Trinka AI User Manual

Trinka AI 用户使用手册

注意：中文译文供参考，如有表达不清之处请参照英文原文

About Trinka 关于 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.

Trinka 是一款基于人工智能的写作助手，专为学术和技术写作而设计。Trinka 通过实时提供写作建议来纠正高级语法错误和上下文拼写错误。它帮助学者以正式、简洁和引人入胜的方式写作。除了纠正语法错误外，Trinka 还允许您对文本进行意译并提高一致性，使您能够根据自己的要求提高写作质量。

Purpose of this document 文件目的

This document is a detailed, step-by-step guide for the members to explore and utilize the features of Trinka AI. It starts with the registration process and moves on to activating a Trinka Premium subscription, 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.

本文档是供成员探索和利用 Trinka AI 功能的详细分步指南。它从注册过程开始，然后激活 Trinka Premium 订阅，进行语法更正，释义文本，最后准备提交文档。通过遵循本指南，您可以无缝使用 Trinka 并充分利用其所有功能。

Index 索引目录

How to sign up on Trinka AI 如何注册 Trinka AI

All academicians, students, lecturers, and professors can avail premium access to Trinka AI writing assistant by following the steps given below.

所有院士、学生、讲师和教授都可以按照以下步骤使用 Trinka AI 写作助手。

Step 1: Go to https://www.trinka.ai/

第一步：点击 Trinka AI 官网进入主页

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

第二步：点击网页上出现的"免费注册"或"注册"，如下所示：
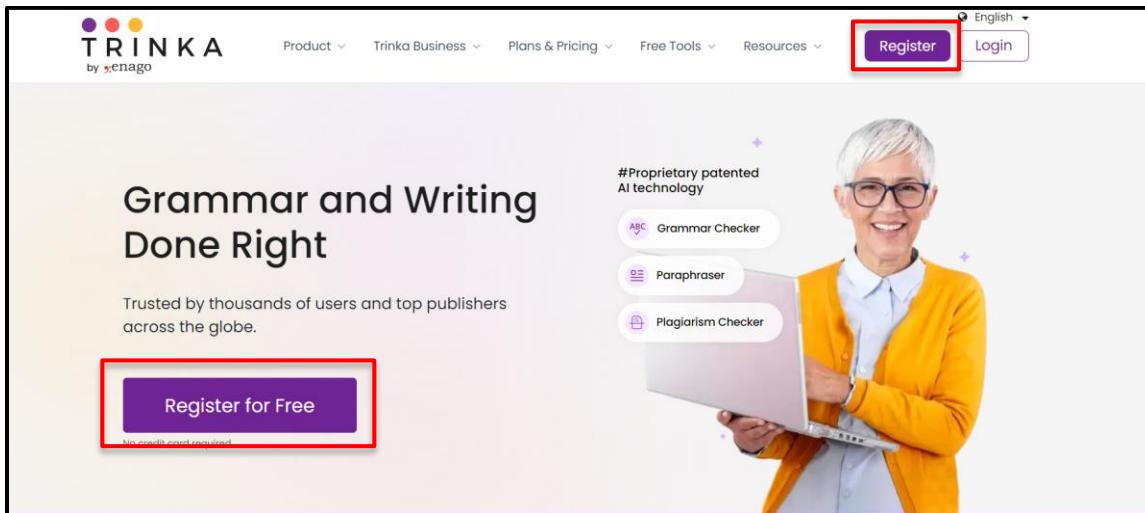
Step 3: Register on Trinka

第三步：在 Trinka 上注册

    i)   Use your university domains **(@mail.neu.edu.cn, @cse.neu.edu.cn, @ise.neu.edu.cn, @me.neu.edu.cn, @smm.neu.edu.cn, @wfxy.neu.edu.cn, @fsc.neu.edu.cn, @bmie.neu.edu.cn, @swc.neu.edu.cn, @ral.neu.edu.cn, @pe.neu.edu.cn, @epm.neu.edu.cn, @cc.neu.edu.cn, @atm.neu.edu.cn, @imp.neu.edu.cn, @neu.edu.cn, @stu.neu.edu.cn, @stumail.neu.edu.cn & @qhd.neu.edu.cn)** 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.

使用您所在大学的域名**(@mail.neu.edu.cn, @cse.neu.edu.cn, @ise.neu.edu.cn, @me.neu.edu.cn, @smm.neu.edu.cn, @wfxy.neu.edu.cn, @fsc.neu.edu.cn, @bmie.neu.edu.cn, @swc.neu.edu.cn, @ral.neu.edu.cn, @pe.neu.edu.cn, @epm.neu.edu.cn, @cc.neu.edu.cn, @atm.neu.edu.cn, @imp.neu.edu.cn, @neu.edu.cn, @stu.neu.edu.cn, @stumail.neu.edu.cn & @qhd.neu.edu.cn)**
创建帐户。请确保您使用的电子邮件 ID 具有您的大学域名，因为这是您访问 Institutional Plan.
所必需的。
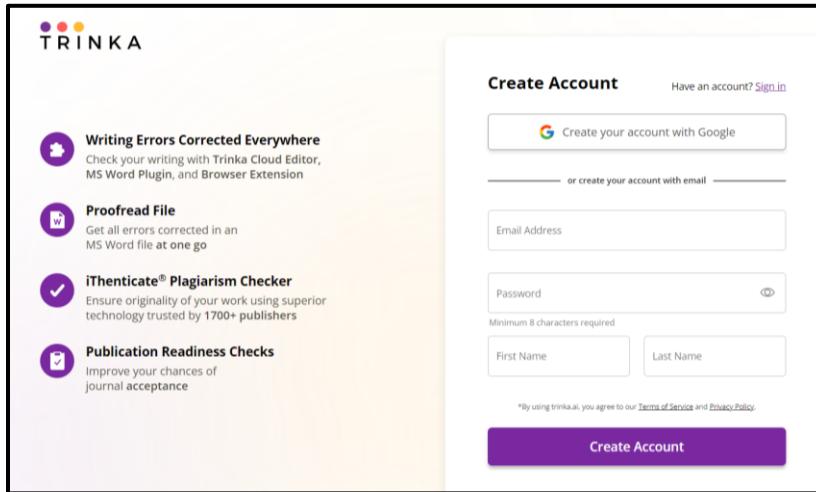
As a new user, you will be signed in as a Basic user. As you can see the basic tag in the image below on the left menu. As a Basic user, you will have a monthly quota of processing 5000 words on Trinka. The detailed process for upgrading to Trinka Institutional Access has been covered in the next section.

