

How to start with Confluence for beginner

Congratulation - you have just start using the Confluence. One thing you have known - Confluence is easy to use, you can learn (almost) everything just by using it.

Create page

- Here you probably [starts](#). You will create a new empty page as a subpage of the current page. Note the "...". Here you can also create page, but with predefined **template** (meeting notes, blogs and many other)

Edit page

- Here you go to page [edit](#) mode. It deserves own chapter.

Space tools

- this section is mostly for **space admin**
- but any user with write rights can reorder pages here

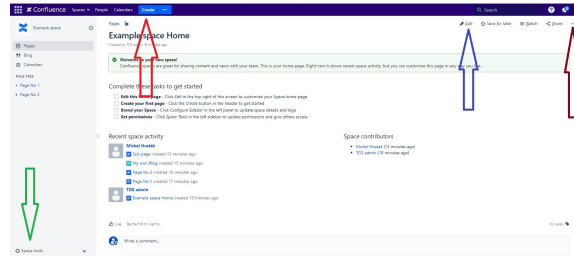
Page options

- **copy** the page, page info, **restriction** (see space tool section), **export**, page history
- here you can also **revert** to previous page version

Home page

- Each space has its home page. When you visit the space, you will start here. Make sure this page is representative for visitors

Don't forget to visit the [Official Atlassian Confluence User Guide](#) for further study.



How to Edit your page

Confluence is easy to use WYSIWYG editor. Put cursor on icon to see hints.

Update and preview

- Here you save and **publish** your work. Confluence will also save drafts regularly.
- **Notify watcher** - to avoid spamming, let the button unchecked
- "... " Here can you find the **preview**

Page layout

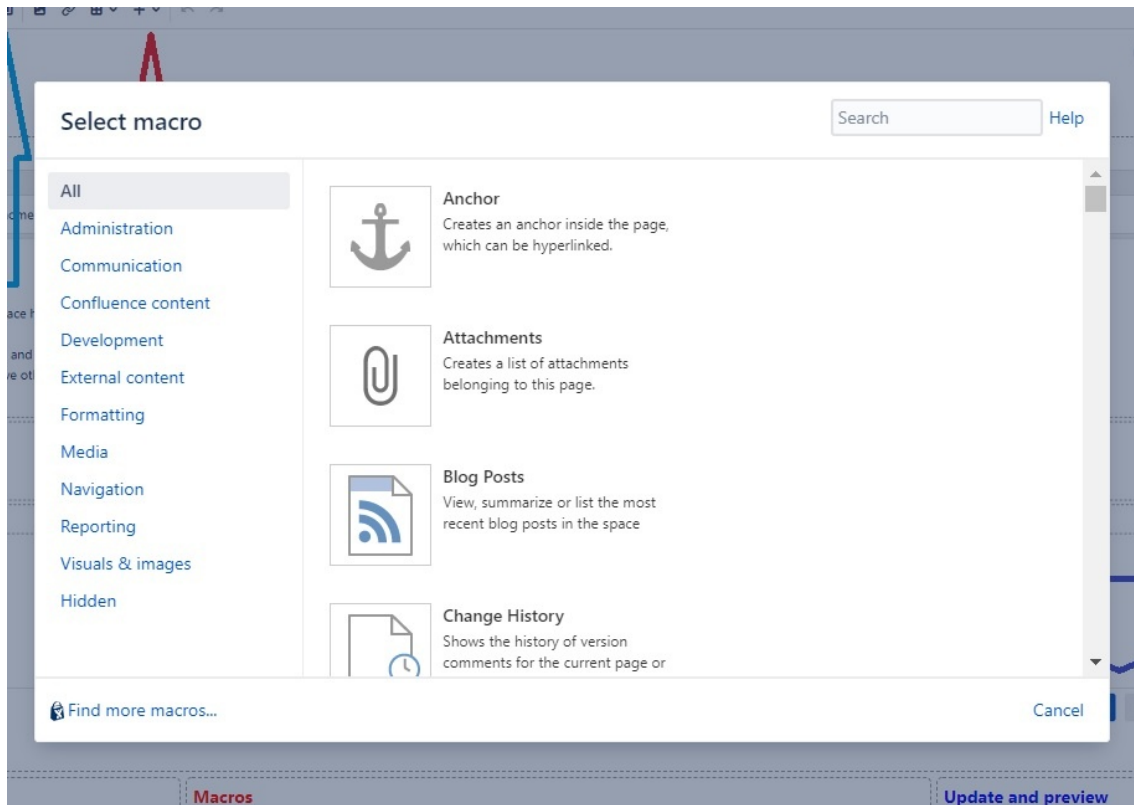
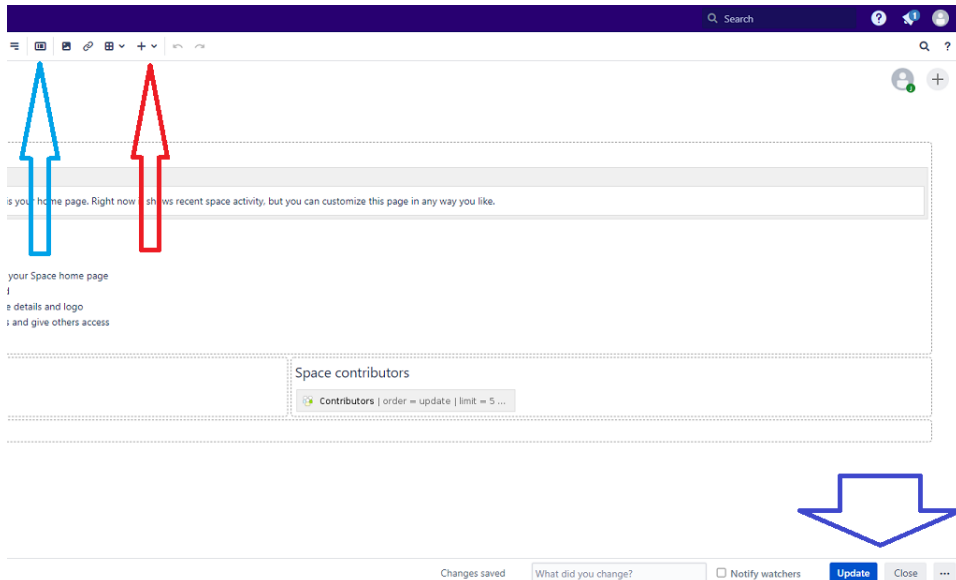
- Split page into two or three parts
- Add new section
- And of course remove the section

