

LangComp “Pinyinizer” Automated Chinese Pinyin Transcriber User’s Manual

Version 2.0

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Product Registration
Customers are required to register their copies of this product with the Serial Number provided by LangComp upon the first use, or this product will not function properly.
Product registration is done through the Internet. Only the Serial Number and Registration Code generated by the program will be recorded and no personal information will be collected.
Detailed registration procedure can be found in Chapter 1 of this manual. Should there be any problem during registration, please contact us.

Notice
Due to the complexity of human language, the accuracy of Chinese word segmentation, and hence that of Chinese pinyin transcription of this product is not guaranteed for 100% accuracy. LangComp will not be liable for any loss incurred as a result of using or relying on this product.

Any comments about our products are warmly welcome.

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1.1 System Requirements

- Microsoft Windows NT4 (with Service Pack 6a)/2000/XP/Vista*
(This product can *only* run on Windows systems with Unicode support)
- Microsoft Office Word 2000/XP/2003/2007*
- 12MB of free hard disk space (23MB of extra free hard disk space is required if the “Arial Unicode MS” font needs to be installed)
- Mouse

1.2 Installation Procedure



Note

- In order to install Pinyinizer, you should log into the system with a user account having administrative privileges.
- Please close any running Microsoft Office applications before installing.

1. Start the LangComp Pinyinizer 2 Setup Wizard.
2. Select the language to use during the installation and click “OK”.

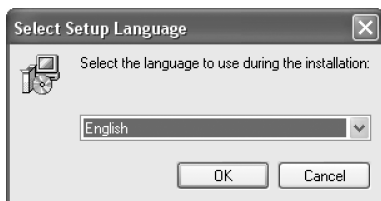


Figure 1-1: Select Setup Language

3. Click the “Next” button on the welcome screen to start the installation (Figure 1-2).

* Tests have shown that Pinyinizer 2 runs properly on Microsoft Windows Vista RC2 and Microsoft Office 2007 Beta 2.



Figure1-2: Pinyinizer 2 Setup Wizard

4. On the screen as shown in Figure 1-3, specify the folder into which the program will be installed (Default path: "C:\Program Files\LangComp\Pinyinizer2\").

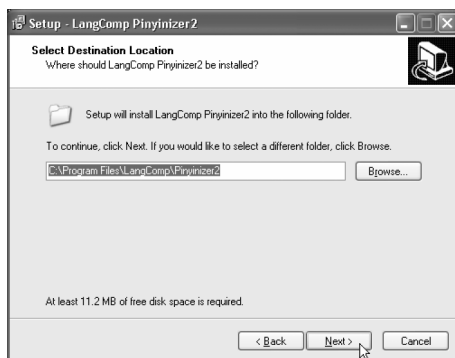


Figure 1-3: Specifying the installation folder

5. You can specify the location of the program's shortcut. Click "Browse" if you need to select a different folder (using the default setting is highly recommended). To continue, click "Next".

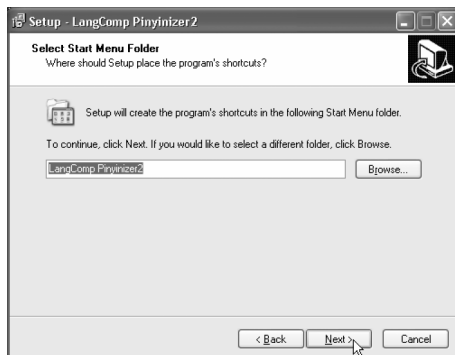


Figure 1-4: Specifying the Start Menu Folder

6. After clicking the “Install” button on the next screen, the Setup Wizard will start copying the files onto your system. When the Setup Wizard prompts that the installation is complete, click the “Finish” button to close the Setup Wizard.

1.3 Using Pinyinizer for the First Time

1.3.1 Product Registration

Customers must register their copies of Pinyinizer upon the first use.



You should log into the system with a user account having administrative privileges in order to register the product.

