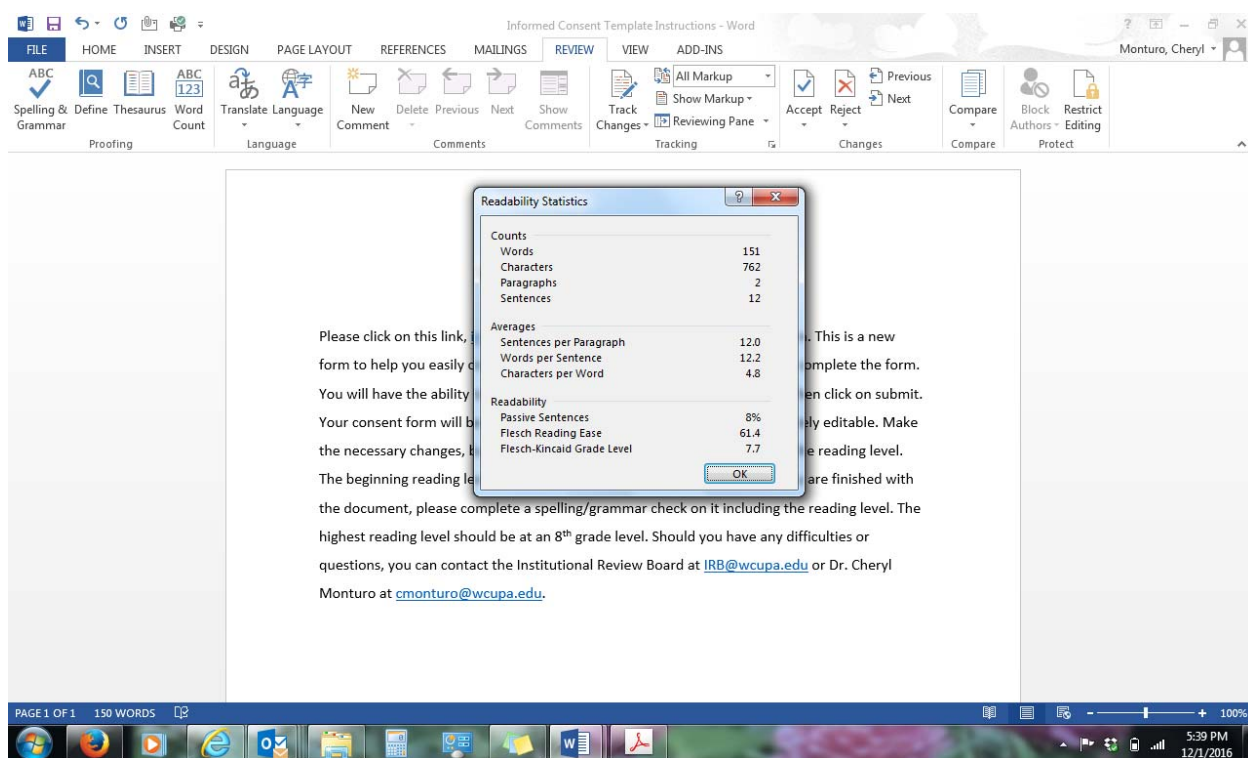


## Directions to Set up Reading Level in the Spelling/Grammar Check in Word

1. In Word, open a file.
2. Click on File, then options.
3. Then click on Proofing in the left column.
4. When this window opens, go to the section that says “grammar” and click the last box saying “show readability statistics”
5. Then return to the document.
6. When you want to check the readability statistics of a document, go to Review, Check Spelling and Grammar and you’ll see the normal check for spelling and grammar go through your document. If you’re checking a section of a document it may ask you if you want to check the rest of the document; say no. Then a window will pop up and you’ll see readability statistics. The important one is the “Flesch Kincaid Grade Level”. You can see that this is a 7.7 grade level.



The screenshot shows the Microsoft Word interface with the Readability Statistics dialog box open. The dialog box contains the following data:

Counts	
Words	151
Characters	762
Paragraphs	2
Sentences	12

Averages	
Sentences per Paragraph	12.0
Words per Sentence	12.2
Characters per Word	4.8

Readability	
Passive Sentences	8%
Flesch Reading Ease	61.4
Flesch-Kincaid Grade Level	7.7

The background document text is partially visible, showing a consent form with instructions to complete the form and contact the Institutional Review Board at [IRB@wcupa.edu](mailto:IRB@wcupa.edu) or Dr. Cheryl Monturo at [cmonturo@wcupa.edu](mailto:cmonturo@wcupa.edu).