



To display documents in Blackboard using international character sets:

- Create and format your document in Microsoft Word as you normally would (see directions below for setting up your computer to use non-Western character sets).
- Set the Character Set in the **Web Options** dialog box (**Tools** menu, **Options** command, **General** tab, **Web Options** button, **Fonts** tab).
- Next you must select Unicode (UTF-8) from the **Encoding** dialog box (**Tools** menu, **Options** command, **General** tab, **Web Options** button, **Fonts** tab).
- Now, select the **File** menu and the **Save As Web Page** command. Then select "HTML Source" from the **View** menu. Once the HTML source displays, from the **Edit** menu, select "Select All" then "Copy."
- Once you have done this, log into Blackboard and enter the **Control Panel** for your course. Select the area where you wish to place this document (example - Course Documents) and click **Add Item**. Select or enter a name for the item. Click in the Text box, then press "Control + V" or "Apple + V", and select the radio button next to "HTML," then click **Submit**.
- Click on the CourseID on the bread crumb trail at the top of the page to take you back to the front page of the course. Select the section in which you posted the document and click on the link to the document to make sure it displays properly.

To set up your computer for multilingual editing:

1. On the Windows **Start** menu, point to **Settings**, and then click **Control Panel**.
2. Double-click the **Keyboard** icon.
3. Do one of the following:
 - A. If you are running Microsoft Windows 95 or later, click the **Language** tab.
 - B. If you are running Microsoft Windows NT version 4.0 or Windows 2000, click the **Input Locales** tab.
4. Click **Add**
5. Do one of the following:
 - A. If you are running Windows 95 or later, click the language you want in the **Language** list, then click **OK**.

- B. If you are running Windows NT 4.0 or Windows 2000, click the language you want in the **Input locale** list, then click **OK**.
6. If you want to be able to switch keyboard layouts by using the Windows taskbar, make sure **Enable Indicator on taskbar** check box is selected.

To set up Office 2000 for multilingual editing:

1. On the Windows **Start** menu, point to **Programs**, point to **Office Tools**, and then click **Microsoft Office Language Settings**.
2. On the **Enabled Languages** tab, select the check boxes next to the languages you want.

Some languages — for example, Asian, right-to-left, and Central European languages — have [system requirements](#) that must be met before you can type characters for those languages in Office programs. For most other languages, you can [install the correct keyboard layout](#) to type characters for that language.

Character Set Options Table

Language	Encoding standards
Any, or multilingual	Unicode (UCS-2 little-endian and big-endian, UTF-8, UTF-7)
Arabic	Windows 1256, ASMO 708
Chinese (Simplified)	GB2312, GBK, EUC-CN, ISO-2022-CN, HZ
Chinese (Traditional)	BIG5, EUC-TW, ISO-2022-TW
Cyrillic	Windows 1251, KOI8-R, KOI8-RU, ISO8859-5, DOS 866
European languages	Windows 1250, 1252-1254, 1257, ISO8859-x
Hebrew	Windows 1255
Japanese	Shift-JIS, ISO-2022-JP (JIS), EUC-JP
Korean	Wansung, Johab, ISO-2022-KR, EUC-KR

Thai	Windows-874
Vietnamese	Windows 1258