

READING AND WRITING CHINESE IN WINDOWS 2000

Documented by Leslie Chong, November 8, 2005.

These steps show you how to configure your English Windows 2000 so that you can read and input Chinese without having to buy any special software or hardware.

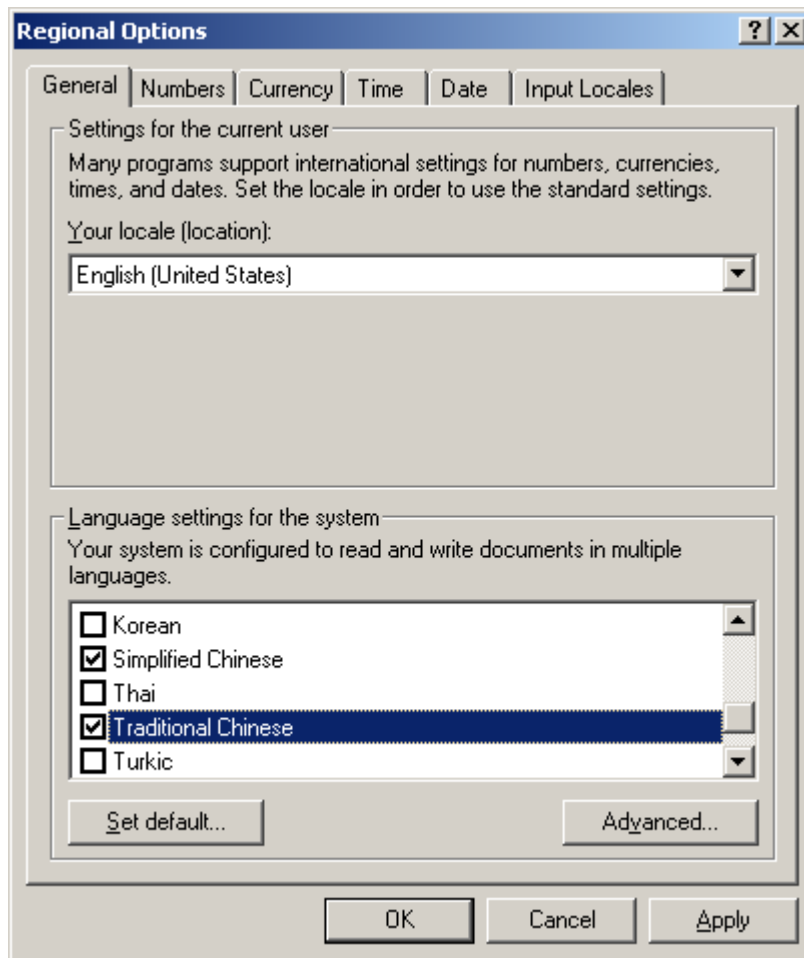
To be able to read Chinese

To allow Internet Explorer, other browsers or programs to display Chinese characters properly on your computer, you need to add Chinese language support as follows:

Go to Control Panel,

Click on Regional Options,

Under the General tab, in the Language settings box, check Simplified Chinese and Traditional Chinese:



When prompted for a CD, click OK and Browse ... to the c:\I386 folder (if you do not have the c:\I386 folder, you need a Windows 2000 installation CD).

Repeat the above if you are asked again for a CD.

When files are copied, click Yes to restart the computer.

After this, your browser will display Chinese web sites properly:



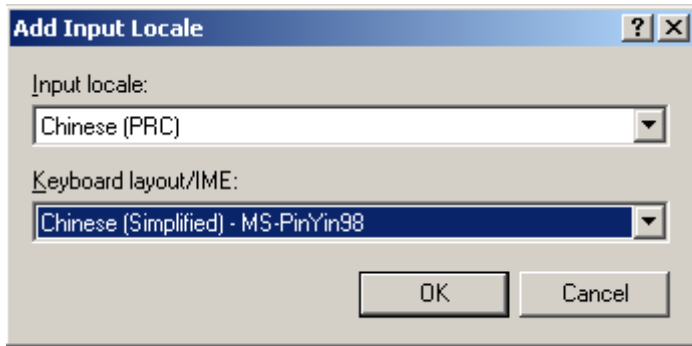
To be able to input Chinese

Go to Control Panel, Input Locales

Click Add... to add an input language

In the Input locale: box select Chinese (PRC)

