

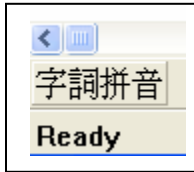
## **NJ Star: Typing Characters**

Typing Chinese Characters is quite simple and self explanatory. All you need is the pinyin prepared and you are good to go.

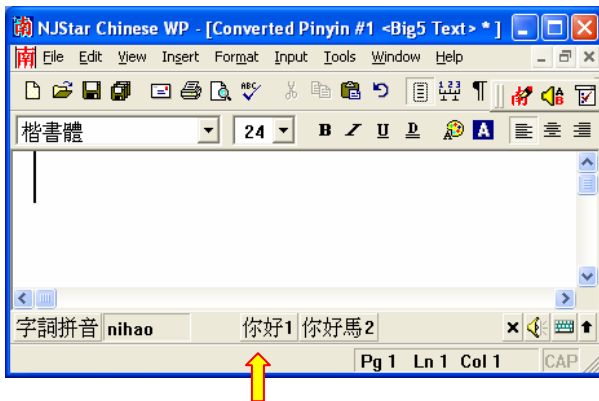
There are three modes you can use while typing in NJ Star.

1. Chinese Character Mode
2. Chinese Character & Pinyin Mode
3. English Mode

Let's explore each mode and what you can type, or not type in each one.



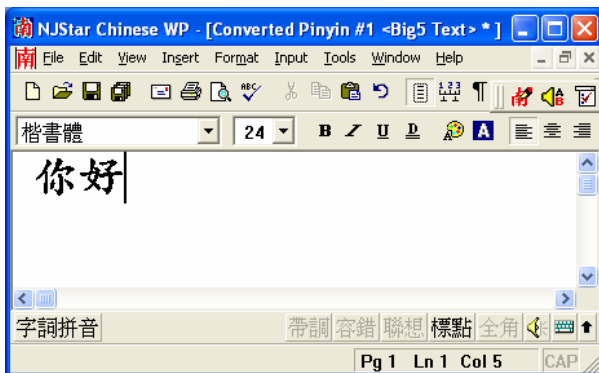
### **1<sup>st</sup> Mode : Chinese Character Mode** **zìcípīnyīn (字詞拼音)**



To type Chinese in this mode you will type in the pinyin and press the spacebar.

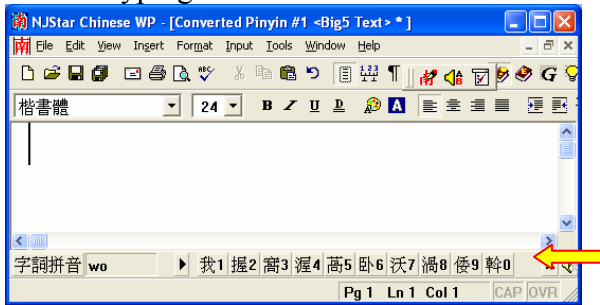
*\*\* This mode is not meant to type English, please see the next mode for typing English.*

The pinyin while you type, and the character after you press the spacebar will not appear on the screen but in the bottom 'tool bar'.

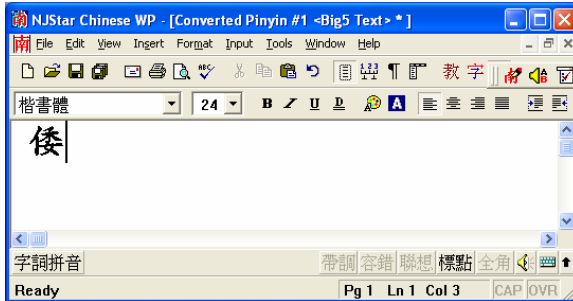


Now you will want to select which of the characters you want. In this case with "nihao" we only have two options, but the first one is what we want so we can either press the spacebar *or* '1' because that is the number next to the selection.

This will place the characters into our document.

