writefull

Launch pack for institutions

Writefull launch pack for institutions

Thank you for choosing Writefull for your institution. This launch 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 provides two modes of language feedback on text written in a Word document, altogether checking for correctness of grammar, word order, word use, style, phrasing, tone, 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.

Writefull for Word offers language feedback in two modes: Proofread and Full Edit. The Proofread mode corrects grammar, spelling, vocabulary, punctuation, and style. The Full Edit mode is more advanced, providing feedback on anything that is needed to improve a sentence and enhance its fluency and readability, including word order, phrasing, clarity, brevity, tone, and more.

Below is a comparison between 'Proofread' and 'Full Edit' modes of language feedback.

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Proofread	Full Edit
- feedback on grammar, vocabulary, punctuation, spelling, and style - edits at **word** level	- feedback on anything needed to improve the language: phrasing, word order, clarity, etc... - edits at **word and sentence** level

Original: *Of this study to assess increase in a motivation of students was the main aim.*

Proofread: *Of this study, to assess increases in a the motivation of students was the main aim.*

Full Edit: *The main aim of this study was to assess increases in was the main aim student motivation.*

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. Beyond language suggestions, Writefull for Word offers four clever widgets to help students and staff in the process of writing in academic English: Sentence Palette, Language Search, Title Generator, and Paraphraser:

- '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.
- 'Title Generator' produces AI-generated titles based on any abstract.
- 'Paraphraser' provides AI-generated rephrasings for any sentence at three levels: low, medium, or high. The higher the level, the heavier the rephrasing.

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 (available from the Help Center and linked to at the

