

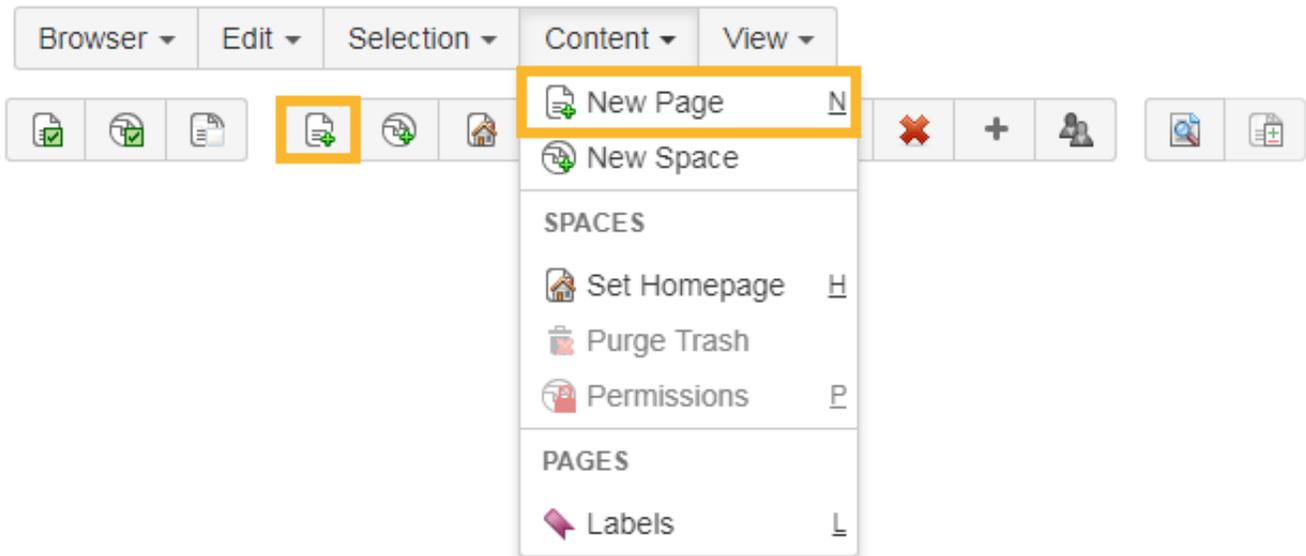
# Manage pages

## Creating pages

Creating a new page can be done by selecting the space or a page and then by choosing one of the following options:

- Clicking on **content** and **new page**
- Clicking the **new page** button
- Pressing **n**

The page will appear in the **Space Admin Browser** tree.



If a page with the automatically generated title "New page" already exists in the destination space, creation will fail. First, rename the old page with the name "New page" into something more meaningful.

## Copying pages

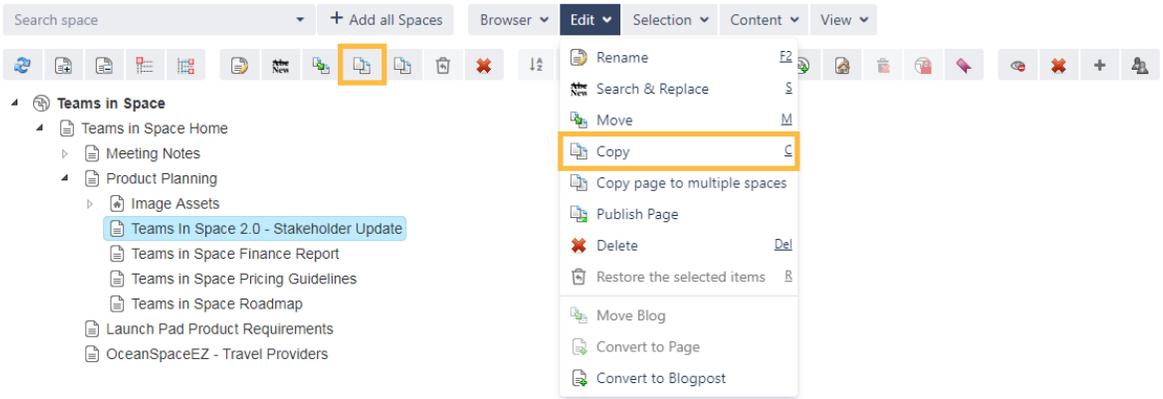
There are several ways to copy pages in Space Admin

### Copying a single page

1

To copy a single page, select the page in your Space Admin Browser and then by choosing one of the following options:

- Click on **edit** and **copy**
- Click **copy button**
- Press **c**
- Use the **context menu**



2

In the next window, a destination space and an optional parent page have to be selected. Some additional options for the copy can be disabled/enabled.

### more info...

Furthermore, a page **prefix** or **suffix** can be chosen. When choosing this option, the child pages' names will be appended with this prefix/suffix.

This is helpful if there is already a page with the same name in the destination space, which is not allowed in Confluence.

The page title will have then this structure:

**prefix + actual name + suffix.**

## Copy page - Meeting Notes

Target space\*  Digital Marketing Support

Parent page  Digital Marketing Support

Page title Meeting Notes

Prefix Child pages [COPY]

Suffix child pages

Search/Replace  Replacement

Enter a search string and a replacement to change titles of copied pages.

Search replace with regular expression

Options  Replace existing Pages (create new version)

Copy comments

Copy labels

Copy page permissions

Copy creator/creation date

Copy attachments

Copy child pages

Copy

You can also use a regular expression to **search and replace page names**.

The copied page will be listed in the Space Admin browser after the copy process is completed.

