Working with Pages

In This Section

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
- Exportable to PDF, WORD, HTML or XML

Creating Pages

There are two methods of creating pages in Confluence:

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

The Add Page Link

Colby 2009-2010 Projects   ✏ Edit   + Add ▾   ⚙ Tools ▾

                                                          📄 Page
Added by Melinda Regnell, last edited by Melinda Regnell on Aug 13, 2009 (view change)
                                                          📰 News

- Special Collections - Digital Commons Consulting   🔖 Bookmark
- Special Collections - McNair Projects
- Special Collections - Little Talks   💬 Comment
- Hong Zhang - Professional/Personal info to Wordpress
- Maggie Libby - Professional page in Wordpress   📎 Attachment
- Debra Spark - Writing Program CS pages
- Classic Dept - CS and new News/Events work
- Roger Wolsey - CS pages/new News/Events/Announcements utilities
- Ira Sadoff - Wordpress Site
- New Colby.edu Design -
  Three new features: News, Announcements, Events
  New training

Add Labels

Add Comment

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 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:

In Rich Text Markup...	In Wiki Markup...
undefined link	[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 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:
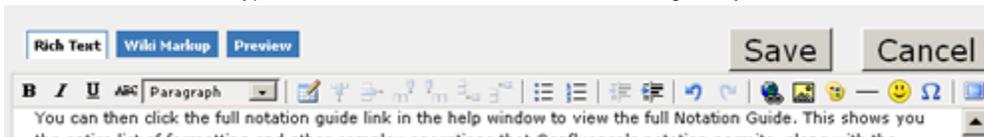
Editing an Existing Page

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

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 listed in the 'Attachments' tab of a page.
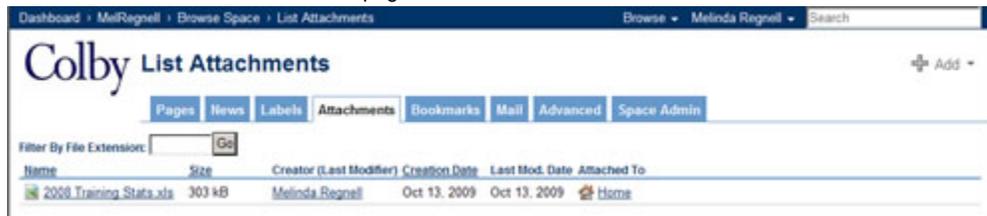
Inserting Images

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).

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	

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]

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

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'

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

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"

Moving 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"

Deleting Pages

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

Exporting Pages

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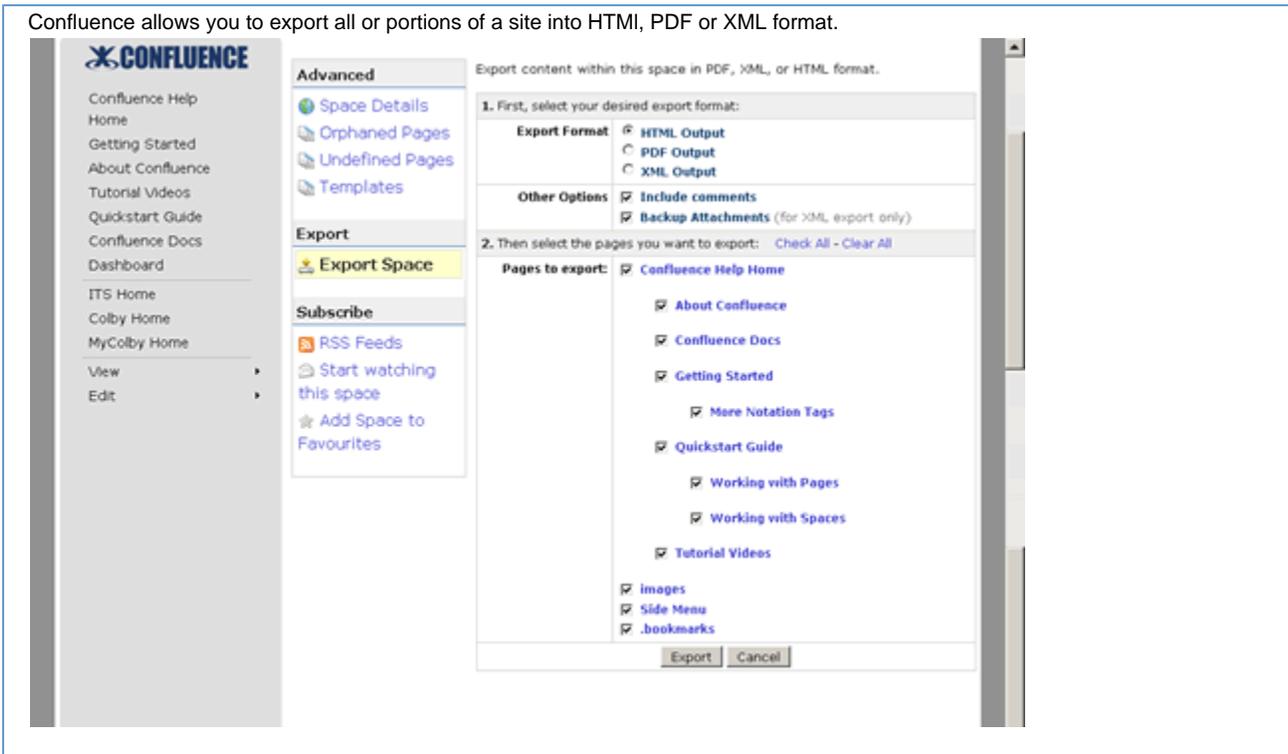
Page Families

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