
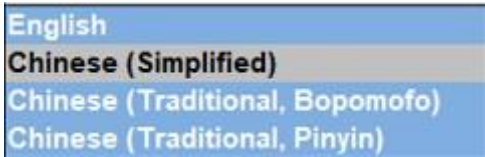


Selecting Simplified Input Method

To type in simplified characters, click on the  arrow to the right of the selected input language at the top left corner of your screen. Then select "**Chinese (Simplified)**" from the drop-down list that appears, as shown below. Please note that after each time you select a language, you must use your mouse to reposition your cursor inside the response box before you can begin typing.

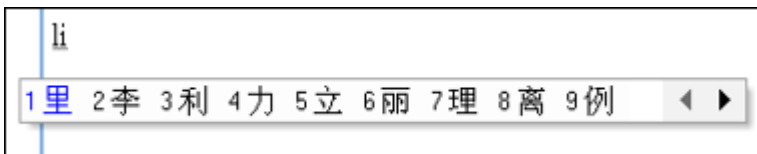


Note: You may also toggle between your selected Chinese input method and English by using the key code **CTRL+SPACEBAR**.

IMPORTANT: Once you have selected a Chinese input language, if you press **SHIFT**, your keyboard will type in English until you press **SHIFT** again to resume Chinese input.

Text Entry and Character Selection

1. Use the keyboard to type the pronunciation of the desired Chinese character in Simplified Chinese. As you type, a long window will appear with numbered character options, as shown in the example below. If you do not see the desired character in the window, type additional letters or use the mouse to click on the black arrow at the end of the window to see another set of character options.



2. If the first character shown is the desired character, press **SPACEBAR** to select it. To select another character, use the mouse to click on the character in the window **or** type the number that corresponds to the desired character.
3. The character you selected will now appear in the response box. Press **ENTER** or **SPACEBAR** to confirm the character and move the cursor forward. The character will be underlined until you press one of these keys.

Notes:

- The more often you select a specific character from the list in a window, the closer to the beginning of the list it will appear the next time you type the same pronunciation.
- You may wait to press **ENTER** or **SPACEBAR** until you have multiple correct characters showing in the response box. All unconfirmed characters will be underlined until you press **ENTER**.
- To cancel an unconfirmed character and start over, press **ESC**. But note that if you have multiple unconfirmed (underlined) characters, when you press **ESC**, all the unconfirmed characters will be deleted.


Punctuation

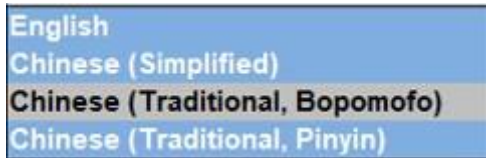
Chinese-style punctuation marks can be entered from the regular keyboard keys when typing with the Simplified IME, with the following exceptions:

Chinese Punctuation Mark	Key Entry Method
、 (enumeration comma)	BACKWARD SLASH (above the ENTER key)
· (middle dot)	SHIFT+2
〈 〉	parentheses (SHIFT+9; SHIFT+0)
《 》	SHIFT+COMMA; SHIFT+PERIOD
……	SHIFT+6
—	SHIFT+7
——	SHIFT+HYPHEN

Note that, as with other Chinese characters, Chinese punctuation marks will appear in the response box with underlining until you press **ENTER** to confirm the character and move the cursor forward.

Selecting Bopomofo Input Method

To type in traditional characters using the Bopomofo input method, click on the  arrow to the right of the selected input language at the top left corner of your screen. Then select "**Chinese (Traditional, Bopomofo)**" from the drop-down list that appears, as shown below. Please note that after each time you select a language, you must use your mouse to reposition your cursor inside the response box before you can begin typing.



Note: You may also toggle between your selected Chinese input method and English by using the key code **CTRL+SPACEBAR**.

IMPORTANT: Once you have selected a Chinese input language, if you press **SHIFT**, your keyboard will type in English until you press **SHIFT** again to resume Chinese input.

Bopomofo Keyboard Layout



Text Entry and Character Selection

1. Use the keyboard to type the Bopomofo characters of the desired Chinese character and then press **SPACEBAR**. (If you include the tone, you will not need to press **SPACEBAR**.)
2. If the desired character appears in the response box, press **ENTER** to confirm the character and move the cursor forward. The character will be underlined until you press **ENTER**.
3. If the desired character does NOT appear in the response box, press the **DOWN ARROW** key. A box will appear with numbered character options, called Candidate Words, as shown below. If you do not see the desired character in the box, use the mouse to scroll down or click on the black down arrow to see a new set of numbered options, or click on the double right arrow to see the full set of (unnumbered) character options.



