'okina

It's an 'okina, not an apostrophe.

**Easy ways to Insert 'Okina into
Google Docs,
Microsoft *Word,* and
*PowerPoint***

Insert 'Okina into Google *Docs*

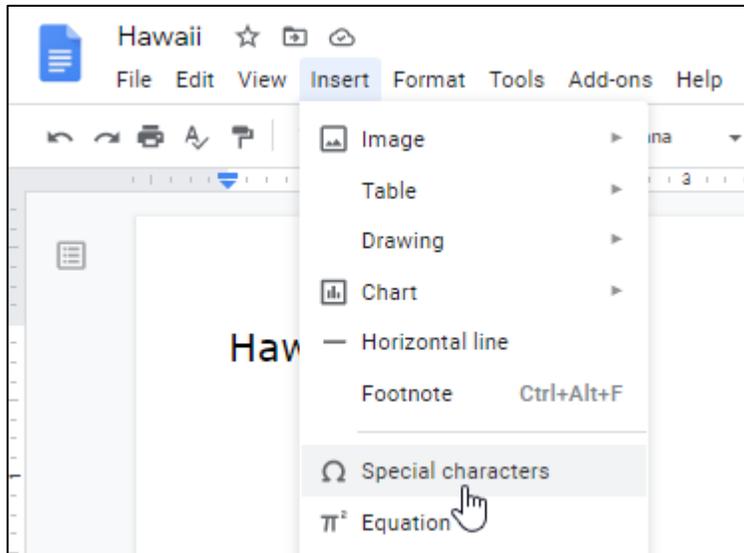1. Click on the "Insert" menu.

2. Select "Special characters"

Table of Hex Codes for Hawaiian Diacritics

Uppercase	Hex Code	Lowercase	Hex Code
Ā	0100	ā	0101
Ē	0112	ē	0113
Ī	012A	ī	012B
Ō	014C	ō	014D
Ū	016A	ū	016B
'(okina)	02BB		

3. Search for the hex number:

    02BB

    (not case sensitive)

4. After searching, click on the 'okina to insert it into the Google Doc.

Compare 'Okina in
Google *Docs* Fonts

Hawaiʻi (Arial) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Arial) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Caveat) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Comfortaa) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Comic Sans MS) - The Quick Brown Fox Jumped Over the lazy Dog 123

`Hawaiʻi (Courier New - The Quick Brown Fox Jumped Over the lazy Dog 123`

Hawaiʻi (EB Garamond) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Georgia) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Impact) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Lobster) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Lora) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Merriweather) – The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Monserrat) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Nunito) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Oswald) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Pacifico) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Playfair Display) – The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Roboto) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Spectral) - The Quick Brown Fox Jumped Over the lazy Dog 123
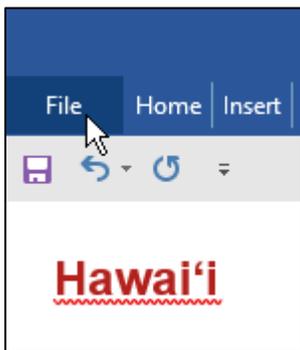
Hawaiʻi (Times New Roman) - The Quick Brown Fox Jumped Over the lazy Dog 123

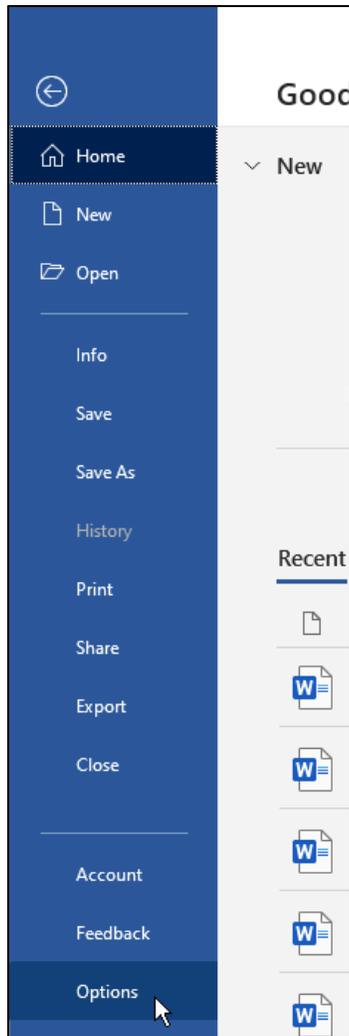Hawaiʻi (Trebuchet MS) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawaiʻi (Verdana) - The Quick Brown Fox Jumped Over the lazy Dog 123

