

**Bill Wolff**  
**Writing, Research, and Technology**  
**Peer Response #2: Sante and Bolter**  
**Word Commenting Setup**

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Directions: Read the essay fully through one time and then complete the following using Microsoft Commenting. When you are complete, save the commented file as “authorlastname-p2-rd-yourinitials.doc” and then email it back to the author as an attachment. For information on how to set up your computer for Word Commenting see the pages 3 and 4.

- 1) In the introduction, complete the following or **state in a comment if any of the following are missing**; they are all essential parts of a complete introduction:
  - highlight all information relating to the frame authors in **green**;
  - highlight all information relating to the case authors in **purple**;
  - if any of the authors, their texts, and a brief one sentence summary (at least) of their ideas are missing, please say so on the paper. *A brief, one sentence summary what the author is trying to do in their essay— using key terms— helps place your essay and the reader directly in the text.*
  - underline the thesis statement (do not just underline anything if there is no thesis);
  - double underline the “so what?” statement – this is the sentence that tells the point of the paper. (To double underline on a PC and Mac, go to Format → Font and then look in the Underline Style menu.)
- 2) Does the author’s thesis answer the question: What am I going to do in my essay? In your own words, rewrite the thesis, attempting to make it clearer and more specific than is in the paper.
- 3) What overall point is the author trying to make in the paper? Suggest 5 places where you think that point could be made clearer and explain why you choose those places. *Remember, merely stating that the crime scene pictures are better evidence with the text for “the following reasons” is not enough; you must make a case about, for example, text can manipulate the way people read images. When you have an idea driven paper, you make your ideas the focus; and as the paper moves along, your argument will get more complex and complicated—and that is what we want.*
- 4) In a comment after the frame paragraph (i.e., paragraph 2) explain in detail how the texts are being used as a frame, or a case. Suggest 2 places in each essay that the author could use to help further their discussion. Why are these places important?
- 5) Does the writer attempt to elaborate and come to a conclusion about the nature of evidence and what can be considered evidence? How is the writer attempting to use the abstract definitions of evidence to help him/her show what is and what is not reliable evidence?

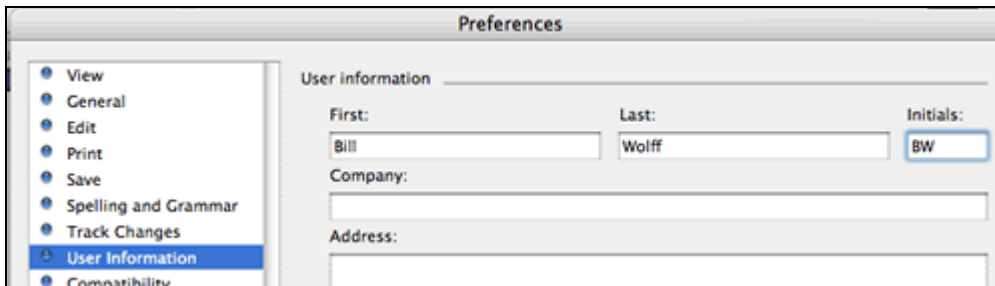
- 6) Turn the **text color red** for each quotation the author uses. With each one, make sure the following is true and if not say so in the margins next to the quotation:
  - it is properly cited: **periods and commas go outside the parenthetical notation:** (Sante 87). ;
  - it actually supports the argument the author is trying to make at that point in the paper – this is VERY important because you do not want the texts to be working against you in any way;
  - the author is focusing on specifics in the quotation and explaining it in detail;
  - the author is relating the quotation back to the main idea of their paper as a way to overtly show how it is helping their argument;
  - if there are block quotes, suggest ways the author can take them out or cut them down severely.
  
- 7) Write **“SUMMARY”** in big block **pink** letters next to all places where you see UNNECESSARY summary of the text.
  
- 8) Place a large green question mark (?) next to ALL places in the text where you are unclear about something (i.e. unexplained terms, gaps in logic, inability to follow the train of thought, etc.). *Remember, the writer should be writing for a reader who has not read the texts, so everything needs to follow smoothly.*
  
- 9) Write 5 or so sentences of general comments about how the paper can be improved. Do not write that the paper is great; make specific suggestions.

## Word Commenting on the PC and Mac

Microsoft Word Commenting allows a reader to make comments on any Word file. We will be using this feature for all peer responses for the remainder of the semester. It takes a few steps to set up, and then it is quite easy to use. Setting it up is different on a PC and a Mac, so please follow the instructions based on the type of computer you are using.

### Setting up Word Commenting on a Mac

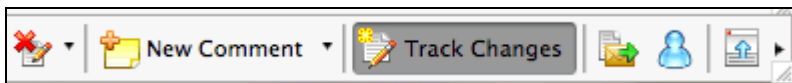
1. Set up your identity on your computer.  
With Microsoft Word open, click on Word → Preferences → User Information. Enter ONLY your First Name, Last Name, and Initials. Then click Okay.



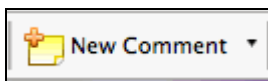
2. Showing the Reviewing Toolbar and Tracking Changes  
Click on View → Toolbars → Reviewing. A toolbar with the one below will appear (the way it looks depends on your version of Word).



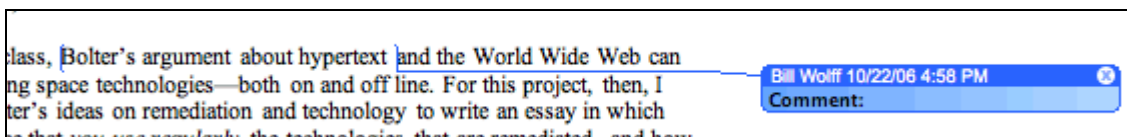
Click on the Track Changes icon to turn on Track Changes.



3. Adding a Comment  
To add a Comment, highlight the piece of text you want to comment on and then click the Add Comment icon.

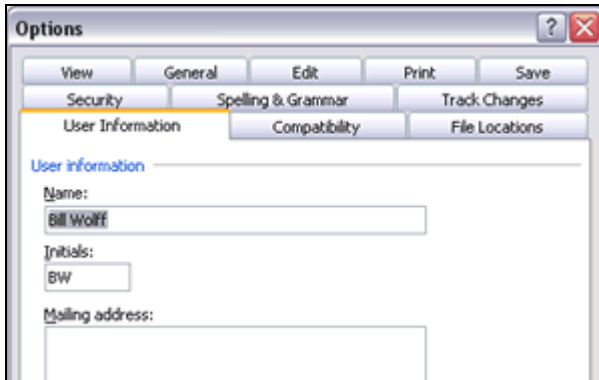


A Comment Bubble will appear. Type in your comment.



## Setting up Word Commenting on PC

1. Set up your identity on your computer.  
With Microsoft Word open in Print Layout mode (View → Print Layout), click on Tools → Options, and then click on the User Information tab. Enter ONLY your First Name, Last Name, and Initials. Then click Okay.



2. Showing the Reviewing Toolbar and Tracking Changes  
Click on View → Toolbars → Reviewing. A toolbar with the one below will appear (the way it looks depends on your version of Word).



Click on the Track Changes icon to turn on Track Changes.



3. Adding a Comment  
To add a Comment, highlight the piece of text you want to comment on and then click the Add Comment icon.



A Comment Bubble will appear. Type in your comment.

