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सं हि अनु / कंप्यूटर / 2010/

सेवा में,

क्षेत्रीय भविष्य निधि आयुक्त  
क्षेत्रीय कार्यालय वडोदरा

**विषय : कंप्यूटर पर हिंदी सॉफ्टवेयर स्थापित करने बाबत**

महोदय,

कृपया उपर्युक्त विषय पर अपने पत्र संख्या गुज/ वडो/ हि अनु/ हि. सॉफ्ट/ 11 / 8 दिनांक 20.04.2010 का संदर्भ लें।

इस संबंध में आपको सूचित किया जाता है कि विंडोज में हिंदी सहित विभिन्न भारतीय भाषाओं में काम करने के विकल्प उपलब्ध है जिन्हें 'कंट्रोल पैनल' में मौजूद 'रीजनल एण्ड लैंग्वेज' ऑप्शन के माध्यम से एक्टीवेट किया जा सकता है। आपसे अनुरोध कि अपने कार्यालय के सभी कंप्यूटरों में इस विकल्प को एक्टीवेट करवाने के प्रबंध करें। इस संबंध में उपलब्ध दिशानिर्देशों की प्रति संलग्न है। यदि इसके उपरांत भी कंप्यूटर पर हिंदी में कार्य करने में कोई कठिनाई आती है तो इस कार्यालय को सूचित करें।

भवदीया

(वीणा यादव)

सहायक निदेशक (राजभाषा)

प्रतिलिपि: क्षेत्रीय भविष्य निधि आयुक्त (सूचना सेवा), मुख्यालय - आपसे अनुरोध है कि विंडोज एवं एम एस आफिस सॉफ्टवेयर में हिंदी भाषा को एक्टीवेट करने संबंधी जानकारी को क.भ.नि.सं. की वेबसाइट पर उपलब्ध कराने के प्रबंध करें ताकि संगठन के सभी कार्यालयों में हिंदी में किए जाने वाले कार्य में एकरूपता लाई जा सके।

(वीणा यादव)

सहायक निदेशक (राजभाषा)


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## Windows Help and How-to

### Add an input language

 Applies to all editions of Windows Vista.  
Which edition of Windows Vista am I using?

You can edit documents in multiple languages by changing the language (the input language) in which you type. Input languages are included with Windows, but you need to add them to your list of languages before you can use them.

1. Open Regional and Language Options by clicking the **Start** button , clicking **Control Panel**, clicking **Clock, Language, and Region**, and then clicking **Regional and Language Options**.
2. Click the **Keyboards and Languages** tab, and then click **Change keyboards**.
3. Under **Installed services**, click **Add**.
4. Double-click the language you want to add, double-click the text services you want to add, select the text services options you want to add, and then click **OK**.

#### See also

- Change your input language
- What can I do with regional formats and languages?

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## How To Add and Enable Additional Languages in Windows



This article applies to a different version of Windows than the one you are using. Content in this article may not be relevant to you.

Visit the Windows Vista Solution Center

This article was previously published under Q177561

### SUMMARY

This article describes how to add and enable support for additional languages on a computer running Windows.

#### Windows NT. 4.0

You can add, enable, and configure support for multiple languages using the Regional Settings tool in Control Panel. You can also add some languages that are not listed in the Regional Settings tool from the Windows CD-ROM.

To add an additional language in Windows NT 4.0, follow these steps:

1. In the **Langpack** folder on the Windows NT 4.0 CD-ROM, right-click **<language>.inf**, and then click **Install**

**NOTE:** Some languages require files from the I386 folder as well as the Langpack folder. If you are prompted for the location of a file that is not in the Langpack folder, specify the I386 folder and then return to the Langpack folder the next time you are prompted for a file.

2. **Restart** your computer.

To enable a newly added language and specify a keyboard layout in Windows NT, follow these steps:

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click **Regional Settings**.
3. On the **Regional Settings** tab, click the appropriate language, and then click **Apply**.
4. Click the **Input Locales** tab.
5. In the **Input Locales** box, click the appropriate language, and then click **Properties**.
6. In the **Keyboard Layout** box, click the appropriate keyboard layout, click **OK**, and then click **OK**.

The following table lists the .inf files available in the Langpack folder.

