# Cyrillic Support 2000

for Windows® 95, 98, Me, NT, 2000, and XP

## User's Guide

### Fingertip Software

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### **Acknowledgments**

Fingertip Software would like to thank Slava Paperno, Dr. Richard L. Leed, and Galina Raff for their extensive contributions to this product over its years of development.

Slava defined many of the required features since version 1.0, wrote the original documentation, and has been instrumental in testing each new release, including this one.

Dr. Leed created all of the fonts in earlier releases, and his work is the basis for the bitmap system fonts and the Couriere TrueType fonts included in this release. His artistic feedback on all the TrueType fonts has been most helpful.

Galina Raff has performed careful testing and furnished us with extensive feedback since release 3.0. We particularly appreciate her insights regarding feature requirements, documentation readability, and TrueType font design.

### **Printing**

Printed September 9, 2001.

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### Introduction

Congratulations on purchasing *Cyrillic Support 2000*, a complete set of software and fonts for using Cyrillic in Windows.

### **What Cyrillic Support 2000 Does**

Cyrillic Support 2000 includes everything you need to use Cyrillic-based languages in Windows Web browsers, e-mail programs, word processors, and other applications. It supports all modern Slavic languages which use a Cyrillic alphabet: Belarusian, Bulgarian, Macedonian, Russian, Serbian, and Ukrainian.

In addition to supporting the standard Russian alphabet, *Cyrillic Support* 2000 also lets you use accented Russian vowels for marking stress. This feature is described in more detail in "Marking Russian Stress" (page 10).

### **Cyrillic Support 2000 Programs**

Cyrillic Support 2000 provides you with four useful programs.

You will use *Cyrillic Keyboard* or *Russian Keyboard* on a regular basis. They provide a flexible way to type Cyrillic in virtually any Windows program. Features include hot keys for easy switching between English and Cyrillic keyboard layouts, both standard and phonetic Cyrillic layouts, and easy customization of any pre-defined keyboard layout. These programs are discussed in "Typing in Cyrillic" (page 9) and following sections.

Cyrillic Setup lets you modify the configuration of your Windows system so that you can use Cyrillic in menus, dialog boxes, and other contexts where you cannot select a font. It is described in "Running Cyrillic Setup" (page 5).

*Character Set Converter* can convert Cyrillic text between a variety of popular Cyrillic character sets. It is described in "Converting Cyrillic Text" (page 17).

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### **Cyrillic Support 2000 Fonts**

Cyrillic Support 2000 includes two Cyrillic typefaces which are suitable for longer texts. Couriere is available in a plain style, while Timesse supports plain, italic, bold styles.

Timesse Bold	<b>АН</b> ЕИЖ
Timesse Italic	жизнь
Timesse	ЖИЗНЬ
Couriere	жизнь

Cyrillic Support 2000 also includes a set of eight decorative Cyrillic fonts:

Artisan Cyr	dHENЖ
Brush Stroke Cyr	жизнь
Graceful Script Eyr	muzuo
Kids Hand Cyr	жизнь
Mechanical Pencil Cyr	жизнь
Mechanical Pencil Wide Cyr	жизнь
Old Gyrillic Gyr	жизнь
Showtime Cyr	жазнь

#### **About this User's Guide**

This User's Guide is designed to help you get up to speed quickly with *Cyrillic Support 2000*. It covers installation and basic usage instructions, but more advanced topics and features are left for the online help. Once you become comfortable with the material in this User's Guide, feel free to explore the online help of each program included with *Cyrillic Support 2000*. Online help is accessed by clicking the "Help" menus or buttons available throughout the programs.

### **Installing Cyrillic Support 2000**

Cyrillic Support 2000 takes just a few minutes to install. Installation is normally very straightforward, but if you should encounter any problems, please feel free to contact us at (210) 659-2532 or support@cyrillic.com for assistance.

### **Starting Installation**

For best results, you should shutdown and restart your computer immediately before installing *Cyrillic Support 2000*. After the computer has restarted, insert your installation CD. If an installation menu opens, choose "Install Cyrillic Support 2000" and skip to "A Fresh Installation" (page 4).

If no installation menu opens, click the Start button, then choose Run...



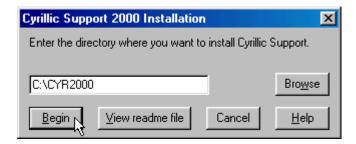
Enter d:\install.exe and click OK (if your CD-ROM is not drive d:, then change "d" to the appropriate drive letter).



When the installation menu opens, choose "Install Cyrillic Support 2000."

#### A Fresh Installation

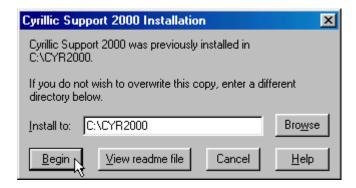
If *Cyrillic Support* has never been installed on this computer, you will see a dialog box asking whether the default directory is acceptable.



If the suggested directory is acceptable, simply click Begin to start the installation process. Otherwise you can type a different directory or click Browse to choose a directory before clicking Begin.

### **Replacing a Previous Installation**

If you have previously installed any version of *Cyrillic Support* on this computer, the installation program will request permission before overwriting it.



In almost all cases, you should click Begin to replace the previous installation.

If you have made any changes via the *Cyrillic Setup* program, it will be necessary to undo these changes and reboot your computer before continuing with installation. A dialog box will list the necessary steps.



After following these directions, you should return to "Starting Installation" (p. 3) and repeat the installation process.

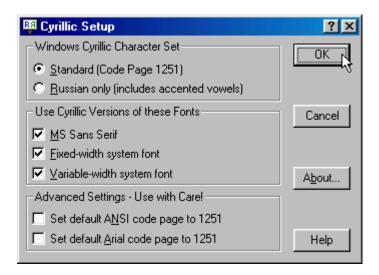
### **Running Cyrillic Setup**

After installation, you will be given an opportunity to run *Cyrillic Setup*, one of the programs included with *Cyrillic Support 2000*.



