Trinka AI User Manual

About Trinka

Trinka is an AI-powered writing assistant designed for academic and technical writing. Trinka corrects advanced grammar errors and contextual spelling mistakes by providing writing suggestions in real-time. It helps academicians write in a formal, concise, and engaging manner. In addition to correcting grammatical errors, Trinka allows you to paraphrase the text and improve consistency, enabling you to enhance the quality of your writing based on your requirements.

Purpose of this document

This document is a detailed, step-by-step guide for the members of Jackson State University to explore and utilize the features of Trinka AI. It starts with the registration process and moves on to activating the Trinka Institutional Access plan, making grammar corrections, paraphrasing text, and finally, preparing your document for submission. By following this guide, you can seamlessly use Trinka and take full advantage of all its features.
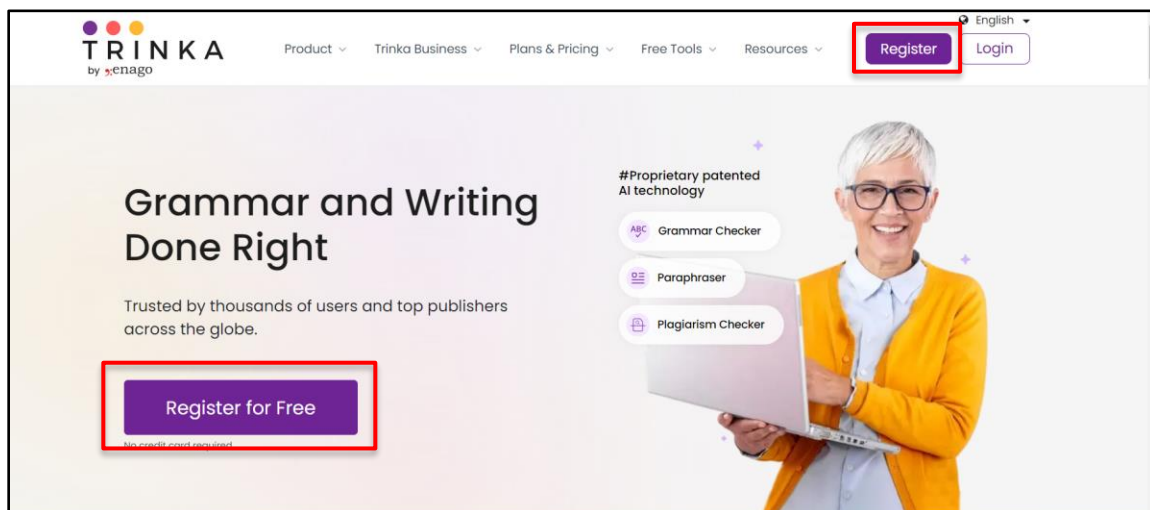
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How to sign up on Trinka AI

All academicians, students, lecturers, and professors from Jackson State University can avail premium access to Trinka AI writing assistant by following the steps given below.
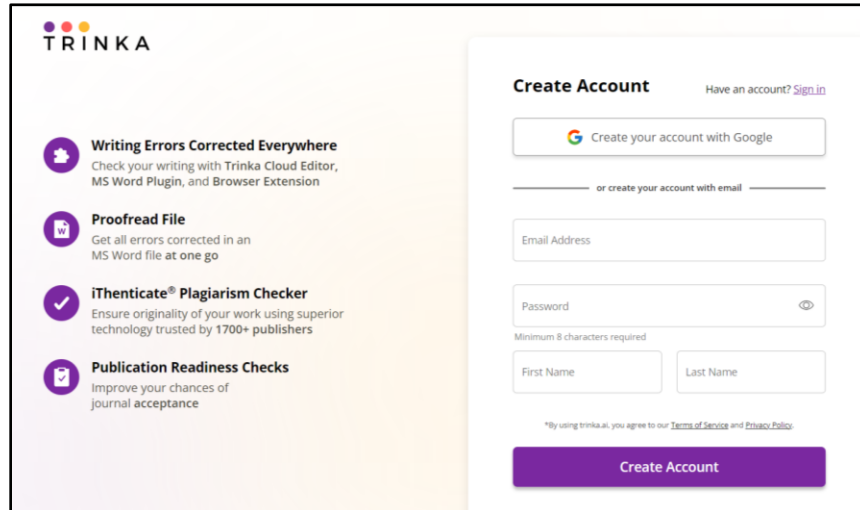
Step 1: Go to https://www.trinka.ai/

Step 2: Click on 'Register for Free' or 'Register' appearing on the web page as below:
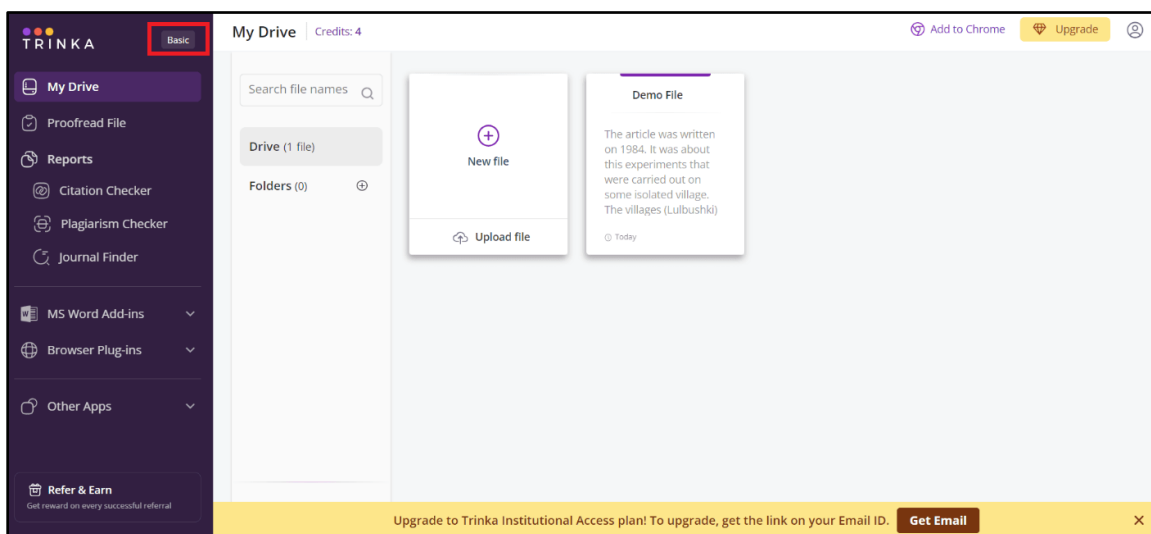
Step 3: Register on Trinka

