

# Writing in Welsh and your Computer



We can use technology to help us write in Welsh in our work. There is a Welsh spell-check available. There are dictionaries available on line and there are templates that we can put in place to help us get things right. Here's how...

## Windows in Welsh

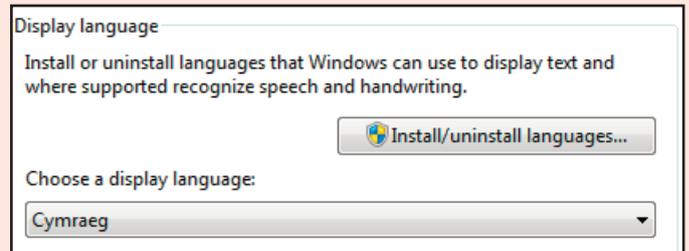
If you set **Windows** to use Welsh, all your icons and files will be in Welsh on all your Windows programmes.

This might feel awkward to begin with as you are so familiar with the English terms, but you will get used to seeing the Welsh icons quickly, as they are in exactly the same position as the English.

This will, without a doubt, improve your Welsh by helping you get used to every day work terms in Welsh.

This is how to set Windows in Welsh:

- Click on **Start**
- Click on **Control Panel**
- Click on **Region and Language**
- Click on **Keyboards and Languages**
- Select **Cymraeg** from the drop down box



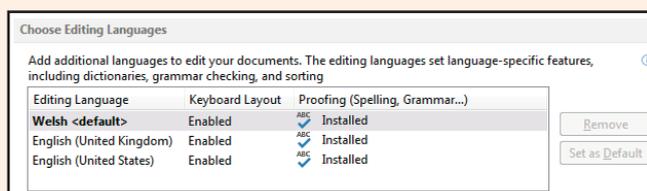
## Office in Welsh

In the same way, you can have your icons in Welsh in the Office programmes, Outlook, Excel, Word and Powerpoint.

Again, the icons will appear in the same place as in the English version and you will soon get used to terms such as 'cadw' instead of 'Save'.

**This is how to set Office in Welsh:**

- Open **Microsoft Word**
- Click **File, Options, Language**
- Click Choose **Display and Help Languages**,
- Click on **Welsh [Cymraeg]** in each table
- Click **Set as Default**



Close all Microsoft Office programs for the change to take effect

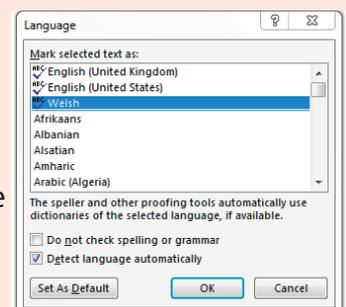
## Grammar and spell-check

### Microsoft Office

You can have Office programmes to proof read your work as you write in Welsh. You can switch back and forward between the Welsh and English proofreading tool whenever it suits you as you work on Welsh and English documents. You can even highlight part of your text to check the spelling in Welsh before switching back to English to correct an English text within the same document.

**This is how:**

- Open **Microsoft Word**
- Click **Review,**  
**Language,**  
**Set proofing language**
- Click **Welsh**
- Click **Set as Default**
- Click **OK**



The spell-check will put red lines under the miss-spelt words.

## Further Grammar and spell check: Cysill and Cysgeir

- Open **Word** and you will see the **Review** tab
- Click on **Review and Cysill**
- Ensure the cursor is at the start of the piece of work that you would like to check or that you have selected the text
- Click on **Gwirio dogfen** (Check document).

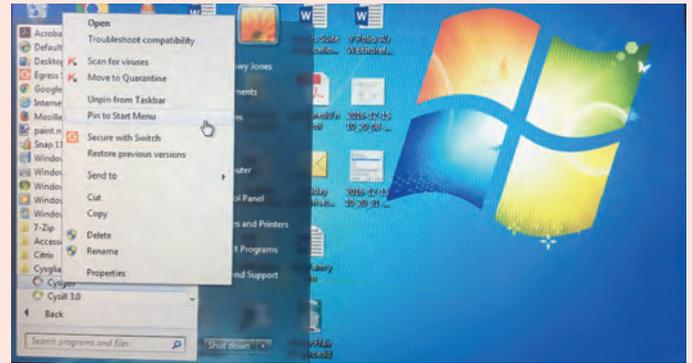
If you need to check a short text, but you're not working in word, you will need to attach cysgliad to your task bar.

