On the Managed Cluster Service (MCS)

To read and type Japanese text on the MCS Macintosh computers you need to set your System Preferences to enable an input menu which will allow you to enter Japanese 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 Japanese 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 Japanese. Position the cursor where you want to enter the first character.

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

3. Click on the Japanese typing method you want. You should notice that the keyboard icon changes to correspond to the keyboard you chose.

4. As you type the romanisation of the Japanese syllables you should see the appropriate characters appear. Use the menu to choose whether the characters should be Hiragana or Katakana and press the space bar where it is appropriate to convert them and produce Kanji. Carriage Return (↵) accepts your choice and places the character in the document.

**Viewing Japanese on the Web**

Point your browser at a suitable Japanese page, such as [http://www.chugoku-np.co.jp/](http://www.chugoku-np.co.jp/)

If the web page has a correct header which tells your browser what character encoding it uses, then it should automatically switch to a display of Japanese characters. If this doesn’t happen, you can try selecting **Text Encoding** from the View menu and experimenting with likely possibilities (e.g. Japanese (Shift-JIS) 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 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 Japanese keyboard.

4. Type your message.

5. You can use Japanese 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 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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