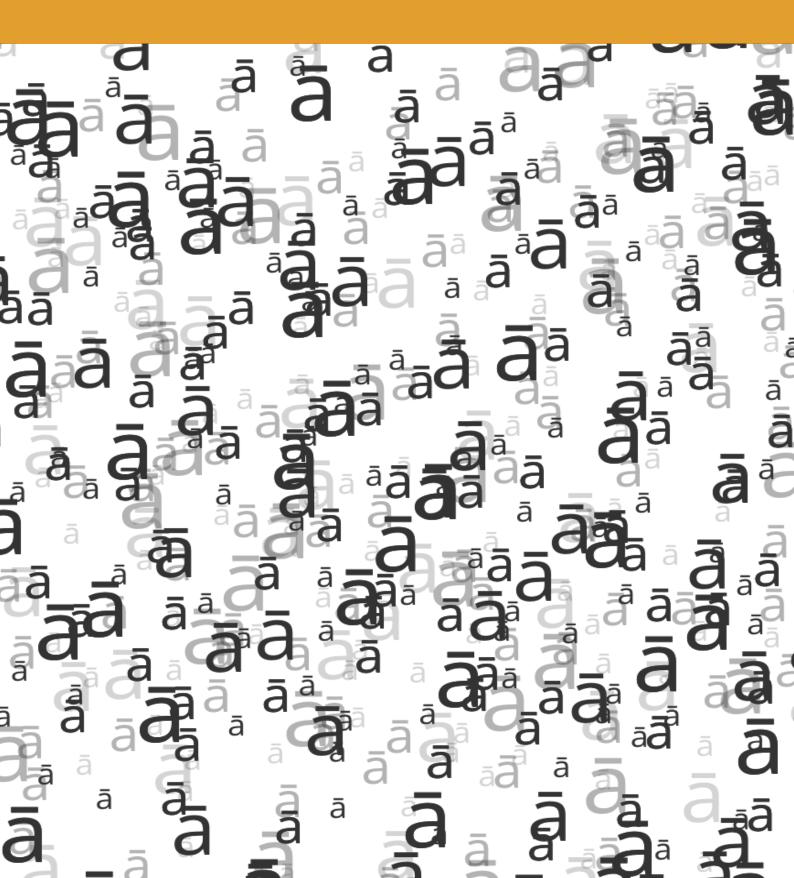


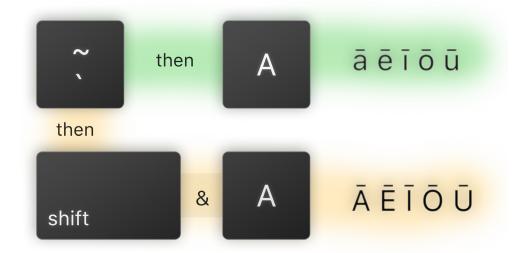
# **Type Macrons Easily**

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:



### Before you start

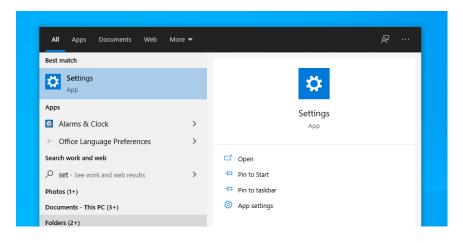
Before starting this guide test to see if you already have a Māori keyboard enabled but pressing **α** while typing. If you get an **a** then stop, you're already setup. However, if you get an **a** then find the steps for your operating system.



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### Windows 10

#### 1. Open the Settings app



#### 2. Select Time & Language

Settings							×	
		W	/indows Settings					
		Find a setting		Q				
旦	System Display, sound, notifications, power		<b>Devices</b> Bluetooth, printers, mouse		<b>Phone</b> Link your Android, iPhone			
¢	Network & Internet WiFi, flight mode, VPN	ø	Personalisation Background, lock screen, colours	E	Apps Uninstall, defaults, optional features			
8	Accounts Your accounts, email, sync, work, other people	。 A字	Time & Language Speech, region, date	⊗	<b>Gaming</b> Xbox Game Bar, captures, Game Mode	E		
d.	Ease of Access	0	Search	д	Privacy			

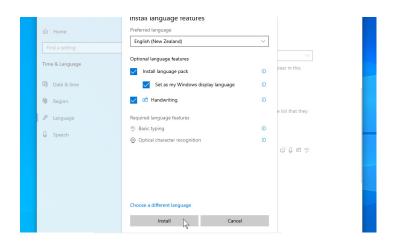
#### 3. Select the Language settings

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

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

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Find a setting	English (United Kingdom)	Find a setting	English (New Zealand)	
Time & Language	Windows features, like Settings and File Explorer, will appear in this language.	問 Date & time	- · · · · · · · · · · · · · · · · · · ·	pear in this
🗟 Date & time				
Region	Preferred languages	Region		e list that they
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Speech	+ Add a language	Speech		
	A <sup>≇</sup> English (United States) A <sup>≇</sup> S ↓ ⊠ ♡			C 🖟 🛍 🌣
			🖈 Display language 🛛 🗳 Text-to-speech	
	Related settings		👃 Speech recognition 🛛 🖻 Handwriting	

5. Select all the checkboxes and click install.



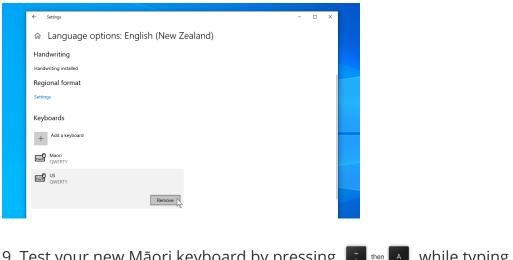
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6. After it has been installed select English (New Zealand) and click the up arrow until English (New Zealand) is at the top of the list.

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

← Settings	-	οx			
යි Home	Language		Maltese 47-Key QWERTY	- o ×	<
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x <sup>#</sup> Language	A Finglish (New Zealand)		Norwegian with Sami QWERTY		
Speech	↑ ↓ Options Remove		Polish (214) QWERTZ		
	A Finglish (United States)		+		
			CWERTY		
	Related settings		Related settings Add additional speech voices		
	Administrative language settings		(a) Cat bala		

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

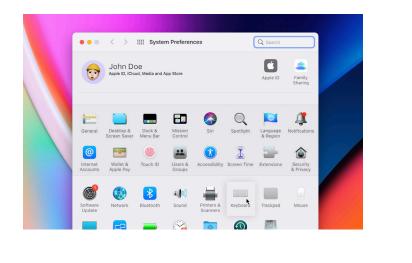


9. Test your new Māori keyboard by pressing 🚺 then 🔺 while typing.

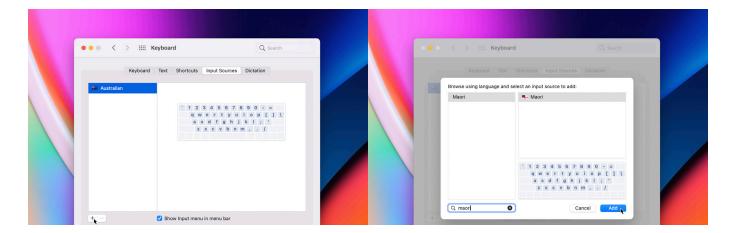
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### Mac OS

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 了 🔤 Mile typing.



### Need some help?

GTB's technicians are always available to help.

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



## About GTB

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