end of this document). Please ensure that this guide is made available to any of your students and staff who will be using Writefull for Word.
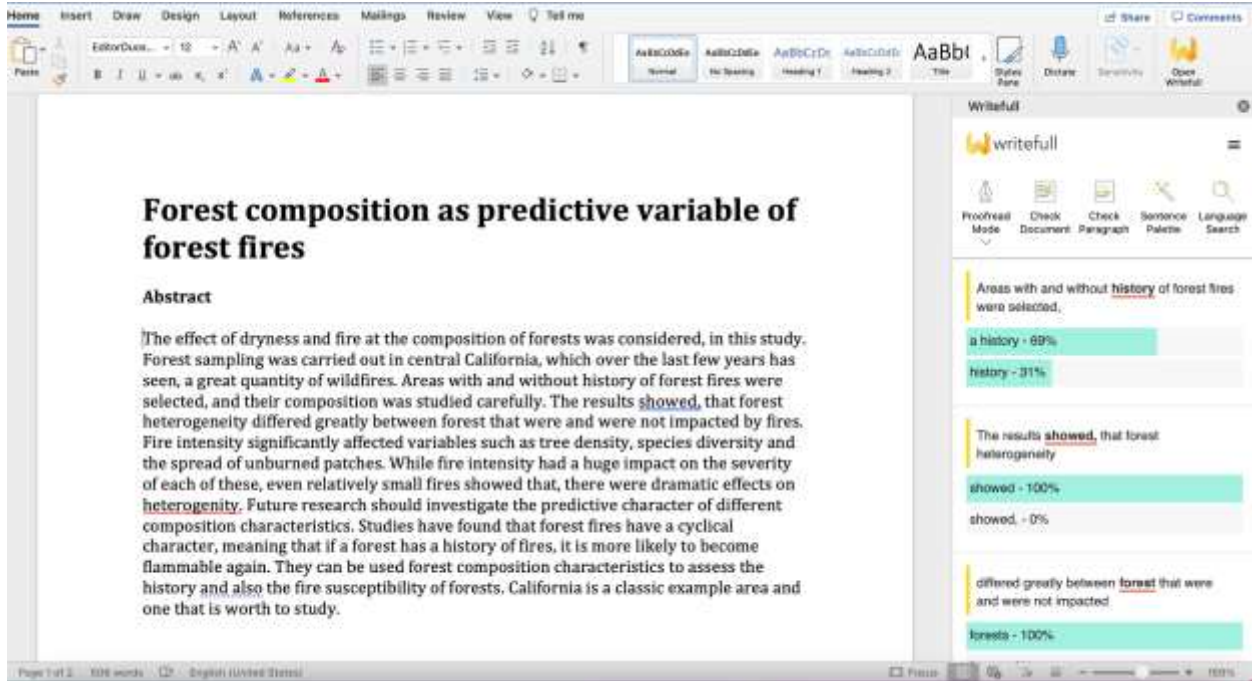
'Proofread' mode of language feedback
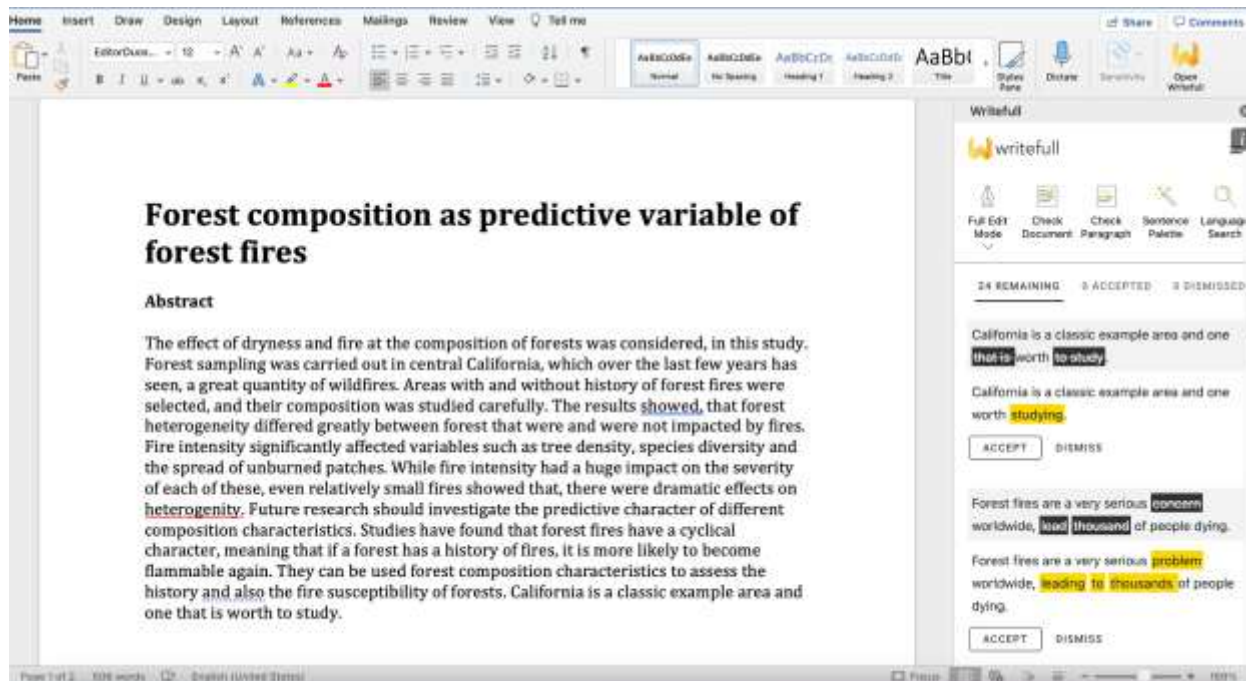
'Full Edit' mode of language feedback

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. Now incorporating the Full Edit mode of language feedback, it checks for correctness of grammar, spelling (American or British), vocabulary, punctuation, style, word order, phrasing, clarity, and more.
It also offers the 'Language Search', 'Sentence Palette', 'Title Generator', and 'Paraphraser' widgets that are also available in Writefull for Word (see above).

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.

