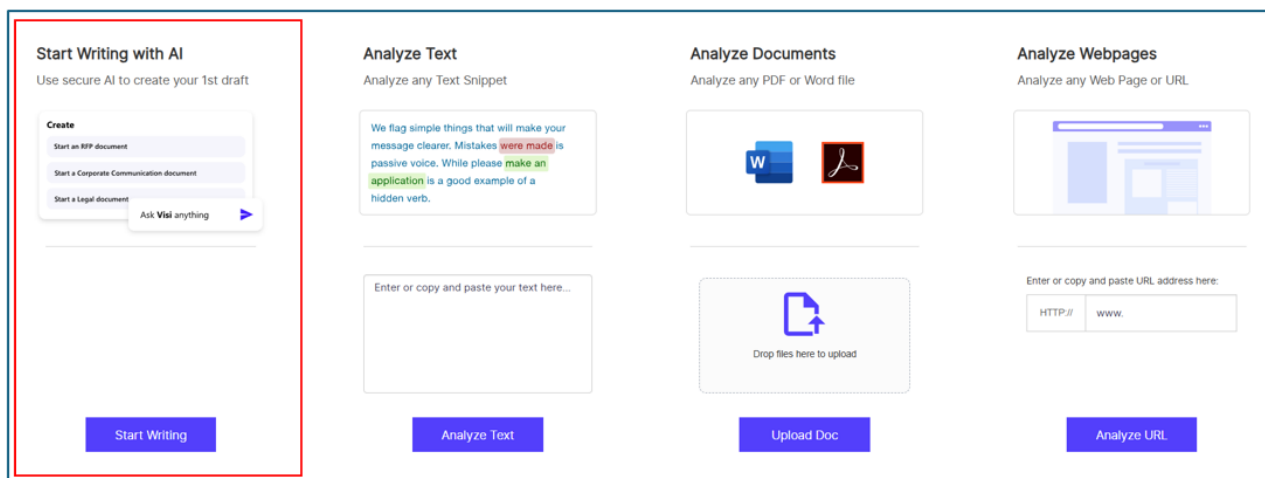
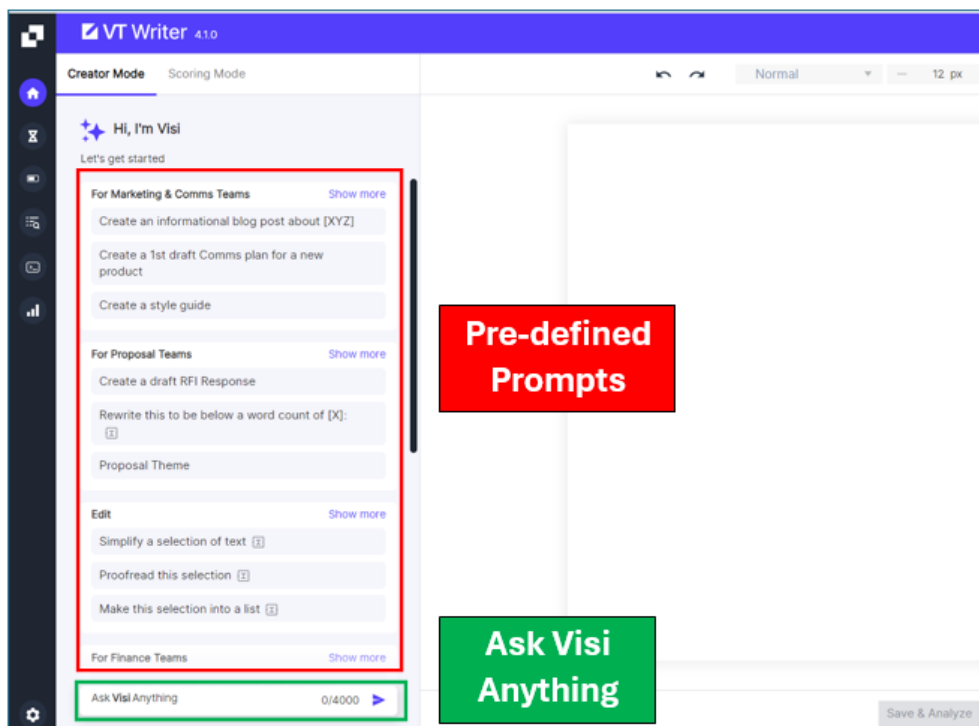


### Using Creator Mode in the VT Writer Platform

1. Log into VT Writer.
2. Click 'Start Writing' on the VT Writer Home Screen.

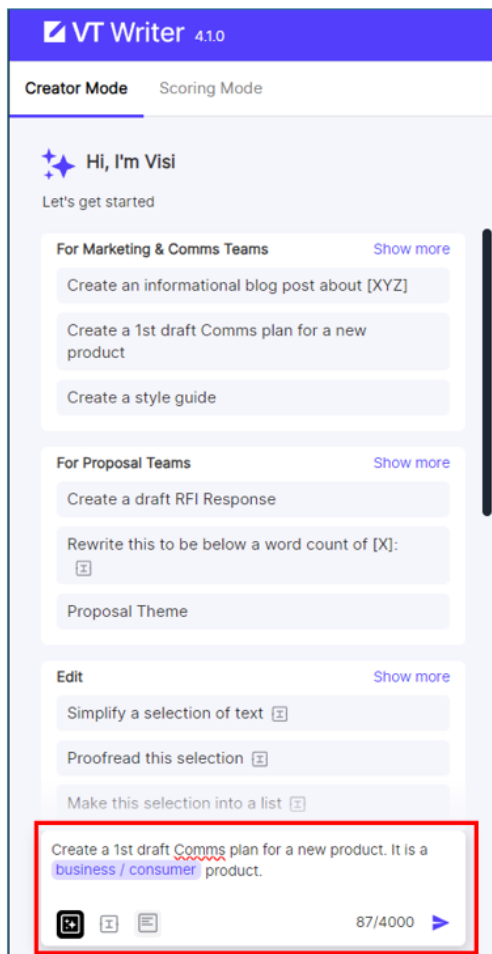


3. A list of pre-defined prompts will appear on the left-hand side of the screen. Depending on what content you want to create, you can select a pre-defined prompt or create your own prompt by clicking 'Ask Visi Anything'.





- If you chose a pre-defined prompt, your prompt will be populated. If you click 'Ask Visi Anything', you will need to type your prompt in the text box.



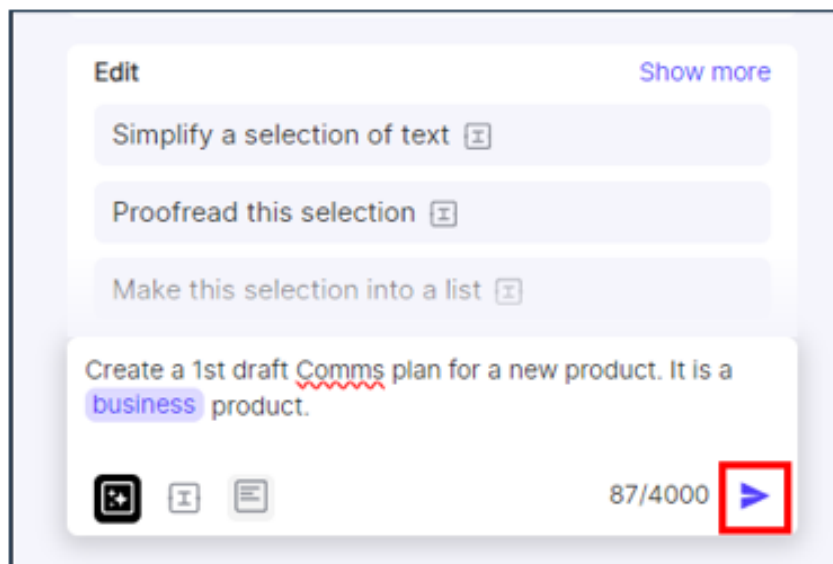
#### PRO TIP

You don't need a prompt to start creating content. You can begin building your content from scratch by typing directly in the right-hand pane.

