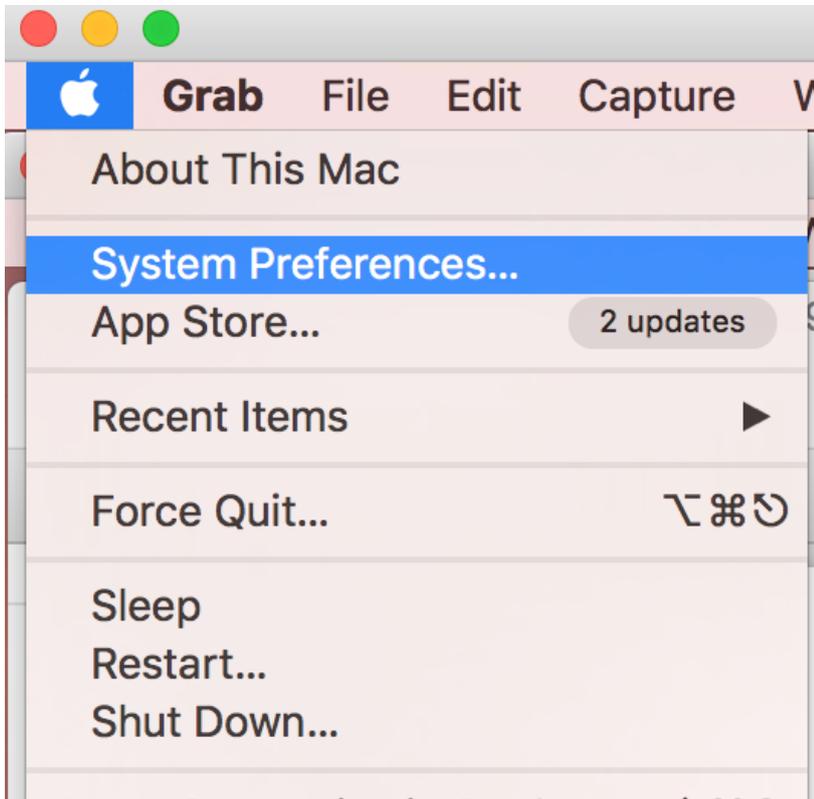
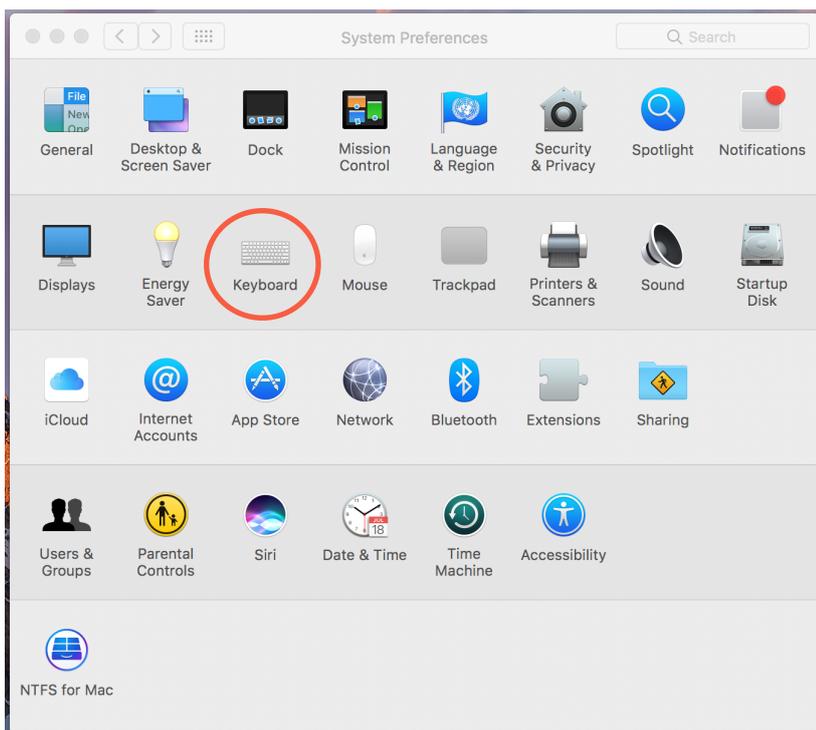


Setting up a keyboard input language (Mac)

