

User Guide

Welcome to WriteAhead!

Congratulations on taking the first step toward being a better writer! You've chosen WriteAhead for your journey toward producing effective writing that shows you're invested in each and every one of your writing projects. As happy as we are for you, we're even more excited to be your guides on that journey!

WriteAhead brings Artificial Intelligence and humans together to help YOU become a better writer, combining the power of CorrectEnglish®—the world's most advanced AI-powered writing tool—with personalized, expert guidance from professionals dedicated to helping writers improve their work. While CorrectEnglish® offers you continuous writing skill mastery, WriteAhead's tutors provide you with targeted feedback and revision strategies to promote writing growth.

The process is simple! Use CorrectEnglish® to check and revise your document before passing it along to your tutor. In 48 hours or less, your tutor will post a thorough review in the comments section of your document in CorrectEnglish®. The review will include recommendations and strategies for further revision, as well as links to resources to help you refine your work and significantly boost the quality of your writing.

We look forward to working with you!

Team WriteAhead

This User Guide will walk you through the steps you'll take in CorrectEnglish® to do the following:

- ✓ Create your document
- ✓ Take advantage of writing help within CorrectEnglish® and get immediate feedback on errors in grammar, mechanics, and style in your document
- ✓ Share your first draft with a tutor who specializes in the type of document you're creating
- ✓ Locate comments, feedback, and recommendations for revision, which your tutor provides in an initial review of your work
- ✓ Communicate with your tutor if you have questions or need clarification about anything your tutor has recommended
- ✓ Submit your work for additional review(s) after you've revised it
- ✓ Finalize your paper using your tutor's feedback and CorrectEnglish®, and finally,
- ✓ Export your polished document out of CorrectEnglish® and into the format your project requires.

Table of Contents

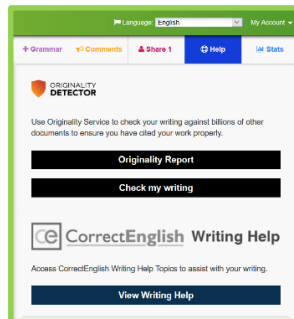
Special Features	3
View Writing Help.....	3
Use “Fix My Doc” to review CorrectEnglish® feedback.....	3
Check for Originality.....	4
Create a new document.....	5
Compose your first draft	5
Use “Fix My Doc” to review CorrectEnglish® feedback	6
Submit your first draft for review.....	7
Review your tutor’s personalized feedback and revision strategies	8
View, reply to, or delete comments.	8
Revise your document	8
Submit your second draft for review.....	9
Review your tutor’s 2 nd round of personalized feedback and revision strategies	10
Save your final draft.....	10
Export your final draft.....	11

Special Features

View Writing Help

Access writing help topics by clicking on the “View Writing Help” bar located under the Help tab in the right-hand column of CorrectEnglish®.

Help topics specific to a variety of types of writing and documents are always at your fingertips! Use these to help you plan and write your documents.

