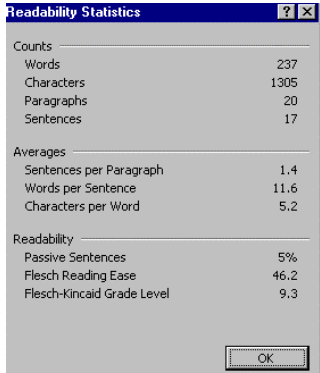


Determining Readability Using Word

Word documents can be analyzed for their readability by using Word's Spelling and Grammar 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.

How to View the Readability of Word Text	
Step:	Action:
1.	Click Tools, Options.
2.	Click Spelling and Grammar.
3.	Select Check grammar with spelling option; click OK.
4.	Select Show readability statistics ; click OK
5.	Click Spelling and Grammar on the Standard toolbar
6.	When Word finishes checking spelling and grammar, it displays information about the reading level of the document, including statistics on lengths of words, sentences, and paragraphs. 

Source: Word Help Topic: Displaying Readability Statistics