



Gurukul Technicals Institute

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FREE EBOOK

COMPUTER AND OFFICE SKILLS

Hindi Typing on a Computer

Type in Hindi with the Inscript keyboard and Unicode fonts, step by step

INSIDE THIS BOOK

- Hindi on a computer: Unicode and older fonts
- Turning on the Hindi Inscript keyboard in Windows
- How the Inscript layout is arranged
- Home row and your first Hindi words
- Vowels and matras
- ...and 6 more chapters, practice questions and a glossary

Beginner

Students preparing for Hindi typing and office staff who type in Hindi

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Hindi Typing on a Computer

Learn to type Hindi on a Windows computer with the Inscript keyboard and Unicode fonts. Step by step, you will type vowels, matras, half letters, conjuncts such as ढ and फ़, the nukta and numerals, then build speed and accuracy with word drills, practice passages and a six-week plan.

WHO IT IS FOR	Students preparing for Hindi typing and office staff who type in Hindi
LEVEL	Beginner
SUBJECT AREA	Computer and office skills
WHAT IS INSIDE	11 chapters, practice questions with answers, and a glossary

HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



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Hindi on a computer: Unicode and older fonts

Offices, courts, schools and many businesses write letters and notices in Hindi, and many typing tests include Hindi. Before you press a single key, understand one big idea: the difference between Unicode fonts and older legacy fonts. Choosing the right kind saves you many problems later.

What a font really does

A computer does not store letters as shapes. It stores each letter as a number, called a code. A font is a set of drawings that tells the screen how to show each code. Change the font and the shapes change, but the codes underneath stay the same.

Unicode

Unicode is a worldwide standard that gives every letter of every writing system its own fixed code. The Hindi letter क has one code, the English letter K has another, and the Tamil, Bengali and Urdu letters all have their own. Because every computer and phone agrees on these codes, Hindi typed in Unicode looks correct everywhere: in Word, in email, on websites and in phone messages.

Windows includes Unicode fonts for Hindi, such as **Nirmala UI** and **Mangal**. When you add Hindi as a language, Windows usually installs any extra Hindi fonts it needs.

Legacy fonts

Before Unicode was common, people used fonts such as **Kruti Dev**. In these fonts, Hindi shapes were drawn on top of the codes for English letters and symbols. The computer believes you typed English letters. It only looks like Hindi because of the font.

That causes trouble:

- On a computer without that font, the text turns into a jumble of English letters and symbols.
- Copy it into an email or a phone message and the reader sees the jumble.
- Search, sorting and spell check do not work properly, because the computer does not know the text is Hindi.

Point	Unicode fonts (Nirmala UI, Mangal)	Legacy fonts (Kruti Dev)
What is stored	Real Hindi letter codes	English letter codes with Hindi drawings
Works on other computers	Yes	Only if the same font is installed
Works on websites and phones	Yes	No, shows a jumble
Search and spell check	Work	Do not work properly
Usual keyboard	Inscript, and others	Usually Remington-style

DID YOU KNOW

Some offices still have old files typed in legacy fonts. Conversion tools can change such text into Unicode, but always read the result carefully, because half letters and matras sometimes come out wrong.

What this book teaches

This book teaches Unicode Hindi with the **Inscript** keyboard layout. A keyboard layout is the plan that decides which letter each key types. Inscript is the standard Indian layout for Indian scripts, and it is built into Windows, so you need no extra software.

REMEMBER

For new documents, use a Unicode font. Your work will open correctly on any computer, phone or website, today and years from now.

How keys are written in this book

Keys are written in capital letters, like **K**, so they are easy to read. You do not press Caps Lock; keep it off. **Shift+E** means hold the Shift key and press E. A row of keys such as **K E C** means press them one after another.

Turning on the Hindi Inscript keyboard in Windows

You add Hindi to Windows once, and then you can switch between English and Hindi in a second. Menu names differ a little between versions of Windows, but the steps are the same.

Add Hindi

1. Open **Settings** from the Start menu.
2. Choose **Time & language**, then **Language** (called **Language & region** on newer versions).
3. Click **Add a language**.
4. Type **Hindi** in the search box and choose **IN(Hindi)**. Click **Next**.
5. If you see a box for **Set as my Windows display language**, untick it. Otherwise all the menus in Windows turn into Hindi.
6. Click **Install** and wait for it to finish.

Check the keyboard

Windows usually adds a keyboard called **Hindi Traditional** with the language. This keyboard uses the Inscript layout.