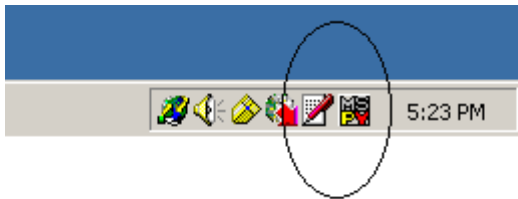
and the Keyboard layout/IME: box select Chinese (Simplified) - MS-PinYin98
(please note that MS-PinYin98 in fact allows you to input Traditional Chinese):



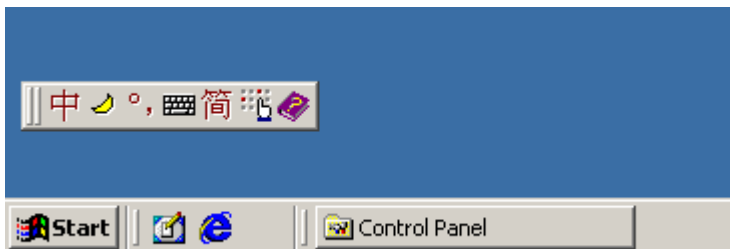
Click OK, OK

To input Chinese, do the following:

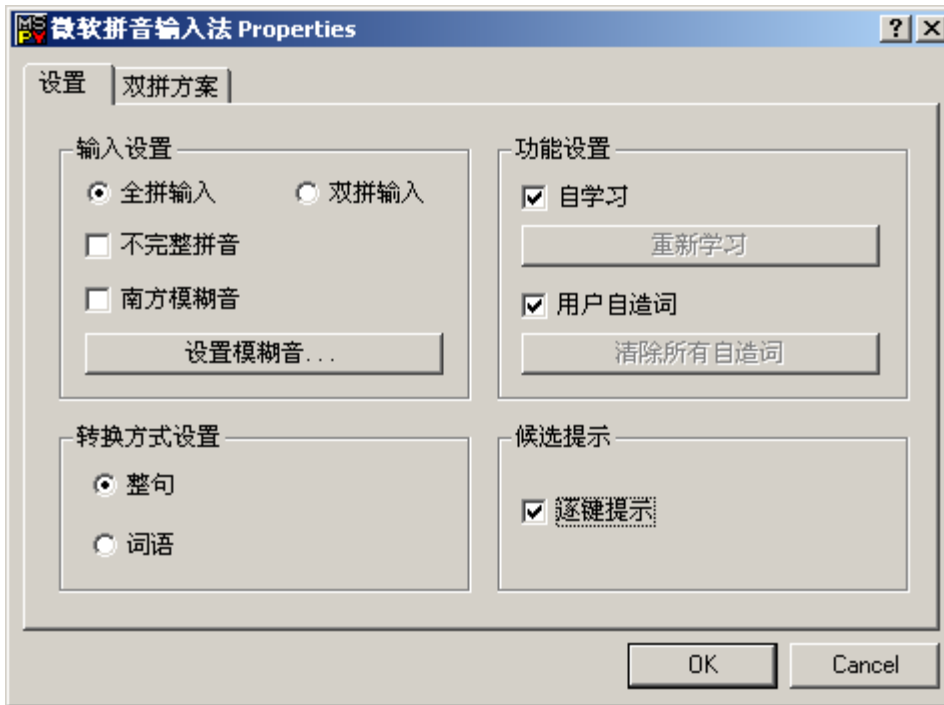
Open the program (WordPad, Word, Outlook...) where you want to input Chinese. Click the input indicator on the bottom left of the desktop (normally English – an “EN” blue box icon) and choose MS Pin Yin.



A tool bar appears on the desktop. This tool bar allows you to input Chinese or English: (by clicking on the 中 or 英 character) within your current program. The other character can be used to toggle between simplified and traditional Chinese.



You can configure the way you want to input Chinese characters by right clicking the pen icon next to the PinYin icon, and choose Configure IME...



Once you have completed your Chinese input, you can click on the MS-PinYin icon to revert back to English.