

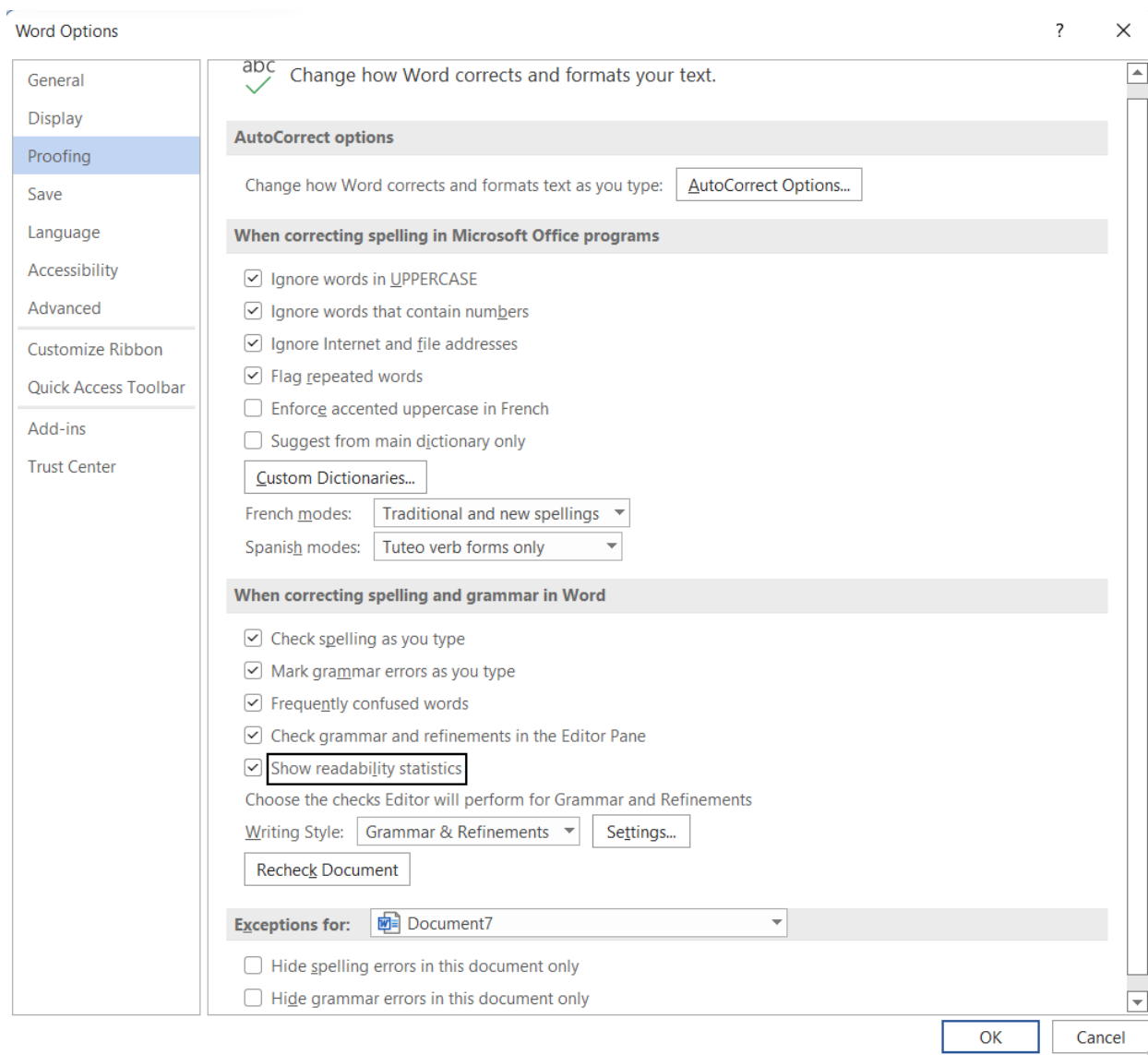


Using the Editor feature in Microsoft Word can help to elevate your writing to the next level. While traditional spellcheck will only catch basic spelling and grammar issues, Editor checks for clarity, passive voice, cliches, and more!

