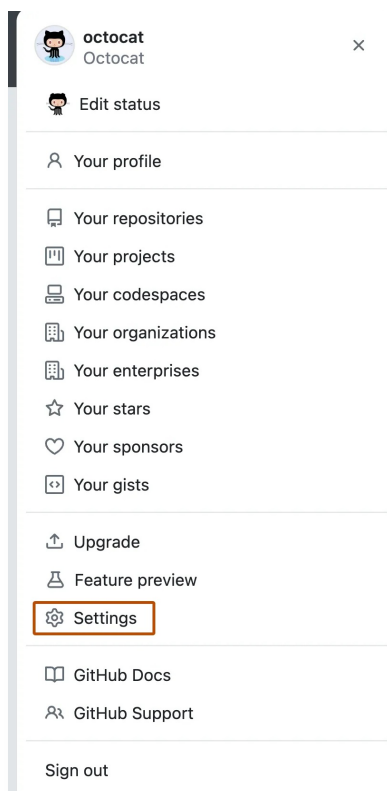


# Creating a saved reply

If you frequently add the same comment over and over, you can create a saved reply.

- 1 In the upper-right corner of any page, click your profile photo, then click **Settings**.



- 2 In the "Code, planning, and automation" section of the sidebar, click ↶ **Saved replies**.
- 3 Under "Add a saved reply", add a title for your saved reply.
- 4 In the "Write" field, add the content you'd like to use for the saved reply. For information on using Markdown, see "[Basic writing and formatting syntax](#)."

## Add a saved reply

### Saved reply title

Squirrel ship

Write

Preview

H B I   <>     @  ↩

This looks great. :shipit: it!

Attach files by dragging & dropping, selecting or pasting them.



Add saved reply

- 5 To review your reply, click **Preview**.

## Add a saved reply

### Saved reply title

Squirrel ship

Write

Preview

This looks great. 🦫 it!

Add saved reply

- 6 Click **Add saved reply**.

## Further reading

- ["Using saved replies"](#)
- ["Editing a saved reply"](#)
- ["Deleting a saved reply"](#)

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