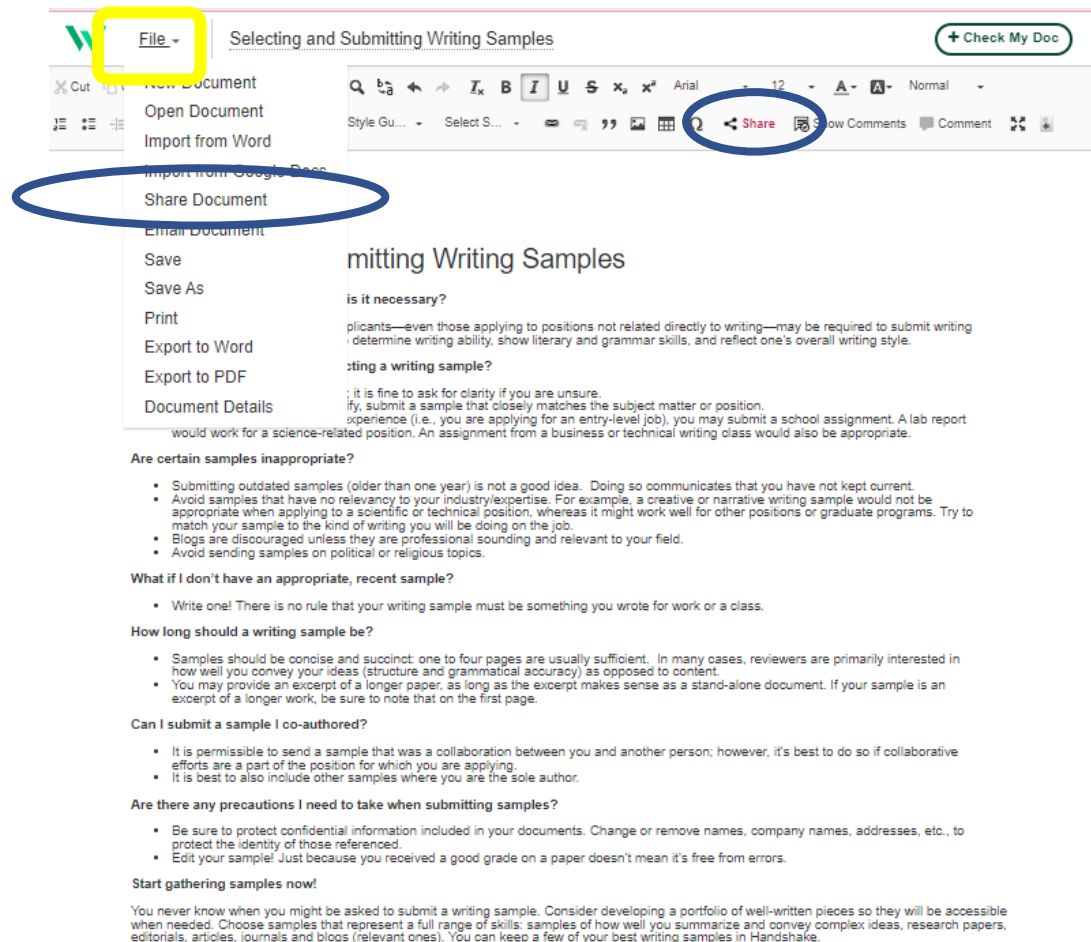


Navigating IntelliWriter™

Sharing a document

Sharing a document: You can share your document with your faculty, tutors, and peers who also have access to IntelliWriter by clicking the Share icon in the editing pane or in the file drop down:



The screenshot displays the IntelliWriter interface. The 'File' menu is open, with the 'Share Document' option circled in blue. The 'Share' icon in the editing toolbar is also circled in blue. The document content includes a title 'Submitting Writing Samples' and several sections of text and lists.

