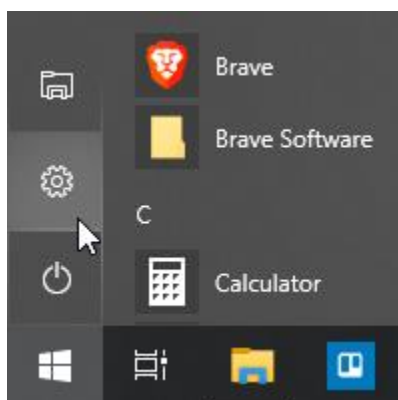


Greek Unicode Keyboard Input (Windows 10)

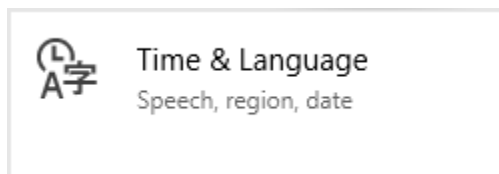
Learning to input Greek Unicode text is a valuable skill for every seminarian to learn. Using Unicode is faster and more efficient than individually selecting characters from the Character Map, and can often be more reliable than Copy/Paste. Using Unicode will ensure that the text you have entered contains actual Greek characters, and not just other symbols or letters in a font designed to look like Greek. In this way, your papers will always print correctly, and the characters will display properly on any computer. These instructions will get you started.

Enabling the Greek Keyboard

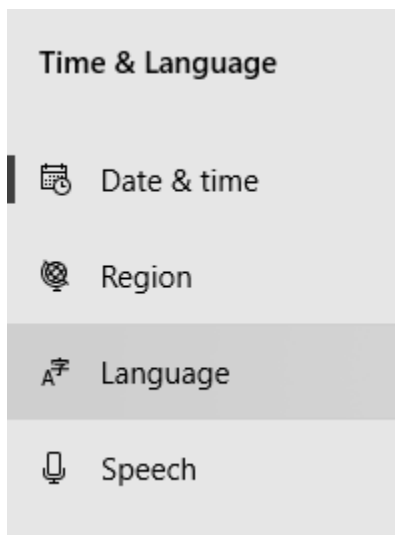
1. From the Windows Menu, click to open Settings.



2. In the settings app, click on “Time & language.”



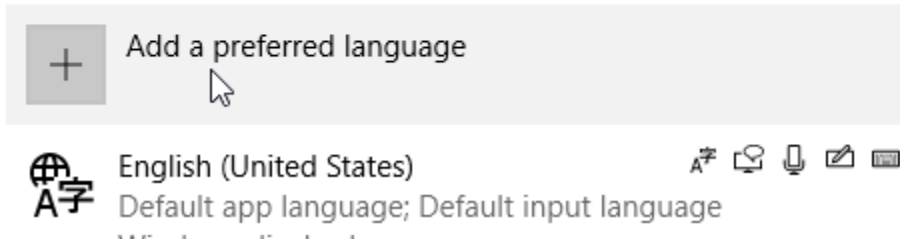
3. Next, click on “Language” in the menu on the left.



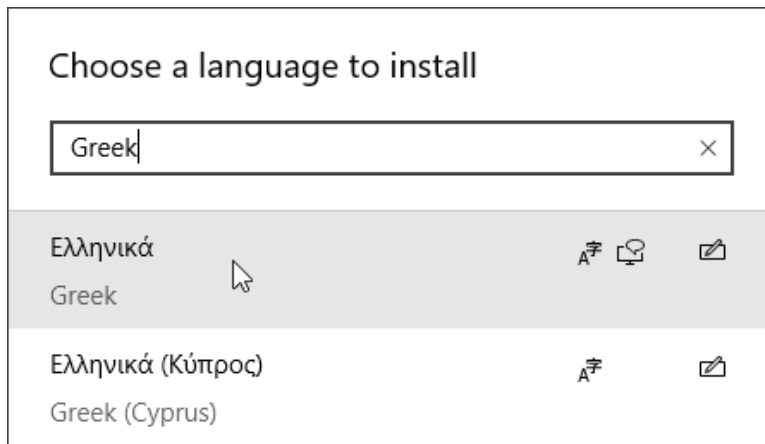
- Under “Preferred Languages,” click “Add a preferred language.”

Preferred languages

Apps and websites will appear in the first language in the list that they support. Select a language and then select Options to configure keyboards and other features.

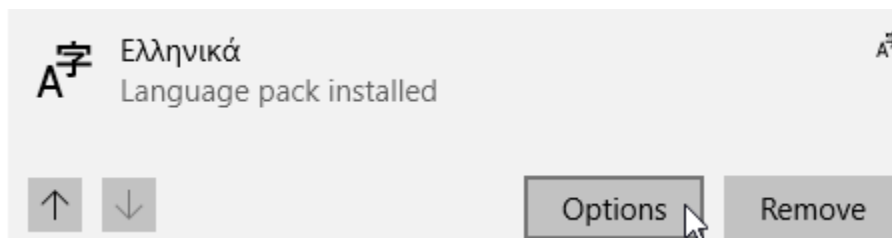


- In the window that appears, you can scroll through the list until you find Ελληνικά (Greek), and click to select it, or type “Greek” into the search box and select it.