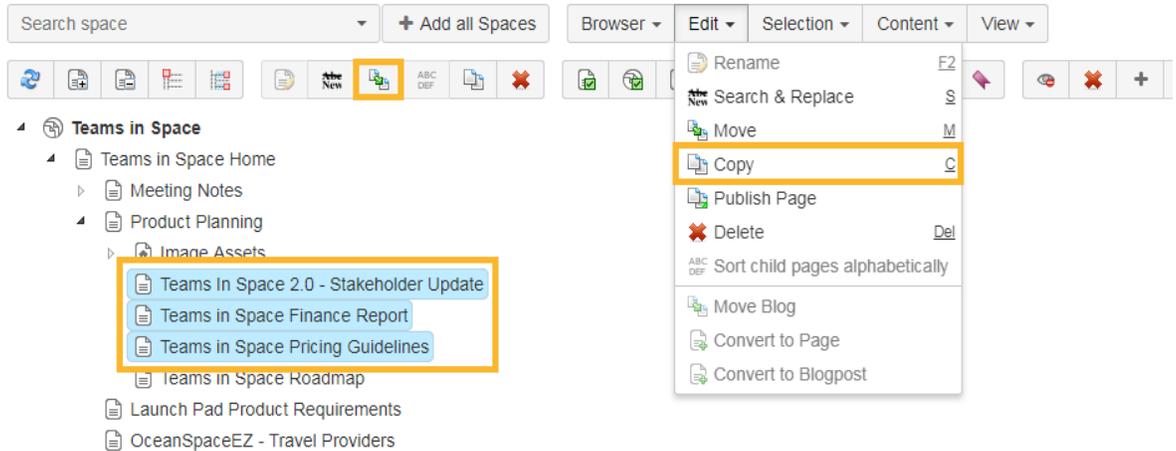
A new version can only be created in a different space.

### Copying multiple pages

1

Copying several pages with some of their sub-pages is possible by selecting the pages with **Ctrl+left click** and then by one of the following options:

- Click on **edit** and **copy**
- Click on the **copy button**
- Press **c**
- Use the **context menu**



The next window offers the same options as those available when copying only one page.

### Copying a page with Ctrl

1

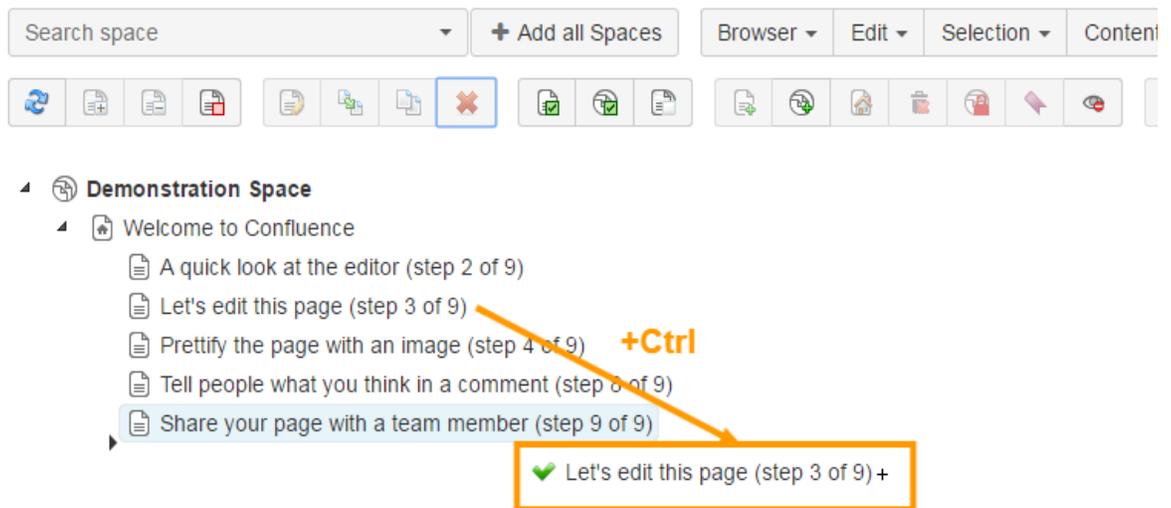
Copy a page by pressing **Ctrl + left click** on a page and then drag and drop to the desired location.

The page will be copied with default parameters and a copy of all its child pages.

An icon will show if copying is possible.

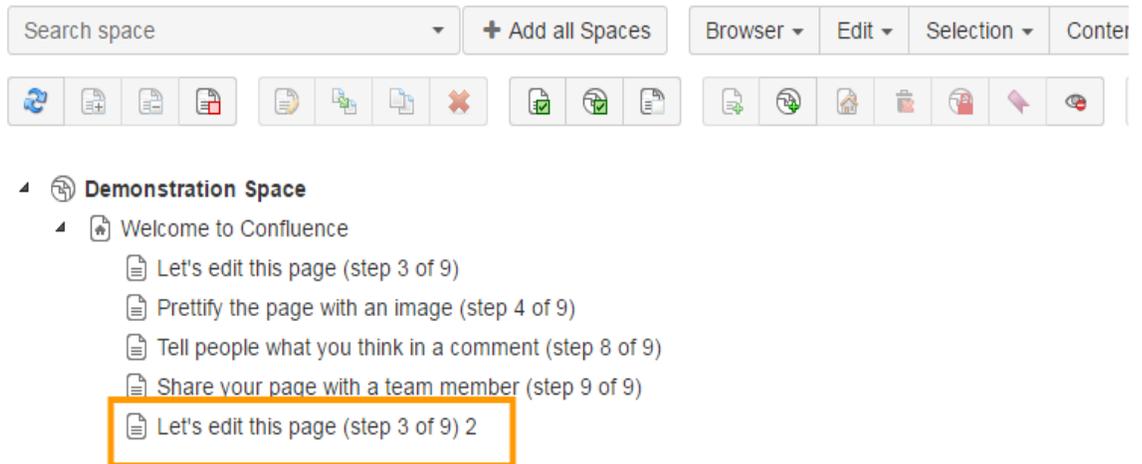
A page cannot be copied into its own child pages if the page to be copied has child pages.

## Space Admin Browser



2

But If there is already a page with the same name on the destination page, then the newly copied page will be renamed and appended a consecutive number.



