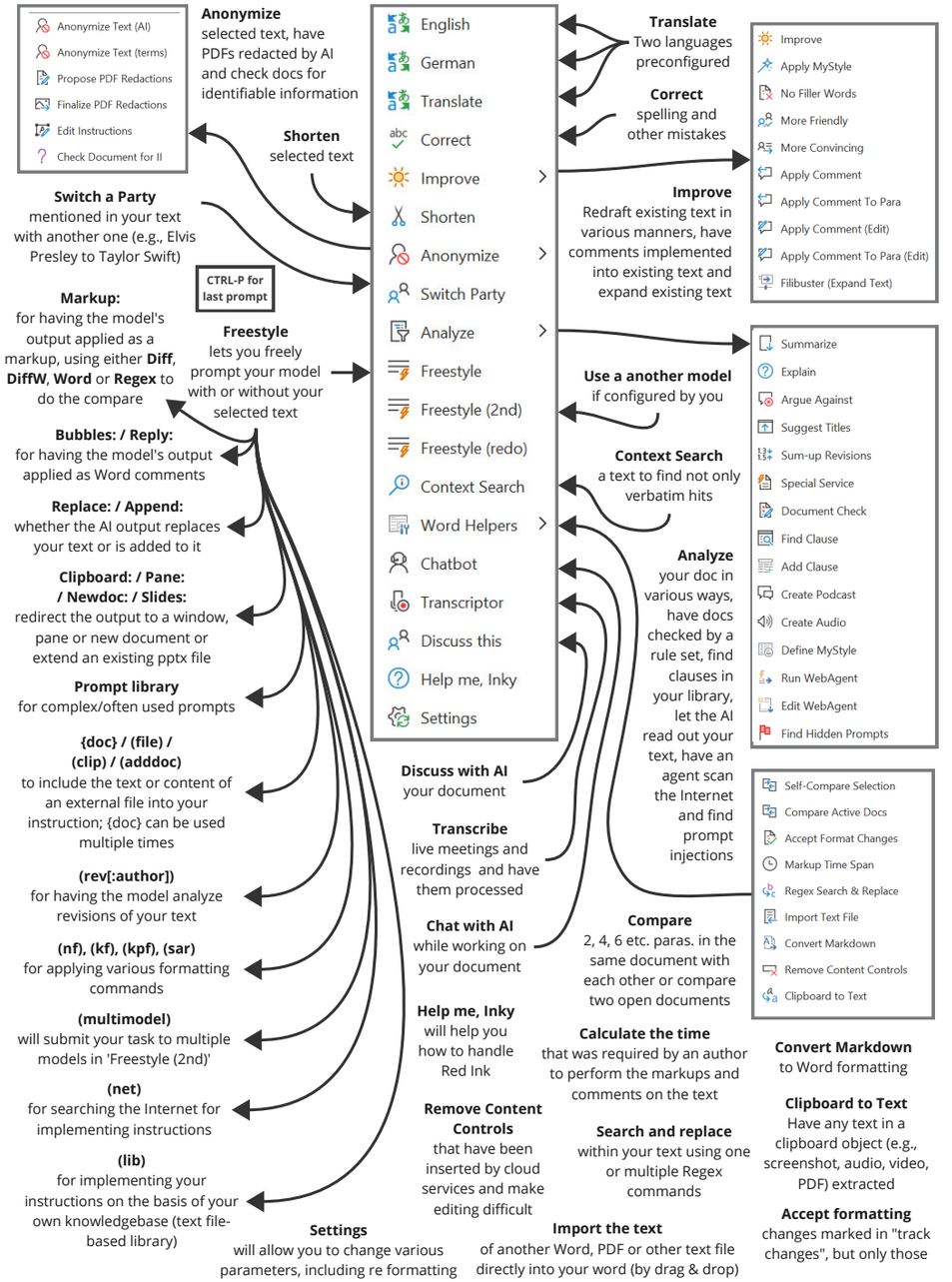
Red Ink Quick Reference

Generation 2

https://redink.ai

Red Ink for Word



Anonymize selected text, have PDFs redacted by AI and check docs for identifiable information

Shorten selected text

Switch a Party mentioned in your text with another one (e.g., Elvis Presley to Taylor Swift)

CTRL-P for last prompt

Markup: for having the model's output applied as a markup, using either **Diff**, **DiffW**, **Word** or **Regex** to do the compare

Freestyle lets you freely prompt your model with or without your selected text

Bubbles: / Reply: for having the model's output applied as Word comments

Replace: / Append: whether the AI output replaces your text or is added to it

Clipboard: / Pane: / Newdoc: / Slides: redirect the output to a window, pane or new document or extend an existing pptx file

Prompt library for complex/often used prompts

{doc} / (file) / (clip) / (adddoc) to include the text or content of an external file into your instruction; {doc} can be used multiple times

(rev[:author]) for having the model analyze revisions of your text

(nf), (kf), (kpf), (sar) for applying various formatting commands

(multimodel) will submit your task to multiple models in 'Freestyle (2nd)'

