

# INDICA

# U N I C O D E

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**For MS Windows**

## **User Manual**

***Summit***

# **Indica Unicode**

**for MS Windows**

## **Indica Unicode Installation Guide and User Manual**

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***Summit***

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## **Chapter 1**

### **License and Warranty Agreement**

#### **INDICA UNICODE**

#### **Summit Information Technologies Pvt. Ltd.**

#### **End User License and Warranty**

### **LICENSING AGREEMENT**

#### **NOTICE TO USER:**

**THIS IS A CONTRACT. BY PURCHASING THIS SOFTWARE YOU ACCEPT ALL THE TERMS AND CONDITIONS OF THIS LICENSING AGREEMENT.**

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- Make one backup copy of the Software, provided your backup copy is not installed or used on any computer and is retained only as a temporary protection against loss, destruction or damage, in

order only to utilize the software consistent with the terms of this Licensing Agreement.

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trademark owner's name. Trademarks can only be used to identify printed output produced by the Software. Such use of any trademark does not give you any rights of ownership in that trademark.

### **3. Transfer**

You may not rent, lease, sublicense or lend the Software or Documentation, or copy them for the use of other persons or for any distribution by any means to any other persons.

### **4. Multiple Environment Software/ Multiple Language Software/ Dual Media Software/ Multiple Copies**

If this package contains, or, in connection with the acquisition of the Software contained in this package you receive, two or more operating environment versions of the Software (e.g., Macintosh® and Windows™), two or more language translation versions of the Software, the same Software on two or more media (e.g., CD-ROM and a DVD-ROM) and /or you otherwise receive two or more copies of the software the total aggregate number of computers on which all versions of the software are used may not exceed the Permitted Number of Computers. You may make one back-up copy, in accordance with the terms of this Agreement, for each version of the Software you use. You may not rent, lease, sublicense, lend or transfer versions or copies of the Software you do not use, or Software contained on any unused media, except as part of the permanent transfer of all Software and Documentation as described above.

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the ninety (90) day period following your receipt of the Software. To make a warranty claim, you must return the Software to the location where you obtained it along with a copy of your sales receipt within ninety (90) day period. If the Software does not perform substantially in accordance with the Documentation, the entire and exclusive liability and remedy shall be limited to either, at Summit's option, the replacement of the Software or the refund of the license fee you paid for the Software. SUMMIT DOES NOT AND CANNOT WARRANT THE PERFORMANCE OR RESULTS YOU MAY OBTAIN BY USING THE SOFTWARE OR DOCUMENTATION. THE FOREGOING STATES THE SOLE AND EXCLUSIVE REMEDIES FOR SUMMIT'S BREACH OF WARRANTY. EXCEPT FOR THE FOREGOING LIMITED WARRANTY, SUMMIT AND ITS SUPPLIERS MAKE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO NONINFRINGEMENT OF THIRD PARTY RIGHTS, MERCHANTABILITY, OR FITNESS FOR ANY PARTICULAR PURPOSE. IN NO EVENT WILL SUMMIT BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL OR SPECIAL DAMAGES, INCLUDING ANY LOST PROFITS OR LOST SAVINGS, EVEN IF A SUMMIT REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM BY ANY THIRD PARTY.

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**7. Customer responsibility for selection of software**

The Customer is solely responsible for the selection of Software to achieve his intended results or for particular applications.

**8. Provision of upgrades**

Summit may at its sole discretion provide the customer with updates for Software for a fee. Customer may or may not accept the updates.

**9. Governing Law and General Provisions**

This Agreement will be governed by the laws in force in India excluding the application of its conflicts of law rules. If any part of this Agreement is found void and unenforceable, it will not affect the validity of the balance of the Agreement, which shall remain valid and enforceable according to its terms. This Agreement shall automatically terminate upon failure by you to comply with its terms. This Agreement may only be modified in writing signed by an authorised officer of Summit.

*Macintosh is a registered trademark of Apple Computer, Inc. Windows is a trademark of Microsoft Corporation.*

**Indica Unicode Features and Functions**

- Compatible with Microsoft and Apple Macintosh Operating Systems including Windows XP, Windows Vista, Windows 7, Windows 8 (32/64bit) and Mac OS 10.x. Summit is committed to continue to keep supporting the latest Microsoft and Apple OS platforms in the future.
- Works with a wide range of applications such as MS Office, MS Outlook and Outlook Express, Quark Xpress, Adobe Collections, Corel Draw, Final Cut Pro etc.
- Interoperability between documents in non Unicode and Unicode fonts. The documents created in non Unicode Indica fonts as well as those containing fonts of other vendors can be read using Indica Unicode.
- Correct matra placement and conjunct formation every time.
- Offers a wide variety of keyboard layouts such as InScript, English Phonetic, Remington, Godrej, Linotype, Monotype, Linguist etc.
- Fonts are available for all Indian Languages: Hindi, Marathi, Punjabi, Nepali, Gujarati, Bengali, Assamese, Konkani, Tamil, Malayalam, Kannada, Telugu and Oriya.
- High quality Indian language fonts from Summit now improved further. Fonts such as Devanagari-Chankaya and Bengali-Geetanjali have been improved further using the latest font rendering technologies.

- A choice of a large conjunct set to write religious books.
- Indica offers the best Indian language spell check functionality to enable you to get error free text.

## Chapter 3

### Unicode for You

#### What is Unicode?

Unicode provides a unique number for every character, no matter what the platform, no matter what the program, no matter what the language.

#### Who owns Unicode?

The Unicode Consortium is a non-profit organization founded to develop, extend and promote use of the Unicode Standard, which specifies the representation of text in modern software products and standards.

#### Who supports Unicode?

The Unicode Standard has been adopted by such industry leaders as Apple, HP, IBM, Microsoft, Oracle, SAP, Sun, Sybase, Unisys, Google and many others. Unicode is adopted by Govt. of India as standard.

Incorporating Unicode into client-server or multi-tiered applications and websites offers significant cost savings over the use of legacy character sets. Unicode enables a single software product or a single website to be targeted across multiple platforms, languages and countries without re-engineering. It allows data to be transported through many different systems without corruption.

#### Unicode and XML and Web

Unicode is essential requirement of modern standards such as XML, Java, ECMAScript (JavaScript), LDAP, CORBA 3.0, WML, etc., and is the official way to implement ISO/IEC 10646. It is supported in many

operating systems, all modern browsers, and many other products.

