Institutional Trial Welcome Pack
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Trial period: 16.10 – 16.11.2023

Writefull Trial Pack for institutions

Thank you for choosing Writefull for your institution. This trial pack provides an introduction to the Writefull products, and instructions on how to access and use them.

1.   Introduction to Writefull

Writefull uses the latest Artificial Intelligence techniques to give language feedback on scientific texts. It has been developed especially for students and researchers, and its feedback is tailored to academic writing. Using Writefull enables students and research staff to have more confidence in their writing and to make fewer errors, increasing their productivity and fostering academic success.

2.   Writefull for Word

What is Writefull for Word

Writefull for Word gives language feedback on text written in Microsoft Word, with different levels of editing depending on individual need. In 'Proofread' mode, Writefull checks for correctness of grammar, word use, style, and more. In 'Full Edit' mode, Writefull additionally checks phrasing and word order, for enhanced text readability.

Beyond language suggestions, Writefull for Word offers two clever widgets to help students and staff in the process of writing in academic English: Sentence Palette and Language Search. Sentence Palette is a browsable list of very common academic phrases across the various sections of research papers, to paste directly into a text. Language Search offers a database with authentic language of scientific texts, to see how words and phrases should be used in context.
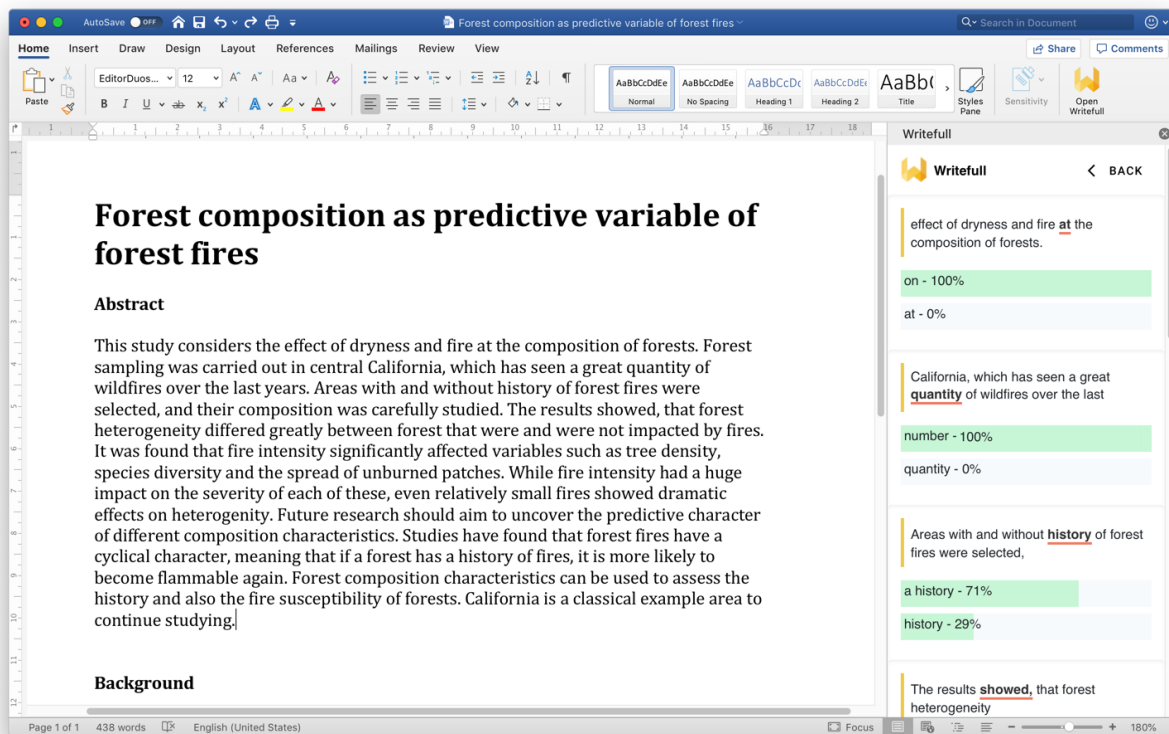
When to use Writefull for Word

Writefull for Word helps students and staff as they are in the process of writing their academic texts. They can rerun Writefull's language check as often as they wish, and

can browse the 'Language Search' and 'Sentence Palette' features for inspiration while writing.

How to use Writefull for Word

You can find a detailed explanation of the various features of the Word add-in in our dedicated Writefull for Word guide here. The guide is also made available in the Writefull menu of the add-in.

