writefull

Writefull for Word Guide

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1. Introduction to Writefull for Word

Writefull for Word gives language feedback on the text you write in your Word document, checking for correctness of grammar, word use, style, and more. It also offers a database with authentic language of scientific texts, which you can browse and incorporate to your own text. Writefull has been developed especially for researchers, and its feedback is tailored to academic writing. For more information, see https://writefull.com/.

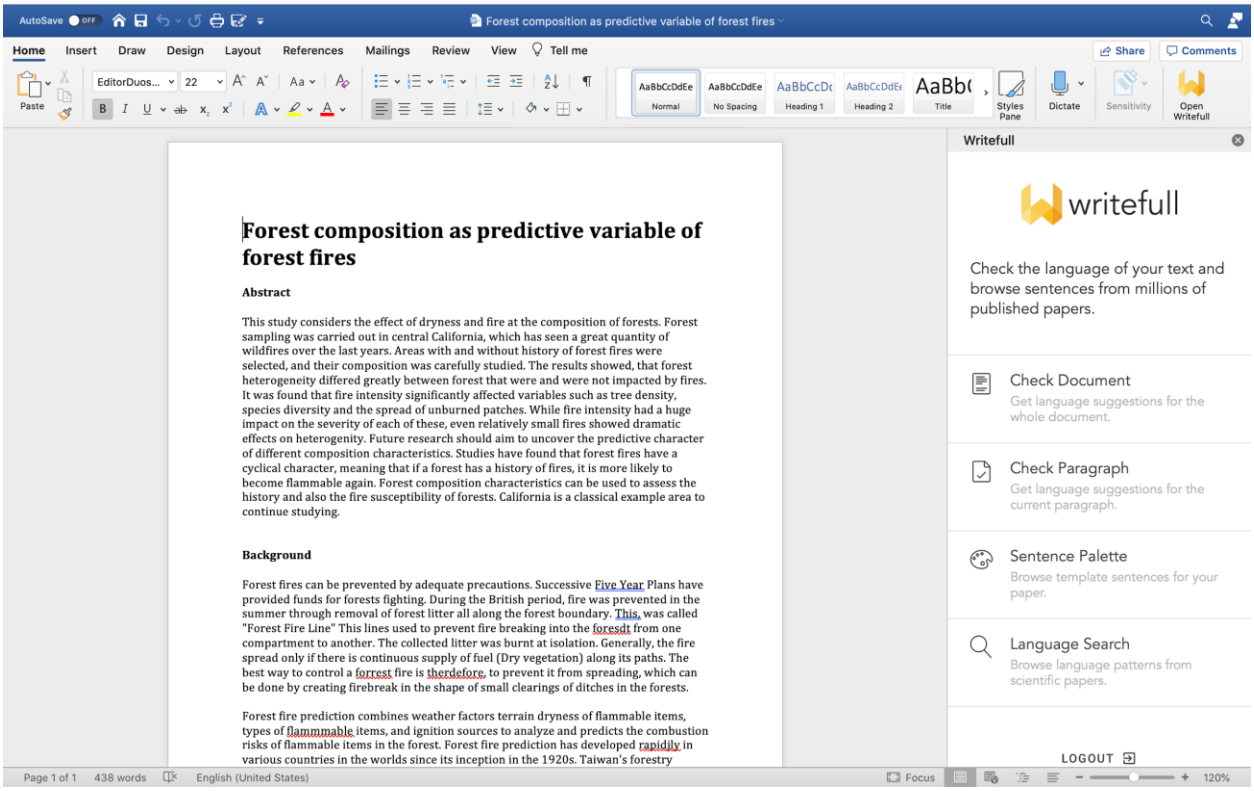
2. Writefull for Word on macOS and Word Online

Installing

Writefull for Word for macOS and Word Online can be downloaded from either the Writefull website or the Microsoft AppSource store. Once downloaded, you can choose to add the add-in to Word.

Getting started

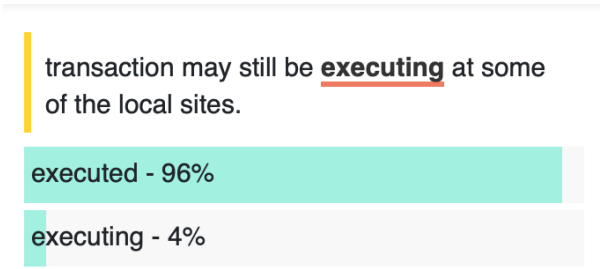
Once you have installed the Writefull for Word add-in, the Writefull icon will appear on the right-hand side of the toolbar. Simply click on the icon to open Writefull and access the four features that it offers: Check Document, Check Paragraph, Sentence Palette, and Language Search.



