

## 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. The following instructions apply to PC's using Microsoft Word. You may want to print out these instructions.

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

### Step 1: Installing the Gentium Font

1. Download and the Gentium font at [http://scripts.sil.org/cms/scripts/render\\_download.php?format=file&media\\_id=Gentium-1.03&filename=Gentium-1.03.zip](http://scripts.sil.org/cms/scripts/render_download.php?format=file&media_id=Gentium-1.03&filename=Gentium-1.03.zip)

Choose 'Save as' and save on the desktop or other location from which you can locate the file.

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 then select 'extract'. If necessary click again on the Gentium-1.03.zip and find and copy Gentium-I.ttf and Gentium-R.ttf. Open 'My Documents' type 'C:\WINDOWS\fonts' in the address box and then paste the copied files.

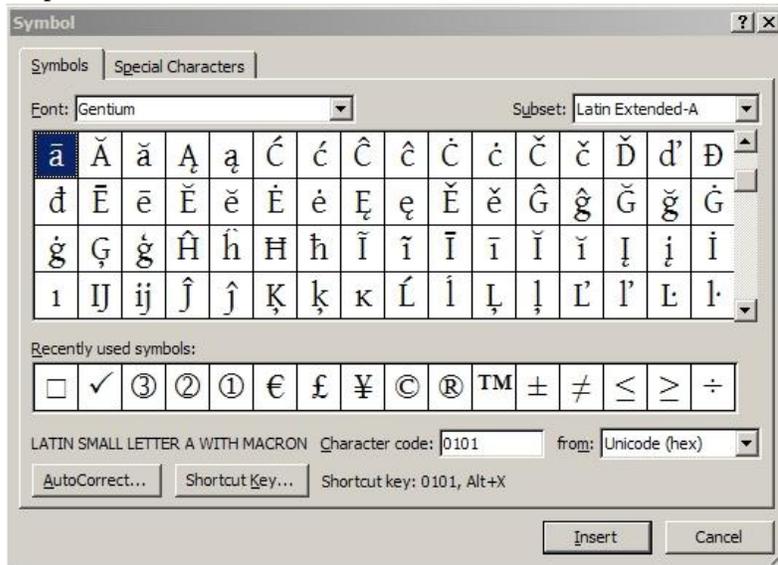
### Step 2: Create a diacritic template for Word

You need to assign keystrokes that produce the desired diacritic. A suggested template is offered below:

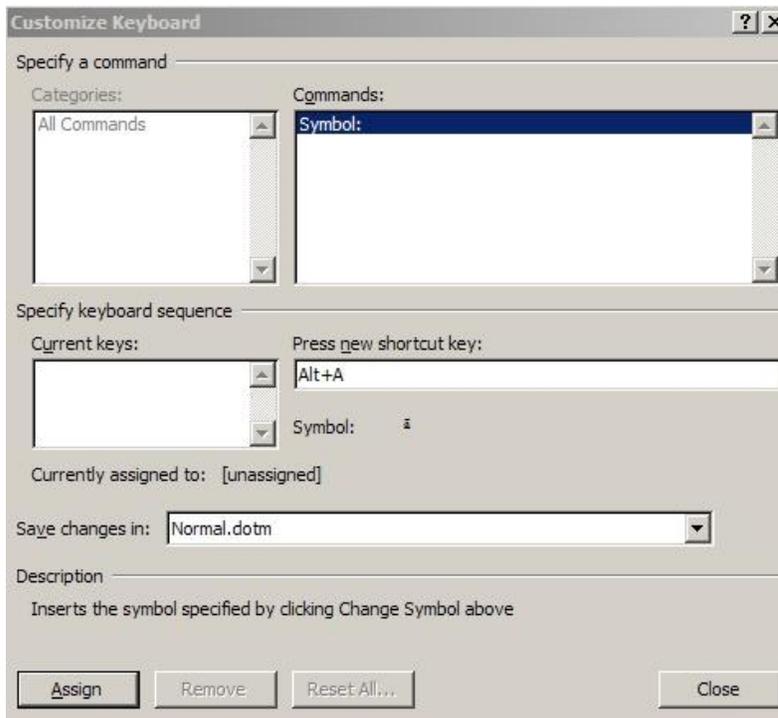
Alt + a	= ā	Alt + shift + a	= Ā
Alt + <u>i</u>	= ī	Alt + shift + <u>i</u>	= Ī
Alt + u	= ū	Alt + shift + u	= Ū
Alt + d	= ḏ	Alt + shift + d	= Ḑ
Alt + h	= ḥ	Alt + shift + h	= Ḥ
Alt + s	= ṣ	Alt + shift + s	= Ṣ
Alt + t	= ṭ	Alt + shift + t	= Ṭ
Alt + z	= ṣ	Alt + shift + z	= Ṙ
Alt + `	= `	Alt + \	= `

How to create custom short cut keystrokes:

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 diacritic, in this case ā, then click Shortcut 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.