

Getting started

3. Add content from elsewhere in your site using [macros](#)

- When editing your page click the **Insert** icon (+ sign) on the formatting bar and select "Other Macros" to add macros for navigation, special formatting and other media.

Anyone with a valid Smithsonian network account can create an account in this Confluence by logging in with their network username and password.

1. Create a page in your Personal Space

- Navigate to your **personal space** by clicking on your avatar in the upper right corner of this page and choosing **personal space**
- Click **Create...** and select **Blank Page** to create your first page.
 - If you don't click the ellipses (...) but only click **Create**, it will default to a blank page
 - If you click the ellipses you can choose which page type (template) you'd like to use. See [Types of pages](#)
- New pages are created as children of the page you are currently viewing.
 - If you don't like where your page ended up in the site hierarchy, you can move it later (see below under "Organizing your site's pages").

2. Add sections to your page

- Click **Edit** to enter the Confluence editor
- Use the page layouts feature in the formatting bar to structure your content using sections and columns.
- You can manually add text, images, etc. to each section or you can use [Macros](#) to embed files, Tables of Contents or File lists into your page.
 - Click the **Insert** icon (+ sign) on the formatting bar to see a list of common content types (images, links, etc)

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- When editing your page click the **Insert** icon (+ sign) on the formatting bar and select "Other Macros" to add macros for navigation, special formatting and other media.

4. Restrict viewing/editing (optional)

- Click on the lock symbol near the top left of the page. You can choose to restrict viewing, editing, or both.

5. Organize your site's pages

Here are some tips for organizing your content.

- **Change the page order**

The sidebar on the left displays your pages in a hierarchy. If you have Space Administrator permissions you can click "Space Tools" > "Reorder Pages" to move pages around.

- **Add labels**

Labels help keep pages organized and make it easier for you to find the information you need. Click "Labels" at the bottom of a page to add or edit. The "Related pages" section on this page uses labels too!

- **Make templates**

Standardize and speed up the page creation process with templates. You can create and format a template with page layouts, standard headings and instructional text for hints and guidelines. Check out our sample page on "[Making a template](#)"

Now that you've given it a test drive, go ahead and

[Create a new space](#)

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