Setting the language to Welsh in **Microsoft Office** (Windows PC on Campus)



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To successfully change the default language of Windows to Welsh, please following the steps below;

1. Login to computer on campus.

NB. If you are already logged onto a campus computer, please ensure you save any work before proceeding.

2. Click on the 'Start' button



3. Click on 'All Programs'



4. Scroll down the list of software and select the 'Microsoft Office 2013' folder, then select 'Word 2013'



5. Click 'Blank document'

Word	Search for online templates	P al Industry Print Design Sets Education Event	1503875 1503875 1503875@student.uwfsd.ac.uk Switch account
Recent You haven't opened any documents recently. To browse for a document, start by clicking on Open Other Documents.		Aa	
Gen Other Documents	Blank document	Take a tour	ced (blank)

6. In the top left corner, select 'File' from the ribbon



7. Click on 'Options' in the left side pane



8. In the Word options pop-up window, select 'Language' from the left side pane

General	第字 Set the Office Language Preferences.			
Display	A			
Proofing	Choose Editing Languages			
Save	Add additional languages to edit your d including dictionaries, grammar checkir	locuments. The editi ng, and sorting	ing languages set language-specific feature	s, 🕕
Language	Editing Language	Keyboard Layout	Proofing (Spelling, Grammar)	
Advanced	English (United Kingdom) <default></default>	Enabled	🍄 Installed	Remove
Customize Ribbon	English (United States)	Enabled	Visit Installed	ar Default
Quick Access Toolbar	Welsh	Enabled	Installed	as <u>D</u> erault
Add-Ins	[Add additional editing languages]	-	Add	
	Choose Display and Help Languages			
	choose orsping and reep ranginges			
	Set the language priority order for the b	uttons tabs and Hel	in ()	
	Set the language priority order for the b Display Language	uttons, tabs and Hel	lp	
	Set the language priority order for the b Display Language 1. English <default></default>	uttons, tabs and Hel	Ip Help Language 1. Match Display Language <default></default>	
	Set the language priority order for the b Display Language 1. English default> 2. Welsh [Cymraeg] 3. Match Microsoft Windows	uttons, tabs and Hel	lp 🕤 Help Language 1. Match Display Language <default> 2. English 3. Welsh [Cymraeg]</default>	
	Set the language priority order for the b Display Language 1. English <default> 2. Welsh [Cymraeg] 3. Match Microsoft Windows Set as Default</default>	uttons, tabs and Hel	P Help Language 1. Match Display Language <default> 2. English 3. Welsh [Cymraeg] Set as Default</default>	
	Set the language priority order for the b Display Language 1. English <default> 2. Welsh [Cymraeg] 3. Match Microsoft Windows Set as Default b View display languages installed for</default>	uttons, tabs and Hel	PO Help Language 1. Match Display Language <default> 2. English 3. Welsh [Cymraeg] Set as Default re program</default>	
	Set the language priority order for the b Display Language	each Microsoft Offic	p Help Language Help Language . Match Display Language <default> 2. English 3. Welsh [Cymraeg] Set as Default ee program ffice.com?</default>	
	Set the language priority order for the b Display Language 1. English <default> 2. Welsh [Cymraeg] 3. Match Microsoft Windows Set as Dgfault b View display languages installed for How do 1 get more Display and Help Choose Screen Tip Language</default>	each Microsoft Offic	p Help Language Help Language . Match Display Language <default> 2. English 3. Welsh [Cymraeg] Set as Default se program ffice.com?</default>	
	Set the language priority order for the b Display Language 1. English cdefault> 2. Welsh [Cymraeg] 3. Match Microsoft Windows Set as Dgfault b View display languages installed for How do 1 get more Display and Help Choose Screen Tip Language Set your Screen Tip language Match	uttons, tabs and Hel	p Help Language 1. Match Display Language <default> 2. English 3. Welsh [Cymraeg] Set as Default se program ffice.com?</default>	

- 9. Under 'Choose Editing Languages', select 'Welsh' and click on the 'Set as Default' button
- 10. Click 'Yes' to continue, when the following message appears;

Microsoft	Office Default Editing Language		8
<u> </u>	The new editing language you just chose your preferred fonts in the blank docume	will take effect the ne nt template. Do you w Yes	xt time you start Office. Some of your custom settings might change, such as ant to continue?

