For Windows 7 user

To Add Japanese

You have to add Japanese if you want to enter text in Japanese. It is automatically installed on your computer’s hard disk, but when you add it, the language is loaded into memory when you start your computer. That makes it available for you to use.

1. Open Clock, Language, and Region in Control Panel.
2. Click Change keyboards or other input methods under Region and Language.
3. On the Keyboards and Languages tab, click Change keyboards….
4. Under Installed services, click Add.
5. In the Input language list, choose Japanese (Japan), Keyboard and then check Microsoft IME.
6. Click OK at the upper right corner on the Add Input Language dialog box.
7. Click OK at the bottom on the Text Services and Input Languages dialog box.
8. Click OK at the bottom on the Region and Language dialog box.

Notes:
· If the Language bar is displayed, you can right-click the Language bar and then click Settings to open the Text Services and Input Languages dialog box.

To switch languages or keyboards from the taskbar

1. Click the language icon EN to display a menu.
2. Click JP.

Notes:
· The language icon is available only if you have added multiple languages or multiple keyboard layouts in Regional and Language in Control Panel.
· The letters on the icon (EN or JP) represent the active language.

To type Japanese

1. Click the language icon EN to display a menu.
2. Click JP.
3. Click A on the taskbar (next to JP and Microsoft IME icon) to display a menu.
4. Click Hiragana to type Hiragana (the icon A will change to あ), Full-width Katakana to type Katakana (the icon A will change to カ).

Notes: A short cut key to switch between Hiragana and Direct Input (English) is [Alt] + [~] key if the active language is JP.
5. Follow the other handout for typing.