Space Details

<table>
<thead>
<tr>
<th>Key</th>
<th>confhelp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Confluence Help</td>
</tr>
<tr>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Creator (Creation Date):</td>
<td>ljparkhi (Aug 14, 2008)</td>
</tr>
<tr>
<td>Last Modifier (Mod. Date):</td>
<td>ljparkhi (Aug 14, 2008)</td>
</tr>
</tbody>
</table>

Available Pages

- Quickstart Guide
  - Working with Pages
  - Working with Spaces
Overview

What is a Wiki?

Confluence is a Wiki.
A wiki is a collection of web pages designed to let users with access to them, contribute or modify content. Wikis use WYSIWYG and/or a markup language editors. Wikipedia is one of the best-known wikis.

"Wiki" is an Hawaiian word for "fast".

"Wiki" is also expressed as a "bacronym" for

WHAT I KNOW IS.

How Does Confluence Compare with Other Publishing Options?
### The Colby Wiki?

The Colby Wiki can be found at:

http://wiki.colby.edu

### The Dashboard

Your first view of the wiki will be the "Dashboard". The Dashboard is the front page of a Confluence site. It provides an overview of the site, access to all spaces to which you have access, and displays a list of the most recently updated content within them.

You can go to the Dashboard from any page on your site by clicking on the logo beside the page title or via the breadcrumbs located at the top of every page.

The Dashboard is the only place in Confluence from where you can:

- Access all existing spaces on the site
- Add a new space to the site

<table>
<thead>
<tr>
<th>Feature</th>
<th>Confluence</th>
<th>Moodle</th>
<th>CommonSpot</th>
<th>Personal Web Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Easy (Login) From Anywhere</td>
<td>Easy (Login) From Anywhere</td>
<td>Moderate (Login) From off-campus</td>
<td>Easy (Login) From Anywhere</td>
</tr>
<tr>
<td>Assignments Control</td>
<td>No, can be mimicked by easy content entry</td>
<td>Yes</td>
<td>Yes</td>
<td>No - Unless Programmed</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No - Unless Programmed</td>
</tr>
<tr>
<td>Commenting</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No - Unless Programmed</td>
</tr>
<tr>
<td>Development Tool</td>
<td>Built-In WYSIWYG Wiki Markup</td>
<td>Built-In WYSIWYG Wiki Markup</td>
<td>Built-In WYSIWYG Wiki Markup</td>
<td>Application Dreamweaver HTML</td>
</tr>
<tr>
<td>File Uploads Faculty</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>File Uploads Students</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No - Unless Programmed</td>
</tr>
<tr>
<td>Instructional Technology Consultation</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Navigation</td>
<td>Dashboard Side Nav Bar Tabs Breadcrumbs Parent-Child Hierarchy</td>
<td>Home Pg Directory All-on-One page Breadcrumbs Must Know URL Side Nav Bar (requires Template editing) Breadcrumbs Must Know URL Must be Coded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>News/Blogs</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No - Unless Programmed</td>
</tr>
<tr>
<td>Online GradeBook</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Online Quizzes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Permanence</td>
<td>Perpetual</td>
<td>Transient Archive</td>
<td>Transient Archive</td>
<td>Perpetual</td>
</tr>
<tr>
<td>Searching</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Skill Level</td>
<td>Easy</td>
<td>Easy</td>
<td>Moderate Requires knowledge of HTML</td>
<td>Difficult Requires knowledge of HTML, Web page design, Hosting protocols</td>
</tr>
<tr>
<td>Space Management</td>
<td>By Owner</td>
<td>By Owner</td>
<td>ITS</td>
<td>By Owner</td>
</tr>
<tr>
<td>Support</td>
<td>Online In-House Training Consulting</td>
<td>Online In-House Training Consulting</td>
<td>In-House Training</td>
<td>In-House Training</td>
</tr>
<tr>
<td>Tools</td>
<td>Plug-Ins Macros</td>
<td>Built-In WYSIWYG Wiki Markup</td>
<td>None</td>
<td>3rd Party Programmed</td>
</tr>
<tr>
<td>User Management</td>
<td>By Owner</td>
<td>Automatically and By Owner</td>
<td>Restricted and By Owner</td>
<td>No - Unless Programmed</td>
</tr>
</tbody>
</table>
By default, the Dashboard is also the site homepage. However, you can set any other page in Confluence as your homepage by using "Space Admin" or "User Profile" settings. (See About Spaces)

You will see all the Public spaces listed on your left; and recent page changes and updates on your right.

