Quick Tips: Emailing in other Languages

A PC with Windows XP:

1. Within the **Start** menu, find and select **Control Panel**.

2. Double click the icon called **Regional and Language Options**.

3. Click on the tab at the top labeled **Languages** and then click the **Details...** button.
   - In this window, you will find a list of all the languages currently enabled. Click the **Add** button to add a new language to the list.

4. In the **Input language** drop-down list, select any language you would like to install. In this example, we will choose **Japanese**.
   - (Notice that the **Keyboard Layout/IME** is selected for you.)

5. Click **OK** to close this window and then **Apply** in the underlying window. Again click **OK** to close this window.

6. In the bottom right hand corner of the screen, you should now see an icon similar to ＼. Click this icon to see a list of the installed languages and select the language in which you would like to type.

To type an e-mail in Japanese

1. First open your e-mail program and then select **Japanese** from the keyboard choices in the **task bar**.

2. To type accents and other special characters using the standard American **QWERTY** keyboard, go into the **Control Panel**, double click the **Regional and Language Options** icon, and then click on the **Languages** tab and the **Details** button as above.

3. The Input language should read **English–United States**. Click on the **Keyboard layout/IME** drop-down menu and select **United States–International**.