

Wiki for Dummies

Wiki for Dummies - Confluence Wiki

What is this?

- Hybrid web application
- Spaces = Wikis + Blogs + BBS
- Page = Wiki
 - Version Control
 - Fall back to previous versions easily
 - Shared Editing
 - For group use one scribe
 - scribe saves
 - Group members refresh page
 - Tree Structure
 - Parent - Child order
 - Not always strictly used
- News = Web Log / Journal
 - once written not edited or changed
- Comments = BBS / Threaded conversation
 - for Pages and for News
 - Hierarchical
- Attachments = versioning control
 - use the comment field to note differences

Where Am I? – the Navigation

- Top Dark Blue Bar
 - Breadcrumbs in upper left
 - Search Engine in upper right
- Dashboard / Root Page
 - left column – list of spaces / wikis you can see
 - Top Right – Latest entries
 - Bottom Right – You Favorites
- Space Layout Types
 - Top Tabs
 - Internet2 Staff Wiki – <https://wiki.internet2.edu:443/confluence/x/7gs>
 - Side Tabs
 - Choices are more hidden – uses drop down menus
 - Teaching and Learning SIG – <https://wiki.internet2.edu:443/confluence/x/1w>
- **NOTE** You can only see what you have permission to see
 - This applies to search too. You only can search what you have permission to see.

Functions

Add a Page

- Use "Add Page" option
- Create link while editing a page using brackets

Add News

- Use "Add News" button

Attach File

- Click "Attachments"
- Browse for file to be attached

Edit

- Rich Text Editor
 - WYSIWYG
 - Icon bar typical
 - Has its limitations
- Wiki Markup Editor
 - better for cleaning up pages
 - needed if you want to use macros
- Copy - Paste
 - Works pretty well
 - Caveats
- Making a link

- use brackets []
 - Use link icons in edit window
- Advanced Topics
 - Restricting - read and write
 - Moving a page to a different parent page

Watch this Page

- How?
 - Use envelope icon on right side
 - Browse Space > Advanced Tab > left column
- Lurker Special – you can turn on email and sit back
- pushes information to your mail client

RSS Feeds

- **NB: RSS from this version of Confluence are NOT standard and do not play nice with RSS readers.**
- generate feed from various sources
 - Space Level
 - entire wiki level
- pushes information to your RSS reader
 - FireFox Sage extension – <http://sage.mozdev.org/>
 - RSS New Reader Application
 - Wikipedia entry page listing number of readers – http://en.wikipedia.org/wiki/News_aggregator
 - Web based – Google RSS Reader – <http://www.google.com/reader/view/>

Quick Tips

Quick Start and Help links on Dashboard

- Notice in paragraph at top left.
- [Quick Start Page](#)
- [Wiki Support Page](#)

click INFO Tab for a shorter URL

- important for long URLs