

# Checking your spelling with Grammarly

## Step 1: Go to the Grammarly Website

<input type="checkbox"/>	<p>Create an account</p> <ul style="list-style-type: none"><li>✓ Go to <a href="https://www.grammarly.com">www.grammarly.com</a></li><li>✓ Click "Sign up" if you don't have an account</li><li>✓ Or click "Log in" if you already have one</li></ul> <p>You can also add the Grammarly browser extension (for Chrome, Edge, etc.) – it works automatically in Gmail, Google Docs, and other websites.</p>
<input type="checkbox"/>	<p>Choose how you want to use Grammarly</p> <p>You can use Grammarly in 3 ways:</p> <ol style="list-style-type: none"><li>1. <b>Grammarly Editor Website</b><ul style="list-style-type: none"><li>○ Click "New" and paste or type your text</li></ul></li><li>2. <b>Grammarly for Word/Outlook</b><ul style="list-style-type: none"><li>○ Install the Grammarly app for Microsoft Office</li></ul></li><li>3. <b>Grammarly Extension in Your Browser</b><ul style="list-style-type: none"><li>○ It works in Google Docs, email, and more</li></ul></li></ol> <p>Start with the website if you're new—it's the easiest!</p>

## Step 3: Write or Paste Your Text

<input type="checkbox"/>	Click " <b>New</b> " to open a blank document.
<input type="checkbox"/>	Write your text or copy and paste it in.
<input type="checkbox"/>	Wait a few seconds—Grammarly will check your writing automatically.

## Step 4: Look at the Underlines and Suggestions

<input type="checkbox"/>	<p>Grammarly will highlight mistakes:</p> <ul style="list-style-type: none"> <li>● Red = Spelling or grammar mistake</li> <li>● Yellow = Writing style (long sentence, confusing words)</li> <li>● Green = Suggestion is correct</li> </ul>
<input type="checkbox"/>	Click on the underlined word to see Grammarly's suggestion
<input type="checkbox"/>	Click the suggestion to fix it automatically
<input type="checkbox"/>	If you don't agree, click "Dismiss" or ignore it

### Step 5: Read Through and Make Final Edits

<input type="checkbox"/>	<p>After fixing the mistakes, read your text again</p> <ul style="list-style-type: none"> <li>● Grammarly also shows a score at the top – higher = better</li> <li>● You can click the score to see how clear and correct your writing is</li> </ul>
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### Common challenges and solutions

Challenge	Solutions
Too many suggestions confuse me	Fix only the red ones first (spelling/grammar), then move to others.
I don't know how to fix the mistakes	Click the word to see an explanation and example.
I'm not sure which tool to use	<p>Start with the website version—it's simple and works in all browsers.</p> <p>Later, you can check out the Chrome extension, so that you do not have to open the website to check your text.</p>



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