

Enable the use of other languages in your Office programs

You can change the editing, display, ScreenTip, and Help languages of your Microsoft Office programs so that they are different languages. The languages available depend on the language version of Microsoft Office and any additional language pack, language interface pack, or ScreenTip languages that are installed on your computer. If the proofing tools, display or Help language that you want is not available, you might need to obtain and install a language pack or language interface pack.

Add or set the default editing language

The editing language consists of the keyboard layout and proofing tools for that language. The proofing tools include language-specific features, such as dictionaries for spelling and grammar checking, or paragraph direction buttons.

ADD AN EDITING LANGUAGE

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1. Click **Start**, and then click **All Programs**.
1. Click **Microsoft Office**, and then click **Microsoft Office Tools**.
2. Click **Microsoft Office Language Preferences**.
3. Under **Choose Editing Languages**, click the **Add additional Editing Languages** arrow, select the language that you want to add, and then click **Add**.
4. Click **OK**.

NOTES

- After you change the default language, you need to close all Office programs, and then open them again for the change to take effect.
- If your computer is not properly configured for the editing language that you have added, **Not enabled** or **Not installed** may appear in the **Keyboard Layout** or **Proofing** columns.
- To enable language-specific options, such as the **Hangul Hanja Conversion** and **Enclose Characters** buttons, you must enable an editing language that includes those options.

SET THE DEFAULT EDITING LANGUAGE

The default editing language is the language that is used by the proofing tools for all of your documents, unless you select text and change the editing language manually. The language with **<default>** after the language name is the default editing language..

NOTE To enable language-specific options, such as the **Hangul Hanja Conversion** and **Enclose**

Characters buttons, you must enable an editing language that includes those options.

1. Click **Start**, and then click **All Programs**.
2. Click **Microsoft Office**, and then click **Microsoft Office Tools**.
3. Click **Microsoft Office Language Preferences**.
4. Under **Choose Editing Languages**, select the language that you want to be the default editing language, and then click **Set as Default**.
5. Click **OK**.

NOTES

- If the language that you want is not listed, you might need to add an additional editing language.
- After you change the default language, you need to close all Office programs, and then open them again for the change to take effect.

IS YOUR KEYBOARD LAYOUT "NOT ENABLED"?

After you select a language from the language list, you might need to enable a keyboard layout if it says **Not enabled**.

+In Windows 7

+In Windows Vista

+In Windows XP

ARE YOUR PROOFING TOOLS "NOT INSTALLED"?

If your language version of Office doesn't include the proofing tools for the language that you want, you might need to obtain a language pack or language interface pack.

- To online and get a language pack, click **Not installed**.

Set the default display and Help language

The display and Help languages are the languages used in Office for display elements, such as menu items, commands, and tabs in addition to the Help file display language.

SET THE DEFAULT DISPLAY AND HELP LANGUAGE

1. Click **Start**, and then click **All Programs**.
2. Click **Microsoft Office**, and then click **Microsoft Office Tools**.
3. Click **Microsoft Office Language Preferences**.
4. Under **Choose Display and Help Languages**, select the language that you want to be the default language, and then click **Set as Default**. If you want your Office program language to match your Windows program language, select **Match Microsoft Windows**.
5. Click **OK**.

NOTES

- After you change the default language, you need to close all of your Office programs, and then open them again for the change to take effect.
- If, for some reason, your default display or Help language is not available, Microsoft Office uses the next language in the list that is available.
- If the language that you want is not listed, you might need to add more language services by clicking **How do I get more Display and Help languages from Office.com?**

SET THE ORDER OF THE DISPLAY AND HELP LANGUAGES

The order of the languages in the display and Help lists is the order that the languages are used by Microsoft Office. For example, if your display language order is Spanish <default>, German, and Japanese, and the Spanish language tools are removed from your computer, German becomes your default display language.

You can have the display and Help languages match the language of your operating system, or you can have a different language for your operating system, display, and Help.

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1. In the **Set the Office Language Preferences** dialog box, under **Choose display and Help languages**, click the language that you want to be the default language, and then click the arrow until the language appears at the top of the list with **<default>** after its name.

NOTE If the language that you want is not listed, you might need to get a language pack or language interface pack by clicking **How do I get more Display and Help languages from Office.com?**

2. Use the up and down arrows to set the order in which you want the languages to be used in the event that a language becomes unavailable.
3. After you change the default language, you need to close all Office programs, and then open again them for the change to take effect.

WHICH DISPLAY LANGUAGE IS BEING USED FOR WHICH OFFICE PROGRAM?

If you use multiple languages and have customized Office so that it fits the way that you want to work, you can survey all of the Office programs to see which language is the default display language for each.

- In the **Set the Office Language Preferences** dialog box, under **Choose display and Help languages**, click **View display languages installed for each Microsoft Office program**.

Choose your ScreenTip language in Office

ScreenTips are small pop-up windows that provide brief, context-sensitive help when you rest the pointer on a display element, such as a button, tab, dialog box control, or menu. Setting the ScreenTip language in one Office program sets it for all of the Office programs that you have installed.

NOTE This feature is only available for the following Office programs: Excel, OneNote, Outlook, PowerPoint, Publisher, Visio, and Word.

1. Open a Microsoft Office program, such as Word.
2. Click the **File** tab.
3. Click **Options**.
4. Click **Language**.
5. In the **Set the Office Language Preferences** dialog box, under **Choose ScreenTip Language**, click the arrow to select your ScreenTip language.

NOTES

- If the language that you want is not listed, you might need to add more language services. Click **How do I get more ScreenTip languages from Office.com?**, and then follow the download and installation instructions.
- After you install a new ScreenTip language, it becomes your default ScreenTip language.