

How to check reading level in a Word document:

- With the document open, highlight the section you want to check
- Look at the top of the window where the menu tabs are, and click Review
- Click the ABC Checkmark icon at the far left, in the Proofing section
- When the section has been checked a message will pop up:
 - Word has finished checking the selection. Do you want to continue checking the remainder of the document? YES NO HELP
- Click NO
- A box will pop up that gives statistics about the section that was checked
- The last item is the Flesch-Kincaid Reading Level
 - Flesch-Kincaid is shown as the school grade and month in that grade, so 4.4 would be 4th grade, 4th month (December of the typical school year, or about half-way through the year).
- Click OK to close the box

If Flesch-Kincaid Reading Level does not show up in your spell-check box, you might need to turn it on for your computer:

- Look at the top of the window where the menu tabs are, and click File
- In the left margin, click Options
- In the new window that pops up, click Proofing
- In the section called When Correcting Spelling and Grammar in Word, click the last box "Show readability statistics"
- Click OK to close the box
- Now Flesch-Kincaid should show every time you spell-check a selection in any Word document