



<https://www.grammarly.com/>

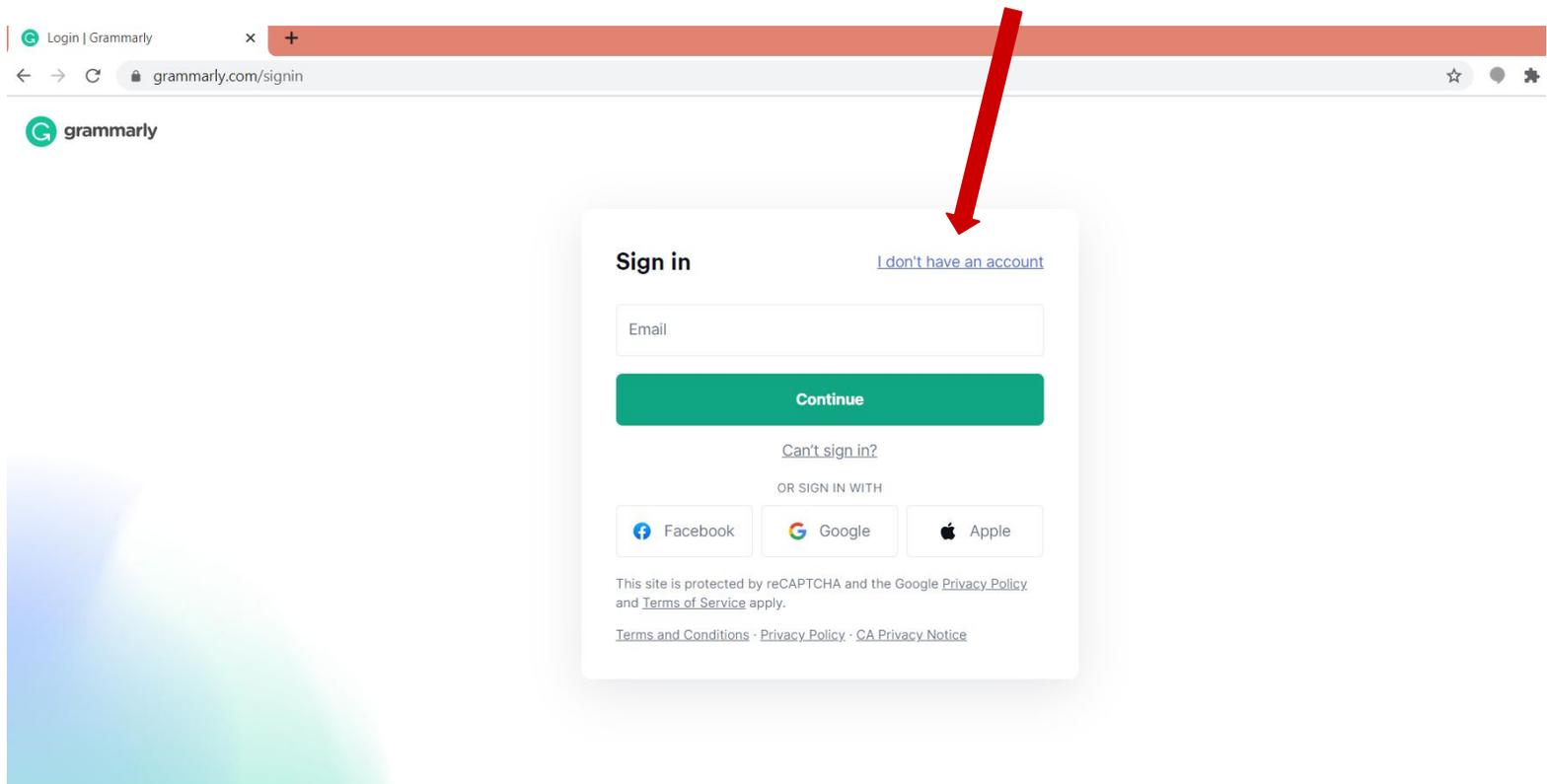
Grammarly

Description of Tool

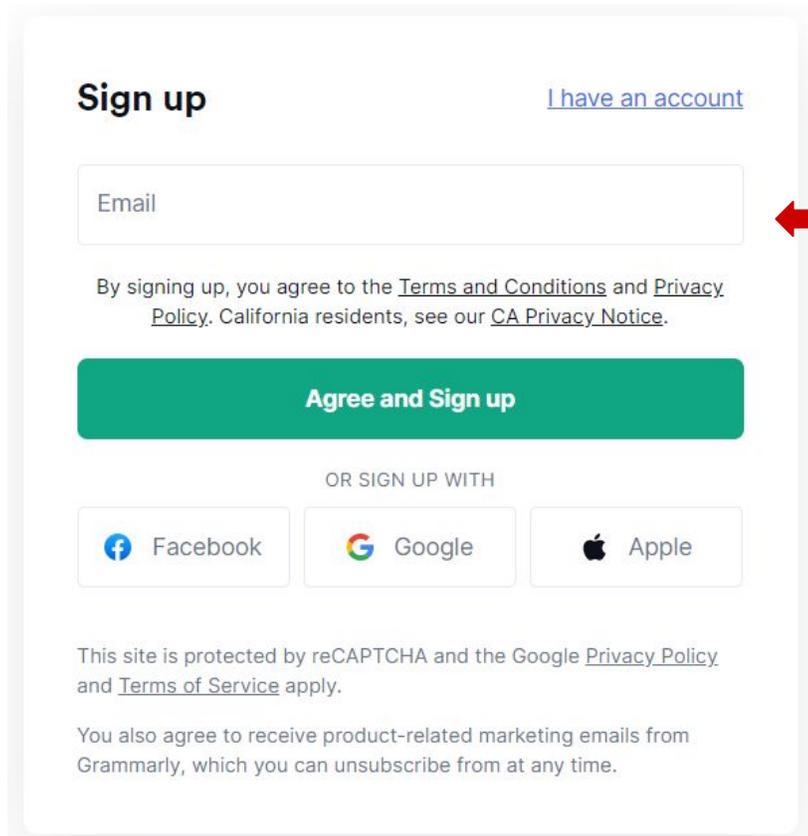
Grammarly provides a free tool that checks the spelling and grammar of a document. The directions below describe how to sign up for an account and how to use Grammarly through the website. For Grammarly, it is best if you use Google Chrome.

Instructions to Create a Free Grammarly Account

- First, we're going to create an account. In Google Chrome, go to <https://www.grammarly.com/signin>.
- Click on "I Don't Have an Account."



- Type your email address in the email address field.



Sign up [I have an account](#)

Email

By signing up, you agree to the [Terms and Conditions](#) and [Privacy Policy](#). California residents, see our [CA Privacy Notice](#).

Agree and Sign up

OR SIGN UP WITH

 Facebook  Google  Apple

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

You also agree to receive product-related marketing emails from Grammarly, which you can unsubscribe from at any time.

- Once you enter your email address, a place for you to type a password and your name will appear.

Sign up

[I have an account](#)

Email
test@gmail.com

Password
.....

Name
Test Account

By signing up, you agree to the [Terms and Conditions](#) and [Privacy Policy](#). California residents, see our [CA Privacy Notice](#).

Agree and Sign up

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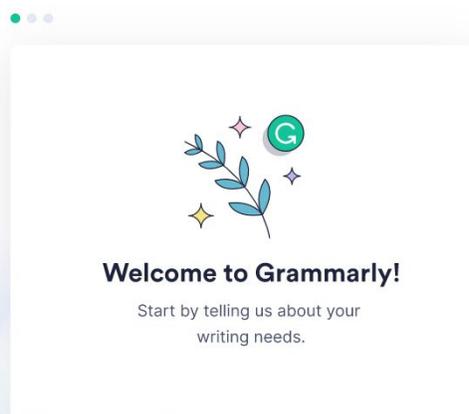
Apple

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

You also agree to receive product-related marketing emails from Grammarly, which you can unsubscribe from at any time.

