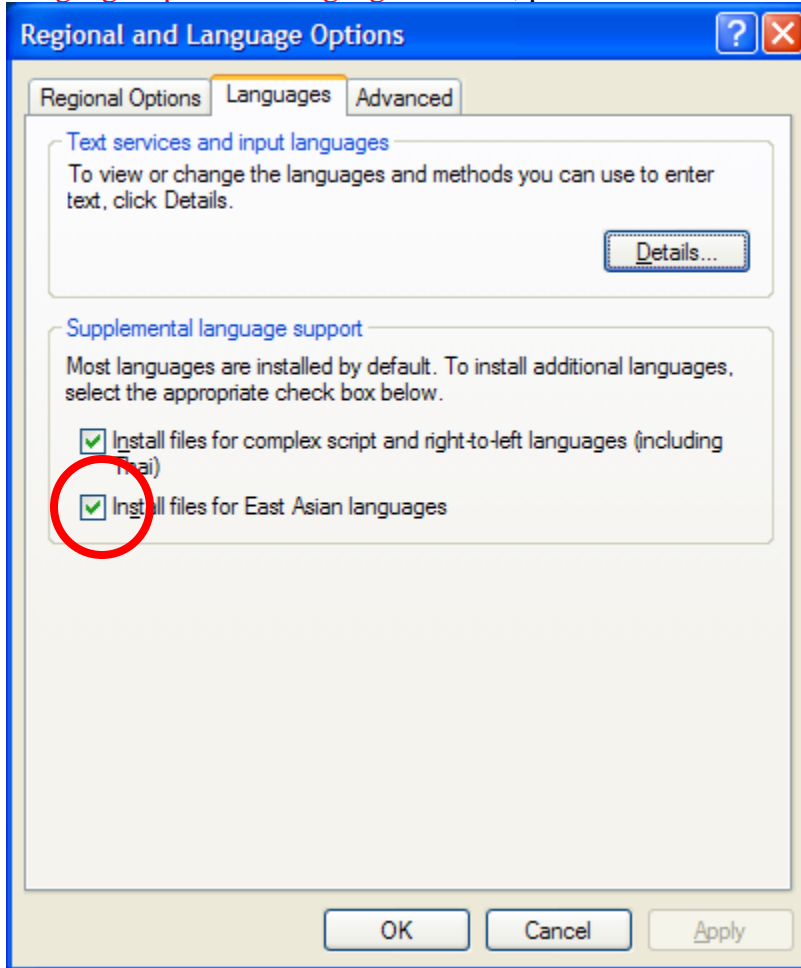


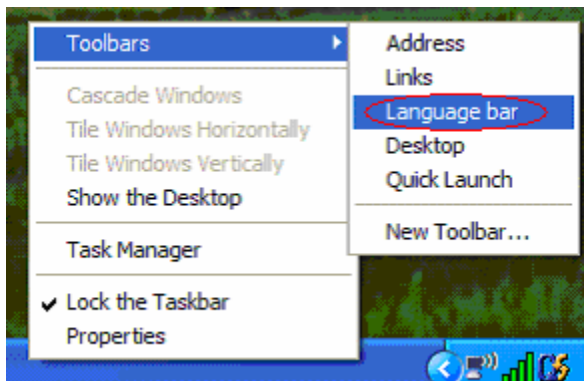
Instructions for typing in Japanese

Before you go through this manual, please make sure Asian font is installed by checking the checkbox in “Install files for East Asian languages” in “Control Panel -> Region and Language Option -> Languages”. If not, please check the checkbox and install the fonts.

