

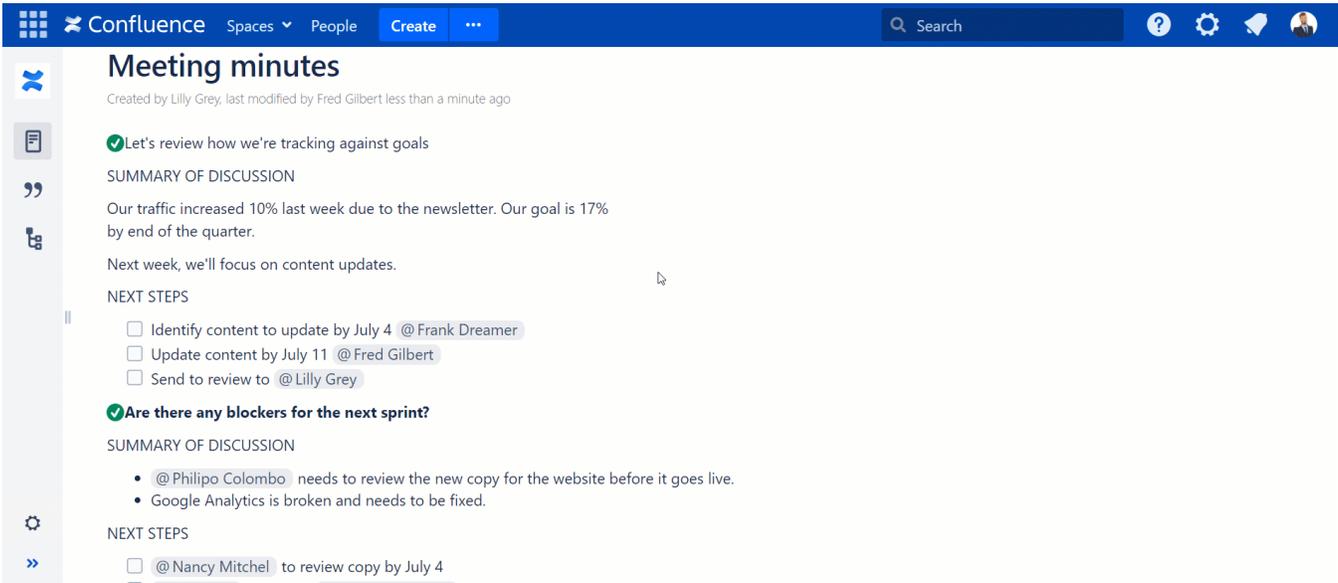
# Inline Comments

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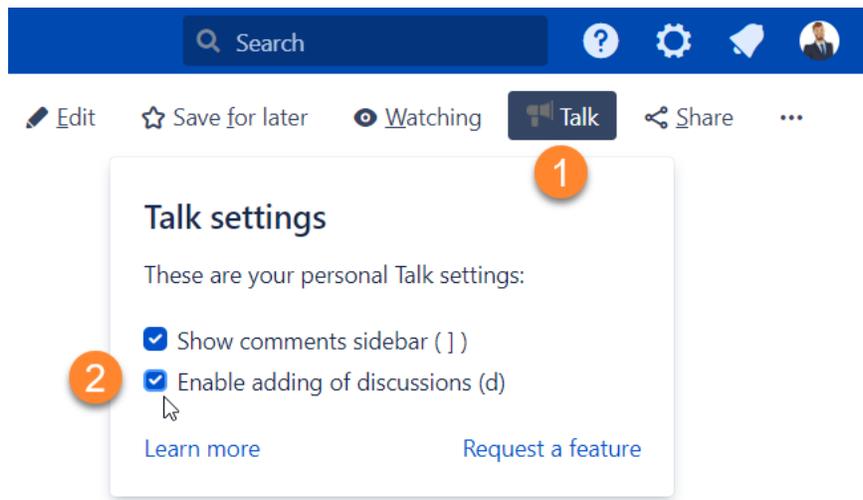
## Start with Talk Inline Comments

1. Select a word, phrase, or sentence and click the talk icon in the pop-up panel.



You can also add talks by just pointing to the appropriate place on your page. To do that make sure that you have enabled adding of discussions in the Talk settings:

1. Navigate to the page pane
2. Find and press the Talk icon
3. Check Enable adding of discussions

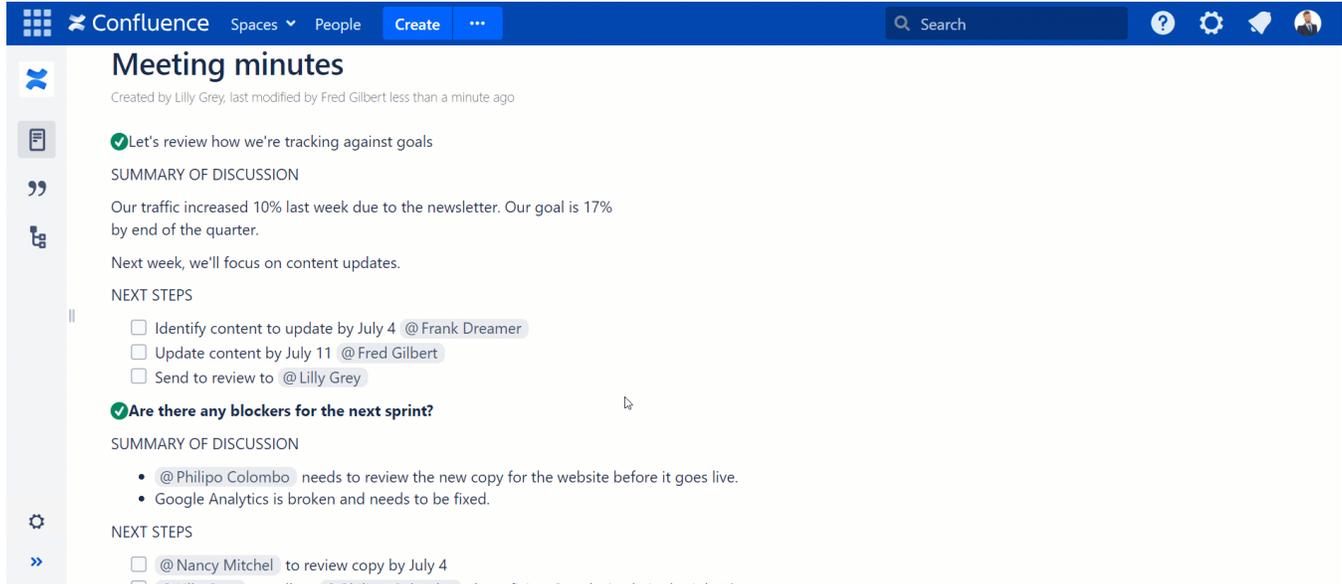


After that, you will see the Talk icon  when you hover over content on a page. Click the icon and start adding talks.

2. Enter your comment and click **Save**.

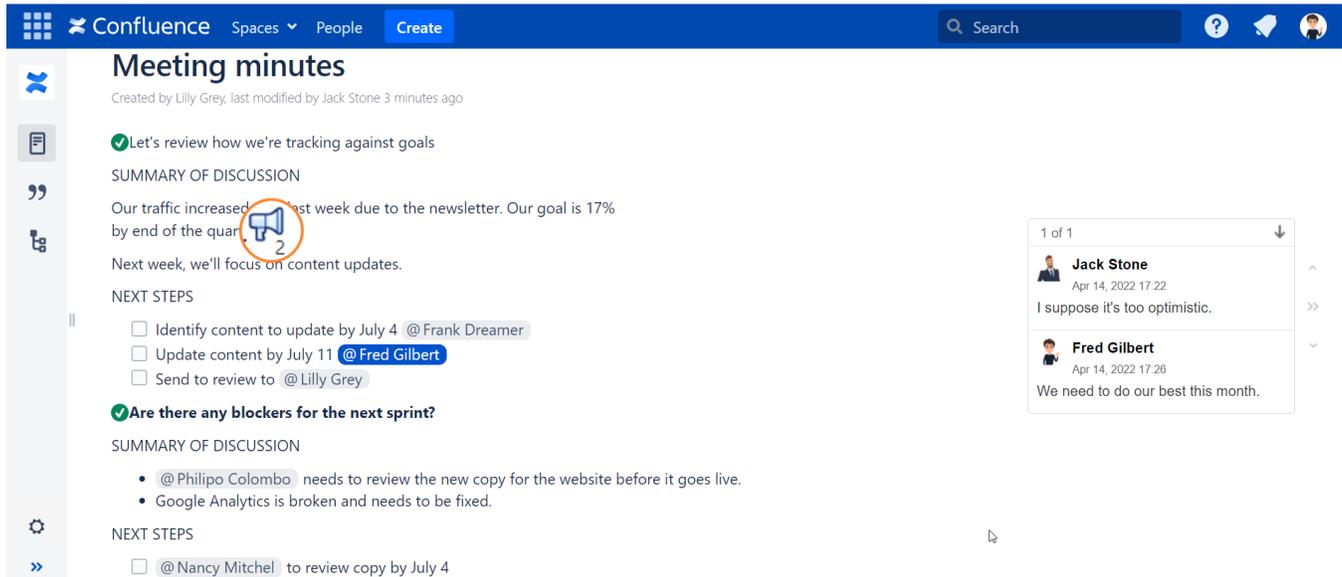
 If you add a talk to a text fragment, the Talk icon will be inserted after the last symbol of the selected fragment.