Cyrillic Setup allows you to modify the configuration of your Windows system so that you can use the Cyrillic alphabet in menus, dialog boxes, and other contexts where you cannot select a font. You can run this program at any time to change your configuration, but most users just run it once after installation and have no further need to modify their configuration.

If you use only English and Cyrillic-based languages, click OK to start *Cyrillic Setup*. But if you need to use Latin-based languages other than English in your menus and dialog boxes (e.g., French, German, Spanish, etc.), then you probably should not make any changes with *Cyrillic Setup*. Just click Cancel at the above dialog, and your installation will be complete.



For additional information on the options presented in this dialog box, click the small question mark "?" in the upper right corner of the window, then click the option you wish to know more about.

Your first choice is whether to use the standard Cyrillic character set (called Code Page 1251), or an academic Russian variant. The standard character set is fine for most users, but if you need to mark stress in Russian words you should choose "Russian only (includes accented vowels)." Please see "Appendix A: Cyrillic vs. Academic Russian" (page 28) for further details. These character sets are detailed in Appendix B (page 29).

Under "Use Cyrillic Versions of these Fonts" most users should check all three boxes.

The "Advanced Settings" section is only appropriate for users who are having difficulty running software created in Russia. If you cannot read the menus, dialog boxes, or other information in such a program, you may wish to try checking these boxes.

After changing any settings in *Cyrillic Setup*, you should click OK to save your new configuration. In most cases you will need to restart your computer before your new settings take effect.

Cyrillic Support 2000 is now fully installed. Before using it, please read "Installing Windows Multilanguage Support" (page 7) and follow the instructions appropriate for your version of Windows.

### **Installing Windows Multilanguage Support**

In order to conveniently use Cyrillic in many newer Windows applications, you may need to perform an additional installation procedure. This procedure adds optional Windows system files that support Cyrillic languages. Please follow the steps described below for your version of Windows. If you are not sure which version of Windows you are running, click the "Start" button and the menu which pops up will identify your Windows version.

### Windows 95/98/Me

- 1. Click "Start" then "Settings" then "Control Panel."
- 2. Open the "Add/Remove Programs" icon.
- 3. In the dialog which opens, click the middle tab, "Windows Setup."
- **4.** Beneath "Components" scroll down to "Multilanguage Support."
- **5.** If you see a check mark beside "Multilanguage Support," then no further steps are necessary. Simply click the Cancel button and close Control Panel.
- **6.** If you see a blank box beside "Multilanguage Support," click this box to place a check mark in it, then click OK.
- **7.** Windows will copy some system files; insert your Windows CD if requested to do so.
- **8.** When all files have been copied, Windows will inform you that a reboot is necessary. Click "Yes" to allow the reboot to occur.

**Windows 95 Note:** If you have an early copy of Windows 95, you may not see "Multilanguage Support" in the list of components (step 4). In this case, you need to download Multilanguage Support from Microsoft's Web site at:

#### http://www.microsoft.com/downloads

This will bring you to a search page. Do a keyword search for "multilanguage support" with Operating System set to "Windows 95." Click on "Windows 95 Update CD-ROM Extras: Multilanguage Support." You should reach another page with a long list of files. The file you want to download is called Lang.exe. You should download it to a blank directory, then run it. You can run it by opening the "My Computer" icon on the desktop, browsing to the directory where it was downloaded, and double clicking lang.exe. After it runs, you'll see a readme file which describes the rest of the installation process.

#### Windows NT/XP

Windows NT and XP include all necessary system files by default; no additional installation steps are necessary.

#### Windows 2000

- 1. Click "Start" then "Settings" then "Control Panel."
- 2. Open the "Regional Options" icon.
- 3. In the dialog which opens, click the left tab, "General."
- **4.** Beneath "Language settings for the system" scroll down to "Cyrillic."
- **5.** If you see a check mark beside "Cyrillic," then no further steps are necessary. Simply click the Cancel button and close Control Panel.
- **6.** If you see a blank box beside "Cyrillic," click this box to place a check mark in it, then click OK.
- **7.** Windows will copy some system files; insert your Windows CD if requested to do so.
- **8.** When all files have been copied, Windows will inform you that a reboot is necessary. Click "Yes" to allow the reboot to occur.

### Using Cyrillic in a Word Processor

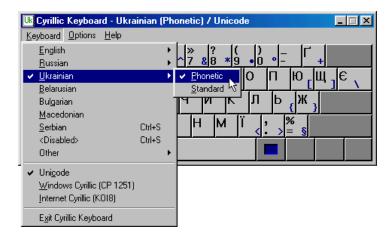
The following sections present a tutorial on basic word processing in Cyrillic. Additional information is available in the online help of *Cyrillic Keyboard*, *Russian Keyboard*, and *Character Set Converter*.

### **Typing in Cyrillic**

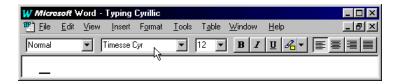
1. Start *Cyrillic Keyboard* by clicking "Start," "Programs," "Cyrillic Support 2000," "Cyrillic Keyboard." You should see a keyboard diagram. If you are instead greeted with the following message, please read "Installing Windows Multilanguage Support" (page 7).



**2.** Select a Cyrillic keyboard layout from the "Keyboard" menu of *Cyrillic Keyboard*. Note that multiple layouts are available for Russian and Ukrainian.



**3.** Start your word processor and select a Cyrillic font such as "Timesse Cyr." Most word processors offer a toolbar for selecting a font, as well as a "Font" command on a "Format" or "Text" menu.



**4.** Begin typing. You should see Cyrillic letters which correspond to the keyboard layout you have chosen. To type English again, simply select one of the English layouts from the Keyboard menu of *Cyrillic Keyboard*. Note that you do not need to change fonts when switching between English and Cyrillic; modern Cyrillic fonts contain the full English alphabet.

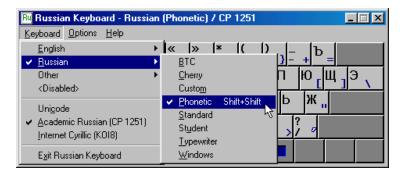
### **Typing Third Symbols**

You will notice that most of the keyboard layouts provided in *Cyrillic Keyboard* and *Russian Keyboard* show an extra character in the bottom right corner of certain keys. These extra characters are normally displayed in blue, and they can be typed by pressing the key while holding down the right Alt key. For example, in most keyboard layouts, you can type the Euro symbol ( $\in$ ) by holding down right Alt and pressing the "E" key.

