TERRA | **CAT**

22 November 2021

Installing Language Packs

1. Click on the start menu button at the bottom left of the screen
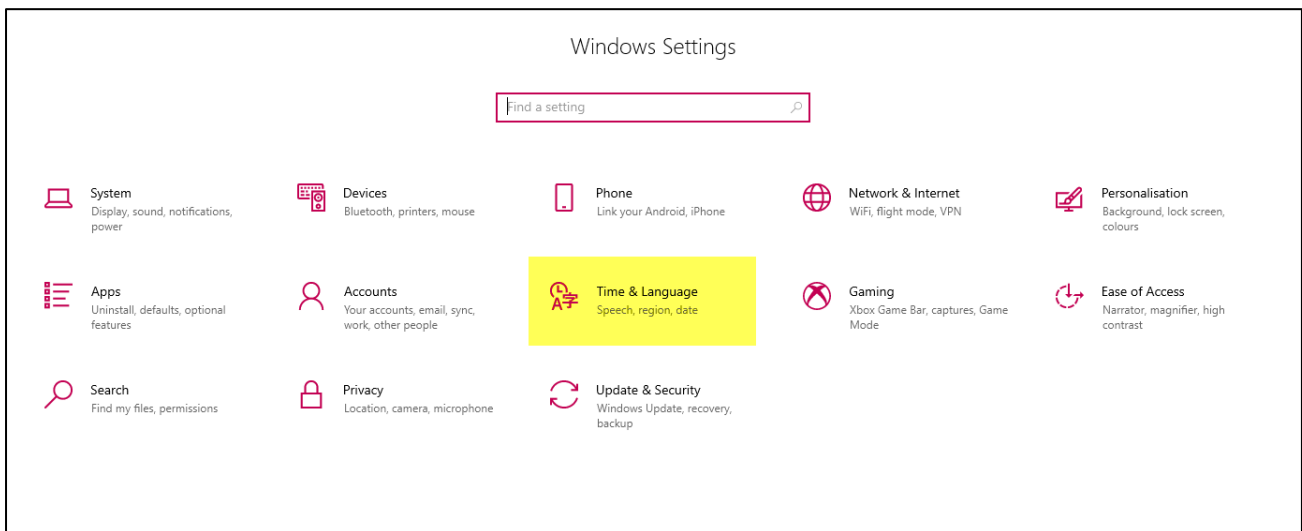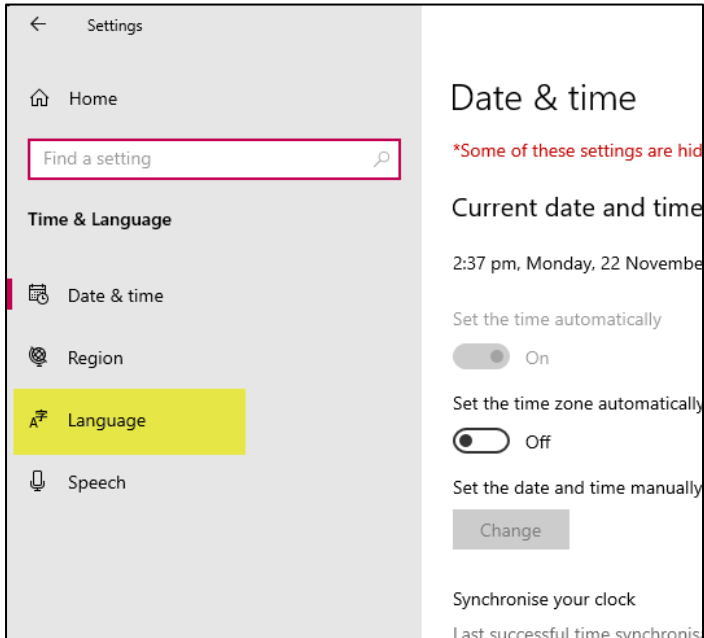2. Search for **Settings**
3. Open **Settings**
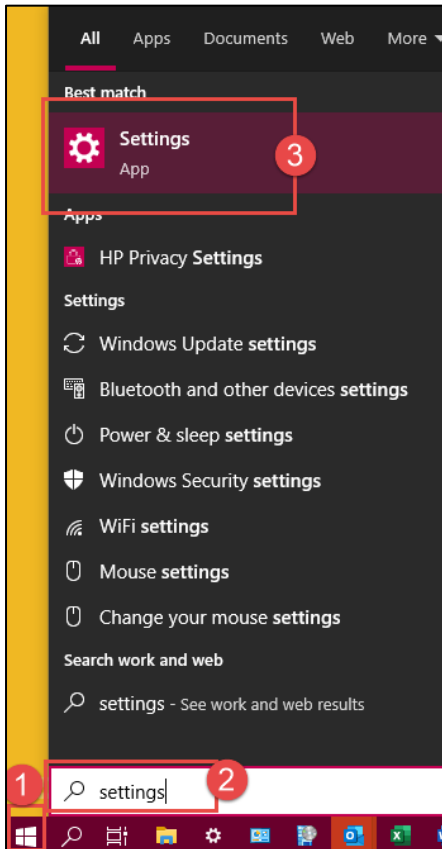
4. Select **Time and Language**