File	Description
Arabic.inf	Arabic language support
Cyrillic.inf	Cyrillic-based language support
European.inf	Latin-based European language support
Exchsrvr.inf	All code page conversion tables for Microsoft Exchange Server
Greek.inf	Greek language support

Hebrew.inf	Hebrew language support
Japanese.inf	Japanese language support
Korean.inf	Korean language support
Schinese.inf	Simplified Chinese language support
Tchinese.inf	Traditional Chinese language support
Thai.inf	Thai language support
Turkish.inf	Turkish language support
Us_eng.inf	US English language support
Vietnam.inf	Vietnamese language support

### Windows 2000

To add an additional language in Windows 2000, follow these steps:

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click **Regional Settings**.
3. Click the **General** tab, click to select the check box next to the appropriate language group you wish to install, and then click **Apply**. The system will either prompt for a Windows 2000 CD-ROM or access the system files across the network. Once the language is installed, Windows 2000 will prompt you to restart the computer.

To enable a newly added language and specify a keyboard layout in Windows 2000, follow these steps:

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click **Regional Settings**.
3. Click the **Input Locales** tab.
4. In the **Input Locales** box, click the appropriate language, and then click **Properties**.
5. In the **Keyboard Layout** box, click the appropriate keyboard layout, click **OK**, and then click **OK**.

### Internet Explorer Administration Kit (IEAK)

The additional language support for text display and text input can be included when you create an IEAK package for Microsoft Windows 98, Microsoft Windows Millennium Edition, and Windows NT clients. This occurs in "Stage 2 - Automatic Version Synchronization" of the IEAK Customization Wizard.

IEAK does not provide support for language text display and text input for Windows 2000 clients, because the language support is included with the operating system on the **General** tab under **Regional Settings** in Control Panel.

### Windows XP

To install another language and keyboard layout in Windows XP, follow these steps:

1. In the Windows XP standard Start menu, click **Start**, and then click **Control Panel**.

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In the Windows XP classic Start menu, click **Start**, click **Settings**, and then click **Control Panel**.

2. Double-click **Regional and Language Options**.
3. Click the **Languages** tab, and then click **Details** under "Text Services and Input Languages".
4. Click **Add** under "Installed Services", and then click the language you want to add and the keyboard layout you want to use for that language.
5. To configure the settings for the Language bar, click **Language Bar** under "Preferences".

## REFERENCES

With the LangPack installed, Internet Explorer 4.0 users can install and use the Japanese/Korean Input Method Editor (IME) for Windows 95 and Windows NT 4.0. This will allow users to not just display but also input Japanese and Korean text into Web forms and Outlook Express 4.0 e-mail messages. For more information, please see the following Microsoft Knowledge Base article:

186113 (<http://support.microsoft.com/kb/186113/EN-US/>) Internet Explorer Input Method Editor 4.0 for Japanese/Korean

## APPLIES TO

- Microsoft Windows 2000 Professional Edition
- Microsoft Windows 2000 Server
- Microsoft Internet Explorer Administration Kit 5.5 Service Pack 1, when used with:  
the operating system: Microsoft Windows 2000

**Keywords:** kbenv kbhowtomaster KB177561



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## How to enable South Asian language support for Word 2007, for Word 2003, or for Word 2002 on computers that are running Windows Server 2003, Windows XP, or Windows 2000



This article applies to a different version of Windows than the one you are using. Content in this article may not be relevant to you. Visit the Windows Vista Solution Center

This article was previously published under Q311013

### SUMMARY

This step-by-step article discusses the installation and configuration requirements and explains how to type in, edit, and proof (check the spelling and grammar) South Asian languages in Microsoft Office Word 2007, in Microsoft Office Word 2003, or in Microsoft Word 2002 on computers that are running Microsoft Windows Server 2003, Microsoft Windows XP, or Microsoft Windows 2000.

**Note** South Asian languages include Thai, Hindi, and Vietnamese.

#### Requirements

To type and edit in a South Asian language in Word, you have to:

- Configure Windows for the specific language.
- Configure Word so that you can type in that language.

#### For Microsoft Windows

Windows Server 2003, Windows XP and Windows 2000 have built-in support for most languages, including Thai, Hindi, and Vietnamese. To configure the operating system to type in the appropriate language, you must configure the keyboard to type in that language. If the keyboard that you want is not listed by default, you may have to install additional files.

