Getting started

Here are some tips to get you started. You can edit this page to see how it works!

On this page:

- 1. Create a page
- 2. Add to your page
- 3. Organise your pages
  - Change the page order
  - Add labels
  - Make templates

1. Create a page

- Click "Create" and select "Blank Page" to create your first page.
- New pages are created as children of the page you are currently viewing.

2. Add to your page

- Click "Edit" to enter the Confluence editor and use the page layouts feature to structure your content using sections and columns.
- Use headings to format your text and drag and drop images into your page to provide visual interest.
- Click "Insert" and select "Other Macros" to add macros for navigation, special formatting and other media.

3. Organise your pages

Here are some tips for organising your content.

- **Change the page order**

  The sidebar on the left displays your pages in a hierarchy. If you have Space Administrator permissions you can click "Space Tools" > "Reorder Pages" to move pages around.

- **Add labels**

  Labels help keep pages organised and make it easier for you to find the information you need. Click "Labels" at the bottom of a page to add or edit. The "Related pages" section on this page uses labels too!

- **Make templates**

  Standardise and speed up the page creation process with templates. You can create and format a template with page layouts, standard headings and instructional text for hints and guidelines. Check out our sample page on "Création d'un modèle"

Related pages

- Getting started
- Making a template