11. Under '**Choose Display and Help Languages**', select '**Welsh [Cymraeg]**' then click the '**Set as Default**' button

General	Set the Office Language Preferences.		^
Display	A		
Proofing	Choose Editing Languages		
Save	Add additional languages to edit your documents. The editing languages set language-specific features, including dictionaries, grammar checking, and sorting		
Language	Editing Language Keyboard Layout	Proofing (Spelling, Grammar)	
Advanced	Welsh <default> Enabled</default>	All Installed Remove	n
Customize Ribbon	English (United Kingdom) Enabled	Installed	5
Quick Access Toolbar	English (United States) Enabled	Set as Default	
Add-Ins	[Add additional editing languages]	Add	
Trust Center	I at me know when I should download addition		
	Display Language I. Wesh [Cymraeg] <default> 2. English 3. Match Microsoft Windows</default>	Help Language Help Language Z. English X. Welsh [Cymraeg] Set as Default]
	View display languages installed for each Mic How do I get more Display and Help languag Choose ScreenTip Language Set your ScreenTip language① Match Display I	rosoft Office program ges from Office.com? Language	

12. Click 'OK'

13. Click 'OK' on the pop-up window and close Microsoft Word



14. Re-launch Microsoft Word (follow steps 2-7 in this guide, if necessary) and the application will now be set to Welsh as the default language – Complete!

NB. Once the default language is set to Welsh in Microsoft Word, the default language will replicate across all Microsoft Office software packages such as Excel and PowerPoint.

To revert Microsoft Office back to its original settings, please follow the below steps;

1. Open Microsoft Word, click on 'Dogfen Wag'



2. In the top left corner, select 'Ffeil' from the ribbon



3. Click on 'Dewisiadau' in the left side pane

	\bigcirc	Dogfen1 - We
	Gwybodaeth	Gwybodaeth
	Newydd	
	Agor	Gwarchod y Gwarchod y
	Cadw	Ddogfen -
	Dewisiadau Cadw	Archwilio'r Ddoafen
	Save as Adobe PDF	Cyn cyhoeddi'r ffeil hon, cofiwch ei bod yn cynnwys: Chwillio am Broblemau *
	Argraffu	
	Rhannu	Fersiynau
	Allgludo	Rheoli Fersiynau *
	Cau	
	Cyfrif	
Г	Dewisiadau	

4. In the Word options pop-up window, select 'laith' from the left side pane



- 5. Under '**Dewis leithoedd Golygu**', select '**Saesneg (Y Deyrnas Unedig)**' and click on the '**Rhagosod**' button
- 6. Click 'lawn' to continue, when the following message appears;

aith Goly	/gu Ddiofyn Microsoft Office			3
	Bydd yr iaith golygu rydych newyd newid, fel y ffontiau sydd orau ge	ld ei ddewis yn dod i rym y tro nnych chi yn y templed dogfen	esaf i chi gychwyn Office. Efallai bydd rha wag. Ydych chi am fwrw ymlaen?	ai oʻch gosodiadau personol yı
		Iawn	Na	

7. Under 'Dewis leithoedd Arddangos a Help', select 'Saesneg [English]' then click the 'Rhagosod' button



- 8. Click 'lawn'
- 9. Click 'lawn' on the pop-up window and close Microsoft Word

Newid D	ewisiadau Iaith Micro	osoft Office 2013	8
	Ailgychwynnwch	Office er mwyn i'ch ne	widiadau iaith ddod i rym.
		Iawn	

10. Re-launch Microsoft Word and the application will now be set to English as the default language – Complete!

Problems?

If you encounter any problems along the way, please contact the IT Service Desk via our web based ticketing system at <u>http://webhelp.uwtsd.ac.uk</u> or email at <u>ITServiceDesk@uwtsd.ac.uk</u> or phone 0300 500 5055.