Atlassian

Documentation for Confluence 5.7

Contents

Confluence User's Guide

About the Confluence User's Guide

This guide covers features and functions that are available to Confluence users and space administrators.

For information on administering your Confluence site, including customising your site, refer to the Confluence Administrator's Guide.

This guide assumes that you are using the Confluence default theme. If your Confluence site has been customised the header may look different, and menu items appear in different locations to the examples given in this guide.

Downloads

Download the Confluence documentation in PDF format.

Other Resources

Confluence Administrator's Guide

Confluence Knowledge Base

Atlassian Answers

Getting Started with Confluence

Getting to know Confluence
The dashboard
Spaces in Confluence
Keyboard shortcuts
Other users

Things to do
Pages and Blog Posts
Adding a space
Creating your personal space

Personalising Confluence
Changing your password
Updating your user profile
Choosing the home page you see when you log in
Mark spaces and pages as favourites
Getting notifications about changes

Take me back to the Confluence User's Guide.

Dashboard

The dashboard is the front page of your Confluence site, and provides you with an overview of the site, access to the spaces you have permission to view, and provides lists of recently updated content.

You can go to the dashboard from anywhere in Confluence by choosing the **site logo** at the top left of the page. This may be the Confluence logo, or a customised logo set by your Confluence Administrator.

Overview of the dashboard

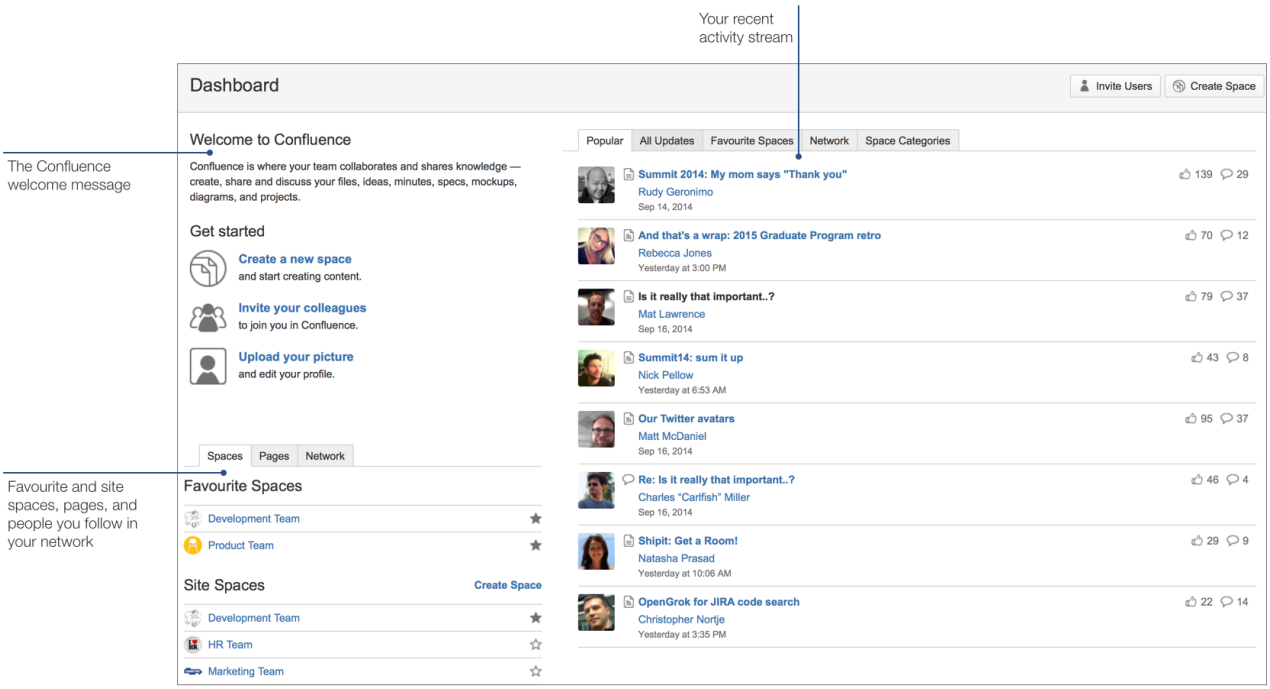
The dashboard is divided into these sections:

- **Welcome message:** The information that appears in the top left section of the dashboard. Confluence Administrators can customise this message.
- **Get started:** A quick-start guide for administrators. This section of the dashboard is visible to Confluence administrators and system administrators only.

  It is not configurable via the web interface, but you can update or remove it by editing the site layout .
- **Spaces, Pages, Network**: These tabs display your favourite content and people, displayed in the lower left section of the dashboard.
  - **Spaces** – displays the spaces you have marked as favourites, followed by all the spaces that you have permission to view.
  - **Pages** – displays the pages you have marked as favourites.
  - **Network** – displays the users that you are following (or who are following you).
- **Recent activity**: Tabs on the right-hand side of the dashboard, displaying recently-updated content**:**.
  - **Popular** – displays content (that you have permission to view) that has been recently created, liked or commented on. See below for more details.
  - **All Updates** – displays updates from all spaces that you have permission to view.
  - **Favourite Spaces** – displays updates from your favourite spaces.
  - **Network** – displays updates made by the users that you are following (or who are following you).

- **Space Categories** – allows you to select a space category, and view recent updates from spaces in that category.

Screenshot: The dashboard



More about popular content

The **Popular** tab on the dashboard displays recent activity of the following types:

- Pages, blog posts and comments that people have recently **liked**.
- Pages and blog posts that people have recently **commented** on, and threaded comments that people have recently replied to.
- Pages and blog posts that have recently been **created**.

Recent means any activity in the last seven days. A **bold** link means that you have not yet visited the page.

Activity is listed in order of popularity, with the most popular at the top; likes, comments and content creations are scored equally. Activity involving people in your network ranks higher, and recent activity ranks higher than earlier activity.

Notes

- You can add a new space from the dashboard provided you have the correct permission. Choose **Create Space** at the top right of the dashboard, or on the **Spaces** tab.
- By default, the dashboard is the home page for the Confluence site. However, you can set any other page in Confluence as your home page via your user profile settings.
- If your site has a custom homepage, the site logo will take you to the homepage not the dashboard. You can still access the dashboard by invoking a URL like this one `https://yoursite.com/wiki/dashboard.action`. See Configuring the Site Home Page for more details.
- Are you looking for a way to build an RSS feed? Choose **Help** > **Feed Builder**.
- Are you looking for a list of the people in your site? Choose **People** on the header.
- Administrators can customise the global dashboard that all users see.

Keyboard Shortcuts

Keyboard shortcuts are a great way for you to speed up your editing and viewing in Confluence.

This page describes the keyboard shortcuts for the English language. The shortcut keys (letters of the alphabet) may be different in other languages.

On this page:

Related pages:

- Using Autocomplete
- Confluence User's Guide

View keyboard shortcuts in Confluence

To view available keyboard shortcuts in Confluence, do any of the following:

- Choose the help icon at top right of the screen, then choose **Keyboard Shortcuts**.
- When viewing a page, press Shift+?
- In the editor, choose the question mark icon on the editor toolbar.

The keyboard shortcuts dialog shows the following information:

- **General** – global, page and blog post shortcuts.
- **Editor** – text editing and formatting shortcuts.
- **Editor Autoformatting** – wiki markup and autoformatting shortcuts.

Keyboard shortcuts

Below is a list of keyboard shortcuts available in various situations in Confluence.

Note: If you're using Chrome or Firefox on OS X, you can use 'Cmd' or 'Control' for the shortcuts below. Safari users can only use 'Control'.

All screens

Shortcut	Action
/	Enable the quick search
Ctrl+S	• Submit (where a form is active). • Editor -- save the Confluence page. • Outside the editor -- save the browser page.
G then D	Go to the dashboard
G then S	Browse the current space
G then G	Position cursor in the search box. See Searching Confluence.
?	Open the Keyboard Shortcut help
[	Toggle the sidebar.

In the editor

Shortcut	Action
Ctr+0	Apply the paragraph style.
Ctr+(1–6)	Apply a heading level (of the number chosen) to the current line.
Ctr+7	Apply the preformatted style.

Ctr+8	Apply the block quote style.
Ctrl+Shift+A	Open the Macro Browser.
Ctrl+B	Make the selected text **bold**.
Ctrl+Shift+B	Format text as a bulleted list.
Ctrl+Shift+D	Insert wiki markup. (Opens the Wiki Markup dialog.)
Ctrl+Shift+E	Preview the page you are editing.
Ctrl+F	Open the Find and Replace toolbar.
Ctr+I *(letter I, not number 1)*	Make the selected text *italic.*
Ctrl+Shift+J	Insert a JIRA issue. (Opens the Insert JIRA Issue dialog.)
Ctrl+K	Insert a link. (Opens the Insert Link dialog.)
Ctrl+Shift+K	See a list of suggested pages or other locations to link to from your page. More about autocomplete...
Ctrl+M	Insert an image. (Opens the Insert Files and Images dialog.)
Ctrl+Shift+M	See a list of suggested images, documents and other files to embed in your page. More about autocomplete...
Ctrl+Shift+N	Format text as a numbered list.
Ctrl+S	Save the page you are editing.
Ctrl+Shift+S	Format text with a strike through.
Ctrl+U	Make the selected text <u>underlined</u>.
Ctrl+Y	Revert an action that was undone.
Ctrl+Z	Undo the most recent action.
Tab	Indent current line (only in bulleted lists and numbered lists).
Shift+Tab	'Outdent' current line (only in bulleted lists and numbered lists).
Shift+Enter	Force a line break without a paragraph break. This is a line break with no extra space.
[then]	Add a task.

Tables in the editor

Windows	Action	Mac OS X
Ctrl+Shift+c	Copy the current table row, or the selected rows.	Cmd+Shift+c
Ctrl+Shift+i	Insert a table. (Opens the Insert Table dialog.)	Cmd+Shift+i
Ctrl+Shift+v	Paste the table rows from your clipboard, placing them above the current row.	Cmd+Shift+v
Ctrl+Shift+x	Cut the current table row, or the selected rows.	Cmd+Shift+x

Alt+Up Arrow	Add a row above the current row.	Alt+Up Arrow
Alt+Down Arrow	Add a row below the current row.	Alt+Down Arrow

Autocomplete in the editor

Shortcut	Action
[	See a list of suggested pages or other locations to link to from your page.
!	See a list of suggested images, multimedia files and documents to embed in your page.
{	See a list of suggestions as you begin typing a macro name.
@	See a list of suggested users to mention.
//	Insert a date using the date picker. The date picker can also be triggered by typing a date in the format dd/mm/yyyy or dd-mm-yyyy.

See Using Autocomplete for more information.

View screen

Shortcut	Action
B	Create a blog post.
C	Create a child page of your current page.
E	Edit a page or blog post, or return to Edit mode when previewing.
K	Open the Link To dialog.
L	Add or edit labels.
M	Add a comment to a page or blog post.
S	Share the current page
T	View attachments.
V	Return to page view (only if you are viewing page attachments).
W	Add or edit watchers.

Workbox

Shortcut	Action
g then n	Open the Confluence workbox.
j	Move down to the next entry in the notification list.
k	Move up to the previous entry in the notification list.
n	Move down to the next notification for a particular page or blog post.
p	Move up to the previous notification for a particular page or blog post.
Enter	Open the selected notification.

u	Return to the notification list after opening a particular notification.

See more about managing notifications.

Disabling and re-enabling keyboard shortcuts

Keyboard shortcuts are enabled by default, but you can disable general keyboard shortcuts for your personal editing sessions if you choose to. This setting won't affect other Confluence users. Editor keyboard shortcuts can't be disabled.

To disable or re-enable general keyboard shortcuts:

1. Log in to Confluence.
2. Open the keyboard shortcuts dialog, by doing one of the following:
   - Choose the help icon at top right of the screen, then choose **Keyboard Shortcuts**.
   - When viewing a page, press Shift+?
   - In the editor, choose the question mark icon on the editor toolbar.
3. Choose the **General** tab.
4. Select or clear the **Enable General Shortcuts** check box as required.

Notes

- **Note about supported web browsers:** Please ensure that you are using one of the web browsers supported by Confluence. If you are using an unsupported browser or browser version, some features may not work correctly. Check the Supported Platforms page to find the list of supported web browsers and browser versions on this page.
- The keyboard shortcuts dialog also displays the trigger characters for the Confluence autocomplete feature. See Using Autocomplete.
- Confluence keyboard shortcuts are consistent with JIRA keyboard shortcuts.

Using Confluence on a Mobile Device

When you access Confluence on a mobile device, you'll see a version of Confluence which is optimised for mobile viewing. Confluence chooses the mobile or desktop interface based on your device, but you can still switch to the desktop site on your mobile by choosing menu then choosing **Switch to desktop version**.

You can also swap from the desktop view to the mobile view if you're on a mobile device, by choosing **Switch to Confluence Mobile** at the top of the page.

On your supported mobile device, you can:

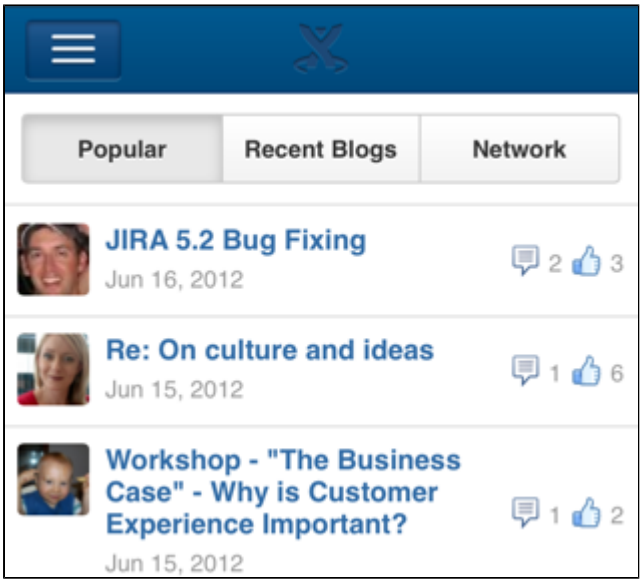
- View the Confluence dashboard, pages, blog posts, and user profiles.
- Add or reply to a comment on a page or blog post.
- Like a page, blog post or comment.
- Watch a page or blog post.
- See your notifications and tasks.

On this page:

You can't add or edit pages or blog posts, or edit existing comments, using the mobile interface.

The dashboard – the first thing you see

Screenshot: The dashboard in Confluence mobile



Choose a tab to see:

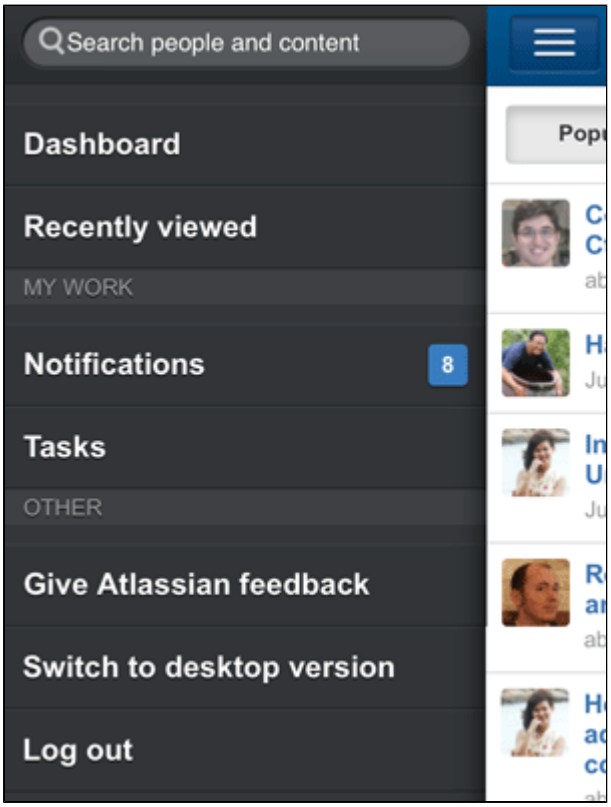
- Popular content – what people like in your wiki.
- Recent blogs – the latest blog posts.
- Network – updates by people in your network.

Tap the links to view the full content of a page, blog post or comment.

Searching for content and people

Tap the menu icon  to open the menu panel on the left of the page. Then type text or a person's name in the **Search** box. The mobile interface offers the quick navigation search, which returns matches on page title only. (See Searching Confluence.) To use the full search, switch to desktop mode.

Screenshot: The menu in Confluence mobile



Viewing pages, blog posts and comments

Tap a link on the dashboard or on any other page. Confluence will display the linked page, blog post or comment.

You can:

- View the content, tap a link to move to another page, and interact with the page using the standard functionality supported by mobile browsers.
- Like or unlike a page, blog post or comment.
- Watch or stop watching a page or blog post.
- Add or reply to a comment.

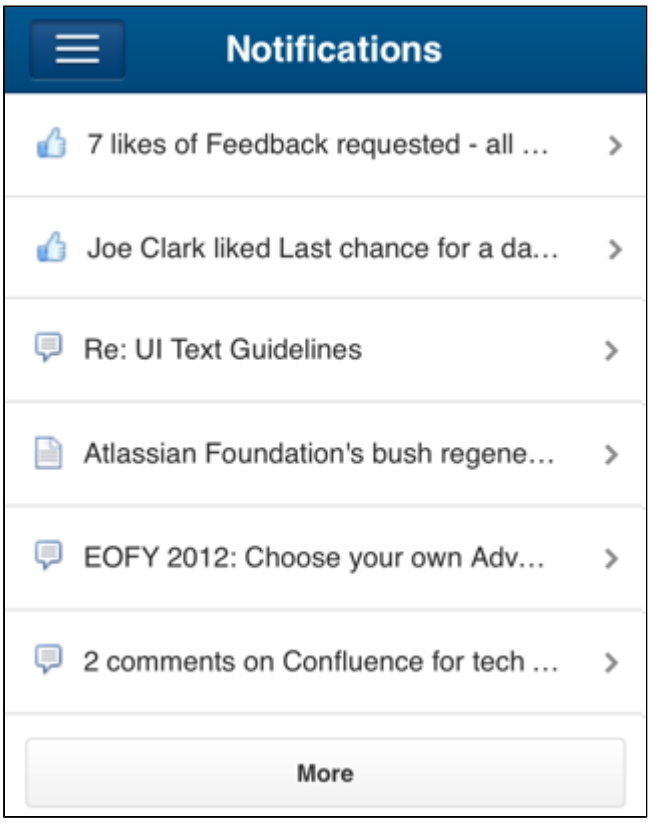
Viewing people's profiles

Search for a person's name, then view that person's user profile. Tap the options to phone, SMS or email a colleague directly from your mobile device.

Following up on notifications

You can view and respond to your notifications on your phone or other mobile device. Tap the menu icon to open the menu panel on the left of the page. Choose **Notifications**, and tap a notification to see its details. You can reply, watch or like via the inline actions. Tap **Open** to open the page or blog post in a new page. For full details, see Managing Notifications in Confluence.

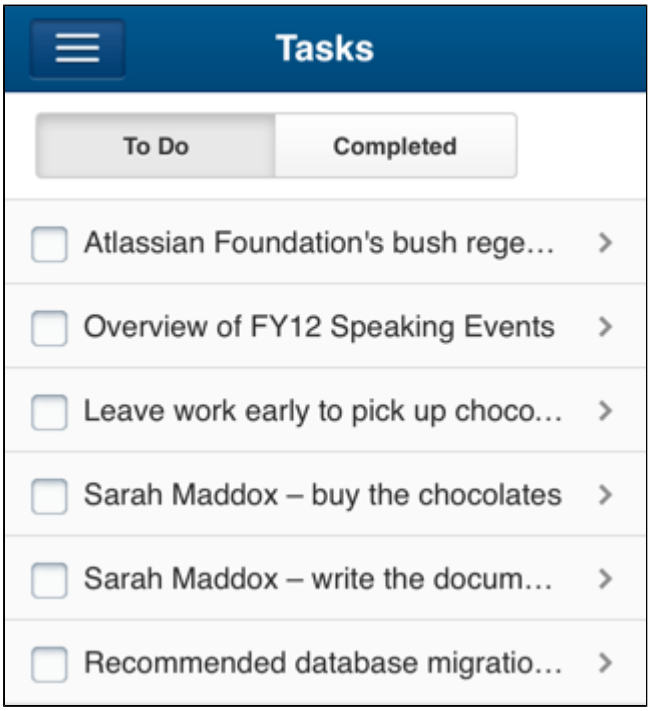
Screenshot: Notifications in Confluence mobile



Viewing tasks

You can view and manage your tasks on your phone or other mobile device too. Tap the menu icon to open the menu panel on the left of the page. Choose **Tasks** then tap a task to see its details.

Screenshot: Tasks in Confluence mobile

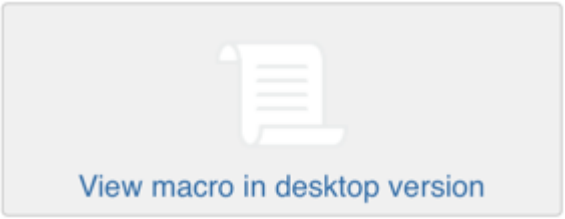


More things you may need to know

Some macros may not appear

Confluence macros are not yet fully supported in Confluence mobile. If you view a page that contains an unsupported macro, you will see a message inviting you to click through to the desktop version of the page.

Screenshot: Macro not rendered in Confluence mobile



Administrators can disable Confluence mobile on your site

The mobile functionality is provided by a plugin called the 'Confluence Mobile Plugin'. To remove the functionality from your site, you can disable the plugin.

Confluence mobile is a web interface, not a native app

Atlassian does not supply a native mobile application that you can download and install onto your mobile device. Confluence mobile is a web-based user interface, which Confluence displays when it detects a mobile client.See Supported Platforms for supported mobile browsers.

Working with Spaces

Confluence Spaces are containers for pages and blog posts with related content, and they come in two main varieties:

- **Site spaces** – Sometimes called 'global' spaces, these are areas where you can create content and collaborate with other users.
- **Personal spaces** – You, and other Confluence users, can set up a personal space. You can keep it private, or open it up for other users to view or edit. Personal spaces are listed in the People Directory.

Create a space any time you need a place to store related content by choosing **Spaces** > **Create space** in the Confluence header. Two of the main ways people use Confluence spaces are for teams and/or projects.

Create a space for the Marketing team, Dev team, IT team, HR team, and any team that needs to collaborate on work, and store information and files. If you have projects, big or small, that would benefit from having a place people can work together and store related files, make a space for them too. There's no limit to the number of spaces you can create in Confluence.

On this page:

Related pages:

- Create a Space
- Create a Personal Space
- Space Permissions Overview
- Configure the Sidebar
- Exporting Content to Word, PDF, HTML and XML
- Delete a Space
- Administering a Space

What's a space admin?

Every space has at least one space admin – usually the person that created the space – and that person can grant permissions to that space, including granting space admin privileges to others. Space admins don't have to be Confluence admins; they can be a regular Confluence users, and may only have special permissions for a single space. For example, you'll be the space admin for your personal space.

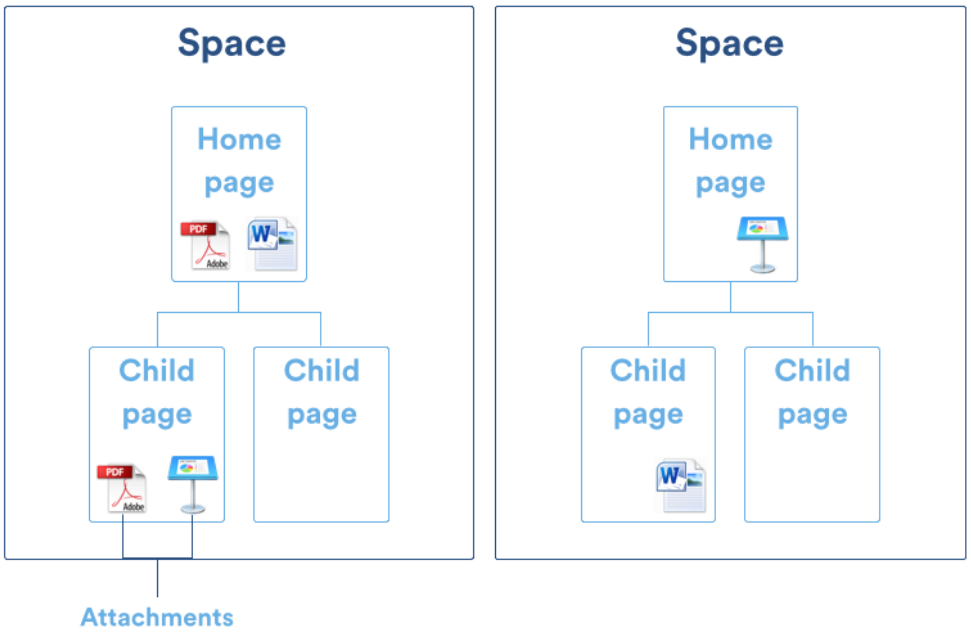
How is content arranged in spaces?

Each space you create, including your personal space, is automatically created with a home page – the first page you'll see when you navigate to the space – which you can edit to suit your needs, and you can create any number of child pages to store the content and information you need. Spaces don't nest – you can't have a space within a space – but pages do, so you can create as many levels of hierarchy as you need using pages.

Each space also has its own blog, allowing you to share news and make announcements. Blog posts are a great way to keep people involved in what's going on in your team or project.

You can set different levels of access for each space using its permissions.

Diagram: Arrangement of spaces, pages, and attachments



View all spaces in Confluence

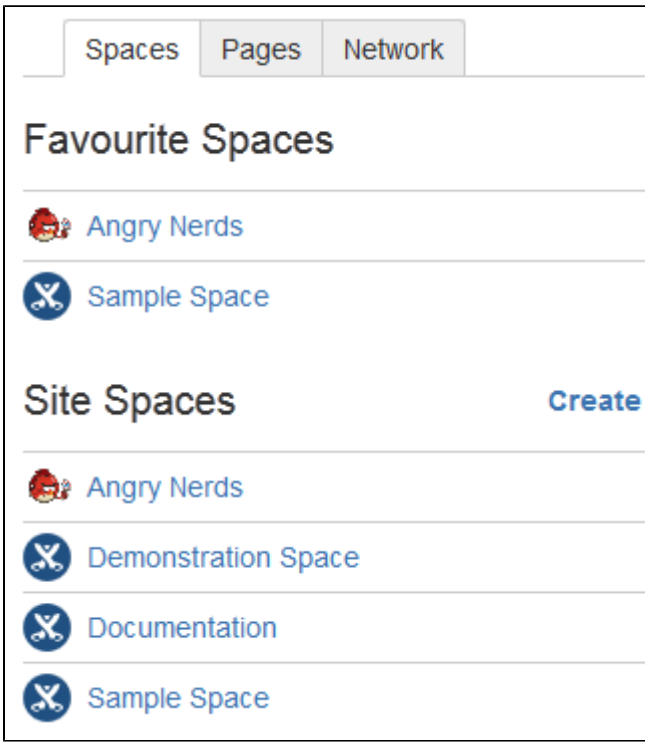
There are two main ways to view spaces in Confluence:

- **The dashboard** – The bottom left of the dash board displays the first few spaces, and a list of your favourite spaces if you have any, with a link to view all spaces in the space directory.
- **The space directory** – Choose **Spaces** > **Space directory** in the Confluence header. The space directory displays a list of all the site and personal spaces you have permission to see. Filter the list of spaces by selecting from the categories on the left of the space directory.

You can mark a space as a favourite by choosing the star icon to the right of it, or categorise the space to get easy access to the content that's most relevant to you.

The **Spaces** menu in the header also displays a list of your recently viewed spaces, allowing you to quickly navigate to the things you view most often.

Screenshot: Spaces on the Confluence dashboard



The Spaces List macro allows you to display a list of spaces on a Confluence page, and filter them by category, if you need to.

Create a Space

When you create spaces in Confluence, you can choose to set up a space for each team, project, or a mix of both depending on your needs. You can always move pages and blog posts between spaces later if you need to.

Confluence allows you to set up a blank space, or use the handy space blueprints to make the process of setting up team, documentation, or knowledge base spaces quick and easy.

Create a space

1. Choose **Spaces** > **Create space** in the Confluence header
2. Select the type of space you would like to create, then choose **Next**
3. Enter details of your space including **Name** and **Space Key** , and any other information you're prompted for depending on the blueprint you choose
4. Choose **Create**

Each space you create will automatically have a home page, which you can customise to display relevant information for people viewing the space. Space blueprints have a home page with extra features like team members in the case of the 'team space' blueprint.

On this page:

Related pages:

- Working with Spaces
- Create a Personal Space
- Configure the Sidebar
- Edit Space Details
- Delete a Space
- Confluence User's Guide

You can also set up a personal space to store your own work, which you can share with others or make private. Choose **your profile picture** at top right of the screen, then choose **Add Personal Space...**. See Create a Personal Space for more information.

Space keys

Each Confluence space has a **space key**, which is a short, unique identifier for a space, and forms part of the URL for that space. Each time you create a space, Confluence will create the space key for you, but you can override the default space key if you want to make it something more memorable.

For example, you might give your marketing team's space a key of 'marketing'. You can then navigate directly to the space using a URL like this:

```
http://my.confluenceSite.com/display/marketing/
```

Choosing a space key

Each space key:

- Must be unique
- Can contain any alphanumeric character (A-Z, a-z, 0-9)
- Can be up to 255 characters long

You can't change the space key after you create your space, so choose your space key carefully! Personal spaces use your username as the space key.

Space blueprints

A space created using a space blueprint will have a customised homepage, sidebar and may contain page blueprints or sample content that's specific to that type of space.

When you create a space using a blueprint, a wizard will prompt you to enter information to help set up your space. For example, the Team Space blueprint asks for the members of your team, and displays them on the homepage.

The types of space blueprints available are:

- **Team space** – A great building block if you are using Confluence as an intranet or to manage teams. Team spaces highlight the members of the team, and grant permissions to those users accordingly.
- **Knowledge Base space** – This space blueprint uses search and page labels to make content easier to find, right from the space homepage. It also contains two page blueprints for creating how-to and troubleshooting articles. The templates used in these page blueprints are completely customisable to meet your needs. The Knowledge Base space blueprint also integrates with JIRA Service Desk.
- **Documentation space** – This space blueprint displays the full page tree in the sidebar and hides other sidebar features including blogs and shared links. The homepage uses search and page labels to make content easy to find. Add the 'featured' label to any page you want to highlight on the homepage. This space does not include any page blueprints but you can create and promote templates for your documentation authors to use.

Space permissions

Each space is created with a set of default permissions. The user who created a site space is automatically granted 'space admin' permissions for that space, meaning they can then grant permissions to other users and groups. See Space Permissions Overview for more information.

To create a site space you need the 'Create Space' global permission; to create a personal space you need the 'Personal Space' global permission.

Note: System Administrators can edit the permissions of spaces in their Confluence site at any time.

Notes

- If you've set a specific theme (such as the Documentation or other third party theme) for your whole site, spaces will be created with that theme. You may not see some space blueprint-specific sidebar customisation if you're not using the default theme.
- Administrators can disable individual space blueprints - see Administering Site Templates.
- Spaces can't be nested (you can't have a space within a space), but can be grouped using space categories.
- You can export a whole space, or part of a space, to PDF, HTML or XML .

Create a Personal Space

Your personal space is a place where you can create your own pages and publish your own blog posts. Once you've set up your personal space, Confluence users can reach it by clicking your name in the People Directory. Visit your personal space by choosing your profile picture at the right side of the Confluence header and choosing **Personal Space**.

Create your personal space

To set up your personal space, you need the 'Personal Space' permission which is assigned by a Confluence administrator. See Permissions and Restrictions and Global Permissions Overview.

To create your personal space:

1. Choose **your profile picture** at top right of the screen, then choose **Add Personal Space...**
2. Choose **Create**

On this page:

Related pages:

- Configure the Sidebar
- Your Confluence
- Working with Spaces
- Confluence User's Guide

Screenshot: The Create a personal space dialog

You can now go ahead and update your space by customising the home page, creating more pages, and adding blog posts.

Change the permissions on your space at any time to determine who can and can't access the content. So if you want it to be a private sanctuary, that's no problem.

Change the look and feel of your space

For a *really* personal space, apply a different theme, or modify its colour scheme. You can also add and arrange links in the sidebar.

Administering a Space

If you're a space admin, for either a site or personal space, there are various things you can change about that space. For example, you can change the space's name, description, look and feel, and permissions. You can even create templates to speed up page creation in the space.

The space's sidebar is another area you can customise to suit your needs, by adding shortcut links or changing the space logo.

Administer a space

To view the space tools page:

1. Go to the space and choose **Space tools** > **Permissions** from the bottom of the sidebar
2. The 'Space Permissions' page displays.

The administration options are divided into the following categories. Some options may not be applicable for personal spaces.

- **Overview**
  - Space Details - see Edit Space Details
  - Space Categories - see Using Labels to Categorise Spaces
  - Delete Space - see Delete a Space
- **Permissions**
  - Permissions - see Assign Space Permissions
  - Restricted Pages - see Page Restrictions
- **Content Tools**
  - Templates - see Working with Templates
  - Orphaned Pages - see Orphaned Pages
  - Undefined Pages - see Undefined Page Links
  - Attachments - see Managing Files
  - Trash - see Delete or Restore a Page.
  - Export - see Exporting Content to Word, PDF, HTML and XML
  - RSS Feeds - see Using pre-specified RSS feeds
  - Import - see Importing Pages from Disk. *Not available for personal spaces.*
- **Look and Feel**
  - Themes – see Applying a Theme to a Space
  - Colour Scheme – see Editing a Space's Colour Scheme
  - Layout - see Customising Space Layouts
  - Stylesheet - see Styling Confluence with CSS
  - PDF Layout – see Customising Exports to PDF
  - PDF Stylesheet – see Customising Exports to PDF
- **Integrations**
  - Application Links – see Linking to Another Application
  - Mail Accounts – see Working with Mail Archives. *Not available for personal spaces.*
  - Mailbox Import – see Import Mail from an mbox. *Not available for personal spaces.*
  - Mail – see Working with Mail Archives. *Not available for personal spaces.*

You can also customise the sidebar, including changing the space logo and adding shortcuts to other spaces - see Configure the Sidebar for more information.

Administer a space that uses the Documentation theme

In this theme, the standard Confluence sidebar is replaced by a page navigation sidebar. As a result, the layout of the space administration options are slightly different.

To view the space admin page:

1. Go to the space you wish to manage
2. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.

The 'Space Details' page displays. For spaces using the Documentation theme, the administration options are divided into the following categories:

- **General**
  - Space Details – see Edit Space Details.
  - Space Categories – see Using Labels to Categorise Spaces.
  - Templates – see Working with Templates.
  - Delete Space – see Delete a Space.
  - Trash – see Delete or Restore a Page.
- **Security**
  - Permissions – see Assign Space Permissions.
  - Restricted Pages – see Page Restrictions.
  - Application Links – see Linking to Another Application.
- **Mail**
  - Mail Accounts – see Working with Mail Archives
  - Mailbox Import – see Import Mail from an mbox
- **Look and Feel**
  - Themes – see Applying a Theme to a Space.
  - Colour Scheme – see Editing a Space's Colour Scheme.
  - PDF Layout – see Customising Exports to PDF.
  - PDF Stylesheet – see Customising Exports to PDF.
  - Change Space Logo – see Change the Space Logo.

Import

- Import Pages from Disk – see Importing Pages from Disk.

Edit Space Details

Space details are the name, description, home page, and archived status of a space, which you can edit if you're an administrator of the space.

You can also view the space key and the space creator's name, but you can't edit them.

Related pages:

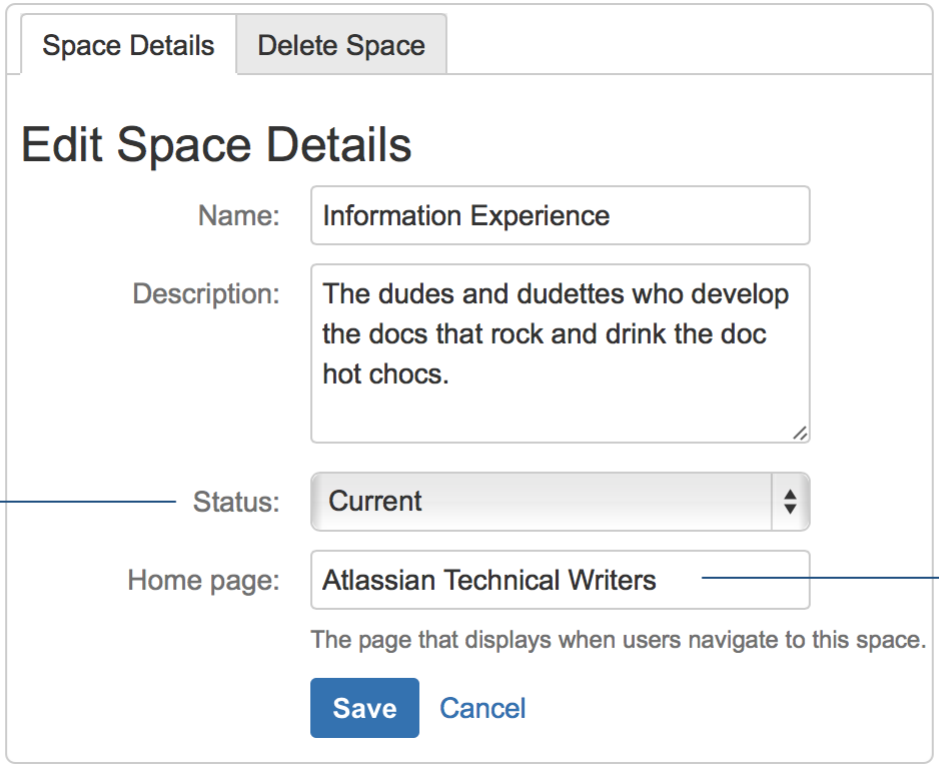
- Configure the Sidebar
- Working with Spaces
- Archive a Space

To edit a space's details:

1. Go to the space and choose **Space tools** > **Overview** from the bottom of the sidebar
   If your space uses the Documentation theme, choose **Browse** > **Space Admin** in the header.
2. Choose **Edit Space Details**
3. Update any of the following:
   - **Name**
   - **Description**
   - **Status** – Set the status to 'Archived' if you want to archive the space.
   - **Home page** – Start typing the name of a page in the space, then select it to set it as the new home page. This is the page you'll see when you navigate to the space. If you set this field to blank (no selection) the default home page will be the 'Pages' page.

The space fields don't accept wiki markup; if you enter wiki markup in these fields, it'll be displayed as

plain text. You can also change the name of a space via the sidebar.



Space status
Choose 'Archived' to hide the space from search

Hom
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then

Using Labels to Categorise Spaces

A **space category** is a label that you can apply to a space for the purpose of grouping your spaces in the the space directory, and in the recent activity area of the dashboard.

For example, if you have a space for each of your projects, you can add a category of 'project' to each of those spaces. It'll mean they're easy to find if your Confluence site has a lot of spaces, which are a mix of project, team, personal, and other spaces.

Add as many space categories as you think you need; it's just like adding labels to a page or blog post.

You need to be an administrator of the space to add categories to it.

On this page:

Related pages:

- Add, Remove and Search for Labels
- Working with Spaces
- Confluence User's Guide

Categorise a space

1. Go to the space and choose **Space tools** > **Overview** from the bottom of the sidebar
2. Choose **Edit** next to **Space Categories**
3. Under **Space Categories**, enter your category name and choose **Add**
   Alternatively, choose a category in the list of '**Suggested Space Categories**
4. Choose **Done**

Is your space using the Documentation theme?

If your space is using the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Space Labels** in the space administration options
3. Under **Space Categories**, enter your category name and choose **Add**

Alternatively, choose a category in the list of **Suggested Space Categories**.

4. Choose **Done**

Categories in the space directory

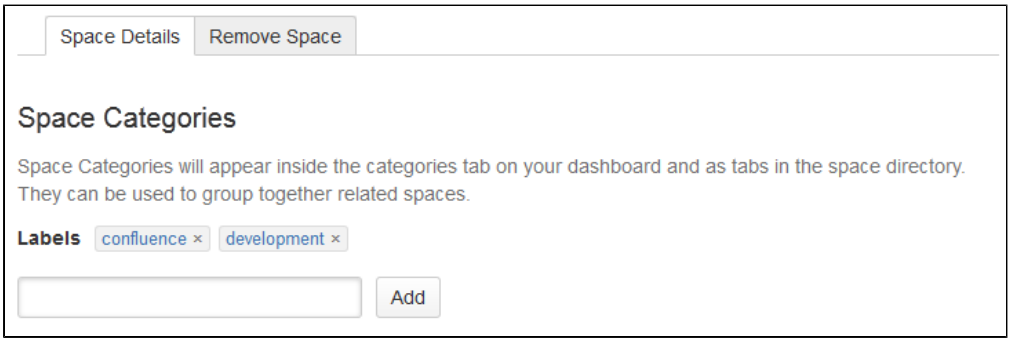
Once you've categorised some spaces, you can view your categories by choosing **Spaces** > **Space directory** in the Confluence header, then choosing one of your categories from the list on the left.

You can also view spaces by category in the **Space Categories** tab of the recent activity section on the dash board, or embed the Spaces List Macro on any page and allow filtering by category.

Remove a space from a category

To remove a space from a category, follow the above steps to add a space category but, instead of adding a new category, choose the **x** next to the space category you want to remove. If you remove all spaces from a category, the category will also be removed.

Screenshot: Space categories



Delete a Space

Deleting a space permanently removes the space and all of its contents. To delete a space you must be an administrator of the space.

⚠ Deleting a space is permanent. If you're unsure, always create an XML backup of the space before proceeding. You can also choose to backup the attachments if you need to.

Once you've deleted the space, there is no way torestoreit unless you've made an XML space backup.

SeeRestoring a Space.

Related pages:

- Archive a Space
- Copying or Renaming a Space
- Exporting Content to Word, PDF, HTML and XML

To delete a space:

1. Go to the space and choose **Space tools** > **Overview** from the bottom of the sidebar
2. Choose **Delete Space**
3. Choose **OK**

If your space is using the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.

2. Choose **Delete Space** in the space administration options
3. Choose **OK**

Note: Members of the `confluence-administrators` group can also delete spaces, including personal spaces.

Archive a Space

You can archive a space, so that its content is less visible but it's still available in your Confluence site. You need to be an administrator of the space to archive it.

If you want the space to be fully visible again, you can change its status from archived to current at any time.

On this page:

Related pages:

- Working with Spaces
- Delete a Space
- Exporting Content to Word, PDF, HTML and XML

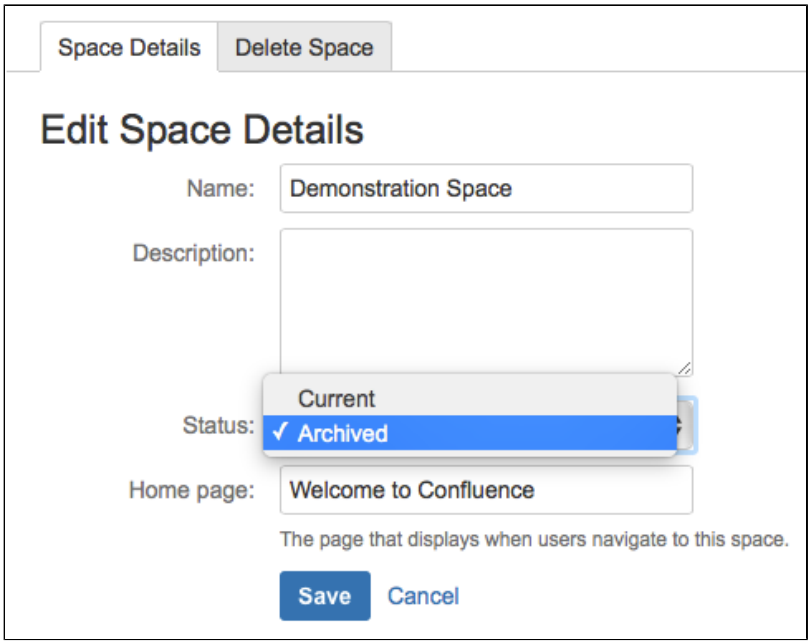
Archive a space

1. Go to the space and choose **Space tools** > **Overview** from the bottom of the sidebar
2. Choose **Edit Space Details**
3. Select **Archived** in the **Status** dropdown menu
4. Choose **Save**

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
   The 'Edit Space Details' screen appears.
2. Select **Archived** from the **Statu s** dropdown menu
3. Choose **Save**



The effect of archiving a space

If a space is archived:

- The pages and other content don't appear in the Confluence quick navigation aid, which drops down when you enter text in the search box.
- By default, the pages and other content don't appear in the Confluence search results. If a Confluence site contains any archived spaces, the search screen will provide an option to include them in the search results.
- The space and its pages don't appear on the dashboard.
- Updates to the space's content don't appear in activity streams, such as the recent updates section of the dashboard.
- The space doesn't appear in space-selection dropdown menus. Similarly, its pages and other content don't appear in any dropdown menus in the Confluence user interface.
- In the space directory, the archived space won't appear in the general space lists. Archived spaces appear in the **archived spaces** tab. They'll also appear in the category tabs, as determined by their labels.

These functions remain available for archived spaces:

- You can view the content as usual, by following a link or typing in a URL belonging to the archived

space.
- You can edit the content as usual, as determined by the space permissions.
- RSS feeds, watches and notifications remain active.

Archiving a space has no effect on search results of external search engines. For example, the space will still appear in Google search results.

View Space Activity

Space activity information is **disabled by default**, and the 'Activity' tab won't be visible unless the Confluence Usage Stats plugin is enabled. See notes below.

If enabled, the space activity screen displays statistics on the activity in each space. These include:

- How many pages and blog posts have been viewed, added or updated over a given period.
- Which content is the most popular (most frequently viewed).
- Which content is the most active (most frequently edited).
- Which people are the most active contributors/editors of content.

To view the activity in a space:

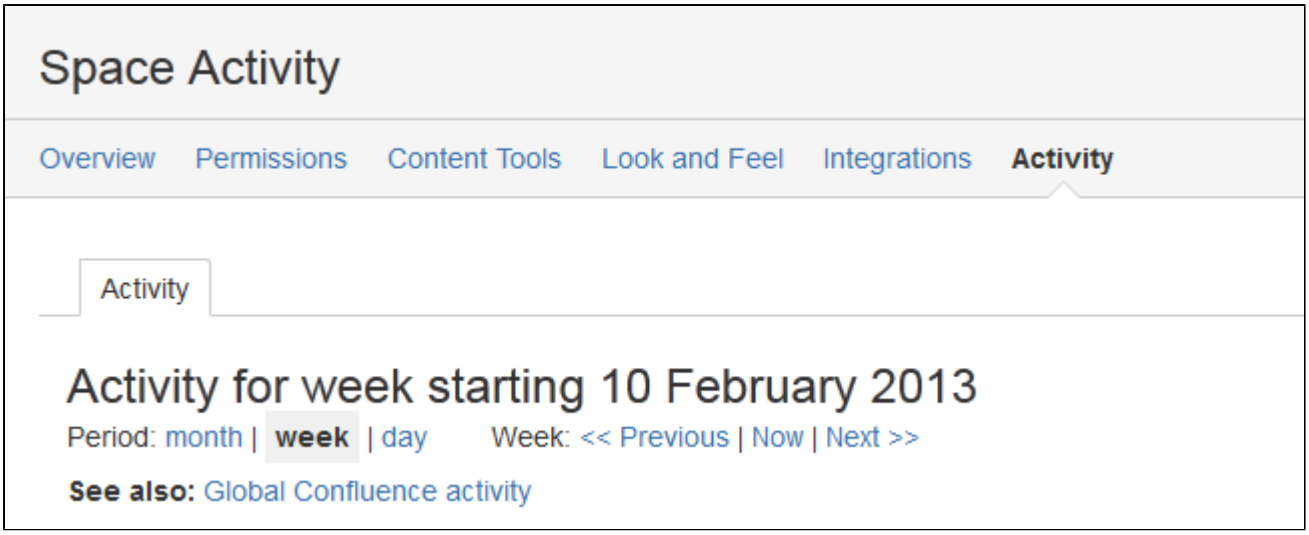
1. Go to the space and choose **Space Tools** at the bottom of the sidebar
2. Choose **Activity**

Related pages:

- Page History and Page Comparison Views
- Managing Changes and Notifications and Tasks
- How Do I Get More Statistics from Confluence?

You'll see a graphic display of the number of pages and blog posts that have been viewed, added, and edited, showing trends over a period of time.

Screenshot: The Space Activity tab



In addition to the graphical representation of Views and Edits, the top ten most popular and most active pages and/or blog posts will be listed, with a link to each.

Screenshot: Popular content, active content, and active contributors.

Notes

- To view Space Activity the **Confluence Usage Stats** system plugin must be enabled. This plugin is known to cause performance problems on large installations and in Confluence Cloud, and is **disabled by default**. System administrators can enable this plugin (go to **add-ons**, select **System add-ons** and search for 'Confluence Usage Stats').
- The plugin collects data only when it's activated.
- If you're using Confluence Data Center, space activity information isn't available.
- Page hits aren't unique - the graph on the Space Activity screen includes all page hits, including multiple visits by the same user.

