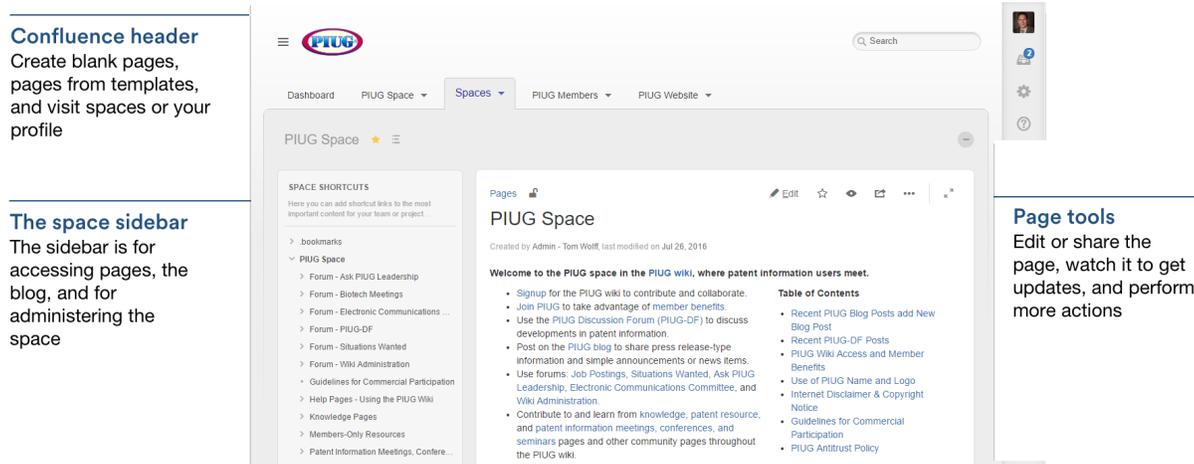


# Help - Create and Edit PIUG Wiki Pages

## Create a page

You can create a page from anywhere in Confluence, but the PIUG wiki has been customized to eliminate the profligate **Create** buttons found in native Confluence. Because almost all new pages are created by users in discussion forums, users will generally use  buttons found on

discussion forum pages. The one exception is the  button on the [PIUG Space](#) home page. New pages can be moved into any other space or forum as explained below. **Click any of these and you are ready to create new content.**



**Confluence header**  
Create blank pages, pages from templates, and visit spaces or your profile

**The space sidebar**  
The sidebar is for accessing pages, the blog, and for administering the space

**Page tools**  
Edit or share the page, watch it to get updates, and perform more actions

## Organization by spaces and forums

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Each time you create a page, you're creating it in a [space](#). Spaces are containers used to contain pages with related content, either for the PIUG community as a whole for one of the many [PIUG Committees and Teams](#), so you can set them up for each team in your organization, for projects, a combination of both, or for any reason you want to group pages together. See [Spaces](#) for more information. Discussion forums are a special organizational feature for spaces. Each space may have unlimited discussion forums, one for each sub-committee, sub-team or function within the committee or team.

When you are editing the new page, you may move to anywhere in the wiki, even outside discussion forums, using the location  function to the right of the page title on the edit screen. Pages are the place to capture all your important (and unimportant) information; start with a blank page and use it like a word processor to add rich text, [tasks](#), [images](#), [macros](#) and [links](#), or use one of the useful [blueprints](#) to capture [meeting notes](#), [decisions](#), and more.

## Confluence editor

Once you open a blank page, you'll be taken straight into the [Confluence editor](#). The editor is where you'll name or [rename](#) your page, add the content, and format it to look great. When you've added some content, choose **Preview** to take a peek at what your finished page will look like, and choose **Save** when you've finished your edits.

**Tip:** The first line of the edit box is in larger font and corresponds to the page name (also consider the title or subject). You put the rest of the page content below that top line. **To get to the content entry area of the edit box, use the Tab key, the Enter key or your mouse.**

**Tip:** The **Save** button actually publishes the page for others to see. Maybe what you really wanted to do was save your work before it is ready to publish. Don't worry. **Confluence saves your work every 30 seconds.** If you get distracted, go away from the page that you are editing, or get bumped off, you will be asked if you want to resume your editing when you come back to the same topic/page. If you can't remember what you were calling a new page, go to **Drafts** by clicking on your photo (or avatar) after login. You can just resume old work via the saved draft.

⚠ We recommend you don't use special characters in page names or in attachment names, because the page or attachment may not be found by Confluence search, and may cause some Confluence functions to behave unexpectedly.

After you save you'll see the page in 'view' mode. You can re-enter the editor any time by choosing **Edit** or pressing **E** on your keyboard.

## Edit, don't comment

Comments are for others to communicate with you, your team, and with PIUG community. **If you need to modify your page, go ahead and do it.** It's the page you created. **Don't try to fix it with a comment on your own page.** But keep in mind that you created in the context of communicating with PIUG or your team. You don't own the page. Welcome and be accepting of others to fix or augment the content on your page as long as all understand that others aren't supposed to "put words in your mouth." Remember: it is better to fix the content in a page than expect others to do that mentally by reading through the page's comments.

## Notify watchers option

Each time you **Save** a page, you have the option of selecting the **Notify watchers** box. Use this judiciously. Confluence now restricts multiple notifications for an individual wiki page to just one every 10 minutes, so users shouldn't be overwhelmed with email blizzard as was sometimes the case previously. You still only want to notify watchers when you make a significant change. The daily **PIUG Wiki Changes in the last 24 hours** email alerting messages come out at 6:00 pm Central Time and link pages created or edited each day regardless of whether users click on the **Notify watchers** box. Users will view the content on the page at the time they view it.

## Restrict and collaborate

While you are creating a page, or afterwards, you can decide if you want to keep it private, using [restrictions](#) (using the lock icon ). Keep in mind with whom you want to collaborate on the page's topic, and use [@mentions](#) and [sharing](#) to promote getting [comments](#). Each page inherits the restrictions of its space or of pages, including main forum pages, that are higher in the hierarchy. In other words, if a space or forum is restricted to specify individual users or [Confluence groups](#) of users, then each page in that space or forum will be similarly restricted. But you can further restrict pages within the higher-level restriction.

## Other page actions

- [Copy](#) a page
- [Delete](#) a page or remove a specific version of a page
- Monitor page updates and other activity through [page notifications](#)
- View [page history](#), and manage and compare versions of a page
- [Search](#) page content, including attachments
- Export pages to [Word](#), [PDF](#), [HTML](#) or [XML](#)
- [Like](#) a page

## Rename a page

If you rename a page, Confluence will automatically update all relative links to the page, except in some [macros](#). Links from external sites will be broken, unless they use the permanent URL. See [Working with Links](#) for more information.