

1. Introduction

This chapter introduces you to WinScript and provides you with an overview of the information available in this manual.

1.1 WinScript

WinScript is a software product which enables you to work with Indian languages within Windows applications. Windows applications which are primarily designed to work with English (Roman) script, can extend their ability to work with Indian scripts with the help of WinScript. Examples of such Windows applications are mentioned below.

WinScript provides a friendly environment for working with Indian languages. Keys corresponding to different English characters in the keyboard produces Indian language equivalents while working with WinScript. This makes typing of Indian languages extremely simple. The phonetic approach employed in WinScript makes it possible to type an Indian language, the way it is pronounced.

Indian language scripts available with WinScript are Bengali, Devanagari, Gujarati, Gurmukhi, Kannada, Malayalam, Oriya, Tamil and Telugu. Please note that the Devanagari script is used for Hindi, Marati and Sanskrit while the Bengali script is used for Assamese and Bengali and the Gurmukhi script is used for Punjabi.

WinScript works with different wordprocessors, spreadsheets, and database applications. Examples of such such applications are

- Microsoft Word,
- WordPerfect,
- Microsoft Works,
- Microsoft Access,
- Microsoft Excell etc.

Professional version of WinScript called WinScript-Pro works also with publishing packages and graphics applications. Those include Windows applications like

- Pagemaker,
- Corel Draw,
- Ventura Publisher
- Microsoft Powerpoint,
- Adobe Photoshop,
- Freelance Graphics etc.

WinScript is optimised for personal use while WinScript-Pro for commercial application.

1.2 User Manual

WinScript User Manual covers information on the following subjects. It is strongly recommended that this manual be used as a guide for properly installing and using WinScript.

- Installing WinScript onto your computer,
- Taking proper care of WinScript after the installation,
- Working with WinScript,
- Using different Indian languages with WinScript,
- Precautions while working with different Windows applications,
- The keyboard layouts for working with different languages, and
- Font tables.

2. Installation

This chapter guides you through the WinScript installation procedure. It also provides you with tips on preparing for installation and for taking proper care of WinScript after completing the installation.

2.1 Preparing for Installation

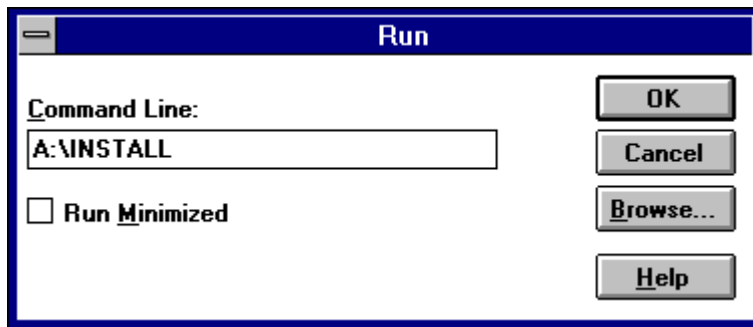
Ensure that your computer meet the following minimum software/hardware requirements before installing WinScript onto your computer. To ensure it, you can check the configuration of your computer against the following list.

- 1.5 to 3MB free hard-disk space. (6MB for all the available scripts with all the available fonts)
- 4MB RAM
- 1.44MB floppy disk drive.
- Microsoft Windows 3.1 or later.
- If you need to install ATM fonts; Adobe Type Manager 2.5 or later.

2.2 Installation Procedure

This section describes the WinScript installation procedure. Carry out the following instructions one after another to complete the procedure successfully.

- Insert the floppy disk labelled **Disk 1** into the floppy disk drive.
- Click on the **S**tart button if you are a Windows 95 user. Click on the **F**ile menu of Program Manager if you are using Windows 3.11 or earlier.
- Choose the **R**un command. The Run dialog box will appear. Windows 3.11 Run dialog box is shown below.



- In the Run dialog box, type in A:\INSTALL OR B:\INSTALL, depending on your floppy disk drive and click on OK or press **Enter**. The installation dialog box will appear.



- Specify the name of the drive and directory where you want to install WinScript, in this dialog box. The drive and directory will be specified as C:\WINSCRI, by default.
- Click on **I**nstall or press **Enter**.

- A percentage bar would appear and will keep you informed about the progress of installation.
- Insert the floppy disks labelled Disk 2, Disk 3 etc. one by one into the floppy disk drive, when prompted by the installation program.
- Towards the end of the installation, it prompts you to restart windows. Please restart windows to use the newly installed Indian language fonts.

The steps mentioned above completes the first phase of the installation process. After installation, WinScript need to be **enabled** before you can start using it.

2.3 Taking Care of WinScript

Once the installation of WinScript is successfully completed, there are **two important rules** which need to be observed throughout the time an installed copy of WinScript is present in the computer. This section gives those two rules.

- Do not delete the directory where WinScript is installed.
- Do not format the hard disk where WinScript is installed.

If you need to delete the WinScript directory, or format the hard disk, you **must** do the following before proceeding.

- Insert the floppy disk labelled **Disk 1** onto the floppy disk drive.
- Double click on **Disable WinScript** icon under **WinScript group** to disable WinScript.

If you followed the above rules, you can re-install WinScript after you have finished formatting the hard disk or deleting the directory.

3. Working with WinScript

This chapter provides you with the procedure for working with WinScript. It takes you through the WinScript menu system and describes the WinScript dialog box.

3.1 The Working Procedure

As mentioned earlier, WinScript enables you to work with Indian languages within Windows applications. In this manual, the Windows application which is used to work with WinScript is referred to as **Host Program**. This section describe the procedure for working with Indian languages within a Host program with the help of WinScript.

3.1.1 Before Proceeding

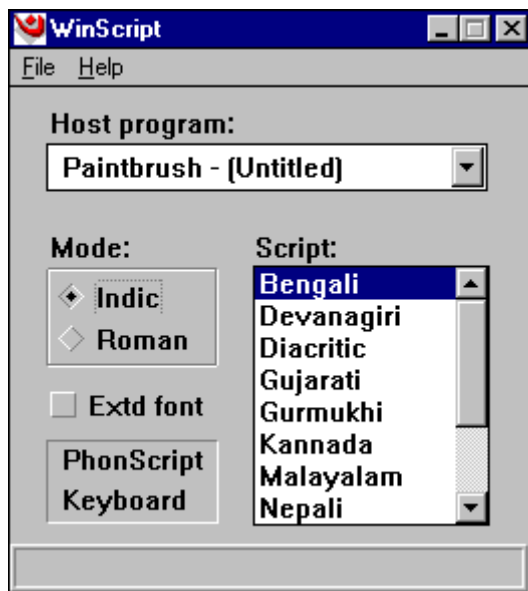
Before using any one of the following Windows application as Host program, refer to chapter 4 for some important selections. Proceeding without making those selections might result in unexpected behaviour of WinScript. You can proceed to next section if you are using any Host program other than the ones mentioned below.

- Microsoft Word
- Microsoft Works
- Ventura Publisher
- Wordperfect.

3.1.2 Getting started

The following lines describe the procedure for getting started with WinScript and the Host Program for working with Indian languages.

- Double click on the WinScript icon to open it. WinScript main dialog box will appear.



- Open the Host program you want to use with WinScript by double clicking on its icon.
- Open a new file or an existing file in the Host program in order to work with Indian languages. In most Windows applications the procedure for opening a new file will be to click on the **File** menu and then on **New** and the procedure for opening an existing file will be to click on **File** and then on **Open**.
- **Press Alt-Shift** for the Host program to switch over to **Indic** mode (Indian-language mode). A drop down combo box, as shown below, will appear on the title bar of the Host program. This box is referred to as the **Script window**.



