

## Typing Hawaiian Characters in Word XP Without Special Fonts or Keyboards

It is possible to type the Hawaiian diacritical marks in Word under Windows XP (and possibly Windows 2000, though the process may vary slightly) without the installation of a custom keyboard like our Keyman program and Hale Kuamo'o's HI fonts. The instructions on this page explain how to accomplish this. As with all other software, instructions and hints provided on Kualono, the Hale Kuamo'o does not provide technical support for this document. Please do not email or call us for help. All of the instructions provided here have been tested and known to work. If it is not working for you it is most likely because you have not followed the instructions carefully or there is something wrong with your software. We strongly recommend printing out this document before starting.

Many of the fonts included with Windows XP included extended characters, including those used in the Hawaiian language. If you type Hawaiian or another Polynesian language frequently, it would be a good idea to customize your keyboard layout in Word so that these characters are easy to type. We recommend that you assign the Alt-Vowel combinations to the lower case vowel with kahakō (macron), Alt-Shift-Vowel to upper case vowel with kahakō, and Alt-apostrophe (Alt+') for the 'okina (glottal stop). If you work predominantly in the Hawaiian language, you may choose to assign the 'okina to the apostrophe key itself, and reassign the apostrophe to Alt-apostrophe key. This is similar to how our Hawaiian keyboard works under Macintosh.

### Important Notes

You need to be aware that the Unicode location of the 'okina character that is documented here is not the one that we normally recommend in Unicode, however, most of Microsofts fonts do not have the character in the preferred location, so we will show you how to select an alternate character whose appearance is identical to the 'okina. We have made Microsoft aware of this situation, and are hoping that they will add the 'okina in the proper Unicode location in a future release of Windows.

You should also note that not all versions of Word support these characters. If you exchange documents with users of older versions of Word for Windows or Macintosh, they will likely not be able to view or print these characters. We have not tested this with other word processors such as WordPerfect. It will definitely work for exchanging documents between users of Word XP.

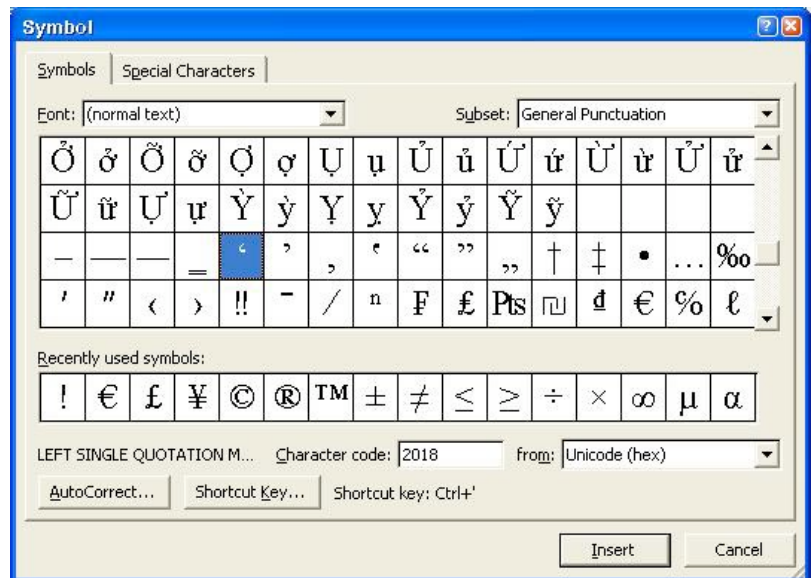
Finally, these characters are in different "location" than those that use Hale Kuamo'o's HI Fonts, or those from Guava Graphics or Coconut Info, therefore, they are incompatible. You need to consider the use of the document in which you will use these characters. If it is for your own use and will not need to be sent to anyone else, there should be no problems. However, if it is intended to be sent to someone else, perhaps to a publisher, you may need to contact them first to determine if it would be preferable to use those fonts instead.

## Setting Up Your Keyboard

1. Start Microsoft Word XP.

2. Go to the "Insert" menu and select "Symbol." You will see a window similar to the one that appears to the right.

3. Go to the "Subset" popup menu, scroll down and select "General Punctuation." Locate the single, open quote character as highlighted in the graphic to the right. The character code field (toward the bottom of the screen and in the middle) should show "2018." The correct 'okina looks like a small #6 with the body filled in. As mentioned above, the character selected here is not the preferred location of the 'okina in Unicode, but is much more commonly found in Windows fonts.

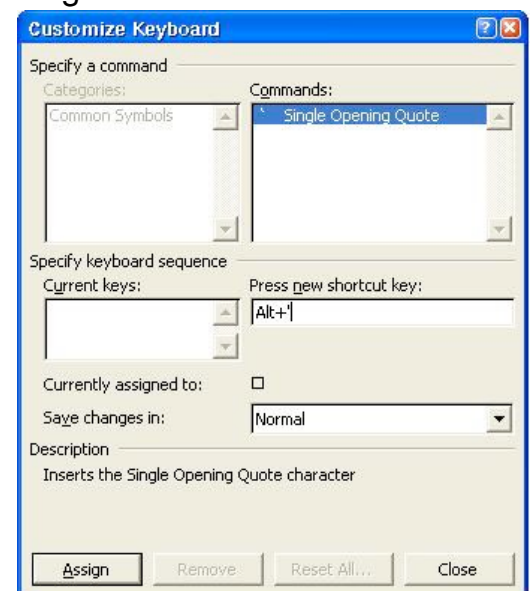


4. Click on the "Shortcut Key" button, and a window will appear that is similar to the graphic displayed to the right. This is where you can assign the keystroke combination you wish to use to generate the 'okina. Click in the field entitled "Press New Shortcut Key" to place your cursor there, and then press the keys you wish to use to generate the 'okina. In the graphic at right, we have chosen to use the Alt key and apostrophe.

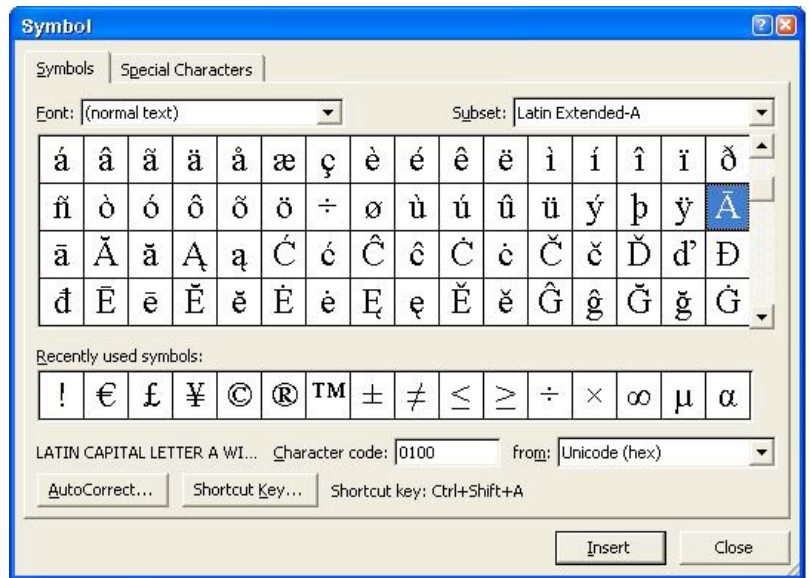
5. Click on the "Assign" key to set this as your choice, and then click on the "Close" button. If you do not first click on "Assign" (a common error) your settings will not be saved!

Once you have assigned your keystroke for the 'okina, the process is very similar for setting up the vowel+kahako combinations. You must assign each upper and lower case vowel separately. We explain this process for the upper case "A" with kahakō (Ā) only, and you will need to repeat this process for the remaining vowels, assigning them to the keystroke combination of your choosing.

6. Go to the "Subset" popup menu, scroll down and select "Latin Extended-A." Find the upper case A with kahakō (Ā) as displayed in the graphic to the right. The character code field (toward the bottom of the screen and in the middle) should show "0100."



7. Click on the "Shortcut Key" button, and a window will appear that is similar to the graphic displayed to the right. This is where you can assign whichever keystroke combination you wish to use to generate the "Ā". click in the field "Press New Shortcut Key" to place your cursor there, and then press the keys you wish to use to generate the 'okina. In the graphic at right, we have chosen to use Alt+Shift+A .



8. Click on the "Assign" key to set this as your choice, and then click on the "Close" button.

9. Repeat this process for the remaining vowel-kahakō combinations, being sure to click on the "Assign" button for each keystroke combination you assign.

Once you have assigned your keystroke combinations to each of these characters, open a new word document and test each of the keystroke combinations that you have assigned to the Hawaiian characters. If any do not work, go back to the "Insert" menu, select "Symbol" and verify that you have properly entered the keystrokes for these characters and clicked the "Assign" button after setting the keystroke combinations.

