About Office Proofing Tools

Microsoft Office 2003 Proofing Tools is a collection of tools— such as spelling and grammar checkers, thesauri, and AutoCorrect lists— that help you create and edit Office 2003 documents in the language of your choice.

Your language version of Office 2003 might already include built-in proofing tools for several languages. For example, the English version of Office includes proofing tools for English (U.S., U.K., Canada, and Australia), Spanish, and French (France and Canada). With the Office Proofing Tools, you get the same capabilities and more for over 40 languages.

What's included with Office Proofing Tools

When you install Microsoft Office 2003 Proofing Tools, the following proofing tools are added to Microsoft Office 2003 programs:

Spelling checkers and their accompanying dictionaries

Grammar and writing style checkers

Thesauri

Hyphenators

AutoCorrect lists

AutoSummarize capabilities

Translation dictionaries

In addition to the basic tools, Office Proofing Tools includes the following utilities, which are particularly useful if you work with East Asian, Indic, right-to-left, or South Asian languages:

Input Method Editors (IMEs) for Simplified Chinese, Traditional Chinese, Japanese, and Korean

Word breakers, for languages that don't use blank spaces to delineate words

Text converter for Simplified Chinese and Traditional Chinese

Japanese Consistency Checker

Phonetic guides

Hangul Hanja converter for Korean

Hanja dictionary for Korean

Sequence checker for Indic and South Asian languages

Bilingual dictionaries

Fonts

About fonts provided with Office and Office Proofing Tools

Microsoft Office 2003 and Microsoft Office 2003 Proofing Tools include the fonts necessary for working with text in various languages.

Many of the TrueType fonts provided with Office 2003 support a wide variety of languages that use different writing systems, such as Greek or Russian, rather than just the languages of Western Europe. Office includes a few fonts for East Asian languages as well.

The font Arial Unicode MS provided with Office is a full Unicode font, containing most of the approximately 40,000 alphabetical characters, ideographic characters, and symbols defined in the Unicode standard.

Proofing tools included for each language

The following table lists the tools that Microsoft Office 2003 Proofing Tools includes for each language. Some proofing tools are available only in specific Microsoft Office programs and for specific languages.

Languages	Spelling Checkers	Grammar and Style Checkers	Thesauri	AutoCorrect Lists	AutoSummariz
Arabic	X	X	X	X	
Basque	X			X	
Bulgarian	X			X	
Catalan	X		X	X	
Chinese (Simplified)		X		X	X
Chinese (Traditional)		X		X	X
Croatian	X		X	X	
Czech	X		X	X	
Danish	X	X	X	X	
Dutch	X	X	X	X	
English	X	X	X	X	X
Estonian	X		X	X	
Finnish	X	X	X	X	
French	X	X	X	X	X
Gaelic (Ireland)	X				
Galician	X				
German	X	X	X	X	X
Greek	X		X	X	
Gujarati	X		X	X	
Hebrew	X		X	X	
Hindi	X		X	X	
Hungarian	X	X	X	X	

Icelandic	X				
Indonesian	X				
Italian	X	X	X	X	X
Japanese		X		X	X
Kannada	X		X	X	
Korean	X	X		X	X
Latvian	X			X	
Lithuanian	X			X	
Marathi	X			X	
Norwegian (Bokmål)	X	X	X	X	
Norwegian (Nynorsk)	X			X	
Polish	X	X	X	X	
Portuguese (Brazil)	X	X	X	X	X
Portuguese (Portugal)	X	X	X	X	
Punjabi	X			X	
Romanian	X		X	X	
Russian	X	X	X	X	
Serbian (Cyrillic)[*]	X			X	
Serbian (Latin)	X			X	
Slovakian	X		X	X	
Slovenian	X		X	X	
Spanish	X	X	X	X	X
Swedish	X	X	X	X	X
Tamil	X		X	X	
Telugu	X			X	
Thai	X			X	
Turkish	X	X	X	X	

Ukrainian	X		X	X
Vietnamese	X			X
Welsh	X			

* The Office 2003 Proofing Tools Setup Wizard provides an installation option only for Serbian (Latin). If you select that option during setup, the wizard installs proofing tools for both Serbian (Cyrillic) and Serbian (Latin).

