

こくさいこうりゅうききん

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国際交流基金 シドニー日本文化センター

J-Course Japanese Language Courses

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# Digital Learning Tools

— Online Student Resource —

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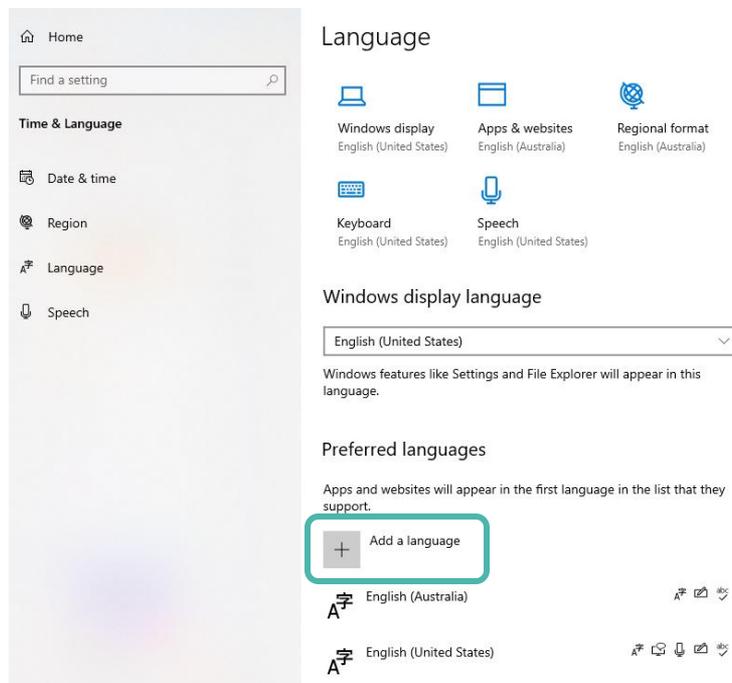
1. Typing in Japanese
2. Researching Words
3. Researching Kanji
4. Digital Assistance

# 1. Typing in Japanese

# Setting up (Windows)

Before you can type in Japanese, you must first install the Japanese language packs.

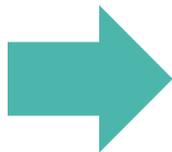
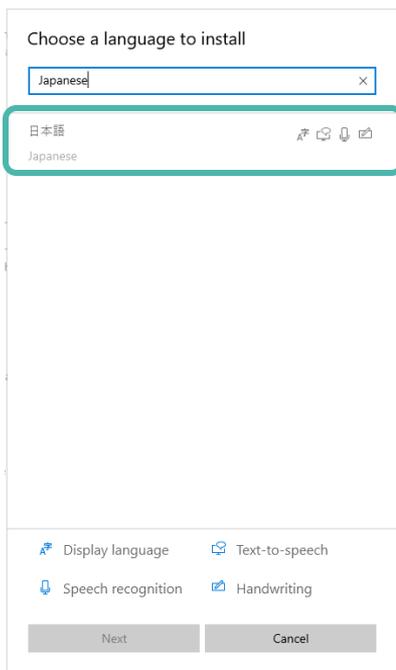
From the '**Windows Settings**' menu, navigate to **Time & Language > Language > Preferred languages** and select '**Add a language**':



# Setting up (Windows)

Type 'Japanese' into the search bar, then follow the prompts to install the Japanese language pack.

Once you've successfully installed the Japanese language pack, it will appear under your preferred languages list:



## Preferred languages

Apps and websites will appear in the first language in the list that they support.



# Setting up (Windows)

Now that you've installed the Japanese language pack onto your Windows device, you can quickly toggle between your keyboard input methods via your Windows taskbar:

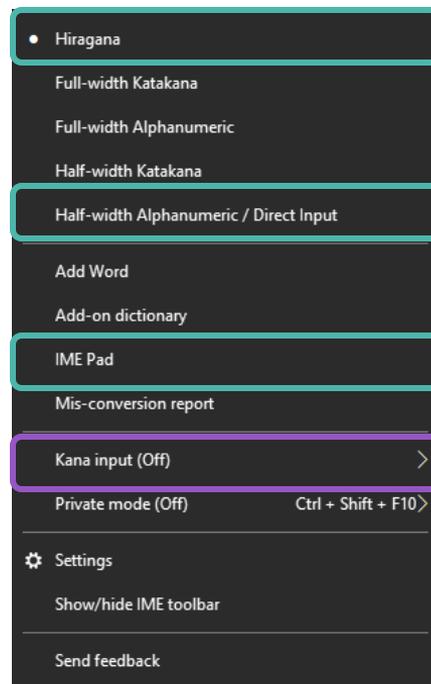
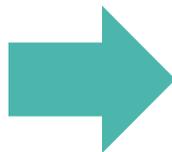


# Setting up (Windows)

There are many different input methods when it comes to typing in the Japanese language. Depending on the application or your personal preference, you may choose one method over the other. In this short document, we will briefly touch on the main input methods highlighted below (*note – you can access this menu by right-clicking on the currently selected input method in the task bar*):



