HOLLIS Catalog
CJK 中日韓 Scripts Help Series

There are over 600,000 records in HOLLIS containing Chinese, Japanese, and Korean (CJK) scripts. This document is part of a CJK Help series that offers basic instructions on how to view and input CJK characters in the HOLLIS Catalog. The full CJK Help series is available at the URL: http://hul.harvard.edu/ois/systems/aleph/docs/hcat/cjkhelp.html

Japanese 日 Input Methods

This document describes how to use input method editors (IMEs) to type Japanese characters when searching in HOLLIS. Basic directions for some of the most common input methods are included. For Windows users, the Microsoft Global IME is preferred. Macintosh users may use OS 9.x with language packs installed or OS X. Detailed instructions for Macintosh users are not yet available.

For tips on searching the HOLLIS Catalog using CJK scripts, see the separate document *CJK searching in HOLLIS*: http://hul.harvard.edu/ois/systems/aleph/docs/hcat/cjk3.pdf

What is an input method editor (IME)? An IME is a program that allows computer users to enter complex characters and symbols, such as Chinese/Japanese/Korean characters, using a standard western (non-Asian) keyboard.

What are the basic software requirements to view and input CJK characters? You will need a web browser (Internet Explorer 5.x or higher; Netscape 6.2 or higher) configured to support Unicode-based characters. Windows users will need Windows 95 or higher (Windows 2000 is recommended) with appropriate Global IMEs (input method editors) installed. Macintosh users will need OS9.x with the appropriate language packs installed or OS X. See the document CJK software setup for detailed instructions.

Can I view/input CJK characters from computers in the library? Ask a reference librarian about the availability of CJK-capable computer workstations in your Harvard library. While some library workstations run on Windows 2000, many more run on Windows NT. The Global IME running on Windows NT has certain limitations, particularly for Chinese input. Users accustomed to Global IME on Windows 2000 or XP may see differences in how searches are input when in NT.

1. General notes: using IMEs in Windows

For Windows users, the Microsoft Global IME is the recommended input method editor. Input methods vary by operating system.
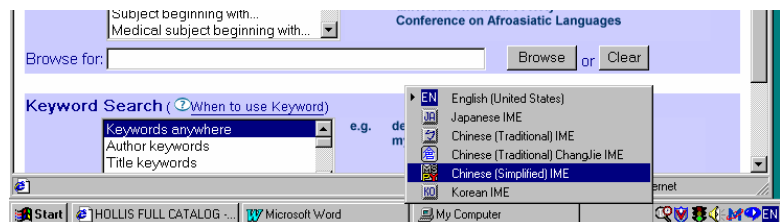
1. **Look for the IME symbol on the taskbar.** Once installed, the IME will appear as an EN (or other language) symbol in the bottom right-hand corner (or System Tray) of the Taskbar on your computer. EN represents the *English (United States)* IME.

Taskbar ⟶   EN 3:03 PM   IME symbol in
                                                 System Tray

2. **Select a CJK language IME.** Click the EN icon to display a menu of language/IME choices. The list of IME choices displays somewhat differently in Windows 98/NT/2000 than in Windows XP.

   Note: In Windows 98/NT, make sure your cursor is placed in a web page search box, or the Chinese, Japanese, and/or Korean language input menu will not appear.

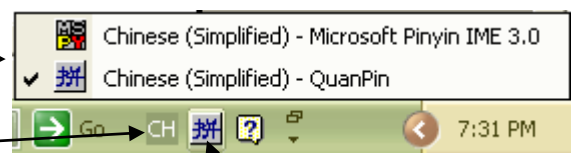In **Windows 98/NT/2000** the IMEs appear as a simple list when you click on the EN icon.

In **Windows XP**, language options and input method editors are displayed separately if you have selected multiple input methods for a single language.

