Òfvlv ˆmwbKÓ

*fvm©b 4.5*

evsjv Kx‡evW© (UvBwcs)mdU&Iq¨vi

*Developed by:*

MicroTech Corporation Limited.

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[www.MicroTechNA.com](http://www.microtechna.com/)

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**m\wPcÎ**

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Òfvlv ˆmwbKÓ fvm©b 4.5

Òfvlv ˆmwbKÓ evsjv Kx‡evW© (UvBwcs) md&UIq¨vi e¨envi K‡i A¶iÁvb m¤—bœ mevB Kw¤—Uv‡i Lye mn‡RB evsjv wjL‡Z cvi‡eb| fvlv ˆmwbK w`‡q evsjvq B‡gBjI cvVv‡bv hvq|



wPÎ: “fvlv ˆmwbK” -fvm©b 4.5 evsjv mdU&Iq¨vi

GB mdU&Iqv‡ii gva¨‡g Avcwb `yB c×wZ‡Z evsjv †jL‡Z cvi‡eb|

cª\_gZ: Kx‡ev‡W©i gva¨‡g; GB c×wZ‡Z Avcwb Òfvlv ˆmwbKÓ Kx‡evW© †jAvD‡Ui Dci gvÎ 10wgwbU †PvL eywj‡q wb‡jB Kx‡evW© Øviv Abvqv‡m evsjv UvBc Ki‡Z cvi‡eb|

wØZxqZ: gvDm Øviv; GB c×wZ‡Z Kx‡evW© †jAvDU Rvbvi cª‡qvRb †bB| Kx‡evW© Qvov ïaygvÎ gvDm w`‡q wK¬K K‡iB Kw¤—DUv‡i evsjv †jL‡Z cvi‡eb|

we: `ª: gvDm w`‡q evsjv †jLvi GB cØwZ evsjv‡`‡k 1997 mv‡j me©cª\_g MicroTech Corp. Ltd. D™¢veb K‡i|

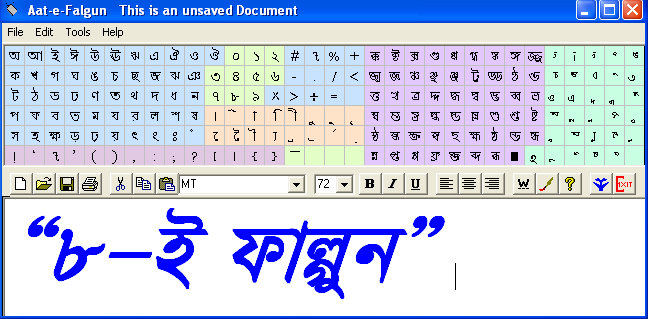
Òfvlv ˆmwbKÓ bvgKiY

gv‡qi fvlv evsjv‡K ivóªfvlv wnmv‡e ¯^xK…wZ `v‡bi `vex‡Z †h mKj exi fvlv ‰mwbK ey‡Ki ZvRv i³ DRvi K‡i w`‡Z wØav †eva K‡iwb, Zv‡`i cªwZ Mfxi kª×v I fvjevmvi wb`k©b ¯^iƒc GB md&UIq¨viwUi bvg ivLv n‡q‡Q Òfvlv ‰mwbKÓ|

BwZnvm

Kw¤—DUv‡i evsjv wjLvi cªhyw³ D™¢veb †\_‡KB wQj †ek Kómva¨| †Kbbv whwb Kw¤—DUv‡i evsjv wjL‡Z PvB‡eb Zvi Aek¨B Kx‡evW© †jAvDU gyL¯@ \_vK‡Z n‡e Ges cª‡qvRb n‡e GK `xN© Abykxj‡bi| d‡j †ewki fvM †jv‡Ki c‡¶B Kw¤—DUv‡i evsjv †jLv †ek mgqmv‡c¶ Ges RwUj wQj|

ZvB Kw¤—DUv‡i evsjv wjLvi GB me RwUjZv `\i Ki‡Z gvB‡µv‡UK Ki‡cv‡ikb wj: 1997 mv‡j gvD‡mi mvnv‡h¨ evsjv †jLvi GK hyMvš@Kvix evsjv mdU&Iqvi **Ò8-B dvêybÓ** fvm©b 1.1 Avwe®‹vi K‡ib| evsjv fvlv‡K me©¯@‡ii Kw¤—DUvi e¨enviKvixi Kv‡Q mnRZi K‡i Zzj‡Z GB mdU&Iq¨vi GK ¸i¿Z¡cY© fzwgKv cvjb K‡i|



wPÎ: evsjv mdU&Iqvi Ò8-B dvêybÓ fvm©b 1.1

AZtci 1998 mv‡j gvB‡µv‡UK Ki‡cv‡ikb wj: “8-B dvêyb” evsjv mdU&Iq¨vi Gi mv‡\_ evsjv B‡gBj cªhyw³ mshy³ K‡i Gi cieZx© fvm©b **Òfvlv ˆmwbK 2.0Ó** bv‡g evsjv‡`‡ki mdU&Iq¨vi evRv‡i wiwjR K‡i †ek RbwcªqZv I mybvg AR©b Ki‡Z mvg\_¨© nq|

