A GUIDE TO TECHNICAL DOCUMENTATION USING CONFLUENCE

Abstract

This document explains how to create and manage documents using Confluence

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Documentation in a software development life cycle

Documentation plays a significant role in a software development life cycle. From requirements gathering to the maintenance of software products, different documents are needed for the successful completion of the project. A project development team can be geographically located in various parts of the globe. So, it is important to have a system to organize and manage the documentation process to merge the entire process.

What is Confluence?

The word "Confluence" means an act or process of merging. Atlassian, an Australian software company developed a remote-friendly teamwork space called Confluence to keep all relevant work of an organization in one place. Confluence gives you a choice to collaborate and keep your team's work organized and accessible to different members of the team.

Key features of Confluence

1. User friendly.

2. Ready to use templates.

3. Easy content management by assigning various permissions.

4. Easy integration with other tools like Jira, Trello, Dropbox, etc.

5. Search functionality to search relevant information.

Document Structure in Confluence
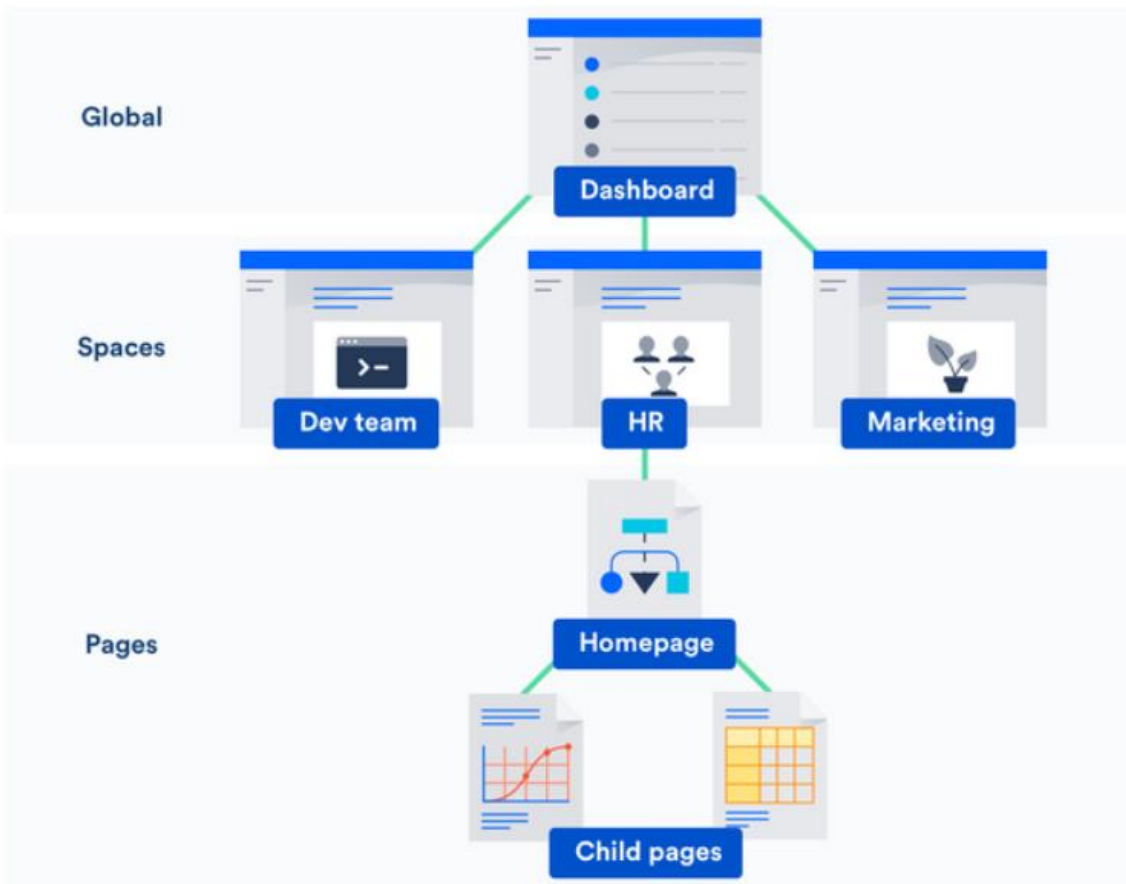
Confluence uses a hierarchical structure to store documents within an organization's dashboard. Content of the organization can be organized under spaces and pages. Each department can be allotted their own spaces like Development, HR, Marketing, Finance, etc.

