

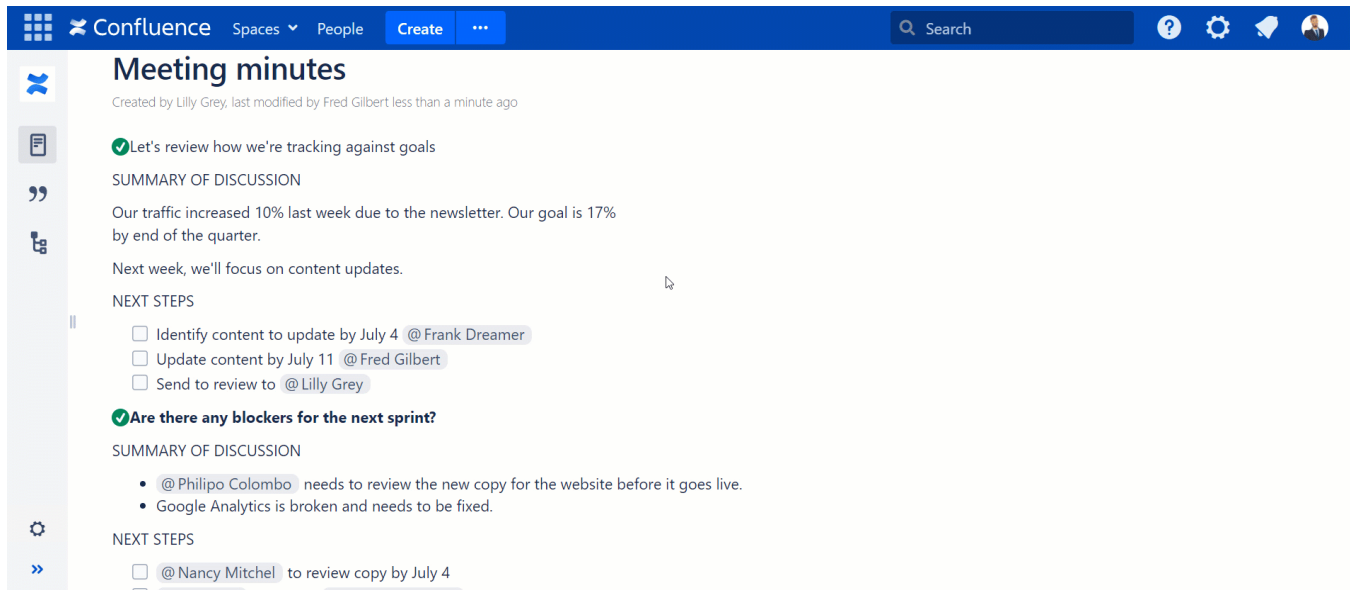
Inline Comments

On this page:

- [Start with Talk Inline Comments](#)
- [Toggling Sidebar](#)
- [Mentions](#)

