

Information Systems and Technology Center

Technical Support FAQs

Install Proofing Language for Office 2013



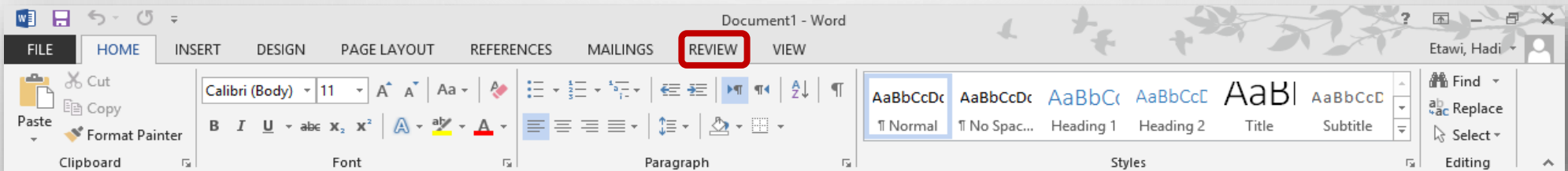
Office 2013



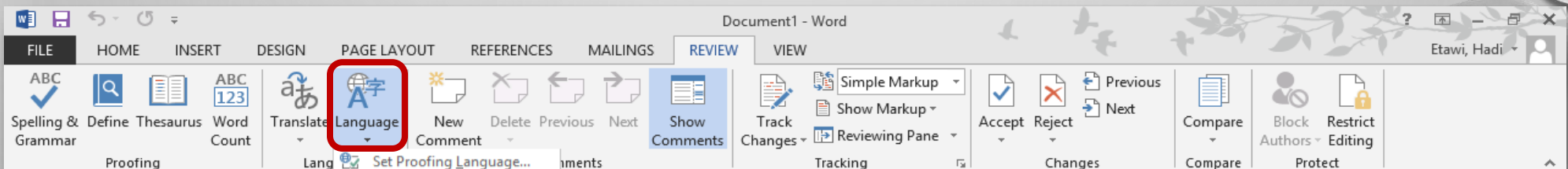
Dear beloved employee,

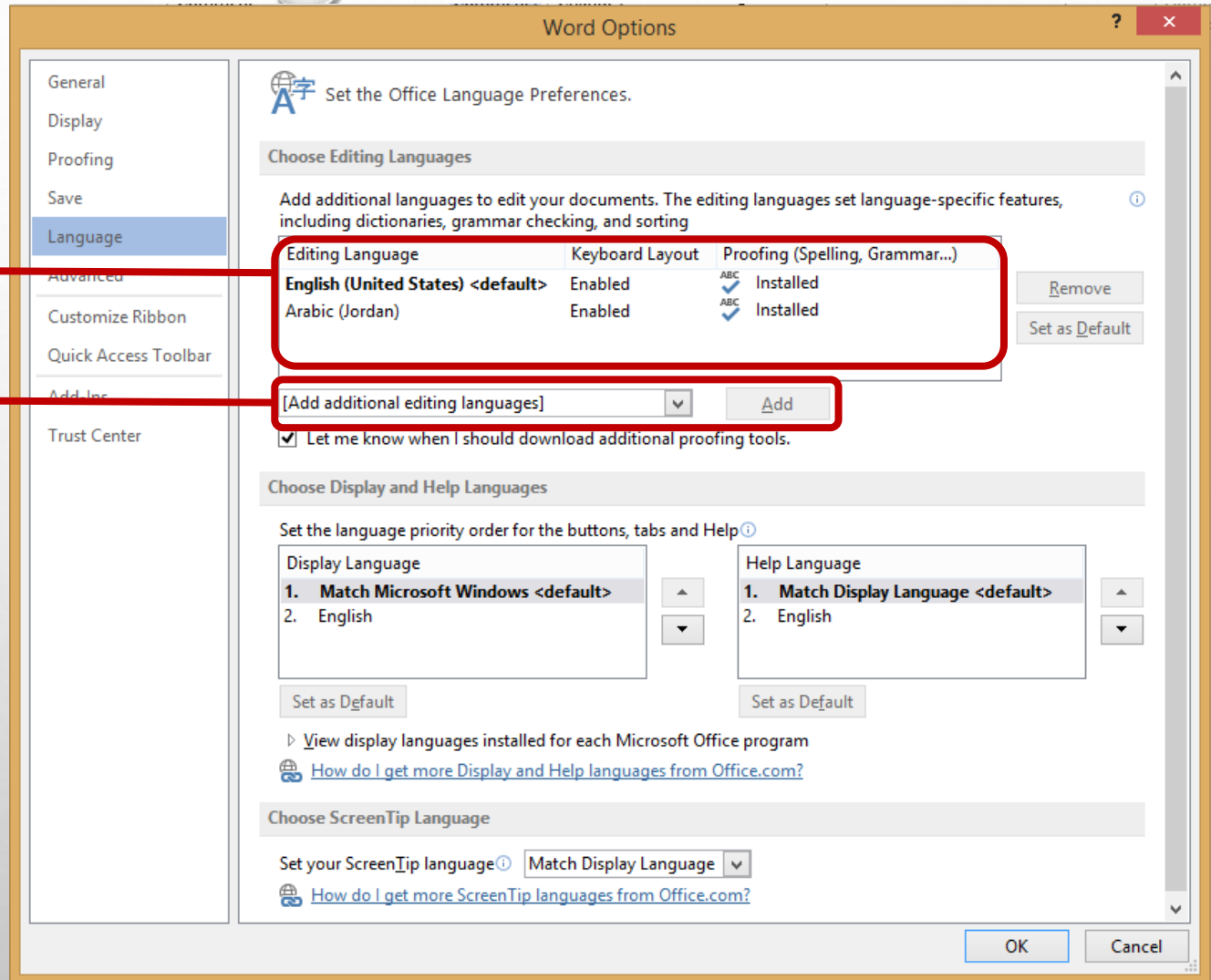
If you want to add additional languages to edit your documents. The editing language-specific features, including dictionaries, grammar checking, and sorting. please do the following:

From Office word main menu click on **REVIEW** tab



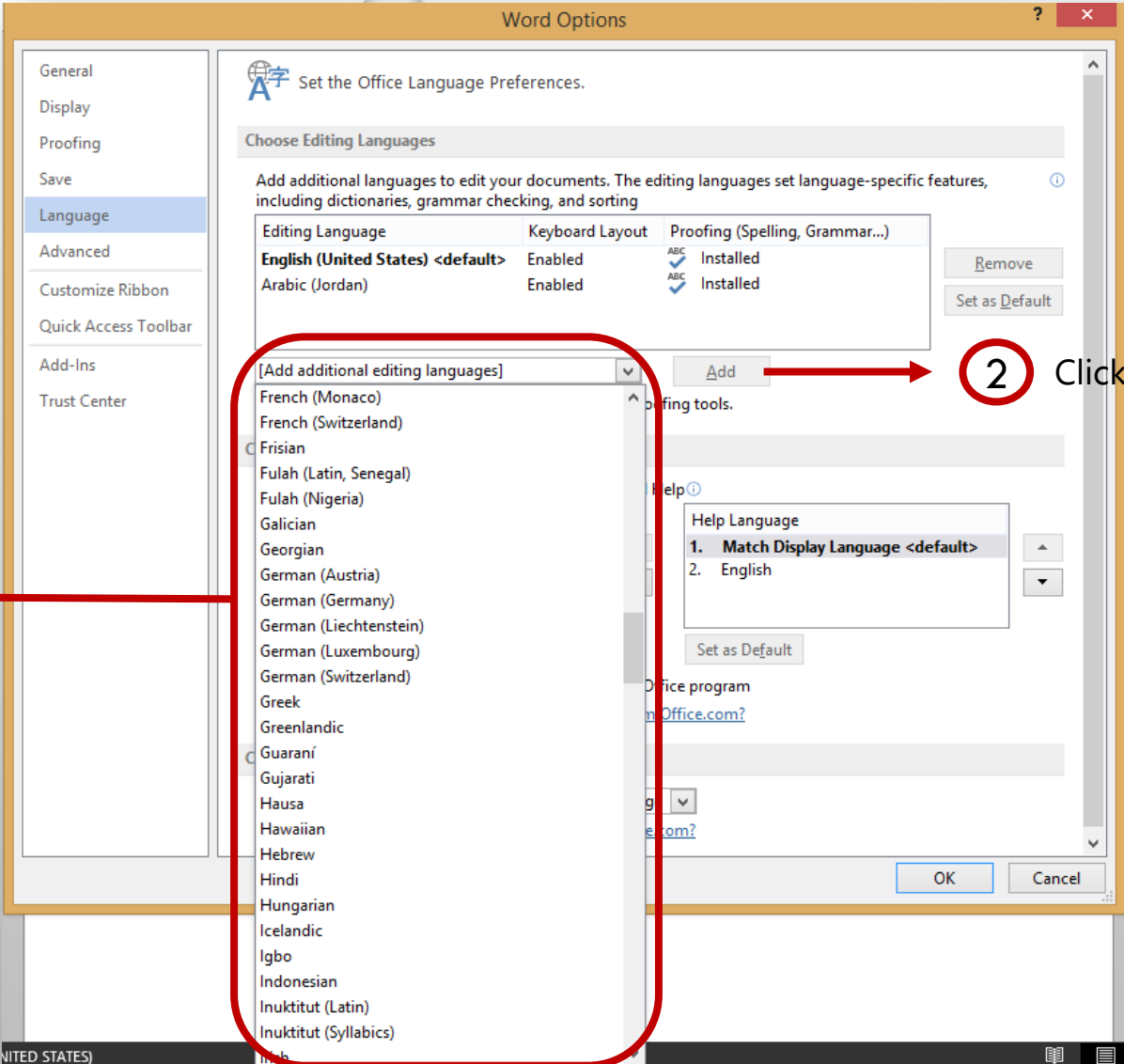
Now from REVIEW menu click on **Language** → **Language Preferences**





