engl 111 / sec. I / spring quarter 2007-08 / chang

We will be taking advantage of the LAN for peer review and workshopping. You will be required to bring ecopies of your essays to the computer lab as a Word document or in Rich Text Format (RTF). A good practice is to have more than one copy and medium: a disk, a flash drive, an email attachment. When you get into the LAN lab, put a copy of your file in your student folder; make sure it is named something recognizable and appropriately descriptive.

Commenting

1) In your "pods", open a peer's document to work with in Microsoft Word, but before you start commenting, go to **File > Save As** and save a copy of your file to your peer's student folder with your initials appended to the file name.

2) Before commenting, go to Tools > Options > User Information and make sure you enter your name and your initials into the dialog box. Hit OK.

Options ?						
View	General	Edit	Print	Save		
Security	Sp	elling & Grammar	Track Changes			
User Information		Compatibility	File	e Locations		
User information — <u>N</u> ame: English User						
Initials: EU Mailing address:						

3) Then, read through your peer's paper carefully. If necessary, use the Workshopping/Peer Review Sheet as a rubric of questions and analysis as you read. To comment on something, highlight a portion of text (you need to highlight something) with the mouse. Go to **Insert > Comment**.



A comment bubble should be inserted and you can type directly into the field. Read through the whole paper commenting as you go. Make sure your comments are succinct, specific, point out the positive as well as constructive critiques.

aper carefully. If necessary, use the Workshopping/Peer Re	view Sheet as a
bu read. To comment on something, highlight a portion of t	ext (you need
use. Go to insert > Comment. A comment bubble should b	e inserted and Comment [EU1]: You can type a
	comment here.
Microsoft Word	
it Iools Table <u>Wi</u> ndow Help	
🙇 🛷 🔊 - (* - 🧕 🖟 🗉 🖓 💷 🖓 🖓 🦿 108% - 🐵 💷 Road 💂	

4) Once you're finished commenting, make sure you save the file. Then your peer can go to their folder to see your comments as well as print out the file.

After Commenting

1) Once workshopping and peer review is complete, you can retrieve your comments and documents. Save commented upon documents to your disk or drive or email them to yourself for future reference. You can also print out the documents with comments.

2) You can also merge the files with your reviewers' comments together into one document (this works best when the only changes made are inserted comments). **Open one of your reviewer's documents.** Then go to **Tools > Compare and Merge Documents**.

🔁 reading_commenting, doc - Microsoft Word									
Eile Edit Yiew Insert Format	Tools Table Window Help								
i di 💕 🖬 🖪 🖨 🖪 🖪 🖤	ኛ Spelling and Grammar F7 🍃 📰 📷 🏭 🖓 🖓 🎙 108% 💽 🙆 📖 Read 🥃								
🛃 Normal + Trebu 👻 Trebuchet MS	🛍 Research Alt+Click								
Final Showing Markup 🔹 Show 🕶 😽	Language								
	Word Count								
L	AutoSummarize								
u of e	Speech To comment on something, highlight a portion of								
- son	Shared Workspace								
-	Jrack Changes Ctrl+Shift+E Microsoft Word								
	Compare and Merge Documents mat Icols Table Window Help								
	Protect Document								

3) A file directory dialog box will open. Go to the L: drive > Student Folders > Your Folder and select a second of your reviewer's documents. At the bottom right, select choose Merge into Current Document.

My Computer				
	File <u>n</u> ame:	Legal blackline	Merge 🔻	
My Network Places	Files of <u>type</u> :	All Word Documents (*.doc; *.dot; *.hl	<u>M</u> erge	
			Merge into <u>c</u> u	rrent document
			Merge into <u>n</u> e	w document

4) If you have a third or additional reviewers then you can keep merging files by opening **Tools > Compare and Merge Documents > Select next file > Merge into Current Document** again and again.

5) Once all of your reviewer's files are merged together, make sure you **File > Save As** the document as a new file (or you will overwrite the first file you opened). Save the merged document by appending all of the reviewers' initials to the file name.