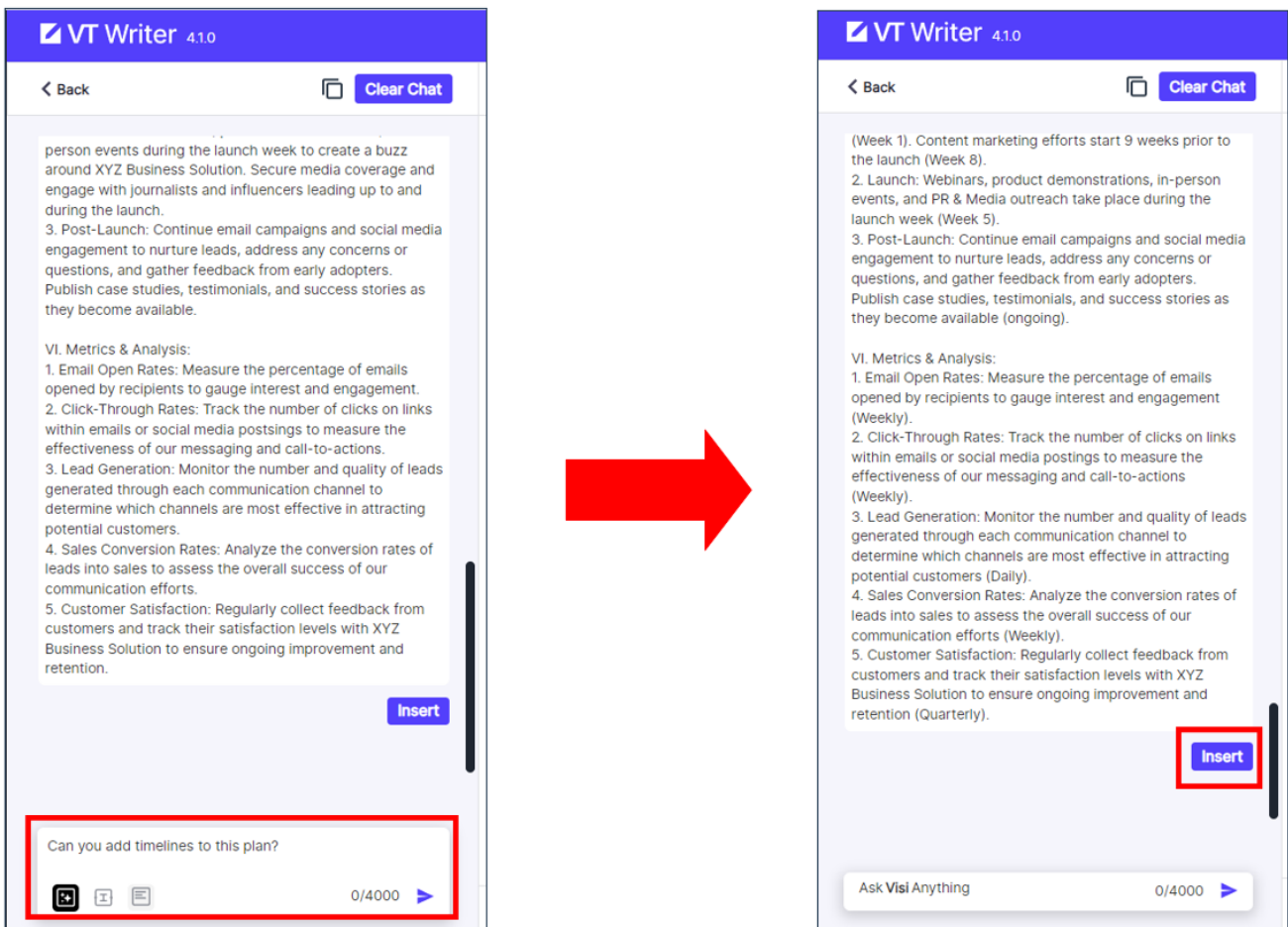
#### PRO TIP

Review the purple-highlighted sections in prompts to confirm their relevance to your specific context.

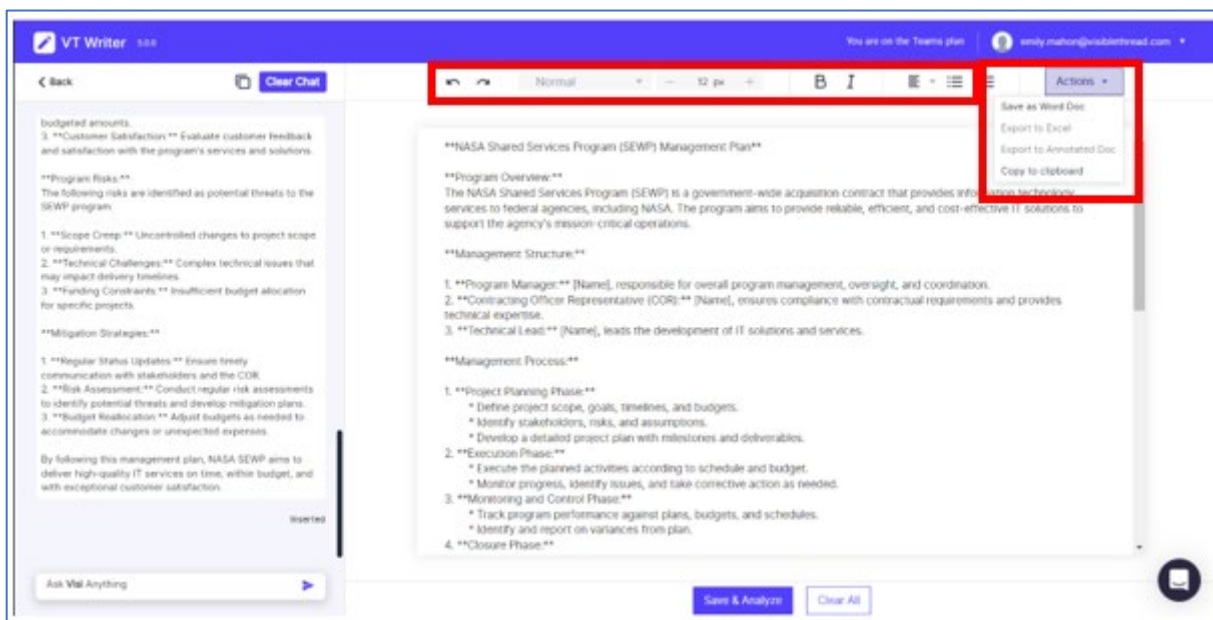
- Once your prompt is ready, click the purple arrow on the bottom right of the text box.



6. Visi will populate the content. If you are happy with the content, you can click 'Insert' at the bottom of the text. If you would like Visi to make changes to the content, you can enter your request into 'Ask Visi Anything'.



7. Once you click 'Insert', the content will appear on the right-hand side of your screen.
8. You can edit the text on screen. You can also make changes to the text style and format by selecting the icons at the top of the page.
9. You can also export your content to word or copy to clipboard by clicking 'Actions'.