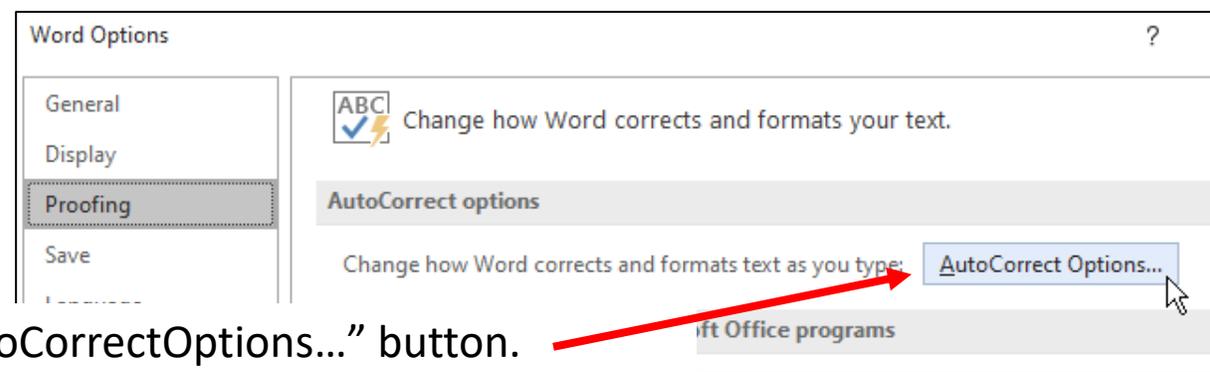# Set Up Microsoft *Word* to Correct Spellings of Words with ʻOkina

1. Copy an authorized version of the word with the proper ʻokina into your computer copy buffer. (Select the word, then use the shortcut: **Ctrl+c**)

