Setting up of Chinese Language Input in Windows XP HOWTO
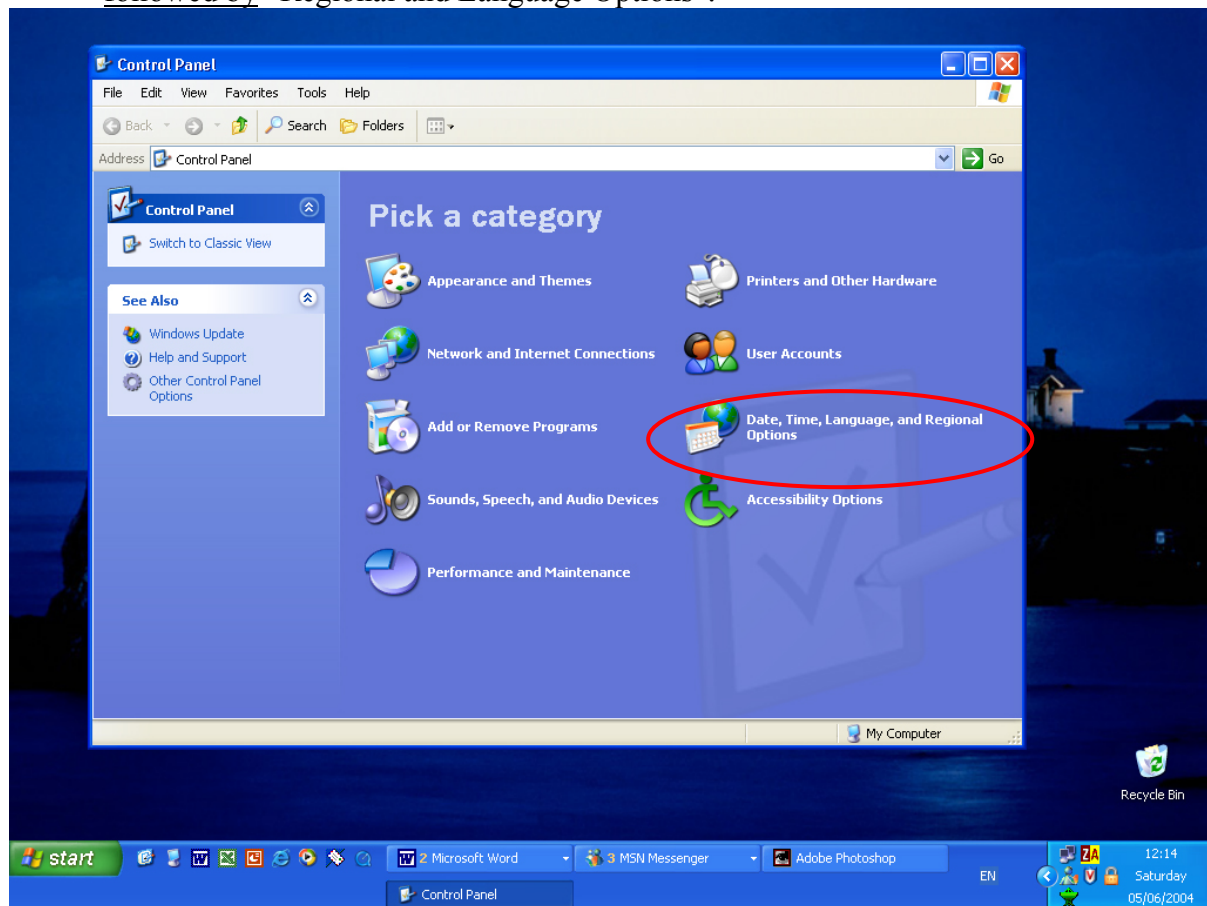
0. Standby the *Windows XP (WinXP) Installation CD*, as you will likely need to use it. During installation, restart Windows whenever you are requested to do so.
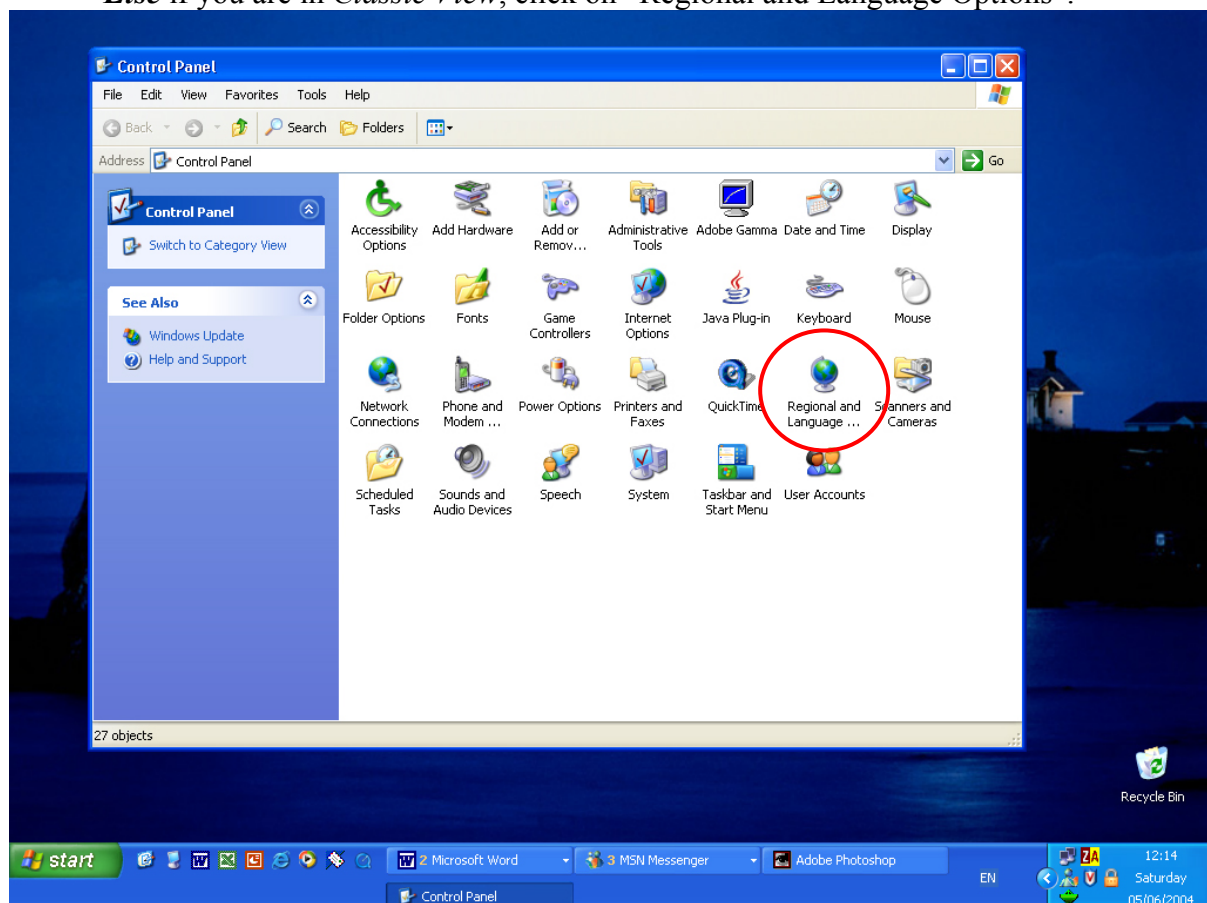
