

This **Quick Start Guide** introduces you to Confluence navigation and how to create your own Confluence documents.

Confluence is a vital tool that we use to create and collaborate on documents in Development, QC Testing, Content teams, and more.

Consider the criticality of our legal and liability documents, such as RFI content, legal forms, and accessibility statement. These documents must be current and available to the entire team at any time.

This is where Confluence eclipses other document management tools. Confluence is invaluable for teams and projects where document control, collaboration, and accessibility are crucial.

Confluence provides access to “source-of-truth” documents, so it’s useful to understand the basics.

Before You Begin

Acquaint yourself with the terms (right) and take some time to learn how your team most often uses Confluence.

Here are some additional learning resources:

- [Tech Training Library—Confluence Resources](#) for videos and QSG
- [Atlassian Confluence Training](#)

Terms



- **Jira** is a sister application that integrates with Confluence and is used for project management.
- A **Space** is a collection of related **Pages**—essentially a filing cabinet. Spaces are organized by teams and individuals.
- **Pages** are documents and folders inside **Spaces**.
- **Home** is a central navigation point from which it’s easy to find your way.

Tip: Sign in to your Atlassian account and navigate to [redacted] to practice as you view this guide.

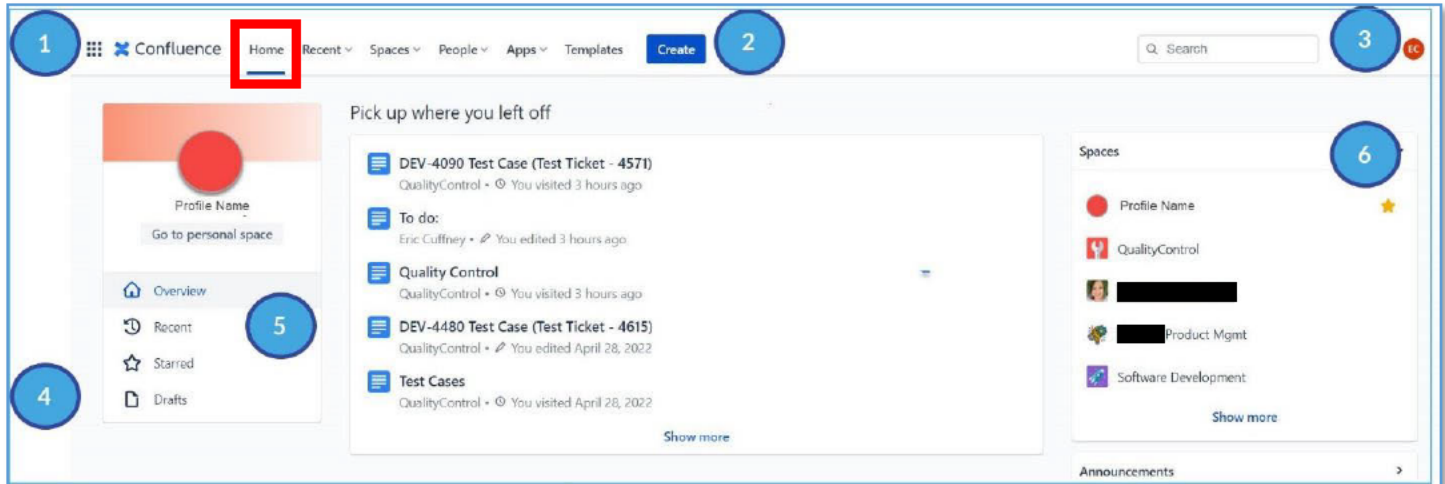
Confluence | Key Features

Confluence offers...

Version control	Confluence always displays the most recent version of a document and auto-saves any changes as an easily editable draft.
Accessibility	Documents are stored in one location in the cloud and can be found quickly with robust search features.
Collaboration	Teams can edit and comment on the same document in real time.
Integration	Confluence integrates with Jira bug tracking software, making it an ideal tool for software development, project management, and quality control teams.

