↑ Help of Microsoft IMEs

Introduction to Microsoft IMEs

Introduction to Microsoft IMEs.



Getting Started

The Help will guide you through basic operations of Microsoft IMEs easily.



What's New

Learn about new features of Microsoft IMEs.





Introduction of Microsoft IMEs

→ Show All

The Microsoft IMEs include:

Intelligent IMEs:

- Microsoft New Phonetic IME
- Microsoft New ChangJie IME
- Microsoft New Quick IME

Legacy IME:

- Microsoft Phonetic IME
- Microsoft ChangJie IME
- Microsoft Quick IME



Introduction to Microsoft New Phonetic IME

- Show All

Microsoft New Phonetic IME is an intelligent IME. The Intelligent IME can convert the phonetic symbols you entered into correct Chinese phrases automatically according the context and the phrases you often use, no more need to select from the phrases with the same phonetic symbols.

Microsoft New Phonetic IME is similar to the traditional phonetic IME in basic operations and is even more convenient to use. You don't need to select from the phrases with the same phonetic symbols each time you input phonetic symbols, the new intelligent correction engine reduces the need of selecting candidates. If there is an error converting, simply correct it in the Composition Window using the Candidate list. Microsoft New Phonetic IME will be further combined with many Microsoft's Chinese products, and the user interface will be designed to provide more flexibility. The interface varies slightly in different platforms, please refer to User Interface. The functions also differ slightly, and they are described in respective sections.

Microsoft New Phonetic IME provides the new feature of Output Language for you to select whether Traditional Chinese or Simplified Chinese should be output. In addition, the setting of Character set is also added to support more Chinese characters. It becomes easier to use through a number of IME settings.

Microsoft New Phonetic IME provides many auxiliary functions, such as Intelligent Learning, New phrase learning and Learning Wizard. You can also customize the mapping of "Phonetic Symbols" and "Tone Marks" to meet your requirements and habits. The IME Pad includes Hand Writing, Strokes, Radical and Character List, allowing you to input texts and symbols in many ways.



Introduction to Microsoft New ChangJie IME

→ Show All

Microsoft New ChangJie IME is an intelligent IME. The Intelligent IME can convert the ChangJie radicals you entered into correct Chinese phrases automatically according the context and the phrases you often use, no more need to select from the phrases with the same radicals.

Microsoft New ChangJie IME is similar to traditional ChangJie IME in basic operations and is even more convenient to use. You don't need to select from the phrases with the same radicals each time you input ChangJie radicals, the new intelligent correction engine reduces the need of selecting candidates. If there is an error converting, simply correct it in the Composition Window using the Candidate list. Microsoft New ChangJie IME will be further combined with many Microsoft's Chinese products, and the user interface will be designed to provide more flexibility. The interface varies slightly in different platforms, please refer to User Interface. The functions also differ slightly, and they are described in respective sections.

Microsoft New ChangJie IM is also added with the setting of Character set to support more Chinese characters. It becomes easier to use through a number of IME settings. In addition, there are many auxiliary functions, such as New phrase learning and Use Z key as wildcard. The IME Pad includes Hand Writing, Strokes, Radical and Character List, allowing you to input texts and symbols in many ways.



Introduction to Microsoft New Quick IME

- Show All

Microsoft New Quick IME is an intelligent IME. The Intelligent IME can convert ChangJie radicals you entered into correct Chinese phrases automatically according to the context and the phrases you often use, no more need to select from the phrases with the same radicals.

Microsoft New Quick IME is similar to the traditional Quick IME in basic operations and is even more convenient to use. You don't need to select from the phrases with the same radicals each time you input ChangJie radicals, the new intelligent correction engine reduces the need of selecting candidates. If there is an error converting, simply correct it in the Composition Window using the Candidate list. Microsoft New Quick IME will be further combined with many Microsoft's Chinese products, and the user interface will be designed to provide more flexibility. The interface varies slightly in different platforms, please refer to User Interface. The functions also differ slightly, and they are described in respective sections.

Microsoft New Quick IME is also added with the setting of Character set to support more Chinese characters. It becomes easier to use through a number of IME settings. In addition, there are many auxiliary functions, such as New phrase learning and Use Z key as wildcard. The IME Pad includes Hand Writing, Strokes, Radical and Character List, allowing you to input texts and symbols in many ways.



Introduction to Microsoft Phonetic IME

→ Show All

As compared with Microsoft New Phonetic IME, Microsoft Phonetic IME doesn't have many advanced intelligent functions, such as auto phrase selecting, which needs to be selected manually from the Candidate list.

Like its previous versions, **Microsoft Phonetic IME** also has **Query the input sequence** and **Associate phrase** functions configurable. A floating window is used as its interface to reduce the distance and frequency the eyeballs move when inputting text. Further more, you can also change the font size in the Composition Window and the Candidate list for better input experience. In addition, the Character set setting allows **Microsoft Phonetic IME** to support more Chinese characters.



Introduction to Microsoft ChangJie IME

→ Show All

As compared with Microsoft New ChangJie IME, Microsoft ChangJie IME doesn't have many advanced intelligent functions, such as auto phrase selecting, which needs to be selected manually from the Candidate list.

Like its previous old versions, **Microsoft ChangJie IME** also has the **Query the input sequence** and the **Associate phrases** functions configurable. A floating window is used as its interface to reduce the distance and frequency the eyeballs move when inputting text. Further more, you can also change font size in the Composition Window and the Candidate list for better input experience. In addition, the **Character set** setting allows **Microsoft ChangJie IME** to support more Chinese characters.



Introduction to Microsoft Quick IME

Show All

As compared with Microsoft New Quick IME, Microsoft Quick IME doesn't have many advanced intelligent functions, such as auto phrase selecting, which needs to be selected manually from the Candidate list.

Like its previous versions, **Microsoft Quick IME** also has **Query the input sequence** and **Associate phrases** functions configurable. A floating window is used as its interface to reduce the distance and frequency the eyeballs move when inputting text. Further more, you can also change the font size in the Composition Window and the Candidate list for better input experience. In addition, the Character set setting allows **Microsoft Quick IME** to support more Chinese characters.

For the Intelligent IMEs, you only need to enter phonetic symbols or radicals, Microsoft Intelligent IMEs will modify characters or phrases according to your input and the context. The maximum length of the IME Composition Window is 31. When there are more than 31 characters, IME will output the preceding characters automatically. If the characters are followed by the characters for which Candidate list won't open, such as half-width symbols including numbers, letters and symbols, these characters will be output together.

You can press **Enter** or enter <u>Sentence Complete Punctuation</u> to complete input. If you need to modify any character or phrase before completion, please refer to <u>Candidate list</u>.

If you need to modify characters after having completed input, use the <u>Reconversion</u> function to select another character from the Candidate list.

The default mode of Microsoft Intelligent IME is Chinese mode, if this default has been changed, please follow the instructions below to restore.

- 1. Click the **Tool menu** button on the Language Bar and select **Properties**.
- 2. Select the **General** tab, and select **Chinese** from the **Default input mode** drop down menu.



Getting Started

→ Show All

If this is your first time using Microsoft IME, you can easily learn basic operations by following the four steps below.

Microsoft New Phonetic IME is taken as an example as follows.

- ▶ Step 1: Enabling the IME
- ▶ **Step 2:** Inputting characters
- ▶ **Step 3:** Selecting Punctuations
- ▶ **Step 4:** Determining input



What's New

→ Show All

- ▶ Microsoft IME
- Microsoft IME Pad

Applicable IME: Microsoft New Phonetic IME

After you have entered a long text string, if the intelligent text selection function of **Microsoft New Phonetic IME** determines that the previously input text needs to be changed, it will indicate the text changed by **Input status feedback**. If you want to change it yourself, you can move to the front of changed text quickly by using arrow keys to move the cursor or by pressing the **Ctrl** key on your keyboard.

Options:

ON (Default)

OFF

How to set **Input status feedback**:

- 1. Switch to the **Microsoft New Phonetic IME** first
- 2. Click the Tool menu on the Language Bar
- 3. Select Properties
- 4. Select **Advanced** in the **Microsoft New Phonetic IME Settings** window
- 5. Click Input status feedback in Fine tuning options for your personal typing behavior
- 6. Check the desired mode

Applicable IMEs: Microsoft New Phonetic IME, New ChangJie IME and New Quick IME.

This setting allows you to select the character set to be output, and it adds support for Unicode and CNS11643 to display and input more Chinese characters. Please make sure the required font files have been installed before using the function.

Character set include:

BIG5 characters

Unicode characters

- Extension-A characters
- Extension-B characters
- HKSCS characters

In addition, you can check **Allow the input sequence defined by CNS 11643** to meet your requirements. (Microsoft Hong Kong Cantonese IME doesn't support this function)

Please refer to <u>BIG5</u>, <u>Extension-A</u>, <u>Extension-B</u>, <u>HKSCS</u> and <u>CNS</u> **11643** for information about character set.

How to set Character set:

- 1. Enable the IME first
- 2. Click the Tool menu on the Language Bar

- 3. Select **Properties**
- 4. Select **General** in the IME Settings window
- 5. Click Character set button
- 6. Select the desired character set

Auto Input Switch

Show All

Applicable IME: Microsoft New Phonetic IME

Previously, you have to press **Shift** key or shutdown the IME to switch between Chinese and English input mode. After this function is enabled, **Microsoft New Phonetic IME** will recognize automatically whether the text you input is Chinese or English.

OFF:

When you select **OFF**, you have to switch between Chinese and English input mode manually. You can press **Shift** key to switch the IME between Chinese and English input mode or you can press **Ctrl** + **Space** to shutdown the IME.

Auto Input Switch Rules:

When the keystrokes you input match the settings in the **Auto input** switch list, IME will output English text automatically.

The **Auto input switch** list comprises:

Driver letters: for example, input drive letters such as C: or C:\

UNC path: paths start with \\

Reserved words: the list in the window, you can add phrases yourself with the limit of no more than 12 English lower case letters.

Input mode switching to alphanumeric mode automatically: whether to switch **Chinese Input Mode** to **Alphanumeric Input Mode** after the text is output as English by the IME according to the above rules.

Intelligent Auto Input Mode Switch: If the input doesn't match the phonetic spelling rules, it will be converted into the corresponding English letters for output.

How to change Auto input switch sttings:

- 1. Switch to the Microsoft New Phonetic IME first
- 2. Click the **Tool menu** on the **Language Bar**
- 3. Select **Properties**
- 4. Select **Advanced** in the **Microsoft New Phonetic IME Settings** window
- 5. Click Auto input switch in Fine tuning options for your personal typing behavior
- 6. Check the desired mode

Applicable IME: Microsoft New Phonetic IME.

