Punjabi Indic Input 3 - User Guide

Contents

1. What is Punjabi Indic Input 3?

Punjabi Indic Input 3 provides a very convenient way of entering text in Punjabi Language using the English QWERTY keyboard in any editing application (Office Application/WordPad /Notepad) that supports Text. Punjabi Indic Input 3 tool will be packaged as a setup and running the setup will invoke the services. The tool supports all popular keyboard layouts.

1.1. System Requirements

Windows Vista
Windows 7
Windows 8

*Tool is compatible with equivalent 64-bit Operating Systems mentioned above.

1.2. Application Requirements

Microsoft Office 2007 and above (including Access)
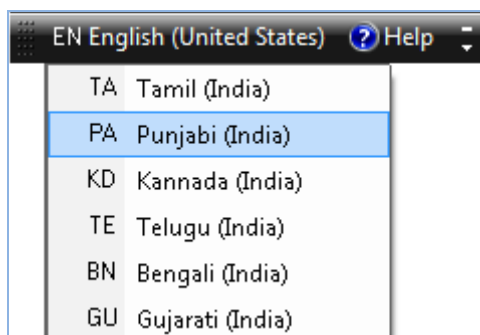
2. To Install Punjabi Indic Input 3

Installation of the Punjabi Indic Input 2 is a very easy process that takes less than two minute to complete.

Run or double click **Punjabi Indic Input 3** Setup**.** The setup wizard will guide you through the installation process. Once the installation process is complete, **Punjabi Indic Input 2 has been successfully installed** will be displayed.

Note: On Windows Vista, Windows 7 and Windows 8, if your user login does not have administrative privileges or is not included in the user group of administrators right click the "Setup.exe" icon and select "Run as Administrator".

3. To Use Punjabi Indic Input 3

1. Start any Office application, including WordPad or Notepad.
2. Click the Language Indicator located in the System Tray on the right side of the Windows taskbar or on Language bar as shown below and select **PA-Punjabi.**

3. Select **Punjabi Indic Input 2** from the shortcut menu that appears. The PC is now ready to start typing in Punjabi.
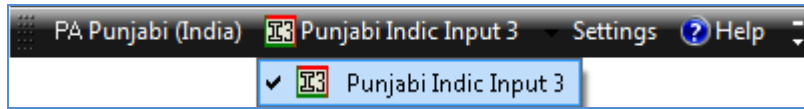
Note: If you are unable to view Language bar on your PC Click Here.

4. Supported Keyboards

Punjabi Indic Input 3 supports various types of Keyboards. Click **Settings** Icon and select **Keyboard**. Choose keyboard layout of your choice form list of available keyboards.
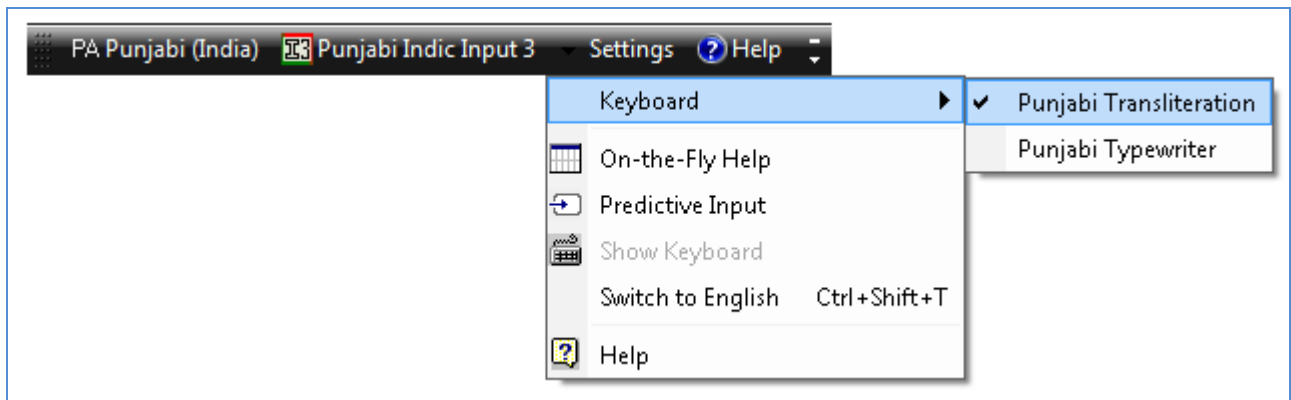
4.1.   Punjabi Transliteration

User can type his message in Roman using the Standard English keyboard, which is transliterated on-the-fly to Punjabi. It works on the logic of phonetics and is most effective when user write the word the way it is spoken.

