

<u>Knowledgebase</u> > <u>How-To</u> > <u>How-To</u> Use the Comment Form in a Structured Document

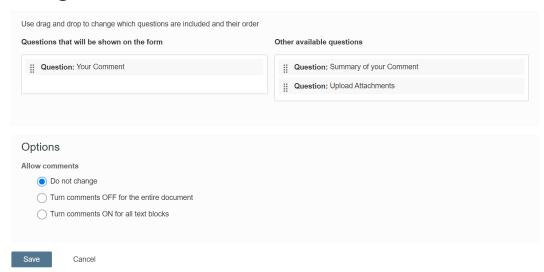
How-To Use the Comment Form in a Structured Document

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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.

Configure Comment Form



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

Questions that will be shown on the form	Other available questions
# Question: Your Comment	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	