

Enabling Spell Checkers and Keyboards for additional languages

Office 2016

Proofing languages

Additional proofing languages for Office 2016 are installed on the Heriot-Watt University Managed Desktops. This feature gives the users the ability to spell (and grammar) check their Office files (e.g. Word documents) in languages other than English.

For a list of available languages see [Available proofing Languages](#) at the end of the document.

Enable additional editing languages

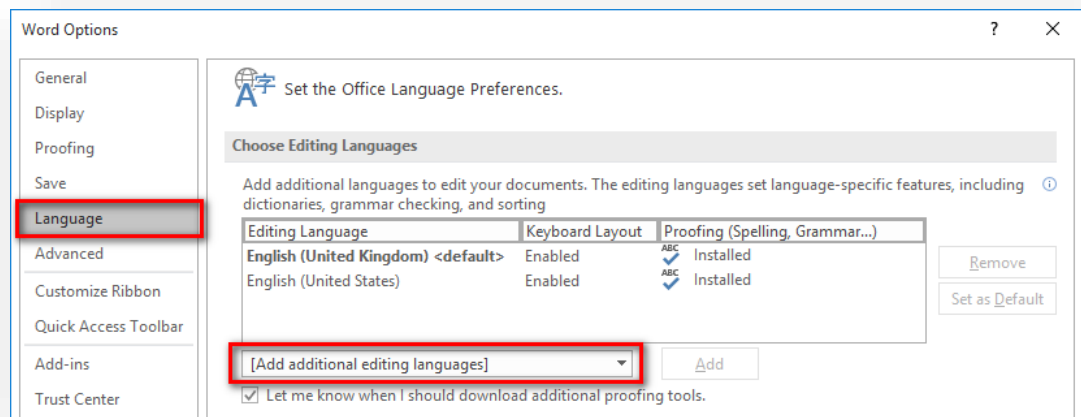
You can enable additional languages (and keyboards) from within an Office application like Word.

- You do not need to enable additional keyboard layouts to type characters, such as the umlaut in German (ö), the tilde in Spanish (ñ), the cedilla in Turkish (Ç). Simply use the keyboard shortcut.

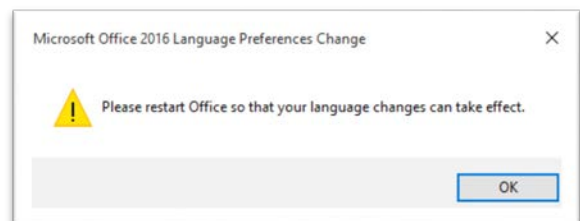
For a list of keyboard shortcuts, see [Keyboard shortcuts for international characters](#) and [Keyboard shortcuts for Polish characters](#) below.

From Word 2016

1. From the **File** tab, select **Options**
2. In the Word Options dialog box select **Language**
3. Under **Choose Editing Languages** select the language you wish to add from the **[Add additional editing languages]** dropdown list



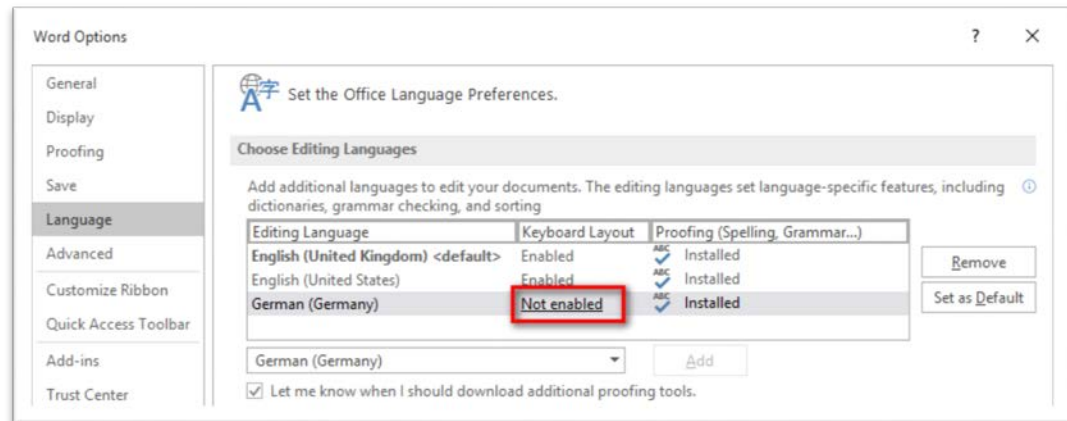
4. Click **Add**
5. **Restart Word** if prompted to do so.