Spaces and Pages

Spaces in Confluence are like folders that allow users to organize their contents in distinct categories.

There are mainly four types of spaces:

1. Team space: This is for larger Teams to organize their data
2. Documentation Space: This is mainly used to create, edit and organize technical documents.
3. Knowledge base: This space is used for storing articles, and FAQs related to your products
4. Blank space: This can be used as a personal space to keep your to-do lists, drafts of unpublished documents, etc.

Pages in Confluence are the building blocks of the document. Pages are organized under spaces. Confluence has a variety of templates to choose from for a document such as meeting notes, project plans, how-to articles, troubleshooting articles, etc.

Pages contain information related to teamwork, project plans, project requirements, minutes of meetings, etc. Users can edit and store their data on these pages and retrieve them as per requirement. A page can be dynamic and interactive.

Documentation using Confluence

Step 1: To sign up for a free version of Confluence, Click on the following link:
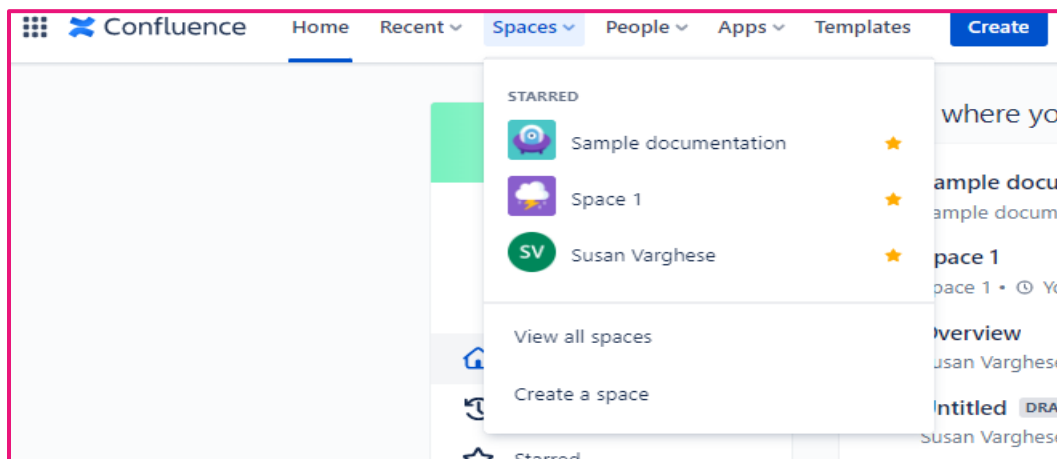
https://www.atlassian.com/confluence
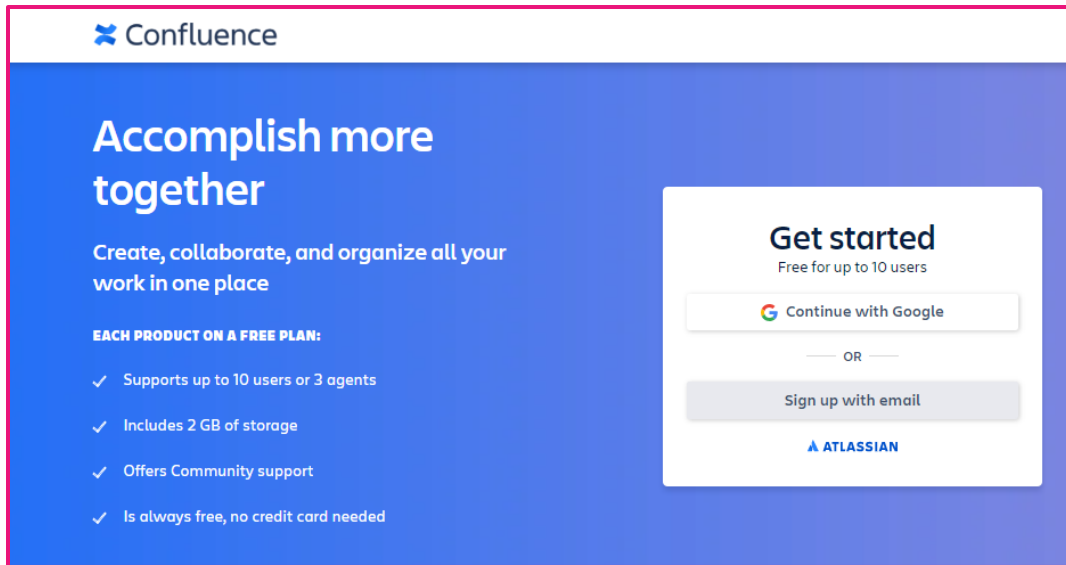
Step 2: You can create a free account by signing up with Google or email.

