How to Type Chinese characters in Google Docs.
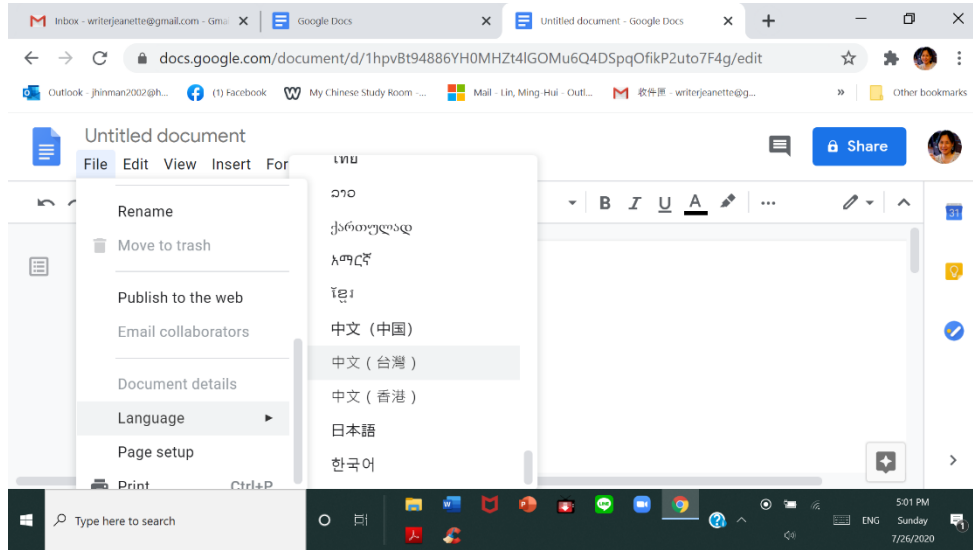
1. Type "https://docs.google.com/" on your favorite search engine.