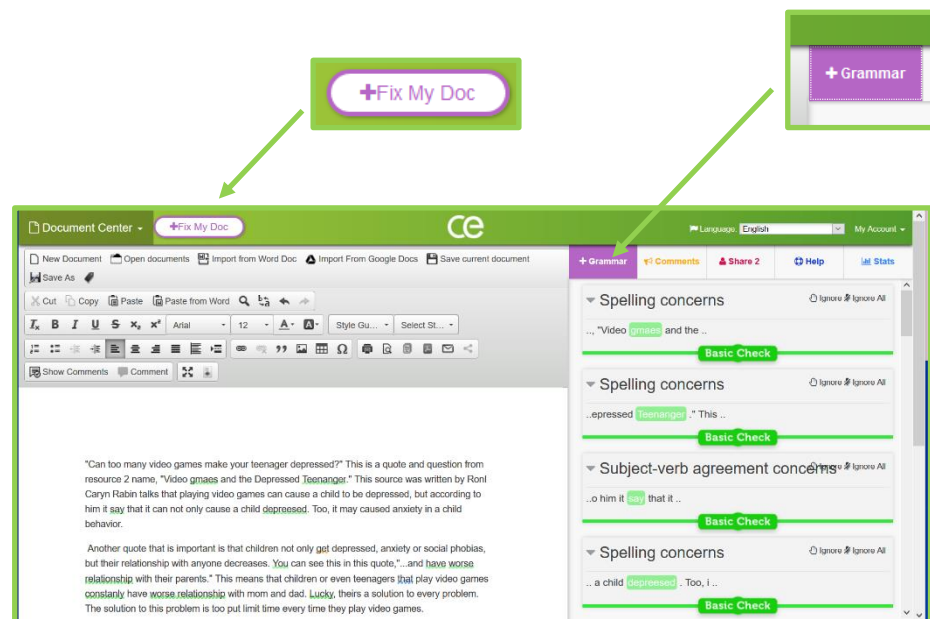


Use “Fix My Doc” to review CorrectEnglish® feedback

Click on “Fix My Doc” to immediately detect grammar, spelling, and mechanics errors.

Then, click on the Grammar tab in the right-hand column to receive feedback and suggestions to correct mistakes.

Use Fix My Doc at any time!



Special Features

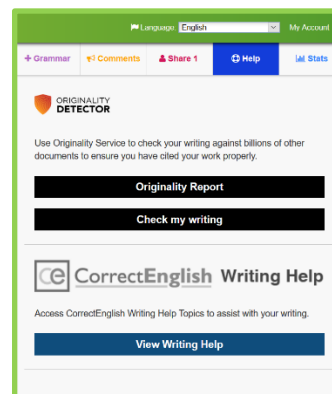
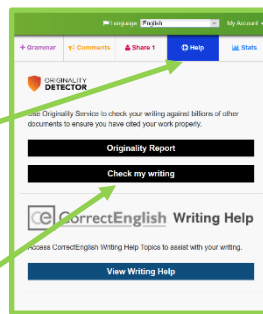
Check for Originality

When you've addressed feedback from all reviews of your paper (usually at least 2), checking it for originality will help you assure you haven't accidentally plagiarized someone else's work by forgetting to include a citation.

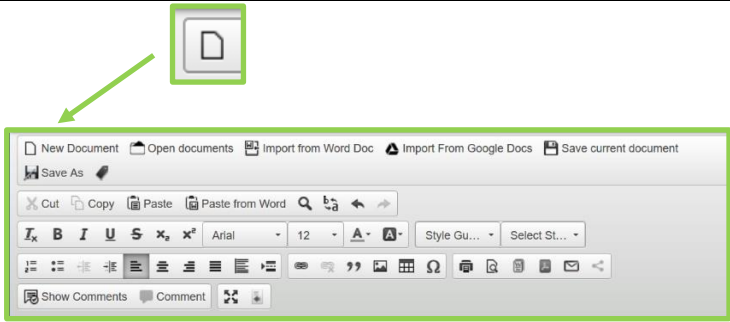
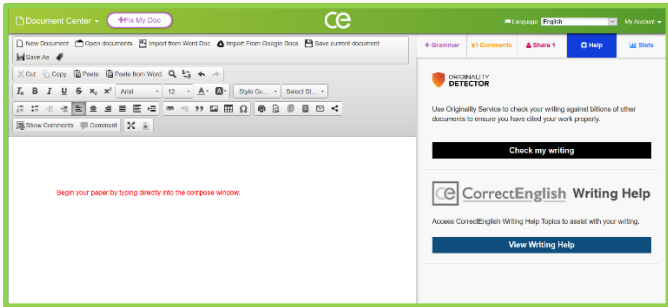
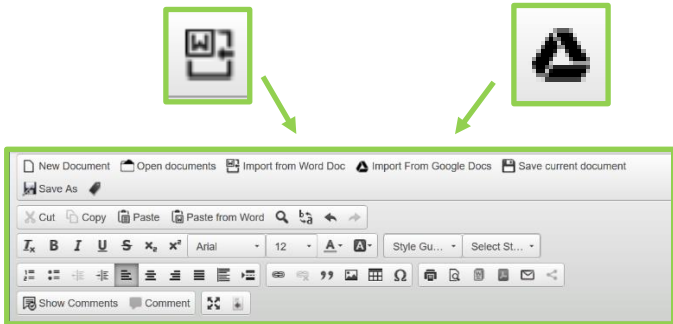
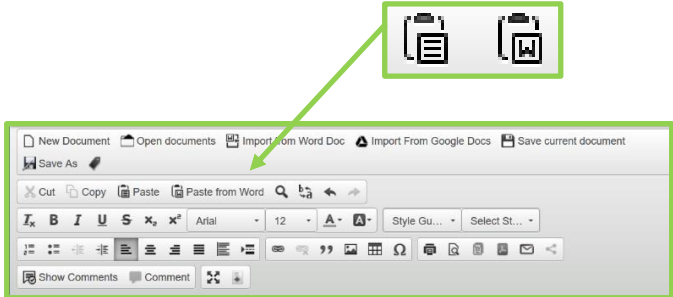
Click on the "Help" tab at the top of the right-hand column in CorrectEnglish®. Then, click on the "Check my writing" bar to generate an originality report.