## Selection Based Prompt

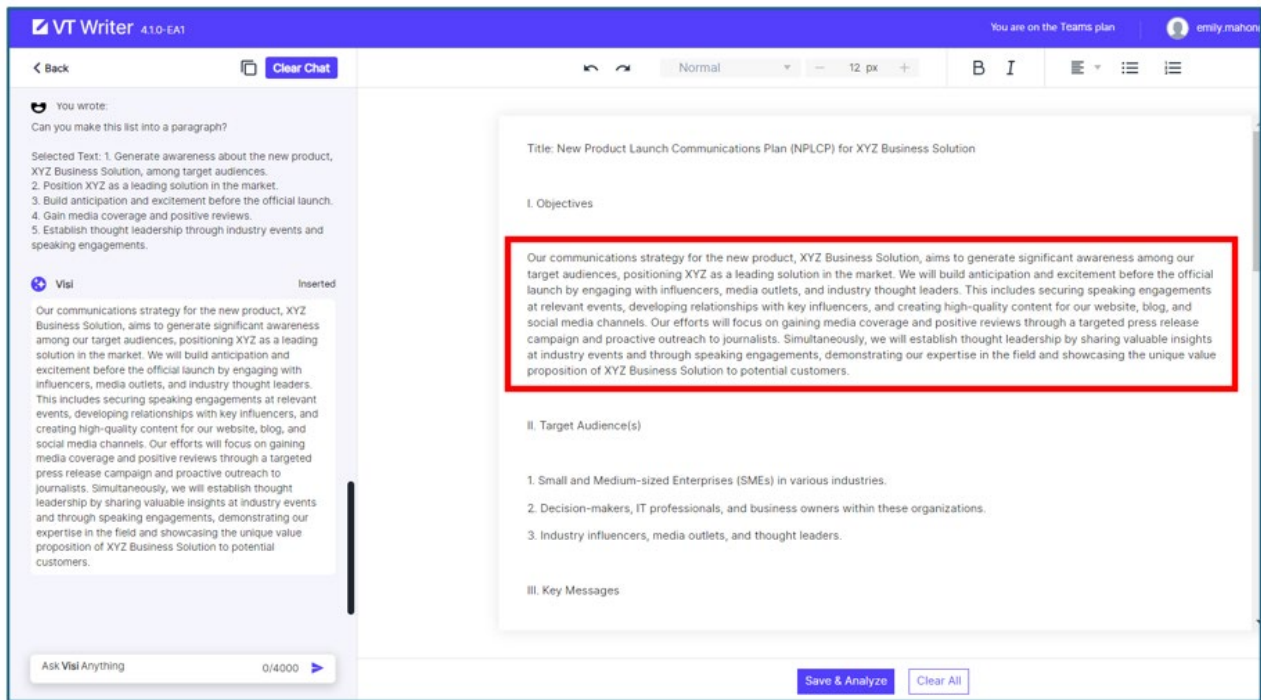
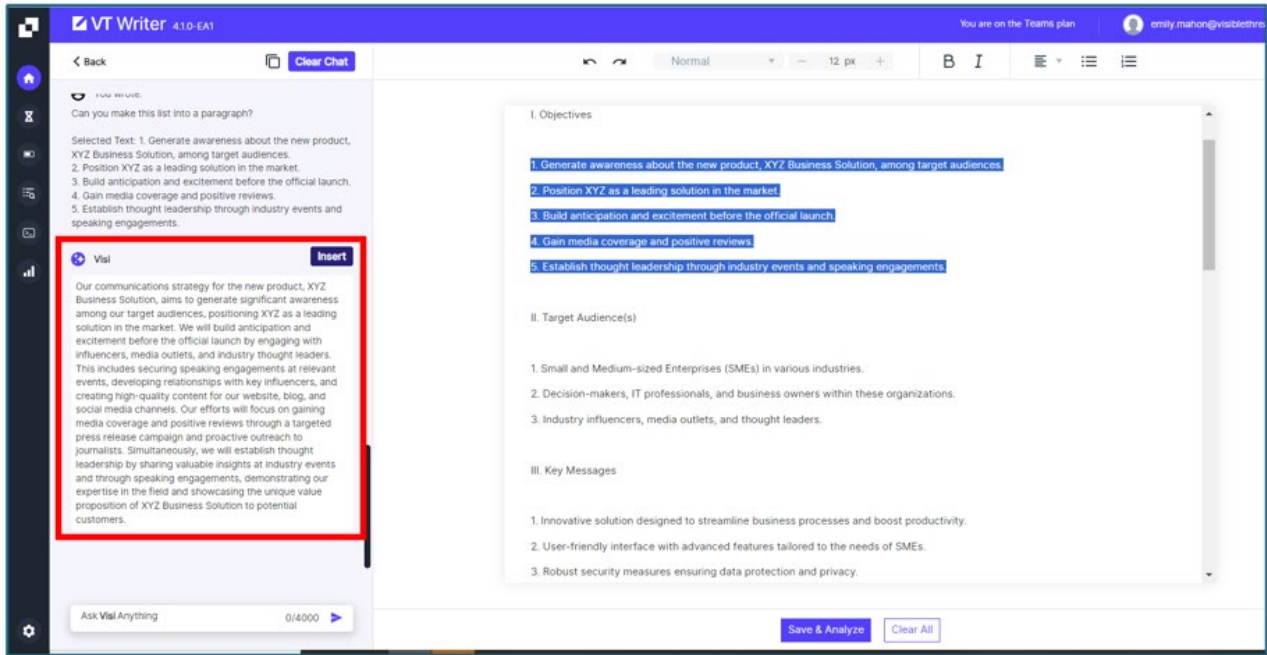
1. You can ask Visi to make changes to a selection of text. Highlight the text you want Visi to make changes to and click the 'Ask Visi Anything' button.
2. Click the second icon in the 'Ask Visi Anything' field to apply your changes to your selected text only.

The screenshot shows the VT Writer interface. On the left, there is a sidebar with a list of objectives. The main content area displays a list of objectives under the heading 'I. Objectives'. The first five objectives are highlighted in blue in the 'Ask Visi Anything' field. A red box highlights these five objectives. Below the list, there are buttons for 'Save & Analyze' and 'Clear All'. The 'Ask Visi Anything' field contains the text: '1. Generate awareness about the new product, XYZ Business Solution, among target audiences. 2. Position XYZ as a leading solution in the market. 3. Build anticipation and excitement before the official launch. 4. Gain media coverage and positive reviews. 5. Establish thought leadership through industry events and speaking engagements'. The 'Ask Visi Anything' field also shows a character count of 0/4000 and a purple arrow button.

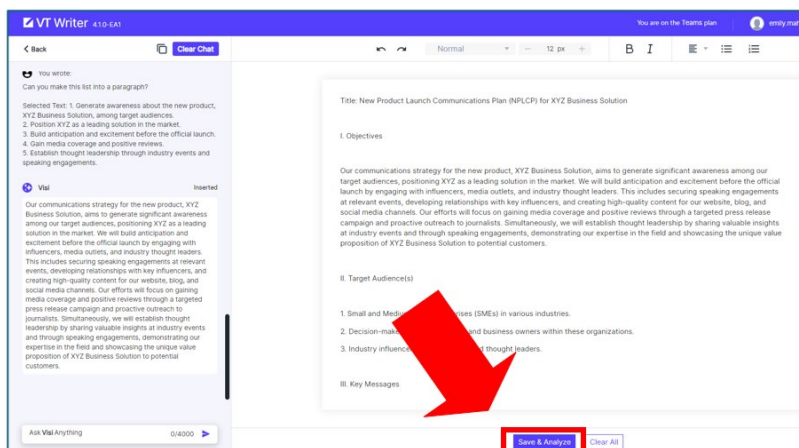
3. Enter your request in the 'Ask Visi Anything' text field.
4. Once complete, click the purple arrow.

The screenshot shows the VT Writer interface. The 'Ask Visi Anything' field now contains the text: 'Can you make this list into a paragraph?'. The purple arrow button is highlighted with a red box. The rest of the interface, including the sidebar and the list of objectives, remains the same as in the previous screenshot.

5. Your revised text will appear on the left. Click 'Insert' to change your selected text.



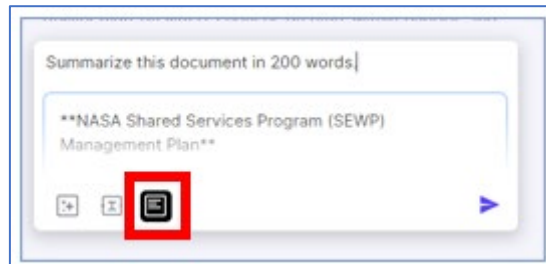
6. When you have made all your changes, click 'Save & Analyze' to score your content.