Right click



*\*For the purposes of this document, ensure that 'Kana input' is set to 'Off'.*

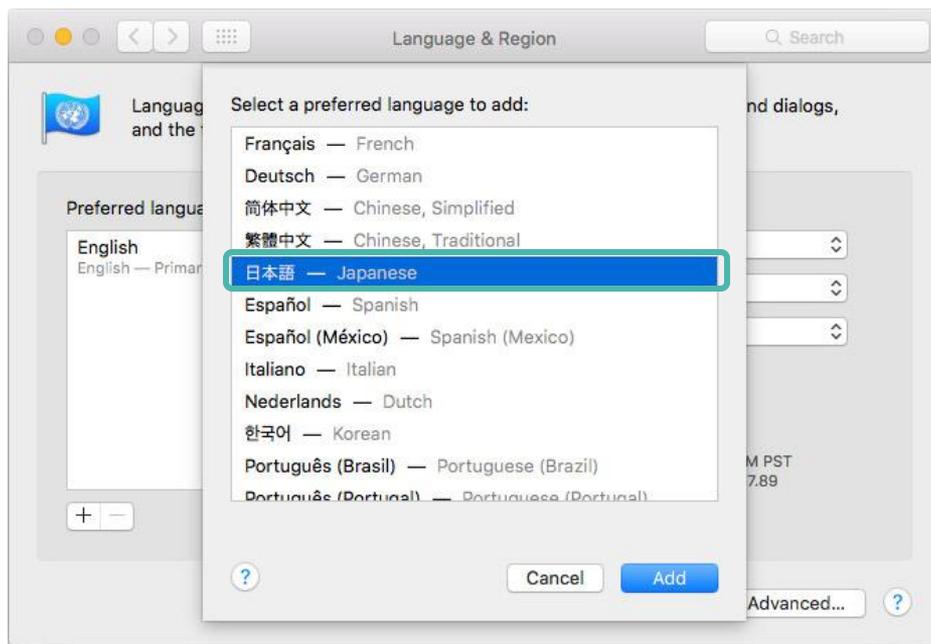
# Setting up (Windows)

Below is some sample text to help you decide which input method best-suits your use and application:

Input Method	Sample Text
Hiragana (Standard Japanese)	あいうえお
Full-width Katakana	アイウエオ
Full-width Alphanumerical	a i u e o
Half-width Katakana	アイウエオ
Half-width Alphanumerical	aiueo

# Setting up (Mac OS)

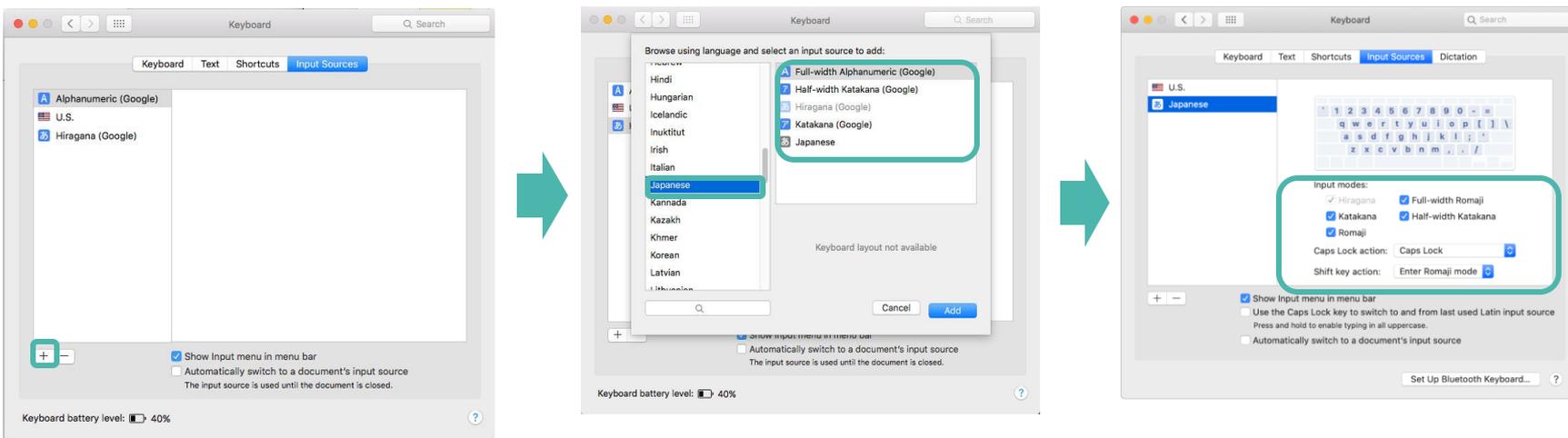
For Mac OS, go to the '**Language & Region**' menu and add 'Japanese' as a language once you've found it on the language list:



# Setting up (Mac OS)

Once you've successfully installed the Japanese language pack, you can now add Japanese as an input option. Navigate to the **'Keyboard Preferences'** menu and select **'Input Sources.'** From here, click the **'+'** button on the bottom left of the menu, then add all Japanese input methods as desired.

