

How to Comment on the Eastern Interior RMP Online

Once you have opened the interactive document, follow these instructions. See **Navigating the Interactive Document** on page 4 for more information on how to navigate within the interactive document.

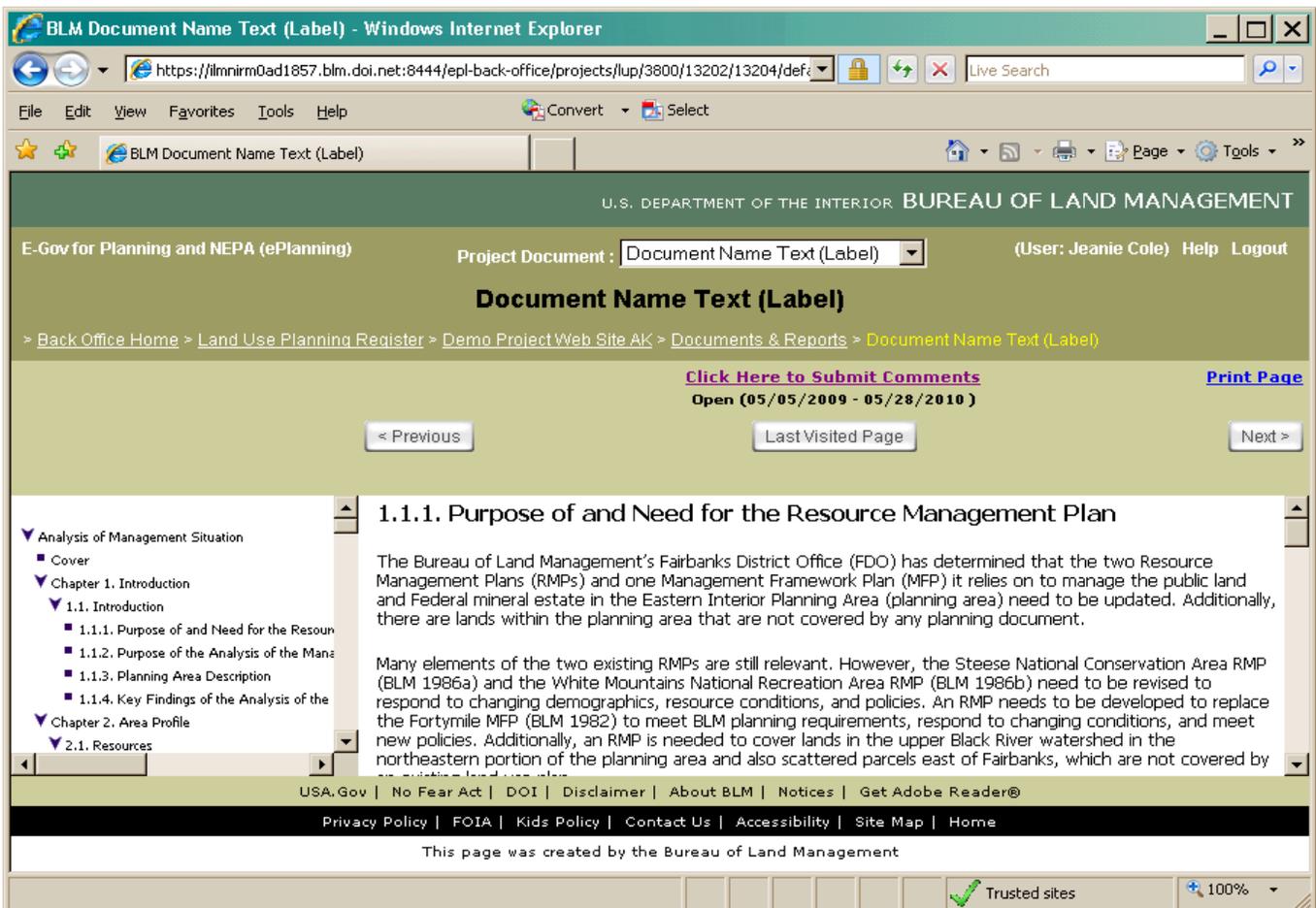
Select Text and Enter Comments

Adding a Comment without Selected Text

If you would like to make a comment on the document without highlighting specific text, simply click on the link at the top of the screen, "**Click here to submit comments**" then follow steps 5-8 below.

Adding a Comment with Selected Text

1. Highlight a section or portion of text you want to comment on.
2. Click on the **Click Here to Submit Comments** button located above the document text window.