- Click **Cychwyn** or **Start**
- Click on **All Programmes**
- Click on **Cysgliad** and you will see **Cysill**

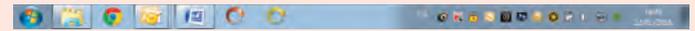


Click the **right mouse button** on **Cysill**

Click on **Pin on task bar** (Pinio ar y Bar Tasgau)



Here's the task bar with the two icons.



You will now be able to open Cysill from your task bar and copy a text into it to be proofread before pasting it in the original work.

### Cysgeir

Cysgeir is a Welsh dictionary and is much easier than looking through a book.

### Circumflex (To bach)

(for words such as Sir Gâr)

This is how to get a circumflex accent (to bach) on your computer. You will need to ensure that NUM LOCK is on and you will need to use the numbers on the right side of your keyboard.

#### Capital Letters ALT + (Cap)

Â	Ê	Î	Ô	Û	ÿ	Ŵ
0194	0202	0206	0212	0219	0374	0372

#### Small letters ALT +

â	ê	î	ô	û	ÿ	ŵ
0226	0234	0238	0244	0251	0375	0373

Alternatively, you can insert a letter with circumflex from the **symbols** tab in **insert**.

## Vocabulary

**On-line dictionaries:** If you go to <http://geiriadur.com>, you will find a number of options for different on-line dictionaries. **Here are some of the most useful ones:**

Name of dictionary	Direct website	Purpose
Geiriadur yr Academi	<a href="http://geiriaduracademi.org/">http://geiriaduracademi.org/</a>	From English to Welsh (very comprehensive)
Geiriadur ar lein Prifysgol Cymru Y Drindod Dewi Sant	<a href="http://www.geiriadur.net/">http://www.geiriadur.net/</a>	From English to Welsh and from Welsh to English
Porth Termau Cenedlaethol Cymru (Prifysgol Bangor)	<a href="http://termau.cymru/">http://termau.cymru/</a>	Dictionary of terms (useful for specialised work, health, leisure, civil service etc.)
Geiriadur Cymraeg Gomer	<a href="http://www.gweiadur.com">www.gweiadur.com</a> (you need to register to use this)	From English to Welsh and from Welsh to English. Includes grammar tips and details on how to run verbs for instance.
Geiriadur Prifysgol Cymru*	<a href="http://www.geiriadur.ac.uk/">http://www.geiriadur.ac.uk/</a>	From Welsh to English (very comprehensive)

\* In order to conduct a search on this website, you need to go to the bottom of the page and press

## Templates for use when corresponding:

### For letters and emails:

You will need to ensure that you include the following statement on any correspondence that you send:

*Mae croeso i chi gysylltu gyda'r cyngor trwy gyfrwng y Gymraeg neu'r Saesneg. / You're welcome to contact the council through the medium of Welsh or English*

### End of email signatures:

You will need to use the 'tools' tab in Microsoft Outlook to place this information permanently on your emails.

John Jones  
Teitl Swydd / Job Title  
Adran / Department  
Cyngor Sir Gâr / Carmarthenshire County Council  
Ffôn / Tel: 01267 123123

Ebost / Email: john.jones@sirgar.gov.uk / John.jones@  
*Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg. / We welcome correspondence in English and Welsh.*

If you speak Welsh you should add this logo:



If you're learning Welsh, you should add this logo:



### Email: Out of Office message:

You will need to go to **File** and **automatic replies** in Microsoft Outlook to place this information permanently on your emails.

*Diolch am eich neges. Rwyf allan o'r swyddfa tan ddydd Mercher, 3 Mawrth ac fe wnaaf ateb eich e-bost mor fuan â phosib ar ôl imi ddod yn ôl. Os ydych eisiau gwybodaeth am ..., cysylltwch â ....., neu os ydy'ch neges yn un brys, cysylltwch â...*

*Thank you for your message. I am out of the office until Wednesday, 3 March and will respond to your email as soon as possible after my return. If you require information about.... please contact ....., or if your message is urgent, please contact....*



There will be new guidelines on how to use the translation unit soon, which will be more flexible in order to assist you in your attempts to write in Welsh if you're unconfident or learning Welsh.



**If any of these instructions do not work, please contact the IT department.**

### Further Information:

For further advice: [iaithgymraeg@sirgar.gov.uk](mailto:iaithgymraeg@sirgar.gov.uk)

To see the Standards, go to: [www.comisiynyddygyymraeg.cymru](http://www.comisiynyddygyymraeg.cymru)