



Trinka AI User Manual





<u>About Trinka</u>

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 **Chulalongkorn 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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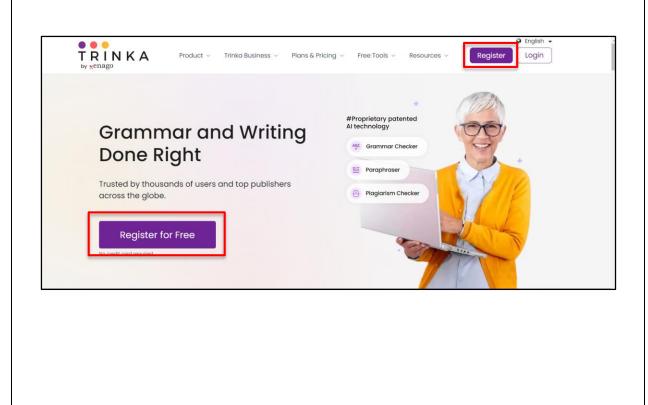


How to sign up on Trinka Al

All academicians, students, lecturers, and professors from **Chulalongkorn 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

 Use your university domains (@chula.ac.th) 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.

		Create Account Have an account? Sign in
	Writing Errors Corrected Everywhere	G Create your account with Google
)	Check your writing with Trinka Cloud Editor, MS Word Plugin, and Browser Extension	or create your account with email
	Proofread File	
Ŵ	Get all errors corrected in an MS Word file at one go	Email Address
	iThenticate® Plagiarism Checker	
9	Ensure originality of your work using superior	Password
	technology trusted by 1700+ publishers	Minimum 8 characters required
9	Publication Readiness Checks Improve your chances of journal acceptance	First Name Last Name
	Journal acceptance	*By using trinka.al, you agree to our Terms of Service and Privacy Policy.

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.

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Get reward on every successful referral			Upgrade to Trinka Institutiona	al Access plan! To upgrade, get t	ne link on your Email ID. Get Email	>

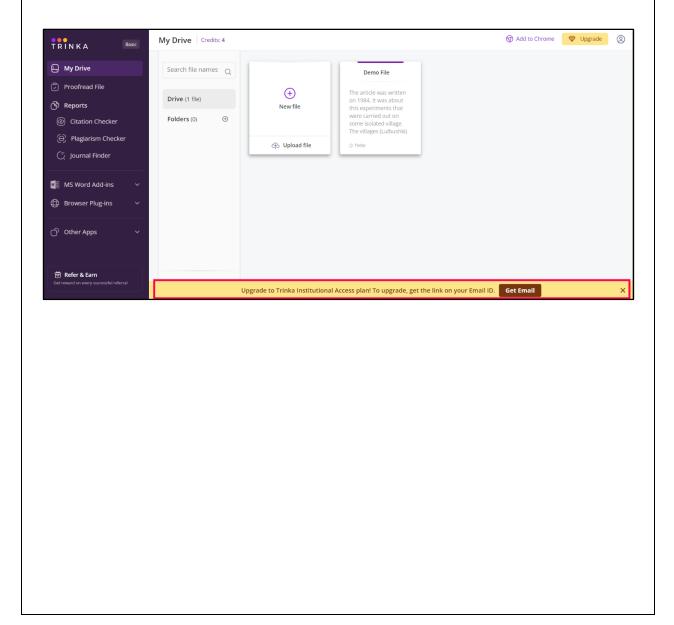




How to activate Trinka Institutional Access

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!"

<u>Note</u>: 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.