About the Unicode text encoding standard

Microsoft Office is based on the Unicode text encoding standard, a standard that governs character encoding and provides a 16-bit extensible international character coding system for information processing that covers the world's major languages. The Unicode standard defines character encoding and the properties and algorithms that are used in its implementation. For more information about the Unicode standard, see the Unicode Consortium Web site at http://www.unicode.org.

The use of Unicode in Office allows Office programs to display documents correctly, no matter which language they are written in, provided that the operating system supports the characters specific to that language.

Because Office programs are based on the Unicode text encoding standard, you can use them to open and save files in encoding standards for many different languages by using the internal Unicode encoding as the interchange format. For example, you can use Microsoft Word to open a text file encoded in a Greek or Japanese encoding standard on your English-language system.

When you create a Web page by using an Office program, you can set the encoding for the Web page. If you create a Web page in another language, it's a good idea to change the encoding of the page to match the language you use. This minimizes its size and ensures that it can be viewed in older Web browsers. The UTF-8 encoding is a reasonably compact encoding standard for any language, but only version 4 browsers and later support it.

About accessibility aids

In addition to the features and resources described in Help, other products, services, and resources for people with disabilities are available from Microsoft. The Microsoft Accessibility Web site at http://www.microsoft.com/enable provides information about accessibility aids, or assistive technology products, to help improve the lives of people with disabilities by making computers a positive force in employment, education, and recreation. The information on the site benefits people with disabilities and their friends and family members, people in outreach organizations, educators, and advocates.

Because a wide variety of accessibility aids are available, the Microsoft Accessibility Web site also provides a searchable catalog of accessibility aids that run on Microsoft Windows operating systems. Some of the different types of products available for Windows operating systems are:

Programs that enlarge the information displayed or alter the color of information on the screen for people with visual impairments.

Programs that describe information on the screen in Braille or synthesized speech for people who are blind or have difficulty reading.

Hardware and software utilities that modify the behavior of the mouse and keyboard.

Programs that enable people to type by using a mouse or their voice.

Word or phrase prediction software that allows people to type more quickly and with fewer keystrokes.

Alternative input devices, such as single switch or puff-and-sip devices, for people who cannot use a mouse or a keyboard.

Accessibility features in Help

Some of the content in this topic may not be applicable to some languages.

Microsoft Office 2003 Proofing Tools Help includes features that make it accessible to a wider range of users, including those who have limited dexterity, low vision, or other disabilities.

▸ Keyboard shortcuts for using the Help window

▸ Changing the appearance of Help topics

▸ Using expandable links to view information in a Help topic

Additional features in Microsoft Office Help

Help for each of the Microsoft Office 2003 programs provides all of the accessibility features available in Office 2003 Proofing Tools Help as well as the following features.

▸ Keyboard shortcuts for using the **Help** task pane

▸ Keyboard shortcuts for using the **Ask a Question** box

Using screen readers with Help

Some screen readers may not work with the expandable links in online Help. If you're having problems, try one of the following:

Expand all the links in the topic by using the **Show All** button at the top of the topic.

Install Microsoft Internet Explorer 6. For more information, visit the Microsoft Internet Explorer home page at http://www.microsoft.com/windows/ie.

Download the accessible Help files. For more information, visit the Microsoft Office Online Web site at http://office.microsoft.com.

Accessibility features in Office Proofing Tools

When you install Microsoft Office 2003 Proofing Tools, its features are integrated with Microsoft Office 2003 programs. This means that, in general, Office accessibility features such as keyboard access also apply to Office Proofing Tools after it is installed.

The following are highlights of some features that make Office more accessible for people with disabilities. For more information about accessibility features in Office, see Help in any of the Office programs.