1. When Microsoft Word starts, the Pinyinizer toolbar as shown in Figure 1-5 will appear.



Figure 1-5: The Pinyinizer toolbar

2. If it is the first time Pinyinizer is run, the “Registration” dialog box (Figure 1-6) will appear when the “Transcribe” button on the toolbar is clicked.



Figure 1-6: Registration window

3. Enter the Serial Number provided by LangComp in the designated textbox and click the “Get the Code Online” button beside the Confirmation Code textbox. When a 16-digit Confirmation Code appears in the Confirmation Code textbox, the product is registered successfully. Click the “OK” button to finish the registration procedure.

i
Tip

If the message “Failed to get the Confirmation Code. Would you like to try registering the product at LangComp’s website now?” appears after clicking the “Get the Code Online” button, please do the following to register the product:

1. Click the “Yes” button on the message box to go to the online registration webpage of Pinyinizer.
2. On the webpage, enter the Serial Number and the Registration Code.
3. Click the “OK” button on the webpage to obtain the Confirmation Code.
4. When the Confirmation Code appears on the webpage, copy and paste the code onto the designated textbox on the Registration dialog box and click the “OK” button to complete the registration procedure.

1.3.2 Installing the Pinyinizer Toolbar

(for systems having multiple user accounts)

If your system has different user accounts for individual users to log in, users other than the one who installed Pinyinizer should install the toolbar themselves before using the program:

1. Close any running Microsoft Office applications.
2. Open the Windows Start menu, and choose “All Programs” → “LangComp Pinyinizer 2” → “Install Toolbar” to start the toolbar installer.
3. When the pop-up message as shown in Figure 1-7 appears, the Pinyinizer toolbar has been successfully installed. Click “OK” to close the toolbar installer.



Figure 1-7: Pinyinizer toolbar successfully installed

1.4 Uninstalling Pinyinizer

To uninstall Pinyinizer, open the Control Panel of Windows and double-click the “Add or Remove Programs” icon.

Select “LangComp Pinyinizer 2” from the list of installed programs and click the “Remove” button. After confirming the removal, Pinyinizer will be uninstalled.

2.1 The Pinyinizer Toolbar

After installing Pinyinizer, the Pinyinizer toolbar appears every time Microsoft Word is opened. If the toolbar cannot be seen, please choose “View” → “Toolbars” → “LangComp Pinyinizer 2” from the menu bar of Word.

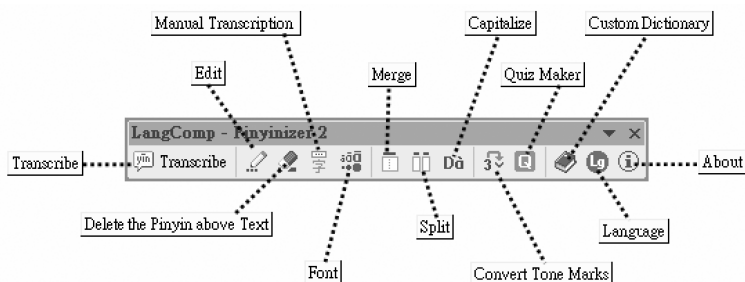


Figure 2-1: The Pinyinizer toolbar

There are totally 13 buttons on the Pinyinizer toolbar, with different functions as described in the following table:

Button	Function	Details in
Transcribe	Transcribes the selected Chinese text into Chinese pinyin.	Section 2.2
Edit	Enables users to edit the selected pinyin.	Section 2.3
Delete the Pinyin above Text	Deletes the pinyin which is above the Chinese text.	Section 2.4
Manual Transcription	Enables users to manually specify the pinyin of the selected Chinese text. The pinyin will be put above the text.	Section 2.5
Font	Enables users to specify or change the typeface and font size of pinyin, the font size of Chinese characters, and the spacing between pinyin and Chinese characters (applicable to the text with pinyin above only).	Section 2.6

Button	Function	Details in
Merge	Merges the selected pinyin units into a single one.	Section 2.7
Split	Separates merged pinyin units.	Section 2.8
Capitalize	Capitalizes the pinyin selected (for the pinyin above the text only).	Section 2.9
Convert Tone Marks	Converts the pinyin with numbers as tone marks to standard pinyin with tone marks.	Section 2.10
Quiz Maker	Provides additional functions for producing Putonghua exercises and teaching materials.	Section 2.11
Custom Dictionary	Enables users to add, edit or remove custom words and their pinyin.	Section 2.12
Language	Enables users to change the language of the user interface of Pinyinizer.	Section 2.13
About	Displays the version and copyright information of the product.	

