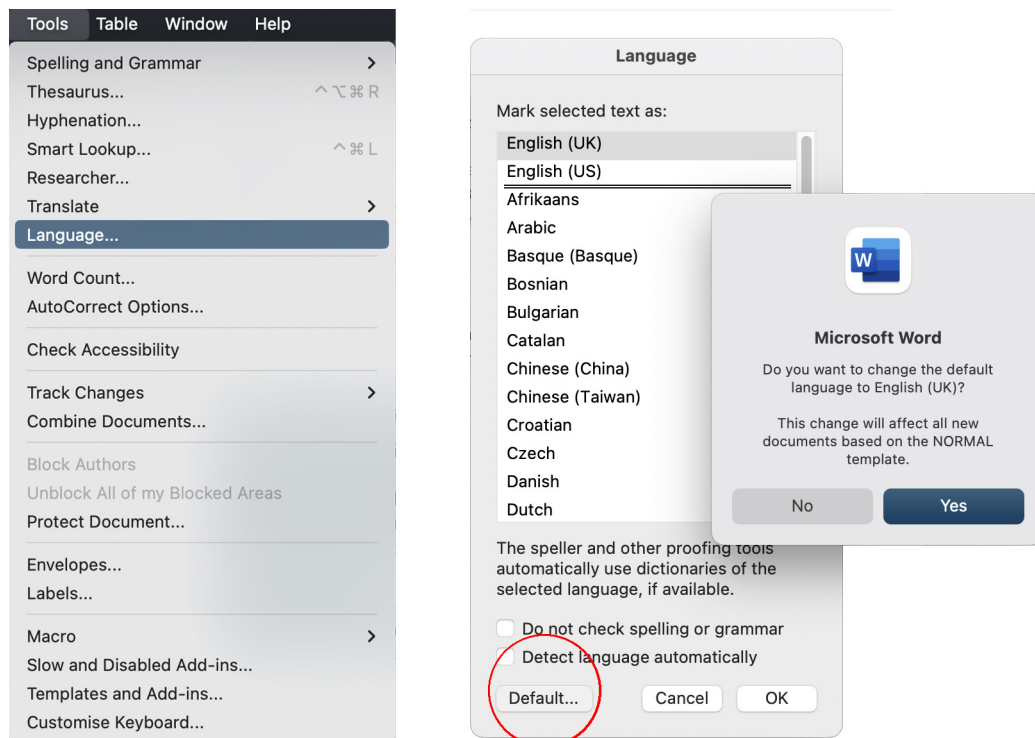


Setting a particular language as default in Word

This seems simple, but some people find that their document will keep reverting to US English, even when they have chosen UK English.



With your cursor anywhere in the document

- 1 Select: Tools > Language > English (UK)
- 2 Click on 'Default' and it will ask you if you want to keep your default language selection. Choose 'yes'.

Also in this tab is the option to 'check spelling and grammar' and 'detect language automatically'.

Keep the 'automatic detection' un-checked - or whatever you wish.

The grammar checking is a matter of personal preference. I usually opt to use it and frequently ignore it's suggestions. But I find it a useful reminder.