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

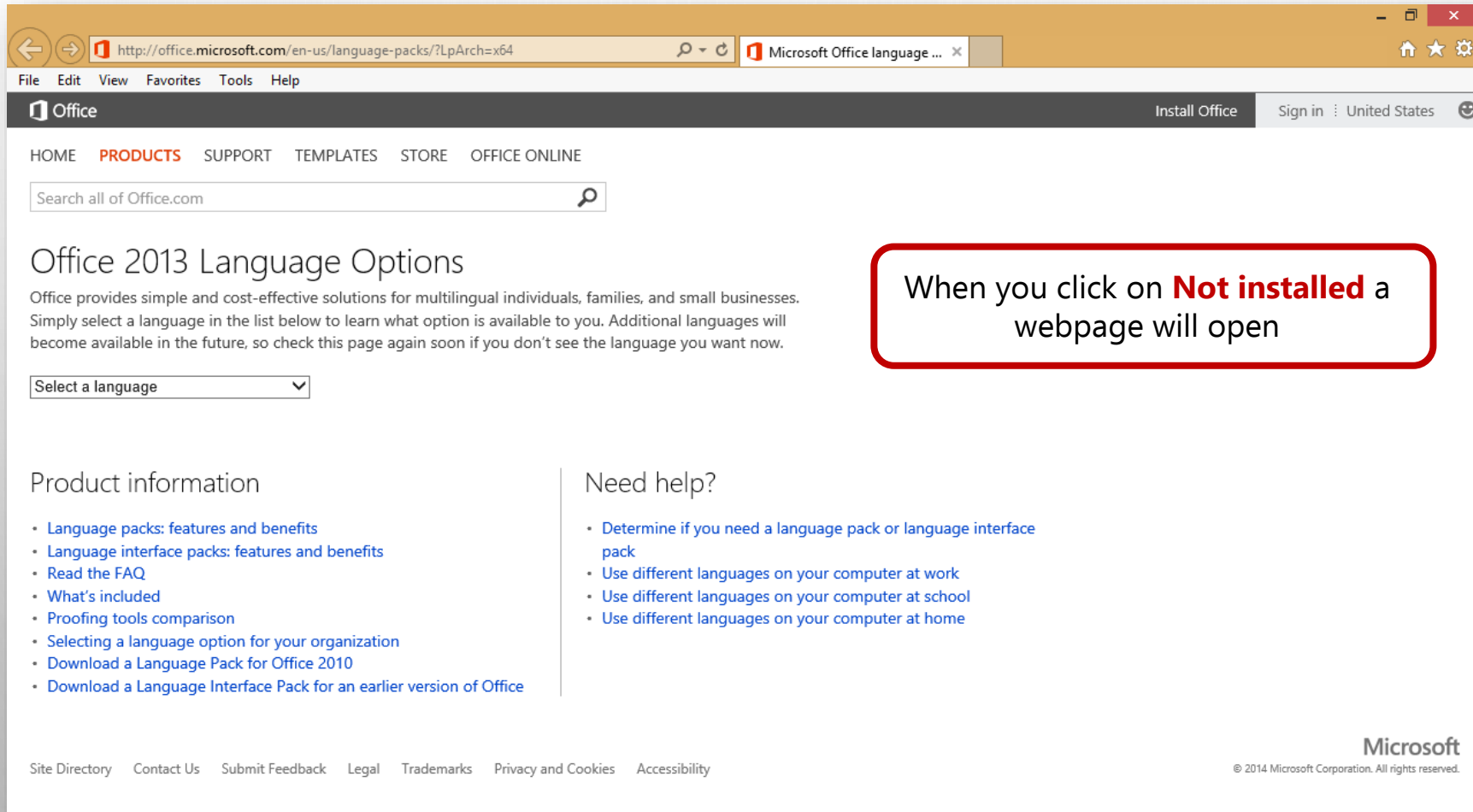
After adding your preferred language it will show here
With **Not installed** link



