



भारतीय विचारधारा का वैश्वीकरण  
Globalizing Indian Thought

# नालंदा

नालंदा - पुस्तकालय और सूचना केंद्र

Library and Information Centre

Your Strategic Learning Partner

## USER GUIDE



# grammarly



ഇന്ത്യൻ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് മാനേജ്മെന്റ് കോഴിക്കോട്

भारतीय प्रबंध संस्थान कोषिककोड

Indian Institute of Management Kozhikode

Globalizing Indian Thought

## User guide



### Grammarly

(<http://www.grammarly.com/edu> )

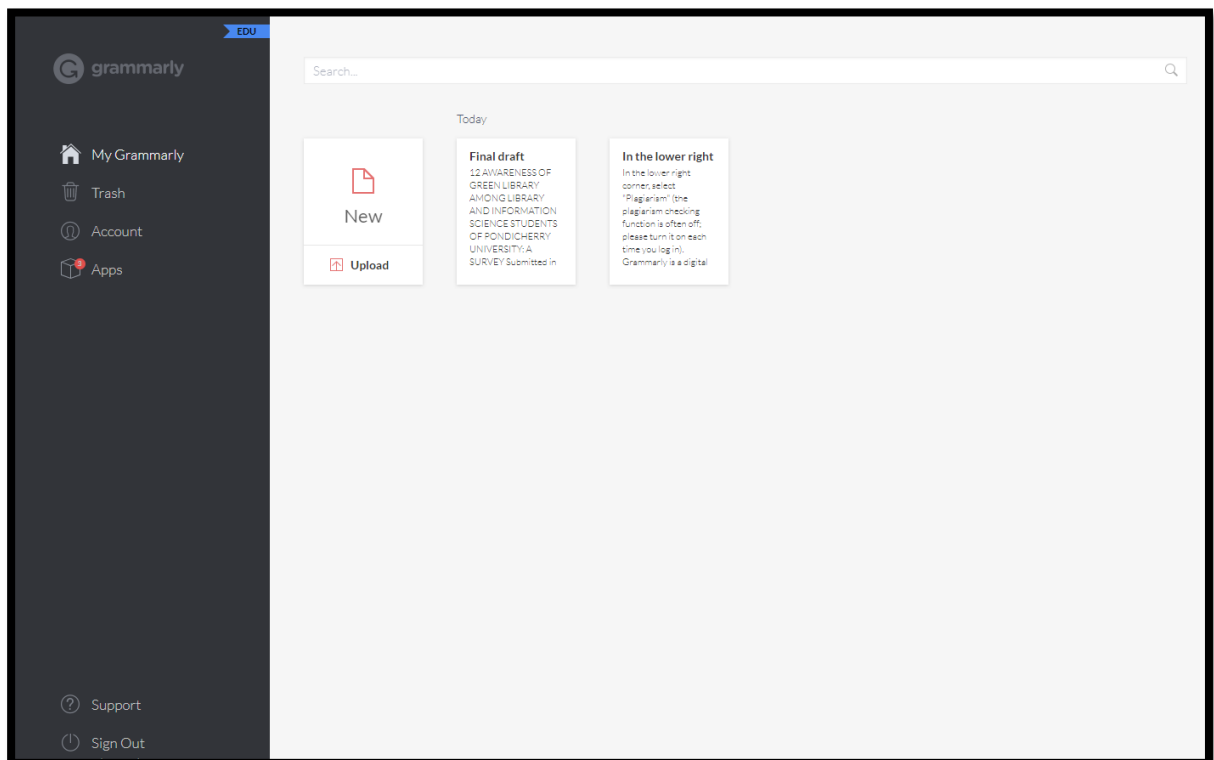
**Description:** Grammarly is a digital writing tool that offers spellchecking, grammar checking, plagiarism detection, and writing advice on vocabulary, style, tone, and clarity. Features: Over 400+ Grammatical and technical language checks; Encourage research scholars to publish more and improve output; Grammarly's 'Citation Audit' prevents plagiarism before it happens to check over 2.1 billion pages from over 100,000 international journals and 8.7 billion open web pages; Check Critical and Advanced Errors that will crease out most writing errors; Help authors publish with confidence

**Major Subject Areas Covered:** Research writing tool

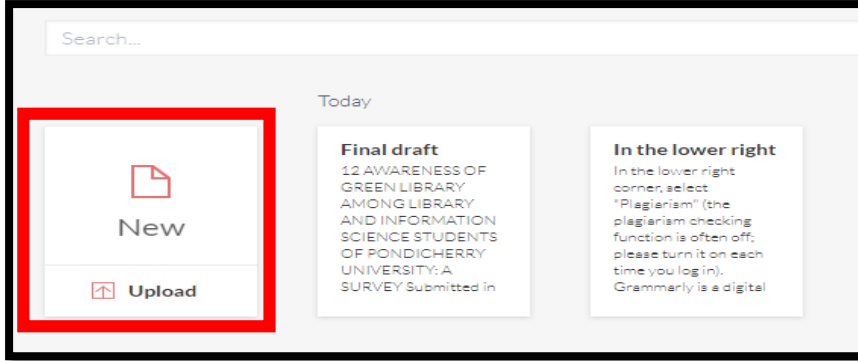
**Access Method:** One time Registration using IIMK email ID

