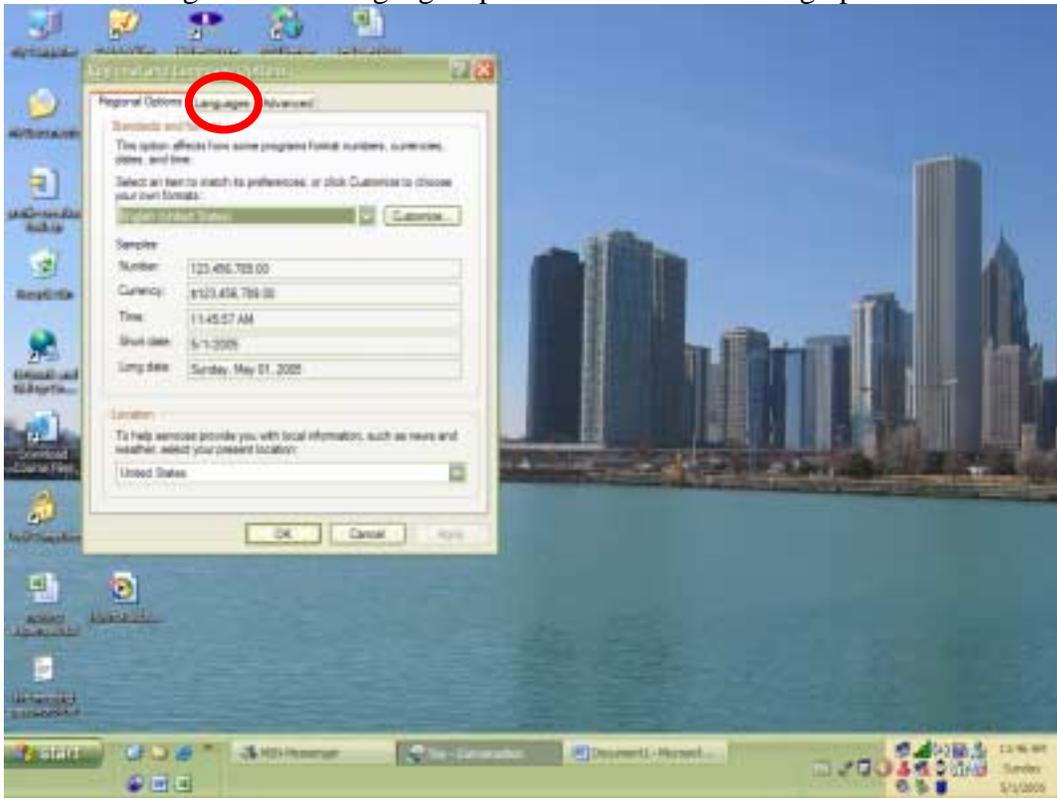


Instructions to Install the East Asian Language Package in Windows

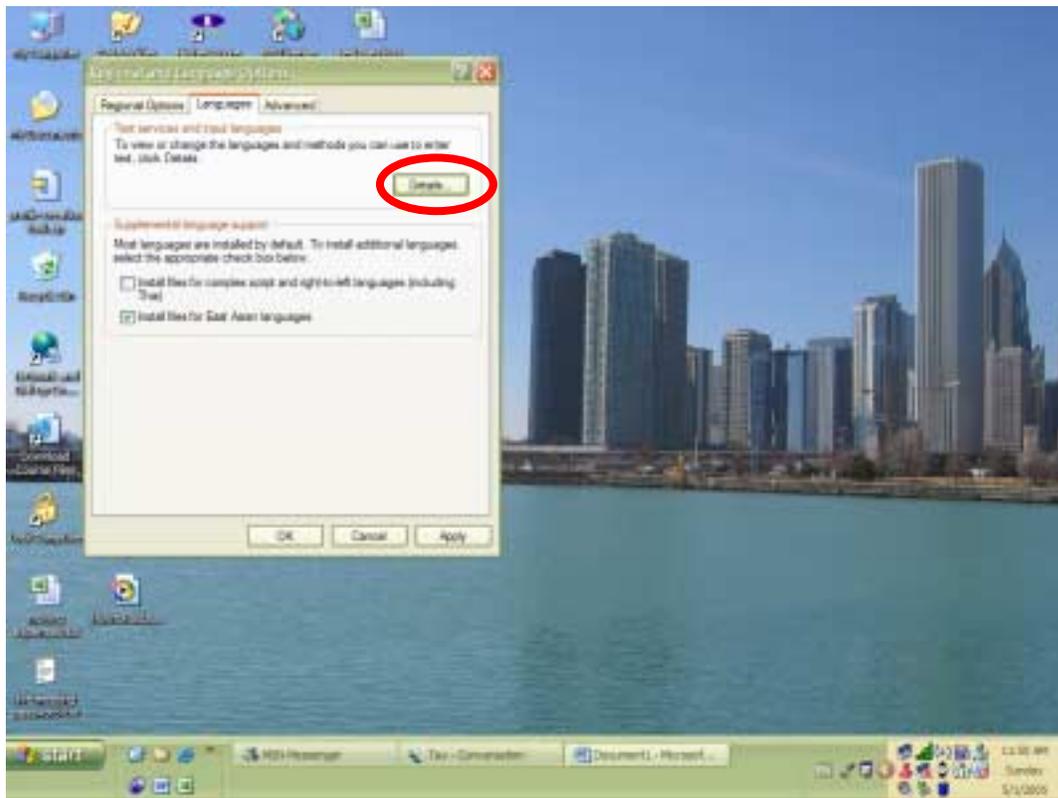
The following is a suggestion from a JLC student, Sean, who is an IT systems consultant.