File - Selecting and Submitting Writing Samples + Check My Doc

- Cut
- Copy
- Paste
- Undo
- Redo
- Find
- Replace
- Print
- Export to Word
- Export to PDF
- Document Details
- Share Document
- Email Document
- Save
- Save As
- Print
- Export to Word
- Export to PDF
- Document Details

Submitting Writing Samples

is it necessary?

licants—even those applying to positions not related directly to writing—may be required to submit writing determine writing ability, show literary and grammar skills, and reflect one's overall writing style.

riting a writing sample?

it is fine to ask for clarity if you are unsure. fty, submit a sample that closely matches the subject matter or position. xperience (i.e., you are applying for an entry-level job), you may submit a school assignment, A lab report would work for a science-related position. An assignment from a business or technical writing class would also be appropriate.

Are certain samples inappropriate?

- Submitting outdated samples (older than one year) is not a good idea. Doing so communicates that you have not kept current.
- Avoid samples that have no relevancy to your industry/expertise. For example, a creative or narrative writing sample would not be appropriate when applying to a scientific or technical position, whereas it might work well for other positions or graduate programs. Try to match your sample to the kind of writing you will be doing on the job.
- Blogs are discouraged unless they are professional sounding and relevant to your field.
- Avoid sending samples on political or religious topics.

What if I don't have an appropriate, recent sample?

- Write one! There is no rule that your writing sample must be something you wrote for work or a class.

How long should a writing sample be?

- Samples should be concise and succinct; one to four pages are usually sufficient. In many cases, reviewers are primarily interested in how well you convey your ideas (structure and grammatical accuracy) as opposed to content.
- You may provide an excerpt of a longer paper, as long as the excerpt makes sense as a stand-alone document. If your sample is an excerpt of a longer work, be sure to note that on the first page.

Can I submit a sample I co-authored?

- It is permissible to send a sample that was a collaboration between you and another person; however, it's best to do so if collaborative efforts are a part of the position for which you are applying.
- It is best to also include other samples where you are the sole author.

Are there any precautions I need to take when submitting samples?

- Be sure to protect confidential information included in your documents. Change or remove names, company names, addresses, etc., to protect the identity of those referenced.
- Edit your sample! Just because you received a good grade on a paper doesn't mean it's free from errors.

Start gathering samples now!

You never know when you might be asked to submit a writing sample. Consider developing a portfolio of well-written pieces so they will be accessible when needed. Choose samples that represent a full range of skills: samples of how well you summarize and convey complex ideas, research papers, editorials, articles, journals and blogs (relevant ones). You can keep a few of your best writing samples in Handshake.

Navigating IntelliWriter™

Sharing a document

Sharing a document: Once you've selected "Share" you will be prompted to enter the email addresses for whom you'd like to share the document. You can also determine that user's access to your document:

- *****Comment:** The user can read, edit, view your Grammar and Stats feedback, and make comments on your document. NOTE: You should **always** share your document with faculty and tutors with "Comment" permissions.
- **Write:** The user can read and edit your document and view your Grammar and Stats feedback. **They cannot make comments on your document.**
- **Read:** The user can only read your document. **They cannot comment, edit, or view your Grammar and Stats feedback.**

those applying to positions not related directly to writing may be required to submit writing samples that demonstrate writing ability, show literary and grammar skills, and reflect one's overall writing style.

sample?

for clarity if you are unsure. Example: a sample that closely matches the sample you are applying for an entry-level assignment from a business or industry.

(year) is not a good idea. Doing so may demonstrate your industry expertise. For example, a technical position, whereas it might not be doing on the job. Professional sounding and relevant to the position is topics.

le?

sample must be something you write.

to four pages are usually sufficient. In many cases, reviewers are primarily interested in content (and grammatical accuracy) as opposed to content length, as long as the excerpt makes sense as a stand-alone document. If your sample is an excerpt, it should be on the first page.

