



ICANN Community
Confluence Wiki
User Guide

September 2012





**ICANN Community
Confluence Wiki
User Guide**

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1. Welcome

This User's Guide has been developed to give a brief introduction and guidance on how to utilize the ICANN Confluence Community Wiki, and is also available in French, Spanish, Arabic, Chinese, and Russian.

Please note that depending on your computer's language settings, the wiki is designed so that the menu and sub-menu tool bar on the top right-hand side of the screen will change into French and/or Spanish. All other content, including the tabs at the top of the screen as well as the workspace names, will remain in English.

In the chart below the menu toolbar items, along with some additional, commonly used sub-menu toolbar items, will display as follows:

English Toolbar Terms	French Menu Terms	Spanish Menu Terms
Edit	éditez	corrija
Add	ajoutez	agregue
Tools	des outils	las herramientas
Browse	passez en revue	hojee
Page	page	página
Bookmark	repère	señal
Comment	commentaire	comentario
Attachment	attachement	accesorio
Copy	copiez	copie
Move	déplacez-vous	muévase
Remove	enlevez	quite
View in Hierarchy	regardez dans la hiérarchie	vea en jerarquía

2. Confluence Wiki

Confluence wiki is a website that allows you to edit content in an easy and collaborative way. *Confluence* is the brand name of the wiki that ICANN has selected for its <http://community.icann.org> site.

This wiki installation is set-up to allow global viewing and editing of content by ICANN's community members.

2.1 Online Documentation

A wealth of information and documentation exists for the Confluence Wiki at the following websites:

A Quick Start video guide:

<http://quickstart.atlassian.com/download/confluence/get-started/intranet/set-up>

A User's Guide to Confluence:

<https://confluence.atlassian.com/display/DOC/Confluence+User's+Guide>

3. General Confluence Structure

Confluence consists of a few key areas that allow you to locate and organize content. Content in Confluence is structured in a specific way:

The wiki is separated into **workspaces**. **Workspaces** contain pages. **Pages** contain information (text and images) and can have attachments (images, office docs, pdfs etc.).

Pages are organized in the workspace in a hierarchical structure. The initial page is called a *parent page*. If another page is then added to this page, the resulting page is known as a *child page*.

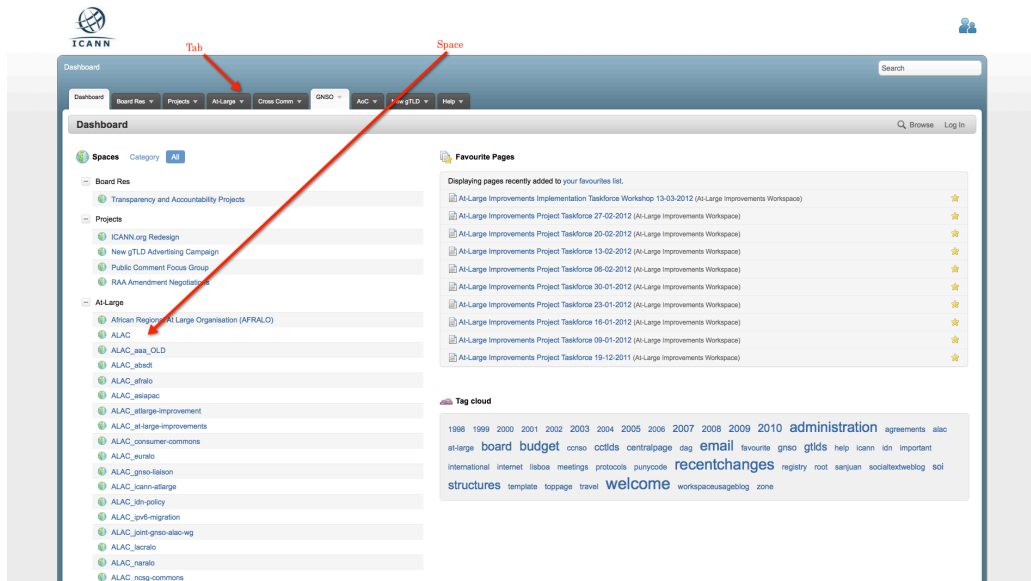
4. Navigating Confluence

When you visit <http://community.icann.org>, you will see a Dashboard area with tabs at the top that refer to specific ICANN wiki communities (i.e. At-Large Advisory Committee (ALAC) or Generic Names Supporting Organization (GNSO), AOC, Projects, Board Resolution, etc.) You will only be able to see the content of the tabs for the wiki communities whose permissions have been set to read-only for authorized global visitors.

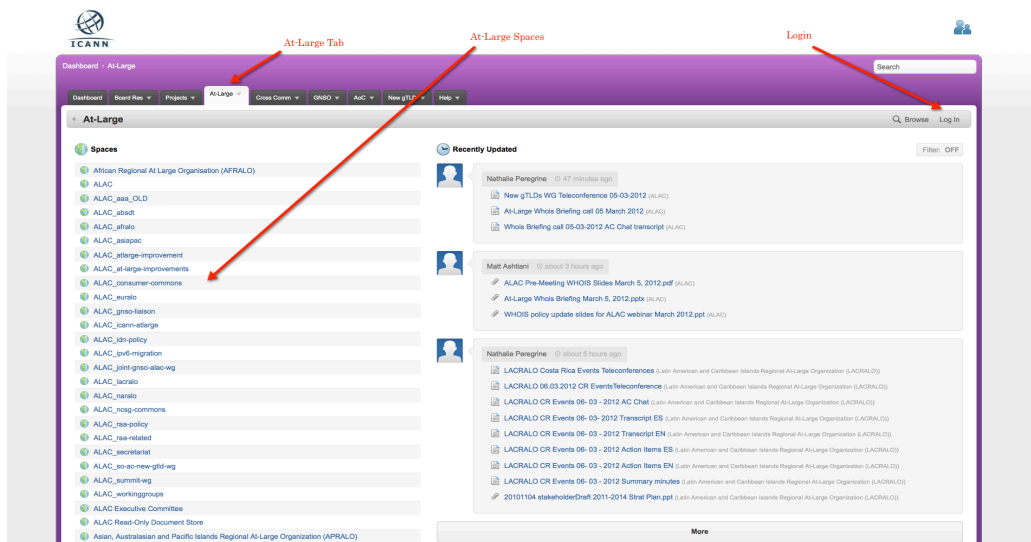
Additionally, providing you are logged in, there is a *Favorite Pages* box that lists the pages in the various workspaces that have been recently added to the global visitor favorites list. There is also a *Tag Cloud* containing popular keywords.