(net) for searching the Internet for implementing instructions

(lib) for implementing your instructions on the basis of your own knowledgebase (text file-based library)

Settings will allow you to change various parameters, including re formatting

Translate Two languages preconfigured

Correct spelling and other mistakes

Improve Redraft existing text in various manners, have comments implemented into existing text and expand existing text

Use a another model if configured by you

Context Search a text to find not only verbatim hits

Analyze your doc in various ways, have docs checked by a rule set, find clauses in your library, let the AI read out your text, have an agent scan the Internet and find prompt injections

Discuss with AI your document

Transcribe live meetings and recordings and have them processed

Chat with AI while working on your document

Help me, Inky will help you how to handle Red Ink

Remove Content Controls that have been inserted by cloud services and make editing difficult

Compare 2, 4, 6 etc. paras. in the same document with each other or compare two open documents

Calculate the time that was required by an author to perform the markups and comments on the text

Search and replace within your text using one or multiple Regex commands

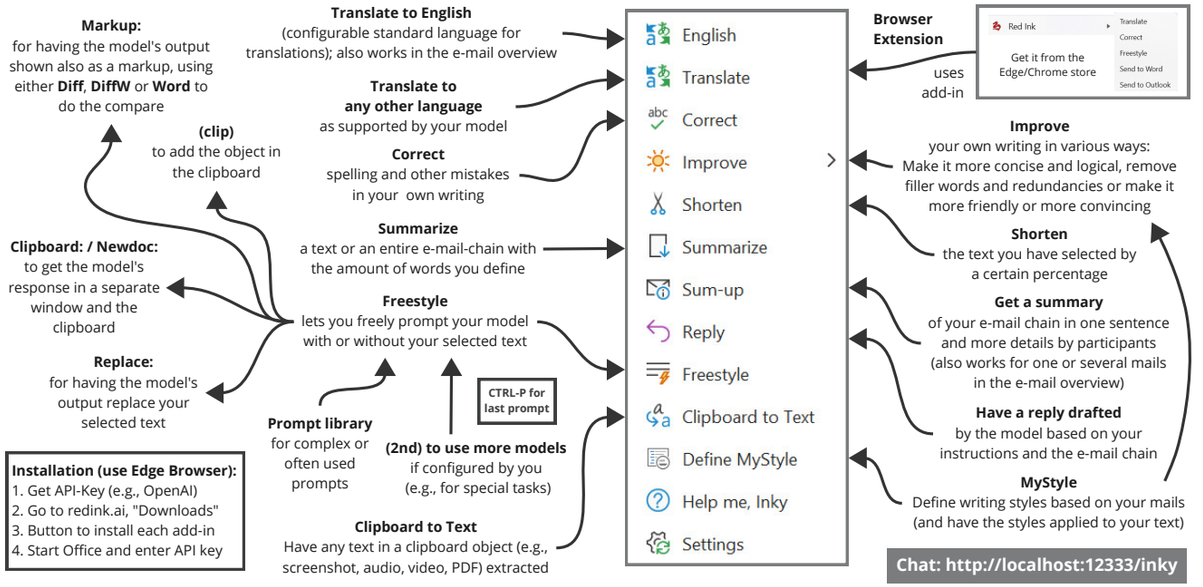
Import the text of another Word, PDF or other text file directly into your word (by drag & drop)

Convert Markdown to Word formatting

Clipboard to Text Have any text in a clipboard object (e.g., screenshot, audio, video, PDF) extracted

Accept formatting changes marked in "track changes", but only those

Red Ink for Outlook



Markup: for having the model's output shown also as a markup, using either **Diff**, **DiffW** or **Word** to do the compare

Translate to English (configurable standard language for translations); also works in the e-mail overview

Translate to any other language as supported by your model

Correct spelling and other mistakes in your own writing

(clip) to add the object in the clipboard

Clipboard: / Newdoc: to get the model's response in a separate window and the clipboard

Replace: for having the model's output replace your selected text

Summarize a text or an entire e-mail-chain with the amount of words you define

Freestyle lets you freely prompt your model with or without your selected text

Prompt library for complex or often used prompts

CTRL-P for last prompt

(2nd) to use more models if configured by you (e.g., for special tasks)

Clipboard to Text Have any text in a clipboard object (e.g., screenshot, audio, video, PDF) extracted

Installation (use Edge Browser):
1. Get API-Key (e.g., OpenAI)
2. Go to redink.ai, "Downloads"
3. Button to install each add-in
4. Start Office and enter API key

Browser Extension uses add-in

Improve your own writing in various ways: Make it more concise and logical, remove filler words and redundancies or make it more friendly or more convincing