3. After saving a talk, you will see it to the right side of your page contents.



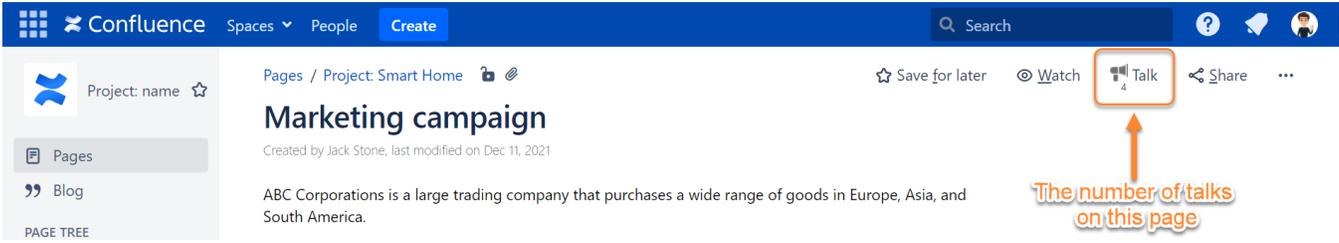
The screenshot shows a Confluence page with a blue header. The page title is "Meeting minutes" and it was created by Lilly Grey. The content includes a green checkmark icon followed by the text "Let's review how we're tracking against goals". Below this is a "SUMMARY OF DISCUSSION" section with two paragraphs: "Our traffic increased 10% last week due to the newsletter. Our goal is 17% by end of the quarter." and "Next week, we'll focus on content updates." This is followed by a "NEXT STEPS" section with three items: "Identify content to update by July 4 @ Frank Dreamer", "Update content by July 11 @ Fred Gilbert", and "Send to review to @ Lilly Grey". A second green checkmark icon is followed by the text "Are there any blockers for the next sprint?". Below this is another "SUMMARY OF DISCUSSION" section with two bullet points: "@ Philipo Colombo needs to review the new copy for the website before it goes live." and "Google Analytics is broken and needs to be fixed." This is followed by a "NEXT STEPS" section with one item: "@ Nancy Mitchel to review copy by July 4".

 Talk icons contain figures that indicate the total number of comments in Talk discussions.

