Microsoft Input Method Editor (IME)

Installation Guide for AP Chinese & Japanese Internet-based Test (iBT) Delivery
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1 Introduction / Overview

This document contains installation instructions for the Microsoft Input Method Editors (IMEs) for non-Western languages that are required for the delivery of the internet-based Chinese and Japanese tests.

Chinese:
Windows XP:    Microsoft Pinyin IME 3.0
Windows XP:  Microsoft New Phonetic IME 2002a
Windows 2000:  Microsoft Pinyin IME 2003

Japanese:
Windows XP:   Microsoft IME Standard 2002 ver. 8.1
Windows XP:  Microsoft IME Natural input 2002 ver. 8.1

The installation guide includes steps for both **Windows XP** and **Windows 2000** iBT machines. The document includes examples of various setup screens which may vary slightly based on the Microsoft operating system CD or DVD you are using.

The installation guide is based on the combination of particular versions of the IMEs with the two operating systems (e.g.: Windows XP with Microsoft Pinyin IME 3.0; Windows 2000 with Microsoft Pinyin IME 2003). If you are setting up a different combination of operating system and IME version, you may need to consult different portions of the installation guide. For example, if you are setting up Microsoft Pinyin IME 2003 in Windows XP, you will need to refer to the specific instructions for that IME in the Windows 2000 section of the guide in conjunction with the general instructions pertaining to Windows XP.

**NOTE** Administrator rights/privileges are required on the iBT machine in order to complete the installation steps contained herein.
2 IME Installation for Windows XP Professional

2.1 Installing the Chinese Language IMEs
Complete the following steps to install the Chinese language IMEs:

1. Select **Start > Settings > Control Panel** and then open **Regional and Language Options** Or **Start > Control Panel** and then open **Regional and Language Options**

![Regional and Language Options](image)

2. Click on the Languages tab. Check to see if the **Install files for East Asian languages** is checked; if not, check it and then click [Apply].

If checking off for the first time you may be required to have the Windows XP CD available to complete the installation prior to moving on in these instructions.
3. In the Text services and input languages frame, click [Details].

4. Click [Add].
5. From the Input language drop-down list, select **Chinese (PRC)** – PRC is People’s Republic of China.

6. This IME will be referred to a Chinese (Simplified) – Microsoft Pinyin IME 3.0 will be displayed in the Keyboard layout/IME field. The Keyboard layout/IME check box will be checked. Do **NOT** check either of the Handwriting recognition and the Speech boxes if able to do so.

   Click [OK].

   You will be brought back to the Settings Tab and you will note in the installed services drop down that the Microsoft Pinyin IME 2.0 is now there.
7. In the Installed Services frame on the Settings tab, click [Add].

8. From the Input language drop-down list, select **Chinese (Taiwan)**.
9. This will be referred to as Chinese Traditional - Microsoft New Phonetic IME 2002a will be displayed in the Keyboard layout/IME field. The Keyboard layout/IME check box will be checked. Do **NOT** check either of the Handwriting recognition and the Speech boxes if able to do so.

Click [OK].

You will be brought back to the Settings Tab and you will note in the installed services drop down that the Microsoft New Phonetic IME 2002a is now there.
10. If there are any other Chinese input method installed **other than** Chinese (Simplified) - Microsoft Pinyin 3.0 and Microsoft New Phonetic IME 2002a displays, you will need to highlight it and click [Remove].

Now click the [Language Bar] button in the Preferences frame.
11. Language Bar Settings: From the above example, the top and bottom check boxes need to be checked off. If they are Click [OK]. If not, uncheck either or both of the two middle boxes and click to check the top and bottom boxes. This should leave the two middle boxes unchecked as shown above. Click [OK].

Note: Refer to “Language Bar Settings ” on page 18 for Language Bar settings.

This should bring you back to the Settings tab.
12. Select **Chinese (Simplified) - Microsoft Pinyin IME 3.0** and click [Properties].
13. Set the following Microsoft Pinyin IME Properties:

<table>
<thead>
<tr>
<th>For...</th>
<th>Do this ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Input Mode</td>
<td>Select the <strong>Full pinyin</strong> radio button. Make sure the boxes for Modeless input, Incomplete input, and Fuzzy input are <strong>NOT</strong> checked.</td>
</tr>
<tr>
<td>Conversion Mode</td>
<td>Select the <strong>Sentence</strong> radio button.</td>
</tr>
<tr>
<td>User Function</td>
<td>• Make sure Enable learning is <strong>NOT</strong> checked.</td>
</tr>
<tr>
<td></td>
<td>• Click [Delete learning file].</td>
</tr>
<tr>
<td></td>
<td>• Click [OK] to confirm.</td>
</tr>
<tr>
<td></td>
<td>• Click to check the <strong>Enable learning</strong> box.</td>
</tr>
<tr>
<td></td>
<td>• Make sure Enable user-defined phrase is <strong>NOT</strong> checked.</td>
</tr>
<tr>
<td></td>
<td>• Click [Delete user-defined phrase].</td>
</tr>
<tr>
<td></td>
<td>• Click [OK] to confirm.</td>
</tr>
<tr>
<td>Candidate Option</td>
<td>Select the <strong>Row style</strong> radio button. Make sure the Prompt step by step box is <strong>NOT</strong> checked.</td>
</tr>
</tbody>
</table>
This should bring you back to the Settings tab.

15. Select *Microsoft New Phonetic IME 2002a* and click [Properties].
16. Set the following Microsoft New Phonetic IME 2002a Properties:

<table>
<thead>
<tr>
<th>For...</th>
<th>Do this ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Input Method Setup</td>
<td>• Select the <em>Intelligent IME</em> radio button.</td>
</tr>
<tr>
<td></td>
<td>• Make sure Only Big5 Charset is <em>NOT</em> checked.</td>
</tr>
<tr>
<td>Default Mode</td>
<td>Select the <em>Chinese</em> radio button.</td>
</tr>
<tr>
<td>Query Input Code</td>
<td>Leave None selected.</td>
</tr>
<tr>
<td>Candidate List Setting</td>
<td>Leave <em>Associate phrase</em> selected.</td>
</tr>
<tr>
<td>Intelligent IME Setup</td>
<td>• Make sure Enable learning and Enable user phrase are <em>NOT</em> checked.</td>
</tr>
<tr>
<td></td>
<td>• Click to check the boxes for <em>Delete learning record</em> and <em>Delete phrase file</em>, then click [OK].</td>
</tr>
<tr>
<td></td>
<td>• In Text Services and Input Languages window, Settings tab, click [Apply], then click [Properties] to return to the Microsoft New Phonetic Input Method 2002a Property window shown above.</td>
</tr>
<tr>
<td></td>
<td>• Click to check the <em>Enable learning</em> box.</td>
</tr>
</tbody>
</table>
17. On the Microsoft New Phonetic Input Method 2002a Property window, click the Keyboard Mapping tab. Select **Standard**; then click [OK].
18. On the Text Services and Input Languages window, click [OK].
19. On the Regional and Language Options window, click [OK].

20. Restart the computer.
2.2 Language Bar Settings
Complete the following steps to set the language bar settings.

2.2.1 Language Bar settings for Chinese (PRC): MS Pinyin IME 3.0
1. Select Chinese (PRC) from the Input Language drop-down list.
   - The language bar can be found either at the top of your screen and will have a display similar to the below. It can also be found on your task bar at the bottom of your screen. Usually located towards the right
     - If it is in the task bar go to it and click on it and select [Show the language bar]
     - It should now be at the top of your screen similar to the display below.

2. Use the drop-down list (activated by the down arrow at the far right of the Language Bar displayed on your desktop) to configure the options as follows.

<table>
<thead>
<tr>
<th>For...</th>
<th>Do this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversion Mode</td>
<td>Select Chinese 中.</td>
</tr>
<tr>
<td>Character Width</td>
<td>Select Half width/shape d.</td>
</tr>
<tr>
<td>Punctuation</td>
<td>Select Chinese punctuation 一、。。</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Charset</td>
<td>Select Traditional Chinese 繁</td>
</tr>
</tbody>
</table>

After options above have been set, only **Charset** should be checked for display on the Language Bar.
2.2.2 Language Bar Settings for Chinese (Taiwan): MS New Phonetic IME 2002a

2.3.1 Select Chinese (Taiwan) from the Input Language drop-down list.

<table>
<thead>
<tr>
<th>For…</th>
<th>Do this …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversion Mode</td>
<td>Select Chinese</td>
</tr>
<tr>
<td>Character Width</td>
<td>Select Half width/shape K</td>
</tr>
</tbody>
</table>

After options above have been set, no options should be checked for display on the Language Bar.
2.3 Installing the Japanese Language IME

Complete the following steps to install the Japanese language IME:

1. Select **Start > Settings > Control Panel** and then open **Regional and Language Options** Or **Start > Control Panel** and then open **Regional and Language Options**

![Regional and Language Options](image)

2. Select Regional and Language Options under the control panel. In the Supplemental language support settings, confirm the Install files for East Asian languages is selected.