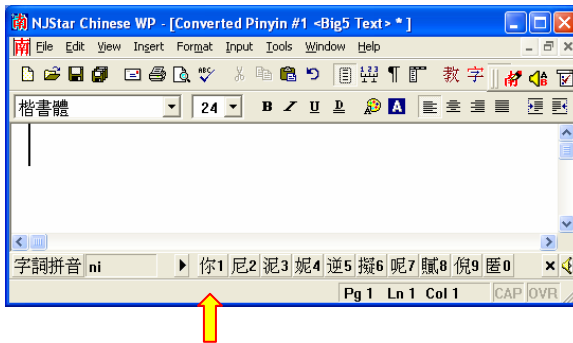


Let's use "wo" as another example. Here we have more choices to choose from.

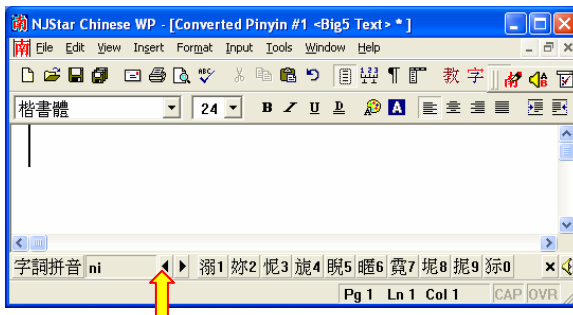


Lets say we want the 9<sup>th</sup> one, we will **click on the #9 or type "9"** and it will appear for you.

Do *not* press space, this will place the *first* character, #1, into your document.

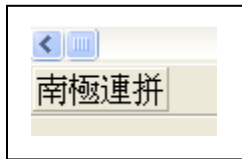


- Lets use "ni" as another example. Some pinyin will have *many* characters to choose from. In this mode you can press the arrow to view more characters if the character you are looking for is not there.

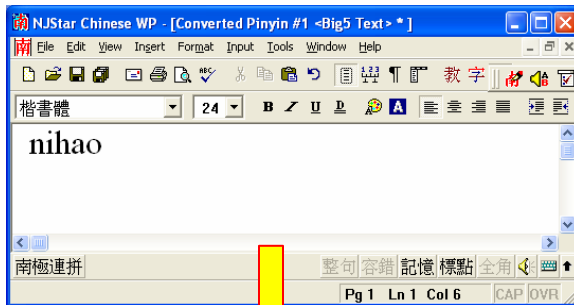


The numbers will remain the same, but now you have different characters. When you press the arrow, either the forward or backward arrow, the whole set will change.

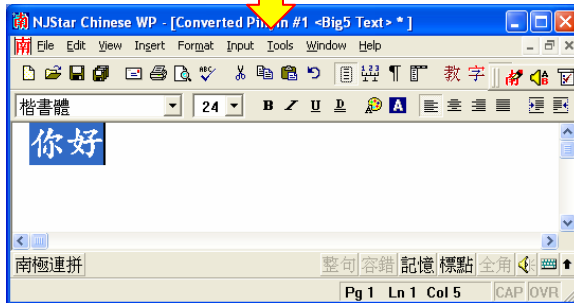
**\*\*** When typing you will need to double check that the characters are indeed the ones you want. Do not type a whole sentence before pressing space. It is highly recommended that you type your NJStar document word by word or phrase by phrase in the case of "nihao".



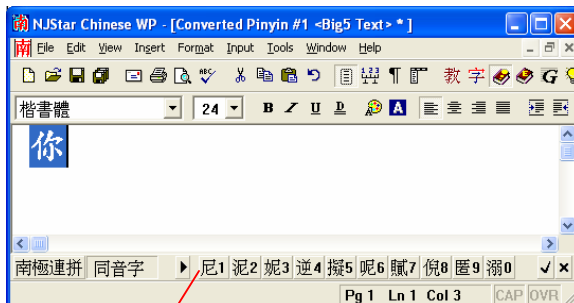
## 2<sup>nd</sup> Mode : Chinese Character & Pinyin Mode nánjíliánpīn (南極連拼)



To type Chinese in this mode you will type in the pinyin and press the spacebar.  
\*\* This mode is not meant to type English, please see the next mode(#3) for typing English.