Changing the size or magnification of text or objects   To make information more readable on the screen, you can change the magnification of a document, worksheet, database object, or other file in any Microsoft Office program. You can also make toolbar buttons larger so that they're easier to see and use.

Customizing toolbars and menus   If you use only a subset of toolbar buttons and commands, you can create a toolbar that contains only the buttons and menus you use most often. You can also group toolbar buttons and menu commands together in a way that makes the most sense to you. You can even create a custom toolbar button or menu command.

Using keyboard shortcuts in Office programs   Many features of Office programs are available directly from the keyboard. If a command you want doesn't have a shortcut key, you can assign one to quickly gain access to the command.

About creating accessible Office documents

If you use Microsoft Office programs to design presentations, Web pages, and other types of documents, you should make sure that the content you create is accessible to all people, including those with disabilities.

These tips illustrate just a few ways to create accessible content:

If you design Web pages or HTML-based documents, be sure to add alternative text to any graphics you use. Web browsers display alternative text while pictures are loading or if they are missing. Alternative text helps users who have graphics turned off in their browser or users who rely on screen review utilities to interpret information on the screen.

Don't rely on sound alone to convey important information. For example, if your Microsoft PowerPoint presentation contains audio, you can make text descriptions of the audio content available as part of the slide, in the notes pane. Making audio information available in an alternative form benefits users who don't have a sound card or who have sound turned off, or users who are deaf or hard-of-hearing.

Don't rely on color alone to convey important information. For example, if your Microsoft Excel spreadsheet contains a color-coded chart legend, use additional cues, such as textual annotations, to supplement the use of color. Users may use a limited color scheme, or use a handheld computer with a monochrome display, or rely on screen review utilities, and these seldom convey information that is only represented by colors.

If you have access to the Web, you can learn more about creating accessible content for Web pages by referring to the accessibility standards developed by the World Wide Web Consortium. To learn more about accessibility in Microsoft products, visit the Microsoft Accessibility Web site at http://www.microsoft.com/enable.

Get assistance from Microsoft Product Support Services

Product Name	Microsoft Office Proofing Tools
Support Options	Please see the Product Support Web site at http://support.microsoft.com for the latest details on your support options, or call (425) 635-7056 in the U.S. for more information. In Canada, the latest support options can be found on the Web at http://www.microsoft.ca/support, or call PSS-Canada at (905) 568-2294. Microsoft text telephone (TTY/TDD) services are available at (425) 635-4948 in Washington state or (800) 892-5234 in the U.S. Call (905) 568-9641 in Canada.
Worldwide	Support options, hours and cost in your country or region may differ from the US. Please check with your local office for details.
Conditions	Microsoft support services are subject to then-current prices, terms, and conditions, which are subject to change without notice.

Product Support for Office Proofing Tools Customers

Do you need support for Microsoft Office Proofing Tools? You can access a wealth of no-charge* self-help resources online at http://support.microsoft.com. If you need to speak with a Support Professional, please call Microsoft Product Support Services*. If you represent a large organization, please visit our support resources page for managed support options that may be right for you.

International Support   Support outside the U.S. and Canada may vary. For regional contact details, visit http://support.microsoft.com/international.aspx. Phone numbers for Microsoft subsidiaries are subject to change. If there is not a Microsoft support subsidiary in your country or region, please contact the establishment from which you obtained your Microsoft product.

* Connection charges may apply

Additional Support Options

Microsoft Certified Support Centers   Our Microsoft Certified Support Centers are selected for their ability to provide high-quality support and a full range of support services for organizations using Microsoft products in all kinds of environments. Certified Support Centers provide the highest-quality service for both Microsoft products and a wide range of third-party products to ensure a cohesive, high-performance business solution.

For more information, see http://support.microsoft.com.

System requirements

To install and use Microsoft Office 2003 Proofing Tools, you need:

Any language version of a Microsoft Office 2003 suite or individual program that supports Office 2003 Proofing Tools.

For each language, except East Asian languages, approximately 20 megabytes (MB) of available hard disk space, in addition to the hard disk space used by your Office program or programs.

