

# Suggestions

In addition to inline comments, you can use **Suggestions** – suggest changes on a page and let page owners decide whether to accept them. Accepted changes are automatically applied (no need to edit the page). While rejected suggestions disappear and can be tracked in page history.

- [Use Cases](#)
- [Add Suggestion](#)
  - [Viewing Page](#)
  - [Editing Page](#)
- [Accept Suggestion](#)
- [Reject Suggestion](#)
- [Toggling Sidebar](#)

## Use Cases

- Suggest content improvements
- Reviewing a page
- Inform about a typo

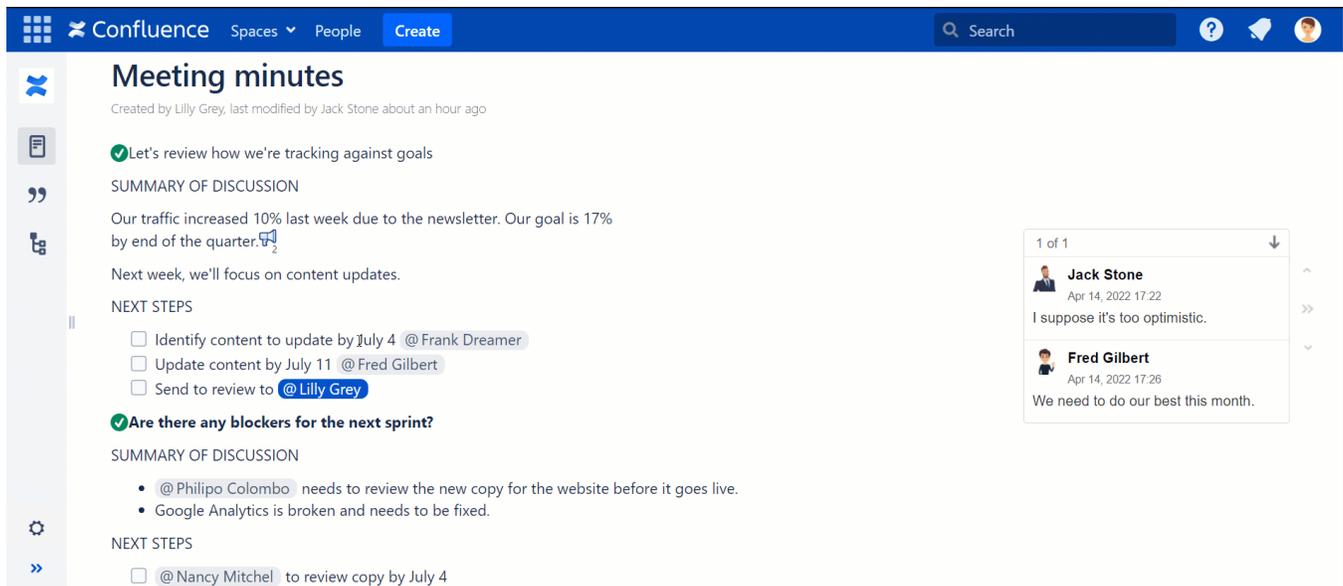
 In [this article](#), we describe the use cases of Talk Suggestions more thoroughly.

## Add Suggestion

### Viewing Page

To add a suggestion while viewing a page:

1. **Select the text** you want to suggest to change.
2. Choose  in the pop-up.
3. **Type** your suggestion in the input and **Save**.
4. Your suggestion will be shown on the sidebar – both while viewing and editing the page.



The screenshot shows a Confluence page titled "Meeting minutes" with a sidebar on the right displaying suggestions. The page content includes a summary of discussion and next steps. The sidebar shows two suggestions: one by Jack Stone and one by Fred Gilbert.

**Meeting minutes**  
Created by Lilly Grey, last modified by Jack Stone about an hour ago

Let's review how we're tracking against goals

SUMMARY OF DISCUSSION

Our traffic increased 10% last week due to the newsletter. Our goal is 17% by end of the quarter.

Next week, we'll focus on content updates.

NEXT STEPS

- Identify content to update by July 4 @ Frank Dreamer
- Update content by July 11 @ Fred Gilbert
- Send to review to @ Lilly Grey

Are there any blockers for the next sprint?

SUMMARY OF DISCUSSION

- @ Philipo Colombo needs to review the new copy for the website before it goes live.
- Google Analytics is broken and needs to be fixed.

