THE UNIVERSITY OF
WAIKATO
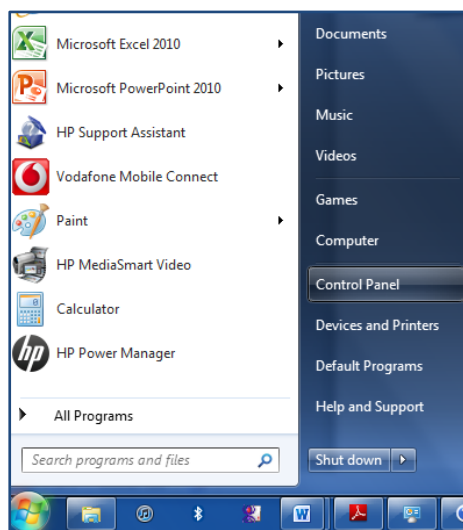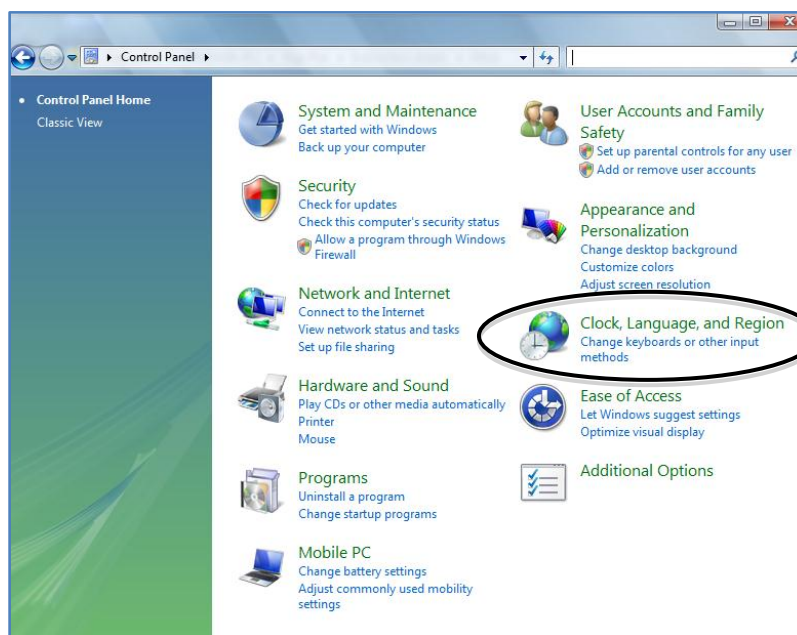*Te Whare Wānanga o Waikato*

Macronized Vowels on a PC (Windows Vista)

