1. Confluence User Guide . . . 6
1.1 Working with Pages Overview . . . 10
1.1.1 E-mailing a Page . . . 11
1.1.2 Working with Page Families . . . 12
1.1.2.1 What is a Page Family? . . . 12
1.1.2.2 Breadcrumbs . . . 13
1.1.2.3 Viewing a Page's Family . . . 13
1.1.2.4 Viewing Children of a Page . . . 14
1.1.2.5 Viewing Hierarchy of Pages within a Space . . . 15
1.1.2.6 Viewing a Page's Location within a Space . . . 15
1.1.2.7 Changing Parent of a Page . . . 16
1.1.2.8 Creating a Child Page . . . 16
1.1.2.9 Setting a Page Family to Alphabetical Order . . . 16
1.1.3 Viewing Page Information . . . 18
1.1.4 Page History and Page Comparison Views . . . 19
1.1.4.1 Restoring an Older Version of a Page . . . 22
1.1.5 Page Layout in View Mode . . . 22
1.1.6 Page Layout in Edit Mode (Wiki Markup) . . . 23
1.1.7 Moving a Page . . . 25
1.1.8 Display an older version of a page . . . 28
1.1.9 Linking pages . . . 29
1.1.10 Recently Viewed Content . . . 29
1.1.11 Sequential Order of Pages . . . 30
1.1.12 Copying a Page . . . 30
1.1.13 Page Layout in Edit Mode (Rich Text) . . . 32
1.1.14 Commenting on a Page . . . 32
1.1.14.1 Adding a Comment . . . 33
1.1.14.2 Deleting Comments . . . 34
1.1.14.3 Editing a Comment . . . 34
1.1.14.4 Linking to Comments . . . 35
1.1.14.4.1 Sample Page . . . 36
1.1.14.5 Viewing Comments . . . 36
1.1.15 Deleting a page . . . 38
1.1.15.1 Purging Deleted Pages . . . 38
1.1.15.2 Restoring a Deleted Page . . . 39
1.1.16 Writing Confluence pages . . . 39
1.1.17 Renaming a Page . . . 39
1.1.18 Editing an Existing Page . . . 40
1.1.18.1 Concurrent Editing and Merging Changes . . . 41
1.1.18.2 Making Rich Text or Wiki Markup Editing Default . . . 42
1.1.18.3 Recording Change Comments . . . 42
1.1.19 Creating a New Page . . . 43
1.1.20 Working with Drafts Overview . . . 46
1.1.20.1 Configuring the Time Interval at which Drafts are Saved . . . 47
1.1.20.2 Resuming the Editing of a Draft . . . 47

1.1.20.3 Viewing Drafts . . . 48
1.1.21 Using a WebDAV Client to Work with Pages . . . 49
1.2 Dashboard . . . 52
1.2.1 Customising the Dashboard . . . 54
1.3 Using the Confluence Screens . . . 56
1.4 Confluence Icons . . . 57
1.5 Working with Spaces Overview . . . 58
1.5.1 Administering Spaces . . . 59
1.5.2 Browsing a space . . . 61
1.5.2.1 Editing Space Details . . . 62
1.5.2.2 Managing Orphaned Pages . . . 63
1.5.2.3 Managing Undefined Pages . . . 64
1.5.2.4 Tree View of Pages . . . 64
1.5.2.5 Viewing Pages Alphabetically . . . 65
1.5.2.6 Viewing Recently Updated Content . . . 65
1.5.2.7 Viewing Space Details . . . 65
1.5.3 Converting a Global Space to a Personal Space . . . 66
1.5.4 Deleting a Space . . . 67
1.5.5 Guidelines For Partitioning Content Into Spaces & Pages . . . 68
1.5.6 Moving Content from one Space to Another . . . 68
1.5.6.1 Moving a family of pages from one space to another . . . 68
1.5.6.2 Moving a Page from one Space to Another . . . 69
1.5.7 Moving Pages within a Space . . . 69
1.5.8 Setting up a New Global Space . . . 72
1.5.9 Setting up your Personal Space . . . 74
1.5.10 Viewing all Spaces . . . 76
1.5.11 Viewing Space Activity . . . 77
1.6 Working with Attachments Overview . . . 79
1.6.1 Drag-and-Drop . . . 79
1.6.2 Attaching Files to a Page . . . 81
1.6.3 Attachment Versions . . . 84
1.6.4 Deleting an Attachment . . . 85
1.6.5 Displaying List of Attachments in a Page . . . 85
1.6.6 Downloading Attachments . . . 87
1.6.7 Editing Attachment Properties . . . 87
1.6.8 Embedding Multimedia Content . . . 88
1.6.9 Embedding PowerPoint Presentations in a Page . . . 89
1.6.10 Finding an Attachment . . . 90
1.6.11 Linking to Attachments . . . 91
1.6.12 Moving an Attachment . . . 92
1.6.12.1 Choose a Page . . . 93
1.6.13 Viewing Attachment Details . . . 93
1.7 Working with Images . . . 95
1.7.1 Displaying an Image . . . 96
1.7.1.1 Image File Formats . . . 97
1.7.2 Displaying a Thumbnail Image . . . 98
1.7.2.1 Thumbnail and Gallery Example . . . 99
1.7.3 Viewing Images as a Slide Show . . . 100
1.8 Working with Links Overview . . . 102
1.8.1 CamelCase linking . . . 103
1.8.1.1 CamelCasePage . . . 104
1.8.2 Changing the Title of a Link . . . 104
1.8.2.1 Sample Release Notes . . . 104
1.8.3 Linking an Image . . . 105
1.8.4 Linking to Confluence Pages from Outside Confluence . . . 105
1.8.5 Linking to Pages in Another Space . . . 106
1.8.6 Linking to Pages Within the Same Space . . . 106
1.8.7 Linking to Personal Spaces and User Profiles . . . 107
1.8.8 Linking to Web Pages . . . 107
1.8.9 Trackback . . . 108
1.8.10 Using a link to create a new mail message . . . 108
1.8.11 Working with Anchors . . . 109
1.9 Working with Labels Overview . . . 110
1.9.1 Adding a Global Label . . . 111
1.9.2 Adding a Personal Label . . . 112
1.9.3 Adding a Space Label . . . 113
1.9.4 Adding a Team Label . . . 113
1.9.5 Categorising Wiki Content Using Labels . . . 115
1.9.6 Label Macros . . . 115
1.9.6.1 Content by Label Macro . . . 116
1.9.6.2 Labels List Macro . . . 119
1.9.6.3 Navmap Macro . . . 121
1.9.6.4 Popular Labels Macro . . . 124
1.9.6.5 Recently Used Labels Macro . . . 125
1.9.6.6 Related Labels Macro . . . 126
1.9.7 Navigating Pages by Label . . . 130
1.9.8 Removing a label from a page . . . 132
1.9.9 Removing a space label . . . 132
1.9.10 Removing a team label . . . 133
1.9.11 Viewing Global Labels . . . 134

1.9.12 Viewing labelled pages . . . 135
1.9.13 Viewing personal labels . . . 136
1.9.14 Viewing Popular Labels . . . 137
1.10 Working with News Overview . . . 137
1.10.1 Adding News . . . 138
1.10.2 Deleting News . . . 139
1.10.3 Editing News . . . 140
1.10.4 Linking to News . . . 140
1.10.5 Viewing News . . . 141
1.11 Working with the Office Connector . . . 142
1.11.1 Office Connector Prerequisites . . . 142
1.11.2 Installing the Firefox Add-On for the Office Connector . . . 144
1.11.3 Editing a Confluence Page in an Office Application . . . 151
1.11.4 Importing an Office Document into Confluence . . . 155
1.11.5 Displaying Office Files in Confluence . . . 158
1.11.6 Editing an Office Document from Confluence . . . 160
1.11.7 Editing an Office Presentation from Confluence . . . 163
1.11.8 Editing an Office Spreadsheet from Confluence . . . 167
1.12 Working with Bookmarks . . . 171
1.12.1 Adding a bookmark . . . 172
1.12.2 Adding a Bookmark Icon to your Browser . . . 174
1.12.2.1 Adding a Bookmark Link to your Browser's Favorites . . . 174
1.12.2.2 Dragging a Bookmark Link to your Browser . . . 176
1.12.3 Editing or Commenting on a Bookmark . . . 177
1.12.4 Removing a Bookmark . . . 178
1.12.5 Subscribing to a Bookmarks RSS Feed . . . 179
1.12.6 Viewing Bookmarks . . . 180
1.13 Working with Macros . . . 181
1.13.1 Anchor Macro . . . 184
1.13.2 Attachments Macro . . . 184
1.13.3 Blog Posts Macro . . . 185
1.13.4 Bookmarks Macro . . . 188
1.13.5 Change-History Macro . . . 190
1.13.6 Chart Macro . . . 191
1.13.7 Cheese Macro . . . 199
1.13.8 Children Display Macro . . . 200
1.13.8.1 Child Page 1 . . . 202
1.13.8.1.1 Grandchild . . . 202
1.13.8.2 Child Page 2 . . . 202
1.13.9 Code Block Macro . . . 202
1.13.10 Color Text Macro . . . 204
1.13.11 Column Macro . . . 205
1.13.12 Content by User Macro . . . 206
1.13.13 Contributors Macro . . . 208
1.13.14 Contributors Summary Macro . . . 210
1.13.15 Create Space Button Macro . . . 213
1.13.16 Documentation Link Macro . . . 214
1.13.17 Edit in Word Link Macro . . . 215
1.13.18 Excerpt Include Macro . . . 216
1.13.19 Excerpt Macro . . . 217
1.13.20 Favourite Pages Macro . . . 218
1.13.21 Flowchart Macro . . . 219
1.13.22 Gadget Macro . . . 221
1.13.23 Gallery Macro . . . 223
1.13.24 Global Reports Macro . . . 227
1.13.25 HTML Include Macro . . . 228
1.13.26 HTML Macro . . . 229
1.13.27 IM Presence Macro . . . 229
1.13.28 Include Page Macro . . . 231
1.13.28.1 Sample Include Page . . . 232
1.13.29 Info Macro . . . 232
1.13.30 JIRA Issues Macro . . . 233
1.13.31 JIRA Portlet Macro . . . 239
1.13.32 JUnit Report Macro . . . 242
1.13.33 Livesearch Macro . . . 244
1.13.34 Loremipsum Macro . . . 245
1.13.35 Metadata Macro . . . 247
1.13.36 Metadata Summary Macro . . . 248
1.13.37 Network Macro . . . 249
1.13.38 Noformat Macro . . . 250
1.13.39 Nolink and nl Macros . . . 252
1.13.40 Note Macro . . . 252
1.13.41 Page Index Macro . . . 253
1.13.42 Pagetree Macro . . . 255
1.13.42.1 Sample Page Tree . . . 258
1.13.42.1.1 Another Sample Page Tree . . . 259
1.13.42.2 Sample Page Tree 2 . . . 259
1.13.43 Pagetree Search Macro . . . 259
1.13.44 Panel Macro . . . 260
1.13.45 Profile Macro . . . 261

1.13.46 Quote Macro . . . 263
1.13.47 Recently Updated Dashboard Macro . . . 263
1.13.48 Recently Updated Macro . . . 265
1.13.49 RSS Feed Macro . . . 270
1.13.50 Search Macro . . . 273
1.13.51 Section Macro . . . 276
1.13.52 Space Details Macro . . . 276
1.13.53 Spacegraph Macro . . . 277
1.13.54 Spaces List Macro . . . 278
1.13.55 Table of Contents Macro . . . 283
1.13.56 Table of Contents Zone Macro . . . 283
1.13.57 Tasklist Macro . . . 283
1.13.58 Tip Macro . . . 286
1.13.59 Userlister Macro . . . 287
1.13.60 User Status List Macro . . . 289
1.13.61 View File Macro . . . 291
1.13.62 Warning Macro . . . 298
1.13.63 Web-Widget Macro . . . 299
1.13.64 Welcome Message macro . . . 300
1.13.65 Widget Macro . . . 301
1.13.65.1 Widget Connector Examples . . . 309
1.14 Working with the Macro Browser . . . 311
1.15 Working with Confluence Gadgets . . . 315
1.15.1 Adding a Confluence Gadget to a JIRA Dashboard . . . 316
1.15.2 Configuring Confluence Gadgets for Use in Other Applications . . . 320
1.15.3 Confluence Gadgets . . . 323
1.16 Tracking Updates Overview . . . 326
1.16.1 Managing Watches . . . 326
1.16.2 Subscribing to Daily Email Reports . . . 327
1.16.3 Subscribing to RSS Feeds within Confluence . . . 328
1.16.3.1 Using pre-specified RSS feeds . . . 329
1.16.3.2 Using the RSS Feed Builder . . . 330
1.16.4 Watching a Page . . . 333
1.16.5 Watching a Space . . . 334
1.16.6 Working with RSS Feeds . . . 335
1.16.6.1 Adding a username and password to Confluence RSS feeds . . . 335
1.16.6.2 RSS Readers Compatibility . . . 336
1.17 Searching Confluence . . . 337
1.17.1 Confluence Search Fields . . . 343
1.17.2 Confluence Search Syntax . . . 345
1.17.3 Ranking of Search Results . . . 347
1.17.4 Searching the People Directory . . . 350
1.17.5 Text Tokenisation and Filtering . . . 351
1.18 Working with Favourites Overview . . . 351
1.18.1 Adding Favourites . . . 352
1.18.2 Removing Favourites . . . 353
1.18.3 Viewing Favourites . . . 354
1.19 User Profile Overview . . . 354
1.19.1 Changing Password . . . 356
1.19.2 Editing User Settings . . . 356
1.19.3 Editing User Profile . . . 357
1.19.4 Viewing Status Updates . . . 359
1.19.5 Email Address Privacy . . . 361
1.19.6 Updating Email Address . . . 361
1.19.7 Uploading a Profile Picture . . . 361
1.19.7.1 Deleting a Profile Picture . . . 363
1.19.8 Viewing User Profile . . . 364
1.19.9 Viewing and Revoking OAuth Access Tokens . . . 365
1.20 User Status Overview . . . 367
1.21 Network Overview . . . 369
1.21.1 Subscribing to a Network RSS Feed . . . 371
1.22 Hover Profile Overview . . . 372
1.23 Customising Look and Feel . . . 374
1.23.1 Applying A Theme To A Space . . . 374
1.23.2 Change Confluence Browser Icon . . . 375
1.23.3 Changing a Space's Logo . . . 375
1.23.4 Customising Homepage . . . 376
1.23.5 Editing a Space's Colour Scheme . . . 377
1.23.6 Modifying Confluence Layouts Using Custom Decorators . . . 378
1.24 Working with Templates Overview . . . 379
1.24.1 Adding a Template . . . 381
1.24.2 Creating a Page using a Template . . . 381
1.24.3 Editing a template . . . 383
1.24.4 Removing a Template . . . 383
1.25 Archiving Mail Overview . . . 384
1.25.1 Adding a Mail Account . . . 384
1.25.2 Deleting Mail . . . 386
1.25.3 Fetching Mail . . . 386
1.25.4 Importing Mail . . . 387
1.25.5 Linking to Mail . . . 387

1.25.6 Managing Mail Accounts . . . 388
1.25.7 Restoring Mail . . . 389
1.25.8 Viewing Mail . . . 389
1.26 Exporting a Space . . . 390
1.26.1 Confluence to HTML . . . 390
1.26.2 Confluence to PDF . . . 391
1.26.2.1 Create PDF in another language . . . 393
1.26.3 Confluence to XML . . . 394
1.26.4 Editing the PDF Stylesheet . . . 395
1.26.4.1 Advanced PDF Stylesheet Customisations . . . 399
1.26.5 Exporting to a Word document . . . 401
1.27 Importing Content Into Confluence . . . 401
1.27.1 Importing Pages from Disk . . . 402
1.28 Space Backup and Restore . . . 403
1.29 Site Backup and Restore . . . 403
1.29.1 Alternative Backup Strategy . . . 404
1.30 Security Overview . . . 405
1.30.1 Page Restrictions . . . 406
1.30.1.1 Setting a Page's Restrictions . . . 409
1.30.1.2 Viewing a Page's Restrictions . . . 411
1.30.2 Site Administrators and their permissions . . . 412
1.30.3 Space Administrators and their permissions . . . 412
1.30.4 Space Permissions Overview . . . 413
1.30.4.1 Assigning Space Permissions . . . 414
1.30.4.2 Revoking Space Permissions . . . 416
1.30.4.3 Viewing Space Permissions . . . 417
1.30.5 Users and Groups . . . 418
1.30.5.1 Searching for Users . . . 419
1.30.6 Viewing Restricted Pages . . . 422
1.31 Confluence Notation Guide Overview . . . 423
1.31.1 Confluence Emoticons . . . 424
1.31.2 Form Field Markup for Templates . . . 425
1.31.3 Working with Headings . . . 426
1.31.4 Working with Lists . . . 427
1.31.5 Working with Tables . . . 428
1.31.6 Working with Text Breaks . . . 430
1.31.7 Working with Text Effects . . . 430
1.32 Rich Text Editor Overview . . . 431
1.32.1 Enabling Rich Text Editing . . . 432
1.32.2 Rich Text-Right-Click Context Menu . . . 432
1.32.3 Rich Text-Insert Menu . . . 433
1.32.4 Rich Text-Creating and removing a link . . . 434
1.32.5 Rich Text-Inserting an image . . . 436
1.32.6 Rich Text-Inserting emoticons . . . 439
1.32.7 Rich Text-Inserting Symbols . . . 440
1.32.8 Rich Text-Linking to an Attachment . . . 440
1.32.9 Rich Text-Linking to an Image . . . 441
1.32.10 Rich Text-Linking to a Page . . . 442
1.32.11 Rich Text-Working with Tables . . . 442
1.32.12 Rich Text-Working with Text Effects . . . 444
1.33 Keyboard Shortcuts . . . 446
1.34 Confluence Glossary . . . 447

Confluence User Guide

Confluence 3.0 User Guide

Get Familiar with the Confluence Workspace
Working with Spaces
Working with Pages
Working with Attachments
Working with Images
Working with Links
Working with Labels
Working with News
Working with Office Documents
Working with Bookmarks
Working with Macros
Tracking Updates
Searching
Working with Favourites
Working with User Profiles
Customising Confluence
Working with Page Templates
Archiving Mail
Exporting and Importing
Security
Appendix A - Confluence Notation Guide (Wiki Markup)
Appendix B - Rich Text Editor
Appendix C - Keyboard Shortcuts
Appendix D - Glossary

Download

You can download the Confluence documentation in PDF, HTML or XML formats.

About

The **Confluence User Guide** provides an overview of the key features of Confluence and explains both its basic and more advanced usage as a knowledge management tool, and a collaborative environment. If you still have a question that hasn't been answered, write and tell us about it.

If you are using Confluence Hosted for Small Business, please note that some Confluence features are excluded from the Confluence Hosted for Small Business edition. See the feature comparisons on our website and in our documentation.

For more documentation please visit Confluence Documentation Home.

Get Familiar with the Confluence Workspace

The Dashboard
Using the Confluence Screens
Customising the Dashboard
Page Layout in View Mode
Page Layout in Edit Mode (Wiki Markup)
Page Layout in Edit Mode (Rich Text)
Confluence Icons

Working with Spaces

Working with Spaces Overview
Setting up a New Global Space
Setting up your Personal Space
Viewing all Spaces
Viewing Space Details
Editing Space Details
Browsing a space
Viewing Space Activity
Moving Content from one Space to Another
Deleting a Space
Converting a Global Space to a Personal Space
Administering Spaces

Working with Pages

Working with Pages Overview
Creating a New Page
Writing Confluence pages
Editing an Existing Page
Renaming a Page
Concurrent Editing and Merging Changes
Working with Drafts Overview
Copying a Page
Deleting a page
Moving a Page
Restoring a Deleted Page
Purging Deleted Pages
Commenting on a Page
Attaching Files to a Page
E-mailing a Page
Working with Page Families
Linking Pages
Recording Change Comments
Page History and Page Comparison Views
Viewing Page Information
Page Restrictions

Working with Attachments

Working with Attachments Overview
Attaching Files to a Page
Linking to Attachments
Finding an Attachment
Viewing Attachment Details
Editing Attachment Properties
Downloading Attachments
Deleting an Attachment
Moving an Attachment
Displaying List of Attachments in a Page
Embedding Multimedia Content

Working with Images

Overview of Working with Images
Displaying an Image
Rich Text-Inserting an image
Image File Formats
Displaying a Thumbnail Image
Gallery Macro

Working with Links

Working with Links Overview
Linking to Pages Within the Same Space

Linking to Pages in Another Space
Linking to Web Pages
Linking to Confluence Pages from Outside Confluence
Changing the Title of a Link
Linking an Image
Linking to Comments
Linking to News
Linking to Personal Spaces and User Profiles
Linking to Mail
Linking to Attachments
Working with Anchors
CamelCase linking
Trackback

Working with Labels

Working with Labels Overview
Adding a Global Label
Adding a Personal Label
Adding a Space Label
Adding a Team Label
Viewing labelled pages
Viewing Global Labels
Viewing personal labels
Viewing Popular Labels
Removing a label from a page
Removing a space label
Removing a team label
Label Macros

Working with News

Working with News Overview
Viewing News
Adding News
Editing News
Linking to News

Working with Office Documents

Working with the Office Connector
Office Connector Prerequisites
Installing the Firefox Add-On for the Office Connector
Editing a Confluence Page in an Office Application
Importing an Office Document into Confluence
Displaying Office Files in Confluence
Editing an Office Document from Confluence
Editing an Office Presentation from Confluence
Editing an Office Spreadsheet from Confluence
Office Connector Limitations and Known Issues

Working with Bookmarks

Working with Bookmarks
Adding a bookmark
Adding a bookmark icon to your browser
Viewing bookmarks
Subscribing to a bookmarks feed
Editing a bookmark
Commenting on a bookmark
Removing a bookmark
Displaying bookmarks on a Confluence page

Tracking Updates

Tracking Updates Overview
Watching a Page
Watching a Space
Subscribing to Daily Email Reports
Managing Watches
Working with RSS Feeds
Subscribing to RSS Feeds within Confluence
Using the RSS Feed Builder
Using pre-specified RSS feeds

Adding a username and password to Confluence RSS feeds
Subscribing to External RSS feeds

Searching

Searching Confluence
Searching the People Directory
Confluence Search Syntax
Confluence Search Fields

Working with Favourites

Working with Favourites Overview
Adding Favourites
Viewing Favourites
Adding a Personal Label
Removing Favourites

Working with User Profiles

User Profile Overview
Editing User Profile
Uploading a Profile Picture
Updating Email Address
Changing Password
Email Address Privacy
Editing User Settings
Linking to Personal Spaces and User Profiles
Setting up your Personal Space

Customising Confluence

Customising Homepage
Customising Look and Feel
Applying A Theme To A Space
Modifying Confluence Layouts Using Custom Decorators
Editing a Space's Colour Scheme
Changing a Space's Logo

Working with Page Templates

Working with Templates Overview
Adding a Template
Form Field Markup for Templates
Creating a Page using a Template
Editing a template
Removing a Template

Archiving Mail

Archiving Mail Overview
Adding a Mail Account
Managing Mail Accounts
Importing Mail
Viewing Mail
Fetching Mail
Deleting Mail
Restoring Mail
Linking to Mail

Exporting and Importing

Space Backup and Restore
Site Backup and Restore
Confluence to HTML
Confluence to PDF
Confluence to PDF in another language
Confluence to XML
Confluence to Word
Importing Content Into Confluence

Security

Security Overview
Users and Groups
Site Administrators and their permissions
Space Administrators and their permissions
Space Permissions Overview
Viewing Space Permissions
Assigning Space Permissions
Page Restrictions

Appendix A - Confluence Notation Guide (Wiki Markup)

Confluence Notation Guide Overview
Working with Headings
Working with Text Effects
Working with Text Breaks
Working with Links
Working with Anchors
Working with Images
Working with Lists
Working with Tables
Working with Macros
Working with Attachments
Full Notation Guide (Wiki Markup)

Appendix B - Rich Text Editor

Rich Text Editor Overview
Enabling Rich Text Editing
Making Rich Text or Wiki Markup Editing Default
Rich Text-Working with Text Effects
Rich Text-Working with Tables
Rich Text-Inserting an image
Rich Text-Creating and removing a link
Rich Text-Linking to an Image
Rich Text-Linking to an Attachment
Rich Text-Linking to a Page
Rich Text-Inserting emoticons
Rich Text-Inserting Symbols

Appendix C - Keyboard Shortcuts

Keyboard Shortcuts

Appendix D - Glossary

Confluence Glossary

Working with Pages Overview

Pages are the primary means of storing and sharing information in Confluence. Pages are contained within spaces.

- Use **spaces** to organise your wiki content into your primary logical groups. For example, you could have a space per team, per product or per department.
- Use **pages** to organise your content into lower-level groups. For example, you could have a page for a particular team activity, or for a feature in a product, or for a chapter in a book. Then add more child pages to contain lower-level details if necessary.

Things you can do with pages in Confluence:

- Create a new page from anywhere within the site.
- Write content in a simple markup language or using the Rich Text editor.
- Edit and rename a page.
- Organise pages hierarchically via parent-child relationships.
- Move pages while editing a page or while viewing the space's Tree view.
- Navigate within and between spaces through flexible linking.
- Collaborate via comments on a page.
- Control access through page security restrictions.
- Monitor page updates and other activity through page notifications.

- View page history and link to older versions.
- Search page content, including attachments.
- Export pages to PDF, WORD, HTML or XML.
- Email page content.

RELATED PAGES

Creating a New Page
Overview of the Confluence Notation Guide
Working with Page Families
Working with Drafts
Working with the Office Connector
Recently Viewed Content

Take me back to Confluence User Guide

E-mailing a Page

In Confluence, you can easily e-mail a Confluence page to recipients of your choice.

To e-mail a Confluence page,

1. Go to the '**Information**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Info**'. The 'Information' view will open.
2. In the first box displayed, click the '**E-mail**' link (beside '**Operations**').
   This may not be visible if this feature is turned off — see note at the bottom of this page.
3. This will display a box for you to enter the e-mail details (see screenshot below).
    - '**Recipients: E-mail address(es)**' — To send the email to someone who isn't a Confluence user, type their email address. You can type multiple addresses, separated by commas.
    - '**Recipients: Confluence Group(s)**' — Type the name of the Confluence group (or groups, separated by commas); or click this icon to select a group from the list:
    - '**Recipients: Confluence User(s)**' — Type the name of the Confluence user (or users, separated by commas); or click this icon to select a user from the list:
    - '**Subject**' — *(Optional)* Type the email's subject line.
    - '**Notes**' — *(Optional)* Type the text (if any) which you want to appear at the top of the email's body. This text will appear before the contents of the Confluence page.
    - '**Format**' — Choose whether to send the email in 'Text' or 'HTML' format.
4. Click the '**Next**' button.
5. A preview of your email will be displayed.
    - To change the **Recipients**, **Subject**, **Notes** or **Format**, click the 'Edit' button (at the right of the page).
    - To send the email, click '**Send**' button (at the bottom of the page).

Optional Feature
This feature is disabled by default, to prevent it from being used as a tool for spamming or harrassment. If you want to enable the e-mailing of pages, please ask your Confluence administrator.

Instructions for enabling this feature can be found here: Enabling the 'Mail Page' plugin

Screenshot: Emailing a Page

RELATED TOPICS

Working with Pages

Take me back to Confluence User Guide

Working with Page Families

In Confluence, you can organise pages into a hierarchy of parent and child pages. Pages in such a hierarchy are called a **page family**.

Page families are a simple but effective way of categorising content. Confluence makes navigation of your site easier by providing links forward and backwards through the page hierarchy.

A parent page is at the topmost level of that hierarchy. Subpages are called child pages or children.

Read more about page families.

Things you can do with page families in Confluence:

- View a page's family
- View a page's location within a space
- View the hierarchy of all pages within a space
- View the children of a page
- Create a child page
- Move and re-order pages while editing a page or while viewing the space's Tree view.
- Order the pages in a page family alphabetically.
- Change the parent of a page

RELATED TOPICS

Working with Pages
working with Spaces

Take me back to Confluence User Guide

What is a Page Family?

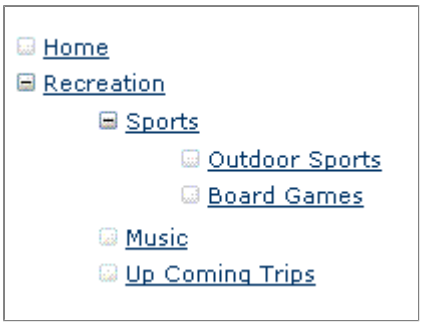
In Confluence, you can organise pages into a hierarchy of parent and child pages. Pages in such a hierarchy are called a **page family**.

Page families are a simple but effective way of categorising content. Confluence makes navigation of your site easier by providing links forward and backwards through the page hierarchy.

A parent page is at the topmost level of that hierarchy. Subpages are called child pages or children.

For example, in your organisation, you may have a space for 'Fun'. Under this space you could have the following pages:

Screenshot : Page Family



The 'Recreation' page in this hierarchy is the parent page and the 'Sports', 'Music' and 'Up Coming Trips' pages are its child pages. Together, they comprise a page family.

Confluence will only allow you to create page families that are a simple tree. This means that you can create any number of nested families but a child can have only one parent.

RELATED TOPICS

Viewing a Page's Family
Viewing a Page's Location within a Space
Viewing Hierarchy of all Pages within a Space
Viewing the Children of a Page
Creating a Child Page
Moving a Page
Changing Parent of a Page
Working with Pages

Take me back to Confluence User Guide

Breadcrumbs

The breadcrumbs of a page display its location in the content hierarchy of Confluence. They trace the path from the current page back to the dashboard allowing easy navigation up and down the page hierarchy.

The breadcrumbs are displayed at the top of every page.

If you glance up at the breadcrumbs region of this page, above the title, you will see that it reads something like this:

Dashboard > Confluence > ... > Working with Page Families > Breadcrumbs

This means that this page is a child of 'Working with Page Families' which in turn is a part of the space 'Confluence'. The three dots '...' mean that there are other parent spaces between 'Confluence' and 'Working with Page Families'.

RELATED TOPICS

Working with Page Families
Browsing a space

Take me back to Confluence User Guide

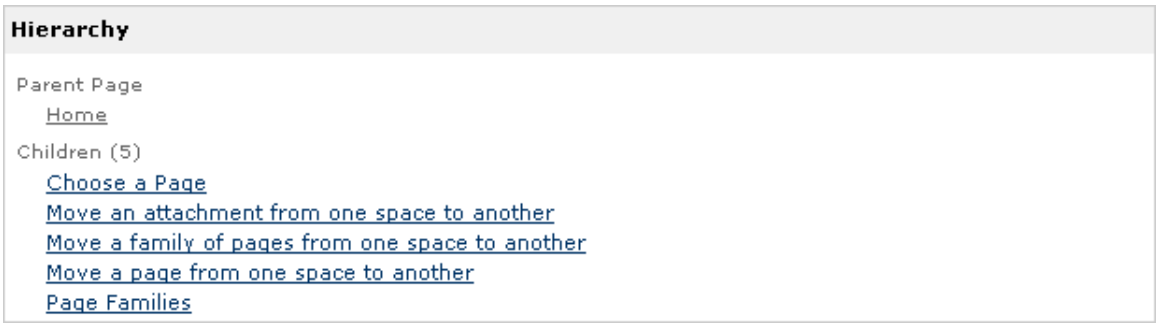
Viewing a Page's Family

To view a page's family, go to the page and click on the '**Info**' tab.

The page's parent and children, if any exist, are listed under the heading '**Hierarchy**'.

If there are more than 10 children, only the first 10 will be shown by default. To view all the children, click '**Show all**'. Click '**Hide all**' to hide them again.

Screenshot : Viewing a page's family



Note
If no parent is displayed for the page, either the page sits in the root directory of the space or its parent has been deleted.

RELATED TOPICS

What is a Page Family?
Viewing a Page's Location within a Space
View Hierarchy of all Pages within a Space
View the Children of a Page
Create a Child page
Change Parent of a Page
Orphaned Pages

Take me back to Confluence User Guide

Viewing Children of a Page

Confluence displays the children of a page, if any exist, in one of two views configured globally by a site administrator:

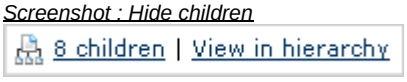
Show : In this view, a list of the page's children is displayed as links at the bottom of the page. Clicking on a link will take you to the corresponding child page.

Hide: In this view, the list of the page's children is hidden when you view the page. A link at the bottom of the page tells you how many children the page has. Clicking on this link will display the list of its children.

Screenshot : Show children

- to hide the list of children, click on '**Hide Children**'.
- to view the location of the page in the space's hierarchy, click on '**View in hierachy**'
- to add a new child page, click on '**Add child page**'

Screenshot : Hide children



Note
Confluence defaults the view to 'Show' or 'Hide' children based on what your preference was on your last visit to the site.

RELATED TOPICS

Children Display Macro
What is a Page Family?
View Hierarchy of a Page
Create a Child Page
Working with Pages

Take me back to Confluence User Guide

Viewing Hierarchy of Pages within a Space

The '**Tree**' view on the '**Browse Space**' page displays the hierarchy of the pages within the space. It is a useful way of viewing all the parent-child relationships between pages in the space at a single glance.

To see the tree view of pages within a space,

1. Browse the space.

   Go to the '**Browse Space**' view. There are two ways to browse a space:

   - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
   - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.

2. Go to the '**Pages**' tab and open the '**Tree**' view.
3. Click the '+' sign next to each page family to open the branches of the tree. This shows you the children of the page.

Screenshot : Tree View

RELATED TOPICS

Moving Pages within a Space
Page Families
Viewing a Page's Location within a Space
Viewing the Children of a Page
Creating a Child Page
Changing the Parent of a Page
Working with Pages

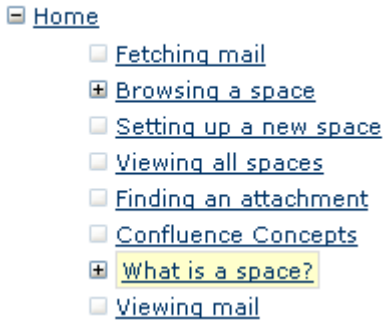
Take me back to Confluence User Guide

Viewing a Page's Location within a Space

To view a page's location within the hierarchy of its space, click on the '**View in hierarchy**' link at the bottom of the page.

This link is only displayed if the page has children.

Screenshot : Viewing a page's location in the space's hierarchy



Alternately, the Breadcrumbs or the 'you are here' path at the top every page display the page's location in the space's hierarchy.

RELATED TOPICS

Learn about Page Families
View a Page's Location within a Space
View the Children of a Page
Create a Child Page
Change Parent of a Page
Working with Pages

Take me back to Confluence User Guide

Changing Parent of a Page

In Confluence, you can organise pages into a hierarchy of parent and child pages. Pages in such a hierarchy are called a **page family**.

Page families are a simple but effective way of categorising content. Confluence makes navigation of your site easier by providing links forward and backwards through the page hierarchy.

A parent page is at the topmost level of that hierarchy. Subpages are called child pages or children.

To **change the parent of a page**, you can:

- Move the page to a new space, if that's what you want. You do this while editing a page.
- Move the page to a new position in the space's tree view. You do this while editing a page or while viewing the space's Tree view.

RELATED TOPICS

Moving a Page
Moving Pages within a Space
Page Families
Viewing a Page's Family
Viewing a Page's Location within a Space
Viewing Hierarchy of Pages within a Space
Viewing Children of a Page
Working with Pages

Take me back to Confluence User Guide

Creating a Child Page

To create a child page, you require 'Create Pages' permission which is assigned by a space administrator from the Space Administration screens. See Space permissions or contact a space administrator for more information.

Confluence allows you to create child pages in three different ways:

1. View an existing page. Go to the '**Add**' menu and select '**Page**'. By default, Confluence adds the new page as a child of the first.
2. Go to the '**Add**' menu and select '**Page**' from anywhere else in Confluence, then move the page to its required '**Location**' while still in edit mode — refer to the instructions on moving a page.
3. Click the '**Add Child Page**' link that is displayed when you choose to '**show**' children of a page.
   This option is available only when the page already has children.

RELATED TOPICS

Working with Page Families
Viewing Children of a Page
Changing Parent of a Page
Working with Pages

Take me back to Confluence User Guide

Setting a Page Family to Alphabetical Order

You can choose to display your Confluence pages in alphabetical or manual order. This page tells you how to set the pages within a family to alphabetical order.

On this page:

- About the Sequential Order of Pages
- Setting Page Order to Alphabetical

About the Sequential Order of Pages

Confluence allows you to present your pages in any order (sequence) you choose. The position of a page is reflected in the following places:

- The Tree tab on the space's 'Pages' view
- Space exports to PDF, HTML and XML
- The children of a page
- The pagetree macro
- The children macro

Alphabetical versus Manual Order

By default, Confluence will present your pages in alphabetical order. When you move a page to a different position, the order becomes manual for the affected page family.

When ordering pages alphabetically, Confluence actually applies a more sophisticated 'natural' order rather than a straight alphabetical order. The natural order handles numeric values correctly when doing string comparisons.

Now let's consider what happens when you add a page to a page family, by creating a new page or by moving or copying a page into the family:

- If the page family's order is alphabetical, the new page will appear in alphabetical order too.
- If the page family's order is manual, the new page will appear at the bottom of the list of pages in the family.

Changing the Page Order

You can change the order of the pages by moving pages within the page family — simply move the page to its new position while editing the page (see Moving a Page) or while viewing pages in the space's 'Tree' view (see Moving Pages within a Space).

You can also change the order of a page-family from manual to alphabetical (see the 'Setting Page Order to Alphabetical' section on Setting a Page Family to Alphabetical Order).

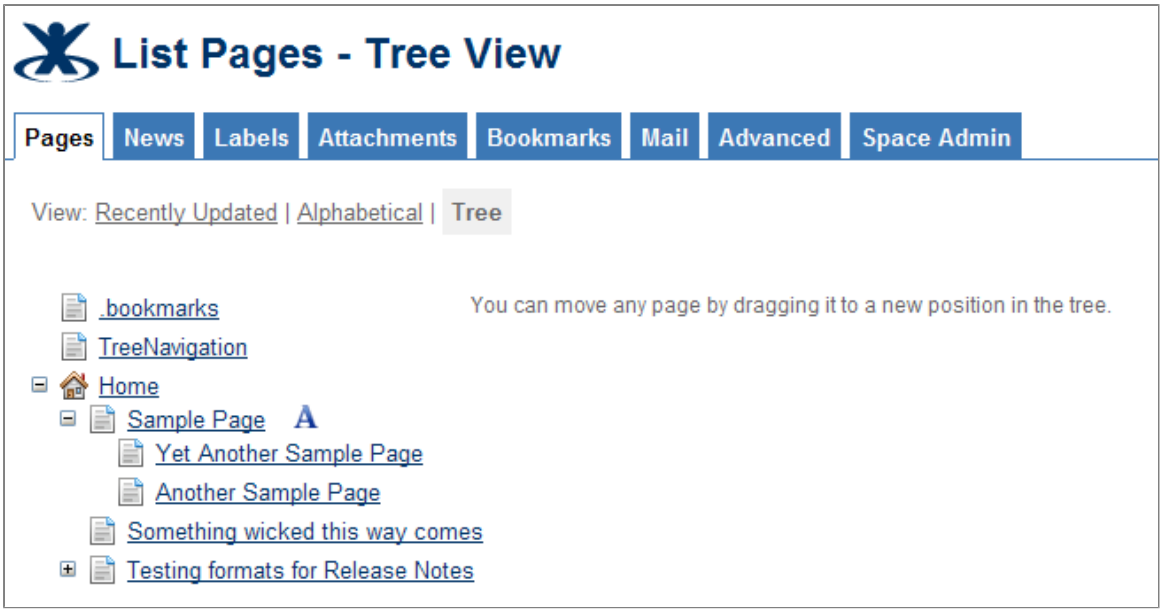
Setting Page Order to Alphabetical

If the pages in a page family have been ordered manually, you can reset the page order to alphabetical as described below.

A page family is a set of pages under a single parent page. In this section, when we say 'page family' we mean the immediate children of the parent page, not including the grand-children.

The screenshot below shows a family of pages in non-alphabetical order under the parent 'Sample Page'. Notice the A icon next to the parent 'Sample Page', giving you the option to order the pages alphabetically.

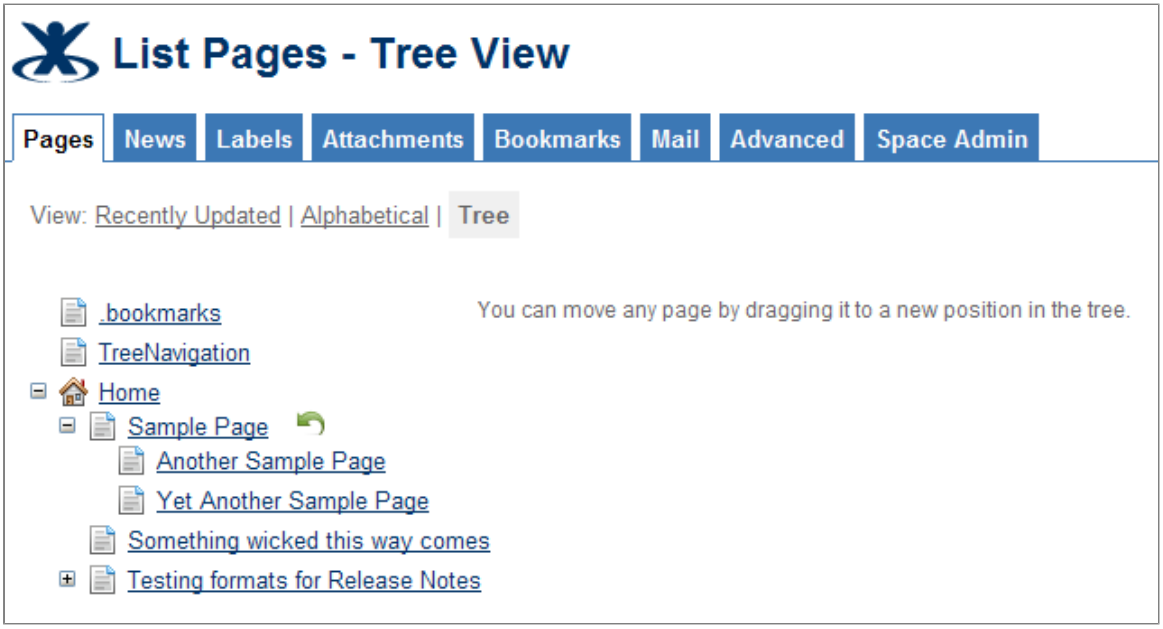
Screenshot: A family of pages in non-alphabetical order with 'Sort Alphabetically' icon



To set a page family to alphabetical order,

1. Go to the '**Space Pages**' view for the current space. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Pages**'. The 'Space Pages' view will open.
2. Go to the '**Tree**' tab. The tree view will open, as shown in the screenshot above.
3. Expand the branches of the tree to find the page family you want.
4. If the page family is in non-alphabetical (manual) order, the '**Sort Alphabetically**' icon will appear next to the parent page as shown in the screenshot above. Click the icon.
5. The child pages will shuffle into alphabetical order and the icon will change to the '**Undo Sorting**' icon as shown in the screenshot below.
   Only the immediate children of the parent page will be affected. The grand-children will not be re-ordered. (If you want to re-order the grand-children, you need to click the 'Sort Alphabetically' icon next to the parent of those pages i.e. re-ordering happens for one node at a time.)

Screenshot: A family of pages in alphabetical order with 'Undo Sorting' icon



If you change your mind, you can click the '**Undo Sorting**' icon to undo the alphabetical sort. This option is only available while you remain on the 'Tree' tab and provided that you have not performed any other action on the page family. Once you move away from this screen or do something else with the page family, such as moving children in or out of the family, the undo option is no longer available.

RELATED TOPICS

Moving Pages within a Space
Overview of Pages
Overview of Page Families

Take me back to Confluence User Guide

Viewing Page Information

The '**Information View**' for a page shows you various bits of useful information about the page.

To see the Information View for a page,

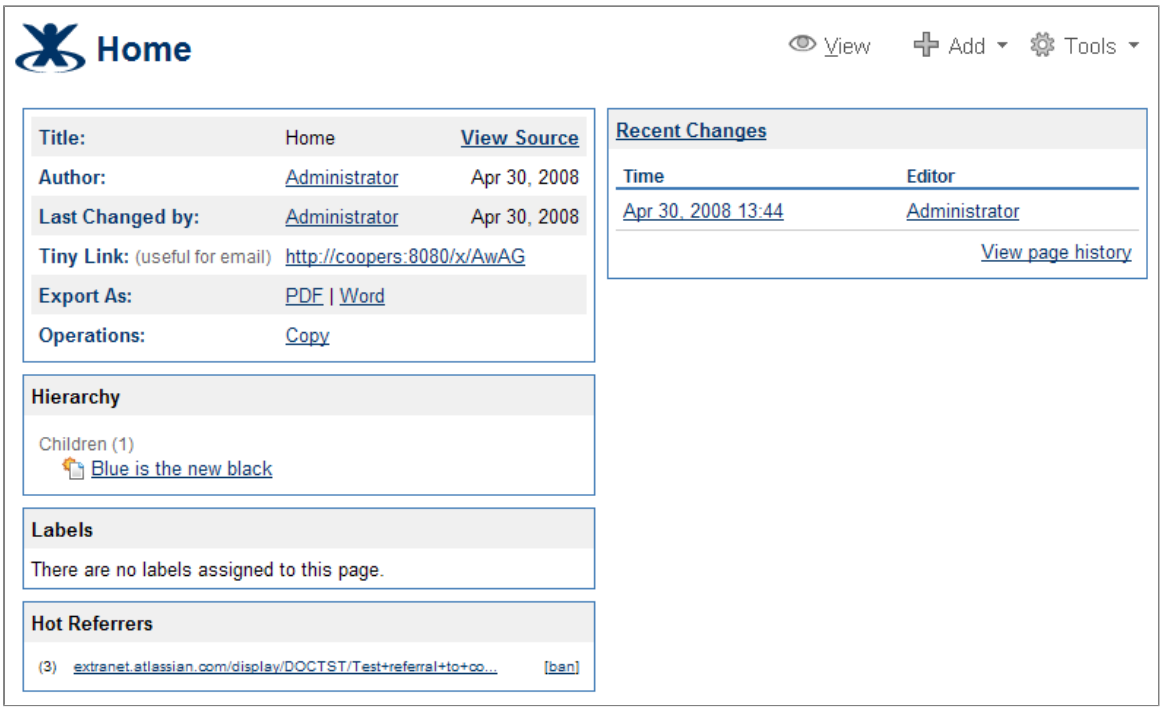
1. View the page.
2. Go to the '**Information**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Info**'. The 'Information' view will open.

The 'Information View' displays the following information:

1. Page Details: Title, author, date of creation, date of last modification and the tiny link of the page.
2. Page Hierarchy: Parent-child relationships of the page.

3. Page Permissions: Displays page-level security restrictions that apply to the page (if present).
4. Recent Changes: Links to the five most recent versions of the page along with the name of the editor and the date of modification.
5. View page history: A link to the page history, which displays all the versions of the page in reverse chronological order and allows you to compare versions or to restore a previous version.
6. Hot Referrers: The external website pages which send the most viewers to the page.

Screenshot: A page's Information View



RELATED TOPICS

Working with Pages

Take me back to Confluence User Guide

Page History and Page Comparison Views

Confluence tracks histories of changes to pages by maintaining a version of the page each time it is modified. It is easy to view changes between different versions and to restore a previous version if required.

On this page:

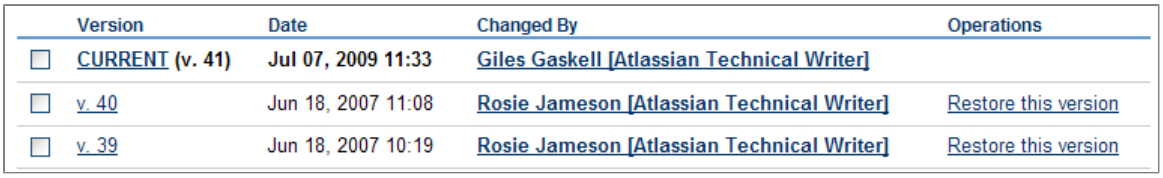
- Accessing the Page History View
- Viewing Changes in a Page History
  - Viewing Recent Changes
  - Comparing Two Different Versions of a Page
- Page Comparison View
  - Key
  - Interactive views
- Other Page History View Features

Accessing the Page History View

To view the history of a page,

- Go to the page in the space, open the '**Tools**' menu and select '**Page History**'. The 'Page History' view will open. This will display a list of all versions of the page, ordered from newest at the top to oldest at the bottom of the list.
  You can click a version number's link to view the contents of that page version. To get back to the page history view, click '**view page history**'.

Screenshot: Page History View



	Version	Date	Changed By	Operations
☐	CURRENT (v. 41)	Jul 07, 2009 11:33	Giles Gaskell [Atlassian Technical Writer]	
☐	v. 40	Jun 18, 2007 11:08	Rosie Jameson [Atlassian Technical Writer]	Restore this version
☐	v. 39	Jun 18, 2007 10:19	Rosie Jameson [Atlassian Technical Writer]	Restore this version

If you are viewing a specific page version, the following functions are available:

- View the previous or next page versions by clicking '**<< View previous version**' or '**view next version >>**', respectively.
- Compare the differences between the version of the page you are viewing and the previous one by clicking '**view differences**'.

Viewing Changes in a Page History

The page history view and page information view allow you to view recent changes made to a page or to compare the differences between any two versions of a page.

Viewing Recent Changes

To view recent changes made to a page,

1. Click the '**view change**' link at the top of the page below the page title. The page comparison view is displayed, showing text differences in wiki markup between the current and previous versions.
   Or
2. Go to the '**Information**' view for the page. To do this:
   - Go to a page in the space, open the '**Tools**' menu and select '**Info**'. The 'Information' view will open.
3. In the section titled 'Recent Changes' you will see the most recent versions of the page, along with the date of their modification and the name of the modifying author.
4. Click '**view changes**' beside the desired version. The page comparison view is displayed, showing text differences in wiki markup between the selected and previous versions.

Comparing Two Different Versions of a Page

To compare two different versions of a page,

1. Access the page history view by:
   - Following the instructions at the top of this page.
     Or
   a. Go to the '**Information**' view for the page. To do this:
      - Go to a page in the space, open the '**Tools**' menu and select '**Info**'. The 'Information' view will open.
   b. Click the '**View page history**' link in the 'Recent Changes' section. This will display a list of all previous versions of the page in reverse chronological order.
2. Select the versions you want to compare by selecting the check boxes beside them.
3. Click the '**Compare selected versions**' button. The page comparison view is displayed, showing the text differences in Wiki markup between the selected versions.

Page Comparison View

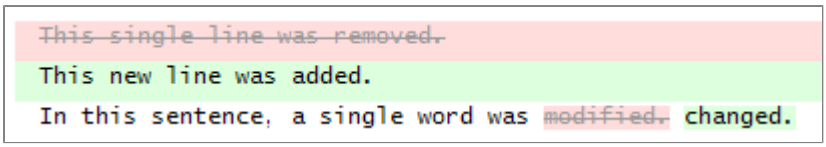
The page comparison view shows the differences in wiki markup between selected page versions.

Key

On the page comparison view, the following key is used to depict wiki markup differences between the selected page versions:

- New lines or continuous sections of content are highlighted in green
- Removed lines or continuous sections of content are highlighted in red with a strike
- Whole lines containing only minor changes show the:
  - Additions highlighted in green
  - Deletions highlighted in red with a strike

Screenshot: Comparing Changes



Interactive views

When a page comparison view is first displayed, all large sections of unchanged text are hidden and reduced to an ellipsis '**...**'. Each one of these sections is 'toggled', such that:

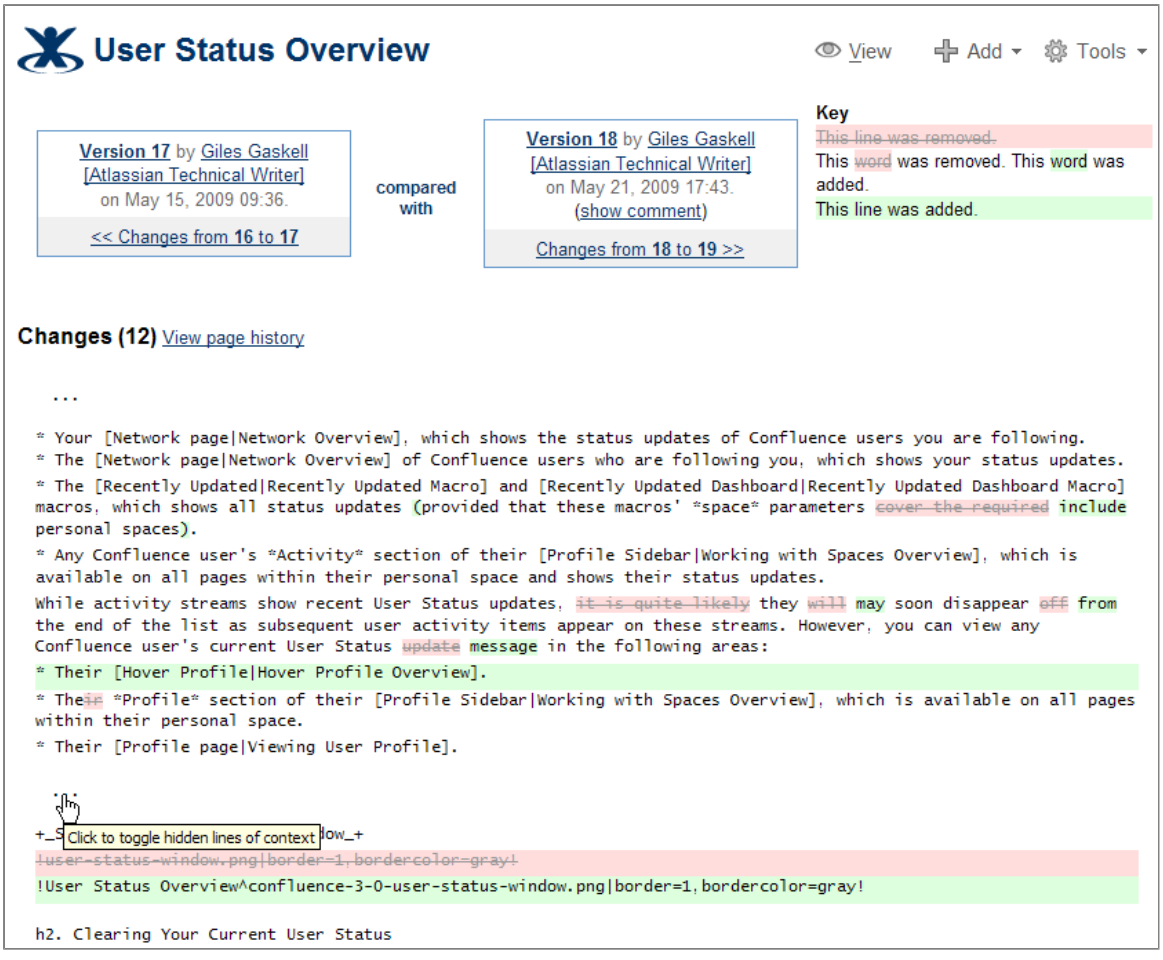
- Clicking one of these ellipses reveals and expands the text it hides
- Clicking an expanded section of text hides and contracts it back to an ellipsis

You can also view page changes between versions which are adjacent to your current page comparison view. Click the link containing:

- '**<<**' to view the page comparison with the earlier adjacent version
- '**>>**' to view the page comparison with the more recent adjacent version.

> For example, if your page comparison view is between v. 30 and v. 34 of a page, you can view changes between:
>
> - v. 29 and v. 30 by clicking '**<< Changes from 29 to 30**'
> - v. 34 and v. 35 by clicking '**Changes from 34 to 35 >>**'

Screenshot: Interactive Page Comparison Views



Other Page History View Features

You can also use the page history view to:

- Restore an older version of a page
- View change comments

RELATED TOPICS

Viewing Page Information

Working with Pages
Tracking Updates

Take me back to the Confluence User Guide.

Restoring an Older Version of a Page

To restore an an older version of a page,

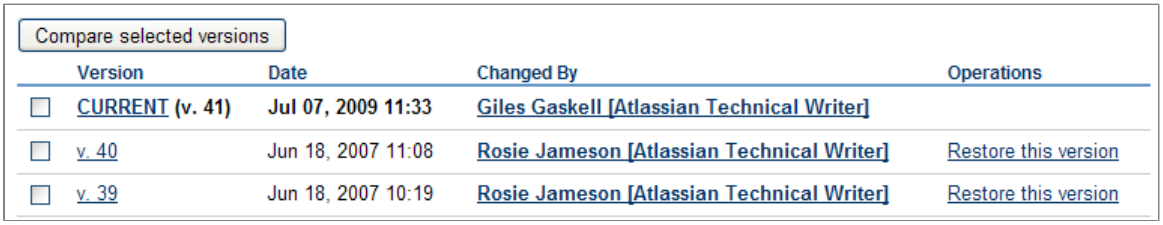
1. Go to the '**Page History**' view. To do this:
    - Go to the page in the space, open the '**Tools**' menu and select '**Page History**'. The 'Page History' view will open.

   This will display a list of all versions of the page, ordered from newest at the top to oldest at the bottom of the list.

   You can click a version number's link to view the contents of that page version, or select the check boxes of two different versions and click '**Compare selected versions**' to view the changes made between them. To get back to the page history view, click '**View page history**'.
2. Click '**Restore this version**' beside the desired version.
3. Change the default comment if desired and click '**OK**' to restore the desired version.

If you are viewing a specific page version, you can restore that version of the page by clicking '**restore this version**' on that page.

Screenshot : Restoring an Older Version of a Page



All page history will be retained
Restoring an older version creates a copy of that version. For example, in the above screenshot, if you selected v.39 and clicked 'Restore this version', a copy of v.39 would be created. This copy would be v.42 and would become the current version.

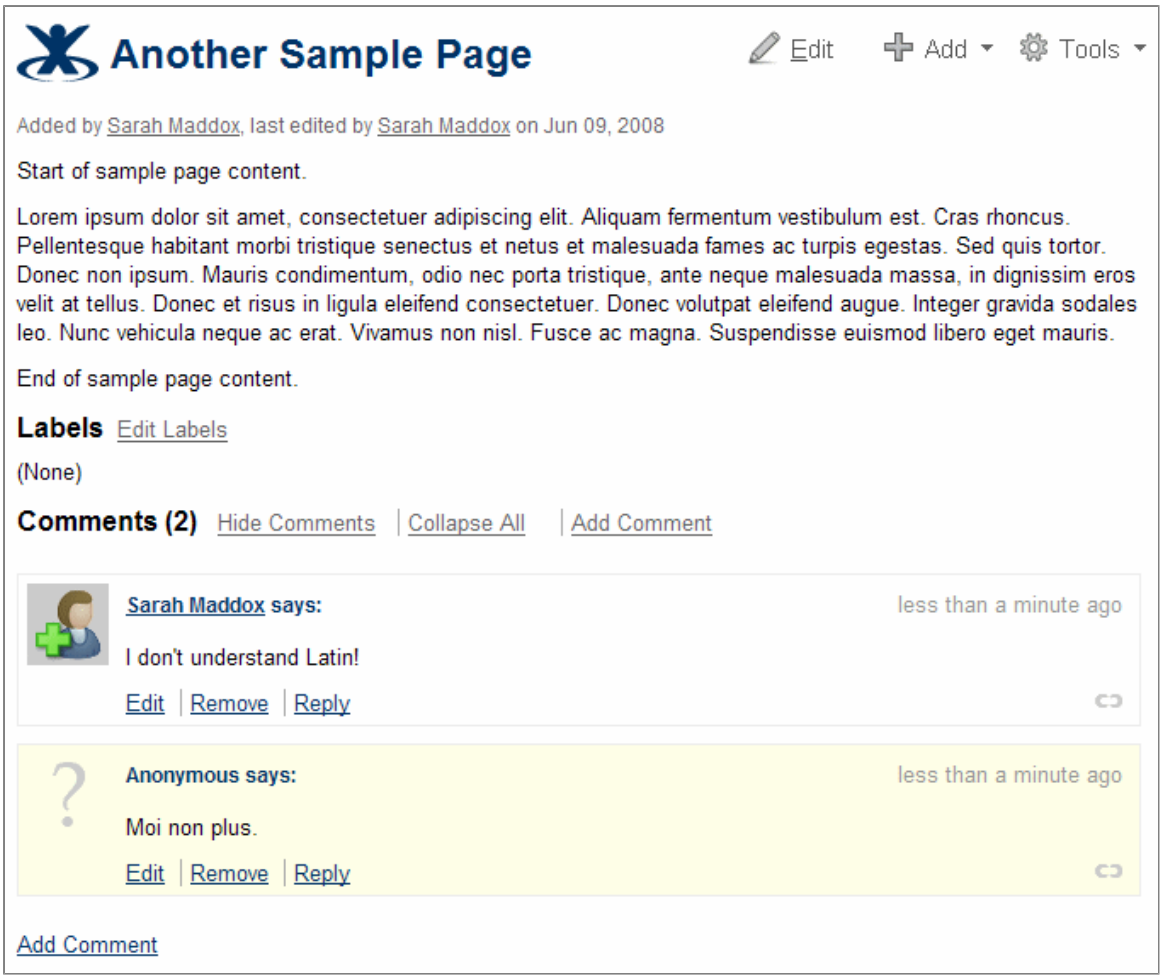
RELATED TOPICS

Page History and Page Comparison Views
Working with Pages

Take me back to the Confluence User Guide.

Page Layout in View Mode

Here's what a typical Confluence page looks like in 'view' mode:



> **Note**
> Note that the options available depend on the space permissions granted to you by the space administrator and the page restrictions defined by the page's author.

At the top of the page is the title, followed by the author information and the page content.

You can also see the menu options which allow you to edit the page, add content, and so on. Refer to Using the Confluence Screens for more details.

Each page can have labels (tags) associated with it. For more information, see Working with Labels Overview.

The page shown above has two comments at the bottom of the page. Depending upon permissions, Confluence users can add comments to a page. See Commenting on a Page.

RELATED TOPICS

Page Layout in Edit Mode (Wiki Markup)
Dashboard

Take me back to Confluence User Guide

Page Layout in Edit Mode (Wiki Markup)

> This page contains content that is specific to a **Beta Release** of **Confluence 3.1**. The content on this page may be updated periodically in the lead up to the official release of Confluence 3.1. At the official release of Confluence 3.1, this warning will be removed.

Here's what the Confluence edit page looks like in Wiki Markup mode:

Note
The options available to you in the 'Edit' mode of a page depend on the permissions granted to you by the space administrator.

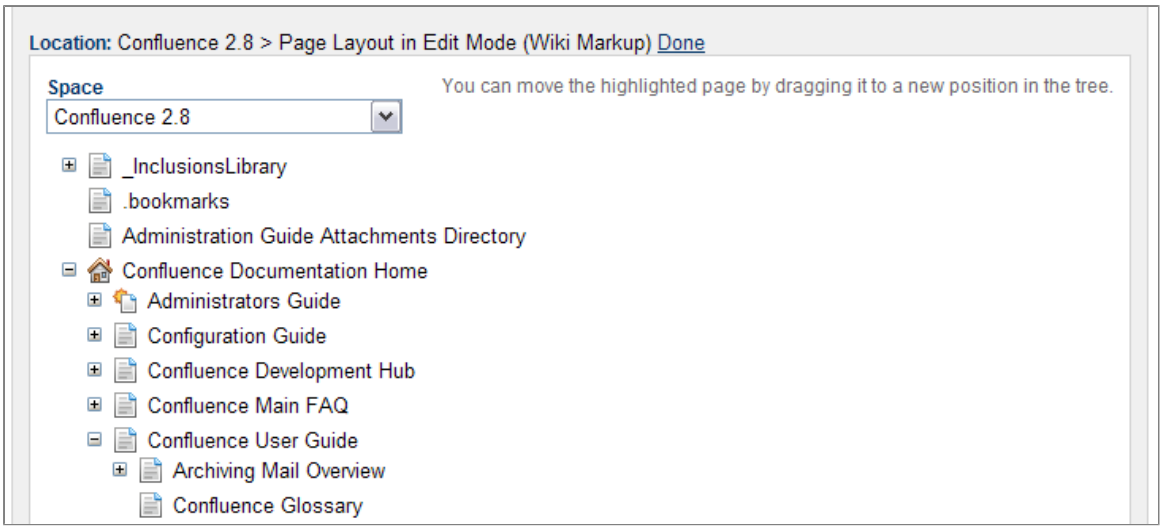
For more information about editing a page, see Editing an Existing Page.

More Editing Options on the Page

Click the '**Edit**' link next to the following options to open further editing functionality within the page.

Location

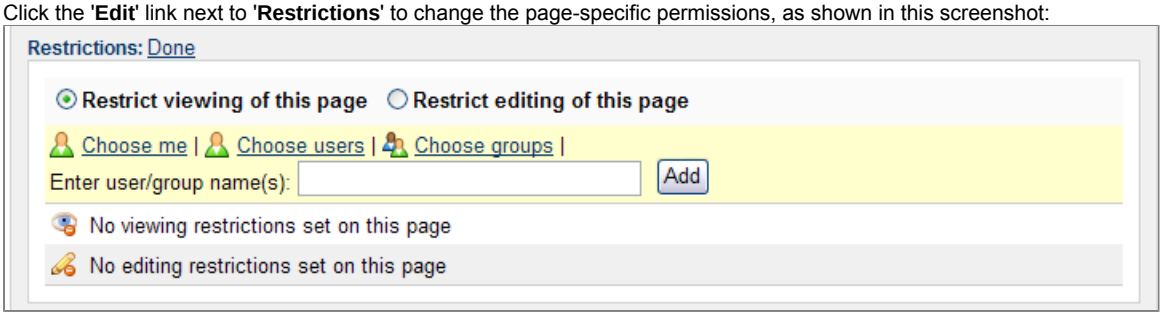
Click the '**Edit**' link next to '**Location**' to move the page to a different position within the space, as shown in this screenshot:



For more information, see Moving a Page.

Page Restrictions

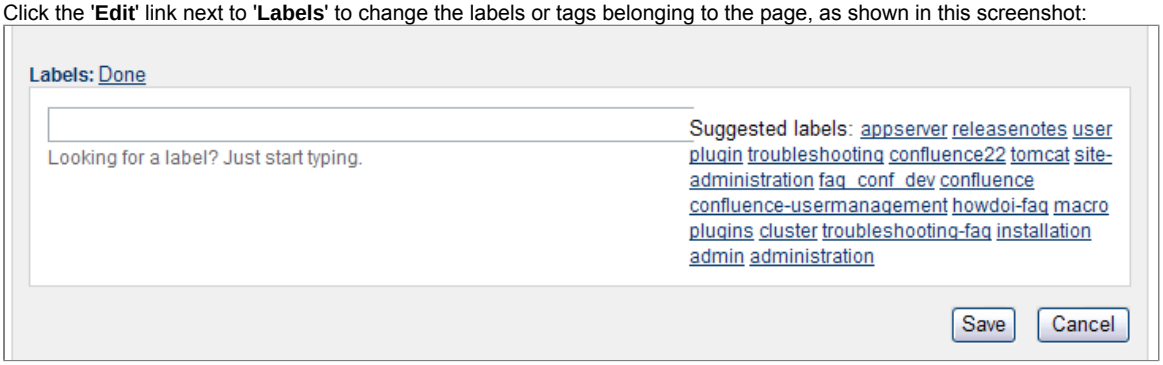
Click the '**Edit**' link next to '**Restrictions**' to change the page-specific permissions, as shown in this screenshot:



For more information, see Setting a Page's Restrictions.

Labels

Click the '**Edit**' link next to '**Labels**' to change the labels or tags belonging to the page, as shown in this screenshot:



For more information, see Working with Labels Overview.

RELATED TOPICS

Page Layout in View Mode
Dashboard

Take me back to Confluence User Guide

Moving a Page

This page tells you how to **move a page** which you are currently viewing, adding or editing. When you move a page, all page content such as attachments and comments on the page will be moved with the page. Additionally, all child and descendent pages and their page contents will also be moved.

These instructions are for moving a page that you are currently viewing or editing

Any child and descendent pages, including all page content on these pages are also moved.

Alternatively, you can follow the instructions to rearranged pages in a space's tree view.

Use this feature if you need to re-order sibling pages (that is, pages with a common parent page), or more than one page in a setting.

Copying a page is different

If you want to copy rather than move a page, please refer to the instructions on copying a page.

To move a page, you need the following permissions:

- **Edit** permission on the page you are moving, and
- **View** permission on the page's parent page. So if you are moving the page to a different parent, you need 'View' permission on the new parent.

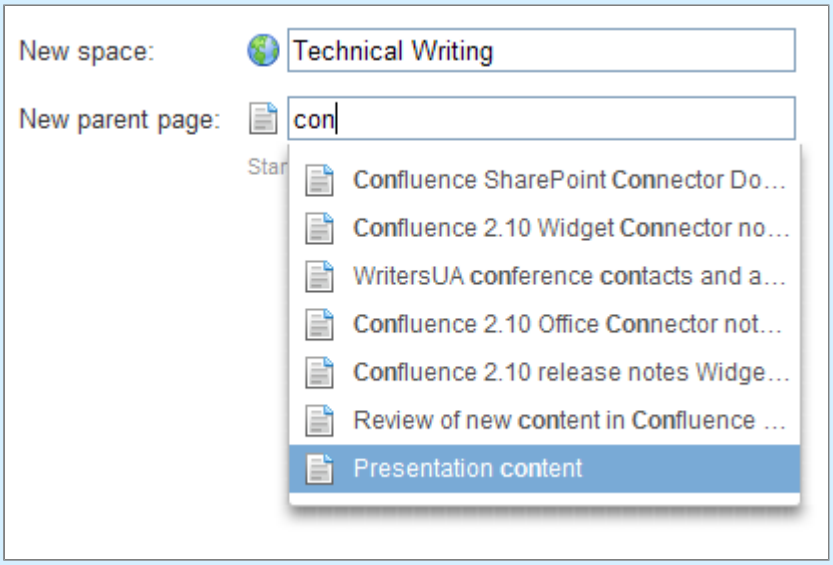
Moving a Page

To move a page to another location in your Confluence site,

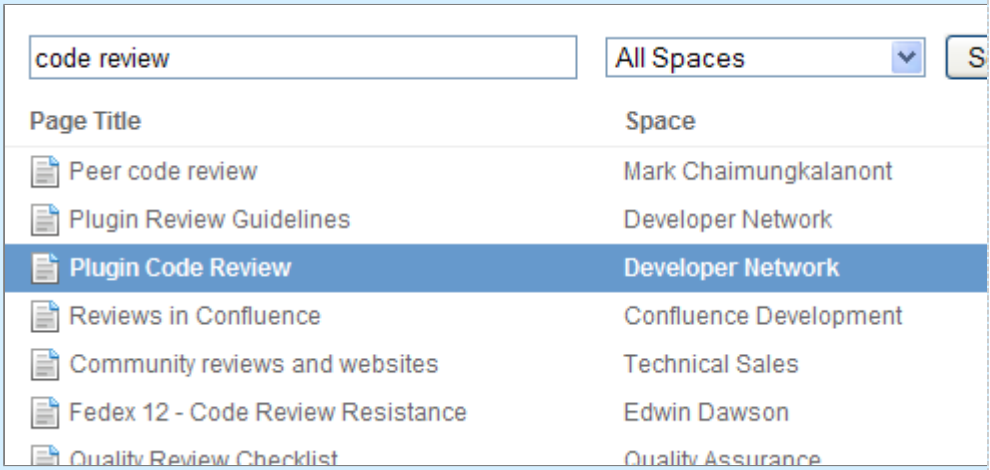
1. Open either the 'Move Page' or 'Set Page Location' dialog box. To do this:
   - Go to the 'Tools' menu and select the '**Move**' item. The 'Move Page' dialog box opens. See screenshot below for example.
   - If your page is in edit mode, click the '**Edit**' link next to 'Location'. The 'Set Page Location' dialog box opens. This dialog box is identical in functionality to the 'Move Page' dialog box.

     Your page is in edit mode if:
     - You are creating a new page or copying a page.
     - You are viewing a page and have clicked the '**Edit**' button.
2. On the 'Move Page' / 'Set Page Location' dialog box, select one of the following options to move the page elsewhere in your Confluence site:
   - **Known Location** — Enter the name of a space and within that space, the 'parent' page under which to move your page. To use this feature:
     a. Enter the name of a space in the '**New Space:**' field. Use the 'auto-complete' feature to select the required space.

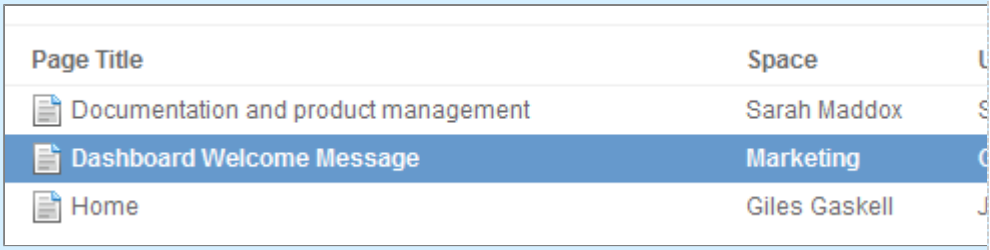
        The auto-complete feature functions the same as the Quick Navigation Aid when searching Confluence pages. Use the up- and down-arrows on your keyboard to move up and down the droplist of matching items and select one.
     b. Enter the name of the new parent page within the selected space. Again, use the auto-complete feature to select the required page.



- **Search** — Search for a 'parent' page (within a selected space or set of spaces) under which to move your page. To use this feature:
  a. Enter keywords contained within the parent page's title or content, in the main text search box.
  b. If you wish, you can restrict the search to the current space, by selecting it from the drop-down list.
  c. Click the '**Search**' button and a list of matching pages appears below.
  d. Select one of these pages, which will become the new parent page.

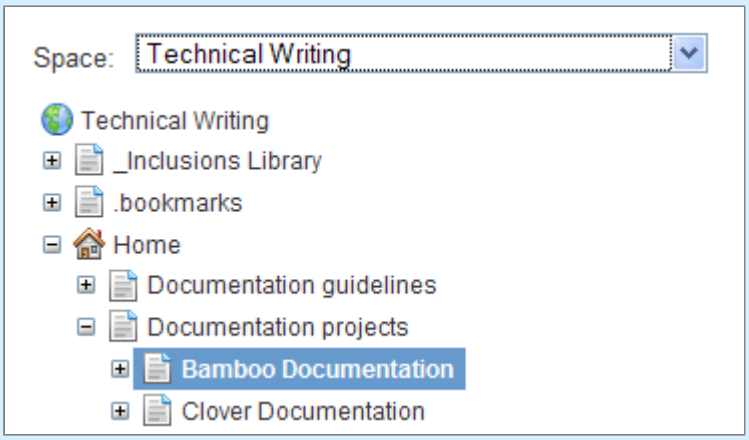


- **Recently Viewed** — Select one of your recently viewed pages to be the 'parent' of your page to be moved. To use this feature:
  - In this list of your recently viewed pages, select one of the pages, which will become the new parent page.

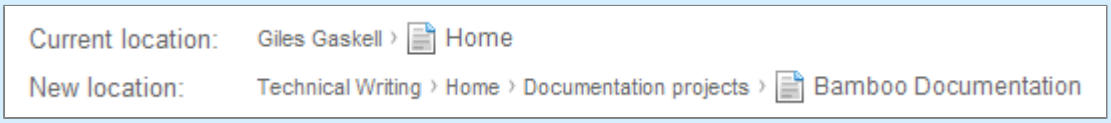


- **Browse** — Select a space and page (within the tree of pages in the space) that will be the 'parent' of your page to be moved. To use this feature:
  a. Select the required space from the '**Space**' drop-down list.
  b. Once the tree of pages has loaded, if necessary, browse through the tree to open the required branch.
  c. Select one of the pages, which will become the new parent page.

  If the current space is selected, your page (to be moved) will be *italicised* in the page tree and its current parent page will be selected by default. You will not be able to select the italicised page.



3. The 'Current Location' and 'New Location' breadcrumb trails are shown at the bottom of the page, indicating the current parent and new parent pages, respectively.

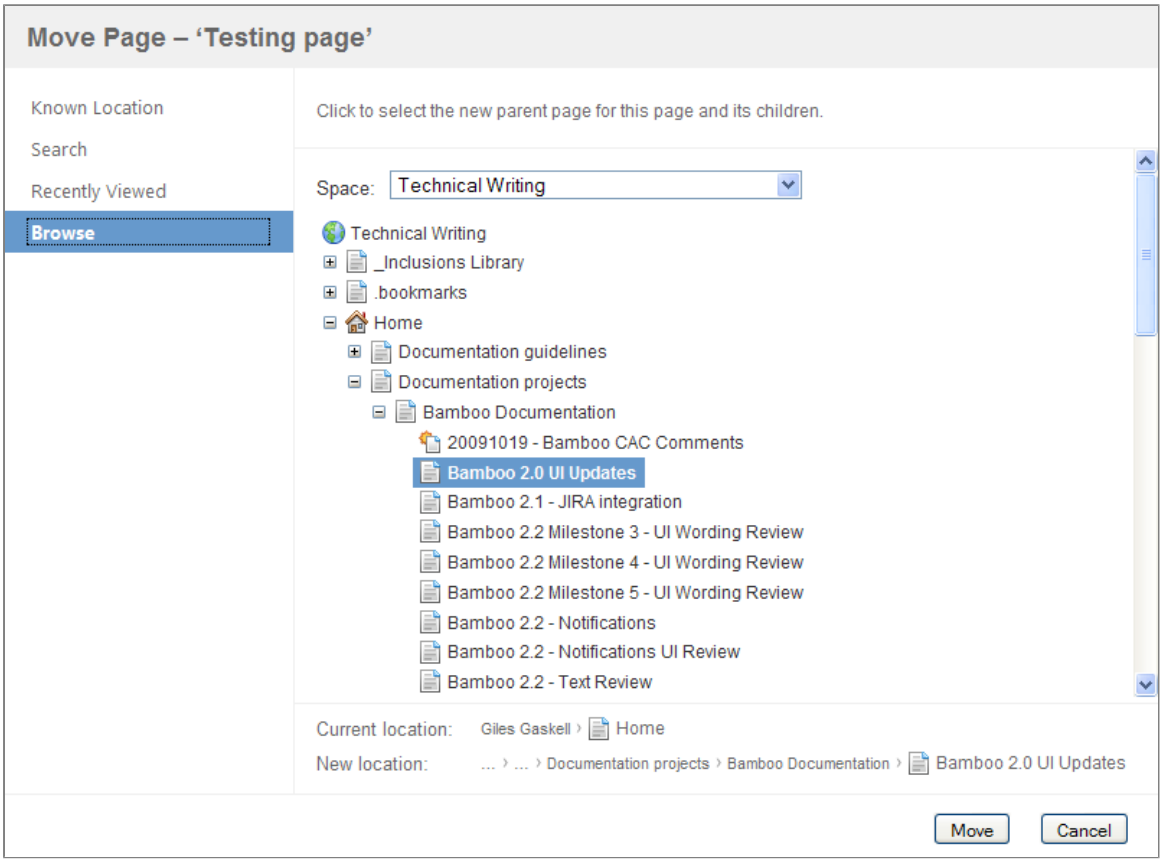


If you were:

- Viewing a page and are using the 'Move Page' dialog box, click the '**Move**' button to move the page.
- Editing a page and are using the 'Set Page Location' dialog box, click the '**OK**' button on this dialog box, followed by the page's '**Save**' button once you have finished editing the page.
  You can continue editing the page after clicking the 'OK' button. However, the new position of the page is not saved until you click the page's 'Save' button.

To cancel the page move dialog boxes at any time, click its '**Cancel**' button.

Screenshot: The 'Move Page' or 'Set Page Location' Dialog Box



RELATED TOPICS

Moving Pages within a Space
Sequential Order of Pages
Overview of Pages
Overview of Page Families

Take me back to the Confluence User Guide.

Display an older version of a page

To point users to an outdated version of a page:

1. View the page and click the "view change" link displayed after the "last edited by" information.
2. In the box on the left-hand side of the "compared to", click on the "Version ## by Username" to show the full outdated version.

3. Click "<< View previous version" to scroll back through the outdated versions until you find the one you would like to link, and copy the URL from your address bar. This link is of the format
   `http://confluence.atlassian.com/pages/viewpage.action?pageId=12345`

These links inform the users that what they are viewing is out of date and provide a link to the current edition.

Linking pages

What would you like to do?

Link to a page within a space
Link to a page in another space
Link to a webpage

RELATED TOPICS

Working with links
Working with pages

Take me back to Confluence User Guide

Recently Viewed Content

Confluence keeps track of pages you have recently visited throughout all your accessible spaces within a Confluence installation. This history is available from the **Recently Viewed** content view, which you can use to go back to Confluence pages you have recently visited.

To view the list of recently visited pages and go back to one of them,

1. Go to the '**Recently Viewed**' content view. To do this:
   - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select '**Recently Viewed**' from the dropdown list. The '**Recently Viewed**' content view will open.
2. Click the title of the page you wish to revisit.

Screenshot: Recently Viewed content view

This list records up to the last 20 pages visited. However, be aware that it is cleared when you log out of Confluence or your Confluence session terminates.

RELATED TOPICS

Working with Pages
Browsing a space
Tree View of Pages

Take me back to the Confluence User Guide.

Sequential Order of Pages

Confluence allows you to present your pages in any order (sequence) you choose. The position of a page is reflected in the following places:

- The Tree tab on the space's 'Pages' view
- Space exports to PDF, HTML and XML
- The children of a page
- The pagetree macro
- The children macro

Alphabetical versus Manual Order

By default, Confluence will present your pages in alphabetical order. When you move a page to a different position, the order becomes manual for the affected page family.

When ordering pages alphabetically, Confluence actually applies a more sophisticated 'natural' order rather than a straight alphabetical order. The natural order handles numeric values correctly when doing string comparisons.

Now let's consider what happens when you add a page to a page family, by creating a new page or by moving or copying a page into the family:

- If the page family's order is alphabetical, the new page will appear in alphabetical order too.
- If the page family's order is manual, the new page will appear at the bottom of the list of pages in the family.

Changing the Page Order

You can change the order of the pages by moving pages within the page family — simply move the page to its new position while editing the page (see Moving a Page) or while viewing pages in the space's 'Tree' view (see Moving Pages within a Space).

You can also change the order of a page-family from manual to alphabetical (see the 'Setting Page Order to Alphabetical' section on Setting a Page Family to Alphabetical Order).

RELATED TOPICS

Overview of Pages
Overview of Page Families
Moving a Page
Moving Pages within a Space

Take me back to Confluence User Guide

Copying a Page

You can copy a page, to create a duplicate of the page content. You will need to rename the page, because a page name must be unique within a space.

You need 'Create Pages' permission, which is assigned by a space administrator from the Space Administration screens. See space permissions or contact a space administrator for more information.

To copy a page,

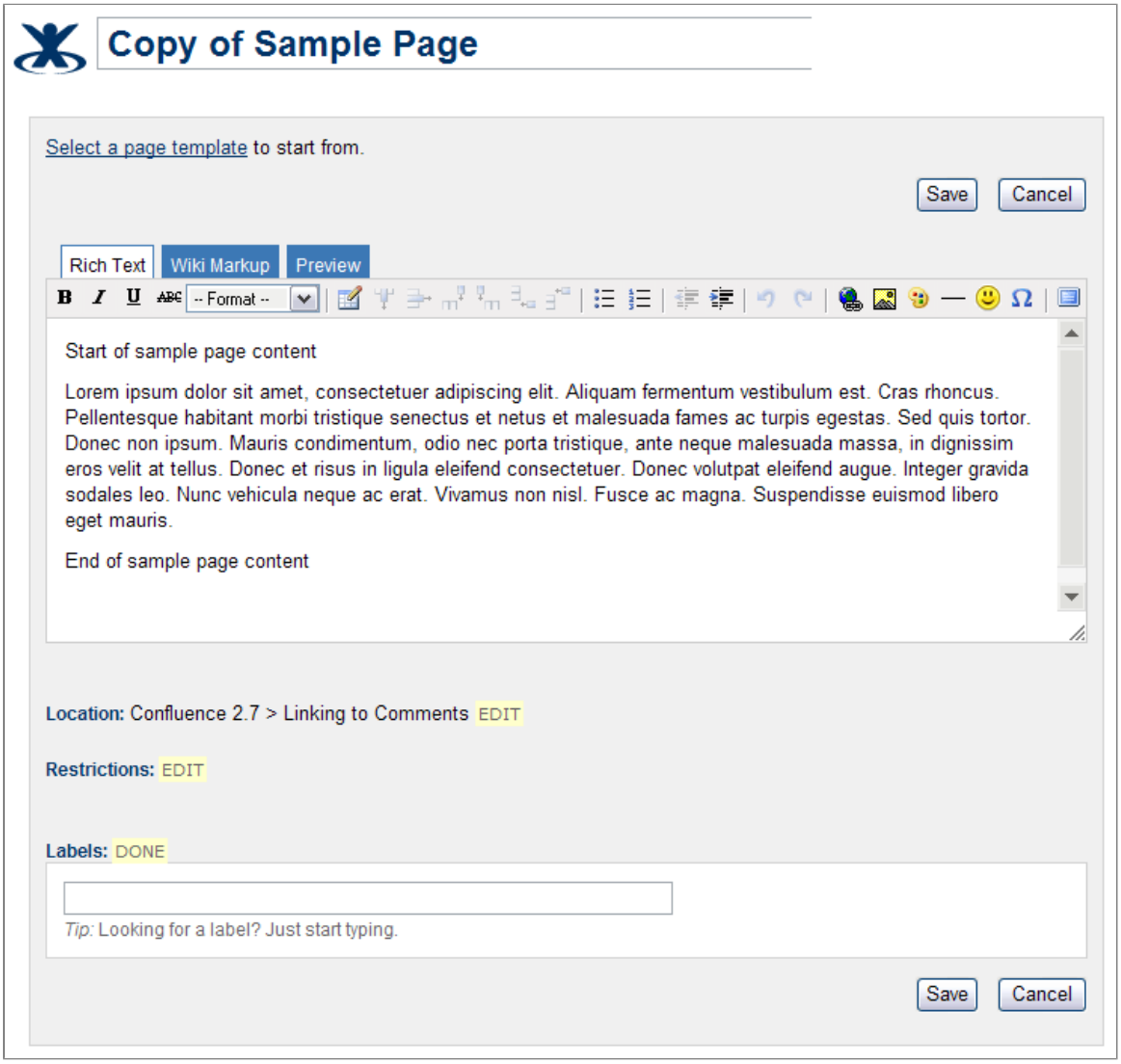
1. View the page you want to copy.
2. Go to the '**Copy Page**' option. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Copy**'.

   Confluence will open a copy of the page in edit mode. By default, Confluence will name the page 'Copy of <<original page name>>'.
3. Rename the page and make any other changes required in the body of the page.
4. If you need to move the new page to a different space or a different parent, you can edit the '**Location**'. Refer to the instructions on moving a page.
5. Click '**Save**'.

More information about copying pages

- Copying a page will duplicate all of the original page's attachments and labels, but will not copy comments from the original page.
- This method of copying a page does not copy the child pages. Please add your vote to issue CONF-2814 if you'd like to see this improvement.
- You can copy an entire space, including all pages in the space (parents and children) — refer to these instructions on copying a space.
- Consider using the WebDav plugin to move or copy a page hierarchy from one space to another, provided that none of the page names already exist in the target space.

Screenshot: Copying a page



RELATED TOPICS

Working with Pages Overview

Take me back to Confluence User Guide

Page Layout in Edit Mode (Rich Text)

Here's what the Confluence edit page looks like Rich Text mode:

Note
The options available to you in the 'Edit' mode of a page depend on the permissions granted to you by the space administrator.

RELATED TOPICS

Page Layout in View Mode
Dashboard

Take me back to Confluence User Guide

Commenting on a Page

A comment is a remark, question, or any other additional information you wish to add to a page pertaining to the topic the page covers.

Comments are a means by which a community of users can interact with each other on the site.

You can leave a comment on any page or news item in Confluence.

What would you like to do?

View Comments
Add Comments
Link to Comments
Delete Comments
Edit a Comment

RELATED TOPICS

Working with Pages Overview

Take me back to Confluence User Guide

Adding a Comment

You can leave a comment on any page or news item in Confluence.

To add a comment, you require '**Create Comments**' permission which is assigned by a space administrator from the Space Administration screens. See Space permissions or contact a space administrator for more information.

You can either add a new comment or respond to a previous comment (only available in 'threaded' view).

Use Confluence markup or the Rich Text editor to write the comment.

Profile photo appears in comments
Your profile picture will appear next to each comment you've added. (This is true if your space uses the Confluence Default theme.)

To add a new comment,

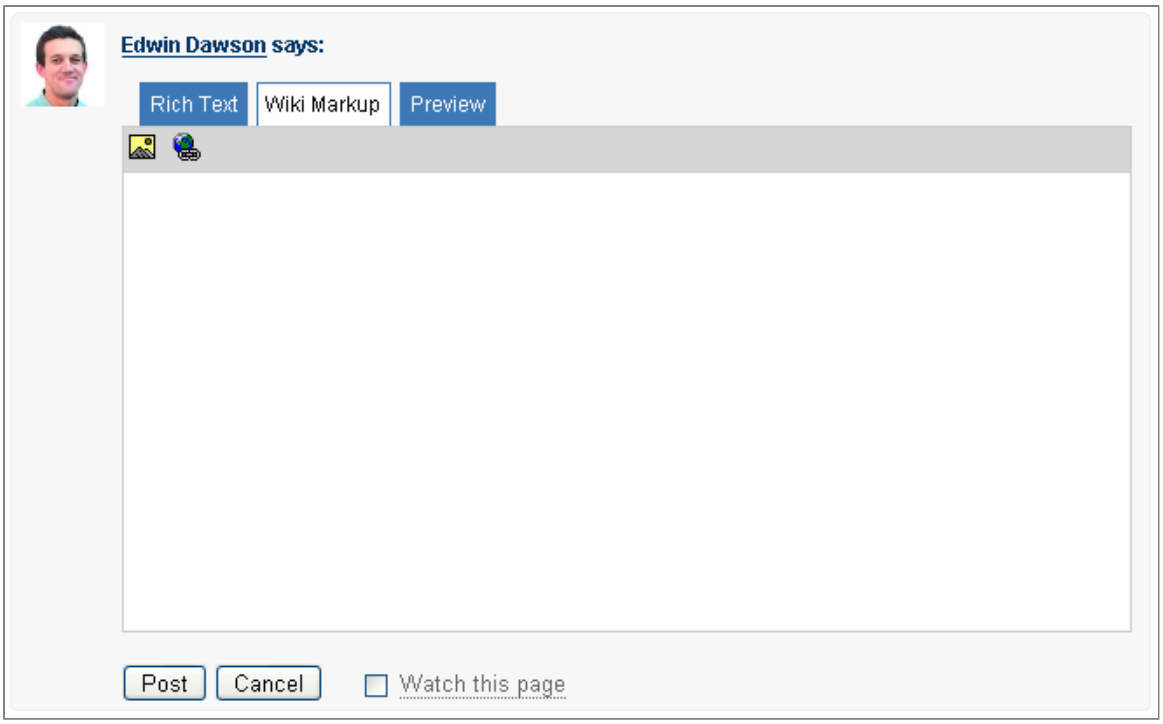
1. Click the '**Add Comment**' link near the bottom of the page.
2. The comments box opens up. Type in your text.
3. Click the '**Preview**' tab to see a preview of your comment.
4. You can tick the box next to '**Watch this page**' to receive email alerts whenever the page is commented or edited.
5. Click the '**Post**' button to save your comment and display it on the page.

You can also respond to a comment.
This option is only available when the comments are in 'threaded' view.

To respond to a comment,

1. Click the '**Reply**' link located below the text of a comment.
2. This will open up a new comment box. Type in your text.
3. You can tick the box next to '**Watch this page**' to receive email alerts whenever the page is commented or edited.
4. Click '**Post**'.

Screenshot : Adding a Comment



RELATED TOPICS

Viewing Comments
Linking to Comments
Deleting Comments

Take me back to Confluence User Guide

Deleting Comments

To delete a comment from a page, you require '**Remove Comments**' permission which is assigned by a space administrator from the Space Administration screens. See Space permissions or contact a space administrator for more information.

Currently, it is not possible to delete all comments for a page simultaneously.

To delete a comment,

1. Go to the page that contains the comment.
2. Click on the '**Remove**' link located at the bottom of the comments box. This is only displayed if you have permission to remove comments for this page.

Warning
Deleted comments cannot be restored.

RELATED TOPICS

Viewing Comments
Adding a Comment
Linking to Comments

Take me back to Confluence User Guide

Editing a Comment

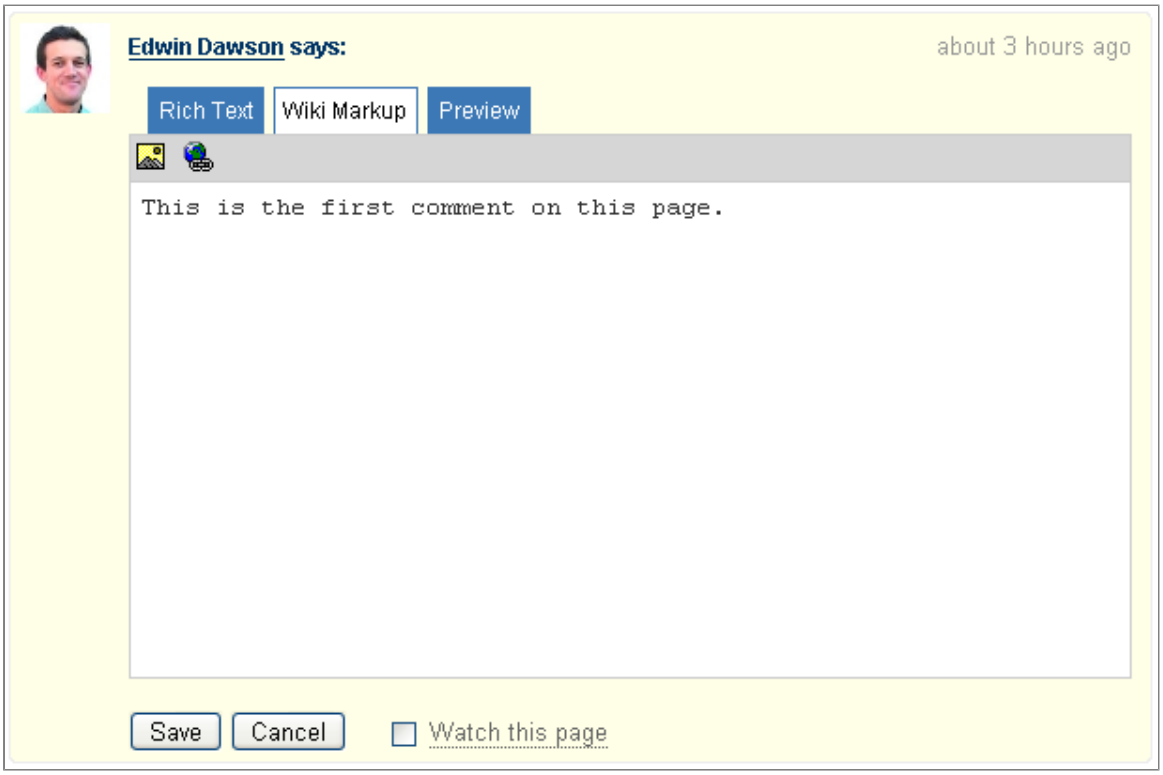
Comments are editable if you are using Confluence version 2.4 or later.

You can edit any comments that you have created. Space administrators can edit all comments within their space. The date on a comment always indicates the time the comment was last edited.

To edit a comment,

1. Go to the comment and click the '**Edit**' button. You can use Confluence markup or the Rich Text editor to edit a comment. You can click preview to see how it will appear.
2. You can tick the box next to 'Watch this page' to receive email alerts whenever the page is commented or edited.
3. When you're finished, click '**Save**'.

Screenshot 1: Editing a comment



RELATED TOPICS

Commenting on a Page
Viewing Comments
Linking to Comments
Deleting Comments

Take me back to Confluence User Guide

Linking to Comments

You need to edit in Wiki Markup mode to create a link to a comment.

To link to a comment from within Confluence,

1. Right-click on the '**Permalink**' icon located at the lower right of the comments box. You will notice that the URL ends in a series of numbers.
2. Select the option to '**Copy the Link Location**' the pop-up menu in your browser.
3. Paste the link into a temporary location and copy only the numerals at the very end of the link.
4. Click the '**Edit**' tab of the page from which you want to link to the comment.
5. Paste the numerals between square brackets (as you would when you create any link in Confluence), and then include the dollar sign '$' in front of the numbers.

Examples

Link to…	What you need to type	What you will get
Comment in the same space	[$81167140]	Re: Linking to Comments (current space)
Comment in another space	[$81167141]	Re: Linking to Comments (CONF14 space)

Because you are linking to the actual database ID of the comment, you do not need to specify a space or a page id explicitly as that's

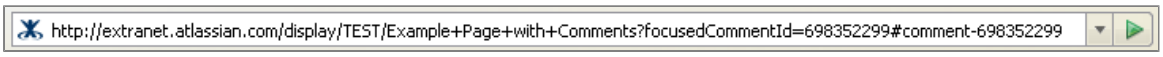
calculated automatically from the database ID.

To link to a comment from outside Confluence,

1. Right-click on the '**Permalink**' icon located at the lower right of the comments box.
2. Copy the link location of the comment. Alternately, click on '**Permalink**' or the **date** and copy the URL displayed in the address bar of your browser.
3. Use this URL to link to the comment from your web page.

Screenshot : Permalink location

Screenshot : Permalink URL



RELATED TOPICS

Commenting on a Page
Adding a Comment
Working with Links

Take me back to Confluence User Guide

Sample Page

Start of sample page content

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetuer. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.

End of sample page content

child page

Viewing Comments

Comments on articles will appear by default in threaded form, below the page content. If the comment author is a Confluence user, a link appears to their profile page. The time of the comment's last edit is also displayed – you can mouse-over the time to see the date and time it was posted.

Actions for Viewing Comments on a Page

Confluence allows you to '**collapse**', '**expand**', '**show**' and '**hide**' comments on a page.

- **Collapse All**
  - Comments are all shrunk to a single line, showing the first 60 characters. This allows easy browsing of many comments.
  - Clicking the top line of any comment will expand it, showing the links to '**Edit**', '**Remove**' or '**Reply**'.
- **Expand All**
  - Comments are returned from the collapsed state to the usual threaded view, showing the full content of all comments inline.

- **Hide Comments**
  - The page's comments will be hidden when you view the page. The '**Comments**' line at the bottom of the page indicates whether the page currently has any comments.
- **Show Comments**
  - The page's comments will become visible below the page content.
  - Comment links at the bottom of each comment and the page allow you to post or manage comments.

Setting the Appearance of Comments on Pages

Comments in Confluence are displayed in one of two views which is configured globally by a site administrator:

- **Threaded** - this view shows the comments in a hierarchy of responses. Each subsequent reply to a comment is indented to indicate the relationships between the comments.
- **Flat** - this view displays all the comments in one single list and does not indicate the relationships between comments.

In Confluence 2.8.0, the collapsible comments are only available under the default Confluence theme.

Screenshot: Threaded View

Screenshot: Collapsed View

Screenshot: Hide View

Note
Confluence defaults the view to 'Show' or 'Hide' comments based on what your preference was on your last visit to the site.

RELATED TOPICS

Commenting on a Page
Adding a Comment
Linking to Comments
Deleting Comments

Take me back to Confluence User Guide

Deleting a page

To delete a page, you require the 'Remove Pages' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

To delete a page,

1. Go to the page.
2. Go to the '**Remove Page**' option. To do this:
   - Go to a page in the space, open the '**Tools**' menu and select '**Remove**'. The '**Remove Page**' screen opens. You will be prompted to confirm the action.
     The 'Remove' menu option will only appear if you have permission to remove this page.

Handy Hint

- Deleted pages are stored in the trash and can be recovered by a space administrator.
- If the page you are deleting has any child pages they will be moved to the root of the space

RELATED TOPICS

Restoring a Deleted Page
Purging Deleted Pages
Creating a New Page
Editing an Existing Page
Editing or Deleting a Page That Won't Render

Take me back to Confluence User Guide

Purging Deleted Pages

When a user deletes a page from a Confluence space, the page is not permanently removed. Instead, Confluence places the deleted page into the 'Trash'. The page will remain in 'Trash' until a space administrator purges the page.

Purging deleted pages permanently clears them from 'Trash'.

You need to be a space administrator to purge deleted pages for a space.

To purge deleted pages,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
     '**Space Admin**' is only displayed if you are a space administrator.
2. Click '**Trash**' in the left-hand navigation panel. A list of deleted pages and news items for the space is displayed.
3. Click the '**Purge**' link beside a page or else click '**Purge All**' to permanently clear all deleted pages and news items.

RELATED TOPICS

Deleting a page
Restoring a Deleted Page

Take me back to Confluence User Guide

Restoring a Deleted Page

When you restore a page, you are retrieving it from '**Trash**' to the root of the space where it existed before it was deleted.

You need to be a space administrator to restore deleted pages.

To restore a deleted page,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
      '**Space Admin**' is only displayed if you are a space administrator.
2. Click on '**Trash**' from the left panel. A list of deleted pages and emails for the space is displayed.
3. Click on the '**Restore**' link beside the page you want to restore.

Handy Hint
If a new page has already been created in that space with the same name as the deleted page, you will be given an option to rename the page before it is restored.

RELATED TOPICS

Deleting a page
Purging Deleted Pages

Take me back to Confluence User Guide

Writing Confluence pages

Confluence pages can be written in two ways:

- using a simple markup language called Wiki Markup

  and / or

- using the Rich Text editor: similar to editors available in standard text editing applications, the Rich Text editor allows you to enter content as you would in a Word document and apply formatting by clicking icons on a toolbar.

NOTE
While the Rich Text editor permits all formatting options possible with Wiki Markup, you will still need to use Wiki Markup for other more complex functions like macros.

Help on the Wiki Markup language while you are writing a page
A quick notation guide, **Notation Help**, appears beside the edit screen when you choose the **Wiki Markup** edit tab. You can then click the **full notation guide** link in the help window to view the full Notation Guide. This shows you the entire list of formatting and other complex operations that Confluence's notation permits, along with the markup detailing how to perform them.

RELATED TOPICS

Confluence Notation Guide Overview
Full Notation Guide
Rich Text Editor Overview
Working with Pages Overview
Creating a New Page
Editing an Existing Page

Take me back to Confluence User Guide

Renaming a Page

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

Links and other references

- Confluence will automatically change all internal links to point to your new page title.
- Explicit references to your page title in macros will not be changed. You need to change these manually.
- Links from external sites will be broken, unless they use the page's permanent URL.

To rename a 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.
2. This will bring up the '**Edit**' screen, as shown below. The page **title** is at the top of the edit panel (see screenshot below).
3. Change the page title as desired.
4. Click '**Save**'.

Screenshot : Renaming a page

RELATED TOPICS

Linking Pages
Editing an Existing Page
Working with Pages Overview

Take me back to Confluence User Guide

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**'.

Pages with large amounts of text content
One user 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.

Screenshots: Editing Modes in Confluence

Click thumbnail to see a Confluence page in Wiki Markup mode	Click thumbnail to see a Confluence page in Rich Text mode

More complex editing

- 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.

RELATED TOPICS

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

Take me back to Confluence User Guide

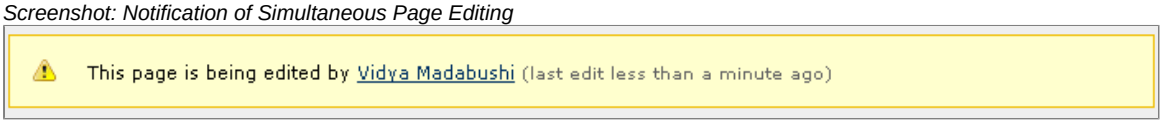
Concurrent Editing and Merging Changes

Sometimes, two or more people may edit a page at the same time. When this happens, Confluence will do its best to ensure that nobody's changes are lost.

How will I know if someone else is editing the same page as I am?

If another user is editing the same page as you, Confluence will display a message above your edit screen letting you know who the other user is and when the last edit was made.

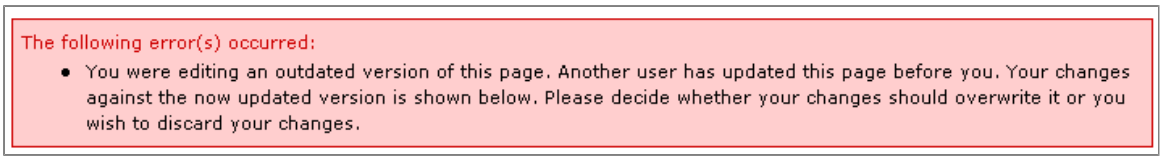
Screenshot: Notification of Simultaneous Page Editing



What happens if two of us are editing the same page and the other user saves before I do?

If someone else has saved the page before you, when you click 'Save', Confluence will check if there are any conflicts between your changes and theirs. If there are no conflicting changes, Confluence will merge both the edits successfully. If there are any conflicts, Confluence will display them for you and give you the option to either '**Overwrite**' the other user's changes, '**Merge your changes**' manually, or '**Discard**' them.

Screenshot: Notification of Page Editing Conflict



Example Scenario

For example, Alice and Bob both edit the same page at the same time.

If Alice clicks save before Bob, Bob is now effectively editing an out-of-date version of the page. When Bob clicks save, Confluence will examine his changes to see if any overlap with Alice's. If the changes do not overlap (i.e. Alice and Bob edited different parts of the page), Bob's changes will be *merged* with Alice's automatically.

If Bob's changes overlap with Alice's, Confluence will display an error message to Bob showing where Alice has changed the page, and giving Bob the options to overwrite Alice's changes with his own, to re-edit the document to incorporate Alice's work, or to cancel his own changes entirely.

RELATED TOPICS

Page History and Page Comparison Views
Viewing Page Information
Working with Drafts Overview

Take me back to Confluence User Guide.

Making Rich Text or Wiki Markup Editing Default

You can default to either '**Rich Text**' or '**Wiki Markup**' modes of editing depending on your preference.

To default to Rich Text or Wiki markup modes of editing,

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 will open up the page in your current default mode.
2. If the current edit mode is not your default, you can make it your default by clicking the '**Make Default**' link beside the tabs.

The Wiki Markup button cannot be hidden in the editor window.

RELATED TOPICS

Rich Text Editor Overview

Take me back to Confluence User Guide

Recording Change Comments

A change comment is a short description that details the changes made to a page during an edit. Change comments are a useful way of keeping track of the history of a page.

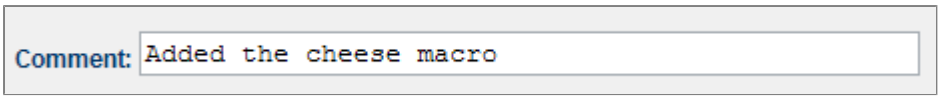
A 'change comment' is not the same as a comment added to a page. Refer to Commenting on a Page for information about that type of comment.

Cannot update or remove a change comment
Once a change comment has been added and the page has been saved, it is not possible to update or remove the change comment.

Entering a Change Comment

You can enter change comments in the field located below the edit screen:

Screenshot: Entering change comments

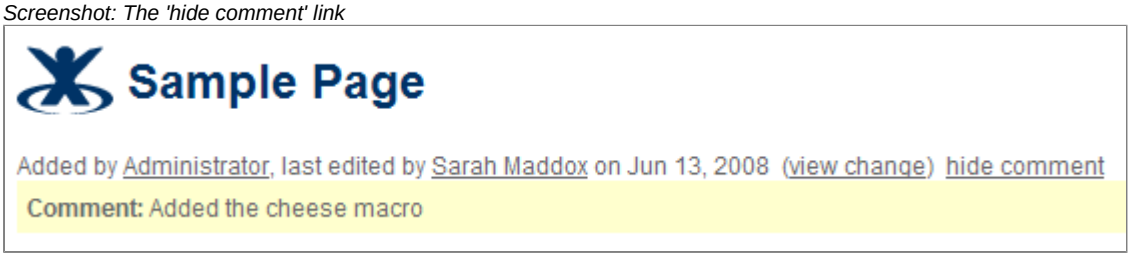


Viewing a Change Comment

Once a comment has been added, it becomes visible in the view mode of the page, so that users are aware of the most recent changes made to a page. If a comment has been recorded, you will see a '**show comment**' link below the page title. Click the link to view the comment.

Screenshot: The 'show comment' link

The '**hide comment**' link allows you to hide the comment again, so that it does not distract you from the content of the page.
Screenshot: The 'hide comment' link

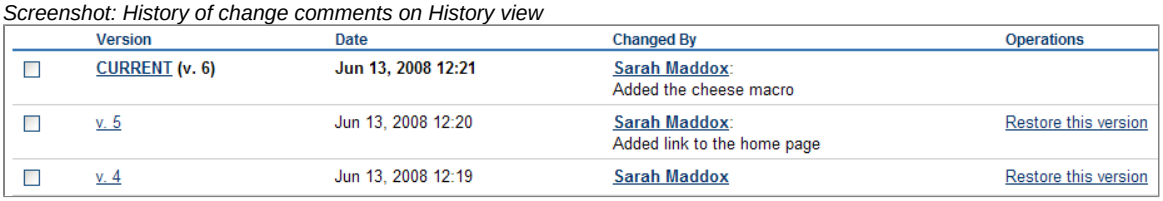


Viewing a History of Change Comments

The change comments for a page are recorded under the '**Recent Changes**' section of the page's '**Info**' view and in the page's '**History**' view.

Screenshot: History of change comments on Info view

Screenshot: History of change comments on History view



RELATED TOPICS

Viewing Page Information
Page History and Page Comparison Views

Take me back to Confluence User Guide

Creating a New Page

To create a page, you need the 'Create Pages' permission which is assigned by a space administrator from the Space Administration screens. See space permissions or contact a space administrator for more information.

You can also read more about writing pages.

There are few ways to add a new page, described in more detail below:

- Using the Add Page Option
- Using an Undefined Link to Create a Page
- Importing an Office Document into One or More Confluence Pages

Using the Add Page Option

To add a page,

1. Go to the '**Add Page**' option. To do this:
    - Go to a page in the space, open the '**Add**' menu and select '**Page**'. The '**Add Page**' screen opens.

   Alternatively, you can go to the Dashboard and click the 'Add Page' link located beside each space. In this case, Confluence will add the page at the root of the space.

   The 'Add Page' links are only displayed if you have permission to create pages for the space.
2. Enter a name (title) for your page.
3. By default, Confluence will add the page as a child of the page you are viewing. If you need to move the new page to a different space or a different parent, you can edit the '**Location**'. Refer to the instructions on moving a page.
4. Enter content for your page using Wiki Markup or the Rich Text editor. See Writing Confluence pages.
5. Click '**Preview**' if you want to see a preview of what the page will look like before saving it.
6. Click '**Save**'.

Pages with large amounts of text content
One user 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.

Using an Undefined Link to Create a Page

In Confluence, you can add a link which points to a page that you intend to create later. You might also use such a link to prompt other Confluence users to create pages. This type of link is called an undefined link.

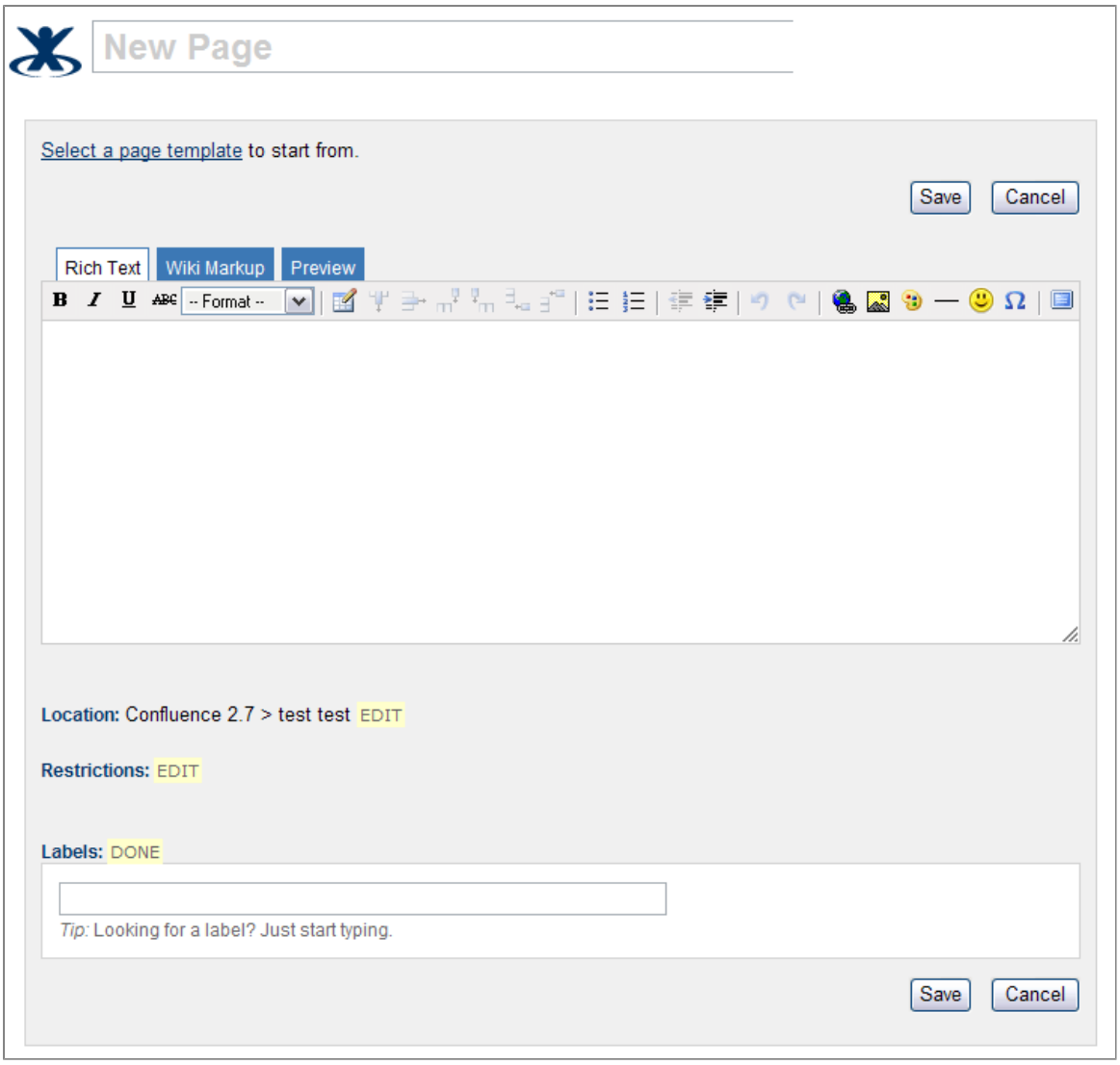
To add an undefined link for later creation of a page,

1. Add a link, by typing a page name between angle brackets `'[]'` into your page body, specifying the name of a page which does not exist. See example below.
2. Save the page which contains the undefined link. Confluence indicates undefined links by colouring them red.
3. When you (or another user) click on the link, the 'Add Page' screen appears.
4. You can then follow the steps outlined above to enter the page name, add content and save the page.

Here is an example of an undefined link:

What you need to type	What you will get
[Link to new page]	[Link to new page]

Screenshot : Adding a page



Page names

- Confluence does not accept the following characters in the title of a page:

```
:, @, /, \, |, ^, #, ;, [, ], {, }, <, >
```

- A page must not start with the following characters:

```
$, .., ~
```

- Page names must be unique within a space.
  We are aware that this is a limitation, and there's a feature request at CONF-5926. If you like, you can vote for this feature and add yourself as a watcher for future updates. You can also vote for the improvement request CONF-9458 to remove the restrictions on characters.

Importing an Office Document into One or More Confluence Pages

The Office Connector allows you to import a Word document into Confluence, optionally creating one or more new pages. See Importing an Office Document into Confluence.

RELATED TOPICS

Writing Confluence pages
Confluence Notation Guide Overview
Editing an Existing Page
Working with Page Families

Linking Pages
Page Restrictions
Working with the Office Connector

Take me back to Confluence User Guide

Working with Drafts Overview

On this page:

- What is a draft?
- How are drafts implemented in Confluence?
  - Drafts Possess the Following Characteristics
- Viewing Unsaved Changes

What is a draft?

A **draft** is a 'snapshot' of unsaved page content, which Confluence creates automatically at regular intervals while you are editing a page or blog post. This is a useful feature that minimises loss of work if your Confluence site experiences a problem, since you can retrieve the unsaved page content from your last saved draft.

How are drafts implemented in Confluence?

At regular intervals, Confluence automatically saves a draft of the page you are editing. If a network failure or system error prevents you from saving your page, you can retrieve its last saved draft and continue working on the page from (or almost from) where you left off.

- Drafts are created while you are adding and editing a page or blog post. Each new draft saved replaces the previously saved draft.

  Each time Confluence saves a draft, it displays a message and the time of the last save near the 'Save' button on the edit screen.

  Screenshot: Message displaying the time when the draft was last saved

  Whenever you edit a page and click one of the other page tabs, Confluence will automatically save a draft. When you click on the '**Edit**' tab again, Confluence will let you know that a version of the page you are editing was not saved and will give you the option to resume editing it.

- By default, Confluence saves a draft of your page once every thirty seconds. However, a Confluence administrator can configure how often drafts are saved.

Drafts Possess the Following Characteristics

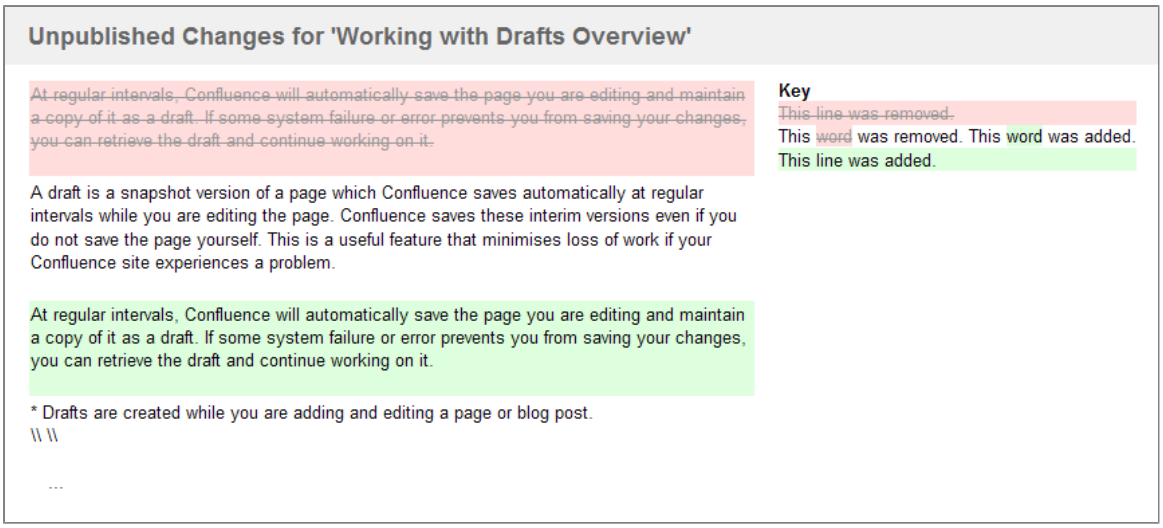
- A user only has access to the drafts of pages they have been working on and whose content has not yet been saved.
- A user cannot create a draft explicitly.
- A user's drafts are listed in the '**Drafts**' tab of their profile.
- Once a user has resumed editing a draft, or chosen to discard it, it is removed from their drafts tab.

Viewing Unsaved Changes

While editing a page or blog post, you can view any 'unsaved' changes you have made since the last automatically saved draft, by clicking the '**view change**' link (near the 'Save' button).

Upon clicking the 'view changes' link, the 'unpublished changes' window appears, showing any page content changes that have not yet been saved. Click the '**Close**' button in this window to continue editing the page.

Screenshot: Segment of the Unpublished Changes Window



RELATED TOPICS

Viewing Drafts
Resuming the Editing of a Draft
Configuring the Time Interval at which Drafts are Saved
Concurrent Editing and Merging Changes

Take me back to the Confluence Documentation Home page.

Configuring the Time Interval at which Drafts are Saved

By default, Confluence saves a draft of your page once every thirty seconds. However, as described below, a Confluence administrator can configure how often drafts are saved.

As a Confluence administrator, you can set the time interval at which drafts are saved as follows:

1. Go to the Confluence '**Administration Console**'. To do this:
    - Open the '**Browse**' menu and select '**Confluence Admin**'. The 'Administration Console' view will open.
2. Click '**General Configuration**' in the left-hand panel.
3. Edit the setting for '**Draft Save Interval**'.

RELATED TOPICS

Working with Drafts Overview
Viewing Drafts
Resuming the Editing of a Draft

Resuming the Editing of a Draft

If you have typed some content within a Confluence page or blog post, Confluence will save a draft of it, even if you were not able to successfully save the page or blog post, or add a title to it.

There are two ways to resume editing an unsaved page or blog post:

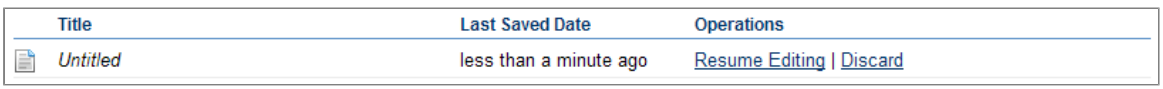
1. Via your drafts view. To resume editing a draft from this view:

    a. Go to the '**Drafts**' view for your user profile. To do this:

    - Log in to Confluence, if you have not already done so.
    - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
    - Select '**Drafts**' from the dropdown list. The '**Drafts**' view will open.

    If you had not yet entered a page title, the draft will be listed with the title '*Untitled*'.

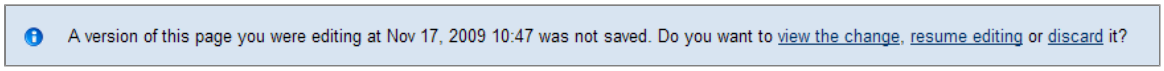
    Screenshot: Untitled Page Draft

    b. Click '**Resume Editing**' next to the appropriate draft to resume editing that draft.

2. If you had created a new page or blog post but did not save it, then when you next add a page or blog post in that space, Confluence will ask you if you want to resume editing the page that was not saved. If you click 'resume editing', the draft and its unsaved content will be restored, allowing you to continue editing it.

   Screenshot: Resume Editing

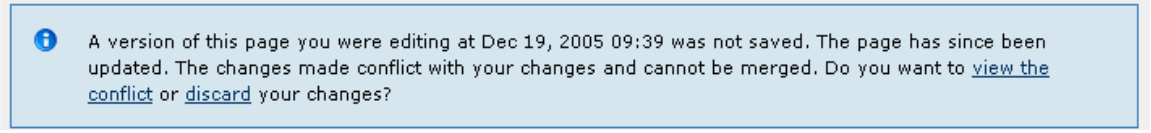
   

What happens if I am editing the draft of a page that has since been updated?

When this happens, Confluence will display a message informing you that you are editing an outdated page. If there are no conflicts between the two versions, Confluence will give you the option to '**Merge and Resume editing**'.

If there are any conflicts, Confluence will give you the option to '**View the Conflict**' or to '**Discard**' your changes.

Screenshot: Editing Conflict in Draft



RELATED TOPICS

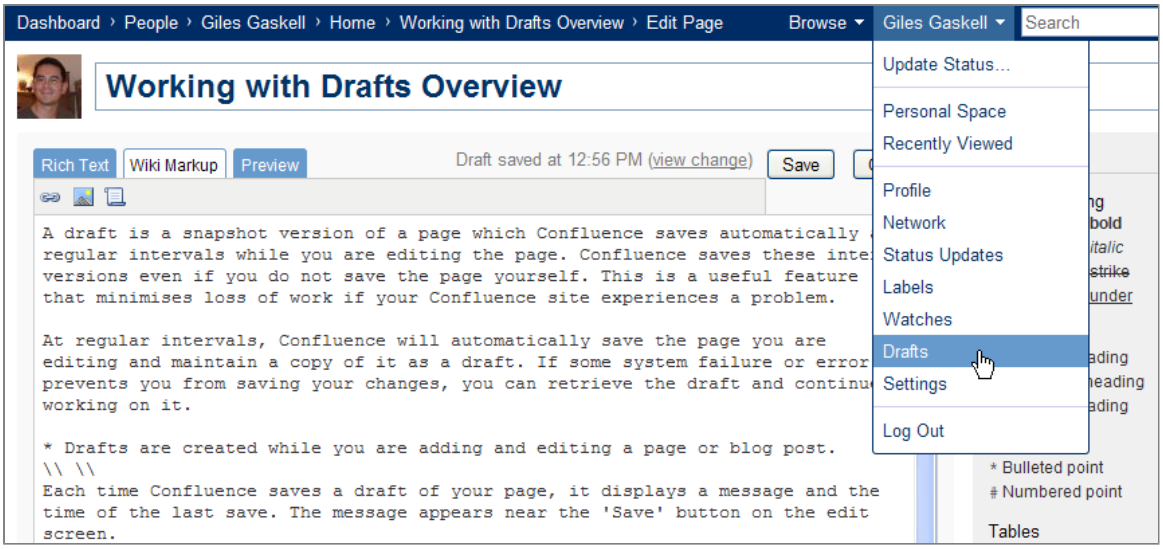
Working with Drafts Overview
Viewing Drafts

Viewing Drafts

To access your drafts view,

- Go to the '**Drafts**' view for your user profile. To do this:
  - Log in to Confluence, if you have not already done so.
  - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
  - Select '**Drafts**' from the dropdown list. The '**Drafts**' view will open.

Screenshot: Finding your drafts



Your drafts will appear, listed on the '**Drafts**' tab in your user profile.

Screenshot: Viewing your drafts

Title	Last Saved Date	Operations
Page with Partial Content	less than a minute ago	Resume Editing | Discard
Page with Content to Merge	2 minutes ago	View Changes | Merge and Resume Editing | Discard
Page with a Conflict	12 minutes ago	View Changes | View Conflict | Discard

RELATED TOPICS

Working with Drafts Overview
Resuming the Editing of a Draft

Using a WebDAV Client to Work with Pages

On this page:

- Introduction to Confluence's WebDAV Client Integration
- Setting Up a WebDAV Client in Microsoft Windows
  - Windows Network Drive
  - Windows Web Folder
- Setting up a WebDAV client in Mac OS
- Setting up a WebDAV client in Linux or Unix

Introduction to Confluence's WebDAV Client Integration

WebDAV allows users to access Confluence content via a WebDAV client, such as 'My Network Places' in Microsoft Windows. Provided that the user has permission, they will be able to read and write to spaces, pages and attachments in Confluence. Users will be asked to log in and the standard Confluence content access permissions will apply to the equivalent content available through the WebDAV client.

By default, all WebDAV clients have permission to write to Confluence. Write permissions include the ability for a WebDAV client to create, edit, move or delete content associated with spaces, pages and attachments in a Confluence installation.

This page provides instructions on how you can set up a WebDAV client natively for a range of different operating systems. WebDAV clients typically appear as drives in your operating system's file browser application, such as 'Windows Explorer' in Microsoft Windows, 'Finder' in Mac OS or 'Konqueror' in Linux.

- Confluence's WebDav client integration is only available if the WebDAV plugin has been enabled. (Refer to Installing and Configuring Plugins using the Plugin Repository Client for more information on enabling Confluence plugins). Note that this plugin is bundled with Confluence and can be enabled or disabled by the System Administrator.
- When the WebDAV plugin has been enabled, the WebDAV Configuration feature of the Administration Console becomes available. You can configure Confluence's WebDAV Client Integration characteristics from this page.
  The settings on the 'WebDav Configuration' page do **not** apply to external attachment storage configuration.

Setting Up a WebDAV Client in Microsoft Windows

This section covers the two methods for configuring a WebDAV client natively in Microsoft Windows:

- As a network drive
- As a web folder

If possible, use the network drive method as this will enable more comprehensive WebDAV client interaction with Confluence than that provided by a web folder. However, your Confluence instance must meet several environmental constraints if you use this method. If you cannot configure your instance to meet these requirements, then use the web folder method or third-party WebDAV client software.

If you run into any problems with the procedures in this section, please refer to the Troubleshooting WebDAV page.

Windows Network Drive

To map a Confluence WebDAV client network drive, your Confluence instance must be configured so that *all* of the following criteria is met:

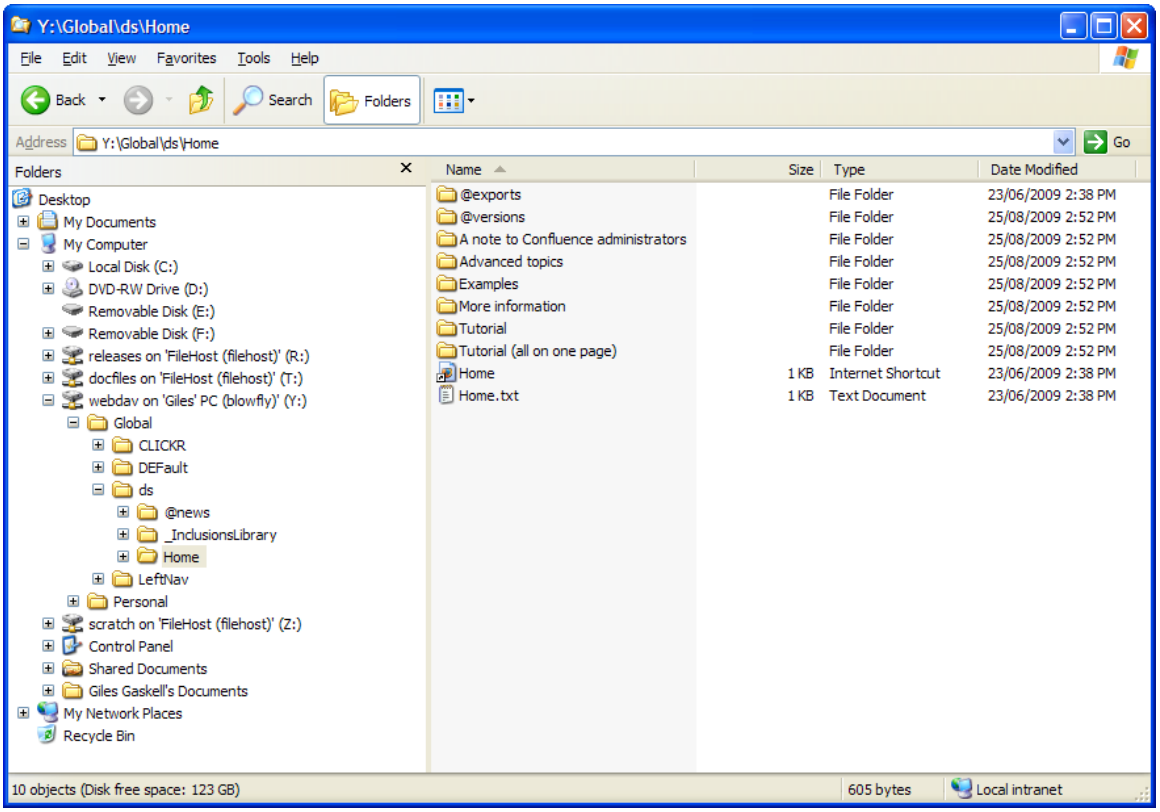
- Uses HTTP (not HTTPS)
- Listens on port 80 (not 8080, which is the default port value used by the popular application server Apache Tomcat that runs many Confluence installations and Confluence Standalone distributions)
- Has no context root

The reason for these restrictions results from limitations in Microsoft's Mini-Redirector component. For more information, please refer to Microsoft's server discovery issue.

To map a Confluence WebDAV client network drive in Microsoft Windows,

1. In Windows XP, go to **My Computer -> Tools menu -> Map Network Drive**.
   In Windows Vista, go to **Computer -> Map Network Drive**.
   The 'Map Network Drive' dialog box opens.
2. Specify the following input to map the WebDAV client as a network drive:
   - **Drive:** `<Any drive letter>` (for example, `Z:`)
   - **Folder:** `\\<hostname>\webdav` (for example, `\\localhost\webdav`)
3. Click '**Finish**'.
   When prompted for login credentials, specify your Confluence username and password.

Screenshot: A Confluence WebDAV Client Network Drive in Windows XP

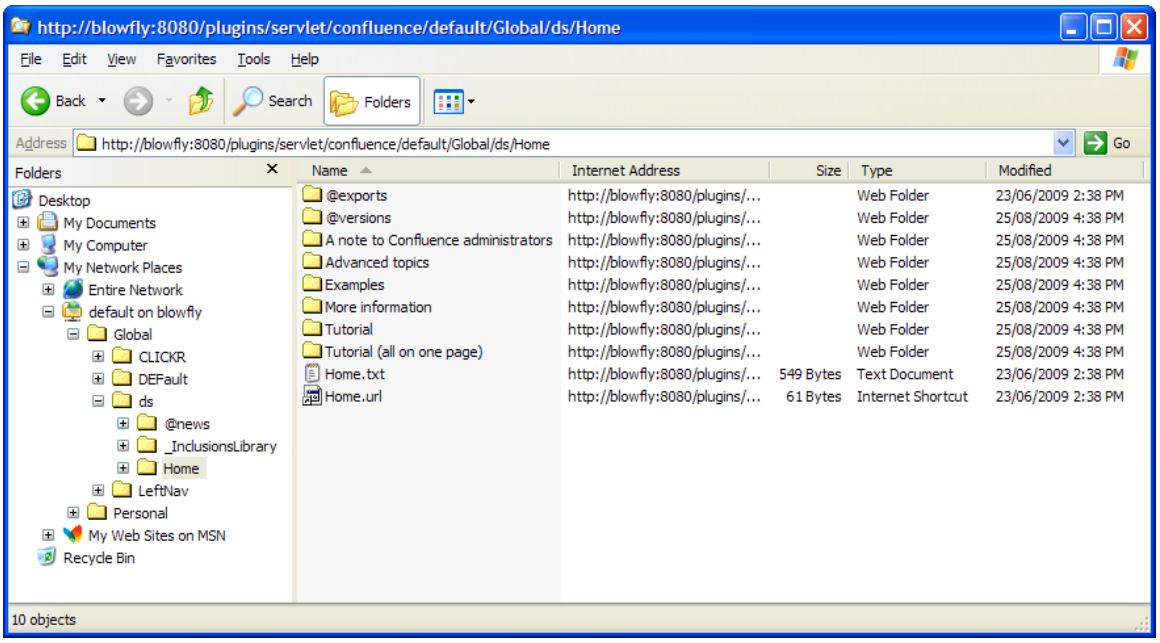


Windows Web Folder

To map a Confluence WebDAV client web folder in Windows XP,

1. Go to **My Network Places** and choose '**Add a network place**'. The 'Add Network Place Wizard' opens.
2. Click '**Next**', ensure that '**Choose another network location**' is selected and then click '**Next**' again.
3. In the 'Internet or network address' field, enter the URL for the Confluence WebDAV location (for example, `http://<confluence server url>/confluence/plugins/servlet/confluence/default` or `http://<confluence server url>/plugins/servlet/confluence/default`) and then click '**Next**'.
   When prompted for login credentials, specify your Confluence username and password.
4. Provide a meaningful name for your web folder and proceed with the remainder of the wizard.
5. Click '**Finish**'.

Screenshot: A Confluence WebDAV Client Web Folder in Windows XP



To map a Confluence WebDAV client web folder in Windows Vista,

This procedure is very similar to the one for Windows XP. However, the following procedure includes the slight interface differences that are specific to Windows Vista.

