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 you want to analyze for readability, such 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 Length (e.g. exceeds 20, 35 or 50 words for a sentence). – Click on the Gear button.
- ▶ Run Quality Check. – Click on the Run button.
- 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

Atebion, LLC