writefull

Institutional Trial Welcome Pack

Varna University of Economics

Trial period: Nov 23rd – Dec 22nd 2020

Writefull launch pack for institutions

Thank you for setting up 30-day trial of Writefull at 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.

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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. Accessing Writefull during your trial

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).

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-ue-varna-bg.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-ue-varna-bg.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 365, Office 365
- Word Online
- Office 2019
- Office 2016+

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).

3. Writefull for Word

What is Writefull for Word

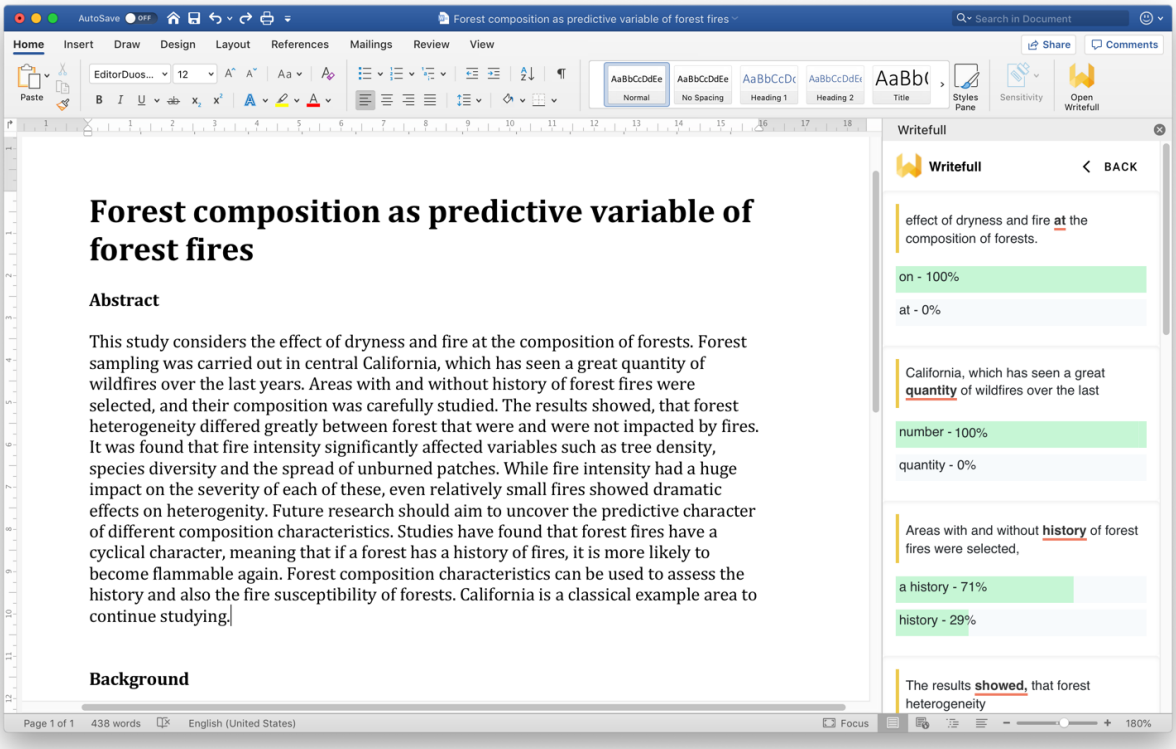
Writefull for Word gives language feedback on text written in Microsoft Word. It checks for correctness of grammar, spelling, vocabulary, punctuation, and style. It also offers a feature called 'Language Search': a database of authentic scientific texts, in which students and staff can search for language patterns that they can incorporate into their own texts. Additionally, it offers the 'Sentence Palette', which is a collection of example sentences useful for academic writing.

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 (provided separately). Please ensure that this guide is made available to any of your students and staff who will be using Writefull for Word.



Writefull for Word showing Writefull's language suggestions in the panel to the right

