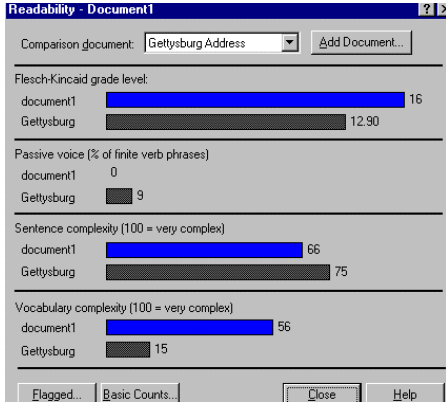


Determining Readability Using WordPerfect

WordPerfect documents can be analyzed for their readability by using WordPerfect's Grammatik tool. Readability refers to the skill level (i.e. U.S educational levels 1-16) required for the reader to understand the text. For example, a score of 8.0 means that an eighth-grader can understand the document.

Grammatik analyzes the readability of a document by comparing the text with a comparison document. You can choose from one of three Grammatik comparison documents, or you can add a custom comparison document if you have a document whose reading level you wish to match.

How to View the Readability of WordPerfect Text	
Step:	Action:
1.	Click Tools, Grammatik.
2.	Click Options, Analysis, Readability.
3.	<p>Choose a comparison document from the Comparison Document list box.</p> <p>The following Readability statistics display:</p> 
To Get Additional Information About Text Readability	
1.	Click Flagged at the bottom of the screen to see potential writing rules violations in your document.
2.	Click Basic Counts to statistics on lengths of words, sentences, and paragraphs.
To Add a Custom Comparison Document	
1.	Open the document you want to use as a comparison document.
2.	Click Tools, Grammatik.
3.	<p>Click Options, Analysis, Readability, Add Document.</p> <p>Note: Grammatik lets you add only one custom comparison document at a time. If you add a second document, it overwrites the first custom comparison document.</p>

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