1. In the same Language page, open the options for Hindi. On newer versions, click the three dots beside Hindi and choose **Language options**.
2. Under **Keyboards**, look for **Hindi Traditional**.
3. If it is missing, click **Add a keyboard** and choose it.

Some versions also list a phonetic keyboard, which turns English spellings into Hindi. Do not use it for this course. Typing tests expect you to know a real layout.

TIP

If you see extra Hindi keyboards you do not use, remove them. Fewer choices means fewer surprises when you switch languages in a hurry.

Switch between English and Hindi

- Press the **Windows key + Space bar** to move from one keyboard to the next.

- Or click the language label near the clock on the taskbar, which shows a short name such as ENG or HIN, and choose Hindi.

See the layout on screen

Windows has an On-Screen Keyboard that shows the keys of the keyboard you are using.

1. Click Start and type **On-Screen Keyboard**. Open it.
2. Switch to Hindi. The keys now show Hindi letters.
3. Click **Shift** on the screen keyboard to see the second letter on each key.

TIP

Keep the On-Screen Keyboard open in a corner during your first week. Whenever you cannot find a letter, glance at it instead of guessing.

Your first test

1. Open Notepad or Word.
2. Switch to Hindi.
3. Press **K**. You should see ४ .
4. Press **E**. It becomes ४ L
5. Press **C**. Now you have ४ ल , which means "work".

If you see small empty boxes instead of letters in Word, the font cannot show Hindi. Select the text and choose **Nirmala UI** or **Mangal**.

TRY THIS

Type **Shift+Y E J L**. You should see – ल। . If you do, your Hindi keyboard is ready.

CHAPTER 3

How the Inscript layout is arranged

The Inscript layout looks strange at first, but it follows a clear plan. Once you see the plan, you can almost guess where a letter will be.

The big idea

- **Vowels are on the left.** The keys under your left hand type vowels and matras.

- **Consonants are on the right.** The keys under your right hand type most consonants.
- **Shift gives the partner.** A key without Shift types the plain letter; with Shift, it types its partner.

Consonant pairs

Many Hindi consonants come in pairs. The second letter of each pair is said with a puff of breath. This is called an aspirated sound. Hold your palm in front of your mouth and say 8 , then 9 . You will feel more air with 9 .

In Inscript, the plain consonant is on the key, and its breathy partner comes with Shift.

Key	Without Shift	With Shift
K	8	9
I	:	;
;	=	>
P	?	@
'	\	]
[	^	_
L		}
O	~	...
H	‘	,’
Y	÷	–

Learn this table and you know twenty consonants.

Vowel pairs

On the left side, a key without Shift types a matra, the vowel sign that joins a consonant. With Shift, it types the full vowel letter that stands on its own.

Key	Matra (no Shift)	Full vowel (Shift)
E	, L	)
F	M	*
R	, N	+

Key	Matra (no Shift)	Full vowel (Shift)
G	, O	,
T	, P	-
S	, T	2
W	, U	3
A	, X	6
Q	, Y	7
D	, Z(halant)	(

The dotted circle, only shows where the matra sits; you never type it.

Notice another pattern. Each home-row vowel key has its partner just above it: , Mōn F and , Nōn R; , Ōn G and , Rōn T; , Tōn S and , Ŭn W; , Xon A and , Yon Q.

The other consonants

Key	Without Shift	With Shift
J	A	B
U	J	<
]	, K(nukta)	[
C	×	{
V	–	—
B	F	E
N	C	D
M	I	G
,	comma	H
/	\$	g
X	, %anusvara)	, #chandrabindu)

Letters such as B, →E and D are used mainly for other Indian languages. You will rarely need them in Hindi.

REMEMBER

Left hand for vowels, right hand for consonants, Shift for the partner. These three rules hold most of the layout.

CHAPTER 4

Home row and your first Hindi words

Good typing starts with the home row: the middle row of letter keys, where your fingers rest. From there, each finger reaches to nearby keys and comes back.

Placing your fingers

Finger	Left hand key	Hindi	Right hand key	Hindi
Little	A	, X	; ' "	=
Ring	S	, T	L	
Middle	D	, Z	K	8
Index	F	M	J	A

Your thumbs rest lightly on the Space bar. Most keyboards have a small raised bump on F and J. Feel for them, and you can find the home row without looking.

