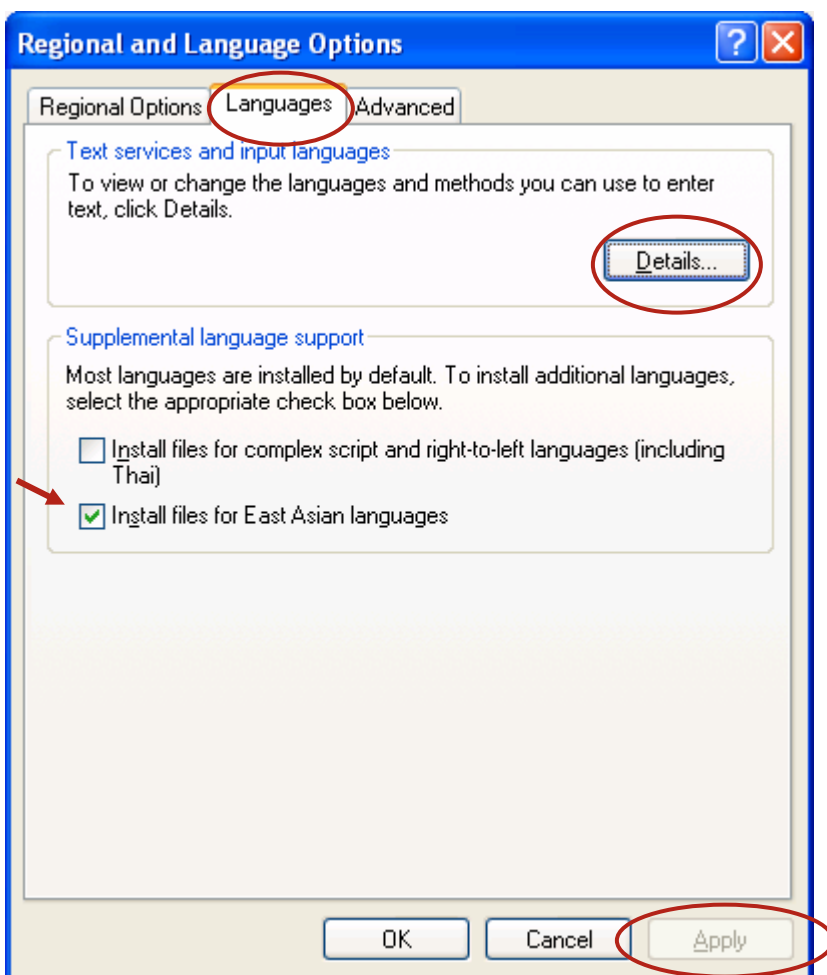


Chinese Writing Tutorial Page Installing Simplified Chinese on a PC with XP

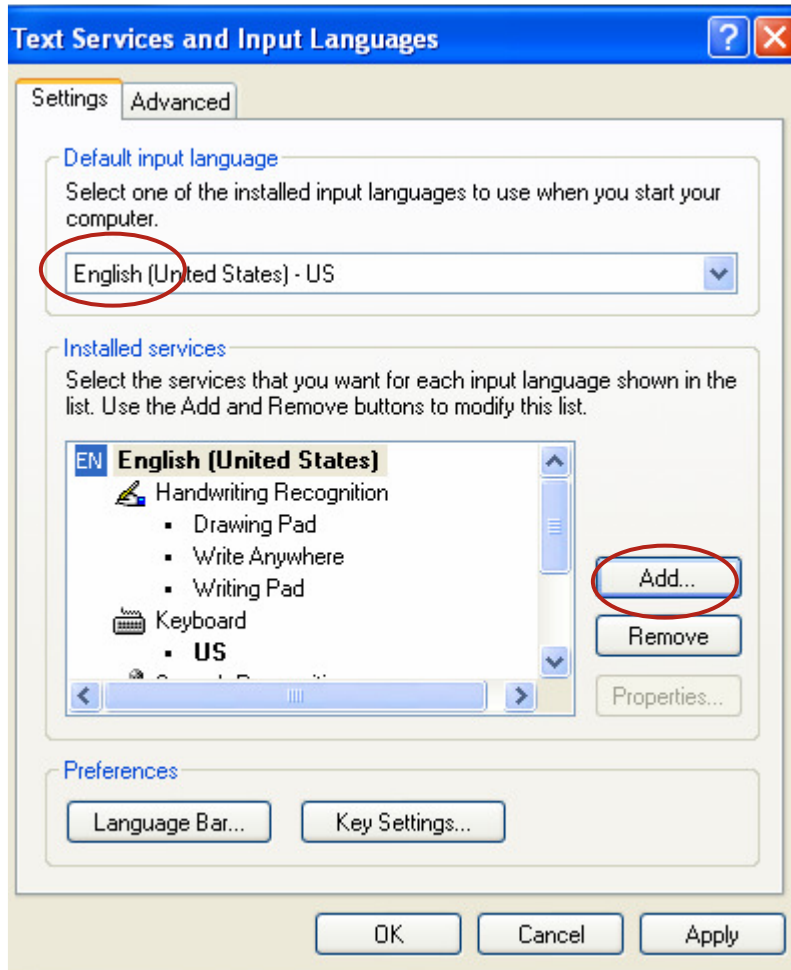
1. From the **START** menu go to **Control Panel**
2. Then click on **Regional and Language Options**