4.1.1. Keyboard Rules

Vyanjan (Consonants)									
ਕ	ka,ca,qa	ਖ	kha	ਗ	ga	ਘ	gha	ਙ	Nga
ਚ	cha	ਛ	chha	ਜ	ja	ਝ	jha	ਞ	Nja
ਟ	Ta	ਠ	Tha	ਡ	Da	ਢ	Dha	ਣ	Na
ਤ	ta	ਥ	tha	ਦ	da	ਧ	dha	ਨ	na
ਪ	pa	ਫ	pha	ਬ	ba	ਭ	bha	ਮ	ma
ਯ	ya	ਰ	ra	ਲ	la	ਵ	va,wa	ਸ਼	sha
ਸ਼	sha	ਸ	sa	ਹ	ha				

Swar (Vowels)									
ਅ	a	ਆ	aa	ਇ	i	ਈ	ee,ii,I	ਉ	u	ਅਂ	a^
ਊ	oo,uu,U	ਏ	e	ਐ	ai,ei	ਓ	o	ਔਂ	au,ou		

Example:	
Input	Output
oushdhee	ਔਸ਼ਧੀ
aitawaar	ਐਤਵਾਰ

Matras							
ਾ	aa	ਿ	i	ੀ	ee,ii,I	ੁ	u	ੂ	oo,uu,U
ੇ	e	ੈ	ai,ei	ੋ	o	ੌ	au,ou		

Example:	
Input	Output
anukoolan	ਅਨੁਕੂਲਨ
silaaee	ਸਿਲਾਈ

Anuswara (bindi), Tippi, Addak					
ਂ	^	ੰ	^	ੱ	^^

Example:	
Input	Output
leTavee^	ਲੇਟਵੀਂ
panjaabee	ਪੰਜਾਬੀ
pattara	ਪੱਤਰ

Note:
- If TIPPI is explicitly made use ^ sign. Else n followed by "aa, ee, e, ai, o, au" will give BINDI. In all other cases it will give TIPPI.
- ** Addak is formed by repeating consonants. For explicit Addak use ^^ after the consonant.

Conjuncts Example:	
Input	Output
prateelipee	ਪ੍ਰਤੀਲਿਪੀ
svei ghaata	ਇਜਾਜ਼ਤ

Nukta Consonants:							
ਖ਼	Kha	ਗ਼	G	ਜ਼	z	ੜ	D_	ਫ਼	F

Example:	
Input	Output
Garajee	ਗ੍ਰਾਰਜੀ
ijaazata	ਇਜਾਜ਼ਤ

Half 'H' Example:	
Input	Output
chinnHha	ਚਿੰਨ੍
'khaD_Hhavaa^	ਖੜੁਵਾਂ

Special Rules	
When consonant is followed by a consonant do not append halant in between the two except in the following cases(ra,va,ya)	
Rakar rule: If any consonant is followed by 'r' or 'v' or 'y' append halant in between the consonant and 'ra'/'va'/'ya' to form consonant rakar form.	prateelipee ਪ੍ਰਤੀਲਿਪੀ svei ghaata ਸ੍ਵੈ ਘਾਤ
Addak rule: If any consonant is followed by the same consonant append 'addak' in between the two consonants.	pattara ਪੱਤਰ
Half Ha rule: If any consonant is followed by capital 'H' append 'halant in between the consonant and 'ha'. Example: D_Ha -> ੜੁ and nHaa -> ਨੂੰ	chinnHha ਚਿੰਨ੍
Consonant Tippi - Anuswar Rule: If 'n' or 'm' is followed by a consonant, replace it with TIPPI. Exceptional cases: 'ny' (na followed by ya), nm (na followed by ma) and nn (na followed by na).	panjaabee ਪੰਜਾਬੀ
Vowel Tippi - Bindi Rule: Tippi after a matra can be obtained by pressing "^". Caret ^ after "aa, ee, e, ai, o, au" will give BINDI. IN all other cases it will give TIPPI.	leTavee^ ਲੇਟਵੀਂ
Halant Rule: If halant is needed ~ (tilde) should be typed.	
Explicit Addak Rule: If addak is needed ^^ (double caret) should be typed.	
To type Roman Numerals (Numbers), use the Numpad Keys of the Keyboard with Caps Lock Key ON.	1, 2, 3, .9, 0.
To type Lingual Numerals (Numbers), use the Numpad Keys of the Keyboard with Caps Lock Key OFF.	੦, ੧, ੨, ੩, ੪, ੫, ੬, ੭, ੮, ੯