2.2 Transcribing Chinese Text

To transcribe a piece of Chinese text into pinyin in Microsoft Word, select the text (or press [Ctrl]+[A] on the keyboard if you want to transcribe the whole document) and click the “Transcribe” button. You will see the “Transcribe” dialog box like the one shown in Figure 2-2.

Specify the options desired and click “OK”, the selected text will be transcribed into Chinese pinyin.

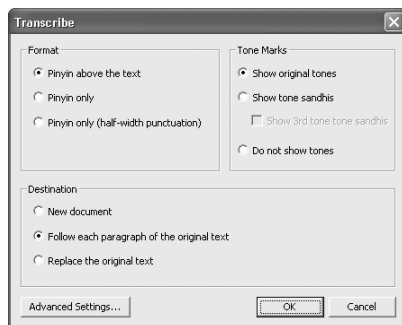
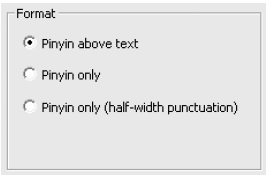


Figure 2-2: The “Transcribe” window

The following explains the options available in the “Transcribe” dialog box:

2.2.1 Format

There are 3 options in Format: “Pinyin above text”, “Pinyin only” and “Pinyin only (half-width punctuation)”:



- When “**Pinyin above text**” is selected, the pinyin will be transcribed and will appear above the Chinese text.
- When “**Pinyin only**” is selected, only Chinese pinyin but not the text will be provided as the result.
- When “**Pinyin only (half-width punctuation)**” is selected, the result provided is similar to the one provided by “Pinyin only”, whereas the full-width punctuation marks (such as “ , ”, “ ° ” and so on) will be converted to their half-width counterparts.

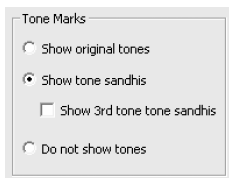
The following diagram shows the results of transcribing the text “不过，他说的也有道理” (“However, what he says is also fair enough”) in different formats:

Pinyin above text	bùguò tā shuō de yě yǒu dào lǐ 不过，他说的也有道理。
Pinyin only	bùguò , tā shuō de yě yǒu dào lǐ .
Pinyin only (half-width punctuation)	bùguò, tā shuō de yě yǒu dào li.

Figure 2-3: Different transcription formats

2.2.2 Tone Marks

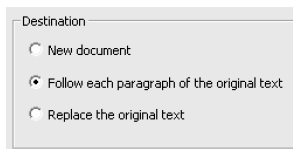
There are 3 options in Tone Marks: “Show original tones”, “Show tone sandhis” and “Do not show tones”:



- When the **“Show original tones”** option is selected, the transcribed pinyin will be in their citation forms without applying Chinese tone sandhi rules. This option is suitable for general use.
- When **“Show tone sandhis”** is selected, Chinese tone sandhi rules will be applied to the transcribed pinyin so that tone sandhis will be explicitly shown. By default, only tone sandhis for characters “一” (“one”) and “不” (“no”) will be shown. To show the third tone-third tone tone sandhis like the case of nǐ hǎo (“你好”) → ní hǎo, please check the **“Show 3rd tone tone sandhis”** checkbox. The “Show tone sandhis” option is best for preparing teaching materials and speeches.
- When **“Do not show tones”** is selected, the text will be transcribed without tone marks.

