

Using Editor in Office 365 Apps

Editor is a Microsoft 365 tool that helps you to improve your writing in Word and Outlook by identifying words and phrases that might need more refinement. Editor analyses text as you type and makes suggestions when it finds mis-spellings and opportunities for improving.

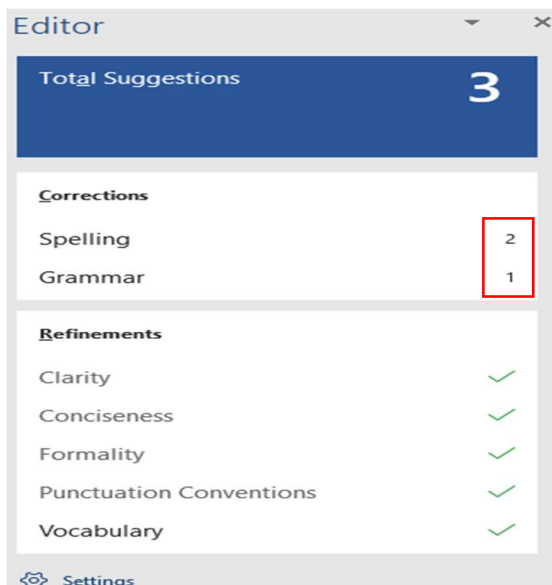
When Editor is enabled, improved spelling and grammar suggestions will be automatically available to you. Editor is there to help you, but it will not prevent you from continuing with your document or email if you choose not to take the suggestions.

Editor in Word

In Word, you can find Editor on the Home command bar and the Review command bar.

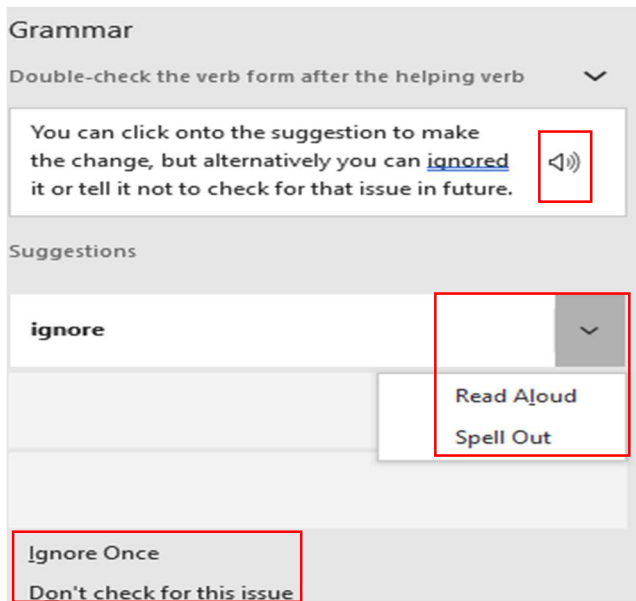


Click onto Editor and a pane will open on the right to tell you how many spelling and grammar errors there are and any 'refinement' issues it has detected for how clear your meaning is, if it can make your writing make sense in fewer words, formality, punctuation and vocabulary.



Click onto any section that shows a number against it and Editor will give you alternatives or tell you what the correction is.

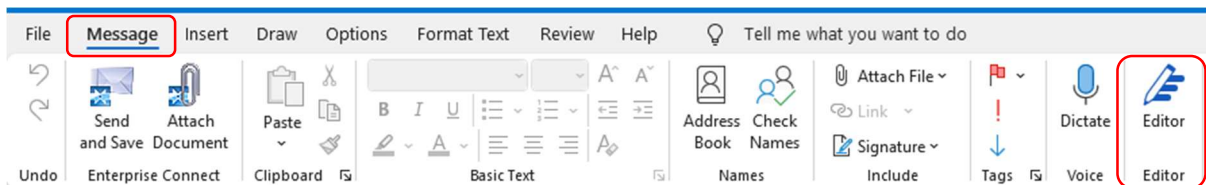
You can press onto the 'Read aloud' icon to have the issue read to you, and if you press on the drop-down arrow in the suggestion, you can choose between 'read aloud' or 'spell out'.



You can click onto the suggestion to make the change, but alternatively you can ignore it and/or tell it not to check for that issue in future.

