

Input Chinese Character on Windows Machine

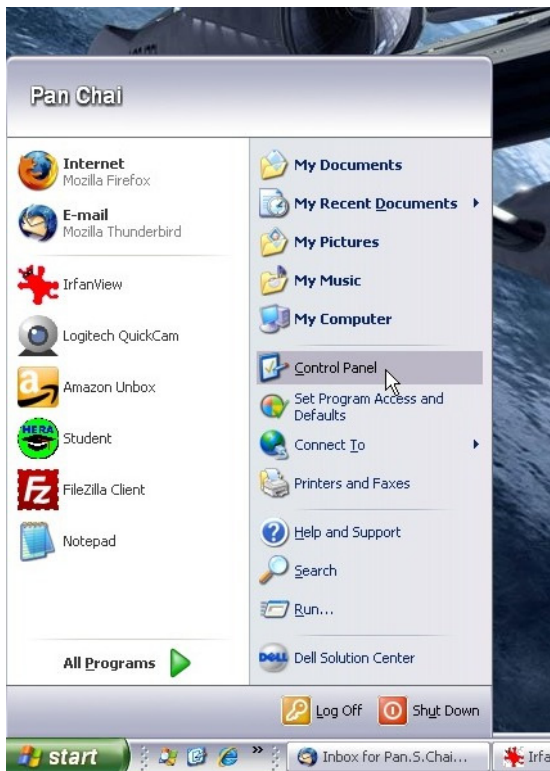


注音鍵盤 (Zhuyin Keyboard)

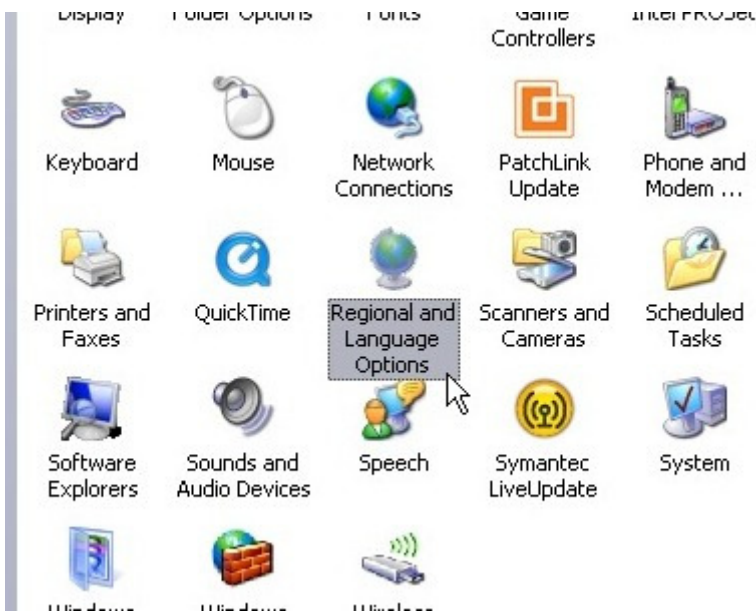
Before you can use Zhuyin (注音) to input Chinese characters into a document or a web page search entry, you need to install Chinese IME (Input Method Editor) on your Windows machine.

To install the Chinese IME in **Windows XP**, start by opening the **Control Panel**.

Click the **Start** button and chose **Control Panel**:



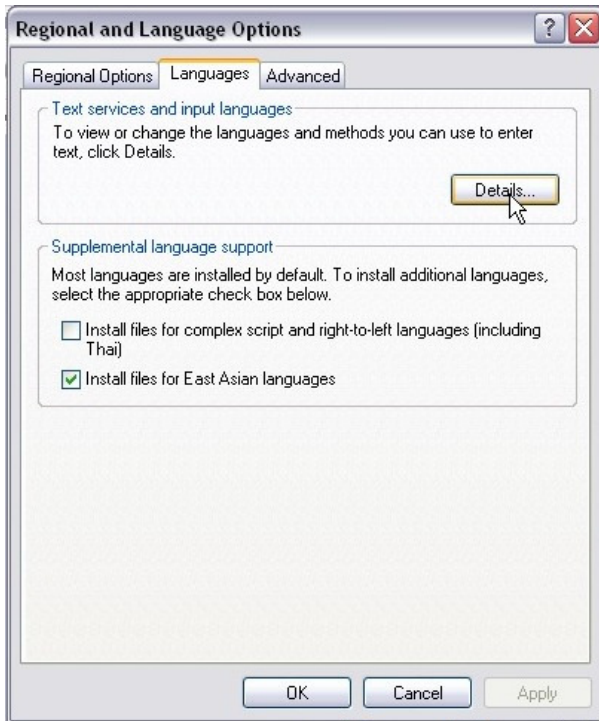
Then click on **“Regional and Language Options”** option. This will bring up the **“Regional and Language Options”** panel.



Click on **“Languages”** Tab.



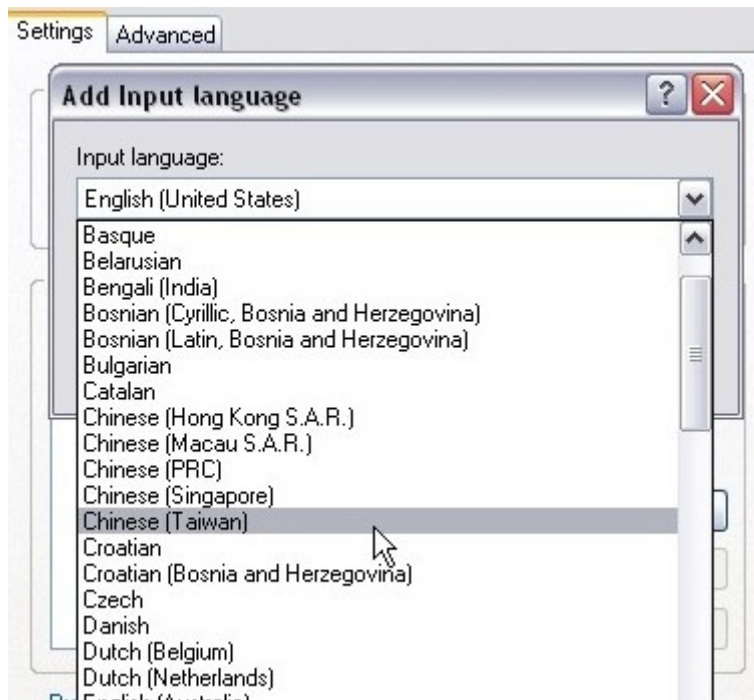
And Click on **"Details.."** button to bring up **"Text Services and Input Languages"** panel.



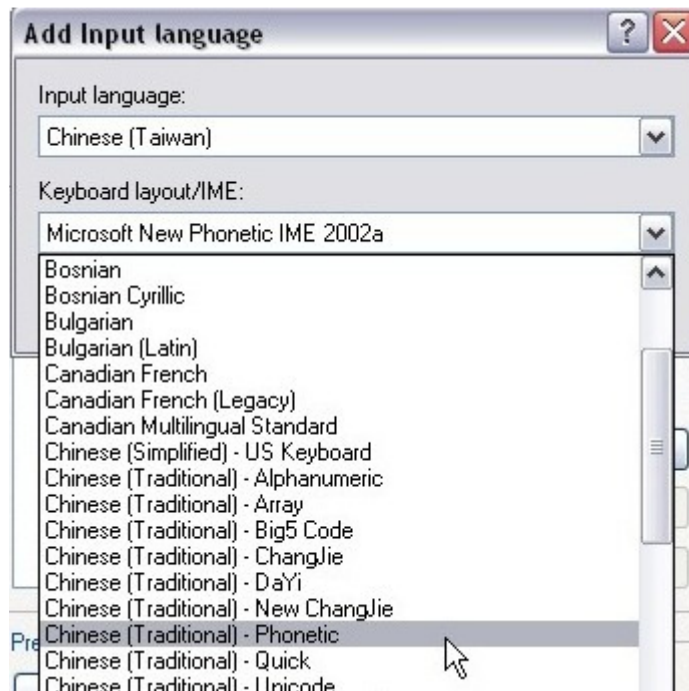
Click on **"Add..."** button to bring up **"Add Input Language"** panel.



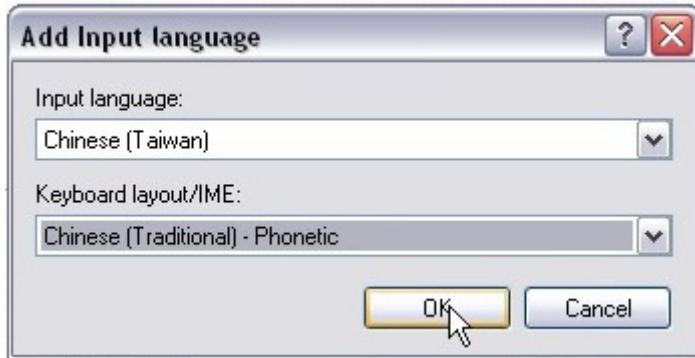
Under **"Add Input Language"**, click on the downward arrow to bring up the pull down menu. Select **"Chinese (Taiwan)"** from the pull down menu.



