

Enabling additional display and Help languages

Office 2016

Language Packs

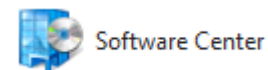
A selection of additional Language Packs is available on Heriot-Watt University **Managed Desktops**.

These Language Packs enable the user to change the display and Help language used for Office applications such as Word, Excel, Outlook, etc. in addition to using the spell (and grammar) check of the installed language.

Note: It is not necessary to install a Language Pack, if all that is required is the **spell checker** for an additional language.

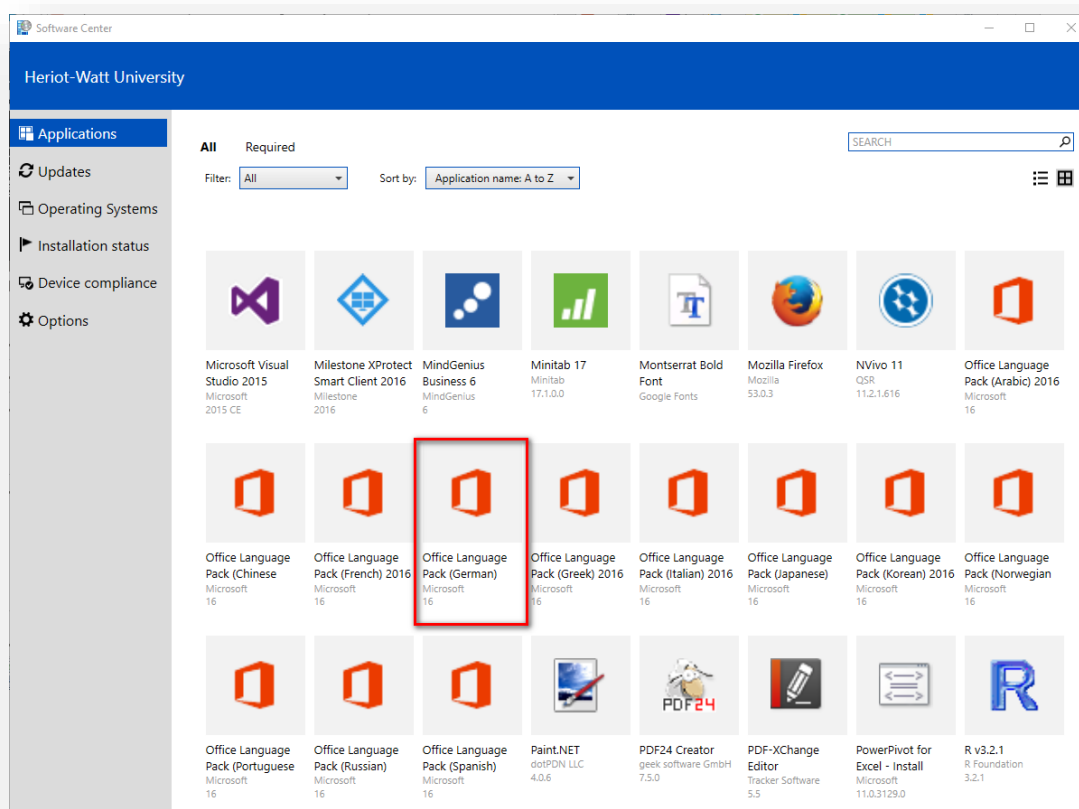
- The **Microsoft Office Proofing Tools Kit 2016** is already installed on all Managed Desktops – see the **Enabling Spell Checkers and Keyboards for additional languages** documentation.

