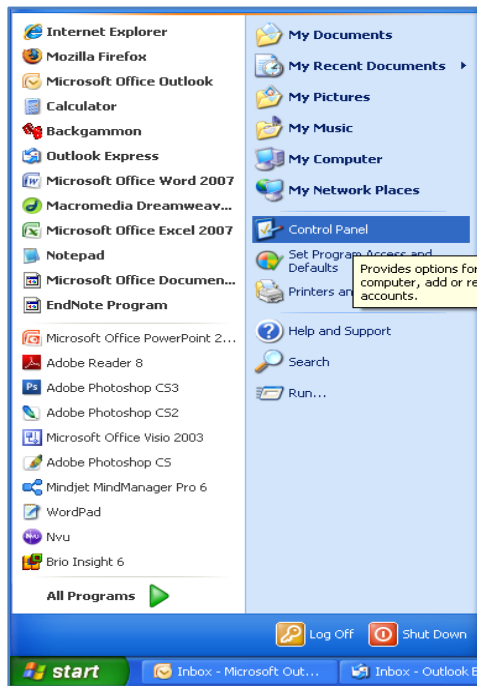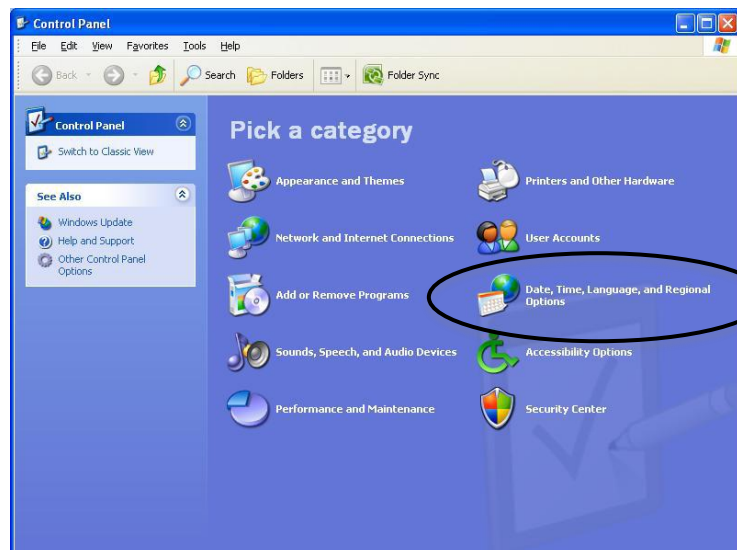# Macronized Vowels on a PC (Windows XP)

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:
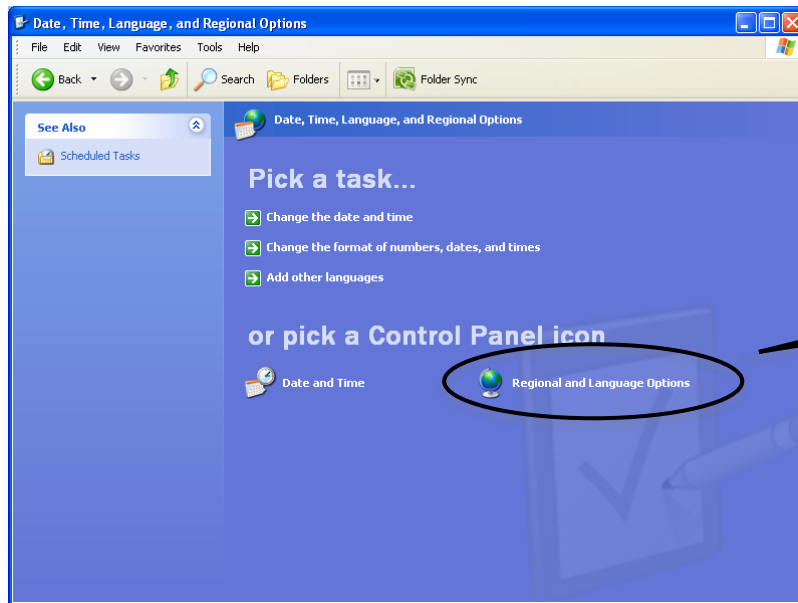
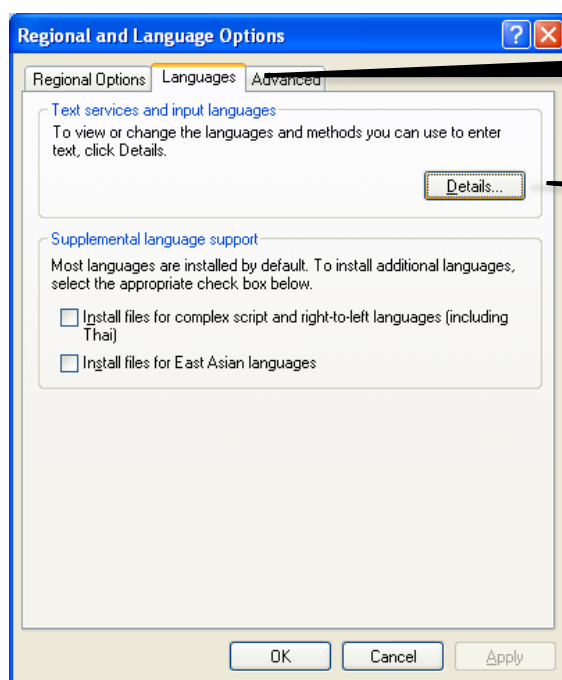**1.** Open the **Control Panel** from the **Start Menu.**