作为新用户，您将以基础用户身份登录。如您所见，左侧菜单上的基础用户标签如下图所示。作为基础用户，您将在 Trinka 上每月处理 5000 个单词。升级到 Trinka 机构访问的详细过程将在下一节中介绍。
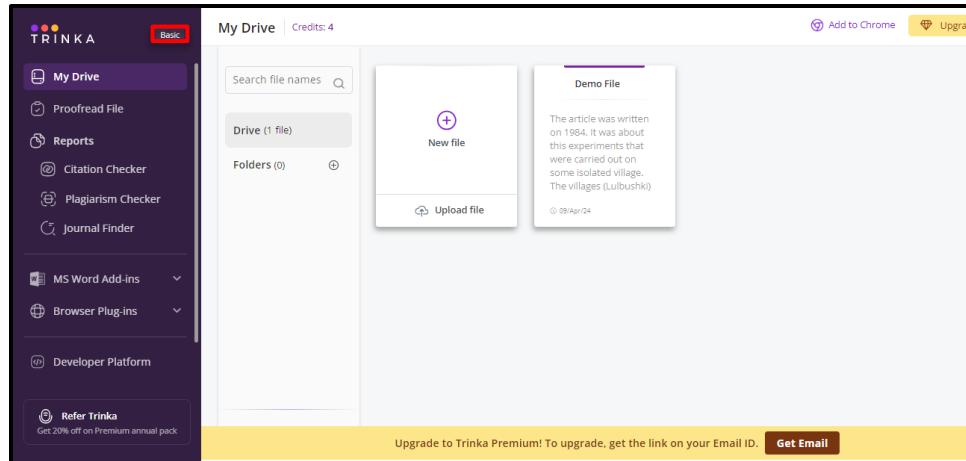
How to activate Trinka Institutional Access. 如何激活 Trinka 机构访问

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

激活 Trinka Premium 的流程：一旦您在 Trinka 上成功注册，您将收到一封主题为"激活 Trinka 机构访问！！"的电子邮件

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 the email before.

注意：在您完成在账户上激活'机构访问'的过程之前，将显示以下通知。如果您以前没有收到过电子邮件，可以单击"获取电子邮件"。
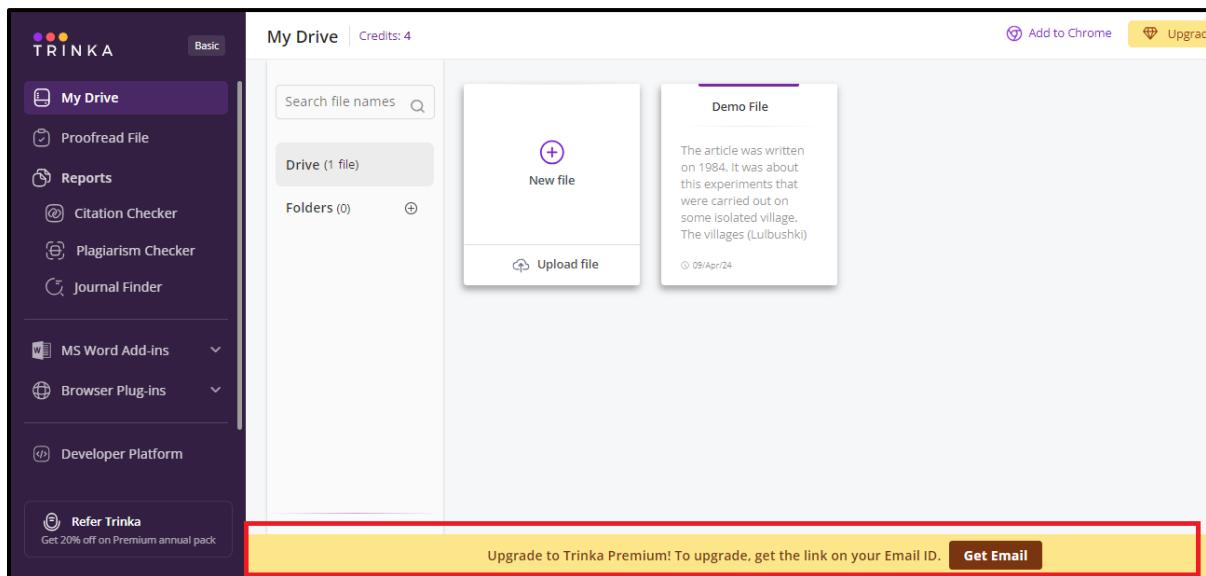
Once you receive the email, please follow the below steps:

收到电子邮件后，请按照以下步骤操作：

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:

步骤-1） 在电子邮件中，点击"激活"按钮，如果按钮不可见，您可以点击按钮下方提供的链接：

Dear <<User name>>,

Thank you for signing up on Trinka! It gives us immense pleasure to inform you that as a member of Northeastern 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:

2 December 2024 to 2 December 2025

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

https://www.trinka.ai/northeastern-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.

步骤–2）点击链接/按钮后，您将被重定向到一个页面，显示有关成功升级的确认消息。点击"继续"按钮。您将被重定向到 Trinka 的登录页面。输入凭据并登录 Trinka。
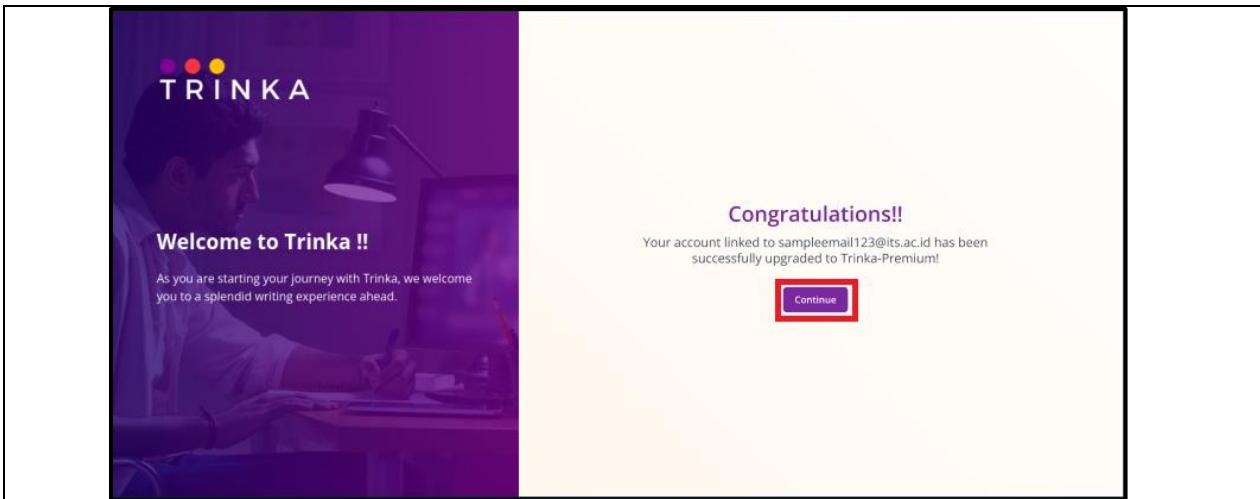
Step 3) As the account is upgraded to "Institutional Access", you will see your university logo on the top left, which represents your Institutional Access subscription to Trinka.

