



# Hawaiian Diacritics and MS Word For the PC

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## Overview

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This document describes how to configure Microsoft Word to properly display Hawaiian diacritical marks.

On June 12, 1992, Governor Waihe'e signed a bill relating to the Hawaiian language that essentially authorizes and encourages the use of macrons and glottal stops whenever words or terms in the Hawaiian language are used in documents prepared by or for state or county agencies and officials. Requested for the Hawaiian language faculty by Dr. Emily Hawkins, assistant Professor of Indo-Pacific Languages and drafted by Rep. Brian Taniguchi's office, this Act 169 has been incorporated as an amendment to our University of Hawaii Procedures Business Circular 835. This circular essentially states that all information on letterheads, envelopes and business cards will include the appropriate Hawaiian diacritical marks. Other documents can be converted if desired. The office of University and Community Relations can advise you if you have questions regarding this business circular.

## Installing the Normal.dot Template File

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The Normal.dot file is a Microsoft Word template file that saves your personal settings. Settings like margins, default font and other personalized settings are kept in this file. Macros are kept in this file as well. The Normal.dot file provided for Hawaiian diacritics support contains macros which:

1. Assign keystrokes to diacritical marks.
2. Inputs commonly used Hawaiian words into the Autocorrect dictionary.

**NOTE:** You will need to reset any personalized settings you have already saved when replacing your current Normal.dot file with the one provided by ITS. Make a backup copy of your current Normal.dot file just in case you need to revert back to the old file. In Office 2007/2010, the default Normal.dot is now called Normal.dotm. This does not affect the way the diacritics work.

## INSTALLATION

1. If you are using Windows XP/Vista/Win7, you will need to enable the Show hidden files and folders option. Follow these steps for Windows XP:
  - a. On the desktop, double-click on **My Computer**
  - b. Click on the **Tools** menu option

- c. Click on **Folder Options**, this will open up the Folder Options window
- d. Click on the tab labeled **View**
- e. In the **Advanced Settings** window, scroll down until you see the option named **Show hidden files and folders** and select it
- f. Click on **OK** to finish

For Windows Vista/Windows 7:

- a. From the Start menu click on **Control Panel**
  - b. Choose **Classic View** from the left side of the screen (choose **Appearance and Personalization** in Windows 7)
  - c. Double-click on **Folder Options**
  - d. Click on the tab labeled **View**
  - e. In the **Advanced Settings** window, scroll down until you see the option named **Show hidden files and folders** and select it. If you are using Internet Explorer 7/8 to download the Normal.dotm file you will also need to uncheck the box next to **Hide extensions for known file types**
  - f. Click on **OK** to finish
2. If you are using Office 2003 Download the **Normal.dot** file at <http://www.hawaii.edu/its/micro/pc/files/Normal.dot>. If you are using Office 2007/2010 Download the **Normal.dotm** file at <http://www.hawaii.edu/its/micro/pc/files/Normal.dotm>.

**NOTE:** If you use Internet Explorer 7/8 to download the Normal.dotm or Normal.dot file, it will download it with a .zip or .doc extension. You will need to rename the file back to Normal.dotm or Normal.dot for it to work correctly.

3. Save the file into the following directory:
  - For Windows XP users, save the file into C:\Documents and Settings\Username\Application Data\Microsoft\Templates
  - For Windows Vista/Windows 7 users, save the file into C:\Users\Username\AppData\Roaming\Microsoft\Templates
4. Start up Microsoft Word
5. In Microsoft Word, click on **Tools**, then click **Macro** and choose the **Macros** option.
6. Look for the macro called "**diacritics**" and double-click on it to run it.

**NOTE:** In Office 2007/2010, there is no **Tools** option. You will need to click on **View** in the toolbar and then choose **Macros** then **View Macros**. Look for the macro called "**diacritics**" and double-click on it to run it.

The macro will list all the Hawaiian words that were added to the Autocorrect dictionary as well as list the keystroke short cuts it has created. You may save the document for future reference.

## Using Macros

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The template creates the following shortcut keys for each mark:

okina	<b>Ctrl-Shift-y</b>
small "a" with kahako	<b>Ctrl-Shift-a</b>
capital "a" with kahako	<b>Alt-Ctrl-Shift-a</b>
small "e" with kahako	<b>Ctrl-Shift-e</b>
capital "e" with kahako	<b>Alt-Ctrl-Shift-e</b>
small "i" with kahako	<b>Ctrl-Shift-i</b>
capital "i" with kahako	<b>Alt-Ctrl-Shift-i</b>
small "o" with kahako	<b>Ctrl-Shift-o</b>
capital "o" with kahako	<b>Alt-Ctrl-Shift-o</b>
small "u" with kahako	<b>Ctrl-Shift-u</b>
capital "u" with kahako	<b>Alt-Ctrl-Shift-u</b>

To use the short cut keys, e.g., to type "Manoa" with the correct diacritical marks:

1. type the "M"
2. hold down the **Ctrl** and **Shift** buttons and the press the letter "a"
3. type "noa"

## **Adding New Words to the Autocorrect List**

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1. Open a new document
2. Type out the new Hawaiian word with the proper diacritical marks in the document
3. Highlight the word and hit <Ctrl> + "c" to copy the word into the clipboard
4. Go **Tools**
5. Choose **Autocorrect Options**
6. In the **Replace** box type the Hawaiian word without the proper diacritics
7. The **With** box should contain the proper spelling. If it does not, click once in the **With** box and press **Ctrl** and the letter "v" to paste the correct spelling into the box
8. Click on "OK" to finish

**NOTE:** In Office 2007/2010, there is no **Tools** option. In Office 2007, click **Microsoft Office Button, Word Options**, and **Proofing** then continue on step 5. In Office 2010, click **File, Options**, and **Proofing** then continue on step 5.

## **Additional Assistance**

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For additional assistance, please phone the ITS Help Desk at (808) 956-8883, send e-mail to [help@hawaii.edu](mailto:help@hawaii.edu), or fax (808) 956-2108. The Help Desk's toll-free phone number is (800) 558-2669.

Or visit the ITS Help Desk home page at <http://www.hawaii.edu/its>

The ITS walk-in Help Desks are located at the ITS Computer Labs in Sinclair and Hamilton Libraries on the UH Mānoa campus.

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