Once added, ensure all input modes are selected per the third screenshot.



Select your input source (i.e. language) in this menu to type using your desired language.

# Keyboard Shortcuts

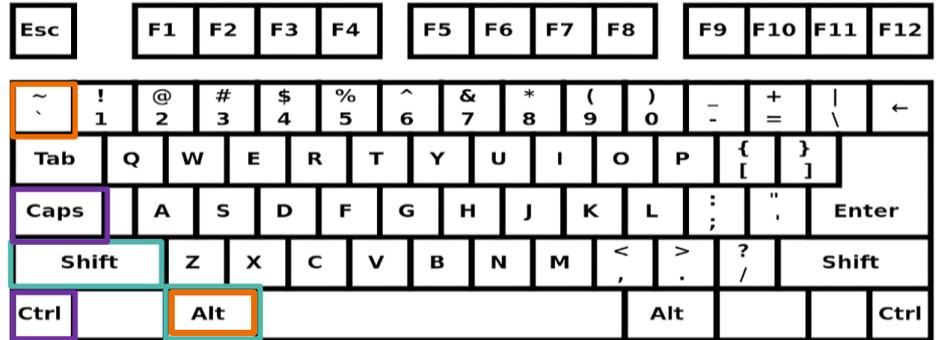
Here are some helpful keyboard shortcuts to help you toggle between languages and input methods for both Windows and Mac OS.

## Windows

**ALT + SHIFT** – Swap between keyboards

**CTRL + CAPS LOCK** – Change to hiragana

**ALT + TILDE** – Swap between hiragana and romaji



## Mac OS

**CTRL + SPACE** – Swap between keyboards

**CTRL + SHIFT + J** – Swap to Japanese

**OPT + SHIFT + S** – Swap to English



# Kana Input (FYI)

Kana input is for those who have a Japanese keyboard (physical) such as the one pictured below:

半角/ 全角	!	"	#あ	\$う	%え	&お	'や	(ゆ)	)よ	を	=	~		Back Space
1ぬ	2ふ	3あ	4う	5え	6お	7や	8ゆ	9よ	0わ	-ほ	^へ	¥	-	
Tab ←	Q	W	Eい	R	T	Y	U	I	O	P	\	{	[	Enter
→	た	て	い	す	か	ん	な	に	ら	せ	@	°	[	°
Caps Lock 英数	A	S	D	F	G	H	J	K	L	+	*	}	]	←
	ち	と	し	は	き	く	ま	の	り	;	れ	:	け	]
Shift ↑	Z	X	C	V	B	N	M	<	>	?	.	_	Shift ↑	
	つ	さ	そ	ひ	こ	み	も	ね	る	/	め	\	ろ	
Ctrl	Win Key	Alt	無変換				変換		カタカナ ひらがな	Alt	Win Key	Menu	Ctrl	

# Typing in Japanese (Input)

Typing in Japanese is as simple as spelling out the sounds of each character (Hiragana or Katakana) with some exceptions.

あ い う え お

☞ a ☞ i ☞ u ☞ e ☞ o

か き く け こ

☞ ka ☞ ki ☞ ku ☞ ke ☞ ko

さ し す せ そ

☞ sa ☞ shi ☞ su ☞ se ☞ so

た ち つ て と が ぎ ぐ げ ご

☞ ta ☞ chi ☞ tsu ☞ te ☞ to ☞ ga ☞ gi ☞ gu ☞ ge ☞ go

な に ぬ ね の ざ じ ず ぜ ぞ

☞ na ☞ ni ☞ nu ☞ ne ☞ no ☞ za ☞ ji ☞ zu ☞ ze ☞ zo

は ひ ふ へ ほ だ ぢ づ で ど

☞ ha ☞ hi ☞ fu ☞ he ☞ ho ☞ da ☞ ji ☞ zu ☞ de ☞ do

# Typing in Japanese (Input)

As you type out the word(s), a list of matches will appear. You can choose to type the full word or until the word you're looking for appears on the list of potential matches. Here are some examples:

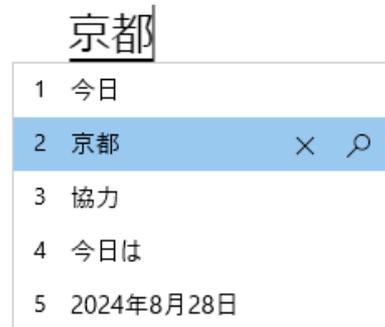
**Word:** こんにちは (konnichiha)

**Method:** k-o-n-n-i-c-h-i-h-a



**Word:** 京都 (Kyoto)

**Method:** k-y-o-u-t-o



*\*Note – you can select the word you're wanting to type by using your mouse pointer or toggling through the list using the 'Tab' or 'Space' keys.*

# Exceptions and Special Characters

Here are some exceptions and special characters and the methods with which to type them using the Japanese input methods.

