**How to add pinyin and phonetic by using MS Word**

1. 1. 如何在MS Word裡加上拼音或注音馬志芳
2. [2.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-2-638.jpg?cb=1371661871) 首先上網下載 微軟拼音輸入法2010 http://www.microsoft.com/china/pinyin/ 微軟新注音2010 http://www.microsoft.com/zh-tw/download/details.aspx?id=30390 下載完，請先安裝。華語文教學資訊9/2/2012
3. [3.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-3-638.jpg?cb=1371661871) 打開MS Word 輸入一段文字 再點〝Review〞9/2/2012 華語文教學資訊
4. [4.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-4-638.jpg?cb=1371661871) 設定語言 目前的Language是Chinese(Traditional, Taiwan)9/2/2012 華語文教學資訊
5. [5.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-5-638.jpg?cb=1371661871) 選擇語言-Chinese(Simplified, PRC) 注意標音的字是否選取了。 再點〝Set Language〞 選擇Chinese(Simplified,PRC) 再點〝OK〞9/2/2012 華語文教學資訊
6. [6.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-6-638.jpg?cb=1371661871) 檢查語言設定 Language已改為Simplified, PRC9/2/2012 華語文教學資訊
7. [7.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-7-638.jpg?cb=1371661871) 標註音標 字仍然選取。 點〝Home〞 再點〝Phonetic Guide〞，如左小圖。9/2/2012 華語文教學資訊
8. [8.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-8-638.jpg?cb=1371661871) 檢查拼音 檢查第一個紅色框中的拼音是否正確。有錯時，可開另一個word或ppt，用insert Symbol，找到正確的音標，更換錯誤的音標。 一切無誤，點選〝 ok〞9/2/2012 華語文教學資訊
9. [9.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-9-638.jpg?cb=1371661871) 加拼音結果 可再將其斷詞，更合拼音的用法。9/2/2012 華語文教學資訊
10. [10.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-10-638.jpg?cb=1371661871) 標註注音 如選取字，下方顯示〝Chinese(Trandition, Taiwan。9/2/2012 華語文教學資訊
11. [11.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-11-638.jpg?cb=1371661871) 選標音 點〝Home〞 再點〝phonetic Guide〞9/2/2012 華語文教學資訊
12. [12.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-12-638.jpg?cb=1371661871) 檢查注音 檢查注音是否正確， 再用insert symbol改正。 再點〝ok〞9/2/2012 華語文教學資訊
13. [13.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-13-638.jpg?cb=1371661871) 標註注音的結果 完成注音標註9/2/2012 華語文教學資訊
14. [14.](https://image.slidesharecdn.com/howtoaddpinyinandphoneticbyusing-120903004956-phpapp02/95/how-to-add-pinyin-and-phonetic-by-using-ms-word-14-638.jpg?cb=1371661871) 標音位置的選擇 標註音標的位置是可選的。 點〝Alignment〞，就可調整。9/2/2012 華語文教學資訊