Selecting and Submitting Writing Samples

Username/E-mail

Add

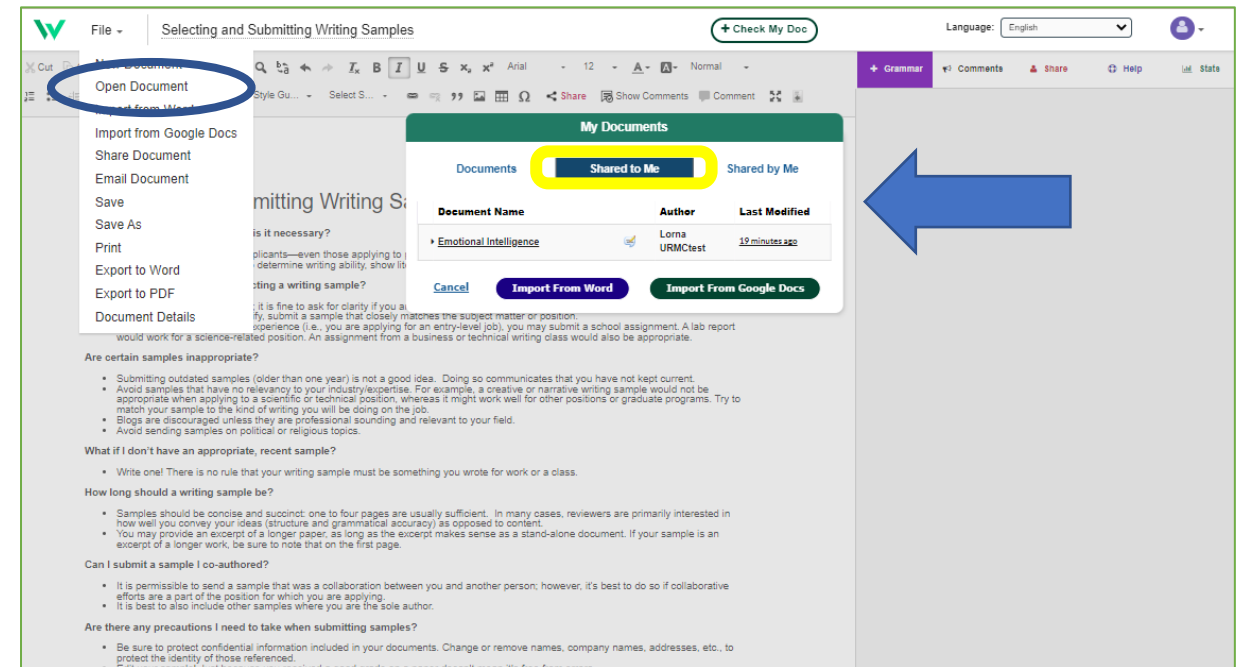
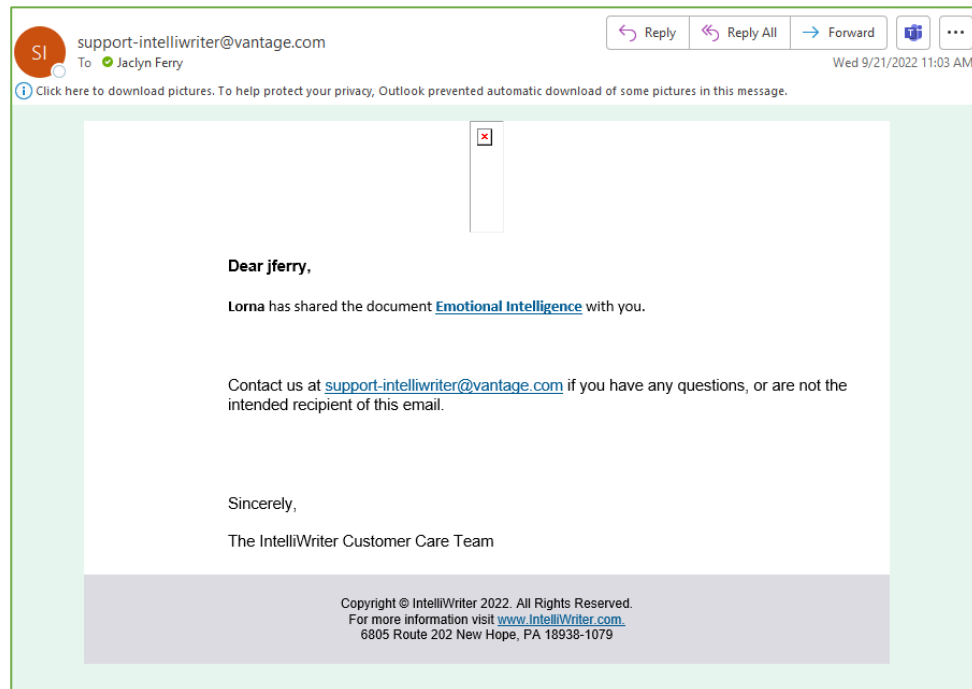
Permission Read Write Comment