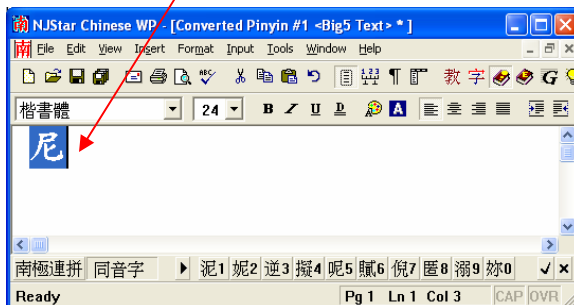


**Unlike the 1<sup>st</sup> mode** where the pinyin and characters, before you select them, appear in the bottom 'toolbar', characters will appear in the document in this mode.



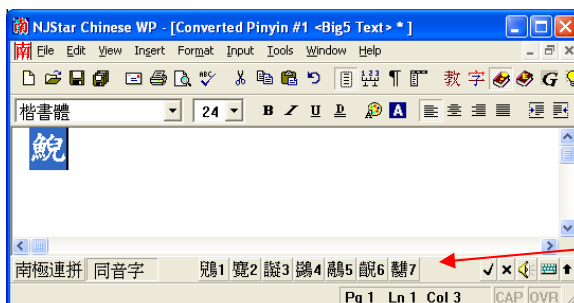
When there is more than one choice of characters, as we saw before with “ni” and “wo”, you can still select the different characters.

By pressing the **spacebar** you can go one-by-one through each character in the list, still located in the bottom 'toolbar'.

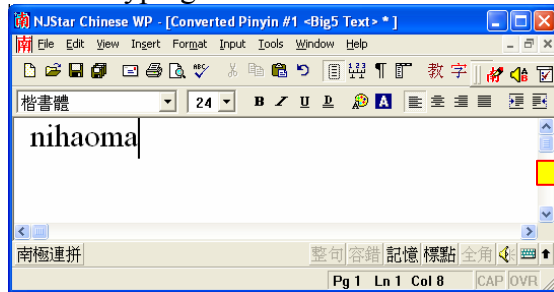


You will also notice that every time you press the spacebar or select the next character, the character in the document will also change.

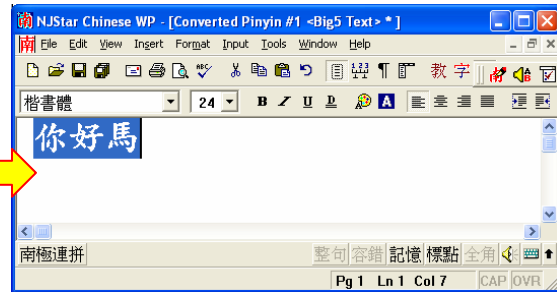
By pressing **“enter”** you will select that character that you had selected and shows in the document. The sequence to the left shows you this step by step for “ni”.



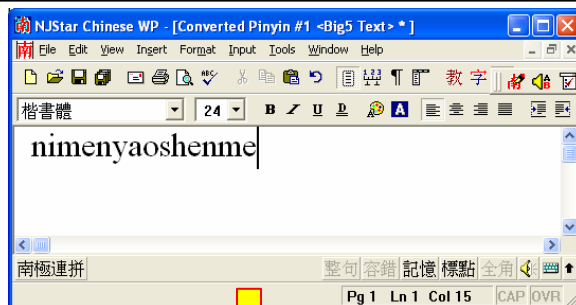
The numbers on the bottom 'toolbar' only go from 1 to 0, so when you are at the end of the list, the numbers slowly disappear, as seen to the left.



