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.

For Microsoft Word MAC 2008 and 2011

1. Go to the Word menu
2. Click "Preferences…"
3. Click "Spelling and Grammar"
4. Make sure "Check grammar with spelling" is checked, then check "show readability statistics"
5. Go to the "Tools" menu
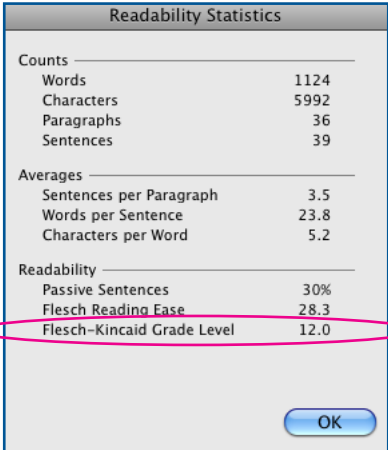6. Click "Spelling and Grammar…" and complete the spelling and grammar check*

For Microsoft Word PC 2003

1. Go to the Tools menu
2. Click "Options…"
3. Click "Spelling and Grammar" Tab
4. Make sure "Check grammar with spelling" is checked, then check "show readability statistics"
5. Go to the "Tools" menu
6. Click "Spelling and Grammar…" and complete the spelling and grammar check*

For Microsoft Word PC 2007

1. Click on the "Quick Access" menu icon
2. Click "Word Options" (bottom, right of menu)
3. Click "Proofing"
4. Make sure "Check grammar with spelling" is checked, then check "show readability statistics"
5. Go to the "Tools" menu
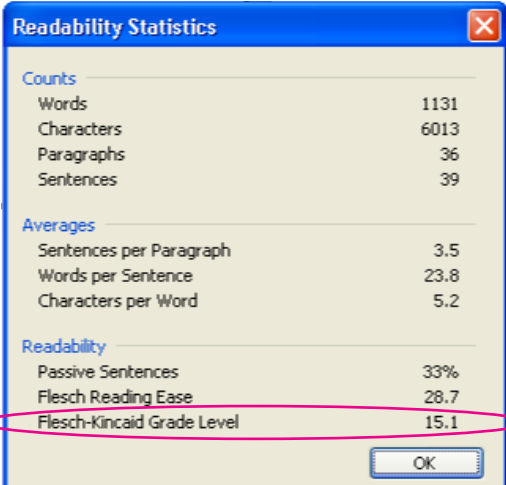6. Click "Spelling Check" in the "Quick Access" Toolbar and complete the spelling and grammar check*

MAC : The instrument will evaluate your text, and give you a results window that looks like this:

Note: If you get 12.0, the grade level may be higher. The instrument maxes out at 12.0 on the MAC.

PC : The instrument will evaluate your text, and give you a results window that looks like this:

* If you have followed the instructions above and the readability statistics window does not appear, make sure your Word document's language setting is set to English.

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