4.2. Punjabi Typewriter
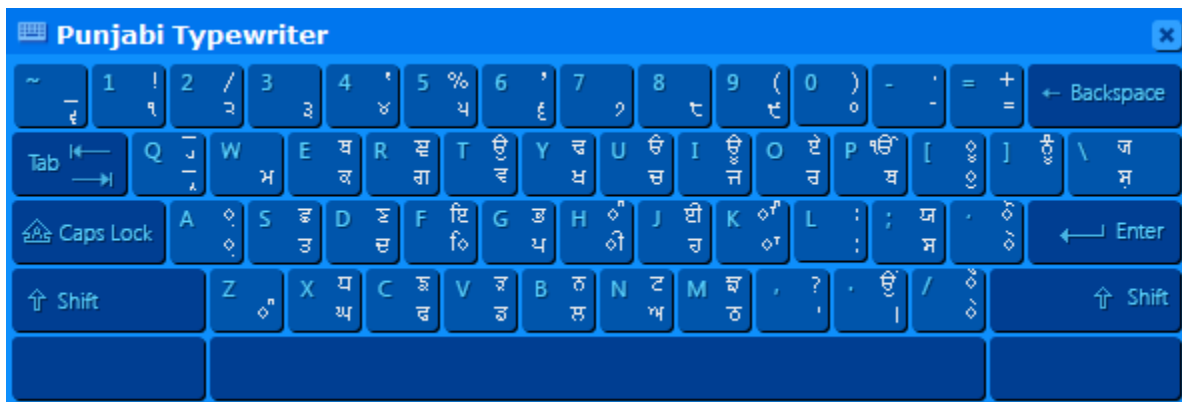
| Special Rules	
To type Roman Numerals (Numbers), use the Numpad Keys of the Keyboard with Caps Lock Key ON.	1, 2, 3....9, 0.
To type Lingual Numerals (Numbers), use the Numpad Keys of the Keyboard with Caps Lock Key OFF.	੦, ੧, ੨, ੩, ੪, ੫, ੬, ੭, ੮, ੯

5. Tool Setting Options

5.1. On-the-fly Help

Tool provides the simplest way to type text by using on-the-fly Help. As the user starts typing using transliteration keyboard, he can see the respective letters in selected Indian Language with various matra combinations.

To activate this feature select **On-the-Fly Help** from **Settings** Menu.
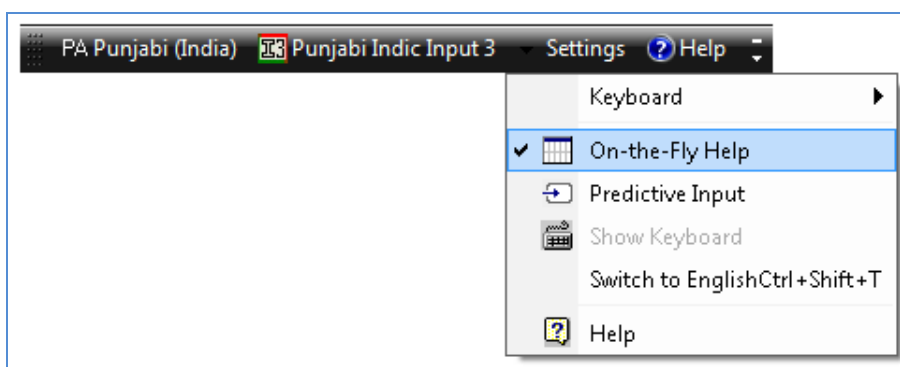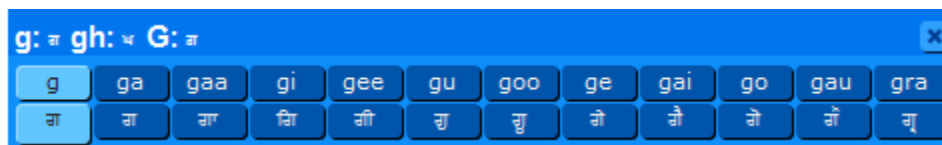
5.2. Predictive Help