## Copying a page to multiple spaces

1

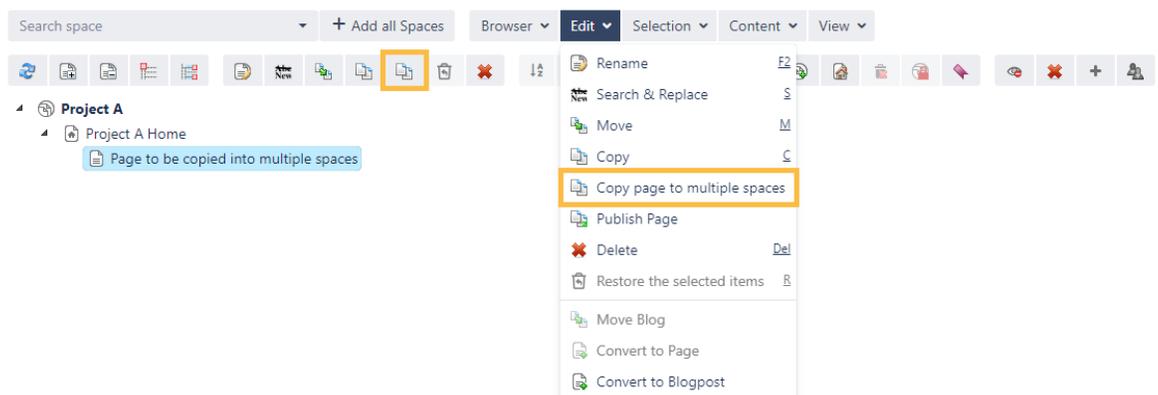
SINCE VERSION 2.1.0

This has been a useful feature when using page templates in similar spaces, by allowing the copying of a single page into multiple spaces, as defined in a [Space Shuttle category](#).

To copy a page to multiple spaces, select a page in the Space Admin browser and then by choosing one of the following options:

- Click on **edit** and then **copy page to multiple spaces**
- Click the **copy page to multiple spaces** button next to the **copy** button

First the page is selected from the desired source space:



2

The spaces are selected by choosing a category previously configured in the Space Shuttle (in our case **Customer**, which contains 3 spaces).

## Copy page to multiple spaces

### Page to be copied into multiple spaces

Space Category\* **Customer**

This function will copy a page to many spaces. The new parent page will be the same as in the source space, sea or by the fact that it is the homepage. If no parent is found or a page with the title exists already in the target sp copied in this space. The target spaces are chosen from a space shuttle category.

3

Then, the result is as expected, all the spaces in the Customer category now contain the copied page.

## Space Admin Browser

Search space

+ Add all Spaces



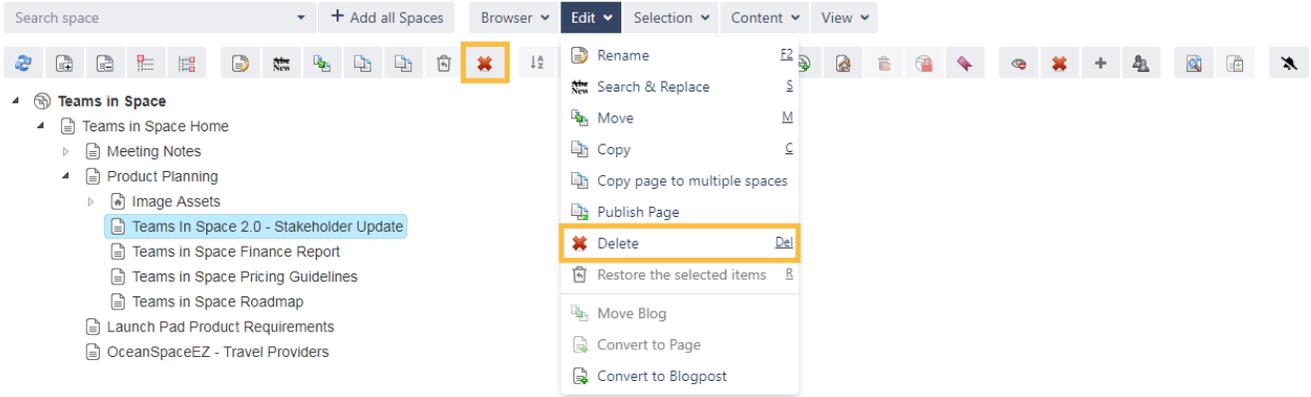
- ▲ **Project A**
  - ▲ **Project A Home**
    - Page to be copied into multiple spaces
- ▲ **Customer X**
  - ▲ **Customer X**
    - Page to be copied into multiple spaces
- ▲ **Customer Y**
  - ▲ **Customer Y**
    - Page to be copied into multiple spaces
- ▲ **Customer Z**
  - ▲ **Customer Z**
    - Page to be copied into multiple spaces

## Deleting pages

Using Space Admin for Confluence, you can delete single or multiple pages including child pages.