### **Multiple media portability**

Media houses push content through multiple media today, including print, broadcast, web and mobile. Content syndication opportunities are available to share current as well as archived content. It is thus imperative that content must be universally portable so that it can be reused and repurposed. Unicode is therefore essential. Content created in proprietary encoding is not portable and will be lost. Content in Unicode will be immortal and reusable.

### **Syndication and archival**

Content is an asset for media organizations and Unicode enables its archival and search. Unicode text is readable to all, enabling free flow of content across organizations for syndication, repurposing and reuse.

### **High quality fonts**

Unicode offers advantage of large private area for rendering glyphs for Asian languages without changing text storage. Therefore more aesthetically beautiful and correct fonts can be designed and developed by font vendors containing much larger conjunct set, accurate matra (ascender and descender) placements and alignments significantly improving appearance of text in a publication in any medium.

### **Vendor independence and interoperability**

Most font vendors provide text conversion to and from Unicode, enabling interoperability and text exchange.

## **Unicode and mobile devises**

Unicode is the standard adopted by all mobile OS vendors.

## **Asian language search and data processing**

Unicode content can be searched and sorted. All modern Database systems will process Unicode content correctly. All web browsers will search and display Unicode content correctly without requiring a transformation or conversion. All modern Operating Systems will process and display Unicode content.

## **Why Unicode?**

Unicode is the present and the future of Asian languages on digital devices. No meaningful and lasting content will be created using non-Unicode encoding and fonts. Non-Unicode fonts can not be correctly displayed or printed without making compromises or by adopting software tricks by modern Operating Systems, Web browsers, Database systems, Mobile and PDA devises. New versions of more and more software applications are now supporting Unicode. Only Unicode content can be searched on Internet; no-one will be able to search up to content that is not stored in Unicode.

## Chapter 4

### **Non-Unicode Fonts**

Summit and other font vendors have been offering Indian language fonts in their proprietary font formats for over a decade. Such fonts have been in popular use across the country. Text typed using font of one vendor usually can't be viewed using a font of another vendor. These vendors have often modified their font encoding in ways that text typed using one version of their fonts/ software may not be fully compatible with the font/ software of different version, thereby making non-Unicode text highly un-portable.

Such a state of affairs has resulted in much confusion. Indian languages standardization has been a hot issue of debate in Educational institutions, government and industry and has finally been resolved to agreement of all concerned to a large extent by wide adoption and acceptance of Unicode as standard.

However, there are software applications that do not fully support Unicode. Specially, many applications are unable to render Indian languages Unicode correctly, due to their incomplete or faulty implementation. Therefore, users may often be forced to use Non-Unicode fonts. Summit Indica Unicode provides its user the ability to enter text using either Unicode or Non-Unicode fonts and provides most features and functions that are available in both modes of usage.

Indica Unicode when used in non-Unicode mode works much in the same manner as the classic Indica software. In addition, it offers many improvements and additional

functions. Specifically, Indica Unicode enables its users to convert the text entered using either of the modes to the other mode with ease; thereby providing interoperability between Unicode and non-Unicode text. Therefore, Indica Unicode user can easy work with most applications without worrying whether they support Unicode and can take the text from one application to another with ease.



## Chapter 5

### Forming Conjuncts and Alternate Letters

Devanagari script is used to write many languages such as Hindi, Marathi, Nepali, Sanskrit etc. Day to day use of this script requires simple word formation without use of too many complex conjuncts. However, when one is writing Sanskrit text or writing religious or serious literature, often one tends to use some of the sparingly used conjuncts.

Conjuncts are formed by typing a JOIN or Halant between two consonants. Three letter conjuncts are formed by interspersing the three letters with a Halant. This method is same across all Indian languages in Indica.

Indica provides separate language selection for Hindi, Marathi and Sanskrit, therefore when you intend to type text in the respective language, choose the appropriate language and the appropriate conjuncts and letter forms will form automatically. Subjectively, a user could force forming of a conjunct or alternate form when the software does not form one by default. Similarly, user could avoid forming a conjunct when the software forms one by default. Indica incorporates a feature to serve this purpose.

Given below is example using Devanagari (Hindi) language, Indica Phonetic keyboard and Chanakya font

Forming conjuncts where Indica does not form one by default:

क + ◌ + क = क

क + ◌ + क + ALT = क्क

ष + ◌ + ट = ष्ट

ष + ◌ + ट + ALT = ष्ट

Avoiding to form conjunct where Indica forms one by default:

क + ◌ + ष = क्ष

क + ◌ + ALT + ष = ष

To type alternate letter forms:

ल + ALT = ल

**Fonts for Broadcast**

Many of the software applications used in broadcast industry are incompatible with standard Indica fonts. Indica offers special fonts that are made compatible with such applications. These fonts are known as Indica 2000 series of fonts (also known as Indica 2K).

Many of the broadcast applications are also compatible with Unicode fonts and it is recommended that wherever possible, Unicode fonts should be used.

2K edition of fonts can be installed through an Install time option.

**Fonts for Web**

Summit develops special edition of Indica fonts to be used on web pages. These are called dynamic fonts and do not require to be downloaded on user's computer for displaying Indian language content in web pages. Dynamic fonts are available in both Unicode and non-Unicode formats, though Summit recommends its customers to use Unicode wherever possible.

Dynamic fonts are the best way to implement Indian language web pages. These fonts are generally browser and OS specific. You may contact Summit Sales to know more about them.

## Chapter 8

### Standard and Pro Edition of Devanagari Unicode Fonts

To serve the purpose of forming or alternately avoid forming of conjuncts in devanagari script while using Unicode fonts, Indica provides the option of Standard and Pro editions of fonts. Standard fonts are used to write simple script for day to day use and Pro fonts are used to write script with more complex conjuncts.

Each edition of font however provides use of ALT key (as explained in previous section on Formation of Conjuncts and Alternate Forms) for subjectively forming or avoiding formation of conjunct between 2 letters.

Given below is example in Devanagari (Hindi) language, InScript keyboard and ChanakyaUni and ChanakyaPro fonts.

ChanakyaUni font:

क + ् + क = क्क

ष + ् + ट = ष्ट

ChanakyaPro font:

क + ् + क = क्क

ष + ् + ट + व = ष्ट्व

**Interoperability**

Indica Unicode features utilities to convert documents created using legacy fonts of other vendors such as CDAC, Modular Infotech and others. Indica Unicode also allows text inter-conversion between Unicode and Non-Unicode formats of Summit.

## Chapter 10

### **Preparing for installation**

Before starting to install your copy of Indica Unicode, you must determine availability of compatible environment for installing and using the software.

#### **Hardware**

Technically speaking Indica Unicode does not have any hardware dependence. Software works on certain versions of MS Windows Operating System and so long as MS Windows installed on your computer, you should be able to use Indica Unicode. However to be precise Indica Unicode has only been certified for use on 32 and 64 bit processors from Intel and AMD.

#### **Compatible processors**

Intel Pentium Core2Duo, i3, i5, i7 and Xeon series  
AMD equivalent series

#### **Hardware configuration**

Your PC should have minimum following configuration

RAM: 512MB

HDD: 1GB of free space

CDD, Color Monitor, Keyboard and Mouse

#### **Operating System**

Indica Non Unicode mode

Windows XP

#### **Indica Unicode mode**

MS Windows XP, Vista, Windows 7 and  
Windows 8 (32/64bit)

**Application software packages and peripherals**

Indica Unicode can be used in Unicode and Non-Unicode modes. While Non-Unicode mode is widely compatible with most applications packages and peripherals (Laser and Ink Printers), to use Indica in Unicode mode, you must ensure that the application in which you wish to enter text must be Unicode compatible. Some of the applications that are Unicode compatible are following

**Microsoft**

- Word XP, 2003 Onwards
- Excel XP, 2003 Onwards
- Powerpoint XP Onwards
- Internet Explorer 11
- MS Outlook
- MS Outlook Express
- Wordpad
- Notepad
- Mozilla Firefox
- Google Chrome
- Summit Liberty 5.0 Onwards
- Summit AssetPro 4.0 Onwards



## Chapter 11

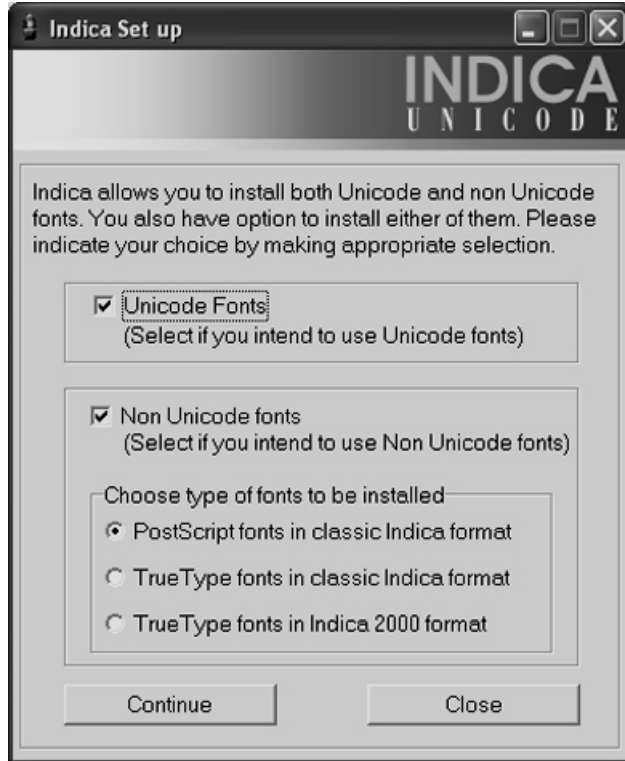
### Software Installation and Activation

Indica Unicode is delivered on one CD. You must first confirm that the package that you have purchased is compatible with the version of MS Windows installed on your computer.

To install Indica Unicode, please follow the installation process given below.

1. Uninstall/remove previous version of Indica or Indica Unicode if previously installed on your computer. If a valid Indica Unicode installation is found by the installation program on your computer during the installation process, the program will prompt you offering to uninstall it first.
2. Insert Indica Unicode CD in the CD drive of your computer.

Indica CD comes with a self running program. Upon start, the installation program displays the screen shown below. You have the option to install either Unicode or Non-Unicode fonts depending on your need and the OS being used. You must note that Unicode support is only available in MS Windows XP or upwards. If you're using Windows 98 or 2000 you must install Non-Unicode fonts only.



If using Non-Unicode fonts, you have choice of using either PostScript or TrueType fonts. If you're using a PostScript printing device or are using applications that require PostScript fonts, then choose that option, else you should use TrueType fonts in Classic Indica format. This is the format in which Indica software has been available in the past.

TrueType fonts in Indica 2000 format are meant for specific use with some software applications used in the broadcast (TV) industry.

You have an option to install both Unicode and Non-Unicode fonts. Do not choose this option unless you have specific reason to use fonts in both formats, as this will consume more system resources.

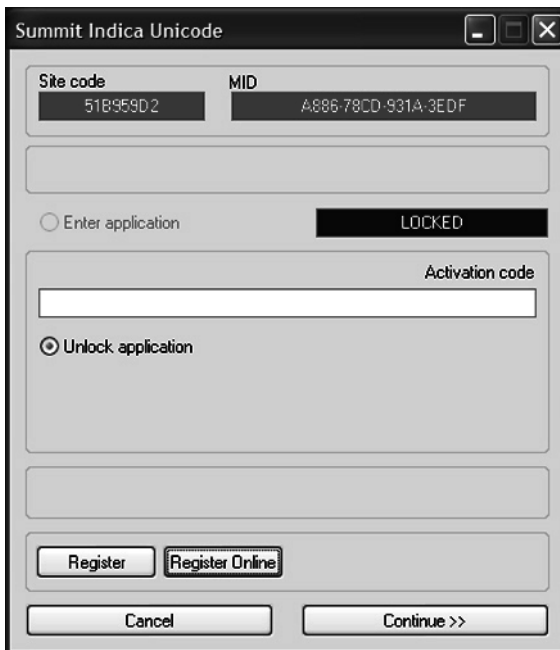
3. Please consult your Indica reseller on Summit Customers Care cell, if you're not sure which fonts you should use. Installation program will now take you through several screens guiding you through a simple installation process.
4. After successful installation, you must restart your computer for new installation to take effect.