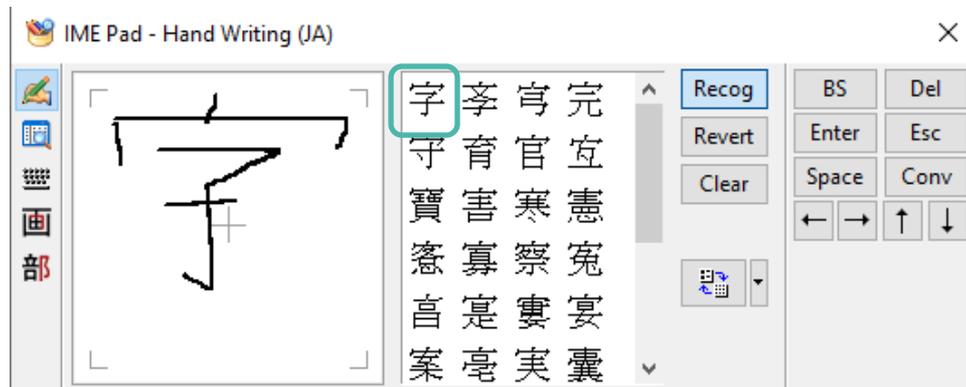
Special Character	Method
ぢ	d-i
づ	d-u
っ	Double of following consonant; e.g. びっくり = b-i-k-k-u-r-i
Chisai 小さい (small) characters	'x' or 'l' then the desired Hiragana or Katakana; e.g. x-a or l-a
—	'Minus/underscore' key
「」	Bracket keys
・	'Forward slash' key
→	m-i-g-i
←	h-i-d-a-r-i
↑	u-e
↓	s-h-i-t-a

# Japanese Input through Writing

If you would prefer to 'write' Japanese using your Windows or Mac OS device, you can!

However, you will need to know the **character proportions**, **stroke order**, and **stroke direction** of the characters you are wanting to write, as this is how the system will recognise what it is that you are writing.

## Windows IME Pad:

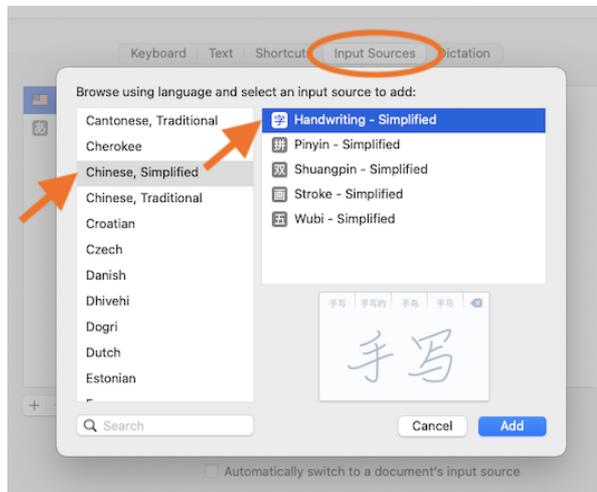


# Japanese Input through Writing

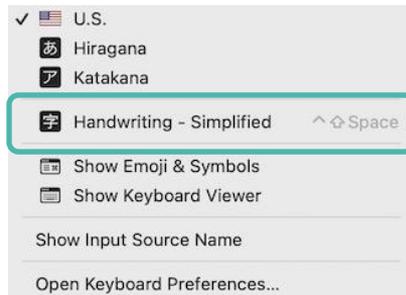
## Mac OS 'Handwriting – Simplified':

For Mac OS, there isn't a specific writing module for the Japanese language, however, you can use the '**Chinese, Simplified**' writing input method to write **Kanji characters only**.

### Enable:



### Select:



### Write:



# Typing in Japanese (Mobile)

Just as with your Windows or Mac OS device, depending on your mobile device, you will need to download and install the Japanese language input (usually through General Settings > Languages).

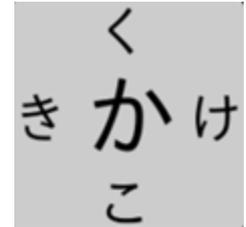
- Once installed, you can switch onto the Japanese keyboard whilst the keyboard is visible:



- To type, simply 'long-hold' over the Katakana and a pop-up will appear with various characters which begin with the same 'sound':



- For example, selecting '**ka**' will bring up the below as a pop-up. To select '**ki**' simply drag your finger to the left:



*\*Note – the layout of the keyboard may vary depending on the brand and model of your mobile device.*