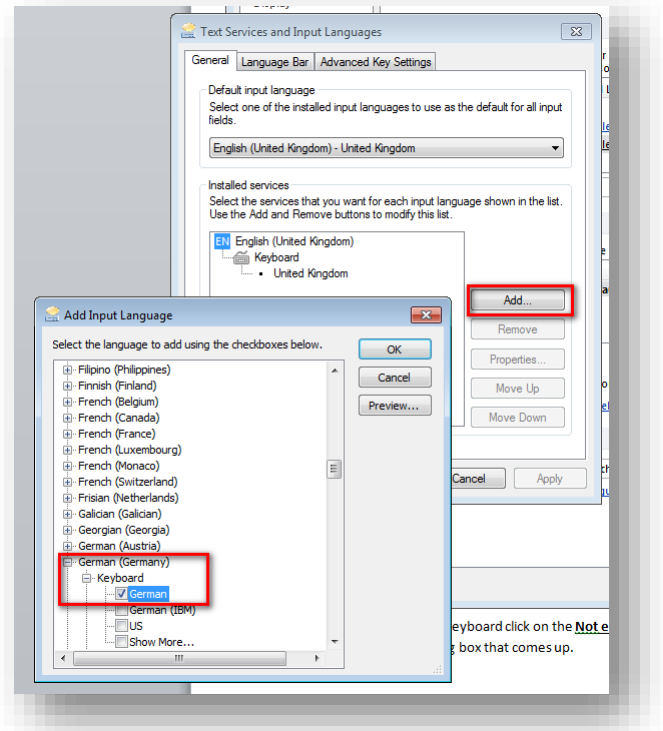
Keyboard layouts

You can also add the corresponding keyboard layout.

1. Click on the **Not enabled** link next to the language you just added



- Select the keyboard from the **Text Services and Input Languages** dialog box
2. Click **Add**
3. Browse for the **required language**
4. **Expand** the selection
5. **Select** the keyboard layout that you want to use
- Click **Preview...** if you want to check that you have the correct one
6. Click **OK**



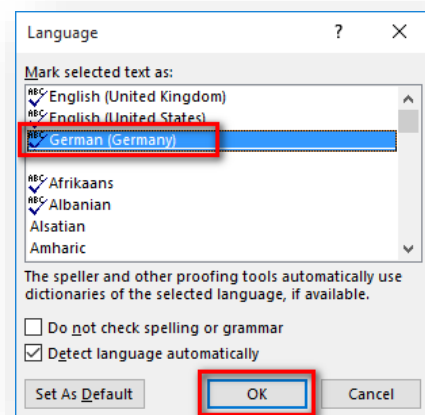
Switching between different languages

The default setting in Word will usually detect the language you are typing in automatically. This works well in most cases.

You can also set the language of selected text manually.

In Word

1. Place your cursor in the file where you want to start typing text in a different language or, if you have already typed the text, select the text.
2. On the **Review** tab, in the **Language** group, click **Language, Set Proofing Language** – or click the Language button  **English (United Kingdom)** on the **Status Bar**
3. In the **Language** dialog box, select the language that you want and click **OK**.
4. Start typing.
5. To switch back to the original language, or to switch to a different language, repeat Steps 1-3.
At Step 3, choose the next language.



- You can also switch the automatic language detection off from this dialog box.

Status Bar

Your language being used by the proofing tools can be displayed on the program's status bar.

The language status bar display option is only available in PowerPoint, Visio, and Word.



- To toggle the display of the language option, right-click the status bar and then click **Language**.

When this option is turned on, you can click this area of the status bar to show the Language dialog box and set the language of the selected text.

Using the Language bar

*This option is only available if the corresponding **keyboard** is also enabled for the language you wish to switch to.*

1. Open your document and place the cursor in the document where you want to start to type text in a different language.



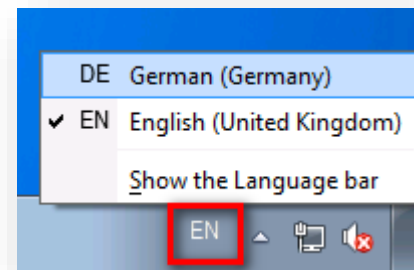
2. Click the language icon in the System Tray/notifications area, and then click the language that you want to use.

Keyboard shortcut: To switch between keyboard layouts, press **[ALT]-[SHIFT]**

- The icon shown on your computer depends on the language of the active keyboard layout.