Editor in Outlook Desktop App

In Outlook, you can find Editor when you open a new blank email to write.

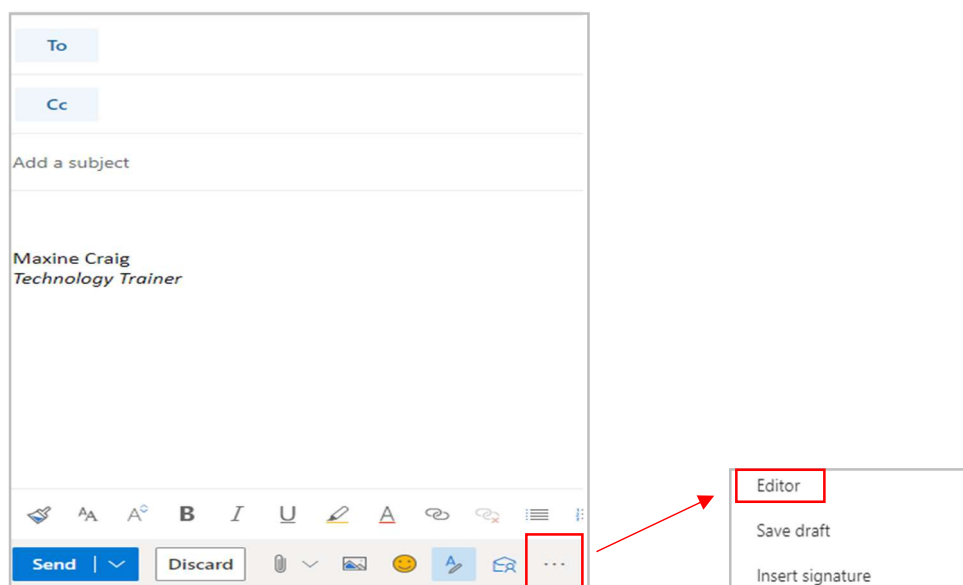


Click onto Editor and a pane will open on the right to tell you how many spelling and grammar errors there are and any 'refinement' issues it has detected for how clear your meaning is, if it can make your writing make sense in fewer words, formality, punctuation and vocabulary.

Once opened, Editor in Outlook Desktop works the same way as it does in Word.

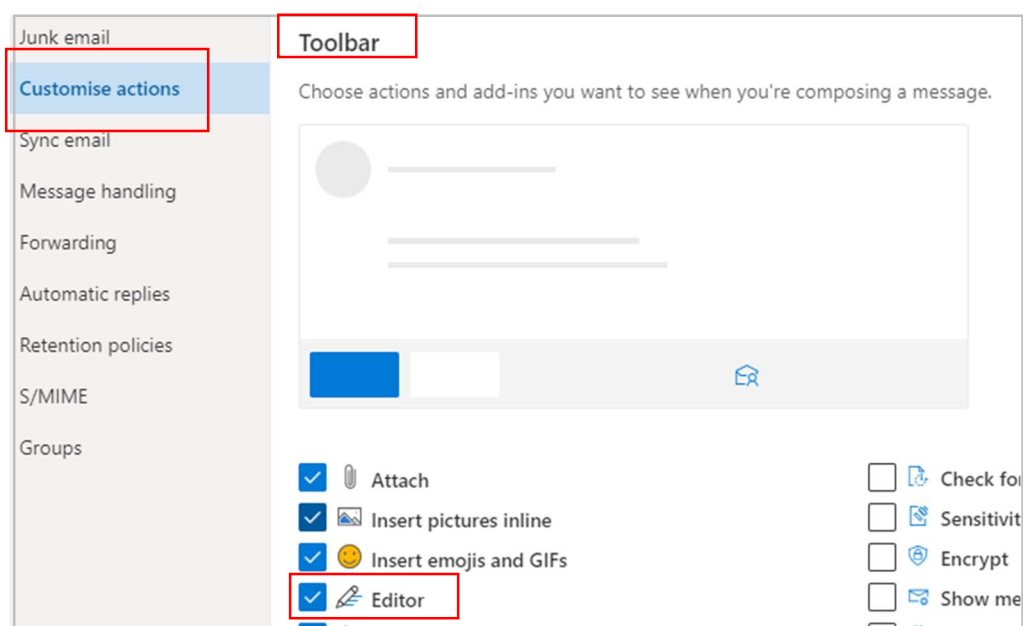
Editor in Outlook Online

For Outlook Online (also known as Web version), you will find Editor in the lower taskbar once you open a new blank email.