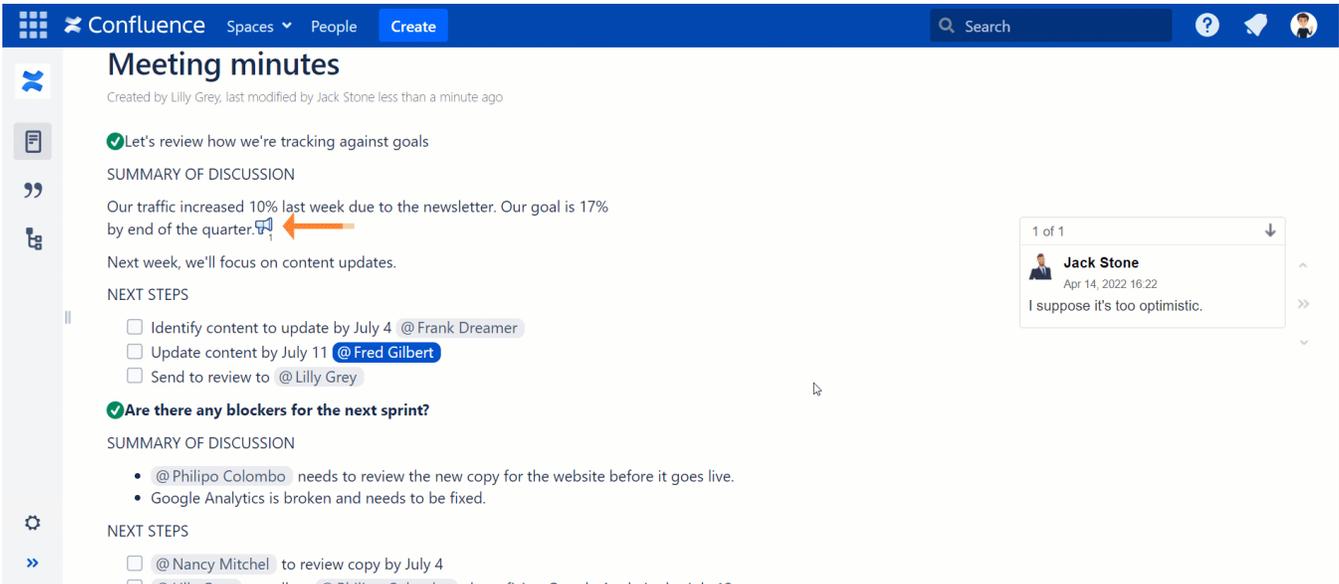


The screenshot shows the same Confluence page as above, but with a Talk icon (a megaphone with the number 2) placed over the text "Next week, we'll focus on content updates." On the right side of the page, a comment thread is visible. It shows "1 of 1" comments. The first comment is by Jack Stone, dated Apr 14, 2022 17:22, with the text "I suppose it's too optimistic." The second comment is by Fred Gilbert, dated Apr 14, 2022 17:26, with the text "We need to do our best this month."

 The Talk settings button that is located on the top on a Confluence page shows the number of Talk discussions on a page. If there's no figure, it means that currently there are no Talk discussions on this page.



4. When you want to reply to the talk, select it. The talk is highlighted in yellow. Enter your reply into the text field and click **Reply** to post it. The Talk icon that you selected also becomes highlighted, so you can easily track which element the talk is mapped to.



**i** When you are having a discussion with someone using Talk, it is being updated in real time. And you can see new comments in this discussion right away.

## 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).

The screenshot shows a Confluence page titled "Meeting minutes" under the breadcrumb "Pages / Project: Smart Home / Use cases". The page content includes a status check "Let's review how we're tracking against goals", a "SUMMARY OF DISCUSSION" section mentioning a 10% traffic increase, and a "NEXT STEPS" section with three tasks: "Identify content to update by July 4 @ Frank Dreamer", "Update content by July 11 @ Fred Gilbert", and "Send to review to @ Lily Grey". A checkmark indicates "Are there any blockers for the next sprint?" with two items: "@ Philipo Colombo needs to review the new copy for the website before it goes live." and "Google Analytics is broken and needs to be fixed."

Overlaid on the right is a "Talk settings" dialog box. It contains the text "These are your personal Talk settings:" followed by two checked checkboxes: "Show comments sidebar (1)" and "Enable adding of discussions (d)". Below these are links for "Learn more" and "Request a feature". A red circle with the number "1" is next to the "Talk" icon in the top navigation bar. A red circle with the number "2" is next to the "Show comments sidebar" checkbox. An orange dashed arrow points from the text "Or collapse the bar manually" to a vertical sidebar control on the right side of the page.

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

## Mentions

To [mention](#) a Confluence user in a comment, press @ in the comment field and type a username.

To insert links to other Confluence pages in a comment, press [ and type a page name or paste a page URL to a comment.

Instead of clicking Save, you can use the keyboard shortcut **Ctrl+Enter**.