Users can opt to install a Language Pack from the **Software Center**.
(Start, All Programs, Accessories, Software Center – Applications)



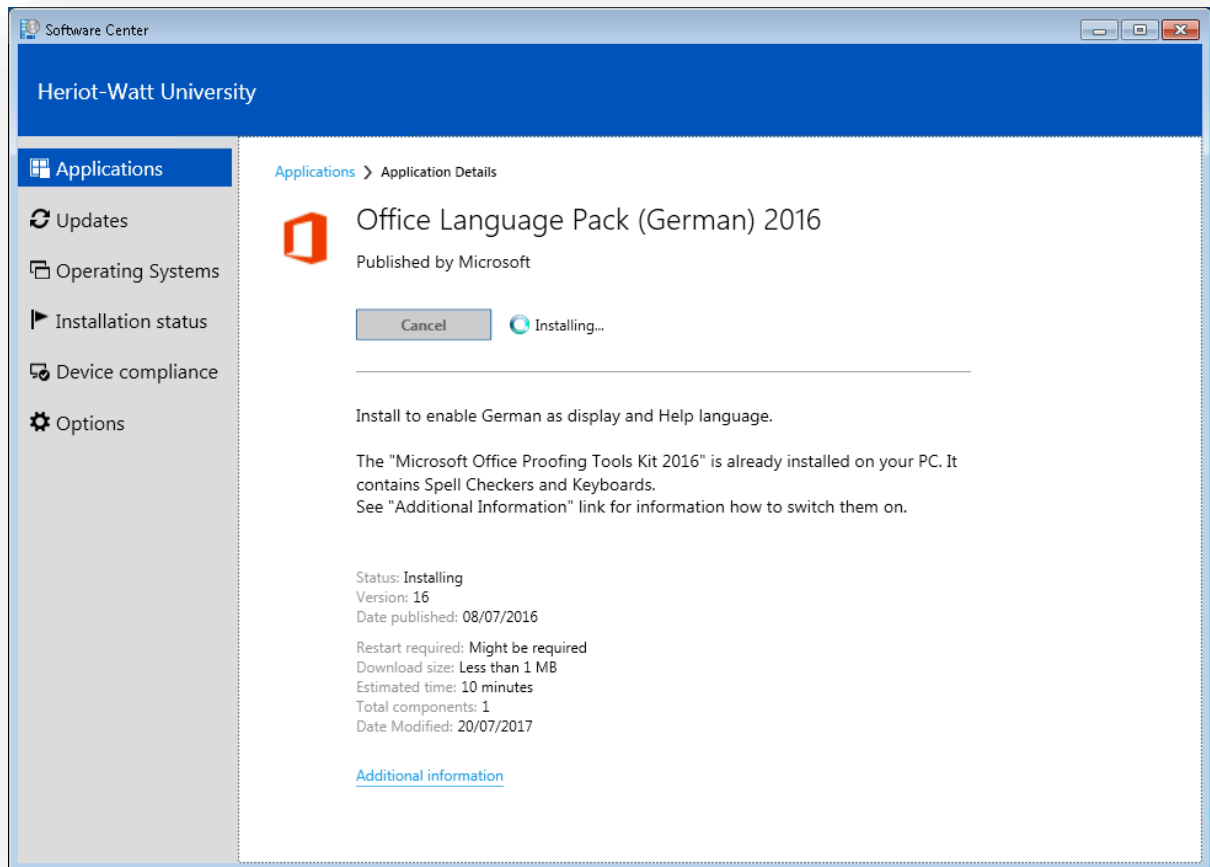
The following Language Packs are currently available:

Arabic, Chinese, French, German, Greek, Italian, Japanese, Korean, Norwegian, Portuguese, Russian, Spanish.



