

How-To Use the Comment Form in a Structured Document

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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.