View 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, blog posts, mail messages and comments.

If you want to display a list of recently updated content on a page, try the Recently Updated Macro.

To view the recently updated content in a space, go to the space and choose **Pages** in the sidebar. If the space is using the Documentation theme, choose **Browse** > **Pages** in the header, then choose **Recently Updated**.

Related pages:

- Recently Updated Macro
- View Space Activity
- Confluence User's Guide

You'll see a list of the most recently added or modified content in the space. Choose any of the links to open the corresponding content.

Change the Look and Feel of a Space

You can customise the 'look and feel' of a space on your Confluence site through options available in the **Space Administration** menu. By default, the look and feel of a space is based on site-wide settings configured from the Administration Console.

You need to be a space administrator to change the look and feel of a space.

- Applying a Theme to a Space
- Configure the Sidebar
- Change the Space Logo

- Customising Space Layouts
- Editing a Space's Colour Scheme
- Styling Confluence with CSS

Related pages:

- Changing the Look and Feel of Confluence
- Working with Spaces
- Styling Confluence with CSS

Applying a Theme to a Space

Themes allow you to personalise the 'look and feel' of Confluence. You can apply a theme to your entire Confluence site or to individual spaces. Choose a specific theme if you want to add new functionality or significantly alter the appearance of Confluence.

Confluence comes with a selection of themes. In addition, a site administrator can install new themes as plugins via the Confluence Administration Console. Provided that the theme is installed into your Confluence site, any space administrator can apply a theme to a space.

By default when you create a new space, the space will have the Confluence default theme.

Related pages:

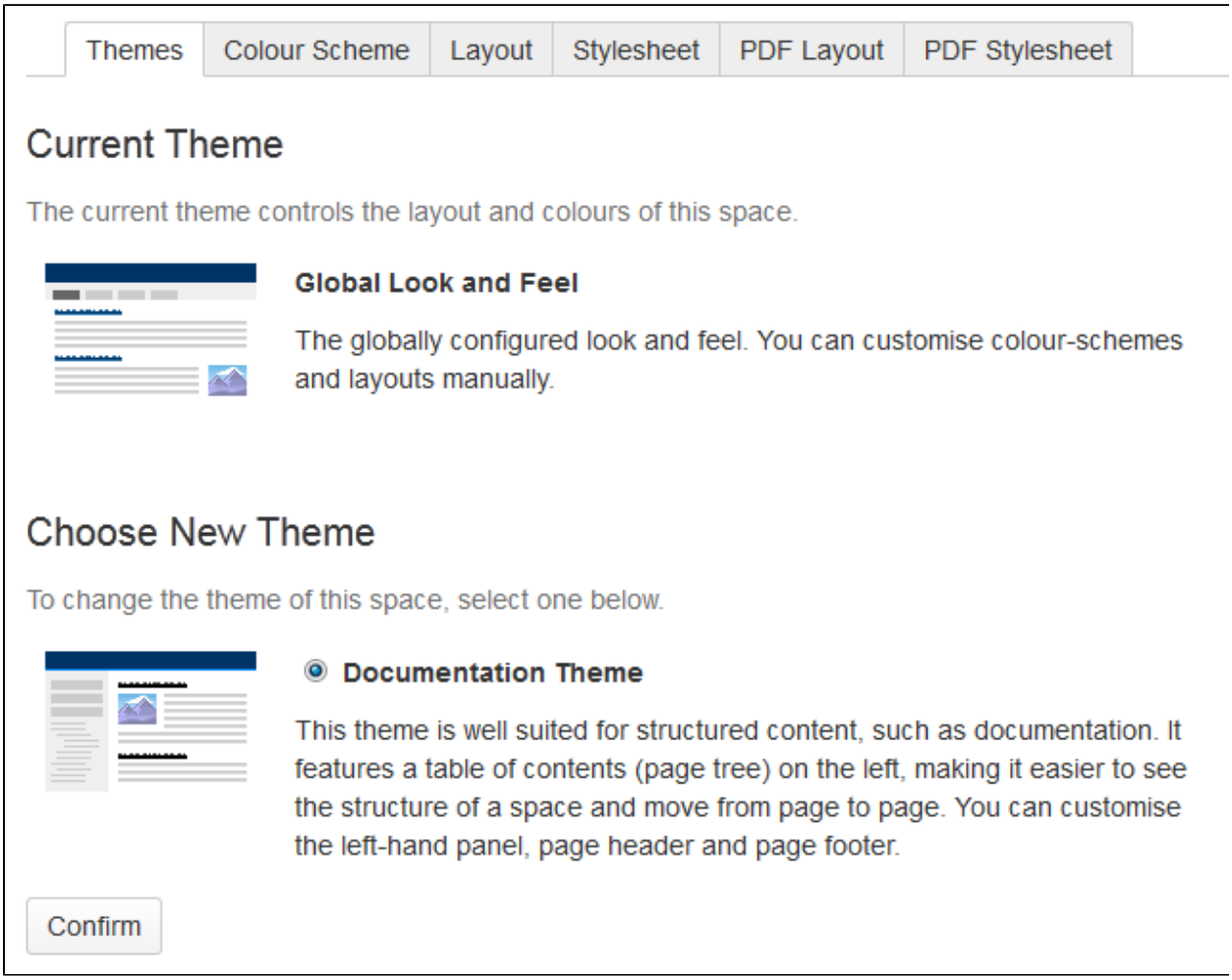
- Applying a Theme to a Site
- Editing a Space's Colour Scheme
- Change the Look and Feel of a Space
- Confluence User's Guide

Want to customise Confluence or make it even more beautiful? Try a Confluence theme from the Atlassian Marketplace.

To apply a theme to a space:

1. Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar. You'll need Space Admin permissions to do this.
2. Choose **Themes** and select a theme option.
3. Choose **Confirm**.

Screenshot: Applying a theme



If your space is using the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Themes** from the space administration options
3. Select a theme option.
4. Choose **Confirm**.

Using the Documentation Theme

The Documentation theme is one of the themes bundled with Confluence. It provides an inbuilt table of contents for your space, a configurable header and footer, and text styles suited to documentation. You can also configure it to restrict the search results to the current space, rather than searching the entire Confluence site.

⚠ Please note, the Documentation theme doesn't support the JIRA links feature.

> **Advance warning of plans to merge Documentation theme with the default theme**
> This is an advance notice that we plan to merge the functionality of the Confluence Documentation theme with the Confluence default theme. We do not yet have a specific date for this plan, and we are interested in your feedback. The new default theme, introduced with Confluence 5.0, includes a sidebar with contextual navigation. Our plan is to include features from the Documentation theme in the default theme, and then remove the Documentation theme from Confluence.
>
> If you are interested in this change and would like to give us feedback, please add a **comment on this blog post**: Advance warning of plans to merge Documentation theme with the default theme. We are especially interested to know which features of the Documentation theme you use and value the most.

On this page:

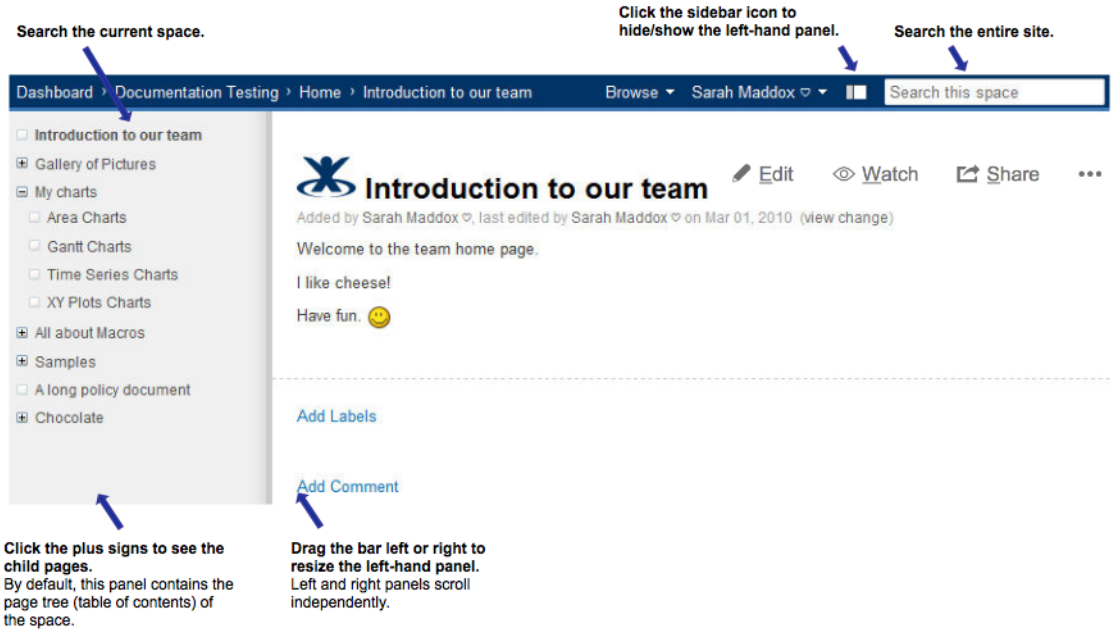
Related pages:

- Configuring the Documentation Theme
- Space Jump Macro
- Move and Reorder Pages
- Confluence User's Guide

Quick guide to using the Documentation theme:

- The left-hand panel contains a page tree. This is a table of contents that shows the pages in the space.
- Pages with arrow symbols to their left have child pages. Choose the arrow(s) to show and hide child pages.
- Drag the thick vertical bar between the left-hand panel and the page to change its width.
- Choose the left-hand panel icon in the header, next to the search field, to hide or show the left-hand panel.
  Alternatively, press '**[**' on your keyboard to show/hide the left-hand panel.
- Overriding a space-restricted search: If your theme is configured to restrict the search to the current space, you can enter '**all:**' and your search term to search the entire site.

Diagram: The Documentation theme with default settings



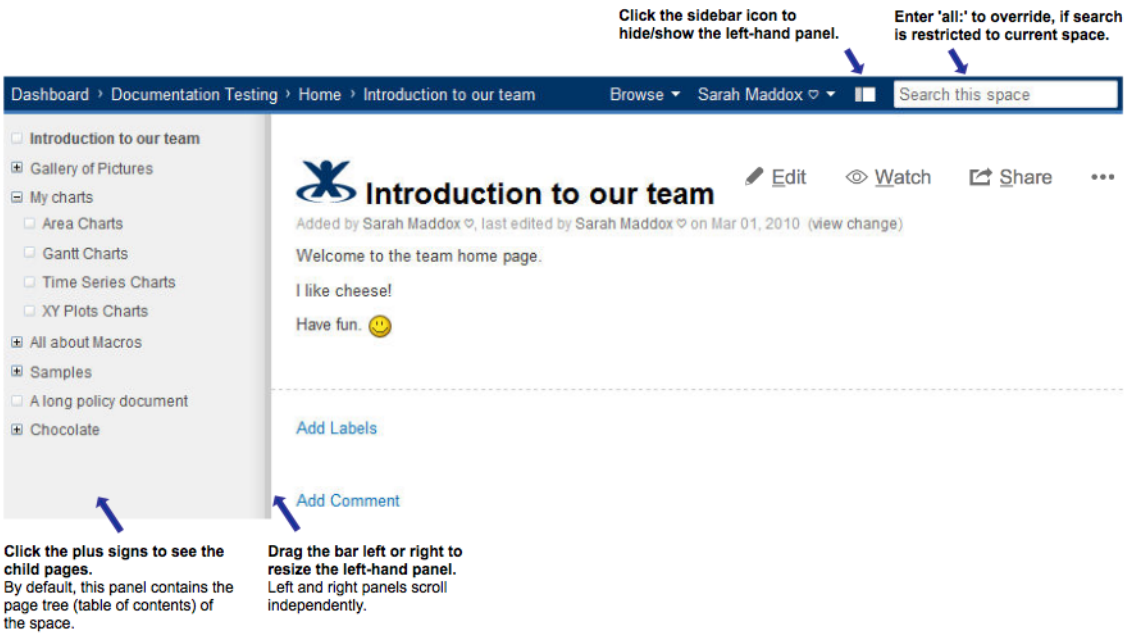
Customise the Documentation Theme

A space administrator can customise the Documentation theme as follows:

- Change the content in the left-hand panel and add a header and footer to the page.
- Restrict the search so that it will show results from the current space only, not from the entire Confluence site.

For more, see Configuring the Documentation Theme

Diagram: The Documentation theme with space-restricted search



Search the space or the site

When using the Documentation theme, the Confluence search offers a few options as described below.

Using the search box at the top right of the page:

- By default, the main Confluence search is configured to search the entire Confluence site.
  - You will see the words '**Search Confluence**' in the search box at top right of the page.

    - The Confluence search will look for matches in the entire Confluence site. This is the default behaviour for other themes too.
- A space administrator can configure the Documentation theme to restrict the search to the current space.
    - You will see the words '**Search this space**' in the search box at top right of the page.
    - The search will return results from the current space only.
    - You can override the search restriction. Enter '**all:**' and your search term to search the entire site. For example, enter the following into the search box at top right of the page to search the entire site for 'technical writing':

```
all: technical writing
```

Using the search box in the left-hand panel:

- By default, the Documentation theme's left-hand panel includes a search box. Enter your search term there, to restrict the search to the current space. Specifically, this will search only the pages that are children of the space's home page.
- If your administrator has restricted the main search to the current space, there will not be a search box in the left-hand panel.

Hints and tips

Below are some hints that you may find useful when using the Documentation theme.Where can I see a working example of the Documentation theme?

The Confluence documentation uses the Documentation theme. If you are reading this documentation online on the Atlassian documentation wiki, you are seeing a working version of the Documentation theme.

Which pages will appear in the Documentation theme's table of contents?

The theme constructs the page tree in the left-hand panel from all pages that are child pages of the space's home page. Each space has a single page designated as the 'Home' page. You can specify the home page in the space administration section.

Help, my pages do not appear in the Documentation theme table of contents

Cause 1: Your pages are not under the space's home page. The most probable reason why your pages do not appear in the page tree in the left-hand panel is this: The theme constructs that table of contents from all pages that are child pages of the space's home page. If your pages are above the home page in the page tree, they will not appear in the left-hand panel.

There are two ways to fix the problem:

- You can change the designated space home page in the space administration section.
- Or you can drag and drop all your pages to make them children of the current home page. You can drag and drop pages in the 'Pages' section of the space 'Browse' screen. See Move and Reorder Pages.

Cause 2: Problem with upgrade from Confluence 3.1, with Documentation theme as plugin, to Confluence 3.2 or later with Documentation theme bundled. If your existing Confluence installation already has the Documentation theme plugin installed, you may find that after upgrading to Confluence 3.2 the left-hand navigation bar is empty in the spaces that use the theme. The fix is to enable all modules of the Documentation theme plugin. See the knowledge base article.

Help, my left-hand panel has disappeared

If your entire left-hand panel has disappeared when using the Documentation theme, this is probably because you have clicked the sidebar icon at top right, next to the search box. Click the icon again to restore the panel.
Can I change the default width of the left-hand navigation panel?

The Confluence user interface does not offer a way to change the default width of the left-hand navigation panel supplied by the Documentation theme. Users can change the width by dragging the middle bar, but the default width is not configurable. This post on Atlassian Answers gives a way to do it with CSS: Documentati

on Theme - Default Width (in px) of left panel.

Notes

- The Confluence default theme supplies a **sidebar**, which is different to the left-hand panel in the Documentation theme. For information about the sidebar, see Configure the Sidebar.
- The Documentation theme supplies a **Browse** menu in the Confluence header, which gives access to the space administration and advanced options.

Configuring the Documentation Theme

The Documentation theme is one of the themes bundled with Confluence.

> **Advance warning of plans to merge Documentation theme with the default theme**
> This is an advance notice that we plan to merge the functionality of the Confluence Documentation theme with the Confluence default theme. We do not yet have a specific date for this plan, and we are interested in your feedback. The new default theme, introduced with Confluence 5.0, includes a sidebar with contextual navigation. Our plan is to include features from the Documentation theme in the default theme, and then remove the Documentation theme from Confluence.
>
> If you are interested in this change and would like to give us feedback, please add a **comment on this blog post**: Advance warning of plans to merge Documentation theme with the default theme. We are especially interested to know which features of the Documentation theme you use and value the most.

The Documentation theme is designed for spaces containing technical documentation, but you may find it useful for other types of structured content. It provides a table of contents for your space, a configurable header and footer, and text styles suited to documentation. (See features below.)

Quick guide to applying and customising the Documentation theme:

- Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar.
- Choose **Themes**.
- Select **Documentation Theme** and choose **Confirm**.
- If you want to customise the theme, choose **Configure theme**.
  - Select or deselect the default page tree.
  - Select or deselect the space-restricted search.
  - Enter the text and wiki markup for your custom left-hand panel header and footer.
  - Choose **Save**.

The rest of this page gives more details of the above procedure.

On this page:

Related pages:

- Using the Documentation Theme
- Space Jump Macro
- Applying a Theme to a Space
- Applying a Theme to a Site
- Editing a Space's Colour Scheme
- Change the Look and Feel of a Space
- Confluence User's Guide

Screenshot: The Documentation theme showing the space sidebar replaced by a navigation sidebar.

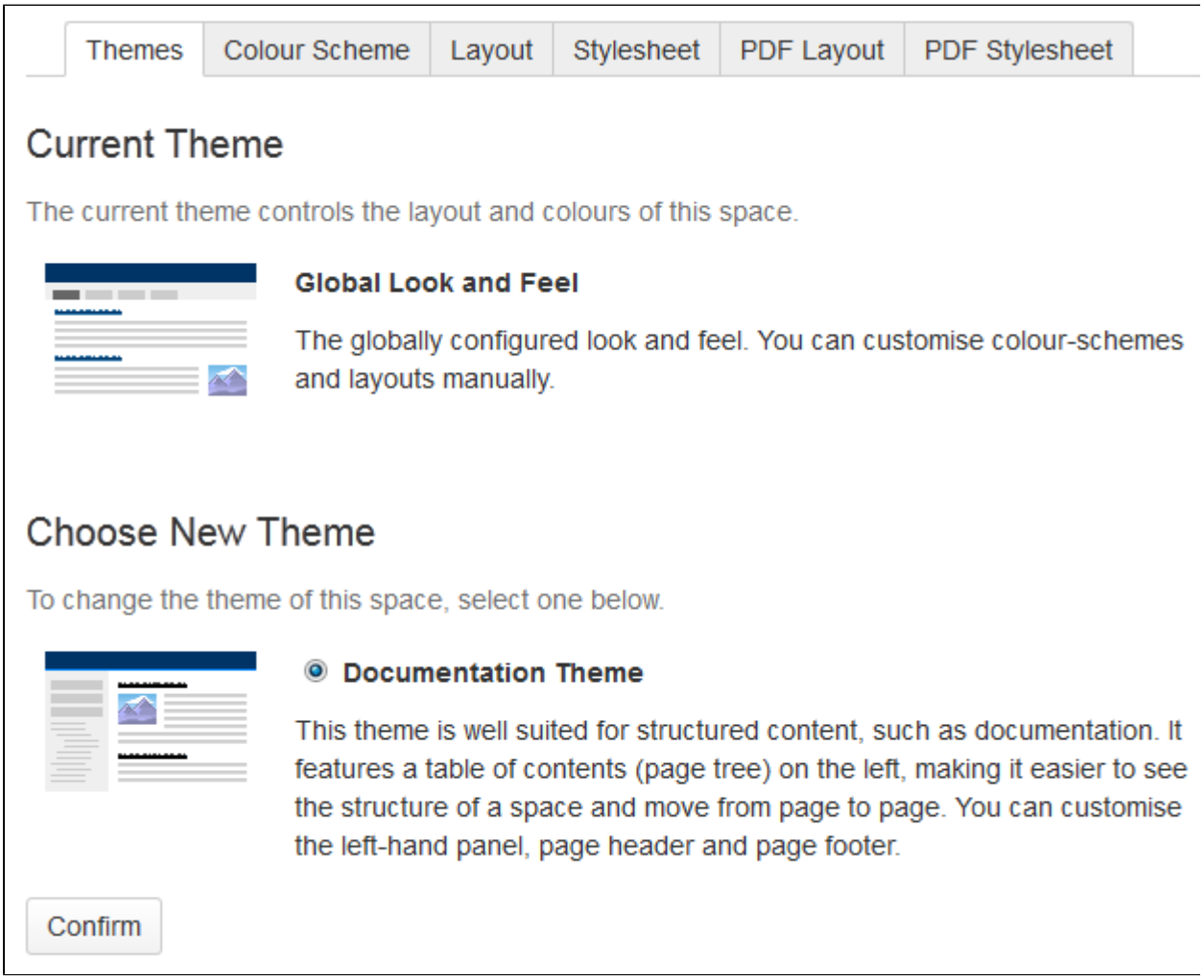
Applying the Documentation theme to your space

Follow the steps below to apply the Documentation theme to your space. All pages in the space will start using the theme immediately.

To apply a theme to a space:

1. Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar.
   You'll need Space Admin permissions to do this.
2. Choose **Themes** and select a theme option
3. Choose **Confirm**

   Screenshot: Applying a theme



If your space is using the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Themes** from the space administration options
3. Select a theme option
4. Choose **Confirm**

Applying the Documentation theme to your site

If you have site administrator permissions, you can apply the theme at site level. It will then be the default theme for all spaces in the site. See the administrator's guide to applying a theme.

Customising the Documentation theme

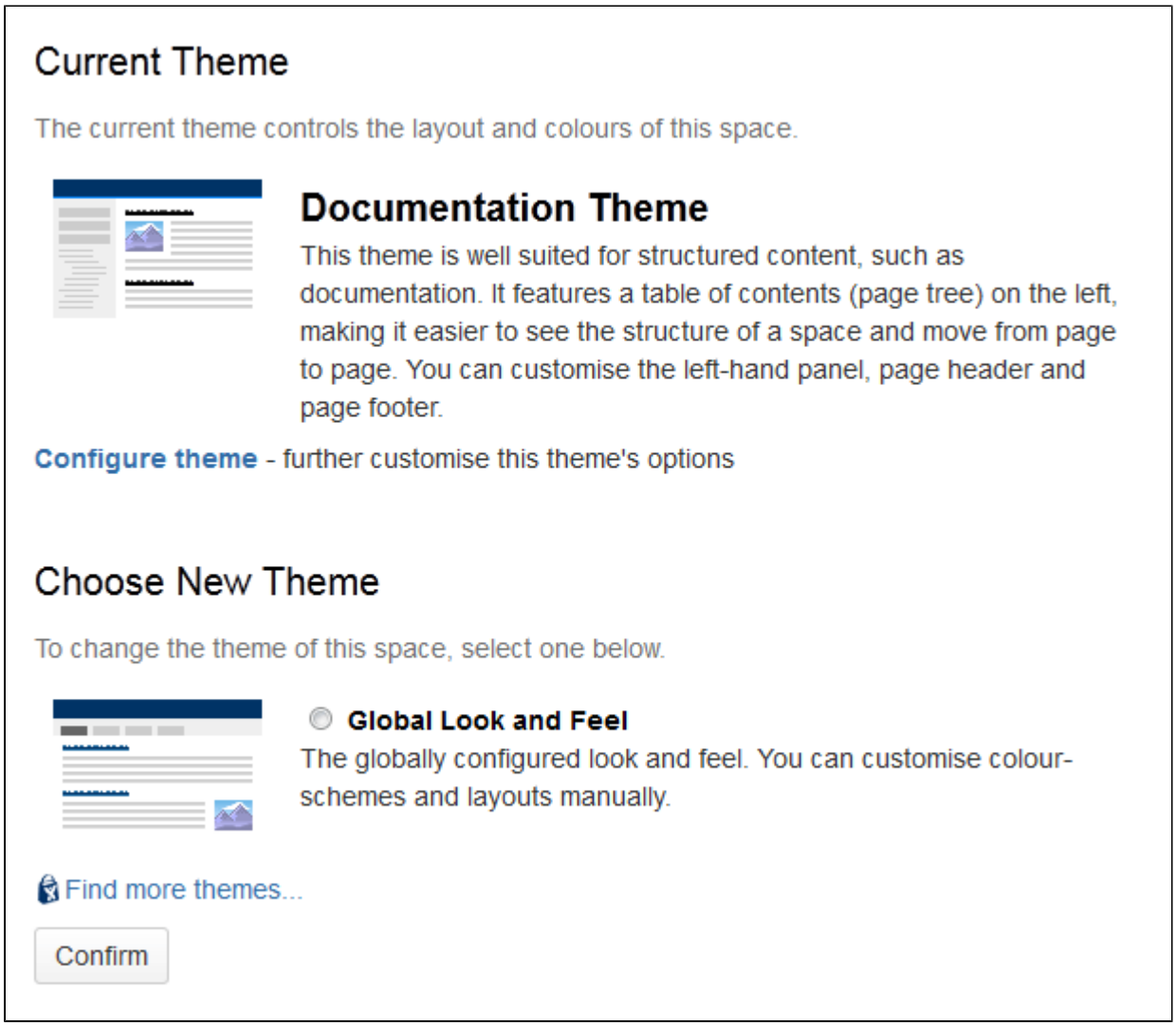
The theme works well without any customisation. If necessary, you can restrict the search to just one space, change the content of the left-hand navigation panel and add your own header and footer. The following instructions assume you have already applied the Documentation theme.

To customise the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Themes** in the left-hand panel under the heading 'Look and Feel'.
3. Choose **Configure theme** in the yellow area of the 'Current Theme' section at the top of the page. See screenshot below. The 'Documentation Theme Configuration' screen appears. See screenshot below.
4. Select or deselect the **Page Tree** check box. This determines whether your space will display the default search box and table of contents (page tree) in the left-hand panel.
5. Select or deselect the **Limit search results to the current space** check box.
   - If you select the check box:
     - The Confluence search will look for matches only in the current space by default. Users can override this restriction when entering their search term. See Using the Documentation Theme.
     - The default page tree in the left-hand panel will not include a search box.
   - If you do not select the check box:
     - The Confluence search will look for matches in the entire Confluence site. This is the default behaviour for other themes too.
     - The default page tree in the left-hand panel will include a search box, which restricts search results to the current space.
6. Enter text, images, macros and other wiki markup into any or all of the three text boxes.
   You can use the Include or Excerpt Include to include re-usable content into your footer. See hint below.
   - 'Navigation' – This text box contains content for the left-hand panel.
     - If the **Page Tree** check box is selected, the navigation panel contains the default search box and page tree. Any content you enter into the 'Navigation' text box will appear *above* the page tree and search box.
     - You can include your own content *underneath* the page tree as well as above. See hint below. In summary: Deselect the **Page Tree** check box. Insert your own page tree using the Pagetree macro, then add your own content under the macro.
   - 'Header' – This text box contains content for a page header that will appear above the page title on all pages in the space. See example screenshot below.
   - 'Footer' – This text box contains content for a page footer that will appear after the comments and above the site footer, on all pages in the space. See example screenshot below.
7. Choose **Save**.

Screenshot: The 'Configure theme' option



Screenshot: Customising the Documentation theme

Navigation

☐ Page Tree

Show the page tree in the sidebar.

☑ Limit search results to the current space

Limit search results returned by the top right search field to the current space.

Navigation

```
*[Latest Confluence
Documentation|Confluence
Documentation Home]*

{pagetree:root=Confluence
Documentation
Home|searchBox=false}

*[Downloads (PDF, HTML &
```

Add your own links and content to the sidebar using wiki markup.

Messages

Header

```
{section}
{column:width=1%}{column}
{column}{panel}
*{include:_MajorReleaseNumb
erConfluence|nopanel=true}*
 -- This documentation is
for *Confluence 5.0*
developer (EAP) releases
only. Not for you? *[See
```

Display a banner or text at the top of every page in this space by entering wiki markup here.

Footer

```
{include:_Documentation
Footer|nopanel=true}
{include:ALLDOC:_Copyright
Notice|nopanel=true}
```

Display a banner or text at the bottom of every page in this space by entering wiki markup her

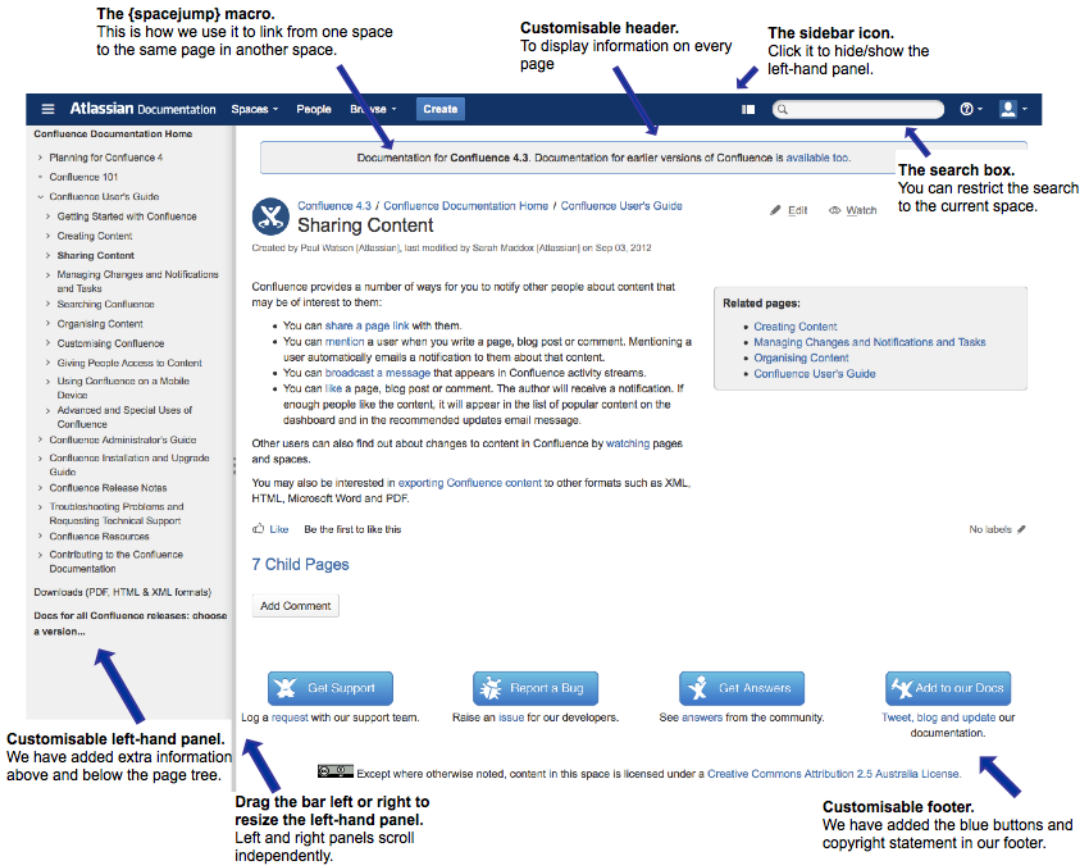
Save Cancel

Customising the theme at site level

If you have site administrator permissions, you can apply and customise the theme at site level. The customisation options are the same as the space level options, as described above.

Features of the Documentation theme

Screenshot: A customised header, footer and left-hand panel



The above screenshot shows a wiki space with a customised left-hand panel, header and footer.

Here is a summary of the features that the Documentation theme provides:

- By default, the left-hand panel contains a search box and a table of contents (page tree) showing all the pages in your space. Specifically, it shows the pages that are children of the space's home page.
- The left-hand panel is fully customisable. You can choose to include or exclude the search box and page tree. You can enter your own text, images and wiki markup.
- People viewing the page can drag the thick bar between the left-hand panel and the content, to increase or decrease the width of the panel. They can also remove the panel altogether, by clicking the sidebar icon at top right, next to the search box.
- The left-hand and right-hand panels scroll independently of each other.
- The page title is neatly above the page content, and not uncomfortably above the navigation panel as tends to happen when you insert the navigation panel yourself.
- Because the left-hand panel is part of the theme, it will be upgraded whenever Confluence is upgraded. There is no need to remove and then re-apply your customisations on each upgrade, as you would do if

you added your own left-hand navigation bar.
- The theme also provides a customisable header and footer, which will appear at the top and bottom of every page.
- The text and heading styles are designed to enhance the content typically found in a documentation space.
- You can use the Space Jump macro to link from a page in one wiki space to a page with the same name in another space, without knowing the name of the page when you create the link.
- You can limit the Confluence search results to the current space. If you choose this option, the Confluence search will look for matches only in the current space by default. Users can override the restriction. See Using the Documentation Theme.

Hints and tips

Below are some hints that you may find useful when using the Documentation theme.Where can I see a working example of the Documentation theme?

The Confluence documentation uses the Documentation theme. If you are reading this documentation online on the Atlassian documentation wiki, you are seeing a working version of the Documentation theme.

Which pages will appear in the Documentation theme's table of contents?

The theme constructs the page tree in the left-hand panel from all pages that are child pages of the space's home page. Each space has a single page designated as the 'Home' page. You can specify the home page in the space administration section.

Help, my pages do not appear in the Documentation theme table of contents

Cause 1: Your pages are not under the space's home page. The most probable reason why your pages do not appear in the page tree in the left-hand panel is this: The theme constructs that table of contents from all pages that are child pages of the space's home page. If your pages are above the home page in the page tree, they will not appear in the left-hand panel.

There are two ways to fix the problem:

- You can change the designated space home page in the space administration section.
- Or you can drag and drop all your pages to make them children of the current home page. You can drag and drop pages in the 'Pages' section of the space 'Browse' screen. See Move and Reorder Pages.

Cause 2: Problem with upgrade from Confluence 3.1, with Documentation theme as plugin, to Confluence 3.2 or later with Documentation theme bundled. If your existing Confluence installation already has the Documentation theme plugin installed, you may find that after upgrading to Confluence 3.2 the left-hand navigation bar is empty in the spaces that use the theme. The fix is to enable all modules of the Documentation theme plugin. See the knowledge base article.

Help, my left-hand panel has disappeared

If your entire left-hand panel has disappeared when using the Documentation theme, this is probably because you have clicked the sidebar icon at top right, next to the search box. Click the icon again to restore the panel.
Can I change the default width of the left-hand navigation panel?

The Confluence user interface does not offer a way to change the default width of the left-hand navigation panel supplied by the Documentation theme. Users can change the width by dragging the middle bar, but the default width is not configurable. This post on Atlassian Answers gives a way to do it with CSS: Documentation Theme - Default Width (in px) of left panel.

Hiding pages from the left-hand table of contents

You can 'hide' pages by putting them at the same level as or higher than the space home page.

Each space has a single page designated as the 'Home' page. You can specify the home page in the space administration section.

The theme constructs the page tree in the left-hand panel from all pages that are child pages of the space's home page.

If your documentation pages are at the same level as the space home page, they will not appear in the left-hand navigation bar. So you can 'hide' pages by putting them at the same level as or higher than the space home page. The pages will show up in the search results and people can see the content if they open the page, but the pages will not appear in the left-hand panel.

More detail: The theme uses the Pagetree macro to produce the table of contents. When entering the Pagetree macro, you can choose the top page in the page tree. The Documentation theme chooses the space home page as the top page.

Using reusable content in your header, footer or sidebar

You can use any text or wiki markup in your theme header, footer or left-hand panel. One useful hint is to use the Include or Excerpt Include to include re-usable content into your footer.

The screenshot above shows the theme customisation options, with examples of the macros used to include content from other pages. And the example screenshot also above shows the resulting header, footer and left-hand panel.

Adding content below the page tree in your sidebar

If you want to include your own content underneath the page tree, you can deselect the 'Page Tree' check box, add your own page tree using the Pagetree macro in the 'Navigation' text box, and then add your own content under the macro.

The screenshot above shows the theme customisation options, with the default page tree deselected and a custom page tree inserted, along with additional content in the left-hand panel. The example screenshot also above shows the resulting left-hand panel.
Adding an expanding All Versions section to the sidebar

If you want to include a an expanding list of links to other spaces, as we have included in this space (see 'Docs for all Confluence releases' in the sidebar), you can use an Expand Macro and an Include Page Macro in the 'Navigation' text box. For example:

```
*[Docs for all Confluence releases|_Latest Versions of Confluence
Documentation]*
{expand:Choose a version...}
{include:_Latest Versions of Confluence Documentation}
{expand}
```

If you would like this to display below the page tree, follow the steps above.

Adding underlines to your links

By default, the Documentation theme does not underline hyperlinks. If you prefer to have your links underlined, you can edit the CSS stylesheet for your space and add the following CSS code:

```
.wiki-content a:link, .wiki-content a:visited, .wiki-content a:active {
  text-decoration: underline;
}
```

To edit a space's CSS style sheets:

1. Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar.
2. Choose **Stylesheet** then **Edit**.
3. Paste your custom CSS into the text field.
4. Save your changes. The new CSS will be visible on all content pages in the space.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.

2. Click **Stylesheet** in the left-hand panel under the heading 'Look and Feel'.
3. Choose **Edit**.
4. Paste your custom CSS into the text field.
5. Save your changes. The new CSS will be visible on all content pages in the space.

Note: By default, only system administrators can edit the CSS for a space or for the site. To allow any user with Space Admin permissions to edit the CSS for a space, go to > **General Configuration** > **Security Configuration** and select **Custom Stylesheets for Spaces**.

Jumping to the same page in another space

The {spacejump} macro is provided along with the Documentation theme. You can use space jumping to link from a page in one wiki space to a page with the same name in another space, without knowing the name of the page when you create the link. When a reader is viewing a page and chooses the link provided by the macro, they will go to a page with the same name, but in the space specified in the macro. See more about the Space Jump macro.

Hiding the left-hand panel completely

It's not possible to remove the left-hand panel entirely, using the user interface supplied by the theme. There is an improvement request here:

CONF-25923 - Provide option to hide the left-hand panel entirely in the Documentation theme RESOLVED If you like, you can comment on and/or vote for that request. In the meantime, Atlassian Answers is a good place to ask the question and see if other people can help you with custom code to remove the panel.

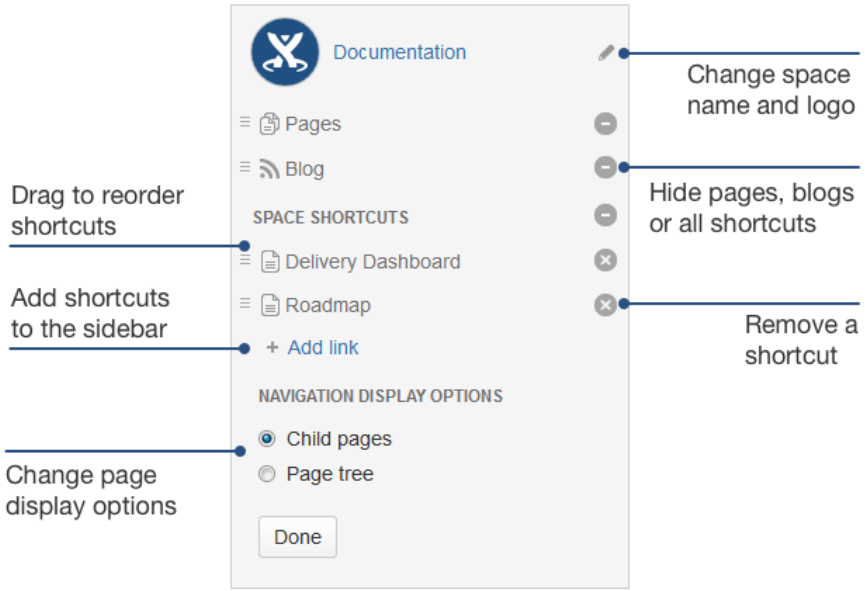
Notes

- The Confluence default theme supplies a **sidebar**, which is different to the left-hand panel in the Documentation theme. For information about the sidebar, see Configure the Sidebar.
- The Documentation theme supplies a **Browse** menu in the Confluence header, which gives access to the space administration and advanced options.

Configure the Sidebar

If you're an admin for a space, you can make changes to the space's sidebar like changing the space's name, logo, or the way the page hierarchy is displayed. You can also add shortcut links to the sidebar to help you and others navigate to important content quickly.

The default and documentation themes in Confluence both feature a sidebar. If you're using a third party theme, it may not feature a sidebar.



On this page we'll cover how to customise the sidebar in the default theme. If you want information on the sidebar in the Documentation theme, see Configuring the Documentation Theme.

Configure a space's sidebar

To start configuring the sidebar, choose **Space tools** at the bottom of the sidebar, then choose **Configure sidebar**.

From there you can:

- Change the space name and/or space logo:

1. Choose the edit icon next to the space name
2. Type in a space **Name** and/or choose **Upload an image** to change the space logo
3. Choose **Save**

- Configure the **Pages** and **Blog** links:
  - Choose the icons to **hide** or **show** the 'Pages' or 'Blog' link.
    For example, you may want your space to be used primarily as a blog (hide the 'Pages' link), or you may not need a blog in your space (hide the 'Blog' link).
  - Drag the links to a different sequence within the section (you can't move a link from one section to another).
    Add-ons may add other links in this section of the sidebar. For example, the Team Calendars add-on may put a link in this location.
- Add or remove the **shortcut links**:
  - Choose **Add link** to add a shortcut link to the sidebar. This can be a link to an important page for your team, or to an external site, for example.
  - Choose the icon to **remove** a shortcut link.
  - Drag the links to a different sequence within the section. Note that you cannot move a link from one section to another.
  - Choose the **hide** or **show** icon beside the 'Space Shortcuts' heading to show or hide all shortcuts on the sidebar.
- Change the **navigation display options**:
  - Choose **Child pages** to see the current page and its children in the sidebar.
  - Choose **Page tree** to see the page tree for the entire space, expanded to the current page.

Change the Space Logo

In Confluence, you can replace the default space logo with an image of your choice. If you have team spaces, you can use an icon that represents the team, or if it's a space for a client, add their company logo to really impress them.

The instructions below apply to site spaces. For your personal space, your profile picture is used as the space icon.

You need to be a space administrator to replace a space's logo.

Related pages:

- Configure the Sidebar
- Change the Look and Feel of a Space

To change a space's logo, in spaces using the default theme:

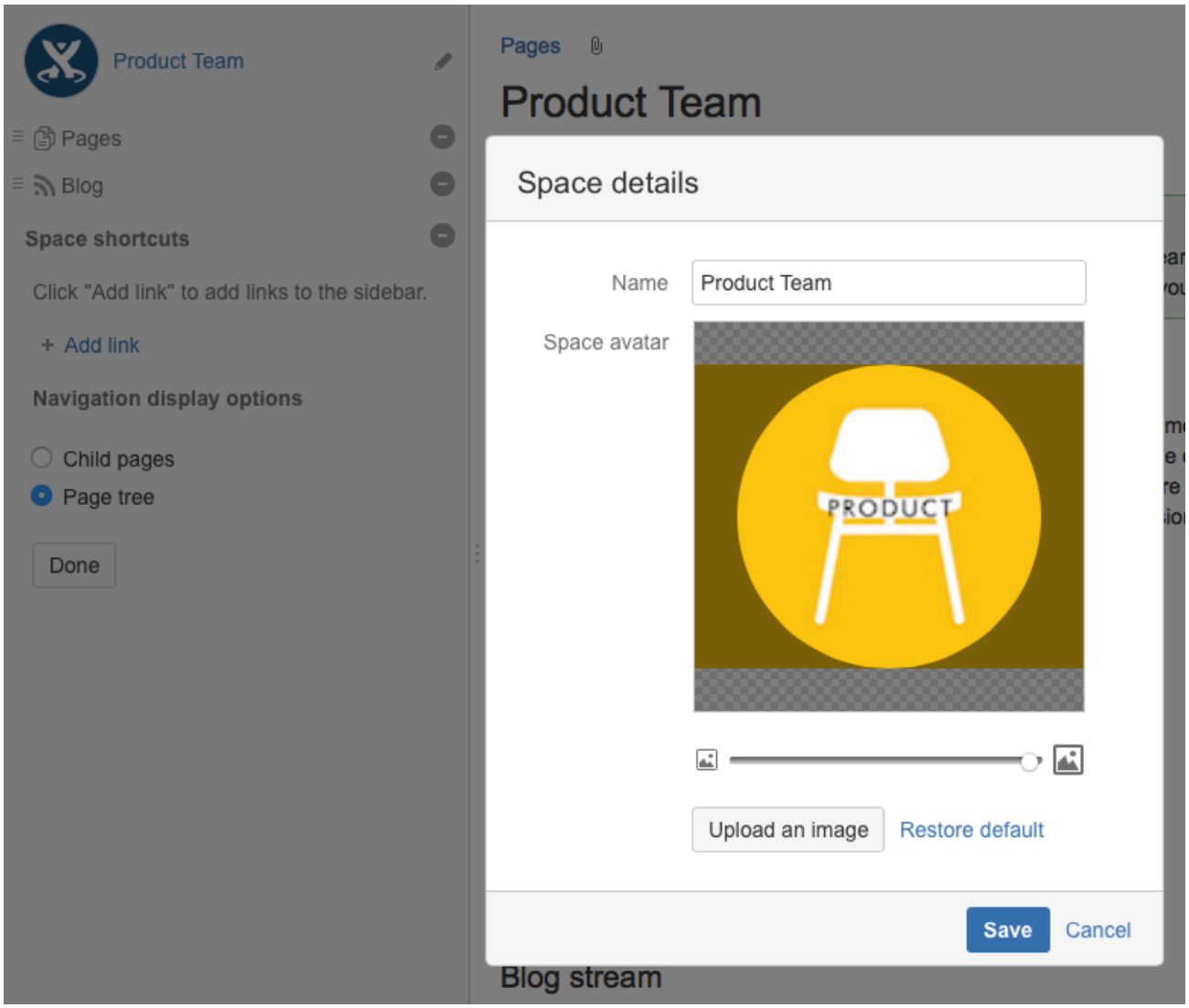
1. Go to the space and choose **Space tools** > **Configure sidebar** from the bottom of the sidebar
2. Choose the edit icon next to the space name
3. Choose **Choose File**
4. Browse to find and upload an image
5. Adjust the size of the image to fit within the highlighted circle
6. Choose **Save**

To change a space's logo, in spaces using the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Change Space Logo** in the left-hand panel
3. Use the browse option to locate the new logo and choose **Upload**

Screenshot: Changing a space logo in the default theme



Notes

- **Minimum dimensions:** Space logos are set at 48 x 48px. Logos less than these dimensions will be centred with whitespace around them.
- **Space logos in the default theme are circular.**
- **Dimensions of image when using the Documentation theme:** The documentation theme does not provide an option to resize or crop your image. Uploading a square image will give the best results.

Customising Space Layouts

You can modify Confluence's look and feel by editing the layout files. This page tells you how to customise the layout files for a space. You will require need space administrator permissions for that space.

If you're a Confluence system administrator, you can also customise the layout of your entire Confluence site. For more information, see Customising Site and Space Layouts . Site layout customisations modify the default layout of all spaces in the Confluence site.

Any space layout customisations will override the equivalent site customisations.

If you modify the look and feel of Confluence by following these instructions, you will need to update your customisations when Confluence is upgraded. 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 any customisations.

For more information on updating your customisations, please refer to Upgrading Customised Site and Space Layouts .

Related pages:

- Change the Look and Feel of a Space
- Applying a Theme to a Space
- Confluence User's Guide .

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.

The decorator files in Confluence are grouped into the following categories:

- **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 blog posts. They do not 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 and choose **Space tools** > **Look and Feel** from the bottom of the sidebar.
2. Choose **Layout** (**Layout** is displayed only if you are a Confluence system administrator.)
3. You will see a list of the layouts for the space.
    - 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**.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

    Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.

2. Choose **Layout** in the left-hand panel (**Layout** is displayed only if you are a Confluence system administrator.)
3. You will see a list of the layouts for the space.
    - 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

Click the thumbnail to see an example of a vmd file:

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.

Related pages:

- Change the Look and Feel of a Space
- Confluence User's Guide

To change the colour scheme for a space:

1. Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar.
2. Choose **Colour Scheme**.
3. Choose **Select** next to a scheme listed under **Custom Colour Scheme** (if not already selected).
4. Choose **Edit**.
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.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.

