Leaflet L7

Working with Japanese 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 Japanese.

Customising your MCS Desktop to Read and Write Japanese 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 Japanese.

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 Japanese 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 Japanese 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 Japanese Characters

1. Open the document in which you want to enter Japanese characters in a suitable word processing program.

2. Click the Keyboard Language indicator on the taskbar (on the bottom right of the screen and appearing as the letters EN by default).

3. You should see a pop-up menu with a large number of keyboard layouts and IMEs (Import Method Editors). Select Japanese.

4. You may find it helpful to select “Show the Language bar” from the Keyboard Language indicator menu to access a fuller set of IME controls to switch between romaji, kanji, hiragana and katakana.

Viewing Japanese on the Web

The site http://www.asahi.com is a suitable page 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.

If a 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 Japanese or Unicode possibilities. You may need to try out several before you find one which displays correctly.

E-mail

Hermes Webmail, Thunderbird and MS Outlook can all send and receive non-Roman characters. All three are available on the PWF in the Email folder.

Thunderbird and Outlook are able to send non-Roman 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 Japanese 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.

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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