# Getting started

✓ Anyone with a valid Smithsonian network account can create an account in this Confluence.

**More information and how-to guides**

## 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)

## 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.

## 3. 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"