

You have two options for typing Ichishkín characters in Word – you can install a special font, or use features within the Word program. To read documents from class and do your homework you need to have one of the fonts below installed!

If you find yourself on a computer without a font that has the characters you need:

Within Word:

(PC) To type accented vowels, press the Cntrl and apostrophe key simultaneously, then release these and press the letter you want the accent to appear over.

You will use á, ú, í

(Mac) To type accented vowels, press the Cntrl and apostrophe key simultaneously, then release these and press the letter you want the accent to appear over.

You will use á, ú, í

To type the glottal stop, just use the apostrophe key: ' You can use this in between vowels (a'a) or to create glottalized stops: k'

(Both Mac and PC) to type the back k (k) and back x (x), click the button on the toolbar that looks like this: U, then type the letter k or x, then go back to the U button and click it again. Or, you can use the keyboard shortcut: press the control key at the same time as the u key (control + u), then type x or k, then press control+u again.

To type Sahaptin barred i and barred l characters on your keyboard using Word: Use the “strikethrough” feature. To do this, go to the Format menu, and choose Font. In the box that comes up, click strikethrough, then ok. Then, type the i or l. Finally, go back to the Format menu, and choose Font. In the box that comes up, click strikethrough so that it is not checked, then hit ok. (If you don't uncheck the strikethrough feature, everything you type will have a line through it!)

HOW TO INSTALL and use an IPA UNICODE FONT

“Unicode” refers to a special kind of font that doesn’t get garbled during electronic transmission of the document. As long as you type the document in the Unicode font, and the person receiving the document has the Unicode font, the characters will all come out as you typed them. For the Sahaptin alphabet, two nice (free!) Unicode fonts are Gentium Plus and Aboriginal Serif. These both fit in well with Times New Roman. I prefer Gentium Plus. In addition to the font, you need a keyboard program. The keyboard program gives you a way to type the characters that are included in the font.

A keyboard download is at http://www.languagegeek.com/nwc/nwc_keyboards.html

You will be able to turn this keyboard on and off – when it is on, it lets you type the special characters of the Ichishkin alphabet. Go to the URL above and scroll down until you see Sahaptian and follow the download and installation instructions for Yakama. The keymap for this program is also at this site: this lets you know what characters are assigned to what keys.

You may need to also install the Unicode fonts **Aboriginal Serif** (9.601 Unicode 5.2) or **Gentium Plus 1.504 font release - SIL PUA 5.1a (Windows installer if you are using Windows)** from <http://www.languagegeek.com/font/fontdownload.html> (AB) http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=Gentium_download (GEN)

Do not use the Gentium Basic fonts; they do not have the characters we need.

In Word: Assigning keys to specific characters (and not using the keyboard).

WITH A PC: Open a Word document to **test the font**

- a) You can either:
 - choose Gentium as your font for all typing (in the pull-down menu where the default is usually Times New Roman)
 - Or type the rest of your document using a regular font like Times New Roman, and when you need a special character like barred l or barred i, just insert it as needed
 - b) **Either way, you'll need to go to the "Insert" pull-down menu from the toolbar; click "Symbol"**
 - c) **In the pop-up window, select "Gentium Plus" in the Font box, and choose (click to highlight) the character you need. Scroll down (slider on right) to see more choices.**
If you need to make this window bigger, click/drag the bottom right-hand corner of the window down and to the right. You can move it around on your screen by clicking on the blue bar at its top and dragging it where you'd like. You can go back and forth between your document and this window without closing it if you want: just left click once in your Word document to return to it (the Insert Symbol window's blue bar goes light), and click once on the Insert Symbol window's blue bar to return to it.
 - d) Once it's highlighted, **click "Insert"; then "Close"** (or leave the window open as I mentioned above)
6. It's a good idea to assign **Shortcut keys for frequently used symbols** (so you don't have to do the Insert Symbol process over and over)
- a) When you're inside the "Insert Symbol" box, highlight the character you want
 - b) Click "Shortcut Key"
 - c) The cursor will be blinking on the "Press new shortcut key"
 - d) Press any key on the keyboard that will be convenient and that you can remember (F4, F5, Alt + letter keys, etc.)
 - e) Click "Assign"; then "Close"

f) Now when you're typing in a regular font, you can just hit the shortcut key you assigned when you need a special characters.

INSERTING INDIVIDUAL CHARACTERS WITH A MAC:

- a) When you need special IPA characters on a Mac, you can also insert them individually. Click on the U.S. Flag icon at top right of screen
- b) Select SHOW CHARACTER PALETTE
- c) In the top drop down box, where it says "View:" choose Code Tables
- d) Below this, choose "Unicode."
- e) A map of all the IPA symbols should appear. Scroll down to the symbol you need and click once to highlight it.
- f) Create a "Favorites" category of all the characters you'll need. After clicking on a symbol you want, click on the gear icon at the bottom left corner of the Character Palette.
- g) Select ADD TO FAVORITES
- h) Repeat these steps for all symbols you'll need. (You could do , x, and accented vowels as on page one, then you will only need , , maybe .) Afterward, you can leave the Palette open (pull it down out of the way of your typing in the Word document) and return to typing with your keyboard.
- i) When you need a special character, click FAVORITES within the Palette screen, and choose the character you need. Click INSERT. Return to typing. If you need a stress mark, or a little superscript w or any symbol that is used in combination with a regular letter, you'll have to type the base letter first before selecting and inserting the 'diacritic'.

A note about Powerpoint:

While you can't use this process on a PC to type directly into Powerpoint, you can cut and paste your text from Word into Powerpoint. It's worth trying this with other programs too!