Editing an Existing Page

To edit an existing page, you require ‘Edit Pages’ permission which is assigned by a space administrator from the Space Administration screen. See Space permissions or contact a space administrator for more information.

To edit an existing page:

1. Go to the ‘Edit Page’ option. To do this:
   - Go to a page in the space, and select the ‘Edit’ button. The page will open for editing. This is only displayed if you have permission to edit the page. This will bring up the edit screen in either the Wiki Markup or the Rich Text mode, whichever is your current default.

2. Make changes to the content or add new content as you would when you create a new page. Click the tabs to switch between ‘Rich Text’ and ‘Wiki Markup’ edit modes. You can also use a combination of the two editors. Confluence retains changes made in one mode when you switch to the other.

3. Click ‘Preview’ to view your changes. Click ‘Save’.

Notes

- You can also rename a page while in edit mode.
- To view changes between different versions of the page, view the history of the page.
- While the Rich Text editor includes almost all formatting options possible with Wiki markup, you will still need to use wiki markup for more complex functions like Enabling and Configuring Macros.
- Pages with large amounts of text content: one person reported having problems saving a page that contained approximately 700 kilobytes (700,000 characters) or more of text content. Refer to CONF-16467 for more information. Some browsers appear to be more susceptible to this issue than others. While it is highly unlikely that your page content will ever reach this size, if you work with large pages, structuring your content into separate pages will help to avoid this issue.

Related Topics

- Rich Text Editor Overview
- Creating a New Page
- Deleting a Page
- Renaming a Page
- Adding a Comment
- Linking Pages
- Working with Pages
- Working with Drafts
- Can Users Edit Individual Sections Within a Page?
- Editing a Confluence Page in an Office Application

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