"STANDARD OPERATING PROCEDURE" For Hindi Typing in e-Office.

"मानक संचालन प्रक्रिया" ई–ऑफिस में हिन्दी टाइपिंग के लिए।

FOR WINDOWS MACHINE

- Microsoft Indic Language Input Tool (ILIT)- Phonetic Typing माइक्रोसॉफ्ट इण्डिक लैंग्वेज इनपुट टूल (आईएलआईटी)— ध्वन्यात्मक टाइपिंग
- Go to System Settings and Click on Time and Language.
 सिस्टम सेटिंग्स में जाएं और टाइम एंड लैंग्वेज पर क्लिक करें।



Windows isn't activated. Activate Windows now.

Activate Windows Go to Settings to activate Windows.

2. Then Click on Language.

इसके बाद लैंग्वेज पर क्लिक करें।

← Settings		- 8 ×
යි Home	Date & time	
Find a setting	Current date and time	Related settings Date, time & regional formatting
Time & Language	4:31 PM, Thursday, August 29, 2024	Add clocks for different time zones
🗟 Date & time	Set time automatically On	Help from the web
Region	Set time zone automatically	Setting up Date and Time in Windows
A [#] Language	Off Set the date and time manually	Setting an alarm
U Speech	Change	Get help
	Synchronize your clock Last successful time synchronization: 8/23/2024 2:30:40 PM Time server: time.windows.com Sync now	
	Time zone (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi 💛	
	Adjust for daylight saving time automatically Off Show additional calendars in the taskbar	Activate Windows Go to Settings to activate Windows.
😑 🔎 Type here to search 🛛 🍂	🗧 🖽 💼 🕿 💽 🧿 🚍 🥒 🐖 💷 🧿 💠 🛛 🖷 🍺	Brea ^ 🖼 👩 📴 🥻 🗘 👫 👫

Then Click on Add Language.
 फिर ऐड लैंग्वेज पर क्लिक करें।

← Settings			– o ×
வ் Home	Language		
Find a setting	Windows display Apps & webs	ites Regional format	Related settings Administrative language settings Date, time & regional formatting
Date & time	English (United States) English (United	States) English (United States)	Spelling, typing, & keyboard settings Sync your settings
κegion κ≇ Language	Keyboard Speech English (United States) English (United	States)	Help from the web
Speech	English (United States) Windows features like Settings and File E	× Explorer will appear in this	Choosing language settings for your keyboard Installing language pack for speech Changing Microsoft Store region
	Preferred languages Apps and websites will appear in the firs	t language in the list that they	Adding an input language Get help Give feedback
	support.		
	A ^{字 English (United States)}	<i>₹</i> C ↓ @ *	Activate Windows Go to Settings to activate Windows.
🖽 🔎 Type here to search 🛛 🎿	🤞 🗊 💼 💼 😓	= 🧔 🖪 🚾 🔿 🗭	🗃 🚑 34°C ^ 🛥 🚳 Ĝ 🧖 ሳካ 👫 19M

4. After clicking on Add a Language Search for Hindi Language. ऐड ए लैंग्वेज पर क्लिक करने के बाद हिंदी भाषा सर्च करें।

← Settings		Choose a language to install	- a ×
fai Home	Language	HINDI	
Find a setting	Uindows display	हिन्दी ्र [#] ्रि 🖒 Hindi	Related settings Administrative language settings
🐯 Date & time	English (United Sta		Spelling, typing, & keyboard settings Sync your settings
Region	Keyboard English (United Sta		Help from the web
Speech	English (United S windows features language.		Choosing language settings for your keyboard Installing language pack for speech Changing Microsoft Store region Adding an input language
	Preferred lang Apps and websites- support. + Add a lang	Display language S Text-to-speech Speech recognition S Handwriting	Get help ⊉ [#] Give feedback
	A ^{字 English (Un}	Next Cancel	Activate Windows Go to Settings to activate Windows.

