

# Restricting Pages



These instructions were created to assist students in EDUC203, but may work for other spaces. Not all users have permission to restrict pages within their spaces, please ask your space administrator if you require this right.

You can follow these instructions to prevent other people from editing your pages.

First, log in using the "Log In" button on the top right, then find the appropriate space:

# Dashboard

## Welcome to Wiki at UC

Confluence has just been upgraded to v4, you may find it useful to watch some of the new Editor videos:

<http://www.atlassian.com/software/confluence/whats-new/?tab=confluence-40>









































If you would like to create a new space, read [Requesting a Wiki Space](#).

Spaces

Pages

Network

### Global Spaces

	<a href="#">Adobe Connect Information</a>	
	<a href="#">BlueFern User Documentation</a>	
	<a href="#">College of Engineering Software</a>	
	<a href="#">Default Test Space</a>	
	<a href="#">Educ201 Current Issues in Learning</a>	
	<a href="#">EDUC203 Cultures, contexts and education learning space</a>	
	<a href="#">Geographic Information Systems Group</a>	
	<a href="#">Geography Department</a>	
	<a href="#">Golden Key</a>	
	<a href="#">ICTS IdMS Project</a>	
	<a href="#">ICTS Linux Infrastructure</a>	
	<a href="#">Library Wiki</a>	
	<a href="#">LR Mac Support</a>	
	<a href="#">Medical Physics Research</a>	
	<a href="#">Medipix All Resolution System-CT Scanner Project</a>	
	<a href="#">New Zealand South Asia Centre</a>	
	<a href="#">PhD Supervision by Dr Vanessa Andreotti</a>	
	<a href="#">Research &amp; Teaching Support</a>	
	<a href="#">School of Sciences and Physical Education</a>	
	<a href="#">TE21: TLRI Project Group</a>	

Showing 20 of 31 ([View All](#))

This will take you to the home page of the space you have selected.

Next, click the Add > Page button:

The screenshot shows the 'Home' page of a University of Canterbury space. At the top left is the University of Canterbury logo and the word 'Home'. To the right are 'Edit', 'Share', 'Add', and 'Tools' buttons. The 'Add' button is open, showing options for 'Page', 'Comment', and 'Attachment'. Below the header, it says 'Added by Chris Rodd, last edited by Chris Rodd on Feb 08, 2012'. The main content area has a welcome message and a 'Recently Updated' section with two entries: 'Home' and 'EDUC203 Cultures, contexts and education learning space', both created by Chris Rodd on Feb 08, 2012. On the right, there is a 'Navigate space' section with a search bar. At the bottom left, there are 'Labels: None' and an 'Add Comment' button.

You are now editing a new page. You can add content, then click the "Unrestricted" button to add restrictions to the page:

The screenshot shows the page editing interface. At the top is a text input field labeled 'Your group name'. Below it is a rich text editor toolbar with options for Paragraph, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Table, Insert, and Undo/Redo. The main text area contains the placeholder text 'Enter your text here, it can be edited later'. At the bottom, there is a row of buttons: 'Unrestricted', 'Attachments', 'Labels', and 'Location'. The 'Unrestricted' button is highlighted. To the right are 'Preview >', 'Save', and 'Cancel' buttons. Below these buttons is a URL bar showing the page's URL.

This will bring up the page restrictions dialog.

The screenshot shows the 'Page Restrictions' dialog. At the top, there is a warning message: 'Be careful! Make sure you pick the "Restrict editing of this page" rather than viewing, or other students will not be able to comment on your page, and markers will not be able to view it to mark your work!'. Below this, there is a section for selecting restrictions. The 'Restrict editing of this page' option is selected. A text input field is present for typing the student's name or usercode. Below the input field, an autocomplete bubble shows two suggestions: 'Daniel Hawke (dhaw022@au...)' and 'Dan Hawke (djh189@canter...)'. At the bottom, there is an information message: 'Users will not appear in this drop-down until they have logged in to the wiki for the first time. If you can find yourself, but cannot find other users in your group, please ask them to log in.'

The screenshot shows the 'Page Restrictions' dialog. At the top, there is a section for selecting restrictions. The 'Restrict editing of this page' option is selected. Below this, there is a 'To:' section with three buttons: 'Me', 'Person...', and 'Group...'. The 'Person...' button is selected. A text input field is present for typing the user's name. Below the input field, an autocomplete bubble shows two suggestions: 'Daniel Hawke (dhaw022@au...)' and 'Dan Hawke (djh189@canter...)'. At the bottom, there is a 'Restrict' button. Below the 'Restrict' button, there are two messages: 'No view restrictions are defined for this page' and 'No edit restrictions are defined for this page'.

Now you can Save your permissions, and then Save the page edit.

If you need to check or change your permissions later, you can click "Tools" then "Restrictions" while viewing your page:

