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.