2. Then select **Date, Time, Language, and Regional Settings** if you are using the control panel shown below, or go straight to **Regional and Language Options** (step 3 below) if you are using the **Classic** control panel view**.**

3. Next select **Regional and Language Options.**

4. Select the **Languages** tab **[4a]**, and then click the **Details** button **[4b]**.
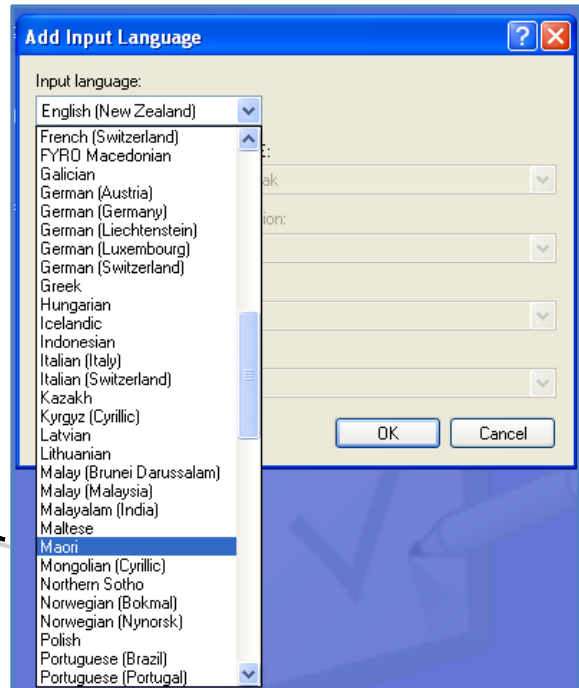

5. In the **Text Services and Input Languages** Window click the **Add**… button.

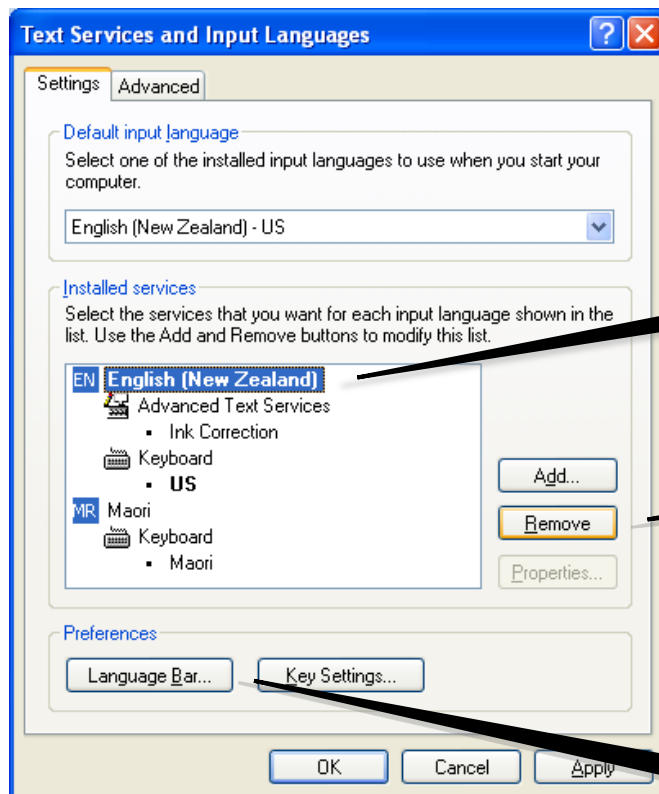**6.** Select **Māori** from the drop down list as the input language.