- Choose a password and type your password.
- Type your name here.
- Click “Agree and Sign up.”

- Click on “Skip Personalization” at the bottom of the next screen.



Most of my writing is for:

Make a selection below

School

Work

Other projects

Continue

Skip personalization

Free

Helps with:

- ✓ Spelling
- ✓ Grammar
- ✓ Punctuation

Continue to Grammarly
It's free

- Click on “Continue to Grammarly” to continue with the free version of Grammarly.



Ready to write something brilliant?

The Grammarly Editor helps you turn your ideas into clear, compelling writing.

START A QUICK TOUR

Skip the tour

- For a lesson in how to use Grammarly, you can click on “Start a Quick Tour.”
- If you want to skip the lesson, click on “Skip the tour.”

- You have now created your Grammarly account.

Instructions to Login to Grammarly from Google Chrome

- Open Google Chrome.
- Go to <https://www.grammarly.com/>
- Click on “Login” in the top right corner.

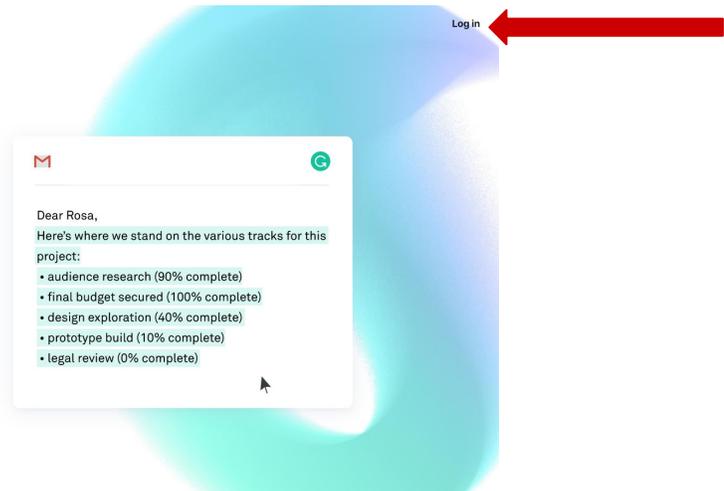


Great Writing, Simplified

Compose bold, clear, mistake-free writing with Grammarly's AI-powered writing assistant.

Add to Chrome It's free

★★★★★ 34,000+ Chrome store reviews
30 million people use Grammarly to improve their writing



Sign in

[I don't have an account](#)

Email

test@gmail.com

Continue

[Can't sign in?](#)

OR SIGN IN WITH



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Google



Apple

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- Enter your email address.

- Click “Continue.”

Sign in [I don't have an account](#)

Email
test@gmail.com

Password
.....|

Sign in

[Can't sign in?](#)

