

# http://www.maorispellchecker.net.nz Author: Karaitiana N Taiuru

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## Activate Te Ngutu Kura

Micros Off Microsoft After insta 1. 2. 3.	Word 2010 Word 2010 Word States Click File Click Options.	<b>10</b> (ura Word 20	10	el	che	Her	
,	File Home	Insert	Page Layout	References	Mailings	Review	View
4.	Save   Save As   Open   Close   Info   Recent   New   Print   Save & Send   Help   Options   Exit						

5. Click Custom Dictionaries

ord Options		<u>? ×</u>
General	Change how Word corrects and formats your text.	*
Proofing	AutoCorrect options	
Sar	Change how Word corrects and formats text as you type: <u>A</u> utoCorrect Options	
Language	When correcting spelling in Microsoft Office programs	
Advanced	☑ Ignore words in UPPERCASE	
Customize Ribbon	✓ Ignore words that contain numbers	
Quick Access Toolbar	<ul> <li>Ignore Internet and file addresses</li> <li>Flag repeated words</li> </ul>	
Add-Ins	Enforce accented uppercase in French	
Trust Center	Suggest f	

6. Click

Custom Dictionaries	<u>? ×</u>
Dictionary List	Edit Word List
All Languages: CUSTOM.DIC (Default)	Change Default
	<u>N</u> ew
	<u>A</u> dd
	<u>R</u> emove
File path: C:\Users\ )\AppData\Roaming\Microsoft\UProof	Browse
Dictionary language: All Languages:	
	OK Cancel

- 7. Select mi\_NZ.dic or for Aotearoa Place Names placenames.dic . Existing Te Ngutu Kura users: deselect tnkuni.dic and any other Māori spellers.
- 8. Click OK and OK
- The file is not there, you are in the minority of users that the install



did not by default work for. Refer to step 9

9. If you are one of the unlucky ones. From Step 7 "Add Custom Dictionary", highlight the file path location and copy.

Dictionary List	Edit Word List
All Languages:	
CUSTOM.DIC (Default)	Change Defa
	<u>N</u> ew
	<u>A</u> dd
	Remove
File path: C:\Users\	Browse,
All Languages:	

10. Begin Te Ngutu Kura installation again.

11. On the following screen, paste your File location her and reactivate Te Ngutu Kura.

Directory	Install Program	
Choose an installation folder and click Next to	continue.	
Te Ngutu Kura for Microsoft Office 97/2000's	files will be installed in the	following dire
Dist succeeded :		1.10
Available disk space :		66262 Mb
Click 'Next' to continue.		
1	< Back Next	>
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tor		
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Word 2007

After installing Te Ngutu Kura... 1. Click the Microsoft Office Button



- 2. Click Word Options. Word Options Click Proofing
- 3. Click Custom Dictionaries

Popular	When correcting spelling in Microsoft Office programs
Display	Ignore words in UPPERCASE
Proofing	Ignore words that contain numbers
Save	Ignore Internet and file addresses
Advanced	Flag repeated words Enforce accented uppercase in French
Customize	Suggest from usin dictionary only
Add-Ins	Custom Dictionaries
Trust Center	French Modes. Reductional and new spellings
Resources	When correcting spelling and grammar in Word

checker

4. Click Add

Custom Dictionaries	? <u>x</u>
Dictionary List	Edit Word List
All Languages:	Change Default
CUSTOM.DIC (Default)	
	<u>N</u> ew
	<u>A</u> dd
	<u>R</u> emove
File path: C:\Users\geek\AppData\Roaming\Microsoft\UProof	<u>B</u> rowse
Dictionary language: All Languages:	
	OK Cancel

5. Select mi\_NZ.dic or for Aotearoa Place Names placenames.dic . Existing Te Ngutu Kura users: deselect tnkuni.dic and any other Māori spellers.

excludeDictionaryEN0c09.lex	Contraction on CN0400 loss
	DO EXCIDIENCIONAL AEMOADA IEX
ExcludeDistingEM0000.html	ExcludeDictionaryEN1409.lex
mi_NZ.dic	

If the file is not there, you are in the minority of users that the install did not by default work for. Refer to step 7

- 6. Click OK and OK
- 7. If you are one of the unlucky ones. From Step 4 "Add Custom Dictionary", highlight the file path location and copy.

Dictionary List	Edit Word List.
All Languages:	
CUSTOM.DIC (Default)	<u>Unange Derau</u>
	<u>N</u> ew
	<u>A</u> dd
	Remove
File path: C:\Users\ 3\AppData\Roaming\Microsoft\UProof	<u>R</u> emove Browse
File path: C:\Users\ 3\AppData\Roaming\Microsoft\UProof	<u>R</u> emove Browse

8. Begin Te Ngutu Kura installation again.

9. On the following screen, paste your File location her and reactivate Te Ngutu Kura.

Te Ngutu Kura for Microsoft Office	Install Progr	am	
Directory Choose an installation folder and click No	ext to continue	2	
choose an installation forcer and click hi	ext to continue.		
Te Noutu Kura for Microsoft Office 97/20	)00's files will be installed	d in the following	directory:
		4.11	
Available disk space :		66262 MI	
Click 'Next' to continue.			
			1
	< Back	Next >	Exit
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#### Word 97, 2000, 2003

After installing Te Ngutu Kura...

