

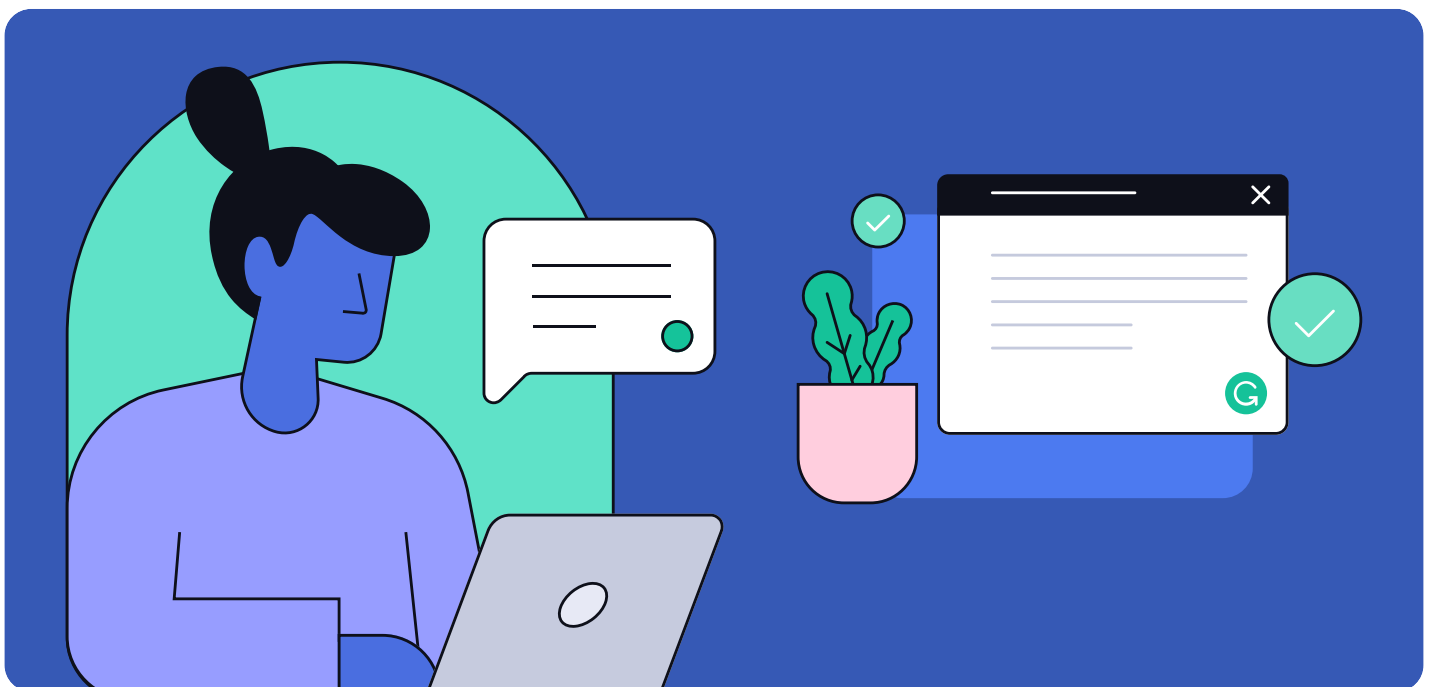
# Grammarly Editor User Guide

The Grammarly Editor combines a web-based editor where you can create, upload, and edit your documents, an account center where you can manage your account and subscription, and an app center where you can download other Grammarly product offerings.

You can access the Grammarly Editor at <https://app.grammarly.com/> in any supported browser. This is a perfect fit for someone who prefers not to download any other applications to their computer or use web-based text editors.

If you'd like to use Grammarly with other native apps or websites, we recommend installing [Grammarly for Windows and Mac](#). For more information, check out [this article](#).

