

How to set up the Te Reo keyboard

Background

The Māori Language Commission, in partnership with PB Tech, have created a keyboard layout for New Zealand. It is a keyboard for every New Zealander; whether you only use English, want to dabble in te reo, or use te reo all day.

What is it exactly?

The Te Reo keyboard is a combination of characters printed on your laptop or desktop keyboard as well as supporting software (keyboard definitions) and a couple of windows settings. The definitions for Windows devices are available for download [here](#). The addon that implements the keyboard layout for Chrome will be available by December 2023.

How do I install and set it up?

If you have an IS team or System Administrator, get them involved. If you are doing it yourself follow the instructions below. The Te Reo keyboard uses standard Windows layout files and settings.

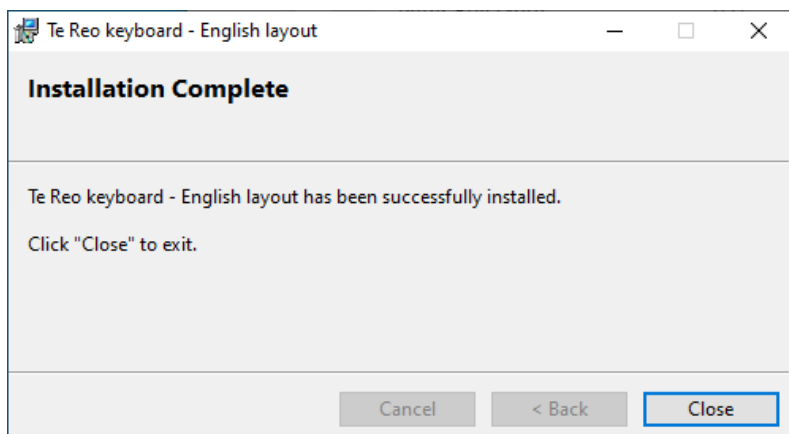
Windows

There are two parts to the Windows install; Part one – install the layout files and Part two – set up the keyboard layout files and supporting settings.

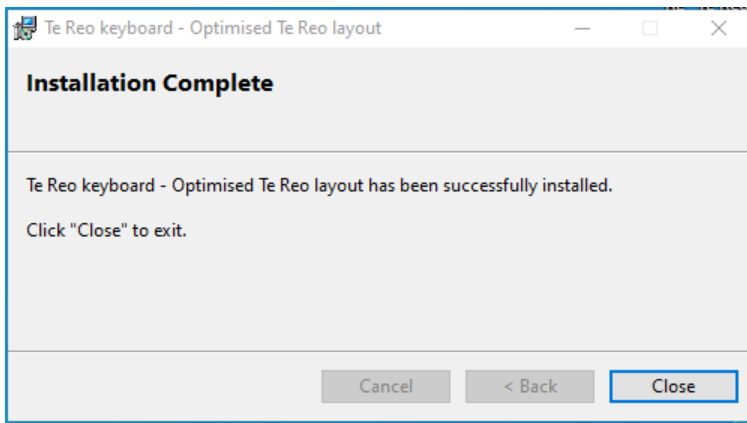
Part 1 – Installing the layout files

Download the Windows layout files from [here](#).

Open your Downloads folder and Click on the engtrkb folder. Click on Setup. You should then see “Te Reo keyboard – English layout has been successfully installed”



Open your Downloads folder and Click on the optitrkb folder. Click on Setup. You should then see “Te Reo keyboard – Optimised Te Reo layout has been successfully installed”

