How to Include Hebrew Torah and Haftarah portions in Bar/Bat Mitzvah using MS Word 2016

Basically, if you have MS Word 2016 on a Mac or Windows machine, you are practically ready. To check if you need additional tools, visit Do I need a Language Pack. Usually you do not. Key steps:

- Make sure you have an up-to-date version of MS Word 2016
- Add a language (Hebrew)
- Enable keyboard layout language

For Macs, there is a page that explains how to type in a bi-directional language, with basically the same information.

Now we are ready. For Shaarei Shamayim, there are two useful sites, mechon-mamre.org, with page layout and Hebrew, and taggedtanakh.org, with better English phrasing. The Rabbi will help find your portions in Torah and Haftarah. Here is a workable way to import your portions.

1. Start a new Word document. Include several blank lines. The reason for the blank lines is that the portions from mechon-mamre are in table format, and you may want ordinary lines before or after.
2. Copy the portion heading from mechon-mamre.org. Change font size to 12 point (say).

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Genesis Chapter 1 בְּרֵאשִׁית

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3. Between the second and third blank line, copy the Torah (or Haftarah) portion from mechon-mamre.org. In steps:
   a. Place cursor to right of first Hebrew number
   b. hold down Shift
   c. work your way down the page
   d. Then copy-paste as usual.

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Genesis Chapter 1 בְּרֵאשִׁית

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א בְּרֵאשִׁית, בָּרָא אֱלֹהִים, אֵת הַשָּׁמַיִם, וְאֵת הָאָרֶץ.

1 In the beginning God created the heaven and the earth.

ב וְהָאָרֶץ, הָיְתָה תֹהוּ וָבֹהוּ, וְחֹשֶׁךְ, עַל-פְּנֵי תְהוֹם; וְרוּחַ אֱלֹהִים, מְרַחֶפֶת עַל-פְּנֵי הַמָּיִם.

2 Now the earth was unformed and void, and darkness was upon the face of the deep; and the spirit of God hovered over the face of the waters.

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4. I highlighted Hebrew just for show here. At this point, the Hebrew may appear to be in garbled order, because it should be right-to-left, but the document is left-to-right. To fix this:
   a. grab the Hebrew text, (this time put cursor to left of first Hebrew number)
   b. from Word menu, go to Format -> Paragraph… -> Direction: and check Right-to-left
   c. Alternately, use the "¶<" from the ribbon.

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בְּרֵאשִׁית Genesis Chapter 1

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א בְּרֵאשִׁית, בָּרָא אֱלֹהִים, אֵת הַשָּׁמַיִם, וְאֵת הָאָרֶץ .

1 In the beginning God created the heaven and the earth.

ב וְהָאָרֶץ, הָיְתָה תֹהוּ וָבֹהוּ, וְחֹשֶׁךְ, עַל-פְּנֵי תְהוֹם; וְרוּחַ אֱלֹהִים, מְרַחֶפֶת עַל-פְּנֵי הַמָּיִם .

2 Now the earth was unformed and void, and darkness was upon the face of the deep; and the spirit of God hovered over the face of the waters.

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5. Save your document now!
6. Sometimes, parentheses get messed up in the Hebrew. You may have to go in by hand and insert the correct parenthesis. This may take some trial and error, as right and left are switched. Save again after you fix this.

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ח וַיִּקְרָא אֱלֹהִים לָרָקִיעַ, שָׁמָיִם; וַיְהִי-עֶרֶב וַיְהִי-בֹקֶר, יוֹם שֵׁנִי.   {פ}

8 And God called the firmament Heaven. And there was evening and there was morning, a second day. {P}

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7. Now go to the taggedtanakh.org and grab the improved English. Copy and paste each numbered line (without the number) over the English you have already. It may seem tedious to do this one numbered line at a time, but it works well. Usually, you will get an extra line feed, which you just remove. If you do more than one, you will still have to copy and paste, and remove the line number (usually seen as superscript to left). Save document frequently.

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בְּרֵאשִׁית Genesis Chapter 1

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א בְּרֵאשִׁית, בָּרָא אֱלֹהִים, אֵת הַשָּׁמַיִם, וְאֵת הָאָרֶץ.

1 When God began to create heaven and earth—

ב וְהָאָרֶץ, הָיְתָה תֹהוּ וָבֹהוּ, וְחֹשֶׁךְ, עַל-פְּנֵי תְהוֹם; וְרוּחַ

2 the earth being unformed and void, with

אֱלֹהִים, מְרַחֶפֶת עַל-פְּנֵי הַמָּיִם.

darkness over the surface of the deep and a
wind from God sweeping over the water—

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8. Check your work. Remove any blank lines you do not need.
9. Copy saved document into your program insert.