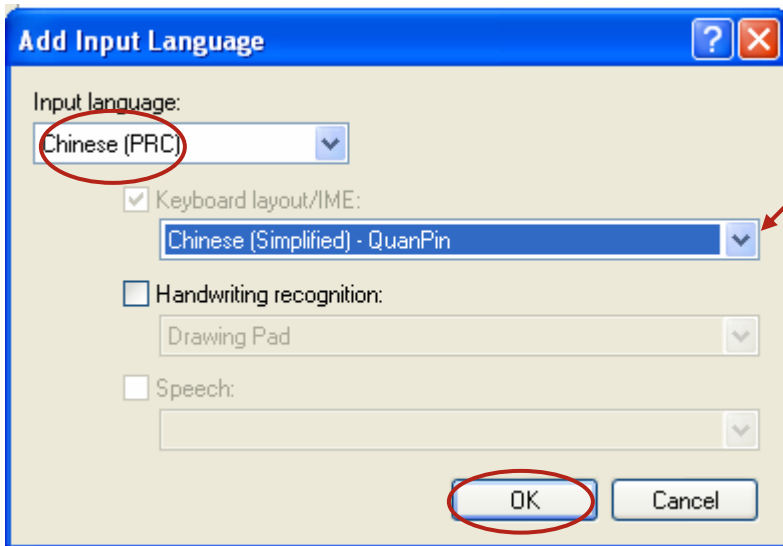
3. Choose the **Languages** tab and click on **Install files for East Asian Languages**. Click **Apply**.



4. Click on **Language** and check the box: **Install files for East Asian Languages**. Click on **OK**.
5. Then click on **Details** and the following will be shown on your screen:



6. Choose **English** for the first box.
7. Then click on **Add**. You will get the **Add Input Language** window:



8. Choose **Chinese (PRC)** for the first box and Chinese(Simplified)-QuanPin for the second box. (This can also be used for traditional characters) Some users will prefer other Keyboard layouts.

9. After clicking on **OK**, you will see the following on your screen. Check the Chinese (PRC) is added in the second box.



10. Click on **Apply**.

11. In the taskbar you should be able to see the following icon.



12. Click on the **EN** icon and choose **CH(PRC)**

13. Now you can type Simplified Chinese.

Basic Chinese Character Typing (Simplified)

These instructions refer specifically to **Global IME**. If your computer is using other program for supporting Chinese, you may find small differences between the instruction here and what you see on your screen. However, the basic operation is the same. You can still learn to type Chinese Characters with this tutorial. If you still need help, ask your local support staff or read the program manual.

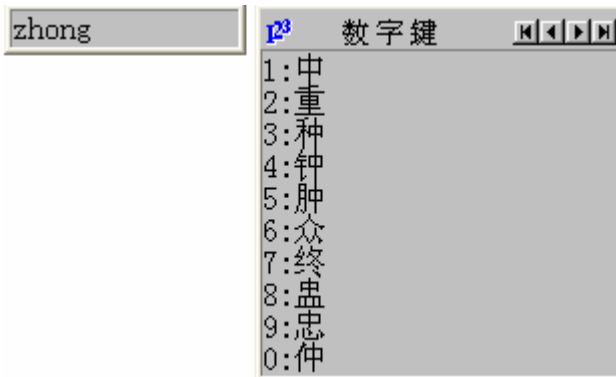
Before you type Chinese, make sure it is under the Chinese input mode by checking the input menu bar at the right corner of your computer.

1. enter Pinyin e.g. zhong,



zhong

2. There will be a list of possible characters appearing automatically. In order to select a character, either click on the character or press the number of the character on the keyboard.



Note

- When you can't find the character you need you can press + to see the next page on the list. Press – if you want to move back to the previous page.
- For simplified characters, if the word you want to type is a set phrase, you can type the pinyin for both of them at the same time. Then choose the right Chinese characters you need. For traditional Chinese characters, you have to type the characters one by one.
- Traditional characters generally come later than simplified characters in the list

e.g. You type “zhongguo”, then choose number 1. You will get the characters you want.