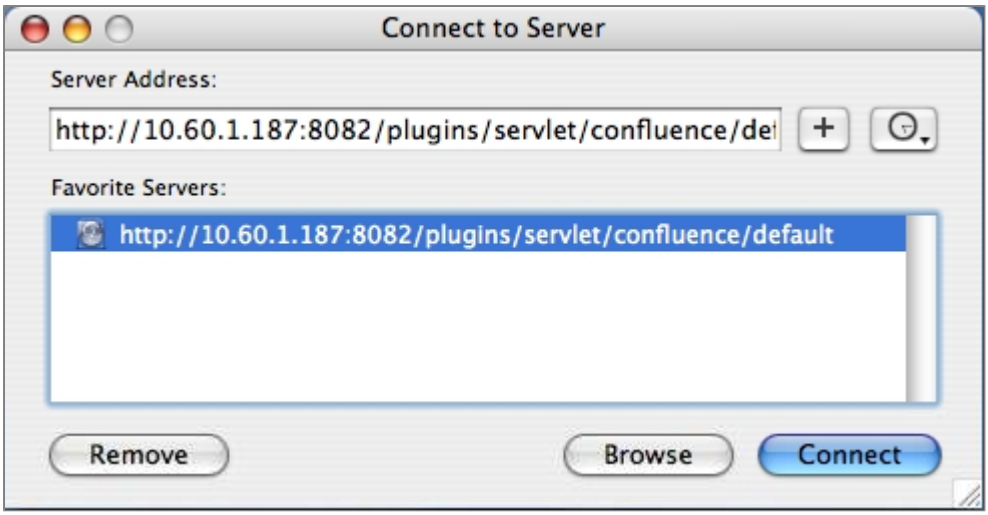
1. Open the 'Map Network Drive' dialog box (refer to first step of the procedure above for mapping a network drive) and choose '**Connect to a Web site that you can use to store your documents and pictures**'. The 'Add Network Location' wizard opens.
2. Click '**Next**', ensure that '**Choose a custom network location**' is selected and then click '**Next**' again.
3. In the 'Internet or network address' field, enter the URL for the Confluence WebDAV location (for example, `http://<confluence server url>/confluence/plugins/servlet/confluence/default` or `http://<confluence server url>/plugins/servlet/confluence/default`) and then click '**Next**'.
   When prompted for login credentials, specify your Confluence username and password.
4. Provide a meaningful name for your network location/web folder and proceed with the remainder of the wizard.
5. Click '**Finish**'.

Setting up a WebDAV client in Mac OS

To set up a Confluence WebDAV client in Mac OS,

1. Open the Finder.
2. From **Go** on the Finder Menu, select **Connect to Server** or press `Command+K`, which will also bring up this dialog box.
3. In the 'Server Address' field, enter the URL for the Confluence WebDAV location (for example, `http://<confluence server url>/confluence/plugins/servlet/confluence/default` or `http://<confluence server url>/plugins/servlet/confluence/default`) and click '**Connect**'.
   When prompted for login credentials, specify your Confluence username and password.

Screenshot: Setting Up a WebDAV Client in Mac OS



Setting up a WebDAV client in Linux or Unix

There are many tools and mechanisms available for configuring WebDAV clients in these operating systems. Therefore, we have chosen to demonstrate this using the file manager Konqueror, which is part of the Linux K Desktop Environment.

To set up a Confluence WebDAV client in Konqueror,

1. Open Konqueror.
2. In the 'Location' field, enter the URL for the Confluence WebDAV location using the 'protocol' `webdavs` (for example, `webdavs://<confluence server url>/confluence/plugins/servlet/confluence/default` or `webdavs://<confluence server url>/plugins/servlet/confluence/default`) and press `Enter`.
   If prompted for login credentials, specify your Confluence username and password.
   You should be able to click to load many, but not all files. In practice, you would normally save a modified file locally, then drag it to the Konqueror window to upload it to Confluence.

Dashboard

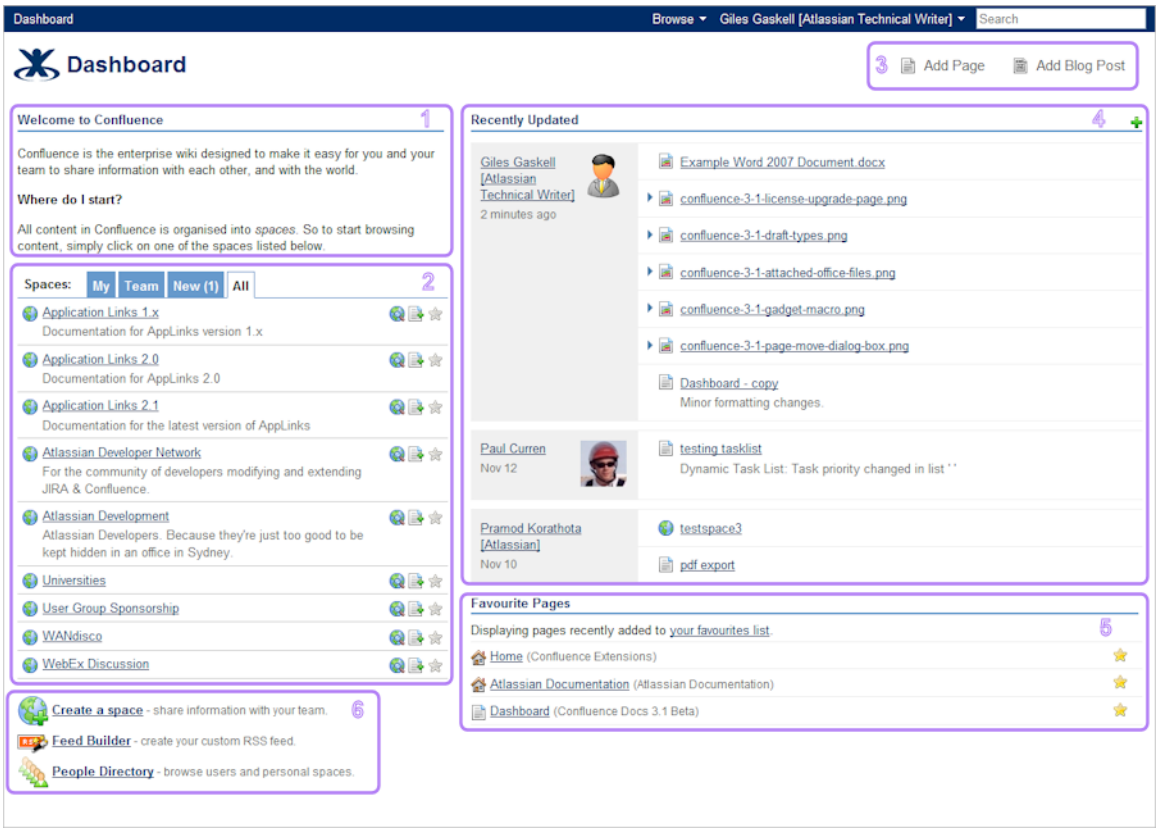
This page contains content that is specific to a **Beta Release** of **Confluence 3.1**. The content on this page may be updated periodically in the lead up to the official release of Confluence 3.1. At the official release of Confluence 3.1, this warning will be removed.

The Dashboard is the front page of a Confluence site. It provides an overview of the site, access to all spaces to which you have 'view' permission, and displays a list of the most recently updated content within them.

You can go to the Dashboard from any page on your site by clicking on the logo beside the page title or via the Breadcrumbs (the "You are here" path) located at the top of every page.

The dashboard is divided into six sections:

Screenshot: Overview of Dashboard with Explanations Below

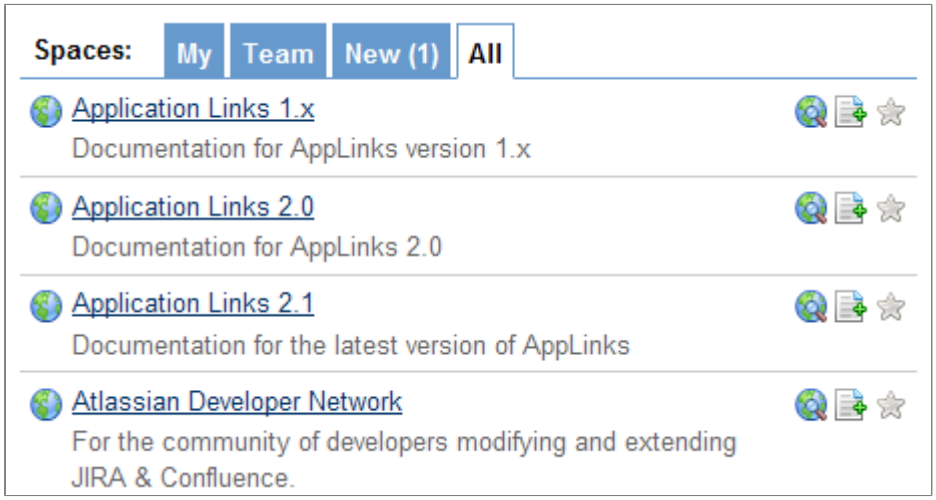


1. **The Welcome Message** for the site, which can be configured via the Administration Console.

   Confluence Administrators can customise this message via the Administration Console.

2. A list of the **spaces** within the Confluence site to which you have access, presented via convenient tabs: '**My**', '**Team**', '**New**' or '**All**' spaces. See Customising the Dashboard.

   Screenshot: List of Spaces on the Confluence Dashboard

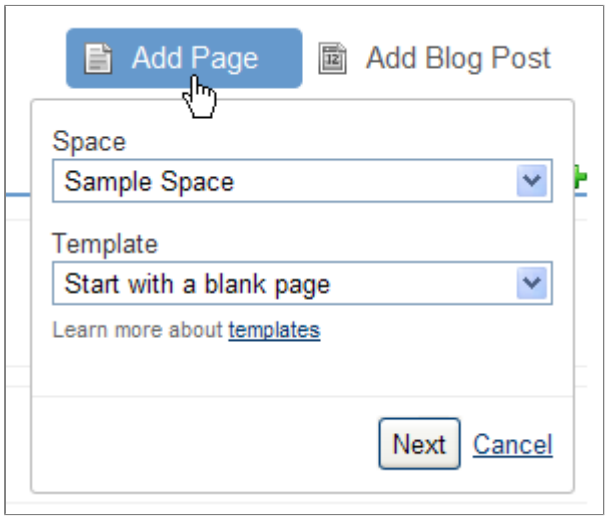
   

3. Two buttons at the top right of the Dashboard allow you to quickly add a page or blog post without having to browse to a specific space first.

   Screenshot: Add Buttons on the Confluence Dashboard

   Upon clicking one of these, a pop-up balloon opens, allowing you to easily select the space where you want to add the page or blog post and in the case of pages, choose a template on which to base the page content. Once you click '**Next**', Confluence will open the new page in edit mode.

Screenshot: Add Buttons Dialog on the Confluence Dashboard



4. A list of the most **Recently Updated** documents on the site from the spaces listed. For example, if you click on the tab 'Team' in the list of spaces, then only recently updated content from your team spaces will be listed here.
5. A list of your **Favourite Pages**. See Working with Favourites.
6. Useful links:
   a. — see Setting up a New Global Space
   b. — see Using the RSS Feed Builder
   c. — see Searching the People Directory

The Dashboard is the only place in Confluence from where you can:

- access all existing spaces on the site.
- add a new space to the site.

By default, the Dashboard is also the site homepage. However, you can set any other page in Confluence as the homepage via the Space Admin tab or your User Profile settings.

RELATED TOPICS

Confluence Glossary
Confluence Icons
Working with Spaces Overview

Take me back to the Confluence User Guide.

Customising the Dashboard

You can customise the Dashboard to provide access to the content on the site that is most relevant to you.

If you are using Confluence Hosted for Small Business, please note that some Confluence features are excluded from the Confluence Hosted for Small Business edition. See the feature comparisons on our website and in our documentation.

On this page:

- Displaying your Favourite Spaces
- Displaying your Team's Spaces
- Displaying your Favourite Pages
- Global Modifications

Displaying your Favourite Spaces

Mark some spaces as favourite. See Adding Favourites. Once you have marked your favourite spaces, you can click on the '**My**' tab in the spaces section of the Dashboard to view a list of only your favourite spaces. The '**Recently updated**' section in this view will also display

content only from these spaces.

Displaying your Team's Spaces

Add a team label to the spaces important to your team. See Adding a Team Label. Team labels are used to group together related spaces. For example, you may want to group together all spaces relating to a project team.

Once you have added team labels, you can click on the '**Team**' tab in the spaces section, select a team from the drop down menu, and have only the list of spaces pertaining to that team displayed. The '**Recently updated**' section in this view will also display content only from these spaces.

The Dashboard remembers which one of the views, 'My', 'Team', 'All' or 'New' you were most recently viewing. So if you clicked the 'My' tab on this visit, next time around, as soon as you log in to Confluence, only the list of your favourite spaces and the recently modified content within them will be displayed to you.

Displaying your Favourite Pages

Mark your favourite pages. See Adding Favourites. Whichever view you are in, the Dashboard will display a list of your five most recently added favourite pages, so you can access those pages easily.

Screenshot : The Dashboard

Global Modifications

If you are a Confluence Administrator, you can modify files to add content to the global dashboard. See Customising the dashboard for Administrators.

RELATED TOPICS

Working with Labels Overview
Working with Favourites Overview

Configuring the Site Homepage

Take me back to Confluence User Guide

Using the Confluence Screens

This page gives a pictorial tour of the Confluence user interface.

On this page:

- Confluence Menus
- Confluence Screen Items
  - RELATED TOPICS

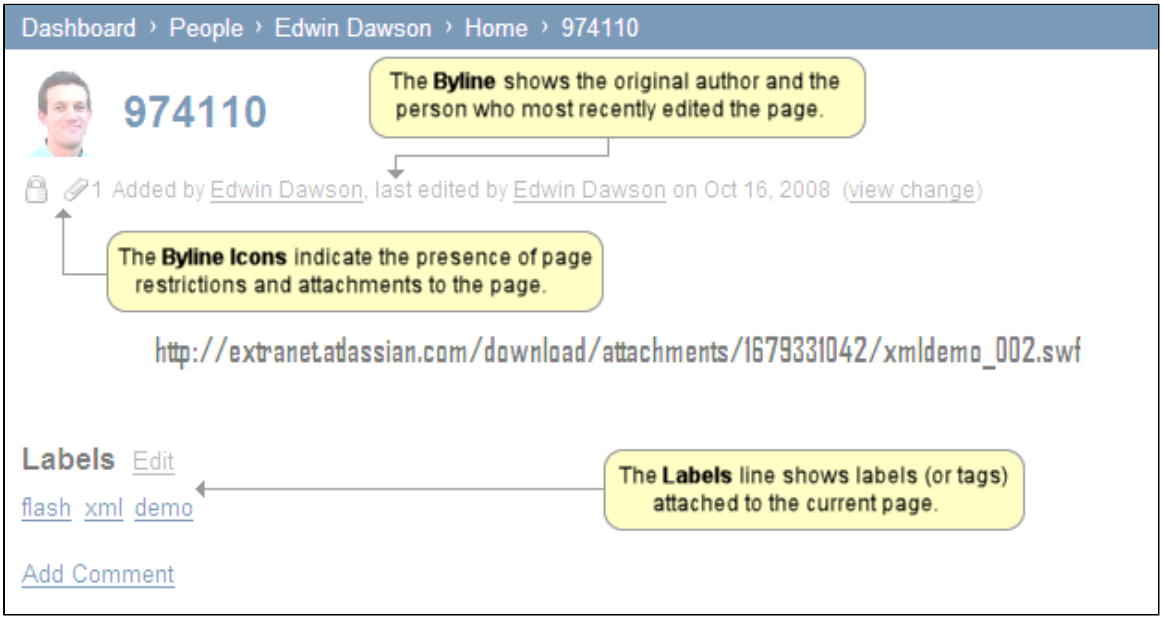
Confluence Menus

The image below gives an overview of the menus in Confluence.

Menu or option	Explanation
Browse menu	The '**Browse**' menu gives access to wiki content such as pages, news items, etc, and allows you to browse the People Directory. If you are an administrator, the space and site administration options appear here too.
User menu	After you have logged in, your name will appear at top right of the screen. The '**User**' menu appears when your cursor hovers over your name. The menu allows you to log out, access your user profile or view your editing history, personal labels and page watches. You can also retrieve drafts of pages you are editing.
Search box	Type into this box and press '**Enter**' to search.
Edit button	The '**Edit**' button allows you to edit this page.
Add menu	The '**Add**' menu allows you to add things to a page or space.
Tools menu	The '**Tools**' menu contains miscellaneous actions relating to the page.

Confluence Screen Items

The image below gives an overview of the non-menu screen items in Confluence.



Menu or option	Explanation
Byline	This shows the page author's name and the person who most recently edited the page.
Byline Icons	Two icons that indicate the presence of page restrictions and attachments to the page. A small padlock indicates page restrictions, while a paperclip indicates attachments. Both icons are clickable, leading to the '**Page Information**' and '**Attachments**' pages, respectively.
Labels	This line shows labels (or tags) attached to the current page.

RELATED TOPICS

Overview of Spaces
Overview of Pages

Take me back to Confluence User Guide

Confluence Icons

Icons are used throughout Confluence to provide quick links and indicators. The most frequently used icons are:

Icon	Description
	Indicates that restrictions apply to the current page. Click to see the restrictions and edit them.
1	Indicates that there are attachments to the current page. Click to open the '**Attachments View**'.
	Go to the people directory.
	View a user profile.
	Go to a personal space.
	Go to a global space.
	View a space's homepage.
	View a page.

	Add a page.
	Add a child page to the current page.
	View a piece of news.
	Add a piece of news.
	This page has been edited since you last viewed it. Click to view the page.
	View a comment.
	Add a comment.
	View a piece of archived mail that has been imported into Confluence.
	View a page that has been imported into Confluence.
	View an attachment.
	This link goes to an attachment.
	This link goes to a destination outside Confluence.
	This page/space/person is currently a favourite. Click to remove from your favourites.
	Add this page, space or person to your favourites.
	You are currently watching this page or space. Click to stop watching.
	Start watching this page or space.
	Go to the RSS feed builder.
	Subscribe to a pre-defined RSS feed.
	View a printable version of this page. Note: From Confluence 2.8, most pages do not show this icon. You can print a Confluence page via your browser's print option.
	Export the contents of this space.
	Define labels.
	Choose a space's theme.
	Choose a space's colour scheme.
	Define a layout for a space, its pages and/or news items.
	View space permissions.
	View page permissions.

Icons next to links
Your Confluence administrator can configure Confluence to display or hide the icons next to links on the wiki page, distinguishing external links, user links and email links.

RELATED TOPICS

Showing Link Icons
Dashboard
Confluence Glossary

Take me back to Confluence User Guide

Working with Spaces Overview

In Confluence, content is organised into spaces. There are two types of spaces:

- *Global* spaces are areas on your site into which you can group content items (pages, attachments, news, etc) based on any theme

or topic of your choice. For example, you may want separate areas on your site for each team or project within your organisation. In Confluence, you can set up a different space for each team or project. You can build content for each of these spaces individually, decide who its users are, and even archive mail separately within each. There is no limit to the number of global spaces you can create within Confluence!

- *Personal* spaces belong to particular users, and rather than being listed on the Dashboard (see below), are available from the People Directory. They can contain pages and news items, be searched and browsed. They can be kept private, or opened up so the whole world can view and edit them, just like global spaces.

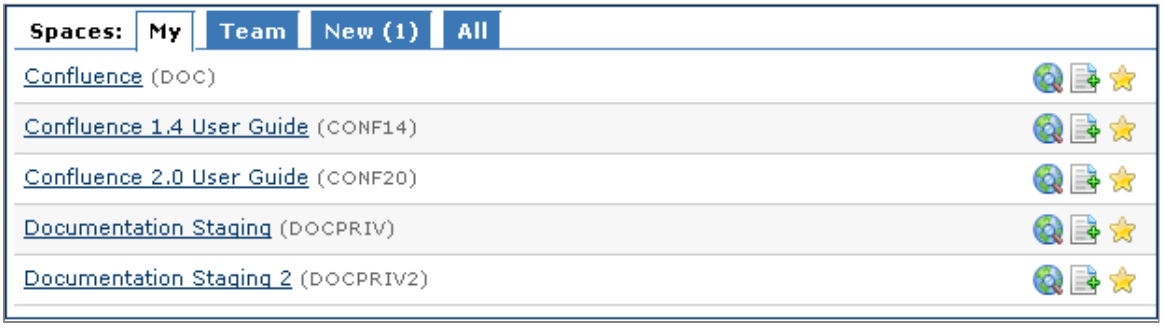
Confluence treats each space as an independently managed wiki. This means that each space functions autonomously within your site.

Each space:

- Has its own pages, news items, comments, bookmarks *(if the Bookmarks Plugin is enabled)*, RSS feeds and mail *(mail applies to global spaces only)*.
- Has its own access control settings, so you can set different levels of access to different spaces.
- Can be separately exported to PDF , HTML or XML.

You can view all the global spaces within a site via the Dashboard. You also group global spaces together into 'Team Spaces' or 'My Spaces' to enable easy access to the content that is most relevant to you. See Customising the Dashboard.

Here is an example of how you could categorise information using spaces:



'My' spaces are spaces that you have nominated as your favourites.

RELATED TOPICS

Setting up a New Global Space
Setting up your Personal Space
Viewing all Spaces
Browsing a space
Moving Pages within a Space
Moving Content from one Space to Another
Deleting a Space
Viewing Space Activity
Administering Spaces

Take me back to Confluence User Guide

Administering Spaces

To view the space administration menu,

Go to the '**Space Admin**' tab of the Browse Space view. To do this:

- Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
  '**Space Admin**' is only displayed if you are a space administrator.

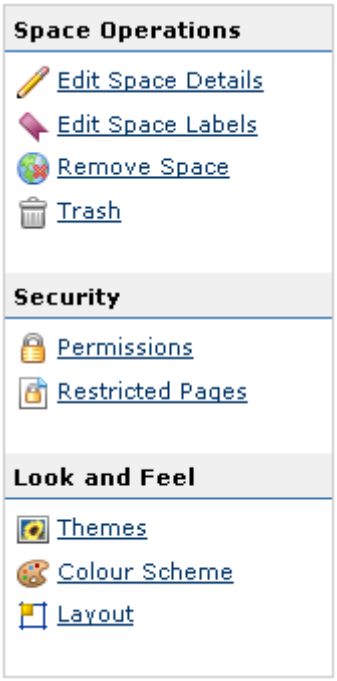
All the options pertaining to the management of a space are listed in the left panel. Click on a link to take you to the corresponding screen.

To administer a personal space,

For personal spaces, the options available are divided into three categories under these headings:

1. **Space Operations**
    - Edit a space's details
    - Edit space labels and team labels
    - Remove a space
    - Purge or restore content from trash
2. **Security**
    - View or set space permissions
    - View restricted pages
3. **Look and Feel**
    - Apply a theme
    - Change the colour scheme
    - Edit the space's layouts

Screenshot : Space Administration menu for a personal space



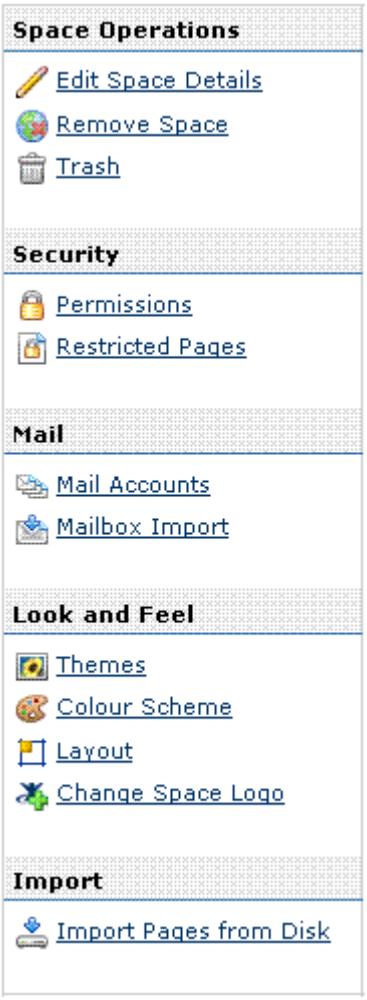
To administer a global space,

Note that you need to be a space administrator to perform administrative functions relating to a global space.

For global spaces, the options available are divided into five categories under these headings:

1. **Space Operations**
    - Edit a space's details
    - Edit space labels and team labels
    - Remove a space
    - Purge or restore content from trash
2. **Security**
    - View or set space permissions
    - View restricted pages
3. **Mail**
    - Manage mail accounts
    - Import mail
4. **Look and Feel**
    - Apply a theme
    - Change the colour scheme
    - Edit the space's layouts
    - Change the space's logo
5. **Import**
    - Importing Pages from Disk

Screenshot : Space Administration menu for a global space



RELATED TOPICS

Browsing a space
Working with Spaces Overview

Take me back to Confluence User Guide

Browsing a space

The '**Browse Space**' view gives you access to:

- Space-wide views of the content of the space — pages, news, labels, attachments, bookmarks and mail.
- Summary information about the space.
- Advanced space management tools.
- Tools to administer the space (for space administrators only).

The components of the Browse Space view are organised into a number of blue tabs.

Go to the '**Browse Space**' view. There are two ways to browse a space:

- Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
- Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.

Screenshot: Browsing a space — 'Advanced' tab

The tabs that are displayed will depend on your Confluence site configuration, the type of space you are viewing and the space permissions granted to you for the space.

1. **Pages**
   - View pages alphabetically
   - View recently updated content
   - See tree view of pages

   More about Working with pages
2. **Labels**
   - View labels
3. **Attachments**
   - Find an attachment
   - View details of an attachment

   More about Working with attachments
4. **Mail**
   - View mail for this space
   - Fetch new mail
   - Delete mail

   More about Working with mail
5. **Bookmarks**
   - Viewing Bookmarks

   More about working with bookmarks
6. **News**
   - View news items for this space

   More about Working with news
7. **Activity**
   - View space activity
8. **Advanced**
   - View space details
   - Edit space details
   - Manage orphaned pages
   - Manage undefined pages
   - Adding a TemplateManage page templates
   - Export a space
   - Subscribe to RSS feeds within Confluence
   - Watch a space
   - Add a space to your favourites
9. **Space Administration**
   - Space Administration

RELATED TOPICS

Working with Spaces Overview
Setting up a New Global Space
Viewing all Spaces
Moving Pages within a Space
Moving Content from one Space to Another
Deleting a Space

Take me back to Confluence User Guide

Editing Space Details

You need to be a space administrator to edit the details of a space.

To edit the details of a space,

1. Click the '**Browse Space**' link for the space. This is located at the top of every page and beside the space link on the Dashboard.
2. Go to the '**Space Admin**' tab and click '**Edit Space Details**' in the left-hand panel. This brings up a new screen where you can:
    - Enter a different name for the space.
    - Enter or modify the space description.
    - Select a new home page for the space from the drop-down menu. This is the default page to which users are directed when they click the link to the space from the Dashboard.

      If you set this field to blank (no selection) then the default home page will be the '**Pages**' tab of the '**Browse Space**' page.
3. Click '**Save**'.

Note
You cannot edit the key or the creator's name.

RELATED TOPICS

Viewing Space Details
Browsing a space

Take me back to Confluence User Guide

Managing Orphaned Pages

An orphaned page is a page without any incoming links. What this means is that unless you know that this page exists, you are not likely to come across it in the space during the natural course of navigation.

When you are working in a large space with a number of pages, it is difficult to keep track of all of them. An orphaned page may be redundant or need to be referred to from another page. Confluence allows you to view all the orphaned pages in a space so you can "tidy up" the space by either deleting pages or by reorganising them.

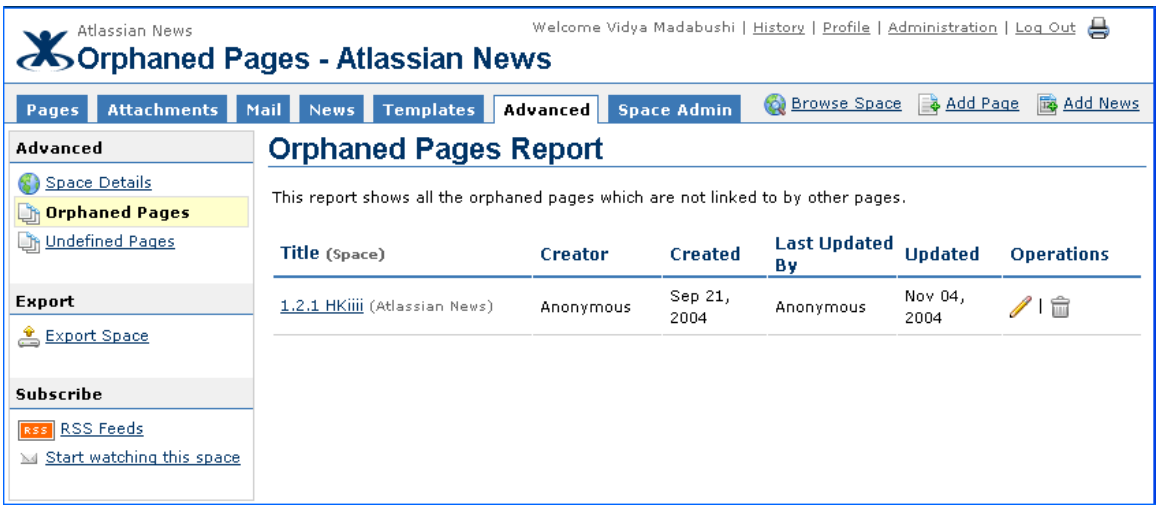
To view the orphaned pages in a space,

1. Click on the '**Browse Space**' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the '**Advanced**' tab and click on '**Orphaned Pages**' from the left panel.

You can:

- delete an orphaned page by clicking on the '**trash**' icon beside it.
- give an orphaned page a parent — see Changing Parent of a Page.

Screenshot : Managing Orphaned Pages



RELATED TOPICS

Managing Undefined Pages
Browsing a space

Take me back to Confluence User Guide

Managing Undefined Pages

In Confluence, you can create links to pages that you intend to create later. This is a useful facility as it allows you to create links first and enter content for those pages later. These are 'undefined links' and are indicated with this + sign to remind you that those pages need to be created.

For example, [Link to new page]

Because you may be working with a large number of pages each with a number of links, this view gives a consolidated report of all the undefined pages so you can manage your space better.

To view the undefined links in a space,

1. Click on the '**Browse Space**' link for the space.
2. Go to the '**Advanced**' tab and click on '**Undefined Links**' from the left panel. This will display a list of all the undefined pages in the space.

   Click on the '**Add Page**' icon beside a page to add content.

RELATED TOPICS

Managing Orphaned Pages
Browsing a space

Take me back to Confluence User Guide

Tree View of Pages

The tree view displays the parent-child relationships of the pages in the space.

Learn about page families in Confluence.

To see the tree view of pages within a space,

1. Browse the space.

   Go to the '**Browse Space**' view. There are two ways to browse a space:

   - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
   - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.
2. Go to the '**Pages**' tab and open the '**Tree**' view.
3. A tree view opens. Click the '+' sign next to each page family to open the branches of the tree.

Screenshot : Tree View of pages

RELATED TOPICS

Page Families
Viewing a Page's Location within a Space
Moving Pages within a Space
Viewing Children of a Page
Working with Pages

Take me back to Confluence User Guide

Viewing Pages Alphabetically

Use this view when you are looking for a specific page in a space and you know its title.

To view the pages in your space alphabetically,

1. Click on the '**Browse Space**' link for the space.
2. Go to the '**Pages**' tab and click on '**Alphabetical View**'.
3. Click on a letter to display all the pages beginning with that letter. Clicking on a page link will take you to that page.

Handy Hint
If you know the title of a page, you might find it faster using the Quick Search.

RELATED TOPICS

View Recently Updated pages
See Tree View
Browsing a space

Take me back to Confluence User Guide

Viewing Recently Updated Content

The '**Recently Updated**' view is a useful way of keeping track of the changes being made in a space. It displays links to the most recently added or modified content within the space including pages, news items, mail messages and comments.

To view the recently updated content in a space,

1. Click on the '**Browse Space**' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the '**Pages**' tab and click on the link '**Recently Updated**'. A list of the most recently added or modified content in the space is displayed. Clicking on a link will open up the corresponding document.

RELATED TOPICS

Recently Updated Macro
View Pages Alphabetically
See Tree View of Pages
Browsing a space
Viewing Space Activity

Take me back to Confluence User Guide

Viewing Space Details

To view a space's details,

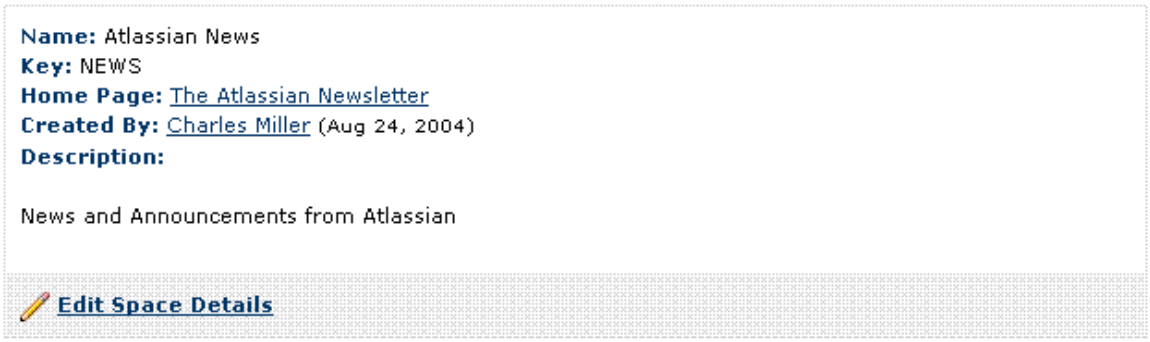
1. Click the '**Browse Space**' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the '**Advanced**' tab and click '**Space details**' in the left-hand panel.

The following details are displayed:

- The **Name** of the space.
- The **Key** used to refer to the space. This key is a shorthand name for the space that is used for web urls, reports, and when linking content between spaces. Note that personal space keys always contain a '~', whereas global space keys never do.
- Any **Labels** defined for this space. Optional.
- The **Homepage** of the space. Optional. This is the default page to which users are directed when they click on the link to the space from the dashboard. If this field is empty (not displayed) then the default home page is the '**Pages**' tab of the '**Browse Space**' page.
- The **Creator** of the space.
- **Space Description**: Optional. This is a short description of the space used to provide users with an idea of the space's contents.

Here is an example:

Screenshot : Space Details



RELATED TOPICS

Editing Space Details
Browsing a space
Viewing Space Activity

Take me back to Confluence User Guide

Converting a Global Space to a Personal Space

Please see Working with Spaces Overview for information about the differences between *global spaces* and *personal spaces*.

Generally, the easiest way to create your personal space is to follow the instructions described in Setting up your Personal Space. However, sometimes you may need to convert an existing global space into a personal space, particularly if you used Confluence before the introduction of personal spaces in version 2.2.

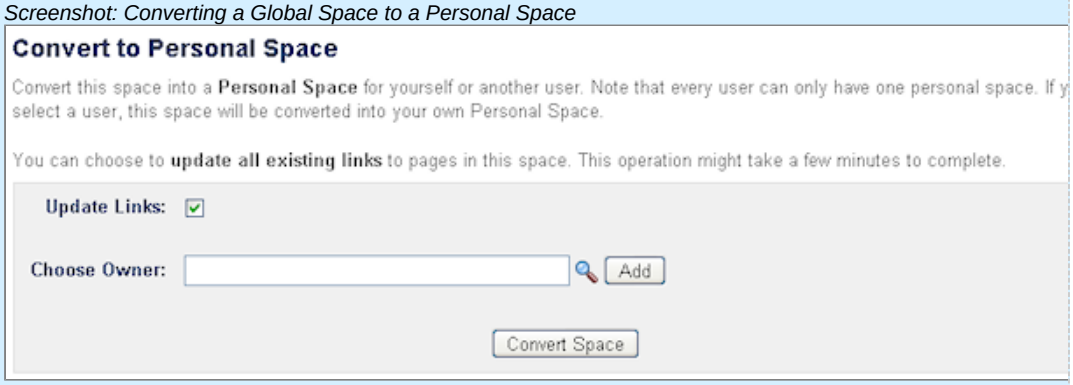
To convert a global space to a personal space, you require the following permissions:

- 'Personal Space' permission, which is assigned by a Confluence administrator from the Administration Console. See Security or contact a Confluence administrator for more information.
- Space 'Admin' permission, which is assigned by a space administrator.

To convert a global space to a personal space,

1. Go to the global space.
2. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
      '**Space Admin**' is only displayed if you are a space administrator.
3. Click the '**Edit Space Details**' link in the left panel.
4. In the 'Convert to Personal Space' section, in the lower half of the screen:
    - Choose whether to **Update Links** to pages in this space (recommended).
    - Choose the **User** whose personal space this global space will become.
    - Click the '**Convert Space**' button.

Screenshot: Converting a Global Space to a Personal Space



Note that the ability to archive mail and import pages from disk applies only to global spaces, so the 'Mail' and 'Import' sections in the above screenshot do not appear in the 'Space Admin' tab for personal spaces. Please see Working with Spaces Overview for information about the differences between *global spaces* and *personal spaces*.

RELATED TOPICS

Working with Spaces Overview
Setting up your Personal Space
Uploading a Profile Picture

Take me back to Confluence User Guide

Deleting a Space

Deleting a space permanently removes the space and all of its contents.

Warning
Use caution while deleting a space, and always create an XML Space Backup before proceeding. Once deleted, there is no way to restore a space unless you have made an XML Space Backup.

You need to be a space administrator to delete a space.

To delete a space,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
      '**Space Admin**' is only displayed if you are a space administrator.
2. Click on the '**Remove Space**' link in the left panel under the heading '**Space Operations**'.
3. Click '**OK**' when the confirmation screen is brought up.

RELATED LINKS

Working with spaces
Setting up a New Global Space
Viewing all Spaces
Browsing a space
Moving Content from one Space to Another
Copying or Renaming a Space

Take me back to Confluence User Guide

Guidelines For Partitioning Content Into Spaces & Pages

Brief guidelines for grouping content into the Confluence space and page format used by Confluence.

Partitioning Guidelines

To ensure maintainable and logical spaces, content should be broken into spaces by:

1. Evaluating permissions across the wiki content. If members require conflicting access, for example user 1 must access content on topics A and B, while user 2 must access content for topics B and C, then the topics must be separated into three spaces.
2. Grouping content by topic, project or team.

For semi-static content, a space for each topic is fine. If there is a substantial project-related content that must be exclusive to different groups, you should use separate spaces.

Spaces & Pages Information

Useful notes about spaces and pages:

1. Spaces cannot be nested
2. Page permissions can prevent users who can access the space from accessing that page
3. Page permissions alone cannot keep the existence of a page secret. The page should be in a restricted space instead
4. Pages can be easily moved between spaces

Moving Content from one Space to Another

While each space in Confluence functions independently, Confluence is flexible enough to let you move content easily between spaces.

What would you like to do?

Move a Page from one Space to Another
Move a Family of Pages from one Space to Another
Move an Attachment

RELATED LINKS

Working with Spaces
Browsing a space

Take me back to Confluence User Guide

Moving a family of pages from one space to another

To move page families, you require 'Create Pages' permission for each page in that family. Space Permissions are assigned by a space administrator from the Space Administration screens.

Confluence allows you to move pages around by dragging and dropping them on a tree view. When you move the parent page of a family of

pages, all of its child and descendant pages are automatically moved too, along with all attachments and comments on those pages.

To move an entire family of pages, you can:

- Move the page family to a new space, if that's what you want. You do this while either viewing or editing the parent page.
- Move the page family to a new position in the space's tree view. You do this while either viewing or editing the parent page or while viewing the space's Tree view.

RELATED TOPICS

Moving a Page from one Space to Another
Moving an Attachment

Take me back to the Confluence User Guide.

Moving a Page from one Space to Another

You can easily move pages from one space to another within Confluence.

To move a page, you require 'Create Pages' permission which is assigned by a space administrator from the Space Administration screens. See Space permissions or contact a space administrator for more information.

To move a page to a new space, you need to edit the page's location — refer to the instructions on moving a page.

Handy Hint

Any links to the page from the current space will automatically be renamed to point to the page in the new space.

RELATED TOPICS

Moving a Page
Moving Pages within a Space
Moving a family of pages from one space to another
Moving an Attachment

Take me back to the Confluence User Guide.

Moving Pages within a Space

This page tells you how to move one or more pages within a space using the space's 'Tree' view. This view allows you to:

- Move either a single page or a family of pages, within a space. When a family of pages is moved, the entire hierarchy of child and descendent pages of the moved page (including comments and attachments) is also maintained.
- Re-order sibling pages (that is, pages with a common parent page).
- Move more than one page in one setting.

Alternatively, if you are viewing, adding or editing a page, you can easily move this page (including its family of any child and descendent pages) to a new parent page within the same space or a different space. For more information, refer to Moving a Page.

This feature is very handy when moving a page or family of pages throughout a very large space, as moving pages via the 'Tree' view can be cumbersome to use in these situations.

To move a page, you need the following permissions:

- **Edit** permission on the page you are moving, and
- **View** permission on the page's parent page. So if you are moving the page to a different parent, you need 'View' permission on the new parent.

On this page:

- About the Sequential Order of Pages
- Moving Pages
- Setting Page Order to Alphabetical
- Troubleshooting

About the Sequential Order of Pages

Confluence allows you to present your pages in any order (sequence) you choose. The position of a page is reflected in the following places:

- The Tree tab on the space's 'Pages' view
- Space exports to PDF, HTML and XML
- The children of a page
- The pagetree macro

- The children macro

Alphabetical versus Manual Order

By default, Confluence will present your pages in alphabetical order. When you move a page to a different position, the order becomes manual for the affected page family.

When ordering pages alphabetically, Confluence actually applies a more sophisticated 'natural' order rather than a straight alphabetical order. The natural order handles numeric values correctly when doing string comparisons.

Now let's consider what happens when you add a page to a page family, by creating a new page or by moving or copying a page into the family:

- If the page family's order is alphabetical, the new page will appear in alphabetical order too.
- If the page family's order is manual, the new page will appear at the bottom of the list of pages in the family.

Changing the Page Order

You can change the order of the pages by moving pages within the page family — simply move the page to its new position while editing the page (see Moving a Page) or while viewing pages in the space's 'Tree' view (see Moving Pages within a Space).

You can also change the order of a page-family from manual to alphabetical (see the 'Setting Page Order to Alphabetical' section on Setting a Page Family to Alphabetical Order).

Moving Pages

To move one or more pages within the space's 'Tree' view,

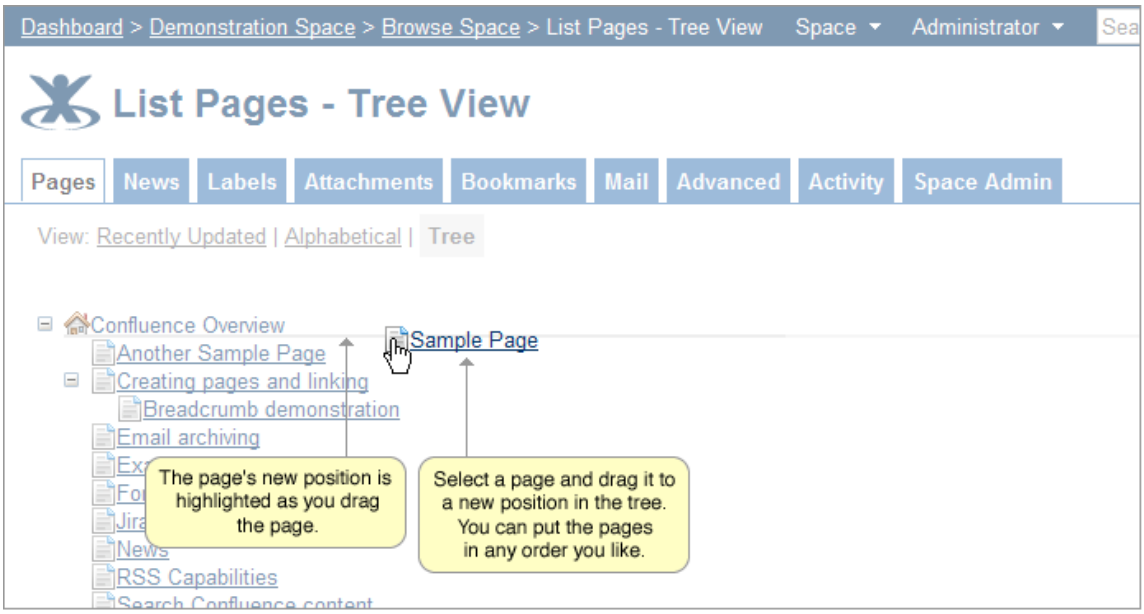
1. Go to the '**Space Pages**' view for the current space. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Pages**'. The 'Space Pages' view will open.
2. Go to the '**Tree**' tab. A tree view opens.
3. Find the page you want to move.
   Hint: Click the '+' sign next to each page family to open the branches of the tree.
4. Holding down your left mouse button, click and drag the page up or down the tree. See screenshot below.
5. While dragging the page, you see one of the following:
    - A thin line between existing pages — This indicates the potential new position for the page. Release the mouse button when the page is where you want it.
    - A wide highlight over one or more existing pages — This indicates that you can drop the page into a page family. Release the mouse button to add the page to the family. The page will appear either in alphabetical sequence or as the last page in the family, depending on the family's sequential order as described below.

    The new position of the page is saved as soon as you release the mouse button.

    To cancel the move while still holding down the mouse button, press the '**Esc**' key on your keyboard.

    To move other pages, repeat this process from step 3.

Screenshot: Moving a page



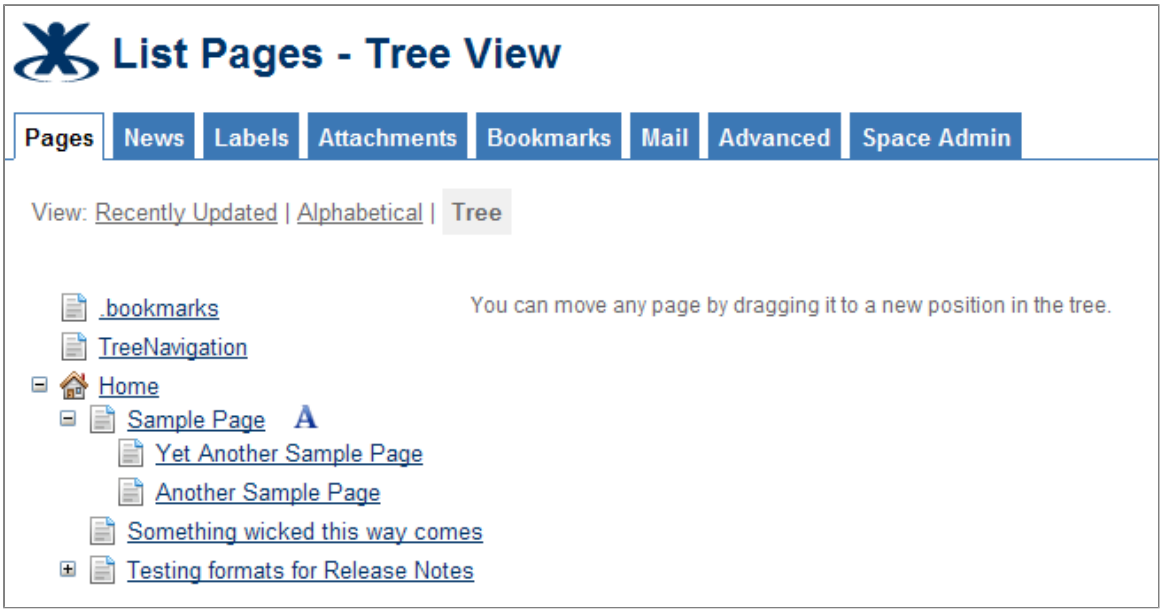
Setting Page Order to Alphabetical

If the pages in a page family have been ordered manually, you can reset the page order to alphabetical as described below.

A page family is a set of pages under a single parent page. In this section, when we say 'page family' we mean the immediate children of the parent page, not including the grand-children.

The screenshot below shows a family of pages in non-alphabetical order under the parent 'Sample Page'. Notice the A icon next to the parent 'Sample Page', giving you the option to order the pages alphabetically.

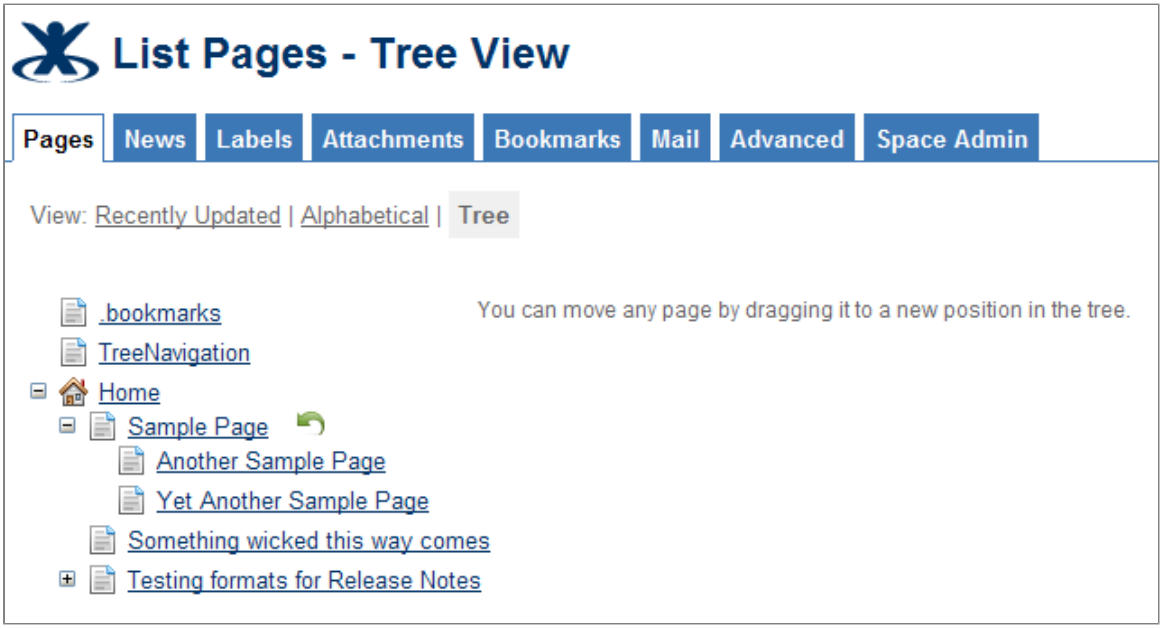
Screenshot: A family of pages in non-alphabetical order with 'Sort Alphabetically' icon



To set a page family to alphabetical order,

1. Go to the '**Space Pages**' view for the current space. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Pages**'. The 'Space Pages' view will open.
2. Go to the '**Tree**' tab. The tree view will open, as shown in the screenshot above.
3. Expand the branches of the tree to find the page family you want.
4. If the page family is in non-alphabetical (manual) order, the '**Sort Alphabetically**' icon will appear next to the parent page as shown in the screenshot above. Click the icon.
5. The child pages will shuffle into alphabetical order and the icon will change to the '**Undo Sorting**' icon as shown in the screenshot below.
   Only the immediate children of the parent page will be affected. The grand-children will not be re-ordered. (If you want to re-order the grand-children, you need to click the 'Sort Alphabetically' icon next to the parent of those pages i.e. re-ordering happens for one node at a time.)

Screenshot: A family of pages in alphabetical order with 'Undo Sorting' icon



If you change your mind, you can click the '**Undo Sorting**' icon to undo the alphabetical sort. This option is only available while you remain on the 'Tree' tab and provided that you have not performed any other action on the page family. Once you move away from this screen or do something else with the page family, such as moving children in or out of the family, the undo option is no longer available.

Troubleshooting

- Some people have experienced problems using the tree to move pages, after upgrading to Confluence 2.9. This is a known issue, that was fixed in Confluence 2.9.1. There is also a workaround for those who do not wish to upgrade to Confluence 2.9.1. Please see CONF-12911.

RELATED TOPICS

Moving a Page
Overview of Pages
Overview of Page Families

Take me back to the Confluence User Guide.

Setting up a New Global Space

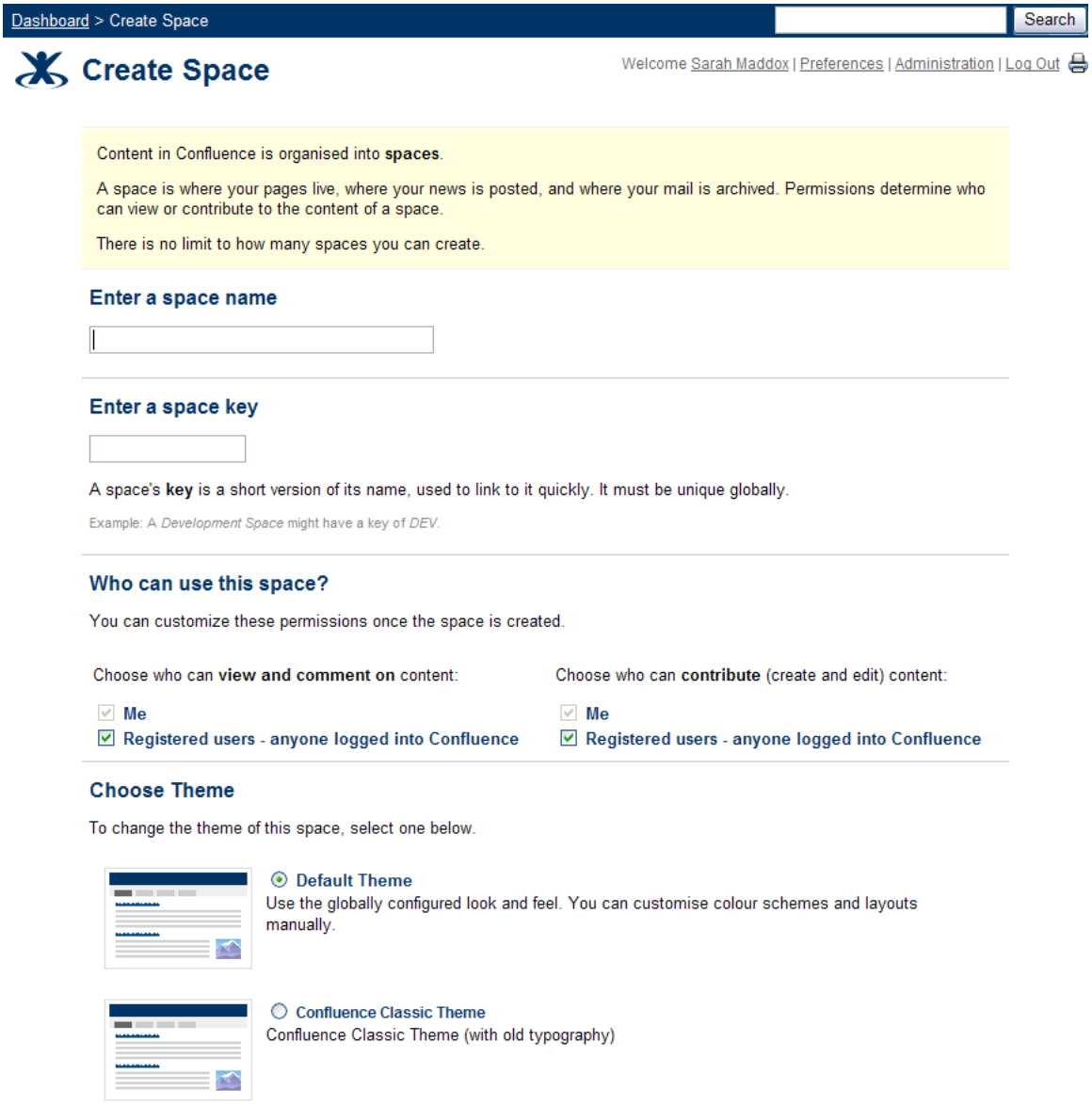
To set up a new global space, you require 'Create Space' permission which is assigned by a Confluence administrator from the Administration Console. See Security or contact a Confluence administrator for more information.

To create a new global space,

1. Click the link '**Create a Space**' located below the list of spaces on the Dashboard.
2. The '**Create Space**' screen appears, as shown below. Enter the following information about your new space:
    - **Space Name**: Type a name for the space. Note that space names do not have to be unique.
    - **Space Key**: Type a simple key to identify your space (A-Z, a-z, 0-9). This key is a shorthand name for the space, used when linking content between spaces, for web URLs and for reports.
      For example, a 'Development Space' might have a space key of 'DEV'.
      The space key must be unique within the entire Confluence site.
    - **Permissions**: Leave the default settings or choose to allow only yourself to view or contribute content to this space.
      A space administrator can change the permissions at any time after creating the space.
    - **Theme**: Select a theme for your space.
      A space administrator can change the theme later too.
3. Click the '**OK**' button. (It's at the bottom of the screen, not shown on the screenshot below.)
4. The '**Home**' page for your new space is displayed.
   Note: Your home page will automatically contain any default space content as defined by your Confluence administrator.
5. Click '**OK**'.

Next, you can start adding pages to your space.

Screenshot : Creating a space



RELATED TOPICS

Working with Spaces Overview
Setting up your Personal Space
Viewing Space Details
Editing Space Details
Browsing a space
Deleting a Space

Take me back to Confluence User Guide

Setting up your Personal Space

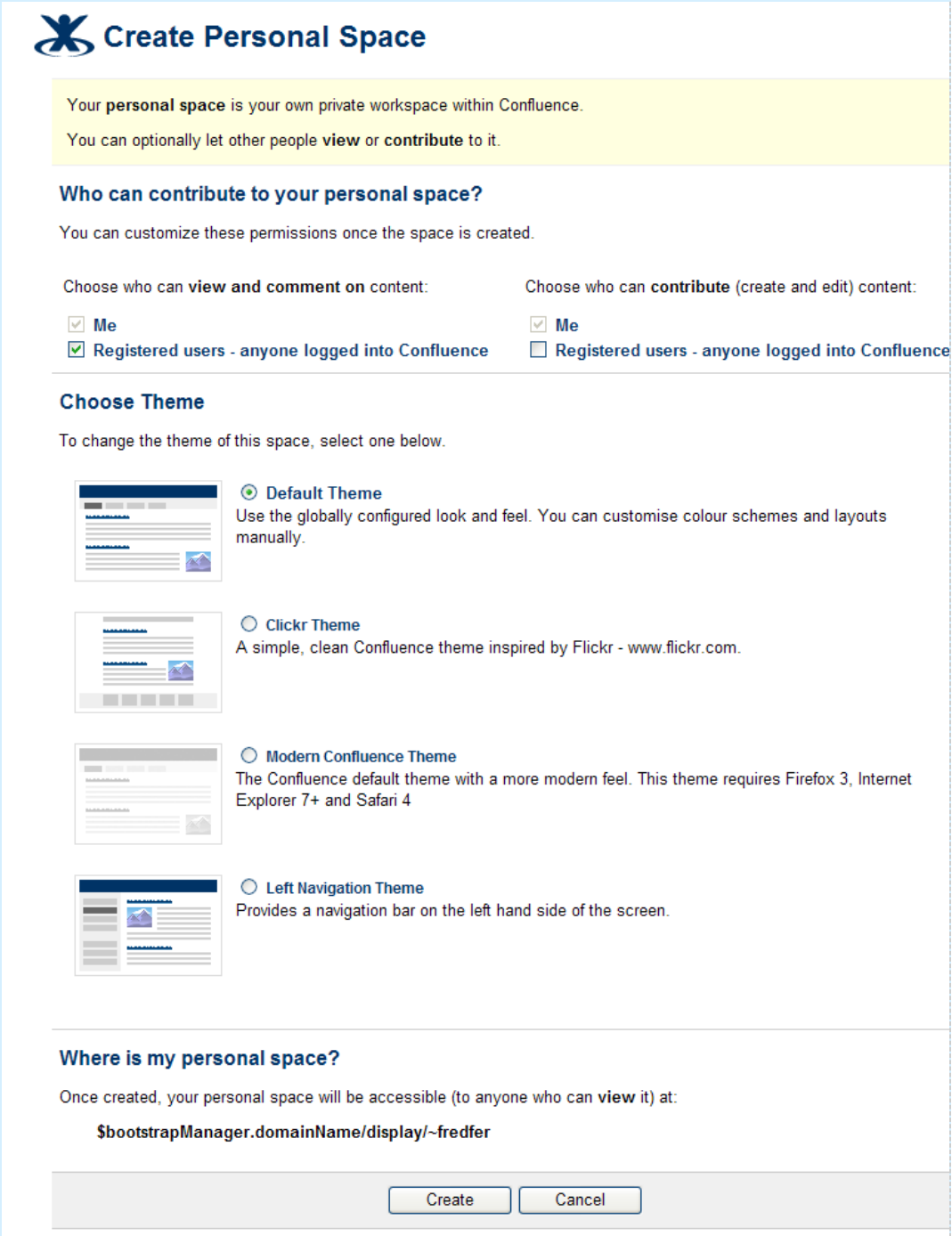
Your *personal space* is a place where you can publish your own pages and news items. Once you have set up your personal space, Confluence users can reach it by clicking your name in the People Directory.

Creating your personal space

To set up your personal space, you require the 'Personal Space' permission which is assigned by a Confluence administrator from the Administration Console. Refer to the Security Overview and Global Permissions Overview topics or contact a Confluence administrator for more information.

To create your personal space,

1. Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
2. Select '**Create Personal Space**' from the dropdown list. The 'Create Personal Space' view will open.
3. Enter a few details about your space:
   - Choose who can **view** content.
   - Choose who can **contribute** (create and edit) content.
   - Choose the **Theme** (look and feel) for your personal space.



4. Click the '**Create**' button.
5. The 'Home' page for your new space is displayed.
   Note: Your home page will automatically contain any default space content as defined by your Confluence administrator.

Handy Hint
Once you have set up your personal space, you can return to it any time by clicking your name (next to the word 'Welcome' at the top of the page).

Adding and changing content in your space

Now you can start adding pages to your personal space. You may also want to upload your photo.

Granting access to your space

When you created the space (see above), you made some preliminary decisions about who can view and contribute content to your space. You can change the permissions on your space at any time.

RELATED TOPICS

Working with Spaces Overview
Converting a Global Space to a Personal Space
User Profile Overview
Linking to Personal Spaces and User Profiles

Take me back to the Confluence User Guide.

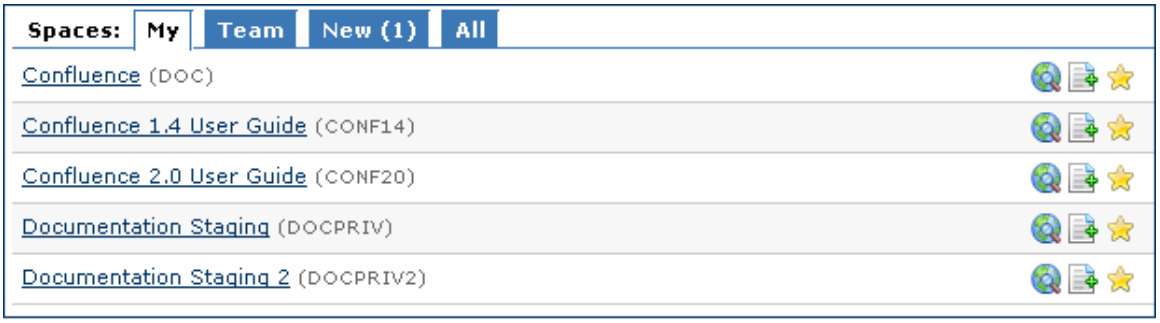
Viewing all Spaces

Once you login, the list of spaces you have permission to view is displayed on your Dashboard under the spaces section.

The list of spaces is displayed via meaningful tabs :

- **My Spaces** : Spaces you marked as your favourites.
- **Team Spaces** : Spaces pertaining to a team grouped together using team labels.
- **New** : New spaces added to the site in the last seven days.
- **All** : All the spaces on the site.

Screenshot : Viewing Spaces



- Additionally, a list of personal spaces is available via the People Directory icon on the Dashboard:

Go to the Dashboard from any page on your site simply by clicking the logo beside the page title or via the Breadcrumbs (the "you are here" path) located at the top of every page.

If you do not login, you will be treated as an 'anonymous user' and only those spaces to which an anonymous user has 'View' permission will be displayed on the Dashboard.

Permission to a space is granted by a space administrator. See Space permissions for more information.

Handy Hint

Use the Spaces List Macro to view the list of spaces from any other page in Confluence.

RELATED TOPICS

Working with Spaces Overview
Setting up a New Global Space
Browsing a space
Moving Content from one Space to Another
Deleting a Space

Take me back to Home Help

Viewing Space Activity

The Confluence Usage Tracking Plugin, which governs the Activity tab, is known to have performance issues on large installations. In Confluence 3.0, this plugin is disabled by default.

In Confluence version 2.3 and later, statistics on each space's *activity* are available. These include:

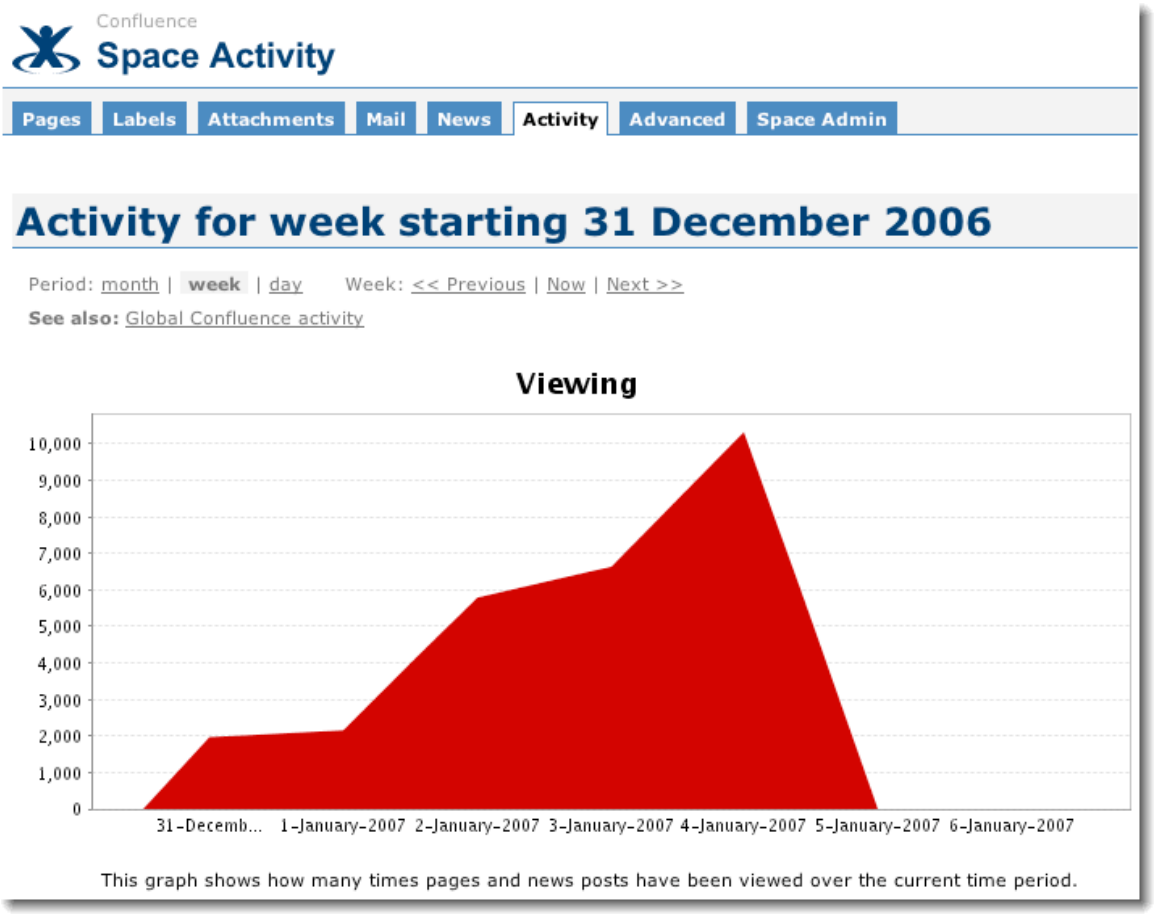
- How many pages and news posts have been
  - viewed
  - added
  - edited
- Which content is the most popular (i.e. most frequently viewed)
- Which content is the most active (i.e. most frequently edited)
- Which people are the most active contributors/editors of content

To view a space's activity,

1. Go to the '**Browse Space**' view. There are two ways to browse a space:
   - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
   - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.
2. Go to the '**Activity**' tab.

The number of pages and news posts that have been viewed, added and edited will be displayed graphically, showing trends over a period of time, e.g.:

Screenshot : Number of viewed pages and news posts in a week



The top 10 most popular and most active pages and/or news posts will be listed, with a link to each, e.g.:

Screenshot : Popular content

If your Confluence site is clustered, Space Activity will not be available.

RELATED TOPICS

Browsing a space
Viewing Space Details
Page History and Page Comparison Views
Tracking Updates Overview
Finding Unused Spaces

Take me back to Confluence User Guide

Working with Attachments Overview

An attachment is any file that is included with your page. Images, Word documents, presentations, PDFs, multimedia and sound files are some examples of attachments.

Attachments are useful when you want to share information that exists in another file format.

In Confluence you can attach files to any page.

When a page you are viewing contains attachments, a small paperclip icon like this: appears next to the page byline. Clicking the paperclip will take you to the '**Attachments View**', where the full list of attachments is displayed.

Here is a summary of how to attachments work in Confluence.

- Go to the '**Attachments**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Attachments**'. The 'Attachments' view will open.
- From this view, you can start attaching files to the page.
- If you attach a file with the same name as an existing attachment, Confluence will create a new version of the existing attachment.
- Once you have attached a file, you can then provide a link to it from a Confluence page.
- When a user clicks on the link, the attachment will open, so long as the user has the software application needed to open the attachment.
- In the case of image attachments, Confluence allows you to display attached images on the page.
- When the attachment is an Office document, you will see a 'View' link next to the attachment on the Attachments view. Click the 'View' link to view the content of the Office document within Confluence. If you have an Office application installed, you will also be able to launch your Office editor from within Confluence. See Displaying Office Files in Confluence and Working with the Office Connector.

RELATED TOPICS

- Drag-and-Drop
- Attaching Files to a Page
- Attachment Versions
- Deleting an Attachment
- Displaying List of Attachments in a Page
- Downloading Attachments
- Editing Attachment Properties
- Embedding Multimedia Content
- Embedding PowerPoint Presentations in a Page
- Finding an Attachment
- Linking to Attachments
- Moving an Attachment
- Viewing Attachment Details

- Moving an Attachment
- Deleting an Attachment
- Displaying an Image
- Configuring Attachment Size
- Configuring your Attachment Storage
- Working with the Office Connector

Take me back to Confluence User Guide.

Drag-and-Drop

This page provides an overview of Confluence's drag-and-drop feature and details on how to set up this feature in Confluence.

On this page:

- Drag-and-Drop Overview
- Setting Up the Drag-and-Drop Feature
    - Prompt to Install Google Gears
    - Initial Use
- Disabling Drag-and-Drop

Drag-and-Drop Overview

Confluence's drag-and-drop functionality allows you to drag files onto your browser to attach them to your Confluence pages or blog posts. With the drag-and-drop feature, you can:

1. Attach multiple files onto a page or blog post when viewing its **attachments list**. See Attaching Files to a Page for more information.
2. Attach multiple files onto a page or blog post when in **view mode**. See Attaching Files to a Page for more information.
3. Attach multiple files onto a page or blog post when in **edit mode**. See Rich Text Editor Overview for more information.

4. Embed Office Documents (including Office 2007 files) and PDF's when in **edit mode**. See Displaying Office Files in Confluence for more information.
5. Embed or attach multiple images into a page or blog post when in **edit mode**. See Inserting an Image for more information.
6. Cancel individual file uploads.

Setting Up the Drag-and-Drop Feature

Requirements for Confluence's drag-and-drop feature

Confluence requires a local installation of Google Gears, which provides your web browser with the functionality to utilise Confluence's drag-and-drop feature. Please follow the instructions on the Google Gears site to install this application on your computer.

If you are unable to install Google Gears and you use Firefox as your web browser, you might wish to try the Atlassian Drag and Drop Firefox plugin. This plugin (which only works with Firefox) provides most of the features offered by Confluence's official drag-and-drop feature. (Refer to the Atlassian Drag and Drop Firefox plugin page for more information on using this plugin.)

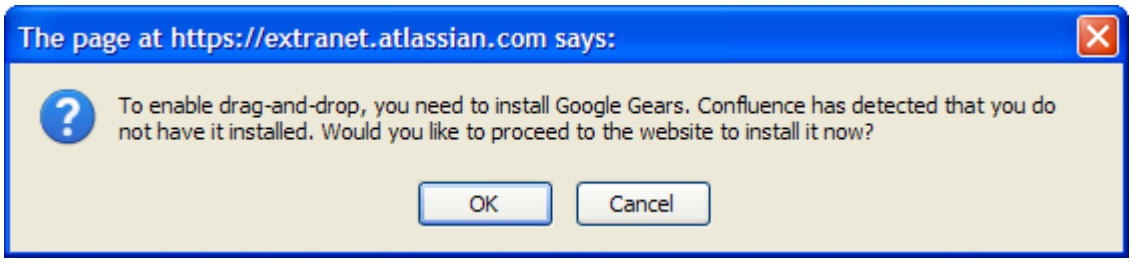
Google Gears supports Firefox, Internet Explorer and Safari browsers on Windows, Mac and Linux. However, you should check the Google Gears website for the most up-to-date browser support details.

To check if Google Gears is already installed on your computer, visit the documentation on this process.

Prompt to Install Google Gears

- If you have not yet installed Google Gears and you attempt to drag-and-drop a file into Confluence (with the exception of the rich text editor), you will be prompted with the following message:

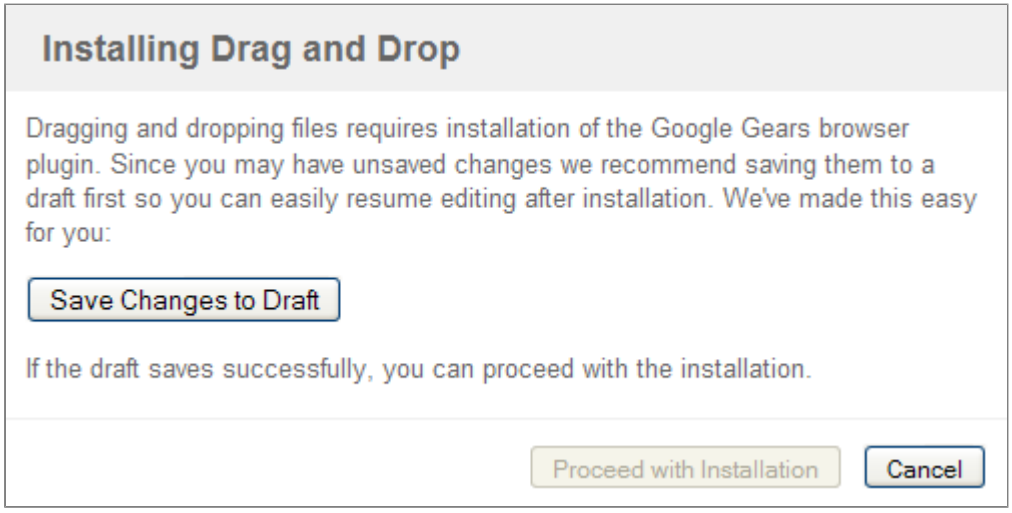
  Screenshot: Generic Confluence Prompt to Install Google Gears

  Click '**OK**' to proceed with the Google Gears installation.

- If you have not yet installed Google Gears and you attempt to drag-and-drop a file into the rich text editor, you will be prompted with the following message:

  Screenshot: Confluence Prompt to Install Google Gears from the Rich Text Editor

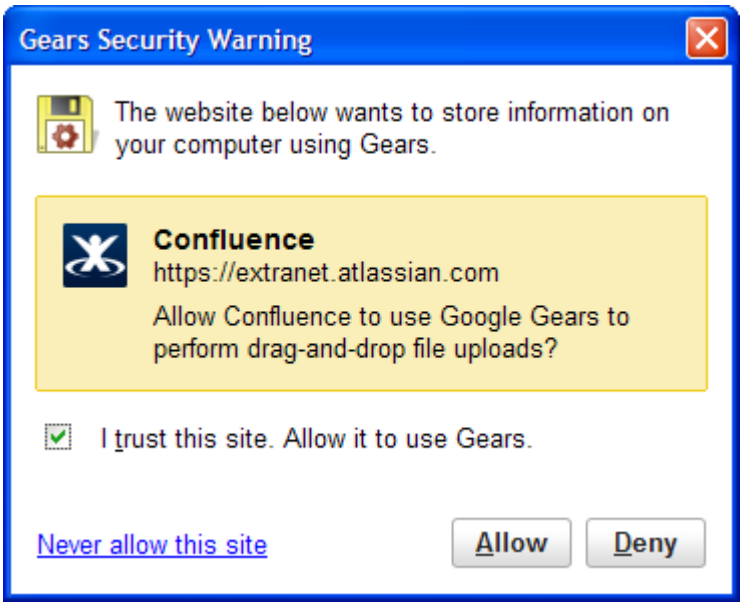
Proceeding with a Google Gears installation may replace your current Confluence page and furthermore, you will need to restart your browser after the Google Gears installation has completed. Hence, you may wish to save any drafted content before proceeding by clicking '**Save Changes to Draft**'.

Click '**Proceed with Installation**' to proceed with the Google Gears installation.

Initial Use

When adding an attachment to a page or blog post in your Confluence site for the first time in a given browser, you will be prompted to allow Google Gears to trust your Confluence site as shown in the following screenshot. If this warning message appears, select the '**I trust this site. Allow it to use Gears**' check box and click the '**Allow**' button.

Screenshot: Google Gears Security Prompt



Safari 4 may report that Google Gears is not supported. However, Atlassian has confirmed that Google Gears works with Confluence's drag-and-drop feature in Safari 4.

Disabling Drag-and-Drop

Your Confluence system administrator may wish to disable the drag-and-drop for a variety of reasons, one of which might be to disable the prompt to install Google Gears on their Confluence user's browsers and operating systems.

If you are a Confluence system administrator and wish to disable the drag-and-drop feature, you will need to access the Plugin Manager in your Confluence installation's 'Administration' section and disable the entire 'Confluence Drag and Drop Plugin'. Refer to Installing and Configuring Plugins Manually for details on accessing the **Plugin Manager** and disabling entire plugins or plugin modules.

Confluence system administrators can also disable the 'drop zone' that appears on the 'Attachments' view by disabling the 'View Attachments Drop Zone' module of this plugin. This removes the drop zone on the 'Attachments' view whilst retaining the drag-and-drop functionality.

RELATED TOPICS

Attaching Files to a Page
Add many files to a page at once
Rich Text Editor Overview
Rich Text-Inserting an image
Rich Text-Creating and removing a link

Attaching Files to a Page

An attachment is any file that is included with your page. Images, word documents, presentations, PDFs, multimedia and sound files are some examples of attachments. Attachments are useful when you want to share information that exists in another file format. Read more in the Attachment Overview.

When you attach a file to a page, Confluence makes a copy of the file and stores it on the server. File attachments in Confluence are contained in the '**Attachments**' view of a page.

To attach a file, you need the 'Create Attachments' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

Attaching files

There are several ways to do this in Confluence:

- Attach files via the 'Attachments' view
- Attach files by viewing a page
- Attach files via the 'Insert Link' window

To attach one or more file(s) to a page via the 'Attachments' view,

1. Go to the '**Attachments**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Attachments**'. The 'Attachments' view will open.
2. Choose one of the following methods for attaching files to the 'Attachments' view:
    - Use the 'Attachments' view's 'browse and attach' feature to attach one or more file(s):
        a. Click the '**Browse** button.
        b. Browse through your files and select the file that you would like to attach to the page.
        c. Enter a description for the attachment in the '**Comment**' text field (optional).
        d. Click '**Attach more files**' if required. More attachment entry fields will appear, allowing you to attach more files.
        e. Click the '**Attach**' button.

        Screenshot: Adding attachments

    - Use the Drag-and-Drop feature to attach one or more file(s):

      This feature requires Google Gears to have been installed. Refer to the Drag-and-Drop topic for more information on configuring Confluence to use the drag and drop feature.
        - Drag one or more file(s) accessible from your computer and drop it onto the 'Attachments' view. The 'Attach File(s)' message box appears, indicating the upload status of the file(s) being attached to your page.

          In the 'Attach File(s)' message box, you can cancel the upload of an attachment by clicking its '**X**' icon at the right hand side of this message box. This option works best with large files or slow network connections. Confluence uploads two files concurrently and after all attachments have finished uploading, the page reloads to reflect the attachment changes and the 'Attach File(s)' message box closes.

          Screenshot: Attach File(s) Message Box

          It is not possible to drag and drop a folder (containing several files) onto a page.

To attach one or more file(s) to a page by viewing the page,

This feature requires Google Gears to have been installed. Refer to the Drag-and-Drop topic for more information on configuring

Confluence to use the drag and drop feature.

1. View the page to which you want to attach your file(s).
2. Drag one or more file(s) accessible from your computer and drop it onto the page. The 'Attach File(s)' message box appears, indicating the upload status of the file(s) being attached to your page.

In the 'Attach File(s)' message box, you can cancel the upload of an attachment by clicking its '**X**' icon at the right hand side of this message box. This option works best with large files or slow network connections. Confluence uploads two files concurrently and after all attachments have finished uploading, the page reloads to reflect the attachment changes and the 'Attach File(s)' message box closes.

It is not possible to drag and drop a folder onto a page.

To attach a file to a page using the 'Insert Link' window,

- You can also attach files via the '**Insert Link**' window. See Linking to an Attachment for more information.

Attachment Versions

If you upload a file with the same name as an existing attachment, Confluence will rename the old file and maintain a version of it on the server. Read more about Attachment Versions and Viewing Attachment Details.

Please note, changes you make to the original file after you've attached it don't affect the copy in Confluence. To update the content of the file, you will need to upload a new version.

Attachment Information Icon

When a page you are viewing contains attachments, a small paperclip icon like this: 1 appears next to the page byline. Clicking the paperclip will take you to the '**Attachments View**', where the full list of attachments is displayed.

RELATED TOPICS

Working with Attachments
Displaying an Image
Attachment Versions

Take me back to the Confluence User Guide.

Attachment Versions

When viewing a list of attachments, a **new version of an existing attachment** can be added simply by uploading an attachment with the same filename on the attachment view.

Existing files will be kept with the name '***Version x***', where the value of 'x' increments with each upload of an attachment with the same filename.

Screenshot: Attachment versions

Attached Files

Name	Size	Creator	Creation Date	Last Mod. Date	Comment	
Example PDF Document.pdf	105 kB	Fred Ferdinando	Nov 11, 2009 13:45	Nov 11, 2009 13:59	PDF Sample	Properties | Remove | View
Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 13:59	Word Doc Sample	Properties | Remove | Edit | View
Version 2	10 kB	Administrator	Nov 11, 2009 13:32	Nov 11, 2009 13:32		
Version 1	10 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52		
Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:59	Excel Sample	Properties | Remove | Edit | View
Version 1	8 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52		
Example PowerPoint 2007 Document.pp...	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52		Properties | Remove | Edit | View

Some additional notes:

- You cannot remove specific versions of an attachment — if you remove an attachment, all versions will be removed as well. (See feature request CONF-3079.)
- You cannot revert to a previous version of an attachment. (See feature request CONF-1943).
- By default, attachments and their versions are stored in the `<confluence_home>/attachments` directory. (See Attachment Storage Configuration in the *Administrator's Guide*.) There is no limit to the number of attachments/versions, provided that there is enough disk space.

RELATED TOPICS

Attaching Files to a Page
Moving an Attachment
Viewing Attachment Details
Working with Attachments

Take me back to the Confluence User Guide.

Deleting an Attachment

To delete an attachment, you require 'Remove Attachments' permission which is assigned by a space administrator from the Space Administration screens. See Space permissions or contact a space administrator for more information.

To delete an attachment,

1. Go to the page that contains the attachment.
2. Go to the '**Attachments**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Attachments**'. The 'Attachments' view will open.

   This will display a list of the attachments in the page. Click on the '**Remove**' link beside the attachment you want to delete.
3. Click '**OK**' to confirm your action.

RELATED TOPICS

Working with Attachments
Finding an Attachment

Take me back to the Confluence User Guide.

Displaying List of Attachments in a Page

Use Confluence's **Attachments Macro** to display a list of attachments that belong to the current page. It will generate a table like the image shown below.

Screenshot: List of attachments from 'Attachments' macro

Name	Size	Creator	Creation Date	Last Mod. Date	Comment	
Example PDF Document.pdf	105 kB	Administrator	Nov 11, 2009 15:11	Nov 11, 2009 15:11		Properties | Remove | View
Example PowerPoint 2007 Document.pp...	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 14:49	PowerPoint Sample	Properties | Remove | Edit | View
Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 14:20	Word Doc Sample	Properties | Remove | Edit | View
Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:59	Excel Sample	Properties | Remove | Edit | View

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples
    - 1. Filter Attachments by File Name
    - 2. Include Old Attachments
- Viewing and Editing Files from the Attachments Macro
- Attachment Information Icon

Usage with the Macro Browser

To insert the attachments macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the attachments macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{attachments}	

Name	Size	Creator	Creation Date	Comment
office1.jpg	94 kB	Vidya Madabushi	Aug 09, 2005 20:13	
waterfall.jpg	1.27 MB	Vidya Madabushi	Aug 09, 2005 20:13	
editProfile.png	33 kB	Sarah Maddox [Atlassian Technical Writer]	Oct 08, 2007 00:02	

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
Filename Patterns (`patterns`)	all	Specify which attachments to display using filename patterns.
Include Old Attachment Versions (`old`)	false	Include old attachments versions in the list.
Sort By (`sortBy`)	date	Specify the sort order for attachments. Valid values are "date", "size" and "name".
Allow Upload (`upload`)	false	Adds functionality to allow the upload of new attachments.

Examples

1. Filter Attachments by File Name

```
1.{attachments:patterns=.*jpg,.*gif}
```

Use a comma-separated list of regular expressions to specify the filenames of the attachments you want displayed.

> **Note**
> The patterns are regular expressions, so to match a file suffix of 'jpg', use .*jpg, not *.jpg.

Here's a detailed tutorial on regular expressions.

2. Include Old Attachments

```
1.{attachments:old=true}
```

An optional true/false value determines whether to show old versions of attachments. This is set to false by default.

Viewing and Editing Files from the Attachments Macro

If an attachment is an Office or PDF file, you will see a '**View**' link as shown in the screen snippet below. Furthermore, if the attachment is an Office file, it will also have an '**Edit in Office**' link.

Screenshot: Office and PDF file page attachments with 'View' and 'Edit in Office' links

Name	Size	Creator	Creation Date	Last Mod. Date	Comment	
Example PDF Document.pdf	105 kB	Administrator	Nov 11, 2009 15:11	Nov 11, 2009 15:11		Properties | Remove | View
Example PowerPoint 2007 Document.pp...	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 14:49	PowerPoint Sample	Properties | Remove | Edit | View
Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 14:20	Word Doc Sample	Properties | Remove | Edit | View
Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:59	Excel Sample	Properties | Remove | Edit | View

Click the '**View**' link to view the content of the Office file within Confluence.

Click the '**Edit in Office**' link to edit the content of the Office file in your Office application. You must have a compatible Office application installed to do this. Refer to Working with the Office Connector for more information.

Attachment Information Icon

When a page you are viewing contains attachments, a small paperclip icon like this: appears next to the page byline. Clicking the paperclip will take you to the '**Attachments View**', where the full list of attachments is displayed.

RELATED TOPICS

Working with Attachments Overview
Working with Macros

Take me back to the Confluence User Guide.

Downloading Attachments

To download a single attachment of a page,

1. Go to the '**Attachments**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Attachments**'. The 'Attachments' view will open.
2. Right-click the link on the attachment name, and select 'Save Link As', 'Save Target As' or similar option provided by your browser. This will open up a 'save' dialog box.
3. Select the directory into which you want to download the file and click 'Save'.

To download all the attachments of a page,

1. Go to the '**Attachments**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Attachments**'. The 'Attachments' view will open.
2. Click the '**Download All**' button at the end of the page to download a zipped file of all the page's attachments.

RELATED TOPICS

Working with Attachments Overview
Viewing Attachment Details

Take me back to the Confluence User Guide.

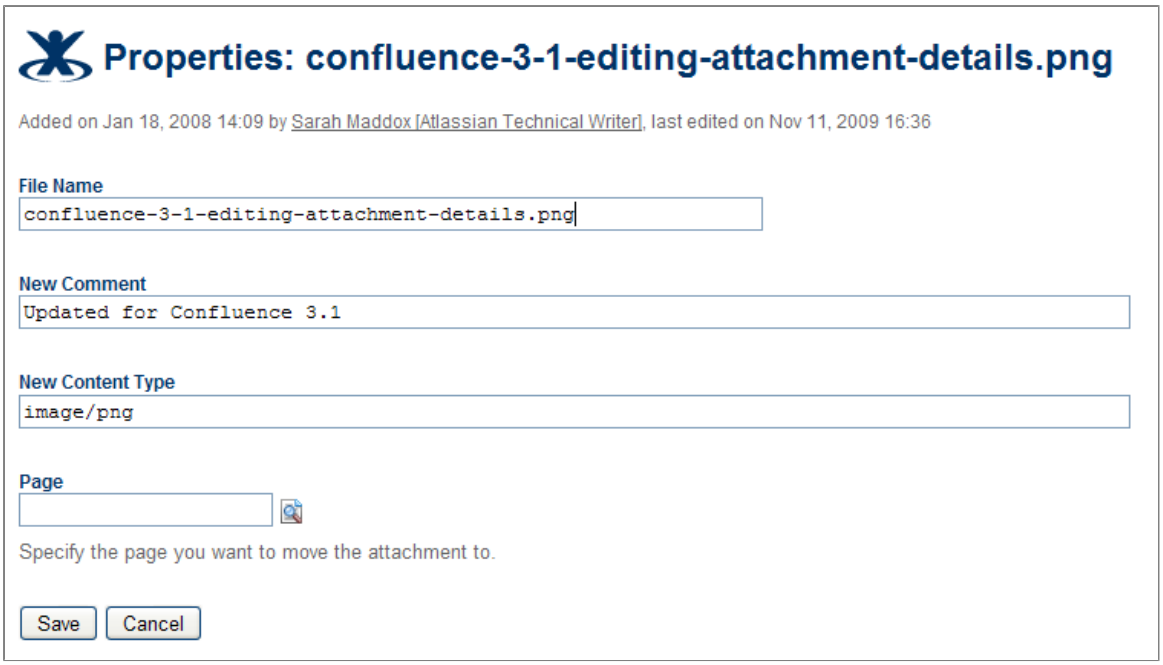
Editing Attachment Properties

To edit an attachment's properties, you need 'Create Attachments' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

To edit the properties of an attachment,

1. Go to the page that contains the attachment.
2. Go to the '**Attachments**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Attachments**'. The 'Attachments' view will open.
3. Click the '**Properties**' link beside the attachment. This will bring up a new screen.
4. Make your changes:
    - **File Name** — Rename or modify the name of the attachment.
    - **New Comment** — Update the existing comment or enter a new comment.
    - **New Content Type** — Change the content type of the attachment by entering a valid MIME type.
    - **Page** — Move the attachment to another page.
5. Click '**OK**'.

Screenshot: Editing an Attachment's Properties



RELATED TOPICS

Moving an Attachment
Viewing Attachment Details
Working with Attachments

Take me back to the Confluence User Guide.

Embedding Multimedia Content

You can embed multimedia files into a Confluence page as as easily as you can an image. Confluence supports these formats:

- Flash (.swf)
- Quicktime movies (.mov)
- Windows Media (.wma, .wmv)
- Real Media (.rm, .ram)
- MP3 files (.mp3)
- AVI files (.avi) *You may need to enable an **avi decoder** within your browser*

You can use other types of files, but you may need to specify the 'classid', 'codebase' and 'pluginspage' properties so that your web browser can recognise the file type, as described below.

For security reasons, files located on remote servers are not permitted.

Other ways to display external and internal objects
Take a look at the Office Connector for embedding Office documents and presentations onto your Confluence page. Or try the Widget Connector for displaying live content from external sites.

On this page:

- Basic Usage
- Specifying File Type and Other Properties
- Troubleshooting

Basic Usage

Attach the file to the page. You can then include it as you would include an image, like this:

```
1.!filename.mov!
```

Specifying File Type and Other Properties

Define the properties of the embedded object using a comma-separated list of properties. For example:

```
1.!filename.mov|height=800,width=600,id=media!
```

If the file does not have a meaningful extension, specify the mime type like this:

```
1.!filename|type=image/jpeg!
```

To play **.avi** files, you need to specify the dimensions and type. For example, to play a `test.avi` file:

```
1.!test.avi|height=200,width=200,id=media!
```

Advanced styling via CSS
By default, each embedded object is wrapped in a `div` tag. If you wish to style the div and its contents, override the `embeddedObject` CSS class. Specifying an ID as a property also allows you to style different embedded objects differently. CSS class names in the format `embeddedObject-ID` are used.

Troubleshooting

- If you get an error 'Unable to embed content of type application/octet-stream', this means the mime-type is not being correctly recognised. You can add a type parameter to the macro code to override the auto-detected mime-type. See above for an example.
- For security reasons, files located on remote servers are not permitted.

RELATED TOPICS

Widget Macro
Working with the Office Connector
Working with Attachments Overview

Take me back to Confluence User Guide

Embedding PowerPoint Presentations in a Page

Below are some ideas on how your wiki page can include information from a Microsoft PowerPoint presentation.

On this page:

- Option 1 - Office Connector for Confluence
- Option 2 - Gallery or Slide Show of JPEG or PNG Images
- Option 3 - Convert PowerPoint to HTML

Option 1 — Office Connector for Confluence

The Office Connector provides the most straightforward way to display PowerPoint slides.

To attach and display a PowerPoint presentation in Confluence,

1. Attach the presentation to a Confluence page:
   - View the Confluence page where you want to display your presentation.
   - Open the 'Tools' menu and select 'Attachments'.
   - Browse for your PowerPoint presentation and upload it to the Confluence page.
     You will find detailed instructions in Attaching Files to a Page.
2. Now you can display the document embedded into the Confluence page, via View File macro. The basic syntax is:

   ```
   1.{viewfile:myPresentation.ppt}
   ```

   Refer to the detailed instructions on the View File macro.

The Office Connector is shipped with Confluence 2.10 and later. The Office Connector plugin is supported for Confluence versions 2.8.0 and later.

Option 2 — Gallery or Slide Show of JPEG or PNG Images

1. Convert your PowerPoint pages into JPEG or PNG images, using 'save as' from PowerPoint (slide1.jpg, slide2.jpg...).
2. Upload the image files as attachments to your Confluence page. To upload in bulk, use the WebDAV plugin.
3. Use the Gallery macro or the Slideshow plugin to render the images as a slide show in Confluence.

Optionally, you could create a page template or a user macro that uses the Slideshow plugin, so that you do not have to code this into the wiki page each time you create a new show.

The Slideshow plugin is not supported by Atlassian. Please weigh up your options carefully before deciding which way to go.

Option 3 — Convert PowerPoint to HTML

You can convert the PowerPoint file to web page format and embed the page inside your Confluence document.

If you accept page edits or comments from untrustworthy users, you should not attempt this process, due to a risk of malicious user attacks via the `html-include` macro.

1. Review the risks associated with enabling the `html-include` macro here.
2. If you decide to proceed, follow the instructions to enable embedded HTML pages using the macro.
3. Select an PowerPoint converter. There are at least two applications that can convert PPT to HTML:
   - Producer for PowerPoint.
   - If you do not have the PowerPoint application on your machine, you can use the Internet Assistant for Powerpoint instead.
4. Download and install your chosen converter.
5. Follow the converter documentation to perform the HTML conversion. An Internet Assistant conversion guide can be found here. The conversion process will create a small collection of HTML pages. Each slide will have its own page, plus an index page with buttons to let you switch between slide pages.
6. If you wish, you can test the HTML presentation now by loading the index page in your browser.
7. Place the HTML files into their own directory, named uniquely by the title of your presentation.
8. Find a suitable location to host these files within your web server. Confluence hosts all files within the `<my-install-directory>/confluence/` directory, so a good example location for Confluence standalone users is to go to `<my-install-directory>/confluence/pages/` and create a subdirectory called `powerpoint`.
9. Move the HTML directory into the PowerPoint folder, e.g. `<my-install-directory>/confluence/pages/powerpoint/<my-presentation-name>` containing `index.html`, `slide01.html`... or similar.
10. Edit or create the page where you wish to embed the PowerPoint presentation. In wiki markup, insert the `html-include` macro pointing to the index page of your slides. Remember that URLs are case sensitive. For example

```
1.{html-include:url=http://<my-base-url>/pages/powerpoint/<my-presentation-name>/index.html}
```

11. Save the page. The index page to your slides should now appear.

RELATED TOPICS

Working with the Office Connector
Working with Attachments Overview

Take me back to Confluence User Guide

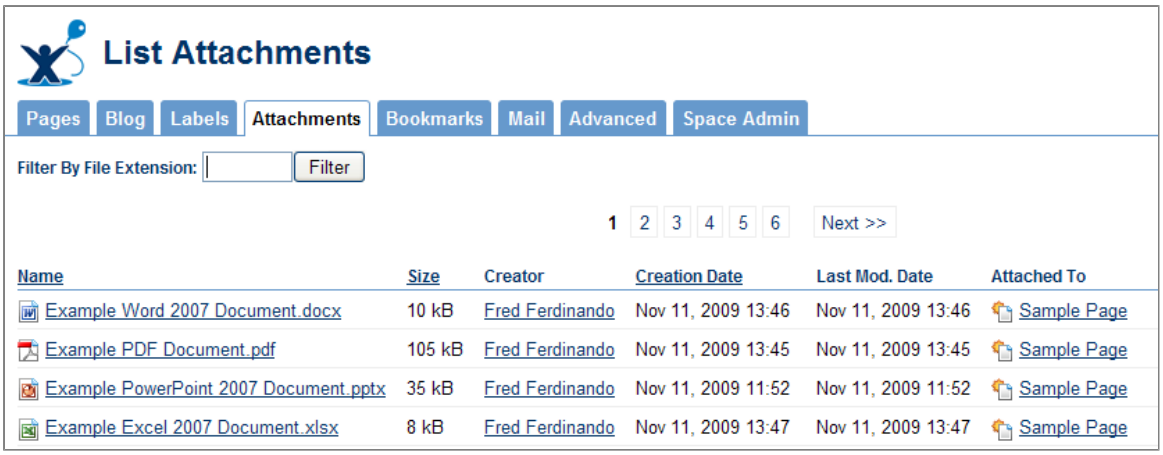
Finding an Attachment

To **find an attachment**, you can search the list of attachments in a space or the attachments on a specific page.

To find an attachment associated with a space,

1. Go to the '**Space Attachments**' view for the current space. To do this:
   - Go to a page in the space, open the '**Browse**' menu and select '**Attachments**'. The 'Space Attachments' view will open.
2. This will display a list of all attachments in the space.
3. Browse through the list to locate the attachment.
4. You can choose to view only files of a particular type:
   - Type the last part of the file name in the '**Filter By File Extension**' text field. For example, enter 'gif' to see only image files of the GIF format.
   - Click the '**Filter**' button.
5. You can view the attachment itself or the page to which it is attached by clicking on the corresponding link.

Screenshot : Space Attachments



To find attachments associated with a page,

1. Go to the '**Attachments**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Attachments**'. The 'Attachments' view will open.
2. This will display a list of all files attached to the page.
3. Click the attachment's linked name to view its contents in your computer's associated application.
   This is different from clicking an Office or PDF file's 'View' link, which opens the file for viewing in Confluence itself.

Screenshot : Page Attachments

Handy Hint
If you know the title of an attachment, you might find it faster by doing a Quick Search.

RELATED TOPICS

Working with attachments
Attaching Files to a Page
Viewing Attachment Details
Deleting an Attachment
Browsing a space

Take me back to Confluence User Guide

Linking to Attachments

Once you have attached a file to a page, you can easily provide a link to it from the page.

This page tells you how to use Wiki Markup to link to an attachment. You can also use the Rich Text editor to link to an attachment.

Images are a special form of attachment. Read about displaying images on a page.

Linking to an Attachment on a Page

You can link to images and other types of attachments like this:

What you need to type	What you will get
[^Linking to attachments.pdf]	Linking to attachments.pdf

[PDF document about linking to attachments|^Linking to attachments.pdf]	PDF document about linking to attachments

Where:

'**Linking to attachments.pdf**' is the name of the file you want to link to.

Linking to an Attachment on Another Page

You can link to any attachment on your Confluence site using the following syntax:

Attached to another page in the same space:

```
1. [pagetitle^attachment.ext]
```

Attached to another page in another space:

```
1. [spacekey:pagetitle^attachment.ext]
```

Adding Link Aliases and Tips

Optionally, you can:

- use an alias to refer to the attachment.
- provide a link tip for the link.

Example 1:

```
1. [link alias|pagetitle^attachment.ext|link tip]
```

Example 2:

```
1. [link alias|spacekey:pagetitle^attachment.ext|link tip]
```

Linking to a Specific Version of an Attachment

The link format described above will always link to the **current version** of the attachment.

If you want to link to a particular version of an attachment you will need to use the **full URL**. For example:

What you need to type	What you will get
[Version 1|http://confluence.atlassian.com/download/attachments/139515/Linking+to+attachments.pdf?version=1]	Version 1

RELATED TOPICS

Rich Text-Linking to an Attachment
Displaying an Image
Attaching Files to a Page
Displaying List of Attachments in a Page

Take me back to Confluence User Guide

Moving an Attachment

You can move an attachment from its current location to any page within the site.

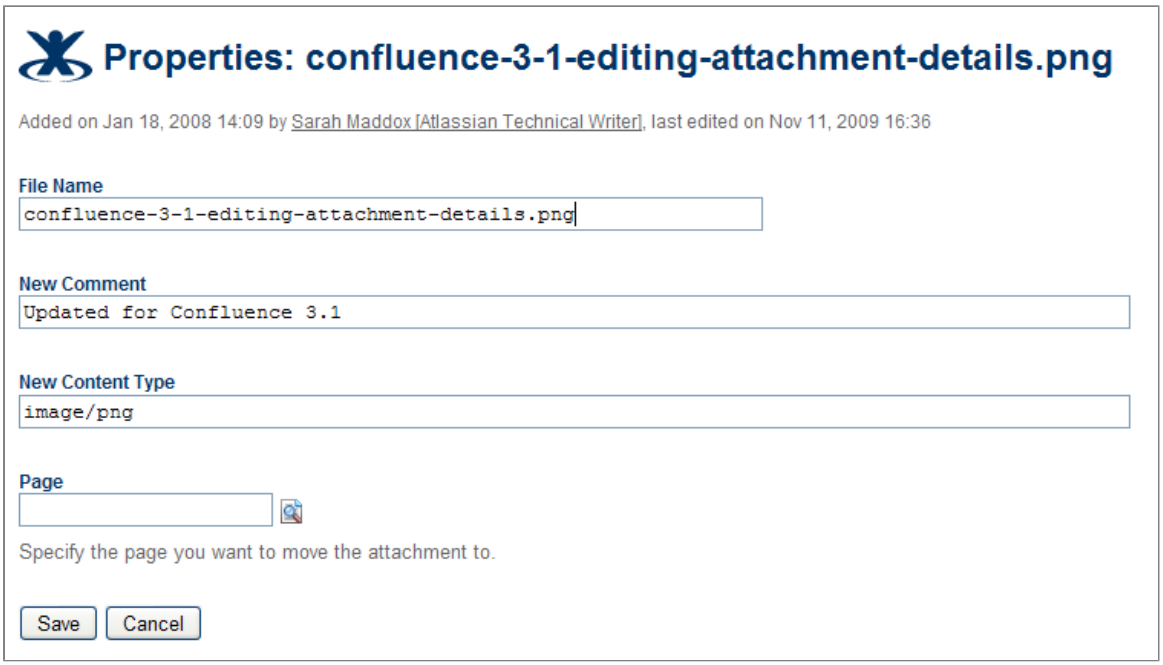
To move an attachment, you need the following permissions:

- Edit page permission on the page where the attachment currently exists.
- Create attachment permission on the space into which you are moving the attachment.
  Space permissions are assigned by a space administrator from the Space Administration screens. See Space permissions or contact a space administrator for more information.

To move an attachment,

1. Go to the page that contains the attachment.
2. Go to the '**Tools**' menu and select '**Attachments**'.
3. Click the '**Properties**' link beside the attachment. This will bring up a new screen, where you can edit the properties of an attachment.
4. Select the page where you want to move the attachment by either:
    - Entering the page's title into the 'Page' field
    - Clicking the Choose a Page icon and using the 'Choose a Page' pop-up window to choose a page within the site.
5. Click '**OK**'.

Screenshot : Moving an attachment



RELATED TOPICS

Moving a Page from one Space to Another
Moving a family of pages from one space to another

Take me back to Confluence User Guide

Choose a Page

The '**Choose a Page**' window allows you to locate a page in your Confluence site. The window appears when you are moving an attachment.

To choose a page,

1. Click the page picker icon to bring up the 'Choose a Page' window. You will see the following tabs:
    - **Search**: Allows you to search for your page in all Confluence spaces.
    - **History**: Displays a list of pages recently visited by you.
    - **Recently Modified**: Displays pages most recently modified by you.
    - **Referring Pages**: Displays a list of all pages that refer to the current page.
2. Select the required page from the list of pages in one of the tabs.

RELATED TOPICS

Moving an Attachment

Take me back to Confluence User Guide

Viewing Attachment Details

There are two places in Confluence where you can view attachment details:

- View the list of attachments in a space — this will show all files/images attached to all pages in the space.
- View the list of attachments for a specific page.

On this page:

- Viewing Attachments in a Space
- Viewing Attachments on a Page
- Attachment Details
- Viewing and Editing Attached Files
- Attachment Information Icon

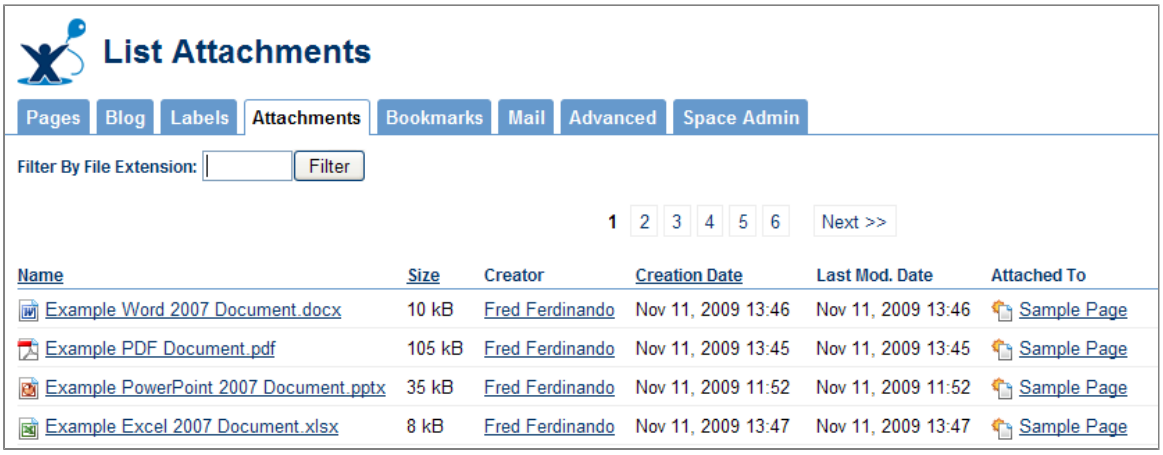
Viewing Attachments in a Space

To view the attachments associated with a space,

1. Go to the '**Space Attachments**' view for the current space. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Attachments**'. The 'Space Attachments' view will open.

   This will display a list of all the attachments in the space. Each attachment is displayed along with its details and the page it is attached to.
2. You can choose to view only files of a particular type:
    - Type the last part of the file name in the '**Filter By File Extension**' text field. For example, enter 'gif' to see only image files of the GIF format.
    - Click '**Go**'.

Screenshot: Space Attachment Details



Viewing Attachments on a Page

To view the attachments associated with a page,

1. Go to the page.
2. Go to the '**Attachments**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Attachments**'. The 'Attachments' view will open.

   This will display a list of all the attachments in the page along with their details. For each attachment, links are also provided to edit the attachment's details and to delete the attachment.

Screenshot: Page Attachment Details

In the screenshot above, *Fred Ferdinando* created the first version of `Example Word 2007 Doc.docx`, *Administrator* uploaded the second version and *Fred Ferdinando* added the third (current) version.

Attachment Details

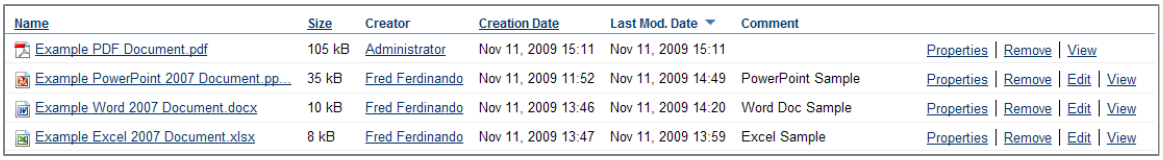
The attachment views show the following fields. (The page view shows a different subset of fields from the space view.)

- **Name** is the name of the attached file.
- **Size** tells you how much space the attachment takes up. You can sort by size by clicking the column title.
- **Creator** is the user who attached this file. The person who uploaded each new version of a file will be acknowledged as the creator of that version. Clicking on the link takes you to their profile.
- **Creation Date** is the date the file was attached. You can sort by date by clicking the column title.
- **Last Mod. Date** is the date the file was last modified. Please refer to definition of *Last Modifier* for a list of actions that qualify as a modification.
- **Attached To** (in the space view) tells you which page contains the attachment.
- **Comment** (in the page view) is a short description of the attachment.
- The **Properties** link (in the page view) lets you edit the attachment details.
- The **Remove** link (in the page view) lets you delete the attachment.
- The **Edit** link (in the page view) only appears next to Office files and lets you edit that attachment directly from the list of attachments. See Viewing and Editing Attached Files.
- The **View** link (in the page view) only appears next to Office and PDF files and lets you view that attached attachment directly from the list of attachments. See Viewing and Editing Attached Files.

Viewing and Editing Attached Files

If an attachment is an Office or PDF file, you will see a '**View**' link as shown in the screen snippet below. Furthermore, if the attachment is an Office file, it will also have an '**Edit in Office**' link.

Screenshot: Office and PDF file page attachments with 'View' and 'Edit in Office' links



Name	Size	Creator	Creation Date	Last Mod. Date	Comment	
Example PDF Document.pdf	105 kB	Administrator	Nov 11, 2009 15:11	Nov 11, 2009 15:11		Properties | Remove | View
Example PowerPoint 2007 Document.pp...	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 14:49	PowerPoint Sample	Properties | Remove | Edit | View
Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 14:20	Word Doc Sample	Properties | Remove | Edit | View
Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:59	Excel Sample	Properties | Remove | Edit | View

Click the '**View**' link to view the content of the Office file within Confluence.

Click the '**Edit in Office**' link to edit the content of the Office file in your Office application. You must have a compatible Office application installed to do this. Refer to Working with the Office Connector for more information.

Attachment Information Icon

When a page you are viewing contains attachments, a small paperclip icon like this: appears next to the page byline. Clicking the paperclip will take you to the '**Attachments View**', where the full list of attachments is displayed.

RELATED TOPICS

Working with Attachments
Displaying List of Attachments in a Page
Finding an Attachment
Editing Attachment Properties
Deleting an Attachment
Browsing a space

Take me back to the Confluence User Guide.

Working with Images

Confluence allows you to display images on a wiki page and to link to images in other locations. You can also display a gallery of images, which your readers can view as a slide show. Below are some links to information on using images in Confluence.

- Displaying an Image
- Displaying a Thumbnail Image
- Viewing Images as a Slide Show

- Displaying an Image
- Rich Text-Inserting an image
- Image File Formats
- Displaying a Thumbnail Image
- Gallery Macro
- Embedding PowerPoint Presentations in a Page

RELATED TOPICS

Working with Attachments

Take me back to Confluence User Guide

Displaying an Image

You can display an image from either a file attached to the Confluence page, or from another location.

This page shows you how to display an image using Confluence Notation, also known as Wiki Markup.

> **Using the 'Insert Image' icon**
> Instead of Wiki Markup, you can use the 'Insert Image' icon. This behaves in a similar way for both the Wiki Markup and the Rich Text editor, as described in Inserting an image.

To follow the instructions below, you need to edit in 'Wiki Markup' mode. Put an exclamation point before and after the image link.

Displaying an image from a remote location

You need to know the URL from which the image can be linked.

What you need to type	What you will get
!http://www.atlassian.com/images/confluence_feature.gif!	

Displaying an image attached to a page

- First, attach the image to the page.
- Now you can display the attached image:

What you need to type	What you will get
!fish.gif!	

Displaying an image attached to another Confluence page

What you need to type	What you will get
!Space attachments directory^fish.gif!	

Where 'Space Attachments Directory' is the name of the page containing the attachment.

Usage example

What if you want to upload an image only once, but display it on many pages?

- Attach the image to a page, such as our page called the 'Space attachments directory'.
- Link to the uploaded image using the syntax described above.

To view the image, the user needs to have *view* permission for the page to which it is attached.

Displaying an image attached to page in a difference space

```
!SPACE:my page^myimg.jpg!
```

Formatting an image

What you need to type	What you will get
!fish.gif|align=right,border=2,bordercolor=blue!	

Displaying alternative text

Use the HTML `title` attribute to specify text which is displayed when the pointer is hovering over an image. Use the `alt` attribute to specify alternative text to be included in the HTML code.

What you need to type	What you will get
!fish.gif|title="I am a fish"!	
!fish.gif|alt="I am a fish"!	

HTML image attributes

For any image, you can also specify attributes of the HTML image tag as a comma-separated list of name=value pairs. Available image tags include:

- **align** — available values are 'left', 'right', 'bottom', 'center', 'top'.
- **border** — specify the width of the border (in pixels).
- **bordercolor** — use this with the above 'border' tag to specify the colour of the image border. Specify the colours by name or by hex value. See more information about web colours. (Available with Confluence 2.6.2 and later.)
- **hspace** — specify the amount of whitespace to be inserted to the left and right of the image (in pixels).
- **vspace** — specify the amount of whitespace to be inserted above and below the image (in pixels).
- **width** — specify the width of the image (in pixels). This will override the natural width of the image.
- **height** — specify the height of the image (in pixels). This will override the natural height of the image.
- **title** — specify alternative text for the image, which is displayed when the pointer hovers over the image
- **alt** — specify alternative text, which is included in the HTML code. This text is retrievable via search, and contributes to accessibility of the page for text-only viewing.

RELATED TOPICS

Linking an image to another page or URL
Rich Text-Inserting an image
Attaching Files to a Page
Image File Formats
Displaying a Thumbnail Image
Gallery Macro

Take a look at some plugins too.

First read the warning on support of third-party plugins.

- ImageMap Plugin
- Other image and visualisation plugins

Take me back to Confluence User Guide

Image File Formats

Confluence allows you to attach image files of any format to a page. However, your ability to display them depends on the image file formats supported by the browser you are using.

Confluence supports the following image formats for its Thumbnail and Gallery macros :

- gif
- jpeg
- png

The bmp format is not supported.

RELATED TOPICS

Displaying an Image
Displaying a Thumbnail Image
Gallery Macro

Take me back to Confluence User Guide

Displaying a Thumbnail Image

You can display an image on a Confluence page as a thumbnail, such that when a user clicks on the thumbnail image, a new window will pop up showing the full-sized image.

This page shows you how to display a thumbnail of an image using Confluence Wiki Markup Notation. To do this, you need to add the 'thumbnail' attribute to the notation used for displaying an image to a Confluence page. This resizes the original image proportionately, allowing for a maximum height or width of 200 pixels by default.

Please Note:

- **Using the 'Insert Image' icon**
  Instead of Wiki Markup, you can use the 'Insert Image' icon. This behaves in a similar way for both the Wiki Markup and the Rich Text editor, as described in Inserting an image.
- **Setting the size of the thumbnails for your Confluence instance**
  A Confluence Administrator can change the size of thumbnails via the **Administration Console**. This will also affect the images displayed by the Gallery macro.
- **Image formats**
  Confluence will only create thumbnails for these file formats: gif, jpg, and png. The bmp format is not supported.
- **Image attributes**
  The HTML attributes as described in Displaying an Image override the 'thumbnail' attribute.

Thumbnail of image attached to this page

What you need to type	What you will get
!waterfall.jpg|thumbnail!	

'waterfall.jpg' is the name of your image.

Thumbnail of image attached to another Confluence page

What you need to type	What you will get
!Space attachments directory^fish.gif|thumbnail!	

'Space attachments directory' is the name of the other page.

Specifying the default alternative text for a thumbnail image

You can specify a comment for an attached image, which will be used as the default alternative text when the image is displayed as a thumbnail.

Attaching a new image file - Enter the relevant comment in the **Comment** box provided when you attach the file to the page.
Applying a comment to existing image attachment - The '**Attachments**' tab of the page displays all attached files. Click '**Edit**' in the row of the attached image entry. In the '**New Comment**' text entry field, enter the default alternative text that should be displayed whenever a thumbnail of that image appears.

What you need to type	What you will get
!Space attachments directory^thumb-text.jpg|thumbnail!	

RELATED TOPICS

Displaying an Image
Gallery Macro
Image File Formats
Attaching Files to a Page
Working with Macros

Take me back to the Confluence User Guide.

Thumbnail and Gallery Example

Thumbnail

You can have Confluence automatically make a thumbnail of any inline image that is attached to a page. Clicking on the image will pop up a window containing the full-size image.

```
!waterfall.jpg|thumbnail!
```

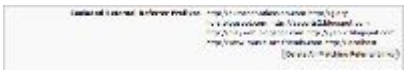
For more information, see Displaying a Thumbnail Image.

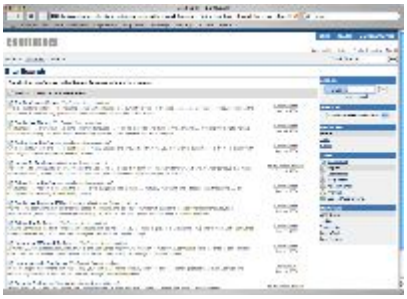
Image Gallery

The {gallery} macro creates a gallery of thumbnails from all of the images that are attached to a page, titling each with the appropriate attachment comment.

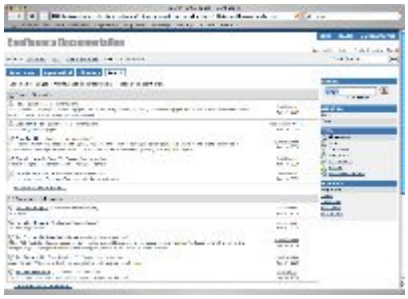
```
{gallery:title=Some Confluence Features, and a Waterfall}
```

Some Confluence Features, and a Waterfall





A waterfall just off Highway 1, California.
Interface for deleting unwanted referrer statistics
New user interface for global permissions
New Confluence search interface



New Space Permissions user interface
Space-local search page
Tree-view for pages in a space

For more information, see Gallery Macro.

Viewing Images as a Slide Show

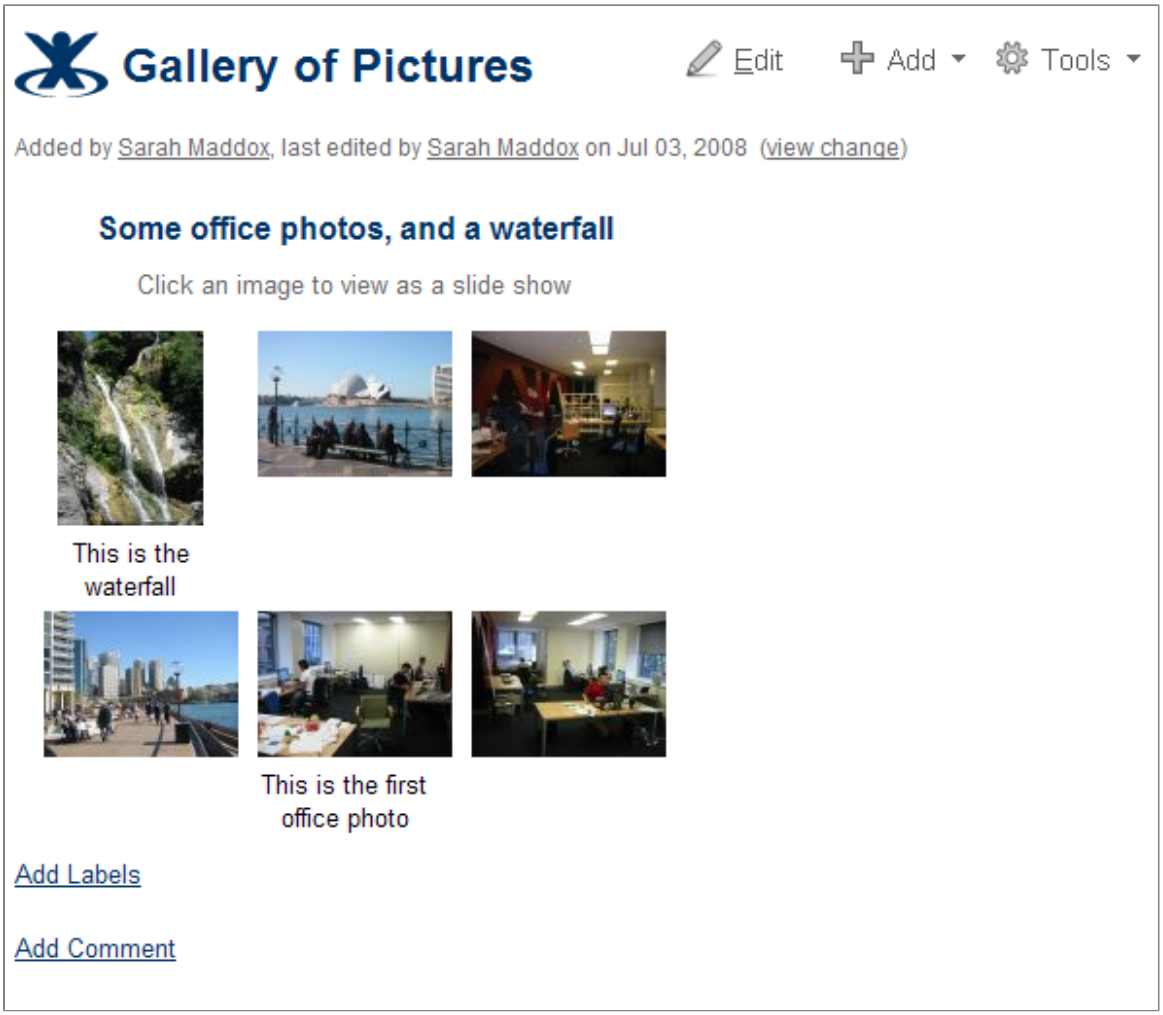
A Confluence page can contain a 'gallery' of images, inserted onto the page via the Gallery macro. To find out how to add the Gallery macro onto your page, please refer to the instructions on using the Gallery macro. Below we tell you how to view the images in the gallery and how to see the slide show.

Take a look at the related topics below for other ways of including slide shows on your wiki page.

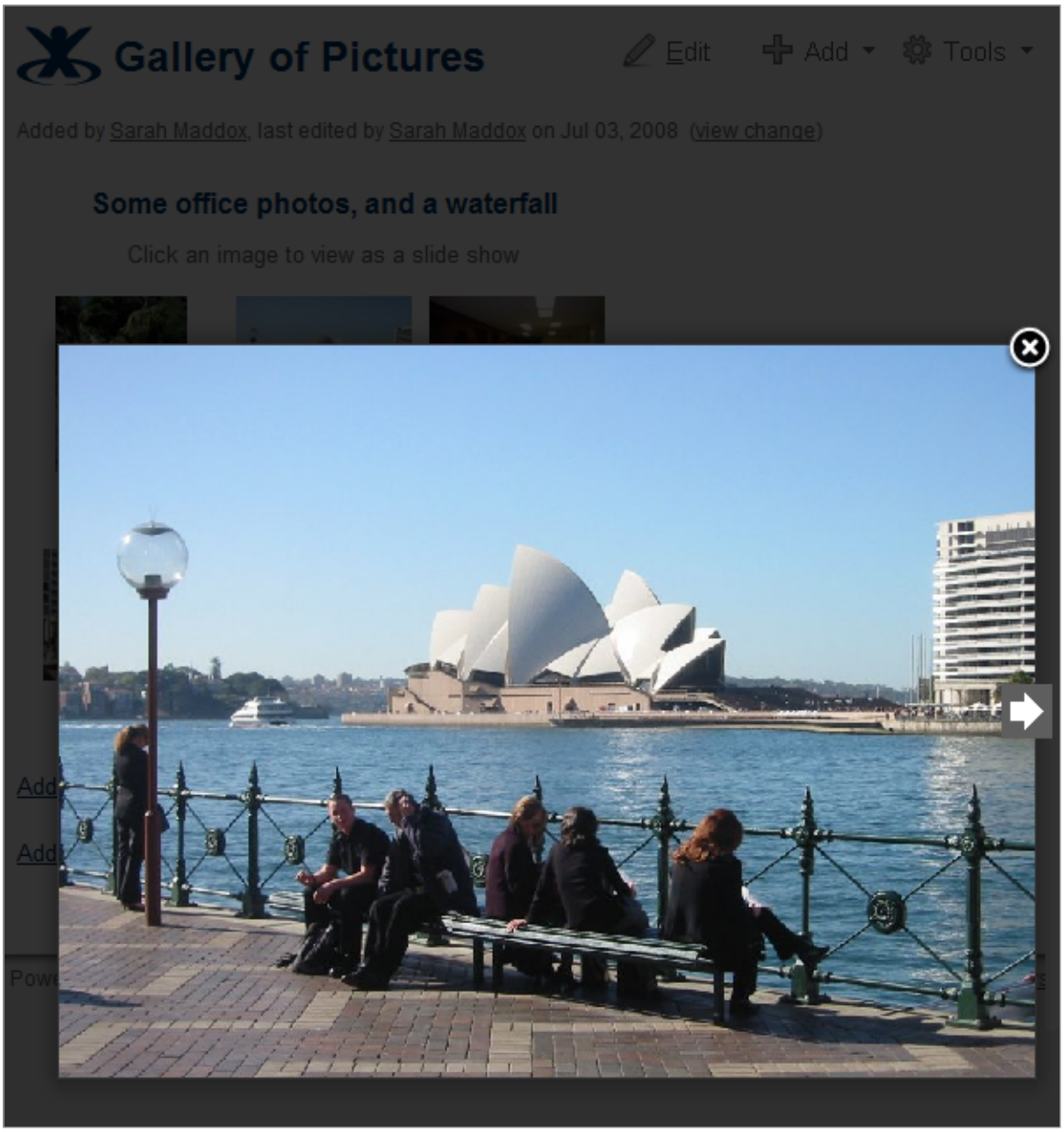
To view the gallery images as a slide show,

1. Go to the page which contains the gallery of images. See *Screenshot 1* below.
2. Click an image. The slide show will start by zooming in on the image you have clicked. See *Screenshot 2* below.
3. Use one of the following methods to move to the next or previous image:
    - Move your mouse cursor over the image until an arrow appears on left or right of the image. *Screenshot 2* below shows the arrow on the right. Click the arrow to move to the next or previous image.
    - Or press the left- and right-arrow keys on your keyboard.
4. Use one of the following methods to close the slide show:
    - Click the cross at top right of the image.
    - Or press the Escape key on your keyboard.
    - Or click somewhere on the browser window, outside the zoomed-in image.

Screenshot 1: A gallery of images on a wiki page



Screenshot 2: Viewing the gallery as a slide show



RELATED TOPICS

Embedding PowerPoint Presentations in a Page
Gallery Macro
Slideshow Plugin

Take me back to Confluence User Guide

Working with Links Overview

Confluence tries to encourage linking by making it as simple as possible. You can link to content anywhere within Confluence or an external site just as easily, using the same syntax. Confluence also gives you the flexibility to do some pretty complicated things with links.

You can create links to and from any of the editable content on the site:

- Pages in the same space, in another space, or outside Confluence

- News items
- Comments
- User profiles or personal spaces
- Mail messages
- Attachments

You can also use a Confluence link to:

- Create a new mail message.

Links in Confluence are always denoted by square brackets. Whenever you place text between square brackets, Confluence recognises it as a link.

Handy Hints

- Links in Confluence will not break even when you rename pages or move them between spaces on your site!
- Looking for link type not shown above? You might find a plugin can help you.
- Your Confluence administrator can configure Confluence to display icons next to each link, distinguishing external links, user links and email links.

RELATED TOPICS

Rich Text-Creating and removing a link
Changing the Title of a Link
Working with Anchors
CamelCase linking
Trackback
Linking to Confluence Pages from Outside Confluence

Take me back to Confluence User Guide

CamelCase linking

CamelCase is a form of markup used in many wikis where words capitalized and compounded together without spaces LikeThis, are used to create links.

By default, CamelCasing is not enabled in Confluence. However, a site administrator can turn on CamelCasing from the Administration Console. For more information about activating CamelCase Links, see Enabling CamelCase Linking in the Administrators Guide.

To link to a page in the same space using CamelCase linking

What you need to type	What you will get
CamelCasePage	CamelCasePage

where:

'**CamelCasePage**' is the name of the page you want to link to.

To link to a page you intend to create later (undefined page) using CamelCase linking

Confluence allows you to create links first and add add content to pages later. This type of a link is an undefined link and is indicated with the plus sign. Clicking on the link will bring up a screen where you can add content for the page.

What you need to type	What you will get
NonExistentPage	[NonExistentPage]

where:

'**NonExistentPage**' is the title of the page you intend to create later.

To ensure a CamelCase word does not become a link

(Confluence 2.1.3 or later)

Sometimes you may wish to use a CamelCase word in a page, but do not want it to be drawn as a link. You can accomplish this using the {nolink} macro:

What you need to type	What you will get
{nolink:SomeWord}	SomeWord
{nl:SomeWord}	SomeWord

{nolink} and {nl} do the same thing, just use whichever you find more convenient.

The {nolink} and {nl} macros are only available in Confluence 2.1.3 or later. In versions of Confluence prior to 2.1.3, there is no way to prevent a CamelCase word from becoming a link short of disabling CamelCase linking across the entire Confluence site.

RELATED TOPICS

Working with links
Enabling CamelCase Linking
Nolink and nl Macros

Take me back to Confluence User Guide

CamelCasePage

This page is a demonstration of a page that can be linked to using CamelCase linking. You can find more information on the subject here.

Changing the Title of a Link

Sometimes, you may need to change the default labels for links if they are not particularly informative or attractive, and especially if you are including the links in the middle of your own text.

To change the title of a link,

What you need to type	What you will get
[the current release notes|Sample Release Notes]	the current release notes

Where:

'**the current release notes**' is your new label.
'**Sample Release Notes**' is the name of the page you want to link to.

Example: Changing the title of a news item

What you need to type	What you will get
[an article on the subject|/2007/06/25/Sample News]	an article on the subject

Where:

'**an article on the subject**' is how you want to refer to the news item
'**/2005/08/26/**' is the date the news item was published.
'**Sample News"** is the actual title of the news item

Example: Combining inter-space links and labelled links

What you need to type	What you will get
[User Guide for a previous version of Confluence|CONF27:Confluence 2.7 User Guide]	User Guide for a previous version of Confluence

Where:

'User Guide for a previous version of Confluence' is your label.
'CONF27' is the space key of the space the page you want to link to is located.
'Confluence 2.7 User Guide' is the name of the page in that space.

RELATED TOPICS

Linking to Pages Within the Same Space
Linking to Pages in Another Space
Linking to Web Pages
Linking an Image

Take me back to Confluence User Guide

Sample Release Notes

Start of release notes content

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetuer. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.

End of release notes content

Linking an Image

This page tells you how to link an image to another page or URL. When the user clicks the image, they will jump to the linked page. You can also read the full instructions on attaching a file to a page and displaying an image on a page.

To link an image to another page, you will embed the image markup inside the linking markup.

To add a link from an image on a page,
The syntax below will display the attached image called '**dochome.gif**' and will also link the displayed image to the 'Confluence Documentation Home' page. So when a user clicks the image, they will go to the linked page.

What you need to type	What you will get
[!dochome.gif!|Confluence Documentation Home]	Confluence Documentation Home

To add a link from an image attached to another page,
The syntax below will display the image called '**fish.gif**', which is attached to the page called '**Displaying an image**'. The syntax will also link the displayed image to the home page of the '**DOC**' space. So when a user clicks the image, they will go to the linked page.

What you need to type	What you will get
[!Displaying an Image^fish.gif!|DOC:]	

The colon in the example is used to specify the space key ('DOC'). The page name then defaults to the home page for the space.

RELATED TOPICS

Working with Links Overview
Displaying an Image
Displaying a Thumbnail Image

Take a look at some plugins too.
First read the warning on support of third-party plugins.

- ImageMap Plugin
- Other image and visualisation plugins

Take me back to Confluence User Guide

Linking to Confluence Pages from Outside Confluence

Sometimes you may want to link to a Confluence page from outside Confluence, e.g. from within another website or from within an email. In this case, you may want to link to a 'permanent' URL (also called a 'permalink'), in case the name of the Confluence page changes.

(Note: if you are linking to a page from within another Confluence page, see Linking to Pages Within the Same Space or Linking to Pages in Another Space — links created in this way will be automatically updated if the page is renamed.)

To link to a page's 'permanent' URL,

1. Go to the '**Information**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Info**'. The 'Information' view will open.
2. Copy the '**Tiny Link**' and paste it into your email or external web page. This will create a link to the latest version of your Confluence page.

RELATED TOPICS

Link to a Page within a Space
Link to a Web Page

Working with Links

Take me back to Confluence User Guide

Linking to Pages in Another Space

This page tells you how to use Confluence Notation to link to a Confluence page. Instead, you can also use the Rich Text editor.

In Confluence notation, links are always denoted by square brackets. Whenever you place text between square brackets, Confluence recognizes it as a link.

You can display your own text instead of the page name: Inside the square brackets, insert the required text followed by a vertical bar and then the page name. The second example shows this.

To link to a page in a different space

What you need to type	What you will get
[DS:Brief Overview of Confluence]	Brief Overview of Confluence
[Here's an overview|DS:Brief Overview of Confluence]	Here's an overview

where:

'**DS**' is the space key of the space you are linking to, in this instance, the Demonstration Space.
'**Confluence Overview**' is the name of the page in the space, 'DS'.

To link to the homepage of another space

What you need to type	What you will get
[DS:]	Demonstration Space
[demo home page|DS:]	demo home page

where:

'**DS**' is the space key of the space you are linking to, in this instance, the Demonstration Space.

The space key is the short name displayed in parentheses beside each space name on the dashboard, and in various other places across the site.

Handy Hint
You can also create a link to any Confluence page by clicking '**Insert Link**' when you are in the 'Edit' mode of a page. A pop-screen allows you to select pages from anywhere within Confluence. Selecting a page creates a link to that page.

RELATED TOPICS

Link to a Page within a Space
Link to a Web Page
Working with Links

Take me back to Confluence User Guide

Linking to Pages Within the Same Space

This page tells you how to use Wiki Markup to link to a Confluence page from within another Confluence page. Instead of Wiki Markup, you can use the Rich Text editor.

Linking to a Confluence Page

In Wiki Markup, links are denoted by square brackets. Whenever you place text between square brackets, Confluence recognises it as a link.

You can display your own text instead of the page name: Inside the square brackets, insert the required text followed by a vertical bar and then the page name. The second example below shows this.

What you need to type	What you will get
[Confluence User Guide]	Confluence User Guide

[User Guide Home|Confluence User Guide]	User Guide Home

In the above examples, '**Confluence User Guide**' is the name of the page you want to link to.

