

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

OK, we're going to work in Pinyin, "pinyin." Pinyin is the system of Romanized Chinese, the system that we use to write the sounds of Chinese characters using the Roman alphabet. There are two ways to write tones in Pinyin. One is using an accent, the other is using a number. Mandarin has four tones, the first tone is high and sustained, so in this case it would be "chi"; the second tone begins in the middle range and rises, it sounds as if you're asking a question - "chi"; the third tone begins in the middle range and falls, it's called low dipping tone - "chi"- it falls and then rises again; the fourth tone is the falling tone "chi."

We can designate the tone in a Chinese word sound by using accents or by using numbers and often we have to use the numbers in our Roman alphabet keyboard and then convert into accents. The first tone accent, the straight line over the vowel, is called a macron in linguistics. The second is called an acute accent. If you speak one of the romance languages, say French, you recognize this as accent ecue. The third one is an inverted circumflex. Many languages use a circumflex, which is turned in the opposite direction, the point goes up. In this case, designating third tone uses an inverted circumflex, the point goes down to show low and dipping. And the fourth tone uses grave, accent grave, goes to the right as opposed to the left for ecue.

OK? You would think that the easy way to do this is to use the International keyboard. This is a problem because the international keyboard is not really international; it's really a European keyboard. You can try doing this if you have already set up Chinese as one of your languages. You can go down to the right hand side and you'll notice that you have a choice of English and Chinese. It looks as if you have two choices, but actually you have three. The third one is 'show the language bar'. If you click on 'show the language bar,' up on the top right hand side, you'll see two choices. You'll see the languages that you can choose from, in this case English and Chinese, but you will also see the types of keyboards that you have to choose from. You have English United States and you have United States International. In this case we're going to take the international keyboard.

If we were typing in one of the romance languages, we would type in the apostrophe, which is just beside the enter key - apostrophe - and then the letter that we want. We have accent ecue, and we can type in the single quote which is in the very top left-hand corner of the keyboard, and then the letter that we want, we have accent grave. But we cannot type in third tone or the first tone, because there is no macron, first tone line and there is no caron, inverted circumflex.

So we're not going to use the International keyboard; instead we're going to look at a website, a particularly useful website, because it will convert from numbered pinyin into accented pinyin. Sometimes we want to convert from pinyin into characters but in this case we want to use numbered pinyin into accented. The name of the website is pinyin.info/unicode. Unicode is the system for creating any type of character with any

type of accent mark on it and representing it inside of a computer. Slash marks3.html. When we get onto this website, we are going to see a page that allows us to type in any type of numbered pinyin that we like. You'll notice under the words "text to convert," a little phrase that says "use v for u with an umlaut." Remember that in Chinese there are two u sounds, one is "oooo" and one is "ew." If we were to type in, for example, n-u-3, it could be one of the words for "hard work," it would be pronounced "nu" (**low dipping tone**). And, say we want to use "v" for the u with an umlaut, so we'll type in "nu"; this is the word for woman, a very common word. We type in the two of these, and do a conversion, we can see one is n-u with the third tone mark, the other is n-u with an umlaut and the third tone mark. So the first one is "nu" (**low dipping tone**), the second one is "nu." This is a good tool to use to see the difference between words that put accents in different places.

If we type in "liu" (**low dipping tone**) and "lao" (**low dipping tone**), for example, and do a convert, we're going to see that the third tone marker for "liu" goes over the u and the third tone marker for lao goes over the a. The short and simple rule to use is the accent mark always goes over the first vowel in the word unless the first vowel is an i or a u. So in this case it's an i; l-i-u, we skip over to the second vowel. And in "lao" it's l-a-o, so there is no i or u first so we put the accent mark over the first vowel.

The other method of typing in accent marks is to use a macro inside of Word. You can find this macro and a description of how to load the macro onto your computer so you can use this inside of Word documents. It can be found on www.csulb.edu. C-s-u-l-b is California State University Long Beach. Then there's a slash and a tilde mark, and then t-x-i-e – this is Tim Xie, he's a professor at CSULB, then slash pinyin, slash pinyin.htm. When you get to this site, you will notice that there is a section called "How to Create Pinyin Conversion Macros in Word." This will walk you through the system for creating macros in Word that will allow you to convert from numbered pinyin to accents and back again. We'll do this very quickly. Take a look and see how it's done.

We're going to click on the unicode pinyin text file; we're going to go up to "Edit" and then we're going to say 'Select All,' so that we select all of this text. We're going to grab all of this text and copy it. We're going to do the copying by right-clicking, pulling up the little menu and saying "Copy." When we have all this text copied, we're going to go to a Word document. We're going to say "Tools," we're going to choose the Macro, we're going to go into Macros. Now we're going to give it a name, we're going to call this "unicode pinyin." This is the name of the macro that we're going to use. We're going to apply the macro. A macro is a scrap of code that will perform some operation inside of Word. We're going to say "Create" first. This will pull up the little macro. We're going to right-click and say "Paste." Now we're going to paste the code we just copied from the text file. Now we're going to go up to "File," close this out and return to Word. What we've just done is created a Word macro.

Now when we type in a Chinese word that we want to convert, we can highlight that word, then go up to Tools, go into Macro again, choose Macros, and double-click on the macro we just created which is called "unicode pinyin." When we double-click on it, it

converts the numbered pinyin into accented pinyin. OK, so the two methods are to use the conversion website or to use Word macros. And that's all there is to it.