

**Chinese IME Installation Steps**

**Step #1)** Insert Microsoft XP CD into CD/DVD ROM (Optional)

**Step #2)** Go to Start → Settings → Control Panel (See Figure – 1)



Figure - 1

**Step #3)** On Control Panel popup window click “Regional and languages Options” icon (See Figure – 2 )

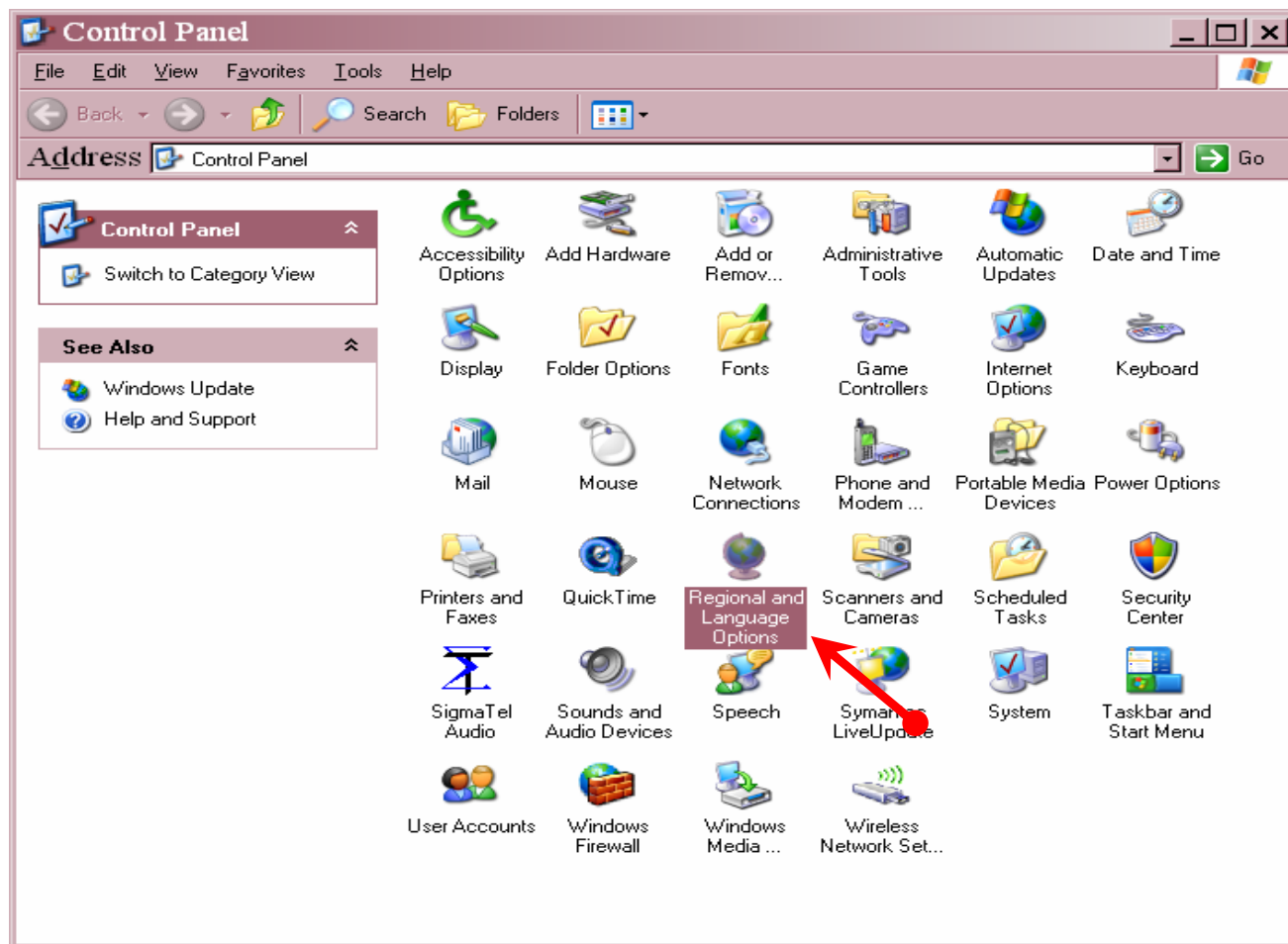


Figure - 2

**Step #4)**

1. On “Regional and Language Options” popup window, click “Languages” tag (See Figure – 3; Step 1 ) to continue
2. On next “Regional and Language Options” popup window and “Languages” tag session check “Install files for East Asian Languages” check box (See Figure – 4; Step 2)
3. Then you will see next “Install Supplemental Language Support “ popup window and click “OK” to continue (See Figure – 5; Step 3)
4. After ““Install Supplemental Language Support “ window close then click “Apply” on “Regional and Language Options” window to complete East Asian languages support (See Figure – 4; Step 4)