1. Go to **start** → "Control Panel"
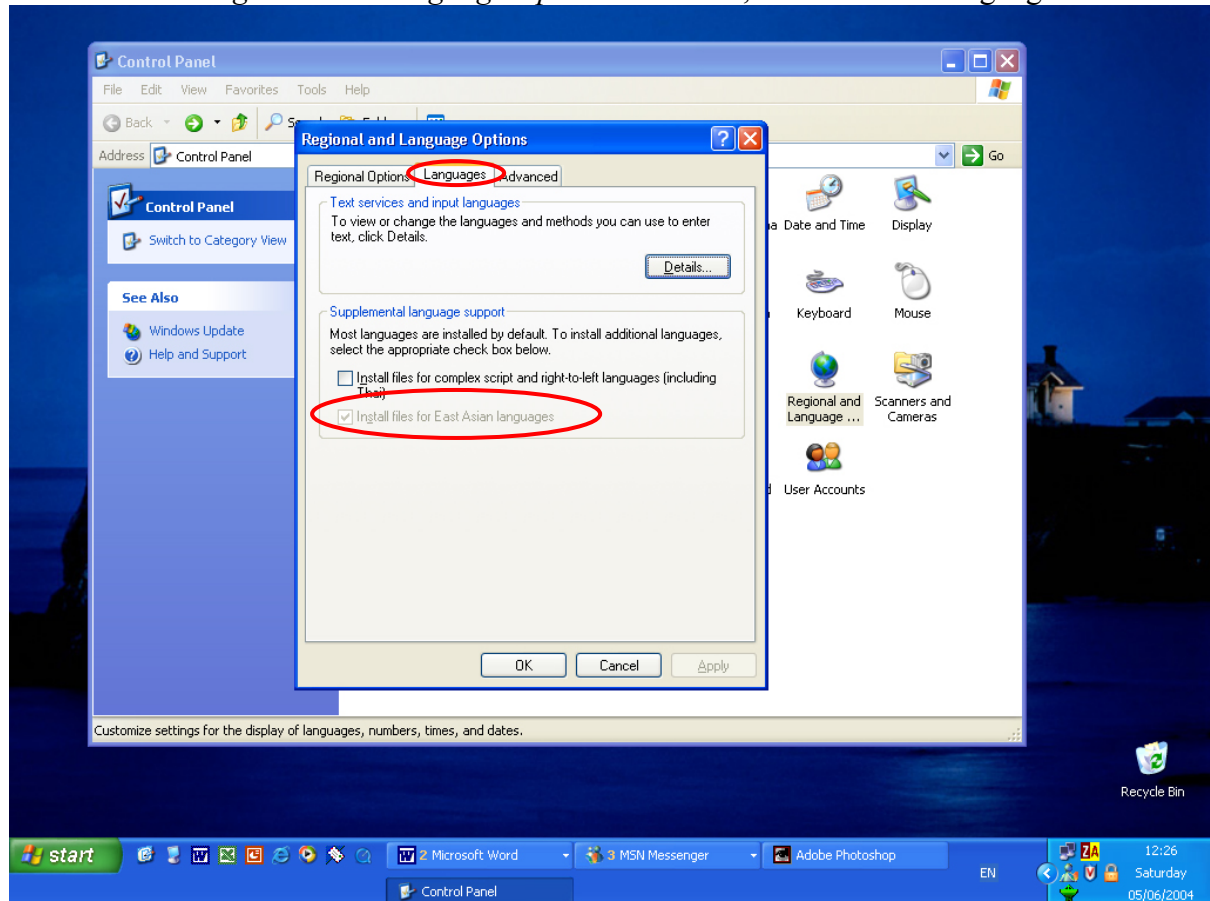
2. **If** you are in *Category View*, click on "Date, Time, Language and Regional Options", <u>followed by</u> "Regional and Language Options".

Else if you are in *Classic View*, click on "Regional and Language Options".