If you have set up more than one keyboard layout for a single language, you can switch between layouts by clicking the keyboard layout icon on the System Tray/notifications area, and then clicking the keyboard layout that you want to use. The name on the indicator changes to reflect the active keyboard layout.

3. Repeat steps 1 and 2 to switch between different languages.



Keyboard shortcuts for international characters

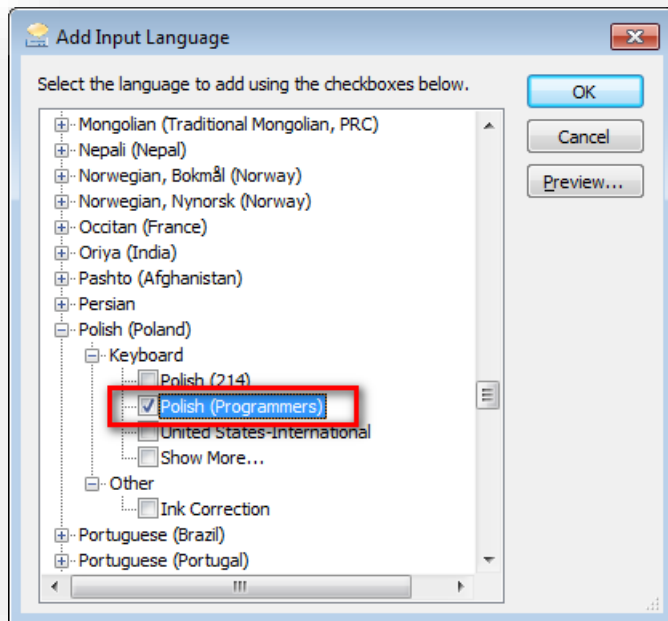
For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+). For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,).

To type a lowercase character by using a key combination that includes the SHIFT key, hold down the CTRL+SHIFT+*symbol* keys simultaneously, and then release them before you type the letter.

To insert this	Press
à, è, ì, ò, ù, À, È, Ì, Ò, Ù	CTRL+` (ACCENT GRAVE), <i>the letter</i>
á, é, í, ó, ú, ý Á, É, Í, Ó, Ú, Ý	CTRL+' (APOSTROPHE), <i>the letter</i>
â, ê, î, ô, û Â, Ê, Î, Ô, Û	CTRL+SHIFT+^ (CARET), <i>the letter</i>
ã, ñ, õ Ã, Ñ, Õ	CTRL+SHIFT+~ (TILDE), <i>the letter</i>
ä, ë, ï, ö, ü, ÿ Ä, Ê, Ì, Ö, Ü, Y	CTRL+SHIFT+: (COLON), <i>the letter</i>
å, Å	CTRL+SHIFT+@, a or A
æ, Æ	CTRL+SHIFT+&, a or A
œ, Œ	CTRL+SHIFT+&, o or O
ç, Ç	CTRL+, (COMMA), c or C
ð, Ð	CTRL+' (APOSTROPHE), d or D
ø, Ø	CTRL+/, o or O
ı	ALT+CTRL+SHIFT+?
ı	ALT+CTRL+SHIFT+!
ß	CTRL+SHIFT+&, s

Keyboard shortcuts for Polish characters

You do need to switch on the **Polish (Programmers)** keyboard layout in order to use the keyboard shortcuts for the Polish characters.



Once this is done switch to the Polish keyboard and use the following keyboard shortcuts:

To insert this	Press
ą, ć, ę, ł, ń, ó, ś, ż Ą, Ć, Ę, Ł, Ń, Ó, Ś, Ż	AltGr + <i>the letter</i>
ź Ź	AltGr + x

For further online document see:

<https://support.office.com/en-gb/article/Keyboard-shortcuts-for-international-characters-108fa0c1-fb8e-4aae-9db1-d60407d13c35>

Available proofing Languages

Arabic	Dutch	Hindi	Norwegian (Bokmål)	Slovenian
Basque	English	Hungarian	Norwegian (Nynorsk)	Spanish
Bulgarian	Estonian	Italian	Polish	Swedish
Catalan	Finnish	Japanese	Portuguese (Brazil)	Tamil
Chinese (Hong Kong)	French	Kannada	Portuguese (Portugal)	Thai
Chinese (People's Republic of China)	Galician	Kazakh	Punjabi	Turkish
Chinese (Taiwan)	German	Korean	Romanian	Ukrainian
Croatian	Greek	Latvian	Russian	Urdu
Czech	Gujarati	Lithuanian	Serbian (Latin)	
Danish	Hebrew	Marathi	Slovak	