When CorrectEnglish is finished with the report, the Originality Report bar will appear. Click on it to see alerts to content that must be cited.

It is recommended that you save the file again once you've corrected any missing citations.



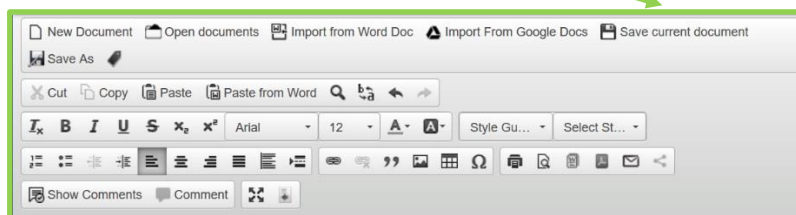
Let's get started!

<p>1 Create a new document</p> <p>Click on the new document button to begin your first draft.</p>	
<p>2 Compose your first draft (Choose one)</p> <p>A. Type directly into the composition window.</p> <p>B. Import a Word Document or Google Docs/Drive</p> <p>C. Copy/Paste from another document</p>	<p>A.</p>  <p>B.</p>  <p>C.</p> 

3

Save the file

Save the file when you have completed your first draft.



4

Use "Fix My Doc" to review CorrectEnglish® feedback

Click on "Fix My Doc" to immediately detect grammar, spelling, and mechanics errors.

Then, click on the Grammar tab in the right-hand column to receive feedback and suggestions to correct mistakes.

Use Fix My Doc at any time!

+Fix My Doc

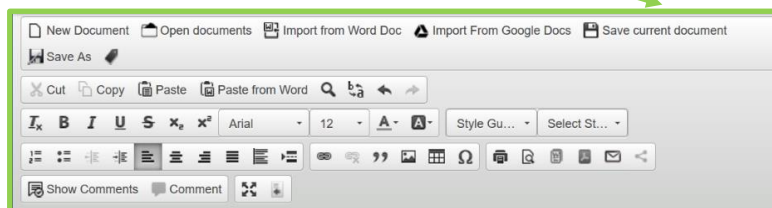
+ Grammar



5

Resave the file

Save the file again after completing any changes/corrections you make when following the recommendations from "Fix My Doc".