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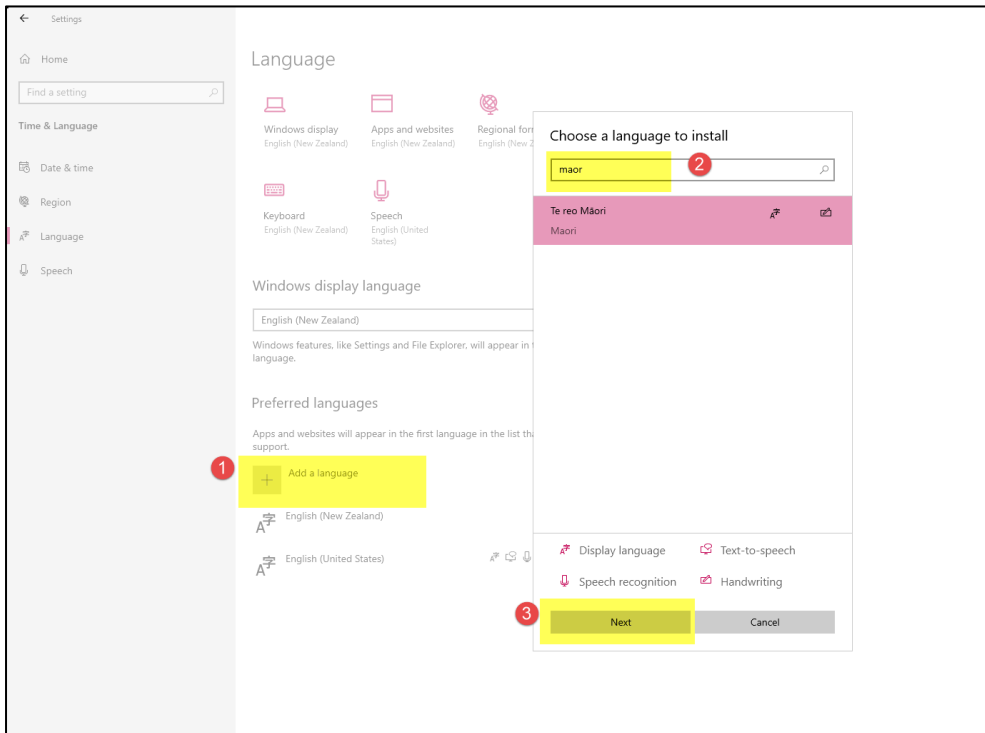Christchurch 8441, New Zealand
