



# HOW TO TYPE VIETNAMESE

To type Vietnamese, you will need:

1. Install Vietnamese typing software: **UNIKEY**
2. Choose typing method (or input method): **VNI** is recommended
3. Choose character set: **Unicode** is recommended
4. Choose font in accord with character set: **Arial** and **Times New Roman** are recommended

Let's start!

## 1. Install UNIKEY

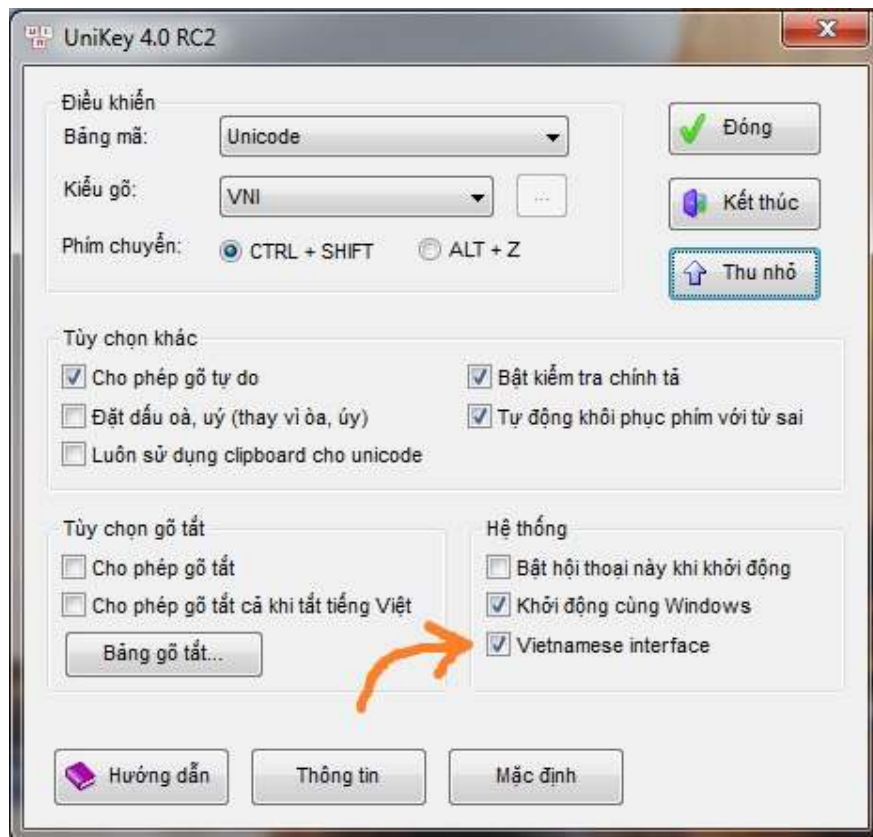
- Double click on UniKey-4.0 Setup.exe to install
- After installation, you will see this interface



- If you can't see English interface, choose 'Mở rộng'



- Then, check the box 'Vietnamese interface'

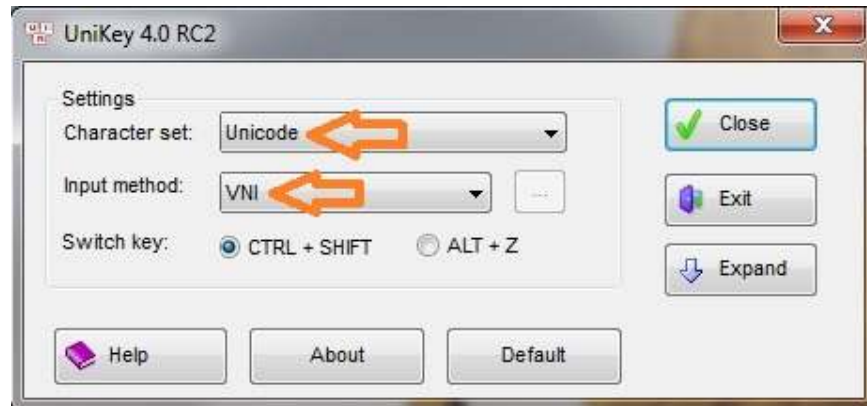




## 2. Choose typing method and character set

- In Settings:

- Character set: choose **Unicode**
- Input method: choose **VNI**



## 3. Choose font

- Remember to choose one of these fonts when you type in Word, Excel, Powerpoint, or in browsers (Firefox, IE, Chrome):

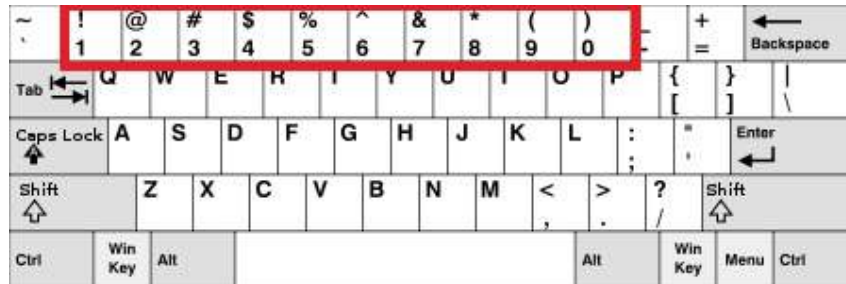
- Arial
- Times New Roman
- Tahoma
- Verdana

## 4. How to type Vietnamese

- Look at this picture:



Tones - Letters	VNI typing method	Example
sắc /	1	a1 → á
huyền \	2	a2 → à
hỏi ?	3	a3 → ả
ngã ~	4	a4 → ã
nặng .	5	a5 → ạ
â	a6	a6m → âm
ê	e6	e6m → êm
ô	o6	o6m → ôm
ư	u7	tu7 → tư
ơ	o7	o7n → ơn
ã	a8	a8n → ăn
đ	d9	d9i → đi



VNI typing method uses number keys to create the tones and circumflex accent.

1 = 'sắc' tone

2 = 'huyền' tone

3 = 'hỏi' tone

4 = 'ngã' tone

5 = 'nặng' tone

6 = circumflex accent in the letters â, ê, ô



7 = circumflex accent in the letters **ư, ơ**

8 = circumflex accent in the letter **ă**

9 = letter **đ**

For example:

tiếng Việt = tie**6**ng**1** Vie**6**t**5**

đường = d**9**u**7**o**7**ng**2**

mọi người = moi**5** ngu**7**o**7**i**2**

chào hỏi = chao**2** hoi**3**

tạm biệt = tam**5** bie**6**t**5**

quẹo trái = queo**5** trai**1**

🚩 **Lưu ý:** If the icon of Unikey on the taskbar is a letter “E”, you should left click on the icon to change “E” to “V” in order to type Vietnamese correctly.