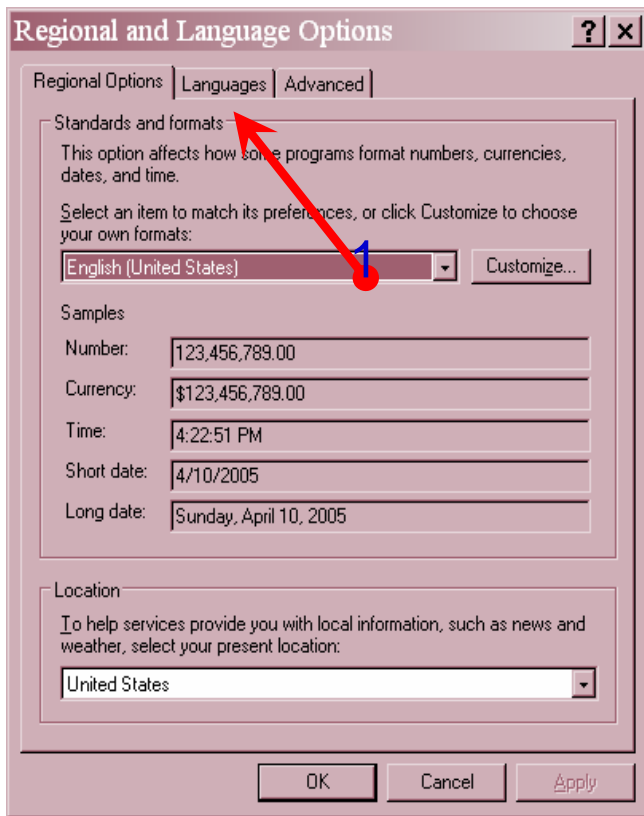


Figure - 3

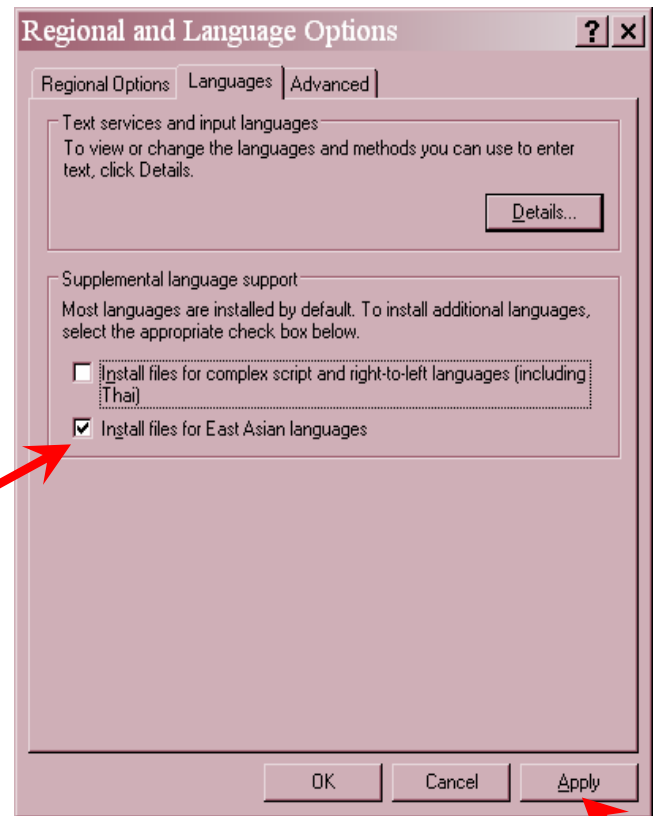


Figure - 4

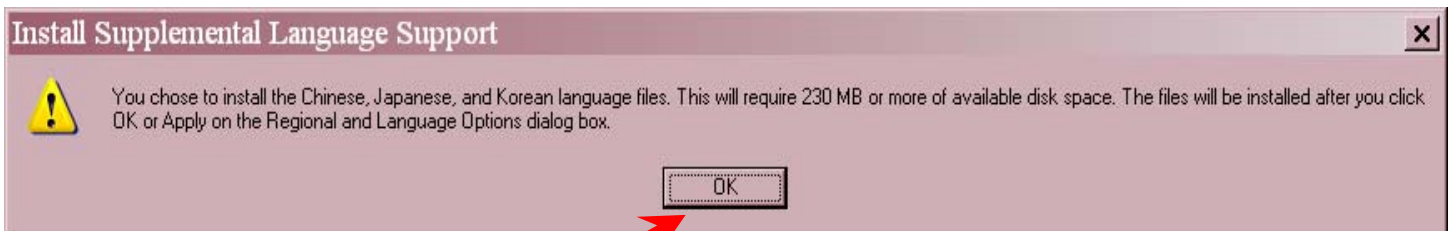


Figure - 5

**Step #5)** On “Regional and Language Options” window Click on button “Details” in the “Installed services” section (See Figure - 6)

