

THREE WAYS TO TYPE UYGHUR AND ENGLISH TOGETHER IN MELLEL 2.0

In this tutorial, you will learn 3 ways to type Uyghur and English together on the same page: the first is alternating paragraphs, the second is within the same sentence, and the third is on the same line in a side-by-side column layout, (Uyghur on the right and the English on the left).

First you need to understand what "paragraphs" are in a multi-text-directional document. The definition of a paragraph that we are using here is that it is made up of one or more sentences, that are set off with "paragraph returns" (hitting the return button) before and after the sentence(s). A paragraph can be as short as one simple sentence like, "I like apples.", with paragraph returns before and after, or longer with multiple sentences (what we normally think of as a paragraph).

There are two types of paragraphs defined by the *Paragraph Direction* feature in *Mellel*, "right-to-left" paragraphs and "left-to-right" paragraphs:

- A) right-to-left paragraphs: this is where you are typing a Uyghur dominant paragraph, which is all Uyghur, or mostly Uyghur with English words or phrases peppered in.
- B) left-to-right paragraphs: this is where you are typing an English dominant paragraph, which is all English, or mostly English with Uyghur words or phrases peppered in.

When typing a right-to-left paragraph (Uyghur) followed by a left-to-right paragraph (English) or visa versa, you must use the *Paragraph Direction* feature as well as the *Alignment* feature (left, center, right, justified). If you do not use both of these features and only use the *alignment* feature, then you'll notice text layout problems, particularly with the period at the end of the sentence not lining up properly.

ALTERNATING UYGHUR AND ENGLISH PARAGRAPHS

بۈگۈن مەن تېلېفوندا ئاغىنەمنى كۆرەشتىم. ھەممىسى ياخشى ئىكەن. ئۇلار چوڭ ئۆيدە ئىكەن.

I talked on the phone today with my friend. They are all doing well. They are at his parents' house.

In the following instructions, when you see italicized text, it is referring to actual names of features in Mellel. So if you are wondering what a certain feature is, you can look up that italicized word(s) in Mellel Help.

1. Set the *Paragraph Direction* to right-to-left (this is not the *Align Right* feature) by clicking the *Paragraph Direction* icon/button (Figure 1), so that the arrow is pointing to the left.

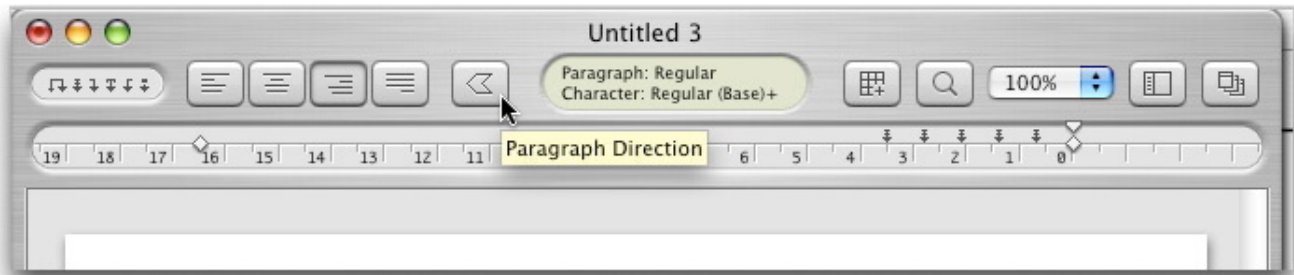


Figure 1

2. Make sure the *Align Right* is selected. The alignment buttons are located just to the left of the *Paragraph Direction* button. In the picture above, the *Align Right* button is pressed.
3. Switch to the Uyghur keyboard (Figure 2).

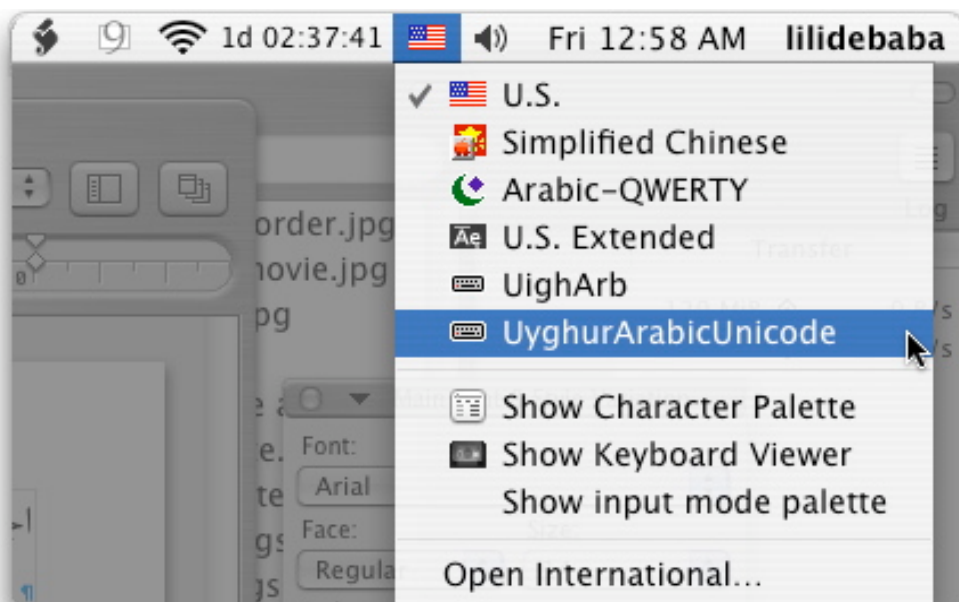


Figure 2

4. In the *Secondary Font* palette, change the font to a Uyghur font. Also, change the the *Secondary Font Script* to *Arabic*. By utilizing the *Secondary Font* feature, the Uyghur font is automatically activated when you switch to the Uyghur keyboard, and visa versa for English! (Figure 3)

