

Learning Resources for Confluence

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About Confluence Server

Server URL: www.designandmake.org

Current version: Confluence v 6.7.1

1. Confluence Demonstration Video (https://youtu.be/uhWCMIcY_Zw)
 - i This web site includes a video on overview of features of the team-collaboration platform called Confluence from Atlassian.
 - ii The entire video runs for almost an hour.
2. Documentations on Confluence (<https://confluence.atlassian.com/doc/confluence-documentation-home-135922.html>)
 - i Confluence 101: organize your work in spaces (<https://www.atlassian.com/collaboration/confluence-organize-work-in-spaces>)
 - a. Introduce some core concepts in using Confluence to organize your work
 - ii Getting Started (<https://confluence.atlassian.com/doc/getting-started-777010817.html>)
 - a. A number of tutorials on how to navigate in Confluence
 - b. Left side menu for accessing to pages on accessing other features
3. Highlighted features:
 - i On the Dashboard:
 - a. Users' activities – for showing recent activities of users
 - b. Site spaces and favorite spaces – for showing available spaces and those marked as favorite
 - c. Top menu bar:
 1. Create page – for creating page from different templates

2. Search – for searching users, spaces, pages, attachments (<https://confluence.atlassian.com/doc/search-139528.html>)
 3. Profile and personal space – for updating user profile and accessing to personal space (<https://confluence.atlassian.com/doc/your-profile-and-settings-139467.html>)
 - a. Activity of the user from Profile page
 - b. Access to personal space of the user
 4. Space Admin – for controlling permissions to spaces
- ii Pages and Blogs (<https://confluence.atlassian.com/doc/pages-and-blogs-320602215.html>)
- a. “Tools” in View Mode (the “...” menu next to “Share”):
 1. Adding attachments (“Attachments” function)
 2. Page Restrictions (“Restrictions” function) (<https://confluence.atlassian.com/doc/page-restrictions-139414.html>)
 3. Viewing Page Information (<https://confluence.atlassian.com/doc/view-page-information-139408.html>)
 4. Modifying pages hierarchy through the “View in Hierarchy” function
 5. Moving and Reordering pages (<https://confluence.atlassian.com/doc/move-and-reorder-pages-146407727.html>)
 6. Copying a page (<https://confluence.atlassian.com/doc/copy-a-page-139013.html>)
 7. Deleting and Restoring pages (<https://confluence.atlassian.com/doc/delete-or-restore-a-page-139429.html>)
 - a. To restore a page, you have to be a space administrator. In the Space Admin page, find the function “Trash”, which contains all those deleted pages. You can choose to restore them or purge them.
 8. Get link to the page (“Link to this Page”)

9. Page History and Page Comparison Views (“Page History”) (<https://confluence.atlassian.com/doc/page-history-and-page-comparison-views-139379.html>)
 - b. Sharing a page through email with the “Share” function (<https://confluence.atlassian.com/conf56/emailing-a-page-658736962.html>)
- iii Editing content
- a. Using the Editor (<https://confluence.atlassian.com/doc/the-editor-251006017.html>)
 - b. Links
 1. Working with links (<https://confluence.atlassian.com/doc/links-776656293.html>)
 - a. Use “[” to get the link to a page in Confluence
 2. Create and link to anchor (<https://confluence.atlassian.com/conf67/links-945102657.html>)
 3. Four fast ways to link to content in Confluence (http://blogs.atlassian.com/2013/05/four-fast-ways-to-link-to-content-in-confluence/?utm_source=confluence-tips-6-email&utm_medium=email&utm_campaign=confluence-tips)
 - c. Using Mentions (“@”) for sending email message and workbox notification to a person on pages, blog posts and comments (<https://confluence.atlassian.com/doc/autocomplete-for-links-files-macros-and-mentions-249858190.html>, <https://confluence.atlassian.com/doc/manage-watchers-218271870.html>, <https://confluence.atlassian.com/doc/workbox-notifications-284365963.html>)
 - d. Creating Beautiful and Dynamic pages (<https://confluence.atlassian.com/doc/create-beautiful-and-dynamic-pages-302810636.html>)
 - e. Working with Anchors (<https://confluence.atlassian.com/doc/anchors-139442.html>)
 - f. Working with Tables (<https://confluence.atlassian.com/doc/tables-136463.html>)
- iv Drafts and concurrent access
- a. Working with Drafts (<https://confluence.atlassian.com/doc/drafts-149040.html>)

- b. Collaborative Editing (<https://confluence.atlassian.com/doc/collaborative-editing-858771779.html>)
- v Label (<https://confluence.atlassian.com/doc/add-remove-and-search-for-labels-136419.html>)
 - a. Search with “labelText:<label>”
 - b. For labels within a space, use “Browse > Labels”; select “global popular labels” to search for labels in all spaces
 - c. Label macros (<https://confluence.atlassian.com/doc/display-pages-with-label-macros-145102.html>)
- vi Watch
 - a. Watching Pages, Spaces and Blogs (<https://confluence.atlassian.com/doc/watch-pages-spaces-and-blogs-139579.html>)
 - b. Managing Watchers (<https://confluence.atlassian.com/doc/manage-watchers-218271870.html>)
- vii Likes and Popular Content (<https://confluence.atlassian.com/doc/likes-and-popular-content-278695530.html>)
- viii Confluence Chat for real-time collaboration
 - a. About Confluence Chat (<https://marketplace.atlassian.com/plugins/confluence.chat>)
 - b. Chat History from top menu bar
- ix Meta data
 - a. The Confluence Metadata Plugin is for supporting functions on metadata in Confluence (on page and space). Documentation of this plugin is available from <https://comalatech.jira.com/wiki/display/META/Confluence%20Metadata%20Plugin>
 - b. A number of examples showing how to use the plugin are available from <https://www.designandmake.org/x/X4jb>
- x Survey+And+Vote+Macros (<https://artemis.atlassian.net/wiki/spaces/SVM/overview>)
 - a. Refer to <https://www.designandmake.org/x/L4PtAw> for an example on using this macro.

- xi Share Link Blueprint
(<https://confluence.atlassian.com/display/DOC/Shared+Links+Blueprint>)
- xii Decision Blueprint (<https://www.youtube.com/watch?v=P2PK6vfF9hk>)
- xiii Sharing of page with non-Confluence users
(<https://wiki.comalatech.com/display/SI/Share+It+User%27s+Guide>)
- xiv Tasks management (<https://confluence.atlassian.com/doc/add-assign-and-view-tasks-590260030.html>)
- xv Other features for team works:
 - a. Five Confluence features beginners will love
(http://blogs.atlassian.com/2013/06/five-tips-confluence-beginner/?utm_source=confluence-tips-6-email&utm_medium=email&utm_campaign=confluence-tips)
 - b. 3 Ways to Make Your Meetings Count with Confluence
(http://blogs.atlassian.com/2012/11/3-ways-to-make-your-meetings-count-with-confluence/?utm_source=confluence-tips-1-email&utm_medium=email&utm_campaign=confluence-tips-1)
 - c. Confluence 101: 3 Ways to Keep Your Team Connected with @mentions
(http://blogs.atlassian.com/2012/08/confluence-101-3-tips-for-using-mentions/?utm_source=confluence-tips-1-email&utm_medium=email&utm_campaign=confluence-tips-1)
 - d. 12 Things You Didn't Know About the Confluence Editor
(http://blogs.atlassian.com/2012/12/12-things-you-didnt-know-about-the-confluence-editor/?utm_source=confluence-tips-1-email&utm_medium=email&utm_campaign=confluence-tips-1)