Share **Cancel**

Navigating IntelliWriter™

Sharing a document

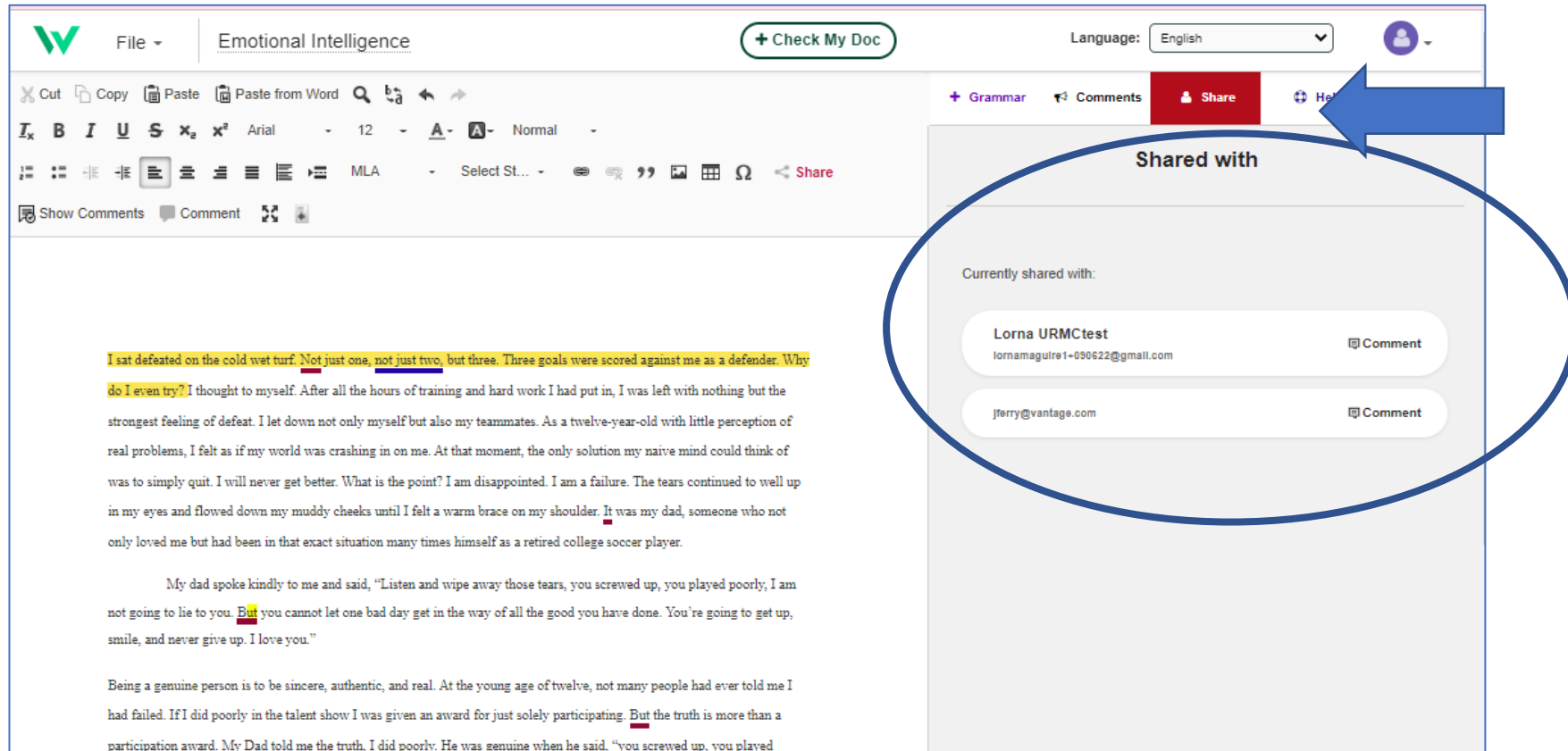
Sharing a document: Once the document is shared, the user will receive an email. The document will also appear in your saved documents under “Shared To Me.”