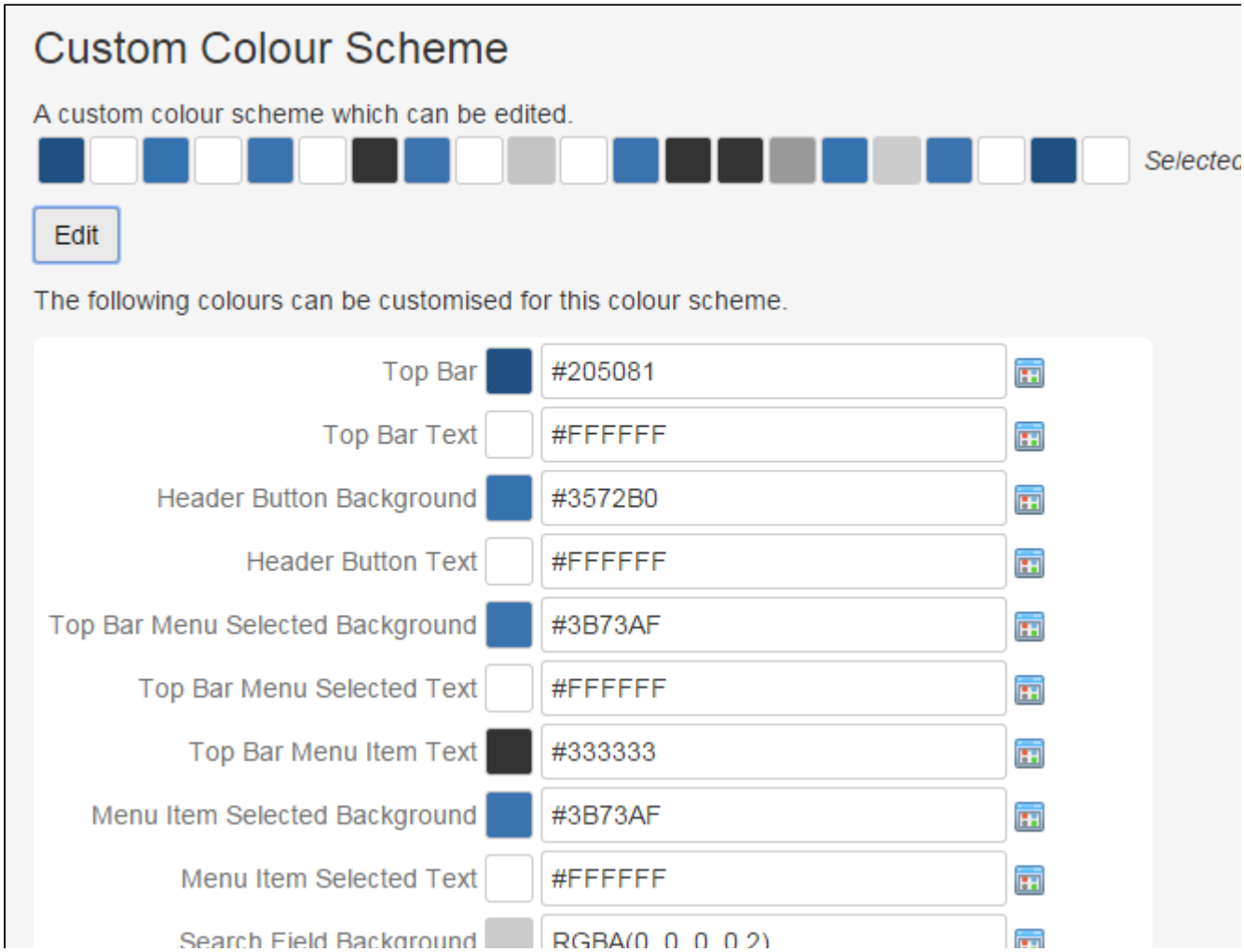
2. Choose **Colour Scheme** under the heading **Look and Feel**.
3. Follow the steps above to select a custom colour scheme and edit the colours.

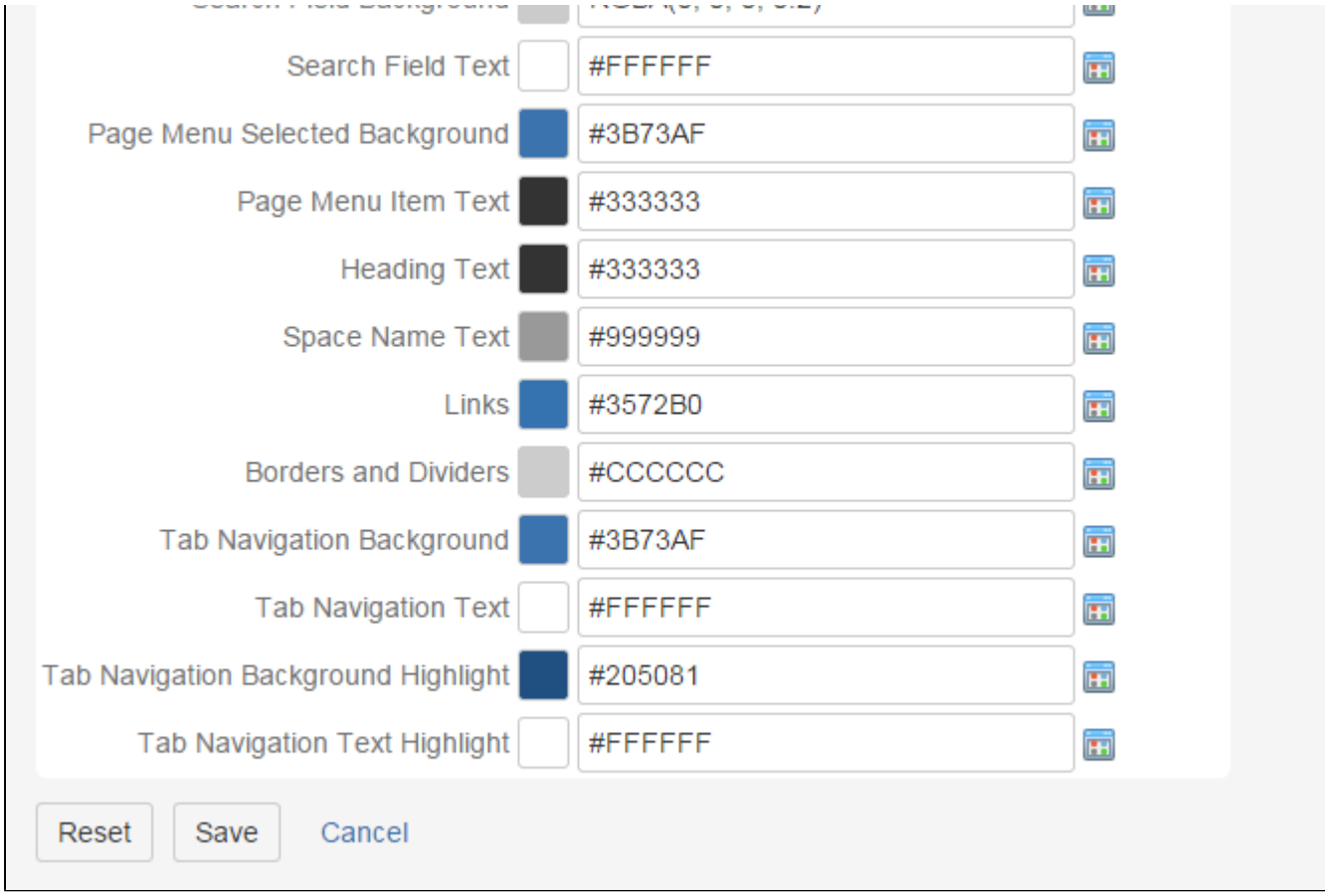
The colour scheme allows you to edit the colours of UI elements including the top bar, tabs and backgrounds.

Some UI elements below are for specific themes, and colour changes may not take effect for other themes.

- **Top Bar** - the top navigation bar background
- **Top Bar Text** - the text on the top navigation bar
- **Header Button Background** - buttons on the top navigation bar (e.g. Create button)
- **Header Button Text** - the text on buttons on the top navigation bar
- **Top Bar Menu Selected Background** - background colour of top navigation bar menu items when selected (e.g. spaces)
- **Top Bar Menu Selected Text** - text colour of top navigation bar menu items when selected
- **Top Bar Menu Item Text** - text on top navigation bar drop down menus (e.g. help or cog)
- **Menu Item Selected Background** - highlight colour on top navigation bar drop down menu items
- **Menu Item Selected Text** - text colour on highlighted top navigation bar drop down menu items
- **Search Field Background** - the background colour of the search field on the header
- **Search Field Text** - the colour of the text in the search field on the header
- **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
- **Heading Text** - all heading tags throughout the space
- **Space Name Text** - the text of the current space name located above the page title
- **Links** - all links throughout the space
- **Borders and Dividers** - table borders and dividing lines
- **Tab Navigation Background** - the background colour of the tab navigation
- **Tab Navigation Text** - the text of the tab navigation when highlighted
- **Tab Navigation Background Highlight** - the background colour of the tab navigation when highlighted
- **Tab Navigation Text Highlight** - the text of the tab navigation elements when highlighted

Screenshot: Editing the colour scheme





> **Handy Hint**
> If you mess things up, just choose **Reset** then try again.

Styling Confluence with CSS

> The information in this page relates to customisations or development changes in Confluence. Consequently, Atlassian Support **cannot guarantee to provide any support for the steps described on this page**. Please be aware that this material is provided for your information only and that you use it at your own risk.

This page explains the facility for changing the look and feel of Confluence with CSS.

Introduction

Cascading Style Sheets (CSS) are an industry-standard way of styling a web page. The content of a page is rendered with HTML, and its look and feel is determined by CSS files. You can upload a CSS text file, or simply type in a stylesheet, and apply it to a space or even a whole Confluence site.

Note: By default, only system administrators can edit the CSS for a space or for the site. To allow any user with Space Admin permissions to edit the CSS for a space, go to  > **General Configuration** > **Security Configuration** and select **Custom Stylesheets for Spaces**.

Creating CSS styles that work seamlessly across different browsers is a delicate task for basic web sites, and reasonably challenging when customising web applications like Confluence. It is important to test each change that you make and ensure it works as expected in all areas of Confluence – for example, on the Confluence dashboard as well as on regular pages.

In order to get you started, we have compiled this introduction, a basic styling tutorial.

On this page:

Related pages:

- Basic Styling Tutorial
- Styling Fonts in Confluence
- Confluence User's Guide

The information on this page does not apply to Confluence Cloud.

Considerations for Using Custom CSS

CSS Knowledge is Required

If you are not familiar with CSS, see the links in the CSS Resources section below. You should spend some time to become confident with Cascading Style Sheets before you start editing your Confluence style sheets.

Security

Custom CSS can be used to inject scripts into a page, opening the risk of cross-site scripting (XSS) attacks. With this feature enabled, space administrators could upload styles that steal other users' login credentials, trick their browsers into performing actions on the wiki without their knowledge, or even obtain global administration privileges. As such, this feature is disabled by default. Confluence administrators should only enable custom CSS if they are comfortable with the risks listed in this paragraph.

Scaling

Each page needs to scale. Depending on the resolution of the user's screen, the content should render intelligently. Your designs needs to degrade gracefully. Try resizing each page that exists in Confluence. There are quite a few pages in the browse-space-section, like drafts, labels, page hierarchy, and so on. Your style has to work everywhere, not just in the first page you happen to be looking at.

Features Cannot Be Disabled

It is easy to turn off certain links, headers, or even menu items by simply setting their style to 'hidden'. This can help you to roll out Confluence to users that may not be very Wiki-savvy yet. The simpler the UI, the easier it may be for them to use. However, please remember that removing the link to a part of the application does not mean that the functionality is not available. Every user can still change their style from within their browsers, or access the URL directly. Don't rely on CSS to disable parts of Confluence.

Features Should Not Be Disabled

Users familiar with Confluence will expect to find the same controls that they are accustomed to. Removing buttons or controls from the interface is not advised as it may frustrate your users and cause them to circumvent your design by using direct URL access, as mentioned above.

Custom CSS does not apply to Admin screens

Any CSS styling applied to your site will not be applied to the Administration console. This is to ensure changes to CSS do not prevent administrators from accessing Admin functions in future.

Confluence Version Compatibility

Be aware of any plans to upgrade your Confluence instance. Future versions of Confluence may not be compatible with your custom CSS — this may cause your CSS to break, requiring maintenance when Confluence is upgraded. Ask your Confluence administrator for more information.

Test on Different Web Browsers

As a rule you should test your modifications on different web browsers. Internet Explorer, Firefox, Opera and

Safari (on Mac OS X) are some of the more popular browsers.

Note about supported web browsers: Please ensure that you are using one of the web browsers supported by Confluence. If you are using an unsupported browser or browser version, some features may not work correctly. Check the Supported Platforms page to find the list of supported web browsers and browser versions on this page.

CSS Customisation is Not Supported

As creating custom CSS has potentially limitless possibilities, Atlassian will not support issues that are caused by or related to CSS customisation.

Getting Started

Editing the CSS

To edit a space's CSS style sheets:

1. Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar.
2. Choose **Stylesheet** then **Edit**.
3. Paste your custom CSS into the text field.
4. Save your changes. The new CSS will be visible on all content pages in the space.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Click **Stylesheet** in the left-hand panel under the heading 'Look and Feel'.
3. Choose **Edit**.
4. Paste your custom CSS into the text field.
5. Save your changes. The new CSS will be visible on all content pages in the space.

To edit your global CSS stylesheet:

1. Choose the **cog icon** , then choose **General Configuration** under Confluence Administration
2. Choose **Stylesheet**.
3. Choose **Edit**.
4. Paste your custom CSS into the text field.
5. Choose **Save**.

Note:

- The new CSS will be visible across all spaces, provided they do not define their own custom stylesheet and are not using a theme. This CSS will also overwrite all styles defined in custom global themes.
- You may be able to add CSS to your site by choosing **Custom HTML** in the administration section, and adding your CSS definitions to the HEAD or BODY of the page. You should only use this option if you cannot achieve the desired results via the global stylesheet.

Follow the Tutorial

Follow the examples in the Basic Styling Tutorial to get started.

CSS Resources

- W3C CSS Standards
- W3schools CSS Introduction
- Mozilla Developer Network
- W3resource.com

Basic Styling Tutorial

This page contains instructions on how to get started with custom CSS styling in Confluence.

CSS Editing Quick-Start

To edit a space's CSS style sheets:

1. Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar.
2. Choose **Stylesheet** then **Edit**.
3. Paste your custom CSS into the text field.
4. Save your changes. The new CSS will be visible on all content pages in the space.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Click **Stylesheet** in the left-hand panel under the heading 'Look and Feel'.
3. Choose **Edit**.
4. Paste your custom CSS into the text field.
5. Save your changes. The new CSS will be visible on all content pages in the space.

On this page:

Related pages:

- Styling Confluence with CSS
- Confluence User's Guide

The information on this page does not apply to Confluence Cloud.

Tutorial: Changing the Header Background

The header is the menu area at the top of a default Confluence page where the **Breadcrumb Links**, **Browse** m enu, **User** menu and the **Quick Search** box reside. In this example, we are going to change the background of the header to include a custom graphic.

1. Create a custom graphic. For this example, we created a custom header graphic of 1046 x 61 pixels.
2. Upload the custom graphic to a page in the space that you are customising.
3. Note the page ID of the page where you uploaded the new graphic. (in this example, the page ID was '**65 8833839**'.
4. Compose your custom CSS for the header. The example below loads the new graphic (called '**header.pn g**') from a specific page (denoted by page ID '**658833839**') in the same space.

```
#header .aui-header  {

background-image:url('../download/attachments/658833839/header.png'
);
        background-repeat: no-repeat;
    }
```

5. Log in as the Space Administrator.
6. Open the Space Admin page.
7. Click **Stylesheet**.
8. Click **Edit** to change the code in the text field.
9. Paste your custom CSS into the text field.
10. Click **Save** and then reload the page (you may have to shift-reload). The background of the header will change.
11. The custom header will be visible on all content pages in the space. To revert your change, simple delete the custom code from the 'Stylesheet' page and click **Save**.

CSS Editing Tips

Begin With a Space Stylesheet

A space stylesheet is a good starting point for CSS customisation, as it already includes all of the elements that can be changed. When you work on the space stylesheet it styles all content pages in the space. Build and test it at space-level, before considering applying the new stylesheet to your entire site. Once you are satisfied with your space design, test it thoroughly until you are confident that it has no problems. Then, you can look into advanced customisation of the Confluence CSS such as adjusting the Search page, the Dashboard and other integral pages.

Use the Right Tools

As the Confluence CSS is reasonably sophisticated, web development applications will help you to understand how the page styles have been created. In particular, you will need to view the existing source for the pages you're starting to work on. If you don't already have some, tools such as the following free applications will allow you to do this.

1. Firebug
Firebug, a plugin for the Firefox web browser, allows you to take a look at the style of each element on your page. This is very useful to see what styles are currently applied, for example styles applied to the header only.

2. Web Developer
The Web Developer plugin for Firefox allows you to edit CSS inline and create new page designs.

3. CSS Edit
CSS Edit is a stand-alone CSS editor for Macintosh that extracts all existing styles from a given page and allows you to overwrite these.

Edit Simple Elements First

Begin by editing simple elements and checking that they work. By making changes, then checking that each one worked, you can easily isolate any CSS code that is causing problems. Be aware that some page elements are more suited to customisation than others. For example, adding a gradient to the toolbar is less likely to 'break' the page than changing the page width. Editing reasonably static elements such as background graphics will render more predictably than designs which attempt to completely change the user interface or the Javascript-powered drop-down menus (which we don't recommend editing).

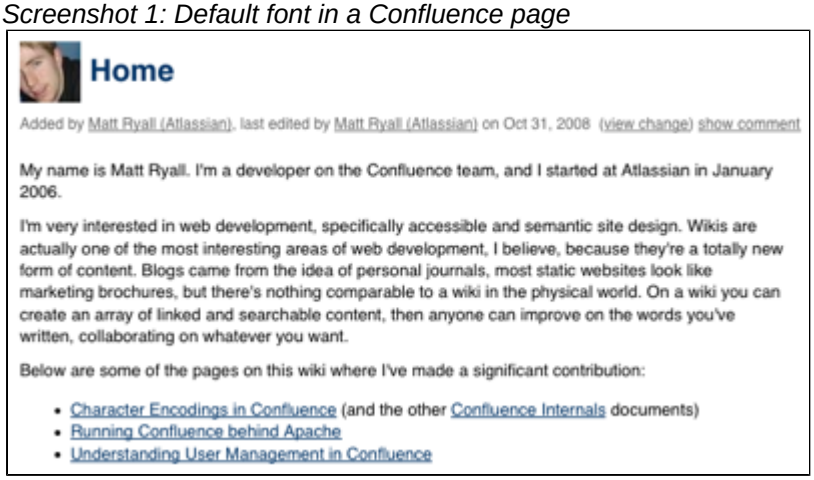
Notes

Note: By default, only system administrators can edit the CSS for a space or for the site. To allow any user with Space Admin permissions to edit the CSS for a space, go to  > **General Configuration** > **Security Configuration** and select **Custom Stylesheets for Spaces**.

Styling Fonts in Confluence

Confluence provides the ability to adjust its visual style via Cascading Style Sheets (CSS). This tutorial shows you to change the fonts and font sizes of a Confluence page, using a few lines of CSS.

Screenshot 1: Default font in a Confluence page



Screenshot 2: Custom font in a Confluence page

Home

Added by Matt Ryall (Atlassian), last edited by Matt Ryall (Atlassian) on Oct 31, 2008 (view change) show comment

My name is Matt Ryall. I'm a developer on the Confluence team, and I started at Atlassian in January 2006.

I'm very interested in web development, specifically accessible and semantic site design. Wikis are actually one of the most interesting areas of web development, I believe, because they're a totally new form of content. Blogs came from the idea of personal journals, most static websites look like marketing brochures, but there's nothing comparable to a wiki in the physical world. On a wiki you can create an array of linked and searchable content, then anyone can improve on the words you've written, collaborating on whatever you want.

Below are some of the pages on this wiki where I've made a significant contribution:

- Character Encodings in Confluence (and the other Confluence Internals documents)
- Running Confluence behind Apache
- Understanding User Management in Confluence

Below is the code for the custom font. Copy and paste it into the Space Stylesheet form within the Space Administration section.

Related pages:

- Basic Styling Tutorial
- Confluence User's Guide

The information on this page does not apply to Confluence Cloud.

Changing the fonts

In order to customise the fonts in Confluence, you first need to set the body font to the font you want. Secondly, you may want to adjust the font size because different fonts have different relative sizes.

The relevant CSS is shown below. It changes Confluence's font from the default of Helvetica/Arial – *sans serif* to Times/Times New Roman – *serif*. To adjust for the fact that Times is a bit smaller than Helvetica, we increase the font size to 14 pixels. The many styles that 'wiki-content' in their definition are necessary to change the font size for all the tags in the wiki content.

```
body {
    font-family: Times, "Times New Roman", serif;
    font-size: 14px;
}
.wiki-content,
.wiki-content p,
.wiki-content table,
.wiki-content tr,
.wiki-content td,
.wiki-content th,
.wiki-content ol,
.wiki-content ul,
.wiki-content li {
    font-size: 14px;
}
```

Notes

Note: By default, only system administrators can edit the CSS for a space or for the site. To allow any user with Space Admin permissions to edit the CSS for a space, go to > **General Configuration** > **Security Configuration** and select **Custom Stylesheets for Spaces**.

Pages and Blog Posts

When you create any content in Confluence – whether it's taking down some quick notes from a meeting, writing a requirements page, or letting your teammates know about the company's latest marketing push – you'll either be creating it as a page or a blog post. You may be shocked to know that this page you're reading now, is, in fact, a Confluence page!

Pages and blog posts are the two things that allow you to capture and share information in Confluence, and which one you use depends on what you want to do with your content. If you want the information to last, and possibly evolve over time, then you likely want to create a page; if the information is specific mainly to the current time-frame, and isn't going to change over time, then you'll most likely want to create it as a blog post. These aren't hard-and-fast rules; they're just pointers to give you a place to start.

Related pages:

- Working with Pages
- Blog Posts
- Using the Editor
- Working with Templates
- Delete or Restore a Page
- Working with Spaces

Each Confluence space, including your personal space, allows you to create pages in it, and has its own blog where you can create posts. If you're not sure what a space is, or what you can do with spaces, check out our page on Working with Spaces.

Take a look at the below pages to learn more about pages and blog posts in Confluence.

- Working with Pages
- Blog Posts
- Using the Editor
- Move and Reorder Pages
- Copy a Page
- Delete or Restore a Page
- Add, Remove and Search for Labels
- Working with Drafts
- Page Restrictions
- Working with Links
- Working with Anchors
- Working with Tables
- Using Autocomplete
- Working with Page Layouts and Columns and Sections
- Creating Beautiful and Dynamic Pages
- Working with Templates
- Working with Blueprints
- Importing Content Into Confluence
- Orphaned Pages
- Undefined Page Links
- View Page Information
- Page History and Page Comparison Views
- Using a WebDAV Client to Work with Pages
- Working with Macros

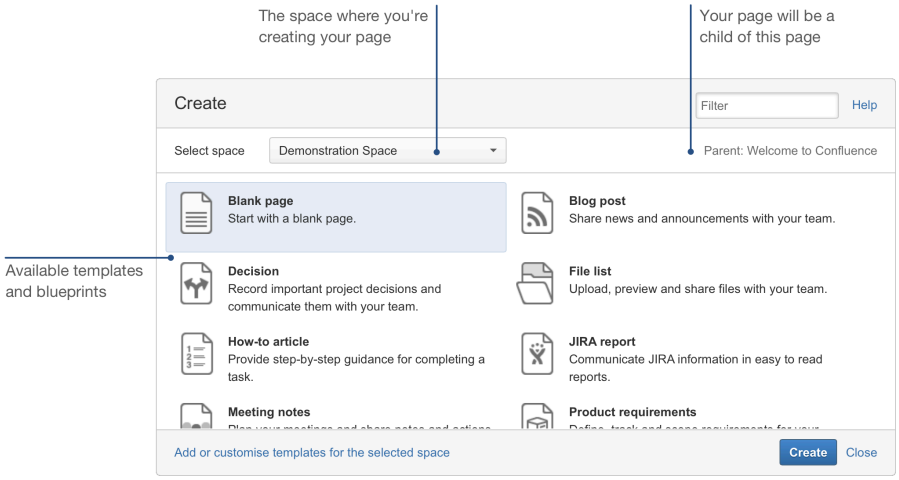
Working with Pages

On this page:

Create a page

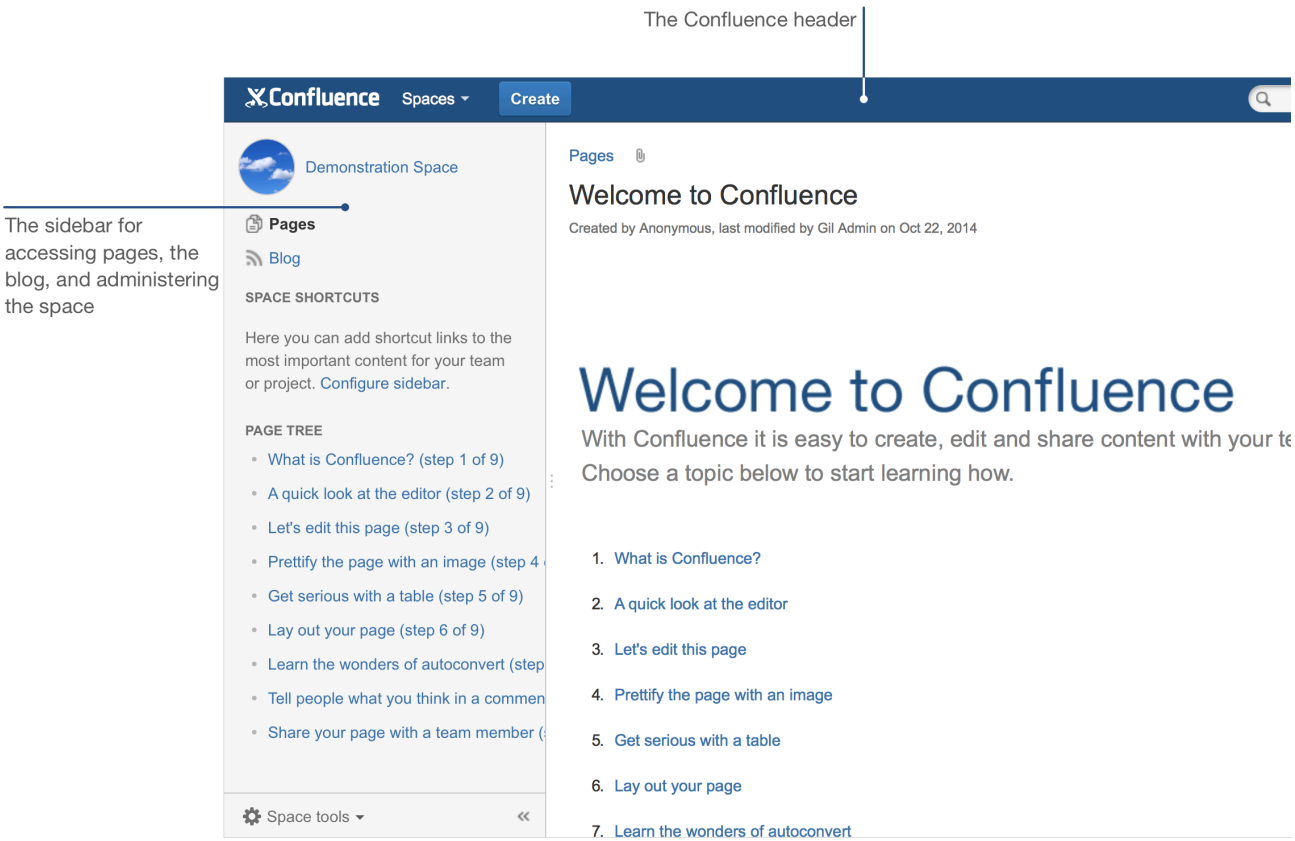
You can create a page from anywhere in Confluence; just choose **Create** in the header and you're ready to go. Pages are the place to capture all your important (and unimportant) information; start with a blank page and use it like a word processor to add rich text, tasks, images, macros and links, or use one of the useful blueprints to capture meeting notes, decisions, and more.

Screenshot: The template and blueprint selector



Once you choose **Create** and decide on a blank page or blueprint, you'll be taken straight into the Confluence editor. The editor is where you'll name or rename your page, add the content, and format it to look great. When you've added some content, choose **Preview** to take a peek at what your finished page will look like, and choose **Save** when you've finished your edits.

After you save you'll see the page in 'view' mode. You can re-enter the editor any time by choosing **Edit** or pressing **E** on your keyboard.



Another useful way to create a page is to use the Create from Template Macro. This macro allows you to choose a page template, and adds a button to the page allowing one-click page creation. If you want others to create pages using this template, this is a great option.

Collaborate or restrict

Once you've created a page, you can decide if you want to keep it private, using restrictions, or collaborate on it with others using @mentions, sharing, and comments.

Organise and move

You can also organise pages in a hierarchy, with child and/or parent pages for closely related content. When you navigate to a Confluence page and choose the **Create** button in the header, the page you're creating will by default be a child of the page you're viewing. Have as many child pages and levels in the hierarchy as you need to, and move pages if you want to change their location.

If you want to view all pages in a Confluence space, choose **Pages** in the sidebar, or choose **Browse** > **Pages** at the top of the screen if you're using the Documentation theme. If the space is using the Default theme, you'll see recent updates to pages and a page tree displaying all pages in the space; if it's using the Documentation theme, you can choose either **Recently Updated**, **Alphabetical**, or **Tree** view of the pages in the space.

Each time you create a page, you're creating it in a space. Spaces are containers used to contain pages with related content, so you can set them up for each team in your organisation, for projects, a combination of both, or for any reason you want to group pages together. See Working with Spaces for more information.

Other page actions

- Copy a page
- Delete a page or remove a specific version of a page
- Monitor page updates and other activity through page notifications
- View page history, and manage and compare versions of a page
- Search page content, including attachments
- Export pages to Word, PDF, HTML or XML
- Like a page

We recommend you don't use special characters in page or attachment names, as the page or attachment may not be found by Confluence search, and may cause some Confluence functions to behave unexpectedly.

Note: If you rename a page, Confluence will automatically update all relative links to the page, except in some macros. Links from external sites will be broken, unless they use the permanent URL. See Working with Links for more information.

Blog Posts

Blog posts are an easy way to share announcements, journal entries, status reports, or any other timely information. Others can join in by commenting on and/or liking your blog post and, if you get enough of either, your post might make it to the popular feed on the dashboard!

Each space in Confluence, including your personal space, has it's own blog. To view a space's blog, go to a space and choose **Blog** in the sidebar; if you're using the Documentation theme, choose **Browse** > **Blog** at the top of the screen. You'll see a list of the latest blog posts, and you can click through to earlier posts via the navigation area in the sidebar.

Create a blog post

You can follow the same process to create a blog post as when you create a Confluence page.

1. Navigate to the space where you want to create your blog post
2. Choose **Create** in the Confluence header and select **Blog post**
3. Add your content and choose **Publish**

You can create blog posts from the Dashboard, but you'll need to make sure you choose the space it's going to appear in in the create dialog.

Blog posts can be attractive and engaging in the same way a page can be, so go ahead and add images, YouTube clips (preferably of cats), and tables to your post to really grab your audience.

To create a blog post, you need the 'Add Blog' permission. See Space Permissions.

Move a blog post

If you create a blog post in the wrong space, or want to reorganise your spaces, you can move an individual blog post to another space.

To move a blog post, go to the post and choose ••• > **Move** and select the new destination space.

You'll need the 'Delete blog' permission in the current space, and 'Add blog' permission in the new (destination) space to do this.

Restrict a blog post

You can restrict a blog post so that it is only available to specific users or groups. Blog post restrictions work in the same way as page restrictions.

To restrict a blog post prior to publishing it, choose the **Unrestricted** button in the footer and apply your restrictions. To restrict a blog post after publishing, choose ••• > **Restrictions** and apply your restrictions.

Notes:

- Notifications are sent at the point a blog post is created - removing restrictions **does not** trigger a new notification.
- As a blog post has no parent, restrictions aren't inherited.

Delete a blog post

To delete a blog post, choose ••• > **Delete**. Deleting a blog post follows the same rules as deleting a page.

Export a blog post

You can export individual blog posts to PDF. This is useful, for example, if you want to email an internal blog post to people outside your organisation.

See Exporting Content to Word, PDF, HTML and XML for more information on exporting blog pages to PDF.

Using the Editor

The Confluence editor is what you'll use to create and edit Confluence pages, blog posts, and comments. You can enter content as you would in a Word document, apply formatting, and embed other content and files on the page.

Note: To edit a page, you need the 'Add Pages' permission for the space. See space permissions. Someone may also apply page restrictions that prevent you from editing the page.

Edit a page or blog post

You'll be taken to the editor whenever you create a new page or blog post, or add a comment. To edit an existing page or blog post, choose **Edit** at the top of a page or press **E** on your keyboard.

Confluence automatically saves drafts of your page as you work. If another user begins editing the same page as you, Confluence will display a message and will try to merge the changes when you save your page. To see changes between different versions of the page, look at the history of the page.

The editor

The editor allows you to enter or change the title of your page; insert content including text, images, and links; and format your content using the toolbar.

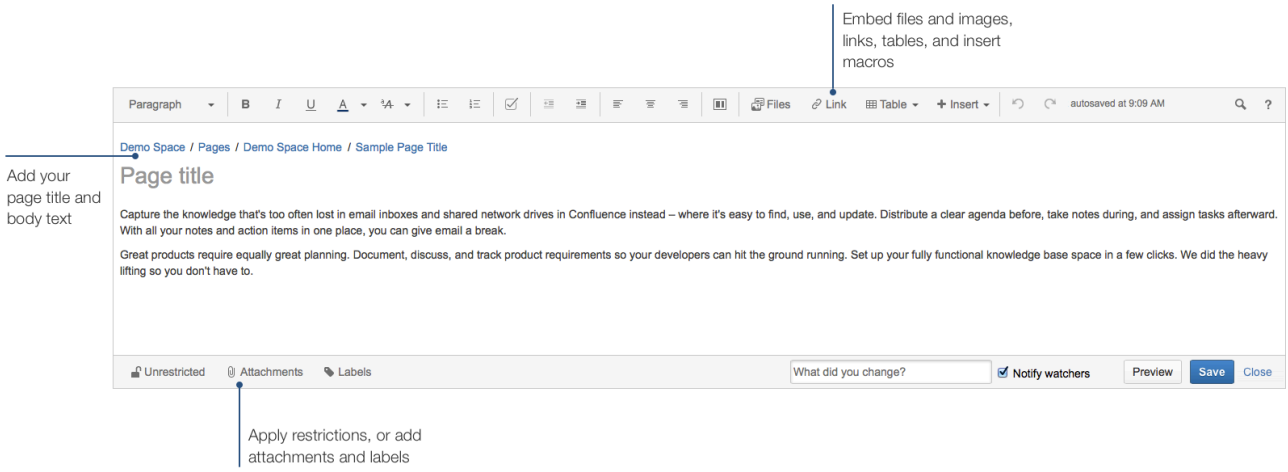
If you're renaming your page, there are some things you should take into account.

On this page:

Related pages:

- Working with Tables
- Working with Page Layouts and Columns and Sections
- Displaying Files and Images
- Working with Links
- Using Symbols, Emoticons and Special Characters
- Confluence User's Guide

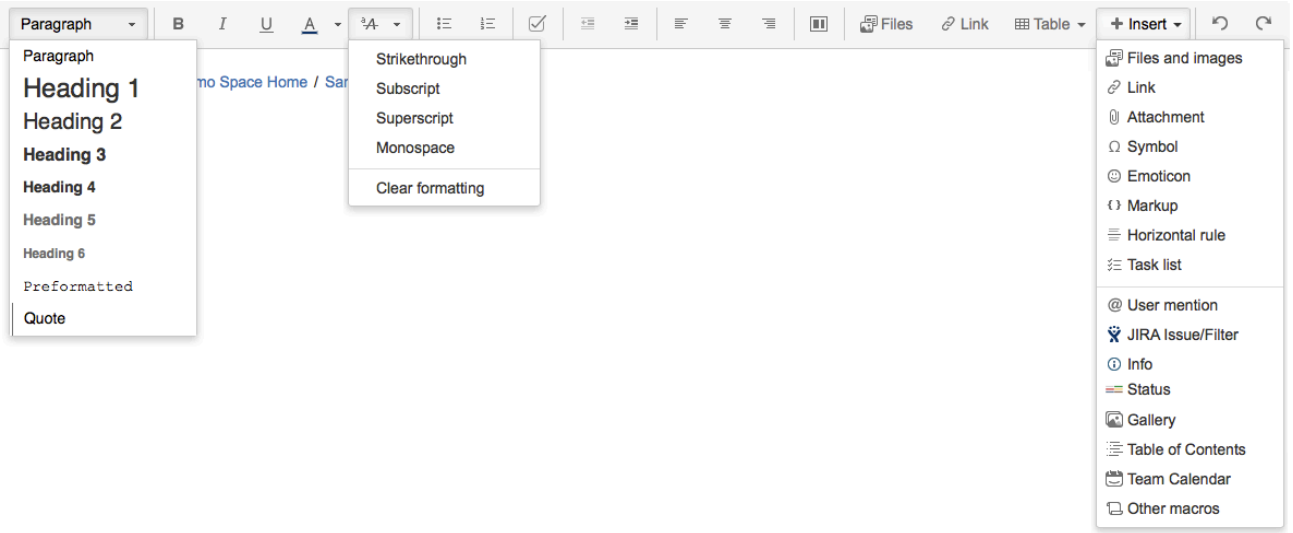
Screenshot: The Confluence editor



Editor toolbar

The editor toolbar is where you format your page layout and text, and add links, tables, images, attachments and macros. You can also perform a find and replace, or get help using the editor by choosing the help icon .

Screenshot: The editor toolbar



The Insert menu

The **Insert** menu is particularly useful. Use the **Insert** menu to include any of the following content types on your page:

- An image
- A link to another Confluence page or external URL, or a link to an attachment or image
- An emoticon or symbol, or a horizontal line
- A macro (choose a specific macro, or **Other Macros**, from the **Insert** menu)

You can also use keyboard shortcuts to insert links, images, and macros. Try out the shortcuts listed below:

- Type **[** (square bracket) to insert a link.
- Type **!** (exclamation mark) to insert an image or other media.
- Type **{** (curly bracket) to insert a macro.

Typing any of the above shortcuts will trigger the autocomplete functionality, prompting you with a list of suggestions to finish off the entry. For more shortcuts, click the help icon on the editor toolbar.

Restrictions, labels, and notifications

When editing a page, you may want to set restrictions on who can view or edit the page, or add labels to the page to make it easily searchable.

Once you're ready to save, you can enter change comments to let others know what you've changed, and, if you like, send an email notification to anyone watching the page.

Things to help you work faster

Auto-formatting

You can type Confluence wiki markup directly into the editor to have Confluence auto-format your text as you type. To learn more, choose help icon in the toolbar, then choose **Editor Autoformatting**.

Autoconvert for pasted links

When you paste certain URLs into Confluence, the editor will analyse what you're pasting and automatically convert it into something that will display well in Confluence. Examples include:

- YouTube videos
- JIRA issue queries
- Google Maps
- Confluence pages, blog posts, comments, user statuses, user profiles.
- Shared screenshot links from Skitch
- And more.

Drag-and-drop for external images and files

You can drag files, like images, multimedia, Office files and PDFs, from your computer and drop them directly into the editor. The contents of the file will be embedded into the page or blog post.

Drag-and-drop within the editor

In the editor panel, you can drag an image or a macro from one location to another on the page. Hover your cursor over the image or the macro placeholder and your cursor changes to a drag-and-drop icon . Click the image or macro and drag it to a new location.

Note: For the drag-and-drop of images and macros in the editor, Confluence supports the following browsers: Chrome, Firefox, and Internet Explorer 10 (desktop mode).

Keyboard shortcuts

To view the available keyboard shortcuts, choose the help icon in the editor toolbar.

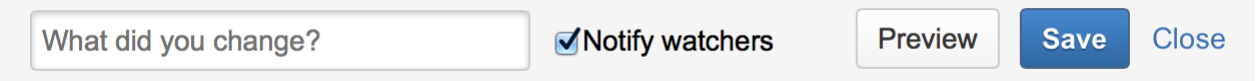
Find and replace text

Click the icon on the toolbar, or use the keyboard shortcut **Ctrl+F** (Windows) or **Cmd+F** (Mac OS).

Search matches are highlighted in yellow. You can step through the results one by one, replace the matching text strings one by one, or replace all matching strings at once. Find and replace works only within the current page.

Record change comments

When you finish editing a page, you can add a comment to let others know what you changed. Type a short message in the change comments field in the footer, and the comment will be visible to anyone viewing versions of the page in page history.



Using Symbols, Emoticons and Special Characters

You can add various symbols and special characters to Confluence pages. You can also use them in other places that display content, such as blog posts, comments, the dashboard welcome message and the configuration panels offered by the Documentation theme.

Inserting symbols and special characters

To add a symbol to your page:

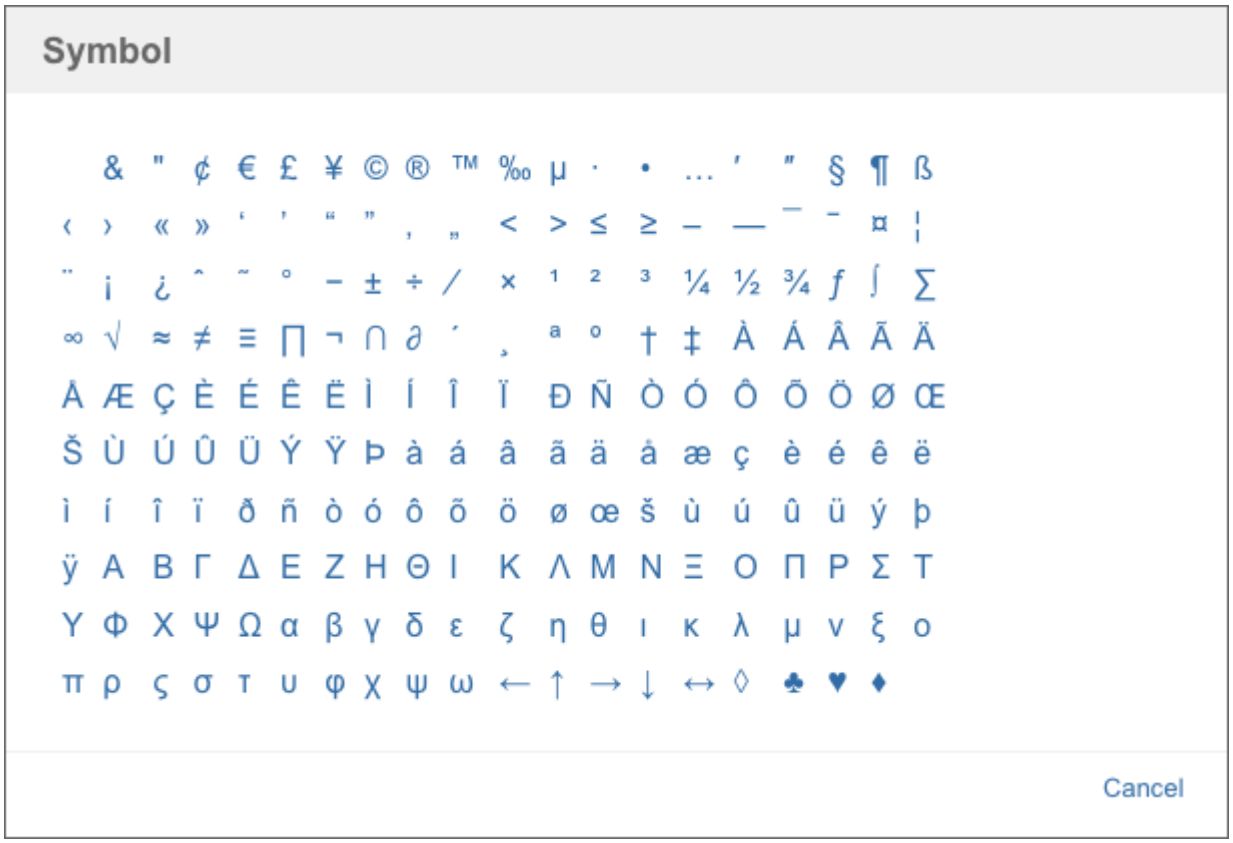
1. Edit the page.
2. Choose **Insert** > **Symbol**. This will display the 'Insert Custom Character' window.
3. Choose a symbol to insert it.

On this page:

Related pages:

- Confluence Wiki Markup
- Confluence User's Guide

Screenshot : Available symbols



Inserting emoticons

There are two ways to add an emoticon, or smiley, to your page.

By choosing an emoticon from those available:

1. Choose **Insert** > **Emoticon**.
2. Choose an emoticon to insert it.

By typing a character combination:
You can insert emoticons by typing commonly-used character combinations. For example, the following code appears as an emoticon when the page is rendered.

```
;)
```

The above example creates this emoticon:

This table shows the emoticons (and other icons) available in Confluence, and the character combinations that create them:

Image																					
Notation	:)	:(	:P	:D	;)	(y)	(n)	(i)	(/)	(x)	(!)	(+)	(-)	(?)	(on)	(off)	(*)	(*r)	(*g)	(*b)	(*y)

Preventing emoticons from appearing

To undo the conversion of a character combination into an emoticon, press **Ctrl+Z** (Windows) or **Cmd+Z** (Mac).

To prevent Confluence from converting text to emoticons automatically, disable 'Autoformatting' in your user profile. See Edit Your User Settings.

The Confluence knowledge base has an article on disabling emoticons for the Confluence site as a whole.

Move and Reorder Pages

The easiest way to set a page's location in Confluence is to navigate to the space where you want the page to live and, if necessary, find its parent page and choose **Create**. Sometimes though, you'll want to change a page's location either while you're creating it, or after it's been created.

You can also move and reorder pages in the page tree (hierarchy).

On this page:

Related pages:

- Working with Pages
- Copy a Page
- Delete or Restore a Page
- Orphaned Pages

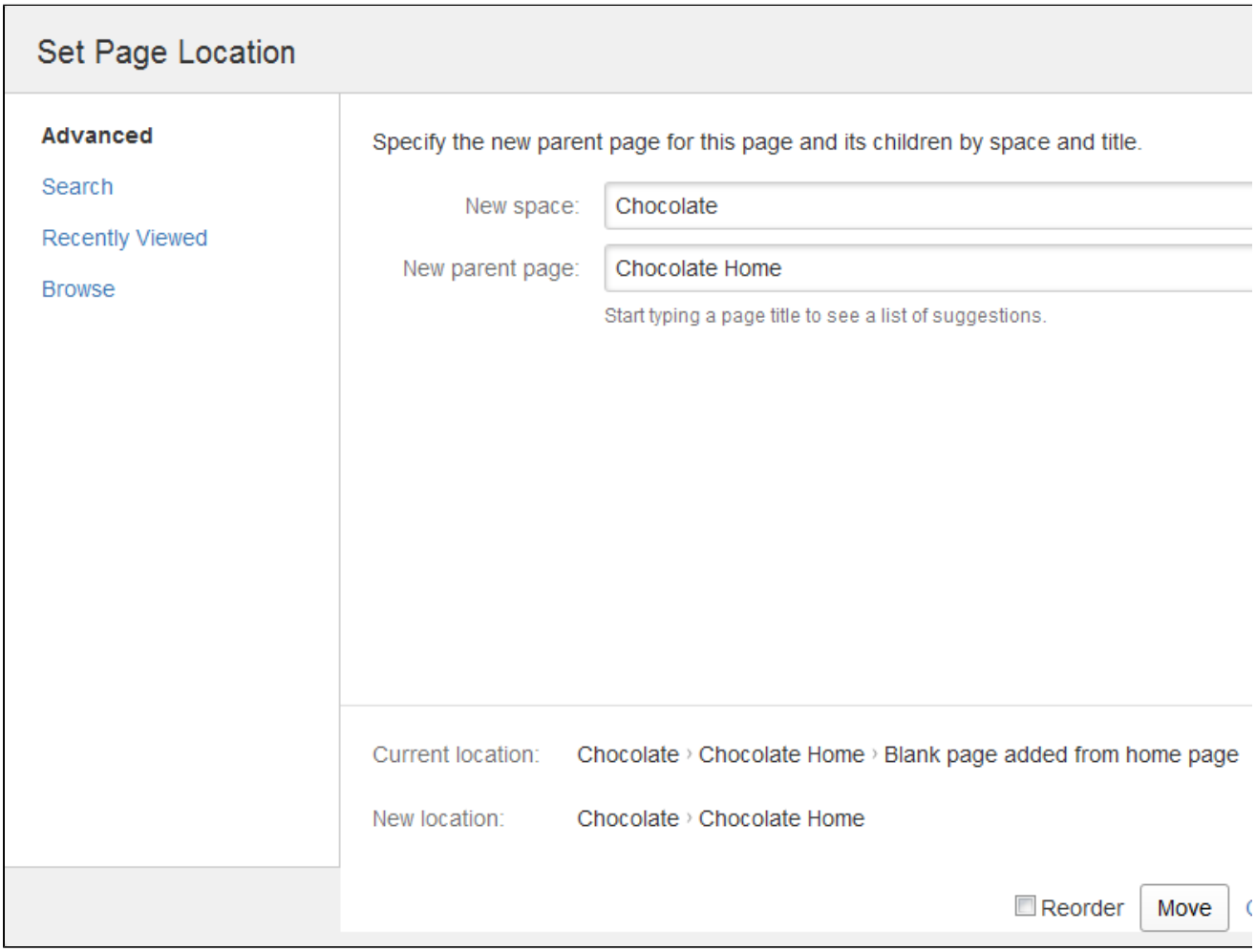
Set page location or move a page

1. Do either of the following:
   - **While creating a page** – choose **Location** at the bottom-left of the page
   - **Once a page is created** – choose ••• > **Move**
2. Use the tabs on the left of the 'Set Page Location' dialog to help you find the new space and/or parent page for your page (the **Current location** and **New location** breadcrumbs at the bottom of the dialog indicate the current parent page and new parent page)
3. Select **Reorder** if you want to move the page to a different position amongst the child pages (when you choose **Move** in the next step, you'll be able to reorder the page)
4. Choose **Move** (If you're reordering the child pages, choose the new position for the page and choose **Reorder**)

The page – along with any attachments, comments, and child pages – is moved to your chosen location. Confluence will automatically adjust all links to the moved pages, to point to the page(s) in its new location.

