Setting up Microsoft Word to check grammar and style (by Dr. Rodger Morrison)

NOTE: This document is for Microsoft Word 2007. (*NOTE: Earlier versions of Microsoft Word are similar*. *To access the same area in Microsoft Word XP or 2003, click on "Tools", then "Options". Menus are similar to those shown below.*)

- 1. Open Microsoft Word and maximize the screen.
- 2. Click on the "Office Button" in the top left corner.



3. Click on "Word Options" in the bottom right corner of the window that opens.



4. Click on "Proofing"



5. Set Microsoft Word to look like the following:

	When correcting spelling in Microsoft Office programs			
1	Ignore words in UPPERCASE			
Ignore words that contain numbers				
Ignore Internet and <u>file</u> addresses				
Flag repeated words				
Enforce accented uppercase in French				
Suggest from main dictionary only				
Custom Dictionaries				
Fre	ench modes:	Traditional and new spellings 🔻		
Whe	en correcting s	spelling and grammar in Word		
Whe	-			
	-	ng as you type		
<b>v</b>	Check s <u>p</u> ellir Use co <u>n</u> textu	ng as you type		
<b>v</b>	Check s <u>p</u> ellir Use co <u>n</u> textu Mark gra <u>m</u> m	ng as you type ual spelling		
✓ ✓ ✓	Check s <u>p</u> ellir Use co <u>n</u> textu Mark gra <u>m</u> m C <u>h</u> eck gramr	ng as you type ual spelling ar errors as you type		
✓ ✓ ✓ ✓	Check s <u>p</u> ellir Use co <u>n</u> textu Mark gra <u>m</u> m C <u>h</u> eck gramr Show readal	ng as you type ual spelling ar errors as you type mar with spelling		

6. Next, click on "Settings..."



7. In the window that opens, change the settings to look like the following:

(Pay particular attention to the "Writing style:" drop down box, that it should say, "Grammar & Style". Also, note all three things under "Require" should be set as shown; "always", "inside", and "2".

Grammar Settings	? 🔀
Writing style:	
Grammar & Style	<b></b>
Grammar and style options:	
Require	
Comma required before last list item:	always 🗨
Punctuation required with quotes:	inside 🗨 🚍
Spaces required between sentences:	2
Grammar:	
Capitalization	
Fragments and Run-ons	
Misused words	
Negation	
Noun phrases	
Possessives and plurals	
Punctuation	
Questions	<u></u>
Reset All	OK Cancel

8. Note the checkboxes under "Grammar". There is a scroll bar on the right side of this window. Make sure all boxes are checked under each section. Depending on what you are doing, some rules should be enforced and some don't matter. Therefore, check everything. When you run a spell/grammar/style check, you can ignore those rules that you don't need as they pop up.

Grammar Settings	? 💌
Writing style:	
Grammar & Style	<b></b>
Grammar and style options:	
Grammar:	
Capitalization	
Fragments and Run-ons	
Misused words	_
Negation	=
Noun phrases	
Possessives and plurals	
Punctuation	
Questions	
Relative clauses	
Subject-verb agreement	
Verb phrases	
Style:	-
Reset All	OK Cancel

Grammar Settings		? 💌
Writing style:		
Grammar & Style		-
Grammar and style options:		
Style:		*
Clichés, Colloquialisms, and Jargor	ı	
Contractions		
Fragment - stylistic suggestions		
Gender-specific words		
Hyphenated and compound words		
Misused words - stylistic suggestio	ns	
V Numbers		=
Passive sentences		
Possessives and plurals - stylistic s	uggestions	
Punctuation - stylistic suggestions Relative clauses - stylistic suggest	ions	
Sentence length (more than sixty		
Sentence lengur (nore unan sixty	wordsy	-
Deach All		Canaal
Reset All	ОК	Cancel
<u>R</u> eset All	ОК	Cancel
	ОК	Cancel
Reset All Grammar Settings	ОК	
Grammar Settings	OK	
Grammar Settings <u>M</u> riting style: Grammar & Style	OK	
Grammar Settings Mriting style: Grammar & Style		
Grammar Settings Mriting style: Grammar & Style Grammar and style <u>o</u> ptions:		
Grammar Settings Mriting style: Grammar & Style Grammar and style options: I Possessives and plurals - stylistic s	suggestions	
Grammar Settings <u>M</u> riting style: Grammar & Style Grammar and style <u>options</u> : <u> </u> Possessives and plurals - stylistic s <u> </u> Punctuation - stylistic suggestions	suggestions	
Grammar Settings <u>M</u> riting style: Grammar & Style Grammar and style options: Possessives and plurals - stylistic suggestions Punctuation - stylistic suggestions Relative clauses - stylistic suggest Sentence length (more than sixty Sentence structure	suggestions ions words)	
Grammar Settings <u>M</u> riting style: Grammar & Style Grammar and style <u>options</u> : Possessives and plurals - stylistic suggestions Punctuation - stylistic suggestions Relative clauses - stylistic suggest Sentence length (more than sixty)	suggestions ions words)	
Grammar Settings <u>W</u> riting style: Grammar & Style Grammar and style options: V Possessives and plurals - stylistic suggestions V Punctuation - stylistic suggestions V Relative clauses - stylistic suggest V Sentence length (more than sixty V Sentence structure	suggestions ions words) t, and Hopefully	
Grammar Settings <u>M</u> riting style: Grammar & Style Grammar and style options: Possessives and plurals - stylistic suggestions Punctuation - stylistic suggestions Relative dauses - stylistic suggest Sentence length (more than sixty Sentence structure Sentences beginning with And, Bu	suggestions ions words) t, and Hopefully e)	
Grammar Settings <u>M</u> riting style: Grammar & Style Grammar and style gptions: Possessives and plurals - stylistic sug- Punctuation - stylistic suggestions Relative dauses - stylistic suggest Sentence length (more than sixty) Sentence structure Sentences beginning with And, Bu Successive nouns (more than thre Successive prepositional phrases ( Unclear phrasing	suggestions ions words) t, and Hopefully e)	
Grammar Settings <u>M</u> riting style: Grammar & Style Grammar and style gptions: Possessives and plurals - stylistic s Punctuation - stylistic suggestions Relative clauses - stylistic suggest Sentence length (more than sixty Sentence structure Sentences beginning with And, Bu Successive nouns (more than thre Successive prepositional phrases ( Unclear phrasing Use of first person	suggestions ions words) t, and Hopefully e) more than three)	
Grammar Settings         Mriting style:         Grammar & Style         Grammar and style options:         Possessives and plurals - stylistic suggestions         Punctuation - stylistic suggestions         Penctuation - stylistic suggestions         Relative clauses - stylistic suggest         Sentence length (more than sixty)         Sentence structure         Sentences beginning with And, Bu         Successive nouns (more than thre         Successive prepositional phrases (         Unclear phrasing         Use of first person         Verb phrases - stylistic suggestion	suggestions ions words) t, and Hopefully e) more than three)	
Grammar Settings <u>M</u> riting style: Grammar & Style Grammar and style gptions: Possessives and plurals - stylistic s Punctuation - stylistic suggestions Relative clauses - stylistic suggest Sentence length (more than sixty Sentence structure Sentences beginning with And, Bu Successive nouns (more than thre Successive prepositional phrases ( Unclear phrasing Use of first person	suggestions ions words) t, and Hopefully e) (more than three) s	

9. Click "OK"

Reset All

10. Click "Recheck Document", then click "Yes". This will reset the entire document so that the open document is evaluated against all rules again.

OK

Cancel

📧 i C <u>h</u> eck grani	Check grammar with spennig					
Show readability statistics						
Writing Style:	Grammar & Style 💌	Se <u>t</u> ting				
Rechec <u>k</u> Docu	ument					

- 11. Click "OK" to close Microsoft Word Options.
- 12. Once this has been done, press "F7" to recheck the open document. Now, Microsoft Word will perform both a Grammar and a Style check whenever "F7" is pressed to run a Spell check. Correct any errors that need to be corrected. (NOTE: To check only a portion of a document, simply highlight the portion to be checked and press the "F7" key).
- 13. When you are finished, the "Readability Statistics" will be given. Note in particular the number of words, which often must fit some criteria (less than or greater than a particular number) before turning in the work. The other number you should pay particular attention to is the last line, "Flesch-Kincaid Grade Level." This provides a rough indication of the level of your composition. For example, a "9" would indicate a 9<sup>th</sup> grade reading level of work. A "14" would represent sophomore level college work. For most undergraduate students, a grade level of at least "10" is sufficient. For graduate students, a minimum of "12" is usually sufficient. Note, however, that for academic journals, a grade level in excess of 15 or more is not uncommon. A higher number does not necessarily equate to a better paper, rather, it is only a rough estimate of the author's composition ability on that particular paper. The example below reflects a grade level of "14.3", which should be sufficient for most graduate work.

Readability Statistics	? 🔀
Counts	
Words	6136
Characters	33770
Paragraphs	50
Sentences	272
Averages	
Sentences per Paragraph	7.3
Words per Sentence	22.4
Characters per Word	5.3
Readability	
Passive Sentences	23%
Flesch Reading Ease	29.1
Flesch-Kincaid Grade Level	14.3
	ОК

- 14. Click "OK" to return to your document.
- 15. That being said, the normal setup for a document is as follows (unless you need to follow a particular style guide):
  - a. Font style is "Times New Roman"
  - b. Font size is "12 point"
  - c. Margins are 1" on all 4 sides
  - d. Headers and footers should be set to 0.5" from the edge.
  - e. Document size is 8.5" x 11", Portrait layout.
  - f. Spacing for most academic work should be double spaced
  - g. Justification should be left (ragged spacing on the right margin)
  - h. Paragraph indents should be set to 0.5"
  - i. Don't add an additional line between paragraphs of the same style