Space Details

Key: DRAFTDEMO

Name: Demonstration Space

Description: An example of a Confluence space with a tutorial and sample

content.

Creator (Creation Date): rosie@atlassian.com (May 15, 2008)

Last Modifier (Mod. Date): smaddox (Jul 31, 2008)

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Home

This page last changed on Jul 28, 2008 by smaddox.



Congratulations on choosing Confluence wiki

You have now arrived at the home page of your Demonstration Space.

New to Confluence or new to wikis?



Want more advanced information?











User Guide | **Administrator** FAQ | Feature Tour

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Evaluator Resources

A note to Confluence administrators

This page last changed on Jul 31, 2008 by smaddox.

The tutorial is designed primarily for evaluators who have recently downloaded and installed Confluence.

If you have already deployed Confluence in your organisation, and are using the tutorial to provide a general introduction for new users on your wiki, please note that the tutorial assumes the following to be true:

- Your Confluence site is using the Default theme.
- The user has the 'Create Space' permission.
- The user has online web access. This is recommended but not essential, because the tutorial includes links to the Confluence online documentation to provide extra information.

Tutorial

This page last changed on Jul 22, 2008 by rosie@atlassian.com.

This tutorial will help you get started with Confluence:

Using the menus

Creating a space

Creating a page

Adding content to a page

Using the Dashboard

Updating your user profile

Adding a comment to a page

Creating a news item (blog post)



What is a space?

A space is an area within Confluence, containing your wiki pages. You can think of each space as a sub-site, or mini-site, each with its own home page.

What is the Dashboard?

The Dashboard is the home page of your Confluence wiki. The Dashboard contains a list of all the spaces within your wiki, as well as a list of recently updated content.

What is a wiki?

A wiki is a piece of software that allows you and your colleagues to create and edit web pages quickly and simply. Just click, edit and save. Content is published immediately.

What is Confluence?

Confluence is an enterprise wiki with some extra communication tools, including news items (blogs) and RSS feeds.

What makes Confluence an enterprise wiki?

Different organisations use Confluence for different purposes: as a company intranet, corporate website, project workspace, knowledge base, documentation site and a host of other implementations. All these are made possible by Confluence's enterprise-appropriate features, including: security permissions at the page, space and site level; content structuring and restructuring options; LDAP compatibility and more.

If you prefer, you can see the whole tutorial on one page.

Using the menus

This page last changed on Jul 21, 2008 by smaddox.

The image below gives an overview of the menus in Confluence. The menus give you access to all the available actions on your Confluence site.



Menu or option **Explanation** Browse menu The 'Browse' menu gives access to wiki content such as pages, news items, etc, and allows you to browse the People Directory. If you are an administrator, the space and site administration options appear here too. User menu After you have logged in, your name will appear at top right of the screen. The 'User' menu appears when your cursor hovers over your name. The menu allows you to log out, access your user profile or view your editing history, personal labels and page watches. You can also retrieve drafts of pages you are editing. Search box Type into this box and press 'Enter' to search. The 'Edit' button **Edit** button allows you to edit the page. Add menu

If your Confluence administrator has customised your Confluence site, then the menus may appear in different positions from those shown here.

If you are not logged in to Confluence, the 'Browse' menu and the 'User' menu will not appear. Instead, a 'Log In' link will appear.

The 'Add' menu allows you to add things to a page or space.
The 'Tools' menu contains miscellaneous actions relating to the page.
This line shows labels (or tags) attached to the current page.





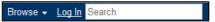
- <u>Using the menus</u> <u>Creating a space</u>
- Creating a page
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Creating a space

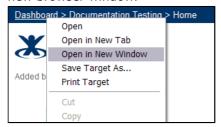
This page last changed on Jul 29, 2008 by rosie@atlassian.com.

Now that you have seen how the <u>menus</u> work, you are ready to start creating content in Confluence. Let's begin by adding a new space.

1. Log in to Confluence, if you are not logged in already, by clicking the '**Log In**' link at the top right of your Confluence screen.



Right-click the 'Dashboard' link at the top left of your screen and open the link in a new browser window.



Hint: Perform the rest of these instructions in the new browser window.

3. Your Confluence Dashboard appears in the new window. On the left of the screen is a list of spaces. (The Demonstration Space will be one of those spaces.)



Click the 'Create a space' link, located below the list.



5. The 'Create Space' screen appears.

What is a space?

A space is an area within Confluence, containing your wiki pages. You can think of each space as a sub-site, or mini-site, each with its own home page. You are looking at a space right now, called the Demonstration Space.

How many spaces should I create? That depends on how you are planning to use Confluence. For example, if you are going to use Confluence for your intranet, you may want to create one space per department. If you want to use Confluence to write technical documentation, you could create one space per product.



6. In the 'Enter a Space Name' box, type a name for your new space. You may want to use your department name (e.g. 'IT', 'Finance' or 'Marketing') or a name that identifies the purpose of the space (e.g. 'Test Space').



7. In the 'Enter a Space Key' box, type a short abbreviation of the space name (e.g. 'IT' or 'TEST').



 Under 'Who can use this space', all the boxes are ticked. You don't need to change anything at this time. For information about space permissions, please see the documentation.



9. Under 'Choose Theme', the 'Default Theme' is selected. Keep the Default Theme for now. For information about themes, please see the documentation.



- 10. Click the '**OK**' button, located at the bottom of the screen.
- 11. The home page of your new space appears.





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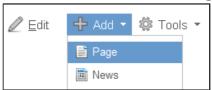
Creating a page

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

Now you will create a page in your new space.

Hint: Perform these instructions in the new browser window which you opened previously. (See Creating a space).

1. Under the 'Add' menu, select 'Page'.



2. A new, blank page appears.



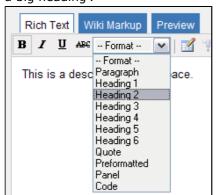
3. Click in the box near the top of the screen, where the words 'New Page' appear. The words 'New Page' will disappear. Type a title for your page (e.g. 'About this space').



4. Click in the large 'Rich Text' area, below the symbols 'B I U'. Type a sentence or two (e.g. a description of your space).



- 5. Press the 'Enter' key twice, to create two new lines.
- 6. Select '**Heading 2**' from the '**Format**' box above the 'Rich Text' area, then type 'This is a big heading'.



- 7. Press the 'Enter' key twice more to create two more new lines.
- 8. Select '**Heading 5**' from the 'Format' box, then type 'This is a small heading'.

