الجامعة الألمانية الأردنية
German Jordanian University

GJU

Information Systems and Technology Center

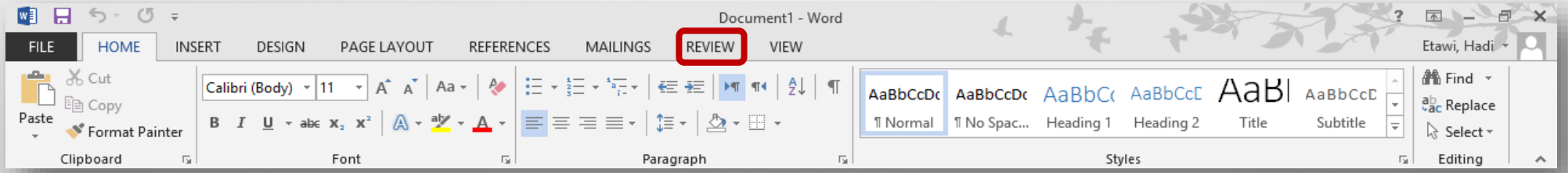
Technical Support FAQs

Install Proofing Language for Office 2013

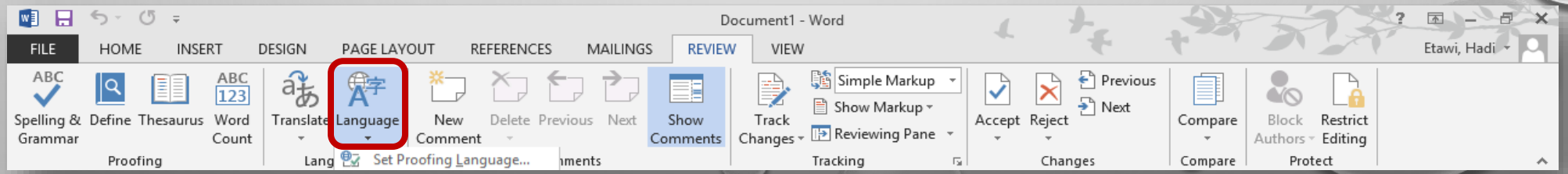
Dear beloved employee,

If you want to add additional languages to edit your documents. The editing language-specific features, including dictionaries, grammar checking, and sorting. please do the following:

