

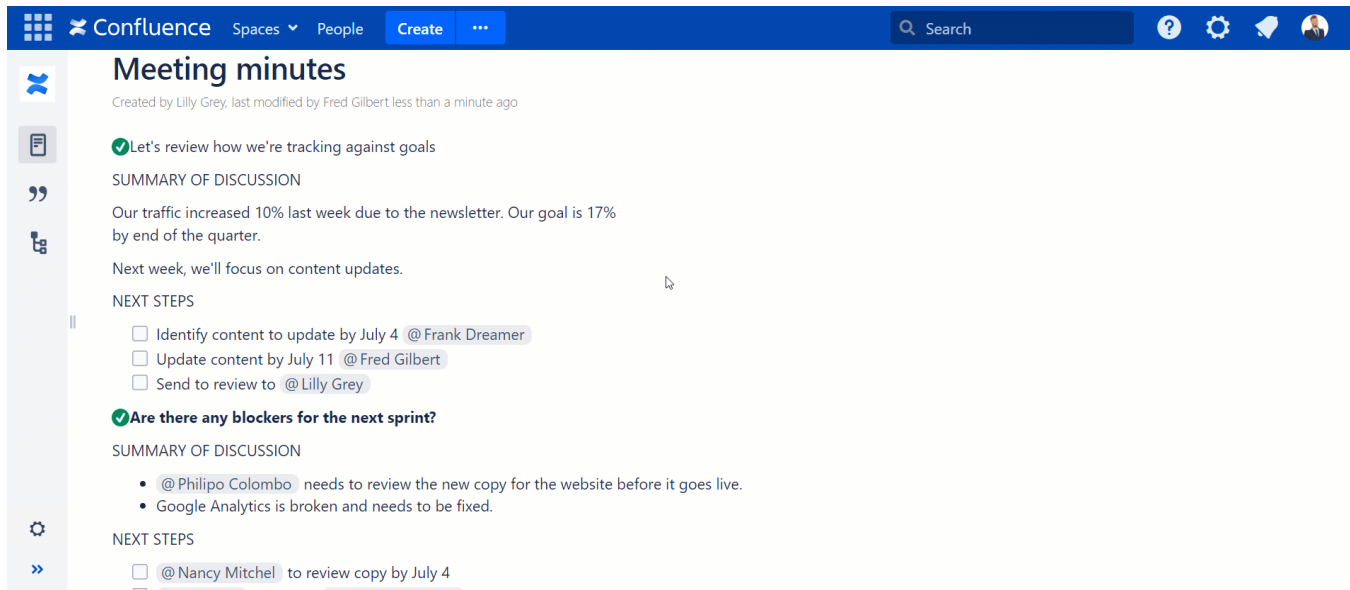
Inline Comments

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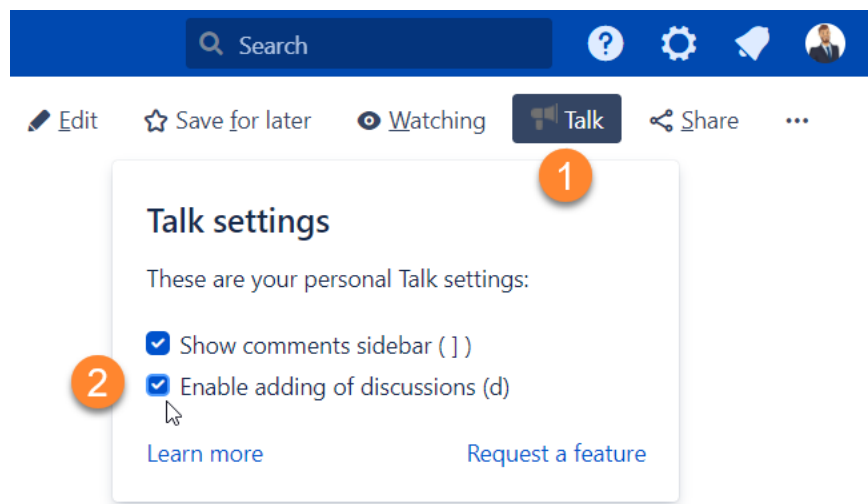
Start with Talk Inline Comments

