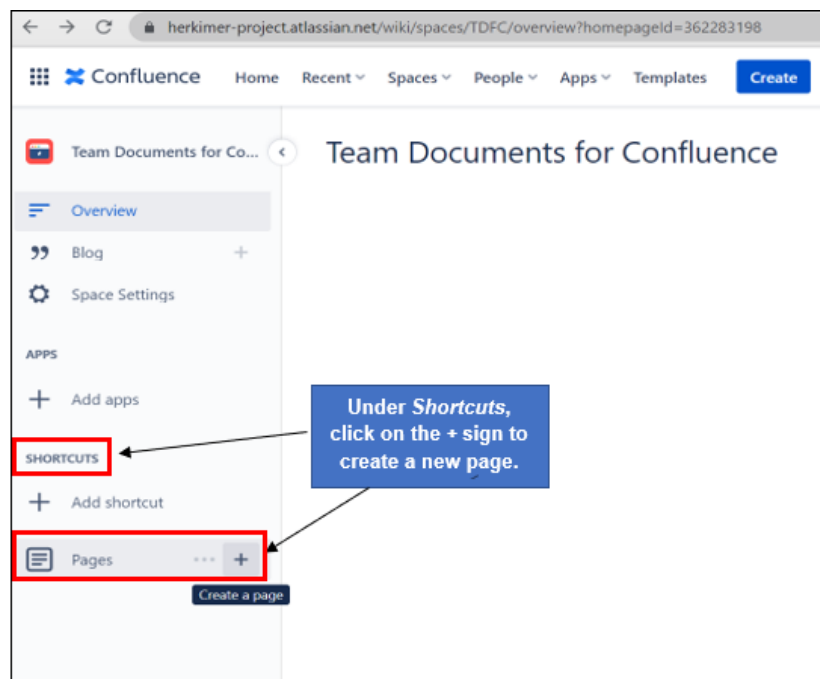


Creating and Editing Pages

In this unit, learn how to create, edit, and move a page. This includes creating a parent page with three child pages—at the same or different levels. Select a topic for your pages and create a parent page and three child pages within that topic. Add labels to the pages to keep them organized and aid in searches.

Add a New Page

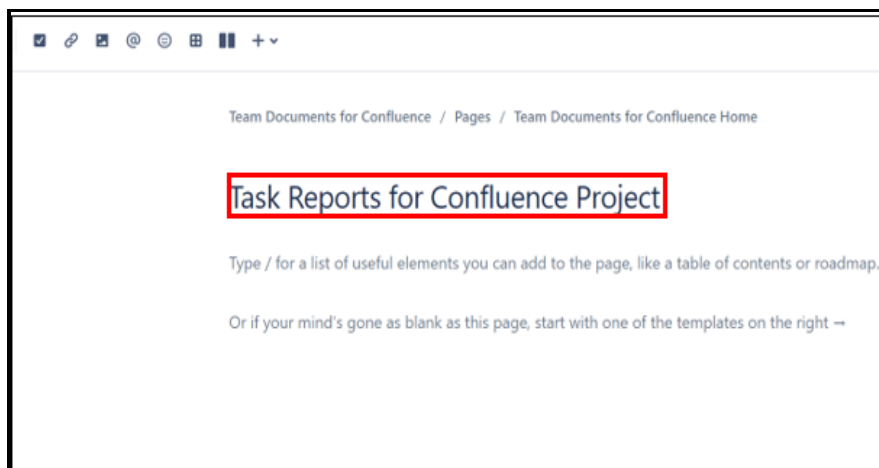
1. Go into your *Team Documents for Confluence* space (home) page. Under the Shortcuts menu, click on the add symbol (+) to create a new page.



2. Your screen will initially appear like this. Notice that there are placeholders for adding a title name and text information.



3. Type in Task Reports for Confluence Project as the page title. Your page will appear like this:

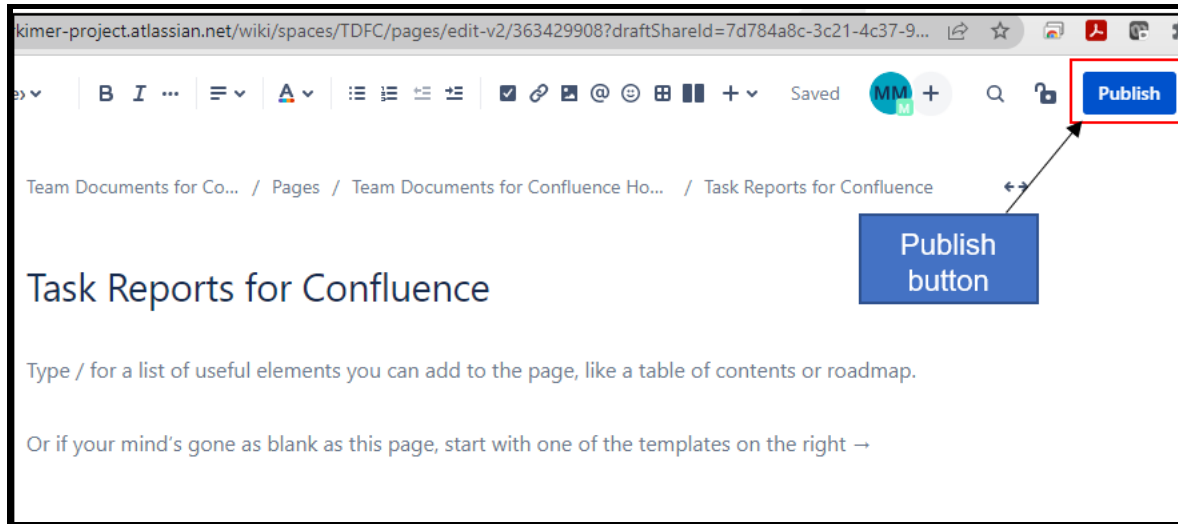


Add Child Pages

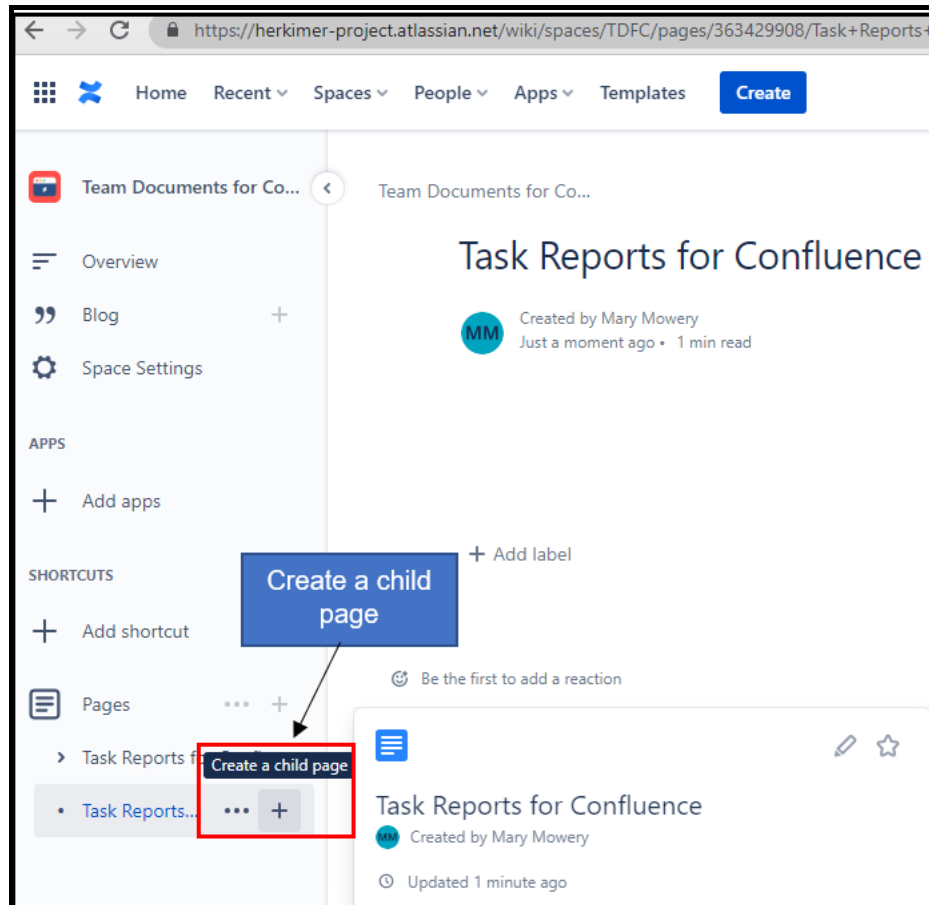
Learn how to create child pages – at the same and different levels. To create a child page, the parent page needs to be published. Click [here](#) for instructions on adding a new (parent) page.

To publish a parent page, perform the following steps:

1. Click on the **Publish** button located at the upper right corner of the parent page named *Task Reports for Confluence*.

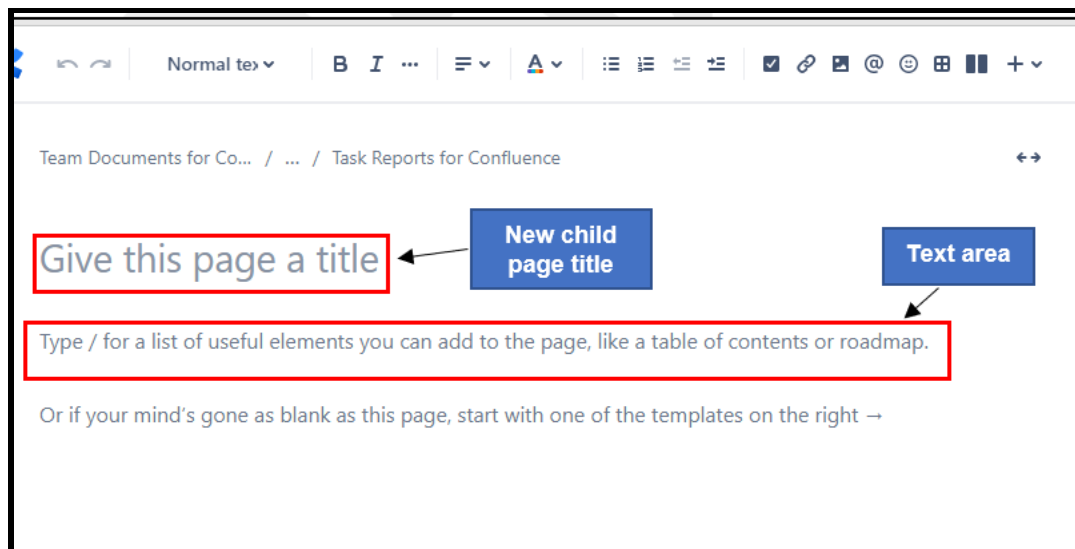


2. Click on the add symbol (+).

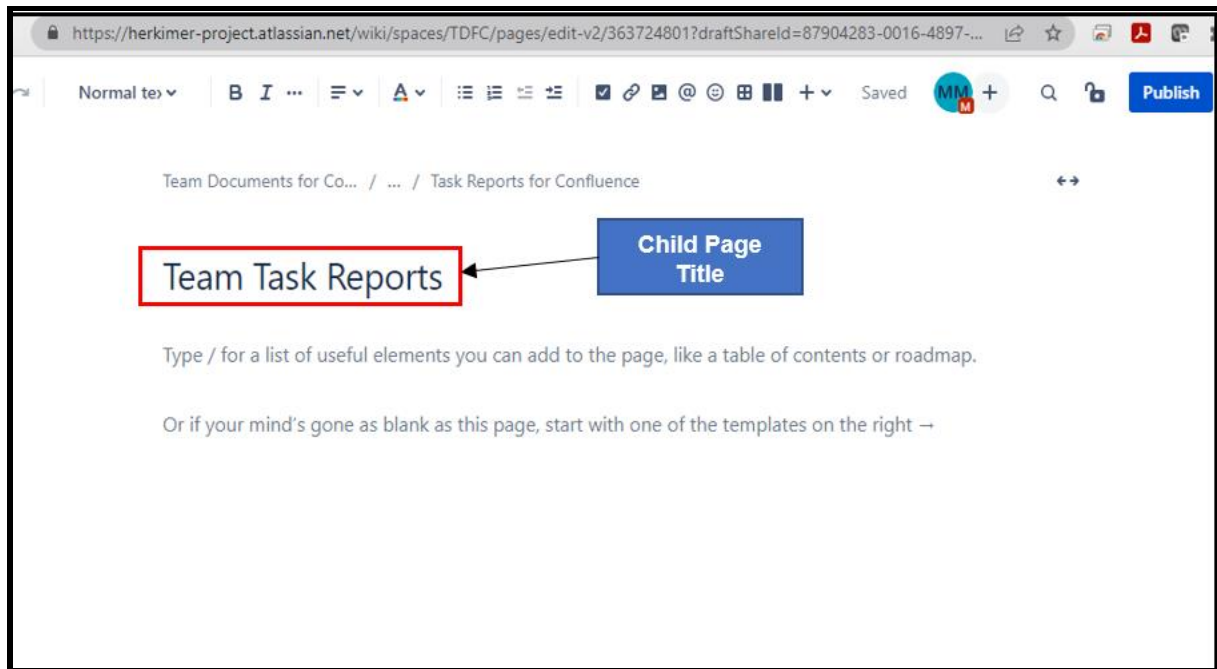


Your page appears like this:

Note: The child page appears the same as its parent page.



3. Type in `Team Task Reports` as the (child) page title. Your page will appear like this:

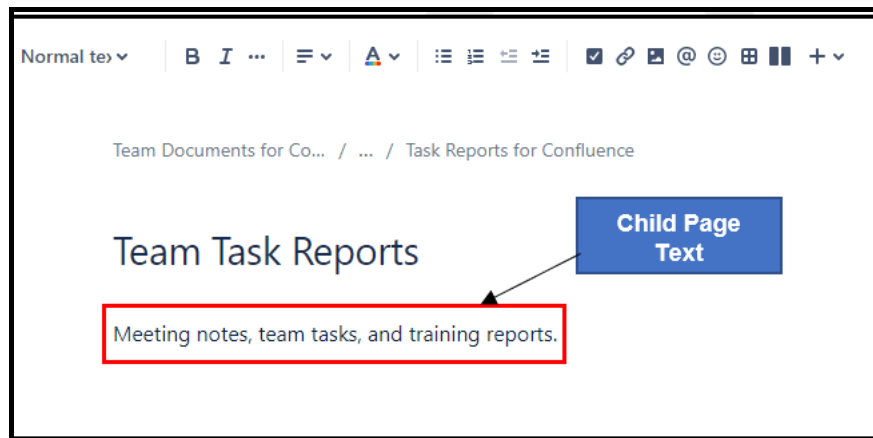


Add Header Image

Header images may also be added to a child page. See [Add header image](#) section for instructions on header images.

Format Text on a Child Page

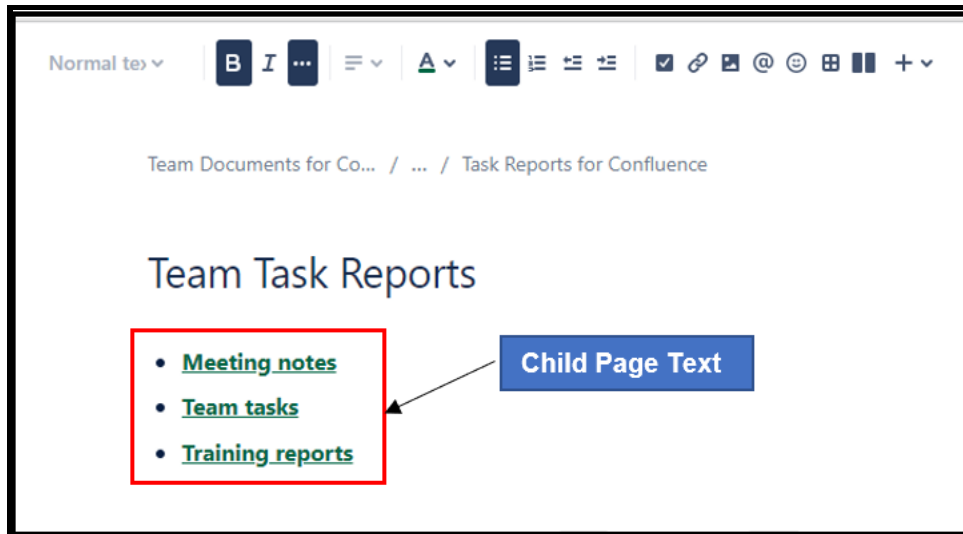
1. For this exercise, type or copy/paste (or **Ctrl + C** then **Ctrl + P**) the following text:
Meeting Notes, Team Tasks, and Training Reports. Your screen will look like this:



2. Apply the following formatting to the child page text:
 - Bold text
 - Underline text
 - Change text color to green
 - Add bullets

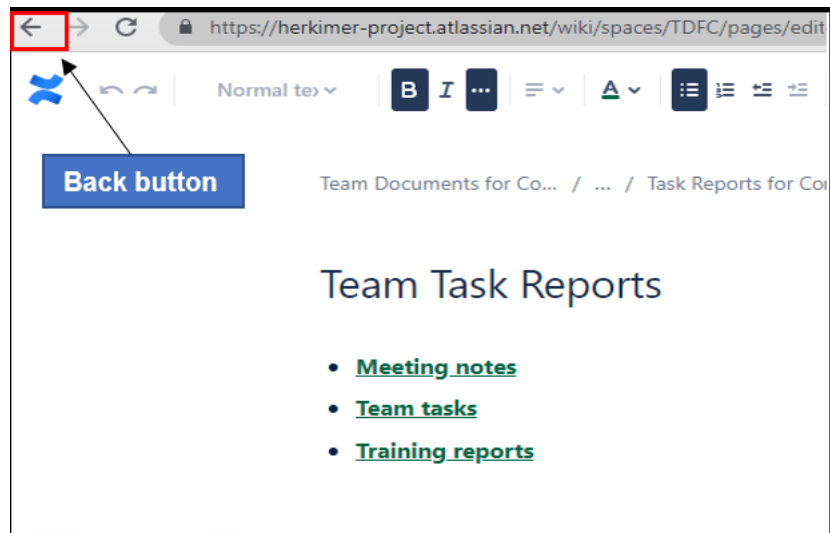
Note: Text formatting options are on the top part of the page. See [Format text on a page section](#), [change text colors](#), and [add bullets](#) section for instructions on formatting child page text.

3. Your page will appear like this:



4. Click on the back button.

Note: Changes will automatically be saved to your page.



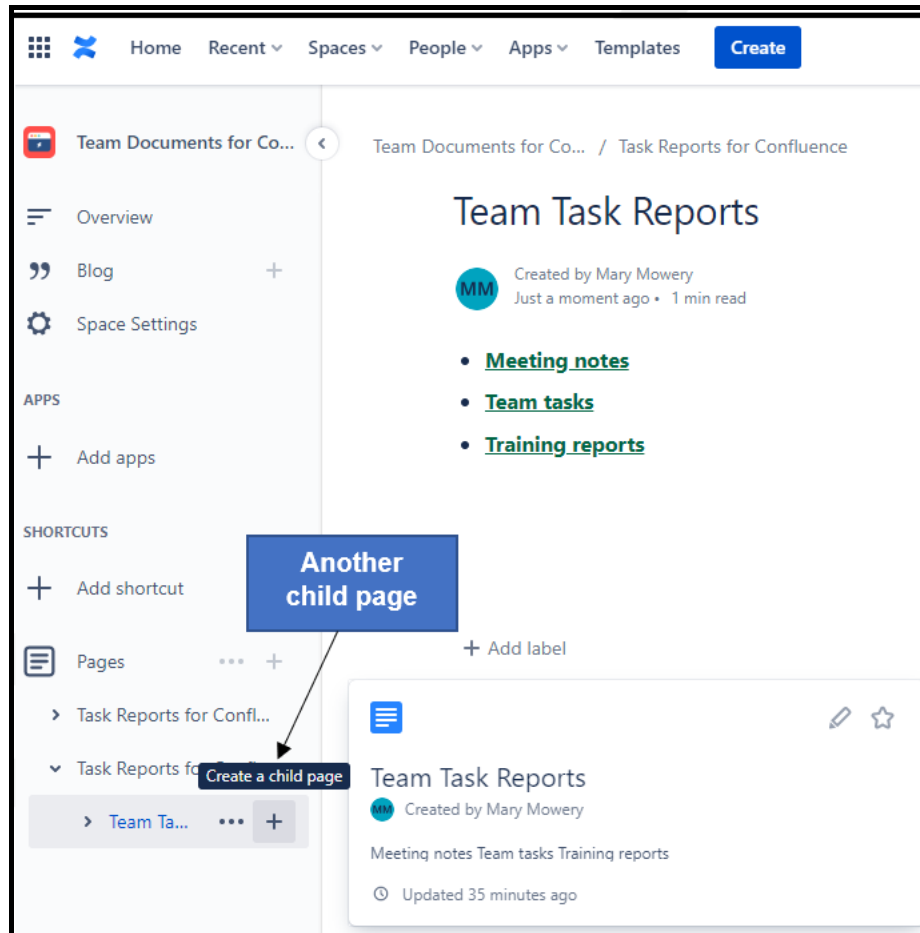
5. Add another child page to the Task Reports parent page (same level). Refer to [Add child pages](#) link, if needed.