From Office word main menu click on REVIEW tab

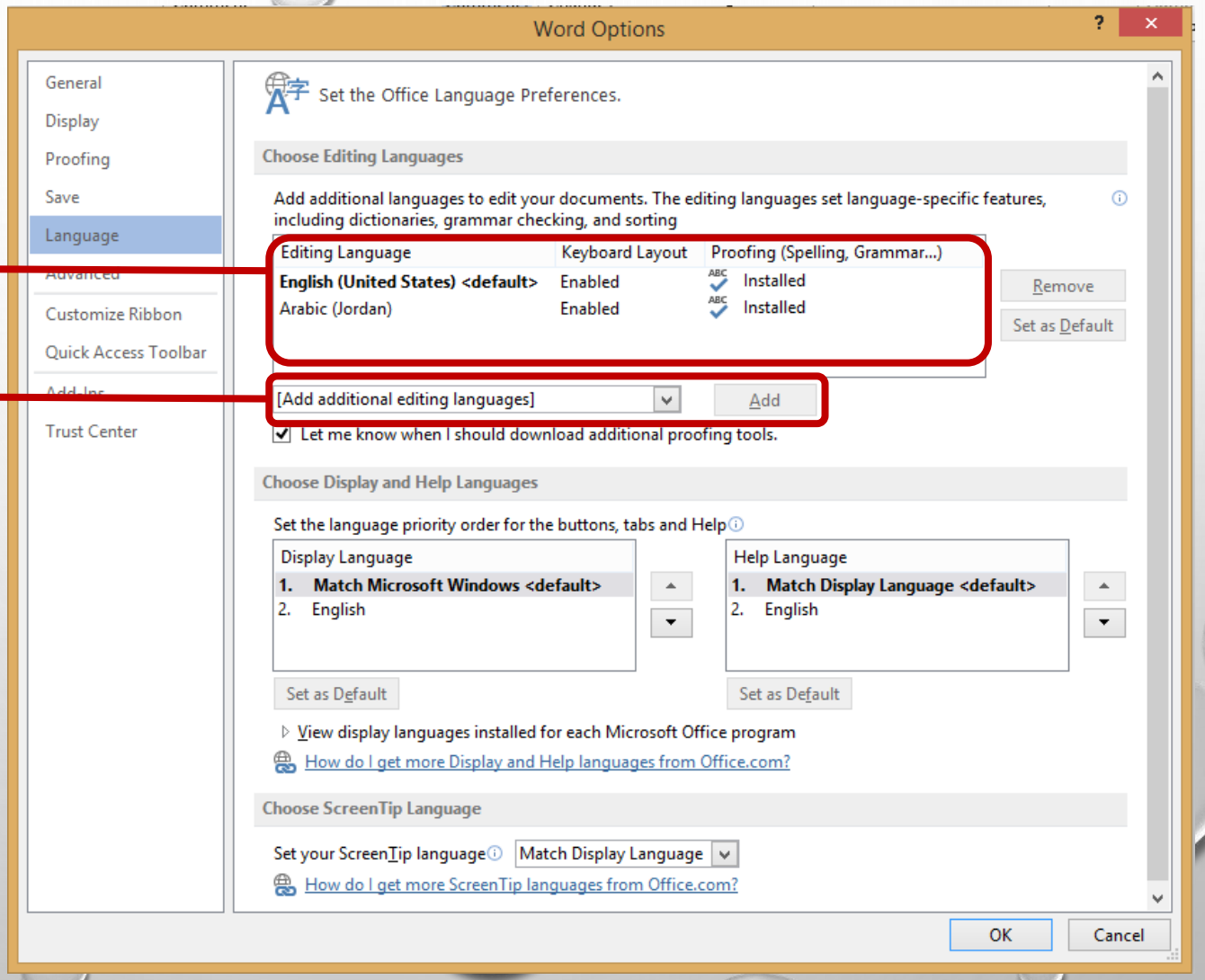


