

→ In order to change to another typing mode, just press the button until you are in the desired mode or press "*Ctrl+Space*" k ey to toggle between each mode.



## → In order to change characters from "Simplified" Format to "Traditional" Format follow the following steps:

- 1. Go to the "HELP" menu.
- 2. Simplified or Traditional will have a checkmark next to it, select the format you want to use. (\*\* *Traditional Formatting is the format that most teachers are teaching in Chinese*\*\*)

