# Space Details

| Key: | ds |
|---|---|
| **Name:** | Demonstration Space |
| **Description:** | An example of a Confluence space with a tutorial and sample content. |
| **Creator (Creation Date):** | admin (Nov 28, 2008) |
| **Last Modifier (Mod. Date):** | (Jan 07, 2009) |

## Available Pages

- _InclusionsLibrary
  - _Images
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- Home 🏠
  - 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
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        - Week 28 Meeting Notes
        - Week 29 Meeting Notes
      - Sales Reports
      - Sales Tools
      - Team Blog
  - A note to Confluence administrators
  - Tutorial
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    - Creating a space
    - Creating a page
    - Adding content to a page
    - Using the Dashboard

# _InclusionsLibrary

This page last changed on Jan 07, 2009 by .

The children of this page contain information which is **included in other pages**. This is a library of re-usable information chunks.

If you want to change any of these pages, be aware that:

- Changing page names is problematic — you will need to change all the {include} and {excerpt-include} macros manually.
- The content is used in many places — make sure your change is generic enough to fit the contexts in which the pages are used.

To include an excerpt from a page:

```
{excerpt-include:_page name|nopanel=true}
```

Note that the page titled '_page name' must contain the {excerpt} macro, otherwise the {excerpt-include} will not work.

To include the entire contents of a page"

```
{include:page name|nopanel=true}
```

**Children of this Page**

- [Images](#)
- [Links](#)

# _Images

This page last changed on Jan 07, 2009 by .

Attached to this page are images that are commonly used in the Demonstration Sapce.

You can insert the images directly into a page — there's no need to attach them to the page itself. Here's an example of how to do that:

```
[!_Images^btn_next.png!|Using the menus]
```

## Attachments

| | Name | Size | Creator (Last Modifier) | Creation Date | Last Mod Date | Comment | |
|---|---|---|---|---|---|---|---|
| | btn_human_resources.png | 14 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | | $item.label.getDisplayable $webInterfaceContext) | $item.label.getDisplayable $webInterfaceContext) |
| | InsertImageIcon.png | 3 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | The Insert Image icon in the Rich Text Editor | $item.label.getDisplayable $webInterfaceContext) | $item.label.getDisplayable $webInterfaceContext) |
| | InsertTableIcon.png | 5 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | The Insert Table icon | $item.label.getDisplayable $webInterfaceContext) | $item.label.getDisplayable $webInterfaceContext) |
| | UserProfilePictureLink.png | 6 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Link to profile picture | $item.label.getDisplayable $webInterfaceContext) | $item.label.getDisplayable $webInterfaceContext) |
| | AddComment.png | 10 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Link for adding a comment | $item.label.getDisplayable $webInterfaceContext) | $item.label.getDisplayable $webInterfaceContext) |
| | UserProfilePictureDefaults.png | 10 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Some default profile pictures | $item.label.getDisplayable $webInterfaceContext) | $item.label.getDisplayable $webInterfaceContext) |
| | NewsName.png | 3 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Title of a news item | $item.label.getDisplayable $webInterfaceContext) | $item.label.getDisplayable $webInterfaceContext) |
| | CropProfilePicture.png | 128 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Cropping a profile picture | $item.label.getDisplayable $webInterfaceContext) | $item.label.getDisplayable $webInterfaceContext) |
| | NewPage.png | 10 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | A new page | $item.label.getDisplayable $webInterfaceContext) | |

| File | Size | Creator | Created | Last Modified | Comment | Labels |
|---|---|---|---|---|---|---|
| btn_examples.png | 12 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | | $item.label.getDisplayable $webInterfaceContext) $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| CreateSpace.png | 4 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Link to create a space | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| Permissions.png | 4 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Selection of permissions | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| balloons_icon.png | 3 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Balloons icon | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| AddNewsMenu.png | 5 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Adding a news item | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| CommentBox.png | 12 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Adding a comment | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| LinkPropertiesScreen.png | 9 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | The Link Properties screen | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| UserProfilePictureUpload.png | 5 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Uploading a profile picture | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| btn_tutorial.png | 2 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Button for link to tutorial | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| fun.png | 3 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | added fun icon | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| UserProfilePictureExample.png | 12 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Example of profile picture in Recently Updated section | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| NewsContent.png | 4 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Content of a news item | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |

| Name | Size | Creator | Creation Date | Last Mod Date | Comment | Labels |
|---|---|---|---|---|---|---|
| information_icon.png | 0.8 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Information icon | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| PageName.png | 3 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Field for page name | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| InsertImageScreen2.png | 24 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | The Insert Image screen with one image | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| CreateSpaceScreen.png | 7 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Creating a space | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| btn_sales.png | 11 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| Job-icon.png | 2 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| SpaceKey.png | 2 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Field for space key | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| cake_icon.png | 0.7 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Cake icon | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| UserChangeName.png | 3 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Changing your name | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| LoginLink.png | 2 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Login link on Confluence screen | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| MyNewTable.png | 6 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | A table on a page | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| wand_icon.png | 0.6 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Wand icon | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| NewNews.png | 9 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | A new news item | $item.label.getDisplayable $webInterfaceContext) \| |

