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

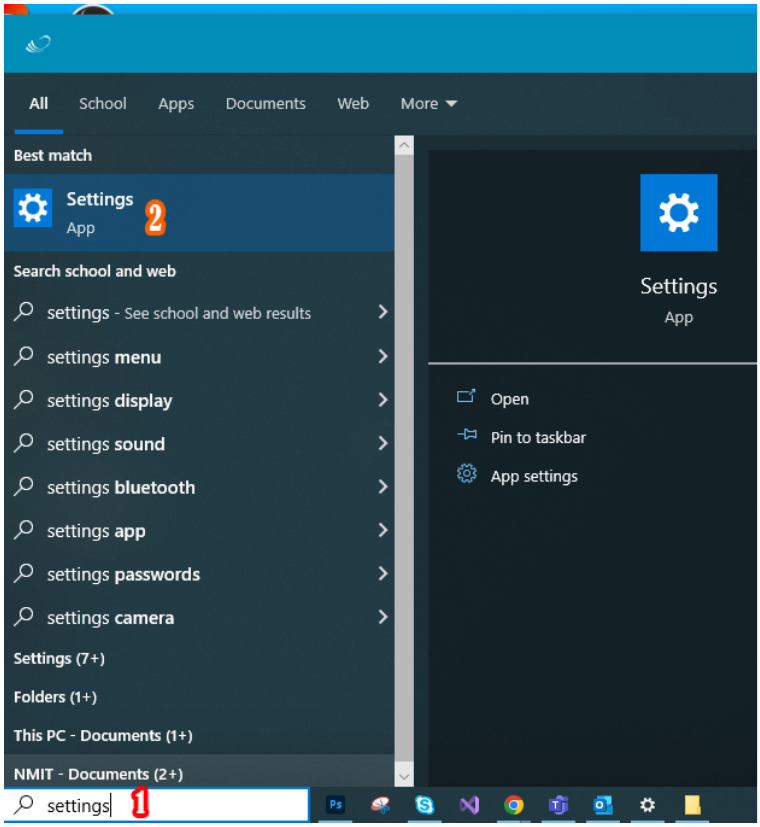
Michael Nicholson - 2023-07-12 - Study and learning

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.

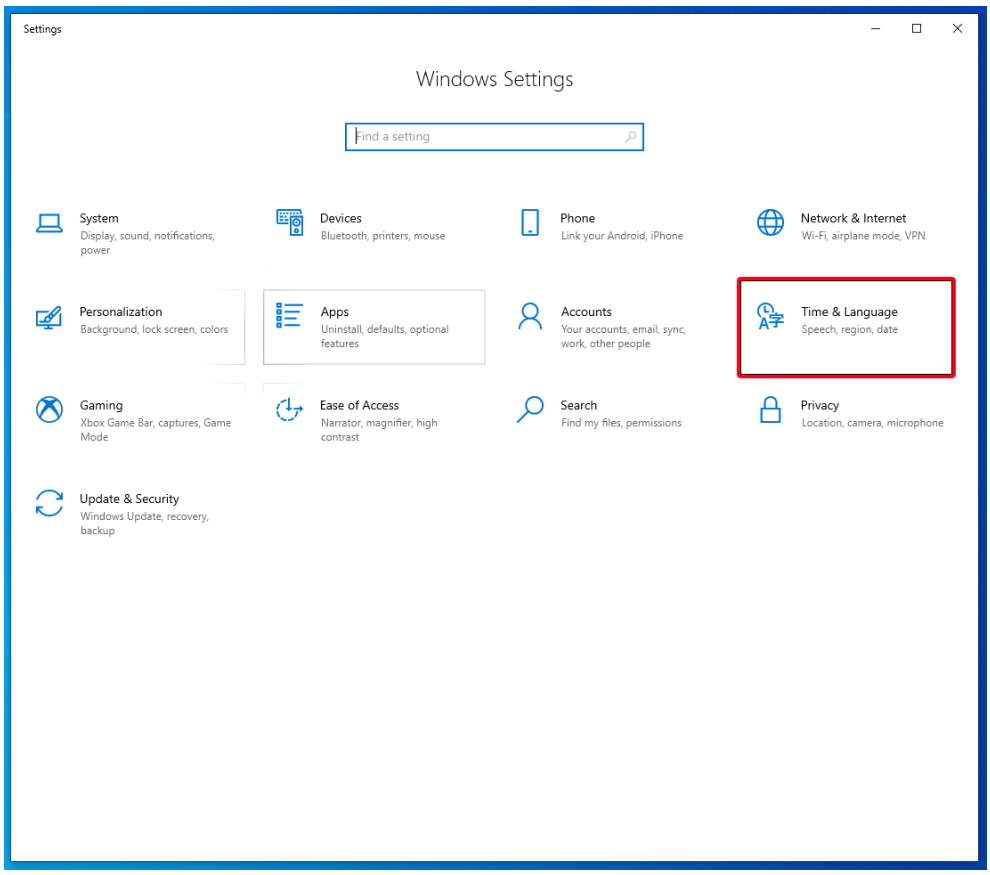
> **Tip:** Once you have set up your languages using the below instructions you can use a shortcut to toggle between languages: **Windows key + Spacebar**