### **Marking Russian Stress**

As an aid to students, Russian teachers often mark stress in Russian words by placing accent marks over the vowels of stressed syllables. Similarly, some Bulgarian users use this feature to type Bulgarian i-grave (n). The following instructions will explain how to type accented Cyrillic vowels. If you do not not need this feature, you can skip this section.

- 1. Start *Russian Keyboard* by clicking "Start," "Programs," "Cyrillic Support 2000," "Russian Keyboard." You should see a keyboard diagram.
- 2. Select a Russian keyboard layout from the "Keyboard" menu of *Russian Keyboard*, and make sure "Academic Russian (CP 1251)" is checked near the bottom of this menu.



- **3.** Start your word processor, and select either "Couriere Russ" or "Timesse Russ." These are the only two fonts you can use for typing accented Cyrillic vowels.
- 4. Accented vowels are normally typed by means of a dead key. When you press a dead key, no character is inserted into your document, but the keyboard enters a special mode whereby the next vowel you type is accented. For example, if you select the Russian (phonetic) keyboard layout, you will notice that the key beside Right Shift has an acute dead key as its third symbol. Hold down your right Alt key and press this key. The keyboard diagram is updated.



5. Now press any key which contains a vowel, and you will get an accented form of that vowel. If you hold down Shift as you type the vowel, you'll get a capital accented vowel. After typing one letter, your keyboard reverts to its normal state. When you wish to type another accented vowel, you will need to press the dead key again before typing the vowel.

6. The instructions above demonstrated how to type an acute accent, which is normally used to mark primary stress. Some users also like to mark secondary stress by means of a grave accent. On the Russian (Phonetic) layout, the key in the upper left corner of the keyboard contains the grave dead key as its third symbol. Hold down your right Alt key and press this key.



7. The next vowel you type will receive a grave accent, indicating secondary stress. Notice that no capital letters are shown; grave accents are provided for lower case vowels only.

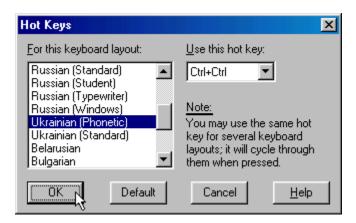
### **Switching Keyboard Layouts with Hot Keys**

If you start *Cyrillic Keyboard* or *Russian Keyboard*, and press both Shift keys at the same time, your keyboard layout will switch between U.S. English and Russian (Phonetic). This "hot key" approach is a convenient alternative to switching keyboard layouts via the "Keyboard" menu.

The only hot key that is initially active is Shift+Shift, which switches between U.S. English and Russian (Phonetic). You can easily add other hot keys using the following steps.

- 1. Choose "Hot keys..." from the "Options" menu of *Cyrillic Keyboard* or *Russian Keyboard*.
- **2.** Beneath "For this keyboard layout" choose the layout for which you wish to add or remove a hot key.
- 3. Beneath "Use this hot key" choose the hot key you wish to assign to this keyboard layout. If you choose "None" (located first in the list), then this keyboard layout may only be selected via the Keyboard menu. This is appropriate for keyboard layouts you seldom or never use.

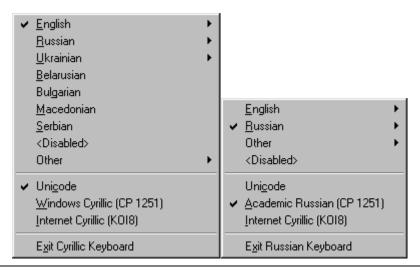
**4.** Repeat steps (2) and (3) until you have the hot keys assigned as you like, then click OK to close this dialog. Keep in mind that you can assign the same hot key to several keyboard layouts, as was initially done with Shift+Shift.



You should now try pressing the hot keys you just assigned to be sure they work properly. If you click the "Keyboard" menu, you should see your new hot keys beside the keyboard layouts to which they have been assigned.

### **Choosing a Cyrillic Character Set**

Toward the bottom of the "Keyboard" menus for *Cyrillic Keyboard* and *Russian Keyboard* you will notice a set of three character set choices.



#### Unicode

Unicode is a new character encoding standard which can support nearly all the world's languages. It has become the preferred standard for encoding Cyrillic text in most modern word processors and other application programs under Windows 95, 98, Me, NT 4, 2000, and XP. You should use Unicode for any Cyrillic documents which you plan to exchange with others electronically. Unicode is also normally required if you will be using add-on spelling or grammar checkers, dictionaries, or translation aids for Cyrillic-based languages.

Unicode is initially selected when you start *Cyrillic Keyboard* or *Russian Keyboard*. While typing with Unicode, you may use any of the fonts provided with *Cyrillic Support 2000* that end in "Cyr" or "Russ" (e.g., Timesse Cyr or Couriere Russ).

#### Code Page 1251

Code Page 1251 is the Cyrillic standard used in Windows 3.1. This has three uses in *Cyrillic Support 2000*. First, if you need to type accented Cyrillic vowels (see page 10), then you must select a font ending in "Russ" (e.g., Couriere Russ or Timesse Russ), use the *Russian Keyboard* program, and set the character set to "Academic Russian (CP 1251)." Another important use for Code Page 1251 is to type with older Cyrillic fonts which were designed for Windows 3.1. If you set the character set to "Unicode" with such older fonts, all you see is square boxes. If this occurs, try typing with Code Page 1251 instead. A final use is to type Cyrillic in programs that cannot handle Unicode, such as certain e-mail or drawing programs, or Windows Notepad on certain versions of Windows.

#### Internet Cyrillic (KOI8)

KOI8 is mainly used for Cyrillic communication on the Internet. When typing with this character set, you must select one of the fonts that end in "KOI8" (e.g., Timesse KOI8 or Couriere KOI8). This is required when you wish to use Cyrillic in certain e-mail programs such as America Online; for details, see "Using Cyrillic in E-mail" (page 19).

