How to Measure the Grade Level of Your Document

To measure grade level, use the instrument built into your word processor.

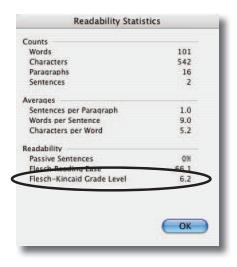
Caution: Grade level is just one aspect of readability. For a more complete evaluation, contact **Transcend**.

For Microsoft Word

- 1. Go to the Edit menu (the Word menu when using Mac OS X)
- 2. Click "Preferences..."
- 3. Click "Spelling and Grammar"
- 4. Click "Options"

MAC

5. Make sure "Check grammar with spelling" is checked, then check "show readability statistics"



6. Go to the "Tools" menu

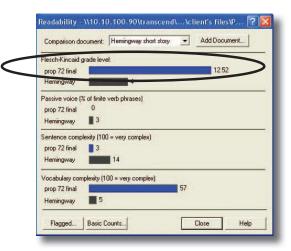
- Click "Spelling and Grammar..." and complete the spelling and grammar check
- 8. The instrument will evaluate your text, and give you a results window that looks like this:

Readability Statistics ? × Counts Words 1335 6865 Characters 86 Paragraphs Sentences 77 Averages Sentences per Paragraph 1.4 Words per Sentence 13.9 Characters per Word 4.8 Readability Passive Sentences 16% Flesch-Kincaid Grade Level OK

PC

For WordPerfect:

- 1. Go to the Tools menu
- 2. Click "Grammatik"
- 3. Click on the "Options" drop down menu
- 4. Select "analysis"
- 5. Select "readability"
- 6. The instrument will evaluate your text, and give you a results window that looks like this:



A Transcend Plain Language Tool www.transcend.net