Information Technology and Systems / Technoleg a Systemau Gwybodaeth

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

Prifysgol Cymru
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To successfully change the default language of Windows to Welsh, please following the steps below;
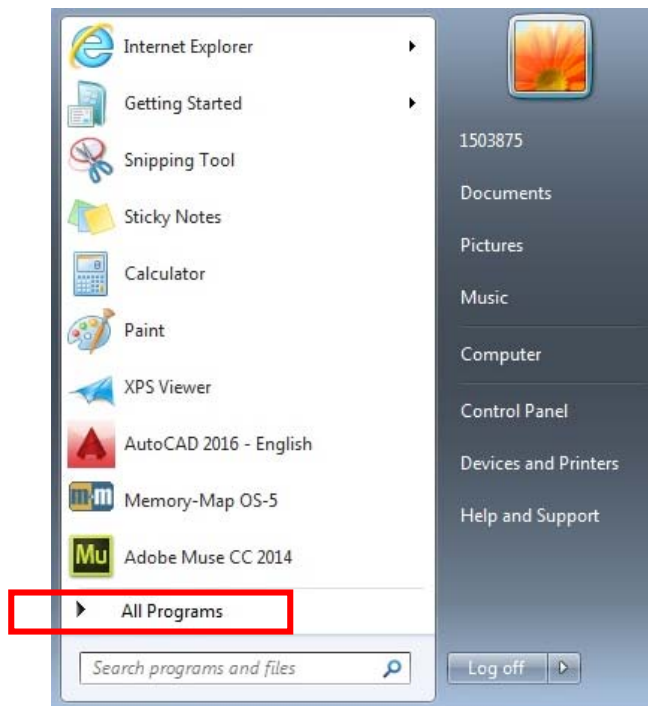
1. Login to computer on campus.

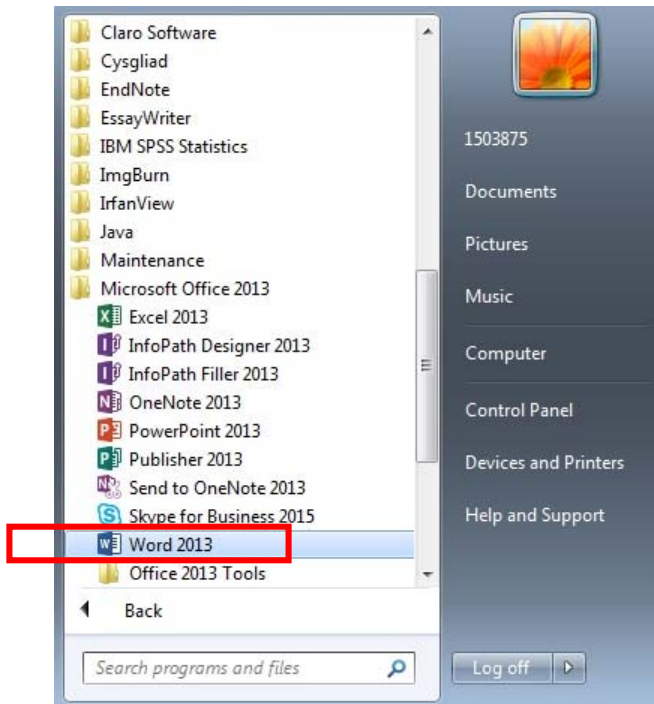*NB. If you are already logged onto a campus computer, please ensure you save any work before proceeding.*