At-Large Community Wiki

At-Large is one of the Communities that have workspaces within the ICANN Community Confluence Wiki.



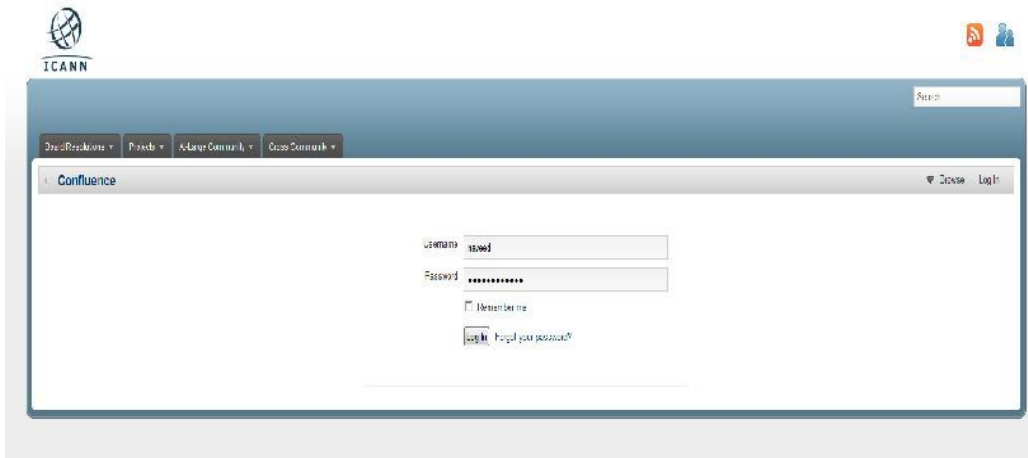
In order to access the At-Large Community wiki workspaces, click on the *At-Large* community tab near the top of the page. Below is the page that you will see:



For visitors that would like to go to this area directly, rather than from the dashboard page, the link is: <https://community.icann.org/category/sub-dashboard.action?categoryKey=atlarge>

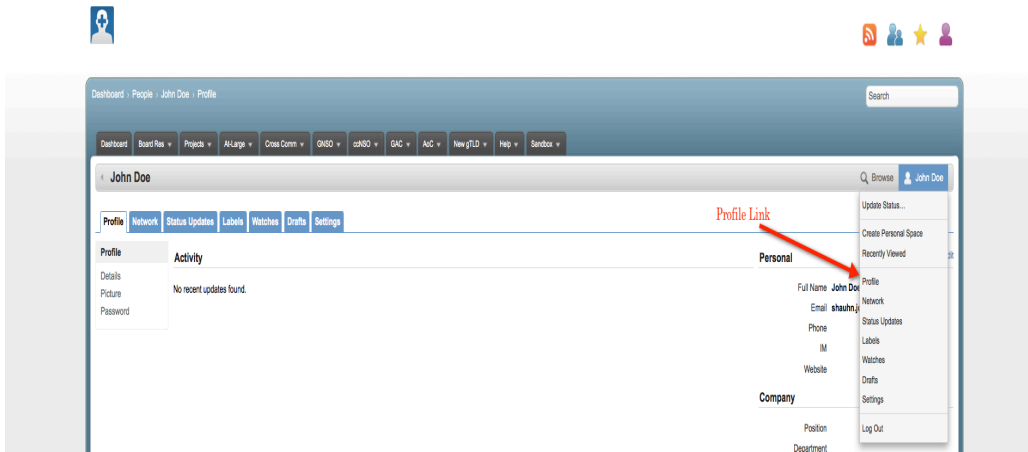
Logging In to Confluence Wiki

To log-in to the ICANN Community Confluence Wiki, click on the *Log In* link on the top right-hand side of the page, where you will then be asked to enter your *Username* and *Password*. See image below:

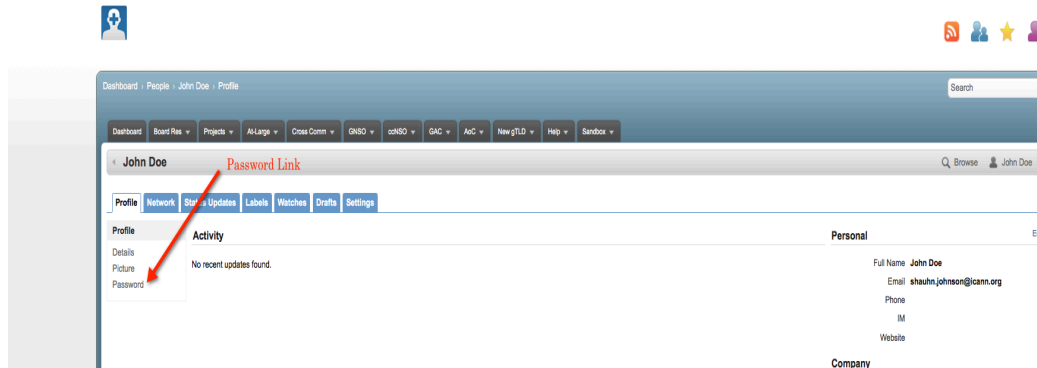


In the *Username* and *Password* text boxes, enter the Username/Password sent to you by a Confluence Wiki Administrator.

