How to add Chinese fonts on your PC
Students, if you are not familiar with the computer, please ask an adult for assistance.
You must be logged on with an administrator account.

1. Go to the Start Menu → Control Panel → Regional and Language Options
2. Once open, select Languages and click the box for Install files for East Asian languages.
   Click Apply, then OK. Once prompted, choose to restart.

2. Go to the Start Menu  Control Panel  Regional and Language Options. Once open, select Languages on the top tab and click Details.

3. To add Chinese (PRC), click Add and in the Input Language section, click the down arrow and select Chinese (PRC) and click OK.

4. Highlight Chinese (Simplified)- Microsoft Pinyin IME 3.0 then click Properties
5. With the **General** tab open, select **Word** under the **Conversion Mode** section and click OK.

![Image](image.png)

6. To add Chinese (Taiwan), click **Add** and in the **Input Language** section, click the down arrow and select Chinese (Taiwan) and click **OK**.

7. Highlight **Microsoft New Phonetic IME** 2002a then click Properties. With the Setting tab open, select **Legacy IME** instead of **Intelligent IME**. Do not hit OK yet.

8. Select the **Keyboard Mapping** tab and click **HanYu Pinyin**

9. Click **OK**

**Language Bar**

For you to go back and forth between, English, Chinese (PRC) and Chinese (Taiwan), the language bar is used. To determine where this language bar will be located, Click Language Bar in the Preferences section. Make sure that **Turn off advanced text is NOT checked**. Select the desired location and then click **OK**.

10. To finalize everything, click **Apply** and click **OK**, then **Apply** and **OK** again.

**Testing the installed Chinese Fonts**

1. Open MS Word first. Find the language bar, (depending on where you chose the location)

   ![Image](image.png)

   On the taskbar   OR   floating on the desktop

2. To test Chinese (PRC), click the language bar to select Chinese (PRC).
3. While in MS word, type: mei and press enter. This is what you should see:

![Chinese characters in MS Word]

4. To test Chinese (Taiwan), Click the language bar to select Chinese (Taiwan).

5. While in MS Word, type: mei and this should appear:

![Character selection dialog]

IF one or both of the fonts don’t appear correctly, re-check the language settings with the instructions above. Make sure to select English once you are finished or you may get confused ☺

H/Sevilla updated March 23, 2007