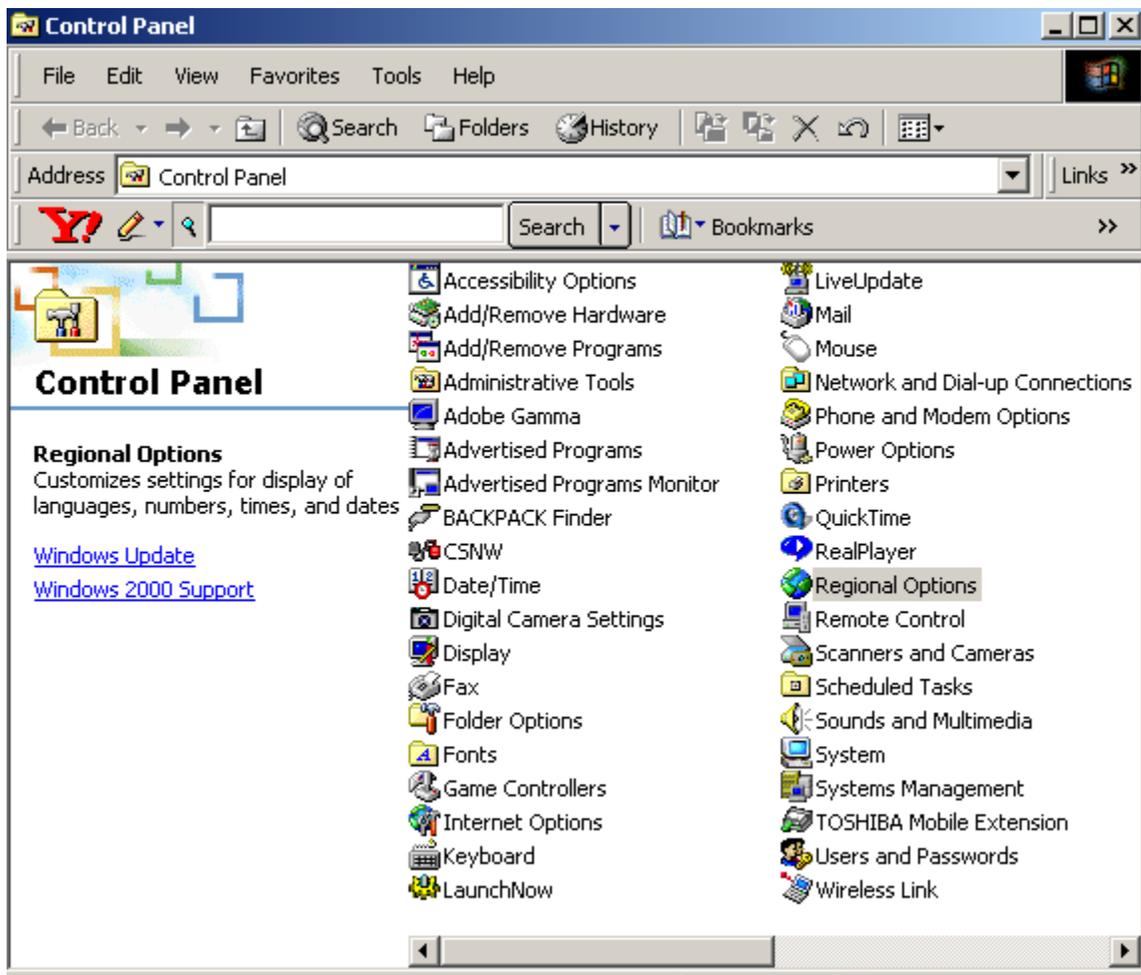
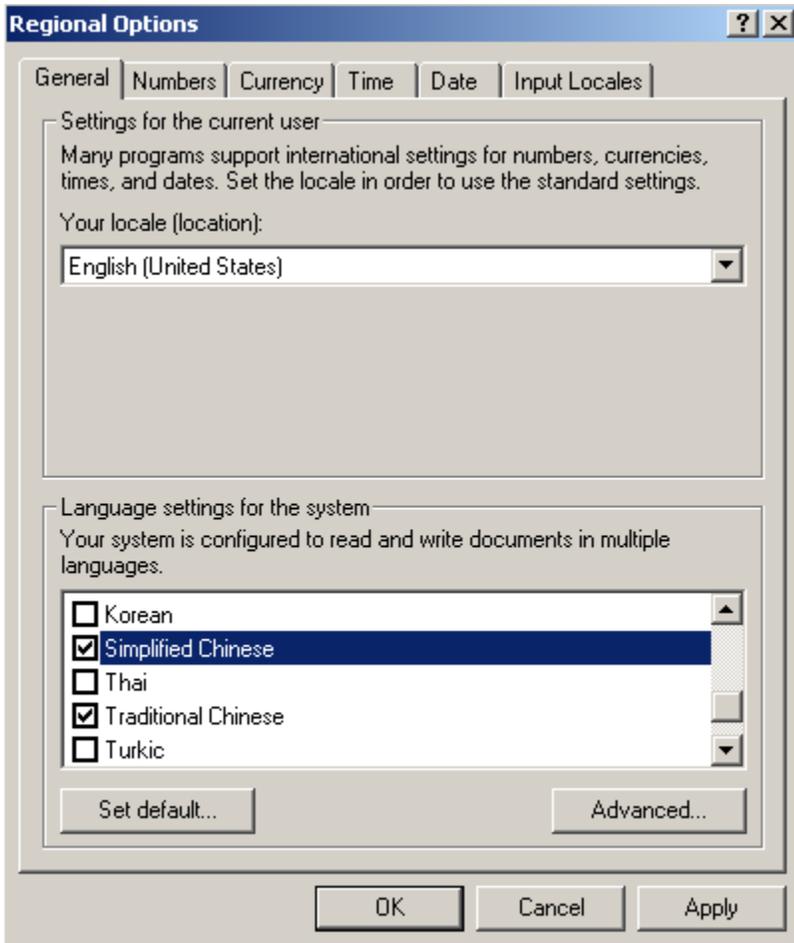