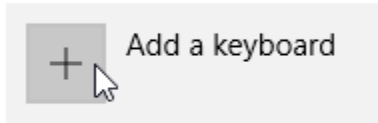
On the next screen, select “Install.” This will add Greek to the list of available languages. Unfortunately, the default Greek keyboard which was just added is not the most helpful keyboard for Koine/Biblical Greek. The best keyboard is the “Greek Polytonic” Keyboard which must be enabled.

- Click “Ελληνικά” in the list of available languages, and then click “Options.”



7. The next screen will display “Language options,” and “Keyboards.” Greek (Ελληνικά) will be the only keyboard listed. Click “Add a keyboard.”

Keyboards

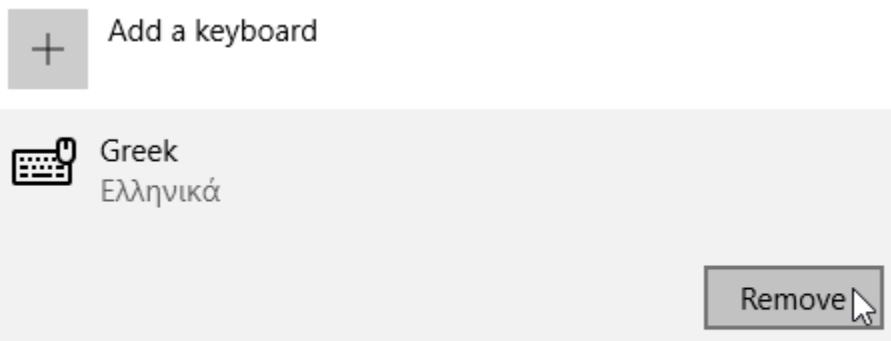


8. In the list which appears, scroll to the bottom and select “Greek Polytonic.”



This will add “Greek Polytonic” to the list of available Greek keyboards.

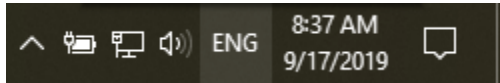
9. Finally, remove the default Greek keyboard by selecting it and then clicking “Remove.” Doing this will make things less confusing when working with Koine/Biblical Greek.



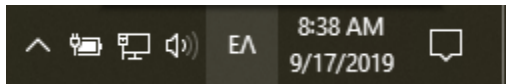
10. You may now close the Settings app.

Switching Between Input Languages

As soon as multiple input languages have been enabled, a new tool will appear docked on the right-hand side of the taskbar. This is the language bar which indicates the currently selected language. Note that when English is selected, the letters “ENG” are displayed and the keyboard will function normally.



When another language is selected, this indicator will change accordingly. When Greek is selected, the letters “ΕΛ” will be displayed and the keyboard will now insert Greek characters. You may remember this symbol by thinking of the word “Ελλην”, the Greek word for “Greek.”



Switching input languages can be achieved in two ways:

1. You may switch input languages by using either of two keyboard shortcuts:
 - a. Windows Key + Space. (This keyboard shortcut will pop up a small window displaying the currently selected language.)
 - b. Alt + Shift (This keyboard shortcut will change the language without the popup window.)

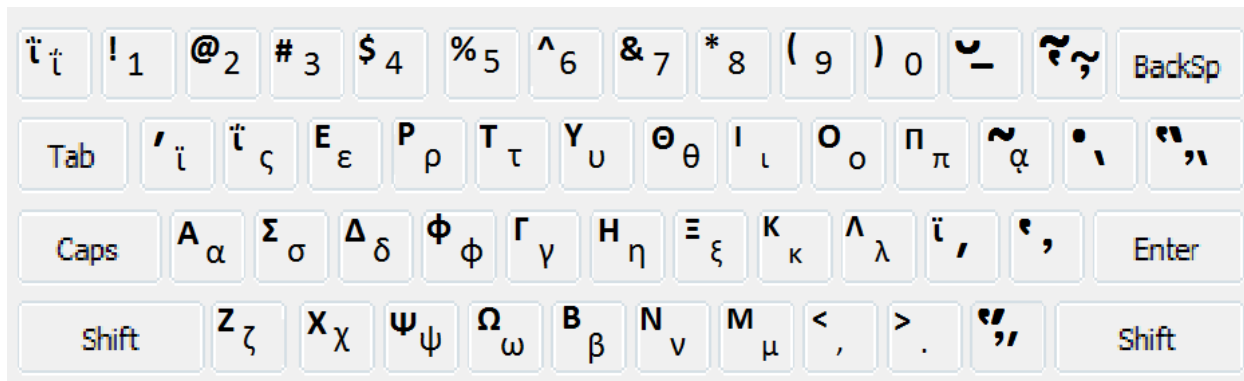
Using a keyboard shortcut to switch between languages is usually the quickest option, especially if your hands are already on the keyboard, although it may take some getting used to.