2.2.3 Destination

There are 3 output destination options: “New document”, “Follow each paragraph of the original text” and “Replace the original text”:



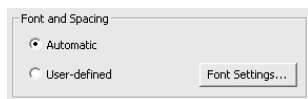
Destination	Result
New document	The transcribed text will be placed onto a new document. The original text will not be affected.
Follow each paragraph of the original text	The transcribed text will be placed after each paragraph of the original text and will be parenthesized.
Replace the original text	The original text will be replaced by the transcribed text.

2.2.4 Advanced Settings

2.2.4.1 Font and Spacing

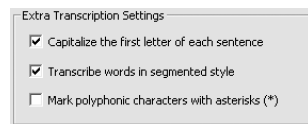
For Font and Spacing Settings, select **“Automatic”** if you want Pinyinizer to

determine the font size and spacing of the pinyin according to the font size of the source text. If you want to specify the settings yourself, select **“User-defined”** and click the **“Font Settings”** button to specify the settings (see Section 2.6 for details).



2.2.4.2 Extra Transcription Settings

There are 3 options in Extra Transcription Settings:



If **“Capitalize the first letter of each sentence”** is checked, Pinyinizer will capitalize the first letter of the pinyin of each sentence. This is a requirement of the *Basic Rules of Hanyu Pinyin Orthography* (《拼音正词法基本规则》).

If **“Transcribe words in segmented style”** is checked, Pinyinizer will transcribe text in segmented style (*lianpin* 连拼) with spaces to separate words according to the results of word segmentation. For instance, the sentence “不过，他说的也有道理” will be transcribed as:

Bùguò tā shuō de yě yǒu dào lǐ
不 过 ， 他 说 的 也 有 道 理。

This option is especially suitable for the “pinyin only” format, in which the syllables of a Chinese word should be linked according to the *Basic Rules of Hanyu Pinyin Orthography*.

If this option is not checked, there will be a space between Chinese characters, like:

Bù guò tā shuō de yě yǒu dào lǐ
不 过 ， 他 说 的 也 有 道 理。

When “**Mark polyphonic characters with asterisks (*)**” is checked, a red asterisk will be added after each polyphonic character which is regarded as a single-character word by Pinyinizer. For example, the text “不过，他说的也有道理” will be transcribed as:

Bù guò tā shuō de yě yǒu dào lǐ
不 过，他 说 * 的 * 也 有 * 道 理。

This facilitates the proofreading of transcription results. You can remove all the red asterisks with the “Replace” function of Microsoft Word after proofreading.

2.3 Editing Pinyin

To edit the pinyin of a transcribed character or word, select it and click the “Edit” button on the Pinyinizer toolbar (Figure 2-4). When the “Edit” dialog box appears, enter the pinyin desired in the “Pinyin” textbox (or pick one of the alternatives provided, if any) and click the “Change” button to accept the change.



Figure 2-4: Editing pinyin

For your convenience, Pinyinizer uses numbers for specifying tones. Please enter “1” for the first tone (the Level Tone), “2” for the second

tone (the Rising Tone), “3” for the third tone (the Falling-Rising Tone) and “4” for the fourth tone (the Falling Tone). For the Neutral Tone, just enter the pinyin without any number.

Type “v” if you want to enter the vowel letter “ü”, and type “e^” for the vowel letter “ê”.



Tip

You can select several words and even paragraphs of transcribed text to edit. The “Edit” dialog box will pop up for each of the selected characters. To edit the pinyin of a character, enter or choose the desired pinyin and click “Change” (or press [Enter] on the keyboard); to leave the pinyin of a character unmodified, click “Skip” (or press [Alt]+[S]); to stop editing, click “Cancel” (or press [Esc]).



Note

- Selection of alternative pronunciations of polyphones is available only if the pinyin being edited is in the “Pinyin above the text” format.
- Due to the limitations of fonts, tone marks cannot be added above the vowel “ê”.

2.3.1 Modifying Segmentation Results

(Applicable to the transcription which is generated with the option “Transcribe words in connected style” checked)

Sometimes, the segmentation results produced have to be edited manually. To ungroup a word, place the cursor between the two characters of the word and add a space by hitting the [Spacebar] once. To group two characters together, delete the space between them.