mg‡qi wmuwo †e‡q gvB‡µv‡UK Ki‡cv‡ikb wj: Gi AwfÁ mdU&Iq¨vi we‡klÁ‡`i AK¬vš@ I wbijm cª‡Póvi gva¨‡g Zv‡`i my`xN© AwfÁZv‡K Kv‡R jvwM‡q “fvlv ˆmwbK” evsjv mdU&Iq¨vi †K av‡c av‡c Av‡iv mnR iƒ‡c my‡hvM myweav mshy³ K‡i G‡Ki ci GK fvm©b evRv‡i wb‡q Av‡mb| 2000 mv‡j Ófvlv ˆmwbKÒ -fvm©b 3.5 mdU&Iq¨vi AviI mnR Ges AviI `ª¿Z †jLvi Kv‡R e¨envi Kivi Rb¨ evsjv eY©¸‡jvi web¨vm cwieZ©b Kiv, hy³v¶i¸‡jv‡K ev` †`qv Ges mshy³ A¶i¸‡jv wjLv AviI mnR Kiv nq| †mB mv‡\_ bvbv cªKvi Bugs `\i K‡i Òfvlv ˆmwbKÓ †K Av‡iv DbœZ I kw³kvjx Kiv nq|

2005 mv‡j “fvlv ˆmwbK” -fvm©b 4.0 evsjv mdU&Iq¨vi evsjv‡`k Kw¤—DUvi mwgwZ Av‡qvwRZ “wewmGm Kw¤—DUvi †gjv 2005”-G wiwjR Kiv nq| GB wiwj‡R mnR fv‡e, `ª¿Z Ges †Kvb iƒc AwfÁZv QvovB Kw¤—DUv‡i evsjv †jLvi Rb¨ evsjv eY© ¸‡jvi web¨vm cwieZ©b K‡i `„wó b›`b Kiv nq I hy³v¶i wjLvi c×wZ Av‡iv mnR Kiv nq| GiB avivevwnKZvq Òfvlv ˆmwbKÓ -fvm©b 4.5 bv‡g GB md&UIq¨vi AviI DbœZ K‡i 2009 mv‡j evRv‡i wiwjR Kiv nq|



wPÎ: “fvlv ˆmwbK” -fvm©b 4.5 evsjv mdU&Iq¨vi

GB wiwj‡Ri bZzb I AvKl©bxq wdPvi ¸‡jvi GKwU n‡–Q, RwUj evsjv kã wjL‡Z fvlv ˆmwb‡K MicroTech Corporation Limited Gi D™¢vweZ Intelligent Word Engine mqswµfv‡e e¨envi nq| hvi d‡j evsjv †jLvi MwZ †e‡o‡Q Ges evbvb fzj \_vK‡Q bv| GB Intelligent Word Engine G cªvq 1 j‡¶iI AwaK weë-Bb evsjv kã fvÛvi wb‡q MvwVZ Kiv n‡q‡Q|

Kw¤—DUv‡i evsjv wjL‡Z wegyL †h †Kvb e¨w³ GLb Òfvlv ˆmwbKÓ evsjv mdU&Iq¨vi e¨envi K‡i Abvqv‡m evsjv wjL‡Z cvi‡eb| GLb Avi Kv‡iv H †e`bv`vqK Dw³wU D––viY Ki‡Z n‡e bv †h, *ÒAvgvi Kw¤—DUv‡i evsjv Av‡Q wKš‘ Avwg evsjv wjL‡Z cvwibvÓ*|

***Avgiv †c‡iwQ mvg\_©¨ w`‡Z A¶iÁvb m¤—bœ 100fvM ev½vjx‡K, Kw¤—DUv‡i evsjv wjL‡Z|***

Òfvlv ˆmwbKÓ evsjv mdU&Iq¨v‡ii ˆewkó¨

* Kx‡evW© †jAvDU gyL¯@ Kivi cª‡qvRb †bB
* A¶iÁvb m¤—bœ mevB GLb Kx‡evW© ev gvDm Øviv Kw¤—DUv‡i Zvr¶wYK I `ª¿Z evsjv wjL‡Z cvi‡eb
* evsjvq mivmwi B‡gBj
* evsjv RwUj kã ev wbfz©j evbvb wjLvi myweav
* MS Word Gi A‡bK feature i‡q‡Q
* Doc/Pdf format G dvBj save Gi myweav
* weë-Bb d›U Converter
* ‡QvÆ †mvbvgwb‡`iI evsjv wkL‡Z AvMªnx K‡i Zzj‡e
* **Kx‡evW© †jAvDU gyL¯@ Kivi cª‡qvRb †bB:**

Òfvlv ˆmwbKÓ evsjv mdU&Iq¨v‡ii gva¨‡g Kw¤—DUv‡i evsjv wjL‡Z; Ab¨vb¨ evsjv mdU&Iq¨v‡ii b¨vq †Kvb cªKvi Kx‡evW©-†jAvDU gyL¯@ Kivi cª‡qvRb †bB| GB mdU&Iq¨v‡i `ª¿Z evsjv wjLvi Rb¨ GK mnRZg Kx‡evW©-†jAvDU (Òfvlv ˆmwbKÓ) hy³ Kiv n‡q‡Q hv gyL¯@ ivLvi cª‡qvRb †bB|

* **A¶iÁvb m¤—bœ mevB GLb Kx‡evW© ev gvDm Øviv Kw¤—DUv‡i Zvr¶wYK I `ª¿Z evsjv wjL‡Z cvi‡eb:**

