confluence
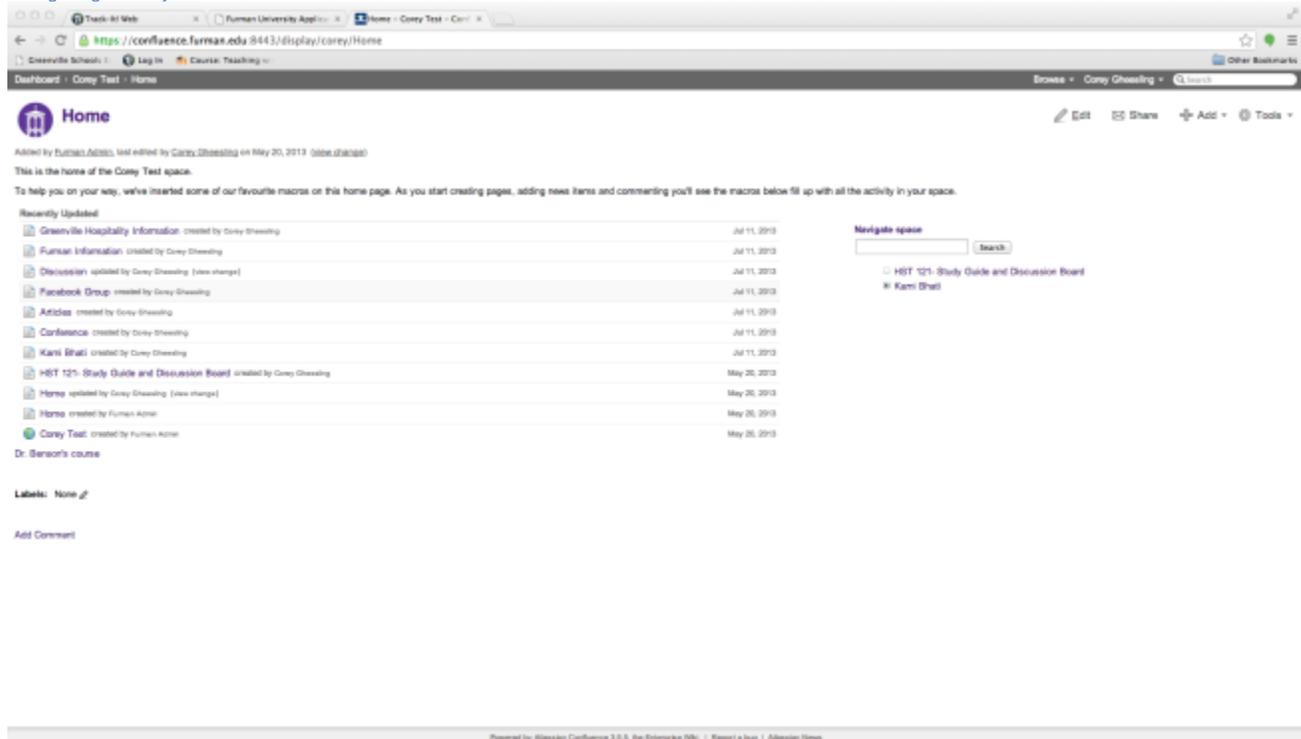
How to utilize Confluence Wiki
Furman University ITS
Corey Gheesling
First Steps.

1. Signing onto Confluence Wiki (confluence.furman.edu) uses your Furman University Credentials. For single sign on access, you can connect to my.furman.edu and find the link for Confluence on the right side of the page.
2. When you get to Furman's wiki site look at the top right and select the Log In button

3. Your accessible courses will be on the left side of the page. Select your course wiki and it will bring you to the basic Wiki Editing screen.
Navigating the Layout

1. Your basic Wiki will look something like this. Each Page you create will be on the left side. Your four basic controls (Edit, Share, Add, and Tools) are located in the top right.

1. Clicking Edit allows you edit the chosen page.
2. Share allows you to select a username or an email to send the page to.

3.

4. By Selecting Add, you are given the option to create a new page, blog, bookmark, comment, or attachment.

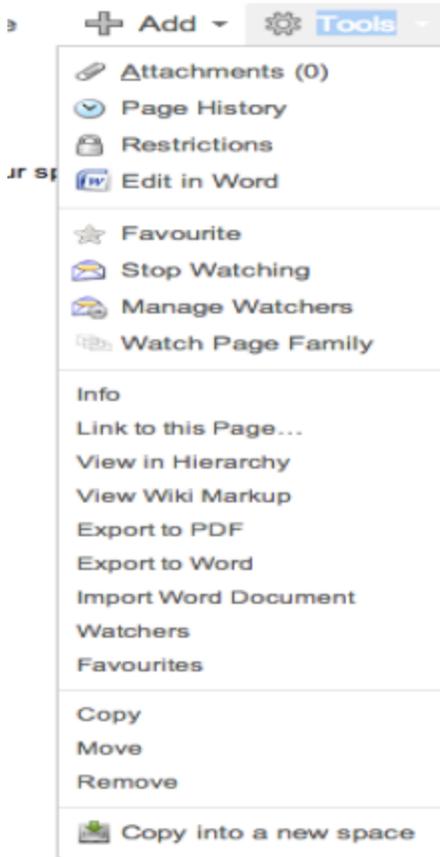5. By selecting tools, you are given the option to do a number of different things.

⊕ Add ▾   ⚙ Tools ▾

📎 Attachments (0)
🕐 Page History
🔒 Restrictions
📝 Edit in Word

⭐ Favourite
✉ Stop Watching
✉ Manage Watchers
Watch Page Family

Info
Link to this Page…
View in Hierarchy
View Wiki Markup
Export to PDF
Export to Word
Import Word Document
Watchers
Favourites

Copy
Move
Remove

🖼 Copy into a new space

<u>Recommended Uses</u>
Wikis are useful for a wide variety of activities including

1. Training
2. Collaboration
3. Expansion of Existing Knowledge
4. Reference Catalog
5. Editing
6. Add to Web Publishing

<u>Using The Wiki</u>
The great thing about the Wiki is that it saves all of your edits. There is no harm done in getting access to a page and beginning the edits. The first thing to do is the following:

1. Decide who the participants will be and what permissions you want. Obviously, the more sensitive the content, the more permissions/restrictions you need to set up.

2. Go into Word and begin creating your original content. It is much more user friendly to create the document in Word and import the Word document into Wiki than to try to do it all on the Confluence Page. **Note: You will need to use Firefox to import the document.**
3. Decide what Labels you want to include. This will allow for more searchable within the site.
4. Create the Pages for subcategories
5. Build your site!