OR SIGN IN WITH

Facebook Google Apple

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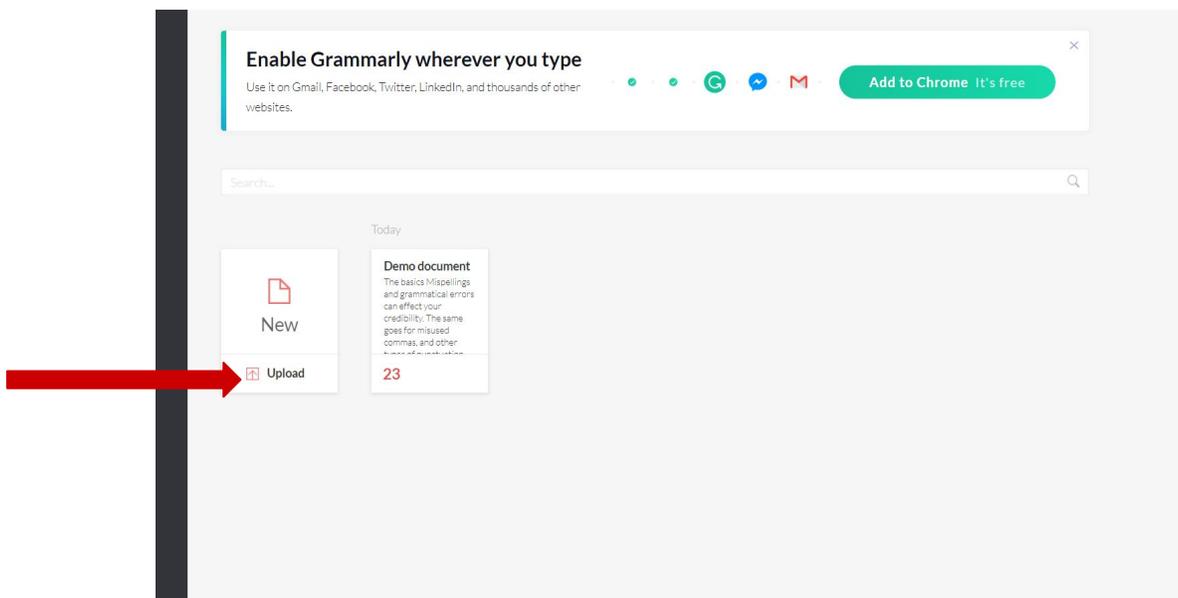
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• Type your password.

• Click “Sign In.”

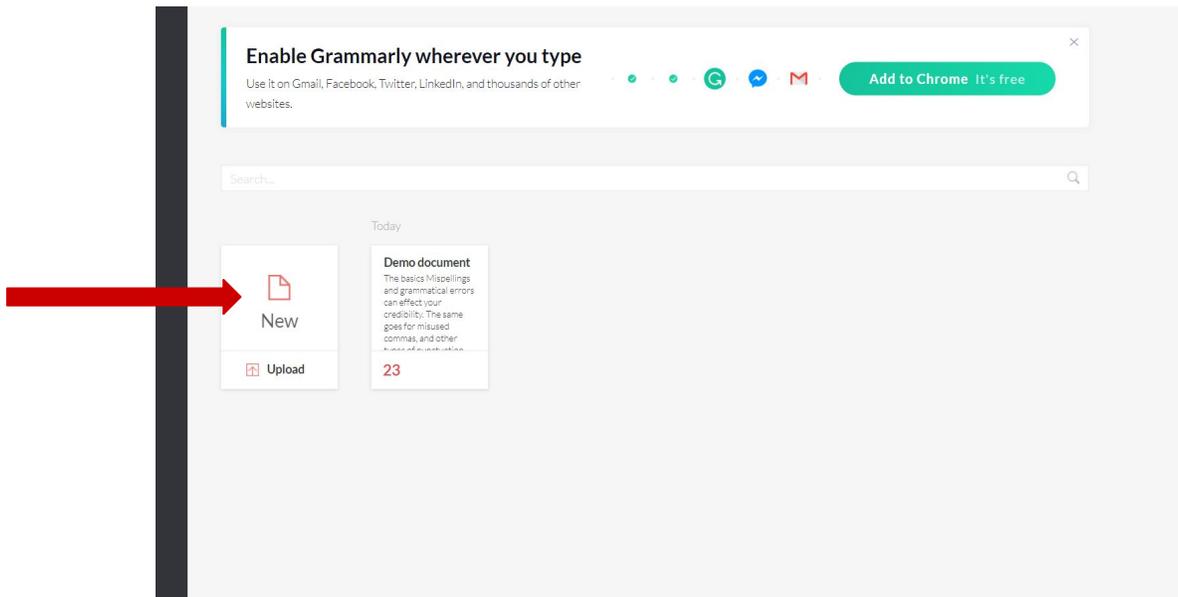
How to Use Grammarly in Google Chrome

- You can have Grammarly check spelling and grammar in a document you already have by uploading it or by creating a new document and pasting the text of the document into the new document. You can also create a new document in Grammarly.
 - To Upload a Document:
 - Click on “Upload.”
 - Find where you saved the document you want to upload and click on “Open.”

