

## USER GUIDE

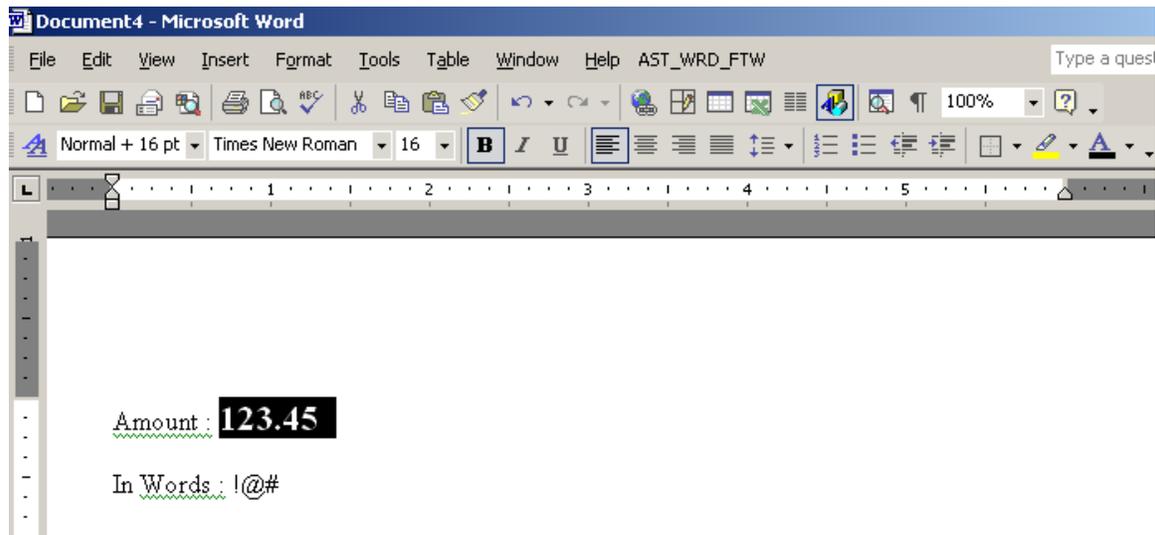
### Simple case : Just to convert Figures to words of Rs. and Paise

Locate the place where WORDS should appear and key in the following

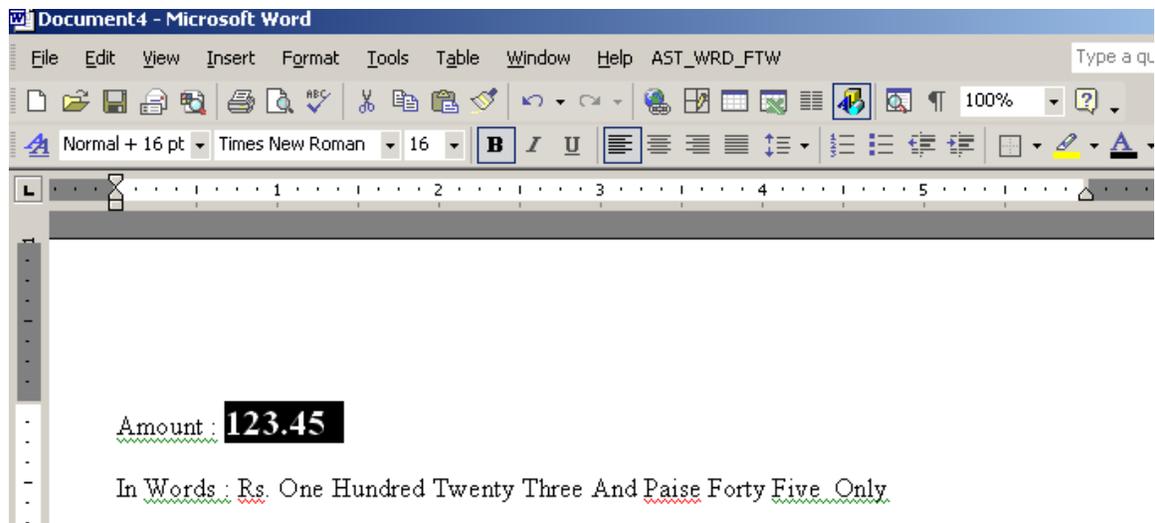
!@#

(Note: These characters can be obtained by pressing SHIFT + 1, SHIFT + 2 and SHIFT + 3)