Add Child Page at a Different Level

In this section, learn how to add another child page. This page is located as a subpage to the *Team Task Reports* child page.

1. At the sidebar, go to the child page named *Team Task Reports* and click on the add symbol (+).

Note: Pages will automatically be saved in **Draft** form once they are added.



2. Type in *Team Task Daily Reports* for the child page title. Your page will appear like this:

Normal text ▼

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Team Documents for Co... / ... / Team Task Reports / Team Task Reports

Team Task Daily Reports

Type / for a list of useful elements you can add to the page, like a table of contents or roadmap.

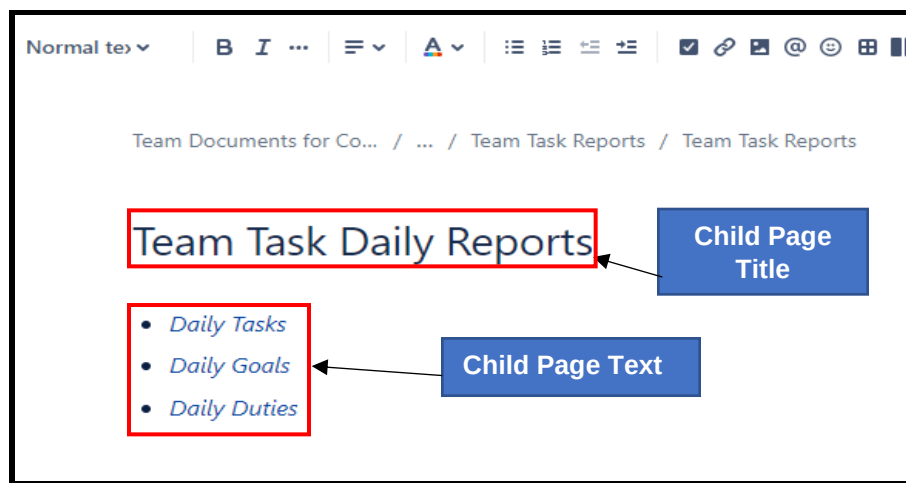
Or if your mind's gone as blank as this page, start with one of the templates on the right →

Format Text on a Child Page

For this exercise, type or copy/paste (or **Ctrl + C** then **Ctrl + P**) the following text: *Daily Tasks*, *Daily Goals*, and *Daily Duties*. Your screen will look like this:

3. Apply the following formatting to the child page text:
 - Italicize text
 - Change text color to blue
 - Add bullets

Note: Text formatting options are on the top part of the page. See [Format text on a page section](#), [change text colors](#), and [add bullets](#) section for instructions on formatting child page text.

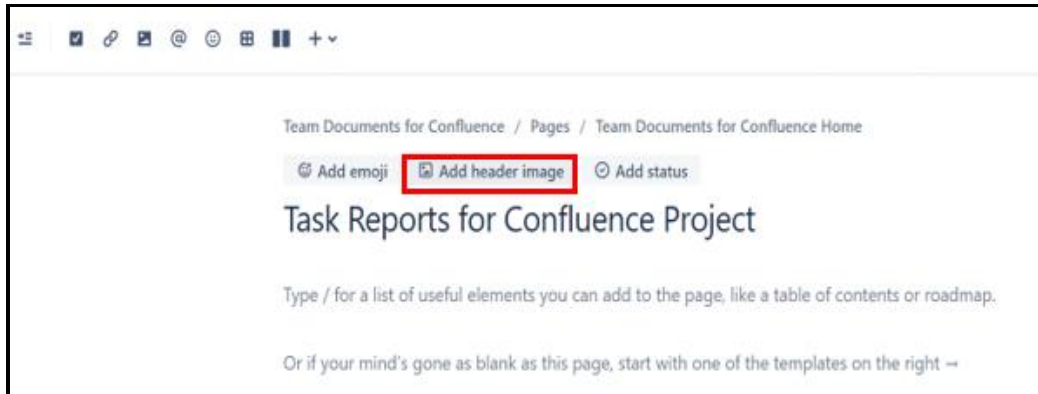


Note: The parent page needs to be published to create another child page. Click [here](#) for additional information on drafting, editing, and publishing pages in Confluence.

