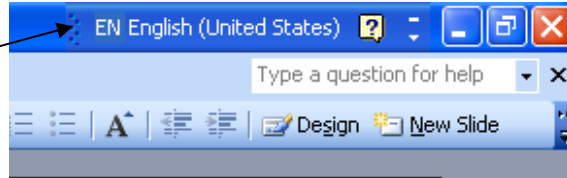


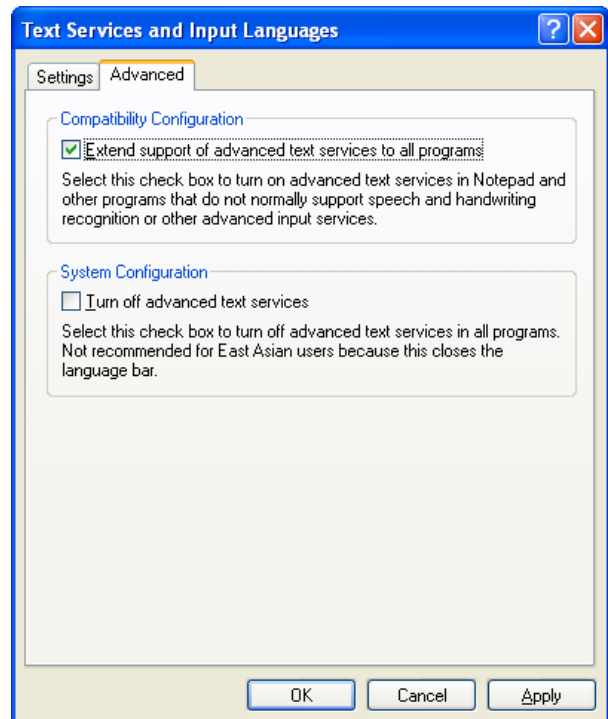
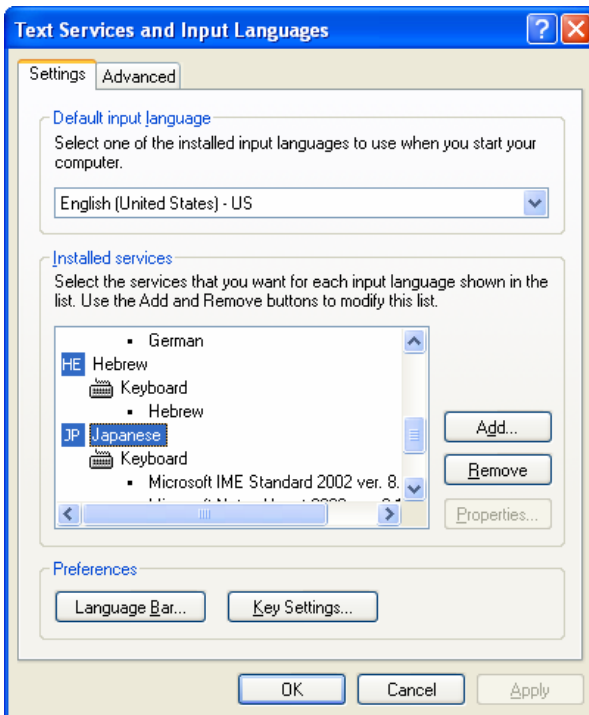
Changing Languages in Microsoft Office Programs

1. Open Microsoft PowerPoint or Word on a Hope College lab computer.
2. Right-click the language indicator button in the status area on the Microsoft Windows taskbar, and then select **Restore Language bar**. (For example, if you're working in English, you'll see EN in the status area.)

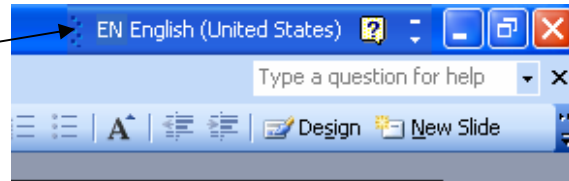
3. The Language bar is now at the top right of the screen.



4. Click on the down arrow in the Language bar and choose Settings.
5. On the Setting tab scroll down to Japanese and select it. Choose Add..
6. Select the Advanced tab and put a check by Extend support.....
Choose OK to close the Text Services/Input Language Window.



7. Click on the Language bar and choose JP.
The bar below will appear.



8. From the JP language bar choose Input Style, IME Standard. Choose Input Mode, Hiragana or language of your choice. To test this -press the letter e from the keyboard and it should type a Japanese character.