Setting up macrons on Windows 10

Before you set this up, check which version of Windows you are using, as these instructions for Windows 10 are slightly different than the ones for Windows 7. Windows 7 was covered last month.

Look in the bottom left corner of your monitor and check which of these symbols you see. For these instructions, it should be the symbol on the right.

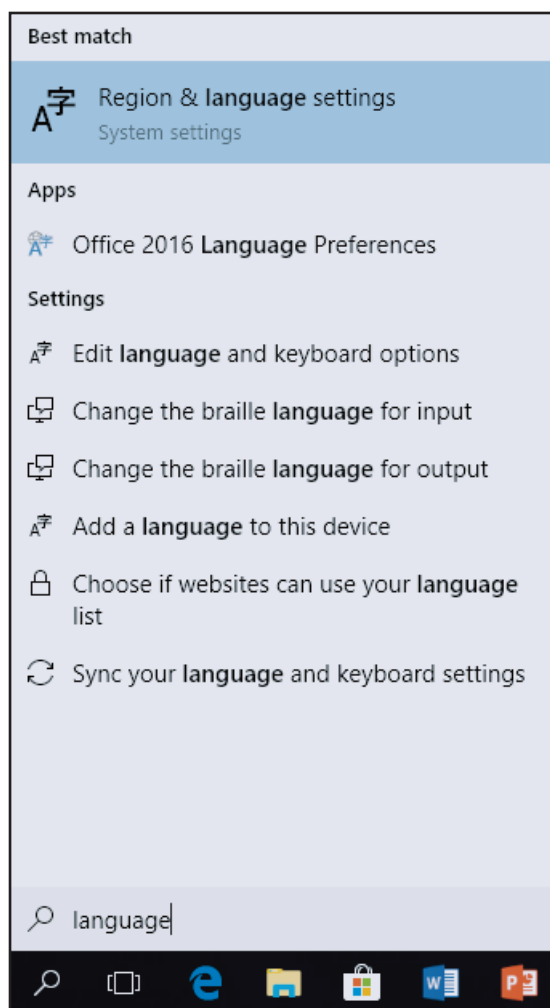Windows 7   Windows 10

Setting up Macrons on Windows 10

Click the **Search** button on the taskbar.

Type in "language". Then select **Region & Language settings** from the list.

Best match

A字   Region & **language** settings
       System settings

Apps

A⁺   Office 2016 **Language** Preferences

Settings

A⁺   Edit **language** and keyboard options

⊞   Change the braille **language** for input

⊞   Change the braille **language** for output

A⁺   Add a **language** to this device

🔒   Choose if websites can use your **language** list

↻   Sync your **language** and keyboard settings

🔍   language

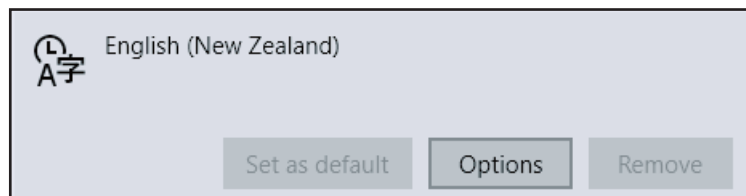## Add New Zealand English if it's not already there

In the **Region & Language** window, check for **English (New Zealand)**. If you don't see it, click on the plus sign to **Add a language.**