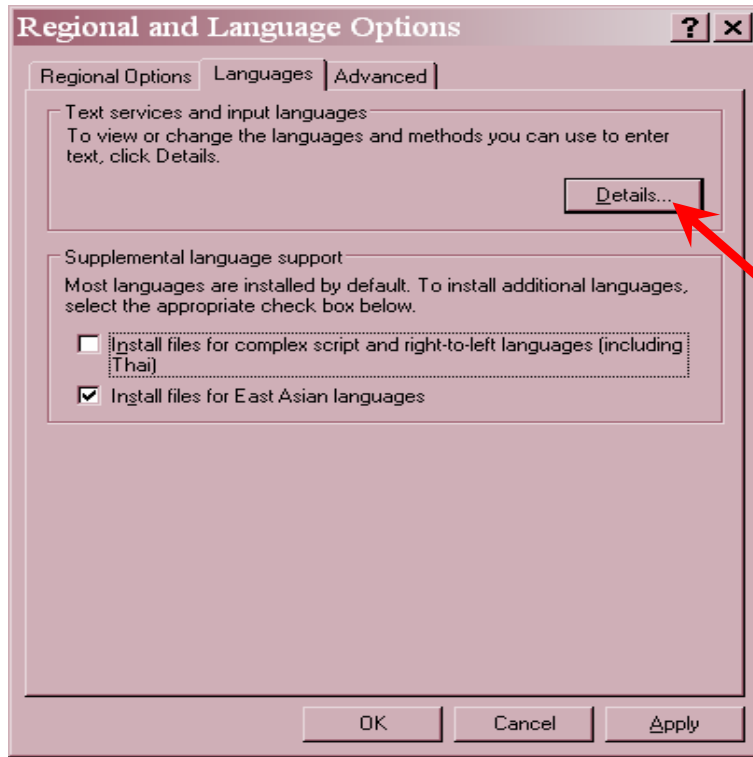


Figure - 6

**Step #6)** On “Text Services and Input Languages” window Click “Add” button to continue (See Figure - 7)

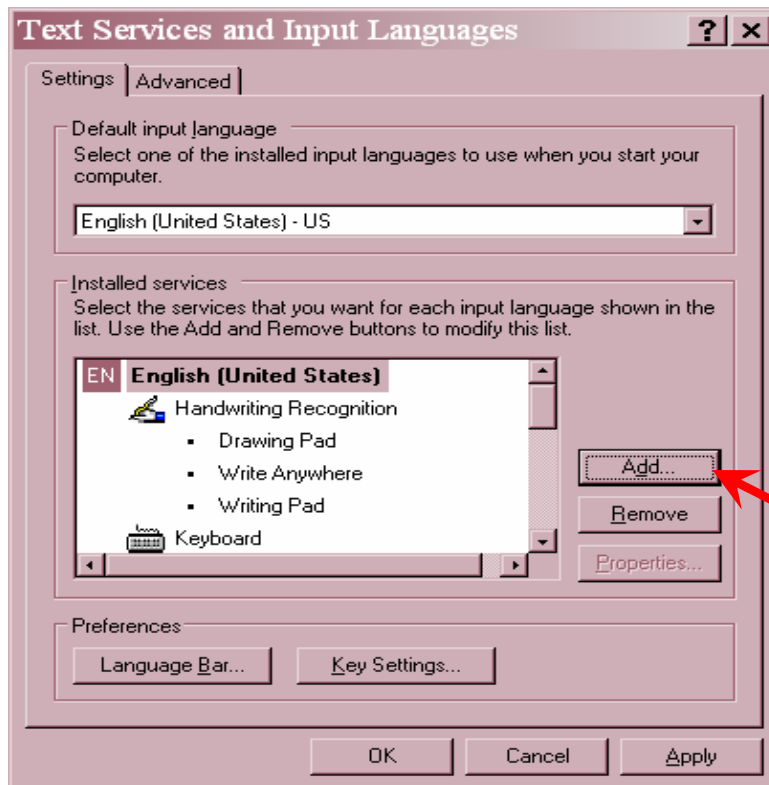


Figure - 7

**Step #7a)** Then you will see “Add Input Language” popup window; at “Input language” pull-down menu choose “Chinese (Taiwan)”, at “Keyboard layout/IME” pull-down menu select “Microsoft New Phonetic IME 2002a ” and Click “Ok” button to continue. (See Figure – 8; Step 1, 2, and 3)

