one. 
Make sure your transcription clearly states who is doing the speaking when, what the date of the interview was, and who the participants were. Determine whether or not you will make the interviewees anonymous or pseudonymous and what this entails (does it entail more than changing just the name?).

two. 
upload your transcript to [http://docs.google.com](http://docs.google.com) (you will need to create an account to do so). Make sure it is clearly labeled, has a title reflecting what it is, has your name on it, and that it doesn't have any annoying or wacky formatting problems.

three. 
Invite the other 5 members of the class (and the instructor) to “collaborate” by clicking collaborate and inputting our email addresses.

four. 
You should receive 5 emails from the other students, inviting you to collaborate on their documents. Sign in, and make sure you can see all of them.

five. 
Read the transcripts created by the other students. Note the passages you find most interesting and add an annotation. You can add a comment to a transcript by typing Ctrl-M and entering your comment. You can change the color of a comment by right-clicking (or holding down ctrl and clicking on Mac) on the comment. Try to add 2-3 annotations to each transcript (10-15 total).

What are annotations? Keywords? Suggestions? Ideas? Critique? How should we imagine the continuum between annotation and commentary? You should imagine yourself in the position of the person who conducted the interview: where would you take it, what would you say about it? What ideas does it stimulate that its owner might not recognize? If there are readings or ideas that you want to suggest—take the extra step and add quotations or page citations, rather than just dropping names. Think also about structure and linking as you read. If you find that there are interesting connections between the transcripts, link them together somehow—make reference to the other work.

**Annotations are due Nov. 20th.**

six. 
export your document (and delete the google version, if you wish), add it as an attachment to your wiki page.