- 1. Click Options on the Tools menu.
- 2. Click the Spelling & Grammar tab
- 3. Click Custom Dictionaries.

01 te () ()	rd 97, 2000, 2003 or installing Te Ngutu Kura Click Options on the Tools menu. Click the Spelling & Grammar tab Click Custom Dictionaries.		ecter
	Options	<u>? ×</u>	
	User Information Compatibility	File Locations	
	View General Edit	Print Save	
	Security Spelling & Grammar	Track Changes	
	Spelling		
	Check spelling as you type		
	$\square$ Hide spelling errors in this document		
	Always suggest corrections		
	Suggest from <u>m</u> ain dictionary only		
	Ignore words in UPPERCASE		
	Ignore words with numbers		
	V I, hore Internet and Inc. Iddresses		
	Custom <u>D</u> ictionaries		
	Grammar		
	🥅 Check grammar as you type	Writing style:	
	🔽 Hide grammatical errors in this document	Grammar Only 📃	
	Check grammar with spelling	Sottings	
	Show readability statistics	Be <u>c</u> ungs	
	Proofing Tools		
		Recheck Document	

- 4. Click Add.
- 5. Select mi\_NZ.dic or for Aotearoa Place Names placenames.dic or mi\_NZdouble.dic for Te Ngutu Kura Double vowels. Existing Te Ngutu Kura users: deselect tnkuni.dic and any other Māori spellers.
- 6. If the file is not there, you are in the minority of users that the install did not by default work for. Refer to step 7
- 7. If you are one of the unlucky ones. From Step 4 "Add Custom Dictionary", highlight the file path location and

Dictionary List	Edit Word List
All Languages:	
CUSTOM.DIC (Default)	Change Default
	<u>N</u> ew
	<u>A</u> dd
	<u>R</u> emove
ile path: C:\Users\\ I\AppData\Roaming\Microsoft\UProof	<u>B</u> rowse
Nictionary language: All Languages:	
	OK Cancel

- 8. Begin Te Ngutu Kura installation again.
- On the following screen, paste your File location her and reactivate Te Ngutu Kura.

Te Ngutu Kura for Microsoft Office	Install Program	
Directory Choose an installation folder and click Next	to continue.	- XXX
Te Ngutu Kura for Microsoft Office 97/2000	's files will be installed in the follo	wing directory
		<u> </u>
Disk speed needed :		
Available disk space .		202 mb
Click 'Next' to continue.		
	< Back Next >	Exit

#### Understanding the versions of Microsoft Office.

Microsoft office Year	Microsoft version
Office 97	Version 8
Office 2000	Version 9
Office 2002	Version 10
Office 2003	Version 11
Office 2007	Version 12
Office 2010	Version 14
te weiter with	to sort

#### **Further Support**

Please refer to http://www.maorispellchecker.net.nz

If you are a large organisation or a professional language service provider, you may be interested in the Enterprise support option below. Enterprise Support

For a small annual investment, any organisation serious about Māori Language can enjoy Te Ngutu Kura being customised to their organisations specific requirements and their staff's individual needs.

Requests so far have included genre specific spell checkers that can be turned off and on by demand for specific projects and for private Iwi spell checkers and tools that will automatically replace common characters to ensure tribal dialect is consistent.

#### Included options for Enterprise users

- Priority support via email and phone
- Porting current spelling files into Te Ngutu Kura
- Subscription to monthly updates of the word list
- Timely release of updates to coincide with new Office/System releases
- Extra resources to assist large organisations gain maximum benefits of Te Ngutu Kura
- Complete customisations of word lists, spellers, tools, individual requirements or organisation requirements.
- Exclusive updates of upcoming product features and invites to beta testing
- Complete Māori spell checking for all versions of Microsoft Office, including full support.
- Regular and exclusive updates
- Personalised customisations
- Genre specific spell checkers
- Custom keyboard layouts
- Reference tools whether you want the ability to an external reference of Māori words or an in-house resource.
- Full macron implementation support for electronic communications.
- Custom replacement tools
- Access to the exclusive e-book library and knowledge support of Te Ngutu Kura and Microsoft tips for spell checkers.

### ROI utilising a Enterprise Option

- Lower overheads with the IT Department who usually are not familiar with such specialised areas of ICT
- Increased productivity for your organisation with customisations for your staff
- Assurance that your organisation is able to access relevant language lists for any specialised project
- Peace of mind of the expert author is dealing with you directly
- Avoidance of possibly expensive customisations
- Direct access to time saving resources
- Personalised and custom service to ensure alignment within your organisation

• Older software and systems can still enjoy the benefits of Te Ngutu Kura, reducing upgrade issues.

#### Costs

\$2500.00 plus GST per annum per organisation. \$500.00 plus GST per annum for Individuals Order

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#### **Customisations**

Any part of Te Ngutu Kura can be customised for individuals and organisations. Customisations are charged in 15 minute increments, with most customisations n Le Maiture Maori Spel Checker Le Maiture Maori Spel Checker taking one hour. To seek a quote, please contact Karaitiana Taiuru Karaitiana@taiuru.maori.nz with your customisation details.

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