To use kahakō and ʻokina:

1. Copy the Hawaiian Fonts into the Windows Fonts folder (C:\Windows\Fonts)
2. Set font to one of the Hawaiʻian fonts (this document uses Hawn Bookman)
3. When you need to insert one of the characters, do one of the following:
    a. Use Character Map to copy and paste the character
       (All Programs, Accessories, System Tools, Character Map)
    b. Use "Insert Symbol" to insert the character
    c. Use the keystrokes listed below to insert character (must type all 4 digits)
    d. Copy and paste the symbols below as needed:

Ā	Alt-0196
Ē	Alt-0203
Ī	Alt-0207
Ō	Alt-0214
Ū	Alt-0220
ā	Alt-0228
ē	Alt-0235
ī	Alt-0239
ō	Alt-0246
ū	Alt-0252
ʻ	Alt-0255