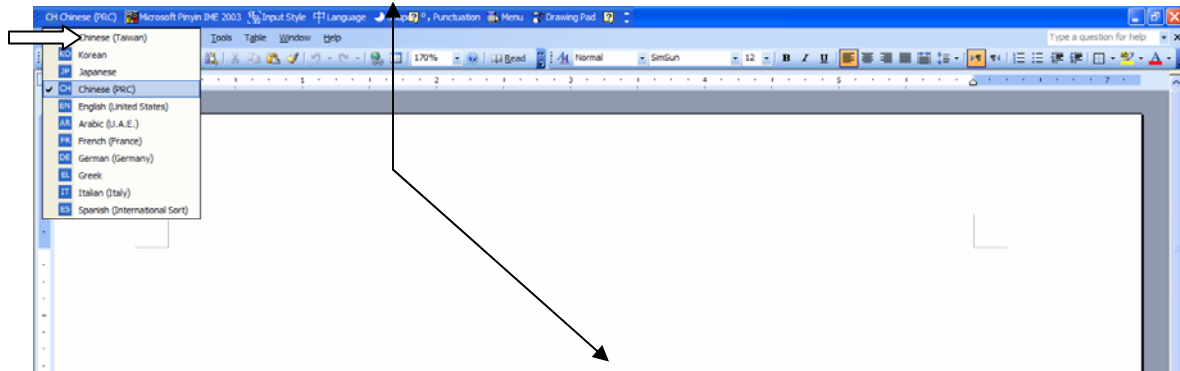
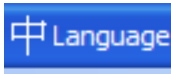


To type Chinese characters:

1. Open Microsoft Word
2. In the *top left corner* of Word, change the language option from English to **Chinese (PRC)**. It will not work properly if Chinese (Taiwan) is selected instead.

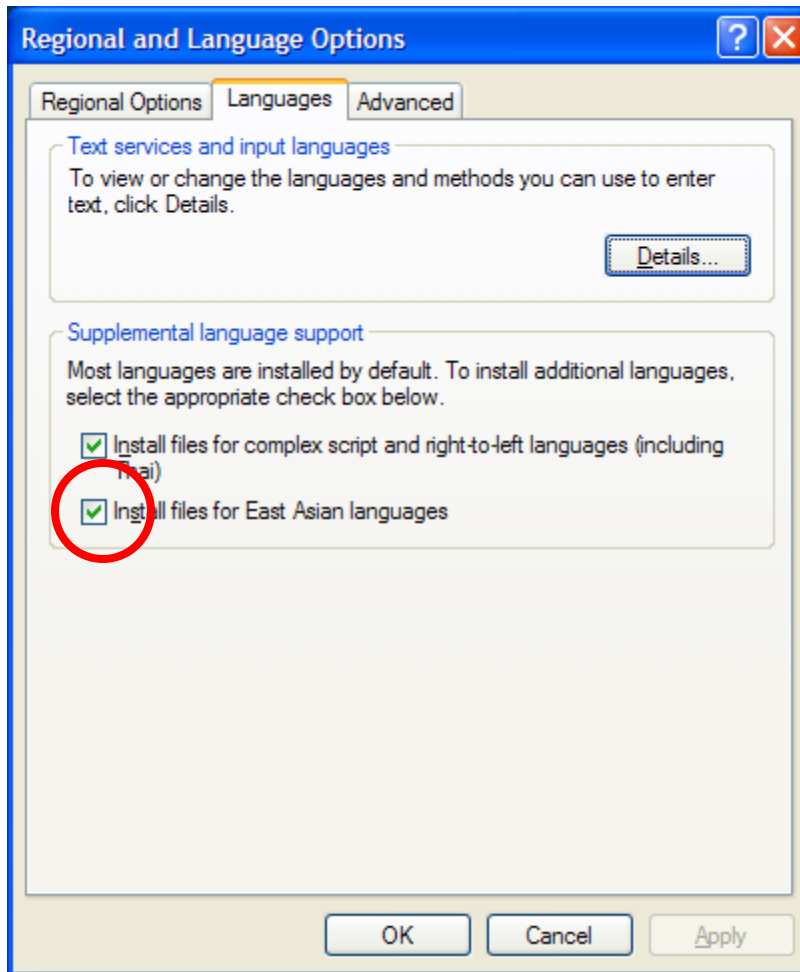


3. Be sure the typing is also set to Chinese. You can alternate between English and Chinese typing by changing this button: 
4. Next, simply type the pinyin text. All the characters representing each Pinyin syllable will appear as you type the word. If the character desired is not first on the list, simply select it either with the mouse or by typing the number preceding it. Otherwise, the pinyin will continue to convert itself to the first character in every list.

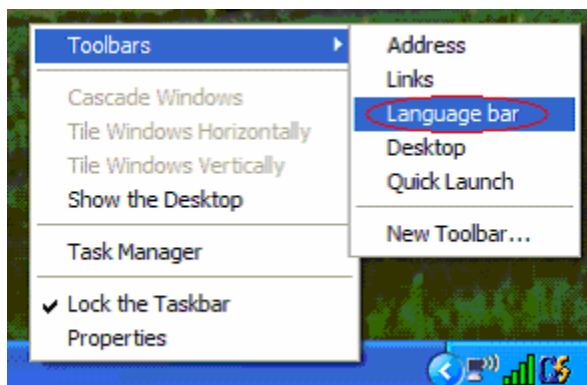


*****If you can't find Chinese in the Language Tool Bar**

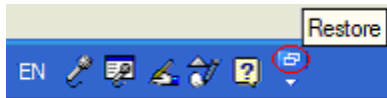
Before you go through this manual, please make sure Asian font is installed by checking the checkbox in "Install files for East Asian languages" in "Control Panel -> Region and Language Option -> Languages". If not, please check the checkbox and install the fonts.



Step 1: If the language bar is not showing, 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.



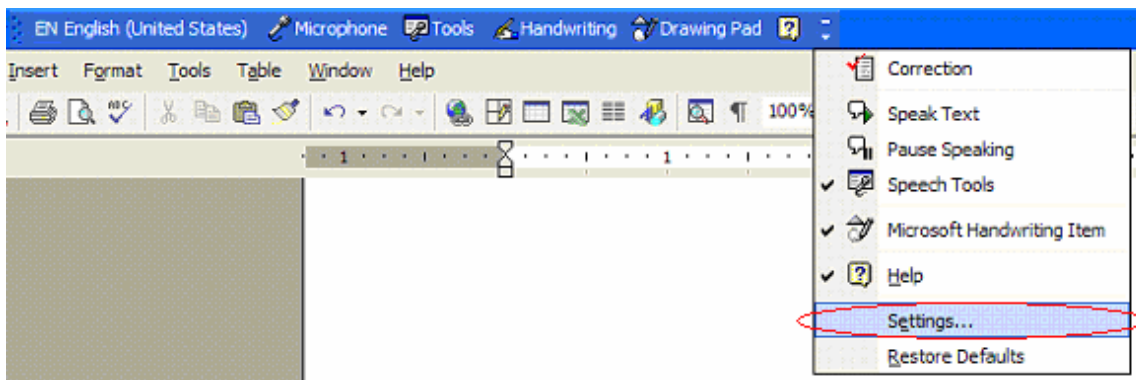
Step 3: (Optional but useful) Restore the language bar by clicking the two squares next to the question mark on the right side of the language bar.



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 Chinese doesn’t appear as an option, 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. Left click on the option called “Settings”



Step 7: Pop-up message will appear. Click 'Add' and pick Chinese (PRC). Make sure the keyboard layout is Microsoft PinYin IME.

