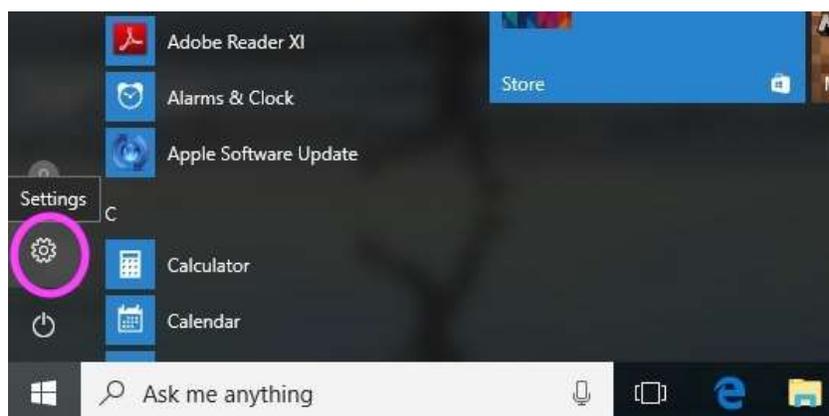# To enable Chinese font on a PC

To enable Chinese font on a PC

Adding Microsoft Pinyin on Windows 10

Windows 10 already comes with capacity to display Chinese font, therefore, there is no need to do "Enable Chinese Font" like in the previous version of Windows. In order to type Chinese Characters, you need to add *Microsoft Pinyin:*

Step 1
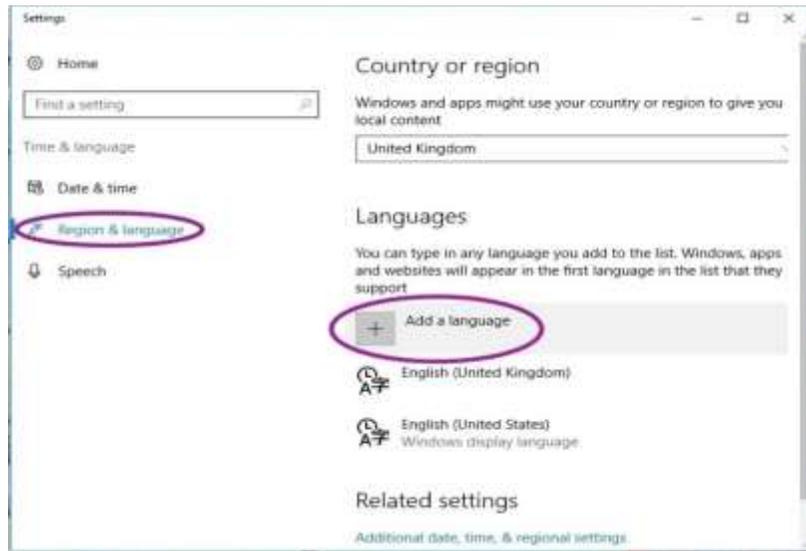Open the *Windows* menu and select *Settings*

Step 2
Select *Time & Language*

Step 3
Select *Region & language* and then *Add a language*

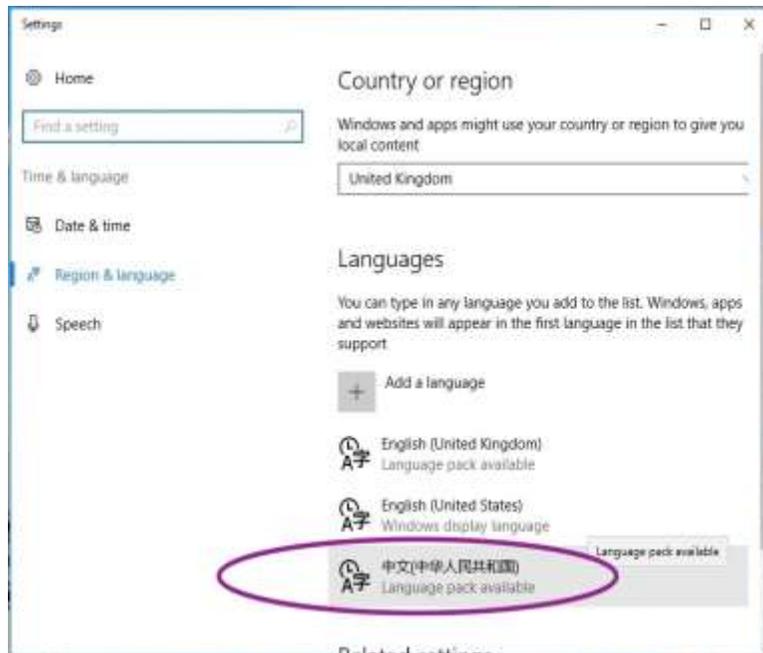**Step 4**
Select *Chinese (simplified)* 中文 *(简体)*