Using an Undefined Link to Create a Page

In Confluence, you can add a link which points to a page that you intend to create later. You might also use such a link to prompt other Confluence users to create pages. This type of link is called an undefined link.

To add an undefined link for later creation of a page,

1. Add a link, specifying the name of a page which does not exist. See example below.
2. Save the page which contains the undefined link. Confluence indicates undefined links by colouring them red.
3. When you (or another user) click on the link, the 'Add Page' screen appears.
4. You can then follow the steps outlined above to enter the page name, add content and save the page.

Here is an example of an undefined link:

What you need to type	What you will get
[Link to new page]	[Link to new page]

You can also create a link to any Confluence page by clicking '**Insert Link**' when you are editing a page. A popup screen allows you to select pages from anywhere within Confluence. Selecting a page creates a link to that page.

RELATED TOPICS

Link to a Page in Another Space
Link to a Web Page
Working with Links
Including the contents of a page
Including an excerpt from a page

Take me back to Confluence User Guide

Linking to Personal Spaces and User Profiles

You need to edit in 'Wiki Markup' mode to create a link to a user's personal space (or user profile).

You can link to a user's personal space (or user profile) easily if you know their username.

To link to a user's personal space,

What you need to type	What you will get
[~username]	username

If the user does not have a personal space, then the link will go to their user profile.

RELATED TOPICS

User Profile Overview
Setting up your Personal Space
Working with Links

Take me back to Confluence User Guide

Linking to Web Pages

This page tells you how to use Confluence Notation to link to a web page. Instead, you can also use the Rich Text editor.

In Confluence notation, links are always denoted by square brackets. Whenever you place text between square brackets, Confluence recognizes it as a link.

You can display your own text instead of the URL: Inside the square brackets, insert the required text followed by a vertical bar and then the URL. The second example shows this.

To link to a web page outside Confluence,

What you need to type	What you will get
[http://www.atlassian.com/software/confluence]	http://www.atlassian.com/software/confluence
[go to Atlassian|http://www.atlassian.com/software/confluence]	go to Atlassian

Where:

'http://www.atlassian.com/software/confluence' is the URL that you want to link to.

Confluence will also try to find URLs within the text of the page and convert them into links, but it may have trouble separating the link from its surrounding text, especially when punctuation is involved. Putting the link inside square brackets will ensure that it is interpreted the right way.

RELATED TOPICS

Rich Text-Linking to a Page
Linking to Pages Within the Same Space
Linking to Pages in Another Space
Working with Links Overview

Take me back to Confluence User Guide

Trackback

Trackback is a mechanism by which two sites can stay informed each time one site refers to the other by means of trackback 'pings'.

In Confluence, Trackback is enabled by a site administrator from the Administration Console. When Trackback is enabled, any time you link to an external webpage that supports Trackback Autodiscovery, Confluence will send a Trackback ping to that page to inform it that it has been linked to.

Confluence pages also support Trackback Autodiscovery, and when Trackback is enabled can receive trackback pings sent by other sites.

To see who has sent a Trackback ping to a Confluence page,

1. Go to the page.
2. Go to the '**Information**' view for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Info**'. The 'Information' view will open.
3. Any Trackback pings the page has received will be listed under the page's **Incoming Links**

See more information about the Information View.

RELATED TOPICS

Enabling Trackback
Managing External Referrers
Linking to Web Pages
Working with Links Overview

Take me back to Confluence User Guide

Using a link to create a new mail message

You can insert the HTML 'mailto' tag inside a Confluence link using 'Wiki Markup' as shown below.

You can display your own text instead of the 'mailto' tag: Inside the square brackets, insert the required text followed by a vertical bar and then the 'mailto' tag. The second example shows this.

Examples

What you need to type	What you will get
[mailto:jsmith@non.existent.corp.com]	jsmith@non.existent.corp.com
[Sales|mailto:jsmith@non.existent.corp.com]	Sales

RELATED TOPICS

Working with Links Overview
Linking to Mail

Take me back to Confluence User Guide

Working with Anchors

The **Anchor Macro** allows you to link to specific parts of a page. Anchor links can be especially useful when navigating between sections of a long document or when you want to link to a segment of a page and not to the page as a whole.

Anchors are invisible to the reader when the page is rendered.

Anchors are made up of two parts:

- The link
- The content to which you are linking.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the anchor macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the anchor macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

The following code creates an anchor called "here", but you can substitute this with whatever name you like.

```
1.{anchor:here}
```

Once an anchor is in the page, you can link to it by putting #here (or whatever anchor name you choose) at the end of a link pointing to that page.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
Anchor Name (`anchor`)	None; name must be supplied	This is the name of the anchor that you will link to.

Examples

In the next example, there are two anchors in this page called "top" and "bottom", which you can link to like so:

```
1.[#top]
2.[#bottom]
```

These links come out like this: top bottom.

More examples follow.

Linking to an anchor in the same page

```
1. [#anchorname]
```

Linking to an anchor in another page

```
1. [nameofpage#anchorname]
```

Linking to an anchor in a page in another space

```
1. [spacekey:nameofpage#anchorname]
```

Linking to headings

Confluence treats all headings as anchors. So you don't have to place an anchor but simply link to it like this:

```
1. [#textofheading]
```

Warning
Page titles and links to other spaces can be combined with anchors and attachments, but you **can't** use attachments and anchors in the same link.

Note that if you are adding an anchor to the site welcome message, it must be to another page. Internal-only links such as {anchor:bottom} will not render.

RELATED TOPICS

Working with Links Overview

Take me back to the Confluence User Guide.

Working with Labels Overview

Labels are user-defined tag words that can be assigned to pages and spaces. You can use labels to categorise, identify or bookmark content in Confluence.

For example, you can assign the label 'accounting' to all accounts-related pages on the site. You can then browse all pages with the label 'accounting' in an individual space or across the site, do a search based on it, and even use it to filter information when you subscribe to a Confluence RSS feed.

Because labels are user-defined, you can add any word (or even make up your own) that helps you identify the content in the site.

Labels can be added or removed without affecting the page content.

There are two different types of labels:

- **Global labels** — see Adding a Global Label. A global label is available to all users across the site. Once a global label is added, any user with permission to view a page can also view its labels. Any user with permission to edit a page can add a global label to a page.
- **Personal labels** — see Adding a Personal Label. A personal label is only available to the user that created it. Any user with 'view' permission can add a personal label to a page. The personal labels start with '**my:**'.

The following screenshot shows the labels at the bottom of the page's content:

Here are some of the advantages of using labels:

- Labels are user-defined which means that you decide what information is relevant to you and how you are going to label it.
- You can group pages without having to restructure the site.
- Labels are easy to add and edit, and do not affect the actual content of the page.
- You can use labels to filter information during a search.
- You can add as many labels as you like to a page.
- The RSS feed builder allows you to create a news feed based on labels.

RELATED TOPICS

Related Labels Macro

Categorising Wiki Content Using Labels

Viewing Global Labels

Label Macros

Content by Label Macro

Navigating Pages by Label

Take me back to Confluence User Guide

Adding a Global Label

Any user with 'edit' permission for a page can add a global label to it.

To add a global label,

1. View the page. If the page already has labels, these will be listed at the bottom of the page below the page content.
2. Click the '**Add Labels**' or the '**Edit**' link beside the list of labels.
3. An input field will open below the existing labels. If available, it will also show you a list of 'suggested labels'. These are the labels that you have used recently and the most popular labels in the space. Your personal labels will also appear here if you have used them frequently or recently. Check if you want to use any of the suggested labels. Click a label to add it to the page.
4. If you want to add a new label, simply type it in and click '**Add**'. As you type, the drop-down field will display the label closest to the word you are typing. It is possible another user may have added the same label or a similar label which you can select and reuse.
5. Click '**Done**'.

Note
Labels are always in lowercase. Even if you use uppercase characters, Confluence will convert these to lowercase when it adds the label.

Screenshot : Adding a Label

RELATED TOPICS

Adding a Personal Label
Removing a label from a page
Adding a Space Label
Adding a Team Label

Take me back to Confluence User Guide

Adding a Personal Label

This page tells you about **personal labels**. You can also read about global labels.

You can use personal labels to mark content that you personally are interested in.

Any user with 'view' permission can add a personal label. Personal labels are visible only to the user who created them. To differentiate them from global labels, personal labels include the prefix '`my:`' in the label name.

You can view your personal labels from your user profile.

Here are some examples of personal labels:

- my:sales
- my:stuff
- my:trivia

To add a personal label,

1. View the page which you want to label.
2. Click the '**Add Labels**' or the '**Edit**' link beside '**Labels**'.
   This will open up a form with an input field and a list of '**suggested labels**'.
3. An input field will open below the existing labels. If available, it will also show you a list of '**suggested labels**'. These are the labels that you have used recently and the most popular labels in the space. Your personal labels will also appear here if you have used them frequently or recently. Check if you want to use any of the suggested labels. Click a label to add it to the page.
4. If you want to add a new personal label, type it in using the format '**my:label**'.
   You can enter more than one label, separated by commas.
5. Click '**Add**' to add the label.
6. Click '**Done**' when you have finished, if you want to close the label input field.

Labels are always lower case
Even if you use uppercase characters, Confluence will convert these to lowercase when it adds the label.

Screenshot : Adding a Label

RELATED TOPICS

Viewing personal labels]
Adding a Global Label
Adding a Space Label
Adding a Team Label

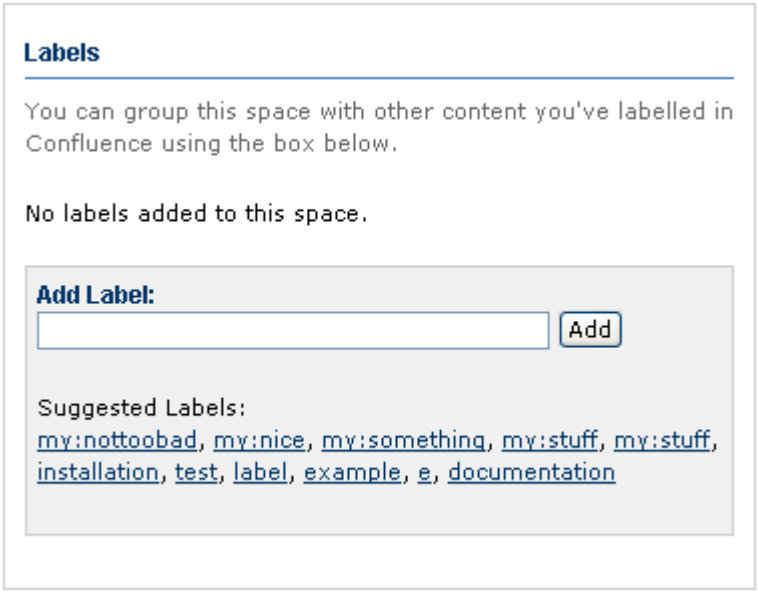
Take me back to Confluence User Guide

Adding a Space Label

To add a Space Label,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
      '**Space Admin**' is only displayed if you are a space administrator.
2. Click '**Edit Space Details**'. This will take you to a new screen.
3. Click '**Edit Space Labels**' in the left navigation frame. In the input field displayed under the heading '**Labels**', type in your label and click '**Add**'. A list of suggested labels is also displayed in the form. Click on the label to add it.

Screenshot : Adding a space label



RELATED TOPICS

Adding a Global Label
Adding a Personal Label
Adding a Team Label

Take me back to Confluence User Guide

Adding a Team Label

Team labels are used to group together related spaces.

For example, if you have one or more spaces on the site that the Sales team may be interested in, you can group all these spaces together under the label '**sales**'.

On the Dashboard, you can then choose 'Sales' from the drop down menu under the 'Team' tab in the spaces list, and have only the list of spaces relevant to the Sales team displayed. The '**Recently Updated**' section will also display content only from these spaces.

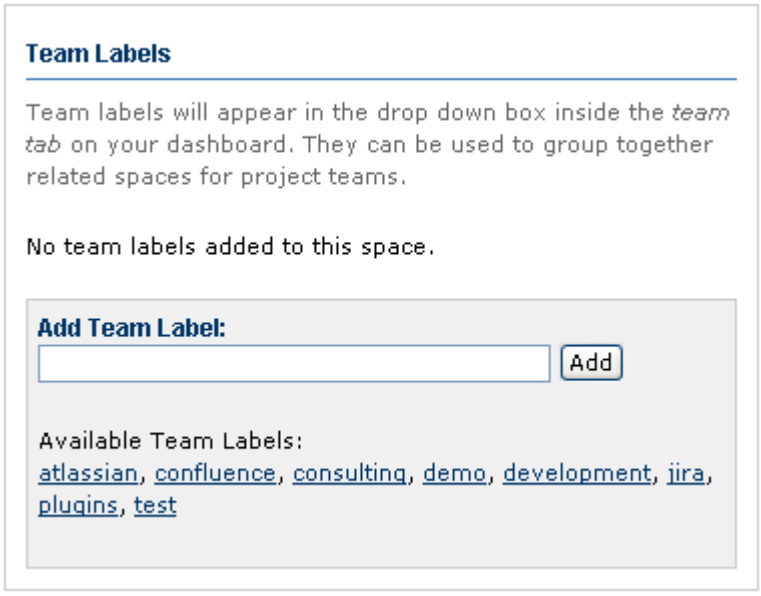
You will need to add the same label all the spaces you want to group together.

To add a Team Label,

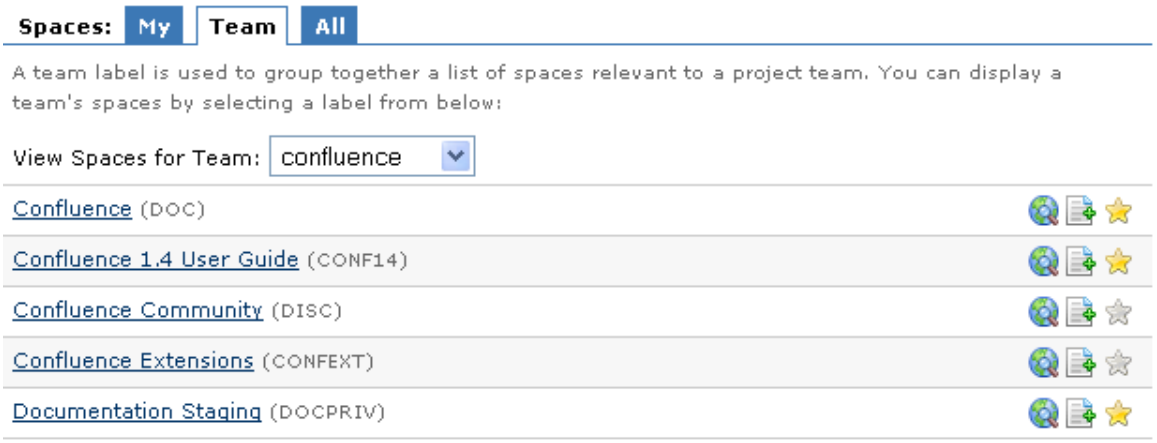
1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.

      '**Space Admin**' is only displayed if you are a space administrator.
2. Click '**Edit Space Details**'. This will take you to a new screen.
3. Click '**Edit Space Labels**' in the left navigation frame.
4. In the input field displayed under '**Team Labels**', type in your label and click '**Add**'. A list of 'Suggested Labels' is also displayed in the form. Click on the label to add it.

Screenshot: Adding a team label



Screenshot: List of team related spaces on the dashboard



RELATED TOPICS

Adding a Global Label
Adding a Personal Label
Adding a Space Label

Take me back to the Confluence User Guide.

Categorising Wiki Content Using Labels

Labels allow users to sub-categorise pages and reference content across multiple categories as well as Spaces.

Label Example:

For the purpose of this example, imagine we have a Space with pages of content on various type of vehicles.

Vehicles Space

(pages are in **bold,** while the labels are in blue)

- **Cars** vehicle-type
  - **Toyota Prius** vehicle car
  - **Honda Civic** vehicle car
  - **Porshe Carrera** vehicle car
- **Motorbikes** vehicle-type
  - **Harley Davidson Sportster** vehicle motorbike
  - **Suzuki GSX-R** vehicle motorbike

This page hierarchy can then be cross-categorised using labels, with pages referenced using the Content by Label Macro.

If you want to list...	You would use the wiki markup:	These would be the pages that you would get:
Vehicle types	{contentbylabel:label=vehicle-type}	Cars, Motorbikes
All vehicles	{contentbylabel:label=vehicle}	Toyota Prius, Honda Civic, Porshe Carrera, Harley Davidson Sportster, Suzuki GSX-R
All cars	{contentbylabel:label=car}	Toyota Prius, Honda Civic, Porshe Carrera

RELATED TOPICS

Related Labels Macro
Categorising Wiki Content Using Labels
Viewing Global Labels
Label Macros
Content by Label Macro
Navigating Pages by Label

Label Macros

1. Navmap Macro

Renders the list of pages associated with a specified label as a navigation map.

2. Related Labels Macro

Lists labels commonly associated with the current page's labels.

3. Content by Label Macro

Displays a list of content marked with specified labels.

4. Labels List Macro

Lists all labels of a space, grouped alphabetically.

5. Recently Used Labels Macro

Lists labels most recently used in a specified scope (Global, Space, or Personal)

6. Popular Labels Macro

Displays popular labels in a list or in a heatmap (aka cloud).

RELATED TOPICS

Working with Labels Overview
Working with Macros

Take me back to the Confluence User Guide.

Content by Label Macro

The **Content by Label macro** lists content which has been tagged with specific labels.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples
  - 1. Show content from a specific space
  - 2. Show only results in current space
  - 3. Show results from all spaces
  - 4. Show only content of a specified type
  - 5. Do not show the labels in the results
  - 6. Do not show the space names in the results
  - 7. Display excerpts in the results
  - 8. Specify the maximum number of results to display
  - 9. Sort by modification date
  - 10. Change the sort order

Usage with the Macro Browser

To insert the content by label macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the content by label macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

To display all pages with the label `needs-fixing`, use:

```
1.{contentbylabel:label=needs-fixing|showLabels=false|showSpace=false|maxResults=99|space=@self}
```

Below is a working example of the 'Content by Label' macro. In the example, we have restricted the display to 5 results. By default, Confluence lists all the labels for each result displayed. See the optional parameters below for more information.

What you need to type	What you will get

{contentbylabel:label=documentation|maxResults=5}	Working with Macros (Confluence 2.8) Labels: confluence, macro, list, all, summ Configuring Caching for an Application (Crowd 1.4) Labels: documentation, crow 3.2.6 Integrating Crowd with Atlassian JIRA (Crowd 1.1) Labels: sso, single-sign Working with Macros (Confluence Docs 2.10) Labels: confluence, macro, list, all System Requirements (Crowd 1.6) Labels: overview, api, guide, crowd, docume Showing first 5 of 243 results

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
(`author`)	None	Filter the results by author. The macro will display only the pages etc which are written or updated by the author(s) you specify here. You can specify one or more authors, separated by a comma.
Label(s) (`label`) or (`labels`)	None	This parameter is required. Use this parameter to filter the results by label. The macro will display only the pages etc which are tagged with the label(s) you specify here. You can specify one or more label values, separated by a comma or a space. • To exclude content which matches a given label, put a minus sign (-) immediately in front of that label value. For example: If you specify a label value of `-badpage` you will get only content which is not labelled with 'badpage'. • To indicate that the results **must** match a given label value, put a plus sign (+) immediately in front of that label value. For example: If you specify a label value of `+superpage,+goodpage` you will get only content which has at least two labels, being 'superpage' and 'goodpage'.
Maximum Number of Pages (`max`) or (`maxResults`)	15	Specify the maximum number of results to be displayed. Note that the results are sorted first, and then the maximum parameter is applied.
(`operator`)	OR	The operator to apply to the supplied lists of labels. By default, a page with **any** of the non-prefixed labels (that is, labels without a plus (+) or minus (-) sign immediately preceding it) will be listed. By using `operator=AND`, only pages with **all** of the supplied non-prefixed labels will be listed. Be aware that this parameter only modifies the behaviour of the 'Label(s)' parameter and only affects label values without a plus (+) or minus (-) sign prefix. To avoid confusion or unexpected results, it is not recommended that the **operator** parameter be used in conjunction with any label values prefixed with '+' or '-' signs.
Show Labels for Each Page (`showLabels`)	true	Show or hide labels for results.
Show Space Name for Each Page (`showSpace`)	true	Show or hide spaces for results.

Reverse Sort (`reverse`)	false	Use this parameter in conjunction with the `sort` parameter described below. Set `reverse=true` to change the sort from ascending to descending. this parameter is ignored if the `sort` parameter is not specified.
Sort By (`sort`)	modified	Specify how the results should be sorted. To change the sort order from ascending to descending, use the `reverse` parameter described above. *Note*: If this parameter is not specified, the sort order defaults to descending order based on the last modification date. Values: • `creation` — Sort by the date on which the content was added. • `title` — Sort alphabetically by title. • `modified` — Sort by the date on which the content was last updated.
Restrict to these Spaces (`space`) or (`spaces`)	@all, i.e. all spaces in your Confluence site.	This parameter allows you to filter content by space. The macro will display only the pages etc. which belong to the space(s) you specify here. You can specify one or more space keys, separated by a comma or a space. • To exclude content in a specific space, put a minus sign (-) immediately in front of that space key. For example: If you specify a space key of `-BADSPACE` you will get only content which is not in the BADSPACE. • To indicate that the results **must** come from a specific space, put a plus sign (+) immediately in front of that space key. For example: If you specify a space key of `+GOODSPACE` you will get only content in GOODSPACE. (Note that this is not particularly useful, because each content item belongs to one space only. If you put a plus sign next to one space key and list other space keys too, the other space keys will be ignored.) Special values: • `@self` — The current space. • `@personal` — All personal spaces. • `@global` — All global spaces. • `@favorite` — The spaces you have marked as favourite. • `@favourite` — The same as `@favorite` above. • `@all` — All spaces in your Confluence site. • `*` — The same as `@all` above. When specifying a personal space, remember to use the tilde (~) sign in front of the username, such as `~jbloggs` or `~jbloggs@example.com`.
List Title (`title`)	None	Adds a title or heading to the list.
Include these Content Types Only (`type`)	all	This parameter allows you to filter content by content type. The macro will display only the content of the type you specify here. You can specify one or more types, separated by a comma or a space. To exclude content of a given content type, put a minus sign (-) immediately in front of that content type. For example: If you specify a content type of `-blogpost` you will get pages and all other content except for blog posts. Available values: • `page` — Pages. • `blogpost` or `news` — Blog posts, also known as news items.
Display Excerpts (`excerpts`)	false	Displays the first line of excerpts for each page.

Examples

1. Show content from a specific space

```
1.{contentbylabel:label=dogs,cats|space=PETS}
```

2. Show only results in current space

```
1.{contentbylabel:label=dogs,cats|space=@self}
```

3. Show results from all spaces

```
1.{contentbylabel:label=dogs,cats|space=@all}
```

4. Show only content of a specified type

The code below will show only pages (but not news items or other content types) with the labels 'dogs' or 'cats':

```
1.{contentbylabel:label=dogs,cats|type=page}
```

5. Do not show the labels in the results

```
1.{contentbylabel:label=dogs,cats|showLabels=false}
```

6. Do not show the space names in the results

```
1.{contentbylabel:label=dogs,cats|showSpace=false}
```

7. Display excerpts in the results

```
1.{contentbylabel:label=dogs,cats|excerpt=true}
```

8. Specify the maximum number of results to display

```
1.{contentbylabel:label=dogs,cats|max=99}
```

9. Sort by modification date

```
1.{contentbylabel:label=dogs,cats|sort=modified}
```

10. Change the sort order

```
1.{contentbylabel:label=dogs,cats|sort=modified|reverse=true}
```

RELATED TOPICS

Related Labels Macro
Navmap Macro
Recently Used Labels Macro
Working with Labels Overview
Working with Macros

Take me back to the Confluence User Guide.

Labels List Macro

The **Labels List macro** displays a hyperlinked alphabetical index of all labels within the current space.

The label index generated consists of numerous cells, each beginning with one or more letters of the alphabet or a number. Each label within the space is grouped alphanumerically into its appropriately headed cell.

Each label in the Labels List macro links directly to its Labels page, that lists the pages on which the label occurs within the current space.

Screenshot: Labels List Macro segment

Below are the **582** labels used in **Confluence Docs 2.10** listed alphabetically. Click on a label to see its associated content.

A access, accessibility, account, active, activedirectory, ad, added, address, admin, administration, admin-macros, admin-other, admin-support, aggregator, all, analyser, analyzer, ancestor, anchor, anonymiser, apache, api, app, application, appserver, architecture, archive, at, atlassianuser, atlassian-user, attachment, attachments, audit, authentication, auto-startup, awstats, axis

B backup, bandana, base, best-practices, bindexception, blob, blog, bookmark, bottom, browser, build, builder, bulk, bundled

C cache, camelcasing, case, cashing, cause, certificate, change, character, check, class, clone, cloud, cluster, clustered, code, codes, coherence, column, commenting, comments, component, compression, configuration, configuring, confluence, confluence14, confluence20, confluence21, confluence22, confluence23, confluence24, confluence25, confluence28, confluence-documentation, confluence_faq_support, confluencehome, confluence-jira, confluence-label-filter, confluence-usermanagement, confluence-users, connector, console, content, contentbylabel, contents, cookies, copy, corrupt, corruption, cpu, create, css, custom, customisation, customising-looknfeel, customising-tag, customize

D daily-backup, data, database, database-configuration, data-storage, date, db, db2, db2-setup, db-setup, deactivate, debug, debugging, delete, demos, dependency, details, developer, development, diagnostics, diagram, directory, disable, do, doc, documenation, documentation, dump, duplicate, dynamic

E eap, ear-war, easy, editable, editor, email, embed, enable, encoding, entry, error, error_messages, euro, events, example, excel, exception, explorer, export, extension, external, external-usermanagement

F-G faq, faq_conf_dev, fast, fatal, favourite, feed, file, fileappender, files, filetype, filterbylabel, filter-common-tasks, firefox, fixed, flags, folksonomy, font, format, forms, forum, freeze, front-end, frozen, fun, gmail, group, guide, guideline, gzip

On this page:

- Usage with the Macro Browser
- Usage in Wiki Markup
- Parameters

Usage with the Macro Browser

To insert the Labels List macro into a page using the Macro Browser,

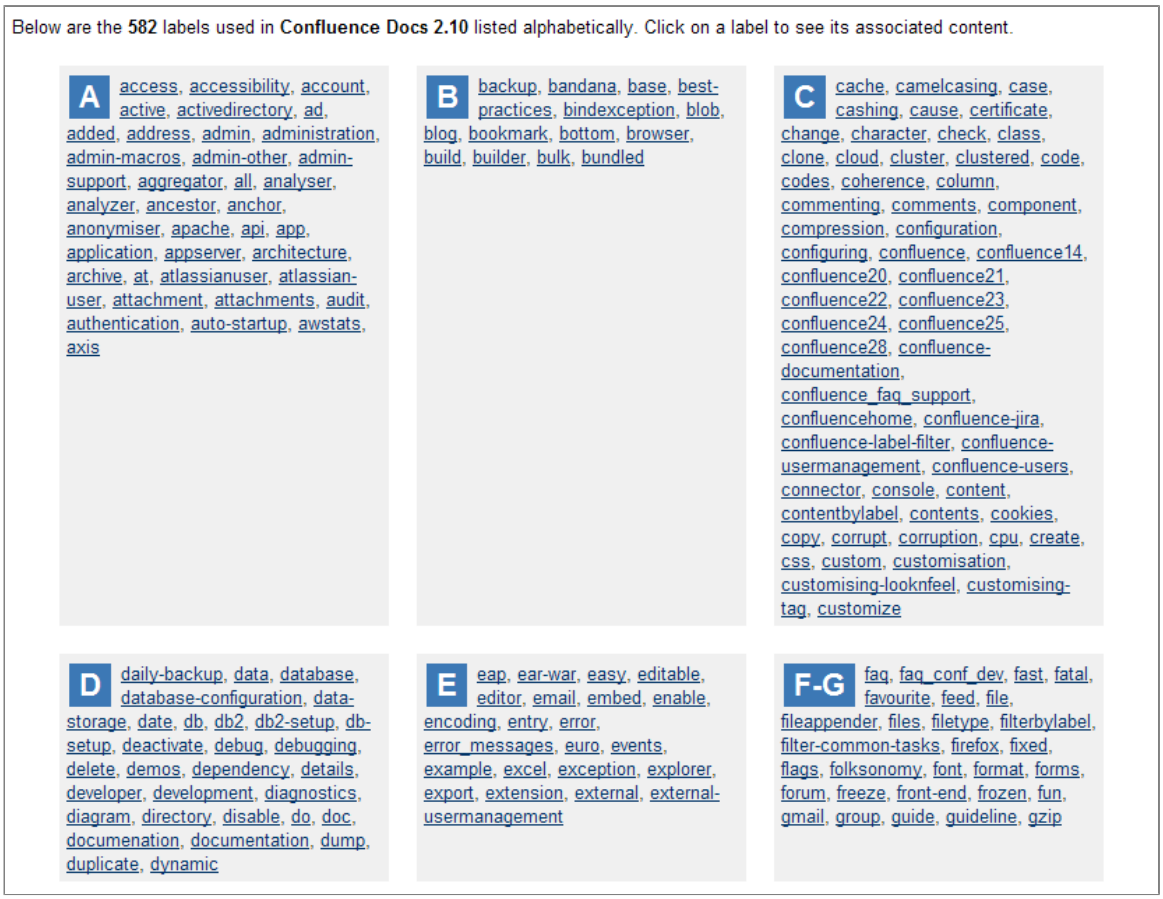
1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Labels List macro, click '**insert**' to add it to your page.

Usage in Wiki Markup

What you need to type	Segment of what you will get

{listlabels}



Parameters

This macro accepts no parameters.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Navmap Macro

The **Navmap macro** displays the list of pages associated with a specified label as a navigation map.

A label must be specified for this macro.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the navmap macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the **'Edit'** button. The **'Edit Page'** mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click **'insert'** to put the macro into the page.

Once you've found the navmap macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get				
{navmap:html}	1. QuickStart Guide	1. QuickStart Guide	1. QuickStart Guide	1. QuickStart Guide	1. QuickStart Guide
	1. QuickStart Guide	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds
	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds	Advanced HTML encoding	Advanced HTML encoding	Advanced HTML encoding
	Advanced HTML encoding	Advanced HTML encoding	Anti-XSS documentati- on	Anti-XSS documentati- on	Anti-XSS documentati- on
	Anti-XSS documentati- on	Anti-XSS documentati- on	clover-html-- report	clover-html-- report	clover-html-- report
	clover-html-- report	clover-html-- report	clover-html-- report	clover-repor- t	clover-repor- t
	clover-repor- t	clover-repor- t	clover-repor- t	clover-repor- t	Custom HTML may cause pages using the Pagetree macro to spin when viewed using Internet Explorer (IE)
	Customized HTML Breaks the "Edit Custom HTML" Page	DOM002 Illegal character Exception Occured For A User	Edit in Word Link Macro	Edit in Word Link Macro	Edit in Word Link Macro
	Home	HTMLDiff	HTML Include Macro	HTML Include Macro	HTML Include Macro
	HTML Include Macro	HTML Include Replace	HTML Macro	HTML Macro	HTML Macro
	HTML Macro	HTML Macro	HTML Macro	HTML Macro	HTML Tag
	NewsFeedMake- r	Using Exported HTML in Word	View File Macro	View File Macro	View File Macro

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Label	yes	none	Specify the label associated with the pages you want to show in the navigation map.
Map Title (`title`)	no	none	Specify a title for the navigation map.
Number of Cells Per Row (`wrapAfter`)	no	5	Specify the number of cells in a row
Cell Width (Pixels) (`cellWidth`)	no	90 px	Specify the cell width
Cell Height (Pixels) (`cellHeight`)	no	60 px	Specify the cell height

Navigation Map Theme (`theme`)	no	Confluence	Define a theme for the navmap. If you want to create your own navmap 'look and feel' (for example, one with rounded corners), you need to add a customised navmap macro theme file to the `WEB-INF/classes/templates/macros` directory. The file name convention to use is `navmap-mytheme.vm`. Use the name of your choice for the `mytheme` part of the file name, which is also the value you use for this parameter. Hence, if your theme was called `navmap-roundededges.vm`, use the value of `roundededges` for this parameter.

Examples

1. Specify a title for the navigation map

What you need to type	What you will get
{navmap:html|title=Regarding HTML}	**Regarding HTML** 1. QuickStart Guide 1. QuickStart Guide 1. QuickStart Guide 1. QuickStart Guide 1. QuickStart Guide 1. QuickStart Guide 3. Using Clover in Automated Builds 3. Using Clover in Automated Builds 3. Using Clover in Automated Builds 3. Using Clover in Automated Builds 3. Using Clover in Automated Builds 3. Using Clover in Automated Builds Advanced HTML encoding Advanced HTML encoding Advanced HTML encoding Advanced HTML encoding Advanced HTML encoding Anti-XSS documentati- on Anti-XSS documentati- on Anti-XSS documentati- on Anti-XSS documentati- on Anti-XSS documentati- on clover-html-- report clover-html-- report clover-html-- report clover-html-- report clover-html-- report clover-html-- report clover-repor- t clover-repor- t clover-repor- t clover-repor- t clover-repor- t clover-repor- t Custom HTML may cause pages using the Pagetree macro to spin when viewed using Internet Explorer (IE) Customized HTML Breaks the "Edit Custom HTML" Page DOM002 Illegal character Exception Occured For A User Edit in Word Link Macro Edit in Word Link Macro Edit in Word Link Macro Home HTMLDiff HTML Include Macro HTML Include Macro HTML Include Macro HTML Include Macro HTML Include Replace HTML Macro HTML Macro HTML Macro HTML Macro HTML Macro HTML Macro HTML Macro HTML Tag NewsFeedMake- r Using Exported HTML in Word View File Macro View File Macro View File Macro

2. Specify the number of cells in a row

The default is 5 cells.

```
1.{navmap:mylabel|wrapAfter=3}
```

3. Specify the cell width

The default width is 90px

```
1.{navmap:mylabel|cellWidth=120}
```

4. Specify the cell height

The default is 60px

```
1.{navmap:mylabel|cellHeight=120}
```

RELATED TOPICS

Related Labels Macro
Content by Label Macro

Recently Used Labels Macro
Working with Labels Overview
Working with Macros

Take me back to the Confluence User Guide.

Popular Labels Macro

The **popular labels** macro renders a list/heatmap of the most popular labels used throughout your Confluence site or within a space. For example:

```
{popular-labels:style=heatmap|count=15}
```

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the popular labels macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the popular labels macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{popular-labels:style=heatmap|count=15}	

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Number of Labels to Display (`count`)	no	100	Specifies the total number of labels to display in the heatmap.
Restrict Labels to this Space Key (`spaceKey`)	no	none	Restricts the list of popular labels to the specified space.
Style of Labels (`style`)	no	list	Displays the list of popular labels in standard bullet-point 'list' form or as a 'heatmap'. The heatmap style uses different font sizes depending on their rank of popularity, ordered by label names. The list style orders labels by popularity (highest first).

Examples

Show the 5 most popular labels in all spaces as a list

```
{popular-labels:count=5}
```

- confluence
- bamboo
- build
- administration
- installation

Show the 20 most popular labels in the DOC space as a heatmap

```
{popular-labels:style=heatmap|spaceKey=DOC|count=20}
```

admin administration appserver bookmark cluster confluence confluence-usermanagement database favourite howdoi-faq installation ldap macro performance releasenotes security security-options site-administration troubleshooting user

RELATED TOPICS

Label Macros
Related Labels Macro
User-contributed extension: Sortable Popular Labels
User-contributed extension: Tagcloud Macro

Take me back to the Confluence User Guide.

Recently Used Labels Macro

The **recently used labels** macro renders a list of the most recently used labels in a specified scope (Global/Space/Personal).

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the recently used labels macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the recently used labels macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{recently-used-labels}	module, mysql, configuration, database, jndi, driver, datasource, jbdc, postgres

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Number of Labels to Display (`count`)	no	10	Specifies the total number of labels to display in the list.
Scope for Retrieving Labels (`scope`)	no	global	Specifies the scope of labels to be displayed in the list. Valid values include: • global — covers all non-personal spaces in the Confluence installation. • space — the current space. • personal — your own personal space.
List Style (`style`)	no	list	Displays the list of recently used labels in a horizontal 'list' style or in a 'table' style. The table style includes additional information such as the page to which the label was added user who added it.
Title (`title`)	no	none	Adds a title to the top of the list in table style. Titles are only visible when the **List Style** (`style`) parameter has been set to `table`.

RELATED TOPICS

Related Labels Macro
Content by Label Macro
Recently Used Labels Macro
Working with Labels Overview
Working with Macros

Take me back to the Confluence User Guide.

Related Labels Macro

The **related labels** macro lists all tagged labels from every page which has one or more labels in common with the current page.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the related labels macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the related labels macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{related-labels}	• crowd • installation • database • setup • api • confluence • integration • crowdid • guide • overview • application • authentication • sso • connectors • single-sign-on • configuration • osuser • internal • favourite • mysql • postgresql • administration • jira • client • install • hsql • msql • msqlserver • authorisation • macro • userguide • user • confluence20 • index • list • contents • all • summary • admin • example • encoding • unicode • utf8 • http • character • confluence-label-filter • security • performance • soap • directory • architecture • java • custom • atlassian-user • build • httpauthenticator • verifytokenfilter • identity • properties • console • caching • ehcache

- framework
- middleware
- concepts
- login
- provisioning
- defaultcache
- securityserverclient
- openid
- website-link
- crowd-home
- plugin
- content
- space
- tutorial
- external
- help
- version
- copy
- javadoc
- unsupported
- guided-help
- online-help
- sho
- documentation
- test
- label
- fish
- loremipsum
- organise
- sort
- contentbylabel
- filterbylabel
- related
- similar
- topic
- categorizing
- categorize
- categorise
- appserver
- templates
- template-related
- configuring
- confluence14
- confluence21
- repository_current
- confluence15
- adaptavist
- admin-macros
- formatting
- confluence22
- confluence23
- include
- atlassian-supported
- codegeist
- usermacro
- codegeist_2007_confluence
- confluence13
- blog
- theme
- repository_excluded
- non-repository
- codegeist_2008_confluence
- news
- links
- comalatech
- troubleshooting
- extension
- developer
- site-configuration
- other-settings
- mail-configuration
- restoring-data
- builder
- rss
- feed
- update
- webui
- customising-tag
-
-

- commercial
- sharepoint
- world
- hello
- flash
- macro_security
- leftnav
- customisation
- menu
- video
- csi
- calendars
- poll
- labels
- word
- plugins
- ui
- image
- map
- messaging
- faq_wiki
- search
- template
- chart
- charting
- edit
- code
- workflow
- email
- toc
- page
- macros
- page-info
- version-history
- information
- versions
- authors
- commenters
- editors
- standalone
- repository_pending
- repository_excluded_by_user_macro
- repository_excluded_by_dependancy
- repository_excluded_by_version_incompatability
- server
- communication
- personal
- settings
- report
- faq
- user-macro
- tag
- security-options
- navigation
- support
- portlet
- time
- ldap
- move
- project
- transfer
- upgrade
- issues
- usage
- pm
- metadata
- worklog
- transition
- dwr
- best-practices
- timetracking
- metatag
- meta
- tags
- agile
- other
- xml-rpc
- faq_gettingstarted
- confluence-usermanagement
- managing-users

	• migration • my • validator • condition • greasemonkey • firefox • scripts • powered • examples • samples • perl • jelly • mail

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Restrict to these Labels (`labels`)	no	none	Specify the labels for which you want to view related labels. For example, `documentation,my:stuff`.

RELATED TOPICS

Navmap Macro
Content by Label Macro
Recently Used Labels Macro
Working with Labels Overview
Working with Macros

Take me back to the Confluence User Guide.

Navigating Pages by Label

These instructions explain how to navigate Confluence pages by label. To start, you should open the '**View Labels**' page.

Browsing Labels on the View Labels Page

After clicking a label on a Confluence page, you're shown the '**Browse Space > Labels**' page. Here, click '**See content from all spaces**' to open the '**View Labels**' page.

Adding a Label to the Results

If you click another label, a new page loads, showing pages that contain both of the labels. You can continue to add labels to the results in this way.

Subtracting a Label From the Results

Once two labels are in use, links to subtract one label from the search appear at the end of the labels list. These are easily identified because these links have a preceding minus sign, like so:

```
1.- shipit
```

Typing URLs To Find Labelled Pages

Here is an alternative method for quickly searching for labelled pages:

To search labelled pages by typing a URL,

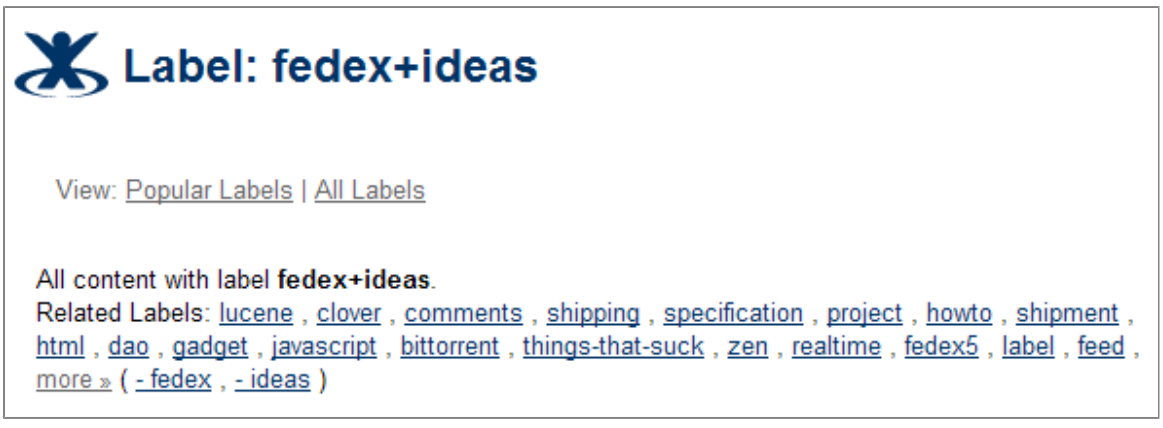
1. Open a new web browser window.
2. In the URL bar of your web browser, type a URL like the following to search for multiple labels in pages:

```
1.http://CONFLUENCE_HOSTNAME/label/foo+bar
```

3. Press Enter.
4. The '**View Labels**' page will load, showing search results on pages with the labels 'foo' and 'bar'.

Screenshot: The View Labels page

Screenshot: Label Links on the View Labels Page



RELATED TOPICS

- Adding a Global Label
- Adding a Personal Label
- Adding a Space Label
- Adding a Team Label
- Categorising Wiki Content Using Labels
- Label Macros
- Navigating Pages by Label
- Removing a label from a page

- Removing a space label
- Removing a team label
- Viewing Global Labels
- Viewing labelled pages
- Viewing personal labels
- Viewing Popular Labels

Take me back to Confluence User Guide

Removing a label from a page

Labels are user-defined tag words that can be assigned to pages and spaces. You can use labels to categorise, identify or bookmark content in Confluence.

You can see the existing labels, and the pages which contain the labels, by Viewing Global Labels.

To remove a label from a page,

1. Go to the page that contains the label. All labels are displayed at the bottom of the page below the page content.
2. Click **'Edit'** beside the list of labels (highlighted in yellow). Each of the labels will display a mark beside it.
3. Click to remove the label, then click **'Done'**

RELATED TOPICS

Working with Labels Overview

Take me back to Confluence User Guide

Removing a space label

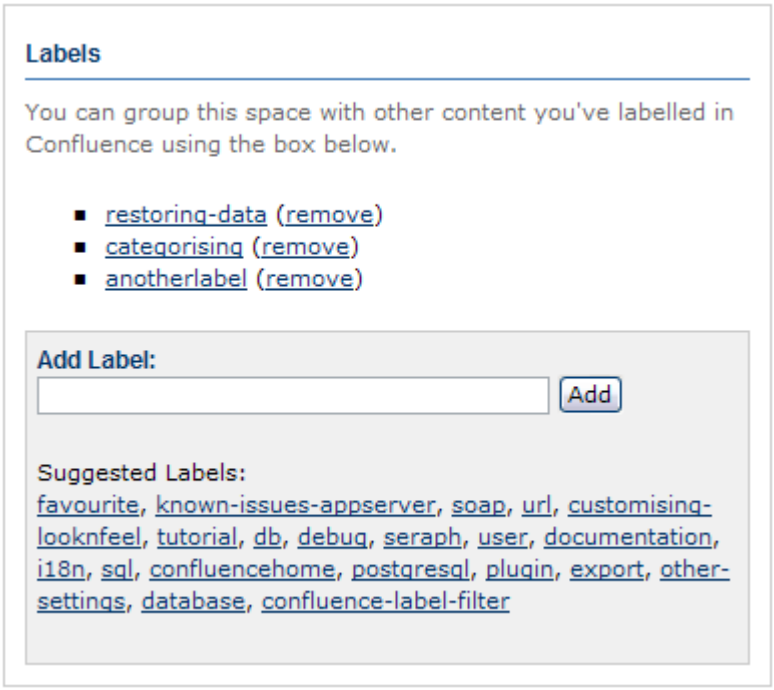
Labels are user-defined tag words that can be assigned to pages and spaces. You can use labels to categorise, identify or bookmark content in Confluence.

This page tells you how to remove a space label. If you want to remove a label from a page, read the instructions here.

To remove a space label,

1. Go to the **'Advanced'** view for the space. To do this:
    - Go to a page in the space, open the **'Browse'** menu and select **'Advanced'**. The 'Advanced' view will open.
2. Click **'Edit'** beside the list of Space Labels. This will take you to a new screen, showing space labels in the left panel and team labels in the right panel. There will be a 'Remove' link beside each label.
3. Click **'Remove'** to remove the label.

Screenshot : Removing a space label



RELATED TOPICS

Working with Labels Overview

Take me back to Confluence User Guide

Removing a team label

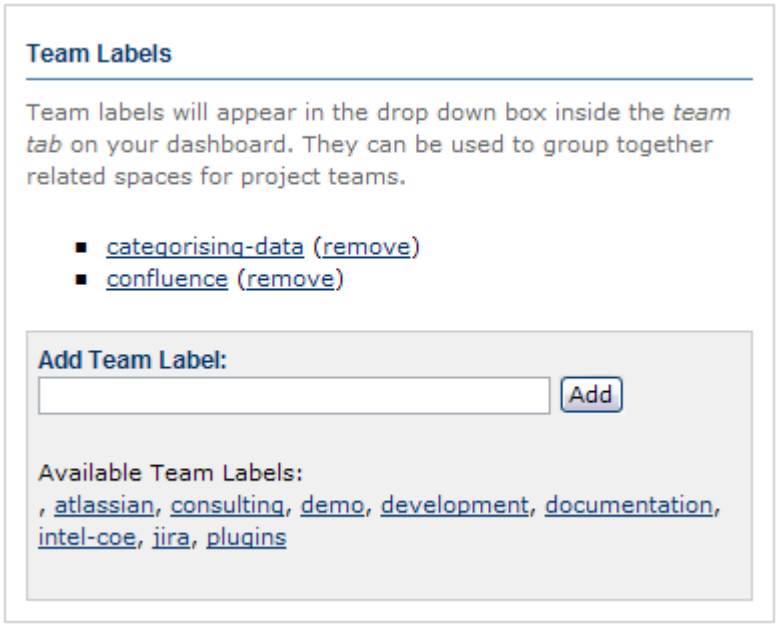
Labels are user-defined tag words that can be assigned to pages and spaces. You can use labels to categorise, identify or bookmark content in Confluence.

This page tells you how to remove a team label. If you want to remove a label from a page, read the instructions here.

To remove a team label,

1. Go to the '**Advanced**' view for the space. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Advanced**'. The 'Advanced' view will open.
2. Click '**Edit**' beside the list of Team Labels. This will take you to a new screen, showing space labels in the left panel and team labels in the right panel. There will be a 'Remove' link beside each label.
3. Click **'Remove'** to remove the label.

Screenshot : Removing a team label



RELATED TOPICS

Working with Labels Overview

Take me back to Confluence User Guide

Viewing Global Labels

Any page that has labels will have them listed together in a block, with the heading '**Labels**'.

Global labels are visible to all users with 'view' permission and personal labels are only visible to the user that created them.

To view global labels,

1. If you are in a page that has labels, clicking on a label will take you to the 'Label' tab of the 'Browse Space' view where all pages in the space with that label will be listed.

   Click on the link '**See content from all spaces**' to view all pages with the same label across the site.

2. Go to the '**Browse Space**' view. There are two ways to browse a space:
   - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
   - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.
3. Click on the '**Labels**' tab. You have the option to view labels in one of two ways:
   - Click '**All labels**' to view all labels in the space. From this view, you can click on a link to view an alphabetical listing of all labels across the site. Clicking on a label will list all content in the space with that label. It will also display any related labels if they exist. Related labels are labels that frequently appear on pages together. For Example, if pages labelled with 'sales' also tend to have the label 'marketing', these will be displayed as related labels.
   - Click popular labels to view a list of the most frequently used labels in that space. From here, you can also view the most popular global labels across the site.

     Confluence defaults to one of these views when you go to the 'Labels' tab based on your preference on your last visit to the site.
     Each of these views also displays a list of up to fifteen most '**Recent Labels**' and '**Popular Labels**' in the space.

Screenshot: Labels as they are displayed on a page

Screenshot: Viewing all labels

RELATED TOPICS

Viewing labelled pages
Viewing personal labels
Viewing Popular Labels
Navigating Pages by Label

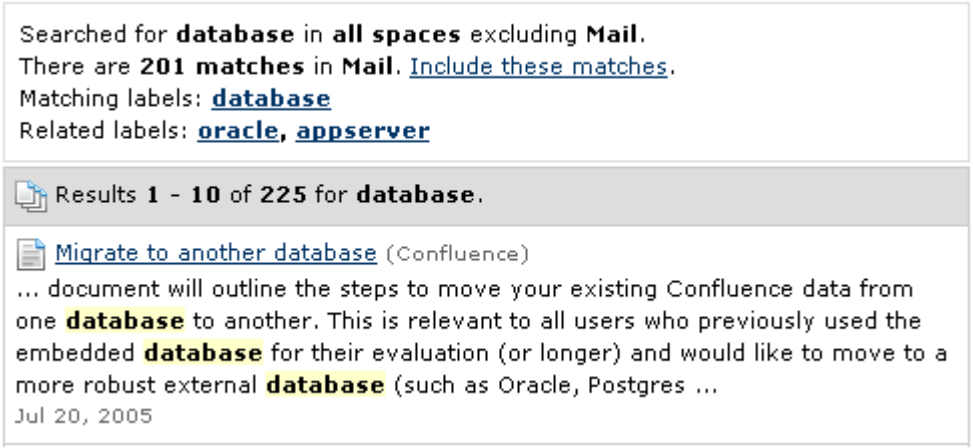
Take me back to Confluence User Guide

Viewing labelled pages

The easiest way to find labelled content is to do a quick search for it. If there is a label matching your query, it will be listed above the search results. Clicking on the link will display all content in the site with that label. (Clicking additional labels on the following page will conduct another search, adding that label to your existing search. See also Navigating Pages by Label.)

- You can view all labelled content for a space by going to the 'Label' tab in the '**Browse Space**' view of a space.
- You can view content labelled with personal labels by going to your 'Profile' and clicking on the '**Label**' tab.

Viewing labelled content



Advanced label searching

Using the Search Box to find labelled pages

In the search box, you can use the **labelText:** prefix to search specifically for page labels.

Searching for ...	Returns content that ...
`confluence labelText:plugin`	contains the word *confluence* or has the label *plugin*
`confluence AND labelText:plugin`	contains the word *confluence* and has the label *plugin*
`labelText:import labelText:plugin`	has the label *import* or has the label *plugin*
`labelText:import AND labelText:plugin`	has the label *import* and has the label *plugin*

Typing URLs to find labelled pages

In the URL bar of your web browser, you can type URLs like the following to search for multiple labels in pages:

```
1.http://CONFLUENCE_HOSTNAME/label/foo+bar
```

On pressing enter, the '**View Labels**' page will load, showing search results on pages with the labels `foo` *and* `bar`.

Also see Navigating Pages by Label

RELATED TOPICS

Viewing Global Labels
Viewing personal labels
Viewing Popular Labels
Searching Confluence

Take me back to Confluence User Guide

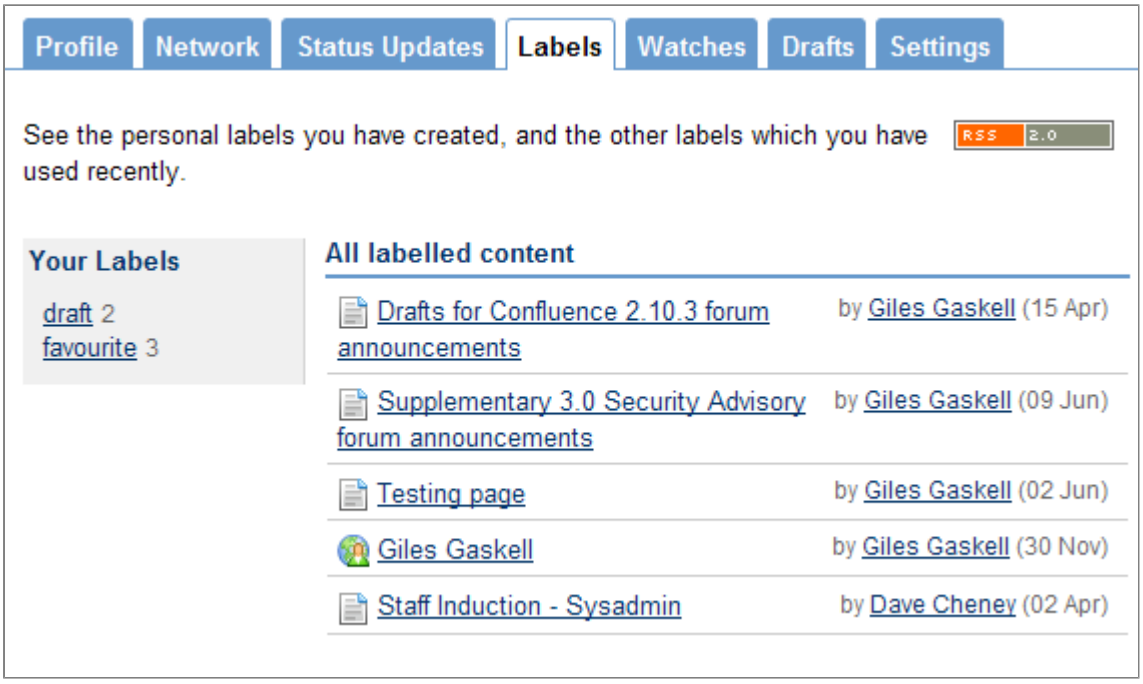
Viewing personal labels

Any page that has labels (global or personal) will have them listed at the bottom of the page. Personal labels are only visible to the user that created them.

To view your personal labels,

1. Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
2. Select '**Labels**' from the dropdown list. The '**Labels**' view will open.
3. This will display all content with personal labels. You will also see a list of your personal labels along with the number of pages that contain the label. Click a link to see all content with that label.

Screenshot: Viewing personal labels



Another way to get to your personal labels
If you are in a page that has personal labels, click on a label to go to the '**Labels**' tab of your profile, where all pages in the space with that label will be listed.

RELATED TOPICS

Adding a Personal Label
Viewing labelled pages
Viewing Global Labels
Viewing Popular Labels

Take me back to the Confluence User Guide.

Viewing Popular Labels

Popular labels are labels that are frequently used. Confluence allows you to view the most popular labels both within a space and across the site.

To view popular labels,

1. Go to the '**Browse Space**' view. There are two ways to browse a space:
    - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
    - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.
2. Click the '**Label**' tab.
3. Click on the link '**popular labels**'. This will list the most popular labels in the space and also display a link to view all '**global popular labels**' (across the site).
    - Clicking on a label will display all content in the site with that label.
    - Click '**global popular labels**' to view the most popular labels in the site.

In both these views, you have the option to sort the listing of labels to display them '**alphabetically**' or in order of their '**popularity**'.

The bigger the font size, the more popular the label.

Screenshot: Viewing popular labels

RELATED TOPICS

Viewing labelled pages
Viewing Global Labels
Viewing personal labels

Take me back to Confluence User Guide

Working with News Overview

Each space in Confluence can publish its own news. News items may be announcements, journal entries, status reports or any other timely information you would categorise as 'news' pertaining to a space. News items are also known as 'blog posts'.

News items for a space are contained in the '**News**' tab under the Browse Space view of a space. Confluence catalogues the news items chronologically and allows you to browse news for the space by navigating a calendar.

Creating and editing a news item is just as easy as creating and editing any other page in Confluence.

What would you like to do?

View news
Add news
Edit news
Link to news
Delete news

RELATED TOPICS

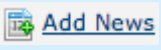
Subscribing to RSS Feeds within Confluence
Tracking Updates Overview
Blog Posts Macro

Take me back to Confluence User Guide

Adding News

To add a news item for a space, you require 'Create News' permission which is assigned by a space administrator from the Space Administration screens. See Space permissions or contact a space administrator for more information.

To add a news item,

1. Click the '**Add News**'  link located at the top of every page in the space. This will bring up the '**Add News**' screen.
2. Enter a title for your news item in the '**Title**' text field at the top.
3. Enter your content in the text-entry box using Confluence markup or Rich Text as you would for any other page in Confluence.
4. Add labels if you want to categorise information this way.
5. If you want to backdate your news item, click '**edit**' next to '**Posting Day**', as shown in the screenshot below.
   You can set the date to earlier than today, but you cannot set it to a future date. And you can only change the date when **creating** the news item, not when editing a news item.
6. Preview and click '**Save**'.

You can view your news item by going to the '**News**' tab under the '**Browse Space**' view of the space.

Screenshot : Adding a news item

RELATED TOPICS

Creating a New Page
Working with News Overview
Editing News
Linking to News
Delete News

Take me back to Confluence User Guide

Deleting News

To delete news, you require 'Remove News' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

To delete a page,

1. Go to the news item and click on the '**Edit**' tab.
2. Click on the '**Remove**' link located at the top of the page. This is only displayed if you have permission to remove this news item.

Handy Hint
Deleted news items are stored in the trash and can be recovered by a space administrator.

RELATED TOPICS

Viewing News
Adding News
Editing News
Linking to News

Take me back to [Confluence 2 User Guide]

Editing News

To edit a news item, you require 'Create News' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

To edit a news item,

1. Click the '**Browse Space**' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the '**News**' tab. A list of the most recent news items within the space is presented. A calendar allows you to browse other news items. Locate the news item you wish to edit and click its title. This will open up the news item.
3. Click the '**Edit**' tab. This will bring up the 'Edit' screen. Use regular Confluence Markup to edit the news item.
4. **'Preview'** your changes if desired, and click '**Update**'.

Editing a news item is similar to editing any other page in Confluence. However, there are a few things to keep in mind:

- You cannot change the date of an existing news item, but you can backdate when adding a news item.
- You cannot move a news item to another space.
- A news item has no parent.

RELATED TOPICS

Editing an Existing Page
Working with News Overview
Adding News
Deleting News
Blog Posts Macro

Take me back to Confluence User Guide

Linking to News

This page tells you how to **link to a news item**. You can also read about including blog posts on your page.

You need to edit in 'Wiki Markup' mode to create a link to a news item.

To link to a news item,

You need to know the title of the news item as well as the date on which it was created.

1. Convert the date into the format: year/month/day.
2. You can now create a link to the news item, like this:

What you need to type	What you will get
[/2007/06/25/Sample News\]	Sample News

Where:

'**/2007/06/25**' is the date the news item was published.
'**Sample News**' is the title of the news item.

Examples of Use

You have three options:

1. Directly providing the URL (absolute path)

```
[http://confluence.atlassian.com/display/DOC/2007/06/25/Sample+News]
```

http://confluence.atlassian.com/display/DOC/2007/06/25/Sample+News

2. Including the alias as well

```
[my blog|http://confluence.atlassian.com/display/DOC/2007/06/25/Sample+News]
```

my blog

3. Using the relative path (on the same server)

Note: You must provide the entire path to the news item.

```
[my blog|DOC:2007/06/25/Sample News]
```

my blog

You can also link to a whole day's news items, just by leaving out the news item's title at the end of the link.

```
[my blog|DOC:2007/06/25]
```

my blog

You must create the news item first
Linking to a news item that has not been created yet will not result in a link. News items are very tightly bound to the time at which they were created, soit makes no sense to link to them before they exist.

To link to a list of news items within a given space,

You need to know the key of the space.

What you need to type	What you will get
[news|http://myConfluenceURL/pages/viewrecentblogposts.action?key=ABC]	news

Where:
'**myConfluenceURL**' is the URL address of your Confluence system, e.g. 'confluence.mycompany.com'.
'**ABC**' is the key of the relevant space..

Try the Blog Posts macro for an in-page display of news items
If you'd rather show a dynamic list of news items on your page, instead of a link to the news items, try the Blog Posts macro .

RELATED TOPICS

Working with News Overview
Working with Links Overview
Blog Posts Macro

Take me back to Confluence User Guide

Viewing News

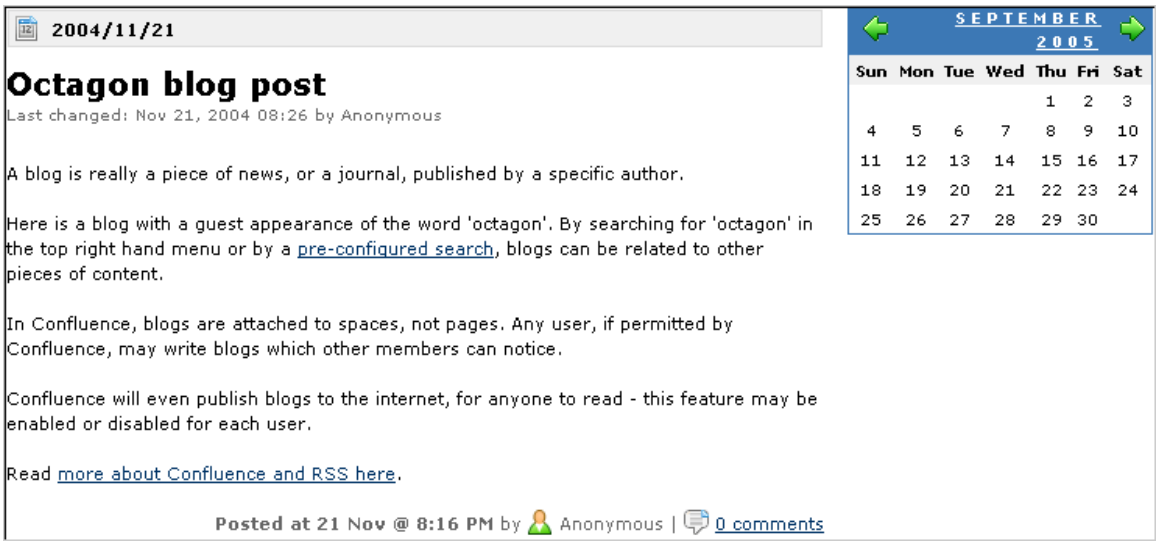
To view the news items within a space,

1. Click on the '**Browse Space**' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the '**News**' tab. This will display the latest news items in the space along with the date of each item and the name of its author.

Use the Calendar to help you find other news items in the space. Days which have news items are underlined to indicate that they link to a view of all the news items posted on that day.

When you are viewing a single news item, you'll see links below the calendar to the next and previous news items.

Screenshot : Viewing News



RELATED TOPICS

Blog Posts Macro
Adding News
Linking to News
Browsing a space

Take me back to Confluence User Guide

Working with the Office Connector

The Office Connector is bundled with Confluence 2.10 and later. It allows you to:

- Use Microsoft Office or OpenOffice to edit a Confluence page.
- Import an Office document into Confluence, converting its content to wiki format.
- Attach an Office document to a Confluence page and display its content in Confluence, without converting the content.
- Edit the attached document in the Office application, directly from the Confluence page.

Please be aware that source code is currently not available for the Confluence Office Connector.

Table of Contents

- Office Connector Prerequisites
- Installing the Firefox Add-On for the Office Connector
- Editing a Confluence Page in an Office Application
- Importing an Office Document into Confluence
- Displaying Office Files in Confluence
- Editing an Office Document from Confluence
- Editing an Office Presentation from Confluence
- Editing an Office Spreadsheet from Confluence

RELATED TOPICS

View File Macro
Edit in Word Link Macro

Configuring the Office Connector in the *Confluence Administration Guide*

Take me back to Confluence User Guide

Office Connector Prerequisites

The page describes the software and setup you need to use the Office Connector.

Your System Administrator can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to Configuring the Office

Connector in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- Overall Prerequisites
- Prerequisites for Viewing Office and PDF Files in Confluence
- Prerequisites for Importing Office Documents into Confluence
- Prerequisites for Editing Office Files Directly From Confluence

Overall Prerequisites

- Ensure that Java 5 (JDK 1.5) or higher is installed on your Confluence server.
- The **WebDAV plugin** must be enabled, because the Office Connector uses WebDAV to transfer information to and from Office documents. Note that the WebDAV plugin is bundled with Confluence, and can be enabled or disabled by the System Administrator. If necessary, refer to the instructions on enabling plugins and configuring the WebDAV options.
- Ensure that your Confluence server's **base URL** is set correctly. (Check it by going to the 'General Configuration' screen in the Confluence Administration Console, as described in Configuring the Server Base URL.) When a user edits a wiki page in Word and then uploads the page back to the Confluence server, the base URL determines where the document will be saved. If the base URL is incorrect, the documents may be saved to a different Confluence server.

Prerequisites for Viewing Office and PDF Files in Confluence

If you want to make use of the View File macro or to view Office files attached to a wiki page, you need the setup described below.

Browsers and Flash Player

You can use any browser to view an Office file on a wiki page or attachment view, provided that you have installed Adobe Flash Player version 9 or later. You do not need to have an Office desktop application installed on your computer, in order to view Office files in Confluence.

File Types

To be displayed in Confluence, the file needs to be a valid Microsoft Office 97-2007-compatible or PDF file, of the following types:

- `.doc` and `.docx`
- `.xls` and `.xlsx`
- `.ppt` and `.pptx`
- `.pdf`

Prerequisites for Importing Office Documents into Confluence

- Document import can import Microsoft Word documents of the file types `.doc` and `.docx`. These must be valid Word 97-2007 format documents.

Prerequisites for Editing Office Files Directly From Confluence

The Office Connector allows you to edit:

- Office files embedded in a wiki page or from the page's attachments view
- The contents of a wiki page in a compatible Office word processor application.

To make use of these editing capabilities, you will need the setup described below.

Browsers

- If you are using Firefox, you will need to install a Firefox add-on. Firefox will prompt you to do this, the first time the add-on is required. You will find instructions in Installing the Firefox Add-On for the Office Connector.

Office File Editors

To edit Office files, you will need to have Microsoft Office, OpenOffice or NeoOffice installed. (See the configuration matrix below.)

- If you are using Firefox, you can choose which of the above editors you want to use. The Firefox add-on allows you to configure this option for each file type. See Installing the Firefox Add-On for the Office Connector.
- If you are using Internet Explorer, you will need Microsoft Office. You cannot edit Office files in OpenOffice when using Internet Explorer.

Configuration Matrix

You need one of the following software combinations to edit Office files from your wiki page:

Operating System	Office Version	Browser
• Windows Vista, or • Windows XP with Service Pack 2 or 3	• OpenOffice 2.x – 3.x, or • Microsoft Office XP, 2003 or 2007	• Internet Explorer 6.x – 8.x, or • Firefox 2.x – 3.5
• Mac OS X	• NeoOffice	• Firefox 2.x – 3.5
• Linux	• OpenOffice 2.x – 3.x The only known supported Office editor for Linux is OpenOffice. But in theory it should work with any WebDAV-aware application.	• Firefox 2.x – 3.5

RELATED TOPICS

Working with the Office Connector

- Office Connector Prerequisites
- Installing the Firefox Add-On for the Office Connector
- Editing a Confluence Page in an Office Application
- Importing an Office Document into Confluence
- Displaying Office Files in Confluence
- Editing an Office Document from Confluence
- Editing an Office Presentation from Confluence
- Editing an Office Spreadsheet from Confluence

Configuring the Office Connector in the *Confluence Administration Guide*

Take me back to Confluence User Guide

Installing the Firefox Add-On for the Office Connector

If you are using Firefox as your browser, you will need to install an add-on into Firefox (the Firefox **WebDAV Launcher**) in order to use some features of the Office Connector. You will be prompted to install the add-on the first time you try to use a function which requires it.

For an overview of all Office Connector features, please refer to Working with the Office Connector.

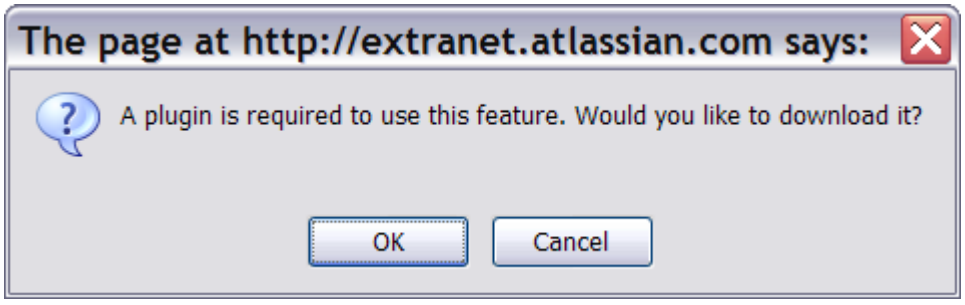
On this page:

- Installing the Firefox Add-On
- Configuring the Add-On
  - Configuring the Add-On in Windows
  - Configuring the Add-On in Mac OS X
  - Configuring the Add-On in Linux
- Security Risks

Installing the Firefox Add-On

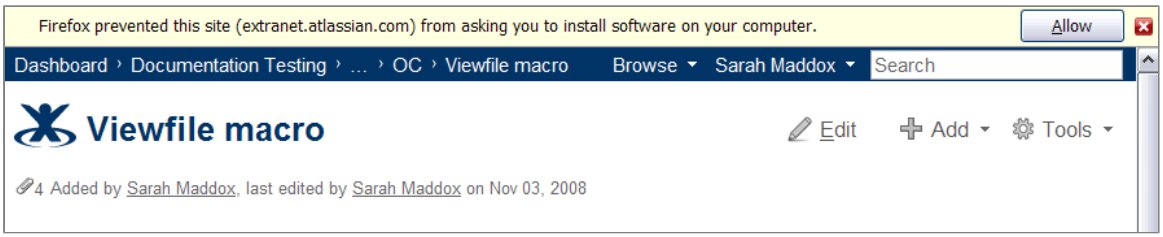
You will be prompted to install the add-on the first time you try to use a function which requires it. The add-on is required for editing a wiki page in Office, or for editing an Office document which is displayed on a wiki page.

1. When you choose an option which requires the Firefox add-on, you will see a popup window like this one:



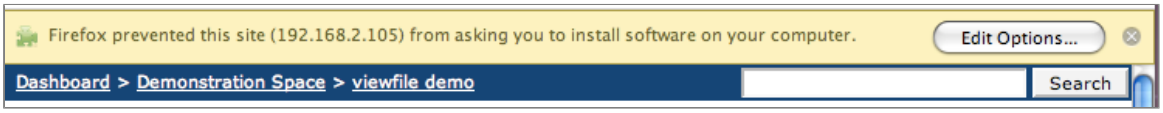
2. Click '**OK**'. Some browsers may now ask you to confirm the download with a message bar across the top of the page, beneath the browser's address bar.

- You may see a message like the yellow bar shown here:

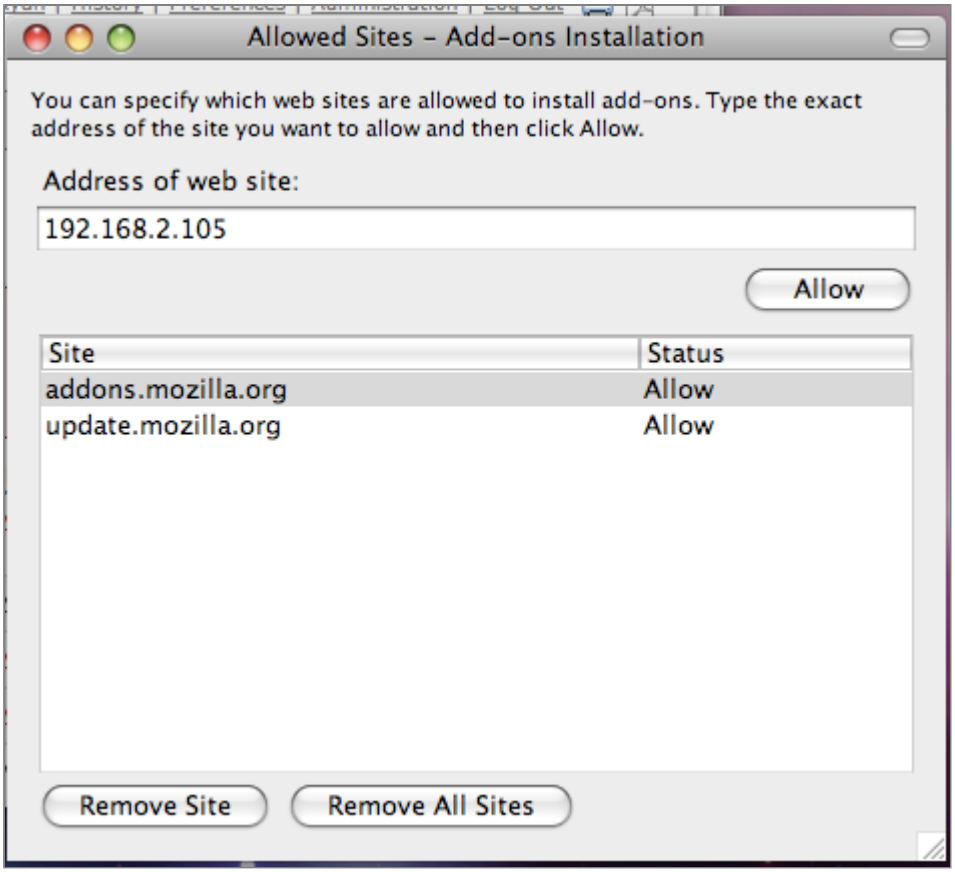


  Click '**Allow**'.

- Or you may see a similar message with an 'Edit Options' button like this:



  - If you see the above message, click '**Edit Options**'. You will then see an 'Allowed Sites' window like this one:

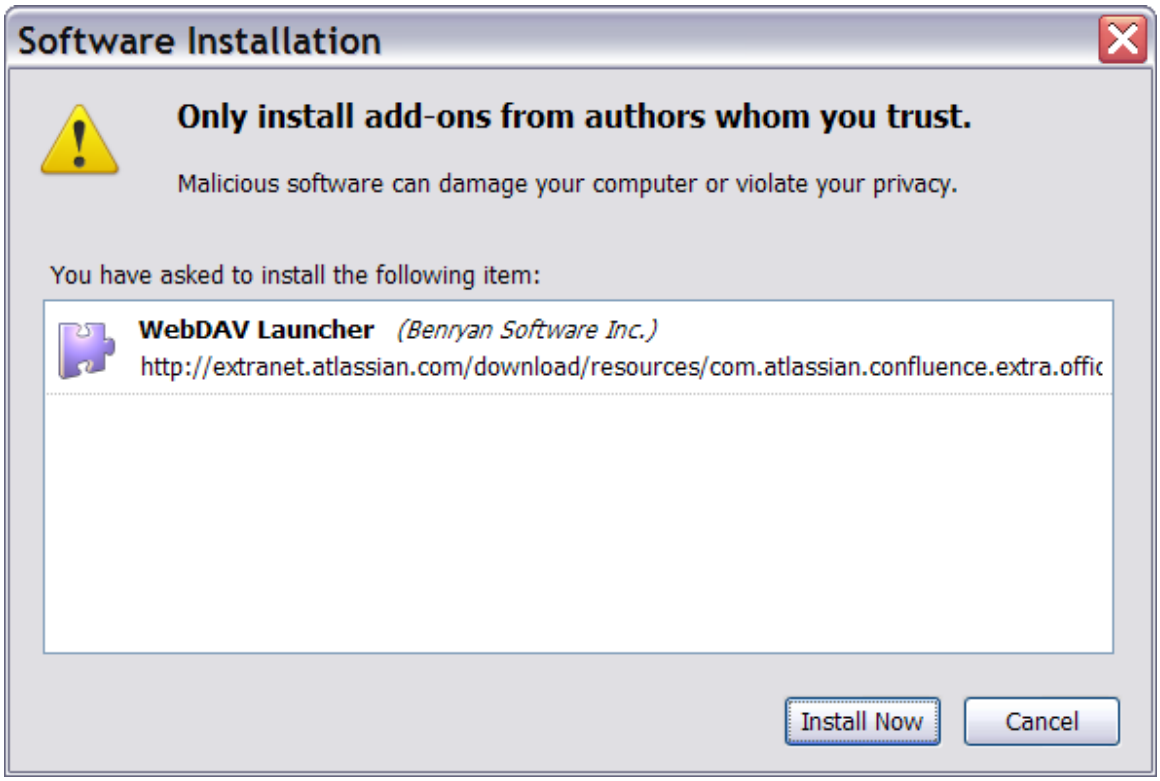


    This window lets you tell Firefox that your Confluence server is allowed to install add-ons into Firefox. The '**Address of web site**' box should already contain the address of your Confluence server.

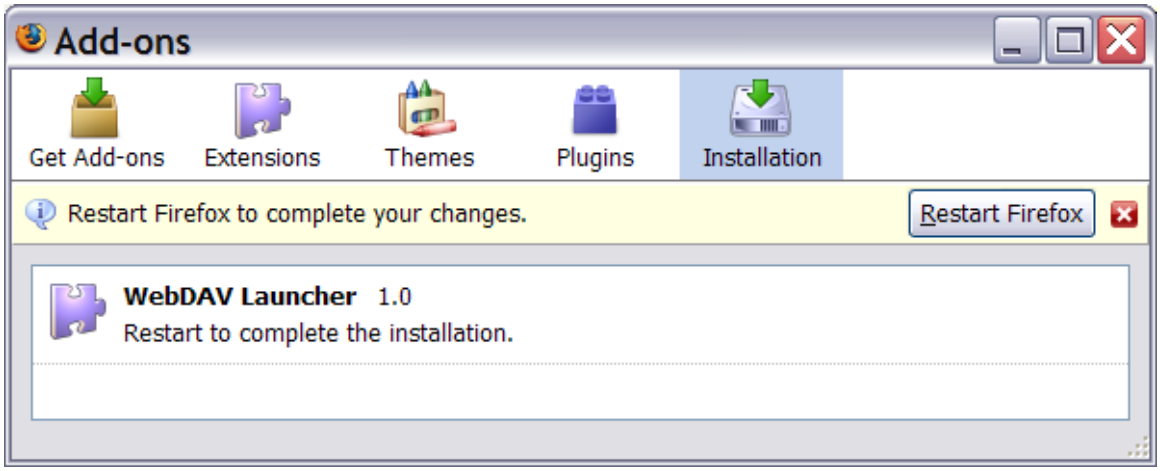
  - Click the '**Allow**' button to add your Confluence server to the list.

  - Go back to your Confluence page and try to edit your Office document again, e.g. by clicking '**Edit in Word**' again. Now you will see the option to install the add-on.

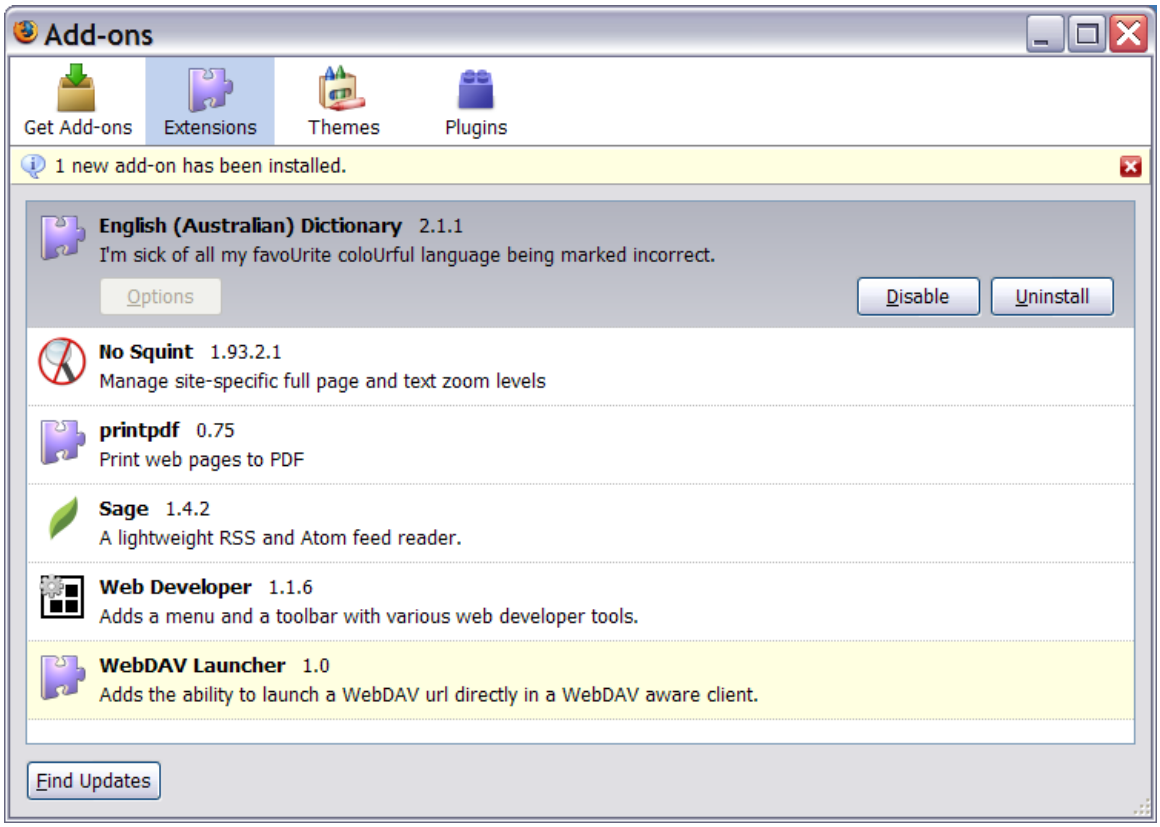
3. A 'Software Installation' window will appear, asking you to confirm the installation. The window will look something like the one below, but the URL will be the address of your own Confluence server:



4. Click '**Install Now**'. The installation will happen and a window will pop up asking you to restart Firefox:



5. Make sure you have saved all your Confluence pages and any other work in your browser, then restart Firefox.
6. If Firefox asks you to confirm the restart, confirm it.
7. Firefox will close all the browser windows and will then start up again. You will see a window confirming that a new add-on has been installed, like this:



Configuring the Add-On

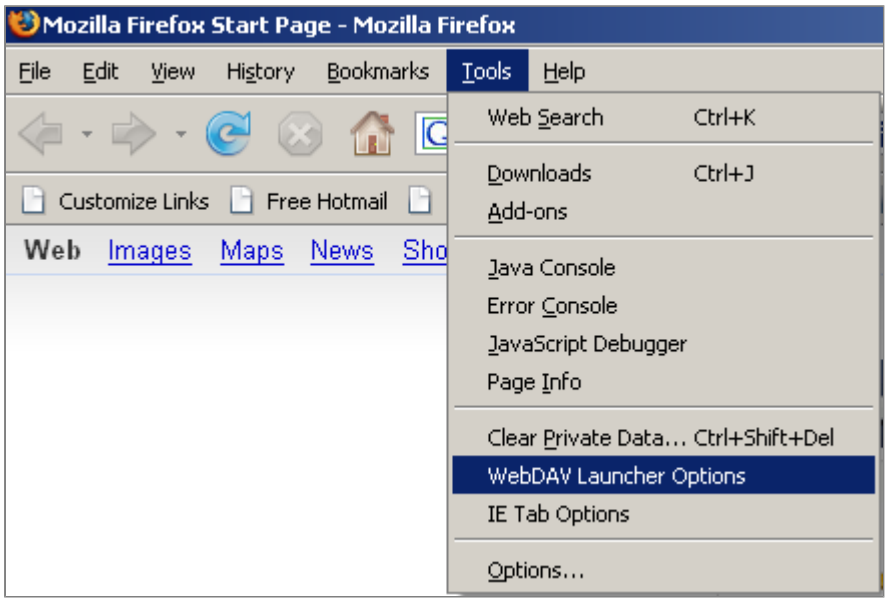
After you have installed the add-on into Firefox, you will need to configure it. Basically, you will associate a desktop application (editor) with each relevant file type. This tells the Office Connector which application to launch when it encounters a link to an editable file. The configuration is slightly different for each operating system, as described below.

Configuring the Add-On in Windows

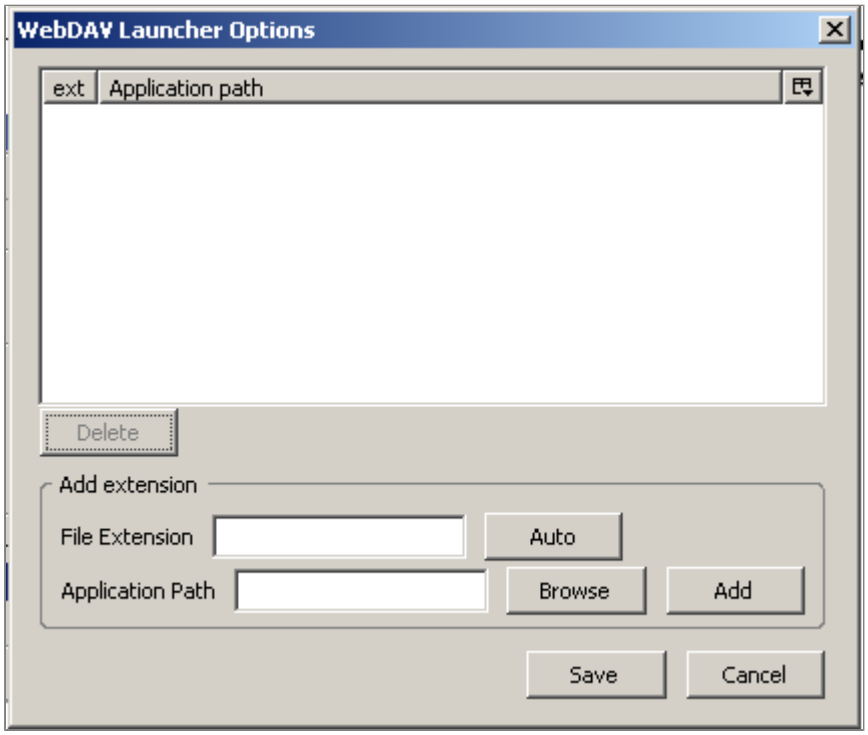
The add-on can will automatically configure itself on Windows via the system registry. The first time you edit a new file type, the add-on will look up the default editor for that file type and make that the permanent setting.

If you want to override the registry settings, or if for some reason the automatic configuration is not working, you can configure the Firefox add-on manually.

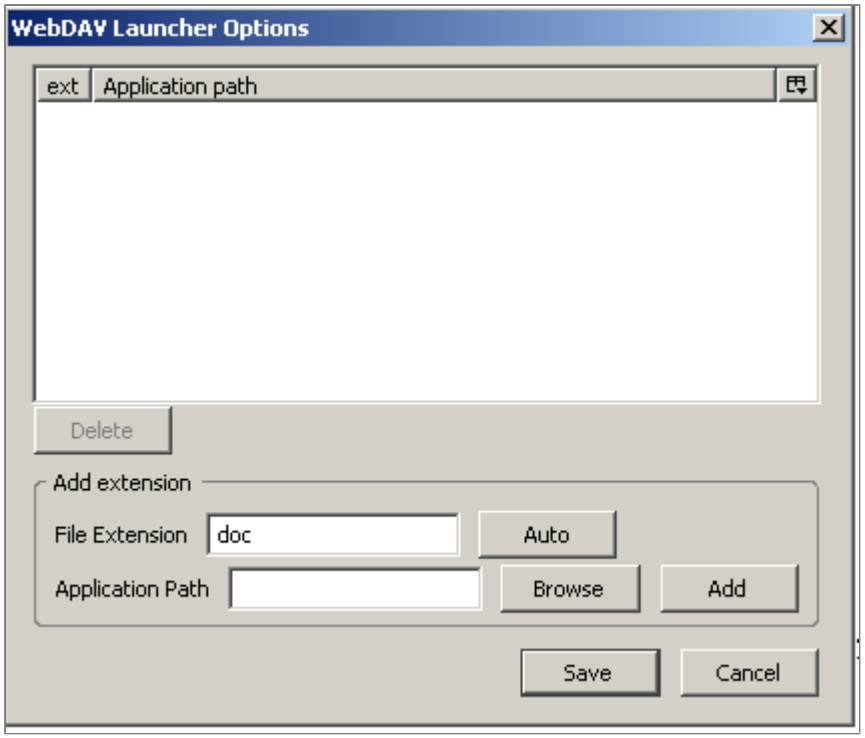
1. In Firefox, go to the '**Tools** menu and select '**WebDAV Launcher Options**', as shown in this screenshot:



2. A 'WebDAV Launcher Options' window will appear, allowing you to associate a specific file type (file extension) with a desktop application (editor). The window looks like this one:



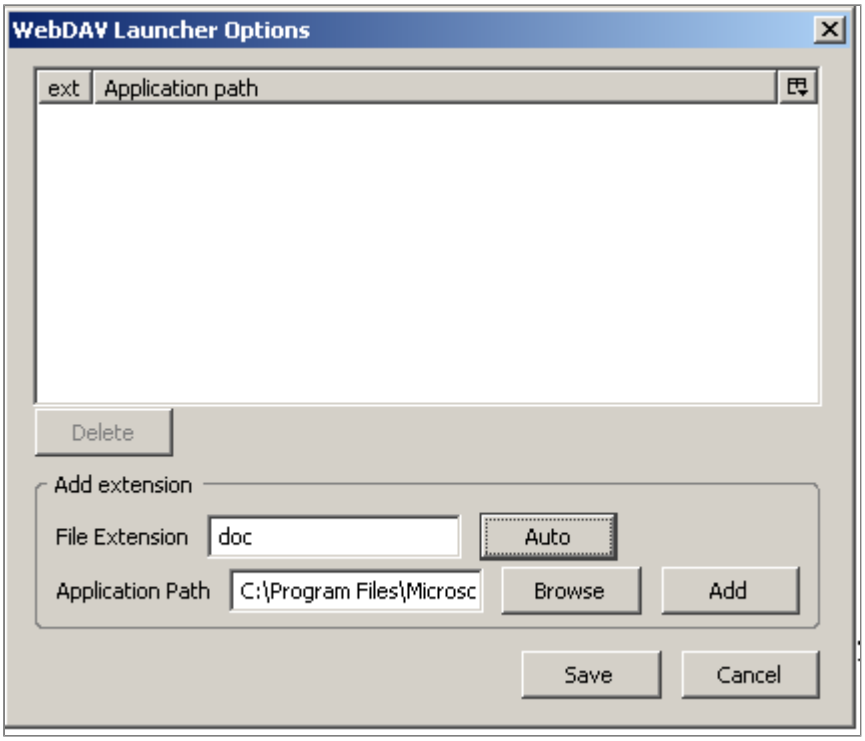
3. In the '**File Extension** box, enter the extension for a particular file type. For example, you may want to associate the 'doc' file extension with Microsoft Word 2003 or earlier. To do this, you would type 'doc' in the File Extension text box:



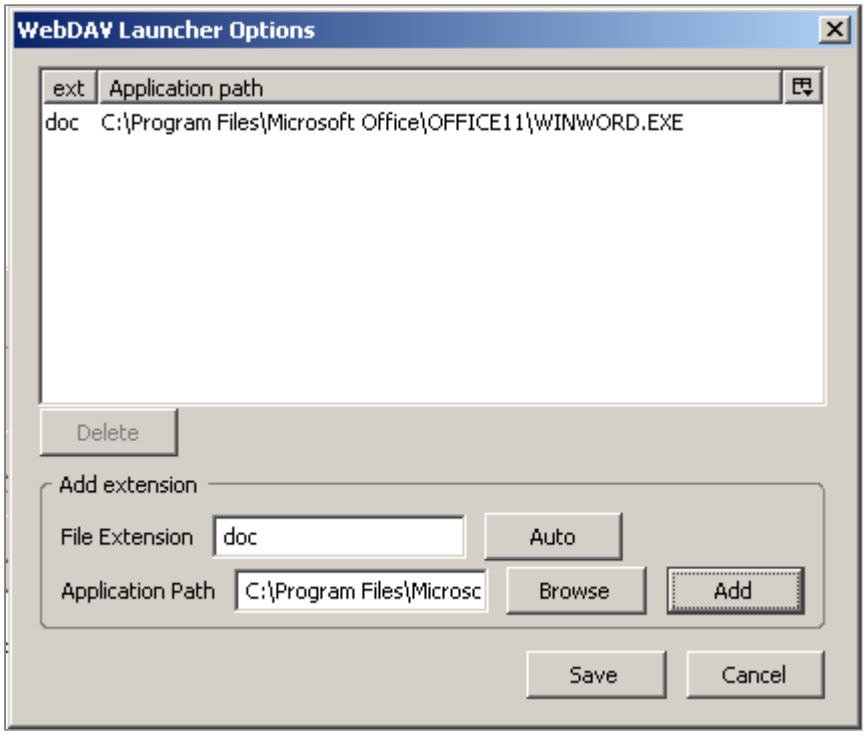
> **Note about configuring the WebDAV Launcher for Office 2007 files**
>
> If you use Microsoft Office 2007, you should also configure the WebDAV launcher to handle the new Office 2007-specific file extensions for Microsoft Word ('docx'), Microsoft Excel ('xlsx') and PowerPoint ('pptx'). This simply entails adding one of these file extensions at this step of the procedure.

4. Enter the '**Application Path** — Use one of the following methods to specify the associated application for editing the given file type:
    - Click the '**Auto**' button to load the associated application from the Windows registry.

- Alternatively, you can click the '**Browse**' button to find the application on your computer.
- Or you can manually type in the path to the application's executable file.



5. Click the '**Add**' button. The file extension association will be added to the list. In the picture below you can see that the 'doc' extension has been associated with 'C:\Program Files\Microsoft Office\OFFICE11\WINWORD.EXE'. This is the path to the Microsoft Word 2003 executable on a specific Windows machine.



Application paths for Office 2007 applications

If you are configuring the WebDAV Launcher to handle one of the new Office 2007 file formats, follow the instructions in this step to add the path to the relevant Office 2007 application for the Office 2007 file extension you configured above. For example, if you had a typical default installation of Office 2007, you would add the application path 'C:\Program Files\Microsoft Office\Office12\WINWORD.EXE' to the 'docx' extension.

Configuring the Add-On in Mac OS X

The only supported Office editor for Mac OS X is NeoOffice. (See Office Connector Prerequisites.)

The add-on will try to configure itself automatically by looking under `/Applications/NeoOffice`, which is the default installation location for NeoOffice.

If the automatic configuration does not work, you will need to associate your NeoOffice executable with each file type.

The configuration procedure is similar to Windows, as shown above. Note that there is no 'Auto' button in Mac OS X.

Configuring the Add-On in Linux

The only known supported Office editor for Linux is OpenOffice. (See Office Connector Prerequisites.)

There is no automatic configuration on Linux. You will need to associate each file type with your Office editor in Firefox. Note that there is no 'Auto' button in Linux.

The configuration procedure is similar to Windows, as shown above.

For both Ubuntu and OpenSUSE, the configuration will look something like this:

File Extension	Application Path
`doc` and `docx`	/usr/bin/oowriter
`ppt` and `pptx`	/usr/bin/ooimpress
`xls` and `xlsx`	/usr/bin/oocalc

Security Risks

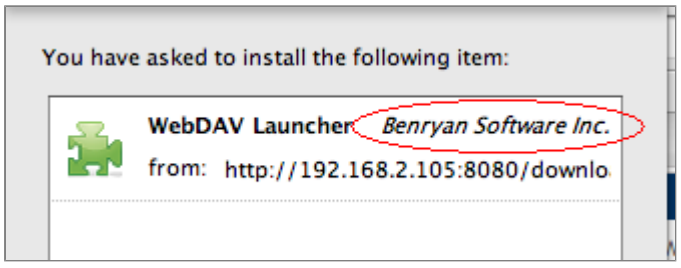
> ⚠ Please be aware that there are security risks in installing this add-on to Firefox. Internet Explorer is exposed to the same risks, because it can directly open Office documents. By installing the add-in into Firefox, you are exposing Firefox to the same risks.

Summary of the risks:

- Office documents can contain macro viruses. Before opening an Office document, make sure that you trust the source of the document.
- There are known flaws in the Office file formats and Microsoft Office that an attacker can exploit to gain control of your machine. Microsoft has fixed the known exploits in the latest Service Packs for all Microsoft Office versions. But new exploitations may arise at any time. Again, be sure that you trust the source of a document before opening it.

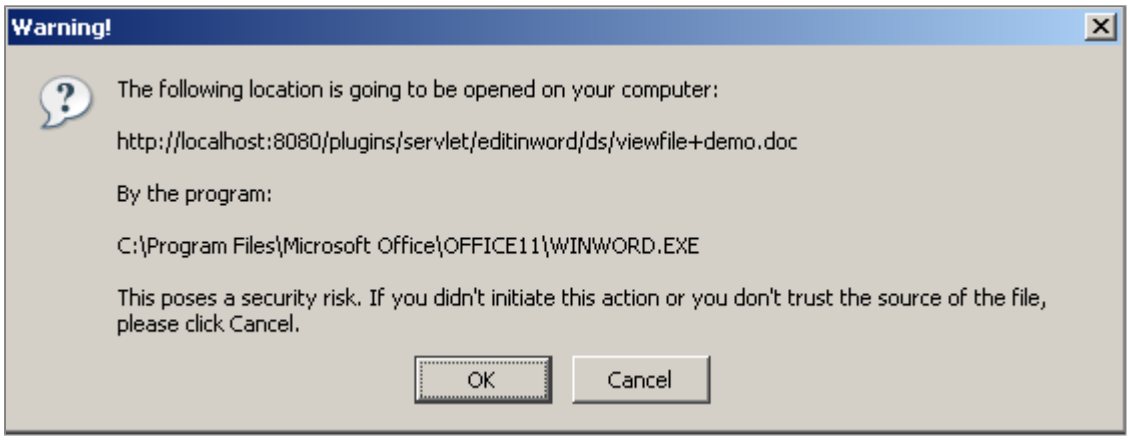
The add-on tries to reduce the risk by supporting the following:

- **Same origin policy** — The add-on can only open documents from the same host that initiated the action.
- **Digital signature** — The add-on is digitally signed. When you install the add-on please verify that it is signed by *Benryan Software Inc.*



- **Prompt the user for confirmation** — You will always be warned before a file is opened. **Please read these warnings carefully before opening a file**. The warning tells you the complete URL of the file as well as the complete application path of the application

opening the file.



RELATED TOPICS

Working with the Office Connector

- Office Connector Prerequisites
- Installing the Firefox Add-On for the Office Connector
- Editing a Confluence Page in an Office Application
- Importing an Office Document into Confluence
- Displaying Office Files in Confluence
- Editing an Office Document from Confluence
- Editing an Office Presentation from Confluence
- Editing an Office Spreadsheet from Confluence

Configuring the Office Connector in the *Confluence Administration Guide*

Take me back to the Confluence User Guide.

Editing a Confluence Page in an Office Application

The Office Connector in Confluence allows you to edit a wiki page in Microsoft Word or in another Office application. This allows you to open the Confluence page in the Office editor of your choice and use the Office editor's rich editing functionality to update the wiki page. You can then save the page directly back to Confluence.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to Working with the Office Connector.

The 'Edit in Word' option is disabled by default. Your System Administrator can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to Configuring the Office Connector in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- Prerequisites
- Editing a Confluence Page in an Office Application
- Troubleshooting

Prerequisites

The Office Connector allows you to edit:

- Office files embedded in a wiki page or from the page's attachments view
- The contents of a wiki page in a compatible Office word processor application.

To make use of these editing capabilities, you will need the setup described below.

Browsers

- If you are using Firefox, you will need to install a Firefox add-on. Firefox will prompt you to do this, the first time the add-on is required. You will find instructions in Installing the Firefox Add-On for the Office Connector.

Office File Editors

To edit Office files, you will need to have Microsoft Office, OpenOffice or NeoOffice installed. (See the configuration matrix below.)

- If you are using Firefox, you can choose which of the above editors you want to use. The Firefox add-on allows you to configure this

option for each file type. See Installing the Firefox Add-On for the Office Connector.
- If you are using Internet Explorer, you will need Microsoft Office. You cannot edit Office files in OpenOffice when using Internet Explorer.

Configuration Matrix

You need one of the following software combinations to edit Office files from your wiki page:

Operating System	Office Version	Browser
• Windows Vista, or • Windows XP with Service Pack 2 or 3	• OpenOffice 2.x – 3.x, or • Microsoft Office XP, 2003 or 2007	• Internet Explorer 6.x – 8.x, or • Firefox 2.x – 3.5
• Mac OS X	• NeoOffice	• Firefox 2.x – 3.5
• Linux	• OpenOffice 2.x – 3.x The only known supported Office editor for Linux is OpenOffice. But in theory it should work with any WebDAV-aware application.	• Firefox 2.x – 3.5

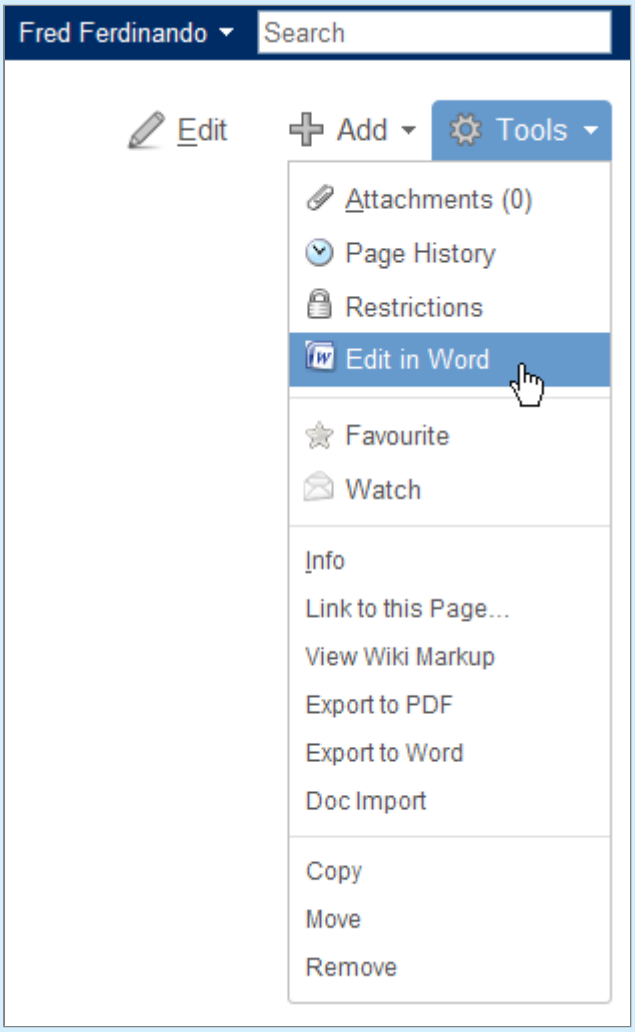
Editing a Confluence Page in an Office Application

To edit a Confluence page in your Office editor,

1. View the Confluence page that you want to edit.

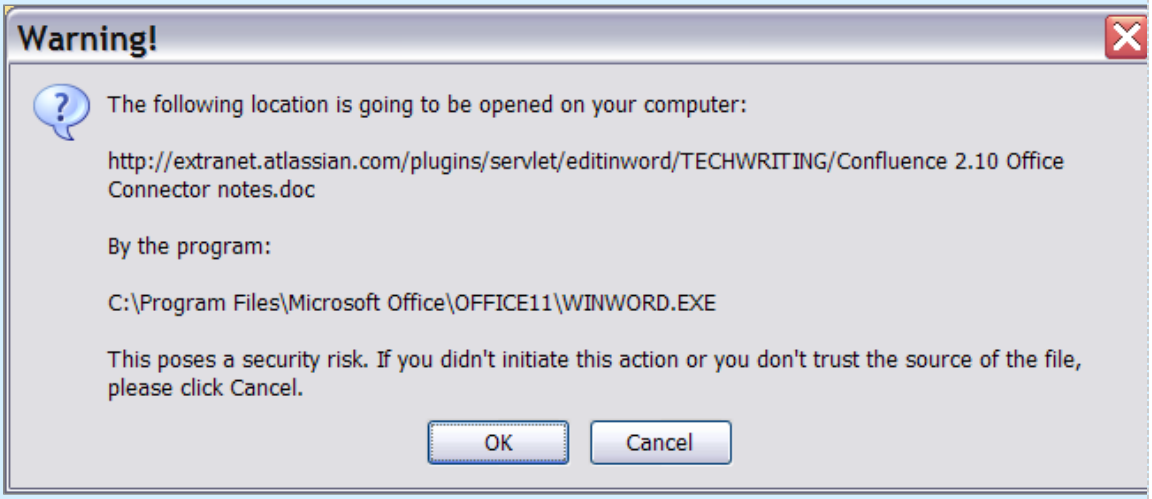
2. Open the '**Tools**' menu and select '**Edit in Word**'.
   The 'Edit in Word' option can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. By default, the 'Edit in Word' option appears in the 'Tools' menu, as described above. Other possible locations are described in Configuring the Office Connector in the *Confluence Administration Guide*.

   Screenshot: 'Edit in Word' option in the 'Tools' menu

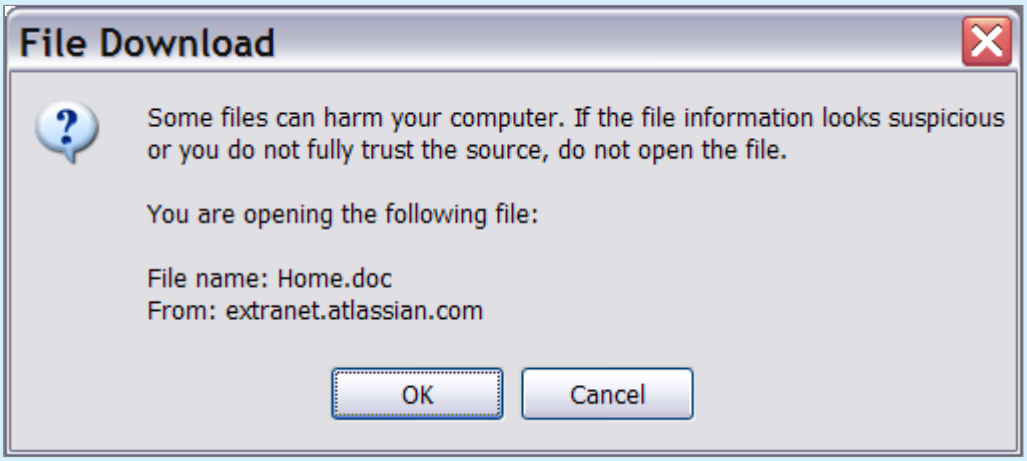


3. A window will pop up, asking you to confirm that you want to open this document.

   Screenshot: Confirmation window in Firefox



   Screenshot: Confirmation window in Internet Explorer



4. Click '**OK**'. Your Office application will open, containing the content of the Confluence page as rich text.
5. Make the necessary changes, then save the document. The content will be saved back into Confluence.
   All you need to do is save the document, via the '**Save**' button or Ctrl-S or whatever. You do not need to do a 'Save As' and navigate back to the WebDAV repository. Your Office application knows where the document came from and does the work of saving back to the WebDAV file system.
6. Reload the Confluence page to see that your changes have been applied.

Troubleshooting

Problems? Please refer to our guide to the Office Connector limitations and known issues.

RELATED TOPICS

Edit in Word Link Macro
Working with the Office Connector

- Office Connector Prerequisites
- Installing the Firefox Add-On for the Office Connector
- Editing a Confluence Page in an Office Application
- Importing an Office Document into Confluence
- Displaying Office Files in Confluence
- Editing an Office Document from Confluence
- Editing an Office Presentation from Confluence
- Editing an Office Spreadsheet from Confluence

Configuring the Office Connector in the *Confluence Administration Guide*

Take me back to Confluence User Guide

Importing an Office Document into Confluence

The Office Connector in Confluence allows you to import an Office document into Confluence, so that the document's content is copied onto one or more Confluence pages.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to Working with the Office Connector.

Your System Administrator can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to Configuring the Office Connector in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- Prerequisites for the Document Import Feature
- Importing an Office Document into Confluence
  - Importing an Office Document onto a Single Wiki Page
  - Splitting an Office Document into Multiple Wiki Pages
  - Creating a New Wiki Page on Import

Prerequisites for the Document Import Feature

- Document import can import Microsoft Word documents of the file types `.doc` and `.docx`. These must be valid Word 97-2007 format documents.

Above are the prerequisites for the Office Connector's Document Import feature. For a full list of Office Connector prerequisites and limitations, please refer to:

- Office Connector Prerequisites
- Office Connector Limitations and Known Issues

Importing an Office Document into Confluence

The simplest way to import an Office document is to import the entire content of the document into a single wiki page. By default, the content of the document will replace any existing content on the wiki page.

More advanced options allow you to import the content into a new page, to split a single document into more than one wiki page, and to resolve conflicts in the titles of your pages.

These options are described below.

Importing an Office Document onto a Single Wiki Page

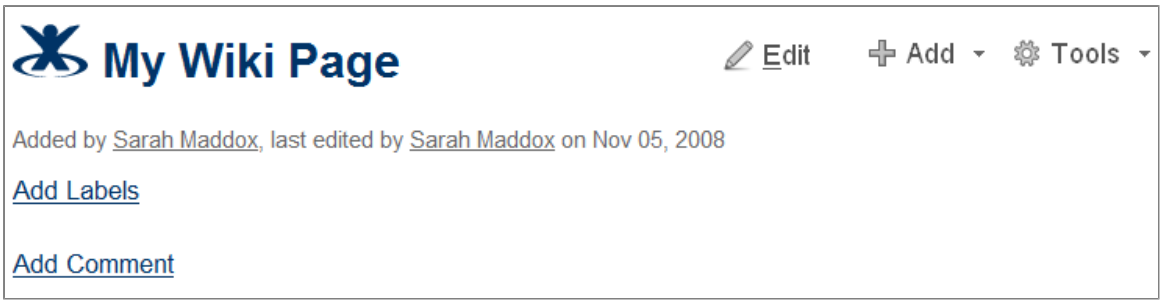
The simplest way to import an Office document is to import the entire content of the document into a single wiki page.

This method will replace any existing content on the wiki page.

To import an Office document onto a single wiki page,

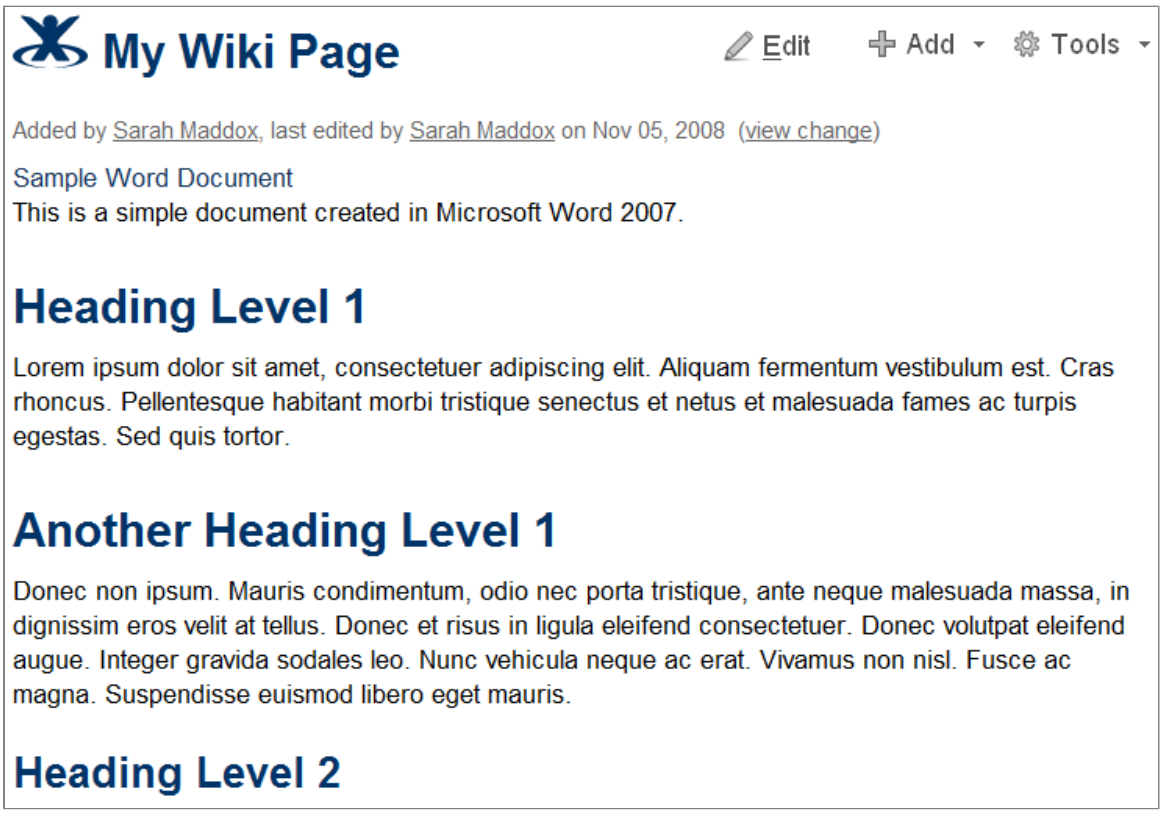
1. Create a page in Confluence (see Creating a New Page) or go to an existing page whose content you want replaced.
2. Open the '**Tools**' menu and select '**Doc Import**'. The Office Connector import screen will appear.
3. Click the '**Browse**' button and find the Office document on your local drive or network.
4. Click the '**Open**' or '**Upload**' button provided by your browser. The path and file name of the document will now appear in the text box on the Office Connector import screen.
5. Click the '**Import**' button on the Office Connector import screen.
6. When the upload has finished, the content of the Office document will have been transformed into Confluence page content. You can now view and edit this page in the normal way, using the Confluence Rich Text Editor or Wiki Markup. There is no connection between the original Office document and this wiki page.

Screenshot: Empty page ready for import



Screenshot: Importing an Office document

Screenshot: Page after import



Splitting an Office Document into Multiple Wiki Pages

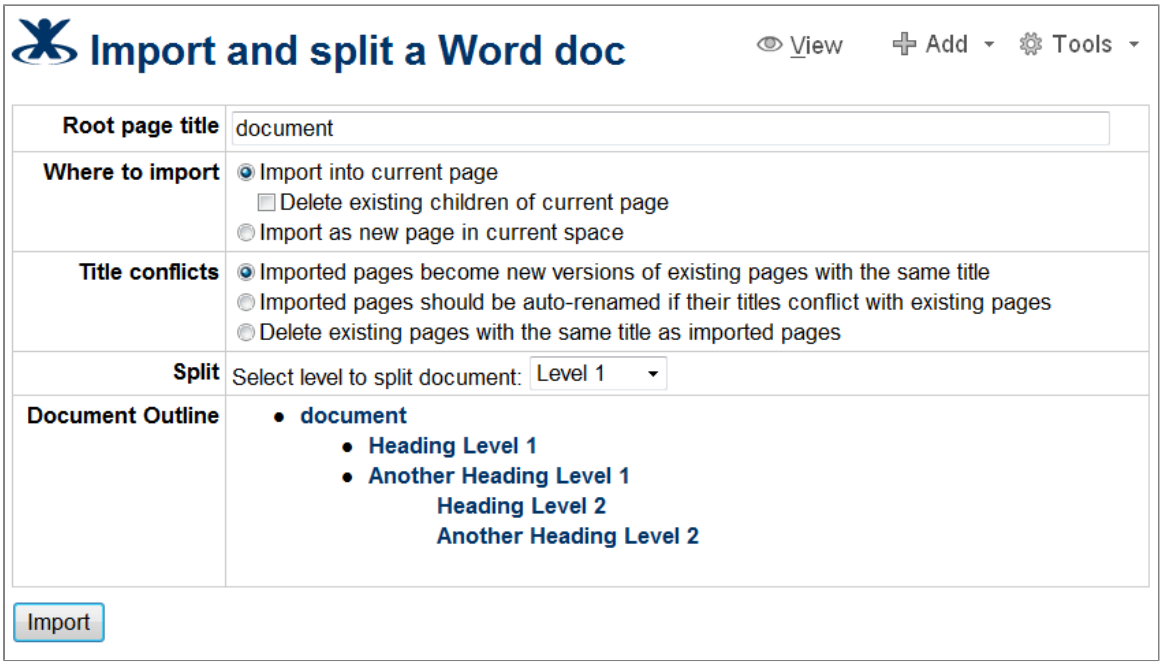
When importing an Office document, you can split a single document into more than one wiki page, based on the heading styles in the document.

By default, the page names will be the same as the heading text. This may result in a conflict, if a page already exists with the same title. You can instruct the importer how to handle such conflicts.

To import an Office document into multiple wiki pages,

1. Create a page in Confluence (see Creating a New Page) or go to an existing page whose content you want replaced.
2. Open the '**Tools**' menu and select '**Doc Import**'. The Office Connector import screen will appear.
3. Click the '**Browse**' button and find the Office document on your local drive or network.
4. Click the '**Open**' or '**Upload**' button provided by your browser. The path and file name of the document will now appear in the text box on the Office Connector import screen.
5. Click the '**Advanced**' button on the Office Connector import screen. The Advanced options screen appears.
6. Choose a '**Root Page Title**'. This will be the name of the top-most page created.
7. Under '**Title Conflicts**', select one of the following options:
   - '**Imported pages become new versions of existing pages with the same title**' — If a page already exists in Confluence with a title equal to the new page, then the content of the Office document will overwrite the content on the existing page. Page history will be preserved.
   - '**Imported pages should be auto-renamed if their titles conflict with existing pages**' — Confluence will assign new names to any new page which would otherwise have a duplicate name. The content of existing pages will remain unchanged.
   - '**Delete existing pages with the same title as imported pages**' — Before creating the new page, Confluence will remove any existing page which has the same title. This will remove the page history as well as the content.
8. In the dropdown list next to the '**Split**' option, select the required heading level. Confluence will create a new wiki page for each occurrence of this heading level in your Office document. For example, if you choose 'Level 1' and your Office document has 5 level-1 headings then Confluence will create 5 pages, with titles equal to the text of the headings.
9. Check the '**Document Outline**', which shows the structure of your document based on its heading styles. Each bullet point in the 'Document Outline' represents a new page after import into Confluence.
10. Click the '**Import**' button.
11. When the upload has finished, the content of the Office document will have been transformed into Confluence page(s). You can now view and edit the page(s) in the normal way, using the Confluence Rich Text Editor or Wiki Markup. There is no connection between the original Office document and the wiki page(s) derived from it.

Screenshot: Splitting a single Office document into multiple wiki pages



Creating a New Wiki Page on Import

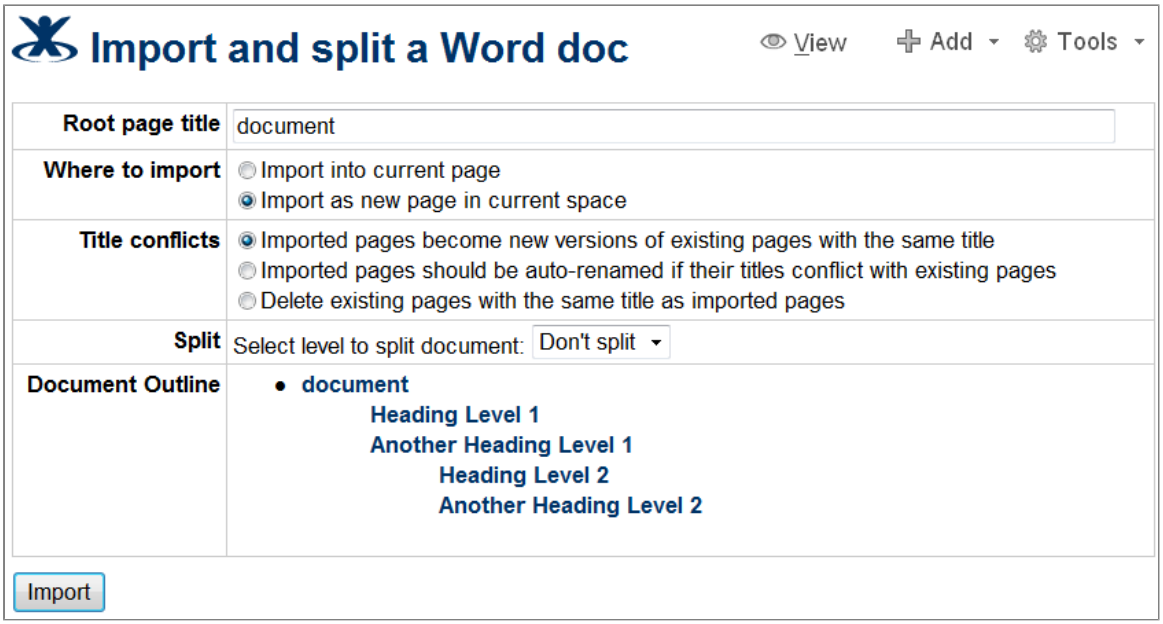
When you import a document into an existing wiki page, the content of the document will replace any existing content on the wiki page. You can use the advanced import options to create a new page instead.

The new page will become a child of the space's home page.

To import an Office document into a new wiki page,

1. Go to any existing page in the Confluence space where you want to import content.
2. Open the '**Tools**' menu and select '**Doc Import**'. The Office Connector import screen will appear.
3. Click the '**Browse**' button and find the Office document on your local drive or network.
4. Click the '**Open**' or '**Upload**' button provided by your browser. The path and file name of the document will now appear in the text box on the Office Connector import screen.
5. Click the '**Advanced**' button on the Office Connector import screen. The Advanced options screen appears.
6. For '**Root Page Title**', enter a title for your new page.
7. For the '**Where to Import**' option, choose '**Import as new page in current space**'.
8. Click the '**Import**' button.
9. When the upload has finished, the content of the Office document will have been transformed into a new Confluence page, as a child of the space's home page. You can now view and edit the page in the normal way, using the Confluence Rich Text Editor or Wiki Markup. There is no connection between the original Office document and the wiki page derived from it.

Screenshot: Importing an Office document into a new wiki page



RELATED TOPICS

Working with the Office Connector

- Office Connector Prerequisites
- Installing the Firefox Add-On for the Office Connector
- Editing a Confluence Page in an Office Application
- Importing an Office Document into Confluence
- Displaying Office Files in Confluence
- Editing an Office Document from Confluence
- Editing an Office Presentation from Confluence
- Editing an Office Spreadsheet from Confluence

Configuring the Office Connector in the *Confluence Administration Guide*

Take me back to Confluence User Guide

Displaying Office Files in Confluence

You can display and view Office files that are attached to a Confluence page. If you have an Office application installed, you will also be able to edit these Office files in your Office application.

This is just one of the ways Confluence can interact with Office files. For an overview of all Office Connector features, please refer to Working with the Office Connector.

Your System Administrator can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to Configuring the Office Connector in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- Prerequisites
- Attaching and Displaying Office Files
- Viewing and Editing the Attached Office Files
- Troubleshooting

Prerequisites

If you want to make use of the View File macro or to view Office files attached to a wiki page, you need the setup described below.

Browsers and Flash Player

You can use any browser to view an Office file on a wiki page or attachment view, provided that you have installed Adobe Flash Player version 9 or later. You do not need to have an Office desktop application installed on your computer, in order to view Office files in Confluence.

File Types

To be displayed in Confluence, the file needs to be a valid Microsoft Office 97-2007-compatible or PDF file, of the following types:

- `.doc` and `.docx`
- `.xls` and `.xlsx`
- `.ppt` and `.pptx`
- `.pdf`

Attaching and Displaying Office Files

There are two ways to do this in Confluence:

- Attach Office files to a page and display them in a Confluence page using the view file or attachments macros
- Attach an Office file to a page and embed its contents onto the page by simply dragging and dropping it into the Rich Text Editor window

To attach and display Office files in Confluence using macros,

1. Attach the Office file(s) to a Confluence page:
   - View the Confluence page where you want to display your document.
   - Open the 'Tools' menu and select 'Attachments'.
   - Browse for your Office files and upload them to the Confluence page.
     Refer to detailed instructions in Attaching Files to a Page.
2. Now you have two options for displaying the attached document:
   - You can display the document embedded into the Confluence page, via the Office Word, Office Excel, Office PowerPoint or View PDF macros in the macro browser. Refer to the detailed instructions in the View File macro topic.
   - You can also display a list of attachments via the attachments macro. People viewing the page will be able to click the 'View' link to see the Office or PDF document in Confluence.

     Alternatively, you can use the Wiki Markup syntax `{attachments}`.

To attach and display an Office file on a Confluence page using 'drag and drop',

This feature requires Google Gears to have been installed. Refer to the Drag-and-Drop topic for more information on configuring Confluence to use the drag and drop feature.

- Drag the Office file from your computer and drop it into the Rich Text Editor window. The appropriate view file macro markup will appear in the position where you dragged the file. However, the contents of the file will be rendered in full when you preview or save and view the page.

  When embedding an Office file, only one file can be dragged and dropped at a time.

This feature is not available in the Wiki Markup Editor.

Viewing and Editing the Attached Office Files

If an Office document is attached to a Confluence page, you can view the attached Office document from within Confluence. View the Office document in one of the following ways:

- Search for the Office document by file name, then click the '**View**' link next to the Office document on the Search results page. (See Searching Confluence.)
- View the list of attachments for a specific Confluence page, then click the '**View**' link next to the Office document on the Attachments

page. (See Viewing Attachment Details.)
- View a list of attachments displayed on a page via the Attachments macro, then click the '**View**' link next to the Office document in the list of attachments. (See Displaying List of Attachments in a Page.)
- View a Confluence page which has the Office document embedded in the page via the View File macro. (See View File Macro.)

Any Confluence user who has an Office application installed will also be able to launch their Office editor from within Confluence:

- Editing an Office Document from Confluence.
- Editing an Office Presentation from Confluence.
- Editing an Office Spreadsheet from Confluence.

Troubleshooting

Problems? Please refer to our guide to the Office Connector limitations and known issues.

RELATED TOPICS

View File Macro
Working with the Office Connector

- Office Connector Prerequisites
- Installing the Firefox Add-On for the Office Connector
- Editing a Confluence Page in an Office Application
- Importing an Office Document into Confluence
- Displaying Office Files in Confluence
- Editing an Office Document from Confluence
- Editing an Office Presentation from Confluence
- Editing an Office Spreadsheet from Confluence

Configuring the Office Connector in the *Confluence Administration Guide*

Take me back to the Confluence User Guide.

Editing an Office Document from Confluence

When viewing a wiki page that displays an attached Office document, you can launch your Office editor directly from Confluence. This allows you to edit a Word document from within Confluence and save it back to Confluence.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to Working with the Office Connector.

Your System Administrator can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to Configuring the Office Connector in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- Prerequisites for Editing an Attached Office Document
- Editing an Office Document in your Office Application
- Troubleshooting

Prerequisites for Editing an Attached Office Document

The Office Connector allows you to edit:

- Office files embedded in a wiki page or from the page's attachments view
- The contents of a wiki page in a compatible Office word processor application.

To make use of these editing capabilities, you will need the setup described below.

Browsers

- If you are using Firefox, you will need to install a Firefox add-on. Firefox will prompt you to do this, the first time the add-on is required. You will find instructions in Installing the Firefox Add-On for the Office Connector.

Office File Editors

To edit Office files, you will need to have Microsoft Office, OpenOffice or NeoOffice installed. (See the configuration matrix below.)

- If you are using Firefox, you can choose which of the above editors you want to use. The Firefox add-on allows you to configure this option for each file type. See Installing the Firefox Add-On for the Office Connector.
- If you are using Internet Explorer, you will need Microsoft Office. You cannot edit Office files in OpenOffice when using Internet Explorer.

Configuration Matrix

You need one of the following software combinations to edit Office files from your wiki page:

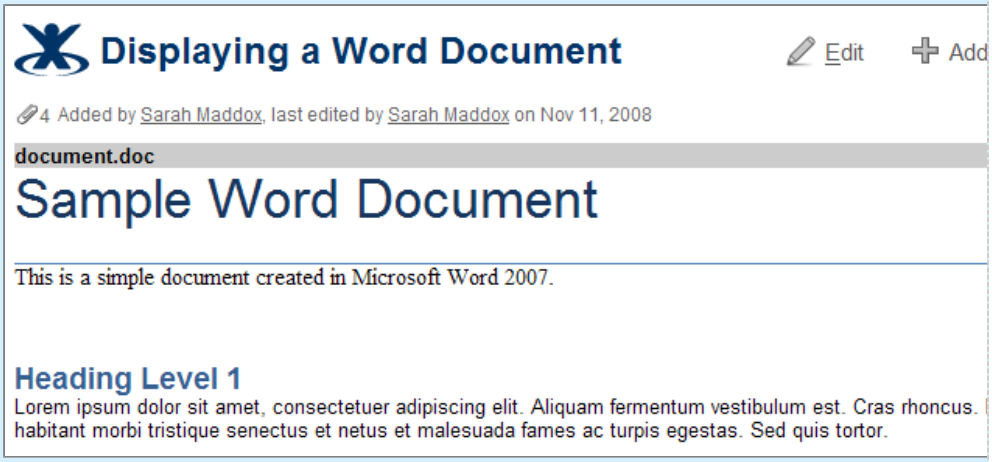
Operating System	Office Version	Browser
• Windows Vista, or • Windows XP with Service Pack 2 or 3	• OpenOffice 2.x – 3.x, or • Microsoft Office XP, 2003 or 2007	• Internet Explorer 6.x – 8.x, or • Firefox 2.x – 3.5
• Mac OS X	• NeoOffice	• Firefox 2.x – 3.5
• Linux	• OpenOffice 2.x – 3.x The only known supported Office editor for Linux is OpenOffice. But in theory it should work with any WebDAV-aware application.	• Firefox 2.x – 3.5

Editing an Office Document in your Office Application

To edit an Office document in your Office application,

1. There are two ways to do this:
   - **From an Office document embedded on a page:**
     a. Open a Confluence page with an Office document embedded on it.
     b. Move your mouse pointer to the top of the document embedded in the Confluence page, until the hidden title bar appears.

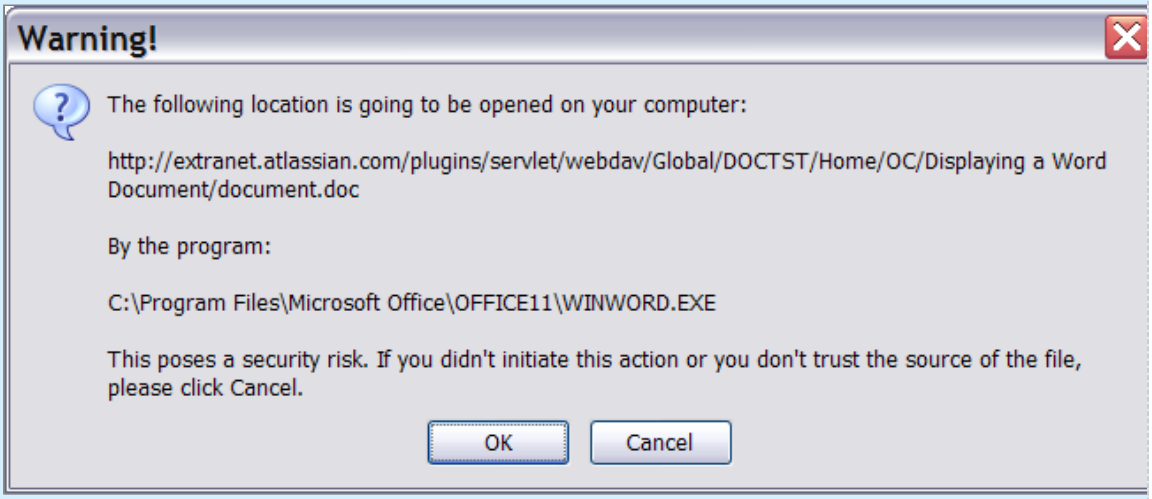
        Screenshot: The title bar showing 'document.doc' above an embedded Office document

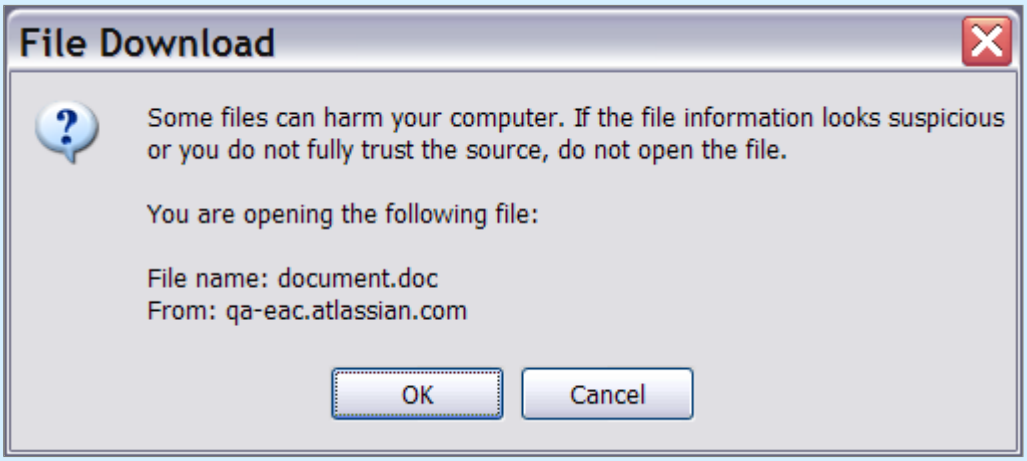
     c. Click the title bar above the embedded document.
   - **From an Office document in a list of attachments:**
     - If an Office file is attached to a Confluence page, you can edit this file directly in your compatible Office application, in one of the following ways:
       - View the list of attachments for a specific Confluence page, then click the '**Edit**' link next to the Office file on the Attachments page. (See Viewing Attachment Details.)
       - View a list of attachments displayed on a page via the Attachments macro, then click the '**Edit**' link next to the Office file in the list of attachments. (See Displaying List of Attachments in a Page.)

2. A window will pop up, asking you to confirm that you want to open this document.

Screenshot: Confirmation window in Firefox



Screenshot: Confirmation window in Internet Explorer



3. Click '**OK**'. Now you may be asked to log in to your Confluence server.

   Screenshot: Logging in to Confluence

4. Enter your Confluence username and password, then click '**OK**'.
5. The Office document will open in your Office application.
6. Make the necessary changes, then save the document. It will be saved back into Confluence.

Troubleshooting

Problems? Please refer to our guide to the Office Connector limitations and known issues.

RELATED TOPICS

Working with the Office Connector

- Office Connector Prerequisites
- Installing the Firefox Add-On for the Office Connector
- Editing a Confluence Page in an Office Application
- Importing an Office Document into Confluence
- Displaying Office Files in Confluence
- Editing an Office Document from Confluence
- Editing an Office Presentation from Confluence
- Editing an Office Spreadsheet from Confluence

Configuring the Office Connector in the *Confluence Administration Guide*

Take me back to the Confluence User Guide.

Editing an Office Presentation from Confluence

When viewing a wiki page that displays an attached Office document, you can launch your Office editor directly from Confluence. This allows you to edit a PowerPoint presentation from within Confluence and save it back to Confluence.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to Working with the Office Connector.

Your System Administrator can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to Configuring the Office Connector in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- Prerequisites for Editing an Attached Office Presentation
- Editing an Office Presentation in your Office Application
- Troubleshooting

Prerequisites for Editing an Attached Office Presentation

The Office Connector allows you to edit:

- Office files embedded in a wiki page or from the page's attachments view
- The contents of a wiki page in a compatible Office word processor application.

