

# Using Creator Mode in the VT Writer Platform

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

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Analyze Your Documents Analyze any PDF or Word fre	Start Creating Use secure At to create your full and	Analyze Your Text Analyze any Text Strept	Analyze Webpages Analyze any Web Page of URL
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Upted Doc	Start Creating	Analyte Text	Analyse UBB.

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 <u>or</u> create your own prompt by clicking 'Ask Visi Anything'.

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eator Mode Scoring Mode			5 0	Normal	Ψ
Hi, I'm Visi					
For Marketing & Comms Teams	Show more				
Create an informational blog post	about [XYZ]				
Create a 1st draft Comms plan for product	a new				
Create a style guide					
For Proposal Teams	Show more	Pre-define	d		
Create a draft RFI Response		Prompts			
Rewrite this to be below a word co	unt of [X]:				
Proposal Theme					
Edit	Show more				
Simplify a selection of text $\ensuremath{\Xi}$					
Proofread this selection I					
Make this selection into a list $\ensuremath{\Xi}$					
For Finance Teams	Show more	Ask Visi			
		Anything			
Ask <b>vis</b> i Anything	0/4000 >	Anything			S

4. 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.

VT Writer 4.1.0	
reator Mode Scoring Mode	
Hi, I'm Visi	
For Marketing & Comms Teams	Show more
Create an informational blog post about	[XYZ]
Create a 1st draft Comms plan for a new product	1
Create a style guide	
For Proposal Teams	Show more
Create a draft RFI Response	
Rewrite this to be below a word count o	f [X]:
Proposal Theme	
Edit	Show more
Simplify a selection of text $\ensuremath{\mathbbm I}$	
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Make this selection into a list 🗉	
Create a 1st draft Comms plan for a new prode business / consumer product.	uct. It is a
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5. Once your prompt is ready, click the purple arrow on the bottom right of the text box.

Edit	Show more
Simplify a selection of text $\ensuremath{\mathbbm I}$	
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Make this selection into a list $\ensuremath{\mathbbm T}$	
Create a 1st draft Comms plan for a new business product.	v product. It is a
	87/4000 ►

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'.

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Ask Visi Anything	•	Save & Asabyze Cince All

#### **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.

VT Writer 41.0-EA1	You are on the Team
< Back Clear Chat	Normal - 12 px + B I E
1. Website 2. Biog 3. Social Media (Linkedin, Twitter, Facebook, etc.)	1. Objectives
4 Email Marketing 5 Industry Forums and Online Communities 6 Press Releases and Media Coverage 7. Events and Speaking Engagements 8. Customer Testimonialis and Case Studies	Generate awareness about the new product, XYZ Business Solution, among target audiences.     Position XYZ as a leading solution in the market     Dud apticipation and applement before the afficial taunch
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VII. Metrics for Success	1. Small and Medium-sized Enterprises (SMEs) in various industries.
Quality of leads and conversion rates     Quality of leads and conversion rates     Media coverage and reach     Engagement levels on social media and other platforms     S. Positive sentiment and brand mentions online	<ol> <li>Decision-makers, IT professionals, and business owners within these organizations.</li> <li>Industry influencers, media outlets, and thought leaders.</li> </ol>
<ol> <li>Number of sign-ups for beta testing and early access program</li> <li>Attendance and response at industry events and speaking engagements.</li> </ol>	III. Key Messages
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- 3. Enter your request in the 'Ask Visi Anything' text field.
- 4. Once complete, click the purple arrow.