#### How to use:

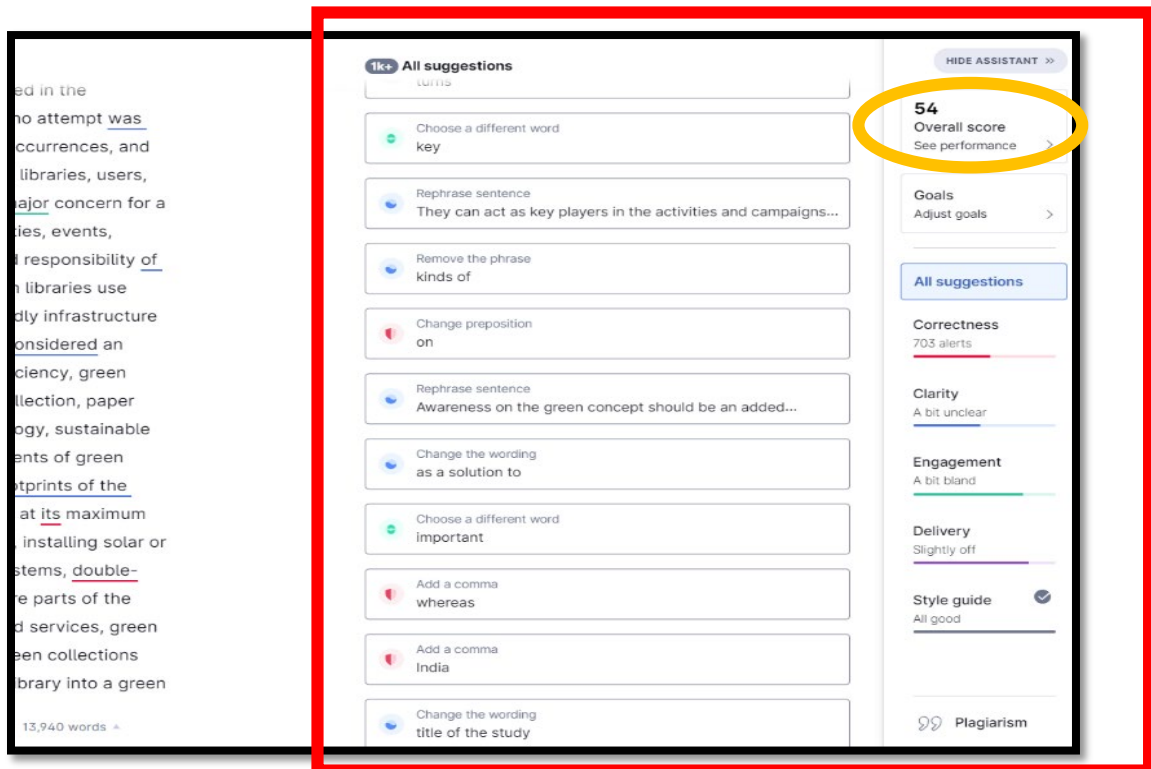
- 1) You will see the Grammarly Dashboard as soon as you log in to your account. You may manage your documents and settings from this page.



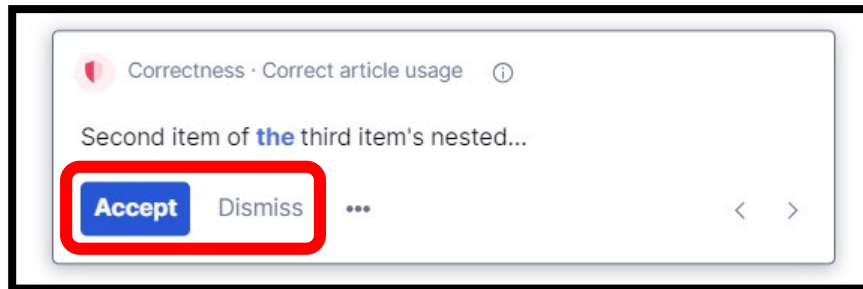
- If you click 'New', you can begin working on a new file. Click 'Upload' if you want to look over text in a file you already have on your computer.  
You can also copy and paste text from your clipboard into a new document to import it. If you use the copy-and-paste option, though, you might lose some of the document's original formatting.