步骤 3）当账户升级到"机构访问"时，您将在左侧菜单上看到您的学校 logo 在最左上角，它代表您已订阅了 Trinka 机构访问权限。
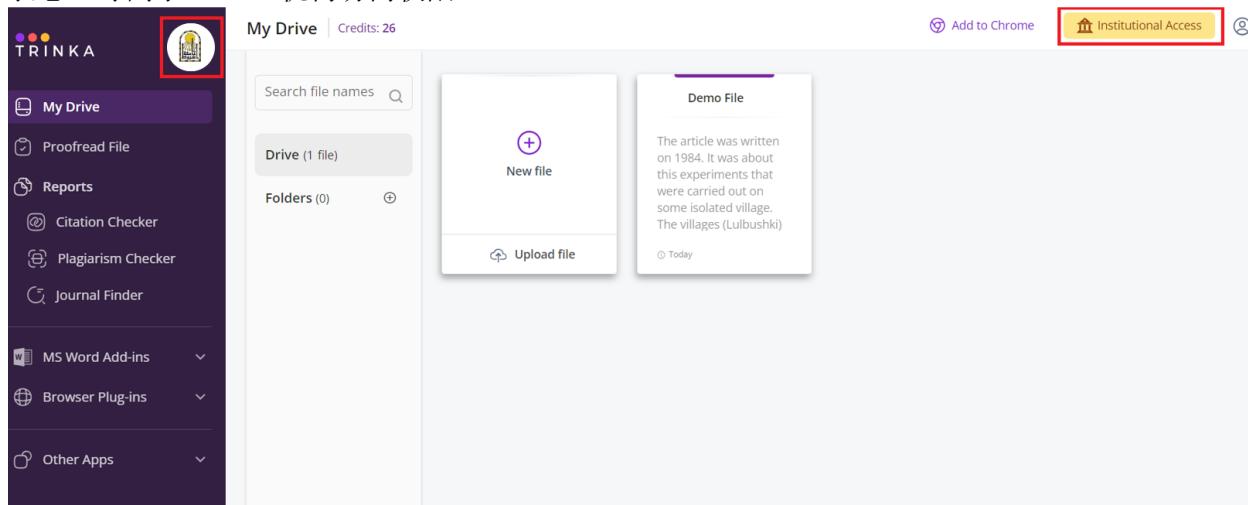
How to use Trinka Cloud Editor 如何使用 Trinka Cloud 编辑器

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.

在 Trinka AI 上注册后，您将自动登录并开始使用 Trinka。如果您已退出 Trinka，可以访问以下网址登录 https://cloud.trinka.ai/signin 并输入您的电子邮件地址和密码。

Once logged in, you will be on 'My Drive' and can start using Trinka. On this page, you will be able to access all files that you create or upload on Trinka.

登录后，您将进入"我的驱动器"，可以开始使用 Trinka。在此页面上，您将能够访问您在 Trinka 上创建或上传的所有文件

From My Drive, you can do the following:

在 My Drive 中，您可以执行以下操作：

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

从您的系统、OneDrive、Dropbox 或 Google Drive 上传文件：

i) **Click on "Upload file"** 点击"上传文件"
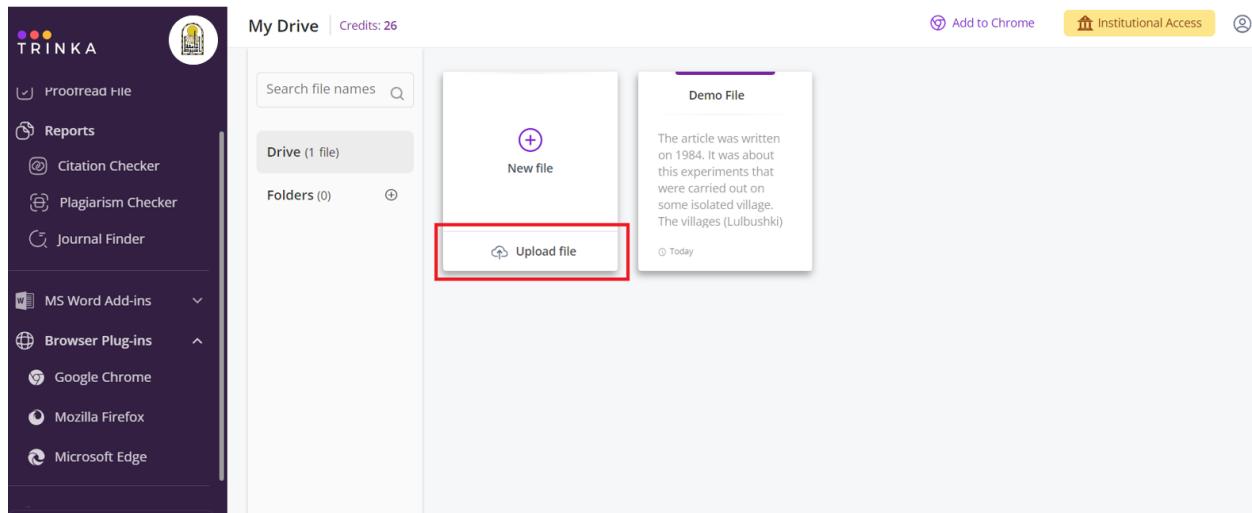
ii) **Click on any one of the options and upload your file**

点击任一选项并上传您的文件
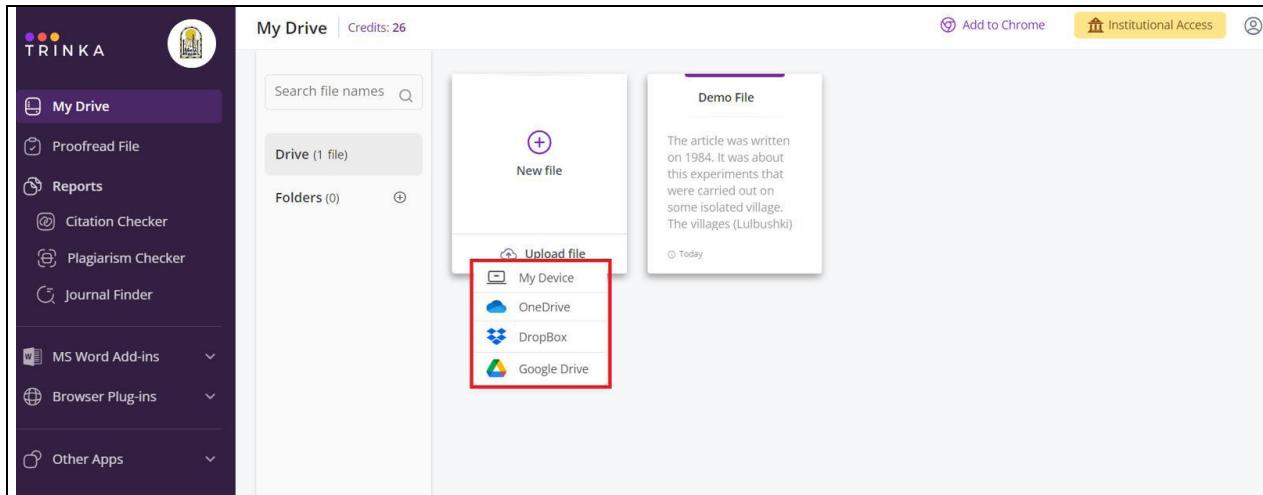
On successfully uploading a file, you will get a dialogue box containing options to select language preferences, editing modes, document type, style guides etc. as below:

成功上传文件后，您将看到一个对话框，其中包含选择语言首选项、编辑模式、文档类型、样式指南等选项，如下所示：。

iii)   Select your preferences and click on "Apply"

选择您的偏好，然后单击"应用"