**Note:** The Grammarly Editor is also available on [iPads](#) and [iPhones](#).



# In this guide, you'll find information on:

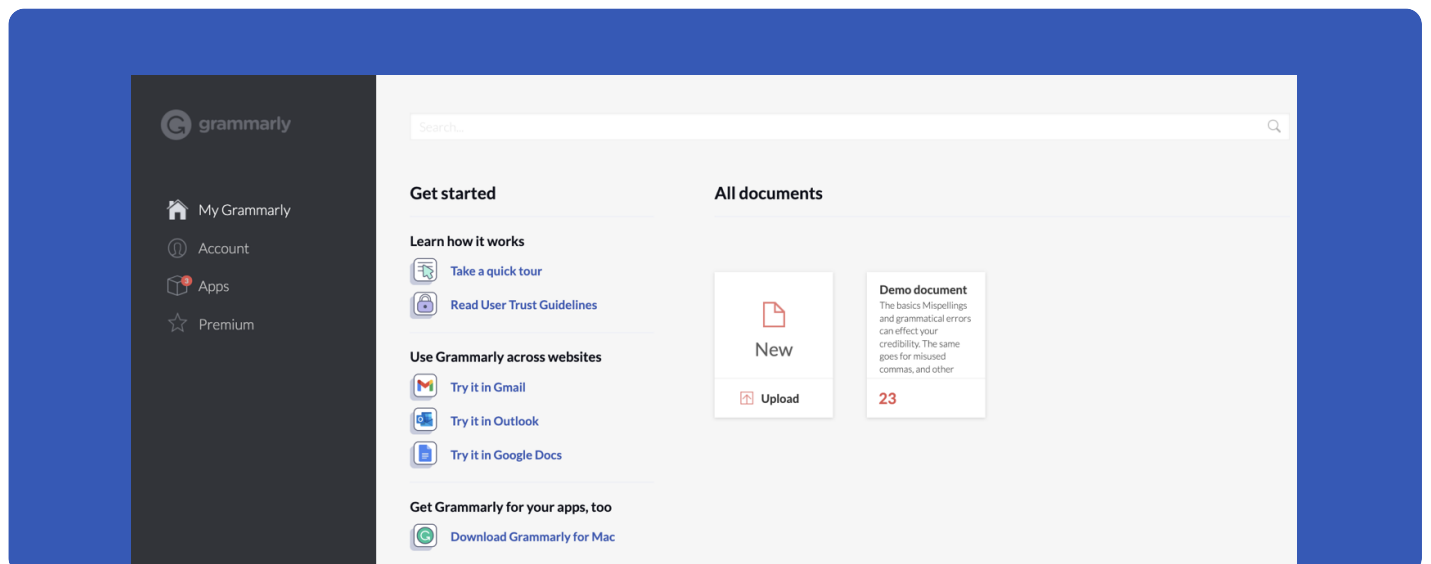
- [Getting started](#)
- [Creating and uploading documents](#)
- [Editing text](#)
- [Deactivating certain suggestion types](#)
- [Formatting text](#)
- [Checking your document for plagiarism](#)
- [Adjusting goals](#)
- [Changing font size and other settings](#)
- [Downloading documents](#)
- [Reviewing document statistics](#)



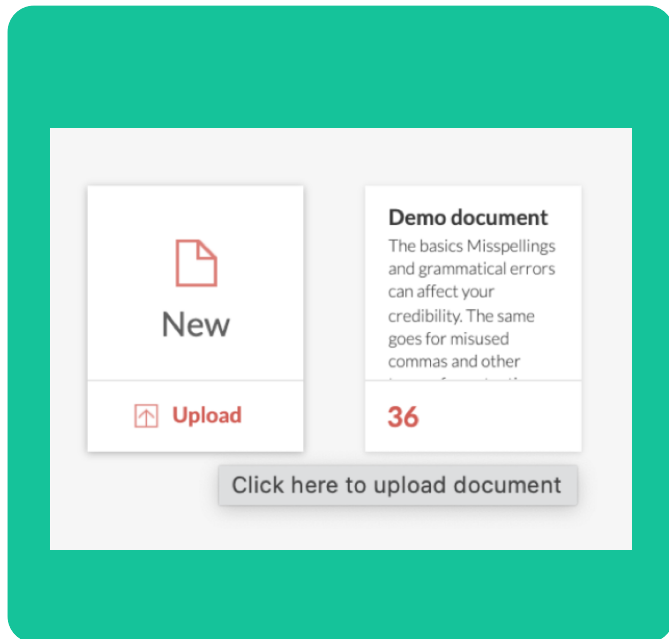
## Getting started

The Grammarly Dashboard will appear immediately after you log in to your account at <https://app.grammarly.com/>. This page allows you to manage your settings and your documents. Here you can:

- Upload, create, and edit documents
- Manage all of your saved documents
- Upgrade your account or manage your subscription settings
- Update your account settings
- Review the list of Grammarly product offerings you can download
- Access our Support portal



# Creating and uploading documents

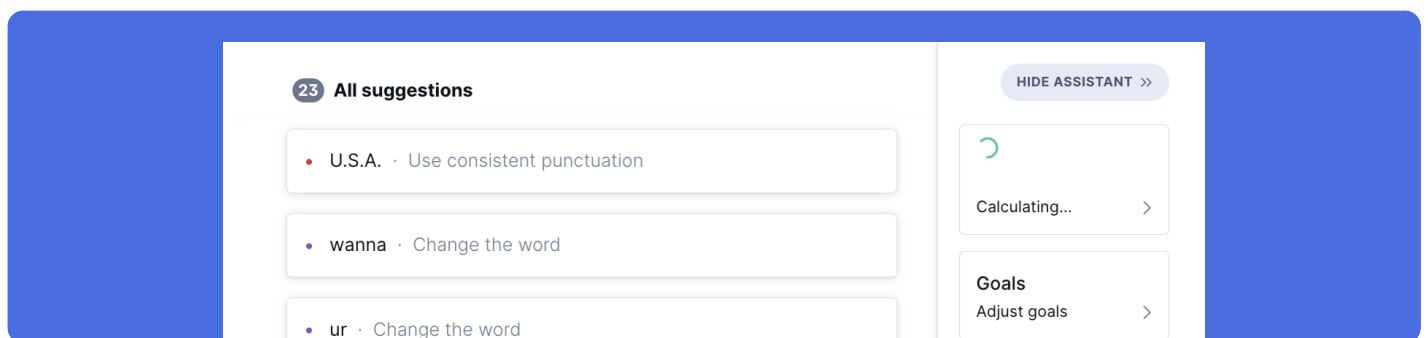


You can start working on a new document by clicking **New**. If you want to check text in any existing document on your computer, click **Upload**:

You can also import your text by creating a blank document and pasting the text from your clipboard. However, some of your document's original formatting may be lost if you use the copy-paste option. Visit [this page](#) to find out more about preserving your original formatting.

## Editing text

Grammarly automatically checks everything you type, making it easy to spot and fix errors quickly. While your document is being checked, the **Overall score** icon moves in a circle to indicate that checking is in progress. You can keep typing, and Grammarly will continue checking.



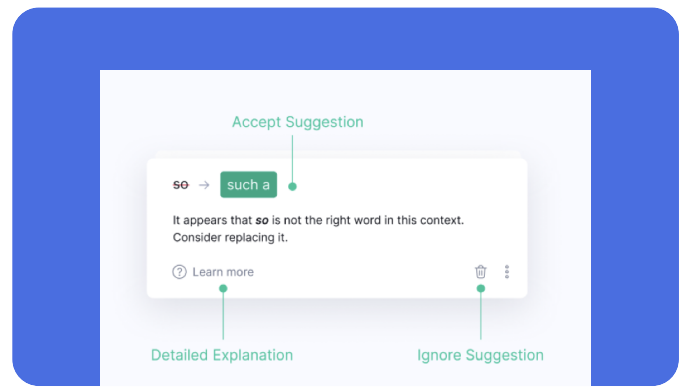
When Grammarly detects a writing issue in your text, you'll see a red, blue, green, or purple underline. If you use Grammarly Business and your team has set up a style guide, you'll also see gray underlines.

To navigate through all of the suggestions in your document, click on any underline to open the suggestion card associated with it. Or, if you prefer browsing through the list of suggestions, click on the suggestion card to locate the underlined phrase in the text.