****Note:** If your computer came with a Windows XP CD, please locate it as it might be needed to install the Asian language character sets.**

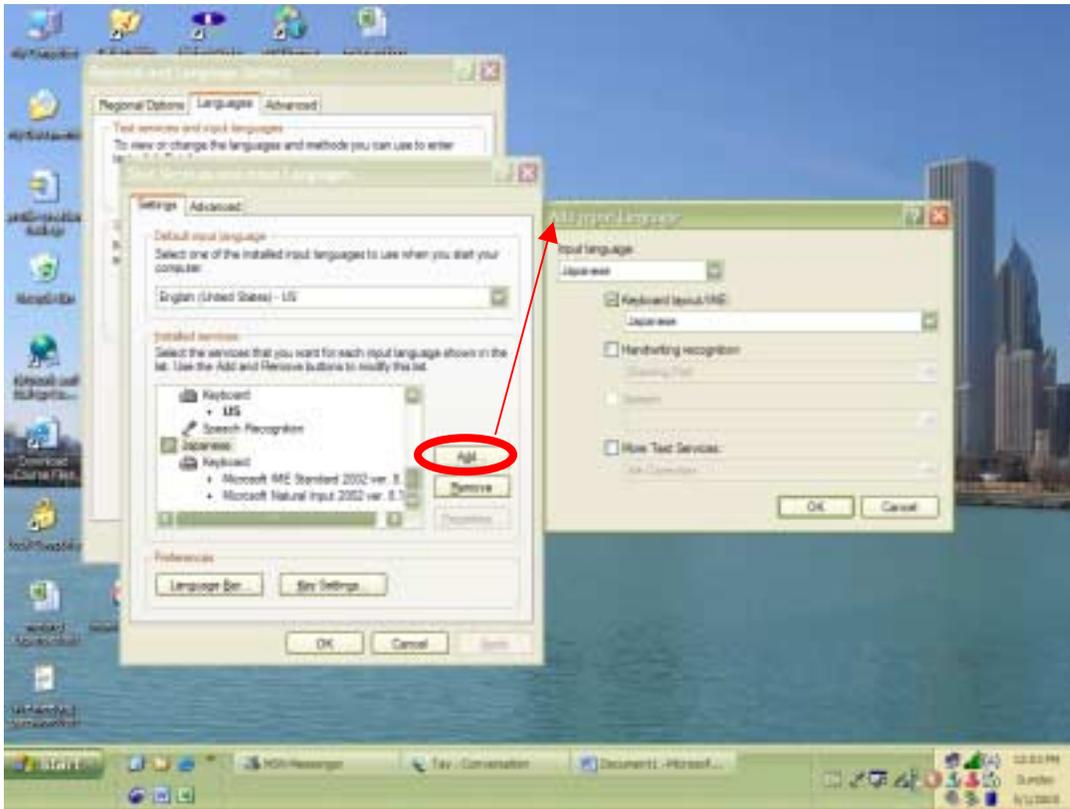
1. Click on the Start Menu
2. Click on Control Panel
3. Select 'Regional and Language Options.' This should bring up the menu below:



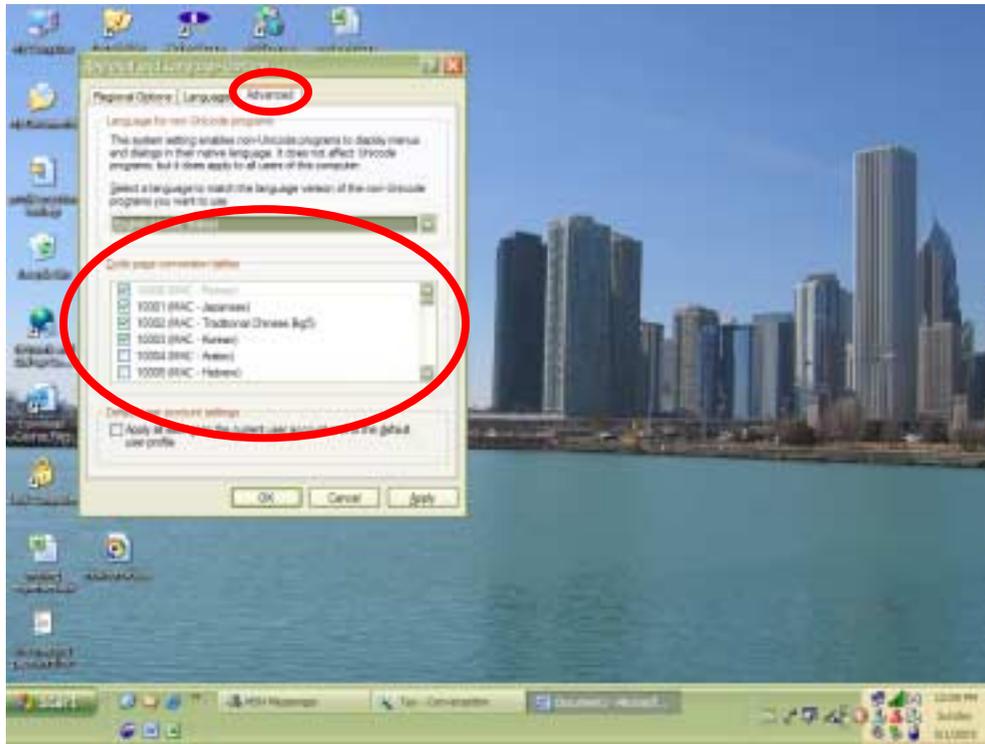
4. Click on the languages tab.



5. Click the Check Box next to 'Install files for East Asian languages'
 - a. Click Ok
 - b. Windows will begin installing the necessary files to read and type with Japanese characters. If prompted, insert the Windows CD that came with your computer.
 - c. When the installation is complete, restart your computer if prompted.
 - d. Repeat steps 1-4 to return to the language menu in the picture above.
6. Click the details button. This will bring up the 'Text Services and Input Languages' Menu (see picture below)



