

Confluence Demonstration Space

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Home



Welcome to your Confluence wiki

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

Like to see how people use Confluence every day?

➔ **See it in action**

New to Confluence or new to wikis?

➔ **Take the tutorial**

Want to get the most from your Confluence wiki?

➔ **Advanced topics**

 [User Guide](#) |  [Administrator Guide](#) |  [FAQ](#) |  [Feature Tour](#) |  [Wiki Solutions](#) |  [Evaluator Resources](#)

Examples

These are real world examples of how Confluence can be used in your organisation. As you go through these examples, look at the underlying markup to see how the pages were created. (See the markup by selecting *View Wiki Markup* from the *Tools* menu.) Feel free to edit the pages. If you break anything you can always revert back to a previous version of the page. **Click one of the buttons below to continue.**

➔ **Development Team**

➔ **Human Resources**

➔ Sales Team

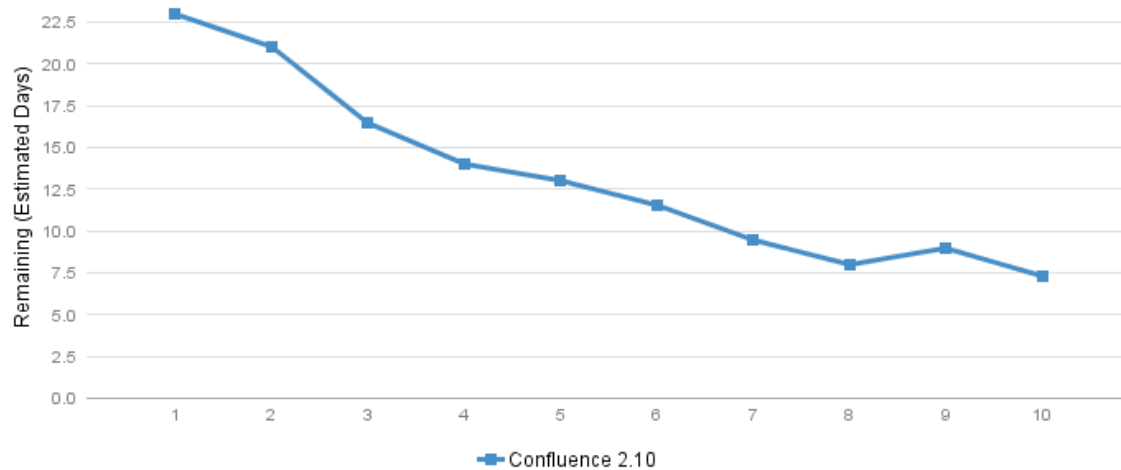
Example Development Team Page

The Confluence development team at Atlassian uses Confluence to induct new members, collaborate on feature specifications and hit key milestones on time.

- **Click into each of the links in the yellow box below** to see more.
- **Comment on one of the blog posts below.** First click the blog post title, to open it in its own page. See [Adding a comment to a page](#).

- **Confluence 2.10 Release Dashboard**
- **Planned Feature Specifications**
- **Leave Planning**
- **Confluence Induction**

Release status



Dev Team Blog



Tuesday, 19 May 2009

Confluence 2.10 Milestone 5

Last changed May 30, 2009 13:53 by Anonymous

Labels: [development](#), [confluence](#), [milestone](#)

The Confluence team is proud to present Confluence 2.10 milestone 5. This milestone was deployed to our internal system on Friday and is the final milestone of 2.10 feature development.

This milestone contains many new features and enhancements that you can read about in the release notes - please log any issues you find with the milestone on JAC under the Confluence project as affecting 2.10.

Thanks!

Milestone 5 highlights

...

[Read more...](#)

Posted at May 19, 2009 by Anonymous | 0 comments | [Edit](#)

[Retrospective](#)

Last changed May 30, 2009 13:53 by Anonymous

Labels: [development](#), [confluence](#), [retrospective](#)

What's this?

We conduct process meetings every three weeks where we look back at the last three weeks, discuss what is good and what not, and try to improve the situation all the time. Every now and then (after each major release) we take some time to reconsider a larger timespan in order to also tackle the bigger or underlying problems. In Confluence-land this is called Retrospective. We did one four months ago already, this is our second one. ...

[Read more...](#)

Posted at May 19, 2009 by Anonymous | 0 comments | [Edit](#)

[Quick HOWTO - Confluence testing with Maven](#)

Last changed May 30, 2009 13:53 by Anonymous

Labels: [development](#), [maven](#), [demo](#), [build](#), [confluence](#), [example](#)

These days, I find it sometimes easier to start Confluence in Maven rather than in IDEA when I want to reproduce test failures. It has a more standard classpath, for example, and matches the behaviour of Bamboo more closely.

Starting Confluence in Maven

Here's how:

1. put the latest version into the local repo
mvn clean install -Dmaven.test. ...

[Read more...](#)

Posted at May 19, 2009 by Anonymous | 0 comments | [Edit](#)




**Warning: Sample Content**

This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

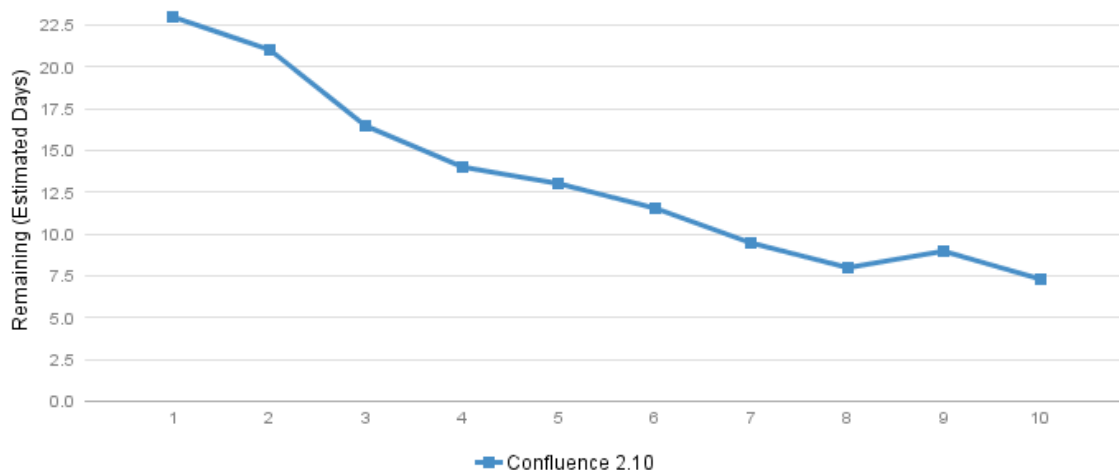
Confluence 2.10 Release Dashboard

The Confluence development team always knows its status relative to plan. At the end of each week, the team updates the issues table below to show which issues were addressed and which ones carried over. The team also uses the {chart} macro to create a [burndown chart](#) showing how much work is left relative to how much time is left.

- **Edit this page and change one of the numbers in the chart.** Save or preview the page to see your changes.
- **Edit this page and update the status one of the rows** by (like "quick-nav: selenium testing") by adding a  to the status column.


Burndown chart

The following graph provides a rough status on the progress of the Confluence team.



Rules for how to update the release dashboard:

Steps that need to be done at the end of an iteration

- Tasks that were finished get ticked off with a  and remain where they are.
- Tasks that have been started but not finished get moved to the next iteration. No estimates are changed, and in the comment field a text is added "carried over from previous x weeks".
- Tasks that were planned but not even started get moved to next iteration without comment.
- Velocity of previous iteration **may** be calculated and added, but only based on finished tasks, no matter how close unfinished tasks were to completion
- New unplanned work is added to the new iteration and marked in blue. cards that simply took longer than expected don't get any colour-coding.
- The "remaining estimated work" number from previous iteration remains unchanged.
- "Remaining estimated work" for the new iteration (including the backlog) is calculated based on the original estimates, and includes unplanned added work. So even a 2d-task that is considered 90% done will show up as 2d in the new iteration. The new iteration may exceed the previous velocity since we assume that there just remain 10%. But for the "remaining estimated work" the two days will be used.
- If the sum of all remaining work is larger than the original budget, some tasks at the end have to be declared as "won't fix" and greyed out. Their estimates are no longer counted for the remaining work.

2.10 is estimated to be a 3 month release, manned by a 2 person team (with one person doing part time bug fixing). Accounting for 1 week of sick or holiday leave, we have a feature budget of **14u** (11 iterations).

Iteration	Week 1: 30/JUL	Estimate	Remaining at very start of release cycle: 23
1	Discovery feature breakdown	1u	✓
	Remove SearchService	1u	✓
	Investigate/rework did-you-mean indexing	1u	✓
	Deploy RC1 to QA and Production	1u	✓
	Week 2: 6AUG	4u	Velocity: 4u. Remaining: 21
2	Make author filter work for external users (CONF-10769)	2u	✓
	Quick search by page title task breakdown	1u	✓
	Respond to Did-You-Mean review feedback	1u	✓
	Add author filter to people directory	1u	Decided to discontinue work on card after 0.5u investigation.
	Week 3: 13/AUG	4u	Velocity: 5u. Remaining: 16.5u
3	Make author filter work for hosted	2u	✓
	Fix archiva with James	0.5u	✓
	Discovery planning		✓
	Code reviews		✓
	Week 4: 20/AUG	4.5u	Velocity: 2.5u. Remaining: 14u
4	quick-search-by-title: Add lucene index fields	1u	
	Week 5: 27/AUG	1u	Velocity: 1u. Remaining: 13u
	did-you-mean: merge to trunk	0.5u	✓
	did-you-mean: run clover and add tests	1u	✓
	Week 6: 3/SEP	1.5u	Velocity: 1.5u. Remaining: 11.5u
	quick-search-by-title: backend	2u	✓ Carried over twice from previous iteration, took longer than expected
	Week 7: 10/SEP	2u	Velocity: 2u. Remaining: 9.5u
	quick-search-by-title: JSON	0.5u	✓ Carried over from previous iteration
	quick-search-by-title: UI Integration	1u	✓ Carried over from previous iteration
	search-visuals: clean up display of individual results	2u	✓
	Week 8: 10/SEP	3.5u	Velocity: 3.5u. Remaining: 8u
	quick-nav: bug fixes (unicode, themes, highlighting)	1u	✓
	Week 9: 17/SEP	1u	Velocity: 1u. Remaining: 11u
	quick-nav: selenium testing	1u	
	search-visuals: Add people thumbnails to search results	1u	
	Week 10: 24/SEP	2u	
	did-you-mean: indexing issues (CONF-12943)	1u	
	Week 11: 6/OCT	1u	

	quick-search-by-title: Advanced JS component <ul style="list-style-type: none"> • IE bug (CONF-13158) • density and organisation • Caching issues 	3u	
	quick-nav: performance testing	1u	
	quick-nav: Timouts (CONF-13062)	1u	
	Week 12: 13/OCT	4u	
	OpenSearch plugin (advertisement only)	0.5u	
	quick-nav: Document for custom layouts (CONF-13073)	0.25u	
	Week 13: 20/OCT	0.75u	

Dropped from release

quick-nav: relevancy: boost by favourites	2u	(not counted for remaining estimate, since originally unplanned and not in current plan anymore)
search-visuals: Adjust number of results per page	1u	
Change default space content	0.5u	
did-you-mean: auto-enable for english customers (CONF-13209)	1u	

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Confluence Induction

Confluence can help development teams get new new members up to speed quickly so that they're fixing bugs sooner and detracting less from highly productive members.

- **Add a new child page to this page** by going to the *Add* menu and selecting *Page*. Then look for the child page in the **Children** section at the bottom of this page.

About

The Confluence Induction Handbook is designed to help new Confluence members get up to speed.



This induction handbook follows on from the Global Induction. Please also review the [New Employee Checklist](#) first before proceeding.

Induction

Congratulations, you have been chosen to become a part of the Confluence team! How exciting is that?

On second thoughts, don't answer that.

By now you should have a desk, a chair and a computer running your operating system of choice. If you don't, grab somebody because

you've missed the first couple of stages of your induction. Otherwise, make sure you are sitting comfortably and we'll continue.



Ergonomics Warning

If you are not sitting comfortably, please sign an occupational health and safety claims waiver form immediately.

About The Confluence Development Team

The Confluence Development Team is responsible for the development of Confluence, the enterprise wiki. Imagine a gigantic funnel. Thousands of feature and improvement suggestions and bug reports pour into the top, and a top quality enterprise wiki comes out at the bottom. You're sitting in the middle.

Administrivia

What hours do I need to work?

You are contracted to work an 8.5 hour day, including one hour for lunch. We're pretty relaxed about when you start and finish work each day, so long as you:

- put in the hours
- show up for scheduled meetings (including the daily 10am stand-up)
- let your team leader know in advance if you're going to be gone at some time you'd normally be expected to be around

We also do a lot of pair-programming, so if you know you're working with a pair and one of you habitually works 8-5 and the other 10-7, you should probably work it out between yourselves to show up at the office at the same time.

Procedures for sick leave and annual leave should already have been explained to you as part of your company induction.

Confluence Resources/Bookmarks

The Confluence team uses many different resources and tools to go about their various functions including:

1. Staff Contact List - photos and contact information of all Atlassian staff
2. The CONFDEV space
3. The [documentation](#), [discussion](#) and [extensions](#) spaces on [confluence.atlassian.com](#)
4. **Charles' Poker Corner** – explains where half the team vanishes to on Friday lunchtimes
5. The Communication Methods page contains some RSS feeds you should subscribe to, including the Atlassian [del.icio.us](#) feeds.
6. The Development Team In-Joke Primer might help you keep up.

page.

Configure Confluence Systems

As part of your induction, you should have received logins for all the various Atlassian systems. Now would be a good idea to check them out:

- <http://confluence.atlassian.com> – check this out particularly.
- <http://jira.atlassian.com>
- [cvs.atlassian.com](#) (And [Fisheye](#))
- [svn.atlassian.com](#) (And [Public Fisheye](#))
- [Bamboo on keg.sydney.atlassian.com](#) (Unit test CI)
- [Bamboo on panda.sydney.atlassian.com](#) (Functional test CI)
- `\\RESCHES\\DEVFILES` (including the vitally important `entertainment` directory)

What Do I Do Now?

Set up your development environment

Instructions for grabbing Confluence from version control, and getting it compiling and running inside IDEA can be found here: [Setting Up a Confluence Development Environment](#).

Your first important task at Atlassian is to help us maintain this document. Anywhere you find it unclear or inaccurate, ask a nearby developer what you should be doing then *fix the wiki page*.

