

**Note: The Mandarin language has four tones. When necessary, the tone of a word has been added in parenthesis after the word.**

## Loading the Chinese Language into the Operating System

OK, how do we type in Chinese characters using a keyboard that has only the Roman alphabet on it? We do this by allowing the typing of Chinese into our computer. We go down to the Start menu at the very lower left; we pull up the Control Panel. Inside of the Control Panel, if we're looking in the classic view, we want to go to Regional and Language options. When we double click this, we get a new window called the Regional and Language options window. If we're looking at the Control Panel from the category view, we go to Date, Time, Language and Regional options, and then down to Regional and Language options. This pulls up exactly the same window that we had before, we're interested in the second tab, the languages tab.

The most important thing on this page is the Install files for East Asian languages check box. This has to be checked; if it isn't, then Chinese will not even appear as a possible choice in the menu of languages that we have to choose from. So make sure that this is checked. If it's not checked, check it now, press OK, and then the system will walk you out, you'll have to reboot, come back in to this page. If it is checked, go up to Details. Inside of this new window, you'll see the languages that you have that are options at the moment. The default language will be bold-faced. We want to add a new language, so we go to the Add button. We're interested in a new input language, but we have several choices because we're working in Chinese; there are different ways of writing characters. For example if we chose Chinese (Hong Kong) or if we chose Chinese (Taiwan), then we're going to be working in traditional characters. At the moment what we're interested in are simplified characters, so we're looking at Chinese People's Republic of China, PRC. We say OK. We keep saying OK until we get out completely.

Now we're able to work in two different languages. If we get into a Word document for example, we can see down at the very bottom, a new icon has appeared. This is a blue square with white lettering in it. In this case it says EN. If we click on it, we can see the choices of all the different languages that we can type in. We'll leave it on English for the moment. We'll type in Pinyin to look at Chinese idiomatic expression tiger head snake tail. Chinese characters are known as Hanzi and the Roman alphabet version, the way of writing phonetically, with little tone signatures on them, the Chinese word sounds is called Pinyin, we say Pinyin.

If we type in the Romanized word, the Pinyin word, for tiger, it would be H-u-3. This would be pronounced, third tone, "Hu" (**low dipping tone**), in third tone, so it's "Hu" (**low dipping tone**). And the word for head is either, depending upon your accent, is either "tou," (**begins in the middle range and rises**) or something that sounds more like "tōu" (**begins in the middle range and rises**). The word for snake is "she" (**begins in the middle range and rises**) second tone – it's rising, sounds like you're asking a question. And again another third tone, this is the word for tail is "wei" (**low dipping tone**).

Because we're working in English, we're only going to type in Pinyin, and see only Pinyin. If we go down to the very bottom, though however, and we change the menu setting from EN to CH, to Chinese, from now on anything that we type in is going to be translated into Hanzi, into characters automatically by the Word document. So if we type in exactly the same H-u-3, there is the character for tiger. If you're interested in the etymology of this character you can see the striped skin at the top and you can see the crouching tiger at the bottom. If we type in t-o-u-2, now we're looking at the word for head. This is a simplified character for head; it's very different from the traditional character for head. We want to type in the word for snake. We notice in this word the left hand side shows the radical. The radical refers to reptiles or insects, anything that comes out of the ground. At the very bottom you see a line, that's the ground and then you see the word for middle or inside or something that lives in the ground – comes out of the ground. And on the right hand side, you can see underneath, the snake coiled up and he's coiled up underneath a roof or a rock or hiding under the ground. This is the word for snake. And the word for tail shows the character for hair, "mau," and at the top is the word for the backend of the tail, it could be somebody's backside. So the hair that stretches out from the backside, a snake doesn't have hair, but in this case it's referring to that kind of a tail.

So this is an expression that refers to a project that begins with a great fanfare, has a lot of promise, is very loud and interesting and fascinating and everybody has great hopes for it, and then it just pitters out over time until there is nothing left. There are no conclusions at the end. So it has a tiger's head and a snake's tail.

We notice that, down at the bottom, there is not just a CH symbol but there is also a little Chinese character. This is "zhong" (**high and sustained**), z-h-o-n-g first tone. This is the symbol for - literally it means middle. It refers to middle kingdom, the Chinese word for their own country, meaning the center of the world. And as long as this is showing, then we're typing in Hanzi. If we click on it, and we change it to "ying" (**high and sustained**) y-i-n-g first tone, this is the symbol for English. If we now type in something, we're going to stay in English. We type in Pinyin it won't look like Pinyin. If we switch back to zhong, (**high and sustained**) and we type in exactly the same, it's going to choose a character for us. In this case a different character for "hu," (**low dipping tone**) not the character for tiger. And that's all there is to it.