

## FontSuvridha :

### Conversion from non-UNICODE font to UNICODE font and Vice-Versa

#### Using MS Word Document Converter

The conversion procedure for Converting non-UNICODE text into UNICODE text is almost same as that for any other font as explained in the User Manual. However there are some basic rules to be followed, which are explained below:

#### **The Following Rules are very important for effectively converting the non-UNICODE text to UNICODE Text.**

- UNICODE conversion is possible for text in MS Word Document Files Only
- For conversion, you have to use MS Word Document Converter only. No other converter within FontSuvridha can handle UNICODE conversion.
- While converting the text, the settings in the Options Menu of FontSuvridha needs to be exactly as described in the section below.
- After conversion, the UNICODE text is pasted back in your MS Word document. So it is important that you keep a backup copy of your original DOC file.
- The Converted UNICODE text that is pasted to MS Word may seem to be a series of boxes in certain machines. Do not panic. This may happen if your MS Office copy is not Indian Language Enabled. In such cases simply save the file as .RTF (Rich Text Format) and then open it in MS Wordpad, available in all versions of MS Windows.
- Remember, conversion process depends on many factors such as characters available in Source Font and Destination Font. No automatic converter can guarantee you a 100% conversion. In general we assure conversion factor of 95% to 100% depending on the fonts in question.
- The characters, which could not be converted will be displayed by Boxes or Stars. You may type these characters manually.
- As in any normal case, you have to take care that while selecting the text for conversion, you should not select text of two different fonts at one time. In such case the converter logic fails and you won't get desired results.
- While selecting the text to be converted, please keep a watch on the Font Selection Box in MS Word. The font of the selected text is displayed here. The moment the font name disappears from this box, it's an indication that you have selected multiple font for conversion. Try to rectify the selection and then only convert the text.
- For any text which is in English (Roman Script) or even any other non-Devnagari Script, FontSuvridha will not convert the same. Thus strictly avoid selecting any text with non-Devnagari script.

#### Using Clipboard Unicode Converter

We have included a New Module as **Clipboard Unicode Converter** for converting text from few popular fonts to Unicode and Vice-versa. The details are given in the separate document pertaining to FontSuvridha 6.5.5 version.

## PROCEDURE to convert in MS Word Document Converter :

Open the MS Word Document. Select the text that you want to convert.

Now Open MS-Word Document Converter. (This can be done from the Start Menu)

Start > Programs > FontSuvridha 6.0 Professional > MS-Word Document Converter

You will have to set the most important parameter for conversion of text to UNICODE. For this, in Options Menu Select :

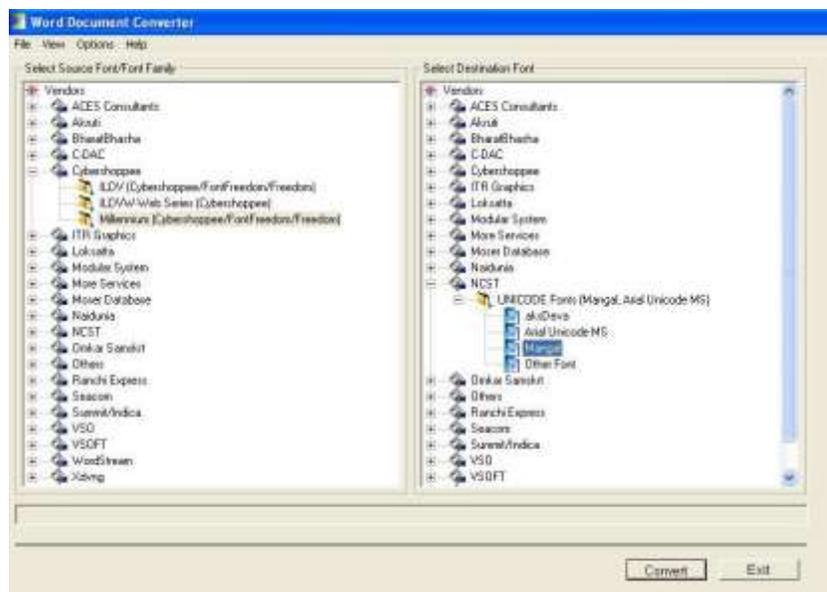
Text to be converted is > Unformatted



Now you will have to select the Source Font and Destination Font.