Tool provides a simplest way to type text using predictive help. On each key press a suggestion list opens and user can select suitable word with the help of up and down arrow keys. The selected word can be replaced using the space or enter key.
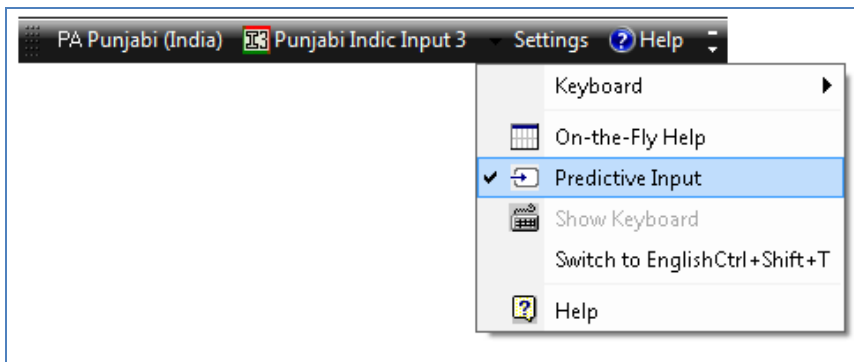
5.2.1. Enable Predictive List

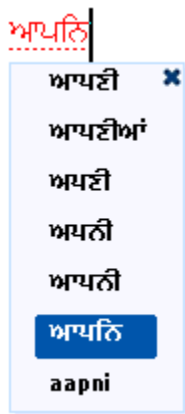To activate this feature follow below listed steps:

1. Select **Keyboard** from **Settings** Menu.
2. Check **Punjabi Transliteration**.
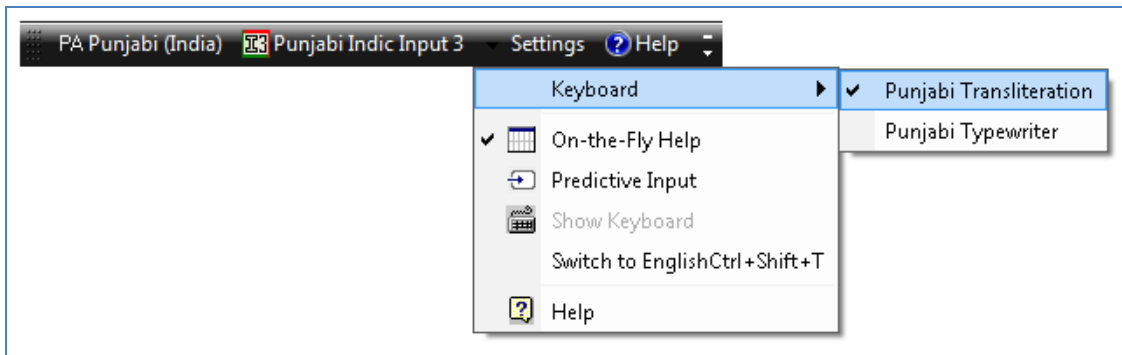
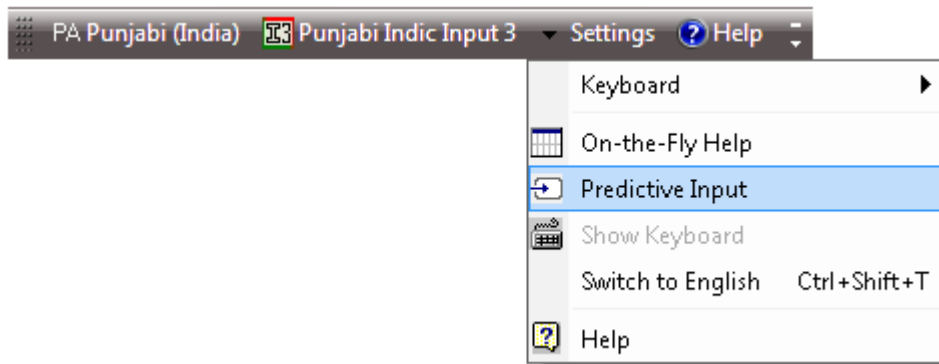3. Check **Predictive Input** option under **Settings** drop down.