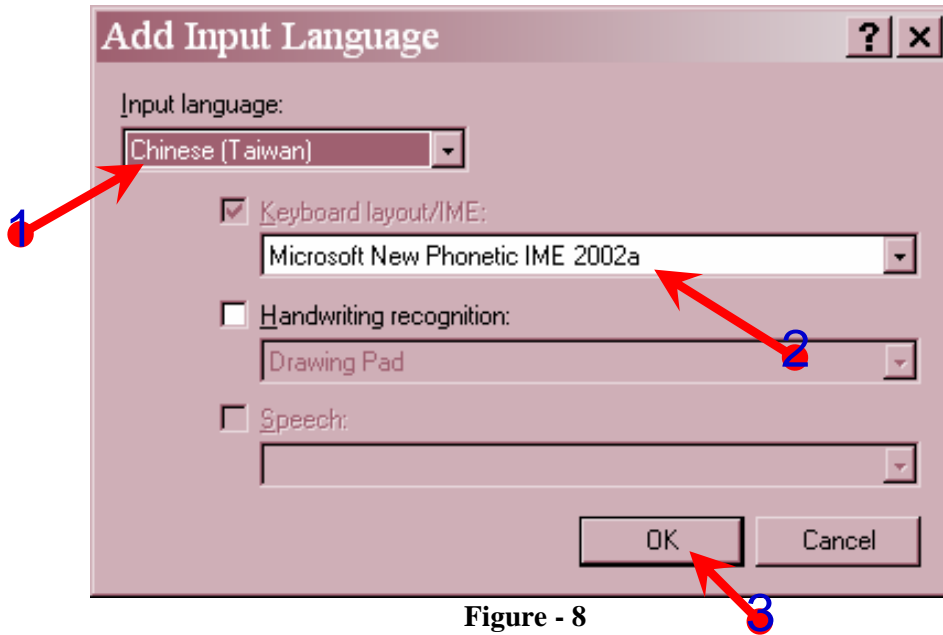


Figure - 8

**Step #7b)** After you completed the step 7a, you should see Chinese (Taiwan) Keyboard with Microsoft new Phonetic IME 2002a added as a new input language. (See Figure – 9)