How to use Writefull for Overleaf

You can find a detailed explanation of how to use Writefull for Overleaf in our dedicated guide, which can be accessed by clicking 'Guide' in the drop-down menu of the Writefull icon.
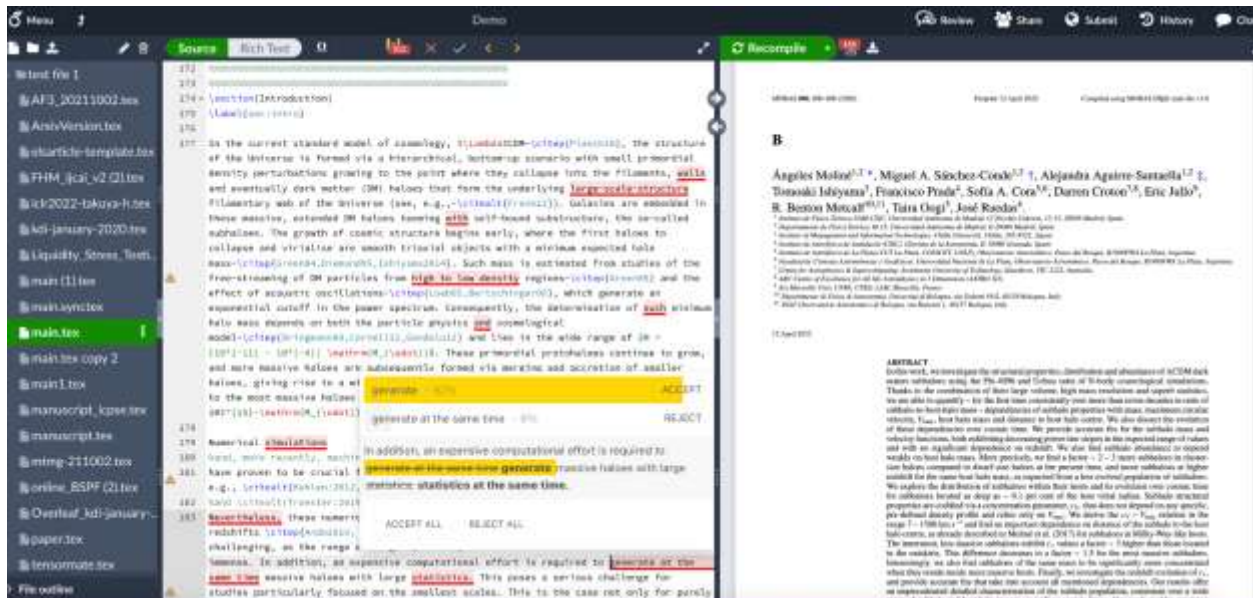
'Full Edit' mode of language feedback

4. Writefull Revise

What is Writefull Revise

Writefull Revise screens texts for correctness of grammar, spelling, vocabulary, punctuation, style, word order, phrasing, clarity, and more.
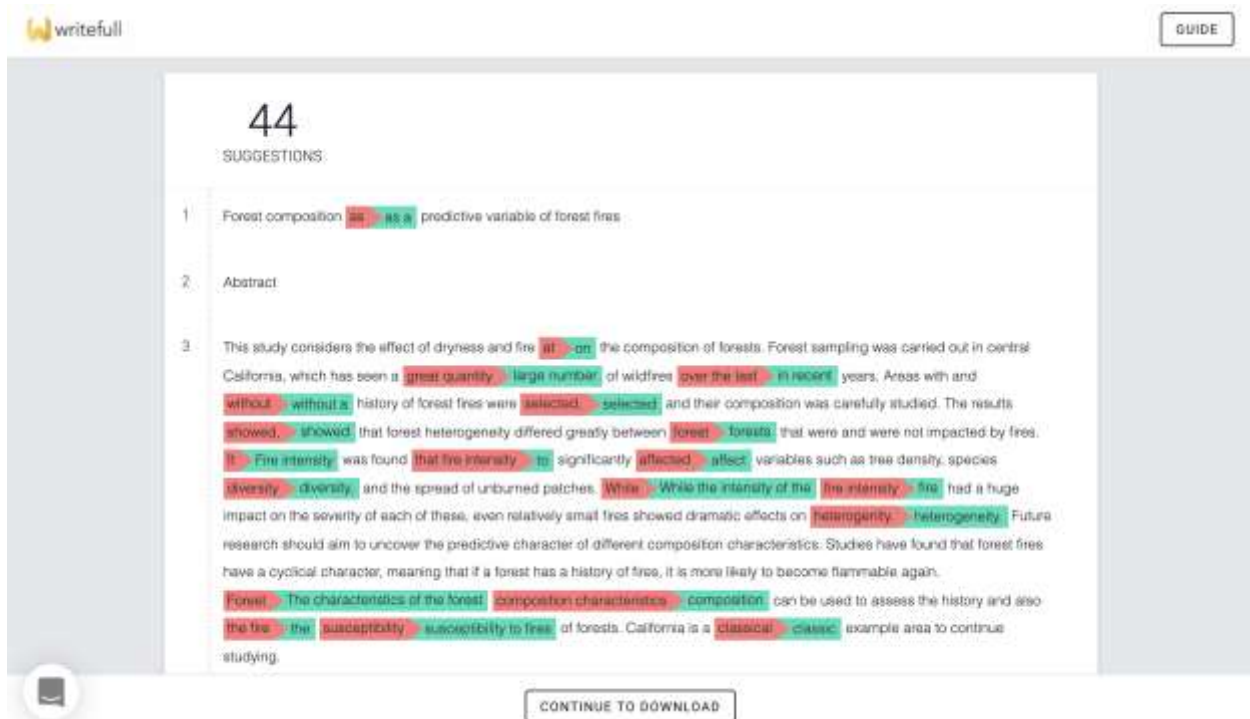Students and staff can upload their texts to Revise, and download a revised version incorporating all of Writefull's language edits in Track Changes.