When **Toneless input** function is enabled, press the space key to input continuously without typing any tone mark. **Microsoft New Phonetic IME** will select the correct phrase automatically.

Approach:

- 1. Switch to Microsoft New Phonetic IME first
- 2. Click the Tool menu on the Language Bar
- 3. Select Properties
- 4. Select Advanced
- Select Toneless in Fine tuning options for your personal typing behavior
- 6. Check the desired option. The default is **OFF**.

Difference between **Toneless key** and Toneless input

Toneless function features that users does't need to input any tone mark; while **Toneless key** function features that tone marks are still effective, and it is only used when a user is not sure which tone mark should be used.

Applicable IMEs: Microsoft New Phonetic IME, Microsoft New ChangJie IME and Microsoft New Quick IME

<u>Leading Key</u> is an identification code in Microsoft Intelligent IME used for special functions. Type the identification code of the <u>Leading Key</u> in the <u>Intelligent IME</u> to enter special function mode, and then type the recognizable function code.

In Microsoft Intelligent IME, the <u>Leading Key</u> provides the following functions:

Input full-width punctuation symbols:

Type the <u>Leading Key</u> followed by a symbol to get the full-width symbol.

For example: Enter `[in turn will get [.

Input characters in Unicode:

Press the <u>Leading Key</u> first and then **u** (English letter) to start inputting characters in Unicode.

For example: Enter `u4e00 in turn will get —.

Input characters in Big5 code:

Press the <u>Leading Key</u> first and then **b** (English letter) to start inputting characters in Big5 code.

For example: Enter `ba440 in turn will get —.

Input phrases quickly:

Please define shortcut in <u>User phrase</u> first, then enter the followings: 1. the Leading Key; 2 the shortcut defined in the User Phrase; 3 and press ENTER.

Note: Leading Key are only identified as Leading Keys in Microsoft Intelligent IME. The key is used to input its original symbol instead of the Leading Key in Alphanumeric mode.

The default <u>Leading Key</u> is `, it is usually located at the upper left corner on the keyboard, the same key used by symbol ~. You can change the default <u>Leading Key</u> between ` (grave accent) and ' (single quote).

Change the default **Leading Key**:

- First switch to Microsoft New Phonetic IME or other Microsoft Intelligent IMEs, such as New ChangJie IME or New Quick IME
- 2. Click the **Tool menu** on the **Language Bar**
- 3. Select **Properties**
- 4. Select Advanced
- 5. Click Leading key in Fine tuning options for your personal typing behavior
- 6. Check the desired option

The User Interface

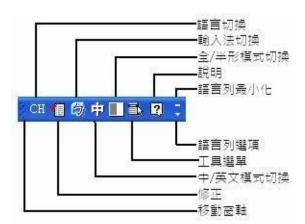
▼ Show All

Language Bar

A floating toolbar on the lower right corner of the desktop that indicates current IME status.

The Language Bar is an intelligent tool that integrates applications and input methods with a variety of advanced text input techniques, including settings for input languages, keyboard layout, hand writing features and query function.

The picture below shows the appearance of the toolbar after Microsoft New Phonetic IME has been selected.



IME settings are configured in the **Control Panel**. For example, to add or remove an IME or change the default IME, you must change **Text Services and Input Languages** settings in the system.

Open the Text Services and Input Languages window

Through Language Bar

- 1. Right click on the Language Bar
- 2. Select **Settings**

Or

- 1. Click the **Options** at the bottom-right corner of the **Language Bar**
- 2. Select **Settings**

Through Control Panel

- 1. Click the **Start** button at the bottom-left corner of the screen
- 2. Select Control Panel
- 3. Click Regional and Language Options
- 4. Click the Language tab
- 5. Click the **Details** button

Add/Remove IME

Add

- 1. Click **Add** in the **Text Services and Input Languages** window
- 2. Select the desired input language
- 3. Check Keyboard Layout/IME
- 4. Select the desired IME
- 5. Click **OK**

Remove

- 1. Click the item to be removed in the **Installed Services** in the **Text Services and Input Languages** window
- 2. Click the **Remove** button

Default Input Language

A default IME can be specified. The system will start the default IME first when an application is started.

Preferences

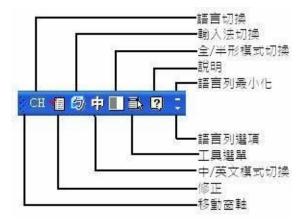
Language Bar

You can change the appearance of the Language Bar.

Key Settings

To define key sequence and functions of an IME.

The status of a IME is displayed on the **Language Bar**, from which you know the IME being used, the language of the IME and other related information.



Move Handle

Move Handle allows you to drag and drop the Language Bar to the desired position by mouse.

Language

Display the current input language. When there are IMEs of more than one language installed on the system, use **Language** to switch to the desired language and IME.

Correction

Select a phrase and click **Correction** to display the Candidate list of the phrase.

Switch IME

Display the IME in use. Click this button to select and switch to an installed IME.

Chinese/English

Display whether the current input mode is in Chinese or Alphanumeric.

Character Width

Display whether the current input mode is half-width or full-width.

Tool Menu

Display tool options of the IME.

Help

Display the Help of the IME.

Options

Display the options of the Language Bar.

Minimize

Minimizing the Language Bar to the System Toolbar.

When using Microsoft IMEs to edit text, there will be a dotted line under the text, and the line is called **Composition Window**. You can choose, change, and edit text in the **Composition Window** until **Enter** key is pressed to output the text from the **Composition Window** or other output function is used, such as <u>Sentence Complete Punctuation</u>.

The Composition Window varies with IMEs you are using

IME	Intelligent IME	Legacy IME
Composition Window	微軟輸入法。	微軟輸入法+ (候選字 1 法
IMEs	Phonetic IME, Microsoft New	Microsoft Phonetic IME, Microsoft ChangJie IME and Microsoft Quick IME

Legacy IME:

Composition Window in Legacy IMEs only serves as a display window for Candidate list after input sequence are inputted. After a character is selected, the **Composition Window** closes until another character is entered.

Intelligent IME:

Microsoft Intelligent IMEs will modify characters or phrases according to

your input and the context. The maximum length of the IME <u>Composition</u> <u>Window</u> is 31. When there are more than 31 characters, IME will output the preceding characters automatically. Pressing DOWN arrow key in composition window will open the <u>Candidate list</u>.

Choose one of the following methods to change conversion mode:

Press **SHIFT** to toggle conversion modes.

On the Language Bar, click button. You can start typing alphanumeric characters after the button becomes .

Press **CTRL+SPACE** to switch to US Keyboard.

Press **SHIFT**+ English letters. Disable CAPS LOCK key for upper case letters; enable CAPS LOCK key for lower case letters.

Use one of the following methods to change character width:

- 1. Press **SHIFT+ SPACE** at the same time.
- 2. Click ubutton on the Language Bar.

The full-width mode button is \blacksquare , and the half-width mode button is \blacksquare .

Candidate List

Show All

The same phonetic symbols or radicals may correspond to different Chinese characters in a input method, you can use the number keys on keyboard or mouse to select the desired character in the **Candidate list**. When there are more than 9 candidates, press **Page Down** on keyboard to select next page, press **Page Up** to select previous page, or press Left/Right arrow key to expand/fold the Candidate list and select the desired character by using number keys or mouse.

How to open the Candidate list

The Candidate list appears in different ways in Legacy IME and Intelligent IME.

In the Legacy IME

Applicable IMEs: Phonetic IME, ChangJie IME, Quick IME

Approach: After inputting tone marks in the Phonetic IME or after inputting radicals in the ChangJie IME, press the Space key to display the Candidate list.

In the Intelligent IME

Applicable IMEs: **New Phonetic IME**, **New ChangJie IME** and **New Quick IME**.

Approach:

When the phrases are still in the Composition Window

- 1. Move the cursor to the front of the phrase to be modified
- 2. Press the Down arrow key on the keyboard

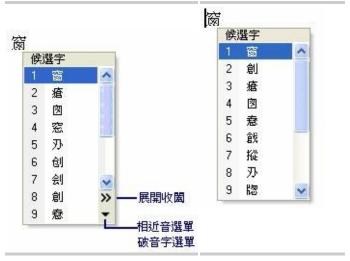
Or

- 1. Select the character or phrase to be modified
- 2. Click the Correction button on the Language Bar

User Interface of the Candidate list

Blow are the basic user interfaces of the Candidate list

In Intelligent IME In Legacy IME



Candidate

When candidates are displayed, there are three ways for selecting the desired phrase:

- Use the Up/Down arrow key to move to the desired character or phrase and press the Enter key
- Press the number key according to the number displayed on the left of the desired character or phrase
- Click with mouse on the desired character or phrase

Expand and Fold (for Intelligent IME)

When there are more than 9 candidates, click **Expand/Fold** button to expand or fold the Candidate list. Pressing the Left/Right arrow key on the keyboard will do the same.

Fuzzy List (for Intelligent IME)

Please refer to Fuzzy Reading.

Heteronym Reading List (for Intelligent IME)

Please refer to <u>Heteronym Reading</u>.

Applicable IME: Microsoft New Phonetic IME

Microsoft New Phonetic IME provides candidate function for characters with **Fuzzy reading**. When it is difficult to distinguish retroflexs, non-retroflexs, nasals and non-nasals, the **Fuzzy reading** function can help you to select the Chinese characters and strings with similar sound without the need of retyping.

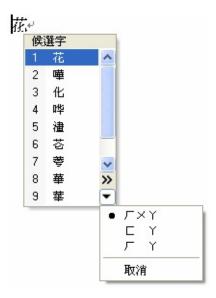
Fuzzy list button is located at the bottom-right corner of the <u>Candidate</u> <u>list</u>, click the button to display the combination of fuzzy readings.

For example:

- 1. Input "厂XY"
- 2. Press the DOWN arrow key to display the Candidate list
- 3. Click the **Fuzzy list** button at the bottom-right corner of the Candidate list



You will see three options of $1.\Gamma \times Y \ 2.\Gamma Y \ 3.\Gamma Y$, use mouse or arrow keys on the keyboard to select the correct reading.



Custom Fuzzy Reading

Instead of selecting fuzzy reading manually, you can have **Microsoft New Phonetic IME** output characters with fuzzy reading automatically.

