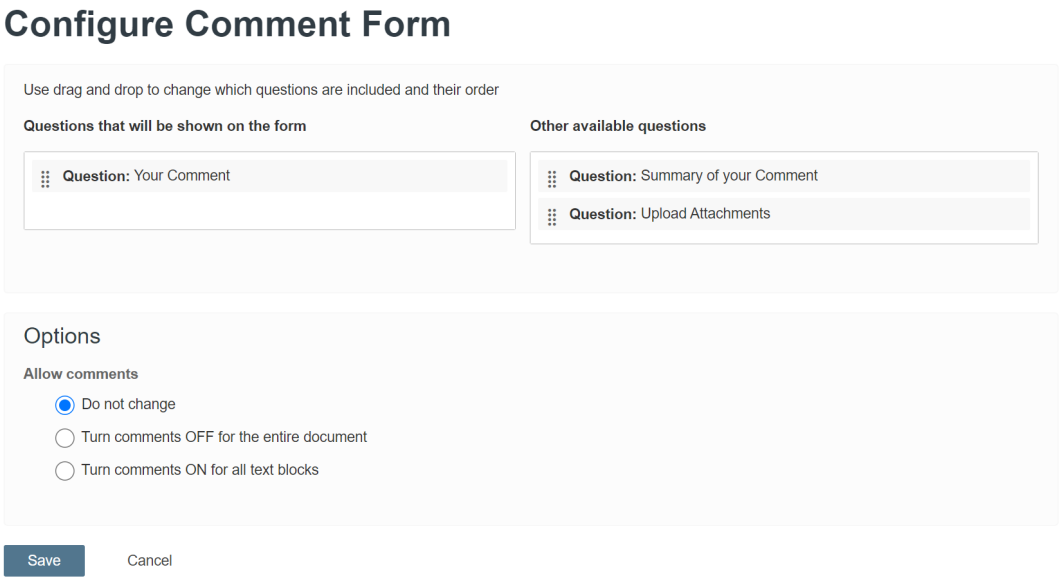
How-To Use the Comment Form in a Structured Document

Graham Smith - 2024-07-02 - How-To

The Structured document comment form allows users to provide feedback by capturing comments within the document's text, giving comments their full context.

To view the comment select ‘Configure the comment form’ from either the Actions meus at the foot of the page or from the ellipsis menus.



The Structured document comment form allows users to provide feedback by capturing comments within the document’s text, giving comments their full context.

To view the comment form, select ‘Configure the comment form’ from either the Actions menu at the foot of the page or the ellipsis menu. The comment form is shown below; it provides options to change the questions and the comment form default.

- Use drag & drop to move questions between the 2 lists, the questions shown on the form and the available questions.
- Turn comments on or off for the whole document or save without changing the current selection.

Configure Comment Form

Use drag and drop to change which questions are included and their order

Questions that will be shown on the form

Question: Your Comment

Other available questions

Question: Summary of your Comment

Question: Upload Attachments

Options

Allow comments

- (•) Do not change
- ( ) Turn comments OFF for the entire document
- ( ) Turn comments ON for all text blocks

Save Cancel