

Quick Guide - How to Use FontSuvridha

If you are using CD Version of 'FontSuvridha', you will need to keep the CD inside your CD-ROM drive.

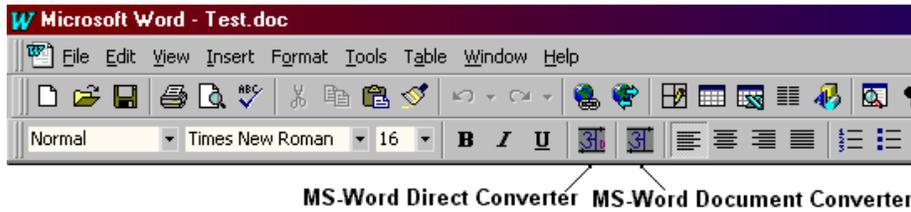
As you can see in the alongside figure, FontSuvridha has several Modules catering to different requirements. In this QuickGuide, we explain to you the way how you can convert text in MS Word from one font to another.

Converter For MS-Word

This module is for converting the MS Word documents from within MS Word only. There are two converters for MS-Word.

User can run these converters from two locations. One is the 'Start Program' menu and second one is from MS-Word.

In MS-Word on the Format Toolbar two icons appears as shown below. One icon is for 'MS-Word Document Converter' and second is for 'MS-Word Direct Converter'. These two are also available in 'Tools' menu of MS-Word.

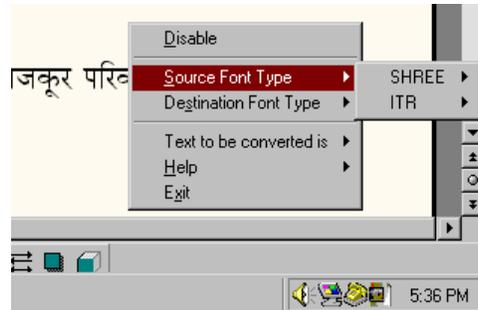


- **MS-Word Document Converter:** Run 'MS-Word Document Converter' from Start Menu. Select the Text to be converted. Select the source font family and destination font. Clicks on convert button & the selected text will get converted to destination font. You can view the Font Lists by Font Name, Vendor or Font Family.
- **MS-Word Direct Converter:** This is just like changing your font from Arial to Times New Roman. This is a quick module, enabling you to convert the selected text without going through the steps as mentioned above. All you need to do here is, just run the 'MS-Word Direct Converter' once. Select the text to be converted. Then just change the Font in the Font Window of MS Word and that's all. The entire proceedings are then taken over by the program and the conversion is done for you.

When you start MS-Word you can run this converter. You will see the icon in the system tray in right bottom corner on task bar. If you click on that icon you will get the following menus.

Disable/Enable (Command Menu):

You can disable this direct converter if you do not want conversion to be done while changing the font of the text. You can enable it when you want. When you first run this converter by default it will be in enabled state.



'Source Font Type' and 'Destination Font Type' (Command Menu)

'Source Font Type' and 'Destination Font Type' selection is required in case of ShreeLipi fonts and ITR fonts. This is because ShreeLipi fonts have different versions and font names in all versions are same; e.g. 'Shree708' font is available in more than three versions. So when you want to convert data from/to such type of font you can select appropriate versions in the 'Source Font Type' and/or 'Destination Font Type'. As far as ITR fonts are concerned there are two types 'ATM' and 'TTF'. In case of conversion of these fonts you can select above parameters accordingly.

Text to be converted is (Command Menu):

As per your requirement you can select the conversion type i.e. Formatted' or 'Unformatted'.

Once this converter is started, whenever you change the font of selected text the conversion will take place.