

Editing a Page

To edit a page:

1. Navigate to and open the page you want to change.
2. 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.
5. 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](#) 