Click on a suggestion to accept it. If you'd like to ignore a suggestion, click the trash can icon to dismiss it.

To see a detailed explanation about a suggestion, click **Learn more** in the lower-left corner of the card.

If a suggestion is incorrect or you'd like to report it for any reason, click the three dots and choose your preferred option to proceed.



If you'd like Grammarly to stop flagging a particular spelling as incorrect, you can add the word to your personal dictionary by clicking the Add to dictionary button. For more information on text checking, check out [this page](#).

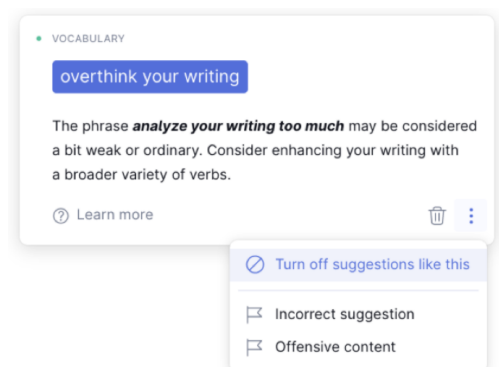
If you are a user of Grammarly Premium, Grammarly Business, or Grammarly for Education, you can also accept certain suggestions in bulk by clicking the Accept button in the upper-right corner of the screen.

## Deactivating certain suggestion

**Note:** This feature is available only with Grammarly Premium, Grammarly Business, and Grammarly for Education.

Certain types of suggestions, such as adding the Oxford comma and passive voice alerts, can be turned off.

If you see a suggestion that is not helpful, click the three dots in the lower-right corner of the suggestion card. If it's a suggestion that can be deactivated, you'll see an option that says Turn off suggestions like this:



You can view and manage suggestions at <https://account.grammarly.com/customize/suggestions>.

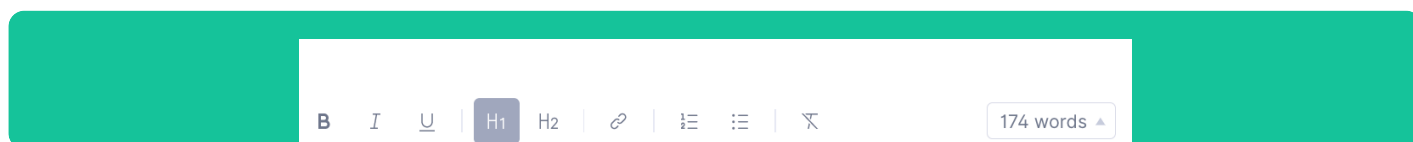
**Note:** If you deactivate a certain type of suggestion in the Grammarly Editor, it will also be deactivated in other Grammarly product offerings.

## Formatting text

If you create a new document or copy your text into the Grammarly Editor, you can use these formatting options:

- Bold and italic text
- Numbered lists and bullet points
- H1 and H2 headers
- Links

To apply any of these, select a specific part of the document that you'd like to format and click the corresponding button in the lower part of the screen.



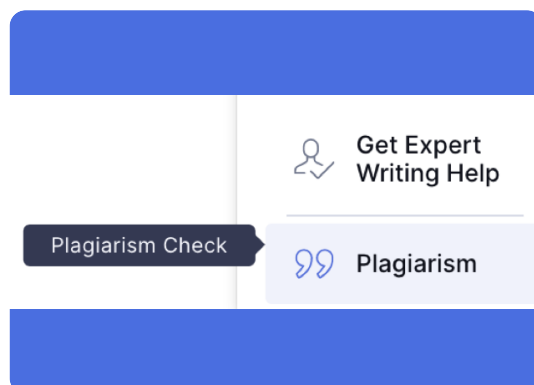
You can also use keyboard shortcuts to apply formatting—to find out which shortcuts to use, hover over the formatting option.

**Note:** If you uploaded your document to the Grammarly Editor, the document will appear as plain text, and our formatting options will be deactivated to preserve the formatting of your original document. That original formatting will be preserved in the version you download after editing. To learn more, check out [this article](#).

## Checking your document for plagiarism

If you are a Grammarly Premium, Grammarly Business, or Grammarly for Education user, you can check your document for plagiarism.