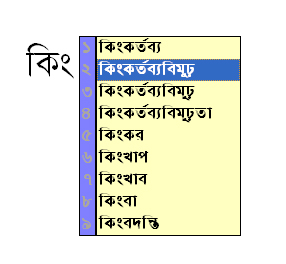
A¶iÁvb m¤—bœ †h ‡Kvb e¨w³B GLb Òfvlv ˆmwbKÓ evsjv mdU&Iq¨v‡ii gva¨‡g KxevW© ev gvDm Dfq ØvivB mn‡R I `ª¿Z evsjv wjL‡Z cvi‡eb| GB mdU&Iq¨v‡ii gva¨‡g †h †Kvb e¨w³i evsjv wjLv wkL‡Z gvD‡mi Øviv gvÎ 1 wgwbU Ges Kx‡ev‡W©i Øviv gvÎ 5 wgwbU mg‡qi cª‡qvRb nq|

* **evsjvq mivmwi B‡gBj:**

G‡Z Av‡Q evsjvq mivmwi B‡gBj Kivi we‡kl cªhyw³| B‡gBj Mªvn‡Ki evsjv Font bv \_vK‡jI wZwb evsjvq B‡gBj co‡Z cvi‡eb|

* **evsjv RwUj kã ev wbfz©j evbvb wjLvi myweav:**

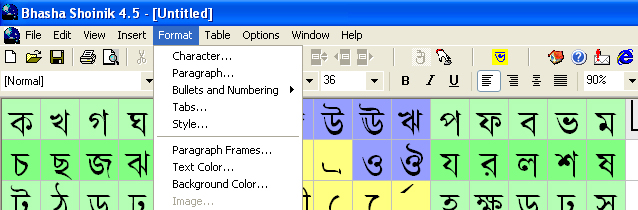
evsjv RwUj kã ev wbfz©j evbvb wjL‡Z mvnvh¨ Kivi Rb¨ fvlv ˆmwb‡K MicroTech Corp. KZ©…K D™¢vweZ cªvq 1 j‡¶iI AwaK evsjv kã fvÛvi wb‡q MvwVZ Intelligent Word Making Engine mqswµqfv‡e e¨envi nq| hvi d‡j evsjv †jLvi MwZ ev‡o Ges evbvb fzj \_v‡K bv|



wPÎ: Intelligent Word Making Engine Gi mqswµq e¨envi

* **MS Word Gi A‡bK feature:**

GB md&UIq¨v‡i Microsoft Word Gi A‡bK features -B we`¨gvb i‡q‡Q, Zvi g‡a¨ D‡j­L‡hvM¨ nj: Tables, Image insert/edit, Paper settings, Paragraph Formatting, Indenting, Header/Footer, Ruler, Page view, Print preview, AutoSave BZ¨vw`|



wPÎ: fvlv ˆmwbK mdU&Iq¨vi G Word Gi wKQy features

* **Doc/Pdf format G dvBj save Gi myweav:**

MS Word (.doc) I Adobe Acrobat Reader(.pdf) BZ¨vw` Format G dvBj Save Gi myweav i‡q‡Q|

fvlv ˆmwb‡K wj‡L †hgb PageMaker, PhotoShop, CorelDraw, Illustrator, Maya, Flash, CAD, GIS BZ¨vw` mdU&Iq¨v‡i Copy/Paste K‡i mn‡RB KvR Kiv hvq|

* **weë-Bb d›U Converter:**

Òfvlv ˆmwbKÓ d‡›Ui †jLv WKz‡g›U Ab¨ font G Ges Ab¨ font Gi †jLv WKz‡g›U Òfvlv ˆmwbKÓ(BS Font) G i¿cvš@i Ki‡Z i‡q‡Q weë-Bb Font Converter|

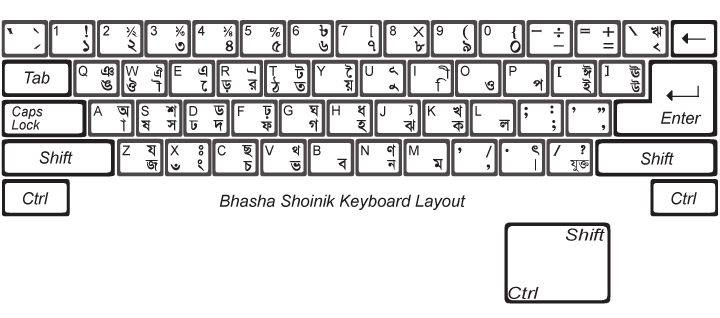
* **‡QvÆ †mvbvgwb‡`i evsjv wkL‡Z AvMªnx K‡i †Zvjv:**

‡QvÆ †mvbvgwbivI mn‡RB GB mdU&Iq¨v‡ii mvnv‡h¨ evsjv eY©gvjvi ms‡½ cwiwPZ, ï× evbvb wjL‡Z, wkL‡Z I eY© wPb‡Z cvi‡e, hv Zv‡`i‡K evsjv wkL‡Z AvMªnx K‡i Zzj‡e I †Kvb tutor Gi cª‡qvRb ci‡e bv|

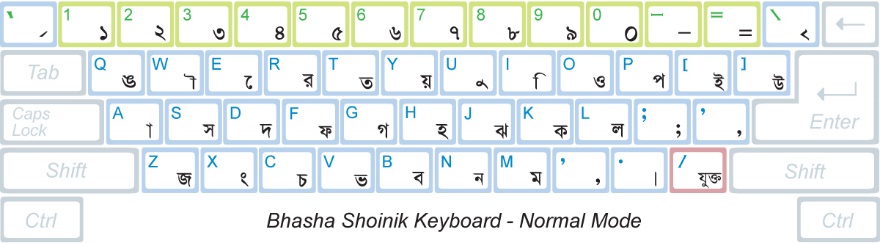
Kw¤—DUv‡i evsjv wjL‡Z wegyL †h †Kvb e¨w³ GLb Òfvlv ˆmwbKÓ evsjv mdU&Iq¨vi e¨envi K‡i Abvqv‡m evsjv wjL‡Z cvi‡eb| GLb Avi Kv‡iv H †e`bv`vqK Dw³wU D––viY Ki‡Z n‡e bv †h, *ÒAvgvi Kw¤—DUv‡i evsjv Av‡Q wKš‘ Avwg evsjv wjL‡Z cvwibvÓ*|