If using the keyboard shortcut to switch between input languages, using this same shortcut will cycle through all the available languages. If only Greek and English are enabled, using this key sequence again will return the keyboard to English. If more languages are enable, each time the key sequences used, the keyboard will move to the next enabled language.

2. You may also select your desired input language by clicking the language bar and selecting one of the available languages. Although this method is not always as quick as using the hot key, it is simple, and may be easiest for selecting the specific language desired when more languages are enabled than just Greek and English.

Typing in Greek

The Greek keyboard is similar to the English keyboard. Most letters correspond to the English letter which makes the same sound. For example, λ is the same key as L, and μ is the same key as M. Some letters have no corresponding English letter and must be learned. For example, ξ uses the J key and ψ uses the C key.



The most unexpected key is Upsilon which is not the U key but the Y key. This is the most common mistake when inputting Greek text. Also note that Omega uses the V key since Omicron uses the O key. The final sigma, ς, uses the W key (right above the S key).

Punctuation

The period and comma are the same as the English keyboard.

The raised dot (·) is made by pressing Right Alt+Shift+]

The question mark (;) is made by pressing the Q key followed by a space. Note that the character will not appear until the space has been inserted.

Accents and Breathing Marks

In order to insert a vowel with any type of accent or breathing mark, you must first input the key sequence for the desired accent followed by the desired vowel. For example, á is input by pressing the ; key and then pressing the A key.

<i>Accent</i>	<i>Key</i>
Acute (acute accent)	; (semicolon)
Grave (grave accent)] (right bracket)
Circumflex (circumflex accent)	[(left bracket)

The easiest way to remember breathing marks is that the English Keyboard key used for each type resembles the accompanying accent.

<i>Breathing Mark</i>	<i>Key</i>
Smooth (smooth breathing)	' (apostrophe)
Smooth + Acute (smooth + acute breathing)	/ (forward slash)
Smooth + Grave (smooth + grave breathing)	\ (backslash)
Smooth + Circumflex (smooth + circumflex breathing)	= (equal sign)

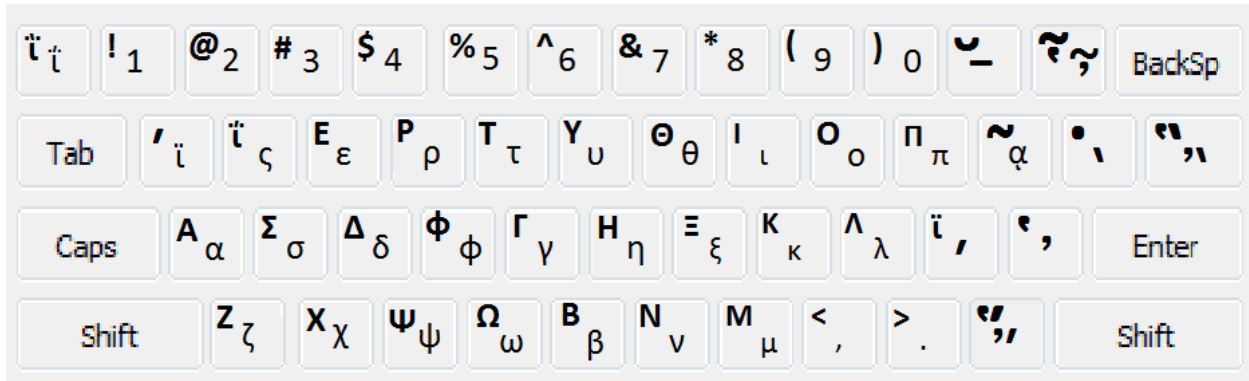
To insert a rough breathing mark use Shift+ the above listed key for the desired breathing mark. For example, a rough breathing mark + grave accent ($\grave{\alpha}$) is inserted by Shift+\ followed by the desired vowel.

Iota Subscript

The iota subscript (α) when it is not combined with an accent or breathing mark is inserted by pressing Shift+[followed by the desired vowel.

The iota subscript may also be combined with any of the above vowels and breathing marks by holding Right Alt+ the above listed key for the desired accent or breathing mark. This includes holding Shift for rough breathing marks. For example, a rough breathing mark + grave accent with an iota subscript ($\grave{\alpha}$) is inserted by pressing Right Alt+Shift+\ followed by the desired vowel.

Greek Keyboard Quick Reference



Punctuation

Raised Dot (·) Right Alt+Shift+]

Question Mark (;) Q followed by space

Accents and Breathing Marks

<i>Accent</i>	<i>Key</i>
Acute (´)	; (semicolon)
Grave (`)] (right bracket)
Circumflex (^)	[(left bracket)

<i>Breathing Mark</i>	<i>Key</i>
Smooth (´)	' (apostrophe)
Smooth + Acute (´)	/ (forward slash)
Smooth + Grave (`)	\ (backslash)
Smooth + Circumflex (^)	= (equal sign)

Rough Breathing Mark Shift+ above key breathing mark

Iota Subscript

iota subscript (ι̣) Shift+[followed by the desired vowel

Combination (ι̣) Right Alt+ the above key for the desired accent or breathing mark