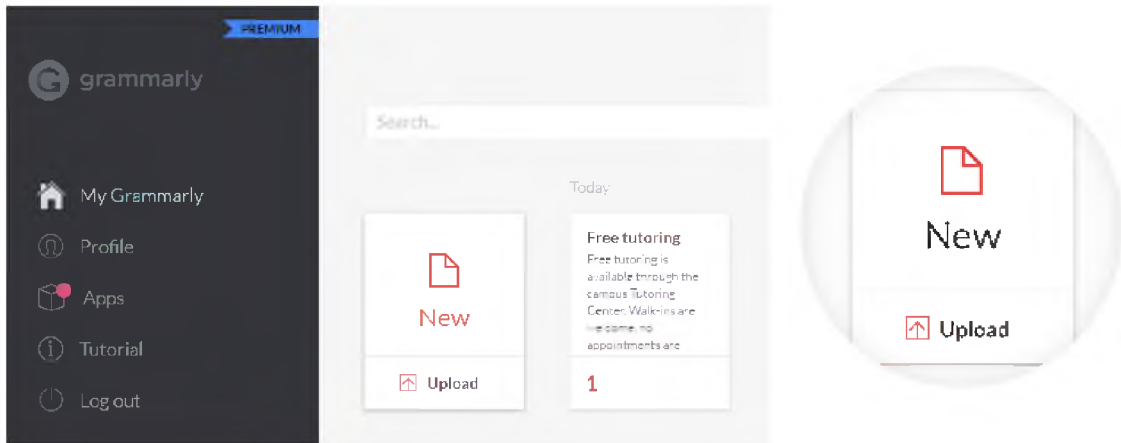


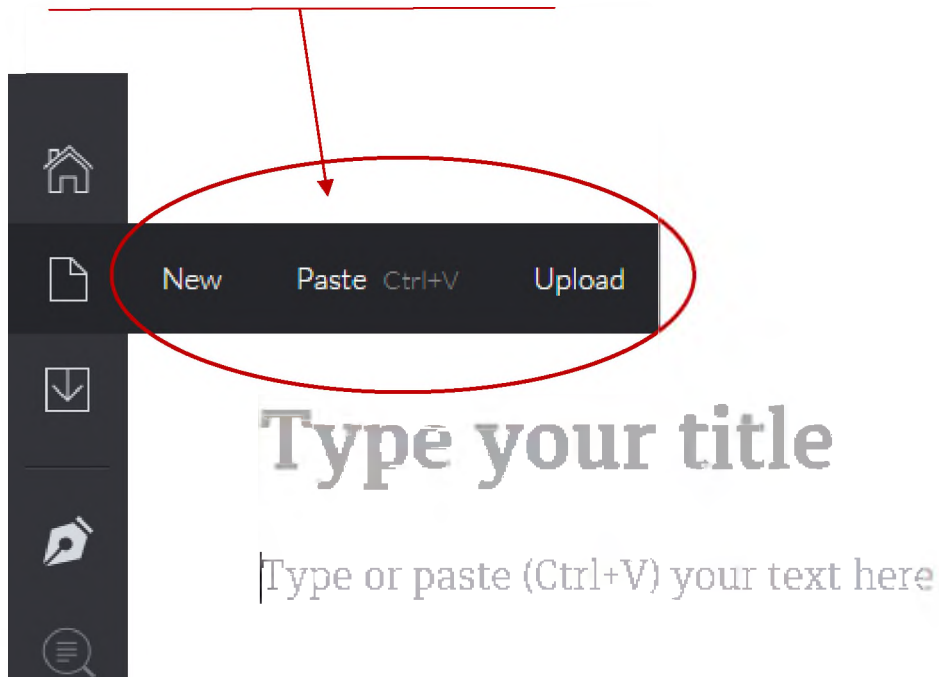


Using Grammarly

Once you've logged in to Grammarly, you can create a new document or upload a previously saved document (.txt, .doc, .docx, .rtf) by browsing to the file.