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

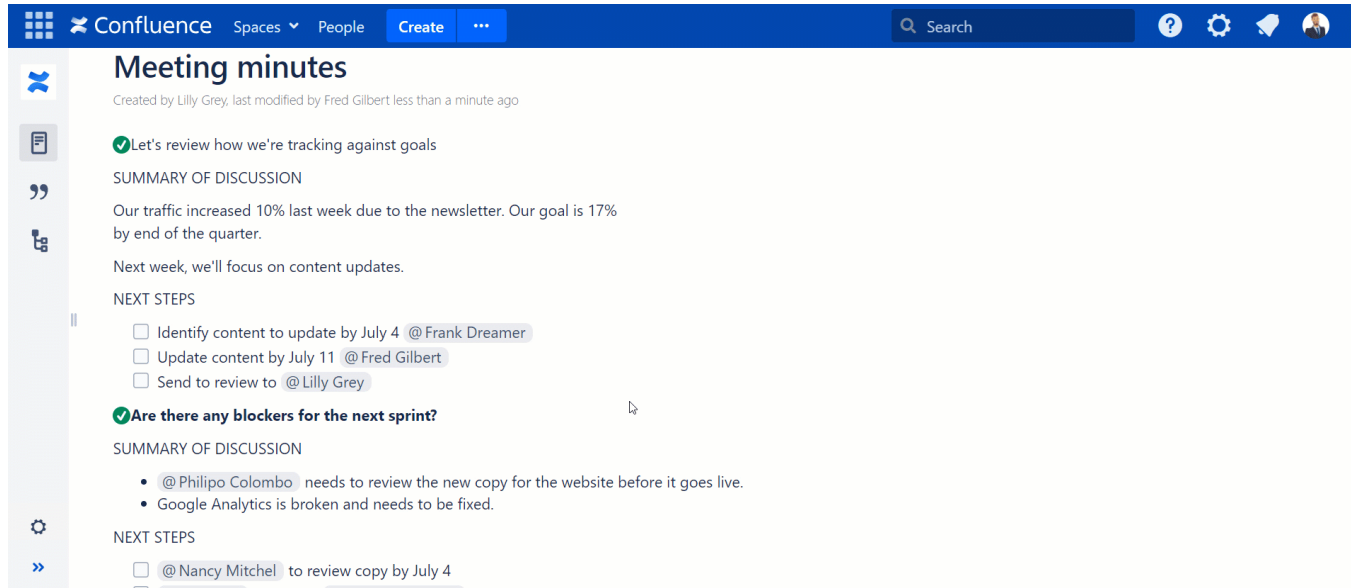


After that, you will see the Talk icon  when you hover over content on a page. Click the icon and start adding talks.

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

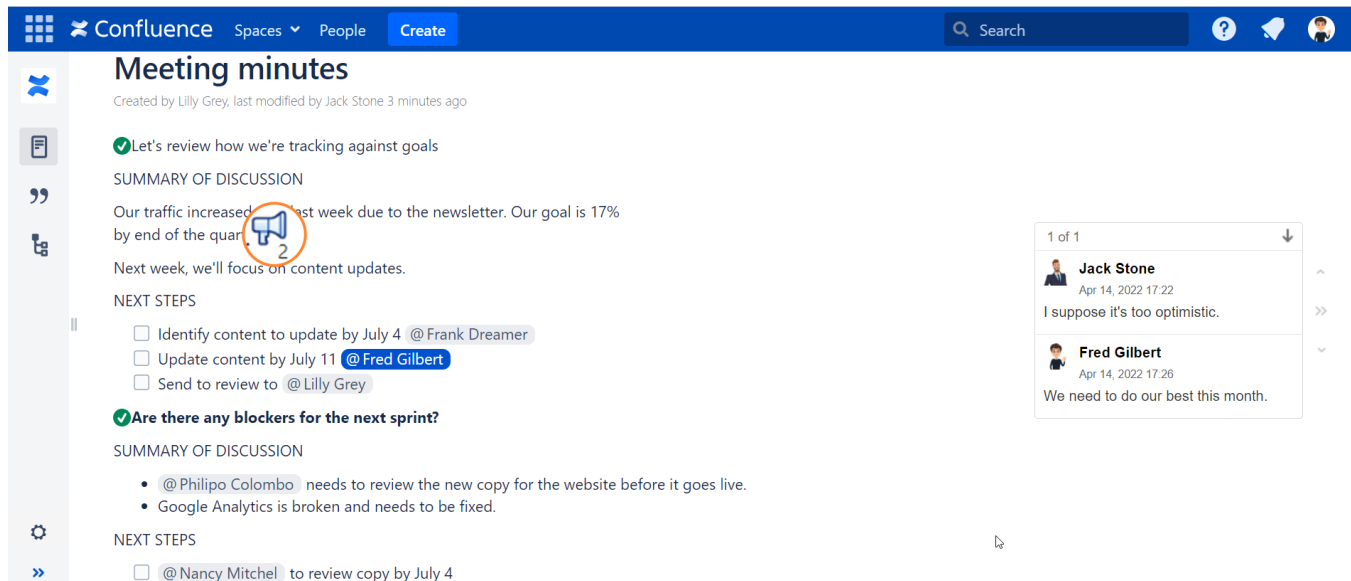
 If you add a talk to a text fragment, the Talk icon will be inserted after the last symbol of the selected fragment.

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 page interface includes a sidebar with navigation icons and a top navigation bar with the Confluence logo, "Spaces", "People", "Create", and a search bar.

 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 the Talk icon (a megaphone with a number '2') that appears at the end of the text "by end of the quarter". 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 and navigation bar remain 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.

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 from April 14, 2022, at 16:22, stating 'I suppose it's too optimistic.' The comment is highlighted in yellow.

 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. A "Talk" sidebar is visible on the right, showing a comment by Lilly Grey. Annotations include:

- A red box labeled "1" around the "Talk" icon in the top navigation bar.
- A red box labeled "2" around the "Show comments sidebar ()" checkbox in the "Talk settings" dialog.
- A red box around the "2 of 2" indicator in the Talk sidebar.
- A red box around the "SUGGESTION" header in the Talk sidebar.
- A red dashed arrow pointing from the "Talk settings" dialog to the "2 of 2" indicator, with the text "Or collapse the bar manually" below it.

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**.