



Cook Islands Māori keyboards

Installation & User Guides

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Installation and Configuration Guide User Guide

The keyboard software is free.

Disclaimer: Install at your own risk, and no support provided.

The download is from a secure site. Nevertheless it is a good practice to scan downloaded files for viruses BEFORE installation.





Installation and Configuration Guide

This installation guide is based on Windows XP. For 98, 2000, NT4 and Vista (32- and 64-bit) the configuration is very similar, although some buttons and menus are in different places.

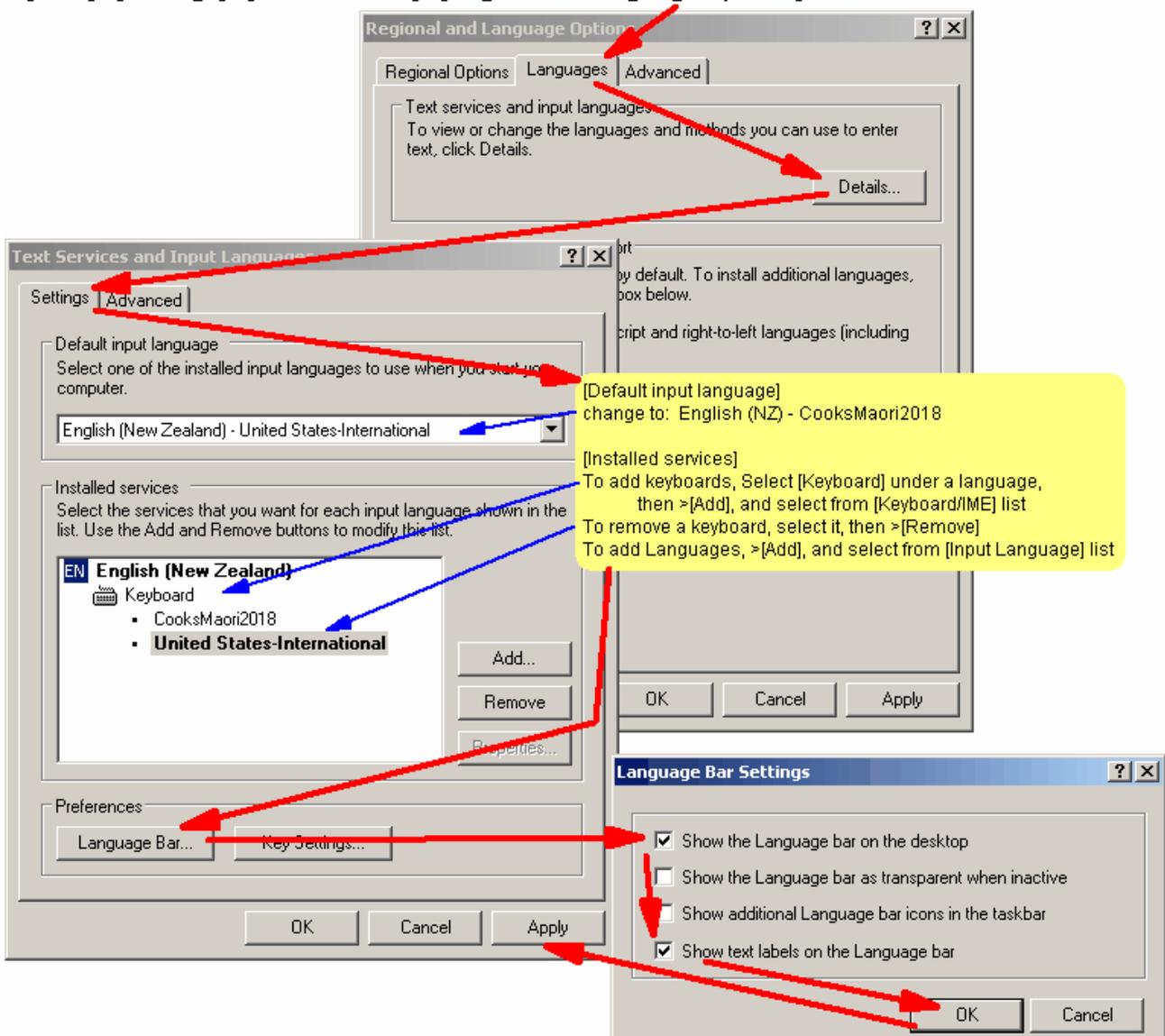
Download the CooksMaori_keyboards.zip from <http://cookislands.bishopmuseum.org/>

