

# Keyboards and Fonts for Punjabi

A font is graphic design applied to a collection of numbers, symbols, and characters. A font describes a certain typeface, along with other qualities such as size and spacing.

There is an international system called "Unicode" which gives a specific number to most of the characters in most of the world's languages. As long as your computer has a "Unicode" font installed, it will display the correct character when the keyboard has been activated for Punjabi.

## Installing a new font

1. Go to **Start** then **Settings** then **Control Panel** and double-click on **Fonts**.
2. Go to the **File** menu and select **Install New Font**. A dialogue box will appear.
3. In the list of **Folders** before you, double-click on the folder that contains the fonts you want to add.
4. A List of fonts will appear; click on the font you want to add, and then click **OK**.
5. If you wish to replace an existing font with a later version of the same font, you must first delete the old version. Having opened **Fonts** in the manner described in 1 above, click on the font you wish to remove to highlight it. Then go to the **File** menu and select **Delete**. You can now install the newer version as described above.
6. The fonts available on a computer are stored in their own directory which can be accessed via the control panel as described above.

## Keyboard layout

Here is amended Gurbani Lipi keyboard layout for Punjabi. Note that there are several letters included on the "shift" keyboard that are traditionally made up by combining two key strokes.

These are ਐ ਐ ਐ ਉ ਉ ਇ ਈ and they should be used in preference to the combined key strokes used previously to ensure correct printing.

ੳ	ੴ	ੵ	੶	੷	੸	੹	੺	੻	੼	੽	-	=	Backspace
Tab	ਤ	ਾ	ਦ	ਰ	ਟ	ੇ	ੁ	ਿ	ੌ	ਪ	[	]	Enter
Caps	ੳ	ਸ	ਦ	ਡ	ਗ	ਹ	ਜ	ਕ	ਲ	;	'	#	
Shift	ਵ	ਜ਼	ਣ	ਚ	ਵ	ਬ	ਠ	ਮ	,	.	/		Shift
Control	Alt						SP					Alt	Control

and with the "Shift" key depressed:

	!	੍	ਆ	ਐ	ਐ	ਖ਼	ਡ	ਉ	(	)	ੳ	+	Backspace
Tab	ਥ		ਓ	੍	ਠ	ੈ	ੂ	ੀ	ੌ	ਫ	ਇ	ਈ	Enter
Caps	ਅ	ਸ਼	ਧ	ਦ	ਘ		ੜ	ਖ	ਲ਼	:	"	ੲ	
Shift	ਙ	ਗ਼	ਯ	ਫ਼	ੜ	ਭ	ਂ	ੰ	ੳ		?		Shift
Control	Alt						SP					Alt	Control