

# Spell Check Different Languages with Word

## What

Instructions to use Word to spell check text that is in a different language from the current language used by Word.

## Why

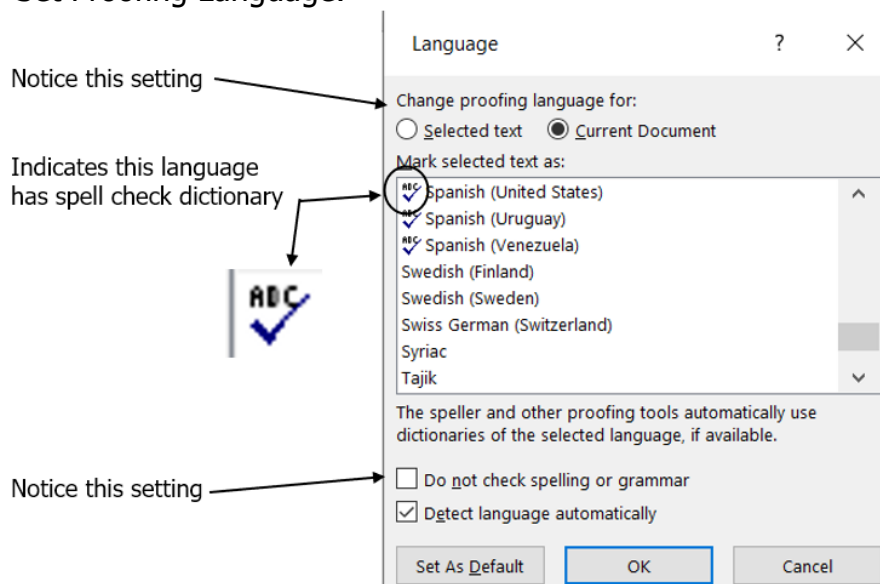
Text that is in a different language from what Word is currently using will be marked as misspelled which the user ignores because it is text of a different language. But, is it spelled correctly for the language it is from? An example of this is a situation where the user is bilingual in English and Spanish. Has Word setup for the English language and when the user enters a Spanish word it is underlined as misspelled. The user knows the misspell for English is wrong for a Spanish word, but would like to know if the word is correctly spelled in Spanish. The following instructions show how to easily set up Word to do these spell checks and how to quickly spell check a block of text in a different language, with a side tip thrown in on how to turn spell check off for only a portion of a document.

*Note: The screenshots below are from Word 2019, but the instructions will apply to other versions of Word.*