This tutorial introduces you to the Confluence Rich Text editor, which is similar to text editors you may have used in other software programs. Alternatively, you can choose to use Wiki Markup (a simple content-formatting language, known as Confluence Notation). A quick notation guide, **Notation Help**, appears at the right of the screen when you choose the '**Wiki Markup**' edit tab. You can then click the '**full notation guide**' link to view the full Notation Guide. For more information about Confluence Notation, please see the documentation.

Below the 'Rich Text' area you will find the page's **Location**, **Restrictions** and **Labels**. You don't need to change anything at this time.

- 9. Click the 'Save' button.
- 10. You can now see your newly created page.



Added by <u>Sarah Maddox</u>, last edited by <u>Sarah Maddox</u> on Jul 23, 2008

This is a description of my space.

This is a big heading

This is a small heading

Add Labels

Add Comment





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Adding content to a page

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

In the <u>previous step</u>, you created a page with some sample content. Now you will edit the page you have created and add some more content.

Opening the page for editing

- 1. If you are not already viewing the page, go to the page you want to edit.
- 2. Click the **'Edit**' button on the page you want to edit. The button looks like this:



3. Click an empty line in the large 'Rich Text' area, below the symbols 'B I U'.



4. Press the 'Enter' key twice to create two new lines.

Inserting an image

1. Click the 'Insert Image' icon on your page.



2. The 'Insert Image' window will appear. Click the '**Browse**' button.



- 3. A popup window will appear. Select an image file from your computer or your network.
- 4. In the 'Insert Image' window, click the 'Attach' button.
- 5. Your image appears in the 'Insert Image' window. Click the image you have just attached, to ensure the file name appears in the 'Filename' box.

These instructions assume that you are using the Rich Text Editor.

If you are using Wiki Markup instead, please take a look at the documentation on working with images, working with links and working with tables.



- 6. Click the 'OK' button.
- 7. Your selected image now appears on your page.

For more information about working with images, please see the <u>documentation</u>.

Inserting a link

- Press the 'Enter' key twice to create two more new lines.
- 2. Type the following sentence: 'What is a wiki?'.
- 3. Select the word 'wiki', then click the 'Insert Link' icon on your page.



4. The 'Link Properties' window will appear.



- In the 'Link' box, type 'http:// www.atlassian.com/software/confluence/ wiki.jsp'.
- 6. Click the 'OK' button.
- 7. The word 'wiki' is now a link.



For more information about working with links, please see the <u>documentation</u>.

Inserting a table

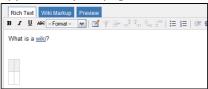
- Press the 'Enter' key twice to create two more new lines.
- 2. Click the 'Insert Table' icon on your page.



3. The 'Insert/Modify Table' window will appear. Click the '**Insert**' button.



4. A table with two rows and two columns now appears on your page.



5. Click in the column headings or other table cells to add your content to the table.



For more information about working with tables, please see the <u>documentation</u>.

Saving your changes

1. Click the 'Save' button to save your page.



Next

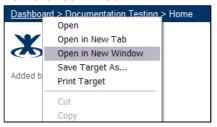
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Using the Dashboard

This page last changed on Jul 21, 2008 by smaddox.

Now you will use the Dashboard to navigate to the new page and the new space that you created in previous steps of this tutorial.

1. Right-click the '**Dashboard**' link at the top left of your screen, and open the link in a new browser window.



Hint: Perform the rest of these instructions in the new browser window.

- 2. Your Confluence Dashboard appears in the new window.
- 3. On the right of your Dashboard, under the heading 'Recently Updated', is a list of pages that have recently been added or edited. The page that you previously created will appear in this list (unless many other pages have been added or edited in the meantime).



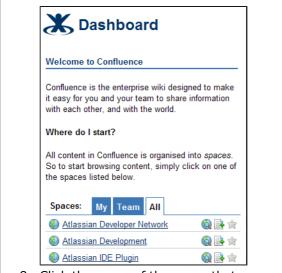
If your page doesn't appear in the list, skip this step and go to step 6.

- 4. Click the name of the page that you previously created.
- 5. Your page appears.
- 6. Click the '**Dashboard**' link at the top left of the screen. Your Confluence Dashboard appears again.
- 7. On the left of your Dashboard is a list of spaces. Next to each space's name is the 'space' icon

The Dashboard is the home page of your Confluence wiki. The Dashboard contains a list of all the spaces within your wiki, as well as a list of recently updated content.

From the Dashboard, you can click any space's name to go to the space's home page.

To get to the Dashboard from anywhere within your wiki, click the 'Dashboard' link at the top left of your screen.



- 8. Click the name of the space that you previously created.
- 9. The home page of your space appears.





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Updating your user profile

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

Now you will change your Confluence 'Full Name' (that is, the name by which you are known to other Confluence users) and profile picture (that is, the picture by which you are known to other Confluence users).

1. Log in to Confluence, if you are not logged in already, by clicking the '**Log In**' link at the top right of your Confluence screen.



2. From the menu under your name, select 'Preferences'.



The 'View Profile' tab of your user profile appears.



- 4. Click the 'Edit Profile' tab.
- 5. In the '**Full Name**' box, correct the spelling or type an alternative version of your name (e.g. a nickname).

Full Name: Sally Maddocks

- 6. Click the 'Save' button.
- 7. Your Full Name has now been changed.
 - Hint: Changing your Full Name does not affect your login name (i.e. username).
- 8. Under the 'Your Profile' menu at the left of the screen, click 'Profile Picture'.



 Click the 'Browse' button, and select a photo of yourself (e.g. a GIF, JPG or PNG file) from your computer. Then click the 'Upload' button. Your user profile contains your user details (e.g. your name, your picture and your password) and your Confluence user preferences (e.g. time zone and email format). For more information about updating your user profile, please see the documentation.



If you don't have a suitable image file, select one of the '**Default Icons**' instead. Here are some of them. You will find more on your Profile Picture screen.



- 10. Click the 'Save' button.
- 11. Your profile picture will appear next to any comments that you add and next to your updates on the Dashboard. Here's an example:





Next

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- · Creating a space
- Creating a page
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- Adding a comment to a page
- Creating a news item (blog post)

Adding a comment to a page

This page last changed on Jul 21, 2008 by smaddox.

Now you will add a comment to the page that you previously created. (See <u>Creating a page</u>.)

- 1. Go to your new page.
 - For assistance on finding the page, please see <u>Using the Dashboard</u> earlier in the tutorial.
- 2. Click the 'Add Comment' link at the bottom of the page.



3. A 'Rich Text' area appears at the bottom of the page.



- 4. Type a remark about the page.
- 5. Click the 'Post' button.
- Your comment now appears at the bottom of the page, together with your name, the profile picture you added previously (see <u>Updating your user profile</u>) and the time your comment was made.



