

Respond to Review Feedback

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Respond to Review Feedback

Use the review workspace to address comments, suggestions, and requested documentation updates before publication. Responding to feedback helps you keep documentation accurate and lets reviewers confirm that their concerns have been handled.

Overview

When documentation is being reviewed, reviewers can leave feedback for you to consider. The review area shows a summary of the review and a **Comments** panel, such as **Comments (3)**, so you can see how much feedback requires attention.

You may need to respond to feedback when a reviewer has requested clearer wording, corrections, missing content, or other documentation changes. After you update the documentation, use **Save Changes** so that your work is retained for the review process.

If you need to leave the current screen to make an update, use **Back to Review** to return to the review context afterward. The review workspace is intended to help you move between reviewer feedback and the documentation you are revising.



Screenshot pending: Review screen showing the Review Summary and Comments panel with reviewer feedback.

Prerequisites

Before you start, make sure that:

- You have access to the relevant project and its documentation review.
- A review has been created and contains reviewer feedback.
- You can open the review workspace from the project's documentation area.

- You know which documentation content the feedback applies to.
- You are ready to save your documentation updates using **Save Changes**.

Step-by-Step Instructions

1. Open the project documentation review from the project workspace.
2. Select **Review & Publish** to enter the review area.
3. Review the information shown in **1 Review Summary** to understand the current review context.
4. Select **Comments** to open the reviewer feedback panel.
5. Review the comment count shown beside **Comments**, such as **Comments (3)**, to understand how many comments are available.
6. Select a comment in the **Comments** panel to read the reviewer's feedback.
7. Identify the documentation section or wording that the selected comment refers to.
8. Use **Back to Review** if you need to return to the review workspace after viewing or editing documentation content elsewhere.
9. Update the documentation content to address the reviewer's requested change.
10. Select **Save Changes** to save the documentation updates.
11. Return to **Comments** to review the next item of feedback.
12. Repeat the update and save process for each remaining comment that requires a documentation change.
13. Select **Preview** to check how the updated documentation will appear to readers.
14. Select **View Your Documentation** → when you want to review the documentation outside the editing context.



Screenshot pending: Documentation review workspace highlighting the Save Changes button after feedback has been addressed.

Tips and Best Practices

- Read the full comment before making changes. A reviewer may be requesting a wording change, additional explanation, or a correction to a specific

documentation section.

- Work through comments one at a time. This makes it easier to confirm that every item in **Comments** has been considered.
- Save regularly with **Save Changes**. Saving after each completed update reduces the risk of losing revisions when you move between review and documentation screens.
- Use **Preview** after making substantial edits. Previewing helps you verify that the final reader-facing documentation is clear and formatted as expected.
- Use **1 Review Summary** to keep the feedback in context. The summary can help you avoid making changes that do not match the scope of the current review.
- If a reviewer requests a change that affects more than one documentation page, update each affected page before considering the feedback fully addressed.
- Use **Share Preview Link** when your team needs to review the revised documentation in a preview before it is published.
- Do not treat a requested change as complete until the relevant documentation has been updated and the update has been saved.

Related Pages

- [Review and Publish Documentation](#)
- [Preview Documentation](#)
- [Save Documentation Changes](#)
- [Share a Preview Link](#)
- [Request Documentation Changes](#)
- [Export Documentation](#)

Troubleshooting

You cannot find reviewer feedback

Select **Comments** in the review workspace. Check the count next to the label, such as **Comments (3)**. If no comments are shown, confirm that you opened the correct project review and that feedback has been submitted.

Your documentation update is not retained

Select **Save Changes** after editing the documentation. If you leave the screen without saving, your latest revisions may not be included in the review.

You are unsure whether an update looks correct

Select **Preview** after saving your changes. Review the reader-facing result, then return to the review workspace with **Back to Review** if you need to make further updates.