Exporting to a Word document

Confluence allows you to export a single page into a Word document. This is extremely useful for emailing around content to non-Confluence users, printing a document or just creating a backup in Word.

You will require ‘Export Pages’ permission to export a page to a Word document.

To export to a Word document:

1. Go to the ‘Export to Word’ option for the page. To do this:
   - Go to a page in the space, open the ‘Tools’ menu and select ‘Export to Word’. The process will begin, and you will be prompted by a series of dialog boxes.
2. By default, this will create a Word document with the same name as the Confluence page.