

## Re: How to set a predetermined language in a Word template?

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*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2008-07/msg00923.html>

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- *From:* grammatim <[grammatim@xxxxxxxxxxx](mailto:grammatim@xxxxxxxxxxx)>
  - *Date:* Sat, 12 Jul 2008 05:22:18 -0700 (PDT)
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You can also simply put a Spanish keyboard in your English IME (or vice versa). Maybe that would take care of your problem.

On Jul 11, 6:46 pm, LisaPaloma <[LisaPal...@xxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:LisaPal...@xxxxxxxxxxxxxxxxxxxxxxxxxxxx)> wrote:

Yes, I know about the different keyboards and I have used them literally for years. As I mentioned in my previous post, I use the Spanish keyboard almost all the time because it's essential for Spanish and much easier to use when working in English than to use the English keyboard for working in Spanish. (And have you actually tried to use two different keyboards in different cases? Most of us have trouble doing that because our fingers automatically go to [shift] 2 for quotation marks and it requires thought to go to that key to the left of the semicolon.) I have the language bar active on the status bar.

I have repeatedly gone through the steps you mentioned to set the default language in a template (not the "normal" one, because, as I said, it's a shared computer, and the other users would be happy about it). Each time, when I open the template after saving it, the default language has switched back to Spanish. All the other settings I've saved in the template (font, margins, etc.) are still there.

"grammatim" wrote:

In Windows (not Word), you can switch between a Spanish keyboard and an English keyboard.

Start > Control Panel > Regional and Language Options > Languages > Details > Add, and then add either English or Spanish, whichever one isn't already there, choose which of the zillions of Spanish keyboards you prefer, and exit all the way out.

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You'll now have a Language Bar icon down in the lower right corner of your Status Bar; click on that and choose the language you want; toggle between them with left Alt+Shift. You can switch keyboards in the middle of a word in a Word document if you want.

This has nothing at all to do with the default language setting in Word. You can change that in your normal.dot template, or you can change it for each document with Tools > Language > Set Language.

On Jul 11, 1:48 pm, LisaPaloma  
<LisaPal...@xxxxxxxxxxxxxxxxxxxxxxxxxxxx>  
wrote:

I teach English in Latin America. I am accustomed to using the LatinAmerican keyboard even when working in English (it's easier than using the English keyboard when working in Spanish). I wanted to create a Word template with English as the predetermined language to use on shared computers, but it keeps resetting to Spanish, I think because the keyboard setting is for LatinAmerican Spanish. Since I'll be using it on shared computers I don't want to reset the default language settings for the computer, so I wanted the language to be set by the template. Any suggestions?–