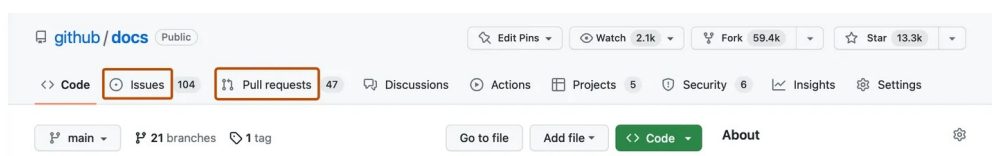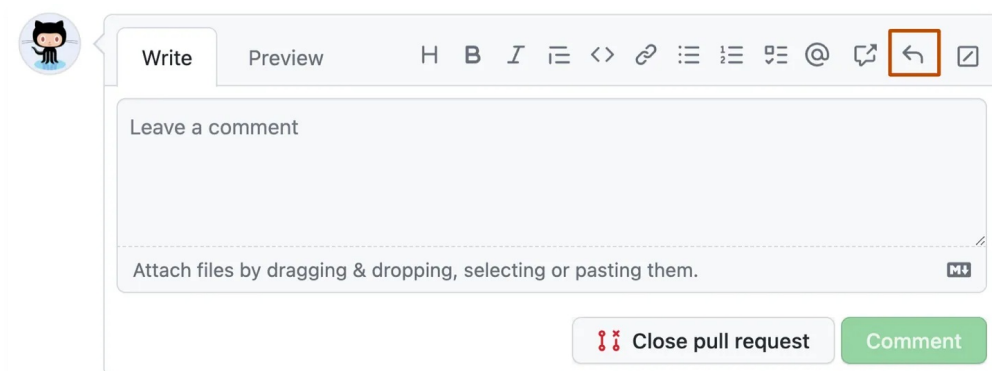# Using saved replies

When commenting on an issue or pull request, you can add a saved reply that you've already set up. The saved reply can be the entire comment or if you want to customize it, you can add or delete content.

1. On your GitHub Enterprise Server instance, navigate to the main page of the repository.

2. Under your repository name, click ⊙ **Issues** or ⓘ **Pull requests**.

3. Click the desired issue or pull request.

4. To add a saved reply, above the comment field, select ↩.

5. From the list, select the saved reply you'd like to add to your comment. Optionally, edit the content of the saved reply.

6. Select **Comment** to add your comment.

> **Tips:**
> - You can use a keyboard shortcut to autofill the comment with a saved reply. For more information, see "[Keyboard shortcuts](#)."
> - You can filter the list by typing the title of the saved reply.

Further reading 🔗

- "[Creating a saved reply](#)"

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

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