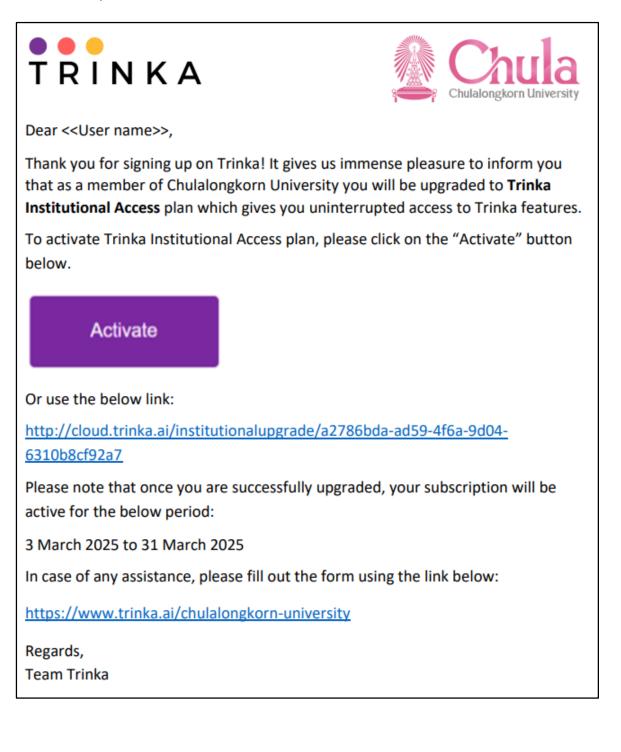






Once you receive the email, please follow the below steps:

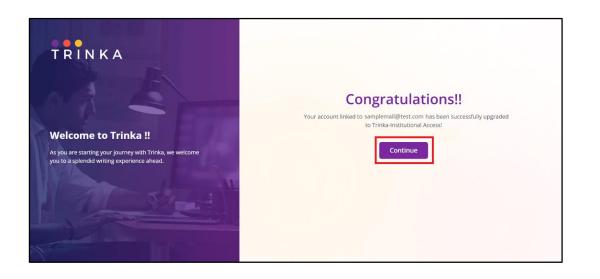
Step – 1) On the email, click on the button saying "Activate", if the button isn't visible, you can click on the link provided below the button:







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 <u>represents yo</u>ur Institutional Access subscription to Trinka.

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TRINKA	Search file names Q		Demo File			
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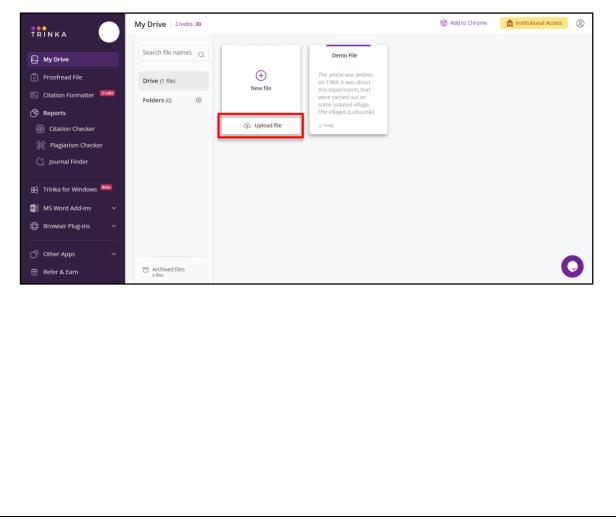
How to use Trinka Cloud Editor

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 <u>https://cloud.trinka.ai/signin</u> 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:

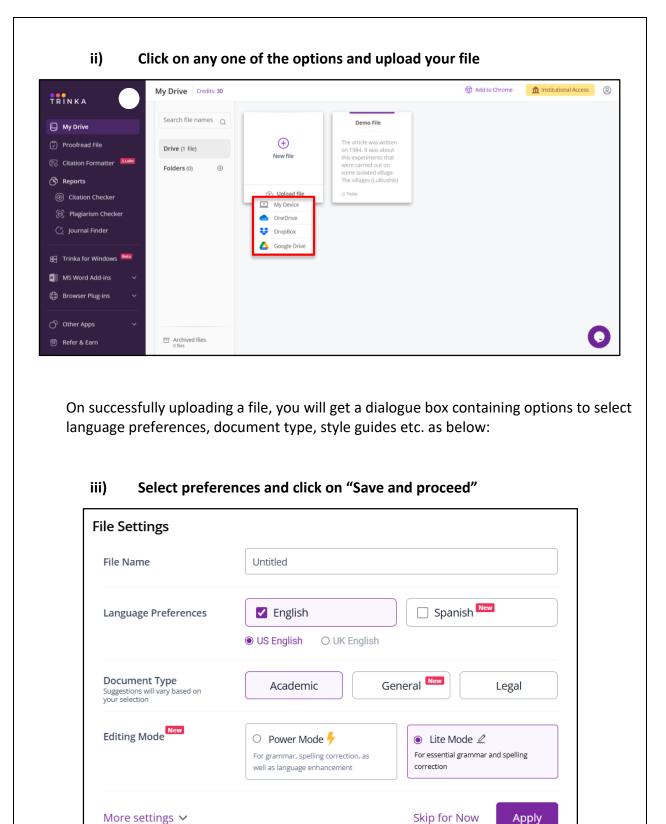
A. Upload a file from your system, OneDrive, Dropbox, or Google Drive:



i) Click on "Upload file"

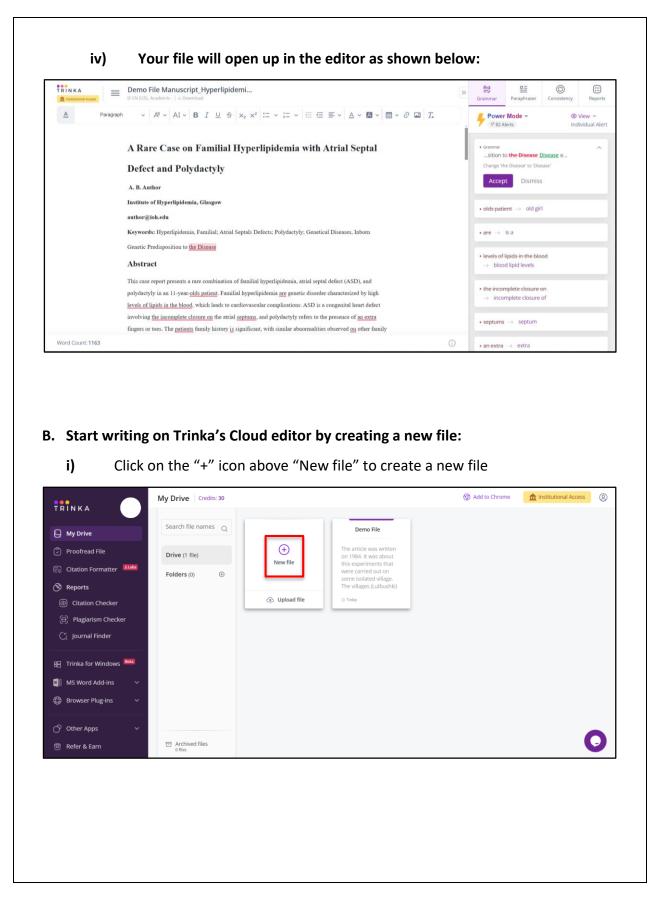
















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	Type or paste your text here o	or upload a document to get started		
				Start writing or upload any docume to get corrections for your text.

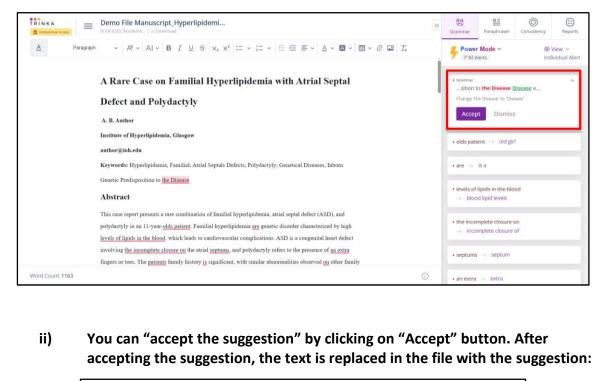




Edit your file using Trinka Cloud Editor

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:









iii) You can "reject a suggestion" by clicking on "Dismiss" 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 dialogue box by selecting your preference as shown in the image below:





File Name	Demo File Manuscript_Hyperlipidemia_ASD_Polydacty	ly_sample2a
Language Preferences	🗹 English 🗌 Spanish	ew
	● US English ○ UK English	
Document Type Suggestions will vary based on your selection	Academic General New	Legal
Editing Mode New	 Power Mode For grammar, spelling correction, as well as language enhancement C Lite Mode & For essential grammar correction 	

vi) You can change the language variant [US/UK] from the dialogue box as shown in the image below:

File Name	Demo File Manuscript_Hyperlipic	lemia_ASD_Polydactyly_sample2a
Language Preferences	US English O UK English	Spanish New
Document Type Suggestions will vary based on your selection	Academic Ge	eneral Legal
Editing Mode New	Power Mode For grammar, spelling correction, as well as language enhancement	○ Lite Mode ∠ For essential grammar and spelling correction
More settings 🗸		Cancel Apply





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.

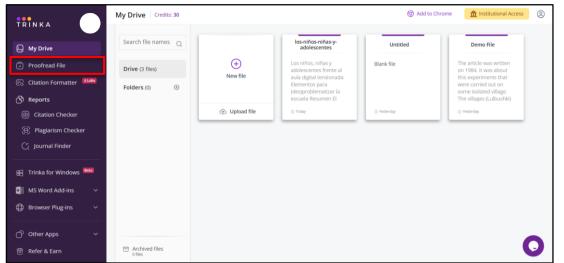




Edit your file using the Proofread File feature

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:

	Proofread file Credits: 30	Add to Chrome fn Institutional Access
My Drive Proofread File Citation Formatter Reports Citation Checker Citagians Checker	Proofread Any Document With AI Proofread doc/docx/LaTeX files in one go Auto edit files in both English and Spanish Download word file with trackable changes	Critical States of the state of
C Journal Finder Trinka for Windows MS Word Add-ins Browser Plug-ins	✓ View edited files	How it works Wiew sample A Your data is secure G. Search
① Other Apps ~ 현 Refer & Earn		Ø



4.



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 New	
		US English O UK English	1	
	Editing Mode New Learn More	Power Mode	🖉 Lite Mode	
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-	on Apply, your sett on "Start Proofread	-	d displayed to you. To) proceed
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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
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88 Trinka for Windows 🔤	 View edited files 	Q Search
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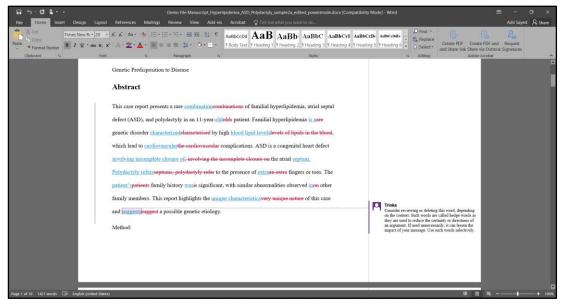
ii. When the file gets processed, the "Download" option appears

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觉 Refer & Earn	Demo File Manuscript_Hyperlipid	58% <u>89</u>	1 5	(라 Download 🗊	





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:

1 Institutional Access	Demo File Manuscript_Hyperlipidemi @ EN UDSh. Academic - @ Download	»	₽ Grammar	Paraphraser	Consistency	(E) Reports
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	Institute of Hyperlipidemia, Glasgow	1		the Disease [
	author@ioh.edu		Accept			
	Keywords: Hyperlipidemia, Familial; Atrial Septals Defects; Polydactyly; Genetical Diseases, Inbom					
	Genetic Predisposition to the Disease		• olds patie	nt → old gir		
	Abstract					
	This case report presents a rare combination of familial hyperlipidemia, atrial septal defect (ASD), and		• are →	s a		
	polydactyly in an 11-year- <u>olds patient</u> . Familial hyperlipidemia <u>are</u> genetic disorder characterized by high <u>levels of lipids in the blood</u> , which leads to cardiovascular complications. ASD is a congenital heart defect involving <u>the incomplete closure on</u> the atrial <u>septums</u> , and polydactyly refers to the presence of <u>an extra</u>			i <mark>pids in the blo</mark> I lipid levels	od	
	fingers or toes. The <u>patients</u> family history is significant, with similar abnormalities observed <u>on</u> other family members. This report highlights the <u>very unique nature</u> of this case and <u>suggest</u> a possible genetic etiology.			n <mark>plete closure c</mark> nplete closure		
	Method: El sol se alzaba lentamente sobre el horizonte, iluminando el campo con un brillo dorado. Los pájaros		• septums	\rightarrow septum		
Word Count: 1163	0		• an-extra	→ extra		

