Korean Input Methods

This document describes how to use input method editors (IMEs) to type Korean characters when searching in HOLLIS. Basic directions for some of the most common input methods are included. For Windows users, the Microsoft Global IME is preferred. Macintosh users may use OS 9.x with language packs installed or OS X. Detailed instructions for Macintosh users are not yet available.

For tips on searching the HOLLIS Catalog using CJK scripts, see the separate document CJK searching in HOLLIS: http://hul.harvard.edu/ois/systems/aleph/docs/hcat/cjk3.pdf

What is an input method editor (IME)? An IME is a program that allows computer users to enter complex characters and symbols, such as Chinese/Japanese/Korean characters, using a standard western (non-Asian) keyboard.

What are the basic software requirements to view and input CJK characters? You will need a web browser (Internet Explorer 5.x or higher; Netscape 6.2 or higher) configured to support Unicode-based characters. Windows users will need Windows 95 or higher (Windows 2000 is recommended) with appropriate Global IMEs (input method editors) installed. Macintosh users will need OS9.x with the appropriate language packs installed or OS X. See the document CJK software setup for detailed instructions.

Can I view/input CJK characters from computers in the library? Ask a reference librarian about the availability of CJK-capable computer workstations in your Harvard library. While some library workstations run on Windows 2000, many more run on Windows NT. The Global IME running on Windows NT has certain limitations, particularly for Chinese input. Users accustomed to Global IME on Windows 2000 or XP may see differences in how searches are input when in NT.

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1. General notes: using IMEs in Windows

For Windows users, the Microsoft Global IME is the recommended input method editor. Input methods vary by operating system.

1. **Look for the IME symbol on the taskbar.** Once installed, the IME will appear as an EN (or other language) symbol in the bottom right-hand corner (or System Tray) of the Taskbar on your computer. EN represents the *English (United States)* IME.

2. **Select a CJK language IME.** Click the EN icon to display a menu of language/IME choices. The list of IME choices displays somewhat differently in *Windows 98/NT/2000* than in *Windows XP*.

   **Note:** In Windows 98/NT, make sure your cursor is placed in a web page search box, or the Chinese, Japanese, and/or Korean language input menu will not appear.

   In *Windows 98/NT/2000* the IMEs appear as a simple list when you click on the EN icon.

   In *Windows XP*, language options and input method editors are displayed separately if you have selected multiple input methods for a single language.

   1. First select the relevant language.

   2. Click on the IME icon next to the language icon to select an input method

   **Note:** the separate list of input methods only appears if you have added multiple IMEs for a given language.
3. **Find the IME toolbar.** A floating toolbar will appear. Chinese toolbars differ significantly on Windows9x/Me/NT systems and on Windows 2000/XP. See the specific language sections for more detail.

4. **Enter search terms into a HOLLIS search box.** Making sure your cursor is still in the search box, enter your search terms using the appropriate romanization or other input method. Display character variations by pressing the space bar or the back arrow. Select characters by number where necessary.

5. **If you need to switch between input languages.** Switch among input languages by holding down Left Alt - Shift, or by clicking on the IME and selecting another input method with the mouse.
2. Korean IME in Windows 9x/NT

The IME for Korean language allows you to enter English letters, Hangul 한글 and Hancha (Hanja) 漢字 characters.

To enter romanization for Hangul 한글, you must use a Korean keyboard. These are available at some libraries, or you can get diagrams of the Korean keyboard layout off of the web. A reproduction of a Korean keyboard is provided at:


Activating the toolbar

To select the Korean IME, place the cursor in the HOLLIS search box and click on the IME symbol.
The Korean IME requires that you type as if you were using a Korean keyboard. Words are entered according to the Korean alphabet, not through a romanization system. For example, 民法 (civil law) is romanized as "minpop" but in the Korean IME it would be entered with the keys "als qjq."

Korean keyboard adapters are provided at some library public terminals. A reproduction of a Korean keyboard appears in Section 5 and is also available from: http://www.macromedia.com/support/fontographer/ts/documents/cjk.htm

Inputting characters

1. To enter a word, type in the Hangul 한글 as if you were working on a Korean keyboard.

2. To enter the word in Hangul 한글, press the spacebar. Then enter the next word.

3. To convert it to a character, click on 漢 while the word is highlighted. Then select the character by typing its number. Characters must be entered one by one.

4. After selecting the first character, enter the next word, etc.
3. Korean IME in Windows 2000:
Activating the toolbar

To select the Korean IME, click on the IME symbol and select the Korean IME.

The basic Korean IME toolbar looks like this:

Click on the scripts icon to toggle between English and Korean characters. Alternately, click "Right-Alt" to toggle.

Here is the toolbar with an added button that allows you to toggle between half and full width characters.

To add the full/half toggle button to the toolbar, right-click on the scripts (A / 漢) icon and choose "Properties (R)."
In the IME Status Window, click on "Show Fullwidth/Halfwidth toggle button."

The expanded toolbar looks like this: 

Inputting characters

The Korean IME requires that you type as if you were using a Korean keyboard. Words are entered according to the Korean alphabet, not through a romanization system. For example, 民法 (civil law) is romanized as "minpop" but in the Korean IME it would be entered with the Latin keys "als qjq."

Korean keyboard adapters are provided at some library public terminals. A reproduction of a Korean keyboard appears in Section 5 and is also available from: http://www.macromedia.com/support/fontographer/ts/documents/cjk.htm

1. To enter a word, type in the Hangul 한글 as if you were working on a Korean keyboard.

2. To enter the word in Hangul 한글, press the spacebar; this finalizes your choice. Then enter the next word.

3. To convert it to a character, click on 漢 while the word is highlighted. Then select the character by typing its number. Characters must be entered one by one.

4. After the first character is selected, enter the next word, etc.
4. Korean IME in Windows XP

Activating the toolbar

To select the Korean IME, click on the IME symbol and choose KO Korean.

The default, minimized Korean IME taskbar looks like this:

To expand the toolbar, click on the Korean language icon and choose "Additional icons in taskbar."

The expanded taskbar looks like this:

Toggle between English and Korean input by clicking on the scripts (A / 漢) icon or by pressing "Right-Alt."

To display the button that allows you to toggle between half and full width characters, right-click on the scripts (A / 漢) icon and choose "Properties (R)."
Next, click on "Show Fullwidth/Halfwidth toggle button."

Inputting characters

The Korean IME requires that you type as if you were using a Korean keyboard. Words are entered according to the Korean alphabet, not through a romanization system. For example, 民法 (civil law) is romanized as "minpop" but in the Korean IME it would be entered with the Latin keys "als qjq."

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1. To enter a word, type in the Hangul 한글 as if you were working on a Korean keyboard.

2. Press the **spacebar** to finalize your choice and enter the word in Hangul 한글. Then enter the next word. As long as the word is highlighted, it is not finalized.
3. To convert Hangul to 한글 to a character 漢字, click on 漢 while the word is highlighted. This produces a list of choices. Select the desired character by typing its number. Characters must be entered one by one.

4. After the first character is selected, enter the next word, etc.

Click on 漢 to convert hangul 한글 into characters 漢字

Click on 漢 to produce a list of choices.
5. Korean keyboard diagram

Korean keyboard adapters are provided at some library public terminals. A reproduction of a Korean keyboard appears below and is also available here: http://www.macromedia.com/support/fontographer/ts/documents/cjk.htm

Regular Hangul state

![Regular Hangul keyboard diagram]

Shift Hangul state

![Shift Hangul keyboard diagram]