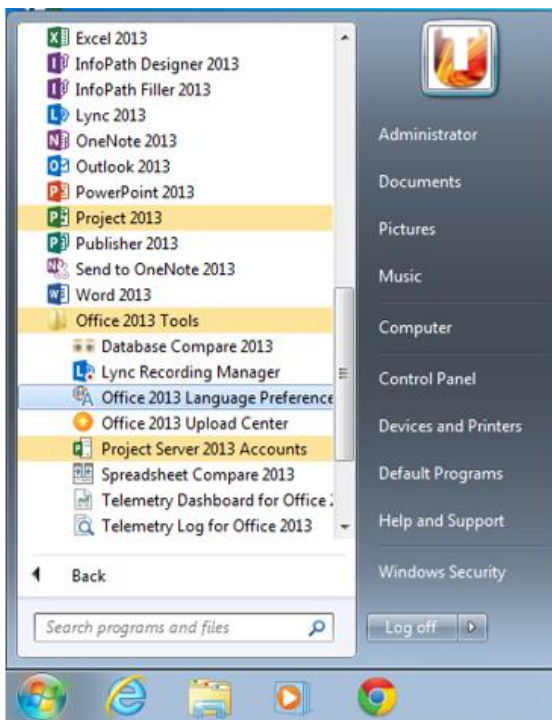


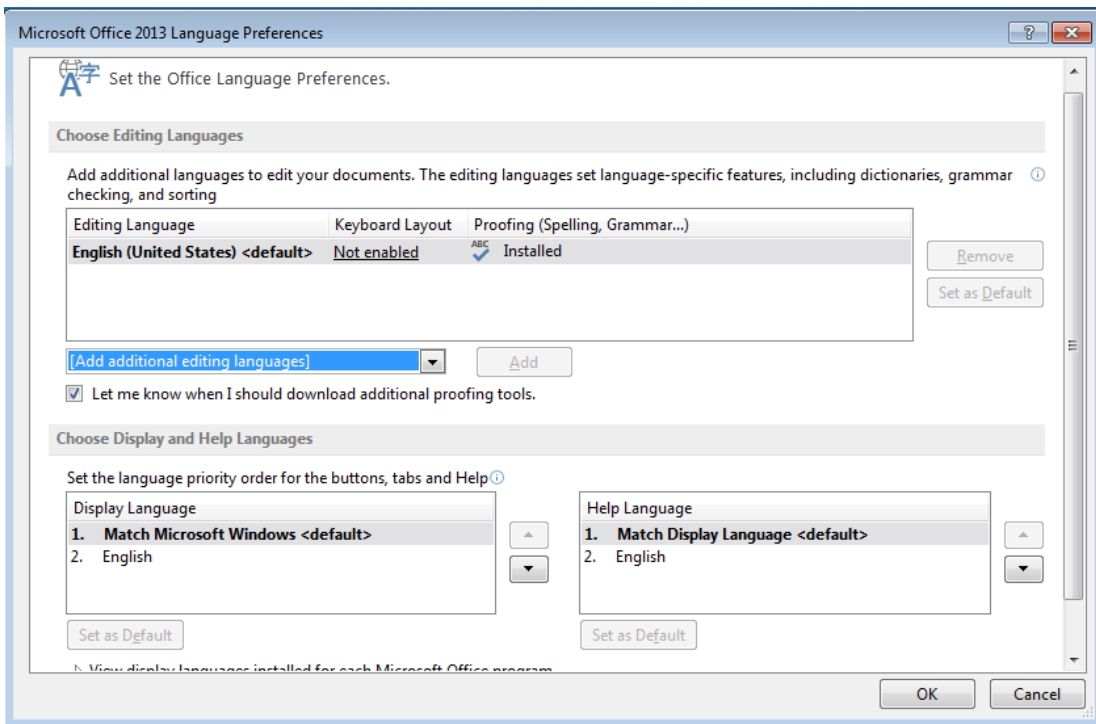
September 2014

## How do I change to English Dictionary in Microsoft Office?

This document explains how to adjust the language properties used in Microsoft Office. It will outline how to change the dictionary from American English to United Kingdom English but can also be used to apply other languages if needed.