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



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Vou wrote: Can you make this list into a Selected Text: 1. Generate ar XYZ Business Solution, amor 2. Position XYZ as a leading 3. Build anticipation and exit 4. Gain media coverage and 5. Establish thought leaderst speaking engagements.	paragraph? wareness about the new product, ng target audiencies. solution in the market. itement before the official launch. positive reviews. hip through industry events and Inserted	Title: New Product Launch Communications Plan (NPLCP) for XYZ Business Solution L Objectives Our communications strategy for the new product, XYZ Business Solution, aims to generate significant awareness among our target audiences, positioning XYZ as a leading solution in the market. We will build anticipation and excitement before the official hands he require with inforcement modifies rutation and inductive through leaders. This includes requiring experime perspective
Our communications strate Business Solution, aims to g among our target audience solution in the market. We ve excitement before the offici influencers, media outlets, i This includes securing spea events, developing relation creating high-quality context social media channels. Our media neurose and social	gy for the new product, XYZ generate significant awareness s, positioning XYZ as a leading with build anticipation and ala launch by engaging with and industry thought leaders. aking engagements at relevant ships with key influencers, and not for our website, blog, and efforts will focus on gaining generated by the standard by the standard service the standard by the standard by the standard service the standard by the standard by the standard service the standard by the st	Isunch by engaging with influencers, media outlets, and industry throught leaders. This includes securing speaking engagements at relevant events, developing relationships with key influencers, and creating high-quality content for our website, blog, and social media channels. Our efforts will focus on gaining media coverage and positive reviews through a targeted press release campaign and proactive outreach to journalists. Simultaneously, we will establish thought leadership by sharing valuable insights at industry events and through speaking engagements, demonstrating our expertise in the field and showcasing the unique value proposition of XYZ Business Solution to potential customers.
press release campaign and journalists. Simultaneously, leadership by sharing valua and through speaking enga expertise in the field and sh proposition of XYZ Business customers.	le tenens unougn a langued o proactive outreach to we will establish thought biole insights at industry events gements, demonstrating our novcasing the unique value s Solution to potential	<ol> <li>Small and Medium-sized Enterprises (SMEs) in various industries.</li> <li>Decision-makers, IT professionals, and business owners within these organizations.</li> <li>Industry influencers, media outlets, and thought leaders.</li> </ol>
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Ask Visi Anything	0/4000 ►	Save & Analyze Clear All

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

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You wrote: Can you make this list into Selected Text: 1 Generate XYZ Business Solution, am 2 Position XYZ as a leadin Build antopation and e 4 Gan media coverage a 5 Establish mought leade speaking engagements.	a paragraph? ong target automotes, gouturo in the market, gouturo in the market, gouturo in the market, gouturo in the market, gouture provides, the provide market and boosted	Title: New Product Launch Communications Plan (NPLCP) for XY2 Business Solution 1. Objectives Our communications strategy for the new product, XY2 Business Solution, aims to generate significant awareness target audiences, positioning XY2 as a backing solution in the market. We will subla anticipation and excitement be	among our fore the official		
Our communications strat Business Solution, aims to among our target audienc solution in the market. We excitement before the off influencers, media outlest This includes securing sp events, developing relatic creating high-quality com social media channels. Or media coverage and posis	tegy for the new product, X/YZ openetias is split(cart awareness is epositioning X/YZ as a leading total alanch by empaping with a net double is a leading total alanch by empaping with eaking empapiments at relevant motes with key mitourers, and fant for our versolitis, toga, and tent for our versolitis, toga, and tent feet our versolitis, toga, and tent relevant motional augreted	I sunch by regaping with influences, media autists, and industry thought leaders. This includes securing passing at relevant events, developing microsoft such that the industry thought leaders. This includes securing passing social media channels. Our efforts will focus on gaming media coverage and positive reversions through a tageted careage and or pacsive oursers to fournalists. Simulations, we will establish hought is alsering by during an at industry ventral at through transing myggements, demonstrating our expertise in the field and driversary the proposition CHXTE business. Couldnot to potential coultiners.	rengagements ; blog, and ress release auable insights he unique value		
press release campaign a journalists. Simultaneousi leadership by sharing val- and through speaking en- expertise in the field and proposition of XY2 Busine customers.	ind proactive outreach to y, we will establish thought dable insights at industry events gagements, demonstrating our showcasing the unique value ess Solution to potential	Small and Medican views (SMEs) in various industries.     Decision-mail view doubles comes within these organizations.     Industry influence view organizations.			
		II. Key Messages			
Ask Visi Anything	0/4000 >	Savo & Analyze Clear All			

- 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.

