Hawaiian Keyboard

The following instructions show how to set up the Hawaiian keyboard on Windows 7, Windows 8, and Mac OS X operating systems.

Table of Contents
Windows 7 .................................................................................................................................................... 1
Windows 8 .................................................................................................................................................... 3
Mac OS X ....................................................................................................................................................... 5

Windows 7

1. Click on the Windows icon at the bottom left of your screen.

2. Click on Control Panel.

3. Click on Region and Language.
4. Click on the **Keyboards and Languages** tab.

5. Click on **Change keyboards**…

6. Click on **Add**

7. Scroll down and click on **English (United States)**.

8. Then check the box next to **Hawaiian (Eng)**.

9. Click the **OK** button.

10. Click the **Apply** button.

11. Click the **keyboard icon** at the bottom right of your screen.

12. Select **Hawaiian (Eng)**.

13. When you want to do an ‘okina (looks like a backwards apostrophe), hold down the **Alt key** on the **right side** of your keyboard and the **tilde key** (~) at the top left of your keyboard

   Right Alt key + ~ key

14. When you want to do a kahakō (line about a vowel), you hold down the **Alt key** on the **right side** of your keyboard and the vowel

   Right Alt key + vowel key

15. Now you’re ready! If you have any questions, please email your kumu or ksd1@ksbe.edu.
1. Hover over the right side of your screen so that the **tool bar** shows.

2. Click on “Settings”

3. Click on “**Time & language**”

4. Click on “**Region & language**”

5. Click on “**Add a language**”
6. The various languages are listed alphabetically. Scroll over and select "Hawai‘i."

7. Go back to the Start menu.

8. Click on “ENG Keyboard” at the bottom right of the screen.

9. Select “HAW Hawaiian keyboard.”

10. When you want to do an ‘okina (looks like a backwards apostrophe), hold down the Alt key on the right side of your keyboard and the apostrophe key (‘) at the top left of your keyboard.

   Right Alt key + ‘ key

11. When you want to do a kahakō (line about a vowel), you hold down the Alt key on the right side of your keyboard and the vowel.

   Right Alt key + vowel key

12. Now you’re ready! If you have any questions, please email your kumu or ksdI@ksbe.edu.
Mac OS X

1. Click the Apple icon at the top left of the Desktop window.
2. Choose System Preferences from the drop down menu.

For Lion OS 10.6, Leopard 10.7, Snow Leopard 10.8:

a. In the top row click Language & Text (formerly called International).

b. Click Input Sources Scroll down and check Hawaiian.

c. Check Show Input menu in menu bar so you can switch easily between the US and the Hawaiian keyboards. That’s it!

For OS 10.9 Mavericks

a. In the System Preferences click the Keyboard icon. Click the Input Sources tab

b. Check Show Input menu in menu bar so you can switch easily between the US and the Hawaiian keyboards

c. Click the + button at the bottom of the left panel.

d. Scroll down and click Hawaiian. Click Add. That’s it!
3. To use the Hawaiian keyboard
   
a. In the top toolbar click the American flag and choose the Hawaiian flag to activate the keyboard.

   ![Keyboard Switch Image]

   b. Hold down the **Option** key and press a, e, i, o, or u → ā ē ū ō ū.

   c. For capitals hold down the **Option-Shift** and a vowel → Ā Ė Ī Ō Ū.

   d. For the ‘okina press the **Option** key and the **right bracket** ] key.

   e. For a regular apostrophe, press the **Option** key and the **regular apostrophe**.

Tip: If you need to frequently switch between the English and Hawaiian keyboard, use the keyboard shortcut.

**Pre-Mavericks:** Cmd-Spacebar whenever you wish to switch between keyboards.

**Mavericks:** Open **System Preferences, click the Keyboard icon, click Shortcuts**. Click **Input Sources** in the left panel. Check the second item, “Select next source in input menu”

Thereafter, when you want to switch between the English and Hawaiian keyboards and back again, press Cmd-Option-Spacebar.