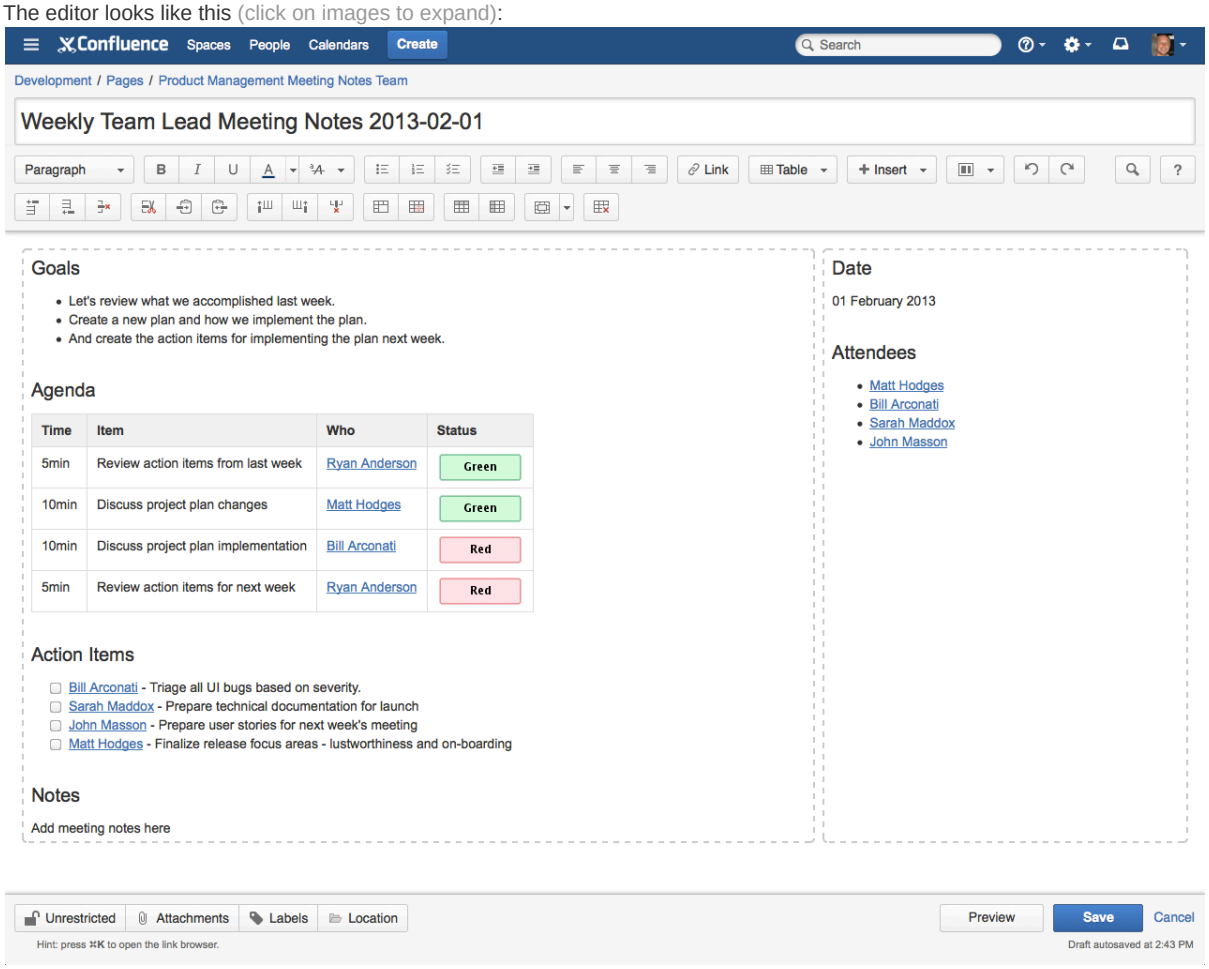
A quick look at the editor (step 2 of 9)

You will use the Confluence editor to **create** and **edit** Confluence pages.
You can type into the editor as you would in any document, apply formatting, and embed other content and files into the page.

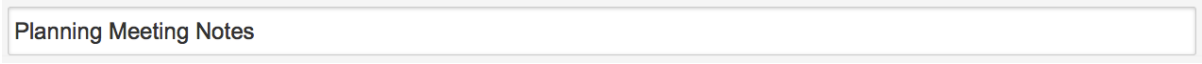
The editor looks like this (click on images to expand):



Here is a description of the components:

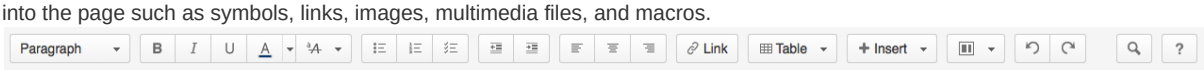
1. ### Page title

   Use the page title to give your page a unique name that describes it.

2. ### Editor toolbar

   The editor toolbar provides tools to format and color page content, create lists and tables, indent and align text, and insert other content into the page such as symbols, links, images, multimedia files, and macros.

3. ### Page content

   This is where you will type the content for your page. You can also drag attachments from your desktop here. In the screenshot below you can see content for a Planning Meeting Notes page.

Goals

- Let's review what we accomplished last week.
- Create a new plan and how we implement the plan.
- And create the action items for implementing the plan next week.

Agenda

Time	Item	Who	Status
5min	Review action items from last week	Ryan Anderson	Green
10min	Discuss project plan changes	Matt Hodges	Green
10min	Discuss project plan implementation	Bill Arconati	Red
5min	Review action items for next week	Ryan Anderson	Red

Action Items

- [ ] Bill Arconati - Triage all UI bugs based on severity.
- [ ] Sarah Maddox - Prepare technical documentation for launch
- [ ] John Masson - Prepare user stories for next week's meeting
- [ ] Matt Hodges - Finalize release focus areas - lustworthiness and on-boarding

Notes

Add meeting notes here

Date

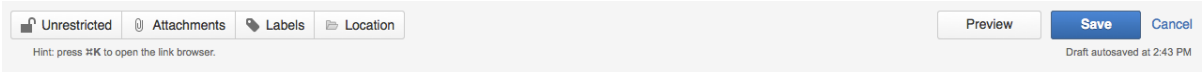
01 February 2013

Attendees

- Matt Hodges
- Bill Arconati
- Sarah Maddox
- John Masson

4. **Save button**

Clicking the Save button "publishes" the page so that others can see your changes.



PREV HOME NEXT