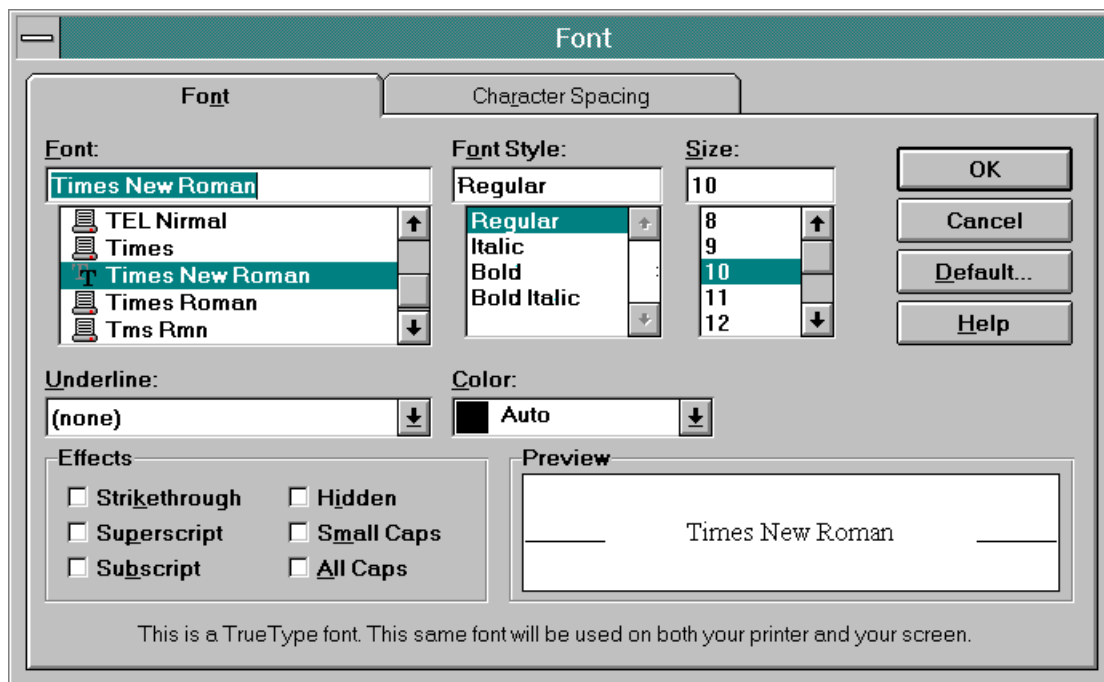
The Script Window will not appear in the Host Program title bar if the Script window switch in WinScript is OFF. Instead the title of the Host program will be updated with first three letters of the name of the selected Indic script as shown below. In the following example, BEN stands for Bengali script.



Refer to section 3.4.1 under the title 'Script Window' under 'Options' for more information about switching Script window ON and OFF.

- **Select a script** of your choice. If the script window is ON, you can click on the down arrow on the script window and choose a script by clicking on it. If the script window is OFF, you can go to WinScript dialog box using **Alt-Tab** and select a script by clicking on its name. (Keep pressing **Alt-Tab** to get a list of all the currently open applications. Release the keys when it comes to WinScript in order to select it.) Choose the Devanagari script for Hindi Marati and Sanskrit; the Bengali script for both Assamese and Bengali and the Gurmukhi script for Punjabi.
- Choose the corresponding **Indian language font** from the Host program font list. Please refer to the next section for details on choosing the appropriate font with each Indic script.

The font is chosen in most applications from a font dialog box. Choose the appropriate menu to get the font dialog box in your Host program and choose the font. Microsoft Word font dialog box is shown below. In Microsoft Word, font dialog box is invoked by clicking on **Format** and then on **Font**.



3.1.1.1 WinScript font naming convention

Knowing the WinScript font naming conventions will be helpful to choose the appropriate font with each Indic script. Different Indian language font names starts with the first three letters of the name of the corresponding Indic script. For example, Kannada fonts starts with KAN, Gujarati fonts starts with GUJ and so on.



The following is the list of Indic scripts and the three letter prefixes of their corresponding fonts

| | | | | | |
|----------|-----|-----------|-----|------------|-----|
| Bengali | BEN | Malayalam | MAL | Devanagari | DEV |
| Oriya | ORI | Gujarati | GUJ | Tamil | TAM |
| Gurmukhi | GUR | Telugu | TEL | Kannada | KAN |

Note: It is **very important** to choose the appropriate font with each Indic script. For example KAN Badami font should not be chosen for working with the Bengali script and no English font should be chosen while working with Indic scripts.

3.1.3 Typing Indian languages

Once WinScript and the Host program are set up to work with each other, as mentioned above, you are ready to start typing Indian languages. In WinScript, Indian languages can be typed using the PhonScript keyboard layout or the Inscript keyboard layout. When WinScript is being used for the first time, in a computer, the PhonScript keyboard layout will be active by default and you can start typing Indian languages by following the guidelines given below.

3.1.3.1 Using the PhonScript layout

The PhonScript keyboard layout was primarily introduced to simplify typing of Indian languages using the English keyboard. The keyboard layout enables typing Indian languages with minimum effort.

General guidelines are provided in this section for learning the PhonScript keyboard layout. Examples are provided in each Indic script. Read each guideline, refer to the examples given in the script of your choice and try

them out. For systematic learning, it is strongly recommended that the guidelines are followed in the order given below and that each point is mastered before learning the next.

- **Consonants:** Use different English consonant keys to obtain equivalent Indian language consonants. Few examples are given below. In each of the example given below, English character on the left, indicates the key that need to be pressed and the Indian language character represents the character you will obtain when pressing the key.

| Dev | Ben | Guj | Gur | Kan | Mal | Ori | Tam | Tel |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| k-क | k-क | k-ક | k-क | k-ಕ | k-ക | k-କ | k-க | k-క |
| p-प | p-प | p-પ | p-प | p-ಪ | p-പ | p-ପ | p-ப | p-ప |
| l-ल | l-ल | l-લ | l-ल | l-ಲ | l-ല | l-ଲ | l-ல | l-ల |
| m-म | m-म | m-મ | m-म | m-ಮ | m-മ | m-ମ | m-ம | m-మ |

- **Vowels:** Use different English vowel keys to obtain equivalent Indian language vowels. Refer to the examples given below and try out all the available vowel keys.

| Dev | Ben | Guj | Gur | Kan | Mal | Ori | Tam | Tel |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| u-उ | u-উ | u-ઉ | u-उ | u-ಉ | u-ഉ | u-ଉ | u-உ | u-ఉ |
| a-अ | a-অ | a-અ | a-अ | a-ಅ | a-അ | a-ଅ | a-அ | a-అ |
| i-इ | i-ই | i-ઇ | i-इ | i-ಇ | i-ഇ | i-ଉ | i-இ | i-ఇ |

- **Vowel Matras:** Type an Indian language consonant using the first guideline, and an Indian language vowel using the second guideline in sequence. You will obtain the corresponding Indian language vowel matra. Please note that it is important to type the vowel immediately after the consonant in order to obtain the corresponding matra.

