# Topics for 9/8/2015 Brown Bag

## Intro

- Today we'll talk about how people use Confluence, content editing and creation, and a little bit about content organization
- We'll go through things relatively quickly, with the intent that this will give you a menu to explore further on your own
- Please stop me and ask questions
- Tomorrow we'll go into when to use Confluence and structuring content with templates, forms, and macros

## Example sites

- This page is at https://confluence.cornell.edu/display/RAS/Confluence+Training
  Using Confluence for meeting notes
    - Meeting notes in separate pages and another example (restricted)
    - Meeting notes In one long page
    - Attachings screenshots and editable diagrams (restricted)
    - Tracking tasks (restricted)
  Getting feedback on documents
    - Example of document we'll create later in this session
  Project Sites
    - Expense Review Implementation – Makes heavy use of the built in templates
    - Research Administration Support – Makes use of include excerpt macro to bring table of contents from one page to the summary on the homepage
    - RASS Vendor Selection – (restricted) Makes heavy use of the built in and custom templates
    - RAIDR – Uses the "Documentation" Theme
    - RASS
  Document sharing site
    - IACUC – (restricted) Uses tables of attachments, Uses page properties listing to show table of form fields
  Department Site -->
    - RAIS
- It is up to you to decide the structure for your space
- You can change it later

## How to:

- Edit a page
- Add to do items
- Create a page (Profile for a talk)
    - Talk description
    - Bio text
    - Picture
    - Upload Resume
    - Headings
    - Table of Contents
    - We also created a meeting minutes example
- Commenting (on profile we just created)
    - Addressing Comments by having 2 windows open
- Menus
    - Help
    - Bread Crumbs
    - Watching pages
    - Menu items of interest
        - Favourite
        - Link to this page – Short link for emailing
        - View Source
        - Export to PDF / Word
        - Move
    - Your Account
- If we have time
    - Page layout, columns and sections, panels
    - Gliffy (restricted) – Did not get to this

## Confluence Training Materials