### **Selecting Other Cyrillic Fonts**

The Cyrillic fonts which have been discussed most often in this User's Guide are Couriere and Timesse. These are basic text fonts which come with *Cyrillic Support 2000* and support the widest range of Cyrillic character sets.

Cyrillic Support 2000 also includes a set of eight decorative Cyrillic fonts:

Artisan Cyr	жизнь
Brush Stroke Cyr	жизнь
Graceful Script Cyr	rcuzur
Kids Hand Cyr	жиЗНь
Mechanical Pencil Cyr	жизнь
Mechanical Pencil Wide Cyr	жизнь
Old Gyrillic Gyr	жизнь
Showtime Cyr	жазнь

As with all *Cyrillic Support 2000* fonts ending in "Cyr," you can type these fonts with either *Cyrillic Keyboard* or *Russian Keyboard*, and you can use either Unicode or Code Page 1251 as your character set (see page 13).

A number of Unicode Cyrillic fonts are available from various sources. These can be typed with either *Cyrillic Keyboard* or *Russian Keyboard*, with Unicode selected as your character set. If you have installed Windows Multilanguage Support (see page 7), your system will have Unicode versions of Arial, Courier New, and Times New Roman.

Several other Unicode fonts are included with newer versions of Internet Explorer, Office, Windows, and other Microsoft products. A partial list includes: Arial Black, Arial Euro, Arial Narrow, Book Antiqua, Bookman Old Style, Century Gothic, Comic Sans MS, Garamond, Haettenschweiler, Impact, Lucida Console, Lucida Sans Unicode, Monotype Corsiva, Tahoma, and Verdana.

### **Hiding the Keyboard Window**

If you have a keyboard which is labeled for Cyrillic, or if you have memorized the layout of Cyrillic letters, you may prefer to hide the keyboard diagram while using *Cyrillic Keyboard* or *Russian Keyboard*. To do so, click the minimize button, which is the leftmost of the three buttons shown in the upper right corner of the window.



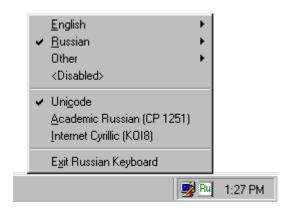
It is important that you minimize the window rather than close it. If you close the window by clicking the rightmost button, the keyboard program becomes inactive. With the window minimized, the keyboard remains active; the keyboard diagram is simply hidden from view.

When the window has been minimized, you will still see a small key icon in your Taskbar, near the clock.



The icon will indicate which language is associated with the active keyboard layout; in this case it is Russian. If you wish to see the keyboard diagram again, simply double click this icon.

While the keyboard diagram is hidden, you can still switch your keyboard layout using a hot key (see page 12). If you click the icon with your left mouse button, the "Keyboard" menu will pop up. You can use this menu to switch your keyboard layout or character set, or to exit the program.



### **Starting the Keyboard Automatically**

If you type in Cyrillic frequently, you may wish to have the keyboard program start automatically each time you start Windows. To do this, start either *Cyrillic Keyboard* or *Russian Keyboard*, whichever one you normally use, and choose "Startup Preferences" from the "Options" menu.



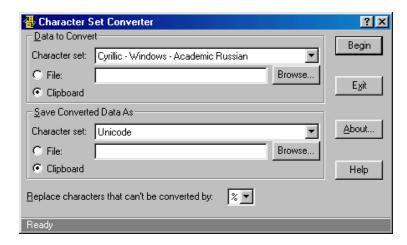
Check the "Auto-load" box if you want the keyboard program to start automatically for you. This dialog also lets you choose which keyboard layout and character set are initially active when the program starts, where the keyboard diagram is placed on screen, and whether to start with the window minimized.

### **Converting Cyrillic Text**

Character Set Converter, one of the programs included with Cyrillic Support 2000, allows you to convert Cyrillic text between a variety of popular character sets. Although this program is not normally used as regularly as the other programs in Cyrillic Support 2000, a brief introduction will be presented here for those who might need to convert Cyrillic text. Please refer to the online help for Character Set Converter for a more complete set of instructions.

As a sample situation for using *Character Set Converter*, assume you have typed a Russian document using stress marking (see page 10 for information on how to do this). Now assume you need to convert the document to Unicode, perhaps to run it through a spell checker, or to send it to a colleague who does not have the Academic Russian fonts from *Cyrillic Support 2000*. The following steps will accomplish this.

- 1. Open your word processor, highlight the entire document, and choose "Copy" from the "Edit" menu to copy it to the clipboard.
- 2. Start *Character Set Converter* and fill out the dialog as shown.



- **3.** Click Begin to convert the clipboard text to Unicode. This removes accents from the Russian vowels, as Unicode has no provision for marking Russian stress.
- **4.** Return to your word processor, start a blank document, and choose "Paste" from the "Edit" menu to paste the Unicode text in.
- 5. Save this new document under a different name.

Other situations where you might wish to use *Character Set Converter* include converting documents between KOI8 (Internet Cyrillic) and one of the Windows character sets (Unicode or Code Page 1251), or converting documents between Macintosh and Windows character sets.

Please keep in mind that *Character Set Converter* does not preserve formatting when it converts text. All boldface, indentation, etc. will be removed, so you will need to reformat the converted document.

### Using Cyrillic on the Internet

Cyrillic Support 2000 will enable you to use Cyrillic in most e-mail programs and Web browsers. The first two sections below present general information on using Cyrillic in e-mail and Web browsing, and the following sections offer details pertaining to several popular applications. Please note that the online help of Cyrillic Keyboard and Russian Keyboard cover several additional applications; please consult it if your e-mail program or Web browser is not discussed below.

### **Using Cyrillic in E-mail**

For most Cyrillic-based languages, the KOI8 character set is used in e-mail. Bulgarian is an exception, as many Bulgarian users send e-mail in Code Page 1251. To communicate properly, you and your correspondents need to use the same character set. For more details on Cyrillic character sets, see "Choosing a Cyrillic Character Set" (page 13) and "Appendix B: Character Set Charts" (page 29).