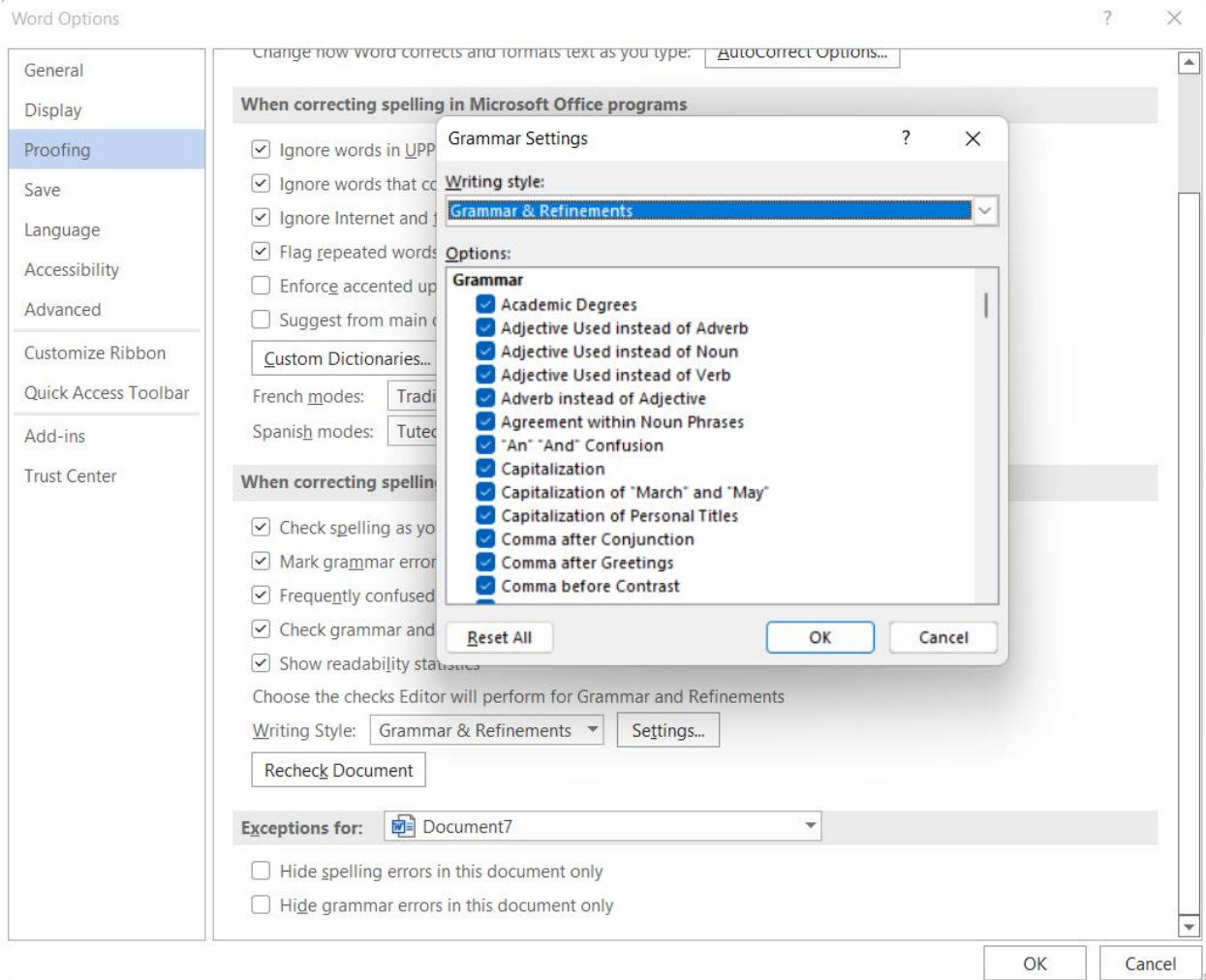
Note: The setup is a little different depending if you are working offline on a downloaded Word application, or if you are working online on your browser. Refer to either Option 1 (desktop/laptop application) or Option 2 (working online) for your preferred method of using Microsoft Word. Running the Editor is the same on both platforms.

Option 1: Setting up Editor on Microsoft Word for Desktop Application

1. Click on the **File** tab, scroll down to **Options** on the left-hand pane.
2. After the **Options** dialogue box opens up, select **Proofing**.
3. The options available on the **Proofing** tab allow you to choose how Editor interacts with your word document.
 - a. To mark issues in the text as you type, select **Check spelling as you type** and **Mark grammar errors as you type**.
 - b. To check for grammar and refinements, select **Check grammar and refinements in the Editor Pane**.
 - c. To check for readability statistics after running the Editor, select **Show readability statistics** (This is optional, but recommended if you would like to check for clarity and sentence structure).
 - d. Ensure that **Hide spelling errors in this document only** and **Hide grammar errors in this document only** are not selected.



