

Input Asian Languages under Windows XP

This article briefly explains how to configure the PC lab machines to type in Chinese, Japanese and Korean in order to send emails or write documents

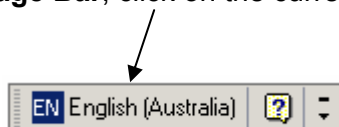
Usage Instructions for PC's

At the top right of the screen you will see a new tool bar. This tool bar is referred to as the **Language Bar**.

When changing to another language, it is important to note that only the input language will change. The operating system i.e.: Menu's, Start bar etc will remain in English.

The default language is **English (Australian)**. To change to another language follow these steps.

1. **Open the application**, in which you wish to use the other language, i.e.: Microsoft Word, Internet Explorer, Email etc.
2. On the **Language Bar**, click on the current language.



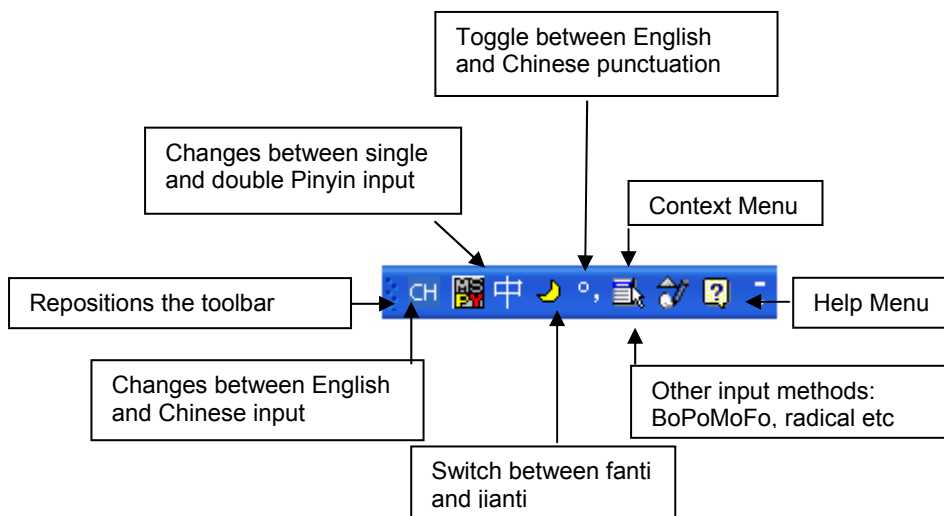
3. A drop down list will appear. To select another language, **click once** on the language you wish to use.



4. When selecting either Chinese (PRC), Korean or Japanese a toolbar will appear at the bottom of the screen. These toolbar's are explained below

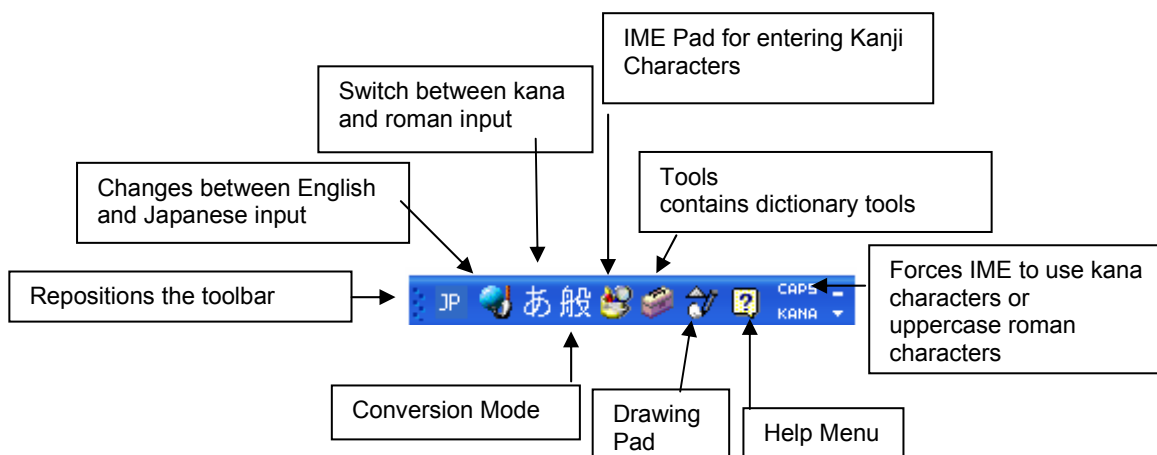
Chinese Toolbar Explained

This toolbar will appear after you have selected Chinese (PRC) from the language bar list.



Japanese Toolbar Explained

This toolbar will appear after you have selected Japanese from the language bar list. You will need to click once on the red dot on the upper left hand side of the toolbar to start typing in Japanese.



Korean Toolbar Explained

This toolbar will appear after you have selected Korean from the language bar list. You will need to click on the switch between English and Korean button to start typing in Korean.

