

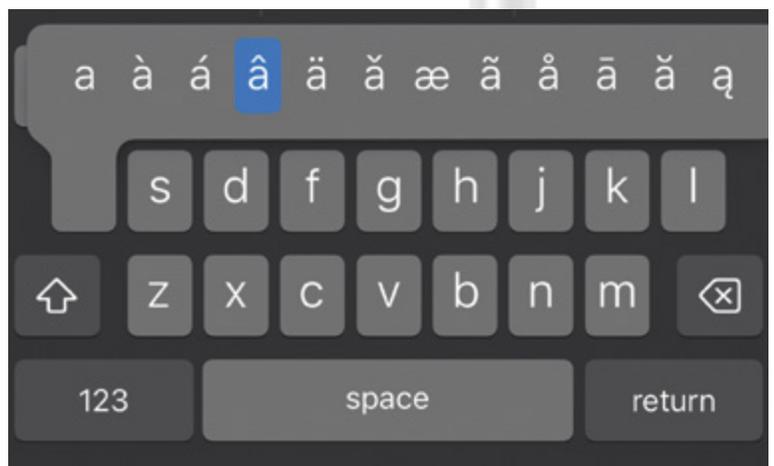
How to type miyo-wâhkôhtowin on your devices



Important! Adding the symbol (sometimes referred to as a circumflex or macron) above the “a” and “o” in wâhkôhtowin can be done on any device (e.g. phone, tablet, computer). You don’t need to use these symbols when you type your address, or provide it to others or organizations/businesses to use. Your mail, parcels and deliveries will still be delivered without them.

For Apple & Android users:

Adding the tent symbol (sometimes referred to as a circumflex or macron) above the “a” and “o” in wâhkôhtowin can be done on any Apple device (e.g. iPhone, iPad, Mac) or Android phone or tablet by holding and dragging your finger to the â or ô and then releasing. This can be done on your device’s touchscreen, or your Mac device’s physical keyboard.



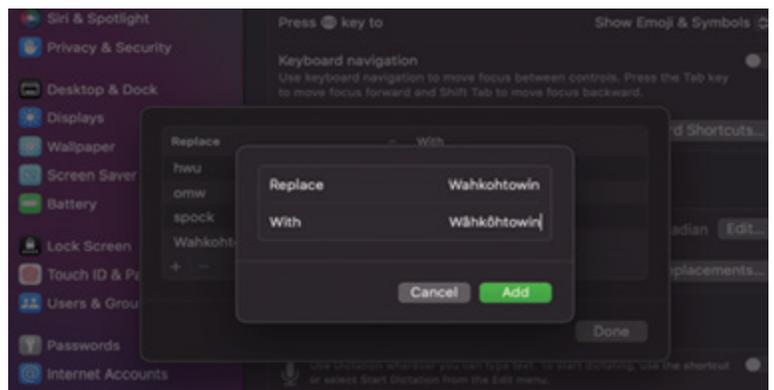
Apple Mac users:

Apple Mac users can also add Text Replacement to automatically correct “wâhkôhtowin”.

Step 1: Find these settings in **System Preferences > Keyboard > Text Replacements**.

Step 2: After you navigate to the Text Replacements button, the user can click the “+” icon in the bottom left corner of the window.

Step 3: After clicking the “+” icon, a little window should pop up for the user with a “**Replace**” text box and below it a “**With**” text box.



Step 4: In the “**Replace**” text box, the user can type “wahkohtowin”. In the “**With**” text box, the user can type “wâhkôhtowin”.

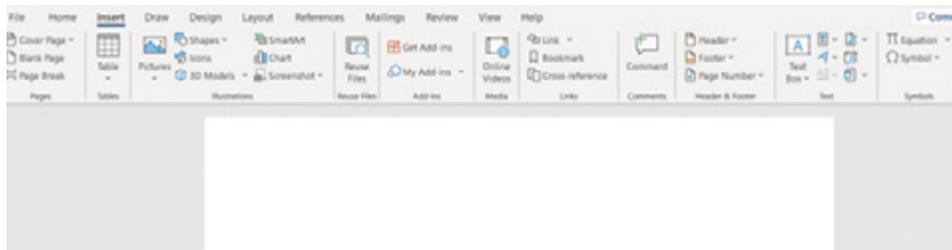
Step 5: The user can then click the “**Add**” button to add the word to their Mac dictionary. If your Apple Mac computer is synced with your Apple ID, this should also automatically add the text replacement across all your Apple devices.

Step 7: Save the file.

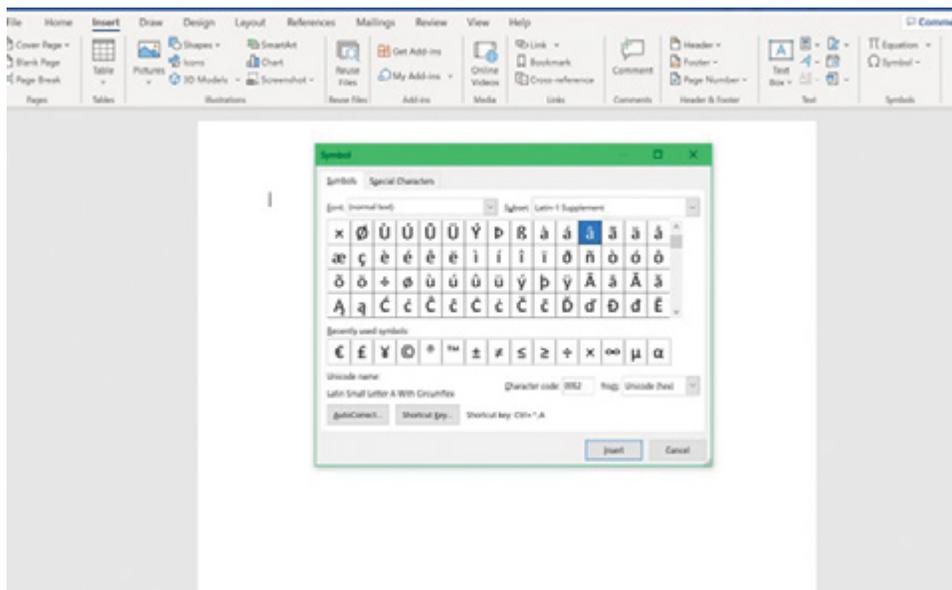


Using Symbols in Microsoft Word:

When using a Microsoft Word document, navigate to your "Insert" tab. After selecting the "insert" tab, look to the right side of your menu bar and there will be a drop-down button labelled "Symbol".



After clicking the "Symbol" button, the user can select "More Symbols". From there the user will be presented with a window that looks similar to the "Characters Map".



From there the user will be able to copy the letter they want to their clipboard and insert the letter into their Microsoft Word document.



Contact information for the City of Saskatoon

 saskatoon.ca/engage/renaming

 renaming@saskatoon.ca

 **Customer Care Centre 306-975-2476**