

## Coptic Unicode Keyboard Layout for Windows XP

This keyboard layout uses strict Unicode equivalents for Coptic letters and diacritics, with the exception of one rare character encoded in the Private Use Area (ϣ U+EC4A). The Coptic characters derived from Demotic are encoded in Greek and Coptic, the block beginning at U+0370. A full set of alphabetic characters including dialectical variations are included in the block Coptic beginning at U+2C80 (this block is not yet represented in standard fonts, so you need a scholarly font that has been modified to include Unicode version 4.1 Coptic). You can download PDFs of charts of the two relevant blocks of characters at [www.unicode.org/charts](http://www.unicode.org/charts).

Some of the characters will display only if you have version 2.7 or later of New Athena Unicode font (download [newathu.ttf](http://www.newathena.com/newathu.ttf) from <http://socrates.berkeley.edu/~pinax/greekkeys/NAUdownload.html>).

### HOW TO INSTALL

You must have administrative privileges on the computer in order to install and activate this keyboard layout. If not, the installation will fail, but not tell you this is the reason.

The installer is named CopticU.msi. To work properly, it must be in the same folder as the folder named i386, as it is when downloaded.

There are two stages to installation after you download and unzip the folder CopticU. This folder contains CopticU.msi, a folder i386, and this documentation. Retain the CopticU folder, as the same installer will be needed if you wish to remove or update this keyboard.

I. Run the installer (called CopticU.msi): this copies the keyboard layout to the correct location for Windows.

II. Activate the layout.

The following uses the terms applicable for Windows XP; some of the terms are slightly different in Windows 2000, but the same sequence of actions applies.

Open the Text Services and Input Languages Settings pane in one of the following ways.

EITHER A.

1. Open Control Panels (using the Start menu, Setting submenu) and open Regional and Language Options.

2. Click on the Languages tab.

3. Under Text Services and Input Languages click on the button Details...  
[This Control Panel also gives access to setting keyboard shortcuts for changing the input.]

OR B.

1. Click on the language input icon in the task bar (right side, probably says EN). [This icon is present only if you have already enabled more than one keyboard layout: if it is not visible, use method A instead.]
2. Select Show Language bar. This toolbar will now appear at the top of the screen.
3. Click on the Options triangle (tiny triangle at lower right end of Language bar) and select Settings...

THEN

4. On the Text Services and Input Languages detail pane, click on the Add... button in the Installed Services section.
5. On the Add Input Languages pane, choose either English (United States) or Greek from the list of options in the top field (Input Languages). (Choosing Greek may make it marginally easier to use a keyboard shortcut to switch between typing with the US keyboard layout and typing with the CopticU keyboard layout.)
6. Now examine the checkbox next to the Keyboard Layout/IME label of the second field. Check this box if it is not already checked.
7. Clicking the arrow at the right of the Keyboard Layout field and scroll in the list of choices revealed. Select the Coptic Unicode Keyboard Layout item.
8. Click Apply and then OK to close the pane.

## USING THE KEYBOARD LAYOUT

The last three pages of this document contain illustrations of the keyboard layouts with no modifier keys, with shift, with control+ALT, with shift+control-ALT, and with shift-control. Unfortunately, Word 2003 for Windows has many incompatible key assignments, only some of which can be worked around by trying to reassign or delete default keyboard shortcuts (use the Customize... command under the Tools menu, and click on the Keyboard... button). This is an inherent defect of using Word 2003 to handle sophisticated keyboard input for unusual scripts. The keyboard layout does work correctly in Notepad.

The Coptic letters appear at positions corresponding to similar roman letters on the US keyboard (alpha on a, beta on b, etc.). The less obvious items are:

- fi (phi) on f
- thethe (theta) on q
- khi (xi) on x
- psi on y
- oou (omega) on w

shei on v  
gangia on j

The same with shift key depressed produces lowercase letter with overstroke.

Uppercase letters are not normally needed in Coptic, but can be accessed (theoretically: this may not work at all in Word 2003) by depressing shift and control while typing the appropriate character.