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|---|---|---|---|---|---|
| btn_next.png | 3 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | "Next" button |
| InsertImageScreen.png | 10 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | The screen for inserting an image |
| CommentExample.png | 10 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | An example of a comment |
| btn_advanced.png | 2 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Button for link to advanced topics |
| SpaceName.png | 2 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Field for space name |
| Dashboard.png | 16 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | List of spaces on Confluence Dashboard |
| DashboardRecentlyUpdated.png | 23 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Recently Updated section on Dashboard |
| Procedures-icon.gif | 1 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | |
| InsertLink.png | 3 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | The Insert Link icon |
| UserPreferencesMenu.png | 4 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Selecting Preferences from the User menu |
| AddPageMenu.png | 4 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Adding a page |
| birthday.png | 8 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | |

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|---|---|---|---|---|---|
| btn_software_development.png 14 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| book_icon.png 0.6 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Book icon | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| MyNewTable27.png kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | A table with data in it | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| img_welcome.png 147 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Big welcoming image | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| UserProfileView.png 8 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Viewing a user profile | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| FormatMenu.png 5 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Format menu in Rich Text Editor | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| EditLink.png 2 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | The Edit link | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| MenuOverview.png 56 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Overview of Confluence menu and options | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| InsertTableScreen.png 5 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | The screen for inserting a table | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| btn_previous.png 4 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | "Previous" button | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| Buddy.gif 2 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| handshake_icon.gif 1 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| DefaultTheme.png 3 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Selection of default theme | $item.label.getDisplayable $webInterfaceContext) \| |

| Name | Size | Creator | Creation Date | Last Mod Date | Comment | Labels |
|---|---|---|---|---|---|---|
| web_16.gif | 1 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | | $item.label.getDisplayable $webInterfaceContext) $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| rosette_icon.png | 0.7 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Rosette icon | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| DashboardRightClick.png | 7 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Menu when right-clicking on Dashboard link | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| MyNewPage.png | 9 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Example of a new page | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| MyNewNews.png | 14 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | A new news item | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| LinkedText.png | 4 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Hyperlinked text | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| PageContent.png | 4 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Adding page content | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |

# _Links

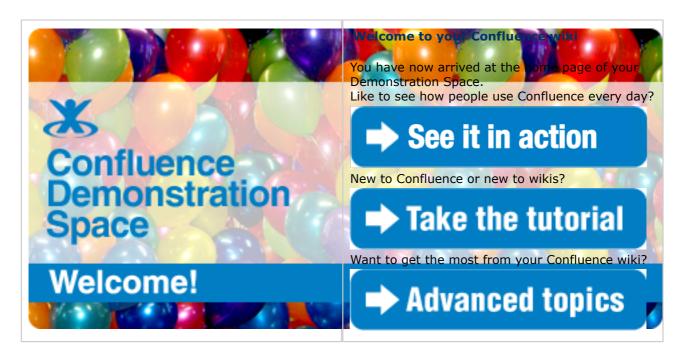This page last changed on Jan 07, 2009 by .

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

# Home

This page last changed on Jan 07, 2009 by .

**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?

New to Confluence or new to wikis?

Want to get the most from your Confluence wiki?

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
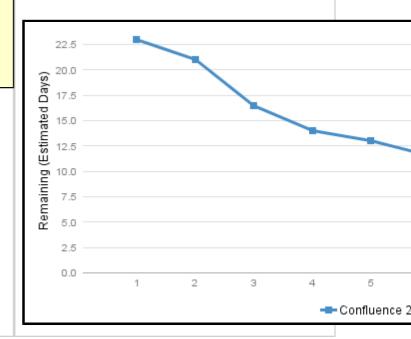
This page last changed on Jan 07, 2009 by .

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**<br>- **Planned Feature Specifications**<br>- **Leave Planning**<br>- **Confluence Induction** |

**Release status**



## Dev Team Blog

📅 Friday, 28 November 2008

Retrospective
Last changed Jan 07, 2009 12:37 by Anonymous
Labels: retrospective, confluence, development

## 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 Nov 28, 2008 by 👤 Anonymous | 💬 0 comments | Edit

Confluence 2.10 Milestone 5
Last changed Jan 07, 2009 12:37 by Anonymous
Labels: milestone, confluence, development

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 Nov 28, 2008** by 👤 Anonymous | 🗨 [0 comments](#) | [Edit](#)

[Quick HOWTO - Confluence testing with Maven](#)
Last changed Jan 07, 2009 12:37 by Anonymous
Labels: [demo](#), [confluence](#), [example](#), [development](#), [build](#), [maven](#)

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 Nov 28, 2008** 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
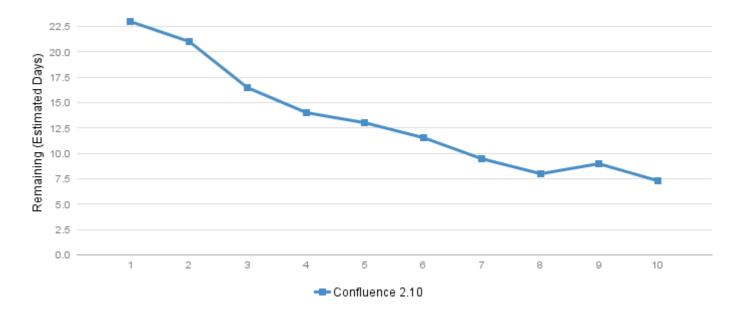
The Confluence development team always knows its status relative to plan. At the end of each week, the team updates the issues table below to show which issues were addressed and which ones carried over. The team also uses the {chart} macro to create a [burndown chart](#) showing how much work is left 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 <br> • IE bug (CONF-13158) <br> • density and organisation <br> • 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 | |



> ⊖ **Warning: Sample Content**
> This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

# Confluence Induction

This page last changed on Jan 07, 2009 by .