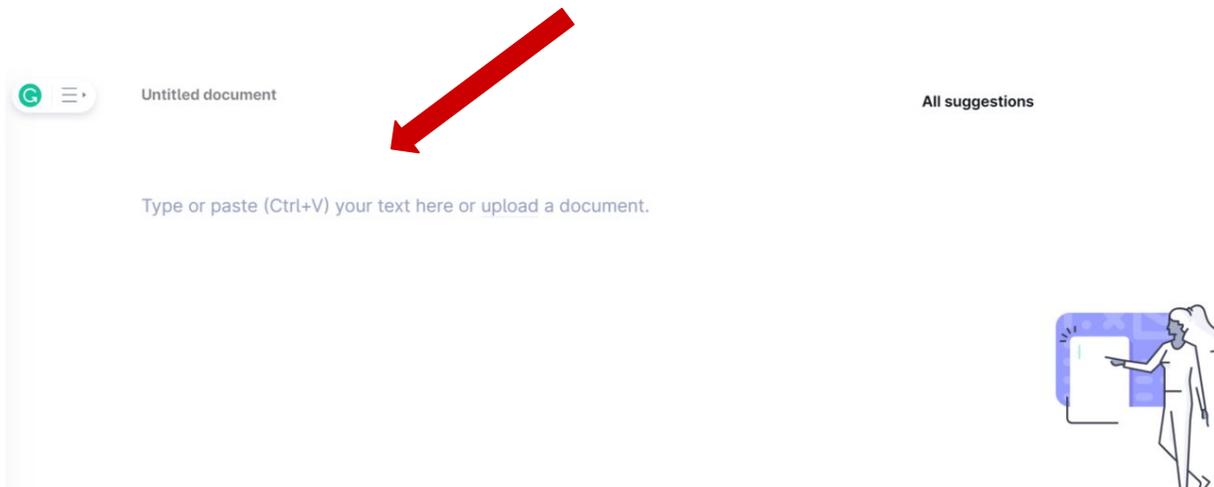


- To Create a New Document:

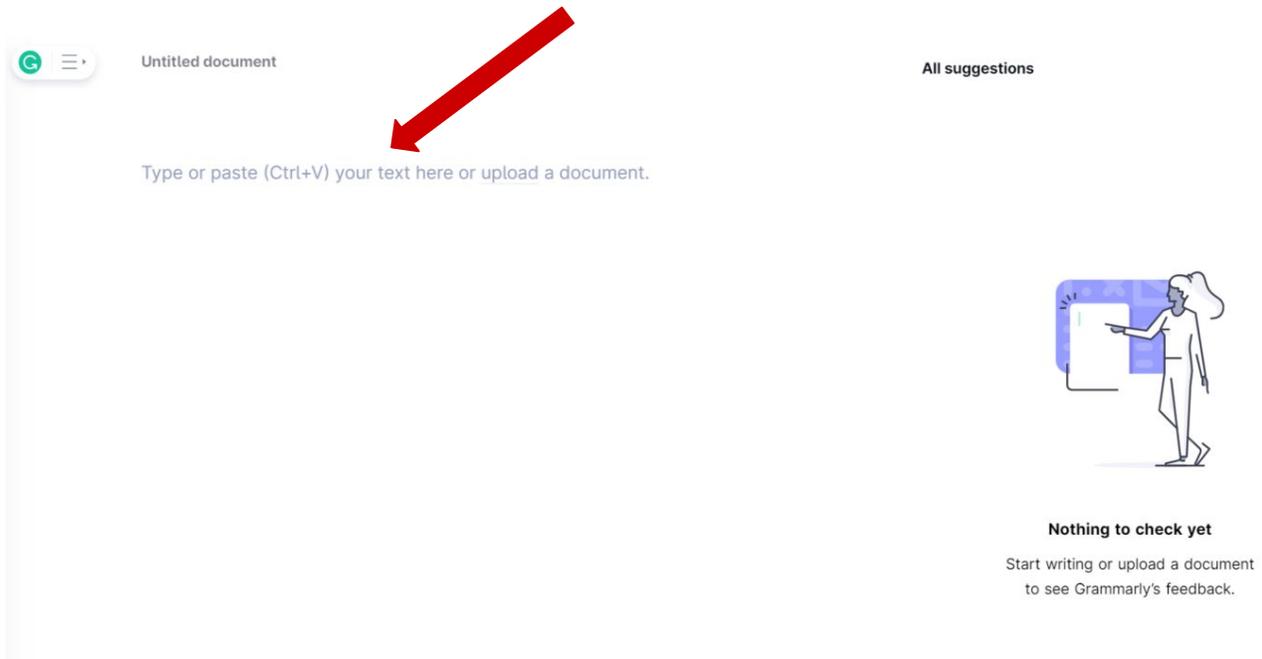
- Click on “New”
- Open the document you want to copy. Note: If you copy and paste your document, you may lose the formatting of your document (meaning if you have bulleted lists, bold fonts, or different size texts, for example, that information may be lost when you paste into Grammarly).
- Copy the content of the document by highlighting all of the text in the document, right click on the highlighted text, and select copy.



