

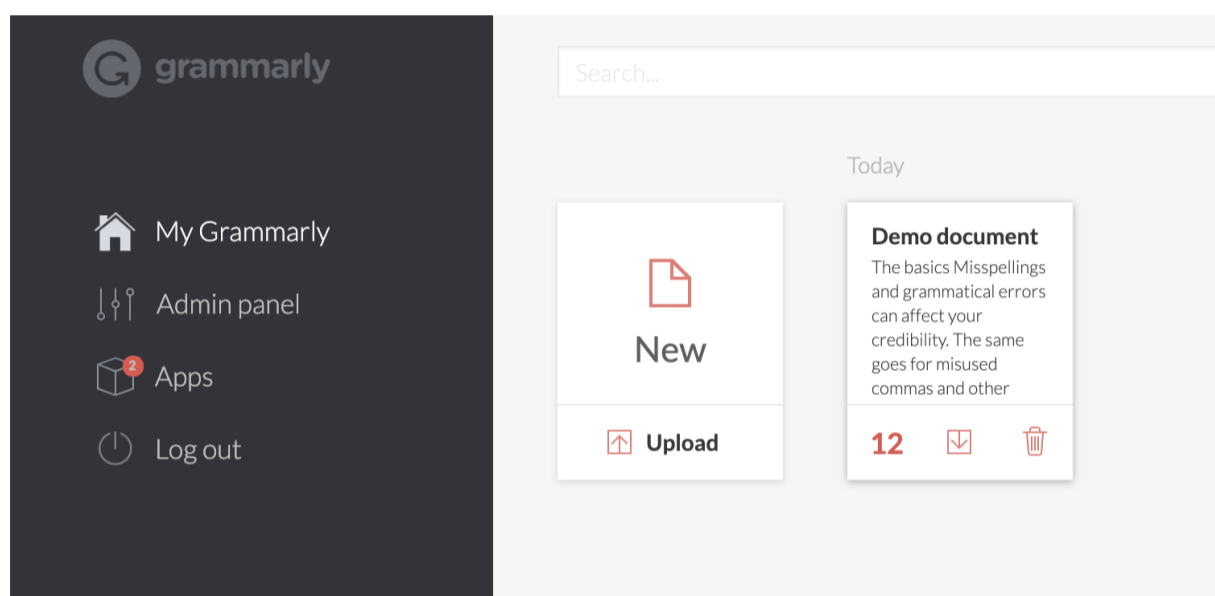
Grammarly Tips and Tricks

Grammarly Dashboard :

This is where you can manage your account settings and documents. Here you can

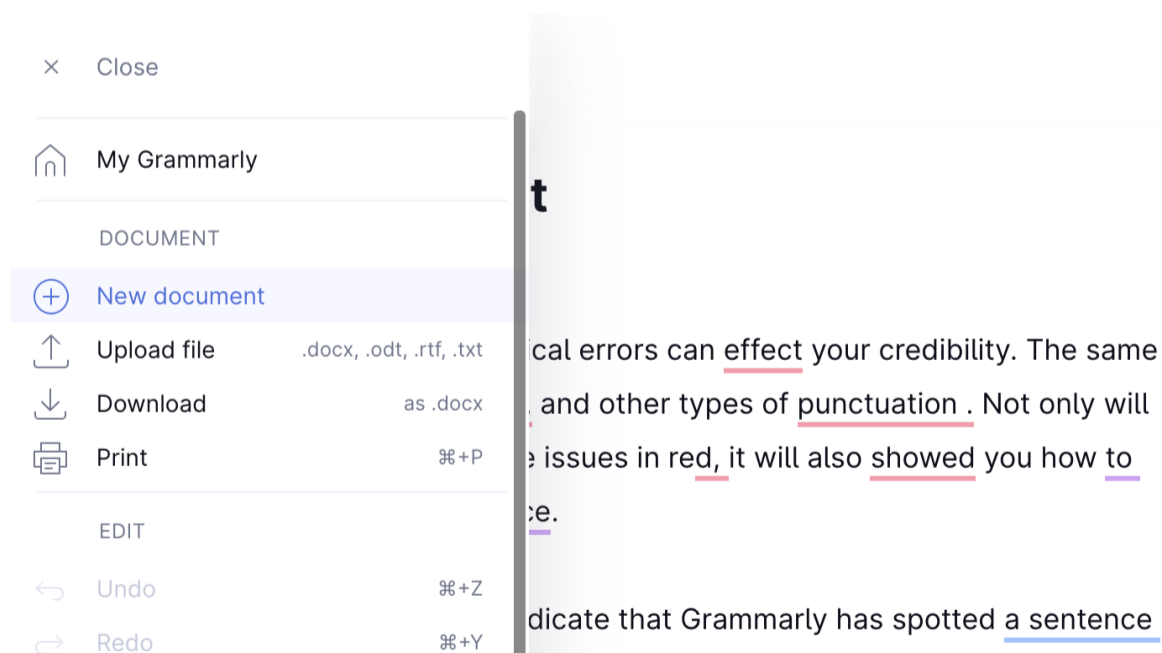
- Upgrade your account
- Manage your subscription settings
- Change the email address associated with your account
- Reset your password
- Delete your old documents and upload new ones