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

## 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.altassian.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.

- 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.

## 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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> ⛔ **Warning: Sample Content**
> This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

# Leave Planning

This page last changed on Jan 07, 2009 by .

> 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
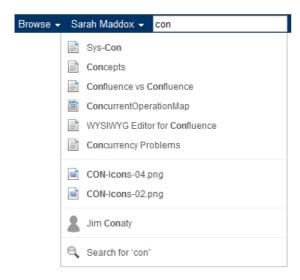- Improved User Management
- Cropping Profile Pictures

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> **Warning: Sample Content**
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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**').

## Comments

Do we have any performance requirements on this feature? I'd imagine we have a maximum response time for the quicknav results to appear.

Posted by  at Nov 28, 2008.
......................................................................................................................................................................

Yes Bill, thanks for pointing this out. The popup should open up 200 milliseconds after the last keystroke, and the backend has to reply within another 100ms. I will add it to the specification next week when I revise it.
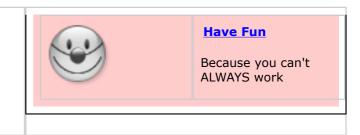
Posted by  at Nov 28, 2008.
......................................................................................................................................................................

# 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

Unknown macro: {table}

| | |
|---|---|
| | **Company Induction**<br><br>New Employee Checklist |
| | **Policies & Procedures**<br><br>Paid Time Off, Tax Forms, Travel |
| | **Recruitment Process**<br><br>Listing of current open positions, job descriptions, job ad templates, etc. |
| | **Buddy System**<br><br>Find your buddy here! |
| | **Birthday List**<br><br>Staff birthday list |

| | **Have Fun**<br><br>Because you can't ALWAYS work |
|---|---|

> **Warning: Sample Content**
> This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

# Buddy System

This page last changed on Jan 07, 2009 by .

> 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**

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

# Company Birthday List

This page last changed on Jan 07, 2009 by .

Tables are a handy way to display structured data. This page uses a simple to 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<br>17. Phil Burkis | no birthdays | 21. Quinn Julius<br>23. Howard Falstaff | 15. Ken Friedman | 9. Daniel Silvers<br>13. Nancy Judd<br>24. Drew Thompson |
| **July** | **August** | **September** | **October** | **November** | **December** |
| no birthdays | 5. Simon Jameson<br>29. Marcus Halpern | 26. Laura Keenan | 21. Julie Osborne | 7. Oliver Nelson<br>9. Kurt Hamm<br>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.


Next

> ⛔ **Warning: Sample Content**
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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=LIcv2V_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**
> This is sample content that comes included with Confluence for the purposes of demonstrating how the product can be used.

# HR Policies and Procedures

This page last changed on Jan 07, 2009 by .

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

- **Click the *view online* link** on one 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 | |
|---|---|---|---|---|---|---|---|
| | Daily Time Sheet.pdf | 37 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | For hourly employees to complete on a weekly basis | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| | Expense Report Template.xls | 33 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Use this for submitting expenses. | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| | Employee Handbook.doc | 39 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | Everyone must read and sign this | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |
| | IRS_W9_Form.pdf | 139 kB | Anonymous (modified by Anonymous) | Nov 28, 2008 | Jan 07, 2009 | All contract employees must complete this form. | $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) \| $item.label.getDisplayable $webInterfaceContext) |

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# Recruitment
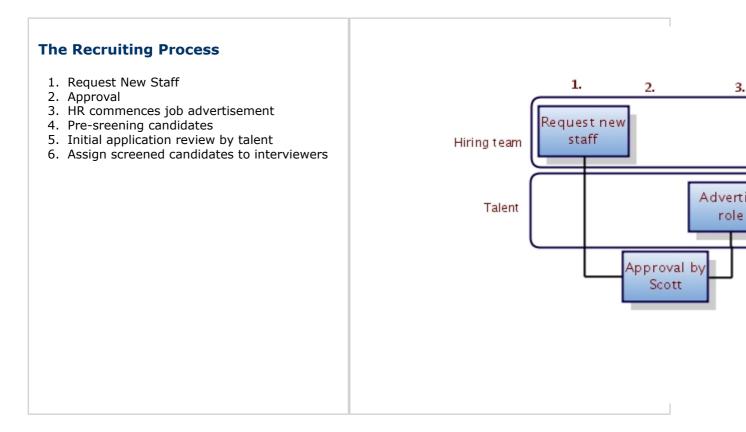
Images and charts can sometimes communicate complex concepts better than text. For example, your HR team might use images to explain the company recruiting processes.
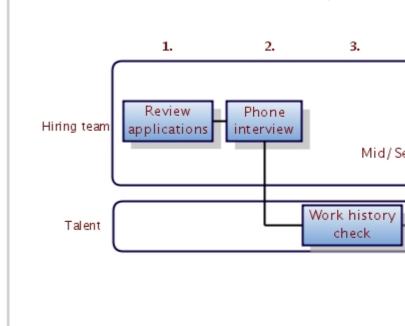
- **Add a comment to this page** to let people what you think of the recruiting process.