- 1. Enter New Phonetic IME settings
- 2. Click Advanced
- 3. Change Fuzzy input option to On (The default is Off)
- 4. Click the **Customize** button
- 5. Select the phonetic readings you found hard to distinguish, such as $\Gamma \times$, \square



6. Click **OK**

Next time when you are trying to input "花店" but it turns out to be $\Box Y$ 为一写`, the **Microsoft New Phonetic IME** will output the correct characters automatically.

Heteronym Reading

→ Show All

Applicable IME: Microsoft New Phonetic IME

How to choose Heteronym readings:

- 1. Place the cursor in front of the character to be modified
- 2. Press the **Correction** button on the **Language Bar**, and the Candidate list will show all characters with the phonetic reading of 出来之`.



3. Click the **Heteronym reading** button to see the two readings of "重"



4. The candidates in the <u>Candidate list</u> will change according to different readings selected.



Microsoft New Phonetic IME contains eight keyboard layouts: <u>Standard Keyboard Layout</u>, <u>Eten Keyboard Layout</u>, <u>IBM Keyboard Layout</u>, <u>ChingYeah Keyboard Layout</u>, <u>HanYu Pinyin</u>, <u>Secondary Bopomofo</u>, <u>Taiwan Pinyin</u> and <u>Custom Keyboard Layout</u>.

Follow these steps to select the required keyboard setting:

- 1. Click the **Tool menu** button on the Language Bar and select **Properties**.
- 2. In the **Properties** dialog box, select the **Keyboard** Tab.
- 3. Select the desired keyboard layout.
- 4. The corresponding keyboard layout will display.

Standard Keyboard Layout

ファマト里/ Y 男 引 ル	<-
Tab	Enter
Caps □ 3 5 〈 P 5 × t 4 t	Linei
Shift C 为 厂 T O ム 山 世 ヌ ∠	Shift
Ctrl Esc Alt Alt	Ctrl

Consonant		Vowel/Tone mark		
Ć	1	_	u	
攵	q	×	j	
П	a	X U	m	
	Z	Υ	8	
力	2	Y こ さ	i	
太	W	ಕ	k	
3	S	t	,	
为	X	历	9	
<<	е	7	0	
5	d	幺	I	
Г	С	幺 ヌ		
Ч	r	马	0	
<	f	4	p	
Т	V	大	;	
业	5	۷	1	
5 夕 口 口 为 去 ろ 为 巜 亏 厂 丩 く 丅 里 彳 戸	t	JL	-	
7	g	一聲	空格	

			鍵	
	b	二聲 (´)	6	
ק	у	三聲 (~)	3	
5	h	四聲 (`)	4	
4	n	輕聲 (˙)	7	

Eten Keyboard Layout



Consonant		Vowel/Tone mark		
Ć	b	_	е	
攵	р	×	X	
П	m	X L	u	
	f		a	
力	d	Y こ さ	0	
太	t	ಕ	r	
3	n	t	W	
为	I	历	i	
5 夕 口 口 为 去 ろ 为 巜 亏 厂 丩 く 丅 里 彳 戸	V	7	q	
5	k	幺	Z	
Г	h	幺 ヌ み	у	
Ч	g	ㄢ	8	
<	7	5	9	
Т	С	大	0	
业	,	۷	-	
7		JL	=	
7	1	一聲	空格	

			鍵	
	j	二聲 (´)	2	
प	,	三聲 (ˇ)	3	
5	'	四聲 (`)	4	
4	S	輕聲 (˙)	1	

IBM Keyboard Layout

	5 /	(-
Tab H 〈 T 坐 彳 戸 勺 寸	<u>۸</u>	Enter
Caps — × Ц Y Z t t Я ^	4	
Shift R R b t L ll / v		Shift
Ctrl Esc Alt	Alt	Ctrl

Consonant		Vowel/Tone mark		
台	1	_	а	
攵	2	×	S	
П	3	X L	d	
	4	Υ	f	
力	5	Y こ さ	g	
太	6	ಕ	h	
3	7	#	j	
为	8	万 7	k	
<<	9	\	Ι	
5	0	幺 ヌ み	;	
Г	-	ヌ	Z	
Ч	q	毋	X	
<	W	5	С	
Т	е	大	V	
5 夕 口 口 为 去 ろ 为 巜 亏 厂 丩 く 丅 坐 彳 戸	r	۷	b	
7	t	JL	n	
7	у	一聲	空格	

			鍵
	u	二聲 (´)	m
ק	i	三聲 (~)	,
5	0	四聲 (`)	
4	р	輕聲 ([*])	1

ChingYeah Keyboard Layout

מ כ	単 Y 男 弓 ー ル	(-
Tab / 文 本	« µ î р с ^ > ×	Enter
Caps ∨ □ 3	万 〈 戸 ち さ 幺 丸 山	Linei
Shift \	ħГТ□ Δ 世 ¤ ∠	Shift
Ctrl Esc Alt	Alt	Ctrl

Cons	onant	Vowel/Tone mark		
	Consonant 2		- -	
5 夕 口 口 为 去 ろ 为 巜 亏 厂 丩 く 丅 坐 彳 戸	W	×	[
П	S	X U	1	
	X	Υ	8	
力	3	Y さ せ 死	i	
ム	е	ፘ	k	
3	d	t	,	
为	С	万	9	
<<	r	7	0	
5	f	幺	I	
Γ	V	幺 ヌ み		
Ч	t	ㄢ	0	
<	g	5	р	
Т	b	尢	;	
坐	6	۷	1	
4	у	JL	=	
7	h	一聲	空格	

			鍵
	n	二聲 (´)	q
प	u	三聲 (ˇ)	a
5	j	四聲 (`)	Z
4	m	輕聲	1

Microsoft New Phonetic IME provides a Custom keyboard mapping function. If the provided seven phonetic keyboard layouts do not meet your need, you can customize your own phonetic keyboard layout.

To customize a phonetic keyboard layout, first select **Custom** in **Keyboard layout** field.

You will see the screen shown below after **Custom** is selected.



On the left of the above dialog box is the phonetic symbols to be set, on the right is the English Keyboard for mapping. You can drag a phonetic symbol onto the desired key on the keyboard. For example: To place phonetic symbol '\(\tau\) to key b on the English keyboard, drag it onto key b, as shown in the picture below.



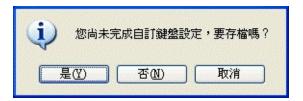
In the above picture, if a key is in gray color, it is not available for phonetic symbol mapping. This only happens when you are performing the dragging (left mouse button not released) operation. Once you have decided the position and released the mouse left button, the phonetic symbol will be placed on the key, and the phonetic symbol will be deducted from the list on the left. Please refer to the picture below.



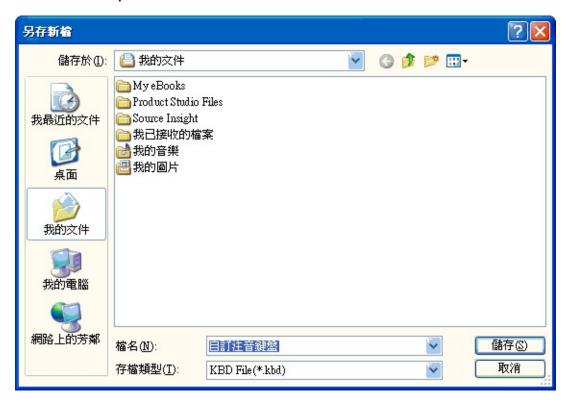
Before you have mapped all phonetic symbols, the **Finish** key will remain in gray. Once you have finished mapping, it turns black.

You can save the unfinished settings in a file. To do this, click **Exit** first, and the program will know that you haven't saved the settings yet and

display the dialog box below asking whether you want to save it.



If you select **Yes**, the program will display the Save As dialog box below for you to input the name of the keyboard layout file. The extension of this file is .KBD, see picture below.



Your settings will be saved into the specified file after you click **Save**. To continue mapping next time, click **Import** and select the setting file, the previous settings will be resumed.

To clear a mapped phonetic symbol, move the cursor on the key and right click, a **Clear** window appears. Select the **Clear** option, the phonetic symbol on that key will go back to the list on the left.



When all phonetic symbols are defined, the **Finish** button will be enabled. Click it and you will see the customized keyboard layout, as shown in the picture below.



To customize the keyboard layout again, click **Customize** on the above picture to display the screen of Custom keyboard mapping.

HanYu Pinyin is based on the Pinyin system used in China.

It provides three input methods, and you may choose the one you prefer:

Enter HanYu Pinyin and the tone, and use number 1 to 5 to represent the first tone to the fifth tone (the neutral tone). For example, enter zhu4yin1 and get "注音".

Enter HanYu Pinyin without tones. For example, enter zhuyin and press **ENTER** or SPACE to get "注音".

Enter HanYu Pinyin and press SPACE for the tones. For example, type zhu yin and press **ENTER** or SPACE to get "注音".

The table below lists consonants, vowels and compound vowels used in HanYu Pinyin:

Co	nsor	nant	\	/owe	el	С	ompo vowe	
台	b	-	_	yi	i	– Ү	ya	ia
女	р	-	×	wu	u	_ ፘ	yo	-
П	m	-	Ц	yu	u*	— 世	ye	ie
	f	-	Υ	a	-	— 死	-	-
ㄉ	d	-	ट	0	-	— 幺	yao	iao

太	t	-	ಕ	е	-	_ ヌ	you	iu
3	n	-	t	-	-	_ 몃	yan	ian
为	I	-	艻	ai	-	_ _	yin	in
{ {	g	-	7	ei	-	一 尤	yang	iang
5	k	-	幺	ao	-	_ _	ying	ing
Γ	h	-	ヌ	ou	-	X Y	wa	ua
Ч	j	-	ㄢ	an	-	X ट	WO	uo
<	q	-	4	en	-	X 死	wai	uai
Т	X	-	尢	ang	-	× 1	wei	ui
坐	zhi	zh	_	eng	-	X 马	wan	uan
7	chi	ch	JL	er	-	X 7	wen	un
7	shi	sh	-	-	-	X 尤	wang	uang
\	ri	r	-	-	-	×	weng	ong
T	zi	Z	-	-	-	U t	yue	ue
ち	ci	С	-	-	-	山 马	yuan	uan
4	si	S	-	-	-	⊔ ′2	yun	un

- - - - - ⊔ yong iong ∠

Remark

3×nu 3⊔nv

カメ lu カレ lv

Secondary Bopomofo differs slightly from HanYu Pinyin and Taiwan Pinyin. The table below lists the consonants, vowels and compound vowels used in the Secondary Bopomofo:

Co	nsoı	nant	٧	owe	el		ompo	
台	b	-	_	yi	i	– Ү	ya	ia
女	p	-	×	wu	u	_ ፘ	-	-
П	m	-	Ц	yu	ju	— 世	ye	ie
	f	-	Υ	a	-	— 死	yai	-
力	d	-	ट	0	-	— 幺	yau	iau
ム	t	-	さ	е	-	_ ヌ	you	iou
3	n	-	t	-	-	_ 몃	yan	ian
为	I	-	艻	ai	-	_ 5	yin	in
{ {	g	-	7	ei	-	一	yang	iang
5	k	-	幺	au	-	_ _	ying	ing
Γ	h	-	ヌ	ou	-	X Y	wa	ua

Ч	j	-	马	an	-	X こ	WO	uo
<	ch	-	4	en	-	X 刃	wai	uai
Т	sh	-	尤	ang	-	X 1	wei	uei
坐	jr	j	۷	eng	-	X 马	wan	uan
7	chr	ch	JL	er	-	X 5	wen	uen
7	shr	sh		-	-	X t	wang	uang
	r	-	-	-	-	×	weng	ung
T	tz	-	-	-	-	U 世	yue	iue
5	tsz	ts	-	-	-	山 马	yuan	iuan
4	SZ	S	-	-	-	口 与	yun	iun
-	-	-	-	-	-	⊔ ∠	yung	iung

Remark

リー jieu 幺 ろし niug せ Taiwan Pinyin is based on the Taiwan Pinyin scheme.

