Navigating the Confluence Editing Window

This article gives a basic overview of the editing and formatting options that may be useful for ITS support article authors. For a complete explanation of the functionality of the editing window, see Confluence Editing.

For a guide on how to write articles for the ITS Knowledge Base, see Knowledge Base Style Guide.

Helpful Functionalities of the Confluence Editing Window

**Picking a Heading**

From left to right: Bold, Italics, Underlining, Text Color, and Strikethrough

**Text Editing**

From left to right: bullet points, numbered lists, task lists, move text left, move text right, align text left, align text center, align text right.

**Text Localization**

You can separate your pages into sections in the confluence editing window. This functionality is especially useful when trying to display visuals next to each other, rather than above and below each other.

You can add or remove sections by having your cursor in a section and selecting one of those options. If you choose to add a section, that section will automatically be added to the bottom of your article. If you want to move the new section, then use the "move up" or "move down" options.

The options allow you to choose how you want to divide your section:

Two equal sized halves. For an example of this, see Macros: Understanding and Inserting Dynamic Content and go to "The 'Expand' Macro."
Three equal sized thirds

1/3 of the page on the left side, and 2/3 of the page on the right side.

2/3 of the page on the left side, and 1/3 of the page on the right side

Breaks the page down into three sections. 1/4 of the page left, 1/2 of the page middle, and 1/4 of the page right.

Inserting Dynamic Content

Inserting Photos. You can insert photos from your computer, from the web, or from other pages in the knowledge space.

Inserting links. You can insert links to outside web pages, or you can insert links to other pages in the knowledge base. You can also insert links to downloadable documents.

Inserting tables.

Inserting macros. See What are Macros?