

TUESDAY TECH TIP

NIAGARA FALLS PUBLIC LIBRARY/NIAGA LIBRARY SYSTEM

DECEMBER 26, 2017: GRAMMARLY



Grammarly's AI-powered products help people communicate more effectively. Millions of users rely on Grammarly every day to make their messages, documents, and social media posts clear, mistake-free, and effective.

SIGNING UP FOR GRAMMARLY

A paid version of Grammarly does exist, but anybody can sign up for the free option. In order to use Grammarly, an account is required.

Users may sign up at this URL:

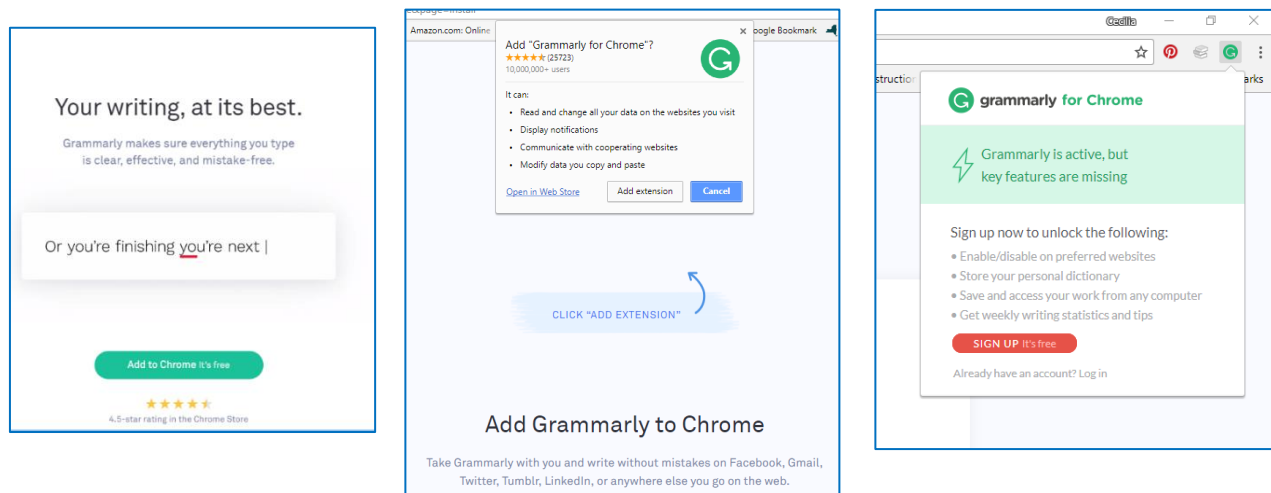
https://www.grammarly.com/signup?utm_medium=internal&utm_source=signupHook&utm_campaign=toolbarMenu&page=free

There are several ways to use Grammarly, including with a Chrome extension, a Windows add-on, an upload feature and editing directly in the web.

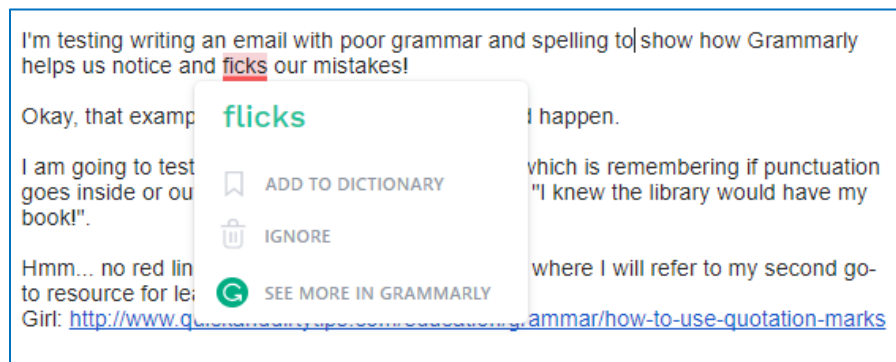
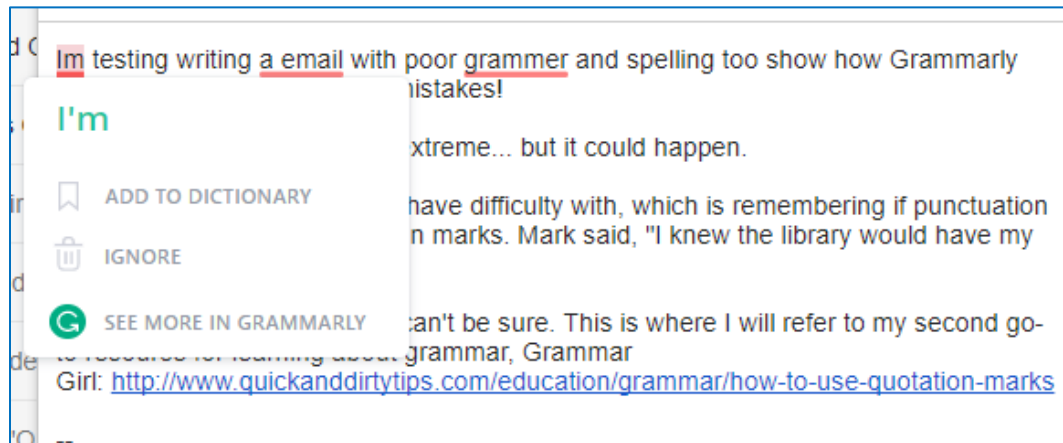
USING GRAMMARLY EXAMPLE 1: EMAIL (GMAIL USING GOOGLE CHROME)