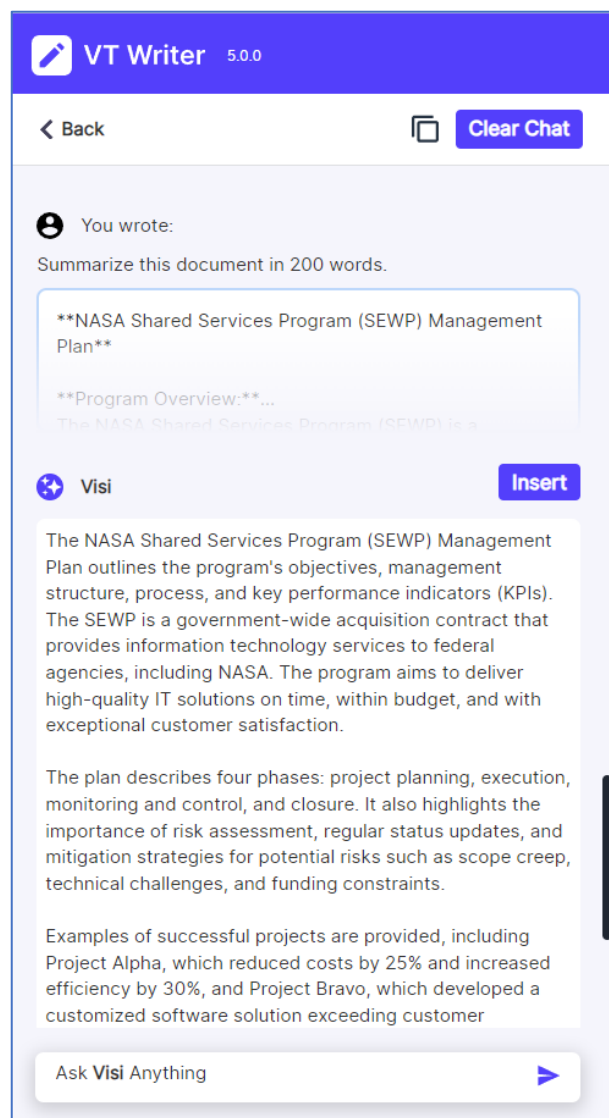


## Document Based Prompt

1. You can ask Visi to make changes to a document or ask Visi questions about a document. Click the 'Ask Visi Anything' button.
2. Click the third icon in the 'Ask Visi Anything' field to apply your changes to the full document.



3. Enter your request in the 'Ask Visi Anything' text field.
4. Once complete, click the purple arrow.
5. Visi will give you a response on the left of the screen. You can insert this text or just read the response.





## Using Scoring Mode in the VT Writer Platform

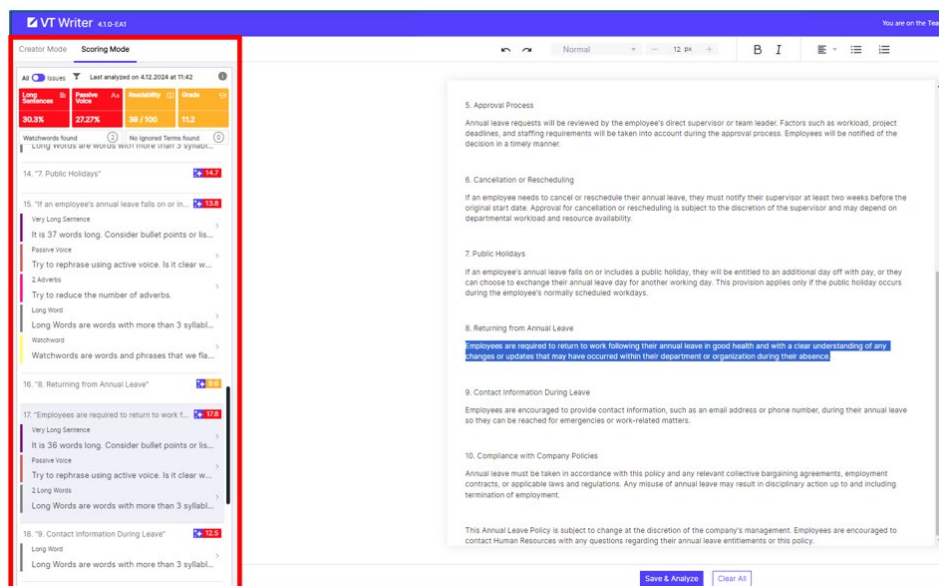
1. Once you've drafted your content and clicked 'Save & Analyze', a report will appear on the left side of the screen.
2. At the top of the report, you'll find a traffic light scoring card that indicates the percentage of long sentences and passive voice in your content, a readability score, and grade level.

You will also see :

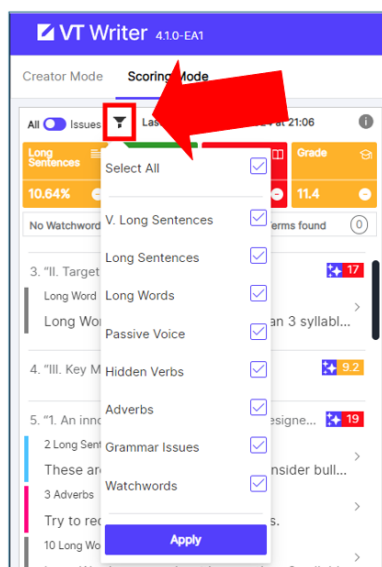
- V. Long sentences (Purple)
- Long Sentences (Blue)
- Long Words (Grey)
- Passive Voice (Red)
- Hidden Verbs (Green)
- Adverbs (Magenta)
- Watch Words (Yellow)
- Grammar (Navy)


### PRO TIP

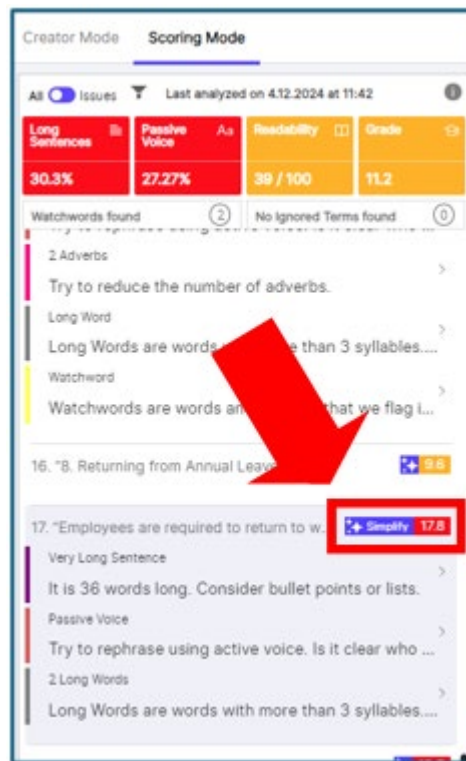
You have the option to switch between viewing the full text (all) or only the text flagged with issues (issues). Simply use the toggle button in the top left corner.



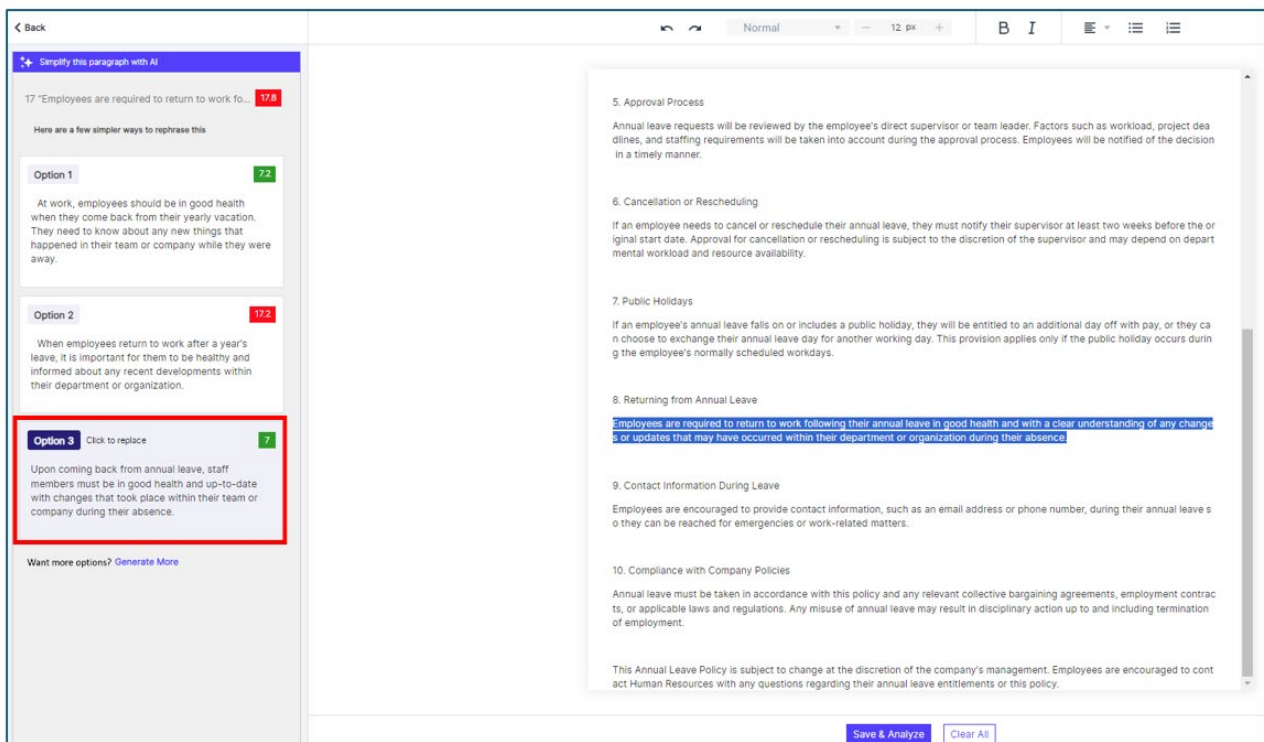
3. Click on the 'funnel' icon to select the reported issues you want to focus on.