| Dev | Ben | Guj | Gur | Kan | Mal | Ori | Tam | Tel |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| क+इ=कि | ক+ই=কি | ક+ઇ=કિ | क+इ=वि | ಕ+ಇ=ಕಿ | ക+ഇ=കി | କ+ଉ=କି | க+இ=கி | క+ఇ=కి |
| क+उ=कु | ক+উ=কু | ક+ઉ=કુ | क+उ=वृ | ಕ+ಉ=ಕು | ക+ഉ=കു | କ+ଉ=କୁ | க+உ=கு | క+ఉ=కు |
| क+ओ=को | ক+ও=কো | ક+ઓ=કો | क+उ=व | ಕ+ಉ=ಕೊ | ക+ഉ=കൊ | କ+ଓ=କୋ | க+ஓ=கொ | క+ఓ=కో |

- **Long vowels:** Use **Shift** key along with each of the above Indian language vowels you learnt. You will obtain its long form. **⇧** symbol in the examples given below indicated Shift key which need to be pressed with each of the concerned vowels..

| Dev | Ben | Guj | Gur | Kan | Mal | Ori | Tam | Tel |
|------|------|------|---------|------|------|------|------|------|
| ⇧इ=ई | ⇧ই=ঈ | ⇧ઇ=ઈ | ⇧इ=यी | ⇧ಇ=ಃ | ⇧ഇ=ഈ | ⇧ଉ=X | ⇧இ=ஈ | ⇧ఇ=ః |
| | | | | ౯ | | | | |
| ⇧उ=ऊ | ⇧উ=ঊ | ⇧ઉ=ઊ | ⇧उ=द्वि | ⇧ಉ=ಉ | ⇧ഉ=ഊ | ⇧ଊ=E | ⇧உ=ஊ | ⇧ఉ=ఊ |
| ⇧अ=आ | ⇧অ=আ | ⇧ઁ=અ | ⇧अ=अ | ⇧ಅ=ಅ | ⇧അ=അ | ⇧ଌ=ଌ | ⇧அ=அ | ⇧అ=అ |

- **Aspirated consonants:** Use **Shift** key with each of the Indian language consonant you learnt. You will obtain its aspirated form. **⇧** symbol is used in the examples given below to represent the Shift key which need to be pressed along with each of those consonants.

| Dev | Ben | Guj | Gur | Kan | Mal | Ori | Tel |
|------|------|------|------|------|------|------|------|
| ⇧क=ख | ⇧ক=খ | ⇧ક=ખ | ⇧क=ख | ⇧ಕ=ಖ | ⇧ക=ഖ | ⇧କ=ଖ | ⇧క=ఖ |

| | | | | | | | |
|-------|-------|-------|-------|-------|-------|-------|-------|
| ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ |
| ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ | ଁଁଁ=ଁ |

- **Long vowel matras:** Type an Indian language consonant and an Indian language long vowel in sequence. You will obtain the corresponding Indian language long vowel matra.

| Dev | Ben | Guj | Gur | Kan | Mal | Ori | Tam | Tel |
|------------|------------|-----------|------------|------------|------------|------------|------------|------------|
| क + ई = की | କ + ୟ = କୌ | ક + ઇ = ઈ | व + ई = वी | ಕ + ୟ = ಕೌ | ക + ୟ = കി | କ + ୟ = କୌ | க + ୟ = கி | క + ୟ = కి |
| क + ऊ = कू | କ + ୟ = କୁ | ક + ୟ = ુ | व + ऊ = वू | ಕ + ୟ = ಕು | ക + ୟ = കു | କ + ୟ = କୁ | க + ୟ = கு | క + ୟ = కు |
| क + ओ = को | କ + ୟ = କୋ | ક + ୟ = ો | व + ओ = वौ | ಕ + ୟ = ಕೋ | ക + ୟ = കോ | କ + ୟ = କୋ | க + ୟ = கோ | క + ୟ = కో |

- **Double consonants:** Type a consonant, then type ' x ' and then another consonant. The ' x ' you typed in between the consonants will combine them and you will obtain a double consonant. Refer to the examples given below and practice different double consonants available in the script of your interest.

| Dev | Ben | Guj | Gur | Kan | Mal | Ori | Tam | Tel |
|-----------|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| कxक = क्क | କxକ = କ୍କ | કxક = ્ક | वxव = व्व | ಕxಕ = ಕ್ಕ | കxക = ക്ക | କxକ = କ୍ക | கxக = க்ಕ | కxక = క్క |
| कxर = क्र | କxର = କ୍ର | કxર = ્ર | वxर = र्र | ಕxರ = ಕ್ರ | കxര = ക്ര | କxର = କ୍ର | கxர = க்ர | కxర = క్ర |
| कxष = क्ष | କxଷ = କ୍ଷ | કxષ = ્ષ | वxष = व्ष | ಕxಷ = ಕ್ಷ | കxഷ = ക്ഷ | କxଷ = କ୍ଷ | கxஷ = க்ஷ | కxష = క్ష |

Similarly, type ' x ' between three consonants to obtain the corresponding triple consonant. Typing ' x ' between three Indian language consonants would combine all of them and produce the corresponding Indian language triple consonant.

- **Half consonants:** Type a consonant, and then type ' x ' twice. You will obtain its half form. Please note that, ' x ' need to be pressed twice immediately after typing the consonant.

| Dev | Ben | Guj | Gur | Kan | Mal | Ori | Tam | Tel |
|----------|----------|---------|----------|----------|----------|----------|----------|----------|
| कxx = क् | କxx = କ୍ | કxx = ્ | वxx = व् | ಕxx = ಕ್ | കxx = ക് | କxx = କ୍ | கxx = க் | కxx = క్ |
| मxx = म् | మxx = మ్ | મxx = ્ | Нxx = Н् | ಮxx = ಮ್ | മxx = മ് | ମxx = ମ୍ | மxx = ம் | మxx = మ్ |

There are few Indian language characters which do not have an equivalent key in the English keyboard. They are obtained using specially assigned keys. Some examples are given below.

| Dev | Ben | Guj | Gur | Kan | Mal | Ori | Tam | Tel |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| z - श | z - శ | z - శ | z - ष | z - ష | z - ష | z - ష | z - ష | z - ష |
| [-द | [- ద | [- డ | [- द | [- డ | [- డ | [- డ | [- డ | [- డ |
| q - त | q - త | q - ట | q - ट | q - ట | q - ట | q - ట | q - ట | q - ట |

Refer to the **PhonScript keyboard layouts** provided in the appendix, for Indian language sounds each key produces. Phonscript keyboard layouts are provided for each Indic script. In the layout, the vowel matra keys are provided separately towards the bottom. Some very commonly used double or multiple consonants are also made available in the numeral row. Apart from the keyboard layout provided in the appendix, some additional information regarding specific Indic scripts are provided in chapter 5. Please refer chapter 5 for **information specific to individual scripts**.

3.1.3.2 Using Inscript layout.

Along with PhonScript layout, WinScript supports the Inscript keyboard layout also. Please refer to section 3.4.1 under the title **Keyboard Layouts** under **Options** for information regarding changing the keyboard layout to Inscript.

The Inscript keyboard layout takes into account the frequency of usage of Indian language characters. The most frequently used Indian language characters are placed on the middle row of the keyboard while less frequent ones on the top and bottom rows. The vowel keys and matras are placed towards left half of the keyboard while the consonants towards the right half.

The Inscript keyboard is also phonetic in nature. Typing vowel keys immediately after consonant keys produces the corresponding matras. Double consonants are obtained by typing 'd' in between the consonants.