In order to type macrons using a PC, the easiest and most thorough method is to change the keyboard driver that is used by the operating system, as follows:
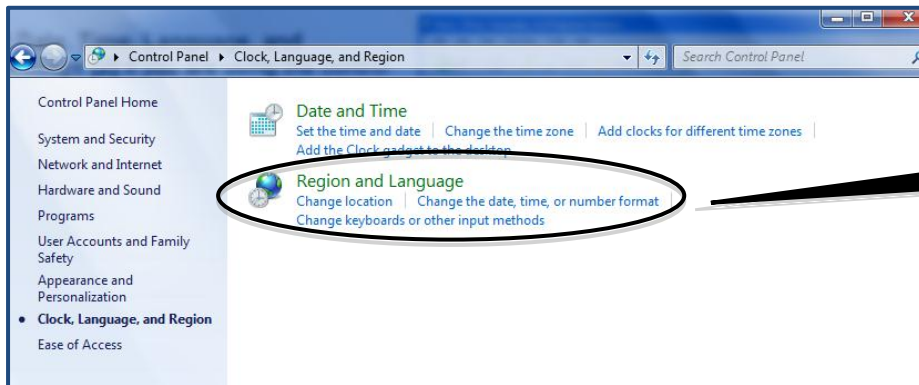
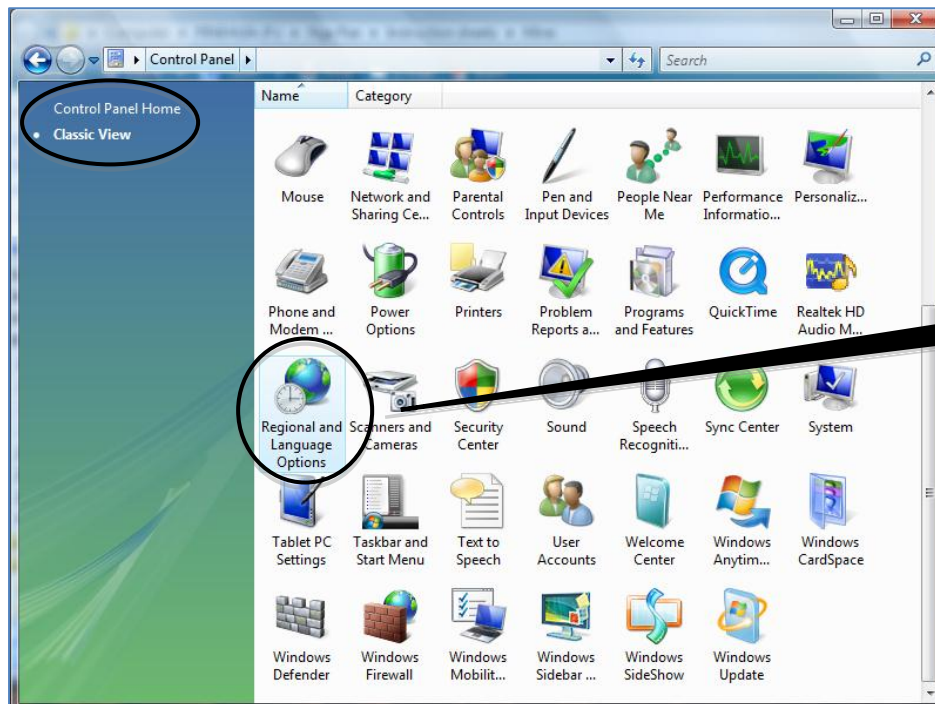**1.** Open the **Control Panel** from the **Start Menu.**