- Grammarly checks all of your writing for mistakes, so it's easy to find and fix them quickly. When your document is being checked, the Overall score icon moves in a circle to show that it is being checked. Just keep typing, and Grammarly will keep checking.



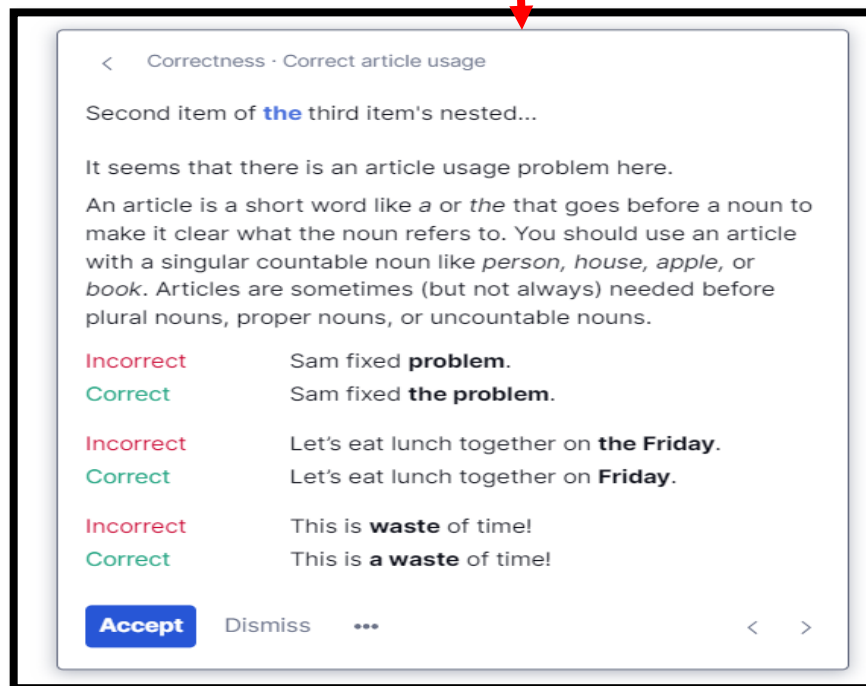
- You'll see a red, blue, green, or purple underline when Grammarly finds a mistake in your work.
- Click on any underline to open the suggestion card that goes with it. This will let you see all of the suggestions in your text. You can also click on the suggestion card to find the phrase that is underlined in the text, or you can scroll through the list of suggestions.
- You may accept or reject a provided suggestion.



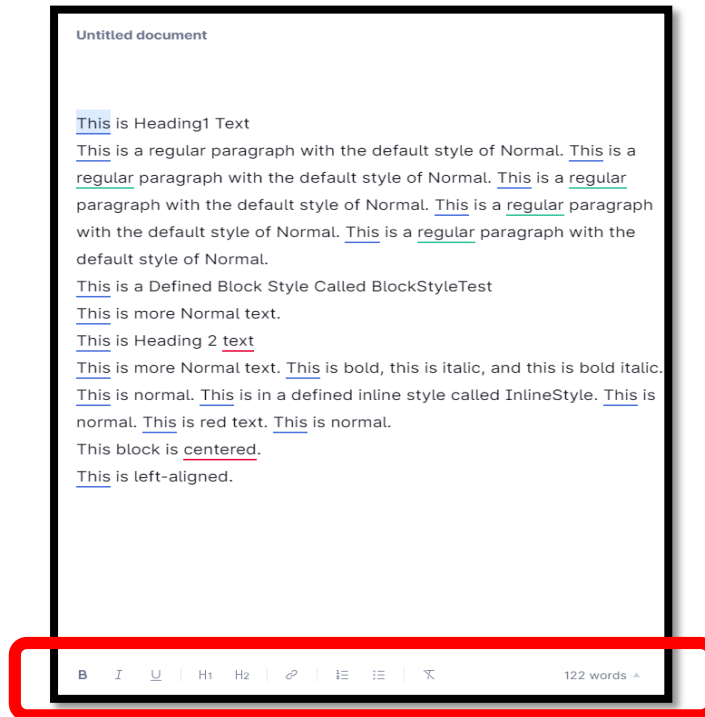
- Click on the three dots to report an incorrect suggestion or offensive content.



