# Importing an Office Document into Confluence

The Office Connector in Confluence allows you to import an Office document into Confluence, so that the document's content is copied onto one or more Confluence pages.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to Working with the Office Connector.

ℹ️ *Your System Administrator can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to Configuring the Office Connector in the _Confluence Administration Guide and discuss any configuration problems with your administrator._*

The simplest way to import an Office document is to import the entire content of the document into a single wiki page. By default, the content of the document will be created as a new wiki page.

More advanced options allow you to import the content into a new page, to split a single document into more than one wiki page, and to resolve conflicts in the titles of your pages.

These options are described below.

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## Prerequisites

Prerequisites for the Office Connector's document import feature:

Unknown macro: {hide}

The entire content of this page is included into other pages via the {include} macro.

- Document import can import Microsoft Word documents of the file types `.doc` and `.docx`. These must be valid Word 97-2007 format documents.

For a full list of Office Connector prerequisites and limitations, please refer to:

- Office Connector Prerequisites
- Office Connector Limitations and Known Issues

## Importing an Office Document

The simplest way to import an Office document is to import the entire content of the document into a single wiki page.

This method will replace any existing content on the wiki page.

**To import an Office document onto a single wiki page,**

1. Create a page in Confluence (see Creating a New Page) or go to an existing page whose content you want replaced.
2. Open the 'Tools' menu and select '**Import Word Document**'. The Office Connector import screen will appear.
3. Click the '**Browse**' button and find the Office document on your local drive or network.
4. Click the '**Open**' or '**Upload**' button provided by your browser. The path and file name of the document will now appear in the text box on the Office Connector import screen.
5. Click the '**Next**' button on the Office Connector import screen. The import document options screen will display.
6. Enter the following for your import document options:
   - **'Root page title'** — The title of the wiki page that will contain the information from your imported document.
   - Choose whether to import your document as a new wiki page or to replace and existing page, by selecting one of the following options:
     - '**Import as a new page in the current space**' — A new wiki page will be created with the page title specified above.
     - '**Replace <pagename>**' — The contents of the existing page will be replaced. The page will be renamed to the page title specified above.
       - '**Delete existing children of <pagename>**' — This checkbox will enable if you have selected '**Replace <pagename>**'. Tick this checkbox to delete the existing child pages of the page you are replacing.
   - Choose what you want the importer to do if there are page title conflicts, by selecting one of the following options:
     - '**Rename imported pages if page name already exists**' — Confluence will assign new names to any new page which would otherwise have a duplicate name. The content of existing pages will remain unchanged.
     - '**Replace existing pages with imported pages of the same title**' — If a page already exists in Confluence with a title equal to the new page, then the content of the Office document will overwrite the content on the existing page. Page history will be preserved.
     - '**Remove existing pages with the same title as imported pages**' — Before creating the new page, Confluence will remove any existing page which has the same title. This will remove the page history as well as the content.
   - '**Split by heading**' — Use this field to split your document into multiple wiki pages. If you don't want to split your document into multiple wiki pages, leave the default 'Don't split' option selected. For more information on splitting your document, please see below.
7. Click '**Import**' to import your document.
8. When the upload has finished, the content of the Office document will have been transformed into Confluence page content. You can now view and edit this page in the normal way, using the Confluence Rich Text Editor or Wiki Markup. There is no connection between the original Office document and this wiki page.

*Screenshot: Empty page ready for import*

Dashboard › Documentation Testing › Home › Chocolate                Browse ▾   Andrew Lui ♩♪♫♬ ♭ ▾    Search

**✖ Chocolate**                                                          ✎ Edit    ➕ Add ▾   ⚙ Tools ▾

Added by Andrew Lui ♩♪♫♬ ♭ , last edited by Andrew Lui ♩♪♫♬ ♭ on May 25, 2010  (view change)

Add Labels

**Child Pages (3)**   Show Child Pages  |  Reorder Pages  |  Add Child Page

Add Comment

*Screenshot: Selecting Office document to import*

Dashboard › Documentation Testing › Home › Chocolate Tuesday          Browse ▾   Andrew Lui ♩♪♫♬ ♭ ▾    Search

**✖ Chocolate Tuesday**                                                  👁 View     ➕ Add ▾   ⚙ Tools ▾

Upload: [                              ]  [ Browse... ]
[ Next ]

*Screenshot: Importing an Office document*

*Screenshot: Page after import*



## Splitting an Office Document into Multiple Wiki Pages

When importing an Office document, you can split a single document into more than one wiki page, based on the heading styles in the document.

By default, the page names will be the same as the heading text. This may result in a conflict, if a page already exists with the same title. You can instruct the importer how to handle such conflicts.

**To import an Office document into multiple wiki pages,**

1. Import an Office document as described above. On the import document options screen, choose how to split your document in the '**Split by heading**' field:
   - '**Split by heading**' — If you want to split the content under each heading in your document into separate child pages, select the desired heading level to split by. A preview of the page hierarchy that will be created by the split will be displayed under '**Document Outline**'. Each bullet point in the 'Document Outline' represents a new page after import into Confluence.
2. Click '**Import**' to import your document.
3. When the upload has finished, the content of the Office document will have been transformed into Confluence page content. You can now view and edit this page in the normal way, using the Confluence Rich Text Editor or Wiki Markup. There is no connection between the original Office document and this wiki page.

*Screenshot: Splitting a single Office document into multiple wiki pages*

# ✖ Chocolate Tuesday

👁 View     ✚ Add ▾     ⚙ Tools ▾

Root page title: | Chocolate by Andrew Lui |

- ○ Import as a new page in the current space
- ● Replace Chocolate Tuesday
  - ☐ Delete existing children of Chocolate Tuesday

- ● Rename imported pages if page name already exists
- ○ Replace existing pages with imported pages of the same title
- ○ Remove existing pages with the same title as imported pages

Split by heading: | Level 1 Headings ▾ |

Document Outline:

📄 Chocolate by Andrew Lui
    📄 Overview
    📄 Thesis
    📄 Conclusions

[ Import ]

## RELATED TOPICS

Working with the Office Connector

> Unable to render {children}.    Page not found: Working with the Office Connector.

Configuring the Office Connector in the *Confluence Administration Guide*

Take me back to Wikis Help Guide