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, 觀 (Simplified) or 觀 (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.

CCSF Technology Learning Center
http://www.ccsf.edu/TLC
C.Reitan, 239-3554