

ATOS for Text – Instructions

There are two ways you can submit text for analysis.

Type directly into the text box

1. Type your submission directly into the text box in the ATOS for Text Analyzer.
2. Review for correct spelling and punctuation.
3. Click “Submit” when completed. ATOS results are returned in seconds.

Upload a saved file

Prepare your file for submission. Accepted file types are .txt, .doc and .docx. Either type your text into an application such as Notepad, WordPad or Word, or scan a document. If scanning, the image file must be converted to text using OCR (Optical Character Recognition) software. Many word processing applications now include an OCR component to “recognize” the text.

Note: The text must actually be recognized – opening a PDF or other image file and simply changing its file extension or saving it as a different file type does not work.

1. Verify the file is an accurate representation of the document (i.e. spelling, sentence structure, etc.).
2. Format the file with single spacing.
3. Separate headings and other fragments from sentences with an open line (two hard returns, or “enter” twice).
4. Once your file is saved, click the “Browse” button to select your file and submit. ATOS results are returned in seconds.