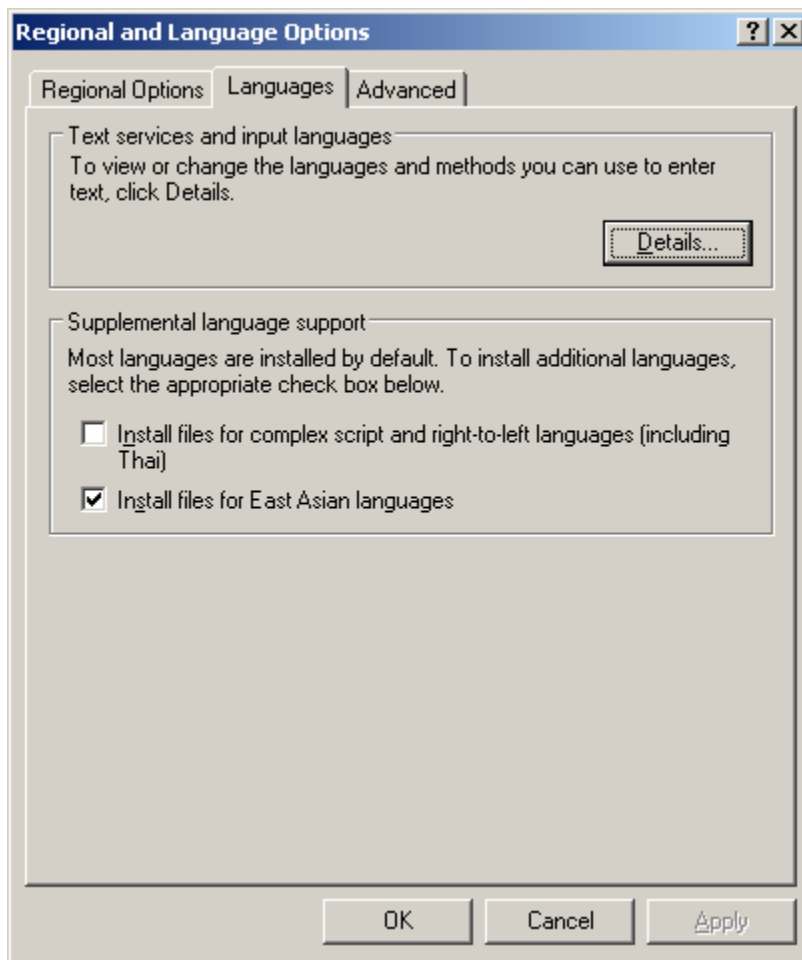


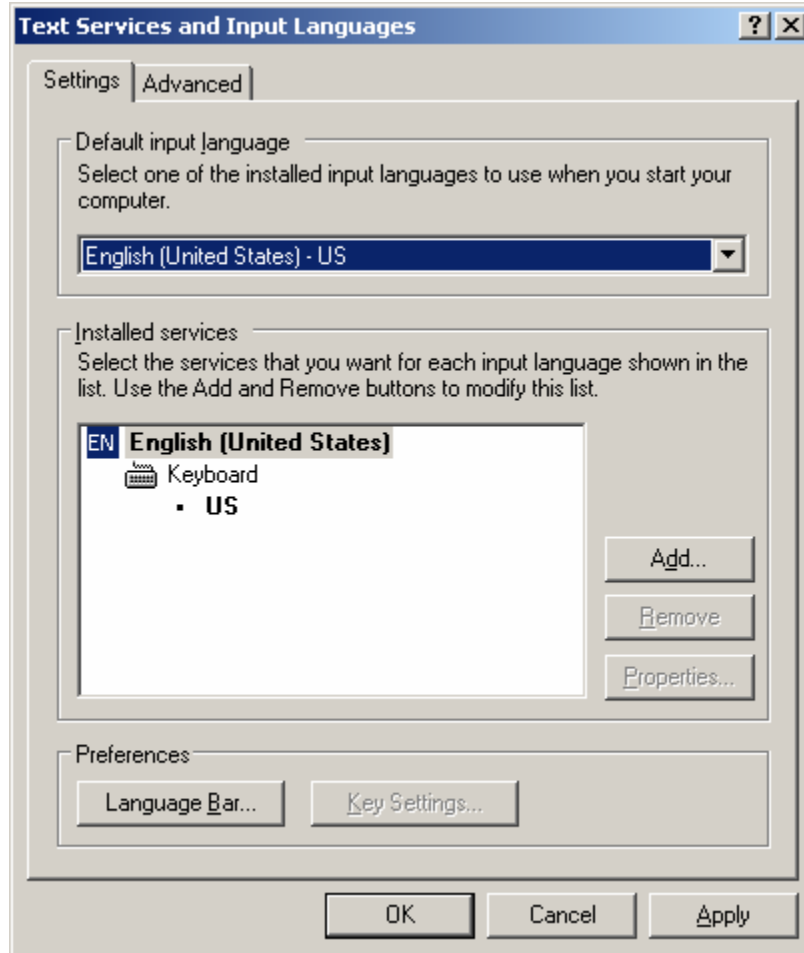
## How to setup your PC to search LINC using Chinese/Japanese characters (WindowsXP)

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.