[Add or configure multi-language read or write under Win2000 \(or XP, NT\)](#)

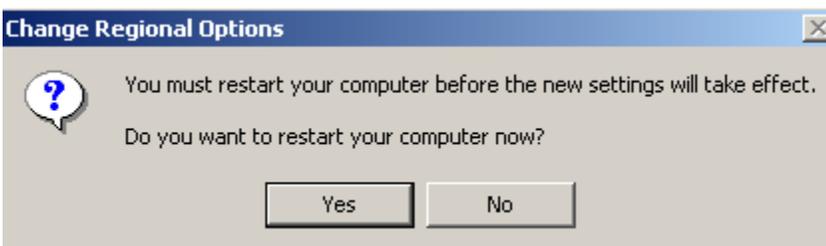
1. Click **Start**, point to Settings, and then click **Control Panel**.
2. Double-click **Regional Settings**.
3. If you don't have the Chinese languages installed, go to the bottom half of the regionalOption screen, check "Simplify Chinese" and "Traditional Chinese" and click "OK" to process. It will ask you to place your Win2000 CD to you CD-ROM.
4. In the **Input Locales** box, click the appropriate language, and then click **Properties**.
5. In the **Keyboard Layout** box, click the appropriate keyboard layout, click **OK**, and then click **OK**.

Here are some screen shots for detailed steps.

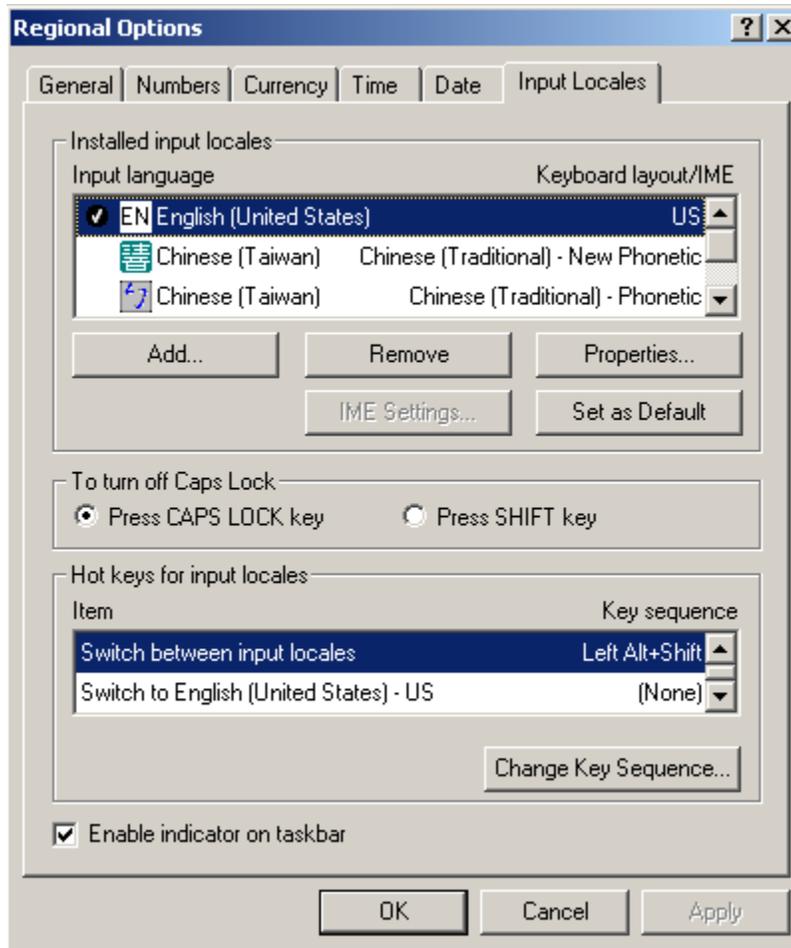




If you did not install the language Windows will ask you place the Windows CD and load the language for you. After that, it will ask you to re-start the PC>

