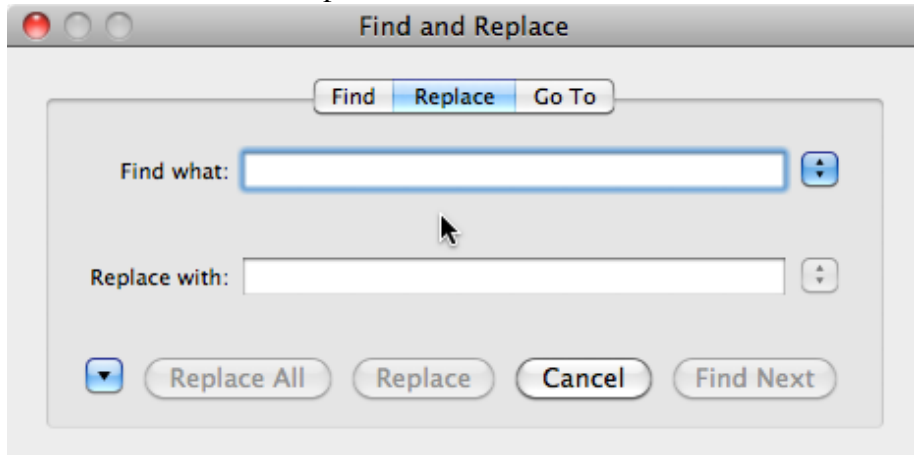
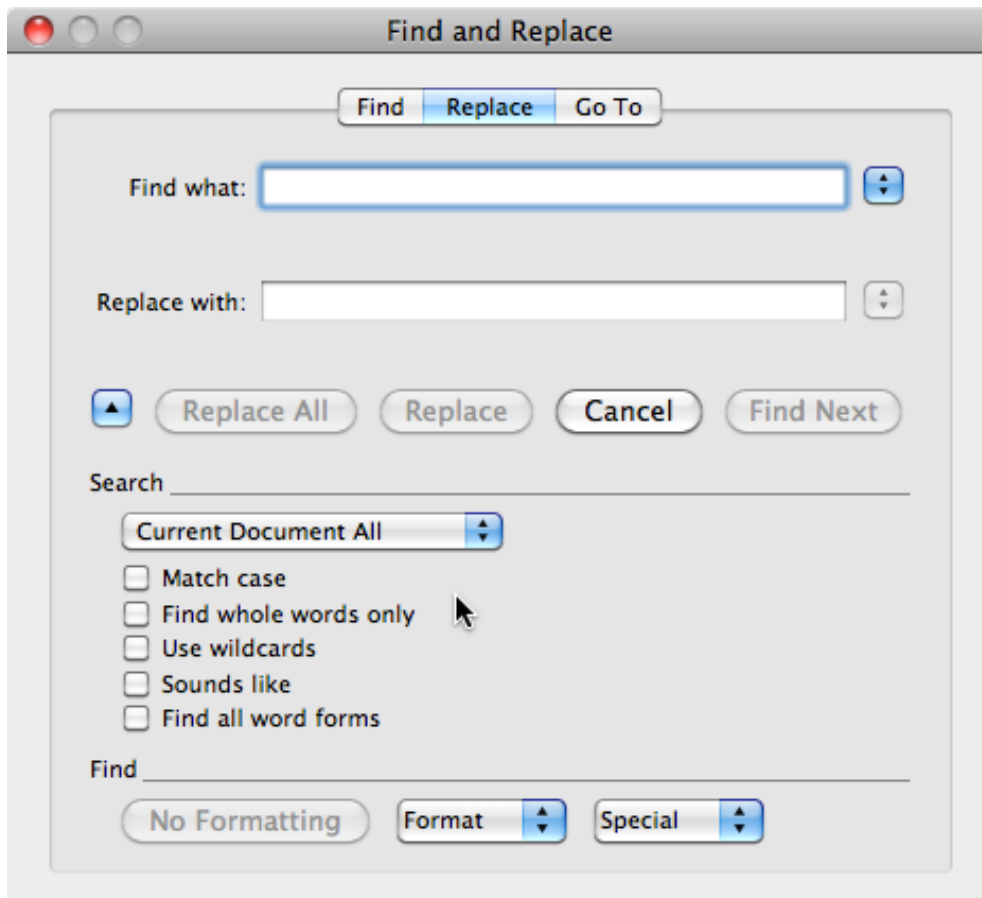


Converting from gyoktimes or gyokhelvetica to unicode (MSWord, Mac OS version)

1. First, make a copy of your file. Always keep an original, in case you mess up the copy (which is really easy to do, until you get the hang of this!)
2. Position the cursor at the top of the page.
3. Under 'Edit', choose 'Replace'. You will see a window that looks like this:

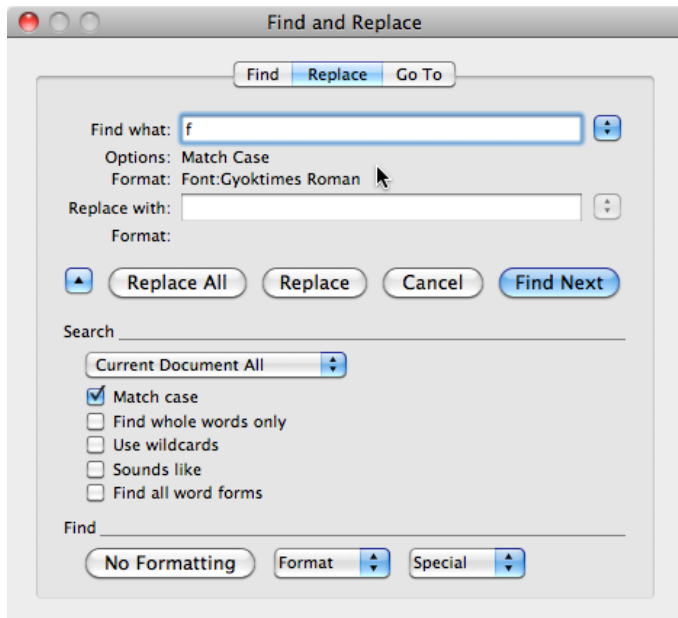


4. Click on the 'down' arrow / blue button at the bottom left-hand corner of the window to expand the options available in this window. The window will now look like this:

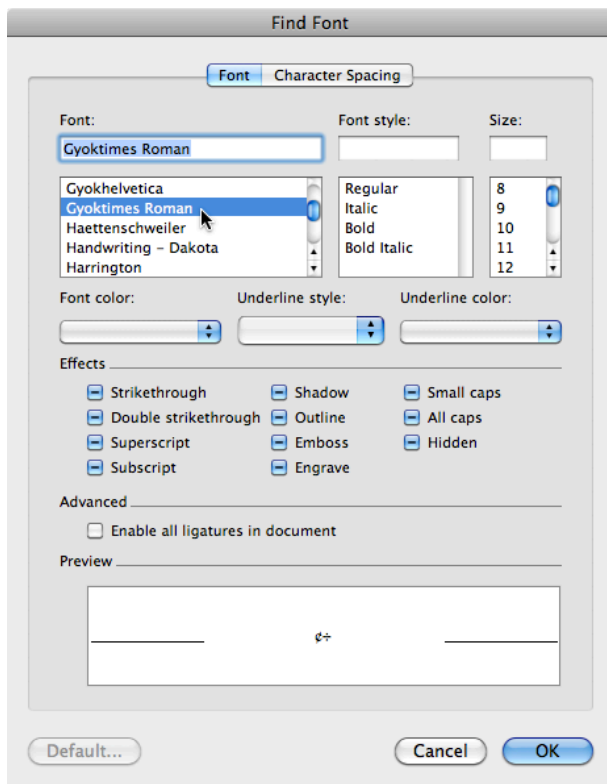


Converting from gyoktimes or gyokhelvetica to unicode (MSWord, Mac OS version)

- Now the next few steps are *really* important. First, select 'Match Case'.
- Next, type 'f' in the 'Find what:' box. The result of steps 5 and 6 will look like this:

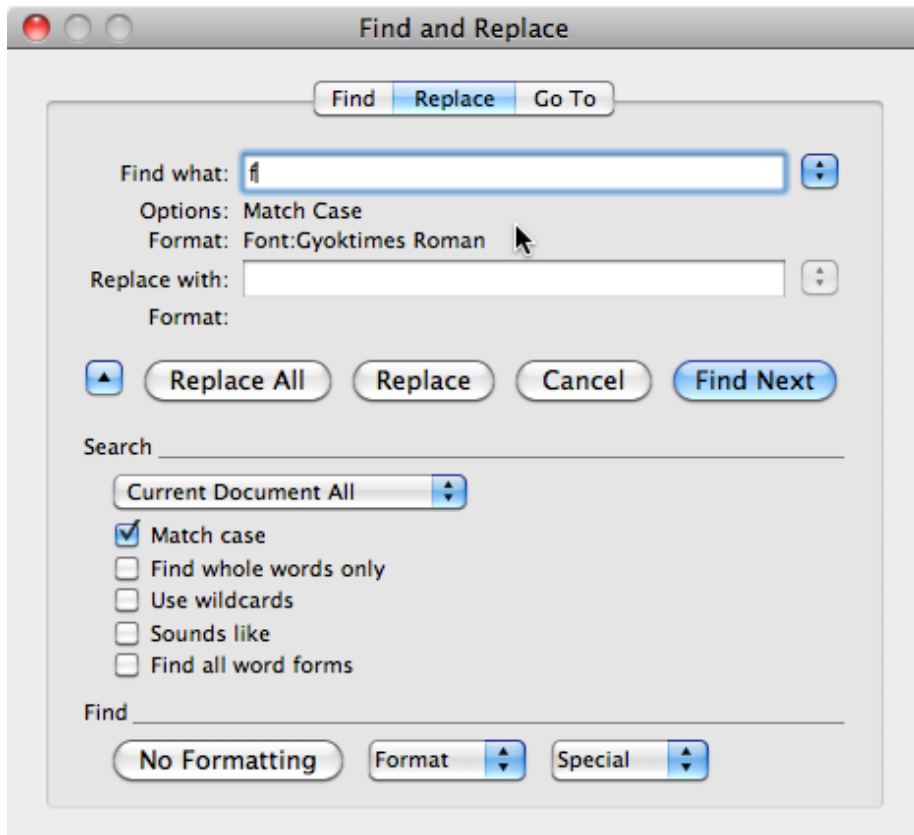


- Next, under 'Format' (bottom centre of window), choose 'Font'. A new window will pop up. Select the font that you want to change into unicode (e.g. gyoktimes roman). The resulting window will look like this:



Converting from gyoktimes or gyokhelvetica to unicode (MSWord, Mac OS version)

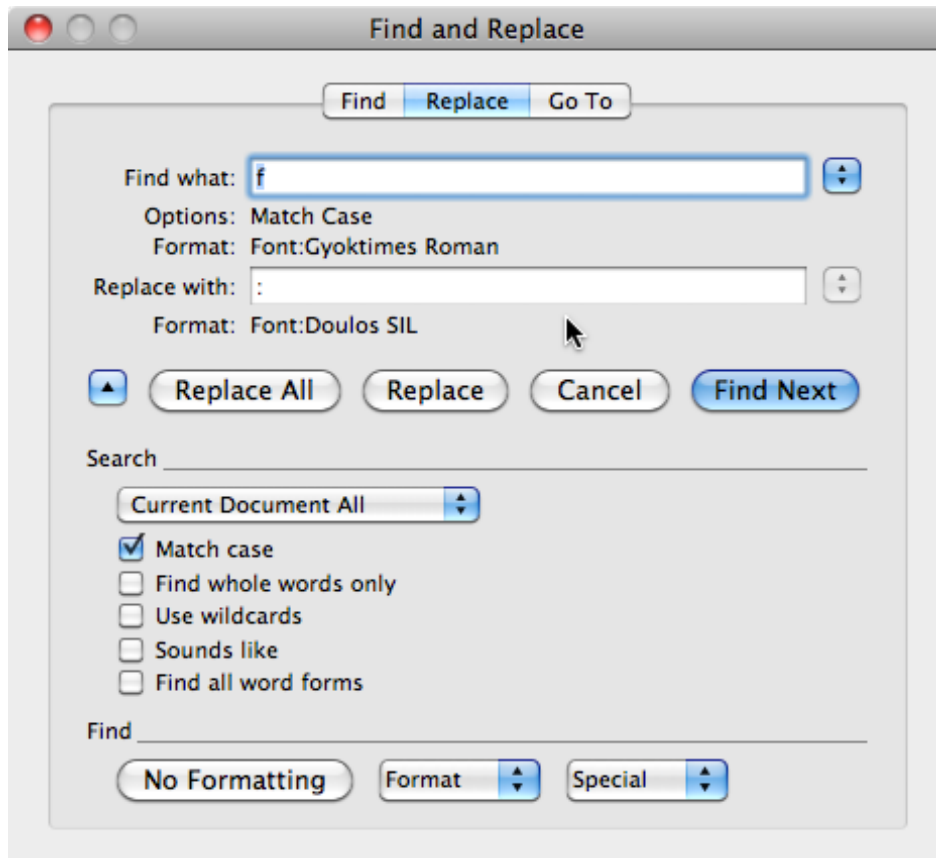
- Now click the 'OK' button for the window shown in step 7. You'll be returned to the 'Find and Replace' window, which will now look like this:



- Now position the cursor in the 'Replace with:' box.
- Select the 'Cayuga keylayout' (under the American or Canadian flag, in the very top right-hand corner of the computer screen).
- Now type an 'f' in the 'Replace with:' box. Of course, it will look like an ':', not an 'f'! (Note: for a shortcut, see the hint in step 14.)

Converting from gyoktimes or gyokhelvetica to unicode (MSWord, Mac OS version)

12. Next, under 'Format' (bottom centre of window), choose 'Font'. A new window will pop up. Select Doulos SIL). The result of steps 9-12 will look like this:



13. Now, take a *deep breath* and click on the 'Replace All' button (right beside the down arrow / blue button in the middle of the window). Microsoft Word will start doing stuff. When it's done, you will have successfully replaced all instances of lower-case 'f' in Gyoktimes Roman with ':' in unicode/Doulos SIL.

14. Repeat steps 1-13 for all the Cayuga letters in the next table, which is a conversion list. Pay attention to upper and lower case! Hint: you can just copy and paste this table into a sticky note, and then copy and paste the characters into the 'Find and Replace' dialogue box.

Change this	Into this
f	:
j	ʔ
x	j
v	ɛ
b	é
l	q
p	ó
q	á

Converting from gyoktimes or gyokhelvetica to unicode (MSWord, Mac OS version)

Change this	Into this
c	é
u	í
J	ó
F	ú
å	<u>a</u>
é	<u>e</u>
î	<u>i</u>
ø	<u>o</u>
√	<u>ę</u>
¬	<u>q</u>
μ	<u>u</u>
m	u
L	Q
V	Ę
Q	Á
C	É
I	I
U	Í
Δ(option-j)	Ó
P	Q
X	J
B	Ę
/	?