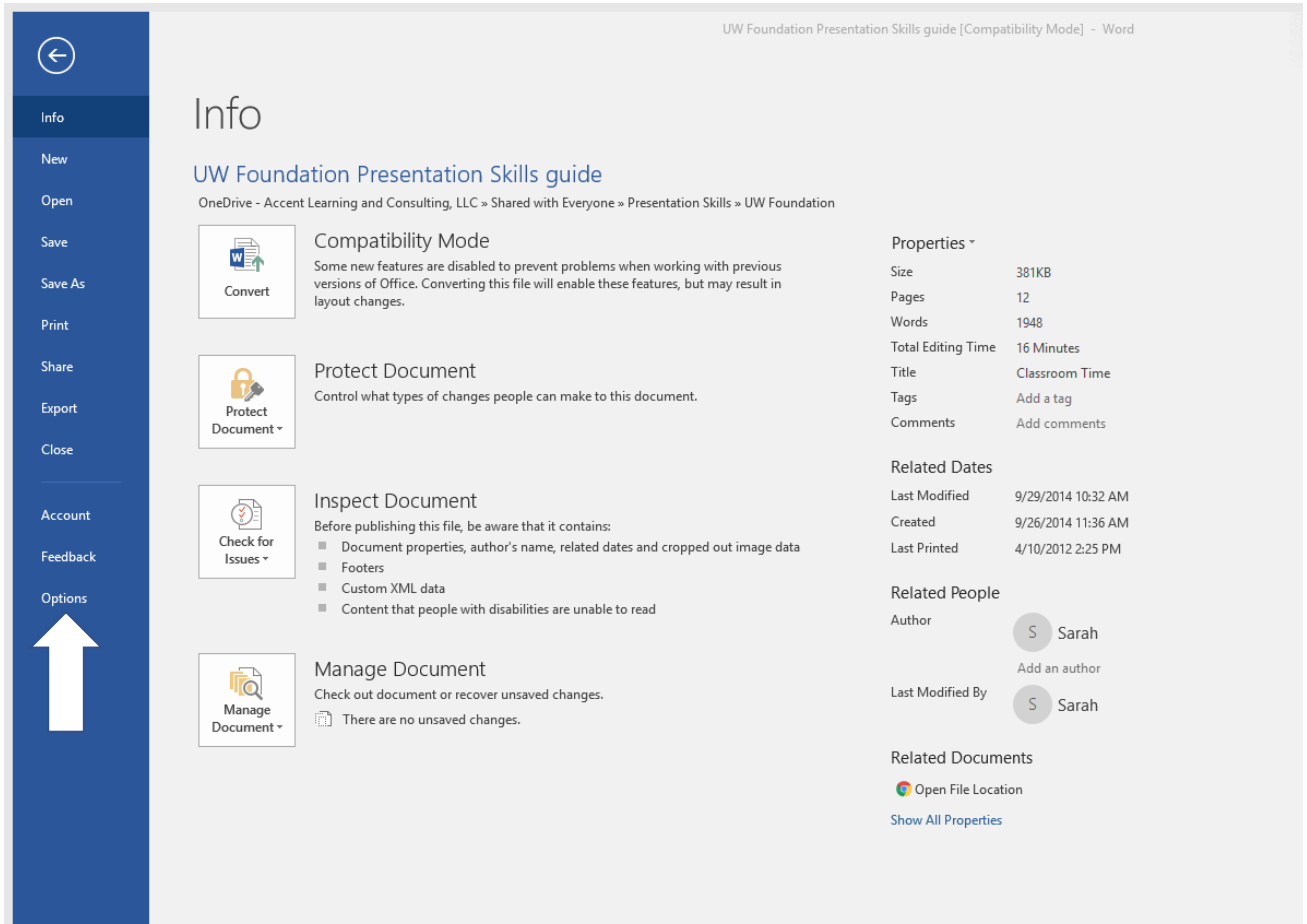
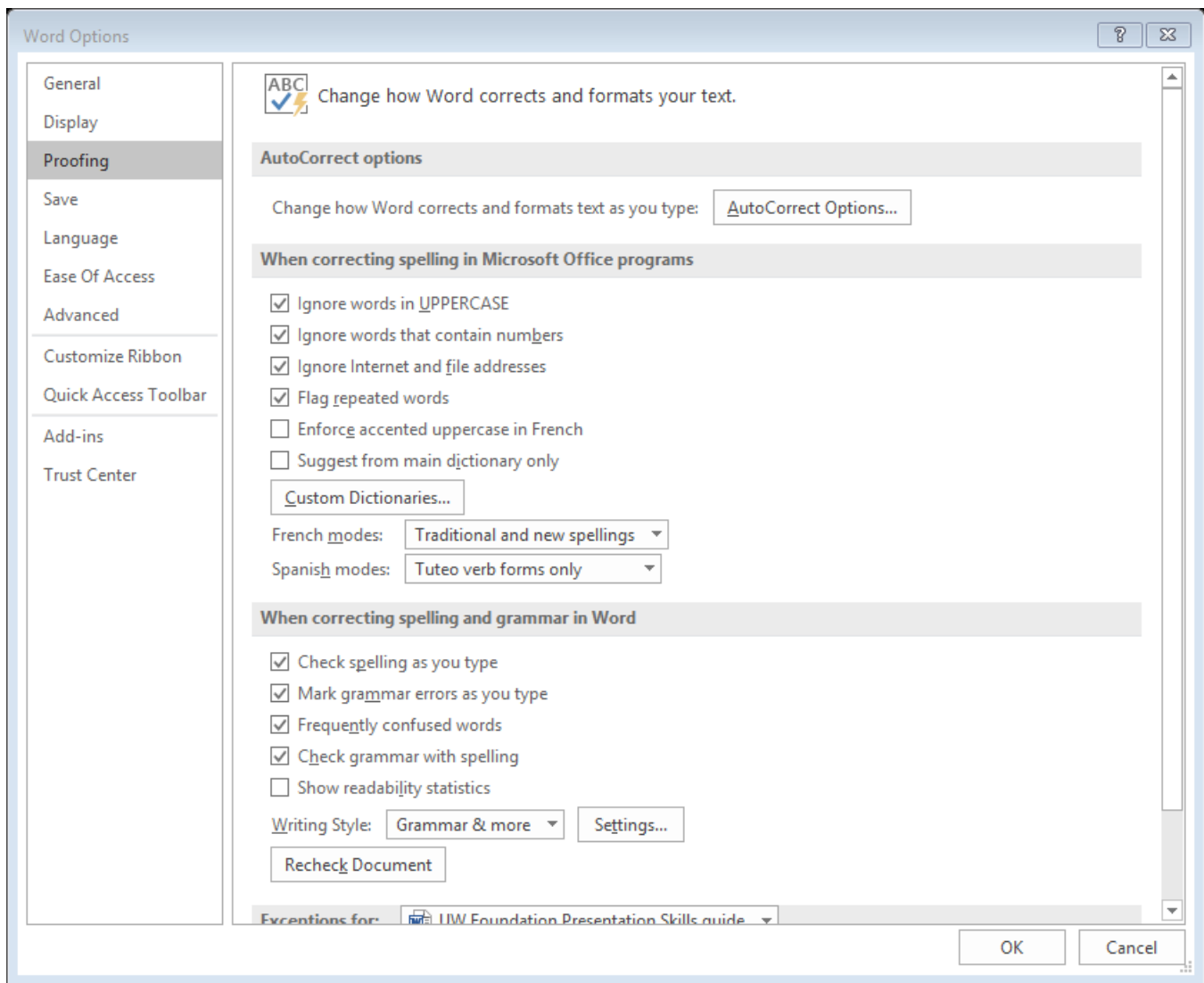


