



Universiteit Leiden

Manual

Change keyboard and language for remote workplace



NOTE:

This manual is an adaptation for Leiden University of an [article](#) on the Microsoft Office Support pages. All links in the manual are actual links from the online Microsoft article. For that reason, these links are subject to change by Microsoft without notice.

Introduction

When you need to type documents in different languages, you can change both the Office editing language and your keyboard layout language. This manual describes how to do this in the Leiden University Remote Access environment.

Set the editing language in Office 2010

When you first set up your own, local desktop computer, you set the keyboard layouts for the languages that you will be using on your local computer. This also applies to the Leiden University Remote Workplace, though it only supports a subset of languages used at the University, like Dutch and English. Recently, the Remote workplace has been enhanced with additional support for Arabic(Egypt).

When you are connected to the Leiden University Remote Workplace, you can set or change your editing language directly from one of the Office applications.

Set the editing language and default keyboard layout

The editing language is set in the **Set the Office Language Preferences** dialog box:

1. Open a Microsoft Office program, such as Word.
2. Click the **File** tab.
3. Click **Options**.
4. Click **Language**.
5. In the **Set the Office Language Preferences** dialog box, under **Choose Editing Language**, click the **Add additional Editing Language** arrow, select the language to add (for example Arabic(Egypt)), and then click **Add**.

After you added the extra editing language, you can set this new language as your default editing language: Just select the language and click [Set as default].

When the new language uses a different writing (like Arabic), you also need to add a corresponding keyboard to your Remote Workplace:

1. With the **Set the Office Language Preferences** dialog box still open, under **Choose Editing Language**, check the **Keyboard support** column of your language.
2. If **Keyboard support** for your language is **Enabled**, you are finished. Otherwise, click the **Not enabled** link to open the **Text services and input languages** dialog box.

In the **Text services and input languages** dialog box:

1. Click the **Add...** button.
2. Double click your language, then double-click **Keyboard** and check the checkbox for the language.
3. Click [OK]

If you will mostly write in the new language, you can make it your default input language. Just select the language in the dropdown field **Default input language** and confirm with [OK]. You can set the default language afterwards via the **Regional Settings** program on the home screen of the Leiden University Remote Workplace. For more information, see [Set the editing, display, or Help language preferences](#) and the remaining chapters of this manual.

Change the keyboard layout language

If you have the Language bar turned on so it appears in your taskbar, you can quickly switch between keyboard languages so you can type special characters for each language. For more information on how to turn on the Language bar, see [Switch between different languages using the Language bar](#).

To insert special characters or symbols without changing the keyboard language, see [Insert symbols](#).

- You can switch between keyboard layouts for separate languages by clicking the **Language bar** icon  on the **Language bar**, and then clicking the keyboard input language that you want to use.

Keyboard shortcut To switch between keyboard layouts, press ALT+SHIFT.

NOTE The  icon is an example, and is shown when English is the active keyboard layout. The actual icon shown changes depending on the active keyboard layout.

- If you set up more than one keyboard layout for a single language, you can switch between layouts by clicking the **Language bar** icon  on the **Language bar**, and then clicking the keyboard layout that you want to use. The letters on the indicator change to reflect the language of the keyboard.

To type characters, such as the umlaut in German (ö), the tilde in Spanish (ñ), the cedilla in Turkish (Ç), or certain symbols, such as a check mark do one of the following:

- Use keyboard shortcuts. For a list of keyboard shortcuts, see [Keyboard shortcuts for international characters](#).
- On the **Insert** tab, in the **Symbols** group, click **Symbol > More Symbols**. You can then click the symbol that you want.

Set the proofing language of text

Setting the language of text sets the language-specific features, including dictionaries, bullets, sorting, and any language-specific buttons.

To set the dictionary language for text that you want, do the following:

1. Select the text that you want to set the language for.
2. On the **Review** tab, in the **Language** group, click **Language**, and then click **Set Proofing Language**.
3. In the **Language** dialog box, select the language to associate with the text.

Why is there a double line in the PowerPoint and Word Language dialog box language list?

The languages that appear above the double line are enabled for editing in Microsoft Office.

For more information, see [Set the editing, display, or Help language preferences](#).

For information about how to set the proofing languages, see [Switch between different languages by setting the proofing language](#).

NOTES

- Text in an Access database, Excel worksheet, or InfoPath form can be identified with only one language. However, if you have a database or worksheet that contains more than one language, you can check the spelling of text in one language, and then change the spell checker dictionary language to the second language that you want to check. Repeat this process for each additional language in your database or worksheet. For

information on how to set the language of text in Microsoft Office programs, see [Switch between different languages by setting the proofing language](#).

- If a text selection spans several pieces of text, and the pieces of text are marked as being in different languages, no language appears as selected. To see the language of each piece of text, select a smaller text block, and then try again.

More information

- To use different numerals, such as Arabic or Hindi, see [Change the default date, time, number or measurement format](#).
- To enter special characters like diacritics or check marks, see [Insert symbols](#).
- To set the default editing language, see [Set the editing, display, or Help language preferences](#).
- [Switch between different languages by setting the proofing language](#)