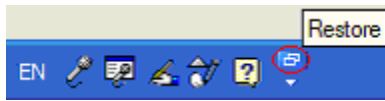


Step 1: If the language bar is showing, go to **Step 4**. If not, right click on the bar at the bottom of the screen

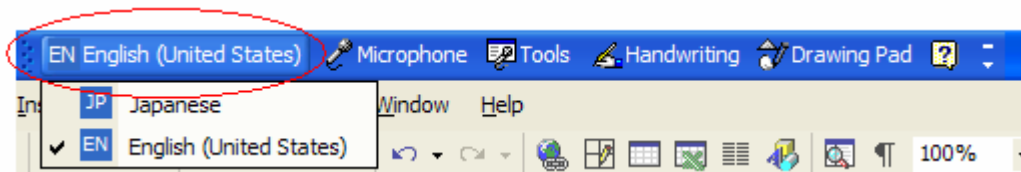
Step 2: Put your cursor over “toolbars” and make sure the language bar is checked.



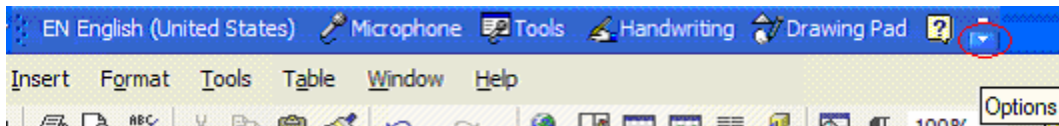
Step 3: (Optional but useful) Restore the language bar by clicking the two squares next to the question mark on the right side of the language bar.



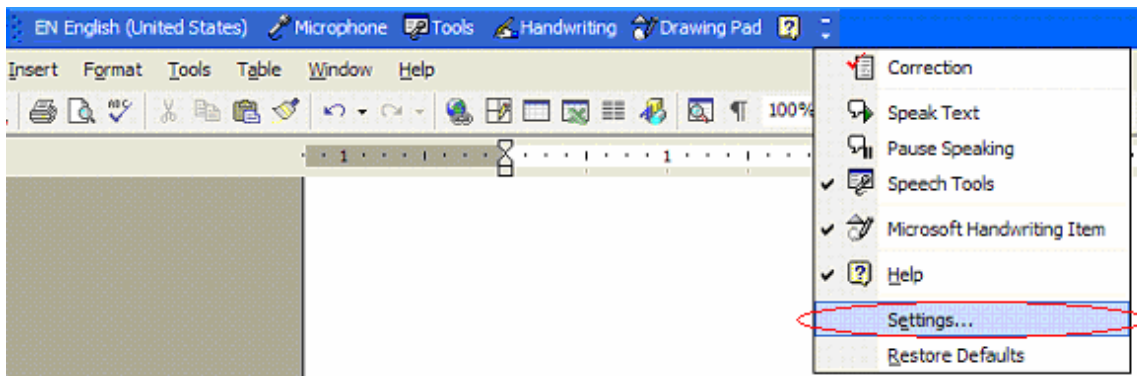
Step 4: Left click on the “EN English” box on the language bar. (If another language is showing instead of English, just click on that)



Step 5: If Japanese appears as an option, go to Step 9. If not, click the little triangle next to the question mark on the right side of the language bar. It should say “options” when you put your cursor over it.