As you read the application notes on using Cyrillic in e-mail, you will find that e-mail programs take one of two basic approaches to supporting KOI8. With some newer programs, such as Netscape Communicator (page 20) and Outlook Express (page 22), you type in Windows Cyrillic and they convert your note to KOI8 before it is sent. Other programs such as AOL (page 23) and Eudora (page 26) don't know how to convert Cyrillic character sets, so you must type your message directly in KOI8.

### **Using Cyrillic in Web Browsers**

To correctly display a Cyrillic Web page, your browser must use fonts of the appropriate character set. Most Cyrillic Web sites present their pages in Code Page 1251 by default, with an option to use KOI8 instead.

Many Cyrillic Web pages automatically tell browsers which character set to use, but in some cases you will need to select a character set manually. As a general rule, whenever you encounter a Cyrillic Web page that is unreadable, first try telling your browser to display it in Code Page 1251, and if it remains unreadable, try KOI8.

It is relatively easy to setup modern Web browsers to switch between Code Page 1251 and KOI8; this is described below for Netscape Communicator (page 20) and Internet Explorer (page 22).

### **Netscape Communicator 4.x or Later**

#### Initial Setup

The following steps need to be done only once.

- 1. Choose "Preferences" from the Edit menu, and select Fonts (beneath "Appearance").
- **2.** Beside "For the Encoding," choose "Cyrillic."
- **3.** Select Timesse Cyr and Couriere Cyr as your variable width and fixed width Cyrillic fonts.
- **4.** Check the box "Use my default fonts, overriding document-specified fonts." (This step is optional, but it will help you more easily read certain Cyrillic Web sites.)
- **5.** Click OK to dismiss the dialog.

Note that step 3 is optional if you have installed Windows Multilanguage Support (see page 7 for instructions).

If Russian is the only Cyrillic-based language you use, then your initial setup is complete. If you use other languages, especially Ukrainian, and need KOI8 support, you should repeat steps 1 through 5 above, but in step 2 choose "User Defined" instead of "Cyrillic." Then, in step 3, select Timesse KOI8 and Couriere KOI8 as your variable width and fixed width fonts.

If you need to use Code Page 1251 in e-mail, as is common for Bulgarian, you should repeat steps 1 through 5 above, but in step 2 choose "User Defined" instead of "Cyrillic." Follow steps 3-5 as shown.

### **Composing Cyrillic E-mail**

If you have not already done so, please read "Using Cyrillic in E-mail" (page 19).

Netscape Communicator requires you to compose e-mail in Windows Cyrillic (CP 1251), then it automatically converts your messages to KOI8 before sending. The following approaches will let you properly send mail in various character sets:

• To send a message in KOI8-R (Russian or Bulgarian only). Before composing the message, open Communicator's View menu, and set "Character Set" to "Cyrillic (Windows-1251)." (In some versions of Communicator, you will see "Encoding" instead of "Character Set.") You should also use the Keyboard menu of *Cyrillic Keyboard* or *Russian Keyboard* to select "Unicode," "Windows Cyrillic (CP 1251),"

or "Academic Russian (CP 1251)." Before sending your message, Communicator will automatically convert it to KOI8-R.

- To send a message in KOI8 (Ukrainian and other languages). First, make sure you have set your User Defined fonts to Timesse KOI8 and Couriere KOI8 as described near the end of the "Initial Setup" section above. Then, before composing the message, open Communicator's View menu, and set "Character Set" to "User-Defined." (In some versions of Communicator, you will see "Encoding" instead of "Character Set.") You should also use the Keyboard menu of Cyrillic Keyboard or Russian Keyboard to select "Internet Cyrillic (KOI8)."
- To send a message in Windows Cyrillic (Code Page 1251). First, make sure you have set your User Defined fonts to Timesse Cyr and Couriere Cyr as described at the end of the "Initial Setup" section above. Then, before composing the message, open Communicator's View menu, and set "Character Set" to "User-Defined." (In some versions of Communicator, you will see "Encoding" instead of "Character Set.") You should also use the Keyboard menu of *Cyrillic Keyboard* or *Russian Keyboard* to select "Unicode," "Windows Cyrillic (CP 1251)," or "Academic Russian (CP 1251)."

#### **Cyrillic Web Browsing**

If you have not already done so, please read "Using Cyrillic in Web Browsers," (page 19).

While browing, if you encounter a Cyrillic Web page that is unreadable, open Communicator's View menu, and set "Character Set" to "Cyrillic (Windows-1251)." (In some versions of Communicator, you will see "Encoding" instead of "Character Set.") If the page is still unreadable, try setting "Character Set" to "Cyrillic (KOI8-R)." If the Web page uses a Cyrillic language other than Bulgarian or Russian, then some of the letters may still be unreadable. In this case, make sure you have set your User-Defined fonts to Timesse KOI8 and Couriere KOI8 as described near the end of the "Initial Setup" section above, and set "Character Set" to "User-Defined." You may have to change the character set as you move from site to site.

### **Internet Explorer 4.x or Later**

#### **Initial Setup**

The following steps need to be done only once.

- 1. You must install Windows Multilanguage Support (see page 7) before you can conveniently use Cyrillic in Internet Explorer.
- 2. Choose "Internet Options" from the "Tools" menu, click the General tab, and click the "Accessibility" button. Click "Ignore font styles specified on Web pages" and click OK. (This step is optional, but it will help you more easily read certain Cyrillic Web sites.)
- 3. Click OK to dismiss the dialog.

#### **Cyrillic Web Browsing**

If you have not already done so, please read "Using Cyrillic in Web Browsers," (page 19).

If you encounter a Cyrillic Web page that is unreadable, open Internet Explorer's View menu, click "Encoding," then "Cyrillic (Windows)." (In some versions of Internet Explorer, you will see "Fonts" instead of "Encoding.") If the page still does not display correctly, open the View menu again and set "Encoding" to "Cyrillic (KOI8-R)" (for Russian) or "Cyrillic (KOI8-U)" (for Ukrainian). You may need to change this encoding setting as you move from site to site.