It provides three input methods and you may choose the one you prefer:

Enter Taiwan Pinyin and the tones. Number 1 to 5 represent the four tones and the neutral tone. For example, enter jhu4yin1 and get "注音".

Enter Taiwan Pinyin without tones. For example, enter jhuyin and press **ENTER** or SPACE to get "注音".

Enter Taiwan Pinyin and press space for any tone. For example, enter jhu yin and press **ENTER** or SPACE to get "注音".

The table below lists the consonants, vowels and compound vowels used in Taiwan Pinyin system:

Consonant				Vowel			Compound vowels		
台	b	-	_	yi	İ	– Ү	ya	ia	
女	р	-	×	wu	u	_ ፘ	yo	-	
П	m	-	Ц	yu	-	— 世	ye	ie	
	f	-	Υ	a	-	— 罗	yai	-	
ㄉ	d	-	ट	0	-	— 幺	yao	iao	
太	t	-	さ	е	-	_	you	i(o)u	

						ヌ		
3	n	-	t	-	-	_ 몃	yan	ian
为	I	-	刃	ai	-	_ _	yin	in
{ {	g	-	7	ei	-	一	yang	iang
5	k	-	幺	ao	-	_ _	ying	ing
Γ	h	-	ヌ	ou	-	X Y	wa	ua
Ч	ji	j	马	an	-	X こ	WO	uo
<	ci	С	4	en	-	X 刃	wai	uai
Т	si	S	大	ang	-	X 1	wei	u(e)i
业	jhih	jh	۷	eng	-	X 马	wan	uan
7	chih	ch	儿	er	-	X 7	wun	un
7	shih	sh		-	-	× 大	wang	uang
	rih	r	-	-		×	wong	ong
ק	zih	Z	-	-	-	U t	yue	-
ち	cih	С	-	-	-	口马	yuan	-
4	sih	S	-	-	-	ロ ケ	yun	-
-	-	-	-	-	-	Ц	yong	-

ChangJie Keyboard Layout

Show All

1 2 3 4 5 6 7 8 9 0 -	= \ \ <-
Tab 手田水口廿卜山戈人心	[] Enter
Caps 日 尸 木 火 土 竹 十 大 中 ;	
Shift 重難金女月弓一,	/ Shift
Ctrl Esc Alt Alt	Ctrl

Radicals	
日	a
月	b
金	С
木	d
水	e
火	f
土	g
竹	h
戈	i
+	j
大	k
中	1
_	m
弓	n
人	0
心	p
手	q

	r
尸	S
廿	t
世 山 女 田	u
女	V
田	W
難	X
 	y
重	Z

1 2 3 4 5 6 7 8 9 (- =	: (-
Tab 手田水口廿卜山戈人	心[] Enter
Caps 日 尸 木 火 土 竹 十 大 F	† ; [
Shift 重難金女月月一,	. [1]	Shift
Ctrl Esc Alt	Alt	Ctrl

Radicals	
日	a
月	b
金	С
木	d
水	e
火	f
土	g
竹	h
戈	i
+	j
大	k
中	1
_	m
弓	n
人	0
心	p
手	q

	r
尸	S
廿	t
世 山 女 田	u
女	V
田	W
難	X
 	y
重	Z

To add an IME, click the **Start** button and select **Settings** and **Control Panel** in tern.

- 1. Select the **Date**, **Time**, **Language**, **and Reginal Options** icon and double click the **Regional and Language Options** icon.
- 2. On the **Languages** tab, click **Details**.
- 3. In the **Installed services** dialog box, click **Add**.
- 4. Select **Chinese (Taiwan)** from the **Input language** dropdown list, and then select IME from the **Keyboard layout/IME** dropdown list.

To remove an IME, click **Start** button and select **Settings** and **Control Panel** in turn.

Follow the steps bellow to remove an IME:

- 1. Select the **Date, Time, Language and Regional Options** icon and double click the **Regional and Language** icon.
- 2. On the **Languages** tab, click **Details**.
- 3. In the **Text services and input languages** dialog box, select the IME your want to remove and click **Remove**.

This will only remove the IME from the user interface and it still resides in the computer. You can click **Add** to add it to the user interface again.

You can set the most often used IME as the default IME. The system will start the default IME after an application is started. To set an IME as the default IME, it must have been installed in your system. Please refer to Add IME.

How to set Default IME:

- 1. Right click on the **Language Bar** or click the **Options** button at the bottom right corner of the **Language Bar**.
- 2. Select Settings
- Select the desired IME from the **Default input language** list in the **Text Services a Input Languages** window.
 For example, to set **Microsoft New Phonetic** as the default IME, select **Microsoft New Phonetic** from the **Default input language** and click **OK**.

Note: If you can not find the IME you want in the **Default input language** list, the IME has not been added yet. You must add it before you can set it as default.

You can customize functional settings for each IME according to your preferences.

To customize IME:

- 1. Start the IME to be customized
- 2. Click the **Tool menu** on the **Language Bar**
- 3. Select **Properties** to open the **IME Settings window**
- 4. Change the settings in the **IME Settings window**

There are a hamber of ways to start livie	There are a	number	of ways	to	start	IME:
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Click the IME icon on the Task Bar, and select the desired IME from the IME options displayed.

Click the **Keyboard** icon on the Language Bar and select an IME on the menu.

The method of closing IME is the same as that of starting IME, and it also depends on whether the IME is installed.

Please use one of the following steps to close an IME:

Press **CTRL+SPACE** to close an IME and return to the default English mode.

Click an IME icon on the Task bar

Click the **Switch IME** button on the Language Bar, and select English mode or another IME.

In Chinese, the single quotation marks are $\lceil \rfloor$, double quotation marks are $\lceil \rfloor$, and there are even more different single quotation marks and double quotation marks depending on the composition way of text, such as \neg , \neg , \neg , and \neg . How to input these symbols quickly?

To input these Chinese brackets quickly, first we should classify them into three categories:

- 1. ▶ Square bracket []: Leading Key+key for square bracket.
- 2. Round bracket (): Leading Key+key for round bracket.
- 3. ▶ Angle bracket { } : Leading Key+key for angle bracket.

Some Chinese symbols look the same with English symbols. Therefore, you can use <u>Leading Key</u>+English symbol key to input the desired Chinese symbol displayed in the <u>Selecting Punctuations</u> table.

Some symbols only appear in Chinese, most of them are brackets. Single quotation mark and double quotation mark are used to mark phrases in English texts, but they have different functions in Chinese texts.

Inserting Characters

Show All

To insert characters or phrases in a sentence, use the **arrow keys** or the **mouse** to move the insertion point to the desired position and enter phonetic symbols or radicals.

To insert a space between characters, go back to the insertion point after completing input. This is because pressing the SPACE key between two characters in the <u>Composition Window</u> will open the <u>Candidate list</u>.

To delete extra characters, please use one of the following methods:

Use the Left/Right arrow key or mouse to place the cursor in front of the character you want to delete and press the **DELETE** key.

Place the insertion point after the character you want to delete and press BACKSPACE.

Highlight the characters you want to delete with **SHIFT** + arrow keys or hold the left key on mouse to select, and then press **DELETE**.

Note: Some applications don't support mouse operations.

While typing, use **ESC** to undo what you have entered.

Below are three situations which **ESC** can be used to undo entering:

When you are entering phonetic symbols or radicals, press **ESC** can cancel what you have just inputted.

Before sending the entered strings from <u>composition window</u>, press **ESC** can cancel the characters or phrases you have entered.

When the **Candidate list** is opened, press **ESC** will close it.

A Sentence Complete Punctuations is a symbol indicating the end or complete of a sentence.

Sentence Complete Punctuation	Half- width	Full-width
Comma	[,]	[,]
Period	[.]	[。]
Question mark	[?]	[?]
Exclamation mark	[!]	[!]
Semicolon	[;]	[;]
Separation dot	-	[·]

Applicable IMEs: Microsoft New Phonetic IME, Microsoft New ChangJie IME and Microsoft New Quick IME.

The input characters or punctuations can be modified using the **Reconversion** function. IME will open <u>Candidate list</u> for you to choose the correct character, phrases or punctuations, so as to save the time of retyping. (**Note**: some applications don't support reconversion.)

Follow the steps below to open the Candidate list:

Highlight characters to be modified (using **SHIFT** + arrow keys or hold the mouse left key and drag), and then:

- In Microsoft Word, Mouse right-click and select **Reconversion** on the context menu to open the <u>Candidate list</u>.
- Select **Reconversion 1** to open the Candidate list.
- Use **Windows Key + C** to open the Candidate list.

For more information on using the Candidate list to select characters and phrases, please refer to <u>Candidate list</u>. For information on punctuation marks, please refer to <u>Entering Punctuations</u>.

There are 3 ways to input full width punctuations quickly: Input with the **Ctrl** key, with the **Leading Key** and use the <u>punctuation keyboard</u>.

Input with Ctrl Key

Hold the **Ctrl** key and press the desired punctuation key to output the full-width punctuation.

For example: Hold Ctrl key when input "," will get ", "

Sometimes using the **Shift** key is necessary, for example, when input ? (question mark), you should hold the **Ctrl** and **Shift** keys and press ? (question mark).

Input with a Lading Key

When the input status is in Chinese+half-width, enter the <u>Leading Key</u> (`) first, and then enter the symbol to output the full-width punctuation.

