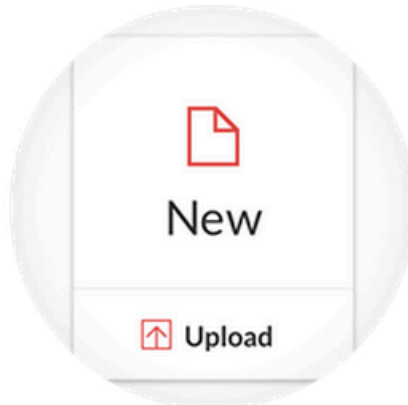
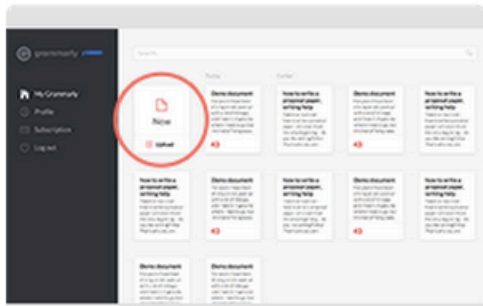
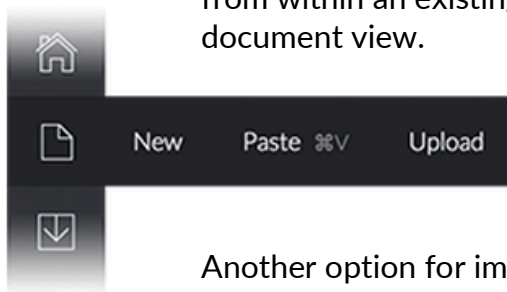


# Create New Document

You can create a new blank document or upload an existing document (.txt, .doc, .docx, .rtf) to edit it with Grammarly.



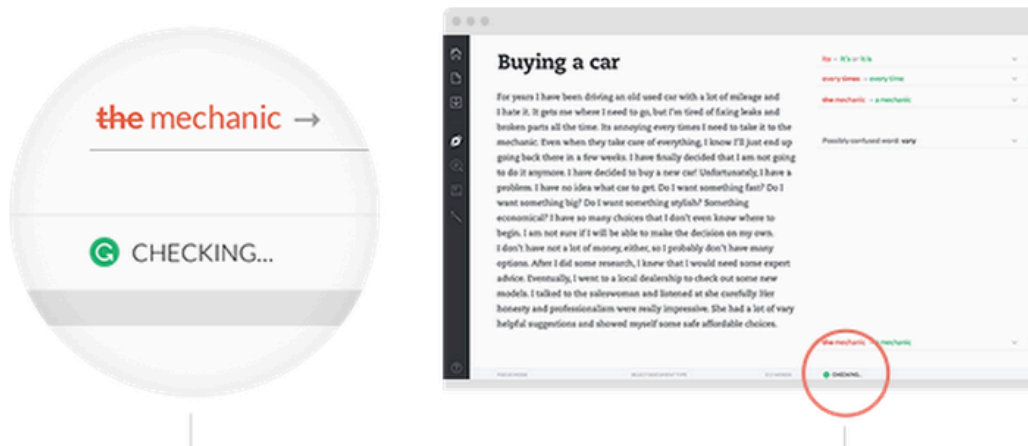
You can also create a new document from within an existing open document view.



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

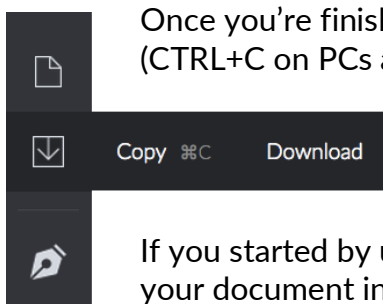
Grammarly automatically checks everything you type, making it easy to spot and fix errors quickly. When your document is being checked, a notification appears in the status bar at the bottom of the page. You can keep typing, and Grammarly will continue checking.



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

Once you're finished editing, you can copy the text to your clipboard (CTRL+C on PCs and ⌘+C on Macs) or download the document.



If you started by uploading a document file, Grammarly will export your document in the same file format that you began with (for example, if you started by uploading a .doc file, your Grammarly document will be available to download as a .doc file).

