

# 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.

- [Use Cases](#)
- [Add Suggestion](#)
  - [Viewing Page](#)
  - [Editing Page](#)
- [Accept Suggestion](#)
- [Reject Suggestion](#)
- [Toggling Sidebar](#)

## Use Cases


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

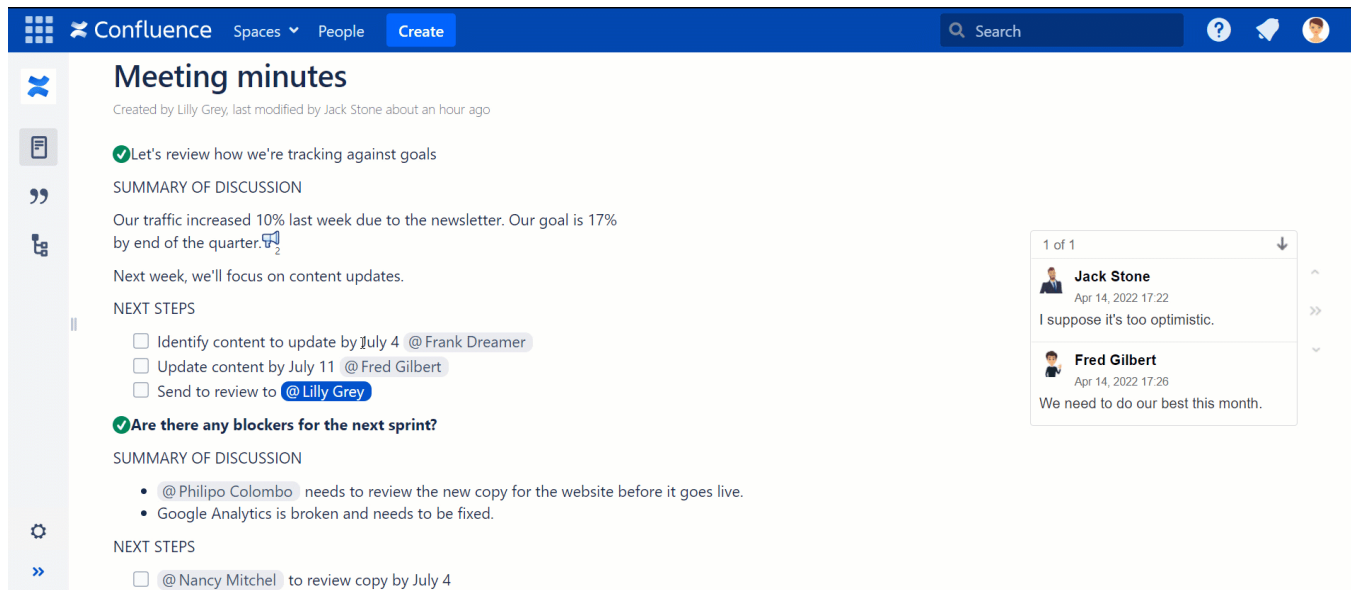
✓ In [this article](#), we describe the use cases of Talk Suggestions more thoroughly.

## 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. The page content includes a summary of discussion and next steps. A suggestion by Jack Stone is shown in the sidebar, suggesting a change to the text "I suppose it's too optimistic." The suggestion is currently active, and a response by Fred Gilbert is visible below it.

You can comment on your suggestion, e.g., to explain why you think this change should be made.



To accept a suggestion, click .

The screenshot shows a Confluence page titled "Project: Smart Home / Use cases". The page content includes a summary of discussion about traffic goals and next steps for content updates. A suggestion from Lilly Grey is displayed on the right, proposing to replace "June" with "July 4". The suggestion is highlighted with a yellow background. A dashed orange arrow points from the "NEXT STEPS" section of the page to the suggestion. The suggestion card has an "Accept" button highlighted.

## Reject Suggestion

To reject a suggestion, click

This screenshot is identical to the one above, but the suggestion from Lilly Grey is now highlighted with a red border. The "Reject" button (an 'X' in a box) is highlighted instead of the "Accept" button. A dashed orange arrow still points from the "NEXT STEPS" section to the suggestion.

## 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).

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

## 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.