- ❑ Start a new document by clicking the **New** button. You can also upload an existing document from your computer and continue working on it in the Grammarly Editor to see Grammarly's full range of writing feedback.



Another option for importing existing text is to create a blank document, then paste in text from your clipboard.

Note: If you use this option, some of your document's original formatting may be lost.



Editing Text :

- The Grammarly Editor provides robust and comprehensive suggestions. Writing feedback is divided into four categories: correctness, clarity, engagement, and delivery. Each suggestion is color-coded according to the category it belongs to, allowing employees to see at a glance where and how their writing can be improved.

All alerts

Correctness ✔

Looking good

Suggestions about spelling, grammar, and punctuation are underlined in red.

Clarity ✔

Very clear

Suggestions for making your writing easier to understand are underlined in blue.

Engagement ✔

Very engaging

Green underlines mark suggestions that make your writing more fun to read, such as word choice improvements.

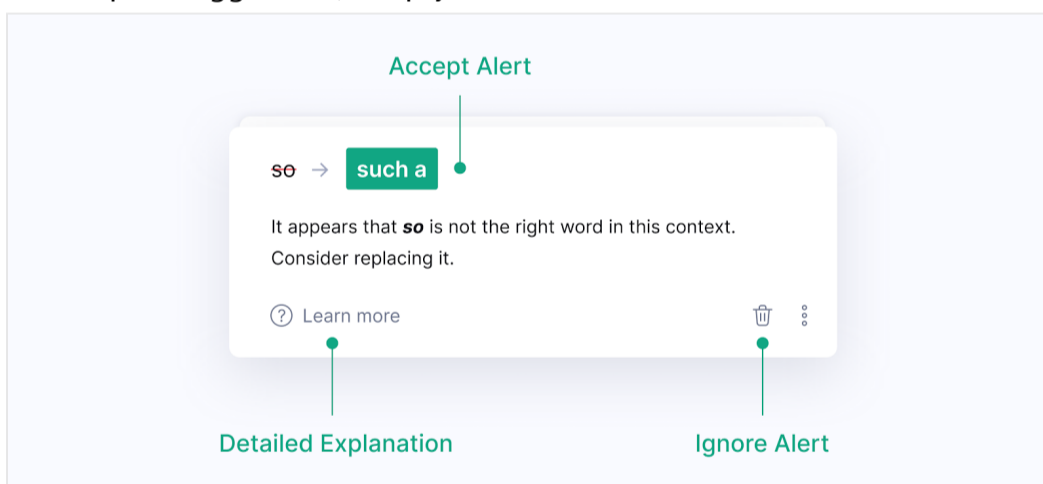
Delivery ✔

Just right

Purple underlines correspond to suggestions that help you craft your message with the appropriate tone and attitude.

Click on any underlined word or phrase to see Grammarly’s suggestion.

