How to show readability statistics, including grade level of writing
Office 2010 version

Go to **File** in the upper left corner of the Word screen and click once to open it.

Slide down to the bottom of the list and click on **Options**.

Open the third choice down, “**Proofing**.”
In the fourth set of options from the top of that window, select “When correcting spelling and grammar in Word.” Checkmark all 5 boxes there, including “Show readability statistics.”

On the window that says “Writing Style,” select from the pull-down arrow Grammar & Style. Next to that, click the Settings window.
In the “Grammar Settings” window, set the first three questions to suit the style of writing your instructor or class has requested. In MLA style, you would put “never,” “inside” and “1.” In APA style, you would put “always,” “inside” and “2.”

Then, go down through the Grammar Settings section and checkmark all the boxes; IF you are permitted to use first person, then un-check that box. Leave the rest checkmarked.
Now you are ready to spell check your document. Open the Review tab at the top of your Word document (seventh one to the right) and click on "Spelling and Grammar."

In order for readability statistics to show up at the end of your essay, you must complete every step of spellcheck. If you quit early, it won’t show the final window with your results. Further, do not hit “Ignore” or “Ignore rule” if you expect to have Word show you your errors in passivity, spelling, grammar, and punctuation; that defeats the purpose of this exercise. Also, an important note: highlight the text you want to spell check, but exclude your page heading on page on and your Works Cited or References pages; these sections include incomplete sentences and will appear as fragments and hurt your score.

When you complete the spell and grammar check process, a window like this will display:

Because you are a college student, your goal should be to write at the college level, which is Flesch-Kincaid Grade Level 13.0 or higher. Further, your goal for percentage of Passive Sentences should be 0%. If your first score is down in the 5th or 6th grade level, now is your chance to improve your writing on your own.

In order to raise your grade level, increase the length and complexity of your sentences and vocabulary words, and eliminate all grammatical, spelling and usage errors. Increase the length of your words (“characters per word”) significantly in order to increase your vocabulary score, which will raise your grade level. A good goal is 8 sentences per paragraph, 18 or more words per sentence, and at least 6 characters per word (which is an average score). A perfect Reading Ease score would be 100%, which would reflect a paper that read as easily as melted butter, but would be nearly impossible to attain.
How to take a screenshot of your statistics and paste them on your paper

Now you are ready to take a screenshot of your Readability Statistics and paste them onto your rough draft. While your stats window is still open on your document, locate your mouse within the stats window by just hovering there within the window you want to take a picture of.

Now, while you are located in that stats window, hold down the **Alt** key and at the same time hit Print Screen (**PrintScr**). This copies the image of the window onto the clipboard.

Now, hit **OK** on your stats window, and the window will disappear because you have accepted its changes and noted its statistics. You have just taken a screenshot, or photo, of the computer screen.

Next, immediately (before doing anything else on the computer), scroll to the bottom of your paper, hit **Enter** at the end of the last sentence, and hit the **Center** alignment under **Paragraph** parameters.

Now, hit paste or **Control + V** (quick command for paste). The image or screenshot that you just took will paste onto your document.

If you need to change the size of your screenshot to save space, click on the bubble at the bottom right corner and push it over and up and to the left to make it smaller, or down and to the right to make it bigger.