Typing Chinese & Japanese

1. **Open the application** in which you want to type Chinese or Japanese (e.g. Microsoft Word, Powerpoint, Google Chrome, etc.).

Note: you may need to install Chinese and Japanese keyboard first. See separate instruction sheet.

2. Find and click on the **language bar**, then select **Chinese (Simplified PRC)** or **Japanese**.

3. **Select the input method or style**.
   - **For Chinese**: you can toggle between Chinese or English input.
   - **For Japanese**: right-click on select **Hiragana** or **Katakana**. If you want to insert Roman characters, switch to **Half-width Alphanumeric**.

4. **Start typing** Pinyin (for Chinese)* or Romaji (for Japanese), and the characters will appear.
   - Choose the right character by clicking it or typing the number.
   - For Japanese, pressing the Space bar when characters are underlined will toggle between different kanji, hiragana, and katakana.

*For instructions on how to type pinyin tonal characters, see instruction sheet 'Typing pinyin tonal characters'.
To add furigana (small hiragana over kanji) to Japanese script in Microsoft Word

1. **Highlight** the kanji over which you would like to add the furigana.

2. **Click** on the ‘Phonetic Guide’ button on the MS Word toolbar.

3. The suggested ‘Ruby text’ will appear. **Optionally, set** Alignment, Offset (the distance between the kanji and furigana) or Size. Then **click OK**.

4. The furigana will be displayed over the kanji in your document.