1. First select the relevant language.⟶

2. Click on the IME icon next to the language icon to select an input method⟶

Selected language ⟶

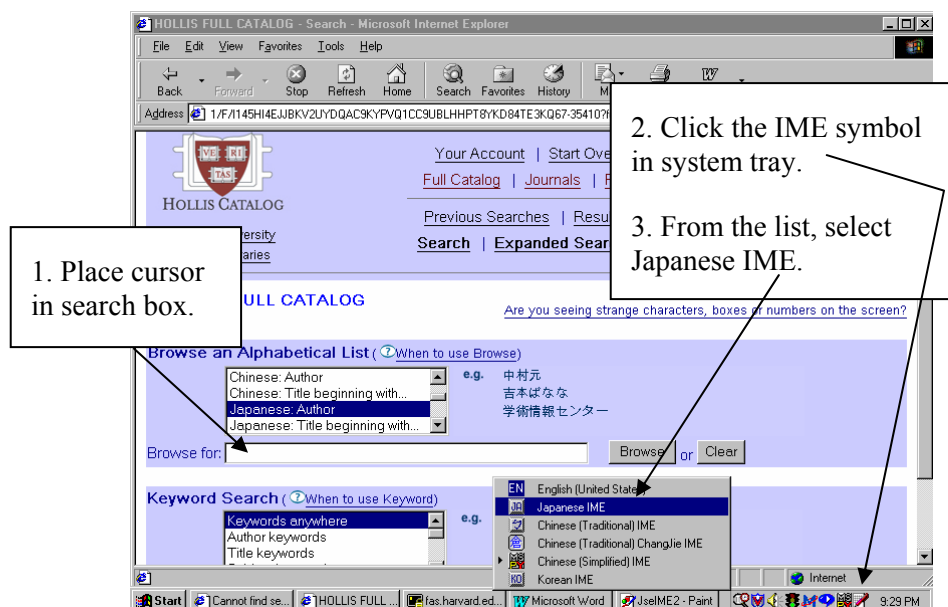Click on the input method icon to display all possibilities for the selected language.

   Note: the separate list of input methods only appears if you have added multiple IMEs for a given language.

3. **Find the IME toolbar.** A floating toolbar will appear. Chinese toolbars differ significantly on Windows9x/Me/NT systems and on Windows 2000/XP. See the specific language sections for more detail.

4. **Enter search terms into a HOLLIS search box.** Making sure your cursor is still in the search box, enter your search terms using the appropriate romanization or other input method. Display character variations by pressing the space bar or the back arrow. Select characters by number where necessary.

5. **If you need to switch between input languages.** Switch among input languages by holding down Left Alt - Shift, or by clicking on the IME and selecting another input method with the mouse.
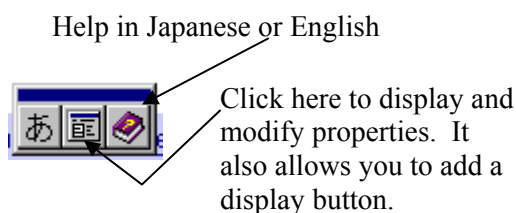
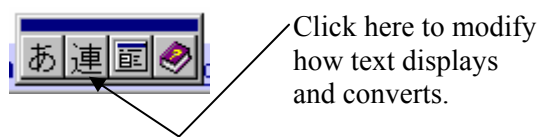## 2. Japanese IME in Windows 9x/NT

Activating the toolbar

To select the Japanese IME, place the cursor in a HOLLIS search box, click on the IME symbol, and select the Japanese IME from the list.
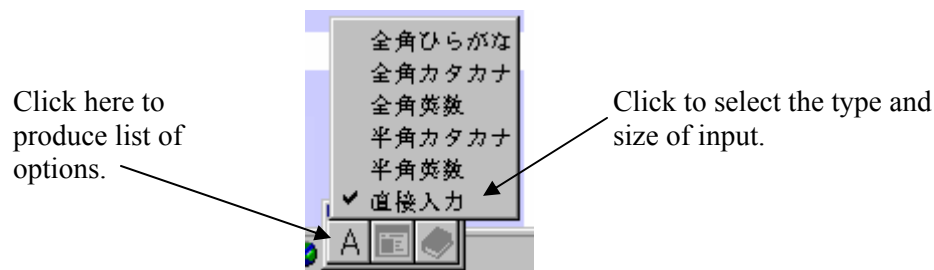

1. Place cursor in search box.

2. Click the IME symbol in system tray.

3. From the list, select Japanese IME.

This is the basic Japanese IME toolbar: This is the toolbar with the display button:

Help in Japanese or English

Click here to display and modify properties. It also allows you to add a display button.

Click here to modify how text displays and converts.

You can choose the English alphabet, hiragana or katakana for input. Half- and full-size kana are also available. Click on the scripts button (the left-most icon) to view a pop-up list of these options.

Click here to produce list of options.

Click to select the type and size of input.

Type in the romanization for a Japanese word or character. You can enter the complete word or phrase, or you may enter terms character by character. Proper names often need to be entered character by character.

