Language settings

To use another input language than Dutch or English in your MS Office applications and/or to change the interface language of the Office products, you need to install the language of your choice.

This manual explains step by step how to do the following:
- How to install these languages
- How to change the input language
- How to change the interface language for Office

Installing Office Language Pack
These language packs allow you to check the spelling and grammar in the language of your choice. In addition, they also allow you to change the interface language of Office to the language you installed.

1) Select the Windows button -> “Control Panel”
2) In the Control Panel, select “Programs”
3) Select “Run Advertised Programs”

4) Select the input language you wish to use, and then select “Run”
   In the example below we are installing German.

The selected language pack will now be installed (you do not need to restart your PC)
Changing the input language
By changing the input language, you can adapt the Windows settings so that as you type in a specific language, the spelling and grammar check is automatically adapted to this language.

1) Go via the Windows button to the Control Panel and select “Change display language”

2) Select “Change keyboards…”
3) Select “Add…”

4) Select the **input language of your choice** (in our example German), then select the keyboard layout. We selected **US International** in our example, by selecting “**Show More**”.
5) Select “United States-International” and then “OK”

6) You will now see the added input language. Now select “Apply”.

<- On the left, you can see that the standard input language is Dutch, with a US international keyboard layout. You can of course set it to another standard language.
7) In Windows, if you want to change the input language in a simple way, then, after the previous step, you have to check in the “Language Bar” tab whether the “Docked in the taskbar” option is selected.

8) As shown below, the Windows taskbar offers the option of switching between various input languages. This setting applies individually per application.

For example, if you set this language to German while MS Word is in the foreground, then the input language for MS Word will be German. However, once you start another application, such as Outlook, the input language will once again be the standard input language, in our example Dutch.
Changing the Office interface language
Using the steps below, you can change the language of all the menus in Office to the language of your choice. This is only possible if the language in question is already installed. See Installing Office Language Pack.

There are a number of methods for changing the interface language, but we will only describe one of them here.

1) Select “All Programs” -> “Microsoft Office” -> “Microsoft Office 2010 Tools” -> “Microsoft Office 2010 Language Preferences”

You can also request this function via the search field above the Windows button “Search programs and files”. Type in: language and then select “Microsoft Office 2010 Language Preferences”
2) You can now set language preferences for the editing and interface language. In the example below we will set both to English.

Select the **language of your choice** (in your overview, you will see all the languages you have installed according to the instructions in chapter 1). Now select “**Set as Default**”

![Language Preferences]

3) Select “**Yes**”

![Default Editing Language]

4) Select “**OK**” (*Office must now restart*). Do not forget to first save your open documents and/or e-mail.

![Language Preferences Change]

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