Get Started with Confluence

If you are new to Confluence, use this page to get started with the basics of logging in, navigating the platform, and creating content.

- What is Confluence?
- Logging in to Confluence
- Navigation Basics
- Adding Images and Files to Your Page
- Using Space Tools
- Continued Learning Opportunities

Questions?

Contact Vickie M. Karasic

Schedule a Consultation

Request a Group Training Session

What is Confluence?

Confluence is an intranet and a wiki. It's an excellent choice for sharing documentation, policies and documents that are unlikely to change frequently. It's a good place for content that you'd like to share with colleagues outside PUL, such as our Digitization Best Practices which is designed for sharing with vendors. Confluence pages are easier to maintain than Drupal pages (and are clearly separated from our public-facing pages). Confluence pages are typically more structured and easier to find and keep track of than Google Docs. To learn more, read through our Confluence at PUL page and watch the short introductory clip below from the fall 2022 Getting Started with Confluence training session.

Logging in to Confluence

- PUL Confluence site: https://lib-confluence.princeton.edu/
- Log in using CAS credentials
- If you are not able to edit content in Confluence, email lsupport@princeton.edu
- **“Accept the Duo push upon login!”** (you will NOT be warned in your browser)

Navigation Basics
Managing Space Permissions

- By default, Spaces and Pages in Confluence are set with "No restrictions" and so are publicly accessible unless you further restrict them. Restriction levels include:
  - No restrictions = Everyone can view and edit
  - Editing restricted = Everyone can view, only some can edit
  - Viewing and editing restricted = Only some can view or edit
- Groups of specific, defined users can have access to Spaces and Pages; groups can be set by Confluence Admins.
- Admins can set Space-level permissions
- Creators/editors can set Page-level permissions
- You can set your own Personal Space permissions
Restrictions

- No restrictions: Everyone can view and edit this page.
- Editing restricted: Everyone can view, only some can edit.
- Viewing and editing restricted: Only some can view or edit.

Right now everyone can view and edit this page if they’ve got the right space permissions. Use the dropdown above to restrict this page to only some people.

Learn more about restrictions

Creating a Page

- Creating a Page
- Editing and Formatting a Page
- Organizing Pages

Adding Images and Files to Your Page

- Add an image to create visual appeal
- Add documents for quick access

Welcome to Our Getting Started Space!

First, we will create headings and then a table of contents.

Then, we will add images

- Add a big image
- Add an icon

You will need the following files to use our Space:

- TechTuesdays2022.pdf
- Sample_Word_Doc.docx

Using Space Tools

- Use Content Tools to create templates
- Reorder pages
- Configure sidebar: Add a Page Tree and Space Shortcuts
PUL Best Practices

- Best Practices and Guidelines
- Confluence Style Guide
- Page Templates
- Display Table of Contents
- Display Child Pages

Continued Learning Opportunities

- Recorded PUL Training Sessions
- LinkedIn Learning Confluence Courses
- Atlassian's Confluence Documentation