

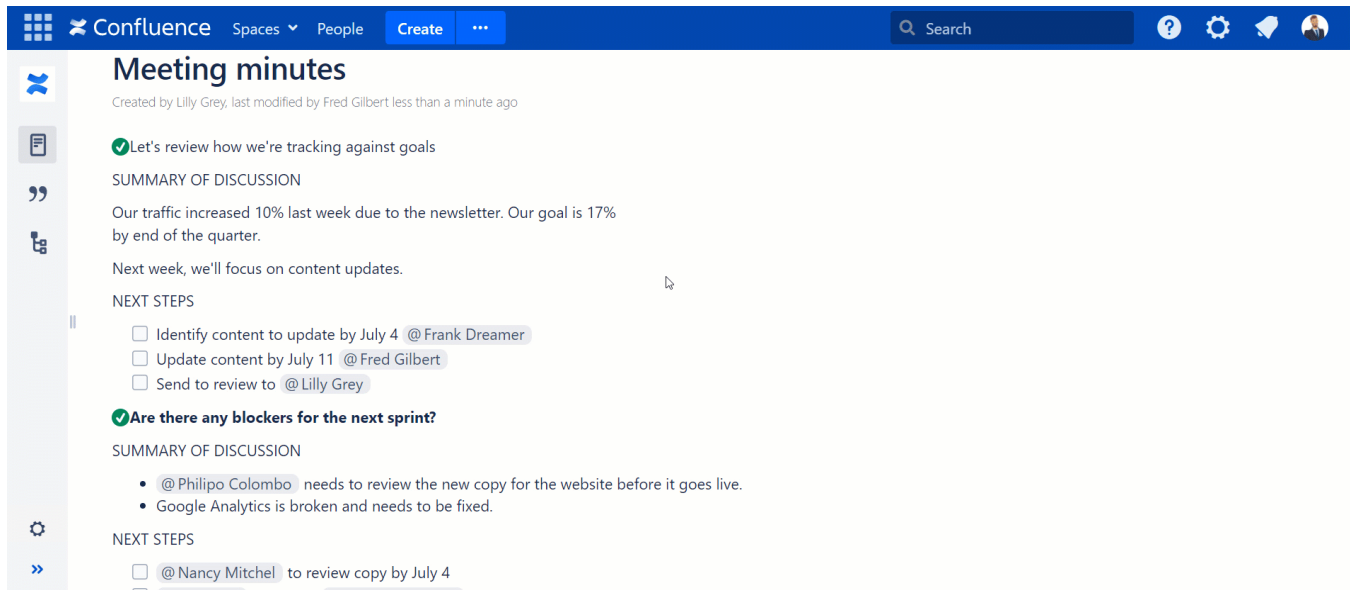
Inline Comments

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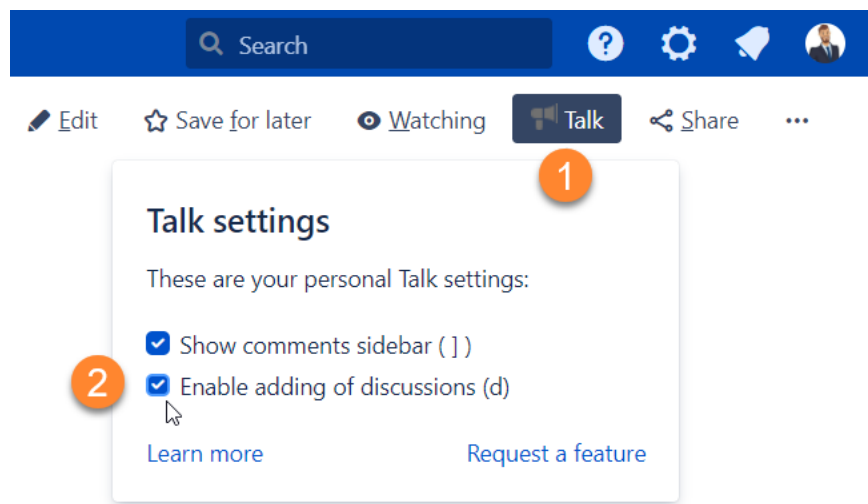
Start with Talk Inline Comments