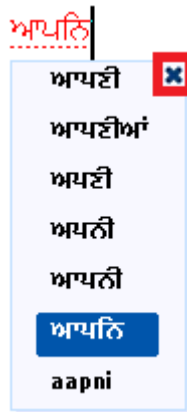4. As any text or input key will be pressed predictive text will appear in drop down.

5.2.2. Disable Predictive List

There are two ways to deactivate this feature:
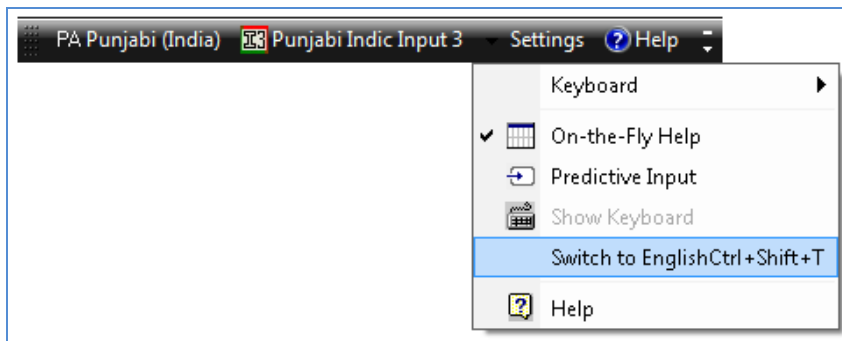1. Uncheck **Predictive Input** option under **Settings** drop down.

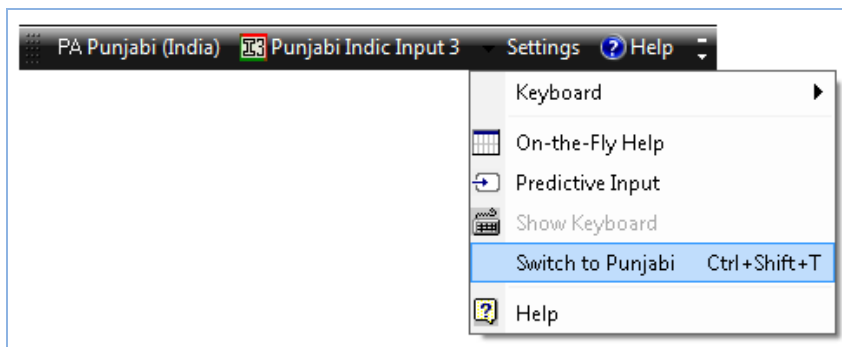2.   Click Close Button on Predictive Window

5.3.   Switch to English/Punjabi

To switch to English Language, select **Switch to English** option from **Settings** Menu or use shortcut key Ctrl+Shift+T.
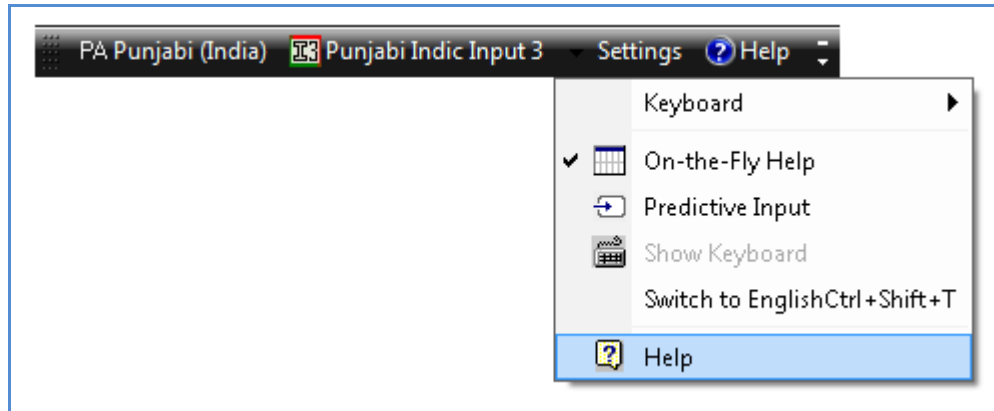

To switch to Punjabi Language again, select **Switch to Punjabi** option from **Settings** Menu or use shortcut key Ctrl+Shift+T.

5.4.   Help

To view help on Punjabi Indic Input 2 tool, select **Help** from **Settings** Menu.