To make use of these editing capabilities, you will need the setup described below.

Browsers

- If you are using Firefox, you will need to install a Firefox add-on. Firefox will prompt you to do this, the first time the add-on is required. You will find instructions in Installing the Firefox Add-On for the Office Connector.

Office File Editors

To edit Office files, you will need to have Microsoft Office, OpenOffice or NeoOffice installed. (See the configuration matrix below.)

- If you are using Firefox, you can choose which of the above editors you want to use. The Firefox add-on allows you to configure this option for each file type. See Installing the Firefox Add-On for the Office Connector.
- If you are using Internet Explorer, you will need Microsoft Office. You cannot edit Office files in OpenOffice when using Internet Explorer.

Configuration Matrix

You need one of the following software combinations to edit Office files from your wiki page:

Operating System	Office Version	Browser
• Windows Vista, or • Windows XP with Service Pack 2 or 3	• OpenOffice 2.x – 3.x, or • Microsoft Office XP, 2003 or 2007	• Internet Explorer 6.x – 8.x, or • Firefox 2.x – 3.5
• Mac OS X	• NeoOffice	• Firefox 2.x – 3.5
• Linux	• OpenOffice 2.x – 3.x The only known supported Office editor for Linux is OpenOffice. But in theory it should work with any WebDAV-aware application.	• Firefox 2.x – 3.5

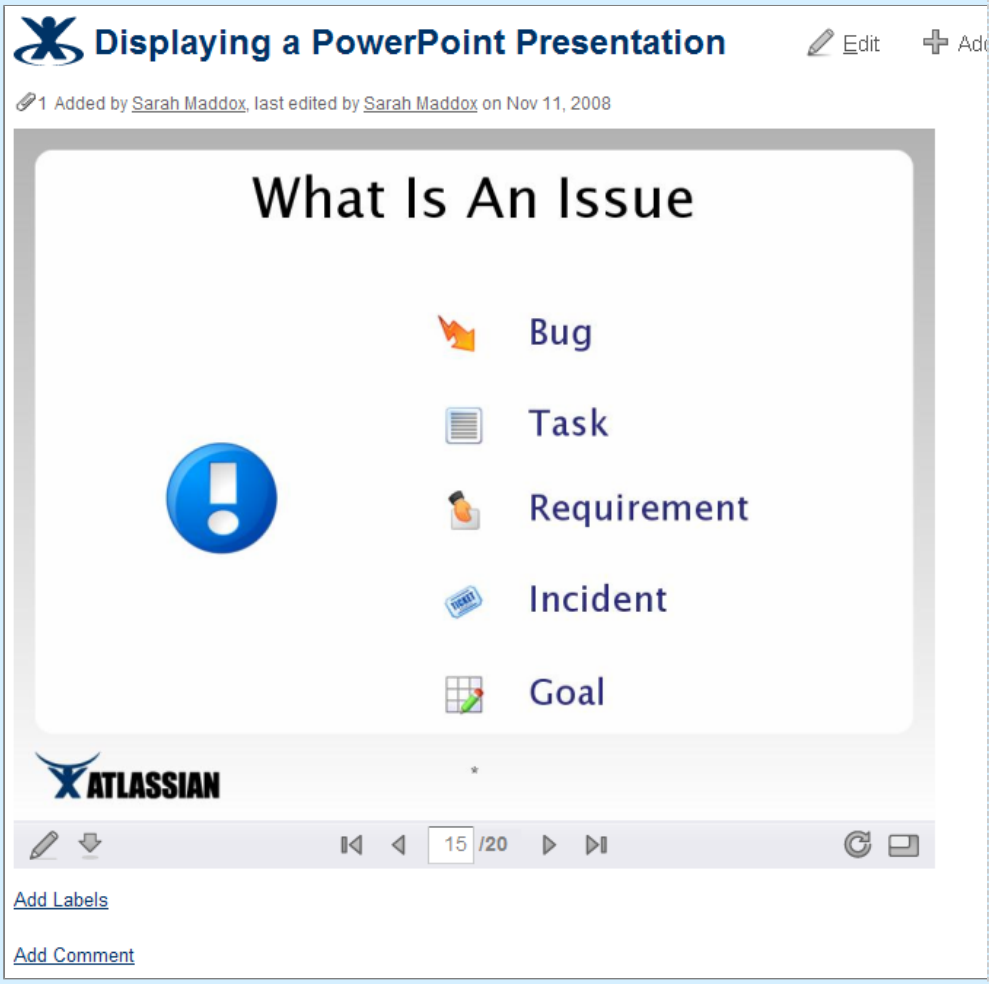
Editing an Office Presentation in your Office Application

To edit an Office presentation in your Office application,

1. There are two ways to do this:

- **From an Office presentation embedded on a page:**
  a. Open a Confluence page with an Office presentation embedded on it.
  b. Click the 'Edit' icon on the bottom frame of the slide show.

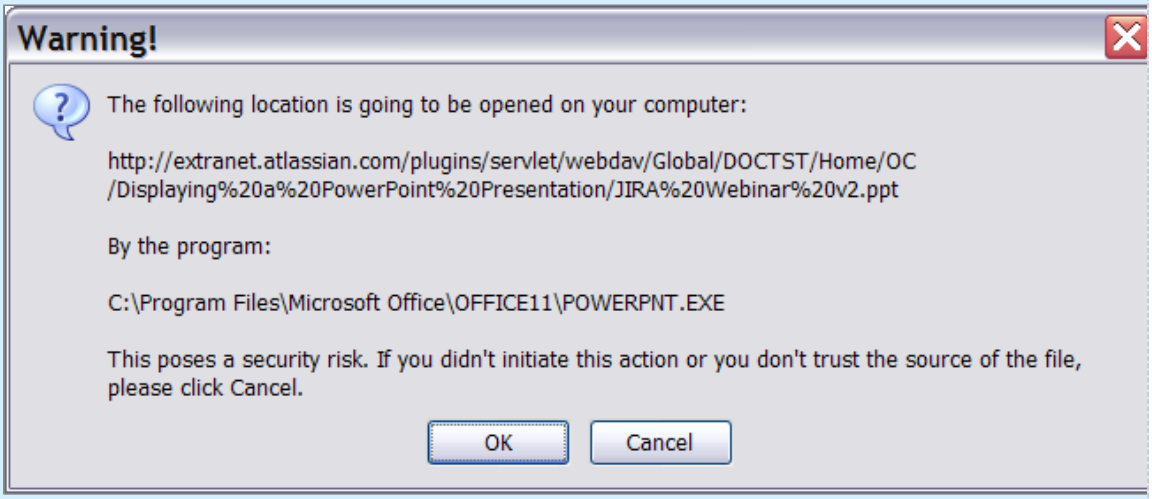
Screenshot: PowerPoint presentation displayed on a Confluence page



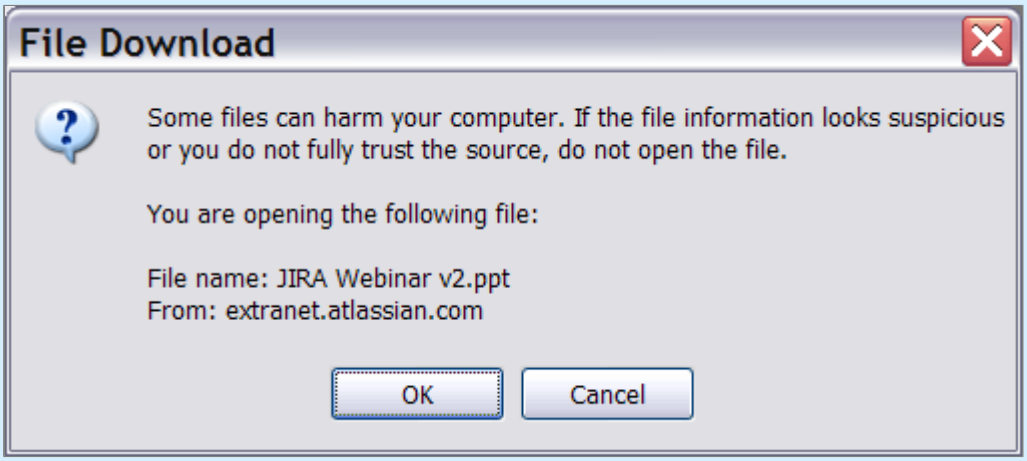
- **From an Office document in a list of attachments:**
  - If an Office file is attached to a Confluence page, you can edit this file directly in your compatible Office application, in one of the following ways:
    - View the list of attachments for a specific Confluence page, then click the '**Edit**' link next to the Office file on the Attachments page. (See Viewing Attachment Details.)
    - View a list of attachments displayed on a page via the Attachments macro, then click the '**Edit**' link next to the Office file in the list of attachments. (See Displaying List of Attachments in a Page.)

2. A window will pop up, asking you to confirm that you want to open this document.

Screenshot: Confirmation window in Firefox



Screenshot: Confirmation window in Internet Explorer



3. Click '**OK**'. Now you may be asked to log in to your Confluence server.

   Screenshot: Logging in to Confluence

4. Enter your Confluence username and password, then click '**OK**'.
5. The presentation will open in your Office application.
6. Make the necessary changes, then save the presentation. It will be saved back into Confluence.

Troubleshooting

Problems? Please refer to our guide to the Office Connector limitations and known issues.

RELATED TOPICS

Working with the Office Connector

- Office Connector Prerequisites
- Installing the Firefox Add-On for the Office Connector
- Editing a Confluence Page in an Office Application
- Importing an Office Document into Confluence
- Displaying Office Files in Confluence
- Editing an Office Document from Confluence
- Editing an Office Presentation from Confluence
- Editing an Office Spreadsheet from Confluence

Configuring the Office Connector in the *Confluence Administration Guide*

Take me back to Confluence User Guide

Editing an Office Spreadsheet from Confluence

When viewing a wiki page that displays an attached Office document, you can launch your Office editor directly from Confluence. This allows you to edit an Excel spreadsheet from within Confluence and save it back to Confluence.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to Working with the Office Connector.

Your System Administrator can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to Configuring the Office Connector in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- Prerequisites for Editing an Attached Office Spreadsheet
- Editing an Office Spreadsheet in your Office Application
- Troubleshooting

Prerequisites for Editing an Attached Office Spreadsheet

The Office Connector allows you to edit:

- Office files embedded in a wiki page or from the page's attachments view
- The contents of a wiki page in a compatible Office word processor application.

To make use of these editing capabilities, you will need the setup described below.

Browsers

- If you are using Firefox, you will need to install a Firefox add-on. Firefox will prompt you to do this, the first time the add-on is required. You will find instructions in Installing the Firefox Add-On for the Office Connector.

Office File Editors

To edit Office files, you will need to have Microsoft Office, OpenOffice or NeoOffice installed. (See the configuration matrix below.)

- If you are using Firefox, you can choose which of the above editors you want to use. The Firefox add-on allows you to configure this option for each file type. See Installing the Firefox Add-On for the Office Connector.
- If you are using Internet Explorer, you will need Microsoft Office. You cannot edit Office files in OpenOffice when using Internet Explorer.

Configuration Matrix

You need one of the following software combinations to edit Office files from your wiki page:

Operating System	Office Version	Browser
• Windows Vista, or • Windows XP with Service Pack 2 or 3	• OpenOffice 2.x – 3.x, or • Microsoft Office XP, 2003 or 2007	• Internet Explorer 6.x – 8.x, or • Firefox 2.x – 3.5
• Mac OS X	• NeoOffice	• Firefox 2.x – 3.5
• Linux	• OpenOffice 2.x – 3.x The only known supported Office editor for Linux is OpenOffice. But in theory it should work with any WebDAV-aware application.	• Firefox 2.x – 3.5

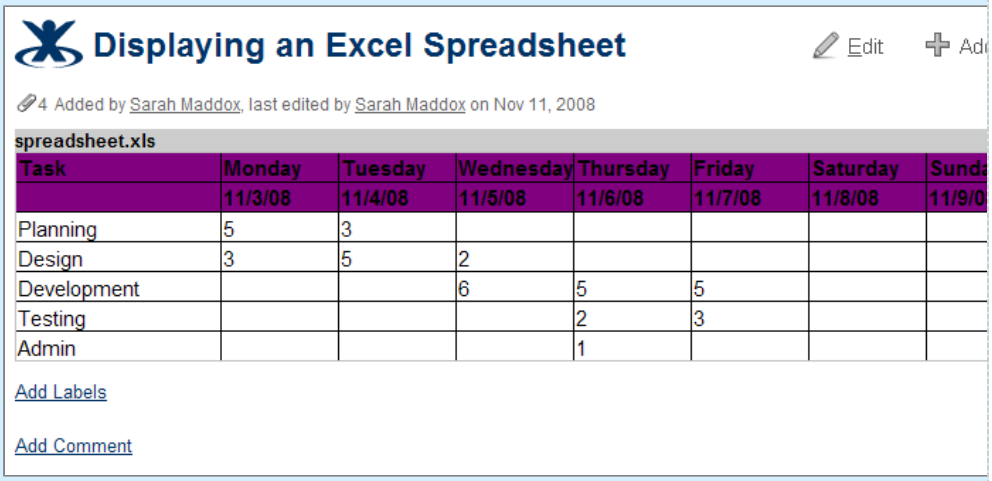
Editing an Office Spreadsheet in your Office Application

To edit an Office spreadsheet in your Office application,

1. There are two ways to do this:

- **From an Office spreadsheet embedded on a page:**
  a. Open a Confluence page with an Office document embedded on it.
  b. Move your mouse pointer to the top of the spreadsheet embedded in the Confluence page, until the hidden title bar appears.

     Screenshot: The title bar showing 'spreadsheet.xls' above an embedded Excel spreadsheet



Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunda
	11/3/08	11/4/08	11/5/08	11/6/08	11/7/08	11/8/08	11/9/0
Planning	5	3					
Design	3	5	2				
Development			6	5	5		
Testing				2	3		
Admin				1			

  c. Click the title bar above the embedded spreadsheet.

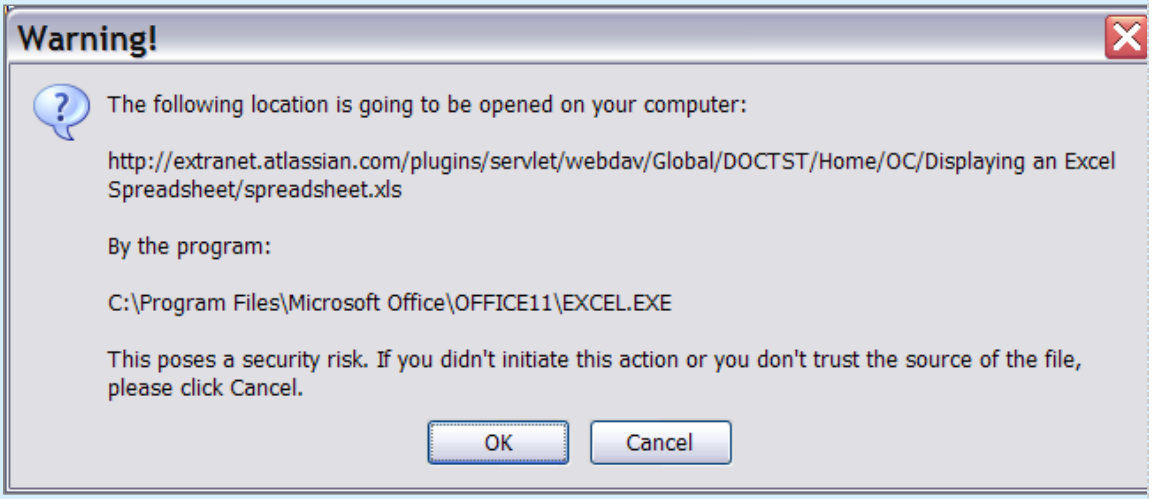
- **From an Office spreadsheet in a list of attachments:**

  - If an Office file is attached to a Confluence page, you can edit this file directly in your compatible Office application, in one of the following ways:

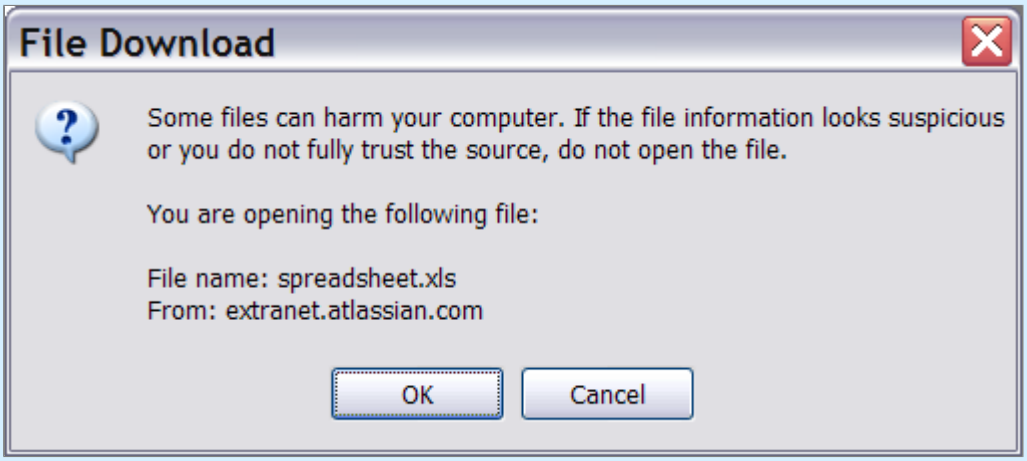
    - View the list of attachments for a specific Confluence page, then click the '**Edit**' link next to the Office file on the Attachments page. (See Viewing Attachment Details.)
    - View a list of attachments displayed on a page via the Attachments macro, then click the '**Edit**' link next to the Office file in the list of attachments. (See Displaying List of Attachments in a Page.)

2. A window will pop up, asking you to confirm that you want to open this document.

Screenshot: Confirmation window in Firefox



Screenshot: Confirmation window in Internet Explorer



3. Click '**OK**'. Now you may be asked to log in to your Confluence server.

   Screenshot: Logging in to Confluence

4. Enter your Confluence username and password, then click '**OK**'.
5. The Office spreadsheet will open in your Office application.
6. Make the necessary changes, then save the spreadsheet. It will be saved back into Confluence.

Troubleshooting

Problems? Please refer to our guide to the Office Connector limitations and known issues.

RELATED TOPICS

Working with the Office Connector

- Office Connector Prerequisites
- Installing the Firefox Add-On for the Office Connector
- Editing a Confluence Page in an Office Application
- Importing an Office Document into Confluence
- Displaying Office Files in Confluence
- Editing an Office Document from Confluence
- Editing an Office Presentation from Confluence
- Editing an Office Spreadsheet from Confluence

Configuring the Office Connector in the *Confluence Administration Guide*

Take me back to the Confluence User Guide.

Working with Bookmarks

Bookmarks will only be available if your Confluence administrator has enabled the Social Bookmarking plugin.

The **Social Bookmarking** plugin allows you to share bookmarks with your team. You can create a bookmark and save it in a Confluence space. To send the bookmark to other Confluence users, simply label it for their personal spaces or for public spaces. You can also subscribe to a bookmarks RSS feed.

A **bookmark** is a page which points to a website or other URL. The website or URL can be within or external to Confluence. The bookmark can also contain comments from the person who created the bookmark, telling you why the website is interesting.

Ask a colleague to bookmark interesting things for you while you're away
Going away, and don't want to monitor all your RSS feeds or watch the pages while you're on holiday?

- Ask a friend or a colleague to bookmark the news items and other sites that they think you should know about.
- When you get back, scan your bookmarks at your leisure. No worries that the important items will drop off your RSS feeds or clog your mailbox!

The plugin documentation gives an overview of the bookmark functionality. In addition, here are some detailed instructions:

- Adding a bookmark
- Adding a bookmark icon to your browser
- Viewing bookmarks
- Subscribing to a bookmarks feed
- Editing a bookmark
- Commenting on a bookmark
- Removing a bookmark
- Displaying bookmarks on a Confluence page

The .bookmarks page
You may notice that your space has a page called '**.bookmarks**'. This page is a container for all the bookmarks in the space. Do not delete or move this page, or you will lose all your bookmarks.

RELATED TOPICS

Bookmarks Macro
Social Bookmarking Plugin
Working with Spaces Overview

Take me back to Confluence User Guide

Adding a bookmark

The **Social Bookmarking** plugin allows you to share bookmarks with your team. You can create a bookmark and save it in a Confluence space. To send the bookmark to other Confluence users, simply label it for their personal spaces or for public spaces. You can also subscribe to a bookmarks RSS feed.

A **bookmark** is a page which points to a website or other URL. The website or URL can be within or external to Confluence. The bookmark can also contain comments from the person who created the bookmark, telling you why the website is interesting.

Permission to create bookmarks
You can save a bookmark **in** any space where you can create a page.
You can label a bookmark **for** any space, using the space key as described below.

You can add a bookmark via:

1. A bookmark icon on your browser toolbar. This is the quickest way.
2. A space's '**Add Bookmark**' action.
3. The '**Add Bookmark**' link on the '**Space Bookmarks**' screen.

Where will the bookmark be stored? You can:

- Choose the space where the bookmark will be saved, and also
- optionally, send the bookmark to a colleague by labelling it for their personal space or label the bookmark for a global space.

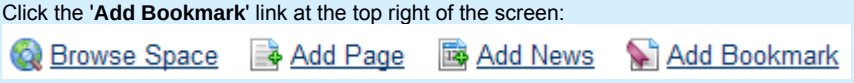
To add a bookmark via the bookmark icon,

1. If you haven't already done so, add the bookmark icon to your browser toolbar.
2. Go to the website you're interested in.
3. Click the bookmark icon on your browser toolbar.
   !Bookmarklet.png|style="border-width: 1pt; border-color: gray"! (Internet Explorer)

   !BookmarkletFF.png|style="border-width: 1pt; border-color: gray"! (Firefox)
4. If you're not already logged in to Confluence, the Confluence **login screen** will appear. Log in as usual.
5. The '**Add Bookmark**' screen will appear. Complete the information and save the bookmark, as described below.

To add a bookmark via a space's 'Add Bookmark' link,

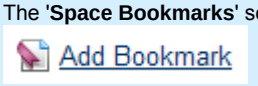
1. Go to any Confluence page.
2. Click the '**Add Bookmark**' link at the top right of the screen:



3. The '**Add Bookmark**' screen will appear. Complete the information and save the bookmark, as described below.

To add a bookmark via the 'Add Bookmark' link on the 'Space Bookmarks' screen,

1. Go to '**Browse Space**' and click the '**Bookmarks**' tab.
2. The '**Space Bookmarks**' screen will appear. Click '**Add Bookmark**' on the right of the screen.

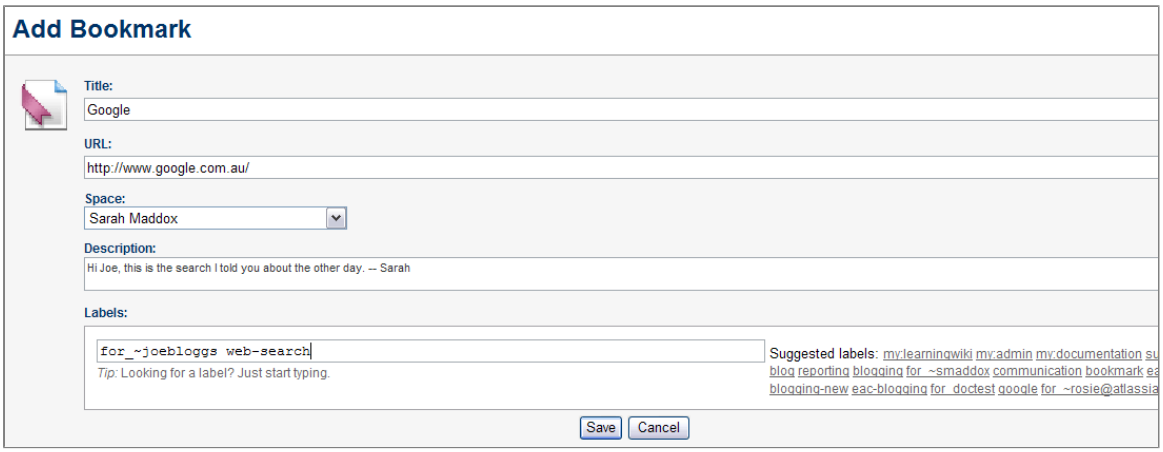


3. The '**Add Bookmark**' screen will appear. Complete the information and save the bookmark, as described below.

To save, label and send the bookmark,

1. Add the bookmark using one of the methods described above.
2. The '**Add Bookmark**' screen will appear, as shown below. Complete the following information:
   - **Title** – Enter a name for the bookmark. If you used the bookmark icon, the title will be set automatically.
     This title will appear on the '**Space Bookmarks**' screen when you are viewing the bookmarks, to identify the bookmark.
     The bookmark is actually a page within the space. The bookmark title must be a unique page title within the space.
   - **URL** – Enter the URL of the website or other location which you find interesting or want to share with a colleague.
     If you used the bookmark icon on your browser toolbar, the URL will automatically be set to the website you were visiting.
   - **Space** – Choose the Confluence space where you want to save the bookmark. It will default to your personal space.
     The bookmark will appear on the 'Bookmarks in <spacename>' tab of this space. See Viewing Bookmarks.
   - **Description** – Enter any comments or message about this bookmark e.g. why you are sending the bookmark, or what is interesting about the website.
   - **Labels** – You can use the labels in two ways:
     - To send the bookmark to a particular Confluence space. Use '**for_spacekey**' to send the bookmark to a global space, e.g. `for_sales`. Use '**for_~username**' to send the bookmark to a Confluence user's personal space. e.g. `for_~joebloggs`.
     - To categorise the bookmark in the way we usually use labels.
3. Click the '**Save**' button.
4. The bookmark will be saved in Confluence. You can view the bookmark on the '**Space Bookmarks**' screen for the space you chose from the dropdown list. If you added a 'for_spacekey' label, the bookmark will also appear on the '**Space Bookmarks**' screen for that space.
5. If you used the bookmark icon on your browser toolbar, you will be returned to the website you have just bookmarked.

Screenshot : Adding a bookmark



RELATED TOPICS

- Adding a bookmark
- Adding a Bookmark Icon to your Browser
- Editing or Commenting on a Bookmark

- Removing a Bookmark
- Subscribing to a Bookmarks RSS Feed
- Viewing Bookmarks

- Social Bookmarking Plugin

Take me back to Confluence User Guide

Adding a Bookmark Icon to your Browser

The **Social Bookmarking** plugin allows you to share bookmarks with your team. You can create a bookmark and save it in a Confluence space. To send the bookmark to other Confluence users, simply label it for their personal spaces or for public spaces. You can also subscribe to a bookmarks RSS feed.

A **bookmark** is a page which points to a website or other URL. The website or URL can be within or external to Confluence. The bookmark can also contain comments from the person who created the bookmark, telling you why the website is interesting.

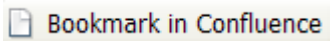
You can **add a bookmark icon on your browser toolbar**. This will make adding a bookmark quick and easy:

- When you want to create a bookmark pointing to a website, you don't have to leave the website. Just click the icon on your toolbar.
- The website title and URL will be automatically copied from the website to your bookmark.
- When you've finished adding the bookmark, you will be automatically returned to the website.

The bookmark icon will look something like this:

Internet Explorer:

Firefox:



There are two ways to add the icon to the browser toolbar:

- Drag the '**Bookmark in Confluence**' link from the '**Space Bookmarks**' page onto the browser toolbar. This method works for most browsers, including Firefox. Read the full instructions.
- Manually add the '**Bookmark in Confluence**' link to your browser's '**Favorites - Links**' folder. This method works for Internet Explorer 7. Read the full instructions.

You can change the bookmark name from 'Bookmark in Confluence' to something else, if you want to. Just use your browser's own functions for editing/organising bookmarks and bookmark properties.

RELATED TOPICS

- Adding a bookmark
- Adding a Bookmark Icon to your Browser
  - Adding a Bookmark Link to your Browser's Favorites
  - Dragging a Bookmark Link to your Browser
- Editing or Commenting on a Bookmark
- Removing a Bookmark
- Subscribing to a Bookmarks RSS Feed
- Viewing Bookmarks

- Social Bookmarking Plugin

Take me back to Confluence User Guide

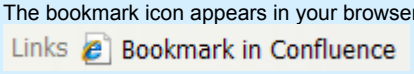
Adding a Bookmark Link to your Browser's Favorites

When using bookmarks in Confluence, you will find it useful to put a bookmark icon on your browser toolbar. Read an overview of adding the icon to your toolbar.

This page tells you how to add the Confluence bookmark link to your '**Links**' folder within your browser's '**Favorites**'. This will ensure that the link and its icon appear on the '**Links**' toolbar. We are using Internet Explorer 7 as an example browser

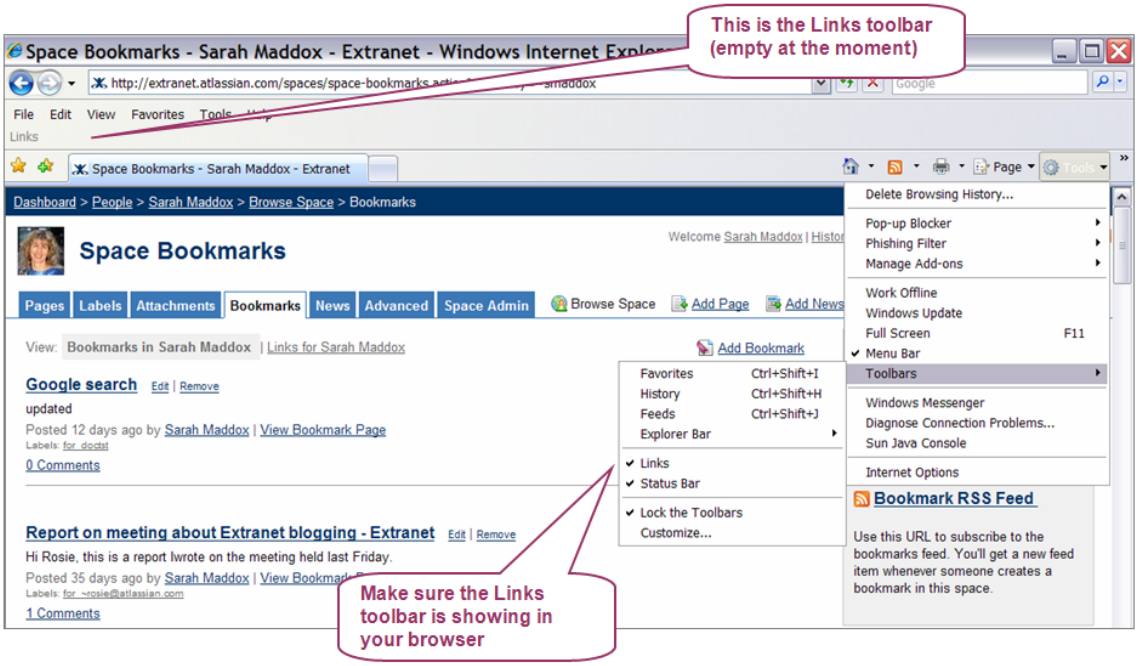
To add the bookmarks link to your Links folder,

1. First make sure that your browser's '**Links**' toolbar is showing: In IE7, click '**Tools**' in the browser menu bar, then select '**Toolbars**' and put a check mark next to '**Links**'.
2. Go to '**Browse Space**' for any Confluence space and click the '**Bookmarks**' tab.
3. The '**Space Bookmarks**' screen will appear. Right-click the '**Bookmark in Confluence**' link on the right of the screen, and select '**Add to Favorites...**'.
4. If the browser gives a security warning and asks if you want to continue, click '**Yes**'.
5. The '**Add a Favorite**' window appears. Edit the '**Name**' to something like '**Bookmark in Confluence**'.
6. Select '**Links**' from the '**Create in**' dropdown list.
7. Click the '**Add**' button.
8. The bookmark icon appears in your browser's '**Links**' toolbar:

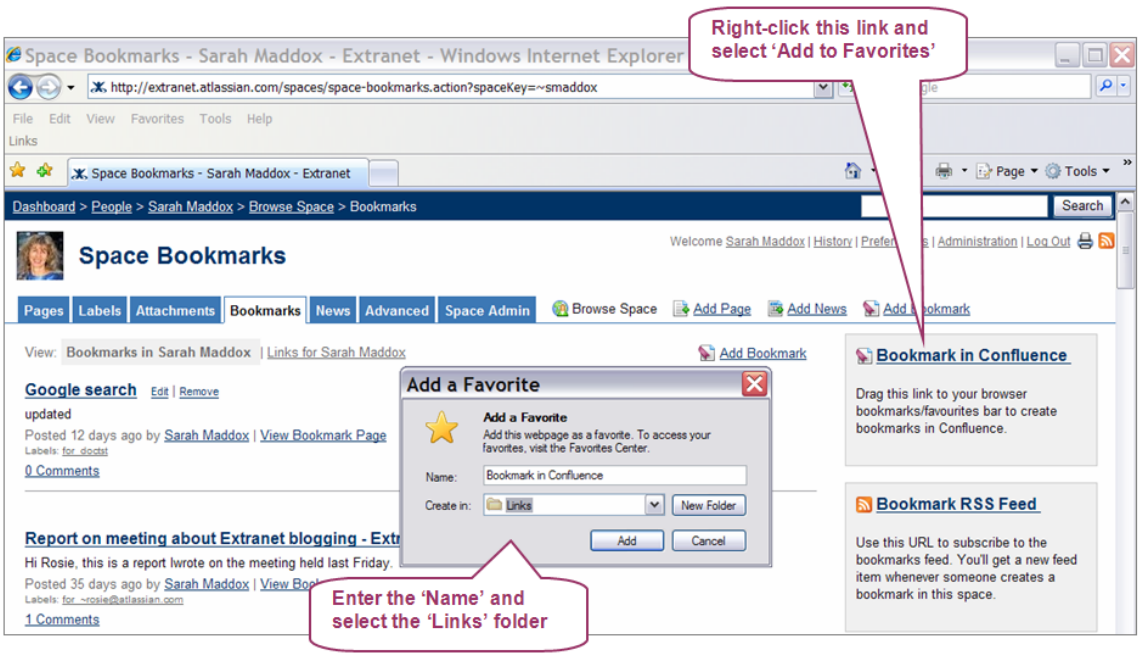


You can change the bookmark name from 'Bookmark in Confluence' to something else, if you want to. Just use your browser's own functions for editing/organising bookmarks and bookmark properties.

Screenshot : Showing the Links toolbar in IE7



Screenshot : Adding the link to Favorites Links in IE7



RELATED TOPICS

- Adding a bookmark
- Adding a Bookmark Icon to your Browser
- Editing or Commenting on a Bookmark
- Removing a Bookmark
- Subscribing to a Bookmarks RSS Feed
- Viewing Bookmarks

- Social Bookmarking Plugin

Take me back to Confluence User Guide

Dragging a Bookmark Link to your Browser

When using bookmarks in Confluence, you will find it useful to put a bookmark icon on your browser toolbar. Read an overview of adding the icon to your toolbar.

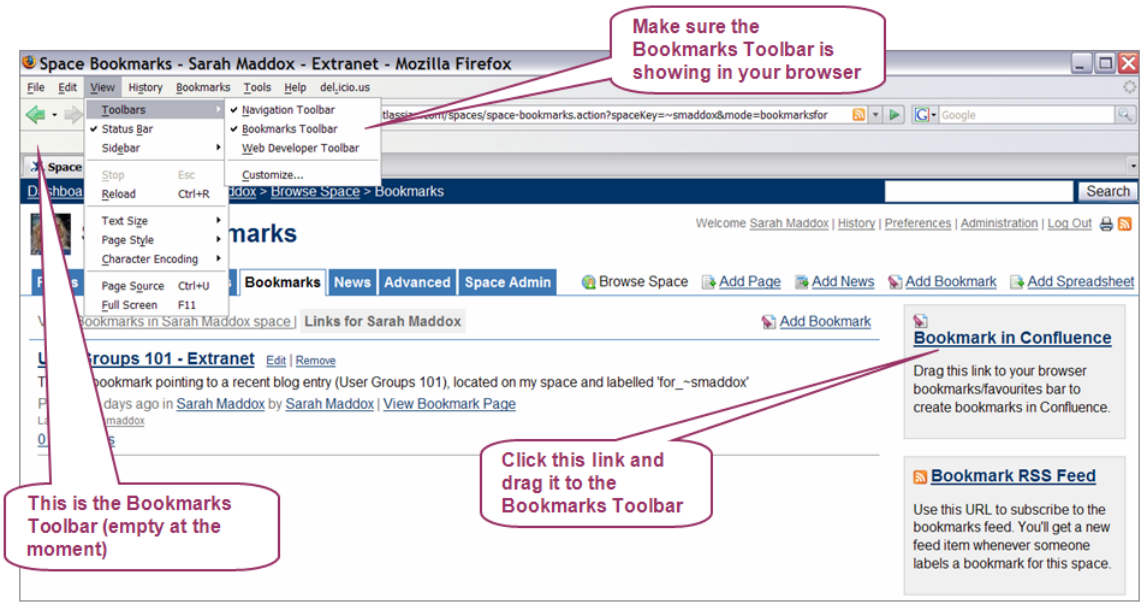
This page tells you how to drag the bookmark link from Confluence to the browser toolbar, using Firefox as an example browser.

To drag the link onto your browser toolbar,

1. First make sure that your browser's '**Bookmarks Toolbar**' is shown.
   In Firefox, click '**View**' in the browser menu bar, then select '**Toolbars**' and put a check mark next to '**Bookmarks Toolbar**'.
2. Go to '**Browse Space**' for any Confluence space and click the '**Bookmarks**' tab.
3. The '**Space Bookmarks**' screen will appear. Click the '**Bookmark in Confluence**' link on the right of the screen, and drag it onto the browser's '**Bookmarks Toolbar**'.
4. The bookmark icon looks something like this:
   Bookmark in Confluence

You can change the bookmark name from 'Bookmark in Confluence' to something else, if you want to. Just use your browser's own functions for editing/organising bookmarks and bookmark properties.

Screenshot : Dragging the bookmark link to Firefox



RELATED TOPICS

- Adding a bookmark
- Adding a Bookmark Icon to your Browser
- Editing or Commenting on a Bookmark
- Removing a Bookmark
- Subscribing to a Bookmarks RSS Feed
- Viewing Bookmarks

- Social Bookmarking Plugin

Take me back to Confluence User Guide

Editing or Commenting on a Bookmark

Permissions
In order to edit a bookmark, you must have **'create page' permissions** for the space in which the bookmark was saved.
In order to comment on a bookmark, you must have **'create comments' permissions** for the space in which the bookmark was saved.

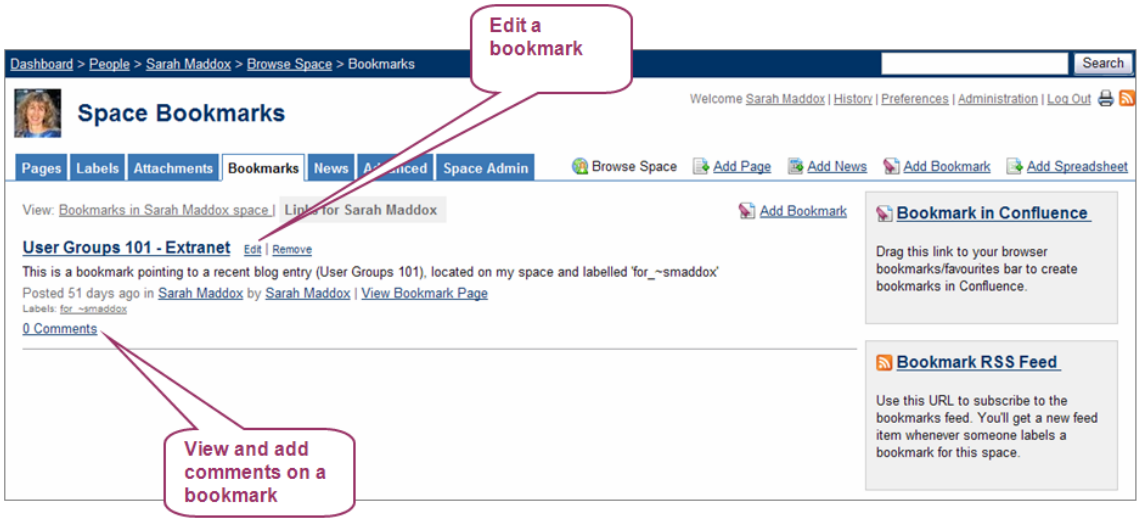
You can **edit or comment on a bookmark** by going to either of the following spaces:

- The space in which the bookmark was saved.
- The space for which the bookmark was labelled (if the bookmark was labelled for a space).

To edit or comment on a bookmark,

1. Go to '**Browse Space**' and click the '**Bookmarks**' tab.
2. The '**Space Bookmarks**' screen will appear. Click one of the following tabs:
   - '**Bookmarks in <space name>**' – to display all the bookmarks which have been saved in this space.
   - '**Links for <space name>**' – to display all the bookmarks which have been labelled for this space.
3. To edit a bookmark:
   - Click '**Edit**' next to the bookmark title.
   - The '**Update Bookmark**' screen appears. Edit the information then click the '**Save**' button.
4. To comment on a bookmark, do one of the following:
   - Click '**Comments**' under the bookmark on the '**Space Bookmarks**' screen.
   - Or click '**View Bookmark Page**' on the '**Space Bookmarks**' screen, then click '**Add Comment**' on the bookmark page.

Screenshot : Editing or commenting on a bookmark



RELATED TOPICS

- Adding a bookmark
- Adding a Bookmark Icon to your Browser
- Editing or Commenting on a Bookmark
- Removing a Bookmark
- Subscribing to a Bookmarks RSS Feed
- Viewing Bookmarks

- Social Bookmarking Plugin

Take me back to Confluence User Guide

Removing a Bookmark

> **Permission to remove a bookmark**
> In order to remove a bookmark, you must have **'remove page' permissions** for the space in which the bookmark was saved.

You can **remove a bookmark** by going to either of the following spaces:

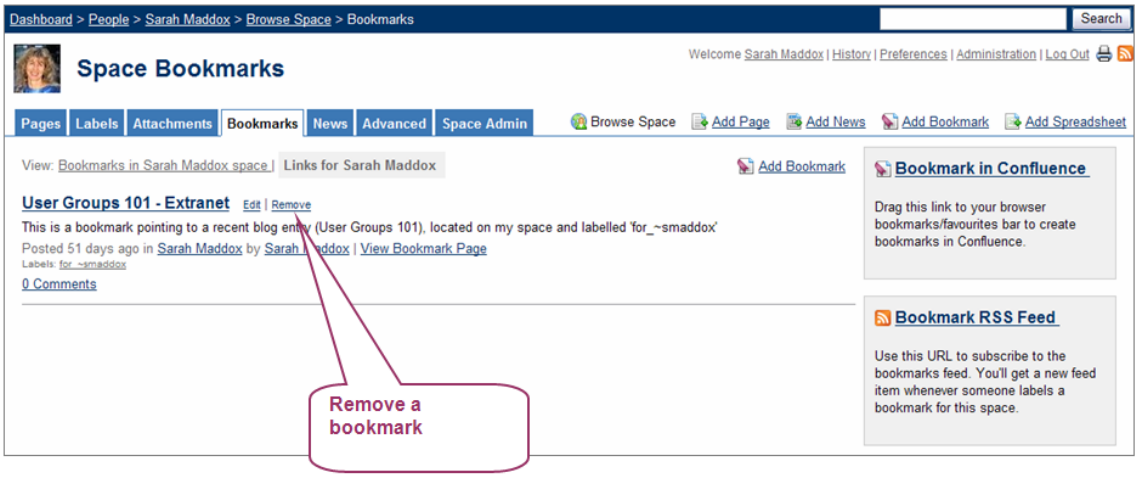
- The space in which the bookmark was saved.
- The space for which the bookmark was labelled (if the bookmark was labelled for a space).

When you remove a bookmark, it disappears from **all** spaces i.e. the space in which it was saved and any spaces for which it was labelled.

To remove a bookmark,

1. Go to '**Browse Space**' and click the '**Bookmarks**' tab.
2. The '**Space Bookmarks**' screen will appear. Click one of the following tabs:
   - '**Bookmarks in <space name>**' – to display all the bookmarks which have been saved in this space.
   - '**Links for <space name>**' – to display all the bookmarks which have been labelled for this space.
3. Click '**Remove**' next to the bookmark title.
4. A confirmation screen appears, showing you the number of incoming links to the bookmark page. Click '**nn incoming link(s)**' to see more information about the links.
5. Click '**OK**' on the confirmation screen to remove the bookmark.

Screenshot : Deleting a bookmark



RELATED TOPICS

- Adding a bookmark
- Adding a Bookmark Icon to your Browser
- Editing or Commenting on a Bookmark
- Removing a Bookmark
- Subscribing to a Bookmarks RSS Feed
- Viewing Bookmarks

- Social Bookmarking Plugin

Take me back to Confluence User Guide

Subscribing to a Bookmarks RSS Feed

The **Social Bookmarking** plugin allows you to share bookmarks with your team. You can create a bookmark and save it in a Confluence space. To send the bookmark to other Confluence users, simply label it for their personal spaces or for public spaces. You can also subscribe to a bookmarks RSS feed.

A **bookmark** is a page which points to a website or other URL. The website or URL can be within or external to Confluence. The bookmark can also contain comments from the person who created the bookmark, telling you why the website is interesting.

What is an RSS feed?
RSS is a format used by a number of organisations to share news. You can subscribe to an 'RSS feed' and then use an 'RSS reader' to view the information in the feed. A feed is a URL (web address) which supplies the news upon request. A reader is a program which displays the news for you. Your reader may be on a website, an addon to your browser, part of your email program, or a stand-alone program.

More information:

- Overview of RSS on Wikipedia.
- Working with RSS in Confluence

The bookmarks feed is in RSS2 format. There are two feeds in each space:

- A feed for the bookmarks saved in a particular space. This might be:
  - Your personal space, where you store all the bookmarks of interest to you, as well as the bookmarks you have sent to other people.
  - A global space, where you or other people store bookmarks relevant to that space.
- A feed for the bookmarks labelled for a particular space. This might be:
  - Your personal space, where you can see the bookmarks other people have sent to you.
  - A global space, where you or other people have sent bookmarks relevant to that space.

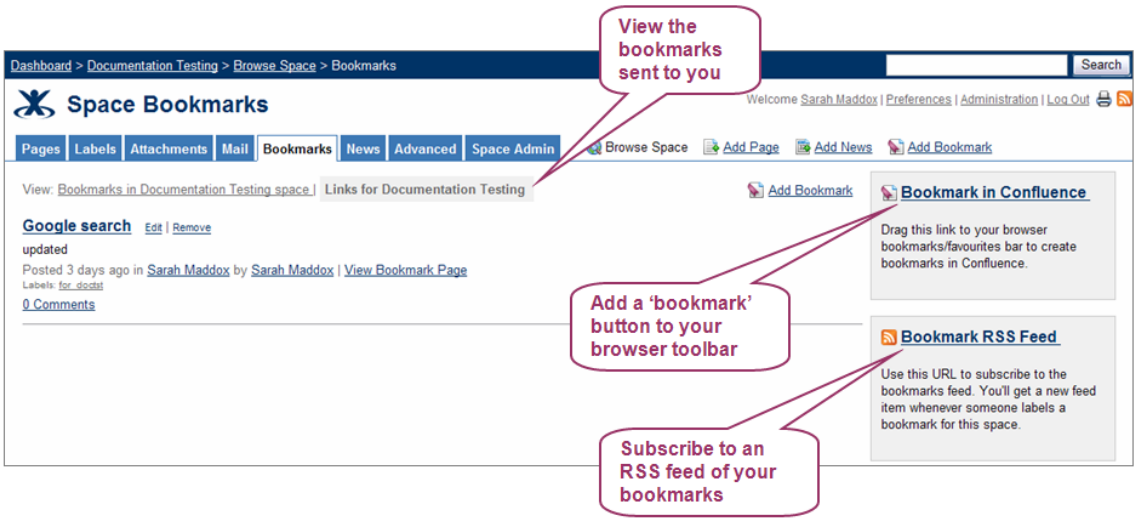
To subscribe to the bookmarks saved in a particular space,

1. Go to '**Browse**' and select '**Bookmarks**' from the dropdown list. The '**Space Bookmarks**' screen will appear.
2. Click the '**Bookmarks in <space name>**' link.
3. This will display all the bookmarks which have been saved in this space. Get your feed from the link labelled '**Bookmark RSS Feed**'. There are a few ways to add the feed to your RSS reader:
    - Drag the link into your RSS reader.
    - Or right-click the link and copy the link location, then paste it into your RSS reader.
    - Or click the link to open the feed in your browser. Then copy the feed URL from the browser's address bar and paste it into your RSS reader.

To subscribe to the bookmarks labelled for a particular space,

1. Go to '**Browse**' and select '**Bookmarks**' from the dropdown list. The '**Space Bookmarks**' screen will appear.
2. Click the '**Links for <space name>**' link.
3. This will display all the bookmarks which have been labelled for this space. Get your feed from the link labelled '**Bookmark RSS Feed**'. There are a few ways to add the feed to your RSS reader:
    - Drag the link into your RSS reader.
    - Or right-click the link and copy the link location, then paste it into your RSS reader.
    - Or click the link to open the feed in your browser. Then copy the feed URL from the browser's address bar and paste it into your RSS reader.

Screenshot : Subscribing to a bookmarks feed



RELATED TOPICS

- Adding a bookmark
- Adding a Bookmark Icon to your Browser
- Editing or Commenting on a Bookmark
- Removing a Bookmark
- Subscribing to a Bookmarks RSS Feed
- Viewing Bookmarks

- Social Bookmarking Plugin

Take me back to the Confluence User Guide.

Viewing Bookmarks

The **Social Bookmarking** plugin allows you to share bookmarks with your team. You can create a bookmark and save it in a Confluence space. To send the bookmark to other Confluence users, simply label it for their personal spaces or for public spaces. You can also subscribe to a bookmarks RSS feed.

A **bookmark** is a page which points to a website or other URL. The website or URL can be within or external to Confluence. The bookmark can also contain comments from the person who created the bookmark, telling you why the website is interesting.

This page tells you how to **view a list of bookmarks** in a space. If you want to include a list of macros on your Confluence page, use the Bookmarks Macro.

When viewing bookmarks, you can:

- View the bookmarks saved in a particular space. This might be:

    - Your personal space, where you store all the bookmarks of interest to you, as well as the bookmarks you have sent to other people.
    - A global space, where you or other people store bookmarks relevant to that space.
- View the bookmarks labelled for a particular space. This might be:
    - Your personal space, where you can see the bookmarks other people have sent to you.
    - A global space, where you or other people have sent bookmarks relevant to that space.
- Go to the bookmarked website or URL.

To view the bookmarks saved in a particular space,

1. Go to '**Browse Space**' and click the '**Bookmarks**' tab.
2. The '**Space Bookmarks**' screen will appear. Click the '**Bookmarks in <space name>**' tab.
3. This will display all the bookmarks which have been saved in this space, ordered by date with the most recent shown first. Click '**View Bookmark Page**' if you want to open the Confluence page for this bookmark.

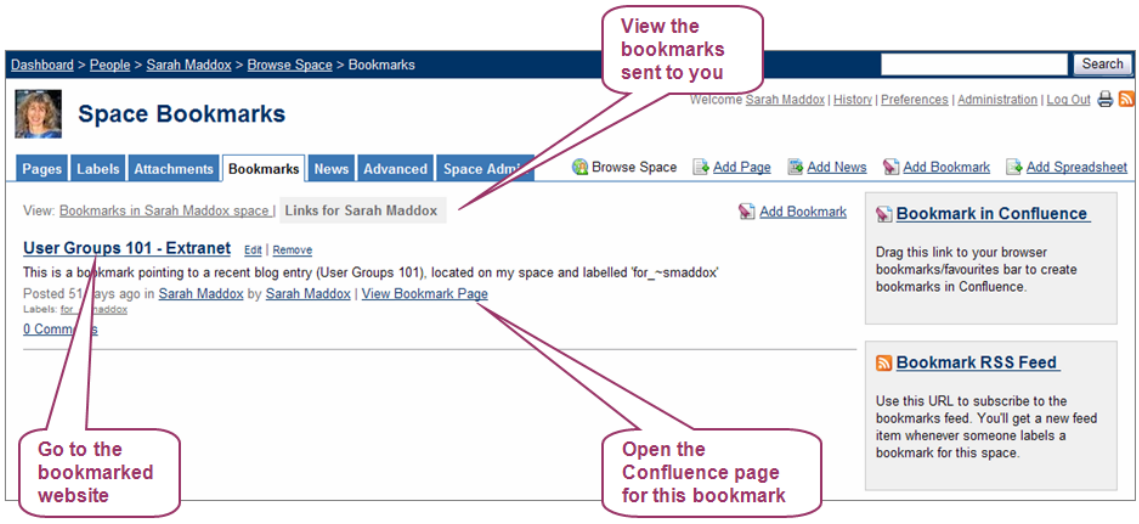
To view the bookmarks labelled for a particular space,

1. Go to '**Browse Space**' and click the '**Bookmarks**' tab.
2. The '**Space Bookmarks**' screen will appear. Click the '**Links for <space name>**' tab.
3. This will display all the bookmarks which have been labelled for this space, ordered by date with the most recent shown first. Click '**View Bookmark Page**' if you want to open the Confluence page for this bookmark.

To go to the bookmarked website or URL,

1. Click the bookmark title. This is the bold, underlined name shown above the bookmark description on the '**Space Bookmarks**' screen.
2. The website or other URL will open in your browser.

Screenshot : Viewing bookmarks



RELATED TOPICS

- Adding a bookmark
- Adding a Bookmark Icon to your Browser
- Editing or Commenting on a Bookmark
- Removing a Bookmark
- Subscribing to a Bookmarks RSS Feed
- Viewing Bookmarks

- Social Bookmarking Plugin
- Bookmarks Macro

Take me back to Confluence User Guide

Working with Macros

Macros perform programmatic functions within a page and can be used to generate complex content structures or dynamic content.

Macros allow you to add extra functionality or include dynamic content in a page. For example, the Attachments macro will list a page's attachments in the page itself, so that readers do not have to visit the Attachments tab.

On this page:

- Including a Macro in your Page
  - Including Macros with the Macro Browser
  - Including Macros with the Confluence Editor
  - Macro Parameters
  - Case Sensitivity in Macro Parameters
- Macros Shipped with your Confluence Installation
- Information about Other Macros
- Writing your own Macros

Including a Macro in your Page

There are two ways to include a macro in your page. You can add macros using the visual Macro Browser, or by manually typing a macro command into the editor.

Including Macros with the Macro Browser

To insert a macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the macro you want, click '**insert**' to add it to your page.

Including Macros with the Confluence Editor

In the Confluence editor, a macro is simply a command wrapped inside curly braces {...}.

For instance, the Attachments Macro is written as:

```
1.{attachments}
```

Macro Parameters

Many macros allow you to include optional parameters to control the macro's output.

With the Attachments Macro, for instance, you have two optional parameters:

- To specify the file formats of the attachments displayed.
- To choose whether or not you want old versions of the attachments displayed.

These optional parameters are included within the curly braces, following a colon, like this:

```
1.{attachments:patterns=.*jpg}
```

When specifying more than one parameter within the same macro, use the pipe symbol ('|') to separate one from the other, like this:

```
1.{attachments:old=true|patterns=.*jpg}
```

Case Sensitivity in Macro Parameters

Macro parameters are case sensitive. In most cases, the macro will expect its parameters to be in lower case. Make sure you follow the documentation for the specific macro and match the expected case, otherwise the parameter may be ignored.

For example, this code correctly has the parameter 'patterns' with a lower case 'p' as expected by the Attachments Macro:

```
1.{attachments:patterns=.*jpg}
```

This code will not work, because the parameter 'Patterns' has an upper case 'p', which the Attachments Macro will not recognise:
Invalid macro code:

```
1.{attachments:Patterns=.*jpg}
```

Macros Shipped with your Confluence Installation

When you download your Confluence installation file, many macros are shipped with the download. Below is a list of the macros currently shipped with Confluence. Click a macro name for details of the usage, including optional parameters and examples.

Attachments Macro	Displays a list of attachments belonging to the current page.
Blog Posts Macro	Lists the most recent news items in the space.
Bookmarks Macro	Includes a list of bookmarks on a Confluence page.
Change-History Macro	Displays a history of updates made to a page.
Chart Macro	Displays a chart based on tabular data.
Cheese Macro	Displays the words "I like cheese!"
Children Display Macro	Displays the children and descendants of the current page.
Code Block Macro	Displays code in your document with the appropriate syntax highlighting.
Color Text Macro	Changes the colour of a block of text.
Column Macro	Used with the Section Macro. Defines columns within the page.
Content by Label Macro	Renders a list of content associated with specific labels.
Create Space Button Macro	Renders a create space button linked to the create space page.
Tasklist Macro	Displays a dynamic task list which can be modified in 'view' mode.
Edit in Word Link Macro	Displays an 'Edit in Word' icon on your page.
Excerpt Macro	Allows you to define a part of the page as the page's 'excerpt' which is then used by other macros to summarise a page's content.
Excerpt Include Macro	Allows you to display an excerpt from another page within the current page.
Favourite Pages Macro	Displays a list of your favourite pages.
Excerpt Include Macro	Includes one page's excerpt in another.
Gallery Macro	Forms a thumbnail gallery of all images attached to a page.
Global Reports Macro	Renders a list of links to global reports within a table.
HTML Macro	Renders your specified HTML code within the current page.
HTML Include Macro	Includes the content of an external HTML file into a Confluence page.
IM Presence Macro	Displays graphically when a contact is online.
Include Page Macro	Inserts the contents of the specified page into the current one.
Info Macro	Displays a block of text in a blue highlight box.
JIRA Issues Macro	Displays a list of JIRA issues in a page.
JIRA Portlet Macro	Displays a JIRA dashboard portlet in Confluence.
JUnit Report Macro	Display a summary of JUnit test results.
Livesearch Macro	Add a dynamic search box to a wiki page.
Loremipsum Macro	Display a few paragraphs of pseudo-Latin text.
Navmap Macro	Renders the list of pages associated with a specified label as a navigable map.
Noformat Macro	Displays a block of text in monospace font.
Nolink and nl Macros	Prevents the browser from automatically hyperlinking a URL.
Note Macro	Displays a block of text in a yellow highlight box.
Panel Macro	Displays a block of text within a fully customisable panel.
Pagetree Macro	Displays a dynamic, hierarchical list of pages starting from a specified parent (root) page.
Pagetree Search Macro	Adds a search box to your Confluence page and searches a hierarchy of pages starting from a specified parent (root) page.

Recently Updated Macro	Displays a list of recently changed content (pages, news items, comments, etc).
Recently Used Labels Macro	Lists labels most recently used in a specified scope (Global, Space, or Personal)
Related Labels Macro	Lists labels frequently appearing on the same pages as the current page's labels.
RSS Feed Macro	Displays the contents of an RSS feed.
Search Macro	Searches Confluence, and includes the results in the page.
Section Macro	Used with the Column Macro to define columns within the page.
Space Details Macro	Includes the summary of a Confluence space in the page.
Spaces List Macro	Displays a list of all spaces visible to the user.
Tip Macro	Displays a block of text in a green highlight box.
Userlister Macro	Displays a list of Confluence users, from an optional group.
View File Macro	Embeds an Office document into your Confluence page.
Warning Macro	Displays a block of text in a red highlight box.
Web-Widget Macro	Same as the Widget macro.
Welcome Message macro	Includes the Confluence site welcome message.
Widget Macro	Displays videos, slide shows, twitter chats, documents and more, sourced from other web sites and displayed on your Confluence page.

Information about Other Macros

Other macros are available as plugins or as user macros, and can be installed by your Confluence administrator.

Customers using Adaptavist macros or plugins might be interested in the Adaptavist's Confluence user guide.

Some examples are:

- {toc} macro, provided by the Table of Contents Plugin - full documentation by CustomWare.
- {float} macro and others, provided by the Composition plugin - full documentation by CustomWare.

Writing your own Macros

To learn how to write your own macro, take a look at the following documentation:

- User macros are simple template-like macros that allow you to create simple formatting macros using the Confluence web interface. Read more about User Macros.
- The Confluence Plugin Guide tells you how to develop a plugin for Confluence.

RELATED TOPICS

Confluence Notation Guide Overview
Confluence Plugin Guide
Plugin Index
User Macros

Take me back to the Confluence User Guide.

Anchor Macro

The Anchor Macro is documented in Working with Anchors.

Attachments Macro

The attachments macro is documented on Displaying List of Attachments in a Page.

Blog Posts Macro

The **Blog Posts Macro** allows you to display news items (blog posts) on a wiki page. Clicking on a title takes you to the news item. The blog posts macro will generate output like the screenshot below:

Screenshot: The Blog Posts Macro in Confluence

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples
  - 1. Specify the number of news items you want displayed
  - 2. Display short excerpts from each news item in the list
  - 3. Display only the titles of the news item
  - 4. Choose how far back in time Confluence should look for the news items
  - 5. Filter items using labels
  - 6. Filter items using spaces
  - 7. Combine parameters to filter the news items
  - 8. Sort the results

Usage with the Macro Browser

To insert the blog posts macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the blog posts macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

Simply type the following into the Wiki Markup editor:

```
1.{blog-posts}
```

In the example below, we show the news items from a user's personal space on this Confluence site. (The person's username is `~mryall`.)

What you need to type	What you will get
{blog-posts:space=~mryall}	Tuesday, October 16, 2007 Testing news Labels: label, label2 This is a test post. **Posted at Oct 16, 2007** by Matt Ryall (Atlassian) | 0 comments

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
(`author`)	None	Filter the results by author. The macro will display only the news items which are written by the author(s) you specify here. You can specify one or more authors, separated by a comma.
Content Type to Display (`content`)	entire	Available values: • `content=excerpts` — Display short excerpts from each news item. After each excerpt, the words 'Read more...' will offer a link allowing the user to click through to the full news item, if the content is over 500 characters long. • `content=titles` — Display a list of news items, showing titles only.
Restrict to these Labels (`label`)	None	Filter the results by label. The macro will display only the news items which are tagged with the label(s) you specify here. You can specify one or more label values, separated by a comma or a space. • To exclude content which matches a given label, put a minus sign (-) immediately in front of that label value. For example: If you specify a label value of `-badpage` you will get only content which is not labelled with 'badpage'. • To indicate that the results **must** match a given label value, put a plus sign (+) immediately in front of that label value. For example: If you specify a label value of `+superpage,+goodpage` you will get only content which has at least two labels, being 'superpage' and 'goodpage'.
Restrict to these Labels (`labels`)	None	Exactly the same as `label` above.
Maximum Number of News Items (`max`)	15	Specify the maximum number of results to be displayed. Note that the results are sorted first, and then the maximum parameter is applied.
Maximum Number of News Items (`maxResults`)	15	Exactly the same as `max` above.
Reverse Sort (`reverse`)	false	Use this parameter in conjunction with the `sort` parameter described below. Set `reverse=true` to change the sort from ascending to descending order. this parameter is ignored if the `sort` parameter is not specified.
Sort By (`sort`)	creation	Specify how the results should be sorted. To change the sort order from ascending to descending, use the `reverse` parameter described above. If this parameter is not specified, the sort order defaults to descending order based on the creation (publish) date. Values: • `creation` — Sort by the date on which the content was added. • `title` — Sort alphabetically by title. • `modified` — Sort by the date on which the content was last updated.

Restrict to these spaces (`space`)	@self, i.e. the space which contains the page on which the macro is coded	This parameter allows you to filter content by space. The macro will display only the pages which belong to the space(s) you specify here. You can specify one or more space keys, separated by a comma or a space. • To exclude content in a specific space, put a minus sign (-) immediately in front of that space key. For example: If you specify a space key of `-BADSPACE` you will get only content which is not in the BADSPACE. • To indicate that the results **must** come from a specific space, put a plus sign (+) immediately in front of that space key. For example: If you specify a space key of `+GOODSPACE` you will get only content in GOODSPACE. (Note that this is not particularly useful, because each content item belongs to one space only. If you put a plus sign next to one space key and list other space keys too, the other space keys will be ignored.) Special values: • `@self` — The current space. • `@personal` — All personal spaces. • `@global` — All global spaces. • `@favorite` — The spaces you have marked as favourite. • `@favourite` — The same as `@favorite` above. • `@all` — All spaces in your Confluence site. • `*` — The same as `@all` above. When specifying a personal space, remember to use the tilde (~) sign in front of the username, such as `~jbloggs` or `~jbloggs@example.com`.
Restrict to these spaces (`spaces`)		Exactly the same as `space` above.
Time Frame (`time`)	no limit	Specify how far back in time Confluence should look for the news items to be displayed. Available values: • `m` — Minutes • `h` — Hours • `d` — Days • `w` — Weeks For example, `time=12h` would display those news items created in the last twelve hours, and `time=7d` would show news items created in the last seven days.

Examples

1. Specify the number of news items you want displayed

The following code will display a maximum of five news items:

```
1.{blog-posts:max=5}
```

2. Display short excerpts from each news item in the list

```
1.{blog-posts:content=excerpts}
```

3. Display only the titles of the news item

```
1.{blog-posts:content=titles}
```

4. Choose how far back in time Confluence should look for the news items

The following code will display all news items posted in the last twelve hours.

```
1.{blog-posts:time=12h}
```

The following code will display all news items posted in the last 2 weeks.

```
1.{blog-posts:time=2w}
```

5. Filter items using labels

The following code will display news items that contain the labels 'atlassian' or the label 'confluence' (or both):

```
1.{blog-posts:labels=atlassian,confluence}
```

The following code will display news items that contain the labels 'atlassian' and 'confluence' — each news item must be tagged with both labels:

```
1.{blog-posts:labels=+atlassian,+confluence}
```

6. Filter items using spaces

The following code will display items from the 'Marketing' space (space key is `MKTG`) and Joe Smith's personal space (space key is `~jsmith`):

```
1.{blog-posts:spaces=MKTG,~jsmith}
```

7. Combine parameters to filter the news items

The following code will display the latest 10 items in the 'Marketing' space (space key is `MKT`) with the label 'logo'. The items will be displayed as a list of titles only:

```
1.{blog-posts:max=10|labels=logo|spaces=MKT|content=titles}
```

8. Sort the results

Use the code below to sort the list of items by date last modified, with the most recent at the top:

```
1.{blog-posts:sort=modified|reverse=true}
```

RELATED TOPICS

Working with Macros
Working with News Overview

Take me back to the Confluence User Guide.

Bookmarks Macro

This page describes the **Bookmarks Macro**, provided by the Social Bookmarking plugin. Please refer to Working with Bookmarks for details of how to add, view and subscribe to bookmarks.

Use the bookmarks macro to include a list of bookmarks on a Confluence page. By default, the macro will display the bookmarks saved in the current space. The bookmarks macro renders information as shown in the screenshot below.

Screenshot: Bookmarks Macro

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the bookmarks macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the bookmarks macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{bookmarks}	

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
Maximum Number of Bookmarks (`max`)	15	The maximum number of bookmarks to display.
Search these Spaces Only (`spaces`)	Current space	A list of spaces to search for, separated by commas. The macro will display the bookmarks saved in these spaces. Meta space names *@all*, *@personal*, *@global* can also be used.
Label(s) (`labels`)	None	A list of labels to search for, separated by commas. The macro will display the bookmarks which have these labels applied. If you specify multiple labels, the bookmarks need to match only one of the labels to be included.
Creator(s) (`creators`)	None	A list of usernames, separated by commas, specifying who created the bookmarks to be listed.
Sort By (`sort`)	creation	Specify the sort order of the bookmarks. Valid values: '**creation**' = bookmark created date; '**creator**' = username of bookmark author; '**title**' = bookmark title.
Reverse Sort (`reverseSort`)	false	'**true**' = reverse the sort order.
Show Bookmark Creators (`showAuthor`)	true	Display the user who created the bookmark.
Show Bookmark Creation Dates (`showDate`)	true	Display the date when the bookmark was created.
Show Bookmark Descriptions (`showDescription`)	true	Display the bookmark description.

Show Edit Links (showEditLinks)	true	If the current user has permission, show quick links to edit or remove the bookmark.
Show Bookmark's Labels (showLabels)	true	Display the bookmark's labels.
Show Bookmark List Heading (showListHeader)	true	Display heading of the bookmark list (with the RSS feed link).
Show Space Where Bookmark is Saved (showSpace)	true	Display the space the bookmark is saved in.
Show Link to Actual Bookmark (showViewLink)	true	Display a link to the actual bookmark page.

Examples

Specify the number of bookmarks you want displayed:

```
1.{bookmarks:max=5}
```

Specify the space(s) where the bookmarks are saved:
The following markup will show the bookmarks in the personal space of user 'jbloggs' and in the 'sales' space.

```
1.{bookmarks:spaces=~jbloggs,sales}
```

Specify the space(s) where the bookmarks are saved and the person who created the bookmarks:
The following markup will show the bookmarks created by user 'jbloggs' in his personal space and in the 'sales' space.

```
1.{bookmarks:spaces=~jbloggs,sales|creators=jbloggs}
```

Display only the bookmark titles:

We have forced the line-breaks in this example. Your code should consist of a single line.

```
1.{bookmarks:showAuthor=false|showDate=false
2.|showDescription=false|showEditLinks=false
3.|showLabels=false|showListHeader=false
4.|showSpace=false|showViewLink=false}
```

RELATED TOPICS

Working with Bookmarks
Working with Macros

Take me back to the Confluence User Guide.

Change-History Macro

The **Change-History Macro** shows the history of updates made to a page — version number, author, date and comment. It displays this information inline, as shown in the following screenshot.

Screenshot: The Change-History Macro in Confluence

Version	Date	Comment
Current Version (v. 3)	Apr 01, 2009 16:55	Conf Admin
v. 2	Apr 01, 2009 13:09	Conf Admin
v. 1	Apr 01, 2009 11:03	Conf Admin

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor

Usage with the Macro Browser

To insert the change-history macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the change-history macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get		
{change-history}	**Version**	**Date**	**Comment**
	Current Version (v. 3)	**Jun 01, 2009 07:43**	**Giles Gaskell [Atlassian Technical Writer]**: Updated content for Confluence 3.0.
	v. 2	Apr 17, 2008 20:30	**Sarah Maddox [Atlassian Technical Writer]**: Making a trivial change to generate page history
	v. 1	Apr 17, 2008 20:28	**Sarah Maddox [Atlassian Technical Writer]**

There are no parameters for this macro.

RELATED TOPICS

Working with Macros

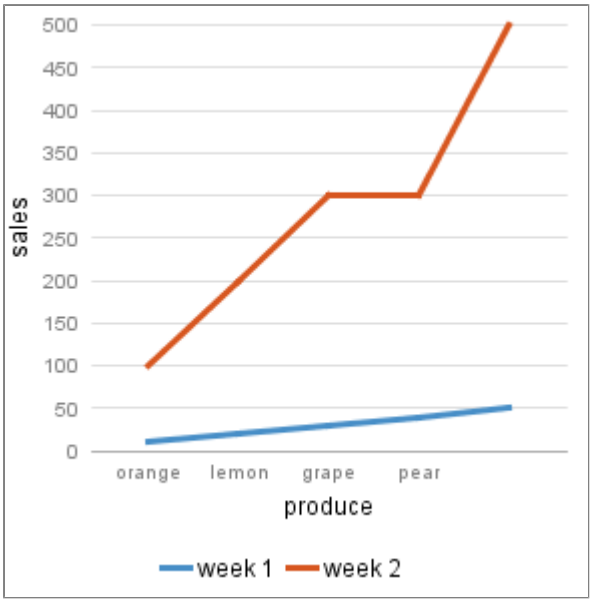
Take me back to the Confluence User Guide.

Chart Macro

The **Chart Macro** allows you to display a chart based on tabular data. When entering the macro code, you will supply the data and choose the format of the chart.

The chart macro appears as shown in the following screenshot.

Screenshot: The Chart Macro in Confluence



On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor.
- Parameters
  - Chart Type Parameters
  - Display Control Parameters
  - Title and Label Customisation Parameters

- Data Specification Parameters
- Colour Customisation Parameters
- Axis Customisation Parameters
- Pie Chart Customisation Parameters
- Attachment Parameters

- Compatibility With Other Macros
  - Macros known to be allowed in the body of the chart macro
  - Macros known to cause problem if included in the body of the chart macro
- Examples
  - Time Series Chart
  - XY Line Chart
  - XY Bar Chart
  - XY Area Chart
  - Area Charts

Usage with the Macro Browser

To insert the chart macro into a page using the Macro Browser,

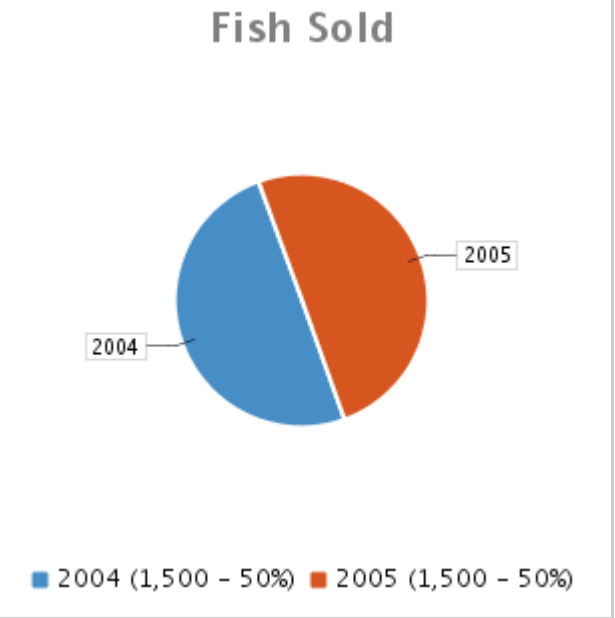
1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.
4. Once you've found the chart macro, select a type of chart from the parameter settings (listed below).
5. You will also need to manually enter your chart data as a Wiki markup table into the **'body text'** field, like so:

```
|produce|orange|lemon|grape|pear|
|week 1 |10| 20| 30| 40 |50|
|week 2 |100|200|300|300|400|500|
```

6. Click '**Preview**' to check that your settings and data are correct.
7. Finally, click '**insert**' to add the chart to your page.

Usage with the Wiki Markup Editor.

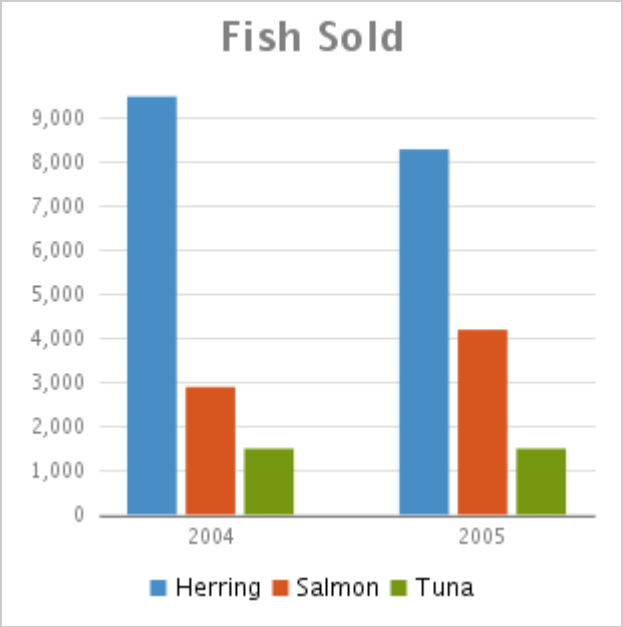
Here is a simple example of a pie chart.

What you need to type	What you will get
1.{chart:type=pie|title=Fish Sold} 2.|| Fish Type || 2004 || 2005 || 3.|| Herring | 9,500 | 8,300 | 4.|| Salmon | 2,900 | 4,200 | 5.|| Tuna | 1,500 | 1,500 | 6.{chart}	

Here is a simple example of a bar chart.

What you need to type	What you will get

```
1.{chart:type=bar|title=Fish Sold}
2.|| Fish Type || 2004 || 2005 ||
3.|| Herring | 9,500 | 8,300 |
4.|| Salmon | 2,900 | 4,200 |
5.|| Tuna | 1,500 | 1,500 |
6.{chart}
```



Parameters

Chart Type Parameters | Display Control Parameters | Title and Label Customisation Parameters | Data Specification Parameters | Colour Customisation Parameters | Axis Customisation Parameters | Pie Chart Customisation Parameters | Attachment Parameters

Chart Type Parameters

These parameters determine what type of chart to display and the way the chart looks.

- **type** - The type of chart to display. Both standard charts and XY charts are supported. XY charts have numerical x and y axes. The x values may optionally be time based (see the timeSeries parameter). The following chart types are available:

Standard charts

- *pie* (default)
- *bar*
- *line*
- *area*

XY plots

- *xyArea*
- *xyBar*
- *xyLine*
- *xyStep*
- *xyStepArea*
- *scatter*
- *timeSeries*

Other charts

- *gantt* - beta

- **orientation** — A bar, line, or area chart will be displayed vertically (y axis is vertical) unless 'orientation=horizontal' is specified.
- **3D** — A pie, bar, or line chart will be shown in 3D if '3D=true' is specified.
- **stacked** — A bar or area chart will be shown with stacked values if 'stacked=true' is specified.
- **showShapes** — Shapes will be shown at each data point in a line chart unless showShapes=false.
- **opacity** — A percentage value between 0 (not visible) and 100 (non-transparent) that determines how opaque the foreground areas and bars are. Defaults are:
  - 75 percent for 3D charts
  - 50 percent for non-stacked area charts
  - 100 percent for all other charts

Display Control Parameters

- **width** — The width of the chart in pixels (default is '300').
- **height** — The height of the chart in pixels (default is '300').
- **dataDisplay** — Default is false to not display the rendered body of the macro (usually the data tables). When dataDisplay=true or dataDisplay=after, the data will be displayed after the chart. When dataDisplay=before, the data will be displayed before the chart.
- **imageFormat** — Default is png. Format of generated image. Valid formats are png and jpg. Other formats may be also be valid if installed on your server.

Title and Label Customisation Parameters

- **title** — The title of the chart.
- **subTitle** — A subtitle for the chart using a smaller font.
- **xLabel** — The label to use for the x (domain) axis.
- **yLabel** — The label to use for the y (range) axis.
- **legend** — A legend will be displayed unless 'legend=false' is specified.

Data Specification Parameters

The data for the chart is taken from tables found when the macro body is rendered. These options control how this data is interpreted. By default, numeric and date values are interpreted according to the Confluence global default language (locale) formats. If conversion fails, other languages defined to Confluence will be tried. Additional conversion options can be specified using the parameters below.

- **tables** — Comma separated list of table ids and/or table numbers (starting at 1) contained within the body of the macro that will be used as the data for the chart. Defaults to all first level tables. If data tables are embedded in other tables, then table selection will be required. This occurs when more complex formatting is done (for example using section and column macros). See Macros know to cause problems
- **columns** — Comma separated list of column labels and/or column titles and/or column numbers for tables used for chart data. This applies to all tables processed. Defaults to all columns. Columns are enumerated starting at 1. Column label is the text for the column in the header row. Column title is the (html) title attribute for the column in the header row.
- **dataOrientation** — The data tables will be interpreted as columns (horizontally) representing domain and x values unless 'dataOrientation=vertical'.
- **timeSeries** — If 'true', the x values in an XY plot will be treated as time series data and so will be converted according date formats.
- **dateFormat** — For time series data, the date format allows for additional customization of the conversion of data to date values. By default, the Confluence language defined date formats will be used. If a dateFormat is specified, it will be the first format used to interpret date values. Specify a format that matches the format of the time series data. See simple date format.
- **timePeriod** — Specify the time period for time series data. Default is 'Day'. This defines the granularity of how the data is interpreted. Valid values are: Day, Hour, Millisecond, Minute, Month, Quarter, Second, Week, Year.
- **language** — If provided, the language and country specification will be used to create additional number and date formats to be used for data conversion. This specification will be used before the default languages automatically used. Valid values are 2 character ISO 639-1 alpha-2 codes.
- **country** — Used in combination with the language parameter. Valid values are 2 character ISO 3166 codes.
- **forgive** — Default is true to try to convert numeric and date values that do not totally match any of the default or user specified formats. Specify forgive=false to enforce strict data format. Data format errors will cause the chart to not be produced.

Colour Customisation Parameters

See the notation guide for details on how to specify colours.

- **bgColor** — Colour (default is 'white') to use as the background of the chart.
- **borderColor** — Colour of a border around the chart. Default is to not show a border.
- **colors** — Comma separated list of colours used to customise category, sections, and series colours.

Axis Customisation Parameters

Depending on the chart type, the range and domain axis may be customised. These values are automatically generated based on the data but can be overridden by specifying one or more more of these parameters.

- **rangeAxisLowerBound** — range axis lower bound.
- **rangeAxisUpperBound** — range axis upper bound
- **rangeAxisTickUnit** — range axis units between axis tick marks
- **rangeAxisLabelAngle** — angle for the range axis label in degrees
- **domainAxisLowerBound** — domain axis lower bound. For a date axis, this value must be expressed in the date format specified by the dateFormat parameter. (Only used in XY Plots, standard charts will have no effect)
- **domainAxisUpperBound** — domain axis upper bound. For a date axis, this value must be expressed in the date format specified by the dateFormat parameter. (Only used in XY Plots, standard charts will have no effect)
- **domainAxisTickUnit** — domain axis units between axis tick marks. For a date axis, this value represents a count of the units specified in the timePeriod parameter. The time period unit can be overridden by specifying a trailing character: y for years, M for months, d for days, h for hours, m for minutes, s for seconds, u - milliseconds. (Only used in XY Plots, standard charts will have no effect)
- **domainAxisLabelAngle** — angle for the domain axis label in degrees. (Only used in XY Plots, standard charts will have no effect)
- **categoryLabelPosition** — allows axis label text position for categories to be customised.
  - up45 - 45 degrees going upward
  - up90 - 90 degrees going upward
  - down45 - 45 degrees going downward
  - down90 - 90 degrees going downward
- **dateTickMarkPosition** — placement of the date tick mark.
  - start (default) — tick mark is at the start of the date period.
  - middle — tick mark is in the middle of the date period.
  - end — tick mark is at the end of the date period.

Pie Chart Customisation Parameters

- **pieSectionLabel** — Format for how pie section labels are displayed. The default is to show only the pie section key value. The format is a string with special replacement variables:

    - %0% is replaced by the pie section key.
    - %1% is replaced by the pie section numeric value.
    - %2% is replaced by the pie section percent value.
      Example 1: "%0% = %1%" would display something like "Independent = 20"
      Example 2: "%0% (%2%)" would display something like "Independent (20%)"
- **pieSectionExplode** — Comma separated list of pie keys that are to be shown exploded. Defaults to no exploded sections. Note: requires jFreeChart version 1.0.3 or higher.

Attachment Parameters

These are advanced options that can be used for chart versioning, to enable automation and to improve performance. Use these options carefully! Normally, the chart image is regenerated each time the page is displayed. These options allow for the generated image to be saved as an attachment and have subsequent access re-use the attachment. This can be useful especially when combined with the Cache Plugin to improve performance. Depending on the options chosen, chart images can be versioned for historical purposes.

- **attachment** — Chart image will be saved in a attachment. This advanced capability is for automation or use in combination with the cache macro. For attachment to be used, the user must be authorised to add attachments to the page specified.
    - ^attachmentName.png — The chart is saved as an attachment to the current page.
    - page^attachmentName.png — The chart is saved as an attachment to the page name provided.
    - space:page^attachmentName.png — The chart is saved as an attachment to the page name provided in the space indicated.
- **attachmentVersion** — Defines the the versioning mechanism for saved charts.
    - new — (default) Creates new version of the attachment.
    - replace — Replaces all previous versions of the chart. To replace an existing attachment, the user must be authorized to remove attachments for the page specified.
    - keep — Only saves a new attachment if an existing export of the same name does not exist. An existing attachment will not be changed or updated.
- **attachmentComment** — Comment used for a saved chart attachment.
- **thumbnail** — Default is false. If true, the chart image attachment will be shown as a thumbnail.

Chart Type Parameters | Display Control Parameters | Title and Label Customisation Parameters | Data Specification Parameters | Colour Customisation Parameters | Axis Customisation Parameters | Pie Chart Customisation Parameters | Attachment Parameters

Compatibility With Other Macros

Macros known to be allowed in the body of the chart macro

- Include Page Macro — to include a page containing data tables
- SQL Plugin — to generate chart data using SQL select statements, note multiple sql macros are allowed in the same body.
- CSV Macro — to provide chart data from comma separated values (csv)
- Java Scripting Plugin — to generate chart data using Java code
- Excel Plugin — to provide chart data from an Excel spreadsheet
- Layout Macros — the section and column macros can be used starting with version 1.7

Macros known to cause problem if included in the body of the chart macro

If you use the section, column, scrollbar, or other advanced formatting macros in the body of the chart macro, then you must use the tables parameter to identify the tables that are to be used for chart data. This is due to the fact that these macros produce tables causing the data tables to be lower level sub-tables. The easiest approach is to assign an id to the data table and then explicitly list it in the tables parameter of the chart macro. The id of the table can be set using various macros that have Common table capabilities.

Examples

Time Series Chart

What you need to type

```
01.{chart:type=timeSeries|dateFormat=MM/yyyy|timePeriod=Month|
dataOrientation=vertical|rangeAxisLowerBound=0|domainaxisrotateticklabel=true}
02.|| Month || Revenue ||
03.| 1/2005 | 31.8 |
04.| 2/2005 | 41.8 |
05.| 3/2005 | 51.3 |
06.| 4/2005 | 33.8 |
07.| 5/2005 | 27.6 |
08.| 6/2005 | 49.8 |
09.| 7/2005 | 51.8 |
10.| 8/2005 | 77.3 |
11.| 9/2005 | 73.8 |
12.| 10/2005 | 97.6 |
13.| 11/2005 | 101.2 |
14.| 12/2005 | 113.7 |
15.
16.|| Month || Expenses ||
17.| 1/2005 | 41.1 |
18.| 2/2005 | 43.8 |
19.| 3/2005 | 45.3 |
20.| 4/2005 | 45.0 |
21.| 5/2005 | 44.6 |
22.| 6/2005 | 43.8 |
23.| 7/2005 | 51.8 |
24.| 8/2005 | 52.3 |
25.| 9/2005 | 53.8 |
26.| 10/2005 | 55.6 |
27.| 11/2005 | 61.2 |
28.| 12/2005 | 63.7 |
29.{chart}
```

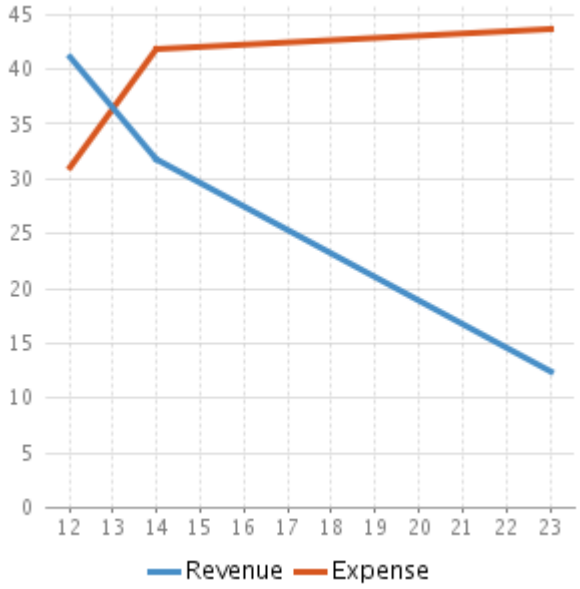
What you will get

XY Line Chart

What you need to type

```
1.{chart:type=xyline}
2.|| || 12 || 14 || 23 ||
3.| Revenue | 41.1 | 31.8 | 12.4 |
4.| Expense | 31.1 | 41.8 | 43.6 |
5.{chart}
```

What you will get

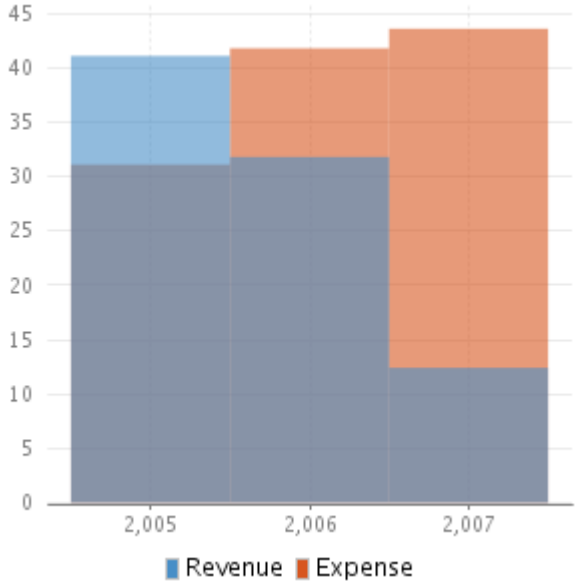


XY Bar Chart

What you need to type

```
1.{chart:type=xybar|opacity=60}
2.|| || 2005 || 2006 || 2007 ||
3.| Revenue | 41.1 | 31.8 | 12.4 |
4.| Expense | 31.1 | 41.8 | 43.6 |
5.{chart}
```

What you will get

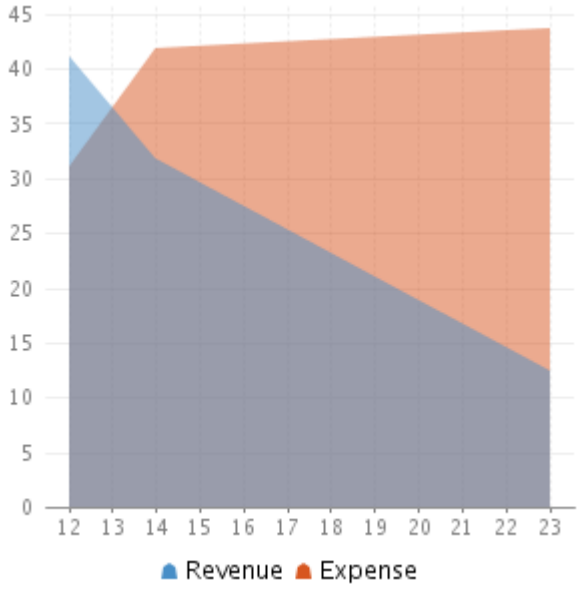


XY Area Chart

What you need to type

```
1.{chart:type=xyarea}
2.|| || 12 || 14 || 23 ||
3.| Revenue | 41.1 | 31.8 | 12.4 |
4.| Expense | 31.1 | 41.8 | 43.6 |
5.{chart}
```

What you will get

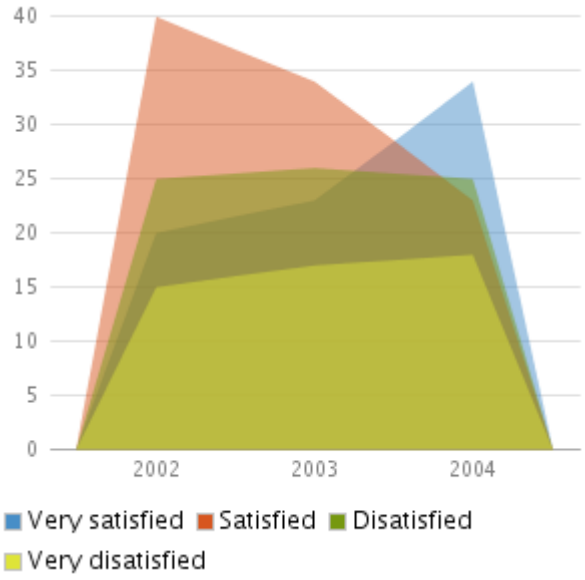


Area Charts

What you need to type

```
1.{chart:type=area|dataDisplay=true|legend=true|width=300|height=300|opacity=50}
2.|| Satisfaction || 2002 || 2003 || 2004 ||
3.| Very satisfied | 20 | 23 | 34 |
4.| Satisfied | 40 | 34 | 23 |
5.| Disatisfied | 25 | 26 | 25 |
6.| Very disatisfied | 15 | 17 | 18 |
7.{chart}
```

What you will get

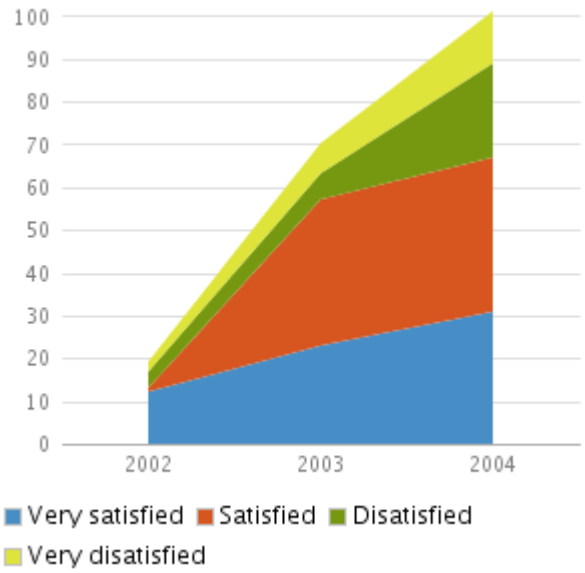


Satisfaction	2002	2003	2004
Very satisfied	20	23	34
Satisfied	40	34	23
Disatisfied	25	26	25
Very disatisfied	15	17	18

What you need to type

```
1.{chart:type=area|dataDisplay=true|legend=true|width=300|height=300|stacked=true}
2.|| Satisfaction || 2002 || 2003 || 2004 ||
3.| Very satisfied | 12 | 23 | 31 |
4.| Satisfied | 1 | 34 | 36 |
5.| Disatisfied | 4 | 6 | 22 |
6.| Very disatisfied | 2 | 7 | 12 |
7.{chart}
```

What you will get



Satisfaction	2002	2003	2004
Very satisfied	12	23	31
Satisfied	1	34	36
Disatisfied	4	6	22
Very disatisfied	2	7	12

RELATED TOPICS

Flowchart Macro
Working with Macros

Take me back to the Confluence User Guide.

Cheese Macro

The **Cheese Macro** simply displays the words "I like cheese!"

You can use this macro to test the Confluence macro functionality.

Usage with the Macro Browser

To insert the cheese macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the cheese macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{cheese}	I like cheese!

There are no parameters for this macro.

RELATED TOPICS

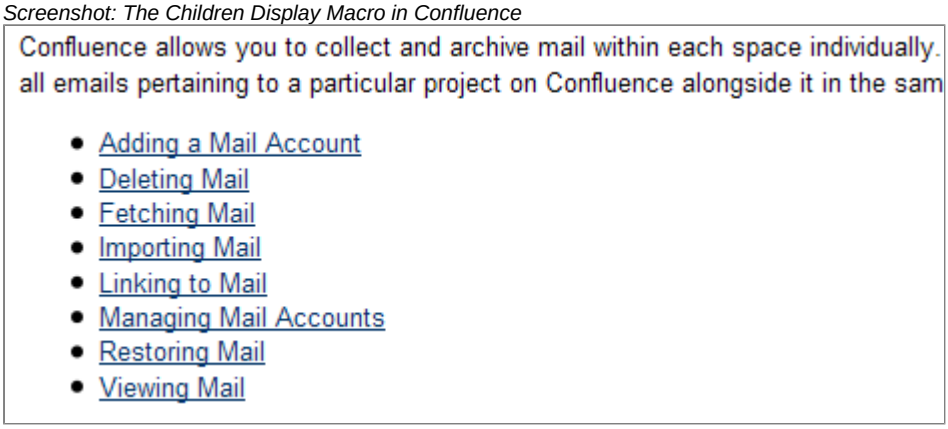
Working with Macros

Take me back to the Confluence User Guide.

Children Display Macro

Use the **Children Display Macro** to display the child pages of a page and the descendents (childrens' children). Links to the children are displayed as in the screenshot below:

Screenshot: The Children Display Macro in Confluence



Note that only pages to which you have 'View' permission will be displayed.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the children display macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the children display macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{children:all=true}	• Child Page 1 • Grandchild • Child Page 2

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
Show Descendants (`all`)	false	Display all descendents
Parent Page (`page`)	current	Specify which page to display children for in a current space or in a different space. If the *page* parameter is '/', then the macro will list all the current space's top-level pages i.e. those without parents. If the *page* parameter is a space key followed by a colon (e.g {children:page=DOC:}), then the top-level pages of that space will be listed.
Depth of Descendants (`depth`)	none	Specify the depth of descendents to display. If your {children} macro includes both 'all=true' and 'depth=X' parameter-value combinations where X is a number, 'all=true' takes precedence. If an 'all=false' and 'depth=X' parameter-value combination is used, 'depth=X' takes precedence.
Number of Children (`first`)	none	Restrict the number of children displayed at the top level
Heading Style (`style`)	none	Specify the style in which descendents are displayed
Include Excerpts (`excerpt`)	false	Display the child pages' excerpts, if they exist
Sort Children By (`sort=creation`) (`sort=title`) (`sort=modified`)	Manual if manually ordered, otherwise alphabetical	The 'sort' attribute is an optional attribute that allows you to configure how the children are sorted. Specify 'creation' to sort by content creation date, 'title' to sort alphabetically on title and 'modified' to sort of last modification date.
Reverse Sort (`reverse`)	false	Use this parameter in conjunction with the 'sort' parameter described above. Set 'reverse=true' to change the sort from ascending to descending order.

Examples

1. Display all descendents of the page

```
1.{children:all=true}
```

2a. Specify which page to display children for

```
1.{children:page=page-name}
```

2b. Specify which page in a different space to display children for

```
1.{children:page=space-key:page-name}
```

3. Specify the depth of descendents

```
1.{children:depth=2}
```

4. Restrict the number of children displayed at the top level

```
1.{children:first=x}
```

5. Specify the style in which descendents are displayed

Choose from heading levels h1 to h6.

```
1.{children:depth=1|style=h3}
```

---

6. Display the child pages' excerpts, if they exist

```
1.{children:depth=2|excerpt=true}
```

---

7. Sort children by modification date

```
1.{children:sort=creation|reverse=true}
```

RELATED TOPICS

Working with Page Families
Working with Macros

Take me back to the Confluence User Guide.

Child Page 1

Grandchild

Child Page 2

This page is used to test the {children} macro.

RELATED TOPICS

Children Display Macro

Code Block Macro

The **Code Block Macro** allows you to display source code in your document with the appropriate syntax highlighting. The code block displays on the page as shown below.

```
1.public static void main(String[] args)
2.{
3.      System.out.println("Hello World!");
4.}
```

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the code block macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the code block macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get

{code} public static void main(String[] args) {code}	1.public static void main(String[] args)

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
Code Language (`code:`)	Java	Specifies the programming language for syntax highlighting. The default language is **Java** but you can specify **JavaScript**, **ActionScript**, **XML**, **HTML** or **SQL** instead.

Be aware that any white space contained between the {code} commands is not manipulated in any way by the Code Block Macro. This is to provide the writer with flexibility over code indentation.

All the optional parameters of the {panel} macro are valid for the {code} macro as well.

Examples

Example 1: Java

What you need to type	What you will get

{code}
public String getFoo()
{
return foo;
}
{code}
	1.public String getFoo()
	2.{
	3.return foo;
	4.}

Example 2: XML

What you need to type	What you will get
{code:XML} <test> <another tag="attribute"/> </test> *{code}*	1.<test> 2.<another tag="attribute"/> 3.</test>

Example 3: HTML

What you need to type	What you will get
{code:HTML} <HTML> <HEAD> <meta http-equiv=Content-Type content="text/html;"> <TITLE>xmldemo_002</TITLE> </HEAD> </HTML> {code}	1.<HTML> 2.<HEAD> 3.<meta http-equiv=Content-Type content="text/html;"> 4.<TITLE>xmldemo_002</TITLE> 5.</HEAD> 6.</HTML>

RELATED TOPICS

Working with Macros
Adaptavist User Guide

Take me back to the Confluence User Guide.

Color Text Macro

You can use the **Color Text Macro** to change the colour of a block of text. Specify the colours by name or by hexadecimal value. Coloured text appears just like the line below.

Orange coloured text renders like this.

See more information about web colours.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the color text macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the color text macro, click '**insert**' to add it to your page.

Exact colour results may look different depending on the browser in use.

Usage with the Wiki Markup Editor

*{color:**mycolour**}* ... text ... *{color}*

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required	Default	Description
Color Name/Hexadecimal Code (`color`)	Yes	None	Colour of text. You can use names for common colours or use the hexadecimal code for a more specific colour.

Examples

What you need to type	What you will get
{color:red}red{color}	red
{color:green}green{color}	green
{color:blue}blue{color}	blue
{color:orange}orange{color}	orange
{color:yellow}yellow{color}	yellow
{color:purple}purple{color}	purple
{color:purple}violet{color}	violet
{color:#FF0000}#FF0000{color}	#FF0000
{color:#00FF00}#00FF00{color}	#00FF00

{color:#0000FF}#0000FF{color}	#0000FF

Hexadecimal colour codes use a leading hash symbol (#) then two digits for the red, green and blue values respectively. For example, the brightest red colour is shown by the code FF0000, where the first two digits (FF) are the maximum value for red (255 in decimal notation), while the green and blue digit pairs both represent the absolute minimum values at 00. Similarly, the brightest green is shown by the code 00FF00, and the brighest blue is shown by the code 0000FF. Other codes are a combination of the three, leading to the full range of colour. More information.

Column Macro

The **column macro** allows you to define a set of columns across a page.

A set of columns must be defined within a vertical 'section' of a page. Hence, to display a set of columns correctly across a page, each column in the set **must be inserted** within a single pair of section macro elements. Furthermore, each column in the set is defined as a pair of column macro elements.

Once you have defined your set of columns within a pair of section macro elements, you can add content to each column by inserting your content within the body of each pair of column macro elements.

The following example in Wiki Markup, shows a set of two columns defined across a section of a page,

```
1.{section:border=true}
2.{column}The content of column one is entered within the body of the first set of column elements
here.
3.{column}
4.{column}The content of column two is entered within the body of the second set of column
elements here.
5.{column}
6.{section}
```

which renders on the page like this:

The content of column one is entered within the body of the first set of column elements here.

The content of column two is entered within the body of the second set of column elements here.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the column macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the column macro, click '**insert**' to add it to your page.

One or more column macros must be inserted within a section macro to be displayed correctly on a page.

Usage with the Wiki Markup Editor

What you need to type	What you will get

{section} {column}Column one text goes here{column} {column}Column two text goes here{column} {section}	Column one text goes here Column two text goes here

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Column Width (`width`)	no	100% of the page width, divided equally by the number of {column}s in the {section}	The width of the column. Can be specified either in pixels (e.g. '{column:width=400px}') or as a percentage of the available page width (e.g. '{column:width=50%}')

RELATED TOPICS

Working with Macros
Working with Tables

Take me back to the Confluence User Guide.

Content by User Macro

The **Content by User macro** generates a tabulated list of all current content items created by a specified Confluence user throughout a Confluence installation. These items include any existing page, comment or space created by a specified user. The table generated is divided into three columns and each item listed within it is hyperlinked directly to its corresponding page, page's comment or space's dashboard.

Please note the following points:

- Each item in the table is represented by the name of its page or space.
- Each comment item contains two hyperlinked components separated by a greater-than sign (>). The first hyperlink leads to the page itself while the second leads directly to the comment further down the page. The second hyperlink is represented by the name of the page, preceded by **Re:**.

Screenshot: Content by User Macro segment

Content created by Giles Gaskell [Atlassian Technical Writer]		
_Before you Start - Minimum Requirements (Confluence Docs 2.10)	_Office Connector Prerequisites for Display - copy for Confluence 3.0 (Confluence Docs 2.10)	_Office Connector Prerequisites for Edit - copy for Confluence 3.0 (Confluence Docs 2.10)
_Office Connector Prerequisites for Import - copy for Confluence 3.0 (Confluence Docs 2.10)	_Page Comparison (Confluence Docs 2.10)	Adding a Navigation Sidebar > Re: Adding a Navigation Sidebar (Confluence Docs 2.10)
Administration FAQ (Confluence Docs 2.10)	Anchor Macro (Confluence Docs 2.10)	Are all users in LDAP visible in Confluence administration and can they can be assigned permissions or to groups? (Confluence Docs 2.10)
Are there any scripts for backup creation and restore? (Confluence Docs 2.10)	Backup will not import (Confluence Docs 2.10)	Blog Posts Macro > Re: Blog Posts Macro (Confluence Docs 2.10)
Blog Posts Macro - copy for Confluence 3.0 (Confluence Docs 2.10)	Bookmarks Macro - copy for Confluence 3.0 (Confluence Docs 2.10)	Can Confluence be restored from a backup minus attachments? (Confluence Docs 2.10)
Can Confluence replace my regular mail client? (Confluence Docs 2.10)	Can we use LDAP and Confluence groups simultaneously, as a 'mixed mode', where some groups are kept in Confluence and others in LDAP? (Confluence Docs 2.10)	Can XML backups be deleted automatically? (Confluence Docs 2.10)

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the Content by User macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Content by User macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	Segment of what you will get
{content-by-user:ggaskell}	Content created by Giles Gaskell [Atlassian Technical Writer]

_Before you Start - Minimum Requirements (Confluence Docs 2.10)	_Office Connector Prerequisites for Display - copy for Confluence 3.0 (Confluence Docs 2.10)	_Office Connector Prerequ Edit - copy for Confluence 3.0 (Confluence Docs 2.10)
_Office Connector Prerequisites for Import - copy for Confluence 3.0 (Confluence Docs 2.10)	_Page Comparison (Confluence Docs 2.10)	Adding a Navigation Sideb Adding a Navigation Sidebar (Confluence Docs 2.10)
Administration FAQ (Confluence Docs 2.10)	Anchor Macro (Confluence Docs 2.10)	Are all users in LDAP visi Confluence administration an can be assigned permissions groups? (Confluence Docs 2.1
Are there any scripts for backup creation and restore? (Confluence Docs 2.10)	Backup will not import (Confluence Docs 2.10)	Blog Posts Macro > Re: E Macro (Confluence Docs 2.10)
Blog Posts Macro - copy for Confluence 3.0 (Confluence Docs 2.10)	Bookmarks Macro - copy for Confluence 3.0 (Confluence Docs 2.10)	Can Confluence be restore backup minus attachments? (Confluence Docs 2.10)
Can Confluence replace my regular mail client? (Confluence Docs 2.10)	Can we use LDAP and Confluence groups simultaneously, as a 'mixed mode', where some groups are kept in Confluence and others in LDAP? (Confluence Docs 2.10)	Can XML backups be dele automatically? (Confluence Do

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
Username	yes	none	Lists all current content items created by this Confluence user (referenced in this macro by their username).

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Contributors Macro

The **Contributors macro** displays a list of Confluence users who have made a contribution of some type to a page. It can also be used to list watchers of this page.

The scope of this macro can be extended to include the immediate children or descendants of the specified page. The list of contributors can be based on people who have:

- authored or edited the page(s)
- contributed comments or added labels to the page(s), or
- are simply watching the page(s)

Screenshot: Example list of Contributors

In this example, the **Display Format**/`mode` parameter has been set to `list`. For more information about this macro's parameters, refer to the Parameters section below.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the contributors macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the contributors macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

```
1.{contributors:include=TYPE}
```

Where **TYPE** refers to the type of contribution made to the current page (and optionally its descendants), or watches of these pages.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
Contribution Type (`include`)	no	authors	The type of contribution made to a page (and optionally its descendant pages), or watches of these pages. This parameter defines which people appear in the contributors list and the statistics used to order them in the list. The allowable contribution types include: • `authors` - people who authored or have edited the page(s) • `comments` - people who have added comments to the page(s) • `labels` - people who have added labels to the page(s) • `watches` - people who are watching the page(s). One or more contribution types can be used.
Sort By (`order`)	no	count	The criteria used to sort the contributors in the list, based on the chosen **Contribution Type**. The allowable sort criteria include: • `count` - sorts people based on the total number of edits, or comments or labels added to the page(s) • `name` - sorts people in alphabetical order • `update` - sorts people based on when they last edited, or added a comment or label to the page(s).
Reverse Sort (`reverse`)	no	false	Reverses the order of contributors in the list, sorted by the chosen **Sort By** criterion. Used only in conjunction with the **Sort By** parameter.
Maximum Number of Contributors (`limit`)	no	no limit	Restricts the number of contributors in the list to the value specified. If no number is specified, no restriction is applied.
Display Format (`mode`)	no	inline	Displays the contributors as a comma-separated line of names (**inline**) or as a bullet-point list (**list**).
Show Anonymous Contributions? (`showAnonymous`)	no	false	Includes people who have made anonymous contributions to a page, in the list of contributors.
Show Count? (`showCount`)	no	false	Indicate the number of times each person in the list made a contribution, based on the chosen **Contribution Type**.
Show Last Contribution Time? (`showLastTime`)	no	false	Indicates the last time each person in the list made a contribution, based on the chosen **Contribution Type**.
Page Name (`page`)	no	current	The page from which to base the contributors list and its statistics. If no **Page Name** and **Space(s)** are specified, the current page is assumed.
Label(s) (`labels`)	no	none	Restricts list of contributors to those who created these labels from the specified page(s). Separate each label with a comma.

Space(s) (`spaces`)	no	current	Specify the space key of the Confluence space which contains the specified **Page Name** or alternatively, specify a scope of spaces to search. Space keys are case-sensitive. This parameter also takes special values, including: • `@global` — All global spaces. • `@personal` — All personal spaces. • `@all` — All spaces in your Confluence site. You can specify one or more space keys or special values, each of which must be separated by a comma. If no **Page Name** and **Label(s)** are specified, all pages from the specified set of spaces are included.
Content Type (`contentType`)	no	both pages and blog posts	Used to restrict page types to either pages (**pages**) or blog posts (**blogposts**). If no value is specified in the Macro Browser, both pages and blog posts are included.
Blog Post Date (`publishDate`)	no	none	Specify the publish date for a blog post. The date format required is: YYYY/MM/DD.
Include Page Hierarchy (`scope`)	no	specified page only	Includes either the immediate **children** or all **descendants** of the specified page. If no value is indicated in the Macro Browser, only the specified page is included.
Show Selected Pages (`showPages`)	no	false	Shows a list of pages returned immediately above the list of contributors.
Custom "None Found" Message (`noneFoundMessage`)	no	default "none found" message	When no contributors are found, override the default message displayed by the macro, with this one.

RELATED TOPICS

Contributors Summary Macro
Working with Macros

Take me back to the Confluence User Guide.

Contributors Summary Macro

The **Contributors Summary macro** displays a table of contribution-based statistics for a set of pages. These statistics can be grouped according to individual pages or individual contributors.

The default scope of this macro covers an individual page, but this can be extended to include the immediate children or descendants of a specified page. The statistics cover the following types of contributions:

- edits to the page(s)
- comments added to the page(s)
- labels added to the page(s)
- people watching the page(s)

A simple example of the Contributors macro is shown in the block below, which lists statistics on the number of times each contributor has edited, added comments and added labels to this page.

Screenshot: Example Contributors Summary table of statistics

User	Edits	Comments	Labels
Sarah Maddox	2	2	0
Edwin Dawson	2	0	0
Giles Gaskell	2	0	0
Rosie Jameson	2	0	0
Andrew Lui	2	0	1
Charles Miller	1	0	0
Andrew Prentice	0	0	1

In this example, all default parameter settings are used. For more information about this macro's parameters, refer to the Parameters section below.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the contributors summary macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the contributors summary macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

```
1.{contributors-summary:groupby=TYPE}
```

Where **TYPE** refers to the criterion used for grouping statistics associated with the current page (and optionally its descendants). This criteria can be either contributor- or page-based.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
Group By (`groupby`)	no	contributors	Specify if the table should group contribution-based statistics by contributor or page.

Columns to Display (`columns`)	no	edits, comments and labels	The columns that should appear in the table. The statistics or type of information presented is based on the **Group By** parameter (above). The allowable types of contributions include: • `edits` — number of times the contributor has edited the page(s) or number of edits made to the page. • `edited` — list of pages edited by the contributor or list of contributors who have edited the page. • `comments` — number of times the contributor has added comments to the page(s) or number of comments on the page. • `commented` — list of pages to which the contributor has added comments or list of contributors who have commented on the page. • `labels` — number of times the contributor has added labels to the page(s) or number of labels on the page. • `labeled` — list of pages to which the contributor has added labels or list of contributors who have added a label to the page. • `labellist` — list of labels either added by the contributor or on the page. • `watches` — number of pages being watched by the contributor/person or number of contributors/people watching the page. • `watching` — list of pages being watched by the contributor/person or list of contributors/people watching the page. • `lastupdate` — the last time a contributor made an update or the page was last updated. Valid updates can include edit, comment or label modifications to a page. One or more columns can be used.
Sort By (`order`)	no	count	The criteria used for sorting items in the table. The items sorted are based on the **Group By** parameter (above). The allowable sort criteria include: • `edits` — sorts items in the table based on the total number of edits made either by a contributor or to a page. • `name` — sorts items in the table in alphabetical order, either by contributor or page name. • `editTime` — sorts items in the table based on when the contributor last edited a page (or a specified set of pages) or when the page was lasted edited. • `update` — sorts items in the table based on when the contributor last made any contribution to a page (or a specified set of pages) or when the page last had a contribution made to it.
Reverse Sort (`reverse`)	no	false	Reverses the order of items in the table, sorted by the chosen **Sort By** criterion. (Used only in conjunction with the **Sort By** parameter.)
Maximum Number of Contributors (`limit`)	no	no limit	Restricts the number of items in the table to the value specified. If no number is specified, no restriction is applied.
Show Anonymous Contributions? (`showAnonymous`)	no	false	Includes individuals who have made anonymous contributions to a page, in the tabulated statistics.
Page Name (`page`)	no	current	The page from which to calculate the contribution-based statistics. If no **Page Name** and **Space(s)** are specified, the current page is assumed.
Label(s) (`labels`)	no	none	Restrict the contribution-based statistics to these labels only. Separate each label with a comma.
Space(s) (`spaces`)	no	current	Specify the space key of the Confluence space which contains the specified page name or alternatively, specify a scope of spaces to search. Space keys are case-sensitive. This parameter also takes special values, including: • `@global` — All global spaces. • `@personal` — All personal spaces. • `@all` — All spaces in your Confluence site. You can specify one or more space keys or special values, each of which must be separated by a comma. If no **Page Name** and **Label(s)** are specified, all pages from the specified set of spaces are included.

Content Type (`contentType`)	no	both pages and blog posts	Used to restrict page types to either pages (**pages**) or blog posts (**blogposts**). If no value is specified in the Macro Browser, both pages and blog posts are included.
Blog Post Date (`publishDate`)	no	none	Specify the publish date for a blog post. The date format required is: YYYY/MM/DD.
Include Page Hierarchy (`scope`)	no	specified page only	Includes either the immediate **children** or all **descendants** of the specified page. If no value is indicated in the Macro Browser, only the specified page is included.

RELATED TOPICS

Contributors Macro
Working with Macros

Take me back to the Confluence User Guide.

Create Space Button Macro

The **Create Space Button Macro** renders a create space icon that links to the 'create space' page. The icon appears as rendered below.

Screenshot: The Create Space Button in Confluence

To display this icon, you require 'Create Space' permission which is assigned by a site administrator from the Administration Console. See Security or contact your site administrator for more information.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Example: Specify the size of the icon displayed

Usage with the Macro Browser

To insert the create space button macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the create space button macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{create-space-button}	

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
Icon Size (`size`)	small	Specify whether to use small or large icon.
(`height`)	natural size of icon (1:1 pixel ratio)	Stretches or shrinks the height of the icon to the number of pixels specified.
(`width`)	natural size of icon (1:1 pixel ratio)	Stretches or shrinks the width of the icon to the number of pixels specified.

Example: Specify the size of the icon displayed

What you need to type	What you will get
{create-space-button:size=small}	

RELATED TOPICS

Setting up a New Global Space
Working with Macros

Take me back to the Confluence User Guide.

Documentation Link Macro

The **Documentation Link** macro generates a customisable text link to a page on http://confluence.atlassian.com/.

This macro accepts a 'relative link' value and automatically prefixes this value with the URL:

```
http://confluence.atlassian.com/
```

Hence, if you used the link value `display/DOC/Working+with+Macros`, the resulting URL is:

```
http://confluence.atlassian.com/display/DOC/Working+with+Macros
```

Documentation Links are generated against the contents of this macro's body text, allowing you to customise the text of this link.

For example, if you view this page's wiki markup, you will see that this link uses the Documentation Link macro and that it leads back to the parent of this page in the Confluence 'DOC' space.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the Documentation Link macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Documentation Link macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

Example of what you need to type	What you will get
{doc:display/DOC/Working+with+Macros}this link{doc}	this link

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
Relative Link	yes	none	The relative link (that is, the URL portion after `http://confluence.atlassian.com/`) that leads to the required page on http://confluence.atlassian.com/ .

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Edit in Word Link Macro

The **Edit in Word Link Macro** allows you to display an 'Edit in Word' icon on the page, like the following image:

When a user clicks the icon, Confluence will start the 'Edit in Word' feature of the Office Connector. This will launch Microsoft Word as an editor for the page content.

The edit in Word link macro was created specifically for use with the Adaptavist Theme Builder. You may find the macro useful for themes which do not supply the 'Edit in Word' option in the Confluence 'Tools' menu.

The edit in Word link macro is just one way that Confluence can interact with Microsoft Office documents. For an overview of all Office Connector features, please refer to Working with the Office Connector.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Troubleshooting

Usage with the Macro Browser

To insert the edit in Word link macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the edit in Word link macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{editinwordlink}	

When your page is in view mode, it will show an icon like the one displayed above. When a user clicks the icon, Confluence will call the Office Connector to allow the page to be edited in the user's Office application. For more information, see Editing a Confluence Page in an Office Application.

Parameters

This macro accepts no parameters.

Troubleshooting

Problems? Please refer to our guide to the Office Connector limitations and known issues.

RELATED TOPICS

- Editing a Confluence Page in an Office Application
- View File Macro
- Working with the Office Connector
- Working with Macros

Take me back to the Confluence User Guide.

Excerpt Include Macro

The **Excerpt Include** macro is used to display content from one page in another.

To use this macro, the excerpt must have been defined using the Excerpt Macro and both pages must exist in the same space.

The excerpt appears as shown below:

Excerpt Macro
A short summary of this page

For this example, we are taking content from a page called '**Excerpt Macro**', where the `excerpt` tags have already been placed. The title of the page is shown at the top of the panel and the text between the remote `excerpt` tags is rendered as the body of the text.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the excerpt include macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the excerpt include macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{excerpt-include:Excerpt Macro}	**Excerpt Macro** A short summary of this page

For this example, we are taking content from a page called '**Excerpt Macro**', where the `excerpt` tags have already been placed.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description

nopanel (`nopanel`)	false	Controls whether the square panel border around the excerpt should be removed. By default, the square panel is always shown.

Examples

Basic example

The following code renders an excerpt from this page with default settings:

```
1.{excerpt-include:Excerpt Macro}
```

The excerpt appears as shown below:

Excerpt Macro
A short summary of this page

Removing the square panel around the excerpt

By default, the excerpt is displayed within a panel. A value of "nopanel=true" displays the excerpt without the panel.

```
1.{excerpt-include:Excerpt Macro|nopanel=true}
```

The excerpt then appears as shown below:

A short summary of this page

RELATED TOPICS

Excerpt Macro
Working with Macros

Take me back to the Confluence User Guide.

Excerpt Macro

The **Excerpt Macro** is used to mark a part of a page's content for re-use. By itself, the excerpt macro does not change the display of a page. However, defining an excerpt enables other macros such as excerpt-include and blog-posts macros to display the specified content elsewhere.

You can only have one excerpt for a page.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the excerpt macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the excerpt macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

```
1.{excerpt}A short summary of this page{excerpt}
```

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
hidden (`hidden`)	false	Controls whether the text between the `excerpt` tags will appear on that page when users read it.

Hide the contents of the excerpt

```
1.{excerpt:hidden=true}A short summary of this page{excerpt}
```

RELATED TOPICS

Excerpt Include Macro
Working with Macros

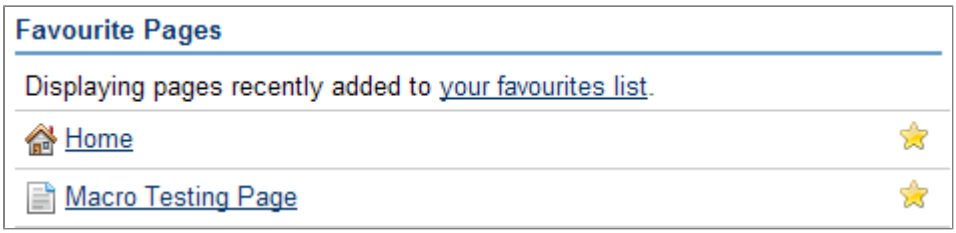
Take me back to the Confluence User Guide.

Favourite Pages Macro

Use the **Favourite Pages Macro** to display a list of your favourite pages.

The favourite pages macro appears as in the following screenshot.

Screenshot: The Favourite Pages Macro in Confluence



On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the favourite pages macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the **'Edit'** button. The **'Edit Page'** mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click **'insert'** to put the macro into the page.

Once you've found the favourite pages macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{favpages}	**Favourite Pages** There are currently no pages on your favourites list. You can add pages to this list by clicking on the top right of th

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
(`maxResults`)	5	Specifies the maximum number of results to be displayed.

Examples

Specify the maximum number of results to be displayed

In this example, we limit the number of results to one only.

```
1.{favpages:maxResults=1}
```

RELATED TOPICS

Working with Favourites Overview
Working with Macros

Take me back to the Confluence User Guide.

Flowchart Macro

The Flowchart Macro creates diagrams composed of shapes joined by lines using the GraphViz language. This language is extremely versatile and powerful, but you can start with a really simple example as shown below, and then gradually improve your knowledge and create more advanced diagrams easily.

The Flowchart Macro requires the Graphviz Plugin
To use the **Flowchart Macro**, you will need to install the Graphviz plugin onto your Confluence site. This plugin is not shipped with Confluence by default, and is not officially supported by Atlassian.

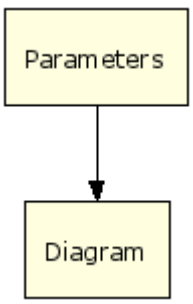
- Please read more about supported and unsupported plugins.
- You can find more information about the Graphviz plugin on the plugin documentation page.

Usage

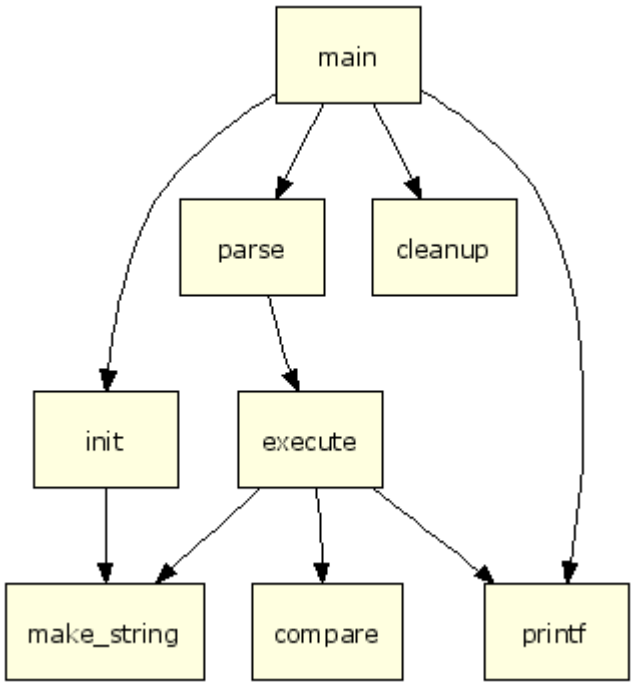
1. Edit the page.
2. Switch to the Wiki Markup editor.
3. Insert two {flowchart} commands.
4. Between those two commands, insert a textual representation of the diagram, using the GraphViz description language.

Examples

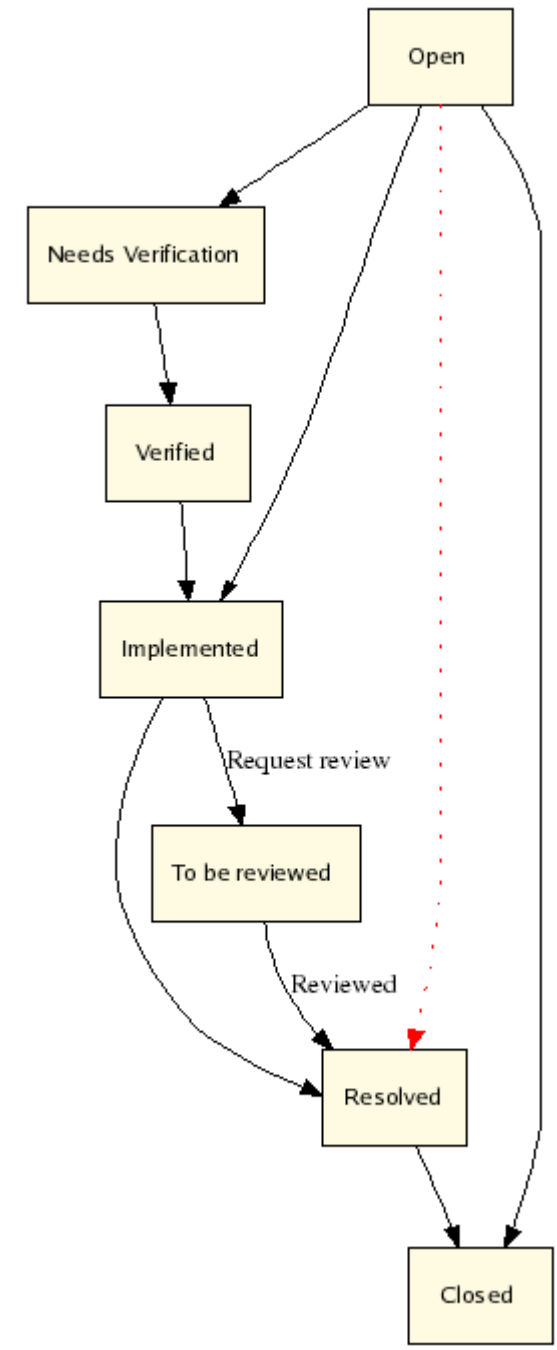
These are some very basic examples of what you can achieve easily. For more advanced layouts and formatting, please refer to the resources below.

Macro Call	Macro Output
{flowchart} Parameters -> Diagram {flowchart}	

```
{flowchart}
main -> parse -> execute
main -> init
main -> cleanup
execute -> make_string
execute -> printf
init -> make_string
main -> printf
execute -> compare
{flowchart}
```



```
{flowchart}
Open -> "Needs Verification" -> Verified -> Implemented
Open -> Implemented -> Resolved
Open -> Closed
Open -> Resolved [style=dotted, color=red, weight=2]
Implemented -> "To be reviewed" [label="Request review",
fontsize=10]
"To be reviewed" -> Resolved [label="Reviewed", fontsize=10]
Resolved -> Closed
{flowchart}
```



GraphViz Resources

GraphViz is a powerful way of describing diagrams of any kind, using just text. There is no graphical editor, so this may not be the tool of choice for the occasional user. But if you would like to visualise your ideas regularly it is well worth reading more about the language. Have a look at the following resources on the GraphViz website, to learn more than what can be explained on this overview page.

- Gallery Of Example Diagrams
- Online Documentation
- Downloadable Introduction to GraphViz (PDF format)

RELATED TOPICS

Working with Macros

Take me back to Confluence User Guide

Gadget Macro

Gadgets are small applications that can offer dynamic content. They are typically served from a web application server and can be re-used in many other web applications. In Confluence, gadgets can be added to pages or blog posts via the **gadget macro**.

For a gadget to appear in the macro browser, it must first be registered by your Confluence Administrator in your Confluence server's External Gadgets page. Once this has been done, the gadget will appear in the macro browser.

Unlike other macros in the macro browser, the name of each gadget macro is typically unique and in the macro browser, follows the convention **" '<gadget-name>' macro"**, where **<gadget-name>** is the name supplied by the gadget itself.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Gadget Contents

Usage with the Macro Browser

To insert a gadget macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the required gadget macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

```
1.{gadget:url=http:
//jira.atlassian.com/rest/gadgets/1.0/g/com.atlassian.jira.gadgets:pie-chart-gadget/gadgets/piechart-
2.projectOrFilterId=project-11291&statType=statuses&isConfigured=true&refresh=false
3.{gadget}
```

Where the value of the `url` parameter (beginning `http://...xml`) refers to the gadget URL registered with the Confluence server through the External Gadgets page. For further information about:

- Valid parameters that can be used with this gadget, refer to the parameters section below
- Understanding the contents associated with this gadget, refer to the gadget contents section below

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
Width (`width`)	No	300 pixels	Expands or shrinks the size of the gadget to match the specified width. The width can be specified in pixels (using `px`, for example, `500px`), as a percentage of the page width (using `%`, for example, `50%`), or automatically resized to fit 100% of the page width (`auto`).
Border (`border`)	No	false	Places a thin grey border around the perimeter of the gadget. Select the check box in the macro browser (or use the value of `true` in Wiki Markup) to add this border or clear the check box (or optionally use the value of `false`) to remove it.

Gadget Contents

The 'parameter-like' content (that is, body) of a gadget macro contains the property settings, which are specific to each gadget. Hence they are not documented here. Typically, this content would only be added to or modified by customising the gadget's default properties using the macro browser.

Editing a gadget's properties in wiki markup

If a gadget's properties appear within the body of a gadget macro in wiki markup, then it is possible to use this wiki markup to edit the values of these properties directly. However, this is not recommended as it permits the implementation of invalid values. If a gadget property only supports a certain set of values, the macro browser restricts the user to selecting only valid values for that property. Hence, it is strongly recommended that you use the macro browser to edit a gadget's properties.

A gadget's property may not necessarily appear within the body of its gadget macro until after it has been modified from its default value via the macro browser.

Important note about gadgets on pages and blog posts

The properties of a gadget on a page respect Confluence's page editing permissions and consequently, cannot be edited when viewing the page. This is in contrast to gadgets on dashboards, which can be edited directly on a dashboard. Hence, you can only edit the properties of a gadget on a page when the page is in edit mode.

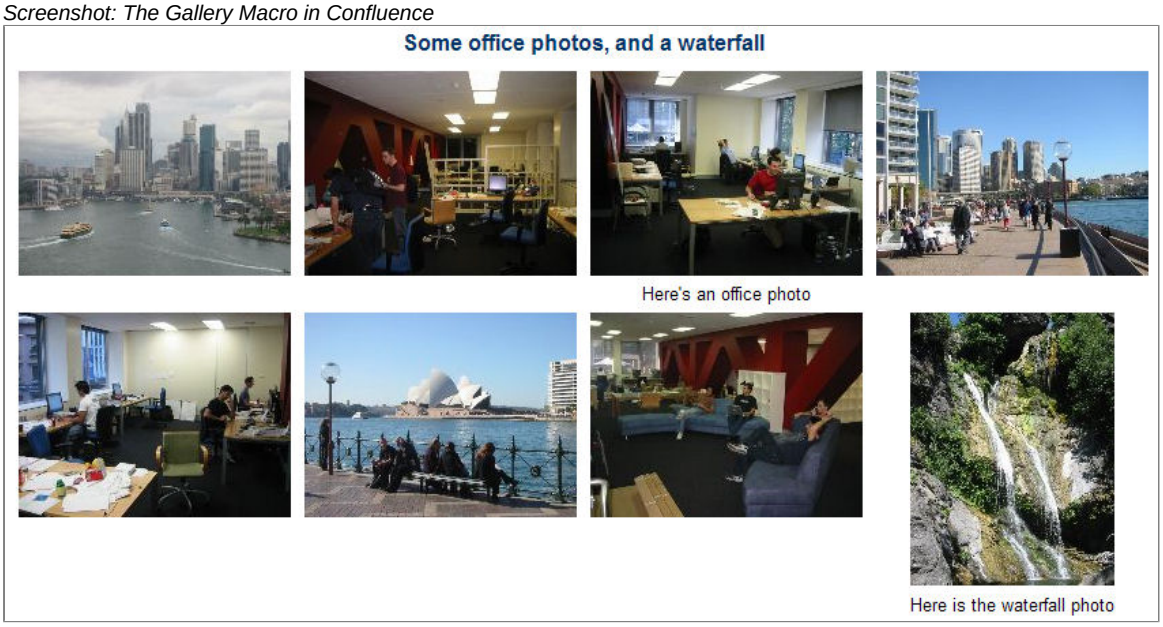
Gallery Macro

The **Gallery Macro** displays a gallery of thumbnail images in a table, based on the images attached to a Confluence page. When viewing the page, a user can click a thumbnail image to zoom into the full-size image and then view the images as a slide show.

For more information about how your readers will view the gallery, please refer to Viewing Images as a Slide Show. See below for instructions on how to add the gallery macro to your page.

The gallery macro appears as in the screenshot below.

Screenshot: The Gallery Macro in Confluence



On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
  - Some office photos, and a waterfall
- Parameters
- Examples
  - Basic Usage, Specifying Number of Table Columns
  - Excluding an Image
  - Specifying the Images to be Included
  - Specifying a Page Name
  - Sorting the Images by File Name
  - Sorting the Images to Show Most-Recently-Modified First

Usage with the Macro Browser

To insert the gallery macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the gallery macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

Include the following markup in your page, replacing the title with your own:

What you need to type
{gallery:title=Some office photos, and a waterfall}
What you will get

Some office photos, and a waterfall

Here's an office photo

Here is the waterfall photo

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

The full list of parameters is shown in the following table.

Parameter	Default	Description
Gallery Title (`title`)	Nothing	Specify a title for your gallery.

Number of Columns (`columns`)	4	Specify the number of columns for your table.
Images to Exclude (`exclude`)	No exclusions i.e. include all the pictures on the page.	The gallery will ignore any pictures specified by `exclude=picture file name` i.e. they will not be included in the gallery. You can specify more than one picture, separated by commas. Example: `exclude=my picture.png,my picture2.gif`
Include these Images Only (`include`)	Include all the pictures on the page.	If you specifically include one or more pictures, the gallery will show only those pictures. Format is `include=picture file name`. You can specify more than one picture, separated by commas. Example: `include=my picture.png,my picture2.gif`
Use Images in these Pages (`page`)	If no page is specified, the gallery displays the images attached to the page containing the macro.	Specify the title of the page which contains the images you want displayed. If the page is in the same space as the page containing the macro, use the format `page=My Page Name`. To specify a page in a different space, use `page=SPACEKEY:My Page Name`, such as `page=DOC:Gallery Macro`
Reverse Sort (`reverseSort`)	Nothing, i.e. sort order is ascending	Used in conjunction with 'sort' parameter above. Use 'reverseSort' to reverse the sort order, from ascending to descending.
Sort Images By (`sort`)	None i.e. the sort order is unspecified and therefore unpredictable.	Specify an attribute to sort the images by that attribute. Sort order is ascending, unless you specify the 'reverseSort' parameter (see below). Options are: • '**name**' – file name. • '**comment**' – comment linked to the attached file. • '**date**' – date/time last modified. • '**size**' – size of the attached file.

If the actual name of an attachment file or page contains a comma, you can refer to it in the **exclude**, **include**, or **page** parameters above by enclosing it in single or double quotes, for example `"this,that.jpg", theother.png`.

Considerations for using the gallery macro

- The images shown in the gallery are taken from the files attached to the Confluence page. You can also specify a different page where the attachments are located. For information about attaching images to a page, see Attaching Files to a Page.
- The comments below the images are drawn from the comments on the attachments. For information about adding comments to attachments, see Attaching Files to a Page.
- By default, the gallery will include all the images attached to the page. You can also exclude or include images using parameters as described below.
- Only the following file formats are supported: **gif**, **png**, **jpeg**. The *bmp* format is not supported.
- You can sort your images into a particular order — see details below.
- You can specify a title for the gallery and also configure how many columns you want for the table in which your images are displayed. See below for details of the parameters to use.
- Read the rest of this page for more information.

