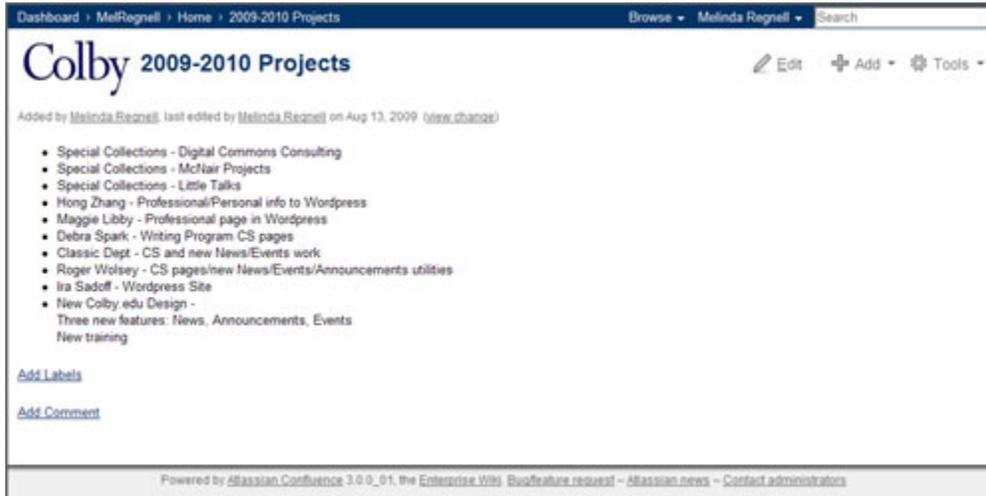# Getting Started

#Pages, spaces, the dashboard and notation are the four concepts that will help you understand how to use Confluence.

Once you have basic understanding of these, you may want to explore blogging and more advanced notation tags.

Pages

At the core of everything for Confluence, is the page - as this is where all content is stored.

At the top of the page is the title, followed by the author information and the page content.
You can also see the menu options which allow you to edit the page, add content, and so on.
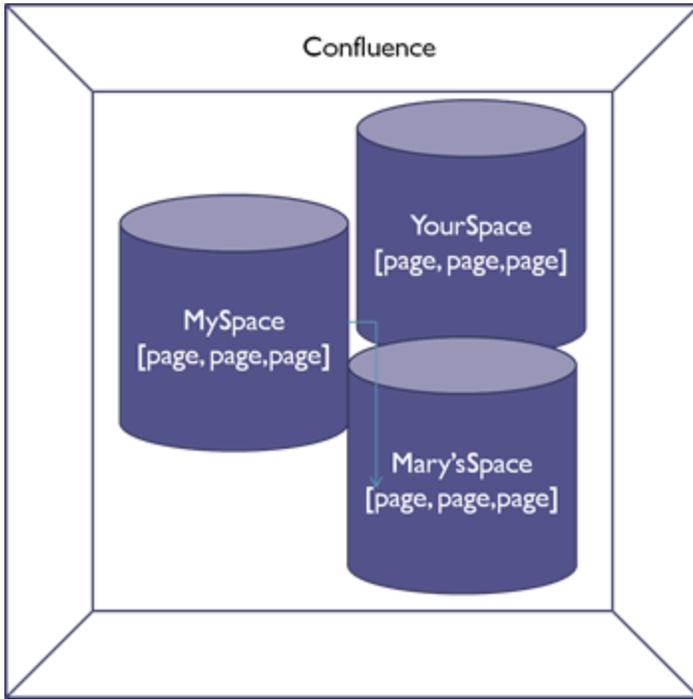Each page can have labels (tags) associated with it.
Depending upon permissions, Confluence users can add comments to a page.