   If the Checkbox “Install files for East Asian Languages” is already selected, then these files are already installed on the machine.

   If checking off for the first time you may be required to have the Windows XP CD available to complete the installation prior to moving on in these instructions.

   If prompted, you will need to restart your machine
3. If you restarted your machine select Start > Settings > Control Panel and then open Regional and Language Options. Or Start > Control Panel and then open Regional and Language Options.

From the Regional and Language Options window, click the "Advanced" tab. In the "Code page conversion tables" settings, confirm "Japanese" is selected. This setting confirms Japanese will be an option in certain applications.
4. The next step is to set Japanese for "Language for non-Unicode programs". Select Japanese from the Drop down list. Click Apply and Ok. This setting will make it possible to run Japanese software, as well as type Japanese

 Please Note: - you may be required to have the Windows XP CD available to complete the installation prior to moving on in these instructions and you will be asked to reboot the machine.
5. After reboot, you will need to return to the "Regional and Language Options" control panel and go back to the "Languages" tab and click the Details button:

From the Text and Input Languages Settings tab, in the Installed services section, scroll to the JP Japanese services. Confirm the Microsoft IME **Standard** 2002 ver. 8.1 and Microsoft **Natural** Input 2002 ver. 8.1 are listed below the Keyboard settings.

If Japanese is not listed, click the Add button. Add Japanese as an Input Language with the Keyboard layout/IME check box checked and click OK to close the Add Input window.
6. Once Japanese is installed, select Japanese keyboard "Microsoft IME Standard 2002, and select the Key Settings button as displayed below:
7. From the Advance Key Settings window, select “switch between input languages” and click the “Change Key Sequence” button:

8. From the Change Key Sequence window, deselect both "Switch input languages" and "Switch keyboard layouts". It is recommended to turn off these features. If not, the user can accidentally press the required key combinations and unknowingly change the layout or input languages:

Click OK to close the Change Key Sequence window.
Click OK to close all other windows and return to the control panel.
2.3.1 Using the Japanese Input Method Editor (IME)

NOTE The following details were provided by Paul Anderson, Angana Patel and Mary Lou Walters.

The Language Bar is installed on the machine. This is where you can choose Japanese or English input modes. Click on "English" and you should be able to pick "Japanese" from a drop-down list as follows:

The bar will change as follows:

The bar can be minimized and placed on the Task bar. Right click it and click "Minimize."

It will display as follows once minimized:

To switch between Japanese and English input modes click on the JP/EN button.
You can also pick "Show the Language bar" to get the larger Language Bar to display.

### 2.3.2 Entering Japanese

**NOTE** The following details were provided by Paul Anderson, Angana Patel and Mary Lou Walters.

**WARNING** The language settings are PER PROGRAM! That means if we were in English, ran two programs, in one program we went to the language bar and picked Japanese when we switched back to the other program it would still be in English input mode.

Unless the program is active that accepts text input some of the settings will not be available. So you can open Notepad and keep it active while trying the procedure below.

The 4th button in the Language Bar switches between several different sub input modes:

The sub input modes are in order from top to bottom as follows:

- Hiragana
- Full Width Katakana
- Full Width English
Microsoft Input Method Editor (IME) Installation Guide for AP Chinese & Japanese Internet-based Test (iBT) Delivery

- Half Width Katakana
- Half Width English
- Direct Input

The two most important modes are Hiragana and Direct Input. Direct Input is if you type English, you get English just like Windows was before. If you set it to Hiragana, and you can type romanji like "toru" and you'll see とる instead.

The underline means the Input Method Editor (IME) is waiting for you to decide what you want to do with those characters. If you press ENTER, they will be entered as is. If you press space once, the IME will turn them into the most common mode they could be OR the last mode you told it to change them too. Press space again and you'll get a list of things it could be. For example on the second press we get the following:
The left window is a list of all the things the IME thinks it could change とる into. Use the cursor keys to select one.

Generally the last thing on the list is katakana, in this case トル. That's why you never need to use the special Katakana input modes since you can just press space twice to get there. Also the list wraps so if you are at the top, press the up key and you'll go to the bottom. If you type something that would normally be katakana like てれび, on the first space press it will become the most common thing that is テレビ.

On the right window are all the various homonym definitions for toru with examples. The first one for example is 取る as in to take a note, take a fee. The 3rd one is 撮る as in to take a picture.
This is very useful (Even many Japanese often forget which one is correct, especially the less common ones).