***Avgiv †c‡iwQ mvg\_©¨ w`‡Z A¶iÁvb m¤—bœ 100 fvM ev½vjx‡K, Kw¤—DUv‡i evsjv wjL‡Z|***

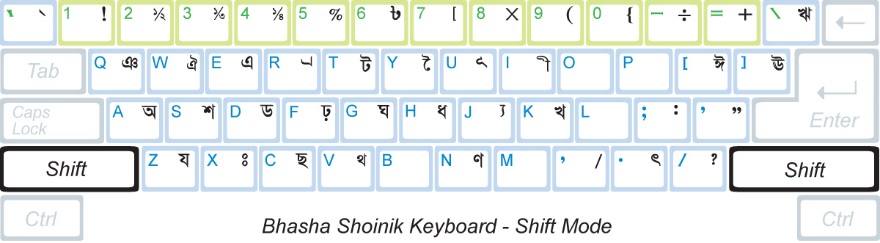
Òfvlv ˆmwbKÓ evsjv Kx‡evW© †jAvDU



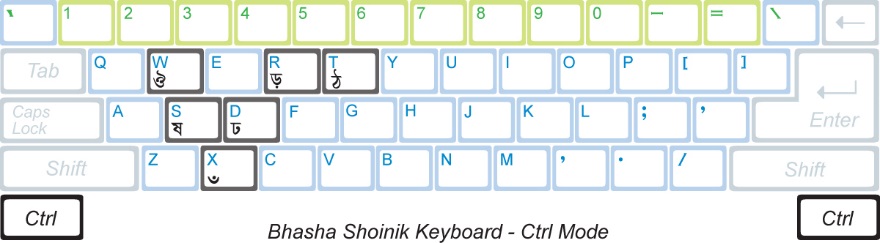
Òfvlv ˆmwbKÓ evsjv Normal Typing Kx‡evW© †jAvDU



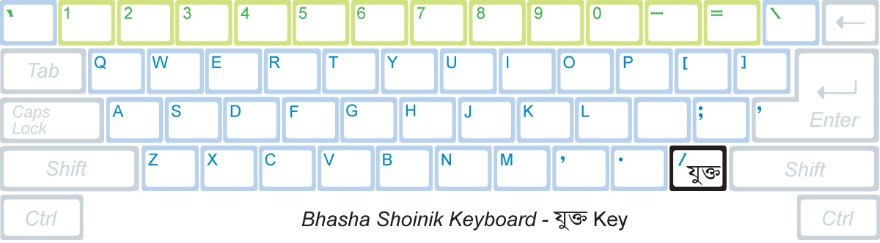
Òfvlv ˆmwbKÓ evsjv Shift mode Kx‡evW© †jAvDU



Òfvlv ˆmwbKÓ evsjv Ctrl mode Kx‡evW© †jAvDU



fvlv ˆmwb‡K Òhy³Ó ev “Link” Key/†evZvg



Òfvlv ˆmwbKÓ md&UIq¨vi Bb÷‡jkb

fvlv ˆmwbK Windows XP/ Vista/ 7/ 8 Acv‡iwUs wm‡÷g mv‡cvU© K‡i| Installation wmwW‡Z Windows XP/ Vista Acv‡iwUs wm‡÷‡gi Rb¨ Bb÷‡jkb †cªvMªvg †`Iqv Av‡Q|



wPÎ: Installer Screen

“Setup” dvB‡j Wvej wK¬K Ki‡Z n‡e| Gici cieZ©x av‡c av‡c Avcbvi Z\_¨ w`‡Z n‡e|



wPÎ: fvlv ˆmwbK mdU&Iq¨vi Bb÷jvi AvBKb

GQvovI †h‡Kvb cªKvi Support Gi Rb¨ MicroTechNA.com G †hvMv‡hvM Ki‡Z cv‡ib (24/7) |

evsjv d›U Bb÷‡jkb

fvlv ˆmwbK d›U installer w`‡q ÒBSÓ bv‡gi evsjv d›U windows Gi font WvB‡i±ix‡Z install Ki¿b|



wPÎ: fvlv ˆmwbK d›U Bb÷jvi AvBKb

gvDm w`‡q evsjv †jLv

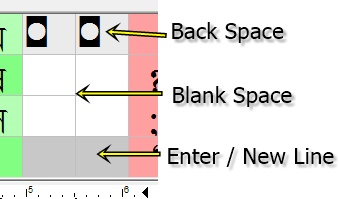
Uzjev‡ii 'Typing with Mouse' evU‡b wK¬K Ki‡jB evsjv eY©gvjvi QK †`Lv hv‡e| Q‡Ki †h‡Kvb e‡Y©i Dci gvDm G‡b wK¬K Ki‡jB D³ eY© wb‡Pi c„ôvq wjLv n‡q hv‡e|



wPÎ: fvlv ˆmwbK f©vPzqvj Kx‡evW© †jAvDU

hy³v¶i wjLvi mgq gvD‡mi Wvb evU‡b wK¬K Ki‡Z n‡e| A\_v©r ai¿b Ô**›U**Õ hy³v¶iwU wjL‡Z n‡e| Zvn‡j Ô**b**Õ †Z wK¬K K‡i gvD‡mi Wvb evU‡b wK¬K Ki¿b| Zvici Ô**U**Õ †Z wK¬K Ki‡ZB Ô**›U**Õ hy³v¶i †jLv n‡q hv‡e|