When completing the **New parent page** field, you need to select the page suggested by Confluence's autocomplete. Typing or pasting the page name (or using your browser's autocomplete) won't work.

Screenshot: Setting the location or moving a page



Reorder pages within a space

You can change the location of a page within its space, and reorder pages in the hierarchy. This allows you to:

- Move a single page, or a family of pages, to a different parent within the space.
- Reorder pages that are children of the same parent.

All links to the page are maintained. When you move a parent page, the entire hierarchy of child pages will move too.

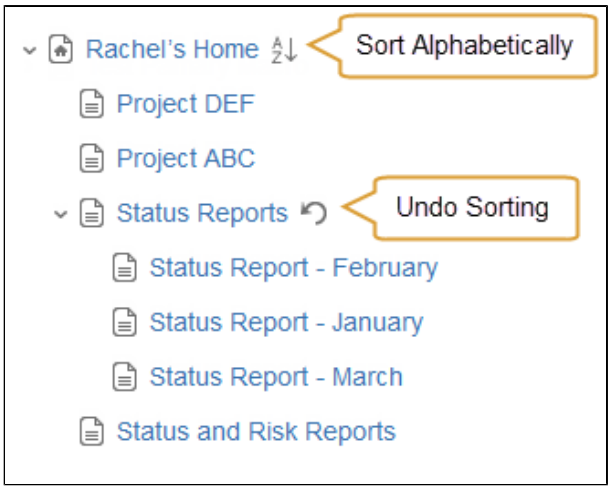
To move or reorder a page:

1. Go to the space and choose **Space tools** > **Reorder pages** from the bottom of the sidebar
2. Expand the branches to locate the page you want to move
3. Drag the page to a new position in the tree

If you're using the Documentation theme go to **Bro wse** > **Pages** > **Tree** and then drag the pages to a new position as above.

Alternatively, you can choose to order a group of child pages alphabetically by choosing the **Sort Alphabetically (A-Z)** icon. The **Sort Alphabetically** (A -Z) icon only appears next to the parent page if the page family is currently sorted manually.

If you change your mind, you can use the **Undo Sorting** icon to revert back to the previous manual page order. This option is only available immediately after sorting the page, while you're still on the **Reorder Pages** tab, and haven't performed any other action.



Notes about permissions

To move a page, you need the following permissions:

- 'Add' permission on the page you're moving, and
- 'View' permission on the page's parent page. If you're moving the page to a different parent, you need 'View' permission on the new parent.

To move a page into a different space, you also need:

- 'Delete' permission on the space you're moving from, and
- 'Add' permission on the space you're moving to.

If the page has restrictions, and you want to keep the page restrictions in the new location, you'll also need 'Restrict' permission on the space you're moving to. Alternatively, remove the page restrictions before performing the move.

Copy a Page

If you need to duplicate the content of a page, the easiest way is to copy it by choosing Go to a page in the space and choose ••• > **Copy**.

When you copy the page it'll need to be renamed if you intend to keep it in the same space – and Confluence will rename the page 'Copy of [originalPageName]' by default – as pages in a space must have unique names. If you plan on moving it to another space, you can keep the same name as long as you set the location while you're creating the copy. See Move and Reorder Pages for more information.

Related pages:

- Working with Pages
- Move and Reorder Pages
- Confluence User's Guide

You need the 'Create Pages' permission in a space to copy pages within that space. See space permissions for more information.

To copy a page:

1. Go to a page in the space and choose ••• > **Copy**
   Confluence will open a copy of the page in the editor. By default, Confluence will name the page 'Copy of [originalPageName]'.
2. Rename the page and make any other changes required in the body of the page
   If you need to move the new page to a different space or a different parent, choose **Location** at the bottom-left of the page. Refer to the instructions on moving a page.
3. Choose **Save**

Notes

- Copying a page will duplicate all of the original page's attachments and labels, but won't copy comments from the original page.

- This method of copying a page doesn't 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.

Delete or Restore a Page

When you delete a Confluence page, it moves to the space's trash much like an email moves to your email trash or a file moves to the trash on your computer. It's not permanently deleted, and is still retrievable, until you purge the page from the trash.

On this page:

Related pages:

- Pages and Blog Posts
- Editing or Deleting a Page That Won't Render
- Confluence User's Guide

Delete a page

When you delete a page in Confluence, you're deleting all versions of the page. If you only want to delete a specific version of a page, take a look at the instructions below for deleting a specific version.

To delete a page and all its versions:

Go to the page and choose ••• > **Delete** (confirm you want to delete the page when prompted)
Note: The **Delete** option will only appear if you have permission to delete this page. See Space permissions.

If someone has applied page restrictions to the page, the restrictions may also prevent you from deleting the page.

To delete a specific version of a page:

If you want to delete a specific version of a page, you need to be a space administrator.

⚠ Deleting a page version is permanent. It won't be moved to the trash, so you can't restore a deleted version.

1. Go to the page and choose ••• > **Page History**
2. Choose **Delete** next to the version you want to delete (confirm the action when prompted)

Once you've deleted a version, the other versions are re-numbered where necessary. For example, if you delete version 2, version 3 will become the new version 2.

Delete a page with children

If you delete a page that has any child pages, the child pages will move to the root of the space. The child pages won't be deleted, but they will lose the parent-child relationship with the deleted page.

If you want to keep the child pages under another parent, it's a good idea to move them first, then delete their former parent.

Hint: If you **do** want to remove a parent page and a large number of child pages:

1. Create a temporary new space
2. Move the parent page to the new space (the child pages will move too)

3. Delete the space

Restore a deleted page

When you restore a Confluence page, you're moving it from the trash to the root of the space. You may want to move the page to another location after you've restored it, as it won't be easy to find at the root of the space.

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

To restore a deleted page:

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **Content Tools** > **Trash**
   A list of deleted pages and blog posts for the space displays.
3. Choose **Restore** for the page you wish to restore

Is your space using the Documentation theme?

If your space is using the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Trash** from the space administration options
   A list of deleted pages and blog posts for the space displays.
3. Choose **Restore** for the page you wish to restore

To find the page after you've restored it, choose **Pages** to go to the root of the space (the page isn't restored to its original position in the page hierarchy). See Move and Reorder Pages for more information.

If a new page has already been created in that space with the same name as the page you're restoring, you'll be given an option to rename the page before it's restored.

Purge deleted pages

If you want to permanently get rid of a page, you need to purge it from the trash. That'll mean the page, and all its versions and attachments, are gone for good.

⚠ Attachments of deleted pages will remain in the database (allowing potential retrieval) until the trash is purged. Once the trash is purged, all attachments on the page(s) are permanently removed.

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

To purge deleted pages:

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **Trash**
   A list of deleted pages and blog posts for the space displays.
3. Choose **Purge** for a specific page or **Purge All** to permanently clear all deleted pages and news items

Is your space using the Documentation theme?

If your space is using the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Trash** from the space administration options
   A list of deleted pages and blog posts for the space displays.
3. Choose **Purge** for a specific page or **Purge All** to permanently clear all deleted pages and news items

Add, Remove and Search for Labels

Labels are key words or tags that you can add to pages, blog posts and attachments. You can define your own labels and use them to categorise, identify or bookmark content in Confluence.

For example, you could assign the label 'accounting' to all accounts-related pages on your site. You can then browse all pages with that label in a single space or across the site, display a list of pages with that label, or search based on the label.

Because labels are user-defined, you can add any word that helps you identify the content in your site.

You can also apply labels (known as categories) to spaces, to help organise your Confluence spaces. See Using Labels to Categorise Spaces.

On this page:

Related pages:

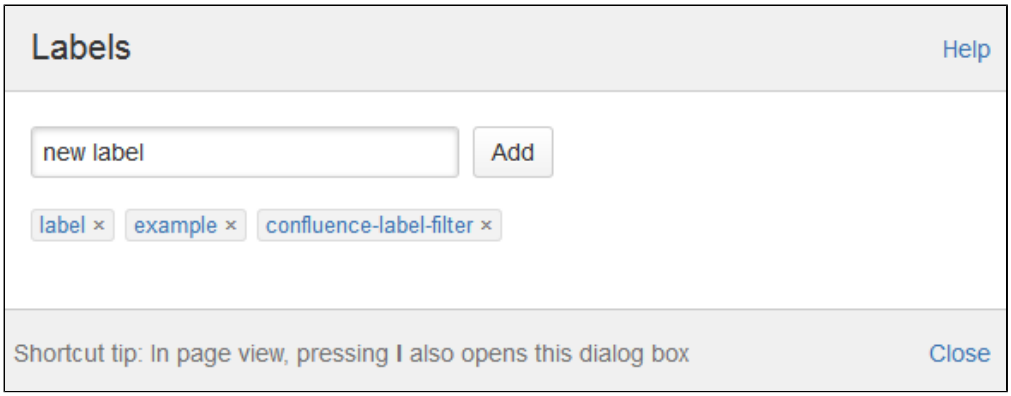
- Using Labels to Categorise Spaces
- Displaying Pages with Label Macros

Label a page or blog post

Any user with permission to edit a page can add labels to a page. Any existing labels appear at the bottom-right of the page, below the page content.

To add a label to a page or blog post:

1. Go to the page choose the edit icon b eside the list of labels or press **L** on your keyboard
2. Type in a new label (existing labels are suggested as you type)
3. Choose **Add**



Label an attachment

1. Do either of the following:
   - Go to the page that contains the attachment and choose Go to ••• > **Attachments**
   - Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar, then choose **Attachments**

   You'll see a list of attachments, with any existing labels listed in the **Labels** column.
2. Choose the edit icon beside the list of labels and type in a new label (existing labels are suggested as you type)
3. Choose **Add**

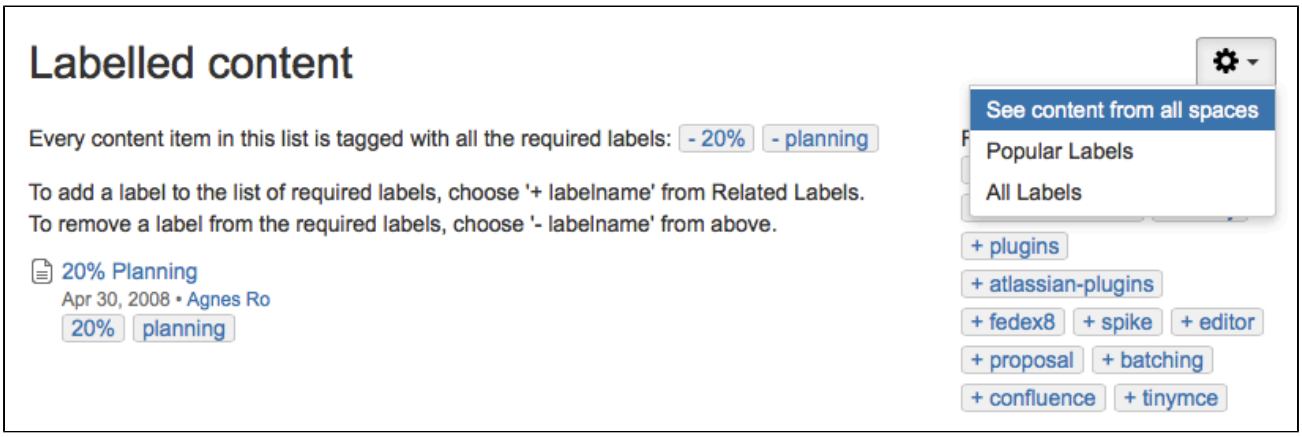
You can also add labels in a list of attachments displayed by the Attachments macro, by choosing the edit icon beside each label.

If you add one or more labels to a template, that label will be copied to the page when someone adds a page based on that template. See Creating a Template.

The Labelled content page

If you're viewing a page or post that has labels or displays the Attachments macro, you can choose any label to go to the **Labelled content** page for the space. Choose **Popular Labels** or **All Labels** from the cog at the top-right – to view the most-used labels or all labels in the space – or choose **See content from all spaces** fr om the cog to view labelled content from all spaces in your Confluence site.

Screenshot: The Labelled content page



The **Popular Labels** option displays a word cloud, where the bigger a label is displayed, the more popular it is. Choose any label to view content tagged with that label.

You can also navigate to the labels view for a space by entering the following URL (replace SPACEKEY with the space's key):

```
<your.Confluence.site>/labels/listlabels-alphaview.action?key=SPACEKE
Y
```

Is the space using the Documentation theme?

If the space is using the Documentation theme, access the **Labelled content** page by choosing **Browse** > **Labels**

Search by label

You can use the `'labelText:'` prefix to search specifically for content that has a specific label. For example, if you're looking for pages with the label 'chocolate', type `labelText:chocolate` into the search field in the Confluence header. For more examples of searching by label, see Confluence Search Syntax.

Search for labelled pages using a URL

Entering a URL with an appended label or labels is another way to search for pages with particular labels.

In your browser's address bar, enter the following URL and press enter: `http://<your.Confluence.site>/label/foo+bar`

The **Labelled content** page will load, showing search results for pages with the **both** labels, 'foo' and 'bar'. Replace 'foo' and 'bar' with the label(s) you want to search for, and separate multiple labels with a + symbol.

Adding a label to your results:

Once you're on the **Labelled content** page, you can add more labels to your search by choosing them from the **Related Labels** list at the top-right of the page. Each label is listed with a plus (+) sign.

If you want to remove labels from your search, locate the included labels at the top of the page and choose the label(s) you want to remove. Each included label will be listed with a minus (–) sign.

Remove labels

When viewing page, blog post, or attachment labels, an **x** appears alongside each label. Choose the **x** to remove the label.

If you have deleted pages that contain a label, you may need to purge the deleted pages from the space's trash to ensure that the label disappears too.

Displaying Pages with Label Macros

Using labels and macros, you can categorise pages and then display them in Confluence in a number of ways.

As an example, you could label all pages relevant to the marketing team with 'marketing', and then add more specific labels like 'online', 'mobile', and 'physical' to different pages where required.

You could then use the Content by Label Macro to display different combinations of pages with the marketing label. Some combinations you could use would be:

- All pages with the label 'marketing'.
- Pages with all of the following labels: 'marketing', 'mobile', and 'online'.
- Pages with either the 'mobile' or 'online' labels, in the Marketing space.

Related pages:

- Add, Remove and Search for Labels
- Working with Macros
- Using Labels to Categorise Spaces

There are a lot of ways you can filter the content, making it easier for you to find content that's relevant to you.

Other label macros

Here are some other macros that use labels, and can help you categorise and display your content.

Navigation Map macro

The Navigation Map macro renders the list of pages associated with a specified label as a navigation map.

Related Labels macro

The Related Labels macro lists labels commonly associated with the current page's labels.

Content by Label macro

The Content by Label macro displays a list of content marked with specified labels.

Content Report Table macro

The Content Report Table macro displays a set of pages and blog posts in tabular format, based on the specified labels.

Labels List macro

The Labels List macro lists all labels of a space, grouped alphabetically.

Recently Used Labels macro

The Recently Used Labels macro lists labels most recently used in a specified scope - global (site), space, or personal.

Popular Labels macro

The Popular Labels macro displays popular labels in a list or in a heatmap (also called a cloud).

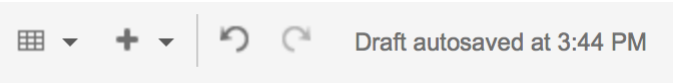
Working with Drafts

A draft is a 'snapshot' of unsaved page content, which Confluence creates automatically at regular intervals while you're creating or editing a page or blog post. Drafts can minimise the loss of work if your Confluence site experiences a problem, as you can retrieve the page content from the last saved draft.

By default, Confluence saves a draft of your page once every thirty seconds, however, a Confluence administrator can configure how often drafts are saved. In addition, whenever you edit a page and then move to another screen, Confluence will automatically save a draft. Each new draft replaces the previously saved draft.

Each time Confluence saves a draft, it displays a message and the time of the last save, to the right of the **undo** and **redo** buttons in the editor toolbar. When you edit a page that wasn't successfully saved, Confluence will let you know that a version of the page you're editing wasn't saved, and will give you the option to resume editing it from the draft.

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



On this page:

Related pages:

- Configuring the Time Interval at which Drafts are Saved
- Concurrent Editing and Merging Changes
- Confluence User's Guide

More about drafts:

- You only have access to drafts of pages you've been working on, and whose content hasn't yet been saved.
- You can't create a draft explicitly.
- Your drafts are listed in the 'Drafts' tab of your profile.
- Once you've resumed editing a draft, or chosen to discard it, the draft is removed from your drafts tab.

Viewing drafts

Your drafts are listed on the **Drafts** tab of your user profile. To see your drafts, choose **your profile picture** a t top right of the screen, then choose **Drafts**.

Resume editing a draft

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

1. Using your drafts view. To resume editing a draft from this view:
   a. Choose **your profile picture** at top right of the screen, then choose **Drafts**.
   b. Choose **Resume Editing** next to the appropriate draft to resume editing that draft.
      If you hadn't entered a page title, the draft will be named '*Untitled*'.
2. If you create a new page or blog post and didn't save it, but a draft is saved, when you next add a page or blog post in that space, Confluence will ask you if you want to resume editing the page. If you choose **resume editing**, the draft and its unsaved content will be restored, allowing you to continue editing it.

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

Confluence will display a message informing you that you're 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 conflicts, Confluence will give you the option to **View the Conflict** or to **Discard** your changes.

Viewing your unsaved changes

When you edit a page or blog post, you can view any 'unsaved' changes you've made since the last automatically saved draft, by clicking the **Draft autosaved at** message in the toolbar.

Screenshot: Segment of the unpublished changes window

Concurrent Editing and Merging Changes

Sometimes, another user may edit the same page as you're editing, at the same time you do. When this happens, Confluence will do its best to ensure nobody's changes are lost.

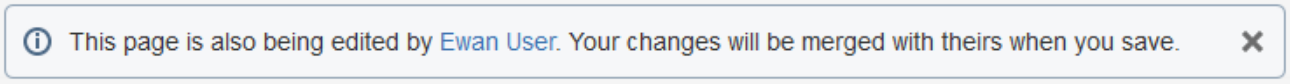
Related pages:

- Page History and Page Comparison Views
- Working with Drafts

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 the changes.

If there are conflicts, Confluence will display them for you and give you the option to:

- **Continue editing** - Continue to edit the page; useful if you want to manually merge the changes.
- **Overwrite** - Replace the other person's edits with yours (their edits will be lost).
- **Cancel** - Discard your changes and exit the editor, keeping the other person's edits.

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 don't 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, maintaining Alice's changes.

Page Restrictions

Page restrictions allow you to control who can view and/or edit individual pages in a space. So, if you're working on a page that shouldn't be viewed by just anybody, it's easy to lock it down to the people who need to know. You can add restrictions for individuals or for Confluence groups.

To add or remove page restrictions, you'll need to have permissions to edit the page and 'Restrict' or 'Admin' permission in the space.

If you restrict viewing of a page to a user or group, all children of that page are also restricted to the user or group. Edit page restrictions on the other hand, **are not** inherited.

On this page:

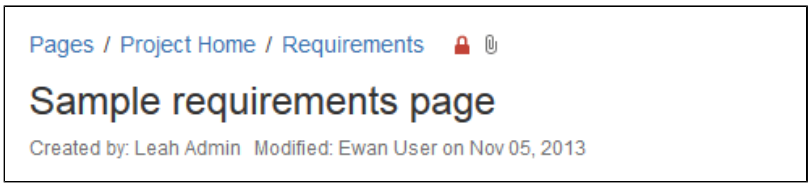
Add restrictions to a page

1. Go to the page and choose ••• > **Restrictions**
2. Choose **Restrict viewing of this page** or **Restrict editing of this page**
3. Enter part of user or group name and choose the appropriate user or group from the autocomplete drop down
   Add as many users and/or groups as you need to.

Once you add restrictions, only those people and groups listed in the restrictions dialog will be able to view and/or edit the page.

View current page restrictions

Confluence displays a padlock icon in the byline when a page has view or edit restrictions.

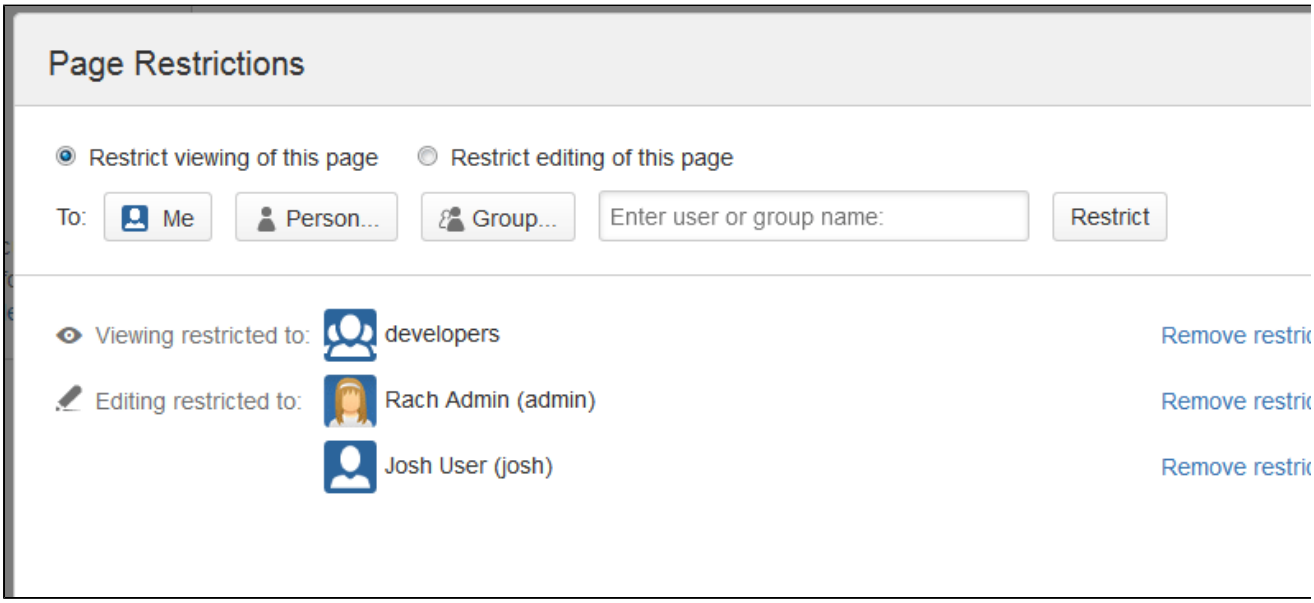


To view the page's restrictions, go to the page and do any of the following:

- choose ••• > **Restrictions**
- choose the padlock icon in the byline
- choose the **Restricted** button at the bottom-left of the page if you're in the editor

You'll see the page restrictions dialog listing the users and/or groups that have permission to view and/or edit the page.

Screenshot: Page Restrictions dialog showing viewing restricted to the 'developers' group and editing restricted to two users.



Remove restrictions from a page

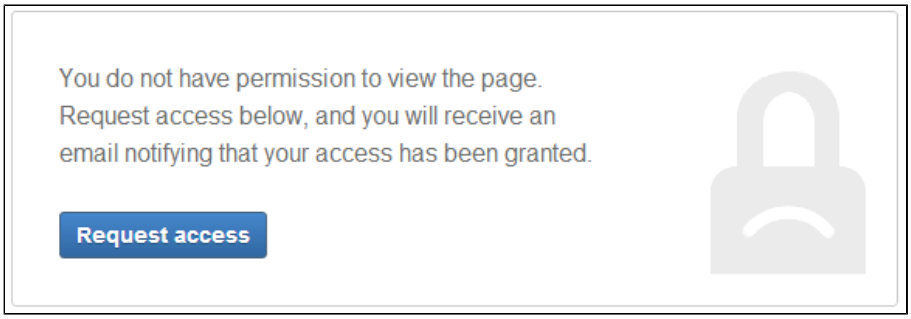
If you need to remove existing restrictions, choose **Remove restriction** to the right of the relevant restriction.

About page restrictions and space permissions

Page restrictions won't override space permissions for a user or group. For example, if you restrict viewing or editing of a page to a user who doesn't have 'view' permissions for the space, they won't be able to see the page.

Request and grant access to view a restricted page

If you navigate to a page that you're not able to view because it has page restrictions applied (for example from a link or page URL) you may be able to request access to the page.



To request access to a restricted page:

1. On the restricted page choose **Request access**
2. Wait for an email confirming that access has been granted

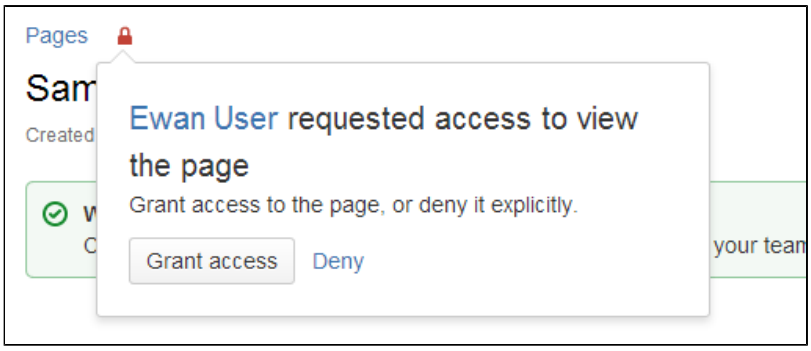
If the request access message doesn't appear, you're not able to request access for that particular page. This usually is because the page has inherited view restrictions from a parent page, or you may not have adequate space permissions.

To grant access to a restricted page:

1. In the request access email, choose **Grant access**.
2. You will be taken to the restricted page, a dialog will appear with the access request.
3. Choose **Grant access**.

The user will receive an email confirming that access has been granted.

This process is the same as navigating to ••• > **Restrictions** and adding a 'View' restriction for the user.



Who can grant access?

To grant access to a restricted page you will need to have permission to edit that page, and have the 'Restrict' or 'Admin' permission for the space.

Confluence will send an email to a user who can grant permissions. The sequence that Confluence will use to search for the appropriate user is:

1. The last person to edit the page
2. **All** non-admin users that can set permissions on the page (given that an admin user can always set permissions)
3. The page creator
4. **All** the space administrators

Confluence will try each of these roles in turn, emailing the first user that has appropriate permissions.

View all restricted pages in a space

You need space admin permissions to view the list of restricted pages in a space.

To view restricted pages:

1. Go to the space and choose **Space tools** > **Permissions** from the bottom of the sidebar
2. Choose **Restricted Pages**

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.

2. Choose **Restricted Pages** in the space administration options

Screenshot: Restricted pages in a space

Permissions | Restricted Pages

This report shows all the pages where access is restricted to specific groups or users by page level p

Title (Space)	Type	Permitted User/Group	Creator	Created
Induction plan - Sophie User (Stars)	Edit	leah	Leah Admin	Feb 18, 2013
Induction plan - Ewan User (Stars)	Edit	leah	Leah Admin	Feb 18, 2013
Draft status report (Stars)	View	admin	Rach Admin	Feb 18, 2013
	View	sophie	Rach Admin	Feb 18, 2013

Notes

- **Inherited restrictions**
  If a page has a '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 child page that has already inherited page restrictions from its parent, users must satisfy both restrictions in order to see the page.
- **You can't exclude yourself**
  As creator or editor of a page, you can't 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.
- **Space Admin and System Administrator access to restricted pages**
  Users with 'Admin' permissions in a space, or users with the System Administrator global permission can remove restrictions from pages, even if the page restriction prevents them from viewing the page. Go to **Space Administration** > **Restricted Pages**.

Working with Links

You can create links to pages, blog posts, anchors, attachments, external

websites, JIRA issues and more. Links can be text or images, and can be added in many different ways.

Links to pages within your Confluence site are relative, which means that you can move pages and rename pages without breaking links.

This page explains the most common ways to create links.

On this page:

Related pages:

- Working with Anchors
- Inserting JIRA Issues
- Confluence User's Guide

Insert a text link

To insert a link on a page:

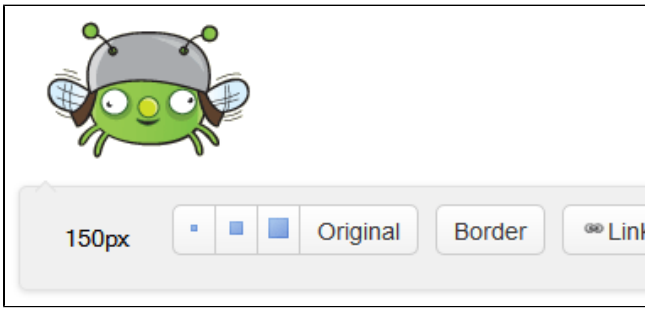
1. Select some text or position your cursor where you want to insert the link
2. Choose **Link** on the toolbar or use the keyboard shortcut **Ctrl+K**
3. Select a page, blog post or attachment, or enter an external URL (see below for how to link to particular types of content)
4. Enter or modify the link text (this is the text that will appear on the page. If this field is left blank, the page name or URL will be used as the link text.)
5. Choose **Insert**

Alternatively you can type **[** followed by the page or attachment name. Autocomplete will suggest matching items for you.

You can also paste a URL directly onto your page. Confluence will automatically create the link, and if the URL is for a page in the current site, the page name will be set as the link text.

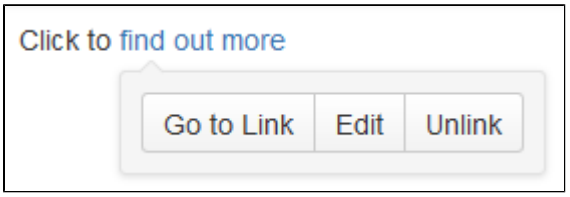
Insert an image link

1. Select an image on your page
2. Choose **Link** on the Image Properties toolbar
3. Select a page, blog post or attachment, or enter an external URL (see below for how to link to particular types of content)
4. Choose **Insert**



Modify a link

1. Select the link text or image
2. Choose **Edit** from the link properties toolbar
3. Modify the link and choose **Save**



Remove a link

1. Select the link text or image
2. Choose **Unlink** from the properties toolbar

Link to specific types of content

Confluence supports many methods for creating links. Some of the common ones are listed here.

Type of link	Ways to do this
Link to a page	Choose **Link** > **Search** then enter part of the page name. Choose **Link** > **Recently viewed** and select a page from the list. Type **[** and enter part of the page name then select the page from the list. Paste the URL of the page onto your page (Confluence will automatically create the link).
Link to a page in another space	Choose **Link** > **Search** enter part of the page name and select **All Spaces** from the drop down. Choose **Link** > **Advanced** then enter the space key followed by the page name `spacekey:mypage`. Type **[** and enter part of the page name then select the page from the list. (you can hover over each suggestion to see which space the page is from).
Link to a blog post	Choose **Link** > **Search** and enter part of the blog post name. Type **[** and enter part of the blog post name then select the blog post from the list.
Link to an attachment or image on this page	Choose **Link** > **Attachment** then upload or select an attachment from the list. Type **[** and enter part of the attachment file name then select the attachment from the list.
Link to an attachment on another page	Choose **Link** > **Search** and enter part of the attachment name. Type **[** and enter part of the attachment file name then select the attachment from the list (you can hover over each suggestion to see which space the page is from).
Link to a website	Choose **Link** > **Web Link** then enter the website URL. Type or paste the URL onto the page (Confluence will automatically create the link).
Link to an email address	Choose **Link** > **Web Link** then enter the email address. Type or paste the email address onto the page (Confluence will automatically create a 'mailto:' link).
Link to an anchor on a page	Choose **Link** > **Advanced** then enter the anchor name in one of the formats below. For an anchor on this page: `#anchor name`. For an anchor on another page in this space: `page name#anchor name`. For an Anchor on another page in another space: `spacekey:page name#anchor name`. See Working with Anchors for more information on using anchors.

Link to a heading on a page	Choose **Link** > **Advanced** then enter the heading in one of the formats below. Heading text is case sensitive and must be entered without spaces. For a heading on this page: `#MyHeading`. For a heading on another page in this space: `Page Name#MyHeading`. For a heading on another page in another space: `spacekey:Page Name#MyHeading`. Be aware that these links will break if you edit the heading text. Consider using the Table of Contents macro or an Anchor instead.
Link to a comment on a page	Go to the comment, right click the **Date** at the bottom of the comment and copy the link. Paste the link directly onto your page or choose **Link** > **Web Link** and paste in the URL. Type **[$** then enter the Comment ID ('12345' in this example): `[$12345]`
Link to an undefined page (a page that does not exist yet)	Choose **Link** > **Advanced** then enter the new page name (a page will be created on click). Type **[** then enter the new page name then choose **Insert link to create page** . See Undefined Page Links for more information on undefined pages.
Link to a personal space or user profile	Choose **Link** > **Search** then enter the user's name and select their personal space homepage or their profile from the list. Type **[** then enter the user's name and select their personal space homepage or their profile from the list.
Link to a JIRA issue (where Confluence is connected to JIRA)	Paste the JIRA issue URL - Confluence will automatically create a JIRA Issue macro.

Link to Confluence pages from other websites

The best way to link to a Confluence page from outside Confluence, for example on a website or in an email message, is to use the tiny link which is a permanent URL. This ensures that the link to the page is not broken if the page name changes.

To access the permanent URL for a page:

1. View the page you wish to link to.
2. Choose **Tools** > **Link to this page**.
3. Copy the **Tiny Link**.
4. Use the tiny link in your website or email message.

You do not need to use the tiny link to link to pages within your Confluence site. Confluence automatically updates links when you rename or move a page to another space.

If you want to link to specific content such as anchors, headings or comments you need to use the following link syntax. Note that there are no spaces in the page name, anchor name or heading text.

In the examples below, the anchor name is 'InsertLinkAnchor' and the heading text is 'Insert a link'.

Purpose	Link syntax

Link to an anchor (from an external website)	`http://myconfluence.com/display/spacekey/pagename#pagename-anchorname`
	Example from this page:
	`https://confluence.atlassian.com/display/DOC/Working+with+Links#Workingw`

Link to a heading (from an external website)	`http://myconfluence.com/display/spacekey/pagename#pagename-headingtext`
	Example from this page:
	`https://confluence.atlassian.com/display/DOC/Working+with+Links#Workingw`

Link to a comment (from an external website)	`http://myconfluence.com/display/spacekey/pagename?focusedCommentId=commer`
	Example from this page:
	`https://confluence.atlassian.com/display/DOC/Working+with+Links?focusedC`

Some things to note when linking to anchors from a website or email message:

- The page name is repeated in the URL, after the # sign. The second occurrence of the page name is concatenated into a single word, with all spaces removed.
- There is a single dash (hyphen) between the concatenated page name and the anchor name.
- The anchor name in the full URL is concatenated into a single word, with all spaces removed.
- The anchor name is case sensitive. You must use the same pattern of upper and lower case letters as you used when creating the Anchor.

Link to a comment

You can add a link to a comment by using the comment URL (a permanent link), or by using wiki markup to link to the Comment ID.

To find out the comment URL and comment ID:

1. Go to the comment you wish to link to
2. Choose the **Date** at the bottom of the comment and examine the URL

The number after 'comment-' is the Comment ID. An example is shown here.

```
https://confluence.atlassian.com/display/DOC/Working+with+Links?focus
edCommentId=368640803#comment-368640803
```

You can use wiki markup directly in the editor to link to a comment. Enter **[$** followed by the Comment ID, for example `[$12345]` where '12345' is the Comment ID.

Using shortcut Links

If you have configured shortcut links on your Confluence site, then you can link to an external site using a shortcut link that looks like this:`CONF-17025@jira`.

Our Confluence site (where this documentation is housed) is configured to allow shortcut links to our JIRA site, using the shortcut `@jira`. So the shortcut link `CONF-17025@jira` produces this link.

To add a shortcut link using the 'Insert Link' dialog:

1. Choose **Link** > **Advanced** and enter or paste the shortcut link into the **Link** field (shortcut links are case-insensitive)
2. Modify or enter link text (this is the text that will appear on the page)
3. Choose **Insert**

You can also type '[' and choose **Insert Web Link** > **Advanced** to enter a shortcut link.

See Configuring Shortcut Links for more details.

Trackback

Trackback enables two sites can stay informed each time one site refers to the other using trackback 'pings'.

In Confluence, Trackback can be enabled by a site administrator in 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. Choose **Tools** > **Page Information**

Any Trackback pings the page has received will be listed under the page's **Incoming Links**.

Confluence incoming trackback pings only work with referenced pages that are public (anonymously viewable).

Working with Anchors

On this page:

Related pages:

- Working with Links

You can use anchors to enable linking to specific locations on a page, and they can be especially useful for allowing your readers to navigate to specific parts of a long document. Anchors are invisible to the reader when the page is displayed.

There are two steps to using an anchor:

Step 1: Create the anchor

Add the Anchor Macro to mark the location you want to link to:

1. Do either of the following in the Confluence editor:
   - Choose **Insert** > **Other Macros**, then find and select the Anchor macro
   - Type **{** and the beginning of the macro name, then select the Anchor macro
2. Enter the **Anchor Name** (For example, 'bottom' or 'important information')
3. Choose **Insert**

Macro options (parameters)

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description

Anchor Name	None	This is the anchor name that you will use when creating the link. • The anchor name can include spaces. Confluence will remove the spaces automatically when building a URL that points to this anchor. • The anchor name is case sensitive. You must use the same pattern of upper and lower case letters when creating the link as you used when creating the Anchor macro.

Step 2: Create a link to the anchor

You can link to an anchor from:

- A page on the same Confluence site. The link may be on the same page as the anchor, another page in the same space, or a page in another space on the same Confluence site.
- Another web page or another Confluence site, using a specifically formatted URL.

Link to an anchor on the same Confluence site:

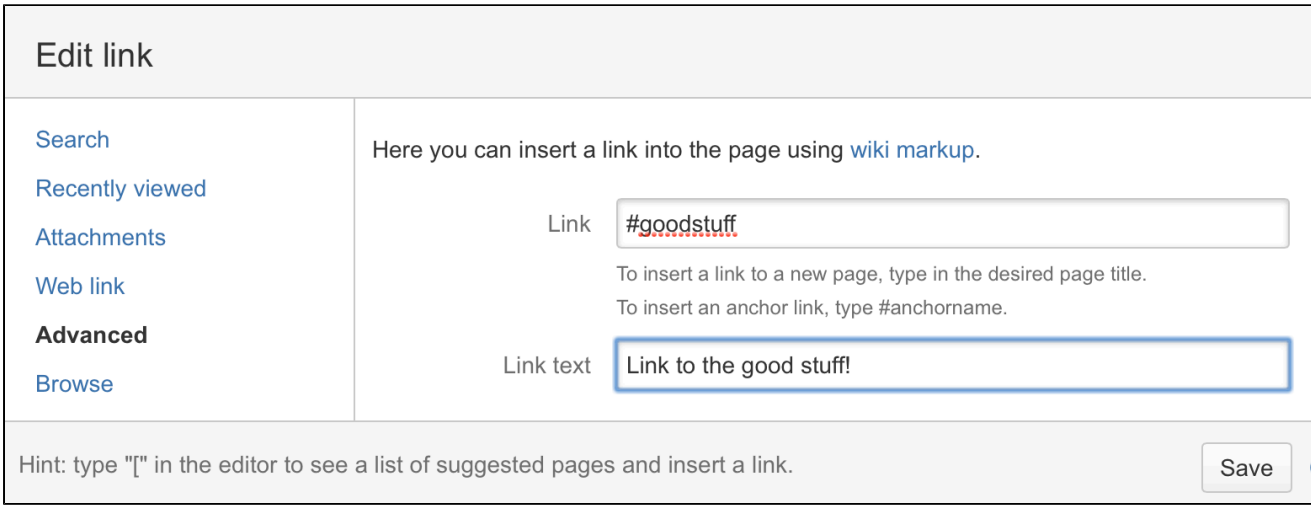
1. Select some text or position your cursor where you want to insert the link
2. Choose **Link** in the toolbar or press **Ctrl+K**
3. Choose **Advanced** and enter the anchor name in the **Link** field, following the format below.

Anchor location	Link syntax for anchor	Examples
Same page	#anchor name	#bottom #important information
Page in same space	page name#anchor name	My page#bottom My page#important information
Page in different space	`spacekey:page name#anchor name`	DOC:My page#bottom DOC:My page#important information

The anchor name is case sensitive, so you need to use the same pattern of upper and lower case letters as you used when creating the Anchor macro. You need to enter page and anchor names with spaces when you link to them in the same Confluence site.

4. Enter or modify the **Link Text** (this is the text that will appear on the page. If this field is left blank, the page name or URL will be used as the link text)
5. Choose **Save**

Screenshot: The 'Advanced' option in the link dialog



Link to an anchor from another web page or another Confluence site:

Use a full URL in the following format:

Link syntax	Examples
`http://myconfluence.com/display/spacekey/pagename#pagename-anchorname`	http://myconflu http://myconflu

Notes about the full URL:

- The page name is repeated in the URL, after the # sign. The second occurrence of the page name is concatenated into a single word, with all spaces removed.
- There is a single dash (hyphen) between the concatenated page name and the anchor name.
- The anchor name in the full URL is concatenated into a single word, with all spaces removed.
- The anchor name is case sensitive.

Notes

- **Table of contents on a page:** Consider using the Table of Contents Macro to generate a list of links pointing to the headings on the page. The list of links will appear on the page, and will be automatically updated each time someone changes the wording of a heading.
- **Linking to headings:** You can link directly to the headings of a page. See Working with Links. However, if someone changes the wording of a heading, those direct links will be broken. Use the Anchor macro to ensure a lasting link within the body of a page.
- **Site welcome message:** If you are adding an anchor to a page that you are using in the site welcome message, you can only link to that anchor from another page. Internal links within that page will not work.
- **Templates:** When you are previewing a template, a link to an anchor is displayed as a 'broken' link. However, when you create a page using the template the resulting page will have the correct link.

Working with Tables

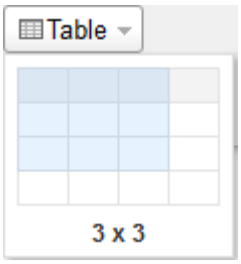
Confluence pages can include multi-row and multi-column tables. You can highlight cells, rows and columns in different colours. When viewing the page, people can sort the table by clicking the column headers.

Inserting a table

To create a table:

1. While editing the page, place your cursor at the point where you want to insert the table.
2. Choose **Table** on the toolbar.
3. A dropdown menu will appear, showing a table with a variable number of rows and columns. Click in a cell to set the number of columns and rows for your table.
4. Add content and more rows and columns as needed. See below for guidelines on what you can do with your table in the editor.

Screenshot: Inserting a table with 3 rows and 3 columns



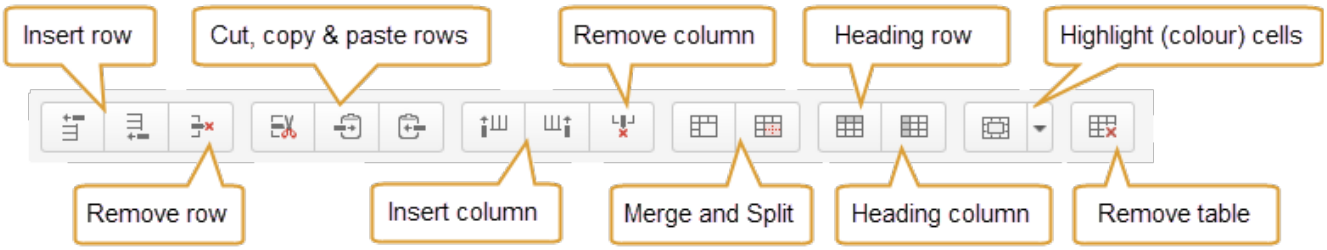
On this page:

Related pages:

- Working with Page Layouts and Columns and Sections
- Using the Editor
- Confluence User's Guide

What you can do with your table in the editor

While editing a page, place your cursor inside a table to see the table toolbar.



Using the table toolbar you can:

- Insert an empty row above the current one.
- Insert an empty row below the current one.
- Remove the current row.
- Cut the current row and copy it to the clipboard.
- Copy the current row to the clipboard.
- Paste the row from the clipboard to the current row.
- Insert an empty column to the left of the current one.
- Insert an empty column to the right of the current one.
- Remove the current column.
- Merge the selected cells.
- Split the selected merged cells.
- Mark a row as a table header. The cells in the row will be highlighted in grey and the text will be bold.
- Mark a column as a table header. The cells in the column will be highlighted in grey and the text will be bold.
- Highlight cells with a background colour.
- Remove the table.

Shortcut keys

Windows	Action	Mac OS X
Ctrl+Shift+c	Copy the current table row, or the selected rows.	Cmd+Shift+c
Ctrl+Shift+i	Insert a table. (Opens the Insert Table dialog.)	Cmd+Shift+i
Ctrl+Shift+v	Paste the table rows from your clipboard, placing them above the current row.	Cmd+Shift+v
Ctrl+Shift+x	Cut the current table row, or the selected rows.	Cmd+Shift+x
Alt+Up Arrow	Add a row above the current row.	Alt+Up Arrow

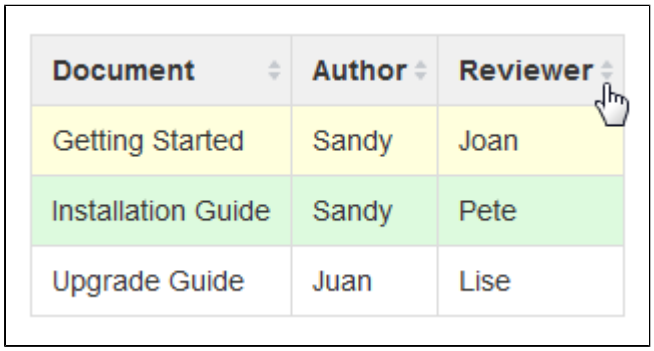
Alt+Down Arrow	Add a row below the current row.	Alt+Down Arrow

For more editor keyboard shortcuts, see Keyboard Shortcuts.

Sorting the table in view mode

When readers view a table on a page, they can sort the table by clicking the sort icons in the header row.

Screenshot: A colourful, sortable table



Document	Author	Reviewer
Getting Started	Sandy	Joan
Installation Guide	Sandy	Pete
Upgrade Guide	Juan	Lise

Using Autocomplete

When using the Confluence editor, you can type a trigger character or press a keyboard shortcut to see a list of suggested links, files or macros to add to your page, or to mention another user (and automatically notify them of this).

Summary of autocomplete

What you want to do	Trigger character	Keyboard shortcut	Description
Add a link on your page	**[**	Ctrl+Shift+K	See a list of suggested pages or other locations to link to from your page. More...
Display an image, video, audio file or document on your page	**!**	Ctrl+Shift+M	See a list of suggested images, multimedia files and documents to embed in your page. More...
Add a macro on your page	**{**	None	See a list of suggestions as you begin typing a macro name. More...
Notify another user by email that you have mentioned them on your page	@	None	See a list of suggested users to mention. More...

On this page:

Related pages:

- Working with Links
- Using Images
- Working with Macros
- Keyboard Shortcuts
- Your Confluence

Using autocomplete for links

Type '[', or press Ctrl+Shift+K, to see a list of suggested pages or other locations to link to from your page. You can link to pages, user profiles, images, documents and other file attachments.

To autocomplete a link:

1. Edit the page.
2. Click where you want to insert a link and do one of the following:

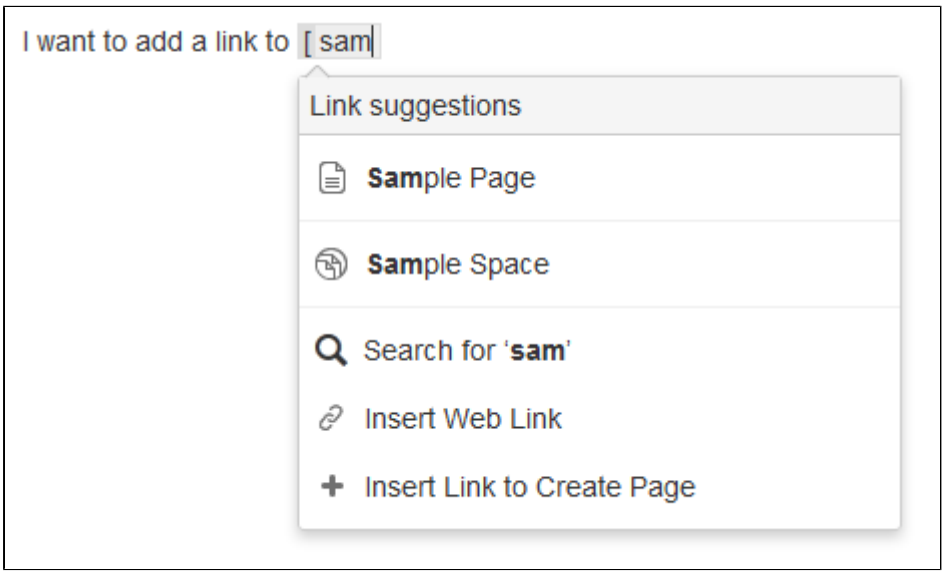
- Type '[' and then the first few characters of the page title, user's name, image name or file name.
- Type the first few characters of the page title, user's name, image name or file name (or select relevant text) and then press Ctrl+Shift+K.