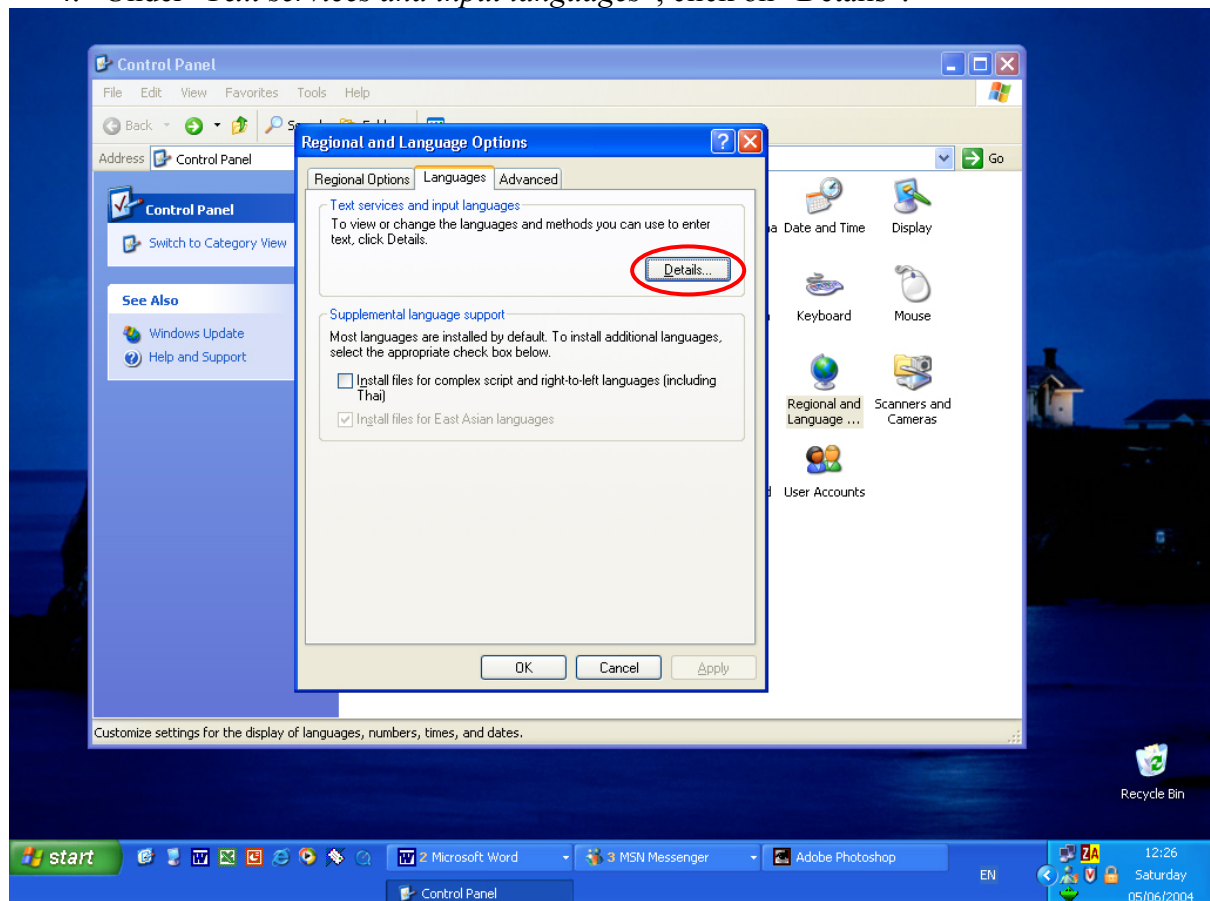
3. In the "*Regional and Language Options*" window, click on the "Languages" tab.
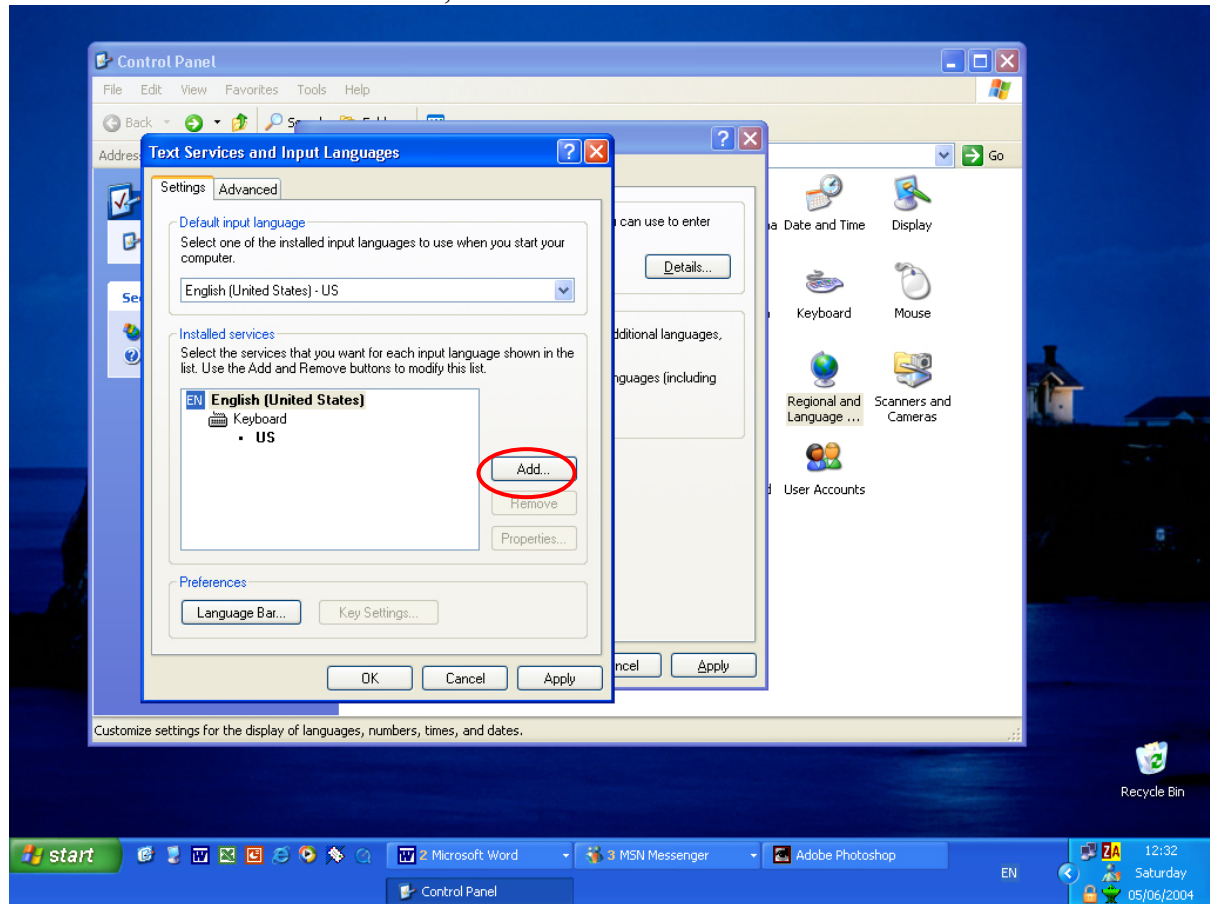