Google Chrome users have the option of adding the Grammarly extension to their browser, allowing text typed in web email, social media sites and other pages to be monitored for errors with Grammarly.

If you are already in Chrome when you sign up or log in to Grammarly, you will be prompted to install the extension. You may also Google 'Grammarly Chrome extension' to get to the installation.



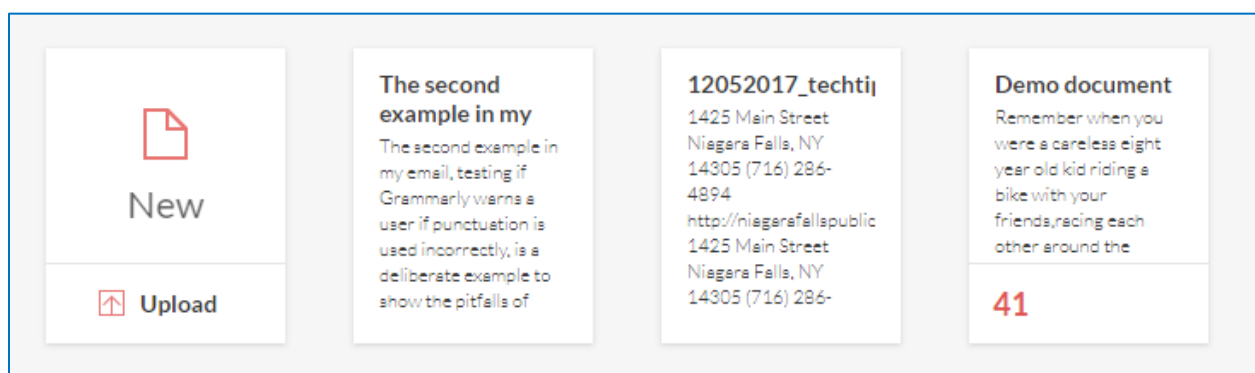
In this example, I tested the Grammarly Chrome extension while composing an email in Gmail.



Unfortunately, a user that is prone to bad spelling and tends to spell things phonetically may not receive much help from Grammarly! Even after selecting *SEE MORE IN GRAMMARLY*, a suggestion to use the word 'fix' never appeared.

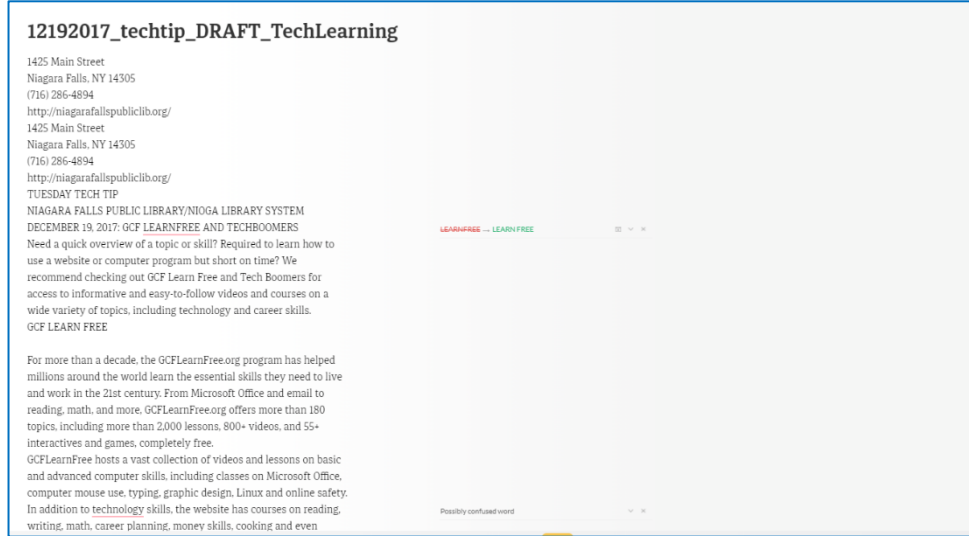
USING GRAMMARLY EXAMPLE 2: UPLOADING A DOCUMENT