For each East Asian language, approximately 240 MB of available hard disk space, in addition to the hard disk space used by your Office program or programs. This additional disk space requirement is for the fonts, Input Method Editors (IMEs), and other tools designed specifically for East Asian languages.

All other system requirements are the same as for the Office 2003 program or programs that you're using.

Note The hard-disk space requirement also varies according to the Office 2003 Proofing Tools components you choose to install. In addition, if you choose to install components on first use instead of all at once, the hard disk space requirement is typically smaller, depending on which components you use.

Install Office Proofing Tools

When you install Microsoft Office 2003 Proofing Tools, the proofing tools — for example, dictionaries and thesauri— are added to each of your Microsoft Office 2003 programs. You do not start Office 2003 Proofing Tools as a separate program; instead, new tools for working in various languages appear as dialog box options or menu commands in your Office programs.

Insert the Microsoft Office 2003 Proofing Tools CD-ROM into your CD-ROM drive.

After a moment, the Microsoft Office 2003 Proofing Tools Setup Wizard appears. Follow the instructions in the setup wizard to install Office 2003 Proofing Tools.

If the wizard doesn't appear, do the following:

1. On the Microsoft Windows **Start** menu, click **Run**.

2. In the **Open** box, type the letter of your CD-ROM drive, followed by a colon and a backslash, followed by **ptksetup.exe**.

   For example, if your CD-ROM drive is D, type **d:\ptksetup.exe**.

3. Click **OK**.

Install system support for one or more languages

Microsoft Office 2003 and Microsoft Office 2003 Proofing Tools install many of the files you need to proof text in other languages. However, if you use a language version of Microsoft Windows 2000 or Windows XP that doesn't match the language you want to work in, you might need to install additional system support for that language.

▸ Install system support for one or more languages in Windows XP

▸ Install system support for one or more languages in Windows 2000

Enable editing for one or more languages

When you enable editing for a language, special features for working in that language become available in Microsoft Office 2003 programs. For example, if you install the English version of Office and enable editing for Japanese, commands for formatting Japanese text appear on the **Format** menu in Microsoft Office programs such as Microsoft Office Word 2003, Microsoft Office PowerPoint 2003, and Microsoft Office Excel 2003— and in other places throughout the programs— just as they appear in the Japanese versions of those programs.

1. Close all open Office programs.

2. On the Microsoft Windows **Start** menu, do one of the following:

   - In Windows XP, point to **All Programs**, point to **Microsoft Office**, point to **Microsoft Office Tools**, and then click **Microsoft Office 2003 Language Settings**.

   - In Windows 2000, point to **Programs**, point to **Microsoft Office Tools**, and then click **Microsoft Office 2003 Language Settings**.

3. On the **Enabled Languages** tab, under **Available Languages**, click the language you want to enable, and then click **Add**.

4. Repeat step 3 for each language you want to enable editing for.

Note After you enable editing for a language, you may need to install system support and the correct keyboard layout for that language.

Install fonts that support multiple languages

In most cases, Microsoft Office 2003 Setup automatically installs or updates the fonts that support different languages, but in some cases — such as Arial Unicode MS— you may need to install them yourself.

Note If you are using Microsoft Windows XP, Arial Unicode MS, the universal font for Unicode, is automatically installed.

In addition, when you enable editing for East Asian, right-to-left, or complex script languages, one or two fonts will be installed per language. Installing Microsoft Office 2003 Proofing Tools sometimes adds an additional font for each East Asian, right-to-left, or complex script language already enabled for editing.

▸ Install additional Office fonts on Windows XP

▸ Install Arial Unicode MS and additional Office fonts on Windows 2000

▸ Install additional Office Proofing Tools fonts on Windows XP

▸ Install additional Office Proofing Tools fonts on Windows 2000

Install and display an Input Method Editor (IME)

By using an Input Method Editor (IME), you can enter East Asian text in Microsoft Office documents. An IME converts your keystrokes into East Asian characters. You can then review the results of the conversion and, if correct, insert the converted text into a document. Microsoft Office 2003 Proofing Tools includes IMEs for Simplified Chinese, Traditional Chinese, Japanese, and Korean.

