**Cave Baby Editing**

**\*\*Note: The editing process is worth at least AS MUCH as writing the paper. Papers turned in without editing cannot earn a grade higher than a D.**

Using Track Changes:

1. Go to “Tools,” then “Track Changes.”
2. Select “Highlight Changes,” and make sure all three boxes are checked.
3. Click on “Options.”
4. Under “Inserted Text,” change the Mark to BOLD.
5. Click OK twice to close the dialog boxes.
6. When you add text to your paper, it will show up in bold.
7. To make comments on your additions, click “new comment.”
8. To make comments on what you already have, highlight the text, then click “new comment.”

Editing:

1. Highlight and label one example EACH of ethos, pathos, and logos in your essay. If you don’t have an example, add one.
2. Highlight and label your counterargument. If you don’t have one, add it.
3. Highlight and label your rebuttal. If you don’t have one, add it.
4. Edit or have someone else edit your paper for grammatical, spelling, and punctuation errors.

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