Users can check a document composed with Microsoft Word or other software using the Upload feature. Supported file types are .doc, .docx, .odt, .txt, and .rtf. To begin, click *Upload*, and choose your file.



It is important to note that formatting is not preserved in the web view while using the Upload feature. You may edit the text within the web display, and then download the edited file. Formatting will reappear in the newly downloaded document.

UNFORMATTED TEXT



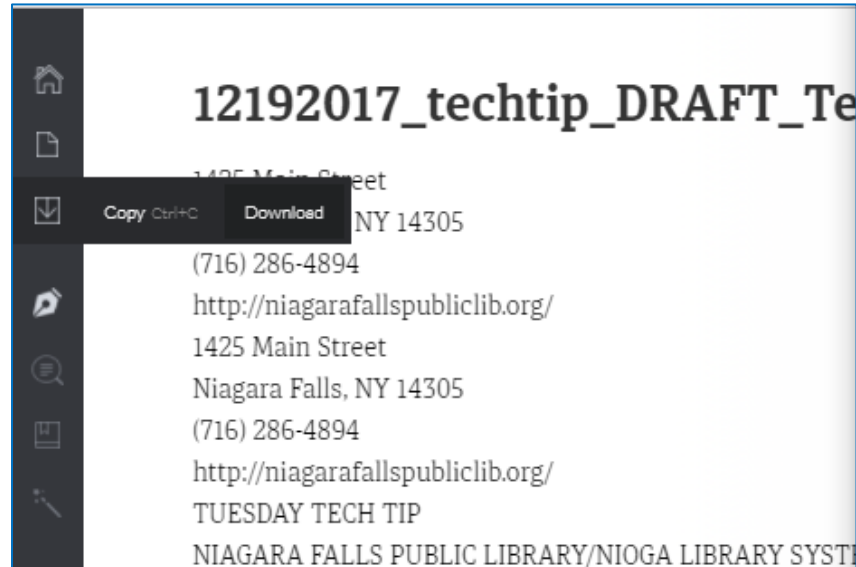
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DECEMBER 19, 2017: GCF LEARNFREE AND TECHBOOMERS
Need a quick overview of a topic or skill? Required to learn how to use a website or computer program but short on time? We recommend checking out GCF Learn Free and Tech Boomers for access to informative and easy-to-follow videos and courses on a wide variety of topics, including technology and career skills.
GCF LEARN FREE

For more than a decade, the GCFLearnFree.org program has helped millions around the world learn the essential skills they need to live and work in the 21st century. From Microsoft Office and email to reading, math, and more, GCFLearnFree.org offers more than 180 topics, including more than 2,000 lessons, 800+ videos, and 55+ interactives and games, completely free.

GCFLearnFree hosts a vast collection of videos and lessons on basic and advanced computer skills, including classes on Microsoft Office, computer mouse use, typing, graphic design, Linux and online safety. In addition to technology skills, the website has courses on reading, writing, math, career planning, money skills, cooking and even