## Activating your Indica Unicode License

After installing the software, you need to activate your Indica Unicode license.

Double clicking on Indica Unicode icon on your desktop will bring up the screen given below (Indica Unicode Activation Screen). If you have access to Internet, Indica license can be activated online. This is the easiest and fastest way to activate your Indica license. Click on Register Online button at this time.

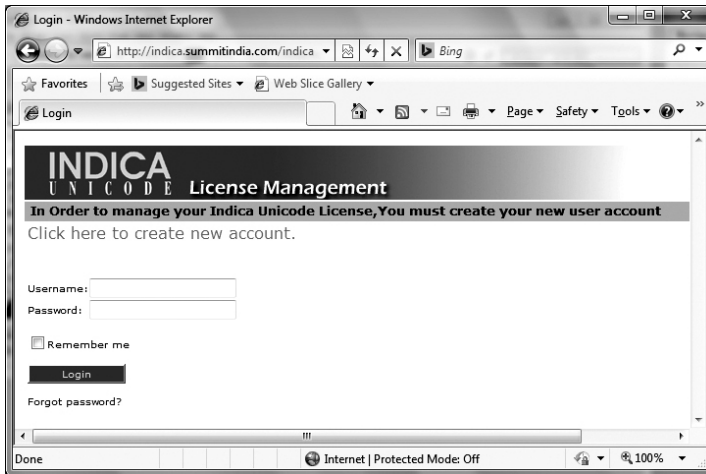
If you do not have access to Internet, you can activate your Indica license either through email or through other means such as fax or telephone. To do that, click on Register button.



The image shows a software activation window titled "Summit Indica Unicode". It contains the following elements:

- Site code:** 51B959D2
- MID:** A886-78CD-931A-3EDF
- Enter application:** A radio button option.
- LOCKED:** A black button with white text.
- Activation code:** A text input field.
- Unlock application:** A radio button option.
- Register:** A button.
- Register Online:** A button.
- Cancel:** A button.
- Continue >>:** A button.

Clicking on Register Online button, brings up the screen shown below. The above screen has 2 important strings highlighted in Red. You'll need to provide these strings to the license management program. The strings can be copy/pasted into the online form.



Create a new account at this time, by entering the information given in the screen shown below. Save your user name and password in a safe place as you'll need it for managing licensing of your Indica software and for easy reinstalling in the future.

**INDICA Unicode License Management**

**In Order to manage your Indica Unicode License, You must create your new user account**

**CREATE NEW ACCOUNT** If you already have an account you can sign in here

Program:  Serial number:

Username:  Choose a password:  Re-enter password:   
(4-8 characters in length) (minimum 6 characters in length) (for validation)

First name (\*):  Last name (\*):

Registration name:

Company:

Address:


City (\*):  Country (\*):

Phone number (\*):  Fax number:

Email address (\*):

Email address 2:

Please enter the numbers you see in the picture below (\*)

  [Regenerate](#)

Note: fields marked with (\*) are mandatory.

As you create your Indica Unicode account, you'll be prompted to enter your Site and MID code in the next form and as you do that the program will issue you your Activation Code.

You must copy this Activation Code into your Indica Unicode Activation Screen and click on Continue. As you do that, your Indica Unicode installation and Activation process is complete and you'll be able to use your Indica Unicode software.

Summit Indica Unicode

Site code 518959D2 MID A886-78CD-931A-3EDF

☐ Enter application

LOCKED

Activation code

49E38B53-CDE8C74A-C844D437-CF9A8E96

☒ Unlock application

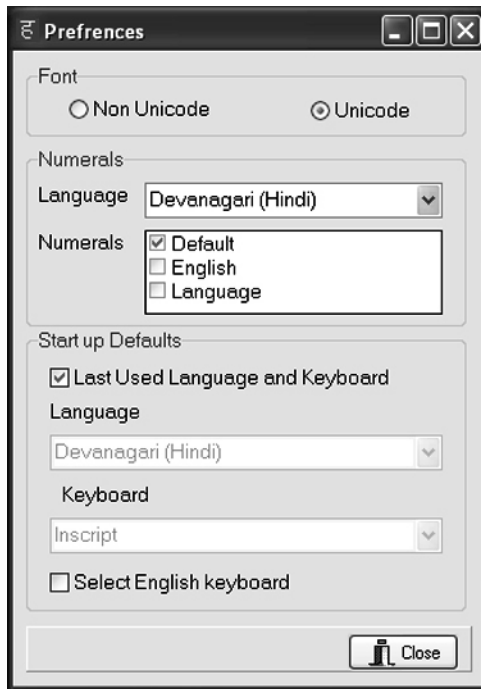
Register Register Online

Cancel Continue >>

## Indica Unicode Menu

### a. Settings > Preferences

Shown below is the Preference window under the Settings menu.



This menu contains following default settings that you can make.

#### Font

Indica Unicode can be used to enter both Unicode and Non-Unicode text. When you choose



Unicode, all text entered thereafter will be stored in Unicode. When you choose Non-Unicode, all text entered thereafter will be stored in the proprietary Summit Indica encoding format.

## Numerals

Indica Unicode gives you the option of choosing English numerals with your language text while typing or the language numerals. Popularly used options for each language and keyboard are available by default. In some language, different keyboards have different defaults.

Eg. Hindi Remington keyboard has Roman numerals and Hindi Linguist keyboard has language numerals as default. Choose the language and the corresponding numeral preference and save the sets as your preference for each language that you intend to use. Clicking on save will change the previously saved combination. Default combination will apply unless changed. This feature is available in Unicode fonts.

Defaults for different languages are as follows:

<b>Language</b>	<b>Keyboard</b>	<b>Default Numerals</b>
Bengali	Linguist	Bengali
	Indica Phonetic	Bengali
	Linguist	English
Hindi	Inscript	English
	Compset	English
	Devyani	English
	English phonetic	English
	Indica Phonetic	English
	Linguist	Hindi
	Linotype	English
	Monotype	English
	Remington	English
Gujarati	Inscript	English
	Compset	Gujarati
	English Phonetic	English
	Godrej	Gujarati
	Indica Phonetic	Gujarati
	Linguist	Gujarati
	Linotype	Gujarati
	Monotype	Gujarati
	Remington	Gujarati

### Startup defaults

You can choose the default language and keyboard combination which Indica Unicode will preset at the time of start up. Choose the language and the corresponding keyboard here.