Examples

Basic Usage, Specifying Number of Table Columns

```
1.{gallery:title=Some office photos, and a waterfall|columns=3}
```

Excluding an Image

```
1.{gallery:title=Some office photos, without the waterfall|exclude=waterfall.jpg}
```

Specifying the Images to be Included

The macro code below will show only two images: 'office1.jpg' and 'waterfall.jpg'.

```
1.{gallery:title=One office photo, and a waterfall|include=office1.jpg,waterfall.jpg}
```

Specifying a Page Name

By default, the images shown in the gallery are taken from the files attached to the Confluence page which contains the macro. You can also specify a different page where the attachments are located. For information about attaching images to a page, see Attaching Files to a Page.

The macro code below expects that the images are attached to a page called 'Gallery of Pictures', in the same space as the page containing

the macro.

```
1.{gallery:title=Some office photos, and a waterfall|page=Gallery of Pictures}
```

Below, we specify a page in a different space.

```
1.{gallery:title=Some office photos, and a waterfall|page=DOC:Gallery of Pictures}
```

Combining the `page` and the `include` parameters, the code below will show only the two images specified, where the images are held as attachments on a different page.

```
1.{gallery:title=One office photo, and a waterfall|page=Gallery of
Pictures|include=office1.jpg,waterfall.jpg}
```

Sorting the Images by File Name

```
1.{gallery:title=Some office photos, and a waterfall|sort=name}
```

Sorting the Images to Show Most-Recently-Modified First

```
1.{gallery:title=Some office photos, and a waterfall|sort=date|reverseSort}
```

RELATED TOPICS

Viewing Images as a Slide Show
Displaying an Image
Displaying a Thumbnail Image
Attaching Files to a Page
Editing Attachment Properties
Working with Macros

Take me back to the Confluence User Guide.

Global Reports Macro

The **Global Reports Macro** renders a list of links to global reports.

This includes a list of all orphaned pages in the site, a list of all undefined links in the site and RSS feeds for new pages and news items.

The global reports macro appears as shown in the screenshot below.

Screenshot: The Global Reports Macro in Confluence

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the global reports macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the global reports macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{global-reports}	**Global Reports** New or updated **pages** since your last login. Find all pages that **arent linked** from anywhere. Find all **undefined** pages. Feed for **new pages and blogs**.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
Width of Table (`width`)	99%	Specifies the width of the table in which the links are displayed.

Examples

Specify the width of the table in which the links are displayed

```
1.{global-reports : width=50%}
```

By default, the table width is set to 99%.

RELATED TOPICS

Subscribing to RSS Feeds within Confluence
Working with Macros

Take me back to the Confluence User Guide.

HTML Include Macro

The **HTML Include** macro allows you to include the contents of an external HTML file into a Confluence page.

CAUTION: Including unknown HTML inside a webpage is dangerous.
HTML can contain active scripting components. This means that it would be possible for a malicious attacker to present a user of your site with script that their web browser would believe came from you. Such code could be used, for example, to steal a user's authentication cookie and give the attacker their Confluence login password.

Usage

To embed an external page, type the following Wiki Markup code:

```
1.{html-include:url=http://www.example.com}
```

Troubleshooting

- The HTML Include macro will only be available if it has been enabled by your Confluence administrator. Also, your Confluence Administrator can define a whitelist of trusted URLs. You will see an error message on the Confluence page, if the included URL is not in the whitelist.
- You can only use the HTML include macro for pages with absolute links. If you use the macro to include an HTML page that has relative links, navigating those links in the wiki results in a 'Page Not Found' error. See CONF-6567.

RELATED TOPICS

HTML Macro
Working with Macros
Configuring a URL Whitelist

Take me back to Confluence User Guide

HTML Macro

The **HTML** macro allows you to use HTML code within a Confluence page.

Note that the HTML macro will only be available if it has been enabled by your System Administrator.

Usage

{html} ... code ... {html}

Example

What you need to type	What you will get
{html}Click here{html}.	Click here.

RELATED TOPICS

- HTML Plugin (has better security than the HTML macro)
- HTML Include Macro (embeds remote HTML or pages)
- Working with Macros
- Enabling HTML macros

Take me back to Confluence User Guide

IM Presence Macro

The **IM Presence Macro** indicates graphically when a contact is signed into an Instant Messaging (IM) service. The IM presence macro appears as a small icon on the page, like this image:

.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
  - RELATED TOPICS

Usage with the Macro Browser

To insert the IM presence macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

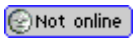
Once you've found the IM presence macro, enter values for '**User ID/Screen Name**' and select the service from the drop-down list. Finally, click '**insert**' to add the macro to your page.

Usage with the Wiki Markup Editor

The following instant messaging services are supported:

- AOL Instant Messenger (AIM)
- Google Talk (GTalk)
- IBM Lotus Sametime (Sametime)
- ICQ
- Skype
  - Skypeme (a status mode for Skype)
- Wildfire (also known as OpenFire)
- Yahoo! Messenger (YIM).

Yahoo! Presence Macro

What you need to type	What you will get
{yahoo:myYahooId}	If online
{yahoo:myYahooId}	 If offline

---

AIM Presence Macro

What you need to type	What you will get
{aim:myScreenName}	If online
{aim:myScreenName}	If offline

ICQ Presence Macro

What you need to type	What you will get
{ icq:icqnumber}	If online
{ icq:icqnumber}	If offline

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
aim (`aim`)	None	AOL Instant Messenger: Specify the user's Screen Name.
gtalk (`gtalk`)	None	Google Talk: Specify the user's Google account name.
icq (`icq`)	None	ICQ: Specify the user's ICQ number.
msn (`msn`)	None	MSN Instant Messenger: Specify the user's MSN account name.
sametime (`sametime`)	None	IBM Lotus Sametime: Specify the user's Sametime account name.
skype (`skype`)	None	Skype: Specify the user's Skype account name.
skypeme (`skypeme`)	None	Skype: Specify the user's Skype account name.

wildfire (`wildfire`)	None	Openfire Server: Specify the user's Jabber/XMPP account name.
yahoo (`yahoo`)	None	Yahoo! Messenger Yahoo! Instant Messenger: specify the user's Yahoo! ID.
Show User ID	None	Shows or hides the User ID of the contact.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Include Page Macro

The Include Page Macro allows you to display the contents of one Confluence page in another.

To display part of a page rather than include the whole page, use the Excerpt Macro and the Excerpt Include Macro.

To display a page's contents, you require 'View' permission for that page. This is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact your Confluence space administrator for more information.

If the name of the included page is changed after you have written the macro, the page name does not change automatically in the macro. In the event of that happening, you will need to change the page name manually in the macro parameters.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Example

Usage with the Macro Browser

To insert the include page macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the include page macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

Where '**Sample Include Page**' is the title of the page whose contents you want to display:

What you need to type	What you will get
{include:Sample Include Page}	Start of sample page content Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetuer. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris. End of sample page content

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
Page to Include	None	This is the name of the Confluence page you want to include in the current page. If the page you wish to include is located in another space, precede the name of the page with the space key value and ensure that the two values are separated by a colon. For example, `DOC:Include Page Macro`. The space key value is case-sensitive.

Once the desired page is set, there are no further parameters for this macro.

Example

To display contents of a page located in another space

Use the following code, where '**DS**' is the spacekey of the other space and '**Confluence Overview**' is the name of the page you want to display.

```
1.{include:DS:Confluence Overview}
```

You can include pages from personal spaces using **~username** as the space key.

RELATED TOPICS

Embed only part of an internal page
Embed an external page
Working with Macros

Take me back to the Confluence User Guide.

Sample Include Page

Start of sample page content

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetuer. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.

End of sample page content

Info Macro

The **Info macro** allows you to highlight helpful information on a Confluence page.

It creates a blue coloured box surrounding your text as shown below.

Info Macro Example
This text is rendered inside the info macro.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the info macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the info macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
`{info}Confluence is the best wiki ever.{info}`	Confluence is the best wiki ever.
`{info:title=Did you know?}Confluence is the best wiki ever.{info}`	**Did you know?** Confluence is the best wiki ever.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Optional Title (`title`)	no	none	The title of the information box. If specified, the title text will be displayed in bold next to the icon.
Show Information Icon (`icon`)	no	true	If "false", the icon will not be displayed.

RELATED TOPICS

Working with Macros

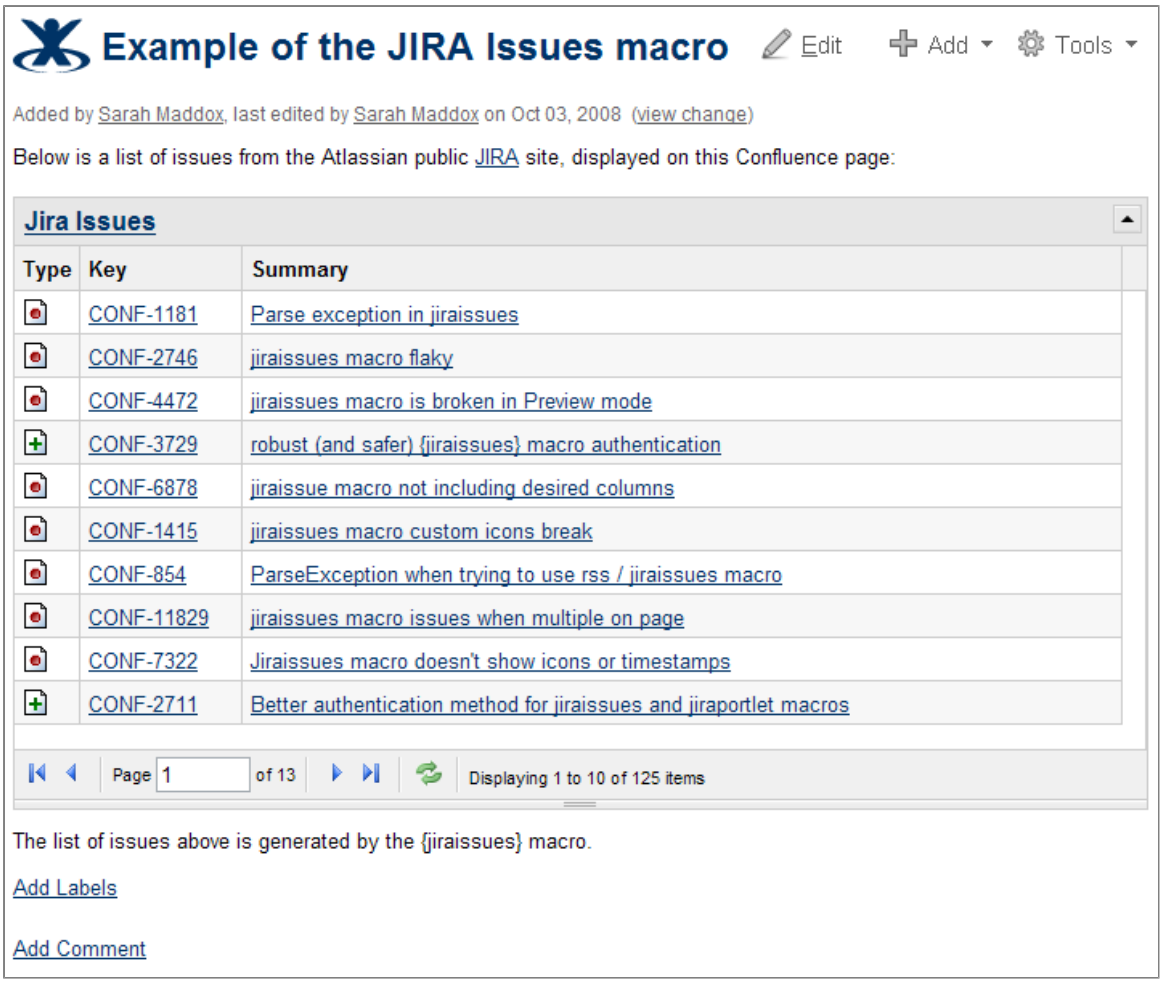
Take me back to the Confluence User Guide.

JIRA Issues Macro

JIRA is the issue tracking and project management system supplied by Atlassian. The **Jira Issues macro** allows you to display a list of issues from a JIRA site within a page in Confluence.

In other words, if you have your own JIRA site, your Confluence page can show a list of issues from your JIRA project. You can also show a list of issues from any JIRA site to which you and your readers have access.

Screenshot: Example of JIRA Issues shown on a Confluence page



On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Displaying a List of JIRA Issues on a Confluence Page
- Parameters
- Issues Displayed a Page at a Time
- Example
- Displaying Issues which have Restricted Viewing
- Troubleshooting

Usage with the Macro Browser

To insert the JIRA issues macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the JIRA issues macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

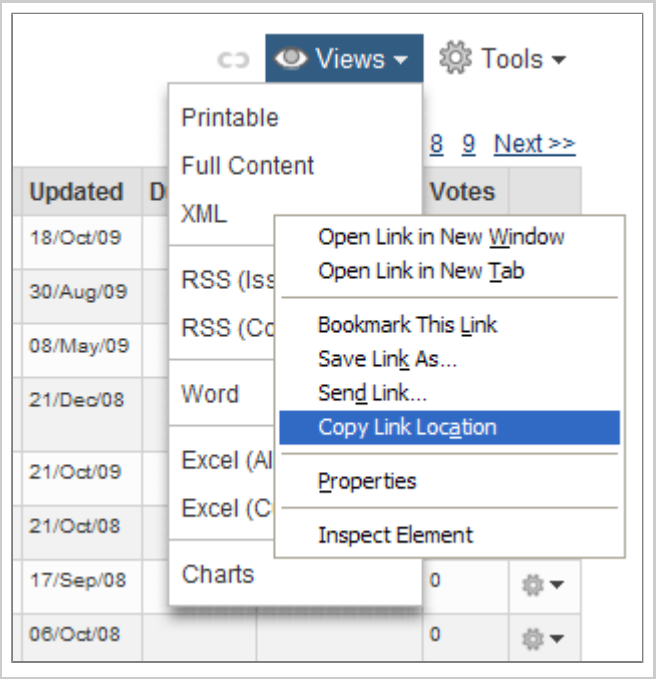
The basic syntax is:

```
1.{jiraissues:url=<URL of your JIRA XML view>}
```

Displaying a List of JIRA Issues on a Confluence Page

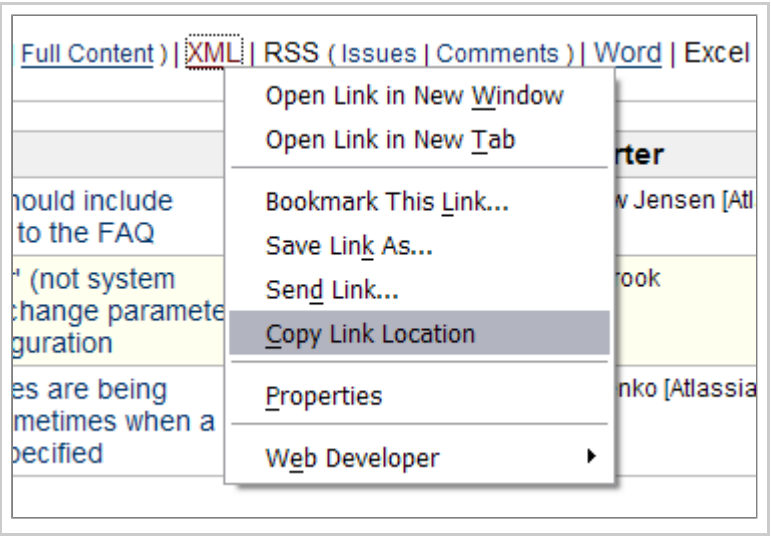
Step 1 — Obtain the URL of the Issue Filter

1. Log in to your JIRA system.
2. Go to the 'Issues' screen and create a new filter. Do not modify an existing filter.
   This is the 'Find Issues' screen in JIRA 3.13.x and earlier.
3. Set up your search parameters and use 'View' to check the issues returned.
4. Once the filter is finished, go to the Filter's 'View' tab/section in the top-left area of the JIRA interface.
5. Copy the XML link. To do this, follow the appropriate steps below:
   - If you are using **JIRA 4.0.x or later**:
     - Click the '**Views**' menu and use this menu to copy the XML link to your clipboard. For example, right-click the 'XML' menu item and choose the right-click menu option for copying that link.



   - If you are using **JIRA 3.13.x or earlier**:
     a. Locate the 'Current View' links section (see example below) and find the 'XML' link.

     b. Copy the 'XML' link to your clipboard.



Step 2 — Embed the Issue Filter URL onto your Confluence Page

1. Log in to your Confluence system.
2. Edit the page where you wish to display the list of JIRA issues.
3. Type the following text into a new line at the appropriate location:

```
1.{jiraissues:url=CONTENT}
```

4. Replace 'CONTENT' with the JIRA filter URL from your clipboard.
5. Customise the macro output by adding optional parameters. See below.
6. Save the Confluence page.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

The JIRA Issues macro allows the following parameters:

Parameter	Required	Default	Description
Anonymous Retrieval (`anonymous`)	no	false	If this parameter is set to 'true', JIRA will return only the issues which allow unrestricted viewing i.e. the issues which are visible to anonymous viewers, as determined by JIRA's viewing restrictions. If this parameter is omitted or set to 'false', then the results depend on how your administrator has configured the communication between JIRA and Confluence. By default, Confluence will show only the JIRA issues which the user is authorised to view. See more details below.
(`baseurl`)	no	The value of the 'url' parameter	If you specify a 'baseurl', then the link in the header, pointing to your JIRA site, will use this base URL instead of the value of the 'url' parameter. This is useful when Confluence connects to JIRA with a different URL from the one used by other users.
JIRA Field Columns to Display (`columns`)	no	By default, the following columns are shown: • type • key • summary • assignee • reporter • priority • status • resolution • created • updated • due	A list of JIRA column names, separated by semi-colons (;). Example columns are: key, summary, type, created, fixversion, updated, due, assignee, reporter, priority, status and resolution. You can include any columns recognised by your JIRA site, including custom columns.
Display Total Numbers Only (`count`)	no	false	If this parameter is set to 'true', the issue list will show the number of issues in JIRA. The count will be linked to your JIRA site.
Cache (`cache`)	no	on	The macro maintains a cache of the issues which result from the JIRA query. If the 'cache' parameter is set to 'off', the relevant part of the cache is cleared each time the macro is reloaded. (The value 'false' also works and has the same effect as 'off'.)
Height (Pixel Value Only) (`height`)	no	480	The height in pixels of the table displaying the JIRA issues. Note that this height specification is ignored in the following situations: • If you set the 'renderMode' parameter (see below) to 'static'. • When the JIRA issues are displayed in a PDF or Word document, in an email message or in an RSS feed.
(`renderMode`)	no	In formats not mentioned below, the default is 'dynamic'. The default is 'static' when the JIRA issues are displayed in a PDF or Word document, in an email message or in an RSS feed.	By default, the JIRA Issues macro offers a dynamic display with the following features: • Click the column headers to sort the output. • Drag and drop the columns into a different order. • Temporarily remove a column from the display. • View a page of issues at a time, for faster response times. Set the 'renderMode' parameter to 'static' if you want to disable the dynamic display features.
Title (`title`)	no	JIRA Issues	You can customise the title text at the top of the JIRA issues table with this parameter. For instance, setting the title to 'Bugs-to-fix' will replace the default 'JIRA Issues' text. This can help provide more context to the list of issues displayed.

URL (`url`)	yes	none	The URL of the XML view of your selected issues in JIRA Issue Navigator. Note: If the URL in the 'url' parameter does not contain a `tempMax` argument, then the value of `tempMax` will default to 500. If your JIRA server is version 3.12 or earlier, this means that the JIRA Issues macro will return a maximum of 500 issues. If your JIRA server is version 3.13 or later, a value of 500 means that the JIRA Issues macro will return a maximum of 500 issues per page.
Width (`width`)	no	100%	The width of the table displaying the JIRA issues. Can be indicated either as a percentage (%) or in pixels (px).

Issues Displayed a Page at a Time

If you are using **JIRA 3.13 or later**, the JIRA Issues macro will retrieve and show a 'page' of issues at a time. The buttons underneath the table allow you to move to the next or previous page, or to the start or end of the list. The number of issues retrieved per page is determined by the `url` parameter — see the description of the macro parameters above.

If your version of JIRA is **3.12 or earlier**, the JIRA Issues macro will retrieve all the issues at once and display them as a single 'page'.

Example

Below is an example of some macro markup code, requesting a list of issues from the Atlassian public JIRA site:

```
{jiraissues:anonymous=true|url=
http://jira.atlassian.com/sr/jira.issueviews:searchrequest-xml/temp/SearchRequest.xml?&query=jir
|columns=type;key;summary}
```

The example code contains three parameters (see above parameter table for their meanings):

- `anonymous=true`
- `url=`<a long URL derived from the XML view of a JIRA filter>
- `columns=type;key;summary`

Below are the results of the above macro markup, displayed on this Confluence page:

JIRA Issues (10 issues)		
Type	**Key**	**Summary**
	CONF-1181	Parse exception in jiraissues
	CONF-4472	jiraissues macro is broken in Preview mode
	CONF-3729	robust (and safer) {jiraissues} macro authentication
	CONF-2711	Better authentication method for jiraissues and jiraportlet macros
	CONF-1595	Better authentication method for jiraissues and jiraportlet macros
	CONF-6878	jiraissue macro not including desired columns
	CONF-4897	Using JIRA base-URL for JIRAPORTLET and JIRAISSUES links
	CONF-854	ParseException when trying to use rss / jiraissues macro
	CONF-5303	Using JIRA base-URL for JIRAISSUES links
	CONF-11829	jiraissues macro issues when multiple on page

Displaying Issues which have Restricted Viewing

Maybe your JIRA instance is not visible to anonymous visitors — everyone has to log in before they can see JIRA issues. Or maybe some of the JIRA issues are restricted to viewing by certain users only. This section explains how to handle JIRA issues that have restricted viewing.

Using Confluence-to-JIRA Trusted Communication (Recommended)

For **Confluence 2.7.0 and later** and **JIRA 3.12 and later**, your administrator can set up trusted communication between Confluence and JIRA. The entire process is described in the Confluence Administrator's Guide. Provided that your administrator has set up trusted communication, you don't need to add any extra parameters. Confluence and JIRA will work out the security between them, ensuring that the user will see only the issues they are authorised to see. Read the section below if you want more detail.

Remove the username and password from your macro markup code
Prior to Confluence 2.7, you needed to include a username and password in the macro markup code if you wanted to display JIRA issues which had restricted viewing. Once your administrator has set up trusted communication between Confluence and JIRA, you no longer need to include a username and password in the markup code for your JIRA macros.

The following options are available for determining the issues which will be retrieved from JIRA and displayed on the Confluence page:

What you want to do	Macro parameter	URL parameter	Comments
Display the JIRA issues which the logged-in user is authorised to see. And if the user is not logged in, display only issues which allow unrestricted viewing.			Do not specify any authentication parameters. In this case, the behaviour depends on the way your administrator has set up trusted communication between JIRA and Confluence. Here is a summary of the behaviour. If trusted communication is **enabled**, the authorisation will work seamlessly. When a logged-in user views your page, they will see only the JIRA issues they are allowed to see. And if they are not logged in, they will see only the issues which allow unrestricted viewing. If trusted communication is **disabled**, the Confluence page will show only the JIRA issues which allow unrestricted viewing.
Ensure that Confluence will display only the JIRA issues which allow unrestricted viewing.	`anonymous`		Regardless of who the user is (logged in or not), the Confluence page will show only anonymously-visible issues. Confluence will not attempt to set up a trusted communication link with JIRA in this case.
Use a pre-determined username and password to access the JIRA issues.		`&os_username=MYNAME&os_password=MYPASSWORD`	**Not recommended**. Prior to Confluence 2.7, this was the only way of displaying issues with restricted viewing. For Confluence 2.7 and later, this method will still work. Confluence will not attempt to set up a trusted communication link with JIRA in this case.

Specifying Username and Password in the JIRA URL (Not Recommended)

If you have not set up trusted communication between JIRA and Confluence and if your JIRA issues have restricted viewing (i.e. JIRA requires a login before allowing access to the issues), then you need to type a JIRA username and password into the macro markup code and save it onto the Confluence page.

Append the following parameters to the end of the search URL:

```
1.&os_username=MYNAME&os_password=MYPASSWORD
```

where MYNAME is a JIRA username and MYPASSWORD is the corresponding password for that username. This username and password should not include an ampersand (&) symbol.

Troubleshooting

HTTPS

The JIRA Issues macro can access a JIRA instance running under SSL as long as the Confluence server is set to accept the JIRA SSL certificate. Refer to the Confluence Knowledge Base article for more information about problems connecting to SSL services.

And see also:

- JIRA Issues Macro FAQ
- Troubleshooting Trusted Communication between JIRA and Confluence

RELATED TOPICS

JIRA Portlet Macro
Working with Macros

In the *Administrator's Guide*:

- Configuring JIRA with Confluence
- Setting Up Trusted Communication between JIRA and Confluence

Take me back to the Confluence User Guide.

JIRA Portlet Macro

The **JIRA Portlet Macro** allows you to display a JIRA dashboard portlet on a Confluence page. JIRA is the issue tracking and project management system supplied by Atlassian.

On this page:

- Using JIRA 4.0
- Using JIRA 3.x
  - Obtaining the JIRA Portlet URL
  - Usage with the Macro Browser
  - Usage with the Wiki Markup Editor
  - Parameters
  - Example (for JIRA 3.13 or earlier)
  - Displaying Issues which have Restricted Viewing
    - Using Confluence-to-JIRA Trusted Communication
  - Troubleshooting
    - Ideas for new features or want more tips?
    - Logging Bugs and Requesting Support
    - Known Limitations when used with JIRA Calendar

Using JIRA 4.0

Please note the following if you intend to upgrade or have already upgraded your JIRA server to JIRA 4.0:

Setting up *new* JIRA portlets will not work when using Confluence 3.0 or earlier and JIRA 4.0.

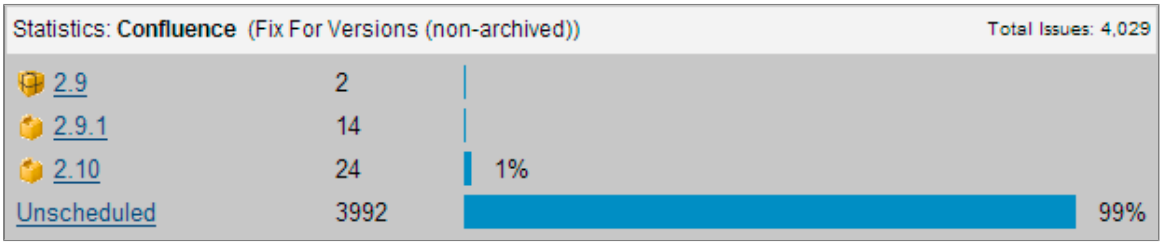
Bear in mind that your existing JIRA portlet macros based on earlier versions of JIRA will continue to work in Confluence as they will still be functional in JIRA 4.0. However, due to architectural changes in JIRA 4.0, the ability to create **new** JIRA 4.0 portlet macros in Confluence 3.0 or earlier is not available. Please refer to JRA-19285 and JRA-18521 for more information.

If you would like the ability to create **new** JIRA 4.0 portlet macros in Confluence 3.0 or earlier, please vote for JRA-18521. However, we intend to resolve this issue in a future release of Confluence.

Using JIRA 3.x

The JIRA portlet macro appears as shown in the screenshot below.

Screenshot: The JIRA Portlet Macro in Confluence



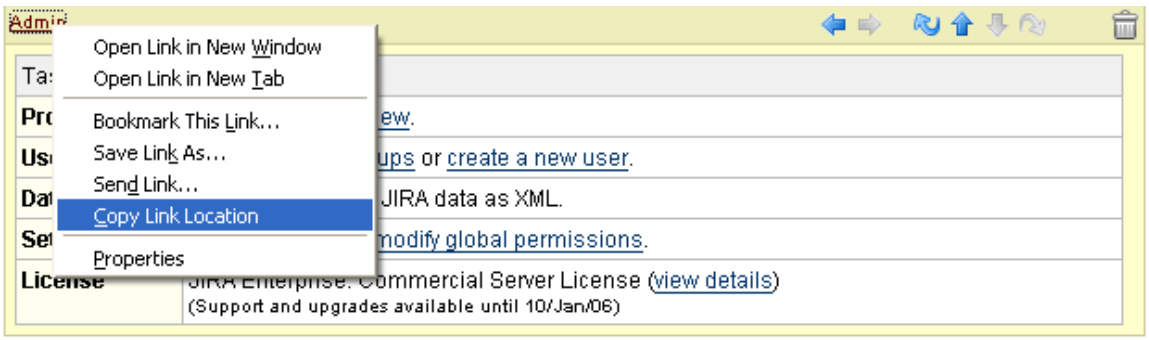
Obtaining the JIRA Portlet URL

The JIRA portlet macro requires a URL of the JIRA portlet content you wish to show on a Confluence page.

To obtain the JIRA portlet URL,

1. Log in to your JIRA system.
2. Add the portlet you wish to include in Confluence to your JIRA dashboard. (Once you have copied the portlet's URL into Confluence, you can remove it from your JIRA dashboard.)
3. Click '**On**' beside '**Configure**' on your JIRA dashboard. (If you don't see this link, you need to click the 'Manage Portal' link, click the 'Configure' button and then return to the dashboard.)
4. Right-click the title located at the top-left corner of the portlet and copy its link location. See Screenshot 1.

Screenshot 1: Copy link location



Usage with the Macro Browser

To insert the JIRA portlet macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you have found the JIRA portlet macro, paste your copied JIRA portlet URL into the **JIRA Portlet URL** field and then click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

To insert the JIRA portlet macro into a page using the Wiki Markup editor,

1. Log in to your Confluence system.
2. Paste the copied JIRA portlet URL at the end of the `url` parameter in a {`jiraportlet`} macro on your Confluence page.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required	Default	Description
JIRA Portlet URL (`url`)	yes	none	URL of the JIRA portlet, as described above. Certain JIRA portlets may require user authentication details in order to display their content. Hence you may need to append: &os_username=yourJiraUsername&os_password=yourJiraPassword to the end of this url.
Anonymous Retrieval (`anonymous`)	no	false	For **Confluence 2.7.0** and later. If this parameter is set to 'true', JIRA will return only the issues which allow unrestricted viewing i.e. the issues which are visible to anonymous viewers, as determined by JIRA's viewing restrictions. If this parameter is omitted or set to 'false', then the results depend on how your administrator has configured the communication between JIRA and Confluence. **By default, Confluence will show only the JIRA issues which the user is authorised to view**. See more details below.
Base URL (`baseurl`)	no	none	If Confluence retrieves the JIRA portlet from some other URL than JIRA's public URL, you should supply JIRA's public URL in the baseurl parameter.

Example (for JIRA 3.13 or earlier)

Below is an example of some macro markup code, requesting a portlet from the Atlassian public JIRA site:

```
1.{jiraportlet:anonymous=true|url=http:
//jira.atlassian.com/secure/RunPortlet.jspa?portletKey=com.atlassian.jira.plugin.system.portlets:proj
```

Below are the results of the above macro markup, displayed on this Confluence page:

Statistics: **Confluence** (Fix For Versions (non-archived)) Total Issues: 5,620

2.10.2	1		
2.10.3	1		
3.0	19		
3.0.1	1		
3.0.2	1		
3.1-rc1	18		
3.1-rc2	1		
3.1-rc3	3		
3.1	28		
3.1.1	36	1%	
3.2	21		
Medium term roadmap	3		
Long term roadmap	1		
Unscheduled	5486		98%

Displaying Issues which have Restricted Viewing

This section explains how to handle JIRA issues that have restricted viewing. Maybe your JIRA instance is not visible to anonymous visitors - everyone has to log in before they can see JIRA issues. Or maybe some of the JIRA issues are restricted to viewing by certain users only.

Using Confluence-to-JIRA Trusted Communication

Your administrator can set up trusted communication between Confluence and JIRA. The entire process is described in the Confluence Administrator's Guide.

Here is a relevant extract from the above page:

> **Remove the username and password from your macro markup code**
> Prior to Confluence 2.7, you needed to include a username and password in the macro markup code if you wanted to display JIRA issues which had restricted viewing. Once your administrator has set up trusted communication between Confluence and JIRA, you no longer need to include a username and password in the markup code for your JIRA macros.

The following options are available for determining the issues which will be retrieved from JIRA and displayed on the Confluence page:

What you want to do	Macro parameter	URL parameter	Comments
Display the JIRA issues which the logged-in user is authorised to see. And if the user is not logged in, display only issues which allow unrestricted viewing.			Do not specify any authentication parameters. In this case, the behaviour depends on the way your administrator has set up trusted communication between JIRA and Confluence. Here is a summary of the behaviour. If trusted communication is **enabled**, the authorisation will work seamlessly. When a logged-in user views your page, they will see only the JIRA issues they are allowed to see. And if they are not logged in, they will see only the issues which allow unrestricted viewing. If trusted communication is **disabled**, the Confluence page will show only the JIRA issues which allow unrestricted viewing.

Ensure that Confluence will display only the JIRA issues which allow unrestricted viewing.	`anonymous`		Regardless of who the user is (logged in or not), the Confluence page will show only anonymously-visible issues. Confluence will not attempt to set up a trusted communication link with JIRA in this case.
Use a pre-determined username and password to access the JIRA issues.		`&os_username=MYNAME&os_password=MYPASSWORD`	**Not recommended**. Prior to Confluence 2.7, this was the only way of displaying issues with restricted viewing. For Confluence 2.7 and later, this method will still work. Confluence will not attempt to set up a trusted communication link with JIRA in this case.

Troubleshooting

Ideas for new features or want more tips?

If you have an idea for a new feature, please log it on our JIRA site.

You will also find many hints and tips on our Confluence forum. Try asking a question or sharing your ideas with other Confluence users.

Logging Bugs and Requesting Support

If you have found a bug in this macro, please log it on our JIRA site.

If you encounter a problem using this macro, please raise a ticket on our Support site.

Known Limitations when used with JIRA Calendar

If you are using the JIRA Portlet macro in combination with the JIRA Calendar, paging will work only if your Confluence and JIRA sites are running on the **same host**. Otherwise, you see error messages like `Access to restricted URI`.

Reason: the Calendar portlet communicates with JIRA via AJAX requests. Because of security concerns, browsers by default do not allow requests to any host different from the one the page was originally downloaded from.

There is a workaround. If you wish, you can turn off this security check in your browser. The exact way depends on your browser version, so Google for hints.

Please consider all implications of turning off this security check before you perform this action.

There is an existing request to develop support for proxying of the AJAX requests from Confluence to JIRA. If you need this feature, please vote for this issue: JCAL-64.

RELATED TOPICS

JIRA Issues Macro
Working with Macros

In the *Administrator's Guide*:

- Configuring JIRA with Confluence
- Setting Up Trusted Communication between JIRA and Confluence

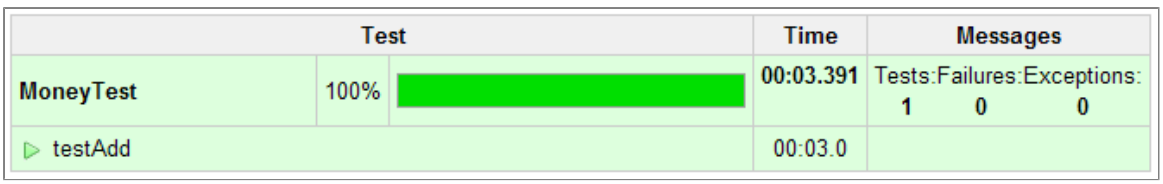
Take me back to the Confluence User Guide.

JUnit Report Macro

The **JUnit Report Macro** displays a summary of JUnit test results from a directory accessible by the Confluence server. JUnit is a unit testing framework which allows programmers to ensure that individual units of Java source code are functioning correctly.

The JUnit report macro appears as shown in the screenshot below.

Screenshot: The JUnit Report Macro in Confluence



When generating reports from JUnit, set the Apache Ant formatter to **'XML'**.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the JUnit report macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the JUnit report macro, fill in the URL fields and click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

To insert the JUnit report macro into a page using the Wiki Markup Editor,

Enter the junitreport code tags into your document as follows.

```
1.{junitreport:directory=file:///*directory*/}
```

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
Directory (URL) of your test result files (`directory`)	None	URL of a directory containing your test result files.
Report Detail (`reportdetail`)	'fixture'	Detail for report. Can be 'all', 'fixture', 'summary' or 'failuresonly'.
URL of the test result XML file (`url`)	None	URL of a particular test result XML file. For Confluence installations without anonymous user access, you can specify logon credentials as part of this parameter in the form of URL parameters: • `os_username` — The username of a Confluence user with permission to access to the JUnit test results. • `os_password` — The password of the Confluence user specified in the `os_username` parameter.
(`debug`)	None	Shows the content of failures, as well as the error messages.

Examples

Loading JUnit reports from a local drive

```
1.{junitreport:directory=file:///C:/TEMP/}
```

Must be a directory name and **not** the XML file itself.

Loading JUnit reports from a network drive

```
1.{junitreport:url=http://*host*/*path*}
```

Loading JUnit reports from a Confluence instance

```
1.{junitreport:url=http://yourConfluenceInstance.com/download/attachments/<page id>/file.xml}
```

Loading JUnit reports from a Confluence instance without anonymous user access

If your Confluence instance is not accessible by anonymous users, specify logon credentials with the `os_username` and `os_password` URL parameters (as part of the macro's `url` parameter). In this case, we are specifying a username of "admin" and a password of "admin".

```
1.{junitreport:url=http://yourConfluenceInstance.com/download/attachments/<page
id>/file.xml?os_username=admin&os_password=admin}
```

If you use both the `directory` and `url` parameters in the same macro, the `directory` will be used and the `url` parameter ignored.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Livesearch Macro

The **Livesearch Macro** allows you to add a search box to a Confluence page. When users enter a search term into the search box, Confluence will dynamically display matching results as they type.

The livesearch macro appears as shown in the screenshot below:

Screenshot: The Livesearch Macro in Confluence

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the livesearch macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the livesearch macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{livesearch}	

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

The Livesearch macro allows the following parameters:

Parameter	Required	Default	Description
ID (`id`)	no	none	Uniquely identifies the Livesearch when there are multiple livesearch macros in one page.
Restrict to this Space Key (`spaceKey`)	no	all spaces	Specify a space key to limit the search to the given space.

Examples

Restricting the Search to a Single Space

The sample code below restricts the search to the space which has a space key of 'DS'.

```
1.{livesearch:spaceKey=DS}
```

RELATED TOPICS

Searching Confluence
Search Macro
Working with Macros

Take me back to the Confluence User Guide.

Loremipsum Macro

The **Loremipsum** macro displays a few paragraphs of pseudo-Latin text (more information). You can use this macro to generate some more-or-less meaningless text for demonstration purposes in pages showing a draft layout or arrangement of page elements. The text is deliberately non-meaningful so that it does not influence the viewer's perception of the page arrangement or design.

A basic example of the Loremipsum macro is shown in the block below.

> Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetuer. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.

Without any parameters, the {loremipsum} macro generates three paragraphs. However, any number of paragraphs can be specified.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the Loremipsum macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Loremipsum macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{loremipsum}	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetuer. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris. Ut ligula. Maecenas consequat. Aliquam placerat. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla convallis. Ut quis tortor. Vestibulum a lectus at diam fermentum vehicula. Mauris sed turpis a nisl ultricies facilisis. Fusce ornare, mi vitae hendrerit eleifend, augue erat cursus nunc, a aliquam elit leo sed est. Donec eget sapien sit amet eros vehicula mollis. In sollicitudin libero in felis. Phasellus metus sem, pulvinar in, porta nec, faucibus in, ipsum. Nam a tellus. Aliquam erat volutpat. Sed id velit ut orci feugiat tempus. Pellentesque accumsan augue at libero elementum vestibulum. Maecenas sit amet metus. Etiam molestie massa sed erat. Aenean tincidunt. Mauris id eros. Quisque eu ante. Fusce eu dolor. Aenean ultricies ante ut diam. Donec iaculis, pede eu aliquet lobortis, wisi est dignissim diam, ut fringilla eros magna a mi. Nulla vel lorem. Donec placerat, lectus quis molestie hendrerit, ante tortor pharetra risus, ac rutrum arcu odio eu tortor. In dapibus lacus nec ligula. Aenean vel metus. Nunc mattis lorem posuere felis. In vehicula tempus lacus. Phasellus arcu. Nam ut arcu. Duis eget elit id eros adipiscing dignissim.
{loremipsum:1}	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetuer. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.
{loremipsum:5}	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetuer. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris. Ut ligula. Maecenas consequat. Aliquam placerat. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla convallis. Ut quis tortor. Vestibulum a lectus at diam fermentum vehicula. Mauris sed turpis a nisl ultricies facilisis. Fusce ornare, mi vitae hendrerit eleifend, augue erat cursus nunc, a aliquam elit leo sed est. Donec eget sapien sit amet eros vehicula mollis. In sollicitudin libero in felis. Phasellus metus sem, pulvinar in, porta nec, faucibus in, ipsum. Nam a tellus. Aliquam erat volutpat. Sed id velit ut orci feugiat tempus. Pellentesque accumsan augue at libero elementum vestibulum. Maecenas sit amet metus. Etiam molestie massa sed erat. Aenean tincidunt. Mauris id eros. Quisque eu ante. Fusce eu dolor. Aenean ultricies ante ut diam. Donec iaculis, pede eu aliquet lobortis, wisi est dignissim diam, ut fringilla eros magna a mi. Nulla vel lorem. Donec placerat, lectus quis molestie hendrerit, ante tortor pharetra risus, ac rutrum arcu odio eu tortor. In dapibus lacus nec ligula. Aenean vel metus. Nunc mattis lorem posuere felis. In vehicula tempus lacus. Phasellus arcu. Nam ut arcu. Duis eget elit id eros adipiscing dignissim. Nullam vel leo. Quisque vestibulum mollis turpis. Phasellus malesuada tellus vel diam. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Ut varius lorem. Mauris bibendum pulvinar sem. Fusce vulputate. Aenean imperdiet, massa ut viverra dignissim, nunc purus pellentesque ligula, quis dictum est sem vitae sem. Ut bibendum elit id sapien. Quisque quis est. Phasellus tellus. Donec aliquam lorem sit amet libero. Cras massa dolor, dignissim id, faucibus vulputate, pharetra nec, erat. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec justo nunc, vestibulum a, vestibulum eget, aliquam non, augue. Morbi cursus consectetuer turpis. Duis non quam. Nam aliquet lorem ut tortor. Pellentesque malesuada, sem non tempor semper, magna pede aliquet lectus, sit amet egestas neque magna ut nunc. Integer sagittis aliquet diam. Proin fringilla vestibulum sem. Donec est lacus, imperdiet vel, elementum eu, tincidunt quis, odio. Proin dolor. Nulla arcu. Etiam dolor massa, fermentum id, adipiscing ultricies, suscipit in, orci. Aliquam erat volutpat. Ut tortor est, placerat ac, dictum ut, imperdiet vitae, leo. Nullam suscipit. Sed accumsan malesuada magna. Nulla facilisi. Donec est tellus, dictum in, bibendum sit amet, eleifend sit amet, risus. Quisque mauris lectus, tincidunt eget, pretium sed, eleifend ac, risus. Fusce mauris.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description

Number of Paragraphs	3	Displays paragraphs of pseudo-Latin (space-filler) text.

Apart from the number of paragraphs, there are no additional parameters for this macro.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Metadata Macro

The **Metadata macro** allows you to embed metadata into pages and blog posts for presentation with the **Metadata Summary Macro**. Each metadata item consists of a field name and an associated value. When a metadata macro is rendered on a page, each metadata item is presented on a single line, starting with the name of the field, followed by its value, for example:

Is-Secret: Yes
Author-Nickname: Banana Split

Each metadata macro is 'labelled', allowing you to:

- insert multiple Metadata macros on a single page or blog post, each with a different label
- use the Metadata Summary macro to generate a summary based on Metadata macros tagged with a specific label.

Metadata macro 'label's are completely unrelated to page labels. A Metadata macro's label is only used by the Metadata Summary macro for the purpose of generating its summary.

As far as the Metadata Summary macro is concerned, each field only possesses a single value. Hence, if you added multiple values to a field (for example, by separating each value with a comma), the Metadata Summary macro treats this as a single value and presents it as such.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the metadata macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the **'Edit'** button. The **'Edit Page'** mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click **'insert'** to put the macro into the page.

Once you've found the metadata macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

```
1.{details:label=test}
2.Is-Secret: Yes
3.Author-Nickname: Banana Split
4.{details}
```

Each metadata item is added on a separate line. Separate each field and value with a colon (:) followed by a space. For example: `colour: Red`.

In the example above,

- **test** is the label of this metadata macro, which can be identified uniquely on a page in a metadata summary
- **Is-Secret** is a field of value **Yes**
- **Author-Nickname** is another field with a value of **Banana Split**.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
Metadata Label (`label`)	yes	none	Used by the Metadata Summary macro to generate a summary based on all Metadata macros tagged with this label throughout the current space.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Metadata Summary Macro

The **Metadata Summary macro** presents a tabulated summary of selected metadata, which has been embedded using the **Metadata Macro** on any page or blog post in the current Confluence space.

The left-most column of the metadata summary shows the name of each page or blog post within current space that contains the selected metadata. Each page or blog post is presented on a single row and is hyperlinked to its appropriate destination page.

Each subsequent column represents a unique field within the selected metadata. The value associated with each metadata field on a page or blog post is presented in the appropriate cell of the metadata summary table. For example, the following Metadata Summary macro shows all Metadata macros tagged with the 'test' label in the current space.

	Author-Firstname	Author-Nickname	Is-Secret
Metadata Macro		Banana Split	Yes
Metadata Summary Macro	Fred	Strawberry Sundae	

Metadata macro 'label's are completely unrelated to page labels. A Metadata macro's label is only used by the Metadata Summary macro for the purpose of generating its summary.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Another Metadata Macro Example

Usage with the Macro Browser

To insert the metadata summary macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the **'Edit'** button. The **'Edit Page'** mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click **'insert'** to put the macro into the page.

Once you've found the metadata summary macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

```
1.{detailssummary:label=test}
```

This shows a metadata summary based on all Metadata macros in pages or blog posts of the current space, which have been labelled with 'test'.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
Metadata Label (`label`)	yes	none	Restricts the Metadata Summary macro to summarise the contents of Metadata macros throughout the current space, which have been tagged with this label only.

Another Metadata Macro Example

The following Metadata macro example generates the second line in the Metadata Summary macro (above).

Author-Nickname: Strawberry Sundae
Author-Firstname: Fred

RELATED TOPICS

Working with Macros

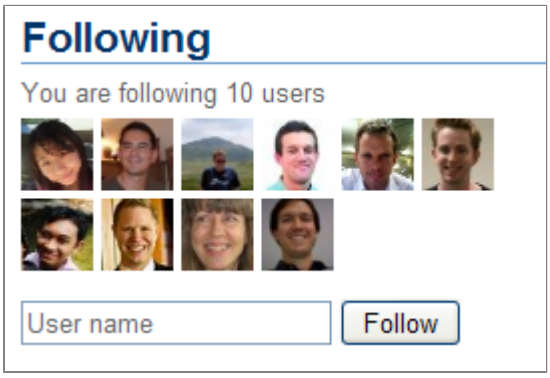
Take me back to the Confluence User Guide.

Network Macro

The **Network** macro displays a list of Network interactions between users in your Confluence site, on your Confluence page or blog.

The Network macro allows you to specify the user whose network interactions you wish to show. These interactions include the users that the specified user is following or users who are following the specified user. The Network macro depicts each listed user by their profile picture. It also provides a choice of two themes and the ability to limit the number of users in the list.

Screenshot: Network Macro



On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

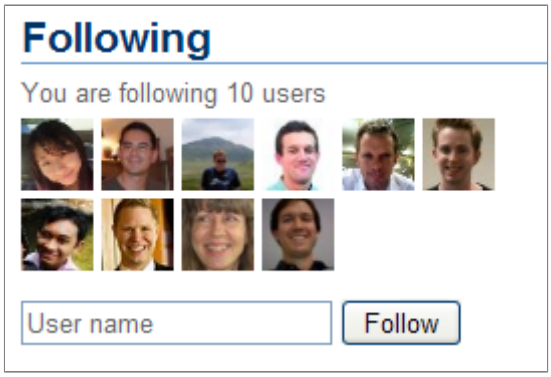
Usage with the Macro Browser

To insert the Network macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Network macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	Example of what you will get
{network:following}	

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
Username (`username`)	no	current user's username	The username of the Confluence user whose network interactions you wish to show. If no username is specified, then current user's (that is, your) network interactions are shown.
Mode	no	following (followers in the Wiki Markup editor)	Determines if this macro lists users who the specified user is following (**following**) or users who are following the specified user (**followers**).
Theme (`theme`)	no	full	The **full** theme depicts users with large versions of their profile pictures and if your network associations are shown in **following** mode, provides an entry field function to follow more users. The **tiny** theme depicts users with small versions of their profile pictures only.
Maximum Results (`max`)	no	no limit imposed up to a maximum of 30	Restricts the amount of users shown by this macro to the number specified. If the number of users exceeds the specified maximum, then a **Show All** link is provided. This link leads to the specified user's Network view, showing the complete list of network interactions depicted by this macro.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Noformat Macro

The **Noformat Macro** displays a block of text in monospace font with no other formatting.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Example

Usage with the Macro Browser

To insert the noformat macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the noformat macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{noformat} I do not want this text formatted! {noformat}	`I do not want this text formatted!`

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Default	Description
Body Text	Affects text between the noformat tags.	The text that will be processed by the noformat macro.
No Panel (`nopanel`)	False	Removes the bordering panel.

Example

Remove the panel around the text

What you need to type	What you will get
{noformat:nopanel=true} I do not want this text formatted! {noformat}	`I do not want this text formatted!`

Format the panel

All of the optional parameters for the Panel macro are also valid for the Noformat macro.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Nolink and nl Macros

The **Nolink** (or **nl**) macro allows you to enter a web address or URL, without the browser automatically hyperlinking the URL.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the Nolink macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Nolink macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{nolink:http://www.atlassian.com}	http://www.atlassian.com
{nl:http://www.atlassian.com}	http://www.atlassian.com

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
URL	no	none	The web address or URL that you do not want the browser to automatically hyperlink.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Note Macro

The **Note Macro** allows you to highlight a note on a Confluence page.

It creates a yellow-coloured box surrounding your text as shown below.

Note Macro Example
This text is rendered inside the note macro.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the Note macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Note macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
`1.{note}Be careful{note}`	Be careful

`1.{note:title=Don't Panic}`
`2.Be happy.`
`3.{note}`
	Don't Panic
	Be happy.

`1.{note:title=Don't Panic|icon=false}`
`2.Be happy.`
`3.{note}`
	Don't Panic
	Be happy.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
Optional Title (`title`)	no	none	The title of the note. If specified, will be displayed in bold next to the icon.
Show Exclamation Mark Icon (`icon`)	no	true	If "false", the icon will not be displayed.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Page Index Macro

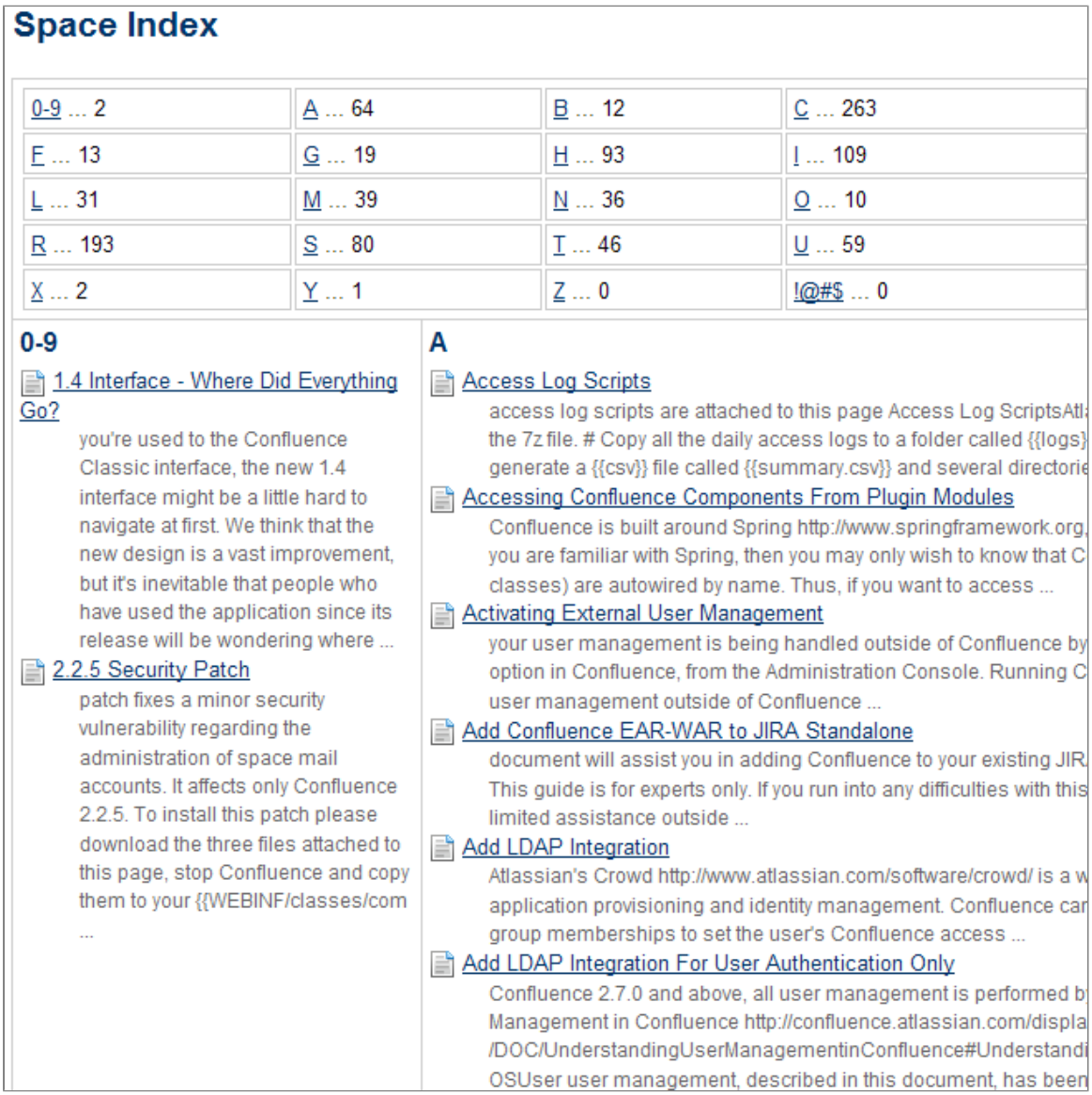
The **Page Index macro** creates a hyperlinked alphabetical index of all pages within the current space.

The top section of the Index contains a cell for letter of the alphabet, including separate cells for numbers and symbols. Each of these cells indicates the number of pages in which the first letter of the title matched the corresponding letter, number or symbol in the cell.

The lower section is effectively an extended version of the top section. However, each cell shows the page name followed by the first few sentences of content on that page.

Each letter, number or symbol in the top section is hyperlinked and leads to its corresponding cell in the lower section. Additionally, each page title in the lower section is hyperlinked and leads to its corresponding page in the space.

Screenshot: Index Macro segment



On this page:

- Usage with the Macro Browser
- Usage in Wiki Markup
- Parameters

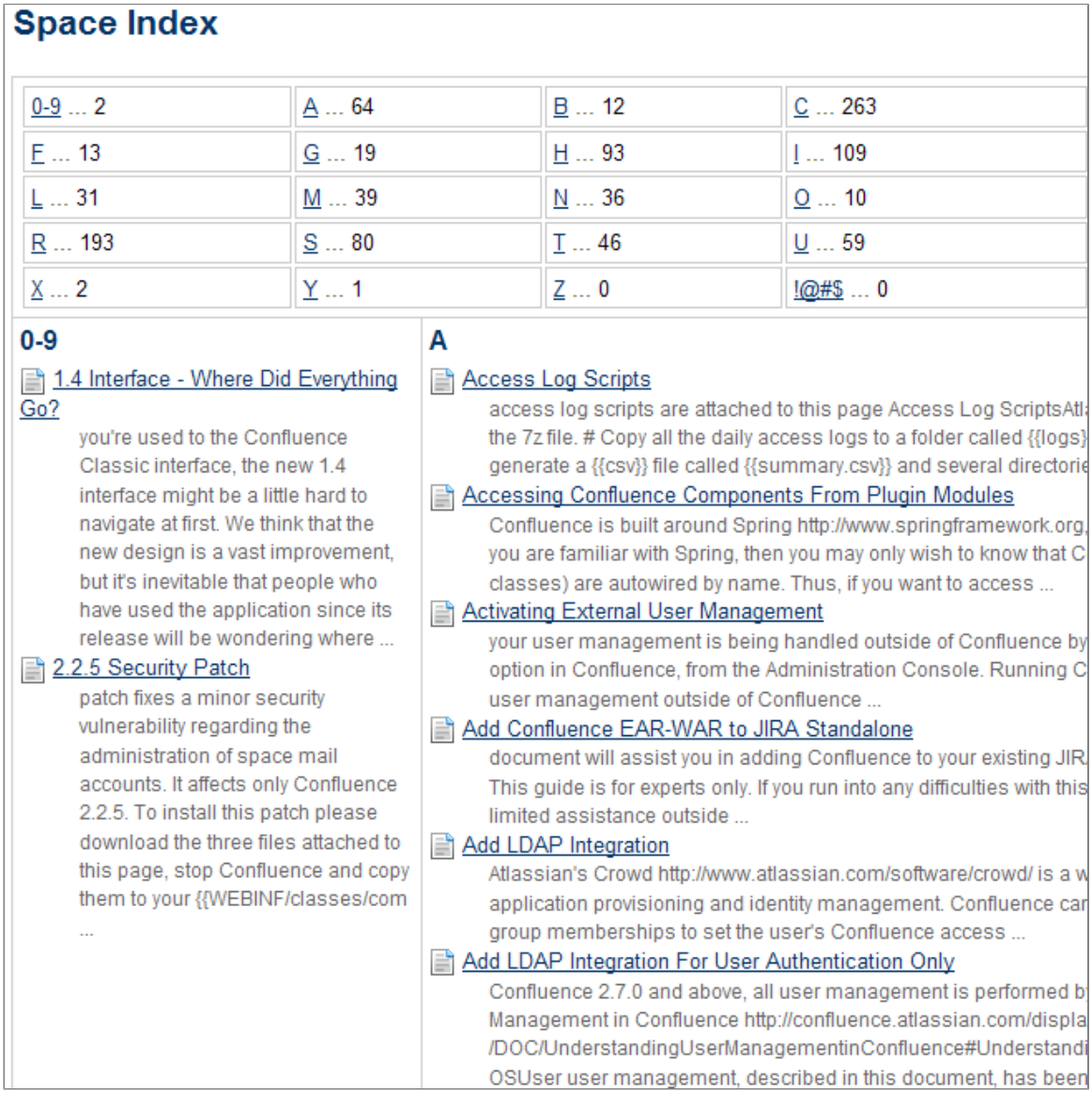
Usage with the Macro Browser

To insert the Page Index macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Page Index macro, click '**insert**' to add it to your page.

Usage in Wiki Markup

What you need to type	Segment of what you will get
{index}	

Parameters

This macro accepts no parameters.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Pagetree Macro

The **Pagetree macro** displays a dynamic, hierarchical list of pages starting from a specified parent (root) page. You can embed the page tree into your Confluence page, where it can act as a table of contents or a list of related topics.

When viewing the page tree, your reader can click a link to open the relevant page. The page's current position is highlighted in the page tree.

Below we tell you how to add the Pagetree macro to your page.

Creating a navigation panel for your space
A popular usage of the Pagetree macro is to create a navigation panel showing a table of contents for your space. Read the instructions on Adding a Navigation Sidebar.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Macro Parameters
- Examples
  - All Parameters
  - Specifying the Parent Page by Name
  - Showing All Pages in the Space
  - Setting the Current Page as the Parent Page
  - Showing Excerpts from Each Page
  - Allowing your Readers to Expand or Collapse All Branches
  - Including a Search Box
  - Sorting the Pages in Reverse Natural Order

Usage with the Macro Browser

To insert the Pagetree macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Pagetree macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

Include the following markup in your page:

```
1.{pagetree}
```

There are more examples below.

Macro Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Include Excerpts in Page Tree (`excerpt`)	no	false	Set this value to 'true' if you want the page tree to show excerpts from each page. The excerpts must be defined on each page by the Excerpt macro.
Show Expand/Collapse Links (`expandCollapseAll`)	no	false	Set this value to 'true' if you want to display the 'expand all' and 'collapse all' links at the top of your page tree. Your readers can click these links to open or close all branches of the tree at once.
Reverse Order (`reverse`)	no	false	Use this parameter in combination with the sort parameter described below. Set this value to 'true' if you want the pages displayed in descending order rather than ascending order.

Root Page (`root`)	no	The home page of the space	Specify the parent page for the page tree. The tree will include all children of the given page, plus their children and grand-children etc. The tree will *not* include the root page itself. Specify the page title or a special value as follows: • Your page title — Page tree shows all pages under the specified page. • '@home' — Page tree shows all pages under the home page of the space (default). • '@self' — Page tree shows all pages under the current page. • '@parent' — Page tree shows all pages under the parent of the current page, including the current page. • '@none' — Page tree shows all pages in the space, including orphaned pages and the home page.
Include Search Box above Page Tree (`searchBox`)	no	false	Set this value to 'true' if you want to include a search box above the page tree. The search box allows your readers to enter a search term, and then searches within the page tree for the specified value.
Sort Pages By (`sort`)	no	position	Specify the order to display the pages in the tree. This sort order is for display purposes only. It does not permanently re-arrange the page order. The value may be one of the following: • 'bitwise' — Display the pages using standard alphabetical sorting, such as: title1, title10, title2. • 'creation' — Display the pages in order of date created. • 'modified' — Display the pages in order of date last modified. • 'natural' — Display the pages in 'natural' alphabetical order, such as: title1, title2, title10. • 'position' — Display the pages using the default Confluence sorting rules. If your pages have been ordered manually, this sort will respect the defined order. Otherwise the pages will be displayed in the 'natural' alphabetical order, such as: title1, title2, title10.
Start Depth (`startDepth`)	no	1	Enter any number greater than 0, indicating how many levels of children the tree should show when it opens for the first time.

Examples

All Parameters

Here's an example using all the parameters:

```
1.{pagetree:root=Page Name|sort=natural|excerpt=true|reverse=false|startDepth=3|expandCollapseAll=
true|searchBox=true}
```

Specifying the Parent Page by Name

Use the following code to specify a page name for the parent or root of the tree. The tree will include all children and grand-children of the specified root. The tree will *not* include the specified root page itself.

What you need to type	What you will get
`1.{pagetree:root=Pagetree Macro}`	

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

Showing All Pages in the Space

Use the following code to make the page tree show all pages in the space, including orphaned pages and the home page.

```
1.{pagetree:root=@none}
```

Setting the Current Page as the Parent Page

What you need to type	What you will get

`1.{pagetree:root=@self}`	

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

Showing Excerpts from Each Page

Use the following code if you want your page tree to include excerpts from each page. The excerpts must be defined on each page by the Excerpt macro.

What you need to type	What you will get
`1.{pagetree:root=@self|excerpt=true}`	

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

Allowing your Readers to Expand or Collapse All Branches

Use the following code if you want to show the 'expand all' and 'collapse all' links at the top of your page tree.

What you need to type	What you will get
`1.{pagetree:root=@self|expandCollapseAll=true}`	Expand all Collapse all

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

Including a Search Box

Use the following code if you want to include a search box at the top of your page tree.

What you need to type	What you will get
`1.{pagetree:root=@self|searchBox=true}`	

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

Sorting the Pages in Reverse Natural Order

Use the following code if you want to show the pages in reverse natural order.

What you need to type	What you will get
`1.{pagetree:root=@self|sort=natural|reverse=true}`	

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

RELATED TOPICS

Pagetree Search Macro
Adding a Navigation Sidebar
Working with Macros

Take me back to the Confluence User Guide.

Sample Page Tree

This page is a sample, used to demonstrate the Pagetree macro.

For more information, take a look at the main page on the Pagetree Macro.

What you need to type	What you will get
{pagetree:root=@parent|expandCollapseAll=false}	

Another Sample Page Tree

We're using this page to demonstrate the Pagetree macro.

For more information, take a look at the main page on the Pagetree Macro.

What you need to type	What you will get
{pagetree:root=@parent|expandCollapseAll=true}	Expand all Collapse all

Sample Page Tree 2

This is another sample page, used to demonstrate the Pagetree macro.

For more information, take a look at the main page on the Pagetree Macro.

What you need to type	What you will get
{pagetree:root=@parent|expandCollapseAll=true}	Expand all Collapse all

Pagetree Search Macro

The **Pagetree Search macro** allows you to add a search box to your Confluence page. When a viewer enters a search term, Confluence will search a hierarchy of pages starting from a specified parent (root) page and return the search results on a new screen.

Below we tell you how to add the Pagetree Search macro to your page.

> **You may be interested in the Pagetree macro**
> You can also add a search box as part of a dynamic page tree, which looks like a table of contents. Read the instructions on the Pagetree Macro.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Macro Parameters

Usage with the Macro Browser

To insert the Pagetree Search macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Pagetree Search macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

Include the following markup in your page:

What you need to type	What you will get
{pagetreesearch}	

Macro Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Name of Root Page (`rootPage`)	no	none	The name of the root page whose hierarchy of pages will be searched by this macro. If this not specified, the root page is the current page.

RELATED TOPICS

Pagetree Macro
Adding a Navigation Sidebar
Working with Macros

Take me back to the Confluence User Guide.

Panel Macro

The **Panel Macro** allows you to display a block of text within a customisable panel.

Once the Panel macro has been inserted on a page, you can only edit its parameters in Wiki Markup mode.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the Panel macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Panel macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{panel} A simple panel {panel}	A simple panel

{panel:title=My Title|borderStyle=dashed|borderColor=#ccc|titleBGColor=#F7D6C1|bgColor=#FFFFCE} A formatted panel {panel}	**My Title** A formatted panel

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Panel Title (`title`)	no	none	The title of the panel. If specified, this title will be displayed in its own title-row.
Border Style (`borderStyle`)	no	solid	The style of the panel's border. Valid values are 'solid', 'dashed' and other valid CSS border styles.
Border Colour (`borderColor`)	no		The colour of the panel's border.
Border Pixel Width (Value Only) (`borderWidth`)	no		The width of the panel's border (in pixels).
Background Colour (`bgColor`)	no		The background colour of the panel.
Panel Title's Background Colour (`titleBGColor`)	no		The background colour of the title-row of the panel.

Handy Hint:
You can use panels within columns.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Profile Macro

The **Profile** macro displays a short summary of any Confluence user's profile on your Confluence page or blog. This is the same summary that appears in a Hover Profile, which appears whenever you mouse-over any user's name in the Confluence interface.

The information contained within your own summarised profile can be edited via your User Profile view.

Screenshot: Example of the Profile Macro

Giles Gaskell
ggaskell@atlassian.com
"Working on final User Profile updates."
Website: http://www.atlassian.com
Position: Technical Writer
Department: Development
Location: Sydney

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the Profile macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Profile macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	Example of what you will get
{profile:user=ggaskell}	**Giles Gaskell** ggaskell@atlassian.com "Working on final User Profile updates." **Website:** http://www.atlassian.com **Position:** Technical Writer **Department:** Development **Location:** Sydney

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
Username (`user`)	yes	none	The username of the Confluence user whose profile summary you wish to show.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Quote Macro

The **Quote** Macro allows you to present a section of text as a quote or citation, allowing you to add further information in the form of a response. This is similar to the way people sometimes reply to email messages, by adding their responses immediately after citations of the originator's text.

For example, when adding a comment to a Confluence page or blog and you wish to cite some content on it, you can do so with this macro as follows:

> *This is similar to the way people sometimes reply to email messages, by adding their responses immediately after citations of the originator's text.*
>
> I often reply to other's email messages in this manner.

On this page:

- Usage with the Macro Browser
- Usage in Wiki Markup
- Parameters

Usage with the Macro Browser

To insert the quote macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the quote macro, click '**insert**' to add it to your page.

Usage in Wiki Markup

What you need to type	What you will get
The Lorem Ipsum creates nonsense Latin space filler text like this: {quote} {loremipsum:1} {quote} I can't make head or tail of this.	The Lorem Ipsum creates nonsense Latin space filler text like this: *Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetuer. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.* I can't make head or tail of this.

Parameters

This macro accepts no parameters.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Recently Updated Dashboard Macro

The **Recently Updated Dashboard** macro displays a list of the most recently changed content within Confluence. It is similar to the Recently Updated macro but is intended for use on the Confluence dashboard.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples
  - 1. Include all spaces and limit the display width to 50%
  - 2. Specify the spaces for which you want to view recently updated content
  - 3. Specify the width of the macro display
  - 4. Filter content using labels
  - 5. Display profile pictures
  - 6. Display recent comments, including profile pictures and text

Usage with the Macro Browser

To insert the recently updated dashboard macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the recently updated dashboard macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{recently-updated-dashboard}	**Recently Updated** Customise PDF Exports by Giles Gaskell [Atlassian Technical Writer] (an hour ago) Re: Editing the PDF Stylesheet by Giles Gaskell [Atlassian Technical Writer] (an hour ago) Re: Create PDF in another language by Giles Gaskell [Atlassian Technical Writer] (an hour ago) Re: Installing Confluence Standalone Using the Mac OS X Evaluation... by Giles Gaskell [Atlassian Technical Writer] (an hour ago) Confluence to PDF by Giles Gaskell [Atlassian Technical Writer] (an hour ago) Editing the PDF Stylesheet by Giles Gaskell [Atlassian Technical Writer] (an hour ago) Advanced PDF Stylesheet Customisations by Giles Gaskell [Atlassian Technical Writer] (an hour ago) Re: Working with Links Overview by Anonymous (an hour ago) Installing Confluence Standalone Using the Mac OS X Evaluation... by Giles Gaskell [Atlassian Technical Writer] (3 hours ago) Installing Confluence Standalone Using the Windows Evaluation... by Giles Gaskell [Atlassian Technical Writer] (3 hours ago)

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Label(s) (`labels`)	no	none	Filter content by label. The macro will display only the pages etc which are tagged with the label(s) you specify here. You can specify one or more labels, separated by commas. If there are **no** pages matching any of the specified labels, then Confluence will ignore the labels and will list all recently updated pages, as well as showing a message, "These labels don't exist and were ignored: xxx ". This unexpected behaviour is noted in issue CONF-10167.

Show User Profile Pictures (`showProfilePic`)	no	false	Specify `showProfilePic=true` to display the profile pictures of the users who updated the content.
Space(s) (`spaces`)	no	The space which contains the page on which the macro is coded	Filter content by space. The macro will display only the pages etc which belong to the space(s) you specify here. You can specify one or more space keys, separated by commas. '*' means all spaces.
Include these Content Types Only (`types`)	no	all types	Filter content by type. You can specify one or more types, separated by commas. Available types are: page, blogpost or news, spacedesc, attachment, comment, mail, userinfo.
Width of Table (`width`)	no	100%	Specify the width of the macro display, as a percentage of the window width.

Examples

1. Include all spaces and limit the display width to 50%

The code below will show all the pages from all the spaces that have been recently updated.

```
1.{recently-updated-dashboard:spaces=*|width=50%}
```

2. Specify the spaces for which you want to view recently updated content

```
1.{recently-updated-dashboard:spaces=Name1,Name2|width=50%}
```

3. Specify the width of the macro display

```
1.{recently-updated-dashboard:width=50% }
```

4. Filter content using labels

```
1.{recently-updated-dashboard:spaces=sales,marketing|labels=timesheets,summaries}
```

5. Display profile pictures

The code below will display the profile picture of the user who most recently updated the content.

```
1.{recently-updated-dashboard:showProfilePic=true}
```

6. Display recent comments, including profile pictures and text

The code below will display recent comments in the current space, showing the profile picture of the users who made the comments, plus the first line or two of the comment text.

This is the only way to ensure that the text of the comments is displayed, using this macro.

```
1.{recently-updated-dashboard:types=comment|showProfilePic=true}
```

Customising the wording
If you would like to change the wording displayed by the 'Recently Updated' macro, please refer to the document on modifying the Confluence interface text.

RELATED TOPICS

Recently Updated Macro
Viewing Recently Updated Content
Working with Macros

Take me back to the Confluence User Guide.

Recently Updated Macro

This page contains content that is specific to a **Beta Release** of **Confluence 3.1**. The content on this page may be updated periodically in the lead up to the official release of Confluence 3.1. At the official release of Confluence 3.1, this warning will be removed.

The **Recently Updated** macro displays a list of the most recently changed content within Confluence.

The Recently Updated Dashboard macro is similar to this macro, but is intended for display on the Confluence dashboard.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Working Example of Usage
  - Recently Updated
- Parameters
- Examples
  - 1. Include content from all spaces
  - 2. Include content from specific spaces
  - 3. Specify the width of the display
  - 4. Filter content using labels
  - 5. Filter by content type
  - 6. Change the number of results in the list
  - 7. Display profile pictures
  - 8. Display recent comments, including profile pictures and text

Usage with the Macro Browser

To insert the recently updated macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the recently updated macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

```
1.{recently-updated}
```

Working Example of Usage

Below is a working example of the 'Recently Updated' macro which by default, lists 15 results.

What you need to type	What you will get

{recently-updated}	***Recently Updated*** • Customise PDF Exports updated by Giles Gaskell [Atlassian Technical Writer] (view change) about an hour ago • Editing the PDF Stylesheet commented by Giles Gaskell [Atlassian Technical Writer] about an hour ago • Create PDF in another language commented by Giles Gaskell [Atlassian Technical Writer] about an hour ago • Installing Confluence Standalone Using the Mac OS X Evaluation Installer commented by Giles Gaskell [Atlassian Technical Writer] about an hour ago • Confluence to PDF updated by Giles Gaskell [Atlassian Technical Writer] (view change) about an hour ago • Editing the PDF Stylesheet updated by Giles Gaskell [Atlassian Technical Writer] (view change) about an hour ago • Advanced PDF Stylesheet Customisations updated by Giles Gaskell [Atlassian Technical Writer] (view change) about 2 hours ago • Working with Links Overview commented by Anonymous about 2 hours ago • Installing Confluence Standalone Using the Mac OS X Evaluation Installer updated by Giles Gaskell [Atlassian Technical Writer] (view change) about 3 hours ago • Installing Confluence Standalone Using the Windows Evaluation Installer updated by Giles Gaskell [Atlassian Technical Writer] (view change) about 3 hours ago • The Confluence window closes immediately when started updated by Giles Gaskell [Atlassian Technical Writer] (view change) about 4 hours ago • Confluence 2.8 Release Notes updated by Giles Gaskell [Atlassian Technical Writer] (view change) about 4 hours ago • Upgrading Confluence Standalone Distribution updated by Giles Gaskell [Atlassian Technical Writer] (view change) about 4 hours ago • Confluence 101 updated by Giles Gaskell [Atlassian Technical Writer] (view change) about 4 hours ago • Uninstalling Confluence Standalone updated by Giles Gaskell [Atlassian Technical Writer] (view change) about 4 hours ago • More

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description

Author(s) by username (`author`)	no	None specified i.e. display all content	Filter the results by author. The macro will display only the pages etc which were last modified by the author(s) you specify here. You can specify one or more authors, separated by a comma or a space.
Label(s) (`label`) or (`labels`)	no	None specified i.e. display all content	Filter the results by label. The macro will display only the pages etc which are tagged with the label(s) you specify here. You can specify one or more label values, separated by a comma or a space. • To exclude content which matches a given label, put a minus sign (-) immediately in front of that label value. For example: If you specify a label value of `-badpage` you will get only content which is not labelled with 'badpage'. • To indicate that the results **must** match a given label value, put a plus sign (+) immediately in front of that label value. For example: If you specify a label value of `+superpage,+goodpage` you will get only content which has at least two labels, being 'superpage' and 'goodpage'. If there are **no** pages matching any of the specified labels, then Confluence will ignore the labels and will list all recently updated pages, as well as showing a message, "These labels don't exist and were ignored: xxx ". This unexpected behaviour is noted in issue CONF-10167.
Maximum Number of Results (`max`) or (`maxResults`)	no	15	Specify the maximum number of results to be displayed. If this parameter is omitted, then a maximum of 15 results are displayed. The theoretical maximum value that this parameter can accept is 2 to the power of 31, minus 1 (or 2147483647).
Show User Profile Pictures (`showProfilePic`)	no	false	Specify `showProfilePic=true` to display the profile pictures of the users who updated the content.
Space(s) (`space`) or (`spaces`)	no	@self, i.e. the space which contains the page on which the macro is used	This parameter allows you to filter content by space. The macro will display only the pages etc which belong to the space(s) you specify here. You can specify one or more space keys, separated by a comma or a space. • To exclude content in a specific space, put a minus sign (-) immediately in front of that space key. For example: If you specify a space key of `-BADSPACE` you will get only content which is not in the BADSPACE. • To indicate that the results **must** come from a specific space, put a plus sign (+) immediately in front of that space key. For example: If you specify a space key of `+GOODSPACE` you will get only content in GOODSPACE. (Note that this is not particularly useful, because each content item belongs to one space only. If you put a plus sign next to one space key and list other space keys too, the other space keys will be ignored.) Special values: • `@self` — The current space. • `@personal` — All personal spaces. • `@global` — All global spaces. • `@favorite` — The spaces you have marked as favourite. • `@favourite` — The same as `@favorite` above. • `@all` — All spaces in your Confluence site. • `*` — The same as `@all` above. When specifying a personal space, remember to use the tilde (~) sign in front of the username, such as `~jbloggs` or `~jbloggs@example.com`.

Include these Content Types Only (`type`) or (`types`)	no	all types	This parameter allows you to filter content by content type. The macro will display only the content of the type you specify here. You can specify one or more types, separated by a comma or a space. To exclude content of a given content type, put a minus sign (-) immediately in front of that content type. For example: If you specify a content type of `-blogpost` you will get pages and all other content except for blog posts. Available values: • `page` — Pages. • `blogpost` or `news` — Blog posts, also known as news items. • `comment` — Comments on pages and blog posts. • `attachment` — Attachments. • `status` — Status updates made by other users.
Width of Table (`width`)	no	100%	Specify the width of the macro display, as a percentage of the window width.
theme (`theme`)	no	'concise' with the heading 'Recently Updated'	Choose the appearance of this macro: • `concise` — the default list, showing the names of pages which were updated or commented on, the users who made the page modifications and time when the modifications occurred. • `social` — lists recent modifications in reverse chronological order, but groups them by user into short time segments. A 'sub' list appears within each user's time segment, showing the names of pages which they updated or commented on and time when these modifications occurred. • `sidebar` — lists recent updates in reverse chronological order, showing the names of pages which were updated or commented on and time when the page modifications occurred. This theme does not show authorship.

Examples

1. Include content from all spaces

The code below will show all the pages from all the spaces that have been recently updated:

```
1.{recently-updated:space=@all}
```

2. Include content from specific spaces

Use the code below to specify the spaces for which you want to view recently updated content:

```
1.{recently-updated:space=SPACEKEY1,SPACEKEY2}
```

3. Specify the width of the display

Use the code below to limit the width of the display to 50% of the window:

```
1.{recently-updated:width=50%}
```

4. Filter content using labels

The code below will include recently updated content labelled with 'timesheets' or 'summaries', from the 'sales' and 'marketing' spaces, provided that the content is not labelled with 'obsolete':

```
1.{recently-updated:space=sales,marketing|label=timesheets,summaries,-obsolete}
```

5. Filter by content type

Use the code below to show pages only (not news items, comments or any other content type):

```
1.{recently-updated:type=page}
```

6. Change the number of results in the list

The code below changes the number of results listed (from the default value of 15) to 8:

```
1.{recently-updated:maxResults=8}
```

7. Display profile pictures

The code below will display the profile picture of the user who most recently updated the content.

```
1.{recently-updated-dashboard:showProfilePic=true}
```

8. Display recent comments, including profile pictures and text

The code below will display recent comments in the current space, showing the profile picture of the users who made the comments, plus the first line or two of the comment text.

This is the only way to ensure that the text of the comments is displayed, using this macro.

```
1.{recently-updated-dashboard:types=comment|showProfilePic=true}
```

Customising the wording
If you would like to change the wording displayed by the 'Recently Updated' macro, please refer to the document on modifying the Confluence interface text.

RELATED TOPICS

Recently Updated Dashboard Macro
Viewing Recently Updated Content
Working with Macros

Take me back to the Confluence User Guide.

RSS Feed Macro

The RSS feed macro embeds an RSS feed on a page. It can display the contents of external feeds, or of internal feeds generated by Confluence. To display blog posts or to list recently updated pages in a space, use the Feed Builder to create an internal feed, then render it using this macro.

CAUTION: Including unknown HTML inside a webpage is dangerous.
HTML inside an RSS feed can contain active scripting components. This means that it would be possible for a malicious attacker to present a user of your site with script that their web browser would believe came from you. Such code could be used, for example, to steal a user's authentication cookie and give the attacker their Confluence login password.

The RSS macro will only be available if it has been enabled by your Confluence administrator. Also, your Confluence Administrator can define a whitelist of trusted URLs. You will see an error message on the Confluence page, if the included URL is not in the whitelist.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples
  - 1. Limit the number of entries displayed
  - 2. Show only the RSS feed titles
  - 3. Hide the feeds titlebar
- Working Example
- How Up to Date is the Feed?
- What Happens to a Page Containing a Disallowed URL?
- Authentication
- Accessing Internal HTTPS Feeds

Usage with the Macro Browser

To insert the RSS feed macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the RSS feed macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

Use the Wiki Markup editor to edit the page and insert the RSS macro. Replace the 'http://www.example.com/rss/' URL with your own feed link in this example:

```
1.{rss:url=http://www.example.com/rss/}
```

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
RSS Feed URL (`url`)	yes	none	The URL of the RSS feed link you want to show.
Maximum Number of Entries (`max`)	no	15	Limit the number of entries displayed.
Show Item Titles Only (`showTitlesOnly`)	no	false	Show only the titles of the news items, not the content.
Show Name/Title of RSS Feed (`titleBar`)	no	true	Hide the feeds title bar.

Examples

1. Limit the number of entries displayed

```
1.{rss:url=http://host.com/rss.xml|max=5}
```

2. Show only the RSS feed titles

```
1.{rss:url=http://host.com/rss.xml|showTitlesOnly=true}
```

3. Hide the feeds titlebar

```
1.{rss:url=http://host.com/rss.xml|titleBar=false}
```

Working Example

What you need to type:

```
1.{rss:url=http://www.abc.net.au/news/syndicate/breakingrss.xml|max=5|showTitlesOnly=true}
```

What you will get:

ABC News: Breaking Stories

(Latest ABC News)
Fires threaten Qld homes
Fire breaks out on container ship
Hawke burlesque antics a hit, says dancer
Ban lifted on animal to human transplants
Abbott accused of climate costing blunder

How Up to Date is the Feed?

By default, the RSS Feed macro caches the feed results for 60 minutes before fetching the data again.

If you wish to change the default caching, use the {cache} macro to define how often the RSS Feed macro fetches the feed updates. You may want to set the cache to a longer period, so that your page loads faster. Or you may want to retrieve feed results more often, if you need to see the updates sooner. You will need to install the Cache plugin page onto your Confluence site.

To enable caching:

1. Using the Confluence Repository, install the 'Scripting Plugin' and the 'Utilities Plugin'.
2. For each RSS macro that you wish to cache, surround your RSS macro with a Cache macro. For example, to cache feeds for 30 minutes:

```
1.{cache:refresh=30m}
2.{rss:url=http://rss.news.yahoo.com/rss/stocks|max=5}
3.{cache}
```

The Cache plugin page provides more information on customising the cache behaviour.

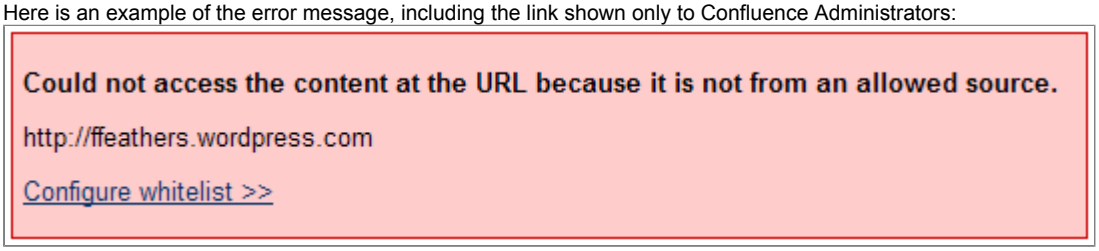
What Happens to a Page Containing a Disallowed URL?

Your Confluence Administrator can set up a whitelist of allowed URLs. If this is the case, you may see an error on the pages which contain the RSS macro.

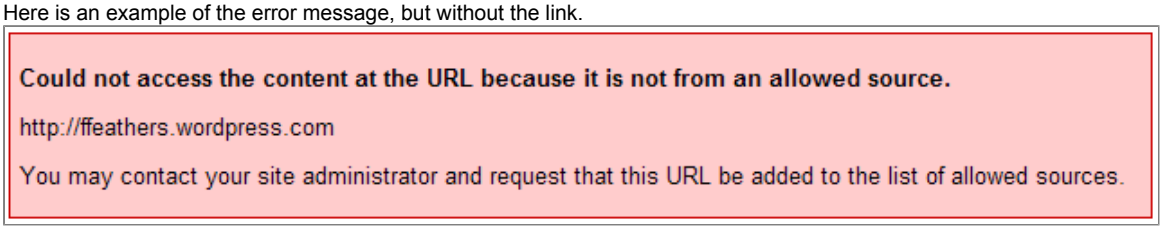
A user can add the RSS macro or the HTML-include macro to a Confluence page. The macro code includes a URL from which the content is drawn. When the page is displayed, Confluence will check the URL against the whitelist. If the URL is not allowed, Confluence will display an error message on the page.

The error message says that Confluence "could not access the content at the URL because it is not from an allowed source" and displays the offending URL. If the person viewing the page is a Confluence Administrator, they will also see a link to the Administration page where they can configure the URL whitelist.

Here is an example of the error message, including the link shown only to Confluence Administrators:



Here is an example of the error message, but without the link.



Authentication

Adding Login Information for Confluence Feeds

You can add your Confluence username and password to the feed URL, so that the RSS Feed Macro can log in to Confluence.
Please note that if you do this, someone with access to your RSS newsreader configuration can read your password.

Private Feeds from External Sites

RSS feeds which require authentication cannot be accessed using the RSS Macro.

Accessing Internal HTTPS Feeds

This applies only to Confluence instances which have enabled HTTPS for all content. If your site is fully HTTPS, the RSS macro cannot access internal feeds. To enable the RSS macro to access internal feeds without affecting your HTTPS setup, enable local-only HTTP access:

1. Shut down Confluence.
2. Use the SSL guide to re-enable HTTP access to Confluence. This means that Confluence will be accessible via both HTTP and HTTPS.
3. Insert a firewall rule to redirect all HTTP requests not from the Confluence server to the equivalent HTTPS URL. This ensures that users will only be able to access Confluence via HTTPS, as intended. If you have still left HTTP access for attachments enabled (to avoid the IE download bug) you must selectively enable those URLS as well.
4. Modify your Confluence RSS macro feed link to use the HTTP URL, and restart Confluence.

RELATED TOPICS

Subscribing to RSS Feeds within Confluence
Adding a username and password to Confluence RSS feeds
Tracking Updates Overview

Working with Macros
Configuring a URL Whitelist

Return to the Confluence User Guide.

Search Macro

The **Search macro** searches your Confluence site based on search terms specified in the macro code, and displays the results on the wiki page.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
  - Found **9** search result(s) for **my_query**.
- Parameters
  - 1. Setting a limit to the number of search results displayed
  - 2. Specifying the key of the space you want to search
  - 3. Specifying the content type
  - 4. Specifying a time period in which the content was last modified
  - 5. Limiting the search results to content created or modified by a specific user

Usage with the Macro Browser

To insert the search macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the search macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

In the example below, we assume that you want to search for all pages and other content types which contain the term 'my_query'.

What you need to type	What you will get

{search:query=my_query}	***Found 10 search result(s) for my_query.*** Re: Overlib Macro (Confluence Extensions > Overlib Macro) I am still waiting for the answer of **my query** ? Kindly help May 30, 2008 - Comments Search Macro (Confluence 1.4 User Guide) Search Macro The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What you will get \ Optional Parameters Set a limit to the number of search results displayed Specify ... Nov 24, 2005 Search Macro (Confluence Docs 2.10) ... need to type What you will get \ You can refine your search **query** by using operators such as 'AND' and 'OR'. For example: For more information, take a look at the documentation on the Confluence search ... Feb 19, 2009 Labels: macro, search Search Macro (Confluence 2.7) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ... Jun 17, 2007 Search Macro (Confluence 2.0) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ... Jun 25, 2007 Search Macro (Confluence 2.6) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ... Jun 17, 2007 Search Macro (Confluence 2.5) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. {}Search Macro{} What you need to type What ... Sep 04, 2007 Search Macro (Confluence 2.8) Search Macro The Search Macro does an inline site search and displays the results in the page. Usage What you need to type What you will get \ You can refine your search by using operators such as 'AND' and 'OR'. For example: For more information ... Jul 10, 2008 Search Macro (Confluence 2.5.6) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ... Jun 17, 2007 Search Macro (Confluence 2.9) ... need to type What you will get \ You can refine your search **query** by using operators such as 'AND' and 'OR'. For example: For more information, take a look at the documentation on the Confluence search ... Aug 06, 2008

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Search Terms (`query`)	yes	none	The search terms which this macro will use to generate its results. You can refine your search query by using operators such as 'AND' and 'OR'. For example: • In the macro browser **Search Terms** entry box: `my_query1 AND my_query2` • In wiki markup editor: {`search:query=my_query1 AND my_query2`} For more information, take a look at the documentation on the Confluence search syntax.

Maximum Number of Results (`maxLimit`)	no	no limit	Set a limit to the number of search results displayed.
Restrict to this Space Key (`spacekey`)	no	all	Specify the key of the space you want to search in. Note that this is case sensitive.
Content Type (`type`)	no	all	Specify the content type. The content types are: page, comment, blogpost, attachment, userinfo (the content of user profiles only), spacedesc (the content of space descriptions only) and mail.
Last Modified (`lastModified`)	no	all	Specify a period of time in weeks, days, hours and/or minutes, to see the content modified within that time frame. For example: • `2h 35m` • `3d 30m` These are the values you can use: • `w` = weeks • `d` = days • `h` = hours • `m` = minutes If no time category is specified, Confluence assumes minutes. If you specify more than one time period (e.g. weeks and days), the periods must be separated by a space and they can come in any order. The time categories are not case sensitive e.g. '4d' is the same as '4D'.
Restrict to this Username (`contributor`)	no	all	Specify the username of a Confluence user, to show only content created or updated by that user.

1. Setting a limit to the number of search results displayed

Display a maximum of 20 results.

```
1.{search:query=my_query|maxLimit=20}
```

2. Specifying the key of the space you want to search

Global space: Search within the Doctemp space only.

```
1.{search:query=my_query|spacekey=Doctemp}
```

Personal space: Search within jsmith's space only.

```
1.{search:query=my_query|spacekey=~jsmith}
```

3. Specifying the content type

Search within comments only.

```
1.{search:query=my_query|type=comment}
```

4. Specifying a time period in which the content was last modified

Search for content modified in the last one week and two days.

```
1.{search:query=my_query|lastModified=1w 2d}
```

5. Limiting the search results to content created or modified by a specific user

Search within content created or updated by jsmith only.

```
1.{search:query=my_query|contributor=jsmith}
```


Permissions
When a user views the page containing the Search macro, the search results will show only pages and other content types for which the user has 'View' permission.

RELATED TOPICS

Livesearch Macro

Searching Confluence
Working with Macros

Take me back to the Confluence User Guide.

Section Macro

The **section macro** allows you to define a section of a page in which you can insert one or more columns across the page.

To add sections and columns to a page:

1. Insert a pair of section macro elements to define the section of page that will contain your set of columns.
2. Within this pair of section macro elements, insert a pair of column macro elements.
   Repeat step 2 for each column you want to insert across this section of the page.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the section macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the section macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{section:border=true} {column}Column one text goes here{column} {column}Column two text goes here{column} {section}	Column one text goes here Column two text goes here

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Show Border (`border`)	no	false	Determines whether to draw a border around the section and columns.

RELATED TOPICS

Working with Macros
Working with Tables

Take me back to the Confluence User Guide.

Space Details Macro

The **Space Details** macro renders the space's details in a table within the page.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the space details macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the space details macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{space-details}	Name: Confluence Docs 3.1 Key: DOC Home Page: Confluence Documentation Home Created By: Mike Cannon-Brookes (Dec 17, 2003) Space Labels: (None) Team Labels: (None) Description: $action.spaceXHtmlDescription

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Width of Table (`width`)	no	100%	The width of the space details table, specified as a percentage (%) of the page width.

RELATED TOPICS

Viewing Space Details
Editing Space Details
Working with Macros

Take me back to the Confluence User Guide.

Spacegraph Macro

The Spacegraph Macro requires the Graphviz Plugin
To use the Spacegraph macro, you will need to install the Graphviz plugin onto your Confluence site. This plugin is not shipped with Confluence by default, and is not officially supported by Atlassian.

- Please read more about supported and unsupported plugins.
- You can find more information about the Graphviz plugin on the plugin documentation page.

The **Spacegraph macro** displays a chart of all the pages in a space and the connections between them.

For details on composing diagrams, see the GraphViz documentation.

Spacegraph Macro

```
1.{spacegraph}
```

Optional Parameter

Specify the space by including its space key in the macro

```
1.{spacegraph:doctemp}
```

By default, the graph of the current space is shown.

RELATED TOPICS

Working with Macros

Take me back to Confluence User Guide

Spaces List Macro

The **Spaces List Macro** is used to display a list of spaces from within a page.

By default, Confluence lists the spaces from your current view of spaces on the Dashboard.

For each space listed, there is a link to browse the space, and to add a new page (if the user has permission to create pages).

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
  - Examples

Usage with the Macro Browser

To insert the spaces list macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the spaces list macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{spaces-list}	**Spaces:** My Team All Application Links 1.x Documentation for AppLinks version 1.x

Application Links 2.0
Documentation for AppLinks 2.0

Application Links 2.1
Documentation for the latest version of AppLinks

Atlassian Developer Network
For the community of developers modifying and extending JIRA & Confluence.

Atlassian Development
Atlassian Developers. Because they're just too good to be kept hidden in an office in Sydney.

Atlassian Documentation
Information about and links to the Atlassian product documentation, including downloadable documentation

Atlassian IDE Connectors
Documentation for the Atlassian Connectors for Eclipse and IntelliJ IDEA

Atlassian Integration Guide
The ways your Atlassian applications work together and how you can make it happen

Atlassian KnowledgeBase

Atlassian Partner Wiki

Atlassian Presentations

Atlassian Support

Atlassian Training

Atlassian t-shirt Competition

Atlassian User Group

Atlassian User Interface (AUI)

Atlassian Webinars

Bamboo 1.0
Documentation for Bamboo 1.0

Bamboo 1.1
Documentation for Bamboo 1.1

Bamboo 1.2
Documentation for Bamboo 1.2

Bamboo 2.0
Documentation for Bamboo 2.0

Bamboo 2.1
Documentation for Bamboo 2.1

Bamboo 2.2
Documentation for Bamboo 2.2

Bamboo 2.3
Documentation for Bamboo 2.3

Bamboo 2.4
Documentation for Bamboo 2.4

Bamboo Extensions

Bamboo Knowledge Base
Troubleshooting and support tips for Bamboo

Clover 2.0
Documentation for Clover 2.0

Clover 2.1
Documentation for Clover 2.1

Clover 2.3
Documentation for Clover 2.3

Clover 2.4
Documentation for Clover 2.4

Clover 2.5
Documentation for Clover 2.5

Clover 2.6
Documentation for the latest version of Clover

Clover Knowledge Base
Troubleshooting and support tips for Clover

Codegeist
Atlassian's Codegeist! :)

Confluence 1.4 User Guide
User Guide for Confluence 1.4

Confluence 2.0
User Guide for Confluence version 2

Confluence 2.5
Complete documentation for Confluence versions 2.0 to 2.5.3.

Confluence 2.5.6
Complete documentation for Confluence versions 2.5.4 to 2.5.8.

Confluence 2.6
Complete documentation for Confluence version 2.6

Confluence 2.7
Complete documentation for Confluence version 2.7

Confluence 2.8
Complete documentation for Confluence version 2.8

Confluence 2.9
Complete documentation for Confluence version 2.9

Confluence Development

Confluence Docs 2.10
Complete documentation for Confluence version 2.10

Confluence Docs 3.0
Complete documentation for Confluence version 3.0

Confluence Docs 3.1
Documentation for the latest version of the Confluence wiki: Installation Guide, User Guide, Admin Guide and other techn...

Confluence Extensions

Confluence Homepage Image

Confluence Hosted for Small Business
Documentation and resources for your wiki at Confluence Hosted for Small Business

Confluence Knowledge Base
Troubleshooting and support tips for Confluence

Confluence User Community
This space is for discussing ideas, new features and suggestions for Confluence.

Crowd 1.0
Documentation for Crowd version 1.0.x

Crowd 1.1
Documentation for Crowd version 1.1.x

Crowd 1.2
Documentation for Crowd version 1.2.x

Crowd 1.3
Documentation for Crowd version 1.3.x

Crowd 1.4
Documentation for Crowd version 1.4.x

Crowd 1.5
Documentation for Crowd version 1.5.x

Crowd 1.6
Documentation for Crowd version 1.6.x

Crowd 2.0
Documentation for the latest version of Crowd single signon and identity management

Crowd Extension

Crowd Knowledge Base
Troubleshooting and support tips for Crowd

Crucible 1.1
Documentation for Crucible 1.1

Crucible 1.2
Documentation for Crucible 1.2

Crucible 1.5
Documentation for Crucible 1.5

Crucible 1.6
Documentation for Crucible 1.6

Crucible 2.0
Latest documentation for Crucible: do your code reviews, your way

Crucible 2.1
Latest documentation for Crucible: do your code reviews, your way

Crucible Knowledge Base
Troubleshooting and support tips for Crucible

Demonstration Space
A space which demonstrates Confluence functionality.

Dragon Knowledgebase

Enterprise Hosting
Documentation and resources for Enterprise Hosted versions of Confluence and JIRA

Evaluator Resources

FishEye 1.3
Documentation for FishEye 1.3

FishEye 1.4
Documentation for FishEye 1.4

FishEye 1.5
Documentation for FishEye 1.5

FishEye 1.6
Documentation for FishEye 1.6

FishEye 2.0
Documentation for FishEye 2.0

FishEye 2.1
Latest documentation for FishEye, your view into your source code repository

FishEye and Crucible Development
Tutorials and reference for enhancing and integrating FishEye and Crucible

Fisheye Knowledge Base
Troubleshooting and support tips for Fisheye

Gadgets and Dashboards 1.0
Documentation for version 1.0.x of Atlassian Gadgets and Dashboards

Gadgets and Dashboards 2.0
Documentation for the latest version of Atlassian Gadgets and Dashboards

GreenHopper 3.8
Documentation archive for GreenHopper 3.8

GreenHopper 4.0
Documentation for GreenHopper 4.0

GreenHopper 4.1
Documentation for GreenHopper 4.1

GreenHopper 4.2 Documentation for GreenHopper 4.2	
Greenhopper Knowledge Base	
JIRA 3.x Developer Documentation Archive JIRA 3.x developer documentation archive	
JIRA 4.0 Documentation for JIRA 4.0	
JIRA Community Space	
JIRA Extensions	
JIRA Knowledge Base Troubleshooting and support tips for Jira	
JIRA Studio	
Partner Program	
Plugin Framework 2.0 Documentation for version 2.0 of the Atlassian Plugin Framework.	
Plugin Framework 2.1 Documentation for version 2.1 of the Atlassian Plugin Framework.	
Plugin Framework 2.2 Documentation for version 2.2 of the Atlassian Plugin Framework.	
Plugin Framework 2.3 Documentation for version 2.3 of the Atlassian Plugin Framework.	
Plugin Framework 2.4 Documentation for the latest version of the Atlassian Plugin Framework.	
Shared Access Layer Documentation for the Atlassian Shared Access Layer (SAL)	
Summit Planning	
Test space	
The Confluence Test Space This is a space dedicated to testing and playing around with Confluence features. Everyone is invited to experiment.	
User Group Sponsorship	

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Scope of spaces	no	all	Specify the view from which spaces are listed. Available options are: • all — all spaces in the Confluence installation. • team — spaces grouped according to team labels. • my — spaces which you have added to your favourites list. • new — new spaces which have been created within the last 7 days.
Width of List (`width`)	no	100%	Specify the width of the table. The width of the spaces list table, specified as a percentage (%).

Examples

Specify the width of the table in which the spaces are listed

```
1.{spaces-list:width=40%}
```

Specify the view from which spaces are listed

```
1.{spaces-list:team}
```

Replace 'team' with 'all', 'my' or 'new' to display all spaces, my spaces only or new spaces only.

RELATED TOPICS

Browsing a space
Creating a New Page
Working with Macros

Take me back to the Confluence User Guide.

Table of Contents Macro

The **Table of Contents macro** is documented on the CustomWare Atlassian Plugins website.

Due to an outstanding issue in the Table of Contents macro (CONF-10619), the Macro Browser's **Refresh** function does not render any parameter modifications. Currently, the rendering of parameter value modifications to the Table of Contents macro occurs only after the page is saved.

Using HTML Heading Markup with the Table of Contents Macro

The Table of Contents macro cannot handle HTML heading markup on its own. Hence, if you used the HTML and HTML Include macros to render HTML heading markup in a Confluence page, the Table of Contents macro will not create a contents list out of these headings. (For more information on about this issue, please refer to TOC-93.)

However, if you insert an HTML anchor into each HTML heading on your page (based on the following syntax), the Table of Contents macro will incorporate these headings into your contents list.

```
1.<h2><a name="pagename-headingname"></a>Heading Name</h2>
```

The syntax for the anchor name is usually the page name and heading name separated by a hyphen, in which the page and heading names have all spaces removed and are converted to lowercase. If punctuation marks occur within a page or heading name, each mark should usually be converted to its URL escape code in the anchor name.

Table of Contents Zone Macro

The **Table of Contents Zone macro** is documented on the CustomWare Atlassian Plugins website.

Due to an outstanding issue in the Table of Contents Zone macro (CONF-10619), the Macro Browser's **Refresh** function does not render any parameter modifications. Currently, the rendering of parameter value modifications to the Table of Contents Zone macro occurs only after the page is saved.

Using HTML Heading Markup with the Table of Contents Zone Macro

The Table of Contents Zone macro cannot handle HTML heading markup on its own. Hence, if you used the HTML and HTML Include macros to render HTML heading markup in a Confluence page, the Table of Contents Zone macro will not create a contents list out of these headings. (For more information on about this issue, please refer to TOC-93.)

However, if you insert an HTML anchor into each HTML heading on your page (based on the following syntax), the Table of Contents Zone macro will incorporate these headings into your contents list.

```
1.<h2><a name="pagename-headingname"></a>Heading Name</h2>
```

The syntax for the anchor name is usually the page name and heading name separated by a hyphen, in which the page and heading names have all spaces removed and are converted to lowercase. If punctuation marks occur within a page or heading name, each mark should usually be converted to its URL escape code in the anchor name.

Tasklist Macro

The **Tasklist macro** allows you to create and update a list of tasks on the wiki page. Users viewing the page can modify the tasks without putting the page into 'Edit' mode, provided they have the required permissions to modify the page.

> **Dynamic Tasklist 2 plugin is shipped with Confluence 2.8**
> The `tasklist` macro is supplied by the Dynamic Tasklist 2 plugin, which is bundled with Confluence version 2.8 and later. The new `tasklist` macro replaces the older `tasklist` and `dynamictasklist` macros.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Editing the Task List while Viewing a Page
- Sorting the Tasks
- Viewing the Progress on Tasks Completed
- Editing the Wiki Markup for a Task List

Usage with the Macro Browser

To insert the tasklist macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the tasklist macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

To add a task list using the Wiki Markup Editor, you must first edit the page and then type the macro code:

{tasklist:NAME OF TASK LIST}

Here is an example:

What you need to type	What you will get
{tasklist:Planning a Holiday}	

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Title	no	'Task List'	The name of the task list. This is displayed as the title above the list of tasks. For example: {tasklist:Things to Do}

(width)	no	530px	The width of the task list. For example, in Wiki Markup: {tasklist:Things to Do|width=200px} {tasklist:Things to Do|width=50%}
(enableLocking)	no	false	If you set this parameter to 'true', you will be able to lock individual tasks so that they cannot be changed. See instructions below on editing the task list. For example: {tasklist:Things to Do|enableLocking=true}

Editing the Task List while Viewing a Page

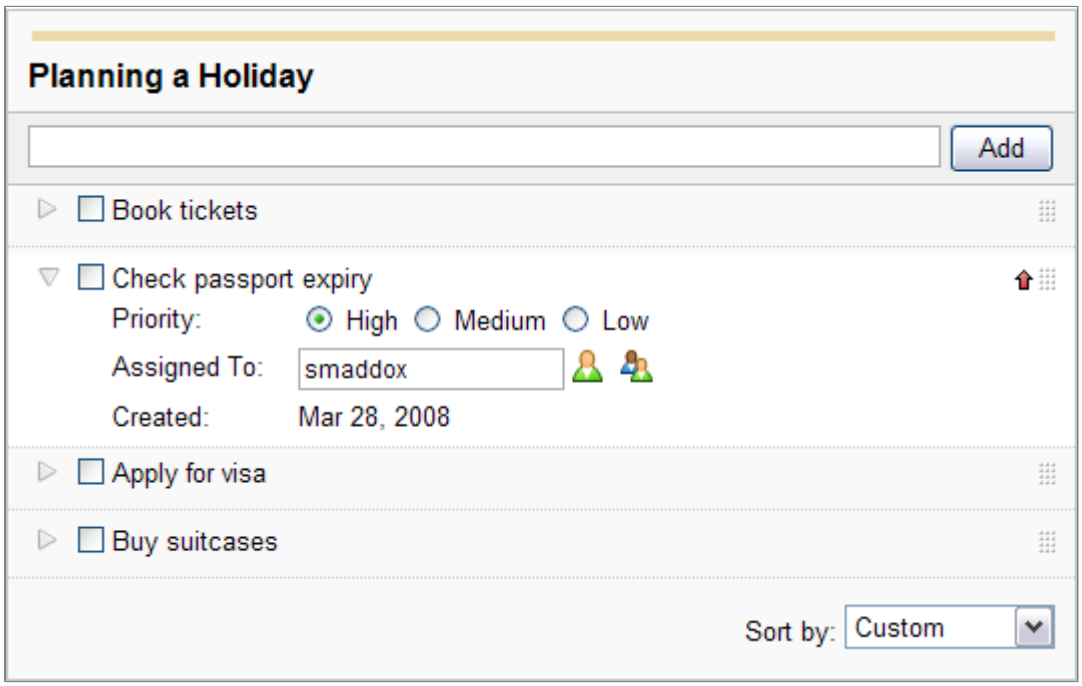
While viewing a page, you can change the tasks in a task list as follows:

- **Adding a task:** Type the task description in the text box under the list name, and click the '**Add**' button.
- **Completing/uncompleting a task:** Click the checkbox next to a task to mark the task as complete. The task name will become a lighter color and the progress bar will be updated. Click the checkbox again to mark the task as uncompleted. You can also click the '**Uncheck all**' button to mark all tasks as uncompleted.
- **Editing a task:** Move your mouse to hover your cursor over the task. Click the edit icon (pencil) that appears to the right of the task. The task name will become editable and the edit icon will be replaced with a save icon. Make your change and press the 'Enter' key to save or click the save icon.
- **Deleting a task:** Move your mouse to hover your cursor over the task. Click the delete icon (trash can) that appears to the right of the task.
- **Viewing details of a task:** Click the arrow icon to the left of the task name. The task details will open in an expanded view.
- **Locking a task:** Provided that the locking parameter has been set to 'true', you can click the lock icon to prevent the task from being edited, deleted, or otherwise changed.

Once the task details are visible, you have more options:

- **Changing the priority:** Click the appropriate radio button — '**High**', '**Medium**' or '**Low**'.
- **Assigning the task:** Change the assignee of the task by typing in or searching for a username.

Screenshot: Task List showing Task Details



Sorting the Tasks

There are two ways to sort the entries in the task list:

- The '**Sort by**' dropdown list.
- Drag and drop.

Using the '**Sort by**' dropdown list to sort the tasks:

- Click the '**Sort by**' dropdown list and select one of the options:
  - **Custom:** This is the default option.
  - **Priority:** Sort the list in order of the priority you have allocated to each task.
  - **Date Created:** Sort the list in order of the dates upon which the tasks were created.
  - **Completed:** Move all completed tasks to the bottom or top of the list.
  - **Name:** Sort the list in order of the task names.
  - **Assignee:** Sort the list in order of the usernames assigned to the tasks.
- When you have selected a sort order, a new ascending/descending sequence icon appears to the right of the 'Sort by' box. Click the

ascending/descending sequence icon to reverse the sort order.

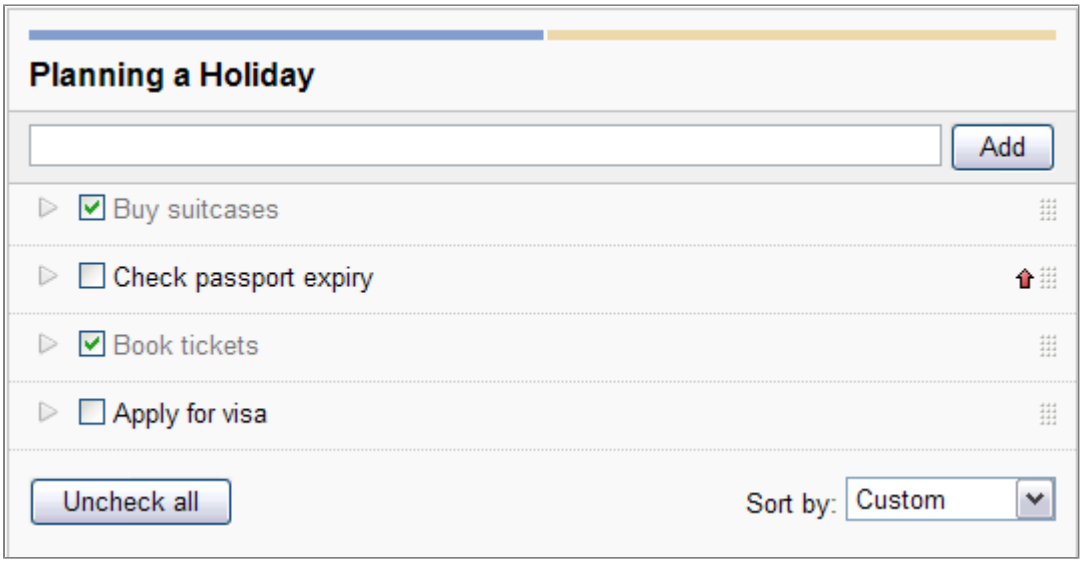
Dragging and dropping a task into a new position:

- Click the '**drag me**' handle to the right of the task name.
- Holding down the mouse button, drag the task up or down the list. Make sure the task is positioned to the left of the existing tasks. A space will open and you will be able to drop the task into its new position.

Viewing the Progress on Tasks Completed

The bar at the top of the task list displays two different colours, indicating the percentage of tasks completed.

Screenshot: Progress Bar on Task List



Editing the Wiki Markup for a Task List

The data for the task list is stored in the Confluence page. Most people will find it easier to add or modify tasks while viewing the page. But if you want to edit or even create the task list directly, you can do so by editing the page itself. Here is an example, showing the Wiki Markup for the above task list:

```
1.{tasklist:Planning a Holiday}
2.||Completed||Priority||Locked||CreatedDate||CompletedDate||Assignee||Name||
3.|F|M|F|1206677926204|          |smaddox|Book tickets|
4.|F|H|F|1206677938246|          |smaddox|Check passport expiry|
5.|F|M|F|1206677946737|          |smaddox|Apply for visa|
6.|F|M|F|1206677954490|          |smaddox|Buy suitcases|
7.{tasklist}
```

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Tip Macro

The **Tip Macro** allows you to highlight a helpful tip on a Confluence page.

It creates a green-coloured box surrounding your text as shown below.

Tip Macro Example
This text is rendered inside the tip macro.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the tip macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the tip macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{tip}Join the Confluence mailing-list!{tip}	Join the Confluence mailing-list!

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Optional Title (`title`)	no	none	The title of the tip. If specified, will be displayed in bold next to the icon.
Show Tip Icon (`icon`)	no	true	If "false", the icon will not be displayed.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Userlister Macro

The **Userlister macro** displays a list of users registered in Confluence, based on their group membership.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples
  - Listing all Users
  - Specifying a Group
  - Listing Only Online Users

Usage with the Macro Browser

To insert the userlister macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the **'Edit'** button. The **'Edit Page'** mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click **'insert'** to put the macro into the page.

Once you've found the userlister macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
`1.{userlister:groups=*}`	

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Group(s) (`groups`)	yes	none	Use parameter name 'group' or 'groups' to specify one or more groups whose Confluence users you want to list, using a comma-separated list of group names. To see all users registered in a Confluence installation, specify an asterisk ('*') for this parameter's value.
Display Online/Offline Users (`online`)	no	none	Specify 'true' to generate a list of online users. Specify 'false' to generate a list of offline users.

Examples

Listing all Users

Here is an example that lists all the users registered on your Confluence site.

```
1.{userlister:groups=*}
```

Specifying a Group

Here is an example that lists the users that belong to the group **'my-staff'**.

```
1.{userlister:groups=my-staff}
```

Listing Only Online Users

In order to make this feature functional, a System Administrator needs to enable the User Log In Listener for your Confluence site.

Here is an example that lists all currently online users in the 'my-staff' group.

```
1.{userlister:groups=my-staff|online=true}
```

List of online users can be misleading
When the parameter 'online=true' is used, Confluence uses a context listener to generate the list of online users. A context listener is a J2EE term for something that listens for events in the application server. We listen for session open and close events, so a user is 'online' if they have a session on the application server. Some application servers don't correctly despatch close events for sessions – in these cases, the list of online users may be misleading.

RELATED TOPICS

Working with Macros
Configuring the userlister Macro in the Administrators Guide

Take me back to the Confluence User Guide.

User Status List Macro

The **User Status List** macro displays a history of any Confluence user's Status Updates on your Confluence page or blog. This is the same history that appears in the user's Status Updates view.

Screenshot: Example Usage of the User Status List Macro

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the User Status List macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the User Status List macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	Example of what you will get
h5. History of my Status Updates {status-list:username=ggaskell}	

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required in Wiki Markup?	Default	Description
Username (`username`)	yes	none	The username of the Confluence user whose history of Status Updates you wish to show.

If you wish to list status updates made by more than just one user, you can use the recently updated macro in conjunction with the following parameter-value combinations:

- **Include these Content Types Only** — `status`
- **Author(s) by username** — the user(s) whose status updates you want to include in the list. If you leave this field blank, the status updates of all users will be included.

RELATED TOPICS

Working with Macros
User Status Overview
Viewing Status Updates

Take me back to the Confluence User Guide.

View File Macro

The **view file** macro allows you to embed an Office or PDF document into your Confluence page. First attach the document to a wiki page and then use the view file macro to display the document's content.

When viewing the page, users will see the content of the Office document. Users do not need to have Office installed, in order to see the content of the Office document.

Where applicable, users will be able to open the document for editing in their Office application.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to Working with the Office Connector.

The view file macro provides several unique parameter options for some of the types of files it handles. Hence, to simplify its use, the view file macro is separated into the following four macros in the macro browser:

- Office Word
- Office Powerpoint
- Office Excel
- View PDF

On this page:

- Basic Usage without the Macro Browser
- Example of Usage
- Prerequisites for Viewing and Displaying Office Documents
- Displaying a Word Document in Confluence
  - Usage with the Macro Browser (doc)
  - Basic Usage with the Wiki Markup Editor (doc)
  - Parameters (doc)
  - Editing the Word Document
- Displaying a PowerPoint Presentation in Confluence
  - Usage with the Macro Browser (ppt)
  - Basic Usage with the Wiki Markup Editor (ppt)
  - Parameters (ppt)
  - Viewing the Slide Show and Editing the Presentation
- Displaying an Excel Spreadsheet in Confluence
  - Usage with the Macro Browser (xls)
  - Basic Usage with the Wiki Markup Editor (xls)
  - Parameters (xls)
  - Editing the Excel Spreadsheet
- Displaying a PDF Document in Confluence
  - Usage with the Macro Browser (pdf)
  - Basic Usage with the Wiki Markup Editor (pdf)
  - Parameters (pdf)
  - Viewing the PDF Document
- Troubleshooting

Basic Usage without the Macro Browser

To use the view file macro without the macro browser, enter it directly in the Wiki Markup or Rich Text editors based on one of the following examples, along with any parameters (described below) that suit the type of file.

```
1.{viewdoc:name=my document.doc}
2.{viewppt:name=my presentation.ppt}
3.{viewxls:name=my spreadsheet.xls}
4.{viewpdf:name=my document.pdf}
```

Editing 'older style' {viewfile} macros

In Confluence 3.0, the {viewfile} macro's syntax was changed to be file type-specific (as indicated by the examples above). If your Confluence site was upgraded to Confluence 3.0 and you had existing content which used the 'older style' syntax for this macro ({viewfile}), you can still edit these macros via the macro browser. Just place your cursor inside the viewfile macro's braces and click the macro browser icon to edit it. The 'edit only' version of the view file macro will open in the macro browser, allowing you to edit its specific parameters.

Example of Usage

The live example below shows how to display an Excel spreadsheet on a Confluence page. The Excel spreadsheet is attached to this

documentation page.

What you need to type	What you will get
{viewxls:name=my spreadsheet.xls}	

Task	Monday	Tuesday	Wednesday	Thursday	Friday	S
	11/3/08	11/4/08	11/5/08	11/6/08	11/7/08	1
Planning	5	3				
Design	3	5	2			
Development			6	5	5	
Testing				2	3	
Admin				1		

Prerequisites for Viewing and Displaying Office Documents

If you want to make use of the View File macro or to view Office files attached to a wiki page, you need the setup described below.

Browsers and Flash Player

You can use any browser to view an Office file on a wiki page or attachment view, provided that you have installed Adobe Flash Player version 9 or later. You do not need to have an Office desktop application installed on your computer, in order to view Office files in Confluence.

File Types

To be displayed in Confluence, the file needs to be a valid Microsoft Office 97-2007-compatible or PDF file, of the following types:

- `.doc` and `.docx`
- `.xls` and `.xlsx`
- `.ppt` and `.pptx`
- `.pdf`

Above are the prerequisites for viewing or displaying Office documents in Confluence. For a full list of Office Connector prerequisites and limitations, please refer to:

- Office Connector Prerequisites
- Office Connector Limitations and Known Issues

Displaying a Word Document in Confluence

Usage with the Macro Browser (doc)

To insert the Office Word macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you have found the Office Word macro and have added the required parameter values, click '**insert**' to add it to your page.

Basic Usage with the Wiki Markup Editor (doc)

```
1.{viewdoc:name=my document.doc}
```

Parameters (doc)

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown,

then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

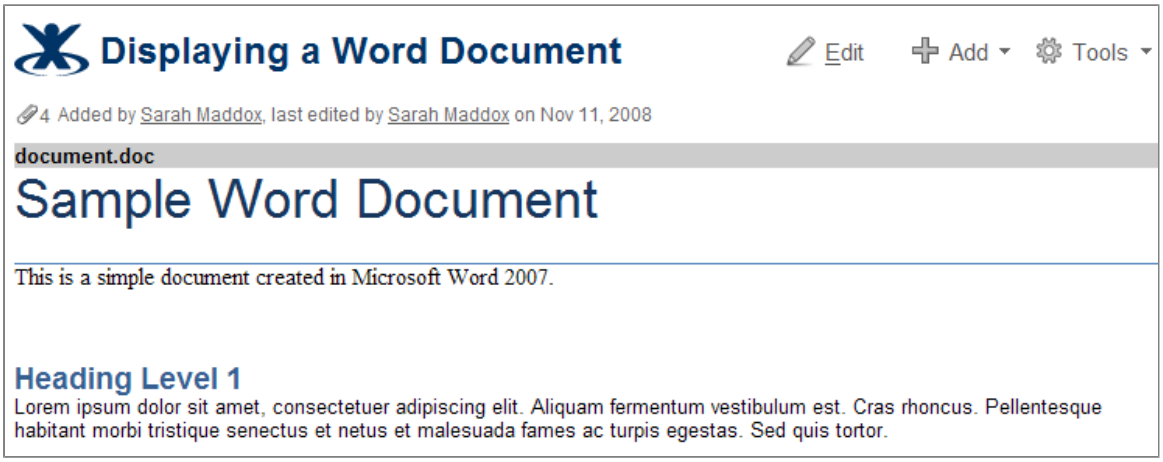
Parameter	Required?	Default	Description
File Name (`name`)	yes	none	The file name of the Office Word document to be displayed. The document must be attached to a wiki page on your Confluence site.
Page Name (`page`)	no	The page which contains the {viewdoc} macro	Enter a page name, if you wish to display a document which is attached to another Confluence page. For example: `1.{viewdoc:name=my document.doc|page=Sample Page}`
Space Key (`space`)	no	The space of the page which contains the {viewdoc} macro	Enter a space key, if you wish to display a document which is attached to a page in another Confluence space. For example: `1.{viewdoc:name=my document.doc|space=DOC|page=Sample Page}`
Date (`date`)	no	none	If the **Page Name** refers to a blog post instead of a conventional page, enter the date of the post in the form `mm/dd/yyyy`.

Editing the Word Document

When viewing a wiki page that displays an attached Office document, you can launch your Office editor directly from Confluence.

- Move your mouse pointer to the top of the document embedded in the Confluence page, until the hidden title bar appears. (See the screenshot below.)
- Click the title bar.
- Confirm your action and log in as prompted.
- The Office document will open in your Office application. Make any necessary changes, then save the document. It will be saved back into Confluence.

Screenshot: The title bar showing 'document.doc' above an embedded Office document



You will find detailed instructions in Editing an Office Document from Confluence.

Displaying a PowerPoint Presentation in Confluence

You can display an PowerPoint presentation on a Confluence page. By default, the presentation will be displayed as a dynamic slide show, using Adobe Flash Player. You can also choose to display just one of the slides as a static JPEG image.

Usage with the Macro Browser (ppt)

To insert the Office Powerpoint macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you have found the Office Powerpoint macro and have added the required parameter values, click '**insert**' to add it to your page.

Basic Usage with the Wiki Markup Editor (ppt)

```
1.{viewppt:name=my presentation.ppt}
```

Parameters (ppt)

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
File Name (`name`)	yes	none	This file name of the Office Excel document to be displayed. The document must be attached to a wiki page on your Confluence site.

Height (`height`)	no		Specify the height of the display, in pixels (default) or as a percentage of the window's height. For example, to specify a height of 200 pixels:
			`1.{viewppt:name=my presentation.ppt|height=200}`
			This code also specifies a height of 200 pixels:
			`1.{viewppt:name=my presentation.ppt|height=200px}`
			This code specifies a height of 10 percent of the window's height:
			`1.{viewppt:name=my presentation.ppt|height=10%}`

Page Name (`page`)	no	The page which contains the {viewppt} macro	Enter a page name, if you wish to display a document which is attached to another Confluence page. For example: `1.{viewppt:name=my presentation.ppt|page=Sample Page}`
Slide Number (`slide`)	no	none	Specify the number of the slide which you want displayed on the Confluence page, starting with '0' for the first slide. Instead of a slide show, the page will display just the single slide represented as a JPEG image.
Space Key (`space`)	no	The space of the page which contains the {viewppt} macro	Enter a space key, if you wish to display a document which is attached to a page in another Confluence space. For example: `1.{viewppt:name=my presentation.ppt|space=DOC|page=Sample Page}`

Width (`width`)	no		Specify the width of the display, in pixels (default) or as a percentage of the window's width. For example, to specify a width and height of 200 pixels:
			`1.{viewppt:name=my presentation.ppt|width=200|height=200}`
			This code also specifies a width and height of 200 pixels:
			`1.{viewppt:name=my presentation.ppt|width=200px|height=200px}`
			This code specifies a width of 10 percent of the window's width:
			`1.{viewppt:name=my presentation.ppt|width=10%}`

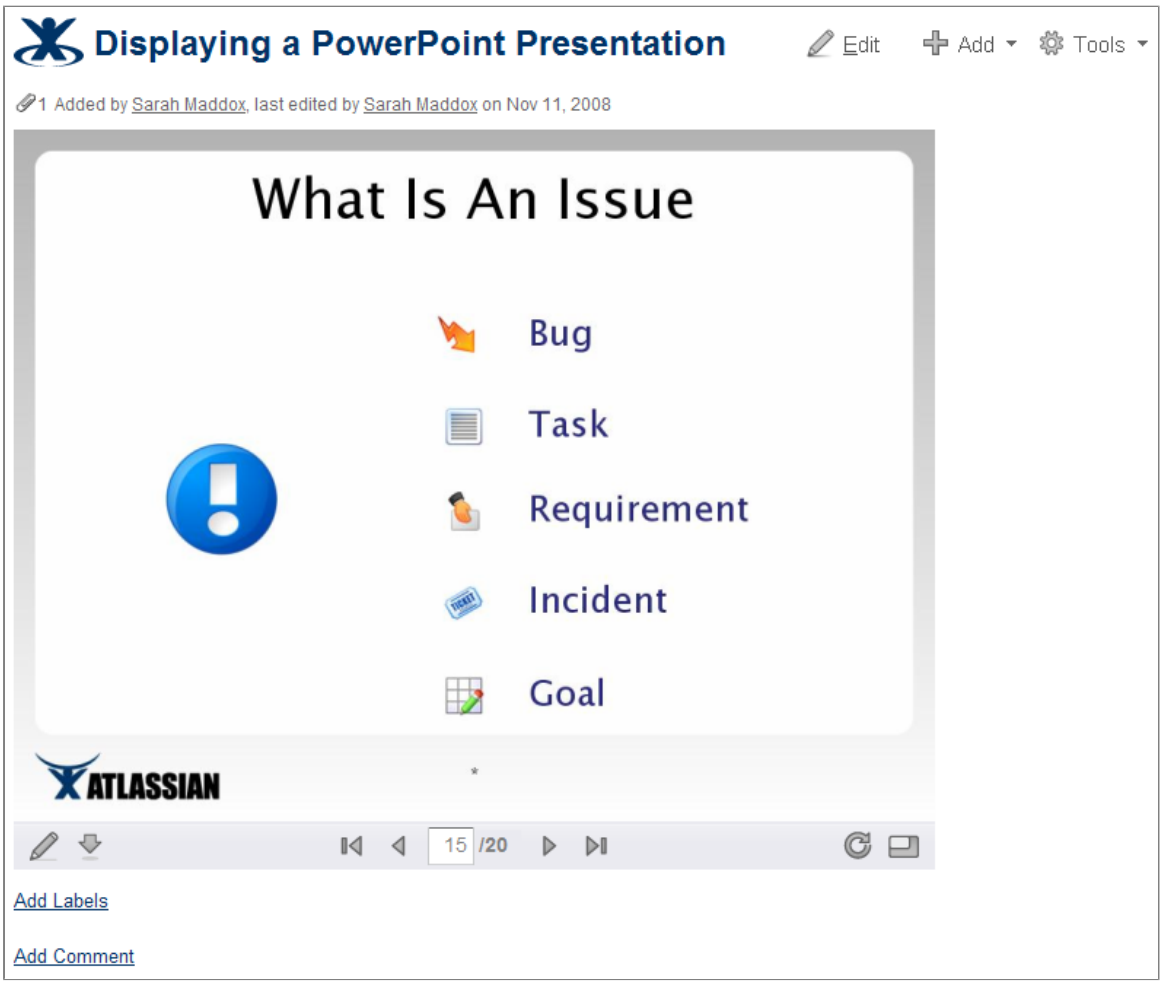
Date (`date`)	no	none	If the **Page Name** refers to a blog post instead of a conventional page, enter the date of the post in the form `mm/dd/yyyy`.

Viewing the Slide Show and Editing the Presentation

When you view the PowerPoint presentation on a Confluence page, options on the bottom frame of the slide show allow you to:

- — Download the presentation and save it onto your computer.
- — Edit the presentation in your Office application. You will find detailed instructions in Editing an Office Presentation from Confluence.
- — Move to the first, previous, next and last slides in the presentation. Or enter a slide number to move directly to that slide.
- — Refresh the display.
- — Open the presentation in full-screen mode. To return to normal viewing mode, press the escape key ('Esc') on your keyboard.

Screenshot: PowerPoint presentation embedded on a Confluence page



Displaying an Excel Spreadsheet in Confluence

Usage with the Macro Browser (xls)

To insert the Office Excel macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you have found the Office Excel macro and have added the required parameter values, click '**insert**' to add it to your page.

Basic Usage with the Wiki Markup Editor (xls)

```
1.{viewxls:name=my spreadsheet.xls}
```

Parameters (xls)

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

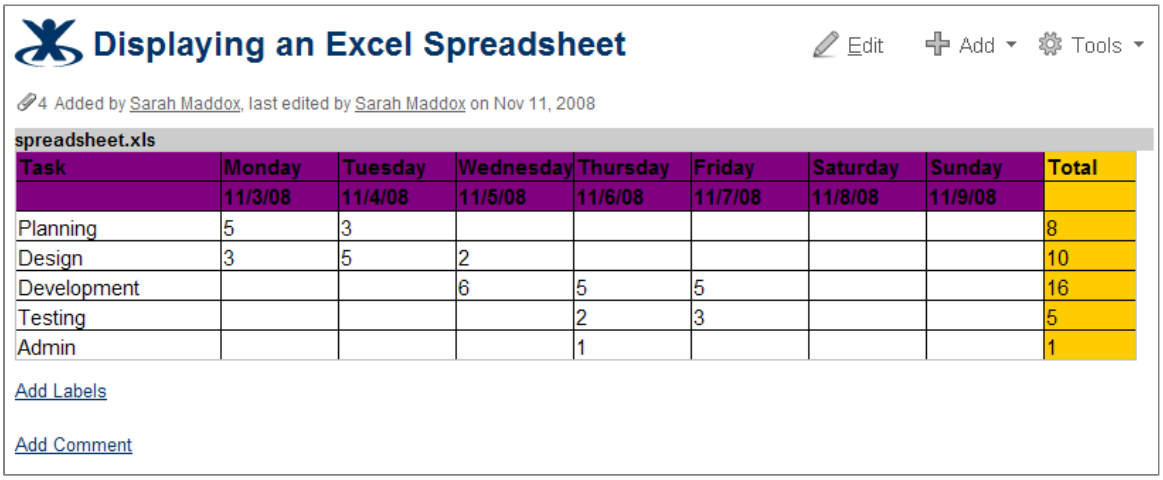
Parameter	Required?	Default	Description
File Name (`name`)	yes	none	This is the file name of the document to be displayed. The document must be attached to a wiki page on your Confluence site.
Last Column (`col`)	no	Last column with content	Enter the number of the last column you want displayed, starting from '0' as the first column. For example, the following code will show the first 3 rows and the first 3 columns: `1.{viewxls:name=my spreadsheet.xls|col=2|row=2}`
Show Grid? (`grid`)	no	true	Select the check box in the macro browser (`true` in Wiki Markup) to show grid lines around each cell of the Excel spreadsheet. Clear the check box in the macro browser (`false` in Wiki Markup) to hide these grid lines.
Page Name (`page`)	no	The page which contains the {viewxls} macro	Enter a page name, if you wish to display a document which is attached to another Confluence page. For example: `1.{viewxls:name=my spreadsheet.xls|page=Sample Page}`
Last Row (`row`)	no	Last row with content	Enter the number of the last row you want displayed, starting from '0' as the first row. For example, the following code will show the first 3 rows and the first 3 columns: `1.{viewxls:name=my spreadsheet.xls|col=2|row=2}`
Worksheet Name (`sheet`)	no	First worksheet in the spreadsheet	Enter the name of the worksheet that you want displayed.
Space Key (`space`)	no	The space of the page which contains the {viewxls} macro	Enter a space key, if you wish to display a document which is attached to a page in another Confluence space. For example: `1.{viewxls:name=my spreadsheet.xls|space=DOC|page=Sample Page}`
Date (`date`)	no	none	If the **Page Name** refers to a blog post instead of a conventional page, enter the date of the post in the form `mm/dd/yyyy`.

Editing the Excel Spreadsheet

When viewing a wiki page that displays an attached Office spreadsheet, you can launch your Office editor directly from Confluence.

- Move your mouse pointer to the top of the spreadsheet embedded in the Confluence page, until the hidden title bar appears. (See the screenshot below.)
- Click the title bar.
- Confirm your action and log in as prompted.
- The spreadsheet will open in your Office application. Make any necessary changes, then save the spreadsheet. It will be saved back into Confluence.

Screenshot: The title bar showing 'spreadsheet.xls' above an embedded Excel spreadsheet



Displaying an Excel Spreadsheet

Edit Add Tools

4 Added by Sarah Maddox, last edited by Sarah Maddox on Nov 11, 2008

spreadsheet.xls

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
	11/3/08	11/4/08	11/5/08	11/6/08	11/7/08	11/8/08	11/9/08	
Planning	5	3						8
Design	3	5	2					10
Development			6	5	5			16
Testing				2	3			5
Admin				1				1

Add Labels

Add Comment

You will find detailed instructions in Editing an Office Spreadsheet from Confluence.

Displaying a PDF Document in Confluence

Usage with the Macro Browser (pdf)

To insert the View PDF macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you have found the View PDF macro and have added the required parameter values, click '**insert**' to add it to your page.

Basic Usage with the Wiki Markup Editor (pdf)

```
1.{viewpdf:name=my document.pdf}
```

Parameters (pdf)

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
File Name (`name`)	yes	none	This is the file name of the document to be displayed. The document must be attached to a wiki page on your Confluence site.
Page Name (`page`)	no	The page which contains the {viewpdf} macro	Enter a page name, if you wish to display a document which is attached to another Confluence page. For example: `1.{viewpdf:name=my document.pdf|page=Sample Page}`
Space Key (`space`)	no	The space of the page which contains the {viewpdf} macro	Enter a space key, if you wish to display a document which is attached to a page in another Confluence space. For example: `1.{viewpdf:name=my document.pdf|space=DOC|page=Sample Page}`
Date (`date`)	no	none	If the **Page Name** refers to a blog post instead of a conventional page, enter the date of the post in the form `mm/dd/yyyy`.

Viewing the PDF Document

When you view the PDF document on a Confluence page, it is displayed as a slide show. Options on the bottom frame of the slide show allow you to:

- — Download the PDF file and save it onto your computer.
- — Move to the first, previous, next and last pages in the document. Or enter a page number to move directly to that page.
- — Refresh the display.
- — Open the document in full-screen mode. To return to normal viewing mode, press the escape key ('Esc') on your keyboard.

Screenshot: PDF document embedded on a Confluence page

Troubleshooting

Problems? Please refer to our guide to the Office Connector limitations and known issues.

RELATED TOPICS

- Editing a Confluence Page in an Office Application
- Edit in Word Link Macro
- Working with the Office Connector
- Working with Macros

Take me back to the Confluence User Guide.

Warning Macro

The **Warning Macro** allows you to highlight a warning note on a Confluence page.

It creates a red-coloured box surrounding your text as shown below.

Warning Macro Example
This text is rendered inside the warning macro.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the warning macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the warning macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{warning}Insert warning message here!{warning}	Insert warning message here!

