

Save Time with Snippets

Typing out the same information for different recipients isn't just time consuming—it's now unnecessary, thanks to the snippets feature from Grammarly Business. Snippets are pre-written passages of text that you or your team members can insert in their writing with a couple of keystrokes.

Use snippets to quickly provide common answers to support questions, add standardized language to emails, landing pages, and much more.

And with snippet collections, Grammarly Business now allows you to organize snippets and commonly used language for different teams and use cases.

An introduction to using snippets

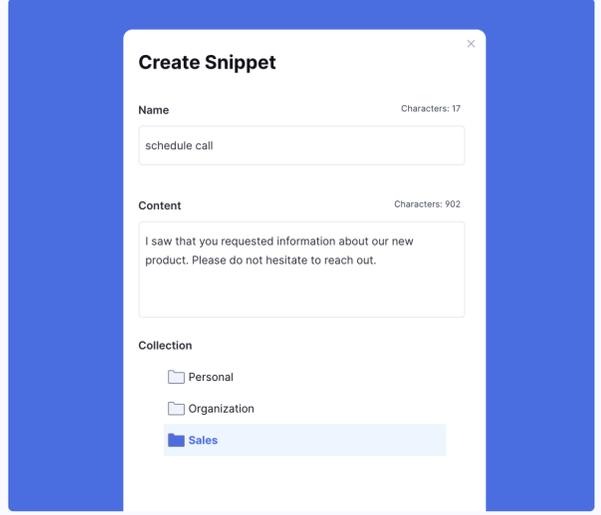
Creating your first snippet

To create a snippet, click "Create Snippet" in the upper right corner of the [snippets dashboard](#).

Give your snippet a name, add the content of the snippet, and then select the collection where you want to store and organize your snippet. A snippet must be assigned to a collection.

If you don't have any collections when creating a snippet, Grammarly Business will create a personal collection for you automatically, and place the snippet there.

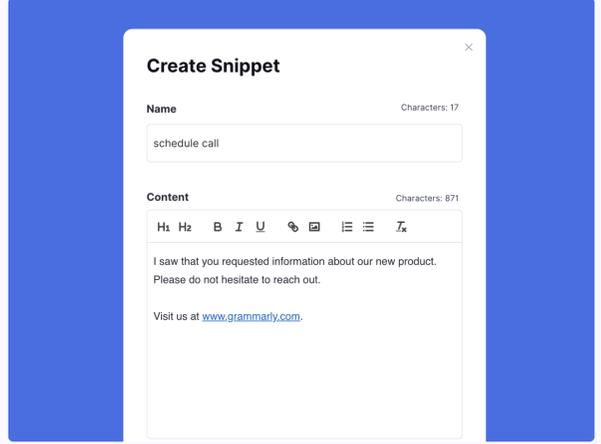
Tip: You can leave a blank space as a placeholder in your snippet to customize it later with specific details.



Making the most of your snippets

Snippets have formatting capabilities. By bolding, creating lists, adding images and links, and more, you can make templates, signatures, graphics, and many other pieces of content available at your fingertips.

Tip: You can leave a blank space as a placeholder in your snippet to customize it later with specific details.

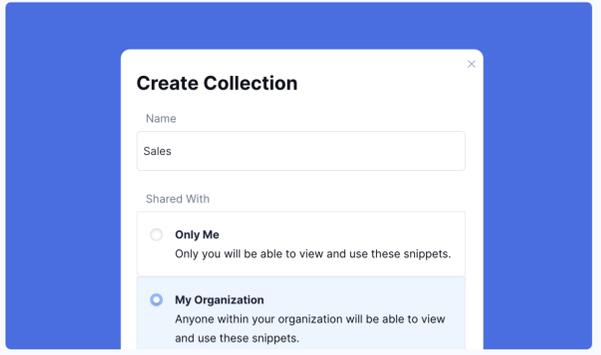


Creating your first collection

Collections can be used to organize snippets. For example, you can make a collection for a specific team or for different use cases.

To create a new collection, click "Create Collection" in the upper right corner of the snippets dashboard. Give your collection a name and choose who you want to share it with. Once you save, you can click into the collection to add snippets. Snippets can be added individually or in bulk (see [Bulk uploading snippets to a collection, below](#)).

You can always rename the collection and change sharing settings by clicking "Manage Collection".



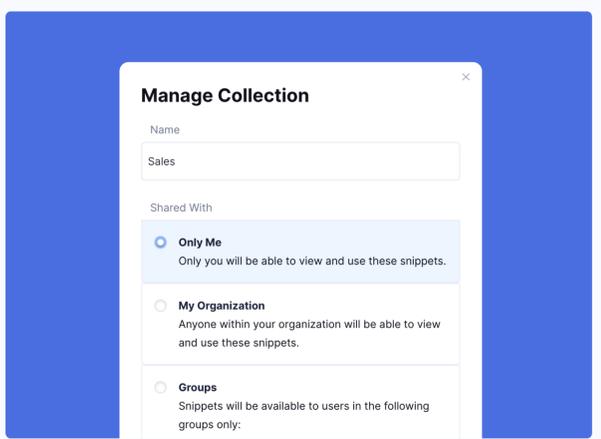
Sharing snippet collections

To make a collection of snippets available to specific groups or the entire organization, click the three dots on the right of the collection row, and choose "Edit Collection". A window will appear for you to change who to share this collection with:

- Only yourself
- The entire organization
- Specific groups within your organization

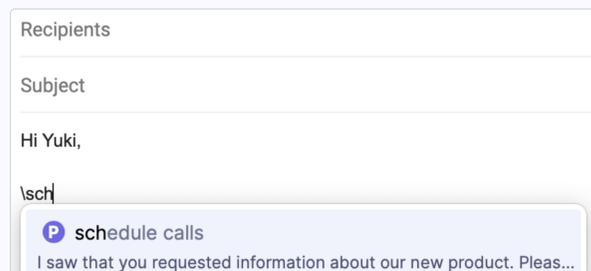
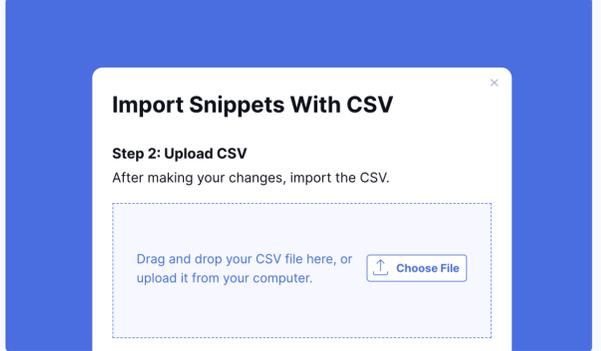
You can also edit the name of the collection here.

Note: Anyone can create a snippet for their own use, but only account owners and contributors can share collections with groups.



Bulk uploading snippets to a collection

If you'd like to add several snippets to a collection at once, click "Import CSV" in the upper right corner of the collection window to download a template. Fill out the template and follow the prompts to upload your snippets.



Using Snippets

To access all available snippets while writing in Google Docs, Zendesk, or elsewhere, hit the backslash key (\) and start typing the name of the snippet you want to insert.

Click the snippet or press Enter to insert the text. Once the snippet is inserted, you can edit it just as you would any ordinary text. That means you can customize it, add details, or delete anything unnecessary depending on your situation.

Handy Shortcuts

Type a backslash (\) and click the three dots in the lower right corner of the snippet menu. From there, you can create a new snippet, review the existing snippet library, or replace (\) with a different shortcut.