Once logged in, click on your name, which will appear in the top right-hand menu, and from the drop-down menu select the *Profile* link.



This will give you the following page:

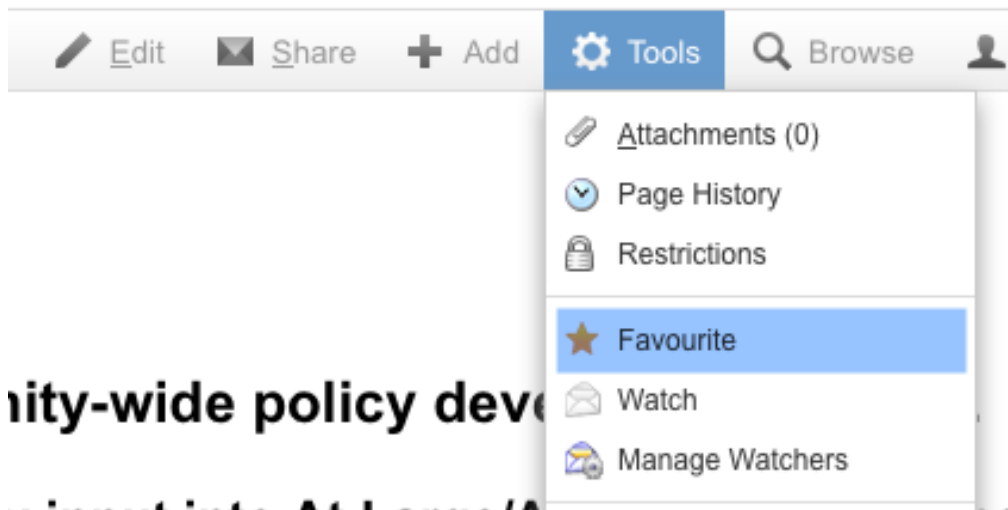


Click on the *Password* link to change your password.

Additional Tabs

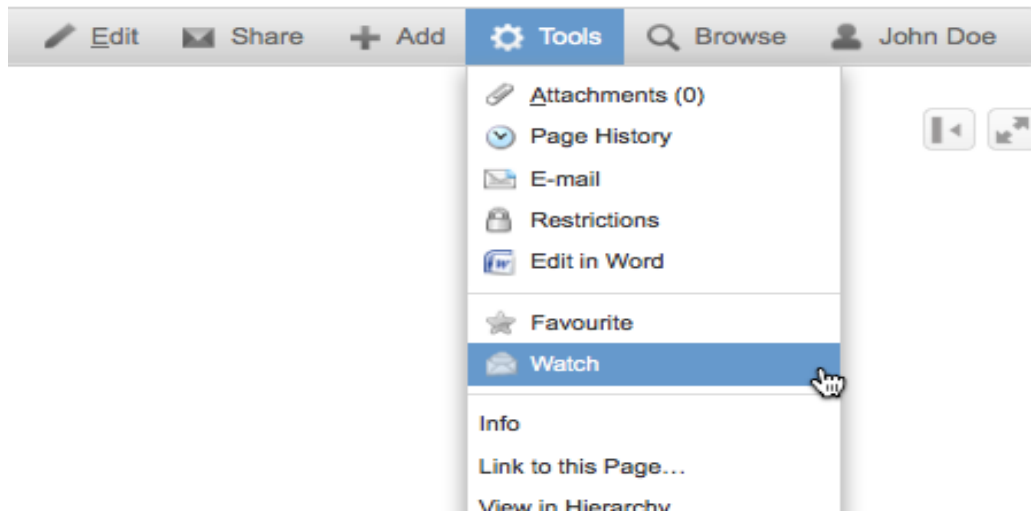
Favourites

You can “favourite” a specific page to allow quick access to that page by clicking on the *Tools* menu item and then selecting *Favourite* (see below). A link to this page will be added to the *Favourites* section of your profile.



Watches

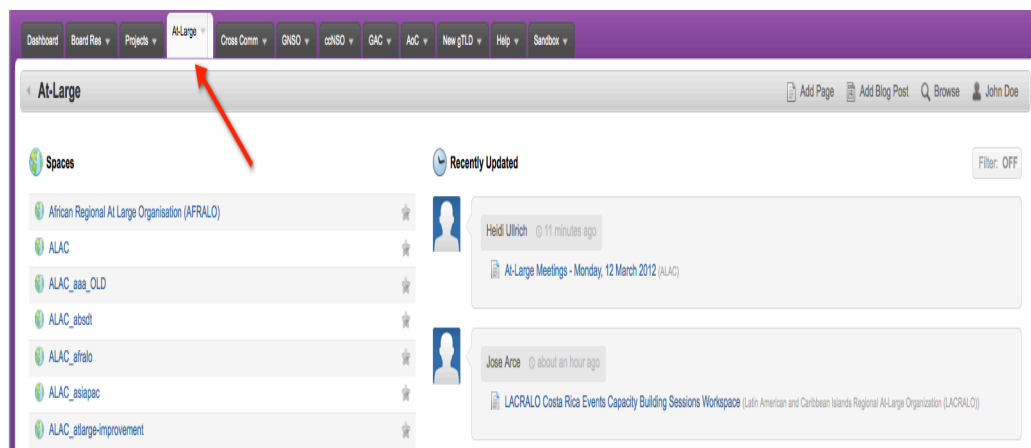
You are able to follow a workspace or page’s activities by selecting the *Watches* link. Each time there is a change made to a page, you will be notified of the change via email. You can watch a page by selecting *Watch* in the *Tools* dropdown menu item (see below). The page or pages will be listed under the *Watches* tab in your profile.