Writefull for Word

Checking your Document and/or Paragraph

You can choose to see Writefull's language suggestions for your entire text by clicking 'Check Document', or for the paragraph that you are in by clicking 'Check Paragraph'. The language suggestions for your entire document/paragraph will then appear in the right-hand side panel, and you can go through them by scrolling down. Below, you see an example of a language suggestion given by Writefull.



The problematic word(s) within the original text is shown in bold and underlined in red. By clicking it, you will see its location in context within the Word document. Immediately below is/are the replacement word(s) suggested by Writefull, highlighted in green with a percentage number assigned. This percentage indicates the confidence level of the models, i.e. it shows you how confident Writefull is that the suggestion should be accepted.

You can accept Writefull's suggestions simply by clicking on each suggestion's greenbar. Each accepted suggestion is then directly incorporated to your Word document. If you don't agree with a suggestion, you can simply ignore it. If you don't accept a suggestion, no changes will be made to your Word document.

Always carefully check Writefull's suggestions!

In some rare cases, Writefull makes mistakes. For example, it may try to fix one sentence in two ways, and thereby create a new error. In the phrase 'the paper suggest', for instance, Writefull might suggest to change 'paper' into 'papers', and 'suggest' into 'suggests'. While accepting one of these two suggestions corrects the phrase, if you accept both suggestions, you get another incorrect phrase ('the papers suggests'). So always check Writefull's suggestions well.

3. Writefull for Word on Windows

Installing

Writefull for Word for Windows can be downloaded from the Writefull website. Once downloaded, you can run the .exe file to install Writefull. As Writefull is a relatively new app provider, Windows might alert you that it is an unrecognized application. If this happens, click 'More info' and then 'Run anyway' to continue the installation (see the screens below).

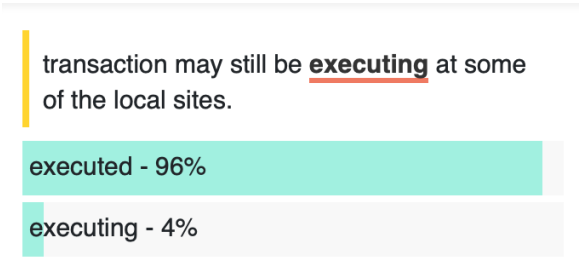
Getting started

Once you have installed the Writefull for Word add-in, Writefull will appear as one of the menu options at the top of the Word window. Simply click it for the Writefull menu to appear in the ribbon below. You will then see the features that the add-in offers.

The first three features are: Check Document, Check Paragraph, and Revise with Track Changes.

Checking your Document and/or Paragraph

When choosing Check Document or Check Paragraph, Writefull's language suggestions for your entire document/paragraph will appear in the right-hand side panel. You can go through these by scrolling down. Below, you see an example of a language suggestion given by Writefull.



The problematic word(s) within the original text is shown in bold and underlined in red. By clicking it, you will see its location in context within the Word document. Immediately below is/are the replacement word(s) suggested by Writefull, highlighted in green with a percentage number assigned. This percentage indicates the confidence level of the models, i.e. it shows you how confident Writefull is that the suggestion should be accepted.

Revising with Track Changes

When choosing Revise with Track Changes, Writefull's language suggestions will appear within the text itself. You can accept or reject these Track Changes as you would normally do within Word - by right-clicking them or by using the 'Review' menu option within Word (at the top of the screen). To see the confidence with which Writefull gives its suggestions, choose the option Check Document or Check Paragraph instead.

Always carefully check Writefull's suggestions!

In some rare cases, Writefull makes mistakes. For example, it may try to fix one sentence in two ways, and thereby create a new error. In the phrase 'the paper suggest', for instance, Writefull might suggest to change 'paper' into 'papers', and 'suggest' into 'suggests'. While accepting one of these two suggestions corrects the phrase, if you

accept both suggestions, you get another incorrect phrase ('the papers suggests'). So always check Writefull's suggestions well.

