Moving Pages within a Space

This page tells you how to move one or more pages within a space using the space's 'Tree' view. This view allows you to:

- Move either a single page or a family of pages, within a space. When a family of pages is moved, the entire hierarchy of child and descendent pages of the moved page (including comments and attachments) is also maintained.
- Re-order sibling pages (that is, pages with a common parent page).
- Move more than one page in one setting.

Alternatively, if you are viewing, adding or editing a page, you can easily move this page (including its family of any child and descendent pages) to a new parent page within the same space or a different space. For more information, refer to Moving a Page.

This feature is very handy when moving a page or family of pages throughout a very large space, as moving pages via the 'Tree' view can be cumbersome to use in these situations.

To move a page, you need the following permissions:

- **Edit** permission on the page you are moving, and
- **View** permission on the page's parent page. So if you are moving the page to a different parent, you need 'View' permission on the new parent.

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About the Sequential Order of Pages

Moving Pages

To move one or more pages within the space's 'Tree' view:

1. Go to the 'Space Pages' view for the current space. To do this:
   - Go to a page in the space, open the 'Browse' menu and select 'Pages'. The 'Space Pages' view will open.

2. Go to the 'Tree' tab. A tree view opens.

3. Find the page you want to move.
   - Hint: Click the '+' sign next to each page family to open the branches of the tree.

4. Holding down your left mouse button, click and drag the page up or down the tree. See screenshot below.

5. While dragging the page, you see one of the following:
   - A thin line between existing pages — This indicates the potential new position for the page. Release the mouse button when the page is where you want it.
   - A wide highlight over one or more existing pages — This indicates that you can drop the page into a page family. Release the mouse button to add the page to the family. The page will appear either in alphabetical sequence or as the last page in the family, depending on the family's sequential order as described below.

The new position of the page is saved as soon as you release the mouse button.

To cancel the move while still holding down the mouse button, press the 'Esc' key on your keyboard.

To move other pages, repeat this process from step 3.
If the pages in a page family have been ordered manually, you can reset the page order to alphabetical as described below.

A page family is a set of pages under a single parent page. In this section, when we say 'page family' we mean the immediate children of the parent page, not including the grand-children.

The screenshot below shows a family of pages in non-alphabetical order under the parent 'Sample Page'. Notice the icon next to the parent 'Sample Page', giving you the option to order the pages alphabetically.

To set a page family to alphabetical order:

1. Go to the 'Space Pages' view for the current space. To do this:
   - Go to a page in the space, open the 'Browse' menu and select 'Pages'. The 'Space Pages' view will open.
2. Go to the 'Tree' tab. The tree view will open, as shown in the screenshot above.
3. Expand the branches of the tree to find the page family you want.
4. If the page family is in non-alphabetical (manual) order, the 'Sort Alphabetically' icon will appear next to the parent page as shown in the screenshot above. Click the icon.
5. The child pages will shuffle into alphabetical order and the icon will change to the 'Undo Sorting' icon as shown in the screenshot below.

   Only the immediate children of the parent page will be affected. The grand-children will not be re-ordered. (If you want to re-order the grand-children, you need to click the 'Sort Alphabetically' icon next to the parent of those pages i.e. re-ordering happens for one node at a time.)

To undo the alphabetical sort, you can click the 'Undo Sorting' icon to undo the alphabetical sort. This option is only available while you remain on the 'Tree' tab and provided that you have not performed any other action on the page family. Once you move away from this screen or do something else with the page family, such as moving children in or out of the family, the undo option is no longer available.

**Troubleshooting**

- Some people have experienced problems using the tree to move pages, after upgrading to Confluence 2.9. This is a known issue, that was fixed in Confluence 2.9.1. There is also a workaround for those who do not wish to upgrade to Confluence 2.9.1. Please see CONF-12911.