The following link will give you more information on working with User Profiles:
<http://confluence.atlassian.com/display/DOC/User+Profile+Overview>

5. Managing Content in Confluence Workspaces

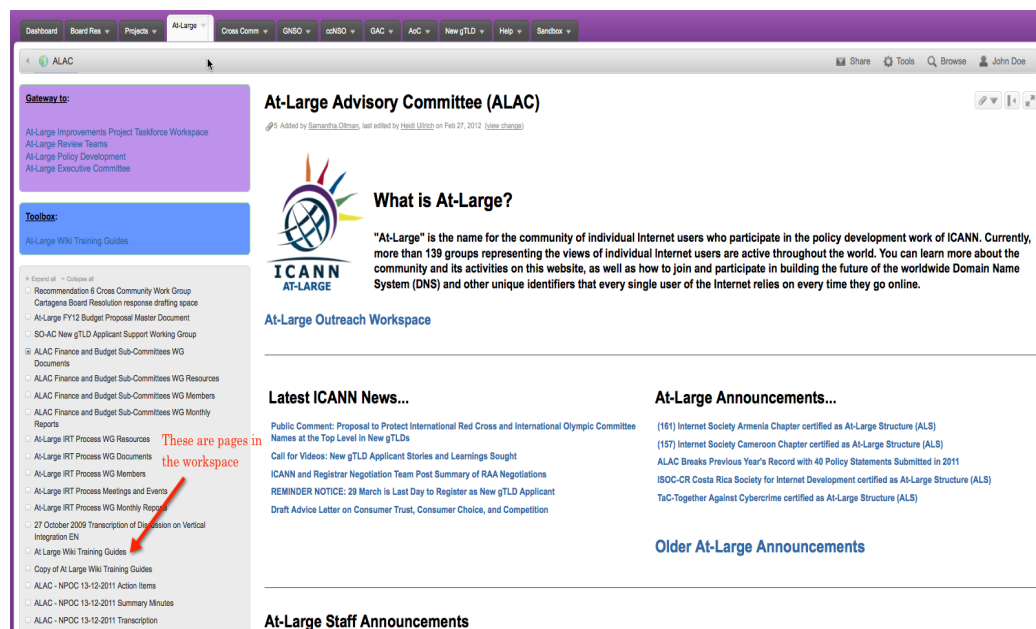
Once you have obtained your *Username* and *Password* and logged into the ICANN Confluence wiki, you will be able to select any workspace for which you have editing rights and can manage content.



Using the At-Large Advisory Community (ALAC) workspace as an example, in the picture above, this workspace is the second workspace in the *Spaces* list located on the left-hand side. Alternatively, you can follow this link to take you directly to the workspace: <https://community.icann.org/category/sub-dashboard.action?categoryKey=atlarge>

Please note that this ALAC workspace is designed to be the gateway to all the other ALAC workspaces and should be your starting point when you visit the ALAC Community workspaces on this wiki.

Once you select the ALAC workspace, you will see the following screen (Please note that all ALAC spaces have been designed to have a purple background):



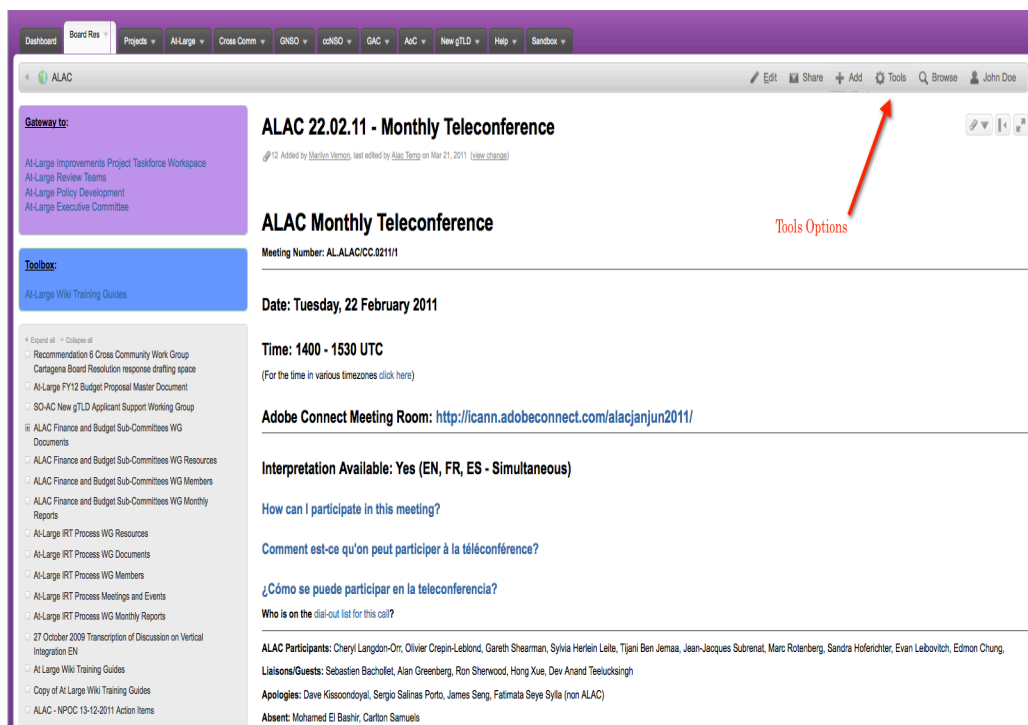
You will see the pages that are in this workspace located in the gray box in the middle of the left-hand side of the page. The purple box at the top left-hand side and the gray box below the larger gray box contain special links to other workspaces. Most workspaces will not have these two boxes and will only have the larger gray box.

The pages in this workspace are arranged in a hierarchical structure with parent pages and children pages as described earlier in this User Guide.

