



Working with Confluence Pages

Contents

Creating Content	3
Creating a Page.....	3
The Add Page Link.....	3
Clicking on an Undefined Link	4
Putting Content on the Page.....	4
Wiki Markup.....	4
Rich Text Editor.....	5
Editing and Existing Page	5
Commenting on a Page.....	5
Viewing Comments.....	5
Adding Comments	6
Deleting Comments	7
Editing Comments.....	7
Attaching Files.....	7
To Attach a File.....	8
Downloading Attachments.....	10
Embedding Multimedia.....	10
Finding an Attachment.....	11
Inserting Images	11
An Image Attached to a Page.. ..	11
Uploading an Image Once and Using it on Multiple Pages	12
Inserting an Image From Another Space.....	12
HTML Attributes for Images	12
Linking.....	12



Creating a Link	13
Anchors	13
Linking to a Comment.....	14
Linking to Confluence Pages from Pages Outside Confluence	15
Working with Pages.....	16
Renaming	16
Copying	17
Moving	17
Deleting.....	18
Restoring Deleted Pages	18
Purging Deleted Pages	18
Page Families.....	19
Viewing a Page's Family	19
Managing Pages	20
Viewing Page Information.....	20
Page Restrictions	20
Inherited Restrictions and Child Pages	20
Setting Page View Restrictions	21
1. Click the 'Edit' link at the top of the page.....	21
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'	21
3. A form will appear below the word 'Restrictions'.....	21
Setting Page Editing Restrictions	22



Creating Content

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
- Collaborated on using threaded or flat comments
- Entirely searchable
- Exportable to PDF, WORD, HTML or XML and can be emailed

Creating a Page

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 screen.
2. Enter a name (title) for your page.
3. If you want to change the location of the page: <ol style="list-style-type: none">Click “Edit” beside “Location”Select the Space where you want your page to be located from the drop-down menuSelect 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. <ol style="list-style-type: none">To choose a different parent<ol style="list-style-type: none">Click the Choose Page iconA pop-up screen allows you 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 on 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:

In Rich Text Markup...	In Wiki Markup...
<u>undefined link</u>	[undefined link Some New Page]

When you are ready to create the page, just click on the link and the “Add Page” screen for a page titled: “Some New Page” will come up. Then just follow the instructions above.

Putting Content on the Page

Content can be put on the page in two ways:

- Using a simple markup language called “Wiki Markup”
and / 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. You can then 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 has all the buttons and icons we are used to seeing in any WYSIWYG editor such as Word:



While the Rich Text editor permits all formatting options possible with Wiki Markup, you will still need to use Wiki Markup for other more complex functions like macros.

Editing and Existing Page

1. Go to the page and click the 'Edit' tab.
This will bring up the edit screen.
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 a Page

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 interact with each other on the site. You can leave a comment on any page or news item in Confluence.

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.

Comments [Hide Comments](#) | [Add Comment](#)

[Sarah Maddox](#)
Aug 22, 2007 12:00  Testing comments - I like this idea.
[Edit](#) | [Remove](#) | [Reply To This](#)

[Rosie Jameson](#)
Aug 22, 2007 12:02  As do I.
[Edit](#) | [Remove](#) | [Reply To This](#)

[Sarah Maddox](#)
Aug 22, 2007 12:04  Excellent - let's make it happen 😊
[Edit](#) | [Remove](#) | [Reply To This](#)

[Add Comment](#)

Adding Comments

To add a new comment:

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



To Respond to a Comment (Comment on a Comment)

1. Click the 'Reply to this' link located below the text of a comment
2. This will open up a new comments box. Type in your text and click 'Post'

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

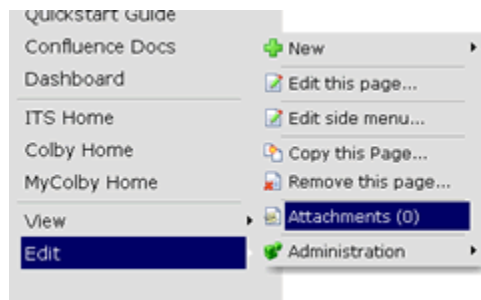
An attachment is any file that is included with your page. Images, word documents, presentations, PDFs, multimedia and sound files are some examples of attachments. Attachments are useful when you want to share information that exists in another file format.

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 contained in the '**Attachments**' tab of a page.



