

## GNSO - Confluence Wiki - Introduction

### Background

As you may be aware, ICANN is in the process of replacing SocialText wiki, currently utilized by all the SO/AC's with that of a structured wiki to facilitate sharing of information and on-line collaboration. The new wiki that was selected for implementation is called Confluence. Some of the advantages of Confluence are that it has strong version control that eliminates loss of data problems when multiple users edit the same pages; the interface allows for tabs at the top and more hierarchical organization of pages; and, macro capabilities allow for import and view of Word, Excel, PowerPoint and PDF documents without loss in formatting.

Below you will find a short introduction for basic use of Confluence with links to further information. ICANN expects to make available training videos as well as organize Q & A sessions for interested members of the Community.

To access the confluence wiki, please go to: <https://community.icann.org/>. Until you receive your log-in and password, you will only be able to view pages and not be able to edit them. You should receive the log-in details for those GNSO Confluence wiki spaces that you have editing rights for once these sites have migrated from Socialtext.

### The Dashboard

The Dashboard is the front page of a Confluence site. It provides an overview of the site, access to all spaces to which you have 'view' permission, and displays a list of the most recently updated content within them.

The screenshot displays the ICANN Confluence Wiki Dashboard. At the top left is the ICANN logo. To the right are icons for 'Feed Builder', 'People Directory', and 'Personal Space'. Below these is a search bar. The dashboard has three tabs: 'Projects', 'At-Large Community', and 'Cross Community'. The main content area is titled 'Dashboard' and includes a header with 'Add Page', 'Add Blog Post', 'Browse', and 'Marika Konings'. The 'Spaces' section shows a list of spaces: 'At-Large Wiki Training Area', 'ATRT', 'Cross Community WG', and 'Transparency and Accountability Project'. The 'Favourite Pages' section is empty, with a message: 'There are currently no pages on your favourites list. You can add pages to this list by clicking ☆ from the Tools menu on the page you're viewing.' The 'Tag cloud' section displays a list of tags, with 'recentchanges' and 'welcome' being prominent.

## *Content Structure*

### **Spaces**

Confluence is separated into spaces. Spaces contain pages.

### **Pages**

Pages contain information (text and images) and can have attachments (images, office docs, pdfs etc.) and comments.

- Pages are organised in a hierarchical structure.
- New pages are added as child pages of a parent.
- Pages at the same level are referred to as siblings
- The structure of the wiki is built on parent, child and sibling basis.
- The structure of any space is available on the left hand side of the layout.
- You can see the page structure in a layout format by going to the browse menu and selecting pages.
- Pages have version controlling
- Pages can have comments
- Pages can be locked - not viewable/not editable
- Pages can have comments added
- Pages can be moved to another parent or space
- Can have labels (tags)

Pages can be watched, so if a page is updated, then you will receive notification of this fact. (watched pages are then visible in your profile area)

Pages can be added as a favourite. This assists in locating the page at a later stage.

You can export to word or pdf.

You can import word documents into the page.

You can copy and remove pages from the tools button.

Pages can be moved.

Board Resolutions | Projects | At-Large Community | Cross Community | GNSO

ALAC

Added by [Samartha Ojman](#), last edited by [fred@ulisp](#) on Feb 08, 2011 (view changes)

**Gateway to:**  
 At-Large Improvements Workspace  
 At-Large Accountability and Transparency Review Team  
 At-Large Policy Development  
 At-Large Executive Committee

**At-Large Advisory Committee (ALAC)**

**What is At-Large?**

"At-Large" is the name for the community of individual Internet users who participate in the policy development work of ICANN. Currently, more than 100 groups representing the views of individual Internet users are active throughout the world. You can learn more about the community and its activities on this website, as well as how to join and participate in building the future of the worldwide Domain Name System (DNS) and other unique identifiers that every single user of the Internet relies on every time they go online.