Refer to the **InScript keyboard layouts** provided in the appendix. Inscript keyboard layouts are provided for each Indic script. In the layout, the vowel matra keys are provided separately towards the bottom. Some very commonly used double or multiple consonants are also made available in the numeral row. Apart from the keyboard layout provided in the appendix, some additional information regarding specific Indic scripts are provided in chapter 5. Please refer chapter 5 for **information specific to individual scripts**.

3.1.4 Typing English

This section describes the procedure for switching to English while working with Indian languages. Switching to English will be useful for typing an English word in between Indian languages or for going back to English, after working with Indian languages. Follow the procedure given below, for switching to English while working with Indian languages.

- While working Indian languages, **press Alt-Shift** for the Host program to switch back to the Roman mode(English language mode).
- Change the font back to an **English language font**.

The above steps completes the procedure for switching over to English from Indian languages.

3.2 WinScript Main Dialog box.

This section describe the behaviour of WinScript main dialog box while working with a Host Program. It also discusses the selections you can make in this dialog box.



The WinScript main dialog box appears when double clicking on the WinScript icon. The main dialog box primarily indicates that WinScript is ON.

While working with a Host program, the WinScript main dialog box remains in the background and hence will not be visible. Use **Alt-Tab** keys for switching to WinScript main dialog box. (Keep pressing Alt-Tab to get a list of all the applications which are currently open. Release the keys when it comes to WinScript in order to select it.). The dialog box will come to the front when switching to it. Different selections can be made in this dialog box. After making the selections, you can click anywhere on the Host program, and WinScript main dialog box will go back to the background.

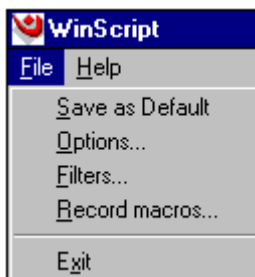
Different selections which can be made in this dialog box are

- **Host program:** The Host Program drop down combo box primarily indicates the name of the currently used Host program. Clicking on the down arrow key on this combo box will give a list of all the programs which are currently open. You can switch over to another Host program by clicking on its name in this list.
- **Mode:** Mode indicates whether the Host program is in **Indic** (Indian language) mode or **Roman** (English language) mode. The Host program can be toggled between these two modes using the **Alt-Shift** keys. These two modes can be selected by clicking on its names also.
- **Script:** The Script box gives you a list of all the Indic scripts available in the specific version of WinScript you had purchased. A specific script can be selected using this dialog box by clicking on its name. Please note that Indic scripts can be selected only if the Host program is in the Indic mode.
- **Extd Font:** Some Indian language characters can be represented in different ways. The Extd Font (extended font) switch enables you to work with one of them when it is ON, and with the other one when it is OFF. (For example in the Devanagari script, using the same keys WinScript gives क्क when Extd Font is ON and क्क when Extd Font is OFF.) By default, Extd Font is OFF. You can switch ON the Extd Font if needed.
- **Keyboard:** The Keyboard box merely displays the keyboard layout which is currently in use.

3.3 WinScript Menu System

The WinScript menu bar contains two menus. They are **F**ile and **H**elp. This section describes each menu of WinScript.

3.3.1 The **F**ile Menu



The File menu of WinScript can be pulled down by clicking on **F**ile or by typing the keyboard shortcut **Alt-F**. The File menu will appear as shown above. It has five sub-menus. Each of them is described below.

- **Save as Default:** 'Save as Default' menu is useful for automatically selecting an Indic script of your choice every time you open WinScript. Each time the Host program is switched to Indic mode WinScript automatically loads a default Indic script and an Extd Font setting. A script and the Extd Font setting of your choice can be saved as default in WinScript. In the WinScript dialog box, you can choose a script and then set Extd Font ON or OFF and then click on Save as Default. The script and Extd Font setting you have chosen will be saved as default.
- **Options:** This is the second menu under **F**ile. Clicking on this menu or typing **Alt-O** will invoke the **Global options** dialog box.



The above dialog box enables you to make some important selections in WinScript. Different selections which can be made in this dialog box are described below.

- **Keyboard layout:** The selection of keyboard layouts is done in this dialog box. Click on the name of the keyboard layout or press K and then press I, P or O respectively to select Inscript, PhonScript or Optional keyboard layout.
- **Auto Conjunct:** Auto Conjunct is an alternate method of typing Indian languages from what is described in section 3.1.3. This option in WinScript needs to be chosen while working with certain Host programs. Please refer to chapter 4 for the list of Host programs which need to use the Auto Conjunct mode.

Refer to section 3.1.3 for general guidelines on using the Phonscript and Inscript keyboard layouts. The method of typing differs from what is described in the above guidelines when **Auto Conjunct** is ON. The variations are as follows.

- While using the Phonscript keyboard layout, to obtain any Indian language consonant, type any English consonant key and then type ' x' . For example, when **Auto Conjunct** is ON, instead of just typing k, you need to type ' kx' to obtain क.

While using the Inscript keyboard layout, type any English consonant key and then type ' d' to obtain its Indian language equivalent. For example, when **Auto Conjunct** is ON, type ' kd' to obtain क instead of just ' k'

- For obtaining double or multiple consonants, while using the Phonscript keyboard layout, type the concerned consonants in sequence and then complete the sequence by typing ' x' or by pressing a vowel key. Pressing ' x' in between the consonants as described in the general guidelines in section 3.1.3 is not needed when **Auto Conjunct** is ON. Eg. For obtaining क्षि as in लक्ष्मि, type kZmI.

For obtaining double or multiple consonants, while using the Inscript keyboard layout, type the concerned consonants in sequence and then type ' d' or a vowel key. Eg. For obtaining क्षि as in लक्ष्मि, type k<cf

When **Auto Conjunct** is ON, characters will be displayed on the screen only when a full syllable is typed. E.g. When ' k' is pressed, the corresponding sound क will not appear on the monitor until a vowel is pressed after ' k' in order to complete the syllable. For example when using PhonScript layout, pressing ' i' after k releases ' कि'. (Depending on the keyboard layout used pressing ' xx' or ' dd' immediately after any consonant will give its half-consonant)

By default, **Auto Conjunct** is OFF. You can switch **Auto Conjunct** ON by clicking on it or by pressing U and then **Space bar**.

- **Auto Start:** **Auto Start** enables you to start WinScript automatically every time Windows is loaded. Click on **Auto Start** or press S and then press the **Space bar** to choose this option.

- **Alternate Numbers:** Indian language scripts, use numerals of their own apart from the English numerals. WinScript supports English numerals as well as Indian language numerals. When **Alternate Numbers** is ON, both the respective script numerals and the English numerals will be available on the keyboard. One of them available on the numeral row of the keyboard while the other on the numeric pad on the right hand side of the keyboard. (The numeric pad is active only when the **Number Lock** is ON) When **Alternate Numbers** is OFF, only one set of numerals will be available on the keyboard, for North Indian Scripts it will be Indian numerals and for South Indian scripts it will be English numerals.

Click on **Alternate Numbers** or press **N** and then **Space bar** to choose this option.

- **Ventura:** **Ventura** switch must be ON while working with some early versions of Ventura Publisher as Host Program. With all other Host programs, including later version of Ventura Publisher, this switch must be OFF. Click on **Ventura** or press **V** and then **Space bar** to choose this option. Refer the chapter 4 for more details.
- **Script Window:** When **Script Window** is ON, the Host program will display a drop down combo box on its title bar which can be used to select a particular script from within the Host program. This box is called the script window. When this switch is OFF, there will be no script window on the Host program title bar. Instead the title of the Host program will be updated with first three letters of the corresponding script in use. When **Script Window** is OFF, selection of script can be done only from the WinScript main dialog box.

