Selecting Japanese

To type in Japanese, click on the arrow to the right of the selected input language at the top left corner of your screen. Then select "**Japanese**" from the drop-down list that appears. Please note that after each time you select a language, you must use your mouse to reposition your cursor inside the response box before you can begin typing.

You may also change the selected input language using the key code **ALT+SHIFT**.

<u>Note</u>: Once you have selected Japanese as the input language, you may toggle between Japanese and English in your response using the key code **ALT+GRAVE**.

(The **grave accent key** is to the left of the "1" key.)

Text Entry and Character Selection

1. Use the keyboard to type the pronunciation of the desired Japanese word. The default character type is **hiragana**, so as you type, hiragana will appear in the response box, and the characters will be underlined.

2. If the word you want is in **hiragana**, press **ENTER** to confirm the word that appears on your screen and move the cursor forward, or start typing your next word.

3. If the word you want is in **kanji** or **katakana** (or a mix of different types of characters), press **SPACEBAR** once when you see the hiragana on the screen. The text on the screen will change into the most frequently used characters, and the word will be highlighted and underlined. If the word you want is now shown, press **ENTER** to confirm the word and move the cursor forward, or start typing your next word.

4. If the highlighted word is not the one you want, press **SPACEBAR** again while the text is still highlighted to see a box of options, as shown below.

5. To select the word that you want from the box:

   • press **SPACEBAR** to highlight the desired word and then press **ENTER or**
   • use the **UP** or **DOWN ARROW** key to highlight the desired word and then press **ENTER or**
   • type the number in front of the desired word and then press **ENTER or**
   • use the mouse to click on the desired word and then press **ENTER**

Notes:

- To clear unconfirmed (underlined) characters, press **ESC**.
- To change your default character type for text entry from hiragana to katakana, press **ALT+CAPS LOCK**. You will still be able to select other options, including hiragana, by pressing **SPACEBAR** as described above. To change your default from katakana back to hiragana, press **CTRL+CAPS LOCK**.