

MS Word AutoCorrect Tool for Hawaiian Vocabulary



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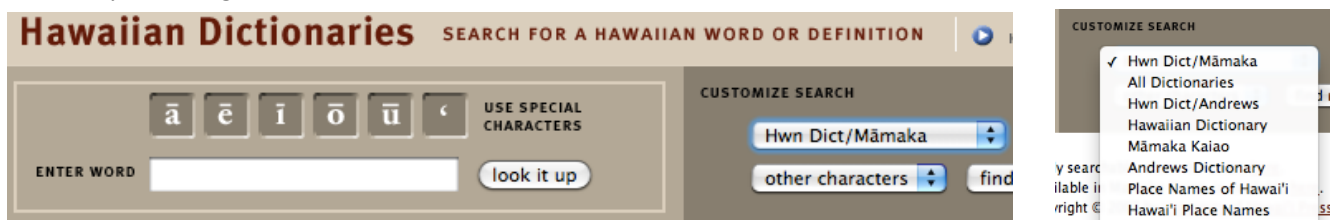
Language is not only a major vehicle for communicating thoughts and feelings, but also a fundamental expression of culture and identity. When representing any culture in copy, it is important to respect the language and its history by adhering to appropriate rules of spelling, diacritics, and grammar. The Hawaiian language, in particular, is perhaps the most defining aspect of its culture. In consideration, it is especially important to represent Hawai'i and its culture both accurately and sensitively in promotions around the world.

Utilizing Microsoft Word's AutoCorrect tool, we have outlined several steps for adding a list of common Hawaiian words as well as proper names and place names to your bank of current AutoCorrect entries. Upon completion of this process, commonly misspelled words, including those missing appropriate diacritical marks, will automatically be corrected as you type. For example, "Hawaii" will become "Hawai'i." This tool works to remedy the issue of incorrect spelling and formatting, and thus helps to ensure that the Hawaiian language is accurately represented in your marketing material.

Disclaimer: The instructions included within this section are provided "AS IS" and the Hawai'i Tourism Authority (HTA) makes no representations about the suitability, currency, reliability, completeness, usefulness, accuracy, or harm arising from the installation and/or use of the AutoCorrect Tool for Hawaiian Vocabulary. Your use of these instructions constitutes your acceptance of all the terms and conditions set forth herein. If you do not agree with any part of the terms and conditions, you should not use these instructions and/or copy the AutoCorrect files.

BEFORE YOU INSTALL, please note the following:

1. If you wish to keep your preexisting list of AutoCorrect entries, please read all instructions and follow each step carefully. Otherwise, you will lose your previous entries when inserting the *Hawaiian List.docx* file into your Word program.
2. Because it is nearly impossible to account for every misspelling of each Hawaiian word, you must type in the word using its correct letters (i.e. typing “Waikiki” will result in the corrected form “Waikīkī.” If you type “Waikeke,” on the other hand, AutoCorrect will not acknowledge the word). For the purpose of this installation, the AutoCorrect feature works primarily to add appropriate diacritical markings.
3. For both proper names and place names, you must enter the word beginning with a **CAPITAL** letter for the AutoCorrect tool to recognize it. For example, you must enter the word as “Lihue,” not “lihue.” It will then be corrected to “Līhu‘e.”
4. In the Hawaiian language, there are words that may have separate meanings depending on the use of diacritical markings. For example, *pau* (finish) is different from *pā‘ū* (skirt), and *wahine* (woman) from *wāhine* (women, plural form of *wahine*). Some of these words have not been added to this Hawaiian AutoCorrect list because we cannot predict your intended meaning. (See 7 below.)
5. If you want to ignore the automatic correction after you type a certain word, hover your cursor over the word to illuminate the “**AutoCorrect options**” button  and click the drop-down arrow on the right. When the menu appears, select and click “**Change back to _____.**” Choosing this option will remove the diacritical marks for the word in this instance only. All future entries of the word will still be corrected to its appropriate form.
6. This list of Hawaiian AutoCorrect entries was provided by the Native Hawaiian Hospitality Association (NaHHA) and is not a comprehensive list of all Hawaiian words. When in doubt, please refer to the *Hawaiian Dictionary: Hawaiian-English, English Hawaiian* revised and enlarged edition by Mary Kawena Pukui and Samuel H. Elbert, supplemented by *Māmaka Kaiao: A Modern Hawaiian Vocabulary* for contemporary vocabulary. The preferred resource for places names is *Place Names of Hawai‘i* by Mary Kawena Pukui, Samuel Elbert, and Esther Mookini. (See 7 below for directions on how to access these resources online.)
7. If you need more help related to word selection, meaning, or translation you may also access Hawaiian dictionaries online at www.wehewehe.org/gsd12.5/cgi-bin/hdict?l=en. When searching a word, make sure the default “**Hwn Dict/Māmaka**” option is selected on the drop-down menu on the right. You can also search places names by selecting “**Place Names of Hawai‘i**” under the same menu.



****A NOTE FOR MAC USERS:** Currently, there are no instructions for inserting an entire list of words into your AutoCorrect database. You can only import each word one at a time. We are looking into addressing this challenge.

From here, please open the installation instructions that correspond with your version of MS Word.

If you still have questions, **please contact HTA directly at (808) 973-2253 or visit the Ma‘ema‘e page on the HTA website at www.hawaii tourism authority.org/maemae.** You may check this website for regular updates to the toolkit, including new instructions for Mac users.