Step 5
Select 中文（中华人民共和国）*Chinese (Simplified, China)*

中文(中华人民共和国) should appear under *Languages*

Step 6
The default keyboard for 中文 PRC China is *Microsoft Pinyin.* Click the "ENG" icon located on the bottom right-hand corner of the screen, you should be able to see *Microsoft Pinyin Keyboard* appearing under the *English Keyboard*

Step 7
You can then move on to learn how to type Chinese characters and practice typing Chinese characters – see the typing activities in the study planner.

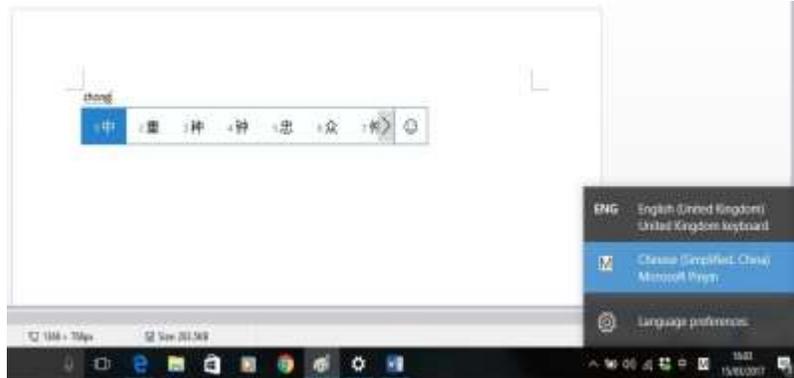## *Typing Chinese characters on Windows 10 (using Microsoft Pinyin)*

Step 1
Open a Word document, click on 'ENG' icon at the bottom right corner of your screen, and select 'Chinese (Simplified, China)'.

Step 2

If you wish to write 中国 (China), key in the first syllable 'zhong', then press the space bar. This will give you the most frequently used characters pronounced 'zhong'. The programme will choose the most likely 'zhong' it thinks you need.

Step 3

This will bring up a box with the first 7 characters pronounced 'zhong'. Then choose the character you need by either pressing the number (1, 2, 3 etc.) or simply click on the right character, then press 'Enter'.

Step 4

If the first 7 characters on the screen are not your choice, use your mouse to select the right arrow to display the next 7 characters.

You can also key in two syllables together. For example, if you key in 'zhongguo' for 'China', you are most likely to get the right characters you need.

To type the letter ü, press v on the keyboard (for example, for nü, type 'nv').

Step 5

To go back to English mode, click on "中" at the bottom right corner, (or by pressing the 'Shift' key you can switch between typing in Chinese to typing in English and vice versa).

Note: when in Chinese keyboard M, you can also type English by switching the Input Mode (英 stands for English; and 中 stands for Chinese). If you are unable to type characters when you are in Chinese keyboard M, it is likely that the Chinese mode 中 has been switched to the English mode 英.

Enabling Chinese font on Windows 7

Enabling Chinese fonts on a Windows 7 is a different process to enabling it on Windows XP.

Step 1
To start, click on the Start menu (also known as the Windows menu) button in the bottom left-hand corner of your screen. In the right-hand pane of the Start menu, select the Control Panel option.

Step 2
In the Search field at the top of the window that opens, type: Input language and then press the enter key on your keyboard.

Step 3
Select Change keyboards or other input methods and then the Change keyboards button.