Unzip the file to a suitable folder, open the folder (CooksMaori2018 or CooksMaori02BB) for the glottal system you have selected, and run its setup.exe - wait for the "Installation Complete" popup to appear. *Most users will prefer the CooksMaori2018 system. You can install both systems if some users prefer the CooksMaori02BB system, and select between them on the Language Bar. See the web article "Cook Islands Māori keyboards" for a discussion of the alternative glottal-character systems.*

Installation installs the keyboard, and if necessary English (NZ), into the Text Services and Input languages system and activates the Language Bar. During configuration you can move the keyboard under another language, if you wish.

Reboot to activate the new keyboard in the Language Bar, and then use the illustration and instructions below to check the entries and adjust the configuration.

>[Start] >[Settings] >[Control Panel] >[Regional & Language Options]



>[Start] >[Settings] >[Control Panel] >[Regional and Language Options]
 >[Languages] >[Details] >[Settings]
in the illustration we started with
 [Default input language] = English (New Zealand) – US - International

[Installed services]	<i>and the installation changed this to</i>
EN English (New Zealand)	[EN] English (New Zealand)
[Keyboard]	[Keyboard]
• US – International (or US)	• CooksMaori2018
	• US – International (or US)

to make the CooksMaori keyboard your default

Under [Default input language]
 use menu and select = English (New Zealand) - CooksMaori2018

To remove a keyboard, select the keyboard, then >[Remove]
To remove your default keyboard: make another keyboard the default, select the old default keyboard, then >[Remove], then reboot to implement the changes.

To add other keyboards, >[Add] and select the keyboard from the [Keyboard/IME] list.

To add other languages, >[Add] and select the language from the [Input Language] list.

With Vista >[Add] gives a single list of Languages and the keyboards are listed under each language. The CooksMaori2018 keyboard will appear under English (New Zealand). To install other keyboards, for example US - International, under this language, select [Show more] then select the keyboard from the list. If you want English (United States) as your default input language, you can put the CooksMaori2018 keyboard under that language by selecting the language in the list, then [Show more] and select CooksMaori2018.

Language Bar on Taskbar and Desktop:

The installation activated the Language Bar but it is recommended that you go to [Preferences], >[Language Bar] to check and make some initial adjustments.

Select options 1 and 4: (1) “Show the Language Bar on the desktop” and (4) “Show text labels”

This will put the Language Bar up in a conspicuous display. If you later want to minimise it, you can do this through the options menu of the Language Bar.

*For use and image see below under **User Guide, Section A.***

With Vista select the options “Floating on Desktop” and “Show text labels”. You can later minimise it to the Taskbar in the same way as with XP.

Note that the Language Bar will not appear if you have only one Input Language and one Keyboard.

To remove or repair a CooksMaori keyboard:

Run the appropriate installation setup.exe. After selecting [Repair] or [Remove], >[Finish]. The popup will disappear - wait for the “..... Complete” popup to appear.



User Guide

Section A. CooksMaori2018 keyboard system

Section B. Insert Symbol system of Word

Section C. Windows Character Map system

Section A. CooksMaori2018 keyboard system

Although the Left and Right [Alt] keys are often marked as [Alt] keys they do different things on modern keyboards. The Right [Alt] or [RightAlt] is programmed as an Alternate Graphic key [AltGr], which is used to access alternative characters, such as accented letters for Western European Languages.

