

# Getting started



Here are some tips to get you started. You can edit this page to see how it works!

## 1. Create a page

- Click "Create" and select "Blank Page" to create your first page.
- New pages are created as children of the page you are currently viewing.

## 2. Add to your page

- Click "Edit" to enter the Confluence editor and use the page layouts feature to structure your content using sections and columns.
- Use headings to format your text and drag and drop images into your page to provide visual interest.
- Click "Insert" and select "Other Macros" to add macros for navigation, special formatting and other media.

## 3. Organise your pages

Here are some tips for organising 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 organised 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**

Standardise 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](#)"

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