

Hilfe 1 Setting up Word for German

- Always follow these **three steps** when you type German.

Step 1 Set Language

Select **Tools** then **Set Language**.

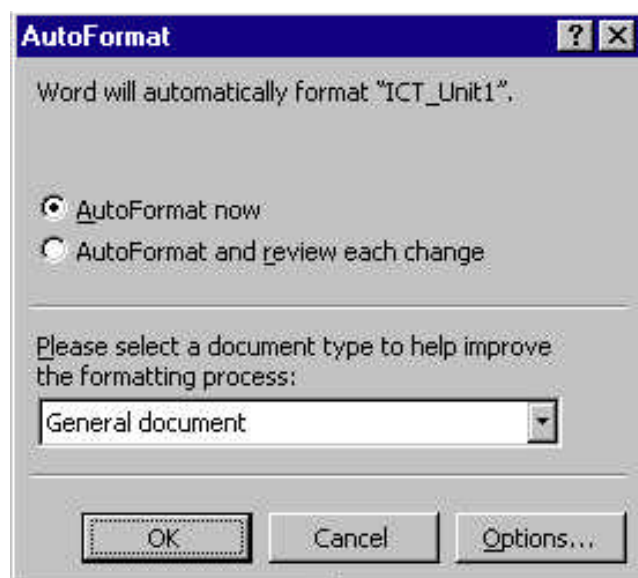
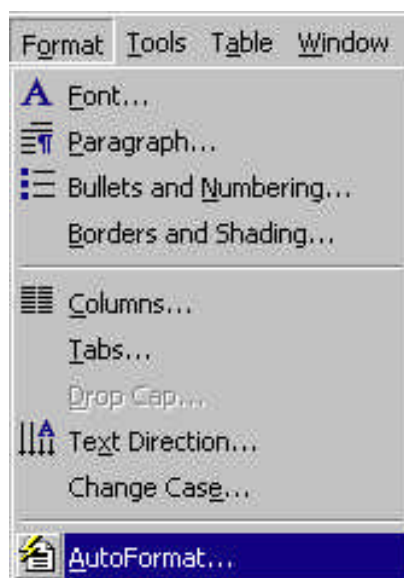


Wind down the slider bar to **German (Standard)** then select **OK**.



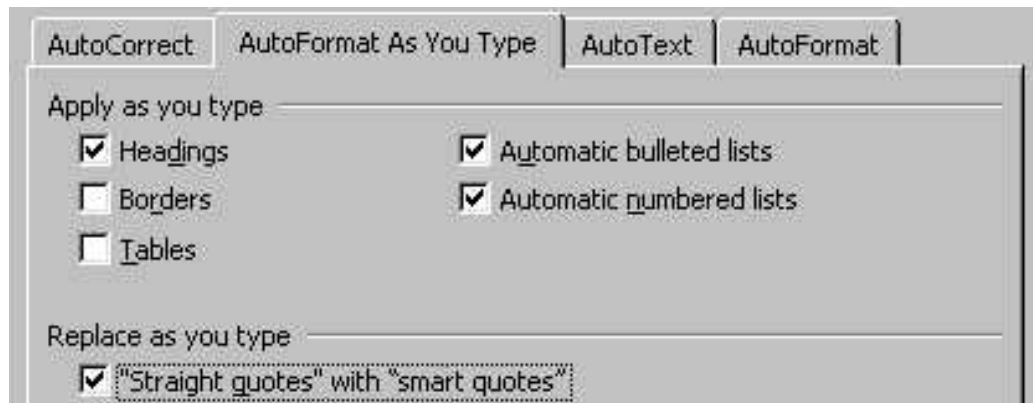
Step 2 Set Smart Quotes

Select **Format**, then **AutoFormat**, then **Options**.



Select **AutoFormat As You Type**.

Make sure the "**Straight quotes**" with "smart quotes" box is ticked.



If not, click the empty box, then select **OK**.

Step 3 Enable Special Characters

Make sure **NUM LOCK** is on.

The NUM LOCK light is above the **numeric keypad**.

If it is off, press and release the NUM LOCK key.

Hold down ALT, type a **code** then **release ALT**.

The ALT key is on the **left** of the **space bar**.



The numeric keypad

Type on the **numeric keypad** **0223** to get **ß**

Type **0196** to get **Ä** and **0228** to get **ä**

Type **0214** to get **Ö** and **0246** to get **ö**

Type **0220** to get **Ü** and **0252** to get **ü**

- If you **always** follow these **three steps**, you will not only avoid the wavy red and green underlines. The computer will also display your smart quotes (‘, ’, “, ”), Eszett (**ß**) and umlauted vowels (**ÄäÖöÜü**) correctly.
- If you need **authentic German handwriting styles**, then change the font to **LA EI** for *Lateinische Ausgangsschrift*, **SAS** for *Schulausgangsschrift* and **VA Pe** for *Vereinfachte Ausgangsschrift*.