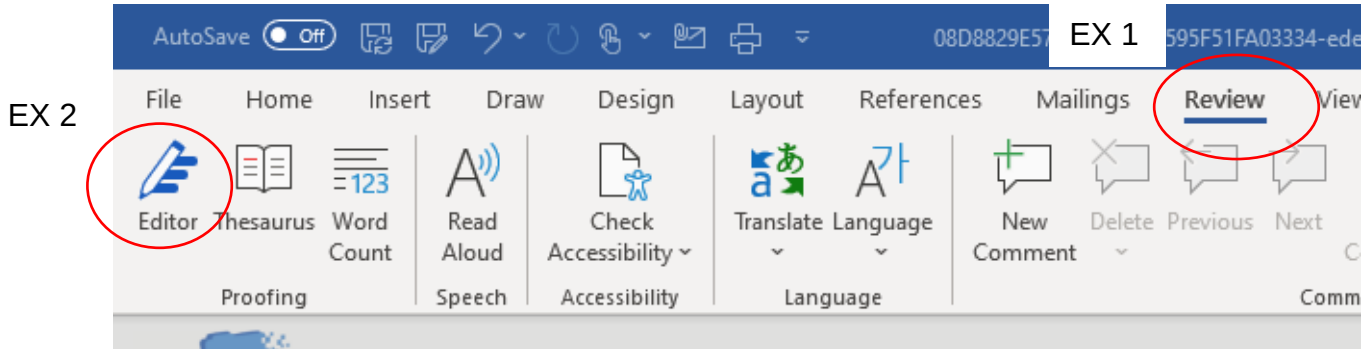


UTA Office of Legal Affairs

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 image shows a screenshot of a web application interface titled "Editor". The interface is divided into several sections:

- Editor Score:** A large blue "100%" is displayed next to a full blue progress bar. A blue arrow labeled "EX 5" points to this section.
- Formal writing:** A dropdown menu currently showing "Formal writing".
- Corrections:** A section containing two items: "Spelling" and "Grammar". Both items have a blue checkmark icon to their right. An orange arrow labeled "EX 3" points to this section.
- Refinements:** A section containing eight items: "Clarity", "Conciseness", "Formality", "Inclusiveness", "Punctuation Conventions", "Resume", "Sensitive Geopolitical References", and "Vocabulary". Each item has a blue checkmark icon to its right. An orange arrow labeled "EX 4" points to this section.
- Insights:** A section at the bottom containing a "Document stats" box.

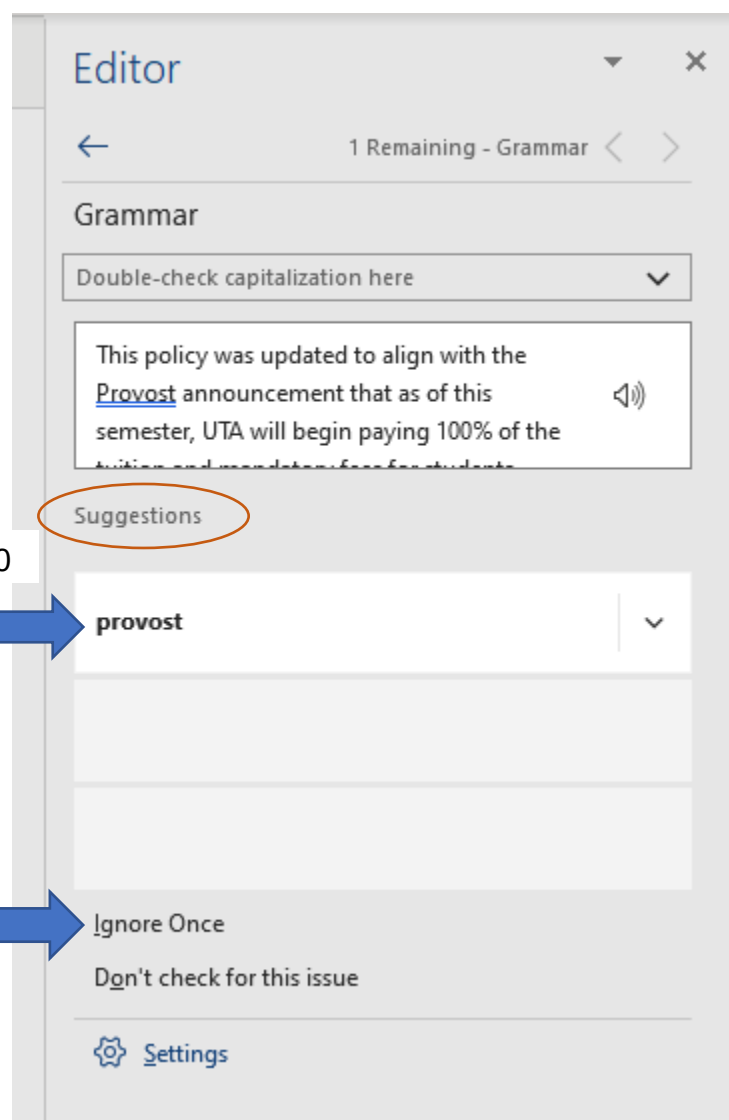
In this example, spelling is good (EX 6), but one grammar correction (EX 7) needs to be made. Also, some clarity refinements (EX 8) need to be made.

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

- Editor Score:** 76% with a progress bar.
- Formal writing:** A dropdown menu.
- Corrections:** A section with two items:
 - Spelling:** Marked with a checkmark (EX 6).
 - Grammar:** Marked with the number 1 (EX 7). An orange arrow (EX 9) points to this item.
- Refinements:** A section with eight items:
 - Clarity:** Marked with the number 8 (EX 8).
 - Conciseness:** Marked with a checkmark.
 - Formality:** Marked with a checkmark.
 - Inclusiveness:** Marked with a checkmark.
 - Punctuation Conventions:** Marked with a checkmark.
 - Resume:** Marked with a checkmark.
 - Sensitive Geopolitical References:** Marked with a checkmark.
 - Vocabulary:** Marked with a checkmark.
- Insights:** A section at the bottom.

Click on "Grammar" (EX 9).

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



EX 10



EX 11



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.