Factsheet 14: Using Grammarly to check for errors in your Microsoft Word documents.
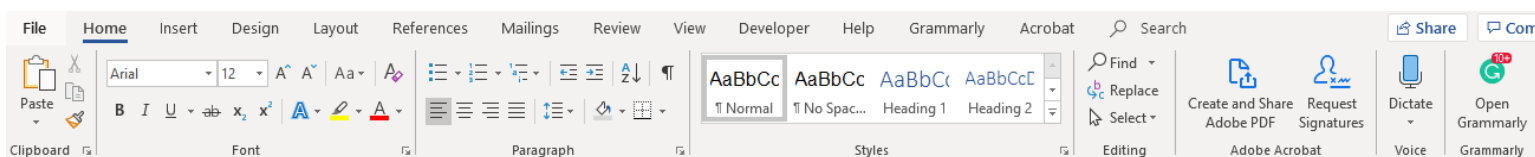
Grammarly

Grammarly is a free tool which can be added to Microsoft Word and other applications including Google Chrome web browser. For more information and a link to download Grammarly see:

- Factsheet 01 - Software tools to help with study

Grammarly is a powerful spelling and grammar checker. To use Grammarly:

- Select 'Open Grammarly' from the Microsoft Word 'Home' toolbar (red arrow).

- Grammarly will highlight words needing attention (red arrow below) and give suggestions (green arrow).

- Review suggestions and make your corrections.
- You can leave Grammarly open as you type, or close it by clicking on the X in the top right-hand corner of the Grammarly window (yellow arrow).