

## Unicode fonts and instructions for including Arabic diacritics

Below you will find instructions to permit any PC user to include a wide range of diacritic characters required when transliterating Arabic into English text.

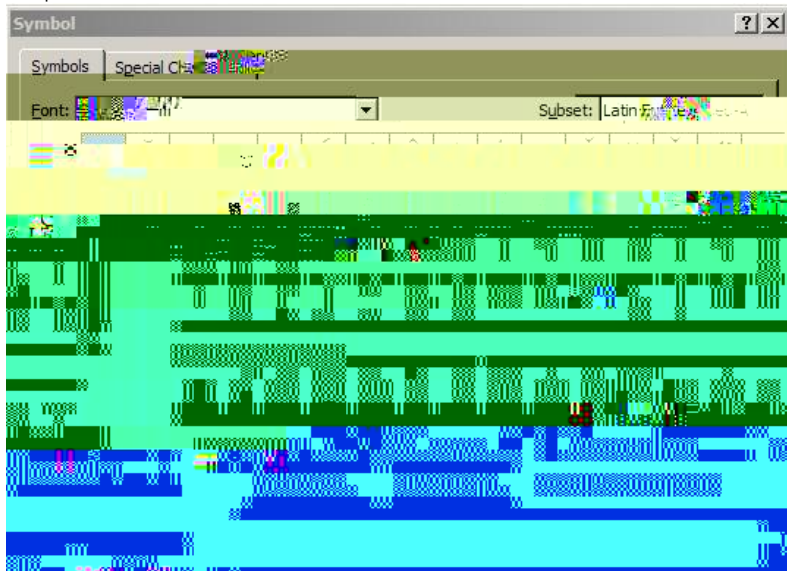
We recommend the Gentium font, which is used by the Encyclopedia of Islam. However, any Unicode font will work. You may want to print out these instructions.

If you are not installing the Gentium font, skip Step 1 and go to Step 2.

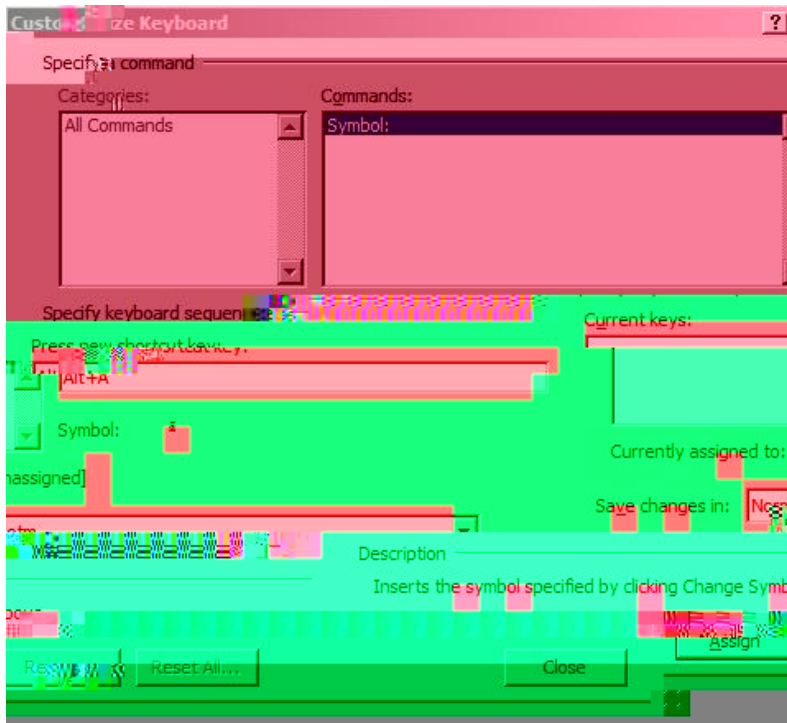
2. Find the downloaded file titled Gentium-1.03.zip. You need to unpack the file and copy Gentium-I.ttf and Gentium-R.ttf to C:\WINDOWS\Fonts

Double click Gentium-1.03.zip and find and copy Gentium-I.ttf and Gentium-R.ttf. Open My Documents type C:\

In Word go to Insert > Symbol > More symbols. In the font box select Gentium. Follow the screen shots below to learn how to create short cut keystrokes which allow the rapid insertion of special characters.



Highlight the desired character and click on the Assign Short Cut Key.



In the 'Press new shortcut key' box press together the keys Alt A, then click Assign.

Do this for every desired diacritic character. Close when finished.

By typing these shortcut keystrokes in your document you can add the desired diacritic.