`yB k‡ãi gvSLv‡b †¯—m w`‡Z Q‡Ki Lvwj Ni ¸‡jvi †h †KvbUv‡Z wK¬K Ki‡Z n‡e| cieZ©x jvB‡b †h‡Z n‡j ev **Enter** Pvc‡Z n‡j wb‡Pi Ges **Back Space** Gi Rb¨ Dc‡ii AvqZKvi Kvj is‡qi †¶ÎwPwýZ N‡i wK¬K Ki‡Z n‡e|



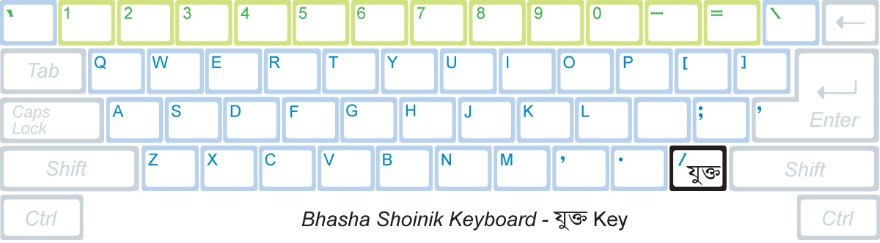
wPÎ: gvD‡mi bZzb jvBb, ¯—m I e¨vK †¯—m Acv‡ikb

“**Control + B**” GK‡Î Pvc‡j Bs‡iRx d›U wm‡j± n‡e Ges Kx‡evW© w`‡q Bs‡iRx wjL‡Z ci‡eb| cybivq Pvc‡j evsjv d›U wm‡j± n‡e Ges gvDm w`‡q evsjvq wjL‡Z cvi‡eb|

Kx‡evW© w`‡q evsjv wjLvi wbqg

fvlv ˆmwbK evsjv Kx‡ev©W †jAvDUwU Ggb fv‡e mvRv‡bv n‡q‡Q hv‡Z cª‡Z¨K Bs‡iRx e‡Y©i D–PviY Abyhvqx evsjv eY© ¸‡jv‡K ¯'vcb Kiv n‡q‡Q| †hgb '**k**' Pvc‡j Ô**KÕ**, '**m**' Pvc‡j **ÔgÕ**, '**b**' Pvc‡j Ô**eÕ** Avm‡e| fvlv ˆmwbK Kx‡evW© †jAvD‡Ui Qwe †`‡L‡jB e¨vcviUv Av‡iv mnR n‡e|

‡Kvb **hy³v¶i** wjL‡Z PvB‡j **hy³/wjsK** evUb e¨envi Ki‡Z n‡e| ai¿b, Avcwb Ò**á**Ó GB hy³v¶iwU wjL‡Z Pvb| †m‡¶‡Î Avcbv‡K cª\_‡g Ò**c**Ó wjL‡Z n‡e c‡i Ò**hy³**Ó evUb Pvc‡Z n‡e; Zvici Ò**m**Ó wjL‡Z n‡e|



wPÎ: Kx‡ev‡W©i Òhy³Ó evUb

Aí wKQy hy³v¶i Av‡Q †h ¸‡jv †Kvb& †Kvb& eY© w`‡q MwVZ Zv nqZ A‡b‡Ki ARvbv i‡q‡Q wKsev fz‡j †M‡Qb| †m‡¶‡Î **Òhy³v¶‡ii ZvwjKvÓ** n‡Z H hy³v¶i¸‡jvi MVb cªYvjx †`‡L wb‡Z cvi‡eb|

Bs‡iRx/evsjv Kx‡evW© cyb:wbe©vPb ev UwM­s

**“Control + B”** GK‡Î Pvc‡j Bs‡iRx d›U wm‡j± n‡e Ges Bs‡iRx‡Z wjL‡Z ci‡eb| cybivq Pvc‡j evsjv d›U wm‡j± n‡e Ges evsjvq wjL‡Z cvi‡eb|

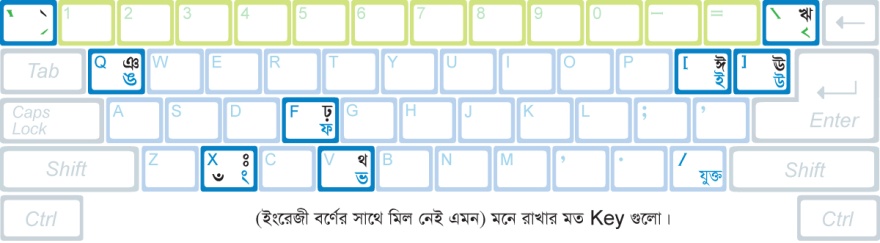
g‡b ivLvi gZ K‡qKwU evsjv A¶i - Shift mode †jAvDU

GB Kx‡ev©W †jAvD‡Ui †h AskUzKz Avcbvi g‡b ivL‡Z n‡e Zv n‡–Q wb‡æi **7wU evU‡bi eY©¸‡jvi Ae¯'vb** Ges Òhy³ / wjsKÓ evUb|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **eY©** | **Key** | | \_ | Shift + V | | p | Shift + F | | O, T | **Q** | | **s t u** | **X** | |  | |  |  | | --- | --- | | **eY©** | **Key** | | B, C | [ | | D, E | ] | | … F | \ | | *hy³ / wjsK* | / | |