The index fingers also reach sideways: the left index presses G (,) and the right index presses H ('). The right little finger reaches ' (\).

TIP

Keep your wrists slightly raised, fingers curved, and your eyes on the text you are copying, not on your hands. It feels slow at first. Within a week, it becomes faster than looking.

Drill 1: home keys only

Type each line three times. Leave one space between groups.

- 8 A | = 8 A | = = | A8
- 8 A | 8 ' A A | = A8 '
- | 8 ' A8 A A | 8 ' = A

Drill 2: home-row matras

Here the consonant comes first, then the matra. You will learn why in the next chapter.

- 8T8 X| 8O8T8 X| 8O
- A8 =X ' ʌ | X \ 8
- 8 = 0M8 \ 8O

The word 8O needs >, which is **Shift+;**. Press Shift with your left little finger and **;** with your right little finger.

Word	Keys	Meaning
8 A	K J	do
' A	H J	on, but
A8	J A K	stop
=X	; A '	injury
' ʌ	H S '	stomach
8	J G K	stop, wait
M8 \	' F K '	ticket

TRY THIS

Close your eyes and rest your fingers on the home row. Say the Hindi letter under each finger aloud, from the left little finger to the right little finger: , X, ʌ, Z, M then A 8 , | , = .

CHAPTER 5

Vowels and matras

Hindi has full vowel letters, such as (,) and *, and matras, the signs that join a consonant to change its vowel sound. In Inscript, the full vowels come with Shift, and the matras come without it.

Full vowels

A full vowel is used at the start of a word or after another vowel.

Vowel	Keys	Word	Keys for the word
(	Shift+D	(÷	Shift+D Y
)	Shift+E	) ×	Shift+E C
*	Shift+F	*×CN	Shift+F C N R
+	Shift+R	+9	Shift+R Shift+K
,	Shift+G	,]	Shift+G Shift+'
-	Shift+T	- ' A	Shift+T H J
2	Shift+S	28	Shift+S K
3	Shift+W	3-8	Shift+W V K
6	Shift+A	6 l	Shift+A M
7	Shift+Q	7 4	Shift+Q J L

Matras

Matra	Key	With 8	Example word	Keys
, L	E	8 L	8 ल	K E C
ᳵ	F	ᳶ	ॠ	O F V
, N	R	8	-ॢL	V R N E
, O	G	8O	: ॡ	I G N E Y
, P	T	8P	' ॢ	Shift+H T N
, T	S	8T	× ॣ	C S N E
, U	W	8U	' ।	H W M E
, X	A	8 X	× ॥	C A J
, Y	Q	8 Y	8 ॥	K Q V

The sign ॠ for English words

English words such as ^V A and 8 ॠ use the sign, ॠ for the "o" sound in "doctor". On most Inscript keyboards it is on the backslash key \, and the full vowel ॠ is Shift+\. So 8 ॠ is K \ N S P. If your keyboard differs, check the On-Screen Keyboard.

The most important rule: consonant first

In Unicode typing, you always type the consonant first and the matra after it. This is true even for , ढ which appears before the consonant. To type ~, press 0 for ~, then F for , ढ then V for -. The computer moves the , ढ to the front on its own.

REMEMBER

Type in the order you speak, not the order you see. You say "d-i-n", so you type ~, then , ढ then -. The computer moves the , ढ to the front on its own.

When a consonant has no matra

Every consonant already carries a short "a" sound. ४ is "ka", not just "k". So you type nothing extra for that sound. ४ × C is simply K C N.

EXAMPLE

Sushma, a clerk in Varanasi, used to type on an old typewriter, where , ढs pressed first. On Inscript, she kept getting , ढ on the wrong letter. Her teacher told her to say each word slowly while typing. After three days of saying "ki-taab" aloud and typing K F L E Y, the habit changed, and ढ | ढ came out right every time.

Drill 3: matras

- ४ L ढ ४ ४ ४ P ४ T ४ U ४ X ४ Y
- ४ ढ ~ - ढ ढ L: ४ ढ ' ढ
- × ढ L ' ४ L × ढ ४ Y -) × ४ ४

CHAPTER 6

Anusvara, chandrabindu, visarga and ऋ

A few small signs change the sound of a letter. They are easy to type, but easy to mix up, so give them a chapter of their own.

Anusvara: the dot ॠ

The anusvara is a dot above the letter that adds a nasal sound, like "n" or "m". It is on X.