Add Header Image

This section provides steps to add a header image for an individual page. Click [here](#) for instructions on adding a header image to a space (home) area in Confluence.

1. Click on the **Add header image** button located above the page title.



2. Notice that the screen below includes several images. For this exercise, type in `Computer` for the search criteria, located under the Update header image prompt.

Note: You can also upload an image from your personal computer or mobile device. Click on [Upload a file](#) for more information on this topic.

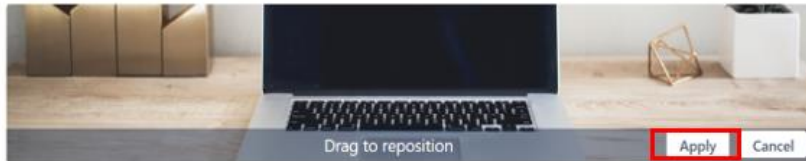
3. Select **Kari Shea** as the image (below).



4. The selected image will pull up at the top of the page. It will now appear like this:

Note: Drag to re-position the image based on preference.

5. Click on **Apply**.



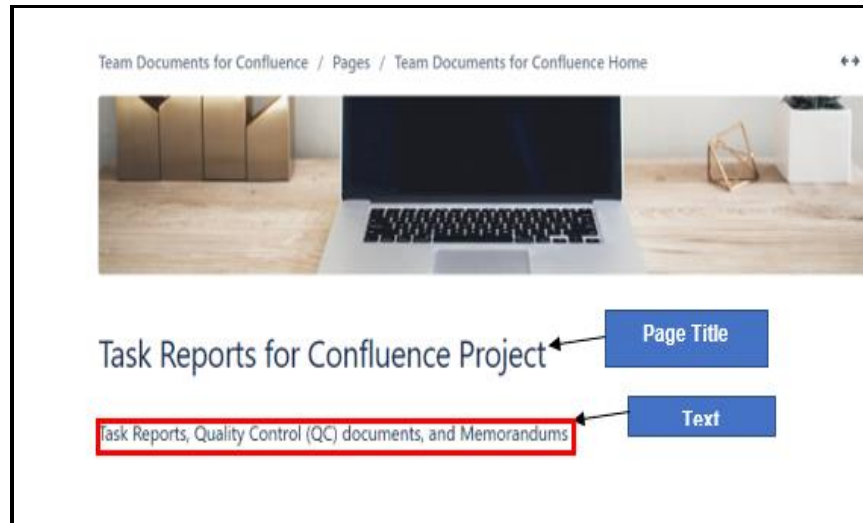
Task Reports for Confluence Project

Type / for a list of useful elements you can add to the page, like a table of contents or roadmap.

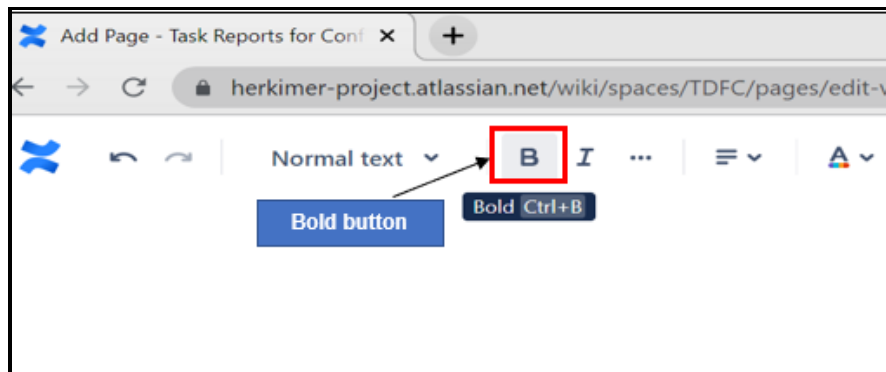
Or if your mind's gone as blank as this page, start with one of the templates on the right →

Format Text on a Page

4. For this exercise, type or copy/paste (or **Ctrl + C** then **Ctrl + P**) the following text: Task Reports, Quality Control (QC) documents, and Memorandums. Your screen will look like this:



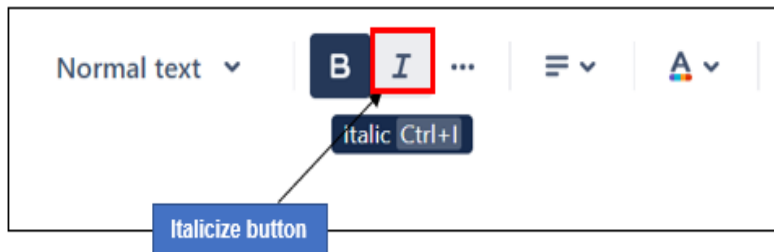
5. Text formatting options are on the top left portion of your page. Highlight the text area and change it to bold.



