

HOW TO TAKE A SCREENSHOT OF GRAMMARLY FEEDBACK

1. Open your feedback in Grammarly.

For help setting up and using Grammarly, see our [Grammarly Guide](#).

2. On your keyboard, hit the “**PrtSc**” button

Note: Some computers may require you to use: “**Alt + Fn + PrtSc**”



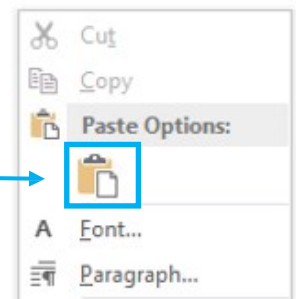
Mac Users: On your keyboard, hit “**Command + Shift + 3**” or use the Grab tool to save a screenshot.



3. Once you hit the required key(s), a screenshot of your feedback will be saved to your clipboard and ready to paste into your document.

4. Open up your assignment in **Word**. Then, right click where you want to place the screenshot and choose “**Paste.**”

Note: If you prefer, you can also use the keyboard shortcut of “**Ctrl + V**” to paste the screenshot into your document.



5. Your screenshot will now be pasted into your assignment.

