

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.

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Use Cases

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

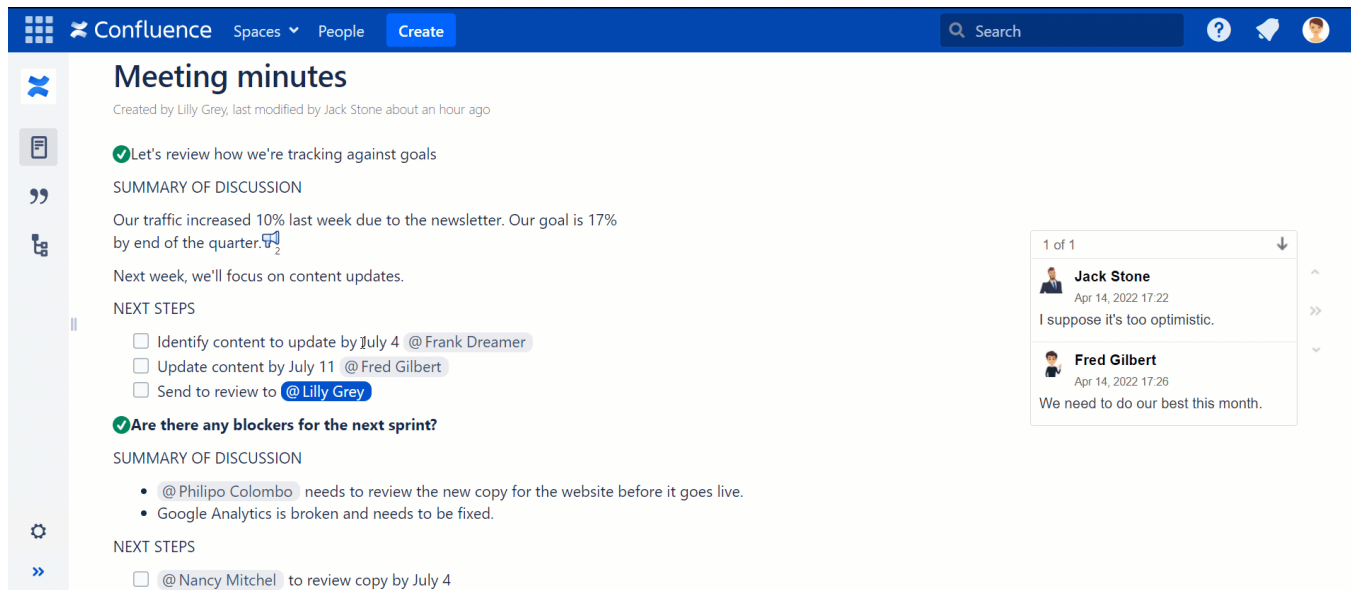
✓ In [this article](#), we describe the use cases of Talk Suggestions more thoroughly.

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 the user is prompted to "Type your suggestion in the input and Save." The sidebar also shows a suggestion by Fred Gilbert, suggesting a change to the text "We need to do our best this month."

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

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
- ☐ @ Lilly Grey to talk to @ Philipo Colombo about fixing Google Analytics by July 12
- ☐ @ Nancy Mitchel Distribute marketing materials to the potential customers
- ☐ @ Frank Dreamer Document changes in the relevant docs

SUGGESTION

Lilly Grey
Apr 14, 2022 18:21

Replace with:
June

Edit

Reply Cancel

Editing Page

To add a suggestion while editing a page:

1. **Select the text** you want to suggest to change.
2. Click **+** **2** on the toolbar and choose **Talk Suggestion**.

Paragraph **B** **I** **U** **A** **2** **3** **+** **2**

✓ 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.

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Talk Suggestion

Insert 'Talk Suggestion' macro

3. **Type your suggestion in the input and Save.**

Paragraph **B** **I** **U** **A** **2** **3** **+** **2**

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SUGGESTION

Jack Stone

Replace with:
customers and partners

Save Cancel

Changes saved What did you change? ☐ Notify watchers **Update** **Close**

4. Your suggestion will be shown on the sidebar – both while viewing and editing the page.

Accept Suggestion

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 the word "June" with "July". The suggestion is currently set to "Accept", indicated by a checkmark icon in the suggestion's toolbar. An orange dashed arrow points from the "NEXT STEPS" section of the page to the suggestion, highlighting the context of the change.

Reject Suggestion

To reject a suggestion, click

This screenshot is identical to the one above, but the suggestion from Lilly Grey is now set to "Reject". The toolbar of the suggestion shows a checkmark icon and a red "X" icon, with the "Reject" label visible. The orange dashed arrow still points from the "NEXT STEPS" section to the suggestion.

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).

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

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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.