3. The comment form will open in a separate internet window.

The screenshot shows a web browser window titled "ePlanning Back Office - Windows Internet Explorer" with the URL "https://blmnirm0ad1857.blm.doi.net:8444/?commentPeriodId=12301". The page header includes "U.S. DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT" and "E-Gov for Planning and NEPA (ePlanning)". The main heading is "ePlanning Back Office" with the user name "(User: Jeanie Cole) Help". Below this is "Document Name Text (Label)" and "Back Office Comment Submission Form". A progress bar at the top shows five steps: 1. Comments (highlighted), 2. Name & Address, 3. Submission Classification, 4. Review Submission, and 5. Submission Acknowledgement. The form contains a "Selected Content" section with a text area and a "Document Section ID" field, with buttons for "Copy Selected Content" and "Clear Selected Content". Below this is a "Comment Title" field, a "Related Issue" dropdown menu, and a "Clear Comment Text" button. A large text area for the comment is in the center, with a "Character Count Max of 10,000" indicator. At the bottom, there is an "Attachment" field with "Browse...", "Remove Attachment", and "Add Comment" buttons. The footer contains navigation links like "USA.gov", "No Fear Act", "DOI", "Disclaimer", "About BLM", "Notices", "Get Adobe Reader", "Privacy Policy", "FOIA", "Risk Policy", "Contact Us", "Accessibility", "Site Map", and "Home".

4. Click the **Copy Selected Content** button. The location of the content you highlighted will appear in the **Selected Content** portion of the form. The **Document Section ID** will fill in automatically.
5. Enter your **Comment Title** (optional). Select a **Related Issue** from the drop down list (optional).
6. Type your comment into the text window in the middle of the screen.
7. Add an attachment if you like (Note: if it will take more than one session to make comments, you can save the comments on your computer and add more comments later (see page 3). In this case, wait to attach documents until you are ready to submit comments).
8. Click the **Add comment** button. The comment will be added into a table at the bottom of the screen and you will have a blank form above to enter your next comment. (Note: The system will time-out after 60 minutes and you will lose your comments. To avoid this, you must click the Add Comment button at least every 60 minutes or you may save your comments on your computer and upload them later. See **Save Comments Locally** on page 3).
9. Return to the Interactive Document in the other internet window. When you find the next text you want to comment on, highlight it, return to the comment form window and repeat instructions above starting at step 2.
10. To cancel a comment, click the **Cancel** button. To go back and make changes, click the **Previous** button.
11. Once you have all your comments entered, click **Next** (Note: If you cannot complete comments in one session, see instructions below **To Save Comments Locally**).

Fill in Submitter Information

12. The **Name & Address Screen** will open. Fill in your information (fields with red asterisk are required) and click **Add Submitter**. If you have more than one submitter, enter each submitter as described above. When finished, click **Next**.

Review Your Submission and Print/Save Comments

13. The **Review Submission** screen will open. Review your comments. Complete the required fields and click **Submit** (Note: if you wish to be added to the mailing list, you must include your full mailing address).
14. A report of the comments you submitted will appear. You can print these or save them to your computer as a receipt that you sent comments to the BLM.

To Save Comments locally (more than one commenting session)

If you cannot complete all of your comments in one session, you may save them locally by clicking the **Save Submission Locally** button. If you added attachments, they will not be saved when you save locally. So, do not attach comments until your last session

Click the **Save Submission Locally** button. Another window will open. Click **Save**. A File Download window will open. Click **Save**. A **Save As** window will open. Browse to the location where you want to save the file. Click **Save**.

When you return to the commenting function, open the comment submission form and click **Upload Saved Submission**. Browse to the location where you saved your earlier comments. Select the saved file and click **Open**. The path to the file's location will be pasted into the Upload comment submission window. Click **Upload**. Your saved comments will be listed at the bottom of the comment submission form. Continue adding comments following steps 2-9 above.

Adding an Attachment to Your Comments

1. Select the box next to the comment
2. Click the **Edit Comment** button and,
3. Add the attachment by browsing to its location and selecting the file.
4. Click **Save Comment**.
5. Continue adding comments, editing comments, or proceed to the next step by clicking **Next**.

Need a Little Assistance?

Across the top of every page is a "Help" button. Help is content sensitive which means it will display the help information related to where you were in the document when you clicked Help.

Click the "Help" hyperlink in the upper right hand corner of the screen. This will open the help menu. Scroll down to the Comment Submission Wizard instructions at the end of the Help Menu.

Navigating the Interactive Document

The **Table of Contents** section of the interactive document is your navigation guide. Use your mouse to left-click on the "arrow pointing right" to see the subsections and then click on the document section name to see the narrative. The section you choose will be displayed in the main document frame to the right (replacing what you are currently reading). To see another section you can either choose it from the Table of Contents or use the Next, Previous, or Last Page Visited buttons, which appear on the top middle of the page.

Within the document you will see links to tables, figures, other URLs (links to Maps), and sections of the document. If you choose one of these links, the selected item will replace whatever is currently displayed in the main document frame. To go back, just use the Go Back button for figures and tables or the Last Page Visited button for document sections. If you navigate to a URL you will be on a new window; to return to the document you would merely close that window.