Select the Language Pack you require and click

Install



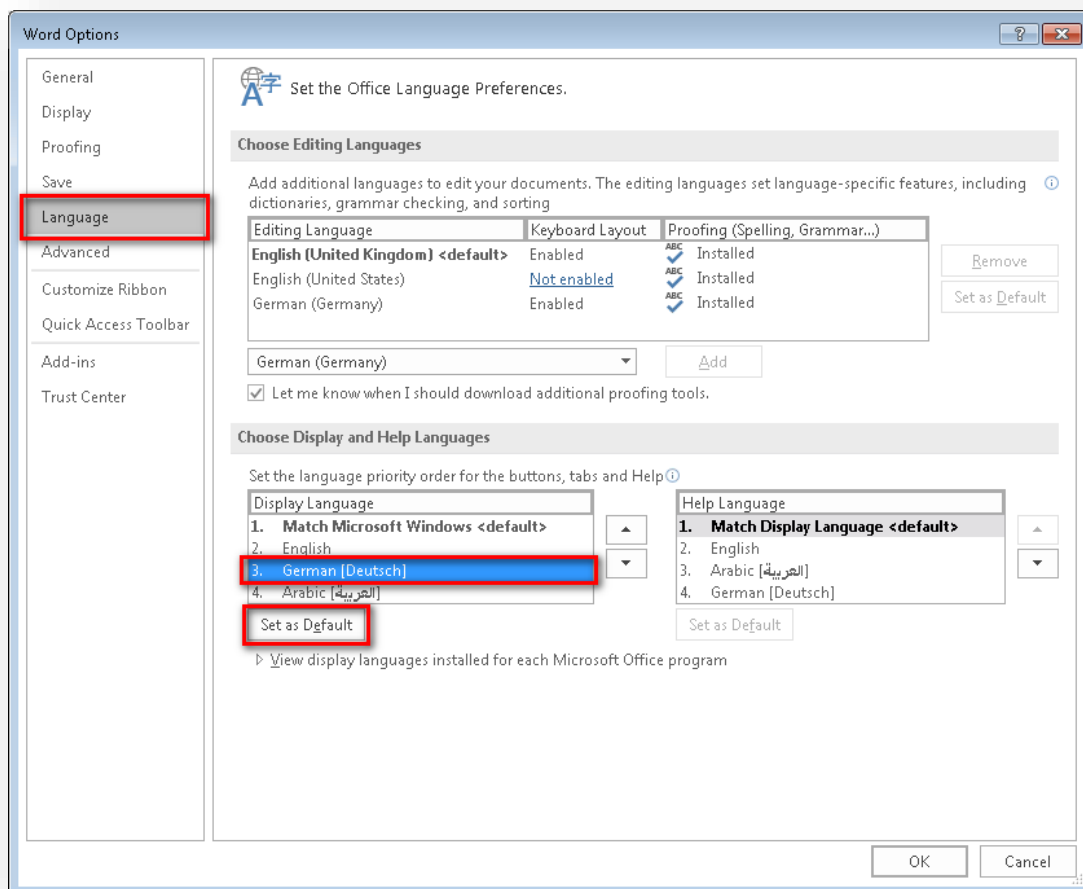
You can change the default display and Help language once the installation has completed.

Please get in touch with the IT Helpdesk (ithelp@hw.ac.uk) if you require a display or Help language that is not currently available to discuss further options.

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.

1. Open a Microsoft Office program, such as Word.
2. Click **File > Options > Language**.
3. In the **Set the Office Language Preferences** dialog box, under **Choose Display and Help Languages**, select the language that you want to use.
4. Click the **Set as Default** button
5. Click **OK**

