

User End Guide

How to Use Grammarly

1. Go to URL: www.grammarly.com/edu
2. Click on Login, Enter E-mail ID and Password, and then you will land on the Grammarly Home Page.
3. You can create a new blank document or upload an existing document to edit it with Grammarly.
4. Document format for uploading should be Microsoft Word (.doc, .docx), OpenOffice (.odt), .txt, & rtf.
5. Select the language type in the customize section:
<https://account.grammarly.com/customize>
Accounts > Customize > Language Preference
6. If you have already existing file, Upload document or else you start writing a new document by clicking New, select the document type.
7. Click on Goals to set Audience type, Formality, Domain, Tone, & Intent of the Paper you are writing and click on done
8. Click on **Plagiarism**(Plagiarism will be usually switched off, Kindly switch it on every time you log in) – Right bottom corner.
9. Rectify all alerts/issues, click on the Overall Score (right top corner), and click on download the pdf report.
10. The MS Word Plugin can be downloaded from the support page after registration from the link <https://www.grammarly.com/office-addin/windows>, the same user ID and Password credentials will grant access to use the Plugin for users.

Tutorial: <https://support.grammarly.com/hc/en-us/articles/360003474732>

Support Email: grammarly@bridgepeople.in Ph: 9743094965 / 9886444233