Shorten the text you have selected by a certain percentage

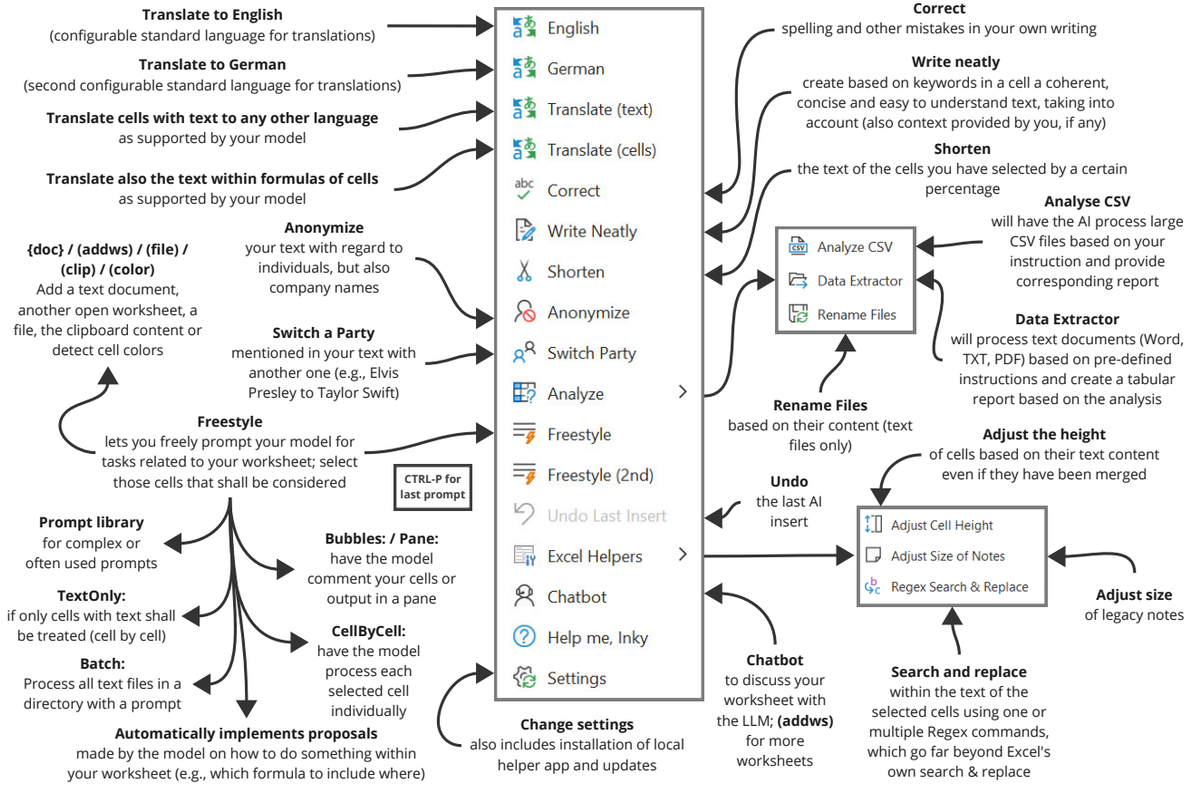
Get a summary of your e-mail chain in one sentence and more details by participants (also works for one or several mails in the e-mail overview)

Have a reply drafted by the model based on your instructions and the e-mail chain

MyStyle Define writing styles based on your mails (and have the styles applied to your text)

Chat: http://localhost:12333/inky

Red Ink for Excel



Translate to English (configurable standard language for translations)

Translate to German (second configurable standard language for translations)

Translate cells with text to any other language as supported by your model

Translate also the text within formulas of cells as supported by your model

{doc} / (addws) / (file) / (clip) / (color) Add a text document, another open worksheet, a file, the clipboard content or detect cell colors

Anonymize your text with regard to individuals, but also company names

Switch a Party mentioned in your text with another one (e.g., Elvis Presley to Taylor Swift)

Freestyle lets you freely prompt your model for tasks related to your worksheet; select those cells that shall be considered

CTRL-P for last prompt

Prompt library for complex or often used prompts

TextOnly: if only cells with text shall be treated (cell by cell)

Batch: Process all text files in a directory with a prompt

Bubbles: / Pane: have the model comment your cells or output in a pane

CellByCell: have the model process each selected cell individually

Automatically implements proposals made by the model on how to do something within your worksheet (e.g., which formula to include where)

Change settings also includes installation of local helper app and updates

Correct spelling and other mistakes in your own writing

Write neatly create based on keywords in a cell a coherent, concise and easy to understand text, taking into account (also context provided by you, if any)

Shorten the text of the cells you have selected by a certain percentage

Analyse CSV will have the AI process large CSV files based on your instruction and provide corresponding report

Data Extractor will process text documents (Word, TXT, PDF) based on pre-defined instructions and create a tabular report based on the analysis

Rename Files based on their content (text files only)

Adjust the height of cells based on their text content even if they have been merged

Undo the last AI insert

Adjust size of legacy notes

Chatbot to discuss your worksheet with the LLM; **(addws)** for more worksheets

Search and replace within the text of the selected cells using one or multiple Regex commands, which go far beyond Excel's own search & replace

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