Posting comments in Confluence allows you and your colleagues to hold discussions within your wiki. You can often use the wiki instead of email, for example.



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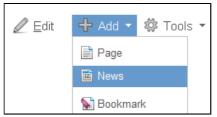
Creating a news item (blog post)

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

Now you will create a news item in your new space.

Hint: Perform these instructions in the new browser window which you opened previously. (See Creating a space).

1. Under the 'Add' menu, select 'News'.



2. A new, blank news item appears.



3. Click in the box near the top of the screen, where the words '**New News**' appear. The words 'New News' will disappear. Type a title for your news item (e.g. 'Latest update').



4. Click in the large 'Rich Text' area, below the symbols 'B I U'. Type several sentences.



Below the 'Rich Text' area are the page's Labels and Posting Day (which defaults to today). You don't need to change anything at this time.

- 5. Click the 'Save' button.
- You can now see your newly created news item.



What is a news item?

Confluence news items are special pages found in the 'news' section of each space. They can be announcements, journal entries, status reports or any other timely information you would categorise as news. News items are also known as 'blog posts'.

For more information about working with news, please see the <u>documentation</u>.

Congratulations, you have finished the Tutorial! Next, you may like to read some of the <u>advanced topics</u> or take a look at our <u>other documentation</u>.



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Tutorial (all on one page)

This page last changed on Jul 22, 2008 by rosie@atlassian.com.

Welcome to the tutorial on a page! This page contains all the topics from the tutorial.

On this page:

Error formatting macro: toc: java.lang.NullPointerException

Using the menus

The image below gives an overview of the menus in Confluence. The menus give you access to all the available actions on your Confluence site.



If your Confluence administrator has customised your Confluence site, then the menus may appear in different positions from those shown here.

If you are not logged in to Confluence, the 'Browse' menu and the 'User' menu will not appear. Instead, a 'Log In' link will appear.

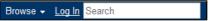
Menu or option	Explanation
Browse menu	The 'Browse' menu gives access to wiki content such as pages, news items, etc, and allows you to browse the People Directory. If you are an administrator, the space and site administration options appear here too.
User menu	After you have logged in, your name will appear at top right of the screen. The 'User' menu appears when your cursor hovers over your name. The menu allows you to log out, access your user profile or view your editing history, personal labels and page watches. You can also retrieve drafts of pages you are editing.
Search box	

	Type into this box and press 'Enter' to search.
Edit button	The 'Edit' button allows you to edit the page.
Add menu	The 'Add' menu allows you to add things to a page or space.
Tools menu	The 'Tools' menu contains miscellaneous actions relating to the page.
Labels	This line shows labels (or tags) attached to the current page.

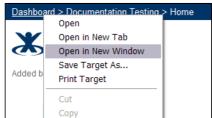
Creating a space

Now that you have seen how the <u>menus</u> work, you are ready to start creating content in Confluence. Let's begin by adding a new space.

 Log in to Confluence, if you are not logged in already, by clicking the 'Log In' link at the top right of your Confluence screen.



2. Right-click the '**Dashboard**' link at the top left of your screen and open the link in a new browser window.



Hint: Perform the rest of these instructions in the new browser window.

3. Your Confluence Dashboard appears in the new window. On the left of the screen is a list of spaces. (The Demonstration Space will be one of those spaces.)

What is a space?

A space is an area within Confluence, containing your wiki pages. You can think of each space as a sub-site, or mini-site, each with its own home page. You are looking at a space right now, called the Demonstration Space.

How many spaces should I create? That depends on how you are planning to use Confluence. For example, if you are going to use Confluence for your intranet, you may want to create one

are going to use Confluence for your intranet, you may want to create one space per department. If you want to use Confluence to write technical documentation, you could create one space per product.



4. Click the 'Create a space' link, located below the list.



5. The 'Create Space' screen appears.



6. In the 'Enter a Space Name' box, type a name for your new space. You may want to use your department name (e.g. 'IT', 'Finance' or 'Marketing') or a name that identifies the purpose of the space (e.g. 'Test Space').



7. In the 'Enter a Space Key' box, type a short abbreviation of the space name (e.g. 'IT' or 'TEST').



8. Under 'Who can use this space', all the boxes are ticked. You don't need to change anything at this time. For information about space permissions, please see the documentation.



9. Under 'Choose Theme', the 'Default Theme' is selected. Keep the Default Theme for now. For information about themes, please see the documentation.



- Click the 'OK' button, located at the bottom of the screen.
- 11. The home page of your new space appears.

Creating a page

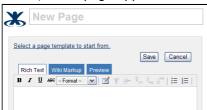
Now you will create a page in your new space.

Hint: Perform these instructions in the new browser window which you opened previously. (See <u>Creating a space</u>).

1. Under the 'Add' menu, select 'Page'.



2. A new, blank page appears.



 Click in the box near the top of the screen, where the words 'New Page' appear. The words 'New Page' will disappear. Type a title for your page (e.g. 'About this space').

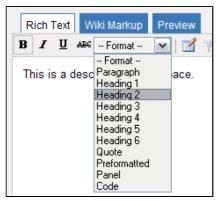


 Click in the large 'Rich Text' area, below the symbols 'B I U'. Type a sentence or two (e.g. a description of your space).



- 5. Press the 'Enter' key twice, to create two new lines.
- 6. Select 'Heading 2' from the 'Format' box above the 'Rich Text' area, then type 'This is a big heading'.

This tutorial introduces you to the Confluence Rich Text editor, which is similar to text editors you may have used in other software programs. Alternatively, you can choose to use Wiki Markup (a simple content-formatting language, known as Confluence Notation). A quick notation guide, **Notation Help**, appears at the right of the screen when you choose the '**Wiki Markup**' edit tab. You can then click the '**full notation guide**' link to view the full Notation Guide. For more information about Confluence Notation, please see the documentation.



- 7. Press the 'Enter' key twice more to create two more new lines.
- 8. Select '**Heading 5**' from the 'Format' box, then type 'This is a small heading'.
 - Below the 'Rich Text' area you will find the page's **Location**, **Restrictions** and **Labels**. You don't need to change anything at this time.
- 9. Click the 'Save' button.
- 10. You can now see your newly created page.



Adding content to a page

In the <u>previous step</u>, you created a page with some sample content. Now you will edit the page you have created and add some more content.

Opening the page for editing

- 1. If you are not already viewing the page, go to the page you want to edit.
- 2. Click the '**Edit**' button on the page you want to edit. The button looks like this:



3. Click an empty line in the large 'Rich Text' area, below the symbols 'B I U'.



Press the 'Enter' key twice to create two new lines. These instructions assume that you are using the Rich Text Editor.