To Attach a File

1. Go to the page and click the 'Attachments' tab



2. Click the 'Browse' button

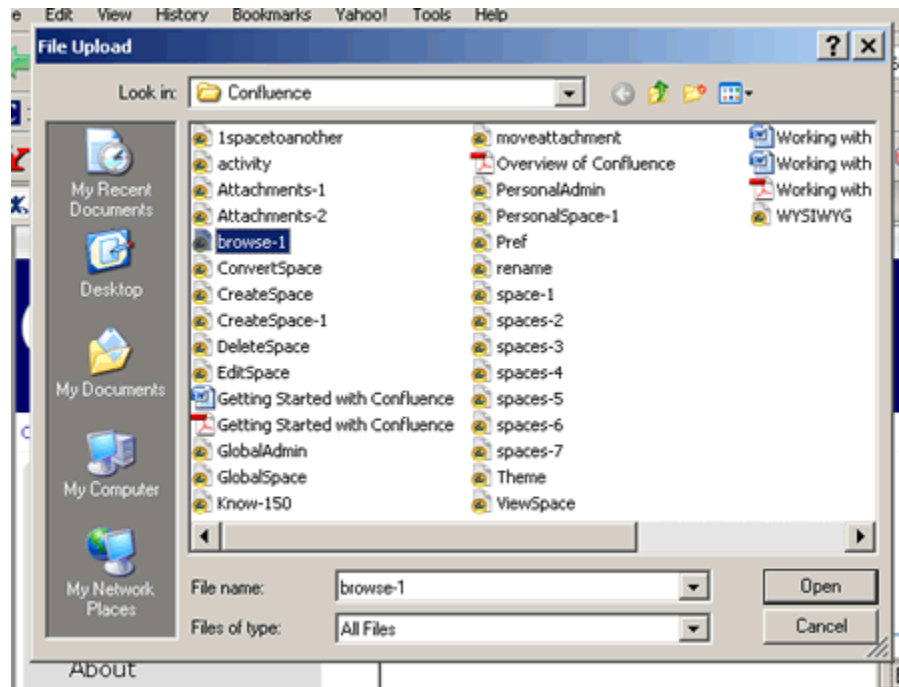
There are currently no attachments on this page.

Attach File	Comment
<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>
1. You cannot attach files with names containing '+' or '&' characters.	(Optional) Comment cannot contain special characters.

[Attach more files](#)



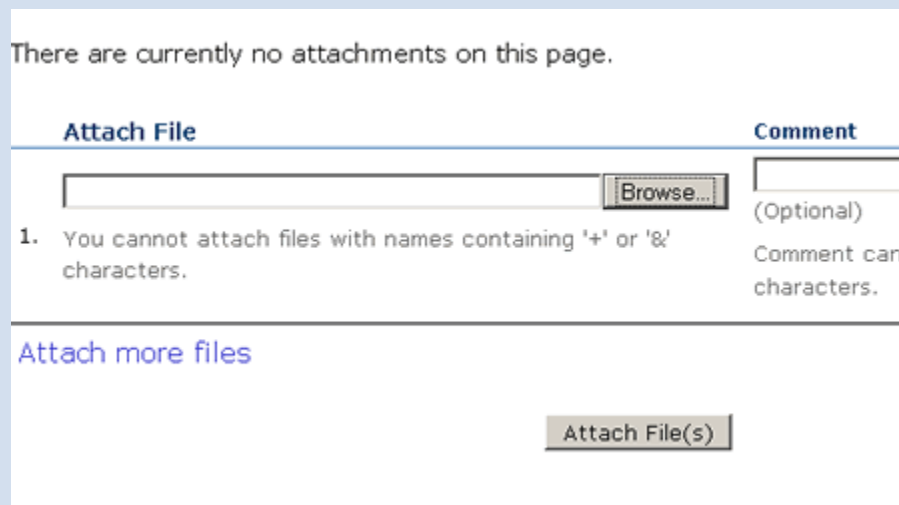
3. Browse through your files and select the file you'd like to attach



4. Enter a description for the attachment in the 'Comment' text field (optional)

5. Click 'Attach more files' if required

6. Click 'Attach File(s)'





Downloading Attachments

To download a single attachment of a page:

1. Go to the page and click the 'Attachments' tab.
2. Right-click the link on the attachment name, and select 'Save Link As'.
This will open up a dialog box. Select the directory into which you want to download the file and click 'Save'.

