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I need to type macrons when using Māori language in my assignments. Is there an easy way to do this?

Michael Nicholson - 2023-07-13 - Study and learning

There is a very easy way for you to be able to type words and phrases in Māori and insert macrons into your text. This involves installing the reo Māori keyboard onto your computer and then using the macron key. This video by our tutor Craig Shepherd shows you how.

Tip: Once you have set up your languages using the below instructions you can use a shortcut to toggle between languages: **Windows key + Spacebar**

Follow these step by step instructions about how to add te reo Māori as a language in your settings to enable you to use macrons on your keyboard.



• Go to Windows > Settings

• Select Time and Language



 Click on Languages > Add a preferred language and search for Te reo Māori.

← Settings	-	×
යි Home	Language	
Find a setting $ ho$		
Time & Language	Windows display Apps & websites Regional format English (United States) English (New Zealand) English (New Zealand)	
🗟 Date & time	<u>□</u> .	
👰 Region	Keyboard Speech English (New Zealand)	
A [≉] Language <mark>8</mark>		
D Speech	Windows display language	
	English (United States)	
	Windows features like Settings and File Explorer will appear in this language.	
	Preferred languages	
	Apps and websites will appear in the first language in the list that they support.	
4	Add a language	
	A ² English (New Zealand)	
	Related settings	
	Administrative language settings Date, time & regional formatting	
	Spelling, typing, & keyboard settings	

• You will then see a toggle for languages bottom right of your toolbar. You will need to change to ENG to MRI to use the Māori keyboard.



- Now you can easily add a macron (tohutō) by pressing (the tilde key \sim) and then the vowel.

Handy tips once you have set up languages:

- You can use a shortcut to toggle between languages: Windows key + Spacebar.
- You can set up auto-correct rules in **Outlook** so you don't have to type the macron for commonly used words.
- 1. In Outlook go to File > Options > Mail > Editor Options > AutoCorrect Options
- 2. Select AutoCorrect Options > Add in words in Replace text as you type