▸ Install an IME on Microsoft Windows XP

▸ Install an IME on Microsoft Windows 2000

▸ Display an IME

Use a keyboard layout for a specific language

You can use specialized keyboard layouts to type text in specific languages. If you have more than one keyboard layout installed, you can switch between them.

▸ Install keyboard layouts for specific languages in Windows XP

▸ Install keyboard layouts for specific languages in Windows 2000

▸ Switch keyboard layouts

Note To type East Asian text, you must use an Input Method Editor (IME) instead of a traditional keyboard.

About basic proofing tasks

Your language version of Microsoft Office 2003 or an Office 2003 program may already include tools for proofing text and performing other proofing-related tasks for text in several languages. For example, the English version of Office includes proofing tools for English, French, and Spanish. When you install Microsoft Office 2003 Proofing Tools, you can perform these tasks in many other languages.

Office Proofing Tools provides tools for working in:

East Asian languages— for example, Simplified Chinese, Traditional Chinese, Japanese, and Korean

European languages— for example, French, German, Italian, and Portuguese

Indic languages— for example, Gujarati, Hindi, Kannada, Punjabi, and Tamil

Right-to-left languages— for example, Arabic, Hebrew, Farsi, and Urdu

South Asian languages— for example, Thai and Vietnamese

The proofing tools include spelling checkers, grammar and style checkers, thesauri, hyphenation, AutoCorrect and AutoSummarize support, and translation dictionaries. Note that some of these tools may not be available, depending on the Office program you are using and the language you are working in.

About checking spelling

After you install Microsoft Office 2003 Proofing Tools, you can check the spelling of text in different languages the same way you check the spelling of text in your language. However, in some Microsoft Office 2003 programs, you must first select the spelling dictionary for the language in which you want to check spelling. For information about changing the spelling dictionary and checking the spelling of text in a different language by using an Office program, see Help for that program.

Note The spelling checker may not be available, depending on the Office program and language you are working in.

In Microsoft Office Word 2003, you can allow Word to select the correct language dictionary automatically, so that you can check the spelling of text as you type. To do so, do the following:

1. Enable editing for the language.

2. Turn on automatic language detection.

3. Make sure the correct language dictionary is installed.

▸ Tip

About checking grammar and writing style

In Microsoft Office Word 2003, you can check the grammar and writing style of text in a document according to the rules of a different language. You can do so all at once or automatically as you type.

Before you can check the grammar and writing style of text automatically as you type, you must do the following:

1. Enable editing for the language.

2. Turn on automatic language detection.

For information about checking grammar and setting the writing style in Word, see Word Help.

In addition to checking grammar and writing style by using Word, you can check the grammar of Japanese text by using Microsoft Office PowerPoint 2003.

About AutoCorrect

By using AutoCorrect in a Microsoft Office 2003 program, you can quickly correct common typos, misspelled words, grammatical errors, and incorrect capitalization in a document. After you install Microsoft Office 2003 Proofing Tools, you can automatically correct text in several other languages the same way you correct text in your language.

To use AutoCorrect for a specific language in Microsoft Office Word 2003, do the following:

1. Enable editing for the language.

2. Turn on automatic language detection.

For other programs, AutoCorrect follows the language property of the keyboard that you're using, so be sure to install and switch to the keyboard layout for the language that you want to type in.

For information about using AutoCorrect and customizing AutoCorrect lists for an Office program, see Help for that program.

About hyphenation

You can use the hyphenation feature in Microsoft Office Word 2003 and Microsoft Office Publisher 2003 to give your documents a polished and professional look. For example, hyphenation helps eliminate gaps in justified text. It also helps maintain even line lengths in narrow columns. You can hyphenate text in a document all at once or automatically as you type.