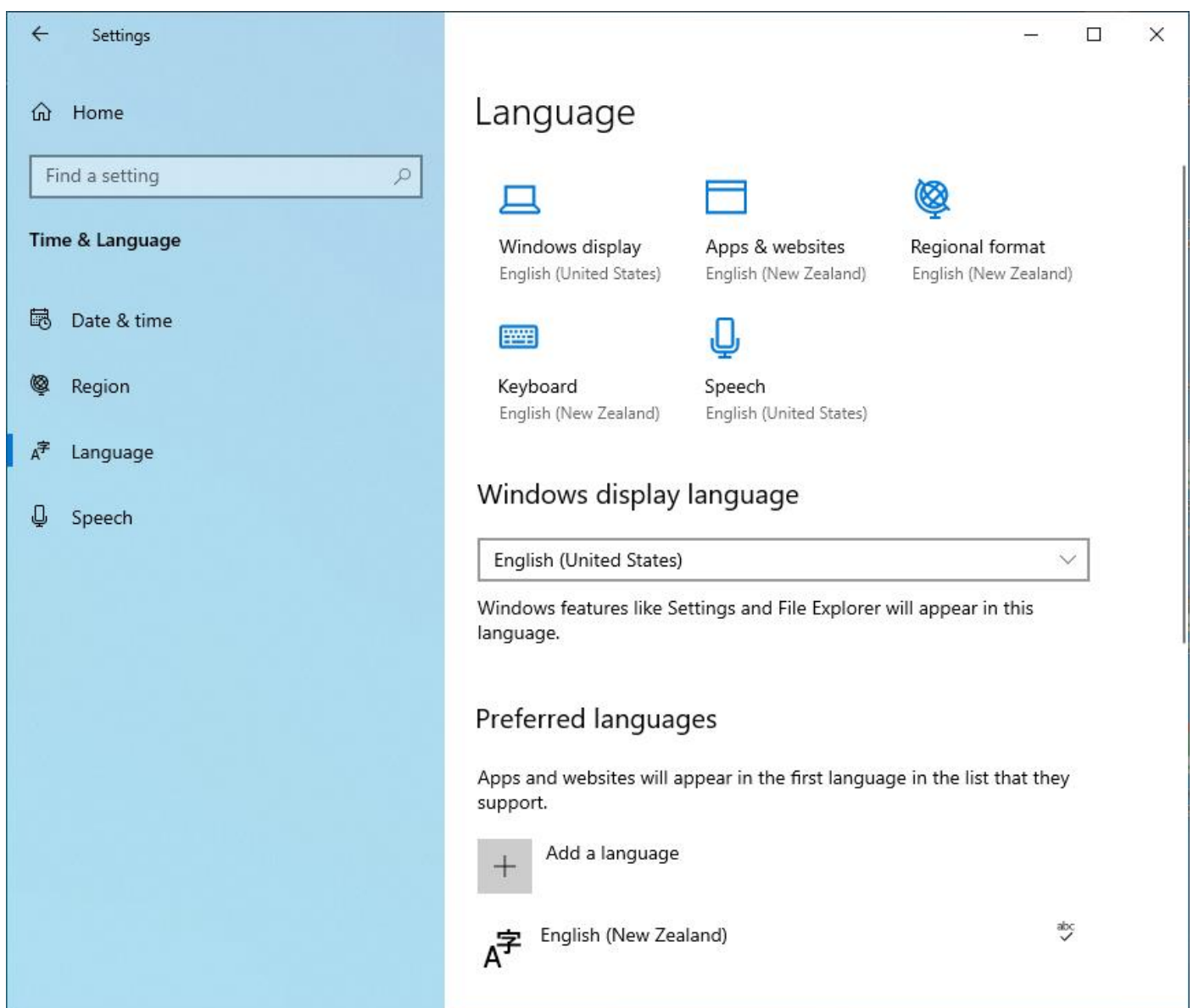


Part 2 – Setting up the files and Windows settings

Click on the Windows start button, then click on the Settings icon.

Click on the Time & Language setting, then click on the Language or Region and Language setting on the left-hand menu.