NEXT STEPS

- @ Nancy Mitchel to review copy by July 4

1 of 1

**Jack Stone**  
Apr 14, 2022 17:22  
I suppose it's too optimistic.

**Fred Gilbert**  
Apr 14, 2022 17:26  
We need to do our best this month.

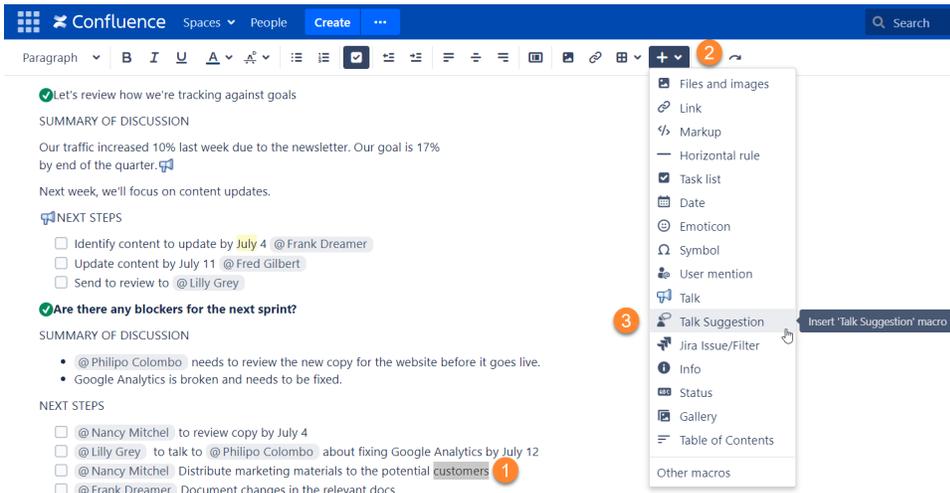
You can comment on your suggestion, e.g., to explain why you think this change should be made.



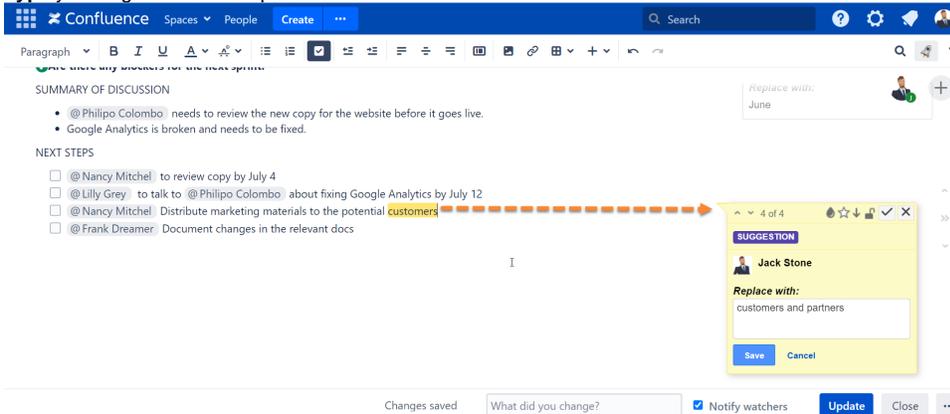
## Editing Page

To add a suggestion while editing a page:

1. Select the text you want to suggest to change.
2. Click **+** **↓** on the toolbar and choose **Talk Suggestion**.



3. Type your suggestion in the input and **Save**.



4. Your suggestion will be shown on the sidebar – both while viewing and editing the page.

## Accept Suggestion

To accept a suggestion, click .

Confluence Spaces People Create ... Search

Pages / Project: Smart Home / Use cases Edit Save for later Watching Talk Share ...

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NEXT STEPS

- @ Nancy Mitchel to review copy by July 4
- @ Lilly Grey to talk to @ Philipo Colombo about fixing Google Analytics by July 12

We need to do our best this month.

3 of 5

Jack Stone Apr 15, 2022 09:33

I assume the 2nd step should be implemented in the 4th quarter.

4 of 5

SUGGESTION

Lilly Grey Apr 14, 2022 18:21

Replace with:

June

Edit

Write a comment...

Accept

## Reject Suggestion

To reject a suggestion, click

Confluence Spaces People Create ... Search

Pages / Project: Smart Home / Use cases Edit Save for later Watching Talk Share ...

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SUGGESTION

Lilly Grey Apr 14, 2022 18:21

Replace with:

June

Edit

Write a comment...

Reject

## Toggle Sidebar

Talk - Inline Comments for Confluence allow you to collapse or expand the sidebar with added talks. This is convenient when you need to hide all excess elements from the page and view the clean page.

You can collapse or expand the sidebar with talks in three ways:

1. Click the button ( or ) located to the right side of your talk discussions.
2. Deselect or select the **Show comment sidebar** option.
3. Press the hotkey ] (square bracket).

Confluence Spaces People Create Search

Pages / Project: Smart Home / Use cases

# Meeting minutes

Created by Lilly Grey, last modified by Jack Stone about an hour ago

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Talk settings

These are your personal Talk settings:

- Show comments sidebar (1)
- Enable adding of discussions (d)

Learn more Request a feature

Or collapse the bar manually

SUGGESTION

Lilly Grey  
Apr 14, 2022 18:21  
Replace with:  
June

Additionally, you can click the appropriate talk on the page and the sidebar will automatically expand if it was collapsed.