

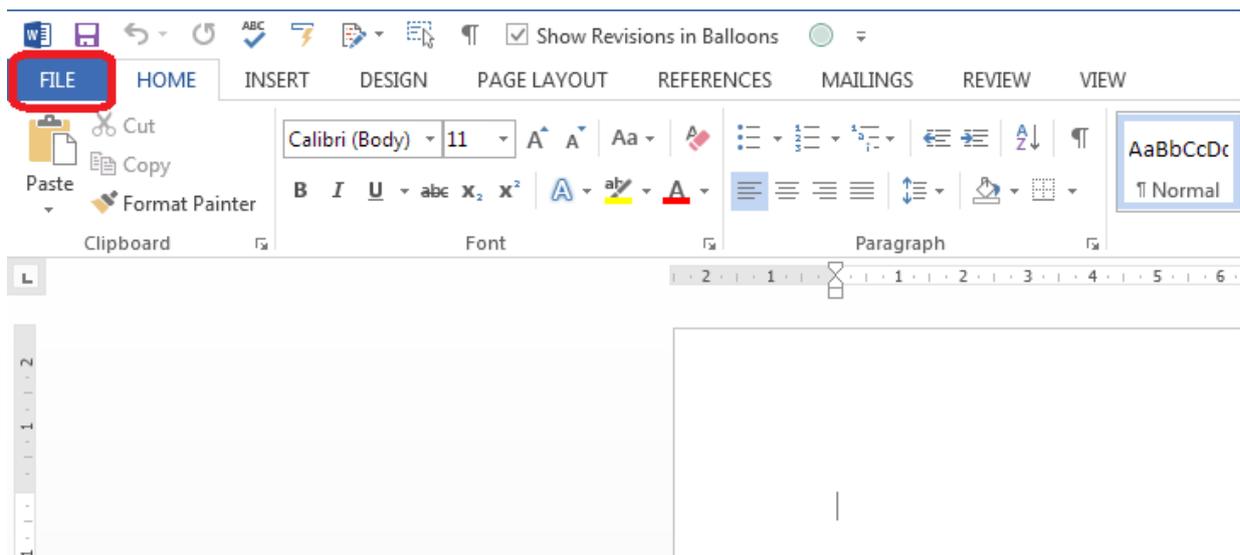
Why would I want to change my editing language?

change the Language back to English if it has been changed in error by pressing a shortcut key. It's quite common to mistakenly set your editing language to Chinese or Korean in error!

However, it's also used if you are intending on loading alternative alphabets into your version of Word, if you want to use it for Chinese or Russian, for example.

How do I change my editing language in Word?

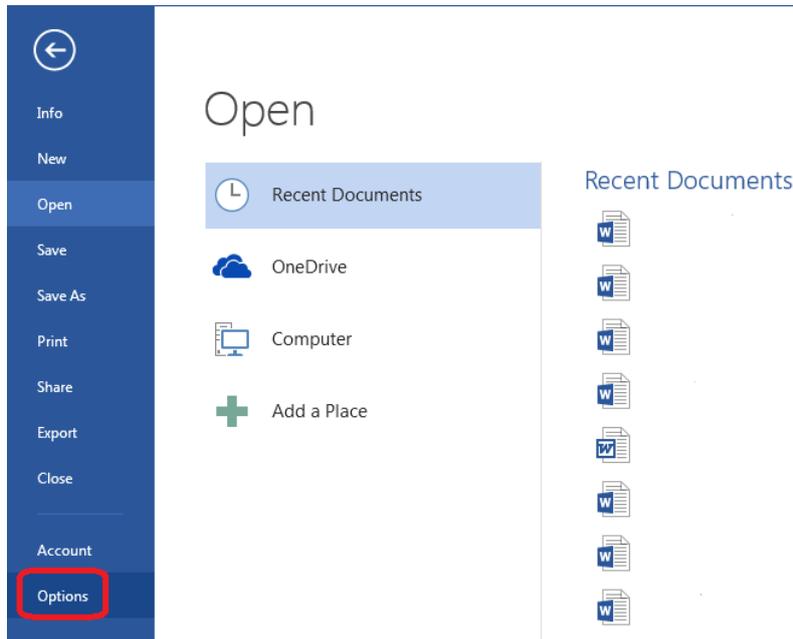
This is done in Word Options. Find your Word Options by clicking the File tab:



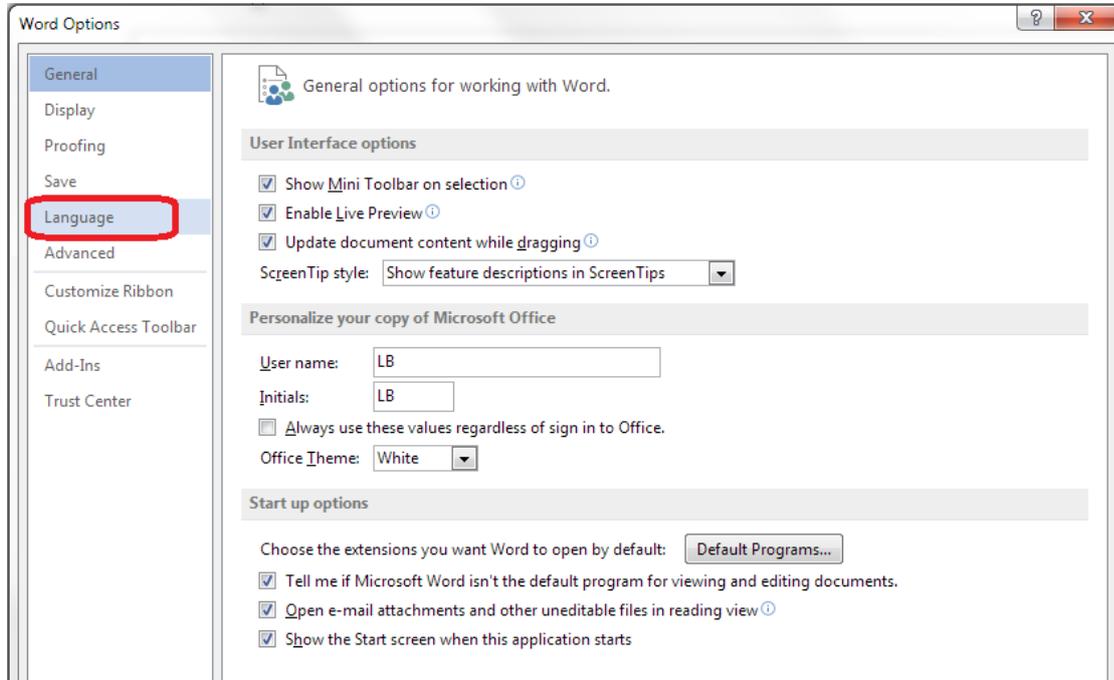
If you require further assistance, help is available from the IT Service Desk
in the Old Library Cluster and Robinson Library cluster Level 2

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

Now choose Options:



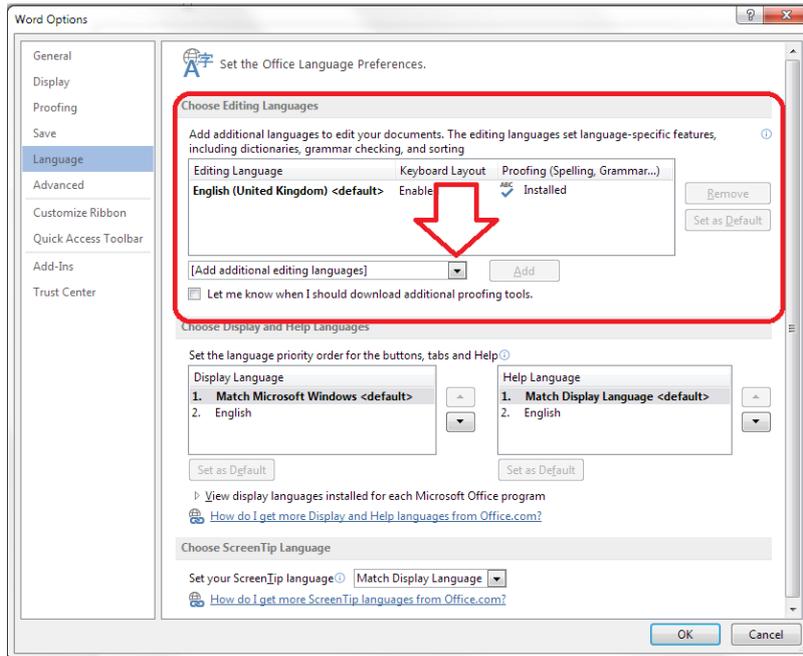
Within the Word Options window, choose Language:



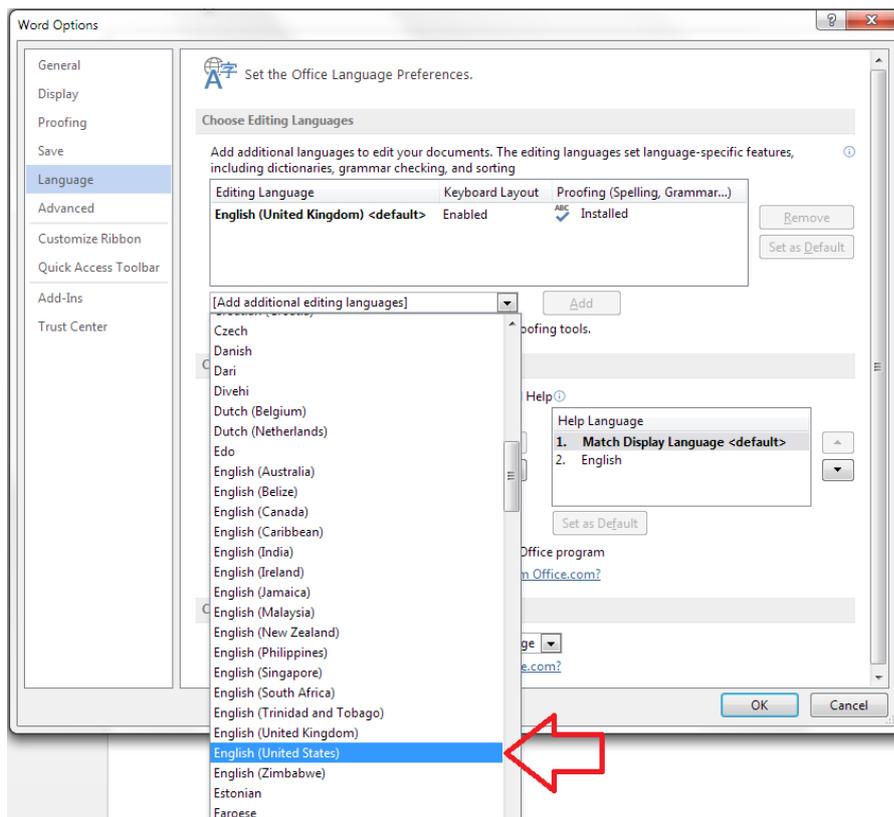
Look at the Choose Editing Languages section. You can see that only English (United Kingdom) is on the list at the moment. Click on the dropdown arrow by Add additional editing languages:

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Select your editing language from the list ...



Once it's selected, click the Add button:

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Now English (United States) has been added to the list – press the OK button at the bottom of the window:

What else can I change in the language section?

You will notice that you can also change the display and screen tip languages on this screen, as well as asking Word to prompt you if you need to download any special proofing tools. This is useful if someone who only speaks a different language to the default is going to be using this copy of Word (of course, this is all changing this individual copy of Word and does not affect the document if it's opened on different computers).

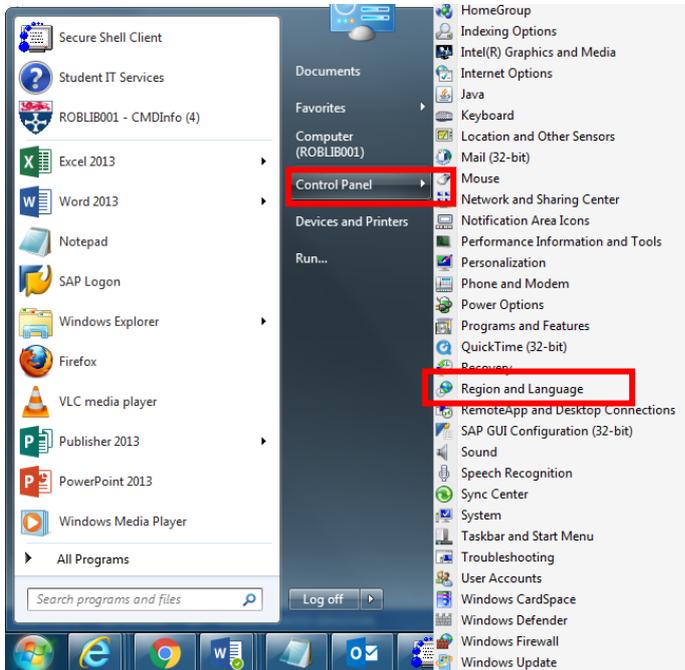
Making the changes take effect

You will now be prompted to Restart Word in order for the change to take effect. Press the OK button and close and re-open Word.

