

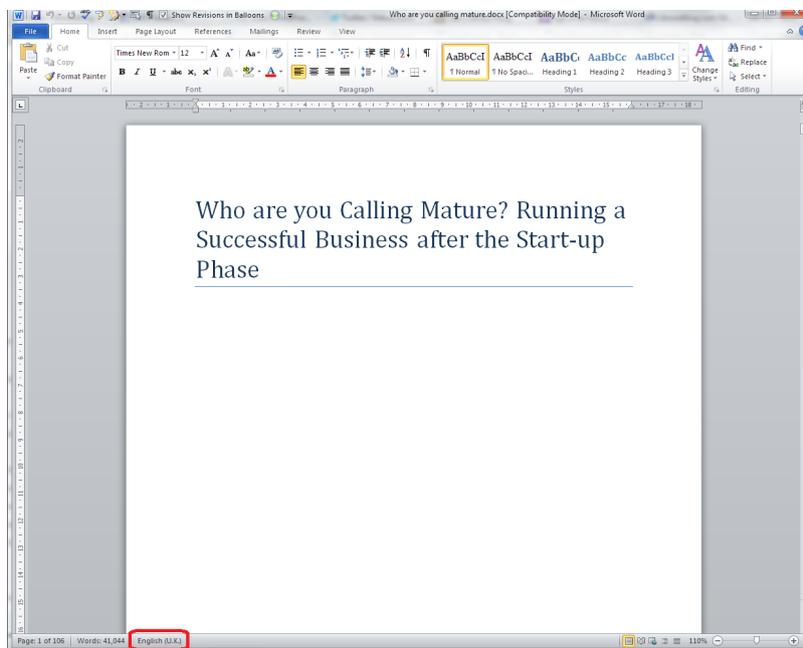
Why would I want to change the language of my Word document?

The language that is set for your Word document sets the language in which the spelling and grammar checks work. If you are working, say, at a university that uses UK English, and you use a version of Word that's set for US English, when you run a spell check (or if you ask Word to highlight errors as you go along), the spelling will default to American English. You will submit your document in the incorrect version of the language. This can really matter if you're instructed to use one particular version, and will matter more as you move into submitting articles for journals (which may specify either version of English).

If your document has come from another country which uses a language other than English, for example if you're working on a document prepared by a translator working out of their own language, you really need to change the language to English before you start editing it, or when you run a final spell check, every word will be highlighted and confusion will ensue.

How do I view and change the language in my document?

In Word, the language that is set for your document should appear in the lower status bar of your document:



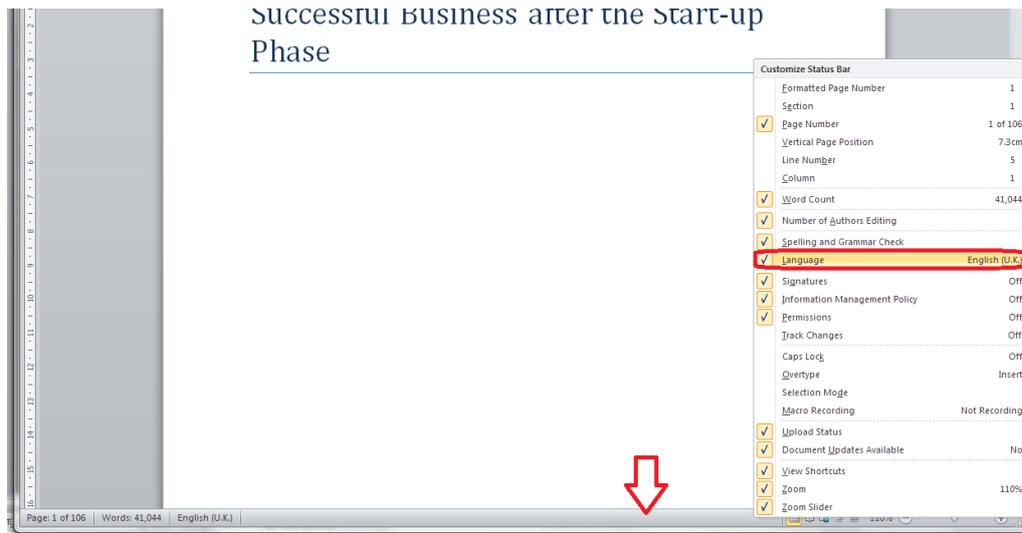
From here, you can easily change the language of selected text or the whole document (see below).

If you require further assistance, help is available from the IT Service Desk
in the Old Library Cluster and Robinson Library cluster Level 2

Opening times at <http://www.ncl.ac.uk/itservice/support/clusteritservicedesks/openinghours/>

If the language isn't showing on your status bar and you want to see it there, right-click anywhere on the **lower status bar**. A menu should appear with lots of options to tick. Any item that is ticked will appear on the status bar – this is also useful if you want to view your word count there.

Click on Language or tick the tick-box next to it, and your language will appear in the bottom status bar.