†Uwej: Bs‡iRx e‡Y©i mv‡\_ wgj †bB Ggb evsjv e‡Y©i Kxg¨vc

Avm‡j GB eY©¸‡jvi Ae¯'vb Rvbvi Rb¨B Avcbv‡K **10 wgwbU** mgq e¨vq Ki‡Z n‡e|



wPÎ: Bs‡iRx e‡Y©i mv‡\_ wgj †bB Ggb evsjv e‡Y©i Kxg¨vc

u ‡jLvi wUcm&:

†hgb **ÔPuÕ** wjL‡Z n‡j, cª\_‡g Ô**P**Õ wj‡L `yBevi Kx‡ev‡W©i Ô**s**Õ †evZvgwU Pvc‡Z n‡e|

wKfv‡e B‡gBj cvVv‡eb

B‡gBj cvVv‡bvi †¶‡Î; cª\_‡g Uzjevi n‡Z "Go to Email" evU‡b wK¬K Ki¿b| Zvici “To” e‡· hv‡K B‡gBj Ki‡eb Zvi B‡gBj G‡W«m wjLyb| GKB mv‡\_ `yRb †K B‡gBj Ki‡Z PvB‡j “CC” e‡· Zvi B‡gBj G‡W«m wjLyb| Gici, Subject wjLyb| Gevi wb‡P B‡gBj body wnmv‡e B‡gB‡j †h Z\_¨ cvVv‡eb Zv wj‡L †djyb|



wPÎ: fvlv ˆmwbK B‡gBj DB‡Ûv

-Avcwb hw` B‡gBj body ïay †U·U AvKv‡i cvVv‡Z Pvb Z‡e No Attachmnet Ackb wm‡j± Ki¿b Ges Send mail evU‡b wK¬K Ki¿b|

-Avcwb hw` B‡gBj body †K Attachment wnmv‡e PDF, Doc wKsev HTML di‡g‡U cvVv‡Z Pvb Z‡e wbw`©ó Ackb wm‡j± Ki¿b Ges Send mail evU‡b wK¬K Ki¿b|

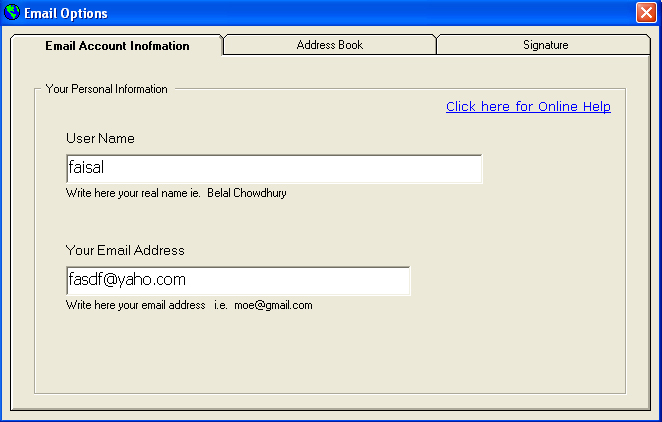
Avcwb hw` B‡gBj body Gi mv‡\_ Attachment wnmv‡e fvlv ˆmwbK d›U BS cvVv‡Z Pvb Z‡e Send Bangla font †PKe· wm‡j± Ki¿b Ges Send mail evU‡b wK¬K Ki¿b|

Avcwb hv‡K evsjvq B‡gBj Ki‡Qb Zv‡K ïay cª\_gevi fvlv ˆmwbK d›U cvVv‡Z n‡e| G‡Z K‡i Ab¨ cªv‡š@ Avcbvi B‡gB‡ji MªvnK‡K ïay H d›U dvB‡ji Dci Wvej wK¬K Ki‡jB Avgv‡`i evsjv d›U Zvi Kw¤—DUv‡i †jvW n‡e| cvVv‡bv text Gi d›U "BS" †Z cwieZ©b Ki‡jB MªvnK evsjvq dvBj co‡Z cvi‡eb|

GLv‡b D‡j­L¨ †h, ïay PDF AvKv‡i cvVv‡bv evsjv B‡gBj co‡Z Mªvn‡Ki †Kvb evsjv d‡›Ui cª‡qvRb co‡e bv| Ab¨ mKj †¶‡Î ïaygvÎ cª\_gevi Avcbvi MªvnK‡K fvlv ˆmwbK evsjv d›U "BS" cvVv‡Z n‡e|

B‡gBj Configure Kiv

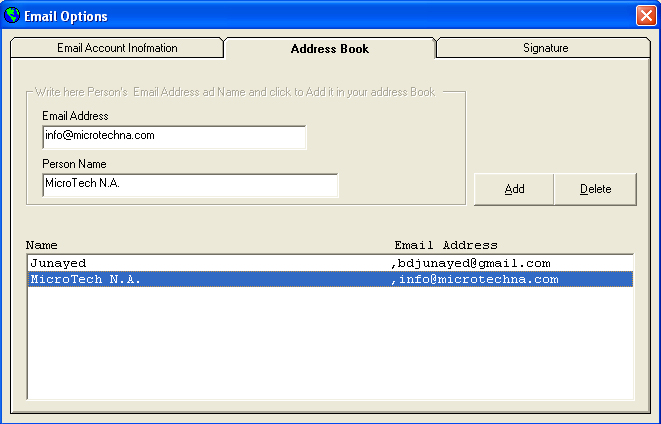
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wPÎ: fvlv ˆmwbK B‡gBj KbwdMvi DB‡Ûv

