

Microsoft Word Inclusivity Checker

Microsoft Word can check your writing for gender, age, cultural bias, and more. The inclusive language addition to the grammar checker is only available in the version of Word that comes with a Microsoft 365 subscription. If you have a standalone version of Office 2019 or an earlier version of Office, you will not have access to the feature.

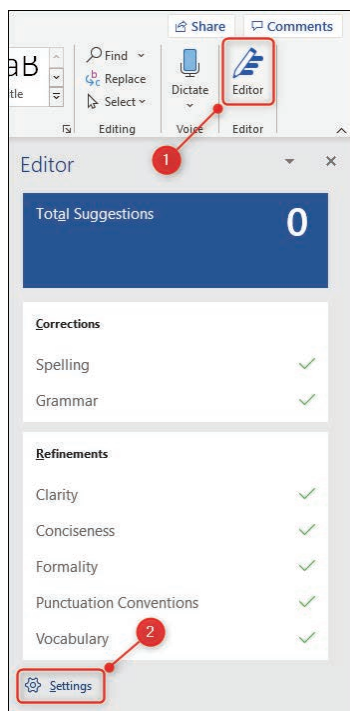


Step-by-step

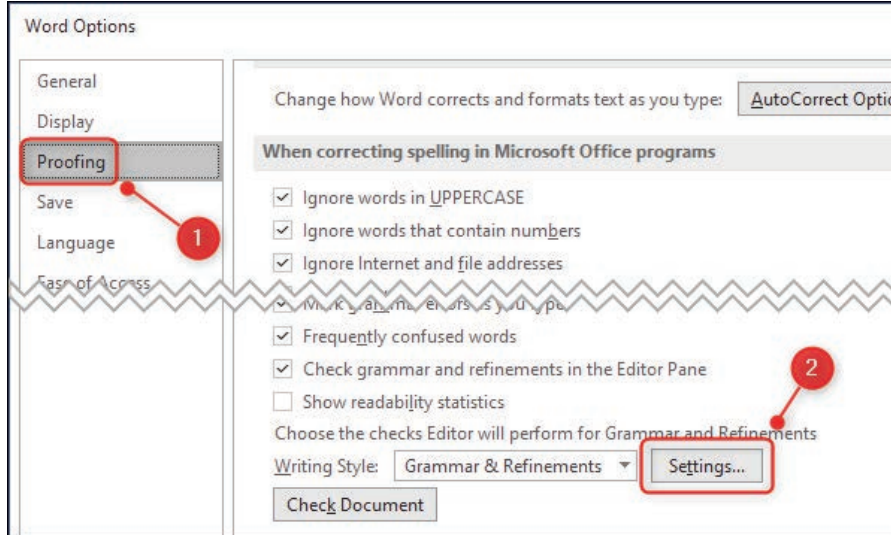
If you are doing a spot check for a chapter, **the Microsoft Word Inclusivity Checker can be used to identify and correct passages that are prone to bias.** Language is just one of the tools that can help you find that needle in a haystack.

This feature is turned off by default; here is how to turn it on.

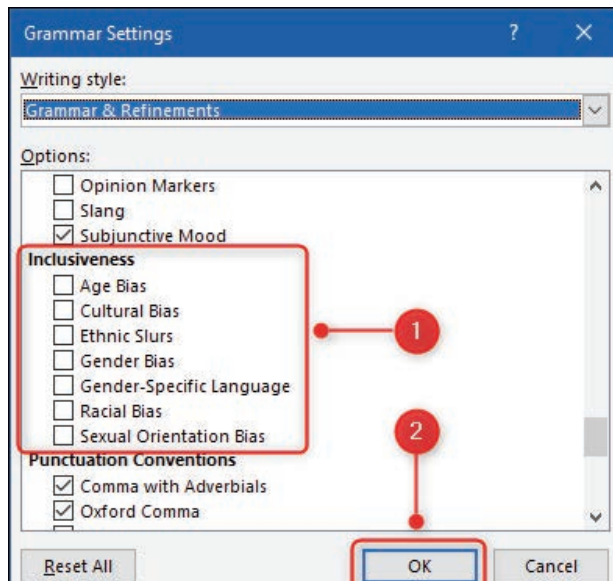
1. Open a Microsoft Word document. From the **Home** tab, click to open the **Editor** pan and select **Settings** at the bottom.



2. Click **Proofing** and scroll down to the heading **When correcting spelling in Microsoft Office programs**. Find Writing Style and select **Settings**.



3. Scroll down to the **Inclusiveness** section, select all the checkboxes that you want Word to check for in your documents, and click the “OK” button. Microsoft keeps these categories up-to-date—for instance, they recently added a category for “Gender-Neutral Pronouns” that isn’t depicted in the screenshot below.



4. Now, when you write anything in Word, the grammar checker will pick up on non-inclusive word choices and suggest alternatives. If the **Editor** is not open in the background, Word will underline a phrase and show possible replacements when you right-click.

