Grammarly Tutorial Steps

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New document

New document

Editing text

Exporting document
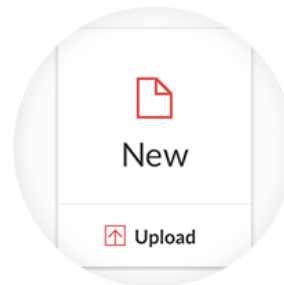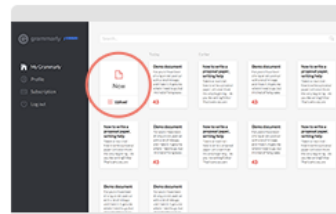
Making corrections

Grammarly checks

Document desktop and settings

Speciality documents

Documents statistics

Professional proofreading

You can create a new blank document or upload an existing document (.txt, .doc, .docx, .rtf) to edit it with Grammarly.

You can also create a new document from within an existing open document view.

Another option for importing existing text is to create a blank document, then paste in text from your clipboard (CTRL+V on PCs and ⌘+V on Macs).

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Editing text

New document

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Exporting document

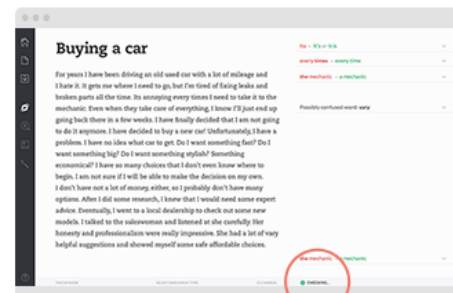Making corrections

Grammarly checks

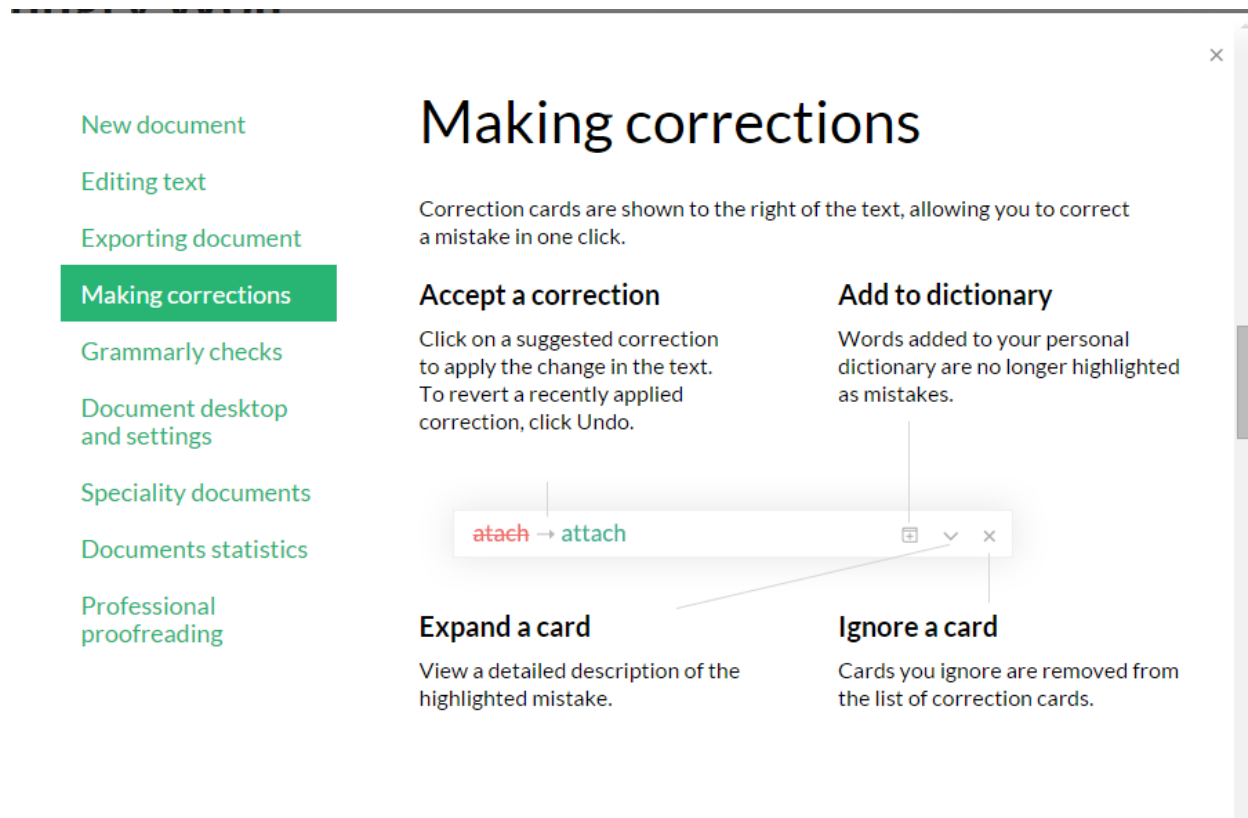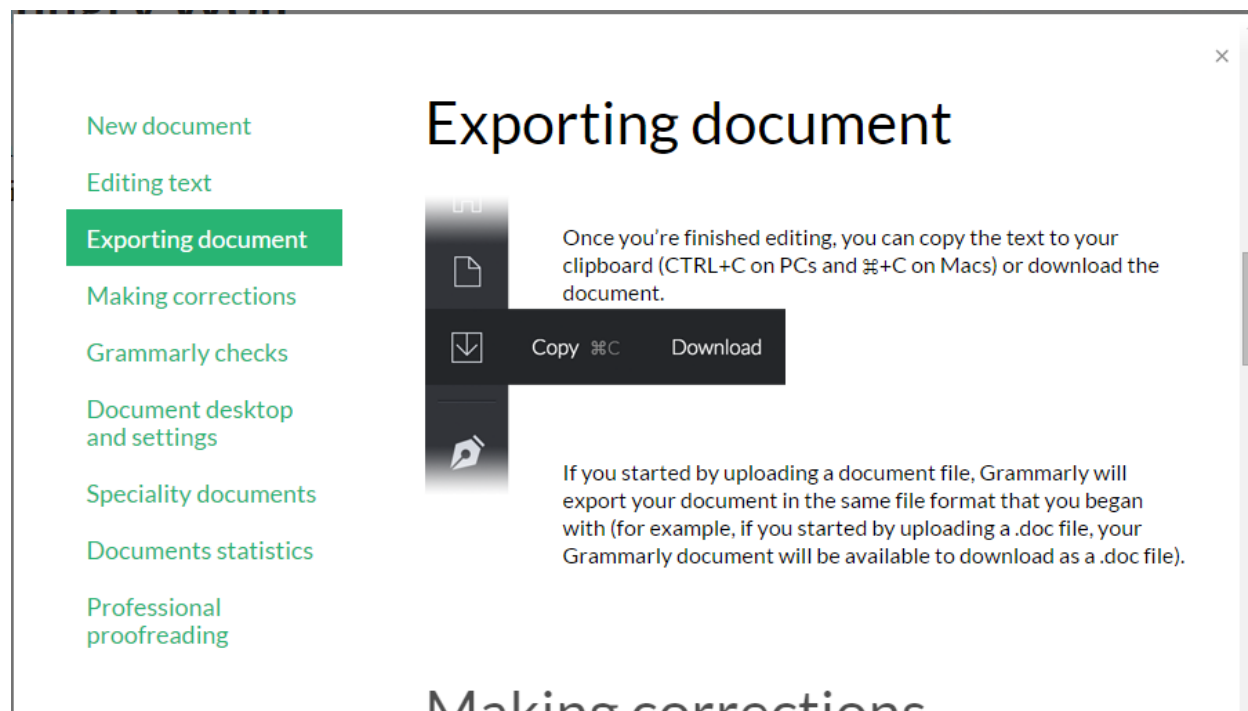Document desktop and settings

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Grammarly automatically checks everything you type, making it easy to spot and fix errors quickly. When your document is being checked, a notification appears in the status bar at the bottom of the page. You can keep typing, and Grammarly will continue checking.