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

您的文件将在编辑器中打开，如下所示：

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

通过创建一个新文件开始在 Trinka 的 Cloud 编辑器上编写：

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

点击"新建文件"上方的"+"图标创建新文件

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

您将看到一个对话框，其中包含选择语言首选项、编辑模式、文档类型、样式指南等的选项，如下所示：

ii)   **Select your preferences and click on "Apply"**

选择偏好，然后单击"应用"

File Settings

File Name	Manuscript_Hyperlipidemia_ASD_Polydactyly_sample_file

Language Preferences

☑ English   ☐ Spanish ^New

◉ US English   ○ UK English

Editing Mode ^New

◉ Power Mode ⚡
For grammar, spelling correction, as well as language enhancement

○ Lite Mode ✎
For essential grammar and spelling correction

Document Type   General   Academic   Legal

Style Guide
(For Academic Use)   None ⌄

Inclusive Language   None ⌄

Skip for Now   **Apply**

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

将打开一个新文件，如下所示：
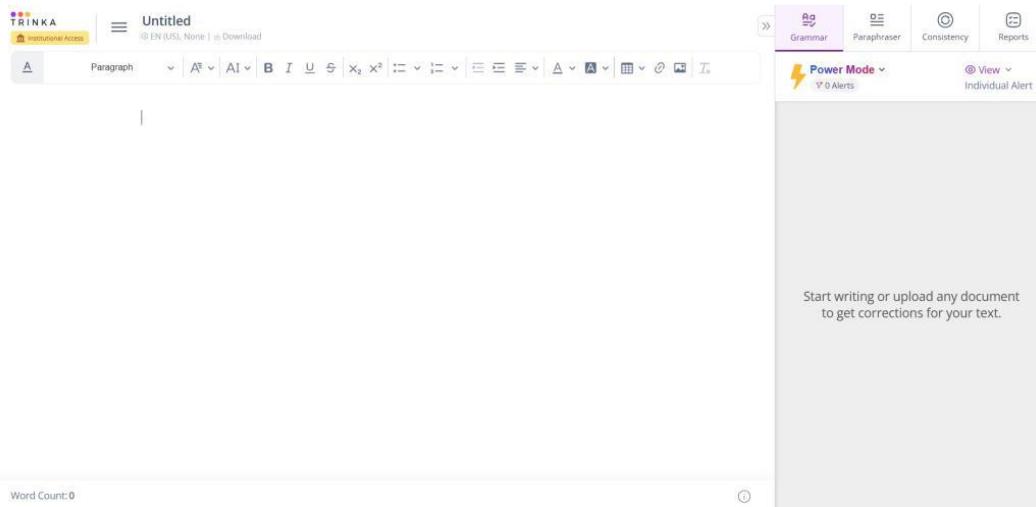
Edit your file using Trinka Cloud Editor

使用 Trinka 云编辑器编辑文件

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".

一旦您的文件在云编辑器中打开，Trinka AI 将处理您的文本并提供改进写作的建议。已给出建议的文本将加下划线，建议卡将显示在右侧面板上。你可以接受/拒绝语法建议。在编辑器中，默认复选框将是"语法"。

i)   **Expand a suggestion card on the right panel to view the suggestion. It will appear as shown below:**

展开右侧面板上的建议卡以查看建议。它将显示如下：

ii) **You can "accept the suggestion" by clicking on the 'green text' or 'accept button'. After accepting the suggestion, the text in the file is replaced with the green text:**

您可以通过点击"绿色文本"或"接受按钮"来"接受建议"。接受建议后，文件中的文本将替换为绿色文本：

iii) **You can "reject a suggestion" by clicking on the "Dismiss" button. After rejecting a suggestion, the text in your file will remain as is:**

您可以通过点击"拒绝"按钮"拒绝建议"。拒绝建议后，文件中的文本将保持不变：

iv) **You can also action few additional settings and features from the left menu:**

您还可以从左侧菜单中操作一些其他设置和功能：
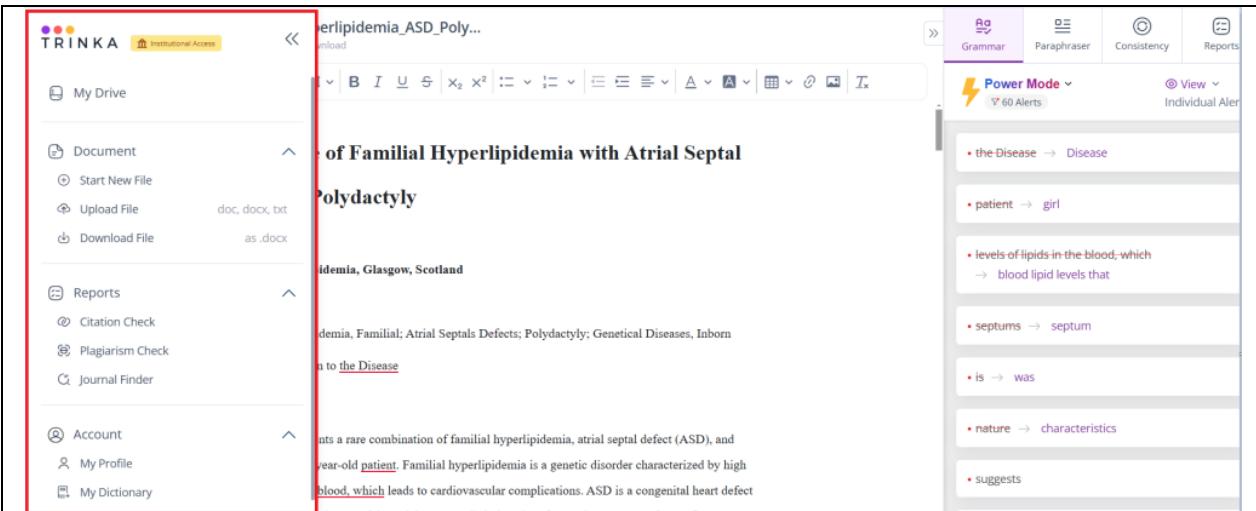
v) You can select the Editing mode as per your requirement:

您可以根据需要选择编辑模式：

Power Mode: 增强模式

- 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.

–它可以纠正你的语言，并通过高级 AI 建议对其进行增强。它还对文本进行了轻微的意译，以使你的写作清晰流畅。

- When to use: 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.

–何时使用：当你的写作需要修正和增强时，特别是当你的目标是让你的写作更清晰、更流畅、更有影响力时，使用 Power Mode。

Lite Mode: 精简模式
- It focuses on correcting basic grammar, spelling, and punctuation mistakes. It helps keep your writing accurate.

