

USING TE REO MĀORI IN WORK DOCUMENTS AND EMAILS



One of our key Waipā values is **A Commitment to Māori and the Treaty** and to help us live this value every day, we can begin by correctly using te reo Māori in our everyday documents and emails.

Macrons, or double vowels, are not just pronunciation guides - they are vital to the meaning behind te reo words.

“When you take care to spell Māori words correctly and in a way that corresponds to the sound of te reo Māori it draws attention to the fact that the words are being treated as Māori words and that the language is valued,” says Lee Smith, kaitiaki reo ki Te Taura Whiri i te Reo Māori (The Māori Language Commission).

To use macrons you need to add the **NZ Aotearoa** keyboard to your computer, but this is an easy process. Once you’ve got it added and enabled you can easily add commonly used macron-included words into your autocorrect so every time you type a word, such as Waipa, without macrons in Outlook or Word it auto corrects to the correct spelling, eg Waipā.



Step One - Add the NZ Aotearoa keyboard

1. Click the **Windows search box** in the centre of your taskbar



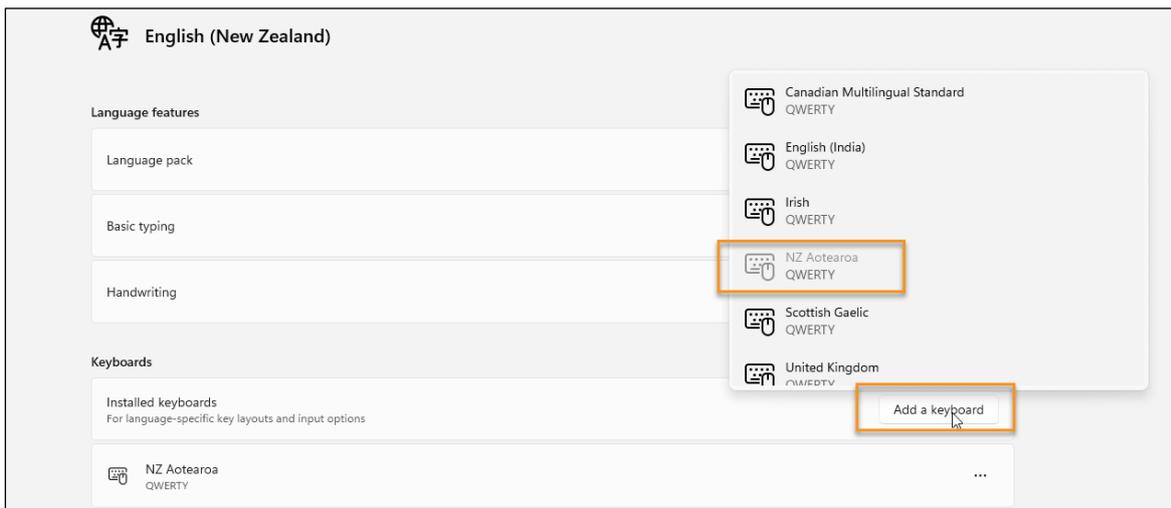
2. Type **Language** into the search box, then select **Edit Language & Keyboard Options**
3. Ensure that **English (New Zealand)** is shown at the top of your preferred language list

*Note: if not showing automatically, click on **Add a language** and select **English (New Zealand)**. If others are showing, remove those so you are left with just **English (New Zealand)** as the preferred language.*

4. Click on the three dot menu on the right hand side of the English (New Zealand) option and select **Language Options**



5. On the resulting screen, select **Add a keyboard** then scroll down and select **NZ Aotearoa**



Select and then **remove** any other keyboards that are showing so you're just left with **NZ Aotearoa**. This prevents any clashes in Windows 11 and should automatically enable the keyboard. Then close the window.

Step Two – Load the keyboard

After selecting **English (New Zealand)** as the preferred language and **NZ Aotearoa** as the selected keyboard you need to lock and then unlock Windows to load the keyboard and get it working properly.

You do this by holding down the **Windows + L** buttons to lock your screen and then simply click on your keyboard or mouse to bring up the login screen.



Step Three – How to insert macrons

To check that the NZ Aotearoa keyboard is enabled correctly, you want to test adding a macron in Outlook or Word.

