Confluence Overview

With Confluence it is easy to create, edit and share content with your team. Choose a topic below to start learning how.

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What is Confluence? (step 1 of 9)

Confluence is a collaboration tool where you can create and share content with your team.
You might use Confluence to write and discuss meeting notes, project plans, requirements, how-to guides, or anything you like.

Click the **Create** button on the header to see some of the types of pages you can create.

A Confluence page can contain text, images, diagrams, activity streams, videos, and more.
Confluence puts your content online in a central place where your team can search, edit and discuss it at any time.

So let's try it! Click here to learn how to edit a page

A quick look at the editor (step 2 of 9)

You will use the Confluence editor to **create** and **edit** Confluence pages.
You can type into the editor as you would in any document, apply formatting, and embed other content and files into the page.

> The editor looks like this (click images to for a larger view):
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Here is a description of the components:

1. **Editor toolbar**

   The editor toolbar provides tools to format and color page content, create lists and tables, indent and align text, and insert other content into the page such as symbols, links, images, multimedia files, and macros.

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2. **Page content**

   This is where you will type the content for your page. You can also drag attachments from your desktop here.
3. **Save button**

   Click the Save button to publish your page so others can see your changes.

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Let's edit this page (step 3 of 9)

Pages are the primary means of storing and sharing information in Confluence.
Pages are contained within spaces. This page is in the 'Demonstration Space'.

Let's play with some content. Don't worry, you won't break anything:

1. Click **Edit** at the top of this page. Now you are in the editor.
2. Type some words in the panel below this one.
3. Have some fun:
   - Change the color of some text: Select the text, then choose a color from the color option in the editor tool bar.
   - Add a link: Select some text, then choose the **Link** button on the toolbar.
     Click **Web Link** and enter an **Address**, such as `http://www.atlassian.com`.
     Click **Insert** to insert the link.

- Find a file or picture on your computer, and drag it anywhere on this page.
- Try some of the other options in the editor toolbar.

When *y*ou're ready, click **Save** and go to the next step or back to the space home.

Congrats to Takuma Sato for winning the 101st Indianapolis 500 (an important event in Hoosierland, where we are located). It's fun to hear the Japanese announcers get excited: http://www.roadandtrack.com/motorsports/a9950008/japanese-announcers-takuma-sato-indy/. Personally, I'm more interested in the upcoming **Great American Eclipse** (total solar) on 21 August, and am hoping to get our near space balloon up to take some imagery from a different perspective. like from 20 miles up:

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This is southern **Michigan** and eastern **Wisconsin**, with **Lake Michigan** that we took with a Canon Sureshot, looking northwest, as the balloon was floating above Angola, Indiana at about 95,000 ft. High altitude balloons are edge devices, you know... - Dave B

Prettify the page with an image (step 4 of 9)

The Confluence editor helps you create content, fast. You can embed images, Office documents, and videos.
That's just the tip of the iceberg when it comes to creating useful content for your team.

1. **Edit** the page.
2. Click in the right-hand column to position your cursor. blocked URL
3. Click **Files** on the editor toolbar. It looks like this:

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4. The Files dialog shows you the files attached to this page.
   Select the image named **Confluence Origami Necktie**.
5. Click **Insert**.
6. You will return to this page, and see the 'Image Properties Panel'. If you don't see it, click the image.
7. Resize the image by clicking on the square buttons or entering a width.

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8. Click **Properties** and then select the **Curl Shadow** option from the Image Effects dialog.
9. Your image should look like this when completed:
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10. Click **Save** to save the page.
11. View the image on the page, or click to preview the file.

The Files button is not just for images, you can insert and preview a wide range of files, including Microsoft Office documents and PDFs.

It did not see that the Confluent Tie image file was attached, so I added one. But when I apply the curled shadow and save that property, the change does not take affect..blocked URL

Get serious with a table (step 5 of 9)

Insert tables with drag and drop simplicity.
Add, remove, cut, and paste rows and columns – this makes working with tables easy.

1. **Edit** the page.
2. Click in the right-hand column to position your cursor.
3. Click the **Table** dropdown on the toolbar and drag to choose the size of your table.

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4. The table toolbar appears when there is table on your page.
5. Place your cursor in the first cell of the table and add a row below it.

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6. Place your cursor in any cell of the last column of the table and delete the column.

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7. Click **Save**.

Lay out your page (step 6 of 9)

Page layouts provide structure in your page — two-column, three-column, and more — making it easy for anyone to create beautiful pages.

1. **Edit** the page.
2. Click the **Page Layout** button in the editor toolbar. It looks like this:

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   A section is added to your page, dotted lines indicate the section boundaries.
3. Choose a **column layout** to apply to your section, for example two columns.

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4. Click the **Add section** button to add another section to the page.

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5. Choose a different **column layout** for this section.
6. Click **Save**.

You can add as many sections as you need, and each section can have a different column layout.

Learn the wonders of autoconvert (step 7 of 9)

Confluence automatically transforms linked content into rich content. Try it with Confluence pages, JIRA issues, YouTube and Vimeo videos, Flickr photo streams, Twitter streams, Google maps and many more.

Here's two examples of autoconvert in action.

Try it yourself:

1. **Edit** this page.
2. Copy this link https://youtu.be/r7WIRd_8poI and paste it onto the page.
3. Autoconvert will embed the YouTube video on the page.
4. Save the page.

Try it yourself:

1. **Edit** this page.
2. Copy this link https://maps.google.com/maps?q=Atlassian,+George+Street,+New+South+Wales,+Australia&hl=en&ll=-33.866572,151.207001&spn=0.004321,0.008256&sll=-33.870509,151.203707&sspn=0.008641,0.016512&oq=atlassian,&hq=Atlassian,+George+Street,+New+South+Wales,+Australia&radius=15000&t=m&z=18&iwloc=A and paste it onto the page.
3. Autoconvert will render the Google Maps view on the page.
4. Save the page.

Tell people what you think in a comment (step 8 of 9)

You can start a discussion by simply leaving a comment on a page, like this one.

Why not give it a try?

Go to the bottom of this page and start typing in the comment area. When you're finished just press save!

Don't just confine your comments to the bottom of the page - highlight some text on the page to add an inline comment like this:

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Hint: You can mention another user in a page or comment by typing @ and then the user's name.
The user will be notified that you mentioned them.

Share your page with a team member (step 9 of 9)

Once you've created content you'll want to share it with your team members.
Confluence can do all the work for you, just click the **Share** button.

1. Let's tell someone about this page.
   Click the **Share** button at the top right of the page. It looks like this:

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2. Type the name of the person or group you want to share the page with.
   You can also enter an email address.

3. Add a message to give the person some background about the page.

4. Click the **Share** button.
   Confluence will send the person an email message about this page. Shared!

blocked URL The **Share** button only appears if your administrator has configured a mail server. In Confluence Cloud, this is all set up for you.