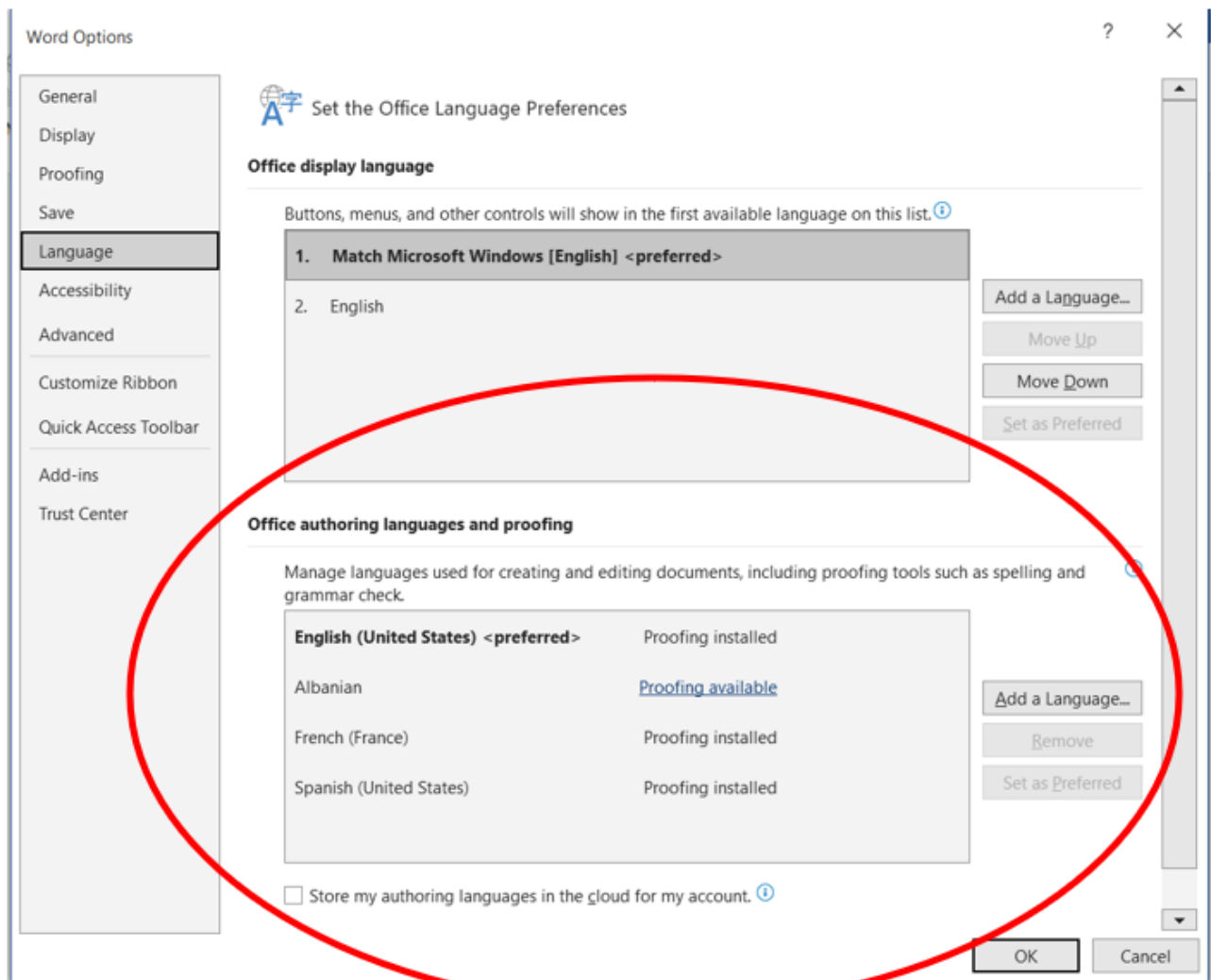
## How

### Step 1 – "Load" Spell Check Dictionary For Different Language

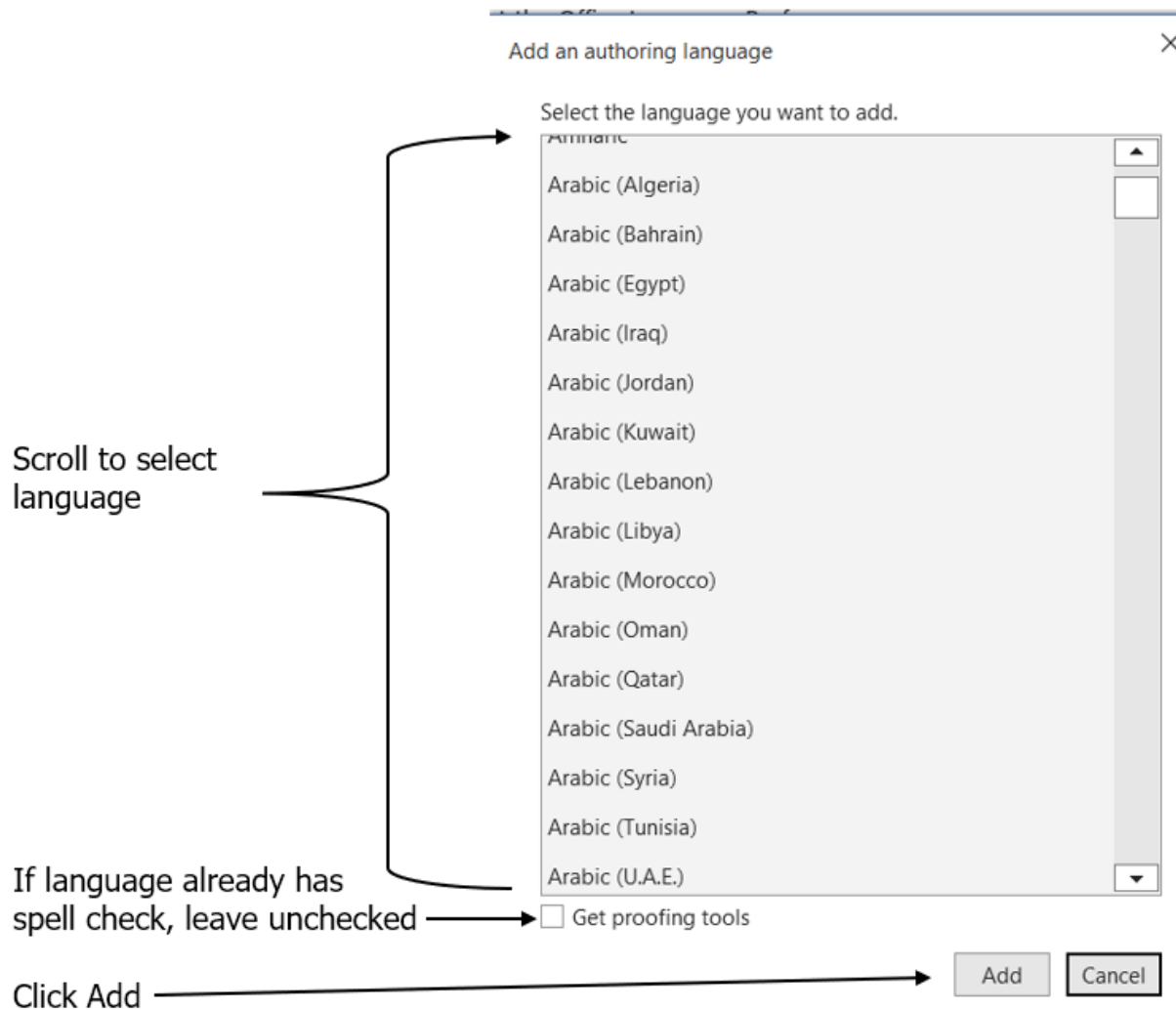
- "Load" the dictionary for a different language is a misleading word because the dictionary of most common languages are already loaded and what you do is tell Word to use it (AKA: turn it on).
- To see if the language you want to add already has its spell check dictionary open the Proofing Language window as shown below by selecting the Review tab, Language group > Language > Set Proofing Language.