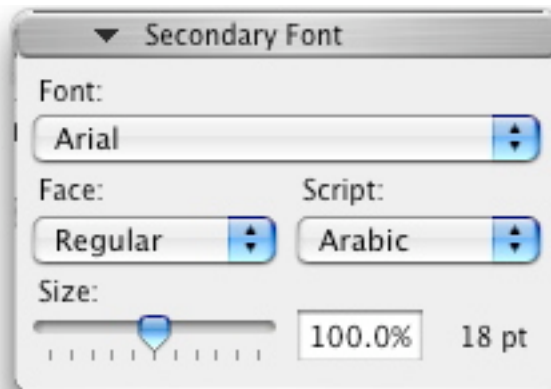


Figure 3

5. Type a Uyghur paragraph.
6. When you are done typing the Uyghur and want to type an English paragraph, then first hit return.
7. Click the *Paragraph Direction* icon again, so that the arrow is pointing to the right.
8. Make sure that the *Align Left* button is pressed.
9. Switch back to the *U.S. (English)* keyboard
10. Type the English paragraph.
11. Follow these steps to go back and forth to type “Uyghur” and “English” paragraphs on the same page.

UYGHUR AND ENGLISH IN THE SAME SENTENCE

1. When you are typing a Uyghur paragraph (*Paragraph Direction* pointing to the left), and you want to insert an English word/phrase, do not click the *Paragraph Direction* icon. You only need to switch keyboards and fonts. Here is an example:

ئۇيغۇرچە خەت ئۈرۈپ بولغان ۋاقتىدا، شۇ قۇردا English خەت ئۈرۈپ بولىدۇ.

In the above sentence, I only changed the keyboard and font before I typed the word “English”.

2. The opposite is true when typing an English paragraph (*Paragraph Direction* pointing to the right) and you want to insert a Uyghur word/phrase.

While typing English, you can type ئۇيغۇرچە on the same line.

In the above example, I did not change the *Paragraph Direction*, but only changed the keyboard and font before typing ئۇيغۇرچە.

UYGHUR ON THE RIGHT AND ENGLISH ON THE LEFT

He leased/rented out the land between the trees.

ئۇ كۆچەتنىڭ ئارسىدىكى بوش يەرنى
باشقىلارغا ھۆددىگە بېرىپتىكەن.

1. At the bottom of the *Mellel* window, click the *Show* down-arrow (Figure 4) and select *All invisible characters*.
2. If you have text above this point and want to maintain one column for that text, then insert a *Section Break* from the *Insert* menu.
3. In the *Section Palette* (Figure 5), increase the columns to 2.
4. Type your English sentence(s) in a left-to-right paragraph.
5. Insert a *column break* from the *Insert* menu. The cursor jumps to the right column. Now you have two “independent” columns to type in.
6. Change the *Paragraph Direction* to right-to-left, and change to the Uyghur keyboard.
7. type your Uyghur sentenc(s).
8. Now you can use your mouse to put the cursor back and forth between the two columns to columns to type “back and forth”.
Make sure to change your keyboard to the appropriate language before typing.

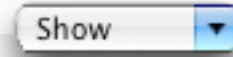


Figure 4

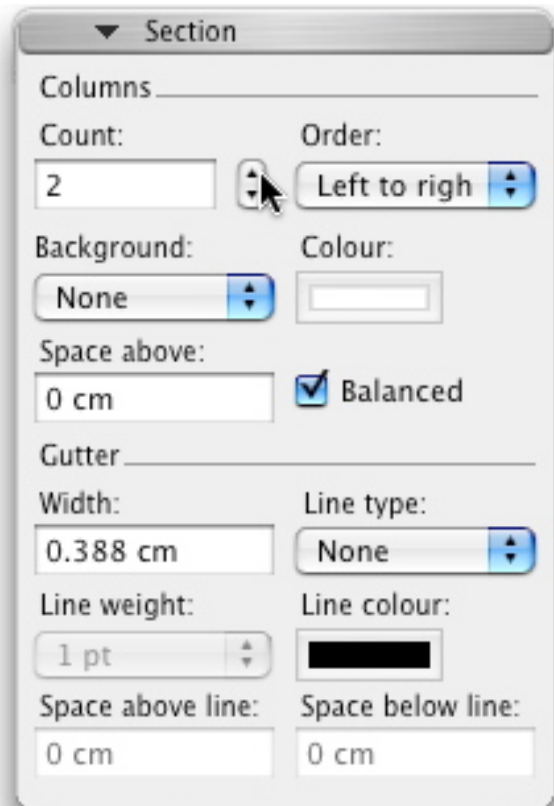


Figure 5

REMEMBER: When changing the column count, you must insert a *Section Break* before making the change. For example, I inserted a *Section Break* before changing from the two-column section above to one column.