Using Japanese Language on your Mac

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Enable Japanese Input Menu

All Mac computers can handle and display the Japanese language correctly, but for you to be able to type Japanese from your keyboard, you have to enable the inut source for the language, called Kotoeri.

The way you enable this input source changed significantly in OS X Mavericks. Here's how you do it on your laptop with the latest OS X.

Go to System Preferences > Keyboard
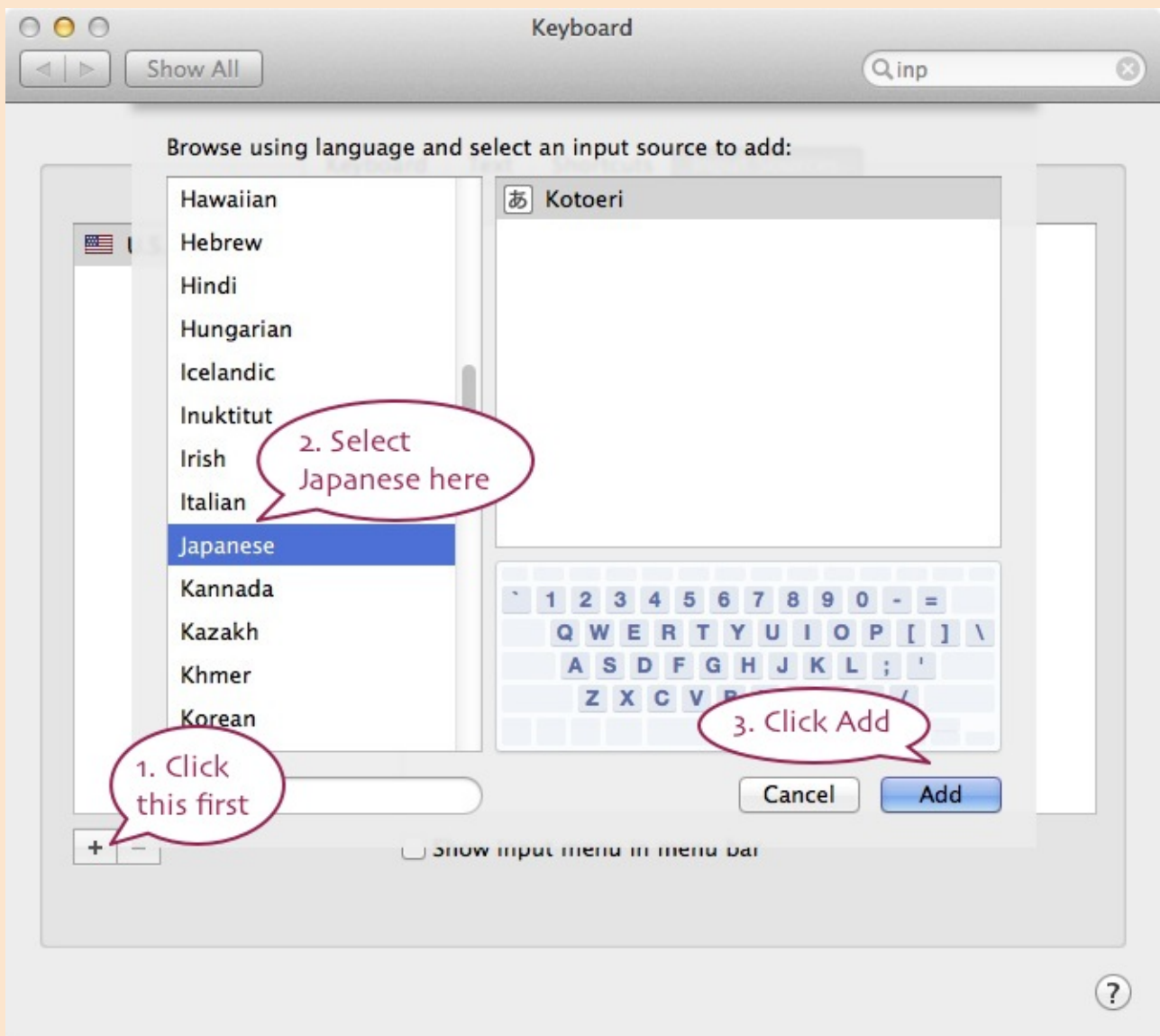
Set keyboard shortcut to switch input source

Normally in OS X (English version), the command-space keyboard shortcut opens the Spotlight search window. However, this has been the same shortcut to switch the input source for various languages, since the old days of Mac OS 6 and 7. Most Japanese Mac users are used to this keyboard shortcut and expect it to toggle the input menu between Kotoeri and English (U.S.).