#### For Microsoft Word

If you want only to proof text in different languages, you can install the English version of Microsoft Office and install the Microsoft Office Proofing Tools.

If you want the multinational features of Office, install a localized version of Office. Alternatively, use one of the following procedures, as appropriate for the version of Word that you are running:

- For Word 2007, install the English version of Office with the Single Language Pack or the Multi-Language Pack.
- For Word 2003 and Word 2002, install the English version of Office with the Multilingual User Interface Pack (MUI).

#### Benefits

##### Benefits of using a localized version

You may prefer to use a localized version of Office if your organization needs completely localized functionality and the additional content that is included with some fully localized versions. Each localized version includes at least two

sets of appropriate proofing tools for the languages that you are likely to use most frequently. For more information about the localized versions of Microsoft Office, visit the following Microsoft Web sites:

For the 2007 Microsoft Office suites:

<http://office.microsoft.com/en-us/suites/HA102113701033.aspx>  
(<http://office.microsoft.com/en-us/suites/HA102113701033.aspx>)

For Microsoft Office 2003:

<http://office.microsoft.com/en-us/ork2003/HA011402191033.aspx?pid=CH011480721033> (<http://office.microsoft.com/en-us/ork2003/HA011402191033.aspx?pid=CH011480721033>)

For Microsoft Office XP:

<http://office.microsoft.com/en-us/orkXP/HA011363741033.aspx>  
(<http://office.microsoft.com/en-us/orkXP/HA011363741033.aspx>)

## Benefits of using the English version with different languages

### Word 2007

- The Single Language Pack (Microsoft Office Language Pack 2007 - *language name*) enables users and organizations to add localized user interface and document proofing tools for an additional language to their basic 2007 Office language deployment, and to easily switch between languages.
- The Multi-Language Pack (Microsoft Office Multi-Language Pack 2007) enables users and organizations to add localized user interface and document proofing tools to their basic 2007 Office language deployment for up to 37 different languages.

**Note** Single Language Packs are available for purchase only on the Web. The Multi-Language Pack is available for purchase in retail channels and through volume licensing programs.

For more information about the language packs for the 2007 Office suites, visit the following Microsoft Web site:

<http://office.microsoft.com/en-us/suites/HA102113681033.aspx>  
(<http://office.microsoft.com/en-us/suites/HA102113681033.aspx>)

### Word 2003 and Word 2002

- For more information about the Proofing Tools for Microsoft Office, visit the following Microsoft Web sites:

For Microsoft Office 2003:

<http://office.microsoft.com/en-us/ork2003/HA011402181033.aspx> (<http://office.microsoft.com/en-us/ork2003/HA011402181033.aspx>)

For Microsoft Office XP:

<http://office.microsoft.com/en-us/orkXP/HA011363771033.aspx>  
(<http://office.microsoft.com/en-us/orkXP/HA011363771033.aspx>)

- Office together with the Multilingual User Interface Pack (MUI) simplifies the deployment of Office in a large multinational organization.

Because a common worldwide executable file is included for each Office program, Information Technology (IT) administrators have to create only

one custom installation for users in all countries.

The MUI Pack also includes Proofing Tools for Office. Proofing Tools for Office allows users to create and to edit documents in more than 40 languages. Multinational companies can use the MUI Pack to enable mobile users and others to share workstations regardless of their language. Companies can also enable centralized global Help desks to switch the language interface on their computer screens to match the language interface of their customers. (However, some dialog boxes and screens may not be in the language that is specified.).

**Note** The Multilingual User Interface Pack (MUI) is available only through Open License, Select, and Enterprise Agreement volume licensing programs. The MUI is not offered through retail stores.

For more information about the MUI Pack for your multinational organization, visit the following Microsoft Web sites:

For Microsoft Office 2003:

<http://office.microsoft.com/en-us/ork2003/HA011402271033.aspx> (<http://office.microsoft.com/en-us/ork2003/HA011402271033.aspx>)

For Microsoft Office XP:

<http://office.microsoft.com/en-us/orkXP/HA011363761033.aspx> (<http://office.microsoft.com/en-us/orkXP/HA011363761033.aspx>)

## Configuration

This step-by-step section explains how to configure Microsoft Windows and Microsoft Word so that you can type text in different languages.

