# Using Grammarly

We all know about the spelling and grammar tools built into Microsoft Word or Google Docs, but a few years ago I was introduced to another tool that I now rely on for a little help any time I am writing or proofreading. It's called Grammarly and can be used via its cloud-based app, installed on your desktop, as a browser extension in Chrome, or on your iPhone, iPad, or Android device.

Here's how it can be used and why it's so helpful:

- In the cloud-based app, Grammarly provides the option to upload a document, or you can start a new document right in Grammarly and start typing just like you would in Word. You can set goals for your writing such as formality or what kind of audience you are writing for to receive tailored writing suggestions based on these goals. And what's great is that it shows all these suggestions right to the side as you are typing. It also calculates an overall score representing the quality of writing in the document.
- Plus, since you can install Grammarly to run as an add-in to Word, on your devices, or as an extension in Chrome, you can have these writing tools anywhere you work - in your email, social media posts, and text messages.
- Grammarly offers a free version along with options for paid, premium, or business versions (see here for more information and pricing) which include enhanced options - it can even check for plagiarism.

Next time you are writing, check Grammarly out and let us know what you think!