And under the **"Keyboard layout/IME:"** select **"Chinese (Traditional) – Phonetic"** from the pull down menu.



Click on **OK** to exit **Add Input language** panel.



You should now see a new services - **Chinese (Taiwan)** installed under **Installed services** sub-panel. click on **Apply** to exit **Text Services and Input Language** panel.



And **OK** to exit **Regional and Language Options** panel.

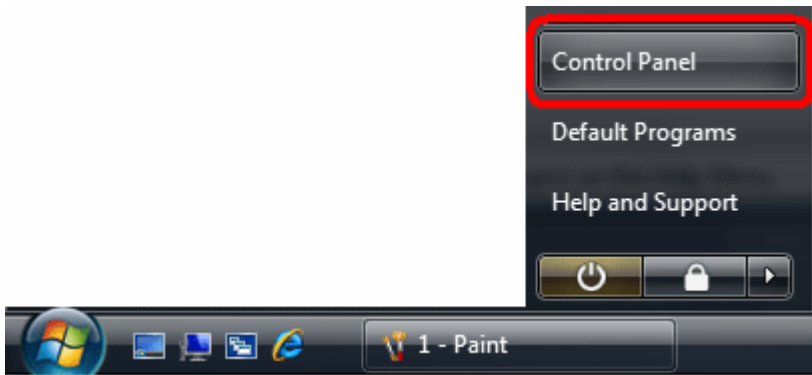


To install the Chinese IME in Windows Vista, start by opening the **Control Panel**.

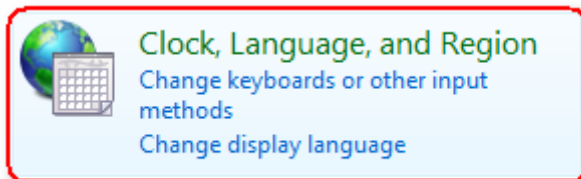
Click the **Start** Button:



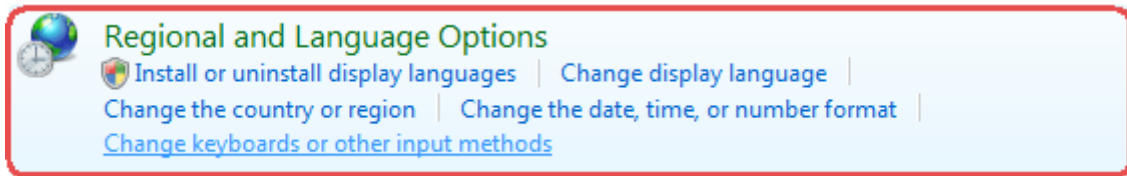
and chose **Control Panel**:



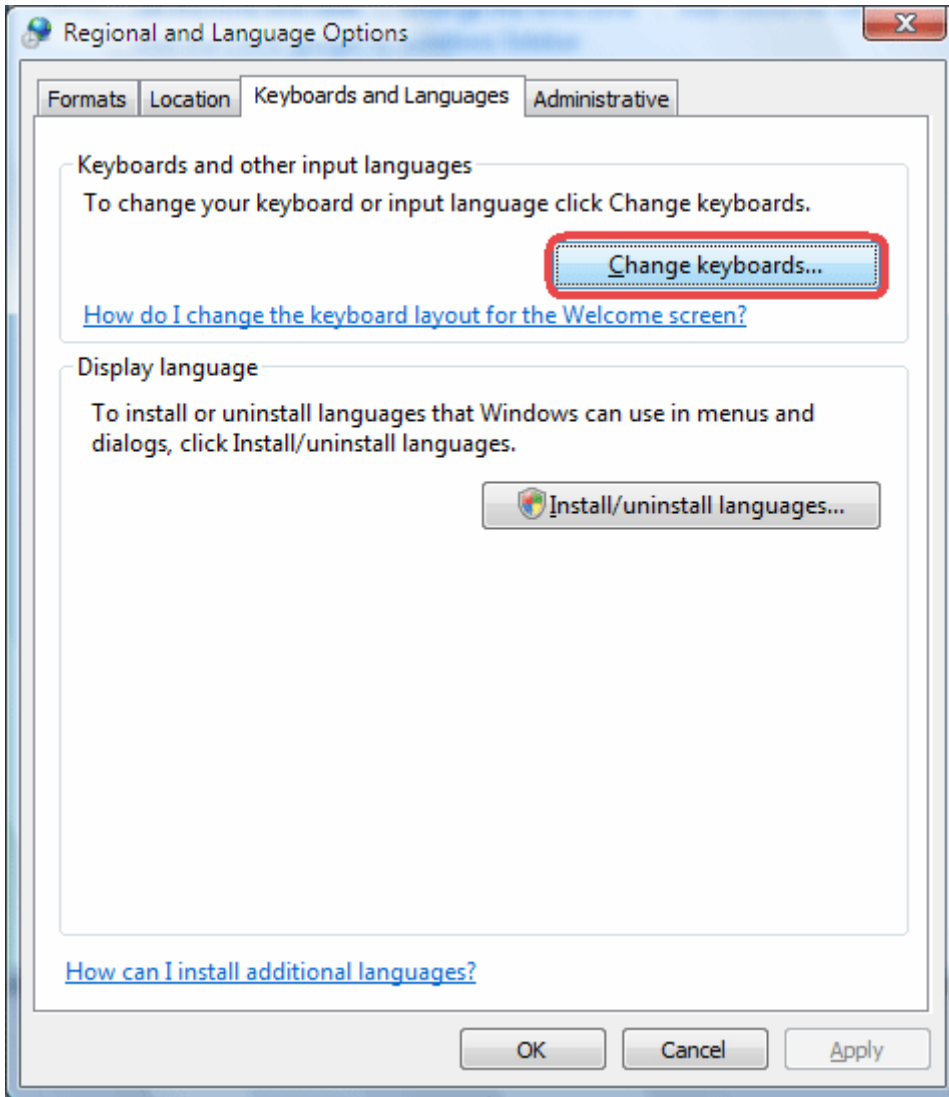
Then click the "**Clock, Language and Regional**" option.



You should then see the **Regional and Language Options** option as shown below. Under the **Regional and Language Options** item select **Change keyboards or other input methods**.

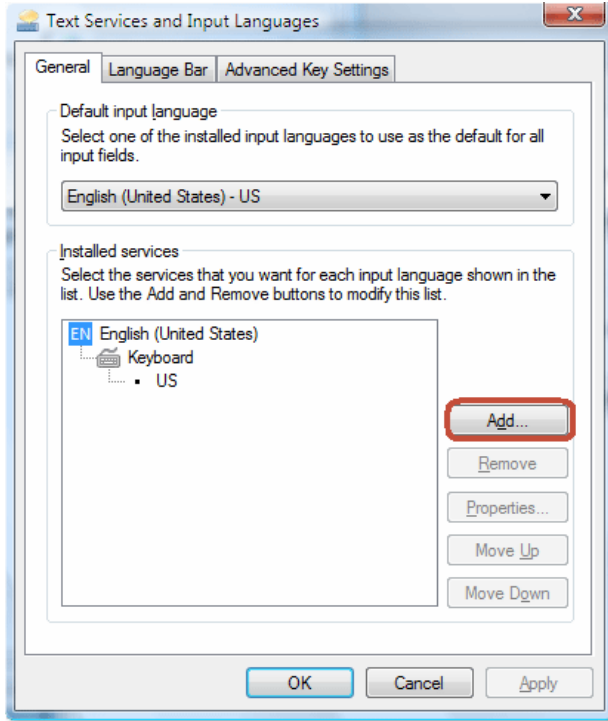


That will bring up the **Keyboard and Languages** tab in the **Regional and Language Options** dialogue. Click the **Change keyboards...** button:

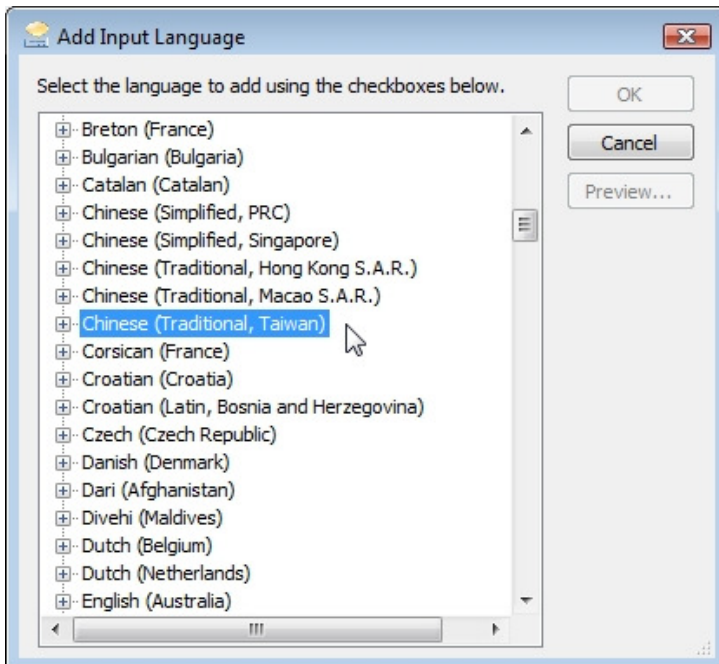


In "**Text Services and Input Languages**" dialog box we need to add the Chinese IME and the Chinese Keyboard components.

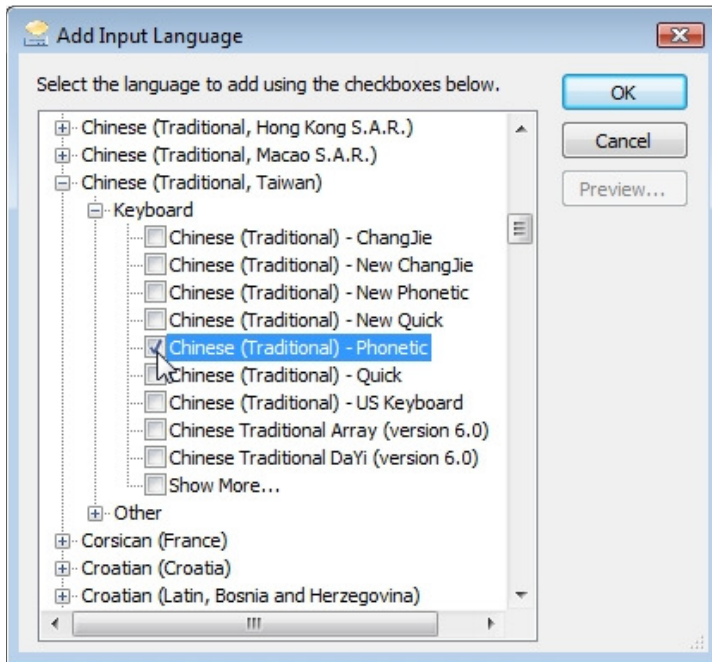
Click the "**Add...**" button.



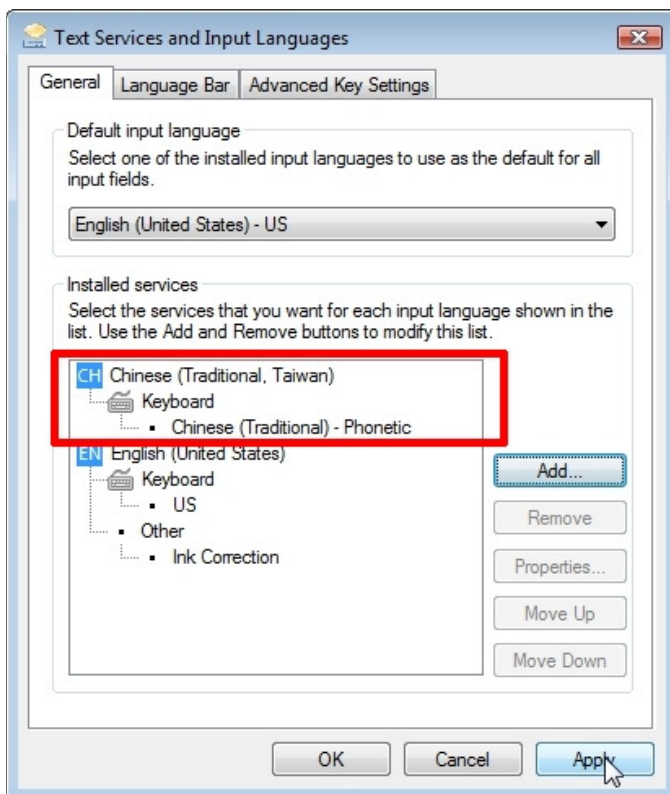
You should now see the "**Add Input Language**" dialog box. Click on "**Chinese (Traditional, Taiwan)**" to expand the selection.