The plagiarism checker is deactivated by default. Once you finish writing or editing your text, click the **Plagiarism** button in the lower-right corner to check your document for any potential plagiarism.



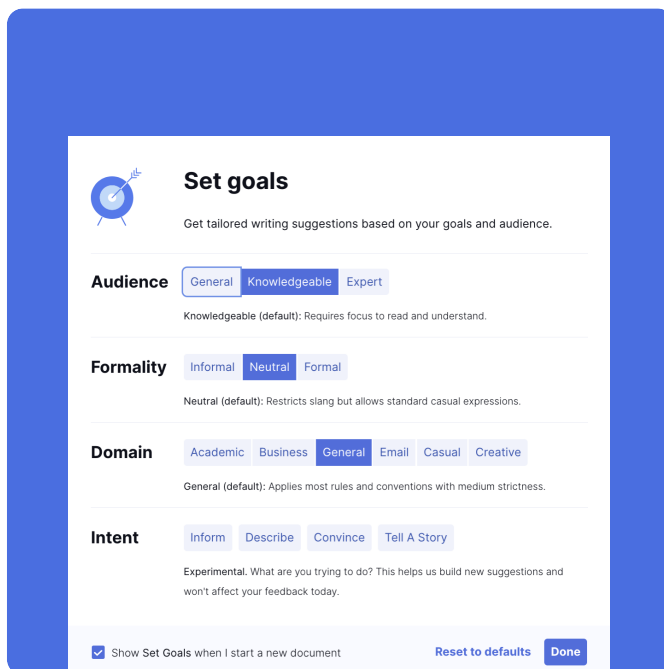
For more information about the plagiarism checker, check out [this page](#).

## Adjusting goals

Grammarly can also help you achieve a specific goal with your text and ensure that it's suitable for your intended audience.

To adjust your goals, click **Goals** in the right-side panel, choose your preferred settings, and click **Done**:

**Note:** Domains are available only to Premium, Business, and Grammarly for Education users.

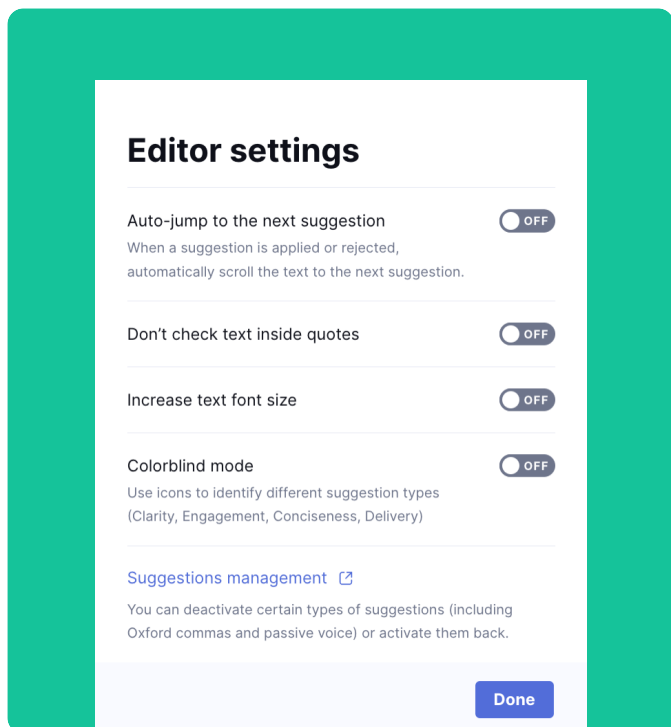


To find out more about goals, check out [this blog post](#).