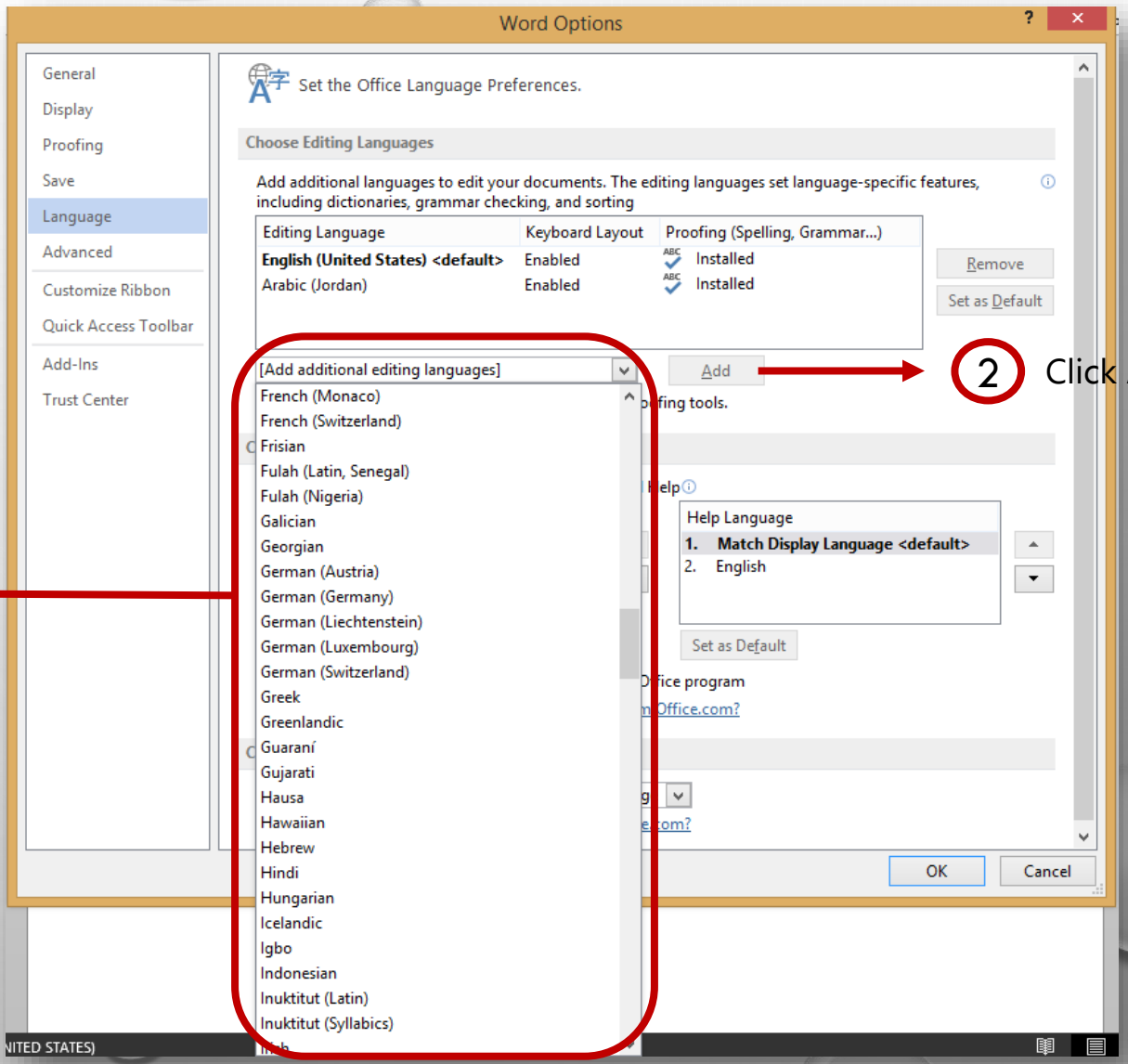
Now from REVIEW menu click on Language → Language Prefrences