5. Select Hindi and click on next. हिंदी चुने और नेक्स्ट पर क्लिक करें।



đ

6. Select the given checkboxes and Click on Install.

दिए गए चेकबॉक्स का चयन करें और इंस्टॉल पर क्लिक करें।

← Settings	1	Install language features		
A Home	Language	Preferred language		
Find a catting		हिन्दी	~	Related settings
Find a setting		Optional language features		Administrative language
Time & Language	Windows display English (United is	Install language pack	0	Date, time & regional fc
🗟 Date & time	[2002]	Set as my Windows display language	0	Spelling, typing, & keyb
🖗 Region	Keyboard	Text-to-speech (14 MB)	0	Sync your settings
A [≇] Language	English (United ta	🔽 🖄 Handwriting (1 MB)	0	Help from the web
D Speech	Windows d s	Required language features		Choosing language set
	English (United S	^{abc} ⊗ Basic typing (14 MB)	0	Installing language pac
	Windows features	AA Supplemental fonts	0	Changing Microsoft Sto
	language.			Adding an input langua
	Preferred lang			Get help
	Apps and websites support.			Give feedback
	+ Add a lang			
		Choose a different language		Activate Windows
	A ^{字 English (Un}	Install		Go to Settings to activate

7. Now Click on Hindi and go to Options. अब हिंदी पर क्लिक करें और ऑप्शन पर जाएं।

← Settings		- 0 ×
Home	Language	Sync your settings
Time & Language	Windows display language	Help from the web Choosing language settings for your
四 Date & time 像 Region	English (United States)	keyboard Installing language pack for speech Changing Microsoft Store region
<i>≰</i> ≉ Language	language.	Adding an input language
D Speech	Preferred languages	Get help
	Apps and websites will appear in the first language in the list that they support.	Cive feedback
	A [≠] English (United States) A [≠] IS □ I I I I I I I I I I I I I I I I I	
	_字 Hindi x [≉]	
	↑ ↓ Options Remove	Activate Windows Go to Settings to activate Windows.

8. If in Keyboard it shows Hindi Traditional then go to Add Keyboard.

अगर की-बोर्ड में हिंदी ट्रेडिशनल दिखता है तो ऐड की-बोर्ड पर जाएं।

← Settings	
☆ Language options: Hindi Download (1 MB)	
Sorry, we're having trouble getting this feature installed again later. Error code: 0x80070490 Handwriting installed	. You can try
Speech	
Download (14 MB)	
Sorry, we're having trouble getting this feature installed again later. Error code: 0x80070490	. You can try
Regional format	
Settings	
Keyboards	
+ Add a keyboard	
Hindi Traditional	
	Remove

9. And Select Hindi Phonetic and Remove the Hindi Traditional. हिंदी ध्वन्यात्मक का चयन करें और पारंपरिक हिंदी को हटा दें।



10. Now Click on ENG IN taskbar and select Hindi (Hindi Phonetic) अब टास्कबार में म्छळ पर क्लिक करें और हिंदी (हिंदी फोनेटिक) चुनें।

Speech		
Download (14 MB)		
Sorry, we're having trouble getting this feature installed. You can try again later. Error code: 0x80070490		
Regional format		
Settings		
Keyboards	ENG IN	English (United States) English (India) keyboard
+ Add a keyboard	ENG US	English (United States) US keyboard
Hindi Phonetic Input method editor	हि Activat	Hindi Hindi Phonetic re Windows
	A₹	Language preferences
🌐 🔎 Type here to search 🛛 💒 🖽 💼 🖻 🕐 🧔 📾 🥒 📶 💆 🤷 EN 🗃 🎒 33°C	~ 🖷 😋	© (% [№] ENG 02 PM IN 8/ 9/2024 ₽ 2

11. Now You can type in phonetic it will convert in Hindi. अब आप ध्वन्यात्मक रूप से टाइप कर सकते हैं, यह हिंदी में परिवर्तित हो जाएगा।