B‡gBj G‡W«m eyK

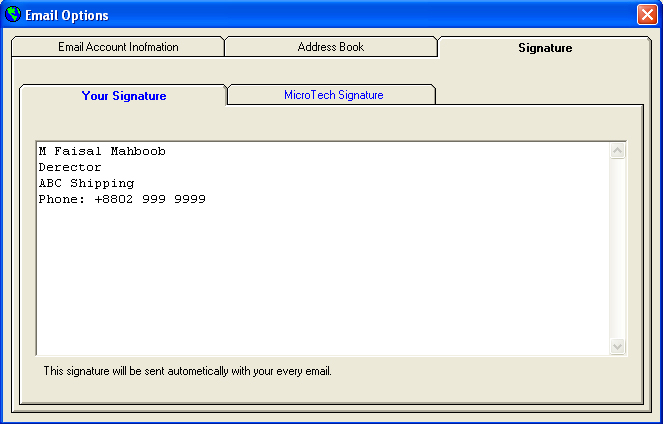
fvlv ˆmwb‡Ki Options †gby n‡Z "Email Options" wK¬K K‡i "Address book" wm‡j± Ki¿b| "Email Address" Ges "Person Name" wj‡L Add evU‡b wK¬K K‡i Avcbvi cwiwPZ KviI Z\_¨ msi¶b Ki‡Z cv‡ib| hv ciewZ©‡Z Email cvVv‡bvi mgq mn‡RB To wKsev CC wd‡ì e¨envi Kiv hvq|



wPÎ: fvlv ˆmwbK B‡gBj Address book

B‡gBj Signature

fvlv ˆmwb‡Ki Options †gby n‡Z "Email Options" wm‡j± Ki¿b| Gi Signature As‡ki "Your signature" e‡· Avcbvi bvg, wVKvbv ev Ab¨ †Kvb Z\_¨ †`qv \_vK‡j Zv Avcbvi cvVv‡bv cªwZUv B‡gB‡ji Body Gi mv‡\_ mshy³ n‡q Mªvn‡Ki Kv‡Q P‡j hv‡e|



wPÎ: fvlv ˆmwbK B‡gBj signature

Avi “Microtech signature” G wjwLZ e³e¨ n‡Z MªvnK cª‡qvRbxq Z\_¨ cv‡e| Avgv‡`i Aby‡iva \_vK‡e Avgv‡`i‡K mn‡hvMxZv Kivi, ab¨ev`|

mqswµq kã ZvwjKvi e¨envi

fvlv ˆmwb‡K wjLvi mgq "Control + L" Kx GK‡Î Pvc w`‡j kã ZvwjKv †`Lv‡e, Avcbvi Kvw>LZ kã hw` H ZvwjKvq †`L‡Z cvb Z‡e Zvi cv‡ki µwgK †`Lyb Ges Kx‡evW© w`‡q †mB µwgK bv¤^vi wjL‡j †mB kã h\_v ¯’v‡b †jLv n‡q hv‡e |

Avcbvi Kvw>LZ kã hw` ZvwjKvq bv \_v‡K Z‡e H k‡ãi AviI 1wU/2wU A¶i wjLyb Ges kãwU hw` bv \_v‡K Z‡e ZvwjKvi wb‡P Avm‡Z \_vKzb kãwU hw` Luy‡R cvb Z‡e wK‡evW© w`‡q wm‡j± Ki¿b Ges Space bar Pvcyb| †mB kã h\_v ¯’v‡b †jLv n‡q hv‡e Ges c‡i GKUv Space bar Avm‡e| hw` k‡ãi cv‡k Space bv Pvb Z‡e Enter Pvcyb|



wPÎ: Intelligent Word Making Engine Gi mqswµq e¨envi

cieZx©‡Z eo wKsev RwUj kã wjLvi mgq kã ZvwjKv †`L‡Z PvB‡j Kx‡ev‡W©i **"Control + L"** Kx GK‡Î Pvcyb Zvn‡j kã ZvwjKv Avevi P‡j Avm‡e|

bZzb kã ms‡hvRb

kã ZvwjKvq bZzb kã ms‡hvR‡bi Rb¨ cª\_‡g kãwUi cª\_g kã wjLyb Zvici **"Control + L"** †P‡c kã ZvwjKv †`Lyb| Gici kãwU †jLvi mgq j¶¨ ivLyb kãwU ZvwjKvq Av‡Q wKbv| hw` bv \_v‡K Z‡e m¤—\Y© kãwU wjLyb Ges wm‡j± Ki¿b Zvici Insert †gby n‡Z "Word Insert" wm‡j± Ki¿b| Gici "Add this word" evU‡b wK¬K Ki¿b| Done evU‡b wK¬K K‡i KvR mgvß Ki¿b|





wPÎ: kã ZvwjKvq bZzb kã ms‡hvRb

kãwU ZvwjKvq ms‡hvwRZ n‡q‡Q wKbv Zv cix¶v Kivi Rb¨; kãwU †jLvi mgq **"Control + L"** †P‡c kã ZvwjKv †`Lyb kãwU ZvwjKvq Av‡Q wKbv|

