Confluence - Navigate

Dashboard

The dashboard is the hub of Solvay wiki, providing you with access to information and updates that are important to you.

You can get to the dashboard from anywhere in Confluence by choosing the **site logo** at the left of the Confluence header.

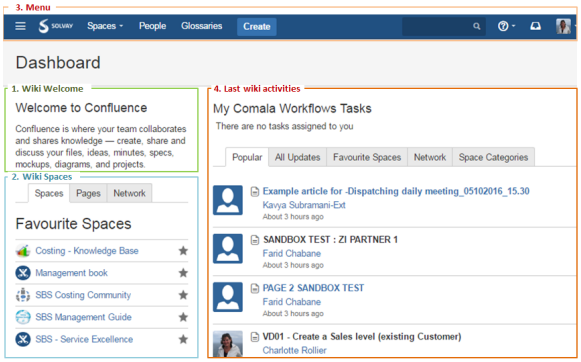
1. Wiki Welcome message

2. Wiki Spaces : all the site and personal spaces you have permission to see

> **Choose the spaces you'll use the most**
>
> Click the star ☆ to the right of a space to make it appear under **Favourite Spaces** on the dashboard

3. Wiki Menu

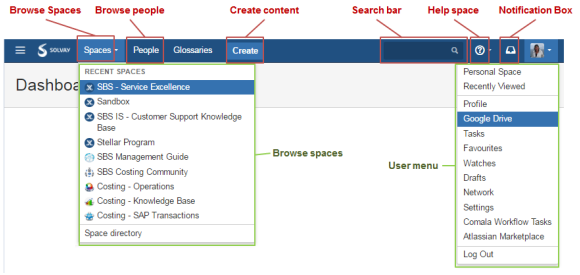
4. Last wiki activities



Menu

The Menu is available from everywhere inside the Wiki. You can:

- **Browse Spaces**: go to recently viewed spaces and the Space Directory
- **Browse People directory**: search people
- **Create Content**
- **A search bar** provides a quick navigation aid as well as a full site search.Type text into this box to see a list of matching pages. Select a page to go directly to it, or press Enter to use the full wiki search.
- **The notification Box**: view and respond to notifications collected from wiki page watches, shares and mentions. Manage user personal tasks.
- **User Menu**: update my status, recently viewed content, profile information & settings, people network, status updates list, my favorite space, my space & page follow, my draft

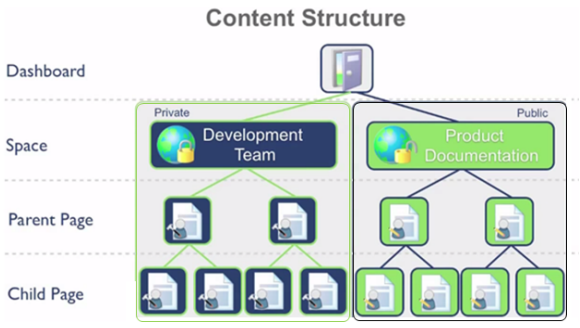


Spaces

A wiki space is a place where people organize and share content. Each space:

- has its own pages, blog posts, comments,...
- has its own access control settings. You can set different levels of user access for different spaces.
- cannot be nested under another space, but can be grouped using space categories.
- content can be exported to format such as Acrobat pdf, HTML or XML.

The **space directory** displays a filterable list of all wiki spaces. Viewing space is related to user permission.