### **Outlook Express 5**

#### **Initial Setup**

You must install Multilanguage Support (see page 7) before you can conveniently use Cyrillic in Microsoft Outlook Express.

### Composing Cyrillic E-mail

If you have not already done so, please read "Using Cyrillic in E-mail" (page 19).

While composing a Cyrillic e-mail message, click Outlook's Format menu, and choose "Plain Text" (as opposed to "Rich Text"). Now click the Format menu again, and set "Encoding" to "Cyrillic (KOI8-R)" (for Russian), "Cyrillic (KOI8-U)" (for Ukrainian), or "Cyrillic (Windows)" (used mostly for Bulgarian). You should also use the Keyboard menu of *Cyrillic Keyboard* or *Russian Keyboard* to make sure you are typing with Unicode, regardless of which character set you have selected in Microsoft Outlook

Express 5. (The message will automatically be converted to KOI8-R, KOI8-U, or Code Page 1251 before it is sent.)

#### **Outlook 2000 or Later**

#### **Initial Setup**

The following steps need to be done only once.

- You must install Multilanguage Support (see page 7) before you can conveniently use Cyrillic in Microsoft Outlook 2000 or later.
- 2. Choose "Options" from the Tools menu, and click the Mail Format tab.
- 3. Beside "Send in this message format" choose "Plain Text."
- **4.** Uncheck the box labeled "Use Microsoft Word to edit e-mail messages."
- **5.** Click OK to dismiss the dialog.

#### Composing Cyrillic E-mail

If you have not already done so, please read "Using Cyrillic in E-mail" (page 19).

While composing a Cyrillic e-mail message, click Outlook's Format menu, and choose "Plain Text" (as opposed to "Rich Text"). Now click the Format menu again, and set "Encoding" to "Cyrillic (KOI8-R)" (for Russian), "Cyrillic (KOI8-U)" (for Ukrainian), or "Cyrillic (Windows)" (used mostly for Bulgarian). You should also use the Keyboard menu of *Cyrillic Keyboard* or *Russian Keyboard* to make sure you are typing with Unicode, regardless of which character set you have selected in Microsoft Outlook. (The message will automatically be converted to KOI8-R, KOI8-U, or Code Page 1251 before it is sent.)

#### AOL 5.0 or Later

### **Composing Cyrillic E-mail**

If you have not already done so, please read "Using Cyrillic in E-mail" (page 19).



While composing a KOI8 e-mail message, select the font Couriere KOI8 or Timesse KOI8. You should also use the Keyboard menu of *Cyrillic Keyboard* or *Russian Keyboard* to make sure you are typing with Internet

Cyrillic (KOI8). If you wish to compose an e-mail message using Windows Cyrillic (Code Page 1251), you should instead select the font Couriere Cyr or Timesse Cyr, and use the Keyboard menu to make sure you are typing with "Windows Cyrillic (CP 1251)" or "Academic Russian (CP 1251)."

Instead of setting the font each time you compose an e-mail message, you may find it more convenient to tell AOL to use a Cyrillic font by default. To do this, click the "My AOL" (AOL 5.0) or "Settings" (AOL 6.0) button in AOL's toolbar, and choose "Preferences" from the menu which opens. Now click the "Font" button, and choose either "Couriere KOI8" or "Timesse KOI8" if you use KOI8 for e-mail, or "Couriere Cyr" or "Timesse Cyr" if you use Code Page 1251 for e-mail. The font you select here will be used by default in the future.

In order to read incoming Cyrillic messages, it may be necessary to highlight the entire message with your mouse, click the Reply button, highlight the entire message again, and then select a Cyrillic font such as Couriere KOI8 or Couriere Cyr.

#### **Cyrillic Web Browsing**

If you have not already done so, please read "Using Cyrillic in Web Browsers," (page 19).

You will need to install Windows Multilanguage Support (see page 7) before you can browse Cyrillic Web sites. If you encounter a Cyrillic Web page that is unreadable, right-click on a blank area of the Web page, and from the menu which pops up choose Encoding, then "Cyrillic (Windows)." If the page is still unreadable, right-click again, and this time choose Encoding, then "Cyrillic (KOI8-R)" or "Cyrillic (KOI8-U)." You may have to change this encoding setting as you move from site to site.

### **CompuServe 2000**

### **Composing Cyrillic E-mail**

If you have not already done so, please read "Using Cyrillic in E-mail" (page 19).

While composing a KOI8 e-mail message, select the font Couriere KOI8 or Timesse KOI8. You should also use the Keyboard menu of *Cyrillic Keyboard* or *Russian Keyboard* to make sure you are typing with Internet Cyrillic (KOI8). If you wish to compose an e-mail message using Windows Cyrillic (Code Page 1251), you should instead select the font Couriere Cyr

or Timesse Cyr, and use the Keyboard menu to make sure you are typing with "Windows Cyrillic (CP 1251)" or "Academic Russian (CP 1251)."

In order to read incoming Cyrillic messages, it may be necessary to highlight the entire message with your mouse, click the Reply button, highlight the entire message again, and then select a Cyrillic font such as Couriere KOI8 or Couriere Cyr.

#### **Cyrillic Web Browsing**

If you have not already done so, please read "Using Cyrillic in Web Browsers," (page 19).

You will need to install Windows Multilanguage Support (see page 7) before you can browse Cyrillic Web sites. If you encounter a Cyrillic Web page that is unreadable, right-click on a blank area of the Web page, and from the menu which pops up choose Encoding, then "Cyrillic (Windows)." If the page is still unreadable, right-click again, and this time choose Encoding, then "Cyrillic (KOI8-R)" or "Cyrillic (KOI8-U)." You may have to change this encoding setting as you move from site to site.

#### **Using Cyrillic in Forum Messages**

Please note that for the method outlined here to work, you and your correspondents must be using CompuServe 2000 on a Windows machine, and you must have Windows Multilanguage Support installed (see page 7).

To compose a message, use the Keyboard menu of *Cyrillic Keyboard* or *Russian Keyboard* to make sure you are typing with Unicode. You will be able to type Cyrillic in the body of the forum message.