Writefull for Word showing language suggestions in the panel to the right (in 'Proofread' mode)

3. Writefull for Overleaf

What is Writefull for Overleaf

Writefull for Overleaf provides real-time language feedback on LaTeX files in the Overleaf code editor. It checks for correctness of grammar, spelling, vocabulary, punctuation, and style.
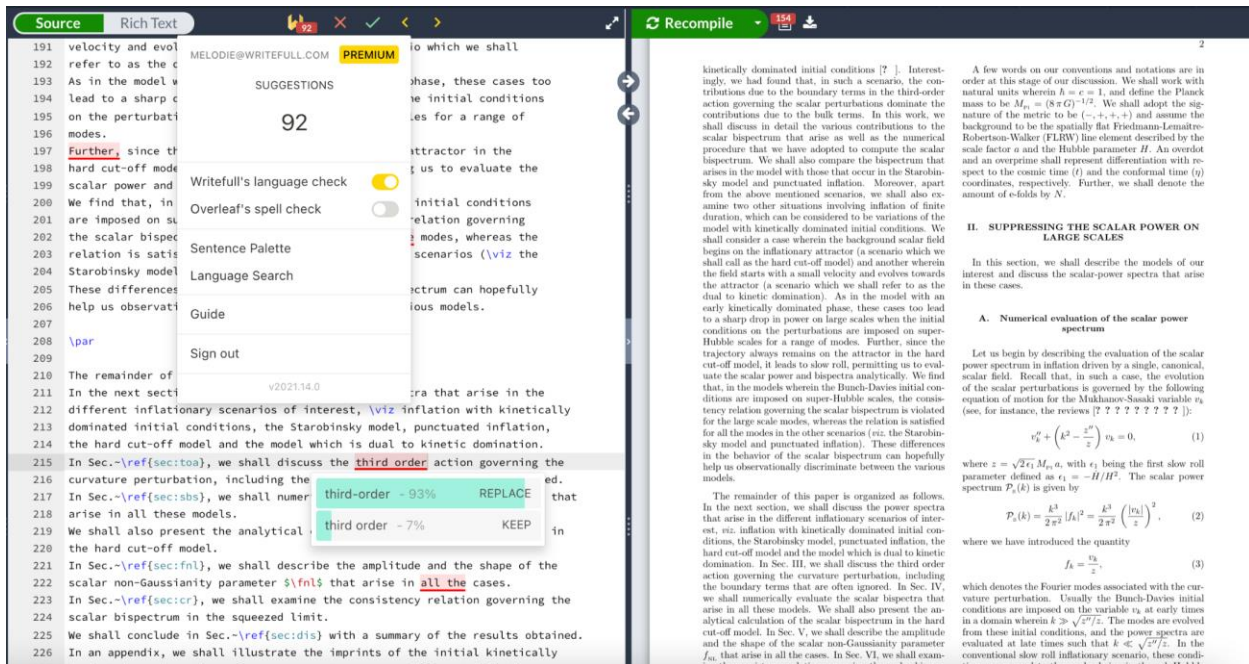
Beyond language suggestions, Writefull for Overleaf offers two clever widgets to help students and staff in the process of writing in scientific English: Sentence Palette and Language Search. Sentence Palette is a browsable list of phrases that are very commonly used across the various sections of research papers. Language Search offers a database with authentic language of scientific texts, to see how words and phrases should be used in context.

When to use Writefull for Overleaf

Writefull for Overleaf helps students and staff as they are in the process of writing and editing their scientific texts in Overleaf, either on their own or in collaboration with others. It highlights the pieces of the text that it has language suggestions for, and provides writing help via its 'Language Search' and 'Sentence Palette' features.

How to use Writefull for Overleaf

You can find a detailed explanation of how to use Writefull for Overleaf in our dedicated user guide here. The guide can also be accessed by clicking 'Guide' in the drop-down menu of the Writefull icon.

Writefull for Overleaf showing Writefull's language suggestions in the LaTeX source to the left