Confluence | The Home Page

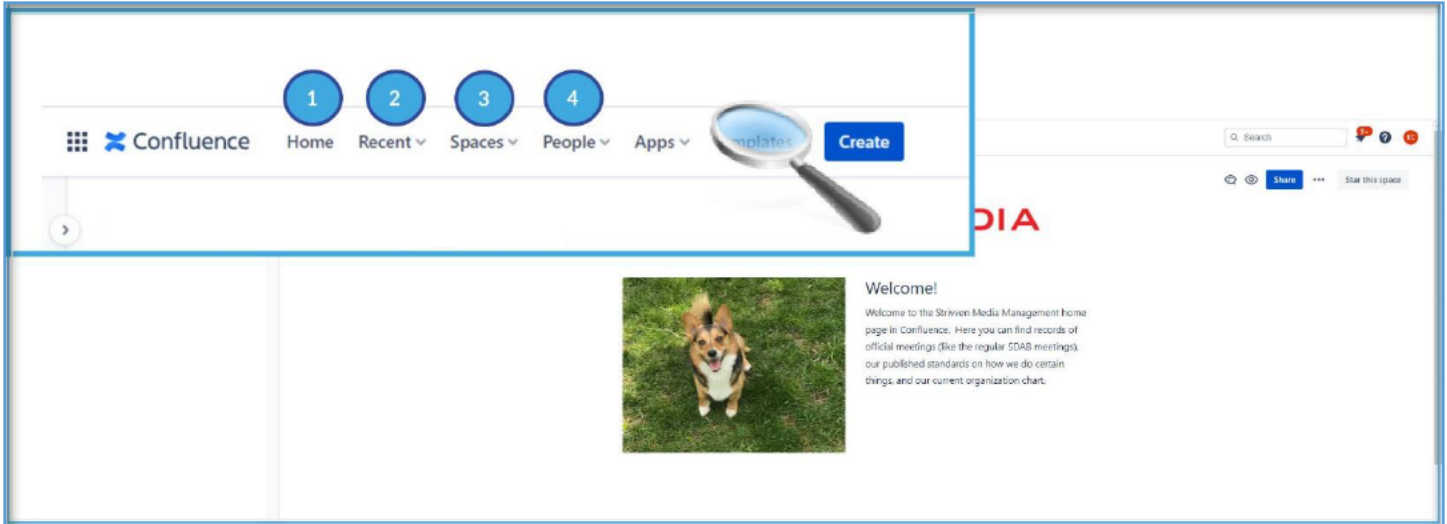
The Confluence **Home** page gives you a great central location from which to begin or to navigate back if you get a bit lost.



1	Atlassian Navigation	Am I using Confluence or Jira? Use this button to switch between Confluence and Jira.
2	Navigation Bar Tip: The handy Home button will always bring you back to your home page.	<p>The navigation bar has everything you need to find your way in Confluence.</p> <p>You can use the navigation bar to create new documents and to access any recent documents or spaces.</p>
3	Search	Search Confluence for all documents, people, or Spaces.
4	Drafts	Confluence auto-saves any document you have started as a draft. Find unpublished drafts here.
5	Recent Work	View and access any document or Space you have recently visited, worked on, or collaborated on. You can navigate from the left panel or from the Pick up where you left off list.
6	Spaces	Find your personal workspace or access team or colleague workspaces here or via the navigation bar.

Confluence | Navigation Bar

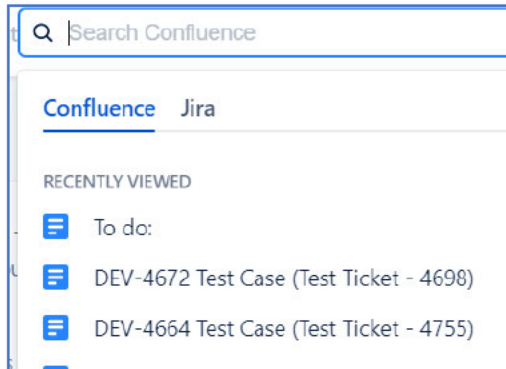
The navigation bar at the top left of the Confluence page will remain in this space regardless of the page you are visiting. You can find just about any document or workspace using the navigation bar.