If "Install Files for East Asian languages" is **not** checked (with a ✓ in the box), *check* it, click "Apply" before proceeding. (**NOTE** : You will most likely need your WinXP Installation CD at this point.)
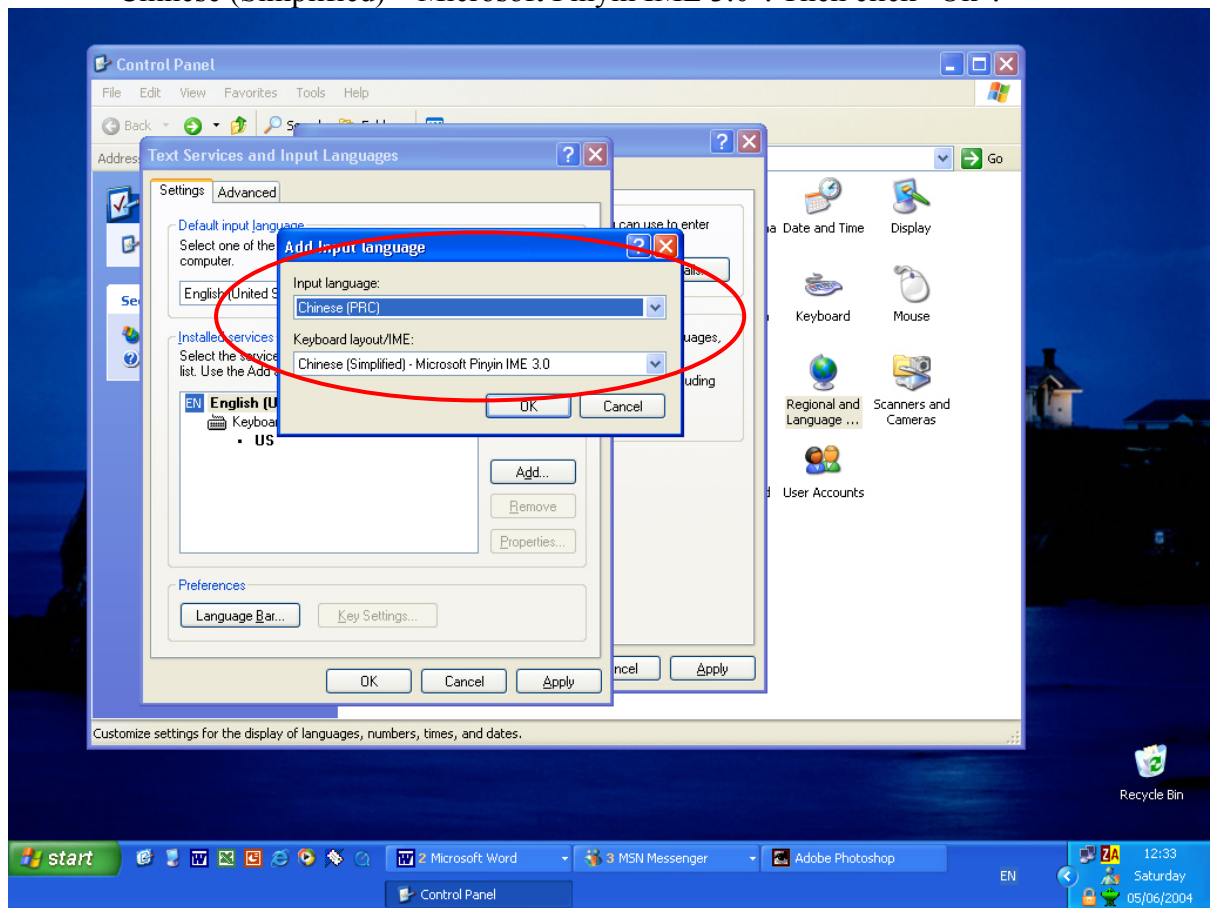
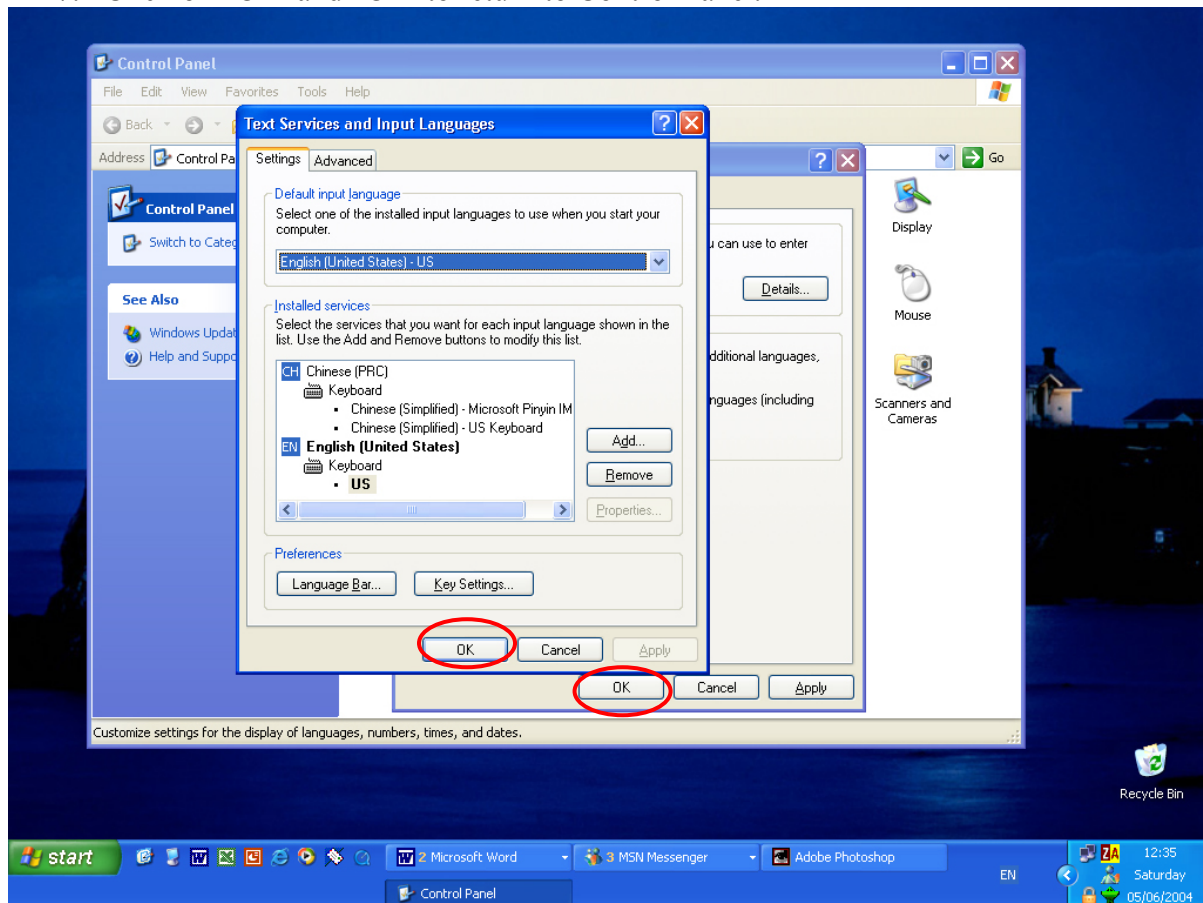4. Under "*Text services and input languages*", click on "Details".
