

### 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:



**Change Editing Language** 



Now choose Options:

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Info	Open	
New		
Open	L Recent Documents	Recent Documents
Save	OneDrive	
Save As		w
Print	Computer	<u>v</u>
Share	Add a Place	W
Export	Add a Flace	
Close		
Account		w
Options		

Within the Word Options window, choose Language:

Word Options		8 <mark>X</mark>
General Display	General options for working with Word.	
Proofing	User Interface options	
Save Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins	✓ Show Mini Toolbar on selection ①         ✓ Enable Live Preview ①         ✓ Update document content while dragging ①         ScreenTip style:         Show feature descriptions in ScreenTips         Personalize your copy of Microsoft Office         User name:       LB	_
Trust Center	Initials: LB Always use these values regardless of sign in to Office. Office Ineme: White  Start up options Chases the extensions we want Would to some by default. Default Descentes	
	<ul> <li>Choose the extensions you want word to open by default: Default Programs</li> <li>Tell me if Microsoft Word isn't the default program for viewing and editing documents.</li> <li>Open e-mail attachments and other uneditable files in reading view </li> <li>Show the Start screen when this application starts</li> </ul>	

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:

# Change Editing Language



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Select your editing language from the list ...

General	Set the Office Language Profes	ances		
Display	X <sup>++</sup> Set the Office Language Preferences.			
Display				
Proofing	Choose Editing Languages			
Save	Add additional languages to edit your documents. The editing languages set language-specific features, including dictionaries, grammar checking, and sorting			
Language	Editing Language	Keyboard Layout	Proofing (Spelling, Grammar)	
Advanced	English (United Kingdom) <default></default>	Enabled	ABC Installed	Remove
Customize Ribbon	5 . 5 .		•	Identore
customize habbon				Set as <u>D</u> efault
Quick Access Toolbar				
Add-Ins	[Add additional editing languages]	-	Add	
Trust Center			an tools	
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Once it's selected, click the Add button:



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.

Change Editing Language



What if the above does not work?

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



Select Keyboards and Languages



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 <u>http://www.ncl.ac.uk/itservice/support/clusteritservicedesks/openinghours/</u>



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)

Text Services and Input Languages	×	
General Language Bar Advanced Key Settings		
Default input language Select one of the installed input languages to use as the fields.	he default for all input	
English (United Kingdom) - United Kingdom	•	
Installed services Select the services that you want for each input langu Use the Add and Remove buttons to modify this list.	age shown in the list.	
United Kingdom UP Japanese (Japan) Keyboard Japanese	Add	
Korean (Korean Korean (Korea)	Properties	
Microsoft IME	Move Op Move Down	
OK Cancel Apply		

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