

# Checking your spelling with Grammarly

## Step 1: Go to the Grammarly Website



Create an account

✓ Go to [www.grammarly.com](https://www.grammarly.com)

✓ Click “Sign up” if you don’t have an account

✓ Or click “Log in” if you already have one

You can also add the Grammarly browser extension (for Chrome, Edge, etc.)  
– it works automatically in Gmail, Google Docs, and other websites.



Choose how you want to use Grammarly

You can use Grammarly in 3 ways:

**1. Grammarly Editor Website**

- Click “New” and paste or type your text

**1. Grammarly for Word/Outlook**

- Install the Grammarly app for Microsoft Office

**1. Grammarly Extension in Your Browser**

- It works in Google Docs, email, and more

Start with the website if you’re new—it’s the easiest!

## Step 2: 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 3: Look at the Underlines and Suggestions

<input type="checkbox"/>	Grammarly will highlight mistakes:  <b>Red</b> = Spelling or grammar mistake  <b>Yellow</b> = Writing style (long sentence, confusing words)  <b>Green</b> = Suggestion is correct
<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 4: Read Through and Make Final Edits

<input type="checkbox"/>	After fixing the mistakes, read your text again <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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