Word	Keys
ॢ	U F X O R
ॣ	I X I E
।	Shift+D X K

Chandrabindu: the moon and dot ॥

The chandrabindu is a half-moon with a dot. It makes the vowel itself sound through the nose, as in ॡ. It is Shift+X.

Word	Keys
ॡ	C E Shift+X
ॢ	; E Shift+X O
ॣ	U Shift+X M V E

TIP

When a matra sits above the top line, as in ॡ and ॢ, Hindi uses the plain dot even for a nose sound, because there is no room for the moon. Many writers also use the dot elsewhere, writing ॣ for ॣ. In a typing test, never decide for yourself: type exactly the sign shown in the passage.

Matra first, then the dot

When a letter has both a matra and an anusvara or chandrabindu, type the matra first.

Word	Keys	Order
ॡ	C S X	ॡ, then , ॢ, then , %
ॢ	C W X	ॢ, then , ॣ, then , %
ॣ	U W X	ॣ, then , ।, then , %
।	V U R X	।, ॣ, then , ॥, then , %

How it works

Type the first consonant, then **D** for halant, then the second consonant. The font joins them for you.

Join	Keys	Word	Keys for the word
l +	M D L	–x T	V C M D L S
8 + \$	K D /	L	K D / E
= + =	; D ;	÷ L	Y ; D ; E
+	L D L	‘ L	H L D L E
– + ~	V D O	l O A	M G V D O J
C + C	N D N	~ N	O F N D N R
l + F	M D B	l	M D B E I L
~ + \$	O D /	F lC \$	B F O D / E N /

Some pairs turn into a new joined shape, such as in F lC \$. You still type them the same way: first letter, halant, second letter.

Where ॱ goes with a half letter

When a word has a half letter, the , comes after the whole group. Look at | : you type l , halant, } , then , M then | , then , M M D Shift+L F L F. The computer shows the , M before , because it belongs to the whole sound "sthi".

ʀ above the line: reph

When A comes first in a joined pair, it turns into a small hook on top of the next letter, as in ...í This hook is called reph. Type A halant, then the next letter.

Word	Keys
...xí	Shift+O J D C
8 x í	K J D C
FH	B J D Shift+, E
l ʀ í	M T J D /

Inscript also has a shortcut: **Shift+4** types **Ä** in one press. So ...**x**ä can also be **Shift+0**
Shift+4 C.

₹ below the line

When A comes second, it becomes a small slanting stroke at the foot of the first letter, as in /8 𐌱. Type the first letter, halant, then A

Word	Keys
/8 lg	H D J K E Shift+M
- x	K D J C
· lx	I D J E C
\8	' D J K

The shortcut for this one is **Shift+3**, which types, **Δ** in one press.

REMEMBER

Halant comes between the two letters. Type it after the first letter, never before it, and never after the second.

A visible halant

Some words end with a visible halant, such as ? : | ZType the word and press D at the end: P I L D.

TRY THIS

Type these words, saying each sound as you go: -x ɹ ÷ ɫ ~ ŋ...x j / 8 ɪɡ. Then check every one against the book, letter by letter.

CHAPTER 8

Special conjuncts and the nukta

Four joined letters are so common that Inscript gives each one its own shortcut on the number row. You can also type them with the halant method, and both ways give the same result.

The four special conjuncts

Conjunct	Made from	Halant method	Shortcut
७	8 +, ङ H	K D Shift+,	Shift+7
fl	+, ङ A	L D J	Shift+6
8	? +, ङ [	P D Shift+]	Shift+5
6	G +, ङ A	Shift+M D J	Shift+8

TIP

If a shortcut ever types something different on your computer, use the halant method. It always works, and the On-Screen Keyboard will show you what your shortcut keys do.

Words to practise

Word	Keys (halant method)
‘A७ L	H J R K D Shift+, E
G७ L	Shift+M F K D Shift+, E
(७ A	Shift+D K D Shift+, J
‘fl	H L D J
×fl	C F L D J
७ ण	K D Shift+, S L D J
F८ L-	B F P D Shift+] E V
6NL-	Shift+M D J R C E V

In G७ L, the , M goes after G, because it belongs to G alone. The matra , L goes after the whole ७ group.

The nukta ◌̣

The nukta is a small dot placed under a letter. It changes the sound, mostly in words that came into Hindi from Persian, Arabic and English, and in sounds such as d and e. It is on the] key.

Type the consonant, then the nukta, then any matra.

