

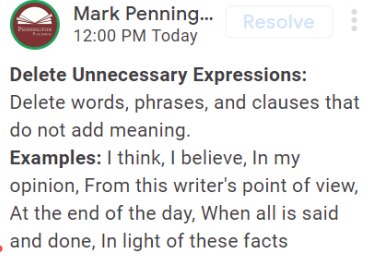
Quick Start User Guide

1. TURN IT ON. Open a Google doc or slide, click the e-Comments icon in the extension toolbar, and slide the button to the *on* position.

2. IDENTIFY WRITING ISSUES IN THE DOC OR SLIDE.
3. CLICK THE BLUE BUTTONS TO INSERT COMMENTS.

Highlight a section or simply click on the writer's text. Click the blue button on the e-Comments menu which addresses the writing issue and the comment appears in the margin of the writer's text.

...n events it becomes necessary for one people to
have connected them with another and to assume
separate and equal station to which the laws of
...nem, a decent respect to the opinions of mankind
...e causes which impel them to the separation.



Mark Penning...
12:00 PM Today

Resolve

Delete Unnecessary Expressions:
Delete words, phrases, and clauses that do not add meaning.
Examples: I think, I believe, In my opinion, From this writer's point of view, At the end of the day, When all is said and done, In light of these facts

4. RIGHT CLICK ANY BLUE BUTTON TO CUSTOMIZE THE COMMENT. Edit and save or restore to the default comment.

5. CLICK "+" TO ADD YOUR OWN COMMENTS. Want to add your own writing comment to the e-Comments menu? Click the "+" button and type in a comment abbreviation and comment.

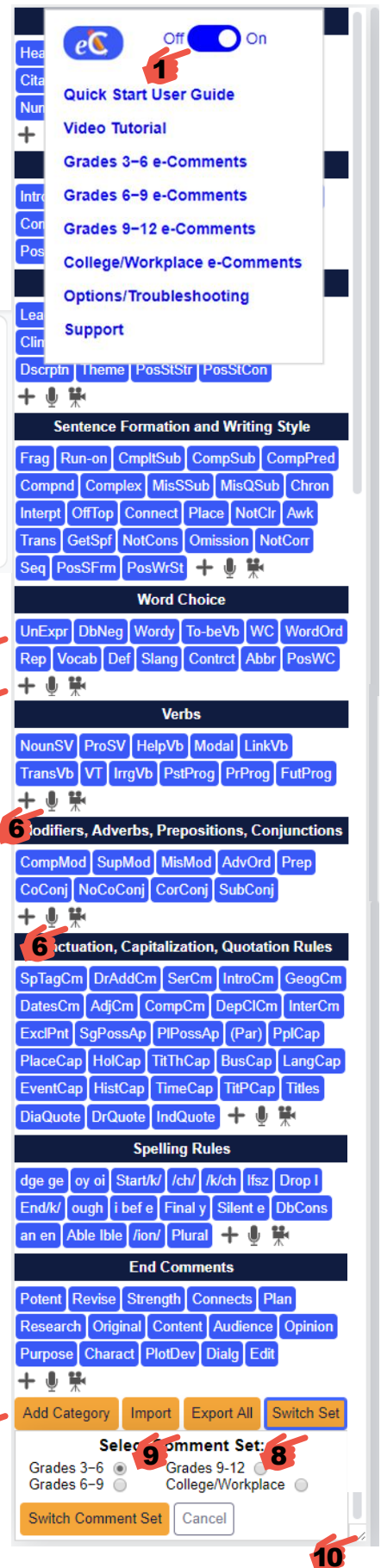
6. CLICK THE MICROPHONE TO RECORD AN AUDIO COMMENT OR THE VIDEO CAMERA TO RECORD A VIDEO COMMENT. Click on the microphone or video icon next to the "+" button and select "Start Recording." Select "Save to Doc or Slide" for just that writer or select "Save to e-Comments Menu."

7. ADD WRITING CATEGORIES. Want to add a new writing comment category to the e-Comments menu for a specific writing assignment? Click the "Add Category" button at the bottom of the e-Comments menu, type the name of the category and click "Add." Add as many of your own comments as you wish.

8. SWITCH COMMENT SETS. Want to switch comment sets to add a remedial or advanced comment? Click "Switch Set" and select Grades 3–6, Grades 6–9, Grades 9–12, or College/Workplace.

9. IS MY WORK SAFE AND SECURE? The e-Comment extension automatically saves comments to the cloud and syncs data among multiple devices. You can export (back-up) your customized and original e-Comments to your computer hard drive and import them back into the e-Comments menu. Restore the default comments in each writing category at any time.

10. MOVE THE e-COMMENTS MENU. Scroll up or down, drag and re-position from any writing comments category, or minimize.



Off On

Quick Start User Guide

Video Tutorial

Grades 3–6 e-Comments

Grades 6–9 e-Comments

Grades 9–12 e-Comments

College/Workplace e-Comments

Options/Troubleshooting

Support

Sentence Formation and Writing Style

Word Choice

Verbs

Modifiers, Adverbs, Prepositions, Conjunctions

Actuation, Capitalization, Quotation Rules

Spelling Rules

End Comments

Add Category Import Export All Switch Set

Select Comment Set:

Grades 3–6

Grades 6–9

Grades 9–12

College/Workplace

Switch Comment Set Cancel