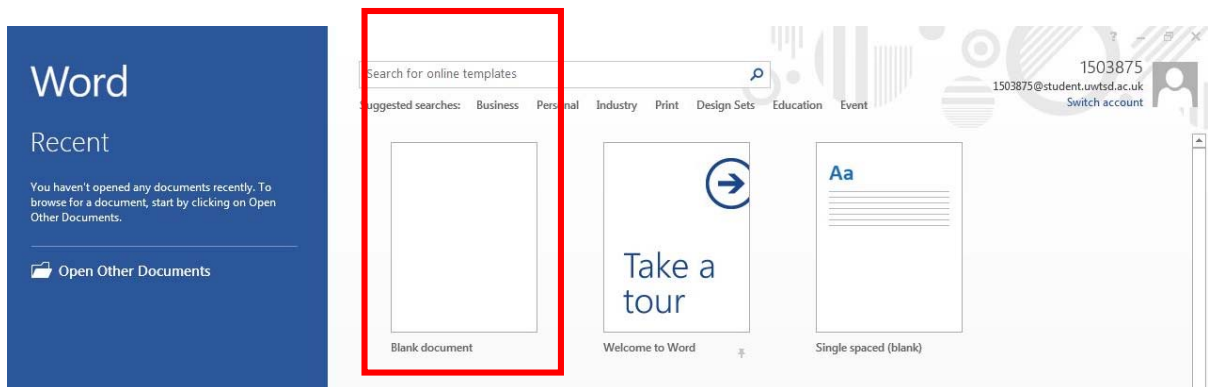**2.** Click on the '**Start**' button
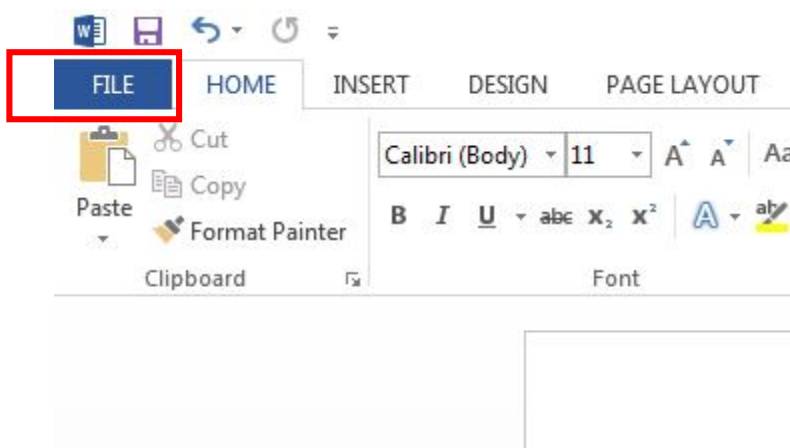

3. Click on '**All Programs**'

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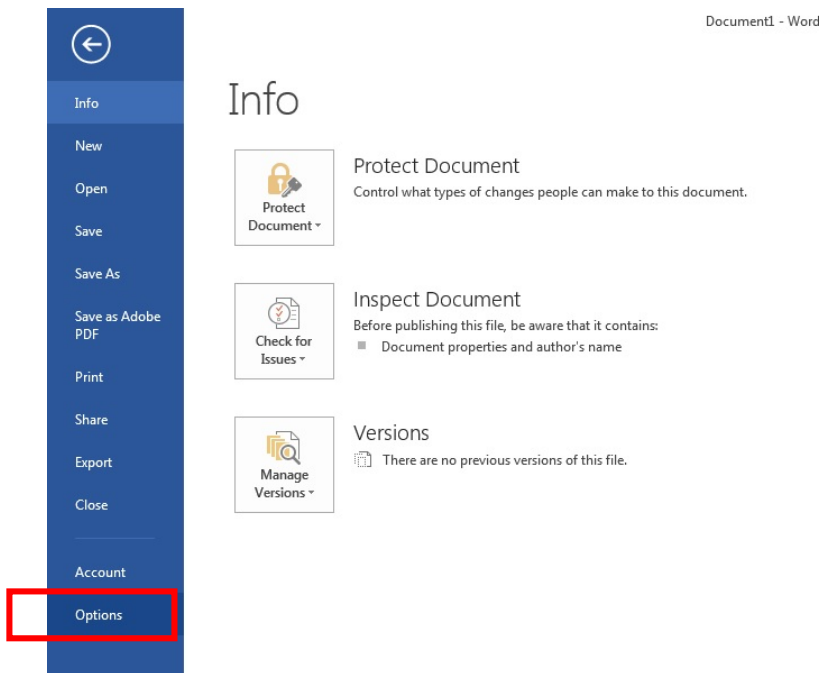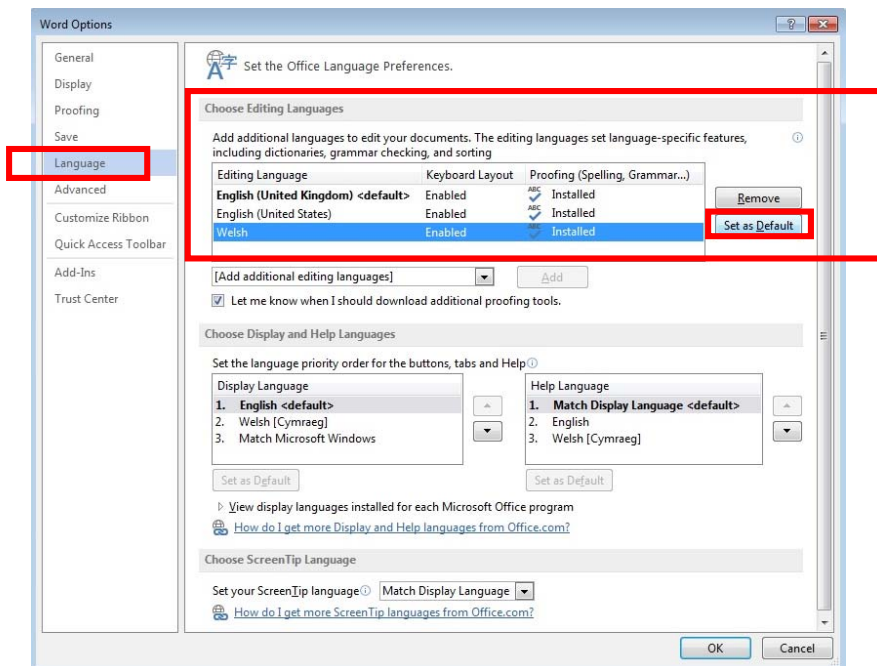