This Box shows all installed languages

In this case I want to add German (Germany) editing language

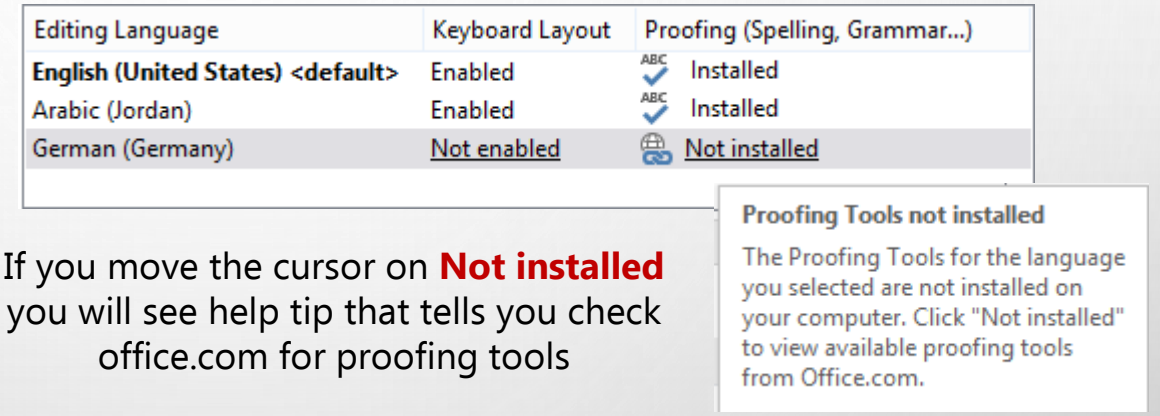




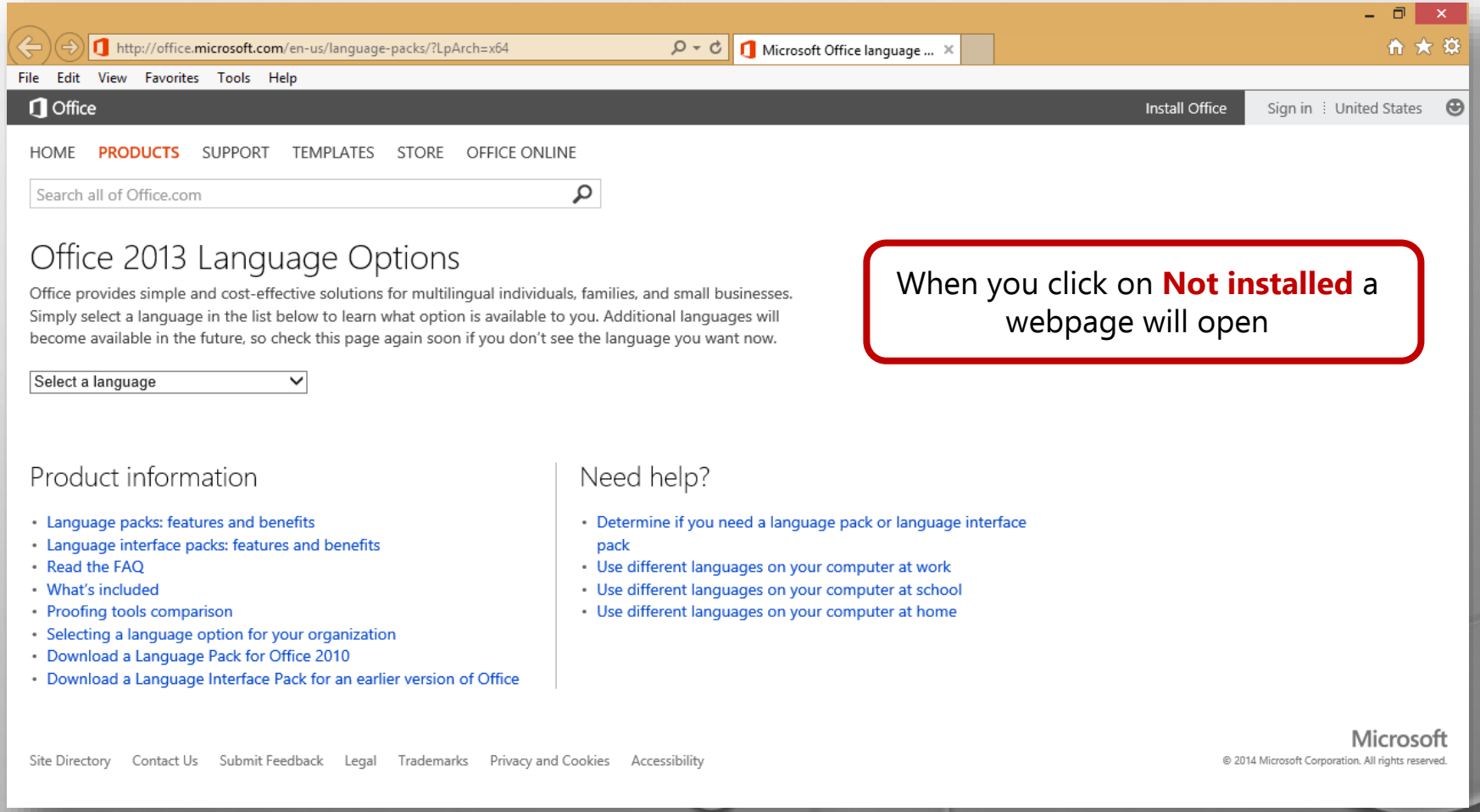
1 Choose your desired language from drop down menu

