Wiki Basics

Navigation

Dashboard | Spaces | Pages and Blogs | Sidebar | Search

Editing

Create | Edit | Upload Files | Links | Comments

Other Features

Macros | Page History | Import/Export Content | Watch | Profile

Scroll through the sections below or click a link above to jump to a specific section. Click screenshots to enlarge them, and click the "More" links in each section to view the Confluence Documentation for the feature. Check the FAQs and Space Administration pages for more information.

The Dashboard is the Wiki@UCSF home page, with announcements and recently updated content from the spaces you've been given permission to access. If you're not logged in to the wiki, click the 'Log in' link at top right to log in with your UC credentials. To return to the Dashboard from anywhere else in the wiki, click the icon at top left.

More:
- The Dashboard
Wiki content resides in **Spaces**. For a directory of all spaces, click the Spaces link at top left of any screen and select Space Directory. Make sure you're logged in so you see all the spaces you have permission to access. Click a space name to enter the space. To create a new space, submit the [Wiki Space Request Form](#).

More:
- **Spaces**
- **Navigate Spaces**
- **The Space Directory**

Spaces are made up of **Pages and Blogs**. You can add text, pictures, and files to pages and blog posts. Pages and blog posts can be edited by other users who have been given permission to edit in the space where they reside. Pages are organized into a hierarchy and can be moved around within the space; blog posts are organized chronologically by the date they were first posted.

More:
- **Pages and Blogs**
- **View Page Information**
- **Move and Reorder Pages**
When you're in a space, the **Sidebar** has links to content in the space. Click the space name at the top to return to the home page of the space. The middle sections display shortcuts and any child pages of the page you're on. At the bottom is a Space Tools link where space administrators can access admin features.

**More:**
- The Space Sidebar
- Configure the Sidebar

You can **Search** the wiki by typing into the search box at the top right of any page. A drop-down menu of search results will appear. Click one of the results or click ‘Search for ...’ at the bottom of the menu to see a detailed results page.

**More:**
- Search
- Confluence Search Syntax
To Create a new page, click the Create button on the header. The new page will be created as a 'child page' of whatever page you were on when you clicked Create. To create a blog post or a page from a different template, click the three dots to the right of the Create button.

More:
- Create and Edit Pages
- Copy a Page
- Create a Page from a Template
- Blog Post

Edit a page or blog post by clicking the Edit button at upper right. If you don't see an Edit button, you don't have permission to edit the page or blog post.

More:
- Create and Edit Pages
You can **Upload Files** to be attached to a page by dragging files from your computer onto the page. If you do this while editing a page, the files will be displayed in the body of the page. You can also add/remove attachments by going to the extras menu and clicking Attachments. Please note that there is a file size limit of 20 MB per attachment.

More:
- Upload Files
- Display Files and Images
- Manage Files

You can create **Links** in your wiki page by editing the page, clicking the Link button and selecting a destination for the link. You can link to other wiki pages, attached files, external websites, or anchors you’ve placed in the body of the page. Links to external websites will open in a new browser tab.

More:
- Links
- Anchors
To Comment on a wiki page or blog post, start typing in the box provided at the bottom of the screen and then click Save. If you don't see a comment box, you don't have permission to add comments. You can also add inline comments to text on the page by highlighting the text you want to comment on and choosing the 'Add inline comment' button that appears above the highlighted text.

More:
- Comment on Pages and Blog Posts

Adding Macros to a wiki page allows you to add a variety of extra features. Go to the Insert menu and click Other Macros to see a list of the various Macros you can add to a page.

More:
- Macros
View the Page History for a list of all previous versions of a page. From the extras menu, select Page History. You can restore a previous version of the page or compare two previous versions.

More:
- Page History and Page Comparison Views

You can Import various types of content into the wiki depending on the source. You can also Export content from the wiki to several different formats including Word, PDF, HTML, and XML. See the links below for instructions.

More:
- Import Content into Confluence
- Export Content to Word, PDF, HTML and XML
To get an email notification every time a page is edited, sign up to Watch the page. Click the Watch button at upper right and choose the option to watch the page or watch all content in the space. By default, you are already watching any page or blog post that you created or edited. To turn off this 'Autowatch' feature, go to your profile picture at the top right of the screen, choose Settings, select Email from the left panel, click Edit, uncheck the Autowatch box, and click Submit.

More:
- Watch Pages, Spaces and Blogs
- Email Notifications

Update your user Profile and other personal account settings by going to your user menu. It's the one at the top right with your profile picture/icon. You can also create your own personal wiki space via this menu.

More:
- Your Profile and Settings
- Create Your Personal Space