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-sreening 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

**1.**  **2.**  **3.**

Hiring team

Review applications — Phone interview

Mid/Se

Talent

Work history check

**Previous**  **Next**

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# 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*

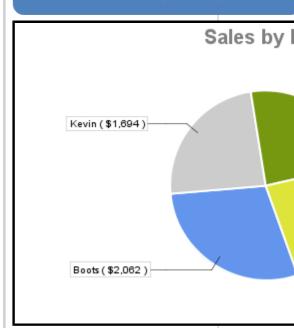**Giancarlo**
*Team Lead SF JIRA FishEye Crucible*

**Kevin**
*Confluence*

## Quick Links

- Meeting Notes
- Sales Reports
- Team Blog
- Sales Tools

## Sales Reports

Goal: $10,000,000

Sales by I

Kevin ( $1,694 )

Boots ( $2,062 )

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# 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 | What Stuff |
|---|---|---|
| | 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.<br>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.<br>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.<br><br>Error trying to draw image gallery org.apache.velocity.exception.MethodInvocationException: Invocation of method 'requireResource' in class $Proxy45 threw exception java.lang.NullPointerException @ /com/atlassian/confluence/ | **My Active Projects**<br><br>- Sales Process Redesign<br>- Updating Product Collateral<br>- Annual Reviews<br><br>**I'm an expert on**<br><br>- Confluence<br>- Jira<br>- Salesforce.com<br>- Sales |

**My Blog**

📅 Friday, 28 November 2008

Confluence Mentioned In Rex In-Flight Magazine
Last changed Jan 07, 2009 12:37 by Anonymous
Labels: rex, confluence, josh

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…

| | plugins/macros/advanced/<br>gallery-default.vm[1,25] | **Posted at Nov 28, 2008** by<br>Anonymous \| 💬 **0 comments** \|<br>**Edit**<br>Back in Action!<br>Last changed Jan 07, 2009<br>12:37 by Anonymous<br>Labels: vacation, josh<br><br>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.<br><br>I'm looking forward to getting back into everything again. 500+ emails and many, many blog posts... …<br><br>Read more…<br><br>**Posted at Nov 28, 2008** by<br>Anonymous \| 💬 **0 comments** \|<br>**Edit**<br>Developers - What's your favourite editor when using Windows?<br>Last changed Jan 07, 2009<br>12:37 by Anonymous<br>Labels: editors, windows, josh<br><br>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.<br><br>Are there any decent Windows-based editors that you would recommend, or is Cygwin Vim the undisputed king?<br><br>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, …<br><br>Read more… |
|---|---|---|

| | | Posted at Nov 28, 2008 by <br> Anonymous \| 0 comments \| <br> Edit |
|---|---|---|

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## Meeting Notes

This page last changed on Jan 07, 2009 by .

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.

**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 last changed on Jan 07, 2009 by .

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
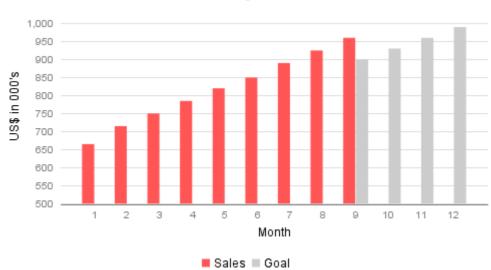
### Miscellaneous

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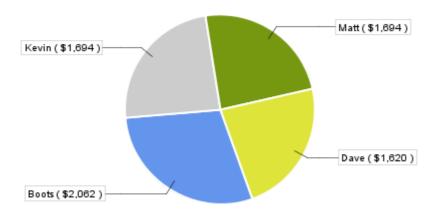
- **Edit** **this page and change a number in one of the charts below.** Notice how the chart changes when you preview or save your change.
- **Edit** **this page and change a bar chart below into a line chart.** Change "*type=bar*" to "*type=line*" inside the {chart} macro. Watch the chart type change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

## Sales by Rep

Kevin ( $1,694 )
Matt ( $1,694 )
Dave ( $1,620 )
Boots ( $2,062 )

← Previous    → Next

⊝ **Warning: Sample Content**
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# 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.

---

Friday, 28 November 2008

**Annual Sales Target - $10 million**
Last changed Jan 07, 2009 12:37 by Anonymous
Labels: goals, quota, sales, target

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 Nov 28, 2008** by  Anonymous | 0 comments | Edit

**Webinar Feedback**
Last changed Jan 07, 2009 12:37 by Anonymous
Labels: luv, webinar, sales, 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 Nov 28, 2008** by  Anonymous | 0 comments | Edit

**Rare Website Luv**
Last changed Jan 07, 2009 12:37 by Anonymous
Labels: luv, website, sales

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…

**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

This page last changed on Jan 07, 2009 by .

The [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 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 page last changed on Jan 07, 2009 by .

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.
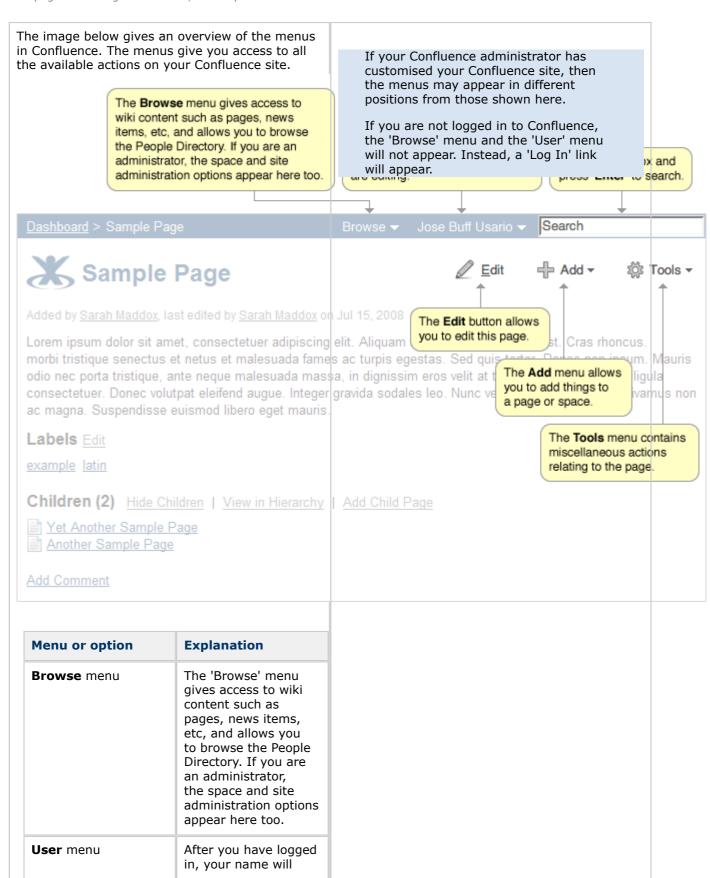
**What makes Confluence an enterprise wiki?**
Different organisations use Confluence for different purposes: as a company intranet, corporate website, project workspace, knowledge base, documentation site and a host of other implementations. All these are made possible by Confluence's enterprise-appropriate 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

This page last changed on Jan 07, 2009 by .

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.

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.

Dashboard > Sample Page          Browse ▾    Jose Buff Usario ▾    Search

## Sample Page

✏ Edit     ✚ Add ▾     ⚙ Tools ▾

Added by Sarah Maddox, last edited by Sarah Maddox on Jul 15, 2008

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

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

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

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

**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. |

Previous  Next

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- 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
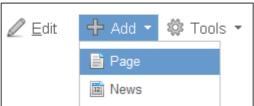- Creating a news item (blog post)

# Creating a space

This page last changed on Jan 07, 2009 by .

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.
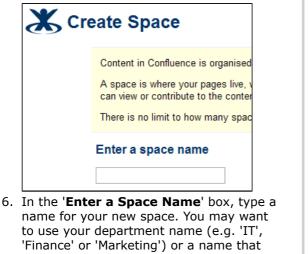
5. The 'Create Space' screen appears.

**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.

**Create Space**

Content in Confluence is organised

A space is where your pages live, can view or contribute to the conten

There is no limit to how many spac

**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**

Test Space

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**

TEST

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:

☑ Me
☑ Registered users - anyone logged into Confluence

Choose who can **contribute** (create and edit) content:

☑ Me
☑ 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.

Previous   Next

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- 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

This page last changed on Jan 07, 2009 by .
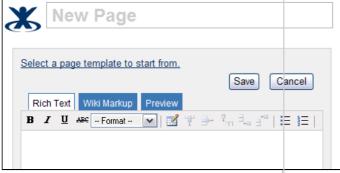
Now you will create a page in your new space.

✅ 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 I 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 **Format** box above the 'Rich Text' area, then type 'This is a big heading'.

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](#).

7. Press the 'Enter' key twice more to create two more new lines.
8. Select '**Heading 5**' from the 'Format' 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.





**In the tutorial:**

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# Adding content to a page

This page last changed on Jan 07, 2009 by .

**On this page:**

Error formatting macro: toc: java.lang.NullPointerException

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** *I* **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.

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.

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.

**Insert Image**

Attach Image: [          ] [ Browse... ] [ Attach ]

Treefrog.JPG

Filename [ Treefrog.JPG                ]
Thumbnail ☐
Alignment [ None ▾ ]
[ OK ] [ Cancel ]

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.

↶ ↷ | 🖼 🖼 😮 — 🙂 Ω | ▣

4.  The 'Link Properties' window will appear.

**Link Properties**

Link    [                              ]
Alias   [ wiki                         ]
Tooltip [                              ]

[ Search ] [ History ] [ Recently Modified ] [ External Link ] [ Attachments ]

[ Global Spaces ▾ ]  [                    ] [ Search ]

[ OK ] [ Cancel ]

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.



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.

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- Using the Dashboard
- Updating your user profile
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## Using the Dashboard

This page last changed on Jan 07, 2009 by .

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.

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.

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.