The CooksMaori2018 keyboard uses the [AltGr] to access the macron-vowels and glottal, as follows:

[AltGr]+vowel inserts the lowercase macron-vowels (ā ē ī ō ū),

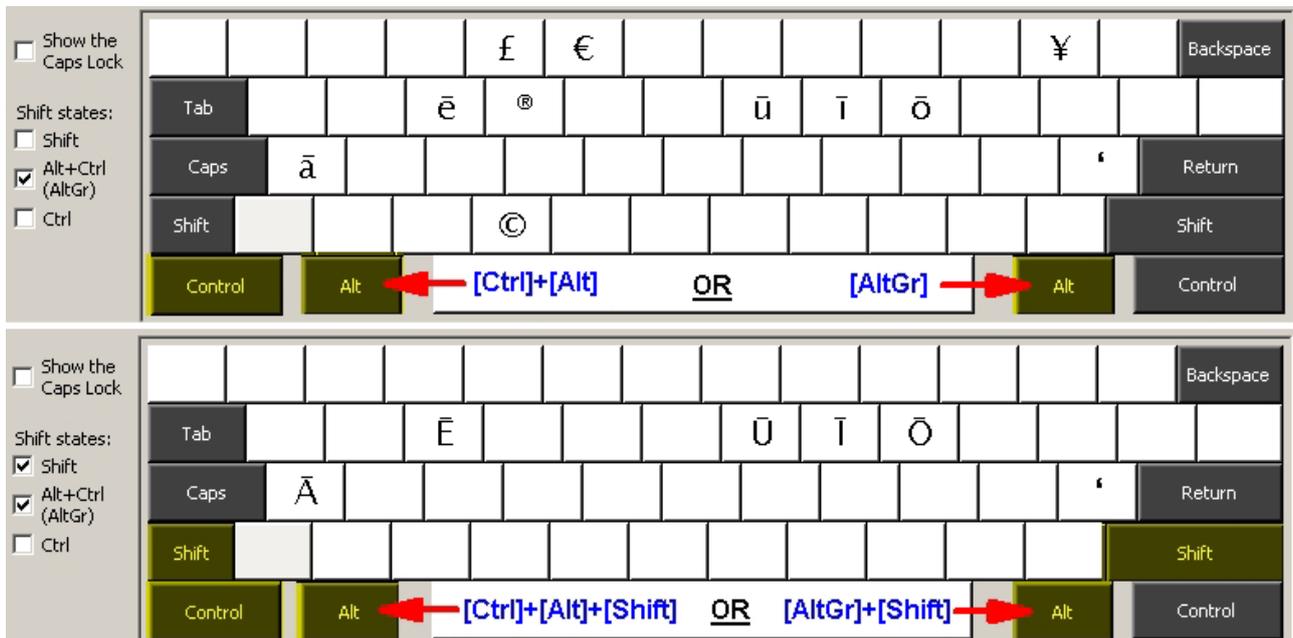
[AltGr]+[Shift]+vowel inserts the uppercase macron-vowels,

[AltGr]+apostrophe inserts the Left Single Quotation Mark for the glottal

On many modern keyboards the Control combined with the Left Alternate key ([Ctrl]+[Alt]) has the same function as [AltGr] or [RightAlt]. With the CooksMaori2018 Keyboard installed open Notepad (*not* MS Word) and type [AltGr]+a and then [Ctrl]+[Alt]+a. If both give “ā” then your [Ctrl]+[Alt] combination can be used in the same way as [AltGr] to access the macrons and glottal. If neither combination gave the ā, you probably have multiple keyboards installed and have not selected the correct one. *See the fix under (1) Help!* below.

