



Hawaiian Diacritics at the University of Hawai'i For the Macintosh

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Introduction

University of Hawai'i (UH) Procedures Business Circular 835 essentially states that all information on the letterheads, envelopes and business cards (with the exception of the UH seal) will include the appropriate Hawaiian diacritical marks.

The 'okina or glottal stop is the open typesetter's quote (‘) and can be done quite easily from all Macintosh applications as it is part of the standard character set of most fonts. However, the kahakō or macron (¯) is not part of the standard character set and isn't easily created in any application.

This document is an aid for those of you who need to create these diacritical markings without any additional purchases such as other fonts or font editor programs. It concentrates on MS Word for the Macintosh. (Windows users can refer to the document *Hawaiian Diacritics and MS Word*, available at <http://www.hawaii.edu/itsdocs/win/diacritics.pdf>).

Creating the 'okina

This is the 'okina: ‘

Notice that it looks like a 6. It is not this: ’ or this: ` although you may have seen those characters used.

The correct way to represent the 'okina is: ‘

This method for creating the 'okina should work with any font, in all Macintosh applications:

Press **Option-]** (Press the **Option** key together with the **]** key (right bracket key).)

Creating the kahakō using field codes

If you do not wish to download and install fonts, you can also use “field codes” to create kahakō vowels. You may need to enable the viewing of field codes first.

Enabling Field Codes in Word X or 2004

Go to the **Word** menu and select **Preferences . . .** On the left side, click on **View**. Make sure the box next to the **Field Codes** option is checked. Click on **OK**.

Enabling Field Codes in Word 98 or 2001

Go to the **Tools** menu and choose **Preferences . . .** Click on the **View** tab. Make sure the box next to the **Field Codes** option is checked. Click on **OK**. This allows you to view the Field Codes that you create.

Once you’ve enabled the viewing of field codes, here’s an example of using a field code to create an ā:

1. Press **Command-F9** (the command key is the Apple key)
This will create something that looks like this: { }
This is the field code symbol.

You can also go to the **Insert** menu and choose **Field**. In the **Categories** column, click on **Equations and Formulas**. In the **Field Names** column, click on **Eq**. Click on **OK**. This will create something that looks like this: { EQ }

Delete everything within the curly brackets, including spaces.

2. Type **eq \o(a,**
The slash in the above formula is the regular backslash.
3. Press **Shift-Option-,** (Creates the kahakō character)
4. Type a **)** (right parenthesis)

Your field code should look like this when you are done: {eq \o(a,̄)}

For example, on screen you would see University of Hawai‘i at M{eq \o(a,̄)}noa.

When you print the document, it will look like: University of Hawai‘i at Mānoa.

You can use the same formula and change the a to an i, e, o, u, A, E, I, O, or U depending on which vowel needs the kahakō.

Words containing a kahakō, if they are at the end of a line, will “split” at the kahakō formula. For example, Mānoa will break right after “Mā”. To avoid this problem, put the entire word into the field code as shown below:

{eq M\o(a,̄)noa}

You may want to type all words that need the kahakō within the field code curly brackets.

Depending on the font and/or font size you are using, the kahakō may either print too low or too high over the tops of vowels. You may need to raise or lower the kahakō:

1. Highlight the kahakō character in the formula.
2. Go to the **Format** menu and choose **Font**. Click on the **Character Spacing** tab. Click on the down arrow next to **Position** (to the right of the word **Normal**) and choose **Raised** (or **Lowered**) from the pop up menu. In the **By** box, type the amount you wish to raise or lower the kahakō (**1 pt**, **2 pt**, etc.). This value will vary depending on the font you are using. You may have to try different point sizes to find the correct value for your font. Click on **OK** when you are finished.

The line spacing in your document may be uneven. To make it more even, you can do the following:

1. With the blinking cursor (I bar) anywhere in the paragraph, go to the **Format** menu and choose **Paragraph**.
2. Change the Line Spacing to **Exactly**, and change the **At** value to the point size of the text you're using. Click on **OK**.

You can preview before printing by going to the **File** menu and choosing **Print Preview**. Your pointer should change into a magnifying glass. Click on the part of the page you want to see.

This method produces acceptable results in most situations, especially if you use kahakō infrequently. However, the kahakō will still run into any g's, j's, p's, or y's that happen to be above it.

AUTOCORRECT FEATURE

AutoCorrect is a feature in Word that can be used to make your 'okina or kahakō easier to type.

1. Highlight the entire formula (including the curly brackets) if doing a field code or highlight the entire word if doing an 'okina.
2. Go to the **Tools** menu and choose **AutoCorrect**.
3. In the **Replace** box, type the word that will automatically be corrected; for example, you can type in **Manoa** for {eq M\o(a,~)noa}.
4. Click on **Add**, then click on **OK**.

Now, whenever you type the word **Manoa** in a document, the correctly formatted text will replace it as soon as you press the spacebar.

Use this method to create AutoCorrect entries for any other words with 'okina or kahakō that you might need.

Creating the kahakō with the ‘Ōlelo fonts

There are free fonts that include the kahakō character available for download from the ‘Ōlelo Web site. The available fonts are

HI Kakuhihewa = Courier
HI Manokalanipo = Times
HI Pi‘ilani = Palatino
HI Keawe = Helvetica

The Information Technology Services (ITS) labs (Keller 105, Keller 213, Hamilton Library, and CLIC) have the ‘Ōlelo fonts installed on the computers there. The Center for Hawaiian Studies and the Hawaiian Language department have also standardized on the ‘Ōlelo fonts.

