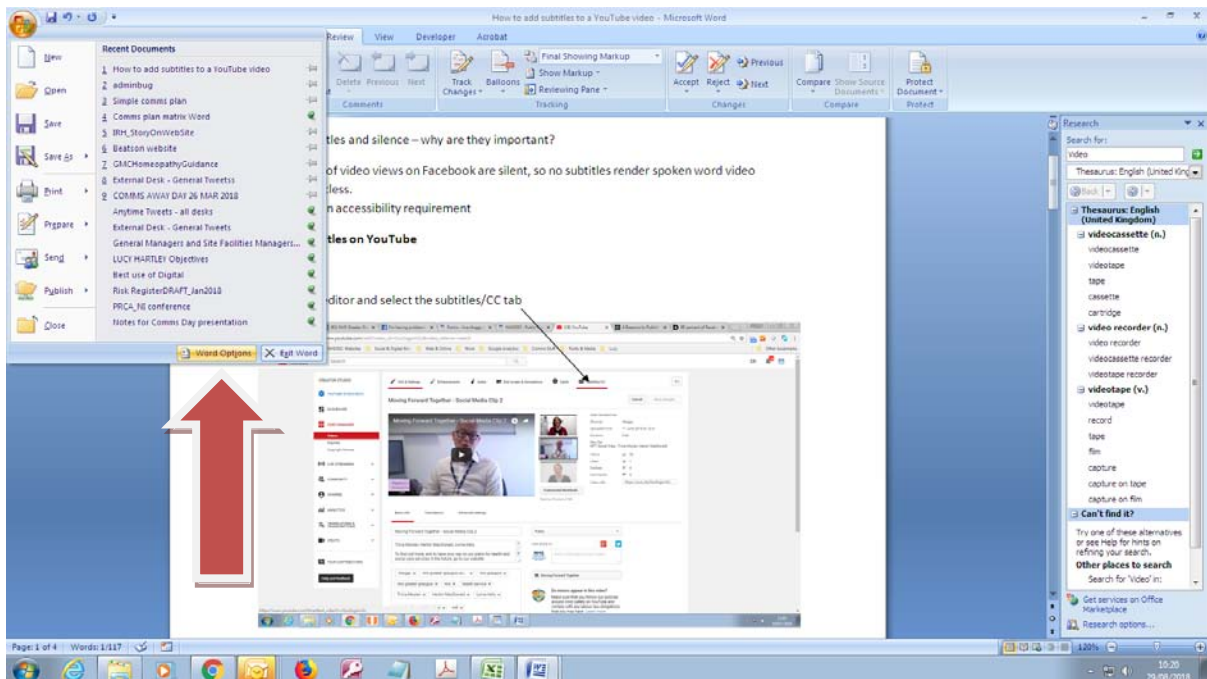
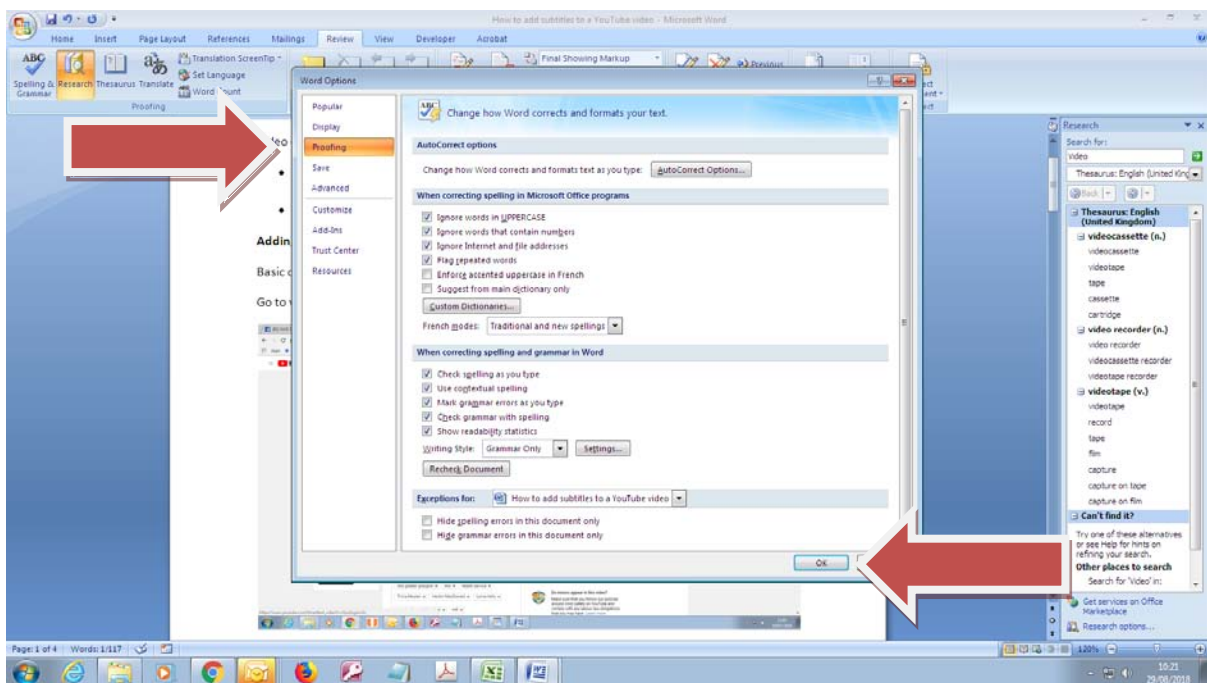


How to check readability in Word

In Word go to Word Options (Home button>Word options as below)



Select Proofing and tick boxes for “Check grammar with proofing” and “Show readability statistics”. Click OK.



When you spell check your text, Word will now run a ‘readability’ report at the end. You are looking for a score of 60% or higher. Lower numbers = more difficulty for our readers.

The online tool Hemingway <http://hemingwayapp.com/> will show you how to improve the readability score.