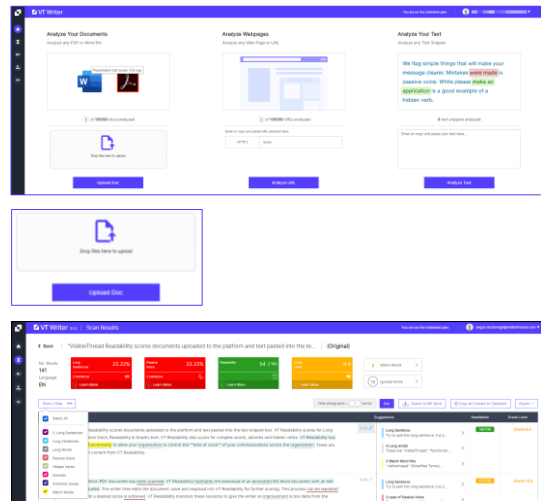


### How To Analyze Your Documents

Log into VT Writer with your credentials.

1. Select the document you want to analyze
2. Drag and Drop **OR** upload your document
3. Analysis starts
4. Once complete, you will see a report like this
5. It shows
  - V. Long sentences (Purple)
  - Long Sentences (Blue)
  - Long Words (Dotted underline)
  - Passive Voice (Red)
  - Hidden Verbs (Green)
  - Adverbs (Magenta)
  - Watch Words (Yellow)
  - Grammar (Navy)

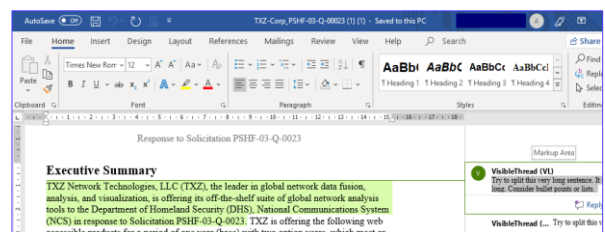
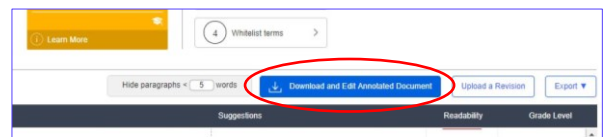


Click the “Show / Hide” button to select the reported issues you want to focus on.

### How to improve the readability of your MS Word Doc

Log into VT Writer with your credentials.

1. Select “Download and Edit Annotated Document”.
2. Click “Download” from the Readability Report Options box
3. Open your MS Word doc and start editing based on the guidance suggested.
4. Once edited, save your document.
5. Click the “Upload a Revision” button.
6. Drag and Drop **OR** upload your document
7. Analysis starts and report is displayed



**Note:** Delta scores are displayed for each metric of your revised document.

9. For further revisions and scoring select the “Upload next Revision” button.

**PRO TIP**  
Your Analysis History shows the scores for your original scan and revisions.





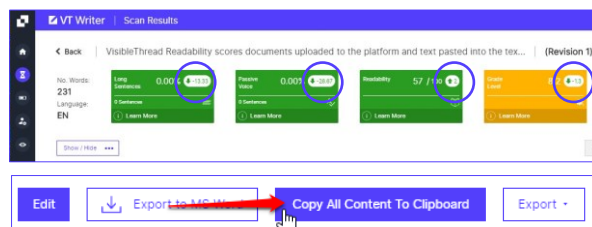
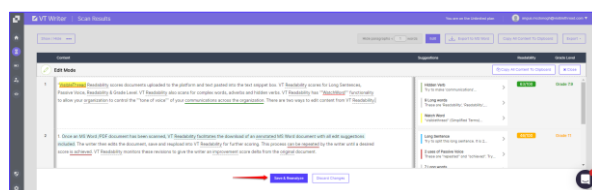
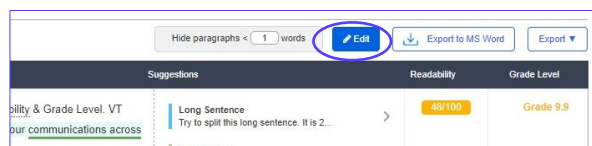
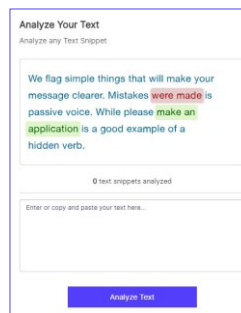
## How to Analyze & Edit Text Snippets

You can analyze blocks of text too!

1. Copy/Paste your content into the box **OR** type directly
2. Click **“Analyze Text”**
3. You'll then see a report showing
  - V. Long sentences (Purple)
  - Long Sentences (Blue)
  - Long Words (Grey)
  - Passive Voice (Red)
  - Hidden Verbs (Green)
  - Adverbs (Magenta)
  - Watch Words (Yellow)
  - Grammar (Navy)
4. Place your mouse over the text to show suggested alternatives.
5. You can edit and fix the content
6. You now enter **Edit Mode**. This allows you to directly edit your content.
7. When you have completed your edit click the **“Save & Reanalyze”** button get your updated score.

Note: Your improvement scores are displayed for each metric of your revised text.

8. Once the edit is complete click the **“Copy All Content To Clipboard”** button to use the updated text.



## Scoring docs directly from email

Open a mail and attach a PDF or MS Word doc to score.

Send that mail to:

[analyze@readability-inbox.visiblethread.com](mailto:analyze@readability-inbox.visiblethread.com)

Note: For users using VT Writer on-premise, you will send to a different email address. Contact your administrator for that email address.

The system will send you back a return mail (normally takes about 30 seconds). That mail will contain summary stats, and an excel report attached. If you sent a Word doc for analysis, you'll get a 2nd attachment, an annotated doc, ready for editing.