Step 4
Select the Add button and, from the window that appears scroll down until you locate the Chinese (Simplified PRC) option:
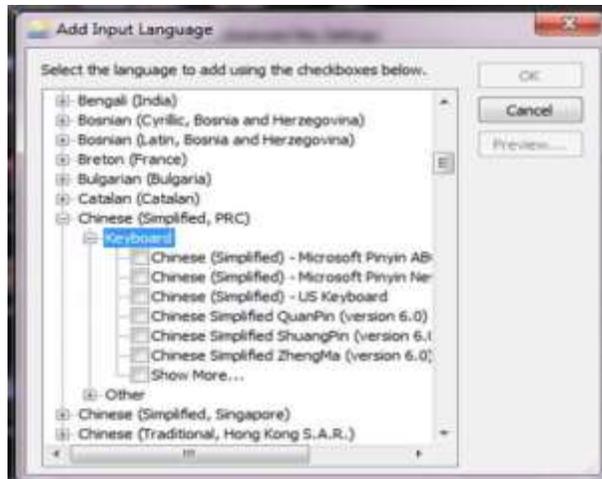
Step 5
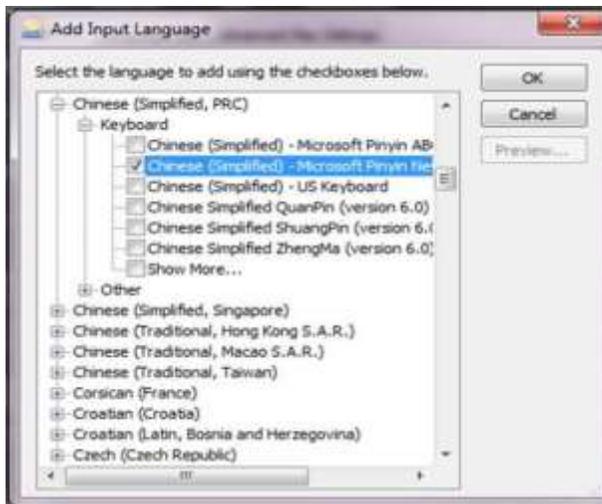Choose Chinese (Simplified PRC) and click the '+' sign next to it.

Step 6
Click '+' next to Keyboard.

Step 7

Select the Microsoft Pinyin New Experience Input Style option, and 'OK'.

Step 8

At the bottom right-hand corner of your screen CH will be added to the language bar EN. Open a Word Document, click EN icon, then you will see CH Chinese (Simplified, PRC).

Step 9

You can then move on to learn how to type Chinese characters and practice typing Chinese characters – see the typing activities in the study planner.

Enabling Chinese font on Windows XP and other operating systems

Most of the operating systems (Windows 2000 and above) have the Chinese font, and you should be able to enable it.

The following instructions and screenshots are based on Windows XP. However, other systems should not be too different:

Step 1
Go to Control Panel.

Step 2
Go to Date, Time, Language and Regional options.
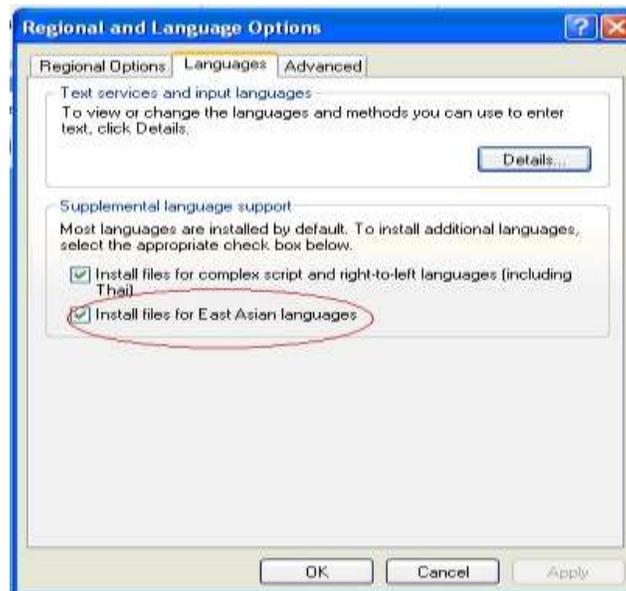

Step 3
Click on 'Regional and Language options'.

Step 4
Click on 'Languages' tab.

Step 5
Tick 'Install files for East Asian Languages' (see screenshot below).
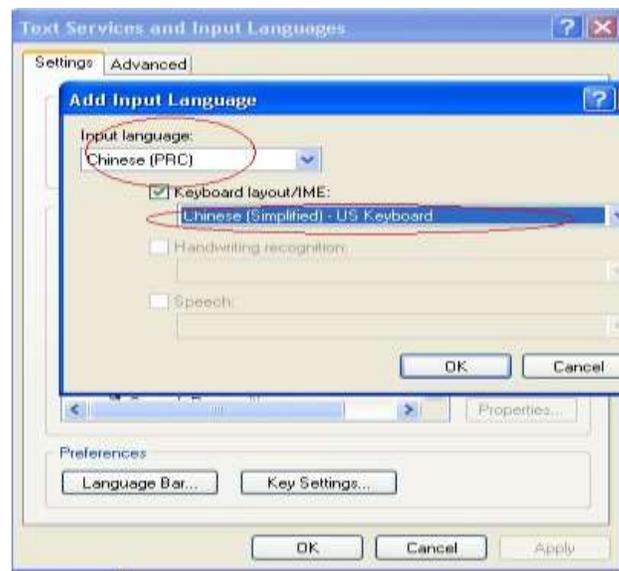
Step 6
Click Apply and then OK.