For example: Enter `[in turn will get (.

The candidate list feature is also available for full-width punctuation marks, and you may select a punctuation mark of the same type.

For example: If you want to get $\[\]$, enter $\[\]$ and get $\[\]$. Then drop down the Candidate list and choose $\[\]$.

Punctuation Keyboard

Allows you to type full-width punctuations easily by just clicking on the <u>Symbol keyboard</u>.

For details, please refer to: Symbol keyboard

In Microsoft Intelligent IME, the less used `key are used as the Leading Key to enter Chinese punctuation symbols quickly. This key usually locates at the top left corner of keyboard. To enter a Chinese comma, press `and click the , (comma) key, Microsoft Intelligent IME will know that you want to enter a Chinese , (comma symbol) and output one.

The best thing about this is that you can enter Chinese punctuation marks in any text editor without any additional program or mode switching, and you can even enter Chinese punctuation marks and English punctuation marks simultaneously.

Please keep this in mind: to enter a Chinese punctuation mark quickly, simple type `and the desired punctuation mark. The keys correspond to frequently used Chinese punctuation marks are as follows.

Key	Punctuation	Name
,	,	Comma
	0	Period
?	?	Question mark
!	!	Exclamation mark
:	:	Colon
;	;	Semicolon
*	*	Asterisk
'	`	Caesura sign

Applicable IMEs: Microsoft New Phonetic IME, Microsoft New ChangJie IME and Microsoft New Quick IME

Before completing input and close the <u>Composition Window</u>, you can manually select punctuation symbols if you want to modify any full-width punctuation mark or other symbols. If you cannot find the punctuation mark you want on the keyboard, you can also enter a same type punctuation symbol on the keyboard, and follow the steps to select a punctuation mark from the <u>Candidate list</u> before closing the <u>Composition Window</u>.

- 1. Select the full-width punctuation mark by using the right/left arrow keys or mouse. (Note: Some applications don't support mouse operations.)
- 2. Press the SPACE or the DOWN arrow key, and the Candidate list appears.
- 3. Use number key or mouse to select the correct punctuation mark, or use the UP and DOWN arrow keys to select from the <u>Candidate list</u>, and press **ENTER** to send it out.

" // " " " **(** ~ ~ < \$ ¢ £ ¥ \$€ % % # # & & * X * * × \odot \blacksquare @ \oplus ⊚ • ○ ≠≡≦≥==≒ + + <u>+</u> 7 4//÷ \ \ \ \

Leading Key is an identification character in Microsoft Intelligent IME used for special functions, default Leading Key is `symbol. Input the identification character of the **Leading Key** in Intelligent IME to enter special function mode, and then type the function code that can be recognized by the **Leading Key**.

In Microsoft Intelligent IME, Leading Key provides following functions:

Chinese punctuation input. Example

Input characters in Unicode. Example

Input characters in Big-5 code. ▶ Example

Phrase input. ▶ Example

The default **Leading Key** is `, it is usually located at the upper left corner on the keyboard, the same key used by symbol ~. This key is identified as a **Leading Key** only in the Chinese mode of Microsoft Intelligent IME. In English mode, this key is used to input the original symbol.

Microsoft Intelligent IME uses `as the Leading Key because this key is seldom used in Chinese. However, if you think it is inconvenient to use this key, or it is used for a special function, you can set another Leading Key.

Microsoft Intelligent IME provides two Leading Keys: the `mentioned above and the ' in the lower middle part of keyboard.

Leading Key can be set in all Intelligent IMEs such as Microsoft New Phonetic IME, Microsoft New ChangJie IME and Microsoft New Quick IME. However, in Microsoft New Phonetic IME, the 'must be a key not used in the <u>Custom Keyboard Layout</u> for this option to be available.

How to set this function:

- 1. Click the Tool menu on the Language Bar
- 2. Click with left mouse key
- 3. Select Properties
- 4. Select Leading key in Fine tuning options for your personal typing behavior
- 5. Set your desired Leading Key

Entering Text in Big5 Character Codes

→ Show All

Microsoft Intelligent IME together with the <u>Leading Key</u> provide the feature for enabling input in Big5 code.

Type text by starting with `(Leading Key) and **b** (the English letter) and you can enter text in Big5 code.

Entering Text in Unicode Character Codes

→ Show All

Microsoft Intelligent IME together with the <u>Leading Key</u> provide the feature for enabling input in Unicode.

Type text by starting with `(Leading Key) and ${\bf u}$ (the English letter) and you can enter text in Unicode.

Applicable IME: Microsoft New Phonetic IME

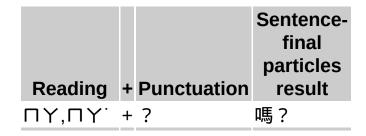
Microsoft New Phonetic IME enhances the functionality in typing sentence-final particles. It saves your time selecting a sentence-final particle from the candidate list if you enter a specific punctuation symbol after the character. For example, when you type a sentence-final particle - such as 嗎, 呢 and 啊 - at the end of a sentence and a corresponding full-width punctuation mark, the New Phonetic IME will automatically select the correct particle and complete input.

For example: Entering "<u>今天的天氣是晴天馬</u>" + ? will get "今天的天氣是晴天嗎?", but entering the same sentence + ! will get "今天的天氣是晴天嘛!"

Note:

Sentence-final particles must be followed by punctuation symbol, whether full-width or half-width, such as a question mark, exclamation mark, period or comma. Then IME will recognize the character as a sentence-final particle and start substitution.

The table below explains how New Phonetic IME recognizes the particles and converts them into correct characters:



ろさ,ろさ [・] + ?, !	呢?呢!
Y,Y',Y' + ?, !	啊?啊!
ΌΥ,ΌΥ˙, + ?, ! ΌΥ˙	吧?吧!
Γ×,Γ× +!,,	呼!呼,
为Y,为Y'+?,!,。	啦?啦! 啦。
ПҮ,ПҮ ['] , + ! ПҮ [']	嘛!
-Y,-Y', +! -Y',-Y'	呀!
カー,カー˙, + , , ! カー´,カーˇ	哩,哩!
分 へ, 分へ + , , !	哩,哩!
×さ,×さ`, + !,。 ×さ`	喔!喔。
55. 57. 57. 7. 7. 9. 1. 1. 1. 1. 1. 1. 1. 1	唉!
さ, t ˙, t ´ + !, ?,。	哦!哦? 哦。
カ×さ,カ +。,,,!,? ×さ´,カ× さ˙	囉。囉, 囉!囉?
<u> </u>	嘿。嘿!嘿,
+ ?, !	嗯?嗯!
XY,XY', +! XY'	哇!
アさ,アさ [・] +。, !	呵。呵!
ーヌ,ーヌ`+?,!	喲?喲!
ΓΔ,ΓΔ`+,,!,:	· 哼,哼! 哼:

幺`,幺`	+。,,,!	噢。噢 , 噢 !
ヌ`,ヌ`	+。,,,!	噢。噢 , 噢 !
さ .	+ ,	呃,
カーせ,カ ーせ [:]	+ ,,,,,!	咧 , 咧。 咧!
ケヘ,ケヘ˙, ケヘ`	+!,.	唄!唄。

The **Soft keyboard** simulates a physical keyboard. You can click on **Soft keyboard** for easy input.

How to enable Soft keyboard:

- 1. Click the **Tool menu** on the **Language Bar**
- 2. Select Soft keyboard

The **Soft keyboard** will display a keyboard layout based on the IME you are using.

Phonetic and New Phonetic



ChangJie, New ChangJie, Quick and New Quick



The **Symbol keyboard** allows you to type full-width punctuations easily by just clicking on the **Symbol keyboard**.

How to enable **Symbol keyboard**:

- 1. Click the Tool menu on the Language Bar
- 2. Select Symbol

Or

Press and hold left Ctrl + Alt + , (comma)
 to open the Symbol keyboard.



Use SHIFT to toggle conversion mode: Use SHIFT to toggle conversion mode quickly.

Use SHIFT to confirm text before IP: Use SHIFT to confirm text quickly.

Use ESC: To clear or confirm the phrases in the Composition Window.

Leading key input: You can use the Leading Key to input text in internal codes (Unicode, Surrogate, Big5), and to input punctuations.

Quick Correction Key: Using Windows Key + C, you don't need to reenter the character to be modified.

Phrase input: Set shortcut keys for the phrases in User Phrase Tool to input it quickly by using the Leading Key and the shortcut keys.

Punctuation input: Use CTRL + Punctuation keys to input full-width punctuation marks quickly.

Symbol keyboard: Use left Ctrl Alt and Comma to display punctuation keyboard on screen, so as to input punctuation marks with mouse click.

Introduction to Intelligent Learning

Show All

The **Intelligent Learning function** learns and records your modification on homophones during input. Your preference will be automatically applied in the future. Intelligent Learning saves the phrases that you often use in learning records.

Microsoft New Phonetic IME provides new functions of exporting and importing learning records. If you need to reinstall IME in the future, learning records can be applied to the new installation. Therefore the newly-installed IME learns your idioms immediately. Refer to <u>Exporting Learning Records</u>.

You can also use <u>Learning Wizard</u> to register new phrases in existing documents.

Applicable IMEs: Microsoft New Phonetic IME, New ChangJie IME and New Quick IME.

Microsoft Intelligent IME has default dictionary to select candidate words automatically for faster input and less need of correction. Different users have different habits and needs, and thus they need to changes phrases manually. The IME will record the changes, so that next time you input the same phrases, the changed phrases are displayed first. You can deselect **Enable personal regulating** to cancel this function.

You can also export the **Enable personal regulating** records to another computer or import them from another computer.

How to enable or disable **Enable personal regulating**:

- 1. Enable the IME first
- 2. Click the Tool menu on the Language Bar
- 3. Select Properties
- 4. Select **Dictionary**
- 5. Check **Enable personal regulating** to enable it, and uncheck to disable it.

Export:

You can export the current learning records of the Intelligent IME to a file, and then import the file to a reinstalled IME or system.

- 1. Enable the IME first
- 2. Click the Tool menu on the Language Bar
- 3. Select Properties

- 4. Select **Dictionary**
- 5. Click the **Export** button
- 6. Type a name in the **Save as** window
- 7. Click Save

Import:

You can import the exported learning records to a reinstalled IME or system.

- 1. Enable the IME first
- 2. Click the **Tool menu** on the **Language Bar**
- 3. Select **Properties**
- 4. Select **Dictionary**
- 5. Click the **Export** button
- 6. Select the saved learning records file in the **Open** window
- 7. Click Open

New Phrase Learning

Microsoft New Phonetic IME features intelligent learning function which will fine tune the output according to your practices. The charaters or phrases you often use will be displayed first for less need of selecting candidates and more accurate text output. You can also use **User Phrase** to add phrases you often use manually.

Enable Intelligent Learning:

- 1. Switch to Microsoft New Phonetic IME
- 2. Click the **Tool menu** on the **Language Bar**
- 3. Select Properties
- 4. Select **Dictionary**
- 5. Check **Enable personal regulating** to enable it, uncheck to disable.

Disable Intelligent Learning:

The Intelligent Learning is enabled by default. If you don't want to use this function, uncheck **Enable personal regulating** and delete the learning records locally to disable it.

- 1. Switch to Microsoft New Phonetic IME
- 2. Click the **Tool menu** on the **Language Bar**
- 3. Select **Properties**
- 4. Select **Dictionary**
- 5. Uncheck Enable personal regulating
- 6. Click the **Delete** button

Intelligent Learning is enabled by default when you use **Microsoft New Phonetic IME**.

To disable it, follow the steps:

- 1. Click the **Tool menu** button on the Language Bar and select **Properties**.
- 2. Select **Dictionary** Tab and click **Settings** button in group **Learning** to clear **Enable personal regulating**.

To delete previous learning records, repeat the above steps, and select the **Delete** button.

Importing saved learning records to a newly installed **Microsoft New Phonetic IME** could saves the time on creating new learning records and selecting candidate words.

Follow the steps to import learning records:

- 1. Click the **Tool menu** button on the **Language Bar** and select **Properties**.
- 2. Select **Dictionary** tab and click **Import** button.
- 3. Select the learning records exported previously in the **Open** dialog box.

If the intelligent learning records have been exported and saved as a file on another computer, you can copy the file to this computer and transfer the learning records to this computer by using the import function. You can export the learning records of **Microsoft New Phonetic IME** to a file, and then import the learning records to the IME on a reinstalled the computer.

Follow the steps to export learning records:

- 1. Click the **Tool menu** button on the Language Bar and select **Properties**.
- 2. Select **Dictionary** Tab.
- 3. Click **Settings** button.
- 4. Select **Export** button, and the **Save As** dialog box appears.
- 5. Set the name of the file, and then click **Save** button.

Note: The exported learning records are the phrases learned by Microsoft New Phonetic IME, and they are saved in a file for you to import to another computer. The contents in this file can not be modified.

If you made a modification and saved it, the file will become unable to be imported again.

General Tab

Show All

The General tab defines the basic functions and defaults of an IME, and the tab is divided into three parts: <u>General settings</u>, <u>Privacy Setting</u>, <u>Output Settings</u>.

You can change the basic functions of IME such as **Default input mode**, **UI font setting**, **Query the input sequence of** and **Prompt associated phrases of the input character** in **General Settings**.

Default input mode:

Set Chinese or Alphanumeric as the default input mode when an IME is started.

Options:

- Chinese (Default)
- Alphanumeric

UI font setting:

Chang the font size in the Composition Window and the Candidate list.

Options:

- Normal font (Default)
- Large font\

UI language setting:

Set the interface language of an IME to Chinese or English.

Options:

• Chinese (Default)

English

Query the input sequence of:

Query phonetics, radicals or readings of another IME by current IME.

Applicable IMEs: Phonetic IME, ChangJie IME, Quick IME

Options:

- Phonetic
- ChangJie
- Quick
- Internal Code
- None (Default)

Prompt associated phrases of the input character:

The **Prompt associated phrases of the input character setting** lists associated phrases after a character is input.

Applicable IMEs: Phonetic IME, ChangJie IME, Quick IME

How to change General Settings:

- 1. Start the IME to be changed
- 2. Click the Tool menu on the Language Bar
- 3. Select **Properties**

- 4. Select **General** in the IME Settings window
- 5. Change the desired settings

Save Mis-conversion Logging Setting

Show All

Applicable IMEs: **New Phonetic IME**, **New ChangJie IME** and **New Quick IME**

This option is used to save records in <u>Mis-conversion report</u> onto the local hard disk. The function will keep collecting Mis-conversion records until you report them.

Note: To protect your privacy, all collected mis-conversion records will be cleared after shut down the system if this option is unchecked.

Output Settings

Show All

Output settings include: Character Set and Output Language.

Character Set

Add Unicode and CNS11643 encoding support for mapping to more Chinese characters, refer to **Character Set** for details.

Output Language

Applicable IME: Microsoft New Phonetic IME

You can write articles in Simplified Chinese using familiar phonetic IME without the need of learning other Pinyin systems. When **Simplified Chinese** is selected as the output language, **Microsoft New Phonetic IME** will output Simplified Chinese characters automatically.

How to set Character set:

- 1. Switch to Microsoft New Phonetic IME first
- 2. Click the **Tool menu** on the **Language Bar**
- 3. Select Properties

- 4. Select **General** in the **Microsoft New Phonetic IME Settings** window
- 5. Select the desired output language in the **Output Language** at the bottom of the window.

Options:

- Traditional Chinese (Default)
- Simplified Chinese

You can customize IME options in the **Advanced** settings, available options vary with different IMEs.

	New Phonetic	Phonetic	New ChangJie	ChangJie	New Quick	Quick
Use left SHIFT to	V	V	V	V	V	V
Use right SHIFT to	V	V	V	V	V	V
Sentence-final particle conversion	V					
Sentence Complete Punctuation	V		V		V	
Fuzzy Input	V					
Auto Input Switch	V					
Input status feedback	V		V		V	
Show input reading in candidate list	V					
Use ESC key to	V		V		V	
Punctuation Input	V	V	V	V	V	V
Leading Key	V		V		V	
Toneless key	V					
Toneless	V					
Warning beep feedback	V	V	V	V	V	V
Use Z key as wildcard			V		V	

Restore defaults:

If there is an inconvenience caused by different settings in IME, click **Restore defaults** to restore original settings of the program.

Use left SHIFT to:

The option to decide use left SHIFT to toggle conversion mode between Chinese or Alphanumeric or confirm text before insert point, or do nothing.

Options:

Toggle conversion mode (Default)

Confirm text before IP

None

Toggle conversion mode: Use the left **SHIFT** to switch (Chinese/Alphanumeric) mode.

Confirm text before IP: Use the left **SHIFT** to confirm text before the insert point in the <u>Composition Window</u>, without being affected by intelligent phrase selecting function.

Use right SHIFT to:

The option to decide use the right SHIFT to toggle conversion between Chinese or Alphanumeric or confirm text before insert point, or do nothing.

Options:

Toggle conversion mode (Default)

Confirm text before IP

None

Toggle conversion mode: Use the left **SHIFT** to switch (Chinese/Alphanumeric) mode.

Confirm text before IP: Use the left **SHIFT** to confirm text before the insert point in the <u>Composition Window</u>, without being affected by intelligent phrase selecting function.

Sentence-final particle conversion:

When you type a sentence-final particle at the end of a sentence and a corresponding punctuation, IME will automatically select the correct particle and complete input.

Options:

ON (Default)

OFF

Please refer to <u>Sentence-Final Particles</u> and <u>Sentence Complete</u> Punctuation for details.

Sentence Complete Punctuation:

The option to decide the confirmation of input when Sentence Complete Punctuation is inputted. If the Sentence Complete Punctuation completes the sentence, the <u>Composition Window</u> will be closed and send the Chinese character to the editor program.

Options:

ON

OFF (Default)

Fuzzy Input:

Having trouble distinguishing retroflexs, non-retroflexs, nasals and non-nasals? Fuzzy Input can help you out. This setting will enable the Fuzzy Input function, allowing you to select from the two confusable phonetic symbols such as 出卫 and 马与. Microsoft New Phonetic IME will then list relevant phonetic symbols in Candidate list and count them into intelligent phrase selecting.

Options:

ON

OFF (Default)

Please refer to Fuzzy Reading for details.

Auto Input Switch:

This setting enables Chinese and English combined input without the need of switching (Chinese/Alphanumeric) mode. You can define some English phrases for which to output the original English text and switch to English mode.

Options:

OFF (Default)

Auto input switch rule

Intelligent auto input mode switch

Please refer to <u>Auto Input Switch</u> for details.

Input status feedback:

After a long text string is entered, if the intelligent text selecting function of Microsoft New Phonetic IME determines that the previous input text needs to be changed, it will indicate the text change by **Input status feedback**. If you want to change it yourself, use arrow keys or pressing

the Ctrl key on your keyboard to move the cursor.

Options:

ON (Default)

OFF

Please refer to **Input Status Feedback** for details.

Show input reading in candidate list:

display the reading in candidate list for user to input reading symbols instead of Chinese character.

Options:

OFF (Default)

Phonetic

HanYu Pinyin

Taiwan Pinyin

Secondary Bopomofo

Use ESC key to:

This setting defines whether ESC key is used to clear text in <u>Composition</u> <u>Window</u> or send the text in <u>Composition Window</u> to the program in use.

Options:

Finalize input string

Clear input string (Default)

Punctuation Input:

This setting defines whether to use **CTRL + Punctuation key** to input punctuation marks.

Options:

ON (Default)

OFF

Pleaser refer to <u>Selecting Punctuations</u> and <u>Entering Punctuation with Leading Key</u> for details.

Leading Key:

This setting defines the key used as a Leading Key.

Options:

`(Default)

•

With the Leading Key, you can use <u>Leading Key Input</u> and <u>Phrase Input</u> function.

Leading Key Input:

You can use Leading Key to input text in different character encoding (Unicode, Surrogate, Big5), and to input punctuations.

Please refer to **Leading Key** for details.

Phrase Input:

You can input phrases quickly using <u>Leading Key</u> and the shortcut keys set in User Phrase Tool.

Please refer to Leading Key, Leading Key Setting, Leading Key Changes, Selecting Punctuations, Entering Punctuations and Inputting Full Width Bracket for details.

Toneless Key

You can use one symbol as the **Toneless key** to replace the first, second, third, fourth and neutral tones for quick input.

Options:

```
OFF (Default)

\
=
[
]
```

Please refer to **Toneless Input** for details.

Toneless input:

When **Toneless input** is enabled, you can input phonetic symbols and press **Space** or **Enter** to output text without entering any tone mark.

Options:

ON
OFF (Default)

Note: Toneless input can still be used when Toneless Key is enabled.

Please refer to **Toneless Input** for details.

Warning beep feedback:

This setting defines whether to warn user of error input with beeps.