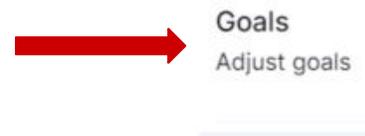
- In the new document in Grammarly, paste the text of the document you copied by Ctrl+V on a Windows computer or Command+V on a Mac.



- You can also create your new document in Grammarly by typing your document in Grammarly.



- Once your document is uploaded or pasted. Grammarly will ask you set your goals for the document.
 - Set your Audience and Formality goals for the document. Other options may be presented that are for the paid customers or do not affect the feedback on the document.. Click on “Done.”
 - If you typed your document into Grammarly, you can access the goals by clicking on Adjust Goals on the right side of your screen.
 - The goals will change the type of changes Grammarly suggests you make to edit your document





Set goals

Get tailored writing suggestions based on your goals and audience.

Audience

General Knowledgeable Expert

Knowledgeable (default): Requires focus to read and understand.

Formality

Informal Neutral Formal

Informal: Allows slang and other more casual usages.

Domain

Academic Business General Email Casual Creative

Go Premium

Get customized suggestions for business writing, academic assignments, and more.

Tone

Neutral Confident Joyful Optimistic

Friendly Urgent Analytical Respectful

Experimental. How do you want to sound? This helps us build new suggestions and won't affect your feedback today.

Intent

Inform Describe Convince Tell A Story

Show Set Goals when I start a new document

Reset to defaults

Done

- Audience - set the goal based on for whom the document you are writing: General (use this if you want anyone to be able to easily read your writing), Knowledgeable (will require more focus to read and understand), or Expert (may require a few re-readings to understand the meaning of the text).
- Formality - decide if you want your writing to be formal (for example, business writing), informal (for example, an email to a friend), or neutral (meaning slang would not be allowed but casual phrases would be allowed)

- Grammarly will automatically check all of the writing in your document.
 - If Grammarly is checking the document, the Overall Score icon in the right corner of the screen will move in a circle to show that checking is in progress.



Calculating...