While working with certain Host programs, the script window must be OFF. Refer to chapter 4 for more details. By default this switch is ON. This option can be selected by clicking on **Script Window** or by pressing on **W** and then **Space bar**.

- **Auto Save:** **Auto Save** enables you to save WinScript files automatically at a certain intervals. You can specify the interval in the space provided for it in the dialog box. When this option is ON, WinScript will prompt the Host Program to save its files at specified intervals. Click on **Auto Save** or press **A** and then **Space bar** to choose this option.

Click on **OK** or press **Enter** for WinScript to accept the selections made in this dialog box. Pressing on **Esc** or clicking on **Cancel** will cancel all the above selections.

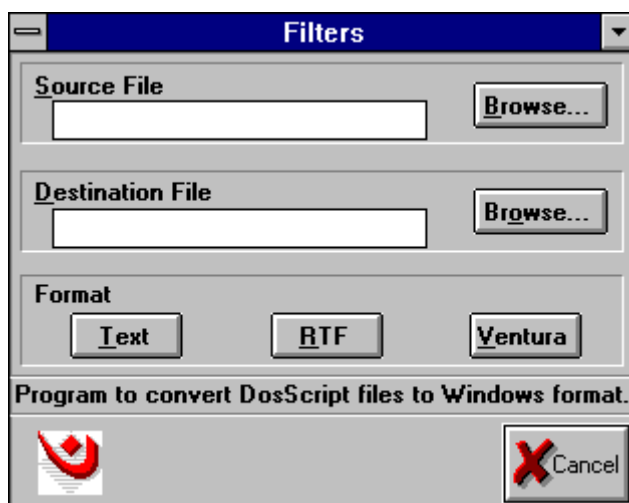
- **Filters:** This is the third menu under **File**. **Filters** enables you to convert files typed in a DOS based Indian language word-processor called DosScript into Windows format. **Filters** is supplied only if purchased DosScript also with WinScript.

Filters converts DosScript files to three different Windows file formats.

- Text Format (.TXT)
- Rich Text Format(.RTF) and
- Ventura Format

Files converted into any one of the above formats can then be imported to different Windows applications. You can follow the procedure given below for converting DosScript file to any one of the above formats.

- Click on **Filters** under **File** menu of WinScript. **Filters** dialog box will appear.



- Specify the path of the DosScript file under **Source File** or click on **Browse** and browse the DosScript file names.
- Specify the path and name you want to give to the converted file under **Destination File** or click on **Browse** and browse a path and specify a name. You can follow the standard practice of giving **.TXT** extension for **Text** files and **.RTF** extension for **Rich Text Format** files.
- Choose the file format you want to convert the DosScript to. Click on **Text** if you want to convert the DosScript file to **Text** format. Click on **RTF** if you want to convert into **Rich Text Format**. If you want to import the DosScript files to Ventura Publisher below version 5, click on **Ventura**. For converting DosScript files to Ventura Publisher version 5 and above choose **RTF** format.
- When the conversion is over, **Filters** gives a message stating that the conversion is complete.
- Click on **Cancel** to close the dialog box.

After the conversion is over, open the **.TTF** or **.RTF** file within a Windows application. Most of the Windows applications can convert files in **Text** format to their respective file format. Some Windows applications call the process of converting other file formats to their own file format **importing**, some other applications call it **placing**. In few applications, while trying to open a different format file, they automatically load their own conversion program.

After the **.TTF** or **.RTF** file is converted to the file format of the Host program, if the corresponding Indian language font was not chosen, mark the whole text and change the font to the corresponding Indian language font.

- **Record Macros:** The fourth menu under **File** is **Record Macros**. **Record Macros** enables you to record a series of keystrokes or mouse actions into a file and play them back later by just pressing a single key. This feature can be used for selecting a particular Indic **script** and corresponding language **font** with a single keystroke.

WinScript make use a Windows 3.11 utility called **Recorder** to make this feature available. If you are a Windows 95 user, you need to make this feature available to Windows 95 before you can start using it with WinScript. The procedure for making **Recorder** utility available to Windows 95 is given below. If you are using Windows 3.11 or earlier, you can skip the procedure given below.

- Locate a computer with Windows 3.11 or earlier.
- Insert a floppy disk into the floppy disk drive.
- Copy all the Recorder files from the directory in which Windows is installed to the floppy disk. For example, if Windows is installed under C:\WINDOWS directory and the name of your floppy disk drive is A: you can type the following at DOS prompt to do the above.

C:\COPY C:\WINDOWS\RECORDER.* A:

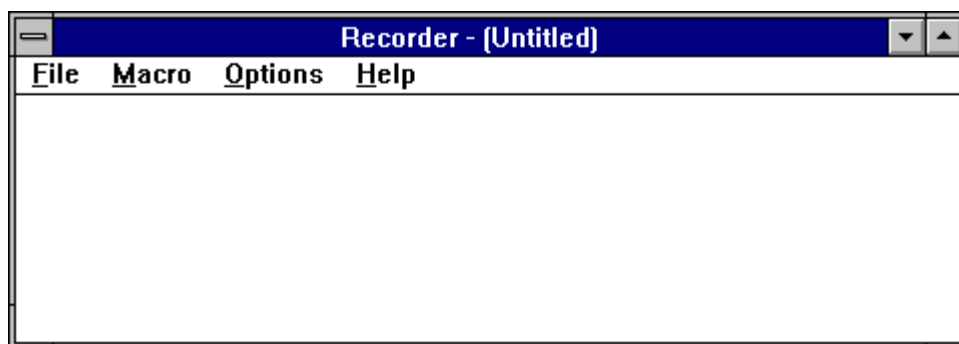
- Insert the above floppy disk into the floppy disk drive of your computer.
- Copy all the Recorder files from the floppy disk to the directory in which Windows 95 is installed. For example if Windows 95 is installed in C:\WINDOWS directory, and the name of your floppy disk drive is A: you can type the following at DOS prompt to do the above.

C:\COPY A:\RECORDER.* C:\WINDOWS

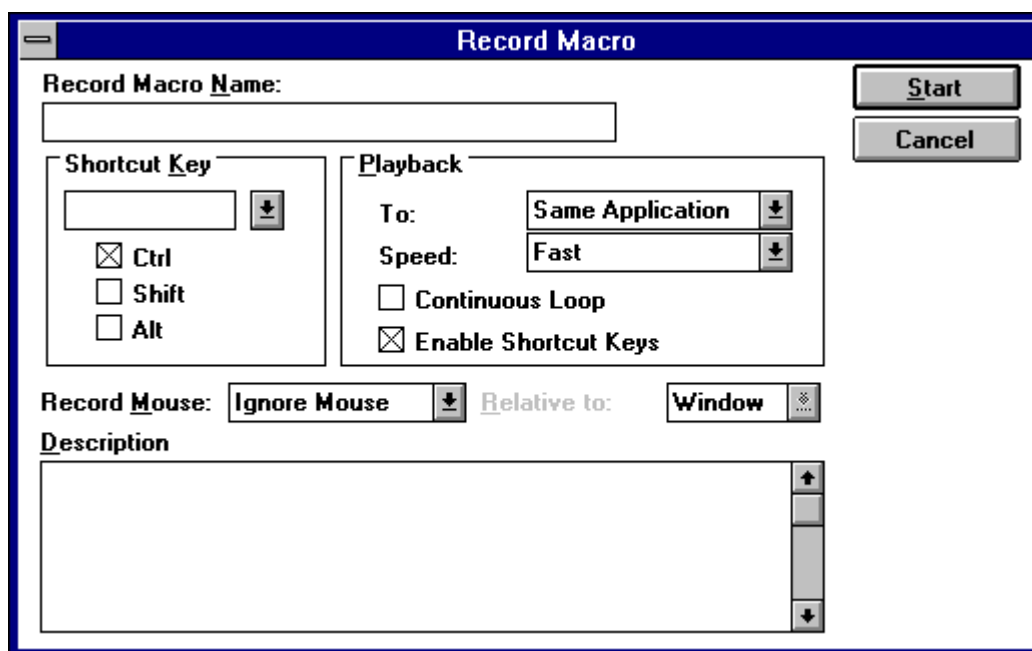
The above steps will complete the procedure for making available the recorder utility to Windows 95.