Step 3: Create a space for your documentation

- 3.1   Click on Spaces drop-down menu and select **Create a space**.

- 3.2: Select the type of space (e.g.: Documentation space) that you want to create and click **Next** to continue.

- 3.3: Enter a name and description of the space that you wish to create and click **Create**.

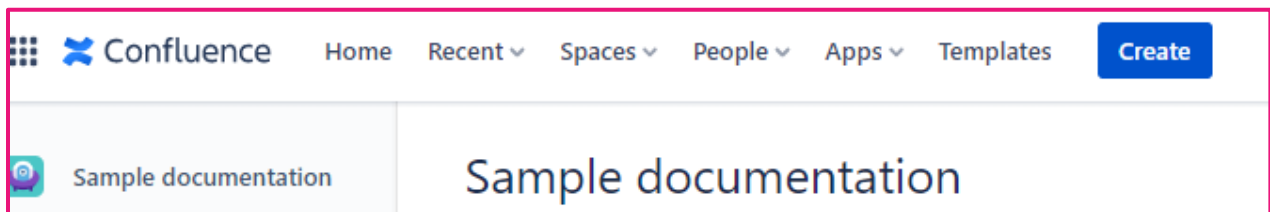- 3.4: Once your space gets created, you can alter the permission by clicking the **Space Settings** tab on the left side.
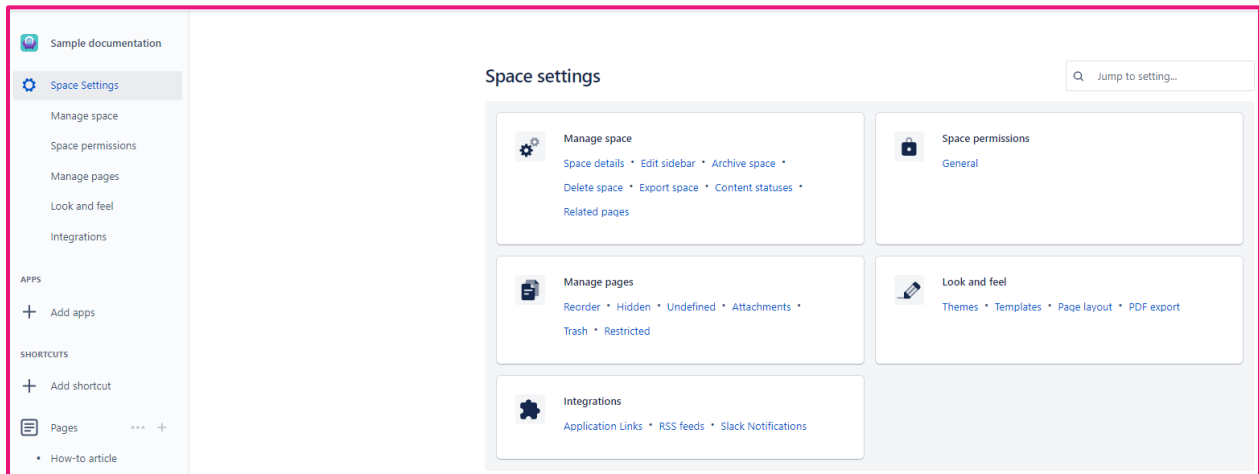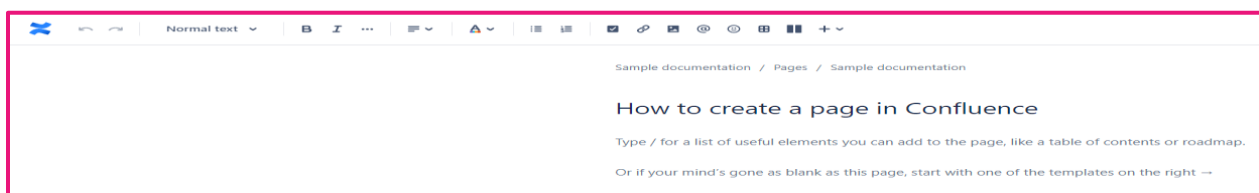

Step 4: Create pages for your documentation

- 4.1: After selecting the Space where you want to create a page (e.g.: Sample documentation), Click the **Create** tab in the top menu on the Confluence page.