If you are using Wiki Markup instead, please take a look at the documentation on working with images, working with links and working with tables.

Inserting an image

1. Click the 'Insert Image' icon on your page.



2. The 'Insert Image' window will appear. Click the '**Browse**' button.



- 3. A popup window will appear. Select an image file from your computer or your network.
- 4. In the 'Insert Image' window, click the 'Attach' button.
- 5. Your image appears in the 'Insert Image' window. Click the image you have just attached, to ensure the file name appears in the '**Filename**' box.



- 6. Click the 'OK' button.
- 7. Your selected image now appears on your page.

For more information about working with images, please see the <u>documentation</u>.

Inserting a link

- Press the 'Enter' key twice to create two more new lines.
- 2. Type the following sentence: 'What is a wiki?'.
- 3. Select the word 'wiki', then click the 'Insert Link' icon on your page.



4. The 'Link Properties' window will appear.



- In the 'Link' box, type 'http:// www.atlassian.com/software/confluence/ wiki.jsp'.
- 6. Click the 'OK' button.
- 7. The word 'wiki' is now a link.



For more information about working with links, please see the <u>documentation</u>.

Inserting a table

- Press the 'Enter' key twice to create two more new lines.
- 2. Click the 'Insert Table' icon on your page.



3. The 'Insert/Modify Table' window will appear. Click the '**Insert**' button.



4. A table with two rows and two columns now appears on your page.



5. Click in the column headings or other table cells to add your content to the table.



For more information about working with tables, please see the <u>documentation</u>.

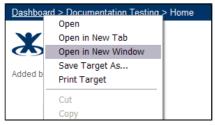
Saving your changes

1. Click the 'Save' button to save your page.

Using the Dashboard

Now you will use the Dashboard to navigate to the new page and the new space that you created in previous steps of this tutorial.

 Right-click the 'Dashboard' link at the top left of your screen, and open the link in a new browser window.



Hint: Perform the rest of these instructions in the new browser window.

- 2. Your Confluence Dashboard appears in the new window.
- 3. On the right of your Dashboard, under the heading 'Recently Updated', is a list of pages that have recently been added or edited. The page that you previously created will appear in this list (unless many other pages have been added or edited in the meantime).



If your page doesn't appear in the list, skip this step and go to step 6.

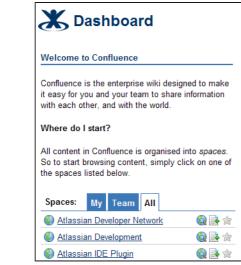
- 4. Click the name of the page that you previously created.
- 5. Your page appears.
- Click the 'Dashboard' link at the top left of the screen. Your Confluence Dashboard appears again.
- 7. On the left of your Dashboard is a list of spaces. Next to each space's name is the 'space' icon

•

The Dashboard is the home page of your Confluence wiki. The Dashboard contains a list of all the spaces within your wiki, as well as a list of recently updated content.

From the Dashboard, you can click any space's name to go to the space's home page.

To get to the Dashboard from anywhere within your wiki, click the 'Dashboard' link at the top left of your screen.



- 8. Click the name of the space that you previously created.
- 9. The home page of your space appears.

Updating your user profile

Now you will change your Confluence 'Full Name' (that is, the name by which you are known to other Confluence users) and profile picture (that is, the picture by which you are known to other Confluence users).

 Log in to Confluence, if you are not logged in already, by clicking the 'Log In' link at the top right of your Confluence screen.



2. From the menu under your name, select 'Preferences'.



3. The 'View Profile' tab of your user profile appears.



- 4. Click the 'Edit Profile' tab.
- 5. In the '**Full Name**' box, correct the spelling or type an alternative version of your name (e.g. a nickname).



- 6. Click the 'Save' button.
- 7. Your Full Name has now been changed.

Your user profile contains your user details (e.g. your name, your picture and your password) and your Confluence user preferences (e.g. time zone and email format). For more information about updating your user profile, please see the documentation.

- Hint: Changing your Full Name does not affect your login name (i.e. username).
- 8. Under the 'Your Profile' menu at the left of the screen, click 'Profile Picture'.



 Click the 'Browse' button, and select a photo of yourself (e.g. a GIF, JPG or PNG file) from your computer. Then click the 'Upload' button.



If you don't have a suitable image file, select one of the '**Default Icons**' instead. Here are some of them. You will find more on your Profile Picture screen.



- 10. Click the 'Save' button.
- 11. Your profile picture will appear next to any comments that you add and next to your updates on the Dashboard. Here's an example:



Adding a comment to a page

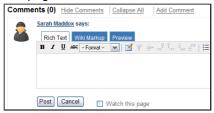
Now you will add a comment to the page that you previously created. (See <u>Creating a page</u>.)

- 1. Go to your new page.
 - For assistance on finding the page, please see <u>Using the Dashboard</u> earlier in the tutorial.
- 2. Click the 'Add Comment' link at the bottom of the page.

Posting comments in Confluence allows you and your colleagues to hold discussions within your wiki. You can often use the wiki instead of email, for example.



3. A 'Rich Text' area appears at the bottom of the page.



- 4. Type a remark about the page.
- 5. Click the 'Post' button.
- 6. Your comment now appears at the bottom of the page, together with your name, the profile picture you added previously (see Updating your user profile) and the time your comment was made.

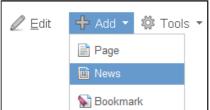


Creating a news item (blog post)

Now you will create a news item in your new space.

Hint: Perform these instructions in the new browser window which you opened previously. (See Creating a space).

1. Under the 'Add' menu, select 'News'.



2. A new, blank news item appears.



3. Click in the box near the top of the screen, where the words 'New News' appear. The

What is a news item?

Confluence news items are special pages found in the 'news' section of each space. They can be announcements, journal entries, status reports or any other timely information you would categorise as news. News items are also known as 'blog posts'.

For more information about working with news, please see the <u>documentation</u>.

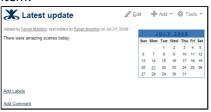
words 'New News' will disappear. Type a title for your news item (e.g. 'Latest update').



4. Click in the large 'Rich Text' area, below the symbols 'B $I\underline{U}$ '. Type several sentences.



- Below the 'Rich Text' area are the page's Labels and Posting Day (which defaults to today). You don't need to change anything at this time.
- 5. Click the 'Save' button.
- 6. You can now see your newly created news item.



Advanced topics

This page last changed on Jul 24, 2008 by smaddox.