Once the **Recorder** utility is available in your computer, you can create a macro for performing a series of keystrokes or mouse actions. The procedure for recording a macro using the above utility is given below.

- Click on the **Record Macros** under **File**. The **Recorder** dialog box will appear.



- In the **Recorder** dialog box, click on **Macro** and then on **Record**. The **Record Macro** dialog box will appear.



- Specify a name for the macro under **Record Macro Name** in the above dialog box.
- Click on the down arrow key under **Shortcut Key** and choose one among the keys given in the list box. Also choose one among **Ctrl Shift and Alt**. The combination of these two will be the shortcut you will be using to play back the macro. For example if you want to use the shortcut **Ctrl-F1** for your macro, choose **F1** from the list box and choose **Ctrl** from the list of **Ctrl, Shift, and Alt**.
- Click on the down arrow under the **Record Mouse** and choose Ignore Mouse.
- Ensure that all the other entries in the dialog box are the same as those shown above.
- Click on **Start** button.
- Type the keystrokes you want to record. For example if you want record typing "I am learning to use the macros" just type in the sentence, immediately after clicking on the **Start** button.
- To stop recording, Press **Alt-Tab** and choose **Recorder**, or press **Ctrl-Break** click on **Save Macro** and then click on OK.
- To save your macro, Press **Alt-Tab** again and go to the **Recorder** and click on **File** and then on **Save**. **File Save As** dialog box will appear. Specify a name for the macro and click on OK. The macro will be saved.

Immediately after recording a macro, you can run it by pressing the shortcut keys.

For recording a macro for selecting an Indic **script** and its corresponding language **font** together, you can follow the procedure given below. Please note that, in the procedure given below, the keystrokes are being recorded and not the mouse actions.

- Refer to the procedure given above. In the above procedure immediately after executing the instruction to click on **Start** button, in the **Record Macro** dialog box, press **Alt-Shift-Scroll Lock** for the Host program to enable **Indic** mode.
- Click on the down arrow key on the script window of the Host program
- Choose the script of your choice using the **down arrow key**.
- Go to the **Font dialog box** of the Host program using keyboard short cuts. In any Host program, a menu can be selected by using the **Alt** key with one of underlined letters on the name of the menu. For example, in Microsoft Word, **Format** menu can be selected by using **Alt-O** since ' o' **Format** is underlined. After selecting a particular menu, select a sub menu through keyboard short cut by pressing the underlined character. For example, in Microsoft Word, for selecting the **Font** menu under **Format**, just press **F**. In Write, press **Alt-C** to select the **Character** menu and press **F** for selecting **Font**.
- In the Font dialog box, you can move from one entry to another using the **Tab** key. For choosing the appropriate font, move to the font entry by using the **Tab** key and press the first character of the name of the font you want to choose. From the fonts names which start with the character you pressed, choose the font of your choice using the **arrow keys**.

After completing the above steps, you can save your macro using the procedure mentioned above.

The next time you switch on the computer, follow the steps given below, for playing back the recorded macro.

- Double click on the WinScript icon to open WinScript.
- Click on WinScript **File** menu and then on **Record Macros**. The **Recorder** program will open.
- In the **Recorder**, click on **File** and then on **Open** and open the recorder file you have created. The macro will be opened.
- Open a Host program.
- Open a file in the Host program and use the short cut keys to playback the macro.

3.3.2 The Help menu



The **Help** menu can be pulled down by clicking on it or by using the keyboard shortcut **Alt-H**. It has two sub-menus. Each of them is described below.

- **Help:** This menu gives you on-line Help on different topics regarding WinScript. Clicking on this menu will invoke the following dialog box. You can choose the topic you want from this dialog box. It will display information regarding the concerned topic.



- **About:** This menu provides you information about WinScript vendors. It gives you the WinScript Configuration number which need to be quoted while corresponding with the WinScript vendors.

4. While Working with Host Programs

Some selections in WinScript are crucial while working with certain Host programs. Some of them need to be made before start using the Host programs with WinScript. Some are helpful for the trouble free working with Indian languages within the Host program. This chapter describes such important selections which need to be made while working with different Host programs.

As a general rule, do not use any English related features of the Host program while working with Indian languages. For example, if your Host program permits you to convert your text to ALL CAPS do not use that option with Indian language text.

Before start using any one of the following applications as Host program, ensure that the appropriate selections are made.

4.1 Microsoft Word

Before start using Microsoft Word with WinScript, you can make the following selections.

4.1.1 Script Window (for users of Microsoft Word Version 6 only)

The Script Window option of WinScript **must** be switched OFF while working with Microsoft Word Version 6 as Host Program. To check the version number of the Microsoft Word you are using, click on **Help** and then on **A**b**out M**i**cros**o**ft W**o**rd...** If you are using Microsoft Word Version 6, do the following to ensure that script window switch is off.

- If WinScript is not open Double click on the WinScript icon to open WinScript. Switch to the WinScript main dialog box using **Alt-Tab** keys if WinScript is already open.
- Click on **F**ile menu of WinScript.
- Choose **O**ptions under **F**ile menu. Options dialog box will appear.
- In the Options dialog box, if the Script **W**indow is ticked ON, click on it in order to switch it OFF. If the Script Window is OFF, proceed to the next step.
- Click on OK to close the dialog box. If you changed the Script Window setting, WinScript will give a message stating that it must be restarted for that change to take effect.
- Click on OK and restart WinScript.

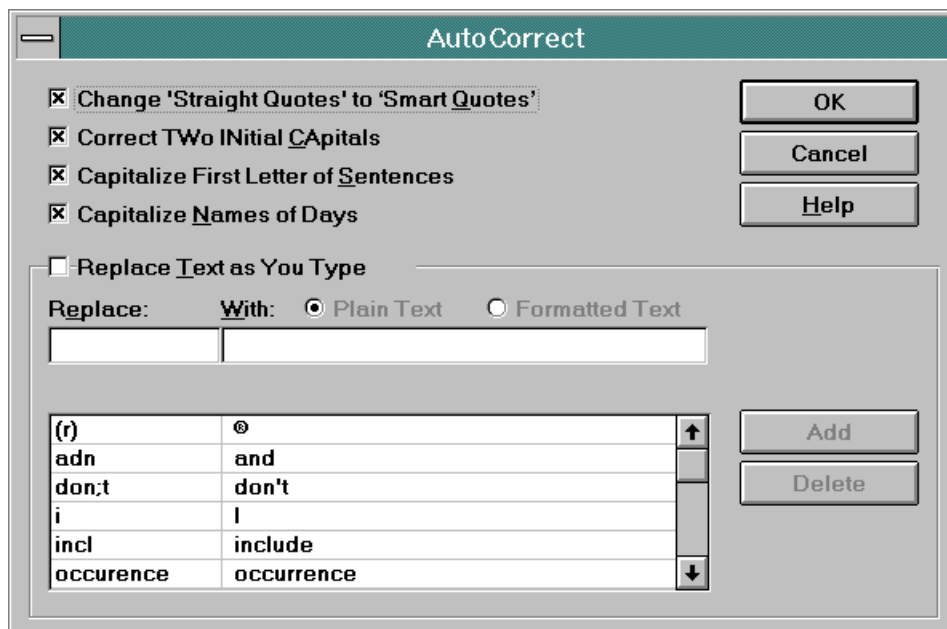
Please note that the Script Window need not be switched OFF for later versions of Microsoft Word.

