

## **Setting Up Your Computer – For Mac Users**

### **1) Setting up your computer**

1. Open **Language & Region** in System Preferences.
2. Click + sign below **Preferred Languages** box.
3. Choose 日本語 **Japanese** and click **Add**.

Now You can click the US flag (or A or あ) on the upper right corner of the menu bar to switch from English to Japanese (Romaji/Hiragana/Katakana).

### **2) Adding Japanese as an input source**

1. Click on the US flag at the upper right hand corner of the screen.
2. Click on 'Open Keyboard Preferences' at the bottom of the drop down list. This should open a new window on the tab 'Input Sources'.
3. On the left hand column of the window, click the '+' sign and add 'Japanese'. You should now have the following options when you click on the US flag: Romaji, Hiragana, Katakana

### **Shortcut keys to alternate between the romaji, hiragana, katakana keyboards**

On a Mac, the shortcuts are as follows:

- Romaji - 'Shift key' + 'control key' + ' ; '
- Hiragana - 'Shift key' + 'control key' + 'J'
- Katakana - 'Shift key' + 'control key' + 'K'

\*Note that the shortcuts only work when you are already actively using one of the three Japanese keyboards. For example, you can use the shortcut to switch to the Katakana keyboard while you are already using the Romaji keyboard but it won't work if you are using the U.S. keyboard.