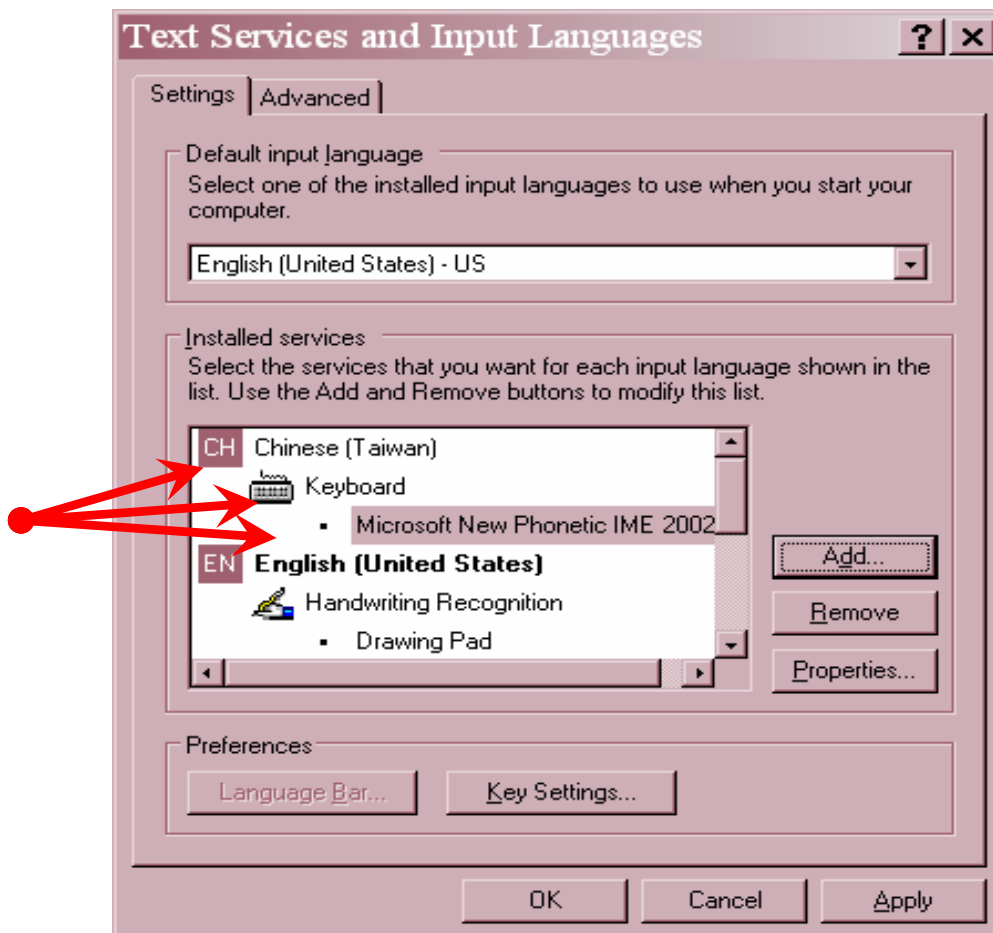
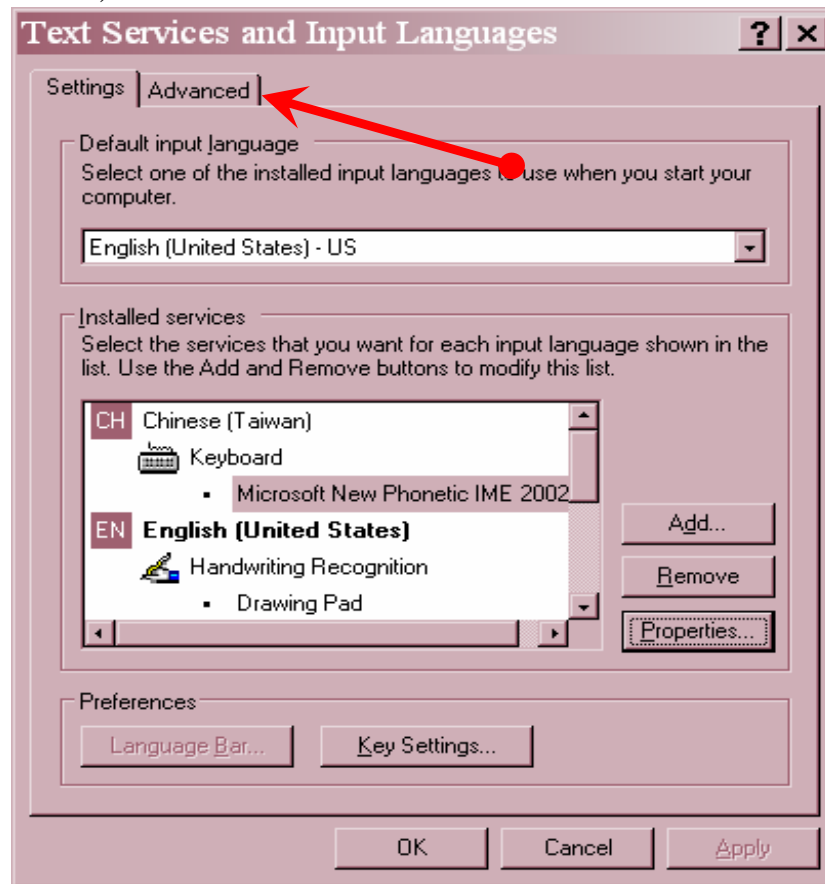