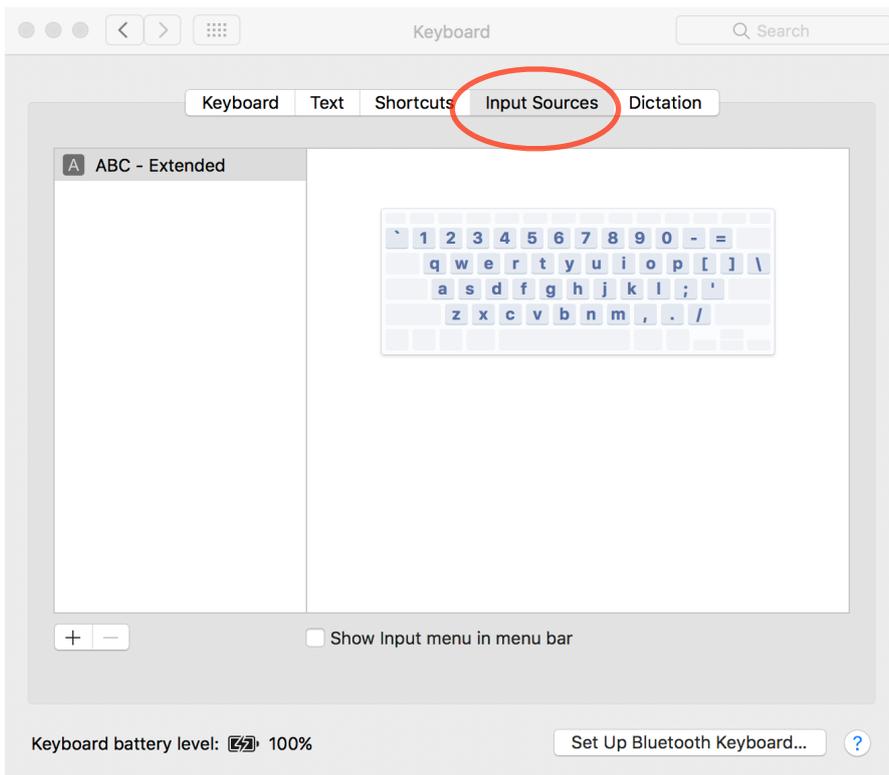
1. Click the Apple logo in the top left corner of the screen, then select 'System Preferences'.



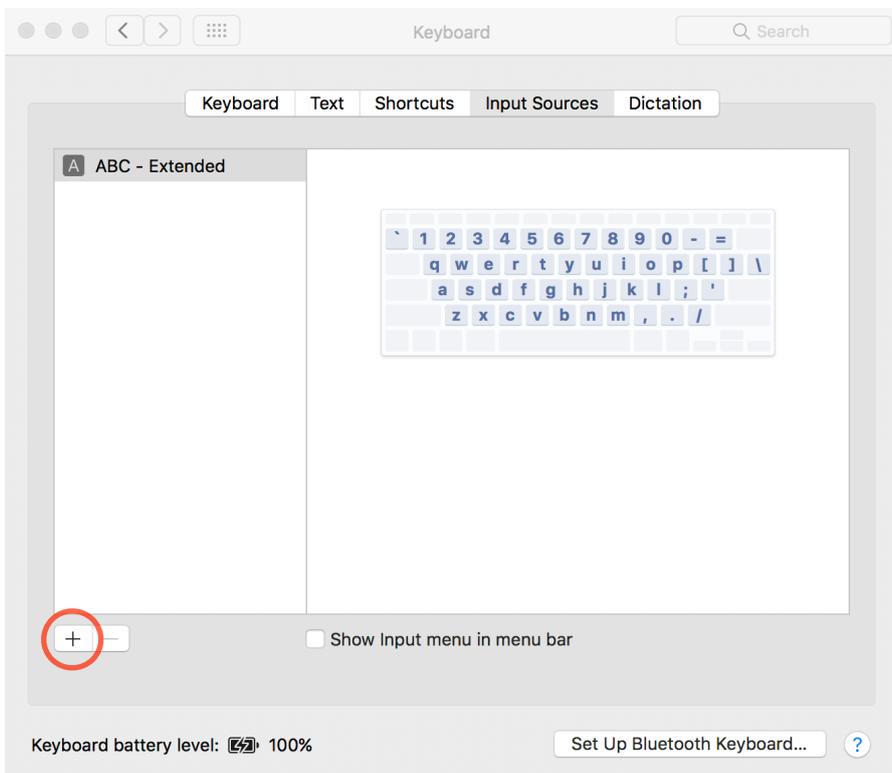
2. Click 'keyboard'.