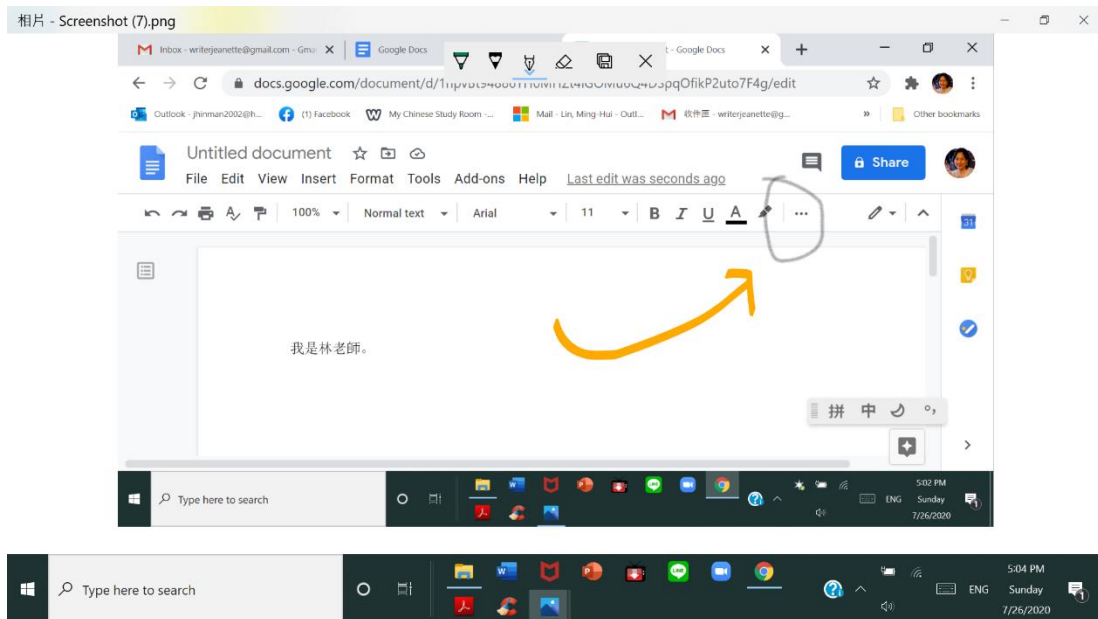2. You will see the following page. Click on Blank to start a new document.
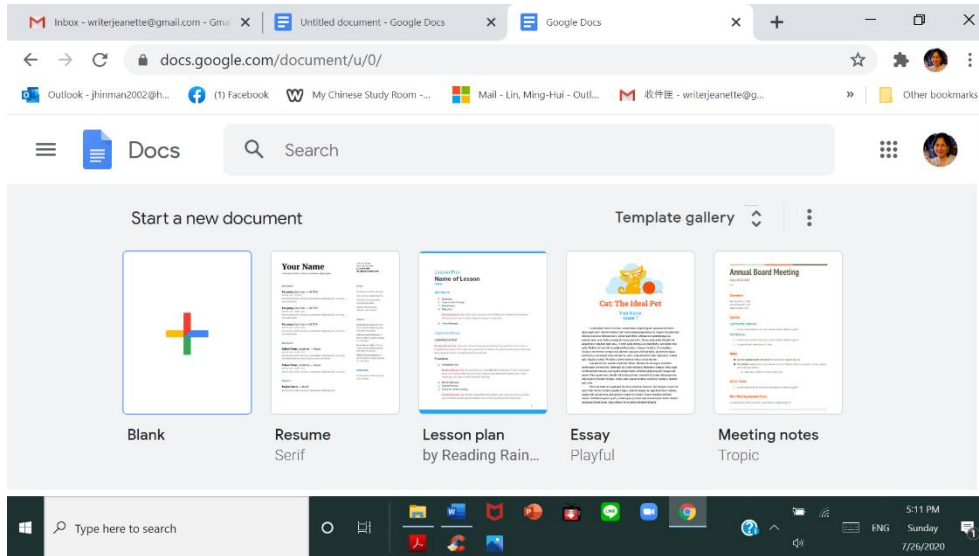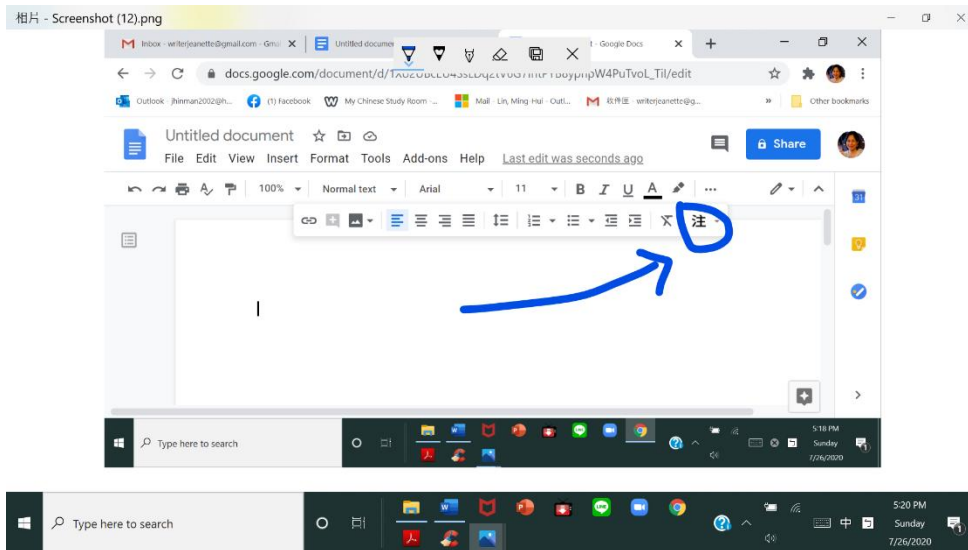