Changes to your document are automatically saved to Grammarly as you type, so you do not have to worry about losing your work.

Exporting document

Once you're finished editing, you can copy the text to your clipboard (CTRL+C on PCs and ⌘+C on Macs) or download the document.

Copy ⌘C   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).

Making corrections

Making corrections

Correction cards are shown to the right of the text, allowing you to correct a mistake in one click.

Accept a correction

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

Add to dictionary

Words added to your personal dictionary are no longer highlighted as mistakes.

atach → attach

Expand a card

View a detailed description of the highlighted mistake.

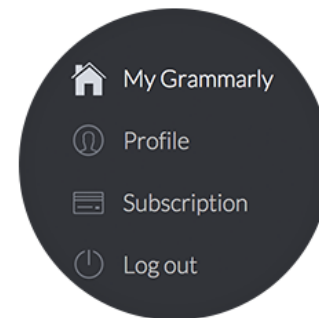### Ignore a card

Cards you ignore are removed from the list of correction cards.

Document and desktop settings

The document desktop is where your documents are stored.

You can change your Profile and Subscription settings from the menu in the left-hand panel.

Grammarly checks

You can easily see which checks Grammarly is running on your document and click to toggle a check on or off.
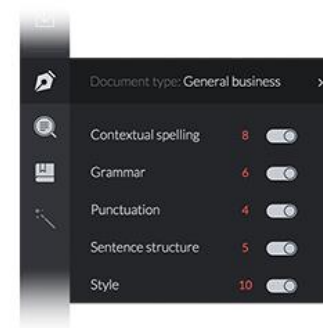
Specialty documents

Grammarly Premium feature

Choose a type for your document
to get the most accurate and
relevant corrections for your
specific writing situation.
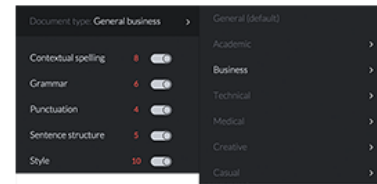
Document statistics

Grammarly Premium feature

Click the score button in the lower
right corner of the screen to view
a detailed document statistics
dashboard.
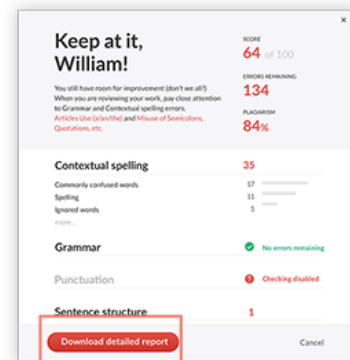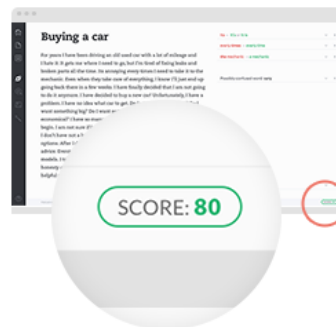
You can download all the
information shown on the
dashboard in one convenient
report by clicking the «Download
detailed report» button.

Professional proofreading

Grammarly Premium feature

Click the magic wand icon to send your document
to a professional proofreader.

Professional Proofreading

A professional proofreader is ready to check
your document right now.

Send to proofreader

Human-powered proofreading is a unique feature of Grammarly
that lets you send your document to a professional proofreader
in one click. Our software-augmented approach allows multiple
proofreaders to work on your document simultaneously,
ensuring your document is correct with a lightning-fast
turnaround.