4. Visi can also help you to simplify your content. Select the  icon beside any content in the report. A 'Simplify' button will appear. Click 'Simplify'.



5. Visi will present you with three different options to rephrase this content. Change your text by clicking the option that you would like to enter.



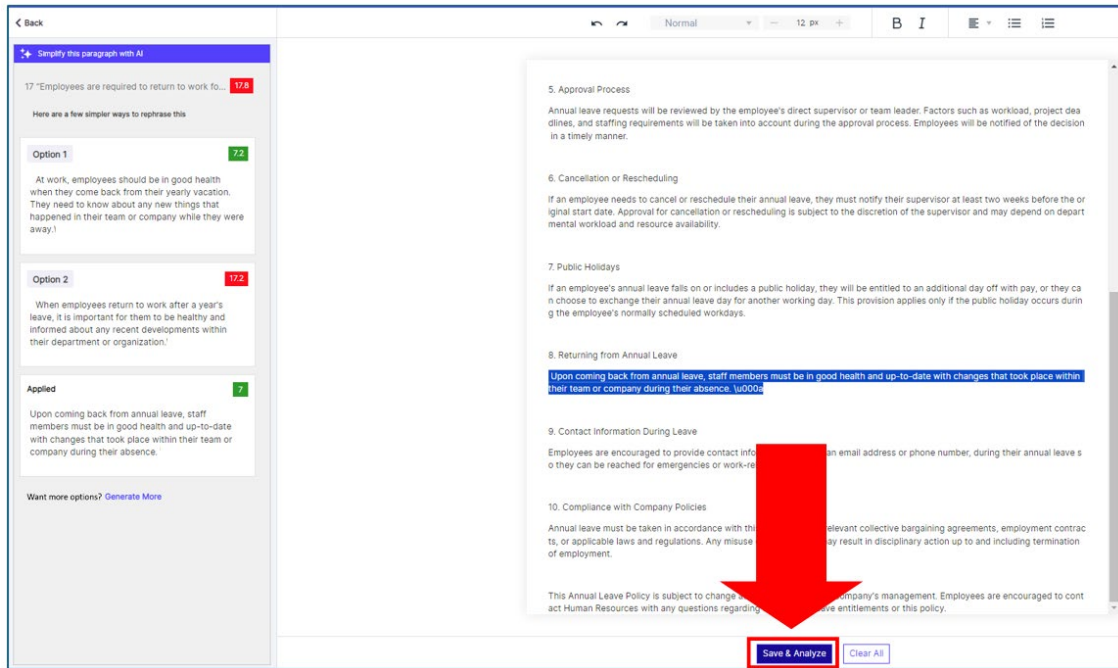
## PRO TIP

To get more rephrased options, simply scroll beyond 'Option 3' and choose 'Generate More'.

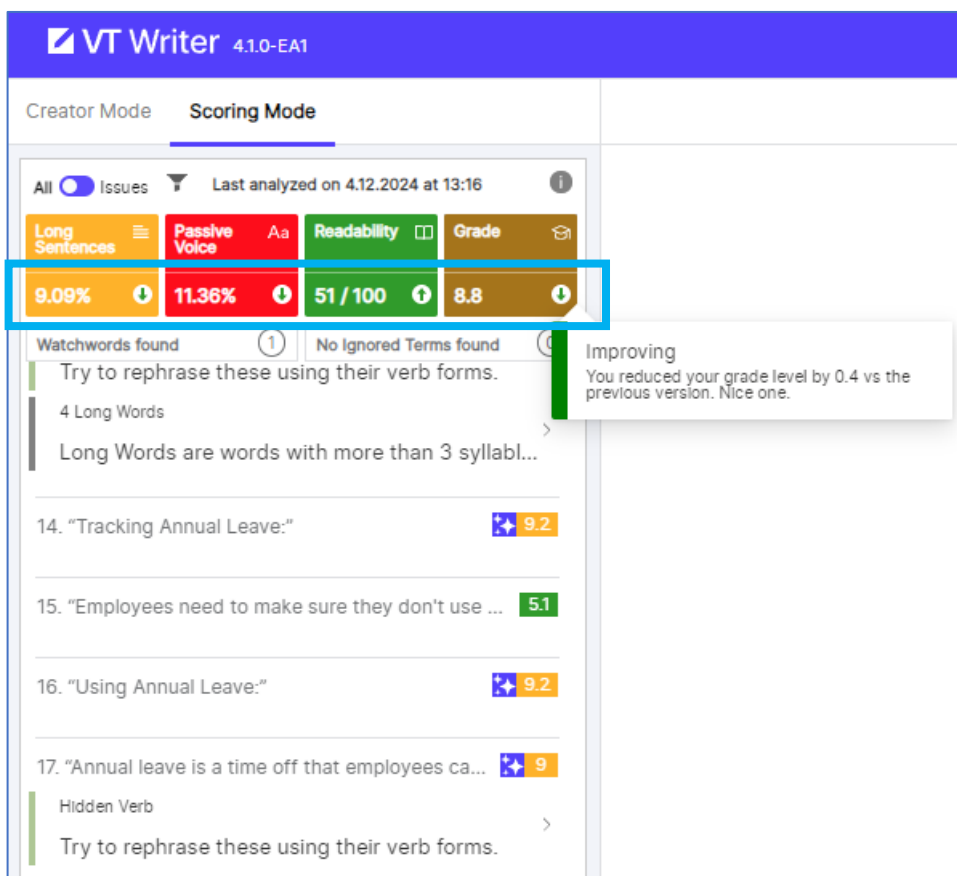




6. When you have made your changes, click the 'Save & Analyze' button to get your updated score.



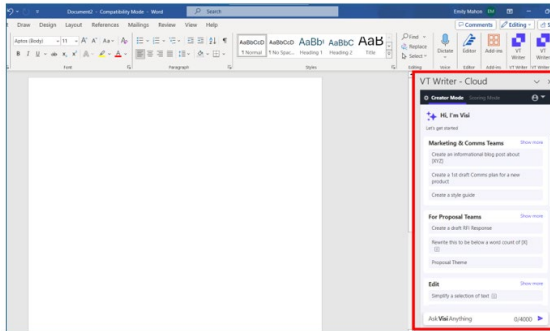
**Note:** Arrows indicate whether your revised text is going up in score (arrow pointing up) or lower (arrow pointing down). You can hover over an arrow to give you more information on the change.