Once you have what you want press ENTER to complete it.

TIP: switching between Hiragana input mode and Direct Input mode through the language bar is tedious. Instead you can switch by pressing Alt-Tilde (the key below ESC on your keyboard). So, need to type Japanese, press Alt-Tilde, and start typing. When you are done press Alt-Tilde again to switch back to English.

A more complex example:

Let's say you want to enter 今締める so you type いましめる. When you press space you'll get this 戒める. Pressing space again will not give you the completion you want. That's because the IME is trying to make a word out of all 5 characters. To use less, hold shift and press the left arrow. Each time you do less of characters will be highlighted. Press it 3 times until you get this いましめる then press space again. This time the IME will only look up the first two characters. Most likely this time it will become this 今しめる. Notice the gap between 今 and しめる. This means the IME is considering those two words separately. Also the underline under 今 is thicker than the one under しめる indicating that 今 is the current thing the IME is concentrating on. To complete the second word, press the right arrow. The underline under しめる will get thicker and you can press space to complete it and choose 締める.

2.3.3 English Shortcut

Sometimes you want to enter one English word in the middle of a Japanese sentence. Instead of switching to Direct Input mode you can just type and ignore what you see on the screen. For example type "handwritten" and you'll get "はん d w りって n " but then press F9 and you'll get full width English. F8 to convert it to half-width English and you'll get "handwritten". Keep pressing F8 and it will cycle through all uppercase, all lowercase, etc. Note that you can't press space since that would start completion so this is only useful for entering single words at a time.

Explanation:
In *normal* Japanese each character takes the same space. They are fixed size fonts. Check out any Japanese writing textbook and you'll see each character is supposed to fit into a box. For graphic design sometimes Japanese uses proportional fonts but generally, much more than in English, lots of stuff is in a fixed size font.

Full Width means a character that fills one of those boxes. Half Width means a character that only fits half the box. Technically in the computer half width means it takes a single byte, full width means it takes more than one byte.
Full Width English | A B C · · · | not ASCII ABC, they are multi byte Japanese characters.
Half Width English | ABC... | Normal ASCII English
Full Width Katakana | カタカナ | double byte katakana characters
Half Width Katakana | ｶﾀｶﾅ | single byte katakana characters.

The place this mostly comes up is on internet forms. Lots of forms will ask for your name in full width character then again in katakana in half-width. They'll ask for address in full width but postal code and phone number in half width.

Note: When typing in Hiragana mode pressing the space when there is nothing else typed will insert a full width space. That's usually what you want when typing Japanese but if you need a normal English space you can insert a half-width space while in Hiragana mode by pressing Shift-Space.

### 2.3.4 Handwritten Kanji Input

From the language bar click the 6th button (IME パッド). Up pops a list of other ways to enter stuff. The top one is handwriting.

Once selected, the following window displays:
You can use your mouse or a pen if you have one to enter kanji. I've highlighted the most important buttons. The 2 on the right: "Undo stroke" backs up one stroke. "Erase" clears the writing area.

The ones on the left are just shortcuts for the options that were on the menu that brought you here. The most interesting are probably "by stroke count" which lets you lookup kanji by number of strokes and "by part" which lets you look them up by a particular part. They should be pretty obvious. In all of them the area on the right shows possible kanji. Click one to enter it in the IME. Press enter to add it to your document.

Again, it's important to remember these modes are PER PROGRAM. If you are in one program and select handwritten mode if you switch to a different program you will no longer be in handwritten mode.

### 2.3.5 Making Japanese your Default

Hopefully from reading the above and getting used to switching between Direct Input and Hiragana Input modes you'll realize you pretty much don't need English mode. If you navigate back into the "Regional and Language Options" -> "Languages" tab -> "Details..." you can set the "Default input language" to Japanese:

Now when Windows is started, Japanese will immediately be available.
3 IME Installation for Windows 2000 Professional

Complete the steps below to install the IMEs.

3.1 Configuring Language Settings and Copying Language Files

1. Select **Start > Settings > Control Panel** and then open **Regional Options**.

2. In the Language settings for the system frame on the General tab, click to check all the applicable languages to use on this machine. You can check all three boxes if necessary: **Japanese**, **Simplified Chinese**, and **Traditional Chinese**.

3. Click [Apply].
3.2 Configuring Input Language and Methods for Chinese

1. Select **Start > Settings > Control Panel > Regional Options**. Click on the Input Locales tab of the Regional Options panel.

