The following guide will show you how to change your Proofing Language in Microsoft Word. The following tutorial will work on all MLTC Machines.

1. **Open Microsoft Word** - This can be accomplished by opening the Start Menu, and pointing to: All Programs -> Microsoft Office -> and clicking on Microsoft Word 2010.
2. From within Word, Select "Review" from the top Ribbon.
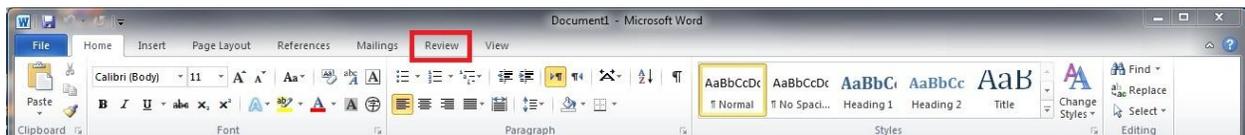
3. Click the "Language" drop down, and then select "Language Preferences"
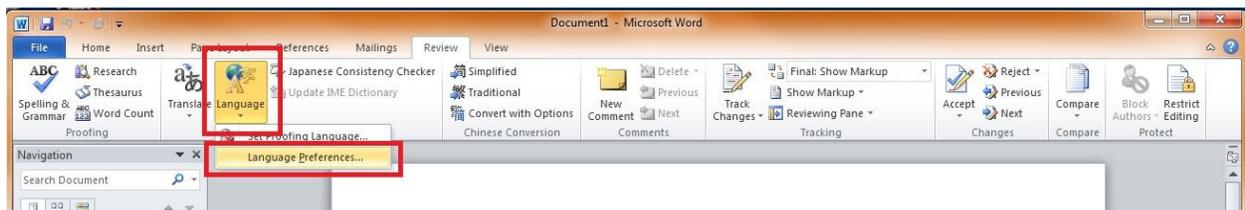
4. From within the "Word Options" dialog, you can edit several different things:
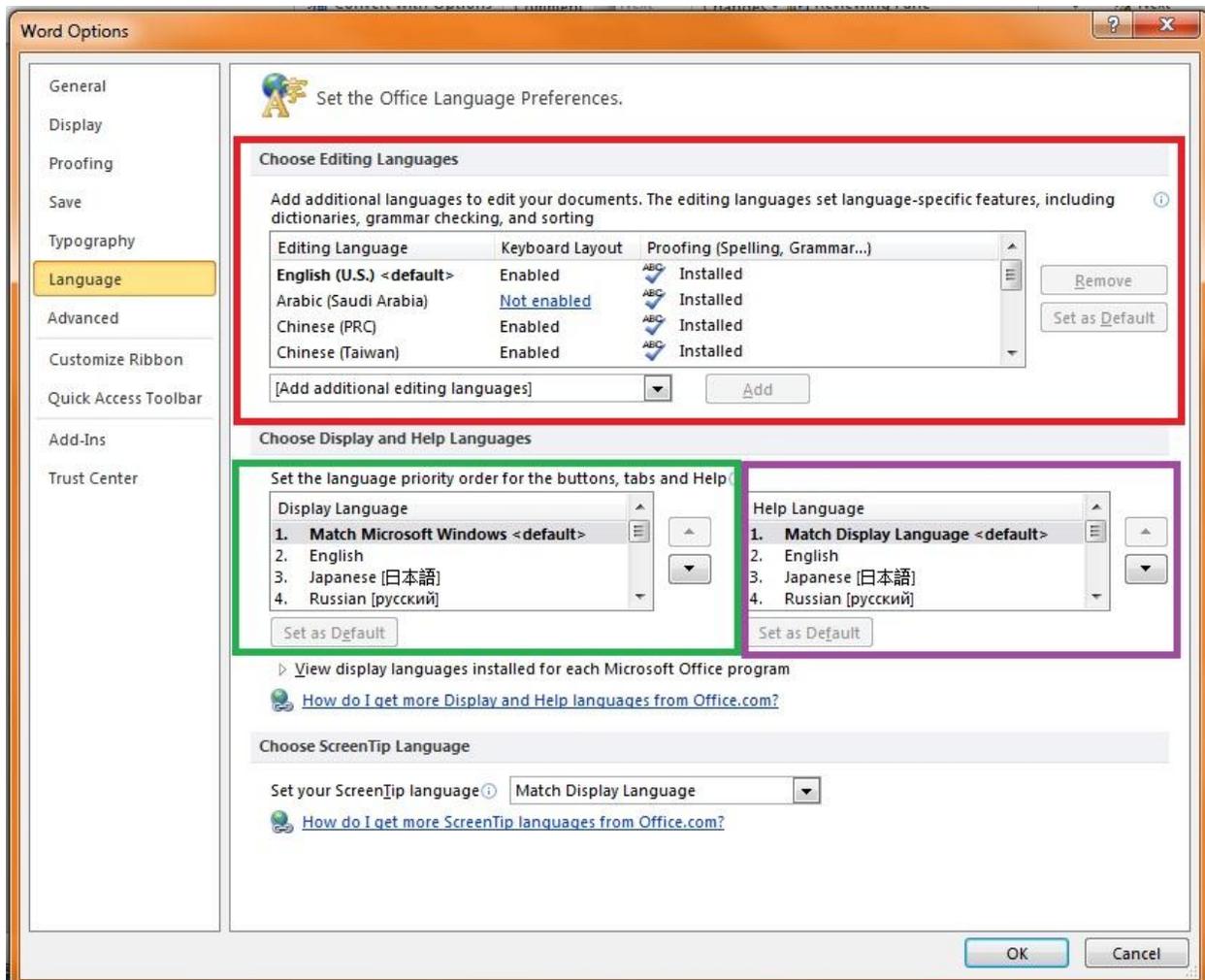
- Verify that the Proofing Language you need is installed:
  - Your Language should be listed and indicate "Installed", **No Change should be necessary on your part.** You should be able to exit the Word Dialog and have all proofing tools available in all languages, Simply switch your text input language appropriately.
  - **It is not recommended to change the default proofing language selection**, but if you would like to anyways, simply select which language you would like to make the default, and then select the "Set as Default" button. In any case, all languages will be available at all times.
  - Changing any of these settings may require you to restart Word for them to take effect.

- Verify and/or change your Display Language:
  - Changing this setting will alter the language in which the Office GUI buttons are displayed. If you are interested in doing this, we strongly recommend instead following [THIS GUIDE](#), which will allow you to change the entire OS GUI, which includes all Office Programs.
  - If you are interested in changing only the Microsoft Word GUI, then simply select the language you would like from the list, and then press the "Set as Default" button.
  - Changing any of these settings may require you to restart Word for them to take effect.

- Verify and/or change your Help Language
  - Changing this setting will alter the language in which the Help Menus are displayed. If you are interested in doing this, we strongly recommend instead following [THIS GUIDE](#), which will allow you to change the entire OS GUI, which includes all Office Programs.
  - If you are interested in changing only the Microsoft Word Help Display Language, then simply select the language you would like from the list, and then press the "Set as Default" button.
  - Changing any of these settings may require you to restart Word for them to take effect.

When you have finished making your alterations, select "OK" to close this window. Please be aware you may have to restart Word for these changes to take effect.