

A quick look at the editor (step 2 of 9)

You will use the Confluence editor to **create** and **edit** Confluence pages. You can type into the editor as you would in any document, apply formatting, and embed other content and files into the page.

The editor looks like this (click images to for a larger view):

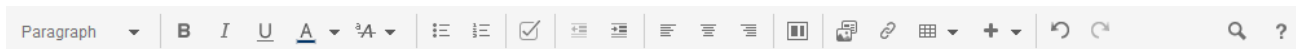
The screenshot shows the Confluence editor interface for a page titled "2015-10-19 Meeting notes". At the top is a rich text toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Text color (A), Background color (A), Bulleted list, Numbered list, Checklist, Indent, Outdent, Text alignment (Left, Center, Right), Table, Link, Unlink, Insert, and Undo/Redo. Below the toolbar is the breadcrumb "Team Space / Pages / Team Space / 2015-10-19 Meeting notes". The main content area is divided into sections: "Goals" with a bulleted list; "Discussion items" with a table; "Action items" with a checklist; "Date" with a calendar icon and "19 Oct 2015"; and "Attendees" with a bulleted list of names. At the bottom, there is a "What did you change?" input field, a "Notify watchers" checkbox, and "Preview", "Save", and "Close" buttons.

Time	Item	Who	Status
5 min	Review action items from last week	Ryan	GREEN
10 min	Discuss project plan changes	Terrence	GREEN
10 min	Project plan implementation	Matthew	RED
5 min	Action items for next week	Rach	RED

Here is a description of the components:

1. Editor toolbar

The editor toolbar provides tools to format and color page content, create lists and tables, indent and align text, and insert other content into the page such as symbols, links, images, multimedia files, and macros.



2. Page content

This is where you will type the content for your page. You can also drag attachments from your desktop here.

3. Save button

Click the Save button to publish your page so others can see your changes.

What did you change?

Notify watchers

Preview

Save

Close

PREV

HOME

NEXT