6

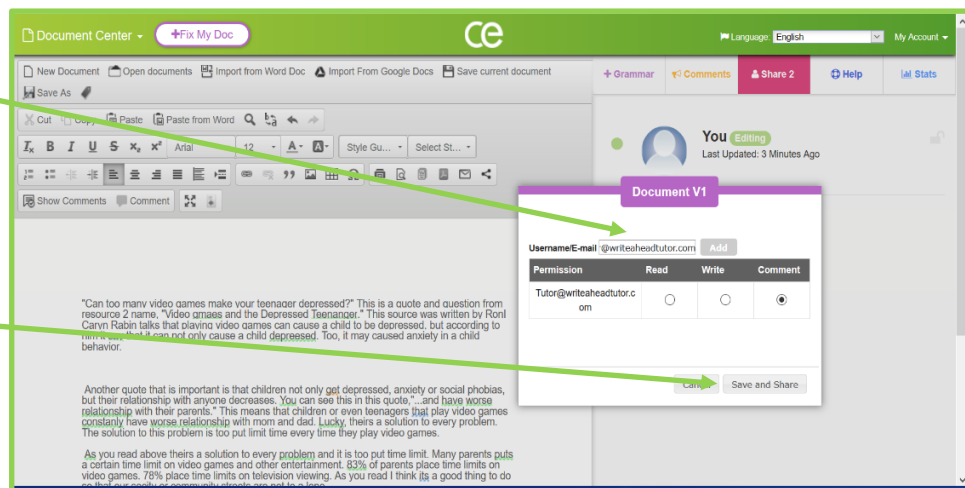
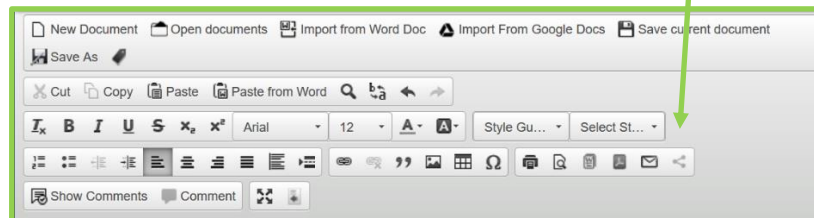
Submit your first draft for review

Click on the “Share Icon,” which will bring up a box.

In the box, enter your tutor’s email address (from the email you received), and select “Comment.”

Click on “Save and Share” to send your document to your tutor for review and feedback.

Within 48 hours, you’ll receive an email notifying you that your tutor’s review is complete and waiting for you in the document you shared in CorrectEnglish®.

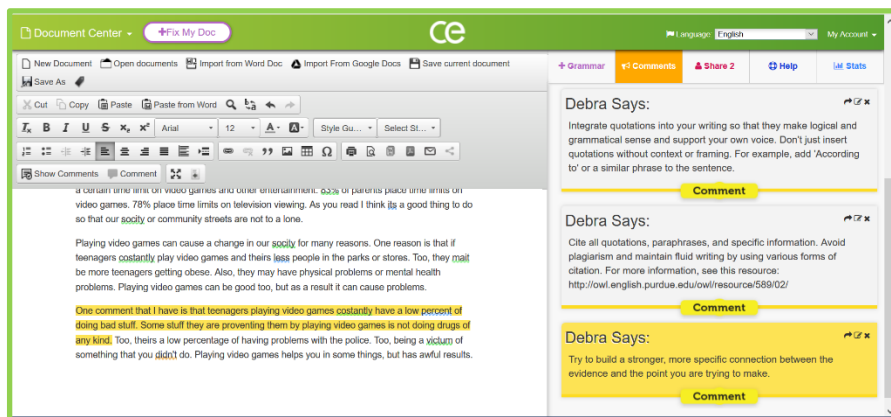


7

Review your tutor's personalized feedback and revision strategies

You can access feedback by clicking on highlighted text in the document or under the Comments tab on the right-hand side of CorrectEnglish®.