4. To select the character that you want:

- use the **UP** or **DOWN ARROW** key to highlight the desired character and then press **ENTER** or
- type the number that corresponds to the desired character **or**
- use the mouse to click on the desired character

5. The character you select by this method will replace the first character that appeared. Press **ENTER** to confirm the character and move the cursor forward. The character will be underlined until you press **ENTER**.


Notes:

- The more often you select a specific character from the list in a box, the closer to the top it will appear the next time you type the same thing.
- To cancel an unconfirmed character and start over, press **ESC**. But note that if you have multiple unconfirmed (underlined) characters, when you press **ESC**, all the unconfirmed characters will be deleted.

Punctuation

To enter Chinese-style full-width punctuation with the Bopomofo IME:

- press and hold **CTRL** plus the regular punctuation mark key (including the **SHIFT** key, if necessary) **or**

- first press and release the **grave accent key**  (to the left of the "1" key) and then type the regular punctuation mark key (including the **SHIFT** key, if necessary)


For the enumeration comma, use the **apostrophe key** (to the right of the semicolon key) and one of the methods described above.

For punctuation marks that appear on the number keys, the **grave accent key** method must be used.


Note that, as with other Chinese characters, Chinese punctuation marks will appear in the response box with underlining until you press **ENTER** to confirm the character and move the cursor forward.

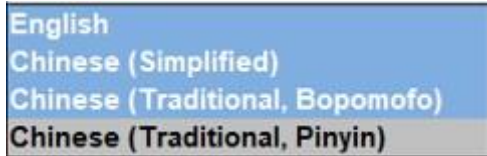
Numerals

When typing with the Bopomofo IME, use the number keypad to enter numerals (1, 2, 3, 4, etc.).

To enter Chinese-style full-width numerals, first press and release the **grave accent key**  (to the left of the "1" key) and then type the number from the top row of the keyboard.

Selecting Traditional Pinyin Input Method

To type in traditional characters using the pinyin input method, click on the  arrow to the right of the selected input language at the top left corner of your screen. Then select "**Chinese (Traditional, Pinyin)**" from the drop-down list that appears, as shown below. Please note that after each time you select a language, you must use your mouse to reposition your cursor inside the response box before you can begin typing.



Note: You may also toggle between your selected Chinese input method and English by using the key code **CTRL+SPACEBAR**.

IMPORTANT: Once you have selected a Chinese input language, if you press **SHIFT**, your keyboard will type in English until you press **SHIFT** again to resume Chinese input.

Text Entry and Character Selection

1. Use the keyboard to type the pinyin pronunciation of the desired Chinese character and then press **SPACEBAR**. (If you include the tone, you will not need to press **SPACEBAR**.)
2. If the desired character appears in the response box, press **ENTER** to confirm the character and move the cursor forward. The character will be underlined until you press **ENTER**.
3. If the desired character does NOT appear in the response box, press the **DOWN ARROW** key. A box will appear with numbered character options, called Candidate Words, as shown below. If you do not see the desired character in the box, use the mouse to click on the black down arrow or click on the double right arrow to see the full set of (unnumbered) character options.



4. To select the character that you want:

- use the **UP** or **DOWN ARROW** key to highlight the desired character and then press **ENTER** or
- type the number that corresponds to the desired character **or**
- use the mouse to click on the desired character

5. The character you select by this method will replace the first character that appeared. Press **ENTER** to confirm the character and move the cursor forward. The character will be underlined until you press **ENTER**.


Note:

- The more often you select a specific character from the list in a box, the closer to the top it will appear the next time you type the same thing.
- To cancel an unconfirmed character and start over, press **ESC**. But note that if you have multiple unconfirmed (underlined) characters, when you press **ESC**, all the unconfirmed characters will be deleted.

Punctuation

To enter Chinese-style full-width punctuation when typing with the Traditional Pinyin IME:

- press and hold **CTRL** plus the regular punctuation mark key (including the **SHIFT** key, if necessary) **or**

- first press and release the **grave accent key**  (to the left of the "1" key) and then type the regular punctuation mark key (including the **SHIFT** key, if necessary)


For the enumeration comma, use the **apostrophe key** (to the right of the semicolon key) and one of the methods described above.

For punctuation marks that appear on the number keys, the **grave accent key** method must be used.

Note that, as with other Chinese characters, Chinese punctuation marks will appear in the response box with underlining until you press **ENTER** to confirm the character and move the cursor forward.

Numerals

When typing with the Traditional Pinyin IME, you may use the regular number keys on the keyboard or keypad (1, 2, 3, 4, etc.) to enter numerals.

To enter Chinese-style full-width numerals, first press and release the **grave accent key**  (to the left of the "1" key) and then type the number from the top row of the keyboard.