Leaflet L22

Working with Chinese text (Apple Macintosh)

Last revised August 2015

On the Managed Cluster Service (MCS)

To read and type Chinese text on the MCS Macintosh computers you need to set your System Preferences to enable an input menu which will allow you to enter Chinese characters using the standard English keyboard.

1. From the Apple Menu (top left) pull down System Preferences > Language & Region.
2. Click the Keyboard Preferences button then the Input Sources tab.
3. A list of installed keyboards and input methods will appear.
4. Click the + button to install more keyboards and select the one you want to add from the list which appears.
5. Click the **Keyboard** tab and check the box by “Show Keyboard and Character Viewers”.

![Keyboard settings](image)

6. Close **System Preferences**.

7. A menu headed by a British Union Flag icon will appear in the top right of the screen. If you click on it you will see the list of input methods that you added in step 4.

**Using the Chinese IME (Input Method Editor)**

1. Start up the word-processor application you intend to use and open the document in which you want to type Chinese. Position the cursor at the point where you want to enter the first character. **WARNING:** Not all word-processor programs can handle non-roman scripts equally well and it is advisable to experiment with a small amount of text before settling on a particular program.

2. Click once on the keyboard menu to drop down a complete menu of the available keyboards.

3. Click on one of the Chinese IMEs. You should notice that the keyboard icon changes to the icon corresponding to the keyboard you chose.

4. In many applications you will find that the current font automatically changes to one of the Chinese ones when the Chinese IME is selected. If this does not happen, you will need to go to your application’s font menu and select a Chinese font.

5. In the pinyin method you simply type in the standard romanisations of Chinese characters and select the correct ones from the matches which the program offers. Don’t use capital letters for proper nouns or the beginning of a sentence.

6. To choose a character you can click on it with the mouse, press the number which corresponds to it or use the arrow keys. The romanised form in your document will disappear and be replaced by the correct character.

**Viewing Chinese on the Web**

Point your browser at a suitable Chinese page, such as http://www.bbc.co.uk/zhongwen/simp/ (simplified characters) or http://www.bbc.co.uk/zhongwen/trad/ (traditional characters).

If the web page has a correct header, which tells your browser what character encoding it uses, it should automatically switch to a display of Chinese characters. If this doesn’t happen you can try selecting **Text Encoding** from the **View** menu and experimenting with likely possibilities (e.g. Simplified Chinese (GB2312) for simplified characters is probable if UTF-8 doesn’t work).
**E-mail**

1. Both Hermes Webmail and Apple Mail can support foreign language email. An alternative would be to send your Chinese text as an attachment.

2. Enter the email address to which you want to send your message in the “To:” field (**remember this needs to be in Roman letters**).

3. Place the cursor in the body of the message and switch to the Chinese IME.

4. Type your message.

5. You can use Chinese characters in the “Subject:” field if you wish, but many email programs will fail to display them correctly when they receive your message. The best thing to do is to experiment to find what best suits the people with whom you exchange messages most frequently.

**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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