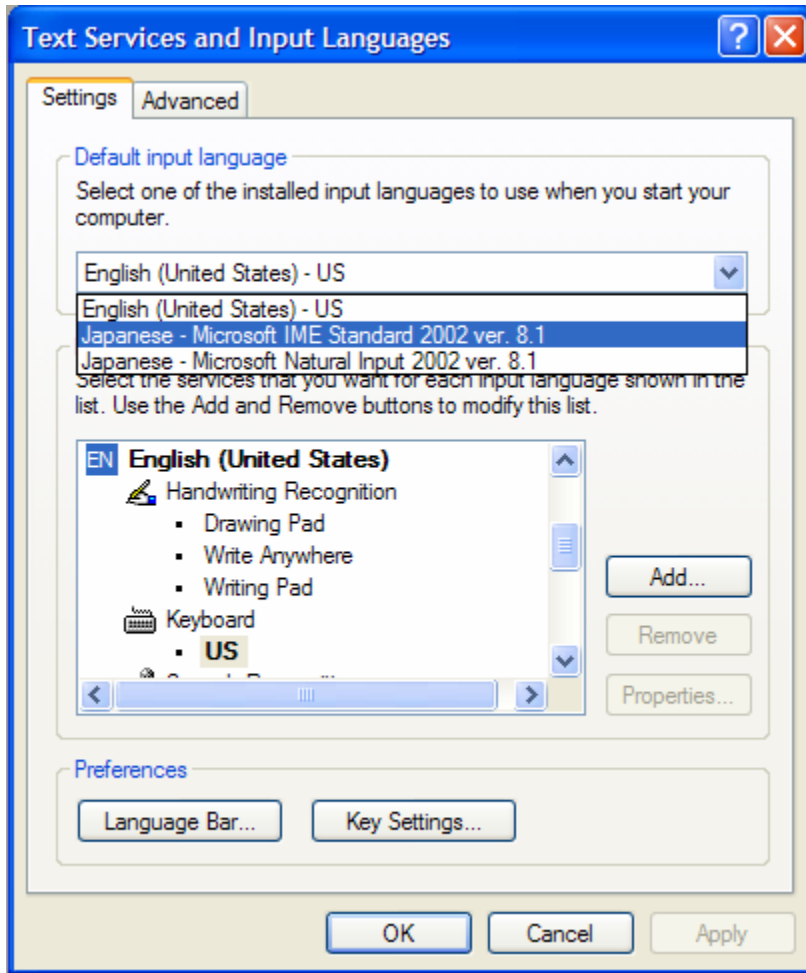


Step 6: Left click on the option called “Settings”

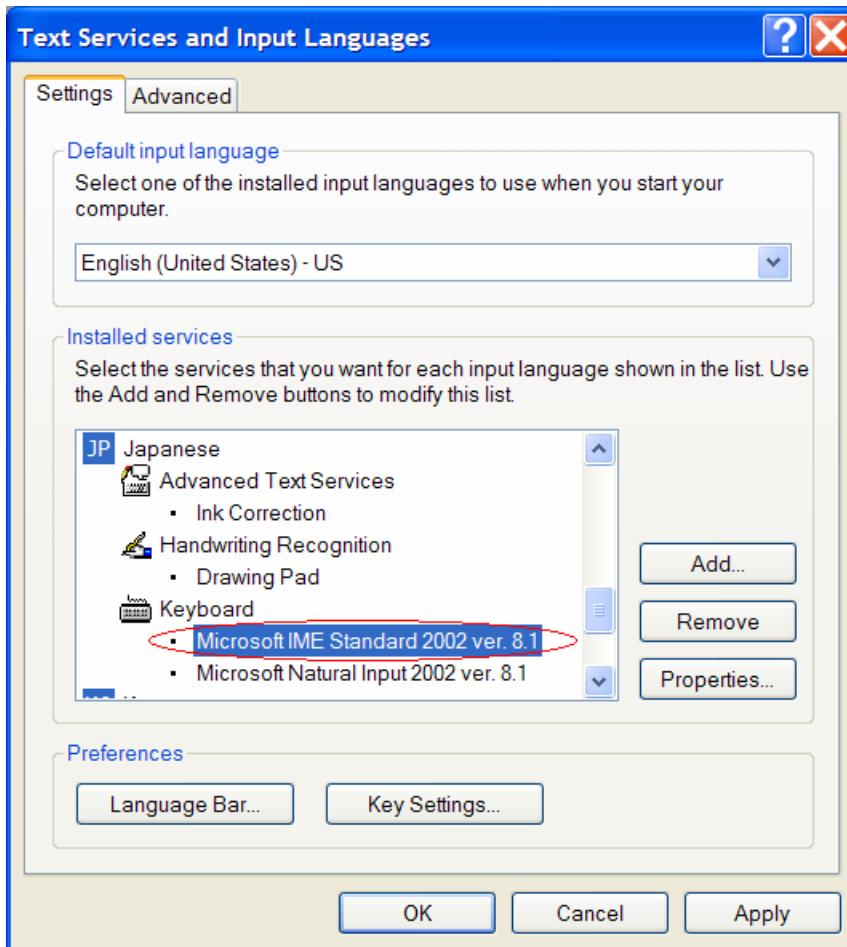


Step 7: If Japanese is in the list under “Installed services” move to step 8. If not, under “Default input language” will be a drop down list. Choose “Japanese – Microsoft

IME Standard”. Click “apply” and then change your default input language back to English. This will place it in the list of installed services below if it was not there before.