After you install Microsoft Office 2003 Proofing Tools, you can hyphenate text in most languages. First you need to enable editing for the language you want to work in. If you want to automatically detect the language and hyphenate text as you type, you also need to turn on automatic language detection. For information about hyphenating text automatically, see Word or Publisher Help.

About thesauri

Microsoft Office 2003 Proofing Tools provides thesauri that you can use to find synonyms and antonyms for words in a number of different languages. Depending on the language you are working in, a thesaurus may be available in the following programs: Microsoft Office Excel 2003, Microsoft Office OneNote 2003, Microsoft Office PowerPoint 2003, Microsoft Office Publisher 2003, and Microsoft Office Word 2003. Those programs provide support for both the thesauri included with Office 2003 Proofing Tools and thesaurus services on the Internet.

To use a thesaurus for another language, first enable editing for the language. Then type text in the language you want to work in, and look up words in the thesaurus as usual. In Office Word 2003, you can additionally turn on automatic language detection, which allows the program to detect the language automatically as you type.

For information about finding synonyms or antonyms by using a specific Office 2003 program, see Help for that program.

About translating text

Microsoft Office 2003 Proofing Tools provides translation dictionaries for several languages. You can use these dictionaries to look up text in the dictionary of a different language or to translate text from one language to another.

Depending on the language you are working in, the translation dictionaries may be available in the following programs: Microsoft Office Excel 2003, Microsoft Office OneNote 2003, Microsoft Office PowerPoint 2003, Microsoft Office Publisher 2003, and Microsoft Office Word 2003. Those programs provide support for both the translation dictionaries included with Office 2003 Proofing Tools and translation services on the Internet.

For information about translating text by using a specific Office 2003 program, see Help for that program.

About AutoSummarize

AutoSummarize identifies the key points in a Microsoft Office Word 2003 document so that you or other readers can quickly scan the information in the document. It does so by analyzing the document and assigning a score to each sentence. Sentences that contain significant words used frequently in the document, or phrases that indicate that the sentence has importance, are given a higher score. You then choose a percentage of the highest-scoring sentences to display in the summary. AutoSummarize works best on well-structured documents such as reports, articles, and scientific papers.

After you install Microsoft Office 2003 Proofing Tools, you can summarize documents in a different language the same way you do in your language, if you have enabled editing for the language. If a document contains text in more than one language, AutoSummarize generates a summary in the language used most frequently in the document.

For information about automatically summarizing a document, see Word Help.

Note AutoSummarize may not be available, depending on the language you are working in.

Turn automatic language detection on or off

Microsoft Office Word 2003 can automatically detect the language of text and use the appropriate spelling and grammar dictionaries, punctuation rules, sequencing, consistency, and sorting conventions for that language. This provides a convenient way to perform certain tasks, such as checking spelling and grammar, automatically as you type.

For a list of languages that Word 2003 can automatically detect, see Word Help.

1. Enable editing for the language.

2. In Word, point to **Language** on the **Tools** menu, and then click **Set Language**.

3. Select or clear the **Detect language automatically** check box.

   If you turn on automatic language detection, the status bar indicates the language of the text that the insertion point is positioned in.

▸ Tips

Turn the word breaker on or off

Although Simplified Chinese, Traditional Chinese, Japanese, and Korean do not use blank spaces to delineate words, you may want to select words when working in these languages. For this reason, Microsoft Office 2003 Proofing Tools includes a word breaker for these languages. When you turn on the word breaker, it separates continuous characters into "words" that you can select by dragging or by double-clicking them. The word breaker is available in Microsoft Office PowerPoint 2003, Microsoft Office Publisher 2003, and Microsoft Office Word 2003.

1. On the **Tools** menu, click **Options**.

2. Click the **Edit** tab.

3. Select or clear the **When selecting, automatically select entire word** check box.

Change the direction of vertical text

By using Microsoft Office PowerPoint 2003, Microsoft Office Publisher 2003, and Microsoft Office Word 2003, you can change the direction of Simplified Chinese, Traditional Chinese, Japanese, and Korean text in the main text area of a document.

