**How to change the Language of a Microsoft Word Document**

 After installing JAWS on the computer, it is already set up for automatic language switching. This means that when it detects text in a foreign language, it will begin speaking that language properly.

In Microsoft Word:

Any word document (or portion of a word document) can be edited so that the text is displayed in different languages. Once this is done, Jaws will identify the language changes and speak accordingly.

How to change the language of a word document before inputting text:

1. Open a blank word document.

2. Before typing, press alt and select the review tab.

3. Press down arrow to get to the proofing submenu.

4. Right arrow to find the list of options, and select "set language" or "select proofing language" depending on your version of Word.

5. Select the language you want from the list.

Note: there are spell check options. You can choose to check spelling in any language, or you can turn the spell checking off. It might be useful to know this, in case a student wishes to take a foreign language test with jaws and should not be using the spell checker in their chosen language.

Note: Know which dialect or country you need when choosing the language you want. Most languages appear in many variations.

How to change the language of the text in a word document:

1. Determine the text whose language needs changing.

2. Select it. Use control A to select the entire document.

3. Press alt, and find the review tab.

4. Press down arrow to go to the proofing submenu.

5. Press right arrow to bring up the list of options.

6. Select "set language" or "set proofing language" depending on your version of Word.

7. Choose the language you want out of the list.

Note: Only the text selected will be changed to that language.