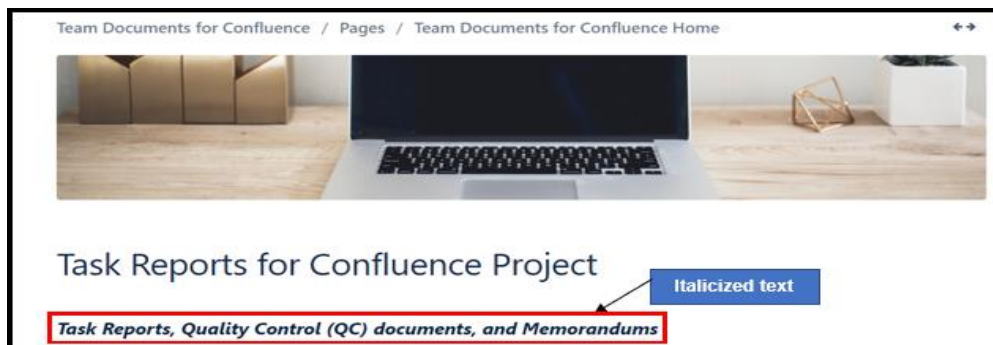
This is how the text appears on your screen.



6. Highlight the text area and change it to italics.

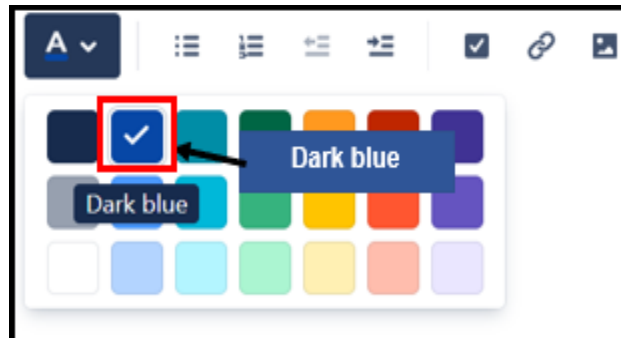


This is how the text appears on your screen.

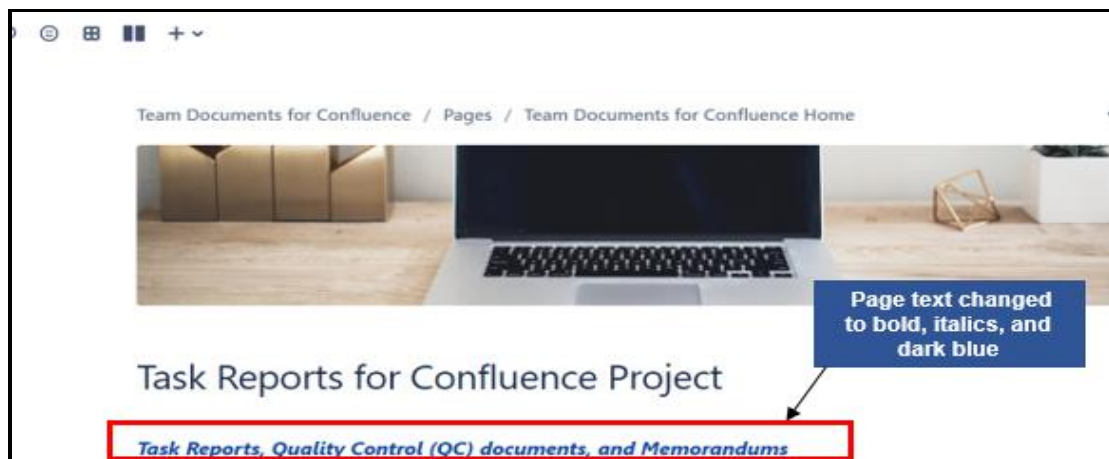


Change Text Colors

1. To change text colors, highlight the Task Reports, Quality Control (QC) documents, and Memorandums text on your page.
2. Go to the formatting options.
3. Change the text color to dark blue by clicking on the color box.

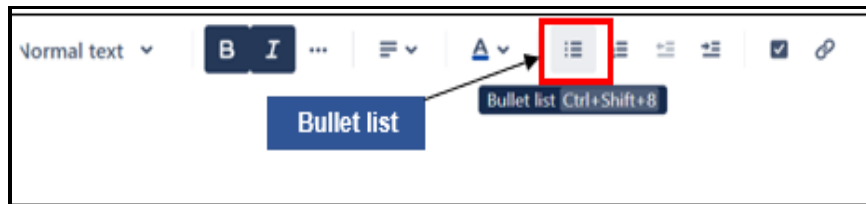


This is how the text appears on your screen.



