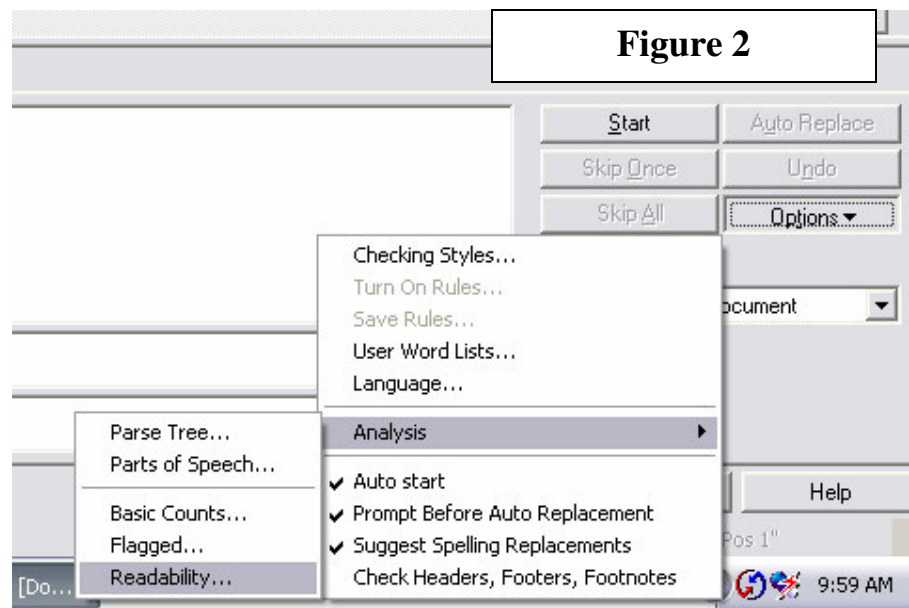
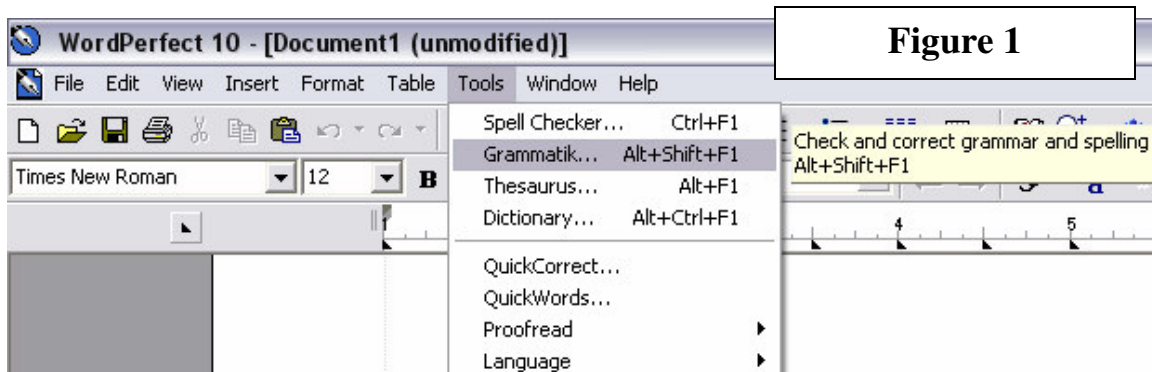


Determining Reading Levels In WordPerfect 10

A Step-By-Step Procedure

1. How do I check the readability levels?

- Click on “Tools” in the top menu.
- Then select “Grammatik...” from the drop down menu. See Figure 1 below.
- A new menu will appear at the bottom of the screen. Click the “Options” button on the right had side. A new menu will appear, select “Analysis”. From the next menu that appears click “Readability...” See Figure 2 below.



- In the window that appears the current document, in Figure 3 it is called “determining”, is given a Flesch-Kincaid grade level and compared with a Hemingway short story.

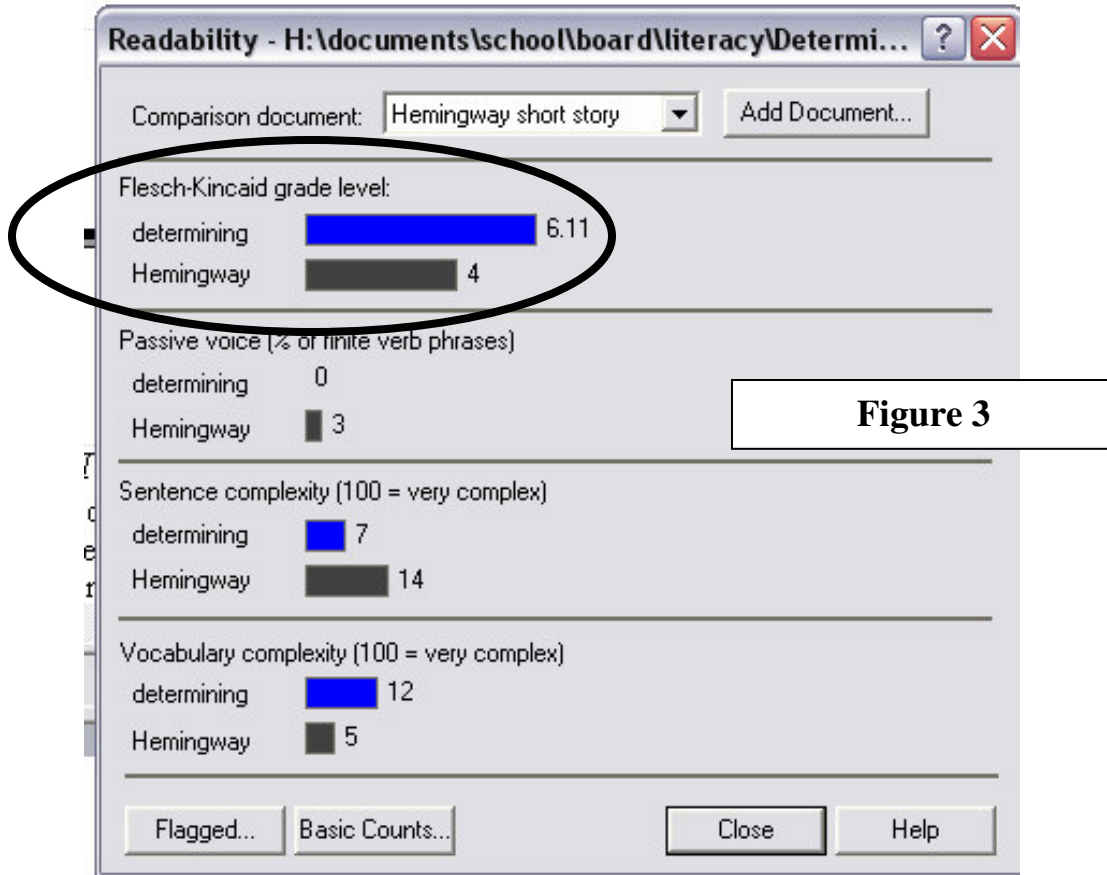


Figure 3