



ŲÖLELO HAWAIŲ ON WINDOWS 95/98/NT/2000 AT UH-HILO

CONTENT

[Content](#)

[Introduction](#)

[Configuring Microsoft Word](#)

[AutoCorrect](#)

[Infrequent Typing of Hawaiian](#)

[Hawaiian Fonts in Web Browsers](#)

[Character Map](#)

[Contact Information](#)

INTRODUCTION

‘ŌLELO HAWAI‘I ON WINDOWS 95/98/NT/2000 AT UH-HILO

Using Hawaiian Fonts in Microsoft Word 2000

Hawaiian language fonts (fonts preceded with HI) have been installed on all of the computers in the computer labs at UH-Hilo that are accessible to the general student population. They may not be installed in the computer labs that are specifically for the use of particular departments (Computer Science, Math, etc.) This document assumes that the user is familiar with the fundamentals of Microsoft Word for Windows, and will not explain anything other than the typing of the Hawaiian language characters in Microsoft Word 2000 for Windows. These instructions may be applicable to other versions of Microsoft Word for Windows or Macintosh, though there may be variations in the procedures described or the graphics displayed below.

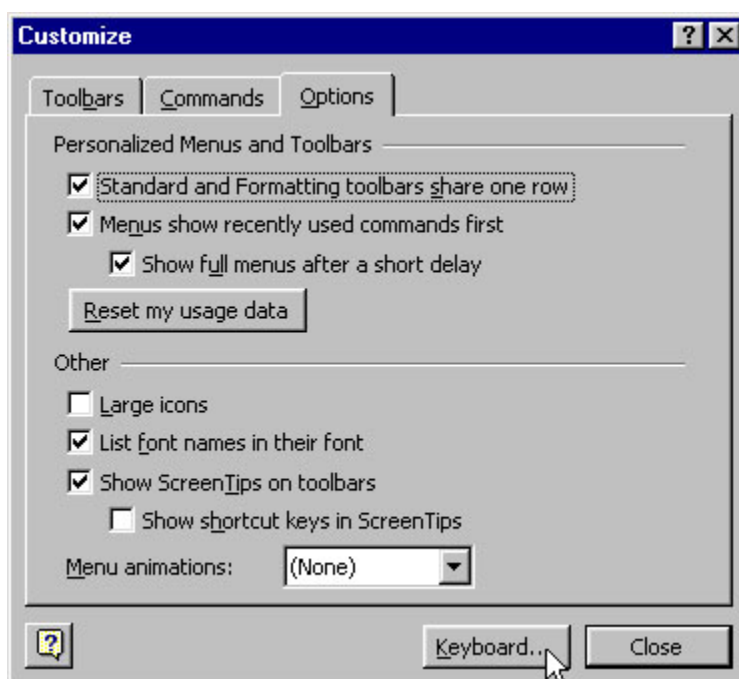
If you are a Hawaiian Studies student or for some reason need to type the ‘okina and kahakō very frequently, we recommend that you change the keyboard mapping of Microsoft Word in order to type these characters much more easily. Don’t worry: these settings are made in your account only, and do not affect the keyboard mapping for others who may use a computer after you have logged off. In order to reconfigure your keyboard mapping, see the section entitled [“Configuring Microsoft Word for ‘Ōlelo Hawai‘i”](#).

If you only need to type one of these characters infrequently, please read the section entitled [“For Infrequent Typing of Hawaiian Characters”](#). They explain how to type the ‘okina and kahakō without changing any settings in Microsoft Word.

CONFIGURING MICROSOFT WORD

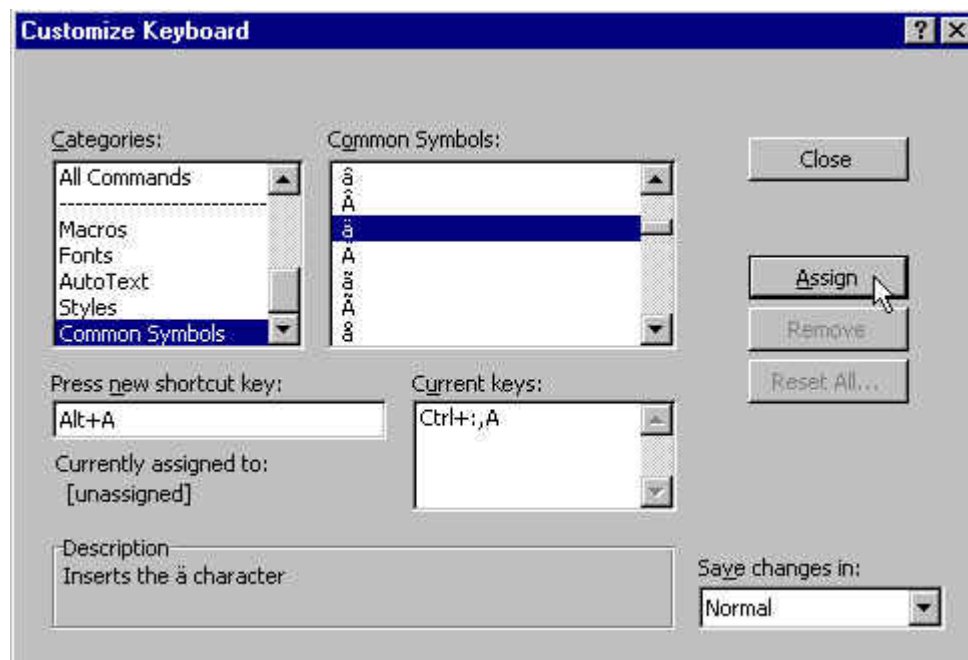
If you are a Hawaiian language student and need to frequently use the ‘okina and kahakō, we recommend that you reconfigure the character map in your Microsoft Word preferences so that you can more easily type the ‘okina and kahakō. To set your keystroke combinations, follow these instructions:

1. Launch Microsoft Word.
2. Go to the **Tools** menu and select **Customize**.
3. You will see three tabs at the top of the Customize window; click on the **Options** tab.
4. Click on the **Keyboard** button that appears at the very bottom of the dialog box. You will now see the Customize Keyboard dialog box.



CONFIGURING MICROSOFT WORD (cont'd)

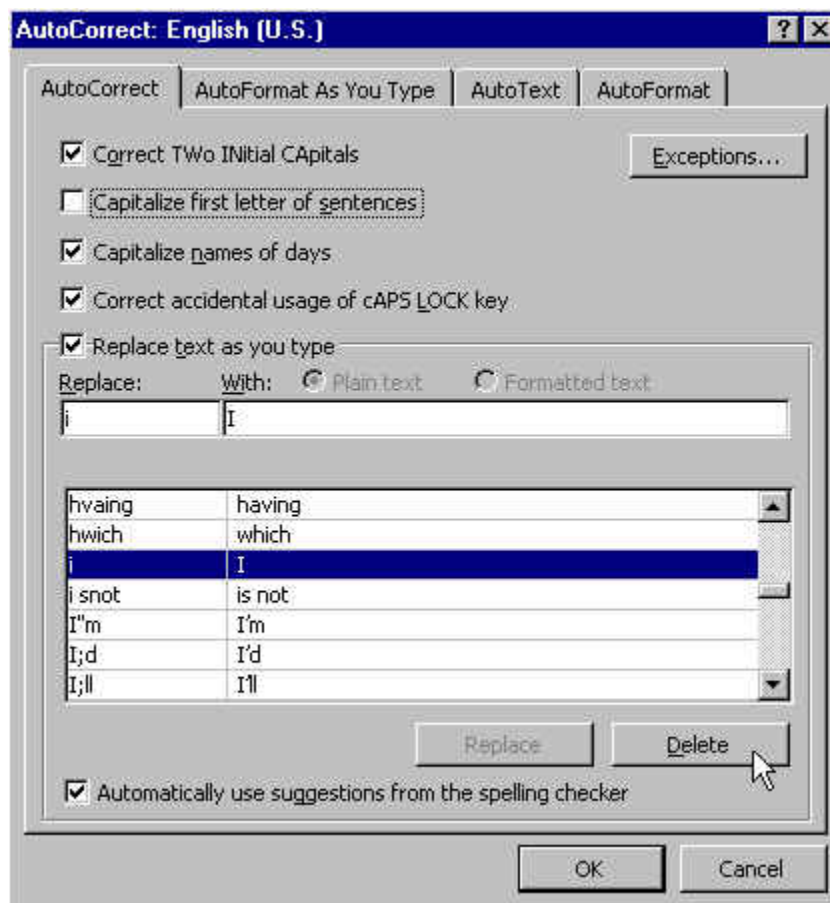
5. Scroll down to the bottom of the **Categories** field. You will see the **Common Symbols** item. Click once on this item. In the field to the right you will see the special characters that are used in many different languages.
6. Scroll down the field until you find the lower case “ä”. Click once on this character. (*In the HI fonts this has been replaced by the lower case “ā”*)
7. Click once in the field entitled **Press new shortcut key**.
8. Type the key combination that you want to use to generate this character. We recommend using Alt+a.
9. If you have done this correctly, you should see **Alt+A** in the **Press new shortcut key** field. If so, click on the **Assign** button that appears on the right hand side of this panel. Now, the **Alt+A** key combination should also be seen in the **Current keys** field. This key combination is now set.
10. You must repeat this process for each of the vowel/umlaut combinations. When setting the new keyboard combination for upper case vowels, press the Alt+Shift combination.
11. The [Character Map](#) table will tell you what key combinations we recommend for each character.
12. When you are done click on the **Close** button to save these changes in your Microsoft Word preferences.



AUTOCORRECT

A couple of **AutoCorrect** options should also be changed in order for you to efficiently type in Hawaiian.

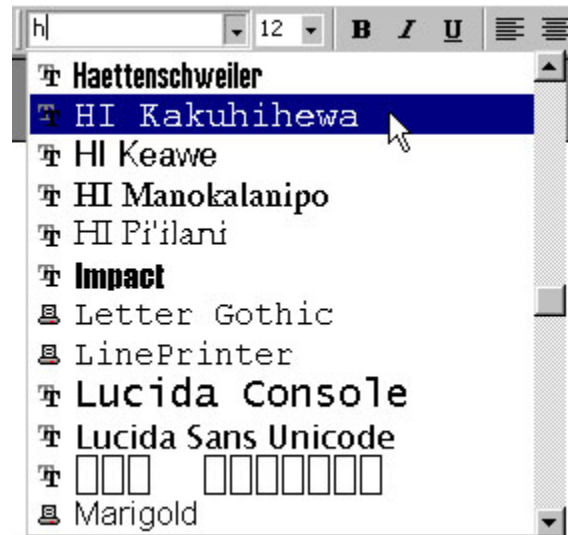
1. Go to the Tools menu and select **AutoCorrect**.
2. Deselect the option “Capitalize first letter of sentence. If left selected, this option will interfere with proper use of the ‘okina.
3. Under the option “Replace text as you type,” scroll down to the small letter “i” under the Replace field. You will see a capital “I” in the “with” field. Select this line and click on the **Delete** button. If left alone, this will interfere with typing the word “i” in Hawaiian by always capitalizing it, no matter where it appears in a sentence.
4. Click on the **OK** button to save these preferences in Word.
5. Create a blank Microsoft Word document, select one of the Hawaiian fonts from the **Font** menu, and begin typing, using the keystroke combinations that you defined earlier. You should see the ‘okina and kahakō.



INFREQUENT TYPING OF HAWAIIAN

The instructions below describe how to type the Hawaiian characters without reconfiguring your keyboard mapping in Microsoft Word.

1. Launch Microsoft Word 2000.
2. Select one of the HI fonts from the Font popup menu on the Word Toolbar.
3. To type the ‘okina, press and hold the **Control** key and press the apostrophe key (‘). Then release both keys and press the apostrophe key one more time. The correct character for the ‘okina - the single, open quote - will appear.
4. To type the kahakō, press and hold down the **Control** and **Shift** keys simultaneously, and press the semi colon key (;). Release these keys, and then type the vowel that you want to have the kahakō appear over. If you want the upper case vowel with kahakō, hold down the shift key as you type the vowel.



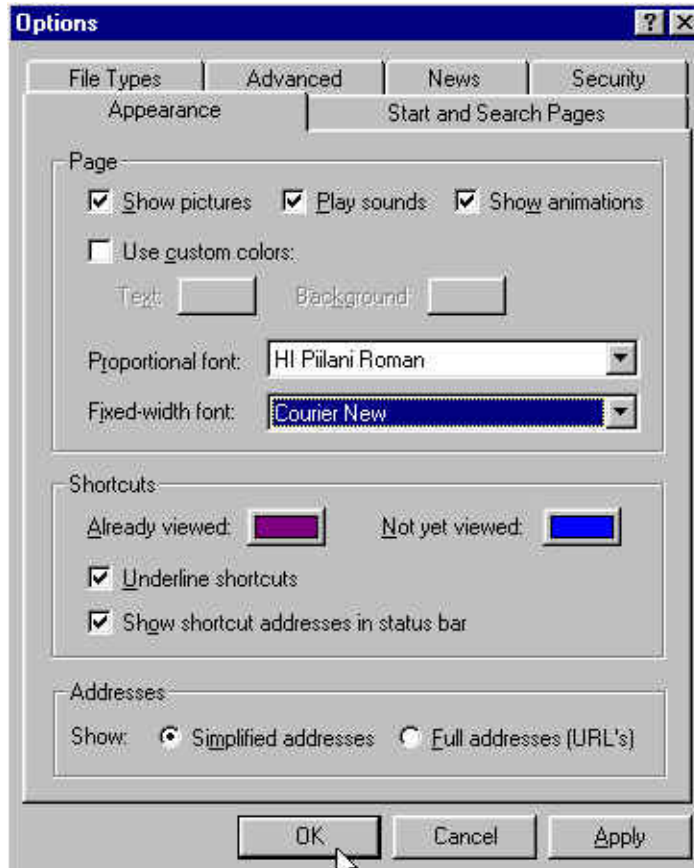
HAWAIIAN FONTS IN WEB BROWSERS

Hale Kuamo‘o maintains the most extensive site in the world for any indigenous or Polynesian language, Kualono. Most pages on Kualono exist as three separate documents: in English, in Hawaiian using HI fonts, and in Hawaiian using Unicode. Here are the addresses of the home pages for each of these three formats:

English:	http://www.olelo.hawaii.edu/OP/
Hawaiian using HI Fonts:	http://www.olelo.hawaii.edu/OH/
Hawaiian in Unicode:	http://www.olelo.hawaii.edu/UTF8/

The version of Windows currently installed at the UH-Hilo computer labs is not configured to support Unicode, therefore, students wanting to view Hawaiian language pages must view the HI Fonts version of these pages. The pages are encoded in such a way that the ‘okina and kahakō should automatically appear on the pages. If they do not, you can specify an HI font to be the default font for your browser.

1. Locate the **Preferences** or **Options** menu item for your browser; it is generally the last item under the **Edit** menu. You will see a window similar to the one displayed at right.
2. Select an HI font from the **Proportional Font** popup menu. You cannot chose a HI Font from the **Fixed Width Font** menu.
3. Click on the **OK** or **Close** button to set the HI Font as your default font.
4. Go to the Kualono HI Fonts page at <http://www.olelo.hawaii.edu/OH/> and you should be able to see the ‘okina and kahakō properly.



CHARACTER MAP

Here are the keystroke combinations that we recommend for each Hawaiian character.

<u>Hawaiian Character</u>	<u>Umlaut Character</u>	<u>Key Combination</u>
ā	ä	Alt+A
Ā	Ä	Alt+Shift+A
ē	ë	Alt+E
Ē	Ë	Alt+Shift+E
ī	ï	Alt+I
Ī	Ï	Alt+Shift+I
ō	ö	Alt+O
Ō	Ö	Alt+Shift+O
ū	ü	Alt+U
Ū	Ü	Alt+Shift+U
‘	ÿ	Alt+’

CONTACT INFORMATION

This document was created by the Hale Kuamo‘o for use by Hawaiian language students of Ka Haka ‘Ula O Ke‘elokōlani Hawaiian Language College at the the University of Hawai‘i at Hilo. Unauthorized reproduction without the prior written consent of the Hale Kuamo‘o is prohibited. If you are interested in providing copies of this document at your institution or organization please send email to hale_kuamoo@leoki.uhh.hawaii.edu or call (808) 974-7339.

This document is available as a PDF (Adobe Acrobat) document at

<http://www.olelo.hawaii.edu/pdf/uhh-mword.pdf>



HALE KUAMO‘O
Ka Haka ‘Ula O Ke‘elokōlani
University of Hawai‘i at Hilo
200 W. Kāwili St.
Hilo, Hawai‘i 96720
hale_kuamoo@leoki.uhh.hawaii.edu
Phone: (808) 974-7339
FAX: (808) 974-7686