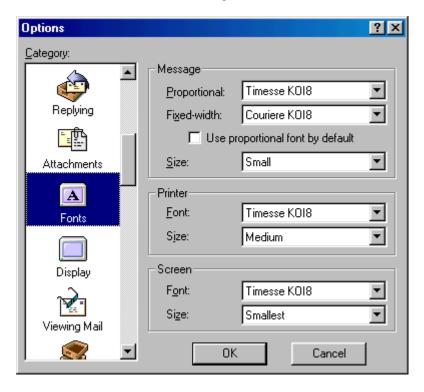
To read a forum message written in Cyrillic, right-click on a blank area of the forum message, and from the menu which pops up choose Language, then "Cyrillic Alphabet (Windows)." This is analogous to the procedure given above for Web browsing.

#### **Eudora 4.3 or Later**

#### **Initial Setup**

To set up Eudora for Cyrillic, take the following steps:

- 1. Choose "Options" from the Tools menu.
- 2. Beneath "Category," choose the icon labeled "Fonts" (you may have to scroll down to find this icon).
- **3.** In the "Message" box, set "Proportional:" to Timesse KOI8 and "Fixed-width:" to Couriere KOI8.
- **4.** In the "Printer" box, set "Font:" to Timesse KOI8.
- 5. In the "Screen" box, set "Font:" to Timesse KOI8.
- **6.** Beneath "Category," choose the icon labeled "Viewing Mail" (it is normally below the "Fonts" icon).
- 7. In the "Message Window" box, uncheck the option for "Use Microsoft's viewer."
- **8.** Click OK to dismiss the dialog.



Note: If you need to use the Windows Cyrillic character set (CP 1251), as is often done for Bulgarian, simply select Timesse Cyr and Couriere Cyr as you follow the above steps.

#### **Using Cyrillic in E-mail**

If you have not already done so, please read "Using Cyrillic in E-mail" (page 19).

Once you complete the Initial Setup steps, you will be able to use Cyrillic in e-mail. When creating a message, use the Keyboard menu of *Cyrillic Keyboard* or *Russian Keyboard* to be sure you are typing with the appropriate character set. This is normally Internet Cyrillic (KOI8), but many Bulgarian users work in Windows Cyrillic (CP 1251).

### Appendix A: Cyrillic vs. Academic Russian

Cyrillic Support 2000 offers two separate keyboard programs and two sets of text fonts. This section will help you decide which is appropriate for your needs.

### Cyrillic

*Cyrillic Keyboard* and fonts with a suffix of "Cyr" (e.g., Timesse Cyr) support six Cyrillic-based languages: Belarusian, Bulgarian, Macedonian, Russian, Serbian, and Ukrainian. This program and font set support two Cyrillic character sets: Unicode, and Code Page 1251 (for a chart see Appendix B, page 29).

You must use *Cyrillic Keyboard* and select one of the "Cyr" fonts whenever you are working in Belarusian, Macedonian, Serbian, or Ukrainian.

#### **Academic Russian**

Russian Keyboard and fonts with a suffix of "Russ" (e.g., Timesse Russ) support only Russian and Bulgarian. Accented forms of the Russian vowels are included to let you mark stress, as is commonly done by Russian teachers. This program and font set support two Cyrillic character sets: Unicode, and an academic variant of Code Page 1251 (for a chart see Appendix B, page 29).

You must use *Russian Keyboard* and select one of the "Russ" fonts in order to mark stress in Russian words. For more information on marking Russian stress, see "Marking Russian Stress" (page 10). Some Bulgarian users prefer this arrangement as well in order to type Bulgarian i-grave (ù).

#### When Either Will Do

If Russian is the only Cyrillic-based language you use, and you don't need to mark stress in Russian words, you can use either *Cyrillic Keyboard* or *Russian Keyboard* and any of the fonts provided with *Cyrillic Support 2000*. Most users in this situation go with *Cyrillic Keyboard*.

If you normally use *Russian Keyboard*, note that you can still select any of the "Cyr" fonts whenever you are working in the Unicode character set. This lets you conveniently access the decorative fonts included with *Cyrillic Support* 2000 without having to switch keyboard programs.

### **Appendix B: Character Set Charts**

### Windows Cyrillic, Code Page 1251 (Standard)

Ъ	ŕ	,	Ϋ́	,,		†	‡	€	<b>‰</b>	Љ	(	Њ	K	ħ	Ų
128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143
ħ	6	,	"	"	•	-	_		TM	љ	>	њ	K	ħ	Ţ
144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159
	ў	ÿ	J	¤	Γ		§	Ë	©	$\epsilon$	<b>«</b>	_	-	®	Ϊ
160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
0	±	I	i	Ľ	μ	¶	٠	ë	№	$\epsilon$	<b>&gt;&gt;</b>	j	S	S	ï
176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191
Α	Б	В	Γ	Д	E	Ж	3	И	Й	K	Л	M	Н	О	Π
192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207
P	C	T	У	Φ	X	Ц	Ч	Ш	Щ	Ъ	Ы	Ь	Э	Ю	Я
208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223
a	б	В	Γ	Д	e	ж	3	И	Й	K	Л	M	Н	0	П
224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239
p	c	T	у	ф	X	Ц	Ч	Ш	Щ	Ъ	Ы	Ь	Э	Ю	Я
240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255

**Note:** Position 152 is unused.

### Windows Cyrillic, Code Page 1251 (Russian-only)

Á	à	,	è	,,		†	‡	€	<b>‰</b>	É	<b>(</b>	ѝ	Й	Ó	ý
128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143
á	6	,	"	,,	•	-		è	TM	é	>	ò	Й	ó	ý
144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159
	ỳ	Ы́	É	¤	ы̀		§	Ë	©	Ю́	<b>«</b>	Г	-	®	Ŕ
160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
0	±	Ы́	é	,	μ	•	•	ë	$N_{\overline{0}}$	ю́	<b>&gt;&gt;</b>	é	ю̀	Ŕ	Ŕ
176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191
A	Б	В	Γ	Д	E	Ж	3	И	Й	K	Л	M	Н	О	П
192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207
P	C	T	У	Φ	X	Ц	Ч	Ш	Щ	Ъ	Ы	Ь	Э	Ю	Я
208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223
a	б	В	Γ	Д	e	Ж	3	И	Й	K	Л	M	Н	0	П
224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239
p	c	T	y	ф	X	Ц	Ч	Ш	Щ	Ъ	Ы	Ь	Э	Ю	Я
240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255

