

Microsoft Editor

Microsoft editor is an easy to use grammar and spelling checker. It automatically detects grammar, spelling, punctuation, word choice, and style mistakes in your writing.

How to get access to the software:

This software is available via the use of the online version of office 365 products.

Step 1:

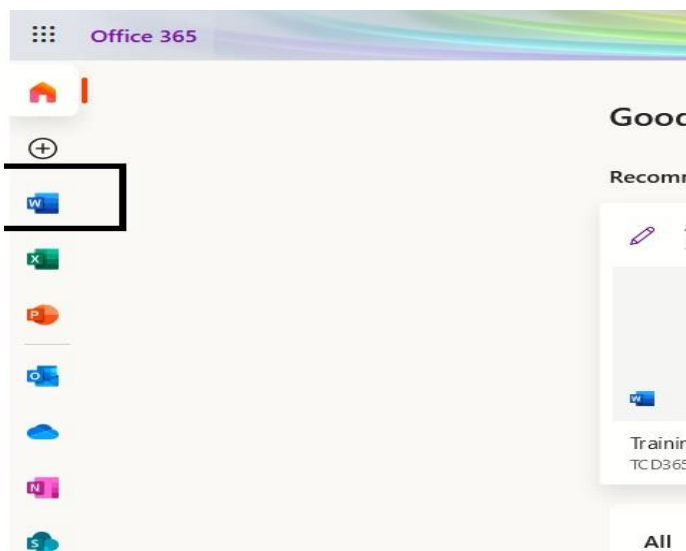
Browse to office365

If you are not signed in, sign in with your **Colaiste Ide** account email

Step 2:

Open up the Microsoft office Word App.

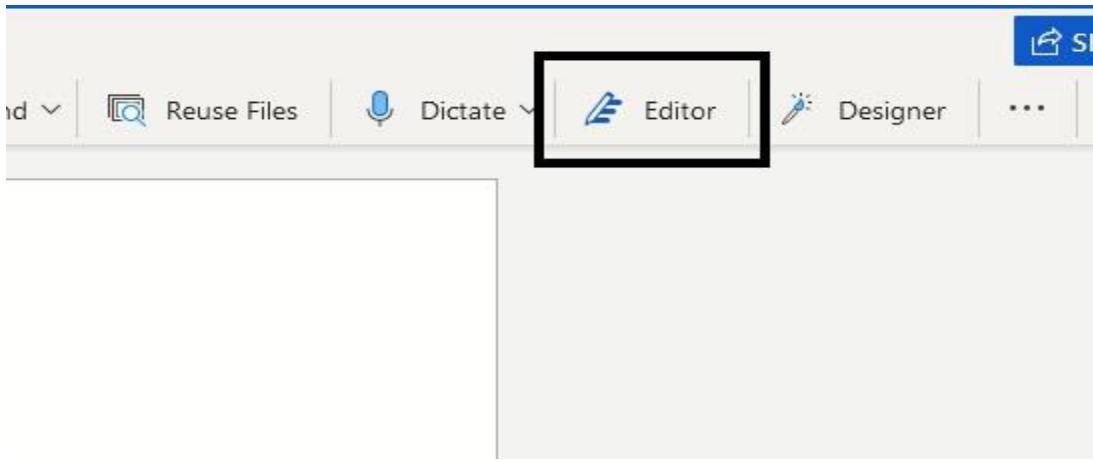
You should see it listed alongside other Office apps at the left side of the page.



Step 3:

When you open a new document, you should see a button near the top right corner of the window that says "Editor."

It may only display an icon depending on the size of your screen or the window.



Step 4:

Once you click the "Editor" button, you should see a sidebar summarising your Editor Score, number of spelling and grammar mistakes as well as suggestions for improving your document

If you have just started a new document, Editor won't generate a summary until you've typed at least 100 words.

Browser extensions

There is also a Microsoft Editor browser extension. This extension helps you with proofing throughout the web outside of the 365 website. Please note that this extension is currently exclusive to Microsoft Edge and Google Chrome.