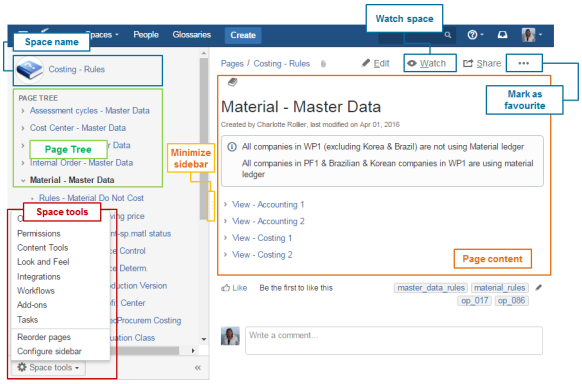


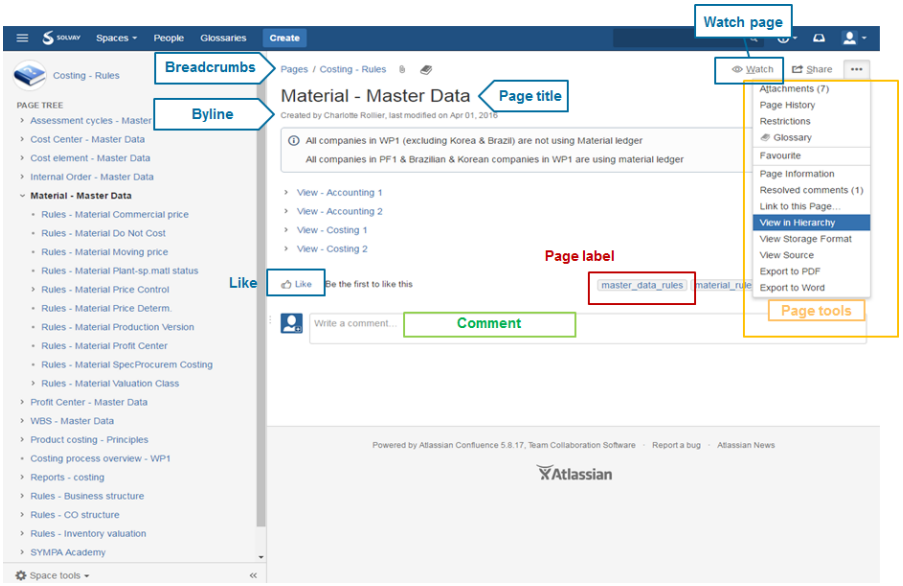
Pages

A pages is used to capture and share information

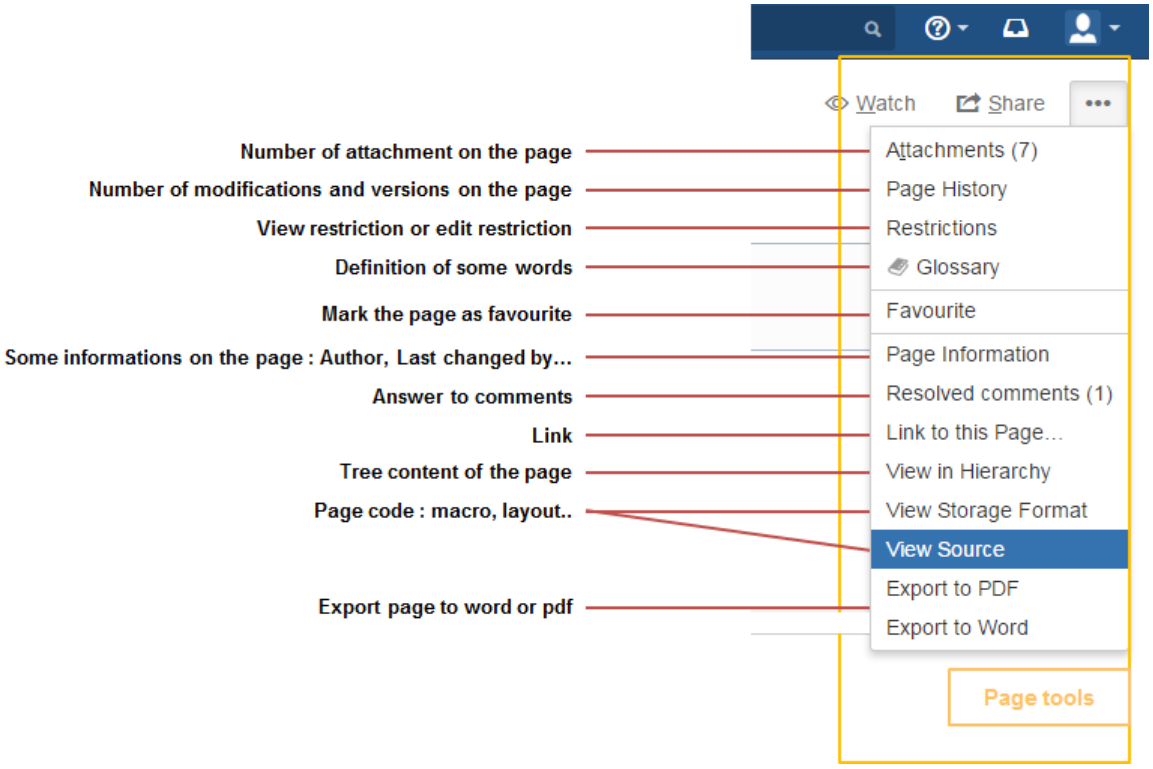
- **Title**: the page name.

- **Breadcrumbs**: show the position (path) of the page in relation to its parent pages in the space.
- **Byline**: Shows the original author and the most recent editor of the page, and the date of the most recent edit.
- **Byline icons**: A small padlock indicates page restrictions. A paperclip indicates that the page has attachments. A book is the glossary. Icons are clickable.
- **Edit menu**: Edit the current page (key shortcut: press **e**)
- **Watch menu** : Add yourself as a watcher of the page, to receive notifications of changes.
- **Tools menu** : Perform miscellaneous actions relating to the page.
- **Like**: Let people know that you like this page.
- **Add a comment**: Click in the text box to begin writing a comment. (key shortcut:: press **m**)
- **Labels**: View and edit labels (tags) attached to the current page. (key shortcut:: press **l**)





Tools



Test your Confluence skills

Exercise: Get started

Exercise: Participate