Highlight the number which needs to be converted to word



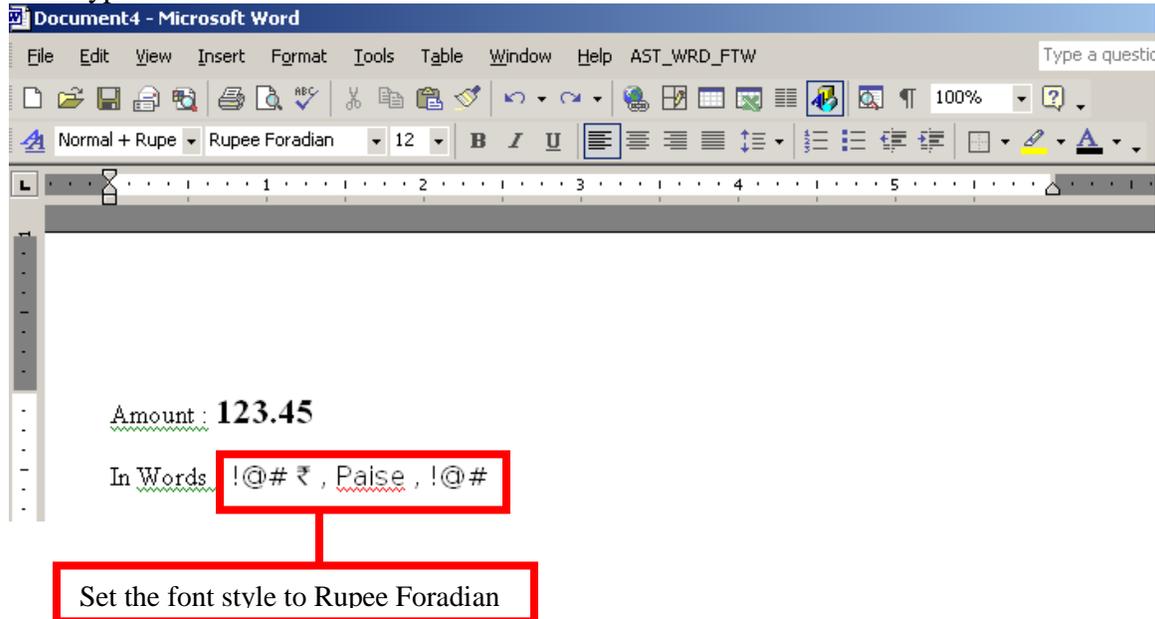
and click on AST\_WRD\_FTW



## For getting the output using Rupee symbol

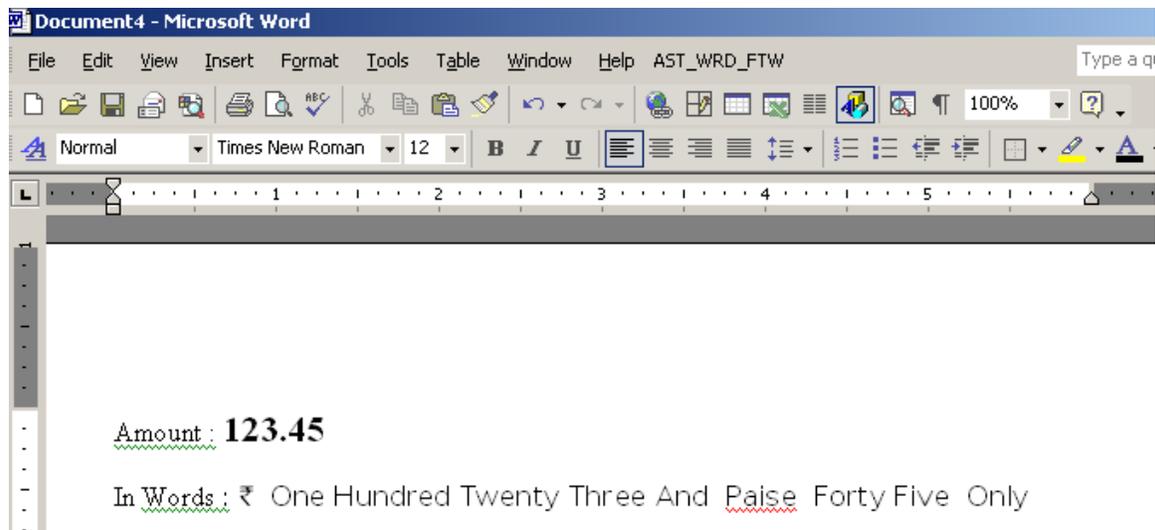
Note: For this to work you will have to download “Rupee\_Foradian.ttf” from the internet and install it on your computer.