1	Home	Lost? The Home tab will always bring you back to your home page.
2	Recent	Any document or Space that you have recently visited or worked on will display in the dropdown menu.
3	Spaces	Locate your personal or team workspace.
4	People	Find colleagues you have recently collaborated with on documents and projects.

Tip: Do you want to create a new document?
The **Create** button will load a new blank document, templates for new documents, and options to import documents.

Search



Use the main search bar to run a query on the entire Confluence workspace for accessible documents. You can also select the **Jira** tab to search the site for any Jira tickets.

Tip: The search bar automatically loads documents that you have viewed or worked on recently. It also has predictive text capability.

Recent Work

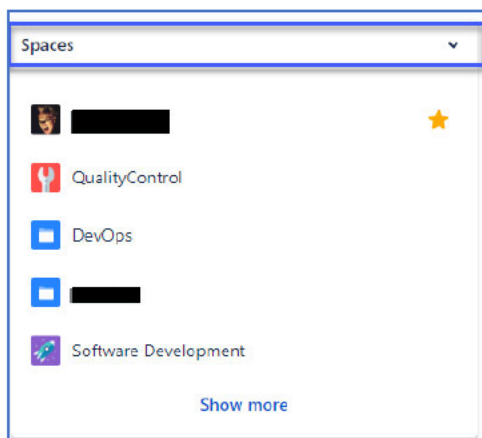
Access documents or spaces you have recently viewed or worked on from the navigation bar or the **Recent** tab under your profile name.

You can also find recent documents or spaces in the **Pick up where you left off** section of the home page.

Note the local search bar that allows you to search only documents you've interacted with.



Spaces

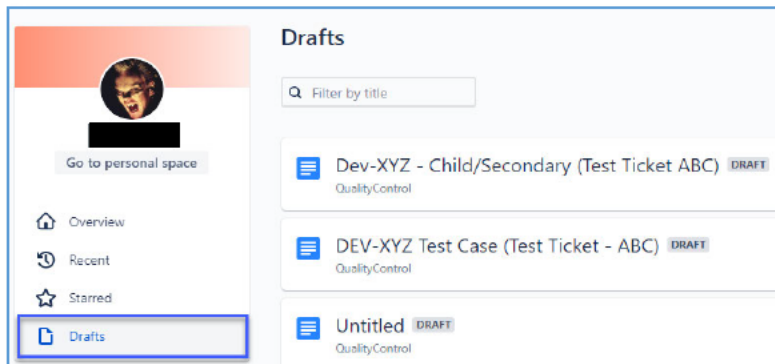


Set up a personal space to save important work and set permissions to store your private documents.

Access the workspace for your team or other teams and view your colleagues' public spaces.

Tip: Your personal space is a great place to store your *To-Do* list.

Drafts




Confluence will auto-save any document you are working on as a draft.

Only you can view these documents until you publish them; changes you make to shared documents are not visible to others until publication.

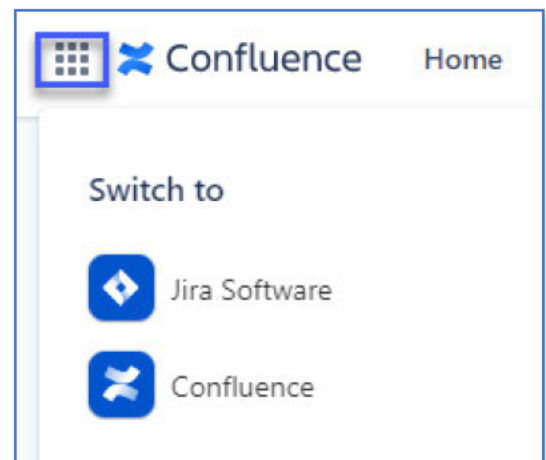
Tip: Can't find that document? It's probably an unpublished draft.

Atlassian Navigation

Use the grid icon  to switch among Confluence, Jira, and any other Atlassian products you and your team have access to.

Tip: It's easy to get lost between documents in Confluence and tickets in Jira.

Atlassian provides a handy pathfinder by displaying the product name and icon in the upper left corner.



More Resources of Interest

- [Jira Navigation Basics—Quick Start Guide](#)
- [Atlassian Confluence Support](#)