Centrally manage writing styles

Beyond style guide specific rules, Grammarly Business allows each user to customize their writing style on their individual account. As an admin, you can also centrally manage your team's writing style from the admin panel.

On the Writing style page of the admin panel, you will see a list of suggestion types that users see within their own writing style customization.

If your organization has a preference for any of the writing styles, you can select the preference under the Team Settings column of each suggestion type.

Once you choose a preference on a writing style, individual team members will see that choice reflected in their own customization settings as a locked icon.

Customize writing styles for different needs

Different teams or groups in your company might have different writing needs. For example, legal departments may use passive voice while other teams do not.

To further customize writing styles for specific groups within your organization, you can create writing style rule sets by clicking the three-dot menu. Follow the prompts to create new rule sets and select which groups will see certain rules. Find out more about setting up groups for your team members here.