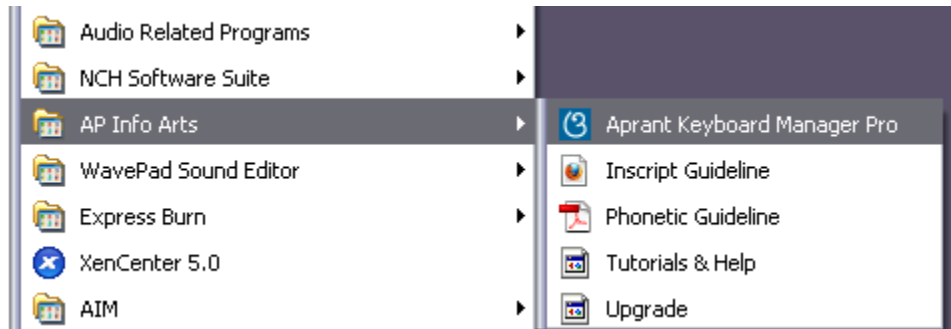


# Aprant Odia Sampadaka - Quick Start Guide

**OS Supported : Windows 98 , 2000 and XP ( Vista and Windows 7 version coming soon. )**

## Starting with Aprant Odia Sampadaka ( Keyboard Manager )

1. From start menu - AP InfoArts ->Aprant Keyboard Manager.



2. You will see a small icon ( Odia “O” ) appears on right-bottom corner of your computer screen ( system tray ). See picture below



Before you type Odia using Aprant Keyboard Manager : “Caps Lock” Key  
You can virtually type Odia on any MS Windows ( mentioned above ) based application, wherever there is a Font Dropdown box available.

After you start Aprant KBM mentioned above , To enable Odia Keyboard , you must switch ON the “Caps Lock” key. Similarly to disable ( to type in English ) you must switch OFF “Caps Lock” Key.

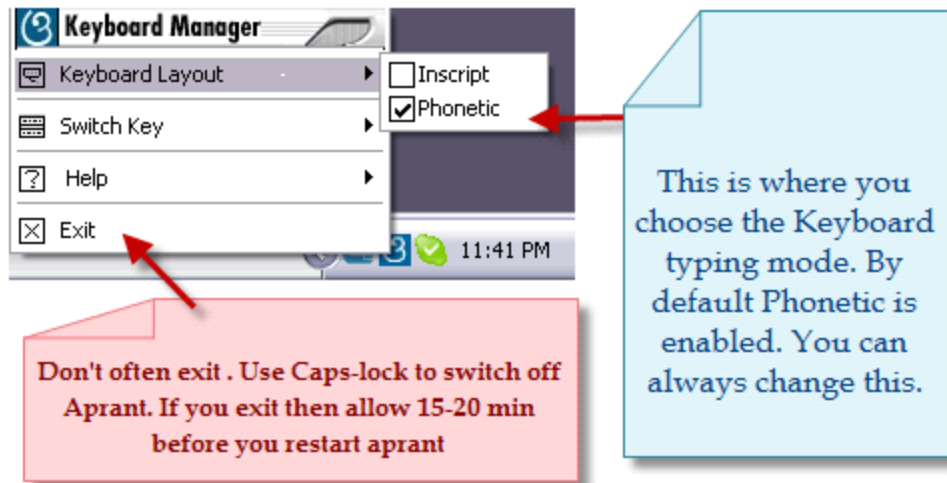
The “Caps Lock” key of your computer keyboard represents the switch to ON or OFF the Keyboard Manager.

**Important Note :** For APRANT ODIA SAMPADAKA “Caps Lock” key represents activation and deactivation of Odia typing and not for typing capital letters like in normal situation. *So when it is ON it is Odia and when it is OFF it is English.*

**Known issue :** We strongly suggest that, once you start Aprant Odia Sampadaka from Start menu, do not exit from it by right clicking on the “icon” appears on the system tray. Just use “Caps Lock” key to switch OFF or ON.

If you exit, then please allow 15-20 min before you restart Aprant Odia Sampadaka. Otherwise , it may not work properly upon restarting .