INSTALLING THE ‘OLELO FONTS UNDER MAC OS X (WORD X OR 2004):

1. Go to this web page:
http://www.olelo.hawaii.edu/eng/resources/mac_fonts.html
and click on the link **Download HI Macintosh fonts**
2. When the download is finished, there will be a file called “mac_fonts.sea” on your desktop. Drag/drop this file onto the Stuffit Expander icon to extract. (Stuffit Expander should be in the “Utilities” folder within the “Applications” folder on your hard drive.) This will put a “mac_fonts Folder” on your desktop. Open this folder, and put the following files into the “Fonts” folder that's in the “Library” folder on your hard drive:

HI Kakuhihewa Fonts
HI Keawe Fonts
HI Manokalanipo Fonts
HI Pi‘ilani Fonts

Note: do NOT do anything with the Papa Pihi "HI" file. In fact, you can delete it, as it was intended for Mac OS 9.

3. Go to this web page:
<http://www.olelo.hawaii.edu/eng/resources/osx/hifonts.html>
Scroll down the page and click on the link **Click here for Papa Pihi HI.rsrc for OS X**
4. When the download is finished, there should be a file called “Papa Pihi HI.rsrc” on your desktop. Put this file in the “Keyboard Layouts” folder that's in the “Library” folder on your hard drive.
5. Restart the Macintosh.
6. Go to the **Apple** menu and select **System Preferences**. Click on the **International** icon, then click on the **Input menu** tab. Check the box next to “Papa Pihi HI”. You should now see a US flag icon in the upper right of your screen, near the time. Under this flag icon, you can choose between the US keyboard and the Papa Pihi keyboard.

INSTALLING THE ‘ŌLELO FONTS UNDER MAC OS 9 (WORD 98 OR 2001)

1. Go to **<http://www.olelo.hawaii.edu>**. Click on the **K**.
2. Scroll all the way down to the bottom of the page and click on **Download HI Macintosh Fonts**.
3. On the next page, click on either **Download HI Macintosh Fonts (HTTP download)** or **Download Macintosh Fonts (FTP download)**. It doesn't matter which one you choose. Both downloads are approximately 385kb.
4. When the download is finished, you should have an icon on your desktop called **mac_fonts.sea**. Double click on this icon. Click on the **Desktop** button, then click on **Extract**.
5. On your desktop, you should now see four font suitcases called HI Kakuhihewa, HI Manokalanipo, HI Pi'ilani, and HI Keawe. There should also be an icon called Papa Pihi "HI". Papa Pihi is a special keyboard for use with the 'Ōlelo fonts only. Move the four font suitcases into the Fonts folder in your System folder on your hard drive. Move the Papa Pihi "HI" file into the System suitcase in your System folder on your hard drive. Note that you will have to quit all running applications to move the Papa Pihi file.
6. Close all windows and restart your Macintosh.
7. After your Macintosh has finished restarting, go to the **Apple** menu, then **Control Panels**, then **Keyboard**. In the list of keyboard layouts, look for **Papa Pihi "HI"**, and make sure the box to the left is checked. Close the Keyboard control panel.

USING THE ‘ŌLELO FONTS

To use the 'Ōlelo fonts, you need to switch to the Papa Pihi keyboard. To do this, point and hold down the mouse on the U.S. flag symbol in the upper right corner of your screen. A menu will drop down; select **Papa Pihi "HI"**.

In your document, you need to use one of the four 'Ōlelo fonts (HI Kakuhihewa, HI Manokalanipo, HI Pi'ilani, HI Keawe) as your document's font. To get the kahakō to appear, type the following keystrokes:

Option-vowel for a lower case vowel

For example, for an ō, type **Option-o**

Shift-Option-vowel for an upper case vowel

For example, for an Ā, type **Shift-Option-a**

For more information about the 'Ōlelo fonts, please visit

<http://www.olelo.hawaii.edu>

Creating the kahakō using the built-in Hawaiian keyboard (OS 10.3 and higher)

If you have Mac OS 10.3 or higher, there is a built-in Hawaiian keyboard that you can use to type the kahakō. The built-in Hawaiian keyboard only works with applications and fonts that are “unicode compliant”. Not all applications or fonts are compatible with unicode. Word 2004 (but not Word X) is unicode-compliant, as well as TextEdit.

To enable the built-in Hawaiian keyboard:

1. Go to the **Apple** menu and select **System Preferences**
2. Click on **International**
3. Click on **Input Menu**
4. Scroll down and check the box next to Hawaiian.

To use the keyboard:

1. Select the **Hawaiian** keyboard under the flag icon in the upper right of the screen
2. Press the **option key** and the **vowel**. For an “a” you would press **option-a**, for an “e” you would press **option-e**, and so forth.

Note: not all fonts will work with this keyboard.

Contact Information

If you have any questions regarding Hawaiian diacritics or other solutions not listed in this document, you may contact either of the following people:

Teresa Sakata	Phone: 956-2399	e-mail: teresa@hawaii.edu
Naomi Okinaga	Phone: 956-2398	e-mail: naomi@hawaii.edu

For additional assistance, please phone the ITS Help Desk at (808) 956-8883, send email to help@hawaii.edu, or fax (808) 956-2108. Neighbor islands may call the Help Desk’s toll-free phone number at (800) 558-2669.

Or see the ITS Help Desk’s home page at <http://www.hawaii.edu/help>
The ITS walk-in Help Desks are located in Keller 105, Keller 213, Sinclair 122 (CLIC), and the ITS Hamilton Lab on the UH Mānoa Campus.

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