

**Teachers and Students of Chinese!
Systems Administrators of Computer
Labs and Educational Technologists!
CJK (Chinese, Japanese, Korean) Professionals!
The new **KEY 5 (2009)** software:
not just a Chinese word processor
but a powerful learning tool!**

To get you started quickly with **KEY** and at the same time let you realize its full potential, we have summarized the main functions in this pocket-size manual. After having installed **KEY**, you can easily learn to use it by following the steps described here. For more details, consult the **KEY** "Help" menu, or use "context-sensitive help": pick up the Arrow / Question mark from the **KEY** toolbar with your mouse, then click on a **KEY** menu item for immediate explanation. You may want to explore the "Preferences" panel on each menu for some of the most recently (2009) added advanced features. Any questions — email us at risingsun@msn.com.

For the **ckjware.com** team, Peter Leimbigler, Ph.D.
This is your foldable **KEY5** pocket manual. For more details see the online manual on the Help menu, or use the question mark / arrow pointer to click on any **KEY5** menu item, for context-sensitive help.

Installation is automatic

Insert the enclosed CD into the CD-ROM drive of your computer and wait for the Autorun panel to appear. Install the items grouped in the **LEFT** half of the Autorun panel. Your Chinese multimedia **KEY** program will be fully functional after installing the two main items

⇒ **KEY** (includes **KEY** GB Mingti Unicode Font and Chinese/English Dictionary)

⇒ **Text To Speech**

For a large choice of different CJK font styles, install all the **KEY** Unicode fonts.

Important: When installing **KEY**, make sure your computer is connected to the Internet. During installation you will be prompted to enter the license number (including hyphens) as it appears at the bottom of the label on the CD-holder. Each license is good for installation on two computers.—Whenever you have to re-install later, email your request to risingsun@msn.com and we'll provide you with free re-installation codes.

The new **KEY 5 (2009) lets you create tables that are fully compatible with MS Word.**

The CD contains both the **KEY** version for PC-Windows and the **KEY** version for the Mac OS X platform

Some **KEY5** new features:

- Tables, 100% compatible with MS Word
 - Auto-create contextual vocabulary ("cloze") exercises
 - Auto-create Hanzi/Pinyin/English glossary as table
 - With MS Song as default font, 12 Chinese fonts can be set for documents & system-wide display
 - Dual-platform compatibility for PC-Windows and Mac
- Previously available features, enhanced in **KEY5**:**
- Auto-add Pinyin/Bopomofo w. tones to Hanzi text
 - Accurate Traditional/Simplified conversion, bidirectional
 - 280,000-word Chinese-English-Chinese dictionary
 - Text to Speech (TTS) reads Chinese text in Mandarin, in a natural human voice
 - Automated multi-lesson authoring with incremental vocabulary lists
 - Generates vocabulary statistics for Chinese text.

KEY5 comes in where other software ends ...

Visit us at <http://www.cjkware.com>

To contact us, please email risingsun@msn.com, or, in North America, call toll-free:


Inquiry & Order 1-866-605-7482
Technical Support: 1-866-605-7484

CJK word processor and multimedia learning tool

- ◆ **Entering & processing CJK text**
- ◆ **Hànzi 漢字 with Pīnyīn 拼音**
- ◆ **The Chinese / English dictionary**
- ◆ **Tooltip dictionary lookup**
- ◆ **Auto homonym mode**
- ◆ **Putting it all together: reading and comprehending Chinese web text with **KEY**: Hanzi with Pinyin , Chinese /English dictionary, Text To Speech**
- ◆ **Easy Chinese email, through direct Copy & Paste into your email screen**
- ◆ **Using the Timed Reading Module to automatically create a multimedia lesson from any Chinese text**
- ◆ **Working with other software: direct Copy & Paste between **KEY** and other Windows programs**
- ◆ **To find out about the most recently (2009) added features, explore the "Preferences" panels that can be accessed through each pulldown menu. Pull down the **KEY** Help menu and browse through the user manual: creat annotations, Chinese/English glossaries, cloze exercises, vocabulary statistics, and—if desired—authentic course material, like a whole textbook with progressive C/E word glossaries for each lesson.**

1 Enter and process Chinese text as easily as English text!

Double-click on this icon on your desktop to open the **KEY** edit screen. With the **T** (Traditional) or the **S** (Simplified) button on the toolbar pressed, enter a Chinese Sentence in Pinyin, for example:

 *wǒ xiǎng qǐng nǐ zài jīntiān wǎnshàng zài fàndiàn chīfàn.*
Typing the full stop at the end of your Pinyin sentence (or pressing F11) makes it convert to 我想請你在今天晚上在飯店吃飯。Congratulations! You just wrote a Chinese sentence as if you were writing English in an English word processor. If you get the wrong word or character for your context (cuòbiécí 錯別詞 or cuòbiézi 錯別字), place the cursor to the right of the character, press F9 and select the correct word or character from the homonym list.