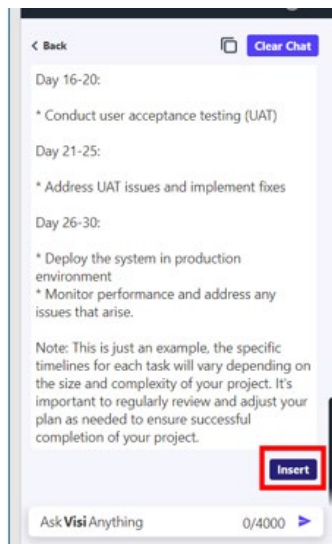
## Using Creator Mode in the Microsoft Word Add-In

1. Open MS Word and log into VT Writer.
2. If you need help creating content, you can use Creator Mode. A list of pre-defined prompts will appear on the right side of the screen. Depending on what content you want to create, you can select a pre-defined prompt **or** create your own prompt by clicking 'Ask Visi Anything'.
3. If you chose a pre-defined prompt, your prompt will be populated. If you click 'Ask Visi Anything', you will need to type your prompt in the text box.

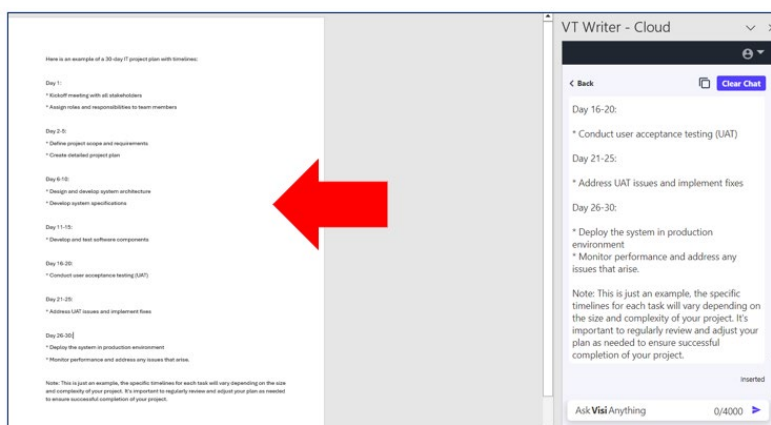


**PRO TIP**  
You can switch between creator and scoring mode by clicking the relevant heading.

3. When your prompt is ready, click the purple arrow.
4. Visi will populate the content. If you are happy with the content, you can click 'Insert' at the bottom of the text. If you would like Visi to make changes to the content, you can enter your request into 'Ask Visi Anything'.



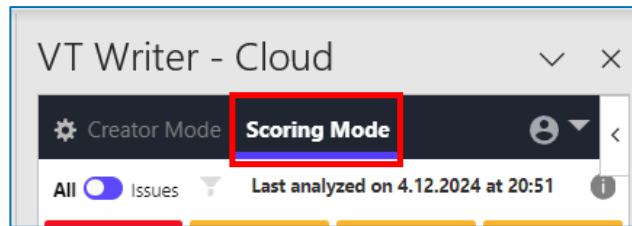
5. Once you click 'Insert', the content will appear on the left side of your screen.





## Using Scoring Mode in the Microsoft Word Add-In

1. Click 'Scoring Mode' on the VT Writer Add-In.

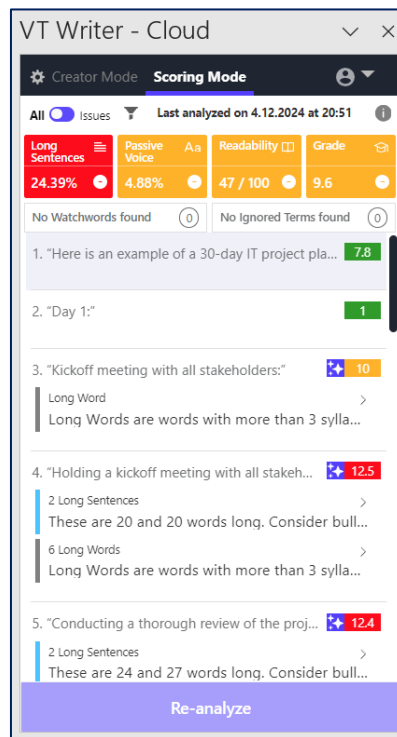



2. If you have text in word, VT Writer will start analyzing your content. Once complete, you will get a report.

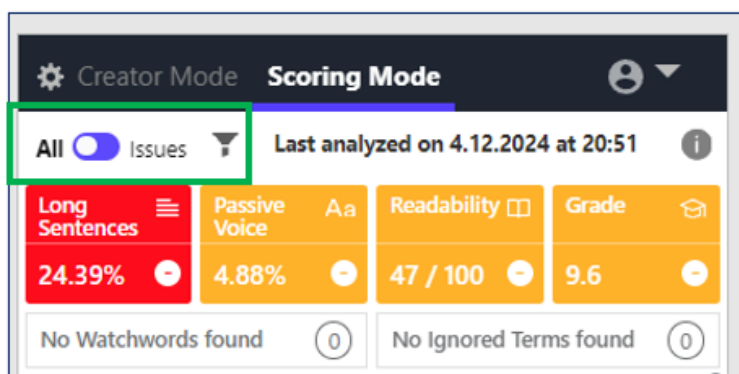
At the top of the report, you'll find a traffic light scoring card that indicates the percentage of long sentences and passive voice in your content, a readability score, and grade level.


You will also see :

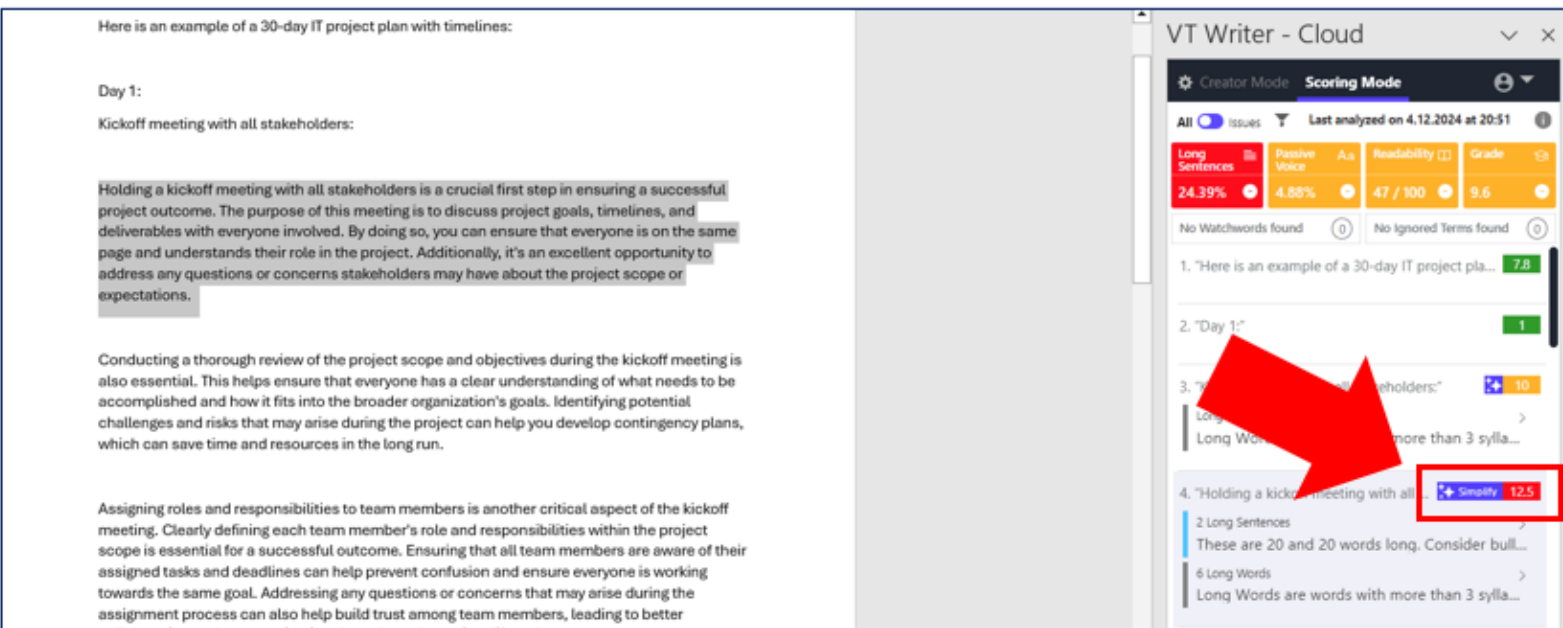
- V. Long sentences (Purple)
- Long Sentences (Blue)
- Long Words (Grey)
- Passive Voice (Red)
- Hidden Verbs (Green)
- Adverbs (Magenta)
- Watch Words (Yellow)
- Grammar (Navy)



