

Quality Check – Quick Start

Select or Create a Project

- A Project is like a folder to hold your documents and associated results





Select a Document

- Select a Document you want to analyze for readability, such as a Draft Proposal.

Analyze Document

- Suggest selecting Keyword Groups: PassiveWords and Words2AvoidInProposal
-  Run Analysis – Click on the Run button at the bottom of the window

Analysis Results – Quality Check

-  Configure Long Sentence the Length (e.g. exceeds 20, 35 or 50 words for a sentence). – Click on the Gear button in the Quality Check area.
-  Run Quality Check – Click on the Run button in the Quality Check area.
- Review Readability Results (e.g. Flesch Reading Ease scores and long sentences) and write comments for segments which needs to be rewritten in the  Notes area.
- Generate Quality Check Report – Click on the “Generate Report” button
- Email the Report to co-workers – Click on the “Report [Qty]” button, then select the report in list and click the  Email button