2 Click Add Button

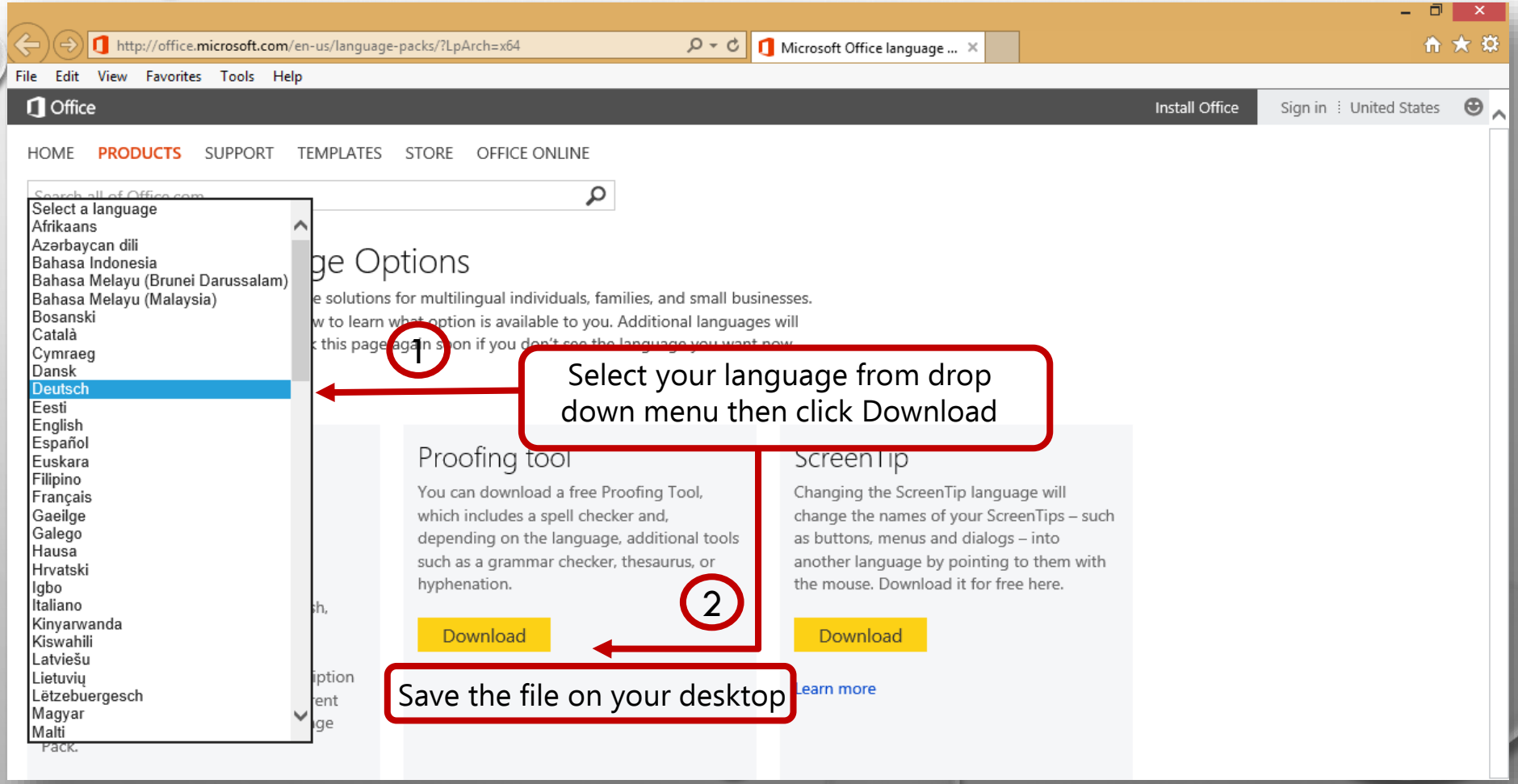
After adding your preferred language it will show here With **Not installed** link



If you move the cursor on **Not installed** you will see help tip that tells you check office.com for proofing tools



When you click on **Not installed** a webpage will open


http://office.microsoft.com/en-us/language-packs/?LpArch=x64
Microsoft Office language ...
File Edit View Favorites Tools Help
Office
Install Office
Sign in | United States
HOME PRODUCTS SUPPORT TEMPLATES STORE OFFICE ONLINE
Select a language
Afrikaans
Azərbaycan dili
Bahasa Indonesia
Bahasa Melayu (Brunei Darussalam)
Bahasa Melayu (Malaysia)
Bosanski
Català
Cymraeg
Dansk
Deutsch
Eesti
English
Español
Euskara
Filipino
Français
Gaeilge
Galego
Hausa
Hrvatski
Igbo
Italiano
Kinyarwanda
Kiswahili
Latviešu
Lietuvių
Lëtzebuergesch
Magyar
Malti
ge Options
e solutions for multilingual individuals, families, and small businesses.
w to learn what option is available to you. Additional languages will
this page again soon if you don't see the language you want now.
1
Select your language from drop down menu then click Download
Proofing tool
You can download a free Proofing Tool, which includes a spell checker and, depending on the language, additional tools such as a grammar checker, thesaurus, or hyphenation.
Download
2
ScreenTip
Changing the ScreenTip language will change the names of your ScreenTips – such as buttons, menus and dialogs – into another language by pointing to them with the mouse. Download it for free here.
Download
Learn more
Save the file on your desktop

1. **Save the installation file on your desktop**
2. **After finish downloading run the file and follow the installation procedure**
3. **Please restart office so that your language changes can take effect**

Editing Language	Keyboard Layout	Proofing (Spelling, Grammar...)
English (United States) <default>	Enabled	Installed
Arabic (Jordan)	Enabled	Installed
German (Germany)	Not enabled	Installed

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Thank you for the follow-up