If you want to use the [Ctrl]+[Alt] combination in MS Word to access the macron-vowels and glottal you need a few simple fixes, because [Ctrl]+[Alt]+e/i/o/u combinations are Word shortcuts for euro/point preview/outline mode/formatting. *The easiest way to remove these inbuilt shortcuts is to use Word's >Insert >Symbol system as described in Section B below and make the recommended [Ctrl]+[Alt]+vowel shortcuts for ē, ī, ō and ū.*

The keyboard layouts for the special characters are:



If you don't like using the [AltGr] OR the [Ctrl]+[Alt] system, you can remap your keyboard to make another key work the same way as the [AltGr], for example, the [~`] key. For Win 2000/XP download the programme MapKeyboard, and use it to move the [AltGr] function to the [~`] key. It runs without installation, but you need to reboot for the change to take effect.

(1) Help! my macron-vowels stopped working when I changed applications

Windows selects keyboards on a per-application basis and the CooksMaori2018 keyboard is not your default. *Go to the Control Panel to re-configure your Language options - see above in the Installation and Configuration Guide.* Ensure that [Default input language] = English (New Zealand) - CooksMaori2018.

If you have the Language Bar on your Task bar, click the [EN] symbol, select "Show the language bar" to expand it onto your desktop. Click top-right "-" to minimize it back onto the Taskbar.



(2) Help! one of my macron-vowels has stopped working

Sometimes, after the CooksMaori2018 Keyboard has been working perfectly, you push [Ctrl]+[Alt]+vowel and instead of a macron-vowel something else happens, such as another programme opens. The CooksMaori2018 keyboard definitions have not been damaged. They have been overruled by a hotkey or shortcut created by another programme. Open the offending programme and remove or alter the shortcut.

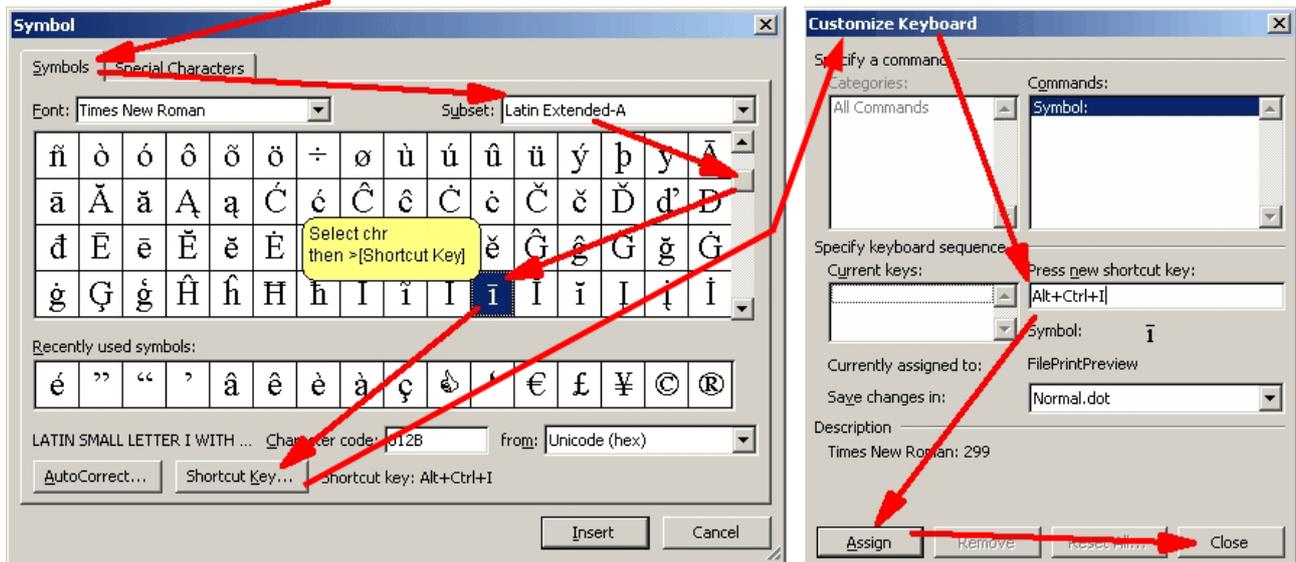
Table of Unicode characters, and suggested shortcuts

