Once you have learnt the letters and diacritics you can avoid the keyboard and type directly with the mouse!

## HERE IT IS, HOW TO DO IT!

(It is assumed that BHARATHI Font is already installed on the computer.)

1. Open WORDS on the computer.



2. Click the arrow shown. A window will open giving the names of all the Fonts installed. Select BHARATHI and click it!



3. The name of the Font BHARATHI RAMC.... will appear. Select the size you want.



4. Click 'Insert' and then the arrow at 'Symbols'. A window will open. Click on 'More symbols"

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## 5. BHARATHI will appear as symbols!

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6. Adjust to your convenience. Double click on the letter, diacritic or punctuation mark you want. It will appear in your document!



7. Continue double clicking on what you want. You can even get space by double clicking on selected empty squares.

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The first empty square, if double clicked will give you space! The second empty square will give you the ideal space required between words. The third empty square will give too much space if required. The fourth empty square will give space a little more than the ideal one.

{Excuse me! The Font is not made on: Letters, Diacritics and Punctuation marks, drawn to scale. They are made from freehand drawings.}