Separating a word into characters

měiguó huì
美国 会.....

(“America will...”)

1. Place the cursor between the characters needed to be separated

měi guó huì
美国 会.....

2. Hit [Spacebar] once

Grouping characters into a word

měi guó huì
美国 会.....

1. Place the cursor between the characters needed to be grouped

měi guó huì
美国 会.....

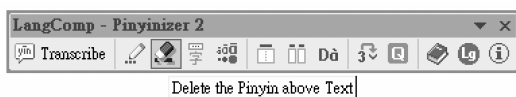
(“The US Congress”)

2. Delete the space

Figure 2-5: Modifying segmentation results

2.4 Deleting the Pinyin above the Text

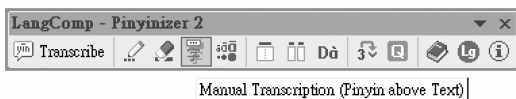
After transcribing a piece of text in the “pinyin above text” format, each of the transcribed Chinese characters and the pinyin above it will be grouped as an integrated unit. Thus, deleting a character will also delete the pinyin above it. To delete the pinyin above the text, select the text and click the “Delete the Pinyin above Text” button.



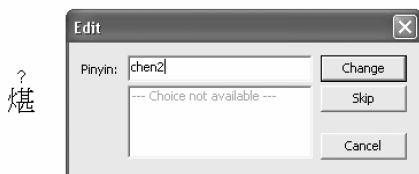
2.5 Manual Transcription

Use “Manual Transcription” to enter the pinyin of numbers or rarely used characters. The pinyin will be put above the characters.

燧 鎡 齏 箒



1. Select the Chinese character(s) desired and click “Manual Transcription” on the Pinyinizer toolbar



2. Type the pinyin desired in the “Edit” window

chén yè zōu qiàn
燧 鎡 齏 箒

3. The result

Figure 2-6: Manual Transcription

2.6 Font Settings

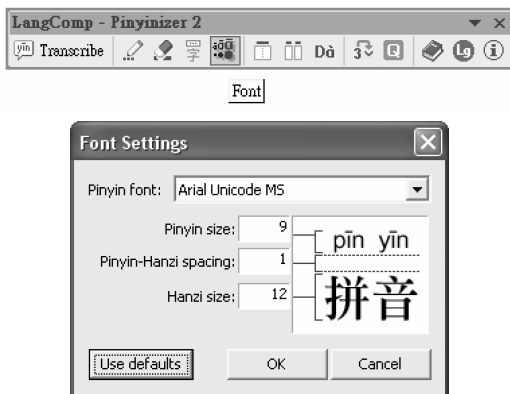


Figure 2.7: Font Settings

There are 4 settings in the “Font Settings” dialog box:

- **“Pinyin font”** defines the font of the pinyin above the text. Arial Unicode MS, Lucida Sans Unicode and Segoe UI (in Windows Vista) are the fonts which have been confirmed to support Pinyinizer. If Arial Unicode MS is not present in your system, please refer to the Appendix for the installation procedure.
- **“Pinyin size”** defines the size of the pinyin above the text.
- **“Pinyin-Hanzi spacing”** defines the spacing between a Chinese character and the pinyin above it. Please note that the value must be an integer and that it is only applicable to Office XP or above.
- **“Hanzi size”** defines the size of the Chinese text with pinyin above it. Please avoid changing the size of the Chinese text with the Font function of Word, or the Chinese text and the pinyin above it may overlap with each other.

Click “Use defaults” if you want to reset the font settings to their defaults.



Note

This function is only applicable for setting the font and size of the text and the pinyin above it. For setting the font and size of pinyin-only text, simply use the “Format” → “Font” function of Microsoft Word.