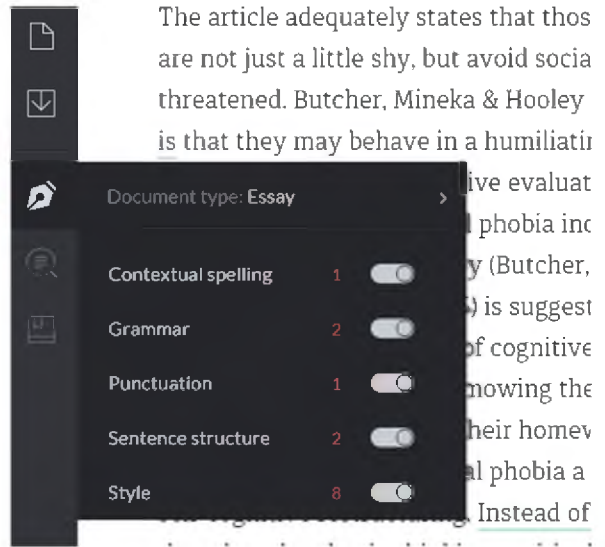
You can also upload a document or copy and paste text from within the open document view, as shown below.



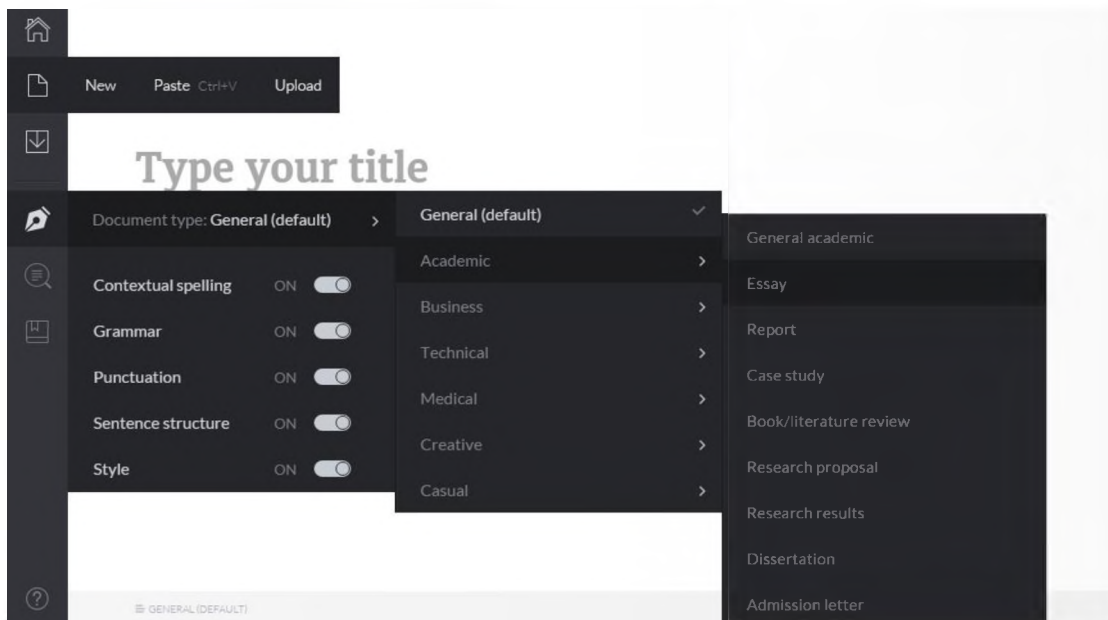


Customizing Your Feedback

You have the option of adjusting the types of checks that Grammarly conducts by hovering over the pen icon on the menu to the left and toggling selections on and off.

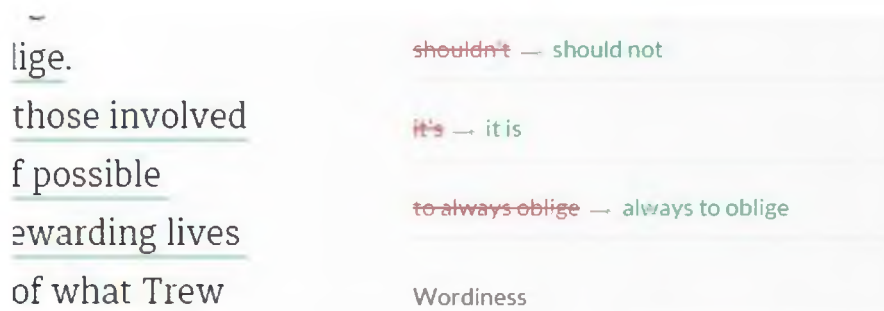


You can also choose the style and type of document you have uploaded in order to get feedback tailored to your assignment.

