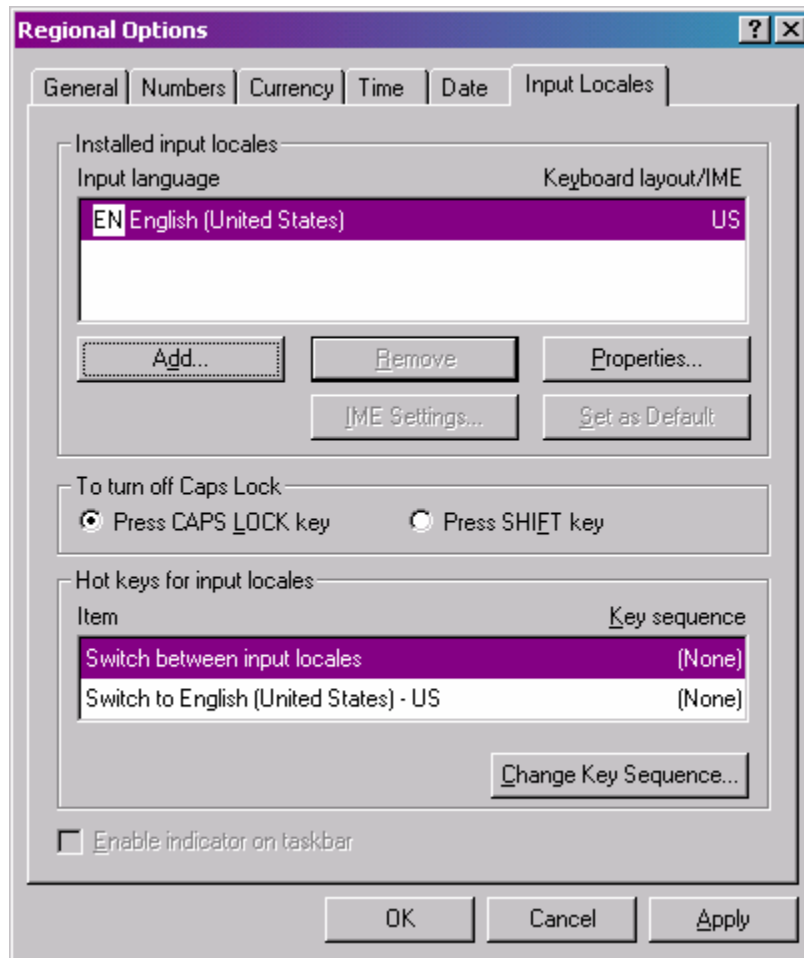


## How to setup your PC to search LINC using Chinese/Japanese characters (Windows 2000)

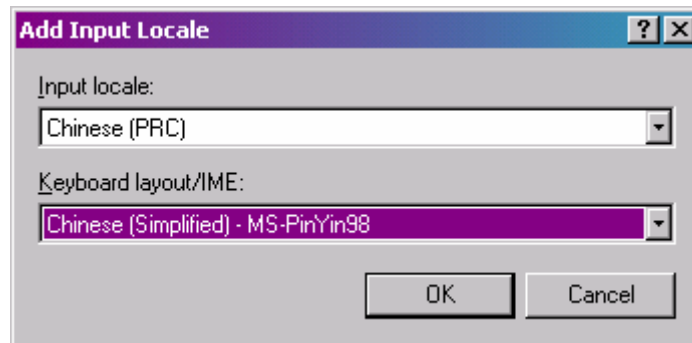
If you wish to search the NUS Libraries catalogue, LINC, using the Chinese/Japanese character sets, you will need to configure your PC to enable you to input those characters.

1. Click on Start → Settings → Control Panel
2. Click on 'Regional Options'
3. Select the 'Input Locales' tab
4. In the 'Installed input locales' section, click on 'Add'