**Latest ICANN News...**

Updated: [ICANN's Board and GAC to Meet on New gTLDs](#)  
[IDN ccTLD Request From Georgia Successfully Passes String Evaluation](#)  
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[Community Comment Invited on Proposed "Process for Recognition of New GNSO Constituencies"](#)  
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**At-Large Announcements...**

[ALAC Submits Statements on Geographic Regions Review and ATRT Final Recommendations](#)  
[ALAC Submits Statement Regarding the Current Situation in Egypt](#)  
[ALAC Submits Statement on Draft 2011 - 2014 Strategic Plan](#)  
[ALAC Submits Statement on the Draft Final Report on Policy Aspects Regarding Introduction of Single Character IDN TLDs](#)  
[ALAC Comment on Uniform Rapid Suspension](#)

**Older At-Large Announcements**

**At-Large Staff Announcements**

7 February - [ALAC adopts ALAC Statement on Interim Report of Geographic Regions](#)  
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 2 February 2011 - [At-Large FY12 Budget Proposal Master Document](#) sent to ICANN controller

**Historical Changes:**  
 At-Large Board Candidate Evaluation Committee  
 At-Large Board Selection Design Team 2010

## Navigating Confluence

There are standard menus in Confluence: Browse, Username, Add, Tools and Edit:

Board Resolutions | Projects | At-Large Community | Cross Community | GNSO

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 At-Large Director Candidate 2010 Workspace  
 At-Large Structure 2010 Survey Workspace

Information about each of the spaces can be accessed by standard users from the browse menu area.

## Other menus: Edit and Add

These allow you to change or add content.

Pages are edited via the Edit button.

Content can be added and managed from the Add menu

### *Managing Content in Pages*

#### **Adding a Page**

Select the “add a page” icon from the add menu

When adding content to the wiki/intranet/site be aware of the hierarchical structure that has been set up in any space you are working in.

So if you add a page (by navigating to the add menu and selecting “add a page”) entitled “Test” to “Page 1”, “Test” will be the Child of “Page 1”.

#### **Editing Pages**

Simply select the Edit icon in the top right hand area of your page.

#### **Title**

The title of your page will be used to form the link name. As far as possible create Title names that are not long or convoluted and do not contain characters such as \$%() as they cannot be used.

#### **Adding Content**


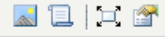
Content can be added via:

- rich text
- wiki markup.
- import content from word documents.
- embed content from word documents.

[Remove Page](#)

Home

Rich Text [Wiki Markup](#) [Preview](#) [Make Rich Text Default](#) [Save](#) [Cancel](#)

Paragraph **B** *I* U ABC A  Insert 

This is the home of the Sandbox Area space.

To help you on your way, we've inserted some of our favourite macros on this home page. As you start creating pages, adding news items and commenting you'll see the macros below fill up with all the activity in your space.

{section}

{column:width=60%}

{recently-updated}

{column}

{column:width=5%}

{column}

{column:width=35%}

**Navigate space**

{pagetreesearch}

{pagetree}

{column}

Comment:   Minor change? (no notifications will be sent)

Location: Sandbox Area [EDIT](#)

Restrictions: [EDIT](#)

Labels: [DONE](#)

Suggested labels: [status\\_report](#)

Looking for a label? Just start typing.

[Save](#) [Cancel](#)

When you add or change content, you have the option of adding a comment to describe the changes. This will be visible in the page info and history sections of the page.

If you select “minor change”, those who are watching the page and space should not receive updates telling them about the change.

Here you can change the location of the page, add restrictions for which user groups can comment and edit.

## Using Rich text



Rich text editing allows you to add content to your page, add some macros and do so without using wiki markup.

Many of the options will be familiar from formatting tools you have used in the past, its very much like ms word but much more simplified.

You should try to structure your pages using headings and paragraphs. Use heading levels to indicate levels of importance in a page and set them to appear in numerical order.

### Insert

A very common task is adding links and attachments to your page. Both can be achieved from this menu.

#### Inserting Links.

1. Select the link icon.
2. Select the type of link you'd like to create:
  - A link to an attachment (image/document)
  - A link to a page in the wiki
  - A link to page outside of the wiki (eg. <http://www.cnn.com>)
3. Select the ok button.

### Additional Information

For additional information as well as other possibilities of confluence, please see <http://confluence.atlassian.com/display/DOC/Confluence+User%27s+Guide>