

Documents

Import and **export** Word files from your computer, Dropbox, and Box.

To collaborate on a shared document, just copy the **link** and send it to anyone on your team.

You never need to save: Textio auto-saves everything! Revert anytime to a prior version in your **history**.

Authoring

Easily **format** your text using the smart contextual menu

For accurate scoring:

- enter a **job title**
- choose a **document** type
- select the **role** type
- select a job **location**

Set your document to either **shared** with your team or **private**.

Hover over **key phrases** for details and suggestions.

Guidance

Your **Textio Score** predicts the effectiveness of your document. An 83 means it will perform better than 83% of similar documents.

The **strengths** and **problems** show you where to focus your editing. Click each item to learn more.

The **tone meter** indicates the statistical ratio of men and women who will apply to your role.

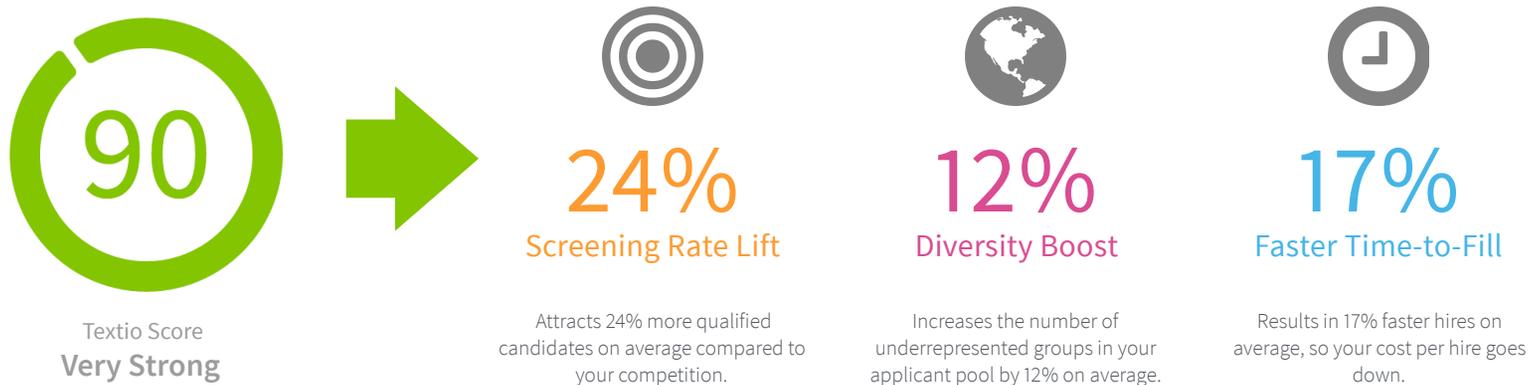
Collaboration

Open the **document library** to access all of your documents and those shared by your team.

You'll also find team **analytics** and **achievements** reports here.

Open the user menu to

- change your **account settings**
- see your **achievements**
- **sign out** of Textio



Documents with a score of **90+** and neutral tone show the strongest average performance improvements. So before any job post goes public, double check each of these items to maximize its effectiveness:

- Check the library.** Does your Textio library already have high-scoring job posts for you to start from?
- Title your posting.** Textio's predictive engine uses job title to adapt the feedback that you get.
- Pick a location and job type.** Textio provides phrases and feedback that are specific to these selections.
- Get above 90.** If your Textio Score isn't at 90 or higher, just keep at it—that's where performance really improves.
- Find a neutral tone.** Gender-neutral posts fill an average of 14 days faster than those with a biased tone!
- Share your work.** Once it's the best it can be, share your job post for the rest of your team to use.