Letter	Keys	Word	Keys for the word
d	[]	l d8	M [] K
e	Shift+[]	' e-L	H Shift+[] V E
c	P]	c ×N	P] C R V
f	Shift+H]	f X-	Shift+H] A V
d with , L	[] E	÷dL	Y [] E

REMEMBER

Nukta comes right after its consonant, before the matra. c %Ns P] F X O I R:?, nukta,, M] %, : , , N

द and ड are different

^ (as in ^A) and d (as in l d8) are different sounds and different letters. The same is true of _ and e. Leaving out a nukta changes the word, and in a typing test it is counted as a mistake. Look closely at the passage before you type.

DID YOU KNOW

Many writers leave out the nukta in words like c Aand f X-, and both spellings are seen in print. In a test, follow the passage exactly. If it shows the nukta, type it; if it does not, do not add one.

CHAPTER 9

Numbers, punctuation and the Remington layout

This chapter covers numerals, the full stop and other marks, and a second Hindi layout that some exams still use.

Two kinds of numerals

Hindi can be written with Devanagari numerals or with the international numerals used in English.

Some recruitment and departmental typing tests use Remington (Gail), some use Inscript, and some let you choose. The rules differ from exam to exam and can change.

SAFETY

Before you spend months practising, read your exam's official notice and find out which layout, font and software it allows. Practising the wrong layout wastes your time, and switching later is hard.

If your exam uses Remington, everything in this book about Unicode, matras, half letters, conjuncts and practice still helps, but the keys will differ, so practise on the software the exam names.

Drill 5

- ‘ ढ ि FALx C: l2#28 , ~X| N i
- nk m x ð m x J N T X T ð
- ‘ ढ-‘ Y..T; A‘ A F L A ~-A| i

CHAPTER 10

Common words and practice passages

The fastest way to build speed is to make common words automatic. Hindi uses a small set of words again and again, such as J U, 7 A 8T, x ð and I T. Once your fingers type these without thinking, every passage gets easier.

The common words drill

Word	Keys	Word	Keys
J U	U W	7 A	Shift+Q J
x ð	C S X	I T	M S
8T	K S	8	K R
8 L	K E	8 X	K A
\$J	/ U	FJ	B U
J x	U C	) ‘	Shift+E H

Word	Keys	Word	Keys
-J	V U R X	-N	Shift+Y R
28	Shift+S K	C2	N F Shift+S
} L	Shift+L E	I U	M E Shift+L
÷Jp	Y U G L	I x\$	M C /
CX	N A I	~	O F V

Office words

Word	Keys
I A8 IA	M J K E J
8 L\$ C\$	K E J D / E N /
) F#-	Shift+E B S O V
' fl	H L D J
F-L	B F Shift+Y E I
I P-L	M T ; V E
? L-8 IA	P E V K E J R

TIP

Type each word five times in a row, then mix them in random order. Say the word softly as you type. Saying it keeps the order of the sounds, and so the keys, clear in your mind.

Practice passage 1 (easy)

×A-L AL LJ U×AX I Q ? N J | N # J C F d L-N N N # A M A} XN-A\ J C | N #, I 8T÷L~×õ
-J B A-L L8 A | N # @T e-L÷Jp (LC: | LJ UGx 8 X×q ' -T X T L+8T I U 9 T | N #

Practice passage 2 (medium)

) ? 8% RAJA?: J 8 Lx) | LJ U~ A×d fl C9 -T, J I L: A9 -T A? L-8 IA -T -BT C2 *I 8 L, ' \$X
J X LJ UF U d *I I T-+÷U d N | T d8% RA' A J %d L* 8 A-L-N (÷) I L-J X: \$LJ U\$P-8 X f V
8 ×~ I T×IAL C9 LJ D ' U J A8% RA7 A×%L'C ' AI J N~9 L+~T LJ U

Practice passage 3 (medium)

FH . | Ø ÷ 8 X(C: | N U: × ð 8 T ÷ L ~ ? ÷ ' J C N ÷ L A G J X N U , | X × I T ... N Ø %) | N U f ð ' Y... T
J A T -- A J X ? ÷ J T Ø A 9 T × ð I L ÷ ð L ÷ G O 8 A J T ð ÷ B l b c 8 - I F ð - l 8 A ' L - N ð ð A J T ð C Ø -
L - L ÷ L A G I T d 8 ' A ' L - N - A ? ÷ L J U , * I C 2 J × ð I F ... L - N - N Ø - N ÷ L J 2 i

