

Space Details

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Available Pages

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Working with Spaces

This page last changed on Oct 14, 2008 by [mregnell](#).

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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

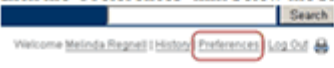

Every space has its own independent set of permissions. Permissions can be assigned to specific group, registered users (those with a Colby username and password), and to users in the Anonymous group.

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

1. Click the "Preferences" link below the breadcrumbs at the top of the page

2. This displays your profile


Personal Details
 User Name: mregnell
 Full Name: Melinda Regnell
 Email: mregnell@colby.edu
3. Enter details about your space:
 Who can view it (this can be changed at any time)
 Who can contribute to it (this can be changed at any time)
4. Choose a Theme
5. Click "Create"

Click [here](#) to view a video of creating a personal space.

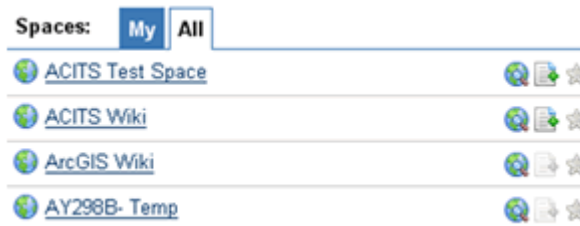
Working with Spaces

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:



1. **Pages**
(Alphabetically, updated, tree view)
2. **Labels**
(List of labels used on pages in the space)
3. **Attachments**
(Find, view details)
4. **Mail**
(View, fetch, delete)
5. **Bookmarks**
(View)
6. **News**
(View)
7. **Activity**
(View)
8. **Advanced**
(View, edit, manage, export, etc)
9. **Space Administration**
(Management functions)



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



Editing Space Details

You need to be a space administrator to edit the details of a space. To edit the details of a space:

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.

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:

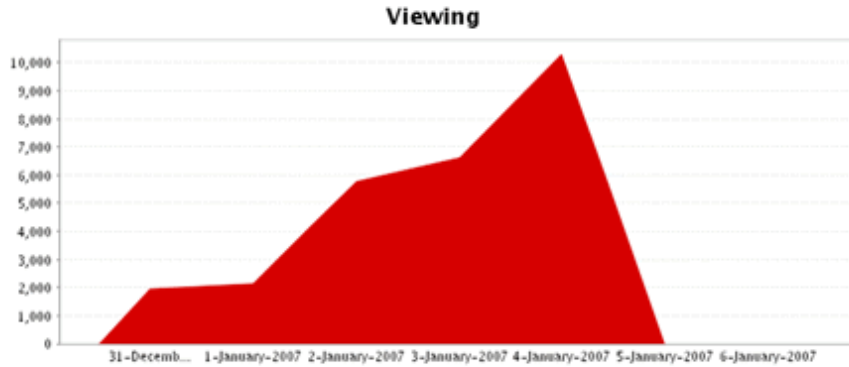
1. Click on the "Browse Space" link
2. Click "Activity"

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:

Activity for week starting 31 December 2006

Period: [month](#) | [week](#) | [day](#) Week: [<< Previous](#) | [Now](#) | [Next >>](#)

See also: [Global Confluence activity](#)




This graph shows how many times pages and news posts have been viewed over the current time period.

Moving Content

Confluence lets you move content easily between spaces.

Moving a Page From one Space to Another

Move 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.

1. Go to the page that contains the attachment
Click on the "Attachments" tab
2. Click the "Edit" link beside the attachment
Rename the attachment in the "File Name" text field (optional)
Update the existing comment or enter a new one under "New Comment" (optional)
3. Click on "Choose a Page" and select the page you want to move the attachment to
4. Select "Yes" under "Update Links" to make sure all links to the attachment work
(If there are no links to the attachment, you can select "No")
5. Click "OK"

Edit Attachment

This page allows you to move an attachment, rename an attachment, or both.

File Name
childrenhide.gif
Update the file name here.

New Comment
Show children
Update the comment here.

Page
Specify the page you want to move the attachment to.

Update Links?
Links to this attachment from other pages will no longer work on rename/move. To prevent this, these links need to be updated. Update links?
 Yes No

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...

<p>Space Operations</p> <ul style="list-style-type: none"> Edit Space Details Remove Space Trash <p>Security</p> <ul style="list-style-type: none"> Permissions Restricted Pages <p>Mail</p> <ul style="list-style-type: none"> Mail Accounts Mailbox Import <p>Look and Feel</p> <ul style="list-style-type: none"> Themes Colour Scheme Layout Change Space Logo <p>Import</p> <ul style="list-style-type: none"> Import Pages from Disk 	<ol style="list-style-type: none"> 1. Space Operations <ul style="list-style-type: none"> Edit a space's details Edit space labels and team labels Remove a space Purge or restore content from trash 2. Security <ul style="list-style-type: none"> View or set space permissions View restricted pages 3. Mail <ul style="list-style-type: none"> Manage mail accounts Import mail 4. Look and Feel <ul style="list-style-type: none"> Apply a theme Change the colour scheme Edit the space's layouts Change the space's logo 5. Import 6. Importing Pages from Disk
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For a Personal Space

<p>Space Operations</p> <ul style="list-style-type: none"> Edit Space Details Edit Space Labels Remove Space Trash <p>Security</p> <ul style="list-style-type: none"> Permissions Restricted Pages <p>Look and Feel</p> <ul style="list-style-type: none"> Themes Colour Scheme Layout 	<ol style="list-style-type: none"> 1. Space Operations <ul style="list-style-type: none"> ○ Edit a space's details ○ Edit space labels and team labels ○ Remove a space ○ Purge or restore content from trash 2. Security <ul style="list-style-type: none"> ○ View or set space permissions ○ View restricted pages 3. Look and Feel <ul style="list-style-type: none"> ○ Apply a theme ○ Change the color scheme 4. Edit the space's layouts
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