To familiarize you with the tabs and menus that you will be using, we will select the ALAC Monthly Teleconference page as an example. Please go to the following link to follow along with this guide:

<https://community.icann.org/display/atlarge/ALAC+22.02.11+-+Monthly+Teleconference>

When you click on the link indicated above, you will see the following screen:

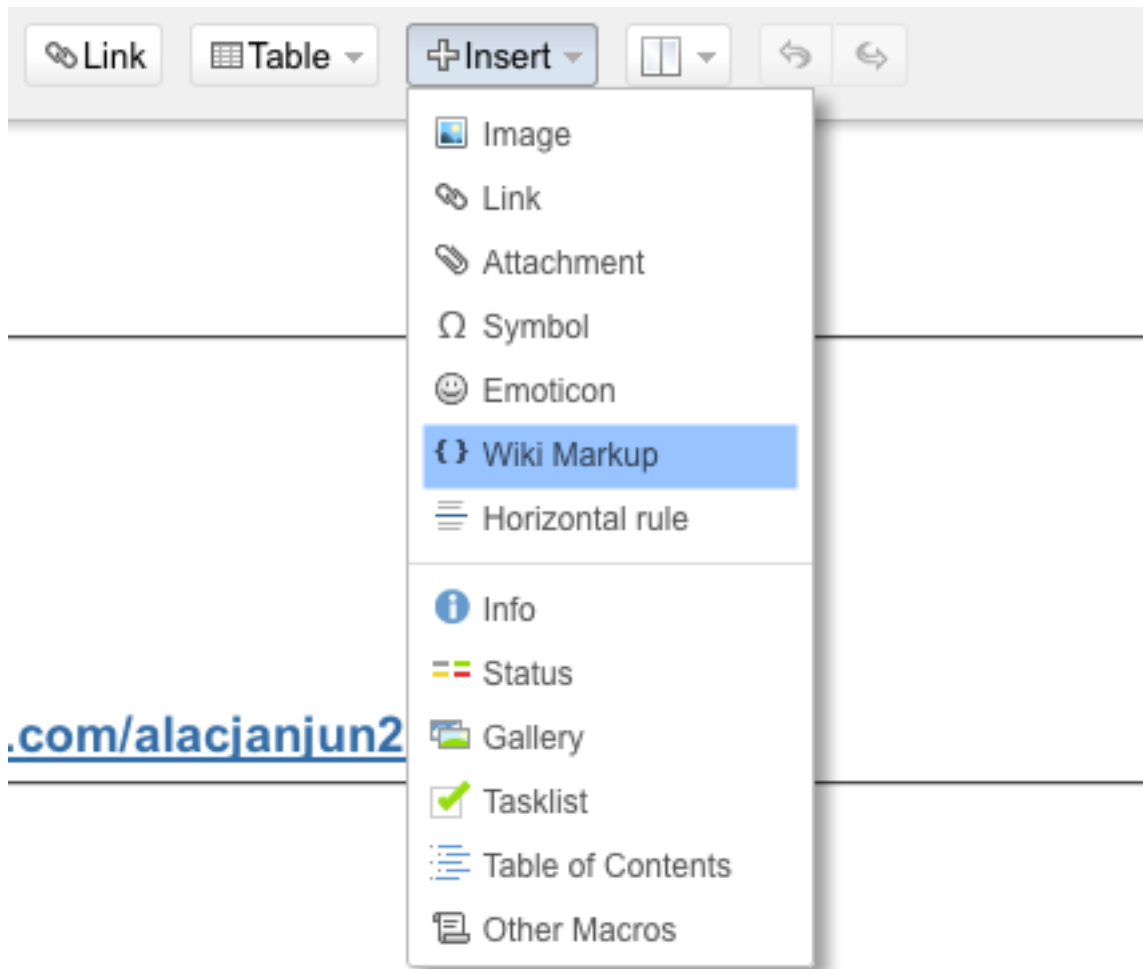


On the top right-hand side of the page, you will see a menu with the following items: **Edit, Share, Add, Tools, Browse** and **your Login Name**.

Please note: You will only be able to see the *Edit* and *Add* buttons if you have permission rights.

Wiki Markup

This editor will allow you to use a markup language similar to HTML when editing your pages and can be activated by clicking *Insert* on the editor toolbar and selecting *Wiki Markup*:



Paste markup text into the new window and select *Insert*:

Wiki Markup

Help











```
||heading 1||heading 2||heading 3||  
|cell A1|cell A2|cell A3|  
|cell B1|cell B2|cell B3|
```














Hint: you can also enter wiki markup directly in the editor, where it will be formatted as you type.

[Insert](#) [Cancel](#)


Confluence will convert the wiki markup to rich text in the editor page.

