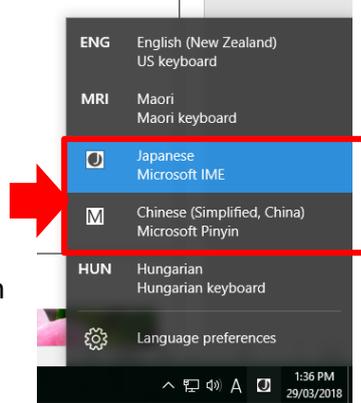# Typing Chinese & Japanese

1 **Open the application** in which you want to type Chinese or Japanese (e.g. Microsoft Word, Powerpoint, Google Chrome, etc.).


Note: you may need to install Chinese and Japanese keyboard first See separate instruction sheet.

2 Find and click on the **language bar**, then **select Chinese (Simplified PRC)** or **Japanese**.


3 **Select** the **input method** or **style.**

- **For Chinese:** you can toggle between Chinese 中 or English 英 input.
- **For Japanese:** right-click on select **Hiragana or Katakana**. If you want to insert Roman characters, switch to **Half-width Alphanumeric**.
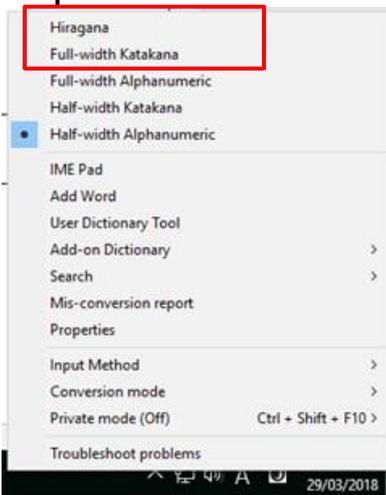
4 **Start typing** Pinyin (for Chinese)* or Romaji (for Japanese), and the characters will appear.
- Choose the right character by clicking it or typing the number.
- For Japanese, pressing the Space bar when characters are underlined will toggle between different kanji, hiragana, and katakana.
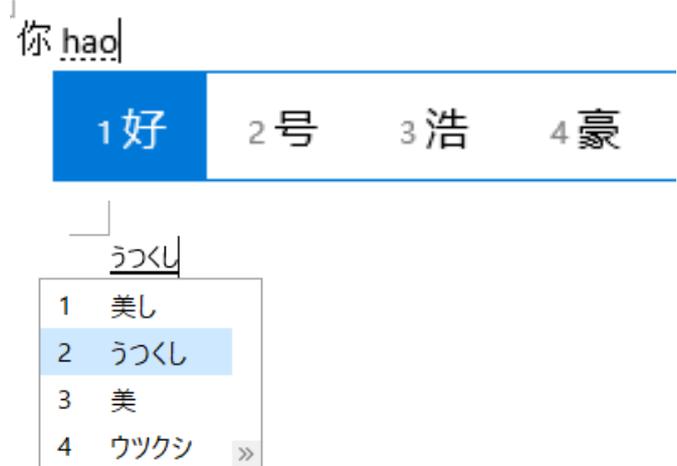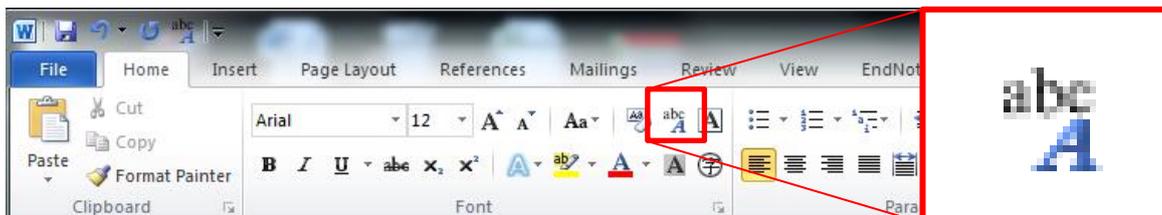

*For instructions on how to type pinyin tonal characters, see instruction sheet '**Typing pinyin tonal characters'**.

To add furigana (small hiragana over kanji) to Japanese script in Microsoft Word
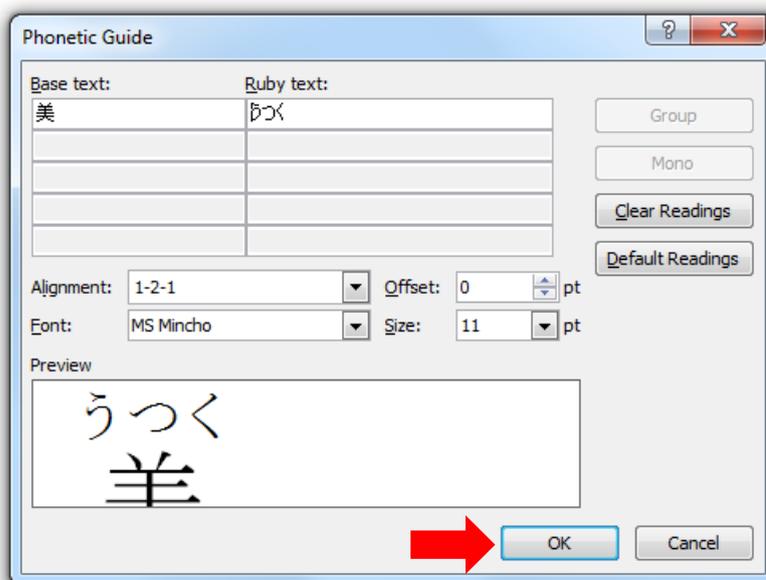
1 **Highlight** the **kanji** over which you would like to add the furigana.

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2 **Click** on the **'Phonetic Guide'** button on the MS Word toolbar.

3 The suggested 'Ruby text' will appear. **Optionally, set** Alignment, Offset (the distance between the kanji and furigana) or Size. Then **click OK**.

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4 The furigana will be displayed over the kanji in your document.

うつく さくら
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