Step 7
Restart the computer.

Step 8
Go back to 'Regional and Language Options', click on 'Languages' tab and click on 'Details'. A window opens called 'Text Services and Input Languages' (see screenshot below), and click on 'Add' (see screenshot).

Step 9
You may then get a box called 'Add input language'. From the drop-down list, select 'Chinese (PRC)' and it should fill in the 'Keyboard layout/IME' box with 'Chinese (Simplified) – US Keyboard'. Click 'OK'. Note that on some machines, you may not get this box, but go straight into the next one.

Step 10
When you are back on the 'Text Services and Input Languages' window, make sure that input type is selected on Keyboard Chinese Simplified – Microsoft Pinyin IME 3.0. Click 'Apply', then 'OK'.

Step 11
Restart the computer.

Step 12
At the bottom right-hand corner, 'CH' will be added to the language bar 'EN'. Open a Word Document, click 'EN' icon, then you will see 'CH Chinese (PRC)'.

Step 13
If you have Windows Vista, click .

Step 14
You can then move on to learn how to type Chinese characters and practice typing Chinese characters – see the typing activities in the study planner.

Typing Chinese on previous versions of Windows (other than Windows 10)

Step 1
Open a Word document, click on'EN' icon at the bottom, left corner of your screen, and click on 'CH Chinese (PRC)'.

Step 2

For example, if you wish to write 中国 (China), key in the first syllable 'zhong', then press the space bar; this will give you the most frequently used characters pronounced 'zhong'. The programme will choose the most likely 'zhong' it thinks you need. If the character on screen is not the one you need, press either the left or the right arrow key.

Step 3

This will bring up a box with the first 10 characters pronounced 'zhong'. Then choose the character you need by either pressing the number (i.e. 1, 2, 3 etc.) or simply clicking on the right character, then press Enter.

Step 4

If the first 10 characters on the screen are not your choice, click on the right arrow key to display the next 10 characters.

Step 5

You can also key in two syllables together. For example, if you key in 'zhongguo'for 'China', you are most likely to get the right characters you need.
To type the letter ü, press v on the keyboard (for example, for nü, type 'nv').

Step 6

To go back to English mode, click CH, then click on EN, (or by pressing the 'Shift key' you can switch between typing in Chinese to typing in English and vice versa).
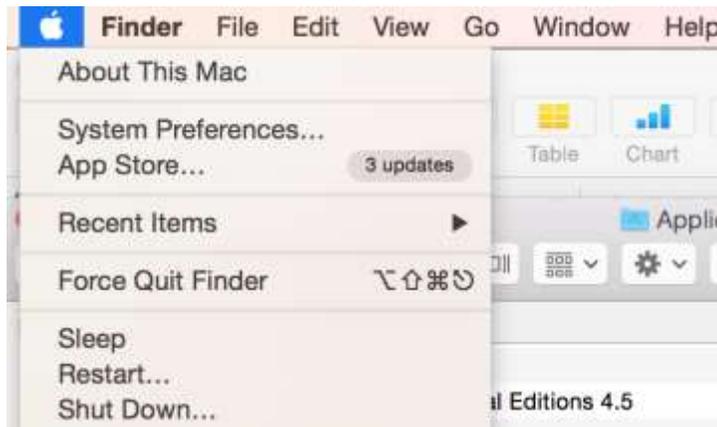
Note: when in CH mode, you can also type English by switching the Input Mode (英 stands for English; and 中 stands for Chinese). If you are unable to type characters when you are in Chinese Mode (CH), it is likely that the Input Mode with CH is somehow switched to the English mode.