To accept a suggestion, simply click on it:

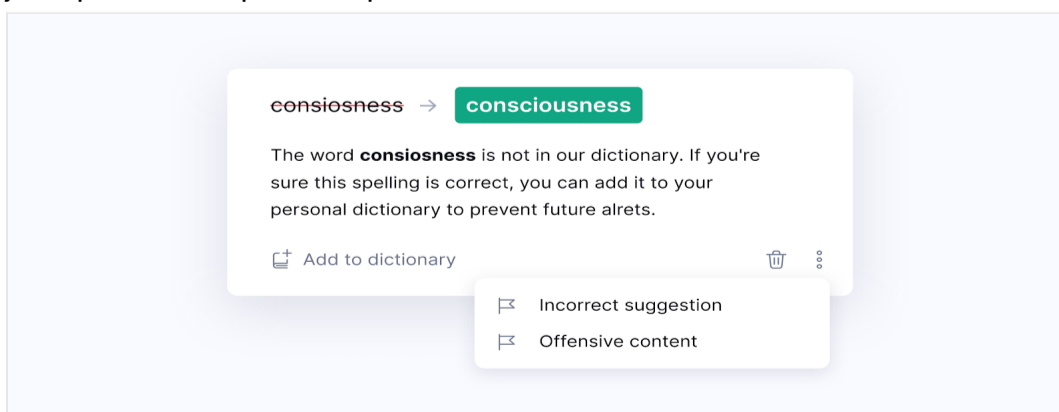


The screenshot shows a white alert box on a light blue background. At the top, it says "Accept Alert" in green. Below that, the text "so → such a" is shown, with "such a" highlighted in a green box. Underneath, it reads: "It appears that **so** is not the right word in this context. Consider replacing it." At the bottom left, there is a "Learn more" link with a question mark icon. At the bottom right, there is a trash can icon and three vertical dots. Labels with lines pointing to these elements are: "Accept Alert" (pointing to the title), "Detailed Explanation" (pointing to the "Learn more" link), and "Ignore Alert" (pointing to the trash can icon).

If you’d like to ignore a suggestion, click the trash can icon to dismiss it.

To see a detailed explanation about a suggestion, click **Learn more** at the bottom of the alert.

If a suggestion is incorrect or you’d like to report it for any reason, click the three dots and choose your preferred option to proceed.



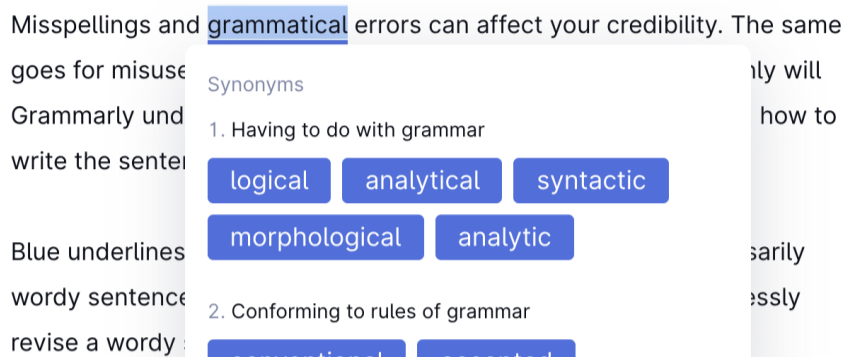
The screenshot shows a white alert box on a light blue background. At the top, it says "consiosness → consciousness" with "consciousness" highlighted in a green box. Below that, it reads: "The word **consiosness** is not in our dictionary. If you're sure this spelling is correct, you can add it to your personal dictionary to prevent future alerts." At the bottom left, there is an "Add to dictionary" link with a plus icon. At the bottom right, there is a trash can icon and three vertical dots. A dropdown menu is open from the three dots, showing two options: "Incorrect suggestion" and "Offensive content".

If you'd like Grammarly to **stop flagging a particular spelling as incorrect**, you can add the word to your personal dictionary by clicking the **Add to dictionary** button.

- ❑ Grammarly often proactively suggests synonyms for bland or overused words. But if you'd like to find a synonym yourself, double-clicking a word in your text will pull up a list of synonyms. Click the synonym you'd like to use to automatically replace your original word.

