

**TEXT ACCESS INSTRUCTION SHEET**  
*(for graded and returned essays with embedded marginal comments)*

Below are instructions for how to view instructor feedback embedded within your documents when they've been graded and returned to you.

Several students have conveyed to me problems in their attempts to view the comments I've put in the margins of their graded essays. To be clear, all returned essays contain *both* "end notes" (in the grade box placed at the end of each essay) *as well as* blue "marginal comment bubbles" running throughout the essay itself along the right hand margin. It's vital that you be able to view these marginal comment bubbles.

If, when you view your returned essay file, you cannot see those, you will need to adjust the settings in your word processing program so that you can. The **Track Changes** and **Show Markup** functions need to be turned *on* in order to see the marginal comments. You can access those functions under "Review" on the menu ribbon that runs along the top of your document in some word processing programs (like the newest version of Word) if you have set the ribbon to be visible when you open documents. The functions can also be accessed through the View, Format and/or Tools or similar menus running along the top of your application window.

Please also be sure when you initially attempt to access your returned essay file that you **don't** simply click your file within the email window and then select "View" if you're given that option. If you only "view" the file (instead of opening or downloading it), the marginal comments will again not be visible. You must either 1) open the file directly from your email message or 2) download it onto the computer desktop and then open it up in whatever word processing program is installed on the computer you use to access your essay (provided you have already turned on the Track Changes and Show Markup functions as outlined above).

Just so that we're absolutely clear about what I mean by "blue marginal comment bubbles," a sample essay page with marginal comments has been created as a PDF document for you to see an example of what I'm talking about and what to look for on your own graded and returned essays. You will find this **sample essay page for marginal comments** on the course website in the "Guides and Checklists" section under the Resources tab. If you haven't been able to view the marginal comments in your own essay up to now, please look at this sample to see what you should be looking for in your own essays and should be able to see once you've reset the functions in your word processing program as outlined above.

Please let me know by email if, after resetting your program functions as I've outlined, you are still unable to see the marginal comments in your returned essays, and I can attempt to help you troubleshoot the issue.