VT Writer 410-EAT	You are on the Team
Creator Mode Scoring Mode	🏷 😋 Normal 🔻 – 12 px + 🖪 I 🗮 🗉 🗮
All Discuss Y Last analyzed on 4.12.2024 at 11:42	
Long         Perform         An         Resentantly         C         Perform         No           50.35         27.27.5         39.6500         11.2	5. Approval Process Annual latera requests will be reviewed by the entrolyyee's direct supervisor or stam leader. Factors such as excitable, project decidines, and adding requirements will be taken into account during the approval process. Employees will be notified of the decision in a timely manner.
14."7. Public Holidays"	6. Cancellation or Rescheduling
15. "If an employee's annual leave fails on or in 19. 19. 19. 19. 19. 19. 19. 19. 19.	If an employee needs to concide or reachedule that annual lake, they must notify their supervise at lasts the vessal before the original start characheroris for concidention or reacheduling is subject to the discrition of the supervisor and may depend on departmental worksad and resource availability.
Passive Voice 5	7. Public Holidays
Try to rephrase using active voice. Is it clear w 2.knvets Try to reduce the number of adverbs.	If an employee's annual levels fails on or lockeds a public holding, they will be entitled to an additional day off with bay, or they can choose the annuange their annual levels day for a scholar working day. This provision applies only if the public holdsay occurs during the employee's normally scheduled workdays.
Long Word > Long Words are words with more than 3 syllabL	8. Returning from Annual Leave
Watchword Watchwords are words and phrases that we fia	Employees are required to return to work following their annual leave in good health and with a clear understanding of any changes or updates that may have occurred within their department or organization during their absence.
16. "8. Returning from Annual Leave"	9. Contact Information During Leave
17. "Employees are required to return to work f	Employees are encouraged to provide contact information, such as an email address or phone number, during their annual leave so they can be reached for emergencies or work-related matters.
It is 36 words long. Consider bullet points or lis	10. Compliance with Company Policies
Passive voice Try to rephrase using active voice. Is it clear w 2 Long Words are words with more than 3 syllabL.	Answalleave must be taken in accordance with this policy and any relevant collective bargaining agreements, employment contracts, or applicable laws and regulations. Any misuse of annual leave may result in disciplinary action up to and including termination of employment.
18. "9. Contact Information During Leave"	This Annual Leave Policy is subject to change at the discretion of the company's management. Employees are encouraged to contact Human Resources with any questions regarding their annual leave entitlements or this policy. *
Long Words are words with more than 3 syllabl	Save & Analyze Clear All

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.

Creator Mode Scoring Mode	
All Issues T Last analyzed on 4.12.2024 at 13:16	
Long     Passive     Aa     Readability     Grade     Grade       9.09%     11.36%     51 / 100     8.8     9	
Watchwords found       1       No Ignored Terms found       Improving         Try to rephrase these using their verb forms.       You reduced your grade I previous version. Nice on         4 Long Words       Long Words are words with more than 3 syllabl	evel by 0.4 vs the e.
14. "Tracking Annual Leave:" 9.2	
15. "Employees need to make sure they don't use 5.1	
16. "Using Annual Leave:" 9.2	
17. "Annual leave is a time off that employees ca Hidden Verb Try to rephrase these using their verb forms.	

- 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 <u>or</u> 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.

		P Search		Emily Mahon [14] 00 - 0
t Draw Design	Layout References Mailings Review	View Help		🖓 Comments 🖉 Editing - 🔄 Sl
Apter (Body) B I <u>U</u> = ab	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Image: State	Bbi AaBbC AaB	nd - splace sloct - tropy to be the second sec
				VT Writer - Cloud 🛛 🗸 🗙
				O Creater Mode Scoring Mode 🛛 🕀 🌱
				HL Pres Vial Left per stanted
				Marketing & Comms Teams Provincie
				Create an informational blog post about (PVZ)
				Create a 1st draft Comms plan for a new product
				Create a style guide
				For Proposal Teams Source
				Create a draft RFI Response
				Rewrite this to be below a word count of (X)
				Proposal Theme
				Edit Stormer
				Simplify a selection of text (()
				AskVisiAnything 0/4000 >

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.

	VT Writer - Cloud ~	
Here is an example of a 30-day IT project plan with timelows:	θ.	٣
Day 1:	< Back Clear Char	t
* Kickoff meeting with eli stakeholders		-
* Assign roles and responsibilities to team members	Day 16-20:	
Day 2-5:	* Conduct user acceptance testing (UAT)	
* Define project scope and requirements		
* Create destaded project plan	Day 21-25:	
Day 612	* Address HAT issues and implement fives	
* Design and develop system architecture	Phoness or a soles and implement likes	
* Develop system specifications	Day 26-30:	
Day11-15:	* Deploy the pystem is production	
* Develop and last software components	Deploy the system in production	
	* Monitor performance and address any	
Day 16-20:	iccues that arise	
* Conduct user acceptance testing (UA?)	table a true of the	
Day 21-25:	Note: This is just an example, the specific	
* Address UAT issues and implement files	timelines for each task will vary depending on	1
	the size and complexity or your project. It's	
Day 26-30	important to regularly review and adjust your	
* Deploy the system in production environment	plan as needed to ensure successful	
* Monitor performance and address any issues that arise.	completion of your project.	
Note: This is just an example, the specific timelions for each task will vary depending on the size and comparising in your project. It important to regularly notice and adjust your plan as needed to answer work-and in comparison of every answer.	inserte	ed
an annan mananan an Annan a Ann Iordan.	Ask Visi Anything 0/4000	
	Constant Physing 0/4000	

Using Scoring Mode in the Microsoft Word Add-In

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



 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  $\mathbf{T}$  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'.

Here is an example of a 30-day IT project plan with timelines:	▲ VT Writer - Cloud →	×
Day 1:	Creator Mode Creator Mode Creator Mode	
Kickoff meeting with all stakeholders:	All bissues T Last analyzed on 4, 12,2024 at 2051	9
Holding a kickoff meeting with all stakeholders is a crucial first step in ensuring a successful project outcome. The purpose of this meeting is to discuss project goals, timelines, and deliverables with exercise involved. By doing so, you can ensure that exercise is on the same	24.39% ● 4.88% ● 47 / 100 ● 9.6 No Watchwords found ① No ignored Terms found ①	<b>0</b>
page and understands their role in the project. Additionally, it's an excellent opportunity to address any questions or concerns stakeholders may have about the project scope or expectations.	1. "Here is an example of a 30-day IT project pla 78	1
Conducting a thorough review of the project scope and objectives during the kickoff meeting is also essential. This helps ensure that everyone has a clear understanding of what needs to be accomplished and how it fits into the broader organization's goals. Identifying potential	2. "Day 1;" 1 3. "2 eholders:" 🚺 10	
challenges and risks that may arise during the project can help you develop contingency plans, which can save time and resources in the long run.	Long Won nore than 3 sylla	
Assigning roles and responsibilities to team members is another critical aspect of the kickoff meeting. Clearly defining each team member's role and responsibilities within the project scope is essential for a successful outcome. Ensuring that all team members are aware of their assigned tasks and deadlines can help prevent confusion and ensure everyone is working towards the same goal. Addressing any questions or concerns that may arise during the assignment process can also help build trust among team members, leading to better	4. "Holding a kicky meeting with all . Small 125 2 Long Sentences These are 20 and 20 words long. Consider bull 6 Long Words are words with more than 3 sylla	

- 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.

