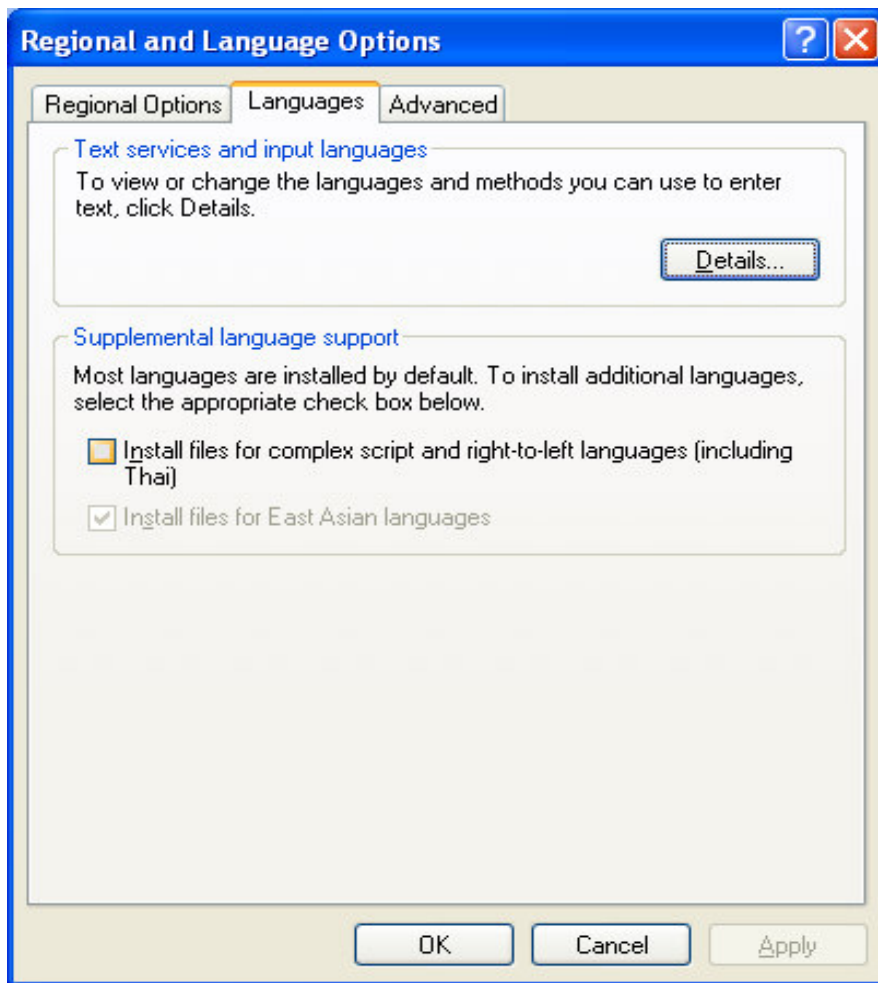# Windows XP only

From Desktop window, Click **Start** at bottom left corner,
Then **Control Panel.**
In **Control Panel**, click "**Date, Time, Language, and Regional Options**",
and then click "**Regional and Language Options**", and select "**Language**" tab. You
will see the following window.

If the check box "Install files for East Asian language" not checked, go ahead
check it, and have Windows XP installation CD ready, it may ask you to insert it.