4.   Writefull Revise

What is Writefull Revise

Writefull Revise screens text for correctness of grammar, spelling, vocabulary, punctuation, and style. Students and staff can upload their text to Revise, review language suggestions, and download a revised version of their text incorporating all accepted suggestions. Writefull Revise also shows the number of language suggestions that are given across five categories, reflecting the overall language quality of the uploaded document.
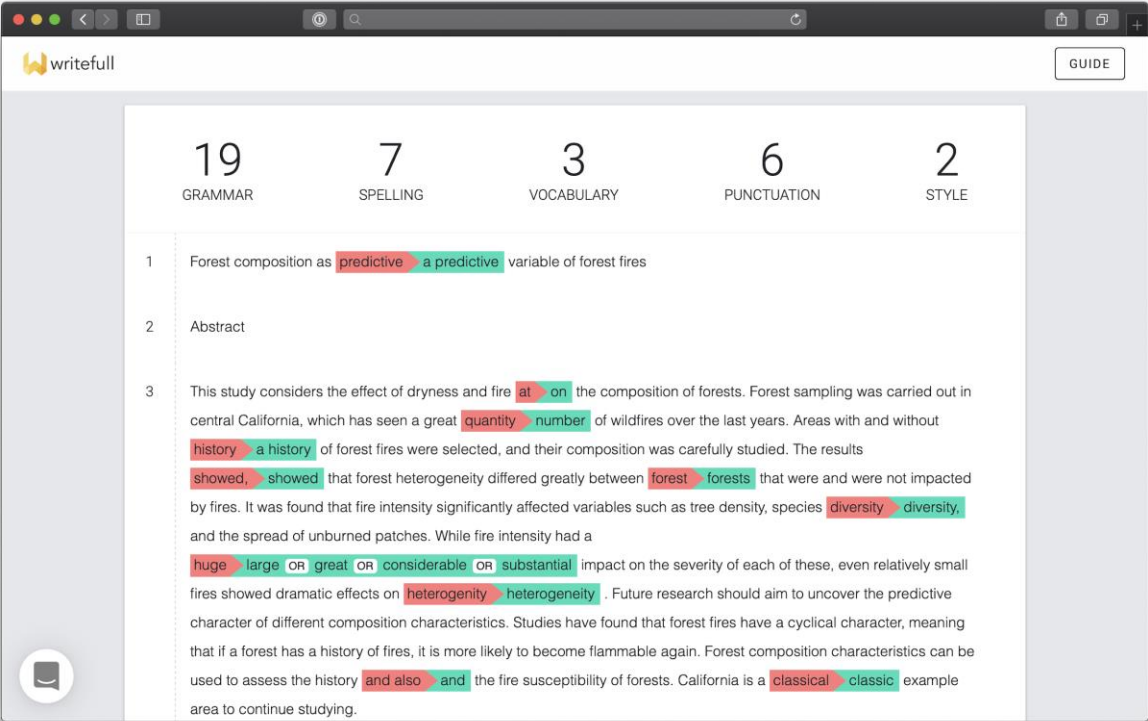
When to use Writefull Revise

Writefull Revise can be used by students and staff to check the language quality of a text they have already written, and to ensure that any language mistakes are corrected.

Using Revise is therefore recommended before proceeding with submitting a work for publication (e.g., a paper to a journal or a proposal to a conference or funding body) or before handing in coursework.

How to use Writefull Revise

You can find a detailed explanation of how to use Writefull Revise in our dedicated guide [here](). The guide can also be accessed by clicking on the 'GUIDE' button on the right-hand side of the Revise homepage.

Writefull Revise showing Writefull's language suggestions in-line and counts at the top

5.   Writefull Cite

What is Writefull Cite

Writefull Cite screens texts for citation completeness, highlighting sentences that should be supported by a reference. When Writefull identifies a sentence as presenting information that needs to be backed up by a reference, and the sentence does not contain a reference yet, Writefull will suggest adding one. Students and staff can upload their text to Cite, and review citation suggestions offered by the tool.