Simplify this paragraph with Al	
< Back	
4 "Holding a kickoff meeting with all stakeholde 12.5	
Here are a few simpler ways to rephrase this	Applied 103
Option 1         14.9           Starting off with a meeting to discuss project goals. timelines. and deliverables with all stakeholders is essential for the success of any project.         10.1           Option 2         Citics to replace         10.1           Dr murial to have a kickoff meation with all stakeholders         10.1	It's crucial to have a kickoff meeting with all stakeholders to talk about the goals, deadlines, and what everyone needs to do for the project to succeed. This helps make sure everyone understands their part in the project and any questions or concerns are addressed.
to structure of name a social meeting with all scatterioders to talk about the goals, deadlines, and what everyone needs to do for the project to succeed. This helps make sure everyone understands there part in the project and any questions or concerns are addressed.	Option 3 15.3 Having a first meeting with all stakeholders to set the project goals, timelines, and responsibilities is vital for the
Having a first meeting with all stakeholders to set the	accession comprehent of any project in a also an excellent
project goals, timelines, and responsibilities is vital for the successful completion of any project. It's also an excellent opportunity to address any queries or worries that	Re-analyze
Re-analyze	

*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.

🌣 Creator Mod	de <b>Scorin</b>	ng Mo	de			<b>8</b> -
All 💽 Issues	Y Last ar	nalyzed	on 4.12.2024	at 21	:13	0
Long ≣ Sentences	Passive Voice	Aa	Readability	Ξ	Grade	ଖ
23.08% 🕓	<b>7.69</b> %	Ð	50 / 100	0	9.2	₽
Aim for 5% Long Sentenc content is 4.6, 5%. The mess statements ar sentences or i	or lower es exceed 5% 2 times the re age is buried id run on sen use lists.	. At 23. comme in com tences.	08% your Inded level of plex Split the long	ms an	found with	0 7.8 1

## **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.

ø	VT Writer 4.1.0-EA1   Set	tings			
٠	AI Prompts	Al Prompts i • You are viewing to	his		
X		Last updated by eoin.wren@visiblethread.com on 10, A	pr, 202	4	
		This is the set of current configured prompts for Visi. C	lick Edi	it to add new prompt	s or modify these
		Prompt Shortcut	⊞	Prompt Type	Prompt
		For Marketing & Comms Teams (10	) +		
Ξq		For Proposal Teams (7	r) +		
	Al Prompts	Edit (6	i) +		
		For Finance Teams (8	l) +		
		For HR Teams (12	2) +		
		For Sales Teams (2	2) +		

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

Settings	You are on the Tear	ns plan 🔹 👔 emily.mahon@visiblethread.com 🔻
Al Prompts () Ovu are viewing this		Edit Prompts Version History
Last updated by System on 10, Apr, 2024 This is the set of current configured prompts for Visi. Click Edit to add	ew prompts or modify these.	
Prompt Shortcut 💮 Prompt Type	Prompt	
Marketing & Comms Teams (10) +		
For Proposal Teams (7) +		
Edit (6) +		
For Finance Teams (8) +		
HR Teams (12) +		
For Sales Teams (2) +		

- 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.

Al Prompts (i) You are e	diting the Prompt Set	tings	
Last updated by emily.mahon@visiblethread.c	om on 12, Apr, 2024		
This is the set of current configured prompts i	for Visi. Click Edit to ad	d new prompts or modify these.	
Prompt Shortcut	Prompt Type	Prompt	
For Project Teams (1) +			
Marketing & Comms Teams (10) -			
Create an informational blog post about [XYZ]	Default	You are a [project manager]. Create an informational blog post about [topic]. Make sure it's: engaging, gives specific examples and is clear and accessible. Use short, punchy sentences where possible. Make sure it's less than [300] words long.	Ō
Create a 1st draft Comms plan for a new product	Default 🔻	Create a 1st draft Comms plan for a new product. It is a [business / consumer] product.	

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



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



- 6. 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.