## Changing font size and other settings

You can adjust several aspects of your experience with the Grammarly Editor:

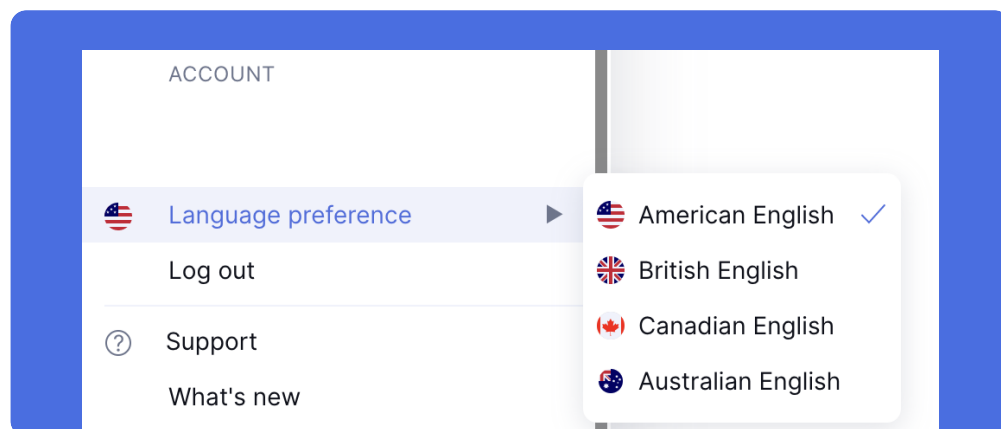
- Turn off auto-jumping to the next alert
- Prevent Grammarly from checking quoted text
- Increase the document's font size
- Activate the colorblind mode



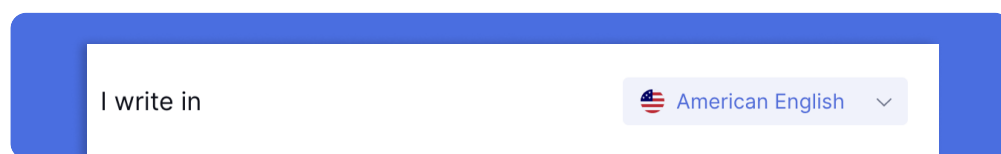
**Note:** The option to exclude quoted text from checking is available only in the [Grammarly Editor](#). This setting will deactivate all suggestions on text inside quotes, but Grammarly will still check this text for plagiarism.

To adjust any of these settings, open any document, click the **Menu** icon (the three horizontal lines) in the upper-left corner, and then click Editor settings. In the window that opens next, switch your preferred settings on or off:

You can also adjust your language preference in the Grammarly Editor. If you are working on a document, click the **Menu** icon (shown as three horizontal lines) in the upper-left corner to open the sidebar and then select your preferred option under **Language preference**:

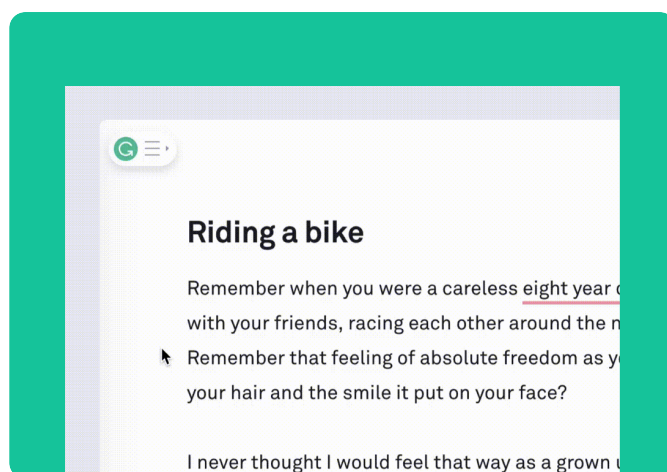


Alternatively, go to **Account > Customize**, click **Language**, and choose your preferred dialect next to **I write in**:



## Downloading documents

Once you've finished editing, you can download the document by clicking the **Menu** icon (shown as three horizontal lines) in the upper-left corner and selecting **Download**:



If you started by uploading a 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).