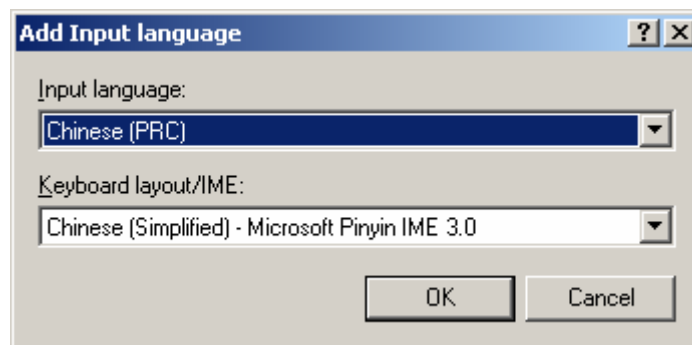
1. Click on Start → Control Panel
2. Click on 'Regional and Language Options'
3. Select the 'Languages' tab and click on 'Details'



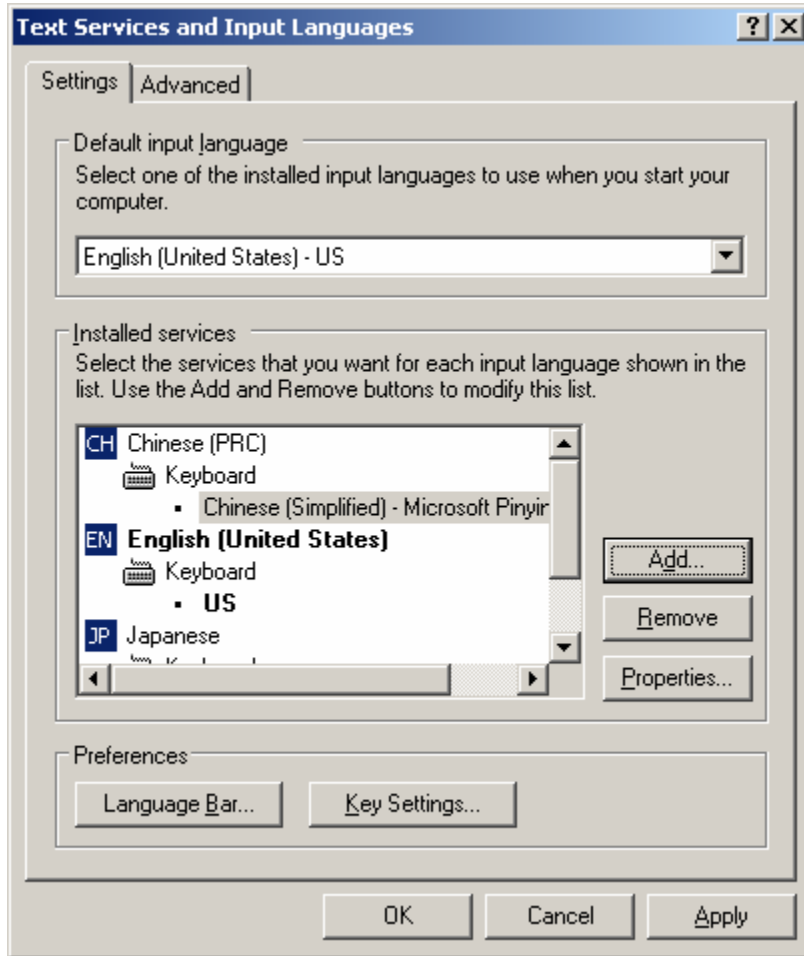
4. In the 'Settings' tab under 'Installed services,' click on 'Add'



