

Readability Tools in Microsoft Office

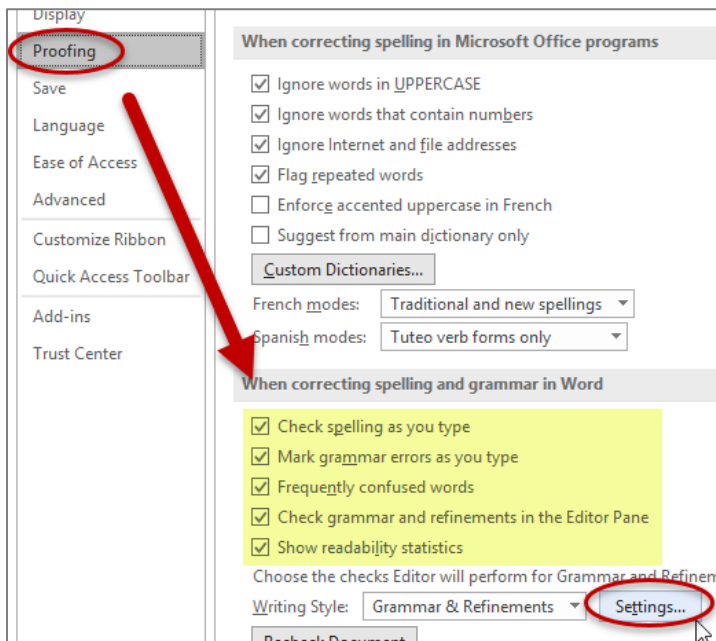
Microsoft Word

Word has added new tools that will help you automatically find and correct language that is ineffective. These tools are off by default, so here is how to activate them.

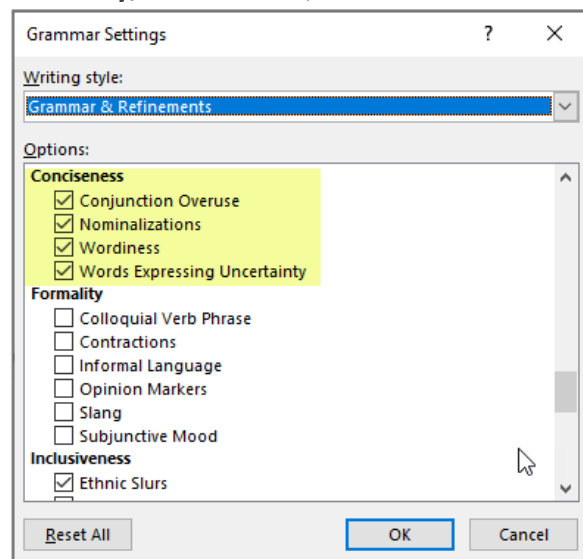
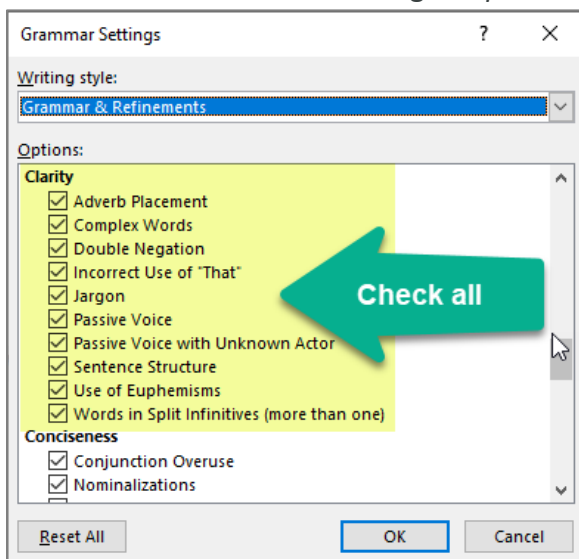
1. In Word, click **File** in the upper left corner and then select **Options** at the bottom of the left side list.



2. In the left navigation of the Word **Options** box, choose **Proofing**, select all the options under **When correcting spelling and grammar in Word**, then click the **Settings** box next to **Grammar & Refinements**.

