

Re-ordering pages

The following instructions will show you how to view the hierarchy of pages within a space, and move pages to different positions within the hierarchy.

✔ It is suggested that you use the new space that you created during the [Tutorial](#) (see '[Creating a space](#)').

PART A: First, you will create some new pages :

1. Go to the home page of your new space.
2. Under the '**Add**' menu, select '**Page**'.
3. A new, blank page appears.
4. Click in the box near the top of the screen, where the words '**New Page**' appear.
The words '**New Page**' will disappear. Type the following title: 'Book One'.
5. Save your new page and go back to the space's home page.
6. Repeat steps 2-5, but give your new page the title 'Chapter One'.
7. Repeat steps 2-5, but give your new page the title 'Chapter Two'.

You have now created three new pages. All three pages are children of the space's home page.

PART B: Now you will view the pages within your space, and move some of your new pages into more logical positions:

1. From the '**Browse**' menu, select '**Pages**'.
2. A list of pages appears.
3. Click the plus-sign next to the word '**Home**'.
4. A list of pages (i.e. children of the space's home page) is displayed. Your three new pages are included in the list, i.e.
 - 'Book One'
 - 'Chapter One'
 - 'Chapter Two'
5. With your mouse, drag 'Chapter One' onto 'Book One'.
6. Click the plus-sign next to the word '**Home**'.
7. A plus-sign now appears next to the words 'Book One'. Click this plus-sign.
8. 'Chapter One' now appears indented below 'Book One'. Your tree should now look like this:
 - 'Book One'
 - 'Chapter One'
 - 'Chapter Two'
9. With your mouse, drag 'Chapter Two' onto 'Book One'.
10. Click the plus-sign next to the word '**Home**'.
11. Click the plus-sign next to the words 'Chapter One'. 'Your tree should now look like this:
 - 'Book One'
 - 'Chapter One'
 - 'Chapter Two'

In Confluence, you can organise pages into a hierarchy of parent and child pages. Pages in such a hierarchy are called a '*page family*' (or '*page tree*'). For more information about working with page families, please see the [documentation](#). By default, a new page is the child of the page you were viewing when you started creating the new page.

There are three ways to view the list of pages in a space. You can choose to view:

- recently-added pages only
- all pages, in alphabetic order
- all pages, in hierarchical order (also known as a 'page tree')

If the list of pages contains just the word 'Home' with a plus-sign next to it, then you are looking at the hierarchical order. If not, click 'Tree' (next to the word 'View', above the list of pages).