

Windows 2000 Chinese Character Support Installation Instruction

Windows 2000 has a utility to allow user to modify language sets for both multi-language input and viewing of foreign character sets (as in web pages in foreign languages). Setting up a Win2K system for multi-language support is a two step process, and the first step can only be performed by a user logged in with administrator privileges. This guide will explain those two steps, how they are completed, and what benefits they offer. The two steps are:

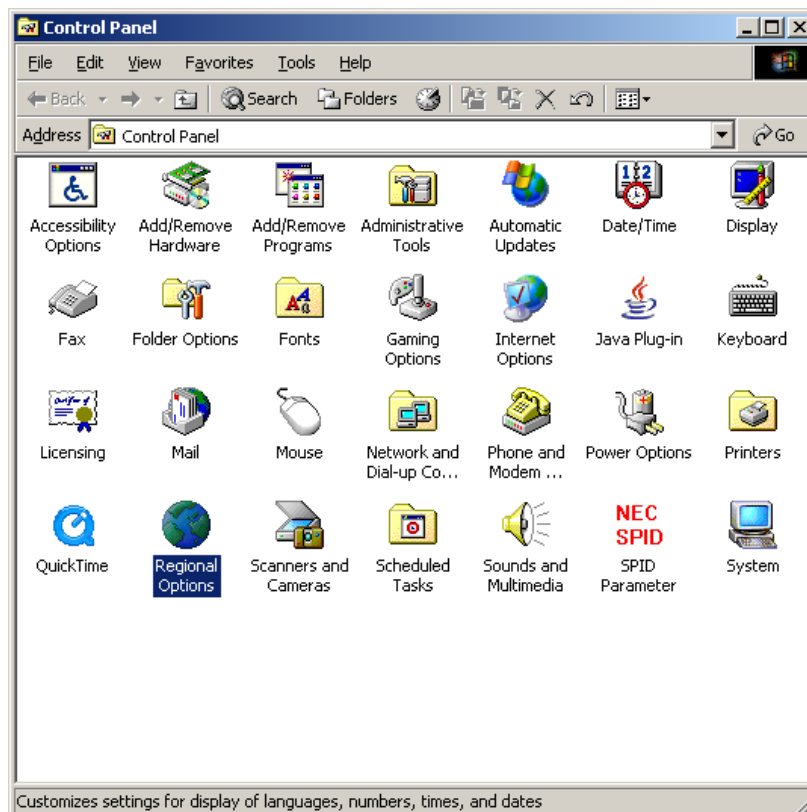
- (1) Setting up the computer for multi-language support
- (2) Adding multiple input locales on the system

Step 1: Setting up multi-language support

The first step in adding multi-language capabilities to your computer requires the user to add language settings to the system. This process is required before you can perform the second step; however there are some benefits to performing this process without performing the second step. When you install extra language settings, this makes those languages available to your system. After doing this, you can immediately view foreign languages on your system, including viewing foreign language web pages in Internet Explorer. Please note: the Windows multi-language settings do not apply in Netscape Navigator, only in Internet Explorer. If you only want to view web pages in a foreign language, this is the only step you need to perform.

Installing language settings

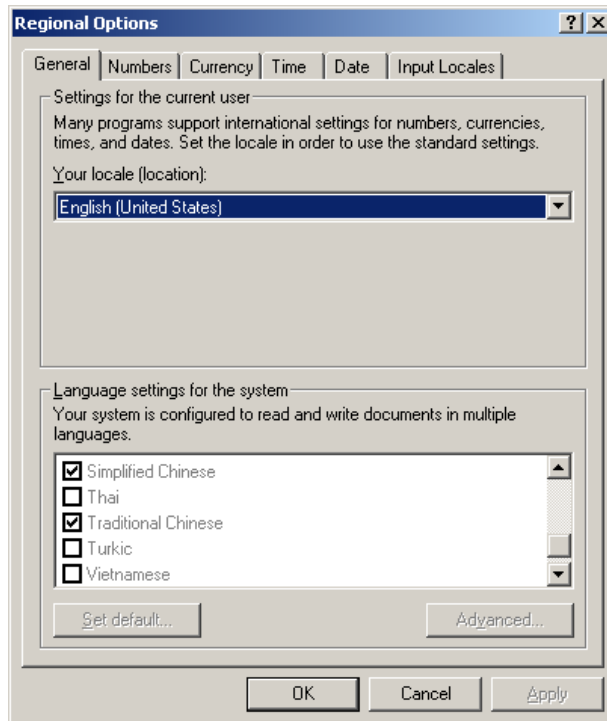
This process consists of installing new Windows 2000 software, so you may need your Windows 2000 CD. You will also need administrator privileges on the computer you are using. Click on **Start Button > Settings > Control Panel**.



Within the Control Panel window, double-click on the **Regional Options** icon.