Set up other parts of your computer

You may want to install OpenOffice (or NeoOffice if you are on a Mac, which can be found on `DEVFILES\\software\\apple`) in order to be able to view DOC and XLS files sent to you by random people.

Learn More about Confluence

Once you have Confluence installed, play with it. Look at the source code. Read [the documentation](#). Get a feel for the bugs and feature

requests in [JIRA](#). Get more familiar with the core Open Source components of Confluence, especially [Hibernate](#), [Spring](#) and [Lucene](#)

The First Few Weeks

Confluence is a reasonably big codebase, and the nature of the application is such that there are a lot of different subsystems with complex interdependencies. As a result, it can be a little hard to get into. We've found the best way to get started is to fix bugs: they're isolated, well-defined problems with a clear point of completion.

When your confidence grows, you'll be eased into bigger things.

You might also be curious how we develop software



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Leave Planning

The Confluence team uses tables to communicate scheduled leave times, an imperative part of resource planning and project management.

- [Edit this page and add your vacation plans to the table.](#) Try using wiki markup to do it.

This page summarises leave of Confluence team members. It is not a replacement for the normal leave process. To get leave approved, you must still follow the HR process of obtaining approval from your manager.

✓	Terry Johnson	14/9 - 24/9 (Holiday), 4/10 - 12/10 (Personal)
✓	Ben Wilson	28/8 - 17/9
✓	Evan Booth	8-15/10
✓	Rudy Snow	26/10 - 2/11 (annual leave)
✓	Mark Giles	5/11 - 16/11
✓	Judd Nelson	23/11 - 11/12
✓	Meredith Romano	6/12 - 26/12
✓	Patrick Norton	18/12 - 4/1. Working remotely for two days somewhere in between, and check my mail daily.
✓	Arnold Kasper	24/12 - 2/1
✓	Ryan Forman	24/12, 31/12
✓	Michelle Longley	27,28,31 DEC
✓	Donna Willis	31/12 - 2/1
✓	Ben Wilson	4/1+7/1, 17+18+21/1
✓	Evan Booth	25/1
✓	Michelle Longley	29/1 - 1/2
✓	Terry Johnson	1,4,5/2

✓	Ryan Forman	15+18/2
✓	Patrick Norton	20/3
✓	Daniel Kim	Thu 27th March to Wed 16th April
✓	Donna Willis	11/4/8 - 14/4/8 (very long weekend)
✓	Meredith Romano	29/4
✓	Patrick Norton	2/5
✓	Ben Wilson	22/5/08
✓	Michelle Longley	28/5/08
✓	Chaz Gilbert	2/7 - 23/7
✓	Patrick Norton	6/6 & 10/6
👍	Patrick Norton	28 July
?	Arnold Kasper	up to three weeks in June/July
👍	Michelle Longley	4-8 August
👍	Terry Johnson	3-15 September
?	Niles Tandem	11-17 September
👍	Tom Zebrowski	15 September -> 03 October 2008
?	Ben Wilson	6 Oct - 20 Oct
👍	Scott Sampson	15 August 2008
👍	Chaz Gilbert	3 November 2008 - 2 December 2008
?	Nolan Matthews	9 February - 20 February 2009

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Planned Feature Specifications

Use Confluence to create and collaborate on product specification documents.

- **Click into the *Quick Navigation Spec* link below** to see how the Confluence team writes a basic feature specification.
- **Add a label to this page.** Scroll down to the *labels* section on this page and add a label. Then go into the *browse* menu and choose *labels* to see all the labels used in this space.

Confluence 2.10 Feature Specifications

- [Quick Navigation](#)
- Did you mean?
- Bundled Office Connector
- Custom Stylesheets
- New Jira Issues Macro
- Improved User Management
- Cropping Profile Pictures



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Quick Navigation Spec

Writing a product specification requires input and feedback from many different people. With Confluence, product managers, engineers and technical writers can make their changes or comments directly in the product specification page. With version control, users can always see who contributed to the page and undo any edits regardless of when they were made. To get the most from this page, we suggest you:

1. **Comment on this page** to let your team members know what you think about the Quick Navigation product specification.
2. **Edit this page and save your change. Then revert back to the previous version.** Go into the "tools" menu and choose *history*. Then choose *restore this version* on a previous version of the page.

Goal

User can quickly and simply navigate to a page, person, space, or attachment via title.

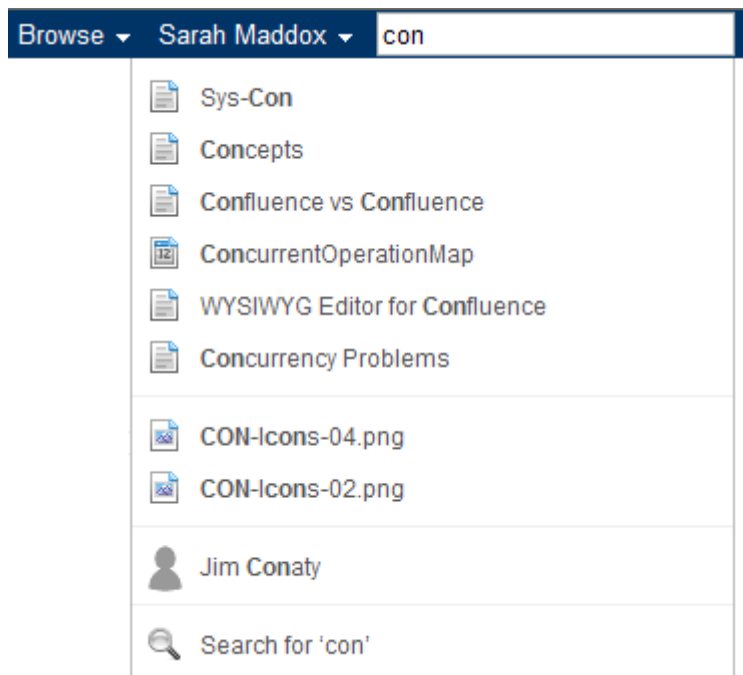
Use Cases

User

1. Sees results in a panel below Quicksearch as they start typing. Sees instantaneous results. Selects a result to go to that page.
2. Can use keyboard to select results.
3. Sees results are in categories. 5 results max shown for pages and news together, 2 results for attachments, 3 results for people, and 2 results for space in that order.
4. Titles that are too long, are truncated.
5. Sees page and news results icon, and title only. For person, profile picture and name. For space, icon and name. No descriptions shown for anything.
6. Uses a link down the bottom linking to a full search so that keyboard users can execute search: 'Search All' with icon.
7. Sees part of the title that is matched by the search term in bold.
8. Appear in the page search in the Add Links

Questions

1. See the initial design meeting minutes and second meeting.
2. Pages and news mixed in together as one category? Why separate them? How would we do a combined 'News and Page' more search?
3. Multiple word searches (e.g. 'meeting min_') results aren't ordered (i.e. results can be 'minimum meetings', 'meeting minutes', 'meeting room minutes').



Example Human Resources Page







Your Human Resources team can use Confluence for presenting important HR-related documents and processes.

- **Click through the slideshow below** to see how the HR team presents the company mission.
- **Click into each of the links below** to see more.

Human Resources Space

You need flash player installed to preview ppt and pdf files



	<i>Company Induction</i> New Employee Checklist
	<i>Policies & Procedures</i> Paid Time Off, Tax Forms, Travel
	<i>Recruitment Process</i> Listing of current open positions, job descriptions, job ad templates, etc.
	<i>Buddy System</i> Find your buddy here!
	<i>Birthday List</i> Staff birthday list
	<i>Have Fun</i> Because you can't ALWAYS work



Warning: Sample Content

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Buddy System

Use the rich text editor to author and format documents like this overview of the Buddy System. Once the document is complete and ready to publish, simply export the document to PDF for presentation as an 'official' document.

- **Export this page to PDF** from the *Tools* menu and save it to your hard drive.

Most new employees begin their first day of work full of excitement and enthusiasm. Depending on first impressions, this initial enthusiasm for the organisation can be either extended and nurtured or destroyed. Everything that happens in the first few days will affect the new hire's perception of the organisation and the colleagues he or she will be working with.

Why the Buddy System

A buddy system builds a personal connection between the organisation and the new employee from the first day. The new employee is made to feel part of the organisation, gains more confidence and, as a result, becomes productive more quickly. We encourage new employees to have a buddy who is outside of their own department to ensure that new employees have an understanding of what other employees do and get to know other colleagues outside of their own work group. Here's what some employees have to say about the buddy system:

- | *I'm usually shy about meeting new people. The buddy system got me talking to people I otherwise probably wouldn't meet.*
- | *After working here three years, I still go to lunch with my buddy at least once a month!*
- | *My buddy made my first days at the company a lot less confusing and a lot more enjoyable.*

Who is a Buddy?

At a minimum, the buddy should:

1. Take new employees to lunch in their first few days of employment
2. Provide an opportunity for new employees to ask questions without feeling intimidated
3. Ensure open lines of communication with new employees while respecting confidentiality
4. Offer encouragement
5. Check with the new employee every so often to answer questions and offer support (particularly in the first month of the new employee starting)

A Buddy is Not...

The buddy system does not replace the supervisor's responsibilities regarding department orientation or on-the-job training. It is not the responsibility of the buddy to train the new employee. The buddy should direct the new employee to the supervisor if the questions become more complex or involve the work itself. Also, the buddy is not responsible for the new employee's performance. The buddy is only there to help the new employee become socialised to the organisation.

So how does it work?

I have set up a wiki page for this buddy system, it will have the names of all current new employees and buddies. Prior to an employee commencing, I'll work with the hiring manager to choose a buddy and let you know if you are the buddy for our next new hire. So if your name is there, then you are the nominated one!



Warning: Sample Content

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Company Birthday List

Tables are a handy way to display structured data. This page uses a simple table to list employee birthdays. You can make tables more sophisticated by applying advanced formatting options or even make them dynamic by having them query data from a database.

- [Edit this page and add your birthday to the calendar.](#) Hint: Use the rich text editor.

January	February	March	April	May	June
12. Rob Steiner	3. Katherine Lee 17. Phil Burkis	no birthdays	21. Quinn Julius 23. Howard Falstaff	15. Ken Friedman	9. Daniel Silvers 13. Nancy Judd 24. Drew Thompson
July	August	September	October	November	December
no birthdays	5. Simon Jameson 29. Marcus Halpern	26. Laura Keenan	21. Julie Osborne	7. Oliver Nelson 9. Kurt Hamm 14. Wes Stillman	no birthdays



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Company Induction

The Human Resources team uses [tasklists](#) to assign and prioritise simple tasks for new employees.

- **Add a new task to this list**
- **Change the priority of one of the existing tasks.**

Welcome, we're glad to have you here 😊. To help you get started, we've created this simple task list of things you should accomplish in your first week. Feel free to contact anyone in HR or your buddy with any question you might have.

New Employee Task List		
▶ <input type="checkbox"/>	Add your birthday to the birthday calendar	↑
▶ <input type="checkbox"/>	Browse the Human Resources Space and read through policies	↑
▶ <input type="checkbox"/>	Create a personal space in Confluence	↑
▶ <input type="checkbox"/>	Read the guidelines for internal blogging	
▶ <input type="checkbox"/>	Write an introductory blog post	↑
▶ <input type="checkbox"/>	Subscribe to the personal blog RSS feed	
▶ <input type="checkbox"/>	Read about our products: JIRA Confluence Crowd Bamboo FishEye Crucible Clover	
▶ <input type="checkbox"/>	Sign up for the next Confluence Webinar	↓
▶ <input type="checkbox"/>	Sign up for the next JIRA Webinar	↓

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Have Fun

Confluence lets you easily embed content from popular user-generated sites like Youtube, Flickr, Slideshare, Google, Twitter and many other others.

- **Add a YouTube video to this page** by clicking the 'edit' button and pasting `{widget:url=http://www.youtube.com/watch?v=Llcv2V_Qwf8/}` at the bottom of the page.

We work hard to create useful products that people lust after, but we also know how to have fun. So what exactly is it like to work and have fun here?

Melbourne Cup - November 2008

Melbourne Cup Lunch is a long standing tradition here, and this year it rolled around again to much cheering, champagne sipping and fine millinery. We headed out to MezzaLuna at Potts Point to enjoy the company of their workmates, the great city views and a fabulous lunch.

San Francisco Holiday Party - December 2007

The San Francisco crew chose for their holiday event a night of great food and jazz at the newly opened Yoshi's on Fillmore in San Francisco.







Warning: Sample Content

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HR Policies and Procedures

Human resources uses attachments to share important tax forms and templates with employees.

- **Click the *view* link** on one of the attachments below to view its contents.
- **Upload a new attachment to the page.** From the *Tools* dropdown select *Attachments* and then upload your file to the attachments page.

Name	Size	Creator (Last Modifier)	Creation Date	Last Mod Date	Comment
 Employee Handbook.doc	39 kB	Anonymous (modified by Anonymous)	May 19, 2009	May 30, 2009	Everyone must read and sign this
 Daily Time Sheet.pdf	37 kB	Anonymous (modified by Anonymous)	May 19, 2009	May 30, 2009	For hourly employees to complete on a weekly basis
 Expense Report Template.xls	33 kB	Anonymous (modified by Anonymous)	May 19, 2009	May 30, 2009	Use this for submitting expenses.
 IRS_W9_Form.pdf	139 kB	Anonymous (modified by Anonymous)	May 19, 2009	May 30, 2009	All contract employees must complete this form.



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Recruitment

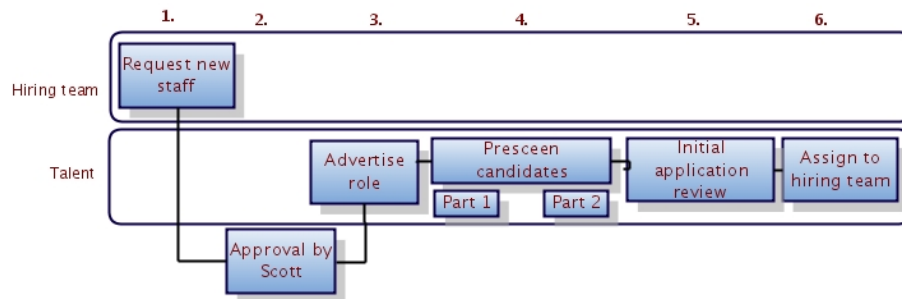
Images and charts can sometimes communicate complex concepts better than text. For example, your HR team might use images to explain the company recruiting processes.

- **Add a comment to this page** to let people what you think of the recruiting process.

