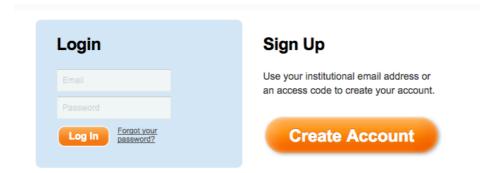


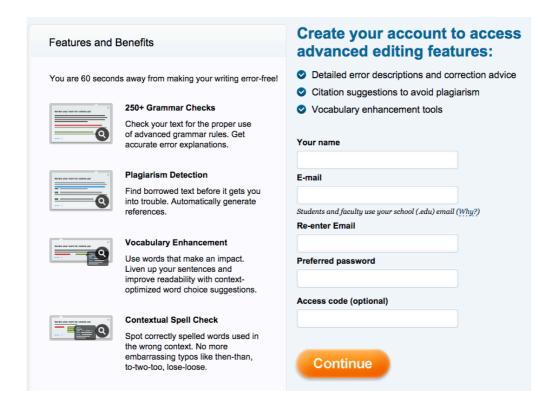
### Create New Account

To sign up for Grammarly, go to <a href="http://www.grammarly.com/edu">http://www.grammarly.com/edu</a> and click on Create Account button.



## **Provide User Details**

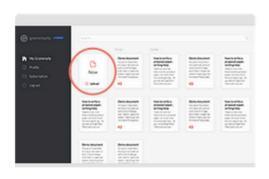
Type your name, your.name@spst.edu email address and preferred password.





## Create New Document

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.

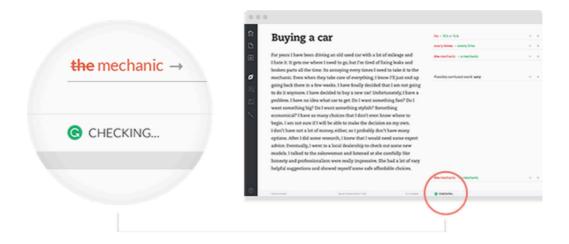
New Paste \*\*V Upload

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).



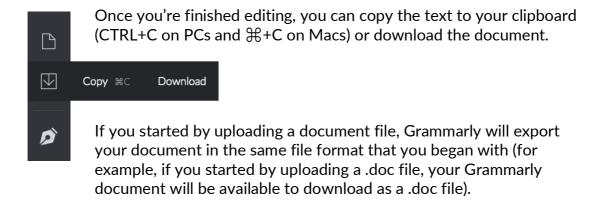
## **Editing text**

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**





# 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.

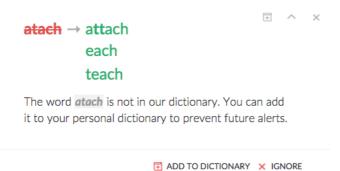


#### **Expand a card**

View a detailed description of the highlighted mistake.

#### Ignore a card

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





# Grammarly checks

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

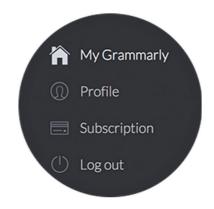




# Document and desktop settings

The document desktop is where your documents are stored.





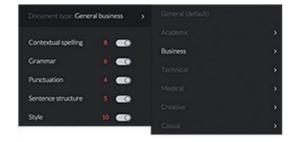
You can change your Profile and Subscription settings from the menu in the left-hand



# Specialty documents

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

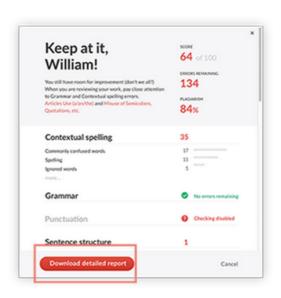




## **Document statistics**

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.