i)   Use your university domains **(@students.jsums.edu & @jsums.edu)** to create an account. Please ensure that you are using email IDs having your university domain as this is necessary for enabling your access to Trinka Institutional Plan.
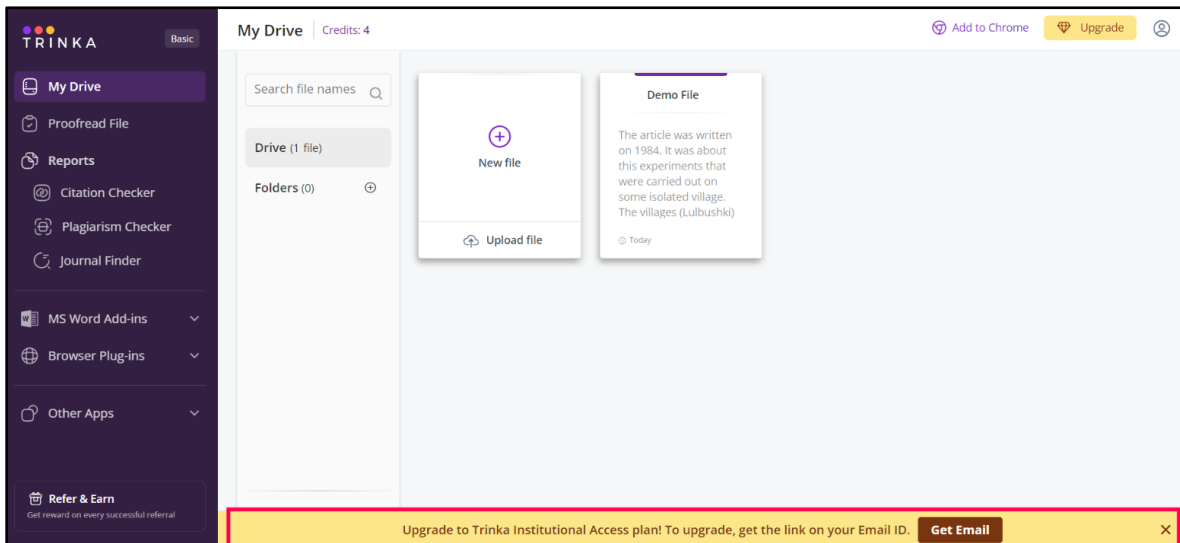

As a new user, you will be signed in as a Basic user. As you can see the basic tag in the image below on the left menu. As a Basic user, you will have a monthly quota of processing 5000 words on Trinka. The detailed process for upgrading to Trinka Institutional Access has been covered in the next section.
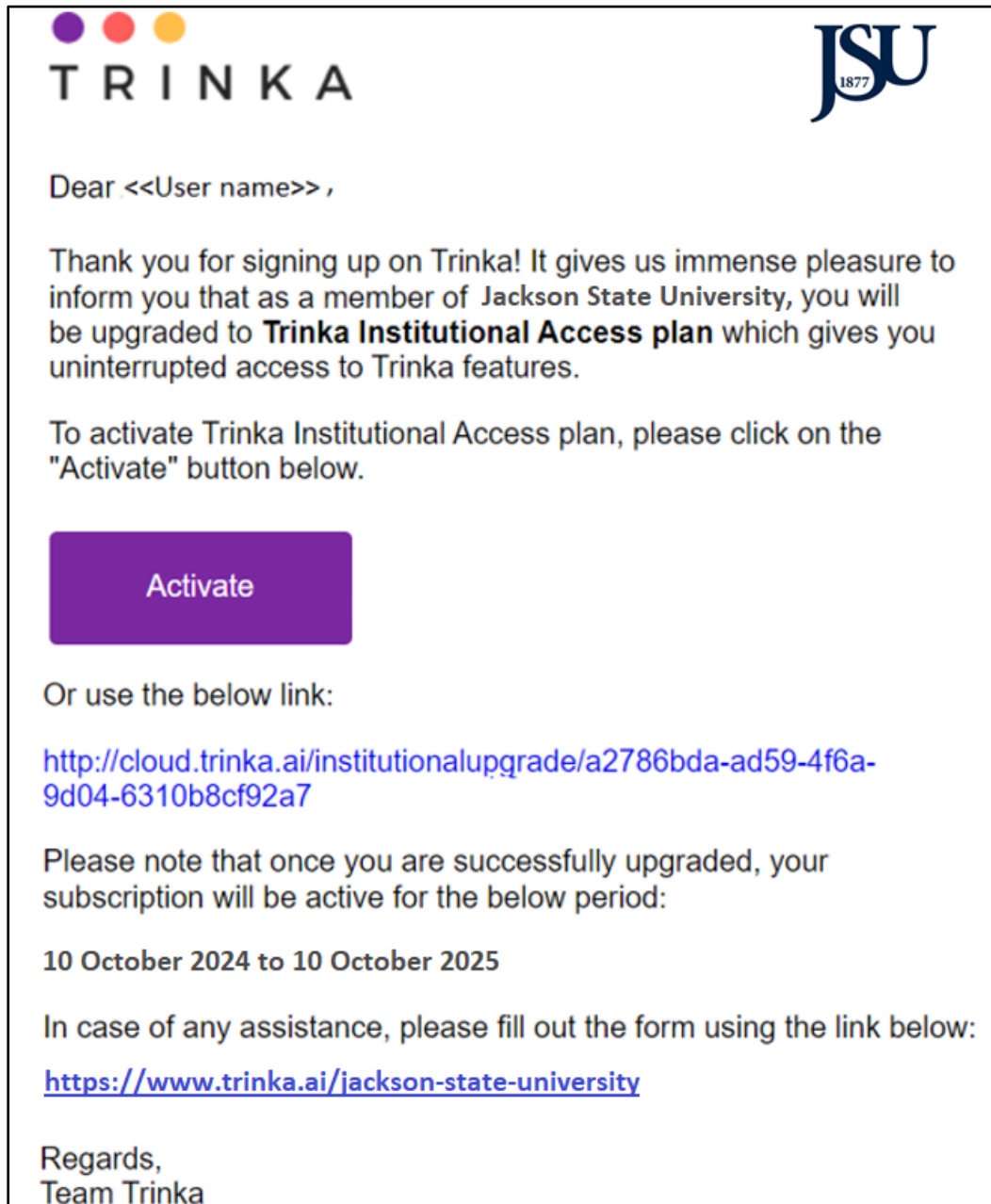
How to activate Trinka Institutional Access

Process to activate Trinka Institutional Access: Once you have successfully registered on Trinka, you will receive an email with the subject "Activate Trinka Institutional Access!"