5. Click '**Blank document**'

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

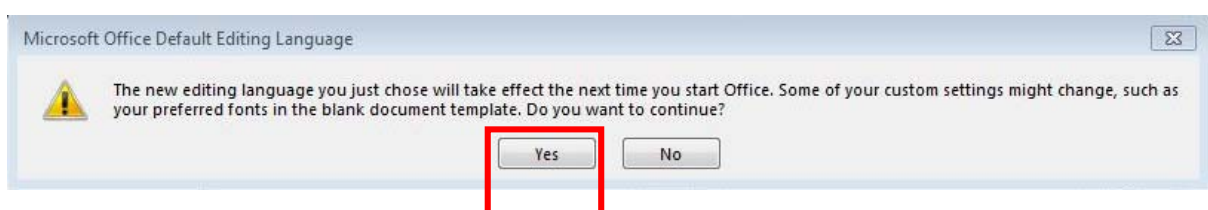7. Click on '**Options**' in the left side pane

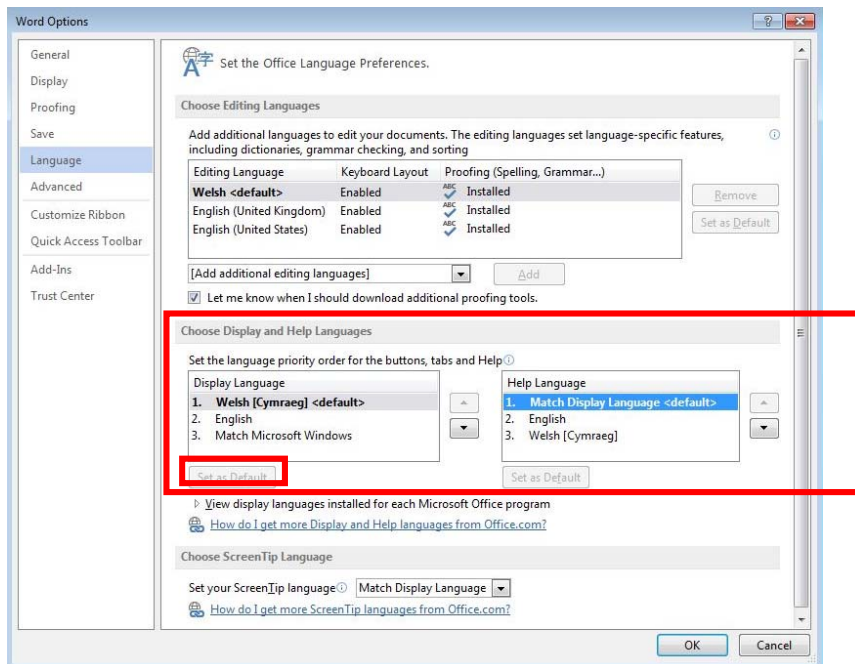8. In the Word options pop-up window, select '**Language**' from the left side pane

9. Under '**Choose Editing Languages**', select '**Welsh**' and click on the '**Set as Default**' button

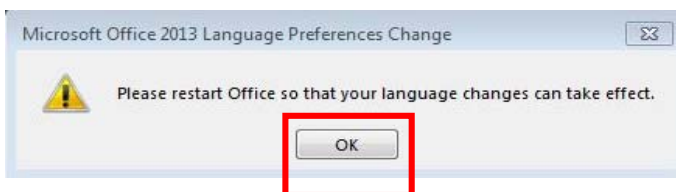10. Click '**Yes**' to continue, when the following message appears;

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

12. Click '**OK**'

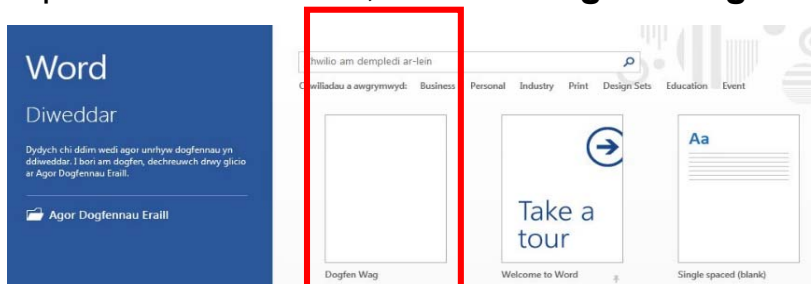13. Click '**OK**' on the pop-up window and **close Microsoft Word**

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.