Unlike anti-plagiarism tools, Cite does not compare texts against a database. It uses its own AI-based model to assess if citations are likely needed.
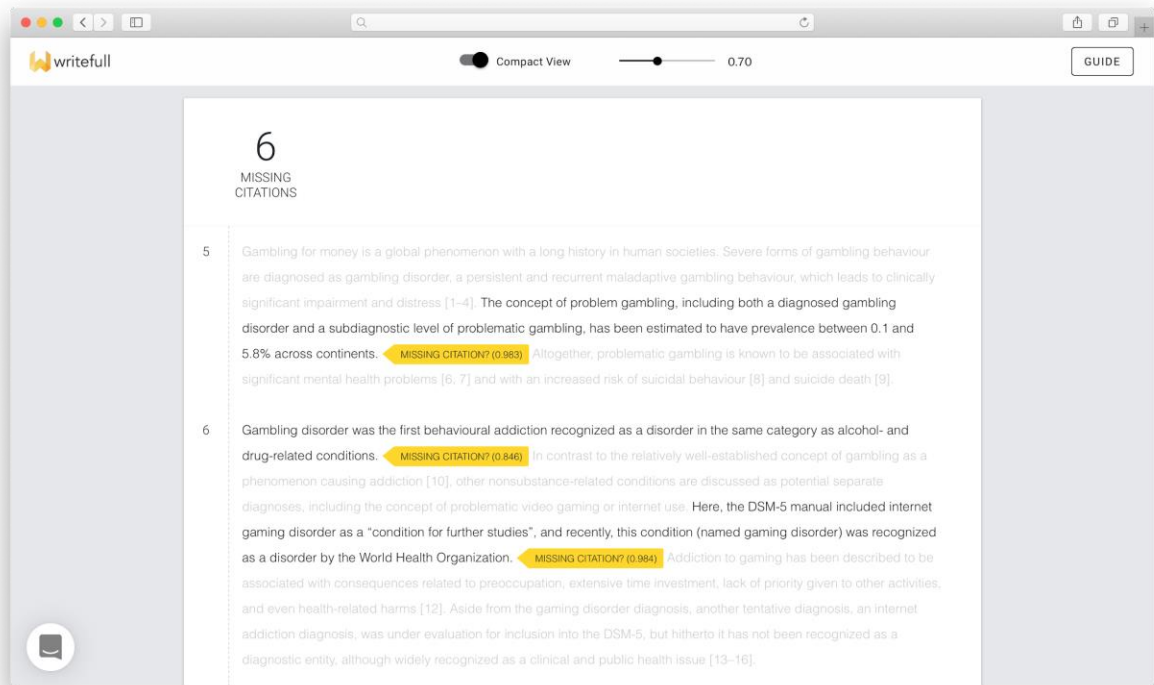
When to use Writefull Cite

Writefull Cite can be used by students and staff to check for citation completeness within their text, to ensure that claims are supported by references where needed. Similar to Revise, using Cite is recommended before proceeding with submitting a work for publication (e.g., a paper to a journal or a proposal to a conference or funding body) or before handing in coursework.

How to use Writefull Cite

You can find a detailed explanation of how to use Writefull Cite in our dedicated guide here. The guide can also be accessed by clicking on the 'GUIDE' button on the right-hand side of the Cite homepage.

Writefull Cite showing Writefull's citation suggestions in-line and the total count at the top

6.   Accessing Writefull

Writefull for Word

Writefull for Word can be downloaded from the [Writefull website](#).

To start using the Writefull for Word add-in, students and staff need to create an account. If they create an account using their university email address, they get full access to the add-in (covering the full 'premium' experience) without needing to pay for upgrading. The password can be anything of their choosing (NOT their institutional password).

To create an account, students and staff should click the 'Sign in' button in the Word toolbar to open the Writefull sign up / sign in screen, click 'Don't have an account?', enter their email address and password, then click 'Sign up'. They will then receive a

confirmation email, to verify their newly created account.
If they already have an account, they can click 'Sign in' after entering their details.

Writefull for Overleaf

Writefull for Overleaf can be downloaded from the [Chrome web store](#).

To start using the Writefull for Overleaf extension, students and staff need to create an account with Writefull. If they create an account using their university email address, they get full access to the extension (covering the full 'premium' experience) without needing to pay for upgrading. The password can be anything of their choosing (NOT their institutional password).

To create an account, students and staff should click the Writefull icon (yellow W) in the Overleaf toolbar to open the Writefull sign up / sign in screen, enter a valid email address and password, and click the 'Create account' button. They will then receive a confirmation email, to verify their newly created account.
If they already have an account, they can click 'Log in' at the bottom of this screen to jump to the login screen.

Writefull Revise

To grant your students and staff access to your dedicated instance of Writefull Revise, you can give them the following link:
https://revise-uniwersytetradom-pl.writefull.ai

Writefull Cite

To grant your students or department access to your dedicated instance of Writefull Cite, you can give them the following link:
https://cite-uniwersytetradom-pl.writefull.ai

Technical requirements

Writefull for Word for Windows can be used with:
- Windows 7 SP1 or newer
- Office 2013 or newer

Writefull for Word Online and macOS can be used with:
- Microsoft Office 365 (including Word Online)
- Office 2016 or newer

Writefull for Overleaf is currently supported by Google Chrome, Chromium, and Brave. We will be adding support for other browsers soon, including Firefox.

Writefull Revise and Writefull Cite:
- Revise and Cite run in evergreen browsers (Chrome, Firefox, Safari, Edge).
- If using Edge, it must be a Chromium-based build (post January 15, 2020).

7. Privacy and security

At Writefull, we take security and privacy very seriously. All Writefull products encrypt all communications between computers and our servers end-to-end. Our servers do not store any texts, and text written in Word or uploaded to Writefull Revise/Cite never reaches our hard drive. For privacy reasons, suggestions accepted by students and staff are not used to improve our algorithms.

8. Technical support

Students and staff can email support@writefull.com with any questions.