Japanese Typing Tutorial (for PC):
コンピュータで日本語

1. How to Start

1) Launch *Word* in the ＂program＂ folder.

2) Find the 'Language Input Bar', which is usually below the text screen but could sometimes be right above the text screen. It might be set as 'EN English (United States)'as the default setting. Click 'EN' once then select 'Japanese'. On its right side you will find a button indicating［入力モード］(again, the default setting might be 「A」). Click［入力モード］, you will find several different modes:［ひらがな］,［全角カタカナ］,［全角英数］,［半角カタカナ］, ［半角英数]or [**直接入力].**

3) Choose［ひらがな］, then［入力モード］ button becomes 「あ」.

4) Font information
We recommend the following fonts in Microsoft *Word*:

- UD Digi Kyokasho NP-R: あいうえお (closest to the written style and easier to read)
- MS Mincho: あいうえお
- MS Gothic: あいうえお

2. How to Type ひらがな
2.1 *Romaji* Typing System
When you type Japanese, you have to use Romanization because HIRAGANA or KATAKANA is not listed on your keyboard. But the Romanization you are supposed to use for the word processor is not quite the same as the one you learned in class. You have to interpret Romanization as **a mere substitution for the written syllables, HIRAGANA**. You first have to consider how the word you want to type is written in HIRAGANA and then transcribe each HIRAGANA character into corresponding *romaji*.
After typing in the Romanization, hit 'Enter' key (do not hit 'Space' key before hitting 'Enter' key, that will convert HIRAGNA into Kanji). Hit space key after each word if you want to have a space.

EXERCISE 1: Type the following words:
あめ　　あした　　たべます　　いきます　　のみます　　たなか

2.2 Long Vowels
As mentioned above, you need to use Romanization as a mere substitution for the HIRAGANA that you want to type. This is very important especially when you type words with long vowels. For instance, いもうと has to be typed as IMOUTO, rather than IMOOTO.

EXERCISE 2:
さようなら　　おおきい　　おとうと　　とおい　　おおい　　がくせい　　せんせい

2.3 Small つ and Other Small Letters

There are three methods to type small つ. One is to repeat the consonant of the character right after small つ, following the standard Romanization. For example, you enter GAKKOU for がっこう. You can also type small つ by entering XTU or LTU. If you follow the standard Romanization, you can type other small letters like や, ゆ, and よ. Again, you can also hit X or L before typing the *romaji* for the letter you want to make small. For example, you enter XYO or LYO for small よ.

EXERCISE 3:　がっこう　　いっしょ　　きって　　いっぱい

2.4 ん

You need to pay special attention when you type ん. Basically, you have only to **hit the N key once**. Though the letter N will not be converted to the letter ん at first, the computer will automatically convert it when you type the following HIRAGANA. However, you need to **hit the N key** twice**,** if ん comes at the end of a sentence or if you need to type one of the following characters after ん: な, に, ぬ, ね, の; や, ゆ, よ and the vowels, i.e., あ, い, う, え, お.

EXERCISE 4:
ほん　　　せんせい　　さんさい　　あんい　　にほんえいが　　おんな
にほんに　こんや　　　しんゆう　　しんよう　にほんのほん

2.5 Particles: は、を、へ

は is to be typed as HA, を as WO and へ as HE.

3. How to Type カタカナ
3.1 Switch ［入力モード］ to the KATAKANA Mode

Go back to ［入力モード］ button and switch the mode to ［全角カタカナ］. ［入力モード］ button becomes 「カ」. The word will be converted in to KATAKANA automatically. The **lengthening mark** can be entered by hitting **the hyphen key**.

Alternatively, even if ［入力モード］ is ［ひらがな］, 'F7' key will change ひらがな to カタカナ. (E.g., hit a i s u, then hit 'F7' key BEFORE 'Enter' key. Then あいす becomes アイス.)

EXERCISE 5:　テレビ　　ステレオ　　アメリカ　　カナダ　　ヒーター

3.2 Typing Small Letters in カタカナ

If you follow the Romanization you learned for words in KATAKANA that contain small characters, you will not have any problem getting small characters, except for ティ, デュ, ウェ and ウォ. In these cases you need to use the method you used for small つ above. That is, enter X or L before the *romaji* for the characters you want to make small. For example, ティ can be typed as TE and XI or LI.

EXERCISE 6:　カリフォルニア　　パーティー　　フォード　　キャット

4. Typing alphabets

Go back to［入力モード］button and switch the mode to［**直接入力**］.［入力モード］button becomes 「A」.

Alternatively, you can hit 'F10' key after entering the Romanization.　The word will be converted in to alphabets automatically.

EXERCISE 7:　USC　UCLA　LA　CA

5. Typing Sentences--Punctuation in Japanese, etc.

In Japanese, no space is inserted between words. "。(period)" is placed at the end of the sentence, and　"、(comma)" is used to indicate a break within the sentence. "・" is entered by hitting "?" key if［入力モード］is［ひらがな］.

EXERCISE 8:

ジョンさんは、UCLA のがくせいですか。　　いいえ、USC のがくせいです。

わたしは、まいあさしんぶんをよみます。そして、としょかんで、べんきょうします。

やまださんは、どこにすんでいますか。　　サン・ノゼにすんでいます。

6. Typing Kanji

Type a word in ひらがな, then press the space bar. If the given kanji is not the one you are typing, then keep pressing the space bar until you get the right kanji.　Once it shows the kanji you want, press enter. (the dotted line under the word will disappear and the kanji is selected. Example: だいがく press [space] > 大学 press [enter] (not selected yet) >　大学 (selected)

EXERCISE 9:

ジョンさんは、UCLA の学生ですか。　いいえ、USC の学生です。

私は、毎日大学にきます。

Reading of Kanji	学生＝がくせい
	私＝わたし
	毎日＝まいにち
	大学＝だいがく