

How to Measure the Grade Level of Your Document

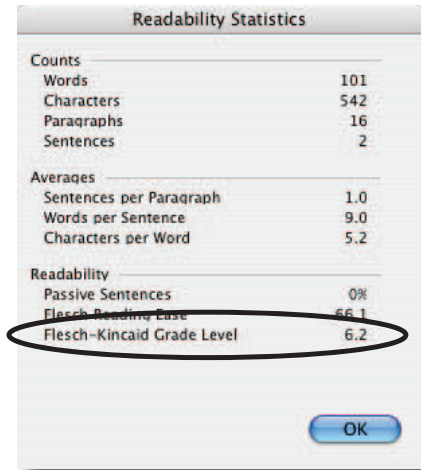
To measure grade level, use the instrument built into your word processor.

Caution: Grade level is just one aspect of readability. For a more complete evaluation, contact [Transcend](http://www.transcend.net).

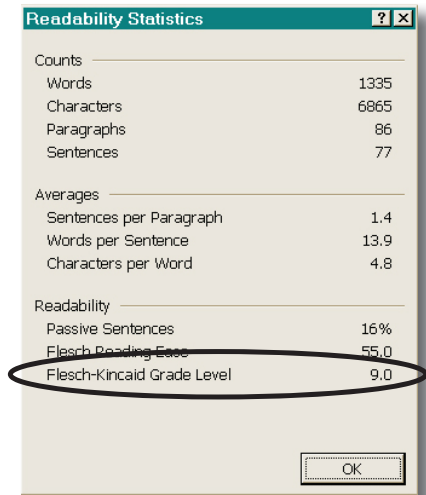
For Microsoft Word

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"
5. Make sure "Check grammar with spelling" is checked, then check "show readability statistics"
6. Go to the "Tools" menu
7. 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:

MAC

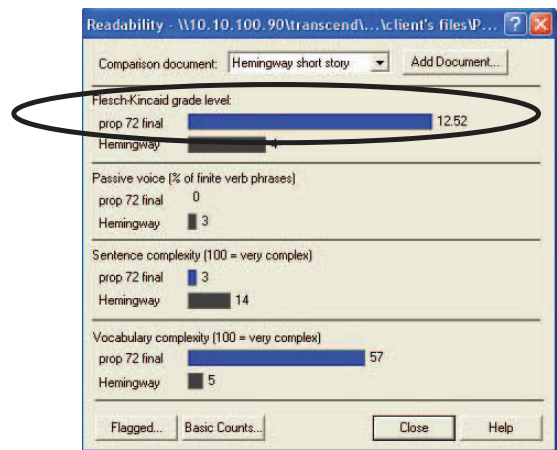


PC



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