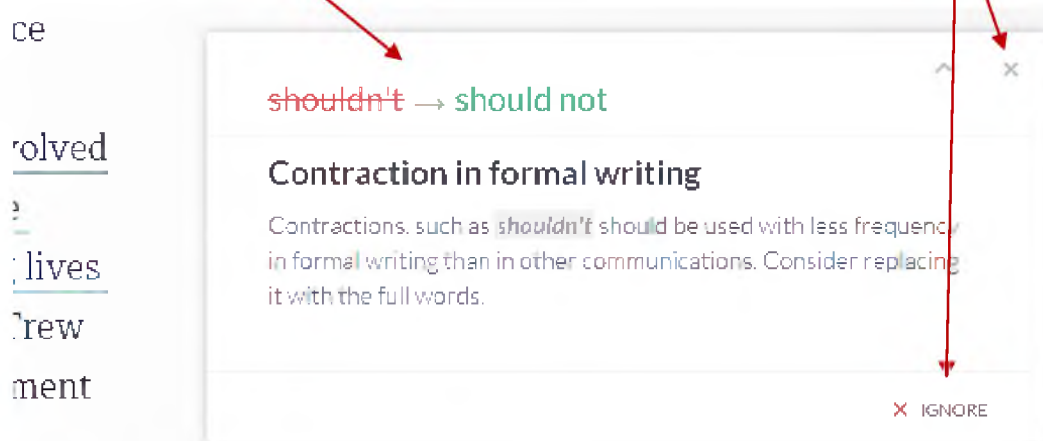


Viewing Feedback

Suggestions are shown to the right of the text. In this example, the student had selected “Academic Essay” as the document type, so you see suggestions to eliminate contractions, reduce wordiness, and avoid split infinitives.



You can expand each suggestion to view a card with an explanation for the suggested change. You can accept the change by clicking on the red and green text, or you can choose to ignore the suggestion.