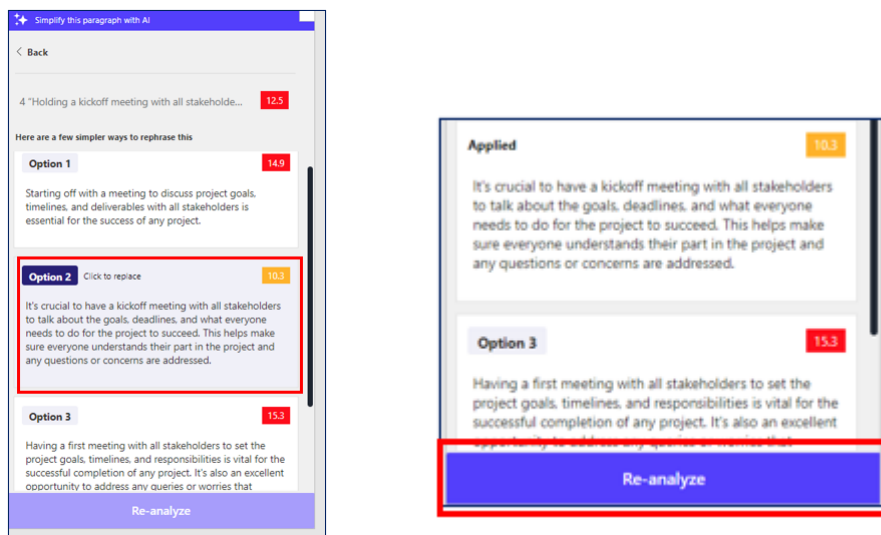
3. You can click on the 'funnel' icon  to select the reported issues you want to focus on.
4. You can choose between viewing all content or only content with issues by selecting the 'All' and 'Issues' toggle.



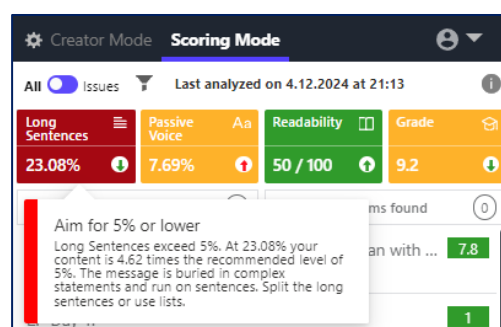
4. Visi can also help you to simplify your content. Select the  icon beside any content in the report. A 'Simplify' button will appear. Click 'Simplify'.



5. Visi will present you with different options to rephrase this content. Change your text by clicking the option that you would like to enter. To get more options, simply scroll past the last option and choose 'Generate More'.
6. When you have made your changes, click the 'Re-analyze' button to get your updated score.



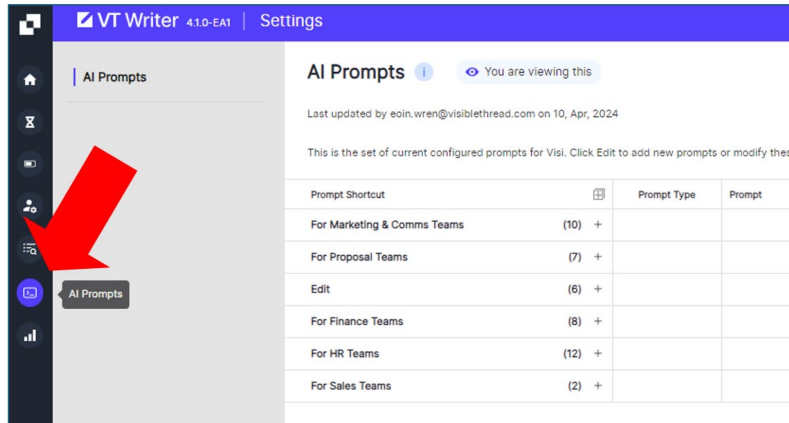
**Note:** Arrows indicate whether your revised text is going up in score (arrow pointing up) or lower (arrow pointing down). You can hover over an arrow to give you more information on the change.






## Using the Prompt Editor

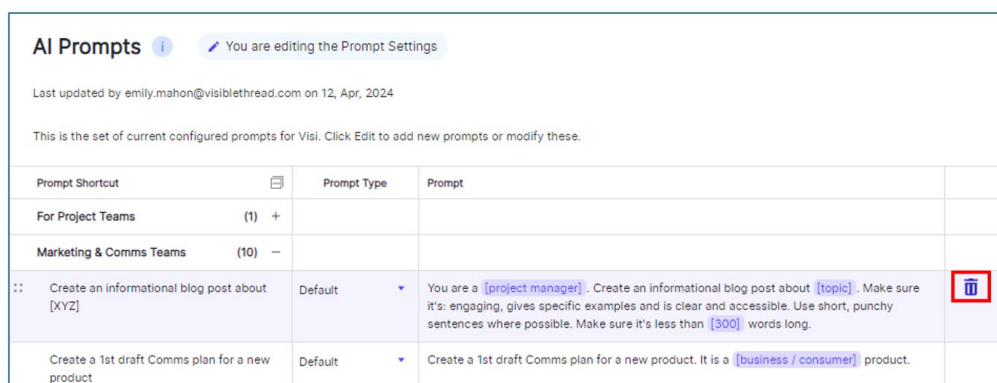
1. You can create your own list of pre-defined prompts that appear in the creator mode. To create or edit your list of AI prompts, you must hold an administrator role in the VT Writer platform.
2. When you log in, select the 'AI Prompts' button from the left-hand navigation bar.



3. Click 'Edit Prompts' in top right corner.



4. To edit a prompt, click the '+' icon beside any category heading to see the prompts listed. Make your changes.
5. To delete a prompt or category, click the row and select the  icon.

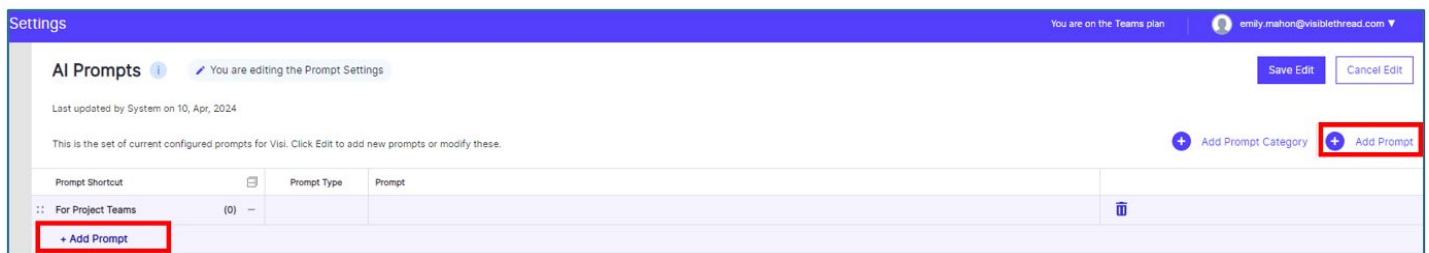


6. To add a new Prompt category, click 'Add Prompt Category'. A new row is displayed for your input. Enter your new category name.





- To add a new prompt, click 'Add prompt' from under the category heading or on the right-hand side of the screen.



- You will have three fields to fill in.

- Prompt Shortcut:** This is the text that will appear in the Prompt list in Creator mode.

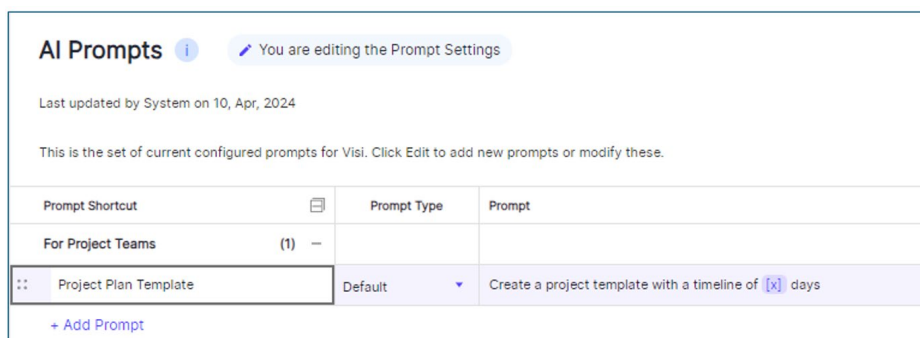
- Prompt Type**

*Default:* This prompt can be used at any stage through content creation in Creator mode.