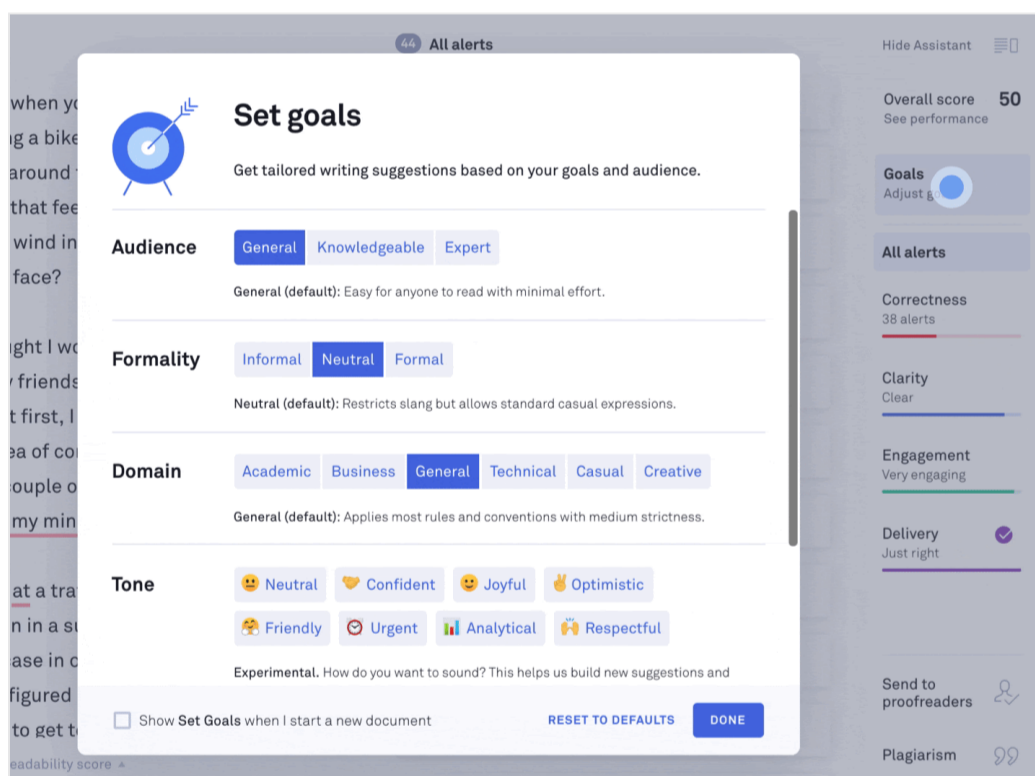
Demo document

The basics



Setting Goals :

- ❑ Get tailored writing suggestions based on your goals and audience through Grammarly's writing assistant. Click **Adjust goals** in the right-side panel of the Grammarly Editor to specify your audience, formality level, and more.



Tone Detector (Beta) :

It's not just what you say – it's how you say it. Whether you want to sound friendly (but not informal) or concerned (but not angry), choosing your tone wisely is key to delivering your message effectively. The beta version of [Grammarly's tone detector](#) is currently available in Grammarly's browser extension for Google Chrome, Safari, and Firefox.

To check the tone of your writing, please follow these steps:

- Double-check that you have [Grammarly's browser extension](#) installed.
- Open any website where you can write text, such as Gmail or Slack.
- Be sure to write a few sentences—the tone detector needs at least 120 characters to activate.

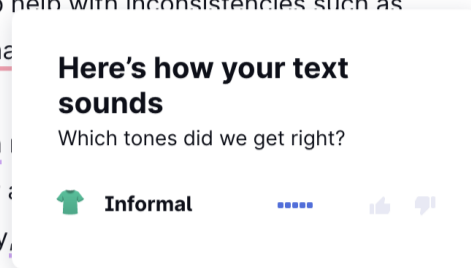
- Click the emoji that appears in the bottom right corner of your screen to check your tone.

But wait...there's more?

Grammarly Premium can give you very helpful feedback on your writing.

Passive voice can be fixed by Grammarly, and it can handle classical word-choice mistakes. It can also help with inconsistencies such as switching between e-mail and email.

It can even help when you wanna write, which is especially useful when writing for businessmen to friends and family.