### Step 1: Install Microsoft Word

If you have not already done so, install Word 2007 (a 2007 Microsoft Office suite), Word 2003 (Microsoft Office 2003), or Word 2002 (Microsoft Office XP) on a computer that is running Windows Server 2003, Windows XP or Windows 2000.

### Step 2: Configure Windows to type in multiple languages

Before you can type in a language other than English, you must configure the keyboard to match the language. For example, to type Thai-based characters, configure the keyboard to map the same way as a localized Thai keyboard. To do this, follow these steps, as appropriate for the operating system that you are running.

#### Microsoft Windows Server 2003

1. Click **Start**, point to **Control Panel**, and then click **Regional and Language Options**.
2. On the **Languages** tab, click **Details**.
3. If the language that you want to type in is not listed under **Installed Services**, or if the language that you want is listed but the keyboard is not listed under it, click **Add**.
4. In the **Input Language** list, select the language that you want to type in. The **Keyboard layout/IME** field is automatically populated for you.

**Note** If the language that you want to type in is not listed, see the "How to install additional languages" section of this article.

5. Click **OK**.

6. Under **Installed Services**, you see the selected language with a keyboard installed.
7. Click **OK** to close the **Text Services and Input Languages** dialog box, and then click **OK** to close the **Regional and Language Options** dialog box.

#### Microsoft Windows XP

1. Click **Start**, and then click **Control Panel**.
2. In **Control Panel**, click **Date, Time, Language, and Regional Options**.

**Note** If you are using **Classic View**, in **Control Panel**, click to switch to **Category View**, and then click **Date, Time, Language, and Regional Options**.

3. Click **Add other languages**, and then click **Languages** tab.
4. Under **Text services and input languages**, click **Details**. The **Text Services and Input Languages** dialog box appears.
5. If the language that you want to type in is not listed under **Installed Services**, or if the language that you want is listed but the keyboard is not listed under it, click **Add**.
6. In the **Input Language** list, select the language that you want to type in. The **Keyboard layout/IME** field is automatically populated for you.

**Note** If the language that you want to type in is not listed, see the "How to install additional languages" section of this article.

7. Click **OK**.
8. Under **Installed Services**, you see the selected language with a keyboard installed.
9. Click **OK** to close the **Text Services and Input Languages** dialog box, and then click **OK** to close the **Regional and Language Options** dialog box.

#### Microsoft Windows 2000

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. In **Control Panel**, double-click **Regional Options**.
3. Click the **Input Locales** tab.
4. If the language that you want to type in is not listed in **Installed input locales**, click **Add**.
5. In the **Add Input Locale** dialog box, select the language that you want to type in from the **Input Locale** list. The **Keyboard Layout/IME** option is automatically selected for you.

**Note** If the language that you want to type in is not listed, see the "How to install additional languages" section of this article.

6. Click **OK**.
7. In the **Regional Options** dialog box, click **Apply**, and then click **OK**.

After you configure the keyboard, you can select the input language from the **Language** bar.

#### How to install additional languages

If the language that you want to type in is not listed in the "Step 2: Configure Windows to type in multiple languages" section, you can add languages by modifying the Regional Options. The Regional Options are in Control Panel. To do this, follow these steps, as appropriate for the operating system that you are

running.

#### Microsoft Windows Server 2003

1. Click **Start**, point to **Control Panel**, and then click **Regional and Language Options**.
2. On the **Languages** tab, in the **Supplemental language support** area, click to select the **Install files for complex script and right-to-left languages (including Thai)** check box.
3. Click **Apply**, and then click **OK**.
4. Restart your computer when you are prompted. If you are not prompted, click **Start**, click **Shut Down**, and then click **Restart**.

#### Microsoft Windows XP

1. Click **Start**, and then click **Control Panel**.
2. In **Control Panel**, click **Date, Time, Language, and Regional Options**.

**Note** If you are using **Classic View**, in **Control Panel**, click to switch to **Category View**, and then click **Date, Time, Language, and Regional Options**.

3. Click **Add other languages**.
4. On the **Languages** tab, click to select the **Install files for complex script and right-to-left languages (including Thai)** check box.
5. Click **Apply**, and then click **OK**.
6. Restart your computer when prompted. If you are not prompted, click **Start**, click **Shut Down**, and then click **Restart**.

