Word 2003 Readability

To display the Flesch-Kincaid Reading Ease Readability Score in Word, follow the steps below:

* On the Tools menu, click Options.
* Click the Spelling & Grammar tab.
* Select Check grammar with spelling check box.
* Select the Show Readability Statistics check box.
* Click OK.
* Click Spelling and Grammar on the Standard toolbar.

Only when Word finishes checking spelling and grammar will it display information about the reading level of the document.