After you install East Asian Languages, it may need a reboot. Click always to above
window. Click "Detail" button, it will bring you to "Language Input" window.
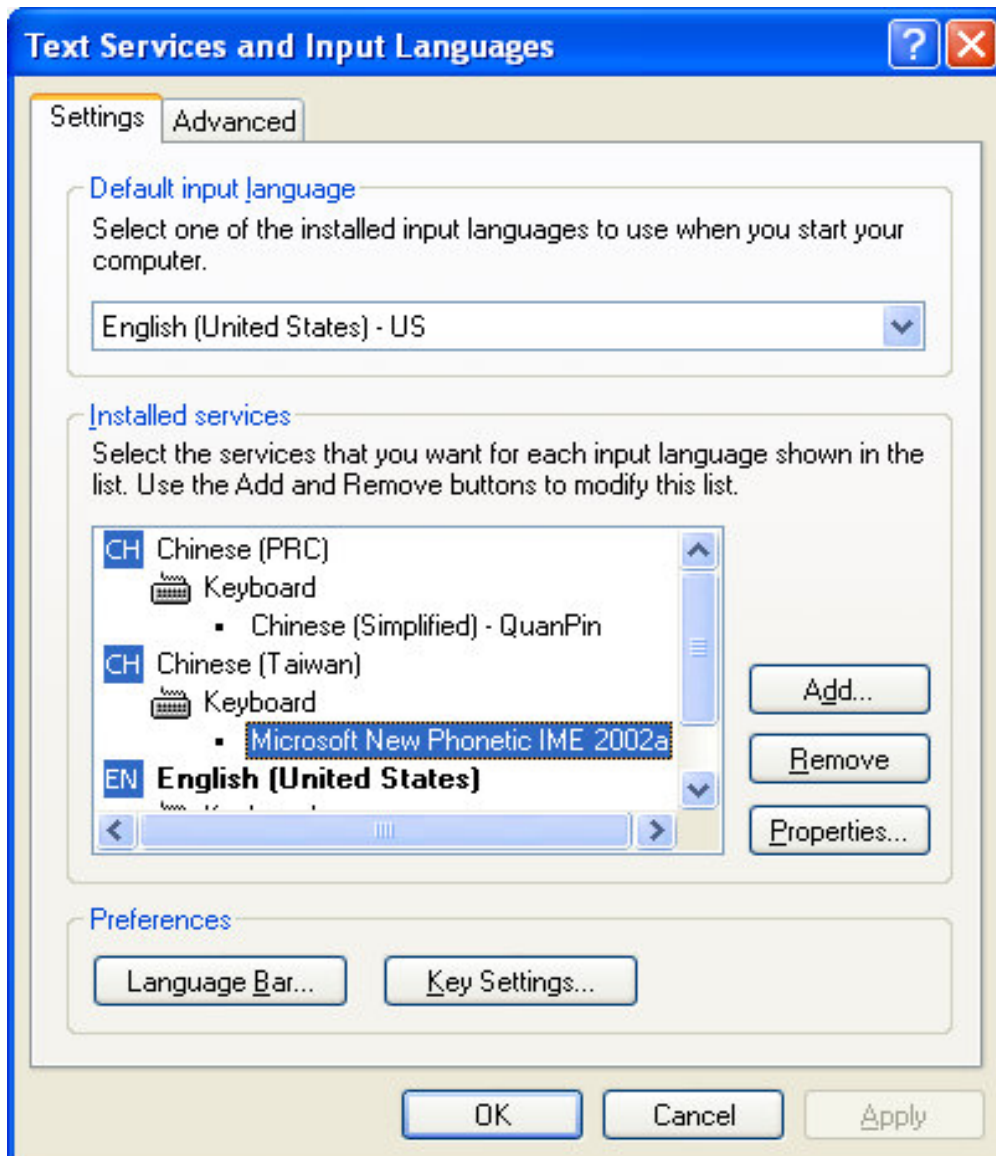
How o setup Chinese Pinyin Input System

Click "Add" to add "Chinese (PRC)" or "Chinese (Taiwan), you may add both.