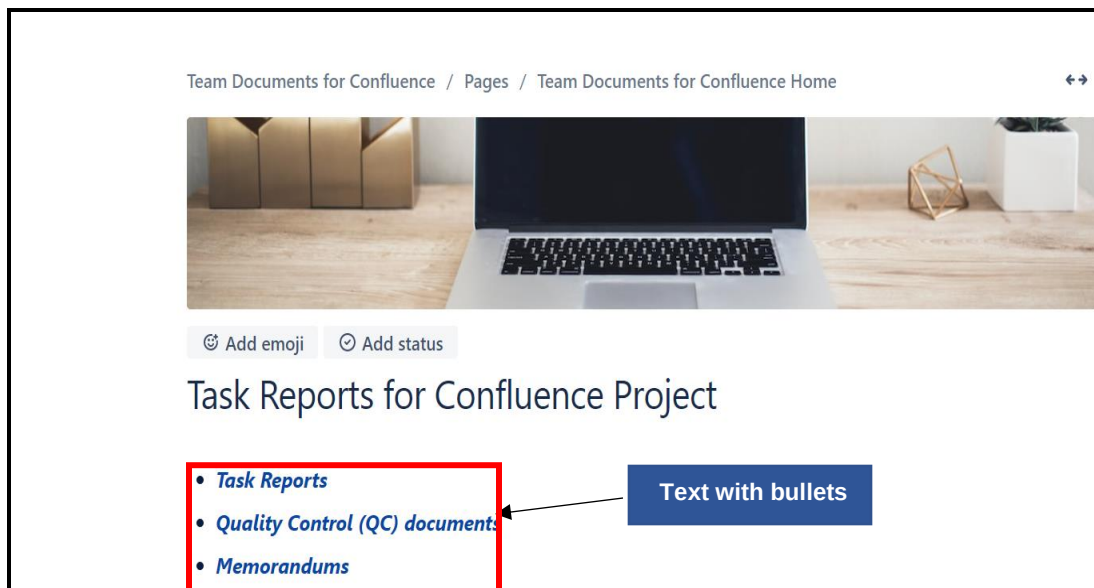
Add Bullets

1. To bulletize the text on your page, highlight the *Task Reports*, *Quality Control (QC) documents*, and *Memorandums* text and go to formatting options (top menu of the page).
2. Click on the **Bullet list** button (or **Ctrl + Shift + B**).



3. Delete all commas and the word **and** before *Memorandums*).

This is how the text appears on your screen.

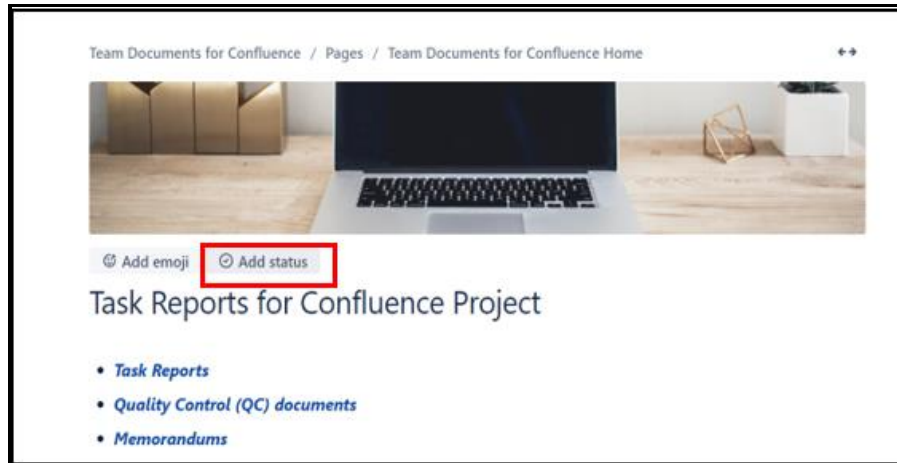


Add a Page Status

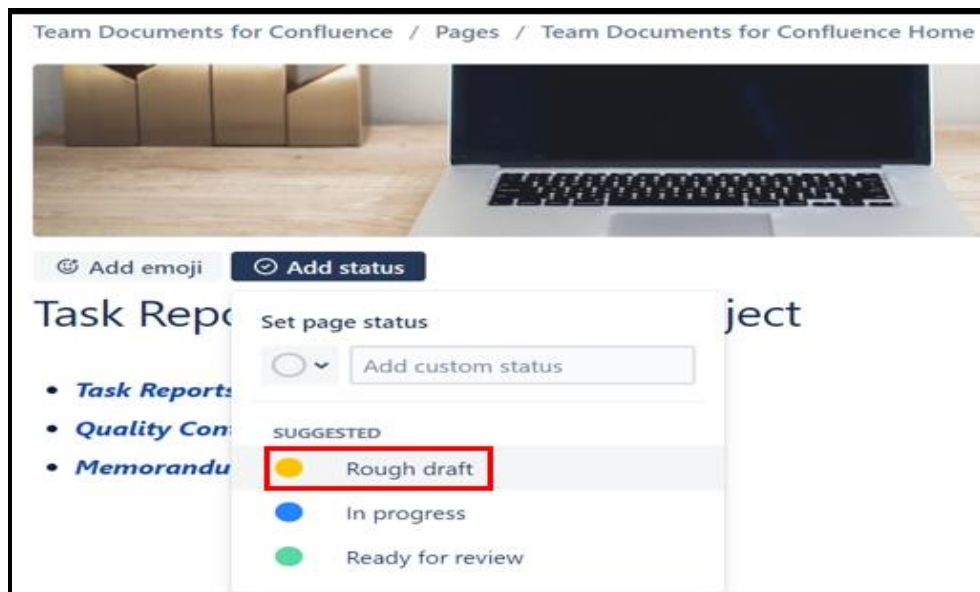
Depending on which phase in your project, the status will be set to 1) rough draft, 2) in progress, or 3) ready to review. You may also customize your status. Click [here](#) for additional information on status descriptions.

To add a status:

1. Click on **Add status**, indicated above the page title.



2. Select **Rough draft** as the status for this exercise.



This is how your page appears. Notice that the status is indicated towards the upper right corner of the page.



Task Reports for Confluence Project

- *Task Reports*
- *Quality Control (QC) documents*
- *Memorandums*