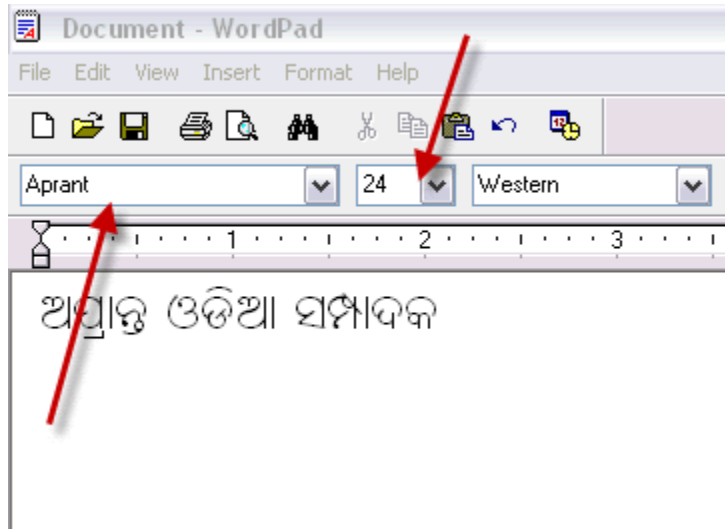
## RIGHT-CLICK VIEW OF APRANT ICON



( Right Click view ) Aprant Icon appears on System Tray

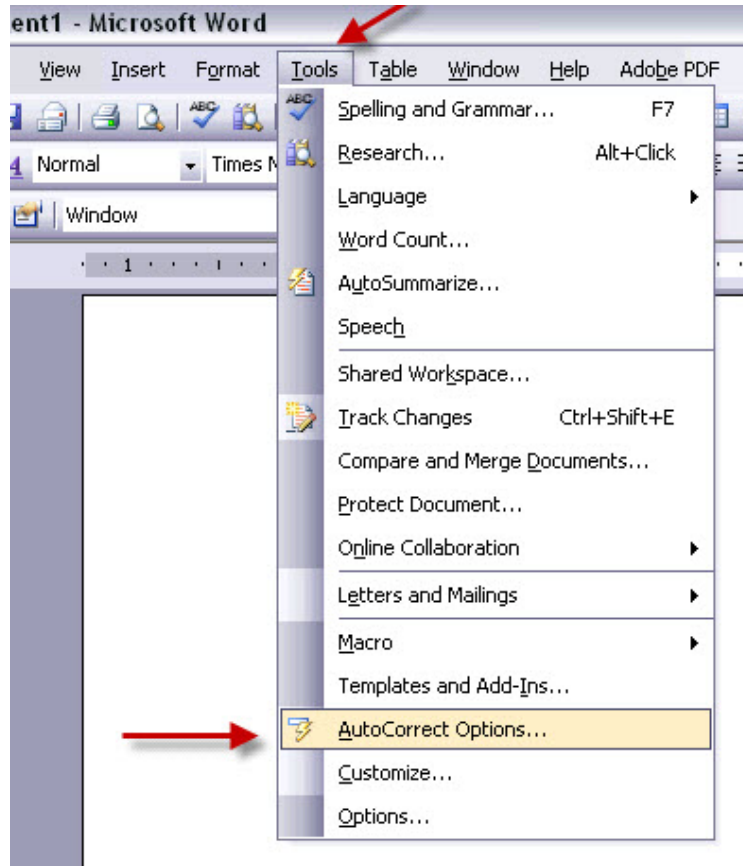
## How to type Odia on Wordpad and notepad ?

1. Start Aprant Keyboard Manager ( Make sure it is running on your PC )
2. Open Wordpad or Notepad. ( Please note that Notepad has a delay in screen refreshing , so few mastras will not appear immediately but it appears on next key strokes for other odia letters) . Our recommendation is to use Wordpad.
3. Switch ON the “Caps Lock” button to type Odia.
4. Select “Aprant” Font and font size to 20 or 24 whatever you like.
5. Start typing as per the guideline.



