


# Comment and suggest changes to content

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Creating content is usually a collaborative process requiring many people's input. Kontent.ai makes it easy to discuss your content using **comments** and **discussions** and propose changes to specific parts of content with **suggestions**.

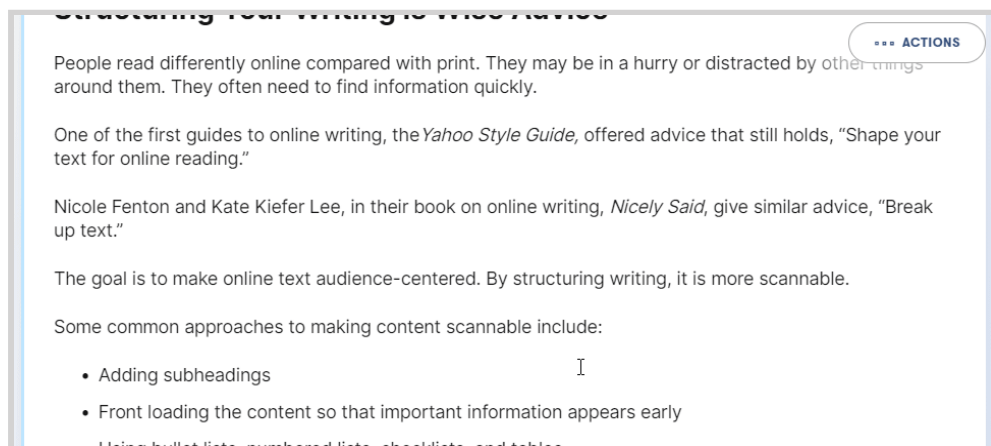
## Add comments


Comments involve specific parts of your content, such as given text or images. To add a comment to text:

1. Select the portion of the text you want to comment on.
2. Click  **Add comment**.
3. Write your comment.
4. (Optional) Type “@” to [mention a user](#).
5. Click **Send**.

Your comment will appear as a card to the right of the selected text, which will be **highlighted in yellow**.

To add a comment to an asset, click  **Add comment** on the given asset and then follow steps 3–5 above.

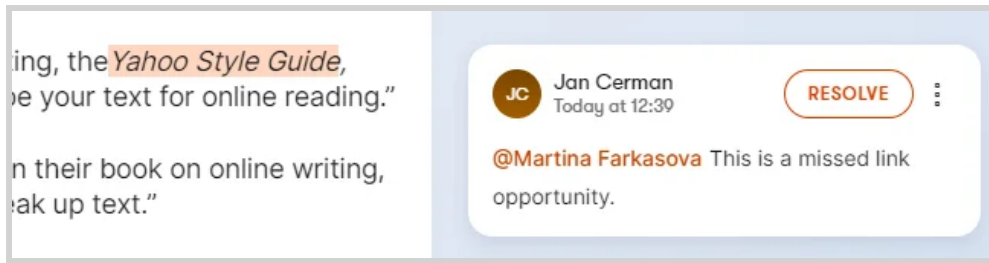


You can also comment on assets using the  **Comment** button in the top right corner of the asset tile. To comment on the entire content item, [add a discussion](#).

## Mention your colleagues

Mentions are a quick way of notifying users on a project without the need to add them as contributors. The mentioned user then gets notified by email within a short period of time.


To mention a user in a comment, type “@” and choose their name from the list.

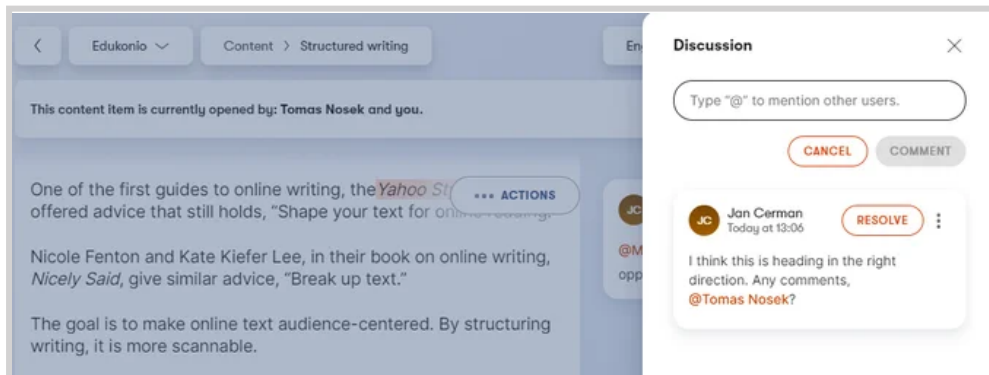


## Start discussions

Discussions are good ways to comment on entire content items, such as to discuss content strategy or plan how the content will change. They aren't tied to any specific content element.