1. If you are using PowerPoint or Publisher, add the text direction button to a toolbar if you haven't yet done so.

   ▸ How?

2. Select the text.

3. Do one of the following:

   - In PowerPoint, click **Change Text Direction** [ ] on the toolbar you added the button to.

   - In Publisher, click **Text Direction** [ ] on the toolbar you added the button to.

   - In Word, click **Text Direction** on the **Format** menu.

Check the sequence of Indic or South Asian text

If you install the proofing tools for the appropriate Indic or South Asian language, you can automatically check the sequence of text in that language by using Microsoft Office Word 2003.

1. In Word, click **Options** on the **Tools** menu.

2. Click the **Complex Scripts** tab.

3. Select the **Use sequence checking** check box.

4. If you want Word to replace text for you while checking the sequence of text, select the **Type and replace** check box.

Automatically detect variations of a language in Word

On its own, automatic language detection can detect whole languages at one time, not individual variations of a language. However, if you tend to use different variations of a particular language, such as British English and U.S. English, and you want to be able to detect them both, try the following:

1. Enable editing for the variation of the language that you use most often.

    For example, if you use U.S. English more than British English, enable English (U.S.) for editing. This tells the program to use U.S. English when it is distinguishing between English and other languages.

2. By using the Control Panel, install the appropriate keyboard for the lesser-used variation of the language. You should now have two keyboards available, and you can switch between them using the keyboard layout indicator on the **Language** bar or Windows taskbar (at the lower right of the screen).

3. In Microsoft Office Word 2003, type your text as usual. When you are ready to type in the alternate variation of that language, use the keyboard layout indicator on the **Language** bar or Windows taskbar to switch to a different keyboard layout, and then continue typing.

    For example, type your text using the English (U.S.) keyboard layout, but when you are ready to type in British English, switch the keyboard layout to English (United Kingdom) by using the keyboard layout indicator on the **Language** bar or Windows taskbar.

About working with Arabic text

In addition to proofing tools such as the spelling checker and grammar and style checker, Microsoft Office 2003 Proofing Tools provides tools designed specifically for working with Arabic text in Microsoft Office 2003 programs.

Text direction

When working with Arabic text or text in any right-to-left language, you can change the direction of text, paragraphs, cells, and page layouts by using the left-to-right and right-to-left options on the **Format** menu. For text, paragraphs, cells, and page layouts that are primarily in Arabic, use a right-to-left setting; otherwise the text will not be laid out as expected. This setting is different from the right-aligned setting for other languages, such as English.

Note The right-to-left options are available on the **Format** menu only if you enable editing of one or more right-to-left languages.

For more information about formatting right-to-left text, such as setting the direction of sections and tables, by using a specific Office program, see Help for that program.

Arabic text translation

Office Proofing Tools includes translation dictionaries that enable you to translate Arabic text in an Office document into English, or vice-versa.

▸ Translate text

About working with Hebrew text

In addition to proofing tools such as the spelling checker, Microsoft Office 2003 Proofing Tools provides tools designed specifically for working with Hebrew text in Microsoft Office 2003 programs.

Text direction

When working with Hebrew text or text in any right-to-left language, you can change the direction of text, paragraphs, cells, and page layouts by using the left-to-right and right-to-left options on the **Format** menu. For text, paragraphs, cells, and page layouts that are primarily in Hebrew, use a right-to-left setting; otherwise the text will not be laid out as expected. This setting is different from the right-aligned setting for other languages, such as English.

Note The right-to-left options are available on the **Format** menu only if you enable editing of one or more right-to-left languages.

For more information about formatting right-to-left text, such as setting the direction of sections and tables, by using a specific Office program, see Help for that program.

Hebrew text translation

Office Proofing Tools includes translation dictionaries that enable you to translate Hebrew text in an Office document into English, or vice-versa.

▸ Translate text

About working with Japanese text

In addition to proofing tools such as the grammar and style checker and AutoCorrect list, Microsoft Office 2003 Proofing Tools provides tools designed specifically for working with Japanese text in Microsoft Office 2003 programs.

