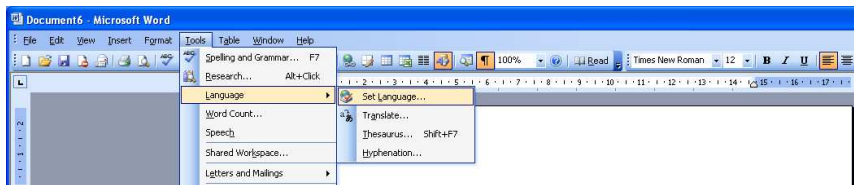


## Changing Language Settings in Word & Office

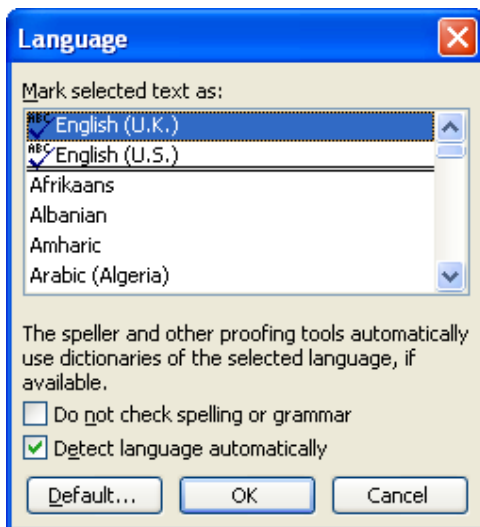
It can be frustrating when the spell checker repeatedly picks up words as being spelt incorrectly when they haven't – particularly when you realise that this is because of the differences between US and UK English.

Depending on how Office has been installed and the settings selected, you may have the default language set as US English and so the spell checker is automatically using a dictionary of this language for reference.

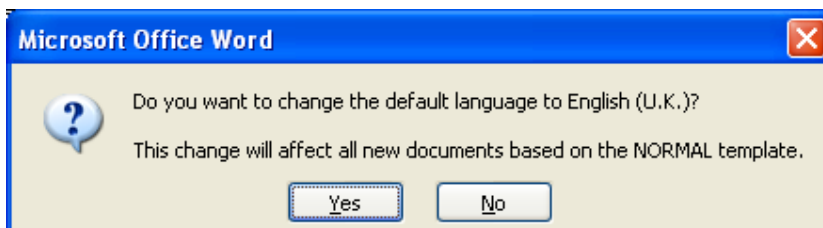
- To change your settings to UK English either in Word 2000 or 2003 go to Tools / Language / Set Language....



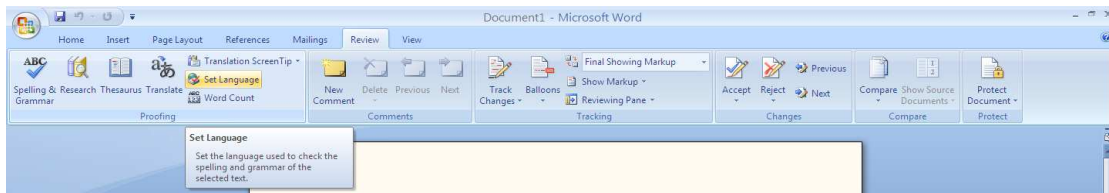
- Now select English (U.K.)
- And then to ensure this change will be reflected in all future Word documents opened, click on Default....



And then Yes.



In Word 2003 you will find this option under the Review tab / Proofing / Set Language



- If you want to ensure this language setting is used across all Office applications, go to Start / all Programs / Microsoft Office / Microsoft Office Tools / Microsoft Office 2000 / 3/ 7 Language Settings



- Then select the Primary editing language from the drop down box.