### **KOI8 (Internet Cyrillic)**

_		Γ	٦	L	J	F	+	Т	Т	+					
128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143
333	6	,	"	"	•	-	_	©	TM		<b>&gt;&gt;</b>	®	<b>«</b>		¤
144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159
	ħ	ŕ	ë	$\epsilon$	S	i	ï	j	љ	њ	ħ	K	Ľ	ÿ	Ų
160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
No	Ъ	ŕ	Ë	$\epsilon$	S	I	Ϊ	J	Љ	Њ	ħ	K	Γ	ў	Ų
176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191
ю	a	б	Ц	Д	e	ф	Γ	X	И	Й	K	Л	M	Н	o
192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207
п	Я	p	c	T	у	Ж	В	Ь	Ы	3	Ш	Э	Щ	ч	ъ
208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223
Ю	Α	Б	Ц	Д	E	Φ	Γ	X	И	Й	K	Л	M	Н	О
224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239
П	Я	P	C	T	У	Ж	В	Ь	Ы	3	Ш	Э	Щ	Ч	Ъ
240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255

**Note:** This variant of KOI8 was designed by Fingertip Software; it is a superset of the popular variants KOI8-R (Russian) and KOI8-U (Ukrainian).

### Code Page 1252 (Western)

€		,	f	,,		†	‡	^	<b>‰</b>	Š	<	Œ		Ž	
128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143
	6	,	"	,,	•	-		~	TM	š	>	œ		ž	Ÿ
144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159
	i	¢	£	¤	¥		§	••	0	a	«	Г	-	R	-
160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
0	±	2	3	1	μ	$\P$		5	1	o	<b>»</b>	1/4	1/2	3/4	i
176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191
À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ϊ
192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207
Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß
208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223
à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239
ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ
240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255

Note: Positions 129, 141, 143-144, and 157 are unused.

### Appendix C: Troubleshooting

This appendix discusses several common questions that come up while using *Cyrillic Support 2000*. If you are unable to resolve a problem after reading this appendix, feel free to contact Fingertip Software for technical support at 210-659-2532 or support@cyrillic.com.

#### Why You Can't Type Cyrillic in Some Places

If you have selected a Cyrillic keyboard layout, but still cannot type Cyrillic, check the following:

- If the program you are using allows you to select a font, make sure your current font matches the Cyrillic character set you are typing with. For details, see "Choosing a Cyrillic Character Set" (page 13).
- Some programs do not allow font selection, e.g., Windows Notepad under Windows 95 or the menus and dialog boxes of most programs. To use Cyrillic in such places, you need to run *Cyrillic Setup* and replace your system fonts with Cyrillic counterparts. For details, see "Running Cyrillic Setup" (page 5).
- E-mail programs and Web browsers take a different approach to font selection; see "Using Cyrillic on the Internet" (page 19) for details.

#### **Why Your Third Symbols May Not Work**

If you have a notebook computer which contains only a single Alt key, then you cannot use the default "Right Alt" key to type third symbols. If you are using Windows NT, 2000, or XP, you should choose "Third symbol key" from the "Options" menu of *Cyrillic Keyboard* or *Russian Keyboard*, and select "Either Alt." Under Windows 95, 98, or Me, you will need to use Ctrl+Left Alt to type third symbols (hold both Ctrl and Left Alt down while typing a key containing a Third symbol).

For general instructions on typing third symbols, see "Typing Third Symbols" (page 10).

#### Why the Cyrillic Key Caps Font May Fail to Load

Cyrillic Keyboard and Russian Keyboard use a Key Caps font when drawing their keyboard display. If this font cannot be loaded properly when you start one of these programs, you'll see an error message.



The following situations can lead to this message:

- The font file may be missing or damaged. Try re-installing *Cyrillic Support 2000*.
- You may have too many fonts installed in Windows. Windows 95, 98, and Me have an upper limit of 500 to 1,000 installed fonts, depending on factors such as how much memory you have and what other programs and drivers are active. When you reach this limit, no additional fonts can be loaded by programs like *Cyrillic Keyboard* or *Russian Keyboard*. Try starting Control Panel (click Start, then Settings, then Control Panel), opening the "Fonts" icon, and deleting 10 or more of the installed fonts.

#### Why You May Be Unable to Update the Registry

While running on Windows NT, 2000, or XP, *Cyrillic Keyboard* and *Russian Keyboard* need to update a certain system key in the registry. If you are on a network or a shared standalone computer and haven't been granted sufficient permission to do this, you will receive an error message.



If you encounter this message, you should click Help, print the topic which is displayed, and give the printout to your network administrator.

Please note that until your network administrator makes the required changes, you will not be able to type with the Unicode character set; you'll have to use Code Page 1251 or KOI8 instead. For general information on character sets, see "Choosing a Cyrillic Character Set" (page 13).

### Appendix D: Uninstalling Cyrillic Support 2000

Cyrillic Support 2000 includes an automated uninstall program which you can run at any time to remove the product from your system.

For best results, you should shutdown and restart your computer immediately before uninstalling *Cyrillic Support 2000*. Once the computer has restarted, click the Start button, then Programs, then Cyrillic Support 2000, then the icon labeled "Uninstall Cyrillic Support 2000." You will be greeted with a dialog box requesting confirmation.



Click Yes to uninstall. If you have made any changes via *Cyrillic Setup*, the uninstall program will require you to undo these changes before continuing. This is similar to the installation procedure described under "Replacing a Previous Installation" (page 4).

### **Appendix E: License Agreement and Warranty**

**Grant of license.** Under this license you may:

- Use Cyrillic Support 2000 (the "software") on only one machine at a time, unless an agreement with Fingertip Software, Inc. ("Fingertip") specifies otherwise
- Copy the software for backup
- Transfer possession of the software to another party

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