Practice passage 4 (harder)

I × \$ I ÷ I T × | N... J U ÷ N L J Ø I × \$ M A 8 - N C X 8 A - J) | ü ? X F Ü ð (' - L J A 8 L x I × \$ ' A
8 A J L J U , , I T A 7 L 8 T ~ × ð ÷ A J \ - J J X N \ L * M % d 19 - F ð N \$ J N - \$ × C L P X L J U \$ ~) ' / | ~
} X L L } X L L (U 8 A J X 8 O J N U J × ð ' 8 : | 7 A G O | L ~ X ÷ e ? 12 # N 28 ~ × ð % L (U
8 A - T T J J A J U A A C - \$ × | (U M \$ L ? 12 i

TRY THIS

Type passage 1 three times. Before each try, look for the tricky letters: the nukta in A× and 'e-L, the chandrabindu in J, the half letters in ? N-L Land (L Mark them in pencil, then type.

How to check your work

After each passage, compare your typing with the book, word by word. Circle every mistake and note what went wrong, such as a missing nukta or a matra on the wrong letter. Your mistakes show you what to practise tomorrow.

CHAPTER 11

A plan for speed and accuracy

Speed comes from accuracy, not the other way round. A fast typist with many mistakes has to go back and correct them, and in a test mistakes cost marks. So learn to type correctly first, and let the speed grow.

How speed is measured

A simple way to measure your speed is to type for exactly ten minutes, count the words you typed correctly, and divide by ten. That gives your correct words per minute.

REMEMBER

Exams measure Hindi typing in different ways. Some count words, some count key depressions (key presses), and they treat mistakes in different ways. Read your exam's notice and practise with its method.

A six-week plan

Practise for 30 to 40 minutes a day. Short daily practice beats one long session a week.

Week	Focus	Daily work
1	Home row and the layout plan	Drills 1 and 2, the consonant pairs table, the On-Screen Keyboard
2	All vowels and matras	Drill 3, full vowels, the consonant-first rule
3	Signs and half letters	Drill 4, halant words, reph and Abelow
4	Conjuncts, nukta and numerals	Special conjuncts, nukta words, Drill 5
5	Common words and passages 1 and 2	Common words drill daily, one passage twice
6	Passages 3 and 4, timed	Ten-minute timed tests, mistake review

From week 7, take one timed test every day and keep a record.

Date	Passage	Minutes	Correct words	Mistakes	Main mistake
1 March	2	10	152	9	Missing nukta
2 March	2	10	158	6	M on wrong letter

EXAMPLE

Mohit, who is preparing for a typing test in Gwalior, types passage 2 for ten minutes and gets 152 correct words: 15.2 words per minute. His record shows the nukta is his main mistake, so he types the nukta words table five times before each test. After two weeks his mistakes have halved and his speed has risen without his trying to rush.

Common mistakes and their fixes

Mistake	Fix
Typing, M before the consonant	Say the word aloud and type in spoken order

Mistake	Fix
Halant in the wrong place	Type it straight after the first letter of the pair
Dot where the passage has a chandrabindu	Look closely and type exactly what is shown
Missing nukta	Mark nukta letters in the passage before you start
English colon instead of visarga	Use Shift+- for , &
Mixing the two kinds of numerals	Follow the passage
Looking at the keyboard	Use the On-Screen Keyboard instead, then stop needing it

Body and breaks

Sit straight, feet flat on the floor, screen at eye level, wrists relaxed and fingers curved. Every 20 minutes, look away from the screen and stretch your fingers. Tired hands make mistakes.

TIP

On the day of a test, arrive early, check that the right keyboard and font are selected, and type a line or two to warm up if it is allowed. Then read the passage once, take a slow breath, and start steadily.

CHECK YOURSELF

Practice questions

1. What is the main difference between a Unicode font and a legacy font?
2. Name two Unicode fonts for Hindi that come with Windows.
3. Why does text typed in Kruti Dev turn into a jumble on some computers?
4. When adding Hindi in Windows, why should you untick "Set as my Windows display language"?
5. Which Windows keyboard uses the Inscript layout?
6. Which key combination switches between English and Hindi keyboards?