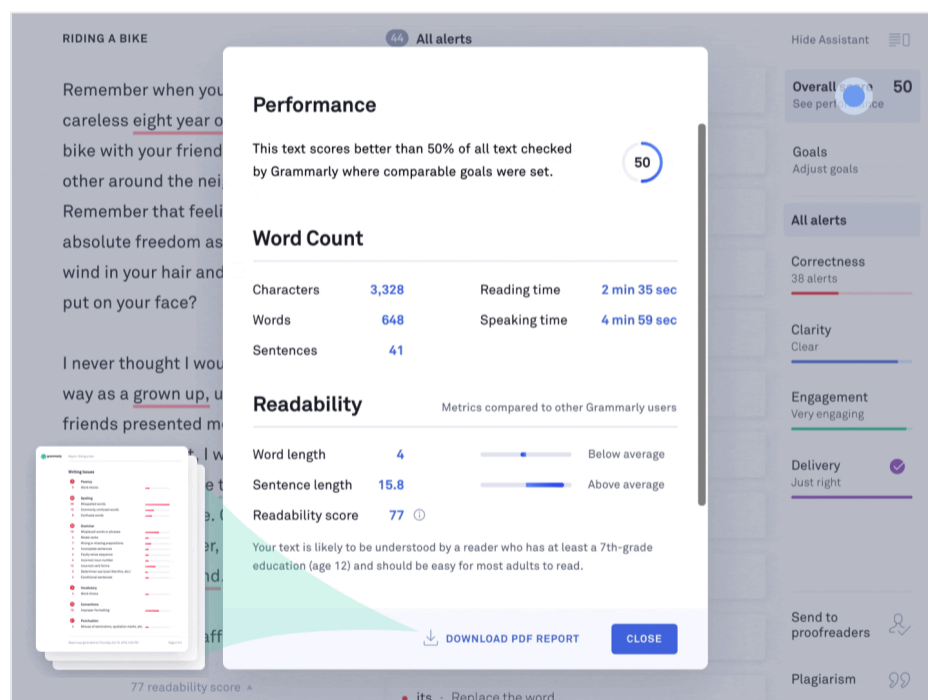


B *I* U **H1** **H2**    

174 words 

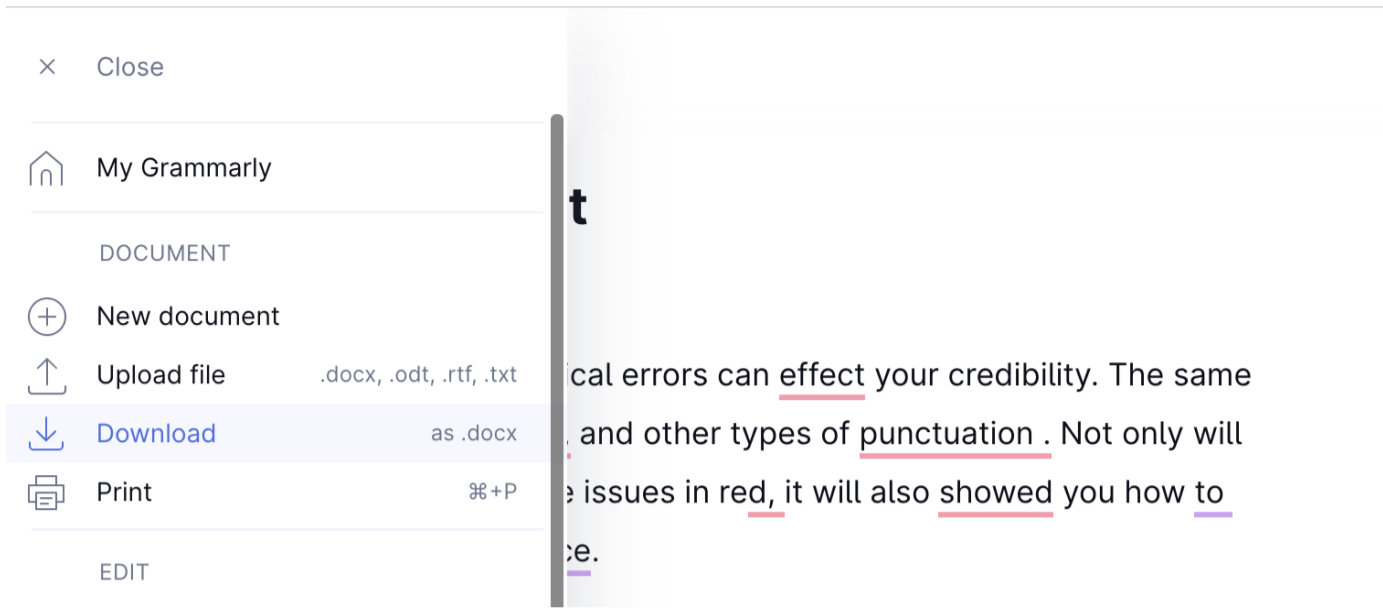
Document Statistics:

- ❑ Grammarly can calculate several helpful statistics about your document, including word count and readability. You can find them by clicking the **Overall score** in the right-hand panel of the Grammarly Editor. The overall score is calculated by comparing the frequency and type of writing issues in your document to other documents with similar goal settings. If you'd like to download a PDF report of your document statistics, go to **Overall score**, and select **Download PDF Report** in the pop-up menu that will open:



Downloading a Document :

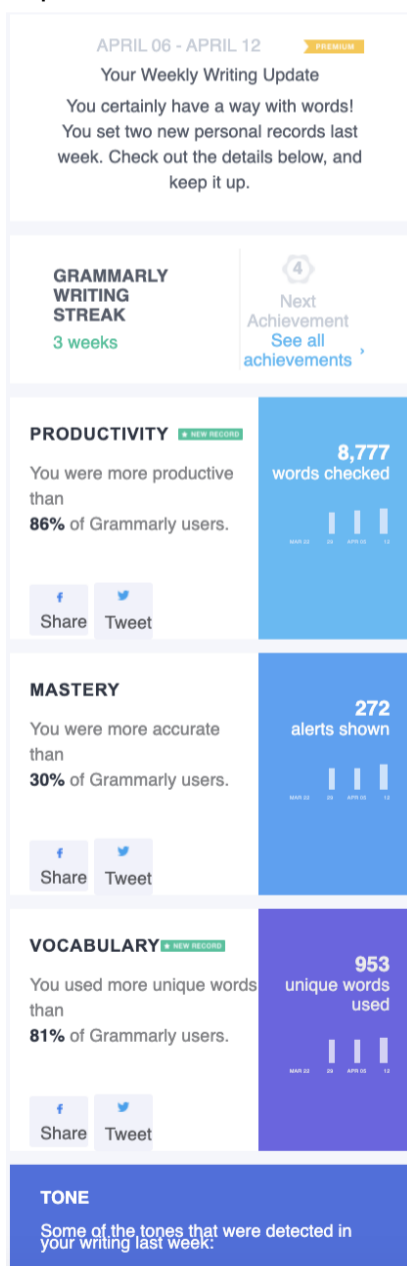
- ❑ Once you've finished editing, you can copy the text to your clipboard or download the document. For your reference, the clipboard is a temporary storage area where material cut or copied from a file is kept for pasting into another file. You may paste the copied material by using the Ctrl + V (on Windows) or Cmd + V (on macOS) key combination.
- ❑ To download your document, expand the menu on the left side of your document and choose **Download**.



If you started by uploading a document file, Grammarly will export your document in the same file format that you began with (for example, if you started by uploading a .doc file, your Grammarly document will be available to download as a .doc file).

Personalized Analytics :

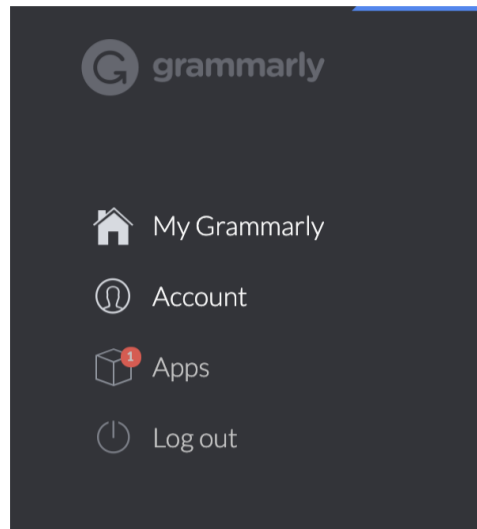
- Each week, users receive a report detailing their personal writing statistics and achievements, providing an engaging and informative summary. The report also includes resources for top writing improvement areas.



