

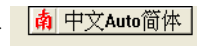
## NJ Star Communicator for Japanese

1) Open NJStar Communicator (Start→Programs→Language→Chinese→NJStar Communicator→ NJStar Communicator)

▶ If a toolbar doesn't appear, double click on the red “南” in the toolbar.



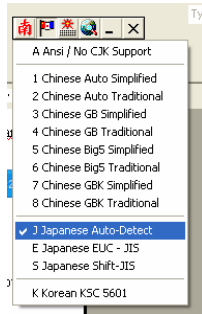
2) You should now have a separate toolbar at the top of the screen that looks like this→



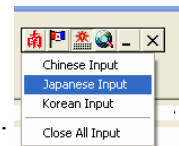
▶ When you move your cursor over the toolbar it should change to this→



3) Under the language menu select “Japanese Auto-Detect”.



4) Under the input menu select “Japanese Input”.

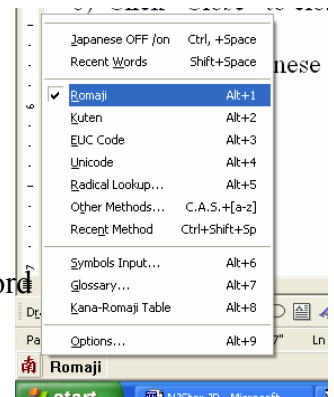


5) Click “Close” to close the “Tip of the Day” screen.

6) To type in Japanese either press Ctrl+Space or choose Romaji from the NJStar toolbar at the bottom of the screen.

▶ To shift back and forth between English and Japanese, it is recommended that you use Ctrl+Space to save time and energy.

▶ When typing in “Romaji” mode, *hiragana* is the default input. To type a word in hiragana, type the word as the *romaji* indicates and press either space or 1.

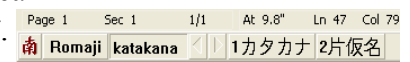


Ex. To type the word *hiragana*, type h-i-r-a-g-a-n-a and this screen should appear  
Now, you can either press space or 1 to get ひらがな, or press 2 to get the *kanji*.



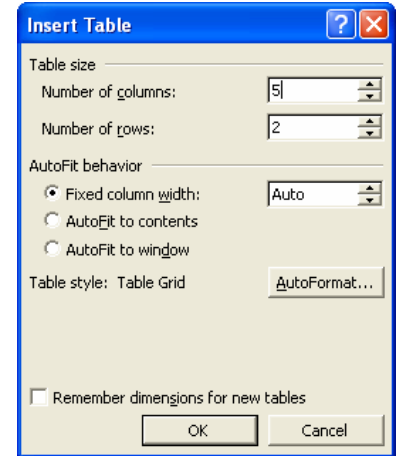
▶ To type a word in *katakana*, make sure that Caps Lock is selected when typing.

Ex. To type the word *katakana*, type K-A-T-A-K-A-N-A and this screen should appear  
Once again press either space or 1 to get カタカナ, or press 2 to get the *kanji*.



## NJ Star Communicator for Japanese (cont.)

- 1) To make a table open Microsoft Word. (Start→Programs→Microsoft Office→Microsoft Word)
- 2) To insert a table go to (Table→Insert→Table).
- 3) Specify the number of rows and columns in this window and click “OK”.
- 4) Now, type in either English or in Japanese to fill out your table.



Ex.

Word	Roomaji	Definition	Practice
としょかん	toshokan	n. library	としょかん
くるま	kuruma	n. car	くるま
きれい	kirei	na-adj. pretty, clean	きれい
うつくしい	utsukushii	adj. beautiful	うつくしい

- ▶ To make your *hiragana*, *katakana* or *kanji* look as nice as possible, use the font MS Mincho.

Ex.

SimSum	MS Mincho
きょう	きょう
わたし	わたし
としょかん	としょかん
ほん	ほん
よみました	よみました
きょうわたしはとしょかんでほんをよみました。	きょうわたしはとしょかんでほんをよみました。
今日私は図書館で本を読みました。	今日私は図書館で本を読みました。

がんばって☺