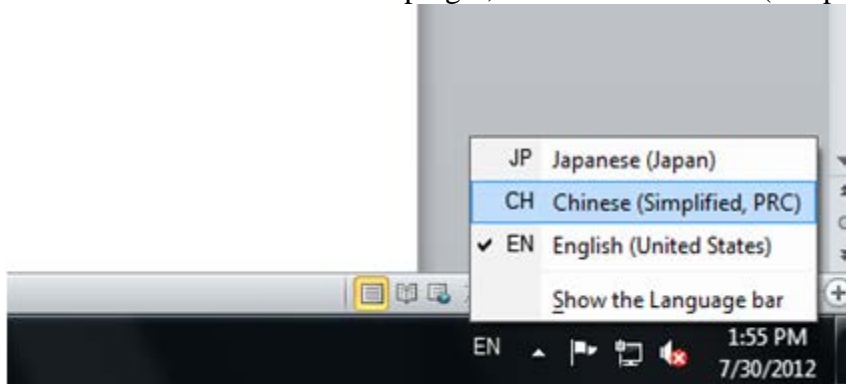


To use Mandarin characters and Mandarin tones in Microsoft Word:

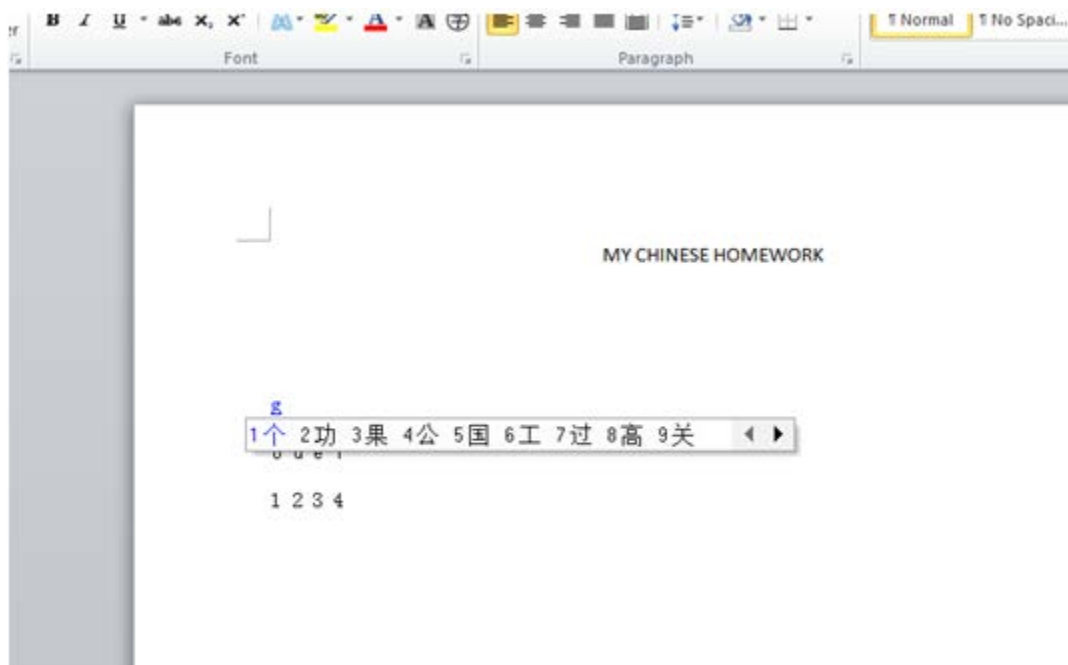
Go to the bottom toolbar and click on the “EN” icon. This will open up a menu in which you can select from English (EN), Mandarin characters (CH), and Chinese tones for roman characters (JP).

Chinese Characters:

1. To use the Mandarin character plugin, select “CH Chinese (Simplified, PRC)”.

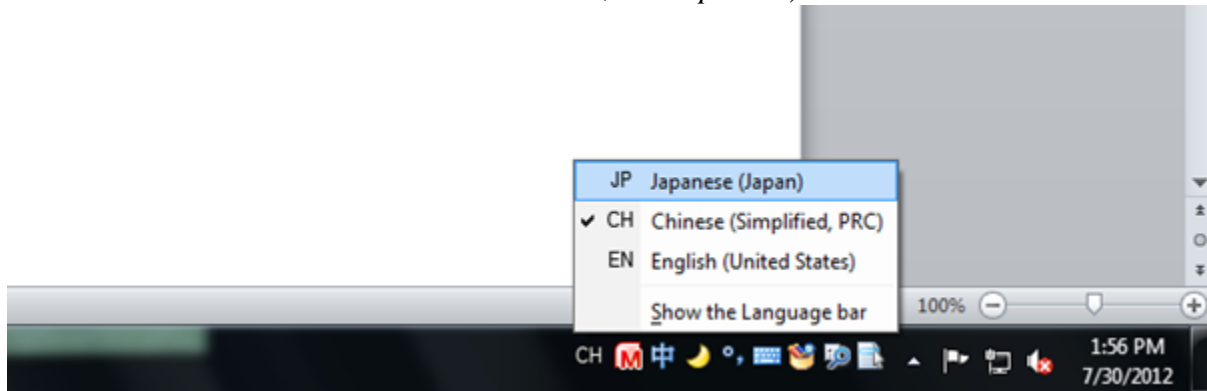


2. To type Mandarin characters, begin typing and a menu will appear below your text that shows a list of Mandarin characters, with corresponding numbers that can be used to select the characters from the list (left clicking on them in the menu also works). You can also select from further characters by clicking the arrow keys on the right of the menu.



Chinese Tones:

1. Go to the bottom toolbar and click on the “EN” icon. This will open up a menu in which you can select from English, Mandarin characters, and Chinese tones plugins. To use the Chinese tones plugin, select “JP Japanese (Japan)”. (*NOTE: Even though it says Japanese this icon is for Chinese Tones, not Japanese*).



2. To access different accents from the Chinese tones plugin, type your word and press “1,2,3 or 4” depending on the tone you desire for the vowel. (See image below)

ō ú ě ì
1 2 3 4

Note: If the word you desire has multiple vowels with tones for each vowel, begin typing your word, stopping after each vowel is entered to select the tone using “1,2,3 or 4”.