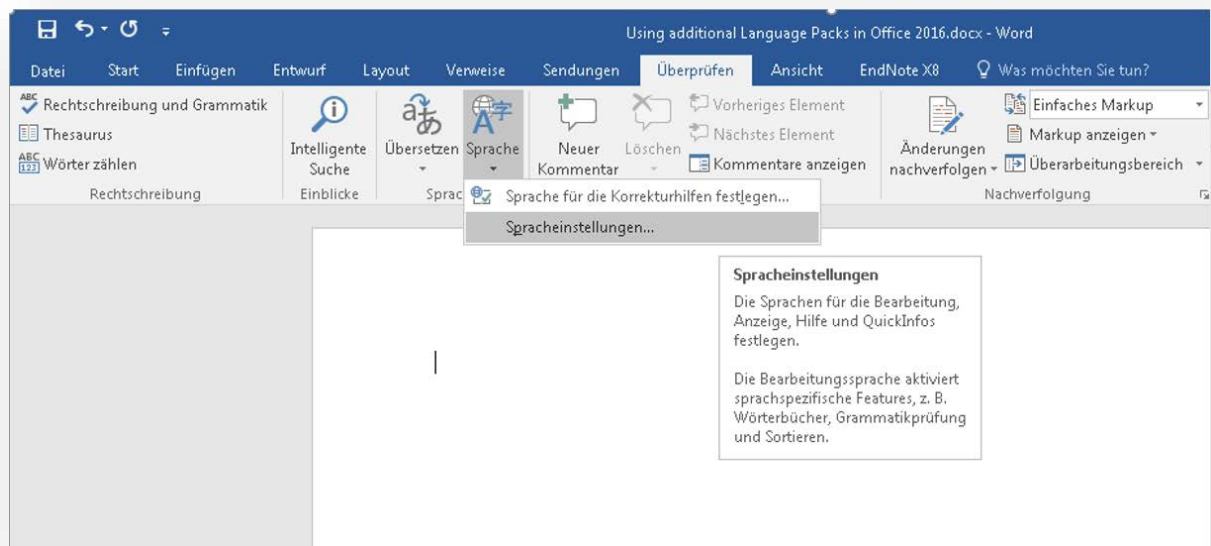


You will need to close and re-open your Office applications (e.g. Word, Outlook) for the change to take effect.

The change will affect all Office applications (except for Project and Visio).

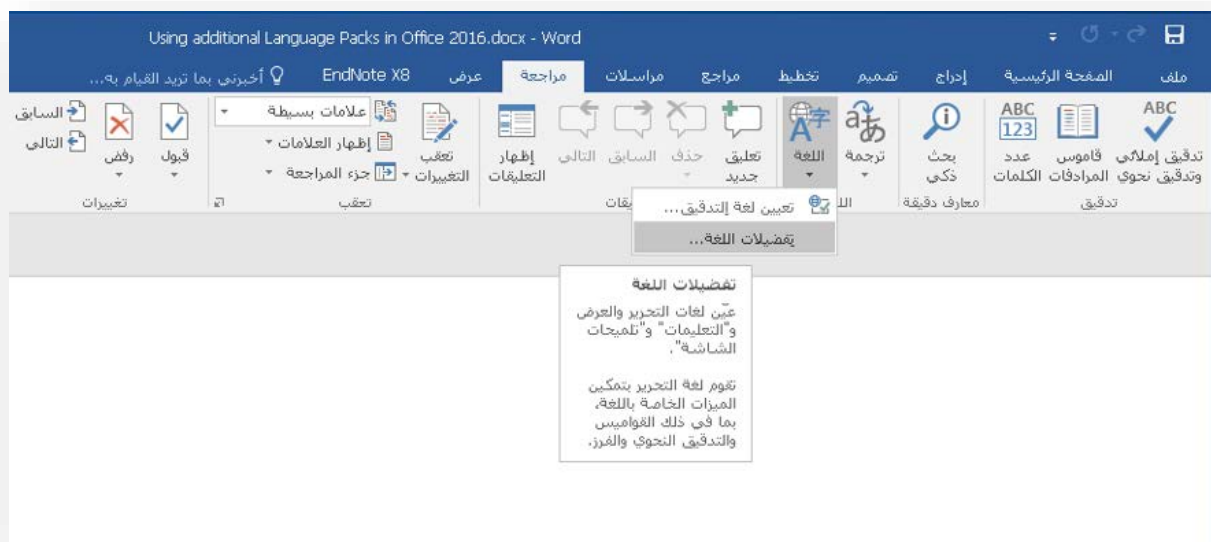
Example screenshots

German used as display, Help and ScreenTip language



Arabic used as display, Help and ScreenTip language

Office applications (e.g. Word) will be displayed right-to-left when choosing Arabic as the display language.



Set different display and Help languages

By default, the Help Language and ScreenTip Language will match the Display Language.

Although it is possible to have a different language set for your display, Help and ScreenTips, this may become confusing.