g‡b ivLvi gZ hy³v¶‡ii ZvwjKv

evsjv wjL‡Z †ek wKQy hy³v¶i Av‡Q hv‡`i hy³eY©¸‡jv Zvr¶wbKfv‡e Avgv‡`i g‡b bvI Avm‡Z cv‡i| ZvB GLv‡b wKQy hy³v¶i I hy³v¶i MV‡bi hy³eY©¸‡jvi GKwU ZvwjKv †`qv nj|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **hy³v¶i** | **wjLvi wbqg** | | µ | K + « | | ¶ | K + l | | ¼ | O + K | | Á | R + T | | Ä | T + R | | Ã | T + Q | | Ê | Y + W | | š' | b + \_ | | š" | b + Z + « | | ò | l + b | | ¯" | m + Z + « | | þ | n + g | | ¯' | m + \_ | |  | |  |  | | --- | --- | | **hy³v¶i** | **wjLvi wbqg** | | ¶ | K + l + b | | ² | K + l + g | | ½ | O + M | | Â | T + P | | Å | T + S | | Î | Z + « | | Î¿ | Z + «+ y | | Îƒ | Z + «+  | | Ü« | b + a + « | | ¯Œz | m + K + «+ y | | ü | n + … | | ý | n + b | | nœ | n + Y | |

†Uwej: g‡b ivLvi gZ hy³v¶i mgyn

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†hvMv‡hvM

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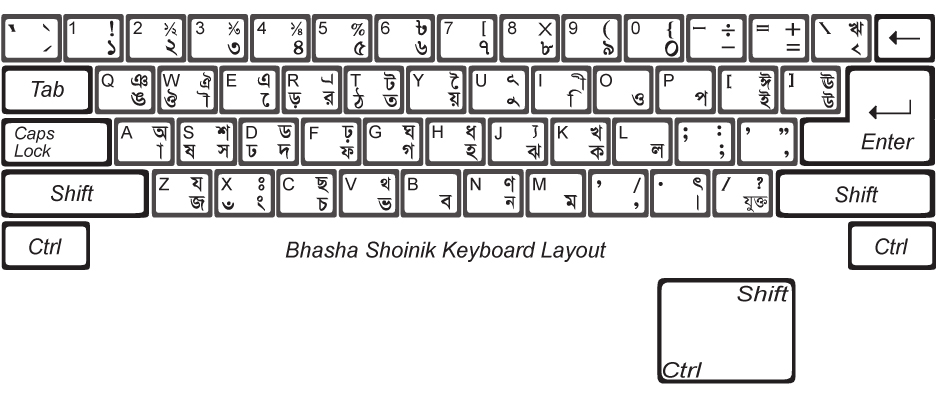
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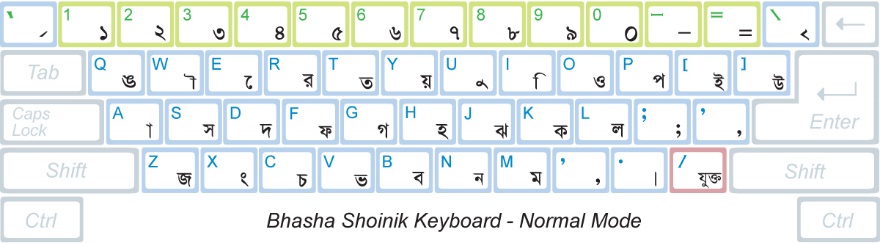
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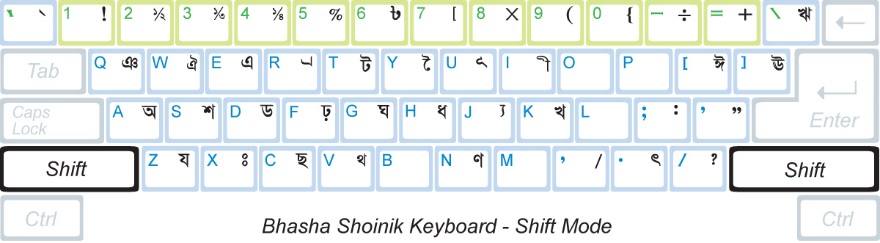
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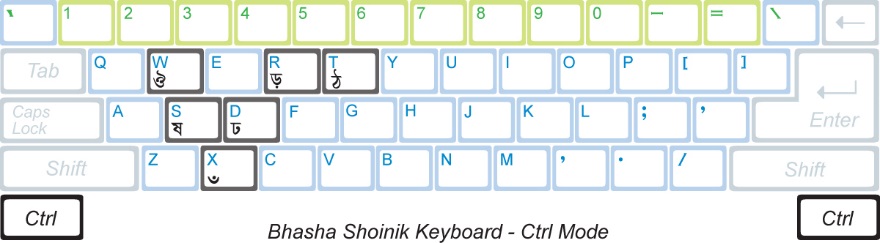
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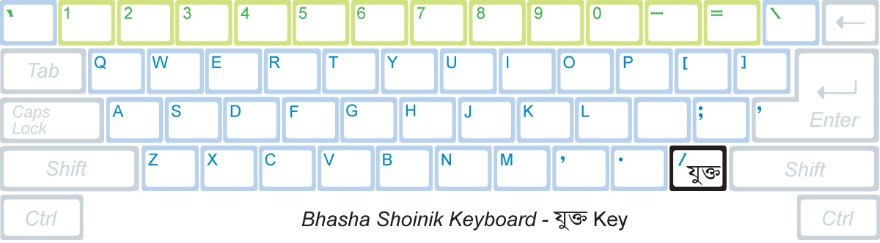
Òfvlv ˆmwbKÓ evsjv Shift mode Kx‡evW© †jAvDU



Òfvlv ˆmwbKÓ evsjv Ctrl mode Kx‡evW© †jAvDU



Òfvlv ˆmwbKÓ evsjv “hy³” ev “Link” Key/†evZvg



Òfvlv ˆmwbKÓ evsjv Kx‡evW© †jAvDU