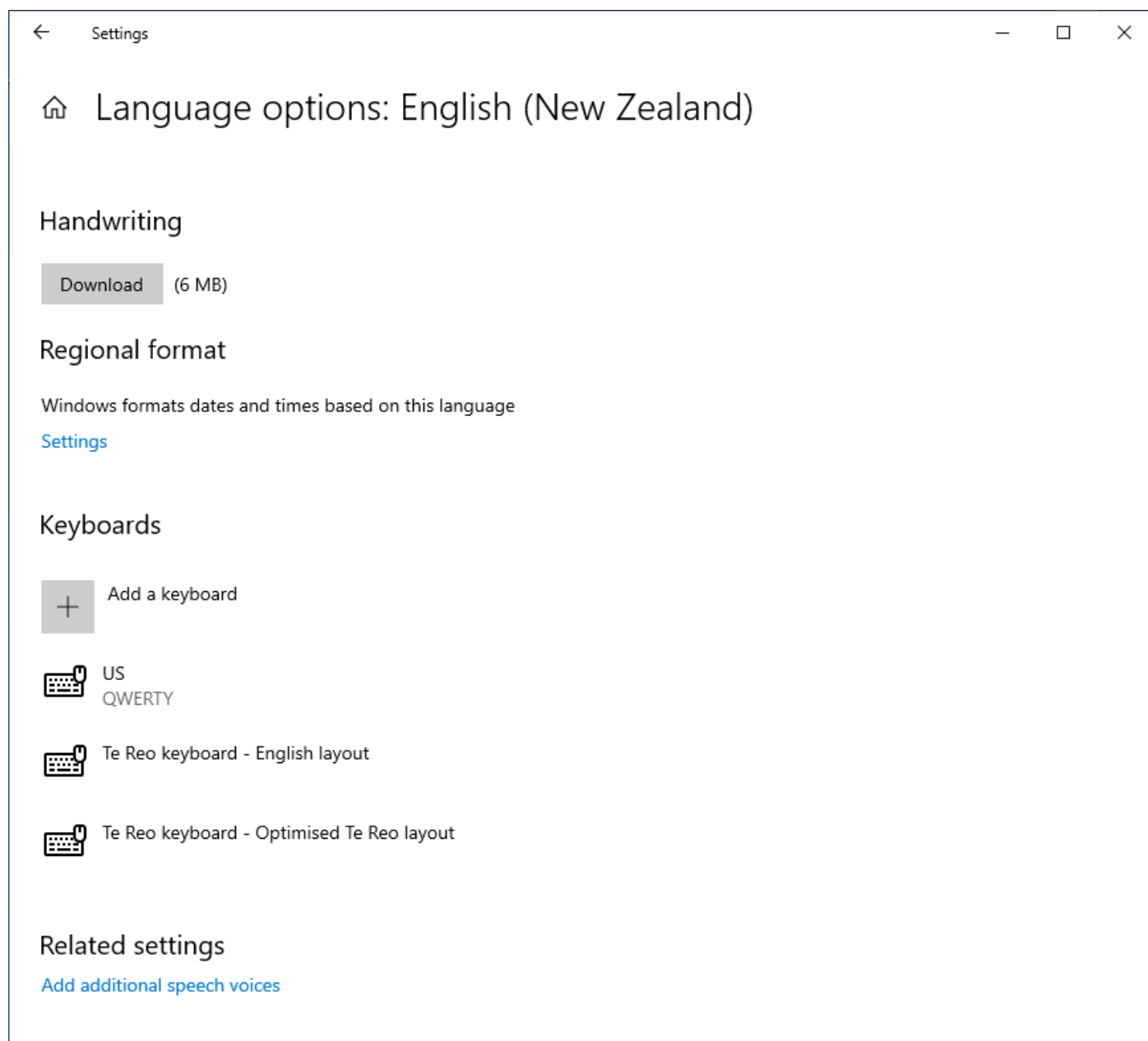
The language should be set to English (New Zealand). Use Add a Language to change this if necessary.



Click on English Language (New Zealand), then click on the Options button.

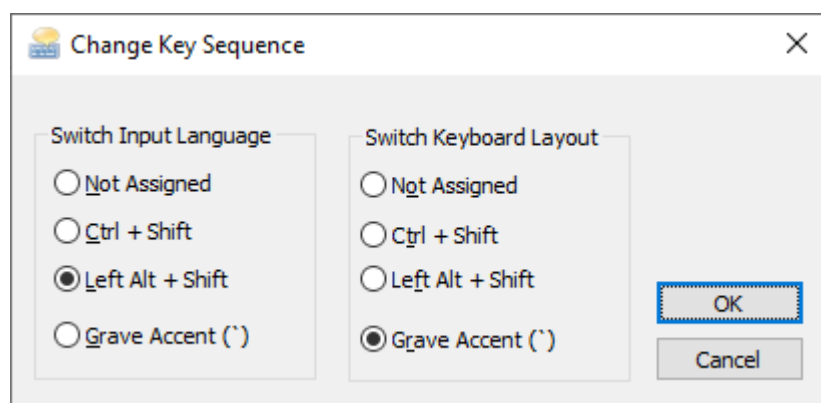
Click Add a keyboard and scroll down to select “Te Reo keyboard - English layout”.

Repeat this step and scroll down to select “Te Reo keyboard – Optimised Te Reo layout”.



Go back to the Language menu and select Keyboard, then click on Input language hot keys, then click on Change Key Sequence.

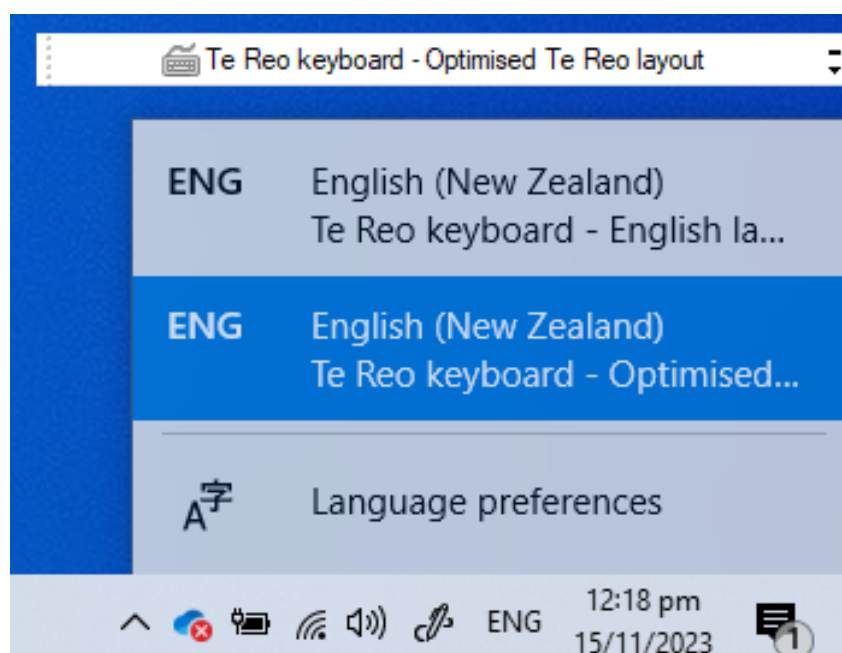
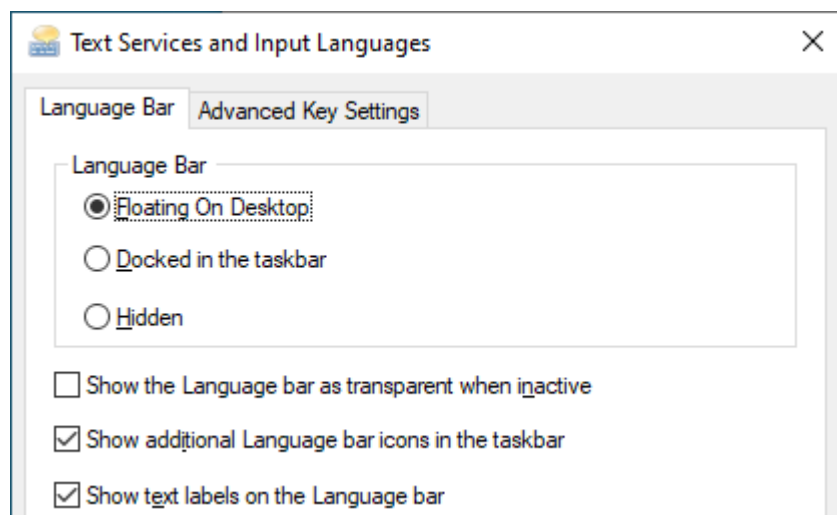
Click on Grace Accent in the right-hand Switch Keyboard Layout list, then click OK, then click OK again.



If you want a visual indicator of which keyboard layout you are using do the following:

From the Keyboard menu click on Language bar options, click Floating On Desktop, then click Show additional Language bar icons in the taskbar. Click OK.

Close the Settings window.



You are all set to go!

Troubleshooting

- 1) You may have to reboot before windows shows the Language bar correctly.
- 2) In some circumstances, Windows will install an additional US keyboard layout. If this is the case, simply delete this layout. You should only see the two layouts.
 - a. Te Reo keyboard – English layout
 - b. Te Reo keyboard – Optimised Te Reo layout