AIFreeForever

The Paraphrasing Guide for 2026

To paraphrase is to say the same thing in your own words. A good paraphrase keeps every idea and fact of the original and changes the words and the sentence shape. This guide shows how to paraphrase by hand and with AI, which intensity and mode to pick, and what to check before you use the result.

Paraphrase by hand in four steps

1. **Read it until you understand it.** You cannot rewrite what you do not understand. Read the passage twice.
2. **Put it away and write it again.** Write the idea from memory, in your own words and your own order.
3. **Compare with the original.** Check every fact, name and number is still there and still right.
4. **Cite the source.** The words are yours now, but the idea is not. Name where it came from.

One sentence, before and after

Original

Regular exercise improves your mood and helps you sleep better.

Paraphrase

Being active on a regular basis lifts your spirits and leads to better sleep.

Which intensity to pick

Intensity	What changes	Pick it when
Basic	About 40 to 60% of the words	You only want a light polish
Medium (default)	About 70 to 85% of the words	Most everyday rewriting
Strict	About 90 to 95%, every sentence restructured	You need it to read completely fresh

Which mode to pick

Mode	Good for
Simple	Making hard text easy to read for everyone
Formal	Business emails, reports and official documents
Creative	Blogs, stories and posts that need more colour
Academic	Essays and research papers
Shorten	Cutting a long passage down, every point kept
Expand	Explaining each point more fully
Custom	Your own instruction, like "use active voice"

Keep the facts right

1. **Protect key words.** Put brand names, technical terms and names in Excluded Words so they never change.
2. **Check every number and date.** A paraphrase must never change a figure, a date or a name.
3. **Watch for new claims.** Remove anything the original did not say.

Cite a paraphrase

1. **APA:** the author and year, for example (Smith, 2024).
2. **MLA:** the author and page, for example (Smith 12).
3. **Always:** add the full source to your reference list.

Check before you use it

Paste your text into the free Paraphrasing Tool, then tick these off.

Does it say the same thing as the original?

Are every name, number and date unchanged, and is the source cited?

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