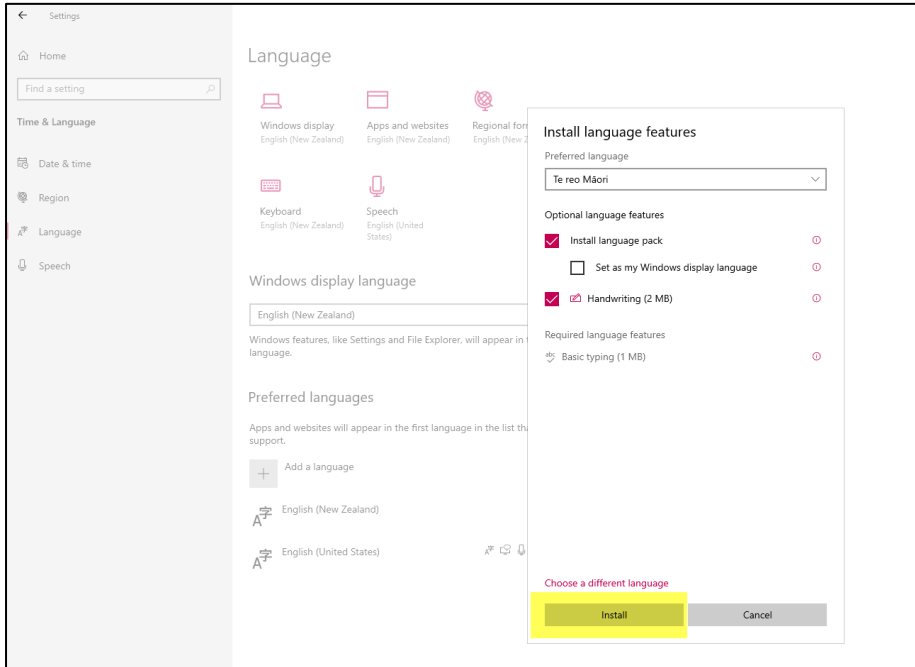
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5. Select **Language**
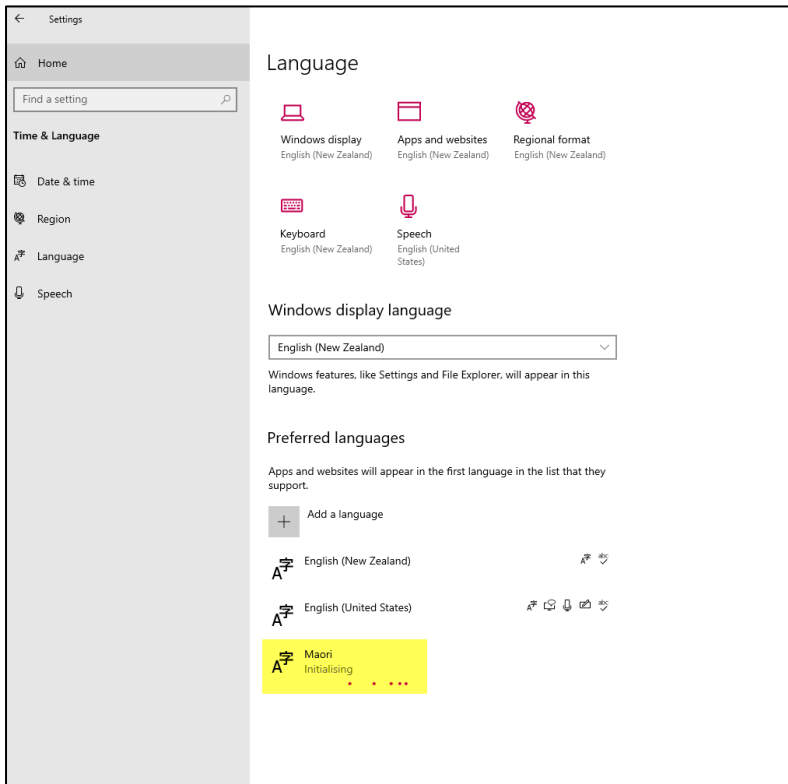