2. Paste the word into the document. (**Ctrl+v**)

3. Click the "File" menu tab.
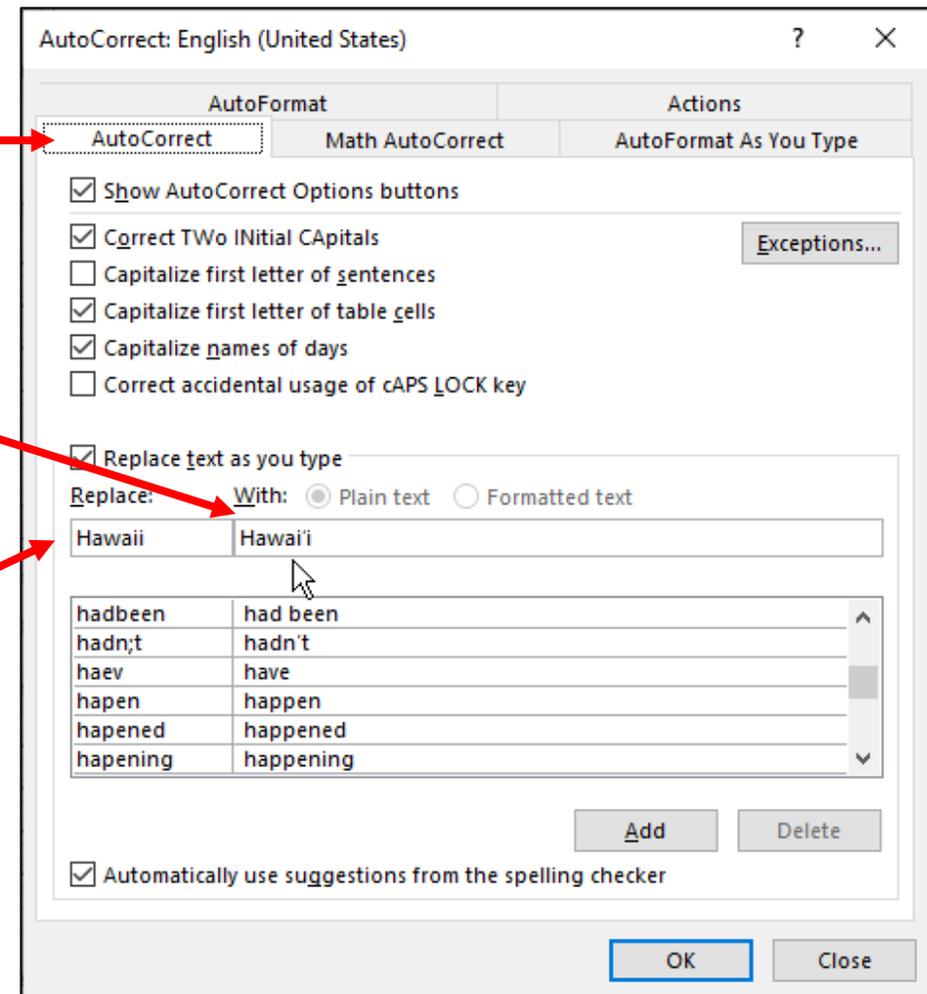
4. Select "Options" from the menu.

5. In "Word Options" window, select "Proofing" group.

6. Click "AutoCorrectOptions…" button.

7. On "AutoCorrect" tab, paste the ʻokina-correct spelling in the field "Replace text as you type **With:**"

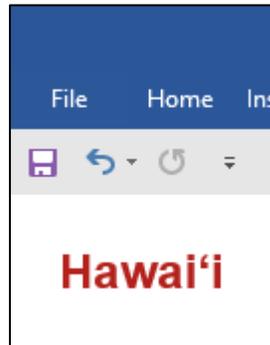8. In the field "Replace text as you type **Replace:**" enter: Hawaii

9. Click the "OK" button.

Word Options

General
Display
Proofing
Save

Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type: [AutoCorrect Options…]

…ft Office programs

File menu:

Home
New
Open

Info
Save
Save As
History
Print
Share
Export
Close
Account
Feedback
Options

Recent

Hawaiʻi

AutoCorrect: English (United States)

AutoFormat		Actions
AutoCorrect	Math AutoCorrect	AutoFormat As You Type

☑ Show AutoCorrect Options buttons
☑ Correct TWo INitial CApitals   [Exceptions…]
☐ Capitalize first letter of sentences
☑ Capitalize first letter of table cells
☑ Capitalize names of days
☐ Correct accidental usage of cAPS LOCK key

☑ Replace text as you type

Replace: With: ◉ Plain text ◯ Formatted text

Hawaii	Hawaiʻi

hadbeen	had been
hadn;t	hadn't
haev	have
hapen	happen
hapened	happened
hapening	happening

[Add] [Delete]

☑ Automatically use suggestions from the spelling checker

[OK] [Close]

Add Words Spelled with ʻOkina to MS *Word* Dictionary

1. Right-click on the word.

2. From the menu that appears, select "Add to Dictionary"

The word will now appear in your document without the red wavy line indicating a misspelled word.

Notes

Techniques described for Microsoft *Word* also work for *PowerPoint*.

After typing a word with an ʻokina added to the AutoCorrect options, it will not take effect until you type the next character (space, period, comma, Enter, etc.)

If you just need one ʻokina for a special word, type a word you've added to the autocorrect options such as, "Hawaiʻi", then simply copy and paste the ʻokina as needed.

Best Online Resource for Spellings of Hawaiian Words:

wehewehe.org