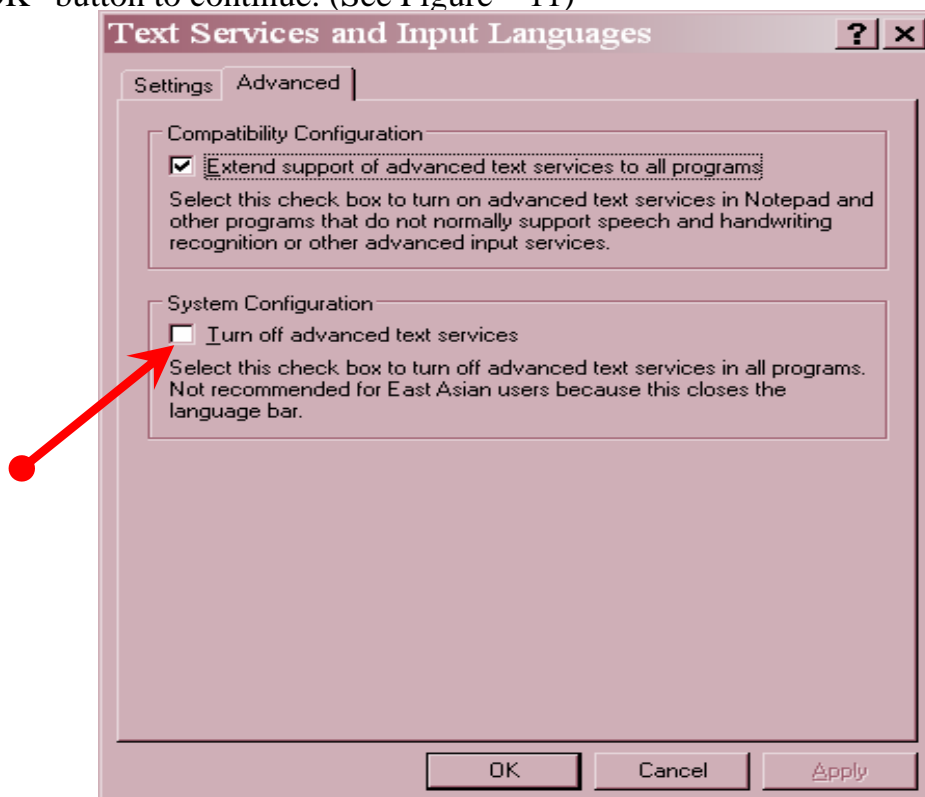
Figure - 9

**Step #8a)** On Text Services and Input Languages windows click on “Advanced” tag continue (See Figure – 10)



**Figure - 10**

**Step #8b)** You should see “Text Services and Input Languages” popup window and uncheck “Turn off advanced text services check box at System Configuration session and click “OK” button to continue. (See Figure – 11)



**Figure - 11**

**Step #9a)** On Text Services and Input Languages windows click once on “Microsoft new Phonetic IME 2002a” to make it highlighted, then click on “Properties” button to continue (See Figure – 10, Step 1 & 2)