This page is designed for all employees involved in recruiting, selecting or inducting new high quality people. It integrates best practice elements from several sources to help us continue to grow, globally!

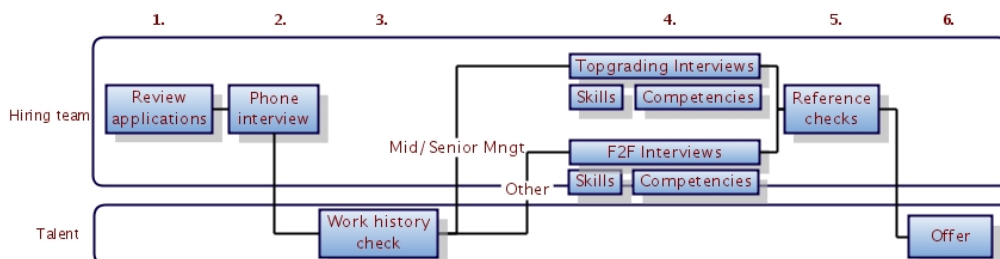
The Recruiting Process

1. Request New Staff
2. Approval
3. HR commences job advertisement
4. Pre-screening candidates
5. Initial application review by talent
6. Assign screened candidates to interviewers



The Selection Process

1. Application review by hiring team
2. Phone interview
3. Work history check
4. F2F Interview(s): technical skills and competencies
5. Reference checks
6. Offer





Sample Content

This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

Example Sales Team Page







Teams can use Confluence to collaborate internally and share information with the rest of the organization. Here's an example of how a sales team uses Confluence.

- **Click into each one of the Quick Links below** to see how a sales team might use Confluence. (make sure to look at "Sales Reports.")
- **Click on the link to Josh's name below** to see how a user can personalize his/her own page.

What We're About

The Sales team is the first point of contact for prospective customers and act as the key sales resource for new customers. Our goal is to help customers make the decision to purchase our products through non-aggressive, 100% honest and customer service oriented selling.

Meet the Team

 Josh Team Lead	 Dave Confluence Bamboo Clover	 Matt Confluence Training
 Boots Confluence JIRA	 Giancarlo Team Lead SF JIRA FishEye Crucible	 Kevin Confluence

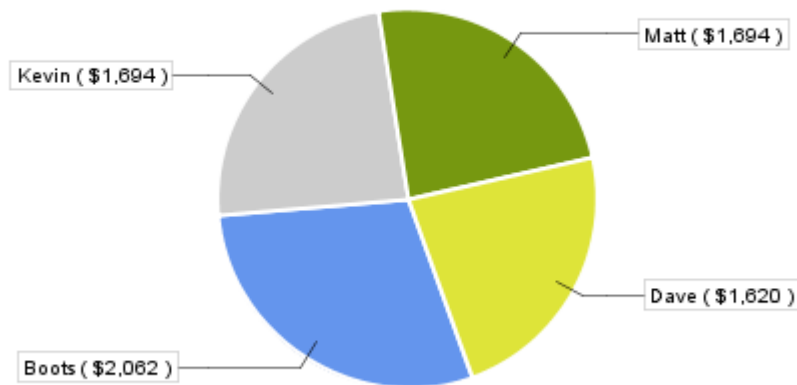
Quick Links

- [Meeting Notes](#)
- [Sales Reports](#)
- [Team Blog](#)
- [Sales Tools](#)

Sales Reports

Goal: \$10,000,000

Sales by Rep



Warning: Sample Content

This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

Josh

Users can customize their personal spaces to express themselves and let their teammates know what they're working on.

- Click on one of the vacation photos [image gallery](#) below to view a slideshow
- Update your own [personal space](#) by borrowing ideas from this page

Welcome to my personal space!



About Me

I graduated from UC Davis with a double major in English and Computer Science. I've been at Atlassian since January 2006. I currently live in the Mission neighborhood in San Francisco and try to ride my bike into the office every day. I'm always up for a good bike ride after work if anyone ever wants to join. In my younger years, I did done all sorts of cool stuff, like camp counselor, afterschool teacher, that kind of thing. In 2004, I spent 8 months back-packing around Europe with my wife. That was great fun, but also hard work. Washing your clothes in the sink can be interesting. Here are some photos from that trip.

I'm a huge gamer. Boardgames, card games, computer games, console games, anything games. Heck, I'll go ahead and set up my own pages on games later. No need to bore you folks with long and huge descriptions of gaming stuff...yet.

Finally, I do a bit of amateur photography (for those of you who are also photogs, I'm a Nikon shooter. Digital/Film, though mostly Digital.). Here are some photos I took on my last vacation.

My recent trip to Sydney



Circular Quay in Sydney
Shot of the Harbour Bridge from the side



Shot of the Sydney Opera House from the Harbour Bridge
Shot of the Harbour Bridge from below



Random photo of Sydney

What Stuff


My Active Projects

- Sales Process Redesign
- Updating Product Collateral
- Annual Reviews

I'm an expert on

- Confluence
- Jira
- Salesforce.com
- Sales

My Blog

 Tuesday, 19 May 2009

[Back in Action!](#)

Last changed May 30, 2009 13:53 by Anonymous

Labels: [josh](#), [vacation](#)

I'm now back in the office again after a 3 month backpacking tour of Europe. I managed 17 countries and had an amazing time, but it's good to be back after living out of a suitcase for so long. It's great to hear that Atlassian meet our amazing growth projections for the financial year and see our new sales process.

I'm looking forward to getting back into everything again. 500+ emails and many, many blog posts... ...

[Read more...](#)

Posted at May 19, 2009 by  Anonymous |  0 comments | [Edit](#)



[Confluence Mentioned In Rex In-Flight Magazine](#)

Last changed May 30, 2009 13:53 by Anonymous

Labels: [confluence](#), [josh](#), [rex](#)

Browsing the in-flight magazine for Regional Express on the way to see my family over the long weekend produced this pleasant surprise - amongst the dozen or so websites reviewed in their article on 'Websites That Work' was a plug for Confluence and Atlassian. They seemed a bit vague on what wikis actually do, describing them as "able to bring those water cooler conversations online", but went on to describe us as one of best of the bunch and included a link to our site. ...

[Read more...](#)

Posted at May 19, 2009 by  Anonymous |  0 comments | [Edit](#)

[Developers - What's your favourite editor when using Windows?](#)

Last changed May 30, 2009 13:53 by Anonymous


Labels: [windows](#), [josh](#), [editors](#)

ConText, my previous editor of choice, burnt me when I discovered that its 'Search backwards' function doesn't always find matches. Now I'm searching for a new file editor to do my Confluence support in.

Are there any decent Windows-based editors that you would recommend, or is Cygwin Vim the undisputed king?

I'll be using it for log trawling and editing XML, VM and Java property files. The ability to filter text (eg show only lines containing SEVERE) would be useful, ...

[Read more...](#)

Posted at May 19, 2009 by  Anonymous |  0 comments | [Edit](#)





Warning: Sample Content

This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

Meeting Notes

The sales team uses Confluence to take notes during their weekly team meeting.

- **Create a new meeting notes [page](#) using the meeting notes page template.** Go to the add menu and select "Page." Then click on the "Select a page template to start from." Choose the "Meeting Notes" template.
- **Search for 'notes' in the search box below** to search inside of past meeting notes.



Next



Warning: Sample Content

This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

Week 27 Meeting Notes

This page was created using the Meeting Notes page template

Attendees

- Josh
- Boots
- Kevin
- Matt

Completed last week

- Sales Collateral updates
- 30 customer questions answered
- Webinar revamp

Working on this week

- Continue improvements to Webinar
- 30 customer questions answered
- Final planning for team offsite

Sales update

- Closed 6 deals
- Lot of questions on upcoming release

Miscellaneous

- Team Offsite next week 😊



Warning: Sample Content

This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

Week 28 Meeting Notes

This page was created using the Meeting Notes page template

Attendees

- Matt
- Josh
- Kevin
- Boots

Completed last week

- Sales Collateral updates
- only 25 customer questions answered because of offsite
- Webinar revamp

Working on this week

- Sales Collateral updates
- 30 customer questions answered
- Webinar revamp

Sales update

- Closed 5 deals
- Expecting 2 more to close

Miscellaneous

- none



Warning: Sample Content

This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

Week 29 Meeting Notes

This page was created using the Meeting Notes page template

Meeting Notes for Week 29

Attendees

- Josh
- Boots
- Kevin
- Matt

Completed last week

- Sales Collateral updates
- 30 customer questions answered
- Webinar revamp

Working on this week

- Continue improvements to Webinar
- 30 customer questions answered

Sales update

- Closed 6 deals
- Lot of questions on upcoming release

Miscellaneous

- none

**Warning: Sample Content**

This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

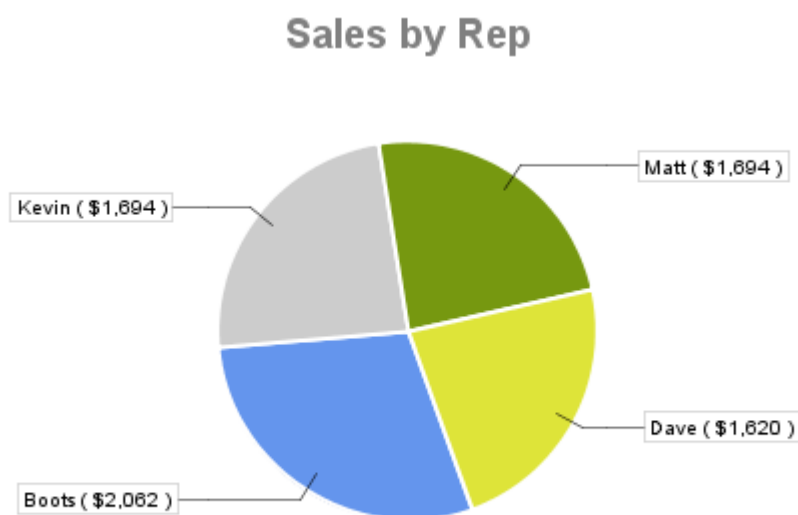
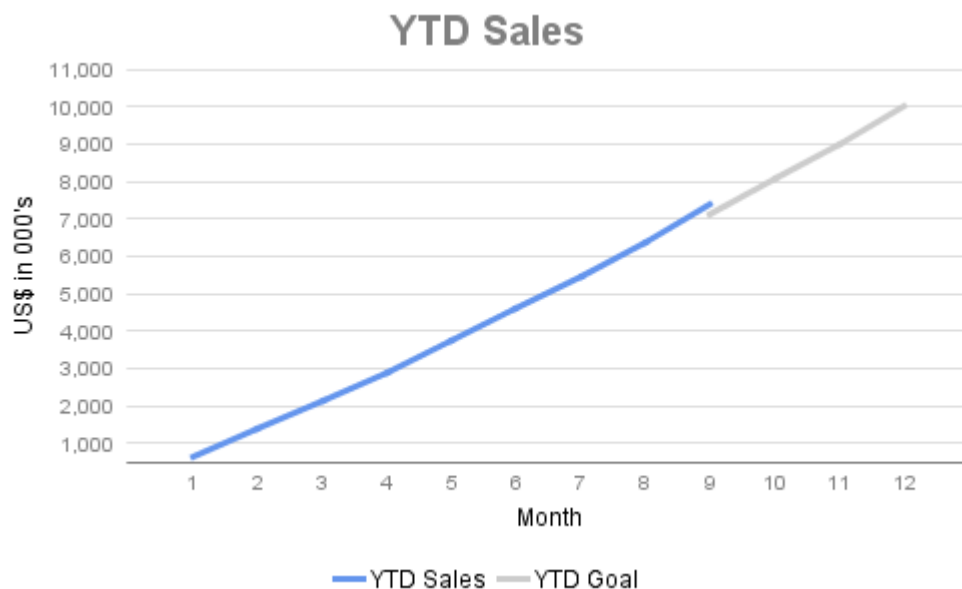
Sales Reports

The sales team uses charts to create a sales dashboard showing their performance relative to plan. Once you become an advanced user, you can connect the charts to your sales database using SQL so that you can display your sales data in real time.

- **Edit this page and change a number in one of the charts below.** Notice how the chart changes when you preview or save your change.
- **Edit this page and change a bar chart below into a line chart.** Change "*type=bar*" to "*type=line*" inside the {chart} macro. Watch the chart type change when you preview or save your change.

Monthly Sales





Warning: Sample Content

This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

Sales Tools

Confluence lets you easily embed content from popular user-generated sites like Youtube, Flickr, Slideshare, Google, Twitter and many other others.

- **Add a YouTube video** to this page by clicking the 'edit' button and pasting {widget:url=<http://www.youtube.com/watch?v=oHg5SJYRHA0>} at the bottom of the page.

Wiki Adoption

This slideshow can give customers an idea of how to propagate an enterprise wiki throughout their organisation.

Confluence Overview

This video gives users a basic understanding of how Confluence works and how it can help them do their jobs.

Introducing the Office Connector

The Office Connector makes it easier to edit Confluence wiki pages and embed content from MS Office and OpenOffice into your wiki.

Team Blog

Blogs are a handy way teams to provide updates, share ideas and engage in conversations around those ideas.

- **Comment on one of the blog posts below.** First click the blog post title, to open it in its own page. See [Adding a comment to a page](#).
- **Create a new [blog post](#) and label it "sales" to see it show up in this page.** Go to the "Add" menu and select "News." Fill out the blog post form and type "sales" in the labels field. Submit the post and navigate back to this page.



Tuesday, 19 May 2009

Annual Sales Target - \$10 million

Last changed May 30, 2009 13:53 by Anonymous

Labels: goals, sales, target, quota

Hello everyone,

We've set the new sales target for this year and wanted to communicate it to you as soon as possible. Given our stronger-than-expected performance last fiscal year and the robustness of our pipeline, we expect to exceed last year's performance by at least 10%. Therefore we have set this year's goal at a conservative \$10 million. \$10million won't be a *cake walk* but it's not out of reach for a strong sales team like the one we have here. ...

[Read more...](#)Posted at May 19, 2009 by Anonymous | 0 comments | [Edit](#)[Rare Website Luv](#)

Last changed May 30, 2009 13:53 by Anonymous

Labels: website, sales, luv

Usually we get compliments on our webinars and customer support. Today I got a nice compliment on our website I wanted to share with you all:

Hi Boots.

Thank you for contacting me. Let me congratulate your company for such a good commercial website, it is very simple for costumers to surf though the products information.

Best regards, ...

[Read more...](#)Posted at May 19, 2009 by Anonymous | 0 comments | [Edit](#)[Webinar Feedback](#)

Last changed May 30, 2009 13:53 by Anonymous

Labels: sales, luv, webinar, customer

I got this email from a customer and thought I would share it!