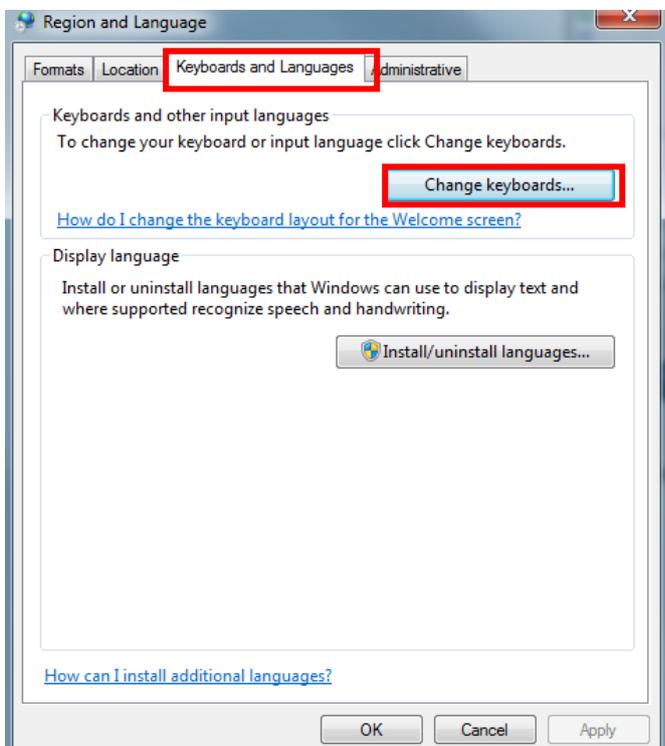
This process has the incidental effect of displaying the language of your document in the lower status bar in your copy of Word – and this is the way to make it display if it doesn't do so initially.

What if the above does not work?

From your start Menu Go to Control Panel -> Region and Language



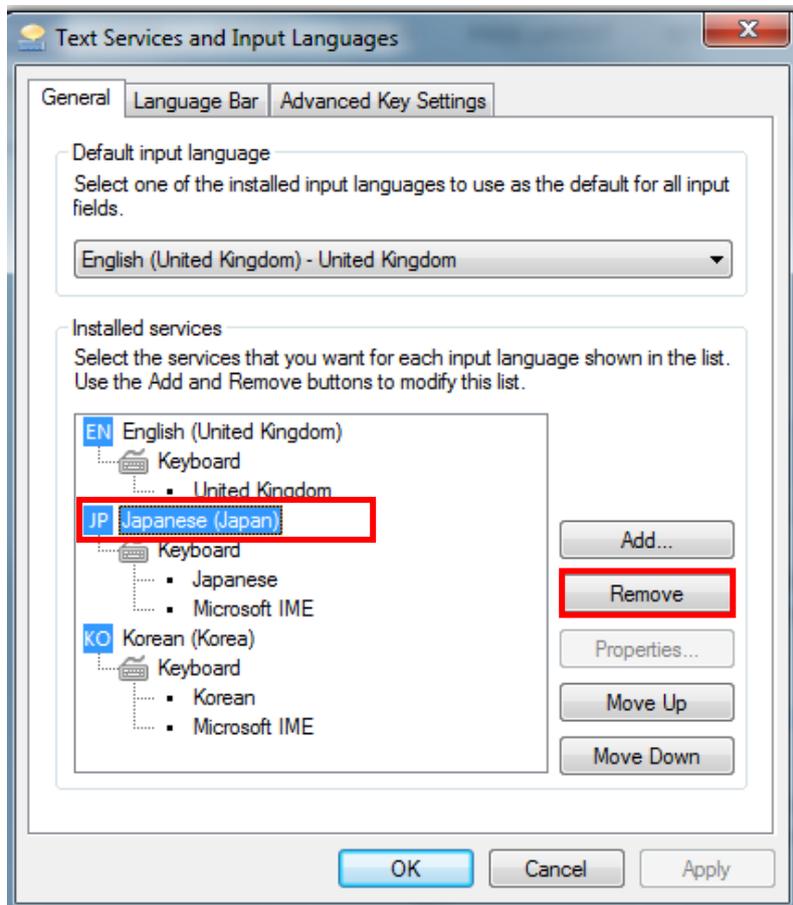
Select Keyboards and Languages



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Highlight and Languages you do not wish to use and click Remove, note there may be several language you do not wish. Make sure you Keep English (United Kingdom)



You can Also Add languages here by pressing the Add button and selecting the Languages you wish to add.