Next type as shown below



(Note: the entire string `₹ , Paise ,` is enclosed between `!@#` on either side)

Next click on AST\_WRD\_FTW and output is as shown below.



## For Kgs. & Grams

Type as shown below

!@# Kgs.,Gms., !@#

That is Kgs terminated with `,'` and Gms. Terminated with `,'` and the entire string enclosed between !@# on either side.

The output will be:

Kgs. One Hundred Twenty Three And Gms. Forty Five Only

**To Change only the CASE of text ( UPPER OR LOWER OR PROPER )**

!@# ,,, UPPER, !@#

ONE HUNDRED TWENTY THREE AND . FORTY FIVE ONLY

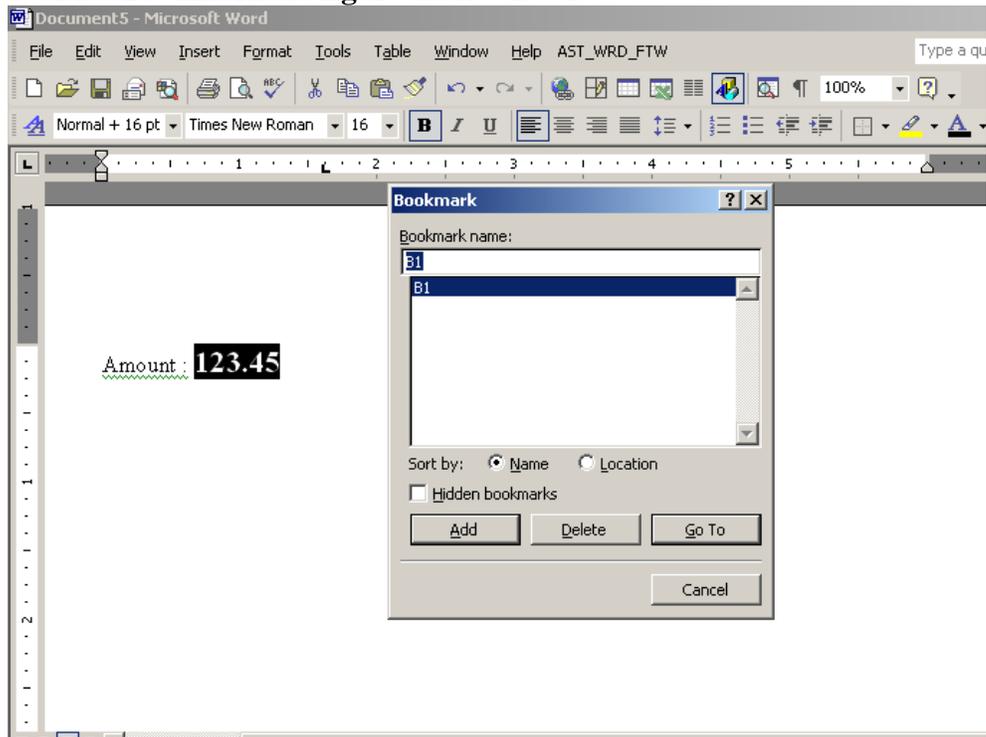
Please note that the three parameters can be used and each should be terminated by a `,'`.

If only one or two of the parameters are changed, the remaining parameters will continue to be what they were so far.