- 4.2: After creating a page, you can edit the page title and content (e.g.: How to create a page in Confluence)

You can also select a readily available template to get started by Clicking on

Templates and choosing from the different available templates.
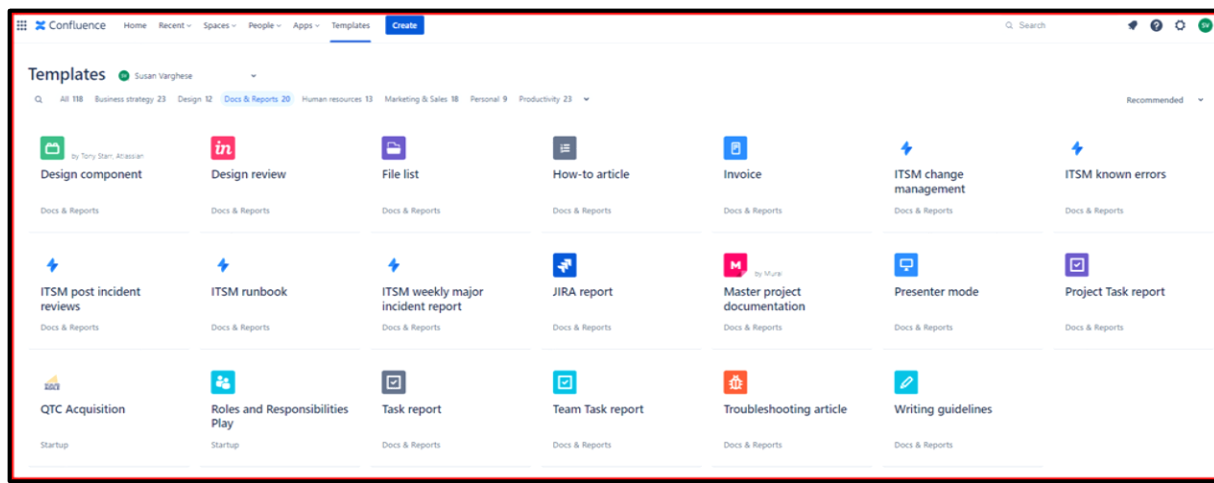
Step 5: Publish the page

After you have added the content to your page, you can publish the content by

clicking on **Publish** button on the top right corner. This enables your team

members to view, edit, or comment on your content based on the permissions they

have.
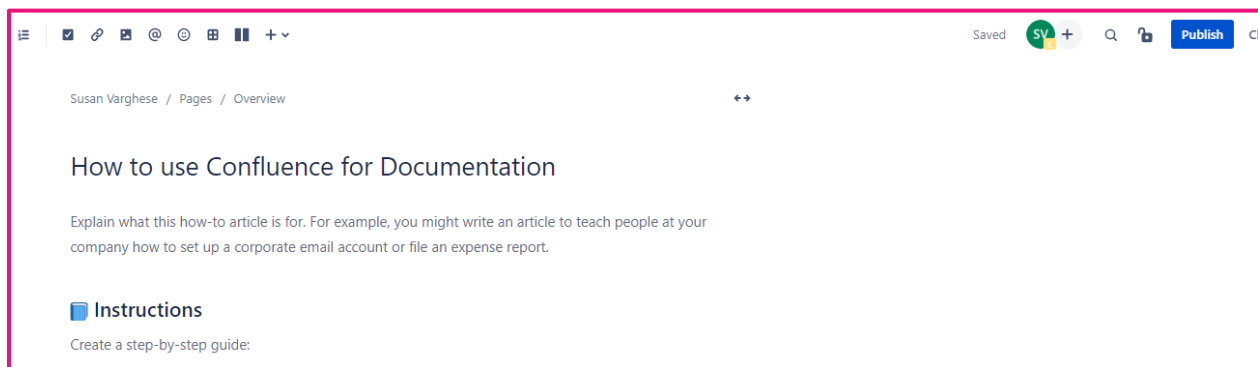
Step 6. You can also export it to a PDF if needed by using the **Export** option.

Conclusion

Confluence offers a great platform for team collaboration and the organization of data in a secure and easy-to-manage form. Since Confluence also provides version control, it is easy to track the changes made to any document from the previous version.

Confluence thus is a flexible and user-friendly platform for documentation.