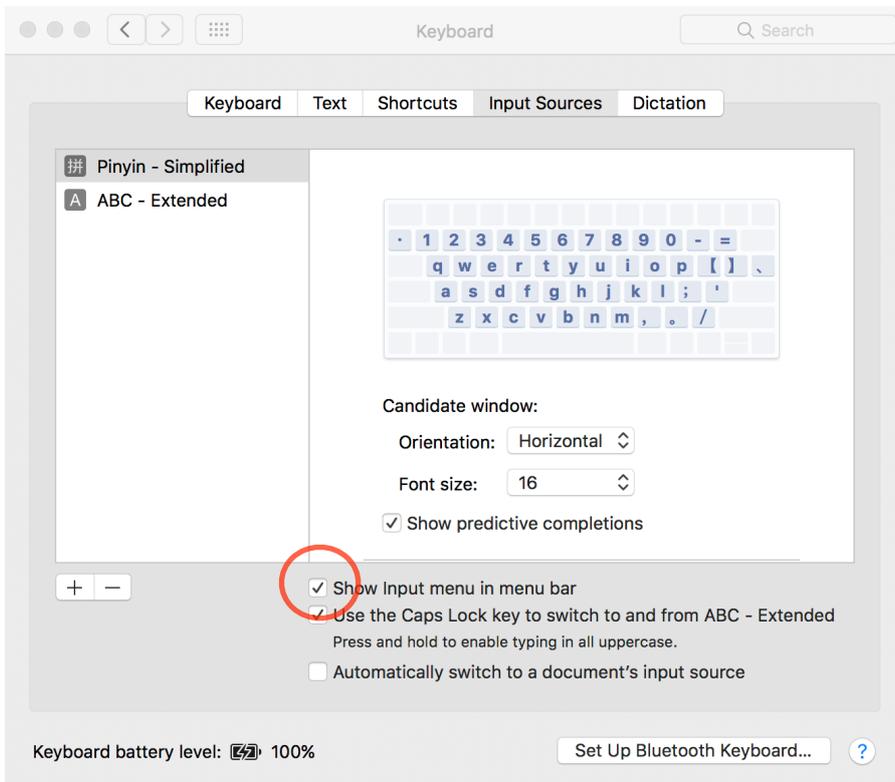
3. Select the 'Input Sources' tab at the top of the window.



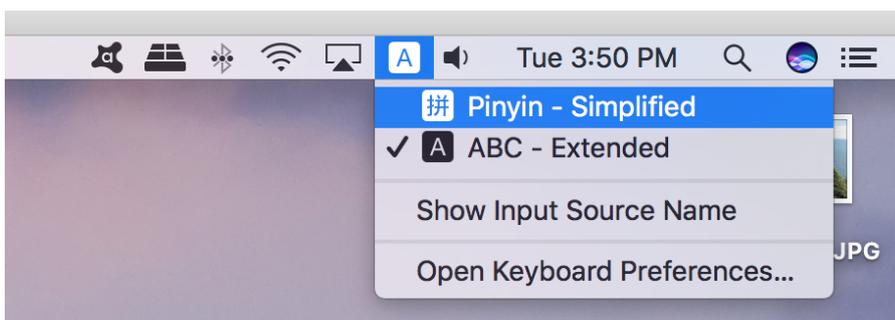
4. Click the plus sign at the bottom left. Choose the language you require (for Chinese select 'Chinese Simplified' and then 'Pinyin - Simplified', for Japanese simply select 'Japanese'). Then click 'Add'.



5. Ensure that the box 'Show input menu in menu bar' is ticked. This will allow the input language icon to be visible on the toolbar at the top of your screen.



6. It will now be possible to change back and forth between the different input languages by using the icon at the top of your screen as shown below.



7. If you want to be able to quickly change input languages make sure you tick the box shown below. You can then simply press the 'Caps Lock' key to change input languages.