*Matt, hi**Just a quick note to thank you for the Webinar you hosted today. There was quite a group of us in attendance and it was very informative.**Cheers,
Thomas*Posted at May 19, 2009 by Anonymous | 0 comments | [Edit](#)

Previous



Next

**Warning: Sample Content**

This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

A note to Confluence administrators

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 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

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.

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.

The **User** menu appears after you have logged in. It 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.

Type into this box and press **'Enter'** to search.

The **Edit** button allows you to edit this page.

The **Add** menu allows you to add things to a page or space.

The **Tools** menu contains miscellaneous actions relating to the page.

Dashboard > Sample Page Browse ▾ Jose Buff Usario ▾ Search

Sample Page

Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Jul 15, 2008

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tater. Datas non incum. Mauris odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at t consectetur. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc ve ac magna. Suspendisse euismod libero eget mauris.

Labels [Edit](#)
[example](#) [latin](#)

Children (2) [Hide Children](#) | [View in Hierarchy](#) | [Add Child Page](#)

- [Yet Another Sample Page](#)
- [Another Sample Page](#)

[Add Comment](#)

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.

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.



In the 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)

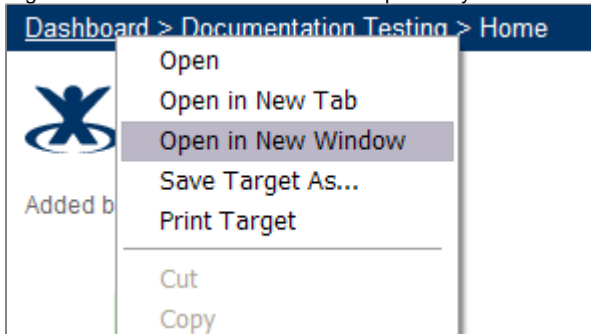
Creating a space


Now that you have seen how the **menus** 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.

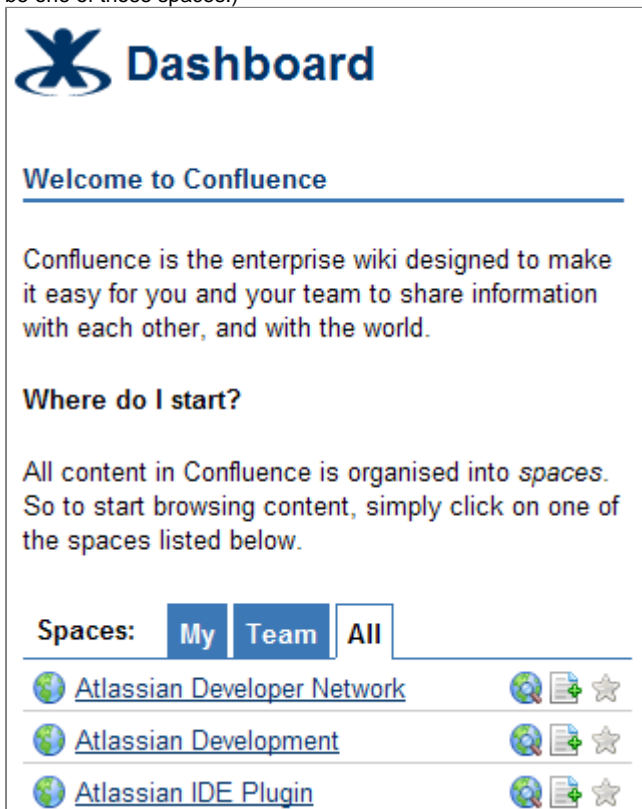


2. Right-click the '**Dashboard**' link at the top left of your screen and open the link in a new browser window.

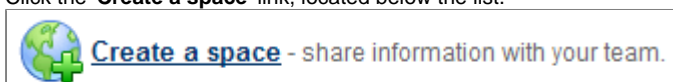


 Hint: Perform the rest of these instructions in the new browser window.

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.)



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



5. The 'Create Space' screen appears.



Create Space

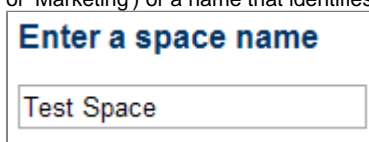
Content in Confluence is organised into spaces.

A space is where your pages live, and where you can view or contribute to the content.

There is no limit to how many spaces you can create.

Enter a space name

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').



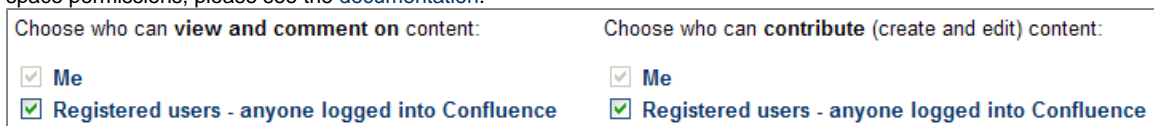
Enter a space name

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



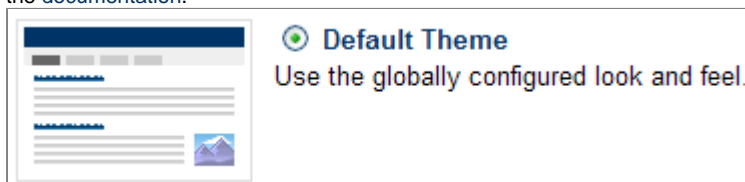
Enter a space key

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](#).



Choose who can view and comment on content:	Choose who can contribute (create and edit) content:
<input checked="" type="checkbox"/> Me	<input checked="" type="checkbox"/> Me
<input checked="" type="checkbox"/> Registered users - anyone logged into Confluence	<input checked="" type="checkbox"/> Registered users - anyone logged into Confluence

9. Under **'Choose Theme'**, the 'Default Theme' is selected. Keep the Default Theme for now. For information about themes, please see the [documentation](#).





Default Theme

Use the globally configured look and feel.

10. Click the **'OK'** button, located at the bottom of the screen.

11. The home page of your new space 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.

In the tutorial:

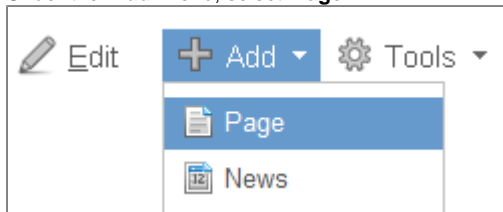
- Using the menus
- Creating a space
- Creating a page
- Adding content to a page
- Using the Dashboard
- Updating your user profile
- Adding a comment to a page
- Creating a news item (blog post)

Creating a page

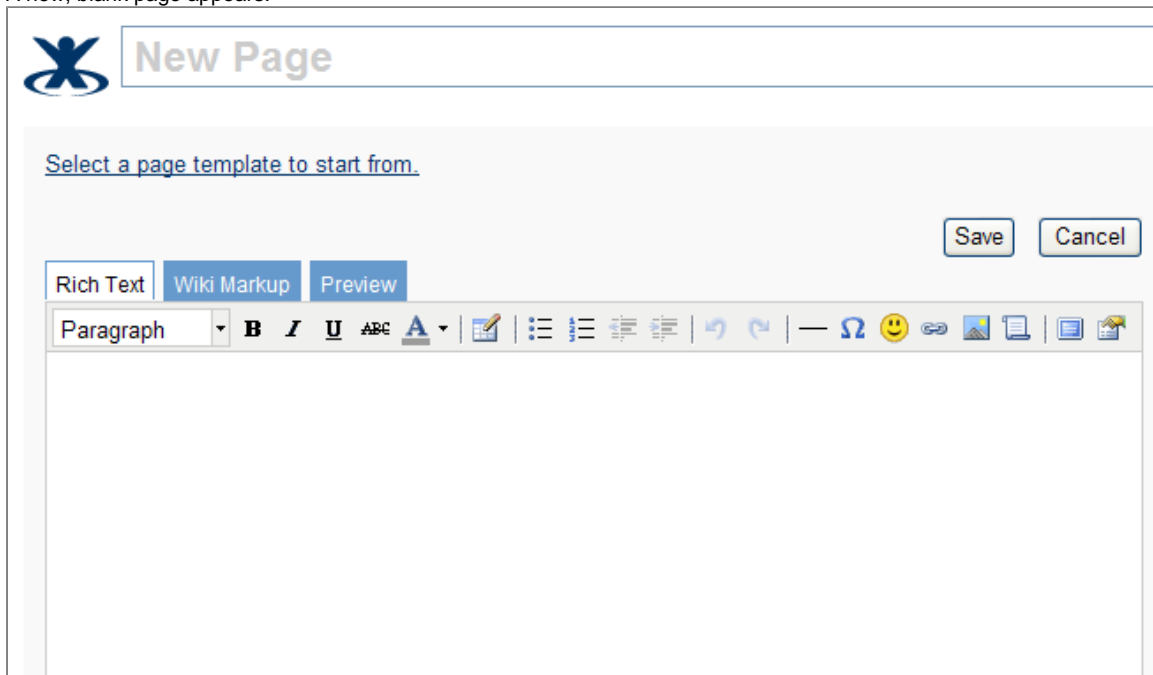
Now you will create a page in your new space.

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

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



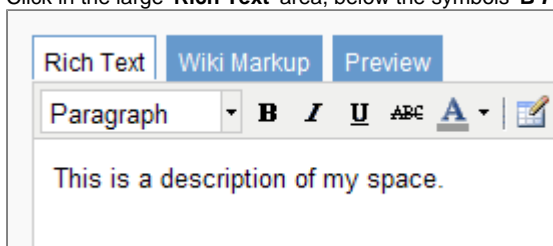
2. A new, blank page appears.



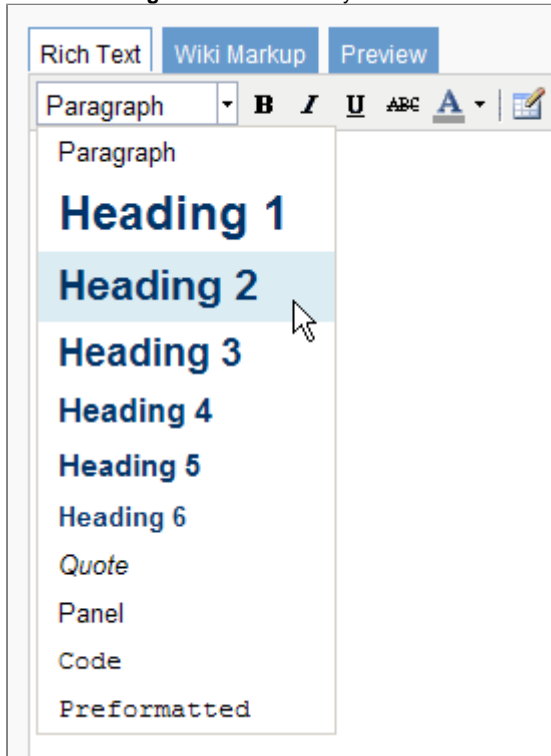
3. Click in the box near the top of the screen, where the words 'New Page' appear. The words 'New Page' will disappear. Type a title for your page (e.g. 'About this space').



4. Click in the large 'Rich Text' area, below the symbols 'B / 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 'Text Styles' 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 'Text Styles' 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.



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](#).



In the 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)

Adding content to a page

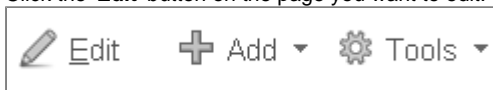
On this page:

- Opening the page for editing
- Inserting an image
- Inserting a link
- Inserting a table
- Saving your changes

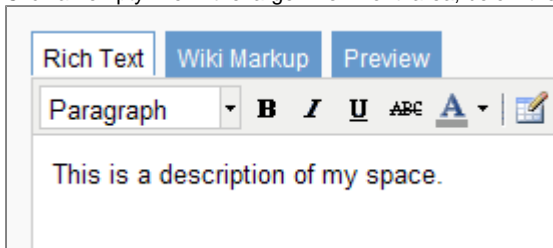
In the [previous step](#), you created a page with some sample content. Now you will edit the page you have created and add some more content.

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:



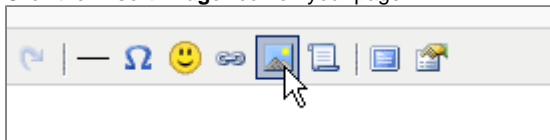
3. Click an empty line in the large '**Rich Text**' area, below the symbols '**B** / **U**'.



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.

Insert Image

Attach Image:

There are no images attached to this page.

Filename

Thumbnail ☐

Alignment None ▼

- A popup window will appear. Select an image file from your computer or your network.
- In the 'Insert Image' window, click the '**Attach**' button.
- 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.

Insert Image

Attach Image:

Treefrog.jpg



Filename

Thumbnail ☐

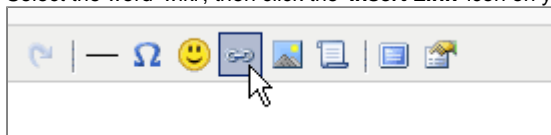
Alignment None ▼

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

For more information about working with images, please see the [documentation](#).

Inserting a link

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



- The 'Link Properties' window will appear.

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

wiki?'. The toolbar shows options for Paragraph, Bold, Italic, Underline, and a link icon."/>

For more information about working with links, please see the [documentation](#).