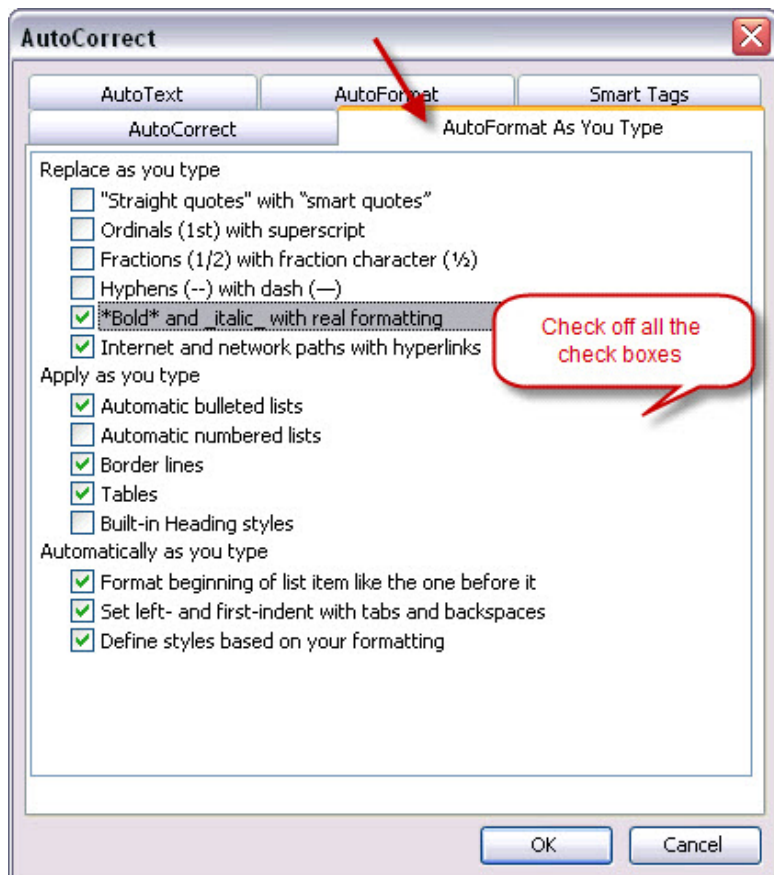
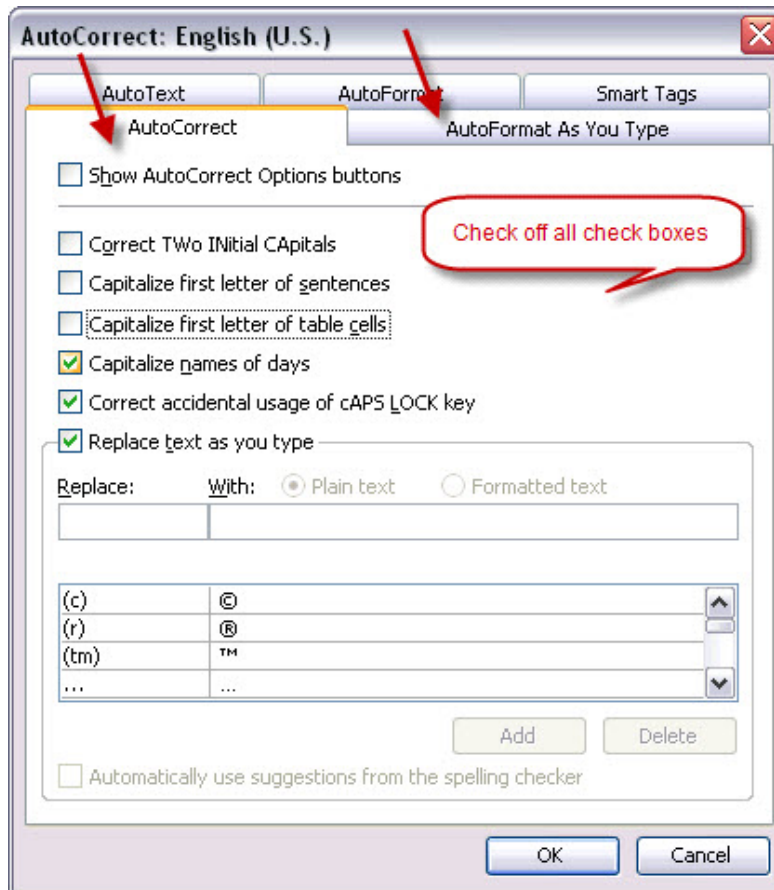
## How to type Odia on MS-Word, PowerPoint, Excel etc. ( MS Office 2000/2003/2007 ) ?

For this you must disable few things and it is an one time setup.