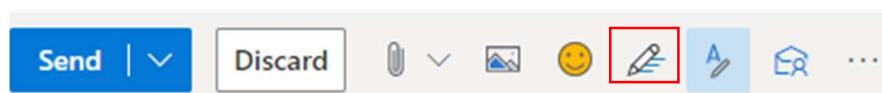


You initially have to go into the ellipsis to find it, but if you want easier access to it you can go into Settings (the cog in top right of Outlook Online), choose View all Outlook Settings > Customise actions, then scroll down to Toolbar section.

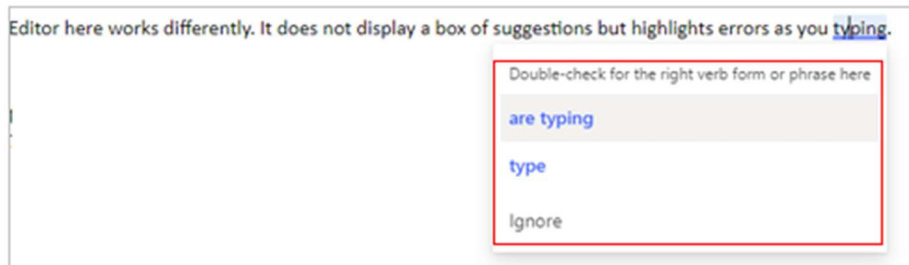
Tick the Editor box to add it to the lower toolbar as displayed below.



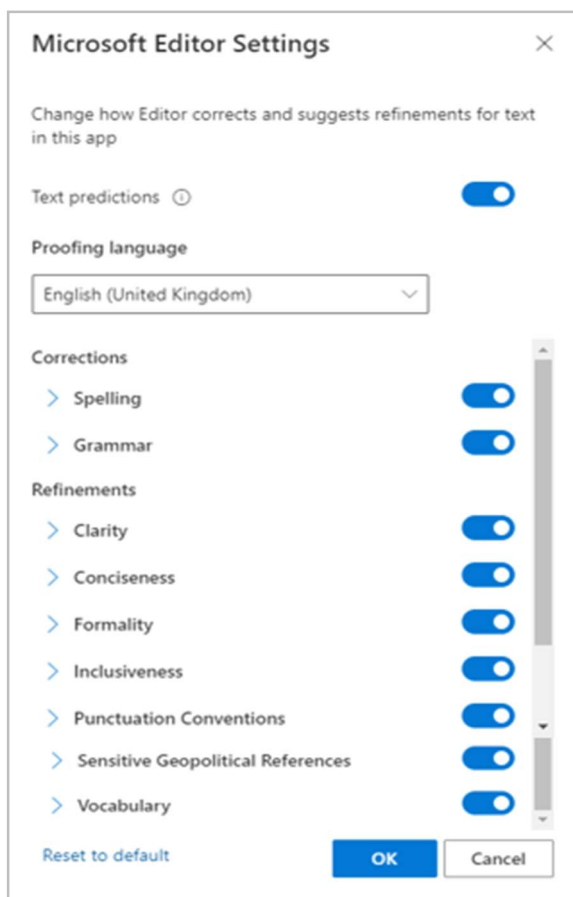
Editor will now appear on your lower taskbar from now on with a pen icon.



Editor in Outlook Online works differently than in Word and Outlook Desktop. It does not display a box of suggestions but highlights errors as you type. If you click onto the word underlined, it gives you the options for improving your text.



When you click on the Editor icon, you can set your controls to choose what it checks, from spelling and grammar to clarity, conciseness, inclusiveness, formality and punctuation and vocabulary.



You can also turn off 'Text predictions' in this Editor box if you prefer not to have this function. Text prediction anticipates your next words and suggests words or phrases as you type. For example, it has added 'than' after the words 'much better' have been typed below. You can either ignore and continue to type or use the Tab key to accept the suggestion.