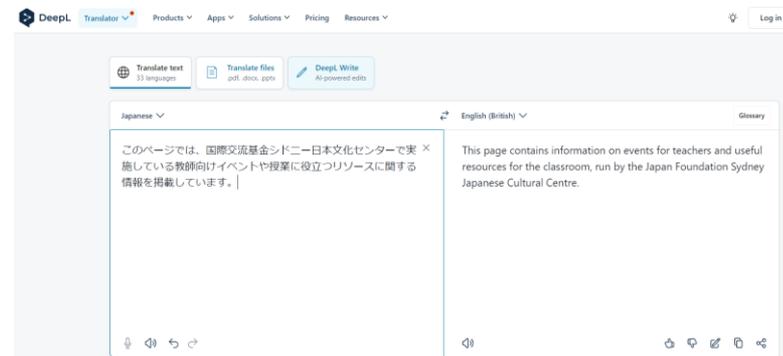
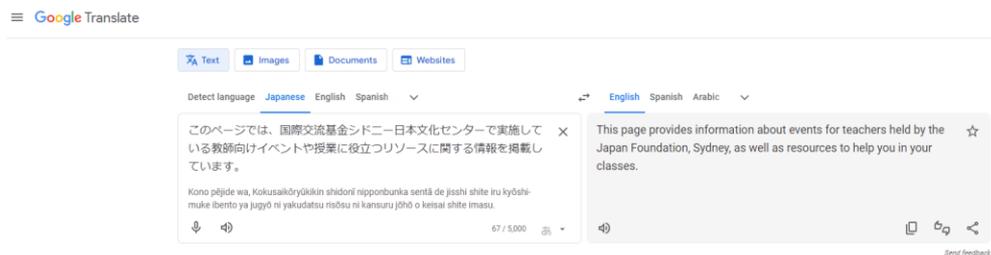
## 2. Researching Words

# Online Translation Services

Online translation web-services are a great way to get a basic level of understanding of the Japanese language.

These web-services are best-utilised for translating larger 'chunks' of text or sentences, rather than singular words, given the importance of context in the Japanese language.

Two of the most helpful of these services are [Google Translate](#) and [DeepL](#).



# Japanese Dictionaries

Online Japanese dictionaries are the best place for you to research and learn about specific, singular words.

Many of the online dictionaries available will provide multiple explanations for words to help you find the appropriate definition(s) that you are looking for.

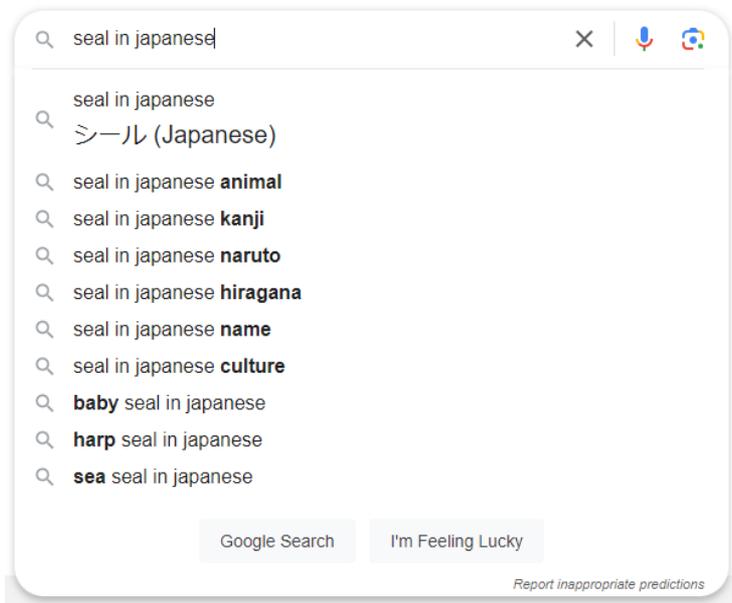
Here are some good online Japanese dictionaries to support your language studies:

Dictionary	Website
Jisho (English)	<a href="https://jisho.org/">https://jisho.org/</a>
Tangorin (English)	<a href="https://tangorin.com/">https://tangorin.com/</a>
Eijiro (Japanese)	<a href="https://eow.alc.co.jp/">https://eow.alc.co.jp/</a>
Weblio (Japanese)	<a href="https://ejje.weblio.jp/">https://ejje.weblio.jp/</a>
Ei Nabi (Japanese)	<a href="https://www.ei-navi.jp/">https://www.ei-navi.jp/</a>

# Google Searching

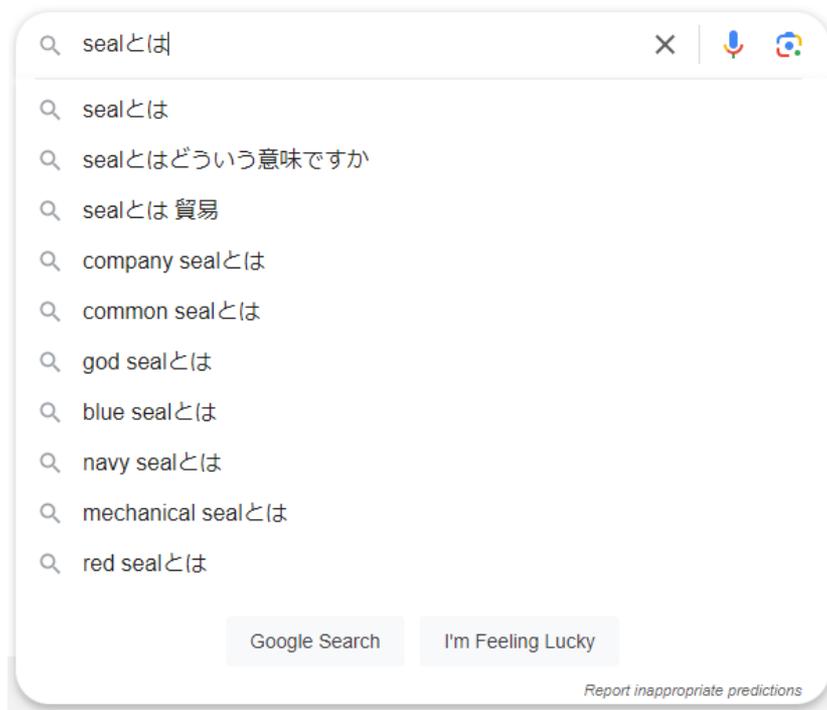
Using Google to research words can also be helpful when used correctly.