You could choose English if you would not like language keyboard to be preset on start up. Alternately, you could also ask Indica Unicode to

remember the last used language and keyboard combination and instruct it to preset the same at the time of start up.

Uncheck both **Last Used Language and Keyboard** and **Select English Keyboard** check boxes to be able to select your preferred combination.

## Font Manager

Font Manager is used to enable and disable fonts, keyboards and converters.

Based on the purchased configuration, Indica package comes with many fonts, keyboards and converters options. Different users have different needs therefore you have the option to configure the Indica software to your specific requirement. By default, when Indica is installed, it installs all fonts, keyboard options and converters and makes them available for you to use. When loaded, each option will consume memory. To save memory, you can select the options that you wish to use dynamically. The following screen comes up on selecting Font Manager from the Settings menu.



### Selecting Fonts

Select Fonts from Option, select Devanagari (Hindi) Language then select Active from Show List. You will now see the list of active fonts that Indica will make available for use. Check the fonts that you wish to make active and unselect the ones that you do not intend to use currently. The unselected fonts will not be loaded in memory next time when you start the PC. Click on the CLOSE button, once you are done.

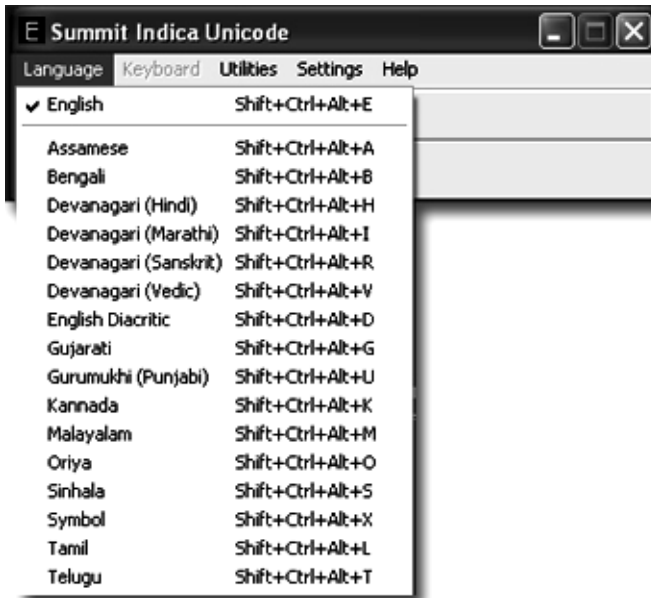
You can change your selection in the future and restart the PC.

Show list can be used to list Active, Inactive or all fonts, keyboards or converters and manipulate the list.

Similarly you may choose to enable and disable keyboards and converters based on your requirement. Remember to restart your PC in order for a change to take effect.

The key purpose of disabling options is to save on memory usage of your PC.

## b. Language



This menu enables you to choose the script of the text you intend to enter next. Each Script and language combination supported by Indica Unicode is available in this menu.

Before choosing the language, please make sure to select if you'd like the text to be stored in

Unicode or Non-Unicode fonts. The corresponding language encoding will be automatically set by the application.

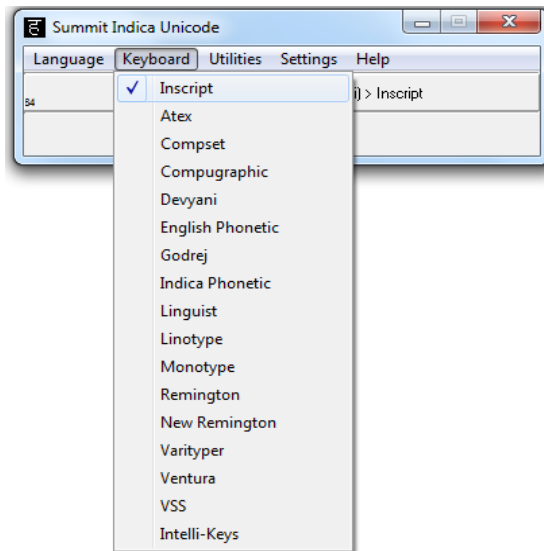
Language selection could also be made by using the short cut key corresponding to the chosen language.

After selecting the language, make sure to select the preferred keyboard of your choice using the Keyboard menu.

Short cuts for each language supported by Indica Unicode are listed below:

English	Shift+Ctrl+Alt+E
Assamese	Shift+Ctrl+Alt+A
Bengali	Shift+Ctrl+Alt+B
Devanagari (Hindi)	Shift+Ctrl+Alt+H
Devanagari (Marathi)	Shift+Ctrl+Alt+I
Devanagari (Sanskrit)	Shift+Ctrl+Alt+R
Devanagari (Vedic)	Shift+Ctrl+Alt+V
English Diacritic	Shift+Ctrl+Alt+D
Gujarati	Shift+Ctrl+Alt+G
Gurumukhi (Punjabi)	Shift+Ctrl+Alt+U
Kannada	Shift+Ctrl+Alt+K
Malayalam	Shift+Ctrl+Alt+M
Oriya	Shift+Ctrl+Alt+O
Sinhala	Shift+Ctrl+Alt+S
Symbol	Shift+Ctrl+Alt+X
Tamil	Shift+Ctrl+Alt+L
Telugu	Shift+Ctrl+Alt+T

### c. Keyboard

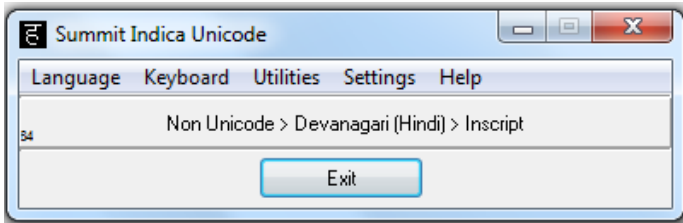


Indica Unicode incorporates largest choice of keyboard layouts in the industry. Most known popular keyboard layouts can be used for various languages.

InScript is the standard keyboard specified by the Govt. of India, Ministry of IT. Various other keyboards such as Remington Typewriter keyboard, Linotype and Monotype keyboards are also available for use in both Unicode and Non-Unicode modes.

Summit has developed an easy to use English Phonetic keyboard in each language that helps a user key in Indian languages text using English key sequence.