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

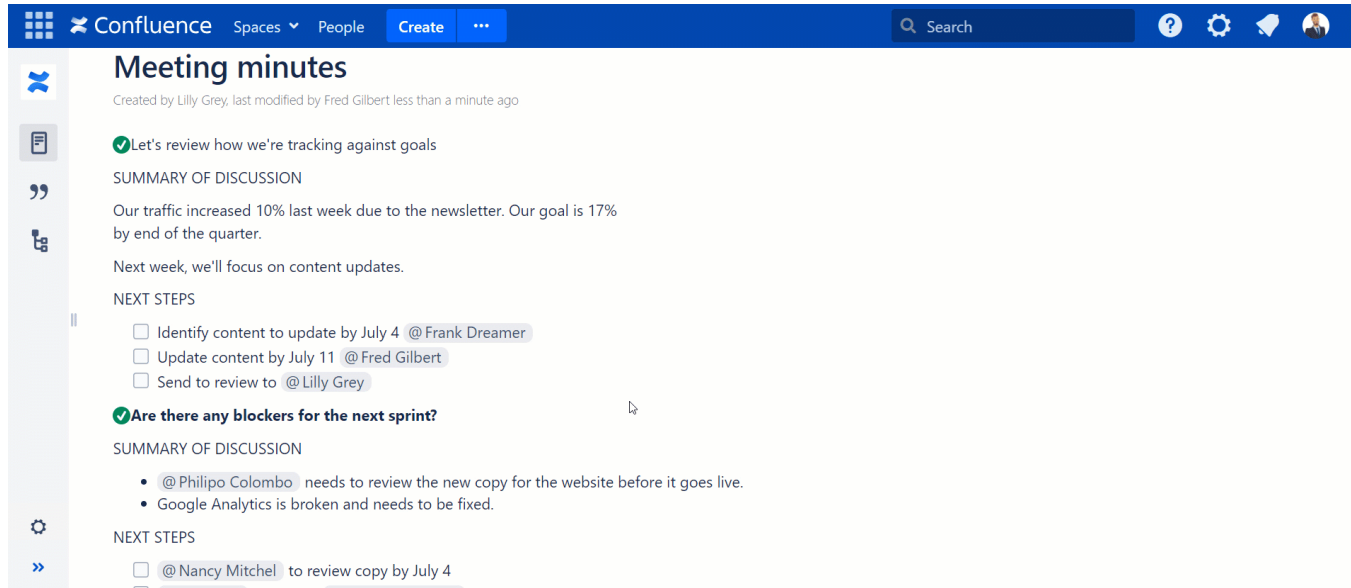


After that, you will see the Talk icon  when you hover over content on a page. Click the icon and start adding talks.