3. You will see the following page
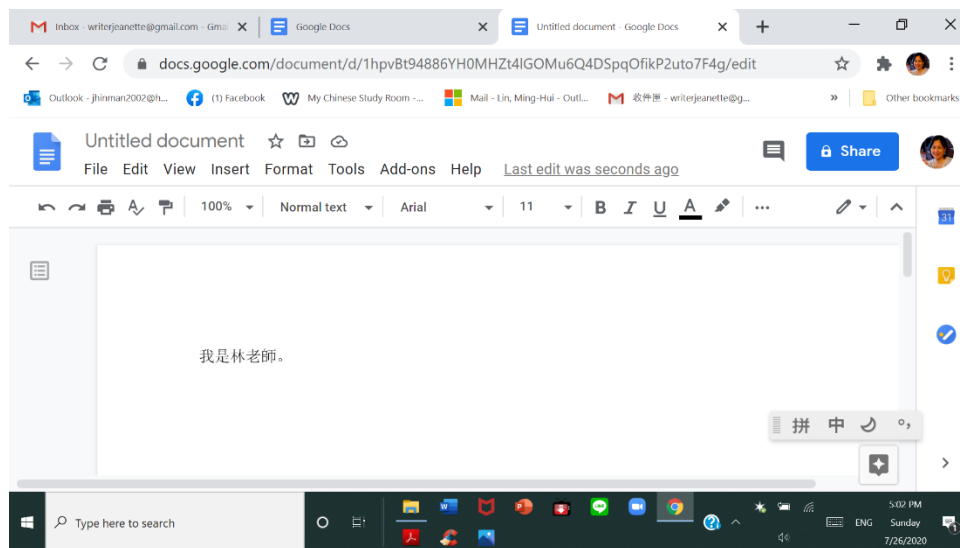
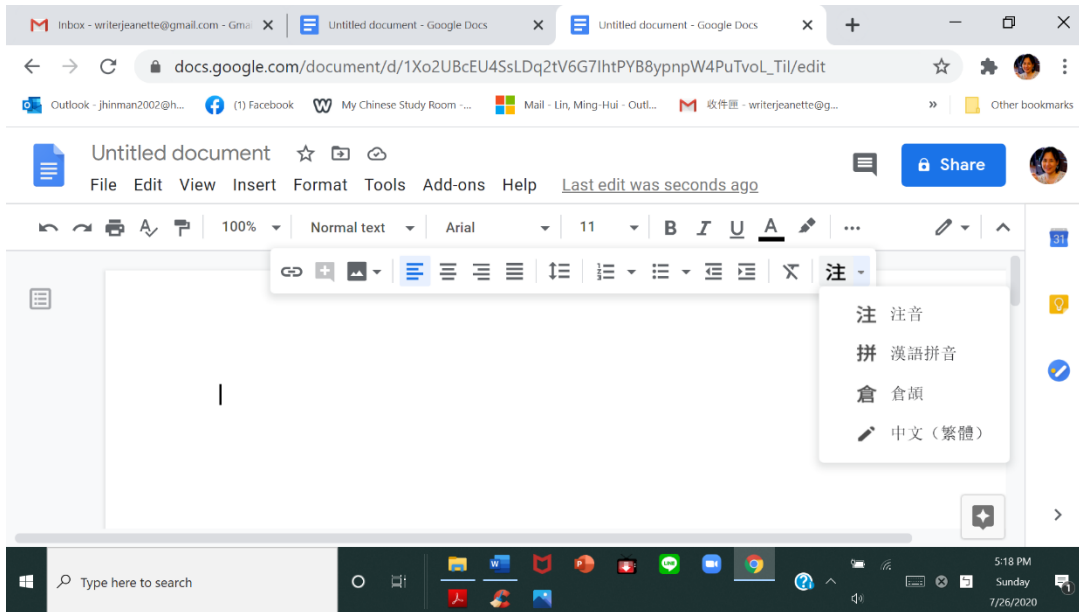4. Select "**File**" tab and scroll down to **"Language" and then choose** 中文 (台灣)。

5. Select the three dots on your upper right corner.

6. Select the small triangle next to 注

7. Choose the second item with the word 拼

8. You are all set and you can use your English keyboard to type. You can add comma and period too.