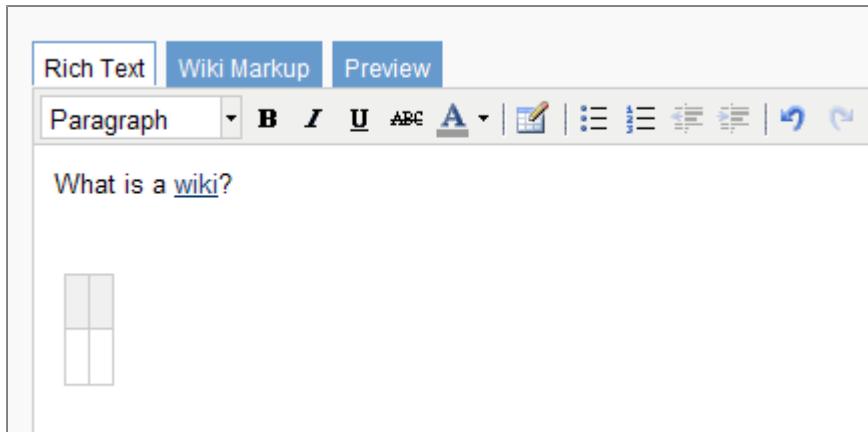
Inserting a table

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

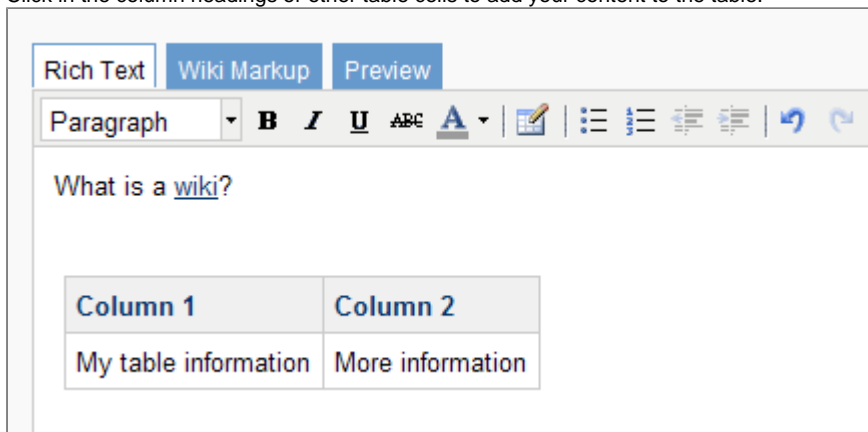
wiki?'. The toolbar shows the 'Insert Table' icon (a small table icon) being clicked."/>

- The 'Insert/Modify Table' window will appear. Click the 'OK' button.

- 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 [documentation](#).

Saving your changes

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

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](#).



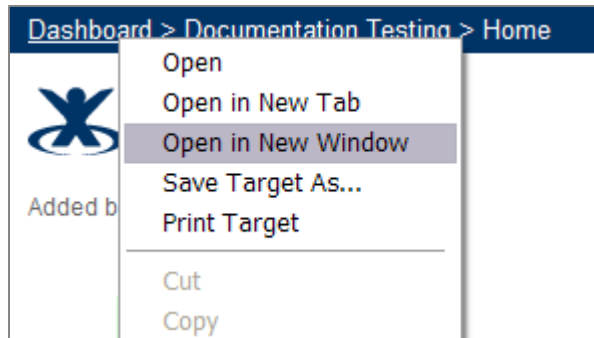
In the tutorial:

- 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)

Using the Dashboard

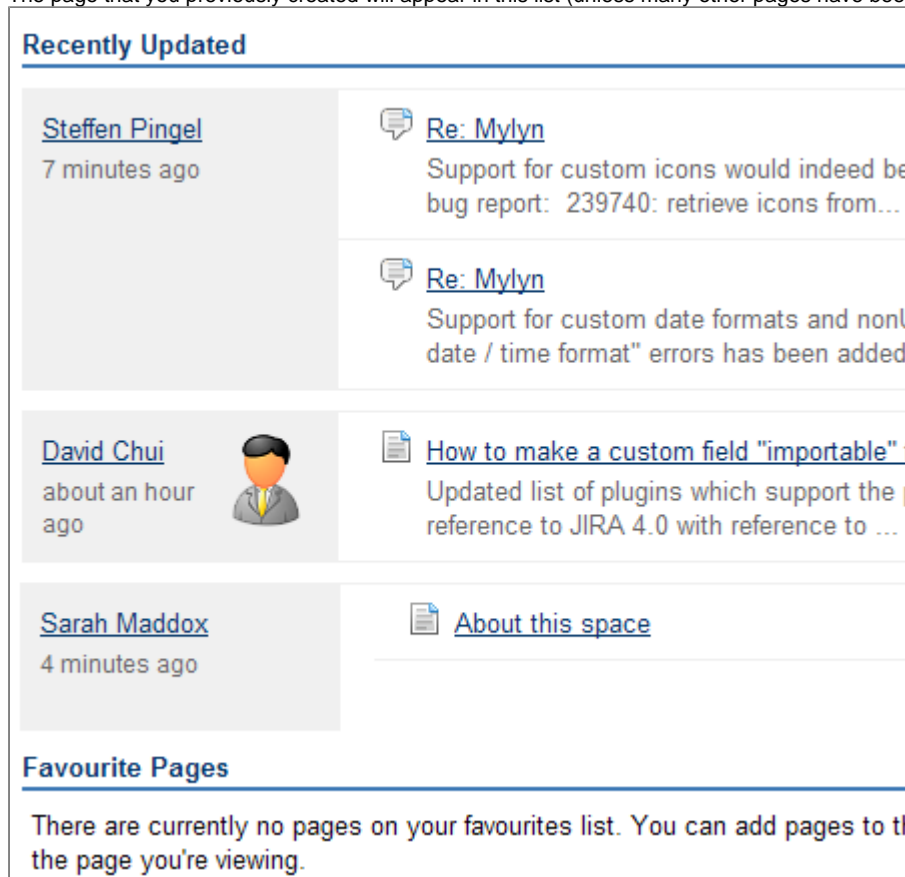
Now you will use the Dashboard to navigate to the new page and the new space that you created in previous steps of this tutorial.

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



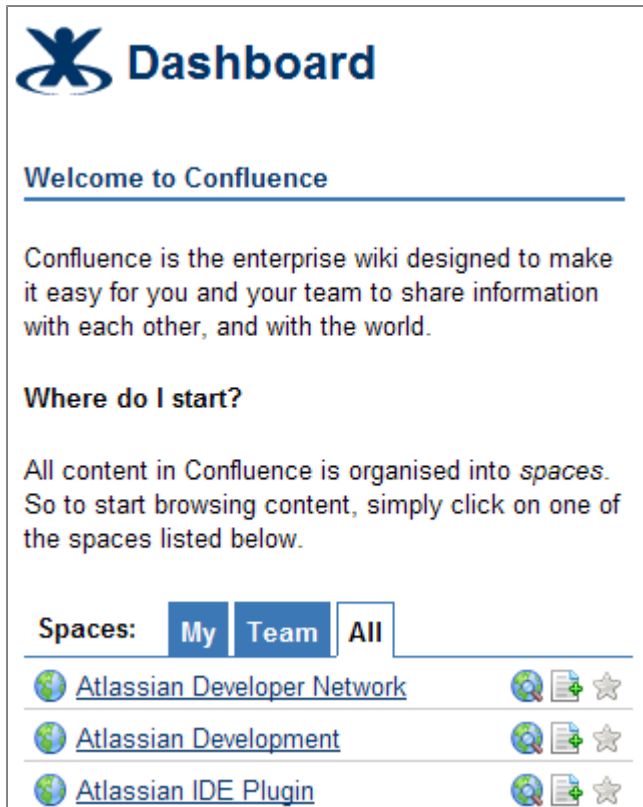
Hint: Perform the rest of these instructions in the new browser window.

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



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

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.



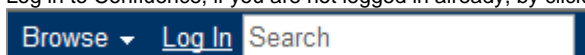
In the tutorial:

- 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)

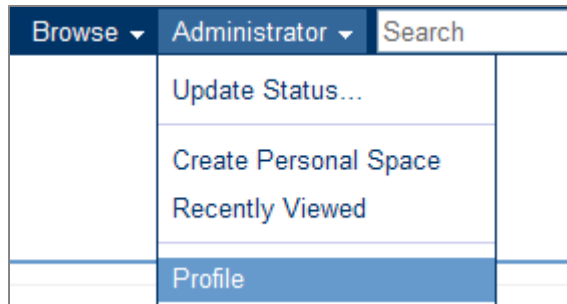
Updating your user profile

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).

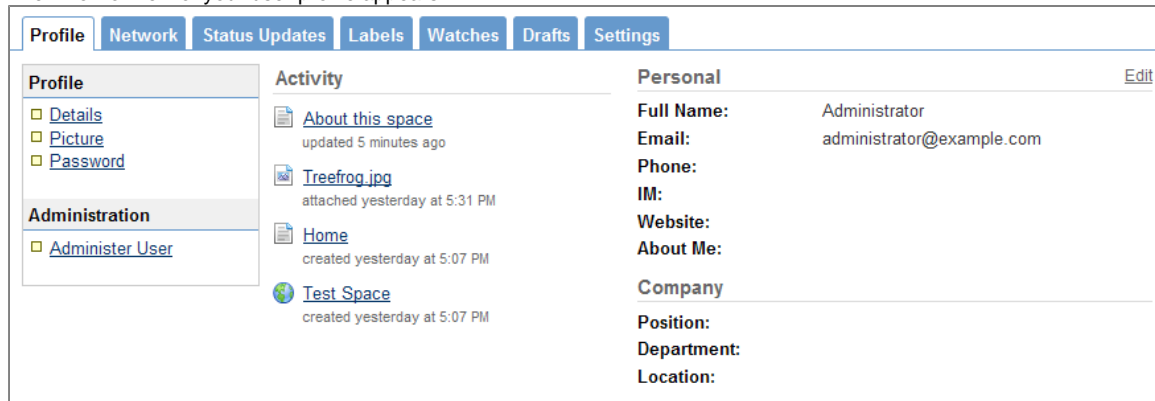
1. Log in to Confluence, if you are not logged in already, by clicking the 'Log In' link at the top right of your Confluence screen.



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




3. The **'Profile'** view of your user profile appears.



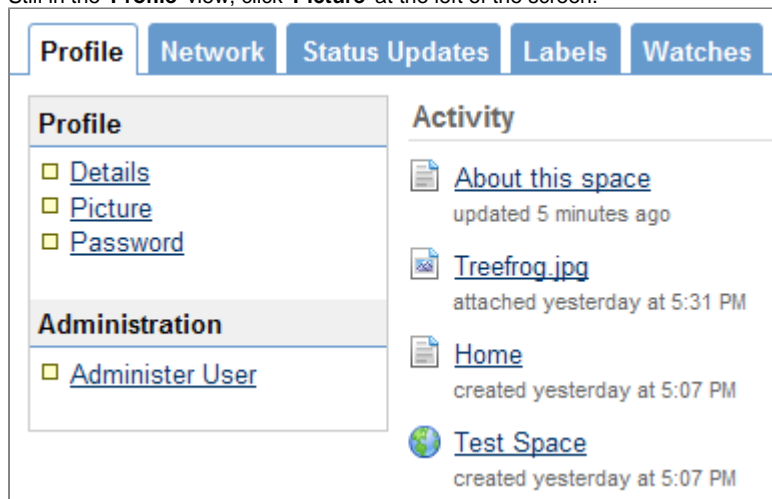
4. Click the **'Edit'** link within the **'Personal'** section on the right-hand-side of this view.
5. In the **'Full Name'** box, correct the spelling or type an alternative version of your name (e.g. a nickname).

Full Name:

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. Still in the **'Profile'** view, click **'Picture'** at the left of the screen.



9. 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.

Upload a Profile Picture: Upload your own profile picture. Profile pictures will be automatically resized to 48 x 48 pixels.

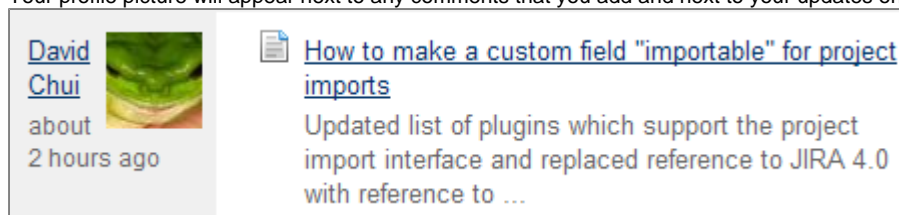
✓ If you don't have a suitable image file, select one of the '**Default Icons**' instead. Here are some of them. You will find more on your Profile Picture screen.



10. If the picture you selected is too big, you can now trim it. You will see your picture, with a highlighted box somewhere in the middle. Click and drag the box so that it covers the area of the picture you want. Pull the corners of the box in or out to select a larger or smaller area.



11. Click the '**Save**' button. Confluence will use the area of the picture which you have selected, and will resize it to the required size (48 pixels by 48 pixels).
12. Your profile picture will appear next to any comments that you add and next to your updates on the Dashboard. Here's an example:



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](#).




In the tutorial:

- Using the menus
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Adding a comment to a page

Now you will add a comment to the page that you previously created. (See [Creating a page](#).)

1. Go to your new page.
 For assistance on finding the page, please see [Using the Dashboard](#) earlier in the tutorial.
2. Click the '**Add Comment**' link at the bottom of the page.



About this space

 1 Added by [Joseph Webb Bloggs](#), last edited by [Joseph Webb Bloggs](#) on May 19, 2009 ([view change](#))

What is a [wiki](#)?

Column 1	Column 2
My table information	More information

[Add Labels](#)

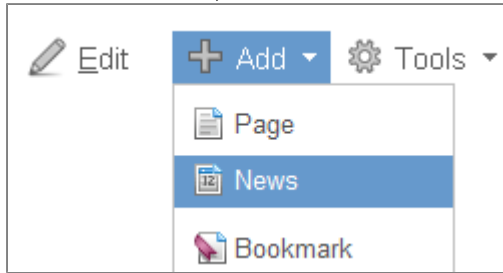
[Add Comment](#)

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

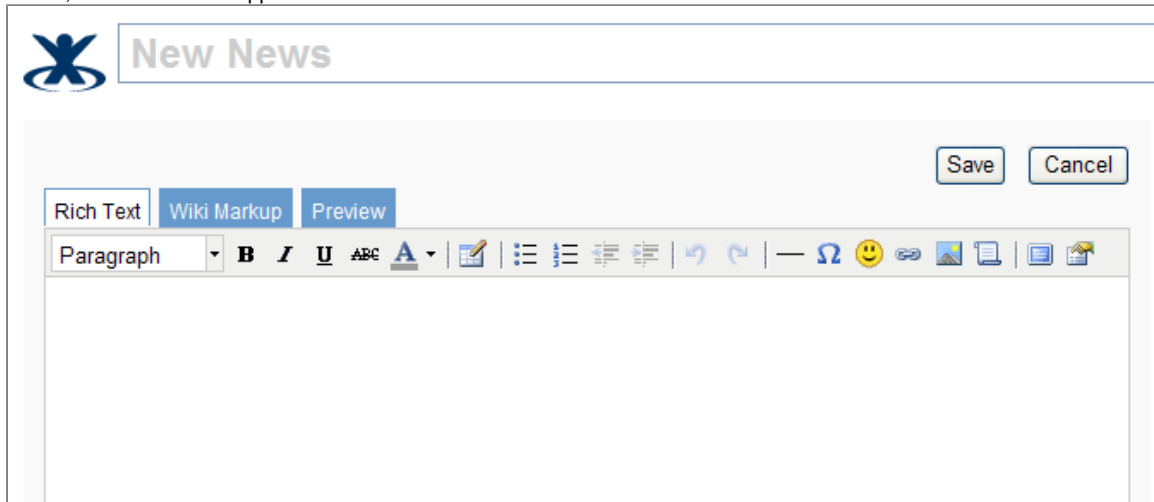
Now you will create a news item in your new space.

