Editing a Page

To edit a page:

- 1. Navigate to and open the page you want to change.
- Click Edit
- 3. Make your changes, just as you would in Microsoft Word.
- 4. To clear formatting, click the More icon () and click **Clear Formatting**. Confluence clears all formatting in the selected paragraph. This is useful when Confluence adds unnecessary formatting tags (such as tags) in the source.
- To edit the source, click the Source Editor icon (<>), located in the upper right corner of the page. This is useful in the following scenarios and others:
 - To clear some formatting in a paragraph, but not all of it.
 - To insert an image or table between steps, as described in Inserting Images or Tables in Numbered Lists.
 - To insert an indented paragraph between steps (such as the "click Apply" statement below).
 - To edit the file name of an existing image on the page.
 - To add an exit disclaimer after an external link, as described in Marking Links as External to US Government.

When you are done editing the source, click Apply.

- 6. If you intend to delete an excerpt or multi-excerpt, consider checking first where that content is in use. For instructions, refer to Finding Where Reused Content Appears.
- 7. Consider describing the change in a change comment for future reference:
 - The comparison view is not clear about image changes, such as when you add or edit alt-text, so consider mentioning that in a change comment.
 - The comparison view is not clear about changes to the wiki page title, so consider mentioning that in a change comment.
 - The comparison view is not clear about formatting changes, so consider describing the change in a change comment. For example, "Applied bullet formatting."
 - If you edit a page for a particular Jira ticket, consider mentioning that in a change comment.
- 8. When you are done editing the page, click Save.

Also refer to the following Atlassian help page:

Create and Edit Pages