*Selection Based:* This prompt can only be applied to a selection of text.

*Document Based:* Use a prompt on the entire document.

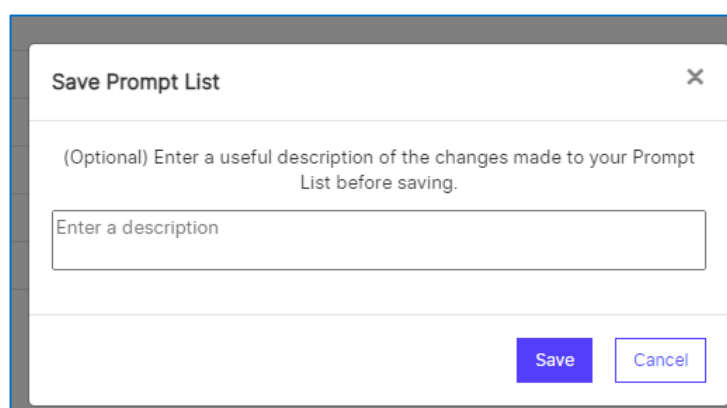
- Prompt:** Enter the prompt that will be used to generate your content.



#### PRO TIP

Include square brackets [ ] in your prompts to show users where they should customize the prompt to match their content needs.

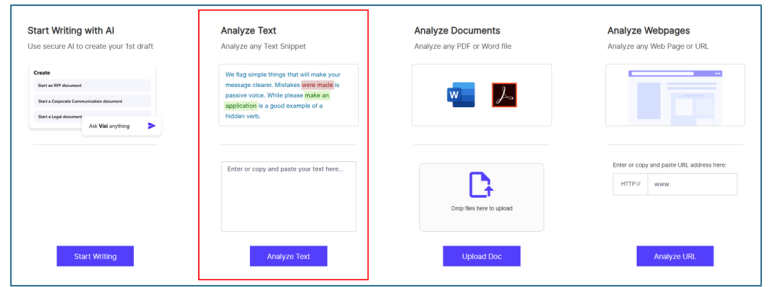
- When you have made all your changes, click 'Save Edit'.
- A pop-up will appear. You can enter an overview of the changes you've made to the list. This is optional. Click 'Save'.





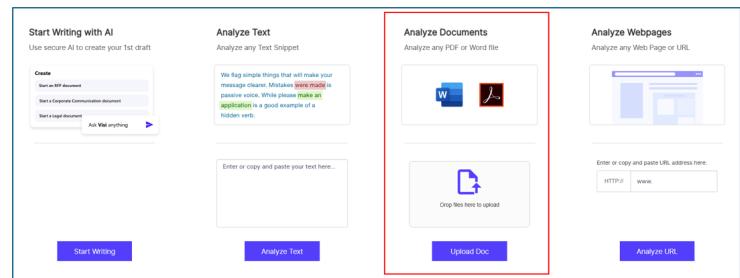
## Analyze Your Text

1. Log into VT Writer.
2. Paste in the text you want to analyze.
3. Click 'Analyze Text'.
4. Scoring mode will open.
5. See 'Using Scoring Mode in the VT Writer Platform' on Page 7 for further instructions.

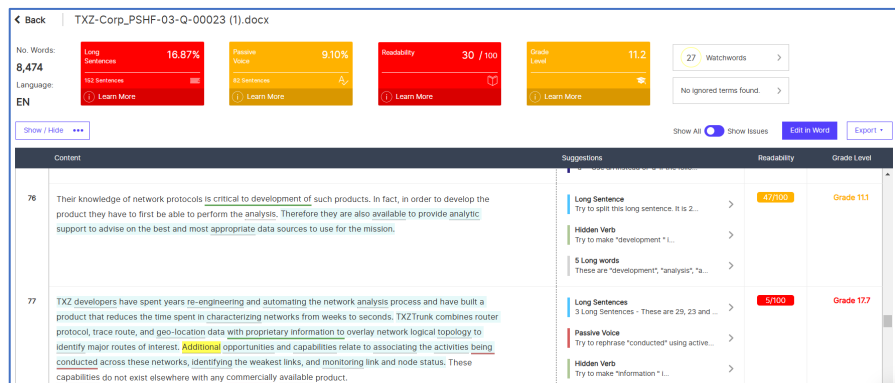


## Analyze Your Documents

1. Log into VT Writer.
2. Drag and drop the document you want to analyze OR click upload your document.
3. Once the analysis is complete, you will see a report on screen.
4. The report shows:



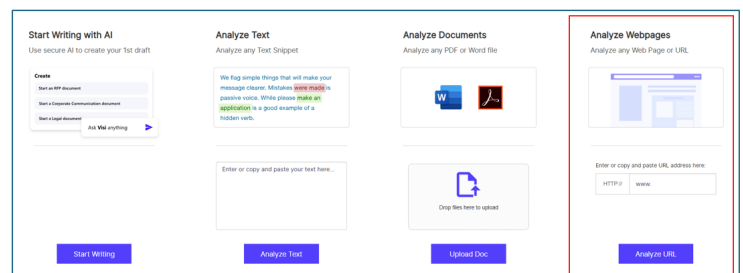
- V. Long sentences (Purple)
- Long Sentences (Blue)
- Long Words (Grey)
- Passive Voice (Red)
- Hidden Verbs (Green)
- Adverbs (Magenta)
- Watch Words (Yellow)
- Grammar (Navy)



5. Click the 'Show / Hide' button to select the reported issues you want to focus on.
6. Click 'Export' to see your export options for your document type.
7. To upload a revision to see how your stats have changed, click 'export' and 'upload a revision'.

## Analyze Webpages

1. Log into VT Writer.
2. Paste in the URL of the webpage you want to analyze. Click 'Analyze URL'.
3. Once the analysis is complete, you will see a report on screen.



5. Click the "Show / Hide" button to select the reported issues you want to focus on.
6. You can also export this report to Excel – click 'Export' and 'Export to Excel'.



## Scoring documents from email

1. Create an email and attach a PDF or MS Word document to the email.
2. Send the email to: [analyze@readability-inbox.visiblethread.com](mailto:analyze@readability-inbox.visiblethread.com). You do not need to include a subject line.
3. The system will send you back a return mail. The time it takes depends on the size of the document.
4. The mail you receive will contain summary stats, and an excel report attached. If you sent a Word document for analysis, you'll get a second attachment, an annotated doc, ready for editing.

Send

To: [analyze@readability-inbox.visiblethread.com](mailto:analyze@readability-inbox.visiblethread.com) X Bcc

Cc

Add a subject Draft saved at 11:08

TXZ-Corp\_PSHF-03-Q-00023 (1...)  
351 KB



vtsmtp@visiblethread.com  
To: Emily Mahon

Annotated document - TXZ-Co...  
437 KB

TXZ-Corp\_PSHF-03-Q-00023 (1...  
88 KB

2 attachments (525 KB) Save all to OneDrive - VisibleThread Save All Attachments

Hi,

You submitted 'TXZ-Corp\_PSHF-03-Q-00023 (12).docx' by email for analysis by VT Writer. The results are in!

VT Writer Results for 'TXZ-Corp\_PSHF-03-Q-00023 (12).docx'

<b>No. Words:</b> 8,474	<b>Long Sentences</b> 16.87% 152 Sentences	<b>Passive Voice</b> 9.10% 82 Sentences	<b>Readability</b> 32 / 100	<b>Grade Level</b> 11
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Click the link below to view the detailed results in VT Writer:  
<https://writer.visiblethread.com/scans/603322>

Open the attached document to view the document with markup, or the attached excel file to show a report on issues within the document.

Regards,  
The VT Writer Team