2 Hanzi with Pinyin & automatic setting of the tone marks

Select (=highlight) the Chinese character sentence and from the Format menu choose “Hanzi with Pinyin”. To get your text in Traditional characters, Simplified characters and Pinyin with tones, also check **two lines of Hanzi**. Your sentence will then be displayed like this:

wǒ xiǎng qǐng nǐ zài jīntiān wǎnshàng zài fàndiàn chīfàn. (Pinyin)

我想請你在今天晚上在飯店吃飯。 (Fanti)

我想請你在今天晚上在飯店吃飯。 (Jianti)

Remember? You entered non-tonal Pinyin.
And **KEY** did everything else!

6 Putting it all together: **KEY**, the learning & comprehension tool

To use KEY as a tool for learning to read Chinese, follow these steps:

- ◆ Go to a Chinese web page, select text and “copy” it
- ◆ Open a **KEY** screen and “paste”
- ◆ “Select all”, and from the Format menu select “Hanzi with Pinyin”; check **Hanzi with Pinyin**. A parallel line of Pinyin with tone marks appears, aligned along the original Chinese character text line
- ◆ With **Tool Tip dictionary** checked (File\Properties), move the cursor along the text to display the English meaning of the words (& hear their Chinese reading)
- ◆ Select text passages you want to hear and click the TTS (Text To Speech) button on the toolbar
- ◆ To instantly convert Chinese text into a digital multimedia lesson, press **TR** (on toolbar)
- ◆ Automatically create Chinese/English glossaries in MS-Word-compatible table format (new “Glossary” menu)
- ◆ Auto-create contextual word review / cloze exercises
- ◆ Create vocabulary lists, compare files, generate vocabulary statistics from the Annotations menu.

7 Chinese Email made easy

Write your Chinese email in **KEY**, then simply copy and paste it into the screen of your email program. Send the message either as GB (Simplified), Big5 (Traditional) or UTF-8 (Universal Alphabet), setting the Encoding on the View or Format menu.—Likewise, incoming CJK email text can be copied & pasted into **KEY** for further editing or processing.

3 The Chinese/English dictionary: 280,000 terms at your fingertips

All others license their on-line dictionaries from somewhere else - we, as sinologists and lexicographers, make our own! Highlight a term in your Chinese text and press the **Dic** button on the **KEY** toolbar to view pronunciation and English meaning. You can also directly copy/paste dictionary entries into a document. The C/E dictionary is searchable on English, Pīnyīn & Hànzì. (Free incremental updates through our website).

4 Dictionary-on-the-fly ...

On the **KEY** File menu under “Properties”, the box **Dictionary Tool Tip** must be checked. Just like getting tooltips displayed when hovering the mouse-pointer on your Windows toolbar, you can hover the cursor on a character or word in your Chinese text, or a character in a homonym table or radical/stroke lookup table: **pronunciation and English meaning are instantly displayed**. If **Read Tooltip with Text To Speech** is also checked, the expression in the tooltip window is read aloud in standard Mandarin. To get the meaning of the smaller components within longer expressions, press the **Right Arrow** while the tooltip is displayed. - If the word boundaries of two words overlap, only one of the two tooltips is the right one in context. E.g., as a teacher preparing a digital lesson, you can now fix the infrastructure of the sentence by pressing Ctrl+E while the contextually correct word is being displayed. This will suppress the irrelevant tooltip.

5 Auto Homonym mode

Is set through **Auto Homonym** on Language\ Properties. Displays homonyms through the spacebar. Improve your comprehension, listening to a Chinese newscast, typing the words you hear and “toolipping” them.

8 Working with **KEY** in connection with other Windows applications

You can write your Chinese text in **KEY** and then copy & paste it into other Windows programs that are either Rich-Text-enabled (set **RT** on the toolbar) or Unicode-enabled (set **UNI**). Copy/paste with the **UNI** setting into MS Word, Outlook Express, Publisher, Excel, Powerpoint and Access. Use the **RT** setting for copy/paste into Corel WP.

9 Cantonese fully supported: the HK characters, with the Yale, Jyutping, Sidney Lau and Govt. transcriptions

Would you like to have your Chinese character text displayed with its Cantonese transcription, instead of Pinyin? In KEY under Language Properties, choose the desired Cantonese Input/Output setting.

10 In the digital age, let **KEY** make your course materials!

For all your needs regarding Chinese language course materials, whether you are using them in hardcopy in the classroom, or in digital form in the computer lab, or in form of digital lessons and assignments you give to your students -- KEY has the efficient automated solution. Consult the **Help** menu, especially the topic **How to create a multi-lesson textbook with progressive glossaries** (automatically generating multi-lesson course materials, with incremental vocabulary lists).

Explore the “Preferences” item on each pull-down menu to find the most recent 2009 functions & features.

Japanese/Korean in KEY work similar to Chinese