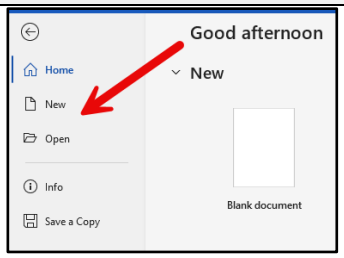
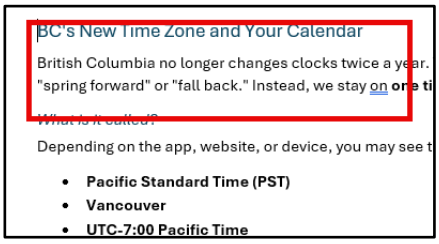
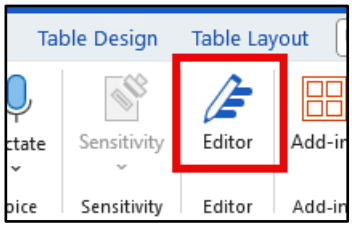
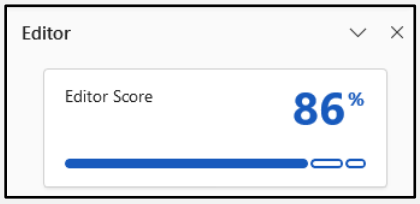
# Using Microsoft Editor

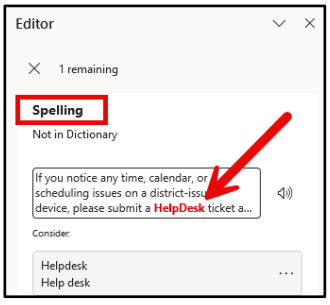
To get the most out of Microsoft Editor in Word, use Word Online.

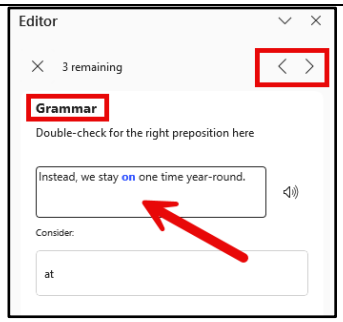
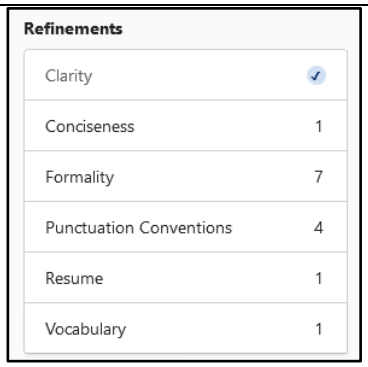
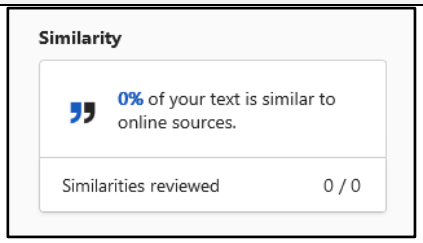
Editor checks spelling, grammar and clarity and even acts a very simple plagiarism checker.

| | | |
|---|---|---|
| 1 | Open Microsoft Word and open or create a document. |  |
| 2 | Create your written content in Word. |  |
| 3 | Start Editor to help review the document.<br>Select Home > Editor on the ribbon. |  |

Review Your Score: Editor shows a score and a list of writing suggestions.




| | | |
|---|---|---|
| 4 | Fix Spelling: Select a spelling suggestion and choose Change to correct it. |  |

| | | |
|---|---|---|
| 5 | Fix Grammar: Review grammar suggestions and accept the ones you want.<br>Use the navigation arrows to go to the next grammar check. |  |
| 6 | Refinements: Look at Clarity, Conciseness, and Formality suggestions to make writing stronger. |  |
| Ignore Suggestions: If a suggestion does not fit your writing, choose Ignore and continue. | | |
| 7 | Similarity: Use the built-in “plagiarism” checker to scan the document for phrases found in other locations on the internet. It will highlight and provide link to site. |  |