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

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

Proofing Tools not installed
The Proofing Tools for the language you selected are not installed on your computer. Click "Not installed" to view available proofing tools from Office.com.



The screenshot shows a web browser window displaying the Microsoft Office website. The address bar shows the URL: <http://office.microsoft.com/en-us/language-packs/?LpArch=x64>. The page title is "Microsoft Office language ...". The navigation menu includes "HOME", "PRODUCTS", "SUPPORT", "TEMPLATES", "STORE", and "OFFICE ONLINE". A search bar is present with the text "Search all of Office.com". The main heading is "Office 2013 Language Options". Below the heading, there is a paragraph: "Office provides simple and cost-effective solutions for multilingual individuals, families, and small businesses. Simply select a language in the list below to learn what option is available to you. Additional languages will become available in the future, so check this page again soon if you don't see the language you want now." Below this paragraph is a dropdown menu labeled "Select a language". To the right of the main content, there is a red-bordered box containing the text: "When you click on **Not installed** a webpage will open". At the bottom of the page, there is a footer with links: "Site Directory", "Contact Us", "Submit Feedback", "Legal", "Trademarks", "Privacy and Cookies", and "Accessibility". The Microsoft logo and copyright notice "© 2014 Microsoft Corporation. All rights reserved." are also visible.

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

Product information

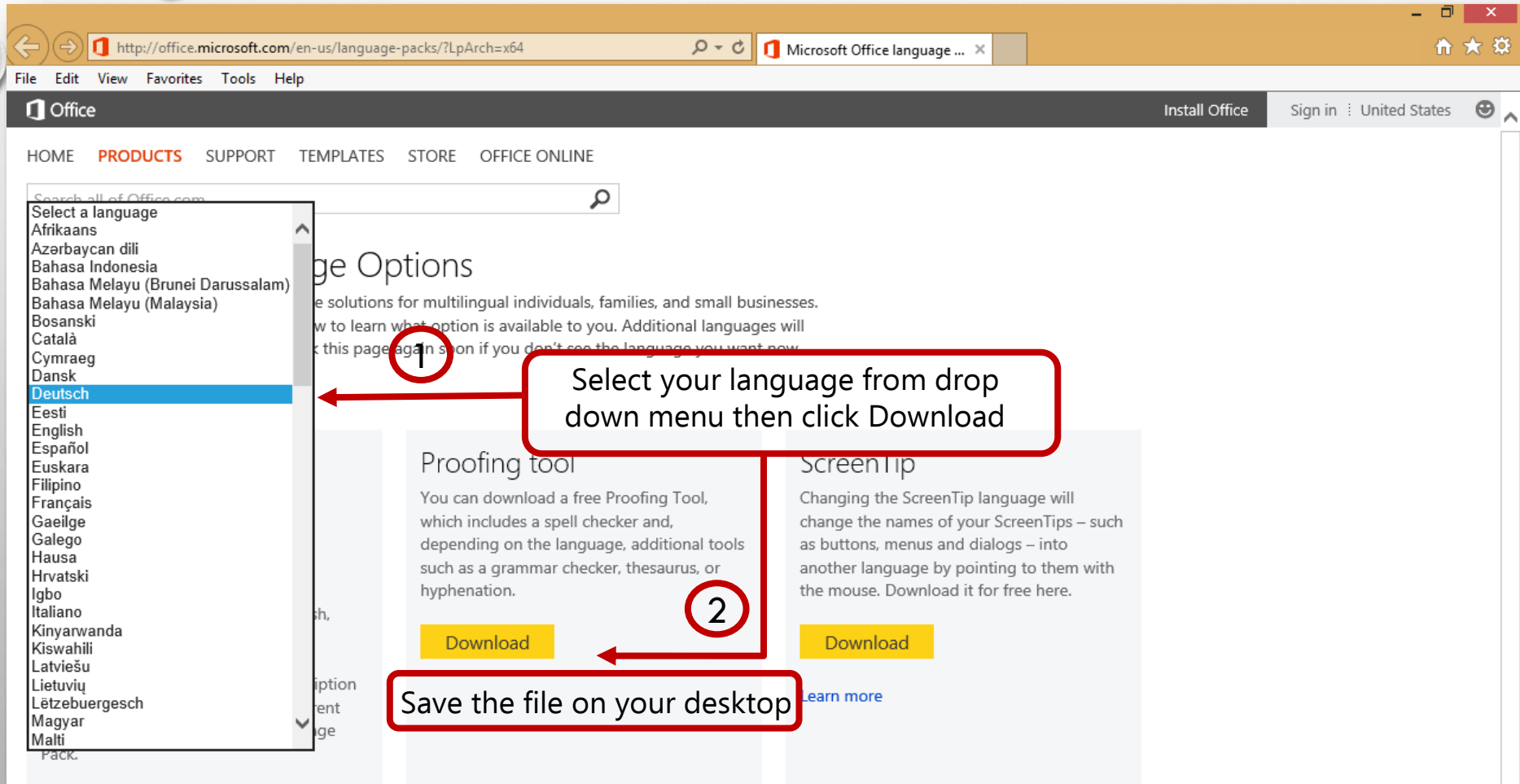
- [Language packs: features and benefits](#)