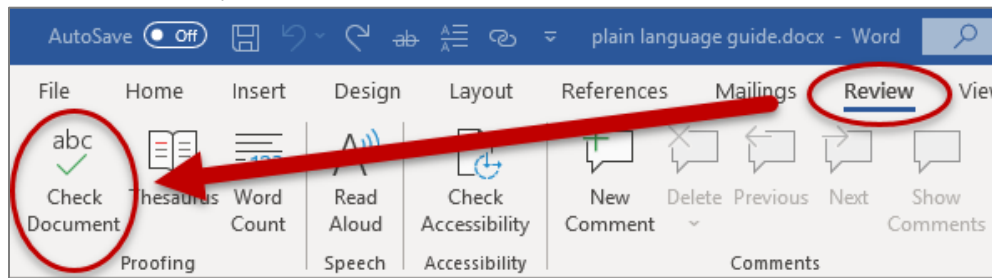


3. In the **Grammar Settings** box, scroll down to the **Clarity** heading and select any options you want Word to check. I recommend selecting *all options* under **Clarity**, **Conciseness**, **Inclusiveness** and **Vocabulary**.



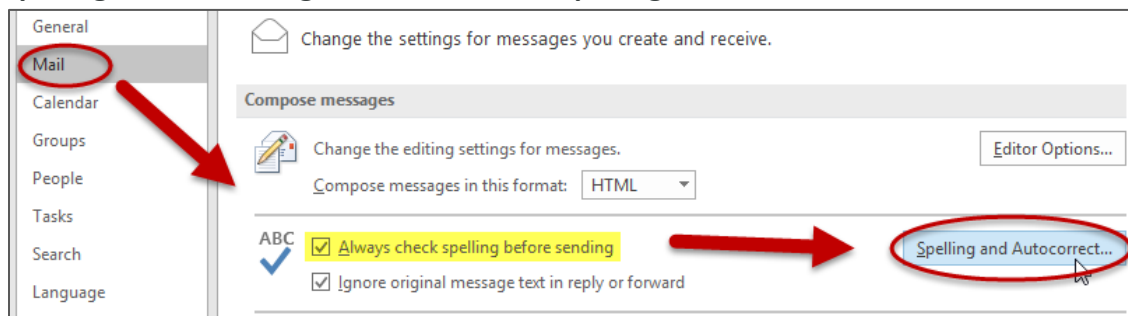
4. Click **OK**.

- To run the check, click the **Review** tab then **Check Document**.

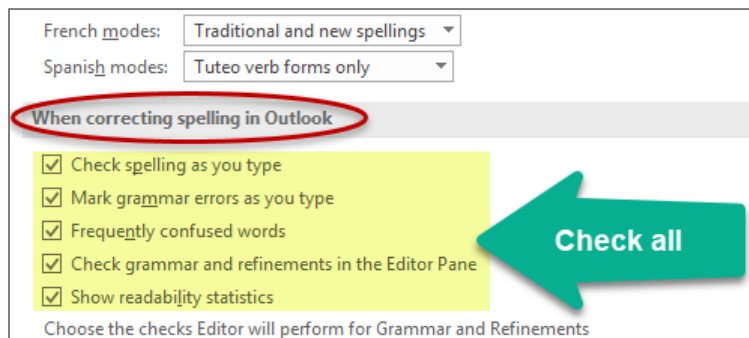


Microsoft Outlook:

- Go to the Outlook **Options** Menu as shown in step one above.
- In the left navigation of the Outlook **Options** box choose **Mail**. Check the box next to **Always check spelling before sending** and then click the **Spelling and Autocorrect** box.



- In the **Proofing** tab of the **Editor Options** box select all the options listed under the **When correcting spelling in Outlook** heading.



- Click **OK**.

Other Web Based Tools:

- [Hemingway App](#) – Tests for clear writing, style, complexity, and passive voice (recommended)
- [Grammarly](#) – Grammar checker that you can add to Word, Outlook or Google Chrome
- [Readable](#)
- [Yoast SEO](#) plugin in WordPress
- When using any of the above tools, look for the **Readability grade level** or **Flesch-Kincaid Grade Level**. For the most important information, aim for a grade level of 7-8th grade (or a reading ease score of 60 or higher.) For other content you can write at a 9-12th grade level but avoid writing above a 12th grade level. (Note that readability grade levels do not correspond to actual grade levels, age, or intelligence.)