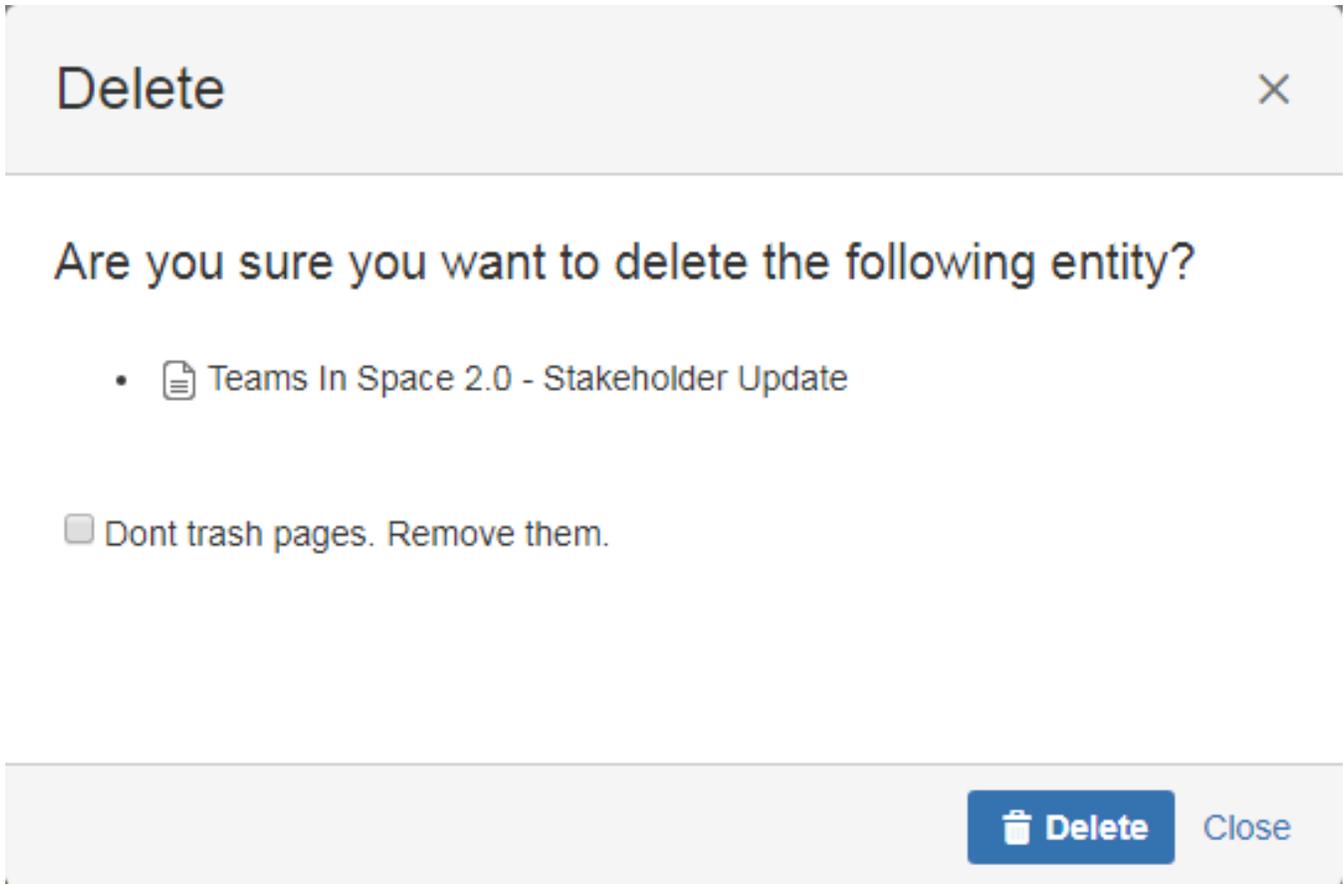
To delete a single page select the page in the Space Admin Browser tree and then by choosing one of the following options:

- Click on **edit** and **delete** or
- Click on the **delete button** or
- Press **Del**
- Use the **context menu**



A window will open. The option **Delete child pages** is enabled by default. **Disable this option to only delete the selected page.** The former child pages will be sorted underneath the top level page.

If there are no child pages this option will not be shown.



You can permanently delete pages by checking the option "Don't trash pages. Remove them".

Deleted pages with this option checked cannot be restored and deleting multiple pages works the same as deleting one page.

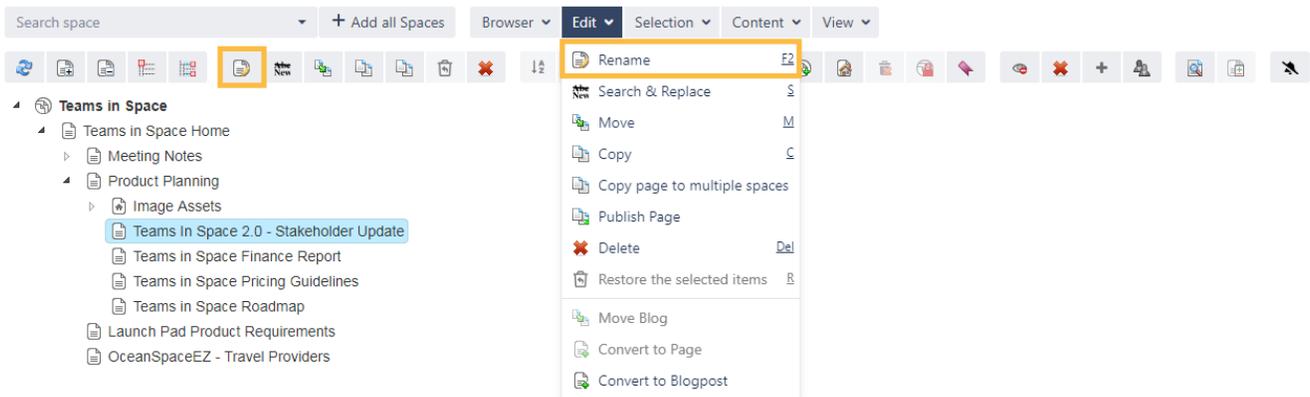
## Renaming pages

You can rename pages by selecting the page to be renamed and then by choosing one of the following options:

- Click on **edit** and **rename**
- Click on the **rename button**
- Press **F2**
- Use the **context menu**

The action will be completed by entering a new name and confirming by pressing enter or clicking somewhere else.

It is not possible to assign an identical page name twice in one space.