3. Click the relevant link from the list of suggestions.

If the item you need is not in the list, either:

- Choose **Search for 'xxx'** to continue looking for the page within Confluence, or
- Choose **Insert Web Link** to insert a link to an external web page using the link browser.

Screenshot: Autocomplete for a link



Using autocomplete for images, videos, audio files and documents

You can use the autocomplete as a fast way of embedding images, videos, audio files and documents into your page. Type an exclamation mark or press Ctrl+Shift+M to see a list of suggested images, multimedia files and documents to display on your page. You can use autocomplete to embed the following file types:

- Images – any format that Confluence supports.
- Videos, audio files and all multimedia formats that Confluence supports.
- Office documents supported by the Confluence Office Connector: Word, Excel and PowerPoint.
- PDF files.

Autocomplete works most efficiently for files that are already attached to the Confluence page.

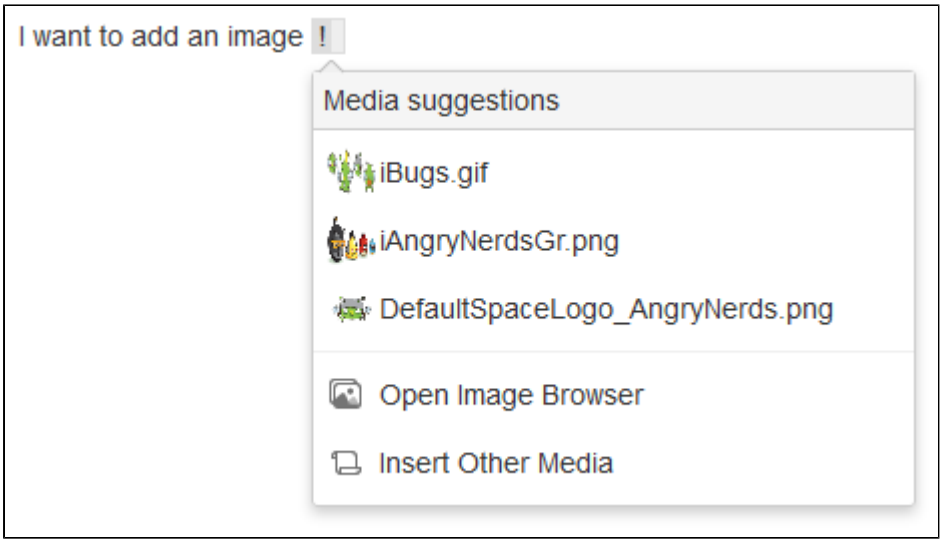
To embed an image, video, audio file or document:

1. Edit the page.
2. Click where you want to insert the image, video, audio file or document and do one of the following:
   - Type '!' and then the first few characters of the image, file or document name.
   - Type the first few characters of the name of the image, file or document (or select relevant text) and then press Ctrl+Shift+M.
3. Choose the relevant file from the list of suggestions.

If the item you need is not in the list, either:

- Choose **Open Image Browser** to find images and documents using the image browser, or
- Choose **Insert Other Media** to embed videos, audio and other multimedia files using the macro browser. Insert the 'Multimedia' macro to display your multimedia file.

Screenshot: Autocomplete for an image or document



Using autocomplete for macros

Type '{' to see a list of suggested macros to add to your page.

Autocomplete provides access to all available macros in your Confluence site, including any user macros that your administrator has added and made visible to all.

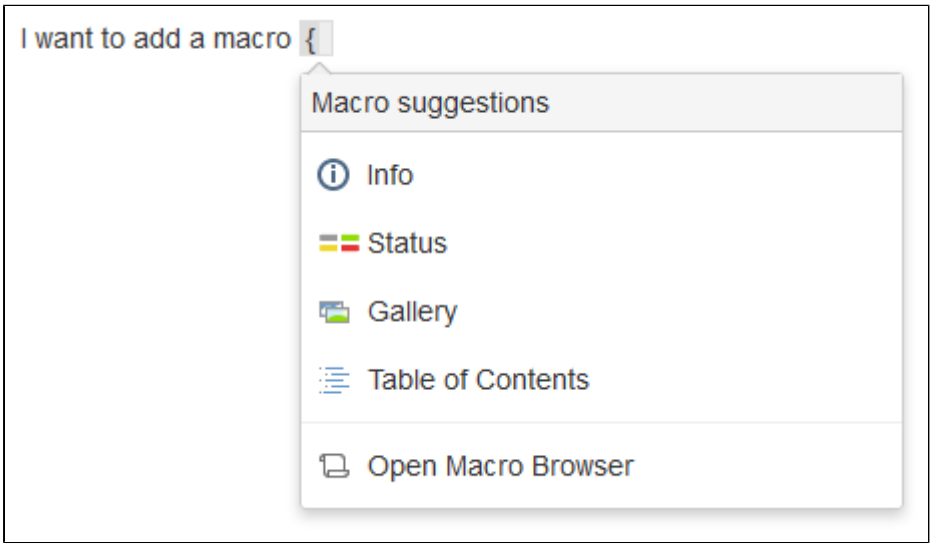
You need to know the name of macro. Autocomplete for macros will only match the name of the macro, not the description.

To autocomplete a macro using '{':

1. Edit the page.
2. Click where you want to insert the macro.
3. Type '{' and then the first few characters of the macro name.
4. Choose the relevant macro from the list of suggestions.
5. Configure the macro by completing the form fields as prompted.

If the macro you need is not in the list, choose **Open Macro Browser** in the list of suggestions to continue looking for the macro in the macro browser. See Working with Macros.

Screenshot: Autocomplete for a macro



Using autocomplete for mentions

You can use autocomplete to automatically notify another Confluence user that you have mentioned them in a page, blog post, or comment. Type '@' and part of the person's name, to see a list of suggested users.

Note: Use the person's full name. Autocomplete will recognise users' full names only, not their usernames.

Cancelling autocomplete

The autocomplete starts automatically when you press the trigger characters. You may want to close the autocomplete menu or escape from autocomplete once it has started.

There are a few different ways to stop the autocomplete once it has started:

- Press the escape key, 'Esc', on your keyboard.
- Click somewhere else in the editor panel.
- Press an arrow key to move out of the autocomplete area.
- For the *link* autocomplete only: enter a right-hand square bracket, like this: **]**

Enabling and disabling autocomplete

You can turn off the triggering of autocomplete by the '[' and '!' characters. This will prevent the autocomplete from starting automatically when you press one of the trigger characters. You can also turn it back on again.

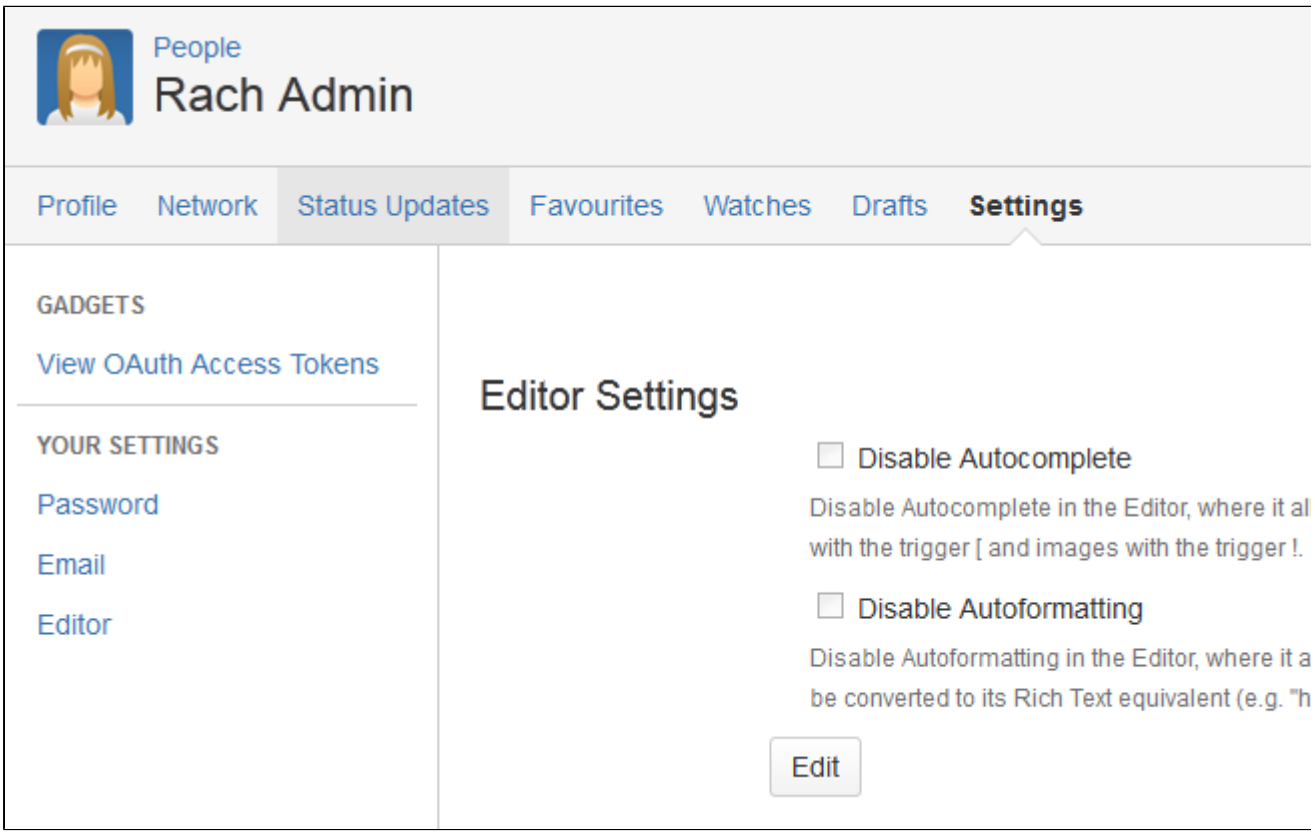
Notes:

- This setting does not affect the keyboard shortcuts for autocomplete (Ctrl+Shift+K and Ctrl+Shift+M). Even if the trigger characters are disabled, you can still use the keyboard shortcuts for autocomplete.
- This setting affects only you. Other people using Confluence can enable or disable the setting on their user profiles independently.
- Note that autocomplete is enabled by default.

To enable or disable the autocomplete trigger characters:

1. Choose **your profile picture** at top right of the screen, then choose **Settings**.
2. Choose **Editor** under 'Your Settings' in the left-hand panel.
3. Choose **Edit**.
4. Either:
    - Disable autocompletion by selecting **Disable Autocomplete**.
    - Enable autocompletion by clearing **Disable Autocomplete**.
5. Choose **Submit**.

Screenshot: User settings for the editor



Ignoring autocomplete

You can add macros, links and images by wiki markup alone. Type the macro, including its parameters and the closing curly bracket. Add a link, such as an anchor link, and end it with a square bracket. Insert an image or other embedded object, enclosed between exclamation marks. As soon as you close the macro, link, or embedded image, Confluence will convert it to rich text format and add it to the page.

For more information about mouse-free macros, links and images, choose **Help**  **> Keyboard Shortcuts** from the Confluence header.

Working with Page Layouts and Columns and Sections

The layout of your pages can have a big impact on how they're read, and layouts, used well, allow you to position text, images, macros, charts, and

On this page:

much more, to have the best visual impact.

There are two ways to modify the layout of a Confluence page:

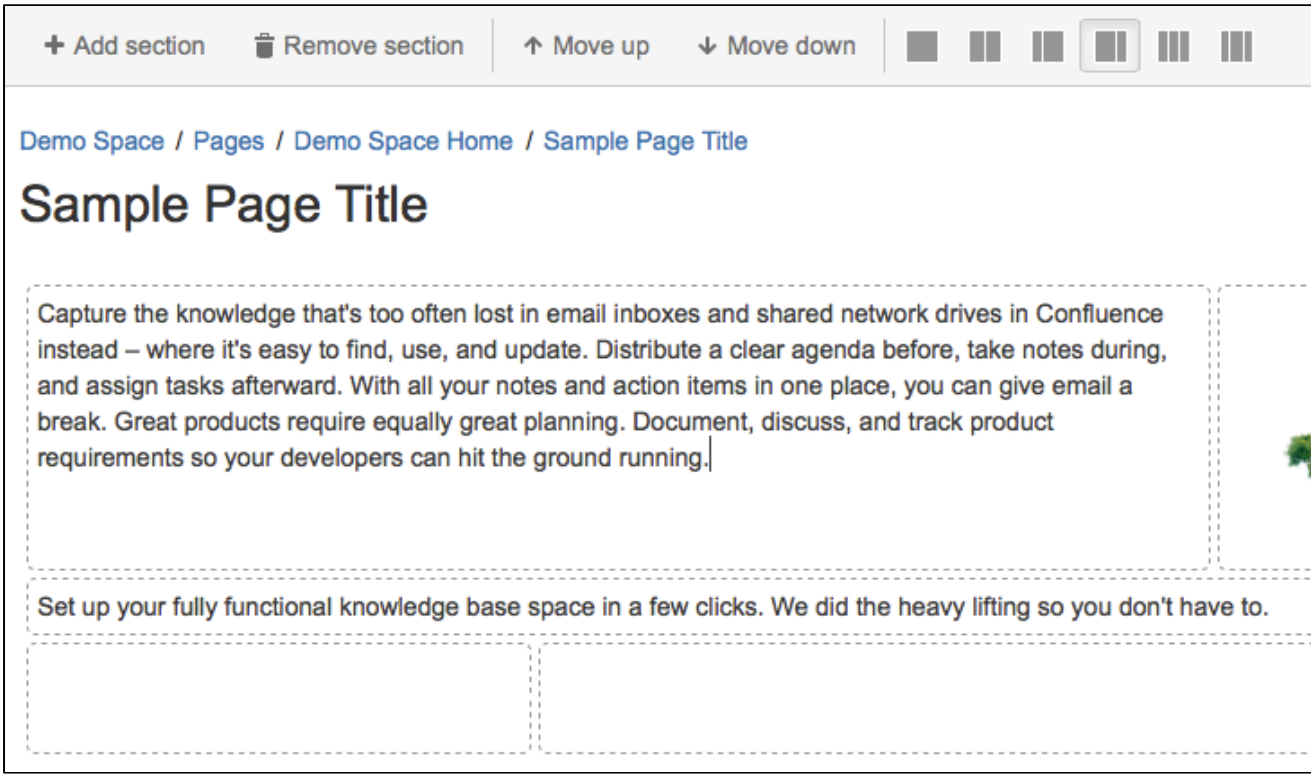
- Use page layouts to add sections and columns
- Use macros to add sections and columns.

Page layouts provide a simple, visual representation of your page layout in the editor, while the macros are more flexible and allow for greater complexity in your layout.

Using page layouts

The page layouts tool allows you to structure your page using horizontal sections and vertical columns. By adding multiple sections with different column configurations you can build quite complex layouts very easily.

Screenshot: Editor view of a page showing three sections with different column configurations.



Start by adding a horizontal section to your page.

To add a section:

1. Choose the **Page Layout** button in the toolbar
   The Page Layout toolbar appears.
2. Choose **Add Section**

The new section appears below your current content, with the boundaries of the section(s) indicated by dotted lines (the dotted lines aren't visible when you view the page).

To change the column layout in a section:

1. Place your cursor in the section you wish to change
2. Choose a layout from the page layout toolbar (for example, two columns or three columns)

Any text, images or macros in your section are not lost when you change the column layout. When you decrease the number of columns, Confluence will move your content to the left. When you increase the number of columns, Confluence will add blank columns to the right of your existing content.

To move a section to another part of the page:

1. Place your cursor in the section you wish to move
2. Choose the **Move up** or **Move down** buttons

The section and all of its content will be moved above or below other sections on the page.

To delete a section:

1. Place your cursor in the section you wish to remove
2. Choose **Remove section**

The section and all of its content will be removed.

Notes about Page Layouts

- **Column width** – The width of the columns are fixed. If you need more than three columns, or columns of a specific width, you should use the Section and Column macros described below.
- **Very wide tables** – The width of each column is set to a percentage of the page width. The icons in the drop-down menu indicate the relative widths for each layout. In most cases, Confluence will adapt the width of the columns to fit the width of the page. If a column includes an item that's too wide for it, you'll see a horizontal scroll bar when viewing the page.

Using the Section and Column macros

You can use the Section and Column macros to add a set of columns to the page. The Section macro defines an area that will contain the columns. You can have as many sections as you like. Within each section, you can have as many columns as you like.

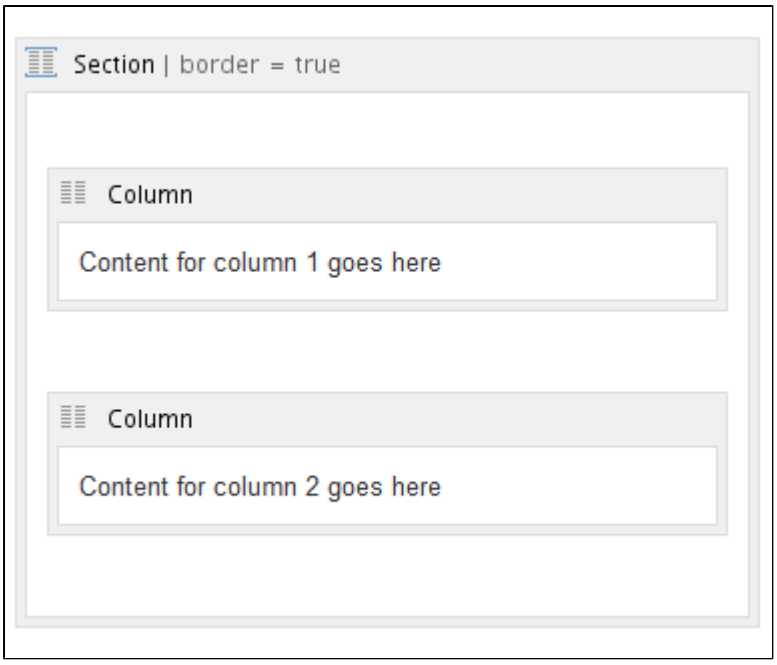
The Section and Column macros are useful if you want to define a specific percentage or pixel width for each column.

To add a section and some columns to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**
2. Find the **Section** macro, select it and insert it onto the page
3. Choose **Insert** > **Other Macros** again
4. Find and insert the **Column** macro
5. Add your content to the column

Insert as many columns as you like within the section.

Screenshot: A section and two columns in the editor



When you see the page in view mode, the above layout is displayed like this:

Content for column 1 goes here
Content for column 2 goes here

Macro parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameters of the Section macro

Parameter	Default	Description
Show Border	false	Select this option to draw a border around the section and columns. **Note:** Without a Column macro, the border will not be displayed correctly.

Parameters of the Column macro

Parameter	Default	Description
Column Width	100% of the page width, divided equally by the number of columns in the section.	Specify the width of the column, in pixels (for example, `400px`) or as a percentage of the available width (for example, `50%`).

Notes about sections and columns

- All content within your section must be enclosed within a Column macro, otherwise the section layout will not work as expected.
- You can put tables inside columns.

Creating Beautiful and Dynamic Pages

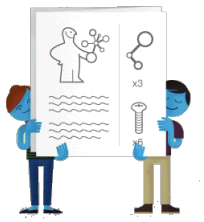
Confluence has a number of features that help you build attractive pages to engage your readers and give them the opportunity to interact with up-to-date information. This page summarises those features and provides links to detailed instructions.

On this page:

Related pages:

- Working with Macros
- Using the Editor
- Confluence User's Guide

Adding visual appeal



Pictures, photographs and screenshots. Confluence pages can display images from your Confluence site and from other websites. To put an image into Confluence, you can upload it and attach it to a page or blog post, then display it on any page, blog post or comment. Alternatively, display an image from a remote location via the web address (URL). See . Displaying Images

Galleries. Use the Gallery Macro to display a set of images. When viewing the page, people can click any of the pictures to zoom in and view the images as a slide show.

People. Add a Profile Picture Macro to show a picture of a Confluence user, or a User Profile Macro to show a summary of the person's profile as well as

their avatar.

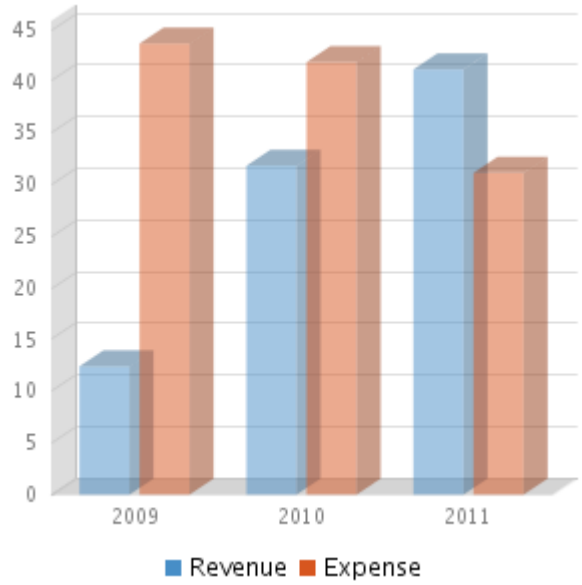
Multimedia. You can display movies, animations and videos, and embed audio files on your Confluence page. For example, Confluence supports Adobe Flash, MP3, MP4, and various other movie formats. See Embedding Multimedia Content.

Social video and image sharing. The Widget macro displays live content from social sites such as YouTube and other video sharing sites, and Flickr fo r shared photographs. See the guide to the . Widget Connector Macro

Bringing numbers to life

The Chart Macro offers a variety of graphs and charts that you can use to illustrate statistics and other numerical data.

Illustration: A 3-dimensional bar chart produced by the Chart macro



Displaying presentations and documents

Display your Office documents and other presentations directly in Confluence.

- Attach your Office documents to a Confluence page then display them on the page, using the View File Macro. This works for Excel spreadsheets, PowerPoint presentations and Word documents.
- Display PDF files in Confluence too, also with the View File Macro.
- Use the Widget Connector Macro to show slide decks hosted on SlideShare and other online presentation sites.

Illustration: A PowerPoint slide deck

Pulling in content from your issue tracker

Many project teams and customers have useful information on a JIRA issue tracker. Rather than copying and pasting it onto your Confluence page,

you can display it directly from the source, thus ensuring that the information shown in Confluence is always up to date.

Link to a feature request in your issue tracker, or display a list of fixed issues – useful for release notes and project planning. See the JIRA Issues Macro.

Telling a story in pictures

A number of Confluence add-ons provide sophisticated tools for creating diagrams and mockups.

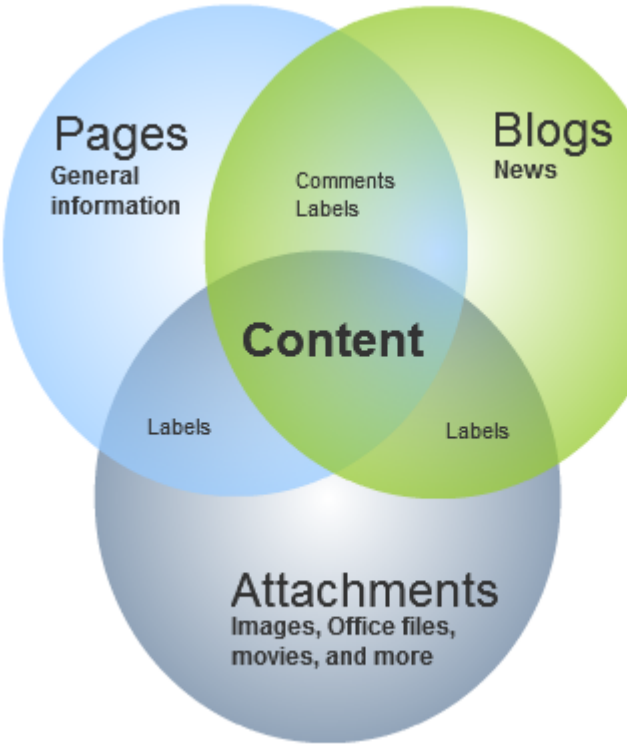
For example:

- Balsamiq Mockups for Confluence
- Creately for Confluence
- Gliffy Confluence Plugin
- Graphviz Plugin for Confluence
- Lucidchart for Confluence

Search the Atlassian Marketplace for more add-ons.

Before installing an add-on (also called a plugin) into your Confluence site, please check the add-on's information page to see whether it is supported by Atlassian, by another vendor, or not at all. See our guidelines on add-on support.

Illustration: A Gliffy diagram



Varying the structure of your pages

You can build up a custom layout by using the page layout tool to add sections and columns to your page. See the detailed guidelines to Working with Page Layouts and Columns and Sections.

Do you need to display tabular data, which your readers can sort when viewing the page? See Working with Tables.

Use other macros to highlight and format sections of your page:

- Panel
- Tip
- Info
- Note
- Warning
- Code block
- Noformat

Illustration: A Panel macro

Use a macro or add a smiley to brighten your page. 🙂

Integrating your content with social media

People share information on various social sites. You can make Confluence a focal point where people collect their shared information and see what is happening in the areas that matter to them.

Use the Widget Connector macro:

- Show a live stream of tweets from a Twitter user, or tweets matching a Twitter search.
- Display a video from YouTube or other online movie sites.
- Share photographs from Flickr.

Illustration: A Twitter stream via the Widget macro

Loading Twitter Widget

Widget

- Display slide decks hosted on SlideShare and other online presentation sites.
- See what else the Widget Connector macro can do.

#35438180
926347264
0

Showing activity streams

Make your Confluence pages dynamic and interactive with:

- An activity stream showing updates and comments on Confluence and other linked applications. See Working with Confluence Gadgets.
- An RSS feed from within Confluence or an external site. See Subscribing to RSS Feeds within Confluence.
- A list of recent blog posts from within Confluence. See Blog Posts Macro.

Working with Templates

When you add a new page, you do not have to write the content from scratch. Instead, you can base your new page on a template. A template is a Confluence page with predefined content. Some templates are provided by blueprints or add-ons, others are defined by Confluence users.

Some examples of where templates are useful:

- 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.

Global templates and space templates

In Confluence, there are two categories of page templates:

- **Space templates:** These page templates are available in a specific space only. If you have space administrator permission, you can define templates via the space administration screen.
- **Global templates:** These page templates are available in every space on your site. If you have Confluence Administrator permission, you can define global templates via the Confluence Administration Console.

System administrators can also download predefined templates.

Creating a template

You can write your template using the Confluence editor. You can also add special variables to the page, if you want to include fields that the author will complete when adding the page. See Creating a Template for more information.

Using a template

Page templates are used only when adding a page. It is not possible to apply a template to an already-existing page. Once a page has been added using a template, the template is no longer linked to the page. All further editing is performed as if the template was never used. Some plugins provide enhanced template functionality. You can search the Atlassian Marketplace for template add-ons.See Creating a Page using a Template for more information.

Templates provided by blueprints

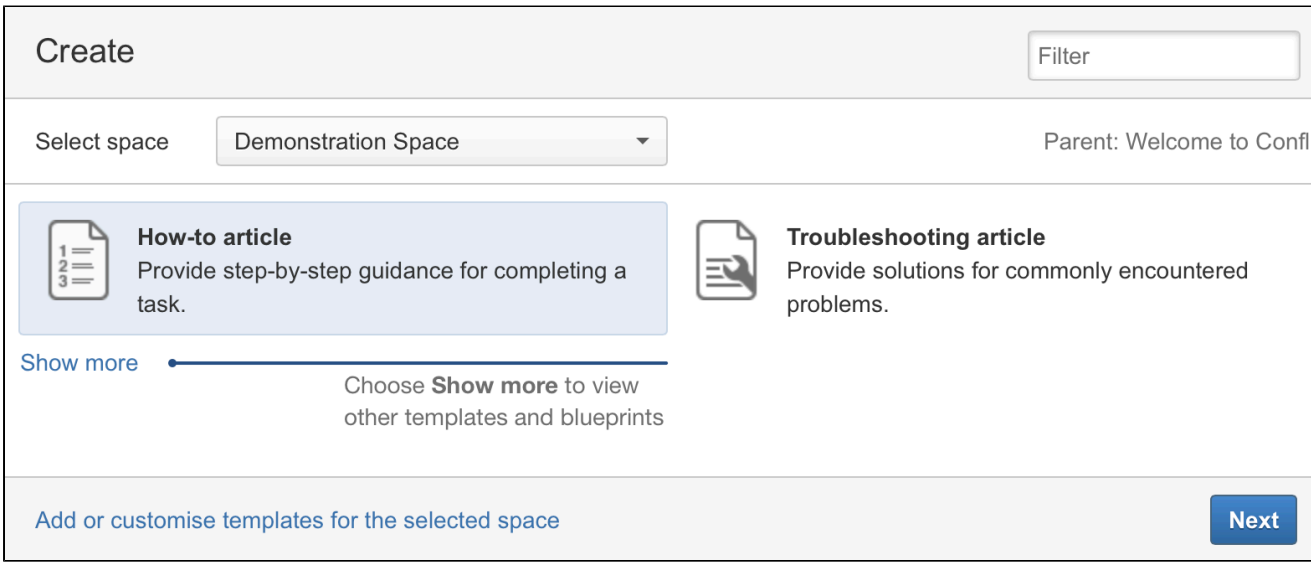
A blueprint is a page template with added functionality to help you create, manage and organise content in Confluence.

Confluence ships with some predefined blueprints. You can also download additional blueprints from the Atlassian Marketplace. You can customise the blueprint templates to suit your individual needs, disable particular blueprints or even develop your own blueprints.See Working with Blueprints.

Promoting templates in the Create dialog

If you're a space administrator, you can choose to promote specific templates and blueprints in the Create dialog. Promoting items can help ensure consistency in a space by encouraging users to create particular types of content, instead of blank pages.

The promoted templates or blueprints will appear at the top, with all other content types, including Blank Page and Blog Post collapsed under them. To view the other types of content available choose the **Show more** link.



To promote a template or blueprint:

1. Go to **Space Tools** > **Content Tools**
   If your space is using the Documentation theme choose **Browse** > **Space Admin** > **Templates**
2. Choose **Promote** next to the templates or blueprints you want to appear in the Create dialog

Remember, by promoting a blueprint or template you'll be hiding all other items, including blank page and blog post, under the **Show more** link.

System templates

Confluence also provides 'system templates' containing content like the site welcome message and default space content. See Administering Site Templates.

Creating a Template

In Confluence, there are two categories of page templates:

- **Space templates:** These page templates are available in a specific space only. If you have space administrator permission, you can

define templates via the space administration screen.
- **Global templates:** These page templates are available in every space on your site. If you have Confluence Administrator permission, you can define global templates via the Confluence Administration Console.

Add a space template

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **Templates** > **Create new template**.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Templates** from the space administration options.
3. Choose **Create new template**.

Add a global template

1. Choose the **cog icon**  , then choose **General Configuration** under Confluence Administration
2. Choose **Global Templates and Blueprints** in the left-hand panel
3. Choose **Add New Global Template**

On this page:

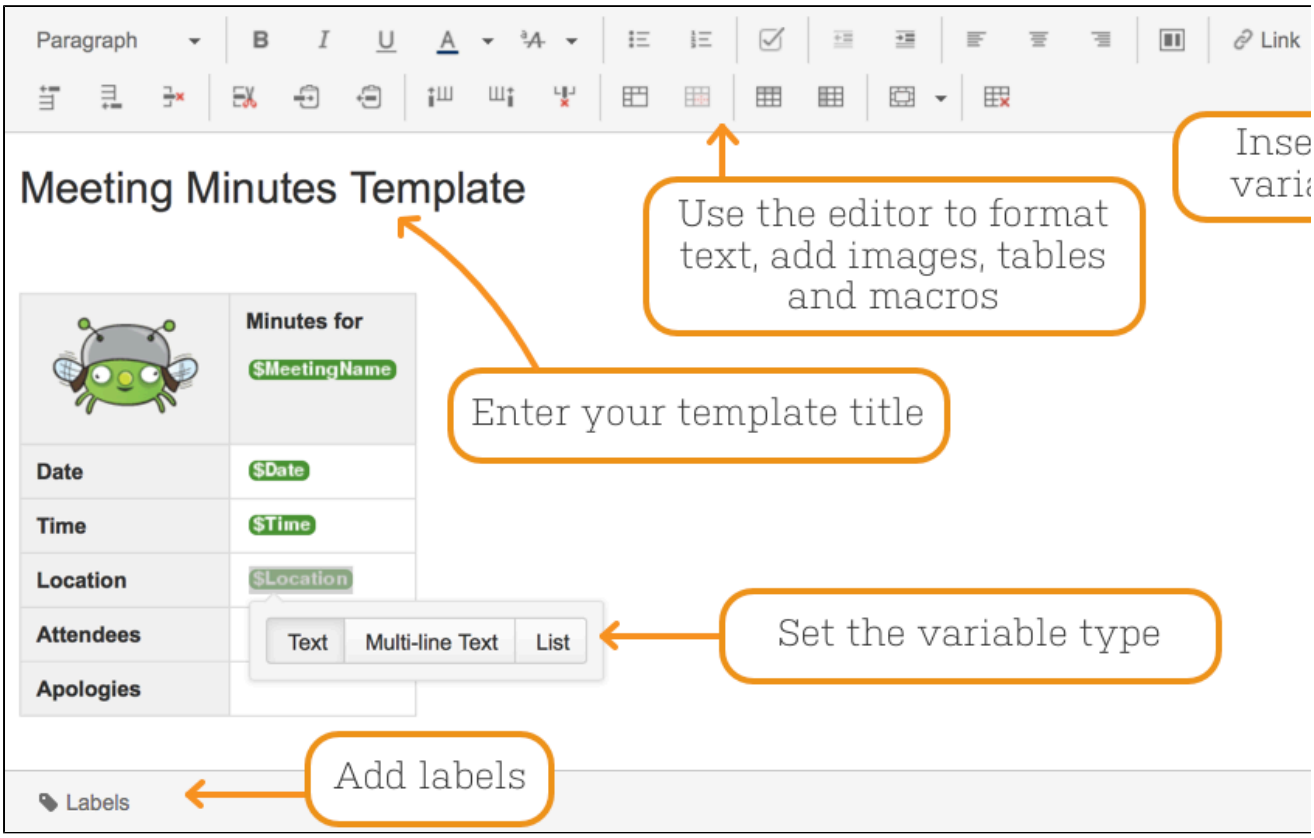
Related pages:

- Creating a Page using a Template
- Working with Templates
- Add, Remove and Search for Labels
- Working with Macros
- Using the Editor
- Confluence User's Guide

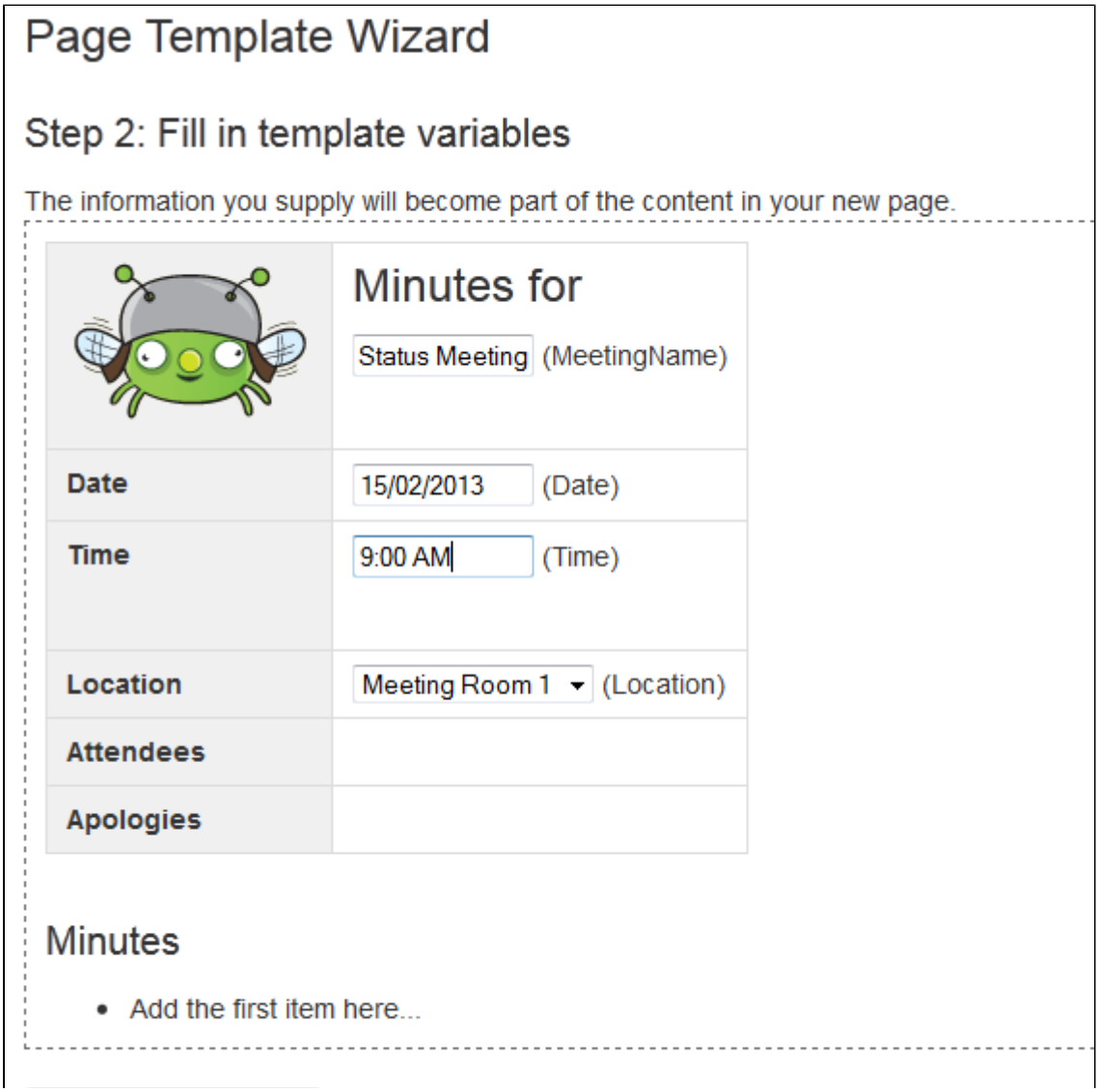
The template editor

When you create or edit a template, you'll be using the editor in much the same way as when you edit a page or blog post. In addition you can add variables, which will produce a form for data collection when anyone adds a page based on the template.

Screenshot: The template editor with an image, table, text, and variables



Screenshot: The form displayed when you create a page based on the template



Template variables

When you add variables to your template, they will act as form fields. When you create a page based on a template, you'll see a text entry box for each field. Enter data into each field, and it'll be added to the page.

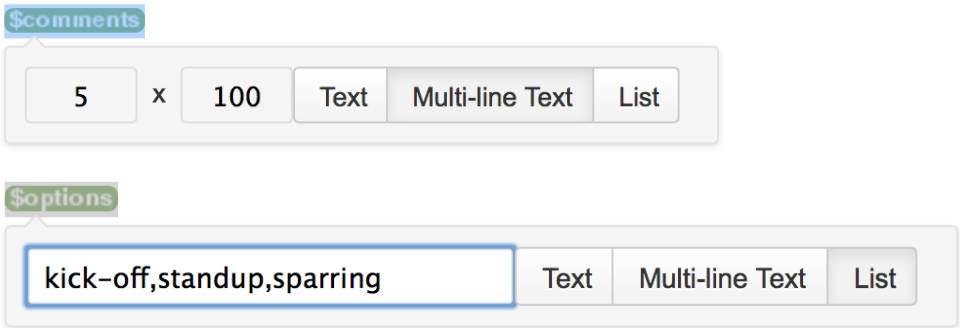
You can add the same variable more than once in the same template, which is useful if you need the same information in more than one place on the page.

To insert a variable into a template:

1. Choose **Template** > **New Variable** from the editor toolbar (or choose an existing variable to add it to the page)
2. Enter a name for the variable
3. Press **Enter** (by default this will create a single-line text input field)

To change the variable type, click the variable placeholder and the variable's property panel will appear. Choose one of the variable types: **Text**, **Multi-line Text**, or **List**.

You can change the number of lines and width in characters of a **Multi-line Text** field. If you choose **List**, enter each of the items in your list, separated by commas.



Hint: Type **$** and the variable name, then press **Enter** to add a new variable or to select an existing variable from a list of suggestions. The suggestions dialogue shows variables already defined in this template.

Labels

If you'd like all pages created using this template to have a certain label or labels, choose **Labels** at the bottom-left of the page to add them.

Images and other attachments

You can't attach an image or other file to a template. Instead, attach the file to another page, and insert it into the body of the template.

For example:

- You can attach an image to a page and then choose **Insert** > **Files and Images** to embed the image into the template.
- You can attach a PDF to a page and then choose **Insert** > **Other Macros** > **PDF** to embed the PDF into the template.

Instructional text

Instructional text is placeholder content in a template, and is only visible while you're editing the page. Use it to give guidance to whoever is creating a page from the template.

To insert instructional text:

1. Choose **Template** > **Instructional Text** in the toolbar

2. Type in your instructional text (for example, *Insert an image of the interface here.*)

Instructional text appears in italics with a shaded background, to distinguish it from normal paragraph text.

You can also change the placeholder type from **Text** to either:

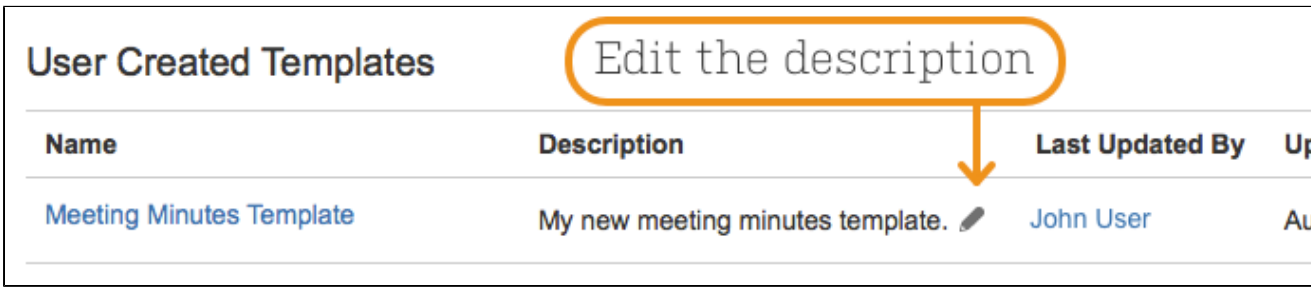
- **User mention** – Opens the user mention dialogue.
- **JIRA Macro** – Opens a dialogue that allows you to create a new JIRA issue, or search for one or more JIRA issues to include on the page.

Add a description to your template

The template description displays in the 'Create' dialog, and is useful for explaining the purpose of your template to other users.

To add a description to a template:

- Go to the space or global templates page (as described above)
- Choose the **Edit** icon in the 'Description' column
- Enter your description and choose **Save**



Edit or delete a template

If you need to change anything about your template, or want to delete it, navigate to either your space or global template (as described above) and choose either **Edit** or **Delete**.

Notes

- Page templates are used only when adding a page. It is not possible to apply a template to an already-existing page. Once a page has been added using a template, the template is no longer linked to the page. All further editing is performed as if the template was never used. Some plugins provide enhanced template functionality. You can search the Atlassian Marketplace for template add-ons.
- When you use a Table of Contents macro in a template, you'll see an error when you preview the template, but the Table of Contents macro works on the pages that people create from the template.
- The editor for templates is available only in **Confluence 4.3 and later**. Please refer to the earlier documentation for a description of the wiki markup editor templates.
- Confluence also provides 'system templates' containing content like the site welcome message and default space content. See Administering Site Templates.

Creating a Page using a Template

You can create a page based on a global template (available to all spaces) or a space template (available only to that space). Before reading this page, make sure that someone has already created a template on your Confluence site.

Information copied from the template to the page

When you create a page based on a template, Confluence will copy the following content and information from the template to the new page:

- Labels
- Text and styles
- Layouts and formatting
- Macros

- Embedded images and other files. Note that you cannot attach an image or other file to a template. But if the template displays an image or file from another page, the new page will display that image or file too.

Form fields displayed by the template

If the template author included variables in the template, Confluence will display a form prompting you to supply values for the variables when you add the page.

On this page:

Related pages:

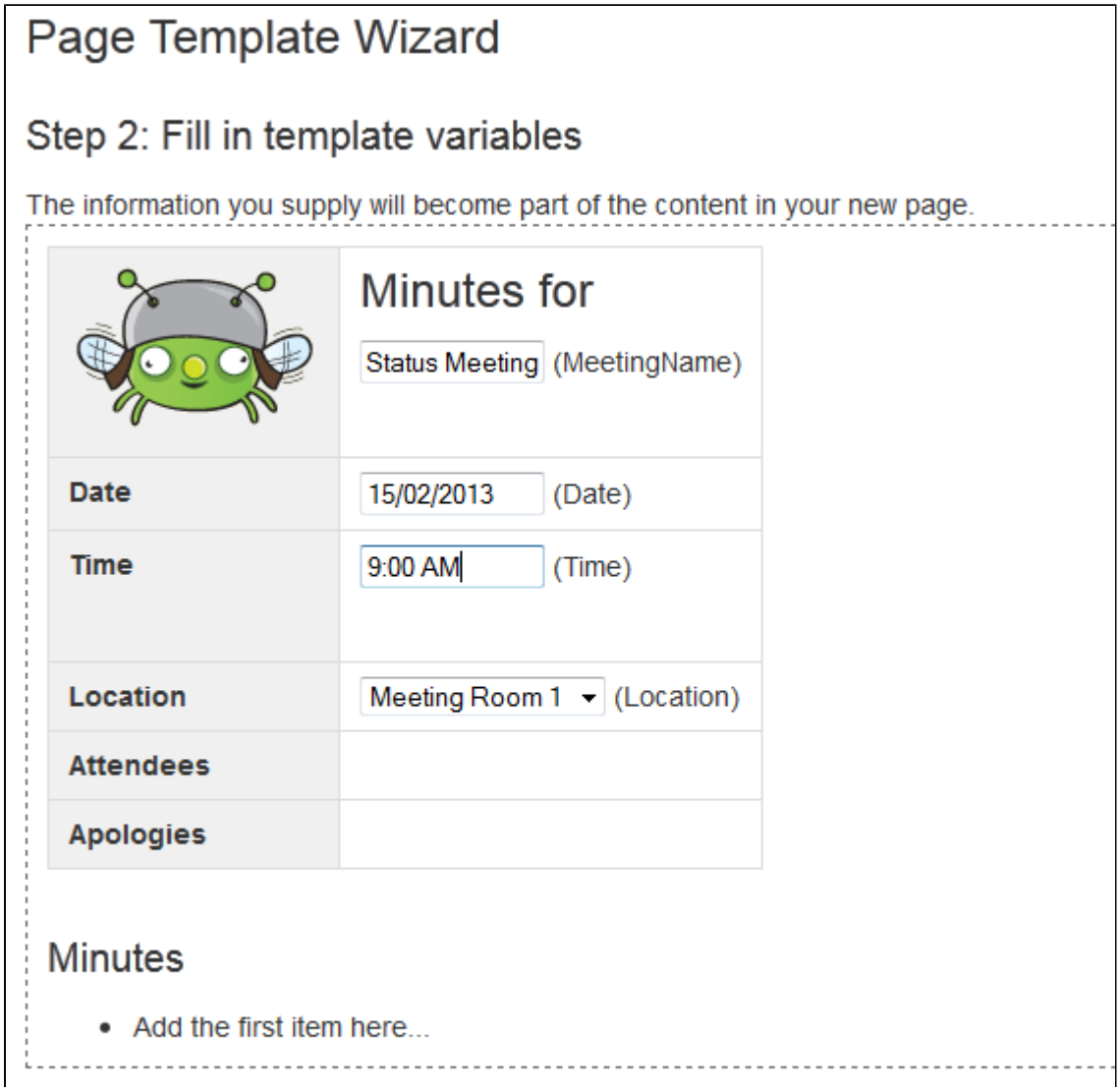
- Creating a Template
- Using the Editor
- Add, Remove and Search for Labels
- Confluence User's Guide

Using a template to create a page

To create a page based on a template:

1. Choose **Create** on the header
2. Select a **space** and the **template** you want to use and choose **Next**
3. If the template contains variables, you will now see a form. Type the relevant information into the form fields, and choose **Next**.
4. Now you will see a new page based on the template. If you added information in the form fields, the page content will include that information.
5. Type a name for the page where you see 'New Page'.
6. Add more content or make any other changes required.
7. Choose **Save**.

Screenshot: Form showing template variables when creating a page from a template



<< Back Next >>

Notes

Page templates are used only when adding a page. It is not possible to apply a template to an already-existing page. Once a page has been added using a template, the template is no longer linked to the page. All further editing is performed as if the template was never used. Some plugins provide enhanced template functionality. You can search the Atlassian Marketplace for template add-ons.