#### Microsoft Windows 2000

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. In **Control Panel**, double-click **Regional Options**.
3. On the **General** tab, select the language that you want to install in the **Language settings for the system** section.
4. Click **Apply**.
5. If prompted, insert the Windows 2000 CD-ROM, and then click **OK**.
6. Restart your computer when prompted. If you are not prompted, click **Start**, click **Shut Down**, and then click **Restart**.

### Step 3: Install the language proofing tools

To check the spelling and grammar of text in a different language, you must install the appropriate language proofing tools for the language. To do this, use one of the following methods, as appropriate for the version of Word that you are running.

#### Word 2007

##### Method 1: Install a Single Language Pack

The Single Language Pack enables users and organizations to add localized user interface and document proofing tools for an additional language to their basic 2007 Office language deployment, and to easily switch between languages.

To add this functionality to Word 2007, install one or more single language packs. These packs are called Microsoft Office Language Pack 2007 - *language name*. *Language name* is the language that you want to add.

##### Method 2: Install the Multi-Language Pack

The Multi-Language Pack enables users and organizations to add localized user interface and document proofing tools to their basic 2007 Office language deployment for up to 37 different languages.

To add this functionality, install Microsoft Office Multi-Language Pack 2007.

### Word 2003 and Word 2002

#### Method 1: Install the Microsoft Office Proofing Tools

The Microsoft Office Proofing Tools give you the ability to check the spelling and grammar of different languages in a Microsoft Word document.

To add this functionality, install the Microsoft Office Proofing Tools 2003 or the Microsoft Office XP Proofing Tools, as appropriate for the version of Word that you are running.

#### Method 2: Install and configure the Multilingual User Interface Pack

To display menus, dialog boxes, and Help files in the South Asian language that you want, you must install the Multilingual User Interface Pack (MUI). Installing the MUI Pack also installs the proofing tools.

To add this functionality, install the Microsoft Office 2003 Multilingual User Interface or the Microsoft Office XP Multilingual User Interface, as appropriate for the version of Word that you are running.

### Step 4: Configure the Microsoft Office language settings

#### Word 2007

1. Click **Start**, point to **All Programs**, point to **Microsoft Office**, point to **Microsoft Office Tools**, and then click **Microsoft Office 2007 Language Settings**.
2. On the **Editing Languages** tab, add the language that you want to use in Word 2007 and the other 2007 Office programs to the **Enabled editing languages** list.

#### Word 2003 and Word 2002

1. Click **Start**, point to **All Programs**, and then do one of the following:
  - o Point to **Microsoft Office**, point to **Microsoft Office Tools**, and then click **Microsoft Office 2003 Language Settings**.
  - o Point to **Microsoft Office XP Tools**, and then click **Microsoft Office XP Language Settings**.
2. On the **Enabled Languages** tab, verify that the language that you want to proof is included in the **Enabled languages** list.
3. If the **User Interface** tab is available, follow these steps:
  - o In the **Display menus and dialog boxes in** list, select the language that you want the menus and dialog boxes to be displayed in.
  - o In the **Display Help in** list, select the language that you want the Help files to be displayed in.

**Note** The **User Interface** option is only available if you installed the Multilingual User Interface Pack.

### Step 5: Set Word to automatically detect language

Verify that Word is set to automatically detect the language of the text that is being typed. To do this, follow these steps, as appropriate for the version of Word that you are running.

### Word 2007

1. Start Word.
2. Click the **Review** tab.
3. In the **Proofing** group, click **Set Language**.
4. Click to select the **Detect language automatically** check box, and then click **OK**.

### Word 2003 and Word 2002

1. Start Word.
2. On the **Tools** menu, click **Language**, and then click **Set Language**.
3. Click to select the **Detect language automatically** check box, and then click **OK**.

Word can now detect and check the spelling and grammar in the language that you installed when you installed Office Proofing Tools.

### APPLIES TO

- Microsoft Office Word 2007
- Microsoft Office Word 2003
- Microsoft Word 2002 Standard Edition
- Microsoft Windows Server 2003, Enterprise Edition (32-bit x86)
- Microsoft Windows Server 2003, Standard Edition (32-bit x86)
- Microsoft Windows XP Professional
- Microsoft Windows XP Home Edition
- Microsoft Windows 2000 Professional Edition
- Microsoft Windows 2000 Server

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और मदद चाहिए?

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