Enabling Chinese font on a Mac
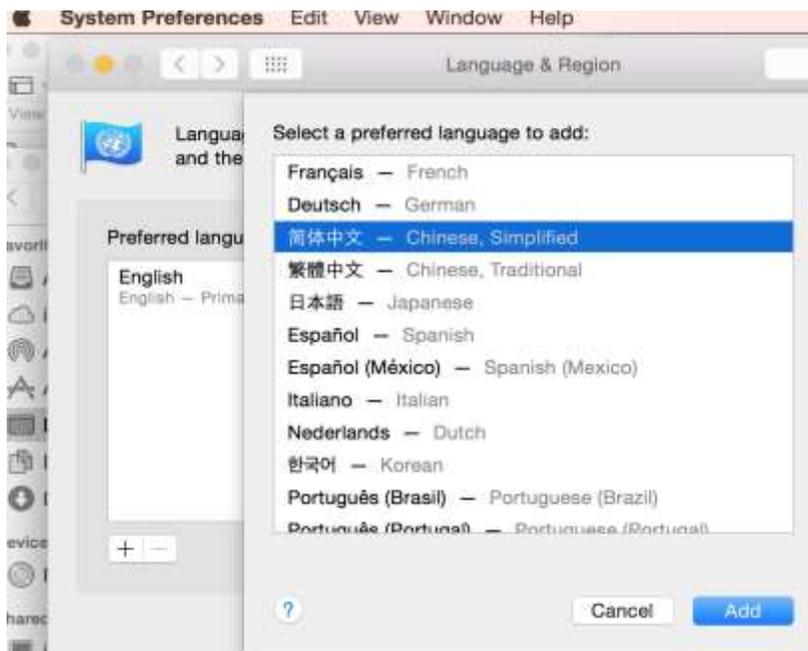
You need to turn on a couple of settings:

Step 1

Go to system preferences. Go to the apple menu, select 'system preferences'. Then in the window that appears, select 'Language and region'.
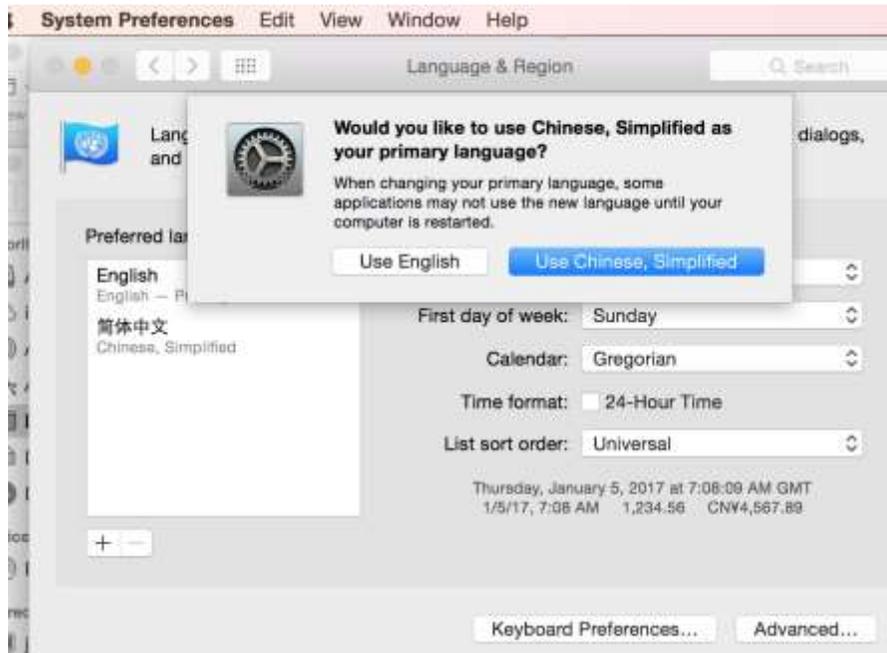
Step 2

Then simply select a preferred language to add. You need to select Chinese, Simplified, and then click Add (see below).