Note: The below notification will appear until you complete the process to activate 'Institutional Access' on your account. You can click on "**Get email**" if you have not received an activation email.
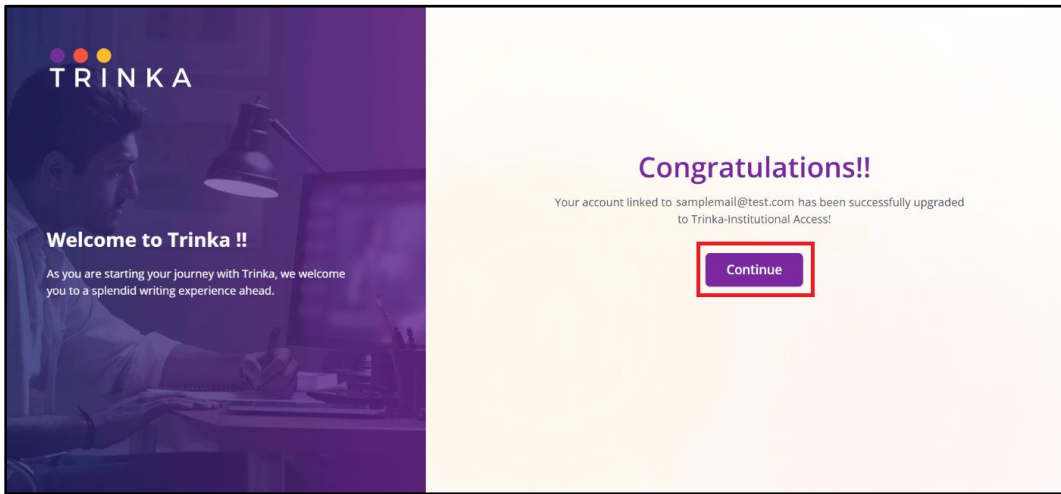
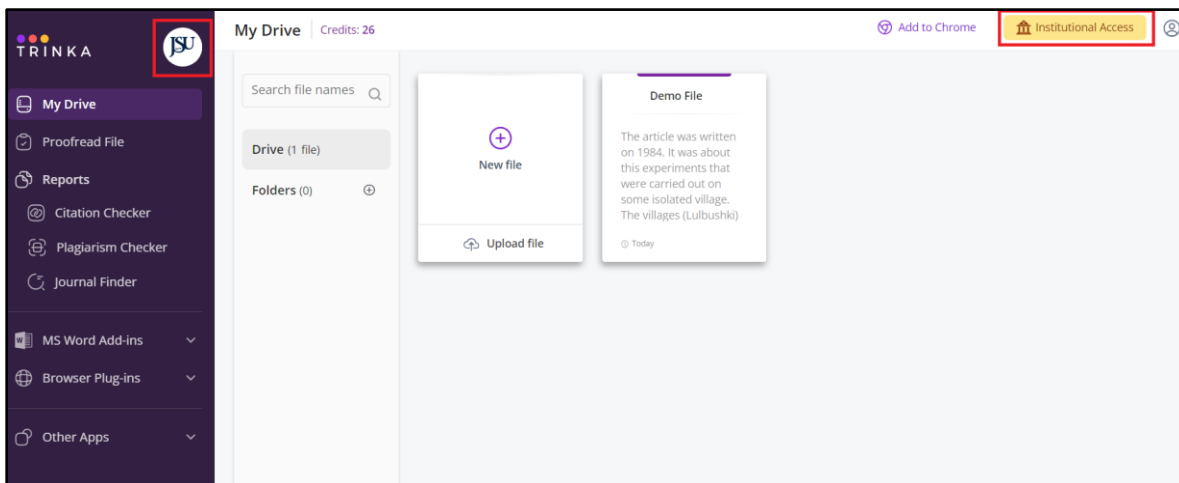Once you receive the email, please follow the below steps:

Step – 1) On the email, click on the button saying "Activate", if the button isn't visible, you can click on the link provided below the button:

Dear <<User name>>,

Thank you for signing up on Trinka! It gives us immense pleasure to inform you that as a member of Jackson State University, you will be upgraded to **Trinka Institutional Access plan** which gives you uninterrupted access to Trinka features.

To activate Trinka Institutional Access plan, please click on the "Activate" button below.

Activate

Or use the below link:

http://cloud.trinka.ai/institutionalupgrade/a2786bda-ad59-4f6a-9d04-6310b8cf92a7

Please note that once you are successfully upgraded, your subscription will be active for the below period:

10 October 2024 to 10 October 2025

In case of any assistance, please fill out the form using the link below:

https://www.trinka.ai/jackson-state-university

Regards,
Team Trinka

Step – 2) Upon clicking on the link/button you will be redirected to a page displaying a confirmation message regarding successful upgrade. Click on the "Continue" button. You will be re-directed to Trinka's login page. Enter credentials and log in to Trinka.

Step 3) As the account is upgraded to "Institutional Access", you will see your university logo on the top left, which represents your Institutional Access subscription to Trinka.
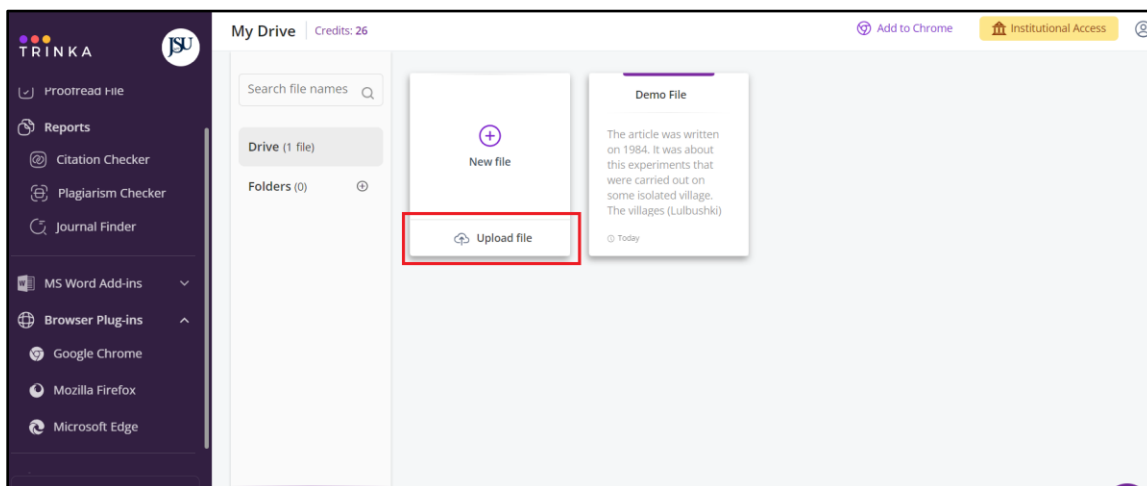
How to use Trinka Cloud Editor

Once you have registered on Trinka AI, you will be automatically signed in and can start using Trinka. If you have logged out of Trinka, you can login by visiting https://cloud.trinka.ai/signin and entering your email address and password.

Once logged in, you will be on 'My Drive'. On this page, you will be able to access all files that you create or upload on Trinka.
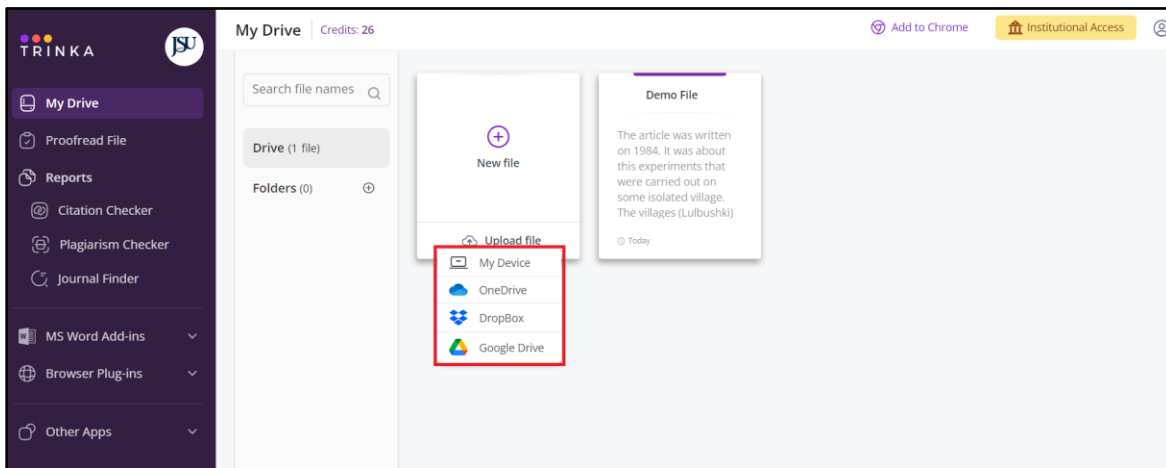
From My Drive, you can do the following:

A. **Upload a file from your system, OneDrive, Dropbox, or Google Drive:**

   i) **Click on "Upload file"**

ii) Click on any one of the options and upload your file

On successfully uploading a file, you will get a dialogue box containing options to select language preferences, document type, style guides etc. as below:

iii) Select preferences and click on "Save and proceed"

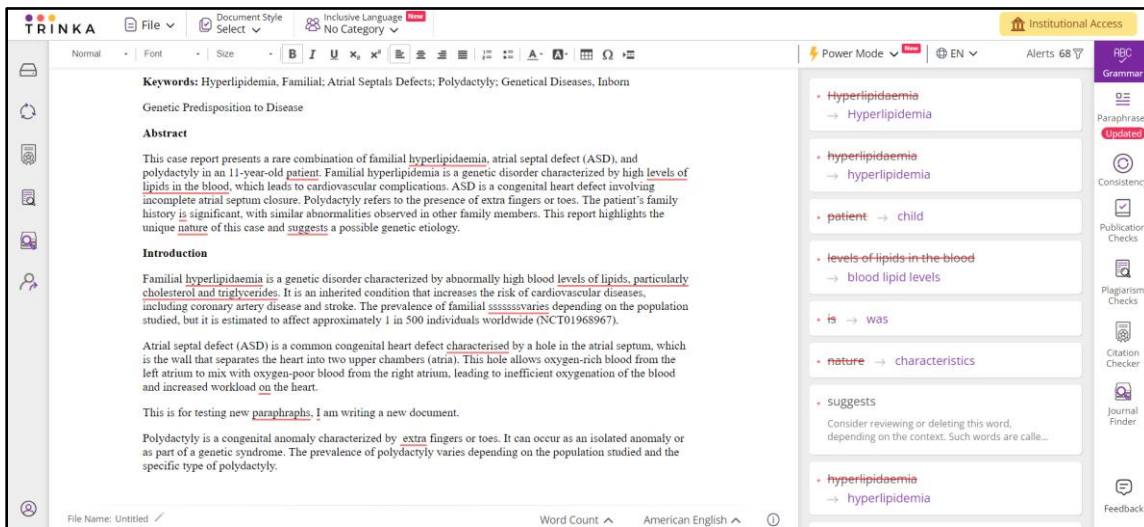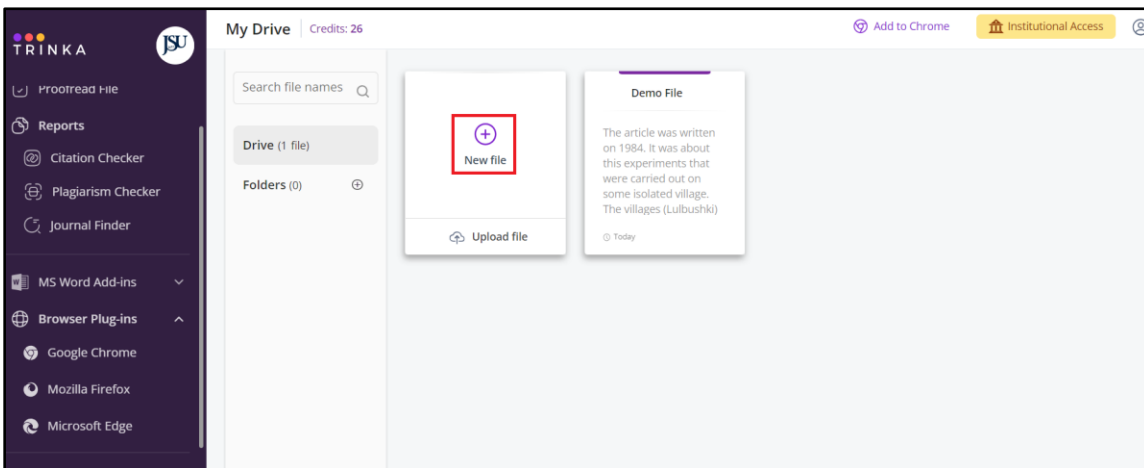### iv) Your file will open up in the editor as shown below:

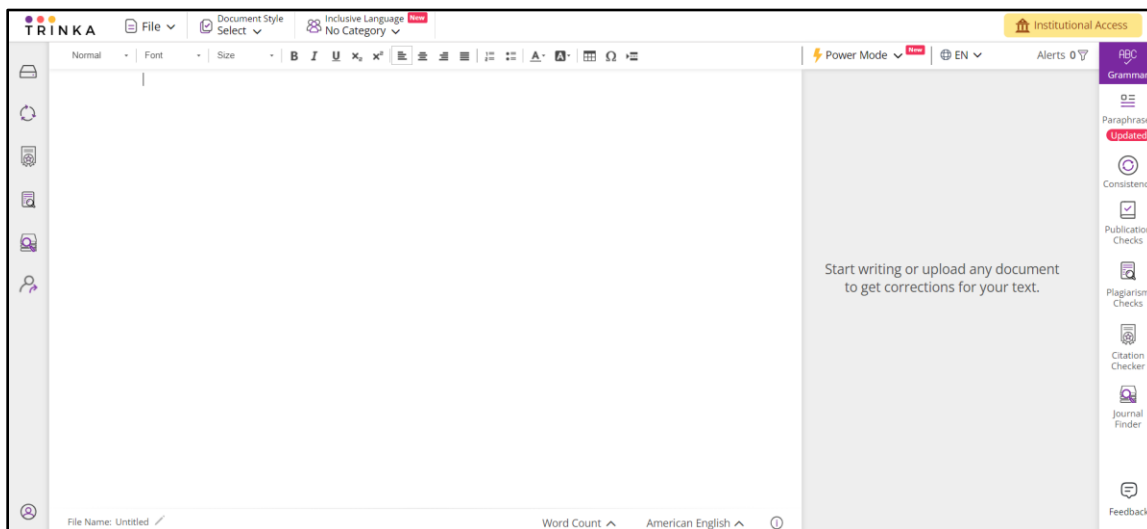### B. Start writing on Trinka's Cloud editor by creating a new file:

i) Click on the "+" icon above "New file" to create a new file

You will get a dialogue box containing options to select language preferences, document type, style guides etc. as shown below:

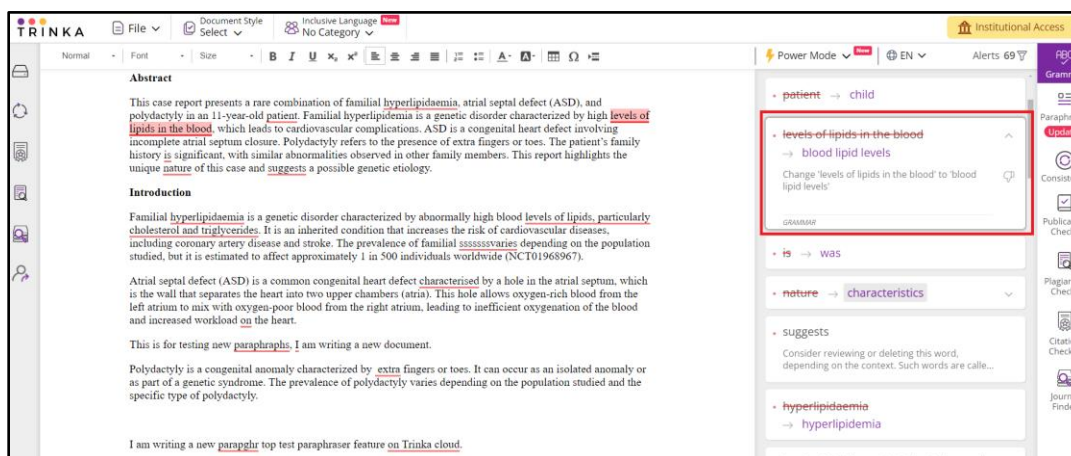**ii)   Select preferences and click on "Save and proceed"**

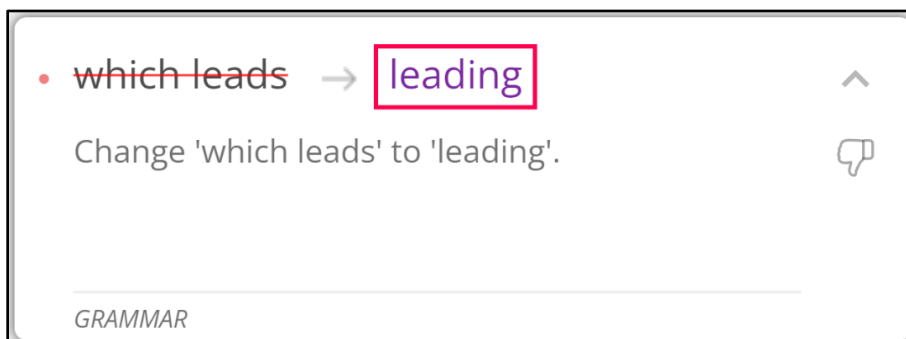**iii)   A new file will open up as shown below:**

Edit your file using Trinka Cloud Editor

Once your file opens up in the cloud editor, Trinka AI will process your text and provide suggestions to improve the writing. The text for which suggestions have been given will be underlined and the suggestion cards will be visible on the right panel. You will be able to accept/reject the grammar suggestions. In the editor, the default check will be "Grammar".
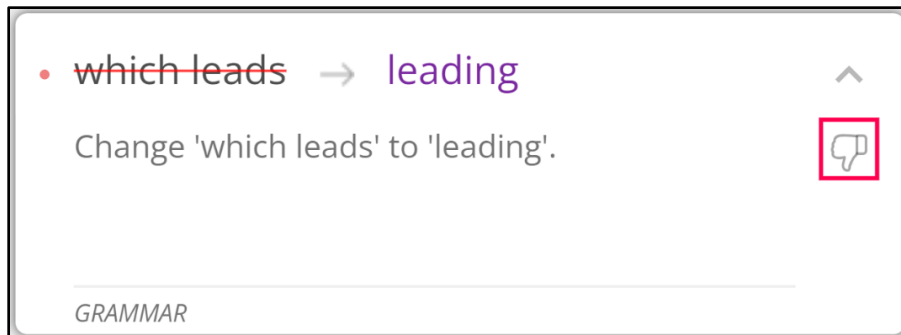
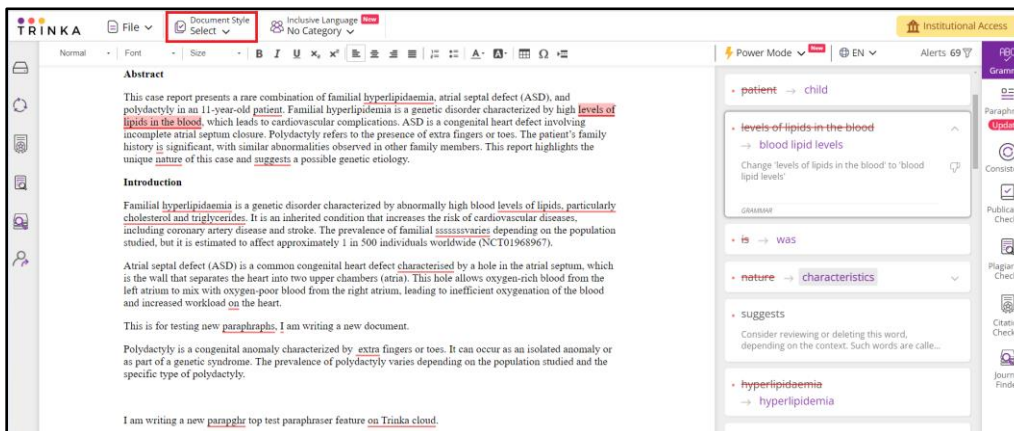i) **Expand a suggestion card on the right panel to view the suggestion. It will appear as shown below:**

ii) **You can "accept the suggestion" by clicking on the text present in purple. After accepting the suggestion, the text is replaced in the file with the text in purple:**
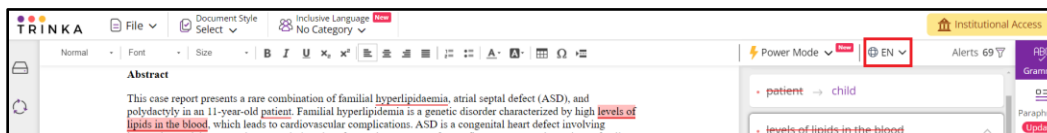
iii)   You can "reject a suggestion" by clicking on the "Thumbs Down (🖓)" button.
         After rejecting a suggestion, the text in your file will remain as is:

iv)   If necessary, you can change the "Document Style" using the respective option
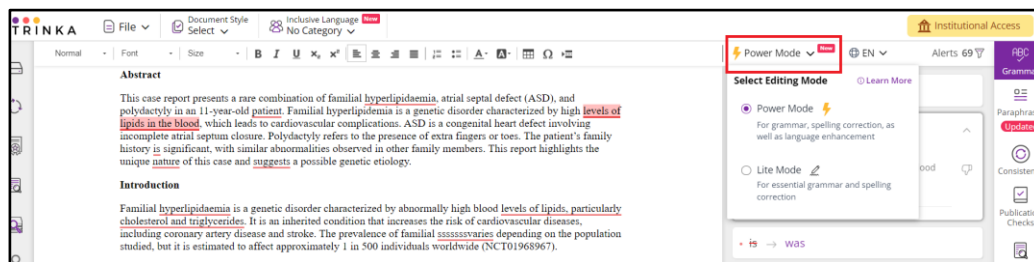   on the top menu:

v)   If necessary, you can change the language from the dropdown in the top right
         corner as shown in the image below:

vi) **You can change the language variant [American/British] from the bottom right corner as shown in the image below:**

vii) **You can select the Editing mode as per your requirement**

Power Mode:

- It corrects your language as well as enhances it with advanced AI suggestions. It also paraphrases the text lightly in order to bring clarity and fluency to your writing.

