

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 images to for a larger view):

The screenshot shows the Confluence editor interface for a page titled "2015-10-19 Meeting notes". The page content is organized into several sections:

- Goals:** A bulleted list with three items: "Let's review what we achieved last week", "Create a new plan and decide how to implement it", and "Add some action items to help us implement the plan next week".
- Discussion items:** A table with four rows, each representing a discussion item with columns for Time, Item, Who, and Status.
- Action items:** A list of three items, each with a checkbox and a description: "Matthew - triage UI bugs by severity", "John - prepare user stories for next week's meeting", and "Ryan - finalise release focus areas - lustworthiness and onboarding by 20 Oct 2015".
- Metadata:** On the right side, there is a "Date" field set to "19 Oct 2015" and an "Attendees" list containing "Ryan Anderson", "Terrence Caldwell", "Matthew Lawrence", and "Rach Admin".

At the bottom of the editor, there is a "What did you change?" input field, a "Notify watchers" checkbox (checked), and buttons for "Preview", "Save", and "Close".

Time	Item	Who	Status
5 min	Review action items from last week	Ryan	GREEN
10 min	Discuss project plan changes	Terrence	GREEN
10 min	Project plan implementation	Matthew	RED
5 min	Action items for next week	Rach	RED

Here is a description of the components:

1. 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.



2. Page content

This is where you will type the content for your page. You can also drag attachments from your desktop here.

3. Save button

Click the Save button to publish your page so others can see your changes.