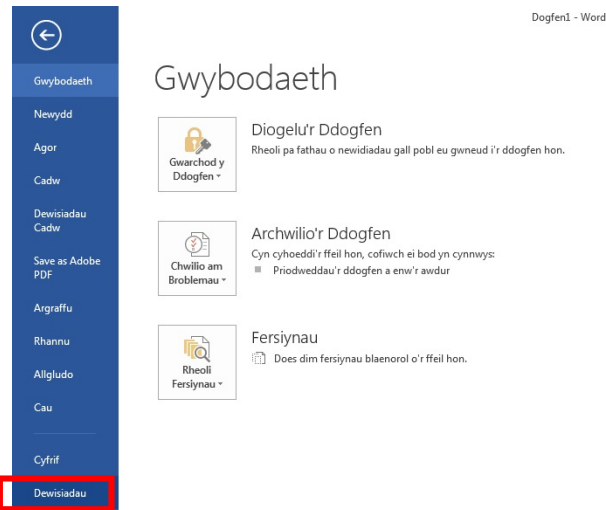**To revert Microsoft Office back to its original settings, please follow the below steps;**

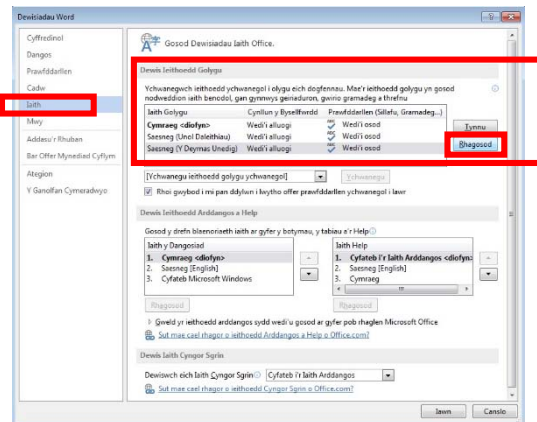1. Open Microsoft Word, click on '**Dogfen Wag**'

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

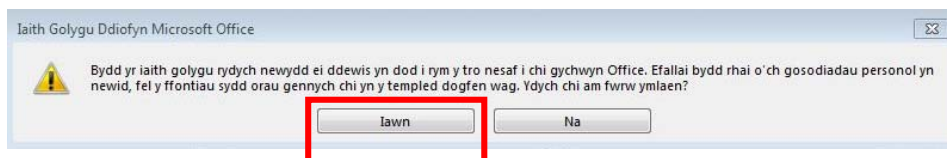3. Click on '**Dewisiadau**' in the left side pane

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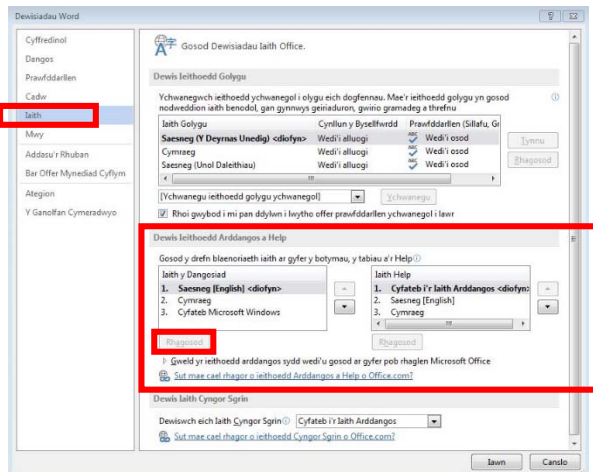

5. Under '**Dewis Ieithoedd Golygu**', select '**Saesneg (Y Deyrnas Unedig)**' and click on the '**Rhagosod**' button

6. Click '**Iawn**' to continue, when the following message appears;

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

8. Click '**Iawn**'

9. Click '**Iawn**' on the pop-up window and **close Microsoft Word**

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 **http://webhelp.uwtsd.ac.uk** or email at **ITServiceDesk@uwtsd.ac.uk** or phone **0300 500 5055**.