

# 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.

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## Use Cases


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

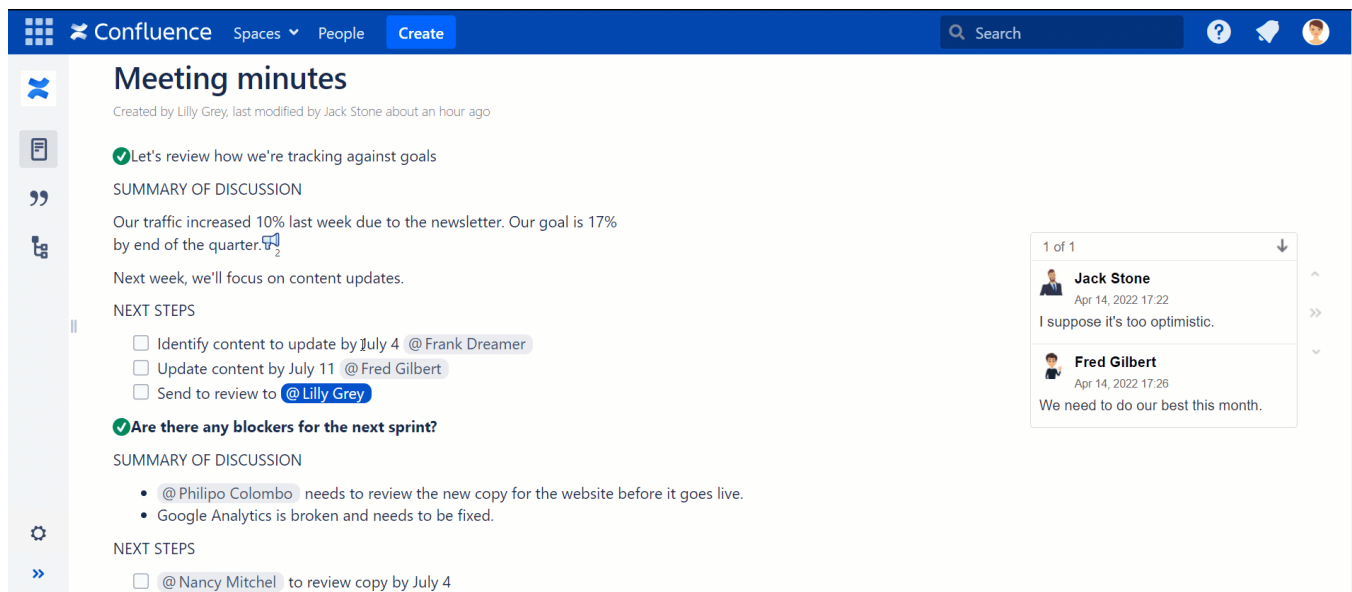
✓ In [this article](#), we describe the use cases of Talk Suggestions more thoroughly.

## 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" created by Lilly Grey and last modified by Jack Stone. The page content includes a summary of discussion about traffic goals and next steps for content updates. A suggestion sidebar on the right shows two suggestions: one by Jack Stone suggesting a change to "I suppose it's too optimistic." and another by Fred Gilbert suggesting "We need to do our best this month."

Confluence Spaces People Create Search

### 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.

Next week, we'll focus on content updates.

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✓ **Are there any blockers for the next sprint?**

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- Google Analytics is broken and needs to be fixed.

**NEXT STEPS**

- ☐ @ Nancy Mitchel to review copy by July 4
- ☐ @ Lilly Grey to talk to @ Philipo Colombo about fixing Google Analytics by July 12
- ☐ @ Nancy Mitchel Distribute marketing materials to the potential customers
- ☐ @ Frank Dreamer Document changes in the relevant docs

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

**SUGGESTION**

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

Reply Cancel

## 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**.

Paragraph B I U A Color Bulleted list Numbered list Table Link Embed

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Files and images  
Link  
Markup  
Horizontal rule  
Task list  
Date  
Emoticon  
Symbol  
User mention  
Talk  
Talk Suggestion  
Jira Issue/Filter  
Info  
Status  
Gallery  
Table of Contents  
Other macros

Insert 'Talk Suggestion' macro

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

Paragraph B I U A Color Bulleted list Numbered list Table Link Embed

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**SUMMARY OF DISCUSSION**

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- ☐ @ Nancy Mitchel Distribute marketing materials to the potential customers
- ☐ @ Frank Dreamer Document changes in the relevant docs

Replace with:  
June

**SUGGESTION**

Jack Stone  
**Replace with:**  
customers and partners  
Save Cancel

Changes saved What did you change? Notify watchers Update Close

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

## Accept Suggestion

To accept a suggestion, click ☒.

The screenshot shows a Confluence page titled "Project: Smart Home / Use cases". The page content includes a discussion about tracking goals and a "NEXT STEPS" section. A suggestion overlay is visible on the right side of the page, showing a suggestion from Lilly Grey to replace "June" with "July". The suggestion overlay has an "Accept" button.

## Reject Suggestion



To reject a suggestion, click .

This screenshot is similar to the one above, but the suggestion overlay from Lilly Grey is shown with the "Reject" button highlighted. The "Accept" button is no longer visible. The page content and discussion remain the same.

## 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

Let's review how we're tracking against goals

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## NEXT STEPS

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Are there any blockers for the next sprint?

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Talk settings

These are your personal Talk settings:

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

Learn more Request a feature

Or collapse the bar manually

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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.