

## On-line Tutoring Instructions

1. Go to [www.buzzword.acrobat.com](http://www.buzzword.acrobat.com)
2. Create a new account if you don't already have one (it's free!)
3. If you have created a new account, be sure to verify it via the link in the confirmation e-mail. If you don't within 72 hours, Adobe will cancel the account
4. Once you're signed in, you can create a new document (click "New"), OR import an existing document. To do this, select "Document," "Import," and select the file
5. With your document open, click the "Share" button in the lower left corner of the screen
6. Under "Share with," enter [writingcenter@uwlax.edu](mailto:writingcenter@uwlax.edu)
7. Under "Role," select "Reviewer"
8. Make sure the "Send email" box is checked, and click "Next"
9. In the message box, give a brief description of the assignment as well as any specific problems you are having with the paper. This is mandatory. We will not review and edit papers in general. If you don't provide instructions, we will ignore the paper. Since our goal at the Writing Center is to help people become better writers, we will not respond to requests to do something like, "Just read this over and edit it." We find that only by addressing specific issues can we best help writers. Any advice or suggestions we have will be posted on the document in comment boxes.
10. Please allow at least 48 hours for a response from the Writing Center. Simply sign in to your Buzzword account, select the document, and you will be able to see any comments we have made.