In document converter select the source font. E.g.  
Cybershoppee > Millennium (Cybershoppee/FontFreedom/Freedom)

And the destination font  
NCST > UNICODE Font (Mangal, Arial, Unicode MS)

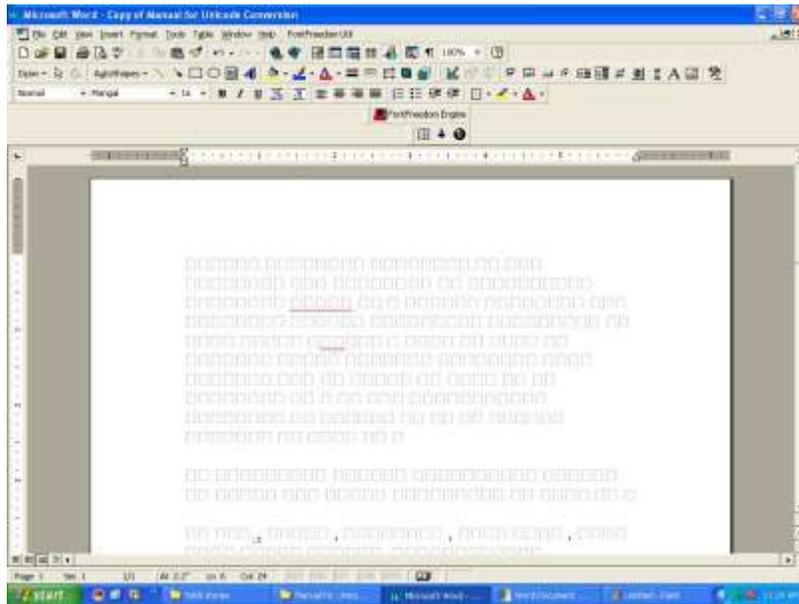


Now Click on convert button. The Text which was selected by you in MS Word will be converted to UNICODE. It will automatically be dumped back to your MS Word DOC File. (Thus it is necessary that you keep a safe backup copy of your original file).

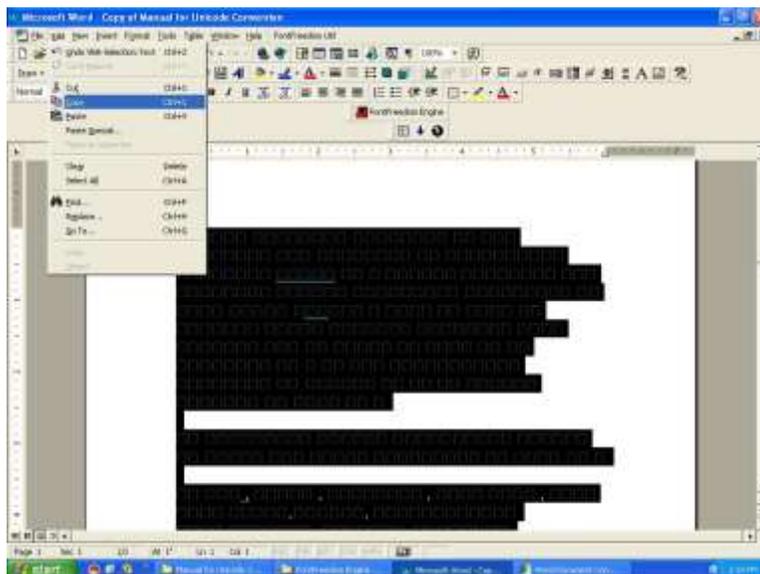
In most of the Systems you will be able to see the text in UNICODE within MS Word. However on certain systems, if the Indian Language Support is not available, the text in MS Word will be seen as a series of boxes. In such cases please do not panic. The text has got converted but you are unable to see it in MS Word. Simply save the document as .RTF and open it in MS Wordpad. You will be able to see the text now.