2.7 Merge

This function merges the selected pinyin units into a single one.

jì suàn jī
计算机

1. Select the pinyin units to be merged
(Delete the space between the units first, if any)



2. Click the “Merge” button on the Pinyinizer toolbar

jì-suàn-jī Edit jìsuànjī
计算机 ➡ 计算机

3. The pinyin units will be connected with hyphens
You can remove the hyphens with the “Edit” function of Pinyinizer

Figure 2-8: Merging pinyin

2.8 Split

This function separates the pinyin units which are connected by the “Merge” function.



Note

You may have to specify the splitting points with hyphens using the “Edit” function of Pinyinizer. For example, “ji4suan4ji1” → “ji4-suan4-ji1”.

2.9 Capitalize

zhōngguó yīngguó měiguó fǎ guó dé guó
中国 英国 美国 法国 德国

1. Select the text which needs to be capitalized
(Only applicable to the pinyin above the text. Users can select more than one word)



2. Click the “Capitalize” button on the Pinyinizer toolbar

Zhōngguó Yīngguó Měiguó Fǎ guó Déguó
中 国 英 国 美 国 法 国 德 国

3. The result

Figure 2-9: Capitalizing pinyin

Note: According to the *Basic Rules of Hanyu Pinyin Orthography*, the letter at the beginning of a sentence and the first letter of a proper noun must be capitalized.

2.10 Convert Tone Marks

This function enables users to generate pinyin by simply typing letters and numbers.

Jin1tian1 tian1qi4 hen2hao3.

1. Type the pinyin with letters and use numbers as tone marks. Then select it.
(The pinyin in this example means “It is fine today.”)



2. Click the “Convert Tone Marks” button

Jīntiān tiānqì hén hǎo.

3. The letters and numbers will be converted to pinyin letters with proper tone marks

Figure 2.10: Convert Tone Marks

2.11 Producing Putonghua Teaching Materials with Pinyinizer

Pinyinizer includes a tool called “Quiz Maker” for producing Putonghua exercises and teaching materials. Highlight the text with pinyin above it (the text must have been transcribed with the “pinyin above text” format first. See Section 2.2.3) and click the “Quiz Maker” button. The “Quiz Maker” window (Figure 2-11) will appear.

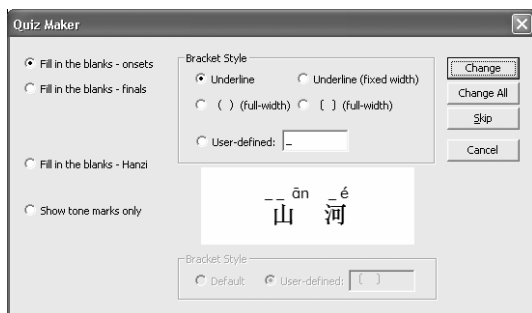


Figure 2-11: The “Quiz Maker” window

There are 4 functions in Quiz Maker for producing different types of Chinese pinyin exercises:

Option	Function
Fill in the blanks - onsets	Replaces the onsets with blanks.
Fill in the blanks - finals	Replaces the finals with blanks.
Fill in the blanks - Hanzi	Replaces the Chinese characters with blanks. The pinyin will be retained.
Show tone marks only	Retains only the tone marks of the pinyin. This function is suitable for making materials for young students learning oral Putonghua reading.

(Original)	Wǒ měi tiān dōu qù yóu yǒng 我 每 天 都 去 游 泳 。
Fill in the blanks – onsets (with default underline style)	_ ǒ _ ěi _ iān _ ōu _ ù _ óu _ ǒng 我 每 天 都 去 游 泳 。
Fill in the blanks – finals (with fixed-width underlines)	W _ m _ t _ d _ q _ y _ y _ 我 每 天 都 去 游 泳 。
Fill in the blanks - Hanzi	Wǒ měi tiān dōu qù yóu yǒng () () () () () () () 。
Show tone marks only	ǎ ǎ ˉ ˉ ˋ ˊ ǎ 我 每 天 都 去 游 泳 。

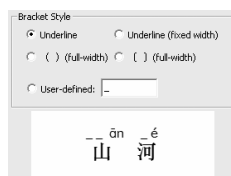
Figure 2-12: Output options of Quiz Maker

If you click the “Quiz Maker” button after selecting some transcribed text, the “Quiz Maker” window will be shown for each of the selected characters, one after another. To convert a character to a fill-in question, choose the desired option and click the “Change” button; to convert all the selected characters, click “Change All”; to skip a character, click “Skip”; to quit the conversion, click “Cancel”.

