

Assessing Flesch-Kincaid Readability **Using Microsoft Word 2013**

1. Open the Microsoft Word document for which you would like to assess readability.
2. Select "FILE" in the upper-left hand corner. Then, choose "Options". A box opens. Click on "Proofing" on the left hand side of this box. Make sure that check box, titled "Show readability statistics" is selected under "When correcting spelling and grammar in Word" header.
3. Highlight/Select the text which you would like to assess. For consent form purposes, aim for a 6th grade reading level.
4. Unless you know that your Microsoft Word is set for English (U.S.), then you should select "Review" on the top "Ribbon". Then, click on "Language" in the "Language" group and select "Set Proofing Language".
5. A dialog box will appear. Use the list provided in this box to assure that the appropriate language is highlighted. Usually, this is "English (U.S.)". Occasionally, studies are targeting a population using another language, or another type of English, such as U.K., Singapore, etc.
6. Once you have selected a language, make sure that the option within this box that reads, "Do not check spelling or grammar" is unchecked.
7. Next, click the "Ok" button at the bottom of this dialog box.
8. Now, select "Spelling and Grammar" icon visible in the "Proofing" group.
9. Microsoft Word will start guiding you through the Spelling and Grammar function. Use this chance to correct spelling/grammar errors that Word may have identified. (Use discretion. This function is not fool proof!)
10. Once Spelling and Grammar are complete, a dialog box will appear asking if you would like to continue checking the remainder of the document. Click "No."
11. Once you click "No", a box containing the readability statistics for the selected text will open.
12. The Flesch-Kincaid Grade Level is the last number listed under the Readability section in the dialog box.
13. Click "Ok" to exit Readability Statistics and to continue using this Word document.