If you have used Confluence before, you may be interested in the following advanced topics:

Creating pages and linking

Formatting content

Searching Confluence content

Creating a task list

Creating a thumbnail gallery

Re-ordering pages

Working with RSS

Integrating with JIRA

Creating an index

Displaying source code

Archiving email

If you are new to Confluence, you may like to start with the <u>Tutorial</u>.







User Guide |

Administrator

FAQ

Feature Tour |

Wiki Solutions |

Evaluator Resources

Creating pages and linking

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

A very useful aspect of Confluence is rapid page creation based on linking.

Creating new pages through links

There are two ways to create a new page:

- The first is to hit 'Add Page' in the menu.
 You will find detailed instructions in the
 <u>tutorial</u> in this space.
- The second is to simply link to a new page in an existing one. Just click the 'Edit' link and, using Wiki Markup, type in the following:

[my new page]

It will produce this: my new page.

The red, underlined text indicates that if you click on it you will be given the option of creating a new page.

You can read more about Wiki Markup in the documentation.

Pages have parents, just like anyone

Pages themselves can have parents, and thus you can create 'page families' (or page hierarchies) in Confluence. These are useful for showing logical connections between pages, as we have done for the 'Home' page and every other page in the Demonstration Space:

- A note to Confluence administrators
- Tutorial
 - Using the menus
 - Creating a space
 - Creating a page
 - Adding content to a page
 - Using the Dashboard
 - Updating your user profile
 - Adding a comment to a page
 - Creating a news item (blog post)
- Tutorial (all on one page)
- Advanced topics
 - Creating pages and linking
 - Formatting content
 - Searching Confluence content
 - Creating a task list
 - Creating a thumbnail gallery
 - Re-ordering pages
 - Working with RSS
 - Integrating with JIRA
 - Creating an index
 - Displaying source code

The documentation on the left is an abbreviated version of the online documentation for <u>creating pages and links</u>.

You may also find the documentation on page families useful.

- Archiving email
- More information

It's up to you what kind of meaning you want your page hierarchies to represent. A common use is similar to a table of contents in a book, which presents a chapter with pages belonging to it.

Wikis differ to the classical notion of books, however, and it is appropriate to think in a wider context and experiment with how content can be presented in a useful way for a community of users.

Formatting content

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

Confluence pages are written in a simple markup language based on <u>Textile</u>. By using this simple markup, Confluence makes it easy for your team to create and share content together. Here is a short example of some typical markup:

Confluence Markup

Titles can be easily built using

h3. Confluence Markup

Text

Text can be *emphasised*, **bolded**, *cited*, deleted, <u>inserted</u>, used as ^{superscript} or as _{subscript}, monospaced, used as %a span%, given in bq. blockquotes.

Text can be _emphasised_, *bolded*, ??cited??, -deleted-, +inserted+, used as ^superscript^ or as ~subscript~, {{monospaced}}, used as %a span%, given in bq. blockquotes.

Colour

You can specify a colour simply by typing the name of the colour into the 'color' macro: blue, orange,

green, red, purple, etc.

or you can specify a RGB value in hexadecimal.

You can specify a colour simply by typing the name of the colour into the 'color' macro: {color:blue}blue{color}, {color:orange}orange{color}, {color:green}green{color}, {color:red}red{color}, {color:purple}purple{color}, etc.

or you can specify a RGB value in {color:#33cccc}hexadecimal{color}.

Lists

Lists can be bulleted or ordered by number:

· Kinds of Markup

Confluence Markup is easy to learn and quick to use. At left you will find a quick overview of markup, but not a comprehensive one. It is enough to get you started. For further details, please visit the online documentation for Confluence Markup.

For those who prefer it, Confluence also provides a <u>WYSIWYG</u> editor.

When editing in Wiki Markup mode, look at the full notational guide on the lower right-hand side of the page for quick tips on how to insert headings, lists, tables, and so on.

- Text Effects
- Headings
- Text Breaks
- ° Links
- Other
- Kinds of Markup
 - 1. Text Effects
 - 2. Headings
 - 3. Text Breaks
 - 4. Links
 - 5. Other
- * Kinds of Markup
- ** Text Effects
- ** Headings
- ** Text Breaks
- ** Links
- ** Other
- * Kinds of Markup
- *# Text Effects
- *# Headings
- *# Text Breaks
- *# Links
- *# Other

Tables

Use the pipe character to build tables quickly:

Name	Office
Alice	01
Bob	23
Cathy	45

Name		Office	$ \cdot $
Alice		01	
Bob		23	
Cathy		45	
	Alice Bob	Alice Bob	Alice 01 Bob 23

Searching Confluence content

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

Confluence can search content including pages, blog posts, emails, Microsoft Word documents and Excel spreadsheets, PDF documents, and more.

As well as using the search box at the top right of every Confluence page for ad hoc searches, you can use the 'Search' macro to embed particular search results in a particular page.

E.g. you could use the following code to find content that contains the word 'tutorial':

{search:tutorial}

... giving this:

Found 10 search result(s) for tutorial

<u>Tutorials</u> (Support)

Tutorials

Feb 26, 2007

Tutorial (Demonstration Space)

Tutorial This **tutorial** will help you get started with Confluence: \\ \\ !Imagesbtnnext.png! Using the menus What is a space Jul 22, 2008

Confluence Hosted Tutorial (Hosted Services)
Confluence Hosted Tutorial Goal Create a onepage overview tutorial of Confluence Hosted which gives the customer everything they need to being rudimentary use ... links to where you can find more information on any given topic. The ... Oct 29, 2007

Quick Create User Issue Tutorial (Support)
Quick Create User Issue Tutorial How to add
the Quick Create portlet to your dashboard.
qcreate1.mov How to create ...
Sep 25, 2007

Tutorial (all on one page) (Demonstration Space)

Tutorial (all on one page) Welcome to the **tutorial** on a page\! This page contains all the topics from the **tutorial Tutorial**. On this page: Using the menus Creating a space Creating a page Adding content to a page ...
Jul 22, 2008

Recording Webinars & Tutorials (Sales - Pre-Sales)

... http://www.ambrosiasw.com/utilities/ snapzprox/. I did use it to create the two The Confluence search engine is based on <u>Lucene</u>. It begins working as soon as you install Confluence and can build search indices on a wide range of document types: blogs, pages, comments, attachments, etc.

For more information about performing a search on your Confluence content, please see the <u>documentation</u>.

simple **tutorials** on using TextExpander and it was simple to pick up and use and was also fast compared to otherRecording Webinars & **Tutorials** ...

Apr 07, 2008 - All News



... anything to the jdevhome/system one): Traffic lights available! Lets try to work the **tutorials** from here. So I redo the **tutorials**, making sure to leave the working directory for the portlet **tutorial** /jdevhome . I try running the OC4J with the start traffic ...