-它侧重于纠正基本的语法、拼写和标点错误。它有助于保持你的写作准确。

- When to use: Use Lite Mode when basic grammar corrections are sufficient for your needs or you just want to proofread the content.
-何时使用：当基本语法更正足以满足您的需求或您只是想校对内容时，请使用精简模式。

vi) **You can close the right panel and continue writing or correcting grammar, giving you a larger space to work with.**

您可以关闭右侧面板，继续写作或纠正语法，为您提供更大的空间。

– **Grammar correction card and total alert count.**

语法纠正卡和总警报计数。
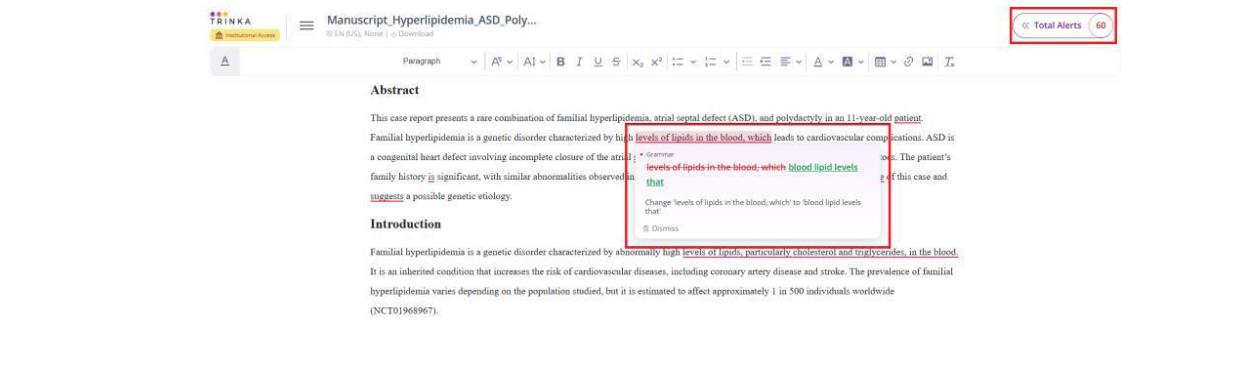
vii) **You can download your final file as a track changed file or a clean file**

您可以将最终文件下载为有更改记录的文件或干净文件
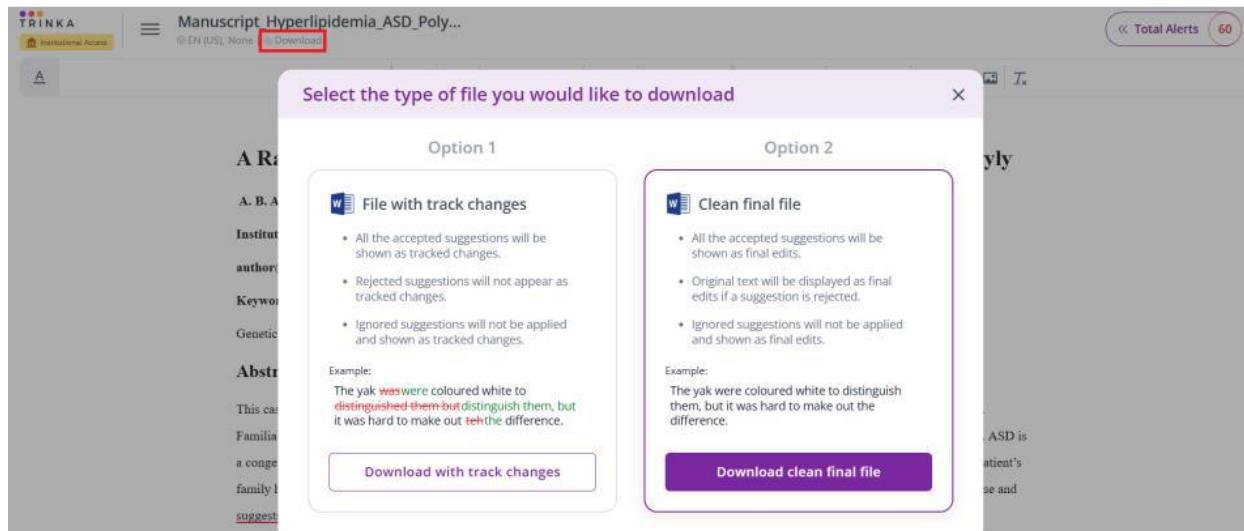
Edit your file using the Proofread File feature

使用校对文件功能编辑文件

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:

Trinka 的 AI 驱动的"校对文件"功能可让您在几分钟内校对文件，并下载一份 AI 编辑的文档，其中包含跟踪更改的建议。您可以按照以下步骤访问此功能：

1. Click on "Proofread file" on the left menu:
点击左侧菜单上的"校对文件"：
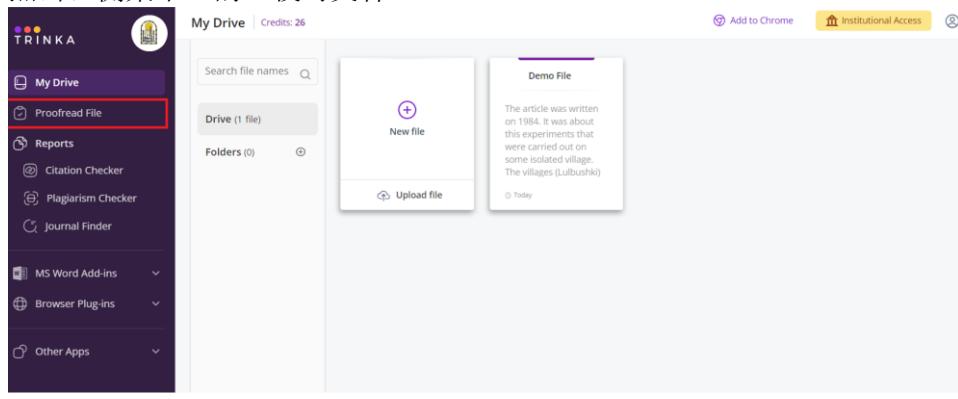
2. You will land on the "Proofread File" page as shown in the image below. To upload your file, you can click on "Trinka My drive", "My device" or "More" option:
您将进入"校对文件"页面，如下图所示。要上传您的文件，您可以点击"Trinka My drive"、"My device"或"More"选项：
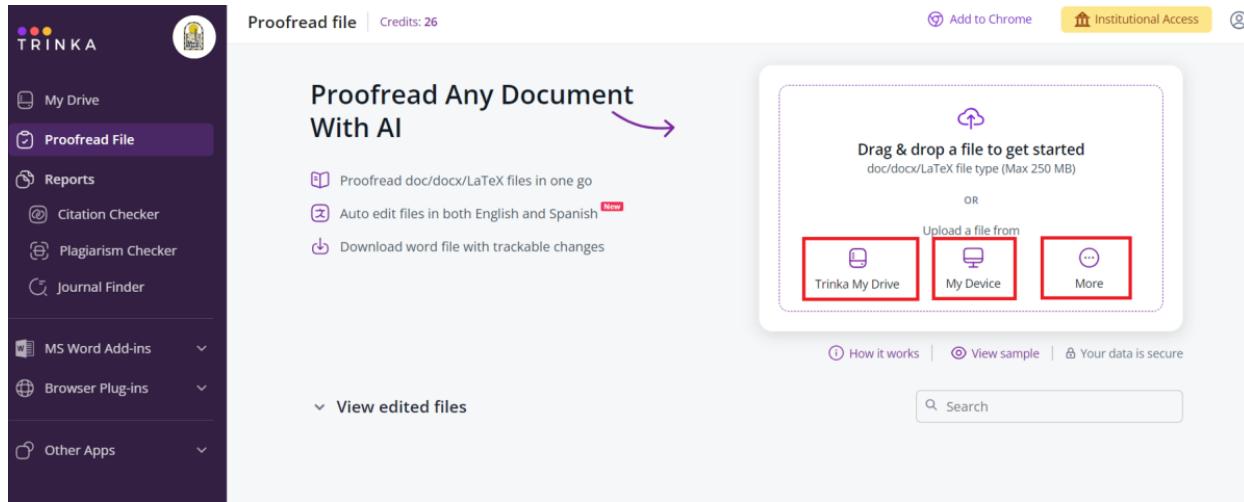
3. Your file gets uploaded, and you will be able to set language preferences, suggestion choices, etc. Click on "Apply" after setting the preferences as per your choice:
您的文件将被上传，您将能够设置语言偏好、建议选项等。根据您的选择设置首选项后，单击"应用"：