As an example, the word 'seal' can mean something different, depending on how and where (i.e. context) it is used. Are you referring to the animal, the method of 'sealing' something, the material or object used (i.e. sealant) in the process of sealing, a company's crest or sigil, or the popstar?



# Google Searching

However, by adding '**とは**' (*to wa*) at the end of your Google search will result in a list of popular word possibilities to match your search word or phrase. Most results will also be in Japanese, which is helpful in terms of contextualising the word(s) you are researching.



# 3. Researching Kanji

# Kakijun (Stroke Order)

To research – and eventually read and write – kanji, it is important to understand *kakijun*, or stroke order.

[kakijun.jp/en/](http://kakijun.jp/en/) and online resources like it are helpful for students to understand and learn the stroke orders for many kanji characters. Simply search the English word through the 'Meaning' menu and you will find the corresponding character and a helpful animation of its stroke order, as it is written.

漢字の正しい書き順(筆順) This homepage introduces an exemplary stroke order in Japan by using animation.

INDEX
Top Page
Meaning
A B C D E F G H I J K L M N O P Q R
S T U V W X Y Z
Pronunciation
Page
Hiragana
Katakana
Japanese Page

It is important to learn an exemplar.  
Please search for the character you'd like  
This website explains the stroke order of  
Jōyō kanji:  
In Japan, 2,136 kanji characters are regarded as bei  
I hope you find this website informative.  
Referred Homepage: [KANJIDIC2 HOME PAGE](#)



	<p><b><u>Pronunciation mark by Roman alphabet.</u></b> shoku/jiki/ku-u/ku-rau/ta-beru</p> <p><b><u>Meaning of this character.</u></b> eat/food</p>
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# Strokes (Number) and Radicals

The second important aspect of reading, writing, and typing using in kanji is to understand the stroke numbers and radicals of each character.

**Strokes** refers to the number of strokes required to write a kanji character, and **radicals** refer to the components that a kanji character is built from.

In the below example, this character is made up of **11 strokes** and **3 radicals**:



*Image source: Tofugu (<https://www.tofugu.com/japanese/kanji-radicals-mnemonic-method/>)*

# Strokes (Number) and Radicals

As you will be able to type kanji characters by searching from a list of radicals (which are usually categorised by the number of strokes) it is helpful to understand which radical(s) each character is comprised of.

For example, the character 無 (*mu*) is written with 12 strokes and is comprised of the below radicals. Understanding this allows you to find the character through either method.

## Strokes:

1	一	丨	丶	ノ	乙	丿	2	二	亠	人	イ	へ	儿	入	八	ㄥ	冂	宀	冫	冪	几	凵	刀	リ	力																																																																																																																										
3	辶	口	凵	士	土	夕	夕	大	女	子	宀	寸	小	冫	九	尸	屮	山	川	巛	工	己	巾	干	幺	广	廴	廾	戈	弓	彡	彳	彳	扌	扌	止	歹	爻	比	毛	氏	气	水	火	灬	爪	父	攴	片	片	牛																																																																																																
4	耂	心	戈	尸	手	支	女	文	斗	斤	方	无	日	日	月	木	欠	母	5	玄	瓦	甘	生	用	田	疋	疒	疒	白	皮	皿	目	矛	矢	石	示	肉	禾	穴	立	衤	世	巨	冊	母	冂	牙	6	瓜	竹	米	糸	缶	羊	羽	而	耒	耳	聿	肉	自	至	白	舌	舟	艮	色	虎	虫	血	行	衣	西	7	臣	見	角	言	谷	豆	豕	豕	貝	赤	走	足	身	車	辛	辰	酉	采	里	舛	麦	8	金	長	門	求	佳	雨	青	非	龜	岡	免	齊	9	面	革	韭	音	頁	風	飛	食	首	香	品	10	馬	骨	高	彭	門	豈	鬲	鬼	龜	韋	11	魚	鳥	鹵	鹿	麻	龜	商	黃	黑	12	無	無	13	齒	齒
14	鼻	齊	17	齶																																																																																																																																															