Goals

5 of 5 set

All suggestions

Correctness

14 alerts

Clarity

Very clear



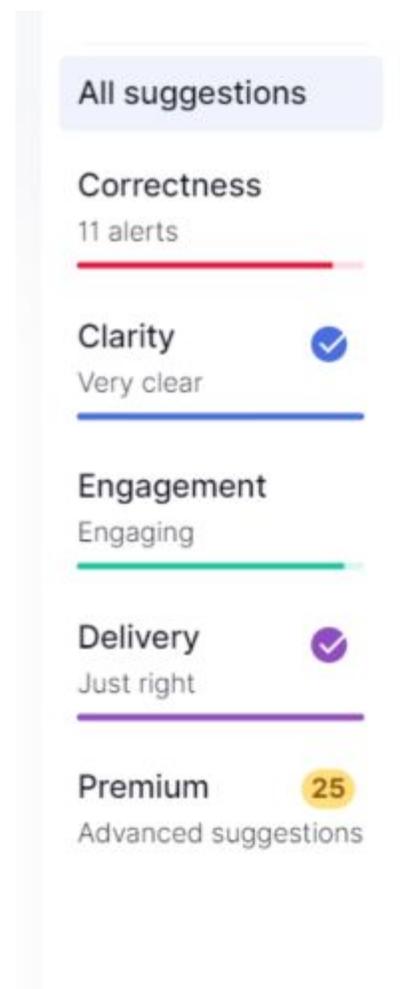
- If Grammarly has found an issue in your writing, there will be a red, blue, green, or purple underline. Using the free version of Grammarly, you will only be able to view and correct the red and blue suggested changes. Click on any underlined text to see the suggested change.

- Red underlines are for spelling, punctuation and grammar suggestions.
- Blue underlines are where Grammarly suggests ways to make the writing easier to read and ways to use fewer words.

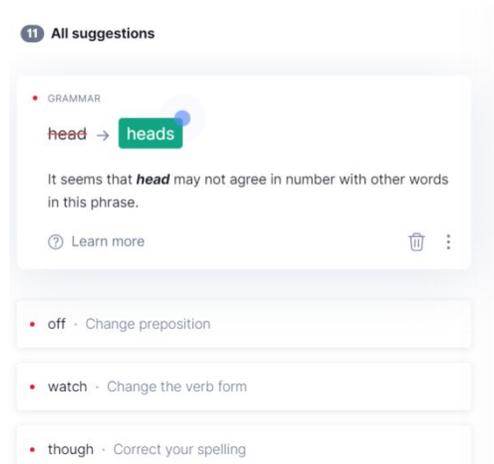
made up in our head.



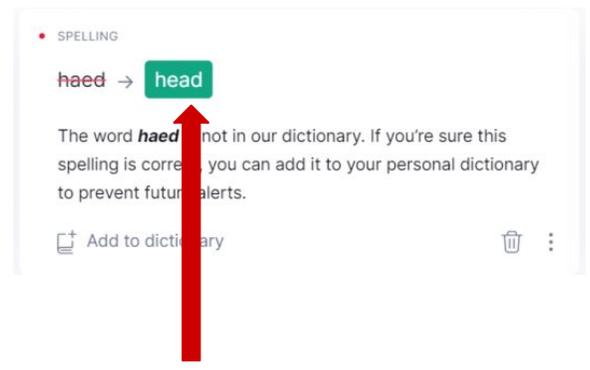
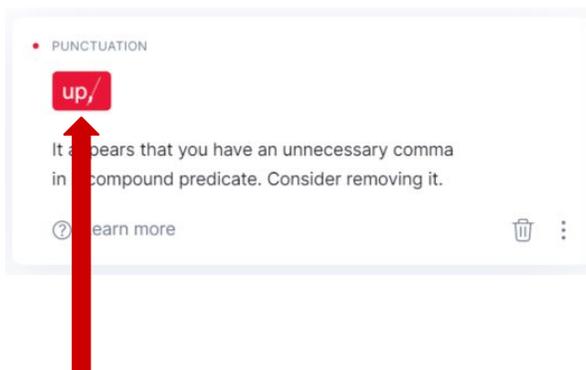
- On the right side of your screen you will be able to see the number of suggestions Grammarly has made to your document and the types of suggestions.
 - To view all suggestions, click on “All Suggestions.”
 - To view only the suggestions underlined in red, click on “Correctness”
 - To view only the suggestions underlined in blue, click on “Clarity.”



