

Instructions on how to use the new Rupee Symbol in Word, email etc.

STEP 1

Download the .ttf file (true type font file)

Go to <http://bit.ly/aorbbh>

Click on the download link and save the file to your desktop.

The file will be called <Rupee_Foradian.ttf>

On your windows machine, open Control Panel > Fonts Folder

Paste the .ttf file into the Fonts folder.

When you want to use the Symbol anywhere in your document, just change the font (from whatever font you are using to type your document) to Rupee Foradian from the Font drop down list.

Tap the 'grave accent' key.

This is normally a useless key. On most keyboards it will be above the 'tab' key and to the left of the '1' key. On others it is under the 'C' key. It looks like this.



If you've done as above, then you will see the new Rupee symbol where you tapped the Grave Accent key with Rupee Fordian as the selected font.

STEP 2

To make sure that the symbol appears each time you type Rs.

Open Word. Type the Symbol as in Step 1 above.

Select & highlight the symbol (as you do before you are about to copy/paste something)

In Word, Go to Tools > AutoCorrect
(if it's not under Tools, it will be somewhere – look for it)

In the Replace Text box, type in Rs.

Next to this make sure you check 'Formatted Text' (and not 'Plain Text')
Click on ADD and then OK.

After this, each time you type Rs. it will show up as the new Symbol.

Happy Minting!
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