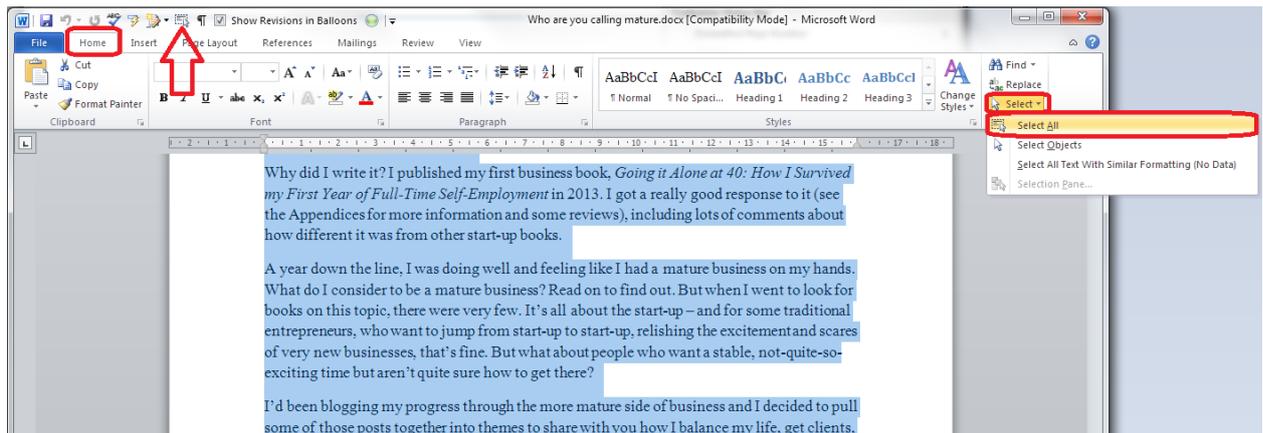


How do I change the language using the status bar display?

First you need to **highlight the text** whose language you want to change.

You might want to highlight **parts of the document** (for example if it's a dual translation in two languages and you just want to set one to UK English, or it's a localization and you just want to change one column of a two-column original and target language table), keeping the control key pressed down if you want to select several individual blocks of text.

If you want to change the language of the **whole document**, go to the **Home tab** and choose **Select** to the very right of the tab, then **Select All**:



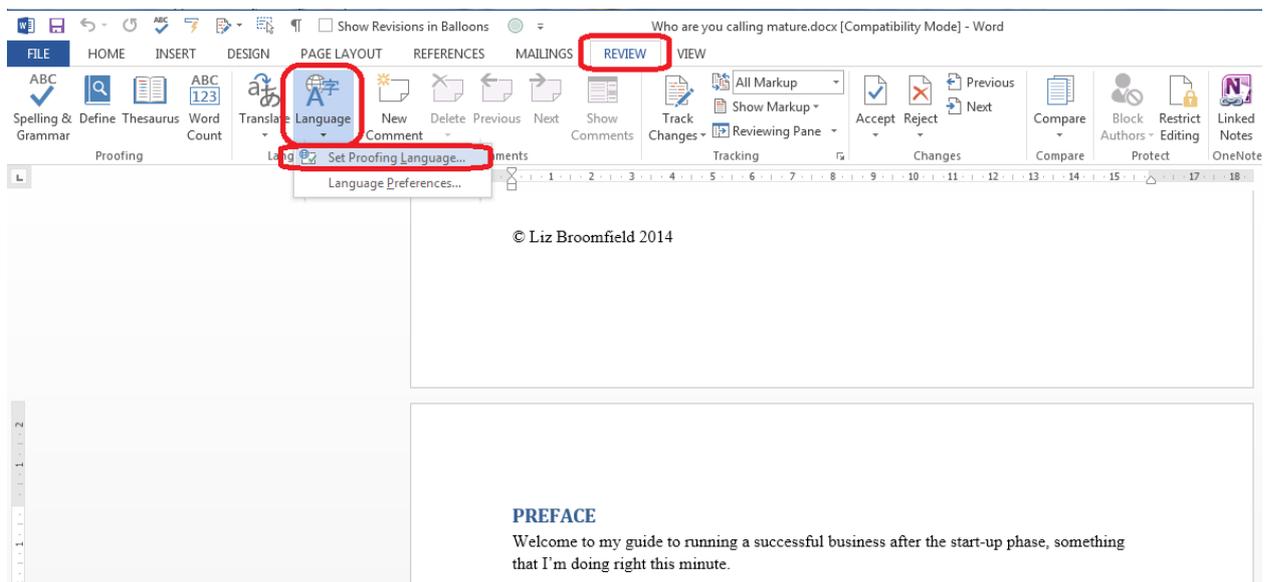
Note: Do not check spelling or grammar has a blue square next to it. Click in this square twice so that first a tick, then nothing, appears in the square.

Now click on OK. Your language will have changed to the language you selected.

How do I change the language using the menus in the ribbon?

If you don't choose to display the language in the lower status bar, you can access it via the menus in the ribbon at the top of the screen instead.

Choose the Review tab, Language section, Language button and Set Proofing Language:



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