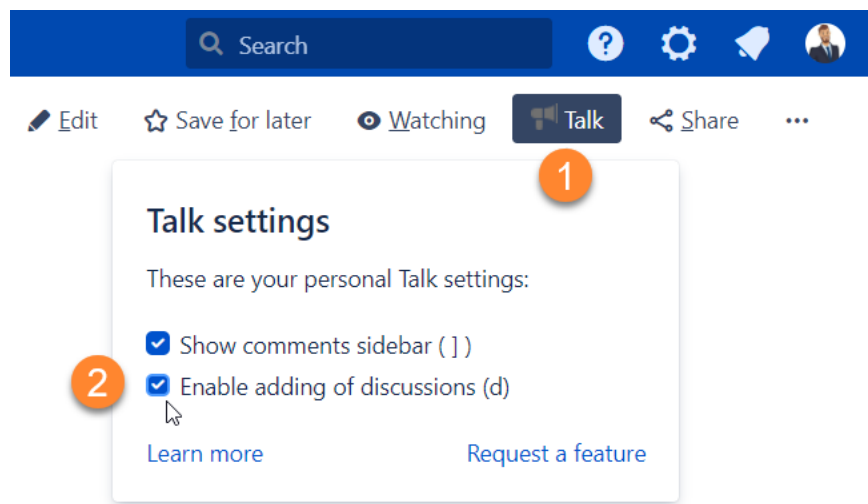
Start with Talk Inline Comments

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

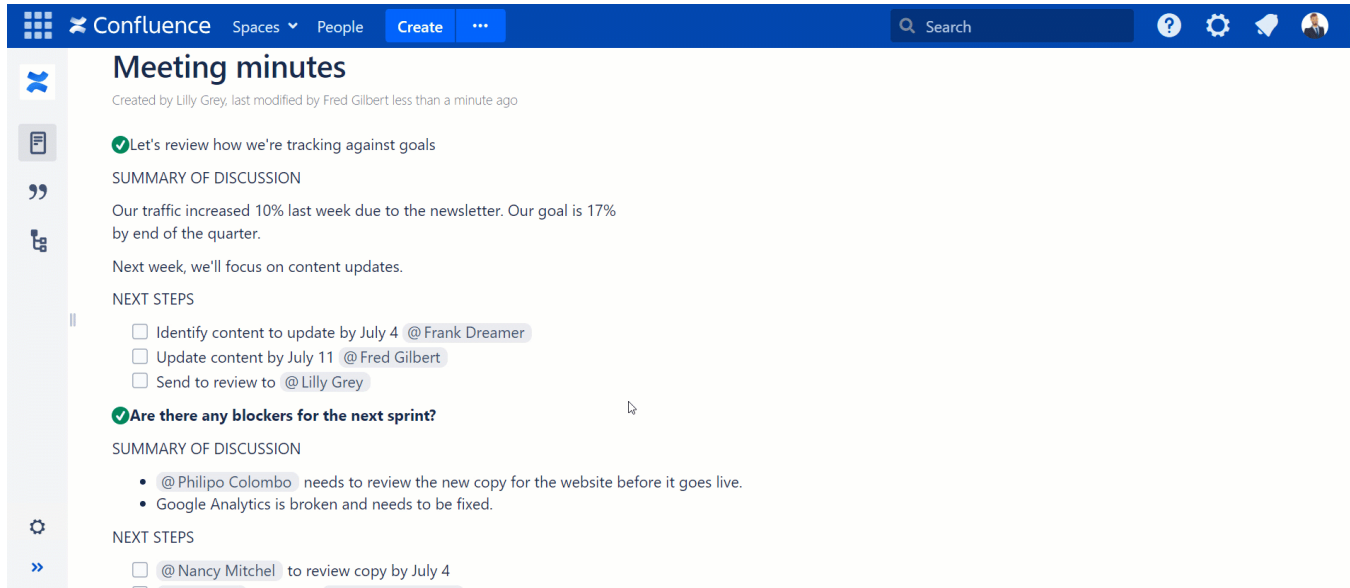


After that, you will see the Talk icon  when you hover over content on a page. Click the icon and start adding talks.

