

Important !!!!!

Read this before downloading !!!!!

For the "answer document" to print on the back of the " question document" and have the questions and answers lined up properly, You must install Arabic language support! This will allow your system to read right to left and left to right.

Don't panic! It is not as hard as it sounds and your system will still be in your original language such as, "English" by default' unless you select a different default language. This will only add the ability to read programs set up to read "left to right" and "right to left" in your English language programs.

Frequently asked questions:

1. Why do I have to install Arabic language support?

In order for the "database template" to merge the information in the correct position on the "answer template", Windows needs the ability to read "right to left". The answers or back side of the flash card must print opposite of the question document. This way the correct question and answer will be on the correct flash card.

2. Do I have to know how to read Arabic to use this program?

NO ! By installing Arabic language, Windows also installs the function to read documents right to left. Your default language and keyboard will stay in English unless you tell Windows to change your default. The "answers template" needs the ability to load the database to read right to left to line the questions with the answers.

3. How do I install Arabic language?

The instructions to install Arabic in Office 2000 and Office XP are included in the instructions.doc below. Create a folder in your "My Documents" or on your "Desktop", label it "Flash Cards". Right click the files below and select "save target as", choose your "Flash card" folder to save it in.

4. Do I have to delete all the sample questions and answers on the database sample to use my own?

No! The "database template" is blank. Just enter your questions and answers and save your work. The sample page is just an example.

5. How do I print the questions and answers on the same piece of paper?

Print your questions first. The first page must be on the bottom of the stack and the last page must be on top when printed side is visible to you (So, if you were reading your question sheets you would read the last page 1st and the 1st page last) If your printer is set up to print opposite of this then you MUST reset your printer to print first page first. NOW, flip your pages side-to-side (NOT top-to-bottom). Re-insert your pages into the printer making sure that the tops go into printer first.. Now, open and merge your answers into the answer template just as you did with the question template and print. If you sorted, flipped, and re-inserted correctly the answers will correlate to the questions on the opposite side of sheets.

Operating System

Make sure that your computer's operating system supports the language in which you want to type. In Microsoft Windows 2000 and Microsoft Windows XP, you can add language support for additional languages. If you are using Microsoft Windows 95, Microsoft Windows 98, or Microsoft Windows Millennium Edition (Me), you must have a Windows version that contains language support for the language that you want to use.

How to enable Arabic language support - Windows XP

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SYMPTOMS

Some languages such as Arabic are not available in the list of input languages in the Regional and Language Options applet in Control Panel.

RESOLUTION

1. Click on the start and go to Settings - Control Panel
2. Open the Regional and Language Options applet
3. On the Languages Tab check the "Install the file for complex script and right to left languages" checkbox to select it
4. Click OK
5. Insert the Microsoft Windows XP CD when prompted and allow installation to complete
6. Restart the computer when prompted to do so

APPLIES TO

- Microsoft Windows XP Professional Edition
- Microsoft Windows XP Home Edition

How to enable Arabic language support - Windows 2000

1. Click **Start**, click **Control Panel**, and then double-click **Regional Options**.
2. On the **General** tab, select the check box for the language that you want, and then click **OK**.
3. Restart your computer if prompted.

These steps add language support but do not add the matching keyboard driver

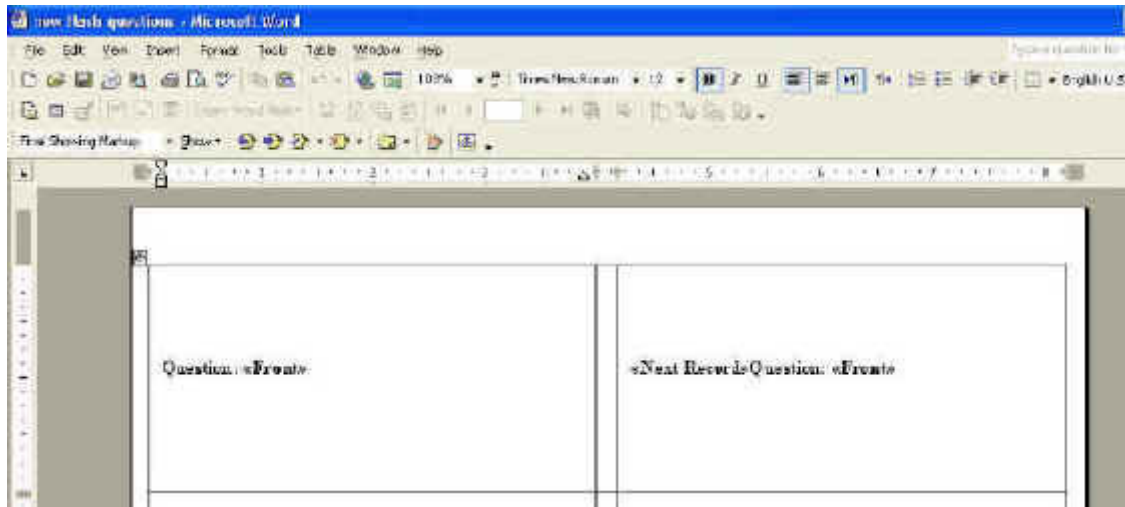
How to enable Arabic language support - Windows 98

