Inputting “symbols”

Chinese, Japanese, and Korean use diacritical marks when they are Romanized. These marks are all available in Microsoft Word. Inputting is not difficult, and one can even re-program one’s keyboard for shortcuts (however, if you do not have your own computer and are relegated to using the computing center, you will not have permission to do this). These instructions will only show you how to input the diacritical marks—reprogramming your keyboard is relatively self-explanatory and up to you, should you wish to do so.

For all three languages the input method is the same. Whether you want to input tone marks in Mandarin or macrons in Japanese or in Korean, Word approaches it the same way.

Step-by-step instructions:
Put your cursor in your document where you want the special symbol to appear. It will probably look something like this:

The basic paradigm for travel literature, or 習慣語, is to focus on the historical significance of the locale.
In this document, I’d like to insert an o with a macron over it (ō) in the word “kikōbungaku.” So, I put my cursor in that place. (Note that it doesn’t matter if you’re working in italics or bold or any other special font feature—Word will take care of that part. All you need to do is input the “symbol.” If you choose an unusual font, this could, however, become a problem, so it is recommended to stick with something basic like Times New Roman.)

Go to the “Insert” pull-down menu and choose “symbol”
Once you choose “symbol” a new window will open up that looks like this:

Scroll down through the characters until you find the one you are looking for. Note that there is another box for “recently used symbols” which will remember what you normally use, and will in future save you the trouble of scrolling.

Once you find the character you want, click on it and then on “Insert.” The character will be inserted into your document where your cursor is.

When you have finished inputting characters, click on “Close” and you will return to your document.

NOTE: Be picky about which characters you choose. Don’t use Ŭ when what you really want is Ŷ—Word will provide you with just about anything you want.
The next step is to add the characters (in this case, Japanese) for the italicized word. Adding characters was until recently difficult and usually required expensive software. However, now Windows XP or Windows 2000 will allow you to do this in Word (or any other Microsoft application, e.g. Excel) without the extra expense.

This means that you can use Word as a word-processor for your CJK homework, too, if you want.

The following instructions assume that the machine you are using has already been set up for CJK use. The computers in the East Asian Studies computer lab (HU254) are such machines. THE COMPUTERS IN THE LECTURE CENTER ARE NOT CJK ENABLED.
Inputting CJK characters

Japanese

Inputting Japanese can be done either phonetically or by handwriting. At the bottom of your screen in Word, you will see a blue box on the tool bar that says “EN.” This stands for “English.” Click on that box and you will get a menu of languages. Click on Japanese:

NOTE: If you want to input English again at any time, simply click on the blue box that says “JP” and choose English (United States) again.
This will return you to your document, but it will also change your toolbar. Now your tool bar will show a hiragana “a” (あ), among other things. Click on the あ and make sure that you have chosen “hiragana” as an input method. If you do not see an あ but instead see a funny-looking capital A, click on that and choose “hiragana.”
Now you are ready to input Japanese. You’ll notice that now in the blue box of your toolbar at the bottom of the screen it will say “JP” instead of “EN” and the icon to the right of that will look like a red ball with a brush by it.

Position your cursor where you want to input Japanese. Type in Romanization what you want, and it should appear in hiragana in the text. Here, I’m typing “kikoubungaku”:

The basic paradigm for travel literature, or kikoubungaku きこうぶんかく, is to focus on the historical significance of the locale.

If I wanted just hiragana, all I would have to do at this point is hit return and the text will be there. But I want the kanji for this…
To get the kanji for きこうぶんがく, I need to hit the space bar. When I do this the most common kanji for the word will pop up. Sometimes this is exactly what you want and you are finished. But, often you get a homonym that you don’t want. If that happens, hit the space bar again and a pop-up menu will appear with a choice (or choices) for the input kana. If you want the first choice, hit Enter. If you want a lower choice, use the arrow keys to scroll down to your choice, then hit Enter. Eventually you will find what you need.

