Macronized Vowels on a PC (Windows 7)

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. In the Control Panel Window select the Category view and click on Clock, Language and Region.
3. Then click on **Region and Language**.

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

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 Māori.

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

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. 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.

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, $\sim + \text{A} = \tilde{\text{a}}$

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.