- <u>When to use:</u> Use Power Mode when you need both corrections and enhancements for your writing, especially if you aim to make your writing clearer, more fluent, and impactful.
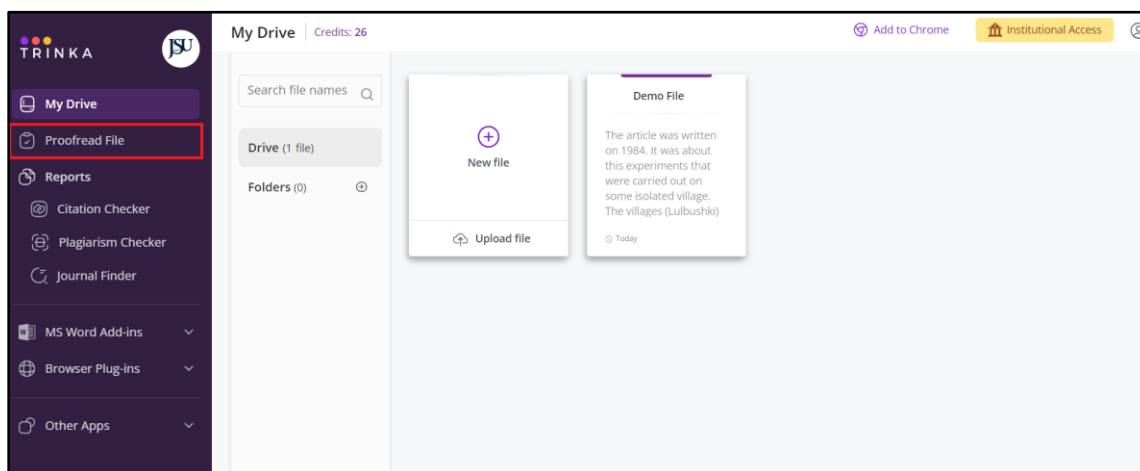
Lite Mode:

- It focuses on correcting basic grammar, spelling, and punctuation mistakes. It helps keep your writing accurate.

- <u>When to use:</u> Use Lite Mode when basic grammar corrections are sufficient for your needs or you just want to proofread the content.
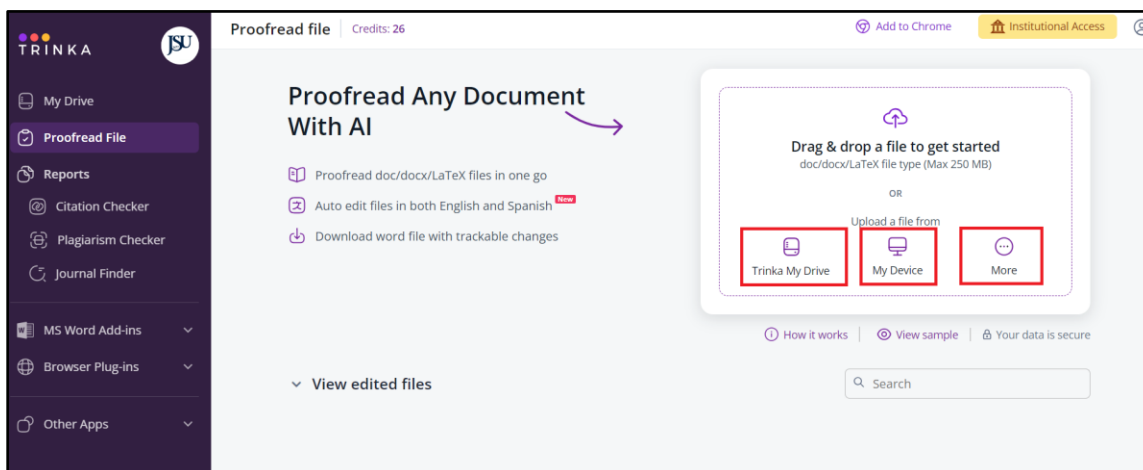
Edit your file using the Proofread File feature

Trinka's AI-powered "Proofread file" feature lets you proofread your file in minutes and download an AI-edited document containing suggestions as track changes. You can access this feature as per the below steps:

1. **Click on "Proofread file" on the left menu:**

2. **You will land on the "Proofread File" page as shown in the image below. To upload your file, you can click on "Trinka My drive", "My device" or "More" option:**

3. **Your file gets uploaded, and you will be able to set language preferences, suggestion choices, etc. Click on "Apply" after setting the preferences as per your choice:**

Apply Settings

Language Preference	English	Spanish Coming soon
	● US English ○ UK English	

Editing Mode New	⚡ Power Mode	✎ Lite Mode
Learn More		

Proofread Preference	☑ Grammar	☑ Spellings
	☑ Writing advisor	☑ Enhancements

Style Guide   None ⌄

☑ Add a supplementary page with the revision summary
☑ Show non-actionable suggestions as comments