- To review the changes that Grammarly suggests making, you can click on the underlined word or phrase in the document. You can also view the changes in the “Suggestions” section of the screen.

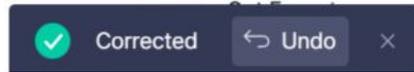


- Once you have selected one of the suggestions to review, you will see a window that will allow you to accept the suggestion, learn more, and, in some cases, have Grammarly stop making suggestions to you like the one you are viewing.
 - You can click on the suggestion to make the change in your document.



- To learn more about why Grammarly made the suggestion, click on Learn More. 
- To see less information, click on “Less.” 

- After you have made a correction, if you want to undo the change, you can click on “Undo” in the box that pops up in Grammarly. You can also use the keyboard shortcut for undo (Windows - Ctrl + Z / Mac - Command-Z).



- If the word that Grammarly suggests is misspelled is actually spelled correctly (for example, when using a word or phrase from another language), you can add the word to your personal dictionary by clicking on “Add to Dictionary.”

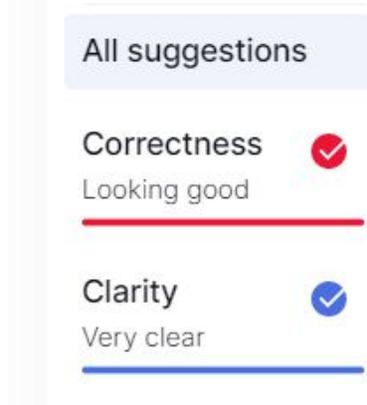


- To ignore the suggestion, you can click on the icon that looks like a trash can.

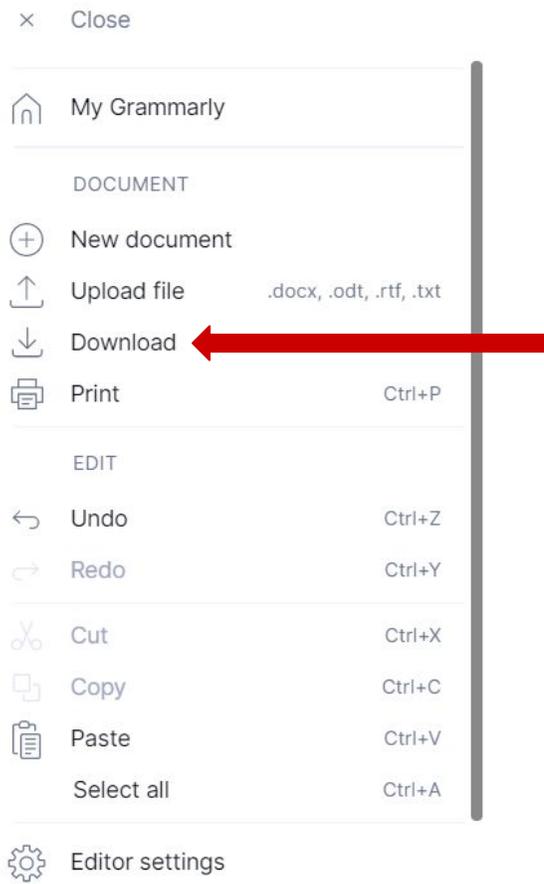


- You can also choose to rewrite the sentence that Grammarly suggested changing if you prefer. Grammarly will continue to automatically check the spelling and grammar as you type.

- Once you have reviewed all of the suggestions that Grammarly has made to your document, you will see check marks next to Correctness and Clarity on the right side of the page.



- To download your document from Grammarly:
 - Click on the menu in the top right corner of your screen.
 - Click on “Download.”
 - The document will begin downloading as a Microsoft Office Word file.



- To return to your Grammarly home page at any time, click on the Grammarly icon in the top left corner of the screen.



Congratulations! You are now able to use Grammarly!