



René Nel – PROOFREADER

## SETTING THE LANGUAGE IN WORD\*

There are 3 ways to change your document language settings. Pick whichever you find easiest to use.

### Methods:

#### Very Important: First Step

- 1) The Review Tab
- 2) The Status Bar
- 3) Modifying Styles

### Very Important: First Step

It is a good idea to select everything in your document before you change the language (assuming you don't need to have multiple languages in one document). There are various ways to do this:

- 1) You can use Word's **Select** > **Select All** function (on the ribbon).
- 2) You can highlight the whole document using your mouse.
- 3) You can use the keyboard – I find this to be the easiest way. Type **Ctrl+A** (or the **Control** and **A** keys) simultaneously, and the entire document will be highlighted (and selected).

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\* Note: These instructions are for a Windows computer, and the screenshots use Office 2016.

## The Review Tab

Select the **Review** tab on the ribbon.



Select the **Language** option on the Review tab.

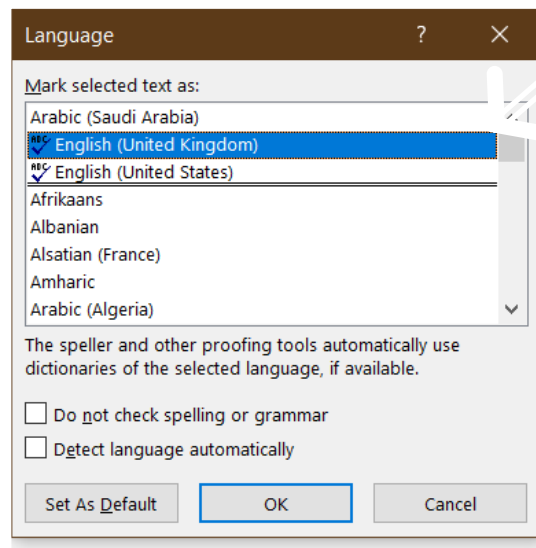
Select **Set Proofing Language**.

In the Language box that appears, choose the appropriate language from your list.

I would advise against checking **Detect language automatically** as I have found that what Microsoft thinks I want and what I actually want are rarely the same thing.

If you are using a template, and you want the language updated for ALL new documents, you create from this template, then select **Set as Default**.

If you only want the language changed for a single document, check **OK**.



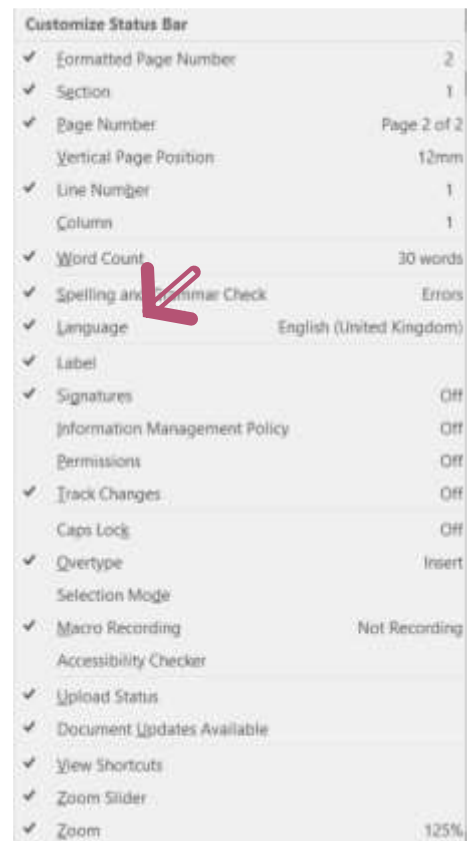
## The Status Bar

The **Status Bar** is the line across the bottom of your screen.

Did you know that you can customise what the Status Bar shows?

The different options are outside the scope of this document, but you can choose to display plenty of useful information about your document, if you want it.

To see what options you have, hover your mouse over the status bar and right click. Make sure that **Language** is ticked in the menu (which looks something like this) that comes up. If it is not, click on **Language**.



You can now click on the language showing on the Status Bar.





