

Module 6: Examining the World to Discover Truth

Topic 4 Content: Peer Review Using Technology

Introduction

Peer Review Using Technology

- Highlighting Text
- Changing Text Color
- Inserting Comments
- Tracking Changes

Introduction

Technology can make the revising and editing steps of the writing process easier and more efficient. Most word processing software provides tools that allow you to highlight text, insert comments, and even track changes. Although the specific features available will vary among programs or change as software is upgraded, you can explore some common tools used for revising and editing. Click the tabs to learn more about using word processing tools for providing feedback for a peer review.



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Highlighting Text

The screenshot shows a software interface with a dark header bar containing the text "Peer Review Using Technology". Below the header, there is a light gray content area. On the left side of this area, there is a vertical sidebar with three brown buttons labeled "Changing Text Color", "Inserting Comments", and "Tracking Changes". To the right of the sidebar, there is a text box with the heading "Highlighting Text" and the following text: "One of the best ways to point out a passage in a paper is to use the Highlight tool found in many word processing programs. Often as simple as selecting text and choosing a color, highlighting is an ideal way to emphasize text because the bright colors grab the reader's attention, even for small selections such as a single comma." Below this text, there is a white text box containing the sentence: "Most word processing software provides tools that allow you to highlight text, insert comments and feedback, and even track changes." The words "highlight text" in this sentence are highlighted in yellow.

One of the best ways to point out a passage in a paper is to use the Highlight tool found in many word processing programs. Often as simple as selecting text and choosing a color, highlighting is an ideal way to emphasize text because the bright colors grab the reader's attention, even for small selections such as a single comma.

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Changing Text Color

The screenshot shows a software interface with a dark header bar containing the text "Peer Review Using Technology". On the left side, there is a vertical sidebar with four brown buttons labeled "Highlighting Text", "Changing Text Color", "Inserting Comments", and "Tracking Changes". The "Changing Text Color" button is currently selected, and its text is highlighted in light gray. The main content area on the right has a light gray background. At the top of this area is the title "Changing Text Color". Below the title is a paragraph of text: "Many word processing programs allow you to change the color of text. For example, if you want to identify all the passages that are ambiguous, you may opt to select the text and apply a new text color that will grab the reader's attention." Below this paragraph is a white rectangular box containing the text: "Most word processing software provides tools that allow you to highlight text, insert comments and feedback, and even track changes." The words "insert comments and feedback" in this box are colored red.

Many word processing programs allow you to change the color of text. For example, if you want to identify all the passages that are ambiguous, you may opt to select the text and apply a new text color that will grab the reader's attention.

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Inserting Comments

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Highlighting Text

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Inserting Comments

When reviewing a written work, there may be times when you want to comment on a specific passage without making any modifications. For example, you may want to ask a question to clarify something, or perhaps you want to offer praise where an argument was well executed. Most word processing software offers a feature that allows you to insert comments throughout a document.

Most word processing software provides tools that allow you to highlight text, insert comments and feedback, and even track changes.

Don't you think comments and feedback are the same thing? Maybe you should delete "and feedback."

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Tracking Changes

Peer Review Using Technology

Highlighting Text

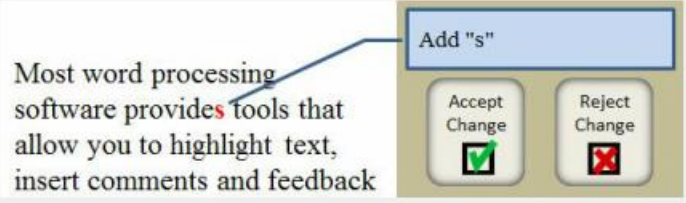
Changing Text Color

Inserting Comments

Tracking Changes

Tracking Changes

The ability to keep track of changes made by a reviewer is among the most useful tools for revising and collaborating on a document. If your word processing software offers the ability to record changes, you can use this feature to make revisions directly to the document you are reviewing. When receiving feedback from a peer reviewer or instructor who has utilized a tool for tracking changes, the same feature allows you to easily accept suggested changes, which will then be automatically incorporated into the document, or to reject suggestions, which will maintain your original text.



Most word processing software provides tools that allow you to highlight text, insert comments and feedback

Add "s"

Accept Change

Reject Change

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