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

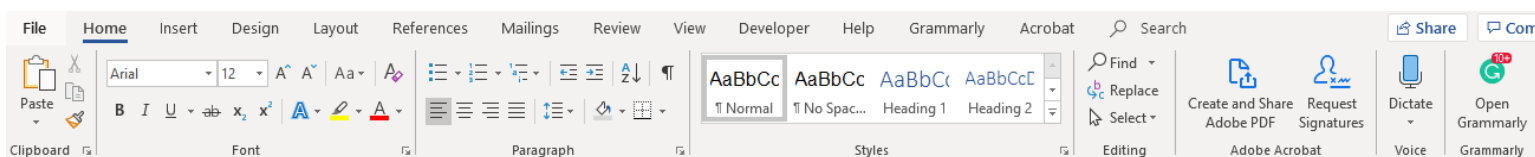
Grammarly

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).

Dear Jane,

I was delighted to read you're letter last week. Its always a pleasure to recieve the latest news and to here that you and your family had a great summer.

We spent last week at the beach and had so much fun on the sand and in the water exploring the coast we weren't prepared for the rains that came at the end of the holiday. The best parts of the trip was the opportunities to sightsee and relax.

My kids are back in school to. I find their are less things to worry about now that the kids are at school all day. There is plenty of fun things to do in the summer, but by August, I've running out of ideas. I've excepted the fact that we'll have to think up brand-new activities next summer; hoping to round up some creative ideas soon.

Grammarly suggestions:

- you're → **your** (green arrow)
- Its · Replace the word
- recieve · Correct your spelling
- here · Correct your spelling
- was · Change the verb form
- their · Replace the word

- 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).