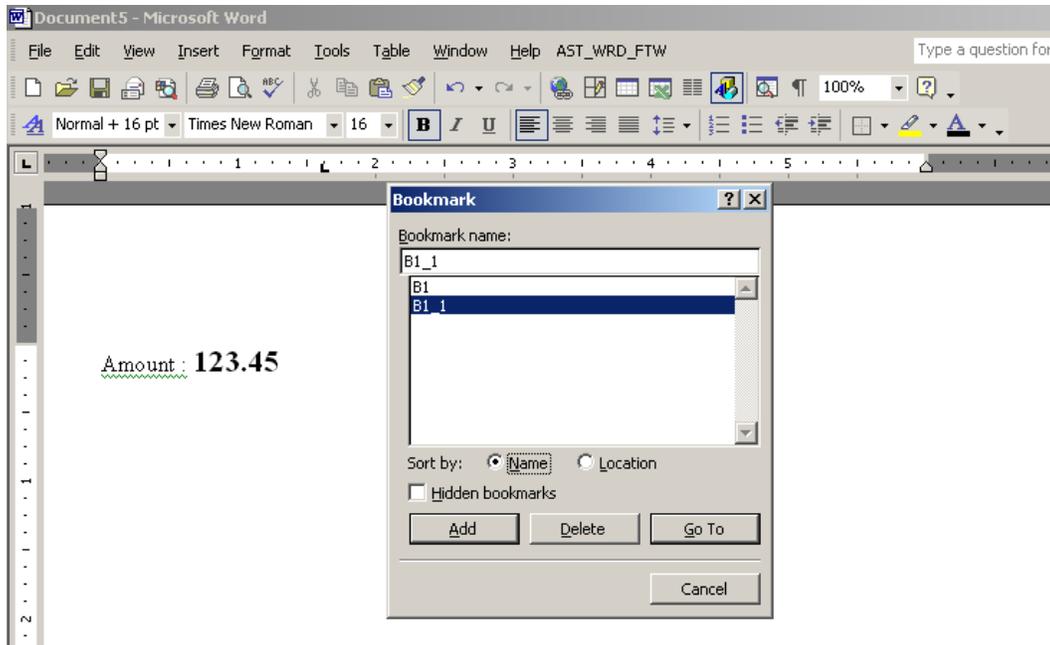
## Using Bookmarks:

Using Bookmarks we can insert word format in multiple locations. The steps are explained below.

1. First **Bookmark** the **figure** as shown below.

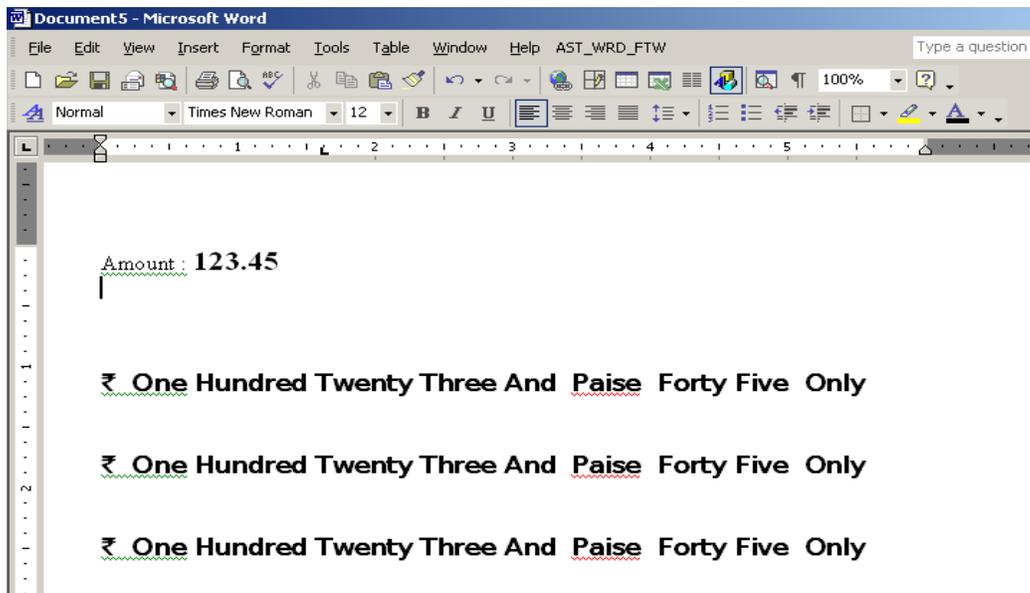


2. Next select the location where the word format of the figure has to appear and Bookmark it as shown below



(Note: Bookmark name should be Parent Bookmark name underscore some number.  
Ex: If Parent bookmark was named as B1 then this bookmark should be named as B1\_1)

3. Repeat the Step 2 as many times you wish keeping in mind the that the new Bookmarks should be some thing like B1\_1, B1\_2, B1\_3, B1\_4 ...
4. Finally click on AST\_WRD\_FTW, the output will be shown as below.



## **FTWI**

FTWI can also be used as explained above and using the option `AST_WRD_ftwi`



**---END---**