2. From the Control Panel Home Window click on **Clock, Language and Region.**
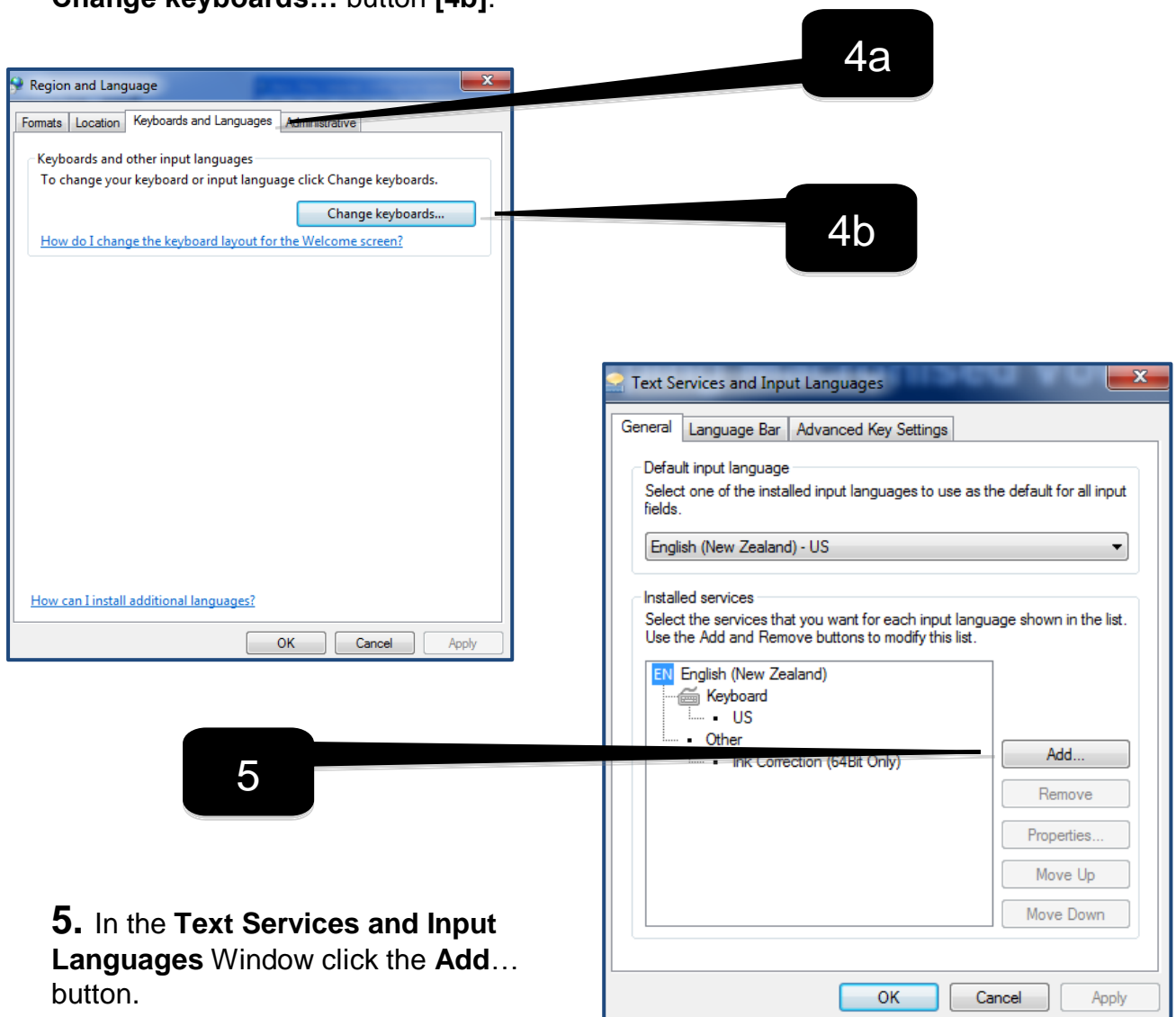
3. Then click on **Region and Language.**

OR If you are in the Control Panel **Classic View**, click the **Regional and Language Option** icon.

4. Click on the **Keyboards and Languages** tab **[4a]**, and then click the **Change keyboards…** button **[4b]**.
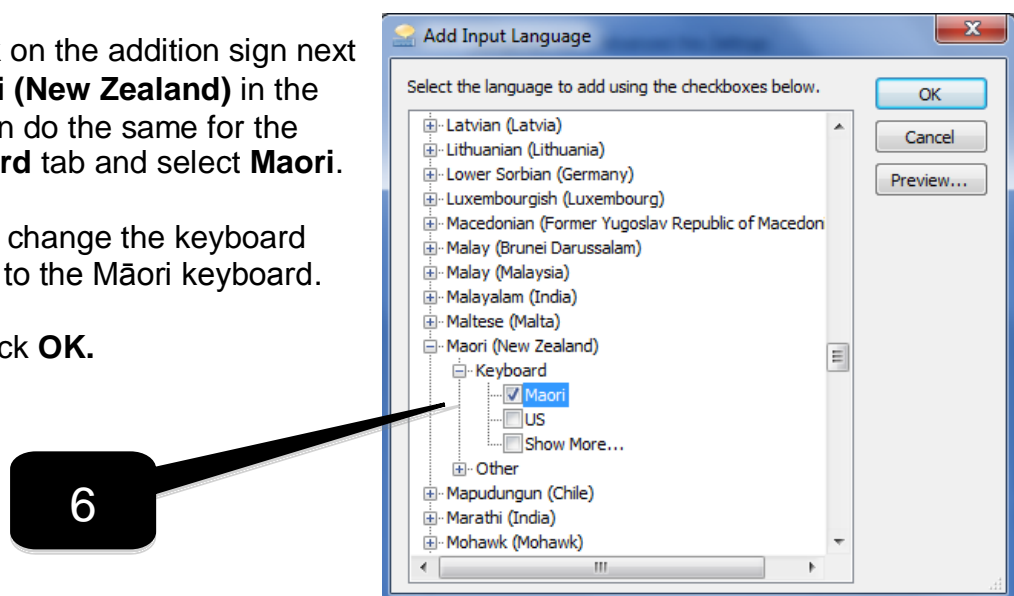
4a

