Word Processing in Chinese

The Global IME available through the Windows operating system has two different Chinese language systems, one corresponding to Taiwan (traditional characters) and the other to the Peoples Republic of China (simplified characters). The first step to using these is to install the languages through your Regional and Language Options section of the Control panel. Once the languages are installed, you can begin using it any program.

Chinese (Taiwan)

Choose the appropriate language via the language bar.
Now make sure that you have chosen the Microsoft New Phonetic IME on the language bar as your interface:

Once you have done that, you can begin typing Chinese. You will need to make sure that you have the input method selected that you are most comfortable with. The two basic options in the Chinese (Taiwan) IME are the Chinese phonetic alphabet (known as Zhuyin fuhao 注音符號) and Hanyu pinyin 漢語拼音. These can be selected by going to the Tools button on the language bar and selecting properties. In the Properties dialogue box, choose Keyboard Mapping. There you will see the various options. Most will want to choose the fifth option “HanYu pinyin.”

Inputting via Chinese (Taiwan)

The basic process is to type the pinyin pronunciation and you will see an input bar appear with the pronunciation you are typing. The default settings of the program are such that it will make educated guesses at what characters you intend based on the surrounding text. It is reasonably accurate for everyday, standard Mandarin. It does, however, make mistakes, so you will periodically have to change the selected character.

If you see a character is mistaken, move the cursor to that beginning of that character and hit the down arrow key (↓). Continue hitting the down arrow to scroll through the various characters with the same pronunciation until you get to the one you want. Hit either the number of the
character or the enter key when it is highlighted and the program will insert it into the proper place.

Note that some pronunciations will produce very long lists of possible characters. This can be reduced by typing in the number of the character’s tone after the pinyin.

Thus, for 中國, you could type zhong1guo2.
Another very helpful tool for inputting characters is the IME Pad. This is located under the Tools button on the language bar. It will bring up the following panel on which you can use your mouse to handwrite the character you want. Be sure to use proper stroke order because the system uses that to help narrow down the character you are seeking. This function is particularly useful for characters that you do not know how to pronounce.
**Chinese (Taiwan) Punctuation**

The regular keyboard punctuation will insert English style punctuation into your Chinese text. For many applications, that will be fine. However, typesetting styles in China and Taiwan have also developed their own punctuation styles.

Thus, we have the following main ones:

<table>
<thead>
<tr>
<th>Punctuation</th>
<th>English Version</th>
<th>Chinese Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>.</td>
<td>。</td>
</tr>
<tr>
<td>Text comma</td>
<td>,</td>
<td>’</td>
</tr>
<tr>
<td>Enumeration comma</td>
<td>No English equivalent</td>
<td>‘ ’</td>
</tr>
<tr>
<td>Title indicator</td>
<td><em>Italics or underlining</em></td>
<td>《》 or 【】</td>
</tr>
<tr>
<td>Quotation marks</td>
<td>“” or ‘’</td>
<td>「」</td>
</tr>
</tbody>
</table>
These are inserted by using the tilde key and then either the appropriate punctuation key or a combination of the SHIFT key and a punctuation key:

` then SHIFT+, gives you 《 (after you select from the options)
` then , gives you ’
` then . gives you 。
` then ` (again) gives you 、 (after you select from the options)
` then [ gives you 『 or 【

In many cases, you will have to choose the appropriate punctuation mark from a pull down menu (just as you choose the desired character from the character selection drop-down menus.)
Choose the appropriate language via the language bar.
Be sure that you have the interface set to the Microsoft Pinyin IME:

Once you have done that, you can begin typing Chinese. The only input style available in this language is Pinyin, so you can begin right away. The same basic principles apply. In my experience, the artificial intelligence is a bit better in this than in Chinese (Taiwan). It is not, however, infallible, so you will have to make character selections. Here again you can narrow these down by including the tone number as you type. Unfortunately, Chinese (PRC) does not have access to the IME Pad.
Inputting via Chinese (PRC)

As you type pinyin, you will see a “Reading Window” appear with the pronunciation you are typing. If you need to change a character, move the cursor to that beginning of that character and this time hit the right arrow key (→) to show the “Character Window” with options (horizontally). Then use the down arrow key (↓) to move rightward along the list. You can then either highlight the character you want and hit enter, or press the number of the character.
**PRC Punctuation**

PRC punctuation which resembles more the earlier Chinese conventions is more automatic in the Chinese (PRC) input. Thus,

<table>
<thead>
<tr>
<th>Punctuation</th>
<th>Keyboard key</th>
<th>PRC Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comma</td>
<td>,</td>
<td>、</td>
</tr>
<tr>
<td>Period</td>
<td>。</td>
<td>。</td>
</tr>
<tr>
<td>Enumeration comma</td>
<td>\</td>
<td>、</td>
</tr>
<tr>
<td>Title indicator</td>
<td>SHIFT + &lt; and SHIFT+ &gt;</td>
<td>《》</td>
</tr>
</tbody>
</table>

PRC publishers generally don’t use the Taiwan versions of quotation marks 「」 or the bracket style of book title indicators 【】. For the former, use English quotation marks, and for the latter use the double carat form above. You can also toggle between English-style and Chinese-style punctuation by using the Punctuation button on the language bar:

**Conclusion**
You should be aware that there are many more options available through both versions of the Chinese IME. You can, for example, control how the artificial intelligence works, construct keyboard shortcuts, utilize different interfaces, and select different input methods. The above presents just the basics to get you started.