When you choose keyboard, Make sure:
For "Chinese (PRC)", Keyboard is "Chinese (Simplified) – QuanPin"
For "Chinese (Taiwan)", Keyboard is "Microsoft New Phonetic IME 2002a"
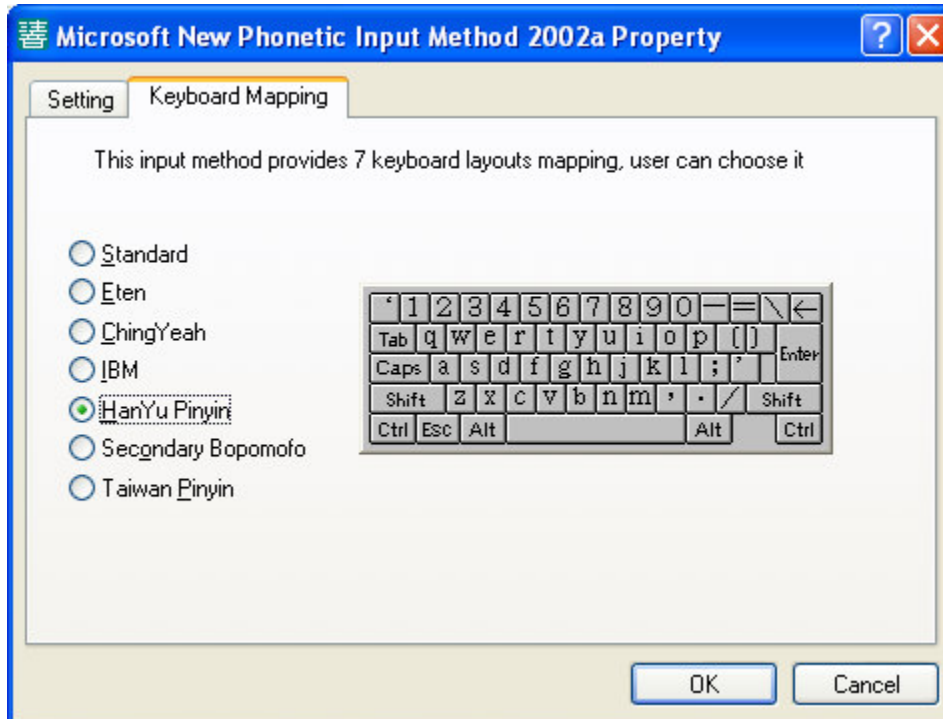

Now if you choose "Chinese (PRC)" with keyboard "Chinese (Simplified) – QuanPin", you are done.

If you choose "Chinese(Taiwan)" with keyboard "Microsoft New Phonetic IME 2002a", highlight "Microsoft New Phonetic IME 2002a" as the picture above.

How o setup Chinese Pinyin Input System

Select "Property", and select the second tab "Keyboard Mapping",
Select "HanYu Pinyin" radio button, and click OK. To finish

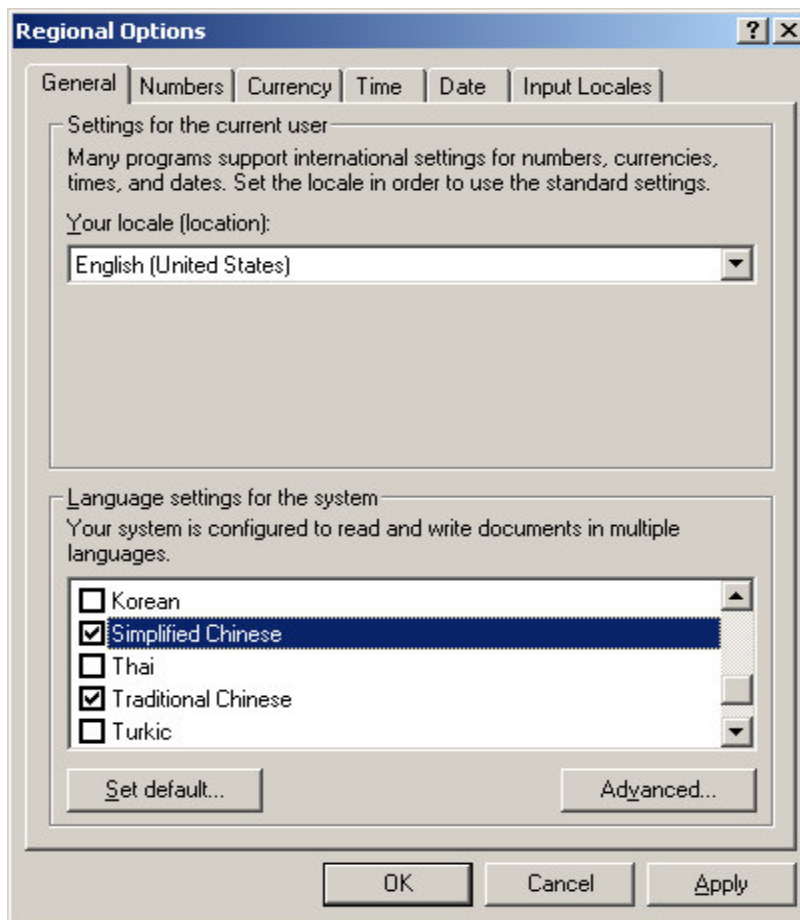

Now, Click OK all the way exit to **Control Panel**

Now, you see EN icon at right bottom corner. Click it, it will show you a list of input system you currently have.

Start Microsoft word application, and choose one of the inputs you have just set.