To download all the attachments of a page:

1. Go to the page and click the 'Attachments' tab.
2. Click the 'Download All' link at the top of the page to download a zipped file of all the page's attachments.

Embedding Multimedia

You can embed multimedia files into a Confluence page as easily as you can an image. Confluence supports these formats:

- Flash (.swf)
- Quicktime movies (.mov)
- Windows Media (.wma, .wmv)
- Real Media (.rm, .ram)
- MP3 files (.mp3)
- AVI files (.avi) *May require an **avi decoder** to be enabled within a browser*

To embed a multimedia file,

Attach the file to the page. You can then include it as you would include an image, like this:

```
!filename.mov!
```

Playing .avi files

To play .avi files, you must also specify the dimensions and type:

```
!test.avi|height=200,width=200,id=media!
```

Or

```
!filename.mov|height=800,width=600,id=media!
```



Finding an Attachment


1. Click the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Attachments' tab This will display all the attachments in the space
3. Browse through the list to locate the attachment
4. You can choose to view only files of a particular type: Type the last part of the file name in the 'Filter By File Extension' text field. For example, enter 'gif' to see only image files of the GIF format. Click 'Go'.
5. You can view the attachment itself or the page to which it is attached by clicking on the corresponding link

Inserting Images

You can display an image from either a file attached to the Confluence page, or from another location.

An Image Attached to a Page...

To display an image file named DidYouKnow.gif:

1. Attach the image to the page
2. Position your cursor where you want the image on the page
3. Click the Insert Image icon 
4. Click on the thumbnail of DidYouKnow.gif
5. Click "OK"
OR
1. Attach the image to the page
2. In Wiki Markup mode type: !DidYouKnow.gif!

You will get:





Uploading an Image Once and Using it on Multiple Pages

1. **Attach the image to a page**
For example, a page named "Site Images"
2. **Link to the uploaded image**
!Site Images^DidYouKnow.gif!

You can also do this using the image icon by browsing to the "Site Images" page from the Insert Image screen.

Inserting an Image From Another Space

!SPACE:my page^myimg.jpg!

HTML Attributes for Images

You can use several HTML attributes for images while using Wiki Markup.

Syntax: !DidYouKnow.gif|align="right"!

- 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

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.



Creating a Link

In Rich Text Editing...

1. Click the 'Insert Link' icon  in the tool bar
The 'Link Properties' screen will appear
2. In the 'Link' text box, 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' text box
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>]

Anchors

Sometimes you may want to link to a portion of a long page. You do this by either linking to headings or creating an “anchor” and then linking to the anchor. For example, let’s say you have a long page with many headings, one of which is “Places to See in Maine”. Under this heading is some text specifically discussing Belfast.

To get to the heading: “Places to See in Maine” from elsewhere on the page, you can enter the following into Wiki Markup:

[#Places to See in Maine]



This is because any heading on a Confluence page can be used as a link. The text in the Wiki Markup code must match the heading exactly.

You can also insert an “anchor” next to the discussion on Belfast by typing:

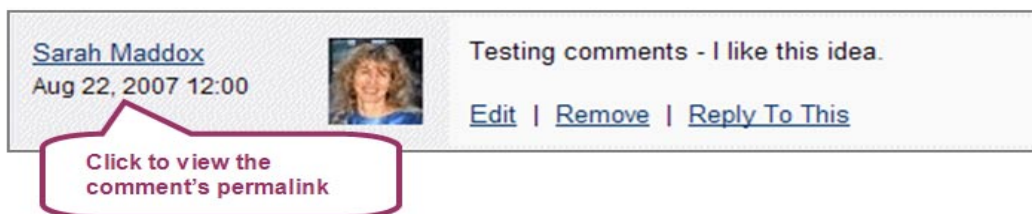
{anchor:Belfast}

And then linking to it by typing:

[#belfast]

Linking to a Comment

1. You must be in Wiki Markup mode
2. Click on 'Permalink' or the date located below the text of the comment within the comments box. You will notice in the address bar of your browser that the URL displayed ends in a series of numerals.
3. Copy only the numerals
4. Click the 'Edit' tab of the page from which you want to link to the comment
5. Paste the numerals between square brackets (as you would when you create any link in Confluence), and then include the dollar sign '\$' in front of the numerals
6. Because you are linking to the actual database ID of the comment, you do not need to specify a space or a page id explicitly as that's calculated automatically from the database ID.