6. Click on **Add Language**
7. Search for the language required
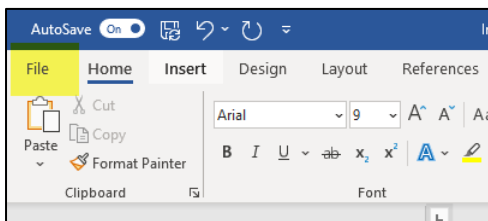8. Select the language
9. Click **Next**

10. Click **Install**

11. The installation will begin and will show as initialising

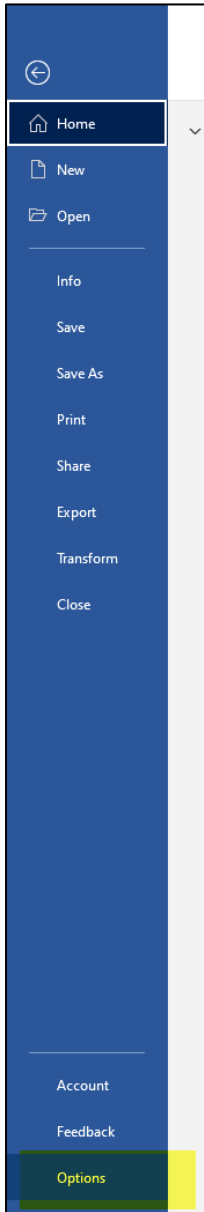12. Once installed, we can now use it in office products
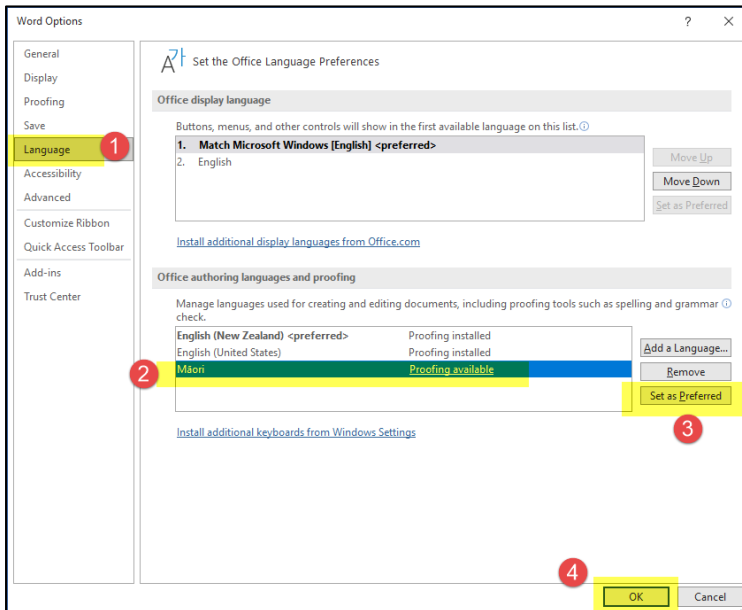13. In Word (or any other office product) > click **File** at the top left

14. Click **Options** at the bottom left

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15. Click **Language**
16. Select the language you want to use
17. Click **Set as Preferred** (if that is what you are wanting to do)
18. Click **OK**

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If you are wanting your entire computer to be in the language you just installed, go back into the language settings:

1. Click on the language and click the drop down to change the language like below:
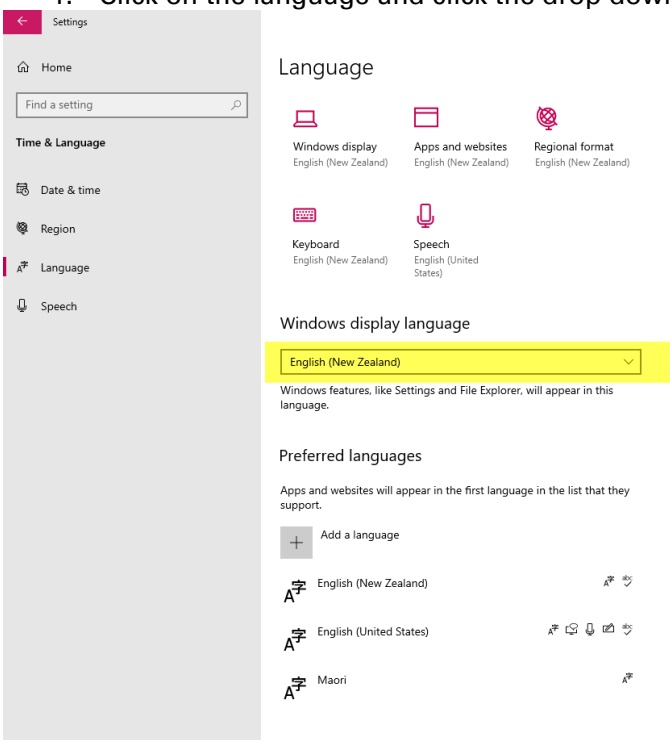
Language

Windows display
English (New Zealand)

Apps and websites
English (New Zealand)

Regional format
English (New Zealand)

Keyboard
English (New Zealand)

Speech
English (United States)

| English (United States) |
| English (New Zealand) |
| Te reo Māori |

language.

Preferred languages

Apps and websites will appear in the first language in the list that they support.

 Add a language

English (New Zealand)

English (United States)

Maori