To Type in Pinyin, you will need to be in the 2nd mode, the “Chinese Character and Pinyin Mode – nánjíliánpīn”

Follow these steps:

1. Type in the word you want, for example “ni”

2. Now you will want to type in the number next to the character’s pinyin representing the tone.

   1st Tone – 1  2nd Tone – 2
   3rd Tone – 3  4th Tone – 4
   ** Neutral Tone or the 5th Tone – 5

3. Now that you have the number of the tone you want typed next to your pinyin, press ‘shift-space’ and the tone will show-up above your pinyin where it belongs.
So let's finish this phrase “nǐhǎo” <<

Step One: Type in the Pinyin

Step Two: Type in the Tone Number

Step 3: Press ‘Shift-Space’