Section in character set, and Name of character	chr	CooksMaori2018 [AltGr] or [Ctrl]+[Alt]	Word >Insert>Symbol suitable shortcuts	Unicode or Hex	Dec
Macrons					
Latin Capital A with macron	Ā	[AltGr]+[Shift]+[A]	[Ctrl]+[Alt]+[Shift]+[A]	0100	256
Latin Small a with macron	ā	[AltGr]+[a]	[Ctrl]+[Alt]+[a]	0101	257
Latin Capital E with macron	Ē	[AltGr]+[Shift]+[E]	[Ctrl]+[Alt]+[Shift]+[E]	0112	274
Latin Small e with macron	ē	[AltGr]+[e]	[Ctrl]+[Alt]+[e]	0113	275
Latin Capital I with macron	Ī	[AltGr]+[Shift]+[I]	[Ctrl]+[Alt]+[Shift]+[I]	012A	298
Latin Small i with macron	ī	[AltGr]+[i]	[Ctrl]+[Alt]+[i]	012B	299
Latin Capital O with macron	Ō	[AltGr]+[Shift]+[O]	[Ctrl]+[Alt]+[Shift]+[O]	014C	332
Latin Small o with macron	ō	[AltGr]+[o]	[Ctrl]+[Alt]+[o]	014D	333
Latin Capital U with macron	Ū	[AltGr]+[Shift]+[U]	[Ctrl]+[Alt]+[Shift]+[U]	016A	362
Latin Small u with macron	ū	[AltGr]+[u]	[Ctrl]+[Alt]+[u]	016B	363
Glottal Stops characters					
Modifier Letter Turned Comma	‘	CooksMaori02BB only		02BB	699
Left Single Quotation Mark	‘	[AltGr] +[‘]	[Ctrl]+[Alt]+ ‘	2018	8216
Apostrophe	’	not suitable		0027	39
Latin Letter Glottal Stop	ʔ	not used		0294	660

Section B. Insert Symbol system of Word

With this system it is rather tedious to find, select and insert the characters the first time, but for each useful character you can use the [Shortcut Key] at the bottom to make convenient shortcuts, as follows.

MS Word menu: >Insert>Symbol



From the [Insert] menu, select [Symbol].

[Font] will = (normal text), which should be whatever font you were using before opening the popup, but if uncertain use the dropdown menu to select your font (as Times New Roman is selected in the illustration).

i) for macron-vowels: select [Subset] = Latin Extended-A

You can use the [Shortcut Key] to make shortcuts for easier access, and it is recommended to base them on the patterns: (1) [Ctrl]+[Alt]+[a] = ā and (2) [Ctrl]+[Alt]+[Shift]+[A] = Ā

ii) for the Left Single Quotation Mark, select [Subset] = General Punctuation and look for the Left Single Quotation Mark with [Character code] = 2018. Alternatively, type 2018 into the [Character code] box and the system will jump to the character.

The ideal shortcut key is [Ctrl]+[Alt]+['] (apostrophe) = ‘ (2018)

Section C. Windows Character Map system

Similar to the MS Word >Insert >Symbol but without the convenience of being able to make your own shortcut keys.

Start >Programs >Accessories >System Tools >Character Map (you can copy it to your desktop for more convenient access: right-click-and-drag to desktop, then >copy)

Select [Advanced View]

Set [Character set] = Unicode,

[Group by] = All

(1) starting on row 10 you will find the macron-vowels, and
(2) the Left Single Quotation Mark is found by entering 2018 into the “Go to Unicode” box.

If you make [Group by] = Unicode Subrange an additional popup appears

(1) select [subrange] = Latin to find the macron-vowels, and
(2) select [subrange] = General Punctuation find U+2018 Left Single Quotation Mark (4th row, 9th chr)

Double-click the character, or
>[Select] >[Copy], before going to your text and pasting with [Ctrl]+V.