**In the tutorial:**

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## Updating your user profile

This page last changed on Jan 07, 2009 by .

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).

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](documentation).

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

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

   Browse ▾  Sarah Maddox ▾  Search
   Personal Space
   Preferences
   History

3. The 'View Profile' tab of your user profile appears.

   View Profile | Edit Profile | Labels | Watches | Drafts

   ⓘ You can create a personal space to keep your own pages and news.

   **Personal Details**
   User Name: smaddox
   Full Name: Sarah Maddox
   Email: sarah at atlassian dot com

4. Click the '**Edit Profile**' tab.
5. In the '**Full Name**' box, correct the spelling or type an alternative version of your name (e.g. a nickname).

   Full Name:  Sally Maddocks

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).
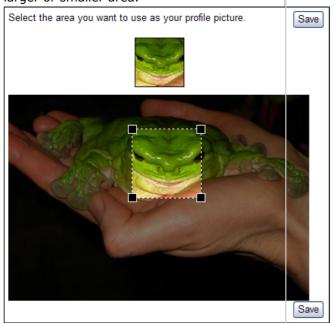8. Under the '**Your Profile**' menu at the left of the screen, click '**Profile Picture**'.

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.



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:

| David Chui about 2 hours ago | How to make a custom field "importable" for project imports Updated list of plugins which support the project import interface and replaced reference to JIRA 4.0 with reference to ... |

**In the tutorial:**

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- Adding a comment to a page
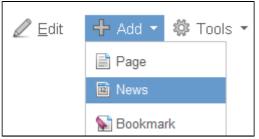- Creating a news item (blog post)

# Adding a comment to a page

This page last changed on Jan 07, 2009 by .

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**

   Added by Sarah Maddox, last edited by Sarah Maddox on Jul 18, 2008  (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

   Sarah Maddox says:

   Rich Text | Wiki Markup | Preview

   **B** *I* U ABC -- Format --

   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

   Sarah Maddox 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.

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- [Adding content to a page](#)
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- [Updating your user profile](#)
- [Adding a comment to a page](#)
- [Creating a news item (blog post)](#)

# Creating a news item (blog post)

This page last changed on Jan 07, 2009 by .

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 _I_ 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.

**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
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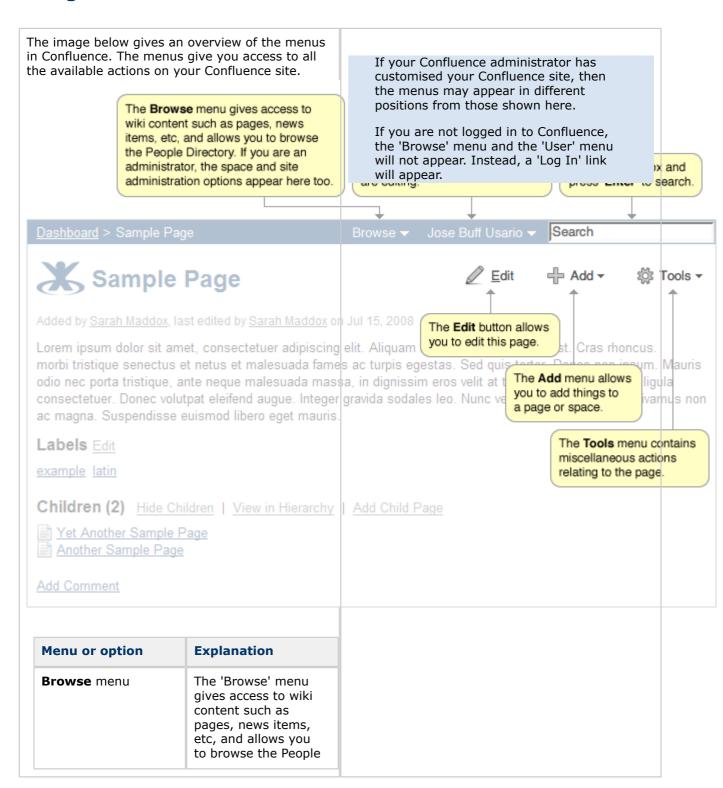- Creating a news item (blog post)

# Tutorial (all on one page)

This page last changed on Jan 07, 2009 by .

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

On this page:

Error formatting macro: toc: java.lang.NullPointerException

## 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.

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.

Dashboard > Sample Page          Browse ▼     Jose Buff Usario ▼   Search

### Sample Page                                          ✎ Edit    ➕ Add ▼    ⚙ Tools ▼

Added by Sarah Maddox, last edited by Sarah Maddox on Jul 15, 2008

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

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.

**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. |

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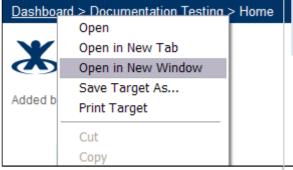
2. Right-click the '**Dashboard**' link at the top left of your screen and open the link in a new browser window.

**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.

✅ 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.



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**

Test Space

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**

TEST

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:

☑ Me
☑ Registered users - anyone logged into Confluence

Choose who can **contribute** (create and edit) content:

☑ Me
☑ 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.

## 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**'.

✏ Edit    ➕ Add ▾    ⚙ Tools ▾

📄 Page
📆 News

2. A new, blank page appears.

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.