ALAC 22.02.11 - Monthly Teleconference

Paragraph **B** *I* U          

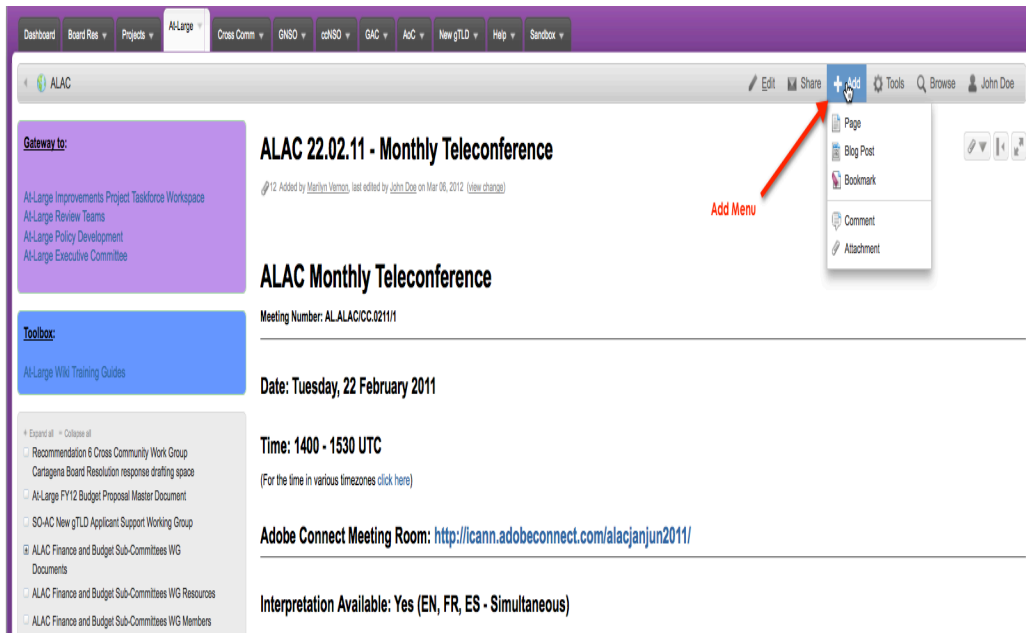
            

heading 1	heading 2	heading 3
cell A1	cell A2	cell A3
cell B1	cell B2	cell B3



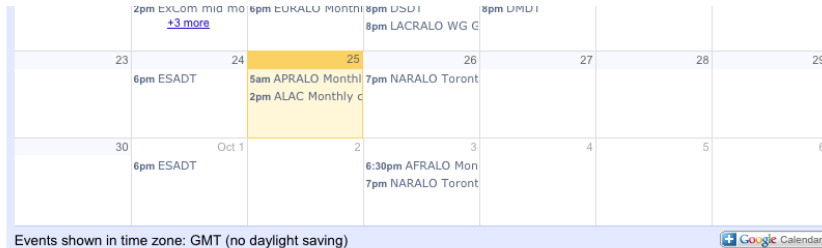
Add Menu

The **Add** menu drop down box will allow you to add a new *Page* to this workspace's hierarchy. You can add *Comments* to a page, post a *Blog*, *Favourite* a page for future quick access, and also add an *Attachment* to a page that can be linked to text on the page.



Write a Comment

If permission rights are granted, scroll down to the bottom of the page:



Like Be the first to like this

Labels None

12 Child Pages

- At-Large Working Groups
- Policies and Policy Development
- ICANN Meetings
- ALAC Organizing Information
- At-Large Documents
- At-Large Advisory Committee
- At-Large Structures
- ALAC Miscellaneous
- ALAC Elections, Selections, and Appointments
- Regional At-Large Organisations
- At-Large New gTLD Workspace
- To Be Organized

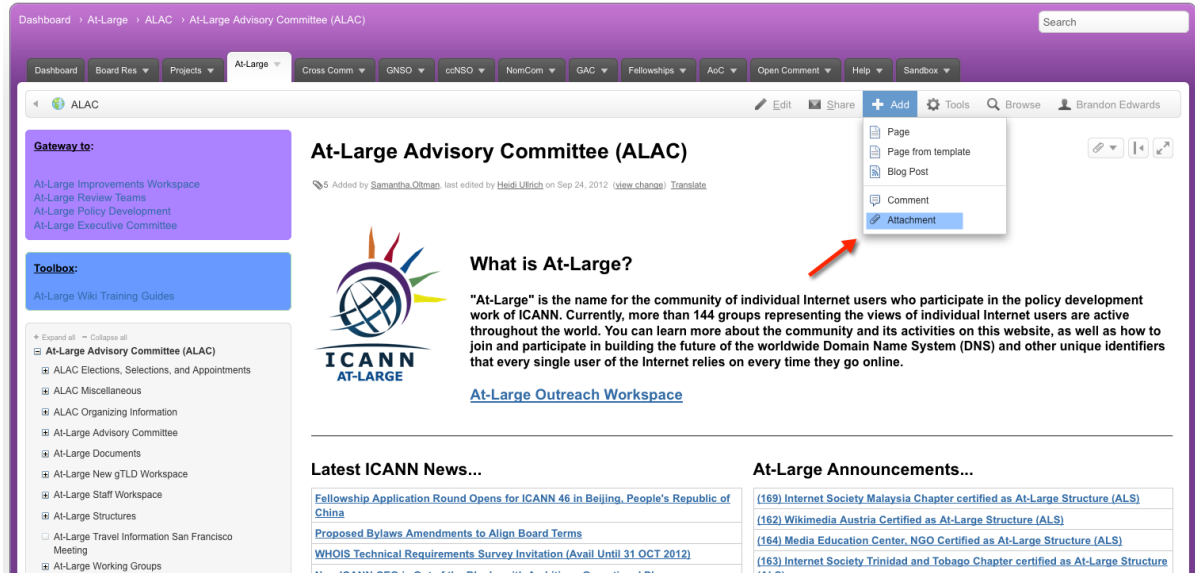


Write a comment...

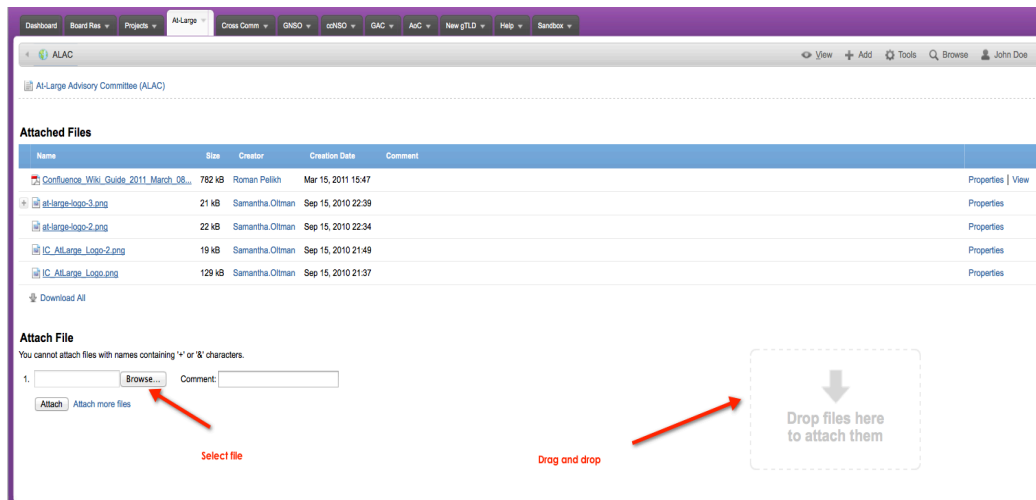
Enter comment in *Write a comment...* box and select *Save*:

Adding Attachments

Select *Add* then scroll down to Attachments.

