

## Typing Chinese & Japanese

**Den 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.



• For Chinese: you can toggle between Chinese

or English 英

I ❹》英 M input.

• For Japanese: right-click on select Hiragana or Katakana. If you want to insert Roman characters, switch to Half-width

Alphanumeric. Hiragana Full-width Katakana Full-width Alphanumeric Half-width Katakana Half-width Alphanumeric IME Pad Add Word User Dictionary Tool Add-on Dictionary Search Mis-conversion report Properties Input Method Conversion mode Private mode (Off) Ctrl + Shift + F10 > Troubleshoot problem: AU 29/03/2018

シショ

中

М

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



## L

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.

## 你 hao



\*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

<mark>美</mark>しい桜

**Highlight** the **kanji** over which you would like to add the furigana.

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

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Cut	Arial - 12 - A	A Aa Aa A	Ξ + <sup>4</sup> 3Ξ + <sup>4</sup> 3Ξ + 1	abc
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Clipboard 🕞	Font	6	Para	

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

	Phonetic Guide				
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美しい桜			Mono		
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**4** The furigana will be displayed over the kanji in your document.