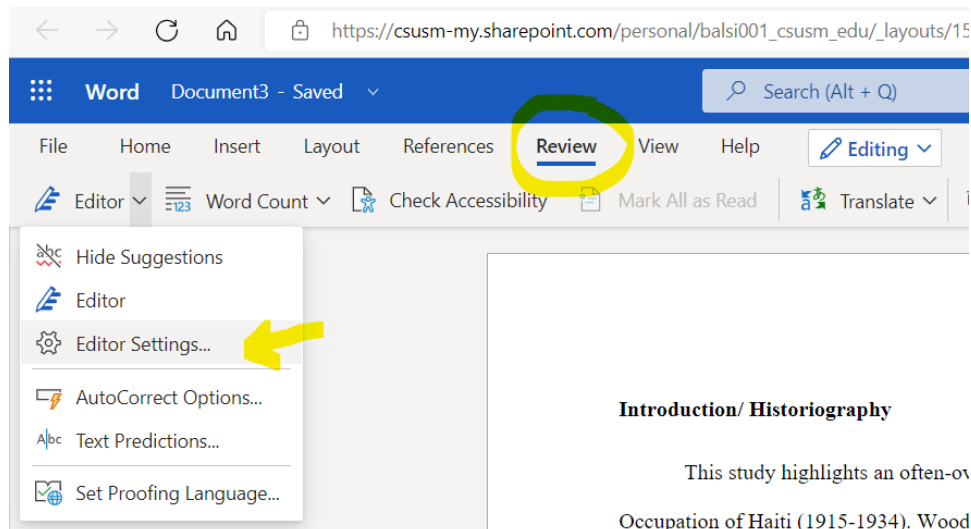
4. For **Writing Style**, select from the dropdown menu **Grammar & Refinements**. This will offer you more options for editing your paper.
5. To the left of the **Writing Style** dropdown menu, select **Settings**. Deselecting any of these options will prevent Editor from checking certain grammatical errors. However, it is recommended that all of these be checked.



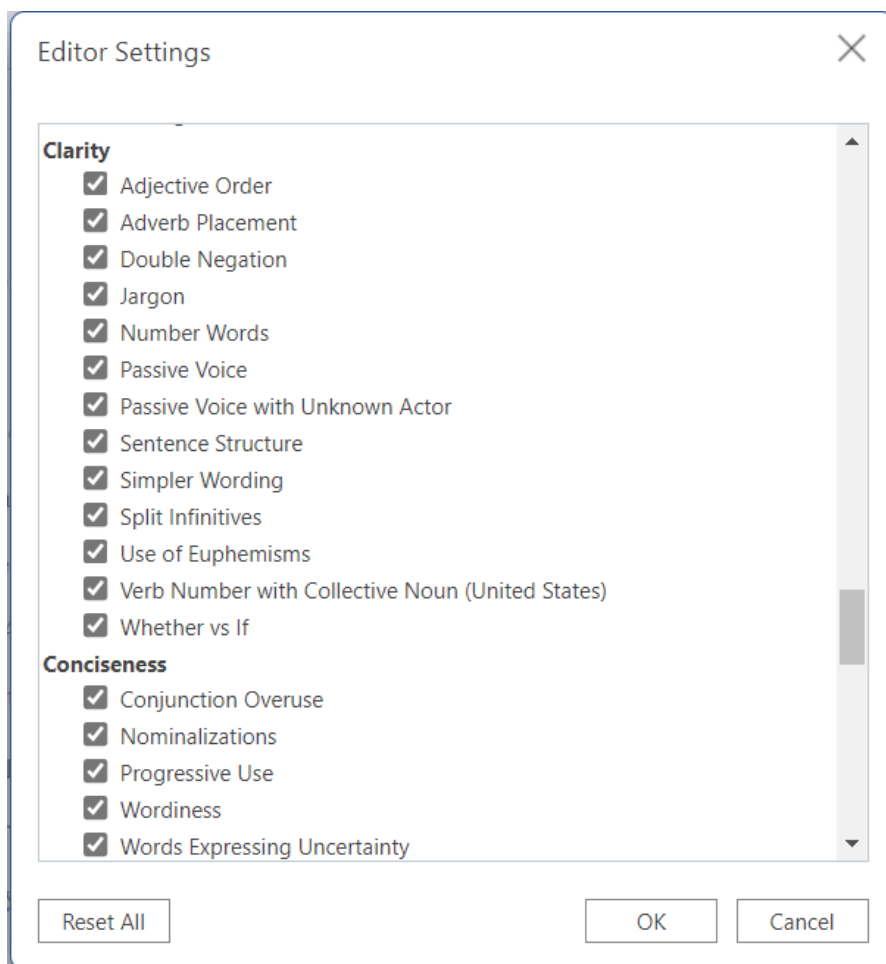
6. Press **Okay** to close the **Settings** dialog box, and **Okay** to close the **Options** dialog box.
7. You are now ready to run Editor!