Mar 01, 2007

<u>User-generated Confluence tutorial</u> (<u>Jonathan Nolen</u>)

Usergenerated Confluence **tutorial** A user sent this in over the weekend: http://toklas.org/display/lc/Home He's ...

May 03, 2006 - All News

Integrating Appfuse - a Crowd-Acegi integration tutorial (Shihab Hamid)

... web security of Appfuse applications rely on the modular and extensible Acegi authentication framework. In this **tutorial**, we look at basic integration of Crowd with Acegi, using an application generatedIntegrating Appfuse a CrowdAcegi integration **tutorial** ... Nov 22, 2007

OSGi and Plugins 2.0 Tutorial, 14 Aug at 2 PM (Development)

... How: 30 minute presentation, evenly split between OSGi and the Plugins 2 **tutorial**. The OSGi section will be high level concepts, and the **tutorial** be more hands on with light coding and deployment demos. The presentation will either be recorded or be given ...

Aug 01, 2008 - All News

Creating a task list

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

The 'tasklist' macro allows you to create lists of tasks which need to be performed and keep track of who has completed them.

The data for the task list is stored in the Confluence page. Most people will find it easier to add or modify tasks while viewing the page. But if you want to edit or even create the task list directly, you can do so by editing the page itself. Here is an example, showing the Wiki Markup for the above task list:

{tasklist:Things to do}
Mary to preview her presentation with the team
Tony to call meeting with investors
Tony to book catering
Mary to finalise presentation with Steve
Everyone relax before presentation
{tasklist}

For more information about the 'tasklist' macro, please see the <u>documentation</u>.

Creating a thumbnail gallery

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

Images look very effective when included within Confluence. Confluence allows you to easily display images as thumbnails, i.e. miniature images. .

Including single images and displaying them as thumbnails

When you insert an image onto a page, you can choose to display it as a thumbnail.

Once the image has been inserted, here is what the Wiki Markup looks like:

!wikipatterns.png|thumbnail!

 \dots and here is what the thumbnail image looks like:



The thumbnail displays a smaller version than would otherwise be presented if we showed the whole image. Try clicking the image to see the full size.

Using the 'gallery' macro

The Confluence 'gallery' macro allows you to display a gallery of thumbnails. It is very simple to use and automatically presents all images attached to a page, in a tabular format. For example, this code:

{gallery:title=Atlassian T-shirts}
{gallery}

gives this:

Error trying to draw image gallery org.apache.velocity.exception.MethodInvocationException: Invocation of method 'requireResource' in class \$Proxy40 threw exception java.lang.NullPointerException @ /com/atlassian/ confluence/plugins/macros/advanced/gallery-default.vm[1,21]

You can read more about the 'gallery' macro in the documentation.

Try clicking one of the images above. It will open a slide show where you can browse through the pictures.	
--	--

Re-ordering pages

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

The following instructions will show you how to view the hierarchy of pages within a space, and move pages to different positions within the hierarchy.

It is suggested that you use the new space that you created during the <u>Tutorial</u> (see '<u>Creating</u> a space').

PART A: First, you will create some new pages :

- 1. Go to the home page of your new space.
- 2. Under the 'Add' menu, select 'Page'.
- 3. A new, blank page appears.
- Click in the box near the top of the screen, where the words 'New Page' appear. The words 'New Page' will disappear. Type the following title: 'Book One'.
- 5. Save your new page and go back to the space's home page.
- 6. Repeat steps 2-5, but give your new page the title 'Chapter One'.
- 7. Repeat steps 2-5, but give your new page the title 'Chapter Two'.

You have now created three new pages. All three pages are children of the space's home page.

PART B: Now you will view the pages within your space, and move some of your new pages into more logical positions:

- 1. From the 'Browse' menu, select 'Pages'.
- 2. A list of pages appears.
- 3. Click the plus-sign next to the word '**Home**'.
- 4. A list of pages (i.e. children of the space's home page) is displayed. Your three new pages are included in the list, i.e.
 - 'Book One'
 - 'Chapter One'
 - · 'Chapter Two'
- 5. With your mouse, drag 'Chapter One' onto 'Book One'.
- 6. Click the plus-sign next to the word 'Home'.
- 7. A plus-sign now appears next to the words 'Book One'. Click this plus-sign.
- 'Chapter One' now appears indented below 'Book One'. Your tree should now look like this:
 - · 'Book One'
 - 'Chapter One'
 - 'Chapter Two'
- 9. With your mouse, drag 'Chapter Two' onto 'Book One'.
- 10. Click the plus-sign next to the word 'Home'.
- 11. Click the plus-sign next to the words 'Chapter One'. 'Your tree should now look like this:
 - · 'Book One'
 - ° 'Chapter One'

In Confluence, you can organise pages into a hierarchy of parent and child pages. Pages in such a hierarchy are called a 'page family' (or 'page tree'). For more information about working with page families, please see the documentation. By default, a new page is the child of the page you were viewing when you started creating the new page. There are three ways to view the list of pages in a space. You can choose to view:

- · recently-added pages only
- · all pages, in alphabetic order
- all pages, in hierarchical order (also known as a 'page tree')

If the list of pages contains just the word 'Home' with a plus-sign next to it, then you are looking at the hierarchical order. If not, click 'Tree' (next to the word 'View', above the list of pages).

° 'Chapter Two'	

Working with RSS

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

RSS is generally used to notify others of the latest news and updates to a site. Confluence reads incoming RSS and creates outgoing RSS. It allows you to stay informed of the latest current affairs of others and allows you to tell them of your own.

Displaying RSS from other sites

If another site publishes an RSS feed, you can include its contents in a Confluence page by including the 'RSS' macro in the page.

E.g. Here is the macro code for displaying an RSS feed published by the BBC:

{rss:url=[http://www.bbc.co.uk/syndication/ feeds/news/ukfs_news/world/rss091.xml]|max=5}

... which gives:



BBC News | World | UK Edition

(Visit BBC News for up-to-the-minute news, breaking news, video, audio and feature stories. BBC News provides trusted World and UK news as well as local and regional perspectives. Also entertainment, business, science, technology and health news.)

Many dead in Madrid plane crash

More than 150 people died when a Spanair passenger plane swerved off a runway during take-off at Madrid's Barajas airport, the Spanish government says.

Russia condemns US missile deal

Russia says a US-Polish missile defence deal creates a new arms race, warning it will react beyond "diplomatic demarches".

Bolt claims 200m gold with record

Jamaica's Usain Bolt wins the men's 200m gold medal at the Olympics in a record 19.30 seconds.

Obama closing in on running-mate

Speculation is mounting about Democratic presidential hopeful Barack Obama's choice of running mate.