- Scroll thru the list of languages and if the language you want has the spell check icon (ABC), it has the spell check dictionary already on your PC. If the spell check icon is not by the language you want you will need to download and install it which is a one click automatic process.
- Open a Word document and select File > Options to open the Word Options window.
- Select Language in the left pane to display that Options page as shown in the image below.
- Note the *Office authoring languages and proofing* section circled in red.
- If you have never added a language then only your current language will be listed in bold type which indicates that it is the default language of all new documents.
- Also note the languages that have been installed and the comment to the right stating *Proofing installed* or *Proofing available* as this will be referenced in the following instructions.



- Click the Add a Language... button to open the Add an authoring language window as shown in the image below.

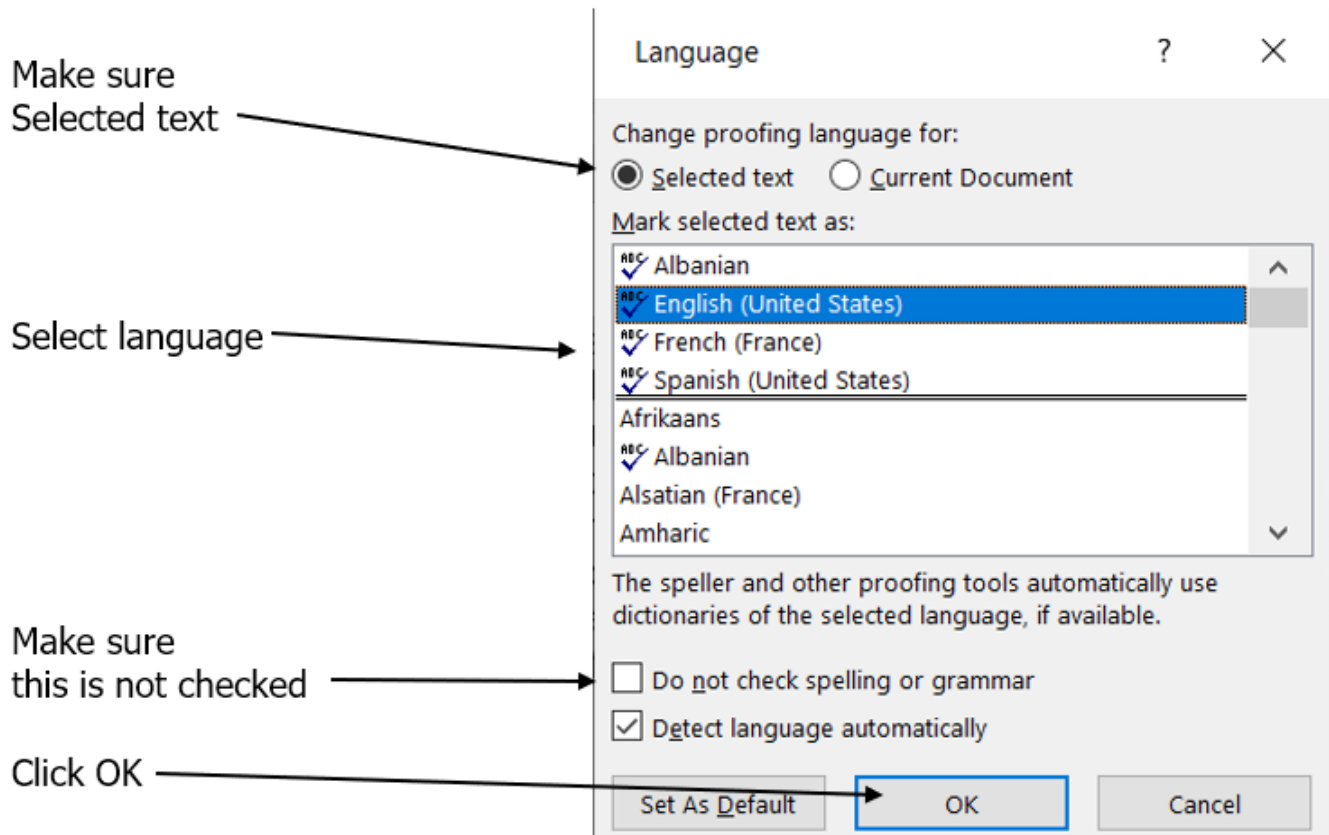


- Scroll thru the list of languages and select the language you want. If the language you want already has the spell check dictionary, leave the *Get proofing tools* box unchecked. If the language you want does not have its spell check dictionary checking *Get proofing tools* will start the download and install process as soon as the Add button is clicked. If the selected language does not have its spell check dictionary and the Get proofing tools is unchecked the language will load with *Proofing available* to the right of the language in the Word Language Options page as shown in the prior image. Click this *Proofing available* link to start the download and install of that language's spell check dictionary.
- Click OK to accept your changes and close Word's Options.
- Once you have more than one authoring language in Word, the current selected language will display in the Status bar at the bottom of the document window as shown below.



## Step 2 – Spell Check a Different Language

- Select and highlight the block of different language text in the document.
- Place the pointer on the current language in the Status bar at the bottom of the document window and click. This will open the Set Proofing Language window as shown in the image below.



- Make sure *Selected text* is selected, select the language, make sure *Do not check spelling or grammar* is **Not** checked, and press the *OK* button.
- The block of text will change to that keyboard language and spell check in that language. Misspelled words in that language are underlined and when highlighted the right click menu will provide a list of correctly spelled words in that language that are similar to the one misspelled, just like misspelled words in your default language spell check.
- After the spell check you can leave the keyboard language for that block of text as a document can have more than one different keyboard language. If you want to change that block of text back to your default language so the document would have only one keyboard language see the bonus tip below.

### Bonus Tip

*Select a section of a document to not check the spelling and grammar while checking the spelling and grammar for the rest of the document.*

- Select the block of text that you do not want Word to check the spelling and grammar of such as different language text which nearly all words in the block will be detected and underlined as

misspelled such as the block of different language as in the above instructions changed back to your default language and tag all those words as misspelled.

- Click the current language in the status bar to open the Set Proofing Language window as shown in prior image.
- You can leave the current language that is selected or you can select another language.
- Click the box next to *Do not check spelling or grammar* to place a checkmark and turn this option on.
- Click OK and you will close the window.
- The block of text will no longer have the spelling or grammar checked.

#### Short version

- Highlight section
- Click current language in Status bar
- Click box for Do not check spelling or grammar
- Click OK

Spell and grammar for that section turned off.

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## Comments