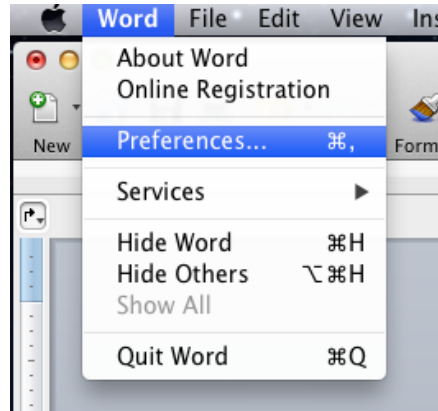


How to find the readability of your word document on a MAC with MS Word 2008.

1.) Open your word document

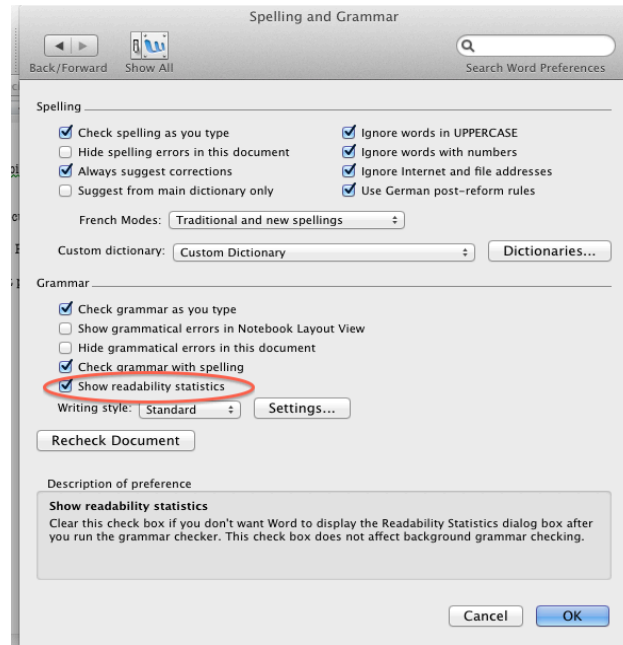
2.) Click **Word** -> Click **Preferences**



3.) In the window that pops up, click **Spelling and Grammar**



4.) In the window that pops up, check the box next to **“Show Readability Statistics”** in the Grammar section and click **Ok**.



5.) To determine your readability, run Spelling and Grammar check. Once that is complete, a window will pop up with the readability score of your document.