Then type "**English**", and select **English (New Zealand).**
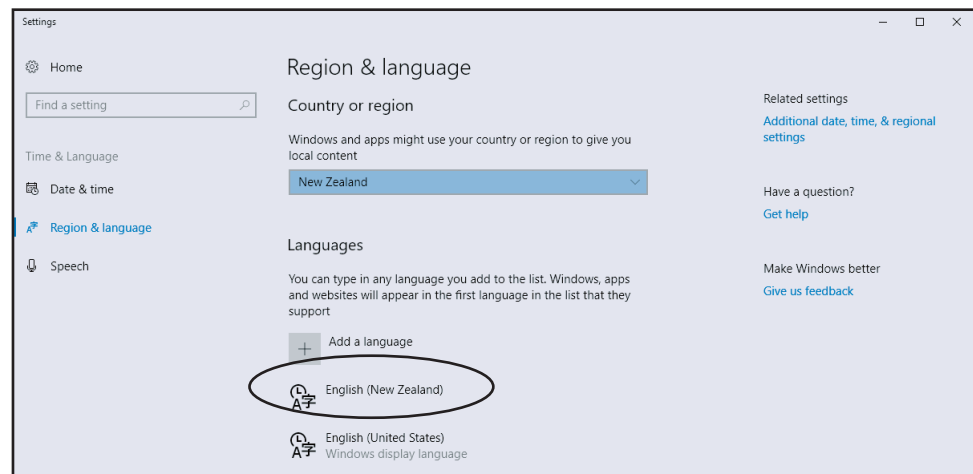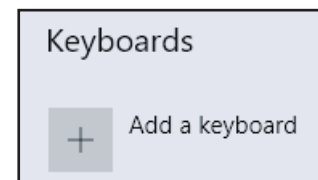
Change to Māori keyboard

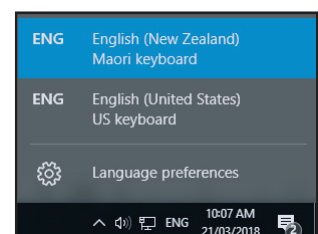Click on **English (New Zealand)** to select it. Then press **Options**.

Then click on **Add a keyboard**. Find **Māori** in the list and click to select it.

Select the **US QWERTY** keyboard and press **Remove**. Then close the window.

In the bottom right corner of the screen, you should see the language options beside the date and time. Select **English (New Zealand).**

Apply macrons as you type

When you come to a vowel requiring a macron, press the accent key in the top left the keyboard. (This usually has two symbols on it: ` and ~):

Then type the vowel.

So typing ` and **a** would give you: **ā**

IT TRAINING AND DEVELOPMENT COURSES IN JULY 2018
Blackboard, Database, Document Processing, and File and Information Management courses

BLACKBOARD

Blackboard - Demonstration

A 45-minute demonstration of key features of Blackboard, from the point of view of a student and a tutor. Bookings are not necessary, but we recommend you attend this demo before the other hands-on courses.
Demos are held in the ITS Building (over the Leith). Room confirmed on the day.
Tuesday 3rd July, 12:00pm - 1:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

Blackboard - Getting Started

Hands-on practice from the perspective of student and tutor. Login, work with announcements, course documents, tasks, calendar events, and communication.
Wednesday 4th July, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

Blackboard - Grade Centre

Manage student marks. Review and mark online work. Upload and download grades. Set Grade display options and explore tools for identifying students with potential problems. Prerequisite is Blackboard Introduction or use of Blackboard on a regular basis.
Monday 23rd July, 1:00pm - 2:30pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

DATABASE

EndNote Mac - For Research and Writing

This is two, 2 hour sessions, one week apart. Attendees must attend both sessions. Learn all the basics of working with EndNote X8. Create and edit references. Manage PDFs. Import references from other sources. Use in-text citations in Word to compile a bibliography automatically.
Friday 13th July and 20th July, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students
Platform: Macintosh but works the same on Windows

DOCUMENT PROCESSING

CV Formatting Workshop for Staff

Lunchtime workshop for Staff to set up CV and Cover Letter documents using Word (Mac or PC). Come into the Training Room and set up the basis of your CV and cover letter ready for your job application. Take it away with you by emailing a copy to yourself or saving to an external device.
You may find it beneficial to attend the SSR CV Preparation Workshop prior to attending this session.
Thursday 26th July, 12:05pm - 1:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Windows

Word PC - Text Alignment

Align text with built-in or custom tab stops; create bulleted and numbered lists and learn how to insert and modify tables.
Tuesday 24th July, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Windows

Word PC - Working with Graphics

Create SmartArt diagrams; insert and modify pictures; draw and modify shapes.
Friday 13th July, 1:00pm - 2:30pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $67.50 for Others
Platform: Windows