What you need to type...

[\$81167140]

What you will see...

[Re: Linking to Comments](#)



Linking to Confluence Pages from Pages Outside Confluence

You may want to link to a Confluence page from another web site outside Confluence or in an email. You should link to a 'permanent' URL (also called a 'permalink') to do this. To link to a page's 'permanent' URL:

1. Go to the Confluence page to which you want to link
2. Click the “Info” tab
3. Copy the “Tiny Link” and use that as your link URL

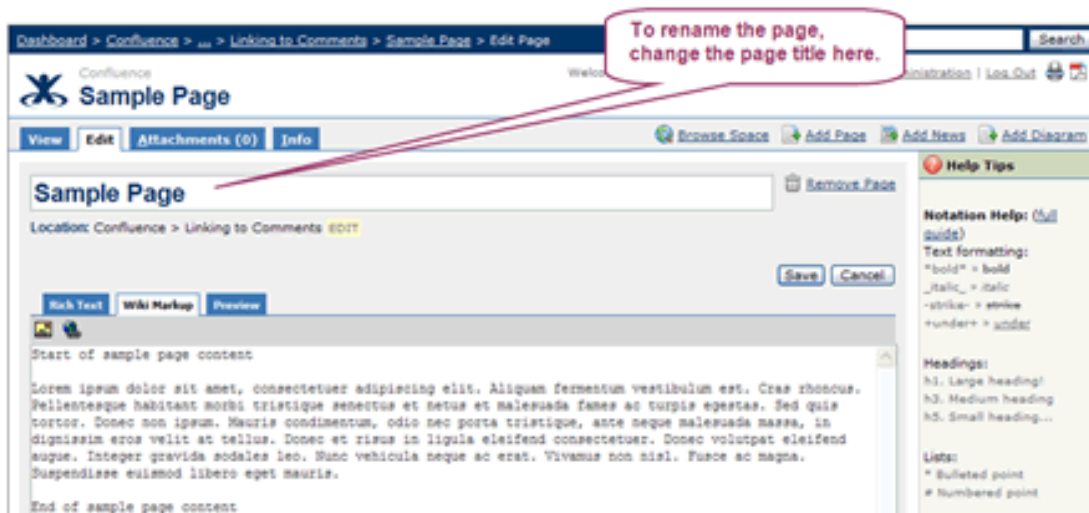
Title:	Working with Pages	View Source
Author:	Melinda Regnell	Oct 08, 2008
Last Changed by:	Melinda Regnell	Oct 08, 2008
Tiny Link: (useful for email)	http://wiki.colby.edu/x/sQmp	
Export As:	PDF Word	
Operations:	Copy	



Working with Pages

Renaming

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'





Copying

Copying a page will duplicate all of the original page's attachments and labels, but will not copy comments from the original page.

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"

[View](#) [Edit](#) [Attachments \(0\)](#) [Info](#)

Title:	Admin Guide Site Map	View Source
Author:	Vidya Madabushi	Nov 10, 2005
Last Changed by:	Vidya Madabushi	Nov 15, 2005
Tiny Link: (useful for email)	http://confluence.atlassian.com/x/nxsC	
Export As:	PDF Word	
Operations:	Copy	

Moving

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"



Deleting

1. Go to the page and click on the 'Edit' tab
2. Click on the 'Remove' link located at the top of the page.

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

In Confluence, you can organize pages 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

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.

Viewing Page Information

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.

It is not possible to conceal the existence of pages, though you can restrict 'View' access to page content. To keep the existence of a page or space secret, do not link to it from other sources.

Users will still be able to find the page if they know it's URL. But they will not be able to view the content if they don't have the correct permissions.

Inherited Restrictions and Child Pages

If a page has its 'View' restriction set, that restriction will be inherited by all its children.



Setting Page View 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.

Restrictions: **DONE**

Restrict viewing of this page Restrict editing of this page

[Choose me](#) | [Choose users](#) | [Choose groups](#) | Enter user/group name(s):

No viewing restrictions set on this page

No editing restrictions set on this page

Labels: **EDIT**

Academic ITS
Technical Training

Lovejoy 144
Ext. 4178

8/6/2008



Setting Page 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

**Academic ITS
Technical Training**

**Lovejoy 144
Ext. 4178**

8/6/2008



**Academic ITS
Technical Training**

**Lovejoy 144
Ext. 4178**

8/6/2008

