

# ‘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"

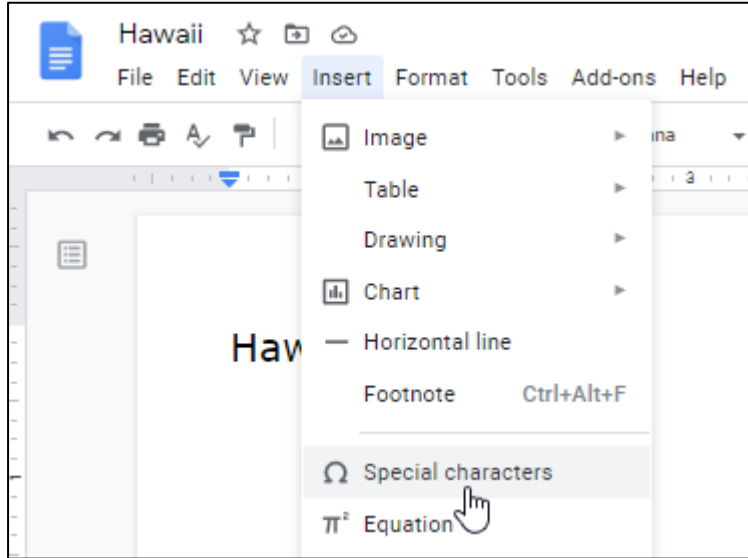
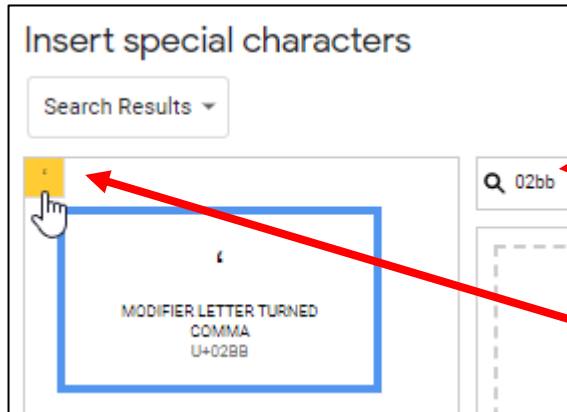


Table of Hex Codes for Hawaiian Diacritics

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

Hawai'i (Arial) - The Quick Brown Fox Jumped Over the lazy Dog 123

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*Hawai'i (Caveat) - The Quick Brown Fox Jumped Over the lazy Dog 123*

Hawai'i (Comfortaa) - The Quick Brown Fox Jumped Over the lazy Dog 123

**Hawai'i (Comic Sans MS) - The Quick Brown Fox Jumped Over the lazy Dog 123**

Hawai'i (Courier New) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawai'i (EB Garamond) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawai'i (Georgia) - The Quick Brown Fox Jumped Over the lazy Dog 123

**Hawai'i (Impact) - The Quick Brown Fox Jumped Over the lazy Dog 123**

*Hawai'i (Lobster) - The Quick Brown Fox Jumped Over the lazy Dog 123*

Hawai'i (Lora) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawai'i (Merriweather) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawai'i (Montserrat) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawai'i (Nunito) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawai'i (Oswald) - The Quick Brown Fox Jumped Over the lazy Dog 123

*Hawai'i (Pacifico) - The Quick Brown Fox Jumped Over the lazy Dog 123*

Hawai'i (Playfair Display) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawai'i (Roboto) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawai'i (Spectral) - The Quick Brown Fox Jumped Over the lazy Dog 123

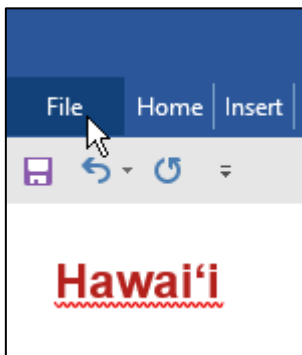
Hawai'i (Times New Roman) - The Quick Brown Fox Jumped Over the lazy Dog 123

