1. **Set up your computer to check documents for spelling, grammar, and style (readability)**

Here are web tutorials you may find useful. Please let me know if you find better ones!

* [How to set up your computer to use MS Word's Spelling & Grammar checker](http://www.officetooltips.com/word/tips/viewing_document_and_readability_statistics.html)  (This is the tool I use.)
* [Choose Settings for Checking Grammar](http://www.officetooltips.com/word/tips/choose_settings_for_checking_grammar.html)
* [How to Measure the Grade Level of your Document using Mac.](https://champlain.instructure.com/courses/585492/files/42896045/download?wrap=1)

Here are several free online tools that offer readability statistics. Please let me know if you find better ones!

* <http://www.online-utility.org/english/readability_test_and_improve.jsp>
* <https://readability-score.com/>
* <http://www.thewriter.com/what-we-think/readability-checker/>

 If necessary, call Champ Support at 802-860-2710 for additional help in setting up your computer so that it offers you corrections  to spelling, grammar, and style (readability).