

# Migrating to Confluence?

## Thinking of migrating your knowledge base?

Ever thought of migrating your team's knowledge to a wiki? Here are a few points for you to ponder if Confluence fits your needs:

- By default settings, your space is visible to all SYENSQO EMPLOYEES
- Should you have restricted target audiences (only your team and collaborators), it is possible to create a special group, for view and also for contributing to your space.
- It is not mandatory for you to migrate all docs into Confluence (and definitely not recommended).
- If you already have a working structure and your GDrive is structured, keep as it is and a page in confluence can easily point to this drive/doc in the structured wiki navigation that you envisage.
- It is **NOT MANDATORY** to migrate **ALL TYPES** of docs into Confluence.
  - If it contains complex and heavy formulations etc, it is recommended to keep as it is
  - A page in confluence that either embed this excel/spreadsheet or if you have a sets of excels/spreadsheets, keep them in a GDrive and the page in confluence can have a view of this folder
  - If it is more of an official way of communicating (indicators, distribution of info, etc), it is recommended to keep as it is
  - If the slides require frequent updates, then it's recommended to migrate into a wiki page
  - If the contents require frequent updates, then it's recommended to migrate into a wiki page
  - In confluence, the strong point is to have a standardize templates if you are documenting a set of similar topics, eg: user manuals, specifications
- Any visitor who has a read permission on your page is able to export into either PDF or Word.
- If you need to print a set of pages/the whole space, it's an advanced usage that the visitor needs to have.
- Before you start your project, it is important to think of the "labels".
- These labels will help you to create dynamic queries of contents/searches based on these.
- Example: You are creating a few pages and you add the label "faq". In your homepage /section (FAQ), you want to display all the articles that are FAQ. Each time an article is added the label "faq", it will automatically and dynamically shown in here. No manual updates require!



More questions?

[See FAQ on Confluence.](#)