Click on the Windows 7 “**Start**” icon located at the bottom left hand corner of the screen and navigate to **All Programs, Microsoft Office 2013, Office 2013 Tools, Office 2013 Language Preferences**. This will open the Language Preferences dialog.

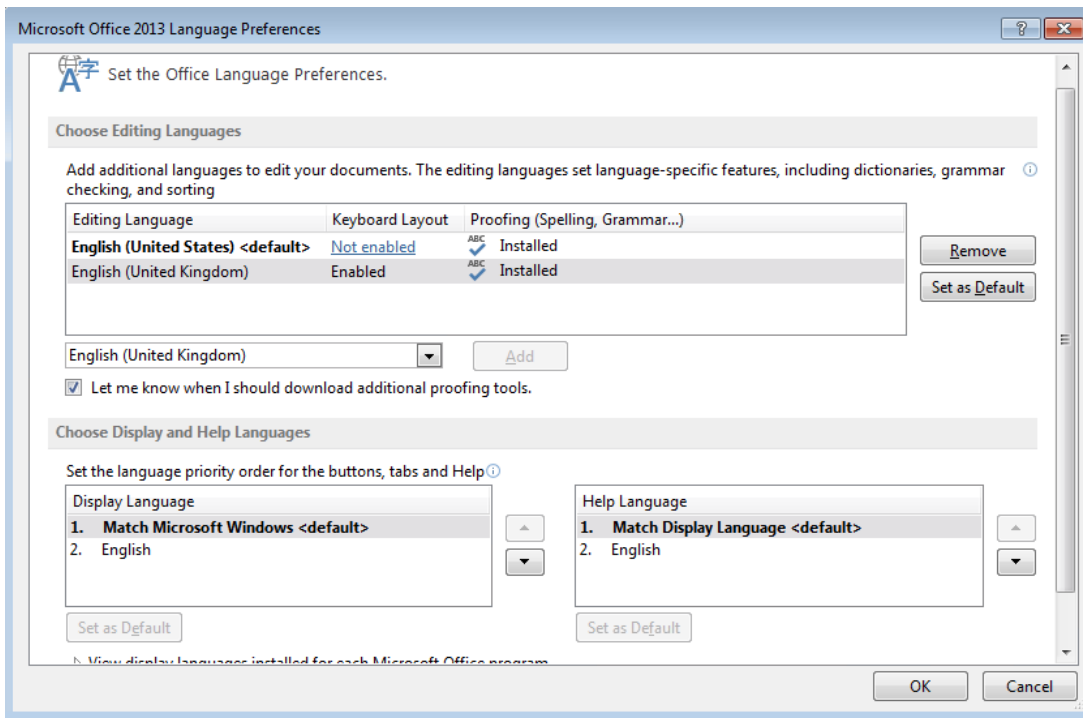




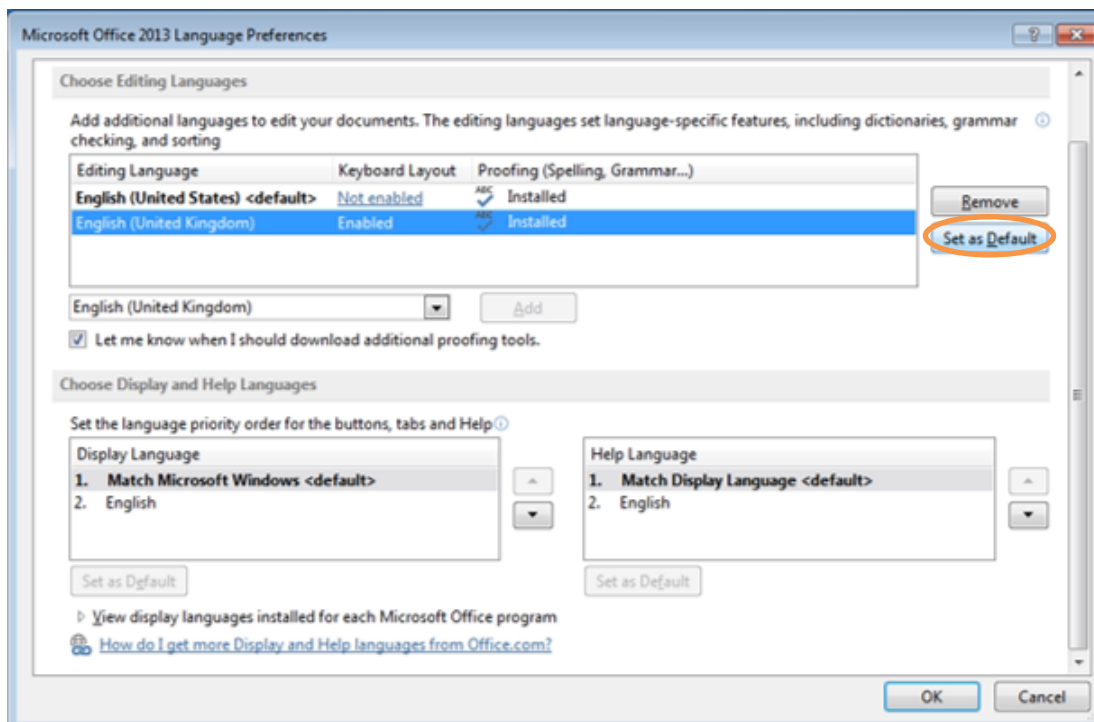
If you have **“English (U.K)”** listed as your current enabled default language, do not proceed