## Displaying present selection



The area below the menu items displays the current selection of font encoding, language and keyboard that is in force.

If you have chosen Unicode mode, Devanagari (Hindi) language and English Phonetic keyboard, the display will show:

Unicode > Devanagari (Hindi) > English Phonetic

If you have chosen Non-Unicode mode, Bengali language and InScript keyboard, the display will show:

Non-Unicode > Bengali > InScript

Note: If you are an old user of Indica and have been using Phonetic keyboard in Indica, then you could choose Indica Phonetic keyboard which continues to be supported.

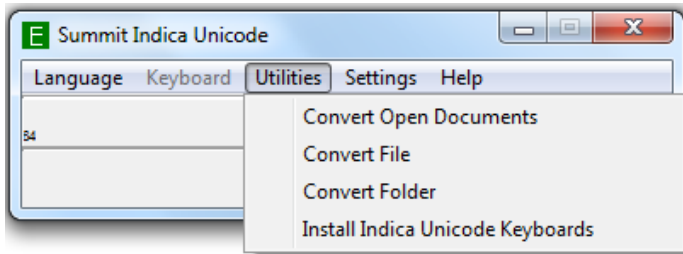
## Exit

Hitting Exit button will close Indica Unicode application.

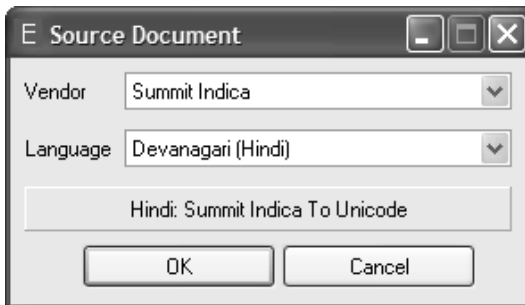
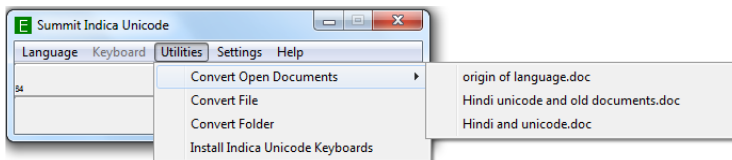


#### d. Utilities

Utility menu provides several useful utilities for Indica Unicode users.



#### Convert Open Documents

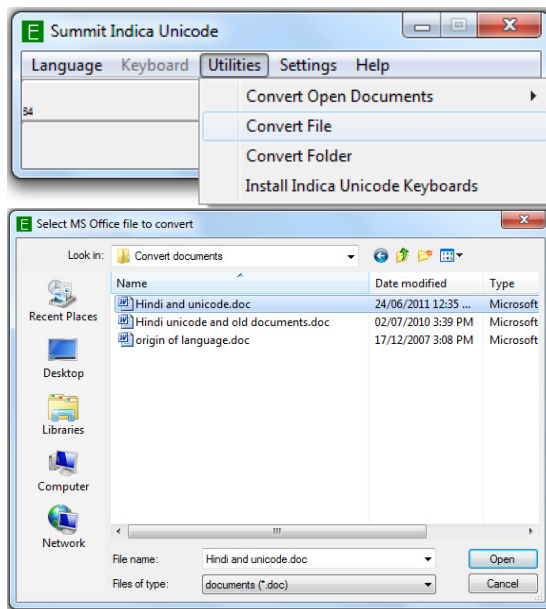


This menu is used to convert and use a legacy document. Steps to convert a document are given below.

1. Open the MS Office document containing legacy text.
2. Select **Convert Open Documents** menu and select the document that you wish to convert to currently selected mode for editing. The menu

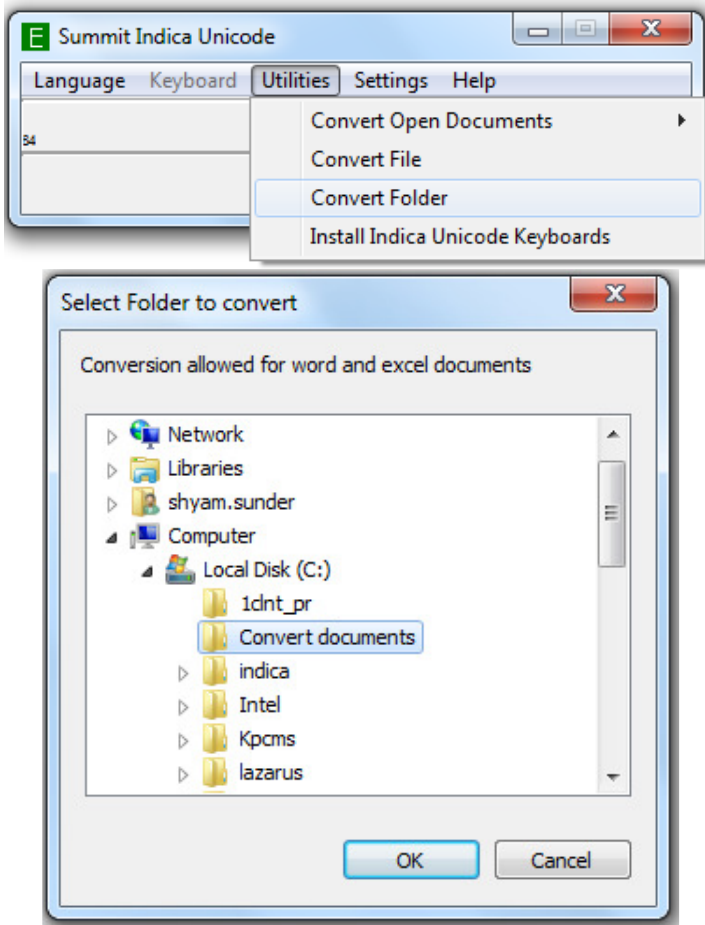
- will list all opened MS Office documents and you can select the document that you wish to convert.
3. The program then asks you the source vendor (eg. CDAC ISFOC, Modular Srilipi etc) and the language of the document.
  4. Upon making the selection, Indica proceeds for conversion. The conversion is fully automated. The selected conversion (source and destination) is displayed as you select the vendor and language of the source document. The document is converted to the currently selected mode (eg. Unicode or Non-Unicode) of the selected language. List of all currently opened documents of supported types are displayed under the **Convert Open Documents** menu.

