

Procedure for Changing Default Language from English (US) to (UK)

It is important to change the language settings on all laptops and desktops from English (US) to English (UK) to avoid American spellings.

Here are various procedures to do this:

Word

Depending on the version of Word, either:

- Choose **Language** from the Tools menu, then choose Set **Language** from the submenu. Word displays the **Language** dialog box.
- In the list of **languages**, select '**English (UK)**'.
- Click on the 'Default' button. You are asked to confirm your action.
- Close the **Language** dialog box.

Or click on the button at top left and select 'Word Options' (at the bottom). Click on 'Language Settings'

MS Office

Click on the Windows button (bottom L) and scroll down to MS Office. You should see 'MS Office language settings'

Google

- Look in Tools/Options
- The languages are listed and the default language is shown.

'Normal' Word Template

- Click on the small diagonal arrow to the R of 'Styles' in the ribbon (top of screen).
- This gives a list of all the styles. Select 'Normal' and click on the down arrow.
- Select 'Modify' then select 'Format' on bottom L and click on 'Language'.

Thunderbird

Under 'Options' you can download more dictionaries, one of which is 'English (UK)'.