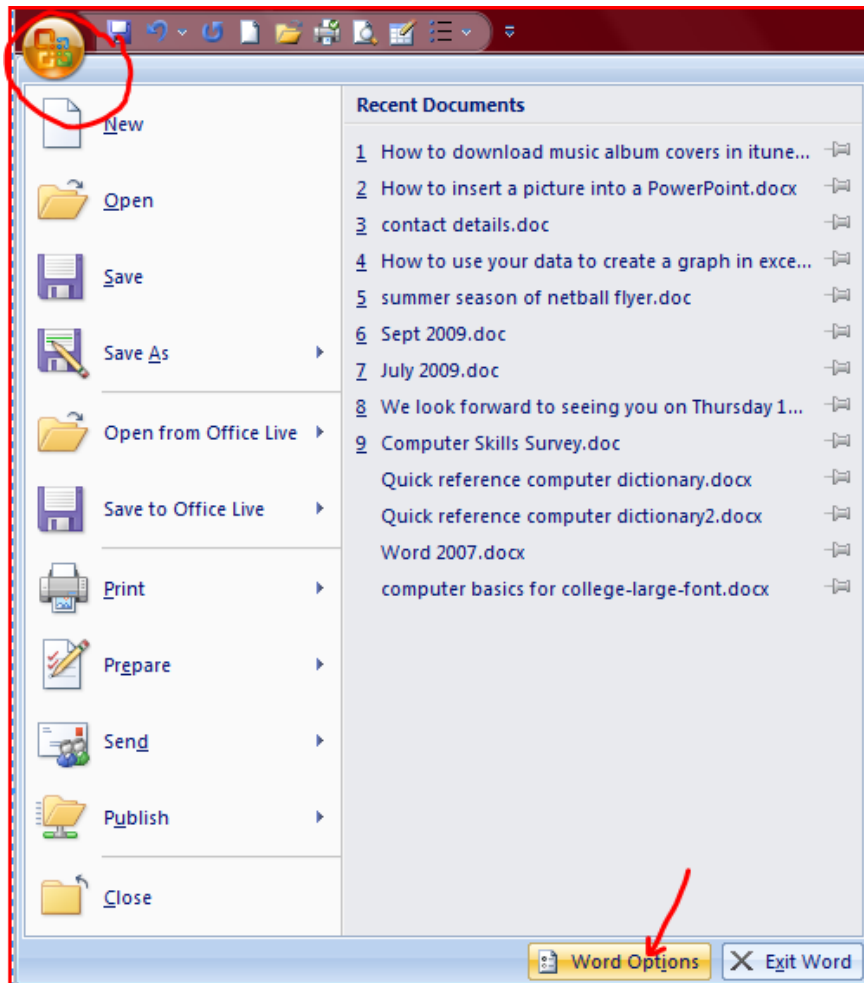
### A. If you are using Office 2000/2003 Open MS word/Power Point etc.

