

# Type Chinese Using the Microsoft Office Suite



## Windows XP and Office 2002

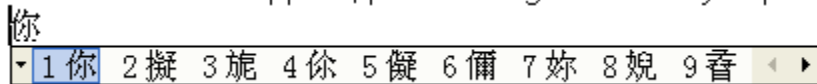
1. **Open the application** in which you wish to type Chinese. (Word, Excel, PowerPoint, a web-based textbox, etc.)
2. **Click on the *Language Indicator*** in the lower right hand corner of your screen. Select *CH (PRC)*.




3. **Click on *Show the Language bar***. (To minimize the Language bar at any time, right click, choose *Minimize*.)



4. **Choose the *Character Set*** you prefer by clicking on *Charset* until you see the correct character,  (*Simplified*) or  (*Traditional*).
5. **Position your cursor** and begin typing.
6. **Type using the Pinyin input method**. Use numbers to indicate tones. For example, typing *ni3*, will produce 你.
7. **Press the right arrow key to reveal additional choices**, if necessary.



8. **Click on the desired character** (or type the number next to it). When the desired character appears in your document, press *enter*.
9. **You may change a character** as long as there is a dotted line under your character (see #7). After pressing *enter*, it can be changed only by erasing it and starting again.
10. **To temporarily switch back to English**, simply click on  on the language bar until you see *English*.
11. **To close Chinese language support**, click on *CH (Chinese)* and choose *EN (English)*. See illustrations above.