



Grammarly Add-in for Word®

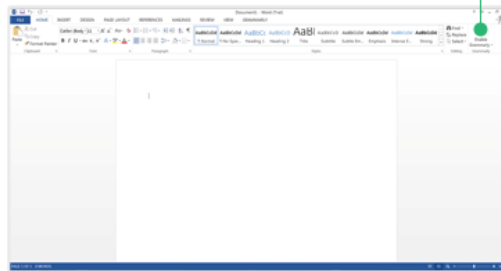
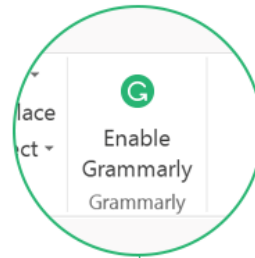
- 1 Enabling Grammarly
- 2 Specifying check types
- 3 Making corrections
- 4 Choosing document types
- 5 Changing default settings




Next

Enable Grammarly directly from the Home tab in Microsoft Word

Just click the **Enable Grammarly** button in the Home tab (or use the button in your new Grammarly tab), and the Grammarly sidebar window will appear.



Step 2

 Grammarly Add-in for Word®

✓ Enabling Grammarly

2 Specifying check types

3 Making corrections

4 Choosing document types

5 Changing default settings

←

Next

×

You choose the specific writing issues Grammarly will check

PAGE LAYOUTREFERENCESMAILINGSREVIEWVIEWGRAMMARLY

Contextual Spelling35

Grammar7

Punctuation

Sentence Structure

Style

Vocabulary5


Plagiarism64%

Checks

Once you enable Grammarly, you'll be brought to the Grammarly tab to specify which of our seven categories of checks you want to run on your document.

To toggle a check type on, just click on it. Grammarly alerts will be shown directly inside the sidebar window.

Step 3

 Grammarly Add-in for Word®

✓ Enabling Grammarly

✓ Specifying check types

③ Making corrections

④ Choosing document types

⑤ Changing default settings

←

Next


Make text corrections with one simple click on the alert card

Accept Alert

Click on a suggested correction to apply the change in the text. To revert a recently applied correction, click **Undo**.

Learn More

Get a detailed explanation of the highlighted writing issue, and learn how you can improve your future writing.




Add to Dictionary

Add a word to your personal dictionary to keep it from triggering future alerts. (Only available on some alert types).

Ignore Alert

Dismiss the alert and remove it from the list of correction cards.

Step 4

 Grammarly Add-in for Word®

✓ Enabling Grammarly

✓ Specifying check types

✓ Making corrections

④ Choosing document types

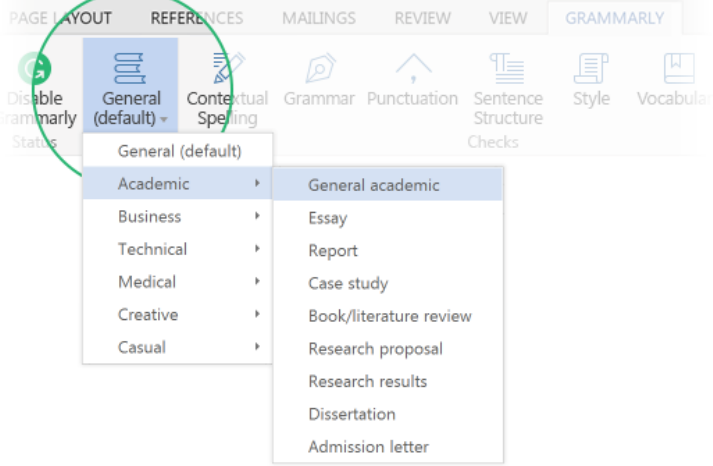
⑤ Changing default settings

←

Next

Choose from over 30 different document types

Get the most accurate and relevant corrections for your specific writing situation.



Step 5



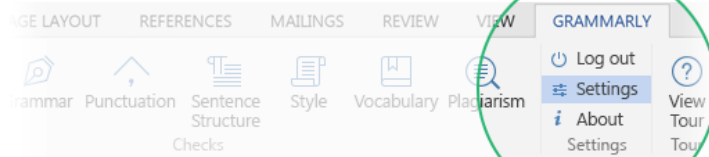
Grammarly Add-in for Word®

- ✓ Enabling Grammarly
- ✓ Specifying check types
- ✓ Making corrections
- ✓ Choosing document types
- ⑤ Changing default settings



Finish

Manage settings directly inside the settings dialog



Click **Settings** to access your Grammarly settings within Word.
You can:

- View your account information
- Automatically enable Grammarly for every new document you create
- Check for updates to the Grammarly Add-In
- Configure proxy settings (useful for computers behind a firewall)