4.1.2 Auto Correct

For smooth working of Indian languages with Microsoft Word, all the English related entries under **Auto Correct** dialog box must be OFF. **Auto Correct** is available under **Tools** menu of Microsoft Word.

While working with Indian languages, if the Auto Correct option is ON, Microsoft Word will consider the Indian language text you typed in to be English and correct them automatically as specified under the Auto Correct dialog box. Correctly typed Indian language words could be changed to wrong words by clicking ON any English related entry under this dialog box. While typing Indian languages, if **Auto Correct** option is ON, the characters will appear correct until you press the space bar. The moment you press the space bar, correctly typed Indian language word might have their spellings changed. If this happens it is an indication that **Auto Correct** option is ON. When you encounter a problem such as one mentioned above, you can do the following in order to switch OFF the English related entries under the Auto Correct dialog box.

- Click on **Tools** menu of Microsoft Word.
- Choose **Auto Correct...** The Auto Correct dialog box will appear.



- In the above dialog box, click OFF all the boxes which are ON.
- Click on OK or press Enter.

4.2 Microsoft Works

Make the following selections before start using Microsoft Works with WinScript.

4.2.1 Script Window (for users of version 3 only)

The Script Window must be OFF while working with Microsoft Works Version 3 as Host Program. To check the version number of your Microsoft Works, click on **H**elp and then on **A**bout Microsoft Works... If you are using Microsoft Works version 3, ensure that the Script Window is switched OFF before WinScript with it. You can do the following to ensure the same.

- If WinScript is not open Double click on the WinScript icon to open WinScript. Switch to WinScript dialog box using the Alt-Tab keys if WinScript is already open.
- Click on **F**ile menu of WinScript.
- Choose **O**ptions under **F**ile menu. The Options dialog box will appear.
- In the above dialog box, if the Script **W**indow is ON, click on it to switch it OFF. If the Script Window is OFF, proceed to the next step.
- Click on OK to close the dialog box. If you changed the Script Window setting, WinScript will give a message stating that it must be restarted for that change to take effect.
- Click on OK and restart WinScript.

4.2.2 Auto Conjunct

For trouble free working with Indian languages with Microsoft Works, the Auto Conjunct option of WinScript must be ON. The method of typing will be different with the Auto Conjunct ON. Refer to the section 3.3.1 under Auto Conjunct under Options for more details on typing Indian languages when Auto Conjunct is ON. You can follow the procedure given below to switch Auto Conjunct ON.

- Double click on the WinScript icon to open WinScript if it is not open. Switch to the WinScript main dialog box using Alt-Tab keys if WinScript is already open.
- Click on **F**ile menu of WinScript.
- Choose **O**ptions under **F**ile menu. The Options dialog box will appear.
- Click ON the **A**uto Conjunct in the above dialog box if it is OFF.
- Click on OK to close the above dialog box.

4.3 Ventura Publisher

Before using Ventura Publisher version 4 and earlier, as Host Program, you can make the following selections.

4.3.1 Ventura

The Ventura option in WinScript **must** be ON while working with Ventura Publisher 4 and earlier as Host program. Ensure that this switch is ON before start using the above versions of Ventura with WinScript. You can follow the procedure given below to ensure that the Ventura switch ON.

- If WinScript is not open Double click on the WinScript icon to open WinScript. Switch to the WinScript main dialog box using Alt-Tab keys if WinScript is already open.
- Click on File menu of WinScript.
- Choose Options under File menu. Options dialog box will appear.
- In the above dialog box, if the Ventura switch is ticked OFF, switch it ON by clicking on it.
- Click on OK or press Enter to close the above dialog box.

This option **must** be OFF while working with Ventura Publisher version 5 and later.

4.3.2 Width table

If you are using WinScript fonts for the first time on your computer, do the following to make Indian language fonts available to Ventura.

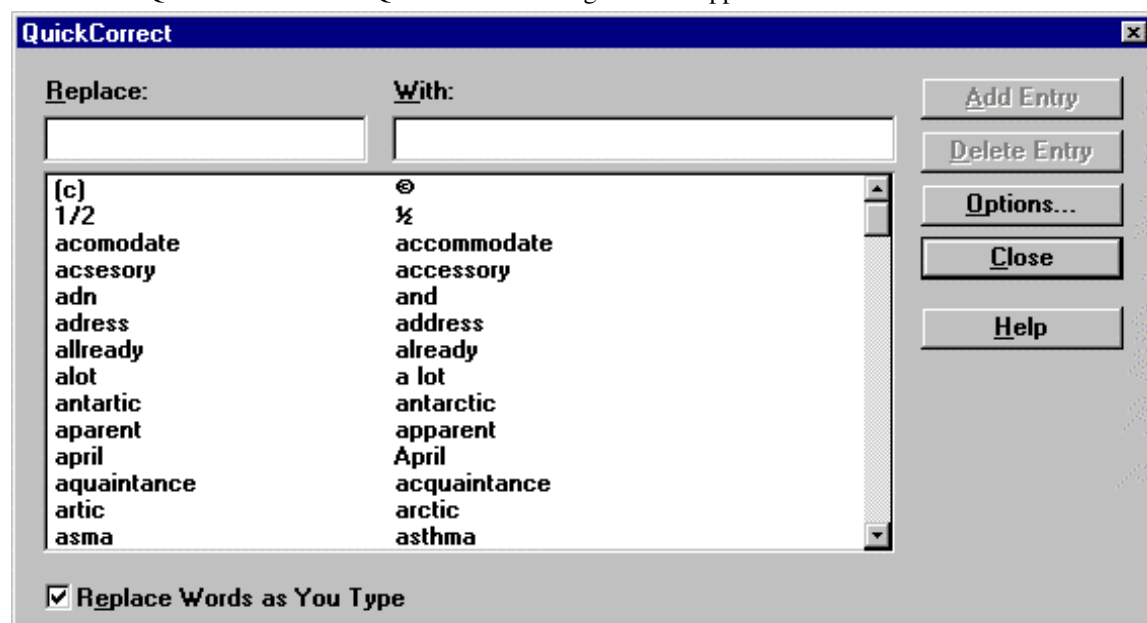
?????

4.4 Word Perfect

For trouble free working of Indian languages with Word Perfect, click OFF all the English related entries under the **Quick Correct** dialog box of Word Perfect. Quick Correct is available under **T**ools menu of Word Perfect.