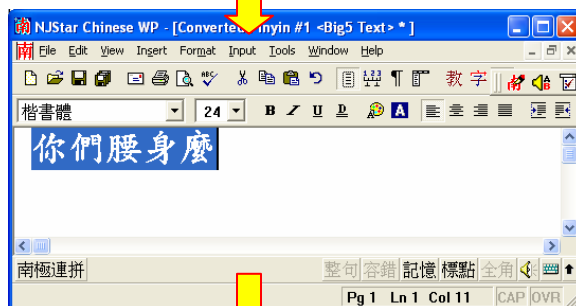
Another nifty tool while in this mode, is that you *can* type a whole sentence then press the spacebar.



This can be tricky sometimes when you have characters with a lot of different character choices because selecting different characters is harder. But it is an easier way to type long papers faster.

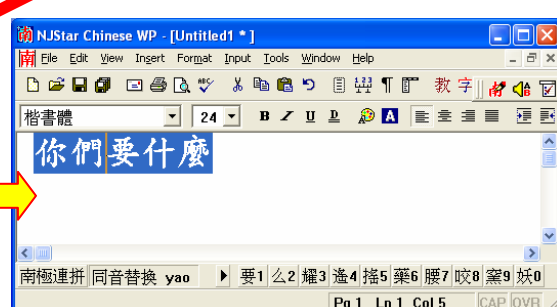
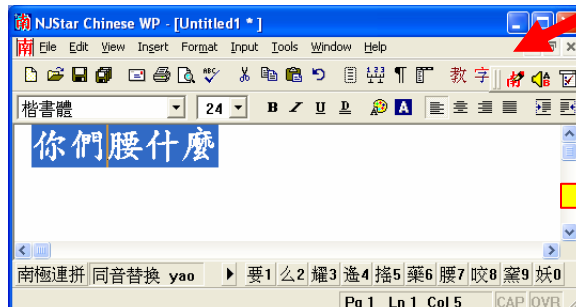
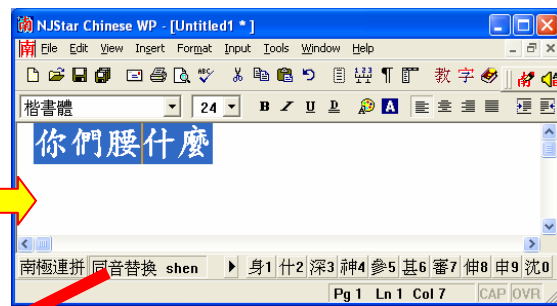
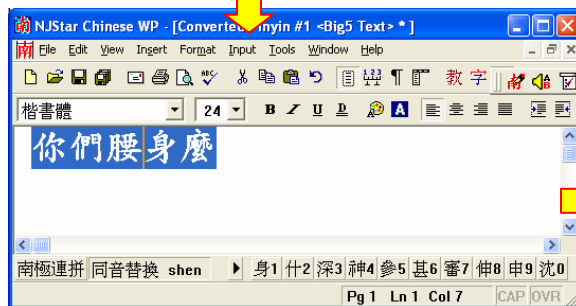


Lets take “nimen yao shenme” for example. First we will type in the pinyin then press space, this will convert the pinyin into characters.



These are *not* the correct characters, the first two and the last character are correct, but the middle two are incorrect.

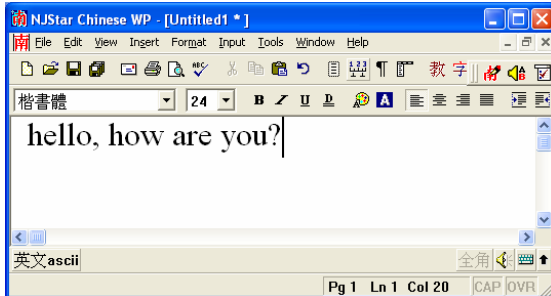
To change this we need to move our cursor before these characters and choose the correct character by clicking the number or typing the number.





### 3<sup>rd</sup> Mode : English Mode

yīngwén ~ ascii (英文 ascii)



Typing in this mode is quite simple, it is just like Microsoft Word©.

*\*\* You can not type Chinese or pinyin in this mode.*