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.

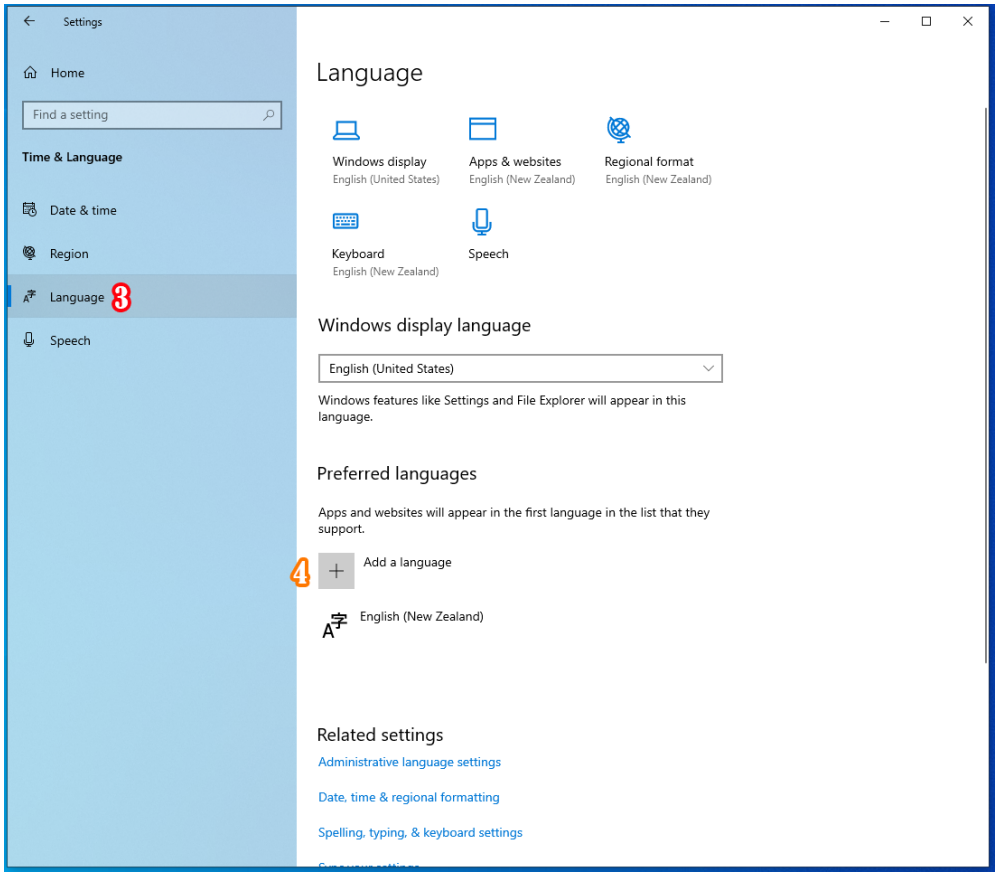
- Go to **Windows > Settings**



- **Select Time and Language**



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



- **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 ~) 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**