Options:

ON (Default)

OFF

Use Z key as wildcard

If you don't know a radical of certain character when using **New ChangJie IME** or **New Quick IME**, use the **Z key** instead. If the character displayed is not what you want, press DOWN arrow to open the **Candidate list**, the **Candidate list** will list all possible characters for you to choose from.

Options:

ON (Default)

OFF

Dictionary Tab

→ Show All

This tab is only available for Microsoft Intelligent IME. If you are using Legacy IME, settings on this tab are not available.

User Phrase Tool:

Enable user phrase:

Set whether to consider user phrases in the judgment of output.

Invoke User Phrase Tool button: Start **User Phrase Tool** to add or edit phrases.

Delete button: Uncheck **Enabling User Phrase Tool** to clear the user phrases loaded in IME.

Plug-in Lexicons:

Plug-in lexicons display the lexicon installed automatically and you can set whether to use the installed lexicons.

Enable: Take existing lexicons into consideration when determining the output, and increase accuracy.

Learning:

Enable personal regulating:

Order of items in candidate list will be changed after manual selected, the order of selected item will be promoted.

Enable: IME will adjust the order of candidate list according your practice.

Export: Save the learning records to a file.

Import: Import existing learning records into the current IME.

Enable new phrase learning:

IME will add frequently use phrases to <u>User Phrase Tool</u> automatically.

Enable: Add frequently used phrases to <u>User Phrase Tool</u> automatically if it's being entered for more than 5 times.

Disable: IME selects phrases according to original dictionary.

Learning Wizard button

This option allows user to import documents for IME to learn frequently used phrases.

This program can analyze HTML, DOC or plain text files and add new phrases into the IME for later use.

Applicable IMEs: **New Phonetic IME**, **New ChangJie IME** and **New Quick IME**

Microsoft Intelligent IME features intelligent learning function which will fine tune the output according to your practices. The characters or phrases you often use will be displayed first for less need of selecting candidates and more accurate text output. You can also use the User Phrase Tool to add phrases you often use manually.

Microsoft New Phonetic IME also features <u>Learning Wizard</u> which can analyze existing text files and add popular phrases into <u>User Phrase</u>.

Enable personal regulating:

Microsoft Intelligent IME has a default dictionary to select candidates automatically for faster input and less need of selecting candidates. Different users have different habits and needs, and may need to modify these phrases manually. When changes are made, the IME will record the changes, such that the changed phrases are displayed first next time you input the same phrases. You can uncheck **Enable personal regulating** to cancel this function.

You can also export the **Enable personal regulating** records to another computer or import them from another computer.

How to enable or disable **Enable personal regulating**:

- 1. Enable the IME first
- 2. Click the Tool menu on the Language Bar
- 3. Select Properties
- 4. Select **Dictionary**

5. Check **Enable personal regulating** to enable it, and uncheck to disable.

Export:

You can export the learning records of the current New Phonetic IME to a file, and then import the file to a reinstalled IME or system.

- 1. Enable the IME first
- 2. Click the **Tool menu** on the **Language Bar**
- 3. Select **Properties**
- 4. Select **Dictionary**
- 5. Click the **Export** button
- 6. Enter a name in the **Save As** window
- 7. Click Save

Import:

You can import the exported learning records to a reinstalled IME or system.

- 1. Enable the IME first
- 2. Click the **Tool menu** on the **Language Bar**
- 3. Select **Properties**
- 4. Select **Dictionary**
- 5. Click the **Import** button
- 6. Select the saved learning records file in the **Open** window
- 7. Click Open

Disable Intelligent Learning:

The Intelligent Learning is enabled by default. If you don't want to use this function, uncheck **Enable personal regulating** and delete the learning records locally to disable it.

- 1. Enable the IME first
- 2. Click the Tool menu on the Language Bar
- 3. Select **Properties**
- 4. Select **Dictionary**
- 5. Uncheck Enable personal regulating
- 6. Click the **Delete** button

Please refer to **Intelligent Learning**, **Exporting Learning Records** and **Importing Learning Records** for details.

New phrase learning:

This function specifies whether to give frequently used phrases priority of candidate selection when using the IME.

To disable this function, uncheck **Enable new phrase learning** and click **Delete**. This way, IME will select phrases according to the original dictionary.

User Phrase Tool:

For your convenience, **Microsoft IMEs** provide User Phrase Tool to let you add frequently used phrases into the IME dictionary.

To disable this function, uncheck the **User Phrase Tool** to select phrases according to original dictionary.

Please refer to <u>User Phrase Tool</u> for details.

Learning Wizard:

Microsoft New Phonetic IME provides another learning method, that is, learning your phrases from existing text, HTML, and Microsoft Word files.

Use the **Browse** button below to select files. The Learning Wizard will analyze the files automatically and add frequently used phrases into **User Phrase**.

Learning Wizard supports files of the following formats: *.txt, *.htm, *.html, *.doc and *.rtf.

Please refer to Learning Wizard and User Phrase Tool for details.

User Phrase Tool:

To customize some frequently used phrases, click **User Phrase Tool** and add new phrase in the **User Phrase Tool**.

Please refer to <u>User Phrase Tool</u>, <u>Add User Phrase</u>, <u>Delete User Phrase</u>, <u>User Phrase Lookup</u>, <u>Saving User Phrase</u> and <u>Disabling User Phrase</u> for details.

Applicable IMEs: Microsoft New Phonetic IME, New ChangJie IME and New Quick IME

Plug-in lexicons display the lexicon installed and you can set whether to use the installed lexicons. Check this option to take existing lexicons into consideration when determining the output.

How to set Plug-in Lexicons:

- 1. Enable the IME first
- 2. Click the Tool menu on the Language Bar
- 3. Select Properties
- 4. Select **Dictionary** in the IME Settings window
- 5. Check the installed lexicons you want to use

Microsoft New Phonetic IME provides a Learning Wizard to analyze and record new phrases used in existing text documents to enhance the conversion accuracy. You only need to prepare documents (such as Microsoft Word document, text files or HTML files), and the Learning Wizard and will analyze and record new phrases from the documents, then add new phrases to the User Defined Phrases tab in the User Phrase Tool.

To provide learning documents to Microsoft New Phonetic IME through the learning wizard, please follow the steps below:

- 1. Prepare text documents for Learning Wizard first.
- 2. Click the **Tool menu** button and select **Properties**.
- 3. Select the **Dictionary** Tab.
- 4. Click the **Invoke learning wizard** button.
- 5. Drag and drop documents into **learning wizard**, or click **Browse** to select a specific document and click **Open**.
- 6. Press **Next** to start the learning process.
- 7. Once the learning process is completed, click **Next** to the summary and you can use the User Phrase Tool to browse the recorded phrases.

Set keyboard layout of **Microsoft New Phonetic IME**. There are two built-in keyboard layouts in **Microsoft New Phonetic IME**:

Standard -- directly map phonetic symbols to English keyboard to input Chinese phonetic symbols.

Pinyin Keyboard -- provide IME of English pinyin mode.

Microsoft New Phonetic IME provides custom keyboard layout but doesn't provide custom mapping of Pinyin keyboard.

You can select a keyboard layout in the setting field of **Keyboard Layout**. There are seven built-in keyboard layouts and a custom keyboard.

Standard Keyboard Layout

Eten Keyboard Layout

IBM Keyboard Layout

ChingYeah Keyboard Layout

HanYu Pinyin

Secondary Bopomofo

Taiwan Pinyin

Custom

The IME Pad is a platform that integrates input methods. At the moment, it supports four input methods: <u>Strokes</u>, <u>Radical</u>, <u>Character List</u> and <u>Hand Writing</u>.

How to open IME Pad:

- 1. Click the **Tool menu** on the Language Bar
- 2. Select **IME Pad**

You may try the handwriting function if you only remember how to write a character but don't remember it's phonetic readings or radicals.

- 1. Drag the mouse to enter a character in the handwriting frame. Click **Revert** to delete the last stroke.
- 2. During input, candidate words will display in the box on the right. Click a character you want in this box to send the character to the current text editor.
- 3. Press **Enter** to confirm input if the entered string does not need any change.
- 4. If the character recognized by the IME Pad is not what you want, use the arrow buttons on the right to move along the string and re-write characters.

Note: Enter, Space, Del, Esc and the arrow buttons on the right of the dialog box have the same functions as the corresponding keys on the keyboard.

Dictionary Lookup in the <u>IME Pad</u> supports three input methods - <u>Strokes</u>, <u>Radical</u> and <u>Character List</u>, and they are similar to one another.

- 1. Click one of the buttons (representing Strokes, Radical and Character List) on the left side.
- 2. Click the icon on the top left corner and a dropdown menu with **Strokes**, **Strokes** and **Subset** options appears.
- 3. Select an option from the Applet's Menu.
- 4. Corresponding options will display in the box below. Click the symbol or character you want.

Note: The way to edit the text is the same as in Handwriting Applet. Please refer to <u>Using the Handwriting Applet</u>.

Using the Radical Applet

→ Show All

You can input a character by browsing in IME Pad:

Click the **Tool menu**.

Select the **IME Pad**.

Switch to Radical ([部]).

Select Radical Strokes and the desired radical.

Select **Remain strokes** and click the specific character.

Using the Stroke Count Applet

→ Show All

You can input a character by total character strokes in <a>IME Pad:

Click the **Tool menu**.

Select the **IME Pad**.

Switch to **Strokes** ([劃]).

Select **Strokes** and click the specific character.

Using the Character List Applet

→ Show All

You can input a punctuation by browsing in <a>IME Pad:

Click the **Tool menu**.

Select the **IME Pad**.

Switch to **Character List** ([符]).

Select **Subset** and click the specific character.

Introduction to User Phrase Tool

→ Show All

To streamline the typing task, Microsoft Intelligent IMEs provide the <u>User Phrase Tool</u> and you can add phrases or proper names you often use to the IME phrase library. This will reduce the inconvenience of modifying characters all the time.

To <u>Open User Phrase Tool</u>, you have to enable User Phrase first. Follow the steps to enable User Phrase Tool:

- 1. Click the **Tool menu** button on the **Language Bar** and select **Properties**. **Properties** dialog box appears.
- 2. On the **Dictionary** Tab, check **Enable user phrase** check box.

To access **User Phrase Tool** and edit user phrases, click **Tool menu** on the **Language Bar**, and select **User Phrase** from the menu to open **User Phrase Tool** window.

If the **User Phrase Tool** options are in gray and unselectable, this means that the function has not been enabled yet. You need to enable the <u>User Phrase Tool</u> first.