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

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



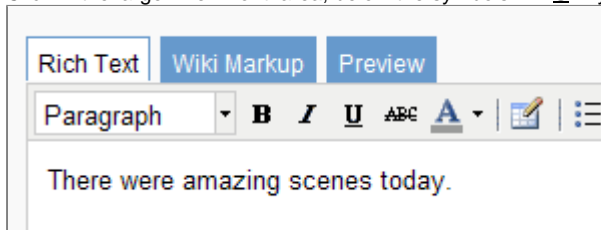
2. A new, blank news item appears.



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 / 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.



Latest update

 Edit
  Add
  Tools

Added by [Joseph Webb Bloggs](#), last edited by [Joseph Webb Bloggs](#) on May 19, 2009

There were amazing scenes today.

[Add Labels](#)
[Add Comment](#)

MAY 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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 [documentation](#).

Congratulations, you have finished the Tutorial! Next, you may like to see some [examples of wiki pages](#), read some of the [advanced topics](#) or take a look at our [other documentation](#).



In the tutorial:

- Using the menus
- Creating a space
- Creating a page
- Adding content to a page
- Using the Dashboard
- Updating your user profile
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- Creating a news item (blog post)

Tutorial (all on one page)

Welcome to the tutorial on a page! This page contains all the topics from the [tutorial](#).

On this page:

- Using the menus
- Creating a space
- Creating a page
- Adding content to a page
 - Opening the page for editing
 - Inserting an image
 - Inserting a link
 - Inserting a table
 - Saving your changes
- Using the Dashboard
- Updating your user profile
- Adding a comment to a page
- Creating a news item (blog post)

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.

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.

The **User** menu appears after you have logged in. It 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.

Type into this box and press **'Enter'** to search.

The **Edit** button allows you to edit this page.

The **Add** menu allows you to add things to a page or space.

The **Tools** menu contains miscellaneous actions relating to the page.

Dashboard > Sample Page Browse ▾ Jose Buff Usario ▾ Search

Sample Page

Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Jul 15, 2008

Labels [Edit](#)

[example](#) [latin](#)

Children (2) [Hide Children](#) | [View in Hierarchy](#) | [Add Child Page](#)

[Yet Another Sample Page](#)

[Another Sample Page](#)

[Add Comment](#)

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.

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.

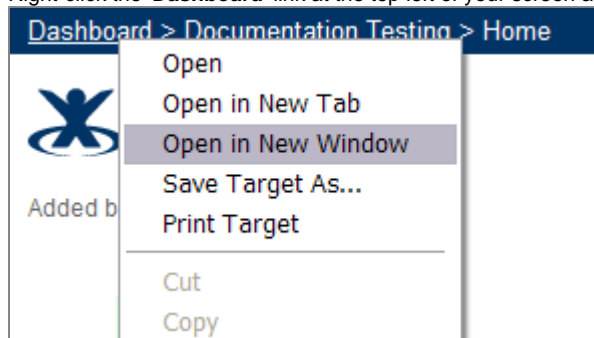
Creating a space


Now that you have seen how the [menus](#) 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.

Browse ▾ [Log In](#) Search

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

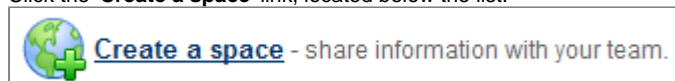


 Hint: Perform the rest of these instructions in the new browser window.

- 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.



- The 'Create Space' screen appears.



Create Space

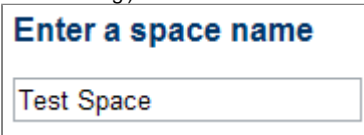
Content in Confluence is organised into spaces.

A space is where your pages live, and where you can view or contribute to the content.

There is no limit to how many spaces you can create.

Enter a space name

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').



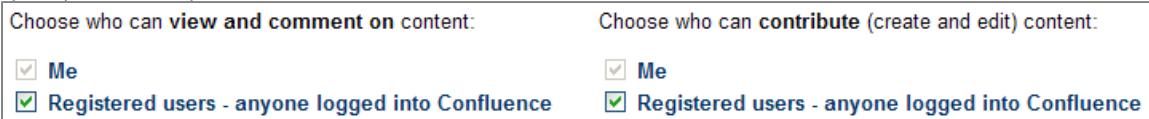
Enter a space name

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



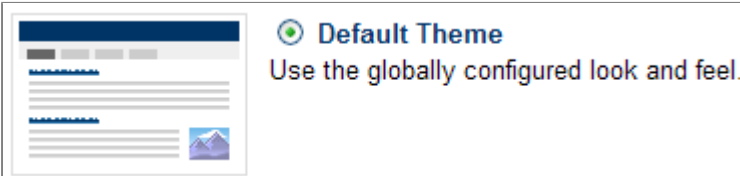
Enter a space key

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](#).



Choose who can view and comment on content:	Choose who can contribute (create and edit) content:
<input checked="" type="checkbox"/> Me	<input checked="" type="checkbox"/> Me
<input checked="" type="checkbox"/> Registered users - anyone logged into Confluence	<input checked="" type="checkbox"/> Registered users - anyone logged into Confluence

9. Under **'Choose Theme'**, the 'Default Theme' is selected. Keep the Default Theme for now. For information about themes, please see the [documentation](#).





Default Theme

Use the globally configured look and feel.

10. Click the **'OK'** button, located at the bottom of the screen.

11. The home page of your new space 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?

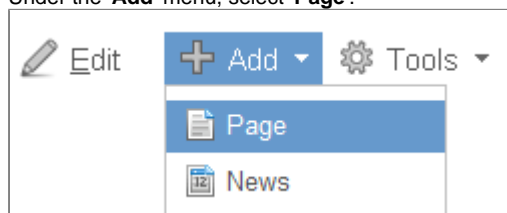
That depends on how you are planning to use Confluence. For example, if you are going to use Confluence for your intranet, you may want to create one space per department. If you want to use Confluence to write technical documentation, you could create one space per product.

Creating a page

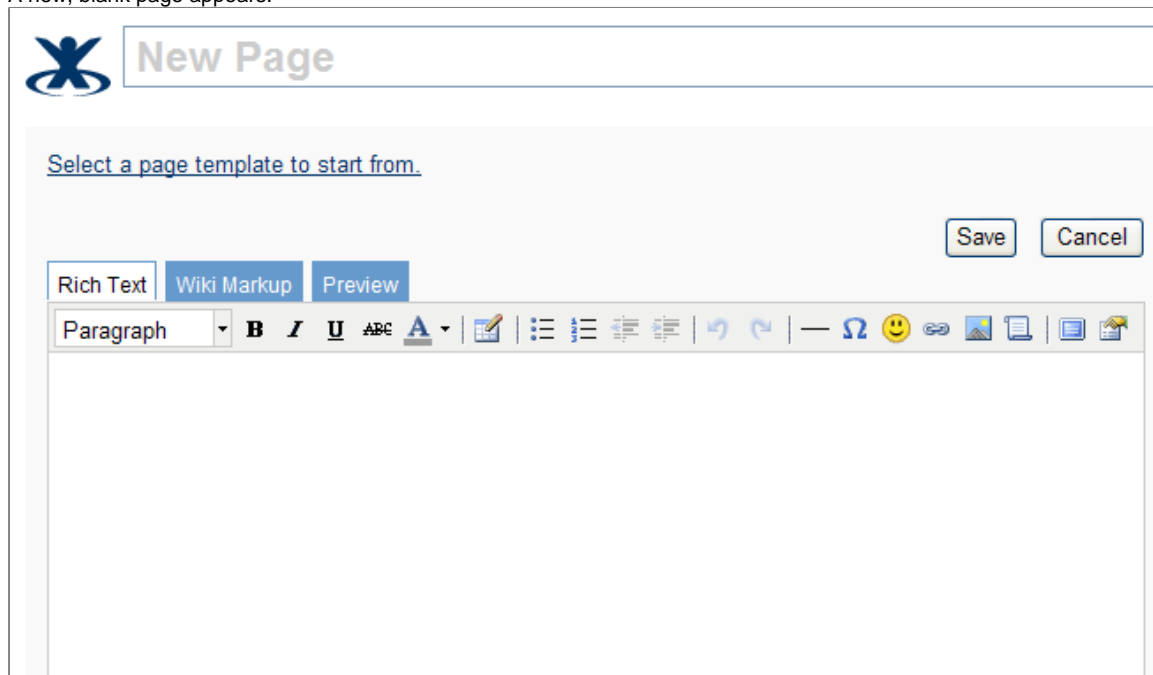
Now you will create a page in your new space.

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

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



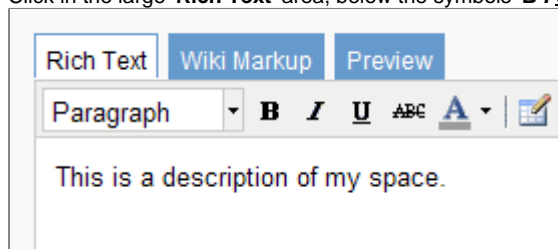
2. A new, blank page appears.



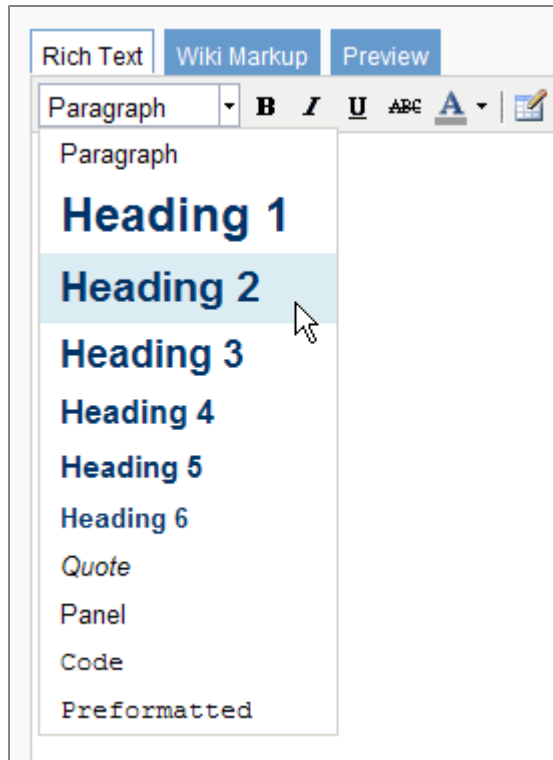
3. Click in the box near the top of the screen, where the words 'New Page' appear. The words 'New Page' will disappear. Type a title for your page (e.g. 'About this space').



4. Click in the large 'Rich Text' area, below the symbols 'B / 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 'Text Styles' 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 'Text Styles' 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.



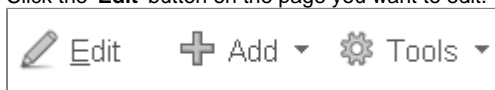
This tutorial introduces you to the Confluence Rich Text editor, which is similar to text editors you may have used in other software programs. Alternatively, you can choose to use Wiki Markup (a simple content-formatting language, known as Confluence Notation). A quick notation guide, **Notation Help**, 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](#).

Adding content to a page

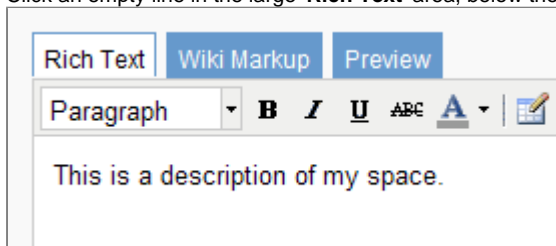
In the [previous step](#), you created a page with some sample content. Now you will edit the page you have created and add some more content.

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:



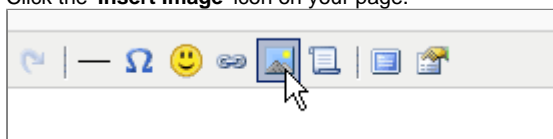
3. Click an empty line in the large 'Rich Text' area, below the symbols 'B / U'.



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.

Insert Image

Attach Image:

There are no images attached to this page.

Filename

Thumbnail ☐

Alignment None

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.

Insert Image

Attach Image:

Treefrog.jpg



Filename

Thumbnail ☐

Alignment

6. Click the '**OK**' button.

7. Your selected image now appears on your page.

For more information about working with images, please see the [documentation](#).

Inserting a link

1. 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.

Insert Link

Link

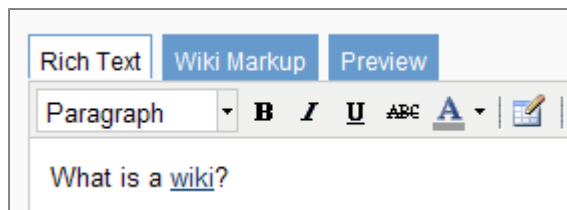
Alias

Tooltip

5. In the '**Link**' box, type 'http://www.atlassian.com/software/confluence/wiki.jsp'.

6. Click the '**OK**' button.

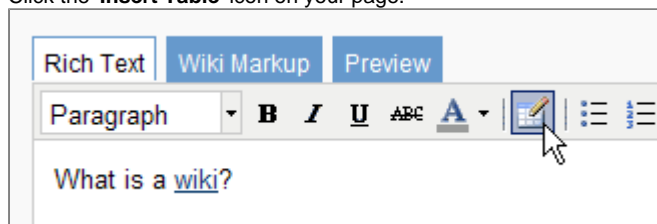
7. The word 'wiki' is now a link.



For more information about working with links, please see the [documentation](#).

Inserting a table

1. 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 'OK' button.