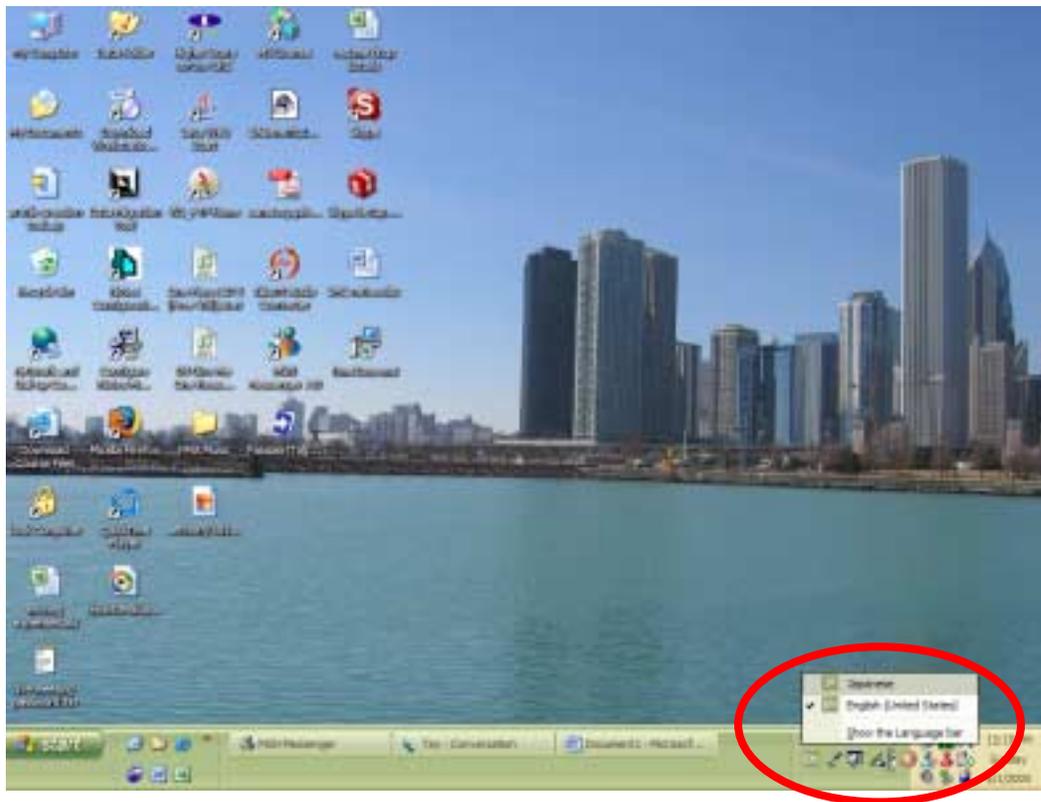
7. Click the 'Add' button to bring up the 'Add Input Languages' Tool
8. From the 'Input Language' drop-down menu select Japanese.
9. Make sure the checkmark next to 'Keyboard layout/IME' is selected and the dropdown menu right underneath has Japanese selected.
10. Click OK from the 'Add Input Language' Tool
11. Click Apply, then OK on the 'Text Services and Input Languages' Tool
 - a. If Windows brings up a dialog box asking if you want to install the language files, choose ok.
 - b. If prompted, put in the Windows CD that came with your computer.
12. Back at the 'Regional and Language Options' Menu, click the advanced tab.
 - a. If the 'Regional and Language Options' Menu is not visible, repeat steps 1-4.



13. On the 'Code page conversion tables' section, make sure that the '10001 (MAC – Japanese)' checkbox is selected.
14. Click Apply, then Ok.
15. You should now be able to read and write in Japanese characters on your computer and view Japanese characters on the web.
16. To write in Japanese characters, make sure the language bar is visible by right-clicking on the task bar (usually found at the bottom of the screen). Place the mouse of 'Tool Bars' and click the 'Language Bar' option from the menu that appears.



17. To use Japanese characters, click the 'EN' button in the language bar. This will bring up a menu, from which choose the 'JP – Japanese option'. This will enable the Japanese options on the language bar. From these options, choose the type of input you wish (hiragana, katakana). Be certain to use the reverse process to turn the language bar back to English when you no longer wish to use Japanese input.



18. Happy Typing!