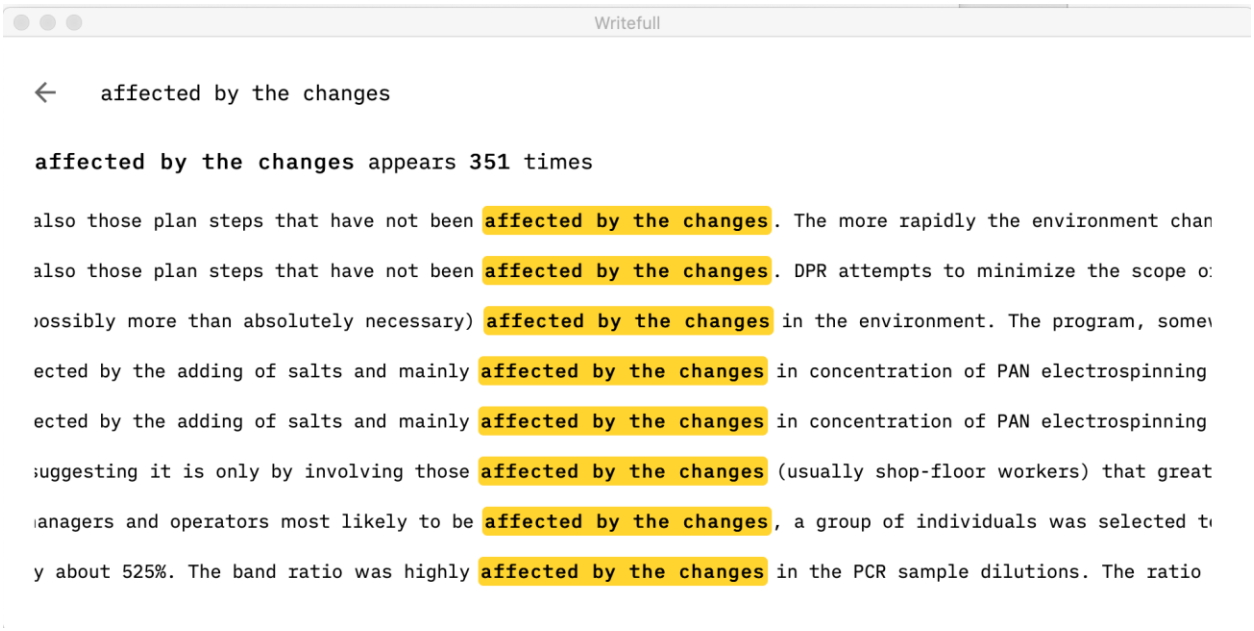
4. Using the Language Search

By searching a very large database of scientific papers, the Language Search shows you how certain words and phrases are typically used in academic writing, and in what different contexts. You can click on 'Language Search' and type your chunk of text at the top (in 'Search academic texts...'). Press Enter to see the search results.

You can do a range of different searches, as shown under 'Examples, and as follows:

Find example sentences

This search shows you how a particular chunk of text is used in scientific texts, and how often. Simply enter your text and find example sentences containing it, retrieved from Writefull's database of scientific papers. You can browse through the sentences, and click each one to get expanded context. The chunk itself is in bold and highlighted in yellow. The example text below, 'affected by the changes', has been found 351 times in the database.



Find synonyms in context

This search shows you words that can be used instead of others in a given context, without changing the meaning of the sentence. This is very useful when you want to add variety to your vocabulary, to avoid using the same words too many times in your text. Simply enter your chunk of text, with asterisks around the word(s) that you want to replace with a synonym. In the example below, Writefull shows you that synonyms of the verb 'affect' in the phrase 'to affect changes' are 'control', 'modify', 'determine', 'guide', 'alter', etc.

Note that the list of synonyms appears in order of preference (from top to bottom) by Writefull, as also shown by the percentages on the right. The higher the percentage, the more confident Writefull is that the suggestion is the right synonym for your text. You should review these suggestions carefully - you may like the second or third suggestion better than the first in the context of your document!

Find words in context

This search shows you words that are commonly used instead of others in a given context, and how often. Unlike 'synonyms in context', those may not be synonyms - which means that using them as replacements may change the meaning of your sentence. This is a useful search to do when you have a chunk of text in mind, but don't know what words would fit naturally within it.

