1.How to add/type Chinese characters :

 a. for Mac Book: Go to “system Preferences”/ Choose “Keyboard”/Choose “Input Sources”/Add “Pinyin-Simplified “- type Pinyin and characters will appear on the screen.

b. for IPhone/IPad: Go to “General”/ Go to ”Keyboard”/Choose’ Add New Keyboard”/Choose “Chinese Simplified”-Typing Chinese using Pinyin and characters will appear on the screen.

c. for Windows 7: Open control panel”/Click ”change keyboards or other input methods”/ Choose ”install Languages”/ Click” Add”/Add”Chinese(Simplifed)/Tying Chinese using Pinyin.

d.for chrome book:Set your keyboard language

1. Click your account photo.
2. Click Settings   Advanced.
3. Optional: To add another keyboard language, click Language  Add languages. Select your language(s) and click Add.
4. In the "Languages and input" section, click Input method  Manage input methods.
5. Check the boxes next to the keyboard languages you'd like to use.
6. Click Back .
7. Click the keyboard language you want to use. You’ll see "Enabled" listed under the current keyboard.
8. Optional: To see all your keyboard language options on your desktop, turn on Show input options in the shelf.

e.Switch between keyboard languages

If you have more than one keyboard language turned on, you’ll see the language you’re using next to your account photo.

1. Click your account photo.
2. Click your keyboard language .
3. Choose the keyboard language you want to use.

Note: You can also switch your language by pressing Ctrl + Shift + Space until you see the language you want. To switch back, press Ctrl + Space.