Click on **“Keyboard”** to expand its selection and then select **“Chinese (Traditional) – Phonetic”**. Click on **“OK”** to exit.



Click **“Apply”** button to apply the installed method and exit **“Text Services and Input Languages”** panel.



Use Chinese IME

Congratulation! Now you are ready to use the IME to input Chinese Character via Chinese Phonetic.

Windows XP

Open a Word document, and click on the inside of blank document (very important.) The clicking of the inside of a document is telling Windows that you are going to use Chinese IME on this particular application; in this case, the Words.

Then go to bottom of screen and click on



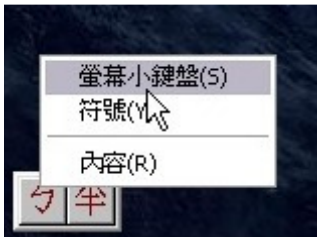
It will bring up its option. Select "**Chinese (Taiwan)**".



Now on the bottom-left of the screen, you will see this:



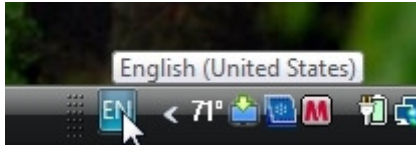
RIGHT click on it to bring up its option. Select "**螢幕小鍵盤(S)**" to bring up on-screen keyboard.



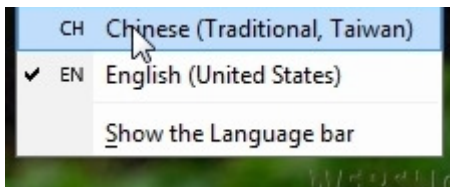
Windows Vista

Open a Word document, and click on the inside of blank document (very important.) The clicking of the inside of a document is telling Windows that you are going to use Chinese IME on this particular application; in this case, the Words.

Then go to bottom of screen and click on



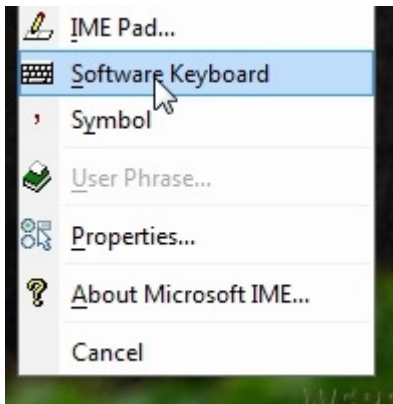
It will bring up its option. Select "**Chinese (Traditional, Taiwan)**".



To bring up on-screen keyboard, select "**Tool Menu**".



This will bring up its option. Select "**Software Keyboard**".



Input Chinese Characters

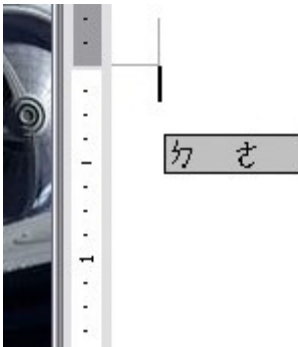
You can use the on-screen keyboard by clicking on each symbols, or use the keyboard layout and type up the symbols.



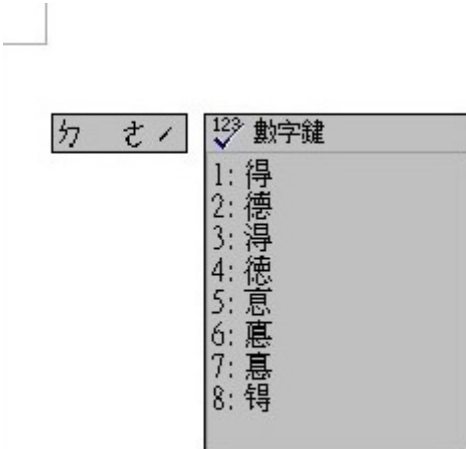
Exercise: Input “德明” into document.

Solution:

Click/type on key “2”, then “K”



and click/type on “6”



Select "2" and you have the first Chinese character inputted. Try to put "明" use the same method.

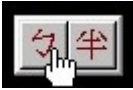


Now you will notice that Windows gives you an option list of most common phrases. You can select one from the list, or just Click on "ESC" to skip it.



To switch IME back to input English characters temporary,

On **XP**, click on



change IME to English (temporary).



On **Vista**, click on



change IME to English (temporary).