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

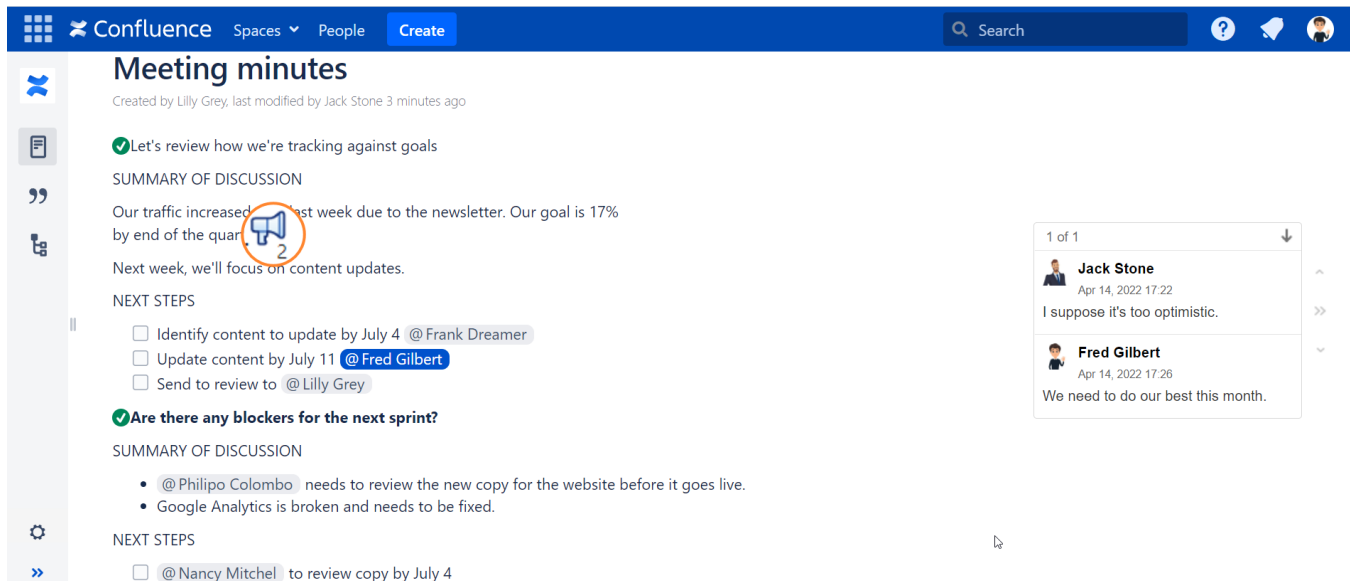
 If you add a talk to a text fragment, the Talk icon will be inserted after the last symbol of the selected fragment.

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 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 checkboxes: "Identify content to update by July 4 @ Frank Dreamer", "Update content by July 11 @ Fred Gilbert", and "Send to review to @ Lilly Grey". Below this is another green checkmark icon followed by the text "Are there any blockers for the next sprint?". This is followed by 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." Finally, there is a "NEXT STEPS" section with one checkbox: "@ 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 "Meeting minutes" but now with a talk added. The talk icon  is now visible after the text "Next week, we'll focus on content updates." in the "SUMMARY OF DISCUSSION" section. The talk icon has a small "2" next to it, indicating two comments. On the right side of the page, a list of comments is visible. 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 page header shows "1 of 1" and a dropdown arrow.

 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.

The screenshot shows the top of a Confluence page. The header bar is blue with the Confluence logo, 'Spaces', 'People', and a 'Create' button. A search bar is on the right. Below the header, the page title is 'Marketing campaign' by Jack Stone. On the right side of the page, there is a 'Talk' icon with the number '4' next to it, indicating four comments. An orange arrow points to this icon with the text '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.

The screenshot shows a Confluence page titled 'Meeting minutes'. The page content includes a summary of discussion and next steps. On the right side, a comment thread is visible, showing a comment by Jack Stone dated Apr 14, 2022 16:22, with the text '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 "Project: Smart Home / Use cases" space. The page content includes a summary of discussion, next steps, and a section asking for blockers. On the right, a "Talk" sidebar is visible. A "Talk settings" modal is open, showing options to "Show comments sidebar ()" and "Enable adding of discussions (d)". An orange box highlights the "Show comments sidebar" option, with a dashed arrow pointing to the sidebar's collapse button. A text annotation "Or collapse the bar manually" is placed near the sidebar. The sidebar itself shows a "SUGGESTION" from Lilly Grey dated April 14, 2022, suggesting to "Replace with: June".

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

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.

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

2 of 2

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.

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**.