

Quick Reference for Using NJSTAR Chinese Word Processor

To start:

Click on Start, Programs, NJStar Chinese WP, NJStar 4.3 Chinese WP

You will see an editing window and '南極連拼' at the right lower corner. That means you are ready to type in Chinese texts.

To type Chinese texts:

Type Pinyin of a word (not a character). For example: zhongguo (not zhong and guo separately), then press the space bar. You will see '中國' on the screen.

If the appeared Chinese characters are not those that you want, use left arrow key to move the cursor to the beginning of the wrong character. A string of candidate characters will appear. Click the number before the right character and you will have the right one. For example, move your cursor to the end of the word. Continue to type. Example: type 'palanka' you will see '怕爛卡'. Two characters are wrong! Move your cursor to 怕, you will see 1怕 2爬 3帕 ...Press 3 and you will get 帕. Repeat the process for 爛, until you get 蘭. If you still don't see the character you want, press the dot key to see the second line, the third line until you find it.

To type Pinyin with tone markers:

Make sure that you are on 南極連拼 mode. Type pinyin followed by a number. For example: zhong1guo2, hold the shift key and press space bar. You will get zhōngguó.

To type English texts:

Use the mouse to click on '南極連拼' until you see '英文ascii' at the right lower corner. That means you are ready to type in English text. Click on '英文ascii' and toggle back to Chinese mode. Try '南極連拼' and '字詞拼音' to see if there is any difference.

To remember a new phrase:

If you type a phrase that NJSTAR's dictionary doesn't have, the computer will not 'translate it'. Press the space bar and find the right character one by one. Next time, this new phrase will be remembered.

To Print:

Click on File, Print, OK

To change fonts:

Use your mouse to highlight the string of characters. Select an appropriate Chinese font in font selection window (upper right, usually you see Arial, 11). Note, that you can only save the file in .NJX format to keep the font for future use. If you select to save the file in .GB or .B5 format, you will lose the font and you will keep the plain text only.

To exit:

Use the mouse to click on File, Exit. You will see 'Save changes to Untitled 1?' Click on yes. Then type a file name, OK.

(To save your file in gb or big5 format: select file type .GB or .B5)

Open a created file:

Click on File, Open. Find your file and click on it.

Note:

There are many useful functions. Feel free to explore all the functions. Click on Help for help.

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If you have further questions, please contact Dr. Tim Xie 謝天蔚 at 5-5278 or txie@csulb.edu