



Tips for Better Note-Taking for Greek and Hebrew Courses

This will make your life so much easier as you outline/take notes in the Greek and Hebrew courses! 😊

CAPTURING CHARTS

To capture a conjugation chart or other important chart presented in the lecture, first pause the lecture and maximize that window. Then use **alt + prt sc** to capture the screen (Mac users: Command+Control+Shift+3). Place your cursor in the area where you would like to place the chart in your outline/notes and then use PASTE (right click on mouse and then choose paste or use shortcut **ctrl + v**). You can adjust the size of the chart by clicking and holding on a corner and moving toward the chart's center to decrease size. You can enter the chart in your notes by clicking on it and then selecting center alignment.

KEYBOARD INPUT LANGUAGE

To type Greek and Hebrew letters and words:

First you will need to add the language (Steps 1-3). You will only need to do this once for each language added.

1. Select the Start button, then **Settings > Time & language > Region & language**.
2. Select **Add a language**.
3. Select the language you want to use from the list (e.g. Greek), then choose which region's version you want to use. Your download will begin immediately.
4. Now you can use the Language Bar to change the keyboard language anytime you wish.

NOTE: In most cases, after you have [enabled the keyboard layout](#) for two or more languages, the Language bar automatically appears in the taskbar or on the desktop. If the Language bar does not automatically appear after you enable a keyboard, see [Where is the Language bar?](#)

After you have enabled the keyboard language that you want, open your document and place the cursor in the document where you want to start to type text in a different language. Click the language icon **EN** on the Language bar, and then click the language that you want to use.

Keyboard shortcut: To switch between keyboard layouts, press alt+shift, or use the **Windows key + space bar**.

NOTE: The **EN** icon is an example; it shows that English is the language of the active keyboard layout. The actual icon shown on your computer depends on the language of the active keyboard layout.

The name on the indicator will change to reflect the active keyboard layout.

The process is very similar for Mac users.