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

1 RINKA	Demo File Manuscript_Hyperlipidemi © EN (US), Academic -] @ Download	Grammar	<u>₽</u> Paraphraser	Consistency	Report
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	author@ioh.edu	out on son	ne village. The vill	ages was located Il built yak roame	in a
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	Abstract				
	This case report presents a rare combination of familial hyperlipidemia, atrial septal defect (ASD), and	<u> </u>			
	polydactyly in an 11-year-olds patient. Familial hyperlipidemia are genetic disorder characterized by high levels of lipids in the blood, which leads to cardiovascular complications. ASD is a congenital heart defect				
	revers or uping in the blood, which reads to cardiovascular complications. ASD is a congenital neart detect involving the incomplete closure on the atrial septums, and polydactyly refers to the presence of an extra				
	fingers or toes. The patients family history is significant, with similar abnormalities observed on other family				
	members. This report highlights the very unique nature of this case and suggest a possible genetic etiology.				
	🖴 Paraphrase				

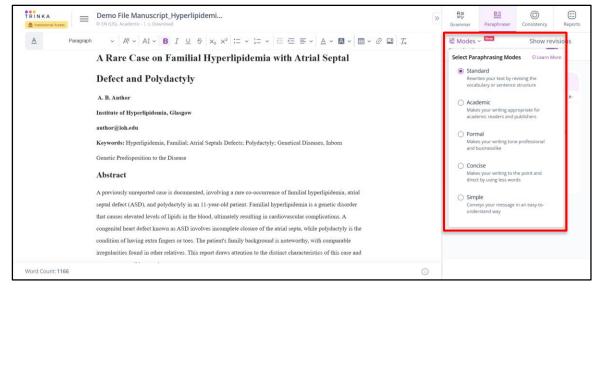




C) You will be able to see the paraphrased text on the right. Click on replace to replace the original (selected) text. You can choose to hide the changes and also set a degree of change from "Low" to "High"

TRINKA	Demo File Manuscript_Hyperlipidemi @ EN UJSL Academic - @ Download	»	요. Grammar	9 Paraphraser	© Consistency	Report	
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	Defect and Polydactyly		genetic d	isorder charac evated levels	terized by hig	h that	
	A. B. Author		which leads to ultimately resulting in cardiovascular complications. ASD is a A				
	Institute of Hyperlipidemia, Glasgow		congenital heart defect involving the know as ASD involves incomplete closure on of the atrial septums, and septa, while polydactyly referse to is the presence condition of on having extra fingers or tor				
	author@ioh.edu						
	Keywords: Hyperlipidemia, Familial: Atrial Septals Defects; Polydactyly; Genetical Diseases, Inborn					or toes.	
	Genetic Predisposition to the Disease		The patients patient's family history background is significant, noteworthy, wit				
	Abstract	similar abnormalities observed or comparable irregularities found i			es found in ot		
	This case report presents a rare combination of familial hyperlipidemia, atrial septal defect (ASD), and			embers. relative draws attent			
	polydactyly in an 11-year-olds patient. Familial hyperlipidemia are genetic disorder characterized by high			ature distinct			
	levels of lipids in the blood, which leads to cardiovascular complications. ASD is a congenital heart defect			suggest prop		e	
	involving the incomplete closure on the atrial septums, and polydactyly refers to the presence of an extra		genetic e	tiology. cause			
	fingers or toes. The patients family history is significant, with similar abnormalities observed on other family		Replace				
	members. This report highlights the very unique nature of this case and suggest a possible genetic etiology.						
Word Count: 1163	C		Deleted Te	xt Added text			