## Convert File



You may use this menu to browse and choose the legacy MS Office document file to be converted to currently selected mode and language. Upon choosing, the document will be opened using the corresponding application and the text in the document will be converted to currently selected mode.

## Convert Folder



If you have many files to be converted together, collect them all in one folder and use **Convert Folder** menu. Browse and choose the folder and click on OK button. All MS Office documents in the folder will be converted to currently selected mode. When all documents have been converted, program will intimate you that the conversion job has been completed. After converting each document, a new document file is created with name previous\_name.Uni.doc or previous\_name.Uni.xls. The original document will be preserved in its original form.

### **Install Indica Unicode Keyboards**

Indica keyboard program for each language-keyboard combination must be loaded in memory to enable text entry. By default all language-keyboards are automatically loaded in memory when Indica Unicode program is started.

If you ever intentionally or accidentally manage to remove these keyboards (from Windows Control Panel) then using **Install Indica Unicode Keyboards** menu option, the keyboards can be installed again.

If you find that you're not able to type correctly using the desired language and keyboard option and you're getting unexpected letters, then it is likely that keyboards have been accidentally removed from system. The same can be re-installed using this menu option.

### **e. Help menu**

#### **About Indica Unicode**

Menu option displays the details of the application being used including its version and build information. Note

and include this information whenever you require support for Indica from your dealer or from Summit.

About screen also contains Terms of License that you have purchased from Summit. Please read the terms carefully as you are required to comply by these to ensure lawful usage of the Summit software.

## **Remove License**

Choose this menu option, if you wish to remove Indica Unicode software from your computer. Program will prompt you to reconfirm your intent before it proceeds with removing the software. Before removing the software, you must close the Font Installer application from the Windows application tray first and then proceed with removing Indica Unicode software license.

You must use Remove license option

1. Before changing your hardware components such as Processor, Hard Disk, CD Drive and Network card.
2. Before re-installing or upgrading your Operating System

On removing the software, the program will generate and give you a Removal Code that can be used to install Indica again on this computer or another computer as per the terms of software license. You may refer to section on Indica Unicode Installation for further information on installing, removing and re-installing Indica Unicode.

## f. Indica Unicode Font Installer

Indica uses Unicode fonts that are kept in memory during their use. Indica comes with a large portfolio of fonts and keeping fonts in memory may not always be required.

**Indica Unicode Font Installer** helps manage available fonts.

Indica Unicode application automatically launches Font Installer application as well which remains available in the application tray at all times.



Font Installer should not be closed if you wish to use Indica fonts for text entry. The Font Installer should only be closed if you intend to UnInstall Indica Unicode application from your computer.

When you close Font Installer, Indica Unicode will not function correctly. When that happens. Close Indica Unicode application and start it again. Restarting Indica Unicode software launches Font Installer application automatically again.

Right click on Font Installer icon and select Close option in order to close the application. In order for this option to correctly function, close all other applications and documents first. Font Installer should be closed only when you intend to UnInstall Indica Unicode software from your computer.

## **Entering Text Using Indica Unicode**

To enter text in any of the languages supported by Indica, follow the process stated below.

1. Select mode – Unicode or Non-Unicode

Unicode is the recommended mode of use for Indian languages. However, ensure that the application you intend to enter text in, supports Unicode. Most Microsoft applications support Unicode. More and more new versions of applications are starting to support Unicode.

2. Select language

Selection of language also automatically selects the script. Eg. Devanagari (Hindi) and Devanagari (Marathi) both use the same script but have different keyboards.

3. Select Keyboard

Select the keyboard that wish to use in order to enter the text in your selected language. If you do not have prior typing experience in the language, you may use **English Phonetic** keyboard, where you can form words using equivalent sounding English letters. For more information on using English Phonetic keyboard, refer to English Phonetic Keyboards section.

4. Start typing

Open the application in which you wish to enter text, such as MS Word or Quark Xpress and start typing.

## Chapter 14

### Entering Text Using English

#### Phonetic Keyboard

Indica English Phonetic keyboard is an intelligent writing system that helps you key-in Indian language text using English pronunciation of the Indian language word without needing prior typing experience.

To type ‘आपका क्या नाम है’ you may type ‘aap kaa kyaa naam hai’.

To type ‘प्रधानमंत्री और राष्ट्रपति की विदेश यात्रा’ you may type ‘pradhaanamantree aur raaShTrapati kee videsh yaatraa’.

As you can see, Indica converts the English letters into Hindi and other Indian languages based on phonetics (sounds). You would be able to type all language words in this manner.

English Phonetic keyboard transliterates (phonetically translates) language word that you intend to type. Transliteration is done based on the conversion tables and rules given in this section.

#### Editing what you have typed

If you would like to change a previously entered word, position the cursor on the word and edit as you would edit English text. If you encounter a difficulty in editing a word, delete the word and enter it again.



You may use **backspace** and **delete** keys to delete text.

Follow the table given below to form each letter or matra individually. Please remember that typing an English letter such as 'k' will form 'क्' and typing 'a' after this will remove the 'halant' to form 'क'.

## Chapter 15

### Language Information Notes

#### Devanagari for the PC

To access the Devanagari keyboard you must do the following:

#### Phonetic Keyboard

Press the CTRL + ALT + SHIFT + H keys to activate the Phonetic Keyboard. To form conjuncts you must type the character + Link Key (D) + Character

eg. क + <sub>ॡ</sub> + क = क्क

To get Alternate forms you must type the character and then the ALT key (SHIFT B)

eg. क + <sub>ॡ</sub> + ALT क = क॑

eg. ल + ALT = ल॑

#### Remington Keyboard

Click on the Keyboard from the menu of the Summit Script Manager and select the Remington option for the first time. You can later access this keyboard by pressing the same keys as the Phonetic keyboard, that is, CTRL + ALT + SHIFT + H to activate the Remington Keyboard. The procedure to form conjuncts is the same for the Remington keyboard but the Link key is located at a different place. It is at Backquote (`). The ALT key in the Remington keyboard is at Shift Backquote ` or the Tildé (~) key.