Working with Blueprints

What is a blueprint?

A blueprint is a set of page templates with added functionality to help you create, manage and organise content in Confluence more easily.

Create meeting notes, shared file lists and requirements documentation out of the box, and Customise the blueprint templates to suit your individual needs.You can even develop your own blueprints.

Creating content using a blueprint

You create a page from a blueprint in the same way as other pages in Confluence. All blueprints are different and most contain instructions to guide you.

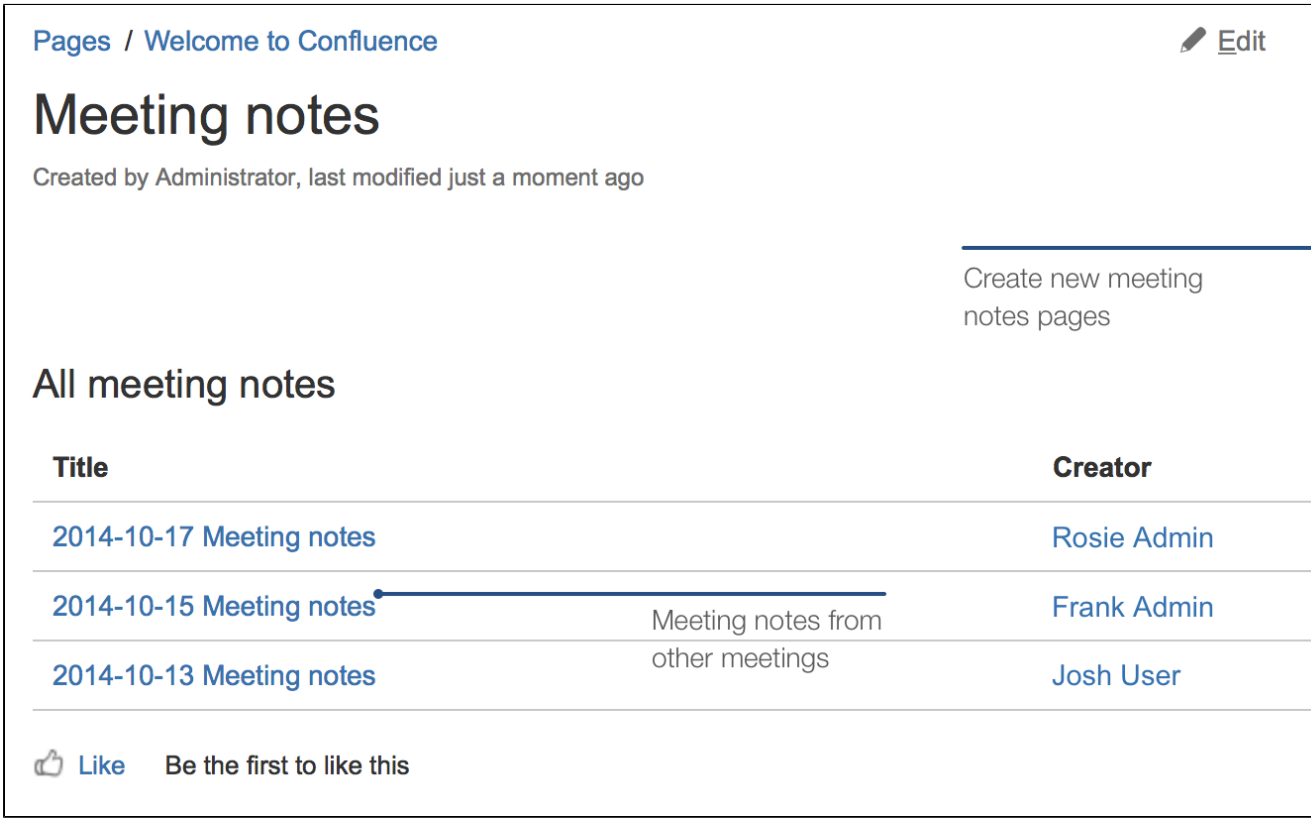
To create a page from a blueprint in the current space:

1. Choose **Create** in the Confluence header
2. Choose a blueprint from the 'Create' dialog
3. Choose **Create**

The editor will open, and, depending on the blueprint selected, a prompt to enter information or the page will appear. You can now follow the instructions built in to the blueprint to add content.

The first time a blueprint is used in a space, Confluence creates an index page and adds a shortcut to your sidebar (if you're using the default theme). The index displays a list of pages made with the blueprint, and information selected information from your blueprint pages. For example, the meeting notes index displays a list of all meeting notes pages in the space, who created them, and when they were last modified.

Screenshot: Index page for the Meeting Notes blueprint



If you're using the Documentation theme, your blueprint index page(s) will appear in the sidebar as children of the homepage.

Customising blueprint templates

Blueprints are made up of templates that can be customised for an individual space or the whole site. This means you can adapt the content of the blueprint pages to suit your specific needs. For example, you might update the Meeting Notes blueprint templates to include a heading for apologies.

If you have space administrator permissions, you can customise blueprint templates for the spaces you are an administrator of. You must be a Confluence Administrator to customise blueprint templates for a whole site. See Administering Site Templates for more information.

To customise a blueprint template for a space:

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **Edit** beside the blueprint template you wish to edit
3. Make your changes to the template and choose **Save**

Editing a blueprint template is very similar to editing a page template, except:

- Be careful not to remove any macros that the blueprint page or index page may use to store and display information.
- You can't remove a blueprint template or change the template name.

To reset a blueprint template back to the default:

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar

2. Choose **Reset to default** beside the blueprint template you wish to reset

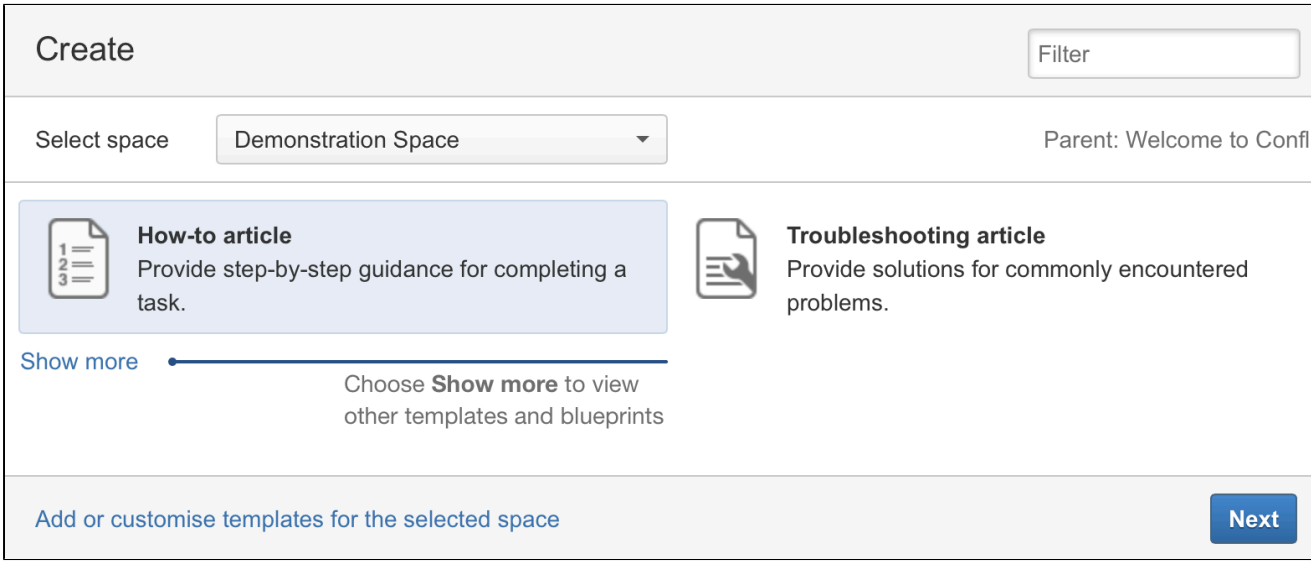
See Working With Templates and Administering Site Templates for more information on templates.

As with user created space and site templates, editing a blueprint template will not change existing pages, but any new blueprint pages will be based on the updated template.

Promoting blueprints in the Create dialog

If you're a space administrator, you can choose to promote specific templates and blueprints in the Create dialog. Promoting items can help ensure consistency in a space by encouraging users to create particular types of content, instead of blank pages.

The promoted templates or blueprints will appear at the top, with all other content types, including Blank Page and Blog Post collapsed under them. To view the other types of content available choose the **Show more** link.



To promote a template or blueprint:

1. Go to **Space Tools** > **Content Tools**
   If your space is using the Documentation theme choose **Browse** > **Space Admin** > **Templates**
2. Choose **Promote** next to the templates or blueprints you want to appear in the Create dialog

Remember, by promoting a blueprint or template you'll be hiding all other items, including blank page and blog post, under the **Show more** link.

Adding more blueprints

You can find more blueprints for Confluence in the Atlassian Marketplace. Blueprints are managed using add-ons (also known as plugins).

See Request Add-ons for information on how you can search for new blueprint add-ons and send a request to your System Administrator.

If you are a System Administrator, see Managing Add-ons or Plugins for information on how to install new blueprint add-ons.

You can also develop your own blueprints. See our developer documentation on Writing a Blueprint .

Disabling a blueprint

You may want to disable particular blueprints. For example, you may not want to see the Product Requirements blueprint in the Create dialog in a HR or Social space. If you are a Confluence Administrator you can also disable particular page and space blueprints for the whole site.

To disable a blueprint in a space:

- Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
- Choose **Disable** next to the blueprint you wish to disable in that space

You can re-enable the blueprint at any time.

To disable a blueprint across a whole site:

- Choose the **cog icon** , then choose **General Configuration** under Confluence Administration (You need Confluence Administrator permissions to do this)
- Choose **Global Templates and Blueprints**
- Choose **Disable** next to the page or space blueprint you wish to disable

The blueprint will not appear in the 'Create' or 'Create Space' dialogs.

Full list of blueprints

Here's the full list of blueprints bundled with Confluence.

Page blueprints	Space blueprints
• Meeting notes • File list • Decision • How-to article • Troubleshooting article • JIRA report • Product requirements • Retrospective • Share a link • Task report	• Documentation space • Team space • Knowledge base space

Decisions Blueprint

The Decisions blueprint helps you make decisions and record the outcomes with your team.

The first time you use the Decisions blueprint in a space, Confluence will create an index page and add a shortcut on your space sidebar (if you're using the default theme). The index acts as your Decision Register and lists all the decisions in that space.

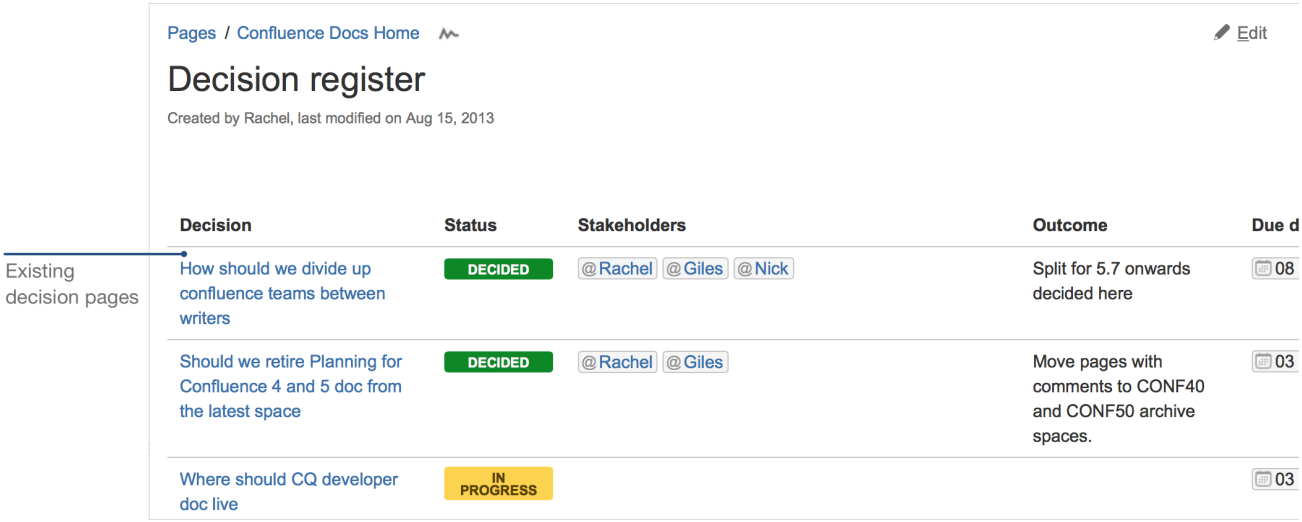
To use the Decisions blueprint:

- Create a Decisions blueprint page (choose **Create** > **Decision**)
- Enter information about the decision and relevant stakeholders – the blueprint will prompt you.

Screenshot: Decision Register showing a series of Decision pages

Related pages:

- Working with Blueprints
- File List Blueprint
- Meeting Notes Blueprint
- Product Requirements Blueprint



Screenshot: Editing a Decision page

What is our target launch date?

Page properties | label

Status	IN PROGRESS
Stakeholders	Rosie Admin, Josh User, Sophie User
Outcome	*What did you decide?*
Due date	19 Mar 2015
Owner	Rosie Admin

Background

- Summit will be on again in 2015, so we need to be locked-in well in advance.
- Rosie Admin will be on leave in February, so that may hold things up. Can Josh User take on the leadership role
- We have 4 teams working on this throughout that period. Is this enough?

The Decisions blueprint uses these Confluence features:

- Page Properties and Page Properties Report macro - content that you enter within the page properties macro can appear on the index page.
- Mentions - add a user as a stakeholder, owner or @mention them on the page and they will be notified in their workbox.

Customising this blueprint

You can customise the templates that are used by the Decisions blueprint - see Customising the blueprint templates. For example, you might choose to edit the decisions **index page** in a space to change the columns displayed by the Page Properties Report macro.

You can also edit the **page template** to add headings or instructional text to the background section, or even add rows to the Page Properties macro. For example, a row for the date the decision was made.

See Instructional text to find out more about using instructional text in templates.

File List Blueprint

The File List blueprint helps you to create lists of files to share with your team. Great for organising documents, images and presentations.

The first time you use the File List blueprint in a space, Confluence will create an index page and add a shortcut to your space sidebar (if you're using the default theme). The index page lists the latest File List pages in that space. You can have as many File List pages as you need.

Related pages:

- Working with Blueprints
- Meeting Notes Blueprint
- Product Requirements Blueprint

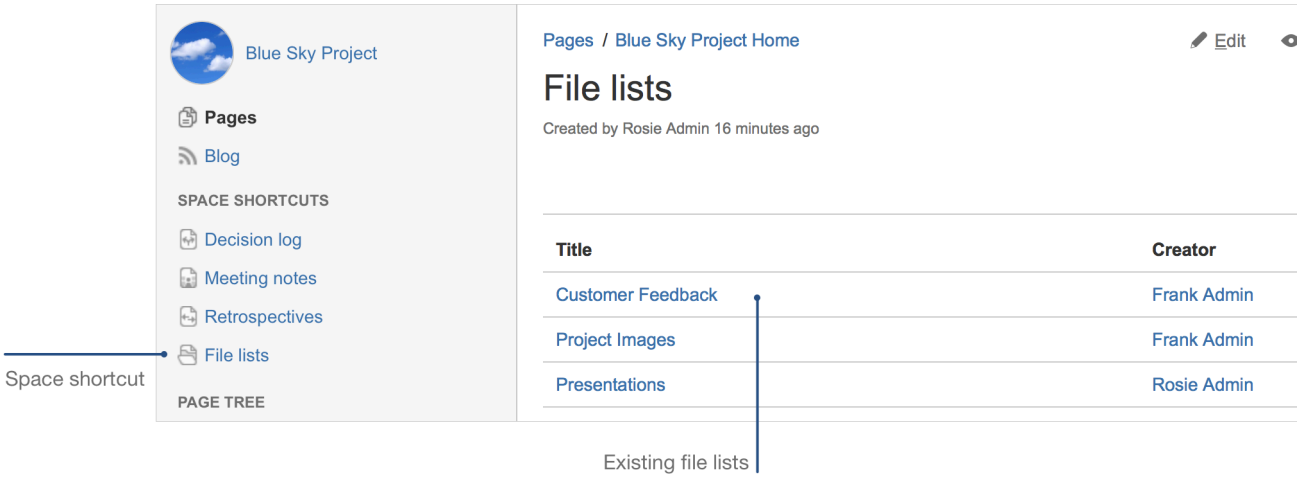
To use this blueprint:

1. Choose **Create** > **File List** to create a File List page
2. Drag files from your desktop or choose Browse to attach files to the page

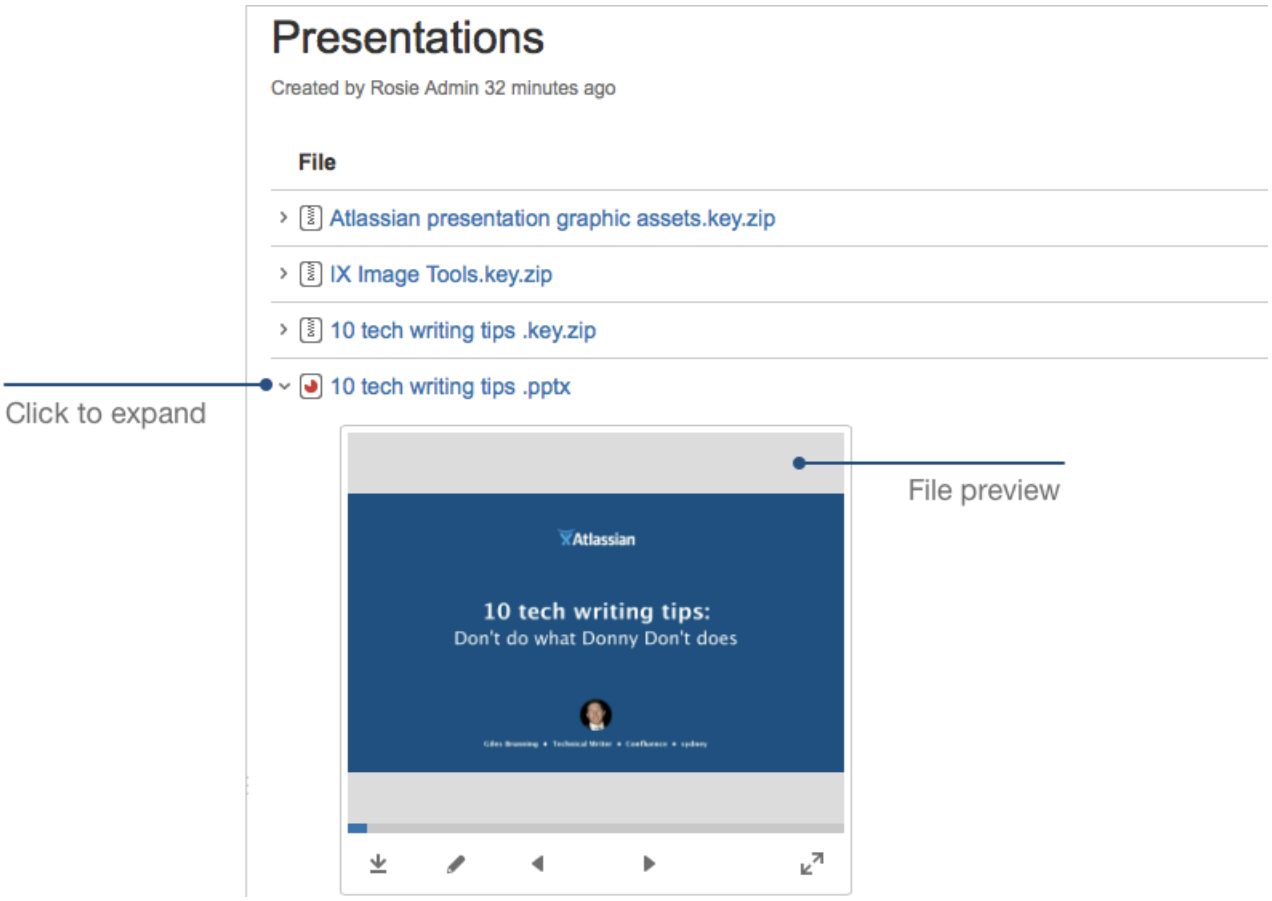
Attachments appear on the page. Expand each attachment to preview the file and/or view its details.

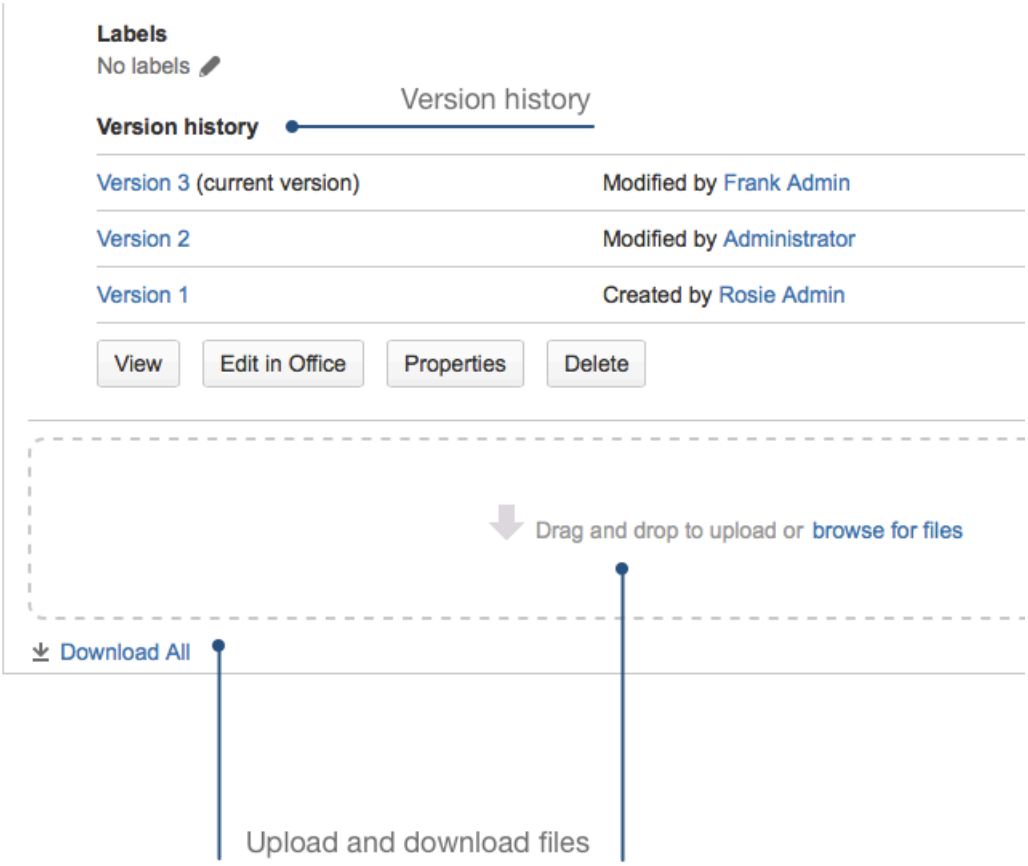
In this example, three file list pages have been created to store project related presentations, images and customer feedback. Confluence looks after the versioning of the files, so there's no need to use the document file name to mark version numbers.

Screenshot: Index page showing File List pages



Screenshot: A File List page





Customising this blueprint

You can customise the templates that are used by the File List blueprint - see Customising blueprint templates.

The File List blueprint template uses the attachments macro. You can customise the macro to change the sort order or hide features such as version history and the upload attachment fields.

You can also edit the Content Report Table macro used on the Index page to specify the number of pages you want to display.

JIRA Report Blueprint

The JIRA Report blueprint helps you create easy to read reports to communicate the progress of your JIRA projects and releases. You can choose from a Change Log report that generates a list of JIRA issues or a Status Report that includes charts to visually communicate your progress.

The first time you use the JIRA Reports blueprint in a space, Confluence will create an index page and add a shortcut on your space sidebar (if you're using the default theme).

To use the JIRA Report Blueprint your Confluence and JIRA sites must be connected via Application Links .

On this page:

Creating a Change Log

The Change Log report displays a list of issues from JIRA. This list can be static or dynamic, automatically updating as the status of your issues change in JIRA.

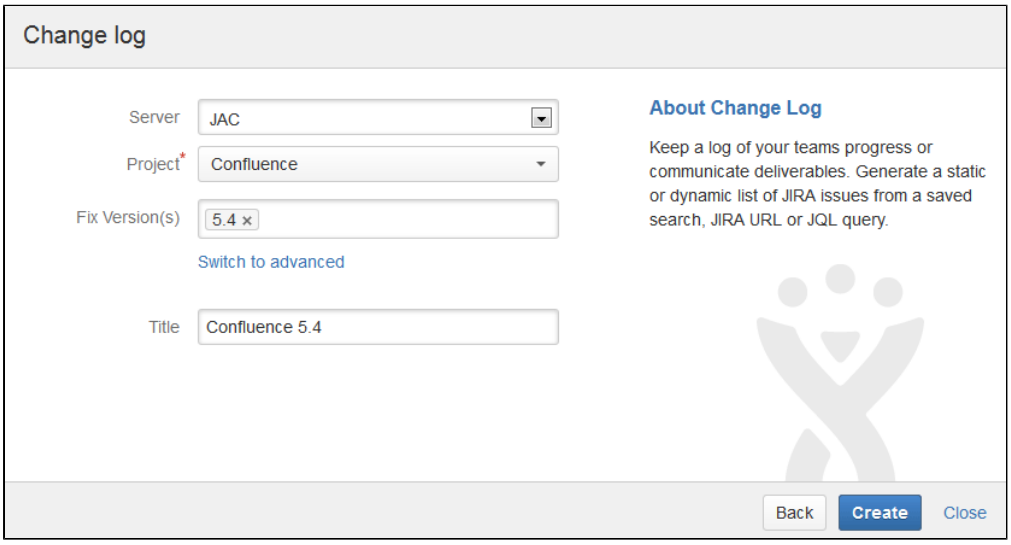
To create a static Change Log:

- Choose **Create** > **JIRA Reports**
- Select a **Report Type**
- Select your **JIRA server**

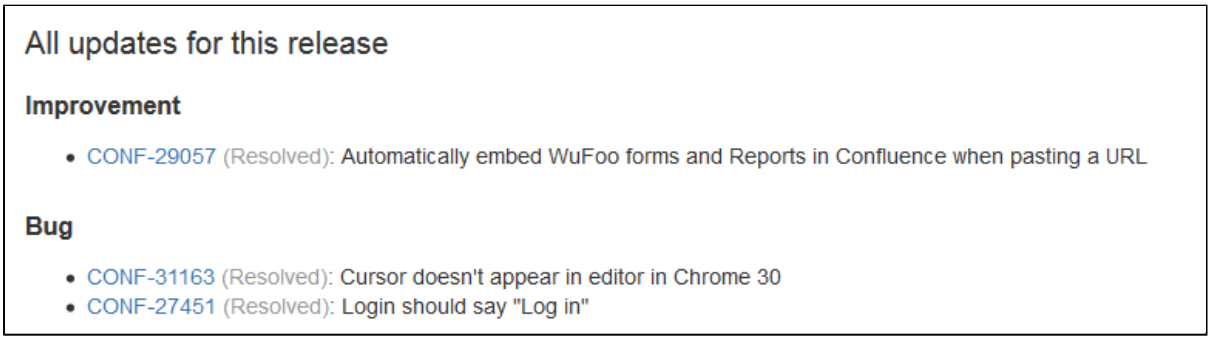
- Choose a **Project** and **Fix Version** to report on
- Choose **Create**

A report page will be created with sample text and a list of all issues for the project and fix versions selected, organised by issue type. This list of issues is static; it won't be updated when the issues in JIRA are updated, and is visible to users who don't have JIRA access or permissions to view that project.

Screenshot: Creating a Change Log in simple mode.



Screenshot: Static list of JIRA Issues displaying in the Change Log.



To create a dynamic change log:

- Choose **Create** > **JIRA Reports**
- Select a **Report Type**
- Choose **Advanced**
- Enter a JQL query or paste in the URL of a JIRA search (find out about using JQL in the JIRA Documentation)
- Choose **Create**

A report page will be created with sample text and a JIRA issues macro that's configured to show your issues. The macro is dynamic and will update when the issues in JIRA are updated. For more information on changing the information displayed, refer to the JIRA Issues macro.

Screenshot: Dynamic list of JIRA Issues displaying in the Change Log.

All updates for this release

Key	Summary	Type	Updated	Priority	Status
CONF-31163	Cursor doesn't appear in editor in Chrome 30		Oct 21, 2013		Resolved
CONF-29057	Automatically embed WuFoo forms and Reports in Confluence when pasting a URL		Oct 18, 2013		Resolved
CONF-27451	Login should say "Log in"		Oct 02, 2013		Resolved

3 issues Refresh

Creating a Status Report

The Status Report displays the progress of a JIRA project and fix version in pie charts by status, priority, component and issue type. The Status Report uses the JIRA Chart macro, and is dynamic.

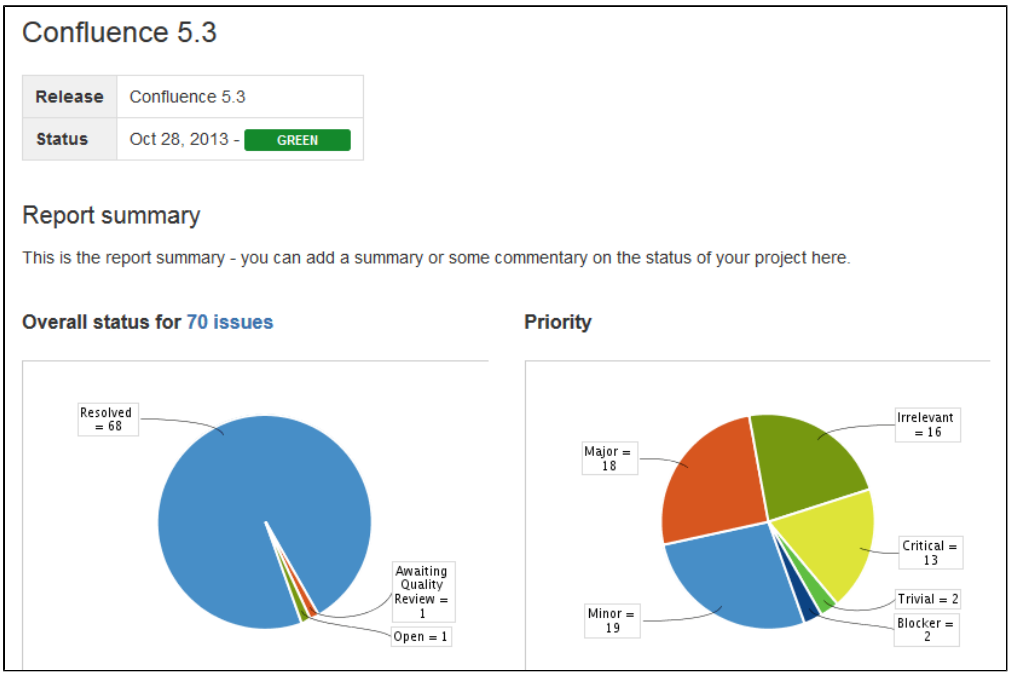
To create a status report:

- Choose **Create** > **JIRA Reports**
- Select **Status Report**
- Select your **JIRA server**
- Choose a **Project** and **Fix Version** to report on or enter a JQL query or JIRA URL
- Choose **Create**

A report page will be created with sample text and a series of pie charts, using the JIRA Chart macro. The macro is dynamic and will update when the issues in JIRA are updated. For more information refer to the JIRA Chart macro.

As with the Change Log, you can switch to Advanced mode and use JQL or paste in a JIRA URL to search for issues to display in the report.

Screenshot: Excerpt from the Status Report.



Customising this blueprint

You can customise the templates used by this blueprint. The Change Log uses the **Snapshot JIRA Report Template** (for static list of issues) and the **Dynamic JIRA Report Template**, and the Status Report uses the **Status Report Template**. See Customising the blueprint templates. Variables represent the JIRA Issues and JIRA Chart Macros. While these can't be edited, they can be moved around the page or deleted if you don't want every chart to be included.

You can also choose to edit the **page template** to modify the format of the page, change some headings, or modify the instructional text. To See Instructional text to find out more about using instructional text in templates.

Meeting Notes Blueprint

The Meeting Notes blueprint helps you to plan your meetings and share notes and actions with your team.

The first time you use the Meeting Notes blueprint in a space, Confluence will create an index page and add a shortcut on your space sidebar (if you are using the default theme). The index page lists the latest Meeting Notes pages in that space.

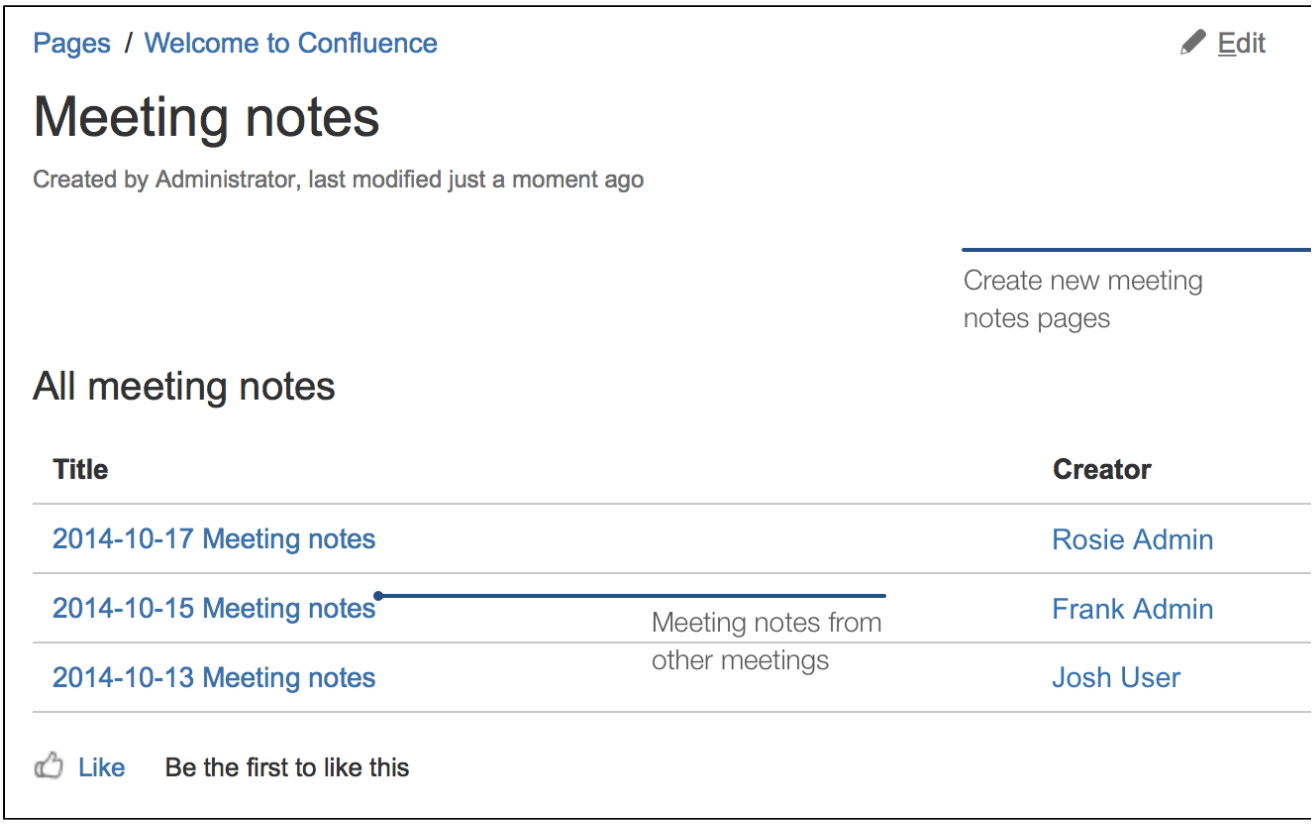
Related pages:

- Working with Blueprints
- File List Blueprint
- Product Requirements Blueprint

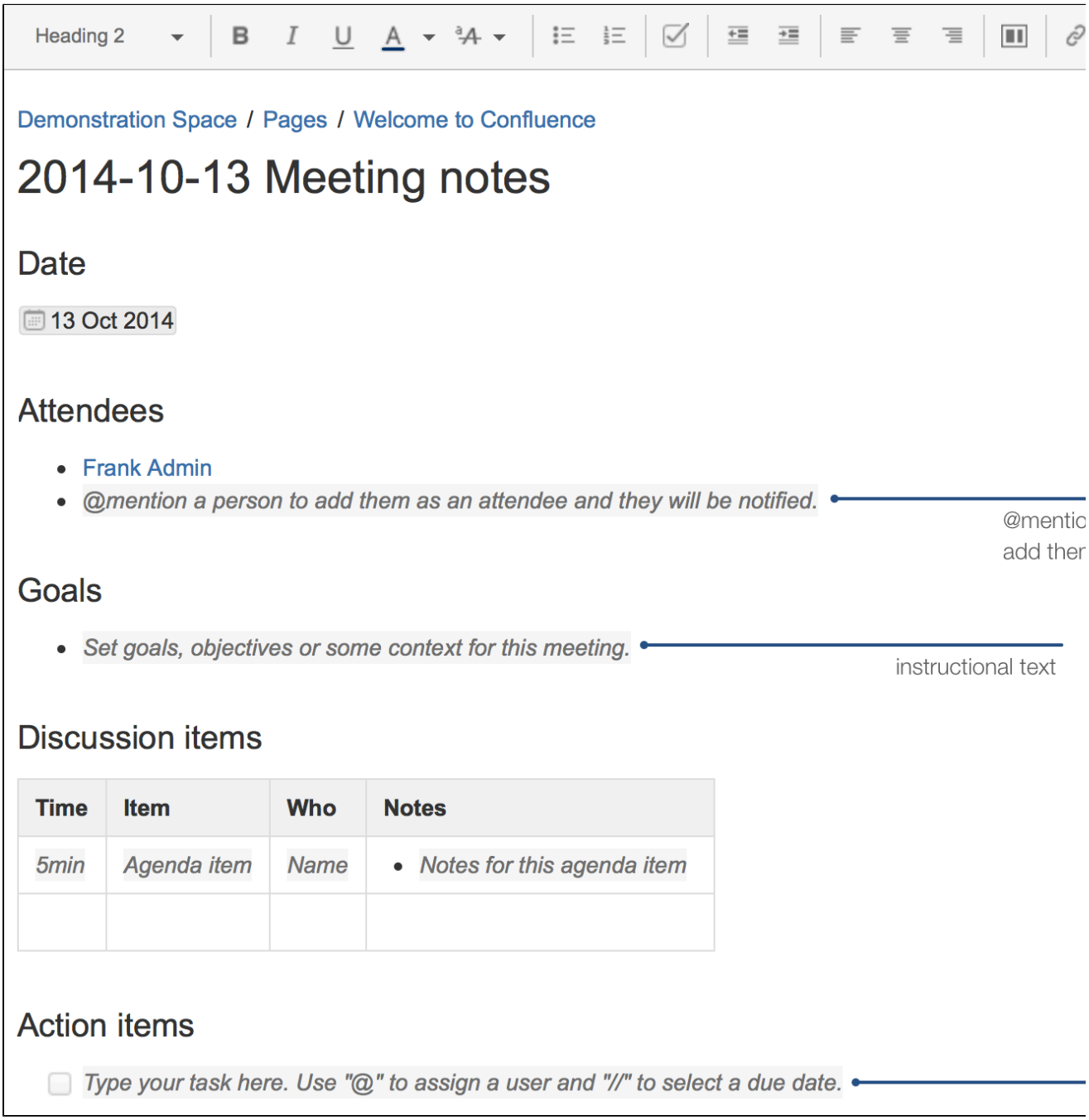
To use the Meeting Notes blueprint:

1. Choose **Create** > **Meeting Notes**
2. Enter goals, agenda items, and @mention attendees (the instructional text will prompt you)
3. **Save** your page and get ready to attend your meeting
4. **Edit** the page during or after your meeting, and enter your notes, action items and @mention users to assign tasks to them.

Screenshot: Index showing three Meeting Notes pages.



Screenshot: A blank Meeting Notes page showing instructional text.



The Meeting Notes blueprint uses some cool Confluence features:

- Instructional text - this handy text prompts you to enter information and disappears when you start typing or view the page.
- Mentions - @mention a user on the page and they will be notified in their workbox.
- Task lists - @mention a user in a task to assign it to them – the task will appear as a personal task in their workbox. You can also add a due date by typing ***//***, then choosing a date from the calendar.

Customising this blueprint

You can customise the templates that are used by the Meeting Notes blueprint – see Customising the blueprint templates.

You might choose to edit the headings or add additional headings, or change the instructional text that prompts users to enter information to suit your context. To find out more about using instructional text in a template, see Instructional text.

You can also edit the Content Report Table macro used on the Index page to specify the number of pages you want to display.

Product Requirements Blueprint

The Product Requirements blueprint helps you to define, scope and track requirements for your product or feature.

The first time you use the Product Requirements blueprint in a space, Confluence will create an index page and add a shortcut on your space sidebar (shortcut only available in the default theme). The index lists all the Product Requirements pages in that space, and displays a summary of the information on each page (such as status and owner). You can have as many Product Requirements pages as you need.

Related pages:

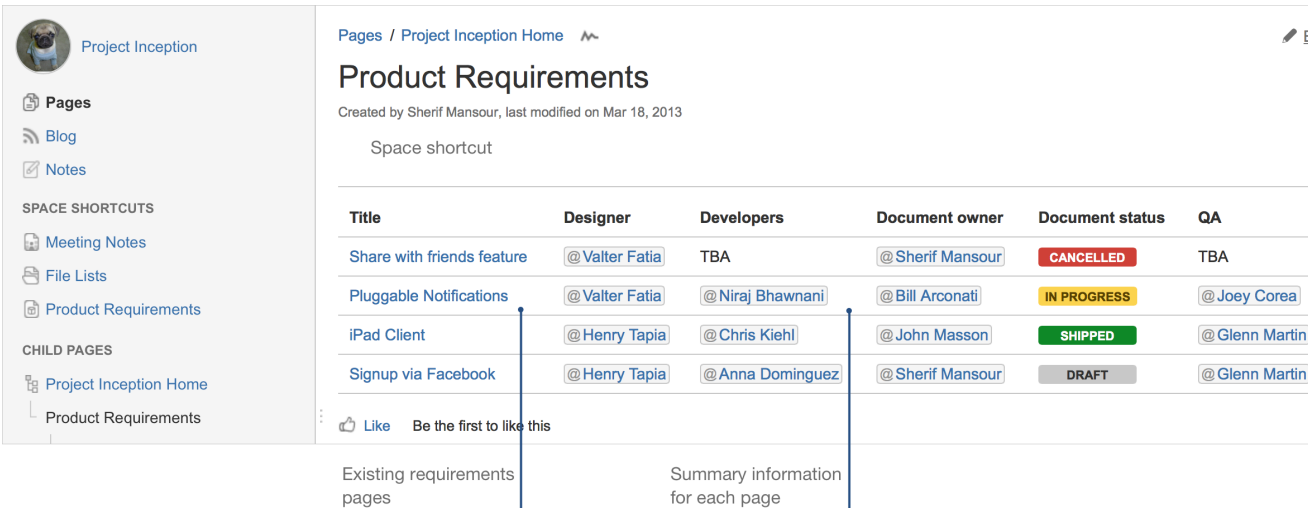
- Working with Blueprints
- File List Blueprint
- Meeting Notes Blueprint

To use the Product Requirements blueprint:

1. Choose **Create** > **Product Requirements** to create a Product Requirements blueprint page
2. Enter information about your product or feature – the instructional text will prompt you.

You can @mention team members to bring them into the conversation about the page.

Screenshot: Index showing a series of Product Requirements pages and summary information



Screenshot: Editing a Product Requirements page

Pluggable Notifications

Page properties

Target release	4.4
Epic	JIRA | CONF-1
Document status	IN PROGRESS
Document owner	Frank Admin
Designer	Rosie Admin Josh User
Developers	*Lead developer*
QA	*Lead tester*

Goals

- *E.g. Simplify the user experience, reduce friction etc...*

Background and strategic fit

Why are you doing this? How does this relate to your overall product strategy?

The Product Requirements blueprint uses these Confluence features:

- Page Properties and Page Properties Report macro - content that you enter within the page properties macro can appear on the index page.
- Instructional text - this handy text prompts you to enter information or create a JIRA issue and disappears when you start typing or view the page.
- Mentions - @mention a user on the page and they will be notified in their workbox.

Customising this blueprint

As no two products or projects are alike, you can customise the templates that are used by the Product Requirements blueprint - see Customising the blueprint templates.

You might choose to edit the **index** page in a space to change the columns to be displayed by the Page Properties Report macro.

You might choose to edit the **page template** to:

- edit the headings or add additional headings
- change the instructional text that prompts users to enter information to suit your context
- add or remove rows within the Page Properties macro.

See Instructional text to find out more about using instructional text in templates.

Retrospectives Blueprint

Retrospective blueprints help you track team successes and opportunities after projects or at the end of a sprint. Use this blueprint to document what went well, what needed improvement, and assign actions for the future.

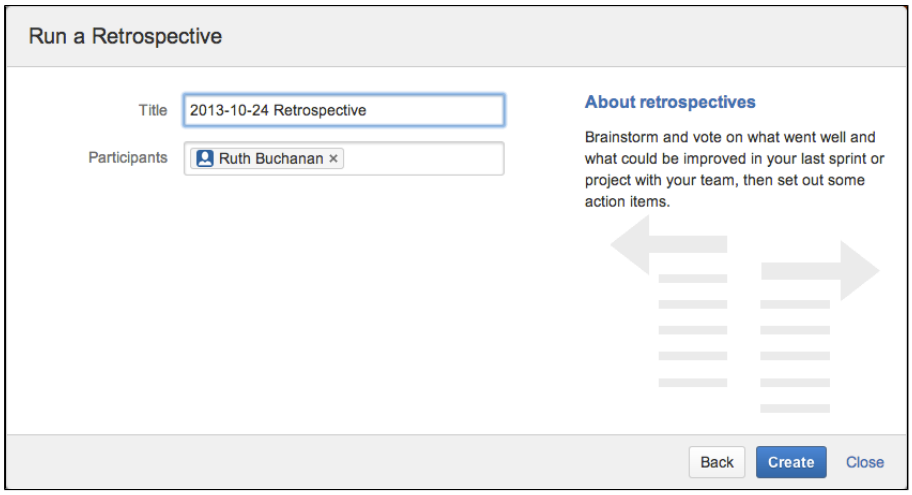
Related pages:

- Working with Blueprints
- File List Blueprint
- Meeting Notes Blueprint

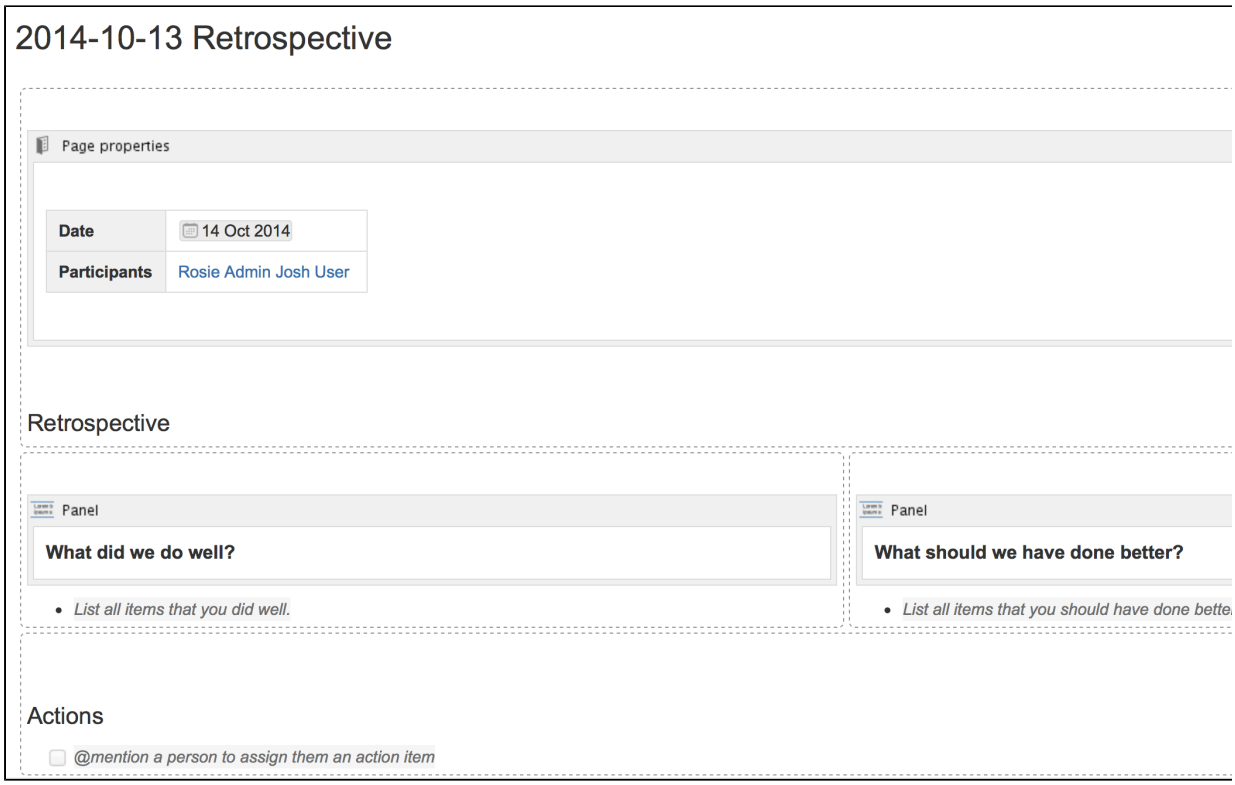
Using Retrospective blueprints

Here's how to use this blueprint for your next retrospective:

1. Choose **Create** in the Confluence header
   The Run a Retrospective dialog appears with today's date populated in the title.
2. Add participants



3. Click **Create**
   Your new Retrospective blueprint loads.



The Retrospective blueprint uses the following Confluence features:

- Page Properties and the Page Properties Report macro make content listed within the macro visible on the index page.
- Instructional text prompts you to enter information and disappears when you start typing or view the page.
- Mention a user on the page to notify them in their workbox.

