Leaflet L2

Working with Chinese text (Windows)

Last revised August 2015

On the Managed Cluster Service (MCS)

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

Customising your MCS Desktop to Read and Write Chinese Text

You should only need to do this once and the settings will be retained in your roaming profile. If the profile ever needs to be reset or deleted, simply repeat the steps to install Chinese.

1. Click the Start menu button at the bottom left of the screen and select Control Panel from the menu which pops up.
2. Click on Clock, Language, Region Options.
3. Click on Region and Language.
4. Click the Keyboards and Languages tab.
5. Click the Change Keyboards button.
6. Click Add to add a Chinese IME (Input Method Editor).
7. Scroll down until you find the keyboard you want and select it by clicking the checkboxes.

8. Close each window in turn by clicking OK.
9. You should now find that Chinese appears on the pop-up menu which opens when you click on the taskbar keyboard language indicator which appears as the letters EN on the bottom right of the screen when a window into which you can type is open.
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. Click the keyboard language indicator on the taskbar.
3. Select the Chinese option you want.
4. The language indicator will now display Chinese entry options if you click it. 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.

Most 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.

If it does not and the page appears garbled, try pulling down Encoding from the View menu as shown below. 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.

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. Click Region and Language.
3. Click the Change Keyboards button.
4. Click Add to add a Chinese IME.
5. 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.
6. 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 to use all the features.

**Do I need to install an MS Office Language Pack on my own computer?**

Probably not; this is only needed if you want to change the language of your program *menus* or if you want proofing tools (spellcheck etc.) which are not already bundled with the version of Office which you have on your computer.

If you need proofing tools for a particular language the simplest way to check this is to enable the language keyboard as described on the first page of this leaflet. This will automatically enable the associated tools in Office if they are installed. Start up Word, then switch keyboards and type something with a spelling error. If check spelling as you type is turned on Word will flag up the mistake.

**Further Advice**

If you have any problems using the MCS for foreign language work or need any further advice, please contact the University Information Services Literary and Language Support specialist on 35029 or by emailing ll-support@uis.cam.ac.uk

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