Step 3
Now you could decide if you want Chinese as your primary language. If you choose Chinese as your primary language, you'll notice the instructions on your computer (including your calendar) will appear in Chinese text. So it is a good idea that keep your primary language as English by clicking 'Use English'.
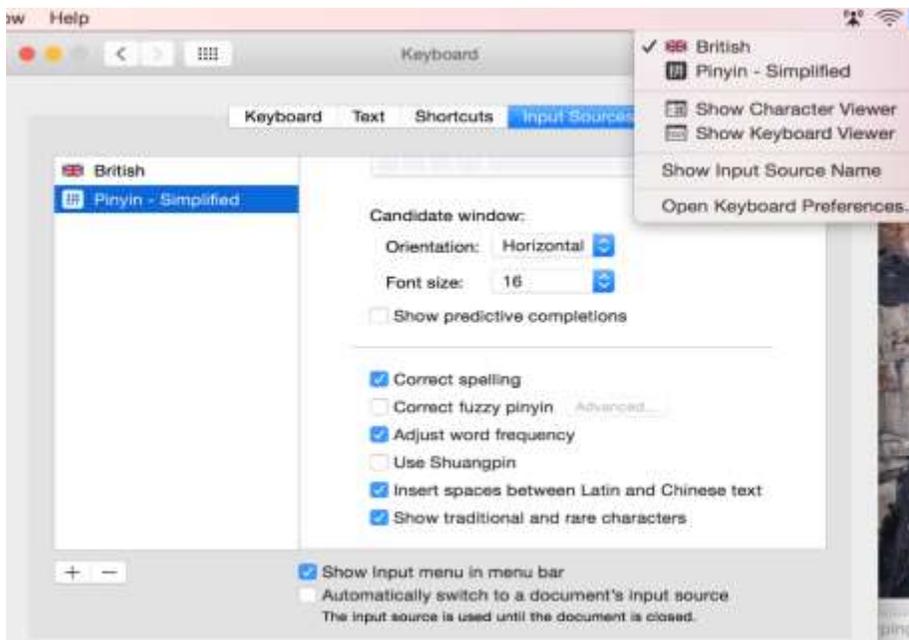

Step 4
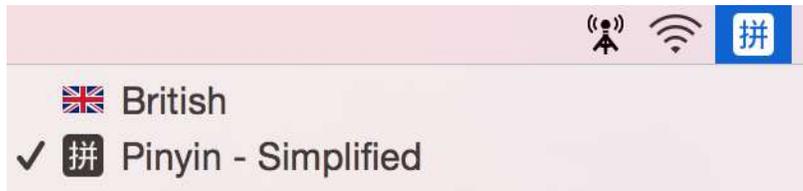Now click on Keyboard Preferences (the icon at the bottom left).

Step 5
Under Input Sources, check the box next to 'Show Input menu in menu bar' (see bottom).

Step 6
On the right-hand side of the desktop, at the top, you will see the current input method and you could switch between English and Chinese.
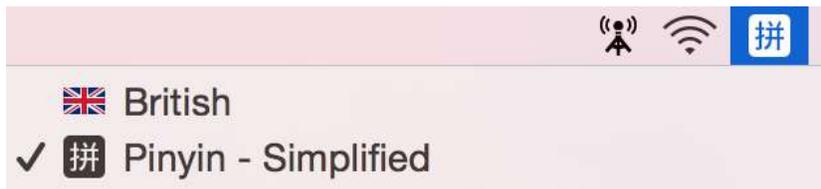

Step 7
Close the System Preferences window.

Typing Chinese on a Mac

Step 1
Open a document.

Step 2
Go to the menu bar at the top right corner and click on the input method. Choose 'Pinyin - Simplified'. (Note: the character 拼 is pronounced pin - for pinyin)

Step 3
Type in your sentence, for example 'Wo shi laoshi' (I'm a teacher). As you type, a palette appears under the character (see below).

Step 4
Clicking on the down arrow to the right of the palette makes more characters appear.

wo

1 我	2 喔	3 窝	4 沃	5 握	6 卧
碨	蜗	涡	倭	斡	龌
肟	幄	渥	莴	挝	卧
窝	噁	蜗	涡	龌	蒿
撾	媪	猓	塌	揍	喔
濄	蜗	萵	愕	媪	偓

Frequency　Radical　Stroke　Emoji　Structure

Step 5
Select the character you need (in the palette above) by either: (a) typing the number next to the character you need (i.e. number 1 in this case); or (b) pressing the space bar when you have the one highlighted that you need. The character 我 will appear on the screen.

The software remembers your choice for next time you type this character, so proofreading is doubly important.

我shi

| 1 是 | 2 时 | 3 十 | 4 10 | 5 事 | 6 使 |

我是lao shi

| 1 老师 | 2 老是 | 3 老实 | 4 老式 | 5 老湿 | 6 老尸 |

Instead of keying in each character separately, when you have a word that consists of more than two syllables, key in them together as in 'laoshi' above, and you will get the word you need. This will save you some time.