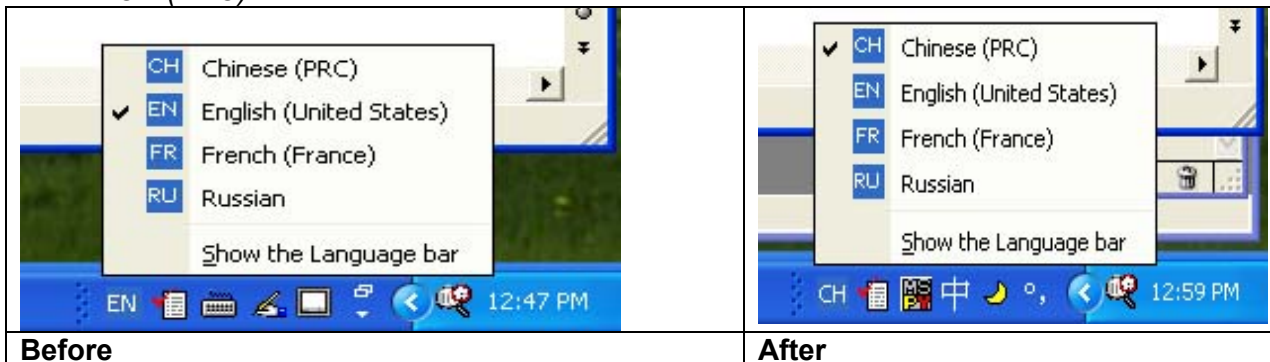


Type Pinyin Using Microsoft Word

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 *Soft keyboard*** .
5. Right click anywhere on the soft keyboard, to reveal the keyboard choices. Choose #5, **Pinyin letter**.
6. **Click on the desired pinyin letter** to enter them into your document.
7. OR type on the regular keyboard, following the soft keyboard map. (If you type “a” you’ll see ē.)
8. **To continue typing characters**, close the soft keyboard. (see other handout).



9. **To temporarily switch back to English**, simply click on  on the language bar until you see *English*.
10. **To close Chinese language support**, click on *CH (Chinese)* and choose *EN (English)*. See illustration above in #3.