Alternatively you can also adopt the following procedure to see the text properly.

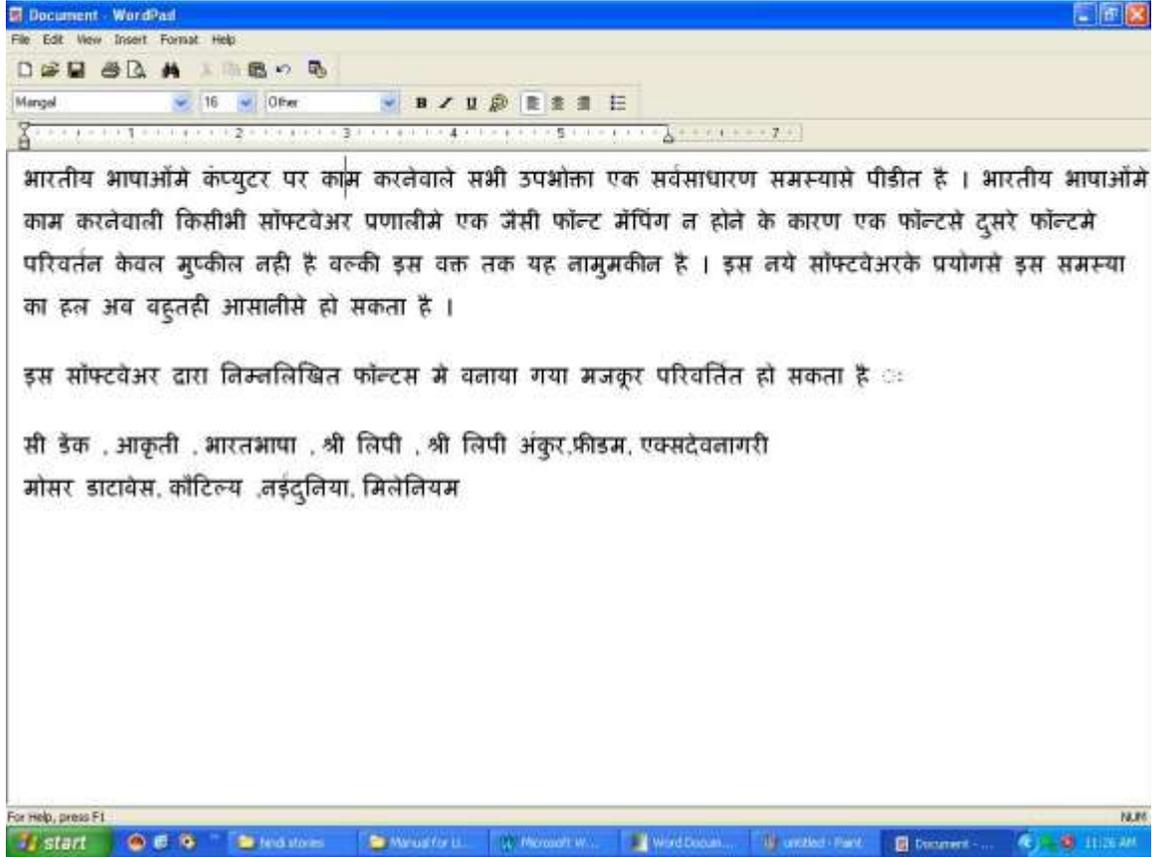
The UNICODE Text which is seen as boxes as below.



Select the text and copy it.



Now open Wordpad and paste the copied text in it. Here you can see the converted text in Unicode font.



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