It is time to practice your Pinyin skill.

Windows 2000 only

From Desktop window, Click **Start** at bottom left corner, then **Settings**,
Then **Control Panel.** In **Control Panel**, double click **Regional Options**,
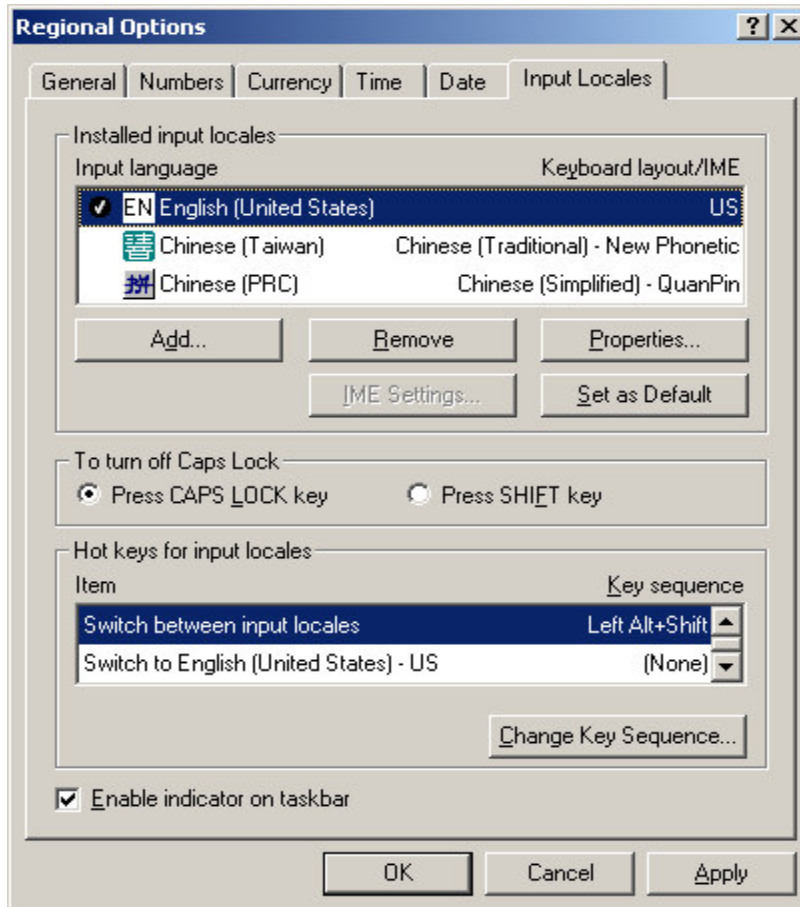you will the following window.

Move the bottom part, choose **Simplified Chinese** and **Traditional Chinese** as I just
did. Click **OK**, it will install Chinese input system for you (have installation CD ready,
it might ask you to insert installation CD – Windows 2000). After that, it might ask
you reboot machine.

Do whatever it ask you to do, and come back the same window above, the only
difference is this time you have **Simplified Chinese** and **Traditional Chinese**
checked.

How o setup Chinese Pinyin Input System

Now, Click **Input Locales** tab, you will get following window:
Note: In the **Input language**, you don't have second and third line there, these are something you want to add.

Click **Add** button, and choose **Chinese (Taiwan)**, you will see **Chinese (Taiwan)** is added to the input language, then high light **Chinese (Taiwan)**, click **Properties**, choose **Chinese (Traditional) – New Phonetic**, as I just showed below.

Click OK to choose this keyboard layout, Click OK to exit Control Panel.

How o setup Chinese Pinyin Input System

Now, you see **EN** icon at right bottom corner. Click it, it will show you a list of input system you currently have.

You are not finished yet.

Now start Microsoft word application, and suppose you are going to input some Chinese.

Click the **EN** icon, and choose 微軟新注音輸入發 **98a**. you will see the following floating deck show up.

The **EN** icon is also changed to two Chinese icons:

Right click the floating deck above, and choose 內容**(R)** , you will see following window:

Select second tab (鍵盤輸入對應), choose (羅馬拼音(R)), click OK.

Now, you are set and ready to go. Try something PinYin you have learned from class, see if you can find some Chinese words you know. When you type some PinYin, and the first word is not what you want, use down array key to find the right one from a pop-up list