with the rest of this guide. If you have **“English (U.S)”** or anything else, please continue to follow this guide. In the dropdown box marked **“[Add additional editing languages]”**, click the drop down arrow to the right. You will be presented with a list. Scroll down the list and choose **“English (U.K)”**.



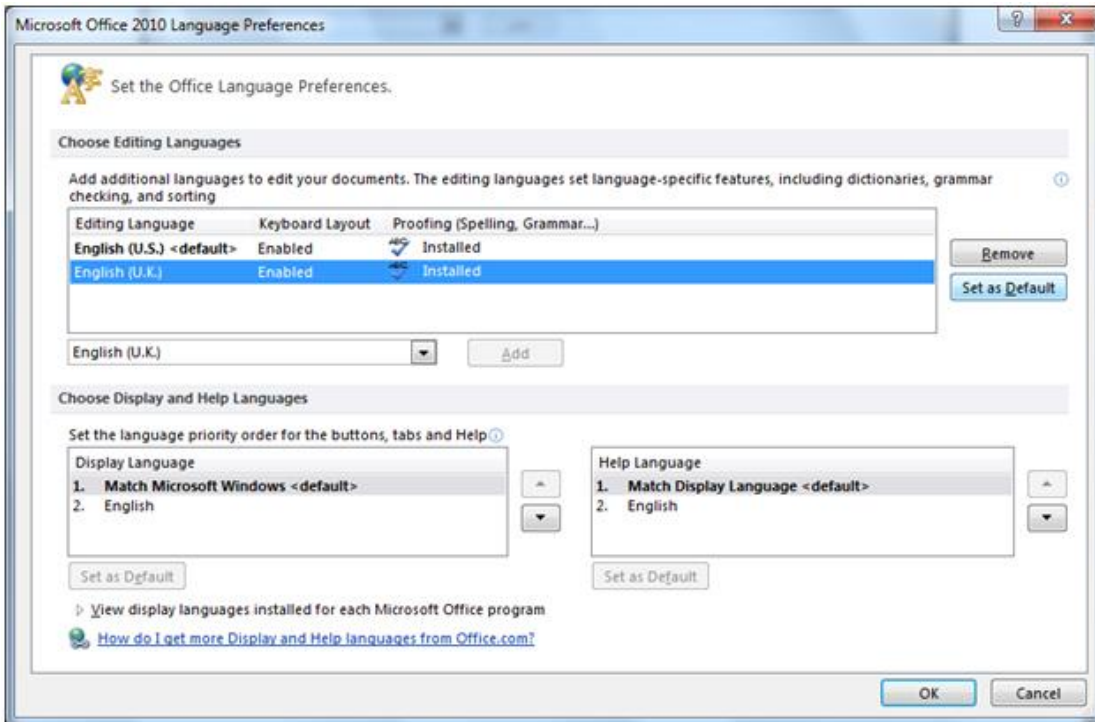
Ensuring **“English (U.K)”** is chosen, click the **“Add”** button.



