How to Check a
Readability Score with Microsoft Word

Step 1: Open your Informed Consent document in Word.
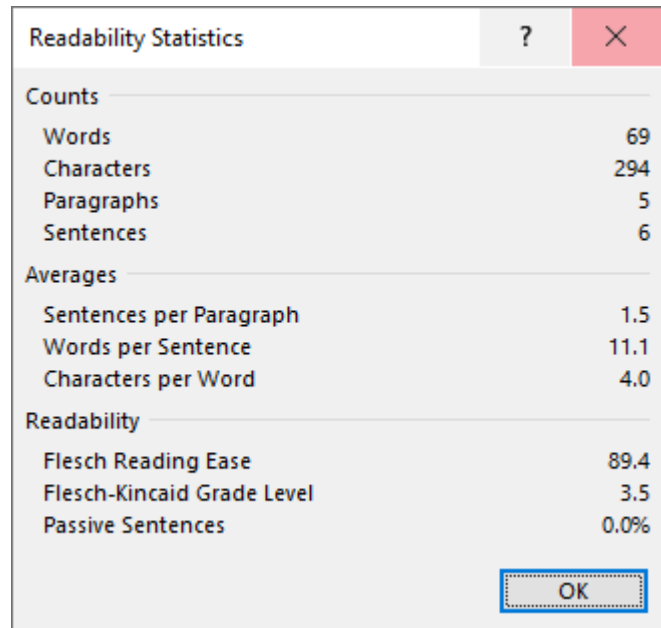
Step 2: Look at the top tool bar and click "Review." It should the ninth option at the top in Word 365.

Step 3: Click "Check Document" or "Spelling Check." It should be on the right at the very top with the image of a green check mark and the letters 'abc'.

Step 4: A small window *should* pop up that reads "Readability Statistics," like the one to the right.

*If this window does not automatically pop up for you, try these steps:

    (1) Go to "File," then "Options."
    (2) Select "Proofing."
    (3) Under "When correcting spelling and grammar in Word," make sure the "Check grammar with spelling" check-box is selected.
    (4) Select "Show readability statistics."
    (5) Try starting over with Step 2.

If you still can't get the readability statistics to show, please click the help button in the top tool bar for step-by-step instructions on how to enable this feature.

Step 5: "Flesh-Kincaid Grade Level" in this window is the number the IRB is concerned with regarding readability for the population you are studying.

Guidelines

- Any population that requires an advanced degree (2-year degree or more) must have a reading level of 12.0 or below.
- Children or other special populations (the elderly, prison inmates, *etc.*) must have a reading level of 3.0 or below.
- The general public or any other population that does not fit into the other two categories must have a reading level of 8.0 or below.