To increase the span of time listed under the "Recently Updated" display, click on the green plus + sign at the top right of the display. Reduce it again by clicking on the green minus - sign that then is displayed.

Log into the Colby Wiki by clicking on the Log In link in the upper right hand corner of the page. You will be prompted to supply your Colby Username and Password.

Once logged in, you will see any additional spaces that you have access to based on your username and password (spaces to which your name has been added by the space owner).

Confluence provides a hierarchical listing of pages that allows users to easily find content both by scanning the hierarchy or by searching on keyword phrases. Users can easily upload files and post comments. Confluence also provides a "News" facility that functions much like a blog.
Notice the differences in the first and second screen shot above. The second one contains more, and different, Wiki Spaces based on the user login. Take a moment to click on some of the spaces listed on your Dashboard and look at the space pages.

**Dashboard Icons**

Below is a list of the icons found on the Confluence Dashboard, and their function.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Use/meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>You can browse the space</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Grayed-out: You have no editing rights in the space. With green plus sign: You have editing rights to pages in the space</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Grayed-out: The space is not part of your “My Spaces” listing. Yellow: Clicking will turn it yellow and put the listing in your “My Spaces” listing. Watch: When clicked, you are emailed whenever there is a change made to the page</td>
</tr>
<tr>
<td>![Icon]</td>
<td>The home page of any space</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Create an RSS feed. Allows you to monitor changes or updates to pages (See Creating and Subscribing to RSS Feeds)</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Browse through listings of users with personal spaces. You can bookmark or send mail to users from these pages</td>
</tr>
</tbody>
</table>
Dashboard Tabs

You will also find tabs on the Dashboard:

```
<table>
<thead>
<tr>
<th>Spaces:</th>
<th>My</th>
<th>New (1)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArcGIS Wiki</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AY208B-Temp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belgrade Lakes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH117 - Environmental Chemistry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH322 - Instrumental Methods of Analysis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>China Images</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-STAT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Favourites

<table>
<thead>
<tr>
<th>Favourite Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displaying pages recently added to your favourites list</td>
</tr>
<tr>
<td>![Fall 2008 Schedule](Student Tutors)</td>
</tr>
<tr>
<td>![Home](Student Tutors)</td>
</tr>
</tbody>
</table>

When you click on the gray star beside a space listing, it becomes yellow and the listing is place here, in the Favorite Pages list. This is a handy way to access a much-used page that is several levels down in the hierarchy without having to make all the intermediate "clicks" to get to it. In the above example, The "Fall 2008 Schedule" actually sits inside the "Student Tutor" space, under another page titled "Hours". Listing it here allows the user to access it with one click, rather than three.
Creating Content

NOTE:
In order to edit pages in Confluence, you MUST be using **Internet Explorer** or **FireFox** as your browser.

Pages store information in Confluence. They are the building blocks of spaces. They are:

- Easily created from anywhere within the site.
- Edited using a simple markup language or the Rich Text Editor
- Organized hierarchically in parent-child relationships
- Easily linked within and between spaces
- Easily commented on by users
- Entirely searchable
Creating Pages

There are two methods of creating pages in Confluence:

- Using the "Add Page" link
- Clicking on an undefined link

The Add Page Link

1. Click the 'Add Page' link. This will bring up a new page.
2. Enter a name (title) for your page. The name of your page must be unique within your space. It does not need to be unique within all of Confluence.
3. If you want to change the location of the page:
   a. Click 'Edit' beside 'Location'.
   b. Select the Space where you want your page to be located from the drop-down menu.
   c. Select a Parent page in the 'Parent Page' input field. If you want your page under the Home Page of the Space, leave this field blank.
4. If you clicked 'Add page' from another page, Confluence will by default create the new page as a child of the first:
   a. To choose a different parent:
      i. Click the Choose Page icon.
      ii. A pop-up screen allows you to select a parent page from one of the tabs displayed or to locate pages anywhere within the site using the search facility.
5. 'Preview' if desired.
6. Click 'Save'.

Clicking an Undefined Link

You can add links to pages that you intend to create at a later point. This type of a link is an undefined link and is indicated with a plus sign. Clicking on the link brings up the 'Add Page' screen. Follow the same steps outlined above to create the page. Here is an example of an undefined link:

```
<table>
<thead>
<tr>
<th>In Rich Text Markup</th>
<th>In Wiki Markup</th>
</tr>
</thead>
<tbody>
<tr>
<td>undefinedLink</td>
<td>[undefined link] Some New Page</td>
</tr>
</tbody>
</table>
```

Putting Content on Pages

Content can be put on the page in two ways:

- Using a simple markup language called "Wiki Markup"
OR

- Using the built in Rich Text Editor which allows you to enter content as you would in a WORD document and apply formatting by clicking icons on a toolbar

Wiki Markup

Wiki Markup is a typical "Tagging" language. It is made up of a series of "tags" that surround text and tell Confluence how to display it. For example, to bold the words "This is my Name." you would enter

*This is my name.*

in the Wiki Markup window. The page would then display:

This is my name.

A quick notation guide, Notation Help, appears beside the edit screen when you choose the Wiki Markup edit tab. This quick guide displays common Wiki Markup tags. You can also click the full notation guide link in the help window to view the full Notation Guide. This shows you the entire list of formatting and other complex operations that Confluence's notation permits, along with the markup detailing how to perform them.

Rich Text Editor

The Rich Text Editor the typical buttons and icons we are used to seeing in any WYSIWYG editor such as Word:

![Rich Text Editor]

Editing an Existing Page

1. Go to the page and click the 'Edit' tab.
   This will open the page for editing

2. Make changes or add new content as you would when you create a new page
   Click the tabs to switch between 'Rich Text' and 'Wiki Markup' edit modes
   You can also use a combination of the two editors
   Confluence retains changes made in one mode when you switch to the other

3. Click 'Preview' to view your changes. Click 'Save'

Commenting on Pages

A comment is a remark, question, or any other additional information you wish to add to a page pertaining to the topic the page covers. Comments are a means by which a community of users can collaborate with each other on the site. You can leave a comment on any page or news item in Confluence.
Comments have the same editing options and use the same editor as pages. When you attach a file to a comment, however, it attaches the file to the page, not the comment.

**Viewing Comments**

Comments in Confluence are displayed in one of two views:

- **Threaded** - this view shows the comments in a hierarchy of responses. Each subsequent reply to a comment is indented to indicate the relationships between the comments.
- **Flat** - this view displays all the comments in one single list and does not indicate the relationships between comments.
- Confluence also allows you to 'show' or 'hide' comments on a page.
  - **Show**
    - the page's comments are visible below its contents when you view the page.
    - a comments box at the bottom of the page allows you to post a new comment.
  - **Hide**
    - the page's comments are hidden when you view the page. A link at the bottom of the page tells you if the page has comments. Clicking this link will display the comments. See screenshot 2.
    - to post a new comment, click on 'Add a new comment'.

This is an example of a "threaded" comment listing.

**Adding Comments**

1. Click the 'Add Comment' link near the bottom of the page
2. The comments box opens up. Type in your text
3. Click the 'Preview' tab to see a preview of your comment
4. Click the 'Post' button to save your comment and display it on the page

**Responding to Comments**
Deleting Comments

1. Go to the page that contains the comment.
2. Click on the 'Remove' link located at the bottom of the comments box. This is only displayed if you have permission to remove comments for this page.
3. Currently, it is not possible to delete all comments for a page simultaneously.
4. Deleted comments cannot be restored.

Editing Comments

1. You can edit any comments that you have created.
2. A note will indicate that a comment has been edited (unless the comment was edited within 10 minutes of being created). This ensures that comment threads retain their continuity — e.g., if you reply to another person's comment, and they later edit their comment, a note will indicate that the other person's comment has been changed.
3. To edit a comment:
   a. Go to the comment and click the 'Edit' button.
   b. You can use Confluence markup or the Rich Text editor to edit a comment.

Attaching Files

An attachment is any file that is included with your page. Images, Word documents, presentations, PDFs, multimedia and sound files are some examples of attachments. Attachments are useful when you want to share information that exists in another file format.

When you attach a file to a page, Confluence makes a copy of the file and stores it on the server. File attachments in Confluence are listed in the 'Attachments' tab of a page.

Inserting Images

You can display an image from either a file attached to the Confluence page, or from another location.
HTML Attribute Tags for Images

You can insert HTML image attribute tags into Wiki Markup using the syntax:

!imagefilename|tag="value"!
!DidYouKnow.gif|title="Did You Know"!

Available codes are:

- align — available values are 'left', 'right', 'bottom', 'center', 'top'.
- border — specify the width of the border (in pixels).
- bordercolor — use this with the 'border' tag to specify the colour of the border.
- hspace — specify whitespace to be inserted to the left and right of the image (in pixels).
- vspace — specify whitespace to be inserted above and below the image (in pixels).
- width — specify the width of the image (in pixels).
- height — specify the height of the image (in pixels).
- title — specify alternative text, displayed when the pointer hovers over the image
- alt — specify alternative text, which is included in the HTML code.

Linking to Content

You can create links to and from any of the editable content on the site such as Pages in the same space, in another space, or outside Confluence, News items, Comments, User profiles or personal spaces, Mail messages and Attachments.

You can use a page URL (inside the same space, in another space, or outside Confluence), a page name (inside Confluence only) or a tiny link (found on the Info Page) to link to a Confluence page (see below).
In Rich Text Editing...

1. Click the 'Insert Link' icon " in the tool bar .
   The 'Link Properties' screen will appear.
2. In the 'Link' textbox, enter the URL (location) of the link:
   a. Search – Search the spaces in your Confluence site for a particular term or phrase, then select your link location from the search results.
   b. History – Select your link location from recently visited pages.
   c. Recently Modified – Select your link location from pages recently modified by yourself or other Confluence users.
   d. External Link – Enter the URL of an external location.
   e. Attachments – Select one of the attachments to the current page. You can also browse for a file and attach it to the page, then select it to create the link.
3. If you want your link to display specific words on the page, rather than the actual URL, enter the desired text in the 'Alias' textbox.
4. Click the 'OK' button to add the link.

In Wiki Markup...

1. Click on Wiki Markup
2. Enter your link surrounded by square brackets
3. [Link to Colby:http://www.colby.edu]

View linking to a page in the **same space** here.
View linking to a page in a **difference space** here.
View linking to a page by its name here.

**Now let's see if they worked.**

**Why didn't that work?** Because the page was in a different space. Confluence looked for the page in **THIS** space and did not find it...so it thought we wanted to create the page - as we discussed above.

Let's look at that for a page in the **same space this time.**

**Watching Pages**

At the top right of every Confluence page is an envelope icon.

If you click on this icon, Confluence will email you every time a change is made to the page.

**Working with Pages**

**Renaming, Copying, Moving and Deleting Pages**

**Renaming Pages**
As with naming pages, the name of page must be unique within its own space. Once you rename a page, Confluence automatically updates all the links to and from the page.

### Copying Pages

1. Go to the page and click the 'Edit' tab
2. This will bring up the 'Edit' screen, as shown below
   The page title is at the top of the edit panel, just under the 'Edit' tab
3. Change the page name
4. Click ‘Save’

### Moving Pages

7. Click on the Info tab for the page
8. In the first box displayed, click 'Copy' beside 'Operations'.
   This will open up a copy of the page in edit mode.
9. Rename the page and make any other changes required
10. If you need to move the new page to a different space or a different parent, click the 'EDIT' link (to the right of 'Location'), just below the page's name, then select the new space and/or parent
11. Click ‘Save’
Deleting Pages

1. Go to the page and click on the 'Edit' tab
2. Click 'Edit' beside 'Location'

   The space in which the page is located will appear by default in the 'Space' drop down menu. If you wish to select a parent in another space, you will need to move the page to that space. A child cannot have a parent in a different space.

3. Use the 'Choose a Page' option to locate the parent page. Or else simply type in the name of the parent page
4. Click "Save"

Exporting Pages

Confluence allows you to export all or portions of a site into HTML, PDF or XML format.

Restoring Deleted Pages

A space administrator can restore deleted pages from the trash. To restore a deleted page:

1. Click on the 'Browse Space' link for the space
2. Go to the tab 'Space Admin'
3. Click on 'Trash' from the left panel

   A list of deleted pages and emails for the space is displayed
4. Click on the 'Restore' link beside the page you want to restore

Purging Deleted Pages

Purging deleted pages permanently clears them from 'Trash'.

1. Click on the "Browse Space" link
2. Go to "Space Admin"
3. Click on "Trash"

   A list of deleted pages and emails will be displayed
4. Click on "Purge" link beside a page
   or
   Click on "Purge All" to permanently clear deleted pages and emails
Page Families

Pages in Confluence are organized into a hierarchy of parent and child pages. Pages in such a hierarchy are called a 'page family'. Page families are a simple but effective way of categorizing content and making navigation of your site easier by providing links forward and backwards through the page hierarchy.

