**How to type Pinyin:**

[**www.mdbg.net**](http://www.mdbg.net)🡪 **click “三” on the left top of the page -> Type pinyin**

**Type 1, 2, 3,4 after each word: Fen1lan2**

**How to type characters with Google word-processing function:**

HOW TO GET THE “TYPE BAR” READY

1. Go to web-page: <https://translate.google.com>
2. Choose first language as Chinese/kiina(on the left side), and choose second language as English (on the right side)
3. Click the arrow on the right side of “拼” and choose “Chinese (simplified han, Chinese - Pinyin)” and you will get a “Type Bar” on the right low side of your page: 
4. When you have the “Type Bar”, you are ready to type characters. You can make the bar appear and disappear by clicking the 拼 symbol.

HOW TO TYPE CHARACTERS

* Type the whole sentence without capital letter, space or tone marks, for example, type: woshifenlanren and choose 1 🡪 我是芬兰人
* You will see the pinyin of this sentence under Ä and 拼: Wǒ shì fēnlán rén
(If you cannot see the pinyin, just click the Ä to show and disappear the pinyin)
* Type “v” to get “ü”
* When you have “r”(like in “nar”), type “er” instead of “r”: “naer” 🡪 哪儿
* To check you result, you can 1. check the pinyin (the best) 2. check the translation on the right side of the page