Japanese Input Method Editor (IME)

By using the Japanese Input Method Editor (IME), which is available on the **Language** bar, you can enter Japanese text phonetically, in a variety of character types, in Office documents. You can also specify how you want to enter that text.

▸ Enter Japanese text

For more information about using the Japanese IME, see Help for that IME.

Japanese Consistency Checker

By using the Japanese Consistency Checker, you can identify instances in a document where different characters are used for words with the same meaning. You can then make sure you use characters consistently by selecting the appropriate characters from the suggested revisions. The consistency checker is available only in Microsoft Office Word 2003.

▸ Identify and change inconsistencies

About working with Korean text

In addition to proofing tools such as the spelling checker and grammar and style checker, Microsoft Office 2003 Proofing Tools provides tools designed specifically for working with Korean text in Microsoft Office 2003 programs.

Korean Input Method Editor (IME)

By using the Korean Input Method Editor (IME), which is available on the **Language** bar, you can enter Korean text in Office documents. You can also specify how you want to enter that text.

▸ Enter Korean text

▸ Tip

For more information about using the Korean IME, see Help for that IME.

Hangul Hanja converter

By using the Hangul Hanja converter, you can convert text in a document from Hangul to Hanja or from Hanja to Hangul. The converter is available in Microsoft Office PowerPoint 2003, Microsoft Office Publisher 2003, and Microsoft Office Word 2003.

▸ Convert Hangul to Hanja or Hanja to Hangul

▸ Select Hangul and Hanja conversion options

▸ Tip

Hanja dictionary

By using the Hanja dictionary, you can view detailed information, such as the pronunciation, meaning, and the number of strokes for Hanja in a document. The dictionary is available in Microsoft Office PowerPoint 2003, Microsoft Office Publisher 2003, and Microsoft Office Word 2003.

▸ Find Hanja in the Hanja dictionary

▸ Tip

About working with Simplified Chinese text

In addition to proofing tools such as the grammar and style checker and AutoCorrect list, Microsoft Office 2003 Proofing Tools provides tools designed specifically for working with Simplified Chinese text.

Simplified Chinese Input Method Editor (IME)

By using the Simplified Chinese Input Method Editor (IME), which is available on the **Language** bar, you can enter Simplified Chinese text in Office documents. You can also specify how you want to enter that text.

▸ Enter Simplified Chinese text

For more information about using the Simplified Chinese IME, see Help for that IME.

Text converter

By using the text converter tool, you can convert text from Simplified Chinese to Traditional Chinese or from Traditional Chinese to Simplified Chinese. This tool is available only in Microsoft Office Word 2003.

▸ Convert text

About working with Traditional Chinese text

In addition to proofing tools such as the grammar and style checker and AutoCorrect list, Microsoft Office 2003 Proofing Tools provides tools designed specifically for working with Traditional Chinese text.

Traditional Chinese Input Method Editor (IME)

By using the Traditional Chinese Input Method Editor (IME), which is available on the **Language** bar, you can enter Traditional Chinese text in Office documents. You can also specify how you want to enter that text.

▸ Enter Traditional Chinese text

For more information about using the Traditional Chinese IME, see Help for that IME.

Text converter

By using the text converter tool, you can convert text from Traditional Chinese to Simplified Chinese or from Simplified Chinese to Traditional Chinese. This tool is available only in Microsoft Office Word 2003.

‣ Convert text

Troubleshoot setup

▸ I completed the setup wizard, but I don't see Office Proofing Tools in the list of programs on the Start menu

Troubleshoot fonts

▸ Word displays fonts incorrectly.

▸ I do not see some fonts in the **Font** list.

Troubleshoot printing

▸ I'm having trouble printing in some languages.

Troubleshoot spelling and grammar checkers

▸ The Microsoft Office 2003 program I am working in doesn't automatically check the spelling of text.

▸ I don't want to check the spelling or grammar of some text.

▸ I want to change the language for checking spelling in an Office 2003 program.