4b

5

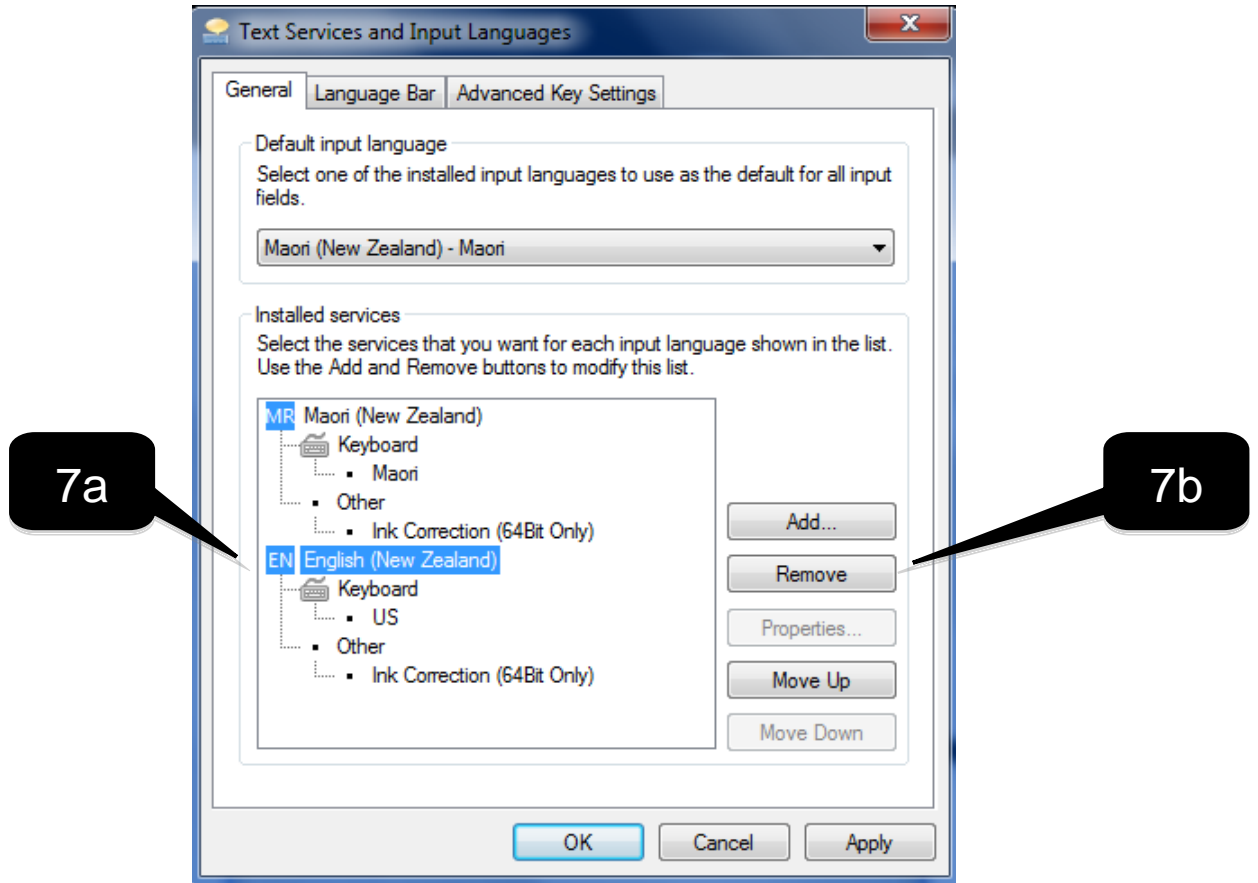**5.** In the **Text Services and Input Languages** Window click the **Add**… button.