Option 2: Setting up Word Editor for Microsoft Word Online

1. A lot of the settings you need to manually change on the downloaded version of word are already available for you on the online version. However, to confirm what Editor is checking for, go to the **Review** tab on the top toolbar. Next, click on the down arrow to the right of **Editor**. On the dropdown menu, click **Editor Settings**.



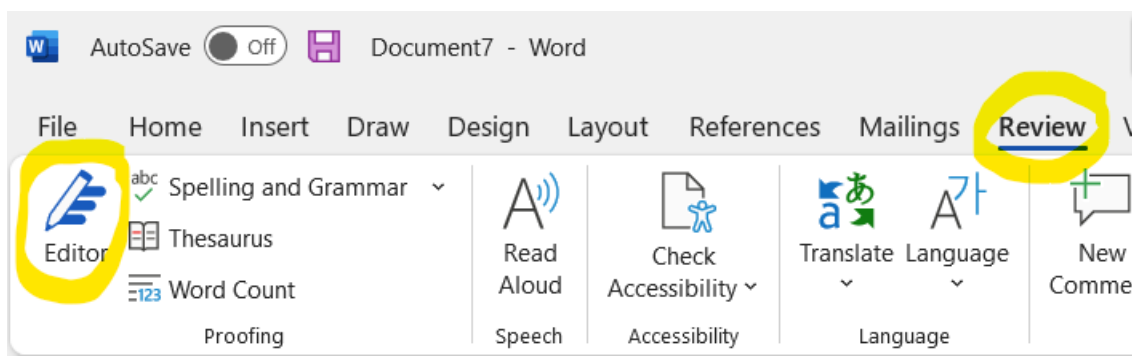
2. In the **Editor Settings** dialog box, there are options that you can select or deselect for **Spelling, Grammar, Clarity, Conciseness, Formality, Inclusiveness, Punctuation Conventions, Resume, Sensitive Geopolitical References, and Vocabulary**. Most of the **Spelling** and **Grammar** boxes will have already been checked for you. To get the most out of Editor, it is highly recommended that all the boxes in **Clarity** and **Conciseness** are checked; the rest is up to you! Deselecting any of these options will prevent Editor from checking certain grammatical errors. However, it is recommended that all of these be checked.



3. Click **Okay** to close the dialog box
4. You are now ready to run Editor!

Running Editor

8. On the top of the toolbar on your Word Document, go to the **Review** tab. Then select the **Editor** button on the far left. (Alternatively, you can find the **Editor** tool on the **Home** tab, which will be at the far right.)





9. Editor will open a pane on the right-hand side of your document.
10. The **Editor Score** will change depending on what mode you want to revise your document in. **Casual** will give you the least refinement options, while **Formal** will give you the most options. (Consider the nature of your paper. Is it fictional creative writing? Casual may be the best option. Is it a research paper? Formal would be the best option. In the middle? Say it is a scholarship letter—professional would be the best option).

Editor

Editor Score **94%**

Formal writing

✓ Formal
Professional
Casual

Corrections

Spelling

Grammar 1

Refinements

Clarity	5
Conciseness	3
Punctuation Conventions	✓
Vocabulary	6
Formality	✓

Focus [document icon] [list icon] [search icon] - 100%

11. Under the **Refinements** tab, you will see checks for different components for **Clarity**, **Conciseness**, etcetera. Click through these options and see what they say!



12. As you go through, make a note of why they are advocating for a certain edit. For example, Editor recommended that I check this sentence for clarity and conciseness:

The screenshot shows the Microsoft Word Editor interface. At the top, the word "Editor" is displayed in blue. Below it, a navigation bar shows a back arrow, the text "68 Remaining - Clarity", and forward arrows. The main section is titled "Clarity" and contains the instruction "Saying who or what did the action would be clearer" with a downward arrow. A text box highlights a sentence: "By stating that Haitians had the 'privilege' of extending the U.S. protectorate, they implied that U.S. control was desired by Haitians, when". Below this, the "Suggestions" section shows a dropdown menu with the text "Haitians desired U.S. control" and a downward arrow. At the bottom of the suggestions section are two options: "Ignore Once" and "Don't check for this issue". A "Settings" link with a gear icon is located at the bottom left. The bottom status bar includes icons for Focus, a list of icons, a zoom slider, and the text "100%".

It is amazing how many things can just pass us by in the writing process! Using Word Editor is an easy way to check for issues that might be hard to catch just through proofreading. Happy editing!