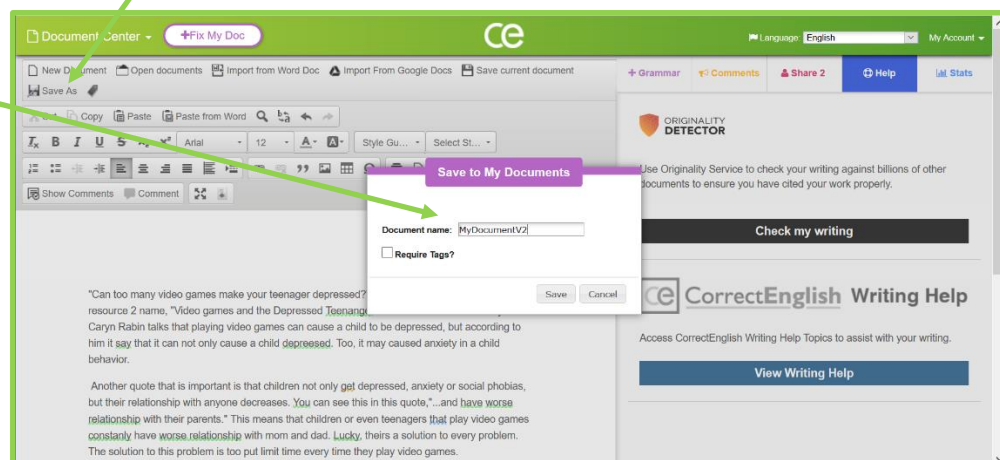
View, reply to, or delete comments.



8

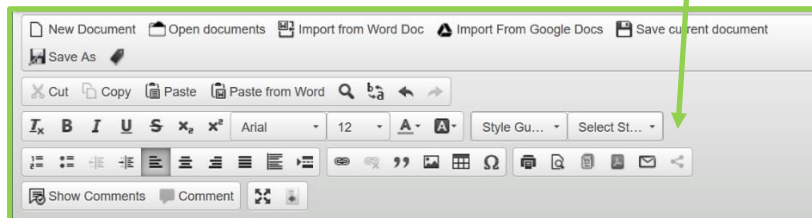
Revise your document

After you've revised your document, click "Save As" and **give your document a new name** (Recommended: *Document Name Version 2*)



Submit your second draft for review

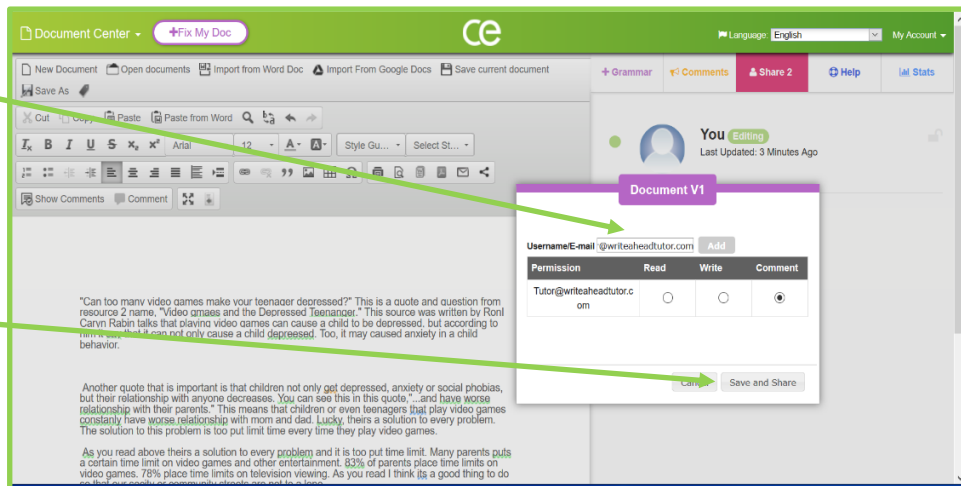
Click on the “Share Icon,” which will bring up a box.



In the box, enter your tutor's email address (from the email you received), and select "Comment."

Click on “Save and Share” to send your document to your tutor for review and feedback.