eg. क + <sub>ॡ</sub> + क = क्क

To get Alternate forms you must type the character and then the ALT key (~)

eg. क + ~ + ALT क = क

eg. श + ALT = श

### **Linguist Keyboard**

Click on the Keyboard from the menu of the Summit Script Manager and select the Linguist option for the first time. You can later access this keyboard by pressing the same keys as the Phonetic keyboard, that is, CTRL + ALT + SHIFT + H to activate the Linguist Keyboard. The procedure to form conjuncts is the same for the Linguist keyboard but the Link key is located at the character d. The ALT key in the Linguist keyboard is at different place, that is, at Backslash (\) key.

eg. क + ~ + क = क

To get Alternate forms you must type the character and then the ALT key (\)

eg. क + ~ + ALT क = क

eg. य + ALT = य

### **Linotype Keyboard**

Click on the Keyboard from the menu of the Summit Script Manager and select the Linotype option for the first time. You can later access this keyboard by pressing the same keys as the Phonetic keyboard, that is, CTRL + ALT + SHIFT + H to activate the Linotype Keyboard. To form conjuncts you must, however, type the Link key (\) first and then the two characters with which you want to form a conjunct

eg. क + <sub>॑</sub> + क = क

To get Alternate forms you must type the character and then the ALT key (l)

eg. क + <sub>॑</sub> + ALT क = क

eg. ल + ALT = ल

### **Monotype Keyboard**

Click on the Keyboard from the menu of the Summit Script Manager and select the Monotype option for the first time. You can later access this keyboard by pressing the same keys as the Phonetic keyboard, that is, CTRL + ALT + SHIFT + H to activate the Monotype Keyboard. To form conjuncts you must, however, type the Link key (\) first and then the two characters with which you want to form a conjunct

eg. क + <sub>॑</sub> + क = क

To get Alternate forms you must type the character and then the ALT key (~)

eg. क + <sub>॑</sub> + ALT क = क

eg. य + ALT = य

### **Compset Keyboard**

Click on the Keyboard from the menu of the Summit Script Manager and select the Compset option for the first time. You can later access this keyboard by pressing the same keys as the Phonetic keyboard, that is, CTRL + ALT + SHIFT + H to activate the Compset Keyboard. To form conjuncts you must, however, type the Link key (\) first and then the two characters with which you want to form a conjunct

eg. क + ऌ + क = क

To get Alternate forms you must type the character and then the ALT key (~)

eg. क + ऌ + ALT क = क

eg. श + ALT = च

### **English Keyboard**

Press CTRL + ALT + SHIFT + Spacebar  
keys to activate the English keyboard

### **Alternate Keyboard**

To access the punctuation marks in the Alternate keyboard press the

CTRL + ALT + SHIFT + A keys.

For details on actual key position, please see the keyboard layout provided with the software.

## **Hindi Conjuncts List Unicode**

Conjuncts		
क् क = क्क	ज्ज = ज्ञ	थ् र = थ्र
क् त = क्त	ज् र = ज्र	थ् न = थ्न
क् च = क्च	ज् न = ज्ञ	द् ग = द्ग
क् र = क्र	ज् ज = ज्ञ	द् घ = द्घ
क् न = क्न	ज् य = ज्ञ्य	द् द = द्द
क् व = क्व	ज् ट = ज्ञ्ट	द् ध = द्ध
क् ष = क्ष	ज् व = ज्ञ्व	द् न = द्न
क् त्र = क्त्र	झ् र = झ्र	द् ब = द्ब
ख् र = ख्र	ञ् च = ञ्च	द् ब्र = द्ब्र
ख् न = ख्न	ञ् ज = ञ्ज	द् भ = द्भ
ग् र = ग्र	ट् ट = ट्ट	द् म = द्म
ग् न = ग्न	ट् ठ = ट्ठ	द् य = द्य
घ् र = ग्र	ट् र = ट्र	द् र = द्र
घ् न = घ्न	ट् य = ट्य	द् व = द्व
ङ् क = ङ्क	ठ् ठ = ठ्ठ	ध् न = ध्न
ङ् ख = ङ्ख	ठ् य = ठ्य	ध् र = ध्र
ङ् ग = ङ्ग	ठ् र = ठ्र	न् न = न्न
ङ् घ = ङ्घ	ङ् ट = ङ्ट	न् र = न्र
ङ् क्त = ङ्क्त	ङ् ड = ङ्ड	प् त = प्त
च् र = च्र	ङ् ढ = ङ्ढ	प् न = प्न
च् न = च्न	ङ् य = ङ्य	प् र = प्र
च् च = च्च	ङ् र = ङ्र	फ् र = फ्र
च् ट = च्ट	ढ् ढ = ढ्ढ	फ् न = फ्न
च् य = च्य	ढ् र = ढ्र	ब् र = ब्र
च् व = च्व	ढ् य = ढ्य	ब् न = ब्न
छ् व = छ्व	त् त = त्त	भ् न = भ्न
छ् र = छ्र	त् न = त्न	म् न = म्न
	त् र = त्र	म् र = म्र

## Hindi Conjuncts List Unicode

ल न् = ल्न

ल र् = ल्र

ल ल् = ल्ल

व र् = व्र

व न् = व्न

श च् = श्च

श न् = श्न

श र् = श्र

श ल् = श्ल

श व् = श्व

स न् = स्न

स र् = स्त्र

स त् = स्त

स्त् र् = स्त्र

ष ट् = ष्ट

ष्ट व् = ष्ट्व

ष र् = ष्र

ष ठ् = ष्ठ

ह र् = ह्र

ह ण् = ह्ण

ह न् = ह्न

ह म् = ह्म

ह य् = ह्य

ह ल् = ह्ल

ह व् = ह्व

Consonant

र ु = रु

र ू = रू

ह ृ = ह्रृ

श ृ = श्रृ

ड ः = ड़

ढ ः = ढ़

क ः = क़

ख ः = ख़

ग ः = ग़

ज ः = ज़

फ ः = फ़

Matras

कै कं

क का

कि की

कु कू

कृ क

कः कं

क क

कै को

कौ कौ

क के

कैं कों

कौ कैं क़

Vowels

अ आ ई ई न उ ऊ

ऋ ऋ ल ए ऐ ऎ ओ औ औ

Consonants

क ख ग ख ङ च छ ज

झ ञ ट ठ ड ण त थ

द ध न प फ ब फ म य

र ल ल व श ष स ह

Punctuations

! × + = / \* —

% ; : &lt; &gt; ( ) [ ]

‘ ’ “ ”