Note: Since the New Quick IME and the New ChangJie IME use the same phrase library, accessing the User Phrase Tool in the New Quick IME will open the New ChangJie IME User Phrase Tool window and the IME will be switched to the Microsoft New ChangJie IME automatically.

To streamline the typing task, the User Phrase Tool offers three ways to add new phrases.

- ▶ Enter a New Phrase Directly
- ▶ Import a Text File

Tip: Among the new phrases you add or import, gray color refers to the original phrases in the IME; blue indicates new phrases; red marks the phrases you have modified in the program.

Note: Since the New Quick IME and the New ChangJie IME use the same user phrase library, accessing the User Phrase Tool in the New Quick IME will open the New ChangJie IME User Phrase Tool window and the IME will be switched to the Microsoft New ChangJie IME automatically.

To delete a new phrase, simply click the number of the new phrase and select **Delete** on the **Edit** menu or press **DELETE**.

To delete an old user phrase file, please close the <u>User Phrase Tool</u> first and then select **Delete**.

Note: Since the New Quick IME and the New ChangJie IME use the same phrase library, accessing the User Phrase Tool in the **New Quick IME** will open the **New ChangJie IME User Phrase Tool window** and the IME will be switched to the Microsoft New ChangJie IME automatically.

The Find function helps you find the right phrase from the long phrase list you have created with **User Phrase Tool**.

- 1. On the **Edit** menu, select **Find**.
- 2. Enter the phrase you want to find in the **Find What** dialog box, and then click **Find Next** or press **ENTER**.

Tip: The located phrase must contain two to nine characters, and non-Chinese fonts or symbols are not allowed.

Note: Since the New Quick IME and the New ChangJie IME use the same phrase library, accessing the User Phrase Tool in the New Quick IME will open the New ChangJie IME User Phrase Tool window and the IME will be switched to the Microsoft New ChangJie IME automatically.

After having a phrase created or modified, you have to save it as a phrase file for IME.

Click **Save** on the **File** menu.

To save the new phrases in a text file, click **Export** on the **File** menu.

Note: Since the New Quick IME and the New ChangJie IME use the same phrase library, accessing the User Phrase Tool in the **New Quick IME** will open the **New ChangJie IME User Phrase Tool window** and the IME will be switched to Microsoft New ChangJie IME automatically.

To disable User Phrase function, follow these steps:

- 1. Click the **Tool menu** button on the Language Bar and select **Properties**.
- 2. On the **Dictionary** Tab, clear **Enable User Phrase** check box.

Adding User Phrase while Typing

Show All

You can add user phrase while typing. When you are typing Chinese text and the Composition Window is open, highlight the phrase (using **Shift** + left or right **arrow keys**) and press **Enter**, **Microsoft New Phonetic IME** will add the selected phrase into <u>User Phrase Tool</u>.

You can go to the <u>User Phrase Tool</u> to check whether the selected phrase has been added successfully.

You can set a shortcut for a phrase you added. For example, we set **TWWR** as the **shortcut** for phrase "台灣微軟".

To use this shortcut, you should enable the shortcut key function first. Click **Tool menu** at the bottom right corner of the screen and select **Properties**.

Select **Phrase input** and set it to **Use**.

Use **Leading Key** (`), followed by the defined shortcut (**TWWR**) and end with **Enter** or **SPACE** will automatically input phrase associating with the shortcut.

Applicable IMEs: Microsoft New Phonetic IME, New ChangJie IME and New Quick IME.

New phrases appear from time to time. To reduce the need of selecting candidates, Microsoft Intelligent IME provides the **Register Word** function. You can register your frequently used new phrases and send them to Microsoft, and which will likely to be added to the updated version of Microsoft IME.

How to Register Word:

- 1. Enable the IME first
- 2. Click the **Tool menu** on the **Language Bar**
- 3. Select Register Word
- 4. Please read the **Data Collection Policy** on the right of the window first. If it is not shown, please click the **Expand/Fold** button at the bottom right corner of the window.
- 5. Type the new phrase into the **Phrase** field, the phonetic, radical and reading (depend on the IME used, e.g. radicals for ChangJie and Quick IME, readings for Cantonese IME) fields will display corresponding contents automatically.

Note: A **Shortcut Key** should be specified in the following situations: 1. If a phrase consists of more than 9 characters or characters with no readings, no readings or radicals will be displayed. Please specify a **Shortcut Key**. 2. To input new phrases quickly using the <u>Leading Key</u>, please specify a **Shortcut Key**.

- 6. If a character has more than two phonetic symbol or radical combinations, you can select the correct combination from the drop down menu.
- 7. Then, check **Register and Send** checkbox
- 8. Click the **Register** button

Note:

The new phrases created here will be added into the **User Phrase** as well. Please refer to **User Defined Phrase** for details.

Information about the register word and Microsoft Office IME will be sent to Microsoft at the time of registering the word. If you don't check the checkbox, nothing will be sent out. Information sent to Microsoft include: Readings, radicals, display, Microsoft IME version, dictionary version, operating system version, hardware information and the Internet Protocol address of your computer.

To enter these phrases, press the **Leading Key** and **P** and the **Shortcut key** you set.

Applicable IMEs: Microsoft New Phonetic IME, New ChangJie IME and New Quick IME

Microsoft Intelligent IME has a default dictionary to select candidates automatically for faster input and less need of selecting candidates. Since each user has different requirements, there is a need to change these phrases manually. For the purpose of research and product improvements, Microsoft would like to collect the phrases you modified manually. You can enable the Mis-conversion report function to record the phrases you modified manually, and click the Mis-conversion Report button later to send modifications to Microsoft for the purpose of research and product improvement.

These reports will be kept anonymous and confidential, and will be used for purpose solely in research and product improvements.

Enable Mis-conversion report:

- 1. Click the Tool menu on the Language Bar
- 2. Select Mis-conversion Report
- 3. Select **Yes**
- 4. Click **Do not send** in the **Mis-conversion Report Tool** popup window to exit.

Check collected mis-conversions:

- 1. Click the **Tool menu** on the **Language Bar**
- 2. Select Mis-conversion Report

3. You can see the collected mis-conversions in the **Mis-conversion Report** window.

Edit mis-conversions:

- 1. Click the Tool menu on the Language Bar
- 2. Select Mis-conversion Report
- Select the item to be edited
- 4. Click the **Edit** button
- 5. Type the string you want to output in the **expected result** field.

Remove mis-conversions:

- 1. Click the **Tool menu** on the **Language Bar**
- 2. Select Mis-conversion report
- 3. Select the item to be edited
- 4. Click the **Remove** button

Disable Mis-conversion report:

- 1. Click the **Tool menu** on the **Language Bar**
- 2. Select Mis-conversion report
- 3. Click the **Setting** button
- 4. Uncheck Log mis-conversion data automatically
- 5. Click the **OK** button

Note: All collected data will be lost.

Report mis-conversion data:

- 1. Click the **Tool menu** on the **Language Bar**
- 2. Select Mis-conversion Report
- 3. Click **Report the Mis-Conversion** at the lower part of the **Mis-conversion Report Tools** window

Note: you can check the detailed data to be reported by clicking **View details**.

You can also click **Update** at the lower part of the **Mis-conversion Report Tools** to keep your IME updated and optimal.

Acknowledgement for CNS11643 Font Attribute

In order to popularize Chinese, **Microsoft New Phonetic IME**, **Microsoft New ChangJie IME**, **Microsoft New Quick IME**, **Microsoft Phonetic IME**, **Microsoft ChangJie IME** and **Microsoft Quick IME** are developed with reference to the CNS11643 font attribute (radical and stroke) file provided by Chinese Foundation for Digitization Technology.

IME Properties

→ Show All

IME Property settings include <u>General</u>, <u>Advanced</u>, <u>Dictionary</u> and <u>Keyboard</u>, you can adjust them according to your preference for easy input.

BIG5

A standard of Chinese computer industry wildly use in Taiwan and Hong Kong, a general character encoding which is different from code page concept using in Windows. Users in different country use different character encoding method.

Unicode

Unicode - a character encoding standard developed by Unicode Consortium. Unicode represents each character with a byte or above, Unicode allow to represent all characters in different languages with single word.

CJK Unified Ideographs Extension A

Defined in Unicode code position 3400 - 4DFF.

CJK Unified Ideographs Extension B

The Encoding method is divide the Unicode code position D800 - DFFF into 2 areas. The upper area D800 - DBFF includes 1,024 code positions, lower area DC00 - DFFF also has 1,024 code positions. totally can be cross-defined $1,024\times1,024=1,048,576$ code positions. This type of method is defined under Unicode as Surrogate.

HKSCS

Traditional Chinese computer systems in Hong Kong are mainly using BIG5 character set, and BIG5 character set doesn't content many of Hong Kong frequent use characters. In order to meet the specific need of the unique Hong Kong characters, the Hong Kong SAR Government has defined the Hong Kong Supplementary Character Set (HKSCS) includes Chinese characters used in Hong Kong but are not contained in the BIG5 standard character set.

Related Links:

Unicode: http://www.unicode.org

HKSCS: http://www.microsoft.com/hk/hkscs/chinese/default.aspx

CNS11643: http://www.cns11643.gov.tw/web/word.jsp

Applicable IME: Microsoft New Phonetic IME

You can write articles in Simplified Chinese using familiar phonetic IME without the need of learning other Pinyin systems.

When **Simplified Chinese** is selected as output language, **Microsoft New Phonetic IME** will output Simplified Chinese characters automatically.

Approach:

- 1. Switch to Microsoft New Phonetic IME first
- 2. Click the Tool menu on the Language Bar
- 3. Select **Properties**
- 4. Select **General** in the **Microsoft New Phonetic IME Settings** window
- 5. Select the desired output language in the **Output Settings** section at the bottom of the window

Options:

Traditional Chinese (Default)

Simplified Chinese

Character Set Big5

▼ Show All

Character Set Unicode Extension A

→ Show All

Character Set Unicode Extension B

→ Show All

Character Set HKSCS

▼ Show All

Output Language

Applicable IME: Microsoft New Phonetic IME

You can write articles in Simplified Chinese using familiar phonetic IME without the need of learning other Pinyin systems. When **Simplified Chinese** is selected as the output language, **Microsoft New Phonetic IME** will output Simplified Chinese characters automatically.

How to set Character set:

- 1. Switch to **Microsoft New Phonetic IME** first
- 2. Click the **Tool menu** on the **Language Bar**
- 3. Select Properties
- 4. Select **General** in the **Microsoft New Phonetic IME Settings** window
- 5. Select the desired output language in the **Output Language** at the bottom of the window.

Options:

- Traditional Chinese (Default)
- Simplified Chinese