4. After clicking on Apply, your settings will be saved and displayed to you. To proceed you can click on "Start Proofreading":

单击应用后，您的设置将被保存并显示给您。要继续，您可以单击"开始校对"：
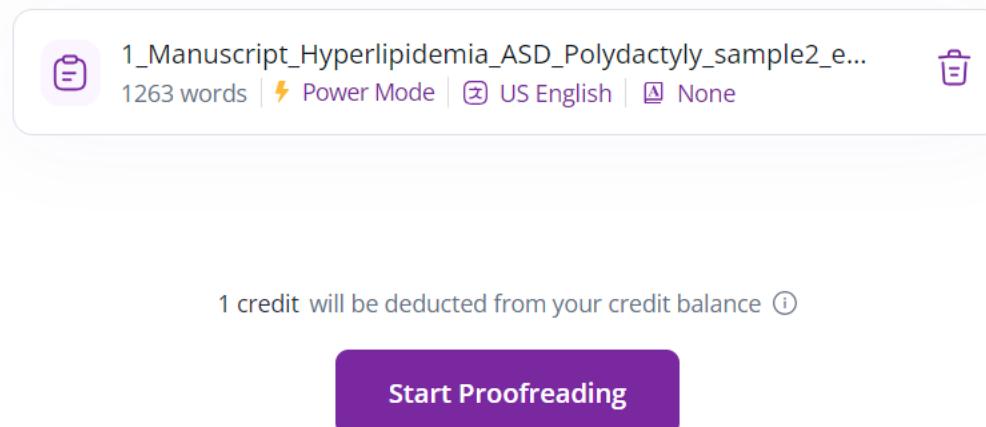
5. After clicking on "Start Proofreading", your file starts being processed. After completion, you will get a "Download" option. Click on "Download" to get a "track-changed file" with the suggestions:

点击"开始校对"后，您的文件开始被处理。完成后，您将获得"下载"选项。点击"下载"以获取包含建议的"更改记录文件"：

i. While your file is being processed 在处理您的文件时

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

当文件被处理时，会出现"下载"选项
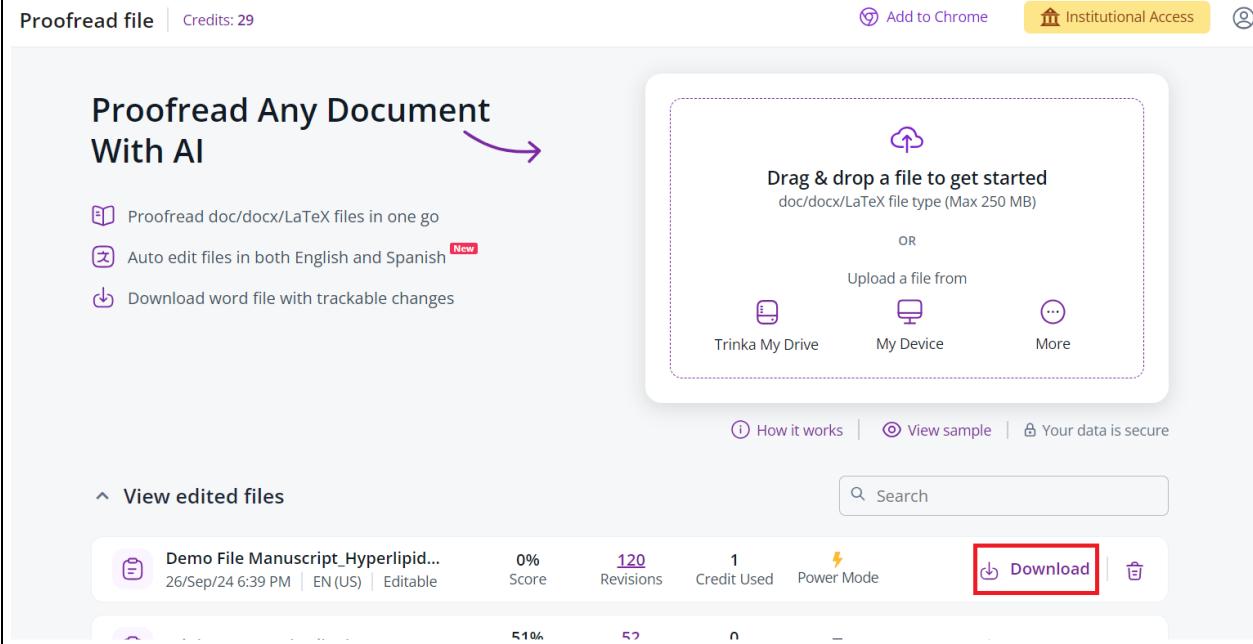
iii. The downloaded file with Track Changes will contain suggestions provided by Trinka AI as comments.

下载的带有 Track Changes 的文件将包含 Trinka AI 提供的建议作为评论。

# Paraphrase text in your file using Trinka AI

使用 Trinka AI 对文件中的文本进行意译

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

上传文件后，单击右侧面板上的"Paraphraser"选项：

B) **Select text from your file and click on the "Paraphrase" button**
从文件中选择文本，然后单击"释义"按钮

C) **You can select the Paraphrasing mode as per your preference**
您可以根据自己的喜好选择释义模式

D) **You will be able to see the paraphrased text on the right. Click on 'Replace' button to replace the original (selected) text.**

您将能够看到右侧的释义文本。单击"替换"按钮替换原始（选定）文本。
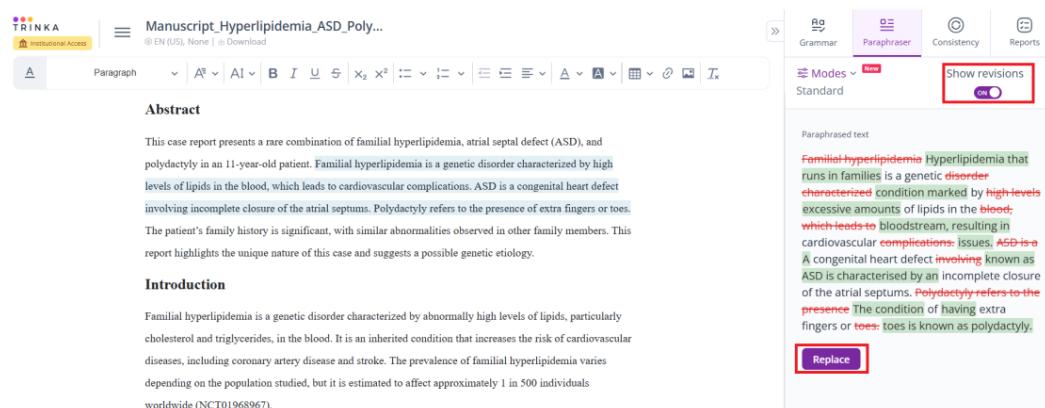

How to install Trinka Plugins/Addins

如何安装 Trinka 插件和外接程序

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:

Trinka AI 可作为 MS Word 插件和流行浏览器（如 Google Chrome、Mozilla Firefox 和 Edge）的插件使用。您可以通过单击下图中突出显示的选项来安装它们：

i) **You can install the plugin for the specific browser by clicking on the respective option for your browser. Alternately, Trinka Cloud Editor detects the browser you are using and displays option for installing the extension on that browser in the top right corner as shown in the image below:**

您可以通过单击浏览器的相应选项来安装特定浏览器的插件。或者，Trinka Cloud Editor 会检测您正在使用的浏览器，并在右上角显示在该浏览器上安装扩展的选项，如下图所示：
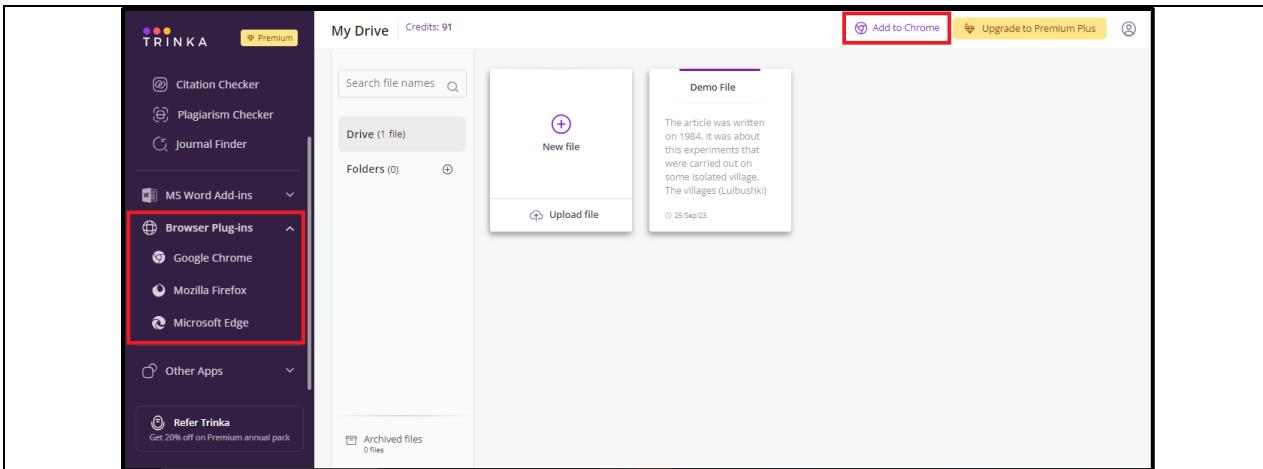
ii) **You can install the Word Add-in for Windows and Mac by clicking on the respective option.**

您可以通过单击相应的选项安装适用于 Windows 和 Mac 的 Word 加载项。
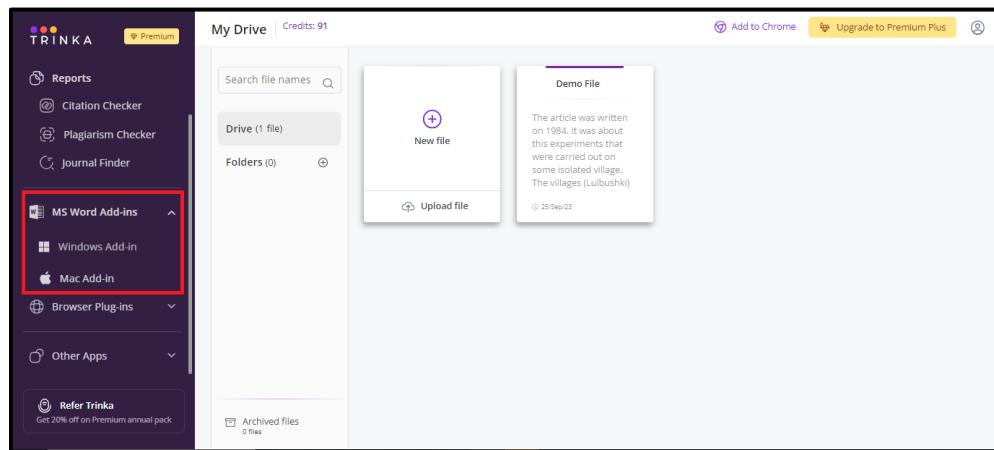
How to generate AI Content Detector reports

如何生成 AI 内容检测器报告

To use 'AI Content Detector' Reports, please follow these steps:

要使用"AI 内容检测器"报告，请按照以下步骤操作：

Step 1: Visit the website

Go to https://www.reports.enago.com/

第一步，访问以下官网：https://www.reports.enago.com/

Step 2: Log In

Click on the 'Login' button located on the webpage.

第二步：点击网页上的"登录"按钮。
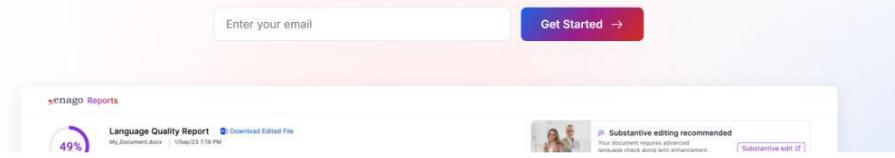
Use your existing Trinka account credentials to log in.

使用您现有的 Trinka 账户凭据登录。
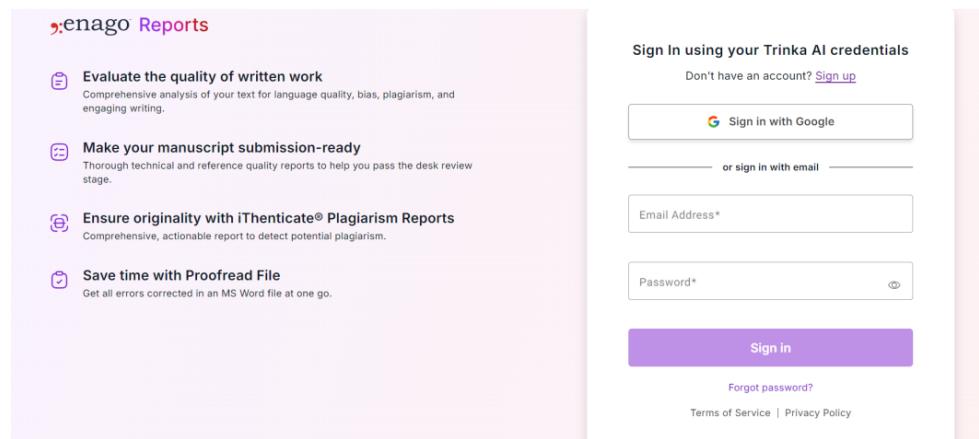
Step 3: Upload your document