Life terms for US rail-crash man

A man who caused a huge train crash by leaving his car on the tracks is given 11 life sentences by a Los Angeles court.

In Confluence, you can both display and subscribe to RSS feeds.

Displaying RSS Feeds

By embedding outside RSS feeds into your Confluence pages, you can automatically display the latest news from sources outside Confluence.

Subscribing to RSS Feeds

By subscribing to RSS feeds generated by Confluence, you can stay automatically informed of changes and updates going on within your Confluence site.

At left is a quick introduction to the use of RSS in Confluence. For more information please visit the documentation.

Subscribing to Confluence updates via RSS

Confluence also produces RSS that you can subscribe to (using an RSS Newsreader) in order to receive notifications of new or updated content on your Confluence site.

Confluence automatically generates RSS feeds for

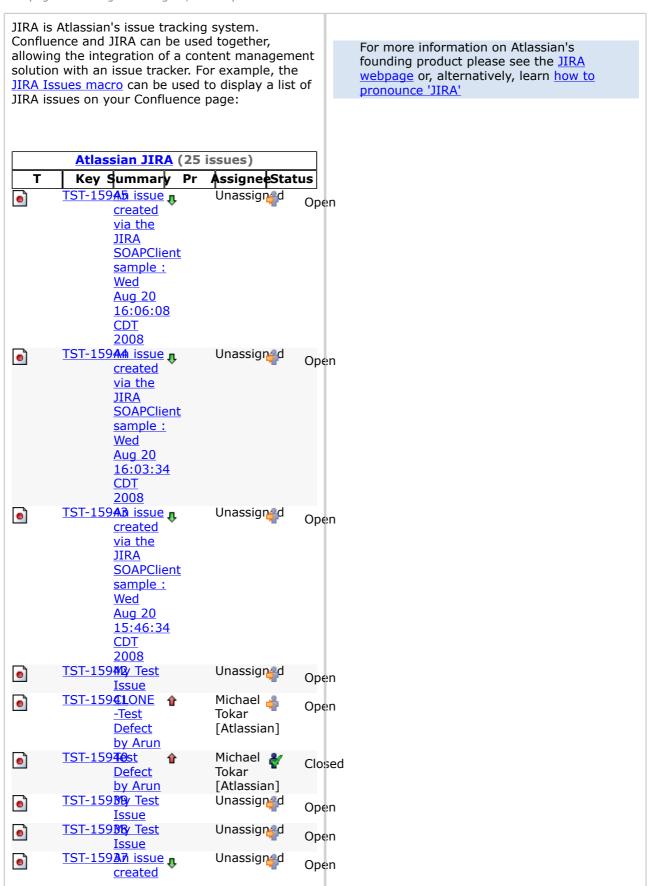
- · New blog posts
- New pages
- · Updated pages
- New comments

There are two easy ways to subscribe to Confluence's RSS feeds:

- Confluence provides a number of pre-defined RSS feeds for each space. You can find these by selecting 'Browse', 'Advanced', 'RSS'.
- 2. An RSS Feed Builder is also available, should you wish to create a custom feed. Please see the <u>documentation</u> for details.

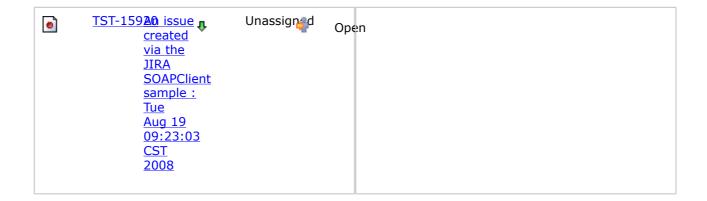
Integrating with JIRA

This page last changed on Aug 04, 2008 by smaddox.



```
via the
               JIRA
               SOAPClient
               sample:
               <u>Wed</u>
               Aug 20
               11:38:19
               CST
               2008
       TST-15926 issue
•
                               Unassign
                                            Open
               created
               via the
               JIRA
               SOAPClient
               sample:
               Wed
               Aug 20
               11:38:02
               <u>CST</u>
               2008
       TST-159A5 issue
                               Unassignad
Open
               created
               via the
               JIRA
               SOAPClient
               sample:
               <u>Wed</u>
               Aug 20
               11:19:56
               CST
               2008
       TST-15924 issue
                               Unassignad
Open
               created
               via the
               JIRA
               SOAPClient
               sample:
               Wed
               Aug 20
               11:15:55
               CST
               2008
       TST-159AB issue
•
                               Unassignad
                                            Open
               created
               via the
               JIRA
               SOAPClient
               sample:
               Wed
               Aug 20
               09:28:29
               CST
               2008
       TST-15980/ Test
•
                               Unassign
                                             Open
               Issue
       TST-159 MLy Test
•
                               Unassignad
                                            Open
               <u>Issue</u>
       TST-159Berry
•
                               Unassignad
                                            Open
       TST-159A9 issue
•
                               Unassign
                                             Open
               created
               via the
               JIRA
               SOAPClient
               sample:
```

```
<u>Tue</u>
                Aug 19
                17:18:59
                BST
                2008
        TST-159An issue
                                 Unassignad
•
                                                Open
                created
                via the
                JIRA
                SOAPClient
                sample:
                <u>Tue</u>
                Aug 19
                11:06:10
                CST
                2008
        TST-15926 issue
                                 Unassignad
•
                                                Open
                <u>created</u>
                via the
                JIRA
                SOAPClient
                sample:
                <u>Tue</u>
                Aug 19
                10:53:20
                CST
                2008
•
        TST-15925 Test
                                 Unassign
                                                Open
                <u>Issue</u>
        TST-15924 Test
•
                                 Unassignad
                                                Open
                <u>Issue</u>
•
        TST-159AB issue
                                 Unassignad
                                                Open
                created
                via the
                JIRA
                SOAPClient
                sample:
                <u>Tue</u>
                Aug 19
                09:24:29
                CST
                2008
        TST-159Ab issue
•
                                 Unassignad
                                                Open
                created
                via the
                JIRA
                SOAPClient
                sample:
                <u>Tue</u>
                Aug 19
                09:24:08
                CST
                2008
        TST-159At issue
•
                                 Unassignad
                                                Open
                created
                via the
                JIRA
                SOAPClient
                sample:
                <u>Tue</u>
                Aug 19
                09:23:32
                CST
                2008
```



Creating an index

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

This page shows an example of the 'index' macro.

Macro code

The next section on this page, under the heading 'Macro result', contains the following macro code:

{index}

Macro result

Space Index

The example at left shows how to create an index based on page titles.