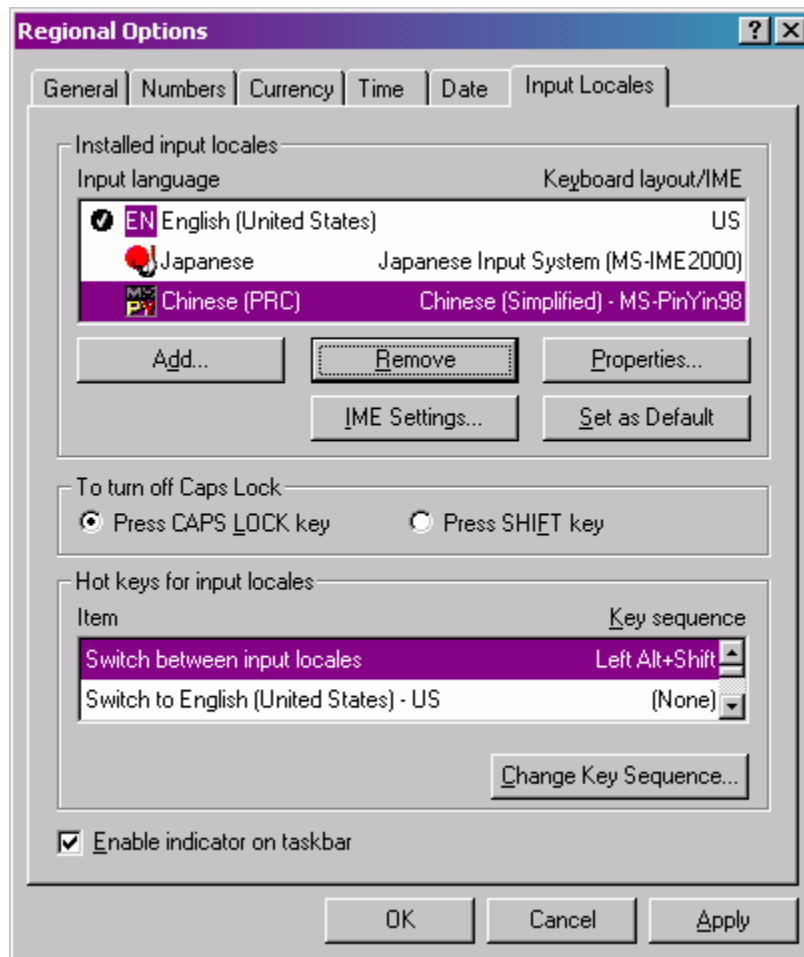


5. The drop-down menu on the next window 'Add Input Locale' will show the various languages to add to your list of input languages.
  - a. For Simplified Chinese, select 'Chinese (PRC)'
  - b. For Japanese, select 'Japanese'

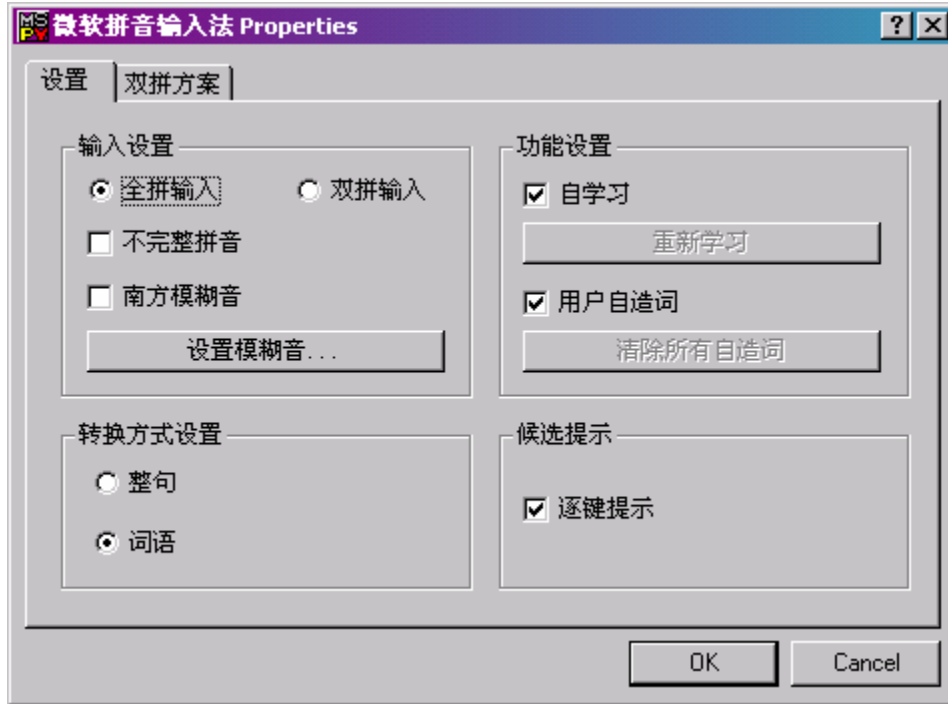
- Click 'OK' after each language selection. To enter search terms in Hanyu Pinyin, you will need to select 'Chinese (Simplified) – MS-PinYin98' for the Keyboard layout/IME option for the 'Chinese (PRC)' input locale.