Here is an example of what happens when I just look for “きこう”

Notice that XP will also conveniently give you definitions for many terms or words (here we see the definitions for choices 8 and 9), just in case you’re not sure of what you want. The choice I want is not on this menu, so I’ll scroll down a little until I find it:
When my cursor is on choice #8 (紀行)—this is the one I want—I hit return and it is automatically inputted into the document. Then I’ll enter ぶんがく and do the same routine to enter 文学.

If you type a long sentence all in kana, the program will try to break it up into words and offer you kanji on a word-by-word basis.

You can make your font italicized, larger, smaller, etc. the same way you would do with English fonts.

This is the phonetic input system. But, there is another, very powerful input system called the IME pad.
The IME pad lets you find a character not by how it is pronounced, but rather how it is written. It will also let you find the reading (both on-yomi and kun-yomi) of a character you’ve drawn on the pad.

In Japanese mode, on the toolbar at the bottom of your screen, will be an icon that looks like a pencil and a magnifying class in a sack. Click on that icon and you will get another menu:

You can look up a character by writing it, or by finding it by stroke order, or by radical (or by speech recognition, but none of the machines available to students on campus have this capability).

Click on “Handwriting” and a new window (the IME pad) will pop up.
As a default, the pad begins with the “roof radical” as you can see in the above illustration.

First, click on “CLEAR” to clear the pad. Then, using the mouse, draw the character you want. As you draw, different menus will pop up to the right of the pad with the computer’s best guess about which character you want. When the one you want appears, click on that and it will be input into the document.
Let’s say for example that we want to find the character 授, but we are not sure how to pronounce it. We call up the IME pad and begin writing the character—first, the left hand “hand” radical. When we do this a selection of characters shows up in the adjoining window:

At this point the IME pad can make guesses, but clearly doesn’t have enough information to find the character we want. So, keep drawing:
By the 9th stroke, we have found 授 and we can even see the reading of the character if we move our cursor over that character in the chart. It is read “ju.” If you click on the character in the right-hand chart, it will be input into your document.

The IME pad has other nifty features, all of which are beyond the scope of this class. However, you are encouraged to “play around” with the buttons and features and learn more about how to input characters. See the instructor if you have questions.
Chinese (Simplified)
Inputting Chinese is similar to inputting Japanese. Inputting Chinese can be done either phonetically or by handwriting. At the bottom of your screen in Word, you will see a blue box on the tool bar that says “EN.” This stands for “English.” Click on that box and you will get a menu of languages. Click on Chinese PRC for simplified characters:

“Chinese Taiwan” produces complex characters (see below). For the moment, let’s do simplified characters.

Once you click on “Chinese PRC” your tool bar will change—the illustration above shows what it will look like.
At this point you can begin typing in pinyin. A text box will show up on the screen and show you what you’ve typed. There is more than one way to input a character: you can type in the pinyin and then the tone (with a number) or just the pinyin and have the computer guess. For example, let’s try the sentence “This is my book.” First we’ll type in the pinyin (“zhe shi wo de shu”):

At this point all I’ve typed is “zhe.” As soon as I type another letter, in this case “s” then the character 这 will take the place of the “zhe” in the text. In other words, the computer figures out from context (often) what you’re trying to type and makes the conversion for you.
At this point, all I’ve typed is “zheshiwo” …
And here what I’ve typed is “zheshiwodeshu.”

At first the system seems cumbersome, but you’ll quickly get proficient in it.

Now, what do you do if the computer doesn’t choose the character that you want?
It often occurs that XP will not recognize the context and therefore give you an incorrect character. In this case, you will have to choose from a list of alternatives (as in Japanese).