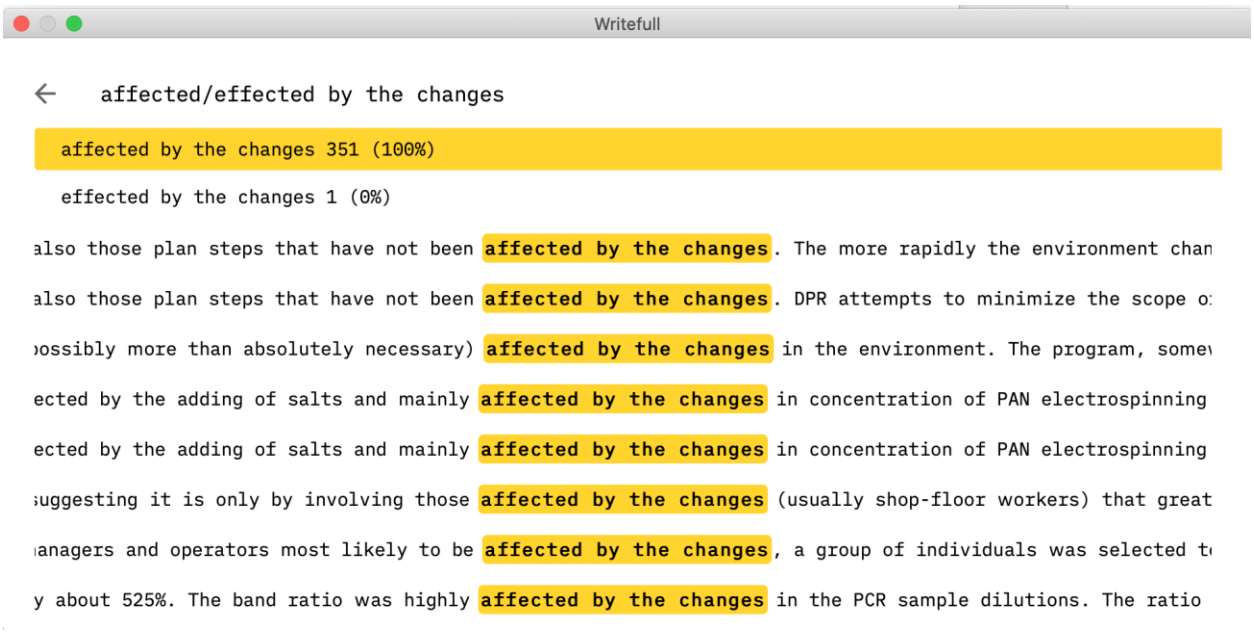
To do this search, simply enter your text including an underscore in place of the word for which you want to get suggestions. In the example below, Writefull tells me that 'affected' is most commonly used before the phrase 'by the changes', followed by 'caused', 'driven', 'inspired', 'influenced', etc.

As you can see, some of these words have different meanings. So you should make sure that you choose a suggestion that conveys the right meaning for your sentence. Similar to the above, it won't always be the first!

Compare words in context

This search shows you how two different words are used in a given sentence, and how often. This is useful when you are not sure which of two words you have in mind fit better in a particular context. Some word pairs can be very confusing because they have the same meaning but different grammatical patterns (e.g. quantity/amount), or look and sound very similar (e.g. affect/effect).

To do this search, simply enter your text including the two alternative words separated by a slash. In the example below, Writefull tells me that 'affected' is much more commonly used than 'effected' when followed by 'by the changes' in the database. The 100% confidence percentage for 'affected' shows very clearly which one of the two I should use in my sentence!