	सेवा में,	
- - - - -	उत्तर प्रदेश पावर कोरपोराशन	
- - - - -		

*****Microsoft Indic Input 3 for Kurtidev User's

कृतिदेव उपयोगकर्ता के लिए माइक्रोसॉफ्ट इंडिक इनपुट 3

1) Go to Web browser and Search BhashaIndia

वेब ब्राउजर पर जाएं और भाषाइंडिया खोजें।



2) Click on Microsoft BhashaIndia माइक्रोसॉफ्ट भाषाइंडिया पर क्लिक करें।

GANIC	bhasha india	× 🕴 😨 🔍	i
	All Images Videos News Maps Shopping Web	: More Tools	
	Microsoft		
(Bhashaindia: Downloads		
	Mich coff Indic Language Input Toor helps you enter Indian language	ge text easily into any	
	Microsoft Windows applications. The primary input mechanism is		
	Microsoft https://www.microsoft.com > en-in > bhashaindia		
	Bhashaindia: Empowering the Indic language cor	mmunity	
	bhasha india logo. Slide 1 of 3. collage of Devi Dol Durga temple in	n Sivasagar district, Assam,	
	Victoria Memorial, Kolkata, group of temples at Panch Dwarka		
	🔳 राजभाषा विभाग गृह मंत्रालय भारत सरकार		
	होम् । राजभाषा विभाग् । गह मंत्रालय् । भारत सरकार		
	นนวล ราสามั่ว ว่ามีนั้นมา สามรณชาย บอบส่ย นารสวนารส์ ราสาสา โล	केसान प्रवातली तैनालिक	

 After Clicking on Microsoft Bhashaindia go to indic input 3 and download hindi language according to your respective Computer. माइक्रोसॉफ्ट भाषाइंडिया पर क्लिक करने के बाद इंडिक इनपुट 3 पर जाएं और अपने कंप्यूटर के अनुसार हिंदी भाषा डाउनलोड करें।

Indic Input 3

Who should use Indic Input 3? Users working with Windows 8 operating systems should use Indic Input 3. Minimum System Requirements - Windows Vista, Windows 7 and Windows 8 Tool is compatible with equivalent 64-bit Operating Systems.

Assamese	Bengali	Gujarati	Hindi
<u>Download</u> (Windows-8 32 Bit)	Download (Windows-8 32 Bit)	Download (Windows-8 32 Bit)	Download (Windows-8 32 Bit)
<u>Download</u> (Windows-8 64 Bit)	Download (Windows-8 64 Bit)	Download (Windows-8 64 Bit)	Gwynload (Windows-8 64 Bit)
<u>Download</u> (Help)	Download (Help)	Download (Help)	Download (Help)
Kannada Download (Windows-8 32 Bit) Download (Windows-8 64 Bit)	Malayalam Download (Windows-8 32 Bit) Download (Windows-8 64 Bit)	Marathi Download (Windows-8 32 Bit) Download (Windows-8 64 Bit)	Nepali Download (Windows-8 32 Bit) Activate Windows Download (Windows-8 64 Bit) activate Wind

4) Go to Downloads and Click on the Downloaded hindi language. डाउनलोड्स पर जाएं और डाउनलोड की गई हिंदी भाषा पर क्लिक करें।



5) Install the hindi indic input 3.

हिंदी इंडिक इनपुट 3 स्थापित करें



6) After Installation of hindi indic input 3 we go System setting. <u>For</u> <u>Window 11</u> go to Time & Language and select Typing.