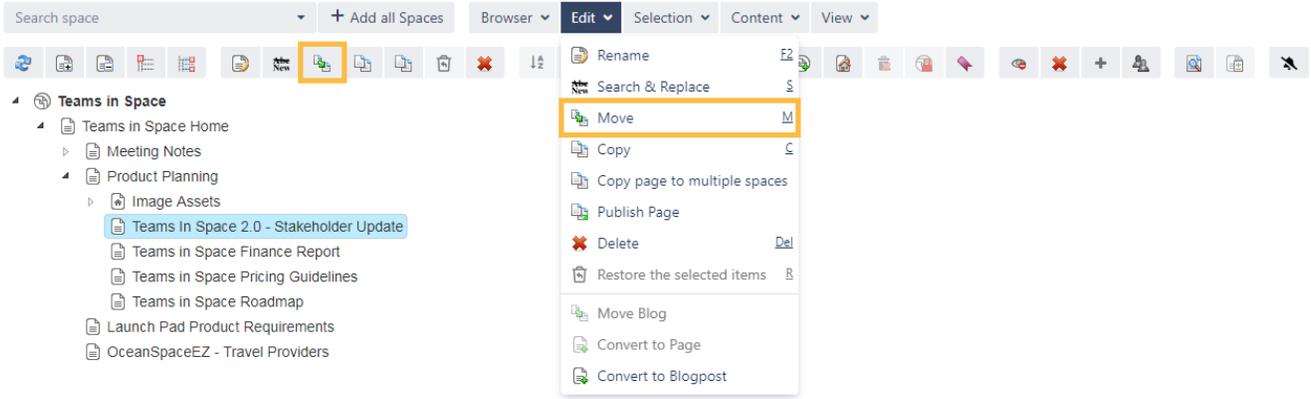
## Moving pages

Pages can be moved by selecting them and then by choosing one of the following options:

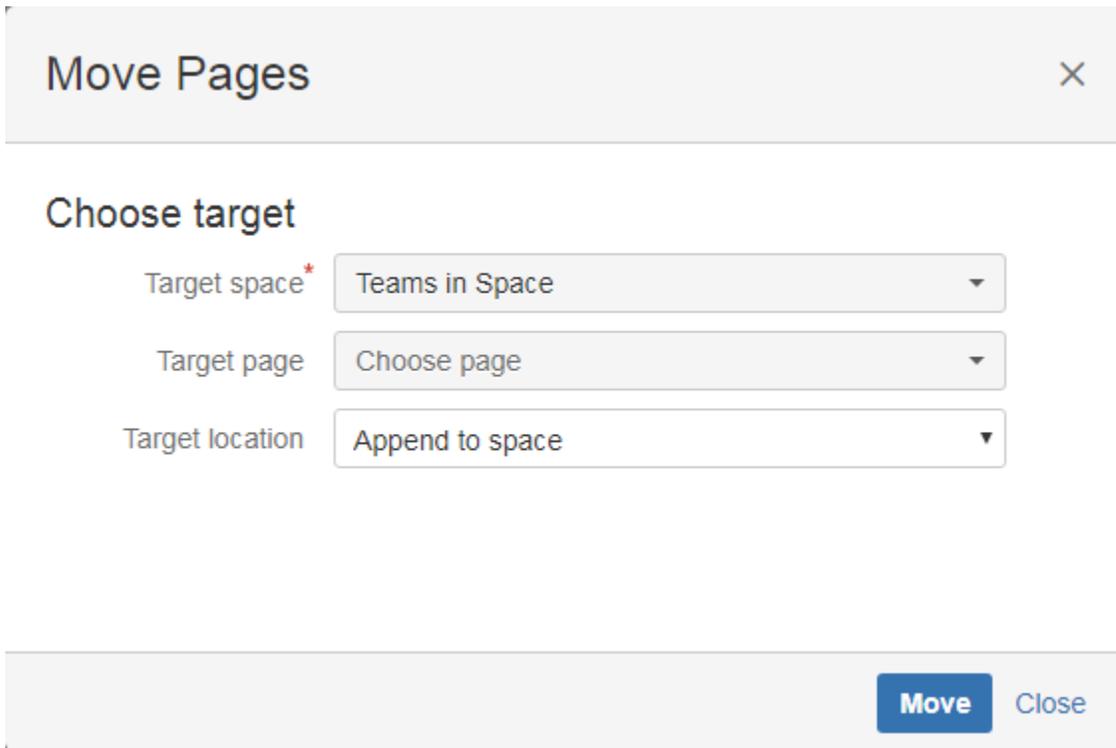
- Click on **edit** and **move**
- Click on the **move button**
- Press **m**

Pages can be reordered using **drag and drop** or with the **move function** to move pages and their children to another space.

Moving a page into a space containing a page with an identical name is not possible. You have to rename one of the pages before they can be moved.



A window will open where you can choose the target space and optionally, a page in that space that the selected page should be moved to.



## Sort child pages

This option compares pages and highlights the differences. Use it by selecting the pages through **Ctrl+ left click** and then by choosing one of the two available orders (From A to Z or from Z to A).

## Space Admin Browser

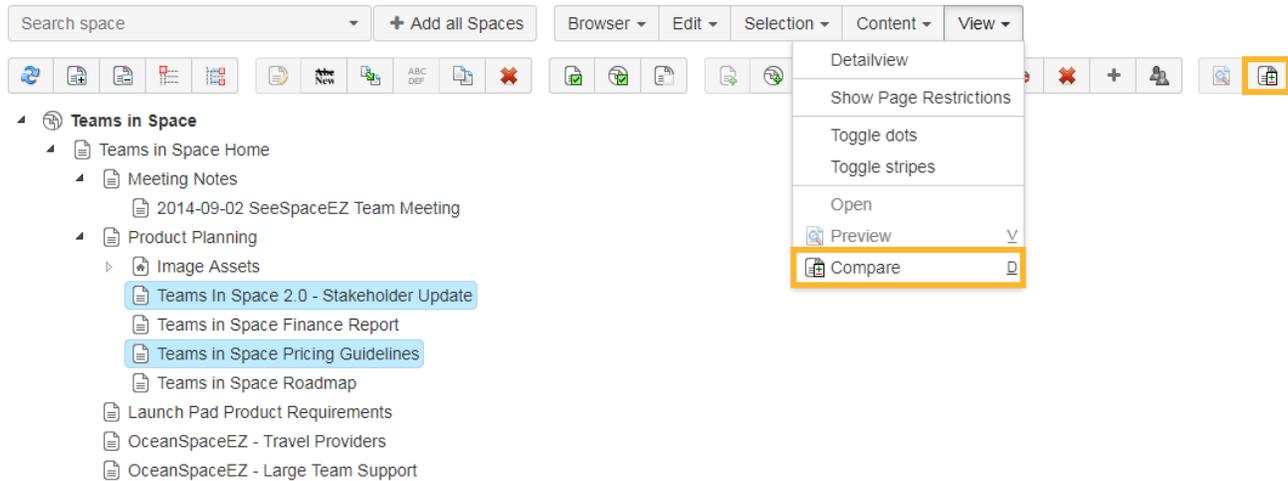


## Comparing pages

The compare feature can be executed in two directions. It depends on the order in which the pages were selected.