6. Troubleshooting

1. **How can I make Language bar visible on my PC?**
   Right-click your Desktop taskbar, and point to **Toolbars**. See is **Language bar** selected, if not click on it to select. If Language bar is no longer listed in the toolbar menu try below steps:
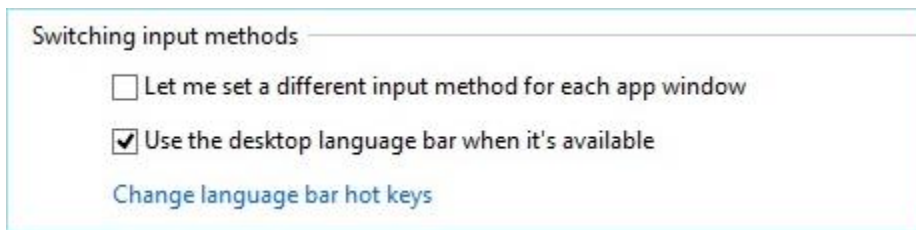
   VISTA/WINDOWS 7

   A. Go to **Control Panel > Regional and Language Options > Keyboards and Languages (tab) > Change Keyboards > Language Bar**
   B. Select radio button **Floating on Desktop** or **Docked in the taskbar.**
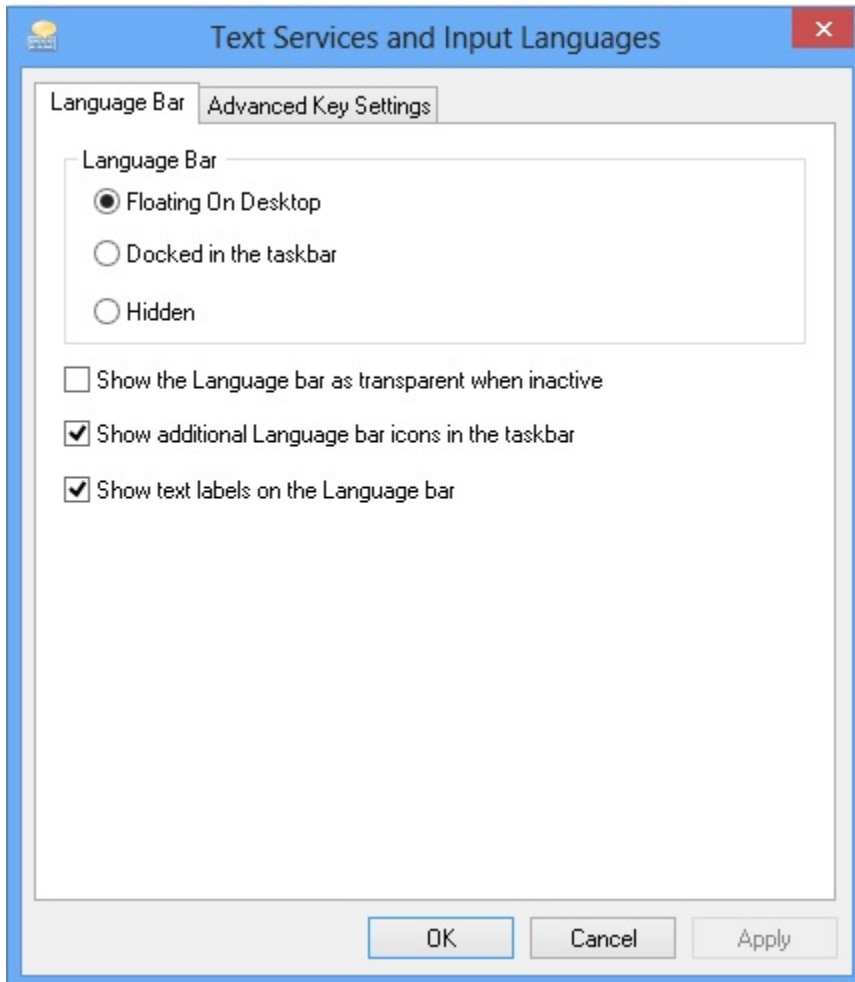   C. Click **OK**.
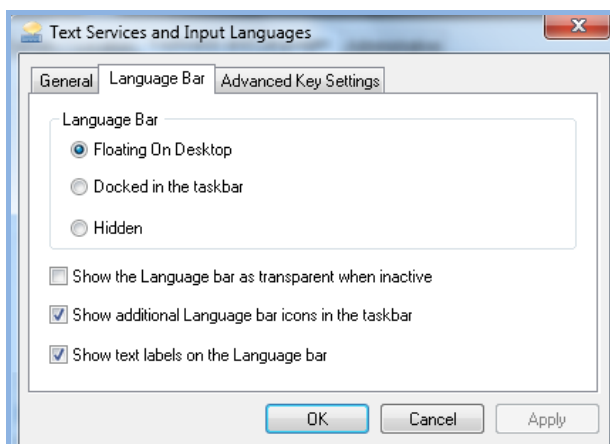
   WINDOWS 8

