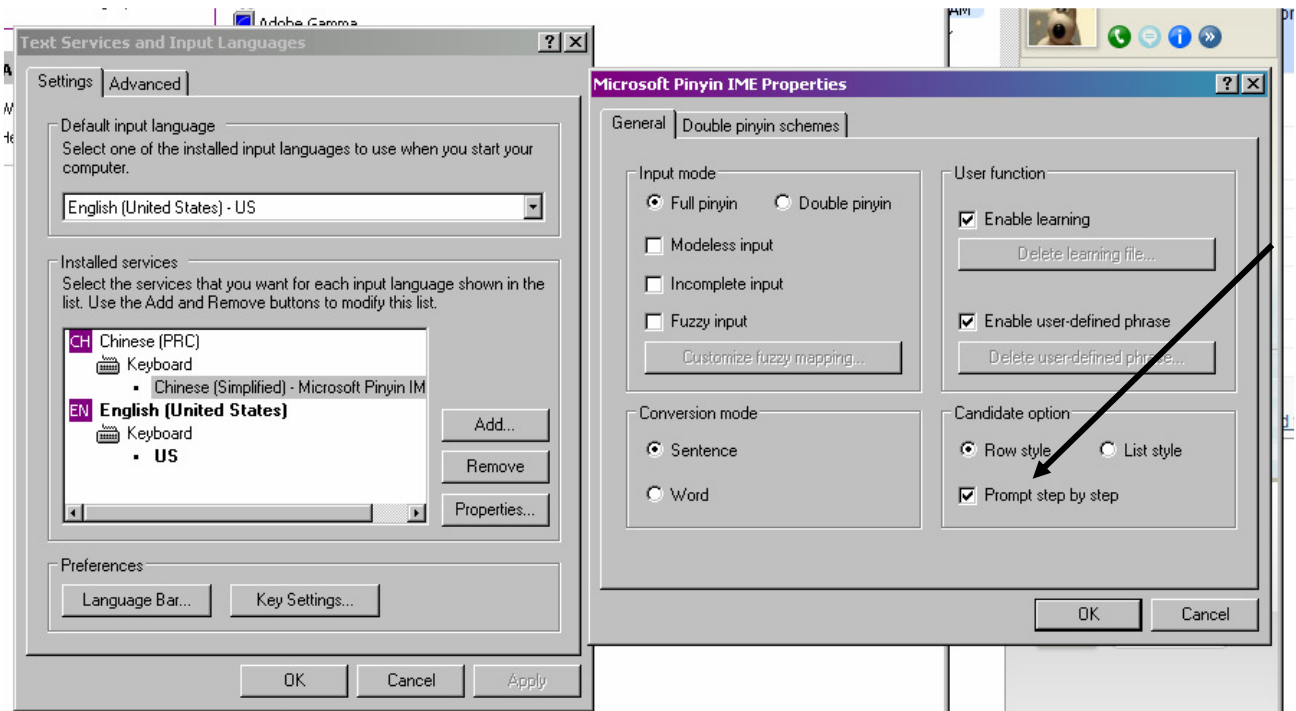


For Windows XP users:

1. Open Control Panel from the Start menu of your computer.
2. Open "Regional and Language Settings".
3. Go to the second tab, "Languages" and click on "Details".
4. Under "Installed Services": Add Chinese (PRC) as the "Input Language" and Chinese (Simplified)-Microsoft Pinyin IME 3.0 as the "Keyboard Layout/IME". While "Chinese (Simplified)-Microsoft Pinyin IME 3.0" is highlighted, click on Properties and make sure that Candidate option – Prompt step by step is checked.

You should go through these screens:



Under preferences, view Language Bar and make sure that "Show the language bar on the desktop" and "Show additional language bar icons in the taskbar".

5. A language bar should appear. You can toggle between English and Chinese input by pressing Left Alt and then Shift (or setting another sequence under "Key Settings" in the screen above). While in the Chinese input setting, you can toggle between typing traditional and simplified characters by clicking on "繁" or "简". You can change the style of punctuation this way too.

For traditional:



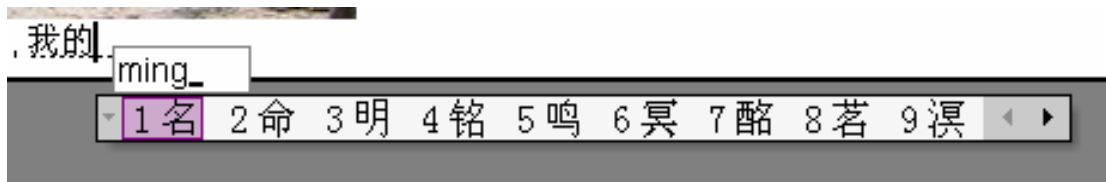
For simplified:



6. Typing Chinese:

- At each complete pinyin word that you type in, different character options should appear on the language bar. You can press “(carriage) return” to choose the first option and use page down to scroll to the next set of choices if the word you are looking for has not appeared.
- The editor will recognize phrases. So instead of typing in “ming” and “zi” separately, you can type in “mingzi” and the phrase “名字” will be one of your selections. Compare below:

Instead of:



You can:

