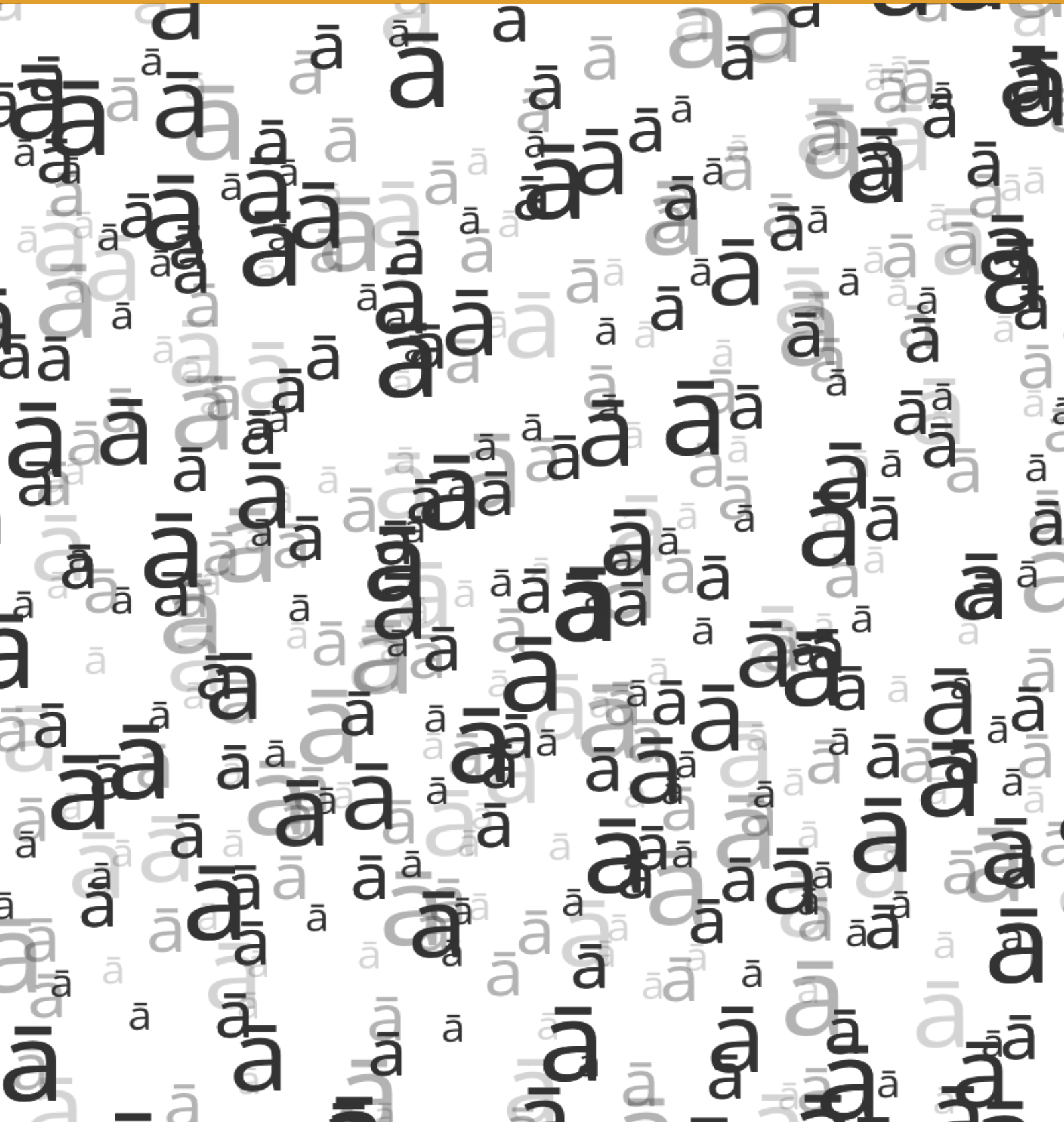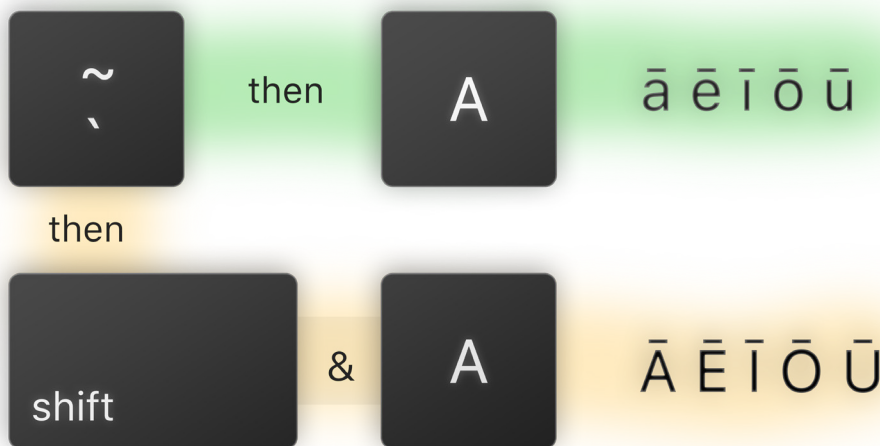@GTB
IT SOLUTIONS

Type Macrons Easily

How to install a Māori keyboard to your Windows 10 or Mac computer

Introduction

This guide will help you set up your keyboard so that you can easily type macrons. This is especially important when typing Māori words or places as missing the macron is an incorrect spelling. By the end of this, you'll be able to type macrons by pressing the following keys:
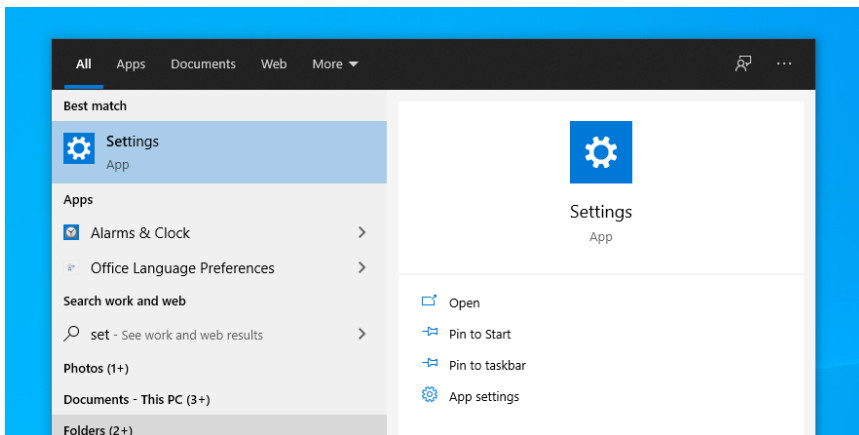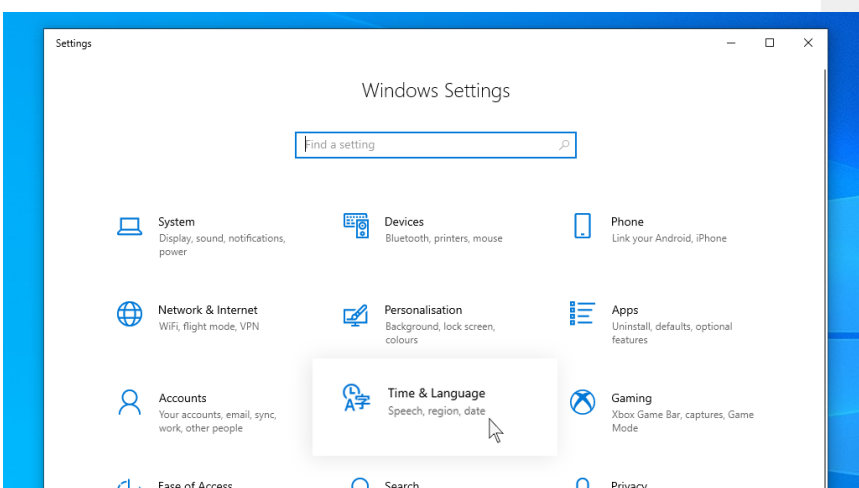
ā ē ī ō ū

Ā Ē Ī Ō Ū

Before you start

Before starting this guide test to see if you already have a Māori keyboard enabled but pressing ~ then A while typing. If you get an ā then stop, you're already setup. However, if you get an `a then find the steps for your operating system.
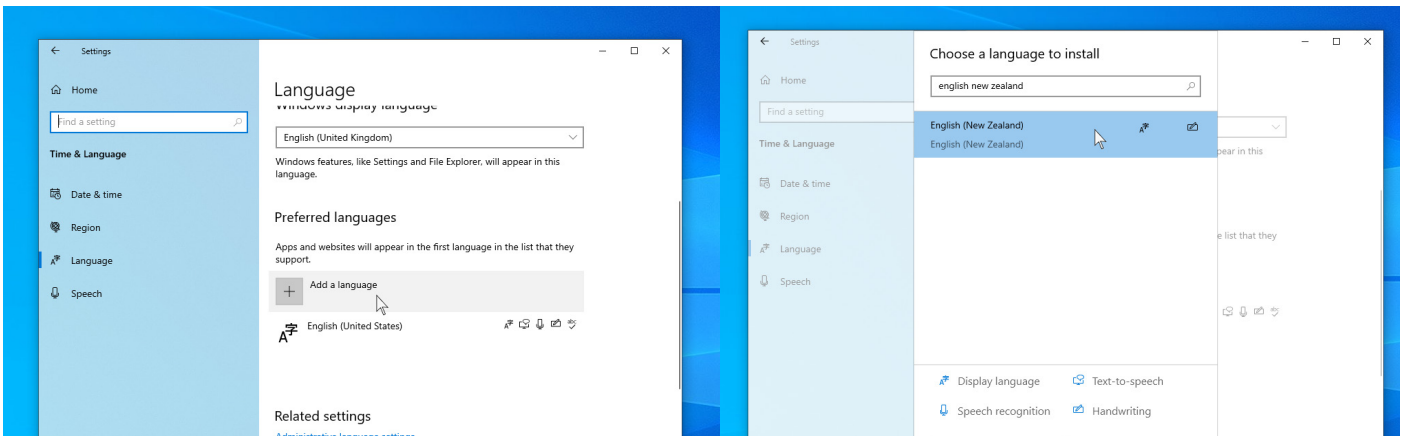
Windows 10

1. Open the `Settings` app
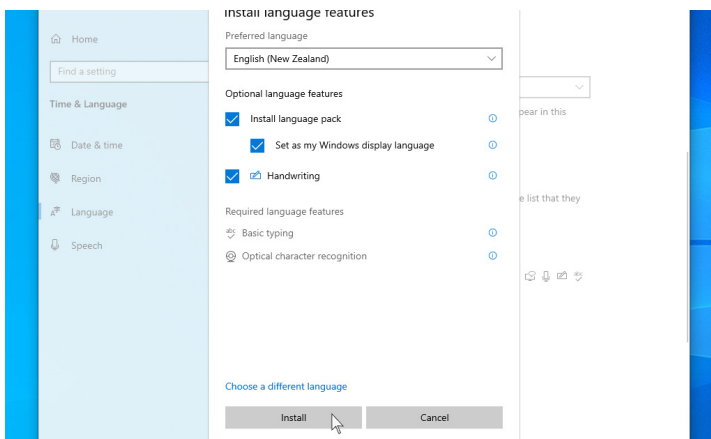

2. Select `Time & Language`

3. Select the Language settings

Under preferred languages, `if you see English (New Zealand)` skip to step 6.

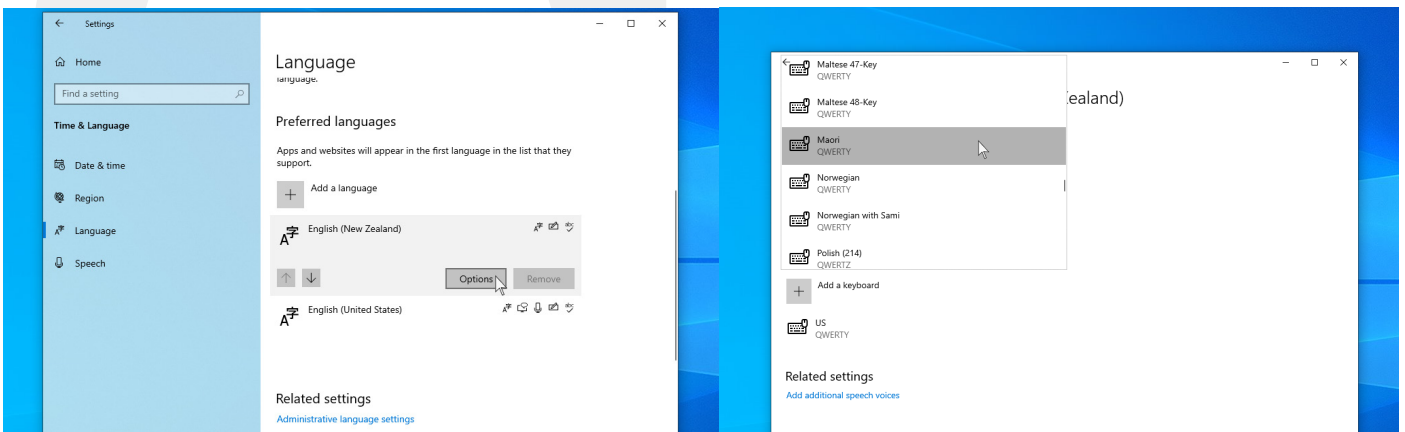4. Click add language & search for `English (New Zealand)`, select it.

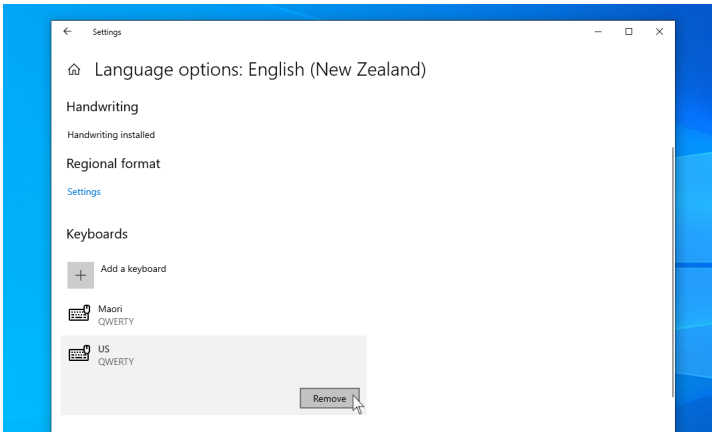5. Select all the checkboxes and click install.

6. After it has been installed select `English (New Zealand)` and click the up arrow until `English (New Zealand)` is at the top of the list.

7. Then click options, then under `Add a keyboard` find & select `Māori`

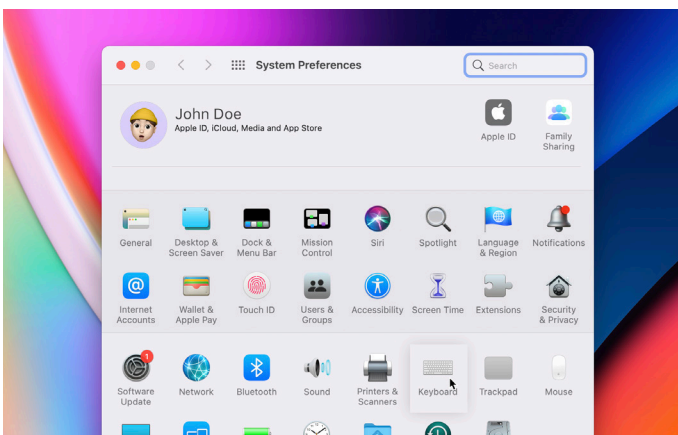8. Click the US keyboard and select remove (don't worry English spell check still works)

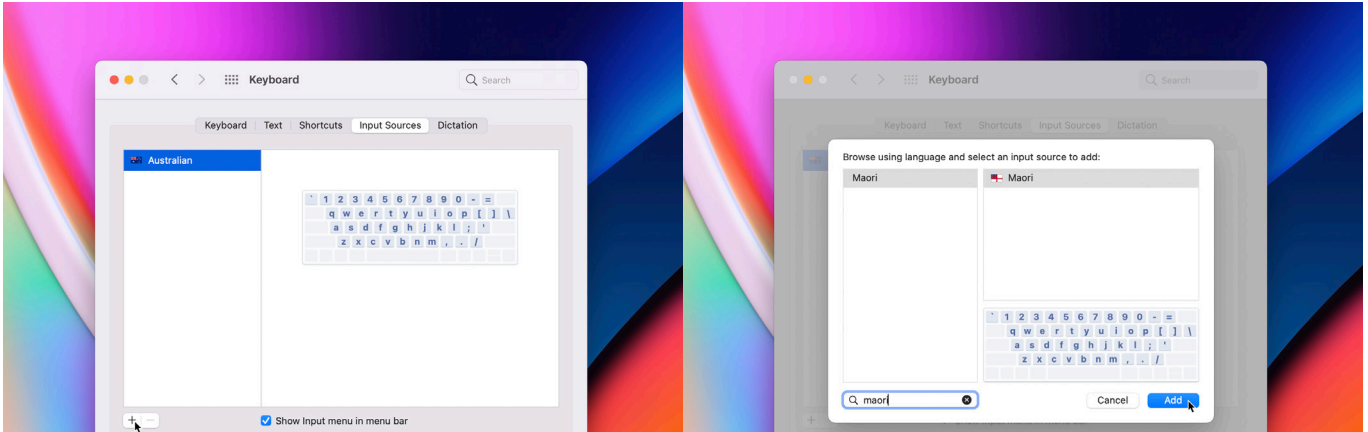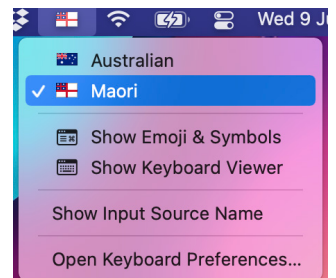9. Test your new Māori keyboard by pressing ⌨`~` then ⌨`A` while typing.

Mac OS

1. Open `System Preferences` & select `Keyboard`

2. Click the + & search for Māori

3. If you have more than one keyboard you can remove the others or select Māori in the menu bar.

4. Test your new Maori keyboard by pressing ˜ then A while typing.

Need some help?

GTB's technicians are always available to help.

P: 04 297 1040
E: reception@gtb.co.nz
W: https://gtb.co.nz/

About GTB

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