4. Writefull Revise

What is Writefull Revise

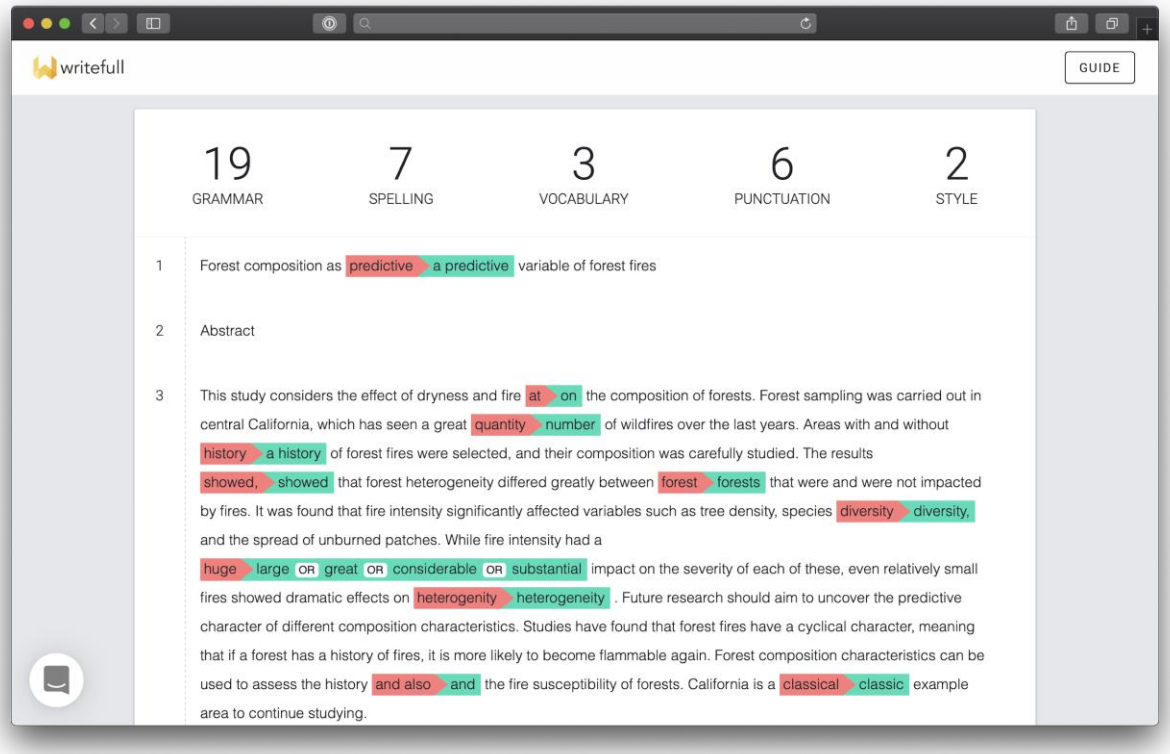
Writefull Revise screens text for correctness of grammar, spelling, vocabulary, punctuation, and style. Students and staff can upload their text to Revise, review language suggestions, and download a revised version of their text incorporating all accepted suggestions. Writefull Revise also shows the 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, which can 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 to add one. Students and staff can upload their text to Cite, and review citation suggestions offered by the tool.

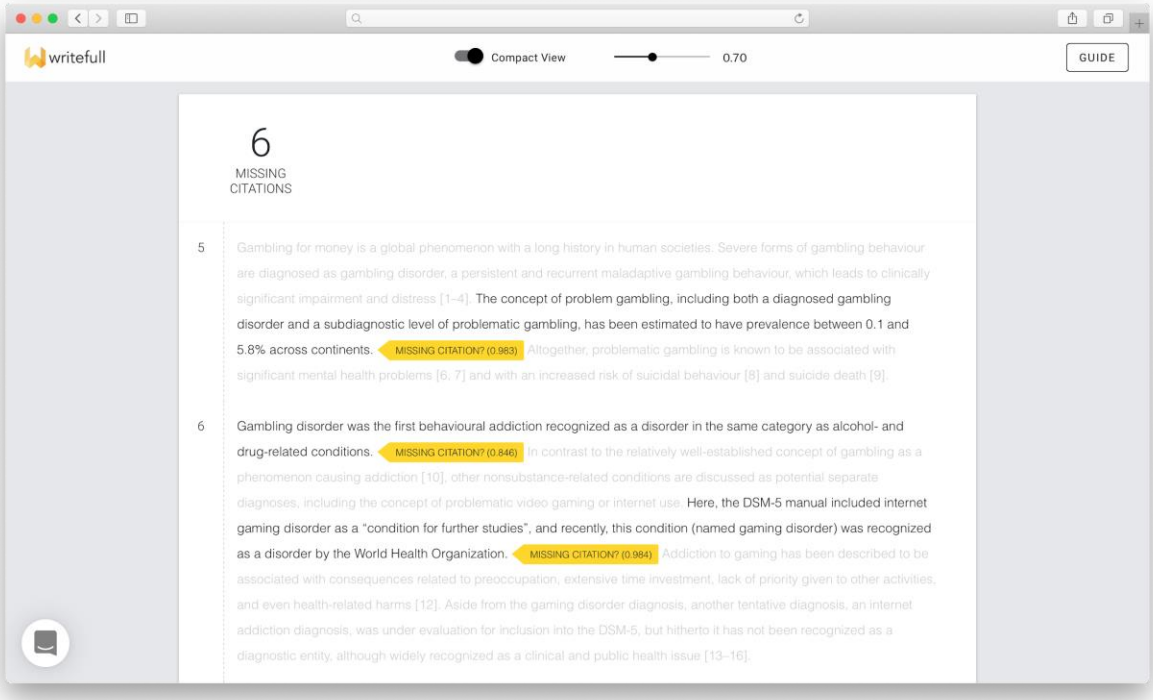
Unlike anti-plagiarism tools, Cite does not compare texts against a database. It uses its own AI-based model to assess if citations are likely needed.

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, which can 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. 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.

7. Technical support

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