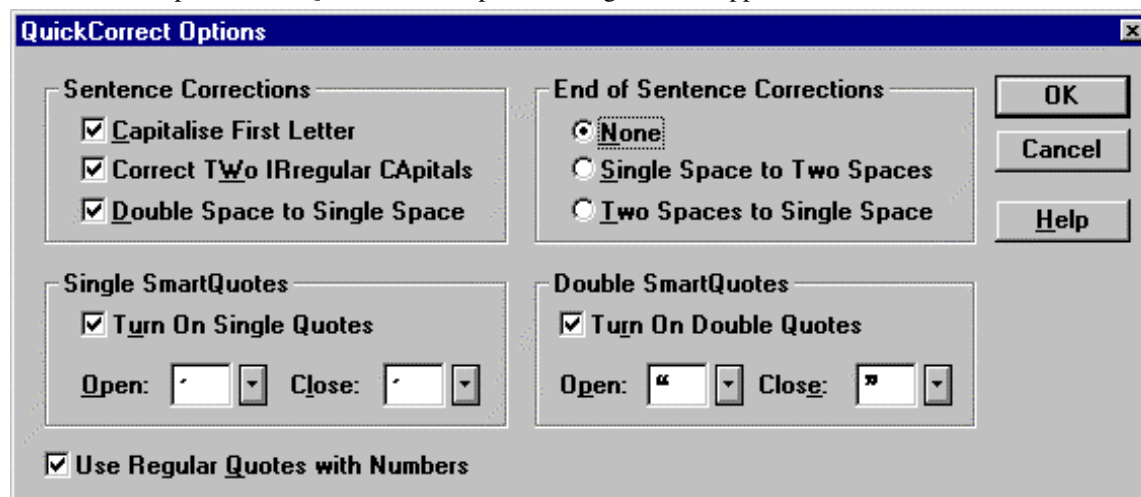
While working with Indian languages, if Quick Correct option is ON, Word Perfect will consider the Indian language text you typed to be English words and correct them automatically as specified under Quick Correct dialog box. Correctly typed Indian language words could be changed to wrong words by clicking ON any English related entry under the Quick Correct dialog box. While typing Indian languages, if Quick Correct option is ON, the characters will appear correctly until you press the space bar. The moment you press the space bar, correctly typed Indian language word might turn to wrong words. This is an indication that the Quick Correct option is ON. When you encounter a problem such as those mentioned above, do the following to switch OFF the English related entries under the Quick Correct dialog box.

- Click on Tools menu of Word Perfect.
- Choose Quick Correct... The Quick Correct dialog box will appear.



- In the above dialog box, click OFF the box '**Replace words as you type.**'

- Click on Options. The Quick Correct Options dialog box will appear.



- In the above dialog box, click OFF Capitalise First Letter check box under **Sentence Correction**.
- Click OFF Two Irregular Capitals check box under **Sentence Corrections**.
- Click on **OK** to close the Quick Correct Options dialog box.
- Click on Close to close the Quick Correct dialog box.

5. Working with Indic scripts

This chapter provides some information which is specific to certain Indian scripts. It also provides additional examples for obtaining some commonly used double or tripple consonants in different scripts.

Wherever UPPERCASE is used to represent a keystroke, press **Shift** along with the concerned key. The space provided in between the keystrokes can be ignored.

5.1 Malayalam

The Malayalam script has five special characters. They are obtained using the following keys while working with Phonscript and Inscript keyboard layouts.

| Character | Phonscript | Inscript |
|-----------|------------|----------|
| ൺ | nf | v] |
| ൺ | Nf | C] |
| ൺ | lf | l] |
| ൺ | Lf | L] |
| ൺ | rf | r] |

Some commonly used double consonants and matras are obtained using the following keystrokes.

| Character | Phonscript | Inscript | Extd Font |
|-----------|------------|----------|-----------|
| മ്പ | nxp | | OFF |
| ണ്ട | Nxt | | OFF |
| ങ്ങ | WxW | | OFF |
| ഞ്ഞ | wxw | | OFF |
| ഞ്ച | wxc | | OFF |

| | | | |
|------|-------------|--|-----|
| ൺ | wxC | | OFF |
| ൯ | nxq | | OFF |
| കു | kR | | OFF |
| കു | kxr | | OFF |
| കു | kxy | | OFF |
| കു | kxv | | OFF |
| കു | kxl | | OFF |
| കു | k rxm | | OFF |
| കു | k rxm | | ON |
| ഘ | \L | | OFF |
| റ | \r | | OFF |
| ററ | \r x \r | | OFF |
| കു | kx \r x \r | | OFF |
| കുററ | kxx \r x \r | | OFF |
| ൯ | qxn | | OFF |
| രു | ru | | ON |
| റ | | | OFF |
| ഘ | ^ | | ON |

5.2 Devanagari

The key strokes for some commonly used matras, diacritical marks and double consonants in the Devanagari script are provided below.

| Character | Phonscript | Inscript | Extd Font |
|-----------|------------|----------|-----------|
| कृ | kR | | OFF |
| क़ | kxr | | OFF |
| कं | rxm | | OFF |
| कं | kM | | OFF |
| कँ | kS | | OFF |
| कः | kH | | OFF |
| क | kf | | OFF |
| क्क | kxk | | OFF |
| क् | kxk | | ON |
| ह | hxv | | ON |
| ह्व | hxv | | OFF |

| | | | |
|------|------|--|-----|
| ಶ್ರೀ | zxrI | | OFF |
| ತೃ | txy | | OFF |

5.3 Kannada

| Character | Phonscript | Inscript | Extd Font |
|-----------|------------|----------|-----------|
| ನರ್ | rxn | | OFF |
| ಱ | \r | J] | ON |
| ಱ | \L | B] | ON |
| ಕೃ | kR | | OFF |
| ಠ | kxr | | OFF |
| ಕಂ | kM | | OFF |
| ಲ್ | lxx | | OFF |

5.4 Tamil

There is a deviation from the general, guidelines provided in section 3.1.3 while working with Tamil script. The deviation is as follows.

While using the Phonscript keyboard layout, type ' x' once immediately after any consonant to obtain its half form. Typing ' x' twice is not required.

While using the Inscript keyboard layout, type ' d' once immediately after any consonant to obtain its half form. Typing ' d' twice is not required. This is because Tamil script behaves differently from other Indian scripts, regarding double consonants.

Some of the commonly used combinations are given below.

| Character | Phonscript | Inscript | Extd Font |
|-----------|------------|----------|-----------|
| ೞ | NY | Cw | OFF |
| ಠ | NY | Cw | ON |
| | NA | Ce | ON |
| ಠ | NA | Ce | OFF |
| Σ | n | | OFF |
| ಠ | N | | OFF |
| ೞ | \n | | OFF |
| ೞ | \l | | OFF |
| ಢ | kx | | OFF |
| ಃ | R | + | OFF |

5.5 Telugu

For obtaining, half consonants in Telugu ???:

| Character | Phonscript | Inscript | Extd Font |
|-------------------|------------|----------|-----------|
| ಕೃ | kxr | | OFF |
| ಕೃ | kR | | OFF |
| NPΠΛ ₁ | kM | | OFF |

| | | | |
|-------|-----|--|-----|
| NPITM | kxk | | OFF |
| NII | kxv | | OFF |
| NPII] | kxy | | OFF |
| ∅ | \r | | OFF |
| ≧S | R | | OFF |

6. In more than one machine

WinScript is protected against copying. This means that a single copy of WinScript can be installed and used only on one machine at a time. However WinScript can be moved from one machine to another; it can be disabled on one machine and then be installed in another. The Original installation disk labelled **Disk 1** is necessary in order to move WinScript from one machine to another. The procedure for moving WinScript from one machine to another is described below.