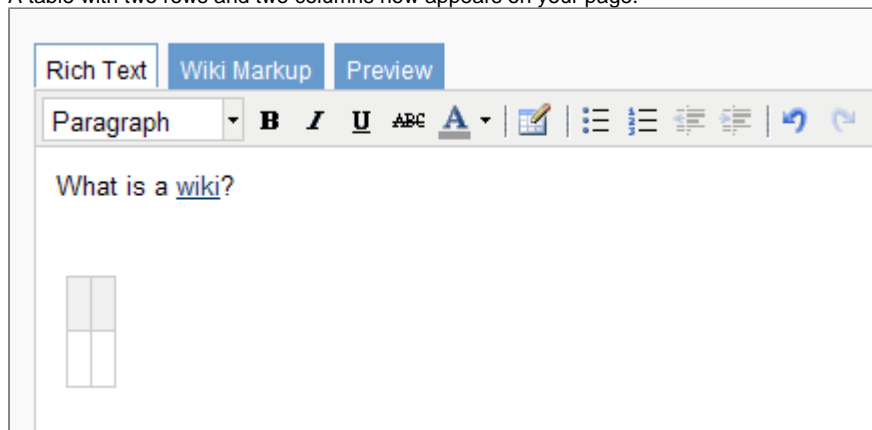
Insert Table

Columns:

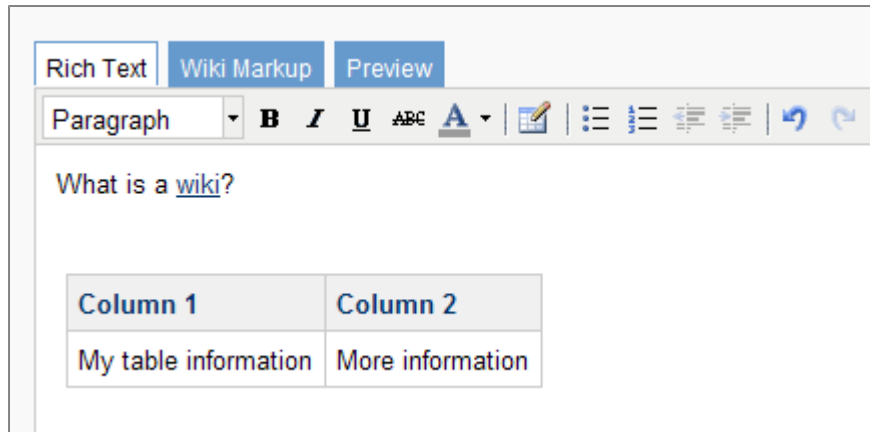
Rows:

First Row is Heading ☒

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 [documentation](#).

Saving your changes

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

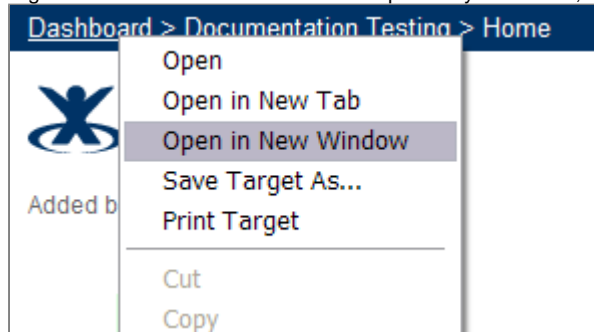
These instructions assume that you are using the Rich Text Editor.

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](#).

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.





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).

Recently Updated


Steffen Pingel 7 minutes ago	 Re: Mylyn Support for custom icons would indeed be bug report: 239740: retrieve icons from...
	 Re: Mylyn Support for custom date formats and nonL date / time format" errors has been added.
David Chui about an hour ago	 How to make a custom field "importable" f Updated list of plugins which support the p reference to JIRA 4.0 with reference to ...
Sarah Maddox 4 minutes ago	 About this space


Favourite Pages

There are currently no pages on your favourites list. You can add pages to th
the page you're viewing.



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

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



Dashboard













Welcome to Confluence

Confluence is the enterprise wiki designed to make it easy for you and your team to share information with each other, and with the world.

Where do I start?

All content in Confluence is organised into *spaces*. So to start browsing content, simply click on one of the spaces listed below.

Spaces: My Team All

 Atlassian Developer Network	  
 Atlassian Development	  
 Atlassian IDE Plugin	  

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

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.

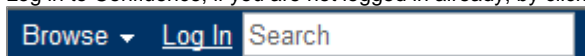
From the Dashboard, you can click any space's name to go to the space's home page.

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

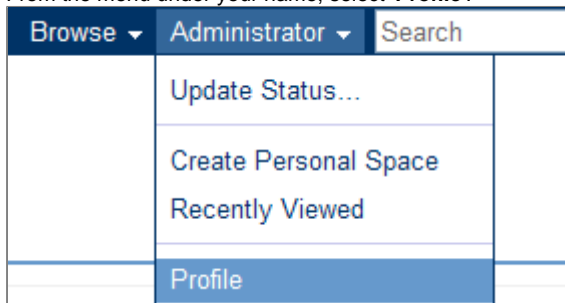
Updating your user profile

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).

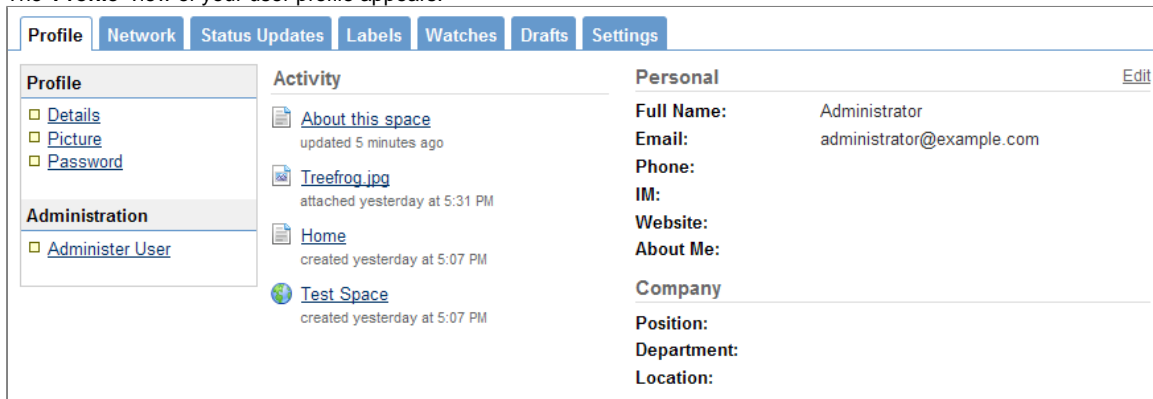
1. Log in to Confluence, if you are not logged in already, by clicking the **Log In** link at the top right of your Confluence screen.



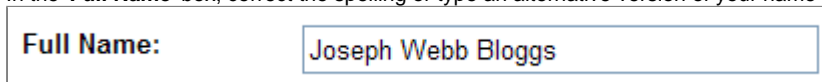
2. From the menu under your name, select **'Profile'**.



3. The **'Profile'** view of your user profile appears.



4. Click the **'Edit'** link within the **'Personal'** section on the right-hand-side of this view.
5. In the **'Full Name'** box, correct the spelling or type an alternative version of your name (e.g. a nickname).

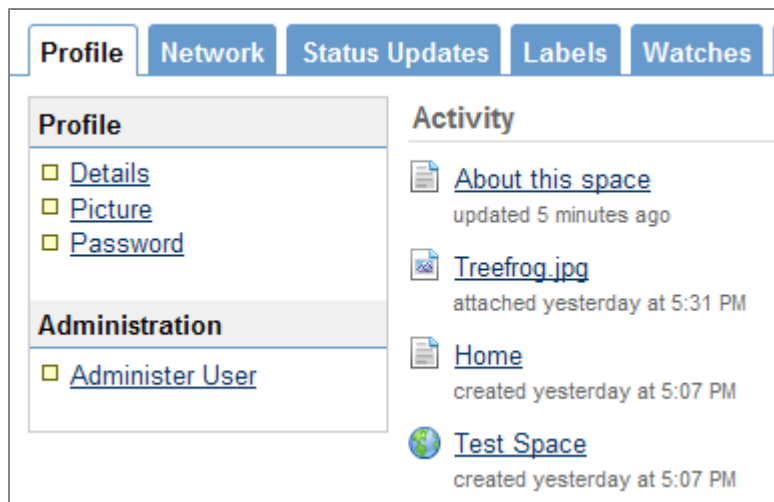


6. Click the **'Save'** button.
7. Your Full Name has now been changed.



Hint: Changing your Full Name does not affect your login name (i.e. username).

8. Still in the **'Profile'** view, click **'Picture'** at the left of the screen.



9. 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.

Upload a Profile Picture: Upload your own profile picture. Profile pictures will be automatically resized to 48 x 48 pixels.

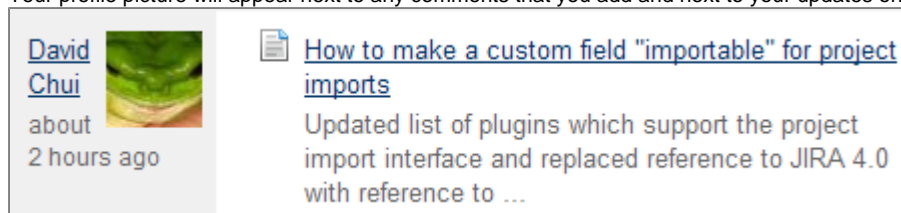
- ✓ If you don't have a suitable image file, select one of the '**Default Icons**' instead. Here are some of them. You will find more on your Profile Picture screen.



10. If the picture you selected is too big, you can now trim it. You will see your picture, with a highlighted box somewhere in the middle. Click and drag the box so that it covers the area of the picture you want. Pull the corners of the box in or out to select a larger or smaller area.



11. Click the **'Save'** button. Confluence will use the area of the picture which you have selected, and will resize it to the required size (48 pixels by 48 pixels).
12. Your profile picture will appear next to any comments that you add and next to your updates on the Dashboard. Here's an example:



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](#).

Adding a comment to a page

Now you will add a comment to the page that you previously created. (See [Creating a page](#).)

1. Go to your new page.
 - ✔ For assistance on finding the page, please see [Using the Dashboard](#) earlier in the tutorial.
2. Click the **'Add Comment'** link at the bottom of the page.



About this space

1 Added by [Joseph Webb Bloggs](#), last edited by [Joseph Webb Bloggs](#) on May 19, 2009 ([view change](#))

What is a [wiki](#)?


Column 1	Column 2
My table information	More information

[Add Labels](#)

[Add Comment](#)












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

Comments (0) [Hide Comments](#) | [Collapse All](#) | [Add Comment](#)



Joseph Webb Bloggs says:


Rich Text | Wiki Markup | Preview

Paragraph **B** *I* U ABC   |     |   |   

[Post](#) [Cancel](#) ☐ Watch this 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.

Comments (1) [Hide Comments](#) | [Collapse All](#) | [Add Comment](#)



Joseph Webb Bloggs says: less than a minute ago

Now I know how to add a comment to a page 😊

[Edit](#) | [Remove](#) | [Reply](#) 

[Add Comment](#)

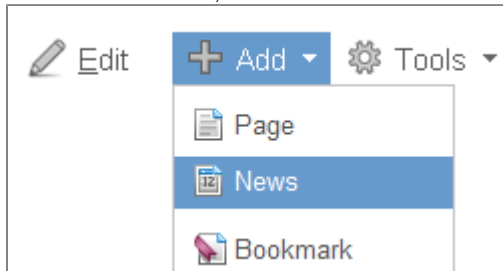
Posting comments in Confluence allows you and your colleagues to hold discussions within your wiki. You can often use the wiki instead of email, for example.

Creating a news item (blog post)

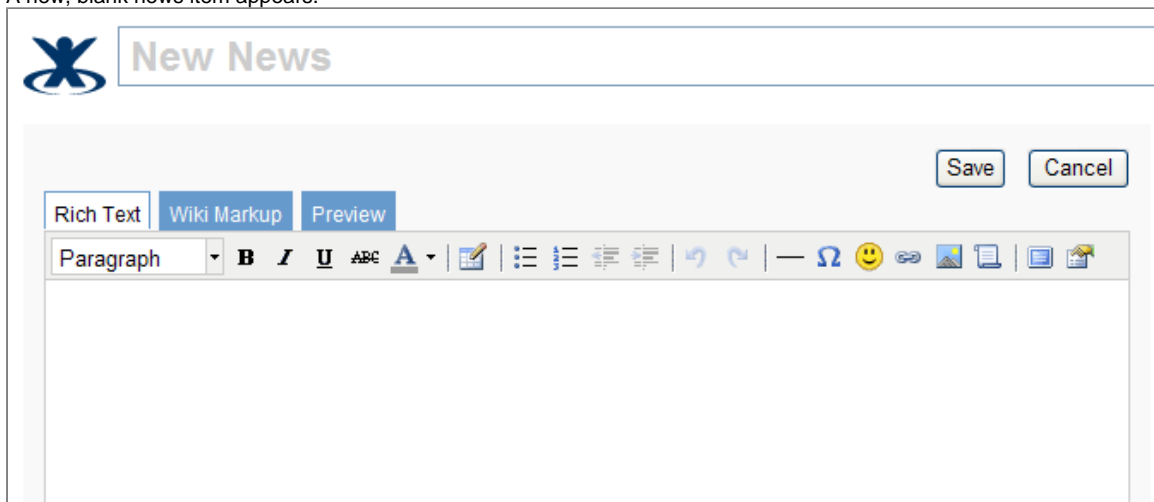
Now you will create a news item in your new space.

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

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



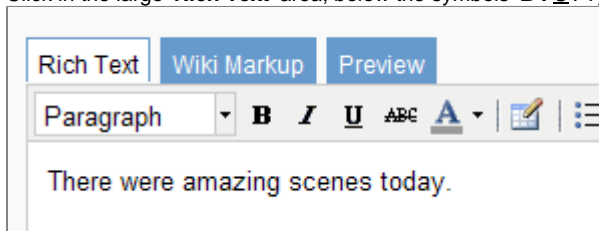
2. A new, blank news item appears.




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



Latest update

 Edit
  Add
  Tools

Added by [Joseph Webb Bloggs](#), last edited by [Joseph Webb Bloggs](#) on May 19, 2009

There were amazing scenes today.

[Add Labels](#)
[Add Comment](#)

MAY 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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 [documentation](#).

Advanced topics

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 [Tutorial](#).

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

Creating pages and linking

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 [tutorial](#) 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:

- Examples
 - Example Development Team Page
 - [Confluence 2.10 Release Dashboard](#)
 - [Confluence Induction](#)
 - [Leave Planning](#)
 - [Planned Feature Specifications](#)
 - [Quick Navigation Spec](#)
 - Example Human Resources Page
 - [Buddy System](#)
 - [Company Birthday List](#)
 - [Company Induction](#)
 - [Have Fun](#)
 - [HR Policies and Procedures](#)
 - [Recruitment](#)
 - Example Sales Team Page
 - [Josh](#)
 - [Meeting Notes](#)
 - [Week 27 Meeting Notes](#)
 - [Week 28 Meeting Notes](#)
 - [Week 29 Meeting Notes](#)
 - [Sales Reports](#)
 - [Sales Tools](#)
 - [Team Blog](#)
- [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](#)
 - [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.

