Steps to Enable **Windows 7** or **Vista** to Input Chinese Characters

### A. Add and setup Chinese language input service

1. From the **Start menu**, choose the **Control Panel**.  
   (If a menu appears when your mouse is above the Control Panel button, choose **Regional and Language Options** from the menu and go to step 4)

2. In the “Control Panel” window, click **Clock, Language, and Region** from the list.  
   (If your Control Panel is in “Classic View”, double click **Regional and Language Options** and go to step 4)

3. Click **Regional and Language Options** from the “Clock, Language, and Region” window.

4. Choose the **Keyboards and Languages** tab from the “Regional and Language Options” window.

5. In the “Regional and Language Options” window, “Keyboards and Languages” tab, click the **Change Keyboards**… button.
6. Click the Add… button in the “Installed services” section of the “Text Services and Input Languages” window to add a new language input service.

7. In the “Add Input Language” window, scroll down and click the plus sign to the left of Chinese (Taiwan) to expand it.

8. Under “Chinese (Taiwan)”, click the plus sign to the left of Keyboard to expand the available keyboard input methods.

9. Select Chinese (Traditional) - New Phonetic by clicking the check box to the left and click OK.
10. While “Chinese (Traditional) - New Phonetic” is highlighted, click the **Properties** button.

11. Click on the **Keyboard** tab in the “Microsoft New Phonetic IME 10.0 Settings” window.

12. Click the drop-down menu to select your preferred keyboard layout (e.g., **HanYu Pinyin**) then click **OK**. (or select **Standard** for zhuyin)

   (HanYu Pinyin is selected here as an example)
## Steps to Enable Windows 7 or Vista to Input Chinese Characters

### B. Use Windows 7/Vista to type Chinese characters

1. Click the **EN** icon on the Taskbar which is on the bottom right of the screen.  
   (You can also use **Ctrl+Space** or **Left Shift+Ctrl** to switch between input languages)

2. Choose **CH Chinese (Taiwan)** from the pop-up menu to enter the Chinese language input mode.  
   (You may activate a “floating language bar” by right-clicking **EN**, and choosing **Restore the language bar**.)

3. The Chinese language icons will be shown on the status bar leaded with **CH**.

4. Open a word processor (e.g., Notepad, Word, etc.) to type Chinese characters. Anything you type now will be shown in a floating window and converted to a Chinese character.

5. Before hitting "Enter", all the newly entered Chinese characters have a **dash line** underneath them. Press the **left arrow** key to see choice of other characters. Press the down arrow key (or select a number, or use a mouse click) to select a character. Hit **Enter**. Hit **Enter** again when you are done with the words.

6. You can toggle between Chinese input and English input temporarily by hitting the **Shift** key.

7. You can toggle between Single-byte and Double-byte English fonts by hitting the **Shift+Space** key.

6. To insert Chinese punctuation, press **Ctrl+Alt+Comma** then type the corresponding key or choose from the on-screen keyboard.