Macros

- Macros make the confluence **magic**. All (non addon) spells are listed [here](#).
- To **add** a new macro click on "+" symbol. To **edit** macro click on the macro.
- It supports to collect and organize Confluence pages, blogs, and files (pictures, symbols and also Jira issues).
- "**Other macros**" is where the fun begins - you have to go through and find the stuff you like the most

Other macros are divided so several **categories**. Honorable mentiones:

- **Confluence content**
 - let the confluence displays page tree
 - search for labeled pages
 - show confluence users
- **Navigation**
 - more searching through confluence
- **Reporting**
 - When you like graphs, tables and statistics
- **Formatting**
 - when you want your page nice
 - here are columns, expand macro, code block



How set Space tools

This section is mostly for space admins. Available are:

Overview

- space details - contains **name** of the space and the **space key**
- admins are able to change name of the space and set different home page
- keys are not possible to change

Permissions

- this part is **important**

- Permissions - are set per the whole space - There are three "roles/groups": **admin, read/write, reader**
 - **do not change** the setting, It should be done in TDS portal
 - if you want to make space **public** (visible for everyone) ask [TDS team](#) (well, do not do that - you don't want make your space public)
- Restrictions
 - are set per page
 - you can use restriction when you hide some pages and the rest of the pages should be available
 - Permissions are the first level, you have to access the space, then you can see the restricted pages
 - restriction say **who can access** the page and not who cant
 - it is usually not set in space tools, use "..." in pages option and **small lock icon** on top of the page
 - restriction are **inherited** from pages above

Content Tools

- **reorder pages** - self explanatory - just drag and drop - can be done by user with edit page rights
- **trash** - when you **delete** some pages, you can still **find** them here before it will be purged forever
- **export** - you can export the whole space or parts it **PDF**, HTML or XML

Look and Feel

- well - the most important is Color scheme section - you can **change color** of top banner of confluence for you space

Activity

- here you see some **statistic**
- the most popular page
- the most active contributor