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**Installing Language Packs**

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

Text

Description automatically generated

1. Select **Time and Language**

Graphical user interface, application, Teams

Description automatically generated

1. Select **Language**

Graphical user interface, application

Description automatically generated

1. Click on **Add Language**
2. Search for the language required
3. Select the language
4. Click **Next**

Graphical user interface, text, application

Description automatically generated

1. Click **Install**

Graphical user interface, text, application

Description automatically generated

1. The installation will begin and will show as initialising

Graphical user interface, text, application, email

Description automatically generated

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

Graphical user interface, application, Word

Description automatically generated

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

Graphical user interface, application

Description automatically generated

1. Click **Language**
2. Select the language you want to use
3. Click **Set as Preferred** (if that is what you are wanting to do)
4. Click **OK**

Graphical user interface, text, application

Description automatically generated

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:

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, application, email

Description automatically generated