Note: When entering romanization, please remember the following rules:

- Long "o" (ō) is entered "ou." Long "u" (ū) is entered "uu."
- A long bar (e.g. シリーズ) is entered with the hyphen/underscore key.

Inputting characters:

1. Terms to be converted to characters must be entered in hiragana or katakana; entries in English script (romaji) cannot be converted to characters.

2. A broken underline indicates that the entry may be changed.

3. To convert from hiragana or katakana to a character, press the space bar once.

4. If the IME does not immediately display the desired character, press the space bar again.

5. Pressing the space bar three times produces a list of characters
    and kana versions from which you may choose the desired
    character. Use the space bar or down arrow ↓ to move through
    the list. Select an option by typing the number next to it or by
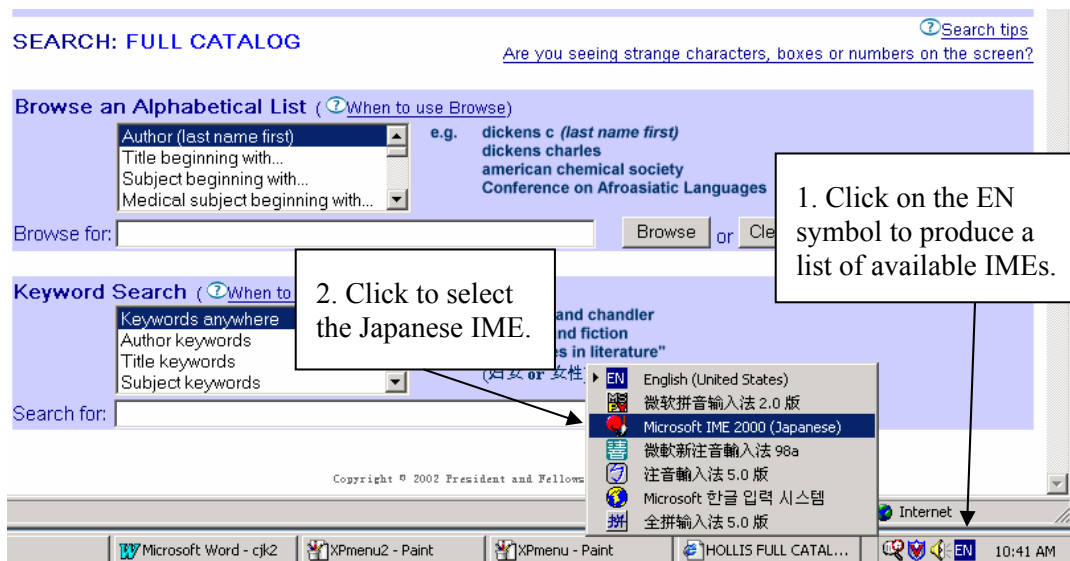   pressing **enter** when the option is highlighted.

Important: Some phrases or names need to be input character by character, especially in earlier
versions of the IME. Many library public workstations may have earlier IME versions. For
example, in earlier versions of the IME, the term 北斎 must be entered character by character,
while in later versions it appears as a default choice.
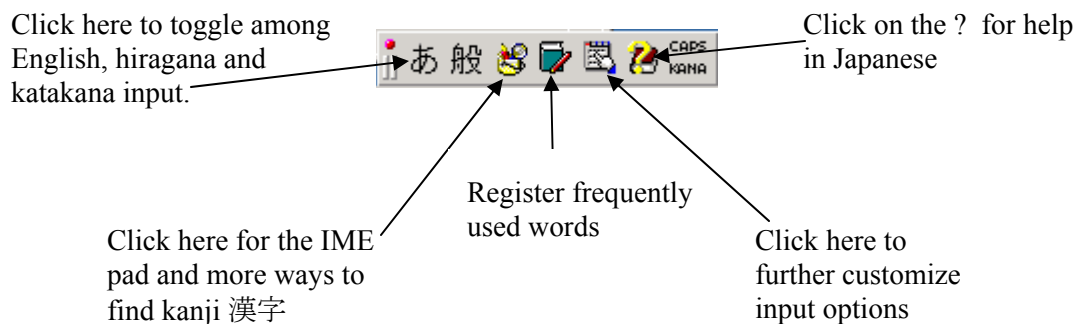
3. Japanese IME in Windows 2000

The Japanese IME in Windows 2000 is similar to that in Windows NT, but has a larger set of character combinations.