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

第三步：上传你的文件

登录后，使用提供的选项上传.doc、.docx 或.pdf 格式的文档。
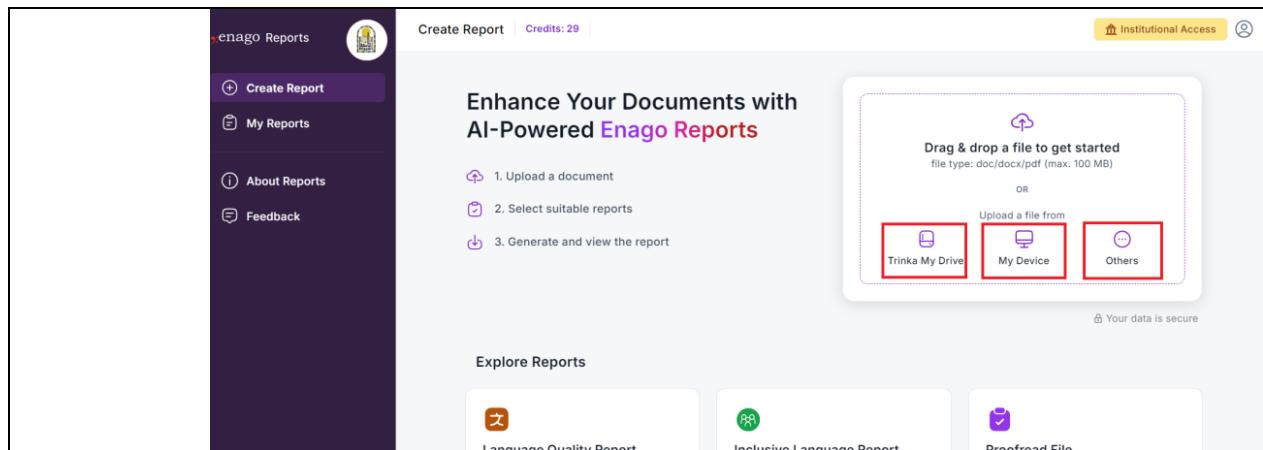
Step 4: Generate the Report

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.

第四步：生成报告

成功上传文件后，选择"AI 内容检测器报告卡"，然后单击"生成"以创建报告。请注意，每处理 5000 字将扣除 1 个学分。
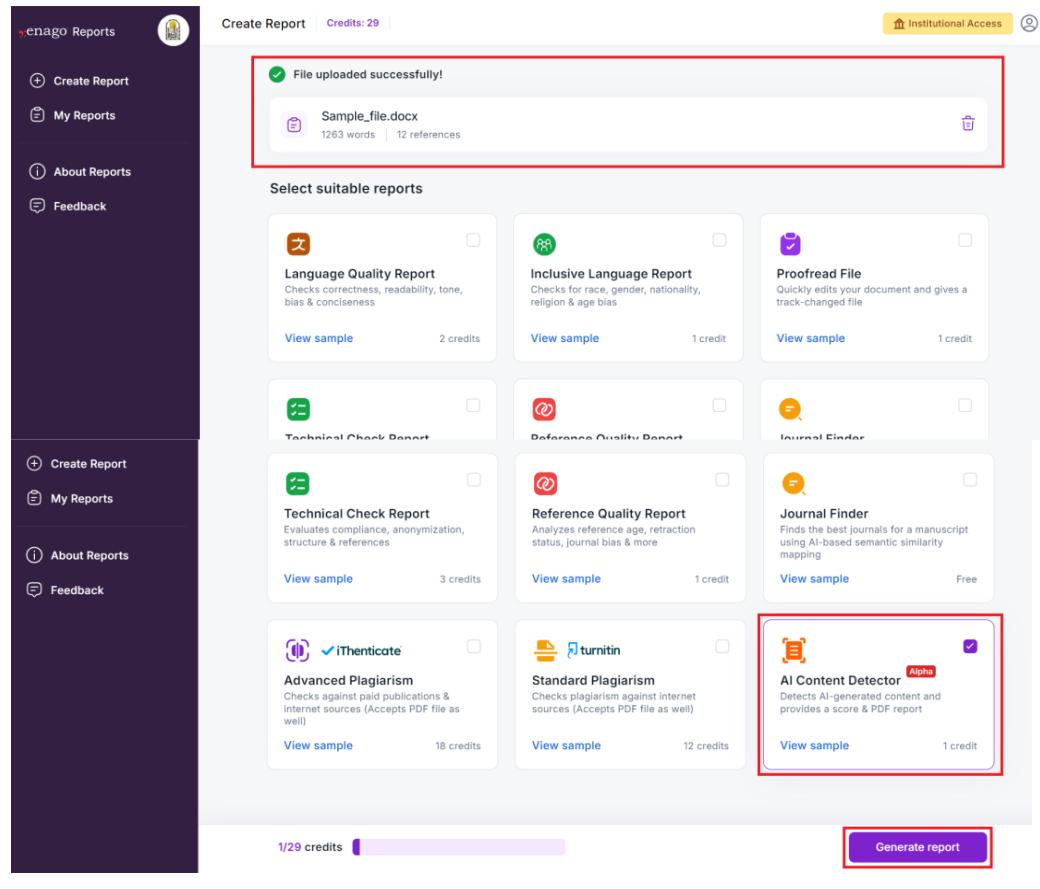
Step 5: Download the Report

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

第五步：下载报告

生成的报告可以从"我的报告"部分下载。
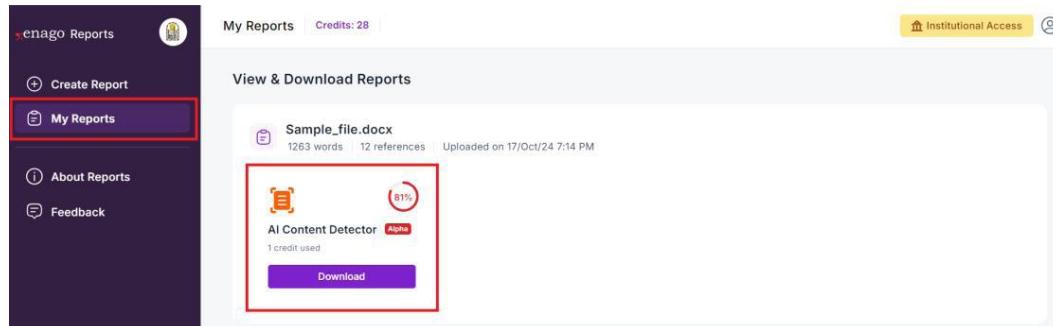
Additional Notes 附加说明

1. More information about how to use Trinka is available at 有关如何使用 Trinka 的更多信息，请访问
   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:
   如果遇到任何技术、使用或其他困难，请填写以下表格，联系我们的帮助台寻求解决方案：
   Link: https://trinka.enago.cn/beijing-institute-petrochemical-technology-helpdesk

3. Use your Trinka credentials to access Enago Read （使用您的 Trinka 凭据访问 Enago Read）(https://www.read.enago.com/) and Enago Reports （Enago 报告）(https://www.reports.enago.com/).