Word PC - Thesis and Long Documents

This is two, 2 hour sessions, one week apart. Attendees must attend both sessions. Learn skills for creating long documents. Add styles, sections, headers and footers, tabs, paragraphs, table of contents. Also footnotes, charts, tables, images and a table of figures.
Wednesday 4th July and 11th July, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $150.00 for Others
Platform: Windows

FILE AND INFORMATION MANAGEMENT

OURDrive - Demonstration

This is a 50 minute demonstration on OURDrive, the university's electronic records management system. Bookings are not necessary, but we recommend you attend this demo before the other hands-on courses.
Demos are held in the ITS Building (over the Leith). Room confirmed on the day.
Tuesday 17th July, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

OURDrive - Introduction

This is a two hour introduction to OURDrive, the university's electronic records management system.
NOTE: It is recommended that you wait until development has begun on your OURDrive site before attending this course.
Thursday 5th July, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

Syncplicity PC - Overview

Syncplicity is a file sharing and storage service that keeps your files securely in University of Otago data centres. It is very much like DropBox in that you can view and files on various devices, or access them directly via the Web. You can also easily share folders and files with others.
Wednesday 25th July, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff
Platform: Windows

Book online or read more at: otago.ac.nz/it-training

IT TRAINING AND DEVELOPMENT COURSES IN JULY 2018
Graphics, Internet, Macintosh, Research Tools, S/sheets, Teaching Tools & Technical courses

GRAPHICS

iMovie - Editing Videos

Deliver video for teaching via CD/DVD ROM and the Internet. Turn digital photos, music and video into movies. Edit digital video content.
Wednesday 11th July, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh

Making Posters

Present results of studies and experiments at conferences and within departments, using graphics and text in the university style.
Tuesday 31st July, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Windows but works the same on Macintoshes

INTERNET

CMS - University Website Editing

This course teaches CMS editors to use the content management system to make changes to University of Otago web pages.
Tuesday 31st July, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

MACINTOSH

Using a Macintosh

Using the latest version of the Macintosh operating system, customise the Desktop and Dock; organise files and folders, manage applications; connect to printers and other computers.
Monday 2nd July, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh

RESEARCH TOOLS

R - Data Analysis Walkthrough

Go through the steps of a data analysis using sample data. Set up and modify data files, run analyses, and plot graphs.
Tuesday 3rd July, 9:00am - 11:00am OR
Thursday 19th July, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh but works the same on Windows

SPSS - Quick Intro

Get an introduction to SPSS. Learn the essentials of setting up a data file, modifying data and doing a simple statistical analysis.
Thursday 26th July, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students
Platform: Windows

Qualtrics - Surveys

Prepare surveys and work with the results.
Tuesday 3rd July, 2:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $4.35 for Students / $45.00 for Others
Platform: Web Browser

SPREADSHEETS

Excel PC - Pivot Tables

Summarise and analyse data from various perspectives without changing it. Produce summary statistics. As well as general Excel users, this course is specifically useful to people using Business Objects and Finance One.
Monday 2nd July, 1:00pm - 3:00pm
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Windows

Excel Mac - Enhancing Charts and Graphs

For those already familiar with the technical steps of making basic graphs in Excel, this course covers making good graphs.
Tuesday 24th July, 9:00am - 11:00am
Campus: Dunedin
Cost: Free for Staff / $8.70 for Students / $90.00 for Others
Platform: Macintosh

TEACHING TOOLS

Zoom - Demonstration

Learn about the University's new tool for videoing meetings and classes. Bookings are not necessary.
Demos are held in the ITS Building (over the Leith). Room confirmed on the day.
Wednesday 25th July, 1:00pm - 2:00pm
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

eReserve - create your reading lists for students

This course teaches you how to use eReserve, the University's new, mandatory way to provide in-copyright materials to students.
Tuesday 10th July, 9:00am - 10:00am
Campus: Dunedin
Cost: Free for Staff
Platform: Web Browser

TECHNICAL

For all technical course enquiries please contact -
IT Training and Development - it.training@otago.ac.nz

Book online or read more at: otago.ac.nz/it-training