DOWNLOAD OPTION IN WEB VIEW

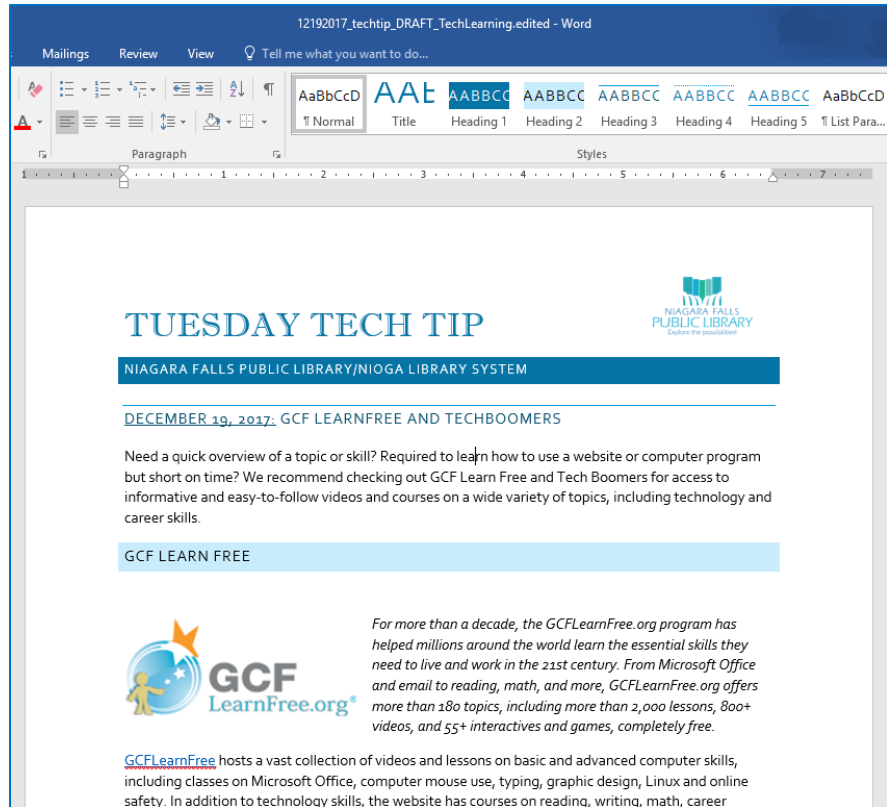


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Copy Ctrl+C Download

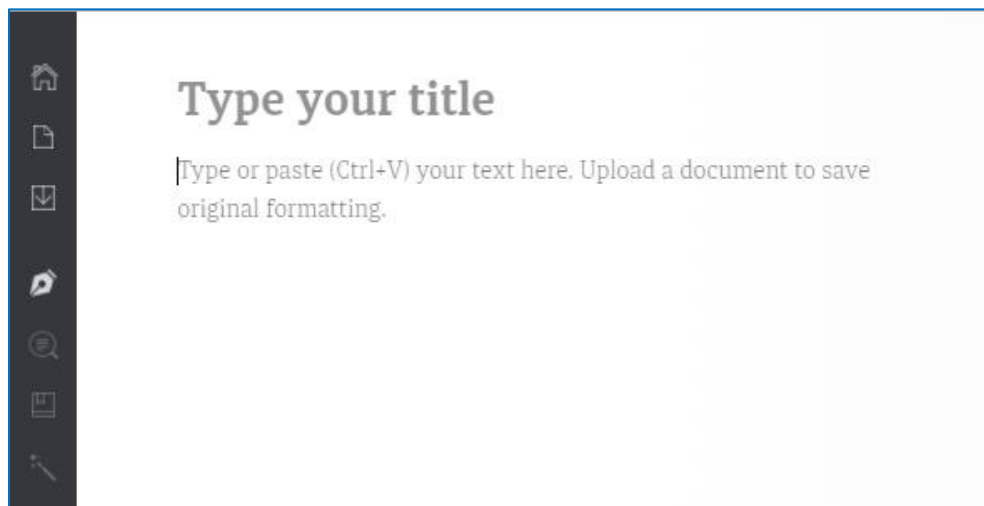
EDITED AND
FORMATTED
DOWNLOAD



USING GRAMMARLY EXAMPLE 3: TYPING OR PASTING DIRECTLY ON WEBSITE

When formatting is not important, users may also type or copy and paste text directly on the website. This text can then be copied and pasted into a document, email or social media post following editing.

To use this feature, instead of clicking *Upload* in the previous example, begin by clicking *New*. You will then see a simple page where you can add your text and view errors.



IS PREMIUM WORTH IT?

While some users may be curious to know what the Advanced Issues are, they may not be willing to part with the cash. If Grammarly reports a high number of Advanced Issues, a cheaper alternative may be to copy and paste the text into Microsoft Word – MS Word may catch the issues free of charge!

However, students and other professionals may find the paid version a good investment if they are concerned what the Advanced Issues are, if they desire customized checks for specific document types or if a plagiarism checker is needed. In fact, some schools and businesses subscribe to Grammarly to allow students and employees access to the Premium tool.