D) You can select the Editing mode as per your requirement



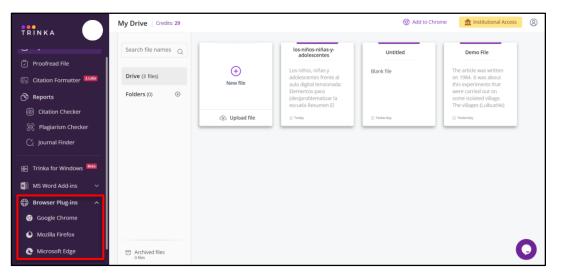




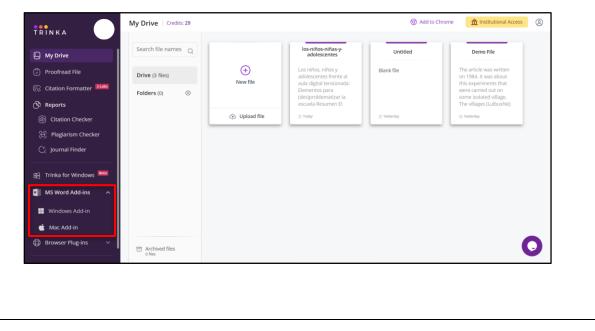
How to install Trinka Plugins/Addins

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.







N Content Detector' Reports, please follow	v these steps:
tep 1: Visit the website	
Go to <u>https://www.reports.enago.com/</u>	
Step 2: Log In	
Click on the 'Login' button located on the v	vebpage.
•:enago Reports Home Reports V Pricing Er	nterprise About Us Sign Up Login
Al-nowered	y Document with
A one-stop solution to ensure superior language quality, tech proofread, facilitate journal submission, and avoid Enter your email	Reports
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A one-stop solution to ensure superior language quality, tech proofread, facilitate journal submission, and avoid Enter your email	Reports Integration or Al-generated content. Cet Started - Started - Sign In using your Trinka Al credentials Don't have an account? Sign up Sign in with Google or sign in with Google or sign in with email Email Address*





Step 3: Upload your document

Once logged in, upload a document in .doc, .docx, or .pdf format using the options provided.

enago Reports	Create Report Credits: 29	
Create Report My Reports	Enhance Your Documents with AI-Powered Enago Reports	CP Drag & drop a file to get started
 About Reports Feedback 	 1. Upload a document 2. Select suitable reports 	file type: doc/docx/pdf (max. 100 MB) OR Upload a file from
C) Feedback	طَن 3. Generate and view the report	Trinka My Drive
	Explore Reports	A Your data is secure
	2 (8)	ge Benort Proofread File

Step 4: Generate the Report

After successfully uploading your file, select the "AI Content Detector Report Card" and click 'Generate' to create the report. Please note that 1 credit will be deducted for every 5,000 words processed.

+) Create Report	File uploaded suc	cessfully!					
My Reports		E Sample_file.docx					
i) About Reports	Select suitable re	ports					
🗊 Feedback							
	∠		R 8				
	Language Quality Checks correctness, n bias & conciseness		Inclusive Language Checks for race, gender religion & age bias		Proofread File Quickly edits your docu track-changed file	ment and gives a	
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Step 5: Download the Report

The generated report can be downloaded from the "My Reports" section.

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+ Create Report	View & Download Reports	
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(i) About Reports		
💭 Feedback	Al Content Detector	
	T credit used Download	





Additional Notes

- 1. Trinka AI now supports the Spanish language for its Grammar Checker, Paraphrasing, and Proofread features.
- 2. More information about how to use Trinka is available at https://www.youtube.com/playlist?list=PL9shMilLZcA9YwwQrkSHJnh9oTQtYQ1TP
- 3. In case of any technical, usage, or any other difficulty please approach our helpdesk for a solution by filling out the below form: <u>https://www.trinka.ai/chulalongkorn-university</u>
- 4. Use your Trinka credentials to access Enago Read (<u>https://www.read.enago.com/</u>) and Enago Reports (<u>https://www.reports.enago.com/</u>).