To start a discussion:


1. Click **More actions** in the upper right of the item.
2. Select  **Show discussion.**
3. Write your ideas.
4. (Optional) Type "@" to [mention a user](#).
5. Click **Comment**.

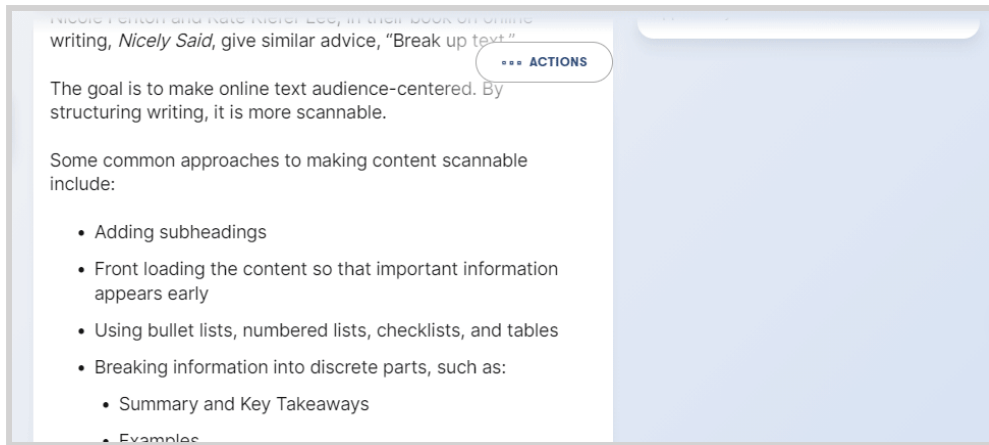


## Suggest changes to content

When reading or reviewing content, editors often need to point out typos or suggest small changes to the text.


To suggest content changes:

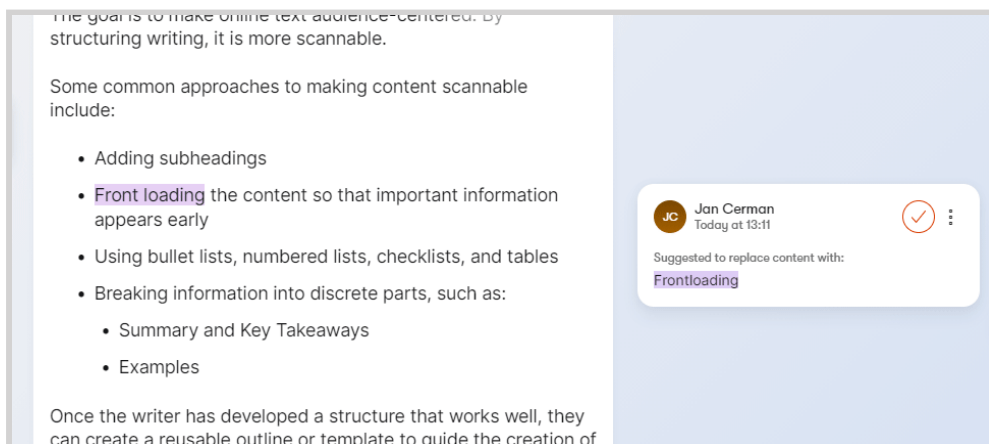
1. Select the portion of the text you want to change.
2. Click  **Add suggestion.**
3. Make changes to the selected text.
4. Click **Suggest changes.**



Your suggestion will appear as a card to the right of the selected text, which will be **highlighted in purple**. You can suggest changes to Text, Rich text, and URL Slug elements.

## Approve content suggestions

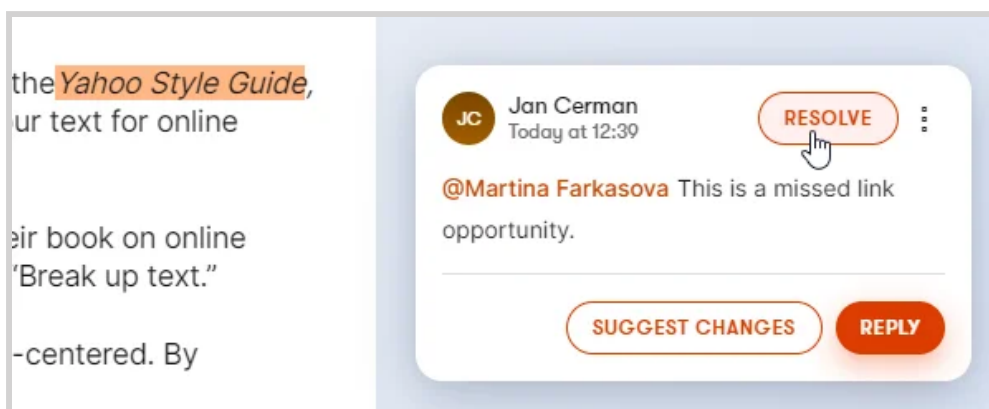
You can click  **Approve** to replace the selected text with the suggested text. This marks the suggestion as approved.