Cancel   **Apply**

4. **After clicking on Apply, your settings will be saved and displayed to you. To proceed you can click on "Start Proofreading":**
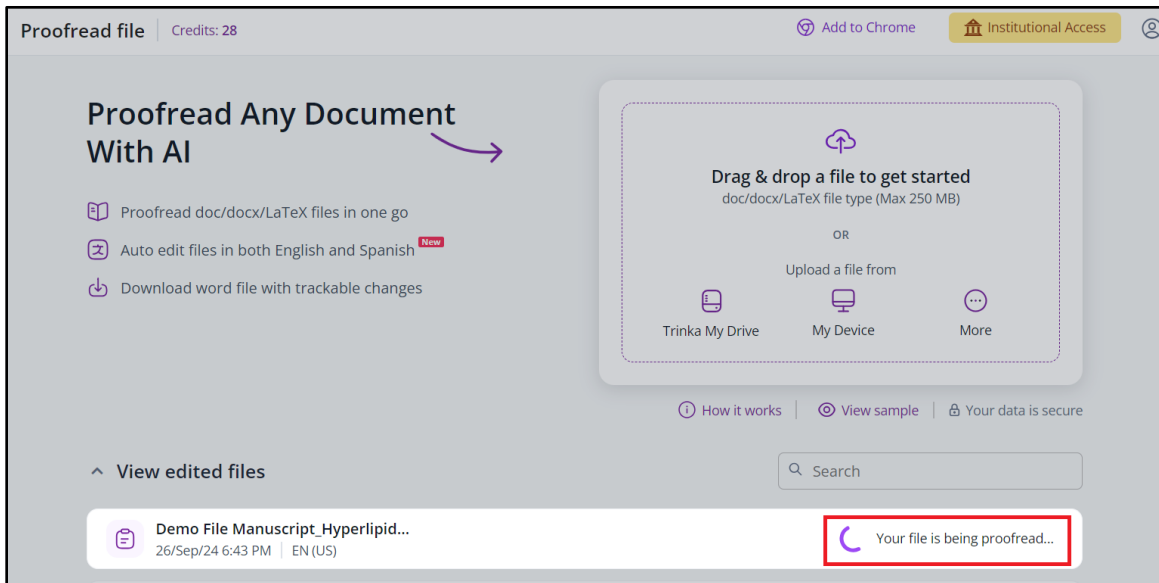
📋 1_Manuscript_Hyperlipidemia_ASD_Polydactyly_sample2_e...   🗑
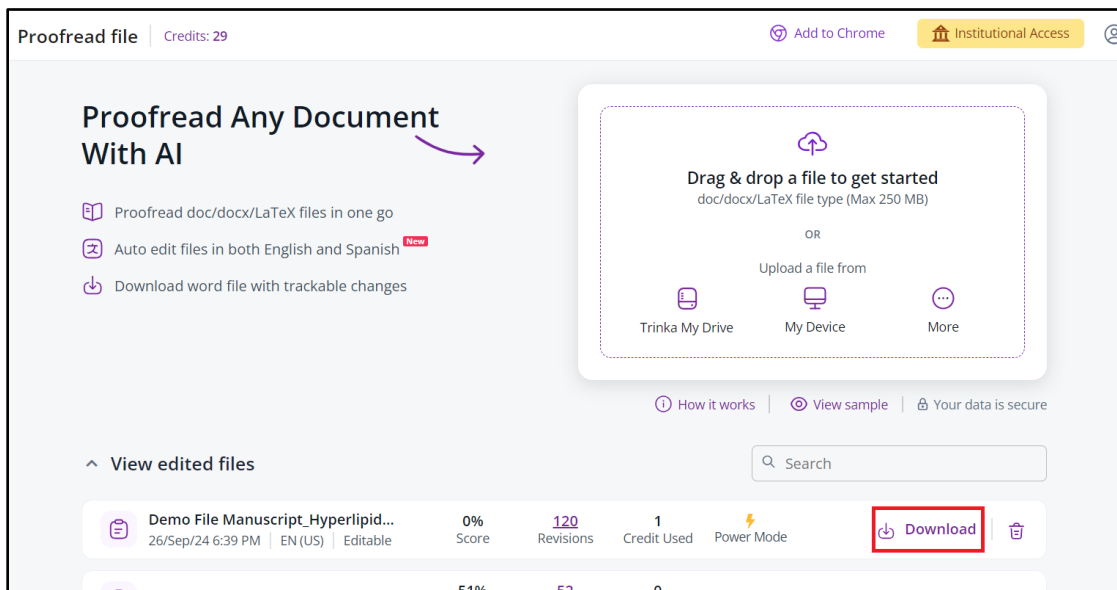1263 words | ⚡ Power Mode | ⇄ US English | 🄰 None

1 credit will be deducted from your credit balance ⓘ

Start Proofreading

5. **After clicking on "Start Proofreading", your file starts being processed. After completion, you will get a "Download" option. Click on "Download" to get a "track-changed file" with the suggestions:**
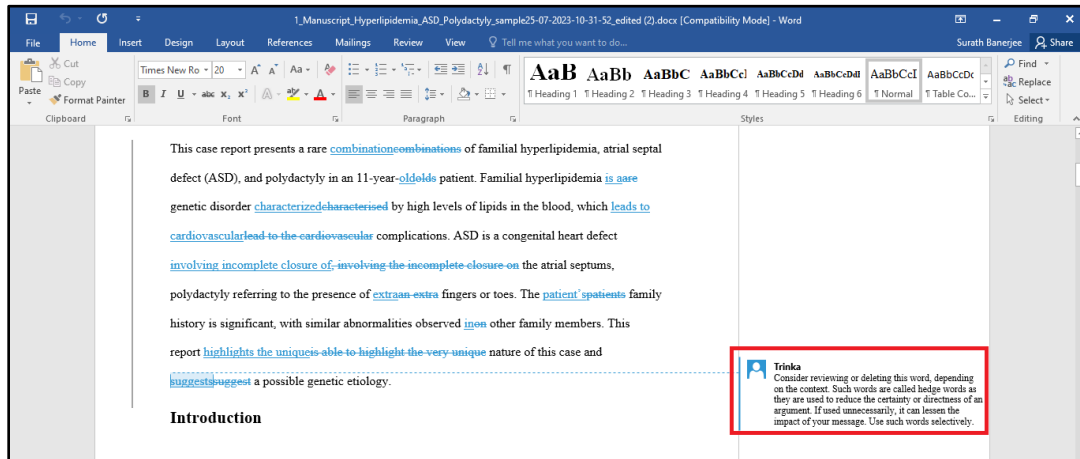
i. While your file is being processed

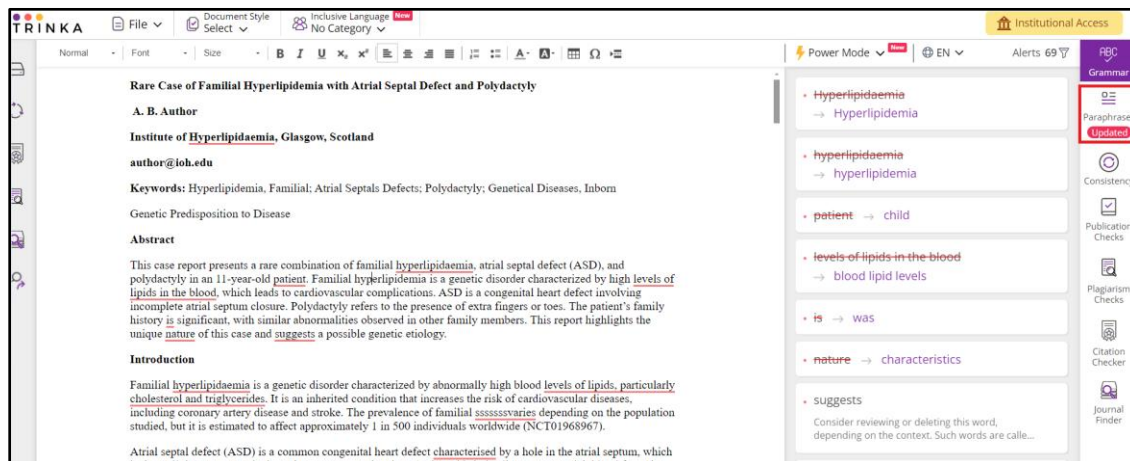ii. When the file gets processed, the "Download" option appears

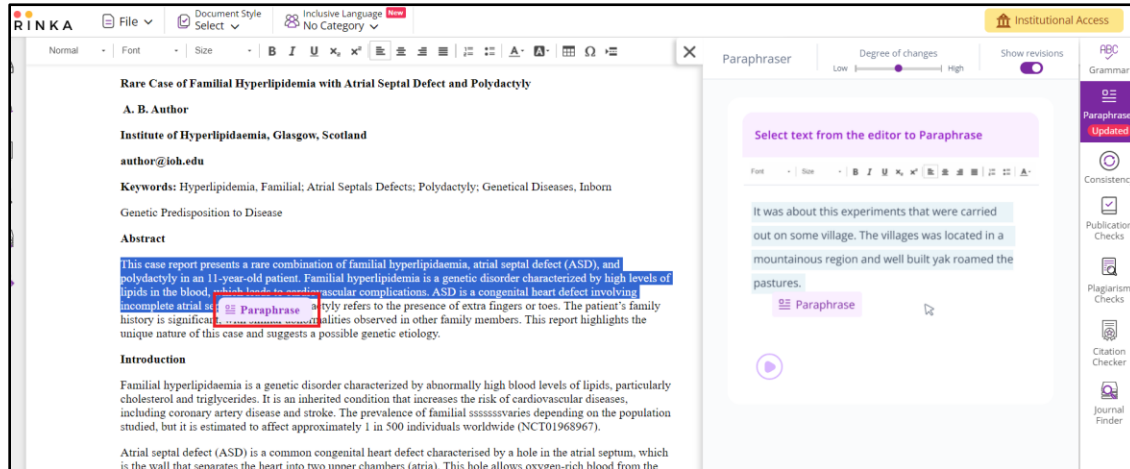iii.   The downloaded file with Track Changes will contain suggestions provided by Trinka AI as comments.