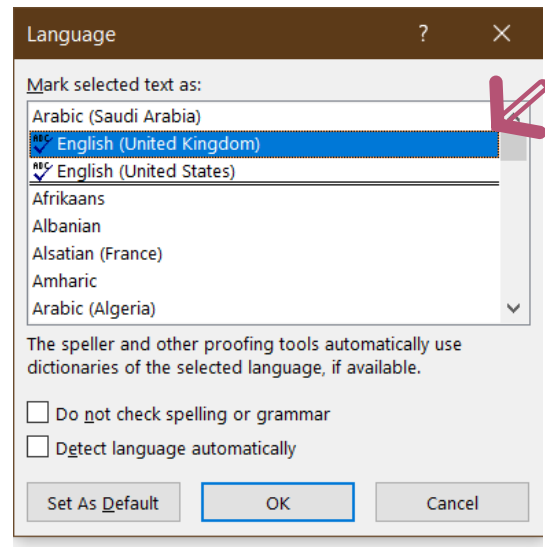
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In the Language box that appears, choose the appropriate language from your list.

I would advise against checking *Detect language automatically* as I have found that what Microsoft thinks I want and what I actually want are rarely the same thing.

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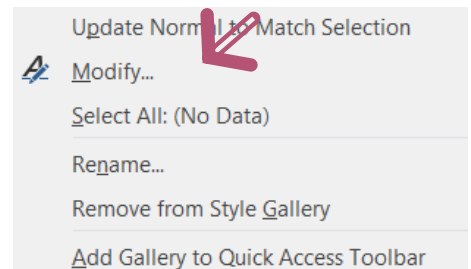
### Modifying Styles

If you've ever written a document that stubbornly reverted to the 'wrong' English while you were working on it, then you probably want to check your styles. How to use styles to help you format your work is beyond the scope of this document. For now, here's how to change the language in your document's *Normal Style*.

You can find your styles on your *Home tab*.



Right click on the Normal style. A box will pop up. Select *Modify* which is the second option.



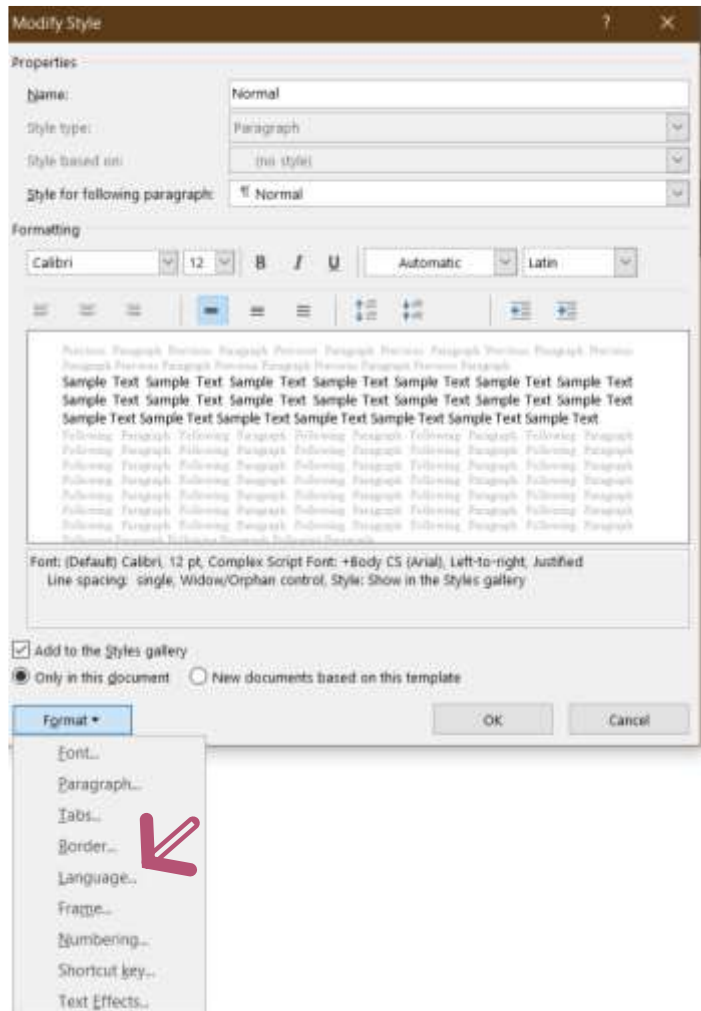


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You'll now have a **Modify Style** box.

Select the **Format** button in the bottom left corner. This will show you various options you can amend.

Select the **Language** option.



In the Language box that appears, choose the appropriate language from your list.

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If you are using a template, and you want the language updated for ALL new documents, you create from this template, then select *Set as Default*.

If you only want the language changed for a single document, check *OK*.

Select *OK* again to return to your document.