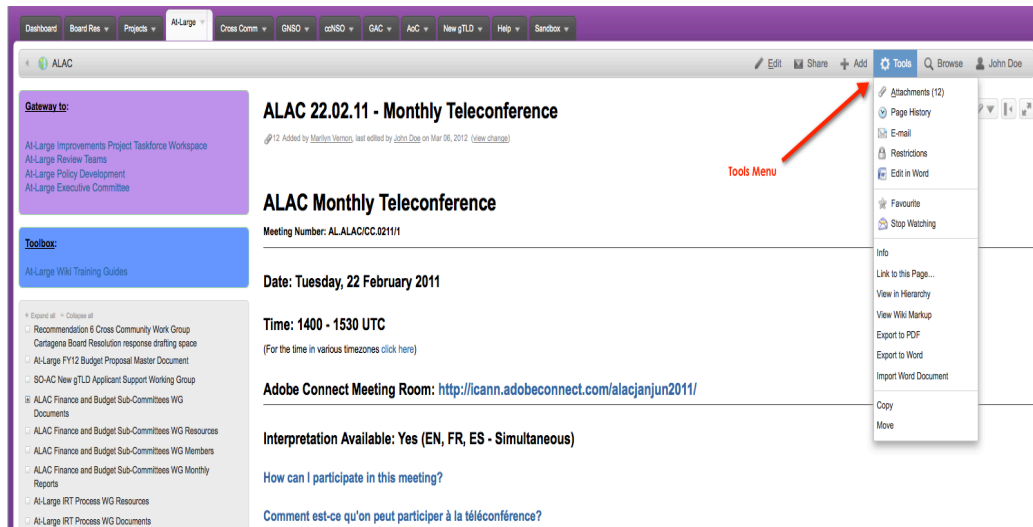


Select the file from your folder or “drag and drop”.



Tools Menu

The *Tools* menu drop down box contains menu items that will be used regularly.



The screenshot shows a Confluence Wiki page titled "ALAC 22.02.11 - Monthly Teleconference". The page content includes:

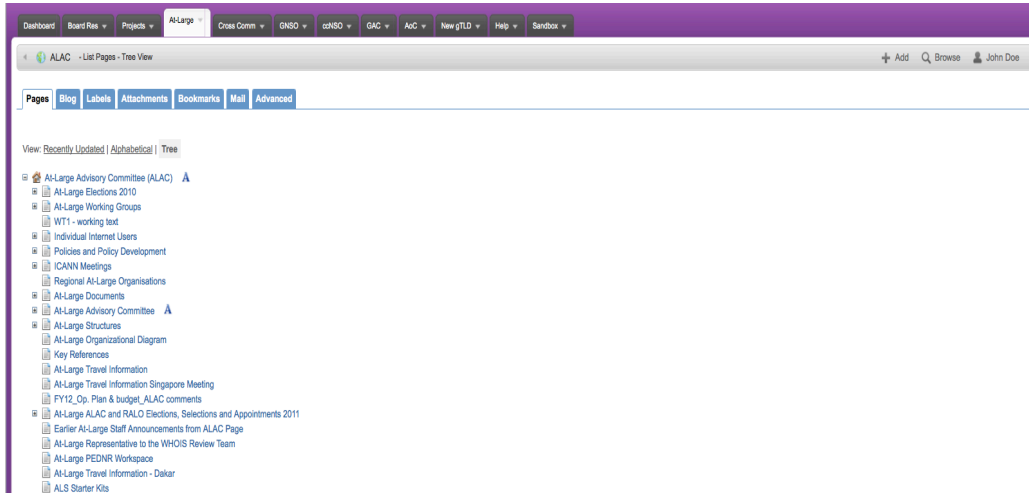
- Gateway to:** AL-Large Improvements Project Taskforce Workspace, AL-Large Review Teams, AL-Large Policy Development, AL-Large Executive Committee
- Toolbox:** AL-Large Wiki Training Guides
- ALAC 22.02.11 - Monthly Teleconference** (Added by Martin Vernez, last edited by John Doe on Mar 06, 2012)
- ALAC Monthly Teleconference**
- Meeting Number: AL.ALACICC.02111
- Date: Tuesday, 22 February 2011
- Time: 1400 - 1530 UTC (For the time in various timezones [click here](#))
- Adobe Connect Meeting Room: <http://icann.adobeconnect.com/alacjanjun2011/>
- Interpretation Available: Yes (EN, FR, ES - Simultaneous)
- How can I participate in this meeting?
- Comment est-ce qu'on peut participer à la téléconférence?