Hawai'i (Trebuchet MS) - The Quick Brown Fox Jumped Over the lazy Dog 123

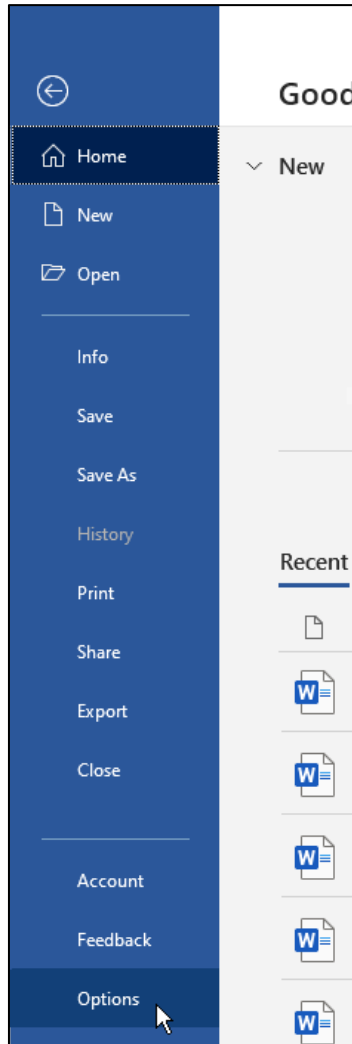
Hawai'i (Verdana) - The Quick Brown Fox Jumped Over the lazy Dog 123

# Set Up Microsoft Word to Correct Spellings of Words with 'Okina

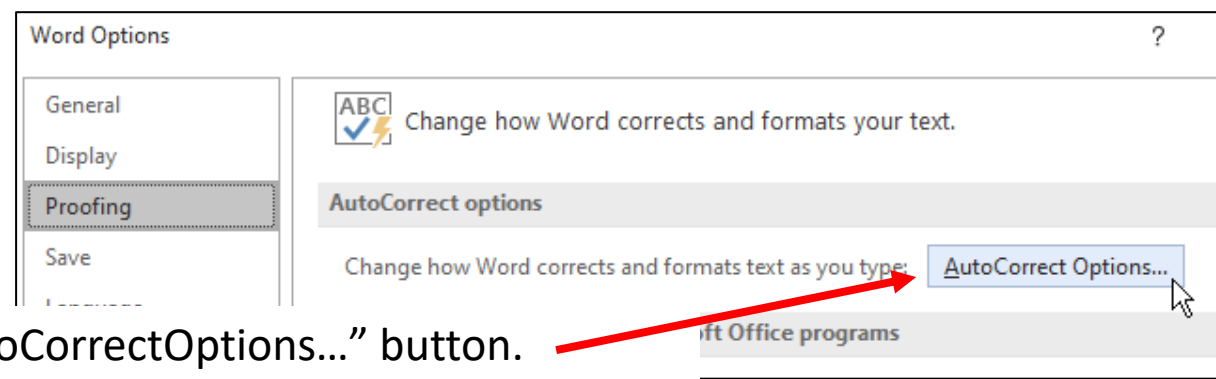
1. Copy an authorized version of the word with the proper 'okina into your computer copy buffer. (Select the word, then use the shortcut: **Ctrl+c**)
2. Paste the word into the document. (**Ctrl+v**)
3. Click the "File" menu tab.



