

AI-powered writing assistant

Checks grammar and writing mistakes

Included in Microsoft 365

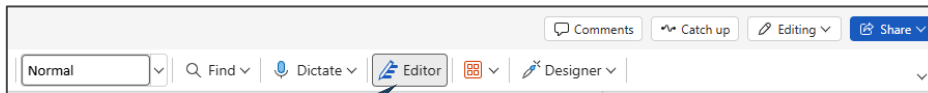
Browser extension for Edge & Chrome

Gmail

Word

Outlook

Social Media



- Access MS Word via [Microsoft Online](#) with your Bryan credentials **OR** open the MS Word app on your computer.
- Select Editor in the toolbar.

Visit your app store to get the MS Editor [browser extension](#) for Edge or Chrome to utilize in Gmail, Google Docs, and more on the web!

## Editor Score

Percentage determined by the number and type of suggestions, as well as the length of the document. High score = clear writing.

## Spelling

Highlights spelling mistakes to correct.

## Grammar

Issues such as sentence fragments, missing words and punctuation, capitalization, and commonly confused words.

## Clarity

Identifies phrases that could benefit from simpler wording, switch from passive to active voice, and avoid jargon.

## Personal dictionary

Add words to prevent Editor from marking them as misspelled.

## Check for similarity

Analyzes document for content similar to text online. A great reminder to cite the original source!

## Text Predictions

Anticipates your next words and provides suggestions.

## Document stats

Word, character, and paragraph counts, along with the time to read or speak.