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 *I* 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 '**Format**' 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 'Format' 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.

## 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** *I* <u>U</u>'.



4. Press the 'Enter' key twice to create two new lines.

### Inserting an image

1. Click the '**Insert Image**' icon on your page.
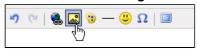


2. The 'Insert Image' window will appear. Click the '**Browse**' button.

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.

**Insert Image**

Attach Image: [        ] Browse... Attach

There are no images attached to this page.

Filename [        ]
Thumbnail ☐
Alignment [None ▾]

[OK] [Cancel]

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: [        ] Browse... Attach

Treefrog.JPG

Filename [Treefrog.JPG]
Thumbnail ☐
Alignment [None ▾]

[OK] [Cancel]

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](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.

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.



4. A table with two rows and two columns now appears on your page.

What is a wiki?

5. Click in the column headings or other table cells to add your content to the table.

What is a wiki?

| Column 1 | Column 2 |
| --- | --- |
| My table information | More information |

For more information about working with tables, please see the documentation.

### Saving your changes

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

# 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.

Dashboard > Documentation Testing > Home

Open
Open in New Tab
Open in New Window
Save Target As...
Print Target

Cut
Copy

Added b

✅ 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

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.

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.

# 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 '**Preferences**'.

   

3. The 'View Profile' tab of your user profile appears.

   

4. Click the '**Edit Profile**' tab.
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. Under the '**Your Profile**' menu at the left of the screen, click '**Profile Picture**'.

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.

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.



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:



David Chui
about 2 hours ago

**How to make a custom field "importable" for project imports**

Updated list of plugins which support the project import interface and replaced reference to JIRA 4.0 with reference to ...

# 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**

Added by Sarah Maddox, last edited by Sarah Maddox on Jul 18, 2008 (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

Sarah Maddox says:

Rich Text | Wiki Markup | Preview

**B** *I* U ABC -- Format --

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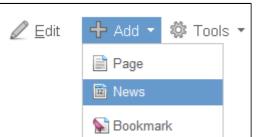
Posting comments in Confluence allows you and your colleagues to hold discussions within your wiki. You can often use the wiki instead of email, for example.

**Comments (1)**  Hide Comments | Collapse All | Add Comment

Sarah Maddox says:                    less than a minute ago

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

Edit | Remove | Reply

Add Comment

# 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).
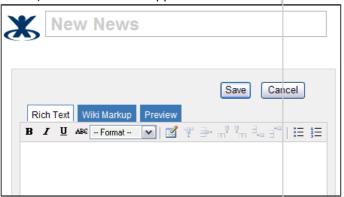
1. Under the '**Add**' menu, select '**News**'.

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** *I* U'. **Type several sentences.**

**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.

✅ **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 Sarah Maddox, last edited by Sarah Maddox on Jul 21, 2008

There were amazing scenes today.

| JULY 2008 | | | | | | |
|---|---|---|---|---|---|---|
| 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 | | |

Add Labels

Add Comment

# Advanced topics

This page last changed on Jan 07, 2009 by .

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

This page last changed on Jan 07, 2009 by .

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

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.

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.

# Formatting content

This page last changed on Jan 07, 2009 by .

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

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.