Letters not on the unshifted keyboard:

sou (stigma numeral) on control-ALT-6  
sou (stigma numeral) with overstroke on shift-6 and also shift-control-ALT-6  
fei on control-ALT-f  
fei with overstroke on shift- control-ALT -f  
hori on control-ALT -h  
hori with cross-stroke on shift- control-ALT -h  
khei on control-ALT -j  
khei with overstroke on shift- control-ALT -j  
ti/dei on control-ALT -t  
ti/dei with overstroke on shift- control-ALT -t  
shima on control-ALT c  
shima with overstroke on shift- control-ALT -c  
Greek archaic koppa (numeral) on control-ALT -k  
Greek archaic koppa (numeral) with overstroke on shift- control-ALT -k

Punctuation:

normal English punctuation (comma, period, question mark, semicolon, colon, hyphen) is in usual positions  
dicolon: use standard colon  
middle dot is at control-ALT -semicolon.  
en dash is at shift =  
em dash is at shift- control-ALT =  
slanted double hyphen is at control-ALT =

Combining diacritics (always type these after the character they belong to):

(recall that characters with overstroke can be done in one keypress by using the shifted keyboard)

**overstroke** is at control-ALT -hyphen  
**character-joining overstroke** (from middle of one character to middle of the next) is at shift- control-ALT -hyphen (Type this between the two letters.)  
NOTE: if two consecutive letters are to have the full overstroke and you find that the two overstrokes do not overlap, you can add the character-joining overstroke (with same vertical size and position) between the letters.  
**dot** under a letter: control-ALT -period  
**dot** over a letter: option-slash  
**overstroke and dot below**: backslash

**acute** accent: control-ALT -1 or control-ALT -e

**grave accent:** grave key (unshifted) or control-ALT -2  
**circumflex accent** (caret shaped): control-ALT -i or control-ALT -3  
**circumflex** (curved shape) or inverted breve above: shift- control-ALT -i  
**circumflex** as wide inverted breve above joining two letters: control-ALT -p  
**diaeresis:** control-ALT -u  
**double acute accent:** control-ALT-g

Positioning of diacritics may not be ideal, especially in MS Word. They may appear more correctly when imported to Adobe applications. Appearance may also improve with a future version of New Athena Unicode font, when anchors and other smart features are added (but these won't work in MS Word at present anyway).

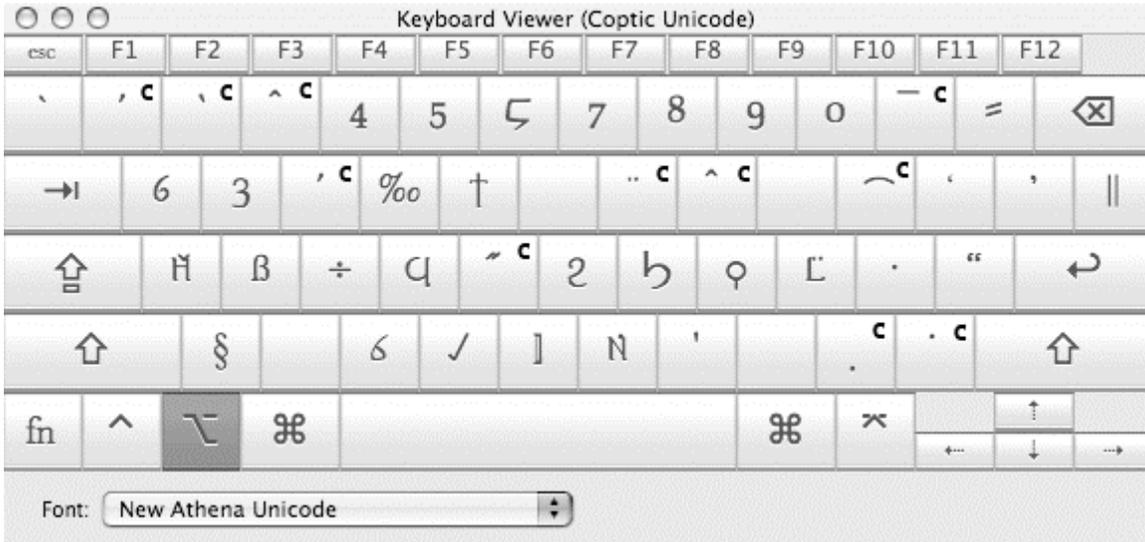
Characters that cannot be accessed from the keyboard may possibly be accessible in the Insert Symbols... palette of Word 2003: you must set the font to one that contains the Coptic characters, and you must enter the four-digit hexadecimal code in the Character Code field, as Word 2003 will not display Unicode 4.1 characters automatically in the grid of characters.

Alternatively and more quickly, entering the 4-digit hexadecimal code and then immediately pressing ALT-x should also work (you can download PDFs of charts of the two relevant blocks of characters at [www.unicode.org/charts](http://www.unicode.org/charts)).



A small capital C in the corner of the key indicates that this key is for a combining character that is to be typed after the character to which it is to be applied.

KEYBOARD WITH CONTROL-ALT KEY (many incompatibilities with Word 2003 default keyboard shortcuts, some of which can be eliminated)



KEYBOARD WITH SHIFT AND OPTION KEYS (a few conflicts with Word 2003)



KEYBOARD WITH SHIFT-CONTROL (does not work in Word 2003)