Activating the toolbar

To select the Japanese IME, click on the IME symbol, then click to select the Japanese IME.

The toolbar looks like this:

Click here to toggle among English, hiragana and katakana input.

Click on the ? for help in Japanese

Register frequently used words

Click here for the IME pad and more ways to find kanji 漢字

Click here to further customize input options

You can choose the English alphabet, hiragana or katakana for input. Half- and full-size kana are also available. Click on the scripts button (the left-most icon) to view a pop-up list of these options.

1. Click on the scripts icon to see a list of input options.

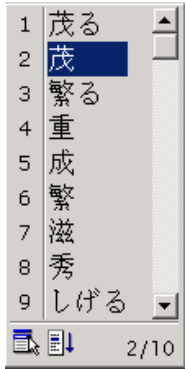2. Choose the type and size on input by clicking on it with your mouse.

Type in the romanization for a Japanese word or character. You can enter the complete word or phrase, or you may enter terms character by character. Proper names may need to be entered character by character.

Note: When entering romanization, please remember the following rules:

- Long "o" (ō) is entered "ou." Long "u" (ū) is entered "uu."
- A long bar (e.g. シリーズ) is entered with the hyphen/underscore key.
- The topic marker は is entered "ha."
- The object marker を is entered "wo."

Inputting characters

1. Terms to be converted to characters must be entered in hiragana or katakana; entries in English script cannot be converted to characters.

2. A broken underline indicates that the entry may be changed.

3. To convert from hiragana or katakana to a character, hit the space bar once.

4. If the IME does not immediately display the desired character, press the space bar again. This produces a list of available characters and kana from which you may choose. Press the space bar or the down arrow ↓ to scroll through the list.

5. Finalize your character selection by pressing **Enter.**
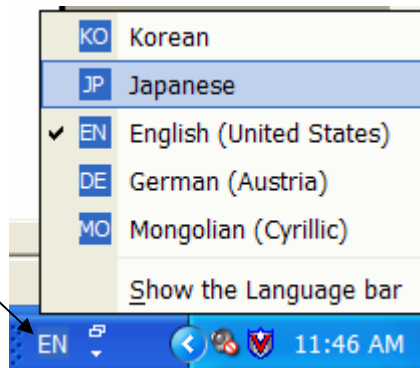
4. Japanese IME in Windows XP

The Japanese IME in Windows XP is similar to that in Windows 2000 and NT, but has a larger set of character combinations.

Activating the toolbar
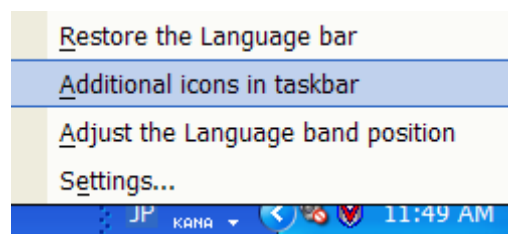
To select the Japanese IME, click on the IME symbol.

Click on the IME symbol to display a list of available IMEs.

The default, minimized taskbar looks like this:

Click on the JP icon and select "Additional icons" to display the full version of the taskbar.

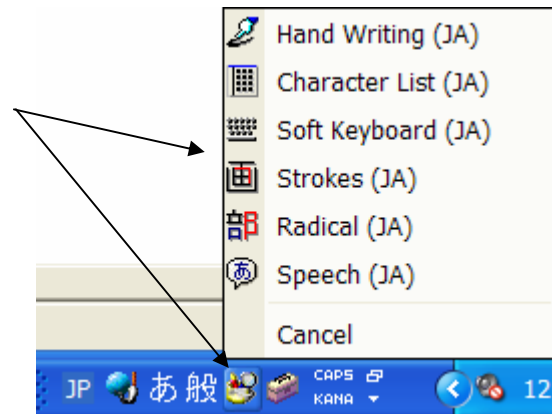The expanded taskbar looks like this:

Click here to toggle among English, hiragana and katakana input.

Click on the ball icon for help.

Click here for the IME pad and more ways to find kanji 漢字.

