For Windows XP user

To Add Japanese

You have to add Japanese if you want to enter or display 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 Regional and Language Options in Control Panel.
2. On the Languages tab, under Text services and input language, click Details.
3. Under Installed services, click Add.
4. In the Input language list, click Japanese, and then click OK.
5. Click Language Bar… under Preferences and make sure that the box for Show the Language bar on the desktop is checked, then click OK.
6. Click OK at the bottom on the Text Services and Input Languages dialog box.
7. On the Languages tab, under Supplemental language support, click Install files for East Asian Languages, and then click OK.

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 on the taskbar 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 Options 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.