


# How To Turn On Chinese in Windows XP for Word 2003

These instructions are for Microsoft Windows XP, and Microsoft Word 2003 only. To begin turning on Chinese in Windows XP, on the Taskbar, click **Start**. 



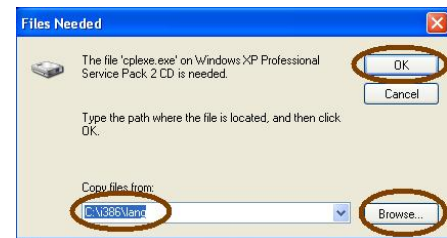
Next, click **Control Panel**. In the **Control Panel**, click (or double click) on **Regional and Language Options**. In the **Regional and Language Options** dialog box, click on the **Languages** tab.


In the **Supplemental language support** section, check the box labeled "Install files for East Asian languages."



Click **OK**. Then click **Yes** to reboot.

**NOTE:** For some computers, you may need the Windows XP installation CD (service pack 2). If so, insert the CD, **Browse** to the indicated folder (i386/lang in this example) and click **OK**. In some cases you may need to repeat this process with the Windows XP installation CD.



Once your computer has finished rebooting, on the Taskbar, click **Start**. 



Next, click **Control Panel**. From Control Panel, click (or double click) **Regional and Language Options**. In the **Regional and Language Options** dialog box, click on the **Languages** tab.

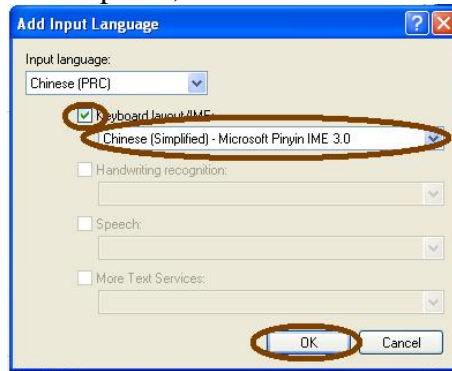
In the **Text services and input languages** section, click the **Details** button.



On the **Settings** tab, go to the **Installed services** box, and scroll up to find **CH Chinese (PRC)**.

Then click on **CH Chinese (PRC)** to select it. Click the **Add** button.

Check the box in front of “**Keyboard layout/IME.**” Make sure **Chinese (Simplified) - Microsoft Pinyin IME 3.0** is the choice in the drop box, and click **OK.**



This brings you back to **Text Services and Input Languages**, on the **Settings** tab. Now go to the **Preferences** section, and click on the **Language Bar** button.

Make sure that “**Show the Language bar on the desktop**” and “**Show additional Language bar icons in the taskbar**” are checked. (They may already be checked.) Click **OK.**



Click **OK** back at the **Text Services and Input Languages** box. Finally click **OK** at the **Regional and Language Options** box. This finishes installing Chinese in Windows XP.

To use Chinese in Word 2003, open **Word 2003**. At the bottom of the screen in the Taskbar, click on the **EN** button in the Language bar, and change it to Chinese by clicking the **CH Chinese (PRC)** line.



NOTE: The Language bar can be toggle between being moveable to any location on the Desktop, to being fixed in the Taskbar. Therefore, if you do not see the Language bar at the bottom of the screen in the Taskbar, look towards the top of the Desktop. If you wish to change the location of the Language bar, click on the button on the right edge of the bar. When the bar is in the Taskbar, the button looks like two squares on top of each other.



When the bar is floating on the Desktop, the button looks like a minus sign.



Type the Chinese words phonetically in Word, and watch the Chinese characters appear.

你好