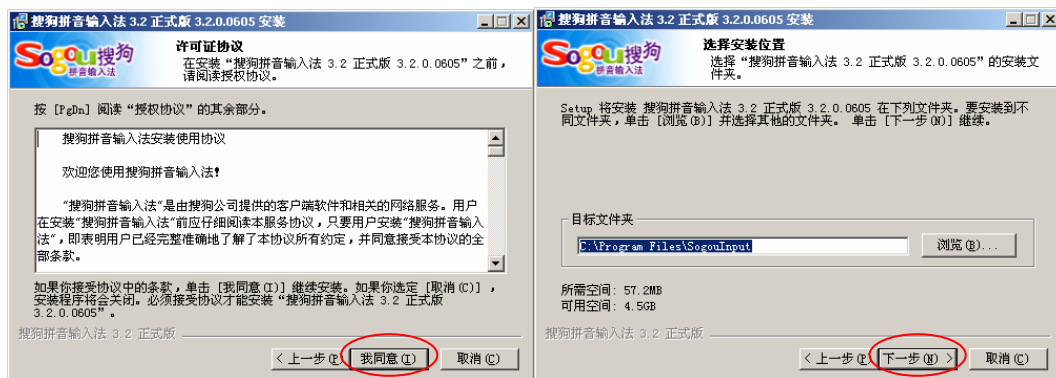# Chinese Pinyin Input method installation guide (windows)

1. Make sure your computer can show Chinese correctly (not random codes). If it is not, please install the East Asian Language Support.
   - Some computers haven't installed the East Asian Language Support, but they still can show Chinese correctly in the web browser such as IE or Firefox. In this case, we still need to install the East Asian Language Support.
   - Many internet resources can help you to install this. Use Google to search the key word "East Asian Language Support", lots of guides can be found. Here is an example: http://www.microsoft.com/globaldev/handson/user/xpintlsupp.mspx

2. Go to the URL: http://www.sogou.com/pinyin/, click the biggest yellow button "下载 3.2 正式版"(download official version 3.2) to download the *Sogou Pinyin Input method* installation file. The file name is **sogou_pinyin_32b.exe.** Or you can download it from the direct URL: http://ime.sogou.com/dl/sogou_pinyin_32b.exe.

3. Once finishing downloading, double click the file, click "我同意" (I agree) and "下一步"(next step) buttons when you encounter any.
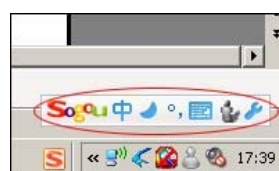

Pic.1   Pic.2

4. After installing it, your computer should be able to input Chinese. On the right bottom of you screen, there should be an input method icon. Switch it to "搜狗拼音输入法" as the Pic.3 shows (depending on your computer, the input method list may be different). You should see a small floating window on the right bottom of you screen (see Pic.4).

Pic.3   Pic.4

5. Now you can type Chinese into your computer. To give it a try, put your cursor on any imputable place (ie. Notepad, Microsoft Office Word), make sure you input method is on the **right state** as in Pic.4. Then type any Pinyin. You should see a small floating window which

appears next to the cursor (see Pic.5). Press the space bar then the first word in that floating window will be inputted. Or you can use number keys to choose the other words you want. Typically, the first word is the most frequently used one.

Pic.5

Notes:

- There are many different Chinese input methods. Pinyin input method is the simplest one. After learning Pinyin, anyone can input Chinese easily. Among all the Pinyin input method programs, I recommend *Sogou Pinyin Input method* because I think it is the best one.

- Most of the Chinese words are combined with 2 or more characters. You can input all of the Pinyin in one time. For example, to input the word "中文"(Chinese), you can input the Pinyin "zhongwen" in one time instead of separating them into "zhong" and "wen".

- While using this program, we don't input the tones.

- To input the Pinyin ü, we use the key **v**. But for the modified combinations, we use **u**. For example, we type "lv" for "绿"(Pinyin: **lǜ**, meaning: green). While we type "ju" for "句" (Pinyin: **jù**, meaning: sentence). Here, "绿" and "句" have the same final, but it is modified in"句". The modified rule will be discussed in Pinyin class.

- If you want to switch back to input English, toggle the button on the small floating window (see Pic.6). "中" means Chinese, "英" means English. The short key for toggling it is Shift key. Notice that the second circled button indicates the punctuations. Chinese and English have different punctuations. It should toggle with the first button at the same time. You can also click the input method button in Pic.3, and switch to English.
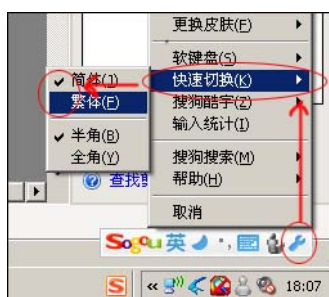

Pic.6   Pic.5

- If you want to input the Traditional Chinese characters, switch the check box as in Pic.7. "简体" means Simplified Chinese and "繁体" means Traditional Chinese.

Pic.7