To compare pages, use one of the following options:

- Click on **view** and **compare**
- Click on the **compare button**
- Press **d**



The window will highlight the differences using the following colors:

- **Green**: what has been added
- **Red**: what has been deleted
- **Blue**: the format has changed

## Compare pages

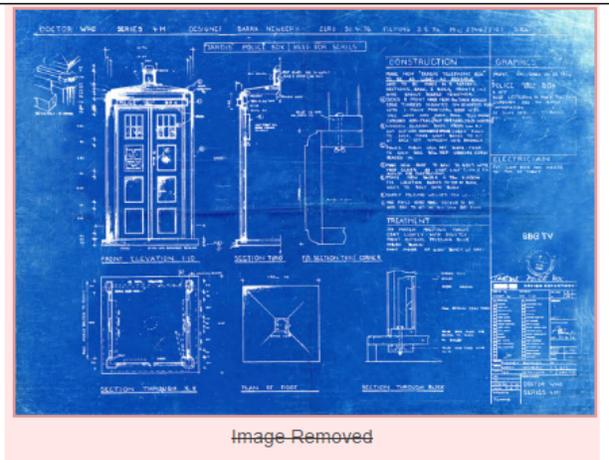


### Key

- This line was added.
- This line was removed.
- Formatting was changed.

### Build plan - Some Documentation

TARDISes are "grown", as stated by the Tenth Doctor in "The Impossible Planet" (2006), and new TARDISes cannot be grown to replace a missing TARDIS if the Doctor's home planet was "gone". They draw their power from several sources, but primarily from the Eye of Harmony, an exploding star in the process of becoming a black hole suspended in a permanent state of decay. In "The Edge of Destruction" (1964), the power source of the TARDIS (referred to as the "heart of the TARDIS") is said to be beneath the central column of the console. They are also said to draw power from the entire universe as revealed in the episode "Rise of the Cybermen" (2006), in which the TARDIS is brought to a parallel universe and cannot function without the use of a crystal power source from within the TARDIS, charged by the Doctor's life force.



One morning, when Gregor Samsa woke from troubled dreams, he found himself transformed in his bed into a horrible vermin. He lay on his armour-like back, and if he lifted his head a little he could see his brown belly, slightly domed and divided by arches into stiff sections. The bedding was hardly able to cover it and seemed ready to slide off any moment. His many legs, pitifully thin compared with the size of the rest of him, waved about helplessly as he looked. "What's happened to me?" he thought. It wasn't a dream. His room, a proper human room although a little too small, lay peacefully between its four familiar walls. A collection of textile samples lay spread out on the table - Samsa was a travelling

Close

## Viewing pages

To preview pages in the Space Admin Browser select a page and then by choosing one of the following options:

- Click on **view** and **preview**
- Click on the **preview button**
- Press **v**
- Use the **context menu**

Search space [v] + Add all Spaces [v] Browser Edit Selection Content View

Teams in Space

- Teams in Space Home
  - Meeting Notes
    - 2014-09-02 SeeSpaceEZ Team Meeting
  - Product Planning
    - Image Assets
      - Teams In Space 2.0 - Stakeholder Update
      - Teams in Space Finance Report
      - Teams in Space Pricing Guidelines
      - Teams in Space Roadmap

Context menu options: DetailView, Show Page Restrictions, Toggle dots, Toggle stripes, Open, Preview (v), Compare (D)

A window will show a little preview of the page you have selected.

The links in the preview dialog are disabled.

## 2014-09-02 SeeSpaceEZ Team Meeting

Page preview ×

### Date

10 August 2013

### Attendees

- [Alana Grant](#), [Ryan Lee](#), [Jennifer Evans](#),  
[Kevin Campbell](#), [Cassie Owens](#), [Emma Paris](#), [William Smith](#)

### Goals

- Review SeeSpaceEZ product priorities for the quarter against engineering schedule.

### Discussion Items

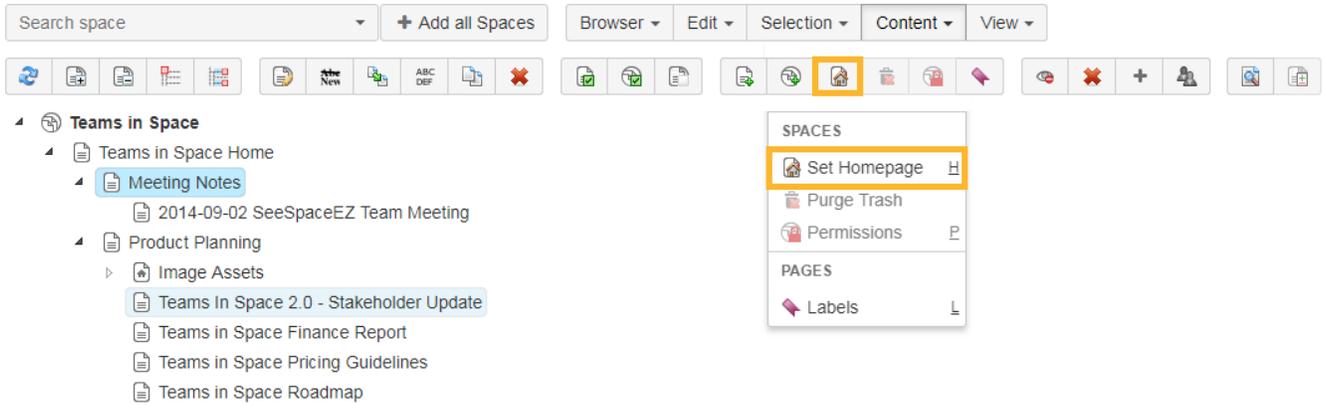
Time	Item	Who	Notes
10m	Engineering Schedule Update	<a href="#">William Smith</a>	<ul style="list-style-type: none"><li>• Status update for all teams</li></ul>

Close

## Setting a new home page

A little home symbol shows the current homepage. This can be changed within the Space Admin Browser by selecting a new page and then by choosing one of the following options:

- Click on the **Set Homepage** button
- Use the **Context menu**
- Press **h**



## Publishing pages

To publish a page choose the **publish** option in the context menu of a page or use the **publish button**.