## Resolve comments and suggestions

Any comment or content suggestion starts a discussion thread where you can add more comments and suggestions. Suggestions are basically special comments and behave similarly.

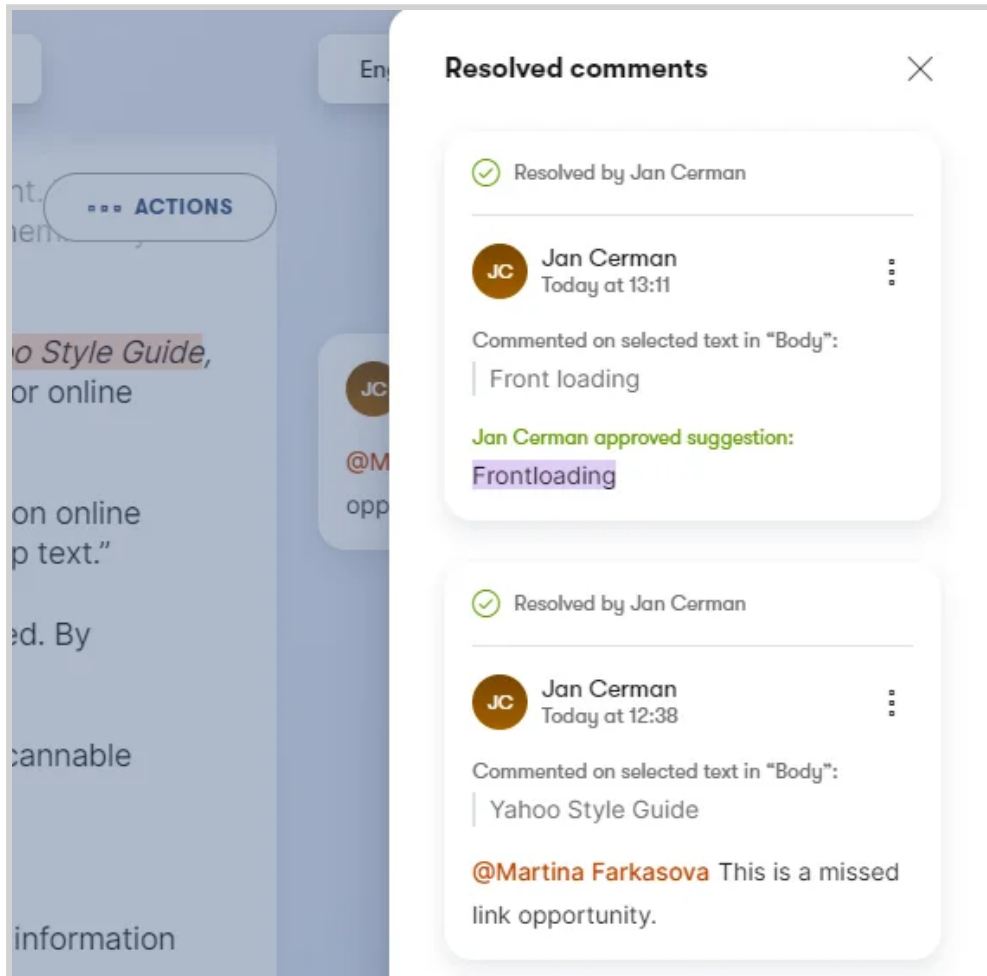
To mark a discussion as resolved, click **Resolve** at the top right of the discussion thread.



## Find resolved comments

If you need to find an old comment, you can check to see which comments have been resolved and who resolved them.

1. Click **More actions** in the upper right of the item.
2. Select **Show resolved**.



## Edit comments

To edit a comment:

1. Click **More actions** in the comment and select **Edit**.
2. Start editing the comment.
3. Click **Save** (*Ctrl + Enter*) to post the changes.

## Hide comments

You can hide comments to have more space for authoring content:

1. Click **More actions** in the upper right of the item.
2. Select **Hide comments**.

## Notifications

Users assigned to the content item will receive notifications about comments and content suggestions by email. This applies only to content items in the *Production* environment.

The email delivery can take around 10 to 15 minutes after someone adds the last comment. This is because we want to avoid spamming your inbox with each new comment. Instead, we'll send all the new comments in a single email.

You can [select notifications](#) you'd like to receive.

## What's next?

- Collaboration is easier when everyone knows the process. Learn more about [Setting up your content production flow](#).
- See how to [move content through the workflow](#).
- [Assign responsibilities](#) by adding contributors, creating tasks, and setting due dates.
- You can go back in history and [Visually compare different versions of your content](#).