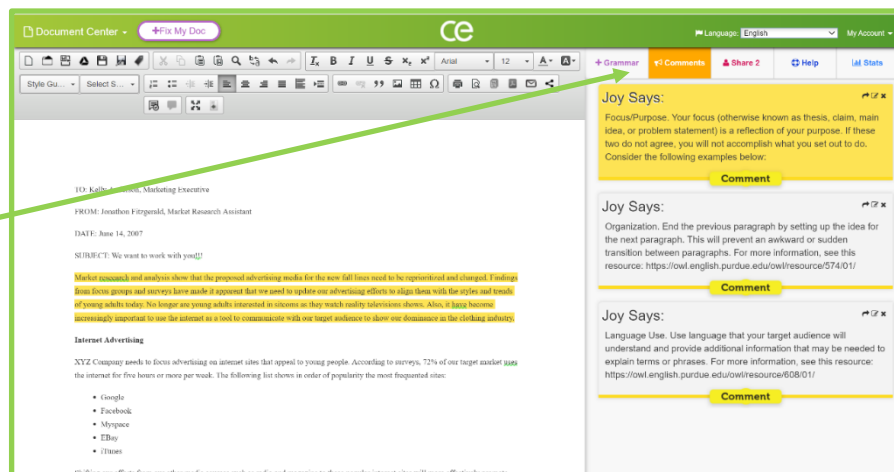
Within 48 hours, you'll receive an email notifying you that your tutor's 2nd review is complete and waiting for you in the document you shared in CorrectEnglish®.



10

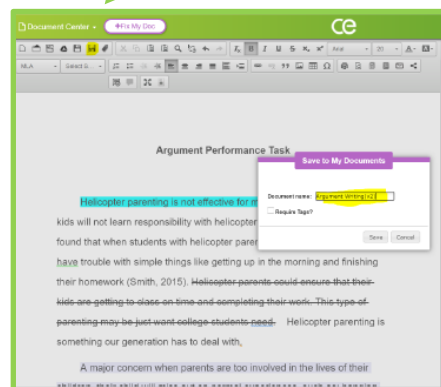
Review your tutor's 2nd round of personalized feedback and revision strategies

Click on the Comments tab.



Save your final draft

After making changes to your 2nd draft, it is recommended that you use **"SAVE AS"** to save the file with a new name (Recommended: "Document Name Final").



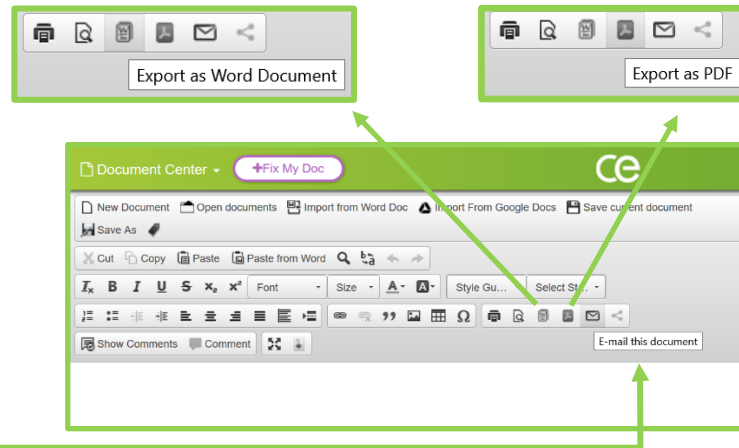
Note: If you've purchased more than 2 reviews, you can continue to submit versions of the paper until you have used all purchased reviews. You also can save purchased reviews for new documents you may create in the future. As long as you have an active CorrectEnglish® account, unused reviews will be waiting for you to use!

11

Export your final draft

When you have completed your final draft, you can:

- Export it as a Word document
- Export it as a PDF
- Email it



Need additional support? We are here to help!

We would love to hear your feedback, too!

Contact the WriteAhead team at writeaheadsupport@vantage.com

or call 1 (855) 783-8356.