

Japanese Text (Apple Macintosh)

Last revised July 2008

On the Public Workstation Facility (PWF)

To read and type Japanese text on the PWF Macintosh computers you need to set your System Preferences to enable an input menu which will allow you to enter Japanese characters using the standard English keyboard.

1. From the Apple Menu (top left) pull down **System Preferences > international**.
2. Click the **Input Menu** tab.
3. A list of available keyboards and input methods will appear. Use the checkboxes to select the language input methods you are likely to need. Note that if you want to type combinations of languages which use the same characters but arrange them differently on the keyboard (e.g. French and German), it probably makes sense to choose just one input method so that you can touch-type.
4. Near the top of the list of input methods is an item called "**Keyboard Viewer**". This is a diagram of the current keyboard layout which will show you the locations of the various characters. Check this if you think you will need to refer to it to locate your characters.
5. Close **International**.
6. A menu headed by a British Union Flag icon will appear in the top right of the screen. If you click on it you will see the list of input methods that you added in step 3.

Using the Japanese IME (Input Method Editor)

1. Start up the wordprocessor application you intend to use and open the document in which you want to type Japanese. Position the cursor where you want to enter the first character.
2. Click once on the keyboard menu to drop down a complete menu of the available keyboards.
3. Click on the Japanese typing method you want. You should notice that the keyboard icon changes to correspond to the keyboard you chose. This will switch back to the British icon whenever the cursor is placed in an area (for example the desktop) where the Japanese IME has not been selected.
4. As you type the romanisation of the Japanese syllables you should see the appropriate characters appear. Use the menu to choose whether the characters should be Hiragana or Katakana and press the space bar where it is appropriate to convert them and produce Kanji. Carriage Return (↵) accepts your choice and places the character in the document.

Viewing Japanese on the Web

Point your browser at a suitable Japanese page, such as <http://www.chugoku-np.co.jp/>

If the web page has a correct header which tells your browser what character encoding it uses, then it should automatically switch to a display of Japanese characters. If this doesn't happen, you can try selecting **Text Encoding** from the **View** menu and experimenting with likely possibilities (e.g. Japanese (Shift-JIS) is probable if UTF-8 doesn't work).

E-mail

1. Both Hermes Webmail and Apple Mail can support foreign language email. Mulberry can not transmit or receive Japanese characters correctly, so, if this is your normal email program, you will need to change programs when you want to send or receive email containing Japanese characters. An alternative would be to send your text as an attachment.
2. Enter the email address to which you want to send your message in the "To:" field (remember this needs to be in Roman letters).
3. Place the cursor in the body of the message and switch to the Japanese keyboard.
4. Type your message.
5. You can use Japanese characters in the "Subject:" field if you wish, but many email programs will fail to display them correctly when they receive your message. The best thing to do is to experiment to find what suits the people with whom you exchange messages most frequently.

Further Advice

If you have any problems using the Sidgwick Computing Facility for foreign language work, please contact the LLCC (Literary & Linguistic Computing Centre) on 35029 or by e-mailing llcc@ucs.cam.ac.uk

[Computing Service](#) | [Documentation](#) | [Feedback on documentation](#)