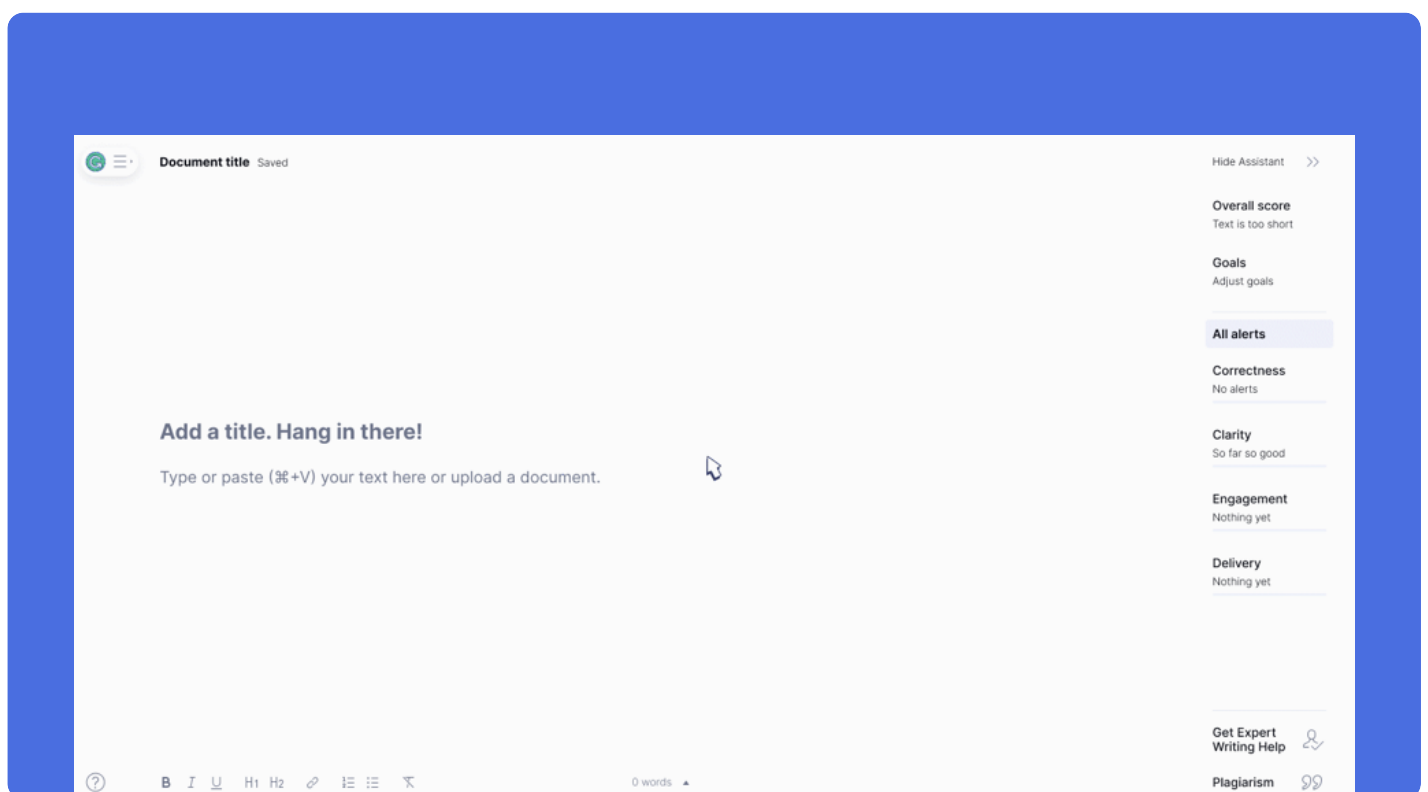
You can also copy your text to the clipboard. The clipboard is a temporary storage area where material cut or copied from a file is kept for pasting into another file. You may paste the copied material by using the **Ctrl + V** (on Windows) or **Cmd + V** (on macOS) key combination.

# Reviewing document statistics

You can view your document statistics by clicking the **Overall score** option. If you don't see this option, click **Correct with Assistant** first.

The **Overall score** section offers a lot of useful information about your text, including word count, readability, and vocabulary.

If you'd like to download a PDF report of your document statistics, go to **Overall score** and select **Download PDF Report** in the pop-up menu that will open:



**Note:** If you checked your document for plagiarism, you can also add your plagiarism result to the report. To do that, turn on the plagiarism checker by clicking **Plagiarism** in the lower-right corner of the page and then generate your report.