

## Macrons (ā ē ī ō ū) Accessing the Māori keyboard

All campus computers have the Māori keyboard option which enables the use of macrons.

1. Check that **ENG MI**(for English New Zealand Māori) appears in the bottom right



2. To add a macron to a vowel, on your keyboard, press the top left tilde key (it has these symbols ~ and `) followed by the vowel.

3. To add a macron to an uppercase vowel, press ~, then hold down the **shift key** and select your vowel.



### Notes:

If this doesn't work select **Character Map** which comes as part of all Windows operating systems.

Find by clicking the Search button next to the Window start button in the bottom tool bar, and in the Search box type **Character** to select **Character Map**. You can insert the appropriate vowel with a macron from this source.



Another tip to change one word throughout your document e.g. **Maori** to **Māori** is to use the **Control key (Ctrl)** & the letter **H** keys on your keyboard which will help you quickly replace to the correct spelling. I find it better to replace each word one by one rather than to use the *replace all* option.

### For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : [library@ara.ac.nz](mailto:library@ara.ac.nz)

