



Institutional Trial Welcome Pack

Thank you for setting up a trial of Writefull in your institution.

This Welcome Pack provides a short introduction of the Writefull products included as part of your trial, related information on how and when to use them, and how to access them.

1. Background

Writefull uses the latest Artificial Intelligence techniques to identify language patterns in scientific texts. It has been developed especially for students and researchers, and its feedback is tailored to academic writing. Using Writefull enables students and researchers to have more confidence in their writing, thereby increasing their productivity and fostering academic success.

2. Accessing Writefull during your trial

Trial dates: 1.10.2020 – 31.10.2020

To grant your students or department access to the premium version of Writefull for Word, you should provide us with one of the following:

- Your university top level domain, if you wish to grant access to anyone with an email address from your university, e.g. gatech.edu, cam.ac.uk
- A specific domain (or several), if you wish to grant access to specific colleges or departments within your university, e.g. cc.gatech.edu, medschl.cam.ac.uk
- A list of individual emails, if you have a fixed list of users to whom you wish to grant access

To grant your students or department access to your dedicated instance of Writefull Revise, you can give them the following link: <https://revise-cvut-cz.writefull.ai/>

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

Technical Requirements

Writefull for Word can be used with:

- Microsoft 365, Office 365 (Windows and Mac)
- Word Online (Windows and Mac)
- Office 2019 (Windows and Mac)
- Office 2016 (Windows and Mac)

Revise and 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).

3. Writefull for Word

3.1. What is Writefull for Word

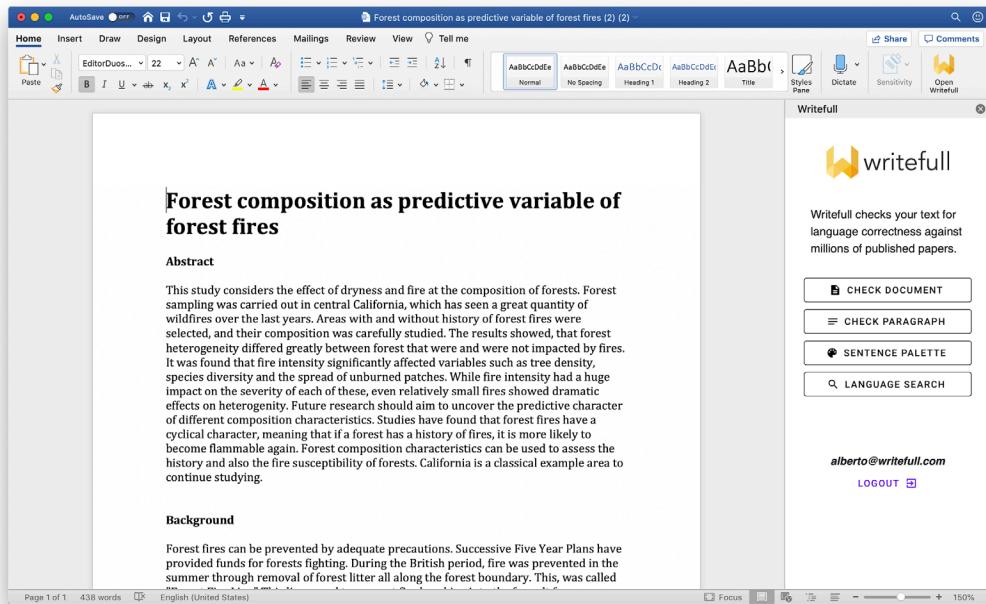
Writefull for Word gives language feedback on text written in a Word document. It checks for correctness of grammar, word use, style, and more. It also offers a database of authentic scientific texts, in which students and researchers can search for language patterns that they can incorporate into their own texts.

3.2. Where to find Writefull for Word

Your students and researchers can install the Writefull for Word add-in by clicking the ‘Get it now’ button in the following link:

<https://appsource.microsoft.com/en-us/product/office/WA200001482>

Once installed, the Writefull for Word add-in can be launched by clicking on the ‘Open Writefull’ icon appearing on the right hand side of the menu bar. The Writefull panel opens to the right hand side, as shown below.



3.3. 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 (see attached). Please ensure that this guide is made available to any of your students/researchers who will be using Writefull for Word as part of your trial.

4. Writefull Revise

4.1. What is Writefull Revise

Writefull Revise screens text for correctness of grammar, word use, style, and more. Students and researchers can upload their text to Revise, review language suggestions, and download a revised version of their text incorporating all accepted suggestions.

4.2. When to use Writefull Revise

Writefull Revise can be used by students and researchers 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 paper to a journal for publication, a proposal to a conference or funding body, or university coursework.

4.3. How to use Writefull Revise

You can find a detailed explanation of how to use Writefull Revise in our dedicated guide, which can be accessed by clicking on the ‘GUIDE’ button on the right-hand side of the Revise homepage.

5. Writefull Cite

5.1. What is Writefull Cite (and what it is not)

Writefull Cite screens texts for citation completeness, highlighting sentences that should be supported by a reference. Students and researchers 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.

5.2. When to use Writefull Cite

Writefull Revise can be used by students and researchers to check for citation completeness within their text, to ensure that claims are supported by references as appropriate. Similar to Revise, using Cite is recommended before proceeding with submitting a paper to a journal for publication, a proposal to a conference or funding body, or university coursework.

5.3. How to use Writefull Cite

You can find a detailed explanation of how to use Writefull Cite in our dedicated guide, which can be accessed by clicking on the ‘GUIDE’ button on the right-hand side of the Cite homepage.

6. Privacy and security

The Writefull team takes privacy and security issues very seriously.

All Writefull products encrypt all communications between computers and servers. 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, accepted suggestions by students and researchers are not used to improve our algorithms.



7. Technical support

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