Microsoft Word: Readability

Turn It On

On Windows:
1. In Word, click on the File tab, and choose Options
2. Once you're in the Options window, select the Proofing tab
3. Check the boxes that say "Check grammar with spelling" and "Show readability statistics" in the Proofing Tab
4. Click OK when you're done

On Mac:
1. Open Word
2. Click on the menu bar item that says Word (next to the Apple logo on the upper left side)
3. Click on Preferences
4. Click on Spelling and Grammar
5. Under Grammar, make sure to check the "show readability statistics" box
6. Click the X to close the tab

Use It!

On Windows:
1. Click on the keyboard F7 to start the "Spelling and Grammar" check. Then select "Show readability statistics"
2. Alternatively, go to the "Review" Ribbon and click on Spelling & Grammar
3. Once Spellcheck completes, your readability statistics will pop up

On Mac:
1. Click on "Tools" in the top menu bar
2. Then choose "Spelling and Grammar," then "Editor"
3. After that, click on the "Documents stats" in the Insights section on the bottom right of your page.

Understanding Readability Score

There are 2 other scores to review if you want to improve your readability:
• Flesch Reading Ease
• Flesch Kincaid Grade Level
These scores are based on the average sentence length and average syllables per word.

We want to aim between grade 8 and grade 6 (Reading Ease: 60-90).
• Scores from 0–60 are challenging to read.
• Scores from 60–80 are more or less easy to read and are in plain English (with no technical jargon)