

TYPING IN JAPANESE CHARACTERS IN WINDOWS

A How-to Guide to Word Processing in Kanji, Hiragana, and Katana

By utilizing the Language Bar feature present on each of the LLC computers, one can alternate between typing with Japanese characters and English letters. This how-to guide will show you how you can access those Japanese characters to type in Microsoft Word and conduct web searches.

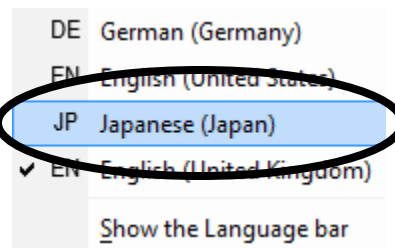
THE LANGUAGE BAR

All of the computers in the LLC are outfitted with the **Language Bar** tool. This feature can be found on the taskbar. It should say “EN.”



CHANGING KEYBOARD INPUT

To change the keyboard input, click on the “EN.” When you click the button, it will show a menu of the different language keyboards available to select from.



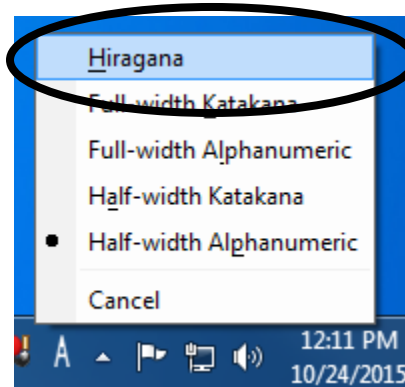
Select “**JP Japanese (Japan).**”

The taskbar will now change to the following:



TYPING IN HIRAGANA

To type in hiragana, click on the “A.” It will reveal the following menu:



Select “**Hiragana.**” Once selected, the **A** will change to **あ**

You can now type in Microsoft Word or in a search browser using Hiragana.

TYPING IN MICROSOFT WORD

To type in Hiragana, type out the word you want to spell. For example, to type the word for student, “**gakusei**” in Japanese, simply type out the word as it is spelled, and click enter.

がくせい

If the word can be written in either Kanji or Katana, highlight the word and click the **space bar** on the keyboard to see the different options.