungarian or Russian. Characters can also be inserted from the Insert > Symbol menu.

Accented letters that are commonly used in Hungarian or Finnish are precomposed and have a single Alt code. Other accented letters are typed in two or more steps. First you type the base vowel or consonant, then you add *nonspacing diacritics*. You can add two diacritics above and one below: $\tilde{\ddot{o}}$. You should pay attention to the width and height of the base character. The macron above *o*-width characters (\ddot{u}) should be different from the one above *i*-width characters (\ddot{i}) to avoid misplacing the diacritic like this: \ddot{u} . The acute accent that is fine above *c* (\acute{c}) is too low for \acute{c} (\acute{c}). Diacritics on dotless *i* or *j* look better than those on dotted *i* or *j*.

2. Editing and Formatting

You may get unexpected results when trying to edit or format multi-character letters made of a base character and one or more nonspacing diacritics like $\tilde{\mathfrak{z}}$ (yogh caron) composed of \mathfrak{z} (Alt+0254) and *o*-width caron (Alt+0154). Say, you want to copy $\tilde{\mathfrak{z}}$. Your difficulties begin when you try to highlight it with the mouse: you will not see whether you have highlighted $\tilde{\mathfrak{z}}$ or just \mathfrak{z} . This is the safe way to highlight multi-character letters:

1. Click to the left of the accented letter and put down the mouse.
2. Hold down the Shift key and strike the right arrow as many times as many characters your accented letter is made up of. Yogh caron is made up of two characters, so you strike it twice. If you wanted to copy $\tilde{\mathfrak{z}}$, you should strike the right arrow three times.

Now you can edit or format your accented letter as you usually do.

3. Search

Paste the accented letter into "Find what" and check the "Match Case" option.

4. Troubleshooting

Some printers will not print nonspacing diacritics if the base character and the diacritic come from different fonts. Uralica italic diacritics on Uralica italic characters are fine but Uralica italic diacritics on Uralica upright characters or Times New Roman italic characters are not. Documents written in earlier versions of MS Word will not be properly converted into Word 97 or 2000 if Uralica is associated with Central European, Cyrillic or other nonwestern languages.

5. Legal

Download and use the fonts and their documentation at your own risk. All responsibility is yours.

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