If you want to use this shortcut for the input menu switching, go to System Preferences > Keyboard > Shortcuts, and do this:
1. Click Spotlight in the left column and uncheck the two boxes for shortcuts
2. Click Input Sources in the left column and check the two boxes for shortcuts
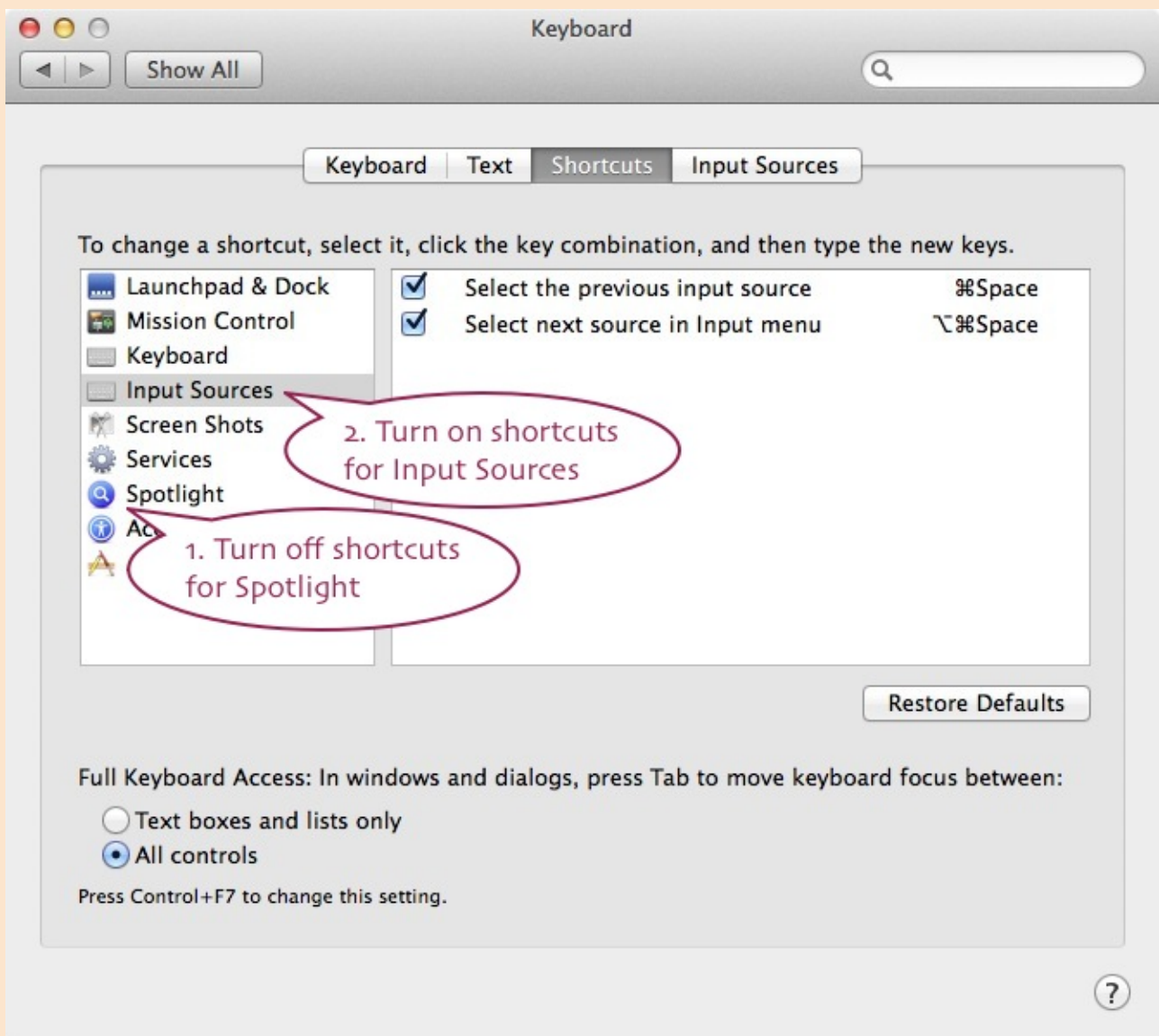
Japanese Language Support in Microsoft Office for Mac

Now your computer has full support for the Japanese language on the system level, but Microsoft Office offfers additional optional features for the language that have to be enabled manually.

Turn on Japanese language features (U.S. version only)
http://office.microsoft.com/en-001/mac-excel-help/turn-on-japanese-language-features-u-s-version-only-HA102927421.aspx

With Japanese Language Support enabled, you can write Japanese in the vertical direction as well as horizontal, and use special typographical effects like the Japanese furigana phonetic guide written in small hiragana above kanji text.