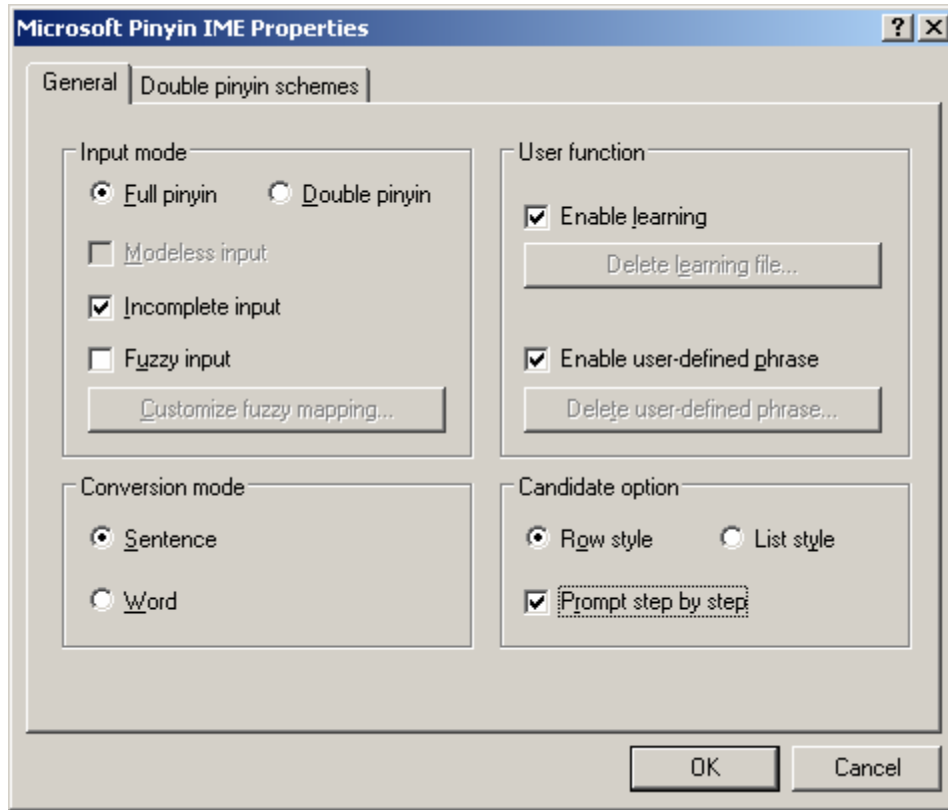
5. The drop-down menu on the next window 'Add Input Language' will show the various languages to add to your list of input languages.
  - a. For Simplified Chinese, select 'Chinese (PRC)'
  - b. For Traditional Chinese, select 'Chinese (Taiwan)'
  - c. For Japanese, select 'Japanese'
6. Click 'OK' after each language selection



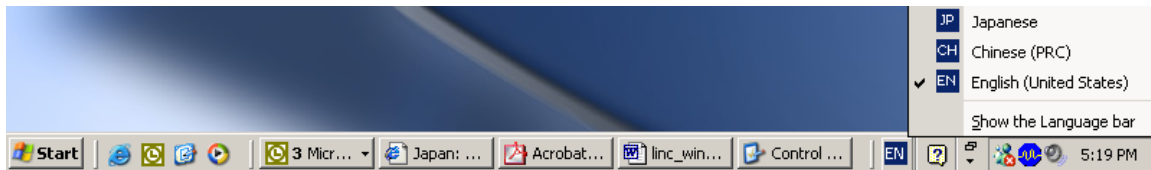
7. Once you have added the required 'input language' selections, click 'Apply' and 'OK' to effect the changes



8. Next, select the keyboard inputting method for each language and click 'Properties.' For example, to change the default settings for Chinese (Simplified), click on 'Microsoft Pinyin IME 3.0' under 'Chinese (PRC) – Keyboard.'
9. Make the following selections to the properties:
  - a. Under 'Input mode,' select 'Full pinyin' and 'Incomplete input'
  - b. Under 'Candidate option,' select 'Prompt step by step'
10. Click 'OK' to effect the changes.
11. Likewise, the default inputting method for 'Chinese (Taiwan)' and 'Japanese' can also be customized.



12. 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.



13. Click on 'EN' to view a list of available options for input language.
14. Select the required input language.

Tip

If you need to add/remove any language(s) or change the settings for the 'Text services and Input Languages,' right-click on the language bar and select 'Settings.' This will bring you back to the list of 'Installed services' which you have 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).

5. Click the 'Search' button

Click in the box, type the Title, then press ENTER:

新加坡文 hua\_ Search

Title Search 1 文化 2 文化部 3 文化大革命 4 文化教育

Type as much or as little of the **TITLE** as you want

for example

- at the fringes of science OR at the fringes
- hong lou meng OR hong lou
- lecture notes in mathematics OR lecture notes in m
- journal of business OR journal of bus

CH Chinese (PRC) Chinese (Simplified) - Microsoft Pinyin IME 3.0 中 Chinese Half shape Punctuation Context menu

6. The matching results will be listed on the next screen.

EXTENDED DISPLAY START OVER ANOTHER SEARCH LIMIT THIS SEARCH SEARCH AS WORDS (Search History)

书名 新加坡文化 全部馆藏 查询

序号	注记	书名 (1-3 之 3)	出版年	笔 查获 9 笔
1	<input type="checkbox"/>	<a href="#">新加坡文化学术协会二十年</a>	1989	1
2	<input type="checkbox"/>	<a href="#">新加坡文化部刊物</a>	1961	1
3	<input type="checkbox"/>	<a href="#">新加坡文化部丛书</a>		7

储存被注记记录以输出

EXTENDED DISPLAY START OVER ANOTHER SEARCH LIMIT THIS SEARCH SEARCH AS WORDS (Search History)

CH Chinese (PRC) Chinese (Simplified) - Microsoft Pinyin IME 3.0

7. Click on the title to view the full bibliographic details of the book/journal.