	Al Prompts 🧻 🖌 You are	e ed	iting the Prompt !	Sett	ings
	Last updated by System on 10, Apr, 2024				
	This is the set of current configured promp	ts fo	r Visi. Click Edit to	add	new prompts or modify these.
	Prompt Shortcut	⊟	Prompt Type		Prompt
	For Project Teams (1)	-			
::	Project Plan Template		Default	•	Create a project template with a timeline of $\left[\mathbf{x}\right]$ days
	+ Add Prompt				·

#### PRO TIP

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

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

Save Prompt List	×
(Optional) Enter a useful description of the changes made to your Pr List before saving.	ompt
Enter a description	
Save	ancel

# **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	Start Creating	Analyze Your Text	Analyze Webpages
Analyze any PDF or Word file	Use secure AI to create your 1st draft	Analyze any Text Snippet	Analyze any Web Page or URL
<b>v</b> .	Create Down MP discusses Exert Lagrands Communitation discusses? Exert Lagrands comment: Ant Ved anything	We flag simple things that will make your message cleaver. Matakas were models pasalve voics. While please make an application is a good example of a hidden verb.	
Drop Nes here to upload		Enter or copy and paste your text here	Enter or copy and paste UBL address here:
Upload Doc	Start Creating	Analyze Text	Analyze URL

Analyze Your Text

Analyze Webpages

### **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)

< Back	TXZ-Corp_PSHF-03-Q-00023 (1).docx					٦
No. Word 8,474 Language EN	Internet         Openet         Opene	Crade 11.2 Level 11.2 Learn More	27 Watchwords	> nd. >		
Show /	Hds •••	Suggestions	w All 💽 Show I	Readability	Grade Level	•
76	Their knowledge of network protocols is critical to development of such products. In fact, in order to develop the product they have to first be able to perform the analysis. Therefore they are also available to provide analytic support to advise on the best and most appropriate data sources to use for the mission.	Long Sentence Try to split this long sentence. It i Hidden Verb Try to make "development" -L. 5 Long words These are "development," stanays	s2 > >  s*, *a >	47/100	Grade 11.1	-
77	TX2 developers have spent years re-engineering and automating the network analysis process and have built a product that reduces the time spent in characterizing networks from weeks to seconds. TX2 funk combines router protocol, trace ourse and geo-location data with progretary information to prevent network logical topology to identify major routes of interest. <u>Additional opportunities and capabilities roleated networks</u> , <u>identifying the weekset links</u> , and monitoring link and node status. These capabilities do not oxis identifying the weekset links, and monitoring link and node status. These capabilities do not oxis identifying the meakset links, and monitoring link and node status. These capabilities do not oxis identifying the meakset links, and monitoring link and node status. These capabilities do not oxis identifying the meakset links, and monitoring link and node status. These capabilities do not oxis identifying the meakset links, and monitoring link and node status.	Long Sentences 3 Long Sentences - These are 29 Pasalve Voice Try to reptrace * conducted* usin Hidden Verb Try to make *information * L.	g active >	5/100	Grade 17.7	

Start Creating

s

D

- 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'.



- 1. Create an email and attach a PDF or MS Word document to the email.
- 2. Send the email to: <u>analyze@readability-inbox.visiblethread.com</u>. You do not need to include a subject line.

\*Note: For users using VT Writer on-premise, you will send to a different email address. Contact your administrator for that email address The system will send you back a return mail. The time it takes depends on the size of the document.

3. 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.

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Cc									
Add a sub	ject						Draft	saved at	11:08
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vtsmtp@vii To: • Emily N Annotated doc 437 KB 2 attachments (525 KB)	siblethread.com Jahon zument - TXZ-Co V	TXZ-Corp_PSHF-03- 88 K8 Vread ⊜ Save All Atta	Q-00023 (1 🗸						
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V vtsmtp@vii To: • Emily N Annotated doc 437 KB 2 attachments (525 KB) HI, You submitted TXZ-I VT Writer Results for No. Words: 8,474	siblethread.com Aahon zument - TXZ-Co V Save all to OneDrive - VisibleT Corp_PSHF-03-Q-00023 (12).do r TXZ-Corp_PSHF-03-Q-00023 ( TXZ-Corp_PSHF-03-Q-00023 ( Long Sentences	TXZ-Corp_PSHF-03- 88 K8 bread E3 Save Ail Atta cx' by email for analys 12].docx' 16.87%	Q-00023 (1 thments is by VT Writer. The resul Passive Voice	Its are in!	Readability	32 / 100	Grade Level		11