To enable Japanese Language Support in Microsoft Office for Mac, quit all Office components if any is open, then find the following item in your Finder window:

Macintosh HD > Applications > Microsoft Office 2011 > Additional Tools > Microsoft Language Register > Microsoft Language Register.app
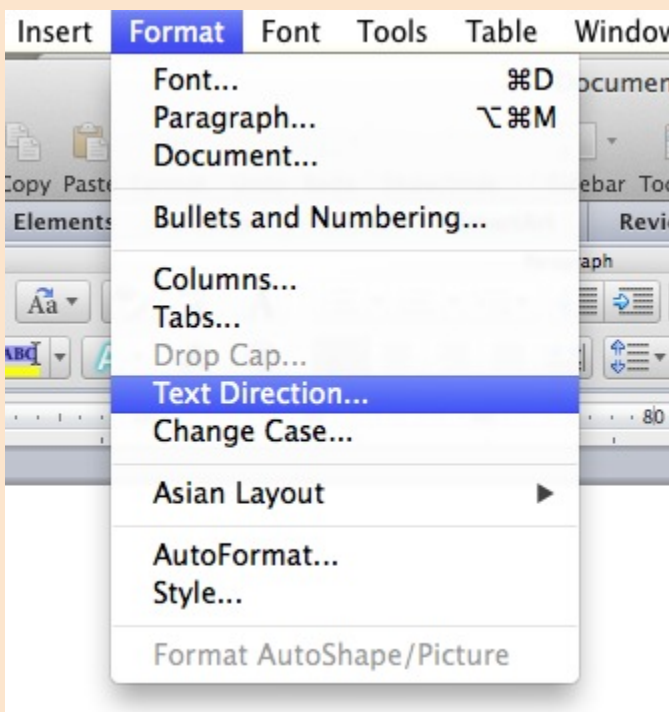
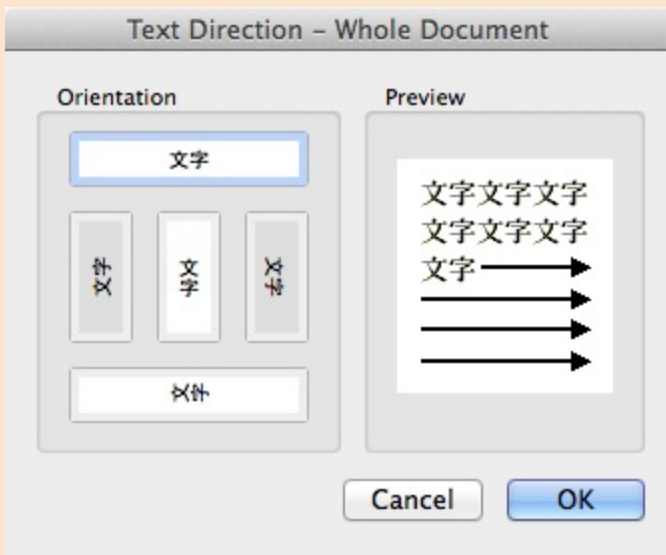Now, open Microsoft Language Register.app, select Japanese, and click OK.

Welcome to Microsoft Language Register!

Microsoft Language Register allows you to switch between English and Japanese/Chinese editing environments.

When you register an Office application for a Japanese or Chinese editing environment, many advanced features such as the following are enabled:

- Phonetic Guide
- Combined Characters
- Vertical Text Layout
- Japanese/Chinese line-breaking and character spacing
- Proofing tools(only for Japanese)

Select the language to enable for Microsoft Office:

Japanese

Cancel   OK

After this, you can do these things in your Word, for example.

In a Word document, pull down the Format menu and open Text Direction.

Insert **Format** Font Tools Table Window

Font...   ⌘D
Paragraph...   ⌥⌘M
Document...

Bullets and Numbering...

Columns...
Tabs...
Drop Cap...
Text Direction...
Change Case...