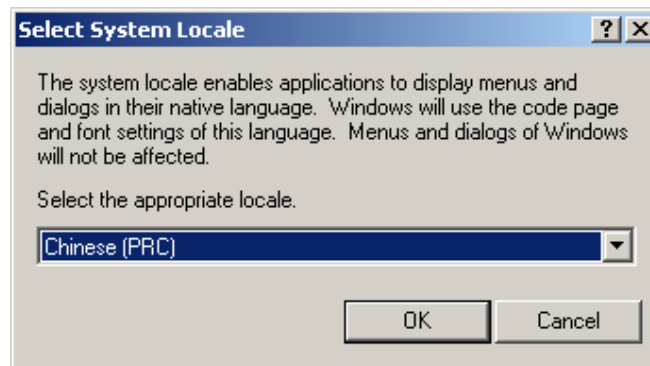


The Regional Options window will open. This is where you will perform both steps of installing multi-language support. The first step is done within the **General** tab of the Regional Options Window.



The area at the bottom of this window, labeled Language settings for the system, contains a list of language sets. To install a language set, simply click the check-box next to that language to select it (you can select multiple languages) and click the "Apply" button.

For Chinese character settings, you will need to check the "Simplified Chinese" and "Traditional Chinese" check-boxes. In addition, you will have to highlight "Traditional Chinese" and click the [Set default] button to open the Select System Locale window. Choose set "Chinese (Taiwan)" as the default language and click the [OK] button.



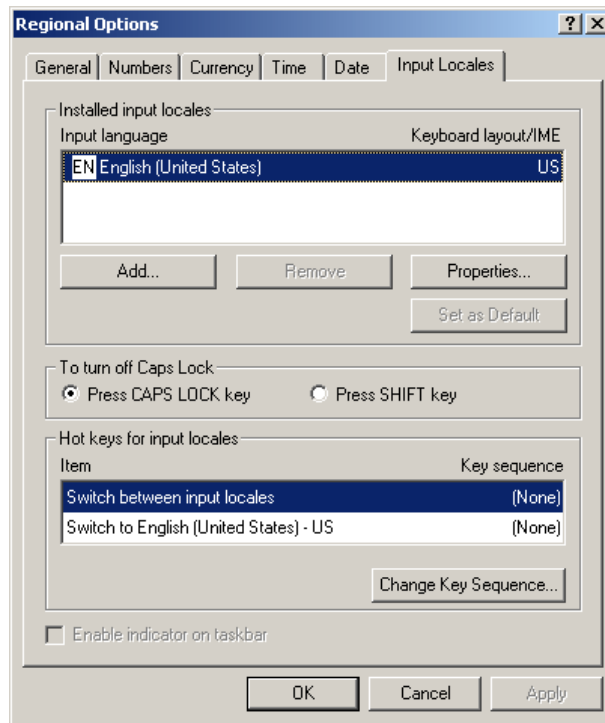
On clicking the [Apply] or [OK] button, you will be prompted and required to insert the original Windows CD-ROM or to supply an alternate location where the needed files reside. Next, complete all instructions as when prompted. And with the successful installation of all the needed files, you will be prompted and required to reboot the system.

After the system reboot, you will be able to view in any of the installed language sets (as in a web page); but will not be able to input (type) in the just installed language sets yet. To be able to input in the just installed language sets, you will need to complete Step 2 as outlined below.

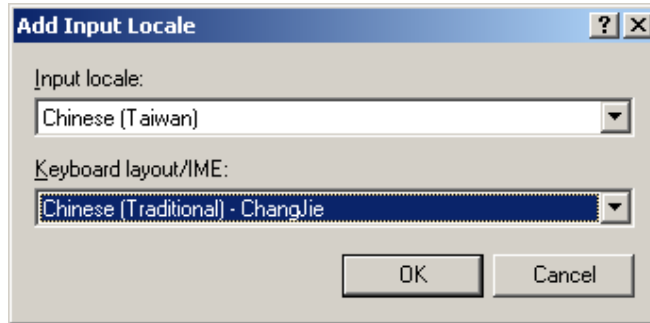
Step 2: Setting up Input Locales

To be able to type in a new language, you must add an input locale. To add an input locale for a specific language, that language setting must be installed, as outlined in Step 1.

To set up input locales, first open up the **Regional Options** window from the **Control Panel**. This time, you will be working in the **Input Locales** tab within the Regional Options window.



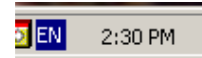
You will see, in the area labeled Installed input locales; all of your currently installed input locales are listed. If you have never modified your multi-language settings before, English should be the only input language listed. To install a new input locale, simply press the **Add** button. This will open the **Add Input Locale** window.



When you pull down the **input locale** drop box, you will see a list of input locales to choose from. These input locales were made available when you installed new language settings in Step 1. There may be multiple input locales associated with each language setting. Choose the new input language you wish to install from the drop box and click **OK**. You may repeat this process to add as many input locales as you wish. When finished, click **OK** in the Regional Options window. For Chinese character setting, you can either select Chinese (Taiwan) or Chinese (PRC); click the [OK] button to save the setting.

If you look in your system tray, the bottom right corner of your screen, (where the clock is) you will see a group of system tray icons. You should see a new icon in the system tray, the **input locale switcher**. This icon allows you to switch between your input installed input locales.

As a default, English should be the selected input locale, so this icon should be a blue box with the letters "EN".



To switch to one of your installed input locales (including the just installed Chinese Character input locale), click on the input locale switcher icon. Once you have selected the new input locale, you will type in that language character set.

Important: when you switch your input locale, that change is applied to the active window only. If you switch to a different window, the input locale will still be on the default language. Each open program window has its own input locale set, and you must change the input locale individually for each program window.