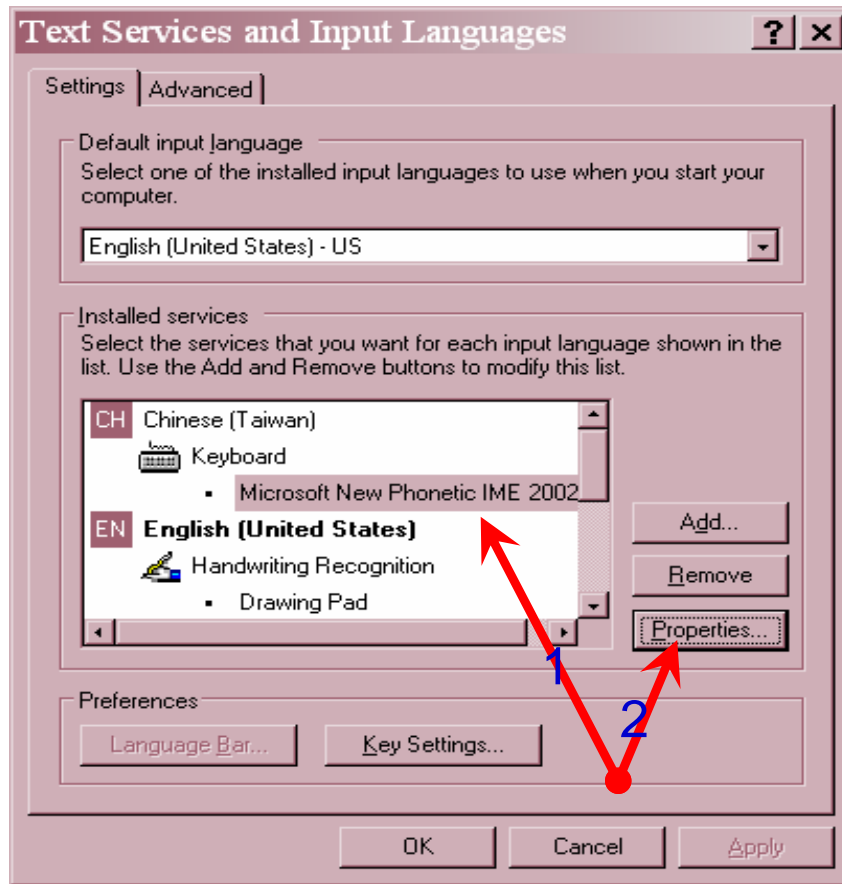


Figure - 10

**Step #9b)** You should see “Microsoft New Phonetic Input Method 2002a Properties” popup window as Figure 11.

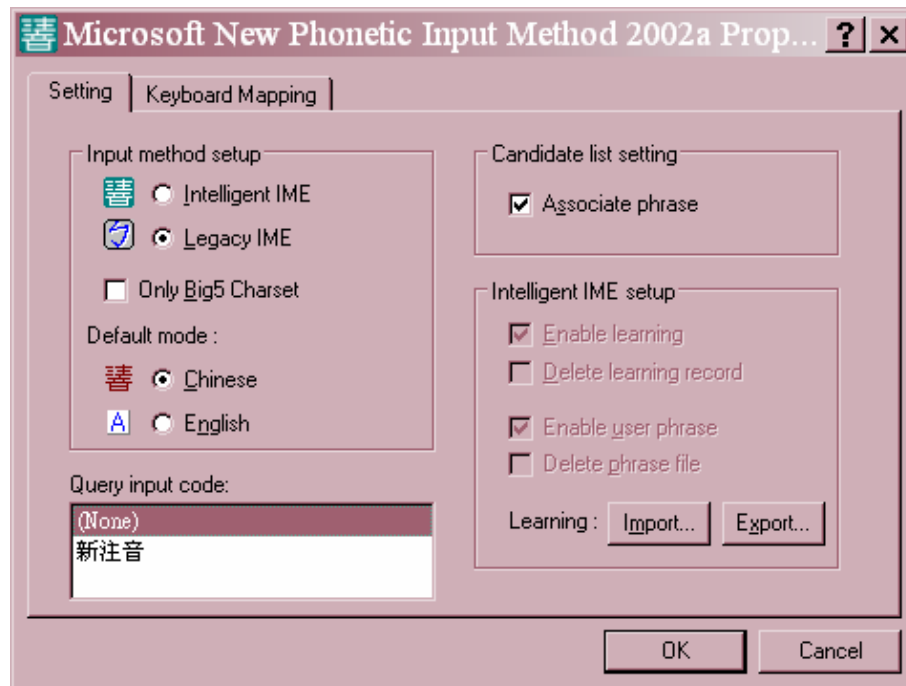


Figure - 11

**Step #10a)** On “Microsoft New Phonetic Input Method 2002a Properties window” for HanYu Pinyin (漢語拼音) then select HanYu Pinyin, then click on “OK’ button to continue (See Figure – 12)

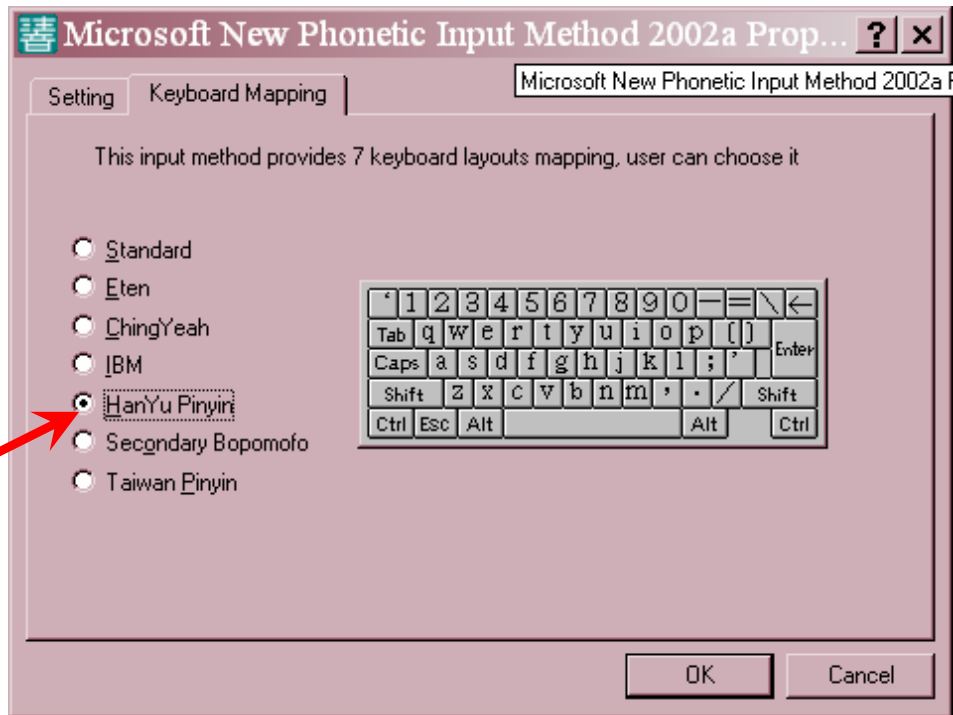


Figure - 12

**Step #10b)** On “Microsoft New Phonetic Input Method 2002a Properties window” for Zhuyin (注音) then select Standard, then click on “OK’ button to continue (See Figure – 13)