2.11.1 Bracket style

(for “Fill in the blanks - onsets” and “Fill in the blanks - finals”)

- **“Underline”**: onsets or finals will be replaced by a “_”.
- **“Underline (fixed width)”**: onsets or finals will be replaced by an underline with a fixed width.
- **“() (full-width)”**: onsets or finals will be replaced by a pair of full-width parentheses, with a full-width space inside.
- **“[] (full-width)”**: onsets or finals will be replaced by a pair of full-width square brackets, with a full-width space inside.
- **“User-defined”**: users can specify their preferred style of brackets.



2.11.2 Bracket Style (for “Fill in the blanks – Hanzi”)

- **“Default”**: Chinese characters will be replaced by a pair of full-width square brackets
- **“User-defined”**: users can enter their preferred style of brackets.

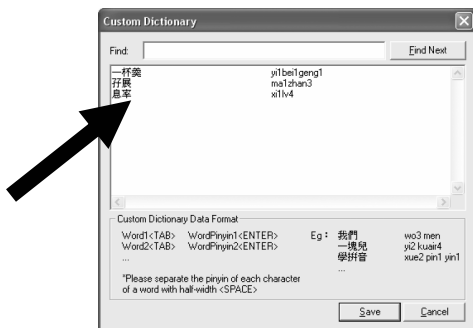


2.12 Custom Dictionary

For special jargon and technical terms, users can add them into the Custom Dictionary to enable Pinyinizer to transcribe more accurately.



1. Click the “Custom Dictionary” button



2. Enter the words to be added in the box provided (as the black arrow indicated). Please enter the words and the pinyin according to the Custom Dictionary Data Format.

一杯羹(yībēigēng)

孖展(māzhǎn)

息率(xīlǜ)

3. Henceforth, the words will be transcribed according to the data in the Custom Dictionary

Figure 2-13: Custom Dictionary

2.13 Changing the Interface Language



1. Click the “Language” button



2. Select the desired interface language in the “Language Settings” Window

Figure 2-14: Changing the Interface Language of Pinyinizer

2.14 Time Needed for Transcription

The time needed for transcription depends on the length of the text to be processed and the destination of the output (please refer to section 2.2.4). The longer the text to be processed, the longer the time needed. Transcribing text in the “pinyin above the text” format takes a bit longer than that in the “pinyin only” format; outputting the pinyin to a new document is faster than outputting it after each paragraph.

The following table shows the time needed for transcribing various numbers of words with various output options:

Text length	Format	Destination	Time needed
130 chars	Pinyin only(half-width punctuation)	After each paragraph of the original text	2 seconds
200 chars	Pinyin above text	After each paragraph of the original text	18 seconds
1,300 chars	Pinyin only (half-width punctuation)	A new document	16 seconds
1,300 chars	Pinyin above text	After each paragraph of the original text	4 minutes

Note: (1) The figures above are approximate and are for reference only. (2) The testing platform is a Pentium 4 2.0GHz system with 512MB of RAM and a 40GB hard drive, with MS Windows XP Professional Traditional Chinese version (SP2) and MS Word 2002 Traditional Chinese version (SP2) installed.

A.1 Installing the Arial Unicode MS Font

Arial Unicode MS is a Universal Font bundled with Microsoft Office 2000 or above. To install Arial Unicode MS, put the Microsoft Office Installation CD into the optical disc drive of the computer. The Microsoft Office Setup Wizard will appear in a moment.

Choose the “Add or Remove Components” option and click the “Next” button. After that, find the following options in the list: “Office Tools” → “International Support” → “Universal Font” and choose “Run from My Computer”. Then, click the “Install Now” button (See figure A-1). The font will then be installed in the system.