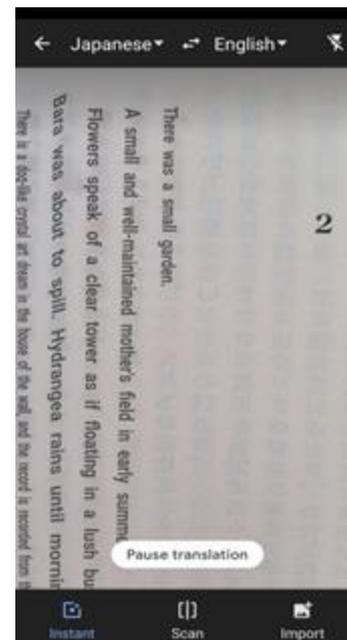
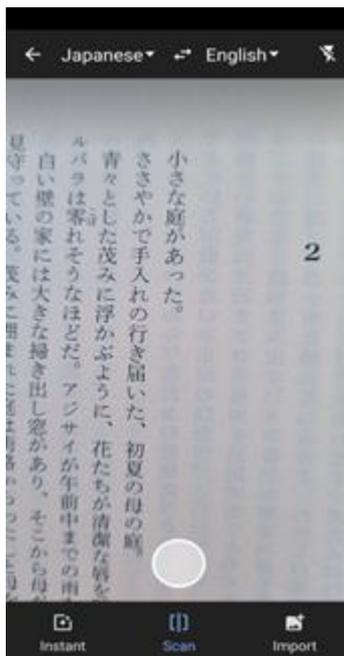
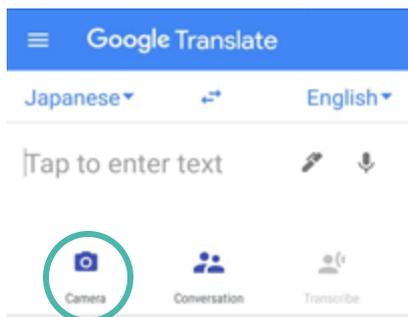
## Radicals:

1	一	丨	丶	ノ	乙	丿	2	二	亠	人	イ	へ	儿	入																																					
3	辶	口	凵	士	土	夕	夕	大	女	子	宀	寸	小	冫	九	尸	屮	山	川	巛	工	己	巾	干	幺	广	廴	廾	戈	弓	彡	彳	彳	扌	扌	止	歹	爻	比	毛	氏	气	水	火	灬	爪	父	攴	片	片	牛
12	無	無	13	齒	齒																																														

# Google Translate (Mobile App)

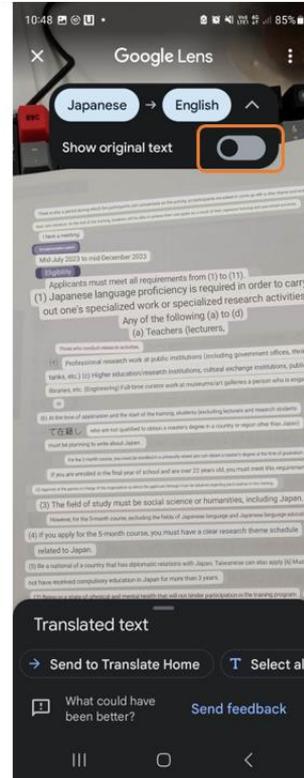
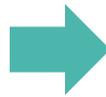
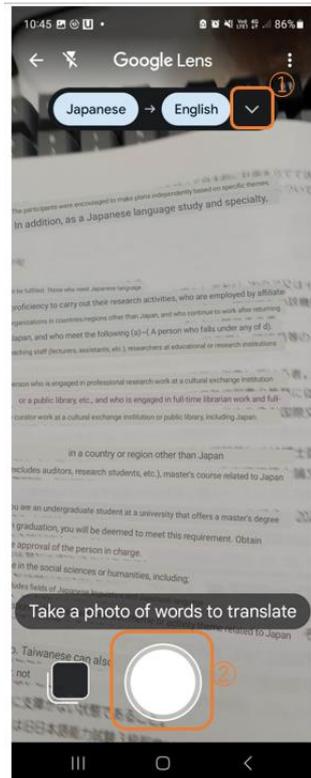
A quick and easy solution to researching Japanese is to use the camera function of the Google Translate mobile app.

It scans and detects text, either through images or live via the camera on your phone and provides the English translation in real time. Very handy when travelling and you're trying to read maps, signs, menus, etc.