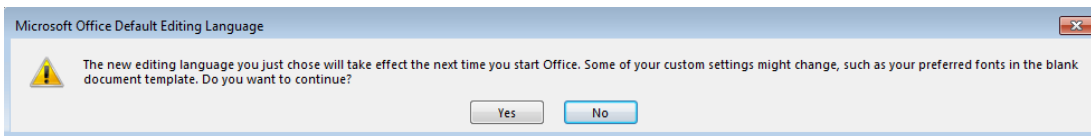
You will now notice that you have two languages set and enabled. The next step is to remove “English (U.S)” and set “English (U.K)” as the default language for Microsoft Office.



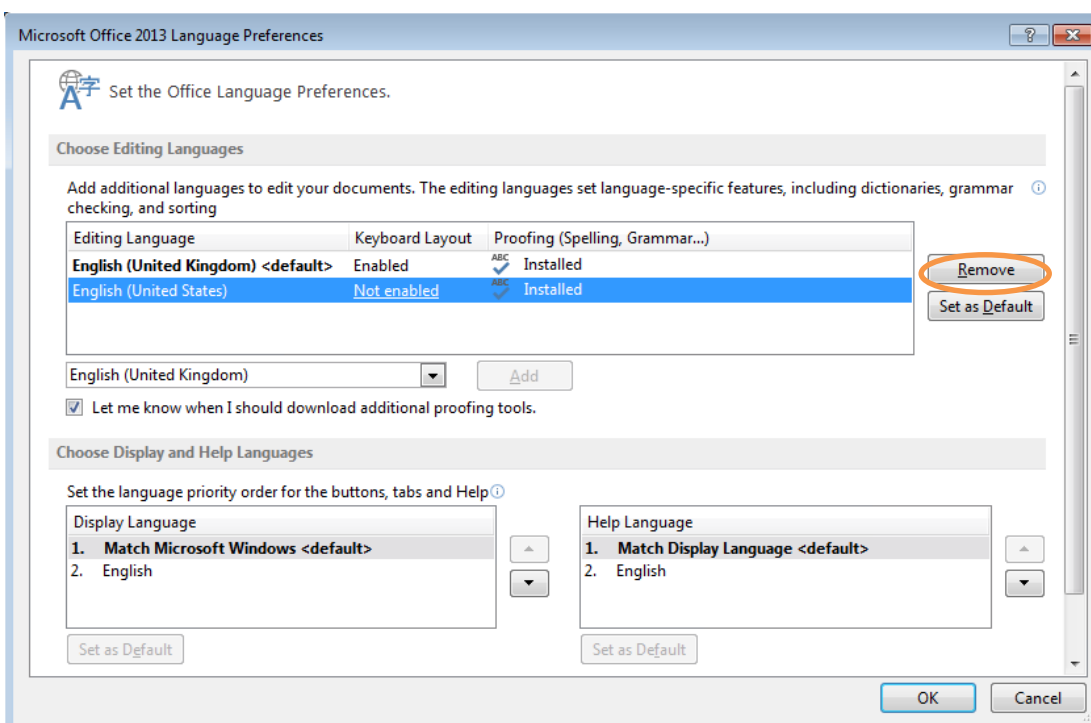
In order to set “English (U.K)” as the default language, click “Set as Default” highlighted.



You will be presented with a warning dialog box. Upon finishing this tutorial you will be required to restart any Microsoft Office applications you have open at this present time (Outlook, Word, Excel etc) Click **“Yes”** to acknowledge this and continue.



You will now notice that **“English (U.K)”** now has <default> alongside it and has moved to the top of the Languages box. This is to clarify that this is now the default language for Microsoft Office. The next step is to remove **“English (U.S)”**. Click **“English (U.S)”** once and ensure it is highlighted. Once confirmed, click **“Remove”**



If done correctly, you should be left with “**English (U.K)**” as the only option within the Languages box and it set to <default>. Ensure you restart all Microsoft Office applications to apply the new language settings before continuing.

