Editing Pages in Confluence

This handout covers editing pages in Confluence. To view the accompanying video, please visit: http://youtu.be/T_o8EJH0e8E

Editing a Page in Confluence

☐ Step-by-Step

✓ Log in to Confluence (http://wiki.itap.purdue.edu).

✓ Go into a Confluence space that you have access to. Click on the page you wish to edit in the menu.

✓ Click Edit at the top of the page to open the editing screen.

Note: You may not have permission to edit pages that you have access to. You can only edit pages where the Edit option appears. If this is an error, please contact the help desk at itap@purdue.edu; make sure to include the name of the space you need to edit in your email.

✓ The Edit screen will open for the page. There will be a large text box visible. There are also several editing tools:
  - Font Style: Changes text to a heading, basic paragraph, preformatted text, or block quote.
  - Text tools: Allows for text face to be changed to bold, italic, or underline. Text color can be changed. Additional formatting options (strikethrough, subscript, superscript, or monospace) are also available.
  - List options: Used to create an unordered (bullet) list, ordered (numeric) list, or a checklist.
- Indentation: Increase or decrease indentation.
- Alignment: Align text to the left, right, or centered on the page.
- Page layout: Adds content boxes to the text area for a specific layout of the Confluence page.
- Link: Create a link to another space, page, or file attachment in Confluence, or add an external hyperlink to the page.
- Table: Add a table to the page. By default, the largest table size that can initially be created is a 15x20 table. Additional rows and columns can be created after the table is created.
- Insert: Allows for a variety of content to be inserted into the page, including:
  - Images
  - Links
  - File attachments
  - Symbols
  - Emoticons
  - Table of contents
  - Macros
  - Wiki markup language
- Undo/Redo: Allows users to undo or redo changes to the content.
- Show/Hide Tools: Allows users to show or hide the breadcrumbs, page name, and controls within the page footer to provide additional editing room.
- Find/Replace: Can search page for specific word(s) in the document. Can also replace selected words with an alternate term.
- Source Editor: Permits users to edit the HTML code that comprises the page. Can be useful for precision-coding the display of the content on the page.
- Help: Displays keyboard shortcuts for Confluence.

To add content to the page, type the content directly into the text box. To use the editing tools, click on the specific editing tool you wish to use. To change existing text using the editing tools, highlight the text with your mouse and then click the appropriate tool.
**A note for advanced users:** If you are experienced with using wiki markup language, the markup code may be typed into the text area. However, be aware that wiki markup is immediately converted to HTML and cannot be altered once it is converted.

When finished adding or editing content, you may **click** the Preview button to review your changes. To submit all edits and additions, **click** Save. To cancel your additions or edits, **click** Cancel.

**NOTE:** Multiple editors on a page at the same time may prevent some edits from being saved. You may need to save your changes again after the other editor exits the page.