

# General Guide to Writing in a Foreign Language

The Language Learning Center is here for you. We have computers armed with the applications and support you need to write in a foreign language: spell checkers, grammar checkers, tutoring, dictionaries, and more. We even have Word, Netscape and other applications in foreign language format. Here are some additional tips:

## SAVE AS

When you save your document, either in the lab or at home, make sure you save it in a format that others can read – and that you can print! Do this by using “Save As..” and pick the most common format. For Microsoft Word, this is usually “Word 97-2003 Document (\*.doc). Documents saved as “.docx” may not be able to read on all computers.

## SPELL & GRAMMAR CHECK

Did you type a foreign language document in an English format, but now want to check it in another language? Don't get frustrated by all the red squiggly lines under the words when you bring it in to the Language Learning Center. Even if you are using Word in, for example, Japanese or Spanish, you may still have to set the language of the document to the target language (because when you originally typed it, it registered the default to English). Don't get confused. Just follow these steps to correct it:

Select All (click on EDIT at the top, then SELECT ALL)

Now that everything is highlighted, go to TOOLS

Place the pointer on LANGUAGE, then click on SET LANGUAGE

Choose the desired language for your document and click OK

The word processor will now recognize your entire document as being in the language you mean it to be in. Proceed with your spell and/or grammar check. If you are typing your document at home, you may set the document to the desired language there, but unless you have the "proofing tools", you will now be able to check it in other languages (information on proofing tools in foreign languages is located on this page).

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