Alternatively, you may want to use <u>labels</u> to create an index. Once you have tagged your pages with appropriate labels, you can simply link to the space's 'Labels' page ('Browse', 'Labels') to display an index.

A note to Confluence administrators

tutorial Tutorial is designed primarily for evaluators who have recently downloaded and installed Confluence. If you have already deployed Confluence in your organisation, and are using the tutorial to provide a general introduction for new users on your wiki, please note that the tutorial ...

Adding a comment to a page

Now you will add a comment to the page that you previously created. (See Creating a page.) # Go to your new page. (/) For assistance on finding the page, please see Using the Dashboard earlier in the tutorial. \\ \\ # Click the 'Add Comment' link at the bottom of the page ...

Adding content to a page

previous step Creating a page, you created a page with some sample content. Now you will edit the page you have created and add some more content. Opening the page for editing # If you are not already viewing the page, go to

Document generated by Confluence onthe page 2008 07:40

Advanced topics

you have used
Confluence

Imagesimgwelcome.png!JIRA is Congratulations Atlassian's issue tracking system. on choosing Confluence and Confluence wiki You have JIRA can be used together, now arrived at the home allowing the page of your integration Demonstration of a content Space. \\ \\ New management to Confluence or solution with an new to wikis?! issue tracker. Imagesbtntutorial.png! For example, the JIRA Issues Tutorial \\ \ \ Want more macro http:// confluence.atlassian.com/ advanced information?! x/dCAC can be Imagesbtnadvanced.png!used to display a Advanced topics list ... J L М More information Once you have completed the tutorial Tutorial and read the advanced topics Advanced Topics, you may want to refer to the Confluence online documentation. Detailed instructions on using and administering Confluence Confluence User Guide http:// confluence.atlassian.com/ display/DOC ... N 0 P Q R S Re-ordering pages Searching Confluence following content Confluence can instructions will show you search content how to view including pages, the hierarchy blog posts, emails, Microsoft of pages within Word documents a space, and move pages and Excel to different spreadsheets, positions within PDF documents, the hierarchy. (/) and more. \\ \\ As well as It is suggested using the search that you use the new space box at the top

that you created during the Tutorial (see 'Creating a space'). PART ... right of every Confluence page for ad hoc searches, you ...

Т

U



Updating your user

tutorial will help profile you get started with Confluence: \\\!

Imagesbtnnext.png!
Using the menus
What is a space?
A space is an
area within
Confluence,
containing your
wiki pages. You
can think of
each space as
a subsite, or
minisite, each
with its own ...

Tutorial (all on one page)

Welcome to the tutorial on a page\! This page contains all the topics from the tutorial Tutorial. On this page: Using the menus Creating a space Creating a page Adding content to a page Using the Dashboard Updating your user profile Adding a comment to a page Creating ... Now you will change your Confluence 'Full Name' (that is, the name by which you are known to other Confluence users) and profile picture (that is, the picture by which you are known to other Confluence users). # Log in to Confluence, if you are not logged in already, by clicking the

Using the Dashboard

'Log ...

Now you will use the Dashboard to navigate to the new page and the new space that you created in previous steps of this tutorial. # Rightclick the 'Dashboard' link at the top left of your screen, and open the link in a new browser window.!

ImagesDashboardRightClick.png border=1,bordercclor=gray ...

Using the menus

image below gives an overview of the menus in Confluence. The menus give you access to all the available actions on your Confluence site. \\ \\!

imagesMenuOverv ew.png!

\\ \\ Menu or option Explanation Browse menu The 'Browse' menu gives access to wiki content such as pages ... W Working with RSS RSS is generally used to notify others of the latest news and updates to a site. Confluence reads incoming RSS and creates outgoing RSS. It allows you to stay informed of the latest current affairs of others and allows you to tell them of your own ... X Z !@#\$

Displaying source code

This page last changed on Jul 29, 2008 by rosie@atlassian.com.

The 'code' macro is a useful way of presenting source code in an easy-to-read format on your Confluence pages. Its use is very straightforward: simply enclose your source code between {code} elements.

Here are some examples:

XML

gives

```
<test>
    <another tag="attribute"/>
</test>
```

SQL

```
{code:SQL}
SELECT * FROM TABLE1 WHERE ID=0 AND NAME NOT IN
  (SELECT NAME FROM NAMES)
{code}
```

gives

```
SELECT * FROM TABLE1 WHERE ID=0 AND NAME NOT IN (SELECT NAME FROM NAMES)
```

Java

```
{code:Java}
package
  com.atlassian.confluence.admin.actions.macros;

import
  com.atlassian.confluence.renderer.UserMacroLibrary;

public class UserMacroBean
{
    String name;
    String template;

    public UserMacroBean()
    {
    }

    public UserMacroBean(String name,
    UserMacroLibrary userMacroLibrary)
```

For more information about the 'code' macro, please see the <u>documentation</u>.

```
this.name = name;
       this.template =
 userMacroLibrary.getMacroTemplate(name);
    public String getName()
       return name;
    public void setName(String name)
        this.name = name;
    public String getTemplate()
       return template;
    public void setTemplate(String template)
        this.template = template;
{code}
gives
package
com.atlassian.confluence.admin.actions.macros;
com.atlassian.confluence.renderer.UserMacroLibrary;
public class UserMacroBean
   String name;
   String template;
   public UserMacroBean()
   public UserMacroBean(String name,
 UserMacroLibrary userMacroLibrary)
        this.name = name;
        this.template =
 userMacroLibrary.getMacroTemplate(name);
    public String getName()
       return name;
    public void setName(String name)
        this.name = name;
    public String getTemplate()
```

```
return template;
}

public void setTemplate(String template)
{
    this.template = template;
}
```

Archiving email

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Confluence can archive emails — which is useful for tracking information over a long period of time, and for permanently referencing emails from within documents.

Email archiving allows you to:

- Keep a history of interaction with your clients, colleagues or friends.
- Refer to email content when creating Confluence content.
- Centralise yet another form of communication in Confluence.

Email archiving is discussed in greater detail in the <u>documentation</u>.

More information

This page last changed on Jul 24, 2008 by smaddox.

Once you have completed the $\underline{\text{tutorial}}$ and read the $\underline{\text{advanced topics}}$, you may want to refer to the Confluence online documentation.

Detailed instructions on using and administering Confluence

Confluence User Guide
Confluence Administrator Guide

More background on Confluence

Frequently Asked Questions (FAQ)
Feature Tour
Wiki Solutions

Information for people evaluating Confluence

Evaluator Resources







User Guide |
Administrator
FAQ |
Feature Tour |
Wiki Solutions |

Evaluator Resources