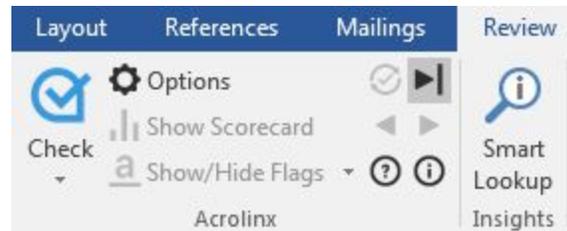


End Users

Note: For the sidebar edition, refer to the documentation [here](#):

Where Do I Find Acrolinx Once it is Installed?

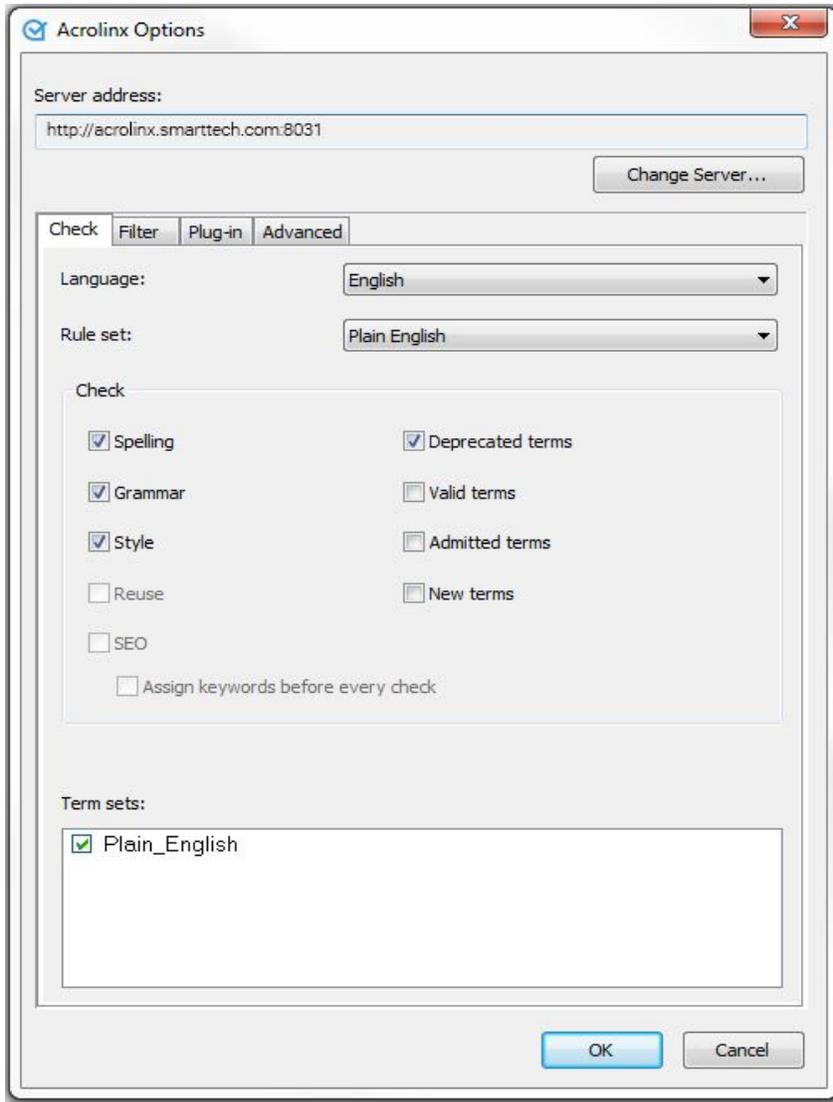
Click on the Review ribbon tab to find Acrolinx.



Set Options

Before you start checking, make sure that you have the right checking options. Even if your company has someone who sets up Acrolinx for you, it's still good to know what these options are for and how they work.

Click Options  to get started. You should see an options dialog box that resembles the following illustration:



Setting the Checking Options

For general content checking, your options should be set as in the illustration

Option	Use to
Language	English.

Writing guide	Plain English. (Additional writing guides may be available for use as directed by your Management.) The Plain English writing guide provides specific guidance to help you conform to the Plain Writing Guidelines, and to meet the intent of the Plain Writing Act.
Spelling	Check for spelling issues - should be checked.
Grammar	Check for grammar issues - should be checked.
Style	Check for style issues - should be checked.
Unsuitable terms	Check for deprecated/unsuitable (unapproved or forbidden) terms. (Older versions of the Word plug-in refer to Deprecated Terms; current versions refer to Unsuitable Terms).
Term sets	<p>Plain English should always be checked. Check other Term sets (if available) as appropriate.</p> <p>Term sets provide a way to group different sets of terms for different audiences.</p> <p>Your Acrolinx administrator sets these up, so if you're unsure what to select, ask your administrator or local Plain Language Coordinator.</p>