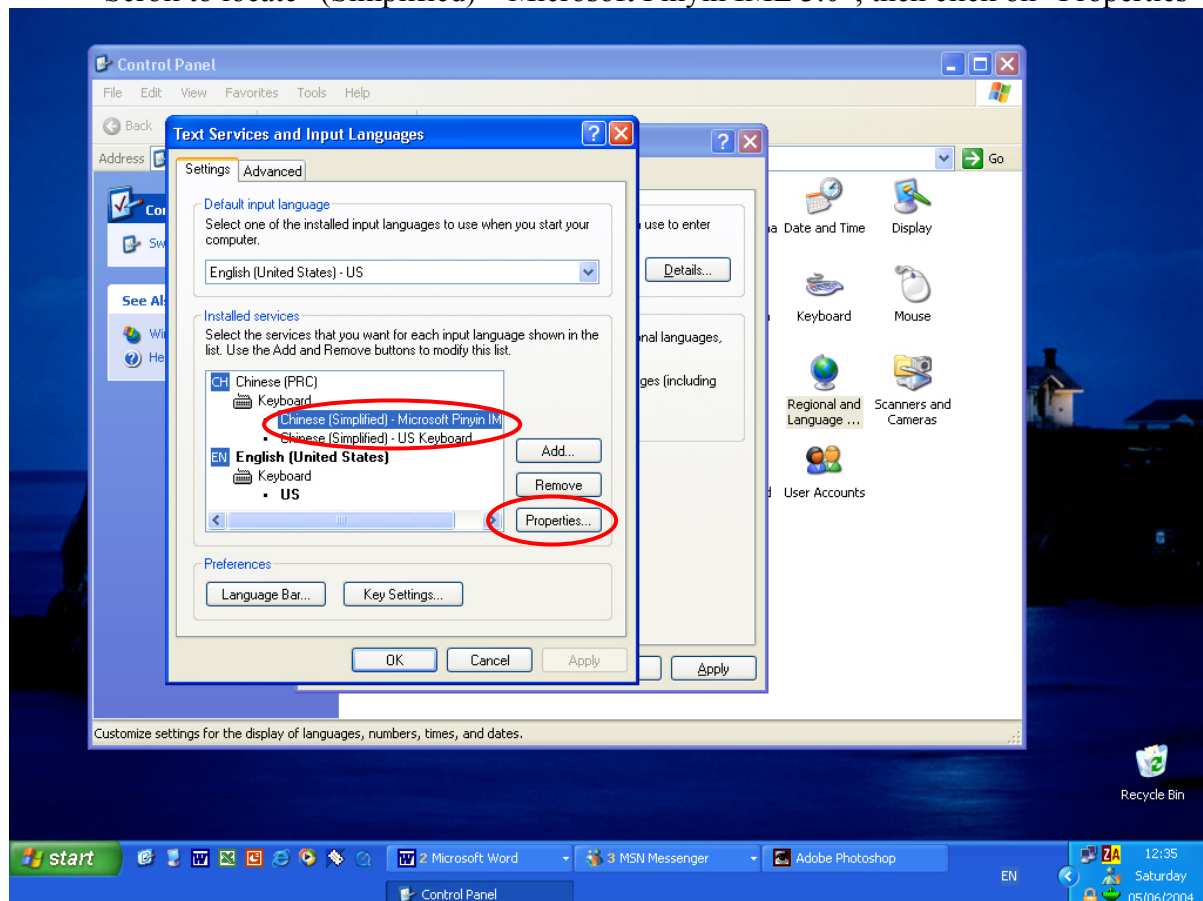
5. Under "*Installed services*", click on "Add".

6. Under "*Input language*", select "Chinese (PRC)". Under "Keyboard layout", select "Chinese (Simplified) – Microsoft Pinyin IME 3.0". Then click "Ok".

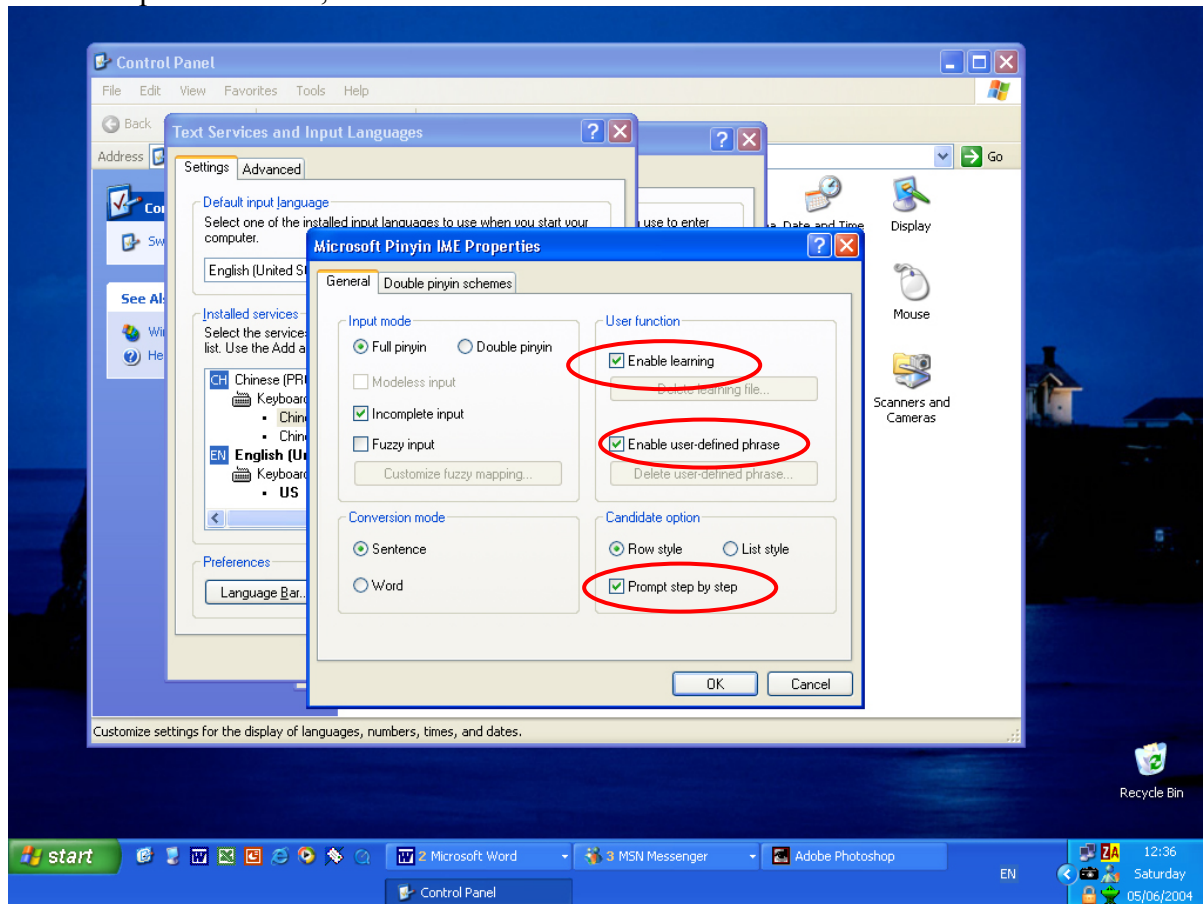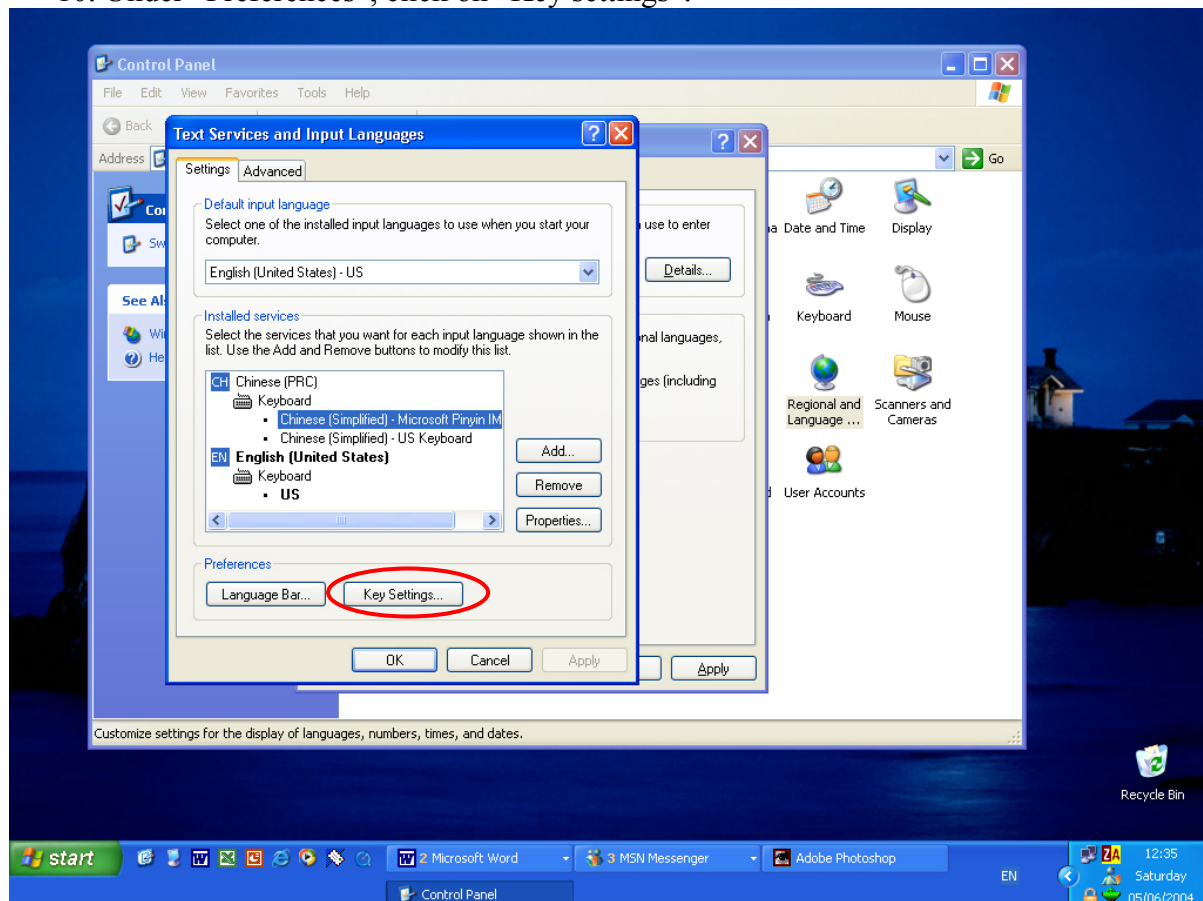7. Click on "Ok" and "Ok" to return to Control Panel.

8. **Repeat Steps 2 to 4** to return to the "*Text Services and Input Languages*" window. Scroll to locate "(Simplified) – Microsoft Pinyin IME 3.0", then click on "Properties".