Viewing a Page's Family

1. Go to the page
2. Click on the "Info" tab
3. The page's parent and children, if any exist, are listed under the heading "Hierarchy"
4. If there are more than 10 children, only the first 10 will be shown by default. To view all the children, click "Show All". Click "Hide All" to hide them again

Managing pages

Page Information

The 'Info' tab of a page displays:

- **Page Details:** Title, author, date of creation, date of last modification and the tiny link of the page.
- **Page Hierarchy:** Parent-child relationships of the page.
- **Page Permissions:**
Whether there are any page-level security restrictions that apply to the page.

- **Recent Changes:**
  Links to the five most recent versions of the page along with the name of the editor and the date of modification.

- **View History:**
  All the versions of the page in reverse chronological order, with an option to compare versions or to restore a previous version.

---

## Page Restrictions

Page restrictions allow you to control who can view or edit individual pages. You can set the page restrictions when editing a page, using menus below the text-entry box. Users can only view page or space content for which they (or a group they are in) have 'View' permission. Pages that a user does not have 'View' access to are referred to as 'inaccessible' pages.

- **Viewing Restrictions**
  - Setting viewing restrictions makes pages "invisible" to users who do not have permission to view the page

- **Editing Restrictions**
  - Setting editing restrictions allows anyone with access to the space to "see" that the page exists, but prevents them from seeing or editing the content of the page

---

### Setting Viewing Restrictions

1. Click the 'Edit' link at the top of the page.
2. The word 'Restrictions' will now appear at the bottom of the page (above 'Labels'). Click the yellow 'EDIT' link next to the word 'Restrictions'.
3. A form will appear below the word 'Restrictions'.
4. Choose the appropriate user(s) and/or group(s) who you want to allow to view the page:
   - To choose just yourself, click 'Choose me'.
   - To choose a particular user(s), you can either:
     - Click the 'Choose users' link to display the 'User Search' popup.
     - Type the user's name (or a list of names, separated by commas) into the 'Enter user/group name(s)' box, then click the 'Add' button.
   - To choose a particular group(s), you can either:
     - Click the 'Choose groups' link to display the 'Group Search' popup.
     - Type the group name (or a list of groups, separated by commas) into the 'Enter user/group name(s)' box, then click the 'Add' button.
5. Click the 'Save' link at the bottom of the page.
You can search for a user by Colby username, first and last name, and email address.

Setting Editing Restrictions

1. Click the “Edit” link at the top of the page.
2. The word 'Restrictions' will now appear at the bottom of the page (above 'Labels'). Click the yellow 'EDIT' link next to the word 'Restrictions'.
3. A form will appear below the word 'Restrictions', as shown in the screenshot below. Select 'Restrict editing of this page'.
4. Choose the appropriate user(s) and/or group(s) who you want to allow to edit the page, as described above.
5. Click the 'Save' link at the bottom of the page.
About Spaces

Content in Confluence is organized into spaces. There are two types of spaces:

- **Global** spaces are areas where you can post information with which you want groups of people to collaborate. These groups can be "everyone" or a "class" or some other predetermined list of participants. Global spaces are listed on the Dashboard.

- **Personal** spaces belong to a specific user. Personal spaces are listed in the People Directory. They can be private or open, depending on how the owner sets them up. Every user can create a personal space.

Confluence treats each space as an independently managed wiki. What this means is that each space functions autonomously. **Each space:**

- Has its own pages, news, comments, bookmarks, and RSS feeds
- Has its own access control settings which are set by the Space Administrator
- Can be separately exported PDF, WORD, HTML or XML.

Permissions

Every space has its own independent set of permissions. Permissions can be assigned to specific group, registered users (those with a Colby username and password), and to users in the Anonymous group.

These are the different permissions that can be assigned at the space level:

- **View:** user can view this space’s content, including the space’s details, and its pages and news items (blog posts)
• Pages:
  ° Create - user may create and edit pages in this space.
  ° Export - user may export pages in this space.
  ° Restrict - user may apply page level permissions.
  ° Remove - user may remove pages in this space.

• News (i.e. blog posts):
  ° Create - user may post news items in this space.
  ° Remove - user may remove news items in this space.

• Comments:
  ° Create - user may make comments in this space.
  ° Remove - user may remove comments from this space.

• Attachments:
  ° Create - user may add attachments in this space.