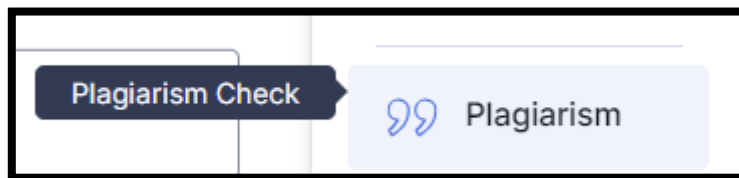
- To see a detailed explanation about a suggestion, click the information icon on the top right



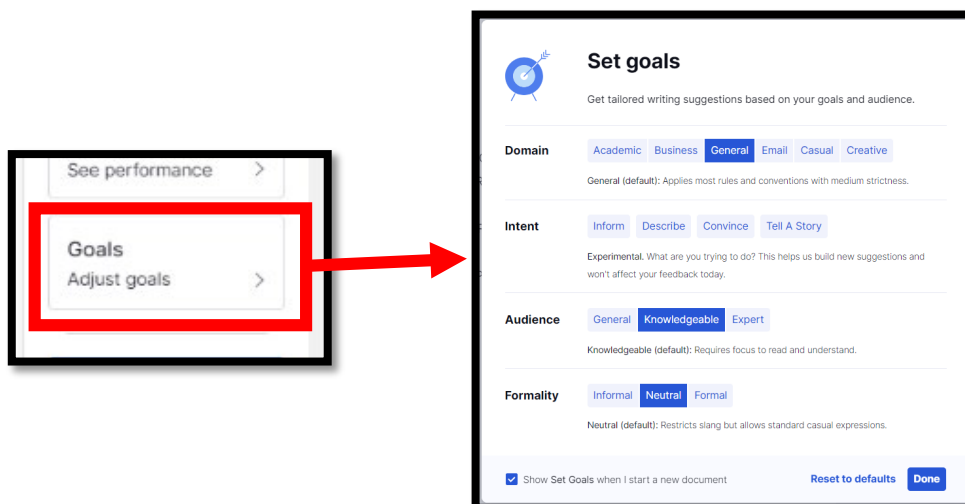
- 4) When you create a new project or paste text into the Grammarly Editor, you can adjust the font size and style, use of bullet points and numbered lists, H1 and H2 headers and links.



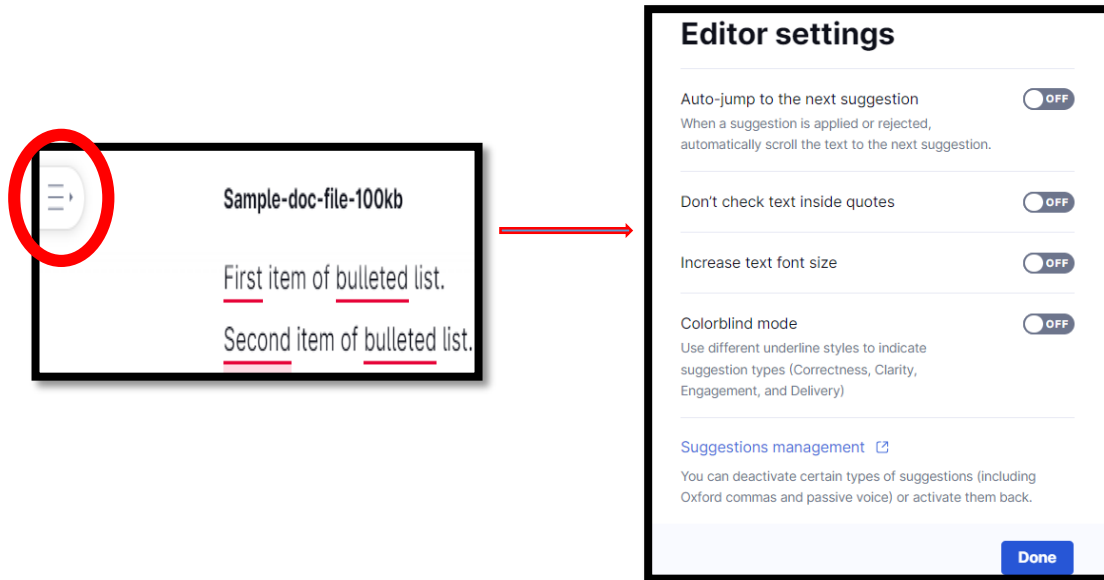
- 5) To see if your text contains any plagiarized material, click the Plagiarism button in the bottom right corner when you're done writing or changing it.



- 6) You can also use Grammarly to help you reach a certain goal with your writing and make sure it's appropriate for your intended audience. To change your goals, go to the right-hand panel and click Goals. Then, pick the choices you want and click Done.



- To change how quickly the next alert appears, stop Grammarly from checking quoted text, make the font bigger, turn on colorblind mode, and other settings, start a document, go to the top left corner and click the Menu button, (three horizontal lines). Then, click Editor settings. When the next window comes up, you can turn on or off the settings you want.



- You may also click the Menu button to download/ print the document after editing. Grammarly will export your document in the same file type that you uploaded.
- Go to Overall score on the top right corner and select Download PDF Report in the pop-up menu to obtain your document statistics in PDF format. Add your plagiarism result to the report if you reviewed your paper.