If not available in your Windows98 setup tab, go to Windows update site and download Arabic language pack

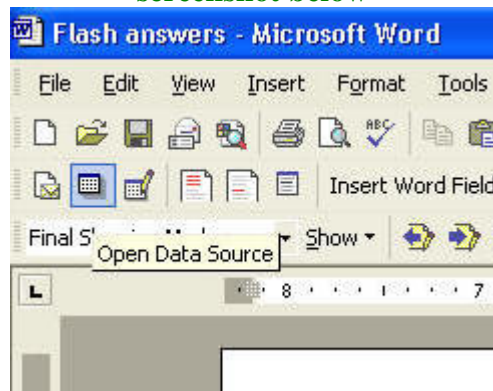
1. Click the **Start** button, point to **Settings**, and then click **Control Panel**.
2. In Control Panel, click the **Add/Remove Programs** icon.
3. Click the **Windows Setup** tab.
4. Select the check box for **Multilanguage Support**.
5. Click **OK**.

Merging the flash card Excel database to your Word question and answer documents in Office 2002 and Office XP

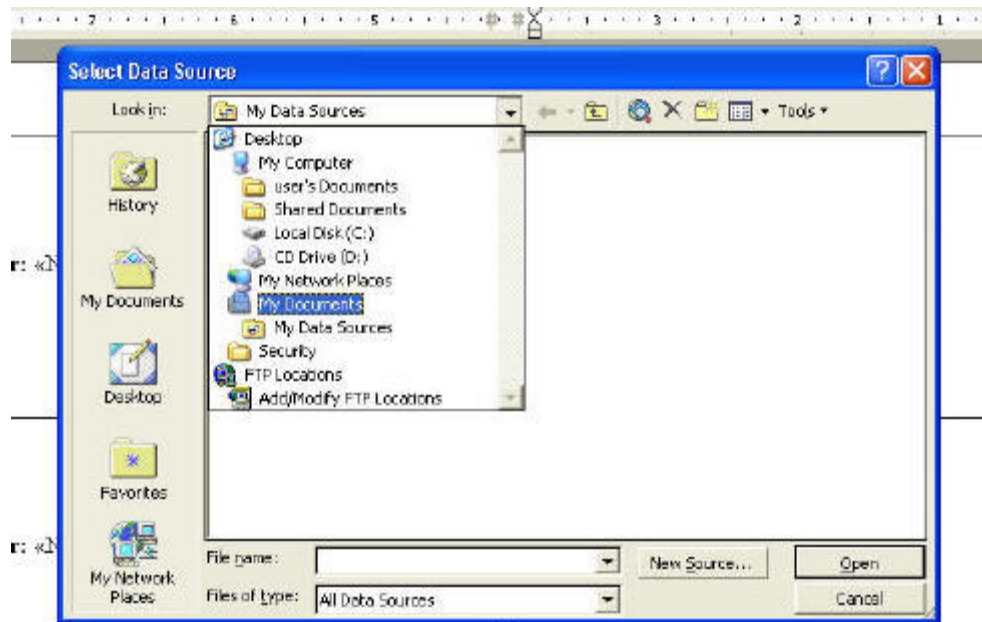
Open the question or answer Word template



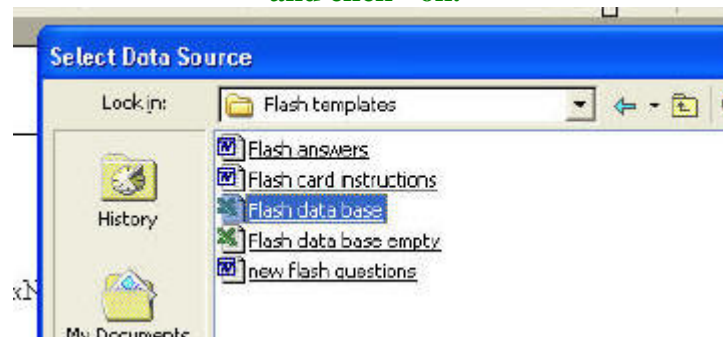
Select "open data source" from the tool bar. The icon with the blue shading in the screenshot below