6. Click on the addition sign next to **Māori (New Zealand)** in the list. Then do the same for the **Keyboard** tab and select **Maori**.

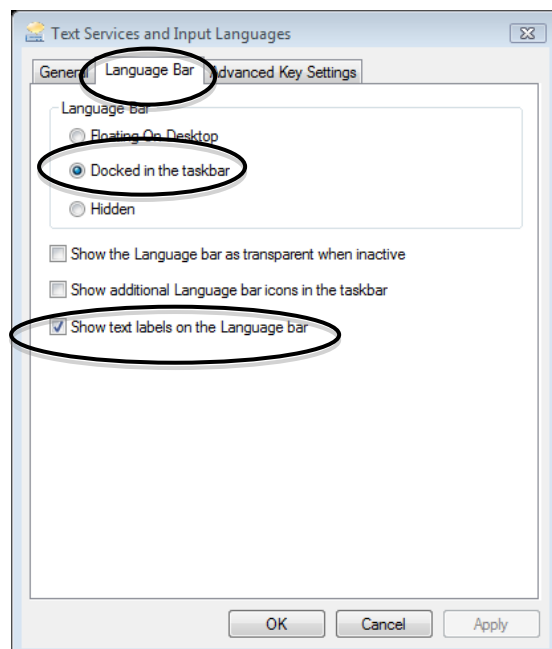This will change the keyboard settings to the Māori keyboard.
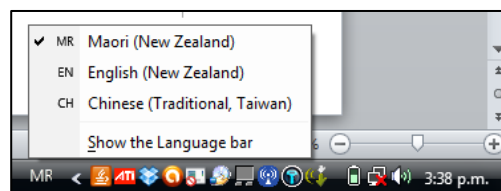
Then click **OK.**

6

7. In the Text Services and Input Languages Window, select **English (New Zealand)** or whatever contains the **Keyboard US** service **[7a]**, and click **Remove [7b].** Māori will become the default input language if there are no other installed services. Then click **Apply** and **OK,** and exit out of any other open windows.

Note: You can keep multiple languages installed on your computer. Instead of removing the other services, go to the **Language Bar** tab and select **Docked in the taskbar** and **Show text labels on the Language Bar.** Then click **OK.**
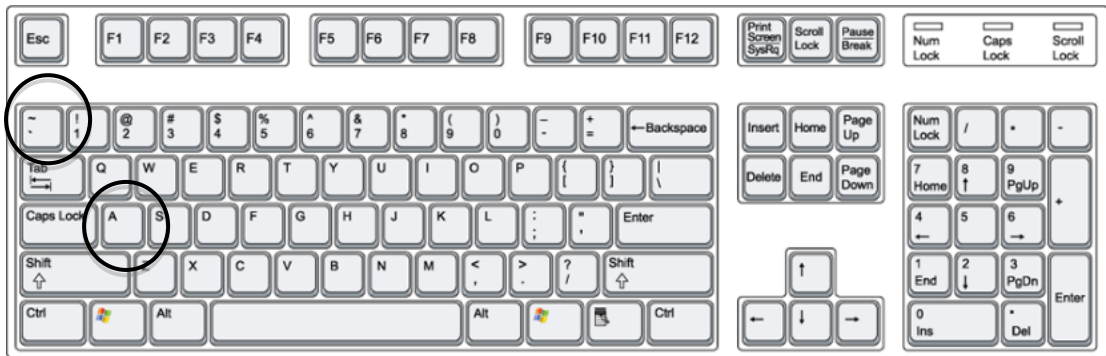

The Language Bar will now appear on the Task Bar. You can alternate between languages at any time.

4

8. In most cases you can immediately use the Māori keyboard to type macronised vowels. You do this by typing the acute/tilde key followed by the macronised vowel you want to add.

For example, + = **ā**

To get the acute sign (`), push the button twice.

Please note that on some computers, you may have to hold down the acute button and the vowel at the same time.

NOTE: The typing of macrons works in applications that support a Unicode format, e.g. Word, Excel, Powerpoint, and only with Unicode compliant fonts, e.g. Times New Roman, Arial, Cambria etc.