TO ACTIVATE FLEISH-KINCAID READABILITY LEVEL IN MICROSOFT WORD

1. Click the **Microsoft Office Button** , and then click **Word Options**.

2. Click **Proofing**.

3. Make sure **Check grammar with spelling** is selected.

4. Under **When correcting grammar in Word**, select the **Show readability statistics** check box.

After you have written a document, go to the Review tab and select the "Spelling and Grammar" option to review the document. When the review is finished, a statistics box will appear containing the readability score and grade level.

More information on the Fleisch-Kincaid readability assessment can be found by searching for "Fleisch" in the Help section of Microsoft Word.