Quick Tips: Using Spell Check with Foreign Languages

Setting the Right Language

Check your input language:

- Using the **Spell Checker** in Word in foreign languages is rather straight-forward as long the language of the document is properly set. To set the correct language within Word, it is important to distinguish between the Windows input language and the language setting for Microsoft Word.

- The Windows input language setting can be found at the **bottom right hand corner** of the screen as a **blue box with a two-letter code** for the current language. In general, unless you are planning to use a non-western language such as Russian or Chinese, this should be set to **EN (English)** and the associated keyboard should be called **English-International**. This ‘keyboard’ contains all the characters necessary to type in most European languages.

- Microsoft Word also has a language setting and this must be set properly for the Spell Checker to work. The language setting can be found at the bottom center of the screen when Word is active.

- To change the language for a particular document, highlight all the text by going to the **Edit** menu or with **Control+A**, then change the language setting by going to the **Review** ribbon and clicking **Set Language** in the **Proofing** chunk.

- After selecting the correct language from the list, the language shown at the bottom center of the screen should show this new language.
You may now use **Spell Check** in that language. The LLC PCs should have spell check installed for the following languages: *Arabic*, *English*, *French*, *German*, *Greek*, *Hebrew*, *Italian*, *Korean*, *Russian*, *Spanish*, and *Swedish*. 