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:

	-	spenning in wherosoft office programs	
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	
	<u></u>		
Whe	en correcting s	spelling and grammar in Word	
Whe	en correcting s	spelling and grammar in Word	
Whe	en correcting s Check s <u>p</u> ellir Use contextu	spelling and grammar in Word ng as you type ual spelling	
Whe V V	en correcting s Check s <u>p</u> ellir Use co <u>n</u> textu Mark gramm	spelling and grammar in Word ng as you type ual spelling ar errors as you type	
Whe V V V	en correcting s Check s <u>p</u> ellir Use co <u>n</u> textu Mark gra <u>m</u> m Check gramm	spelling and grammar in Word ng as you type Jal spelling ar errors as you type nar with spelling	
Whe V V V V	en correcting s Check s <u>p</u> ellir Use co <u>n</u> textu Mark gra <u>m</u> m C <u>h</u> eck gramn Show readat	spelling and grammar in Word ng as you type ual spelling ar errors as you type nar with spelling bility statistics	
Whe V V V	en correcting s Check s <u>p</u> ellir Use co <u>n</u> textu Mark gra <u>m</u> C <u>h</u> eck gramn Show readat	spelling and grammar in Word ng as you type ual spelling ar errors as you type nar with spelling bility statistics Grammar & Style Settings	

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					
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	-				
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	
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		? 🛃
<u>W</u> riting style:		
Grammar & Style		•
Grammar and style options:		
Style:		-
🔽 Clichés, Colloquialisms, and J	argon	
Contractions		
Fragment - stylistic suggestio	ns	
Gender-specific words		
Hyphenated and compound v	vords	
Misused words - stylistic sugg	jestions	
V Numbers		
Passive sentences		
Possessives and plurais - styl	istic suggestions	_
Punctuation - stylistic sugges	uons	
Sentence length (more than a	sixty words)	
Sentence lengur (more unan a	sixty words)	
Depet All		Cancel
Reset All		
		Cancer
		Cancer
irammar Settings		?
irammar Settings <u>V</u> riting style:		
irammar Settings <u>V</u> riting style: Grammar & Style		?
irammar Settings <u>V</u> riting style: Grammar & Style Grammar and style <u>o</u> ptions:		
irammar Settings <u>V</u> riting style: Grammar & Style Grammar and style <u>o</u> ptions: V Possessives and plurals - style	istic suggestions	
irammar Settings <u>V</u> riting style: Grammar & Style Grammar and style <u>options:</u> V Possessives and plurals - style V Punctuation - stylistic sugges	istic suggestions tions	
irammar Settings <u>V</u> riting style: Grammar & Style Grammar and style <u>options:</u> Possessives and plurals - style Punctuation - stylistic sugges Relative dauses - stylistic sug	istic suggestions tions ggestions	
irammar Settings <u>V</u> riting style: Grammar & Style Grammar and style <u>options:</u> Possessives and plurals - styl Punctuation - stylistic sugges Relative clauses - stylistic sug Sentence length (more than s	istic suggestions tions ggestions sixty words)	
irammar Settings <u>V</u> riting style: Grammar & Style Grammar and style <u>options:</u> Possessives and plurals - styl Punctuation - stylistic sugges Relative clauses - stylistic sug Sentence length (more than s Sentence structure	istic suggestions tions ggestions sixty words)	
irammar Settings <u>V</u> riting style: Grammar & Style Grammar and style options: Possessives and plurals - styl Punctuation - stylistic sugges Relative clauses - stylistic sug Sentence length (more than s Sentence structure Sentences beginning with And	istic suggestions tions ggestions sixty words) d, But, and Hopefully	
irammar Settings <u>V</u> riting style: Grammar & Style Grammar and style options: Possessives and plurals - style Punctuation - stylistic sugges Relative clauses - stylistic sugges Sentence length (more than some Sentence structure Sentences beginning with And Sentences beginning with And Sentence	istic suggestions tions ggestions sixty words) d, But, and Hopefully three)	
irammar Settings <u>Writing style:</u> Grammar & Style Grammar and style options: Possessives and plurals - style Punctuation - stylistic sugges Relative clauses - stylistic sugges Sentence length (more than some Sentence structure Sentences beginning with And Successive nouns (more than Successive prepositional phra	istic suggestions tions ggestions sixty words) d, But, and Hopefully three) uses (more than three)	
Grammar Settings Mriting style: Grammar & Style Grammar and style options: Possessives and plurals - styl Pounctuation - stylistic sugges Relative clauses - stylistic sugges Relative clauses - stylistic sug Sentence length (more than s Sentences beginning with Am Sentences beginning with Am Successive nouns (more than Successive prepositional phra Unclear phrasing	istic suggestions tions ggestions sixty words) d, But, and Hopefully three) uses (more than three)	
	istic suggestions tions ggestions sixty words) d, But, and Hopefully three) uses (more than three)	
irammar Settings <u>V</u> riting style: Grammar & Style Grammar and style options: V Possessives and plurals - styl V Punctuation - stylistic sugges V Relative clauses - stylistic sugges V Sentence length (more than s V Sentences beginning with And V Successive nouns (more than V Successive prepositional phra V Unclear phrasing V Use of first person V Verb phrases - stylistic sugges V Wardinger	istic suggestions tions ggestions sixty words) d, But, and Hopefully three) uses (more than three) stions	
Grammar Settings Mriting style: Grammar & Style Grammar and style options: Possessives and plurals - styl Punctuation - stylistic sugges Relative clauses - stylistic sugges Relative clauses - stylistic sugges Sentence length (more than s Sentences beginning with And Sentences beginning with And Successive nouns (more than Successive prepositional phra Unclear phrasing Use of first person Verb phrases - stylistic sugges Wordiness Wands is activity of the styles of the set of t	istic suggestions tions ggestions sixty words) d, But, and Hopefully three) ises (more than three) stions	

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

CHECK grammar with spenning						
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 9th 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