

**Bill Wolff**  
**Writing, Research, and Technology**  
**Peer Response #1: Bolter and *New York Times***  
**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 “wrt-s07-authorslastname-essay1-rd-yourinitials.doc” and then place a copy of the file in the “essay-1-rd-commented” folder in the openarea. 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 the margins if any of the following are missing; they are all essential parts of an introduction:
  - highlight in **light blue** information relating to the frame authors;
  - highlight in **pink** information relating to the case text(s);
  - if any of the authors, their texts, and a brief one sentence summary (at least) of their ideas are missing, please say in a comment;
  - underline the thesis statement (If there is no thesis, suggest one in a comment.)
- 2) Does the author’s thesis answer the question: What am I going to do in my essay? Directly after the thesis (or where the thesis should be) in a 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? In 5 different comments, suggest 5 places where you think that point could be made clearer and explain why you choose those places.
- 4) With each of the texts, explain in detail how they are being used as a frame, a case, or both. Suggest 2 places in each essay that the author could use help further their discussion. Why are these places important?
- 5) With each quotation, make sure the following is true and if not say so in a comment:
  - it is properly cited: periods and commas go **outside** the parenthetical notation (inside with block quotes);
  - 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
- 6) Write “SUMMARY” in big block **GREEN** letters next to all places where you see UNNECESSARY summary of the text.

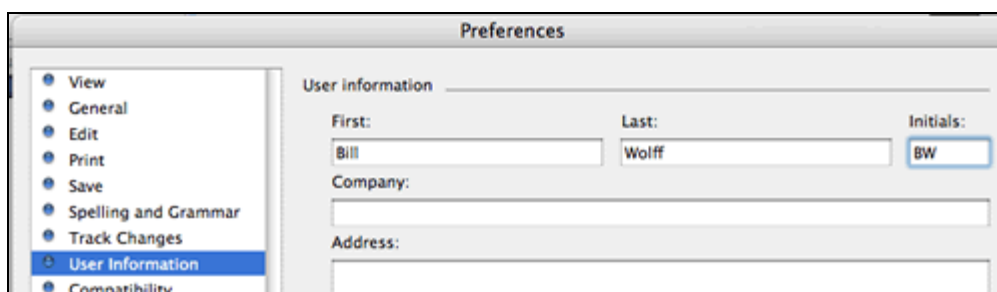
- 7) Place a large red question mark (?) next to ALL places in the text where you are unclear about something (i.e. unexplained terms, gaps in logic, inability to follow the train of thought, etc.). Remember, the writer should be writing for a reader who has not read the text, so everything needs to follow smoothly.
- 8) Delete all places where you think the writer is taking information from things other than the text.
- 9) Write 5 or so sentences of general comments about what is good about the paper and what can be improved.

## 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

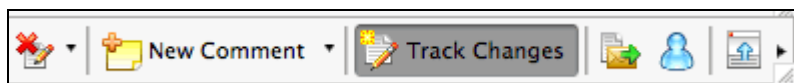
1. Set up your identity on your computer.  
With Microsoft Word open, click on Word → Preferences → User Information. Enter ONLY your First Name, Last Name, and Initials. Then click Okay.



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).



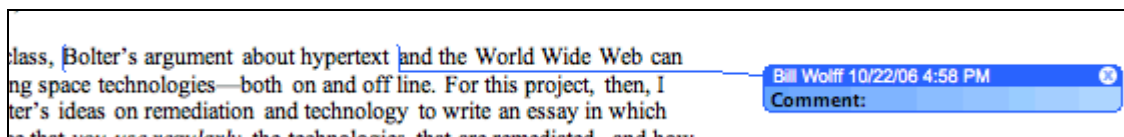
Click on the Track Changes icon to turn on Track Changes.



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.

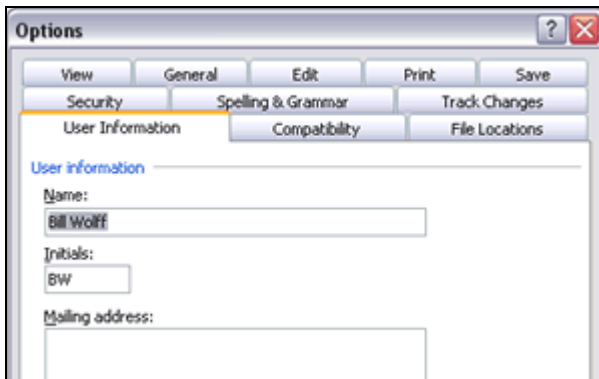


A Comment Bubble will appear. Type in your comment.



## 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.