If you create a version the following will happen:

- The page to be published will be copied into another space
- The current page with the same name in this space will be overwritten
- A new version will be created in the Confluence page history

This is a good way to maintain documentation.

## Example

You have a public space and a private space with identically pages. In the private space you change the content of the documentation and work on it without affecting the public documentation. When you are finished you can publish the new documentation to the public space.

Pages cannot be published in the same space!

## Publish Page - Product Planning ✕

Target space\*

Parent page

Page title

Search/Replace  Replacement

Enter a search string and a replacement to change titles of copied pages.

Search replace with regular expression

Options

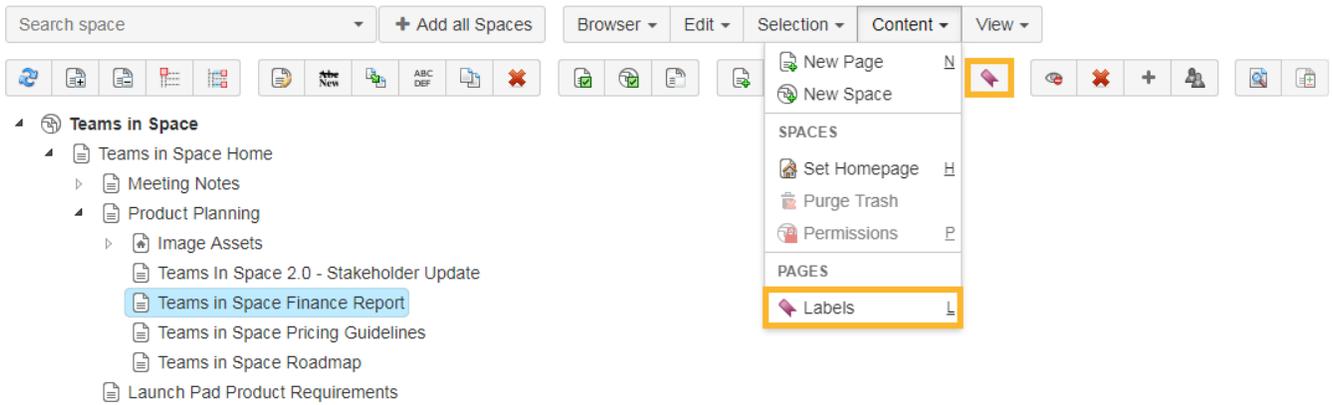
- Replace existing Pages (create new version)
- Copy comments
- Copy labels
- Copy page permissions
- Copy creator/creation date
- Copy attachments
- Copy child pages

## Editing page labels

The editor will show all existing labels from all selected pages, posts, and attachments.

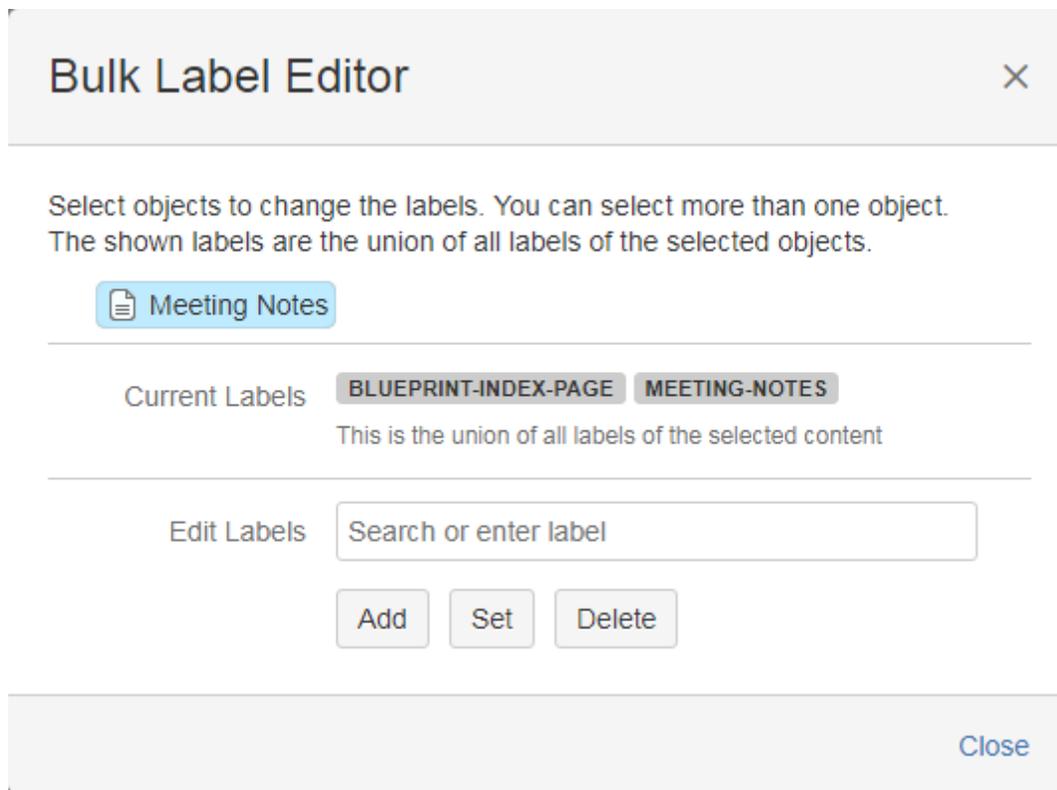
Labels can be added to all selected entities or deleted from the entity where it is set. You can do this by selecting a specific page and then by choosing one of the following options:

- Click the **label** button
- Use the **context menu**
- Click **content** and **labels**
- Press **L**



There are 3 options that can be chosen when editing the labels:

- **Add:** Add new labels to the page
- **Set:** Overwrite the existing labels on the page with the new ones
- **Delete:** Delete the entered labels from the page



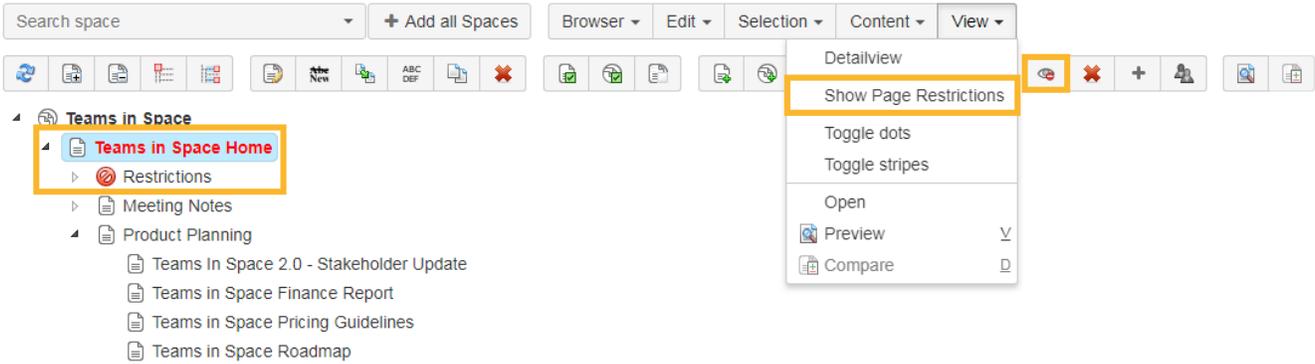
You can only add, set, or remove labels if you have the permission to edit the page.

## Page permissions

All pages in the current spaces which have a restriction will be highlighted in red.

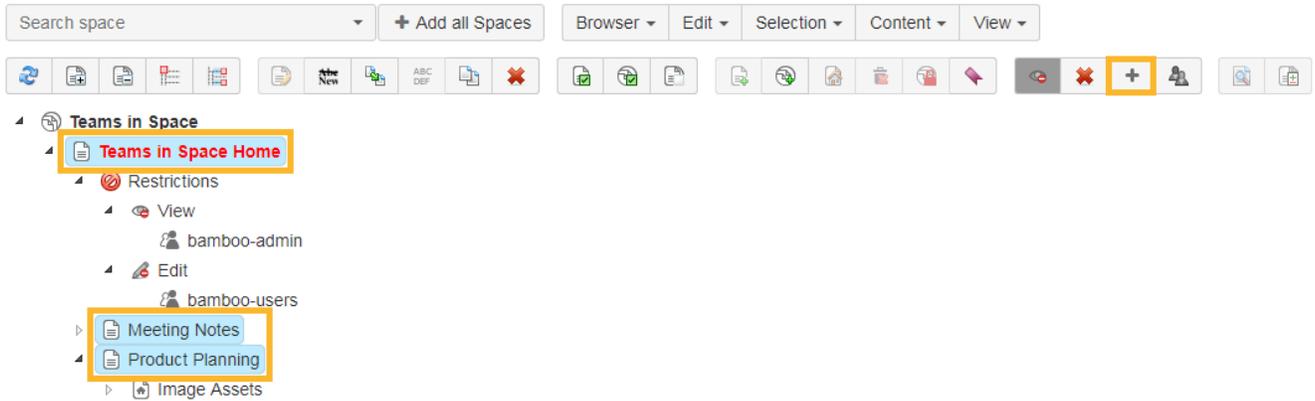
**SINCE VERSION 1.3.0**, if a page has any restrictions they can be seen by selecting the page and then by choosing one of the following options:

- Use the **highlight page restrictions** button
- Click on the **view menu** and **Show Page Restrictions**



## Add page permissions

Page Permissions can be added by selecting all pages that should have the specific permissions and clicking the **Add Page Permissions** button.



In the next window that opens a group or user, and the specific permission can be selected.



View/edit node	Delete all view/edit permissions
user/groups	Delete the user/groups permission

Use the window shown to search for specific users and groups.

## User/group information

User/group information can easily be viewed in the Space Admin Browser. It is useful to check which users are in a specific group. By selecting the specific group and clicking the **User/Group information** button, all group members will be shown in a popup window.

The screenshot shows the Space Admin Browser interface. At the top, there is a search bar labeled 'Search space' and a '+ Add all Spaces' button. Below these are several dropdown menus: 'Browser', 'Edit', 'Selection', 'Content', and 'View'. A toolbar contains various icons for file management and actions. The main content area is titled 'Teams in Space' and is expanded to show 'Teams in Space Home'. Under this, there are two sections: 'Restrictions' and 'Edit'. The 'Restrictions' section is further expanded to show a 'View' sub-section with three user groups: 'bamboo-admin', 'confluence-administrators', and 'jira-users'. The 'jira-users' group is highlighted with a yellow box. The 'Edit' section shows 'bamboo-users' and 'confluence-administrators'.

## User/Group Information ×

Search user/group

User/Group ▾

### Group Info

Name jira-users

Members

- admin
- agrant
- cowens
- eparis
- hjennings
- jevans
- kcampbell
- mdavis
- mtaylor
- rlee

Close

In the shown popup window it can be searched for specific users and groups.

Check the following [table](#) for more helpful shortcuts to save you time while managing your pages.

If you still have questions, feel free to refer to our [support](#) team.