The documentation on the left is an abbreviated version of the online documentation for [creating pages and links](#).
 You may also find the documentation on [page families](#) useful.

Formatting content

Confluence pages are written in a simple markup language based on [Textile](#). 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~~, inserted, 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
 - 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 | |
| Alice | | 01 | |
| Bob | | 23 | |
| Cathy | | 45 | |
```

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 [WYSIWYG 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.

Searching Confluence content

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 9 search result(s) for tutorial.



[Tutorial \(Demonstration Space\)](#)

... options; LDAP compatibility and more. (/) If you prefer, you can see the whole **tutorial** on one page **Tutorial** (all on one page **Tutorial** This **tutorial** will help you get started with Confluence: \\ \\ !Imagesbtnnext.png! Using the menus What is a space
May 30, 2009



[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 ...
May 30, 2009

 [btn_tutorial.png \(Demonstration Space > _Images\)](#)

... Button for link to **tutorial**

Image - 2 kB - May 30, 2009 - [Download](#) - [Attachments](#)

 [A note to Confluence administrators \(Demonstration Space\)](#)

... note to Confluence administrators The **tutorial Tutorial** is designed primarily for evaluators who have recently downloaded and installed Confluence. If you ... **tutorial** to provide a general introduction for new users on your wiki, please note that the tutorial
May 30, 2009

Labels: [administrators](#)

 [Advanced topics \(Demonstration Space\)](#)

... following advanced topics: \\ \\ If you are new to Confluence, you may like to start with the **Tutorial**

May 30, 2009

Labels: [advanced](#)

 [More information \(Demonstration Space\)](#)

More information Once you have completed the **tutorial Tutorial** and read the advanced topics Advanced Topics, you may want to refer to the Confluence ...

May 30, 2009

 [Adding a comment to a page \(Demonstration Space\)](#)

... 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. !ImagesAddCommentLink.png border=1,bordercolor=gray ... Updating your user profile !Imagesbtnnext.png! Creating a news item (blog post) \\ \\ In the

May 30, 2009

 [Creating a news item \(blog post\) \(Demonstration Space\)](#)

... see the documentation <http://confluence.atlassian.com/x/rSAC>. Congratulations, you have finished the **Tutorial**! Next, you may like to see some examples of wiki pages Examples ... look at our other documentation More information. \\ \\ !Imagesbtnprevious.png! Adding a comment to a page\\ \\ In the

May 30, 2009

 [Using the Dashboard \(Demonstration Space\)](#)

... 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 ... screen. \\ \\ !Imagesbtnprevious.png! Adding content to a page !Imagesbtnnext.png! Updating your user profile\\ \\ In the

May 30, 2009

The Confluence search engine is based on [Lucene](#). 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 [documentation](#).

Creating a task list

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

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

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 [documentation](#).

Creating a thumbnail gallery

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!
```

... 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:

Atlassian T-shirts





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

You can read more about the 'gallery' macro in the [documentation](#).

Re-ordering pages

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 [Tutorial](#) (see '[Creating 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.
4. 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.
8. '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'
 - 'Chapter Two'

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).

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.

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}
```

The above code gives the following output:

Could not access the content at the URL because it is not from an allowed source.

http://www.bbc.co.uk/syndication/feeds/news/ukfs_news/world/rss091.xml

[Configure whitelist >>](#)

 Did the above feed display an error message? Your Confluence administrator needs to enable the RSS feed macro, and to add the BBC to the whitelist of allowed URLs.

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:

1. 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 [documentation](#) for details.

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](#).

Integrating with JIRA

JIRA is Atlassian's issue tracking system. Confluence and JIRA can be used together, allowing the integration of a content management solution with an issue tracker. For example, the [JIRA Issues macro](#) can be used to display a list of JIRA issues on your Confluence page:

JIRA Issues (25 issues)					
Type	Key	Summary	Priority	Assignee	Status
	TST-18359	Error 777 on login		heaven	 Open
	TST-18358	My Test Issue		Unassigned	 Open
	TST-18357	My Test Issue		Unassigned	 Open
	TST-18356	Evaluate JIRA!		A.D.Ministrator	 Open

	TST-18355 CLONE -Blank issue		Unassigned	Closed
	TST-18354 My Test Issue THIS IS GREAT!!!		Unassigned	 Open
	TST-18353 My Test Issue		Unassigned	 Open
	TST-18352 This is a new SOAP issue Tue Jun 02 17:22:55 CEST 2009		Unassigned	 Open
	TST-18351 Automatically submitted from /ExecutionLists/<New ExecutionList>/ActualLog/<New TestCase>		bigfoot	 Open
	TST-18350 This is a new SOAP issue Tue Jun 02 16:13:51 CEST 2009		Unassigned	 Open
	TST-18349 This is a new SOAP issue Tue Jun 02 14:20:33 CEST 2009		Unassigned	 Open
	TST-18347 test jira		bigfoot	 Open
	TST-18346 An issue created via the JIRA SOAPClient sample : Mon Jun 01 16:03:25 MDT 2009		Unassigned	 Open
	TST-18345 This is a new SOAP issue Mon Jun 01 11:54:21 PDT 2009		Unassigned	 Open
	TST-18343 asd		bigfoot	 Open
	TST-18341 Test posts		A.D.Ministrator	 Open
	TST-18340 This is a new SOAP issue Fri May 29 14:47:32 PDT 2009		Unassigned	 Open
	TST-18339 This is a new SOAP issue Fri May 29 14:44:10 PDT 2009		Unassigned	 Open
	TST-18338 This is a new SOAP issue Fri May 29 13:31:27 PDT 2009		Unassigned	 Open
	TST-18337 This is a new SOAP issue Fri May 29 13:30:04 PDT 2009		Unassigned	 Open
	TST-18336 This is a new SOAP issue Fri May 29 13:28:26 PDT 2009		Unassigned	 Open
	TST-18335 My Test Issue		Unassigned	 Open
	TST-18332 JDeveloper integration with JIRA through Oracle Team Productivity Center		Unassigned	 Open
	TST-18327 This is a test bug feel free to delete !		bigfoot	 Open
	TST-18326 hei og hå		bigfoot	 Open

For more information on Atlassian's founding product please see the [JIRA webpage](#) or, alternatively, learn [how to pronounce 'JIRA'](#)

Creating an index

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

0-9 ... 0	A ... 5	B ... 1	C ... 11	D ... 1	E ... 4
F ... 1	G ... 0	H ... 3	I ... 1	J ... 1	K ... 0
L ... 1	M ... 2	N ... 0	O ... 0	P ... 1	Q ... 1
R ... 2	S ... 3	T ... 3	U ... 3	V ... 0	W ... 4
X ... 0	Y ... 0	Z ... 0	!@#\$... 0		

0-9

B



Buddy System

Use the rich text editor to author and format documents like this overview of the Buddy System. Once the document is complete and ready to publish, simply export the document to PDF for presentation as an 'official' document. Export this page to PDF from the Tools menu ...

A



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

page: In the 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 ...



Advanced topics

you have used Confluence before, you may be interested in the following advanced topics: \ \ If you are new to Confluence, you may like to start with the Tutorial



Archiving email

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 ...

C



Company Birthday List

Tables are a handy way to display structured data. This page uses a simple table to list employee birthdays. You can make tables more sophisticated by applying advanced formatting options or even make them dynamic by having them query ...



Company Induction

Human Resources team uses tasklists Creating a task list to assign and prioritise simple tasks for new employees. Add a new task to this list Change the priority of one of the existing tasks. \ \ Welcome, we're glad to have you here :) . To help ...



Confluence 2.10 Release Dashboard

Confluence development team always knows its status relative to plan. At the end of each week, the team updates the issues table below to show which issues were addressed and which ones carried over. The team also uses the \ macro ...



Confluence Induction

Confluence can help development teams get new new members up to speed quickly so that they're fixing bugs sooner and detracting less from highly productive members. \ \ Add a new child page Creating a page to this page ...



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). \ \ #
Under the 'Add' menu, select 'News'.
!ImagesAddNewsMenu.png border=1,bordercolor=gray ...

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 Creating a space). \ \ # Under the 'Add' menu, select 'Page'. !ImagesAddPageMenu.png border=1,bordercolor=gray! \ \ # A new ...

Creating a space

Now that you have seen how the menus Using the menus 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 ...

Creating a task list

'tasklist' macro allows you to create lists of tasks which need to be performed and keep track of who has completed them. Mary to preview her presentation with the team Tony to call meeting with investors Tony to book catering Mary to finalise ...

Creating a thumbnail gallery

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 ...

Creating an index

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: Macro result The example at left shows how to create an index based on page ...

Creating pages and linking

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 tutorial Creating ...

D

Displaying source code

'code' macro is a useful way of presenting source code in an easytoread format on your Confluence pages. Its use is very straightforward: simply enclose your source code between \ elements. Here are some examples: XML
<test> <another ...

E

Example Development Team Page

Confluence development team at Atlassian uses Confluence to induct new members, collaborate on feature specifications and hit key milestones on time. Click into each of the links in the yellow box below to see more. Comment on one of the blog posts below. First ...

Example Human Resources Page

Your Human Resources team can use Confluence for presenting important HRrelated documents and processes. Click through the slideshow below to see how the HR team presents the company mission. Click into each of the links below to see more. Human ...

Example Sales Team Page

Teams can use Confluence to collaborate internally and share information with the rest of the organization. Here's an example of how a sales team uses Confluence. Click into each one of the Quick Links below to see how a sales team might use ...

Examples

real world examples of how Confluence can be used in your organisation. As you go through these examples, look at the underlying markup to see how the pages were created. (See the markup by selecting View Wiki Markup from the Tools menu ...

F

Formatting content

Confluence pages are written in a simple markup language based on Textile <http://textism.com/tools/textile/>. 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 ...

H

G

I



Have Fun

Confluence lets you easily embed content from popular usergenerated sites like Youtube, Flickr, Slideshare, Google, Twitter and many other others. Add a YouTube video to this page by clicking the 'edit' button and pasting \ at the bottom of the page. We ...



Home

Imagesimgwelcome.png width=590px! Welcome to your Confluence wiki You have now arrived at the home page of your Demonstration Space. \ \ Like to see how people use Confluence every day? !Imagesbtnexamples.png width=220px! Examples \ \ New to Confluence ...



HR Policies and Procedures

Human resources uses attachments to share important tax forms and templates with employees. Click the view link on one of the attachments below to view its contents. Upload a new attachment to the page. From the Tools dropdown select Attachments and then upload your ...

J



Josh

Users can customize their personal spaces to express themselves and let their teammates know what they're working on. Click on one of the vacation photos image gallery Creating a thumbnail gallery below to view a slideshow Update your own personal space ...

L



Leave Planning

Confluence team uses tables to communicate scheduled leave times, an imperative part of resource planning and project management. Edit Using the menus this page and add your vacation plans to the table. Try using wiki markup to do it. \ This page ...

N

P



Planned Feature Specifications

Use Confluence to create and collaborate on product specification documents. Click into the {}Quick Navigation Spec{} link below to see how the Confluence team writes a basic feature specification. Add a label to this page. Scroll down to the labels section on this page and add ...

R



Re-ordering pages

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 Tutorial (see 'Creating a space'). PART ...



Recruitment

Images and charts can sometimes communicate complex concepts better than text. For example, your HR team might use images to explain the company recruiting processes. Add a comment Adding a comment to a page to this page to let people what ...

T



Team Blog

Blogs are a handy way teams to provide updates, share ideas and engage in conversations around those ideas.



Integrating with JIRA

JIRA is Atlassian's issue tracking system. Confluence and JIRA can be used together, allowing the integration of a content management solution with an issue tracker. For example, the JIRA Issues macro <http://confluence.atlassian.com/x/dCAC> can be used to display a list ...

K

M



Meeting Notes

sales team uses Confluence to take notes during their weekly team meeting. Create a new meeting notes page Creating a page using the meeting notes page template. Go to the add menu and select "Page." Then click on the "Select a page ...



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> ...

O

Q



Quick Navigation Spec

Writing a product specification requires input and feedback from many different people. With Confluence, product managers, engineers and technical writers can make their changes or comments directly in the product specification page. With version control, users can always see ...

S



Sales Reports

sales team uses charts to create a sales dashboard showing their performance relative to plan. Once you become an advanced user, you can connect the charts to your sales database using SQL so that you can display ...



Sales Tools

Confluence lets you easily embed content from popular usergenerated sites like Youtube, Flickr, Slideshare, Google, Twitter and many other others. Add a YouTube video to this page by clicking the 'edit' button and pasting \ at the bottom of the page. Wiki ...



Searching Confluence content

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 ...

U



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

Comment on one of the blog posts below. First click the blog post title, to open it in its own page. See Adding a comment ...



Tutorial

tutorial will help 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 ...

V

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 ...



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. # Rightclick the 'Dashboard' link at the top left of your screen, and open the link in a new browser window. !ImagesDashboardRightClick.png border=1,bordercolor=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. \\ \\ !imagesMenuOverview.png! \\ \\ Menu or option Explanation Browse menu The 'Browse' menu gives access to wiki content such as pages ...

W



Week 27 Meeting Notes

page was created using the Meeting Notes page template Attendees Josh Boots Kevin Matt Completed last week Sales Collateral updates 30 customer questions answered Webinar revamp Working on this week Continue improvements to Webinar 30 ...



Week 28 Meeting Notes

page was created using the Meeting Notes page template Attendees Matt Josh Kevin Boots Completed last week Sales Collateral updates only 25 customer questions answered because of offsite Webinar revamp Working on this week Sales ...



Week 29 Meeting Notes

page was created using the Meeting Notes page template Meeting Notes for Week 29 Attendees Josh Boots Kevin Matt Completed last week Sales Collateral updates 30 customer questions answered Webinar revamp Working on this week ...



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

Y

Z

!@#\$\$

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

Alternatively, you may want to use [labels](#) 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.

Displaying source code

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

```
{code:XML}
<test>
  <another tag="attribute"/>
</test>
{code}
```

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)
    {
        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;

import 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;
    }
}

```

For more information about the 'code' macro, please see the [documentation](#).

Archiving email

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 [documentation](#).

More information

Once you have completed the [tutorial](#) and read the [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 Guide](#) |  [FAQ](#) |  [Feature Tour](#) |  [Wiki Solutions](#) |  [Evaluator Resources](#)