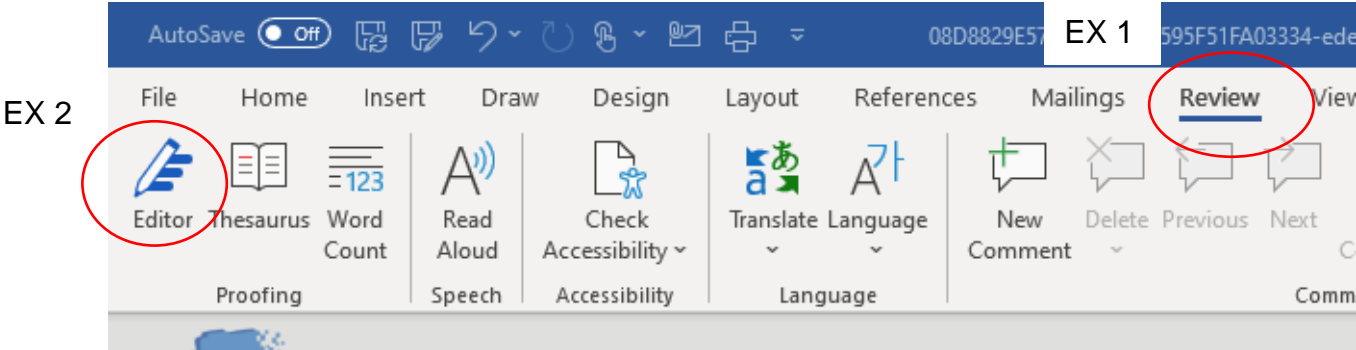


UTA Office of Legal Affairs

Grammar & Spell Check How To

Click on "Review" (EX 1). Click on "Editor" (EX 2).



Users should click on the categories in the “Corrections” (EX 3) and “Refinements” (EX 4) boxes until all categories show checkmarks and the Editor Score is 100% (EX 5).

The screenshot shows the 'Editor' interface with the following elements:

- Editor Score:** 100% (indicated by a blue arrow and EX 5)
- Formal writing:** A dropdown menu.
- Corrections:** A section containing 'Spelling' and 'Grammar', both with checkmarks (indicated by a brown arrow and EX 3).
- Refinements:** A section containing 'Clarity', 'Conciseness', 'Formality', 'Inclusiveness', 'Punctuation Conventions', 'Resume', 'Sensitive Geopolitical References', and 'Vocabulary', all with checkmarks (indicated by a brown arrow and EX 4).
- Insights:** A section containing 'Document stats'.

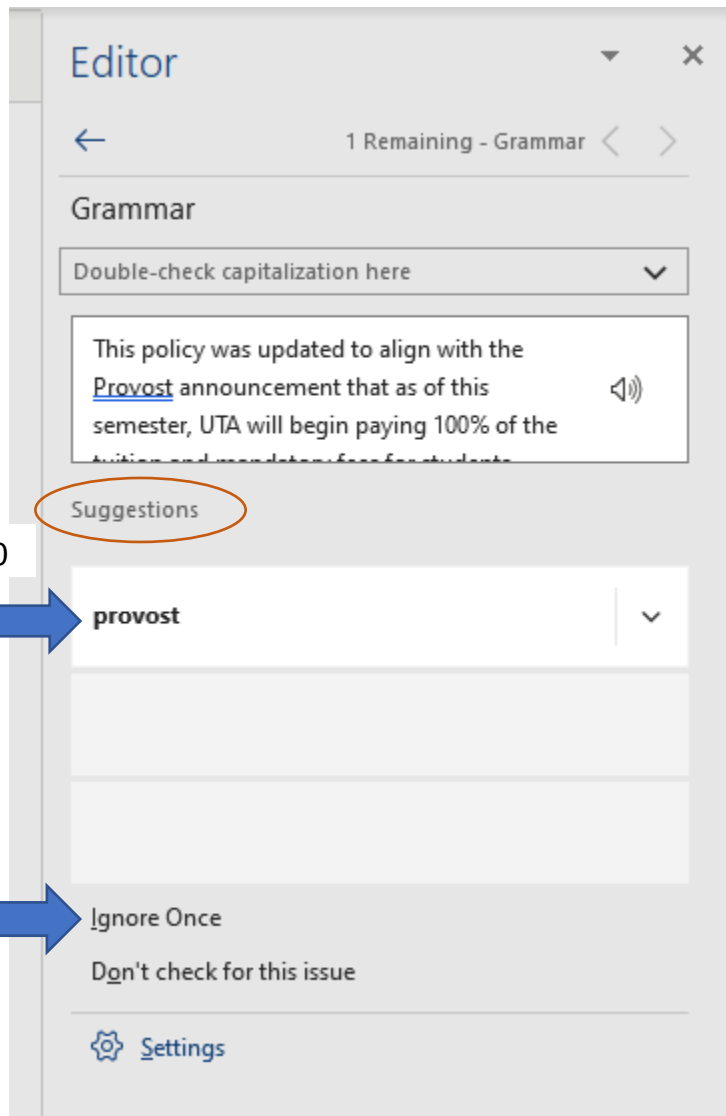
In this example, spelling is good (EX 6), but one grammar correction (EX 7) needs to be made. Also, some clarity refinements (EX 8) need to be made.

The screenshot shows an 'Editor' window with the following components:

- Editor Score:** 76% (indicated by a blue progress bar).
- Formal writing:** A dropdown menu currently set to 'Formal writing'.
- Corrections:** A list of correction categories:
 - Spelling:** Marked as complete with a checkmark (EX 6).
 - Grammar:** Marked with the number '1' (EX 7). An orange arrow (EX 9) points to this category.
- Refinements:** A list of refinement categories:
 - Clarity:** Marked with the number '8' (EX 8).
 - Conciseness:** Marked as complete with a checkmark.
 - Formality:** Marked as complete with a checkmark.
 - Inclusiveness:** Marked as complete with a checkmark.
 - Punctuation Conventions:** Marked as complete with a checkmark.
 - Resume:** Marked as complete with a checkmark.
 - Sensitive Geopolitical References:** Marked as complete with a checkmark.
 - Vocabulary:** Marked as complete with a checkmark.
- Insights:** A section header at the bottom.

Click on "Grammar" (EX 9).

Make the selected edits (EX 10) **or** click on “Ignore Once” (EX 11).



EX 10

provost

EX 11

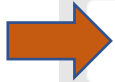
Ignore Once

Don't check for this issue

Settings

Repeat this process for “Clarity” (EX 12).

EX 12



Refinements	
Clarity	8
Conciseness	✓
Formality	✓
Inclusiveness	✓
Punctuation Conventions	✓
Resume	✓
Sensitive Geopolitical References	✓
Vocabulary	✓

The end result should be a 100% editor score as seen in EX 5.