This will change the keyboard settings to the Māori keyboard.

Then click **OK.**

6

Add Input Language

Input language:

English (New Zealand)

French (Switzerland)
FYRO Macedonian
Galician
German (Austria)
German (Germany)
German (Liechtenstein)
German (Luxembourg)
German (Switzerland)
Greek
Hungarian
Icelandic
Indonesian
Italian (Italy)
Italian (Switzerland)
Kazakh
Kyrgyz (Cyrillic)
Latvian
Lithuanian
Malay (Brunei Darussalam)
Malay (Malaysia)
Malayalam (India)
Maltese
Maori
Mongolian (Cyrillic)
Northern Sotho
Norwegian (Bokmal)
Norwegian (Nynorsk)
Polish
Portuguese (Brazil)
Portuguese (Portugal)

OK   Cancel

7. Now select the old **English (New Zealand)** service (or whatever contains the **Keyboard US service**) **[7a]** and click the **Remove** button **[7b].**

Then click **OK.** You will then see a warning message which you can ignore. Click **OK** to accept it, then **OK** again to exit the **Language and Regional Options** panel.
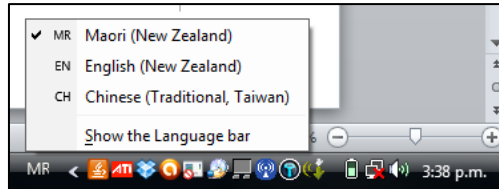
Text Services and Input Languages

Settings | Advanced

Default input language
Select one of the installed input languages to use when you start your computer.

English (New Zealand) - US

Installed services
Select the services that you want for each input language shown in the list. Use the Add and Remove buttons to modify this list.

EN **English (New Zealand)**
　Advanced Text Services
　　▪ Ink Correction
　Keyboard
　　▪ **US**
MR Maori
　Keyboard
　　▪ Maori

Add...
Remove
Properties...

Preferences
Language Bar...   Key Settings...
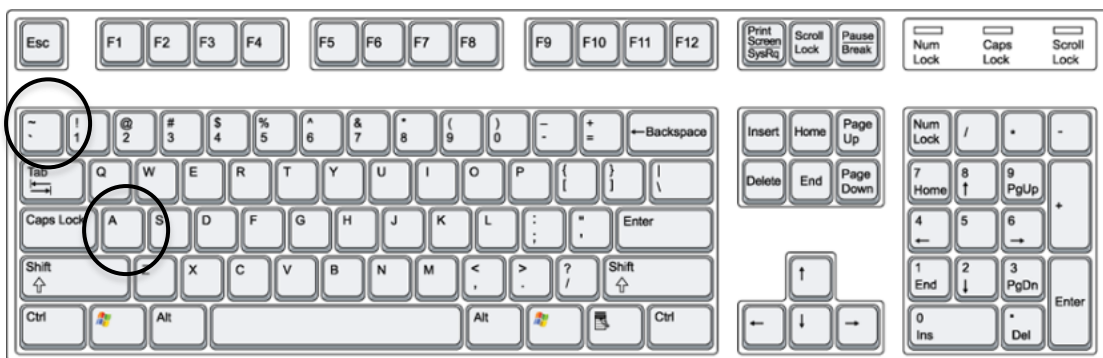
OK   Cancel   Apply

7a

7b

Note

Note: You can keep multiple languages installed on your computer. Instead of removing the other services, click the **Language** button 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.

8. In most cases you can immediately use the Māori keyboard to type macronized vowels. For some older documents you may need to Restart the computer to use the new process. You do this by typing the acute/tilde key followed by the macronized 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.