

# *Working with Chinese text (Windows)*

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## *On the Public Workstation Facility (PWF)*

The computers running Windows all have suitable fonts for displaying documents and web pages containing Chinese text.

### *Typing Chinese Characters*

1. Open the document into which you want to enter Chinese characters in a suitable word-processing program, such as MS Word.
2. Right-click the keyboard indicator on the taskbar (on the bottom right of the screen and appearing as the letters **EN** by default). Select "**Show the Language Bar**" from the menu which pops up.
3. A floating language tool bar will appear at the top of the screen. Click the part labelled **EN**.
4. You should see a menu with a large number of keyboard layouts and IMEs (Input Method Editors). Select Chinese

(you have a choice between PRC (simplified) and Taiwan (traditional)).

5. The Language Bar will change to display Chinese entry options. The default method allows you to enter characters by typing a romanisation (Pinyin) using the standard keyboard. Pressing **Space** accepts the character and enters it in the document.

### *Viewing Chinese on the Web*

The sites <http://www.bbc.co.uk/zhongwen/simp/> and <http://www.bbc.co.uk/zhongwen/trad/> are suitable pages to test your browser settings.

Many web pages will automatically tell your browser what encoding they are using, but this cannot be relied upon. If it has the correct encoding your browser will normally select suitable local fonts to display the pages without any need for action on your part. However, this sometimes does not happen and you may need to set the fonts explicitly.

Start up the program and type in the URL of a suitable Chinese site. Your browser should automatically select the correct encoding. If it does not and the page appears garbled, try pulling down Encoding from the View menu as shown below. Click on More to see all the encodings which the browser knows about and select one of the Chinese or Unicode possibilities. You may need to try out several before you find one which displays correctly.

### *Email*

Hermes Webmail, Thunderbird and MS Outlook can all send and receive Chinese. All three are available on the PWF in the **Email & Messaging** folder.

Thunderbird and Outlook are able to send Chinese text in a variety of encodings. You may need to exchange some test messages with your colleagues to discover the optimum language settings, which may vary depending on the operating system they are using. Try the default setting first. If none of the Chinese character sets is successful it is worth trying the two Unicode options, UTF-8 or UTF-7. E-mail is most likely to work if both parties are using the same kind of computer (i.e. both Macs or both PCs).

Hermes Webmail is designed to be simple and straightforward, so is probably the best option if you are not confident about changing your settings. It will transmit email in Unicode, which is the most modern standard.

We have found that **Thunderbird** is generally the best of the three programs if you prefer to be able to customise your email settings.

## ***Customising a personal machine to read and write Chinese text***

You should only need to do this once and the settings will be retained.

1. Click the **Start** menu button at the bottom left of the screen and select **Control Panel** from the menu which pops up.
2. Double click on **Date, Time, Language and Regional Options**.
3. Click on **Regional and Language Options**.
4. Click the **Languages** tab.
5. Click the **Details** button.
6. Click **Add** to add a Chinese IME.
7. Pull down the Input language menu to select the keyboard you want (you may need to scroll up and down to find it). Close each window in turn by clicking **OK**.
8. You should now find that your selected Chinese IME is on the pop-up menu which opens when you click on the Keyboard Language indicator which appears as the letters **EN** on the bottom right of the screen.
9. Right-click the keyboard indicator on the taskbar. Select "**Restore the Language Bar**" from the menu which pops up.

## ***Further Advice***

If you have any problems using the PWF for foreign language work or need any further advice, please contact the Computing Service Literary and Language Support specialist on 35029 or by emailing [ll-support@ucs.cam.ac.uk](mailto:ll-support@ucs.cam.ac.uk)

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