

Instructions for Using the CommentWorks Advance Web Form To Provide Your Comments

Instructions: No changes can be made to the PDF; rather, we ask that you submit your feedback on each section of the document through this Web site. You may want to print the document first and review it in its entirety. When you are ready to provide your comments, fill in the contact information below (all of the fields are required) and click "Continue." The next page will allow you to review individual sections of the document and provide your feedback on each specific section.

How to provide your comments:

Following are the steps to be followed to submit the comments on one or more sections of the initiative document.

Step1: Your information

- Fill out the submitter information fields
- Click "Continue to Step 2" hyperlink to go to next step.

Note: All the fields shown in the form are required. In order to move to the next step, please make sure to fill the form completely.

Figure 1 (below) is the screenshot of the user information form.

The screenshot shows a web form titled "Step 1: Your Information" with the following fields and values:

* First Name	Joe
* Last Name	Smith
* Organization	XYZ Associates
* Mailing Address	1000 Main Street
* City	Fairfax
* State	Virginia
* Postal Code	22031
* Phone Number	222-555-1234
* Email	joe@nowhere.com

Annotations in the image include:

- A green speech bubble pointing to the form fields: "All fields are required to be filled to begin commenting on any section of this initiative."
- A yellow highlight on the "Continue to Step 2" button.
- A green speech bubble pointing to the "Continue to Step 2" button: "Click here when completed"

Other visible text on the page includes: "Your Initiative Title", "View PDF Document", "View Instructions", "Date Published: March 01, 2009", "Abstract: This site contains a sample EIS initiative....", "Instructions: No changes can be made to the PDF, rather, we ask that you submit your feedback on each section of the document through this Web site. You may want to print the document first and review it in its entirety. When you are ready to provide your comments, fill in the contact information below (all of the fields are required) and click 'Continue.' The next page will allow you to review individual sections of the document and provide your feedback on each specific section.", and "Navigate through this site using these links (e.g., Continue, Previous, Forward buttons in your browser."

Figure 1: Step 1(Your Information)

Step 2: Enter your comments

1. Click on the section of the document (left panel) to provide your comments
2. Review the details for the selected section on right pane
3. Submit your comments in the text area below the section detail pane

4. Click on “Save Your Comments on This Section” hyperlink to save the comment on the selected section.
 - You must save your comments as you complete each section or they will be lost.
5. Repeat the above procedure to provide your comments on other sections of the document.
 - Section titles on which you have already commented will appear in **bold** in the left panel.
6. Click “Continue to Step 3” when you are done with providing the comments

NOTE:

1. If you cannot finish entering your comments in one sitting, **bookmark this page in your browser**. The site will retain a draft of everything you enter until you are ready to submit it. When you are ready to continue, reopen your browser and select the bookmark to retrieve and continue entering your feedback. You only need to bookmark this page once.

Figure 2 (below) is the screenshot showing different sections and hyperlinks of the Step 2: Enter Your Comments screen.

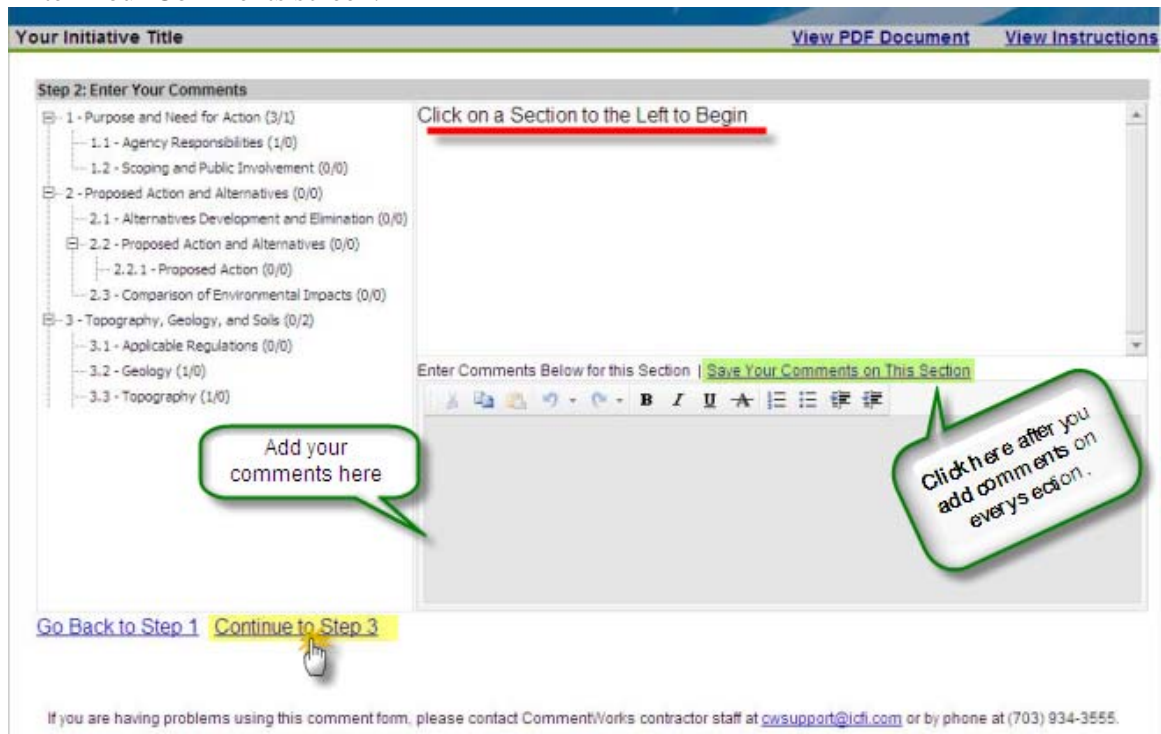


Figure 2: Step 2(Enter Your Comments)

Step 3: Review and Submit your Comments

- Review the comments that you submitted in the previous step. You can always go back and change any previously submitted comment by clicking on “Go Back to Step 2”.
- Click “Submit Your Comments’ hyperlink to submit the comments.

NOTE: Once the comments are submitted at the end of Step 3, you will not be able to go back and edit the comments.

Figure 3 (below) is the screenshot showing the different sections and hyperlinks on the Step3: Review and Submit Your Comments screen.



Figure 3: Step 3(Review and Submit Your Comments)