2. Click [Change].

3. Click [Add].
4. From the Input Language drop-down list, select **Chinese (PRC)**.

5. Check the box for **Keyboard Layout / IME** and select **Microsoft Pinyin IME 2003** from the drop-down list. Do NOT check the Handwriting Recognition and the Speech boxes.

   Click [OK].

6. Click [Apply].
7. Click [Add].

8. From the Input language drop-down list, select **Chinese (Taiwan)**.
9. Check the box for **Keyboard Layout / IME** and select **Chinese (Traditional) – New Phonetic** from the drop-down list. Do **NOT** check the Handwriting Recognition and the Speech boxes.

Click [OK].
10. If any Chinese input method other than Microsoft Pinyin IME 2003 and Chinese (Traditional) New Phonetic is shown, select it and click [Remove].

11. Click the [Language Bar] button in the Preferences frame.
12. Language Bar Settings: Click to check the top and bottom boxes and leave the two middle boxes unchecked as shown above. Click [OK]. Refer to “Language Bar Settings” on page 18 for Language Bar settings.

14. Set the following Microsoft Pinyin Options on the General tab:

<table>
<thead>
<tr>
<th>For...</th>
<th>Do this ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Input Style</td>
<td>• Select the <strong>Microsoft Pinyin Classic Input</strong> radio button.</td>
</tr>
<tr>
<td></td>
<td>• Make sure Prompt Candidate box is <strong>NOT</strong> checked.</td>
</tr>
<tr>
<td>Pinyin</td>
<td>• Select the <strong>Full Pinyin</strong> radio button.</td>
</tr>
<tr>
<td></td>
<td>• Select Full Pinyin from the drop-down list.</td>
</tr>
<tr>
<td></td>
<td>• Make sure Fuzzy Pinyin box is <strong>NOT</strong> checked.</td>
</tr>
<tr>
<td>Candidate List</td>
<td>• Select the <strong>Horizontal</strong> radio button.</td>
</tr>
<tr>
<td></td>
<td>• Make sure Word Forecast, when Prompt Candidate box is <strong>NOT</strong> checked.</td>
</tr>
<tr>
<td>Character Set</td>
<td>• Select the <strong>Traditional Chinese</strong> radio button.</td>
</tr>
</tbody>
</table>
15. Click the Language tab and set the following Microsoft Pinyin Options:

<table>
<thead>
<tr>
<th>For...</th>
<th>Do this ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Base</td>
<td>Select the Large radio button.</td>
</tr>
<tr>
<td>User Function</td>
<td>• Click to check the Enable Self-learning box.</td>
</tr>
<tr>
<td></td>
<td>• Click [Clear Self-learning Content].</td>
</tr>
<tr>
<td></td>
<td>• Click [OK] to confirm.</td>
</tr>
<tr>
<td></td>
<td>• Make sure the Enable User-defined Phrase box is NOT checked.</td>
</tr>
<tr>
<td></td>
<td>• Click [Clear User-defined Phrases].</td>
</tr>
<tr>
<td></td>
<td>• Click [OK] to confirm.</td>
</tr>
</tbody>
</table>

| User Function | • Make sure the Enable User-defined Phrase box is NOT checked. |
| Domain Lexicon | • Make sure the Use Domain Lexicon box is NOT checked. |
|              | • Leave the Domain Lexicon settings as defaulted.                  |

16. Click [OK].
17. Select **Chinese (Traditional) – New Phonetic** and click [Properties].
18. On the General tab, set the following:

<table>
<thead>
<tr>
<th>For...</th>
<th>Do this ...</th>
</tr>
</thead>
</table>
| Input Method   | • Select *Intelligent Mode* from the drop-down list.  
                | • Make sure box for Auto open candidate list is **NOT** checked.  |
| Default Mode   | Select *Chinese* from the drop-down list.  |
| Candidate List | Select *Large font* from the drop-down list.  |

19. Click [Restore Defaults] and click [OK] to confirm.
20. Click the Dictionary tab and make sure your settings match what is shown above:
   The Plug-in lexicons frame of the window should be blank; if any lexicons are listed, they
   should be deselected or deactivated.
   In the User Phrase frame of the window, make sure the Enable user phrase box is **NOT**
   checked; click [Delete], then click [OK] to confirm.

