## "What is Grammarly and how do I use it?"

Grammarly is a spelling and grammar checker, which enables you to proofread your work quickly and easily. It corrects full sentences in a single click, including grammar mistakes, spelling mistakes, misused words, and punctuation. Grammarly can be used with Windows and Mac operating systems, Microsoft Word and Outlook email, Google Docs and as a browser extension for Chrome, Edge, Firefox and Safari.

Access Grammarly

When you sign up for a free Grammarly account you can select where you want to use it. Go to Grammarly.com to sign up.
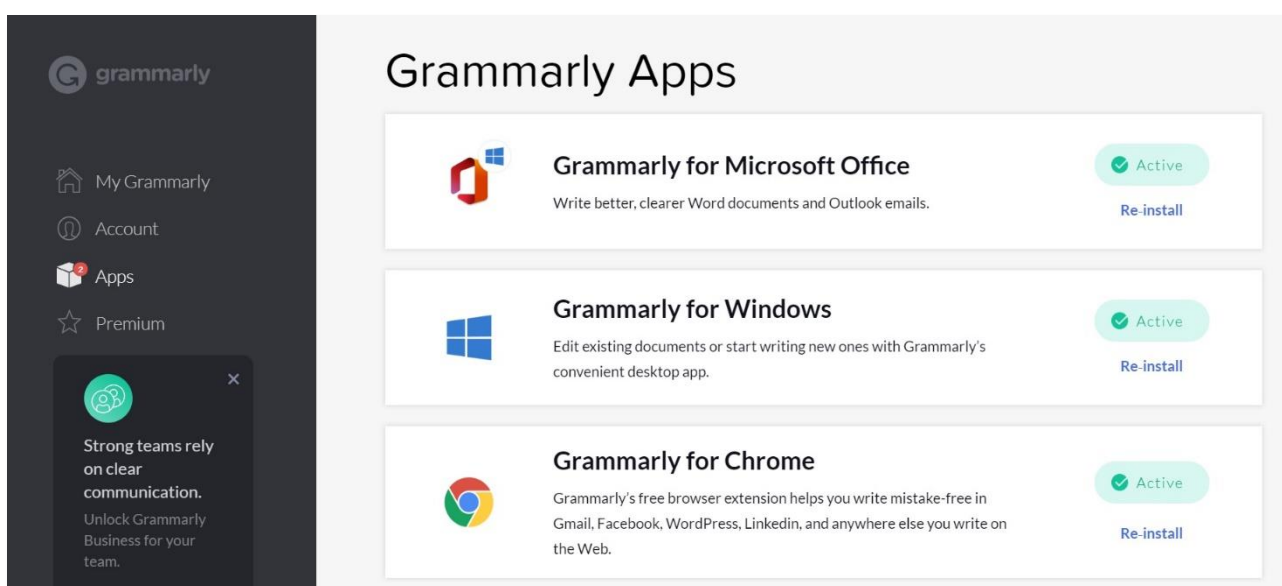
Grammarly Online

After you have created an account, you can use it straight away in your account environment online by uploading a document. The online desktop will display your errors as alerts, highlight each word/s for the assistant to make suggestions.

Each word/s are underlined with a colour code that corresponds to the colour key in the assistant toolbar to the right. Select the coloured box in the suggestion to use the correction, it will then disappear from the alert list.

Overall Writing Performance

The online assistant provides other features from the menu on the right-hand side such as overall performance score, word count, readability and vocabulary.

Setting Goals

You can also set goals for your writing based on your audience, the assistant will provide suggestions or you can set your own.

Add Ons

From your online Grammarly account if you selected to use Grammarly for Microsoft Office you will see it added as an Add On in Word. It will produce its own Grammarly tab with settings in the top toolbar. Grammarly can also be added to your Outlook emails and to your online browser toolbar.
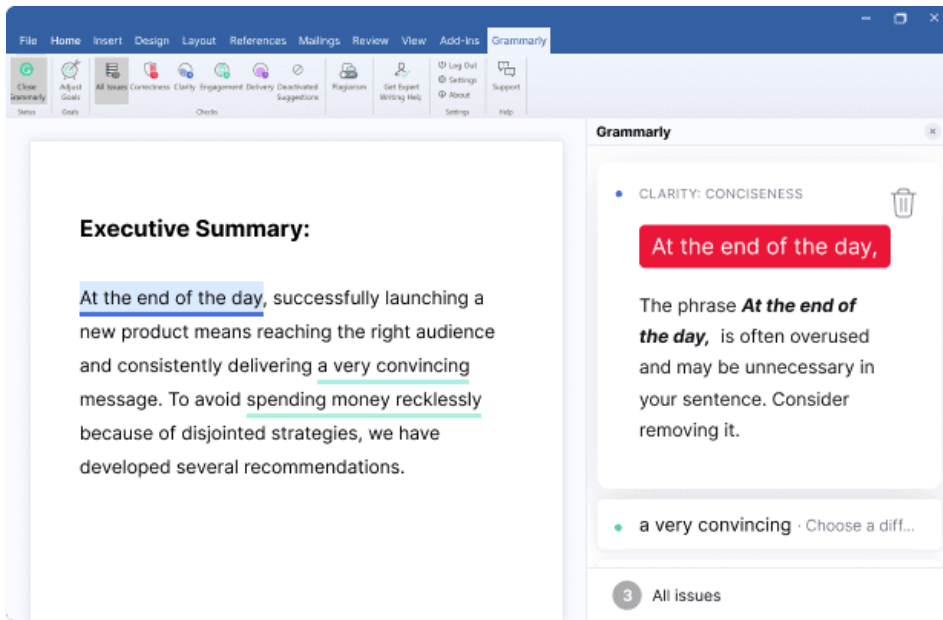
Further Information

More information can be found on the Grammarly website Grammarly.com