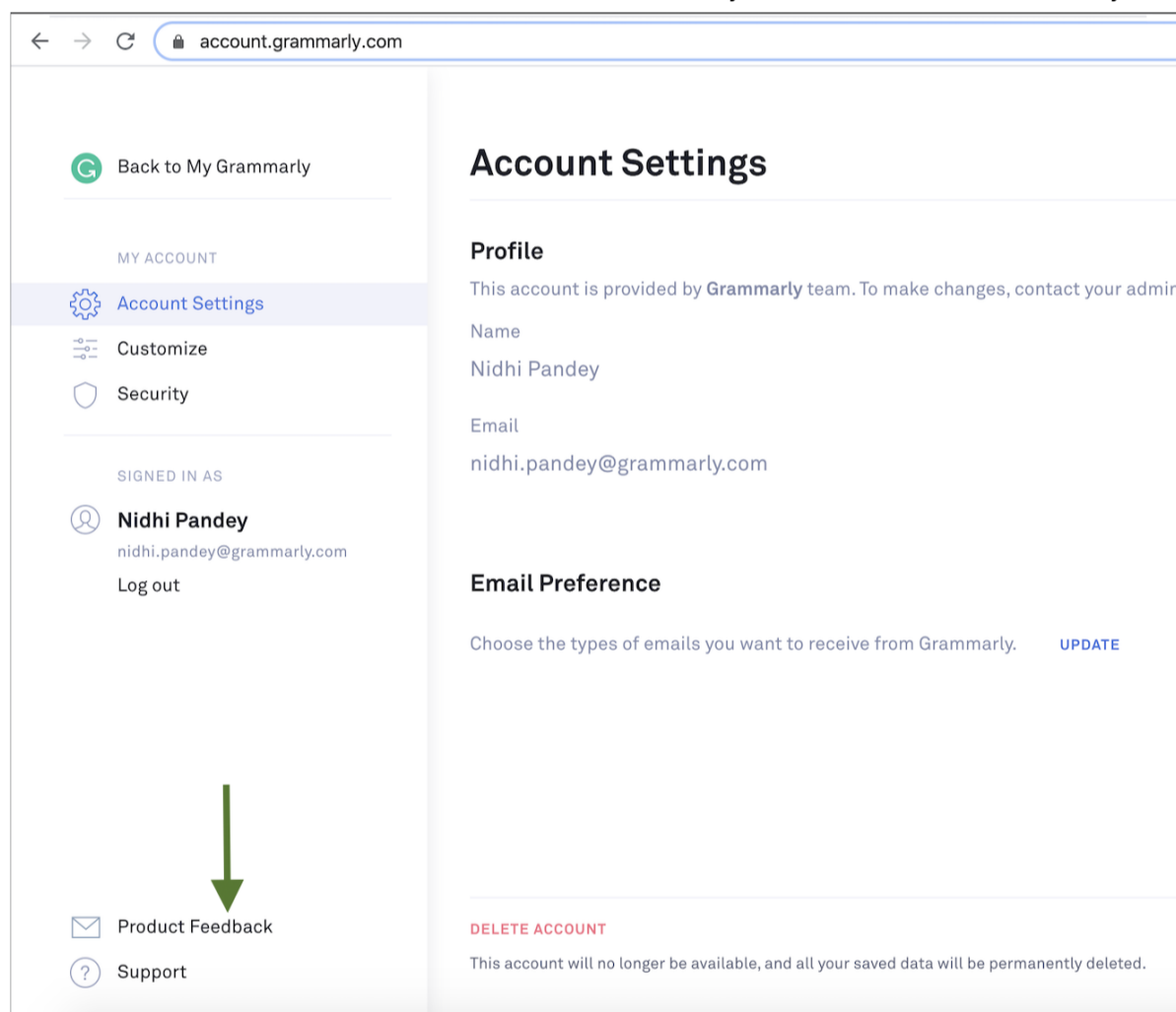
Product Feedback :

❑ You can provide your invaluable feedback about Grammarly's product from the Grammarly dashboard.