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required?	Default	Description
Optional Title (`title`)	no	none	The title of the warning note. If specified, will be displayed in bold next to the icon.
Show Warning Icon (`icon`)	no	true	If "false", the icon will not be displayed.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Web-Widget Macro

The **Web-Widget** macro is just another name for the Widget macro.

Confluence supports `web-widget` as an alias for `widget`. Your System Administrator can enable or disable one or both these macro names. The alias is useful for Confluence sites which use Adaptavist's Community Bubbles plugin, to avoid conflict with the 'widget' macro supplied by that plugin.

If the `web-widget` alias is enabled on your Confluence site, you can use `web-widget` instead of `widget` in all the examples given in the page about the Widget macro.

RELATED TOPICS

- Widget Macro
- Working with Macros

Take me back to Confluence User Guide

Welcome Message macro

The **Welcome Macro** allows you to include the Confluence site welcome message in your page.

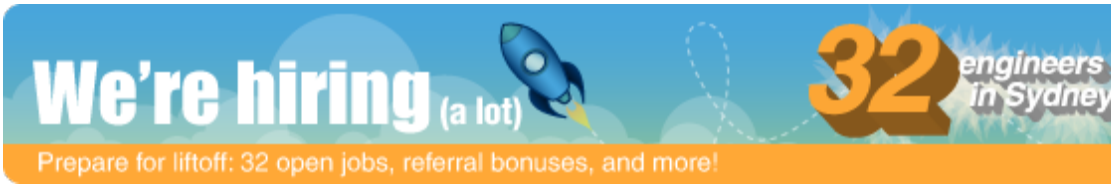
The welcome message is configured by a Confluence administrator from the Administration Console.

> For more information about editing the Confluence site welcome message, please refer to Editing the Site Welcome Message in the Confluence Administrators Guide.

On this page:

- Usage with the Wiki Markup Editor
- Parameters

Usage with the Wiki Markup Editor

What you need to type	What you will get
{welcome-message}	Confluence is the enterprise wiki designed to make it easy for you and your team to share information with each other and with the world. This installation of Confluence hosts Atlassian product documentation. You can read and add comments here, but write-access is limited. For information on Confluence please check out the feature tour, our competitive pricing or try a free 30-day evaluatio Alternatively, experiment with our public Confluence Sandbox installation, home to our popular Demonstration Space. Atlassian produces agile development tools, including the bug tracker (JIRA), an agile project management tool (GreenHopper), a source code insight tool (FishEye), a code review tool (Crucible), a continuous integration server (Bamboo) and more. 

Parameters

This macro accepts no parameters.

RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Widget Macro

The **Widget** macro, or Widget Connector, allows you to embed multi-media content from other web sites into your Confluence page.

It supports content such as:

- Gadgets and other widgets: Google Gadgets, Widgetbox.
- Videos: YouTube, MySpace Video, Google Video, Yahoo Video, Dailymotion, Episodic, Vimeo, Metacafe, ~~blip.tv~~, Viddler.
- Photos and images: Flickr, Skitch.com.
- Micro-blogging: Twitter, FriendFeed, BackType.
- Documents and presentations: SlideShare, SlideRocket, Scribd, presentations on Google Docs.
- Calendars: Google Calendar.
- Forms and online databases: Wufoo HTML Form Builder, Dabble DB.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Live Example of Flickr Photos
- Live Example of Google Gadget
- More Examples of Macro Code
- About the Web-Widget and Widget Macros
- Troubleshooting

Usage with the Macro Browser

To insert the Widget macro into a page using the Macro Browser,

1. Open your desired Confluence page, then click the '**Edit**' button. The '**Edit Page**' mode opens.
2. Next, click the Macro Browser icon on the editor toolbar. The Macro Browser will open in the middle of the screen.
3. In the Macro Browser, type the name of your desired macro into the search box at the top right of the window. Macros with a matching name will appear in the centre pane. Click on the desired macro to see its options screen. Here, you can set the macro parameters then click '**insert**' to put the macro into the page.

Once you've found the Widget macro and have added the required parameter values, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

Just type the word 'widget' in curly brackets, and give it the URL (web address) of the thing you want to display.

```
1.{widget:url=http://example.com/my-location}
```

If the `web-widget` alias is enabled on your Confluence site, you can use `web-widget` instead of `widget`. See below.

Parameters

Parameters are settings for Confluence macros that allow the user to control their content or presentation. The table below lists relevant parameters for this macro.

Parameter names are displayed differently in the macro browser interface and in wiki markup. Below, parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (`bracketed`) text. If the latter is not shown, then in wiki markup, the parameter's name should be omitted and only its value should be added immediately after the colon symbol (`:`).

Parameter	Required	Default	Description
Web Sites Widget URL (`url`)	yes		This is the URL provided by the external web site for embedding content from that web site onto another web page.

Pixel Height (Value Only) (`height`)	no		Specify the height of the display, in pixels (default) or as a percentage of the window's height. For example, to specify a height of 200 pixels:
			`1.{widget:url=http://www.flickr.com/photos/tags/atlassian/|height=200}`
			This code also specifies a height of 200 pixels:
			`1.{widget:url=http://www.flickr.com/photos/tags/atlassian/|height=200px}`
			This code specifies a height of 10 percent of the window's height:
			`1.{widget:url=http://www.flickr.com/photos/tags/atlassian/|height=10%}`

Pixel Width (Value Only) (`width`)	no		Specify the width of the display, in pixels (default) or as a percentage of the window's width. For example, to specify a width and height of 200 pixels:
			`1.{widget:url=http://www.flickr.com/photos/tags/atlassian/|width=200|height=200}`
			This code also specifies a width and height of 200 pixels:
			`1.{widget:url=http://www.flickr.com/photos/tags/atlassian/|width=200px|height=200px}`
			This code specifies a width of 10 percent of the window's width:
			`1.{widget:url=http://www.flickr.com/photos/tags/atlassian/|width=10%}`

Live Example of Flickr Photos

This example shows the Widget macro in action. It displays all photos from Flickr with the tag 'Atlassian'.

What You Need to Type

```
1.{widget:url=http://www.flickr.com/photos/tags/atlassian}
```

What You Will Get

Live Example of Google Gadget

This example shows the Widget macro in action. It lets you play with a Google Gadget, Gadzi's Monkey Virtual Pet.

What You Need to Type

```
1.{widget:url=http://www.google.com/ig/adde?synd=open&amp
;source=ggyp&moduleurl=www.gadzi.com/gadgets/monkey.xml|width=250}
```

What You Will Get

More Examples of Macro Code

Google Gadgets

You will need to find the URL for the Google Gadget you want to display.

Here is one way to find a gadget's URL:

1. Go to the Google Gadgets directory.
2. Find the gadget you want then click its name, such as 'Spider'.
3. The gadget's summary page will open. Copy the URL from your browser's address bar. The URL looks something like this one:

```
1.http://www.google.com/ig/directory?synd=open&amp;num=24&url=
http://abowman.googlepages.com/spider.xml&amp;output=html
```

4. Paste the URL into the Widget macro code on your Confluence page.

You can also use the URL of the 'add gadget' page. The page is called 'Add "gadgetx" to your iGoogle page':

1. There are a couple of ways to get to the 'add gadget' page:
    - Click a '+Google' button underneath the gadget when displayed on a page somewhere.
    - Or click 'Add Stuff' on your iGoogle page.
2. Copy the URL from your browser's address bar. The URL would look something like this one:

```
1.http://www.google.com/ig/adde?synd=open&amp
;source=ggyp&moduleurl=abowman.googlepages.com/spider.xml
```

Here is an example of the Widget macro code for embedding a Google Gadget:

```
1.{widget:url=http://www.google.com/ig/adde?synd=open&amp
;source=ggyp&moduleurl=abowman.googlepages.com/spider.xml}
```

Widgetbox widgets

You will need to find the URL for the Widgetbox widget you want to display.

Here is one way to find a widget's URL:

1. Ensure you are logged in to Widgetbox and that you are viewing the Widgetbox Gallery.
2. Find the widget you want then click its name, such as 'cyber-pet'.
3. The widget's summary page will open. Within the **Get Widget** section, click the Atlassian Confluence icon . The Widgetbox **Add to Confluence** dialog box appears, containing the URL required for the Widget Macro.
   If you cannot see this icon, click the **more...** link to reveal it.
4. In the Widgetbox **Add to Confluence** dialog box, click the **Copy** button.
5. Copy the URL from your browser's address bar. The URL looks something like this one:

```
1.http://widgetbox.com/confluence/b8327e33-c8eb-4a38-b842-fba866ffdd28
```

6. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Widgetbox widget:

```
1.{widget:url=http://widgetbox.com/confluence/b8327e33-c8eb-4a38-b842-fba866ffdd28}
```

YouTube

You will need to find the URL for the YouTube video that you want to display.

To find a YouTube video's URL:

1. Go to YouTube and search for the video you want.
2. Click the title of the video, such as 'Wikis in Plain English'.
3. The video's summary page will open. Copy the URL from your browser's address bar. The URL looks something like this one:

```
1.http://au.youtube.com/watch?v=-dnL00TdmLY
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a YouTube video:

```
1.{widget:url=http://au.youtube.com/watch?v=-dnL00TdmLY}
```

MySpace Videos

You will need to find the URL for the MySpace video that you want to display.

To find a MySpace video's URL:

1. Go to MySpace Video and search for the video you want.
2. Click the title of the video, such as 'Glacier Creek Confluence Time Lapse'.
3. The video's summary page will open. Copy the URL from your browser's address bar. The URL looks something like this one:

```
1.http://vids.myspace.com/index.cfm?fuseaction=vids.individual&amp
;videoid=3376248&searchid=20c789f6-1ae9-459a-bfec-75efcfc2847c
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a MySpace video:

```
1.{widget:url=http://vids.myspace.com/index.cfm?fuseaction=vids.individual&amp
;videoid=3376248&searchid=20c789f6-1ae9-459a-bfec-75efcfc2847c}
```

Google Video

You will need to find the URL for the Google video that you want to display.

To find a Google video's URL:

1. Go to Google Video and search for the video you want.
2. Click the title of the video, such as 'An Evening With Wiki Inventor Ward Cunningham in Conversation'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this:

```
1.http://video.google.com/videoplay?docid=-7739076742312910146&amp
;ei=nJAfSbrzPIWOwgOhv_GKDA&q=An+Evening+With+Wiki+Inventor+Ward+Cunningham+in+Conversation&emb
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Google video:

```
1.{widget:url=http://video.google.com/videoplay?docid=-7739076742312910146&amp
;ei=nJAfSbrzPIWOwgOhv_GKDA&q=An+Evening+With+Wiki+Inventor+Ward+Cunningham+in+Conversation&emb=1}
```

Yahoo Video

You will need to find the URL for the Yahoo video that you want to display.

To find a Yahoo video's URL:

1. Go to Yahoo Video and search for the video you want.
2. Click the title of the video, such as 'Wiki Technology Trend: Past, Now and Future'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this:

```
1.http://video.yahoo.com/watch/423158/2424140
```

If you are unable to obtain a unique URL from your browser's address bar, click the envelope (Share) icon on the lower section of the video screen and copy the contents of the **Link** field.

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Yahoo video:

```
1.{widget:url=http://video.yahoo.com/watch/423158/2424140}
```

Dailymotion Video

You will need to find the URL for the Dailymotion video that you want to display.

To find a Dailymotion video's URL:

1. Go to Dailymotion and search for the video you want.
2. Click the title of the video, such as 'Wiki Technology Trend: Past, Now and Future'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this:

```
1.
http://www.dailymotion.com/user/spacevidcast/video/x7zevj_spacevidcast-2009-promo-video_tech
```

If you are unable to obtain a unique URL from your browser's address bar, click **Menu** at the lower right section of the video screen, select **URL & Embed Code** and copy the contents of the **Link** field.

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Dailymotion video:

```
1.{widget:
http://www.dailymotion.com/user/spacevidcast/video/x7zevj_spacevidcast-2009-promo-video_tech}
```

Episodic

You will need an Episodic user account if you want to create and distribute videos via Episodic.

To embed an Episodic video onto a Confluence page:

1. Find the video and copy the URL from the address bar of your browser. The URL looks something like this:

```
1.http://app.episodic.com/shows/13/episodes/493
```

2. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding an Episodic video:

```
1.{widget:url=http://app.episodic.com/shows/13/episodes/493}
```

Vimeo

You will need to find the URL for the Vimeo video that you want to display.

To find a Vimeo video's URL:

1. Go to Vimeo and search for the video you want.
2. Click the title of the video, such as 'The Wiki Show - Allison the Russian High Kicker'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

    ```
    1.http://www.vimeo.com/909808
    ```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Vimeo video:

```
1.{widget:url=http://www.vimeo.com/909808}
```

Metacafe

You will need to find the URL for the Metacafe video that you want to display.

To find a Metacafe video's URL:

1. Go to Metacafe and search for the video you want.
2. Click the title of the video, such as 'Wikis In Plain English (How To)'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

    ```
    1.http://www.metacafe.com/watch/679493/wikis_in_plain_english_how_to/
    ```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Metacafe video:

```
1.{widget:url=http://www.metacafe.com/watch/679493/wikis_in_plain_english_how_to/}
```

blip.tv

The Widget Connector packaged with Confluence 3.0 currently possesses issues rendering blip.tv videos on Confluence pages. This problem has already been recorded in CONF-15667.

You will need to find the URL for the blip.tv video that you want to display.

To find a blip.tv video's URL:

1. Go to blip.tv and search for the video you want.
2. Click the title of the video, such as 'River cruising on the Rhine'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

    ```
    1.http://blip.tv/file/996864/
    ```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a blip.tv video:

```
1.{widget:url=http://blip.tv/file/996864/}
```

Viddler

You will need to find the URL for the Viddler video that you want to display.

To find a Viddler video's URL:

1. Go to Viddler and search for the video you want.
2. Click the title of the video, such as 'Gliffy Diagramm in Conflu...'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

    ```
    1.http://www.viddler.com/explore/Markus_Z/videos/1/
    ```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Viddler video:

```
1.{widget:url=http://www.viddler.com/explore/Markus_Z/videos/1/}
```

Flickr

You can embed a slide show of photos from Flickr by supplying a URL that specifies one of the following:

- Photos with a specific **tag**.
- Photos belonging to the photostream of a specific Flickr **user**.
- A **set** of photos as defined by the Flickr user.
- A user's photostream starting at a specific **photo**.

If you want to do something else, we suggest that you try any Flickr URL. It should work.

Below are some examples of the Widget macro code for embedding Flickr images.

Flickr Photos with a Specific Tag

This example displays a slide show of Flickr photos that are tagged with the word 'Atlassian'.

```
1.{widget:url=http://www.flickr.com/photos/tags/atlassian/}
```

Flickr Photos from a Specific User

This example displays a slide show of photos from the Flickr photostream of user 'Atlassian'.

```
1.{widget:url=http://www.flickr.com/photos/atlassian/}
```

Flickr Photos from a Specific Set

This example displays a slide show of Flickr photos from the set 'Melbourne Cup - November 2008' created by user 'Atlassian'.

```
1.{widget:url=http://www.flickr.com/photos/atlassian/sets/72157608657271078/}
```

A Specific Flickr Photo

This example displays a slide show of photos from the Flickr photostream of the user 'Atlassian', starting with a specific photo.

```
1.{widget:url=http://www.flickr.com/photos/atlassian/3003538919/}
```

Skitch.com

You will need to find the URL for the Skitch image that you want to display.

To embed a Skitch image onto a Confluence page:

1. Go to Skitch.com.
2. Find the image and copy the URL from the address bar of your browser. The URL looks something like this:

    ```
    1.http://skitch.com/atlassian/411g/example-image
    ```

3. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Skitch image:

```
1.{widget:url=http://skitch.com/atlassian/411g/example-image}
```

Twitter

To display the latest messages from a Twitter user, add the user's Twitter link as a URL in the Widget macro.

```
1.{widget:url=http://twitter.com/username}
```

The example below will display Mike Cannon-Brooke's Twitter messages:

```
1.{widget:url=http://twitter.com/mcannonbrookes}
```

FriendFeed

To display the latest messages from a FriendFeed user, add the user's FriendFeed link as a URL in the Widget macro. For example:

```
1.{widget:url=http://friendfeed.com/myname}
```

BackType

To display the latest blog or website comments from a BackType user, add the user's BackType widget link as a URL in the Widget macro. For example:

```
1.{widget:url=http://www.backtype.com/myname}
```

SlideShare

You will need to find the URL for the SlideShare presentation that you want to display.

To find a SlideShare presentation's URL:

1. Go to SlideShare and search for the presentation you want.
2. Click the title of the presentation, such as 'Using JIRA & Greenhopper for Agile Development'.
3. The presentation's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

```
1.
http://www.slideshare.net/jleyser/using-jira-greenhopper-for-agile-development-presentation
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a SlideShare presentation:

```
1.{widget:url=
http://www.slideshare.net/jleyser/using-jira-greenhopper-for-agile-development-presentation}
```

SlideRocket

You will need to find the URL for the SlideRocket presentation that you want to display.

To find a SlideRocket presentation's URL:

1. Log in to SlideRocket and go to your library of presentations.
2. Copy the 'web link' for the presentation you want to display. This will give you a URL that looks something like this one:

```
1.http://app.sliderocket.com/app/FullPlayer.aspx?id=132f9db7-b0fb-4f51-b974-36652774971b
```

3. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a SlideRocket presentation:

```
1.{widget:url=
http://app.sliderocket.com/app/FullPlayer.aspx?id=132f9db7-b0fb-4f51-b974-36652774971b}
```

Scribd

You will need to find the URL for the Scribd presentation that you want to display.

To find a Scribd presentation's URL:

1. Go to Scribd and search for the presentation you want.
2. Click the title of the presentation, such as 'My Sea Friends Coloring Book'.
3. The presentation's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

```
1.http://www.scribd.com/doc/5683554/My-Sea-Friends-Coloring-Book
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Scribd presentation and displaying it with a height of 600 pixels:

```
1.{widget:url=http://www.scribd.com/doc/5683554/My-Sea-Friends-Coloring-Book|height=600px}
```

Google Docs Presentations

You can embed presentations from Google Docs, but not other document types. You will need to find the URL for the Google Docs presentation that you want to display.

To find the URL of a Google Docs presentation:

1. Publish your presentation in Google Docs.
2. View your published document, then copy the URL from your browser's address bar. The URL will look something like this:

```
1.http://docs.google.com/Presentation?docid=ddpqn8g5_0fx96zmmq&amp;mm=en_GB
```

3. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Google Docs presentation

```
1.{widget:url=http://docs.google.com/Presentation?docid=ddpqn8g5_0fx96zmmq&amp;mm=en_GB}
```

Google Calendar

You can embed a Google Calendar into your page and to do this, you will need to add the URL for the Google Calendar that you want to display.

To find the URL for a Google Calendar:

1. Log in to Google Calendar.
2. In the calendar list on the left side of the page, ensure the appropriate calendar is selected, click the down-arrow button next to the calendar name and then select the **Calendar settings** option.
   (Alternatively, if available, click the **Manage Calendars** link at the bottom of the calendar list and then click the name of the appropriate calendar.)
3. In the **Calendar Address** section, click the **HTML** button. A pop-up message with your calendar's public URL appears.
4. Copy the URL from this pop-up message. The URL looks something like this:

```
1.http://www.google.com/calendar/embed?src=somebody%40example.com&amp;ctz=Australia/Sydney
```

5. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Google Calendar:

```
1.{widget:url=http://www.google.com/calendar/embed?src=somebody%40example.com&amp
;ctz=Australia/Sydney}
```

Wufoo HTML Form Builder

To display an HTML form built in the Wufoo HTML Form Builder, add the form's link as a URL to the Widget Macro. For example:

```
1.{widget:url=http://examples.wufoo.com/forms/contact-form/}
```

Dabble DB online database builder

To display a shared page built in Dabble DB, add the page's link as a URL to the Widget Macro. For example:

```
1.{widget:url=https://confluence-sample.dabbledb.com/page/confluence-sample/nSQqdgIg}
```

The Widget Macro supports shared Dabble DB **view** and **form** pages. Hence, it is possible to insert a Dabble DB data entry form into a Confluence page. Any data submitted via this form can be displayed on the same or another page via a Dabble DB view.

About the Web-Widget and Widget Macros

Confluence supports `web-widget` as an alias for `widget`. Your System Administrator can enable or disable one or both these macro names. The alias is useful for Confluence sites which use Adaptavist's Community Bubbles plugin, to avoid conflict with the 'widget' macro supplied by that plugin.

If the `web-widget` alias is enabled on your Confluence site, you can use `web-widget` instead of `widget` in all the examples above.

Troubleshooting

If the URL given in the Widget macro does not work, the Widget macro displays an icon and the base URL. The icon will be linked to the full URL given in the macro code.

For example, the following code:

```
1.{widget:url=http://example.com/invalid}
```

will result in an image like the one below:

RELATED TOPICS

- Working with Macros

Take me back to the Confluence User Guide.

Widget Connector Examples

This page contains a working example of all the services currently supported by the Widget Connector. This page lets you preview what each widget will look like and see how to interact with it.

Flickr

```
1.{widget:url=http://www.flickr.com/photos/tags/atlassian}
```

```
1.{widget:url=http://www.flickr.com/photos/atlassian/}
```

```
1.{widget:url=http://www.flickr.com/photos/atlassian/sets/72157608657271078/}
```

```
1.{widget:url=http://www.flickr.com/photos/atlassian/3003538919/}
```

iGoogle

```
1.{widget:url=http:
//www.google.com/ig/adde?synd=open&source=ggyp&moduleurl=www.gadzi.com/gadgets/monkey.xml|width=250}
```

Google Video

```
1.{widget:url=http:
//video.google.com/videoplay?docid=-7739076742312910146&ei=nJAfSbrzPIWOwgOhv_GKDA&q=An+Evening+With+W
```

Google Docs

```
1.{widget:url=http://docs.google.com/Presentation?id=ddpqn8g5_0fx96zffq}
```

YouTube

```
1.{widget:url=http://au.youtube.com/watch?v=-dnL00TdmLY}
```

MySpace

```
1.{widget:url=http:
//vids.myspace.com/index.cfm?fuseaction=vids.individual&videoid=3376248&searchid=20c789f6-1ae9-459a-b
```

Episodic

```
1.{widget:url=http://app.episodic.com/shows/13/episodes/493}
```

Vimeo

```
1.{widget:url=http://www.vimeo.com/909808}
```

BlipTV

```
1.{widget:url=http://blip.tv/file/996864/}
```

Viddler

```
1.{widget:url=http://www.viddler.com/explore/Markus_Z/videos/1/}
```

Skitch

```
1.{widget:url=http://skitch.com/jnolen/bbybm/skitch.com-jnolen}
```

Twitter

```
1.{widget:url=http://twitter.com/mcannonbrookes}
```

FriendFeed

```
1.{widget:url=http://friendfeed.com/myname}
```

SlideShare

```
1.{widget:url=http:
//www.slideshare.net/jleyser/using-jira-greenhopper-for-agile-development-presentation}
```

SlideRocket

```
1.{widget:url=http:
//app.sliderocket.com/app/FullPlayer.aspx?id=132f9db7-b0fb-4f51-b974-36652774971b}
```

Scribd

```
1.{widget:url=http://www.scribd.com/doc/5683554/My-Sea-Friends-Coloring-Book|height=600px}
```

Wufoo

```
1.{panel:borderColor=#CCCCCC|bgColor=#FFFFFF}
2.{widget:url=http:
//atlassian.wufoo.com/forms/let-us-know-what-you-think-of-the-new-sdk/|height=800px}
3.{panel}
```

Error Message

```
1.{widget:url=http://example.com/invalid}
```

Related Content

- Working with Macros

Working with the Macro Browser

The **Macro Browser** allows you to browse through Confluence's extensive range of packaged macros and preview them using a combination of selected parameters before adding them to your page.

The Macro Browser provides access to **all available macros** in a Confluence installation, with the exception of User Macros. If additional Confluence macros have been installed on your Confluence server (for example, via the installation of a non-bundled plugin), these will also be accessible from the Macro Browser.

On this page:

- Accessing the Macro Browser
- Browsing for a Macro
  - Restricting the Macro List by Category
  - Restricting the Macro List by Word Search
- Choosing a Macro, Modifying and Inserting it onto a Page or Blog Post
- Editing an Existing Macro with the Macro Browser
  - Macro Browser Smart Fields

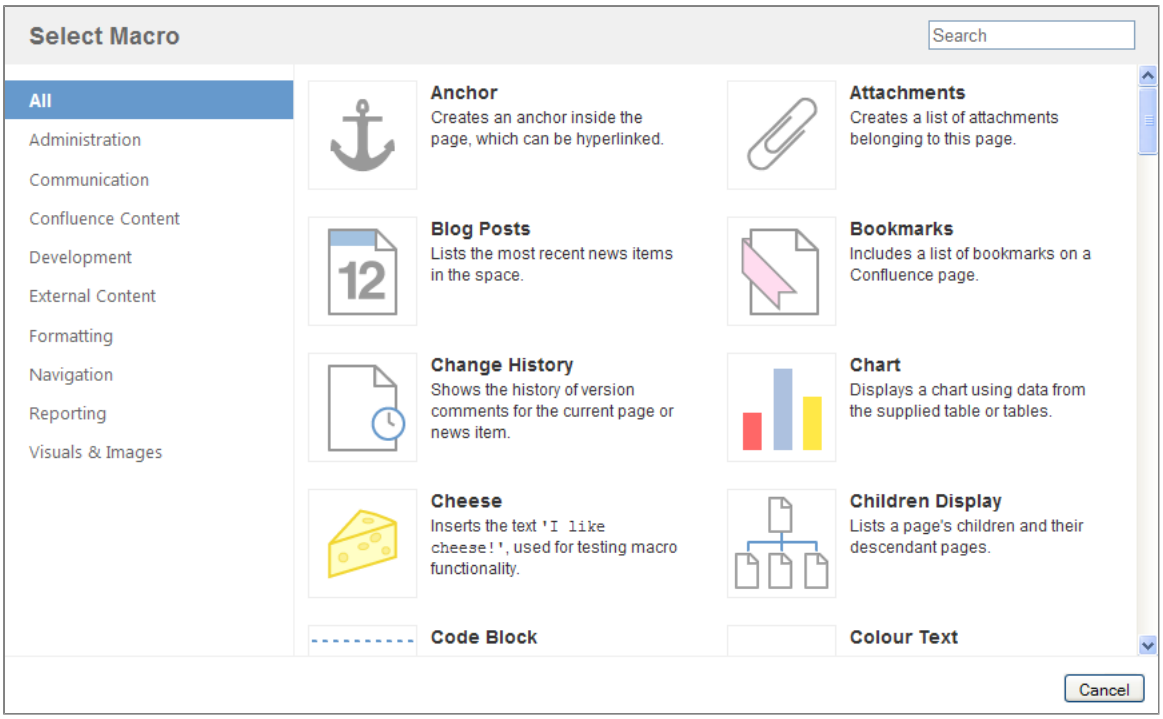
Accessing the Macro Browser

You can access the Macro Browser whenever you add or edit a page, blog post or comment.

To access the Macro Browser,

1. Log in to Confluence, if you have not already done so.
2. Add or edit a page or blog post.
3. On either the Rich Text or Wiki Markup editor views, place the cursor at the macro insertion point and click the Macro Browser icon .
   Alternatively, if you are working in the Rich Text editor and have the **Context Menu** activated, place the cursor at the macro insertion point, right-click and select '**Insert/Edit Macro**' from the Context Menu.
   The Macro Browser window opens.

Screenshot: Macro Browser



Each macro is presented on the right-hand side of the Macro Browser by its icon, its name and a brief description of its function.

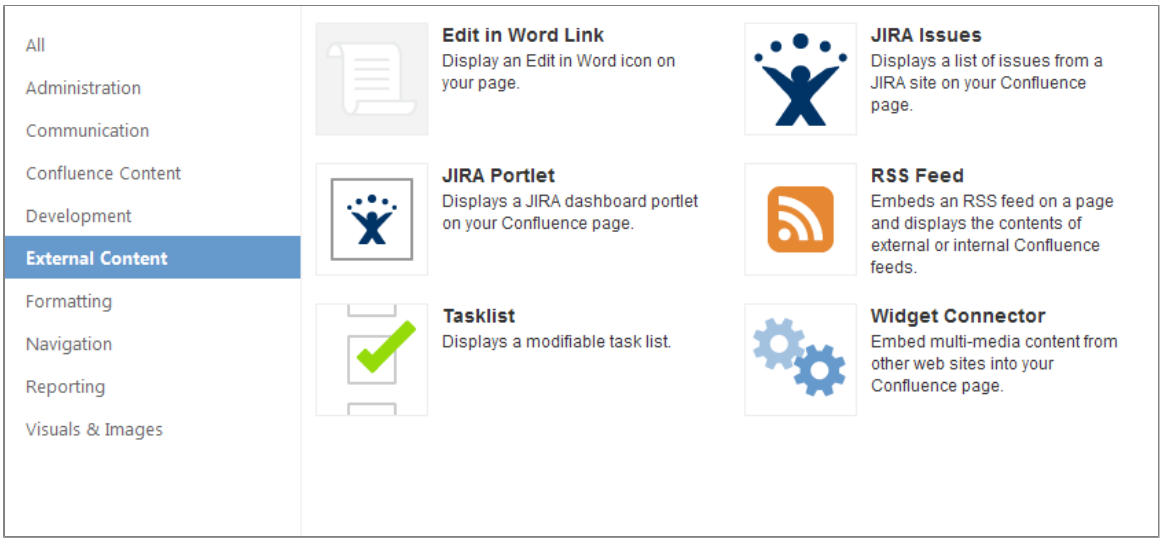
Browsing for a Macro

Since the Macro Browser contains 80+ individual bundled macros, it is designed to facilitate the selection of the specific macro you require, by providing two quick methods for narrowing down the entire list of macros. When the Macro Browser is first opened, it is in 'macro selection' mode.

Restricting the Macro List by Category

Each macro is assigned to one of these categories. Clicking on one of these category names reduces the list of macros to those macros associated with the chosen category only.

Screenshot: Macro Browser List Restricted by Category

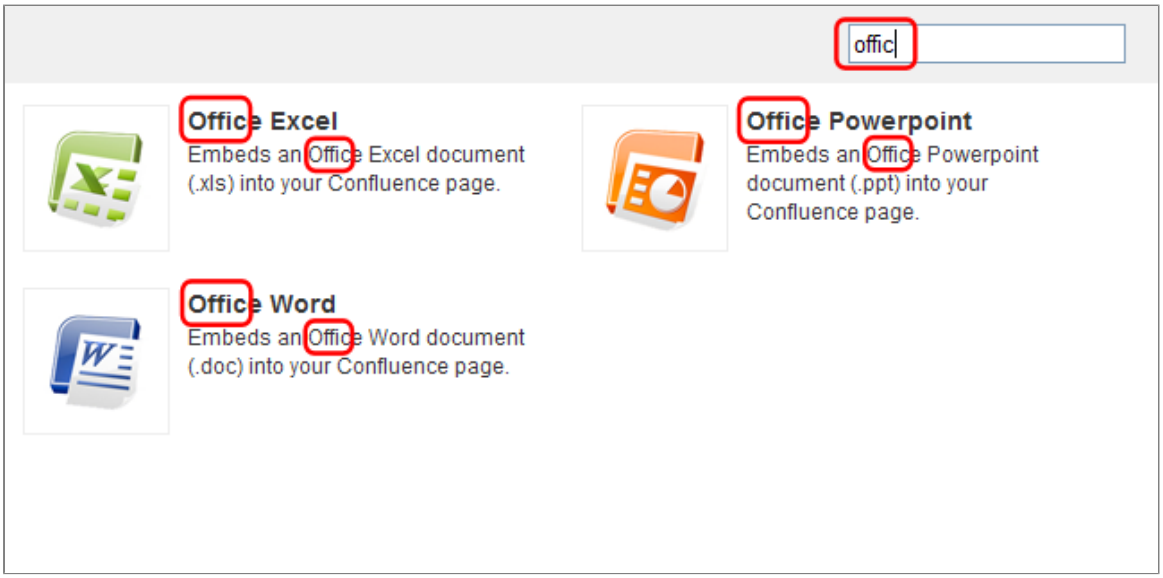


A very small proportion of macros are assigned to two (or rarely three) categories because their scope of functionality matches these categories. Hence, you may notice that some of these macros are appearing in two, possibly three categories.

Restricting the Macro List by Word Search

The search field at the top of the Macro Browser allows you to reduce the list of macros based on words (or parts of words) contained within the macro's name or its description. As you start typing a word, the macro list restricts to only those macros whose name or description matches the characters you have entered.

Screenshot: Macro Browser List Restricted by Word Search



If multiple words (including partial words) are used, then only macros whose name or description matches all these items in the Word Search field are listed.

Choosing a Macro, Modifying and Inserting it onto a Page or Blog Post

To choose a macro, modify and insert it onto a page or blog post,

1. Access the Macro Browser and browse to the required macro, if you have not already done so.
2. Click on the required macro to choose it. The Macro Browser window changes to the macro preview mode with its preview pane on the left and parameter pane on the right.
3. If necessary, modify the macro's parameters in the parameter pane to your requirements. Some parameters allow auto-completion. Refer to the macro browser 'Smart Fields' section below for more information.
   Any parameters marked by an asterisk (*) are mandatory and must be set before you can preview or insert the macro.
4. To preview the macro with your selected parameters, click **'Refresh'**. The preview pane shows the current content of your macro based on the parameters selected in the parameter pane.
   Macros can only be previewed if their mandatory fields have first been set.
5. Click the **'Insert'** button to insert the macro and its parameter selection into the page or blog post.
   If you wish to choose a different macro, click the **'Back'** button. The Macro Browser reverts back to its macro selection mode, based on your prior restriction by category or word search criteria.

Not all macros can be previewed in the Macro Browser. This is often the case with macros that require the page to be saved first to render correctly, such as the Table of Contents Macro, or macros that do not generate output, such as the Anchor Macro. Nevertheless, you can still use the Macro Browser to browse for these macros and set their specific parameters before inserting them into your page.

Editing an Existing Macro with the Macro Browser

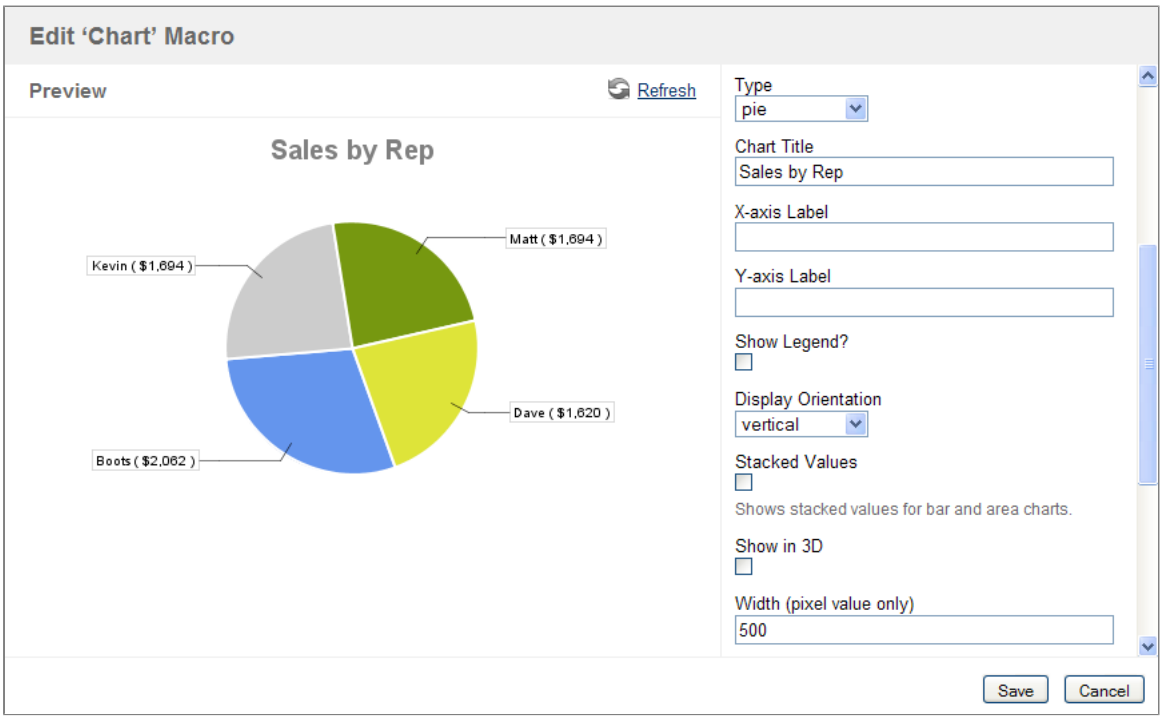
It is possible to edit an existing macro using the Macro Browser, thereby allowing you to modify its existing parameters and preview the changes.

To edit an existing macro with the Macro Browser,

1. Edit the existing page or blog post containing the macro you wish to edit via the Rich Text or Wiki Markup editors.
2. Place the cursor anywhere within the curly braces of the macro and click the Macro Browser icon. Alternatively, if you are working in the Rich Text editor and have the **Context Menu** activated, place the cursor anywhere within the curly braces of the macro, right-click and select '**Insert/Edit Macro**' from the Context Menu.
   If the macro you wish to edit consists of two sets of curly braces surrounding some body text (for example, {`example-macro}some body text{example-macro`}), ensure that your cursor is placed within the macro's first set of curly braces. This is because many macros permit the insertion of other macros within their bodies. If you are using the Rich Text Editor, you can also edit the macro by placing your cursor in its second set of curly braces.
   The Macro Browser window opens in macro preview mode with its existing parameter values.
3. Modify the macro's parameters to your requirements, previewing them if necessary. For more information on these processes, refer to the procedure above. Some parameters allow auto-completion. Refer to the macro browser 'Smart Fields' section below for more information.
4. Click the '**Save**' button on the Macro Browser to save your changes.

To leave the Macro Browser at any time, click its '**Cancel**' button or simply press the **ESC** key.

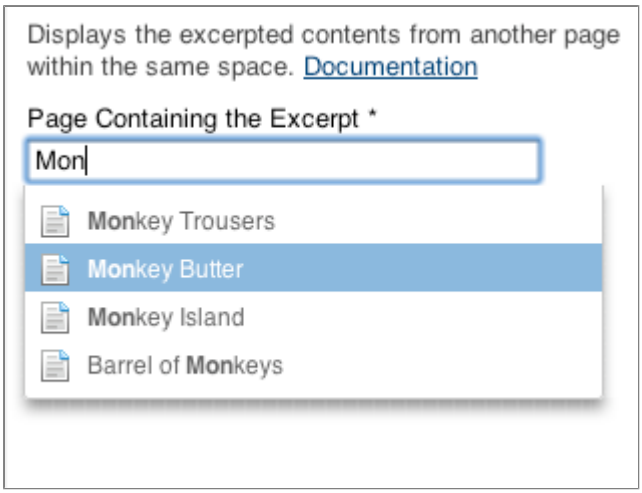
Screenshot: Editing an Existing Macro with the Macro Browser in Macro Preview Mode



Macro Browser Smart Fields

If a macro's parameter requires the entry of a single username, space key or page title, the macro browser provides an 'auto-complete' feature to help you enter the correct value. Use the up- and down-arrows on your keyboard to move up and down the dropdown list of matching items and select the appropriate item. This feature functions similarly to the Quick Navigation Aid when searching Confluence pages.

Screenshot: Macro Browser Smart Fields



RELATED TOPICS

Working with Macros

Take me back to the Confluence User Guide.

Working with Confluence Gadgets

This section introduces the concept of gadgets in Confluence, provides an outline on how to use gadgets in Confluence and instructions on configuring Confluence gadgets for use in other web applications.

On this page:

- Introduction to Gadgets in Confluence
- Using Gadgets in Confluence
- Configuring Confluence Gadgets for Use in Other Applications
  - Adding a Confluence Gadget to JIRA
  - Adding a Confluence Gadget to non-Atlassian Web Applications
  - Confluence Gadgets

Introduction to Gadgets in Confluence

A gadget is a small object (i.e. a piece of functionality) offering dynamic content that can be placed into the page of:

- An Atlassian application's website, such as on Confluence page or blog post or a JIRA 4.0+ dashboard, or
- A third-party application's website, such as iGoogle or Gmail.

Gadgets allow interactions between Confluence and other compatible websites. Confluence interacts with gadgets that support the OpenSocial specification.

For more information about Atlassian gadgets, please refer to Introduction to Atlassian Gadgets and Dashboards.

Using Gadgets in Confluence

You can place any gadget that complies with the OpenSocial specification from an external source, such as iGoogle or other Atlassian applications such as JIRA 4.0+, onto a Confluence page or blog post. This is done via the Confluence macro browser. For instructions on how to add a gadget to a page, refer to the Gadget Macro topic.

Configuring Confluence Gadgets for Use in Other Applications

Confluence also allows its own gadgets to be used on any other OpenSocial-compliant website such as iGoogle, Gmail, JIRA or another Confluence 3.1+ site.

Adding a Confluence Gadget to JIRA

For instructions on how to configure Confluence gadgets for use in a JIRA dashboard, see Adding a Confluence Gadget to a JIRA Dashboard.

Adding a Confluence Gadget to non-Atlassian Web Applications

For instructions on how to configure Confluence gadgets for use in another compatible non-Atlassian web application or container, refer to Configuring Confluence Gadgets for Use in Other Applications.

Confluence Gadgets

The Confluence Gadgets topic explains the purpose of the 'Confluence Gadgets' window, how to access it and provides information about the gadgets which are bundled with Confluence.

RELATED TOPICS

Gadget Macro
Working with the Macro Browser
Configuring Confluence Gadgets for Use in Other Applications
Adding a Confluence Gadget to a JIRA Dashboard
Confluence Gadgets
Configuring OAuth

Adding a Confluence Gadget to a JIRA Dashboard

JIRA 4.0 is the first major Atlassian application that can incorporate OpenSocial-compliant gadgets, such as Confluence gadgets onto its dashboard. This page explains how to add a Confluence gadget to the dashboard of a JIRA 4.0+ installation.

To add a Confluence gadget to a JIRA dashboard, complete the sections below in order.

On this page:

- Establish an OAuth or Trusted Application Relationship Between Confluence and JIRA
- Finding a Confluence Gadget's URL
- Adding a Confluence Gadget to a JIRA server's Gadgets Directory
- Adding a Confluence Gadget to the JIRA Dashboard

Establish an OAuth or Trusted Application Relationship Between Confluence and JIRA

If your Confluence gadgets need to access user-restricted Confluence data, then your Confluence administrator must first establish either an OAuth relationship between your Confluence site (as a 'service provider' of gadgets) and the JIRA site (as a 'consumer' of your Confluence site's gadgets), or a trusted applications relationship between the two sites. For more information about configuring OAuth relationships between Confluence and other web applications, refer to Configuring OAuth.

If you only need to access anonymously accessible Confluence data, then you can proceed to Finding a Confluence Gadget's URL, below.

This following procedure can only be conducted by Confluence Administrators.

To establish an OAuth relationship that permits a JIRA server to consume your Confluence server's resources (via gadgets),

1. Go to the Confluence '**Administration Console**'. To do this:
    - Open the '**Browse**' menu and select '**Confluence Admin**'. The 'Administration Console' view will open.
2. Click '**OAuth**' from the 'Administration' section on the left navigation panel.
3. Click the '**Consumers**' tab in the 'OAuth Administration' page.
4. Click the '**Add OAuth Consumer**' link.
5. Enter the JIRA server's URL into the '**Consumer Base URL**' field.
6. Click the '**Add**' button. The JIRA server's consumer information is added as a new record into Confluence's consumers list.

   If this step did not work (for instance, because the JIRA server might be temporarily offline) but you have access to the necessary OAuth consumer information for the JIRA server (that is, the OAuth 'consumer key' and 'public key'/'self-signed certificate'), try the following steps:
    a. Enter the JIRA server's consumer information details manually into the relevant fields:
        - **Consumer Key** — The JIRA server's consumer key. This field is mandatory and its contents must match the consumer key supplied by the JIRA server.
        - **Name** — Any descriptive name for the JIRA server. This field is mandatory, although the exact wording and format of the JIRA server's name is your choice. It is prudent to be accurate, however, as this name will be shown to your Confluence users whenever they grant permission for a Confluence gadget (on the JIRA server's dashboard) to access the Confluence server's resources.
        - **Description** — A short description of the application. By convention, it is useful to include the name of the application and if applicable, its URL, somewhere within the description.
        - **Public Key** — The application's public key or self-signed certificate. This field is mandatory and its contents must match the public key or self-signed certificate supplied by the JIRA server.
        - **Callback URL** — JIRA server's usually supply their own callback URL when receiving an OAuth request token. Hence, this field can be left blank.
    b. Click the '**Add**' button. If all the information is valid (in particular, the public key format), then the application's consumer information is added as a new record into your Atlassian application's consumers list.

If you wish to add the same or any other Confluence gadget to the same JIRA server's dashboard, then you do not have to repeat this procedure.

In rare circumstances, where the JIRA server's consumer details may change (for example, as a result of the JIRA server acquiring a new OAuth Consumer Key, 'Name' or Public Key), then you will need to repeat this procedure once again.

Finding a Confluence Gadget's URL

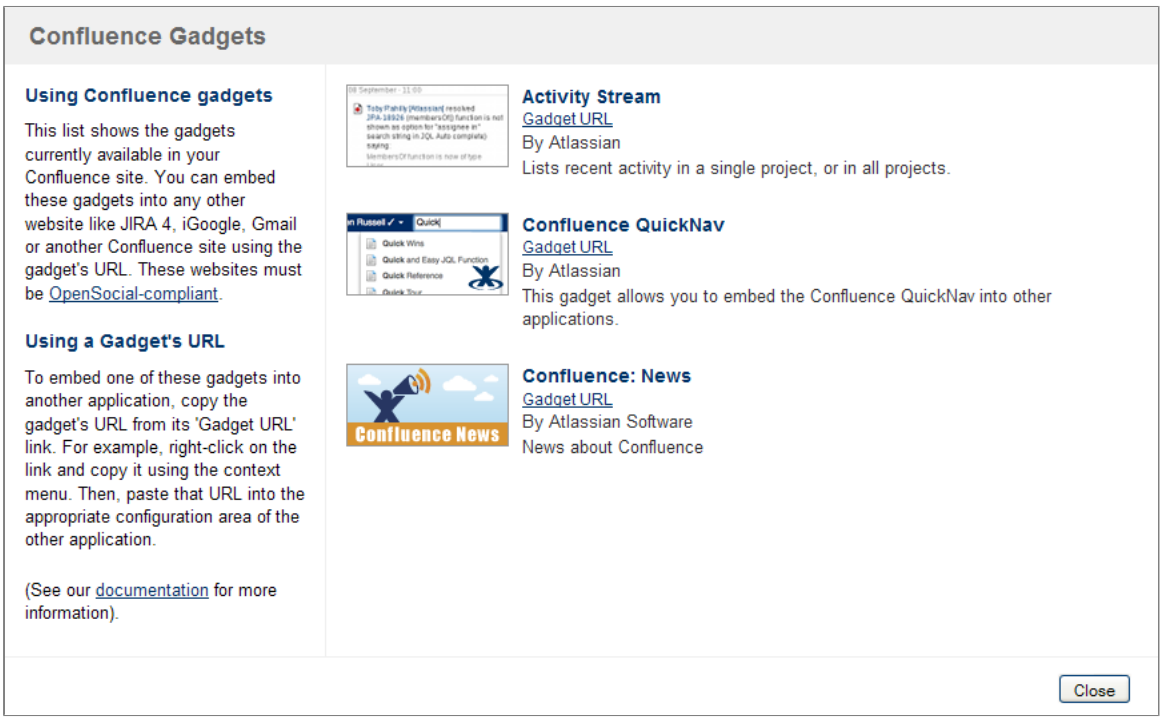
The Confluence gadget's URL is the gadget's XML specification file. These URLs look something like this:

```
http://example.com/my-gadget-location/my-gadget.xml
```

To find a Confluence gadget's URL,

1. Open the '**Browse**' menu and select '**Confluence Gadgets**'. The 'Confluence Gadgets' window will open.
   The 'Confluence Gadgets' window displays a list of available Confluence gadgets in your Confluence installation, as shown in the screenshot below.
   By default, Confluence only includes a few gadgets. However, if your Confluence administrator has installed more Confluence gadgets (typically as Confluence plugins), these will also appear in this list. If a scrollbar is available, use it to find the gadget you want.
2. After finding your gadget, use the 'Gadget URL' link to copy the gadget's URL to your clipboard. Many operating systems and browsers allow you to do this by right-clicking the '**Gadget URL**' link and copying it using the context menu.

Screenshot: Finding a gadget's URL

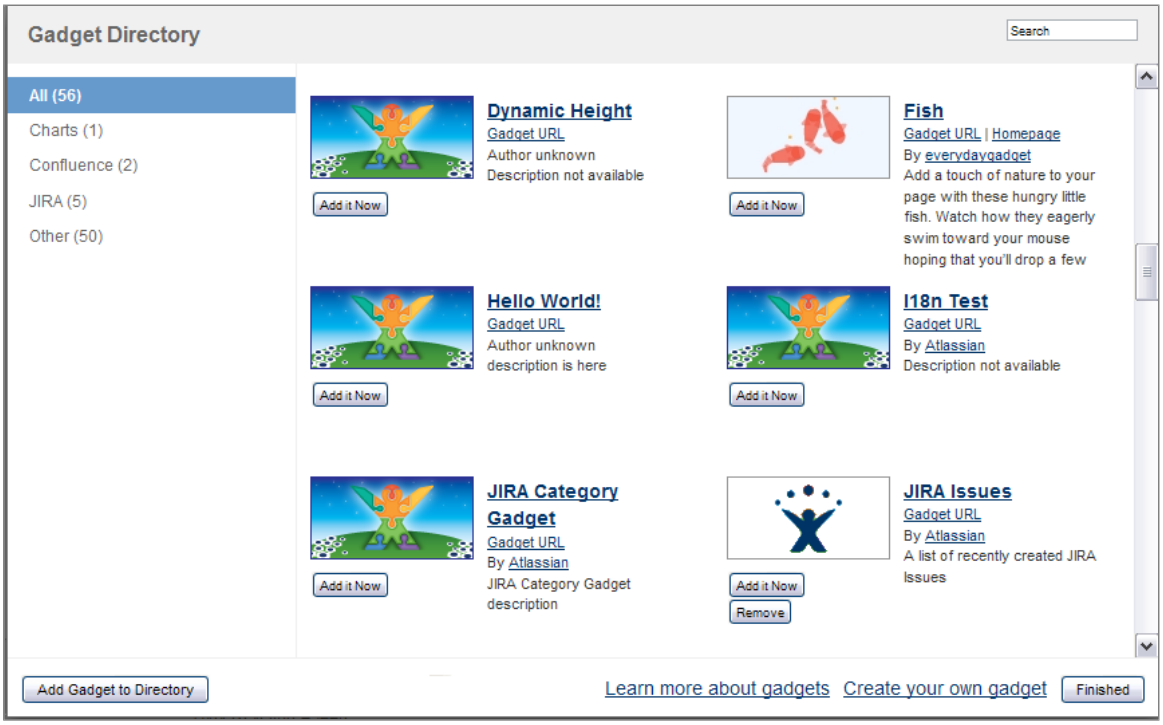


Adding a Confluence Gadget to a JIRA server's Gadgets Directory

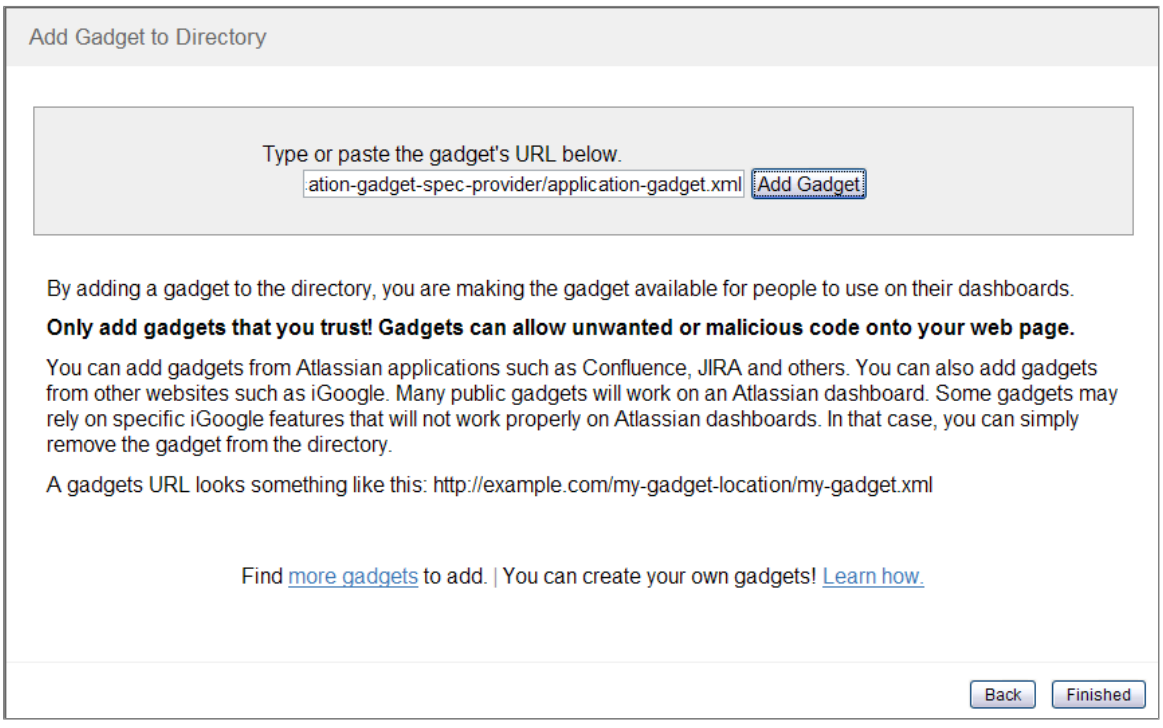
To add a Confluence Gadget to the Gadgets Directory in JIRA,

1. Go to the dashboard by clicking the '**Dashboard**' link or the '**Home**' link at the top left of the screen.
2. The dashboard will appear. Click '**Add Gadget**'.
3. The '**Add Gadget**' screen appears, showing the list of gadgets in your directory. See screenshot 1 below. Click '**Add Gadget to Directory**'.
   You will only see this button if you have administrator permissions for your dashboard.
4. The '**Add Gadget to Directory**' screen appears. See screenshot 2 below. Paste the gadget URL (which you copied to your clipboard above) into the text box.
5. Click '**Add Gadget**'.
6. The gadget appears in your gadget directory. (It will be highlighted for a short time, so that you can see it easily.)

Screenshot 1: Gadget directory with 'Add Gadget to Directory' button



Screenshot 2: Adding a gadget to the directory



Adding a Confluence Gadget to the JIRA Dashboard

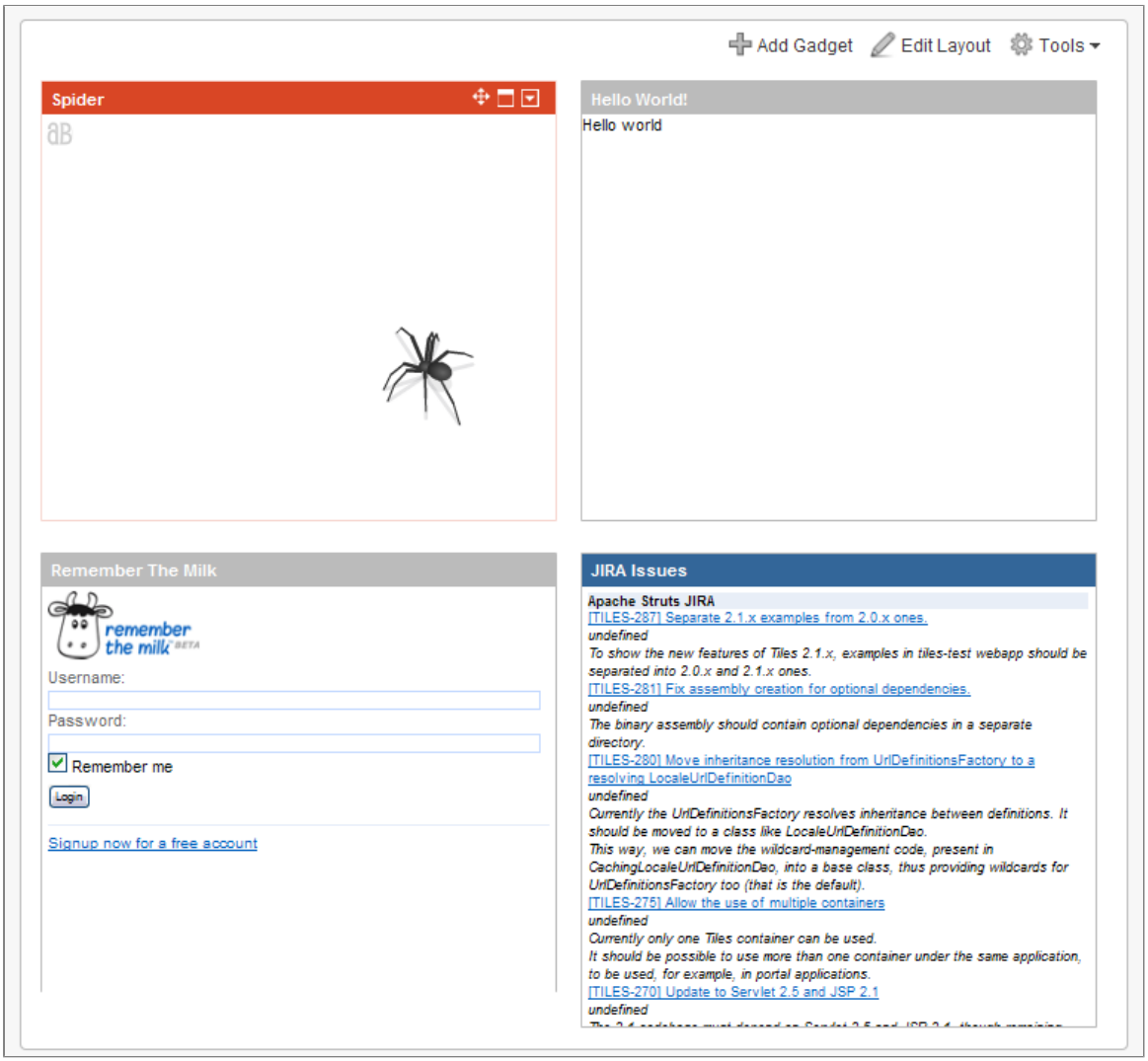
> In the procedure below, 'your Atlassian dashboard' and 'your Atlassian application' refers to the JIRA Dashboard and application, respectively.

You can add a gadget from the directory of gadgets that are available to your Atlassian application.

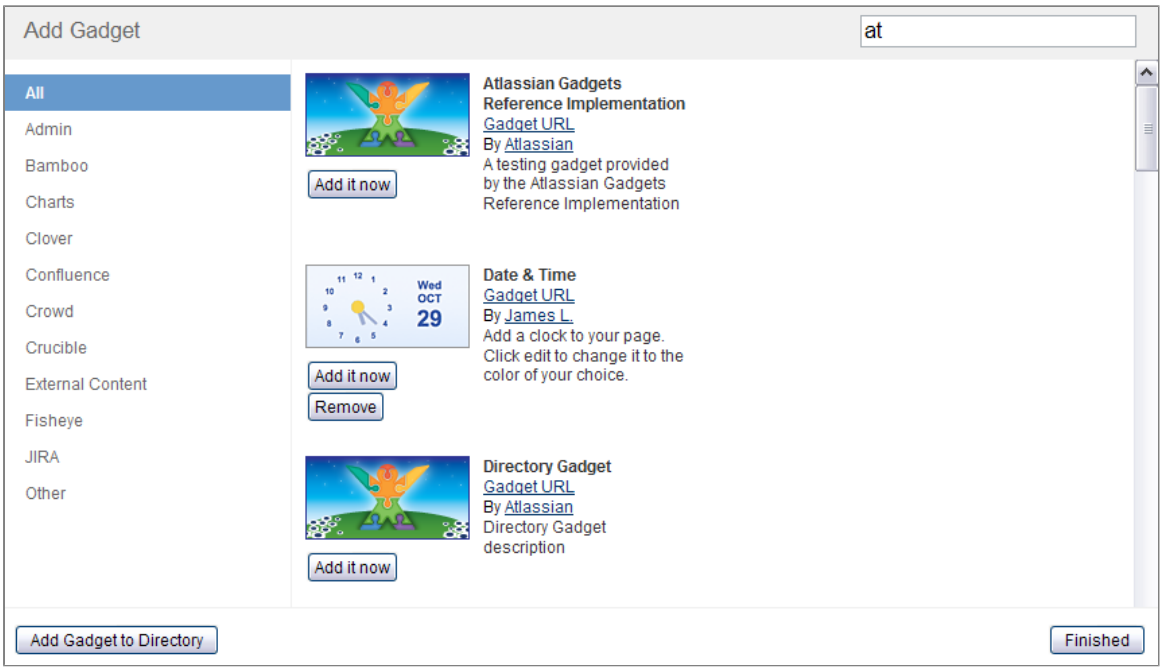
To add a gadget to your Atlassian dashboard,

1. Go to the dashboard by clicking the '**Dashboard**' link or the '**Home**' link at the top left of the screen.
2. The dashboard will appear, looking something like screenshot 1 below. Click '**Add Gadget**'.
3. The '**Add Gadget**' screen will display a list of available gadgets in your gadget directory, as shown in screenshot 2 below. Find the gadget you want, using one or more of the following tools:
    - Use the scroll bar on the right to move up and down the list of gadgets.
    - Select a category in the left-hand panel to display only gadgets in that category.
    - Start typing a key word for your gadget in the '**Search**' textbox. The list of gadgets will change as you type, showing only gadgets that match your search term.
4. When you have found the gadget you want, click the '**Add it Now**' button to add the gadget to your dashboard.

Screenshot 1: An Atlassian dashboard



Screenshot 2: Adding a gadget from the gadget directory



Adding a Gadget to the Directory of Available Gadgets
You need to have administrator privileges to add a gadget to the list of available gadgets. If you have permission to add gadgets to and remove gadgets from the directory itself, you will see the '**Add Gadget to Directory**' and '**Remove**' buttons on the 'Add Gadget' screen. Please refer to the Gadgets and Dashboards Administration Guide.

Configuring Confluence Gadgets for Use in Other Applications

This page tells you how to add a Confluence gadget to another (external) application. The instructions and examples given in this topic focus on adding and using Confluence Gadgets in other web applications.

Gadgets that display information from Atlassian applications, such as Confluence, should be able to run on iGoogle, Gmail and other web applications that provide OpenSocial containers. Below are specific instructions for iGoogle and Gmail. You can experiment by adding a Confluence gadget to other web sites and applications, such as a Ning community like The Content Wrangler.

On this page:

- Overview of Adding a Confluence Gadget to Another Web Application
- Finding a Confluence Gadget's URL
- Adding an Atlassian Gadget to iGoogle
- Adding an Atlassian Gadget to Gmail
- Limitations and Support

Overview of Adding a Confluence Gadget to Another Web Application

The exact procedure for adding a Confluence gadget depends on the application where you want to add the gadget. The basic steps are the same:

1. Find the Confluence gadget's URL, i.e. the URL for the gadget's XML specification file.
2. Ensure one of the following two mandatory (typically one-off) procedures have been conducted:
    - An OAuth relationship between Confluence (as the 'service provider') and the other web application (as the 'consumer') has been established. Refer to Configuring OAuth for more information about OAuth and instructions on establishing these relationships.
    - A Trusted Applications relationship between Confluence and JIRA has been established. Refer to Configuring Trusted Applications in the JIRA documentation for more information about establishing these relationships.
3. Follow the procedure provided by the external web application where you want to add the Confluence gadget.

Finding a Confluence Gadget's URL

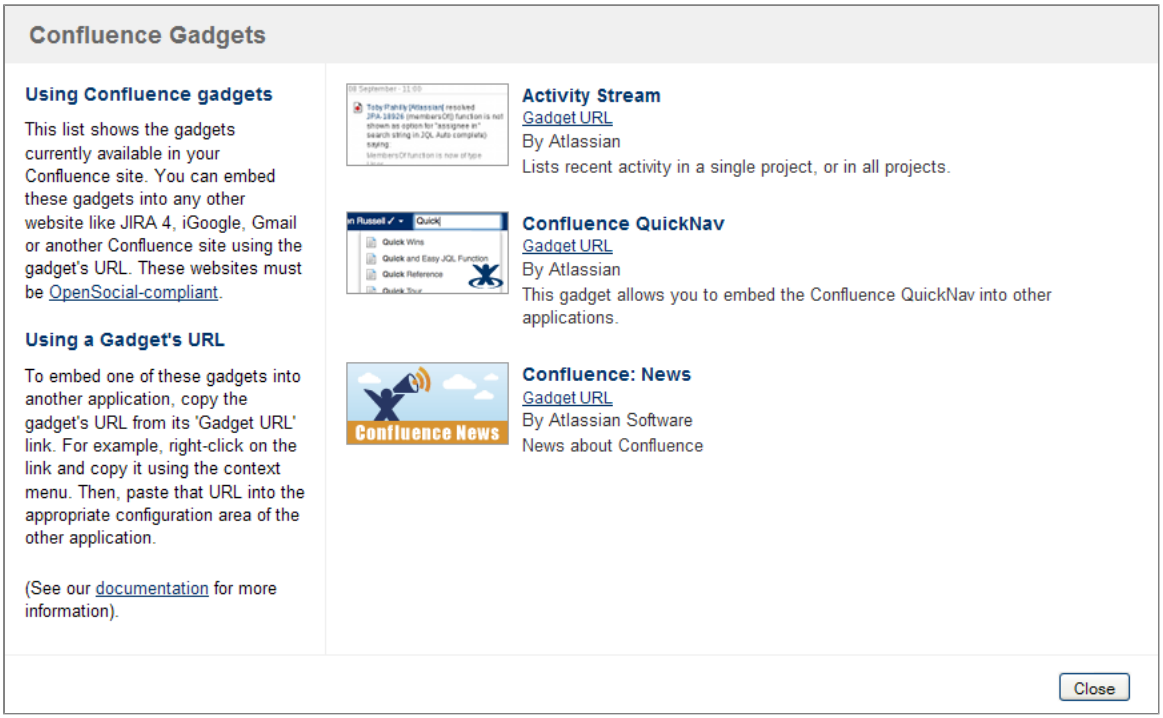
The Confluence gadget's URL is the gadget's XML specification file. These URLs look something like this:

```
http://example.com/my-gadget-location/my-gadget.xml
```

To find a Confluence gadget's URL,

1. Open the '**Browse**' menu and select '**Confluence Gadgets**'. The 'Confluence Gadgets' window will open.
   The 'Confluence Gadgets' window displays a list of available Confluence gadgets in your Confluence installation, as shown in the screenshot below.
   By default, Confluence only includes a few gadgets. However, if your Confluence administrator has installed more Confluence gadgets (typically as Confluence plugins), these will also appear in this list. If a scrollbar is available, use it to find the gadget you want.
2. After finding your gadget, use the 'Gadget URL' link to copy the gadget's URL to your clipboard. Many operating systems and browsers allow you to do this by right-clicking the '**Gadget URL**' link and copying it using the context menu.

Screenshot: Finding a gadget's URL



Adding an Atlassian Gadget to iGoogle

You can customise your iGoogle home page by adding gadgets and moving them around on the page.

To add an Atlassian gadget to your iGoogle page,

1. First find the gadget's URL as described above.
2. Go to iGoogle and log in if you have a username and password.
3. Click '**Add stuff**' near the top right of the iGoogle page.
4. The Google gadget directory will appear, showing a list of available gadgets. Click '**Add feed or gadget**' in the right-hand panel.

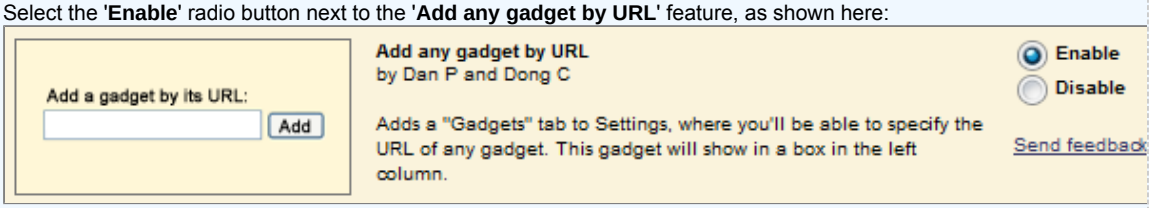
5. A text box will open, as shown above. Enter or paste the gadget's URL from your clipboard into the textbox and click '**Add**'.
6. Go back to your iGoogle home page. The gadget will appear on your iGoogle page.

Adding an Atlassian Gadget to Gmail

You can add gadgets to the left-hand panel of your Gmail page.

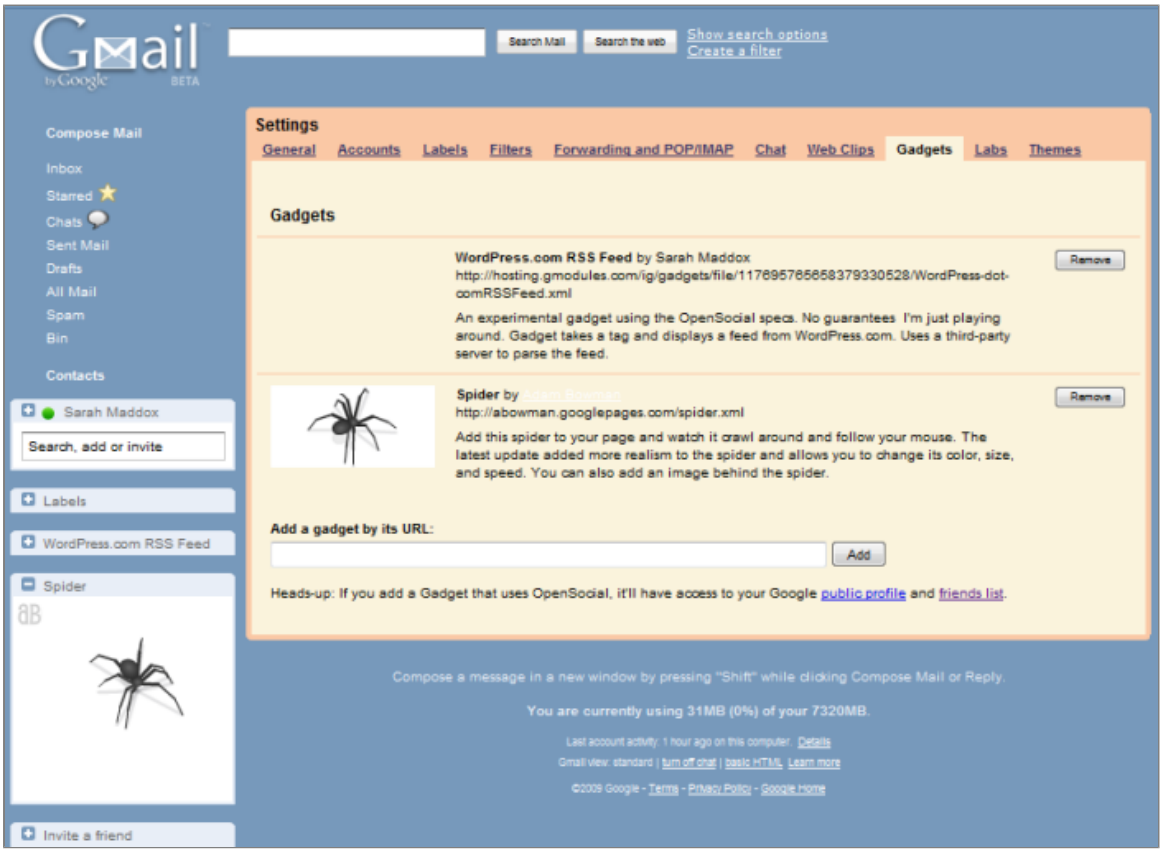
To add an Atlassian gadget to your Gmail page,

1. First find the gadget's URL as described above.
2. Log in to Gmail.
3. Click '**Settings**' near the top right of the Gmail page.
4. The Gmail settings page will appear. Click the '**Labs**' tab.
5. The Gmail Labs page will appear. This is a laboratory area or testing ground where Google allows you to use experimental features in Gmail. Scroll down to find the feature called '**Add any gadget by URL**'.
6. Select the '**Enable**' radio button next to the '**Add any gadget by URL**' feature, as shown here:



7. Click '**Save Changes**' to enable the new feature.
8. A new '**Gadgets**' tab will appear on your 'Settings' page. Click the 'Gadgets' tab.
9. The 'Gadgets' page will appear, as shown in the screenshot below. Enter or paste your gadget's URL into the '**Add a gadget by its URL**' textbox then click the '**Add**' button.
10. The gadget will appear in the left-hand panel of your Gmail page, as shown in the screenshot below.

Screenshot: Adding a gadget to Gmail



Limitations and Support

The external integrations described above should work, but they are experimental at this stage. Have fun playing around with them.

Atlassian does not support the use of Atlassian gadgets on iGoogle or other external web sites and applications.

Please note the following limitations:

1. Gadgets used on third-party web sites must draw their content from a server that is accessible on the public internet. If you run your Atlassian applications behind a firewall, the third-party web site will not be able to access the data and display it in the gadget. For example, if you put a JIRA gadget onto Gmail and your JIRA server is behind a firewall, the Google servers will not be able to retrieve the gadget specification and the JIRA gadget will display an error message on Gmail.
2. We have had difficulty adding gadgets from servers that use SSL, because Google's servers do not appear to accept our SSL certificate. These problems can be difficult to debug without help from Google.
3. Individual gadgets may or may not work well in Google's containers.

4. The production version of iGoogle does not support all of the newer gadget and OpenSocial features. The newest features may require signing up for the iGoogle Developer Sandbox. See Hints for Developing in iGoogle Sandbox.

Confluence Gadgets

This page describes the purpose of the 'Confluence Gadgets' window, how to access it and provides information about the gadgets which are bundled with Confluence.

On this page:

- The Confluence Gadgets Window
- Confluence Gadgets
  - Activity Stream Gadget
    - Activity Stream Gadget Properties
  - Confluence QuickNav Gadget
    - Confluence QuickNav Gadget Properties
  - Confluence: News Gadget
    - Confluence: News Gadget Properties

The Confluence Gadgets Window

The 'Confluence Gadgets' window displays a list of all Confluence gadgets available in your Confluence installation. These are gadgets that:

- Interact with and provide access to data in your Confluence installation
- Can be used externally such as on a JIRA 4+ server's dashboard, a page or blog post of another Confluence server, or any compatible page on a web site that accepts gadgets, such as iGoogle.

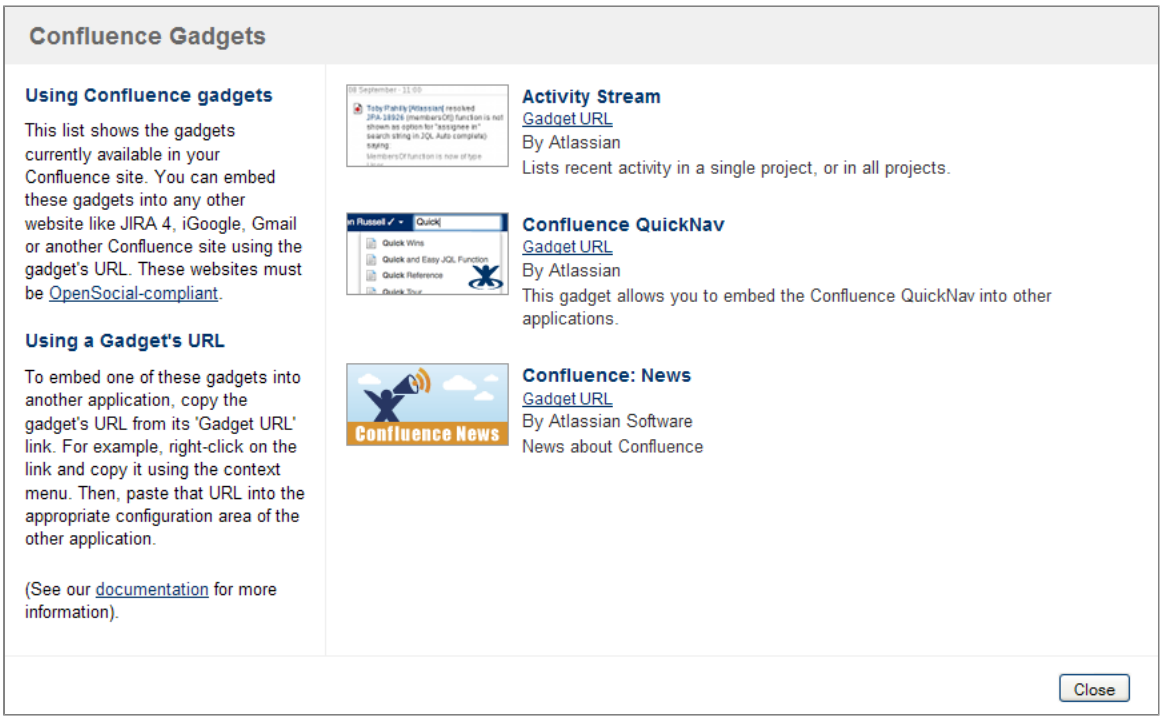
Refer to Adding a Confluence Gadget to a JIRA Dashboard or Configuring Confluence Gadgets for Use in Other Applications for more information on adding Confluence gadgets to external applications. However, a Confluence gadget can also be used within the same Confluence installation, by adding it to a page or blog post using the gadget macro.

The Confluence gadgets bundled with Confluence are described below. However, if your Confluence administrator has installed more Confluence gadgets (typically as Confluence plugins), these will also appear in this list. If there are more gadgets in the list than what will fit within this window, a scrollbar will appear on the right. To find the gadget you want, use this scroll bar to move up and down the list of gadgets.

To access the Confluence Gadgets window,

- Open the '**Browse**' menu and select '**Confluence Gadgets**'. The 'Confluence Gadgets' window will open.

Screenshot: The Confluence Gadgets Window



Confluence Gadgets

This section describes the gadgets which are bundled with Confluence.

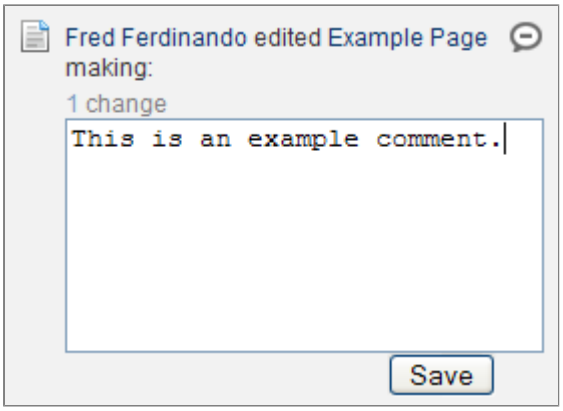
Activity Stream Gadget

The activity stream gadget is similar to the recently updated macro and shows a list of the most recently changed content within your Confluence site.

In addition to showing a list of most recently changed content, the activity stream gadget also provides the following features:

- The ability to add comments to pages and blog posts, by clicking the 'add comment' icon at the top-right of an added or edited page or blog post in the activity stream.
- The ability to reply to a comment by clicking the 'add comment' icon at the top-right of a comment in the activity stream.
- Activities are grouped by separate date.
- An RSS feed link to its content in the top-right corner of the gadget.

Screenshot: Adding a Comment in the Activity Stream Gadget



Activity Stream Gadget Properties

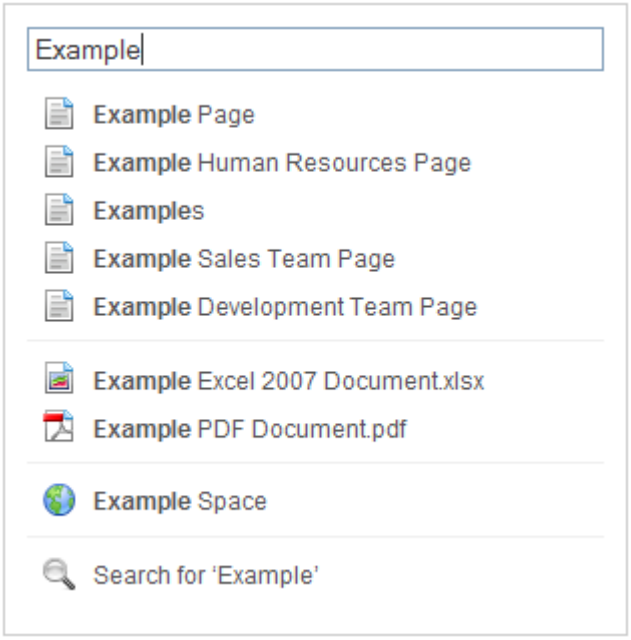
Properties are settings for Confluence gadgets that allow the user to control the content or presentation of data retrieved by the gadget. These are similar to a Confluence macro's parameters. The table below lists relevant properties for this gadget.

Property	Required?	Default	Description
Title	Yes	None	Adds a title to the top of the Activity Stream.
Projects	No	None specified i.e. display all content	This property allows you to filter content by space. This gadget will display only the pages etc. which belong to the space(s) you specify here.
Username	No	None specified i.e. display all content	Filter the results by user. The macro will display only the pages etc. which were last modified by the user(s) you specify here. You can specify one or more user, separated by a comma or a space.
Number of Entries	No	10	Specify the maximum number of results to be displayed. A maximum of 10 results will be displayed by default. The maximum value that this property can accept is 100.
Refresh Interval	No	Never/false	Specify the time interval between each refresh that the activity stream gadget will perform to update is content (and reflect any new activity that has been conducted on the Confluence site).

Confluence QuickNav Gadget

The Confluence QuickNav gadget provides the Quick Navigation Aid functionality for searching the Confluence site. For more information on how to use this feature, refer to the Quick Navigation Aid section of Searching Confluence.

Screenshot: Using the QuickNav Gadget



Confluence QuickNav Gadget Properties

This gadget has no properties and cannot be customised.

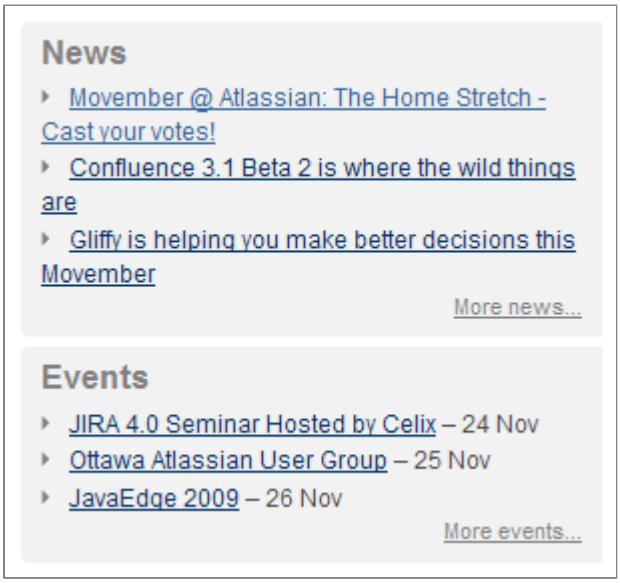
Confluence: News Gadget

The Confluence news gadget is an example of a 'news feed' gadget that shows a list of recent Confluence Product Blogs and events at Atlassian.

Clicking an item in the Confluence news gadget takes you directly to the selected blog post of the Confluence Product Blogs feed or event details on the events at Atlassian page.

Clicking **More news** takes you to the Confluence Product Blogs feed page and clicking **More events** takes you to the events at Atlassian page.

Screenshot: Using the QuickNav Gadget



Confluence: News Gadget Properties

Properties are settings for Confluence gadgets that allow the user to control the content or presentation of data retrieved by the gadget. These are similar to a Confluence macro's parameters. The table below lists relevant properties for this gadget.

Property	Required?	Default	Description
Show News?	No	True	Shows a short list of the most recent Confluence Product Blogs.

Show Events?	No	True	Shows a short list of the most recent events at Atlassian.
Show Banners?	No	True	Shows any banner advertisements (if available).

RELATED TOPICS

Adding a Confluence Gadget to a JIRA Dashboard
Configuring Confluence Gadgets for Use in Other Applications
Gadget Macro

Tracking Updates Overview

Here's how you can keep track of changes to a single page, an entire space, or to all spaces on your site.

You can only track updates to content visible to you.

Watch a space: be notified by email of new or modified content within a space. The notifications contain:

- Pages created and updated
- Blog posts created and updated
- User profiles updated

Watch a page : be notified by email of updates to a page.

Subscribe to Daily Email Reports : be notified daily of changes in all spaces to which you have 'view' access.

RSS Feeds : subscribe to Confluence RSS feeds to stay informed of

- New and updated pages
- New comments
- New news items
- New attachments

RELATED TOPICS

Managing Watches
Page History and Page Comparison Views
Viewing Space Activity

Take me back to Confluence User Guide

Managing Watches

The '**Watches**' page displays a list of all pages and spaces you are currently watching. You will be sent email notifications when changes are made to your watched pages and spaces.

To manage your notifications for your 'Watches',

1. Go to the '**Profile**' view for your user profile. To do this:
   - Log in to Confluence, if you have not already done so.
   - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. Go to the '**Watches**' tab. This lists the pages and spaces you are currently watching. Click the envelope icon beside any unwanted watches to remove them.
3. Click the '**email settings**' link to go to the '**Email**' section of the '**Settings**' tab.
4. Click the '**Edit**' button to enter edit mode.
5. Select the '**Notify on my actions**' check box if you want Confluence to include your own actions in your notifications for your watches. Clear this if you do not want to be notified of your own actions.
   Note that this option only applies to your watches and not to the Daily Report.
6. Use the '**Email Format**' drop-down menu to choose whether you want to receive your notifications as HTML or plain text. Note that this will apply to the Daily Report as well as to your notifications for watches.
7. Click the '**Save**' button to save your changes.

RELATED PLUGINS

Consider adding a plugin to extend Confluence's functionality.

- Confluence Contributors Plugin — allows you to list the users, watchers, labels and etc in a page.
- Autowatch Plugin — allows you to automatically turn on the page watch if a comment is added.

RELATED TOPICS

Watching a Space
Watching a Page
Subscribing to Daily Email Reports
Tracking Updates Overview
User Profile Overview

Take me back to the Confluence User Guide.

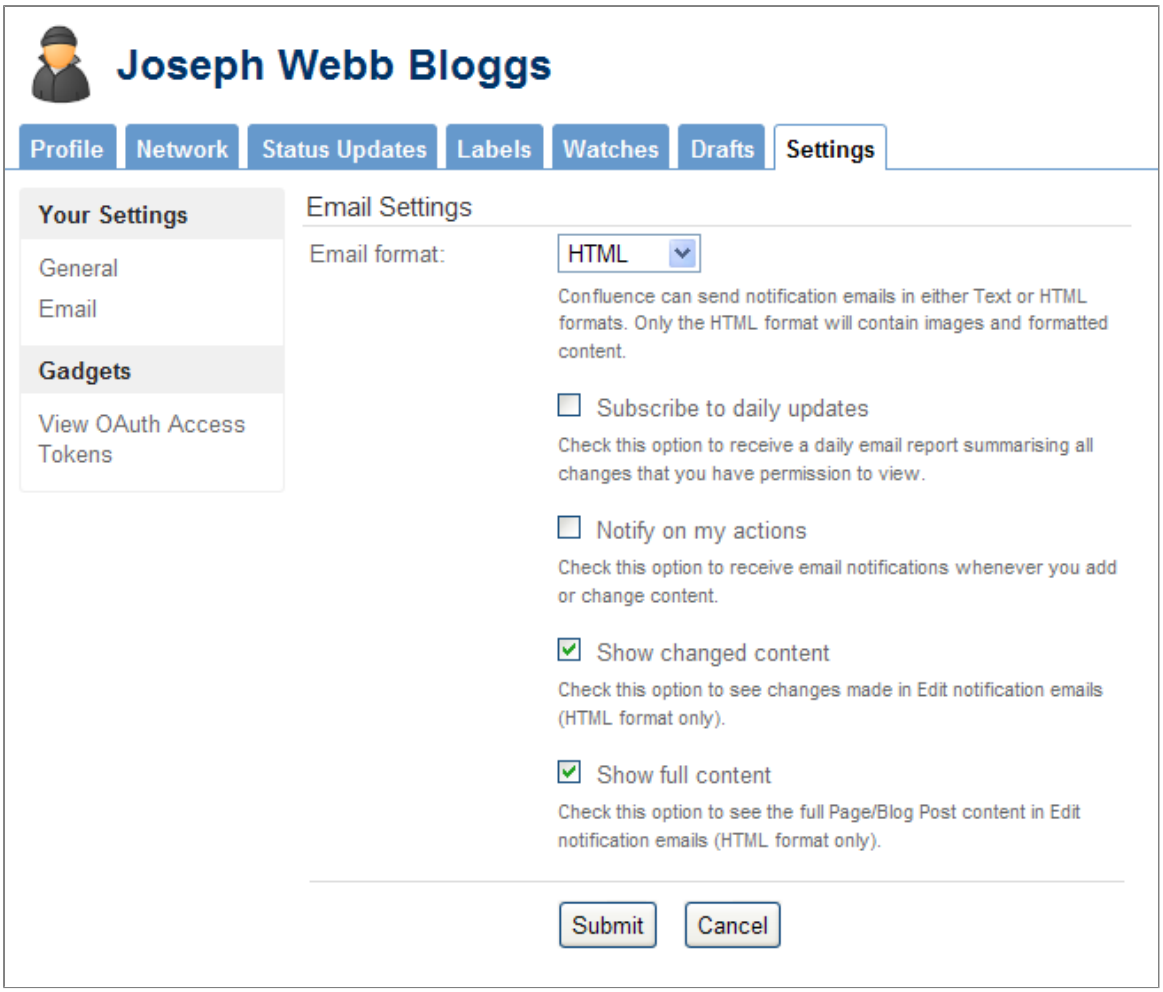
Subscribing to Daily Email Reports

When you subscribe to the daily report, you will be sent an email with a summary report of changes in all spaces visible to you. Users who updated their personal profile will also have their name listed in the daily report.

To subscribe to the daily report,

1. Go to the '**Profile**' view for your user profile. To do this:
    - Log in to Confluence, if you have not already done so.
    - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
    - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. Click the '**Settings**' tab.
3. In the left-hand panel, click the '**Email**' link.
4. Click the '**Edit**' button.
5. From the '**Email Format**' drop-down menu, select whether you want to receive your notifications as HTML or plain text. This will apply to all your email notifications, including your watches.
6. Select the check box beside '**Subscribe to daily updates**'.
7. If you want to receive a notification each time you add or edit content on Confluence yourself, select the check box beside '**Notify on my actions**'. If you leave this check box cleared, you will receive notification of other people's actions but not of your own.
8. If you want to see content changes made in Edit notification email messages, select the check box beside '**Show changed content**'. If you leave this check box cleared, content changes will be omitted from your emails.
9. If you want to see full page or blog post content in Edit notification emails, select the check box beside '**Show full content**'. If you leave this check box cleared, full page or blog post content in Edit notification emails will be omitted from your emails.
10. Click the '**Submit**' button.

Screenshot: Subscribing to daily updates



RELATED TOPICS

Tracking Updates Overview
User Profile Overview

Take me back to the Confluence User Guide.

Subscribing to RSS Feeds within Confluence

RSS feeds allow you to track updates to content within Confluence. You will need an RSS newsreader to subscribe to them.

On this page:

- Confluence RSS Feeds
- RSS Newsreaders
- Removing an RSS Feed

Confluence RSS Feeds

You can create a customised RSS feed using the RSS Feed Builder (recommended) or subscribe to one of the pre-specified feeds generated by Confluence.

What would you like to do?

- Create and subscribe to customised RSS feeds using the RSS Feed Builder — create a customised RSS feed (e.g. filter your feed using a label; specify the number of items and days to include in your feed; etc.)
- Subscribe to pre-specified RSS feeds — generate an RSS feed automatically in a minimal number of steps.
- Subscribe to a feed of bookmarks created via the Social Bookmarking plugin.
- Subscribe to a feed of any Confluence user's network to track the activities of users they are following in their network.

To have your newsreader log into Confluence, you can add your username and password to the feed URL. But please note that if you do this, someone with access to your RSS newsreader configuration can read your password.

RSS Newsreaders

The following are some popular RSS newsreader programs for various operating systems. You can find a more comprehensive list on Google's open directory.

Windows

- SharpReader
- NewsGator
- Syndirella
- FeedDemon
- NewzCrawler

Mac OS X

- Safari
- NetNewsWire
- NewsFire
- Shrook

Multi-Platform

- NewsMonster (Runs in the Mozilla web browser)
- Radio Userland (Windows and MacOS)
- AmphetaDesk (Windows, Unix, Mac OS X)

Removing an RSS Feed

There is no need to try to delete or remove an RSS feed built by the Confluence RSS feed builder.

Explanation: The feeds generated by the RSS Feed Builder are dynamically generated via the parameters included in the feed URL (address). For example, take a look at the following feed URL:

```
http://confluence.atlassian.com/createrssfeed.action?types=page&sort=modified&showContent=true...
```

The above feed URL will generate a list of pages ('types=page'), sorted by the modification date and showing the page content. The feed is generated at the time when the URL is fetched and there is no RSS feed information stored on the database. For that reason, there is no need to remove anything.

RELATED TOPICS

Tracking Updates Overview
Working with RSS Feeds
RSS Feed Macro
Adding a username and password to Confluence RSS feeds

Take me back to the Confluence User Guide.

Using pre-specified RSS feeds

If you want to customise your Confluence RSS feed (e.g. use a label to filter your feed), use the RSS Feed builder instead.

To subscribe to RSS feeds generated by Confluence, for a particular space

1. Go to '**Browse**' and select '**Advanced**' from the dropdown list. The 'Advanced' screen will appear.
2. Click on '**RSS Feeds**' in the left-hand column.
3. Copy and paste the link for one of the following feeds into your RSS newsreader:
    - Pages
    - News
    - Mail
    - Comments
    - Attachments
    - All content
4. To have your newsreader log into Confluence, you can add your username and password to the feed URL.
   Please note that if you do this, someone with access to your RSS newsreader configuration can read your password.

To subscribe to RSS feeds generated by Confluence, for a particular page (where available)

1. Locate the following icon, which is available in the top-right corner of certain pages:
2. Copy and paste the icon's link into your RSS newsreader.
3. To have your newsreader log into Confluence, you can add your username and password to the feed URL.
   Please note that if you do this, someone with access to your RSS newsreader configuration can read your password.

RELATED TOPICS

Adding a username and password to Confluence RSS feeds
Using the RSS Feed Builder
Tracking Updates Overview
Working with RSS Feeds
RSS Feed Macro

Take me back to the Confluence User Guide.

Using the RSS Feed Builder

Using the RSS feed builder, you can create customised RSS feeds to subscribe to changes within Confluence.

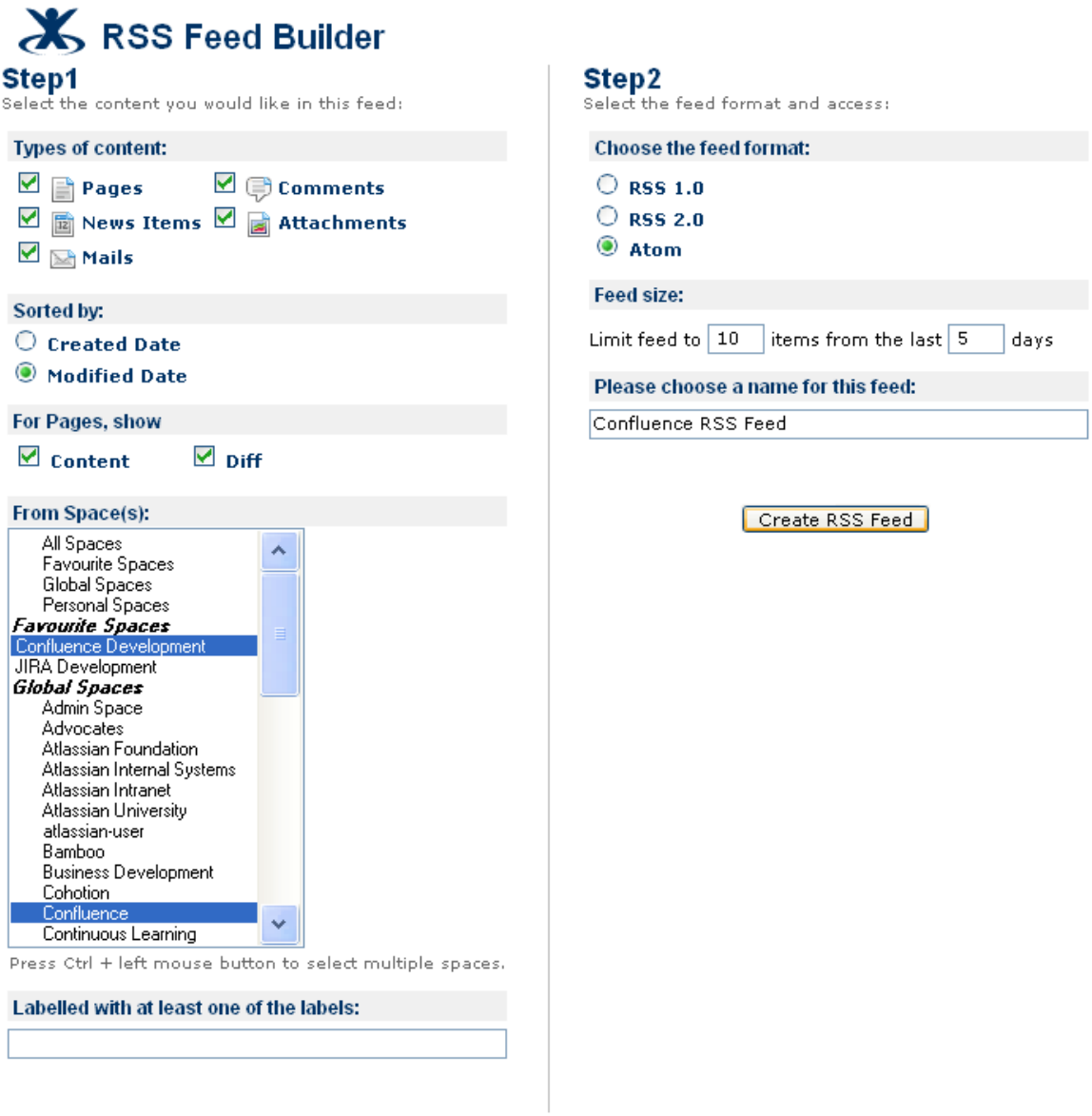
More information about RSS Feeds.

Building an RSS Feed

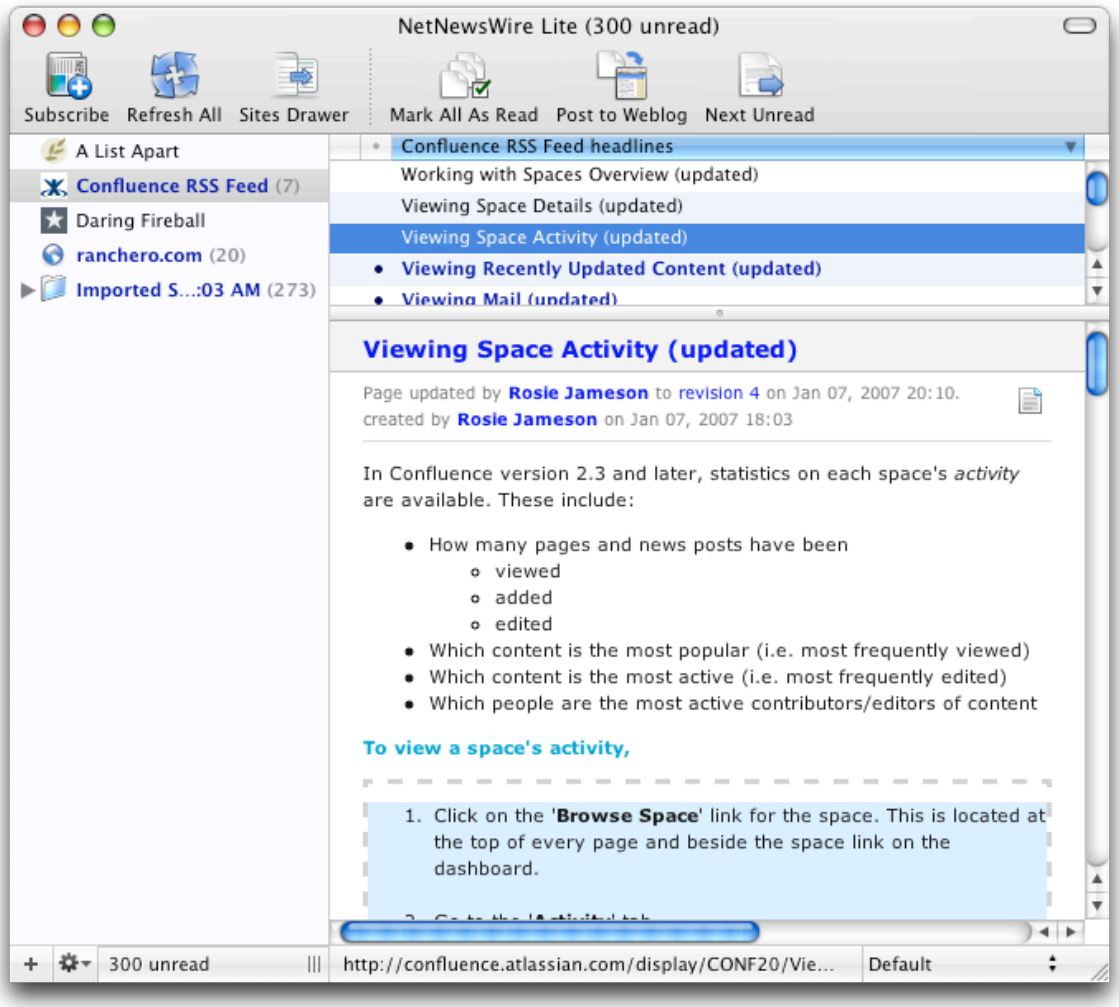
To create a customised RSS feed,

1. Go to the dashboard and click on the RSS feed builder link located below the list of spaces. This will display a form as shown below.
2. **Type of Content**: Check the boxes to select one or more content types you want to subscribe to: Pages, News Items, Mail, Comments, and Attachments.
3. Choose whether to sort items in your RSS feed by the date they were originally **Created** or the date they were last **Modified**.
4. *(Applies to pages only.)* Choose whether your RSS feed should display the entire page **Content**, or just the updated content (**Diff**).
5. Select one or more spaces from the drop-down list. Press Ctrl + left mouse button to select multiple spaces.
6. If you want to filter your RSS feed using a **label**, enter the label name in the input-field.
7. Choose the **format** for your RSS feed (if different from the default).
8. Specify the number of items you want displayed and from how far in back in time you want Confluence to look.
9. Type a **name** for your RSS feed.
10. Click '**Create RSS Feed**' when you are done. This will take you to a new screen. Drag or copy the link displayed into your RSS reader.
11. To have your newsreader log into Confluence, you can add your username and password to the feed URL. But please note that if you do this, someone with access to your RSS newsreader configuration can read your password.

Screenshot 1 : RSS feed builder



Screenshot 2 : Example Feed



Removing an RSS Feed

There is no need to try to delete or remove an RSS feed built by the Confluence RSS feed builder.

Explanation: The feeds generated by the RSS Feed Builder are dynamically generated via the parameters included in the feed URL (address). For example, take a look at the following feed URL:

```
http://confluence.atlassian.com/createrssfeed.action?types=page&sort=modified&showContent=true...
```

The above feed URL will generate a list of pages ('types=page'), sorted by the modification date and showing the page content. The feed is generated at the time when the URL is fetched and there is no RSS feed information stored on the database. For that reason, there is no need to remove anything.

RELATED TOPICS

Adding a username and password to Confluence RSS feeds
RSS Feeds FAQ
Tracking Updates Overview
Working with RSS Feeds

Take me back to Confluence User Guide

Watching a Page

When you watch a page, you are notified by email whenever the page is modified.

You will receive email notifications for:

- page edits (unless the "Minor change" checkbox is ticked before saving) or page deletion
- attachments (including new versions of an existing attachment or deletions of an existing attachment)
- comments (including new comments, edits of existing comments or deletions of existing comments).

Note: You will not receive notifications when page content changes simply due to the output of a macro.

For example: The output of the {children} macro will change if someone adds a child page. The page when displayed will show the new child page. But the page content itself has not been edited, so no notifications will be sent.

To watch a page, you require 'View' permission for the page.

To start watching a page,

1. Go to the page.
2. Click the Tools menu at the top of the page.
3. Select the '**Watch Page**' icon from the list. This will be replaced with the '**Stop Watching Page**' icon.

To stop watching a page,

1. Go to the page.
2. Click the Tools menu at the top of the page.
3. Select the '**Stop watching Page**' icon from the list. This link will be replaced the '**Watch Page**' icon.

Here is an example of the email notification you will receive when a comment is added to a watched page:

Handy Hint
You can manage your watches via the '**Watches**' tab under your user profile settings. See Managing Watches.

RELATED TOPICS

Watching a Space
Managing Watches
Tracking Updates Overview
Browsing a space
Updating Email Address

Take me back to Confluence User Guide

Watching a Space

When you watch a space, you are notified by email whenever content is added to it or updated.

To start watching a space,

1. Go to the '**Advanced**' view for the space. To do this:
   - Go to a page in the space, open the '**Browse**' menu and select '**Advanced**'. The 'Advanced' view will open.
2. In the left-hand panel, click '**Start watching this space**'. This link will be replaced with a new link to '**Stop watching this space**'.

To stop watching a space,

1. Go to the '**Advanced**' view for the space. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Advanced**'. The 'Advanced' view will open.
2. In the left-hand panel, click '**Stop watching this space**'. This link will be replaced with a new link to '**Start watching this space**'.

Handy Hint
You can also stop watching a space via the '**Watches**' tab under your user profile settings. See Managing Watches.

RELATED TOPICS

Watching a Page
Managing Watches
Tracking Updates Overview
Browsing a space
Updating Email Address

Take me back to Confluence User Guide

Working with RSS Feeds

An RSS feed is a format for delivering summaries of regularly changing web content. Subscribing to an RSS feed allows you to stay informed of the latest content from sites that you are interested in.

RSS isn't designed to be read in a regular web browser. Specialised RSS newsreader programs can check RSS files every so often, and tell you what's new on a site. Your reader may be on a website, an addon to your browser, part of your email program, or a stand-alone program.

Confluence works with RSS in two ways:

- Confluence generates its own RSS feeds for tracking updates to content within Confluence. You will need an RSS reader which can grab the RSS feeds from Confluence and display them for you.
- Confluence's RSS macro allows you to display the contents of RSS feeds on a Confluence page. The feeds may come from a Confluence feed generator or from external sites. In this way, Confluence can act as an RSS reader.

For a technical description of RSS, read Mark Pilgrim's "What is RSS?" article on XML.com.

RELATED TOPICS

Subscribing to RSS Feeds within Confluence
Displaying content from RSS feeds on a Confluence page
Tracking Updates Overview

Take me back to Confluence User Guide

Adding a username and password to Confluence RSS feeds

You can create a feed from Confluence, so that you can keep track of updates to Confluence content. You will then use a feed reader to display the feed. Your feed reader may be an RSS newsreader (examples here), or you can display the feed on a Confluence page using the RSS Feed Macro.

Adding your username and password to the feed URL

After creating the feed, you can add your username and password to the feed URL. This will allow your feed reader to log in to Confluence. You will need to add your username and password for feed readers which use the RSS Feed Macro as well as for external RSS newsreaders.

The instructions below apply to feeds coming from Confluence. To log in to external blogs, you will need to know the specific parameters to include in the URL. The terms 'os_username' and 'os_password' are specific to Confluence.

- If you are using a newsreader, anyone with access to your RSS newsreader configuration can read your password.
- If you are embedding your feed on a Confluence page, you will include your username and password in the text of the page. Your password will be visible to anyone who can edit the page or view the source of the page.

To add a username and password to a Confluence RSS feed,

1. Get the feed URL by creating a feed from Confluence.
2. Add one of the two following strings of text to the end of the URL:
    a. '?os_username=myname&os_password=mypassword' (i.e. the first character must be '?' if your URL does not yet contain a parameter list starting with '?')
    b. '&os_username=myname&os_password=mypassword' (i.e. the first character must be '&' if your URL already contains a parameter list starting with '?')
    - Leave out the quotes.
    - Replace 'myname' with your username.
    - Replace 'mypassword' with your password.
    - If your username or password contain special characters, replace with URL encoding as shown below.
    - Leave the rest of the text exactly as it is.
3. Copy the URL into your newsreader or into the Confluence RSS Feed Macro.

Example:
Below is an example of a Confluence feed URL. In the example, the username is 'Firstname Lastname' and the password is 'realpassword'. (Ignore the line-breaks in the example - we added them because the URL is too long to display comfortably on the page.)

```
{rss:url=http://confluence.atlassian.com/createrssfeed.action?types=page&types=comment&sort=modified&showContent=true&showDiff=
&spaces=DOC&labelString=&rssType=atom&maxResults=5&timeSpan=5&publicFeed=false
&title=Example+Confluence+RSS+Feed+With+Authentication&os_authType=basic&os_username=Firstname+Lastname&os_password=
```

URL encoding for special characters

If you include special characters in a URL string, you must replace them with special codes, called URL encoding or percent encoding. Below are the codes for some of the most-used characters.

You can find more information here, and a URL translation function here.

Character	URL encoding
space	+
$	%24
<	%3C
>	%3E

Examples:

Your password	String to include
mypassword	&os_password=mypassword
mypassword$	&os_password=mypassword%24
mypassword$2	&os_password=mypassword%242

RELATED TOPICS

Tracking Updates Overview
Working with RSS Feeds
RSS Feed Macro

Take me back to Confluence User Guide

RSS Readers Compatibility

Due to some users having problems with Confluence RSS Feeds, some research was done with several RSS Feed Readers. RSS Feeds have been created through the feed builder and tested on a Windows machine. For each feed reader they have been tested with both authentication and public access, checking for the visibilty of content, icons and images. The results are in the tables below:

Feeds with authentication

RSS Feed Reader	Content	Icons	Images	Notes
RssReader 1.0.880	✓	✓	✓	• Shows the entire page (including the header panel & view,edit tabs)
JetBrains Omea Reader 2.1.6	✓	✓	✓	• Shows the changes between revisions in the nice red/green colours of Confluence

IE 7.0	✗	✓	✓	• Content is all there however not all html is rendered correctly (for example .tag {font-style:italic;} is shown in the content as raw text) • Shows the changes between revisions, but without the red/green colours
Thunderbird 1.5.0.7	✓	✓	✓	• Shows the entire page
Bloglines	✓	✓	✓	• Simple online feed reader • Shows the changes between revisions, but with arrows
Google Reader	✓	✓	✓	• Simple online feed reader • Shows the entire page
Yahoo	✗	✗	✗	• Error message: Invalid URL format

Feeds with public access

RSS Feed Reader	Content	Icons	Images
RssReader 1.0.880	✓	✓	✓
JetBrains Omea Reader 2.1.6	✓	✓	✓
IE 7.0	✗	✓	✓
Thunderbird 1.5.0.7	✓	✓	✓
Bloglines	✓	✓	✓

Searching Confluence

The search box at the top right of your Confluence screen allows you to search Confluence wherever you happen to be in the site. It offers you a quick navigation aid as well as a full site search. You can also search Confluence directly from your browser's search box.

Screenshot: The search box at the top right of a Confluence screen

On this page:

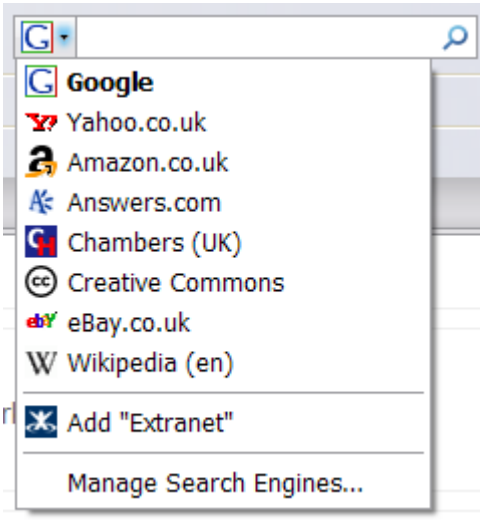
- Searching Confluence from your Browser's Search Box
- Using the Quick Navigation Aid
- Performing a Full Search
- Viewing Attached Office Documents
- Accepting 'Did you mean' Suggestions from Confluence
- Filtering your Search Results
- Advanced Search Syntax
- Browsing Related Labels
- Searching the Content of Attachments

Searching Confluence from your Browser's Search Box

If you are using Firefox or Internet Explorer 7 or later, you can add add your Confluence site as a search provider, via the dropdown menu next to the browser's search box.

The example below shows the 'Extranet' Confluence site offered for inclusion as a search engine in the browser's search box.

Screenshot: Adding your Confluence site to your browser's search box



OpenSearch
Confluence supports the autodiscovery part of the OpenSearch standard, by supplying an OpenSearch description document. This is an XML file that describes the web interface provided by Confluence's search function. Any client applications that support OpenSearch will be able to add Confluence to their list of search engines. Your Confluence Administrator can enable or disable the Open Search feature via the Confluence Administration Console.

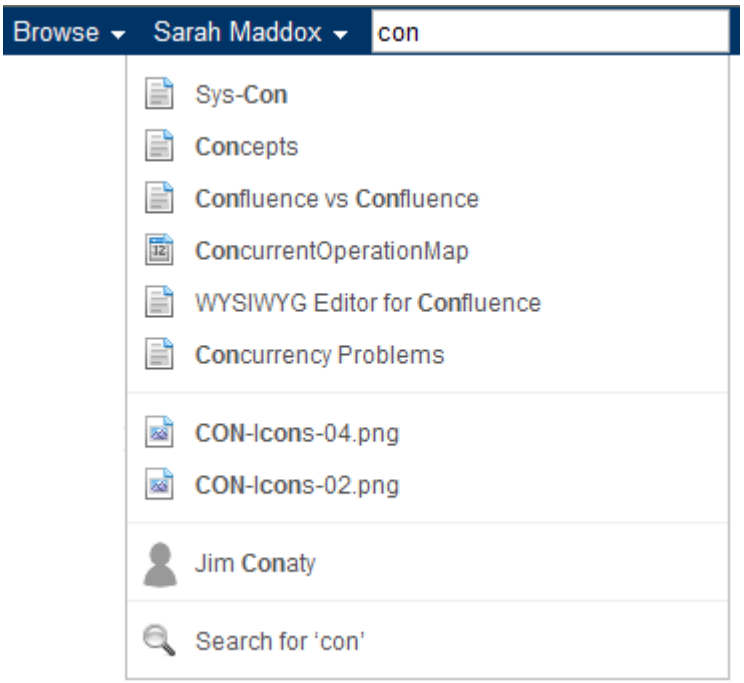
Using the Quick Navigation Aid

The quick navigation aid automatically offers a dropdown list of pages and other items, matched by title to your search query. You can select one of the offered items or ignore them altogether.

To use the quick navigation aid,

1. Start typing your query into the search box located at the top right-hand corner of every screen. Confluence matches titles as you type, showing a quickly-adjusting dropdown list of pages, news items, personal profiles, attachments and so on.
   Press the Enter key if you want to bypass the quick navigation aid and perform a full search, as described below.
2. To see the space to which an item belongs, let your mouse pointer hover over the item in the dropdown list.
3. Use the up- and down-arrows on your keyboard to move up and down the list of matching titles and select an item.
4. Press the Enter key to open the selected item.
5. If you do not find what you are looking for, select the '**Search for**' option at the bottom of the list and press the Enter key to do a full search. This has the same effect as pressing Enter immediately after typing your search query. The full search is described below.

Screenshot: The quick navigation aid showing titles matching the query 'con'



Here is more information about how the quick navigation feature works:

- Confluence will truncate any titles that are too long to be displayed.
- If a title is too long to fit the box, hover your cursor over the title to see the full text.
- The matching items are grouped by content type so that you can quickly find the type you want. Confluence shows a maximum of 6 pages and/or news items, 2 attachments, 3 people and 2 spaces. If no matches are found in a particular category, then that category does not appear in the list.
- Items are ordered with the most recent updates first.
- When the matching item is a person's name, their profile picture appears next to their name in the list.
- The part of the title that is matched by the search query is highlighted in bold text.

Your Confluence Administrator can enable or disable the quick navigation feature via the Confluence Administration Console.

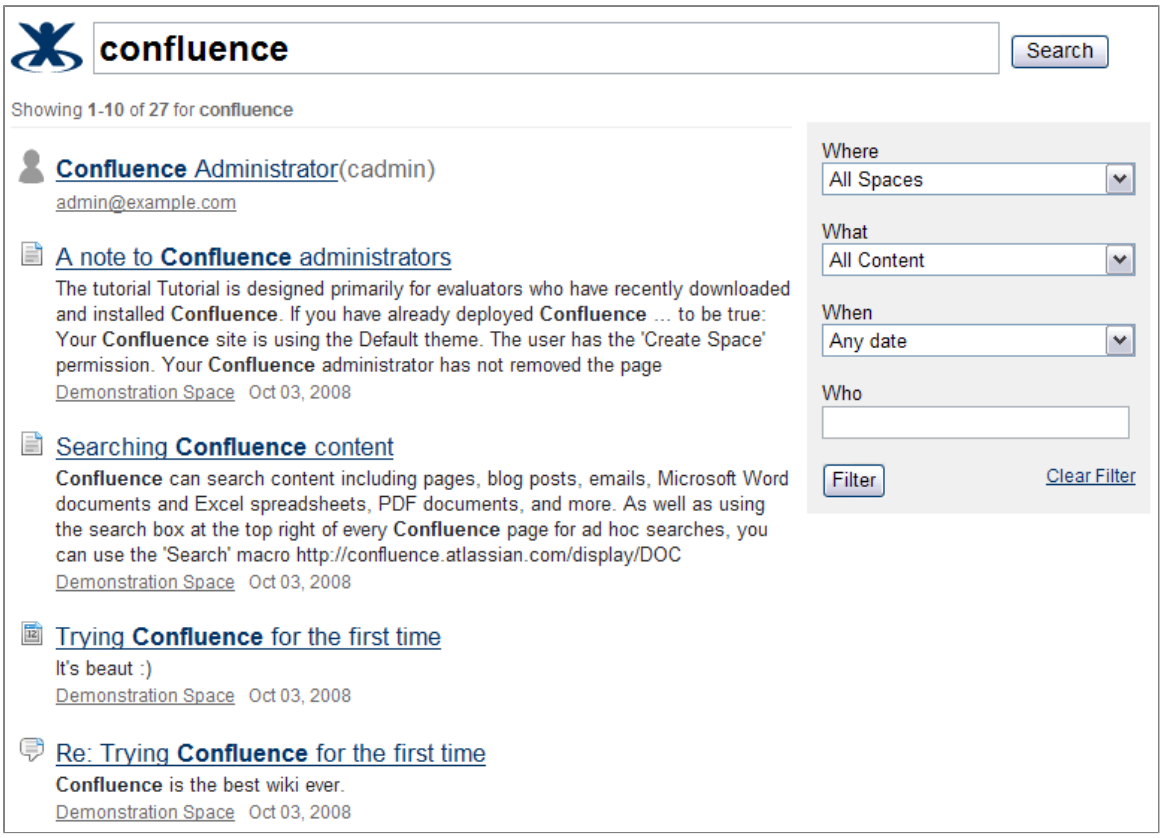
Performing a Full Search

When you perform a full search, Confluence will search all content in all spaces (global and personal), mail, personal profiles, attachments and the space description. The results will appear on a new screen.

To use the full search,

1. Type your query into the search box located at the top right-hand corner of every screen (or type it into the text box at the top of the Search screen).
2. Press the Enter key. (This means that you will ignore the dropdown list of titles offered by Confluence's quick navigation aid, described above.)
3. The Search screen appears, as shown below. If any Confluence pages or items match your search query, the Search screen shows a list of the matching items.
4. Click an item's title to open the Confluence page or other item.

Screenshot : Results of searching for 'confluence'



On the left of the screen you will see a text block for each item that matched the search criteria, with the following information for each item:

- An icon representing the content type (user profile, space, page, news item, etc). See Confluence Icons.
- The title or name of the content item.
- For attachments: The size and type of file, with a link to download or view the attachment where relevant. See information on viewing Office attachments below.
- The most relevant few lines of content from within the item. Any words that match your search query are highlighted within the content.
- For personal profile items: The email address.
- The space to which the item belongs, displayed on the last line of the item's text block.
- The date when the content item was last modified.

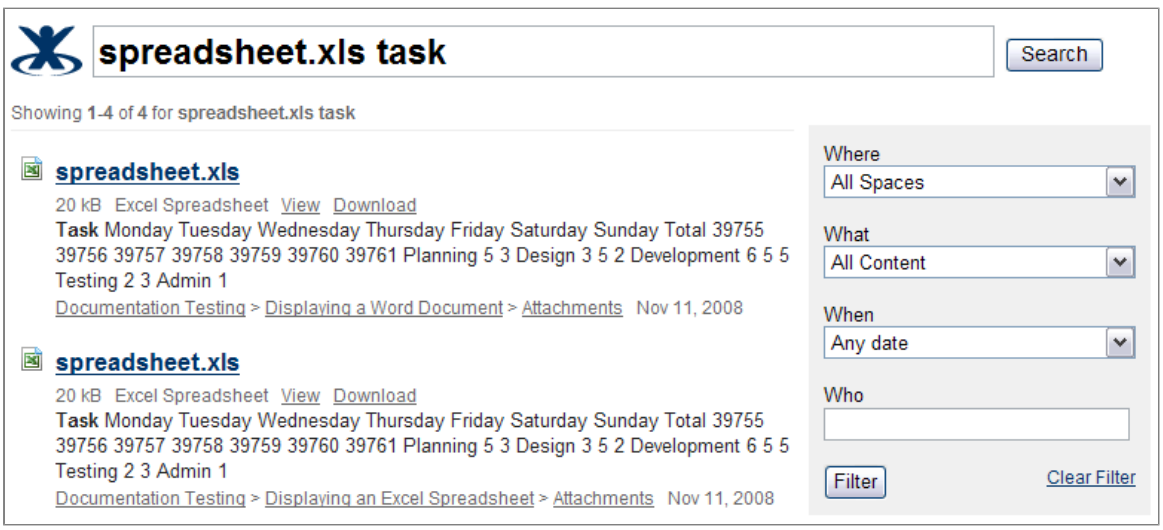
You will see only search results which you have permission to view.

On the right of the screen are further options which allow you to tailor or filter your search results. See below.

Viewing Attached Office Documents

When the search results include an attached Office document, you will see a '**View**' link as shown in the screen snippet below.

Screenshot : Search results include an attached Office document with 'View' link



Click the '**View**' link to view the content of the Office document within Confluence. If you have an Office application installed, you will also be able to launch your Office editor from within Confluence. See Displaying Office Files in Confluence and Working with the Office Connector.

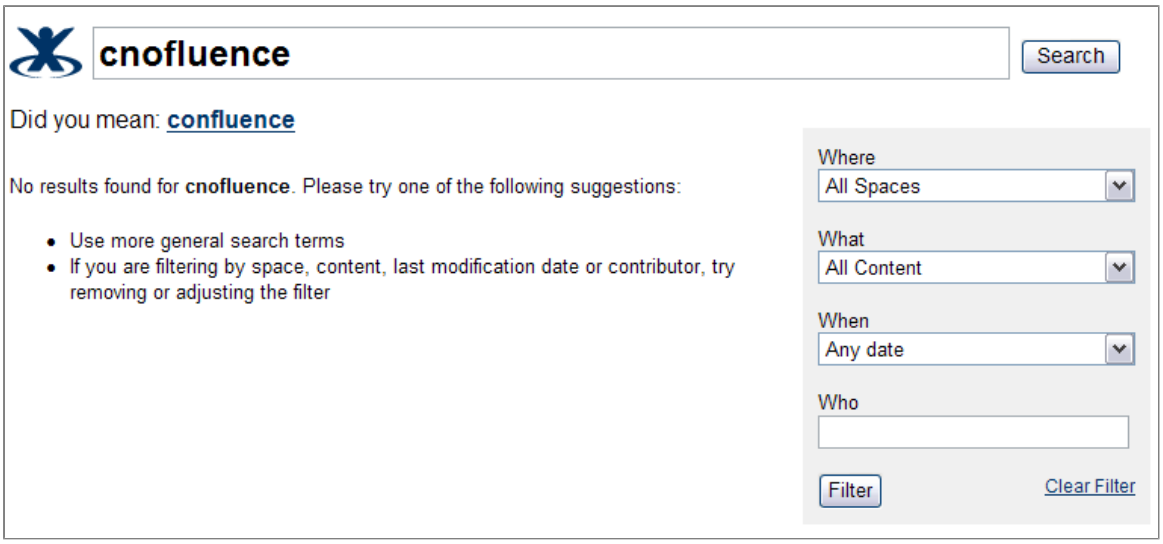
Accepting 'Did you mean' Suggestions from Confluence

When you perform a full Confluence search, as described above, Confluence may offer you an alternative spelling of your search query. The alternative spelling will appear next to the words '**Did you mean**', as shown in the example below.

To accept an alternative spelling suggestion,

1. Type your query into the search box.
2. Press the Enter key.
3. Confluence will analyse the wiki content, to determine whether an alternative spelling of your search query occurs more often in the wiki content. If this is the case, the words '**Did you mean**' will appear on the screen, along with an alternative spelling for your search query.
4. If you want to try the alternative spelling, click the word showing the suggested spelling. In the example below, you would click the word '**confluence**'.

Screenshot : The Search screen with 'Did you mean' offering a corrected spelling



Here is more information about how the 'Did you mean' feature works:

- Confluence uses both a dictionary (bundled with Confluence) and words mined from the content on your system to work out the best alternative spellings of your search terms. Practically, this means that Confluence can provide spelling corrections for specialised jargon that may not appear in a standard dictionary. In general, when deciding between alternative spellings, Confluence will favour words that appear more often in your content.
- In some cases, the 'Did you mean' suggestion may appear even when there are Confluence pages, etc, which match your search query. In other cases, there will be no items which match your search criteria. In both cases, Confluence will offer a 'Did you mean' suggestion if there is a word which will help you find more relevant content.
- The 'Did you mean' feature may offer more than one suggestion.
- The 'Did you mean' suggestion may even offer an incorrect spelling. This would happen if the incorrect spelling occurs many times within your Confluence site. This is intentional, because the aim of the 'Did you mean' feature is to help you find content, not to correct your spelling.

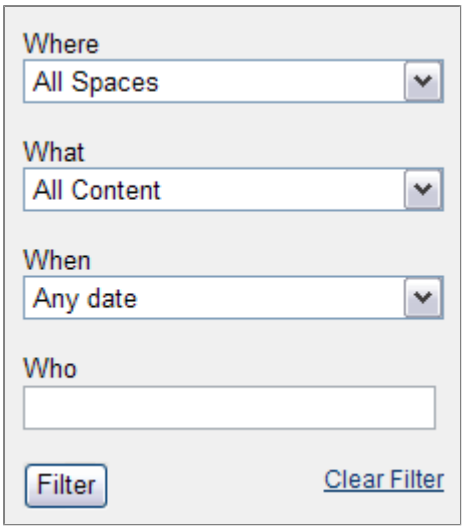
Your Confluence Administrator can enable or disable the 'Did you mean' feature via the Confluence Administration Console.

Filtering your Search Results

The Search screen, pictured above, appears when you do your first search. By default, Confluence will search all content across your Confluence site, including all spaces, mail archives, attachments and all other content types.

On the right of the screen are options which allow you to tailor or filter the search results.

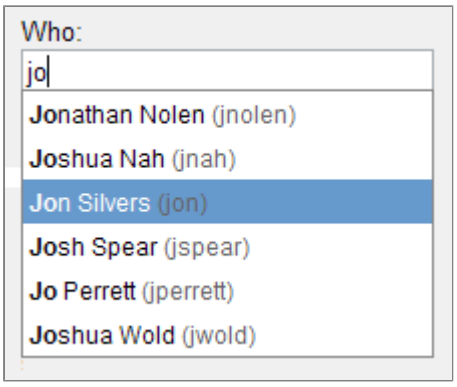
Screenshot : Filtering your search results



Enter your filter criteria as described below, then click the '**Filter**' button.

- **Where** — Restrict your search results to a particular space, or to your favourite spaces, global spaces or personal spaces.
- **What** — Restrict your search results to a particular content type (pages, news items, mail, etc).
- **When** — Restrict your search results to content modified within a particular period of time (today, yesterday, within the last week or within the last month).
- **Who** — Restrict your search results to content last modified by a particular user. You can start typing the person's username or part of their name into the text box as follows:
  - Type the username (e.g. 'jsmith').
  - Or start typing the person's first name (e.g. 'john')
  - Or their last name (e.g. 'smith').
  - Or another part of their name, such as a middle name.
    Confluence will offer you a list of possible matches. Use your mouse to select the person you want, then press the Enter key to filter the search results.

    Screenshot : Filtering your search results by user

    More information about the user-matching filter:
  - The user-matching filter is *not* case sensitive. You can enter upper or lower case letters and will receive the same results.
  - When looking for users to match the name you entered, Confluence divides a person's name into logical units corresponding to first name, middle name (one or more) and last name. It matches the letters of each unit in the name you entered against the letters of each unit in the user directory. For example, you can enter 'jo sm' to look for John Smith. The search is triggered after you have entered at least two letters.
  - For each part of the name, you need to enter at least two letters. For example, if you enter just 'john s', the filter will look for users called 'john' and will ignore the 's'. Similarly, if you enter 'j smith' you will see everyone with the name 'smith' even if their first name does not start with a 'j'.
  - You are not forced to use the auto-complete list. You can just type 'jsmith' or 'jo sm' and filter on that without choosing a match from the dropdown list. Confluence will warn you if there is more than one user corresponding to the name you have entered.

Click '**Clear Filter**' if you want to remove all your filters and perform the same search again but without the filter.

Advanced Search Syntax

See Confluence Search Syntax for more ways to refine the text you enter into the search box.

Additionally, see Confluence Search Fields for special parameters you can use in the search box to search on various metadata.

Browsing Related Labels

Also on the right of the Search screen, Confluence will offer a list of labels which are related to your search query. See the screenshot above.

You can click a label to see all pages and news items tagged with that label. See Navigating Pages by Label.

Searching the Content of Attachments

When you search Confluence, by default the search will include the content of the following types of attachments:

- Word
- Text
- PowerPoint
- Excel
- PDF
- HTML

To search the content of other attachment types, you will need to use an attachment content extractor plugin. For more information, take a look at the following:

- Existing extractor plugins which you can install on your Confluence site.
- Guidelines on developing your own attachment content extractor plugin.

RELATED TOPICS

Confluence Search Syntax
Confluence Search Fields
Ranking of Search Results
Text Tokenisation and Filtering
Search Macro
Livesearch Macro
Pagetree Macro (includes an optional search box)
Viewing labelled pages
Searching the People Directory

Take me back to Confluence Documentation Home

Confluence Search Fields

Purpose of this document
This page is intended for **developers and advanced users** of Confluence. It gives an overview of the Apache Lucene search fields used in Confluence.

On this page:

- Searching for Content in Specific Fields
- Confluence Search Fields
  - Personal Information
  - Pages
  - News
  - Attachments
  - Mail Items

Searching for Content in Specific Fields

Confluence data is stored in fields which can be specified in the search. To search a specific field, type the name of the field followed by a colon ':' and then the term you are looking for.

Examples:

```
1.title:"Some Title"
```

```
1.labelText:chalk
```

The field specification applies only to the term directly preceding the colon. For example, the query below will look for "Some" in the title field and will search for "Heading" in the default fields.

```
1.title:Some Heading
```

Confluence Search Fields

Below are the fields which can be searched, listed by content type.

Personal Information

Name	Indexed	Stored	Tokenised	Notes
handle	true	true	false	
type	true	true	false	
urlPath	true	true	false	
fullName	true	true	true	
username	true	true	true	
title	true	true	false	
labelText	true	true	true	
modified	true	true	false	
created	true	true	false	
userpermission	true	true	false	
contentBody	true	true	true	

Pages

Name	Indexed	Stored	Tokenised	Notes
handle	true	true	false	
type	true	true	false	
urlPath	true	true	false	
title	true	true	true	
spacekey	true	true	false	
labelText	true	true	true	
modified	true	true	false	
created	true	true	false	
userpermission	true	true	false	
contentBody	true	true	true	
lastModifiers	true	true	false	Username of the user who last updated the page.
creatorName	true	true	false	Username of the user who added the page.

News

Name	Indexed	Stored	Tokenised	Notes
handle	true	true	false	
type	true	true	false	
urlPath	true	true	false	
title	true	true	true	
spacekey	true	true	false	
labelText	true	true	true	
modified	true	true	false	
created	true	true	false	
userpermission	true	true	false	
contentBody	true	true	true	
lastModifiers	true	true	false	Username of the user who last updated the news item.

creatorName	**true**	**true**	**false**	Username of the user who created the news item.

Attachments

Name	Indexed	Stored	Tokenised	Notes
handle	**true**	**true**	**false**	
type	**true**	**true**	**false**	
urlPath	**true**	**true**	**false**	
filename	**true**	**true**	**true**	
title	**true**	**true**	**false**	
comment	**true**	**true**	**true**	
spacekey	**true**	**true**	**false**	
modified	**true**	**true**	**false**	
created	**true**	**true**	**false**	
userpermission	**true**	**true**	**false**	
contentBody	**true**	**true**	**true**	

Mail Items

Name	Indexed	Stored	Tokenised	Notes
handle	**true**	**true**	**false**	
type	**true**	**true**	**false**	
urlPath	**true**	**true**	**false**	
title	**true**	**true**	**true**	
spacekey	**true**	**true**	**false**	
messageid	**true**	**true**	**false**	
inreplyto	**true**	**true**	**false**	
recipients	**true**	**true**	**true**	
labelText	**true**	**true**	**true**	
modified	**true**	**true**	**false**	
created	**true**	**true**	**false**	
userpermission	**true**	**true**	**false**	
contentBody	**true**	**true**	**true**	
lastModifiers	**true**	**true**	**false**	The username of the user who did the mail import, not the person who sent the email message.
creatorName	**true**	**true**	**false**	The username of the user who did the mail import, not the person who sent the email message.

RELATED TOPICS

- Searching Confluence

- Confluence Search Fields
- Confluence Search Syntax
- Ranking of Search Results
- Searching the People Directory
- Text Tokenisation and Filtering

Confluence Search Syntax

Here's how you can refine your search. Confluence will ignore common words like "the" unless you place your query within quotes.

Exact phrase search

To search for content that contains the exact phrase "chalk and cheese"

```
1."chalk and cheese"
```

Confluence will ignore common words (stop words) like "and" above. This is the default list of stop words used by lucene. Please cast your vote towards this improvement request.
For eg:

1. Searching for "The One" returns all pages containing "One" because "The" is a stop word.
2. Searching for "Cheese One" would only return pages in which "One" appears as the first word (other than stop words) after "Cheese". So it would return "Cheese for One" or "Cheese to One" or "Cheese One". It would not match "One Cheese" or "Cheese Flamingo One"

Or Search

To search for content that contains one of the terms, "chalk" OR "cheese"

```
1.chalk OR cheese
```

And Search

To search for content that contains both the terms "chalk" AND "cheese"

```
1.chalk AND cheese
```

Not search

To search for content that contains "chalk" but NOT "cheese"

```
1.chalk NOT cheese
```

Excluded Term search

Similar to the NOT search, to search for content that contains "chalk" and "butter" but NOT "cheese"

```
1.chalk butter -cheese
```

Grouping Search

To search for content that MUST contain "chalk" but CAN contain either "cheese" or "butter" use the search:

```
1.(cheese OR butter) AND chalk
```

Title Search

To search for content with "chalk" in its title, where *title* is the field keyword.