The default editor is a WYSIWYG. You can switch to "Wiki Markup" if you want to insert code directly and you can click on "Preview" to see what you page will look like when published.
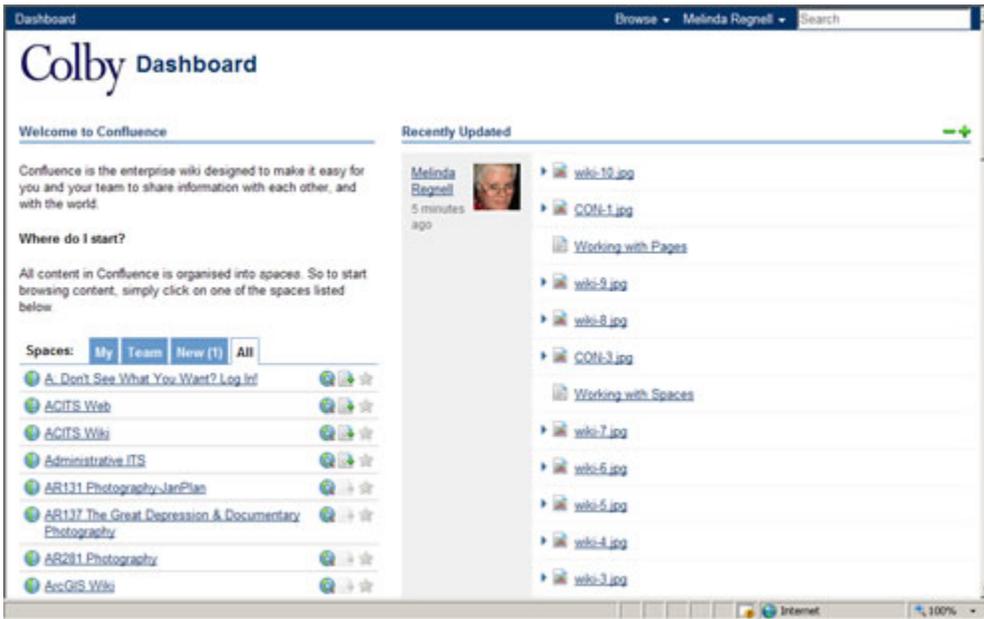
Spaces

Confluence allows you to create multiple workspaces. Once you create a space, you add pages to it. Although each space in Confluence is a self-contained workspace, Confluence integrates all the spaces as one. Cross linking to pages in another space is almost as easy linking to a page within the same space; and the search engine indexes all content to the last 30 seconds.

Kinds of Spaces

- Global spaces are designed to store information on which you would like a group or groups of people to collaborate and are listed on the Dashboard (see below). To request a Global Space, contact Jason Parkhill.

- Personal spaces belong to specific users, and rather than being listed on the Dashboard (see below), are available from the People Directory. They also can be used to store information on which specified used can collaborate. You can create a Personal Space yourself.
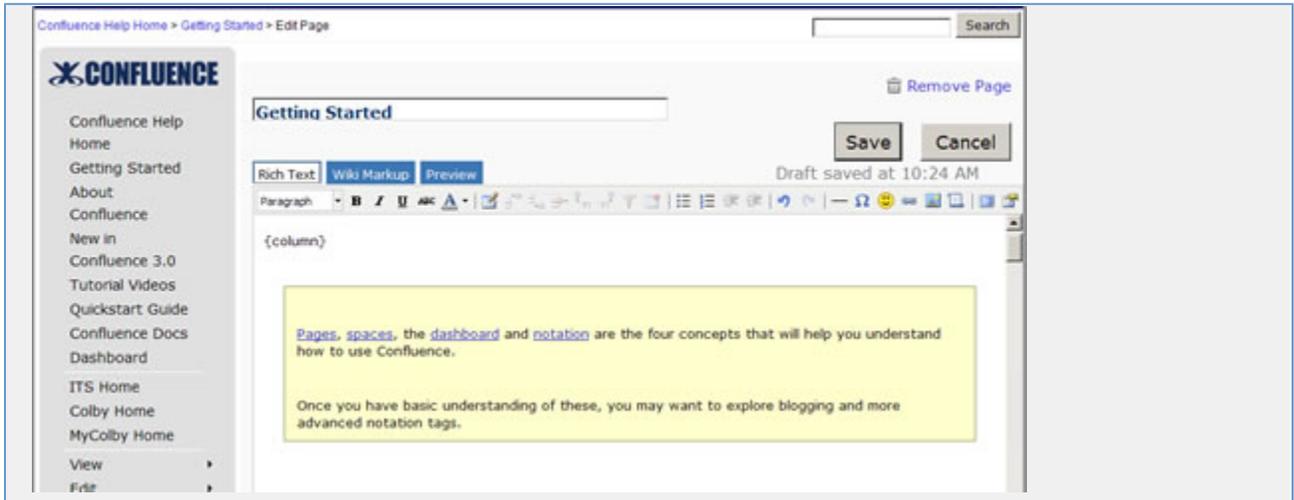
Dashboard

The "Dashboard" displays All the spaces you can see based on your permissions; recently updated pages; and your favorites.
When you click on the gray star next to any space, it will turn yellow - indicating you have selected it as a "**favorite**". This is where those pages get listed.
There are other features also available - such as creating custom RSS feeds or viewing the people directory which will give you access to people's personal spaces.

Notation

When you edit a page, you are by default put into a rich text editor. Rich text mode is a good way when first introduced into a wiki environment. However, wiki markup language is relatively easy to learn and offers you more options for formatting content on the page.

To enter Wiki Markup mode, click on the "Wiki Markup" tab. On the far right of the screen, you then see a link to the notation guide. Think of notation as a skill you develop, first with basic things like putting * * around a word to make it bold or h1. to make a heading. But once you get more comfortable, you can start experimenting with the more advanced coding.

Click here for a listing of some of the more common wiki markup tags.