**Simplified Characters:**
Here’s an example. Suppose you are trying to write about your plans for the upcoming summer vacation. Type in the *pinyin* for the phrase “summer vacation,” *shujia* and then hit the space bar. The program may very well choose the characters 书架 or “bookcase.” You can access alternatives by hitting the right arrow key. This will bring up the alternative menu. You can choose the appropriate character by hitting the down arrow key until the desired option is highlighted. Then simply hit RETURN to insert the character(s). You can also simply hit the number corresponding to the appropriate selection (#2 in the following example).
Note that number of options often exceeds the number of visible alternatives (especially if you are looking for a single character). In that case, simply continue to hit the down arrow key to reveal further selections. You can also click on the arrows at the end of the selection bar to reveal the next set of characters:
Traditional (complicated) characters:

The Chinese (PRC) language option provides simplified characters. If you want to use the traditional, complicated forms, you must choose the Chinese (Taiwan) option on the language bar:

The Chinese (Taiwan) method offers several different keyboard configurations. The default setting is the *pinyin* system. To choose characters simply type in the *pinyin* for the phrase you are looking for.

It is often the case, however, that the program inserts the wrong characters into the document. You must therefore choose the right characters from the menu of alternatives. Unfortunately, the Chinese (Taiwan) language system does not ordinarily give compounds in its option menu, so you must move the cursor to the beginning of each character that needs to be changed.
Let’s take an example. Suppose you want to write a note about the tasty order of Sichuan bean curd (*mapo doufu*) you had last night.

Type mapo doufu and the following characters may come up:
To get the correct characters, move the cursor to the beginning of the first character and then hit the down arrow key. Choose the proper character either by hitting the down arrow key to highlight the right character or simply type the characters’ corresponding number (#5 in the sample below).
Then do the same with the second character:

The result will be the proper characters for *mapo doufu*: 麻婆豆腐

Note that there are other options for the input method in the Chinese (Taiwan) system.

1. You can remap the keyboard to another pronunciation system.
2. You can use the IME drawing pad to draw the character. Note that this feature is not available in the Chinese (PRC) system.
To remap the Chinese (Taiwan) keyboard, go to the language bar **Tools** menu and select **Properties**.

This will open a dialogue box that will have **keyboard mapping** as one of the options. Click on that tab and you will see the available alternatives.
Note that the EAS computer lab computers are set with HanYu Pinyin as their default setting. If you change this, you must change it back when you are finished using the computer.
Korean

Inputting in Korean, in theory, should be much easier than in Japanese or Chinese, basically because it is a phonetic system. However, the keyboard is necessarily a hangul keyboard. This means that you cannot enter words in Romanization. First, you’ll need to learn this keyboard (or make a keyboard cover, or template, or something like that). A map of the keyboard follows.

Also, there is a way to convert Korean to Chinese characters which is very similar to the Japanese and Chinese methods (see below).

How do I use the IME?

(i) After you have installed the IME you should see this in your icon tray.

(ii) Normally when you click this with your mouse you would see this pop up. That indicates that window that currently has focus can only except English.

(iii) If you click the icon when a Korean (unicode) window has focus you should see this

![Korean IME interface](image)

Now you can see that we have a Korean IME option.

(iv) If you now select "Korean IME" with your mouse you will see this pop up.

![Korean IME interface](image)

This is the Korean IME interface. As it is you will still be entering English script if you type something.

(v) To toggle the IME so that you can type HanGul you need to click the button so that it toggles to this (HanGul mode). Now you can enter HanGul.

(Tip: Pressing the right ALT key also toggles the IME language mode.)
What English keys are which HanGul keys?

The HanGul keyboard is set out as follows:

![HanGul Keyboard Image]

The double consonants on the Q,W,E,R,T,O and P keys can typed using the SHIFT key.

How do I enter HanJa?

If you'd like to enter HanJa characters you simply enter the HanGul equivalent and then highlight it (like this 㣿), then press the 按 button on the IME interface. Then you should see a HanJa candidate list pop-up above the IME interface.

Just select the HanJa character you'd like with the mouse.