   A. Go to **Control Panel > Language Options > Advanced settings.**
   B. Check the box for "Use the desktop language bar when it's available" under **Switching input methods** section.

Switching input methods

☐ Let me set a different input method for each app window

☑ Use the desktop language bar when it's available

Change language bar hot keys

C. Click on "**Change language bar hot keys**" link.
   • Select radio button **Floating on Desktop** or **Docked in the taskbar.**
   • Click **OK**.

Text Services and Input Languages

Language Bar | Advanced Key Settings

Language Bar
   ⦿ Floating On Desktop
   ◯ Docked in the taskbar
   ◯ Hidden

☐ Show the Language bar as transparent when inactive

☑ Show additional Language bar icons in the taskbar

☑ Show text labels on the Language bar

OK   Cancel   Apply

D. Click on **Save** button.

2. **How can I add Punjabi Indic Input 2 on my Language bar?**

VISTA/WINDOWS 7

A. Go to **Control Panel > Regional and Language Options > Keyboards and Languages (tab) > Change Keyboards > General.**

B. Click **Add** button, Select the Language (Punjabi) and under Keyboard section check the box titled **Punjabi Indic Input 3**.

C. Click **OK**.
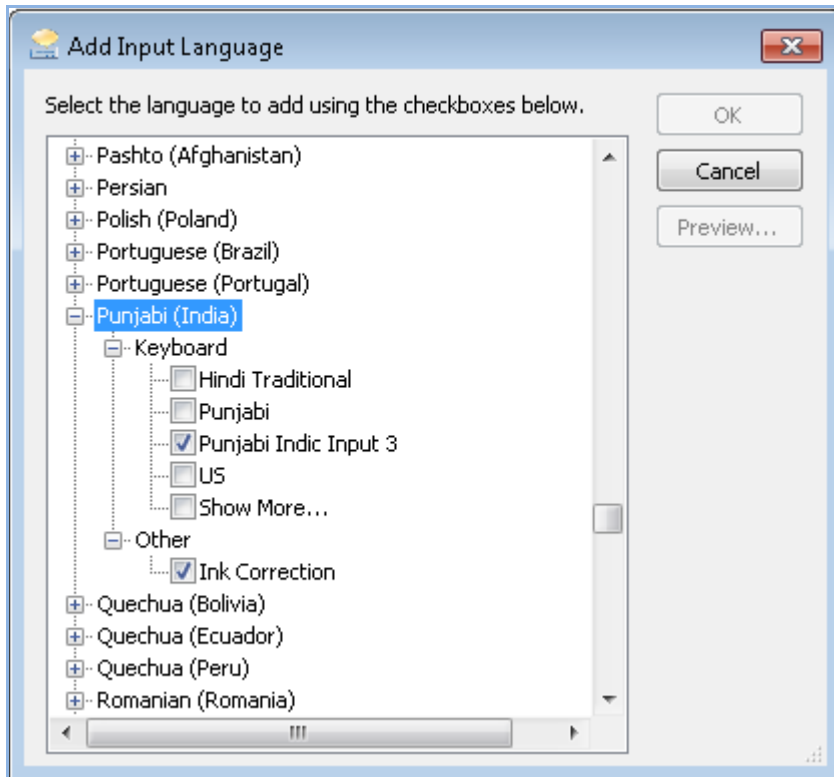
7. To Uninstall Punjabi Indic Input 3

Follow the steps below to uninstall the tool:

1. Open Windows **Control Panel→ Programs and Features** to uninstall the program(s).
2. Select **Punjabi Indic Input 3** and click **uninstall** button.
3. You will be prompted by a confirmatory message. Select **Yes** to remove the tool completely.

Note: It is recommended to close all running applications before uninstalling the Punjabi Indic Input 2 Tool.