4. Select "Options" from the menu.



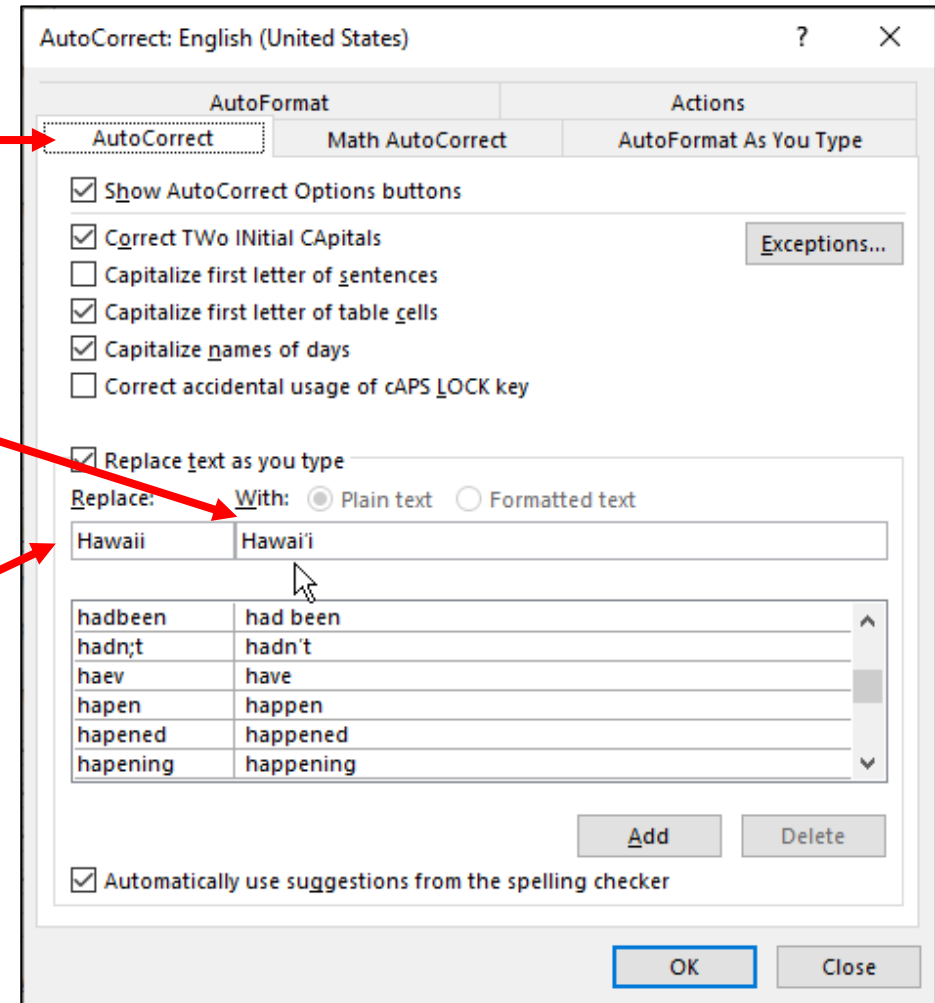
5. In "Word Options" window, select "Proofing" group.



6. Click "AutoCorrectOptions..." button.

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

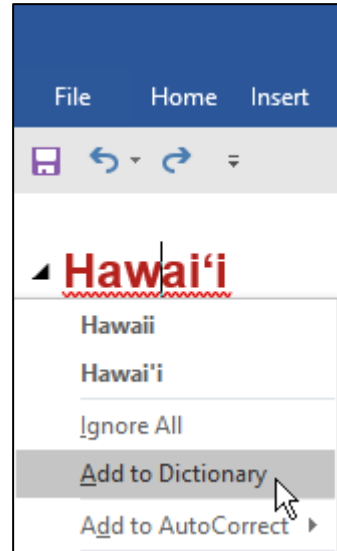
8. In the field "Replace text as you type Replace:" enter: Hawaii



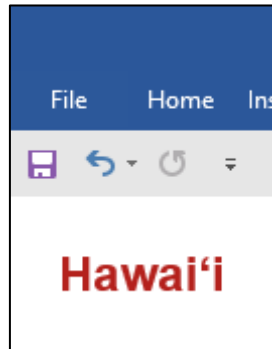
9. Click the "OK" button.

# Add Words Spelled with ‘Okina 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 ‘okina 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 ‘okina for a special word, type a word you’ve added to the autocorrect options such as, “Hawai’i”, then simply copy and paste the ‘okina as needed.

Best Online Resource for Spellings of Hawaiian Words:

[wehewehe.org](http://wehewehe.org)