❑ Click on **Account** or visit <https://account.grammarly.com/>

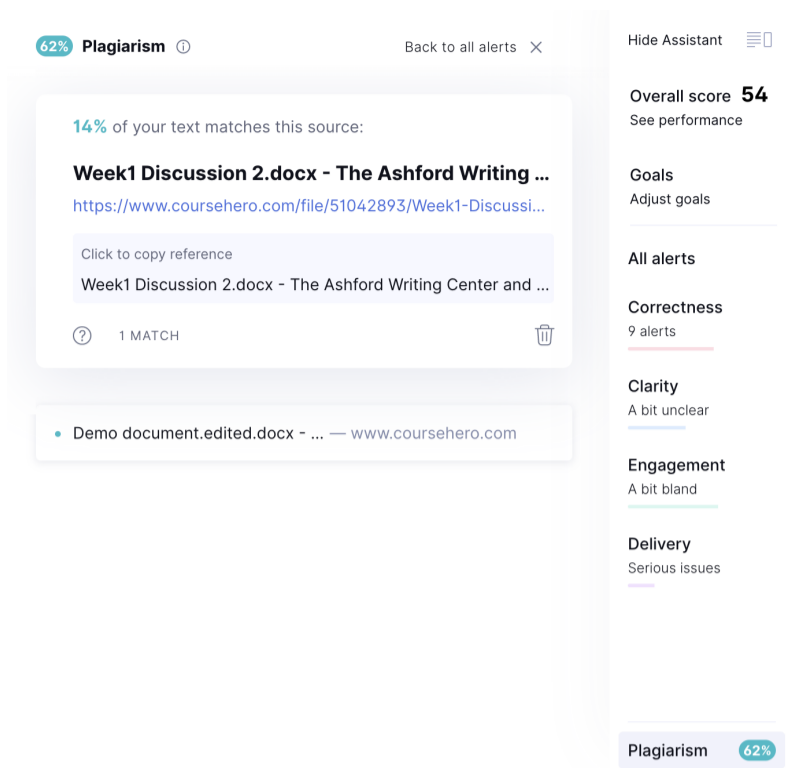


❑ Choose **Product Feedback** and tell us what you think about Grammarly.



Plagiarism Checker :

❑ If you have a Grammarly Business subscription, you can check your document for plagiarism. Click the Plagiarism option in the lower right corner:



62% Plagiarism Back to all alerts Hide Assistant

14% of your text matches this source:

Week1 Discussion 2.docx - The Ashford Writing ...
<https://www.coursehero.com/file/51042893/Week1-Discussi...>

Click to copy reference
Week1 Discussion 2.docx - The Ashford Writing Center and ...

1 MATCH

• Demo document.edited.docx - ... — www.coursehero.com

Overall score **54**
See performance

Goals
Adjust goals

All alerts

Correctness
9 alerts

Clarity
A bit unclear

Engagement
A bit bland

Delivery
Serious issues

Plagiarism 62%

Access Grammarly on a new device :

If you would like to use the Grammarly Editor on a different device, simply login to your Grammarly account at www.grammarly.com.

Be sure to use the email address associated with your Grammarly account. If you forgot your password, use [this link](#) to reset it.

If you would like to use Grammarly for Microsoft Office on your new Windows computer, you will need to download the Grammarly add-in [here](#) and follow the instructions to install it. The new computer needs to meet [the system requirements](#) for the Grammarly add-in to work. Mac users can download Grammarly for Microsoft Word [here](#).

You can also download the following tools to access Grammarly whenever and wherever you write:

- The Grammarly browser extension (available for [Chrome](#), [Safari](#), [Firefox](#), and [Edge](#)).
- Grammarly's desktop app for [Mac](#) or [PC](#).
- The Grammarly Keyboard for [iOS](#) and [Android](#).