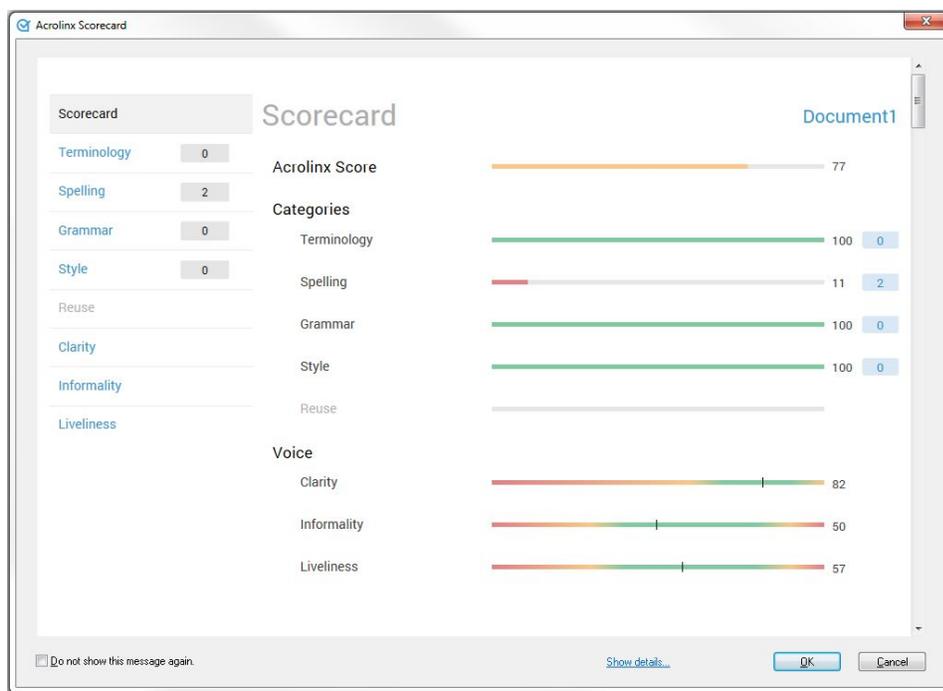
Run Your First Check

Before you get going, you can choose which parts of your content you want to check.

- To check the entire document, just click **Check** .
- To check only a part of the document, first select the text that you want to check and then click **Check** .

Once Acrolinx is done checking, you'll get a Scorecard that includes an overall Acrolinx Score. The Scorecard reflects how well you have followed Plain English guidance for Spelling, Grammar, Style, and Terminology. The Categories breakdown shows where the individual issues that contributed to the Acrolinx Score were found. The Voice Score section provides scores (zero to 100) for Clarity (an enhanced Readability Index), Informality, and Liveliness. Page down to see the details of the issues found, or click **OK** to close the Scorecard dialog and start reviewing your content. Most of the time, you'll want to click OK, as all of the issues listed in the Scorecard will also be highlighted in your document. You can always go back to the most recent Scorecard from the Acrolinx menu on the Review Ribbon.

Scorecard



Acrolinx Issues

Acrolinx issue highlighting works much like common spelling/grammar checkers. Words and phrases that deviate from Plain English guidelines are highlighted with different colors:

- RED for spelling issues
- BLUE for grammar issues
- GREEN for style issues
- MAGENTA for terminology issues

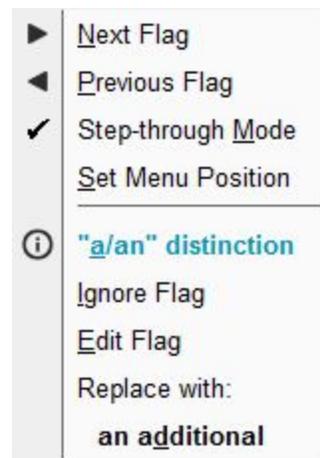
- BROWN for overlapping issues (For example, a word or phrase with both spelling and grammar issues).

Acrolinx Issue dialogs

A right-click on an Acrolinx issue brings up a dialog with information about the issue, and choices for resolving the issue.

To edit issues with the shortcut menu, follow these steps:

1. Right-click the highlighted text. The shortcut menu includes a short description of the type issue. Here is a grammar issue with a suggestion of what to replace the issue with:



2. Correct the highlighted text in one of the following ways:
 - Click a suggested text (in this case, "an additional") to replace the issue.
 - Click Ignore Flag to remove the issue without changing the content.
 - Click Edit Flag to make any changes directly to the content. While the content is highlighted, make changes to the content by clicking Edit Flag first.

Removing Issues from Your Document

Acrolinx issues are automatically hidden if the document is saved, including Word Autosaves. If the issues disappear, simply click anywhere inside the document. You can also manually toggle issues on and off with

Show/Hide Flags  in the Acrolinx toolbar. Or to permanently remove issues, select

Permanently Remove Flags  from the Acrolinx menu or toolbar.

Change Tracking

Microsoft Word change tracking keeps track of changes made through the keyboard, but it can't see Acrolinx drop-in changes. If you want to track these changes, turn on Acrolinx change tracking in addition to Word change tracking.

For example, when you set the **Track Acrolinx changes** option, Microsoft Word tracks changes when you replace text in your document by selecting a suggestion from the issue shortcut menu.

To track changes that you make during an Acrolinx session, follow these steps:

1. Go to the **Plug-in** tab of the Acrolinx options.
2. Select the **Track Acrolinx changes** checkbox and click **OK**.

More Information

For more detailed information about the Acrolinx for Word plug-in, see

- [Acrolinx for Microsoft Word on Windows User Guide](#) (classic edition)
- [Acrolinx for Microsoft Word on Windows User Guide](#) (sidebar edition)