- [Language interface packs: features and benefits](#)
- [Read the FAQ](#)
- [What's included](#)
- [Proofing tools comparison](#)
- [Selecting a language option for your organization](#)
- [Download a Language Pack for Office 2010](#)
- [Download a Language Interface Pack for an earlier version of Office](#)

Need help?

- [Determine if you need a language pack or language interface pack](#)
- [Use different languages on your computer at work](#)
- [Use different languages on your computer at school](#)
- [Use different languages on your computer at home](#)




Microsoft

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The screenshot shows the Microsoft Office language packs website. A search bar at the top left contains the text "Select a language". A dropdown menu is open, listing various languages. "Deutsch" is highlighted in blue. A red circle with the number "1" is placed over the dropdown menu, with a red arrow pointing to it from a red-bordered text box that says "Select your language from drop down menu then click Download". Below the dropdown menu, there are two main sections: "Proofing tool" and "ScreenTip". The "Proofing tool" section has a yellow "Download" button. A red circle with the number "2" is placed over this button, with a red arrow pointing to it from a red-bordered text box that says "Save the file on your desktop". The "ScreenTip" section also has a yellow "Download" button. The browser's address bar shows the URL "http://office.microsoft.com/en-us/language-packs/?LpArch=x64". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Office logo is in the top left, and "Install Office", "Sign in", and "United States" are in the top right.

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

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Thank you for the follow-up