- 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   |
```

# Searching Confluence content

This page last changed on Jan 07, 2009 by .

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
Jan 07, 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 ...
Jan 07, 2009

btn_tutorial.png (Demonstration Space > Images)
... Button for link to **tutorial**
Image - 2 kB - Jan 07, 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
Jan 07, 2009
Labels: administrators

Advanced topics (Demonstration Space)

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.

... following advanced topics: \\ \\ If you are new to Confluence, you may like to start with the **Tutorial**
Jan 07, 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 ...
Jan 07, 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
Jan 07, 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
Jan 07, 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
Jan 07, 2009

# 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.

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

This page last changed on Jan 07, 2009 by .

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:

Error trying to draw image gallery
org.apache.velocity.exception.MethodInvocationException:
Invocation of method 'requireResource'
in class $Proxy45 threw exception

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

| java.lang.NullPointerException @ /com/atlassian/ confluence/plugins/macros/advanced/gallery-default.vm[1,25]<br><br>✅ Try clicking one of the images above. It will open a slide show where you can browse through the pictures. | |
| --- | --- |

# 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'

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).

| | |
|---|---|
| ◦ 'Chapter Two' | |

# Working with RSS

This page last changed on Jan 07, 2009 by .

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:

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.

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.
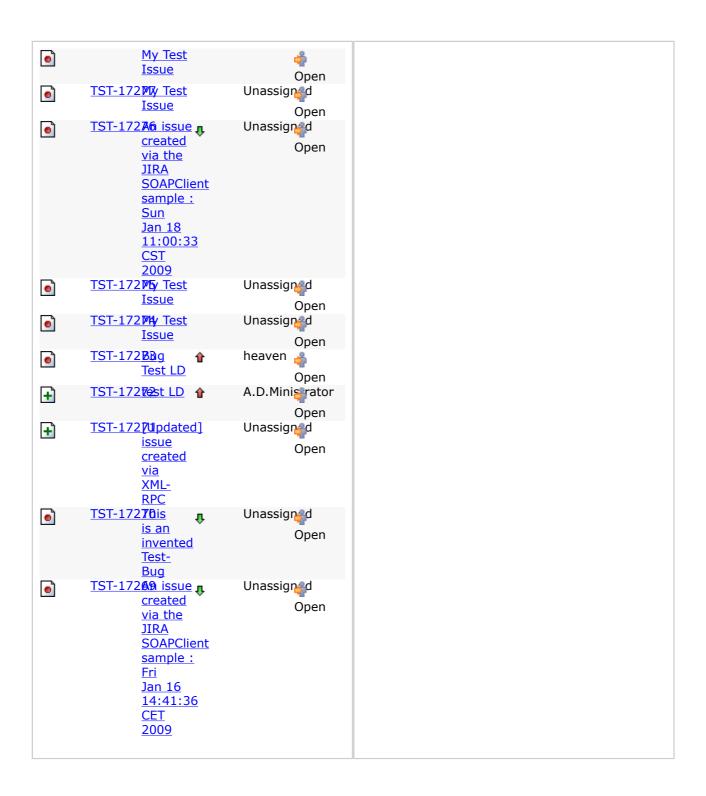
# Integrating with JIRA

This page last changed on Jan 07, 2009 by .

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:

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

| **Jira Issues** | | | | | |
|---|---|---|---|---|---|
| **Type** | **Key** | **Summary** | **Priority** | **Assignee** | **Status** |
| | TST-17294 | Issue created via XMLRPC | | Unassigned | Open |
| | TST-17293 | testy | ⬆ | Iceman | Open |
| | TST-17292 | tstx | ⬆ | heaven | Open |
| | TST-17291 | <b>####</b> | ⬆ | bigfoot | Open |
| | TST-17290 | #### | ⬆ | heaven | Open |
| | TST-17289 | tstsrch1 | ⬆ | Iceman | Open |
| | TST-17288 | My Test Issue | | Unassigned | Closed |
| | TST-17287 | tst issue | ⬆ | Unassigned | Open |
| | TST-17286 | My Test Issue | | Unassigned | Open |
| | TST-17285 | A issue created via the JIRA SOAPClient sample : Sun Jan 18 19:43:10 CST 2009 | ⬇ | Unassigned | Open |
| | TST-17284 | <b>Test2</b> | ⬆ | Iceman | Open |
| | TST-17283 | tst | ⬆ | A.D.Ministrator | Open |
| | TST-17282 | tst bug tvkvst | ⬆ | Iceman | Open |
| | TST-17281 | tst tkvst | ⬆ | A.D.Ministrator | Open |
| | TST-17280 | tsting | ⬆ | Iceman | Open |
| | TST-17278 | | | Unassigned | |

| | | My Test Issue | | Open |
|---|---|---|---|---|
| | TST-17277 | My Test Issue | Unassigned | Open |
| | TST-17276 | An issue created via the JIRA SOAPClient sample : Sun Jan 18 11:00:33 CST 2009 | Unassigned | Open |
| | TST-17275 | My Test Issue | Unassigned | Open |
| | TST-17274 | My Test Issue | Unassigned | Open |
| | TST-17273 | Big Test LD | heaven | Open |
| | TST-17272 | Test LD | A.D.Ministrator | Open |
| | TST-17271 | [Updated] issue created via XML-RPC | Unassigned | Open |
| | TST-17270 | This is an invented Test-Bug | Unassigned | Open |
| | TST-17269 | An issue created via the JIRA SOAPClient sample : Fri Jan 16 14:41:36 CET 2009 | Unassigned | Open |

## Creating an index

This page last changed on Jan 07, 2009 by .

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

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.

| 0-9 | 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

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 ...

**C**

📄 [Company Birthday List](#)

Tables are a handy way to display structured data. This page uses a simple to 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 ...

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 ...

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 ...

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

**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**        **G**

📄 [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**        **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 \

📄 [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 ...

\ \\ New to Confluence ...

📄 [HR Policies and Procedures](#)

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

**J**                    **K**

📄 [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**                    **M**

📄 [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

📄 [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

to the table.
Try using wiki
markup to do it.
\\ This 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 ...

**N**                    **O**

**P**                    **Q**

📄 [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 ...

📄 [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 ...

**R**                    **S**

📄 [Re-ordering pages](#)
following
instructions
will show you
how to view
the hierarchy
of pages within
a space, and
move pages
to different

📄 [Sales Reports](#)
sales team
uses charts to
create a sales
dashboard
showing their
performance
relative to
plan. Once
you become

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 ...

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 ...

**T**

📄 [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

**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 profile picture (that is, the picture by which you are

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 ...

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 ...

| V | W |
|---|---|
| | [document icon] **[Week 27 Meeting Notes](#)**<br>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 ...<br><br>[document icon] **[Week 28 Meeting Notes](#)**<br>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 ...<br><br>[document icon] **[Week 29 Meeting Notes](#)**<br>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 ...<br><br>[document icon] **[Working with RSS](#)**<br>RSS is generally used to notify others of the |

# Displaying source code

This page last changed on Jan 07, 2009 by .

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)
```

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

```
    {
        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;
    }
}
```

# Archiving email

This page last changed on Jan 07, 2009 by .

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

This page last changed on Jan 07, 2009 by .

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