

Notes in Publish

Notes allow you to collaborate with your team to provide helpful feedback on your Publish posts. For example, if a Content Creator needs assistance formatting a proposed post, other team members can give valuable insights and suggest changes using notes prior to publishing. In this article, we'll go over how to create a note on a post in the Publish editor and on content in the Content Pool.

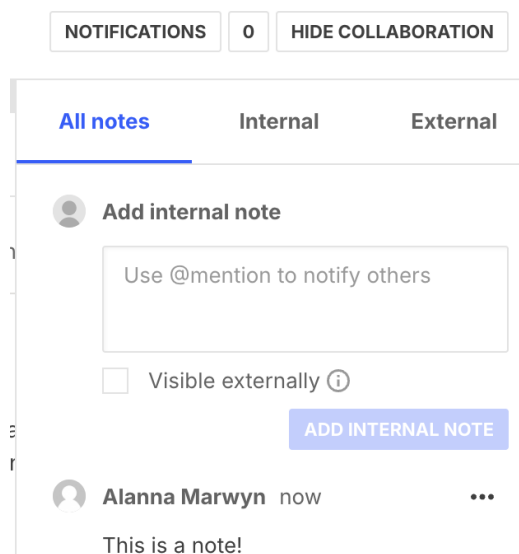
Adding a note on a post

Notes can be added to posts in any state, whether they are draft, scheduled, processing, or published.

1. In Publish, navigate to any post in the [Content by State](#) sections or by creating a new post in the Publish editor. Click the post to open it in detail view.
2. In the top-right corner of the editor, click **Show collaboration** to toggle the Notes



3. In the Notes panel, enter your note. Tag people you want to notify by @ mentioning



them (e.g. @John Snow).

4. Click **Add internal note** when you're done.

Any tagged users will receive an email about the note, with a direct link to the content.


Tip:

For information on leaving external notes to collaborate with stakeholders outside of Social Media Management, please visit our article on [Sharing Publish Content Externally](#).

Adding a note on content in the Content Pool

1. Within Publish, navigate to a piece of content in the [Content Pool](#). Click it to open a detail view.
2. On the right side, click **Notes**.

Preview





Engagement level -


Copies -


Created 7 days ago


Status stock

Labels  Add labels...

NOTES 0  ARCHIVE

 COPY CONTENT

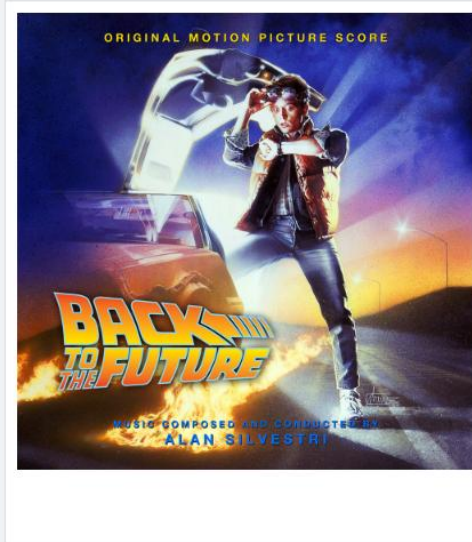
 EDIT STOCK

 DOWNLOAD

3. Type your note in the text box.

Preview

×



Notes

>



This is a note.

ADD

Use @mention to notify others



Floris Bijker

Just now

Hello there

[@Heidi Ji Christensen \(Admin\)](#)

4. Tag people you want to notify by @ mentioning them (e.g. @John Snow)

Any tagged users will receive an email about the note, with a direct link to the content.