21. In the Learning frame of the window, click [Setting].

22. In the Intelligent Learning Settings window:
   Make sure Personal regulating is **NOT** checked; click [Delete], then click [OK] to confirm.
   Make sure New phrase learning is **NOT** checked; click [Clear], then click [OK] to confirm.
23. Now click to check the boxes for **Personal regulating** and **New phrase learning** and click [OK].

24. On the Keyboard Mapping tab, select **Standard** from the Keyboard layout drop-down list.
25. On the Compatibility tab, select the *Use Advanced text services* radio button and click [OK].
26. On the Text Services window, click [OK].

27. On the Regional Options window, click [OK], then restart the computer.
3.3 **Language Bar Settings**

Complete the following steps to set the language bar settings.

3.3.1 **Language Bar settings for Chinese (PRC): MS Pinyin IME 2003**

3. Select Chinese (PRC) from the Input Language drop-down list.

4. Use the drop-down list (activated by the down arrow at the far right of the Language Bar displayed on your desktop) to configure the options as follows.

<table>
<thead>
<tr>
<th>For…</th>
<th>Do this…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Input Style</td>
<td>Select MSPY Classic Input</td>
</tr>
<tr>
<td>Chinese/English</td>
<td>Select Chinese 中.</td>
</tr>
<tr>
<td>Character Width</td>
<td>Select Half width 半.</td>
</tr>
<tr>
<td>Punctuation</td>
<td>Select Chinese punctuation 。，</td>
</tr>
<tr>
<td>Character Set</td>
<td>Select Traditional Chinese 繁。</td>
</tr>
</tbody>
</table>

After options above have been set, **only Character Set** should be checked for display on the Language Bar.
3.3.2 Language Bar Settings for Chinese (Taiwan): MS New Phonetic IME 2003

2.3.1 Select Chinese (Taiwan) from the Input Language drop-down list.

2.3.1 Use the drop-down list (activated by the down arrow at the far right of the Language Bar displayed on your desktop) to configure the options as follows.

<table>
<thead>
<tr>
<th>For…</th>
<th>Do this…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversion Mode</td>
<td>Select Chinese (注音).</td>
</tr>
<tr>
<td>Character Width</td>
<td>Select Half width/shape (K).</td>
</tr>
</tbody>
</table>

After options above have been set, no options should be checked for display on the Language Bar.
3.4 Configuring Input Language and Methods for Japanese

9. Select **Start > Settings > Control Panel** and then open **Regional and Language Options** Or **Start > Control Panel** and then open **Regional and Language Options**

10. Select Regional and Language Options under the control panel. In the Supplemental language support settings, confirm the Install files for East Asian languages is selected.

    If the Checkbox "Install files for East Asian Languages" is already selected, then these files are already installed on the machine.

    If checking off for the first time you may be required to have the Windows XP CD available to complete the installation prior to moving on in these instructions.

    If prompted, you will need to restart your machine
11. If you restarted your machine, select **Start > Settings > Control Panel** and then open **Regional and Language Options** or **Start > Control Panel** and then open **Regional and Language Options**.

From the Regional and Language Options window, click the "Advanced" tab. In the "Code page conversion tables" settings, confirm "Japanese" is selected. This setting confirms Japanese will be an option in certain applications.
12. The next step is to set Japanese for "Language for non-Unicode programs". Select Japanese from the Drop down list. Click Apply and Ok. This setting will make it possible to run Japanese software, as well as type Japanese.

*Please Note:* you may be required to have the Windows XP CD available to complete the installation prior to moving on in these instructions and you will be asked to reboot the machine.
13. After reboot, you will need to return to the "Regional and Language Options" control panel and go back to the "Languages" tab and click the Details button:

From the Text and Input Languages Settings tab, in the Installed services section, scroll to the JP Japanese services. Confirm the Windows 2000 - Japanese Input System (MS-IME 2000) are listed below the Keyboard settings.

If the Japanese IME is not listed, click the Add button. Add Japanese as an Input Language with the Keyboard layout/IME check box checked and click OK to close the Add Input window.
Once Japanese is installed, select Japanese keyboard “Windows 2000 - Japanese Input System (MS-IME 2000)”, and select the Key Settings button as displayed below:
14. From the Advance Key Settings window, select “switch between input languages” and click the “Change Key Sequence” button:

![Advanced Key Settings](image1)

15. From the Change Key Sequence window, deselect both "Switch input languages" and "Switch keyboard layouts". It is recommended to turn off these features. If not, the user can accidentally press the required key combinations and unknowingly change the layout or input languages:

![Change Key Sequence](image2)

Click OK to close the Change Key Sequence window.
Click OK to close all other windows and return to the control panel.