# Making corrections

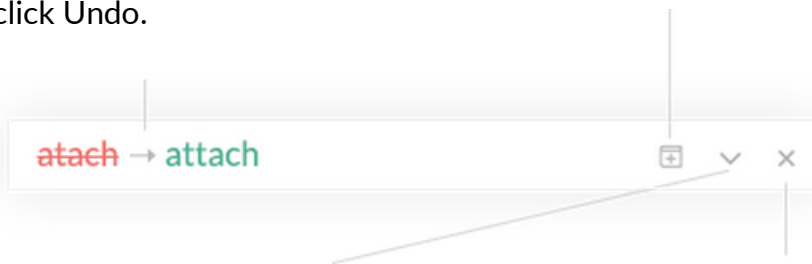
Correction cards are shown to the right of the text, allowing you to correct a mistake in one click.

## 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

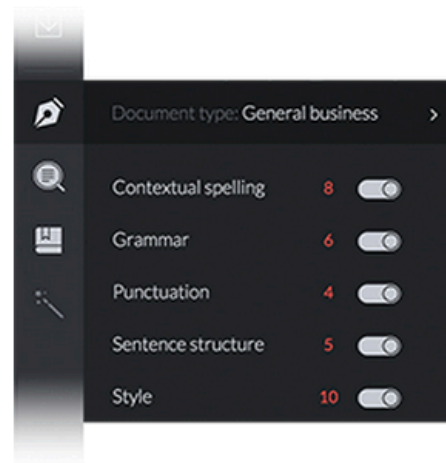
Cards you ignore are removed from the list of correction cards.



The word **atach** is not in our dictionary. You can add it to your personal dictionary to prevent future alerts.

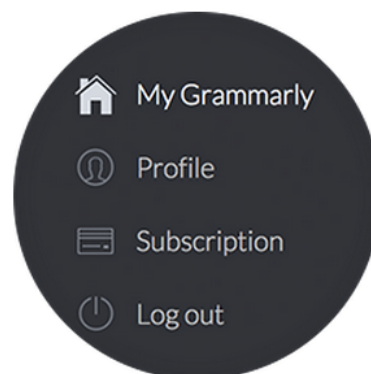
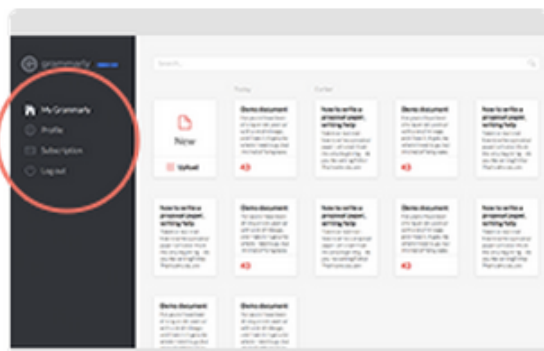
# Grammarly checks

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

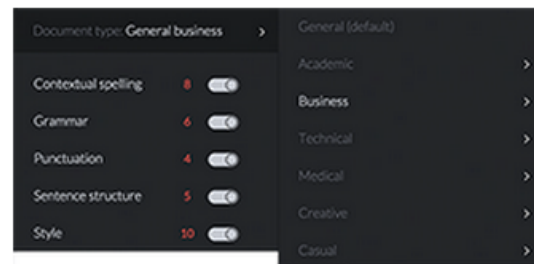
The document desktop is where your documents are stored.



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

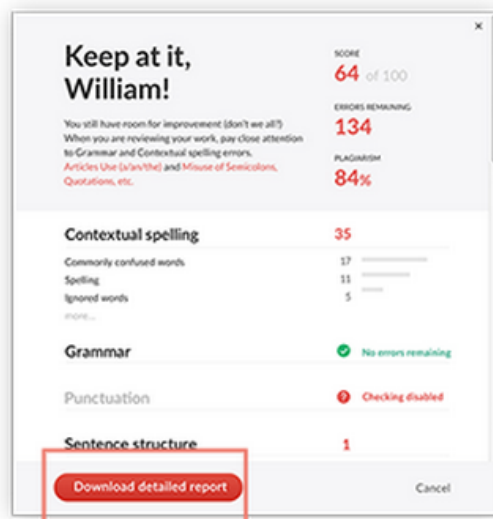
# Specialty documents

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.

## Browser Extensions



Grammarly works anywhere you write on the web. You can use it with your LMS, E-mail, Social Media, Blogs and many more.

## Grammarly for Microsoft® Office



Dangling modifiers? Gone. Wordy sentences? A thing of the past. You can save your valuable time, because Grammarly Add-in works great with Word® and Outlook™

## Desktop Apps



You can install Grammarly on your computer and launch directly from the desktop