

## Set up your English Windows XP to support Chinese Viewing & Inputting

### For Viewing Chinese:

1. Click **"Start"**, then choose **"Control Panel"**.
2. Double-click on **"Regional & Language"** Option.
3. Small Window will pop-up. Click on **"Language"** Tab.
4. In the **"Supplemental Language Support"** section, choose/check **"Install Files for East Asian Language"**.
5. Then click **"Apply"**. Follow the computer's instructions; it will install files for you. (You might be asked to insert your Windows XP CD during the process.)
6. After installing, click on **"Advanced"** Tab.
7. In the **"Language for non-Unicode Program"** section, choose **"Chinese Taiwan"** for traditional Chinese or **"Chinese PRC"** for simplified Chinese. After you choose, click **"Apply"**
8. You will see a window pop-up saying **"The requested files are already..."**, please click **"YES"**.
9. You will be asked to restart your computer. Click **"YES"** to restart it now.
10. Set up is complete after the computer is restarted.

### For Inputting Chinese: (Please do the above setting first before you do this one)

1. Click **"Start"**, then choose **"Control Panel"**.
2. Double-click on **"Regional & Language"** Option.
3. Small Window will pop-up. Click on **"Language"** Tab.
4. In the **"Text Service and Input Languages"** section, Choose **"Details"**.
5. In the **"Installed Service"** section, Left-Click **"Add"** button, then choose Input Language as **"Chinese Taiwan"** for traditional Chinese OR **"Chinese PRC"** for simplified Chinese.
6. Check/choose **"Keyboard Layout/IME"** and choose one of the input methods you prefer under either Traditional Chinese or Simplified Chinese.

※**NOTE: If you use 注音 for Traditional Chinese, please choose "Phonetic"; if you use 漢語拼音 for Simplified Chinese, please choose "ShuangPin"**

7. Click **"OK"** then click **"Apply"**
8. At the bottom right-hand corner of your windows tool bar, left-click on **"EN"** and choose **"CH Chinese Taiwan"** OR **"CH Chinese PRC"**.
9. Use **CTRL+SPACE** Bar to bring out the keyboard.
10. You will find a **"半"** at the bottom left-hand corner of your screen. Right-click your mouse on the **"半"** and then left-click on **"螢幕小鍵盤"**.
11. Use the keyboard on the screen to begin input the Chinese.
12. To change input method back to English, hit **CTRL+SPACE** again.