

Revising ...

Technology tools

There are a lot of things you can do with computers to help you examine your writing. These technology tools can be fun to use, but what is most important is the analysis that they help you do. There are three (3) main tools available in Word and Google Docs for you to use: color coding, comment bubbles and control <F>.

Color coding

Use the highlighting feature of your program to identify similar and different ideas, themes, issues, etc. You can also do this the low-tech way with colored markers.

The analysis – whatever it's focus – usually centers on patterns of color.

Comment Bubbles (or just plain “bubbles”)

In Word, comment bubbles are available in the “Review” Pane under “Tracking” and are called “Balloons.”

In Google Docs, go to “Insert” and “Comment.”

Use the bubbles to record your thoughts on whatever you are focused on.

Note: you usually have to highlight a word or phrase, then insert a comment – the bubble has to be attached to something in the paragraph or on the page.

Control <F> (or Apple <F>)

Use control <F> to locate words or phrases in a document. In Word, when you expand the “more” window, you can locate all forms of a word which can be helpful.

Use control <F> to identify frequency or placement of a word or idea, or even just to get to a specific part of your draft quickly.