  ° Remove - user may remove attachments from this space.

• Mail:
  ° Remove - user may delete individual mail items.

• Space:
  ° Export - user may export content from this space.
  ° Admin - user has administrative permissions over this space.

Creating a Personal Space

Click here to view a video of creating a personal space.
Working with Spaces

Viewing Spaces

Once you login, the list of spaces you have permission to access is displayed on your Dashboard under the spaces section. If you do not login, you will be treated as an 'anonymous user' and only those spaces to which an anonymous user has 'View' permission will be displayed on the Dashboard. Permission to a space is granted by the Space Administrator.

The list of spaces is displayed under tabs:

- **My Spaces**: Spaces you marked as favourites
- **New**: New spaces added to the site in the last seven days.
- **All**: All the spaces on the site.

Additionally, a list of personal spaces is available in the People Directory

Go to the Dashboard from any page on your site simply by clicking the logo beside the page title or via the breadcrumb list located at the top of every page.

You can use the “Spaces List” Macro to generate a list of spaces on any page in Confluence.

Enter `{spaces-list}` into the page and a list will be generated on the page.

Click [here](#) to view a video clip showing this and the output on the page. In this clip, the macro tag is inserted in Rich Text Editing mode.

Browsing Spaces

You can browse a space from either the Dashboard or from inside the space itself by clicking on the "Browse Space" icon located at the top of every page. The tabs of this view are:
Viewing and Editing Space Details

1. Click the "Browse Space" link for the space.
   This is at the top of every page and beside the space link on the Dashboard.

2. Go to the "Advanced" tab and click "Space details".

3. The following is a list of possible details that are displayed:
   - The Name of the space.
   - The Key used to refer to the space.
   - Any Labels defined for this space.
   - The Homepage of the space.
   - The Creator of the space.
   - Space Description.

4. Here is an example of the listing:

   Advanced
   - Name: Technical Training
   - Key: Training
   - Home Page: Technical Training
   - Created By: Melisa McCall
   - Space Labels: technical, training, technical, beta, beta, internal
   - Team Labels: None (No external labels)

   Advanced
Managing Spaces

Space Activity

A log of each space's activity is available and provides information on:

- How many pages and news posts have been viewed, added or edited
- Which content has been most frequently viewed
- Which content is most frequently edited
- Which people are the most active contributors/editors of content

To view a space's activity:

1. Click on the "Browse Space" link for the space
2. Go to the "Space Admin" tab and click "Edit Space Details"
   You can:
   - Enter a different name for the space
   - Enter or Edit the space description
   - Select a new home page from the drop-down menu
   - If you set this field blank, the home page becomes the "Pages" tab of the "Browse Space" page
   - You cannot edit the key or the creator's name
3. Click "Save"
4. 

The number of pages and news posts that have been viewed, added and edited will be displayed graphically, showing trends over a period of time. The top 10 most popular and most active pages and/or news posts will be listed, with a link to each:
Moving Content

Confluence lets you move content easily between spaces.

Moving a Page From one Space to Another

1. Go to the page and click the "Edit" tab
2. Click "Edit" beside "Location"
3. Select another space and click on it
4. If you want a "Parent Page" click on the "Choose Page" icon and select a page. If you want the page to appear at the top level of the hierarchy, leave the field blank
5. Click "Save"

Moving a Family of Pages From one Space to Another

To move a family of pages - a parent page and all child pages - follow the same procedure as above, only:

1. Check the box titled "Move Children"
2. Then Click "OK"

Moving Attachments

You can move an attachment from its current location to any page within the same site.
Deleting a Space

Deleting a space permanently removes the space and all of its contents. To be safe, create an XML Space Backup before deleting a space. Once deleted, there is no way to recover a space unless you have made an XML backup.

1. Click on “Browse Space”
2. “Go to the Space Admin” tab
3. Click on “Remove Space” under the “Space Operations” heading
4. Click “OK”

Space Administration Menus

To view a Space Administration menu:

1. Click on the "Browse Space" link
2. Click on "Space Admin"

For a Global Space...
For a Personal Space

1. **Space Operations**
   - Edit a space's details
   - Edit space labels and team labels
   - Remove a space
   - Purge or restore content from trash

2. **Security**
   - View or set space permissions
   - View restricted pages

3. **Mail**
   - Manage mail accounts
   - Import mail

4. **Look and Feel**
   - Apply a theme
   - Change the color scheme
   - Edit the space's layouts

5. **Import**

6. **Importing Pages from Disk**