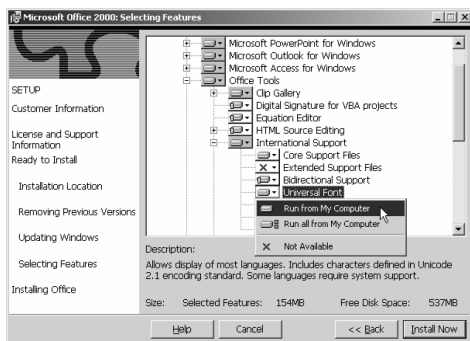


Figure A-1: Installing the font “Arial Unicode MS”
(Using Office 2000 Setup as an example)

Installing Arial Unicode MS needs about 23MB of hard disk space.

A.2 Troubleshooting

Q1: Can Pinyinizer function in Microsoft Windows 98, Microsoft Windows Me and Microsoft Word 97?

A1: No. Pinyinizer cannot be installed and used in the systems

stated above since they do not support Unicode.

Q2: Even after I have selected “Arial Unicode MS” or “Lucida Sans Unicode” as the pinyin output font, the pinyin is still messy.

A2: In Microsoft Word, select “Tools” → “Options” from the menu. In the “Option” dialog box, select the “Compatibility” tab. Check “Recommended options for” to see if the version “Microsoft Word 97” or below is selected. If so, choose the version “Microsoft 2000” or above.

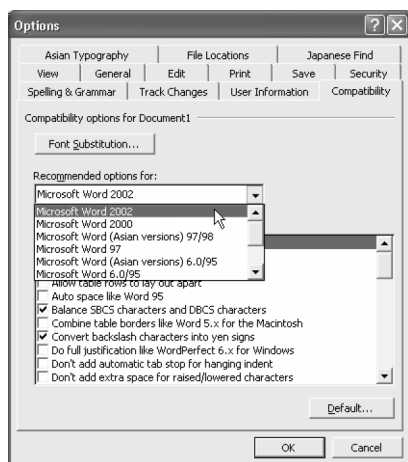


Figure A-2: Make sure that the compatibility option is set to be for Word 2000 or above

Q3: When fonts other than “Arial Unicode MS” are used as the pinyin font, some of the “a,” “e,” “i” and “o” are odd-looking. Can it be fixed?

wōmen dōu shì hǎo ér tóng
我們 都 是 好 兒 童
wōmen dōu shì hǎo ér tóng
我們 都 是 好 兒 童

Figure A-3: Messy characters (highlighted)

- A3:** To fix the problem, select the text and choose “Tools” → “Language” → “Set Language” from the menu. Choose “English (US)” from the “Mark selected text as” list and click “OK”. This problem is found to be originated from MS Word.
- Q4:** Why there are squares among the pinyin even I have selected “Arial Unicode MS” and “Lucida Sans Unicode” as the pinyin font?
- A4:** This is actually a problem of display in Microsoft Word. Those squares will not be printed out nor will they affect the quality of the print out. If you do not want the squares to affect your editing task, simply click the “Show/Hide” button on the “General” Toolbar in Microsoft Word.
- Q5:** I cannot find the Pinyinizer toolbar. What can I do?
- A5:** Select “View” → “Toolbars” from the Microsoft Word menu. Check if “LangComp - Pinyinizer 2” is checked. Please check it if it is not already done.
- Q6:** I cannot find the Pinyinizer toolbar, nor can I find it in the “Toolbars” menu. What can I do?
- A6:** In Microsoft Word, select “Tools” → “Templates and Add-Ins” from the Microsoft Word menu. In “Global templates and add-ins”, see if the item “langcomp_pinyinizer2.dot” is checked. If it is not, please check it.
- Q7:** I find that Pinyinizer is not able to handle some characters.
- A7:** It is because the characters you are trying to transcribe are rarely used so they are not in the databases of Pinyinizer. You can provide the pinyin to these characters with the “Manual Transcription” function (see Section 2.5) or the “Convert Tone Marks” function (see Section 2.10) of Pinyinizer.