

# TYPING ANCIENT (POLYTONIC) GREEK in a Windows environment

This is a practical guide to setting up Windows to type ancient (polytonic) Greek. It does not require you to purchase or install any software, just to activate a feature in Windows.

## 1. Activate polytonic Greek in Windows

### Setup instructions for Windows Vista or Windows 7

1. Go to the **Control Panel**.
2. Select **Clock, Language and Region** (or **Regional and Language Options**).
3. Select **Change keyboards and other input methods**.
4. A window will appear. Select **Change Keyboards** button.
5. A window will appear with three tabs. The "general" tab is open by default. Click the **Add** button.
6. You will see a list of keyboards based on languages. Scroll down and click on **Greek**, and then select **Greek Polytonic** keyboard.
7. Click **OK** on this tab and then all the previous tabs until you are back in the Control Panel. Close the Control Panel.

### Setup instructions for Windows XP

1. Go to the **Control Panel**.
2. Double-click **Regional and Language Options**.
3. Click the **Languages** tab,
4. Click **Details** under "Text Services and Input Languages"
5. Click **Add** under "Installed Services"
6. You will see a list of keyboards based on languages. Click on Greek Polytonic from the list.
7. Click **OK** on this tab and then all the previous tabs until you are back in the Control Panel. Close the Control Panel

After you activate Polytonic Greek, you should have a language button or taskbar similar to one of the images below.

- The English keyboard is represented by the letters **EN**.
- The Greek keyboard is represented by **EL**.

By clicking on this symbol, you can toggle between the English and Greek keyboard at any time!  
You can move and manipulate the appearance of the bar if you wish.



If you want, you can pull up keyboard images and type directly on them.

- Go to **START**:
- select **ALL PROGRAMS**
- select **ACCESSORIES**
- select **ACCESSIBILITY** (or **EASE of ACCESS**)
- select "On-screen Keyboard"

**IMPORTANT:** No matter how you input polytonic Greek, you must use a **Unicode font**. If the basic alphabet and vowels with acute accents appear correctly, but other accents and breathings do not appear correctly, it is because the font you are using is not consistent with Unicode. There are many Unicode fonts available, but a good one that comes with Windows is "Palatino Linotype" (this text is in Palatino Linotype).

## 2. The keyboard layout of the Greek alphabet and punctuation

These layouts show the placement of the letters. This arrangement is the same for Ancient and Modern Greek keyboards. The keys in yellow are used for placing polytonic diacritical marks (see next page).

- Normal state

¨	1	2	3	4	5	6	7	8	9	0	—	˘	BackSp
Tab	'	ς	ε	ρ	τ	υ	θ	ι	ο	π	˙	˚	Enter
Caps	α	σ	δ	φ	γ	η	ξ	κ	λ	ˆ	ˊ	ˆ	
Shift	ζ	χ	ψ	ω	β	ν	μ	,	.	ˆ		Shift	
Control	Alt									AltGr		Control	

- Shift state

¨	!	@	#	\$	%	^	&	*	(	)	˘	˘	BackSp
Tab			Ε	Ρ	Τ	Υ	Θ	Ι	Ο	Π	.		Enter
Caps	Α	Σ	Δ	Φ	Γ	Η	Ξ	Κ	Λ	ˆ	ˆ	ˆ	
Shift	Z	X	Ψ	Ω	B	N	M	<	>	ˆ		Shift	
Control	Alt									AltGr		Control	

### Punctuation

- The period and comma are the same as on the standard English keyboard.
- Half-stop: hold the <shift> key & right-hand <alt> key, then type the ] key:
  - type <shift>&<right alt> ] → ·
- Question mark:
  - type q <space> → ;
  - remember: “q for question”!
  - Make sure to type the <space> after the q. Otherwise, if you type a vowel next, it will put an accent on the vowel. (See next page.)

For the acute accent, type the semi-colon (;) key, then the vowel:

for example: type ; a → á

### 3. How to type polytonic Greek accents and breathings:

**accents** (type designated key and then vowel)

acute:	;	type ; a → $\acute{\alpha}$ (= Greek monotonic accent)
	or q	type q a → $\acute{\alpha}$ (= Greek polytonic acute)
grave:	]	type ] a → $\grave{\alpha}$
circumflex:	[	type [ a → $\tilde{\alpha}$

**smooth breathing** (hint: the keys look like the breathing and accents)

smooth:	' (apostrophe)	type ' a → $\acute{\alpha}$
+ acute:	/	type / a → $\acute{\alpha}$
+ grave:	\	type \ a → $\grave{\alpha}$
+ circumflex:	=	type = a → $\tilde{\alpha}$

**rough breathing** (= shift + same keys as used for smooth breathing)

rough:	"	type " a → $\acute{\alpha}$
+ acute:	?	type ? a → $\acute{\alpha}$
+ grave:		type   a → $\grave{\alpha}$
+ circumflex:	+	type + a → $\tilde{\alpha}$

#### **iota subscript**

iota subscript      shift + [      type {a →  $\alpha$

(for combinations, as shown below, hold down <right alt> key + use the same keys as above)

+ acute:	<right alt> q	type <right alt> q a → $\acute{\alpha}$
+ grave:	<right alt> ]	type <right alt> ] a → $\grave{\alpha}$
+ circumflex:	<right alt> [	type <right alt> [ a → $\tilde{\alpha}$

+ smooth	'	type <right alt> ' a → $\acute{\alpha}$
+ smooth + acute:	/	type <right alt> / a → $\acute{\alpha}$
+ smooth + grave:	\	type <right alt> \ a → $\grave{\alpha}$
+ smooth + circumflex:	=	type <right alt> = a → $\tilde{\alpha}$

+ rough:	"	type <right alt> " a → $\acute{\alpha}$
+ rough + acute:	?	type <right alt> ? a → $\acute{\alpha}$
+ rough + grave:		type <right alt>   a → $\grave{\alpha}$
+ rough + circumflex:	+	type <right alt> + a → $\tilde{\alpha}$