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

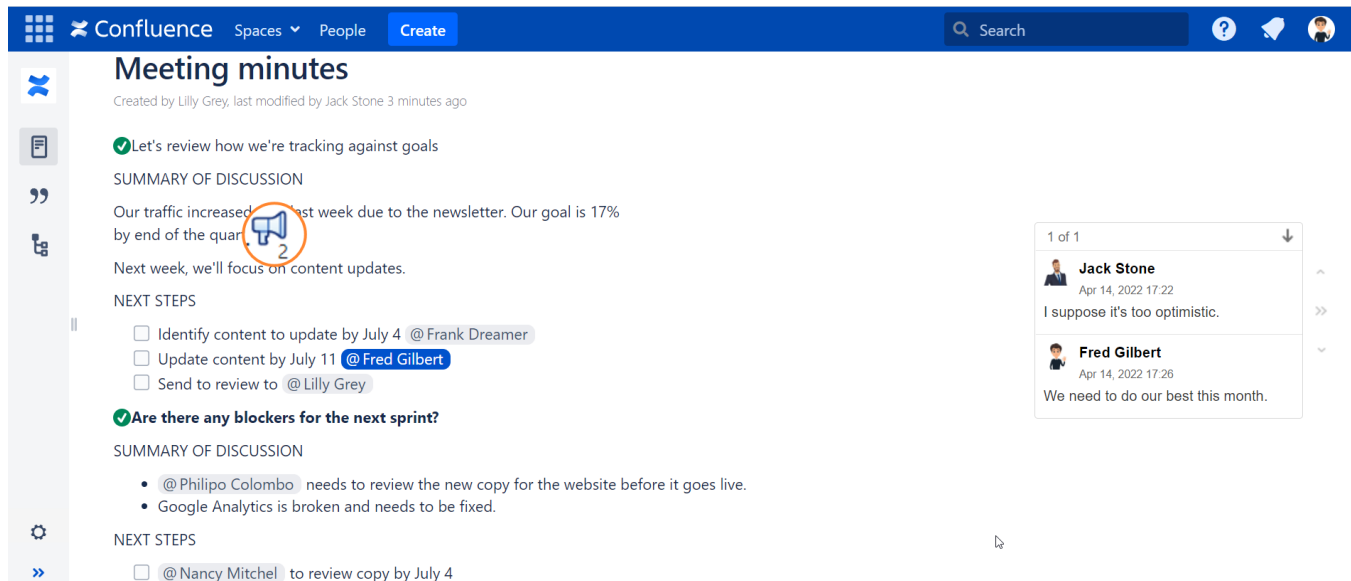
 If you add a talk to a text fragment, the Talk icon will be inserted after the last symbol of the selected fragment.

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




The screenshot shows a Confluence page titled "Meeting minutes" created by Lilly Grey. The page content includes a status check "Let's review how we're tracking against goals", a "SUMMARY OF DISCUSSION" section with traffic updates, and a "NEXT STEPS" section with three tasks assigned to Frank Dreamer, Fred Gilbert, and Lilly Grey. A second section titled "Are there any blockers for the next sprint?" follows, with a summary of discussion and another set of next steps. The left sidebar contains navigation icons, and the top header shows the Confluence navigation bar with a search bar and user profile.

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



This screenshot shows the same "Meeting minutes" page after a talk has been added. A red circle highlights a talk icon (a megaphone with the number 2) next to the text "by end of the quarter" in the summary section. On the right side of the page, a "Talks" sidebar is visible, showing a list of discussions. The first talk is by Jack Stone, dated Apr 14, 2022 17:22, with the comment "I suppose it's too optimistic." The second talk is by Fred Gilbert, dated Apr 14, 2022 17:26, with the comment "We need to do our best this month." The page content remains the same as in the previous screenshot.

 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.

Confluence Spaces People Create

Search

Project: name

Pages / Project: Smart Home

Save for later Watch Talk Share

Marketing campaign

Created by Jack Stone, last modified on Dec 11, 2021

ABC Corporations is a large trading company that purchases a wide range of goods in Europe, Asia, and South America.

The number of talks 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.

Confluence Spaces People Create

Search

Project: name

Pages / Project: Smart Home

Save for later Watch Talk Share

Meeting minutes

Created by Lilly Grey, last modified by Jack Stone less than a minute 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 16:22

I suppose it's too optimistic.

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.

Toggling 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 "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 @ Lilly Grey". A section titled "Are there any blockers for the next sprint?" lists 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."

On the right, a "Talk" sidebar is visible. A "Talk settings" dialog is open, showing personal settings: "Show comments sidebar ()" and "Enable adding of discussions (d)", both checked. A dashed orange arrow points from the "Show comments sidebar" checkbox to the sidebar's collapse/expand controls, with the text "Or collapse the bar manually" below it. The sidebar itself shows a "SUGGESTION" from Lilly Grey dated Apr 14, 2022, with the text "Replace with: June".

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**.