Adding a Page

Confluence: Essentials

This training snippet covers how to add a page to Confluence. You may view the accompanying video at: http://youtu.be/VX2Diwq0tYk

Adding a Page to a Confluence Space - Within a Space

☐ Step-by-Step

✔ Login to Confluence (http://wiki.itap.purdue.edu).

✔ Browse to the space where you want to add the page. Any new pages created are child pages of an existing page. You will need to navigate to the page that you would like to be the parent page of the page that you are adding.

✔ Click the Create button within the header to open the Create pop-up window.

![Create Button](image)

✔ Click Blank Page on the Create screen, and then click the Create button. A new page will open with a blank text box editor, where new content can be added.
✓ In the text box at the very top of the page (where New Page is visible), type in the name of your new page.

✓ In the main text area, add any content within the text box.

## Adding a Page to Confluence – From the Dashboard

Confluence will allow you to create a new page within a space directly from the Dashboard.

### Step by Step

✓ Login to Confluence ([http://wiki.itap.purdue.edu](http://wiki.itap.purdue.edu)).

✓ Click the Create button at the top of the Dashboard screen.

✓ On the Create pop-up window that opens, from the Select Space drop-down menu, choose the space where you want the new page. Click Blank page within the window. Finally, click Create to start a new page. This will add your new page as a child page of the main page of the space.

✓ In the text box at the very top of the page (where New Page is visible), type in the name of your new page.

✓ In the main text area, add any content within the text box.
Setting Page Location

During the creation of a page, you can set the location of where you want your new page to be located within your space’s hierarchy.

☐ Step-by-step

✓ When creating a new page, during the process you can change the location of your page. Click Location in the lower left hand corner of the screen to open the Set Page Location screen.

![Set Page Location](image)

To move the new page to another location, type in the name of the page or you can click the Browse link to show all pages within the space. You can also choose to save the page in a different space if you choose. If moving the page is necessary, set the new page location, and click Move.

✓ To preview the new page, click the Preview button in the lower right hand corner of the screen. To create your new page, click Save.