Step 8: Below “Installed services” choose “Microsoft IME Standard” under Japanese. Then click “ok”.

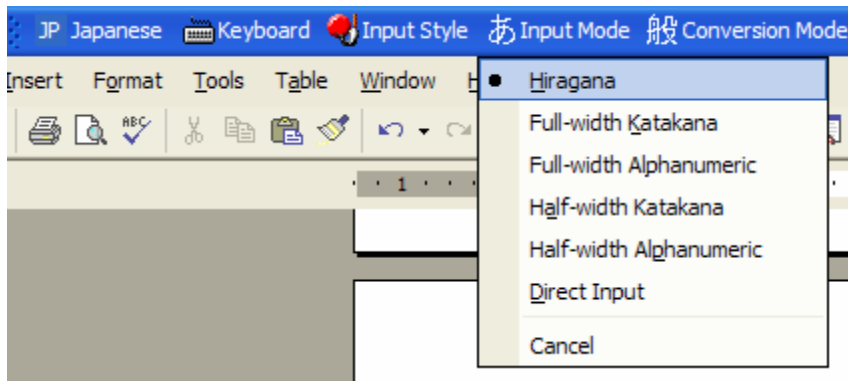


Step 9: Left click on the “EN English” box again on your language bar. Japanese should appear now.

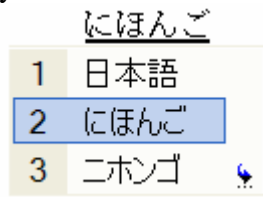
Step 10: Left click on “JP Japanese”. You will now need to bring up a program to work in, whether it’s a website, word, your e-mail, or something else.

Step 11: Left click on Input Mode and choose Hiragana to type in.

Hint: To switch back and forth between direct input (which allows you to type English letters) and Hiragana (which allows you to type Japanese), you simultaneously press the “**alt**” button and the “**~**” (called a “tilde”) button on the keyboard.



Step 12: Use the keyboard to type in the Romaji equivalents to the Hiragana. To change to Katakana and/or Kanji, press the space bar once immediately after typing. If you aren't looking for what came up, hit the space bar immediately again and you will be offered a list of options. Hit enter or click your choice when you have found the change you want.



You can type as much as you want before you make your changes to Kanji but make sure you don't hint "enter" or click somewhere else on the page before you do. As long as there is a dotted or solid line underneath your Japanese writing you can change it, but after you hit enter the line is gone and you can no longer change those words. Move the arrow buttons to move to different words or combinations of hiragana that you want to change within your sentence or paragraph.

Hint: When you want Katakana, you can also hit F7 to automatically change it to katakana.

Hint: Be careful, the Yookoso book spells things for pronunciation, not typing accuracy. For example: 「がくせい」 is typed "gakusei" not "gakusee."

More hints:

Hit "[" and "]" to get Japanese quotations. They look like this: 「 」

Hit "-" to get a long katakana sound such as in コンピュータ

Hit "/" to get 「・」

Type "\" to get 「¥」

Type "du" to make 「づ」

Type "wo" to make 「を」

Type "ha" to make 「は」

Type "he" to make 「へ」

Type "nn" to make 「ん」

To make a small つ type the first letter of the next hiragana twice. For example: type
“yokatta “ to get 「よかった」

To make a small よ、や、 or ゆ do not type the vowel before it. For example: Write
“kyou” instead of “kiyou” to get 「きょう」.