Asian Layout   ▶

AutoFormat...
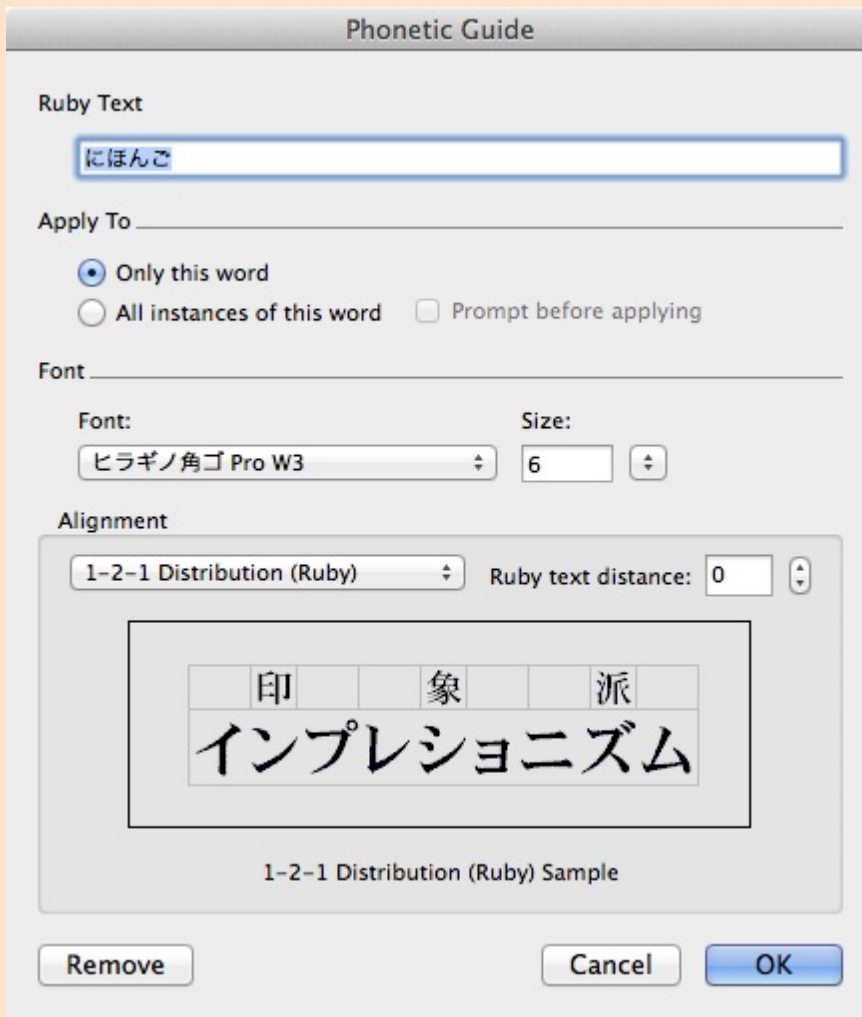Style...

Format AutoShape/Picture

You will see these options.

Also, in a Word document, if you select some kanji text and pull down Format > Asian Layout > Phonetic Guide...
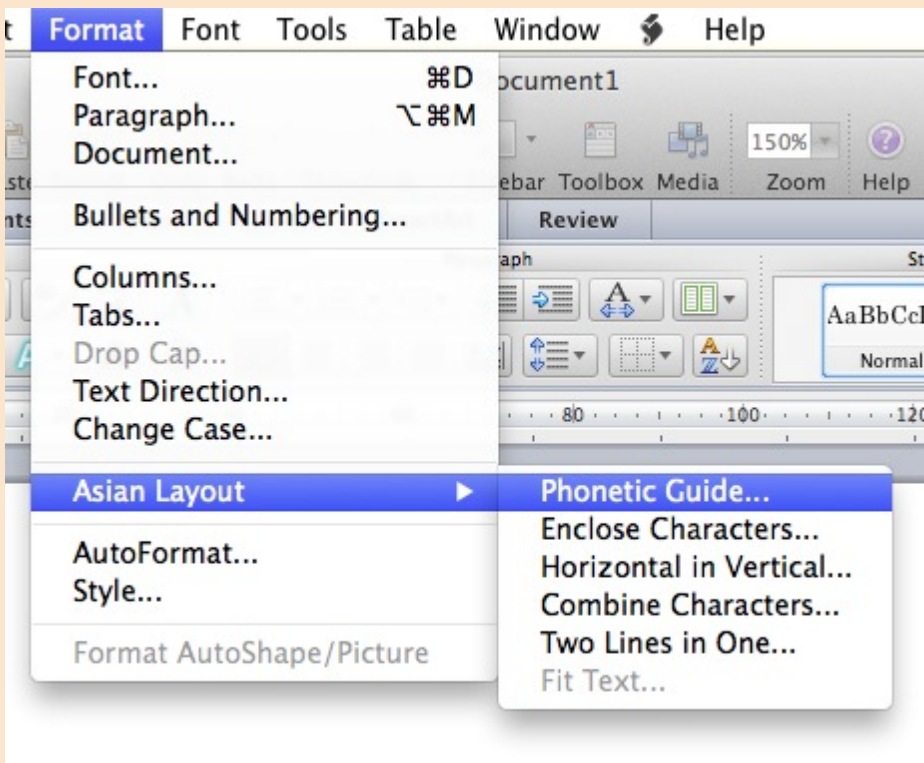
You can type furigana (ふりがな) or "Ruby Text" phonetic guide over the kanji.

Phonetic Guide

Ruby Text

にほんご

Apply To

◉ Only this word
◯ All instances of this word   ☐ Prompt before applying

Font

Font: Size:
ヒラギノ角ゴ Pro W3   ⬍   6   ⬍

Alignment

1-2-1 Distribution (Ruby)   ⬍   Ruby text distance: 0   ⬍

印   象   派

インプレショニズム

1-2-1 Distribution (Ruby) Sample

Remove   Cancel   **OK**

Also see…

Language Support in Adobe Reader