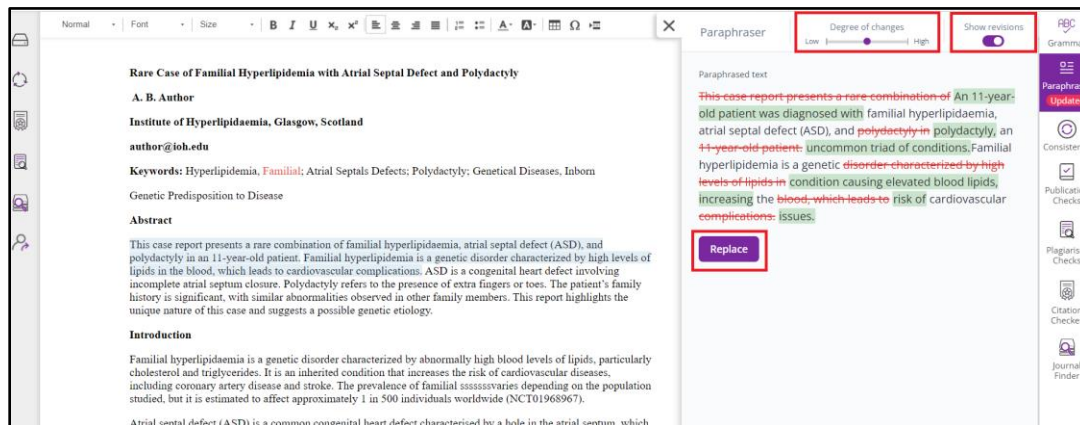# Paraphrase text in your file using Trinka AI

A) After uploading your file, click on the "Paraphraser" option on the right panel:

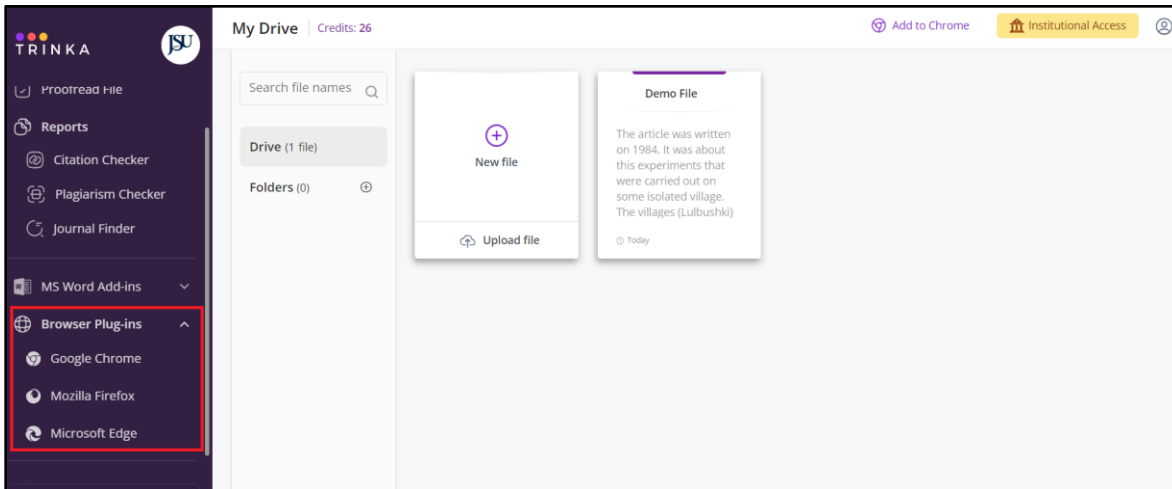**B)** **Select text from your file and click on the "Paraphrase" button**

C) **You will be able to see the paraphrased text on the right. Click on replace to replace the original (selected) text. You can choose to hide the changes and also set a degree of change from "Low" to "High"**
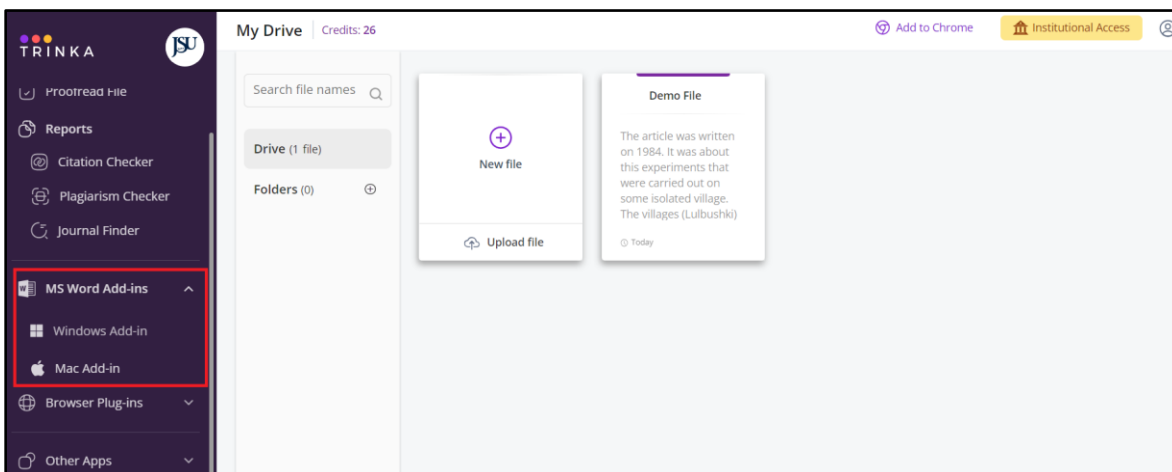
How to install Trinka Plugins/Addins

Trinka AI is available as MS Word Addins and plugins for popular browsers such as Google Chrome, Mozilla Firefox, and Edge. You can install them by clicking on the options highlighted in the image below:

i) **You can install the plugin for the specific browser by clicking on the respective option for your browser.**

ii) **You can install the Word Add-in for Windows and Mac by clicking on the respective option.**

Additional Notes

1. More information about how to use Trinka is available at
    https://www.youtube.com/playlist?list=PL9shMilLZcA9YwwQrkSHJnh9oTQtYQ1TP

2. In case of any technical, usage, or any other difficulty please approach our
    helpdesk for a solution by filling out the below form:
    Link: https://www.trinka.ai/jackson-state-university

3. Use your Trinka credentials to access Enago Read (https://www.read.enago.com/)
    and Enago Reports (https://www.reports.enago.com/).