Customising this blueprint

Every team conducts retrospective meetings differently. You can customise the Retrospectives blueprint template to match your team's culture and practices. You can:

- Edit headings and pre-populated text.
- Add instructional text to capture specific information.
- Add additional sections and content.

See Customising blueprint templates for instructions.

Shared Links Blueprint

The Shared Links blueprint helps you take content from the web and share it with your team. You can use Shared Links to share and collaborate on web content, or to create a centralised repository of useful links.

The first time you use the Shared Links blueprint in a space, Confluence will create an index page and add a shortcut on your space sidebar (if you're using the default theme). The index lists all the shared links in that space.

To use the Shared Links blueprint:

- Choose **Create** > **Share a link**
- Enter the URL of the web content you want to share
- Choose **Create**

Related pages:

- Working with Blueprints
- Decisions Blueprint
- File List Blueprint
- Meeting Notes Blueprint
- Product Requirements Blueprint

You can also:

- Include topics to help categorise your links – these are added as labels to your page.
- Share the link immediately with another user or group – users will receive a notification.
- add a comment to start the discussion.

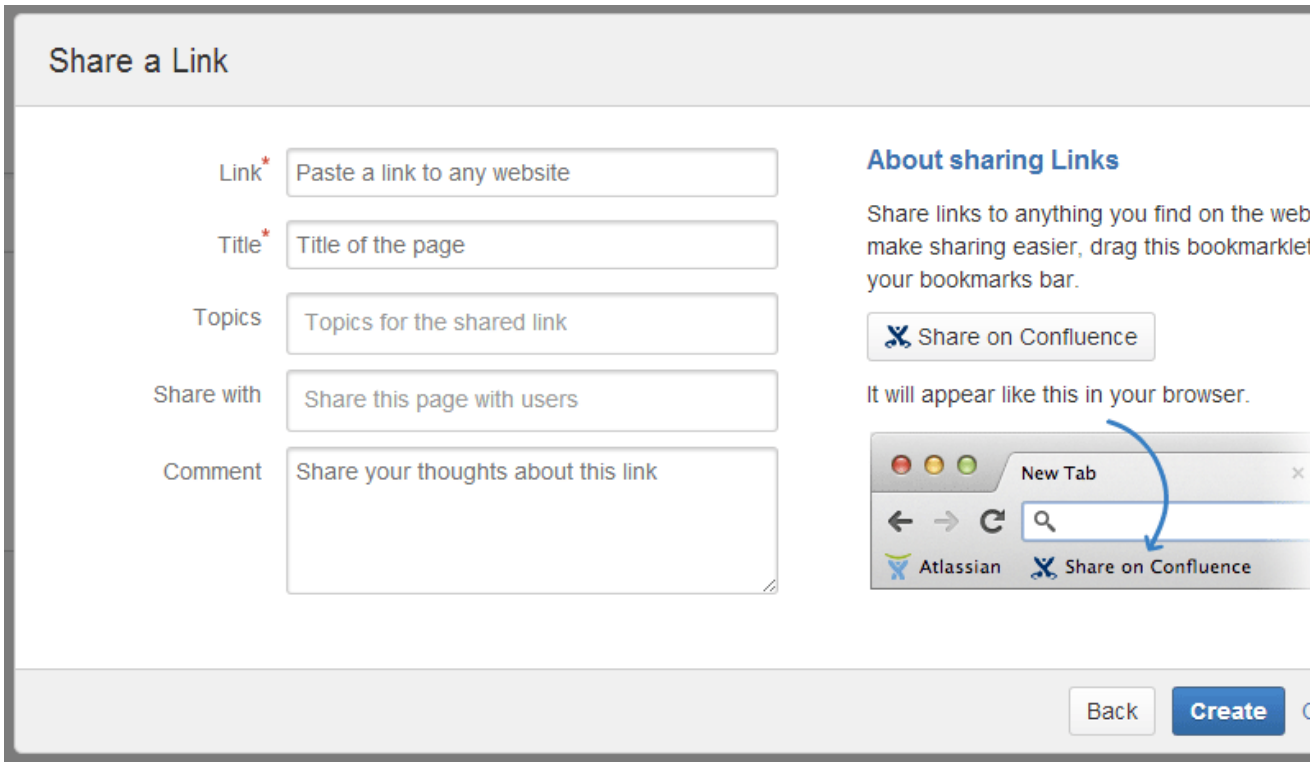
To make sharing links even faster, you can add a **Share on Confluence** button to your browser's toolbar. Click this button and the webpage you're currently viewing will be added as a shared link!

To add the Share on Confluence button to your browser:

- Choose **Create** > **Share a link**
- Drag the Share on Confluence button to your browser toolbar

Now, when you want to share a link on Confluence, you can choose the **Share on Confluence** button in your browser and follow the prompts.

Screenshot: Share a link from the Create dialog.



Creating a Blueprint-Style Report

Using a combination of templates and macros you can make a wide range of reports for managing anything from customer interviews, product requirements to IT service catalogues and more. In this tutorial we'll guide you through the process of creating a blueprint-style report.

In this example, we'll create a multi-team status report. Here's the scenario we'll use for this tutorial.

The Design, Development and QA teams working on the Blue Sky Project need to produce a short status update page each week, containing the focus area for the week, contact person, risks and overall status for each team. They like the way the Product Requirements blueprint works and want to be able to manage their status updates in a similar way.

What do each of the players want out of this report?

- **Project Lead** – Wants an at-a-glance report that shows only the status for each team.
- **Team Leads** – Want a summary report, including the focus areas and risk, just for their team.
- **All team members** – Want it to be easy to create the new page each week.
- **Management Team** – Want to see all the details for a week on one page, and don't want to have to look at a different page for each team.

With this scenario in mind, this tutorial will guide you through how to:

1. Create a status update template containing a separate page properties macro for each team's section of the report.
2. Create a high level status report, showing just the status of all teams.
3. Create a summary report for each team.
4. Create your first status update page.

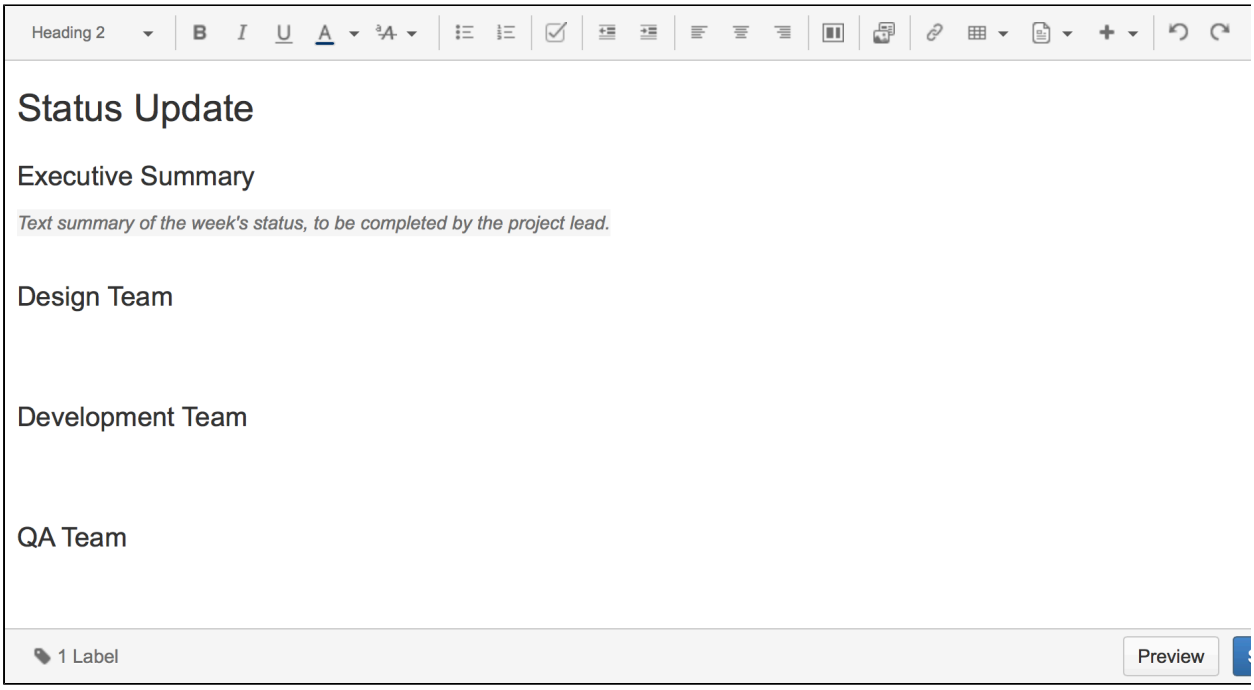
You'll need Space Administrator permissions to complete some of the steps in this tutorial.

Part 1: Create a status update template

First we'll create a page template and add the Page Properties macros.

1. Go to **Space Admin** > **Content Tools** > **Templates**
2. Choose **Create Template**
3. Give the template a name (in this example the template will be called 'Status Update')
4. Add the skeleton of your status report to the page
5. Add a **Label** to the template (in this example we'll add 'status-update' as the label)

Screenshot: Adding teams to our status update template

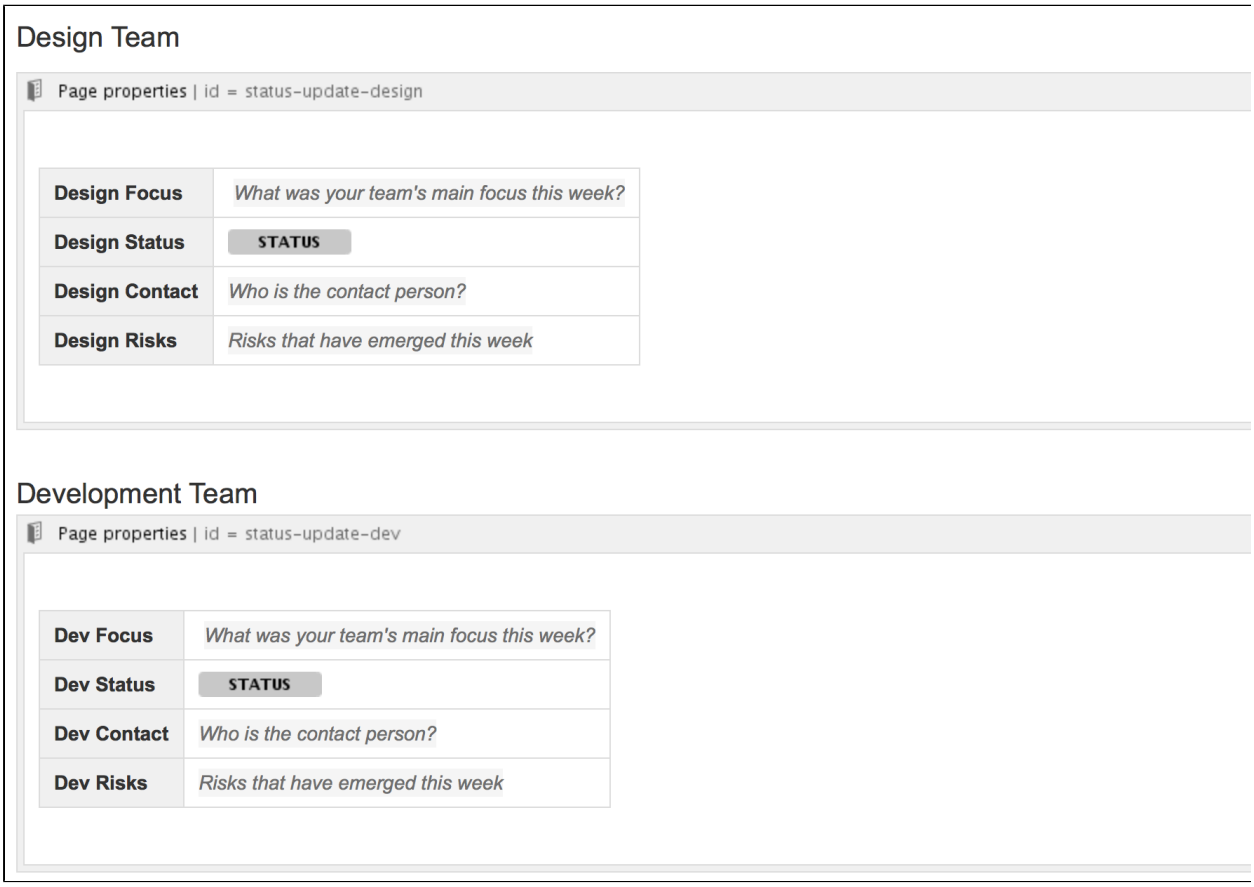


Now we'll add a Page Properties macro to record the status of the Design team.

6. Choose **Insert** > **Other Macros** > **Page Properties** to add the Page Properties macro to the page
7. In the macro body create a two column table and remove the heading row
8. In the left column enter the column headings for your report (these are known as metadata 'keys') In this example we'll add 'Design Focus', 'Design Status', 'Design Contact' and 'Design Risks').

9. In the right column, leave the cells blank, or enter some instructional text to prompt your users (Choose **Template** > **Instructional Text**)
   We've also added a status macro.
10. **Edit** the Page Properties macro and enter a **Page Properties ID** for this macro (in this example we'll use 'status-update-design'. This will allow us to report on the status of just the Design team later on)
    Repeat this process for the Development and QA teams, remembering to specify a different ID for each macro (we used 'status-update-dev' and 'status-update-qa').
11. Finally, add any other headings, instructional text or content to your template and **Save**.
    You can enter a **Description** for your template - this appears in the Create dialog.

    Screenshot: Our status update template

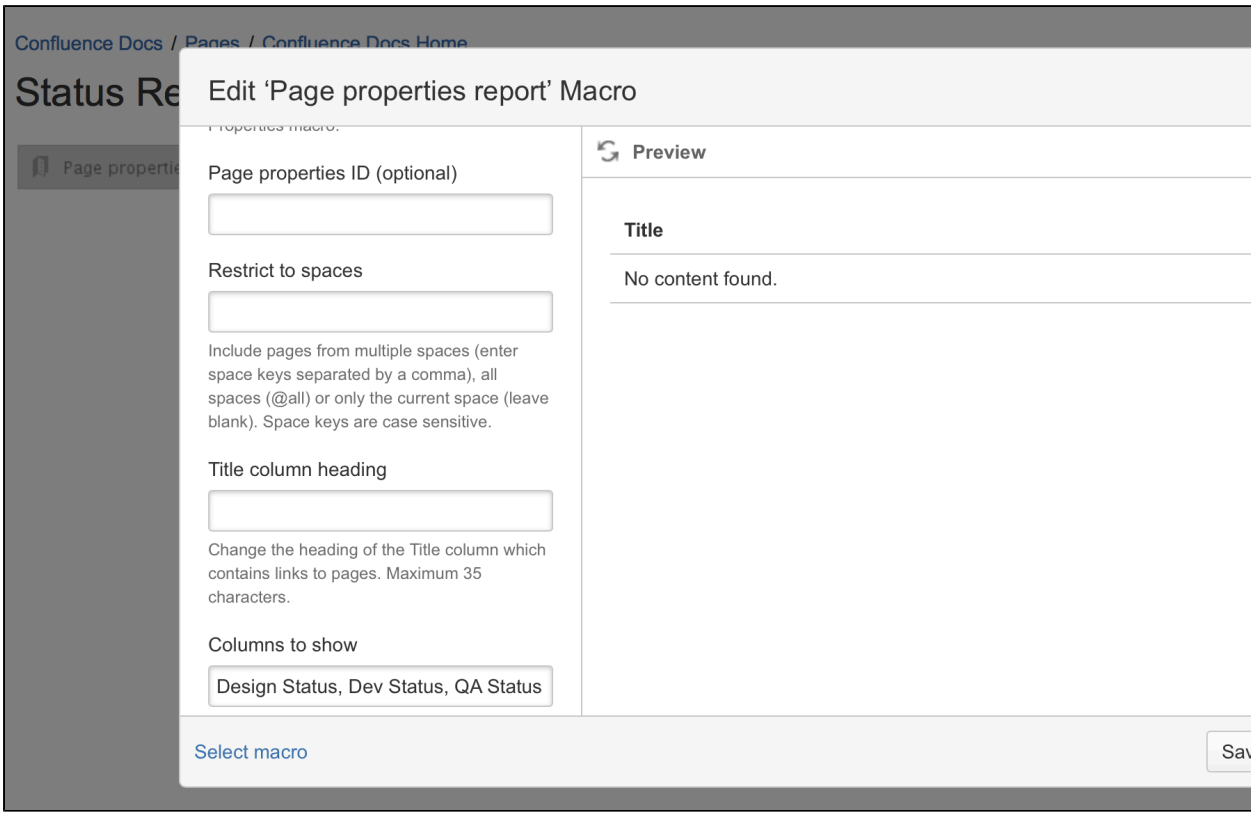


Part 2: Create a report showing the high level status of each team

Next we'll create an index page, just like you see in many blueprints.

1. In your space create a new blank page – this will be our 'Status Report - all teams' page, showing just the status of each team.
2. Choose **Insert** > **Other Macros** > **Page Properties Report** to add the Page Properties Report macro to the page
3. Enter the **Label** to report on (in this example it will be 'status-update', the label we added to the template page earlier)
4. Leave the **Page Properties ID** field blank – we want to report on all the macros on the page.
5. In the **Columns to Show** field, list the 'keys' from each macro that you want to include in the report (in this example we only want to show the values of 'Design Status', 'Dev Status', 'QA Status')
6. Choose **Save** to add the macro to the page

   Screenshot: The page properties report macro on the 'Status Report - all teams' page



Now we'll add a button to the page to allow team leads to easily create new status update pages from the template we created earlier.

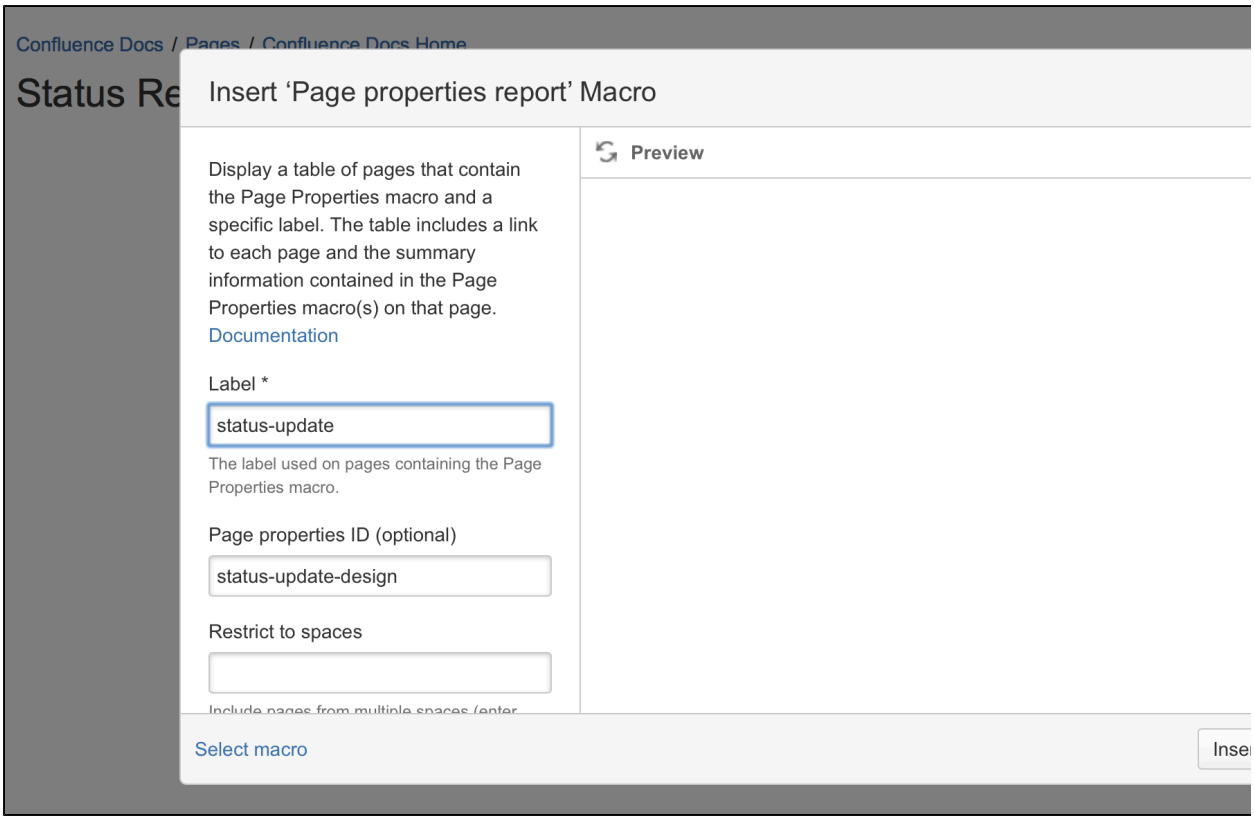
7. Choose **Insert** > **Other Macros** > **Create from Template** to add the Create from Template macro to the page
8. Enter the text for the button (in this example we'll call the button 'New Status Update Page')
9. Select the template from the **Template Name** drop down (in this example our template was called 'Status Update')
10. Specify the title of any pages to be created – this is a great way to keep your titles consistent.
    (in this example we'll call the page 'Status update week ending @currentDate' which will append the current date when the page is created, as in the meeting notes blueprint)
11. Choose **Insert**
12. Add any other content, links or images to the page and **Save**
13. Choose **Space Tools** > **Configure Sidebar** > **Add Link** to add a shortcut to the page on the sidebar

Part 3: Create a separate report for each team

Now we'll create some index pages that show a more detailed summary for each team, starting with the Design team.

1. Create a new blank page – this will be the 'Design Status Report' index page, showing just information for that team.
2. Choose **Insert** > **Other Macros** > **Page Properties Report** to add the Page Properties Report macro to the page
3. Enter the **Label** (the page label is once again 'status-update', the label we added to the template)
4. Enter the **Page Properties ID** that was specified in the Page Properties macro in the template (in this example it was 'status-update-design') – this allows us to report on just information in that macro.
5. Leave all of the other fields blank (we want to show all columns from this Page Properties macro)
6. Choose **Save** to add the macro to the page

Screenshot: The page properties report macro on the 'Design Status Report' index page



7. Add any other content, links or images to the page and **Save**
8. Choose **Space Tools** > **Configure Sidebar** > **Add Link** to add a shortcut to the page on the sidebar
9. Create a new page and repeat this process for each team
   Remember to specify a different Page Properties ID each time (in this example 'status-report-dev' and 'status-report-qa').

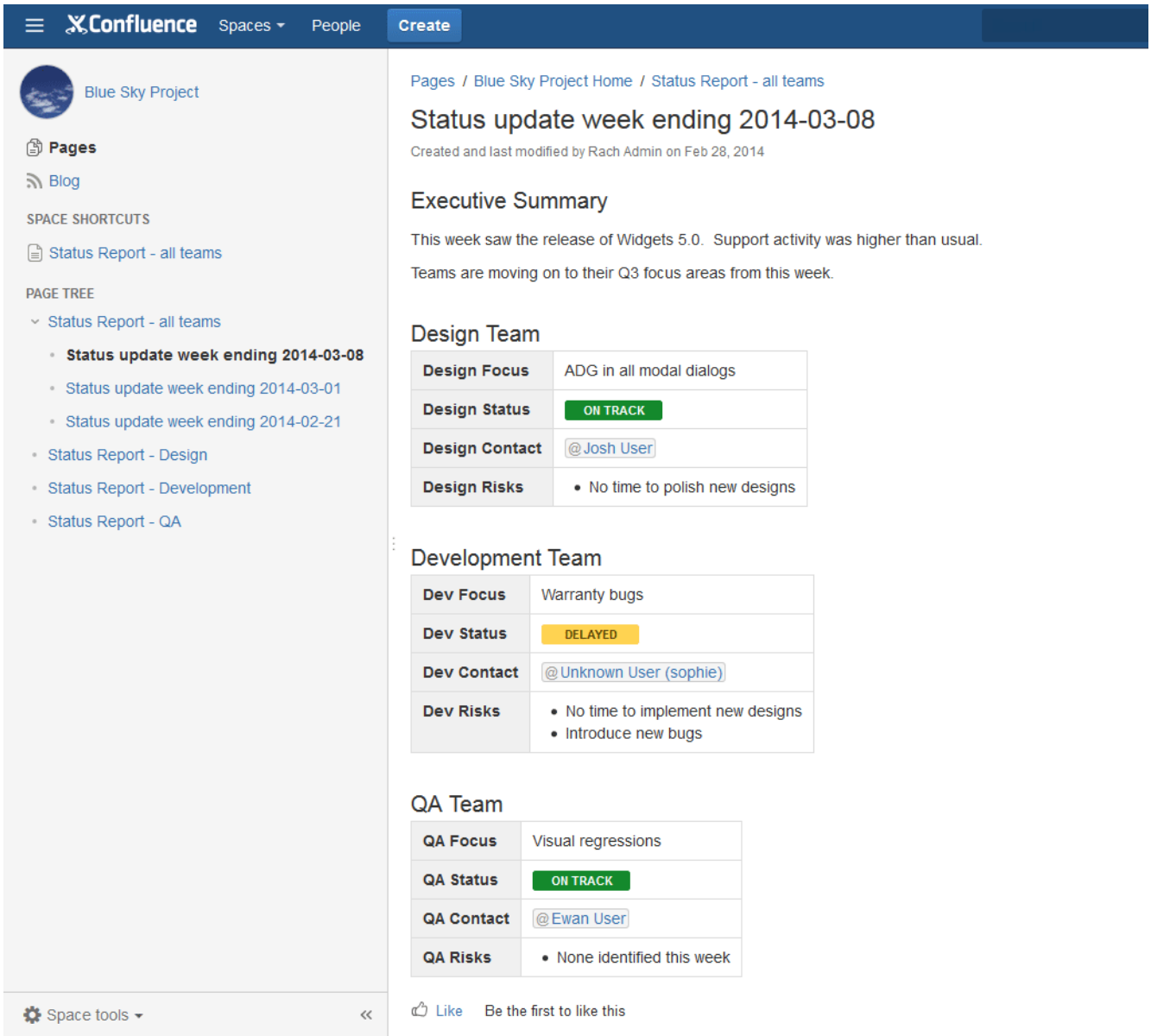
If your Design, Dev and QA teams have their own team spaces, this summary report could even be created in their team spaces. Just be sure to specify the space where the Status Updates pages are created in the **Restric t to spaces** field, to make sure the macro can find the pages to report on.

Part 4: Create your first status update page

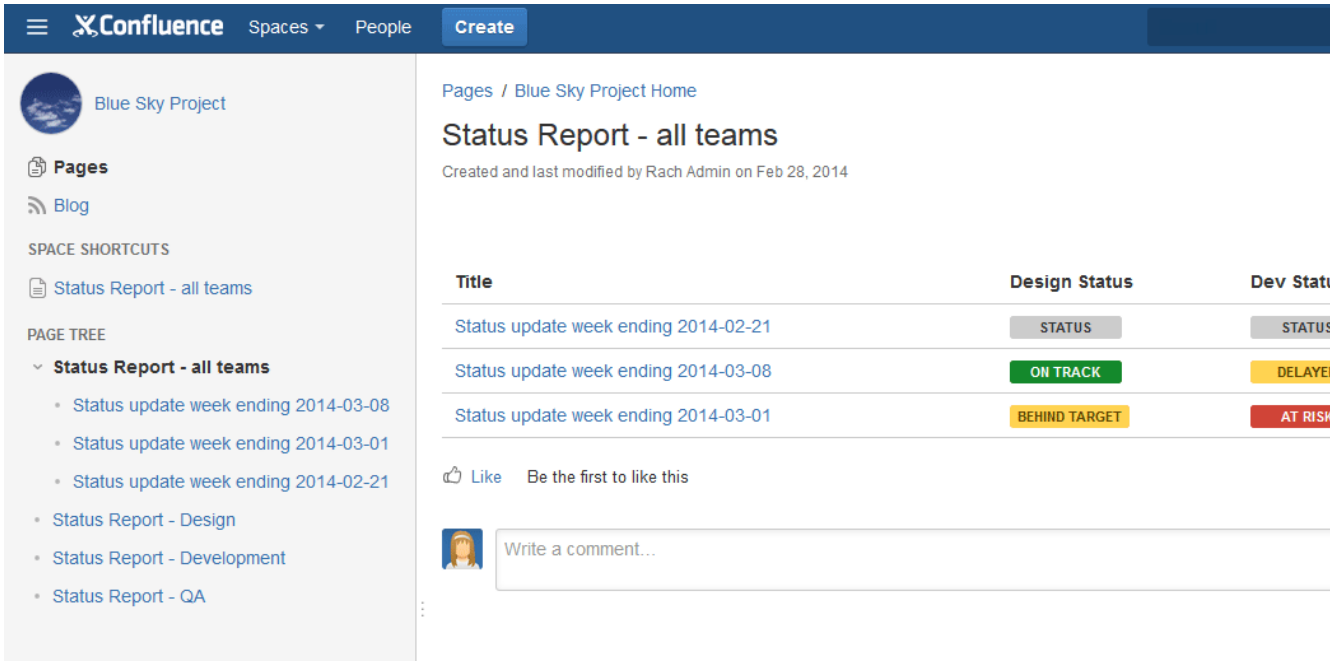
That's it! Choose **Create** > **Status Update** or use the **Create a new status update** button to make your first status update page. Just like a blueprint, but 100% made by you.

Here's how our finished pages look.

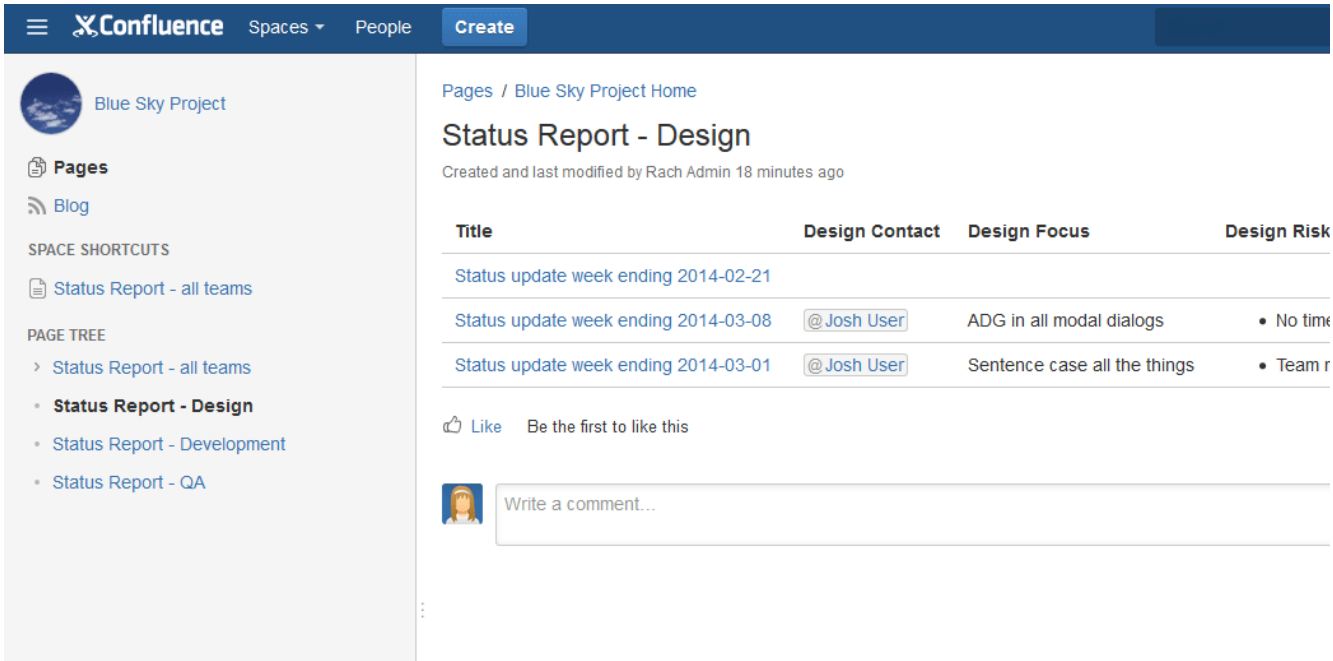
Screenshot: Team Leads and the management team still have a single page for the weekly status update.



Screenshot: The Project Lead can see the status of each team, each week, at a glance in the All Teams status report.



Screenshot: Each team can see their focus, risks and status at a glance in their status report.



Remember, these concepts don't just apply to status updates - you can use them for any purpose at all. Tell us about how you've made your own blueprint-style reports in comments.

Importing Content Into Confluence

There are a number of ways you can get existing content, such as text, images and other content into Confluence.

On this page:

Importing content from other Confluence sites

To import content from another Confluence site you can:

- Import a backup of the entire Confluence site
- Import an XML export of an individual space. Page history, attachments, and page content will be preserved.

See Restoring a Site and Restoring a Space for more information.

Importing content from a Microsoft Word document

The Office Connector allows you to create pages by importing Word documents. The document content is copied onto one or more Confluence pages. See Importing a Word Document into Confluence.

Importing web content

To displaying web content on a page:

- Use the Widget Connector Macro to display videos, slide shows, twitter chats, documents and more, sourced from other web sites and displayed on your Confluence page.
- Embed an external web page into Confluence with the HTML Include macro.
- Use HTML code in a page with the HTML macro.

Importing other content

Importing non-wiki markup into Confluence requires a conversion process:

- Text with basic formatting can be pasted directly into the editor. This includes simple Word documents or web pages.
- 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 Confluence remote APIs.

Importing Content from Another Wiki 1

Please note, the Universal Wiki Converter (UWC) does not support Confluence versions after 4.3.7.

Importing a Word Document into Confluence

The Office Connector allows you to import Word documents and create one or more Confluence pages from the content.

You can create a single page, or divide the contents up into multiple pages, based on the headings in your document.

This is useful if you have a lot of content stored in existing documents, or if you are migrating from another system or platform that allows you to export to Word format.

⚠ The Office Connector is only available for some browsers, operating systems and applications, so

On this page:

Related pages:

- Exporting Content to Word, PDF, HTML and XML

you'll need to check the Office Connector Prerequisites before you start.

Importing a Word document

To import a Word document:

1. Create a page in Confluence or go to an existing page (you want to view the page, not edit it).
2. Choose ••• > **Import Word Document**
3. Choose **Browse** and locate the Word document you want to import then choose **Next**.
   The import document options appear.
4. Enter a **title** for the new page (useful if you do not want to use the file name as your page title).
5. Choose **where** you want to import the file (as a brand new page, or overwriting an existing page with the same title).
6. Choose how to handle **title conflicts** (rename the new pages or replace existing pages).
7. Choose whether to create a single page or multiple pages based on the heading styles in the file (this option is only available if the file contains heading styles).
8. Click **Import**.

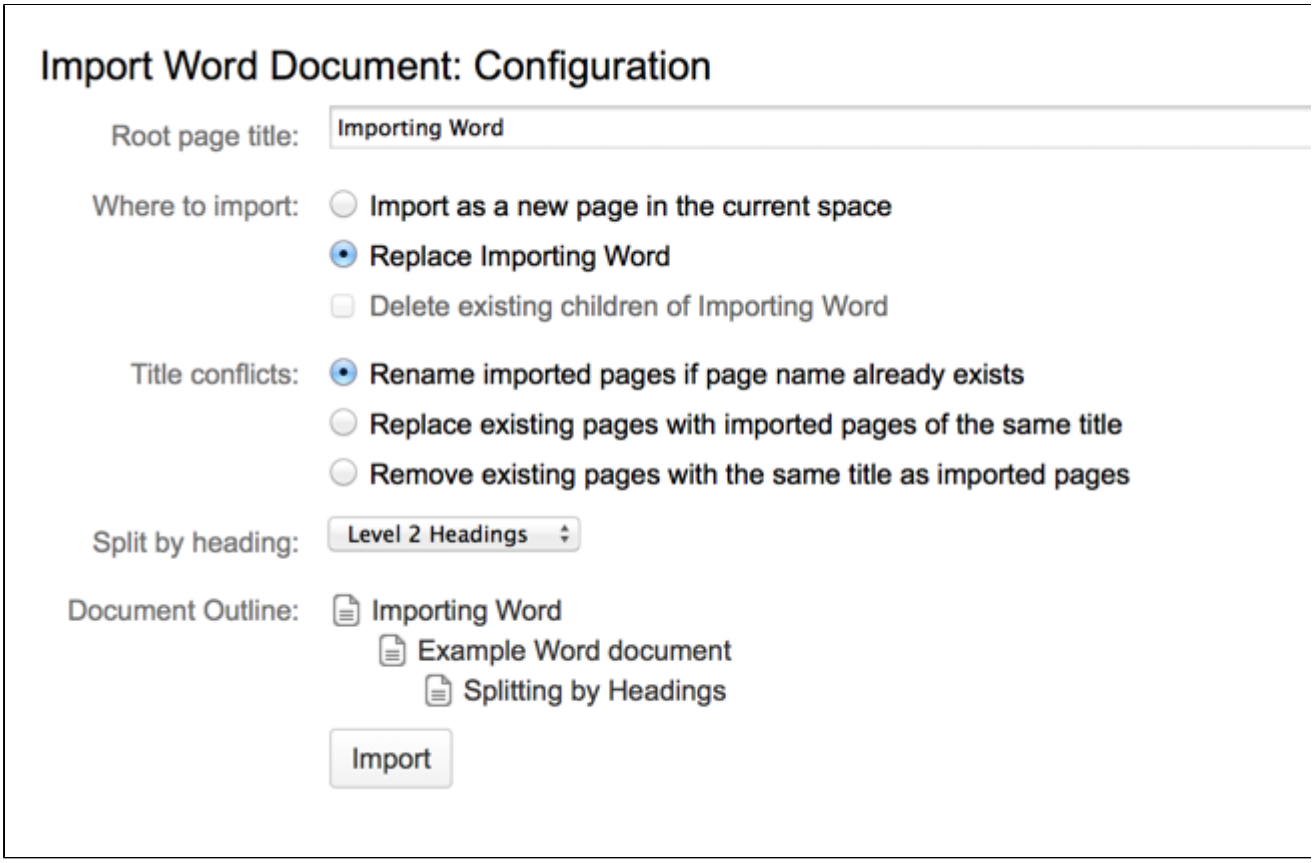
When the upload has finished, pages will be created with the content of the Word documents. You can then view and edit this page as normal. There's no connection between the original Word document and this page.

Import options

There are a number of options when importing a Word document that control how pages are created, whether the import should overwrite existing pages in the space, and how it should handle page name conflicts.

Option	Description
Root page title	This is the title of the page that will be created or updated by the import.
Where to import	Controls whether the document is imported into the current page (the page you were viewing when you selected Tools > Import) or created as a new page. Choose from • **Import as a new page in the current space** - a new page will be created as a child of the current page. • **Replace <page name>** - content will be imported into the current page. The title of this page will change to the title you specified in the Root page title field. • **Delete existing children of <pagename>** - any existing children of the current page will be removed when the content of the page is replaced.
Title conflicts	Controls how page name conflicts (a page with the same title already exists in the space) are handled. • **Rename imported pages if page name already exists** - new pages get a new name (a number added to the end of the page title). Existing pages will be unchanged. • **Replace existing pages with imported pages of the same title** - overwrite the content of existing pages. The change will be shown in the Page History for the page. • **Remove existing pages with the same title as imported pages** - remove original pages and then create new pages. The change is not shown in the Page History for the page.
Split by heading	If the document contains Word heading styles you can choose to create multiple pages based on the heading. Options are: • **Don't split** - creates a single page. • **Level Headings** - creates multiple pages in a hierarchy based on the heading levels in the document. A preview of the pages that will be created appears under **Document Outline**.

Screenshot: Import Word options for a document that contains multiple heading levels.



Importing Content from Another Wiki

Please note, the Universal Wiki Converter (UWC) does not support Confluence versions after 4.3.7.

Importing Pages from Disk

Confluence allows you to import text files from a directory on the Confluence server, and convert them into Confluence pages. Each file will be imported as a separate Confluence page with the same name as the file.

Related pages:

- Importing Content Into Confluence
- Confluence User's Guide

Notes:

- The text file may contain plain text, HTML or Confluence Storage Format.
- You need to be logged in as a System Administrator to import text files.
- You can import pages from disk into site spaces, but not into personal spaces. Please see Working with Spaces for information about differences between site spaces and personal spaces.

To import text files:

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **Import**.
3. Type the your directory path into the **Import directory** box.
4. Select **Trim file extensions** to remove file extensions from the page titles when converting the files to Confluence pages. Note that the Confluence pages will take their titles from the files' names (including their extensions). To avoid having page titles with a suffix like '.txt' check this box.
5. Select **Overwrite existing pages** if you want to replace existing Confluence pages that have the same page title as one you are importing.
6. Choose **Import**.

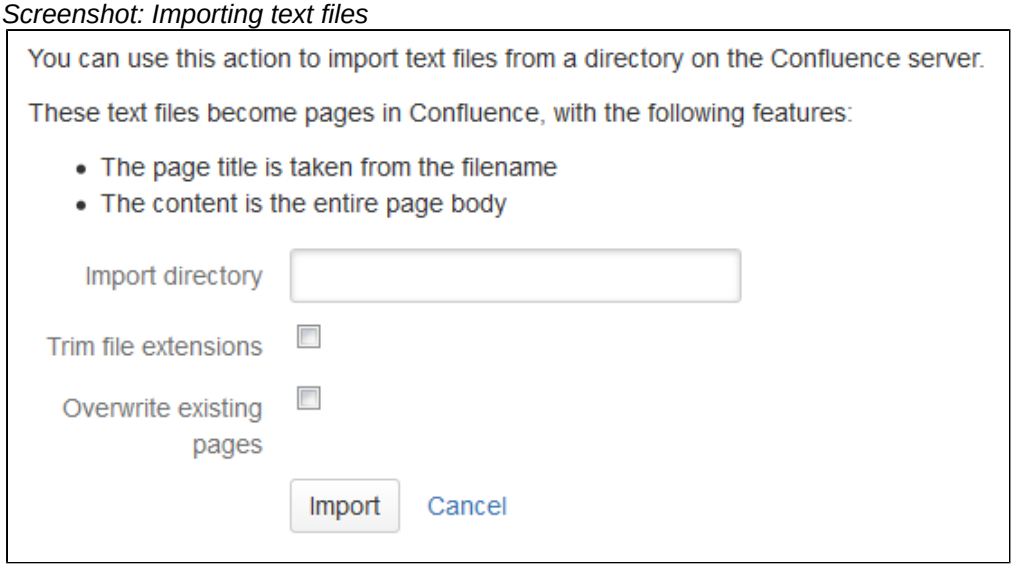
If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Import** from the space administration options.
3. Follow the steps above.

Confluence will place the new pages at the root of the space.

Screenshot: Importing text files



Orphaned Pages

An orphaned page is a page without any incoming links and is located at what's called the 'root of the space', meaning it sits alongside the space's home page. This means that, unless you know the page exists, you're not likely to come across it during the natural course of navigation.

There may be a legitimate reason you want to have a page at the root of a space. For example, you may be effectively hiding it in the navigation. If you don't want orphaned pages though, you can easily view all orphaned pages in a space so you can tidy delete the pages or reorganise them so they're no longer orphaned.

Related pages:

- Undefined Page Links
- Working with Pages
- Confluence User's Guide

To view the orphaned pages in a space:

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **Orphaned Pages**.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Operations** at the top of the screen.
2. Choose **Orphaned Pages** in the space operations options.

While in the orphaned pages view, you can do any of the following:

- Delete an orphaned page by choosing the 'trash can' icon next to the page name.
- Edit a page by choosing the 'pencil' icon next to the page name.
- Give an orphaned page a parent — see Move and Reorder Pages.

Screenshot: Managing orphaned pages

Publishing	Templates	Reorder Pages	Orphaned Pages	Undefined Pages	Attachments	Trash

This report shows all the 'orphaned' pages which are not linked to by other pages.

Title (Space)	Creator	Created	Last Updated By
Appendix A - Extending JIRA (Atlassian OnDemand Documentation)	Atlassian Documentation Bot	Sep 25, 2012	Atlassian Documentation Bot
_InclusionsLibrary (Atlassian OnDemand Documentation)	Andrew Lui [Atlassian Technical Writer]	Oct 22, 2008	Andrew Lui [Atlassian Technical Writer]
Enterprise Hosted Service Deactivation (Atlassian OnDemand Documentation)	Christine Burwinkle [Atlassian Technical Writer]	Apr 04, 2013	Andrew Lui [Atlassian Technical Writer]
_Redirects (Atlassian OnDemand Documentation)	Christine Burwinkle [Atlassian Technical Writer]	Feb 07, 2013	Andrew Lui [Atlassian Technical Writer]

Undefined Page Links

You can add links to pages that don't yet exist in Confluence, but you intend to create later. Known as links to 'undefined pages', they allow you to create a link which, when clicked, will create a page with the name you specify in the link.

Related pages:

- Orphaned Pages
- Working with Pages
- Working with Links

Create an undefined page link

1. Choose **Insert** > **Link** or press **Ctrl**+**K** on your keyboard
2. Choose **Advanced**
3. Enter the name of the page to be created in the **Link** field

A link to an undefined page is shown in dark red while in the editor. When anyone clicks the link, Confluence will create a new page with the name you typed in the **Link** field.

View undefined pages in a space

The **Undefined Pages** view shows you all undefined pages in your space. The undefined page links are badged with a icon to remind you that those pages are yet to be created.

To view a list of the undefined links in a space:

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **Undefined Pages**

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Operations** at the top of the screen.
2. Choose **Undefined Pages** in the space operations options.

You can choose the link for an undefined page to create the page and add content to it.

View Page Information

The Page Information view for a page shows you useful information about the page.