7. How can the On-Screen Keyboard help a beginner?
8. On the Inscript layout, which side has the vowels and which side has the consonants?
9. Which keys type 8 and 9 ?
10. What are the eight home-row keys under your fingers, and which Hindi letters do they type?
11. Why do you type , after the consonant in Unicode, even though it appears before it?
12. Write the keys for the word ~.
13. Which key types the anusvara, and which combination types the chandrabindu?
14. In the word × ãn what order do you type the letter, the matra and the dot?
15. Why should you not type an English colon in place of the visarga?
16. Which key is the halant on, and where does it go when you join two consonants?
17. Write the keys for –× T
18. How do you type the reph in ...× ?
19. Give two ways to type 7 .
20. Where does the nukta go when a letter also has a matra? Give an example.
21. A passage contains 2025. Which kind of numerals should you type?
22. What is the Remington (Gail) layout, and what should you check before practising for an exam?
23. Why is accuracy more important than speed when you begin?

ANSWER KEY

Answers

1. A Unicode font shows real Hindi letter codes that every device understands. A legacy font draws Hindi shapes over English letter codes, so it only looks like Hindi when that font is installed.
2. Nirmala UI and Mangal.
3. The computer stored English letter codes. Without the Kruti Dev font, it shows those English letters and symbols instead of Hindi shapes.

4. Otherwise all of Windows' own menus change into Hindi, when you only want to type in Hindi.
5. Hindi Traditional.
6. The Windows key + Space bar. You can also click the language label on the taskbar.
7. It shows the Hindi letter on every key, with and without Shift, so you can find a letter without guessing or learning a wrong key.
8. Vowels and matras are on the left; most consonants are on the right.
9. K types ८ and Shift+K types ९.
10. A S D F type, ख, ज, ञ and, M J K L ; type आ, इ and =.
11. Unicode stores letters in spoken order. You say the consonant first, so you type it first, and the computer moves, म् to the front for display.
12. ० F V.
13. X types the anusvara and Shift+X types the chandrabinu.
14. The letter x, then the matra, ण then the dot: C S X.
15. They look alike but are different codes, so a checking program may count it as a mistake and search will not find the word.
16. It is on D. It goes between the two consonants: first letter, halant, second letter.
17. V C M D L S.
18. Type ..., then A halant and x: Shift+0 J D C. Or use the shortcut Shift+4 for  Shift+0 Shift+4 C.
19. With the halant method, K D Shift+,, or with the shortcut Shift+7.
20. Straight after its consonant, before the matra. For example, c % Ns P] F X ० I R.
21. International numerals, because you always follow the passage.
22. It is an older layout based on the Hindi typewriter, still used in some tests. Check the official notice for which layout, font and software your exam allows.
23. Mistakes cost marks and time to fix. Correct habits learned first let speed grow safely.

WORD LIST

Glossary

Anusvara

the dot above a letter, ण that adds a nasal sound.

Aspirated

a sound said with a puff of breath, such as ९ compared with ८.

Chandrabinu

the half-moon with a dot, ण that makes a vowel sound through the nose.

Conjunct

two or more consonants joined with no vowel between them, such as ७ or ८.

Danda

the Hindi full stop, i, called ' ढाँडा'.

Devanagari

the script used to write Hindi, Marathi, Sanskrit and some other languages.

Font

a set of drawings that tells the screen how to show each letter code.

Half letter

a consonant that has lost its vowel and joins the next consonant.

Halant

the sign , ङ that removes a consonant's built-in vowel.

Home row

the middle row of letter keys where the fingers rest.

Inscript

the standard Indian keyboard layout for Indian scripts, built into Windows.

Key depression

one press of any key, used by some exams to measure speed.

Keyboard layout

the plan that decides which letter each key types.

Kruti Dev

a well-known legacy Hindi font that is not Unicode.

Legacy font

an older font that draws Hindi shapes over English letter codes.

Mangal

a Unicode Hindi font used in Windows.

Matra

a vowel sign that joins a consonant, such as , ल or , म

Nirmala UI

a Unicode font in Windows that shows Hindi and other Indian scripts.

Nukta

the dot , ण under a letter that changes its sound, as in च and द.

On-Screen Keyboard

a Windows tool that shows a keyboard on the screen with the letters of the current layout.

Reph

the small hook above a letter that shows Aat the start of a joined pair, as in ...खी

Remington (Gail)

an older Hindi keyboard layout based on the typewriter, still used in some tests.

Unicode

the worldwide standard that gives every letter of every script its own fixed code.

Visarga

the sign , ः like a colon, that adds a soft "h" sound.



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