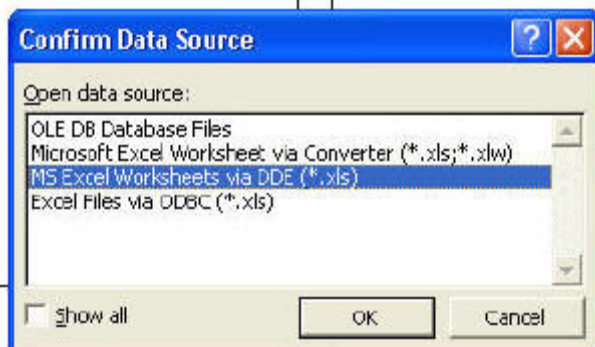
In the "select data source box" use the drop down menu to find the folder where your flash card files are saved. By default, Office XP creates a folder called, "My data sources." *Your flash card folder my be saved in a different folder.* You DO NOT have to select this file.



Find the folder that you saved all your flash cards in. Highlight the Excel database and click "ok."



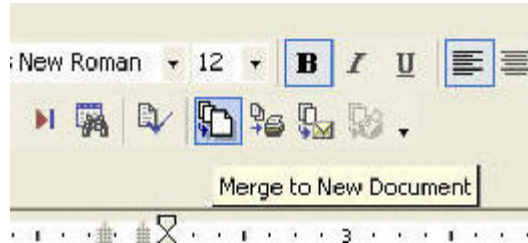
In the box "Confirm Data Source" Select, "MS Excel Worksheets via DDE (*.xls)," Click "OK".



You will be asked if you want the complete worksheet, answer YES or OK

You should now have your question or answer template open and your database minimized at the bottom of your screen. You are now ready to merge the documents.

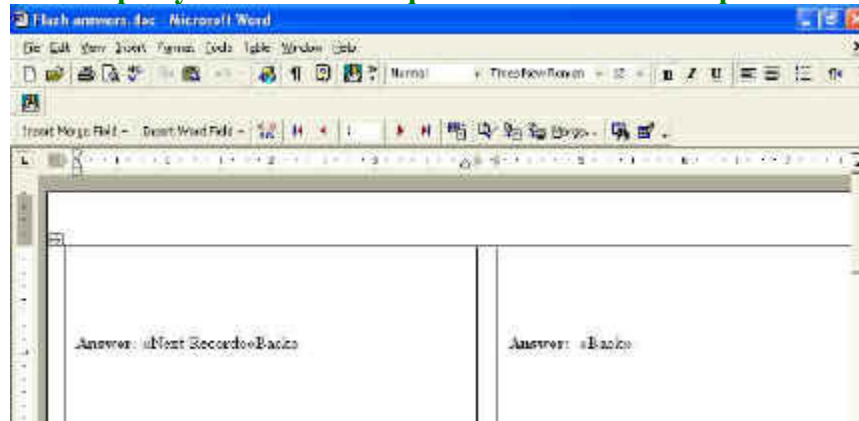
Click on "Merge to New Document" Icon in your toolbar. The blue shaded icon in the screenshot below.



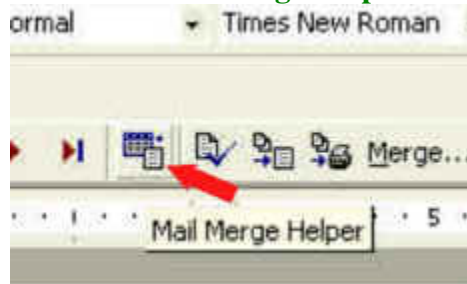
Your flash cards should now have your questions or answer on them and you are ready to print!

Merging the flash card Excel database to your Word question and answer documents in Office 2000

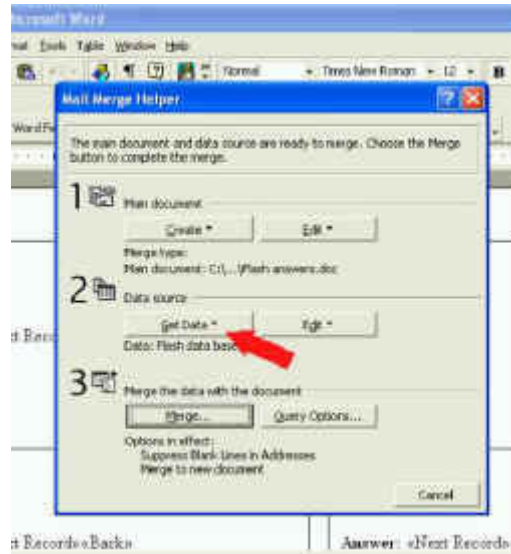
Open your Flash card question or answer template