The "Tools" menu is open, showing the following options:

- Attachments (12)
- Page History
- E-mail
- Restrictions
- Edit in Word
- Favourite
- Stop Watching
- Info
- Link to this Page...
- View in Hierarchy
- View Wiki Markup
- Export to PDF
- Export to Word
- Import Word Document
- Copy
- Move

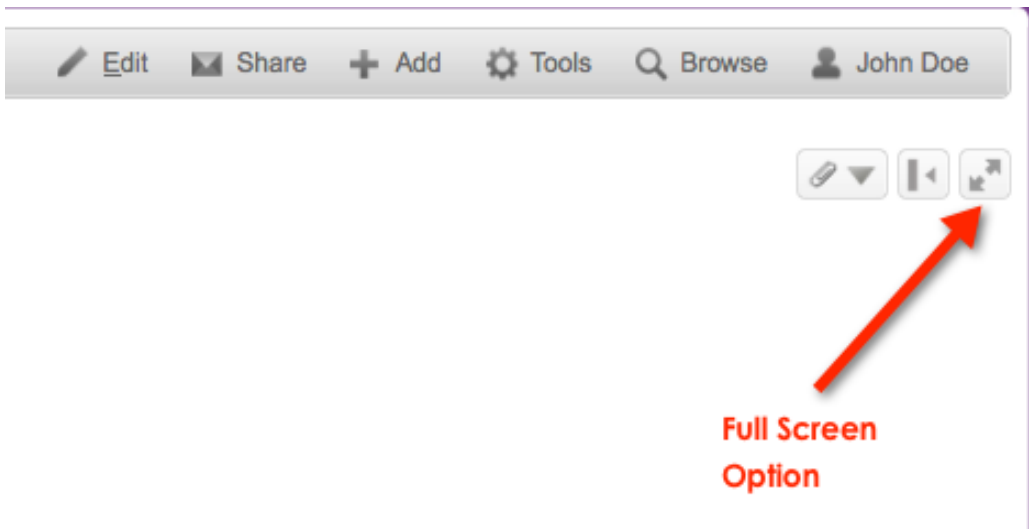
The *Copy* link near the bottom of this menu box will copy this page and its content to another page in the workspace. The *Move* link will move this page to another workspace in this wiki. The *Remove* link will delete this page from the workspace.

The *View in Hierarchy* link will generate a Tree view of all the pages in the workspace.

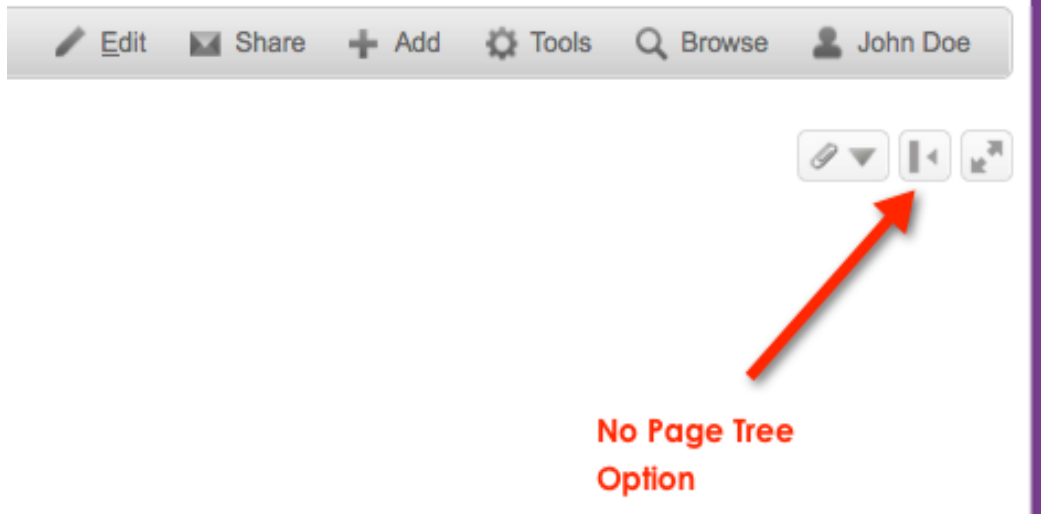


Once this tree view is generated, you are able to move any page by dragging it to a new position in the tree hierarchy of the workspace.

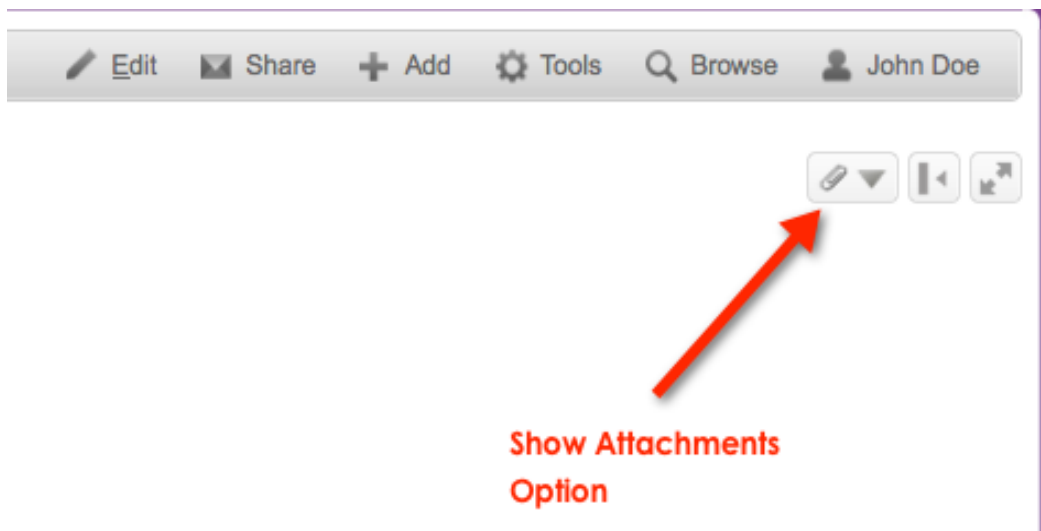
Additional Tips



The *Full Screen Button* allows the page to cover the entire screen.



The *Page Tree Option Button* allows the User to hide the Page Tree on the left of the page.



The *Attachment Button* shows the Attachments that are connected to the page.

This guidebook will be updated periodically as needed. Your feedback is welcome. Please send your comments to: staff@atlarge.icann.org. Any specific content questions should also be directed to: staff@atlarge.icann.org.