



How to Switch from Confluence: Step-by-Step Checklist

A printable plan for moving (or extending) your Confluence knowledge base.

Before You Switch

- Inventory your Confluence spaces and flag which pages are still current vs. outdated.
- Export the spaces and pages you want to keep (Confluence supports HTML, PDF, and XML space exports).
- Decide your deployment model: managed cloud (Notion, GitBook, Hinto AI) or self-hosted open source (BookStack, Wiki.js, XWiki).
- Confirm your budget model: per-seat, per-site, free self-hosted, or flat per-plan.
- List required integrations (Jira, SSO/SAML, Git sync) and verify the new tool supports them.

Setting Up Your New Tool

- Create the workspace or install the self-hosted instance and configure auth (SSO/LDAP/SAML as needed).
- Recreate your top-level structure (spaces → books/collections, pages → articles).
- Import or paste your exported Confluence content and fix formatting that didn't carry over.
- Set permissions and roles to match your previous space-level access.

- Run a pilot with one team before migrating the whole organization.

For Existing & New Recordings: Use Hinto AI

- Upload existing Confluence training recordings (Loom, Zoom, YouTube, or MP4) to Hinto AI.

- Let AI Action Detection generate screenshot-rich SOPs and help articles from each recording.

- Review and trim screenshots and blur any sensitive data in the in-app image editor.

- Sync the generated docs back into Confluence — or host them on a Hinto custom domain.

- Re-record and regenerate whenever a process changes, instead of hand-editing stale pages.

YOU DON'T HAVE TO FULLY REPLACE CONFLUENCE

Keep Confluence as your governed source of truth and use Hinto AI only for authoring — generate SOPs from video and sync them in, removing the manual writing without a full migration.