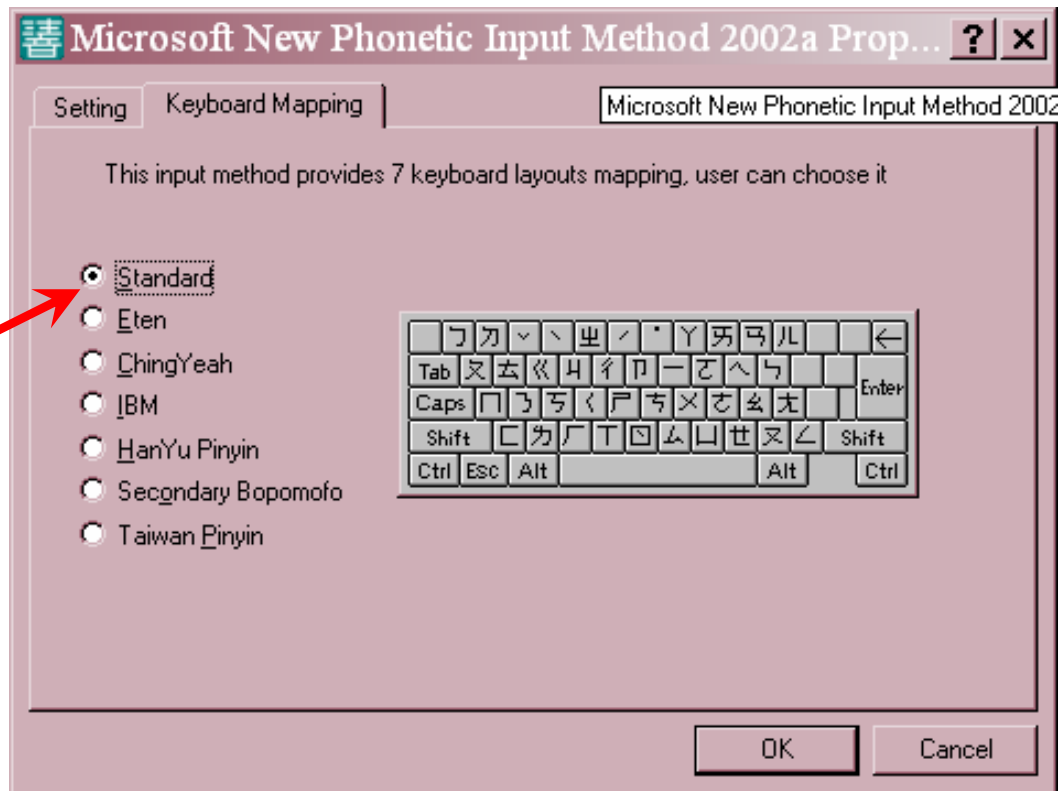


Figure - 13

### How To Choose Chinese (HanYu Pinyin):

- Start programs, like Word or Excel
- Click on the “EN” sign on the bottom of the screen
- Choose Chinese (Taiwan), then “EN” will change to “CH”, now you are in Chinese Input mode.
- Start typing HanYu Pinyin, you can type 1234 for tone. A suggested Chinese character will show up. If this is not what you need, move cursor back to highlight the character, then press “ ” (arrow down) key, (you will be given a set of Chinese characters with same sound), until you find the right characters. Then hit enter.
- Watch the character you just entered. If there is a thin dash line beneath it, the input process is NOT complete yet. You should hit enter to confirm the choice; if you made a mistake, just move cursor back, and re-choose the right character.
- If you made a mistake with HanYu Pinyin, confirm the ‘wrong’ choice, then delete it with the ‘Backspace’ key. Re-type the right HanYu Pinyin.
- If you keep on typing HanYu Pinyin without confirming each characters, the IME program will adjust the previous entered characters in accordance with the Chinese phrase.
- If you want to type English, touch “Shift” key. You are in English mode. You may switch back to Chinese mode by hitting “Shift” key again.
- If you want to enter 標點符號, try hitting the key with ‘~’ sign, followed by , like , ◦ ? ! But, if you want other 標點符號, do the followings:
- Move mouse to the ‘CH’ at the bottom of the screen, right click. Choose “restore the language bar”. When ‘language bar’ is shown (either on top or at the bottom), choose “Tools”, then ‘Symbol’. Now, you can enter more 標點符號.

### For Windows 98 and 95 OS download Global IME as following:

- Windows 98 → Download Global IME at:  
<http://www.microsoft.com/taiwan/products/windows/ime/default.htm>
- Windows 95 → Download Global IME at:  
<http://www.microsoft.com/taiwan/products/windows/win95/ime96.htm>