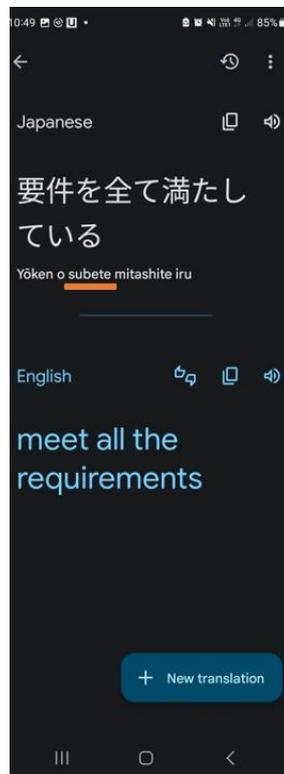
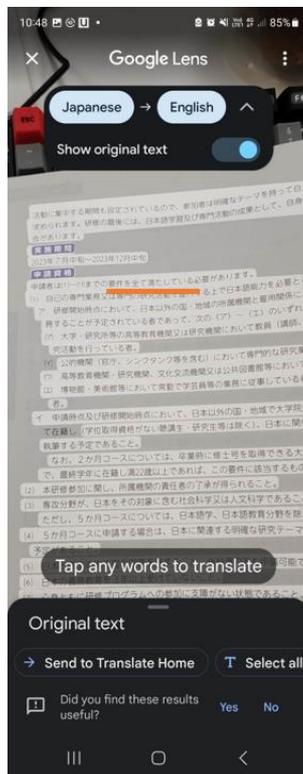
# Google Translate (Mobile App)

You can capture an image of the text and toggle between showing or hiding the original text – very handy with larger blocks of text.



# Google Translate (Mobile App)

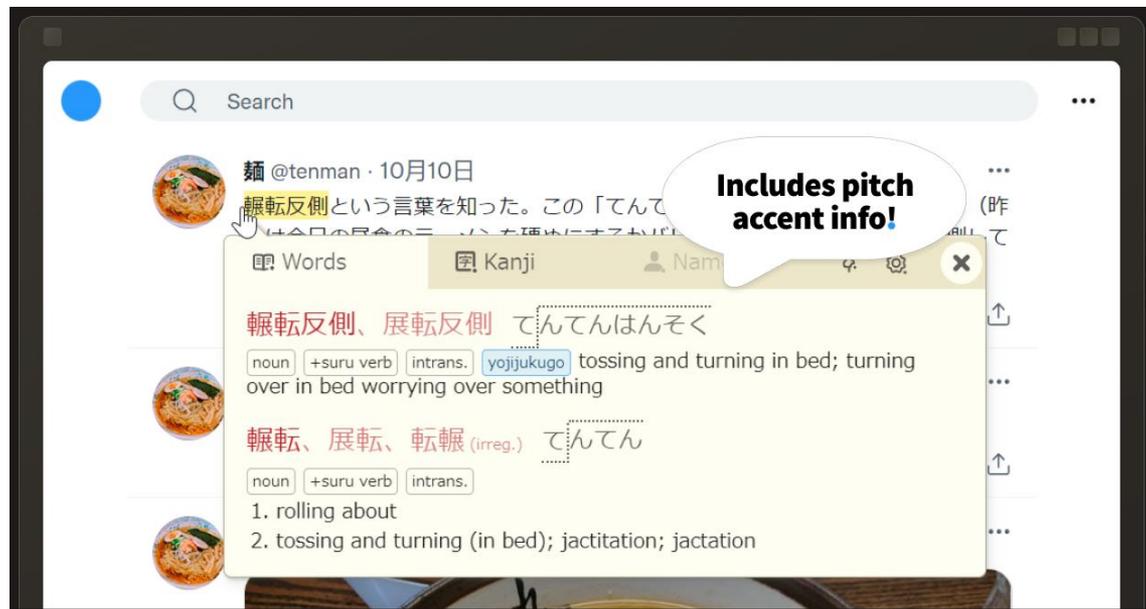
You can also select specific sections of text and take them from the camera mode to translate.



# 4. Digital Assistance

# Digital Assistance

Still not getting the level of support and assistance you would like? There are also digital assistance add-ons you can download onto your PC and smartphone that will do the hard work for you! [10ten Japanese Reader](#) is one such add-on.



Some of the features include:

- Pitch accent information
- Dictionary
- Character recognition
- Translation of number configurations

**Still have questions?**

# J-Course Student Hub

In the J-Course Student Hub, you can access our '[Developing Typing Skills for Beginners](#)' resources and exercises to support your Japanese language typing journey:

The screenshot displays the J-Course Student Hub interface. At the top, there are four main resource categories in purple boxes: 'STUDENT PORTAL' (Can't make a class? Request a substitute!), 'MARUGOTO PLUS' (Online resources tailored to your curriculum), 'TPF SYDNEY EVENTS' (See what's going on at the center!), and 'TERM SCHEDULE' (A handy overview of the year, updated regularly!). Below these is a section for 'Short Term Digital Textbook Loans'. The next row contains seven resource cards: 'Digital Textbook Guide', 'Canvas Guide', 'Zoom Guide', 'Type in Japanese' (highlighted with a green border), 'Marugoto Printables', 'Using Adobe', and 'FAQ'. At the bottom, there is a grid of course levels: 10 Week Taster, Mid-Year Starter, Starter, Elementary 1, Elementary 2, Pre-Intermediate, Intermediate 1, Intermediate 2, Advanced, and Upper Advanced.

If you have any further questions or concerns, as always, please feel free to get in touch with the J-Course team at [jcourse\\_sy@jpf.go.jp](mailto:jcourse_sy@jpf.go.jp)

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**Thank you for your interest in studying  
with the Japan Foundation, Sydney!**

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