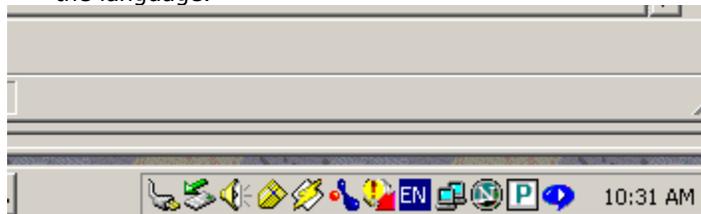


After you reboot back and the language (s) are loaded, go back to **Regional Settings** → **Input Locales tab**. Click the "Add" button to add input locales, for example, in Traditional Chinese you can add Phonetic, in Simplified Chinese you can add QuanPin.

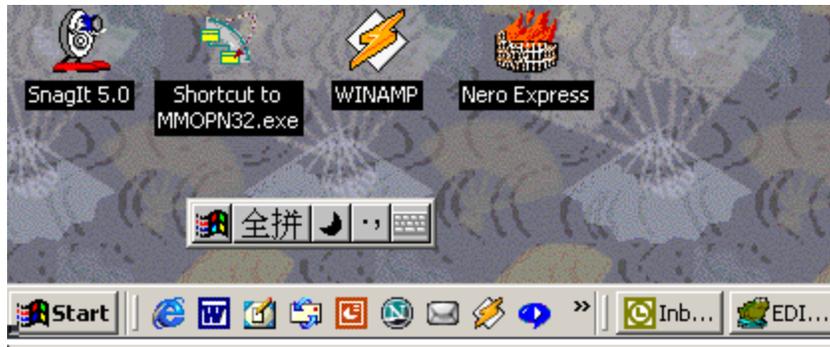


At the bottom half you can see the default hot-key. These are the keys that you can press from time to time when you are in any Office tools. The following two hot-keys are important:

- **Left alt + Shift** --> this means you can “switch” languages. The language status will be shown at the right bottom of your screen. You can also click on it to change the language.



- **Ctrl + Space** --> This use to “bring up” the IME input tool bar



Then right click the tool bar you can display the keyboard and setup other performance.

XP and NT should be similar. Please see the following instruction that copied from official web site.

Windows XP

To install another language and keyboard layout in Windows XP, follow these steps:

1. In the Windows XP standard Start menu, click **Start**, and then click **Control Panel**.

In the Windows XP classic Start menu, click **Start**, click **Settings**, and then click **Control Panel**.
2. Double-click **Regional and Language Options**.
3. Click the **Languages** tab, and then click **Details** under "Text Services and Input Languages".
4. Click **Add** under "Installed Services", and then click the language you want to add and the keyboard layout you want to use for that language.
5. To configure the settings for the Language bar, click **Language Bar** under "Preferences".

Windows NT. 4.0

You can add, enable, and configure support for multiple languages using the Regional Settings tool in Control Panel. You can also add some languages that are not listed in the Regional Settings tool from the Windows CD-ROM.

To add an additional language in Windows NT 4.0, follow these steps:

1. In the Langpack folder on the Windows NT 4.0 CD-ROM, right-click **<language>.inf**, and then click **Install**.

NOTE: Some languages require files from the I386 folder as well as the Langpack folder. If you are prompted for the location of a file that is not in the

- Langpack folder, specify the I386 folder and then return to the Langpack folder the next time you are prompted for a file.
2. Restart your computer.

To enable a newly added language and specify a keyboard layout in Windows NT, follow these steps:

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click **Regional Settings**.
3. On the **Regional Settings** tab, click the appropriate language, and then click **Apply**.
4. Click the **Input Locales** tab.
5. In the **Input Locales** box, click the appropriate language, and then click **Properties**.
6. In the **Keyboard Layout** box, click the appropriate keyboard layout, click **OK**, and then click **OK**.

The following table lists the .inf files available in the Langpack folder.

File	Description
Arabic.inf	Arabic language support
Cyrillic.inf	Cyrillic-based language support
European.inf	Latin-based European language support
Exchsrvr.inf	All code page conversion tables for Microsoft Exchange Server
Greek.inf	Greek language support
Hebrew.inf	Hebrew language support
Japanese.inf	Japanese language support
Korean.inf	Korean language support
Schinese.inf	Simplified Chinese language support
Tchinese.inf	Traditional Chinese language support
Thai.inf	Thai language support
Turkish.inf	Turkish language support
Us_eng.inf	US English language support
Vietnam.inf	Vietnamese language support

Remarks:

- **The results of the finished documents, since on Win2000 or XP, is unicode.**
- **So far if you choose Traditional Chinese, you can not pick up QuanPin (PinYin method). I haven't found Microsoft offering any converting software to convert between Traditional and Simplified text. But TwinBridge can still function and handle this conversion with no problem.**
- **Remember we still use TSC Ukai as our church's default unicode font type.**

Official support at <http://support.microsoft.com/default.aspx?scid=kb;EN-US;177561>