

rú hé zài zhōng wén zì de shàng fāng jiā pīn yīn
如何在中文的上方加拼音

How to add “**phonetic guides**” to text in Windows XP?

The feature is only available if support for an **East Asian language** is enabled through Microsoft Office Language Settings.

(Note: To add pinyin in phonetic guides in Windows XP, you must **right-click** in the language bar, select **Settings**, click Add, under Input language, select **Chinese (PRC)**, click OK, then under Keyboard, **Chinese (Simplified) – Chinese Pinyin IME 3.0** will appear.)

Change the language bar to **Chinese (PRC)**. Use pinyin input to type in Chinese. Select the text to which you want to add phonetic guides. On the **Format** menu, point to **Asian Layout**, and then click **Phonetic Guide**. In the Ruby text box, enter the phonetic guides that you want to apply to the selected text. Do any of the following:

- To change the font or font size, select the option you want in the Font or Size box.
- To change the alignment, select the option you want in the Alignment box.
- To change the offset from the base text, select the distance you want in the Offset box.

To **delete** phonetic guides, select the text to which a guide has been applied, click Phonetic Guide again, and click **Remove All** to delete the text in the Ruby text box.

The character formatting set to the selected text will not change when you add or delete phonetic guides. You can set character formatting after you apply phonetic guides, but if you apply formatting (e.g., bold) to text with phonetic guides, the phonetic guides will take the same format. To change the format of text with phonetic guides, **delete** the phonetic guides, change the **formatting**, and then **reapply** the phonetic guides.