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 count 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, which can be accessed by clicking on the 'GUIDE' button on the right-hand side of the Cite homepage.
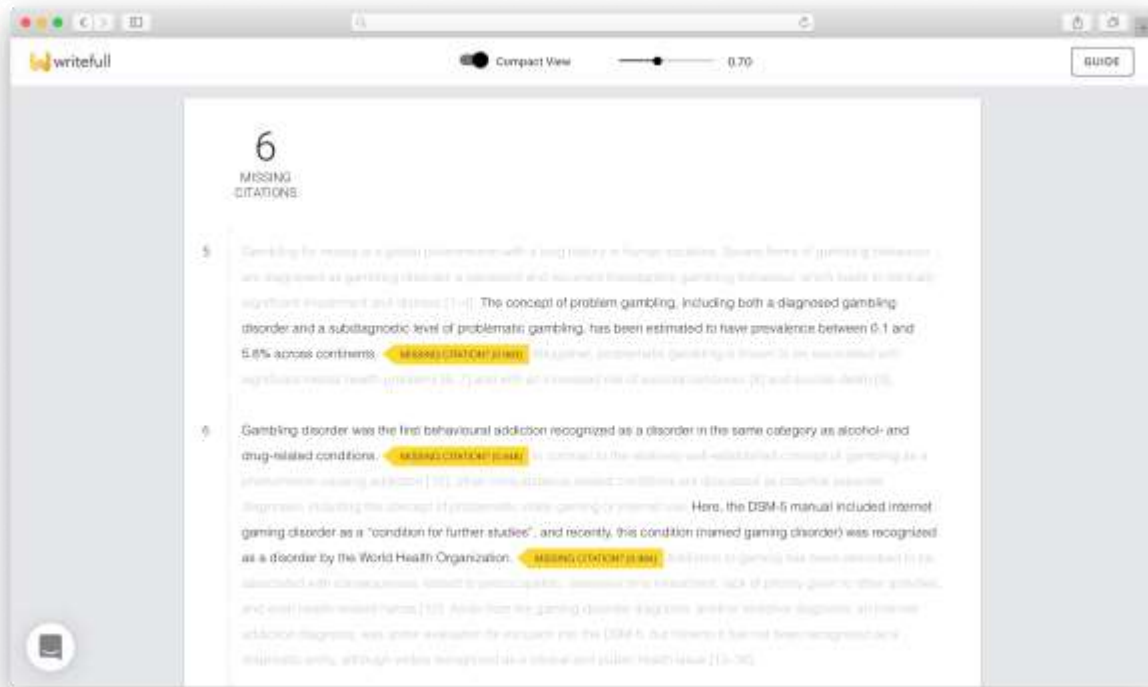
Writefull Cite showing Writefull's citation suggestions in-line and the total count at the top

6.   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 institution-specific link that has been provided to you.

Writefull Cite

To grant your students or department access to your dedicated instance of Writefull Cite, you can give them the institution-specific link that has been provided to you.

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
- Word Online
- Office 2016 or newer

Writefull for Overleaf is currently supported by Google Chrome, Chromium, Firefox, and Brave.

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

Writefull takes privacy and security issues very seriously.

All Writefull products encrypt all communications end-to-end between computers and servers. The servers do not store any texts or searches done by users, 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 algorithms.

Writefull uses Google Compute and its servers are located in the EU, meeting the ISO norms. Writefull's SSL certificates are renewed every 90 days.

8. Technical support and User Guides

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

We have also created dedicated guides for users, including detailed explanations of how to use the products, and screenshots to illustrate the various features.

Writefull for Word - [User Guide](#)
Writefull for Overleaf - [User Guide](#)
Writefull Revise - [User Guide](#)
Writefull Cite - [User Guide](#)

These guides can also be accessed from the menu in Writefull for Word and Writefull for Overleaf, and from the top right-hand side corner of Writefull Revise and Writefull Cite homepages.