Select the IME pad and soft keyboard by clicking on the 🦋 icon to produce a list of choices:

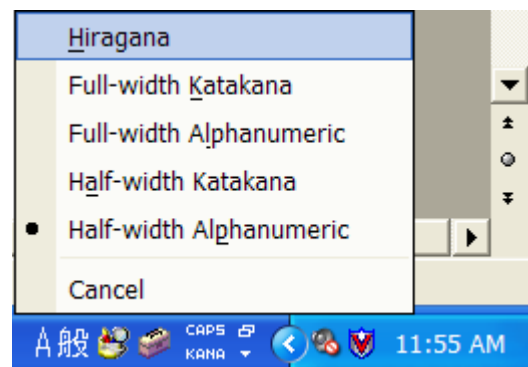|	
🖌	Hand Writing (JA)
▦	Character List (JA)
▤	Soft Keyboard (JA)
画	Strokes (JA)
部	Radical (JA)
🗣	Speech (JA)
	Cancel

Type in the romanization for a Japanese word or character. You can enter the complete word or phrase, or you may enter terms character by character. Proper names may need to be entered character by character.

> **Note:** When entering romanization, please remember the following rules:
>
> - Long "o" (ō) is entered "ou." Long "u" (ū) is entered "uu."
> - A long bar (e.g. シリーズ) is entered with the hyphen/underscore key.
> - The topic marker は is entered "ha."
> - The object marker を is entered "wo."

Inputting characters

1. Terms to be converted to characters must be entered in hiragana or katakana; entries in English script cannot be converted to characters. Click on the scripts icon and select your preferred mode of input.

Hiragana
Full-width Katakana
Full-width Alphanumeric
Half-width Katakana
• Half-width Alphanumeric
Cancel

2. The romanization will convert automatically to hiragana or katakana. For example:

   しげ r| しげる

3. A broken underline indicates that the entry may be changed (to a character, to katakana, etc.). Press **Enter** to select the entry; the broken underline disappears.
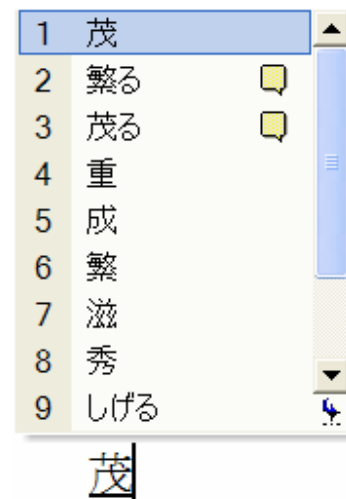
   しげる|

4. To convert from hiragana or katakana to a character, hit the space bar once. A solid underline underneath a character means it may still be changed. Confirm the character choice by pressing **Enter**. For example:
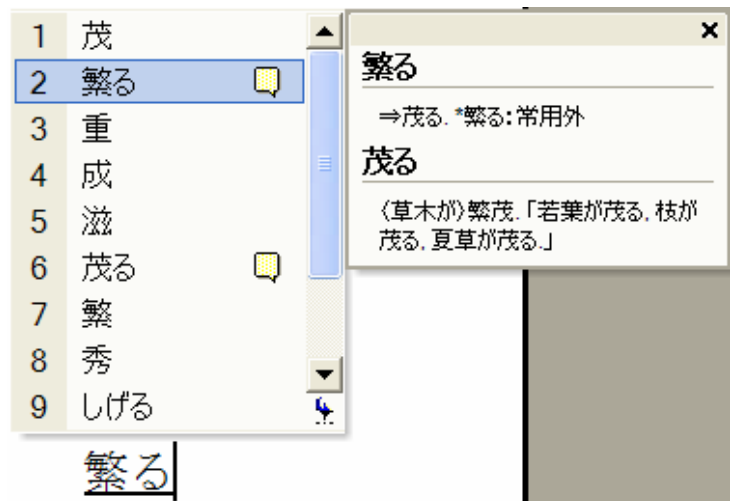
       Input word: Press **Space Bar**:   Press **Enter** to select character:

       しげる   茂   茂

5. If the IME does not immediately display the desired character, hit the space bar again. This produces a list of available characters and kana from which you may choose. Press the space bar or the down arrow ↓ to scroll through the list.

          1 茂
          2 繁る
          3 茂る
          4 重
          5 成
          6 繁
          7 滋
          8 秀
          9 しげる
          茂

6. The 🗨 icon indicates that further information about and examples of this selection will be displayed. For example:

     1 茂
     2 繁る
     3 重
     4 成
     5 滋
     6 茂る
     7 繁
     8 秀
     9 しげる
     繁る

     繁る
     ⇒茂る. *繁る:常用外
     茂る
     《草木が》繁茂.「若葉が茂る, 枝が茂る, 夏草が茂る.」

7. Finalize your character selection by pressing **Enter.**