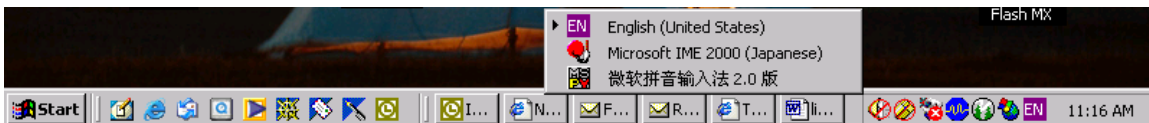
- Once you have added the required 'input language' selections, click 'Apply' to effect the changes.



- Next, select the keyboard inputting method for each language and click 'IME Settings.' For example, to change the default settings for Chinese (PRC), select 'Chinese (PRC) and click on 'IME Settings.' The following shows the default settings. If you wish to make any changes, click on 'OK' to effect the changes.



- Likewise, the default inputting method for 'Japanese' can also be customized.
- On your desktop, you will notice the input language option, usually found at the bottom right corner of the screen. The default language is EN.



- Click on the input language toggle option, i.e. 'EN' to view a list of available options for input language.
- Select the required input language.

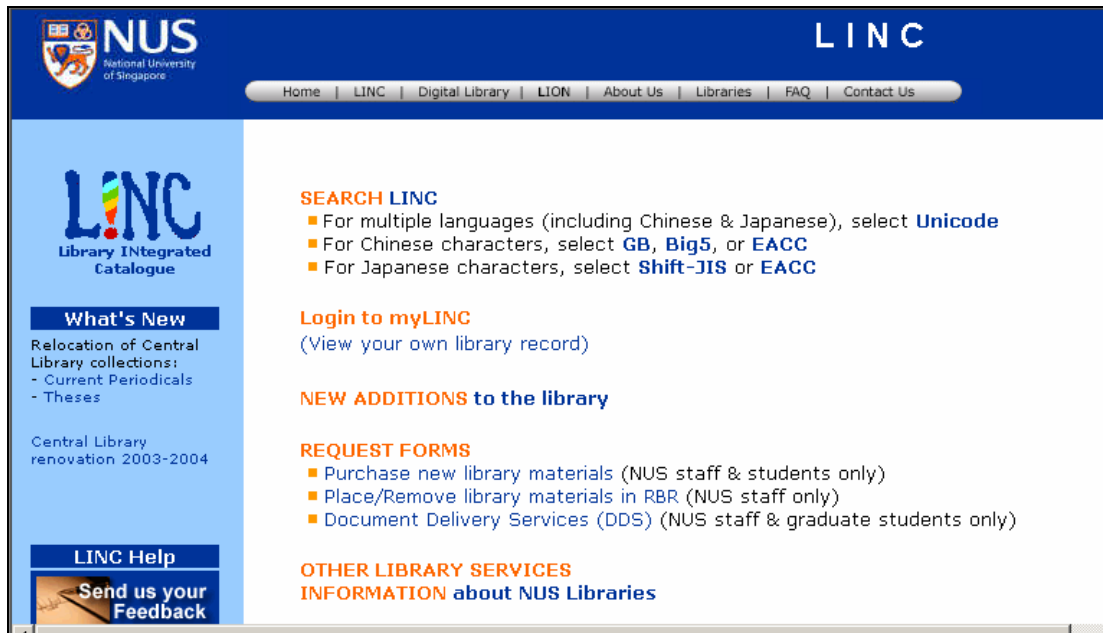
Tip

If you wish to add/remove any language(s) or change the settings for the 'Installed Input Locales,' right-click on the input language toggle option and select 'Properties.' This will bring you back to the list of 'Input Language' which you had earlier configured under Step 7.

Before you type the search term in LINC, please ensure that you have selected the correct encoding for your browser.

LINC enables you to search in:

- a) Unicode, GB, Big5 and EACC for Chinese characters, or
- b) Unicode, Shift-JIS and EACC for Japanese characters



From the LINC menu, select a relevant encoding option for your language input. In this example, we will use 'GB' for searching in Chinese characters.

1. From the LINC homepage at <http://linc.nus.edu.sg/>, click on 'GB'
2. Select the required search option, e.g. Title

### **Important**

**Before you type the Chinese character in the textbox, ensure that your browser's encoding is set correctly, e.g. GB2312.**

3. You may change the encoding for your browser, e.g. Internet Explorer, by going to 'View' → 'Encoding' → 'Chinese Simplified (GB2312)'
4. Once the encoding is set, type in the Chinese characters in the search box. You may use Hanyu Pinyin to key in the characters. The suggested words will be displayed below the text box. Select the required word/phrase either by clicking on the suggested word(s) or typing in the number associated with the word(s).