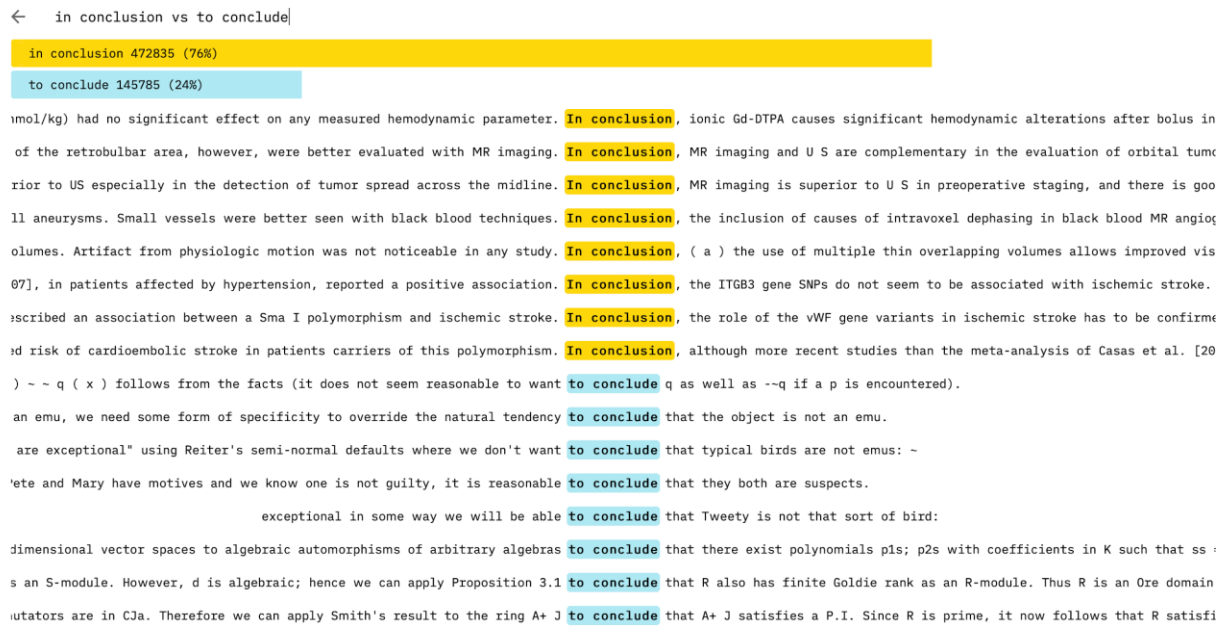


To see expanded context for each example sentence, simply click it.

Compare phrases

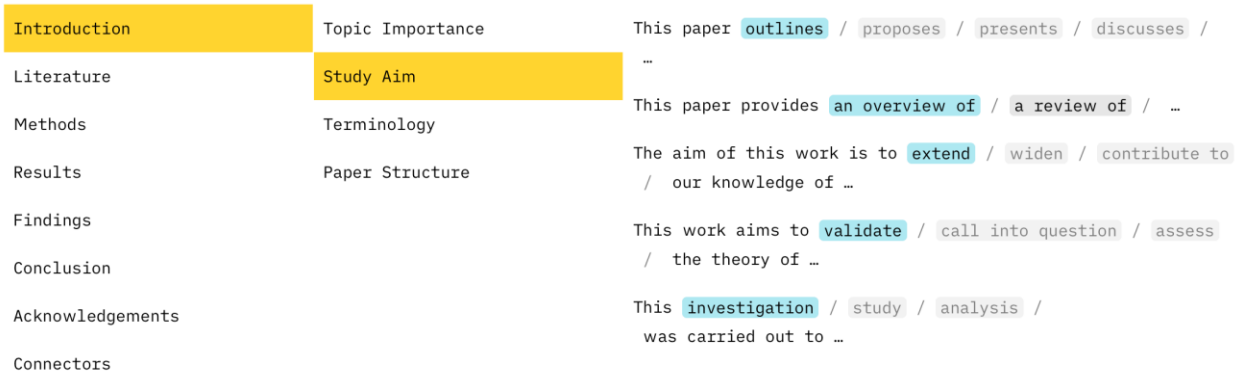
This search shows you how two different phrases are used in a given sentence, and how often. Similar to 'compare words in context', it is useful when you are not sure which of two phrases fit better in a given context (for example if they look and sound similar).

To do this search, simply enter the two alternative phrases separated by 'vs'. In the example below, Writefull tells me that 'in conclusion' is much more commonly used than 'to conclude' in the database of scientific papers, so it is probably the better option at the beginning of a sentence. Again you can see expanded context for each example sentence by clicking on it.



5. Using the Sentence Palette

The Sentence Palette is a collection of example phrases that are very commonly used in academic writing. Simply click on 'Sentence Palette' and browse for example phrases to convey a particular meaning within a specific section of a scientific paper (e.g. to introduce the aim of your study in your introduction), as shown below.



You can hover over the sentence(s) that you like and click to incorporate them directly into your text. Before doing this, always make sure that your cursor is at the relevant place in your Word document, so that the sentence is incorporated at the right place.

TIP: Within the Sentence Palette, 'Connectors' shows example words and phrases that you can use to frame the narrative of your paper, for example when introducing a new line of argument, expressing a cause and effect relationship, or concluding a section.

6. Any questions?

Please contact us at support@writefull.com.