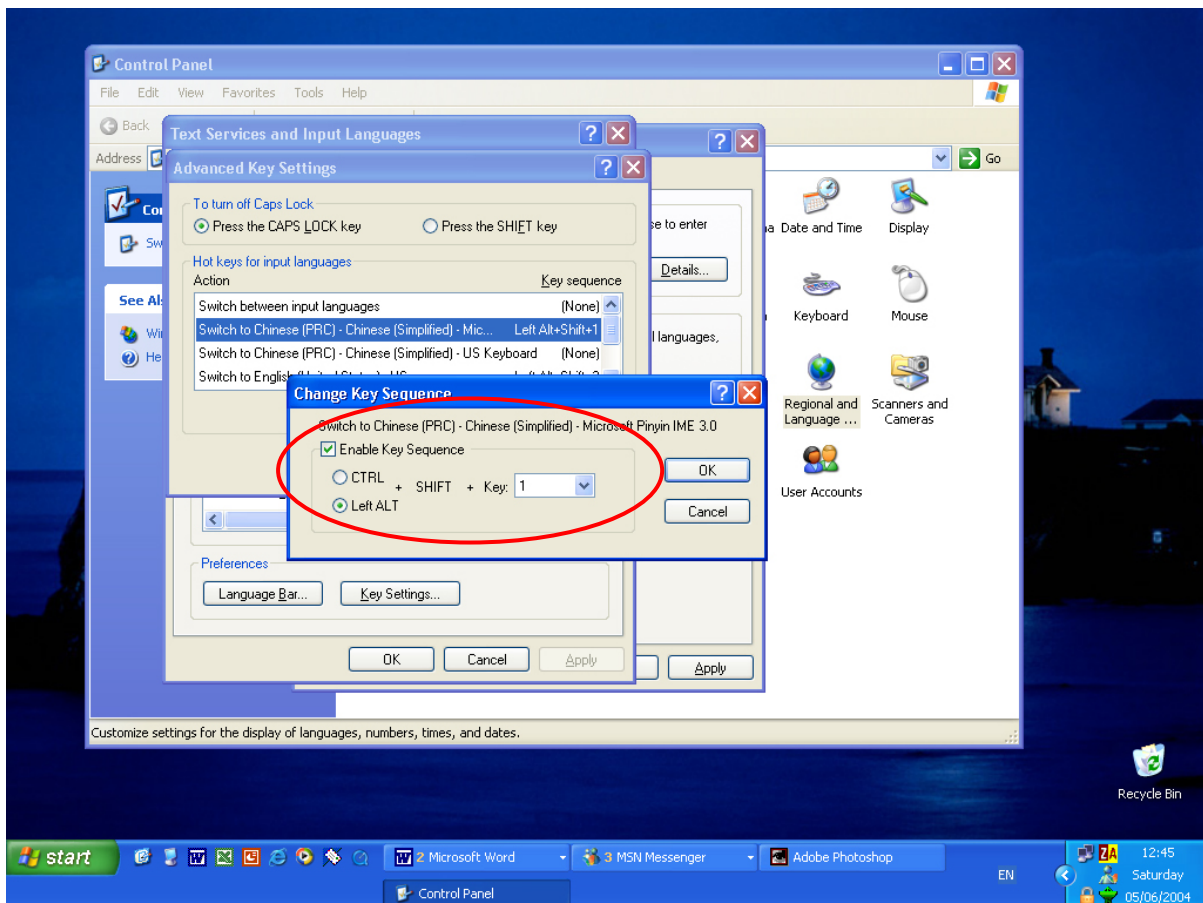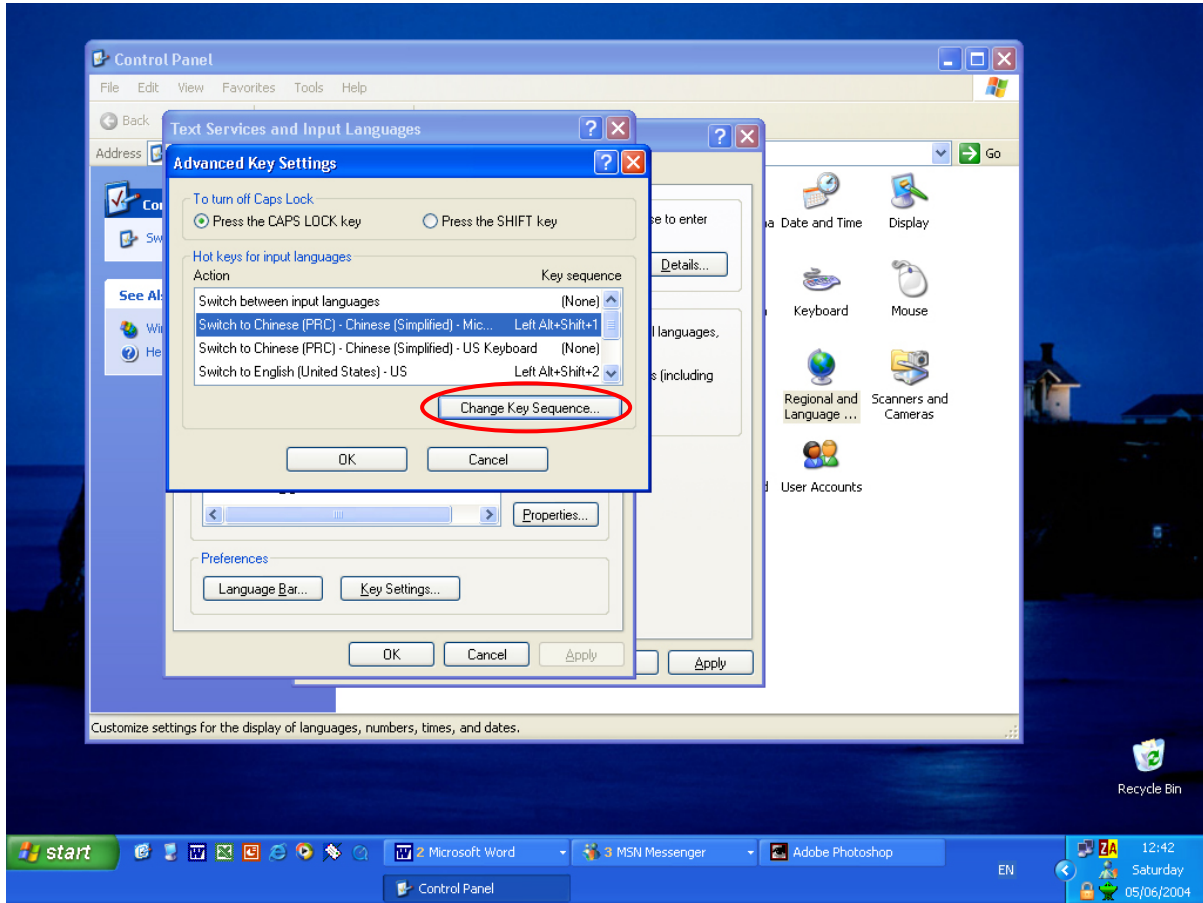
9. Ensure that "Enable learning", "Enable user-defined phrase" and "Prompt step by step"are selected, then click "Ok".

10. Under "Preferences", click on "Key settings".

11. Use "Change Key Sequence" to make the following 2 changes :
   a. For "Switch to Chinese (PRC) – Chinese (Simplified) – Microsoft Pinyin IME 3.0, enable Key Sequence "Left-Alt" + "Shift" + 1.
   b. For "Switch to English (United States) – US, enable Key Sequence "Left-Alt" + "Shift" + 2.

12. Click on all the "Ok"'s you can find and return to desktop.

13. You can now input Chinese in your favourite software (e.g. MSN messenger, MS Word etc.) by **holding down the keys** *Left*-Alt + Shift + 1 one after another together. You should use Hanyu Pinyin （汉语拼音）for your typing. To switch back to English anytime, just hold down *Left*-Alt + Shift + 2.

14. Have fun ! ☺