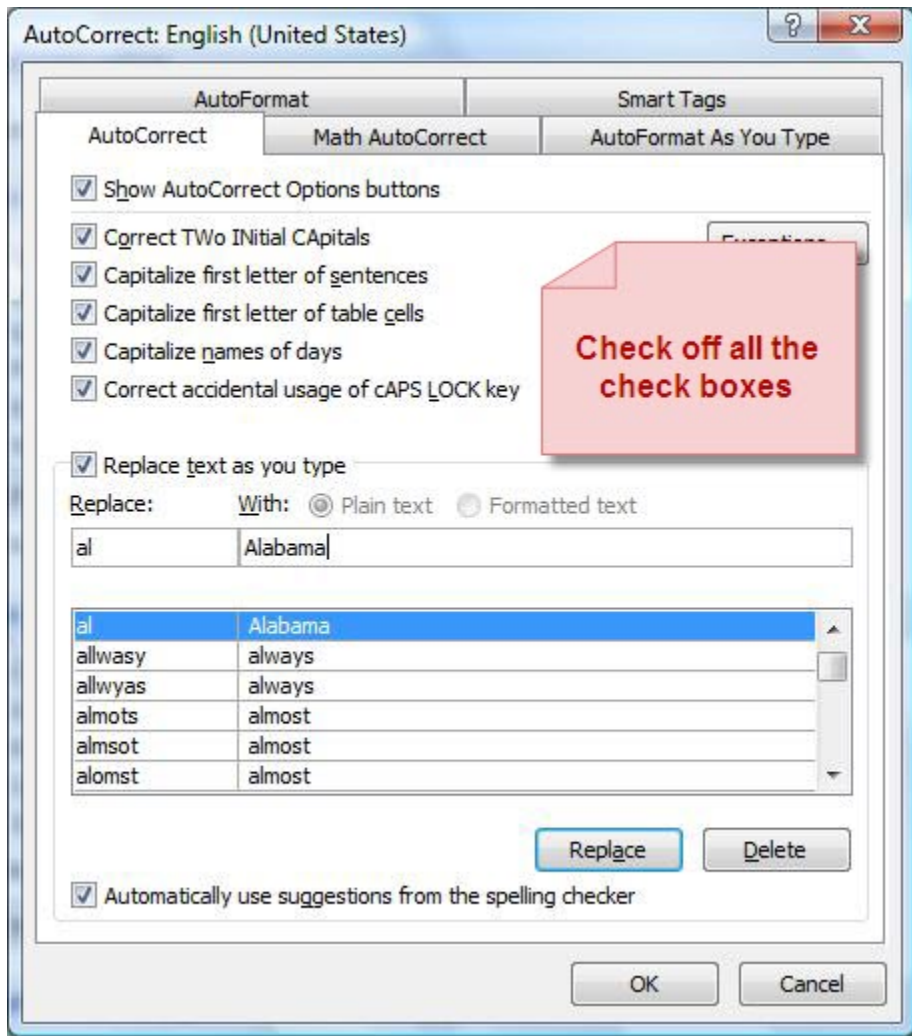
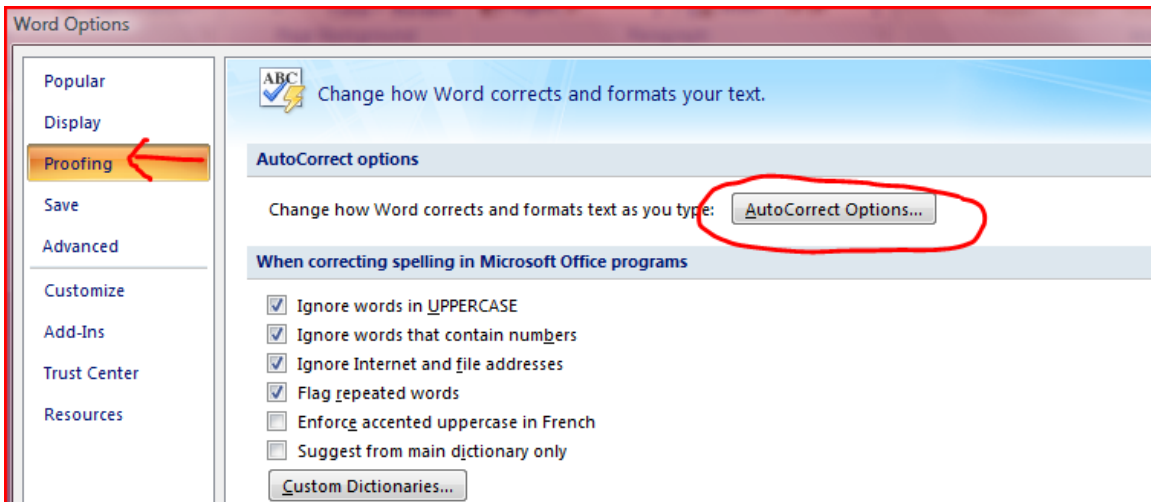
1. Go to Tools -> Auto Correct Option . This will bring a small windows.  
( See images above )
2. Choose the tab says “**Auto Correct**” and **check off** all the options there. ( This is must )
3. Then choose the tab “**Auto Format as you type**” and check off all the option there too  
( This is must ) . **In both of the above steps, make sure ALL check boxes are off, otherwise Aprant won't work properly.**
4. Click OK . ( See screen shots )
5. Now the MS Word is ready for Odia Typing. To begin Odia typing follow exactly the steps given in case of Wordpad/Notepad earlier.



**B . If you are using Office-2007 , you can find the “Auto Correct Option” and “Auto Format as you type” as follows**

1. Click the Office button
2. Select Word Options
3. Click Proofing in the left pane
4. Click the AutoCorrect Options button this will bring a new windows
5. Choose the tab says “**Auto Correct**” . Check off all the options there. ( **This is must** )
- 6 . Then choose the tab “**Auto Format as you type**” and check off all the option there too ( **This is must** ). Click OK.





Similar steps can be followed in case of MS Power Point , MS-Excel etc.

*Note : Don't forget to switch ON the "Caps Lock" key for typing in Odia.*