

# Peer Review & Commenting in the LAN

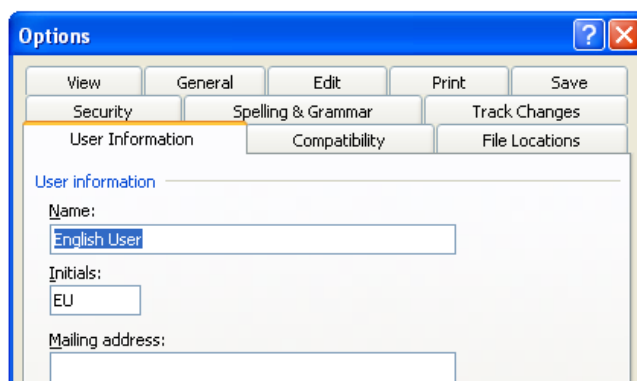
engl 111 / sec. M / spring quarter 2006-07 / chang

We will be taking advantage of the LAN for peer review and workshopping. You will be required to bring e-copies 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.

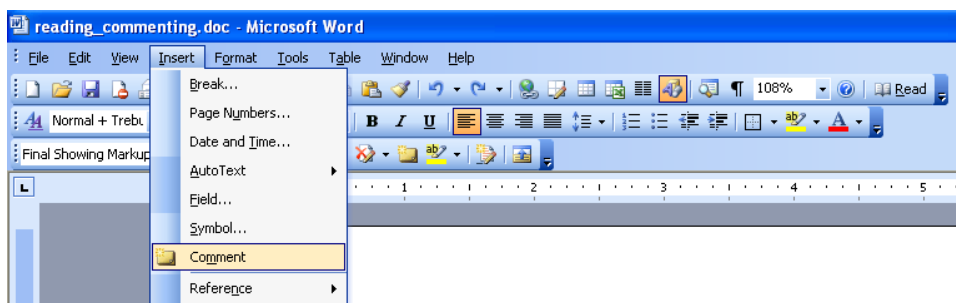
## Commenting

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.



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.

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**Comment [EU1]:** You can type a comment here.

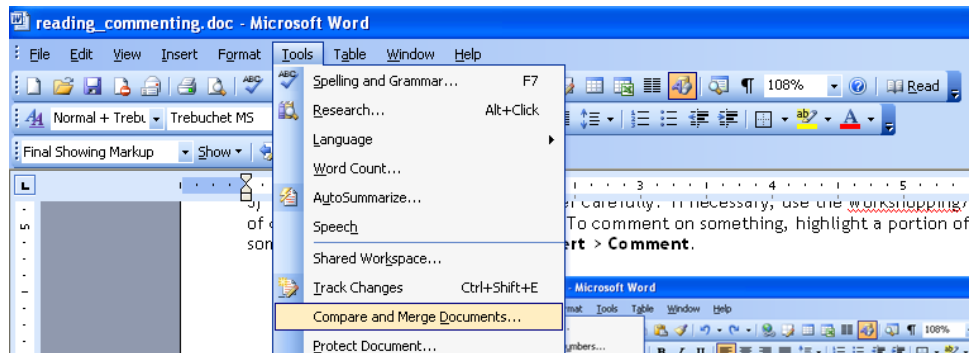


4) Once you're finished commenting, make sure you save the file. Then your peer can go to their folder to see your comments as well as print out the file.

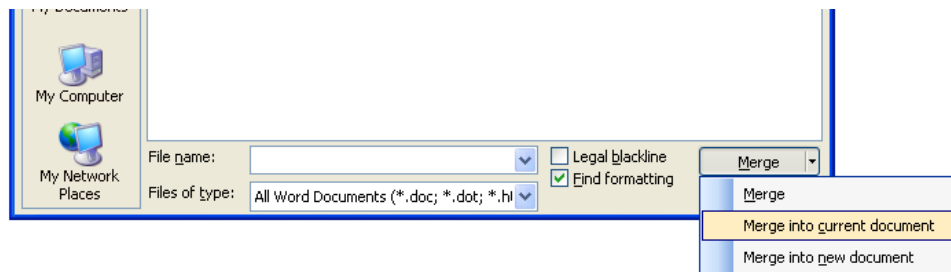
## After Commenting

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**.



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**.



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.