

How To Use JWP (JWP の使い方)

*Examples: Hiragana: ひらがな Katakana: カタカナ Kanji: 漢字

▶ Open JWP (Start→ Programs→ Language→ Japanese→ Japanese Word Processor→ JWP)

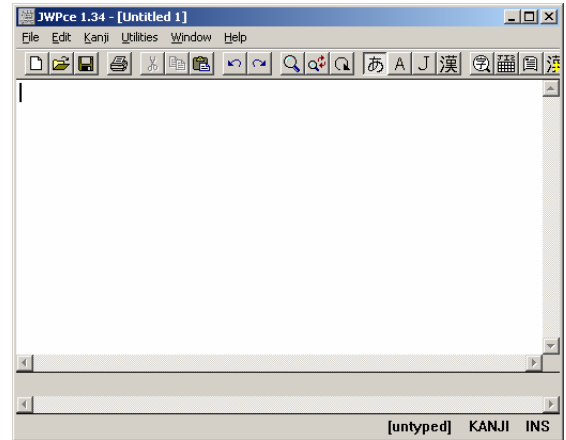
▶ The following screen should appear

▶ Note the toolbar.



1 2 3 4 5 6

1. Hiragana and katakana input
2. English Input
3. Kanji conversion
4. Character information
5. JIS Character Table
6. Dictionary



▶ To type in *hiragana* select the button and type as the *roomaji* indicates.

Ex. To type the word *hiragana* simply type h-i-r-a-g-a-n-a to get ひらがな.

▶ To type in English, select the button and type normally.

▶ To type in *katakana* select the button and select CAPS LOCK and type as the *roomaji* indicates.

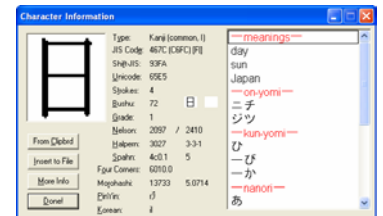
Ex. To type the word *katakana* simply type K-A-T-A-K-A-N-A to get カタカナ

▶ To type a word in *kanji*, type the word as you would in *hiragana*. Then, highlight the word and click on the button to convert.

Ex. Type the word *toshokan* in *hiragana*. Highlight the word (としょかん) and press to get 図書館.

▶ To check on the meaning of a *kanji* highlight the desired character and click .

Ex. To find to meaning of 日, highlight the character (日) and click to get →




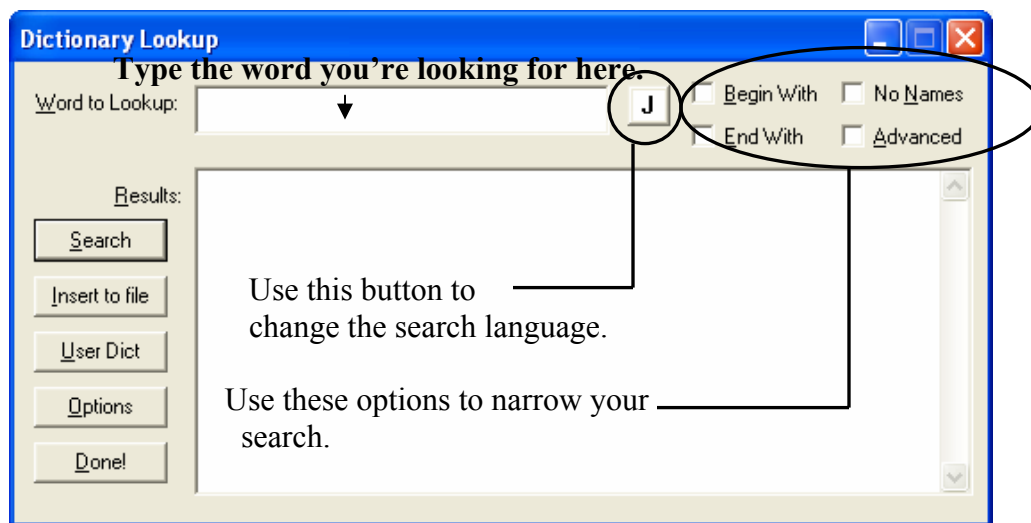
▶ To enter a character manually, select the button and select the character from from the screen .

Ex.



How To Use JWP cont. (JWP の使い方)

- ▶ JWP's dictionary allows you to look up words in English and in Japanese. To use the dictionary, click on the  button to bring up the Dictionary Lookup option.



Ex. Suppose you are looking for the word “friend”. If you simply type in “friend” you will receive 134 results. To narrow your search, check the box “end with”. This will cut the number of results to 45 because it will automatically exclude words like friendship and friendly that have endings other than “friend”.

Ex. Suppose you are looking for the character “火”. Automatically the dictionary will find 262 matches. It will automatically search for any word with the “火” character. To narrow down your search, check “end with” to search for words that end in “火”. Also, check “no names” to exclude proper names from your search. The “begin with” function will allow you to look for words that begin with “火”. With these three selected, it will narrow your search from 262 matches down to 1.

Ex. The advanced search is used to look for words based solely on their initial *kana*. For example: if you typed the word “すみ” into the search bar with the “advanced” option selected, the dictionary would bring up 1172 words that begin with either “す” or “ス”. This method is useful when looking for a word when only the initial syllable is known.

{Notes}

* In the dictionary, the  button is replaced with the  button.

** JWP is a simple word processor and lacks a print preview option. If upon printing you discover that your text is out of alignment or the font is too big, press Ctrl+O to get to JWP's option menu. Here you can change the text size, switch fonts, adjust the *kanji* display and manipulate many other aspects of your document.

*** Please be aware that JWP is **NOT** the program to use if you need to make a chart or table. To make a chart or a table, please consult the handout for NJStar Communicator Japanese.

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