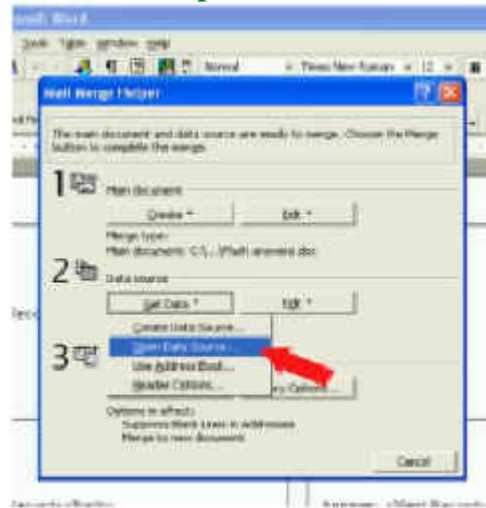
Click the "Mail Merge Helper" icon



Click "Get Data"



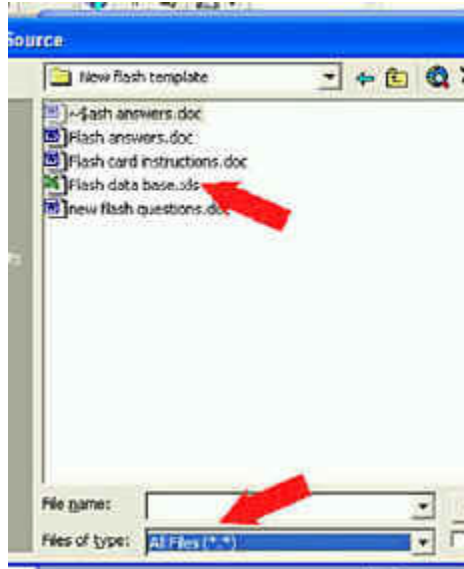
Click "Open data Source"



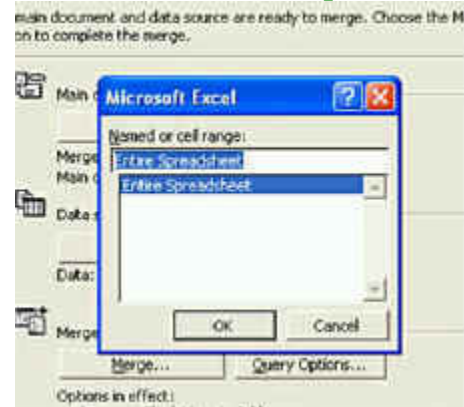
Browse your files and find your flash card folder



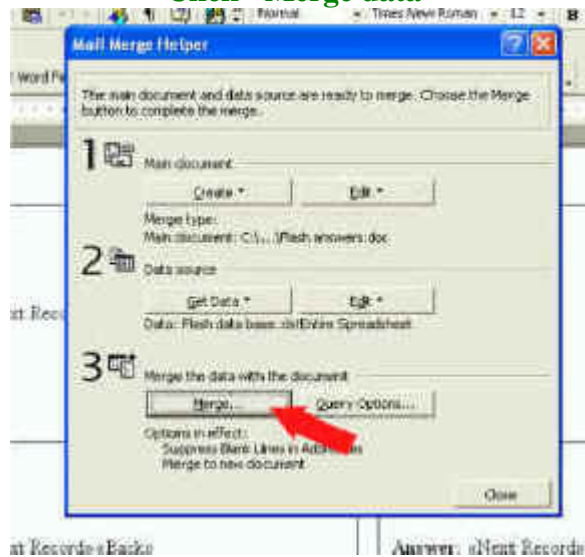
**Select your Flash Card database with the ".xls" extension.
If you don't see it, make sure "All files" is selected at the bottom of the page.**



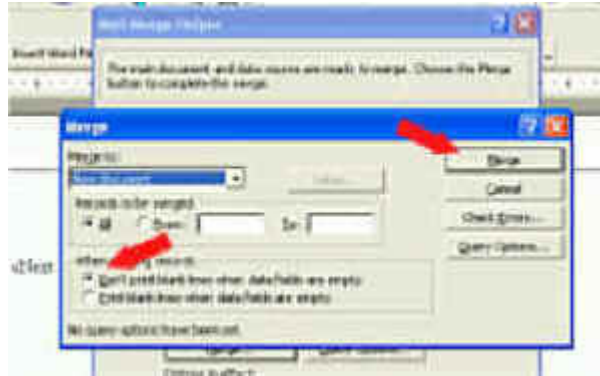
Click "OK" on entire spreadsheet



Click "Merge data"



Click " Merge". Make sure you select "don't print empty lines" at the bottom of the Merge box



Your Flash Card questions or answers should now be in the Word template and ready to print