```
1.title:chalk
```

Wild card searches

Single character

To search for "butter" or "batter" you can use the search:

```
1.b?tter
```

To search for "chicken" or "chickpea" you can use the search:

```
1.chick*
```

Wildcards can be used anywhere within a word, except at the very beginning.
For example:

```
1.*chick
```

is an invalid search term.

Multiple characters

To search for "chick" or "chickpea":

```
1.c*c*
```

You can also combine search characters to get the exact word. For example the search term below will return "chick" yet not "chickpea":

```
1.c*c?
```

Case Sensitivity in wildcard searches
Since the fix for CONF-13846 Confluence is case sensitive for wildcard searches.

You should note that all the example searches given previously search across the default set of fields which are stored as lower case and therefore all searches of that style should be given lower case search terms (as shown in the examples).

However, if you were to search one of the case sensitive fields, such as 'content-name-untokenized' the case of your search term would need to match the document you are searching for.

Proximity searches

This search ensure that the two words specified must be within a certain number of words of each other to be included.

```
1."octagon post"~1
```

will return "Octagon blog post".

```
1."octagon post"~0
```

is an invalid search term.

Range search

Searches for names that fall alphabetically within the specifed range.

```
1.[adam to ben]
```

Note: You can't use the **AND** keyword inside this statement.

Fuzzy search

This search looks for words spelled similarly.

To search for octagon, if unsure about spelling:

```
1.octogan~
```

will correctly return "octagon"

Combined search

You can also combine various search terms together:

```
1.o?tag* AND past~ AND ("blog" AND "post")
```

RELATED TOPICS

Searching Confluence
Confluence Search Fields

Take me back to Confluence User Guide

Ranking of Search Results

When you perform a search in Confluence, it is likely that there will be many pages or other content items that match your search terms. Confluence will rank the matching items by evaluating their relevance. This should mean that the items most relevant to you will appear at the top of the search results list, so that you can quickly select the item you need.

Below is an overview of the method Confluence uses to determine the relevance of the items returned by the search, i.e. to rank the search results.

On this page:

- Philosophy behind the Ranking

- Summary of the Ranking Method
- Weighting of Content Types
- Weighting of Fields
- Weighting Based on Age
- Simplified Example

Philosophy behind the Ranking

Confluence gives highest priority to personal information i.e. documents which take you to a user's profile when you click on them. Collaboration is a primary function of a wiki, so Confluence makes it easy to find people.

For example, if you search for 'John Smith', the first results you see will be for John Smith's user profile and personal space. There may also be other content (wiki pages, email messages, etc) which contain the words 'John Smith'. These other content types may even have 'John Smith' as the page title and repeated multiple times in the content, but they will still appear lower down in the list of search results.

Matching terms found in the title of a page, or in the title of any content type, are considered a strong match. So are matches found in labels, because when someone applies a label it means that they think the content is particularly relevant to the labelled term.

Matches found in the content body are of average importance. If the matched term appears more than once, the document will be given a proportionately higher ranking.

We also assume that information created recently is slightly more relevant than older information.

Summary of the Ranking Method

When displaying the results of a search, Confluence applies a weighting to each of the content items returned.

To determine the weighting:

1. For each content item, Confluence first applies three weightings based on the following:
    a. The content type of the item returned — user profile, page, news item, attachment, etc. (More details below.)
    b. The type of field in which the search term was found — title, name, label, or content body. (More details below.)
    c. The age of the item returned. (More details below.)
2. Confluence then combines the three weightings to arrive at a single weighting for the content item.

The item with the heaviest weighting will appear at the top of the list of search results, and the other items will appear below in descending order of weighting.

Weighting of Content Types

Content Type	Weighting
User Profile	9
Page	8
Blog	7
Attachment	6
Comment	5
Mail	0.5
Space Description	0.4

Simple example
If the search returns 7 matching items, and each item is one of the above types, then the items will be presented in the above order on the results screen. (This example assumes that the search term is found in the same field in each item — see more about fields below.)

Weighting of Fields

Field Name	Weighting
Title	9
Full name	8
Label text	7
Content	5

Note that 'content' above could be the content of a page, or the content of a comment, or the body of any other content type. See more about content types above.

Simple example
A match for a search term in the title of a document is 1.8 times (9/5) more important than a match in the content.

Weighting Based on Age

This weighting is based on the age of the item returned in the search results. The age of the item is calculated from the creation date of the item. The age intervals are quite coarse-grained, as shown in the table below.

When the Item was Created	Weighting
Today	1.5
Yesterday	1.3
Up to 1 week ago	1.25
Up to 1 month ago	1.2
Up to 3 months ago	1.15
Up to 6 months ago	1.10
Up to 1 year ago	1.05
Beyond a year	1

The weighting is fairly small, so will not have a large effect. When an item is more than a year old, the age weighting is just '1' i.e. it has no effect.

Simple example

- If two documents match in all other ways then the newer one will be presented first.
- If the two documents being compared are both older than a year then their relative age does not matter.

Simplified Example

Let's assume you search for a single term.

Confluence finds a match in the title of an email message created today:

Weighting for the content type (email)	0.5
Weighting for field (title)	9
Weighting for age (today)	1.5
Total weighting	6.75

Confluence also finds a match in the content of a comment created three weeks ago:

Weighting for the content type (comment)	5
Weighting for field (content)	5
Weighting for age (up to 1 month ago)	1.2
Total weighting	30

Result: The comment (weighting 30) will be appear higher in the search results than the e-mail (6.75).

Confluence uses the Apache Lucene search engine library. Lucene's score calculation has a number of additional terms, not mentioned in the above example. We have simplified above, for purposes of illustration. If you are interested, you can see more information in the Lucene documentation.

RELATED TOPICS

Searching Confluence
Confluence Search Syntax
Confluence Search Fields
Text Tokenisation and Filtering
Search Macro
Livesearch Macro
Pagetree Macro (includes an optional search box)

Take me back to Confluence Documentation Home

Searching the People Directory

The People Directory displays a list of people who use your Confluence site.

The People Directory includes anybody who has logged into Confluence or who has had a user account created for them in Confluence. The People Directory does not include users who can log into Confluence via external user management who have never logged in.

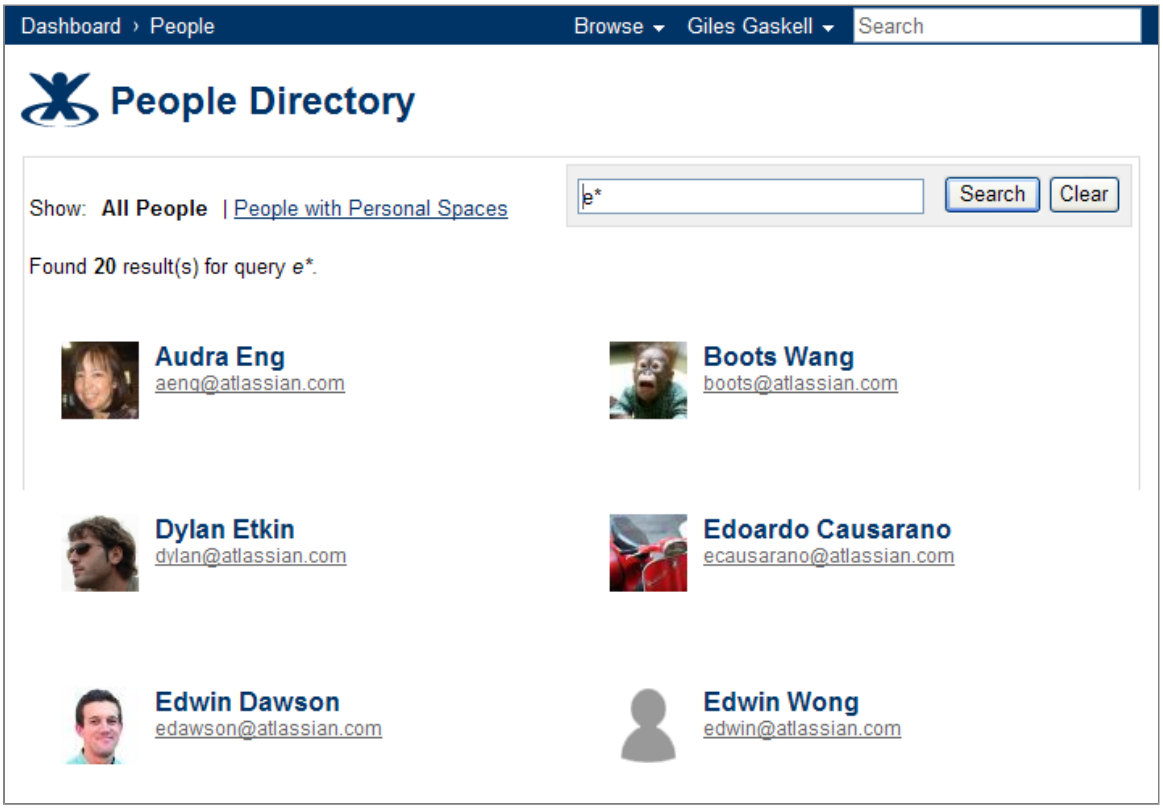
Viewing the People Directory

There are two ways by which you can access the people directory in Confluence:

- On the Dashboard, click the '**People Directory**' link next to the people directory icon:
- Alternatively, from most areas of Confluence, open the '**Browse**' menu and select '**People Directory**'

The Confluence administrator can hide the People Directory. If it is hidden, you will not see the 'People Directory' link either on the Dashboard or from the 'Browse' menu.

Screenshot: The People directory



Searching for People

To search for a particular person, type their first name and/or last name into the search box and click the '**Search**' button.

- To search everyone who uses your Confluence site, click the '**All People**' link.
- To search just those people who have set up a personal space, click the '**People with Personal Spaces**' link.

  If a person has not yet set up their personal space, then the 'Personal Space' option will not be available from the 'More' menu of their hover profile popup. For more information about the hover profile feature, please refer to Hover Profile Overview.

Following People's Activities

Confluence's network features allow you to 'follow' (that is, keep track of) other people's activities throughout a Confluence site. For more information, please refer to Network Overview. Using the hover profile feature, the people directory is a convenient area from which you can start following other people throughout your Confluence site.

- To start following another person's activities, move your mouse over a user's name or profile picture and in their hover profile popup, click '**Follow**'.
- To stop following another person's activities, move your mouse over a user's name or profile picture and in their hover profile popup, click '**Stop Following**'.

Once you start following another person, their activities will start appearing in your network view.

People Directory provides hCard microformat

The People Directory uses the hCard microformat for simple integration with a variety of microformat-enabled tools. hCard is an open data format for representing people, companies, organisations, and places. Read more about microformats and hCard.

RELATED TOPICS

Setting up your Personal Space
Editing your User Profile
Uploading a Profile Picture

Take me back to the Confluence User Guide.

Text Tokenisation and Filtering

When searching for content based on search terms entered by the user, Confluence splits the text of the content into tokens, and then filters and modifies those tokens according to the following rules.

Tokenisation

Confluence uses Lucene's Standard Tokenizer. This splits the text into tokens as follows:

- Splits words at punctuation characters, removing punctuation. However, a dot that's not followed by white space is considered part of a token.
- Splits words at hyphens, unless there's a number in the token, in which case the whole token is interpreted as a product number and is not split.
- Recognises email addresses and internet host names as one token.

An example: The string 'foo-bar5' won't be split into 'foo' and 'bar5', so a search for 'bar5' or 'bar*' will not find any results.

Filtering

Confluence then:

- Removes "'s" from the ends of words.
- Removes the dots from acronyms, e.g. I.B.M. becomes IBM.
- Converts everything to lower case.
- Removes common words like 'the' and 'or' are removed.
- Converts words to their stems. For example, 'fishing' and 'fishes' both become 'fish'.

RELATED TOPICS

Searching Confluence

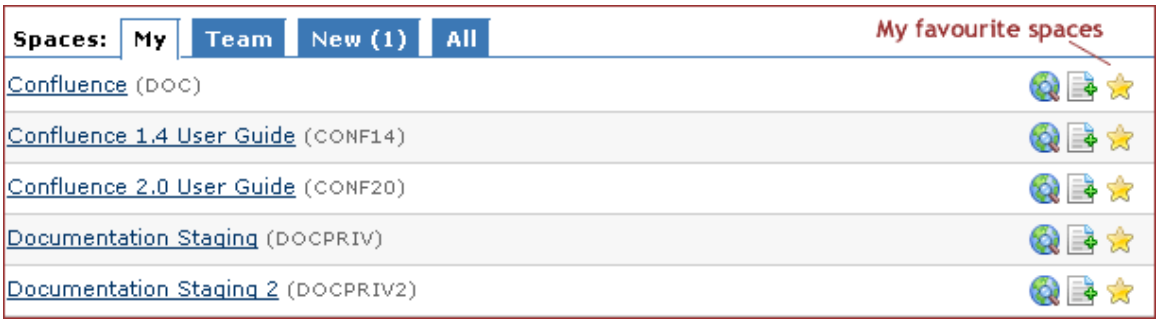
Working with Favourites Overview

The **Favourites** feature provides a convenient way of gaining quick access to specific pages or spaces that might interest you. Pages and spaces that you have added to your list of favourites are easily accessible from your Dashboard and within your user profile area.

Adding a page or a space as a favourite provides you with faster access to the content you are interested in within the site.

1. Favourite Spaces

Once you add a space as a favourite, it will appear in the '**MY**' tab in the spaces section of the dashboard. The 'Recently updated' section in this view will also display content only from your favourite spaces.

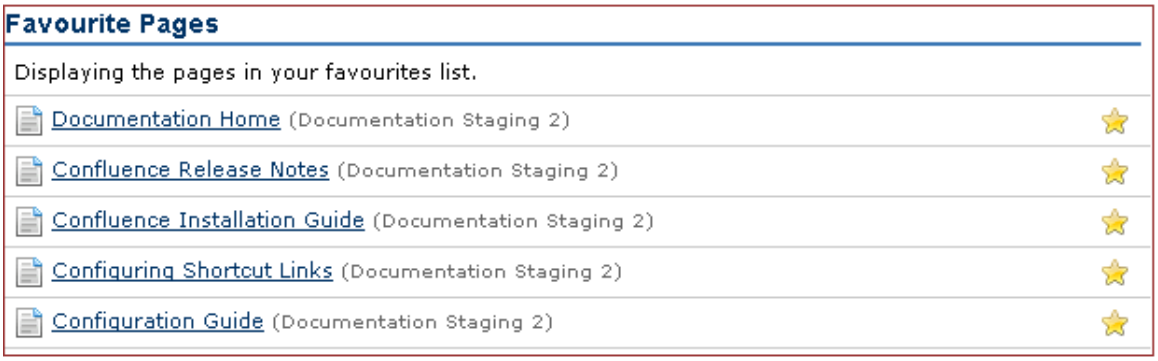


The Dashboard remembers which one of the views, 'My', 'Team', 'All' or 'New' you were most recently viewing. So if you clicked the 'MY' tab on this visit, next time around, as soon as you log in to Confluence, only the list of your favourite spaces and the recently modified content within them will be displayed to you.

---

2. Favourite Pages

The dashboard will display a list of your most recently added favourite pages, so you can access them easily as soon as you login to Confluence.



---

3. All your favourites

You can view a list of all pages and spaces you added as favourites by going to your '**Profile**'. This means that you no longer have to navigate through complicated site structures to find the pages that you are interested in but can go to them directly.

RELATED TOPICS

Adding Favourites
Removing Favourites
Dashboard

Take me back to the Confluence User Guide.

Adding Favourites

To add a page as a favourite,

1. Go to the page.
2. Click the '**Tools**' menu located at the top right-hand corner of the page and choose ' **Favourite**'.
   This will change to ' **Favourite**' (when you next open the 'Tools' menu) to indicate that you have added this page as a favourite.

To add a global space as a favourite,

1. Go to the Dashboard.
2. Click on the star icon ' ' located beside the space in the list of spaces displayed.
   This will change to ' ' to indicate that you have added this global space as a favourite.

To add a personal space as a favourite,

If a person has not yet created a personal space, then you will not be able to perform this procedure. Furthermore, these options will not be available to you.

1. Go to the People Directory.
2. Click on a person's name or profile picture to view their personal space.
3. Go to the '**Advanced**' view for the space. To do this:
   - Go to a page in the space, open the '**Browse**' menu and select '**Advanced**'. The 'Advanced' view will open.
4. Click on ' **Add Space to Favourites**' in the left-hand panel.
   This will change to ' **Remove Space from Favourites**' to indicate that you have added that person's personal space as a favourite.

Once you have added a personal space to your list of favourites, that personal space will be added to your list of favourite spaces, which can be accessed from the dashboard or your profile.

For more information about global spaces and personal spaces, see Working with Spaces Overview.

RELATED TOPICS

Viewing Favourites

Take me back to the Confluence User Guide.

Removing Favourites

To remove a page as a favourite,

1. Go to the page.
2. Click the '**Tools**' menu located at the top right-hand corner of the page and choose ' **Favourite**'.
   This will change to ' **Favourite**' to indicate that you have removed this page from your favourites.

To remove a global space as a favourite,

1. Go to the dashboard.
2. Click on the star icon ' ' located beside the space in the list of spaces displayed.
   This will change to ' ' to indicate that you have removed this global space as a favourite.

To remove a personal space as a favourite,

1. Go to the People Directory.
2. Click on a person's name or profile picture to view their personal space.
3. Go to the '**Advanced**' view for the space. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Advanced**'. The 'Advanced' view will open.
4. Click on '**Remove Space from Favourites**' in the left-hand panel.
   This will change to '**Add Space to Favourites**' to indicate that you have removed that person's personal space as a favourite.

RELATED TOPICS

Viewing Favourites

Take me back to the Confluence User Guide.

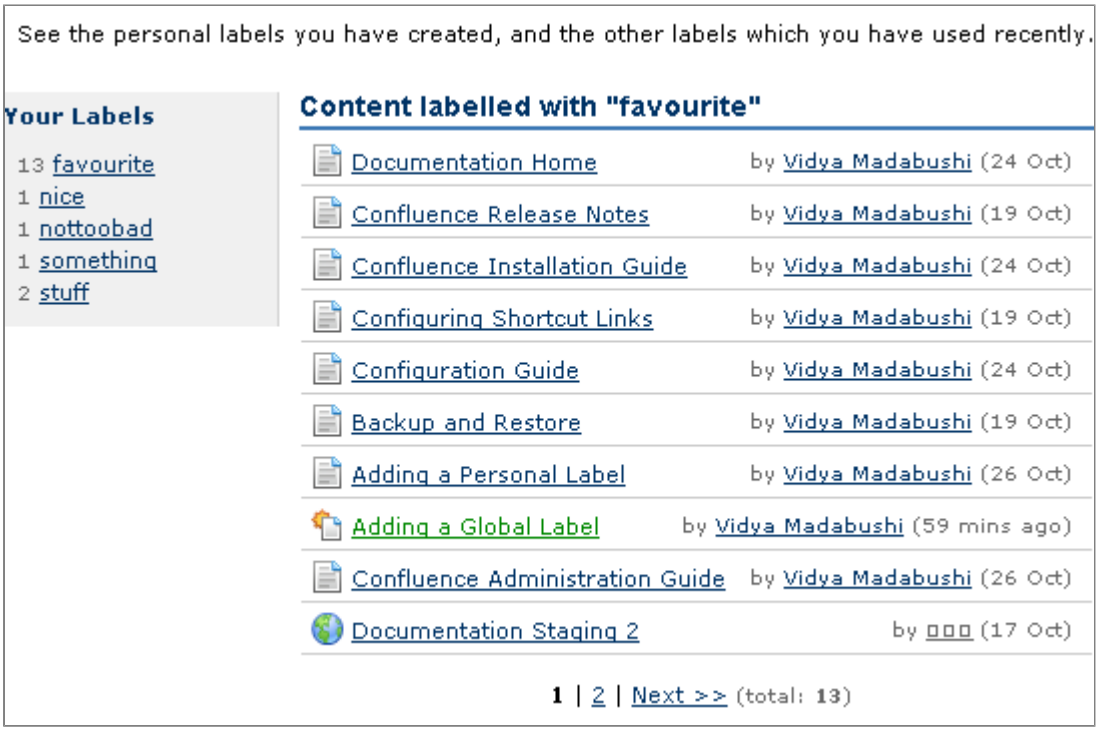
Viewing Favourites

On the Dashboard, you can view your favourite spaces within the '**MY**' tab of the 'Spaces' section. Your most recently added favourite pages are also be shown within the 'Favourite Pages' section of the Dashboard.

To view all of your favourite spaces and pages,

1. Click on the '**Profile**' link located at the top right-hand corner of the page.
2. Go to the '**Labels**' tab. A list of your personal labels is displayed to the left of the screen under '**Your Labels**'.
3. Click on '**Favourite**'. This will display a list of all spaces and pages that you have added as favourites.

Screenshot : Viewing your favourites



RELATED TOPICS

Adding Favourites
Removing Favourites

User Profile Overview

Each Confluence user has a User Profile area, through which numerous account management features can be accessed.

On this page:

- Finding your User Profile
- Profile
- Network
- Status Updates
- Labels
- Watches
- Drafts
- Settings

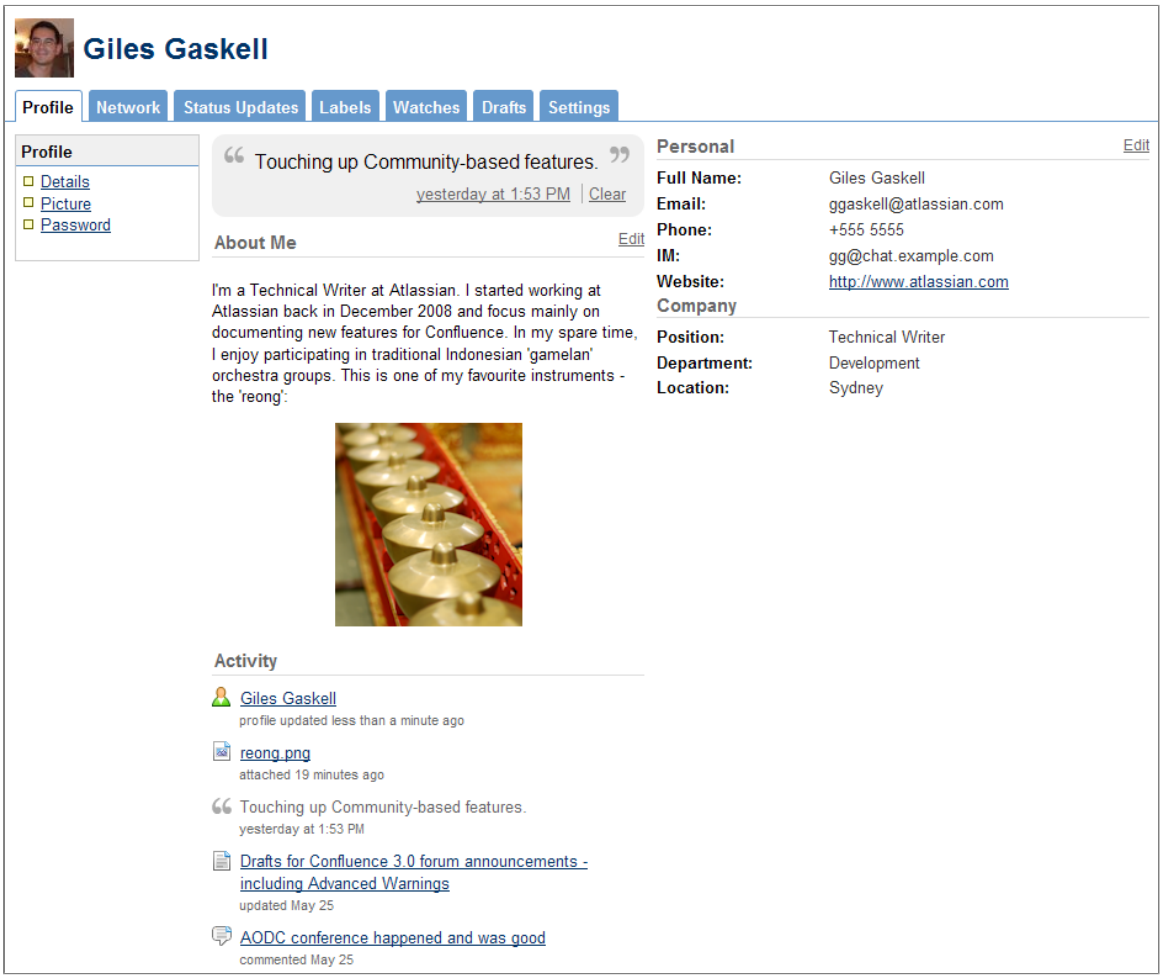
Finding your User Profile

Go to the '**Profile**' view for your user profile. To do this:

- Log in to Confluence, if you have not already done so.
- Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
- Select '**Profile**' from the dropdown list. The '**Profile**' view will open.

The profile view is divided into the tabs, each described in a separate section below.

Screenshot: User profile



> The '**Administer User**' link is visible to Confluence administrators only. The administrator can click this link to go directly to the user management screen in the Administration Console.

Profile

- View and edit your personal details, such as your name and email address details and optionally, your photograph and other personal information.
- Upload a profile picture (optional).
- Change your password.

Network

- View the recent activity of users that you are following via the Network view.

- Follow other users from this view.

Status Updates

- View your history of status updates.

Labels

- View your personal labels.

Watches

- View a list of the pages and spaces you are currently watching.

Drafts

- Retrieve any pages you were in the process of editing. See Working with Drafts.

Settings

- Edit your General Settings (homepage, language and timezone).
- Subscribe to email notifications and modify other email notification preferences.
- View and revoke your OAuth access tokens.

RELATED TOPICS

Tracking Updates Overview
Setting up your Personal Space

Take me back to the Confluence User Guide.

Changing Password

To change your Confluence password,

1. Go to the '**Profile**' view for your user profile. To do this:
    - Log in to Confluence, if you have not already done so.
    - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
    - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. On your '**Profile**' tab, click the '**Password**' link in the left-hand column.
3. Enter your current password and your new password in the form displayed.
4. Click '**Submit**' to save your changes.

RELATED TOPICS

Viewing User Profile
Editing User Profile
Uploading a Profile Picture
Setting up your Personal Space
Managing Watches
Updating Email Address
Email Address Privacy

Take me back to the Confluence User Guide.

Editing User Settings

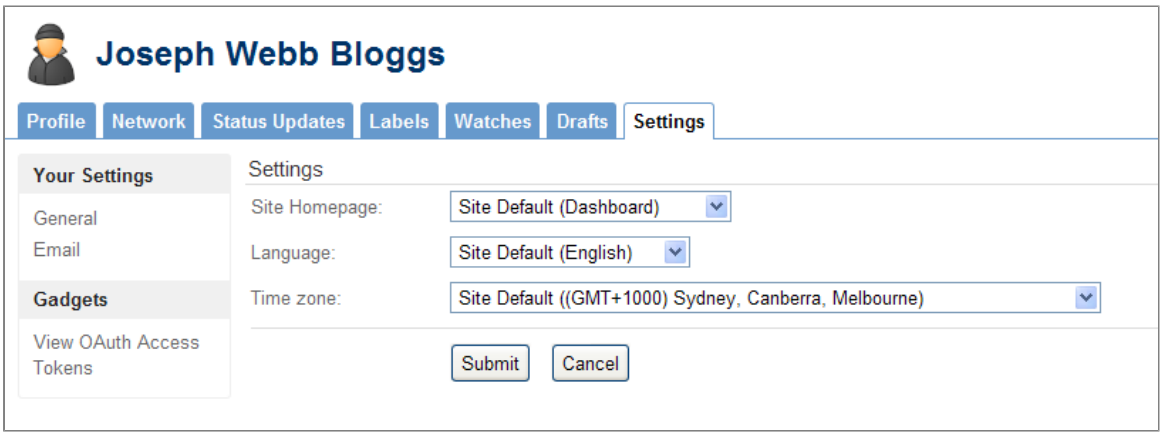
You can customise Confluence by choosing your Confluence settings and preferences — home page, language and time zone. The Settings page also provides access to:

- Email settings for subscriptions to Email Reports. Refer to Subscribing to Daily Email Reports for more information.
- OAuth access tokens that you have granted from your Confluence user account. Refer to Viewing and Revoking OAuth Access Tokens for more information.

To edit your User Profile Settings,

1. Go to the '**Profile**' view for your user profile. To do this:
    - Log in to Confluence, if you have not already done so.
    - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
    - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. Click the '**Settings**' tab.
3. Click the '**Edit**' button.
4. Choose your General Settings in the form that is displayed:
    - **Site Homepage** — choose the page that you would like to see whenever you log into Confluence.
    - **Language** — choose your language.
    - **Time zone** — choose your time zone.
5. Click the '**Submit**' button.

Screenshot : Editing your User Profile Settings



RELATED TOPICS

Editing User Profile
Uploading a Profile Picture
Setting up your Personal Space
Managing Watches
Email Address Privacy

Take me back to the Confluence User Guide.

Editing User Profile

Your user profile contains basic information about you. If you do not have a personal space, your user profile will be displayed when anyone clicks your name in the People Directory.

To edit your user profile,

1. Go to the '**Profile**' view for your user profile. To do this:
    - Log in to Confluence, if you have not already done so.
    - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
    - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. On your **Profile** view, click '**Edit**' in the **Personal** details section.
3. Enter details about yourself in the form displayed.
    - **Full Name** - enter your name as you would like it to appear in your profile.
    - **Email** - specify your email address which will be used to send you mail notifications.
    - **Phone** - enter your phone number.
    - **IM** - enter your Instant Messenger (IM) details.

      To suit a variety of IM applications, this option accepts any 'string' value. For example, you can enter IM details in the form of an email address, such as 'name@chat.example-company.com' or a user ID, like '123456789'.
    - **Website** - enter your website's URL.
    - **Position** - enter the title of your position within your organisation.
    - **Department** - enter the name of your department within your organisation.
    - **Location** - enter the name of your location. This could be anything from a town or city to a region or country.
    - **About me** - Enter information about yourself that other users can view (such as your professional information, hobbies, and other interests). You can use Confluence markup in this field.

      Note that your **Username** cannot be changed.
4. Click '**Save**' to record your changes.

Screenshot: Edit profile

Handy Hint
Confluence administrators can configure Confluence to mask email addresses (e.g. 'example at atlassian dot com'), protecting your email address from search engine spiders and the like.

RELATED TOPICS

Viewing User Profile
Uploading a Profile Picture
Setting up your Personal Space
Managing Watches
Email Address Privacy

Take me back to the Confluence User Guide.

Viewing Status Updates

A Confluence user's **Status Updates** view shows a history of updates they have made to their User Status message. This includes their current User Status and any previous Status Update messages, which they have retained.

Any user's *current* User Status message is shown on their:

1. Profile view
2. Profile Sidebar
3. Hover Profile pop-ups

A user can clear their current User Status message at any time and when they do, it will be removed from these three areas.

On this page:

- Accessing Your Status Updates View
- Clearing Your Current Status
- Deleting a Status Update

Accessing Your Status Updates View

To access your Status Updates view,

- Go to the '**Status Updates**' view for your user profile. To do this:
  - Log in to Confluence, if you have not already done so.
  - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
  - Select '**Status Updates**' from the dropdown list. The '**Status Updates**' view will open.

Screenshot: Status Updates view

Clearing Your Current Status

You can clear your current User Status message either via your Status Updates view or your User Profile view.

To clear your current User Status message via your Status Updates view,

1. Go to the '**Status Updates**' view for your user profile. Refer to Accessing Your Status Updates view (above) for this procedure.
2. Click '**Clear**' in the top message. Your User Profile view will be displayed and the current User Status message cleared.

To clear your current User Status message via your Profile view,

1. Go to the '**Profile**' view for your user profile. To do this:
    - Log in to Confluence, if you have not already done so.
    - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
    - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. Click '**Clear**' in your current User Status message at the top of the page. Your User Profile view will be refreshed and the current User Status message cleared.

Clearing a message is not the same as deleting it. If you clear a message, it is still shown in your Status Updates view until it is deleted.

Deleting a Status Update

To delete your current or a previous User Status message,

1. Go to the '**Status Updates**' view for your user profile. Refer to Accessing Your Status Updates view (above) for this procedure.
2. Click '**Delete**' next to the appropriate User Status message. Your Status Updates view will be refreshed and the message you deleted removed from the list.

RELATED TOPICS

User Profile Overview
User Status Overview
User Status List Macro

Take me back to the Confluence User Guide.

Email Address Privacy

Confluence can mask the email addresses of users to protect them from mail spammers.

This is done by a Confluence administrator and is configured through the Administration Console. The Confluence administrator has three options for email address privacy:

- **Public**: email addresses are displayed publicly.
- **Masked**: email addresses are still displayed publicly, but masked in such a way to make it harder for spam-bots to harvest them.
- **Private**: only Confluence administrators can see the email addresses.

For more information on setting these options, which are configured via the **Administration Console**, refer to User Email Visibility.

RELATED TOPICS

Editing User Profile
Viewing User Profile
User Email Visibility

Take me back to the Confluence User Guide.

Updating Email Address

The email address you specify in your profile settings is used for your mail notifications and is also displayed in your profile description.

To update your email address,

1. Go to the '**Profile**' view for your user profile. To do this:
    - Log in to Confluence, if you have not already done so.
    - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
    - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. While on the '**Profile**' tab, click '**Edit**' in the **Personal** details section.
3. In the **Email** field, specify your new email address which will be used when sending you mail notifications.
4. Click '**Save**' to save your changes.

RELATED TOPICS

Changing Password
Editing User Profile

Take me back to the Confluence User Guide.

Uploading a Profile Picture

Your profile picture is used as the icon for your personal space, to represent you in the People Directory, and to illustrate your comments.

You may upload your own profile picture, or use one of the images provided by Confluence. If you upload your own profile picture, you will have an opportunity to crop the picture in-line.

Please note that the final image will always be limited to 48x48 pixels.

To upload a profile picture,

1. Go to the **'Profile'** view for your user profile. To do this:
    - Log in to Confluence, if you have not already done so.
    - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
    - Select **'Profile'** from the dropdown list. The **'Profile'** view will open.
2. On your **'Profile'** view, click the **'Picture'** link in the left-hand column.
3. Either:
    a. Click the **'Browse'** button to locate your picture file, then click the **'Upload'** button to upload it from your computer or file server.
    b. Alternatively, you can select one of the default icons provided.
4. Click the **'Set Profile Picture'** button.

    If the picture is much larger than 48x48 pixels, the **'Edit My Profile Picture'** screen appears.

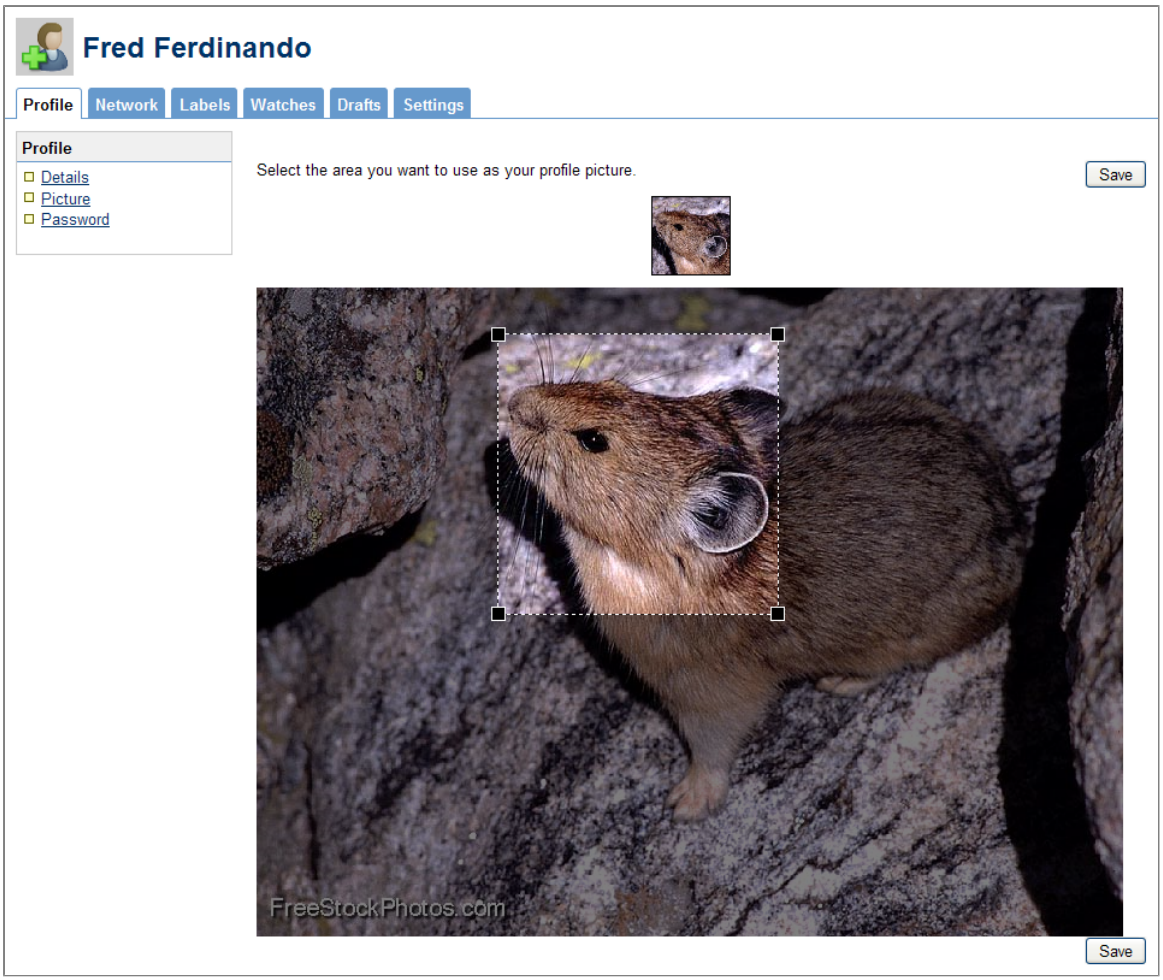
Screenshot: Uploading a Profile Picture

To edit your profile picture,

This screen is automatically loaded when your uploaded profile picture is larger than 48x48 pixels.

1. Click and drag the centre of the superimposed square to select the centre of the new image.
2. Click the corners of the square to re-size the area for your new image.
3. Click the **'Save'** button.
4. The image from your selected area will be cropped, re-sized to 48x48 pixels and saved.

Screenshot: Resizing a Profile Picture



RELATED TOPICS

Deleting a Profile Picture
Editing User Profile
Setting up your Personal Space

Take me back to the Confluence User Guide.

Deleting a Profile Picture

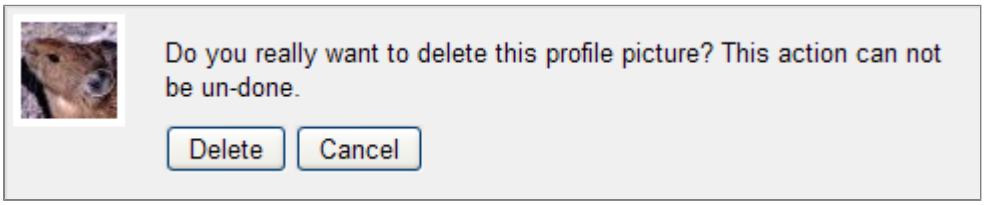
You can delete the profile picture images that you have uploaded to Confluence.

To delete a profile picture,

1. Go to the '**Profile**' view for your user profile. To do this:
   - Log in to Confluence, if you have not already done so.
   - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. While on the '**Profile**' tab, click the '**Picture**' link in the left-hand column.
3. Locate the picture file you wish to delete, select it, then click the '**Delete**' button to remove it from the Confluence server.
   Note that you can only delete images that you have uploaded to Confluence. The standard icons cannot be deleted.
4. You will be prompted to confirm the action, with the following message:
   "Do you really want to delete this profile picture? This action can not be un-done."
   Click '**Delete**'.
5. The picture is permanently removed from the server.

Screenshot: Deleting a Profile Picture

Screenshot: Confirmation for Deleting a Profile Picture



RELATED TOPICS

Uploading a Profile Picture
Editing User Profile
Setting up your Personal Space

Take me back to the Confluence User Guide.

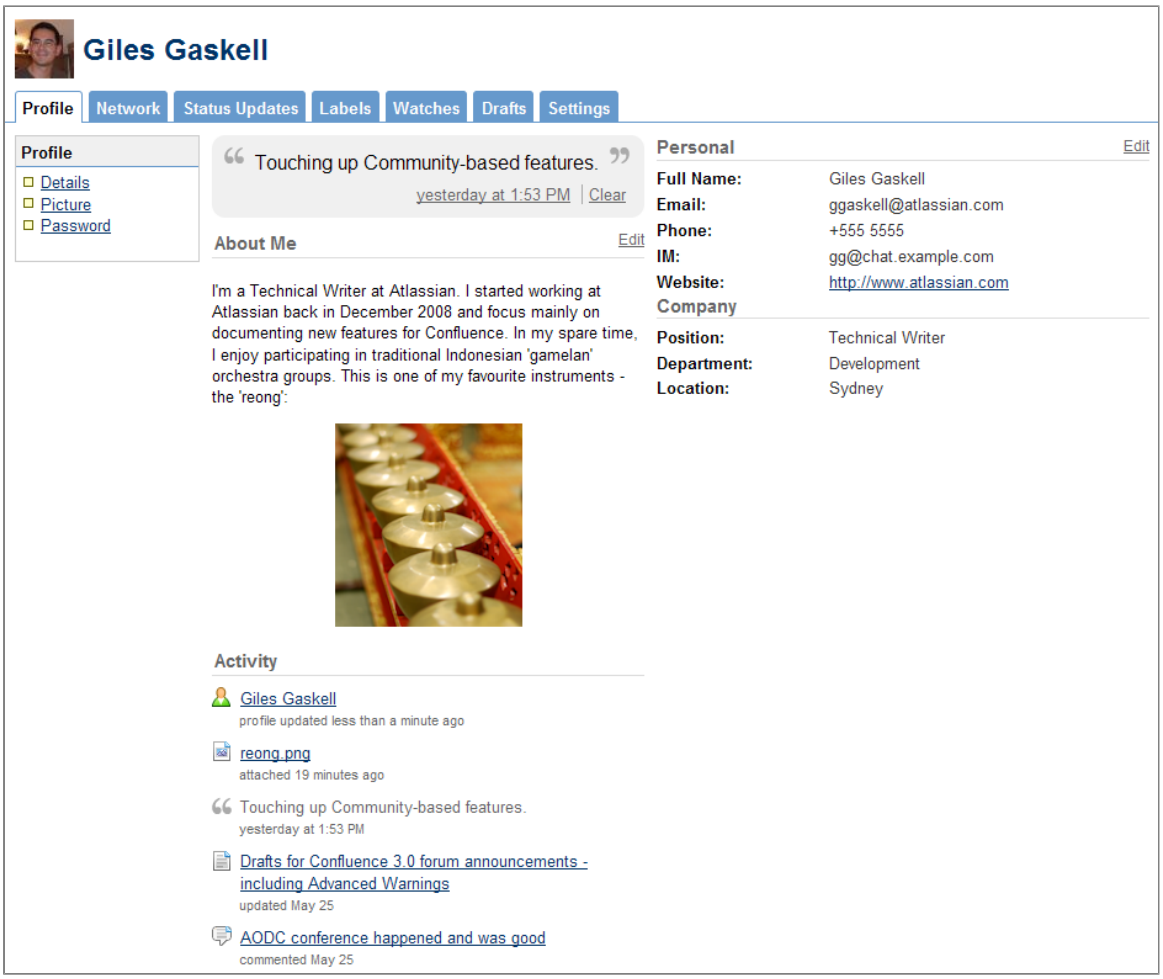
Viewing User Profile

A Confluence User's **Profile** view shows details about that person and lists their recent activity. If you are viewing your own Profile view, you can also update your profile picture and login password. If you are viewing another user's Profile view, you can add them to your Network of users you are following and if they have set up a Personal Space, you can add this to your list of Favourites.

To access your User Profile view,

- Go to the '**Profile**' view for your user profile. To do this:
    - Log in to Confluence, if you have not already done so.
    - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
    - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.

Screenshot: User Profile View



Updating your Profile

You can update the following aspects of your Profile from this view:

- **Information about yourself** - to modify these details, see Editing User Profile.
- **Your Profile picture** - to change your Profile picture or upload a new one, see Uploading a Profile Picture.
- **Your login password** - to change your login password, see Changing Password.

You can switch between your Profile, Profile picture update and login password update views by clicking the '**Details**', '**Picture**' and '**Password**' links in the left-hand column, respectively.

RELATED TOPICS

Editing User Profile
Managing Watches

Take me back to the Confluence User Guide.

Viewing and Revoking OAuth Access Tokens

This page describes the purpose of OAuth access tokens which have been issued on behalf of your Confluence user account and provides instructions on how to revoke them.

On this page:

- OAuth Access Tokens
- Viewing your OAuth Access Tokens
  - OAuth Access Token Details
- Revoking your OAuth Access Tokens

OAuth Access Tokens

OAuth access tokens allow you to use a Confluence gadget on an external web application or website (also known as the 'consumer') *and* grant this gadget access to Confluence data which is restricted or privy to your Confluence user account.

OAuth access tokens will only appear in your user profile if the following conditions have been met:

1. Your Confluence Administrator has established an OAuth relationship between your Confluence server and the consumer. Confluence Administrators should refer to Configuring OAuth for more information about establishing these OAuth relationships.

2. You have accessed a Confluence gadget on the consumer and have conducted the following tasks:
   a. Logged in to your Confluence user account via the gadget and then,
   b. Clicked the 'Approve Access' button to allow the gadget access to data that is privy to your Confluence user account.

   Confluence will then send the consumer an OAuth 'access token', which is specific to this gadget. You can view the details of this access token from your Confluence site's user account.

   An OAuth access token acts as a type of 'key'. As long as the consumer is in possession of this access token, the Confluence gadget on the consumer will access Confluence data that is both publicly available and privy to your Confluence user account. As a Confluence user, you can revoke this access token at any time. Furthermore, all access tokens expire after seven days. Once the access token is revoked or has expired, the Confluence gadget will only have access to publicly available Confluence data.

Viewing your OAuth Access Tokens

To view all of your Confluence user account's OAuth access tokens,

1. Go to the '**Profile**' view for your user profile. To do this:
   - Log in to Confluence, if you have not already done so.
   - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. Click the '**Settings**' tab.
3. Click the '**View OAuth Access Tokens**' link. A view similar to screenshot below is displayed. Refer to OAuth Access Token Details below for information on interpreting this table.

   If no access tokens have been set, then 'None specified' is shown.

Screenshot: Viewing your OAuth Access Tokens

OAuth Access Token Details

Your list of OAuth access tokens is presented in a tabular format, with each access token presented in separate rows and each property of these tokens presented in a separate columns:

Column Name	Description
Consumer	The name of the Confluence gadget that was added on the consumer.
Consumer Description	A description of this consumer application.
Issued On	The date on which the OAuth access token was issued to the consumer by Confluence. This would have occurred immediately after you approved this gadget access to your Confluence data (privy to your Confluence user account).
Expires On	The date when the OAuth access token expires. This is seven days after the 'Issued On' date. When this date is reached, the access token will be automatically removed from this list.
Actions	The functionality for revoking the access token.

Information for Confluence Administrators

The 'Consumer Description' column details are defined in the Consumers tab of Confluence's OAuth Administration's settings. This information would have been obtained from the consumer's own OAuth settings when an OAuth relationship was established between Confluence and that consumer. If the consumer is another Atlassian application, this information would be set on that application's Consumer Info tab of the OAuth Administration settings.

Revoking your OAuth Access Tokens

To revoke one of your OAuth access tokens,

1. View your Confluence user account's OAuth access tokens (described above).
2. Locate the Confluence gadget whose OAuth access token you wish to revoke and click the '**Revoke OAuth Access Token**' link next to it.
   The gadget's access token is revoked and the Confluence gadget on the consumer will only have access to publicly available Confluence data.

User Status Overview

The **User Status** feature allows any Confluence user to broadcast short message rapidly, which other users can observe on various activity streams throughout Confluence. These short messages could include:

- A description about what you are working on
- A question you may want answered quickly
- A hyperlink that you share immediately with other users
- Any other message you may want to share quickly with other users

There are numerous activity streams throughout Confluence that show different types of User Status updates. These include:

- The **Recently Updated** list on the Confluence Dashboard, which shows all status updates (when the 'All' tab is selected).
- Your Network page, which shows the status updates of Confluence users you are following.
- The Network page of Confluence users who are following you, which shows your status updates.
- The Recently Updated and Recently Updated Dashboard macros, which shows all status updates (provided that these macros' **space** parameters have been set to '@all').
- Any Confluence user's **Activity** section of their Profile Sidebar, which is available on all pages within their personal space and shows their status updates.

While activity streams show recent User Status updates, they may soon disappear from the end of the list as subsequent user activity items appear on these streams. However, you can view any Confluence user's current User Status message in the following areas:

- Their Hover Profile.
- The **Profile** section of their Profile Sidebar, which is available on all pages within their personal space.
- Their Profile page.

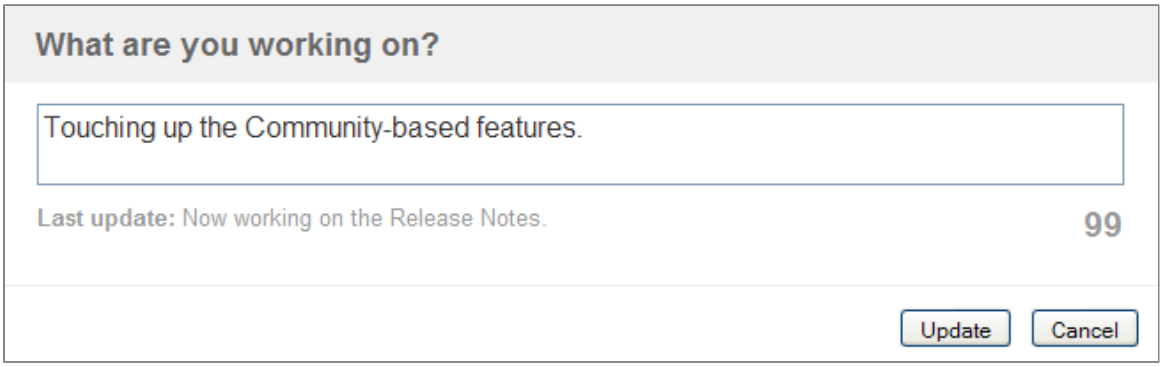
You can also view any Confluence user's entire history of User Status updates in their Status Updates page.

Setting or Updating Your User Status

To set or update your User Status,

1. Log in to Confluence, if you have not already done so.
2. Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
3. Select '**Update Status**' from the dropdown list. The '**What are you working on?**' window will open.
4. Enter a short message that encapsulates your current status or what you are working on.
   Status messages are limited to 140 characters. If you exceed this limit, you will not be able to update your status.
5. Click the '**Update**' button and your new or updated User Status will be recorded on the activity streams (mentioned above), your Personal Space Sidebar, your Profile page and your Status Updates page.

Screenshot: User Status window



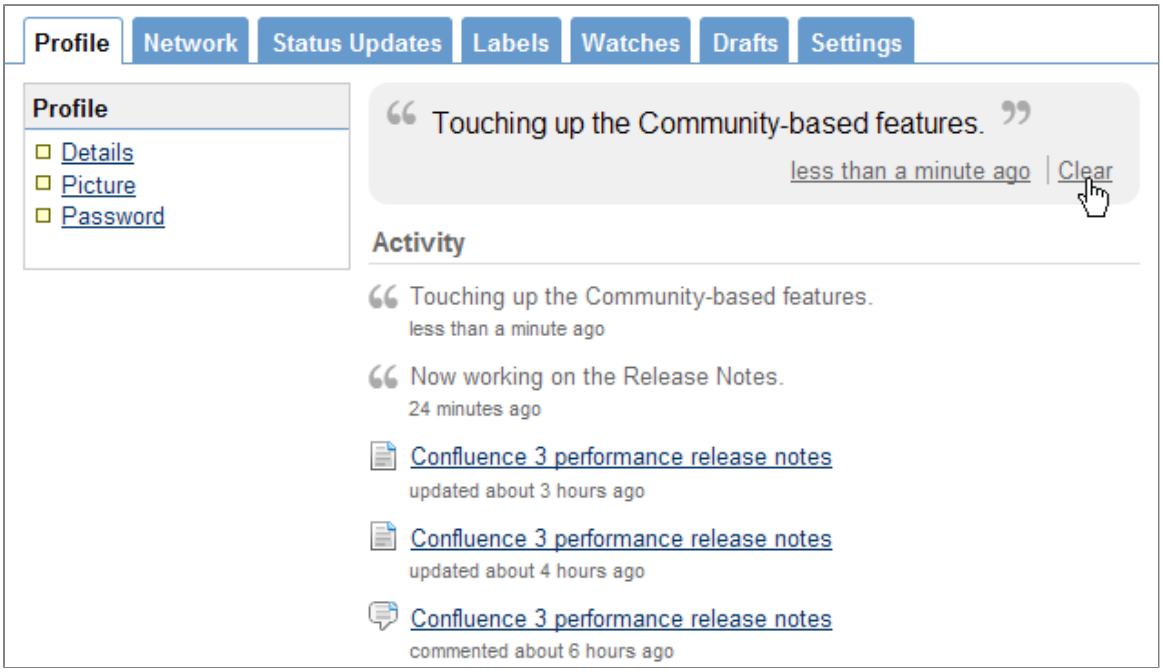
Clearing Your Current User Status

You can clear your Current User Status either via your Profile or Status Updates views.
Clearing your User Status is only possible if it has first been set.

To clear your current User Status via your Profile view,

1. Go to the '**Profile**' view for your user profile. To do this:
   - Log in to Confluence, if you have not already done so.
   - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. In the current User Status message at the top of the page, click '**Clear**' and your current User Status is cleared.

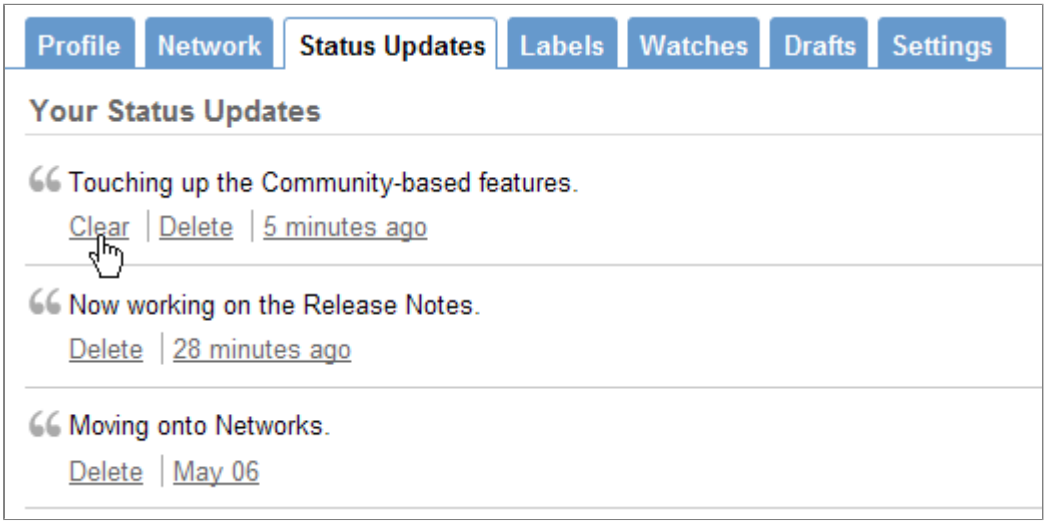
Screenshot: Clearing your current User Status message via your Profile View



To clear your current User Status via your Status Updates,

1. Go to the **'Status Updates'** view for your user profile. To do this:
    - Log in to Confluence, if you have not already done so.
    - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
    - Select **'Status Updates'** from the dropdown list. The **'Status Updates'** view will open.
2. In the current User Status message at the top of the page, click **'Clear'** and your current User Status is cleared.

Screenshot: Clearing your current User Status message via the Status Updates View



RELATED TOPICS

Viewing Status Updates
User Status List Macro

Take me back to the Confluence User Guide.

Network Overview

The **network** feature helps you keep track of what other users are doing throughout your Confluence site, by allowing you to 'follow' their recent activities. Unlike Confluence's traditional content tracking features, which provide notifications on specified types of content updates made by any user, the network feature provides notifications on updates made by specific users that you choose to follow. The types of activities tracked by the network feature, include:

- Additions or edits to pages or blog posts
- Comments added to a page or blog post or edits to existing comments
- Updates to a user's User Status
- Updates to a user's User Profile

To start tracking another Confluence user's activities, you need to 'follow' them. Once you are following a user, all their tracked activities that you have permission to view will appear on your network view. This principle applies to all users throughout your Confluence site. Hence, if other users start following you, all your Confluence-based activities that they have permission to view will appear on their network views.

You can also subscribe to any Confluence user's network RSS feed and receive summaries on the activities of other users they are following in their network. Refer to Subscribing to a Network RSS Feed for more information on setting up a network RSS feed.

On this page:

- Accessing Your Network View
- Following Another User
- Stop Following a User

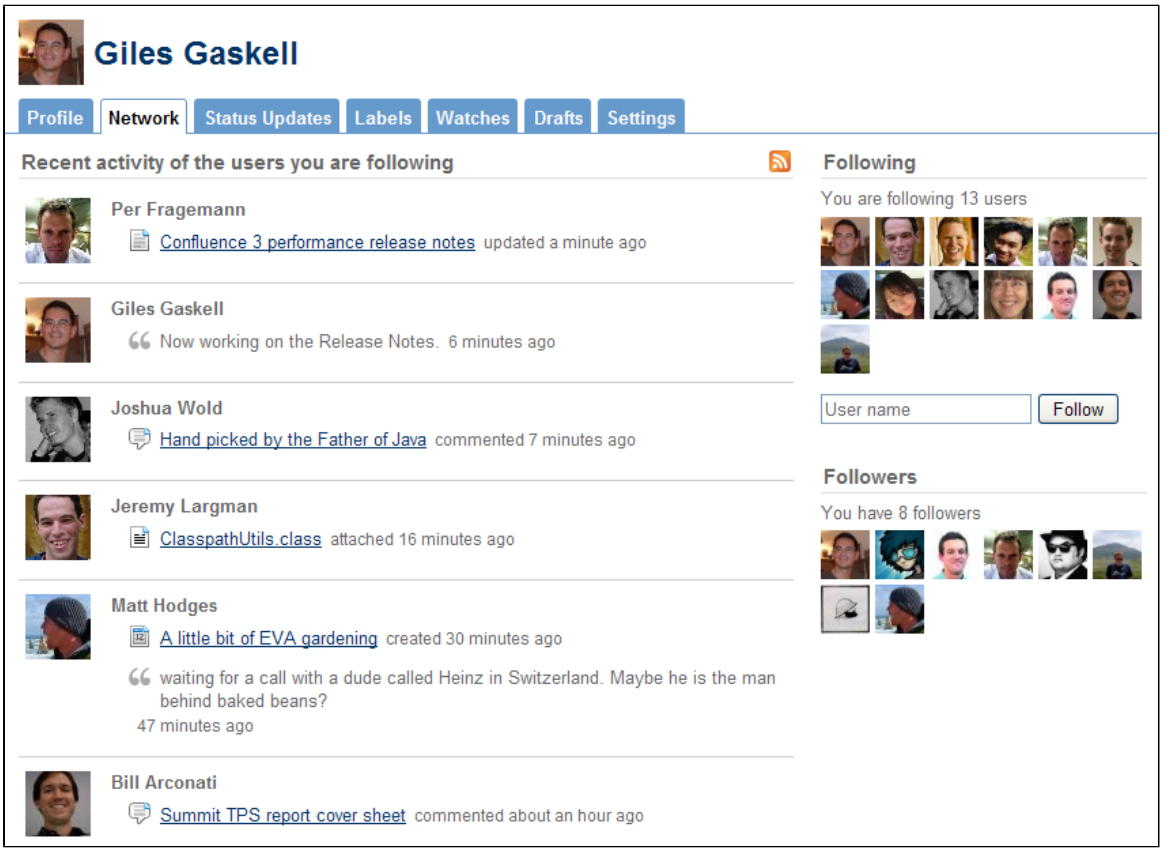
Accessing Your Network View

To access your network view,

- Go to the '**Network**' view for your user profile. To do this:
    - Log in to Confluence, if you have not already done so.
    - Go to **your name** at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
    - Select '**Network**' from the dropdown list. The '**Network**' view will open.

      You can also access your '**Network**' view by clicking the **More** link in the **Network** section of your '**Profile Sidebar**'.

Screenshot: Example of the Network view



You can access other user's network views via the 'hover profile' feature or from their 'profile sidebar'.

Following Another User

You can follow another user either via the hover profile feature, your Network view or via their Profile view.

To follow a user via the hover profile feature,

1. Open the user's 'hover profile' popup. To do this:
    - Log in to Confluence, if you have not already done so.
    - Move your mouse pointer over a user's linked name, which appears on the dashboard, a page or blog post. Wait until the hover profile popup appears on the page.

      The hover profile popup also appears whenever you move your mouse pointer over a user's profile picture throughout the Confluence interface.
2. Within the hover profile popup, click '**Follow**' and you will start following this user.

   Repeat this procedure for any other users you wish to follow.
   If you refresh or revisit your network view, the profile picture(s) of the user(s) you just followed will appear within the 'Following' list on the right. Additionally, their tracked activities will start appearing in the 'Recent Activity' list on this page.

To follow a user via your network view,

1. Go to the network view for your user profile. Refer to Accessing Your Network View (above) for this procedure.
2. In the right-hand section of the page within the 'Following' section, enter the first few characters of any part of the full name or username of the user you wish to follow.
   Use Confluence's 'user picker' popup to select the appropriate user.
3. Click the '**Follow**' button and you will start following this user.

   Repeat this procedure for any other users you wish to follow.
   If you refresh your Network view or subsequently revisit it, the profile picture(s) of the user(s) you just followed will appear within the 'Following' list on the right. Additionally, their tracked activities will start appearing in the 'Recent Activity' list on this page.

To follow a user via their profile view,

1. Go to the '**Profile**' view of the relevant user profile. To do this:
   - Log in to Confluence, if you have not already done so.
   - Use the '**Hover Profile**' feature or the '**Profile Sidebar**' of the user whose '**Profile**' view you wish to access. The user's '**Profile**' view will open.
2. In the left-hand section of the page, click '**Follow**' and you will start following this user.

   Repeat this procedure for any other users you wish to stop following. However, you may find this process easier using the Hover Profile feature.
   If you refresh or revisit your network view, the profile picture(s) of the user(s) you just followed will appear within the 'Following' list on the right. Additionally, their tracked activities will start appearing in the 'Recent Activity' list on this page.

Stop Following a User

You can stop following a user either via the hover profile feature or via their Profile view.

To stop following a user via the hover profile feature,

1. Open the user's 'hover profile' popup. To do this:
   - Log in to Confluence, if you have not already done so.
   - Move your mouse pointer over a user's linked name, which appears on the dashboard, a page or blog post. Wait until the hover profile popup appears on the page.

     The hover profile popup also appears whenever you move your mouse pointer over a user's profile picture throughout the Confluence interface.
2. Within the hover profile popup, click '**Stop Following**' and you will stop following this user.

   Repeat this procedure for any other users you wish to stop following.
   If you refresh or revisit your network view, the profile picture(s) of the user(s) you just stopped following are removed from the 'Following' list on the right. Additionally, their tracked activities will stop appearing in the 'Recent Activity' list on this page.

To stop following a user via their Profile view,

1. Go to the '**Profile**' view of the relevant user profile. To do this:
   - Log in to Confluence, if you have not already done so.
   - Use the '**Hover Profile**' feature or the '**Profile Sidebar**' of the user whose '**Profile**' view you wish to access. The user's '**Profile**' view will open.
2. In the left-hand section of the page, click '**Stop Following**' and you will stop following this user.

   Repeat this procedure for any other users you wish to stop following. However, you may find this process easier using the hover profile feature.
   If you refresh or revisit your network view, the profile picture(s) of the user(s) you just stopped following are removed from the 'Following' list on the right. Additionally, their tracked activities will stop appearing in the 'Recent Activity' list on this page.

RELATED TOPICS

Network Macro
Hover Profile Overview
Subscribing to a Network RSS Feed

Take me back to the Confluence User Guide.

Subscribing to a Network RSS Feed

You can create an RSS Feed from any user's network view, allowing you to receive summaries on the activities of users they are following in their network. The types of activities tracked in these RSS feed summaries include:

- Additions or edits to pages or blog posts
- Comments added to a page or blog post or edits to existing comments
- Updates to a user's User Status
- Updates to a user's User Profile

To subscribe to a user's network RSS feed,

1. Locate the following icon , which is available from the top-right of:
   - The 'Recent activity of the users you are following' section of your network page, or
   - The 'Activity of followed users' section of another user's network page.
2. Copy and paste the icon's link into your RSS newsreader.
3. To have your newsreader log into Confluence, you can add your username and password to the feed URL.
   Please note that if you do this, someone with access to your RSS newsreader configuration can read these Confluence authentication details.

Customising your Network RSS Feed

Currently, Confluence does not provide a user interface mechanism for customising your network RSS feed. However, you can modify the maximum number of results and type of content displayed in these feeds by directly editing the RSS feed link in your RSS newsreader.

To modify the maximum number of results displayed in your RSS feed,

1. Edit the RSS feed link in your RSS newsreader.
2. Change the value of the `max` parameter from its default value of `40` to a value of your choice. The following example shows this parameter-value combination highlighted in red:
   `http://confluence.atlassian.com/feeds/network.action?username=ggaskell&max=60&publicFeed=false&os_authType=basic&rssType=atom`
3. Save the modified link in your RSS newsreader.

To modify the type of content displayed in your RSS feed,

1. Edit the RSS feed link in your RSS newsreader.
2. Append the parameter `contentType` to the end of the link, followed by an equals sign (`=`) and then add the appropriate content type value of your choice:
   - `USER_STATUS` — restricts the RSS feed to user status updates.
   - `PAGE` — restricts the RSS feed to page additions or updates.
   - `BLOG` — restricts the RSS feed to blog post additions or updates.
   - `ATTACHMENT` — restricts the RSS feed to attachment additions or updates.
   - `COMMENT` — restricts the RSS feed to comment additions or updates.

   Content type values are case-sensitive and when editing the network RSS feed link, ensure that each parameter is separated from the other by an ampersand (`&`).
   The following example shows the content type parameter-value combination highlighted in red:
   `http://confluence.atlassian.com/feeds/network.action?username=ggaskell&max=40&publicFeed=f&contentType=USER_STATUS`
3. Save the modified link in your RSS newsreader.

Filtering for more than one type of content (by adding multiple values to the `contentType` parameter) is not supported.

RELATED TOPICS

Network Overview
Subscribing to RSS Feeds within Confluence

Take me back to the Confluence User Guide.

Hover Profile Overview

Hover Profile is a convenient tool that provides quick access to key information about other Confluence users, their User Profile features and Network functions, throughout the Confluence interface. When you move or hover your mouse over a user's name, an interactive popup

balloon appears, providing you with immediate access to these features and functions.

On this page:

- Using Hover Profile
  - Hover Profile Layout
  - Accessing a Hover Profile
- Using the Hover Profile Popup Balloon

Using Hover Profile

Whenever you hover your mouse pointer over a user's name appearing on the Confluence interface, their hover profile popup balloon appears.

Screenshot: Using Hover Profile

Hover Profile Layout

The top section of the hover profile popup balloon shows the user's Full Name, Profile Picture and Email address, based on their current User Profile details. Beneath this is shown the user's current User Status message. The low edge of the hover profile popup balloon has interactive features, described below in Using the Hover Profile popup balloon.

Accessing a Hover Profile

Areas of the Confluence interface where hover profile popup balloons are accessible include:

- The Byline of a page or blog
- The People Directory
- The outputs of various Confluence Macros on a page or blog
- Page or blog edit histories or comparisons
- Page or blog information pages.

> Hover profile is not available in the administrative areas of Confluence, such as the user management features of the Administration Console.

Using the Hover Profile Popup Balloon

From a user's hover profile popup balloon, you can easily:

- send an email to them,
- access their personal space (if they have one),
- access their profile, network or status updates views, or
- follow or stop following them. Please refer to the Network Overview page for details on using Confluence's network features.

To email a user from their hover profile popup balloon,

1. Hover your mouse over the user's name on the Confluence interface until their hover profile popup balloon appears.
2. Move your mouse directly into the popup balloon and click on the user's email address. Your email client opens up a new message with that email address in the '**To:**' field.

To access a user's personal space from their hover profile popup balloon,

1. Hover your mouse over the user's name on the Confluence interface until their hover profile popup balloon appears.
2. Move your mouse directly into the popup balloon's 'More' menu and click the **Personal Space** item. The user's personal space page will be displayed.
   If the user does not have a personal space, then this item will not be available from the 'More' menu.

To access a user's profile, network or status updates views from their hover profile popup balloon,

1. Hover your mouse over the user's name on the Confluence interface until their hover profile popup balloon appears.
2. Move your mouse directly into the popup balloon's 'More' menu and click the **Profile Page**, **Network Page** or **Status Updates Page** item to access the user's profile, network or status updates views, respectively.

Customising Look and Feel

Confluence allows you to customise the 'look and feel' of an individual space on the Confluence instance through options available in the **Space Administration** menu. By default, the look and feel of a space is based on global settings configured from the Administration Console .

You need to be a space administrator to edit the look and feel of a space.

- Applying A Theme To A Space
- Change Confluence Browser Icon
- Changing a Space's Logo
- Customising Homepage
- Editing a Space's Colour Scheme
- Modifying Confluence Layouts Using Custom Decorators

RELATED TOPICS

Browsing a space
Administrator's Guide - Design and Layout

Take me back to Confluence User Guide

Applying A Theme To A Space

Themes allow you to personalise the 'look and feel' of Confluence. Themes can can be applied across Confluence or to individual spaces. Use themes if you want to add a new functionality or significantly alter the appearance of Confluence.

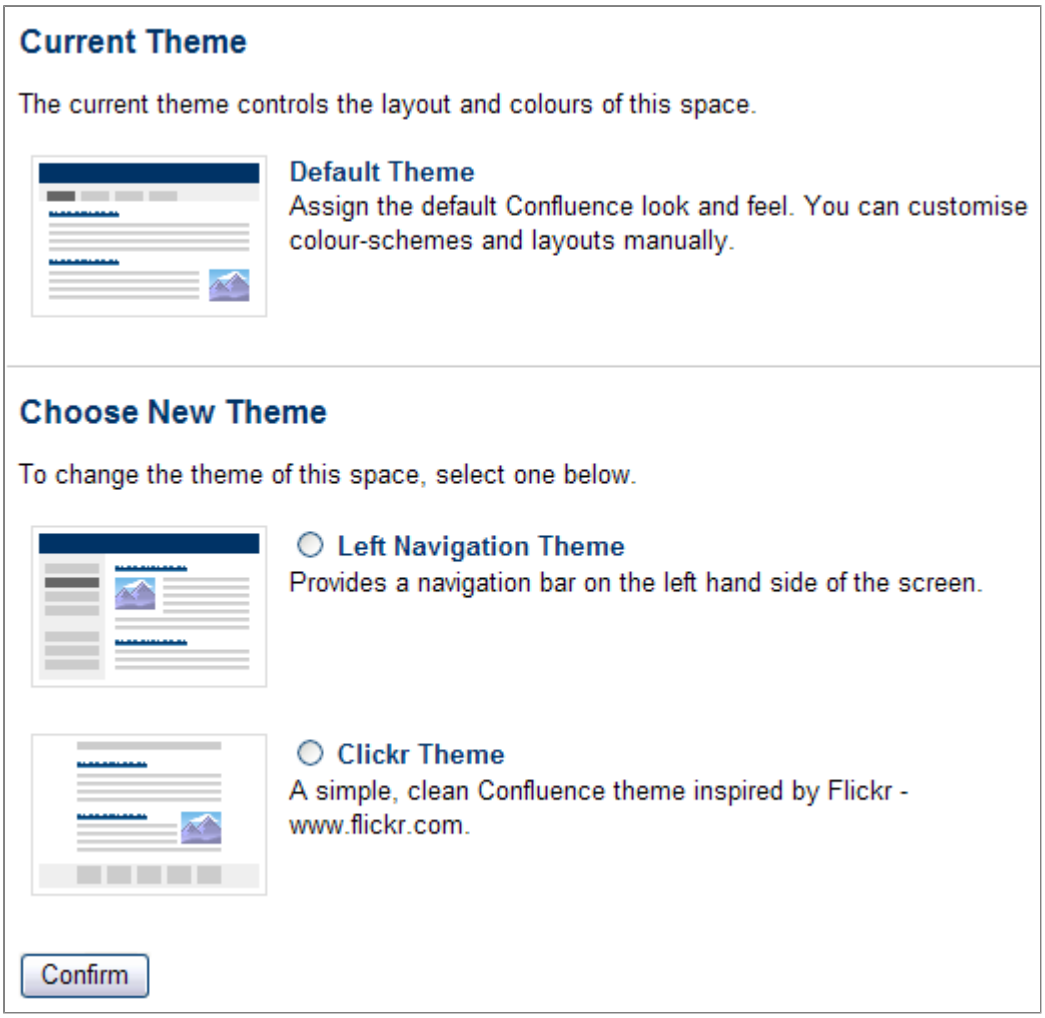
Themes are created and installed from the Administration Console by site administrators. Once a theme has been installed, a space administrator can then apply it to the space.

By default, no themes are applied and the look and feel of a space conforms to global look and feel settings.

To apply a theme to a space,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
     '**Space Admin**' is only displayed if you are a space administrator.
2. Now click '**Themes**' in the left panel under the heading '**Look and Feel**'. This will bring up a new screen. Any themes installed will be listed here. See screenshot below.
3. Click a radio button to select a theme.
4. Click '**Confirm**'.

Screenshot : Applying a theme



RELATED TOPICS

Applying a Theme To A Site
Editing a Space's Colour Scheme
Customising Look and Feel

Take me back to Confluence User Guide

Change Confluence Browser Icon

The Confluence logo is displayed in the user's browser to identify the Confluence browser tab. To use a custom image for your Confluence site:

1. Obtain or create an image in PNG file format. To maximise browser compatibility, it should be 32x32 pixels, 71x71 DPI and have 8 bit colour depth
2. In your Confluence install, find the `...\confluence\images\icons` subdirectory
3. Backup the file `favicon.png`
4. Replace the `favicon.png` with your custom PNG image
   You may also need to backup and replace the following images in your Confluence install:
   - `...\confluence\images\icons\favicon.ico`
   - `...\confluence\favicon.ico`
   - `...\confluence\images\logo\confluence_16.png` (This image should be reduced down to 16x16 pixels.)
5. Restart your application server

Users may need to clear their browser cache to view the new image.

To create an ICO out of your PNG image, you can use the freeware tool png2ico.

Changing a Space's Logo

In Confluence, you can replace the default logo for a space with a logo of your own choice.

You need to be a space administrator to replace a space's logo.

The instructions below refer to global spaces. For your personal space, your profile picture is used as the space icon.

To change a space's logo,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
     '**Space Admin**' is only displayed if you are a space administrator.
2. Click on '**Change Space Logo**' in the left panel under the heading '**Look and Feel**'. This will bring up a new screen. See screenshot below.
3. Use the browse option to locate the new logo and click '**Upload**'.

Screenshot : Change space's logo

RELATED TOPICS

Customising Look and Feel

Take me back to Confluence User Guide

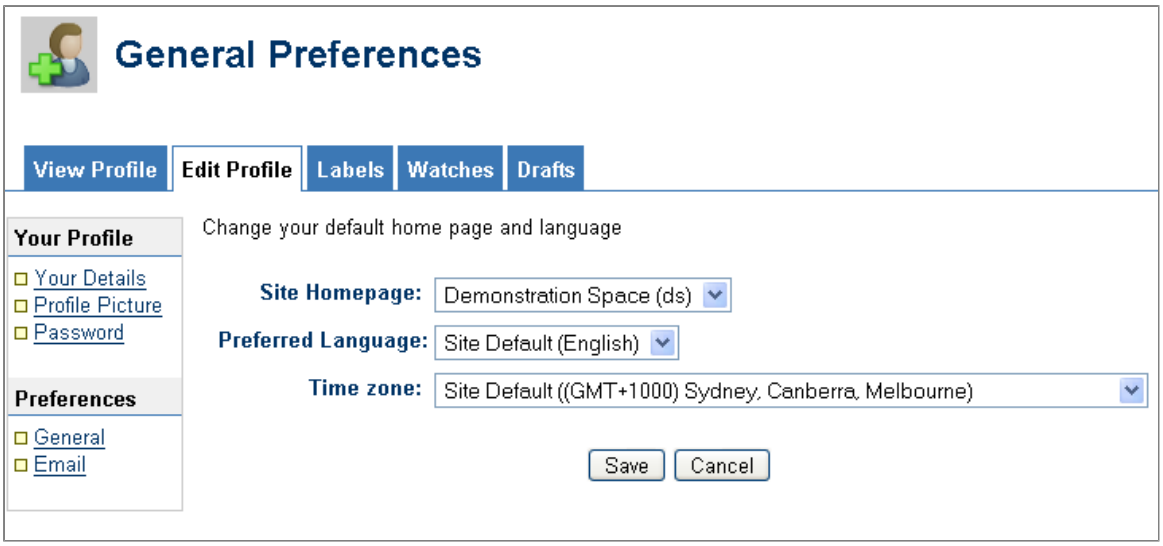
Customising Homepage

Registered users of the site can choose the page to which they are directed after they log in to Confluence. By default, users are directed to the Dashboard after logging in.

To set the site home page,

1. Open the '**General Preferences**' view. The page Navigating to the General Preferences View does not exist.
2. Click the '**Edit Profile**' tab.
3. Click '**General**', under '**Preferences**' on the left navigation bar.
4. From the drop-down menu beside **Site Homepage**, select a space. Note that only the list of spaces to which you have 'view' access is displayed here. Selecting a space will direct you to its home page when you log in.
5. Click '**Save**'.

Screenshot: General Preferences Settings



RELATED TOPICS

User Profile Overview
Space Homepage

Take me back to Confluence User Guide

Editing a Space's Colour Scheme

Confluence allows you to customise the colour scheme of a space. By default, a space's colour scheme is based on global settings configured from the Administration Console.

You need to be a space administrator to edit a space's colour scheme.

To change the colour scheme for a space,

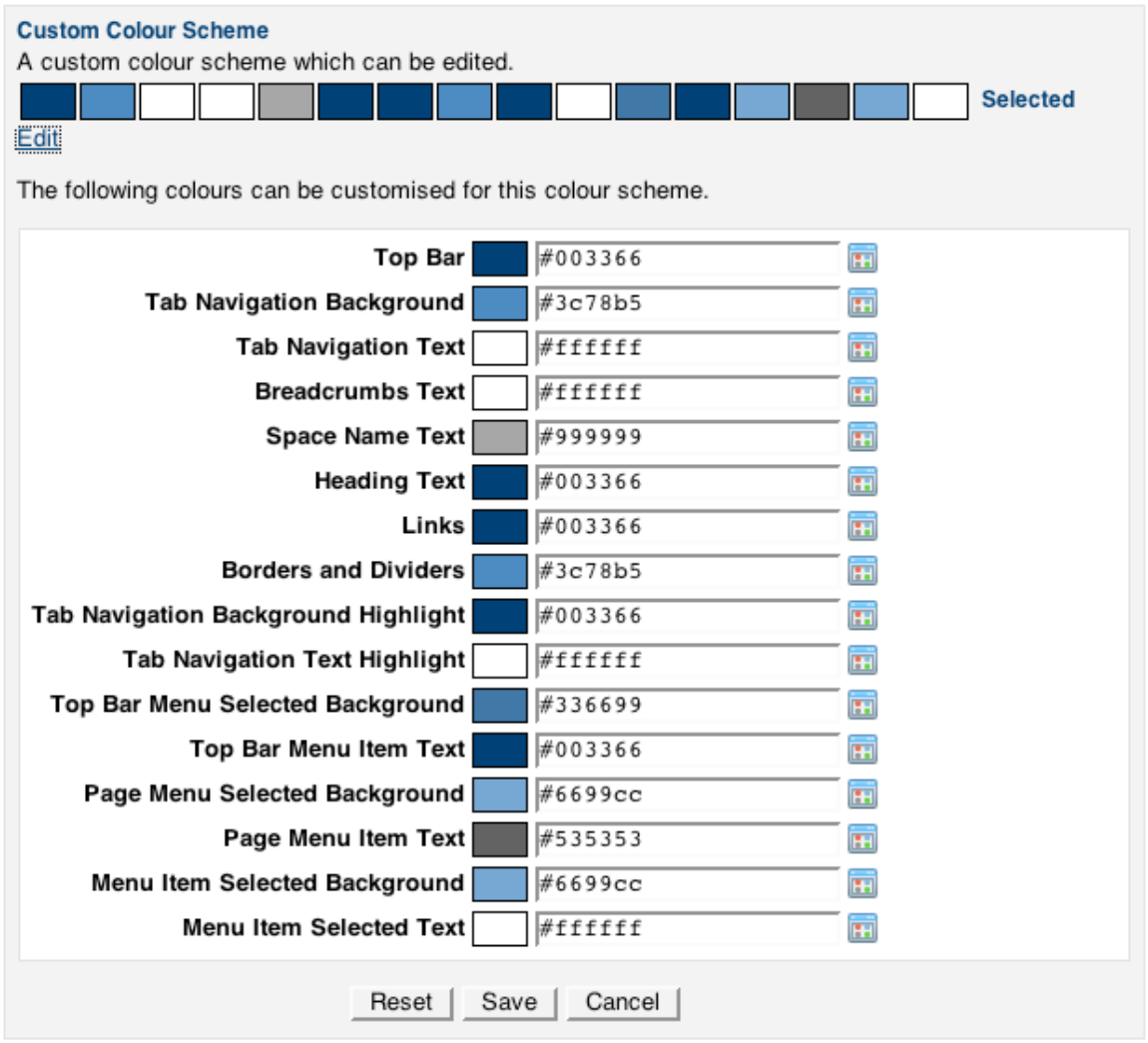
1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
      '**Space Admin**' is only displayed if you are a space administrator.
2. Click '**Colour Scheme**' in the left-hand panel under the heading '**Look and Feel**'. This will bring up a new screen.
3. Click the '**Select**' button next to a colour scheme under '**Custom Colour Scheme**' (if not already selected).
4. Click the '**Edit**' link. This will bring up a new screen. See screenshot below.
5. Enter standard HTML/CSS2 colour codes, or use the colour-picker to choose a new colour from the palette provided. Any changes you make will immediately be reflected in this space.

The colour scheme applies to the following UI elements:

- **Top Bar** - the bar across the top of the page that contains the breadcrumbs
- **Tab Navigation Background** - the background colour of the tab navigation menus
- **Tab Navigation Text** - the text of the tab navigation menus
- **Breadcrumbs Text** - the breadcrumbs text in the top bar of the page
- **Space Name Text** - the text of the current space name located above the page title
- **Heading Text** - all heading tags throughout the space
- **Links** - all links throughout the space
- **Borders and Dividers** - table borders and dividing lines
- **Tab Navigation Background Highlight** - the background colour of the tab navigation menu when highlighted
- **Tab Navigation Text Highlight** - the text of the tab navigation menu when highlighted
- **Top Bar Menu Selected Background** - the background colour of the top bar drop down menu when selected
- **Top Bar Menu Item** - the text colour of the menu items in the top bar drop down menu
- **Page Menu Selected Background** - the background colour of the drop down page menu when selected
- **Page Menu Item Text** - the text of the menu items in the drop down page menu
- **Menu Item Selected Background** - the background colour of the menu item when selected (applies to both the top bar and page drop down menus)
- **Menu Item Selected Text** - the text colour of the menu item when selected (applies to both the top bar and page drop down menus)

Please note that some UI elements are specific to the default theme and may not take affect for other themes.

Screenshot : Editing a space's colour scheme



Handy Hint
If you mess things up, just click the '**Reset**' button and then try again.

RELATED TOPICS

Customising Look and Feel

Take me back to Confluence User Guide

Modifying Confluence Layouts Using Custom Decorators

If you modify the look and feel of Confluence by following these instructions, you will need to update your customisations when upgrading Confluence. The more dramatic the customisations are, the harder it will be to reapply your changes when upgrading. Please take this into account before proceeding with your customisation.

Confluence is built on top of the Open Source SiteMesh library, a web-page layout system that provides a consistent look and feel across a site. SiteMesh works through 'decorators' that define a page's layout and structure.

To edit the layout of Confluence, you will need to modify these decorator files. A decorator file is a vmd file and is written in a very simple programming language called **Velocity**. Learn more about Velocity. Once you become familiar with Velocity, you can edit the decorator files to personalise the appearance of Confluence.

You need to have System Administrator permissions in order to perform this function.

- You can customise the layouts for a particular space or for the whole site. This page tells you how to customise layouts for a space. To customise the global layouts, use the 'Layout' menu on the 'Administration' page.
- When you upgrade Confluence, you must reapply your custom layouts to the new default layouts.

These files are grouped into:

Site layouts : These are used to define the controls that surround each page in the site. For example, if you want to make changes to the header and the footer, you will need to modify these layouts.

Content layouts : These control the appearance of content such as pages and news items: they don't change the way the pages themselves are displayed, but they allow you to alter the way the surrounding comments or attachments are shown.

Export Layouts: These control the appearance of spaces and pages when they are exported to HTML. If you are using Confluence to generate a static website, for example, you will need to modify these layouts.

Learn more about using decorators.

To edit a decorator file,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
     '**Space Admin**' is only displayed if you are a space administrator.
2. Click the '**Layout**' link in the left panel under the heading '**Look and Feel**'. A list of the layouts for the space is listed.
   - Click '**View Default**' to view the vmd file.
   - Click '**Create Custom**' to edit the default vmd file. This will open up the vmd file in edit mode. Make changes and click '**Update**'.

Screenshot : Edit Layouts Example

Decorator	Operations
Space Export Layout When you export a space to HTML, this layout is used to create the index page.	< default > | Create custom | View Default
Page Export Layout When you perform an export, each page is converted to HTML using this layout.	< default > | Create custom | View Default

Click thumbnail to view an example of a vmd file:

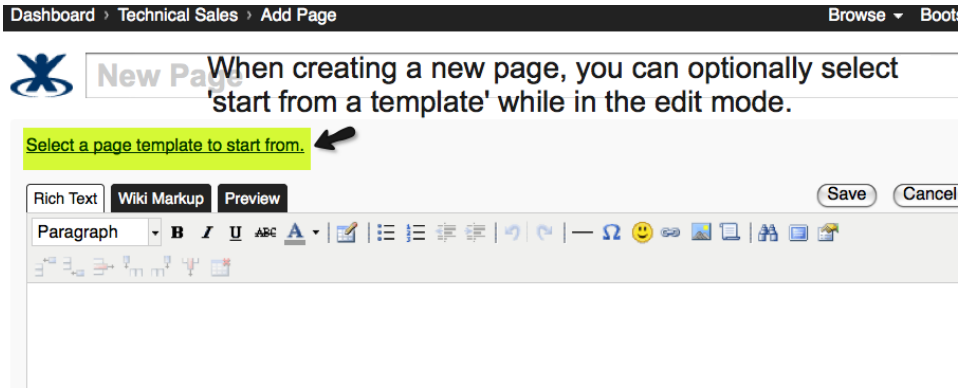
RELATED TOPICS

Customising Look and Feel
Applying A Theme To A Space
Administrator's Guide - Design and Layout

Take me back to Confluence User Guide

Working with Templates Overview

Whenever you add a new page you do not have to prepare it from scratch. Instead, you can base your new page on a template, which is essentially a page with pre-populated content.



Templates may be written in regular Confluence markup, or using special markup if you wish to define form fields to be filled in.

Some examples:

- A software development project may have a template for use-cases.
- A systems administration space may have a template for defining what information is kept about each server.

In Confluence, there are two places to store your templates:

- **Global Templates** : These are defined by site administrators through the Administration Console and are available in every space.
- **Space Templates**: These are defined by space administrators in the space administration screens, and are only available in the space in which they are defined.

Global templates can only be created by site administrators, and space templates by space administrators.

Here is an example:

Note
Currently, templates can only be used to create a page. Once a page is created, the template is gone and all further editing is performed as if the template was never used. Some plugins provide expanded functionality for strictly templated content. See below for more information.

Important Plugins For Templates

Two popular plugins that expand on template behaviour are the Zones Plugin and Scaffolding Plugin. Below is a comparision:

Field	*Default*	Zones Plugin	Scaffolding Plugin
Description	Basic	Flexible	Powerful
Saves page version history	✓	✓	✓
Allows return to form version	✗	✓	✓
Suitable for dynamic data	✗	✗	✓
Has a library of examples	✗	✗	✓

RELATED TOPICS

Working with Templates Overview

Adding a Template

Working with Pages Overview

Creating a Page using a Template

Editing a template

Removing a Template

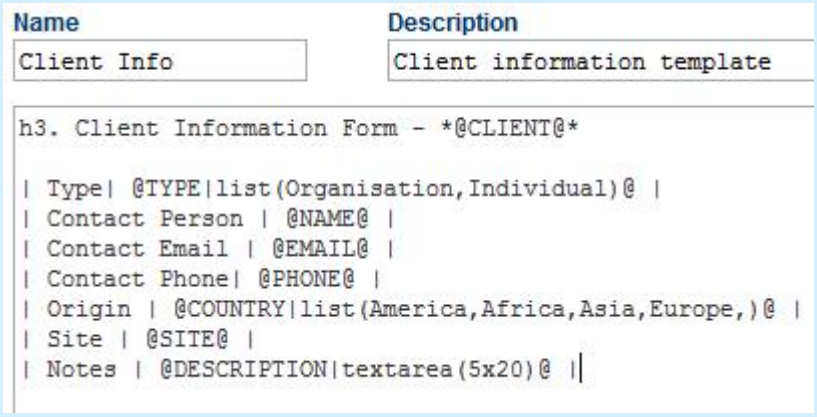
Take me back to the Confluence User Guide.

Adding a Template

You need to be a space administrator to create a space template.

To add a template for a space,

1. Click the '**Browse Space**' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the '**Advanced**' tab then click the '**Templates**' option in the left navigation panel.
3. Click '**Add New Space Template**'. This will bring up the 'Create Template' screen.
4. Enter a name for your template in the '**Name**' text field and an optional description in the '**Description**' text field.
5. Using regular Confluence markup and form field markup (if you are using forms), enter content in the text-entry box as you would in any other Confluence page. For example:



6. Click '**edit**' next to '**Labels**' if you want to use labels to categorise information. Add your labels. These labels will be included in all pages created using this template.
7. Preview and click '**Save**'. Your template will be added to the list of space templates.
8. To view the space templates, browse the space then click the '**Templates**' option in the left navigation panel of the '**Advanced**' tab.

For more information, check out this example template.

NEXT: Creating a Page using a Template

RELATED TOPICS

Working with Templates Overview
Editing a template
Removing a Template
Browsing a space
Working with Pages

Take me back to Confluence User Guide

Creating a Page using a Template

Confluence allows you to create a page based on a global template (available to all spaces) or a space template (available only to that space). This page is intended for users who have already created a template.

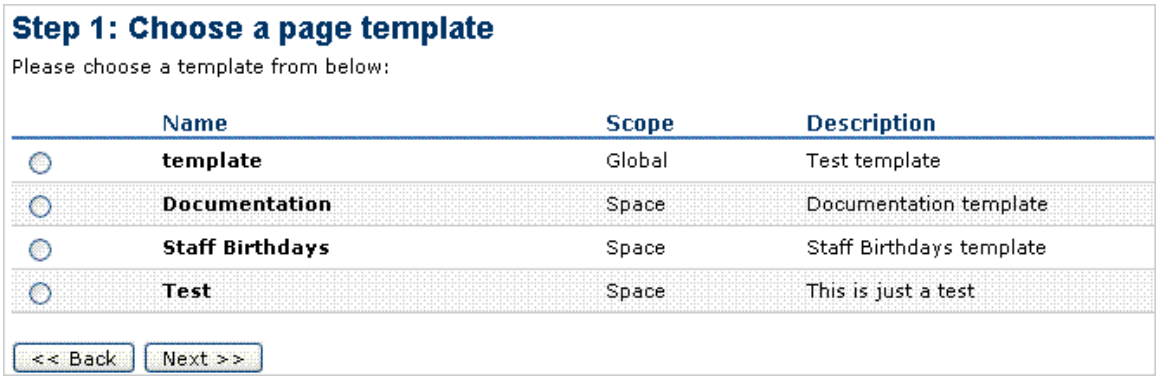
Labels are copied from template
If the template contains labels, the template labels will automatically be included in the new page created from that template.

To create a page from an existing template

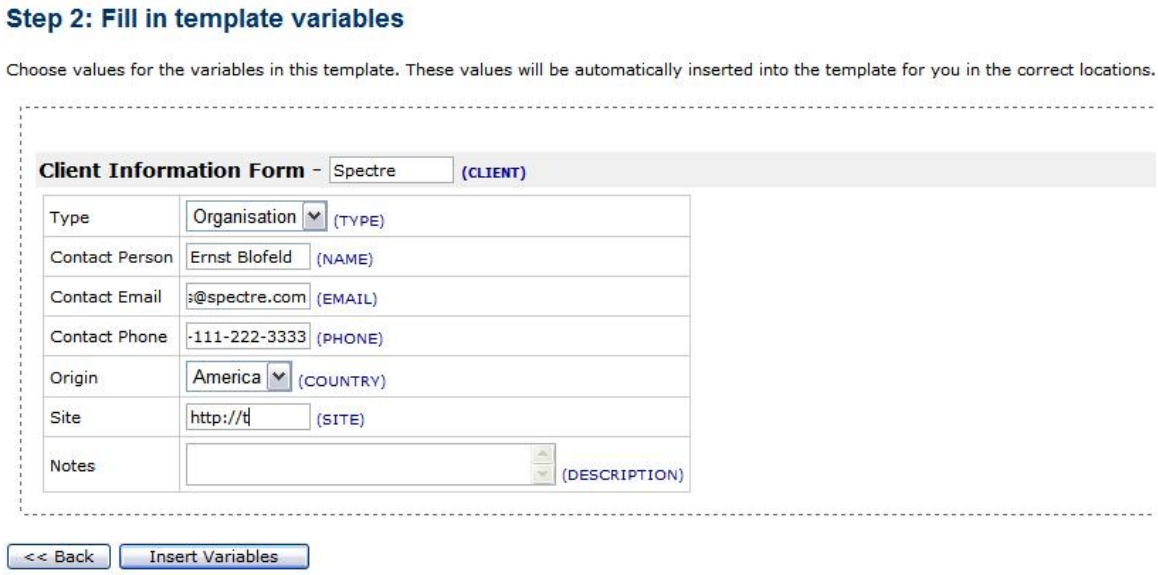
1. Click the '**Add Page**' link located beside each space on the dashboard or at the top of every page in Confluence.
2. Click the link '**Select a page template**' located above the text-entry box.
   This is only displayed if there are any templates defined. If you do not see this link, then there are currently no templates defined and an administrator will have to create one before you can use it.

   Clicking this link will display a list of the templates that are available in the current space.
3. Select a template and click '**Next**'. This will display one of the following:
   - A new page based on the template, if the template does not contain a form.
   - The '**Template Variables**' page where you can supply values for the variables, if the template contains a form.
4. If the template uses a form, enter the appropriate values into the form fields and click the '**Insert Variables**' button.
   This will display a new page based on the template and including the variable values you have entered.
5. Replace the words 'New Page' with the **name of the page**.
6. Add more content or make further changes as required.
7. Click the '**Save**' button.

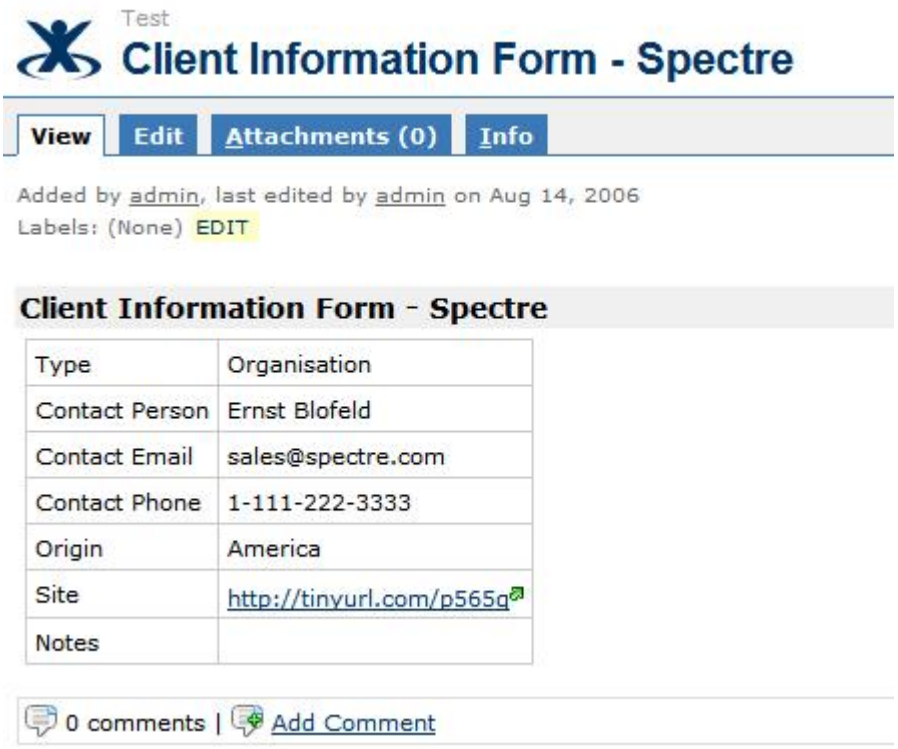
Screenshot : Choose a template



Screenshot : Fill out the form



Screenshot : Resulting page



RELATED TOPICS

Adding a Template
Editing a template
Removing a Template
Form Field Markup for Templates
Browsing a space

Take me back to Confluence User Guide

Editing a template

You need to be a space administrator to modify a space template.

To edit a template,

1. Click on the '**Browse Space**' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the '**Advanced**' tab.
3. Click the '**Templates**' link in the left-hand column. A list of templates for the space is displayed.
4. Click on the '**Edit**' link beside the chosen template. This will bring up the 'edit' screen for the template.
5. Make changes or add new content as you would when you add a template, using form field markup, if required.
6. Click '**Update**' to save your changes.

RELATED TOPICS

Adding a Template
Creating a Page using a Template
Working with Templates
Working with Pages

Take me back to Confluence User Guide

Removing a Template

You need to be a space administrator to remove a space template.

To remove a space template,

1. Click on the '**Browse Space**' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the '**Templates**' tab. A list of templates for the space is displayed.
3. Click on the '**Remove**' link beside the template you wish to delete.
4. Confirm your action by clicking '**OK**' when the confirmation screen is brought up.

Warning
Deleted templates cannot be restored.

RELATED TOPICS

Editing a template
Adding a Template
Creating a Page using a Template
Working with Templates
Working with Pages

Take me back to Confluence User Guide

Archiving Mail Overview

Confluence allows you to collect and archive mail within each space individually. This is a useful facility that allows you to archive all emails pertaining to a particular project on Confluence alongside it in the same space.

You can download mail from one or more pop-accounts. You can also import mail from mbox files either on your local system or on the Confluence server.

Mail is contained in the '**Mail**' tab under the '**Browse Space**' view of a space. You may need Space Administrator rights to access this view.

Go to the '**Browse Space**' view. There are two ways to browse a space:

- Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
- Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.

(If you are not a space administrator for the target space, contact your Confluence administrator to request Space Admin permission.)

From here, you can navigate mail easily and also use the '**Quick Search**' to search mail and the attachments it contains.

What would you like to do?

Add a Mail Account
Manage Mail accounts
Import Mail
View Mail
Fetch Mail
Delete Mail
Restore Mail
Link to Mail

The ability to archive mail applies only to global spaces, not personal spaces. Please see Working with Spaces Overview for information about the differences between *global spaces* and *personal spaces*.

RELATED TOPICS

Take me back to the Confluence User Guide.

Adding a Mail Account

When you add a mail account, you are configuring Confluence to download mail from that account and archive it within the space. Since Confluence removes emails from an email account as it is added to the Mail Archive, Confluence must be setup to poll a clone email account

rather than the actual account. For example, to archive the actual account `sales@company.com` to your Confluence Sales space, you must first create a clone account such as `conf-sales@company.com` that contains the same email content.

Stage 1 - Creating A Clone Email Account

1. Add a new email account on the mail server with the clone email address.
2. Copy all existing emails from the actual account to the clone account.
3. Set up the actual account to bcc sent emails to the clone account.
4. Set up the actual account to forward received emails to the clone account.

Stage 2 - Archive Clone Account To Mail Archive

1. If you are not a space administrator for the target space, contact your Confluence administrator to request Space Admin permission. You need to be a space administrator before you can add a mail account to the space.

2. Go to the '**Browse Space**' view.

   Go to the '**Browse Space**' view. There are two ways to browse a space:

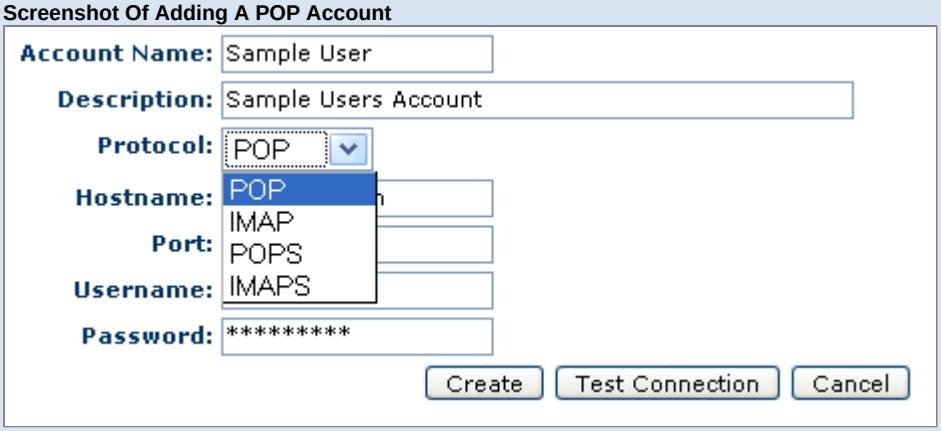
   - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
   - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.

   Now click on '**Mail Accounts**' under the heading '**Mail**' in the left panel. This will bring up a new screen listing the existing mail accounts and displaying a link to add a new pop-account.

3. Click '**Add mail account**' located at the top of the page. This will bring up a form into which you need to enter your account configuration details.

4. Enter the details, (Protocol may be POP/S or IMAP/S) (See below) and click '**Create**'. Configured accounts will have their mail downloaded and removed from the server, so make sure you are downloading from a clone account.

Screenshot Of Adding A POP Account



- **Account Name:** Enter a name for this account by which it will be known in Confluence.
- **Description:** Provide a description for this account (Optional).
- **Protocol:** Choose from POP, IMAP, POPS or IMAPS
- **Hostname:** Enter the account mail server host name.
- **Port:** The mail server's port number will be displayed by default. Do not edit this field.
- **Username:** Enter a username for this account.
- **Password:** The account's password.

Note: The ability to import mail applies only to global spaces, so the 'Import' section in the above screenshot does not appear in the 'Space Admin' tab for personal spaces. Please see Working with Spaces Overview for information about the differences between *global spaces* and *personal spaces*.

RELATED TOPICS

Archiving Mail Overview
Managing Mail Accounts
Importing Mail
Viewing Mail
Fetching Mail
Deleting Mail
Linking to Mail
How do I check which spaces have email accounts
How do I Disable Automatic Mail Polling?

Take me back to Confluence User Guide

Deleting Mail

To delete mail for a space, you require 'Remove Mail' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.
Only a space administrator can delete all email messages for the space simultaneously.

To delete mail for a space,

1. Go to the '**Browse Space**' view.

   Go to the '**Browse Space**' view. There are two ways to browse a space:

   - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
   - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.

2. Go to the '**Mail**' tab. A list of messages in the space is displayed in reverse chronological order.
3. Delete an individual email by clicking the trash icon beside it.
   If you are a space adminstrator, you can delete all email messages within a space simultaneously by clicking on the '**Delete All**' link at the top of the mail view. Deleted mail is stored under '**Trash**' and can be restored by a space administrator from the '**Space Admin**' tab.

Warning
Email messages deleted using the '**Delete All**' option cannot be restored.

RELATED TOPICS

Restoring Mail
Archiving Mail Overview
Browsing a space

Take me back to the Confluence User Guide.

Fetching Mail

Confluence fetches mail from the server once every 30 minutes.

You need to be a space administrator to manually retrieve new mail from mail accounts.

To manually retrieve mail,

1. Go to the '**Space Administration**' view.

   Go to the '**Space Admin**' tab of the Browse Space view. To do this:

   - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
     '**Space Admin**' is only displayed if you are a space administrator.

2. Go to the '**Mail**' tab.
3. Go to the '**Mail**' tab. A list of messages for the space is displayed in reverse chronological order.
4. Click on the '**Fetch new mail**' link located above the list of messages. Any new messages will be displayed in order of most recent first.

Note
Once mail is fetched, it will be removed from the server.

RELATED TOPICS

Viewing Mail
Archiving Mail Overview

Deleting Mail
How do I Disable Automatic Mail Polling?

Take me back to the Confluence User Guide.

Importing Mail

Confluence allows you to import mail from mbox files located either on your local system or on the Confluence server and archive it within the space.

You need to be a space administrator to import mail for a space.

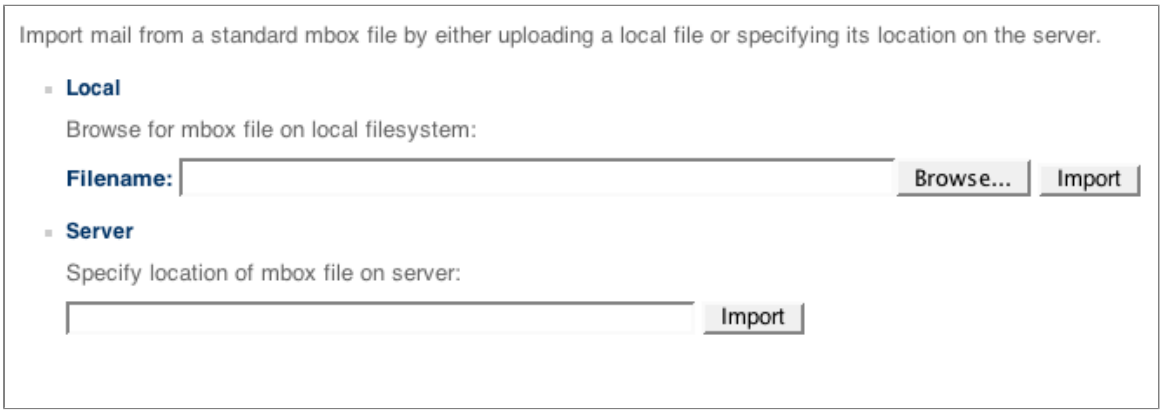
To import mail from an mbox file,

1. Go to the '**Space Admin**' in the '**Browse Space**' view.

   Go to the '**Browse Space**' view. There are two ways to browse a space:

   - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
   - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.
2. Click on '**Mail Import**' under the heading '**Mail**' in the left panel. This will bring up a new screen.
   - To import from a **Local** system, click '**Browse**' to select the mbox file. Then click '**Import**'.
   - To import from the **Server**, enter the location of the mbox file on the server in the '**Server**' text field and click '**Import**'.

Screenshot : Importing mail



The ability to import mail applies only to global spaces, so the 'Import' section in the above screenshot does not appear in the 'Space Admin' tab for personal spaces. Please see Working with Spaces Overview for information about the differences between *global spaces* and *personal spaces*.

RELATED TOPICS

Archiving Mail Overview
Adding a Mail Account
Importing Mail

Take me back to the Confluence User Guide.

Linking to Mail

Currently in Confluence, while it is possible to link to a mail message, the method is a little cumbersome.

You need to edit in 'Wiki Markup' mode to create a link to an email.

To link to an email,

1. Go to the '**Browse Space**' view.

   Go to the '**Browse Space**' view. There are two ways to browse a space:

   - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
   - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.

2. Go to the '**Mail**' tab. The mail is displayed in reverse chronological order with a default of 30 email messages per page. Move between pages to locate the message you want to link to.
3. Click on the mail message. You will notice in the address bar of your browser that the URL displayed ends in a series of numerals.
4. Copy only the numerals.
5. Click on the '**edit**' tab of the page from which you want to link to the message.
6. Paste the numerals between square brackets (as you would when you create any link in Confluence), and then include the dollar sign '$' in front of the numerals.

Here's an example:

What you need to type	What you will get
[$129272]	Re: [CONF-user] ANN: Redirection Macros

Clicking on the link will open up the mail message.

RELATED TOPICS

Working with Links Overview
Archiving Mail Overview

Take me back to the Confluence User Guide.

Managing Mail Accounts

You need to be a space administrator to manage mail accounts for a space.

To manage mail accounts,

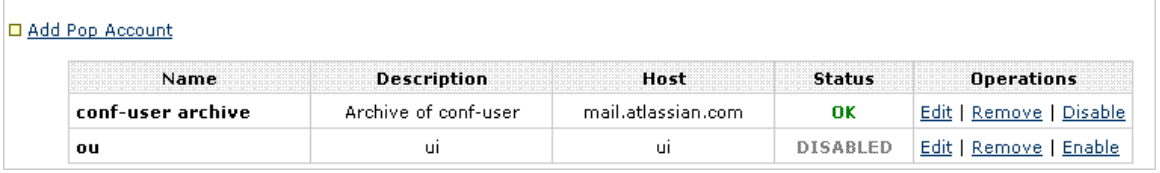
1. Go to the '**Space Admin**' tab in the '**Browse Space**' view.

   Go to the '**Browse Space**' view. There are two ways to browse a space:

   - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
   - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.

2. Click on '**Mail Accounts**' under the heading '**Mail**' in the left panel. This will bring up a new screen listing the existing mail accounts each with a link to '**Edit**', '**Remove**' or '**Disable**' the account.
   - **Edit** : This link allows you to change the configuration settings for the mail account.
   - **Remove**: This link lets you remove the account permanently.
   - **Disable**: This link allows you to temporarily disable the account.

Screenshot : Managing mail accounts



RELATED TOPICS

Archiving Mail Overview
Adding a Mail Account
Importing Mail
Viewing Mail
Fetching Mail

Deleting Mail
Restoring Mail
Linking to Mail

Take me back to the Confluence User Guide.

Restoring Mail

Deleted email messages are stored under '**Trash**' and can be restored by a space administrator from the Space Administration screens.

You can only restore an email from trash if it was deleted individually and not using the '**Remove All**' operation.

To restore mail,

1. Go to the '**Space Admin**' tab in the '**Browse Space**' view.

   Go to the '**Browse Space**' view. There are two ways to browse a space:

   - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
   - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.

2. Click on '**Trash**' in the left panel. A list of pages and emails deleted from the space is displayed.
3. Click on '**Restore**' beside the email you want to restore.

To view this email, you will have to go to the '**Mail**' tab in the '**Browse Space**' view.

RELATED TOPICS

Viewing Mail
Fetching Mail
Deleting Mail
Browsing a space

Take me back to the Confluence User Guide.

Viewing Mail

In Confluence, each global space can be set up to archive mail.

To view mail messages archived within a particular space,

1. Go to the '**Mail**' tab in the '**Browse Space**' view.

   Go to the '**Browse Space**' view. There are two ways to browse a space:

   - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
   - Or click the icon next to the space name on the Dashboard. The 'Pages' tab of the 'Browse Space' view will open.

2. The mail is displayed in reverse chronological order with a default of 30 mails per page. You can move between pages by clicking the << Previous and Next >> links or by selecting a particular page number.
3. Click on a mail message to view its contents.

Screenshot : Mail Archive

If you are a space administrator, or have been given permission to delete mail messages, you can also delete emails from here.

Navigating Mail

'**Find More**': These links links at the top of an email message let you search for other emails from the same author or on the same subject.
'**Attachments**': This link located below the email body allows you to view mail attachments. The link is only displayed if any attachments exist.
'**Entire Thread**': This link allows you to view the mail's thread, if one exists.

The '**Mail Operations**' panel is located to the right of the mail view and displays links to:

- **Entire Thread:** View the thread that this mail belongs to. This option is only available when the mail belongs to a thread.
- **Next By Date:** Navigate to the next message.
- **Previous By Date:** Navigate to the previous message.
- **Remove Mail:** Remove the current mail from the space.
- **Mail Archive:** Go to the mail archive view for this space.

Screenshot : Navigating mail

Handy Hint
Use the **Quick Search** facility to quickly locate a mail

RELATED TOPICS

Archiving Mail Overview
Viewing Mail
Fetching Mail
Deleting Mail
How do I Disable Automatic Mail Polling?

Take me back to the Confluence User Guide.

Exporting a Space

Confluence allows you to export a part of, or the entire contents of a space to HTML, PDF or XML.

What would you like to do?

Export from Confluence to PDF
Export from Confluence to HTML
Export from Confluence to XML

RELATED TOPICS

Browsing a space

Take me back to Confluence User Guide

Confluence to HTML

Confluence allows you to export a part of, or the entire contents of a space into a zipped archive of HTML files. This is useful if you want convert your space into a static website.

To export pages to HTML, you will need 'Export Space' permission which is assigned by a space administrator. See Space Permissions or contact a space administrator for more information.

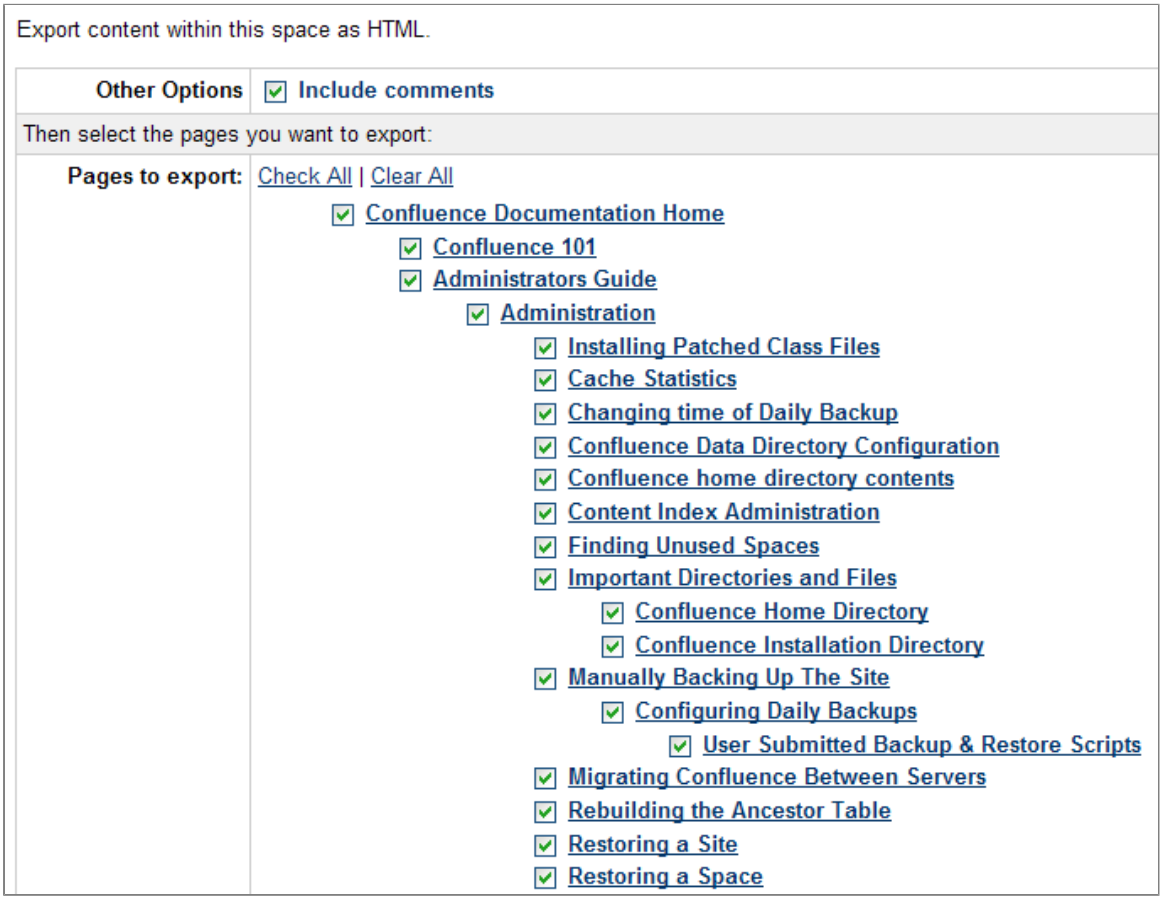
To export pages to HTML,

1. Go to the '**Advanced**' view for the space. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Advanced**'. The 'Advanced' view will open.
2. Click '**HTML Export**' in the left-hand panel.
   This option will only be visible if you have 'Export Space' permission.
3. Select the check box '**Include Comments**' if you want to include comments for the pages you are exporting.
4. Select the pages you want to export by selecting the check boxes in the tree view of pages displayed. By default, all pages are selected. You have the option to '**Check All**' or '**Clear All**' pages.
   If you select the check box of a page that contains one or more child or descendent pages, all of these child and descendent pages will also be selected. Similarly, if you clear the check box of such a page, all of its child and descendent pages will also be cleared. This provides a convenient method of exporting subtrees, for example, chapters or sections within a document.
5. Click '**Export**'. This will create a zipped archive of HTML files.
6. Download the zipped archive and extract the files into a folder.

Notes

- Page attachments are placed in individual folders with names in the following format:
  `...\download\attachments\xxxxxx`
  where '`xxxxxx` is the page ID of the page containing the attachments.
- By default, the '**Space Details**' page is exported as index.html and displays the space's details as well as a list of all available pages within it.
- News items are not included within the HTML export. Please cast your vote towards this feature request.

Screenshot: Selecting pages to export



RELATED TOPICS

Confluence to PDF
Confluence to XML

Take me back to the Confluence User Guide.

Confluence to PDF

Confluence allows you to export a single page, a part of a space, or an entire space into a single PDF file.

Confluence's PDF Export feature provides output customisation via Cascading Style Sheet (CSS) modifications. It also provides the ability to add a Table of Contents listing and customised headers, footers and a title page to exported documents too. These customisations are specific to each space in a Confluence installation and require the 'Space Administrator' permission to implement. For more information about implementing PDF Export customisations, see Editing the PDF Stylesheet.

Exporting Single Pages

You can export a single page in Confluence to PDF:

- Go to a page in the space, open the '**Tools**' menu and select '**Export to PDF**'. The process will begin, and you will be prompted by a series of dialog boxes.

Exporting Multiple Pages or the Entire Space

To export to PDF, you will need 'Export Space' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

To export to PDF,

1. Go to the '**Advanced**' view for the space. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Advanced**'. The 'Advanced' view will open.
2. Click '**PDF Export**' in the left-hand panel.
   This option will only be visible if you have the 'Export Space' permission.
3. Select the pages you want to export by selecting the check boxes in the tree view of pages displayed. By default, all pages are selected. You have the option to '**Check All**' or '**Clear All**' pages. See screenshot below.
   If you select the check box of a page that contains one or more child or descendent pages, all of these child and descendent pages will also be selected. Similarly, if you clear the check box of such a page, all of its child and descendent pages will also be cleared. This provides a convenient method for exporting subtrees (for example, chapters or sections) of the entire documentation within a space.
4. Click '**Export**'.
5. Download and save the PDF file as prompted. Click or double-click the PDF file name to open it.

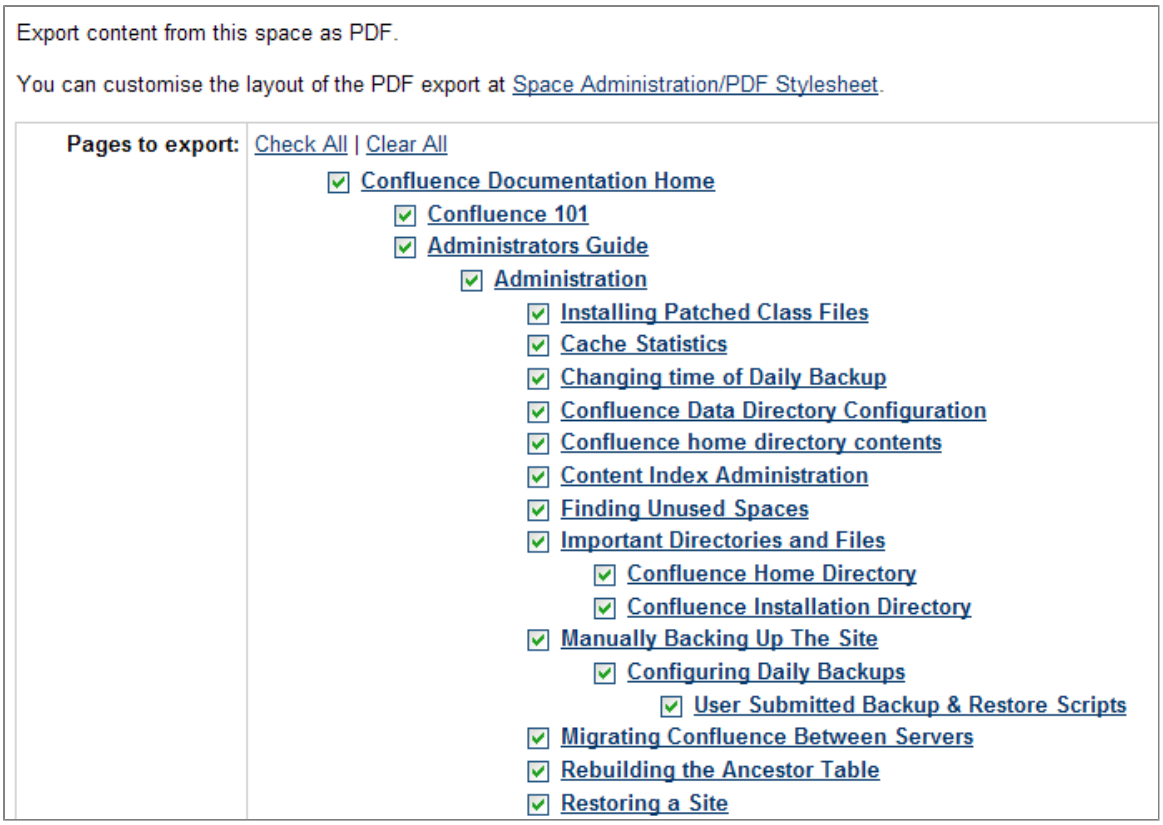
Notes

Only image attachments which have been inserted into a page are included when exporting to PDF.

To export a PDF containing international text, you need to install a Unicode font in Confluence.

News items are not included within the PDF export. Please cast your vote towards this feature request.

Screenshot: Selecting pages to export



If you have 'Space Administrator' permissions, the link to customise the PDF Stylesheet is provided at the top of the page tree, as shown in the image above.

Confluence's PDF Export feature is designed to handle a wide variety of content. However, in the unlikely situation that the PDF Export process fails, perhaps due to a mishandled customisation, the PDF Export screen will indicate the title of the page in which the problem occurred to help you diagnose the cause of the failure.

RELATED TOPICS

Create PDF in another language
Confluence to HTML
Confluence to XML
Editing the PDF Stylesheet

Take me back to the Confluence User Guide.

Create PDF in another language

To export a Confluence page written in another language, you will first need to install the necessary font for that language. This will basically involve uploading a font file to Confluence.

Here are the exact steps on how to do this:

1. Find the appropriate font file

Windows users

All font files in Windows are stored in a directory called

```
C:\WINDOWS\Fonts
```

Unix users

All font files in Unix are stored in the

```
/usr/share/fonts
```

Microsoft True Type core fonts such as Verdana can be downloaded from this page: http://corefonts.sourceforge.net/

2. Copy the font file

Simply copy the file into a temporary folder (for example a folder on the Desktop).

3. Upload the file

- Navigate to the `Administration > PDF Language Support` screen and upload the file you copied in step one.
- Click '**Install**'. That's it.

Please note the only font files supported are *true type fonts* and *true type collections* (file extensions are *.ttf and *.ttc).

We recommend you to use Unicode font Verdana for correct character encoding and exporting to pdf.

Confluence to XML

Confluence allows you to export a part of, or the entire contents of, a space into a zipped archive of XML files.

This is useful if you want to make a backup of the space, export the space to another Confluence instance, or use the data from the space in another application. Please note that there are a few restrictions when Restoring a Space, and that huge spaces exported for backup-purposes may benefit from other means of backup - see Alternative Backup Strategy.

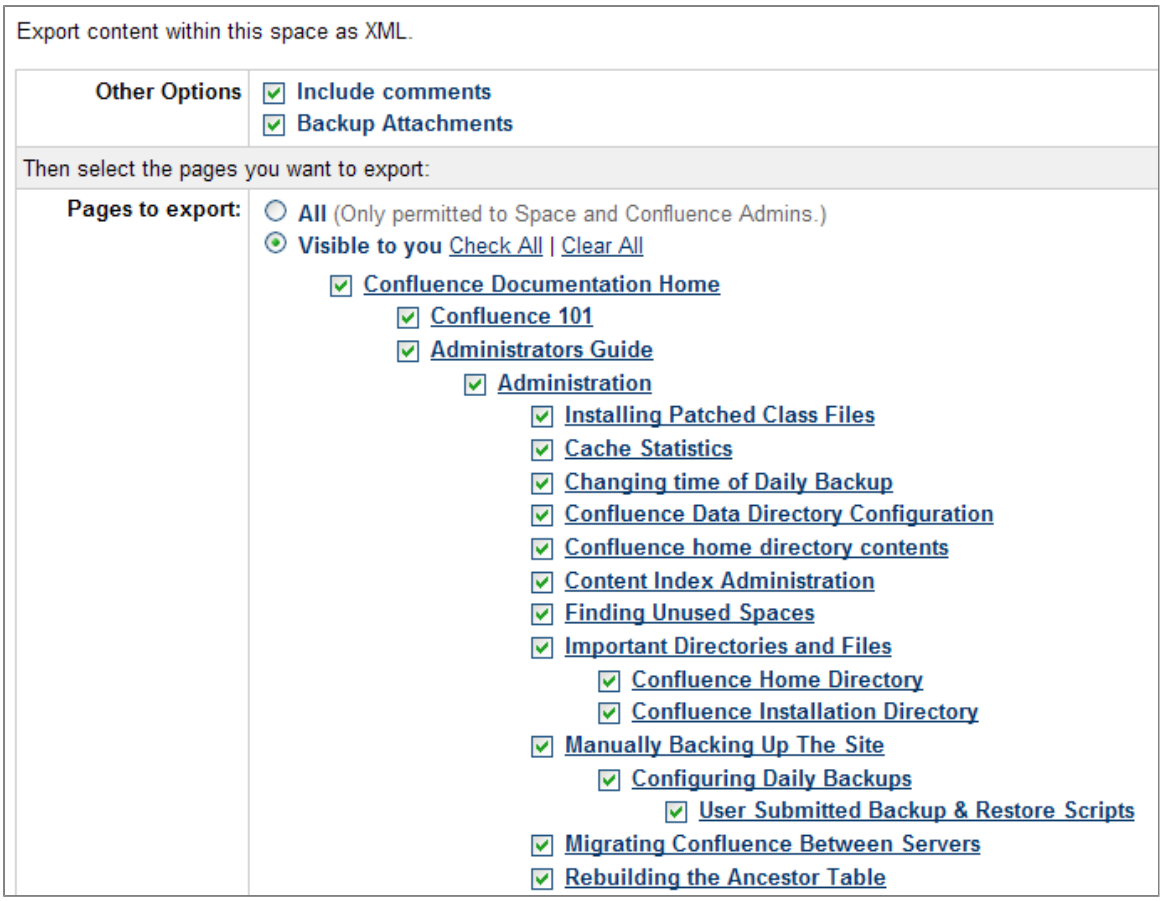
To export to XML, you will need 'Export Space' permission which is assigned by a space administrator. See Space Permissions or contact a space administrator for more information.

Site administrators can import a space from a zipped XML archive.

To export to XML,

1. Go to the '**Advanced**' view for the space. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Advanced**'. The 'Advanced' view will open.
2. Click '**XML Export**' in the left-hand panel.
   This option will only be visible if you have 'Export Space' permission.
3. Select the check box '**Include Comments**' if you want to include comments made on the pages you are exporting.
4. Select the check box '**Backup Attachments**' if you want include the images and other files attached to the pages.
5. Select either '**All**' or '**Visible to you**'. These options are explained below:
    - **All** — Export all content in the space, including pages that are protected by page-level restrictions which will prevent you from viewing the pages themselves. This option is available only to space administrators and Confluence administrators. It allows you to make a complete and comprehensive export of a space for backup purposes.
    - **Visible to you** — Export only content you can see. This is the default option.
6. If you choose 'Visible to you', you will then be able to select the pages you want to export. Select the relevant check boxes in the tree view of pages displayed. By default, all the pages are selected. You have the option to '**Check All**' or '**Clear All**' pages.
   If you select the check box of a page that contains one or more child or descendent pages, all of these child and descendent pages will also be selected. Similarly, if you clear the check box of such a page, all of its child and descendent pages will also be cleared. This provides a convenient method of exporting subtrees, for example, chapters or sections within a document.
7. Click '**Export**'. This will create a zipped archive of XML files.

Screenshot: Exporting a space



If you are running Confluence behind Apache HTTP Server and are facing timeout errors, please consider creating the export directly from Tomcat, instead of going through Apache. This will speed up the process and prevent timeouts.

RELATED TOPICS

Browsing a space
Restoring a Space
Confluence to PDF
Confluence to XML

Take me back to the Confluence User Guide.

Editing the PDF Stylesheet

Confluence's PDF Export feature addresses the most highly voted improvement request for Confluence — more control over PDF exporting. Users can customise their PDF exports using a **PDF Stylesheet**, which is specific to each space in a Confluence installation. The following aspects of PDF exports can be customised:

- Page and margin sizes
- Headers and footers, each with customisable content such as page numbering
- A customisable title page, which can incorporate images
- Built-in support for table of contents with page numbering

Most PDF Stylesheet customisations are handled using Cascading Style Sheets (CSS), while customisations to headers, footers and the title page are handled using a combination of custom HTML and CSS. Hence, you should be familiar with these technologies (or may require some familiarisation with them first), before implementing the customisations you require.

On this page:

- Customising the style of PDF exports
  - PDF Layout
  - PDF Stylesheet
- Basic Customisations
  - Page Customisations
    - Customising the Page Size

- Customising the Page Margins
- Customising the Table of Contents
  - Disabling the Table of Contents
  - Change the Leader Character
- Adding a Title Page to PDF-Exported Space or Subsection
- Adding Headers and Footers
  - Adding page numbering to a header or footer
- General Formatting

Customising the style of PDF exports

PDF export customisations are specific to each space.

To customise PDF exports, you will need the 'Space Administrator' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

There are two areas that control the customisation of space-level PDF exports in Confluence. These are the 'PDF Layout' and 'PDF Stylesheet'.

PDF Layout

To access the PDF Layout for customisation,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
     '**Space Admin**' is only displayed if you are a space administrator.
2. Click '**PDF Layout**' in the left-hand panel. The main screen displays the current contents of your PDF Layout customisations. The PDF Layout is divided into the following three sections and allow for modifications to the:
   - **PDF Space Export Title Page** - containing custom HTML that generates the exported document's front title page.
   - **PDF Space Export Header** - containing custom HTML that generates headers throughout the exported content.
   - **PDF Space Export Footer** - containing custom HTML that generates footers throughout the exported content.
3. Click the '**Edit**' button and each of these three sections expands to an editable text box.
4. Enter your customisations into each text box section as required and click '**Save**' to save them.

PDF Stylesheet

To access the PDF Stylesheet for customisation,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
     '**Space Admin**' is only displayed if you are a space administrator.
2. Click '**PDF Stylesheet**' in the left-hand panel. The main **PDF Export Stylesheet** section on the right displays the current contents of your PDF Stylesheet customisations, which contains all CSS rule customisations applied to the pages in the space.
3. Click the '**Edit**' button and the 'PDF Export Stylesheet' section expands to an editable text box.
4. Enter your customisations into the text box as required and click '**Save**' to save them.

Refer to the Basic Customisations section for examples of typical customisations that can be added to your PDF Stylesheet. Once you are familiar with the implementation of basic PDF stylesheet customisations, you may wish to try out some Advanced Customisations.

- If no PDF customisations are defined on the PDF Stylesheet screen, the PDF Stylesheet feature's default CSS rules will be applied to your PDF exports. Furthermore, no title page, header nor footer will be shown in these exports either.
  The PDF Stylesheet's default CSS rules are available for download. Any rule defined in (but not limited to) this file can be customised and added to the **PDF Export Stylesheet** section.
- In general, you can override any default CSS rule by redefining it with your own customisations in the **PDF Export Stylesheet** section.

- As shown in the Confluence to PDF topic, there are two PDF export methods:
  - Single pages via the 'Tools' menu -> 'Export to PDF' function on a page or blog post ('single page exports')
  - One or more pages in a space via the 'Advanced' view ('space exports')
- All customisations, which include those made to your 'PDF Export Stylesheet', 'Title Page', 'Header' and 'Footer', apply to space exports. However, only the 'PDF Export Stylesheet' customisations inherently apply to single page exports.
- To make your 'PDF Export Header' and 'Footer' customisations apply to a single page exported to PDF, either:
  - use the 'space export' method to export that single page only, or
  - if your header and footer customisations contain only text, follow the appropriate customisations provided in the Advanced PDF Stylesheet Customisations topic.

Basic Customisations

Page Customisations

Modifications to page and margin sizes are made in the `@page` CSS rule.

To make changes to this rule, you would implement the following type of code in the 'PDF Export Stylesheet' of the PDF Stylesheet.

```
@page
{
/*Page specific styles (that is, customisations of properties) go here*/
}
```

Customising the Page Size

The default page size is based on the locale of your Confluence server. Hence, if this server was located in the US, the default paper size of your PDF export would be US Letter size (8.5 inches wide by 11 inches long). If the server was located in Australia, the default paper size would be A4 (210 mm wide by 297 mm high).

To modify the page size to A4, add a `size` property to the top of the rule like this:

```
@page
{
/*The A4 paper size is 210 mm wide by 297 mm high*/
size: 210mm 297mm;
}
```

More information about paper sizes can be found on Wikipedia.

Customising the Page Margins

To add a margin of 15 mm to a paper size of A4, your CSS `@page` rule would look like this:

```
@page
{
size: 210mm 297mm;
margin: 15mm;
}
```

Customising the Table of Contents

By default, a table of contents will be generated after the title page, or at the beginning of the document if the 'PDF Space Export Title Page' (of the PDF Layout) is not defined. The look and layout of the table of contents is completely customisable by defining the appropriate CSS rules in the 'PDF Export Stylesheet'.

For details about the CSS rules governing the default styles applied to the table of contents output in PDF exports, download the default CSS rules (from the link above) and examine the specific rules with `toc` in its name.

Disabling the Table of Contents

To prevent the table of contents being generated in your exported PDF document, add the `div.toc` rule to the 'PDF Export Stylesheet' section of the PDF Stylesheet and set its `display` property to none:

```
1.div.toc
2.{
3.display: none;
4.}
```

Change the Leader Character

The leader character is used to visually link the name of a heading in the table of contents list with its page number, which is usually aligned to the page's right-hand margin. By default, the leader character is the '.' (dot) character. However, it can be changed by customising the leader character CSS rule `span.toclead:before` and adding this to the 'PDF Export Stylesheet' section of the PDF Stylesheet.

To change this to a solid line, modify this CSS rule accordingly:

```
1.span.toclead:before
2.{
3.content: leader(solid);
4.}
```

To change this it to spaces (that is, blank space), modify this CSS rule to:

```
1.span.toclead:before
2.{
3.content: leader(space);
4.}
```

Be aware that using a space as a leader character can make the table of contents list difficult to read.

Adding a Title Page to PDF-Exported Space or Subsection

You can create a title or cover page for an PDF-exported space or subsection using XHTML. Use the 'PDF Space Export Title Page' section of the PDF Layout to do this. The following XHTML code example uses an inline CSS rule to generate a title page.