Navigating IntelliWriter™

Sharing a document

Sharing a document: While accessing a document, you will also be able to see who you've shared the document within the Share Tab



The screenshot displays the IntelliWriter web interface. At the top, there is a navigation bar with a 'File' dropdown, the document title 'Emotional Intelligence', a '+ Check My Doc' button, and a language selector set to 'English'. Below this is a rich text editor toolbar with options for Cut, Copy, Paste, Paste from Word, and various text formatting tools. The main content area shows a paragraph of text with some words highlighted in yellow and red. On the right side, a 'Share' tab is active, indicated by a blue arrow pointing to it. Below the 'Share' tab, a 'Shared with' section is visible, containing a list of users who have access to the document. The list includes 'Lorna URMCTest' (lornamaguire1-090622@gmail.com) and 'jerry@vantage.com', each with a 'Comment' button. A blue oval highlights the 'Shared with' section.

File | Emotional Intelligence | + Check My Doc | Language: English

Cut Copy Paste Paste from Word | Grammar | Comments | Share | Help

Shared with

Currently shared with:

- Lorna URMCTest
lornamaguire1-090622@gmail.com | Comment
- jerry@vantage.com | Comment

Navigating IntelliWriter™

Sharing a document

Sharing a document: You can manage all shared documents in the documents folder. Click File, Open Document. The window will identify documents shared to you and those shared by you. You will also be able to see the level of permission you have and the level of permissions those you've shared documents with have.

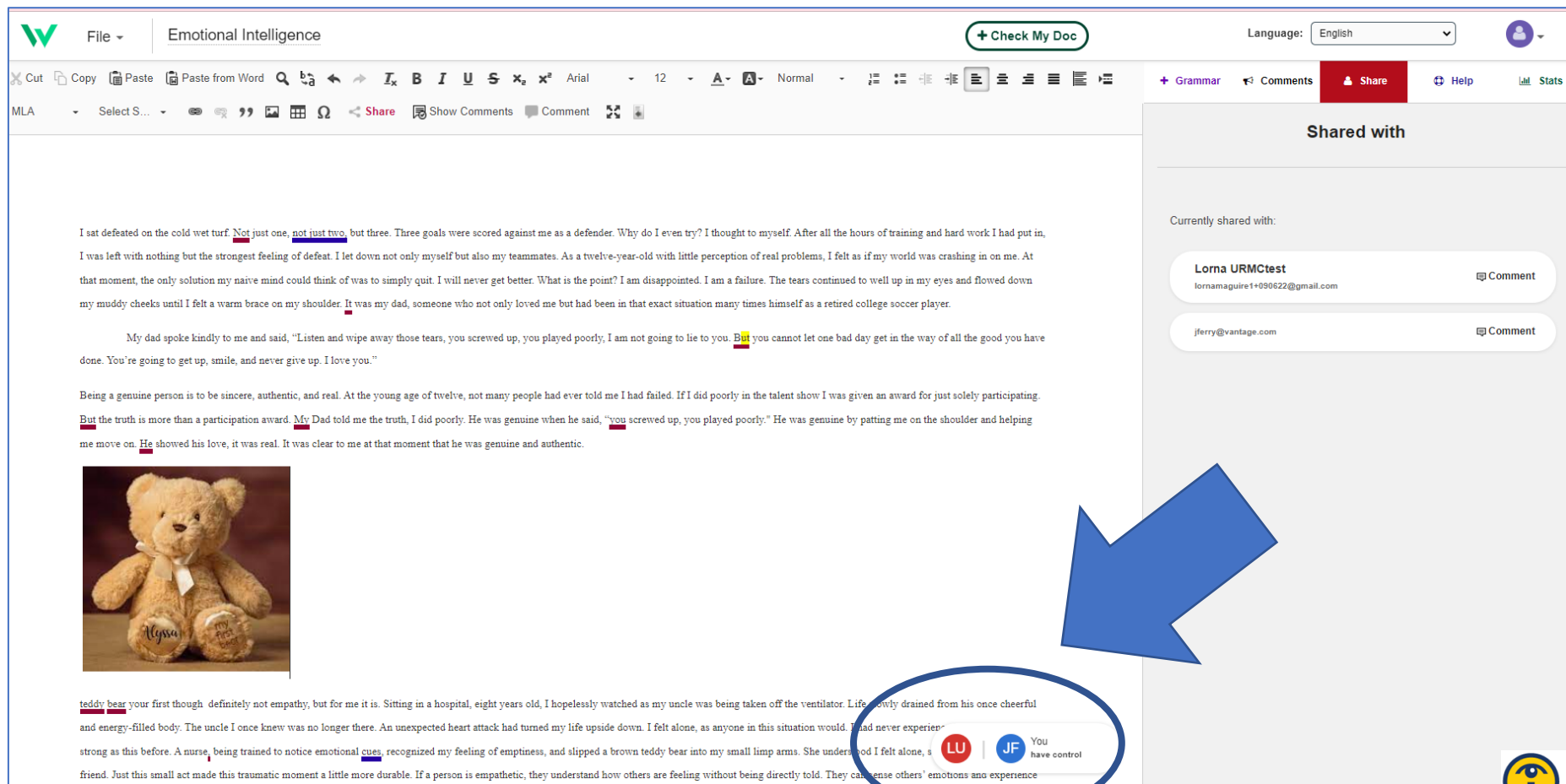
The screenshot illustrates the process of sharing a document in IntelliWriter. On the left, the 'File' menu is open, with 'Open Document' highlighted. On the right, the 'My Documents' window is displayed, showing a list of documents with columns for Document Name, Author, and Last Modified. A yellow box highlights the 'Open Document' icon in the list, and a blue arrow points to it from the right. The 'My Documents' window also features buttons for 'Cancel', 'Import From Word', and 'Import From Google Docs'.

Document Name	Author	Last Modified
effects of tech	Chad Warner	
Sample 1	COMMENT	
Emotional Intelligence	Lorna URMCTest	20...s ago
effects 2	Chad Warner	22 hours ago
final sample	Chad Warner	2 months ago

Navigating IntelliWriter™

Sharing a document

Sharing a document: Once you've shared your document, if you are both in the document at the same time, you will be able to see who has access to the document in real time.



The screenshot displays the IntelliWriter web interface. The document title is "Emotional Intelligence". The top navigation bar includes a "Check My Doc" button, a language dropdown set to "English", and a user profile icon. The main toolbar contains options for Cut, Copy, Paste, Paste from Word, Search, Undo, Redo, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Paragraph styles, and a "Share" button. The document content consists of several paragraphs of text, a photo of a teddy bear, and a partially visible comment box at the bottom. The right sidebar, titled "Shared with", shows the document is currently shared with two users: Lorna URMctest (lornamaguire1+090622@gmail.com) and jferry@vantage.com, each with a "Comment" button. A large blue arrow points from the "Shared with" sidebar towards the bottom of the page, where a blue circle highlights a comment box containing the text "LU | JF You have control".

Navigating IntelliWriter™

Sharing a document

Sharing a document: If someone takes control of a document you have open, you will see a message indicating you have lost control of the document.

The screenshot displays the IntelliWriter web editor interface. A modal dialog box titled "Document control lost." is centered on the screen, featuring a green header, a white body with the text "Document control lost.", and a blue "Ok" button. A large blue arrow points from the dialog box towards the "Share" button in the top right corner of the document editor. The background shows a document titled "Emotional Intelligence" with text about a soccer player and a teddy bear. A "Share" button is visible in the top right of the editor. A "Get Control from Lorna URMctest" button is visible in the bottom right of the document area.

Navigating IntelliWriter™

Sharing a document

Sharing a document: Don't Worry! You can regain control of the document by clicking the green "Get Control From" button on the bottom of the page. A message will appear asking you to confirm that you indeed want to take back control of the document.

The screenshot shows the IntelliWriter web editor interface. The document title is "Emotional Intelligence". The text of the document includes paragraphs about a student's experience with a teddy bear and a heart attack. A "Shared with" sidebar on the right lists two users: "Lorna URMCTest" and "jerry@vantage.com". A confirmation dialog box is open, asking "Are you sure you want to take control from Lorna URMCTest?". A blue arrow points to this dialog box. At the bottom of the page, a green button labeled "Get Control from Lorna URMCTest" is circled in blue.