Editing and proofreading with Microsoft Word 2016

1. Go to **File**
2. Select **Options**
3. Select **Word Options**



4. Click on the **Proofing** tab
5. Make sure the items checked below are checked on your computer



Then, click on the **Grammar Settings** button located just below the **Writing Style: Standard** button on the lower, right of the box. The screen on the following page will appear. You may choose to click on all things as marked, or you may want to select certain items based on your company's standards.

Click OK twice to start using these grammatical standards on your spelling and grammar check program.

Grammar Settings

Writing style:
Grammar & more

Options:

Grammar

- ☒ Adjective Used Instead of Adverb
- ☒ Agreement within Noun Phrases
- ☒ Capitalization
- ☒ Capitalization of March and May
- ☒ Comma After Greetings
- ☒ Comma Before Quotations
- ☒ Comma Missing after Introductory Phrase
- ☒ Comma Splice
- ☒ Commonly Confused Phrases
- ☒ Commonly Confused Words
- ☒ Comparative Use
- ☒ Date Formatting
- ☒ Hyphenation

Reset All OK Cancel

Grammar Settings

Writing style:
Grammar & more

Options:

☐ Gender-Specific Language

☐ Racial Bias

Vocabulary Choice

☐ Clichés

☒ Vague Adjectives

Formal Language

☐ Contractions

☐ Informal Language

☐ Slang

Punctuation Conventions

☐ Oxford Comma

Punctuation Required With Quotes inside

Space Between Sentences one space

Reset All OK Cancel