```
1.<div class="fsTitlePage" style="margin-left:auto;margin-top:75mm;margin-right:auto;">
2.<img src="/download/attachments/12345/titlepage.png"/>
3.</div>
```

In the example above, an image called 'titlepage.png' will be centred in the middle of the page. This image is attached to a Confluence page and is referenced via its relative URL (that is, without the Confluence site's base URL component).

You can obtain the URL of an image attached to a Confluence page by viewing the list of attachments on that page and moving your mouse over the attachment's name. The URL of the image should appear in your browser's status bar or you can copy the link. Once you have this link, paste it into the appropriate `src=""` attribute within your PDF stylesheet and remove the first part of the URL up to the `/download/...` part.

Adding Headers and Footers

Headers and footers can be added to a PDF-exported space or subsection also using XHTML. Use the 'PDF Space Export Header' and 'PDF Space Export Footer' sections of the PDF Layout to create a custom header and footer, respectively. For simple headers and footers, plain text is sufficient. The following example added to a header or footer will create a simple copyright notice.

```
1.Copyright © 2009, Atlassian Pty Ltd.
```

Adding page numbering to a header or footer

To add page numbering to your documentation, you need to combine some customised XHTML in the header or footer along with some customised CSS in the 'PDF Export Stylesheet'.

First, create a header or footer with an empty span element and give it a unique id, for example `pageNum` (although this could be anything). This is the page number 'place holder' in your exported PDF document.

```
1.<span id="pageNum"/>
```

Next, create the following CSS selector rule for this empty span and add it to the 'PDF Export Stylesheet':

```
1.#pageNum:before
2.{
3.content: counter(page);
4.}
```

This will add a page number to your header or footer.

Analysing this CSS selector rule in more detail, the `#pageNum` selects the XHTML element with the specified id of "pageNum", which is the `span` element we created for the header or footer. The `:before` part of the selector is a 'pseudo class' that allows the insertion of content before the `span` element is processed. The `counter(page)` is a function that returns the current page number as its content. Finally, the `content` property inside the rule tells the CSS processor that dynamic content (that is, an incrementing page number) is to be inserted before the span tag.

General Formatting

You can also use the stylesheet to customise the output of just about anything else that will influence the look and feel of the final document. This includes fonts, tables, line spacing, macros, etc. The export engine works directly from the HTML output produced by Confluence. Therefore, the first step in customising something would be to find a selector for the HTML element produced by Confluence or the Confluence macro. Next you would add a CSS rule to the 'PDF Export Stylesheet' and your customisation would appear in the PDF export.

RELATED TOPICS

Advanced PDF Stylesheet Customisations

Advanced PDF Stylesheet Customisations

This topic provides information and details on popular PDF stylesheet customisations. These expand upon the basic customisations described in the Editing the PDF Stylesheet topic.

On this page:

- Page Customisations
  - Changing the Page Orientation
  - Customising Specific Page Margins
- Page Header and Footer Customisations
  - Adding Headers and Footers to Single Page Exports
  - Adding Images to Headers and Footers
- Page Selector Rules

Page Customisations

Modifications to page and margin properties are made in the `@page` Cascading Style Sheet (CSS) rule. As described in Editing the PDF Stylesheet, all CSS rule customisations are implemented in the 'PDF Export Stylesheet' section of the space's PDF Stylesheet.

Changing the Page Orientation

To change the page orientation of your PDF space exports, reverse the order of the values declared in the `@page` rule's `size` property, since the first and second values of this property represent the width and height of the page, respectively.

For example, to generate PDF space exports in A4-sized landscape orientation, your `@page` rule might look like this:

```
1.@page
2.{
3./*A4-sized pages in landscape orientation are 297 mm wide by 210 mm high*/
4.size: 297mm 210mm;
5.}
```

Customising Specific Page Margins

To set the margins of each side of a page independently of the other, you can declare each margin size in the `@page` rule using the following properties:

Properties	Description
`margin-top`	Margin height at the top of the page.
`margin-bottom`	Margin height at the bottom of the page.
`margin-left`	Margin width on the left of the page.
`margin-right`	Margin width on the right of the page.

For example, to generate PDF space exports with top and bottom margins of 1 inch and left and right margins of half an inch, your `@page` rule might look like this:

```
1.@page
2.{
3.margin-top: 2.54cm;
4.margin-bottom: 2.54cm;
5.margin-left: 1.27cm;
6.margin-right: 1.27cm;
7.}
```

Page Header and Footer Customisations

Adding Headers and Footers to Single Page Exports

As mentioned in Editing the PDF Stylesheet, custom headers and footers by default, only apply to 'space exports' and not 'single page exports'. However, it is possible to add CSS rules to your PDF export stylesheet that allow custom headers and footers to appear in single page exports.

To make custom headers appear in single page exports, you need to define custom `@top-left`, `@top-center` and `@top-right` rules within your `@page` rule for content that appears within the left-hand side, centre and right-hand side of your page's header area.

Similarly, to make custom footers appear in single page exports, you need to define custom `@bottom-left`, `@bottom-center` and `@bottom-right` rules within your `@page` rule for content that appears within the left-hand side, centre and right-hand side of your page's footer area.

To add a document title to the centre of a header and a page number to the centre of a footer (with the word 'Page' preceding the page number), you can add the following header (`@top-center`) and footer (`@bottom-center`) rules within the `@page` rule of your PDF export stylesheet like this:

```
01.@page
02./* Any page-specific properties */
03.{
04.          @top-center
05.          {
06.                    content: "Document Title Goes Here";
07.                    font-family: ConfluenceInstalledFont, Helvetica, Arial, sans-serif;
08.                    font-size: 8pt;
09.          }
10.          @bottom-center
11.          {
12.                    content: "Page " counter(page);
13.                    font-family: ConfluenceInstalledFont, Helvetica, Arial, sans-serif;
14.                    font-size: 8pt;
15.          }
16.          /* Any other page-specific rules */
17.}
```

- The `font-family` and `font-size` properties in these header and footer rules ensures that the header and footer text is rendered in the same default font style used for the body text (based on the default CSS rules).
- Please note that it is not possible to use this method to insert images (stored as attachments within your Confluence instance) into the headers and footers of single page exports.

Adding Images to Headers and Footers

To insert an image into a header or footer, you will need to edit the 'PDF Space Export Header' and 'Footer' sections of the PDF Layout and use an XHTML `img` element with `src` attribute to refer to an image attachment within your Confluence instance. This is usually placed within a `div` element container.

To add an image to the left of the header, you can add XHTML code to the 'PDF Export Header' that references the image, like this:

```
1.<div style="margin-top:10mm">
2.     <img src="/download/attachments/12346/header-image.png"/>
3.</div>
```

In the example above, an image called 'header-image.png' is attached to a Confluence page and is referenced via its relative URL (that is, without the Confluence site's base URL component).

You can obtain the URL of an image attached to a Confluence page by viewing the list of attachments on that page and moving your mouse over the attachment's name. The URL of the image should appear in your browser's status bar or you can copy the link. Once you have this link, paste it into the appropriate `src=""` attribute within your PDF stylesheet and remove the first part of the URL up to the `/download/...` part.

This code uses an inline CSS property in the `style` attribute to set formatting properties specific to this header image. The `margin-top:10mm` property forces the image away from the top of the page by 10mm. This comes in handy when your header image is large enough to touch or spill over the top of the page. Likewise, for footers, you can use the `margin-bottom:XXmm` property to force an image away from the bottom of the page by 'XX' mm.

Be aware that very large images can spill over into the body of a page or alter the position of text or other elements used within a header or footer. In such situations, it is recommended that you reduce the size of the image and then re-upload it to your Confluence instance. If you prefer to keep the image size and want to move the content lower instead, you can do so by configuring the `margin-top` properties in the `@page` CSS rule.

By default, a header or footer image is aligned to the left-hand side of the page. However, you can align this image to the centre or right-hand side of a page by adding either the `text-align:center` or `text-align:right` properties, respectively to your `style` attribute. For example, to align the header image (above) to the right-hand side of the page, your `style` attribute would look similar to this: `style="margin-top:10mm; text-align:right"`.

To add an image to a footer, add similar XHTML code consisting of an `img` element and `src` attribute to refer to an image attachment within your Confluence site. Incorporate the inline CSS property `margin-bottom` to separate the image aware from the bottom of the page if necessary.

Page Selector Rules

If your PDF exports are destined for double-sided printed media (for example, books), you can define different customisations for left- or right-hand pages. This is achieved through two CSS pseudo-classes 'page selectors' that you define as separate rules within the PDF export stylesheet. Use the `:left` psuedo-class with the `@page` CSS rule to define customisations specific to left-hand pages and the `:right` psuedo-class with `@page` to define customisations for right-hand pages.

You can use these page selector CSS rules in your PDF export stylesheet to define alternating left and right margins that allows room for binding a double-sided document, as shown in the following example:

```
01.@page :left {
02.     margin-left: 3cm;
03.     margin-right: 1.27cm;
04.     /* Any other left-hand page-specific properties and rules */
05.}
06.
07.@page :right {
08.     margin-left: 1.27cm;
09.     margin-right: 3cm;
10.     /* Any other right-hand page-specific properties and rules */
11.}
```

Exporting to a Word document

Confluence allows you to export a single page into a Word document. This is extremely useful for emailing around content to non-Confluence users, printing a document or just creating a backup in Word.

You will require 'Export Pages' permission to export a page to a Word document.

To export to a Word document,

1. Go to the '**Export to Word**' option for the page. To do this:
    - Go to a page in the space, open the '**Tools**' menu and select '**Export to Word**'. The process will begin, and you will be prompted by a series of dialog boxes.
2. By default, this will create a Word document with the same name as the Confluence page.

Importing Content Into Confluence

Confluence stores all page content in Confluence's wiki markup syntax.

On this page:

- Importing Content from Other Confluence Sites
- Importing Content from Other Wikis
- Importing Content from an Office Document
- Importing Web Content
- Importing Other Non-Wiki Content

Importing Content from Other Confluence Sites

For content originating from other instances of Confluence:

- If the Confluence major versions are the same, export the space from the originating Confluence site and import it into the destination Confluence site.
- If the Confluence major versions are different, you can use an intermediate server to migrate versions.

Page history, attachments, and wiki markup will be preserved and you will be able to do multiple pages at once. The drawbacks are that it may be inconvenient if the Confluence versions differ, and you cannot have a duplicate space key on the destination instance. (You cannot import a space that already exists, and this is defined by the space key.)

Importing Content from Other Wikis

Check whether the Universal Wiki Converter can import the content. See Importing Content from another Wiki.

Importing Content from an Office Document

The Office Connector in Confluence allows you to import an Office document into Confluence, so that the document's content is copied onto one or more Confluence pages. See Importing an Office Document into Confluence.

Importing Web Content

Here are some options for importing or displaying web content on a Confluence page:

- Use the Widget Macro to display videos, slide shows, twitter chats, documents and more, sourced from other web sites and displayed on your Confluence page.
- Convert a HTML file to a Confluence page using the HTML To Confluence Converter plugin.
- Embed an external web page into Confluence with the Html Include macro.
- Use HTML code in a page with the HTML macro.

Importing Other Non-Wiki Content

Importing non-wiki markup into Confluence requires a conversion process:

- Text with basic formatting can be pasted directly into the Rich Text Editor. This includes simple Word documents or web pages.
- Files such as Microsoft Excel documents can be imported using a content converter plugin.
- Confluence pages saved to disk can be imported from disk.
- Files can be uploaded in bulk using the Confluence WebDav Plugin.
- Full featured customisation is available using the Remote API Specification.

RELATED TOPICS

Working with the Office Connector
Importing Content from another Wiki

Take me back to Confluence User Guide

Importing Pages from Disk

Confluence allows you to import text files from a disk or a directory on the Confluence server, and convert them into corresponding Confluence pages. Each file will be imported as a Confluence page with the same name as the file.

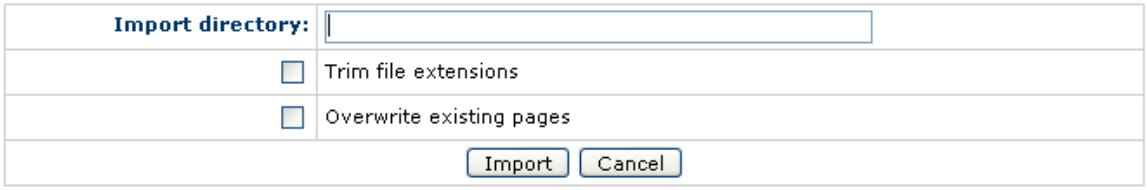
> The text file **needs** to contain Confluence markup to be converted accurately into a Confluence page.

You need to be a System Administrator to import text files.

To import text files,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
      '**Space Admin**' is only displayed if you are a space administrator.
2. Click on the '**Import pages from disk**' link in the left panel under the heading '**Import**'. This will display a new screen.
3. Type in the directory's path in the '**Import directory**' text field.
4. Check '**Trim file extensions**' to remove file extensions when converting the files to Confluence pages. Note that the Confluence pages will take their titles from the files' names (including their extensions). So to avoid having page titles with the suffix 'txt' in them, make sure you check this box.
5. Check '**Overwrite existing pages**' if you want to replace existing Confluence pages with the same page title.
6. Click '**Import**'.

Screenshot : Importing text files



The ability to import pages from disk applies only to global spaces, so the 'Import' section in the above screenshot does not appear in the 'Space Admin' tab for personal spaces. Please see Working with Spaces Overview for information about the differences between *global spaces* and *personal spaces*.

RELATED TOPICS

Take me back to Confluence User Guide

Space Backup and Restore

Confluence can backup all the content, comments and attachments for a space. The process involves converting the data in the space into XML format. The end product is a zip file that contains XML file(s) and optionally, all the attachments in the space. To transfer this data to another Confluence site, you simply restore this zip file.

Creating a Space Backup

Instructions on how to create a backup for a space can be found here.

Restoring/Importing a Space Backup

Instructions on how to restore or import the backup of a space can be found here.

Site Backup and Restore

Atlassian suggests establishing a backup strategy using a native database tool for a production instance of Confluence.

By default, Confluence backs up all data and attachments once a day to a backup file. These files are called XML site backups, stored in the `backups` directory of Confluence home. You can also create XML site backups manually. This mechanism was created with small to medium-sized deployments of Confluence in mind. It is not made for large deployments with lots of pages and attachments (see below)

- Restore your site from an XML site backup
- Manually create an XML site backup

- Configure Daily Backups
- User Submitted Backup & Restore Scripts

XML site backups are fine for most small to medium sized instances of Confluence, containing a few thousand pages and attachments. However, large instances of Confluence will find backups may become slow to create and use large amounts of disk space.

Backups For Large Instances

XML site backups are unsuitable for instances of Confluence that contain thousands of pages, as XML backups take progressively longer to complete as the amount of text increases. Another issue with XML site backups is that Confluence instances with a gigabytes of attachments will consume disk space rapidly. This is because each site backup contains all content needed for a site restore. For example, if a 1 gig instance of Confluence is backed up daily, it will create 30 gig of backups per month if left unattended. When administering a large instance, you can reduce disk space by setting XML site backups to exclude attachments, then manually scheduling a backup of your attachments from the Confluence home directory or database. The backup manager can save space by saving changed files instead of all content.

Creation Delay	Disk Usage	Recommended Backup Method
Acceptable	Acceptable	XML site backup with attachments
Acceptable	Unacceptable	XML site backup minus attachments, plus manual backup of attachments
Unacceptable	Unacceptable	Manual backup of database and attachments

Creation Delay is the time it takes to create an XML site backup *minus attachments*.
Disk Usage can be estimated by multiplying the frequency of your XML site backups by their current size.

Manual Backups

Confluence's attachment storage configuration can be set to store attachments in the Confluence home directory, or in the database.

Database Backup
Use your Database Administration Tool to create a backup of your Confluence database. If your database is storing your attachments, importing this later will restore all content. For instances with big attachments, please note that currently Confluence migrate attachments in a single transaction: CONF-9888.

Attachment Backup
If stored on the filesystem, attachments are placed under the `attachments` directory of your Confluence home directory. Copy this directory to create a backup of all attachments.

To restore from these backups, please refer to Restoring Data from other Backups.

RELATED TOPICS

Alternative Backup Strategy
Backup FAQ

Alternative Backup Strategy

Confluence's Built-in Backup

Confluence automatic daily XML backup is ideal if you:

- are evaluating Confluence
- do not have database administration familiarity, and your Confluence installation is small

But once your Confluence installation reaches more than a few thousand pages, the XML backup facility can be inefficient compared to your database's own backup tools.

Establishing a Production System Backup Solution

The built in backup functionality in Confluence requires a lot of memory to run and is less reliable when restoring. Atlassian recommends establishing an alternative database backup strategy:

- Create a backup or dump of your database using tools provided by your database
- Create a file system backup of your Confluence home directory

Once this is in place, disable the daily backups from `Administration > Daily Backup Admin`.

We want to stress that creating these two backups is *just as good* as having a Confluence XML backup, and a lot more robust for large production instances. You will be able to restore your whole site, including all data, attachments and configuration information intact with these two backups. We have written up a document on how to do this here.

Step by step instructions

Take a look a the Migrating Confluence Between Servers document for instructions on restoring a backup using this technique.

Other processes

XML backups are described and used for other processes in Confluence, like upgrading and moving servers. Using the backup strategy described here will work for those processes. Our upgrade guide does not require the use of an xml backup (an old upgrade procedure, and the JIRA upgrade guide use XML backups for upgrading), and our migrate server procedure - used to set up a test server - can leverage an sql dump as well.

The only process that requires the XML backup is the database migration procedure. Large data sets will require third party database migration tools.

RELATED TOPICS

Site Backup and Restore
Backup FAQ

Security Overview

Open or closed? It's your call.
Confluence gives you the choice to make the site as open or as closed as you wish. Here are some points to consider:

- As a tool for communication and collaboration, Confluence is at its best when all your users can participate fully.
- So it's advisable not to restrict users unless you have a good reason for doing so.
- Confluence keeps a history of all changes to pages and other content. So it is easy to see who has changed what, and to reverse any edits if required.

There are three levels of permissions in Confluence.

Levels of Permission

Global Permissions

Global permissions are site-wide permissions, and are assigned by administrators. Confluence allows two levels of administrator permissions :

- System Administrator - Users with this permission can perform all the Confluence administrative functions.
- Confluence Administrator - Users with this permission can perform most of the Confluence administrative functions, but excluding those functions which could compromise the security of the Confluence system.

Users with 'System Administrator' or 'Confluence Administrator' permission can assign permissions to other users. For full details, please refer to the overview of global permissions in the *Administrator's Guide*.

Space Permissions

The permission to create a new space or to administer one is granted by a Confluence Administrator from the global Administration Console.

Every space has its own independent set of permissions. These permissions determine the access settings for different users of the space. In order to assign these permissions to other users, a user must be a space administrator i.e. must have the 'Admin' permission for that space.

See Users and Groups to learn how these permissions are assigned.

Page Restrictions

You can set page-level restrictions, if you have the 'Restrict Pages' permission within the space concerned.

Page restrictions allow you to control who can view or edit individual pages. To set page restrictions, edit the page and use the page restriction options below the text-entry box.

More Information

How do space permissions and page restrictions work together?

Example: In the HR (Human Resources) space, everyone in the organisation has the 'View' **space permission**, but only the HR team has the 'Pages --> Create' **space permission** (i.e. the ability to create and edit pages in the space). A member of the HR team starts to create a new page called 'Annual Leave Policy'. Because the page is not yet finished, she sets the 'Viewing' **page restriction** so that only the HR team can view the page. When the page is finished, she will remove the 'Viewing' restriction so that everyone in the company can see the page.

How do space permissions and page restrictions affect links?

Space permissions and page restrictions affect how links between pages are displayed to a visitor:

- if the link points to a page in a space to which the visitor does not have 'View' space permission, the link will not be rendered at all.
- if the visitor has 'View' space permission, but page restrictions prohibit her from viewing the page, the link will be rendered but an 'Access Denied' message will be displayed when she clicks the link.
- if the visitor has 'View' space permission, and is not restricted from viewing the page, the link will display and behave as normal.

Links to attachments are also affected:

- if the visitor does not have permission to view the page to which the attachment is attached, the link will not be rendered.

Warning
If you misconfigure a space so that nobody has access to administer it any more, you will need to have someone in the '**confluence-administrators**' group fix the permissions for you.

RELATED TOPICS

Users and Groups
Viewing Space Permissions
Assigning Space Permissions
Page Restrictions

Take me back to Confluence User Guide

Page Restrictions

This page contains an overview of how to use page restrictions in Confluence.

On this page:

- Overview
- The Confluence Restrictions Hierarchy
- Requirements for Setting Restrictions
- Page Security Rules
- Inherited Restrictions and Child Pages
- Example of Child Page Restrictions
- How to Open Part of a Space

Overview

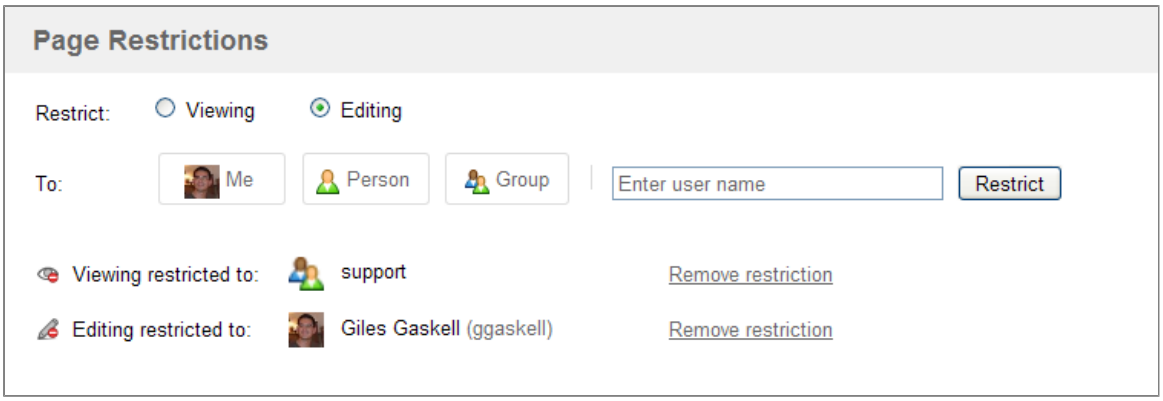
Page restrictions allow you to control who can view or edit individual pages. You can set the page restrictions from the Page Restrictions Dialog, accessed under '**Tools**', '**Restrictions**'. You can also set restrictions when editing a page, in the Restrictions section near the bottom of the page.

When a page you are viewing has restrictions applied, a small padlock icon appears next to the page byline. Clicking the padlock will open the 'Page Restrictions' dialog box, where full details on the page restrictions are displayed.

You can also access the 'Page Restrictions' dialog box by clicking the '**Tools**' menu at the top-right of a page and selecting the '**Restrictions**' menu item.

For instructions on using the 'Page Restrictions' dialog box, refer to Setting a Page's Restrictions.

Screenshot: The Confluence Page Restrictions Dialog Box

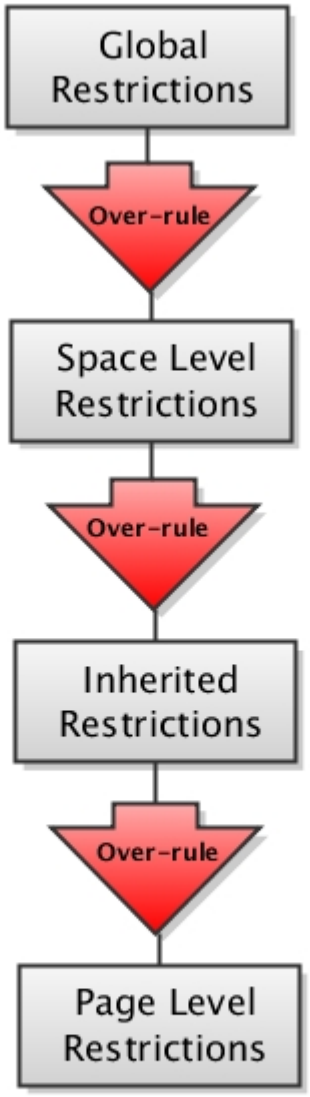


The Confluence Restrictions Hierarchy

Restrictions in Confluence work within a consistent hierarchy. Inherited restrictions overrule page-level restrictions, space-level restrictions overrule inherited restrictions, finally global restrictions overrule space-level restrictions.

See the diagram below for an illustration.

Diagram: Confluence Restrictions Hierarchy



Requirements for Setting Restrictions

In order to set or modify page restrictions, you need to have both:

- 'Restrict Pages' permission in the space to which the page belongs (since page restrictions operate within the bounds of space permissions).
- Permission to edit the page itself. That is, if a user is prevented from editing a page through page restrictions, they are also prevented from changing the restrictions themselves.

Page Security Rules

Users can only view page or space content for which they (or a group they are in) have 'View' permission. Pages that a user does not have 'View' access to are referred to as 'inaccessible' pages. Visit Inaccessible Page to see how Confluence deals with pages a user cannot view:

- Anonymous users are directed to the login page.
- Logged-in users are shown a permissions error page.

It is not possible to conceal the existence of pages, though you can restrict 'View' access to page content.

Users will still be able to find the page if they know its URL. But they will not be able to view the content if they don't have the correct permissions.

Inherited Restrictions and Child Pages

If a page has its 'View' restriction set, that restriction will be inherited by all its children (and their children, and so on). If a 'View' restriction is added to a page that has already inherited page restrictions from its parent, users must satisfy both restrictions in order to see the page.

'Edit' restrictions are not inherited from the parent page, only from the space.

Example of Child Page Restrictions

Consider the page 'Documents', with a child page 'Executive', which itself has a child page 'Payroll'. To begin with, anyone who can view the space to which these pages belong can see all three pages.

For security reasons, 'View' restrictions are set on the 'Executive' page, restricting it to the 'mycompany-management group'. At this point, anyone can still see the 'Documents' page, but you must be in the 'mycompany-management group' in order to view either 'Executive' or 'Payroll'.

Since 'Payroll' information is considered particularly private, the 'Payroll' page then has its page restrictions set to only allow members of the 'mycompany-financial' group to view it. At this point, anyone can see the 'Documents' page, only members of 'mycompany-management' can see 'Executive', and only users who are members of both the 'mycompany-management' and 'mycompany-financial' groups can view 'Payroll'.

How to Open Part of a Space

If designing a large site implementation with this strategy, consult Page Restrictions Performance Considerations.

Often there are cases for which a section of a space should be opened to a group or set of users (for this example, we'll call them group B), but the rest of the space should not be visible to your main users (for this example, we'll call them group A). In this case:

1. Add 'view' permission for both groups A and B in space permissions.
2. Move the page to be opened to the root of the space. When browsing the pages in the space, your normal space home page and this page should both be at the root level.
3. Add a page restriction to allow Group A and B to see this page.
4. Add a page restriction to your main landing page for Group A, thereby excluding this set of pages from Group B.

You can repeat this with any page hierarchy.

Administrators

- Space administrators are responsible for the management of a space and its contents. They therefore have the ability to remove all restrictions from a page (as described in 'Viewing Restricted Pages'). This means that space administrators can view and edit all content in the space.
- Users who are members of the '**confluence-administrators**' group ('super-users') can view all pages regardless of the page restrictions. To be able to edit the page, you will need to remove the restriction from it first – go to '**Space Administration**' > '**Restricted Pages**'.

You cannot exclude yourself
As creator or editor of a page, you cannot use page restrictions to deny yourself access to the page. Confluence will automatically add your username into the list of users/groups allowed to view/edit the page. If you remove your username, Confluence will put it back again.

What would you like to do?

View a Page's Restrictions
Set a Page's Restrictions
View All Restricted Pages
Page Restrictions Performance Considerations

RELATED TOPICS

Working with Pages

Take me back to the Confluence User Guide.

Setting a Page's Restrictions

This page contains instructions on setting page restrictions in Confluence.

On this page:

- Overview
- Setting Viewing Restrictions
- Setting Editing Restrictions
- Removing Viewing or Editing Restrictions
- Checking restrictions are applied to a page

Overview

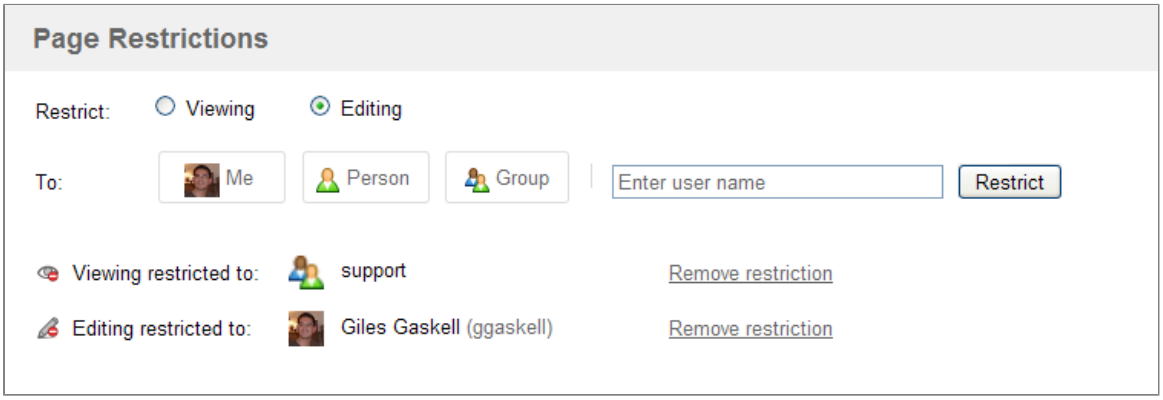
Page restrictions control who may view or edit a specific page, within the bounds of the space permissions. This gives the space administrator control over who can access their space, and within that the page editor can control access to the page.

- **Viewing restrictions** make the page invisible to everyone except the chosen users/groups.
- **Editing restrictions** prevent everyone except the chosen users/groups from editing the page.

You can choose as many users/groups as you like.

In order to set or modify page restrictions, you need to have the 'Restrict Pages' permission in the space to which the page belongs, as well as permission to edit the page itself.

Screenshot: The Confluence Page Restrictions Dialog Box



Setting Viewing Restrictions

To set 'viewing' restrictions on a page,

1. Click the '**Tools**' link at the top of the page, then select '**Restrictions**'. The 'Page Restrictions' dialog box opens.
   You can also access this dialog box by clicking the padlock icon next to the page's byline (if available).
2. Ensure that the '**Viewing**' option has been selected in the 'Restrict' section.
3. Choose the appropriate user(s) and/or group(s) to whom you want to grant permission to view the page:
   - To choose just yourself, click '**Me**'. You are added to the appropriate restriction list below.
   - To choose a particular user, you can:
     - Type the user's username (or a list of usernames, separated by commas) into the '**Enter user name**' box, then click the '**Restrict**' button.
     - Type a user's full name into the '**Enter user name**' box use the 'auto-complete' feature to select the required user.
       The auto-complete feature functions the same as the Quick Navigation Aid when searching Confluence pages. Use the up- and down-arrows on your keyboard to move up and down the droplist of matching items and select one.
     - Click the '**Person**' button (if you are unsure of the user's full name or username), to display the '**User Search**' popup window. Use the search options to find the required user. Select the appropriate user(s), then click the '**Select user(s)**' button. (You can read more about searching for users.)
   - To choose a particular group(s), you can either:
     - Type the group name (or a list of groups, separated by commas) into the '**Enter user name**' box, then click the '**Restrict**' button.
     - Click the '**Group**' button (if you are unsure of the group's exact name) to display the '**Group Search**' popup. Type part of the name, then click the '**Search**' button to display a list of matching groups, e.g. to search for groups whose names start with 'finance', type '**finance**'. Select the appropriate group(s), then click the '**Select group(s)**' button.
4. Click the '**Save**' link at the bottom of the page.

Setting Editing Restrictions

To set 'editing' restrictions on a page,

1. Click the '**Tools**' link at the top of the page, then select '**Restrictions**'. The 'Page Restrictions' dialog box opens.
   You can also access this dialog box by clicking the padlock icon next to the page's byline (if available).
2. Ensure that the '**Editing**' option has been selected in the 'Restrict' section.
3. Choose the appropriate user(s) and/or group(s) that you want to allow to edit the page, as described for setting viewing restrictions above.
4. Click the '**Save**' link at the bottom of the page.

Removing Viewing or Editing Restrictions

To remove 'viewing' or 'editing' restrictions on a page,

1. Click the '**Tools**' link at the top of the page, then select '**Restrictions**'. The 'Page Restrictions' dialog box opens.
   You can also access this dialog box by clicking the padlock icon next to the page's byline.
2. Click '**Remove restriction**' next to the required user(s) or group(s) in the appropriate categories:
   - 'Viewing Restricted To:' — to remove viewing restrictions
   - 'Editing Restricted To:' — to remove editing restrictions.
3. Click the '**Save**' link at the bottom of the page.

While the 'Page Restrictions' dialog box is open, it is possible to remove viewing or editing restrictions whilst you are setting them for other users or groups.

Checking restrictions are applied to a page

When a page you are viewing has restrictions applied, a small padlock icon appears next to the page byline. Clicking the padlock will open the 'Page Restrictions' dialog box, where full details on the page restrictions are displayed.

You can also access the 'Page Restrictions' dialog box by clicking the '**Tools**' menu at the top-right of a page and selecting the '**Restrictions**' menu item.

Note
View and edit restrictions apply to all users including space administrators. *However*, space administrators can remove *any* restriction on a page. See Viewing Restricted Pages.

RELATED TOPICS

Space Permissions Overview
Viewing a Page's Restrictions
Viewing Restricted Pages
Working with Pages

Take me back to the Confluence User Guide.

Viewing a Page's Restrictions

Viewing page restrictions in View mode

When a page you are viewing has restrictions applied, a small padlock icon appears next to the page byline. Clicking the padlock will open the 'Page Restrictions' dialog box, where full details on the page restrictions are displayed.

You can also access the 'Page Restrictions' dialog box by clicking the '**Tools**' menu at the top-right of a page and selecting the '**Restrictions**' menu item.

See Setting a Page's Restrictions for instructions on how to change these.

Viewing page restrictions in Edit mode

A page's restrictions can also be viewed when the page is in '**Edit**' mode. You can only enter '**Edit**' mode if you have permission to edit the page.

To view the restrictions that apply to a page,

1. Click the '**Edit**' link at the top of the page.
2. Locate the 'Restrictions' section at the bottom of the page (between the 'Location' and 'Labels' sections). Any 'Viewing' restrictions or 'Editing' restrictions are listed below the word 'Restrictions'. See Setting a Page's Restrictions for instructions on how to change these.

Screenshot: Page Restrictions in Edit Mode

RELATED TOPICS

Setting a Page's Restrictions
Viewing Restricted Pages
Working with Pages

Take me back to the Confluence User Guide.

Site Administrators and their permissions

All site administrative functions are performed from the Administration Console. You need to have System Administrator or Confluence Administrator permissions to access the Administration Console.

The Confluence permission scheme allows two levels of administrator permissions:

- **System Administrator** – full administrative access to Confluence.
- **Confluence Administrator** – access to most of the Confluence administrative functions.

Please refer to the overview of global permissions in the *Administrator's Guide* for full details.

RELATED TOPICS

Users and Groups

Take me back to Confluence User Guide

Space Administrators and their permissions

A space administrator is a user with the '**Space Admin**' permission for a space. This permission itself is assigned from the Space Administration screens by a space administrator.

Who is a space administrator?

The person who creates a space is automatically the administrator of that space. That person can then assign other space administrators as required.

Confluence administrators are not necessarily space administrators

- A user who has the '**Administer Confluence**' permission is not automatically a space administrator for a particular space. In order for them to be a space administrator, they must belong to a group which has space administration rights on the space, or their username must be specifically granted space administration rights on the space.
- Users who are members of the '**confluence-administrators**' group do automatically have space administration permissions for all spaces.

Refer to the Administrator's Guide for more details about Confluence administrator permissions.

What can a space administrator do?

A space administrator has permission to do anything in the space regardless of any other setting. Space administrators are responsible for the management of a space and its contents. Note that page permissions affect space administrators differently from other users.

Space administrators can:

- view all content in the space. If there are page permissions that restrict the viewing of a page to a single user, or to a group to which the space administrator doesn't belong, a space administrator can still view the page by removing the restriction.
- edit all content on any page in the space.
- remove restrictions from any page in the space (using the Space Administration interface).
- grant themselves any other space permissions (e.g. permission to set restrictions on a particular page).

All space administration functions are performed from the '**Space Admin**' tab under the '**Browse Space**' view of a space. You need to be a space administrator to access the Space Administration screens.

RELATED TOPICS

Space Permissions Overview

Take me back to Confluence User Guide

Space Permissions Overview

Every space has its own independent set of permissions.

Space permissions can only be granted by a space administrator. A space administrator has permission to do anything in the space regardless of any other setting.

Permissions can be assigned to any group, to any individual user in the **Confluence-User** group, and to users in the **Anonymous** group.

These are the different permissions that can be assigned at the space level:

- **View**: user can view this space's content, including the space's details, and its pages and news items (blog posts)
- **Pages**:
  - Create - user may create and edit pages in this space.
  - Export - user may export pages in this space.
  - Restrict - user may apply page level permissions.
  - Remove - user may remove pages in this space.
- **News** (i.e. blog posts):
  - Create - user may post news items in this space.
  - Remove - user may remove news items in this space.
- **Comments**:
  - Create - user may make comments in this space.
  - Remove - user may remove comments from this space.
- **Attachments**:
  - Create - user may add attachments in this space.
  - Remove - user may remove attachm\ents from this space.
- **Mail**:
  - Remove - user may delete individual mail items.
- **Space**:
  - Export - user may export content from this space.
  - Admin - user has administrative permissions over this space.

Warning
If you deny all administrative access to a space by mistake, so that nobody has access to administer the space any more, you will need to ask someone in the confluence-administrators group to fix the permissions for you.

RELATED TOPICS

Space Administrators and their permissions
Users and Groups
Viewing Space Permissions
Assigning Space Permissions
Revoking Space Permissions
Page Restrictions

Take me back to Confluence User Guide

Assigning Space Permissions

Space permissions can be assigned to user groups or to individual users of Confluence.

You need to be a space administrator to assign space permissions.

These are the different permissions that can be assigned at the space level:

- **View**: user can view this space's content, including the space's details, and its pages and news items (blog posts)
- **Pages**:
  - Create - user may create and edit pages in this space.
  - Export - user may export pages in this space.
  - Restrict - user may apply page level permissions.
  - Remove - user may remove pages in this space.
- **News** (i.e. blog posts):
  - Create - user may post news items in this space.
  - Remove - user may remove news items in this space.
- **Comments**:
  - Create - user may make comments in this space.
  - Remove - user may remove comments from this space.
- **Attachments**:
  - Create - user may add attachments in this space.
  - Remove - user may remove attachm\ents from this space.
- **Mail**:
  - Remove - user may delete individual mail items.
- **Space**:
  - Export - user may export content from this space.
  - Admin - user has administrative permissions over this space.

Warning
If you deny all administrative access to a space by mistake, so that nobody has access to administer the space any more, you will need to ask someone in the confluence-administrators group to fix the permissions for you.

To access the space permissions,

1. Click the '**Browse Space**' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the '**Space Admin**' tab. This tab is only displayed if you are a space administrator.
3. Click the '**Permissions**' link in the left-hand panel under the heading '**Security**'. This will display the space's current permissions assigned to the different groups and users.
4. Click the '**Edit Permissions**' button.
5. The '**Edit Space Permissions**' screen appears, as shown below.

To assign space permissions to groups,

1. Access the '**Edit Space Permissions**' screen as described above.
   The **Groups** section shows a list of groups which already have permissions to access the site.
   - To assign permissions, check the box next to the relevant group, for each of the required permissions.
   - To deny a permission, uncheck the relevant box.
   - To add a new group to the list, type the group name into the text box labelled '**Grant permission to**' and click the '**Add**' button. The group will appear in the list of groups and you can then assign the permissions.
   - To search for a group:
     - Click the icon.
     - In the '**Group Search**' window, enter all or part of the group name. You can use an asterisk '*' as a wild card.
     - Check the boxes to select the required group(s).
     - Click the '**Select Groups**' button. The group name(s) will appear in the 'Grant permission to' text box.
     - Click the '**Add**' button.
2. Click '**Save All**' to apply the permissions.

To assign space permissions to users,

1. Access the '**Edit Space Permissions**' screen as described above.
   The **Individual Users** section shows a list of users who already have permissions to access the site.
   - To assign permissions, check the box next to the relevant user, for each of the required permissions.
   - To deny a permission, uncheck the relevant box.
   - To add a new user to the list, type the username into the text box labelled '**Grant browse permission to**' and click the '**Add**' button. The user will appear in the list of users, with 'View' permission assigned, and you can then add more permissions if necessary.
   - To search for a user:
     - Click the icon.
     - The '**User Search**' window will appear. You can read more about searching for users.
     - Check the boxes to select the required user(s).
     - Click the '**Select User(s)**' button. The username(s) will appear in the 'Grant browse permission to' text box.
     - Click the '**Add**' button.
2. Click '**Save All**' to apply the permissions.

To assign space permissions to anonymous users,

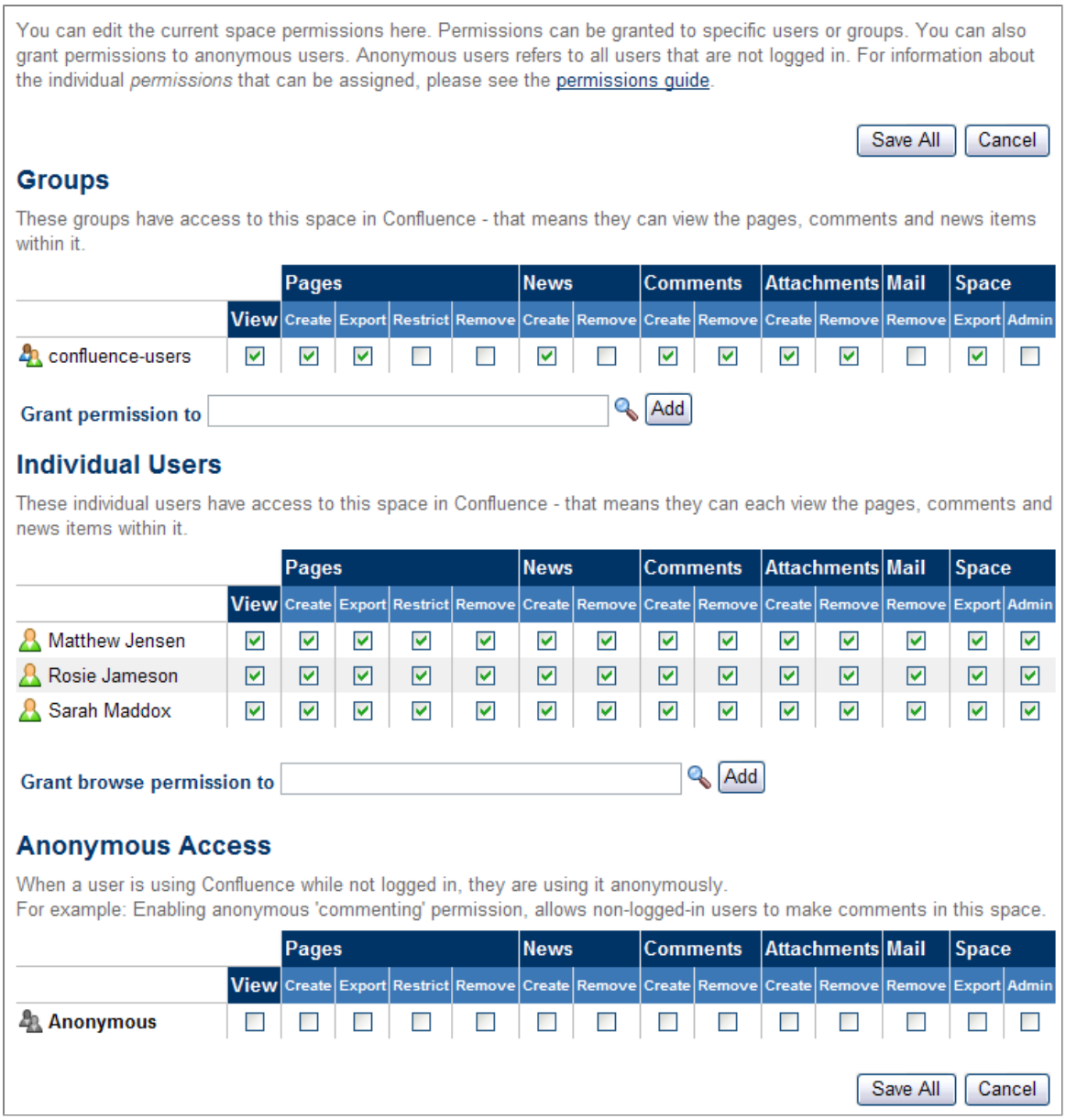
1. Access the '**Edit Space Permissions**' screen as described above. The **Anonymous Access** section shows the space permissions granted to all anonymous users of the site.
   - To assign permissions, check the box for the required permission.
   - To deny a permission, uncheck the relevant box.
2. Click '**Save All**' to apply the permissions.

You cannot grant space '**Admin**' rights or Page '**Restrict**' rights to anonymous users.

Differences in Confluence Hosted

If you are using Confluence Hosted, anonymous visitors cannot access your site. Read more about the [feature limitations in Confluence Hosted].

Screenshot : Edit space permissions



About some error messages you may see
In **Confluence 2.7.2** and later, Confluence will let you know if there is a problem with some permissions. In rare situations, you may see the following error messages below a permission:

- **'User/Group not found'** — This message may appear if your LDAP repository is unavailable, or if the user/group has been deleted after the permission was created.
- **'Case incorrect. Correct case is: xxxxxx'** — This message may appear if the upper/lower case in the permission does not match the case of the username or group name. If you see a number of occurrences of this message, you should consider running the routine supplied to fix the problem.

RELATED TOPICS

Space Permissions Overview
Viewing Space Permissions
Revoking Space Permissions
Users and Groups

Take me back to Confluence User Guide

Revoking Space Permissions

You need to be a space administrator to remove or revoke space permissions.

To revoke space permissions,

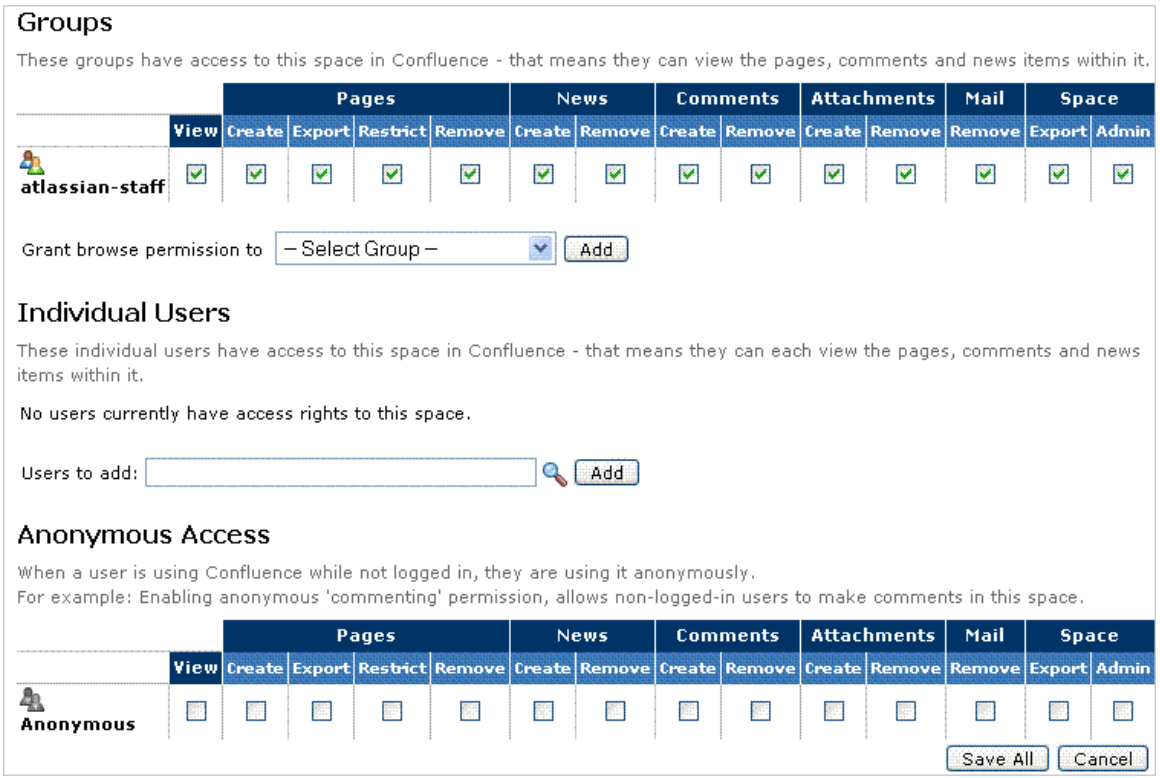
1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
    - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.

      '**Space Admin**' is only displayed if you are a space administrator.
2. Click the '**Permissions**' link in the left-hand panel under the heading '**Security**'. This will display the space's current permissions assigned to the different groups and users.
3. Click '**Edit permissions**'. This will bring up a new screen. See screenshot.
4. Uncheck the permissions you which to revoke.

   Removing the 'View' permission for a user or group will remove all access to that space for the user or group.
5. Click '**Save All**' to apply the permissions.

Quick removal of permissions
To remove all permissions for a user or group, just remove the '**View**' permission. The user or group will disappear from the list when you save the permission updates. There's no need to untick all the permissions for that user or group.

Screenshot : Assigning Space Permissions



RELATED TOPICS

Space Permissions Overview
Assigning Space Permissions
Viewing Space Permissions
Users and Groups

Take me back to Confluence User Guide

Viewing Space Permissions

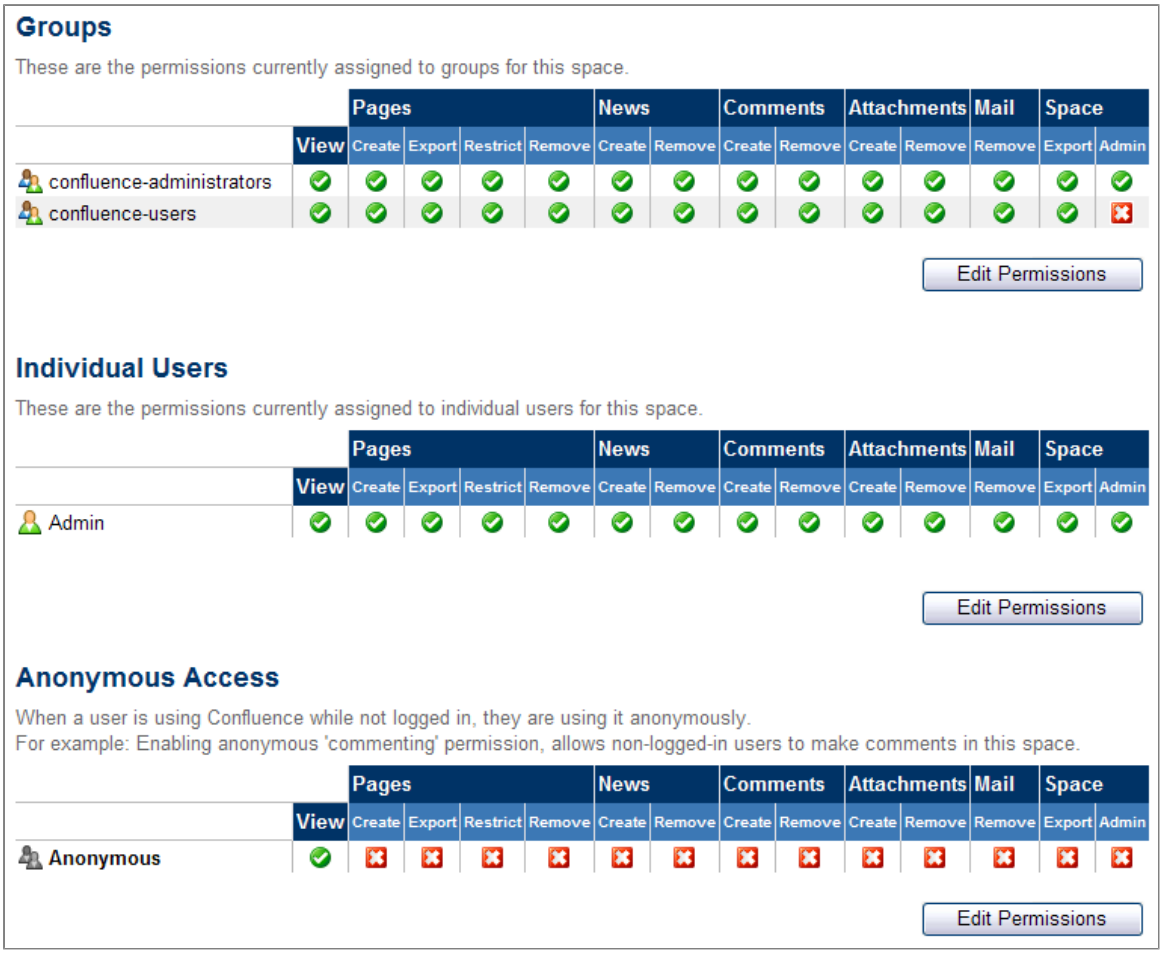
You need to be a space administrator to view the permissions assigned for a space.

To view the permissions assigned for a space,

1. Click the '**Browse Space**' link for that space.
2. Click the '**Space Admin**' tab. This tab is only displayed if you are a space administrator.
3. Click the '**Permissions**' link in the left-hand panel under the '**Security**' heading. This will display all the permissions assigned to the different groups and users for this space.

Below is an example. The ticks in the boxes indicate which permissions have been granted. The crosses indicate which permissions have been denied.

Screenshot : Viewing space permissions



About some error messages you may see
In **Confluence 2.7.2** and later, Confluence will let you know if there is a problem with some permissions. In rare situations, you may see the following error messages below a permission:

- **'User/Group not found'** — This message may appear if your LDAP repository is unavailable, or if the user/group has been deleted after the permission was created.
- **'Case incorrect. Correct case is: xxxxxx'** — This message may appear if the upper/lower case in the permission does not match the case of the username or group name. If you see a number of occurrences of this message, you should consider running the routine supplied to fix the problem.

RELATED TOPICS

Space Permissions Overview
Users and Groups
Assigning Space Permissions
Page Permissions

Take me back to Confluence User Guide

Users and Groups

A user is any individual who accesses Confluence.

New users are created by a Confluence administrator via the Administration Console. See Searching For and Managing Users for more information.

A Confluence administrator can also group users together into user groups for more convenient administration. This means that any permissions you assign at the site, space and page levels can be assigned to a whole group. A user in one of these groups will automatically be granted all permissions granted to the group.

There are two special groups in Confluence:

- **Confluence-Administrators** - This is a 'super-group' and a user from this group has permission to do anything in the site regardless of any other setting.
- **Confluence-Users** - This is the default group into which all new users are assigned. Permissions you assign to this group will be assigned to all newly signed-up users of Confluence.

Anonymous Users

Confluence treats all users who do not log in when they access Confluence as being 'Anonymous'. Administrators can assign permissions to this group separately.

Overlapping group and user permissions
When a user is assigned more than one permission, the most powerful permission will prevail.

Further explanation:

- A user may be assigned a permission specifically to their username. They may also be assigned a permission by belonging to a group, or even several groups.
- The user will then be able to perform all functions assigned to them.
- So if a user is allowed to do something over and above what the group can do, the user will be able to do it. And if the group is allowed to do something over and above the specific permissions granted to the user, the user will still be able to do it.

RELATED TOPICS

Space Permissions Overview
Viewing Space Permissions
Assigning Space Permissions
Page Permissions
The *Administrator's Guide* to User Management in Confluence

Take me back to Confluence User Guide

Searching for Users

This page tells you how to use the '**User Search**' window, which appears when you click a 'Choose Users' link or a user search icon on a Confluence page.

On this page:

- Accessing the User Search
- Using the Simple User Search
- Using the Advanced User Search
- Searching for Users in One or More Groups
- Selecting One or More Users
- More about the User Search

Accessing the User Search

To access the 'User Search' window,

1. Click the user search link or icon when you are performing one of the following actions:
   - When setting page restrictions, click the '**Choose users**' link.
   - When assigning space permissions, click the icon in the users section.
   - When adding members to a group, click the icon.
2. The simple 'User Search' window will appear, as shown below.

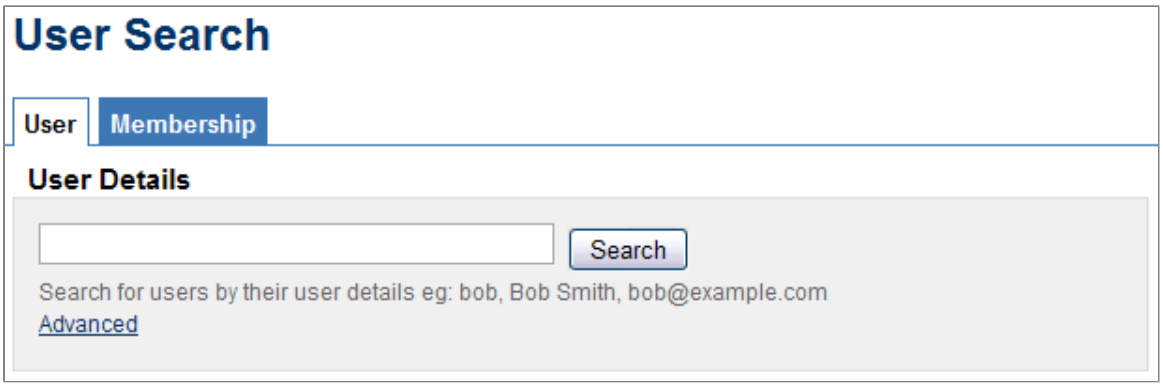
Using the Simple User Search

Crowd and the User Search
If you are using Atlassian's Crowd for user management, you will need Crowd 1.5.1 or later to use the 'Simple' option in the user search. If your version of Crowd does not support the simple user search, you will see only the 'Advanced' search form.

To search via the simple user search,

1. Select the '**User**' tab on the 'User Search' screen. (See above for instructions on accessing the screen.)
2. If the '**Simple**' link is showing, click it. (If you see the 'Advanced' link and no 'Simple' link, then you're fine. The simple search is already active.)
3. The simple user search screen will appear, as shown below.
4. Type some information about the user into the 'Search' textbox. You can type all or part of their username, full name or email address.
5. Click the '**Search**' button.
6. Confluence will return a list of matching users. See below for instructions on selecting one or more users.

Screenshot: Simple user search



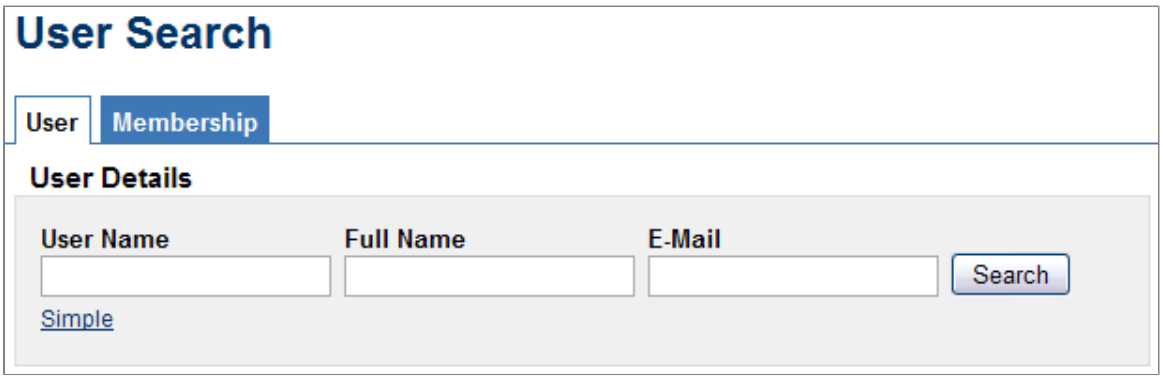
Using the Advanced User Search

The advanced user search allows you to specify the field in which your search term appears, i.e. username, full name or email address. You may find this useful if you need to limit the number of users appearing in the search results.

To search via the advanced user search,

1. Select the '**User**' tab on the 'User Search' screen. (See above for instructions on accessing the screen.)
2. If the '**Advanced**' link is showing, click it. (If you see the 'Simple' link and no 'Advanced' link, then you're fine. The advanced search is already active.)
3. The advanced user search screen will appear, as shown below.
4. Complete one or more of the following fields:
    - **User Name** — Enter all or part of the person's username i.e. their login id, e.g. 'joe', or 'bloggs'.
    - **Full Name** — Enter all or part of the person's name, e.g. 'joe bloggs', or 'bloggs', or 'joe'.
    - **E-Mail** — Enter all or part of the person's email address, e.g. 'acme'
5. Click the '**Search**' button.
6. Confluence will return a list of matching users. See below for instructions on selecting one or more users.

Screenshot: Advanced user search



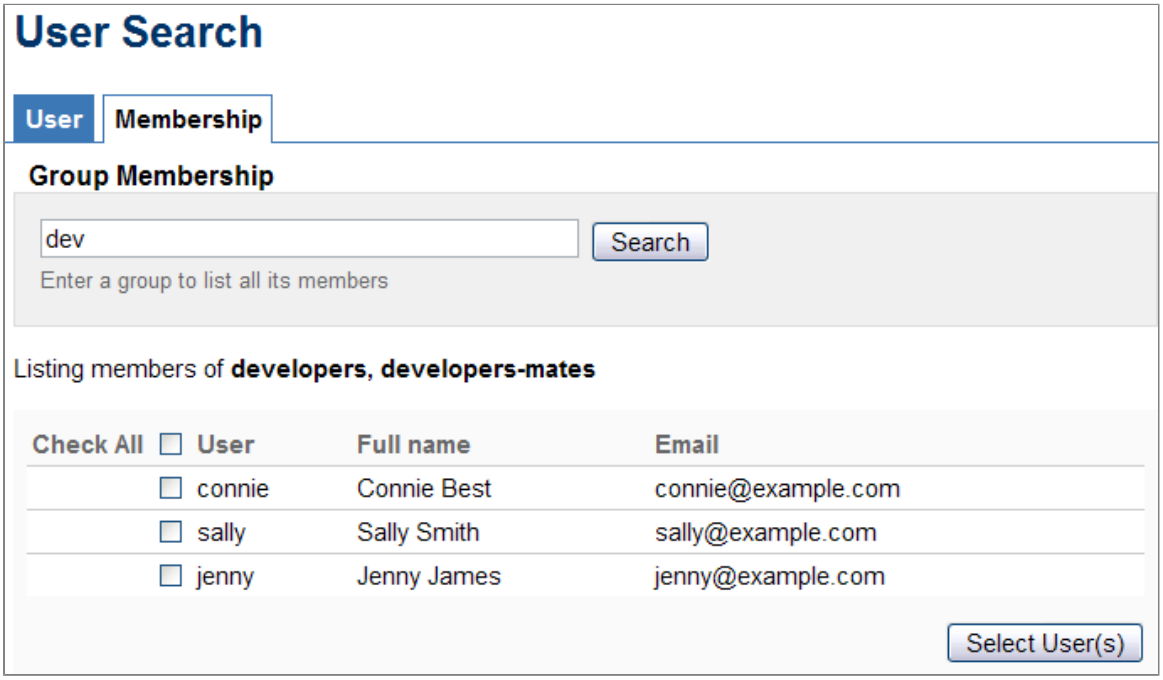
Searching for Users in One or More Groups

You can also list the users who appear in a particular group or in a set of groups.

To search for users in a particular group,

1. Select the '**Membership**' tab on the 'User Search' screen. (See above for instructions on accessing the screen.)
2. The 'Group Membership' search screen will appear, as shown below.
3. Type all or part of a group name into the 'Search' textbox.
4. Click the '**Search**' button.
5. Confluence will return a list of users belonging to any groups which match your search term.
   In the example screenshot below, we entered a group name of '**dev**'. The search results show all users belonging to the group 'developers' and all users belonging to the group 'developers-mates'.
6. Now you can select one or more users, as described below.

Screenshot: Searching for users in a group



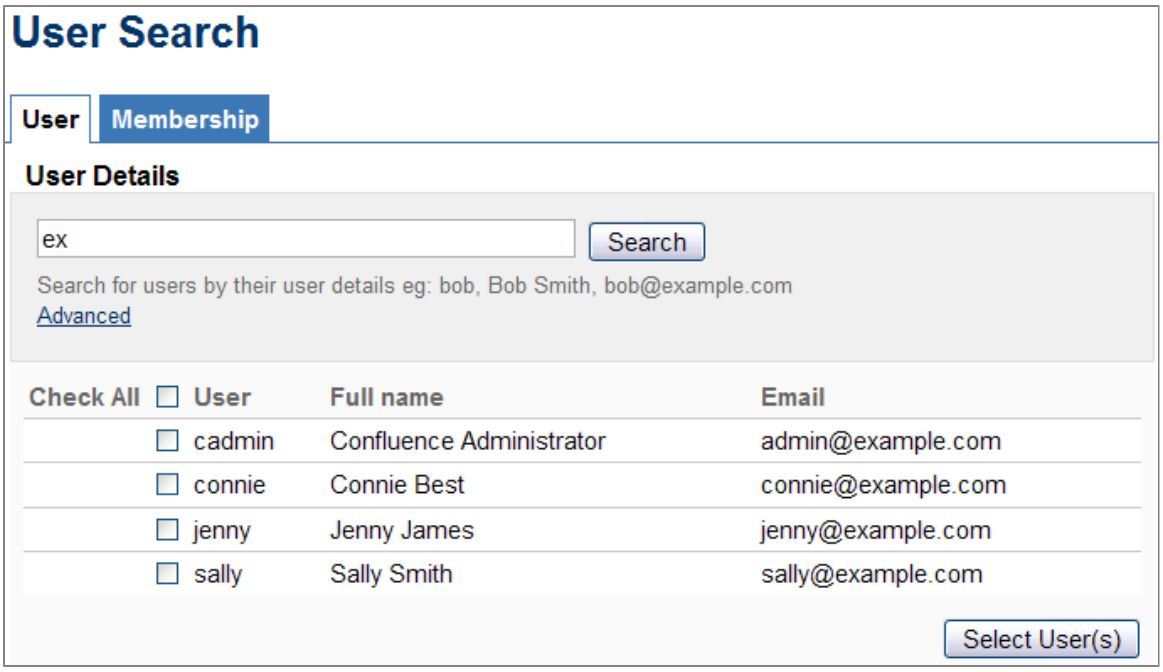
Selecting One or More Users

After searching for users and receiving a list of names from Confluence, as described above, you can now select the user(s) you need.

To select one or more users,

1. Click the box next to the username(s) to select or unselect one or more users.
   You can click '**Check All**' to select or unselect all users.
2. Click the '**Select User(s)**' button.
3. The 'User Search' window will close and the selected users will appear on the screen which you were using before you accessed the user search.

Screenshot: Selecting one or more users



More about the User Search

Case Sensitivity

The search is not case sensitive. You can enter either upper- or lower-case text, and it will make no difference to the search results.

Wild Cards

The search allows the asterisk as a wild card, but you do not need to use it. The search results will be the same whether you use a wild card or not. The wildcard functionality remains available for compatibility with older versions of Confluence.

You can use an asterisk '*' as a wild card when entering user details. The search will allow one or more characters to match the asterisk. For example:

- Enter `jon*` to retrieve all the following: 'Jon Bloggs', 'Jon Smith' and 'Jonathan Jones', etc
- Enter `*bloggs` to retrieve all the following: 'James Jon Bloggs', 'Joe Bloggs', 'Jon Bloggs' and 'Richard Bloggs', etc
- Enter `*jon*` to retrieve all the following: 'James Jon Bloggs', 'Jon Bloggs', 'Jon Smith' and 'Jonathan Jones', etc

RELATED TOPICS

Searching Confluence
Setting a Page's Restrictions
Assigning Space Permissions
Adding or Removing Users in Groups

Take me back to Confluence User Guide

Viewing Restricted Pages

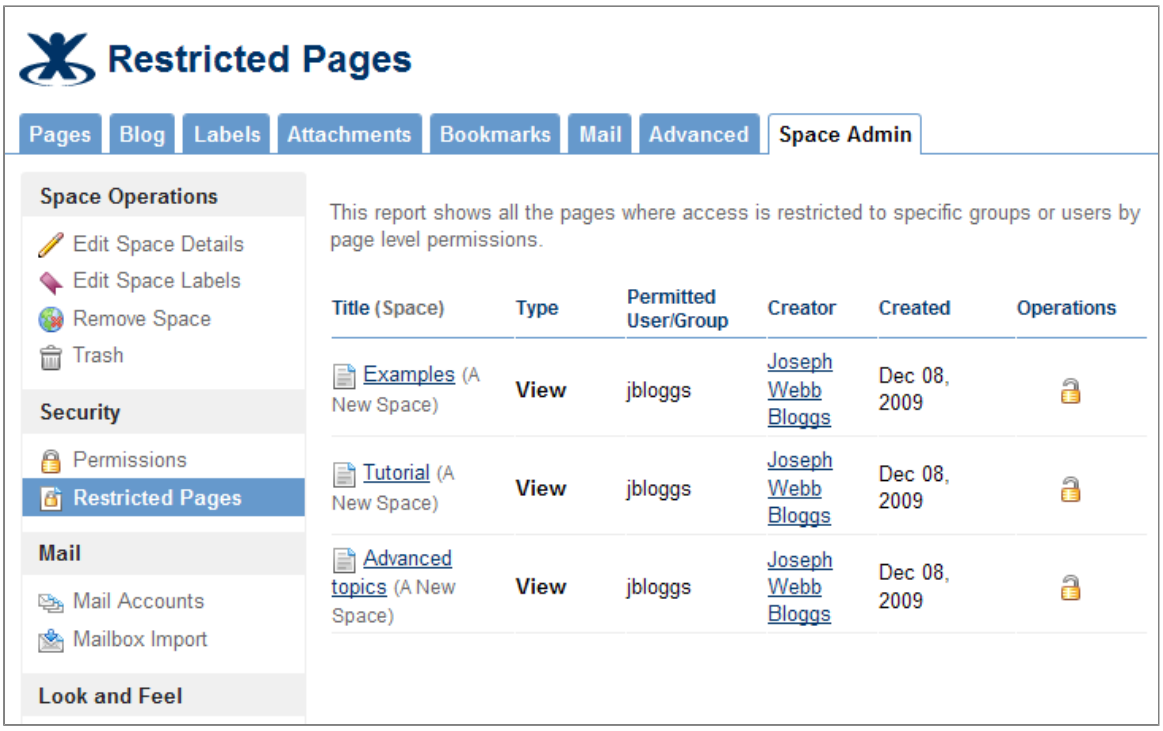
Restricted pages are pages that have 'View' or 'Edit' restrictions applied to them through page-level restrictions .

You need to be a space administrator to view the list of restricted pages in a space.

To view restricted pages,

1. Click on the '**Browse Space**' link for the space. This is located at the top of every page or beside the space link on the dashboard.
2. Go to the '**Space Admin**' tab. This tab is only displayed if you are a space administrator.
3. Click on '**Restricted Pages**' in the left panel under the heading '**Security**'.
   A list of all restricted pages in the space is displayed.
4. Click on the 'lock' icon to remove restrictions for the page.

Here's an example:



RELATED TOPICS

Viewing a Page's Restrictions
Setting a Page's Restrictions
Working with Pages

Take me back to the Confluence User Guide.

Confluence Notation Guide Overview

Confluence pages are stored internally in a simple content-formatting language called **Wiki Markup**, based on Textile.

The **Wiki Markup Editor** allows you to edit Confluence pages directly in wiki markup language. This has the advantage of being faster than the **Rich Text Editor** for some formatting tasks.

A quick notation guide, **Notation Help**, appears beside the edit screen when you choose the **Wiki Markup** edit tab. You can then click the **full notation guide** link in the help window to view the full Notation Guide. This shows you the entire list of formatting and other complex operations that Confluence's notation permits, along with the markup detailing how to perform them.

> **Try it now**
> Because wiki markup is designed to be simple to learn, the quickest way to learn wiki markup is to edit an existing page, switch to the wiki markup editor and experiment.

Below are some links to more information on wiki markup editing:
Full Notation Guide
Working with Headings
Working with Text Effects
Working with Text Breaks
Working with Links
Working with Anchors
Working with Images
Working with Lists
Working with Tables
Working with Macros
Confluence Emoticons

What does the Notation Guide contain and why is it not part of the Confluence User Guide?

The Confluence Notation Guide is included as part of the Confluence code and is dynamically generated when you view it. Its contents depend upon:

- the macro plugins available in the Confluence installation
- the documentation included by the plugin developer for the installed version of the plugin.

If you view the Full Notation Guide from the Atlassian Confluence site, you will see the information for the macro plugins currently installed on this site. If you view the Full Notation Guide from your own Confluence instance, you will see information for the macro plugins installed on your site.

The plugin developer writes the help file and includes it in the macro code.

Examples of Markup

Here's a short example of some typical markup:

What you type	What you get

01.h4. Confluence Markup
02.
03.Ideally, the markup should be _readable_ and even *clearly understandable* when you are
04.editing it. Inserting formatting should require few keystrokes, and little thought.
05.
06.After all, we want people to be concentrating on the words, not on where the angle-brackets
07.should go.
08.
09.* Kinds of Markup
10.** Text Effects
11.** Headings
12.** Text Breaks
13.** Links
14.** Other
	Confluence Markup
	
	Ideally, the markup should be *readable* and even **clearly understandable** when you are editing it. Inserting formatting should require few keystrokes, and little thought.
	
	After all, we want people to be concentrating on the words, not on where the angle-brackets should go.
	
	• Kinds of Markup
	  • Text Effects
	  • Headings
	  • Text Breaks
	  • Links
	  • Other

Here, in comparison, is how that would look if you had to edit the page in HTML:

```
01.<h4>Confluence Markup</h4>
02.<p>Ideally, the markup should be <em>readable</em> and even <strong>clearly understandable</
strong>
03.when you are editing it. Inserting formatting should require few keystrokes, and little
thought</p>
04.<p>After all, we want people to be concentrating on the words, not on where the angle-brackets
should
05.go.</p>
06.<ul>
07.        <li>Kinds of Markup
08.             <ul>
09.               <li>Text Effects</li>
10.               <li>Headings</li>
11.               <li>Text Breaks</li>
12.               <li>Links</li>
13.               <li>Other</li>
14.             </ul>
15.        </li>
16.</ul>
```

RELATED TOPICS

Full Notation Guide
Rich Text Editor Overview
Writing Confluence pages
Creating a New Page
Working with Macros

Take me back to Confluence User Guide

Confluence Emoticons

Emoticons are little images you can easily use in a Confluence page. They use a simple wiki markup as shown below, or you can insert them using the Rich Text editor.

Graphical emoticons (smileys).

Notation	Image
:)	
:(	
:P	
:D	
;)	
(y)	
(n)	
(i)	
(/)	
(x)	
(!)	
(+)	
(-)	
(?)	
(on)	
(off)	
(*)	
(*r)	
(*g)	
(*b)	
(*y)	

Form Field Markup for Templates

Templates are written in the same notation as other pages in Confluence with special markup to insert form fields. When a user creates a page using a template that contains form fields, the user will be prompted to key in data. The data will be captured and stored in the new page.

Here are the three kinds of form fields supported and the markup to create them:

Text field	`@VAR@`	Creates a text input field for a variable called VAR.

Text area	`@VAR|textarea(5,10)@`	Creates a 5 x 10 text-area for a variable called VAR.
Drop down menu	`@VAR|list(one,two,three,four)@`	Creates a drop-down box containing the values "one", "two", "three" and "four". **Note:** The values in the drop-down list can only contain letters, numbers and underscores. The dropdown list values *cannot* include: • special characters, such as '&' • punctuation marks, such as ':' • brackets, such as ')'

Every input field must have a unique name. If you have more than one text input field in the same template with the same name, Confluence will make sure that they all end up with the same value (This is useful if you need the same information in more than one place in the page).

For an example, please see Adding a Template.

Warning
There must be no spaces between the @-signs in the markup. This means you can't have items in your drop-down lists that contain spaces.

Improved Markup

The above formatting is the basic markup bundled with Confluence, but two plugins expand on this markup to provide greater functionality. Links to these plugins and a comparison can be found in the Working with Templates Overview.

RELATED TOPICS

Working with Templates Overview
Scaffolding Plugin
Zones Plugin
Adding a Template
Editing a template
Creating a Page using a Template

Take me back to Confluence User Guide

Working with Headings

You can use Confluence Notation or the Rich Text editor to create headers.

Creating a header is easy. Simply place "hn." at the start of your line (where n can be a number from 1-6).

What you need to type	What you will get
`h1. Biggest heading`	**Biggest heading**
`h2. Bigger heading`	**Bigger heading**
`h3. Big heading`	**Big heading**
`h4. Normal heading`	***Normal heading***

`h5. Small heading`	**Small heading**
`h6. Smallest heading`	***Smallest heading***

Note that Confluence treats all headings as anchors.

RELATED TOPICS

Rich Text-Working with Text Effects
Working with Text Effects
Working with Macros

Take me back to Confluence User Guide

Working with Lists

Confluence allows you to create bulleted or numbered lists, and is flexible enough to allow a combination of the two lists.

If you need to separate the text within lists using line breaks, make sure you do so using a double slash (//). Empty lines may disrupt the list.

Simple lists

Use the hyphen (-) to create simple lists.
Make sure there is a space between the hyphen and your text.

What you need to type	What you will get

`1.- some`
`2.- bullet`
`3.- points`
	• some
	• bullet
	• points

Bulleted lists

Use the asterisk (*) to create bullets. For each subsequent level, add an extra asterisk.
Make sure there is a space between the asterisk and your text.

What you need to type	What you will get

`1.* some`
`2.* bullet`
`3.** indented`
`4.** bullets`
`5.* points`
	• some
	• bullet
	  ◦ indented
	  ◦ bullets
	• points

Numbered lists

Use the hash (#) to create numbered lists.
Make sure there is a space between the hash and your text.

What you need to type	What you will get

`1.# a`
`2.# numbered`
`3.# list`
	1. a
	2. numbered
	3. list

A second level of hashes will produce a sub-list, such as the **alphabetical** sub-list shown below.

What you need to type	What you will get

```
1.# Here's a sentence.
2.## This is a sub-list point.
3.## And a second sub-list point.
4.# Here's another sentence.
```

1. Here's a sentence.
    a. This is a sub-list point.
    b. And a second sub-list point.
2. Here's another sentence.

Try a third level of hashes to produce a sub-sub-list.

What you need to type	What you will get

```
1.# Here's a sentence.
2.## This is a sub-list point.
3.### Third list level.
4.### Another point at the third level.
5.## And a second sub-list point.
6.# Here's another sentence.
```

1. Here's a sentence.
    a. This is a sub-list point.
        i. Third list level.
        ii. Another point at the third level.
    b. And a second sub-list point.
2. Here's another sentence.

In numbered lists as described above, the format of the 'number' displayed at each list level may be different, depending upon your browser and the style sheets installed on your Confluence instance. So in some cases, you may see letters (A, B, C, etc; or a, b, c, etc) or Roman numerals (i, ii, iii, etc) at different list levels.

Mixed lists

What you need to type	What you will get

```
1.# Here
2.#* is
3.#* an
4.# example
5.#* of
6.#* a
7.# mixed
8.# list
```

1. Here
    - is
    - an
2. example
    - of
    - a
3. mixed
4. list

RELATED TOPICS

Working with Text Breaks
Confluence Notation Guide Overview

Take me back to Confluence User Guide

Working with Tables

You can use Confluence wiki markup or the Rich Text editor to create tables. Below are some guidelines on using wiki markup to create tables.

Confluence allows you to create two types of tables.

Table Type 1

Allows you to create a simple table with an optional header row. You cannot set the width of the columns in this table.
Use double bars for a table heading row.

What you need to type:

```
1.||heading 1||heading 2||heading 3||
2.|cell A1|cell A2|cell A3|
3.|cell B1|cell B2|cell B3|
```

What you will get:

heading 1	heading 2	heading 3
cell A1	cell A2	cell A3

cell B1	cell B2	cell B3

Currently, Confluence does not support nested tables.

You can also use a vertical header.

What you need to type:

```
1.||heading 1|col A1|col A2|col A3|
2.||heading 2|col B1|col B2|col B3|
```

What you will get:

heading 1	col A1	col A2	col A3
heading 2	col B1	col B2	col B3

Table Type 2

This method allows you to specify the width of the columns in the table.

What you need to type

```
01.{section:border=true}
02.
03.{column:width=30%}
04.Text for this column goes here. This is  the smaller column with a width of only 30%.
05.{column}
06.
07.{column:width=70%}
08.Text for this column goes here. This is  the larger column with a width of 70%.
09.{column}
10.
11.{section}
```

What you will get

Text for this column goes here. This is the smaller column with a width of only 30%.
Text for this column goes here. This is the larger column with a width of 70%.

For more details please see the Column Macro and the Section Macro.

Advanced Formatting

Colour and Other Formatting

To add colour and other formatting to your tables, you can use the Panel Macro within columns.
More table-formatting options may be available if your Confluence administrator has installed additional macros.

Lists

Here's an example of how to embed lists in a table:

What you need to type

```
1.||Heading 1||Heading 2||
2.|* Item 1
3.* Item 2
4.* Item 3|# Item 1
5.# Item 2
6.# Item 3|
```

What you will get

Heading 1	**Heading 2**

• Item 1 • Item 2 • Item 3	1. Item 1 2. Item 2 3. Item 3

RELATED TOPICS

Rich Text-Working with Tables
Working with Macros

Take me back to Confluence User Guide

Working with Text Breaks

Paragraph break

When writing text in Confluence, a continuous line of text with two carriage returns at its end forms a paragraph in its own right. This is equivalent to a continuous line of text followed by a blank line.

When rendered into HTML, the result is a line of text 'wrapped' in a set of `<p></p>` tags.

Line break

Confluence also provides two options for forcing a line break within a paragraph of text either implicitly, by entering a single carriage return at its end or explicitly, by entering two consecutive backslashes (\\).

When rendered into HTML, the result is a paragraph of text split into separate lines by `<br>` tags, wherever a forced line break appears.

For most purposes, explicit line breaks are not required because a single carriage return will often suffice. However, the examples below show how explicit line breaks can be used.

What you need to type	What you will get
here is some text \\ divided \\ using line \\ \\ breaks	here is some text divided using line breaks
This is a short list: * Point 1 Text to go with point 1 * Point 2 \\ \\ Text to go with point 2 with a break	This is a short list: • Point 1 Text to go with point 1 • Point 2 Text to go with point 2 with a break

If you wish to use multiple consecutive line breaks, each should be separated by a space character. For example, use \ \ \ \ for two consecutive line breaks.

Horizontal ruler

Use four dashes (----) to create a horizontal ruler.

Make sure that the dashes are in a separate line from the text.

What you need to type	What you will get
here is some text ---- divided by a horizontal ruler	here is some text divided by a horizontal ruler

RELATED TOPICS

Working with Lists
Confluence Notation Guide Overview

Take me back to Confluence User Guide

Working with Text Effects

Use the markup shown in the examples below to format the text in your pages.

What you need to type	What you will get
strong	**strong**
emphasis	*emphasis*
??citation??	*citation*
-deleted-	~~deleted~~
+inserted+	inserted
^superscript^	superscript
~subscript~	subscript
{{monospaced}}	`monospaced`
bq. Here's how you make text in a paragraph into a block quotation	> *Here's how you make text in a paragraph into a block quotation*
{color:red}look ma, red text!{color}	look ma, red text!

RELATED TOPICS

Working with Headings

Take me back to Confluence User Guide

Rich Text Editor Overview

Introduction

The Rich Text editor provides users accustomed to HTML editing or other text editing applications, an easier and faster way to creating Confluence pages. It allows you to enter content as you would in a Word document, and apply formatting simply by clicking icons on a toolbar.

The 'Edit' screen lets you switch between '**Rich Text**' and '**Wiki Markup**' edit modes without losing the changes you've made; so you can use a combination of both while editing. For instance, you can use the rich text editor to change the text colour and then switch to Wiki Markup to create links.

You can also set the editor to open either the 'Wiki Markup' or 'Rich Text' editors by default, depending on your preference.

You can run the editor in a full-screen editing mode by clicking this icon at the far right of the toolbar.

Rich Text Editing can be disabled
This option is enabled by default. Be aware however that site administrators can disable it. If it is disabled, a site administrator will need to enable it again from the Administration Console before you can start using the Rich Text editor.

Right-click Context Menu

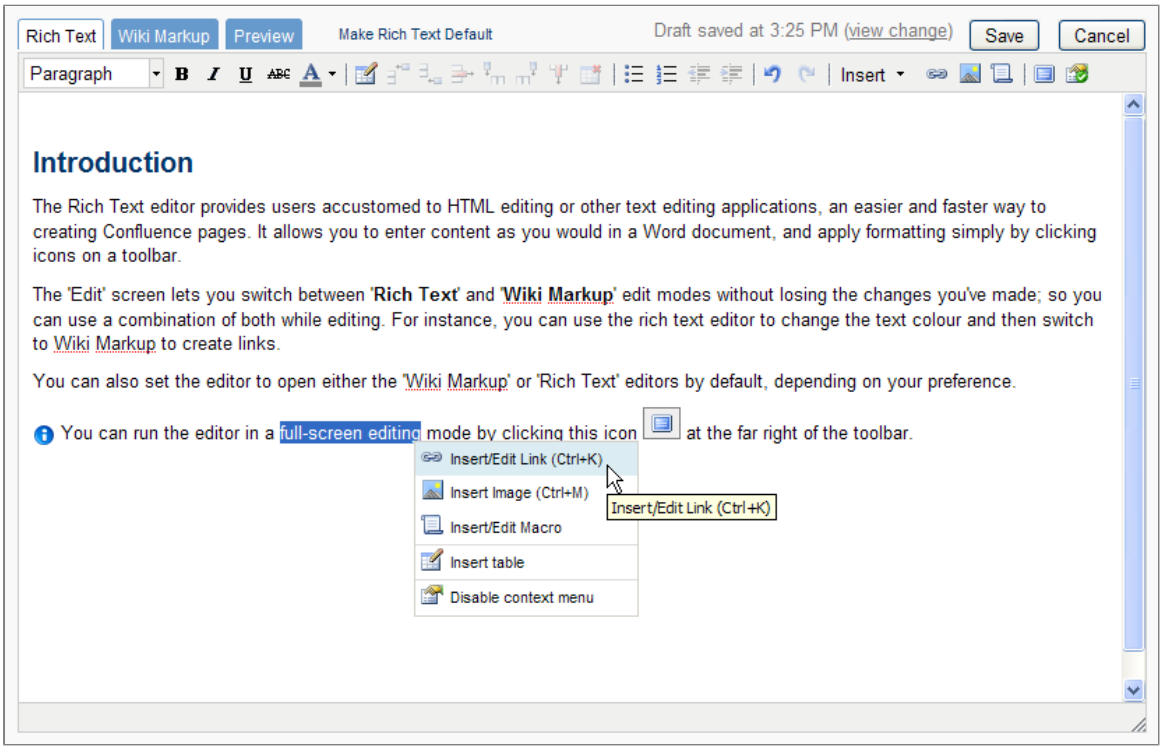
The Rich Text editor incorporates a right-click context menu that provides an additional mechanism for handling common editing actions available through the toolbar icons or keyboard shorcuts. For more information about the right-click context menu, refer to Rich Text-Right-Click Context Menu.

Drag and Drop

You can drag a file such as an image, Office or PDF file from your computer and drop it directly into the Rich Text Editor. The contents of the file will be embedded directly onto the page or blog post and displayed in its entirety when viewed. Please refer to:

- Drag-and-Drop for more information about Confluence's drag and drop feature and prerequisites for setting this up
- Inserting an image for more information about embedding images onto a Confluence page or blog post
- Displaying Office Files in Confluence for more information about embedding Office and PDF files onto a Confluence page or blog post

Screenshot: The Rich Text Editor



RELATED TOPICS

Enabling Rich Text Editing
Making Rich Text or Wiki Markup Editing Default
Rich Text-Right-Click Context Menu
Rich Text-Working with Text Effects
Rich Text-Working with Tables
Rich Text-Inserting an image
Rich Text-Creating and removing a link
Rich Text-Linking to an Image
Rich Text-Linking to an Attachment
Rich Text-Linking to a Page
Rich Text-Inserting emoticons
Rich Text-Inserting Symbols

Enabling Rich Text Editing

Users have the option of using Confluence's Rich Text editor to create and edit page content. This option is enabled by default. If disabled, a site administrator will need to turn on '**Rich Text Editing**' under '**General Configuration**' on the **Administration Console**.

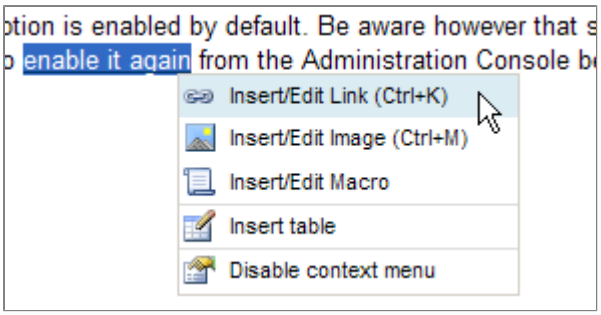
RELATED TOPICS

Rich Text Editor Overview
Making Rich Text or Wiki Markup Editing Default

Rich Text-Right-Click Context Menu

The rich text editor incorporates a right-click context menu that provides direct access to common content editing features, which are also available through the toolbar icons or keyboard shorcuts.

Screenshot: The Rich Text Editor's right-click context menu



From the right-click context menu, you can insert or edit:

- A link
- An image
- A macro
- A table

Additional right-click context menu options to those shown above are available when editing links and tables.

Activating and deactivating the Right-Click Context Menu

By default, the right-click context menu may not be active. However, it can be activated using the 'Context Menu' icon in the toolbar.

To activate the right-click context menu,

Click the 'Context Menu' icon in the toolbar.

The 'Context Menu' icon changes to its activated state, indicating that the right-click context menu is active.

To dectivate the right-click context menu,

Click the active 'Context Menu' icon in the toolbar.

Alternatively, right-click within the Rich Text Editor's text editing area and click '**Disable context menu**' from the context menu.

The 'Context Menu' icon changes to its deactivated state, indicating that the right-click context menu is not active.

RELATED TOPICS

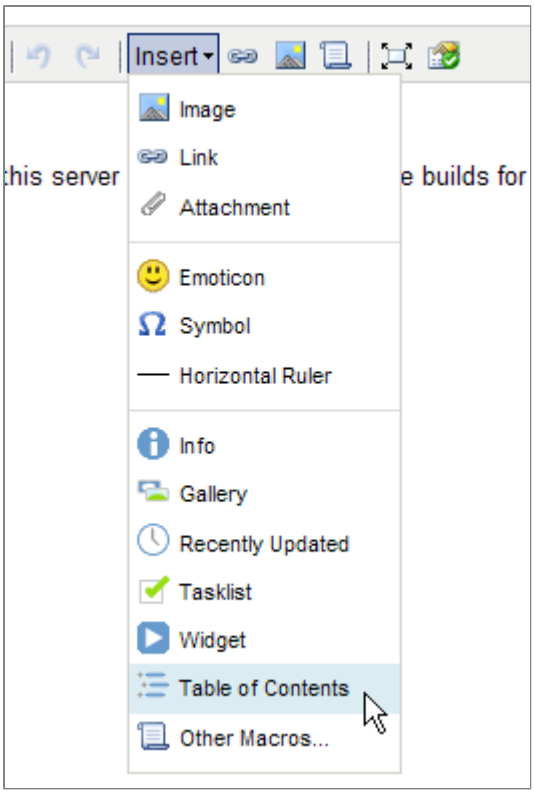
Rich Text-Creating and removing a link
Rich Text-Inserting an image
Rich Text-Working with Tables
Rich Text Editor Overview

Take me back to the Confluence User Guide.

Rich Text-Insert Menu

The rich text editor combines a number of commonly used editing features into a convenient **Insert** menu, which can be accessed by clicking '**Insert**' on the toolbar.

Screenshot: The Rich Text Editor's Insert menu



Using the Insert menu, you can easily insert one of the following types of content into your page by choosing the appropriate option from the menu. These options fall into the following three groups:

- An image, link to another Confluence page or external URL, or link to an attachment or image.
- An emoticon, symbol or horizontal line.
- A number of commonly used macros or any other macro (via the macro browser).

When you select a specific macro from the insert menu, the macro browser opens that macro directly in preview mode. Selecting the 'Other Macros' item opens the macro browser in macro selection mode.

Rich Text-Creating and removing a link

This page tells you how to add a link to your Confluence page. A link, or hyperlink, is a word or phrase which, when clicked, will direct the user to another web page or other location.

> **Wiki Markup mode and Rich Text editor**
> You can click the 'Insert Link' icon in either Wiki Markup mode or the Rich Text editor. The functionality described below is essentially the same for both editing modes.

On this page:

- Creating a link
- Removing a link

Creating a link

There are different ways to do this in Confluence:

- Insert links via the Insert Link window
- Insert links via the your browser's drag and drop features

To create a new link using the 'Insert Link' window,

1. Place your cursor at the point where you want to insert the link.
2. Click the 'Insert Link' icon in the toolbar. The 'Insert Link' window will open.
   Alternatively, if you are in the rich text editor, you can open this window by:
   - Clicking the '**Insert**' menu and choosing the '**Link**' item from the drop-down menu.
   - Right-clicking in the editor window and choosing the '**Insert/Edit Link**' item from the context menu (if the right-click context menu is enabled)
   - Pressing **Ctrl-K** (if you use Internet Explorer for Windows). See Keyboard Shortcuts for key combinations used on other browsers and operating systems.
3. In the '**Link**' text box, enter the URL (location) of the link.
   Use the tabs to help you find the URL:
   - **Search** – Search the spaces in your Confluence site for a particular term or phrase, then select your link location from the search results.
   - **History** – Select your link location from recently-visited pages.
   - **Recently Modified** – Select your link location from pages recently modified by yourself or other Confluence users.
   - **External Link** – Enter the URL of an external location.
   - **Attachments** – Select one of the attachments to the current page. You can also browse for a file and attach it to the page, then select it to create the link. Refer to Linking to an Attachment for more information.
4. If you want your link to display specific words on the page, rather than the actual URL, enter the desired text in the 'Alias' text box.
5. If you want your link to display a short popup help tip, enter the desired text in the 'Tooltip' text box.
6. Click the '**OK**' button to add the link.

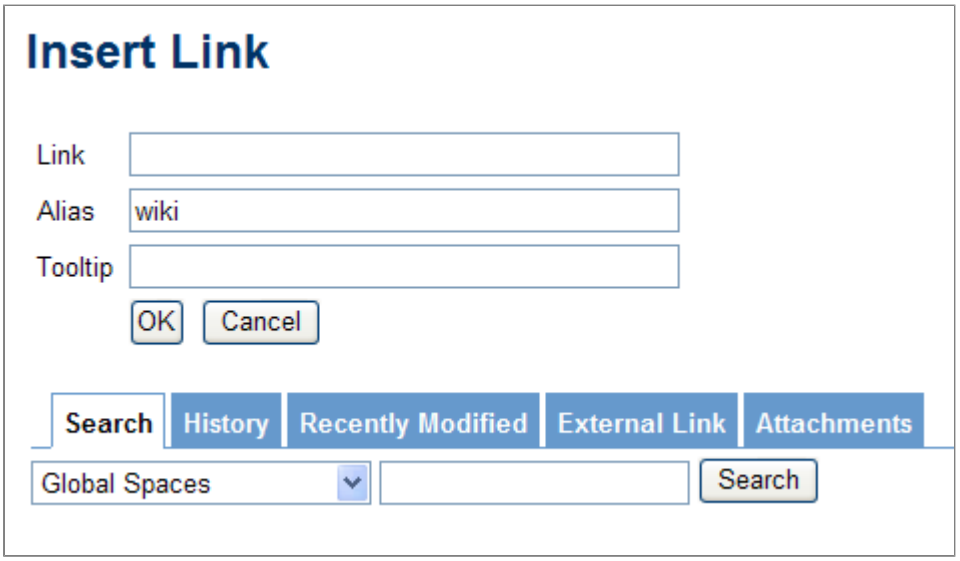
You can also conveniently convert existing text into a link:
Instead of performing step one (above) you can highlight one or more consecutive words before proceeding directly to step two. By doing this, the words you selected will automatically appear in the 'Alias' text box of the 'Insert Link' window.

To create a link using your browser's drag and drop capabilities,

This is a browser-specific feature available in Firefox and Safari browsers only and is not part of Confluence's drag and drop feature.

- Simply drag the hyperlink from another web page into the Rich Text Editor window. A link to that URL with the wording used on that web page will be added to your page content at the place where you release the mouse button.

Screenshot: Creating a new link



Removing a link

You can easily remove a link using the right-click context menu.

To remove a link via the right-click context menu,

- Right-click over the link you want to remove and choose '**Unlink**' from the context menu. The link will be removed from your text.
  The 'Unlink' item only appears on the right-click context menu when you right-click over an existing link.

RELATED TOPICS

Rich Text-Linking to a Page
Rich Text-Inserting an image
Rich Text-Linking to an Attachment

Take me back to the Confluence User Guide.

Rich Text-Inserting an image

This page explains how to attach and insert an image, using the 'Insert Image' icon on the editor toolbar. You can also use Wiki Markup to insert an image.

Wiki Markup mode and Rich Text editor
You can click the 'Insert Image' icon in either Wiki Markup mode or the Rich Text editor. The functionality described below is basically the same for both editing modes.

Inserting Images

There are different ways to do this in Confluence:

- Insert images via the image browser
- Embed images into a Confluence page using the drag and drop feature

To insert an image onto a page using the image browser,

1. Click the 'Insert Image' icon in the toolbar. The image browser ('Insert Image' window) opens.
   Alternatively, you can open this window by right-clicking in the editor window and choosing '**Insert/Edit Image**' from the context menu (if the right-click context menu is enabled) or by pressing **Ctrl-M** (if you use Internet Explorer for Windows). See Keyboard Shortcuts for key combinations used on other browsers and operating systems.

   Choose either of the following options on the left-hand side of the window for inserting an image onto your page:

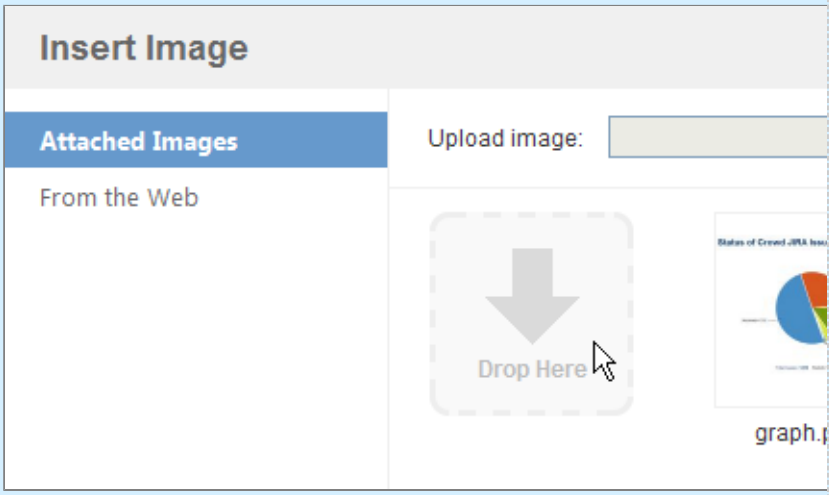
   - **Attached Images** — allows you to:
     1. Embed an image already attached to the page onto the Confluence page content area
     2. Attach new images to the page. Images already attached to the page appear as thumbnails in this view.

     - If you want to attach a new image to the page, use one of the following methods:

       a. 'Browse and Attach' feature:
          i. Click the '**Browse**' button.
          ii. Select your file from your computer or your network.
          iii. Click the '**Open**' button.

       b. 'Drag and Drop' feature:
          This feature requires Google Gears to have been installed. Refer to the Drag-and-Drop topic for more information on configuring Confluence to use the drag and drop feature.
          - Drag one or more file(s) accessible from your computer and drop it onto the Image Browser.

            Screenshot: Dragging and Dropping an Image into the Insert Image Window



     - If you want to preview an image:
       a. Browse and hover your mouse over the appropriate thumbnail of the image until a magnifying glass icon appears in the lower-right corner.
       b. Click on the thumbnail's magnifying glass icon and the image expands for previewing (see Screenshot 2 below). Click out of the image to return to the 'Attached Images' view.

     - Once you have chosen the image you want to insert onto the page, click it to select it.

   - **From the Web** — allows you to embed a remote image from the web (accessible via its URL) onto a Confluence page.

     - Enter the URL of the image into the '**Image URL**' text box. If you want to preview the image, click the '**Preview**' button.
       This preview function allows you to check if the URL is either correct or accessible by Confluence. Bear in mind that whenever the page is viewed, the image will be loaded and drawn from the other website as it is not stored within Confluence.

2. If you want to control the placement of the image on the page, select a value from the '**Align**' dropdown list. Available values are 'None' (i.e. default), 'Left', 'Right' and 'Centre'.

3. If your image is not a web image and you want the Confluence page to display a smaller (thumbnail) version of your attached image rather than at full size, select the '**Thumbnail**' check box. When the thumbnail is displayed on a page, it will also be hyperlinked such that when the user clicks the thumbnail, the image will expand to full-size in its own window.

4. If you want to add a border around the image, ensure that the '**Border**' check box has been selected (i.e. the default setting).

5. Click '**OK**' to insert the image on the Confluence page.

To embed an image onto a Confluence page using drag and drop,

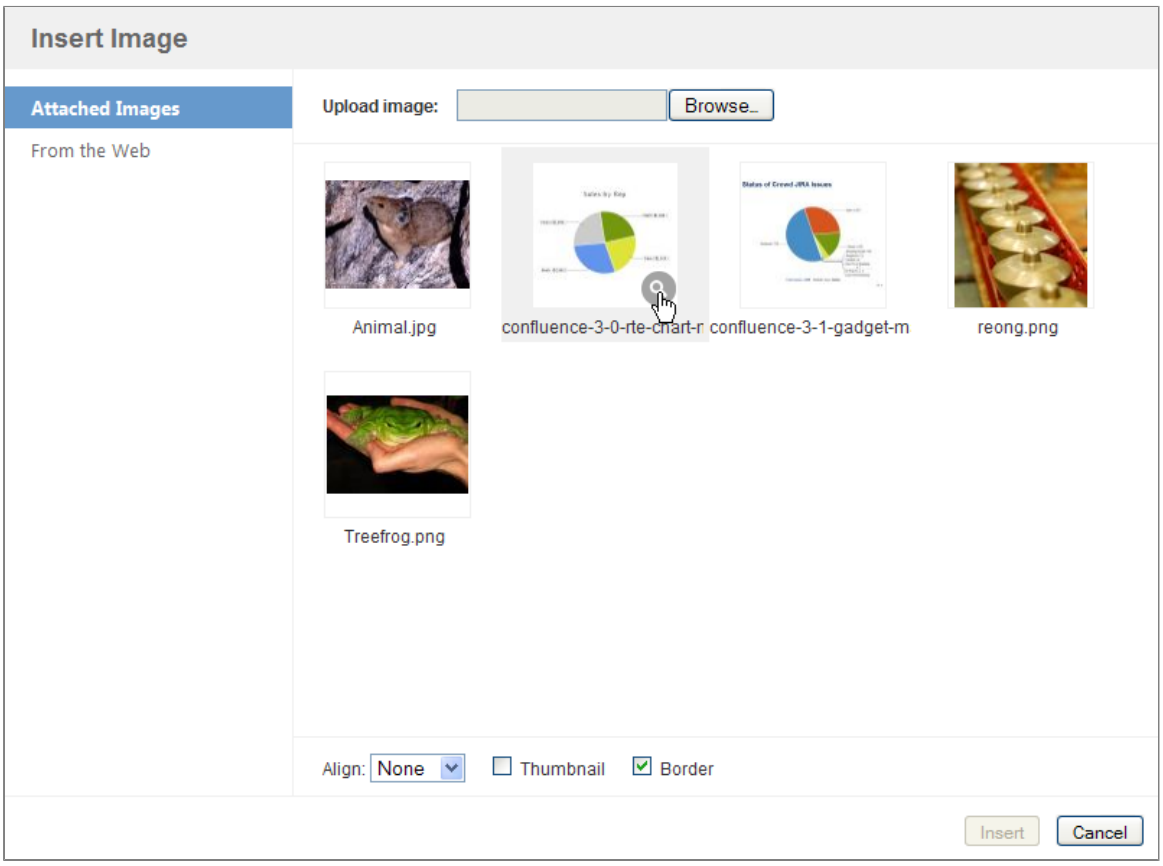
This feature requires Google Gears to have been installed. Refer to the Drag-and-Drop topic for more information on configuring Confluence to use the drag and drop feature.

- Simply drag the image from your computer and drop it into the Rich Text Editor window. The image will be displayed in the position where you dropped it.
- Alternatively, you can also drag an image from another website and drop it into the Rich Text Editor window. Whenever the page is viewed, the image will be loaded and drawn from the other website as it is not stored within Confluence.

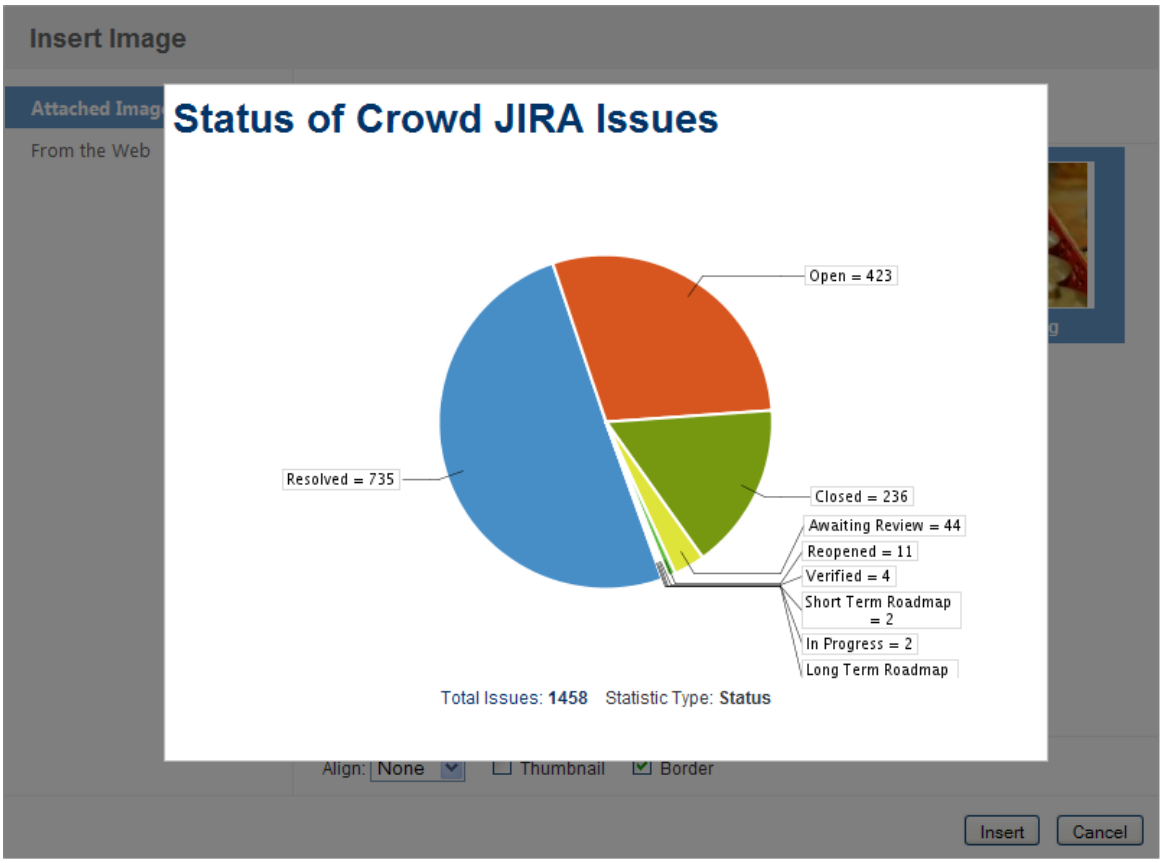
  When embedding an image, only one image file can be dragged and dropped at a time.

This particular feature is not available in the Wiki Markup Editor. However, using the Wiki Markup Editor, you can still attach images to a page by dragging and dropping these files onto the Image Browser window.

Screenshot 1: Inserting an Image - Browse Attached Images



Screenshot 2: Inserting an image - Previewing an Attached Image



RELATED TOPICS

Rich Text-Linking to an Attachment
Rich Text Editor Overview

Take me back to the Confluence User Guide.

Rich Text-Inserting emoticons

To insert an emoticon,

1. Click the '**Insert**' menu on the toolbar and choose the ' **Emoticon**' item from the drop-down menu. This will pop up the emoticons window.
2. Select the emoticon to insert it.

You can also insert emoticons by typing commonly-used character combinations. For example, the following code appears as an emoticon when the page is rendered.

```
1.;-)
```

This example creates this emoticon: .

Preventing Emoticons from Appearing

To prevent Confluence from turning parts of text into emoticons, 'escape' the character sequence by inserting a **'\'** character.

For example, this character sequence contains an emoticon:

```
1.(-example_here;-)
```

This example creates this in a rendered page: **(-example_here** .

To 'escape' the emoticon sequence, insert a slash as in the following example:

```
1.(-example_here\;-)
```

The characters will then appear exactly as typed.

Screenshot : Emoticons

RELATED TOPICS

Rich Text-Inserting an image
How to Disable Emoticons

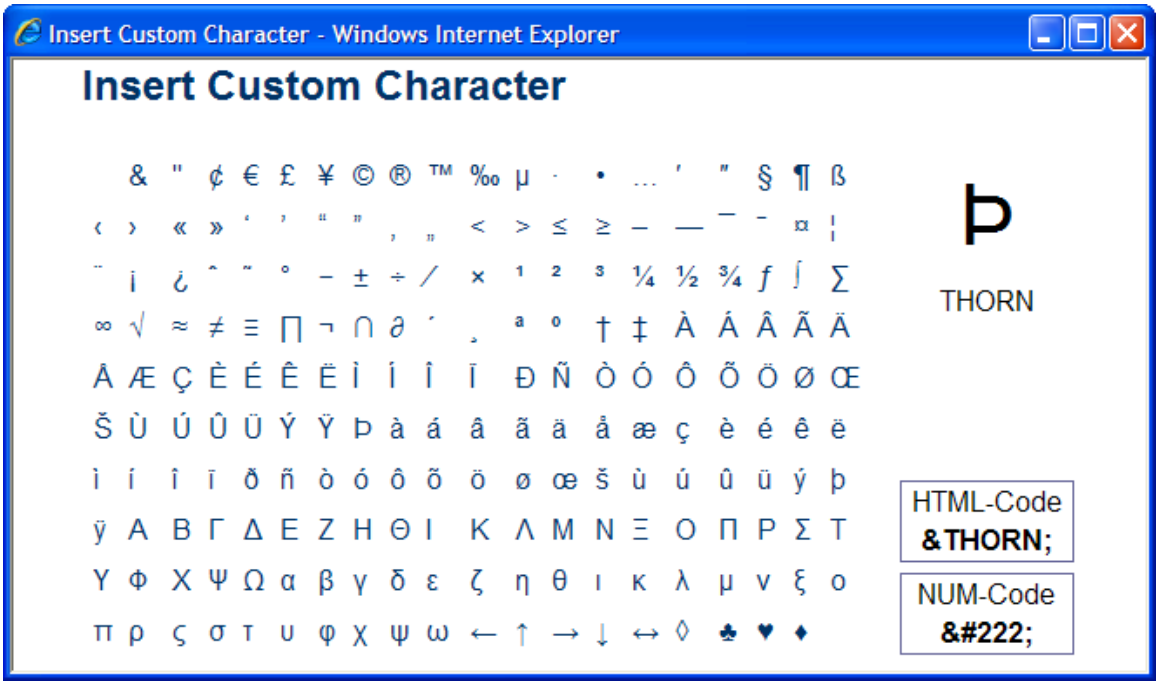
Take me back to Confluence User Guide

Rich Text-Inserting Symbols

To insert a symbol,

1. Click the '**Insert**' menu on the toolbar and choose the ' **Symbol**' item from the drop-down menu. This will pop up the '**Custom Characters**' window.
2. Click on the symbol to insert it.

Screenshot : Custom Characters



RELATED TOPICS

Rich Text-Inserting emoticons

Take me back to the Confluence User Guide.

Rich Text-Linking to an Attachment

This page tells you how to add a link which points to a file attached to your Confluence page. A link, or hyperlink, is a word or phrase which, when clicked, will open the attachment.

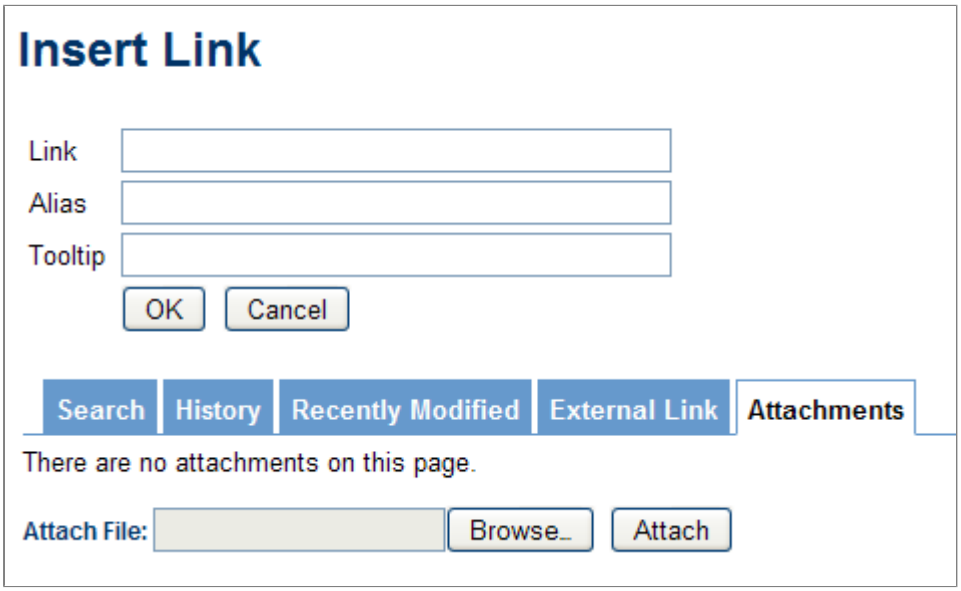
> **Wiki Markup mode and Rich Text editor**
> You can click the 'Insert Link' icon in either Wiki Markup mode or the Rich Text editor. The functionality described below is basically the same for both editing modes.

To link to an attachment,

1. Click the '**Insert**' menu on the toolbar and choose the '**Attachment**' item from the drop-down menu. The 'Insert Link' window will open at the 'Attachments' tab.
   Alternatively, (or if in Wiki Markup mode), click the 'Insert Link' icon on the toolbar and in the 'Insert Link' window, click the '**Attachments**' tab.
2. If any files are attached to your page, the attachments are listed here. Click the attachment's file name to select it.
3. If you do not find the attachment you are looking for, you can also attach a new file from here. Click '**Browse**' to select your file and click '**Attach**', then select the file.
4. If you want your link to display specific words on the page, rather than the actual URL, enter the desired text in the '**Alias**' text box.
5. If you want your link to display a short popup help tip, enter the desired text in the '**Tooltip**' text box.
6. Click the '**OK**' button to insert the link.

Read about creating new links for more information on the 'Insert Link' window.

Screenshot : Linking to an Attachment



RELATED TOPICS

Rich Text-Linking to an Image
Rich Text-Creating and removing a link

Rich Text-Linking to an Image

To link to an image,

1. Open the page in Edit mode.
2. Click on the toolbar. This will open the '**Insert Link**' window.
3. Go to the '**Attachments**' tab, which lists all files attached to the page. On the Attachments tab, you can:
   - Insert a link to the image by clicking the image name to select it and then clicking '**OK**'.
   - Attach a new image to the page by clicking '**Browse**' to select your file and then clicking '**Attach**'.

RELATED TOPICS

Rich Text-Linking to an Attachment
Rich Text-Inserting an image

Rich Text-Linking to a Page

To link to a page in Confluence,

1. While editing a page, click on the Rich Text Editor toolbar. This will open up the '**Insert Link**' window.
2. Click on one of these tabs: '**History**' or '**Recently Modified**' to select the page you want to link to.
   Or:
   Do a Search for the page using the search facility and select a page from the search results.
3. Click '**OK**'.

To link to a page outside Confluence,

1. While editing a page, click on the Rich Text Editor toolbar. This will open up the '**Insert Link**' window.
2. Click on '**External Links**' tab.
3. Enter the URL of the webpage in the text-entry field and click '**OK**'.

To create a link via keyboard shortcut,

1. Press Ctrl-K (Internet Explorer in Windows). See Keyboard Shortcuts for key combinations used on other browsers and operating systems.
2. This will open up the '**Insert Link**' window.
3. Follow the instructions in the sections above to complete the link creation.

To paste a link from your web browser,

1. In your web browser, click-and-drag to select the link text on the page.
2. Copy the selection to your clipboard (Ctrl-C or **Edit > Copy** in Windows).
3. Paste the selection into the Rich Text Editor (Ctrl-V or **Edit > Paste** in Windows).
4. The link's original presentation will be replicated as closely as possible (the link's name, the actual URL and some text formatting will be retained).
5. When you save the page, the link will be live.

RELATED TOPICS

Rich Text-Creating and removing a link

Take me back to the Confluence User Guide.

Rich Text-Working with Tables

The rich text editor provides several table editing features.

On this page:

- Inserting a Table
- Table Toolbar Options
- Additional Right-Click Context Menu Table Options
  - Copying or Cutting and Pasting Rows
- Resizing a table using the mouse

Inserting a Table

To create a table,

1. Place your cursor at the point where you want to insert the table.
2. Click on the Rich Text Editor toolbar.
   Alternatively, if the right-click context menu is enabled, you can right-click and choose '**Insert Table**' from the context menu.
   The 'Insert Table' window will open.
3. Enter the number of columns and rows for your table.
4. Select the check box if you want a heading style applied to the first row of the table.
5. Click '**OK**'.

Table Toolbar Options

When you are editing a table and your cursor is placed within the table cell, the following options become available from the toolbar.

To do this with respect to the current table cell position	Click this
Insert an empty row above the current one	
Insert an empty row below the current one	
Remove the current row	
Insert column to the left of the current one	
Insert column to the right of the current one	
Remove the current column	
Remove the table	

Additional Right-Click Context Menu Table Options

When you access the right-click context menu from within a table cell, additional options become available from this menu.

To do this with respect to the current table cell position	Choose the following from the right-click context menu
Insert an empty row above the current one	'**Row > Insert row before**'
Insert an empty row below the current one	'**Row > Insert row after**'
Remove the current row	'**Row > Remove row**'
Toggle between making the current row a heading or a normal row	'**Row > Heading row**'
Insert column to the left of the current one	'**Column > Insert column before**'
Insert column to the right of the current one	'**Column > Insert column after**'
Remove the current column	'**Column > Remove column**'
Remove the table	'**Remove table**'

Copying or Cutting and Pasting Rows

The right-click context menu allows you to conveniently copy or cut and paste rows of a table. You can paste rows that you have cut or copied elsewhere within the same table or in another table.

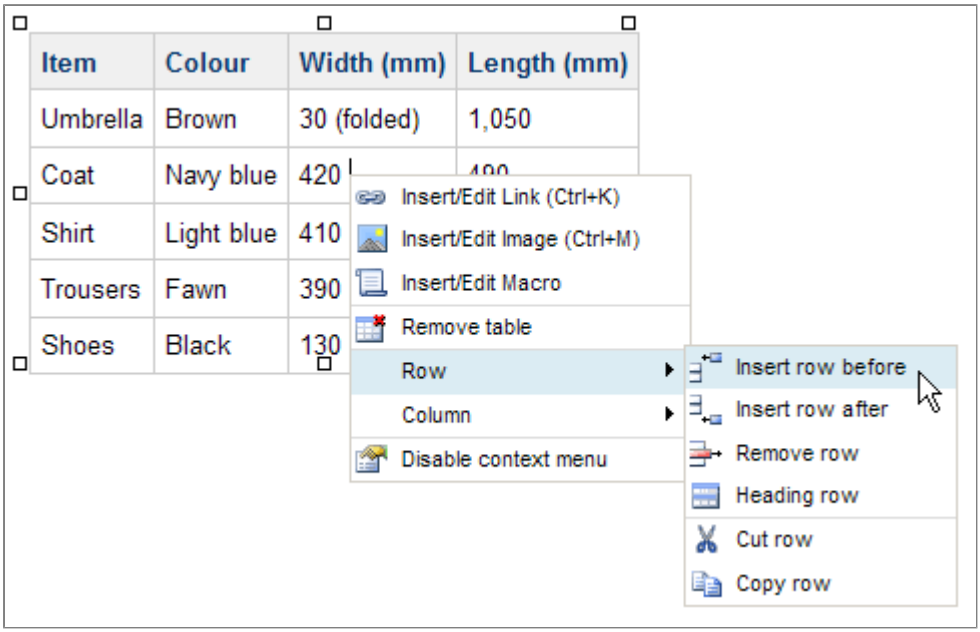
You cannot paste a row to another table in which the destination table has more columns than that of the table from which the row was cut or copied.

To do this with respect to the current table cell position	Choose the following from the right-click context menu
Cut out the current row	'**Row > Cut row**'
Copy the current row	'**Row > Copy row**'
Insert the cut/copied row above the current one	'**Row > Paste row before**'

Insert the cut/copied row below the current one	**'Row > Paste row after'**

These options are only available if a row has been cut or copied first.

Screenshot: Right-Click Context Menu from within a Table Cell



Resizing a table using the mouse

This feature is only available when using the rich text editor with the Firefox browser.

To resize a table using your mouse,

1. Click anywhere inside the table to select it. The square (resize) boxes appear along the corners and edges of the table, as shown in the image above.
2. Click and hold down your mouse button over one of these resize boxes. While holding down your mouse button, drag the mouse to resize the table and release the mouse button when the table is at the required size.
   Clicking a resize box along the edge of a table allows you to resize the table in one dimension, whereas clicking a resize box at the corner of a table allows you to resize the table in two dimensions.

RELATED TOPICS

Rich Text Editor Overview
Rich Text-Right-Click Context Menu

Take me back to the Confluence User Guide.

Rich Text-Working with Text Effects

The Rich Text editor supports most text effects available in standard text editing applications.

On this page:

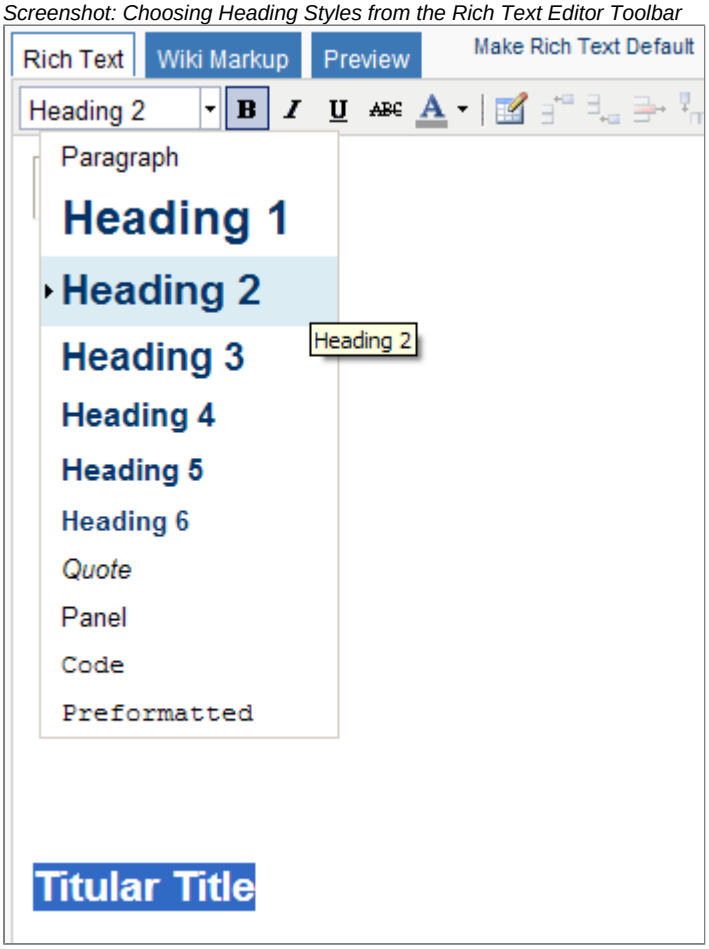
- Applying Heading Styles
- Applying Text Formatting
- Applying Text Colours
- Related Topics

Applying Heading Styles

To do this	Click this	Shortcut Key

Heading 2	Paragraph	Ctrl-(1-6) (*on Windows, with Internet Explorer*). See alternatives.

Screenshot: Choosing Heading Styles from the Rich Text Editor Toolbar



Applying Text Formatting

To apply an effect, select the text and click one of the icons below, or use the shortcut key.

Screenshot: Text Formatting Buttons on the Rich Text Editor Toolbar

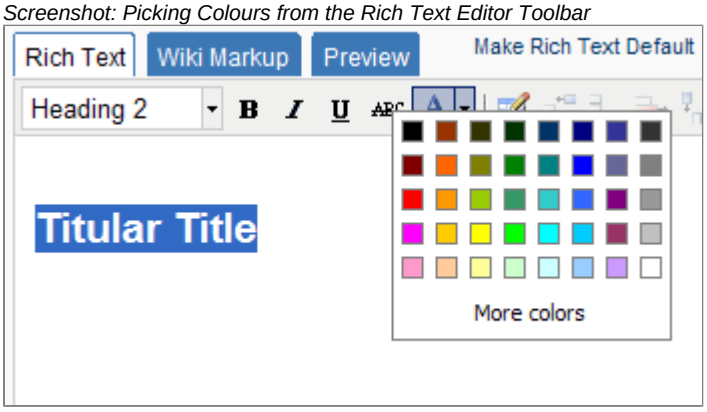
To do this	Click this	Shortcut Key
Bold	**B**	Ctrl-b (*on Windows, with Internet Explorer*). See alternatives.
Italics	*I*	Ctrl-i (*on Windows, with Internet Explorer*). See alternatives.
Underline	U	Ctrl-u (*on Windows, with Internet Explorer*). See alternatives.
~~Strike~~	ABC	none

There is currently no command for removing all formatting.

Applying Text Colours

To apply text colours, select the text you wish to change and then click this button to select a text colour. A small colour-picker menu appears in-line.

Screenshot: Picking Colours from the Rich Text Editor Toolbar



Related Topics

Rich Text Editor Overview
Keyboard Shortcuts

Take me back to Confluence User Guide

Keyboard Shortcuts

Confluence provides the following keyboard shortcuts for English users. The letters may change in other languages.

Note that 'Alt' is the modifier key for Internet Explorer on Windows (except when using the Rich Text Editor — in that case it's 'Ctrl'). Other browsers have different modifier keys to activate the shortcuts; please see Modifier Keys below.

All Screens

Keystroke	Action
Alt-Q	Quick search field
Alt-S	Submit (where a form is active)

Rich Text Editor Screen

Keystroke	Action
Ctrl-(1-6)	Applies a heading style (of the number chosen) to the current line
Ctrl-M	Insert Image (opens insert image dialog)
Ctrl-K	Insert Link(opens insert link dialog)
Tab	Indents current line only in bullet lists & numbered lists
Shift+Tab	'Outdents' current line only in bullet lists & numbered lists
Ctrl-B	Makes the selected text **bold**
Ctrl-I	Makes the selected text *italic*
Ctrl-U	Makes the selected text underlined
Ctrl-Z	Undo the most recent action
Ctrl-Y	Revert an action that was undone

Safari users please note: In the Rich Text Editor, the shortcut keys for **bold**, *italic* and underline do not currently work. See CONF-13555. Cmd-B and Cmd-I currently toggle bold and italic formatting.

Login Screen

Keystroke	Action
Alt-U	Username field

Alt-P	Password field
Alt-R	Check 'Remember Me'

View Screen

Keystroke	Action
Alt-A	Attachments View
Alt-E	Edit Page
Alt-I	Information View
Alt-M	Add Comment

Add Page Screen

Keystroke	Action
Alt-A	Add Page
Alt-P	Preview Page
Alt-S	Save button

Edit Page Screen

Keystroke	Action
Alt-U	Update Page
Alt-P	Preview Page
Alt-S	Save button

Modifier Keys

The modifier key will differ with each operating system and browser. For example, when running Firefox 2 on Windows, you will need to type 'Alt' + 'Shift' + 'E' to add a new page. The following table shows the modifier keys for the various combinations:

Browser	Mac OSX	Windows	UNIX/Linux
Internet Explorer	Ctrl	Alt	n/a
Mozilla Firefox 2	Ctrl	Alt + Shift	Alt + Shift
Mozilla Firefox 1	Ctrl	Alt	Alt
Opera	Shift + Esc	Shift + Esc	Shift + Esc
Safari	Ctrl	Ctrl	Ctrl

In the Rich Text Editor, the shortcut key modifier is different from the regular page shortcut key. For example in Safari, the general page shortcut key is '**Ctrl**', but when using the Rich Text Editor, the shortcut key is '**Command**'.

Note: In Internet Explorer, **links** will only be highlighted by shortcut keys; you will need to press Enter to proceed. Buttons, however, are activated through the shortcut.

RELATED TOPICS

Take me back to Confluence User Guide

Confluence Glossary

Administration Console

The Administration Console is the interface for the global administration of Confluence.

Only administrators can access the Administration Console.

Administrators

The Confluence permission scheme allows the following main levels of administrator permissions:

- System Administrator – full administrative access to Confluence.
- Confluence Administrator – access to most of the Confluence administrative functions, but excluding those which could compromise the security of the Confluence system.

Please refer to the overview of global permissions for details of the functions which each level of administrator can perform.

Breadcrumbs

The breadcrumbs trace the path from the current page to the dashboard along the space's page-hierarchy.

The breadcrumbs in Confluence are listed at the top of every page.

CamelCase

CamelCase is a form of markup commonly used in wikis where words compounded together LikeThis without spaces are used to create links.

In Confluence, Camelcasing can be turned on from the Administration Console.

Change Comment

A change comment is a short description entered during the edit of a page to record the changes being made in the edit.

Child Pages

Creating child and parent pages is a means by which you can organize content on the site. A child page is a page that has a parent in any of the Confluence spaces.

A child can only have one parent.

Comments

A comment may be a remark, question, or any other additional information you wish to add to a page pertaining to the topic the page covers. You can comment on any page or news item in Confluence.

Confluence Administrators

The Confluence permission scheme allows the following main levels of administrator permissions:

- System Administrator – full administrative access to Confluence.
- Confluence Administrator – access to most of the Confluence administrative functions, but excluding those which could compromise the security of the Confluence system.

Please refer to the overview of global permissions for details of the functions which each level of administrator can perform.

Confluence Markup

This is the markup used to write and edit pages in Confluence. Based on Textile, the markup, when you become familiar with it, makes creating pages as easy as writing email.

Custom Decorators

Decorator files are used to define layouts in Confluence. They are vmd files and require knowledge of the language, Velocity, to edit.

Dashboard

The dashboard is the front page of a Confluence site. It provides an overview of the site, access to all spaces, and displays a list of the most recently updated content within them.

Form Field Markup

Form field markup is a specialised markup for creating form fields and is used when creating page templates.

Global Administrators

A global administrator is the same as a system administrator.

Global Spaces

Global spaces contain content on any theme or topic of your choice.

For more information about *global spaces* and *personal spaces*, see Working with Spaces Overview.

JIRA

JIRA is Atlassian's award winning Issue tracking and project management application.

Visit Atlassian's website to learn more about JIRA.

Labels

Labels are user-defined tag words assigned to pages to categorise content in Confluence.

Macros

A macro is a command wrapped inside curly braces {...} used to perform programmatic functions and generate more complex content structures in Confluence.

News Items

A news item may be a journal entry, status report or any other timely information pertaining to a space.

Notifications

A notification is an email message sent to you updating you of changes to pages and spaces you choose to 'watch'.

Orphaned Pages

An orphaned page is a page without any incoming links.

Pages

Pages are the primary means of storing information in Confluence. They are the building blocks of spaces and are written in Confluence markup.

Page Family

Pages in Confluence can be organised into a hierarchy of parent and child pages. A parent and all its children comprise a page family.

Confluence permits nested page families.

Parent Page

A parent page is a page that has one or more child pages. It may itself be a child of another page.

People Directory

The People Directory contains a list of all users in your Confluence site. Each user's name links to their personal space.

Permalink

A permalink is the url used to link to specific content items like comments.

Personal Spaces

Personal spaces belong to particular users, and rather than being listed on the Dashboard, are available from the People Directory.

For more information about *global spaces* and *personal spaces*, see Working with Spaces Overview.

RSS Feeds

An RSS feed is a format for delivering summaries of regularly changing web content. RSS is read by RSS newsreader programs.

You will need an RSS reader to subscribe to feeds within Confluence.

Confluence acts as an RSS reader for feeds from sites outside of Confluence.

RSS Reader

An RSS reader is a specialised RSS program (also called aggregator) that displays the contents of RSS feeds for you. To subscribe to RSS feeds within Confluence, you will need an RSS reader.

Site Administrators

The Confluence permission scheme allows two levels of administrator permissions:

- System Administrator – full administrative access to Confluence.
- Confluence Administrator – access to most of the Confluence administrative functions, but excluding those which could compromise the security of the Confluence system.

Please refer to the overview of global permissions for details of the functions which each level of administrator can perform.

System Administrators

The Confluence permission scheme allows two levels of administrator permissions:

- System Administrator – full administrative access to Confluence.
- Confluence Administrator – access to most of the Confluence administrative functions, but excluding those which could compromise the security of the Confluence system.

Please refer to the overview of global permissions for details of the functions which each level of administrator can perform.

Space Administrators

A space administrator is a user with the 'Space Admin' permission for the space. A user with this permission can perform a host of functions relating to the management of a space and has complete access to the space regardless of any other control settings or permissions.

Permissions for a space are only assigned and modified by space administrators.

Spaces

A space is an area on your site into which you can group different content items together based on any theme of your choice. All content in Confluence is organised into spaces.

There are two types of spaces: global spaces and personal spaces.

Templates

A template is a pre-defined page that can be used as a prototype when creating pages. Templates are useful for giving pages a common style or format.

Themes

Themes are pre-defined 'look and feel' styles which are configured from the administration menu and can be applied across Confluence or to a single space.

Tiny links

A tiny link is the shortened url of a page which is useful when sending links to the page, for example, via email.

Trackback

Trackback is a mechanism by which two sites can stay informed each time one site refers to the other by means of trackback 'pings'.

In Confluence, Trackback is enabled from the Administration Console.

Trackback Autodiscovery

Trackback autodiscovery is a block of code that can be placed in a web-page to describe where trackback pings should be sent for that page. You can read the technical specification for autodiscovery here.

When Trackback is enabled, Confluence uses Trackback Autodiscovery to ping pages that are linked to, and to advertise its own pages as being able to receive pings.

Undefined Links

An undefined link is a link to a page that has not yet been created. Clicking on the page link allows you create the page.

User Profile

Every user account in Confluence is linked to a profile that contains user related information and options to configuring user preferences.

Watching a Page

When you watch a page, you are sent an email notification whenever that page has been modified.

Watching a Space

When you watch a space, you are sent an email notification whenever content has been added or modified in that space.

Wiki

Pioneered by Ward Cunningham, and named after the Hawaiian word for 'quick', a wiki is a website that makes it easy for anyone to contribute pages, and link them together.

RELATED TOPICS

Confluence Icons

Take me back to Confluence User Guide