

# Quick toolbar and starring

You can use your comment templates with **just one-click**, from the **quick toolbar**.

It will save you clicks and time each time you start replying with a template – the text editor will expand with a template already inserted and ready for optional corrections.

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To add selected templates to the toolbar – **star** them. You can do it:

1. on **templates list** (see "Canned Responses" in your Jira project menu)

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2. on templates list **dialog** (see " Manage" button in Issue view)
3. when **creating** or **editing** templates (see "+Create new" and "Edit" dialogs)
4. directly in "**Insert template...**" dropdown (in Issue view)

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Starring is **individual** – only a person who starred a given template will see it in their quick toolbar.

All of the templates still follow [visibility scopes](#), but each user can choose to star their favorites to have them on hand, according to their individual style of work.



## Legacy toolbar

Starring used to be a global setting – starred template would appear in every user's quick toolbar. This has changed since July 2020. In case you have any questions – please [get in touch with our Customer Support](#).