हिंदी इंडिक इनपुट 3 की स्थापना के बाद हम सिस्टम सेटिंग पर जाते हैं। विंडो 11 के लिए समय और भाषा पर जाएं और टाइपिंग चुनें।

← Settings	Time & language > Language & region		- 0 X
Find a setting	English (India) text-to-speech speech recognition, basic typing		
A Home	English (United States) language pack, text-to-speech speech recognition, handwriting, basic typing		
System	Region		
 Network & internet 	Country or region Windows and apps might use your country or region to give you local content	India ~	
Personalization Apps	Regional format Windows and some apps format dates and times based on your regional format	Recommended ~ ~	
Accounts	Related settings		
 Ime & language Gaming 	Typing Spell check, autocorrect, text suggestions	>	
 Accessibility Privacy & security 	Administrative language settings	Ø	
Windows Update	Windows Backup Language and regional format save to account while Language preferences is checked.	>	
	 Get help Give feedback 		
▲ 88*F Mostly cloudy	EN Ergich (Lheid Stated)	 Correction Correction Correction Correction 	11:07 16-08-2024 –

7) For Windows 10 after Clicking on Time and Language Click on Language and then click on keyboard.

विंडोज 10 के लिए टाइम और लैंग्वेज पर क्लिक करने के बाद लैंग्वेज पर क्लिक करें और फिर कीबोर्ड पर क्लिक करें।



8) Then tick check box of switching method. फिर स्विचिंग मेथड के चेक बॉक्स पर टिक करें।



9) Go to Language bar Option. लैंग्वेज बार ऑप्शन पर जाएं।

← Settings	- 0 X
vivek roushan roushanvivek7@gmail.com	Time & language > Typing > Advanced keyboard settings
	Override for default input method
Find a setting Q	If you want to use an input method that's different than the first one in your language list, choose it here
Home	Use language list (recommended)
System	
Bluetooth & devices	Switching input methods
Network & internet	Let me use a different input method for each app window
🥖 Personalization	The the desides because her when We emilable
👔 Apps	Cose the desktop ranguage bar when it's available
e Accounts	Language bar options
🕽 🕤 Time & language	Input language hot keys
😳 Gaming	Tauch knuheard
X Accessibility	
Privacy & security	
Windows Update	Cet help

10) Select Docked in taskbar and tick all check boxes.

ट	ास्कबार में डॉक्ड का चयन	करें और सभी चेक बॉक्स पर टिक करे	ČI
\leftarrow Settings			- Ö ×
ය Keybo	ard		
Override for	Text Services and Input Languages	×	Get help
If you want to use your language list,	Language Bar Advanced Key Settings		
Use language lis	Prioding Un Desktop O Docked in the taskbar O Hidden		
Switching inp	Show the Language bar as transparent when inactive		
Let me use a c	Show additional Language bar icons in the taskbar		
Use the deskt			
Input language ho			
Emoji panel			
Don't close th	OK Cancel Apply		
			Activate Windows

11) After this we find the English and Hindi option In Taskbar as given below pic.

इसके बाद हमें नीचे दी गई तस्वीर के अनुसार टास्कबार में अंग्रेजी और हिंदी विकल्प मिलते हैं।



We select Hindi option (अब हम हिंदी विकल्प चुनते हैं)

12) After that we select hindi indic input3 and set Remington Gail keyboard like below given pic.

उसके बाद हम हिंदी इंडिक इनपुट 3 का चयन करते हैं और नीचे दिए गए चित्र की तरह रेमिंगटन गेल की—बोर्ड सेट करते हैं।



13) We can Type in e-Office Noting and Draft. हम ई--ऑफिस नोटिंग और ड्राफ्ट टाइप कर सकते हैं।

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*Default Hindi Typing in E-OFFICE Phonetic

ई--ऑफिस में डिफॉल्ट हिंदी टाइपिंग ध्वन्यात्मक।

 Login to e-Office and open file and Select Hindi language. ई–ऑफिस में लॉगइन करें और फाइल खोलें और हिंदी भाषा चुनें।



 Now You can type in hindi using Phonetic Keybord. अब आप फोनेटिक की–बोर्ड का उपयोग करके हिंदी में टाइप कर सकते हैं।

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