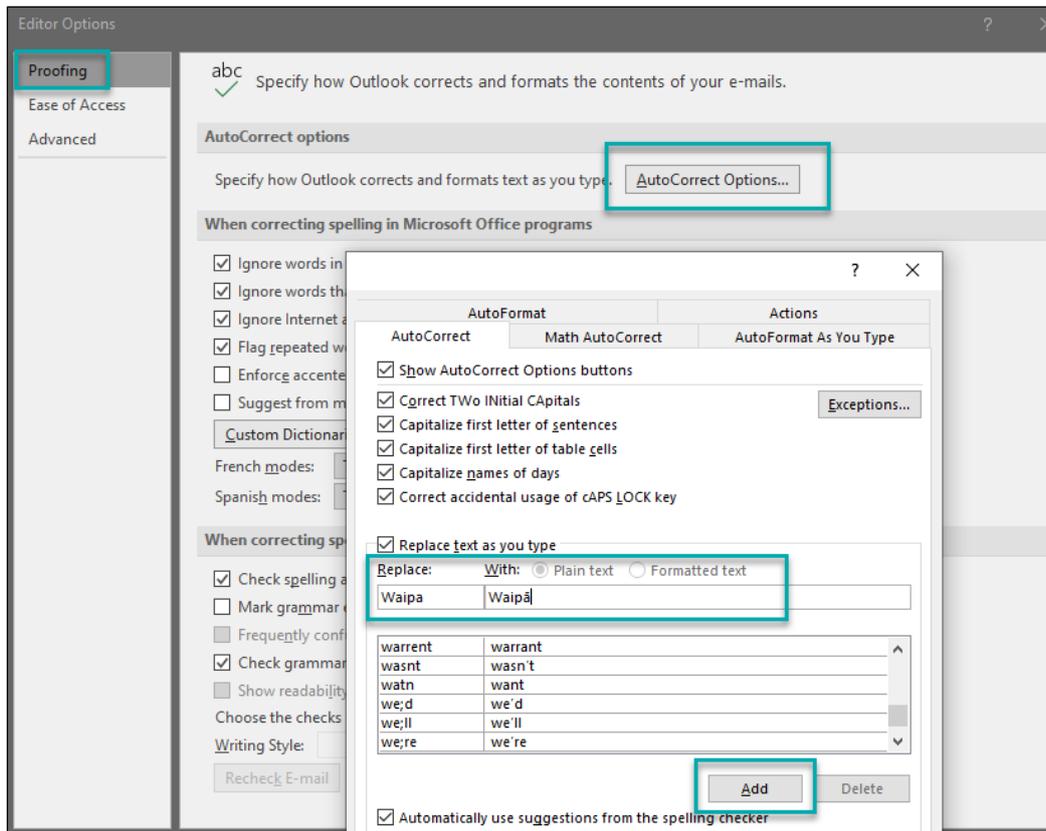
Either create a new mail message or a new document, then in the text of the email or in the Word document itself start typing **Waip**. After the 'p' press the **grave accent ` symbol** key on your keyboard (as shown in the image below) and then the vowel 'a' which should automatically convert to an 'ā' with the macron over the top. So in this example you would type **Waip`a** followed by a space and it should convert to **Waipā**.

Note: If this doesn't work for you, try closing Outlook and Word then press the Windows + L buttons to ensure that the keyboard has successfully loaded and then try again.



Step Four – Setting up autocorrect words

1. Within Outlook, select **File -> Options** from the main menu
2. Select the **Mail tab** and then the **Spelling and Autocorrect button**
3. Then select **Proofing** and the **AutoCorrect Options** (as shown below). Add the word without the macron (eg Waipa) in the first **Replace text as you type** box and then the word with a macron (eg typing Waipā by using the **grave accent `** key and then the vowel to create the macron) then click the **Add button**



4. Repeat as necessary, once finished
5. Once you have closed and re-opened your Microsoft Office applications (Word, Outlook etc) autocorrect will automatically place macrons in the words as you type them

Initial words to start with

Below are a few locally relevant macron-included words to get you started.

Waipā	Ōhaupō	Karāpiro	Ōtorohanga	Ngā Roto
Māori	Ngāti	Whānau	Tāngata Whenua	Kōrero

To search for Māori words or whether they need a macron, te Aka Māori Dictionary is a great resource - <https://maoridictionary.co.nz/>

NOTE – If the macrons stop working for any reason simply lock your laptop using Windows L and then log back in again. This forces Microsoft Office to reload the correct settings.