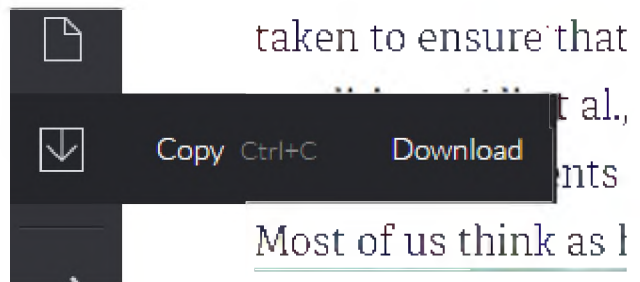




Exporting Documents and Reporting Options

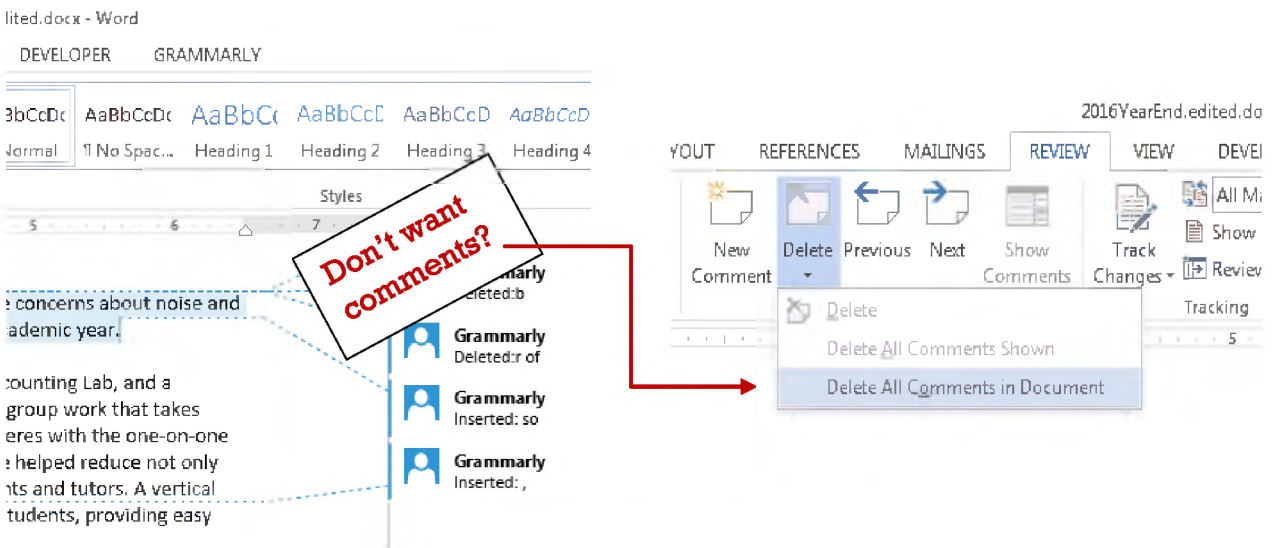
Downloading Your Text

Once you've determined which revisions are valuable in improving your paper, you have the option to either copy-and-paste the revised text into a new document or to download it. If you uploaded a file, Grammarly will download the file in the original file format. (Note: This also means that if you copied and pasted text into the window, the revised document will download as a .txt file.) The revised document will download with .edited appended to the filename, so if the original filename read AustenNarrative.doc, then the revised document from Grammarly would download as AustenNarrative.edited.doc.



Removing Grammarly's Comments

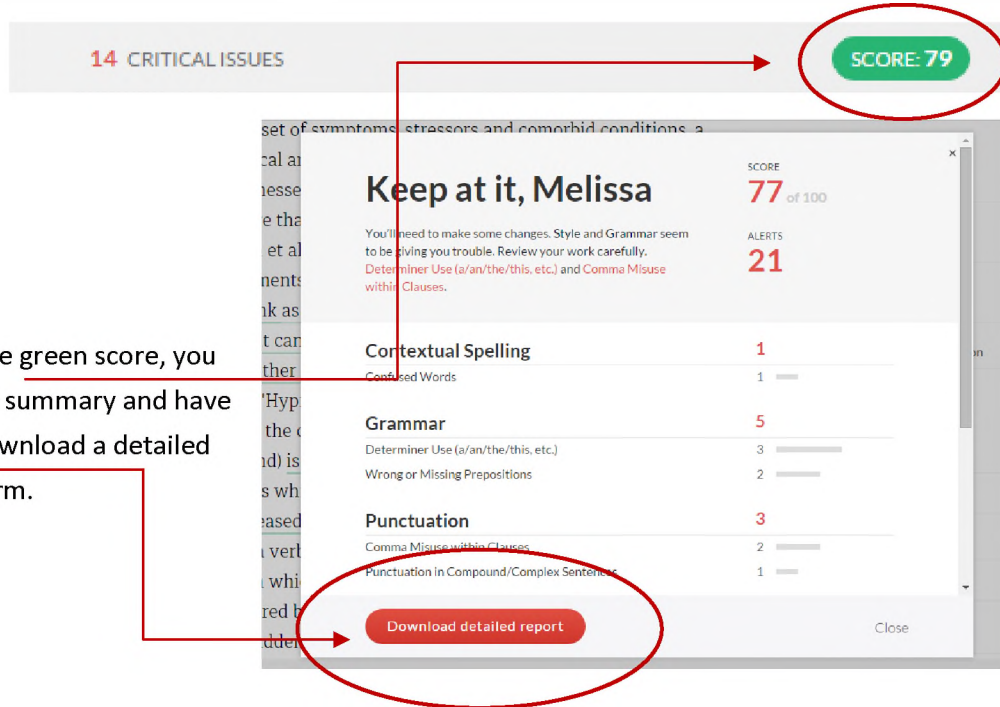
If you choose to download the edited text as a Word document, comments about the changes you made will appear in the right margin when you open the file. Instructors, however, will expect papers that are free of editing comments and notations, so to remove those comments, simply navigate to the Review tab in the ribbon and choose to Delete All Comments.





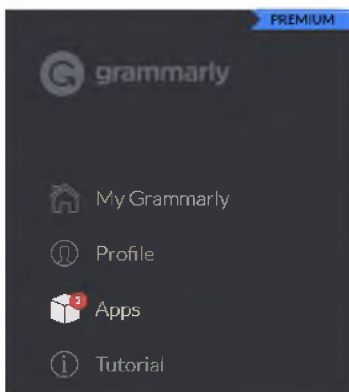
Reporting

You can also print a report of Grammarly’s suggested changes. At the bottom right-hand corner of the screen, you will see tally of “critical issues” and a score. *This score **does not** equate to the grade that your professor would give the assignment.* Instead, it is a way to measure your relative improvement over time.



If you click on the green score, you can view a quick summary and have the option to download a detailed report in .pdf form.

Grammarly Apps



Grammarly also offers extensions and add-ins for Google Chrome, Microsoft Office, and Windows. Go to “Apps” for installation instructions.

Support

To submit a help request, visit Grammarly’s support page here:
<http://support.grammarly.com/hc/en-us>