To see the information about the page:

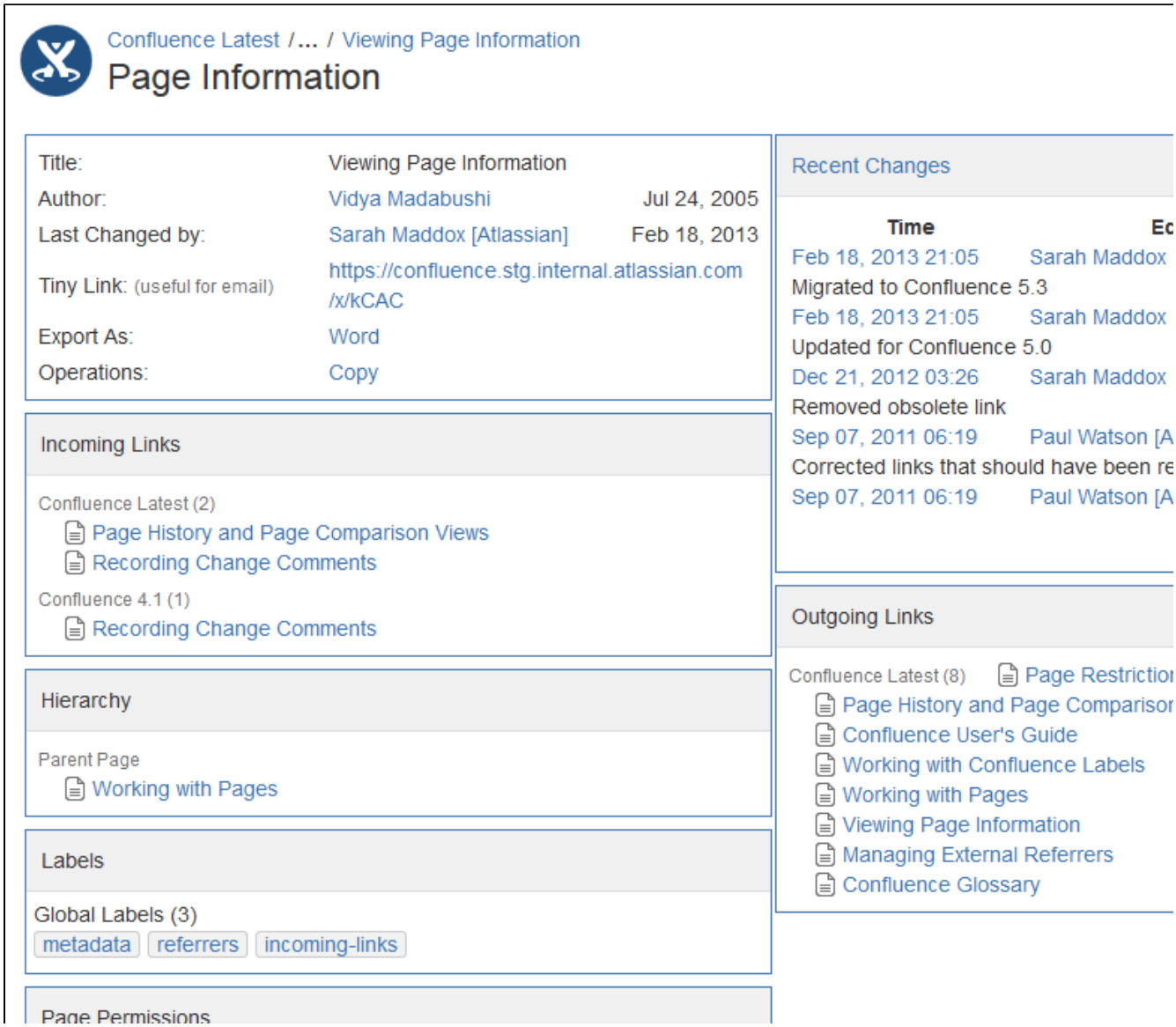
1. View the page.
2. Choose ••• > **Page Information**

You will see the following information:

- **Page details:** Title, author, date of creation, date of last modification and the tiny link (permalink) of the page.
- **Page hierarchy:** Parent-child relationships of the page.
- **Incoming links:** Lists other pages in your Confluence Site that have links to this page, or reference this page in an Include Page or Excerpt Include macro.
- **Labels:** Any labels (tags) that have been applied to this page. See Add, Remove and Search for Labels.
- **Page Permissions:** Displays page-level security restrictions that apply to the page (if present). See Page Restrictions.
- **Hot Referrers:** The external website pages which send the most viewers to the page. See Managing External Referrers.
- **Recent Changes:** Links to the five most recent versions of the page along with the name of the editor and the date of modification. See Page History and Page Comparison Views. Choose **View page history** to see the page history view, all the versions of the page in reverse chronological order and allows you to compare versions or to restore a previous version.
- **Outgoing links:** A summary of the links contained on this page, pointing to other pages on the Confluence site or to external websites.

Note: if there is no information to report (for example the page has no restrictions or no incoming links), that section of the Page Information won't appear.

Screenshot: Page information for this page



Page restrictions:

- Only users in group **atlassian-staff** can **edit** this page. (set by Anonymous at Jul 07, 2014 22:07)

Page History and Page Comparison Views

Confluence tracks the history of changes to each page by creating a new version of the page each time it's modified. You can view the changes between different versions, and roll back to a previous version if you need to.

Access the page history

To view the history of a page:

1. Go to the page and choose ••• > **Page History**
2. Choose a version number to view the content of that version

Screenshot: Page history

Compare selected versions

	Version	Date	Changed By	Operations
	CURRENT (v. 4)	Apr 26, 2013 13:53	Rach Admin [Administrator]: Fixed a typo	
	v. 3	Apr 26, 2013 13:53	Leah Admin	Restore this version · Delete
	v. 2	Apr 26, 2013 13:52	Josh User: (Added note about changes)	Restore this version · Delete
	v. 1	Apr 26, 2013 11:56	Rach Admin [Administrator]	Restore this version · Delete

View an older version

When you select a previous version of the page, you'll see a header like this at the top of the page:

You are viewing an old version of this page. View the **current version.**

Compare with Current · Restore this Version · View Page History

« Previous **Version 2** Next »

If you want to send this page version to someone, copy and paste the URL from your browser. The link will look something like this: `http://confluence.atlassian.com/pages/viewpage.action?pageId=12345`.

When you're viewing a specific version of the page, the following functions are available:

Function	Description
current version	View the latest version of the page.
Compare with Current	Compare the differences between the version of the page you are viewing and the current version.
Restore this Version	Roll back the content of the page to the previous version that you are viewing.
View Page History	Return to the list of page versions.
<< Previous and **Next >>**	View the previous or next version of the page.

Restore a previous version

1. Go to the page and choose ••• > **Page History**
2. Choose **Restore this version** beside the version you want to restore (or at the top of the page if you've opened the version)
3. Change the default change comment if necessary, and choose **OK**

All page history is retained; restoring an older version creates a copy of that version. For example, if you restore version 39, Confluence will create a copy of version 39 and the copy will become the new, current version.

Delete a specific version

Choose **Delete** next to a version in the page history, to remove that version.

View the changes made

Using the page history view or the page information view, you can see the recent changes made to a page.

To view recent changes made to a page:

1. Choose ••• > **Page Information**
   In the section titled 'Recent Changes' you'll see the most recent versions of the page, along with the date of their modification and the name of the modifying author.
2. Choose **View Changes** beside the required version
   The page comparison view is displayed, showing the differences between the selected and previous versions.

Compare two versions

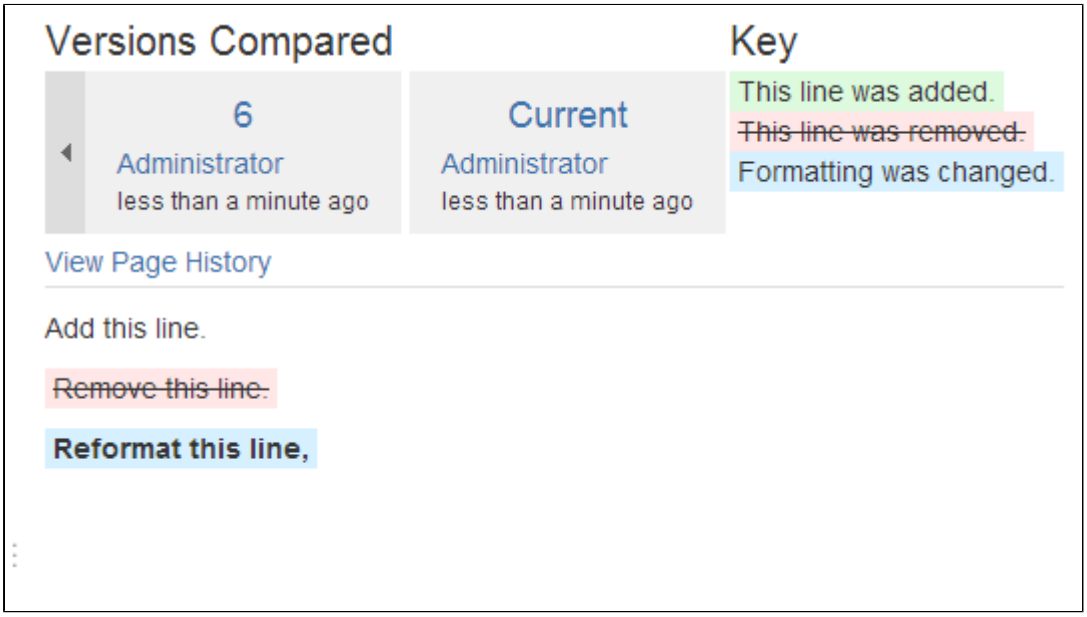
1. Go to the page and choose ••• > **Page History**
2. Choose the versions you want to compare by selecting the check boxes beside them
3. Choose **Compare selected versions**

You'll see the page comparison view showing the differences between the selected versions. Changes are highlighted as follows:

Highlighted colour	Meaning
Green	Added content
Red	Deleted content

Blue	Changed formatting

Screenshot: Comparing changes



More about the comparison view

When you view a page comparison, all large sections of unchanged text are hidden and reduced to an ellipsis (. . .).

You can 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 >>**

Using a WebDAV Client to Work with Pages

Create, move and delete pages and attachments in Confluence using a file manager like Finder (OS X), Explorer (Windows) or Dolphin (Linux) or other WebDav compatible local client like CyberDuck.

For example, if you need to delete a lot of pages you can bulk delete them in your local file manager (like Finder or Explorer), rather than one by one in your browser.

Access to Confluence through a native client is provided by the WebDav plugin. Your administrator may have disabled the WebDav plugin, or may have restricted the actions that you can perform using a local client. See Configuring a WebDAV client for Confluence for more information on how to set it up.

Managing pages and files in a native client

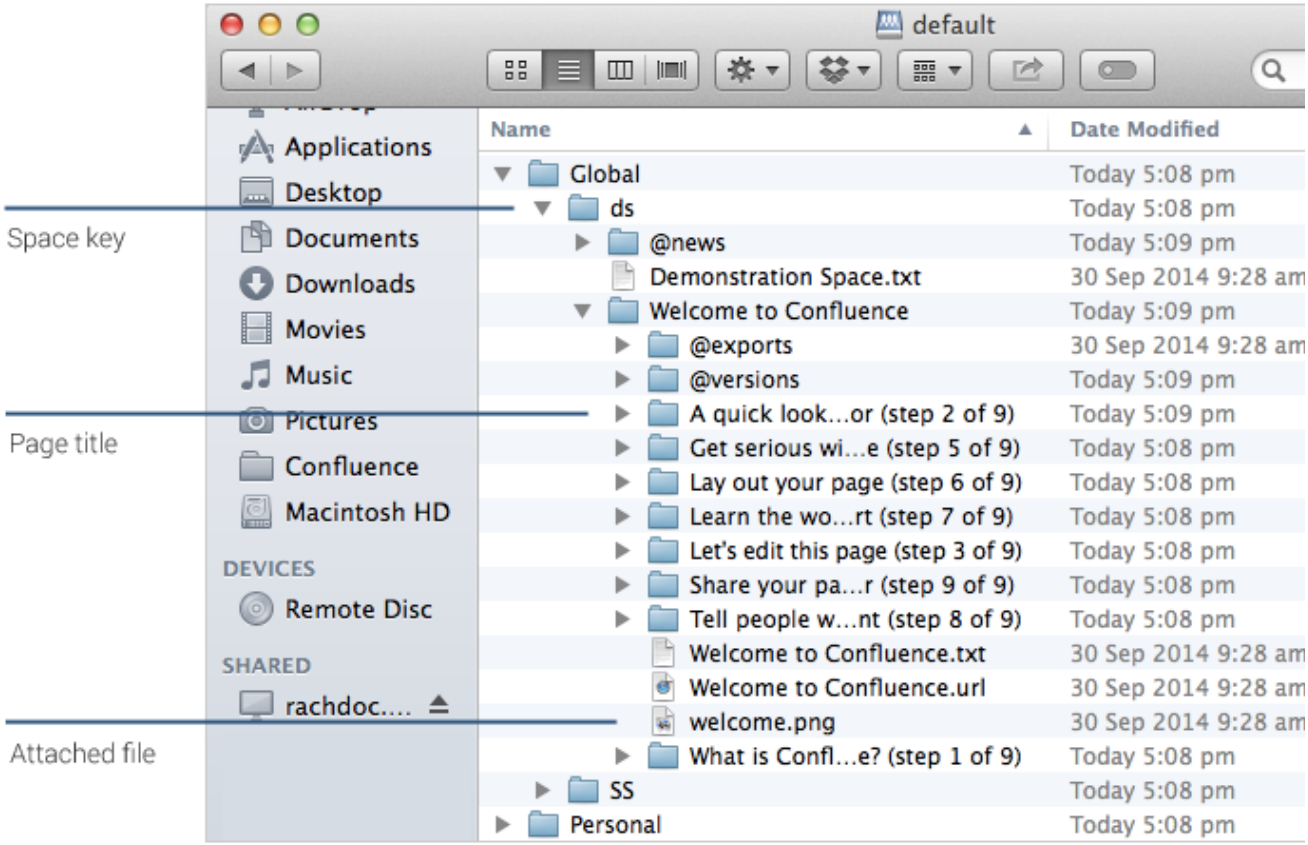
Accessing Confluence through a native client is useful for performing bulk actions. Before you can start creating and moving things around, it's useful to understand how the content is organised.

The hierarchy in the file system looks like this:

- Type of space (global or personal)

- Space (folder name is the spacekey)
  - Homepage (and other top level pages)
    - Child pages (folder name is the name of the page)
      - Attachments (filename of the attachment)

Essentially the file structure is the same as the page tree in your space. Here's how the Confluence demonstration space looks in Finder.



Here's some things you might choose to do in a local client, rather than in your browser:

- **Move pages to another space**
  Select the page folders, and drag them into the other space's folder (drag them from Space A to Space B)
- **Delete multiple pages**
  Select all the page folders you want to delete and delete them.
- **Delete multiple attachments from a page**
  Navigate down to the page folder, select the attachments you want to delete and delete them.
- **Upload multiple attachments**
  Navigate to the page folder, and drag the files into the folder (note you can attach multiple files through the insert dialog as well).

Working with Macros

Using macros helps you to expand the capabilities of your Confluence pages, allowing you to add extra functionality or include dynamic content. For example, use the Attachments macro to list files attached to a page, or use the Widget Connector macro to include things like a YouTube video or Twitter feed.

Adding a Macro to your Page

Including Macros with the Macro Browser

To add a macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Macro Parameters

Many macros have optional parameters you can use to control the macro's output.

With the Attachments Macro, for instance, you have two optional parameters allowing you to:

- Specify the file formats of the attachments displayed.
- Choose whether or not you want old versions of the attachments displayed.

Macro Placeholders

Macro placeholders are displayed in the editor where you have added a macro to the page.

When editing a page, you can:

- Double-click a macro placeholder (or click the placeholder and choose **Edit**) to open the macro dialog window, where you can edit the macro's parameters.
- Select a macro placeholder to cut, copy and paste the macro.

Confluence macros

Below is a list of the macros currently bundled with Confluence. Click a macro name for details of the usage, including optional parameters and examples.

- Activity Stream Macro
- Anchor Macro
- Attachments Macro
- Blog Posts Macro
- Change-History Macro
- Chart Macro
- Cheese Macro
- Children Display Macro
- Code Block Macro
- Column Macro
- Content by Label Macro
- Content by User Macro
- Content Report Table Macro

- Contributors Macro
- Contributors Summary Macro
- Create from Template Macro
- Create Space Button Macro
- Excerpt Include Macro
- Excerpt Macro
- Expand Macro
- Favourite Pages Macro
- Gadget Macro
- Gallery Macro
- Global Reports Macro
- HTML Include Macro
- HTML Macro
- IM Presence Macro
- Include Page Macro
- Info Macro
- JIRA Chart Macro
- JIRA Issues Macro
- JUnit Report Macro
- Labels List Macro
- Livesearch Macro
- Loremipsum Macro
- Multimedia Macro
- Navigation Map Macro
- Network Macro
- Noformat Macro
- Note Macro
- Office Excel Macro
- Office PowerPoint Macro
- Office Word Macro
- Page Index Macro
- Page Properties Macro
- Page Properties Report Macro
- Page Tree Macro
- Page Tree Search Macro
- Panel Macro
- PDF Macro
- Popular Labels Macro
- Profile Picture Macro
- Recently Updated Dashboard Macro
- Recently Updated Macro
- Recently Used Labels Macro
- Related Labels Macro
- Roadmap Planner Macro
- RSS Feed Macro
- Search Results Macro
- Section Macro
- Space Attachments Macro
- Space Details Macro
- Space Jump Macro
- Spaces List Macro
- Status Macro
- Table of Contents Macro
- Table of Content Zone Macro
- Task Report Macro
- Tip Macro
- User List Macro
- User Profile Macro
- User Status List Macro
- View File Macro
- Warning Macro
- Widget Connector Macro

Creating your own macros

Users with System Administrator permissions can create user macros - see Writing User Macros.

If you want to create something more complex, you can develop your own plugin - see Writing Confluence Plugins.

Getting more macros from The Marketplace

You can find a wide range of Atlassian and third party macros at The Marketplace. These are distributed as add-ons and can be installed by a Confluence Administrator.

Task Report Macro

Use the Task Report macro to display a list of tasks on a page. Filter the tasks by space, page, user, label, created date and more.

See Working with Tasks for more information on creating and assigning tasks. You can also use the Task Report blueprint, which will create a page and add this macro for you.

Using the Task Report macro

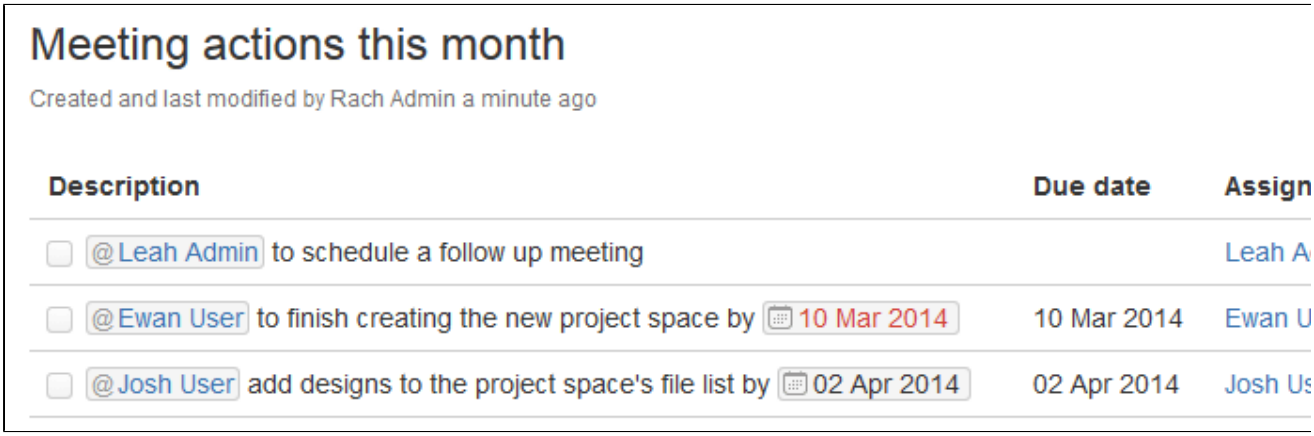
To add the Content Report Table macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Task Report macro showing incomplete tasks, on pages with the label 'meeting-notes'.



Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Required	Default	Description

Space(s) and Page(s) (`spaceAndPage`)	No	None	Filter by the task location. The macro will only display tasks in the pages or spaces specified. You can enter a combination of spaces and pages.
Label(s) (`labels`)	No	None	Filter by Label. The macro will only display tasks on pages with this label. You can enter multiple labels, separated by a comma.
Assigned to (`assignee`)	No	None	Filter by Assignee. The macro will only display tasks assigned to the users specified.
Created by (`creator`)	No	None	Filter by Creator. The macro will only display tasks created by the users specified.
Created after (`createddateFrom`)	No	None	Filter by created date. The macro will only display tasks created on or after the date specified. Date must be entered as `dd-mm-yyyy`.
Task status (`status`)	No	None	Show complete, incomplete or all tasks.
Number of tasks to display (`pageSize`)	No	20	The number of tasks to display on each page of results in the table. Choose from 10, 20 or 40.
Display columns (`columns`)	No	description,duedate,assignee,location	Columns to include in the table. Available columns include description, duedate, assignee, location, completedate and labels.
Sort by (`sortBy`)	No	Due date	Sort tasks by due date, assignee or page title. Select the Reverse Sort check box to sort the table in reverse order.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `tasks-report-macro`

Macro body: None.

Storage format example

Note: The `spaceAndPage` multi-picker parameter populates the `spaces` and `pages` parameters.

```
<ac:structured-macro ac:name="tasks-report-macro">
          <ac:parameter ac:name="spaces">BSP</ac:parameter>
          <ac:parameter ac:name="status">complete</ac:parameter>
          <ac:parameter ac:name="assignees">
            <ri:user ri:userkey="2c9682654373c47f014373caa68a0003"/>
          </ac:parameter>
          <ac:parameter
ac:name="spaceAndPage">space:BSP,page:2555905</ac:parameter>
          <ac:parameter ac:name="pages">2555905</ac:parameter>
          <ac:parameter ac:name="labels">meeting-notes</ac:parameter>
          <ac:parameter ac:name="pageSize">10</ac:parameter>
        </ac:structured-macro>
```

Wiki markup

Wiki markup is not available for this macro. You cannot add this macro via wiki markup.

Roadmap Planner Macro

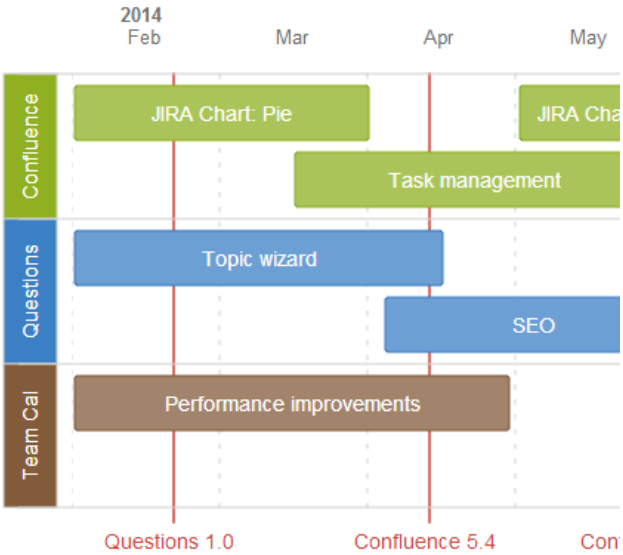
Create simple, visual timelines that are useful for planning projects, software releases and much more with the Roadmap macro.

Roadmaps are made up of:

- **bars** to indicate phases of work
- **lanes** to differentiate between teams, products or streams
- **markers** to highlight important dates and milestones
- a **timeline** showing months, defined by the start and end date of the roadmap.

You can provide more information about items on your roadmap by linking a bar to a page.

Screenshot: Roadmap macro as it appears on a page



Adding the Roadmap macro

To add the Roadmap macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

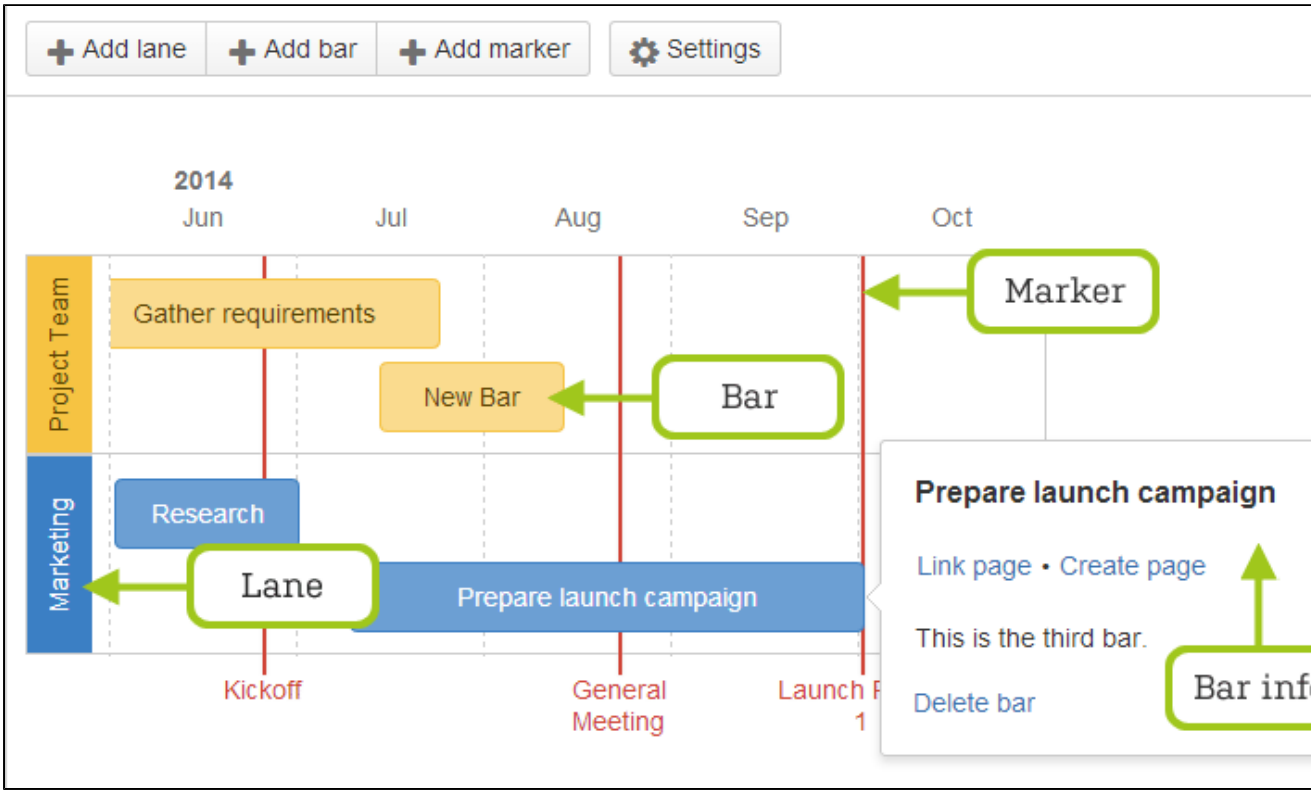
To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Editing your Roadmap

To edit your roadmap:

- Select the roadmap and choose **Edit**.
- **Add** lanes, bars and markers.
- Drag lanes, bars and markers to the desired location on the roadmap.
- Select lanes, bars and markers to add text, change colours and remove from the roadmap.
- Select bars to add links to existing pages, create new pages or add a description.
- Choose **Timeline options** to set the start and end dates for the roadmap.

Screenshot: Roadmap macro in the editor



Parameters

This macro does not use the macro browser to set parameters. You also cannot add this macro via wiki markup or by editing the storage format directly.

Notes

The Roadmap macro was previously available as an add-on from The Marketplace. The macro has changed significantly. If you had an older version of the macro installed you will be able to view your existing roadmaps but not edit them.

Activity Stream Macro

The Activity Stream macro is a specific instance of the Gadget macro. It inserts an Activity Stream gadget onto your page. For instructions, see Activity Stream Gadget.

Related pages:

- Activity Stream Gadget
- Gadget Macro
- Confluence User's Guide

Anchor Macro

Allows you to link to a specific part of a page. For more information on using anchors see Working with Anchors .

Code Examples

The following examples are provided for advanced users who want to edit the underlying markup for a Confluence page.

Macro name: `anchor`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="anchor">
  <ac:parameter ac:name="">here</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{anchor:here}
```

Attachments Macro

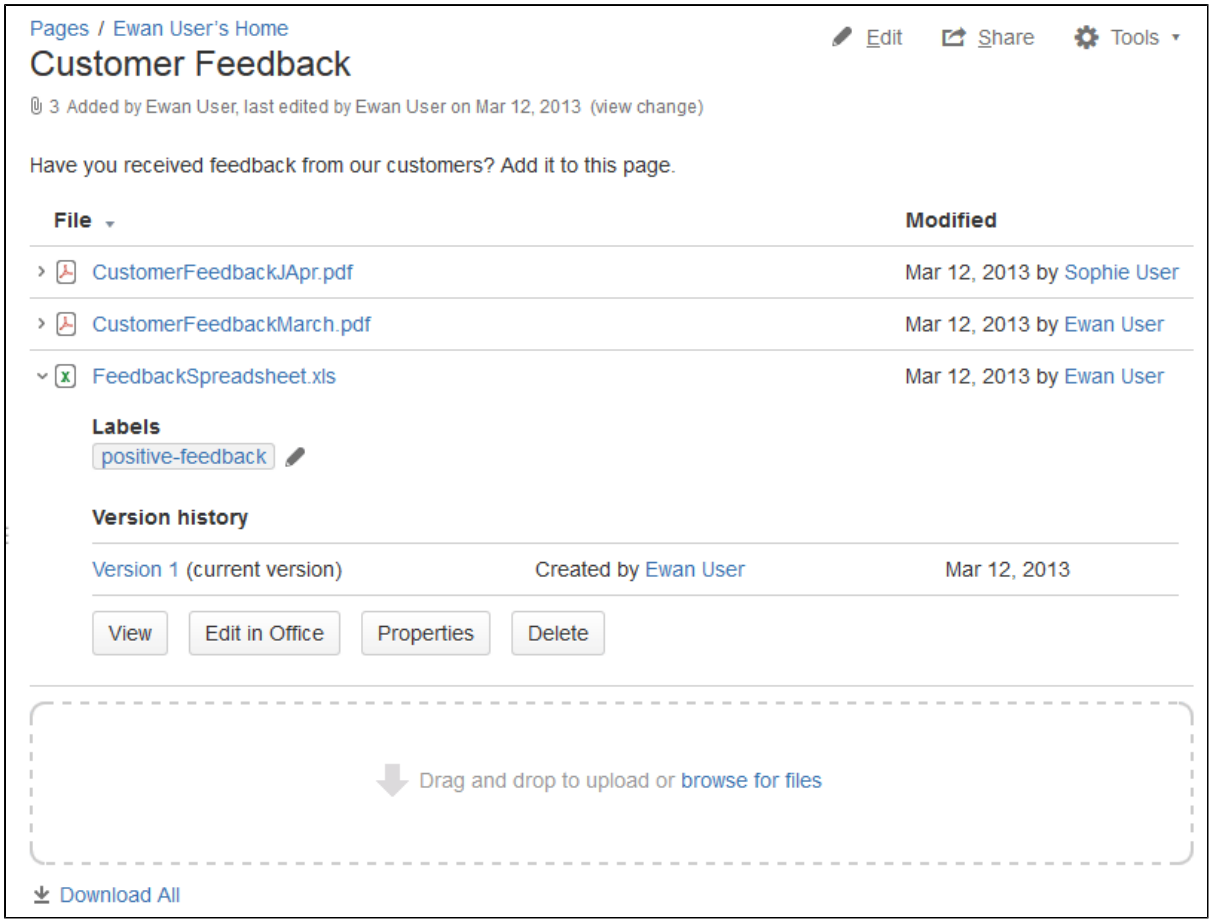
The Attachments macro displays a list of files attached to a page.

It also allows users (with appropriate permissions) to:

- upload a file to the page, directly from the list
- edit attachment properties and labels
- delete an attached file (this deletes all versions of the file)
- preview image attachments
- edit attached Office and PDF documents using the Office Connector.
- download all files attached to the page.

Note: you can use the macro parameters to turn off previews if you have very large attachments.

Screenshot: The Attachments macro, showing details of an attachment



Using the Attachments Macro

To add the Attachments macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Filename Patterns (`patterns`)	all	A comma-separated list of regular expressions, used to filter the attachments by file name. Note that the parameter values must be regular expressions. For example: • To match a file suffix of 'jpg', use `.*jpg` (not `*.jpg`). • To match file names ending in 'jpg' or 'png', use `.*jpg`,`.*png`
Attachment Labels (`labels`)	(none)	A list of labels, used to filter the attachments to display. If you wish to enter more than one label, separate the labels with commas. Confluence will show only attachments that have **all** the labels specified. (The match is an AND, not an OR.) For information on labelling the attachments, see Add, Remove and Search for Labels.
Include Old Attachment Versions (`old`)	false	A value of `true` will include previous attachment versions in the list.
Sort By (`sortBy`)	date	The sort order for attachments. Note that people viewing the page can change the sort order by clicking the column headings. Valid values are: • **date** – sorts by updated date in reverse chronological order (newest first) • **size** – sorts largest to smallest • **name** – sorts alphabetically • **created date** - sorts by creation date in reverse chronological order (newest first)
Sort Order (`sortOrder`)	ascending	Used in combination with the **Sort By** parameter, to sort the attachments in ascending or descending order.
Allow Upload (`upload`)	true	If selected, the list of attachments will include options allowing users to browse for, and attach, new files.
Page Title (`page`)	(none)	Used to display attachments from another page. If you do not enter a page title, the macro will display the files attached to the current page.
Show Previews (`preview`)	true	Used to display a preview of the attached file. If true, preview will be visible when the list item is expanded.

Code examples

The following examples are provided for advanced users who want to edit the underlying markup for a

Confluence page.

Macro name: `attachments`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="attachments">
  <ac:parameter ac:name="old">false</ac:parameter>
  <ac:parameter ac:name="patterns">.*png,.*jpg</ac:parameter>
  <ac:parameter ac:name="sortBy">name</ac:parameter>
  <ac:parameter ac:name="page">
    <ac:link>
      <ri:page ri:content-title="My page about chocolate"/>
    </ac:link>
  </ac:parameter>
  <ac:parameter ac:name="sortOrder">descending</ac:parameter>
  <ac:parameter ac:name="labels">chocolate,cookies</ac:parameter>
  <ac:parameter ac:name="upload">false</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{attachments:old=false|patterns=.*png,.*jpg|sortby=name|page=My page about
chocolate|sortorder=descending|labels=chocolate,cookies|upload=false|preview=false}
```

Blog Posts Macro

The Blog Posts macro allows you to display blog posts on a Confluence page. Clicking on a title takes you to the blog post.

Using the Blog Posts Macro

To add the Blog Posts macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Required	Default	Description

Content Type to Display (`content`)	No	**titles**	Available values: • **titles** — Display only the title of each blog post. • **excerpts** — Display a short excerpt from each blog post. If the post contains an Excerpt macro, the Blog Posts macro will display the content defined in the Excerpt macro. If the post does not contain an Excerpt macro, the Blog Posts macro will display the first few sentences of the post. • **entire** - Display the whole content of each blog post.
Time Frame (`time`)	No	no limit	Specify how far back in time Confluence should look for the blog posts to be displayed. Available values: • `m` — Minutes • `h` — Hours, so '`12h`' displays blog posts created in the last twelve hours. • `d` — Days, so '`7d`' displays blog posts created in the last seven days. • `w` — Weeks
Restrict to these Labels (`label`)	No	None	Filter the results by label. The macro will display only the blog posts 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 Authors (`author`)	No	None	Filter the results by author. The macro will display only the blog posts which are written by the author(s) you specify here.

Restrict to these Spaces (`spaces`)	No	@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 site 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`.
Maximum Number of Blog Posts (`max`)	No	15	Specify the maximum number of results to be displayed. Note that the results are sorted first, and then the maximum parameter is applied.
Sort By (`sort`)	No	creation	Specify how the results should be sorted. If this parameter is not specified, the sort order defaults to descending order (newest first) based on the creation date. Values: • **title** — Sort alphabetically by title. • **creation** — Sort by the date on which the content was added. • **modified** — Sort by the date on which the content was last updated.
Reverse Sort (`reverse`)	No	false	Select to change the sort from descending to ascending order (oldest first). Use this parameter in conjunction with the **Sort By** parameter. This parameter is ignored if the **Sort By** parameter is not specified. In storage format and wikimarkup a value of `true` changes the sort order.

Code examples

The following examples are provided for advanced users who want to edit the underlying markup for a Confluence page.

Macro name: `blog-posts`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="blog-posts">
  <ac:parameter ac:name="content">titles</ac:parameter>
  <ac:parameter ac:name="spaces">
    <ri:space ri:space-key="ds"/>
  </ac:parameter>
  <ac:parameter ac:name="author">
    <ri:user ri:userkey="12345678912345678912345678912345"/>
  </ac:parameter>
  <ac:parameter ac:name="time">4w</ac:parameter>
  <ac:parameter ac:name="sort">creation</ac:parameter>
  <ac:parameter ac:name="max">10</ac:parameter>
  <ac:parameter ac:name="labels">chocolate,cookies</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{blog-posts:content=titles|spaces=@self,ds|author=jsmith|time=4w|reverse=true|sort=
creation|max=10|label=chocolate,cookies}
```

Change-History Macro

The Change-History macro shows the history of updates made to a page: version number, author, date and comment. It displays the information inline.

Screenshot: The Change-History macro in Confluence

This is the change history macro

Version	Date	Comment
Current Version (v. 4)	**Feb 19, 2013 16:27**	**Rach Admin**: Formatting change
v. 3	Feb 19, 2013 16:27	**Rach Admin**: Added the change history macro
v. 2	Feb 19, 2013 16:26	**Rach Admin**: Added a macro
v. 1	Feb 19, 2013 16:25	**Rach Admin**

To add the Change-History macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Note: There are no parameters for this macro.

Code examples

The following examples are provided for advanced users who want to edit the underlying markup for a Confluence page.

Macro name: `change-history`

Macro body: None.

Parameters: None.

Storage format example

```
<ac:structured-macro ac:name="change-history"/>
```

Wikimarkup example

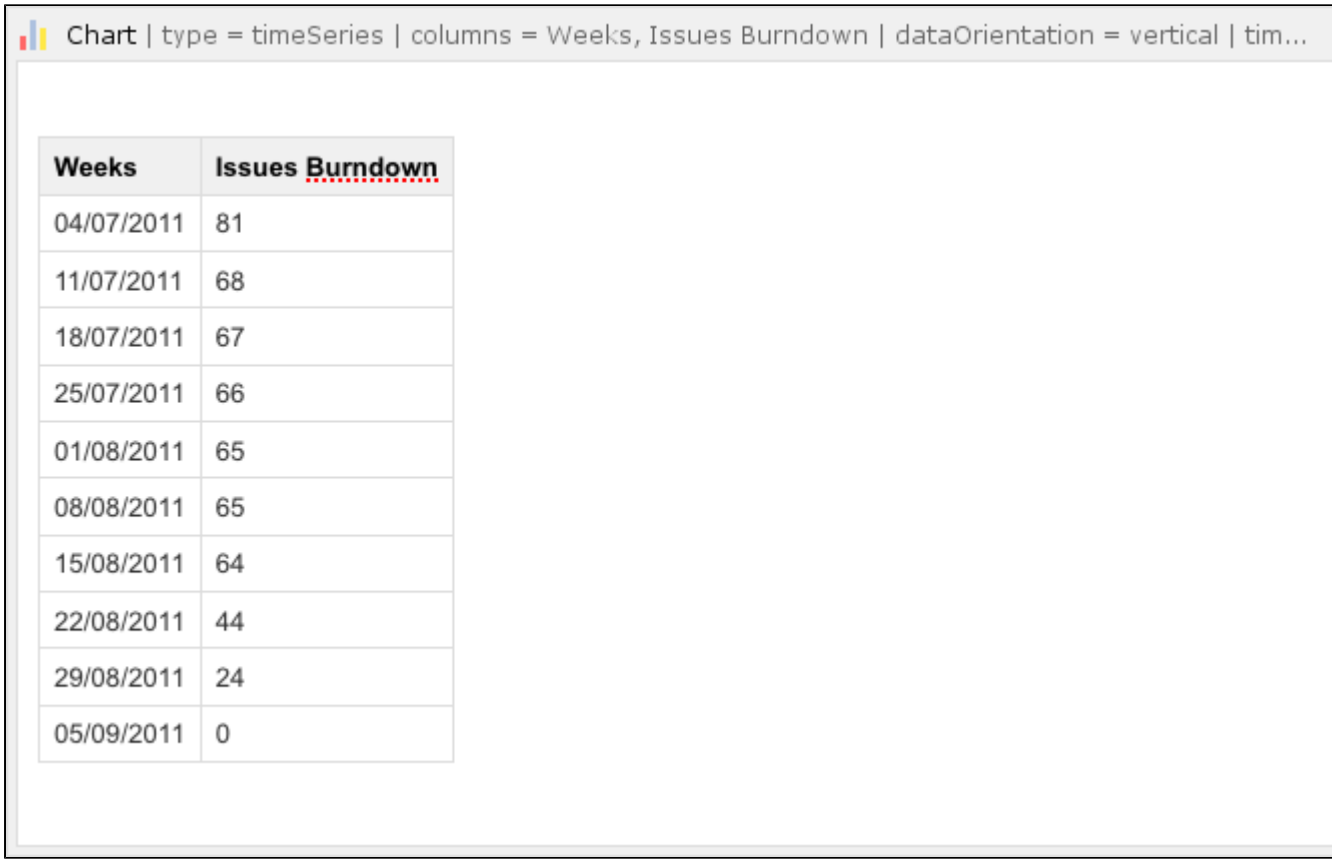
```
{change-history}
```

Chart Macro

The Chart macro allows you to display a chart based on tabular data. When you add the macro to a page, you:

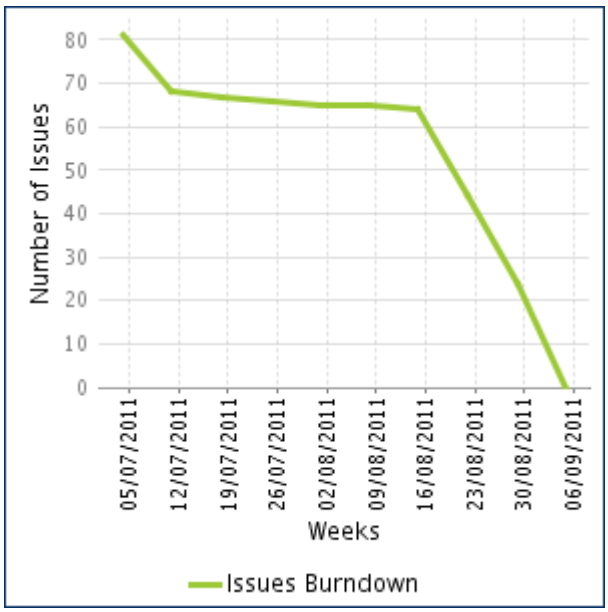
- supply the data to be charted by the macro as a table in the placeholder of the macro.
- edit the macro parameters in the Macro Browser to configure the format of the chart.

Screenshot 1: A table of data in the Chart macro placeholder



Weeks	Issues Burndown
04/07/2011	81
11/07/2011	68
18/07/2011	67
25/07/2011	66
01/08/2011	65
08/08/2011	65
15/08/2011	64
22/08/2011	44
29/08/2011	24
05/09/2011	0

Screenshot 2: The resulting chart



On this page:

Using the Chart Macro

To add the Chart macro to a page:

1. Edit the page and use autocomplete to add the Chart macro. (Type '{chart}'.)

2. Enter your chart data as one or more tables in the body of the macro placeholder. (See the screenshot above.)
3. Click the macro placeholder and choose **Edit**.
4. Select a chart type using the **Type** parameter (see below).
5. Choose other parameter settings in the macro browser, as described below.
6. Click **Refresh** in the 'Preview' area, to check that the chart appears as you expect.
7. Click **Save** to add the chart to your page.
8. Click **Save** again when you are ready to save the page.

Parameters

Chart Type Parameters | Display Control Parameters | Title and Label Parameters | Data Specification Parameters | Colour Parameters | Axis Parameters | Pie Chart Parameters | Attachment Parameters

Chart Type Parameters

These parameters determine the type of chart to display and the way the chart looks.

Parameter	Default	Description
Type	**pie**	The type of chart to display. XY charts have numerical x- and y-axes. The x values may optionally be time-based (see the **Time Series** parameter). *Standard* — pie, bar, line, area *XY Plots* — xyArea, xyBar, xyLine, xyStep, xyStepArea, scatter, timeSeries *Other* — gantt
Display Orientation	**vertical**	Applies to area, bar and line charts. • **vertical** — y-axis is vertical • **horizontal** — x-axis is vertical
Show in 3D	false	Applies to area, bar and line charts.
Stacked Values	false	Applies to area and bar charts.
Show shapes	true	Applies to line charts. Shapes are shown at each data point.
Opacity	• 75 percent for 3D charts • 50 percent for non-stacked area charts • 100 percent for all other charts	A percentage value between 0 (transparent) and 100 (opaque) that determines how opaque the foreground areas and bars are.

Display Control Parameters

Parameter	Default	Description
Width	300	The width of the chart in pixels.
Height	300	The height of the chart in pixels.

Display rendered data	false	Sets whether to display the rendered body of the macro (usually the data tables). By default, the chart data table isn't rendered. • **before** — the data are displayed before the chart. • **after** — the data are displayed after the chart.
Image format	**png**	The image format to be used for the chart. • **png** • **jpg**

Title and Label Parameters

Parameter	Default	Description
Chart Title	none	The title of the chart.
Chart Subtitle	none	A subtitle for the chart, using a smaller font than for **Title**.
Horizontal-axis Label	none	The label for the x-axis (domain).
Vertical-axis Label	none	The label for the y-axis (range).
Show Legend	true	Show a legend or key.

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 in Confluence will be tried. Additional conversion options can be specified using the parameters below.

Parameter	Default	Description
Tables	all first level 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. 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).
Columns	all 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. 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.
Content Orientation	**horizontal**	• **vertical** — data table columns will be interpreted as series. • **horizontal** — data tables rows will be interpreted as series.
Time Series	false	• true — the x values in an XY plot will be treated as time series data and so will be converted according to date formats.
Date format	Confluence language defined date formats	For time series data, the date format allows for additional customization of the conversion of data to date values. If a **Date format** is specified, it will be the first format used to interpret date values. Specify a format that matches the time series data. See simple date format.
Time Period	**Day**	The time period for time series data. Defines the granularity of how the data is interpreted. Valid values are: **Millisecond**, **Second**, **Minute**, **Hour, Day**, **Week**, **Month**, **Quarter**, **Year**.

Language	none	Use in combination with the **Country** parameter to form a locale. These additional number and date formats will be used for data conversion before the default languages. Valid values are 2 character ISO 639-1 alpha-2 codes.
Country	none	Use in combination with the **Language** parameter to form a locale. Valid values are 2 character ISO 3166 codes.
Forgive	true	• true — the macro tries to convert numeric and date values that do not totally match any of the default or user-specified formats. • false — enforce strict data format. Data format errors will cause the chart to not be produced.

Colour Parameters

Colours are specified using hexadecimal notation or HTML colour names.

Parameter	Default	Description
Background Colour	White	Background of the chart.
Border Colour	no border	Border around the chart.
Colours		Comma-separated list of colours used to customise category, sections, and series colours.

Axis 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.

Parameter	Default	Description
Range Minimum Value	none	Range axis lower bound.
Range Maximum Value	none	Range axis upper bound.
Range Axis Tick Unit	none	Range axis units between axis tick marks.
Range Axis Label Angle	none	Angle for the range axis label in degrees.
Domain Axis Lower Bound	none	Only applies to XY plots. Domain axis lower bound. For a date axis, this value must be expressed in the date format specified by the **Date format** parameter.
Domain Axis Upper Bound	none	Only applies to XY plots. Domain axis upper bound. For a date axis, this value must be expressed in the date format specified by the **Date format** parameter.

Domain Axis Tick Unit	none	Only applies to XY plots. Domain axis units between axis tick marks. For a date axis, this value represents a count of the units specified in the **Time Period** parameter. The **Time Period** unit can be overridden by specifying a trailing character: y (years), M (months), d (days), h (hours), m (minutes), s (seconds), u (milliseconds).
Domain Axis Label Angle	none	Only applies to XY plots. The angle for the domain axis label, in degrees.
Category Label Position	none	Placement of the axis label text for categories. • `up45` — 45 degrees going upward • `up90` — 90 degrees going upward • `down45` — 45 degrees going downward • `down90` — 90 degrees going downward
Date Tick Mark Position	**start**	Placement of the date tick mark. • `start` — 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 Parameters

Parameter	Default	Description
Pie Section Label	Show only the pie section key value	Format for how pie section labels are displayed. The format uses 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%)"
Pie Section Explode	No exploded sections	Comma separated list of pie keys that are to be shown exploded. 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 Pluginto improve performance. Depending on the options chosen, chart images can be versioned for historical purposes.

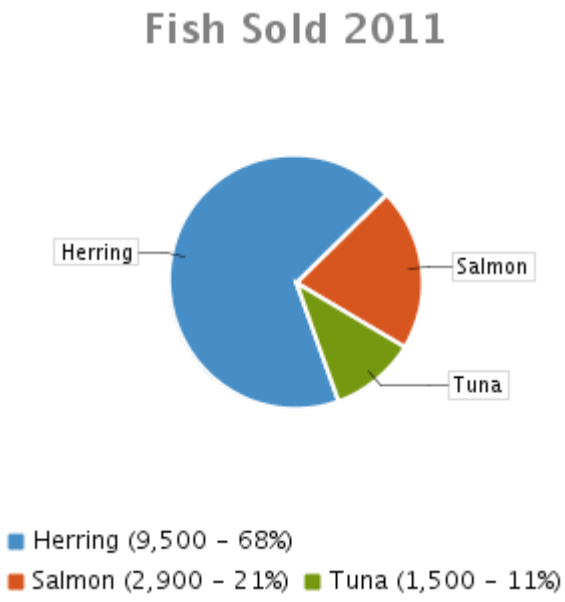
Parameter	Default	Description
Attachment	none	The name and location with which the chart image will be saved as an attachment. The user must be authorised to add attachments to the page specified. • ^attachmentName.png — the chart is saved as an attachment to the current page. • page^attachmentName.png — 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.

Attachment Version	new	Defines the the versioning mechanism for saved charts. • new — 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.
Attachment Comment	none	Comment used for a saved chart attachment.
Thumbnail	false	• true — the chart image attachment will be shown as a thumbnail.

Chart Type Parameters | Display Control Parameters | Title and Label Parameters | Data Specification Parameters | Colour Parameters | Axis Parameters | Pie Chart Parameters | Attachment Parameters

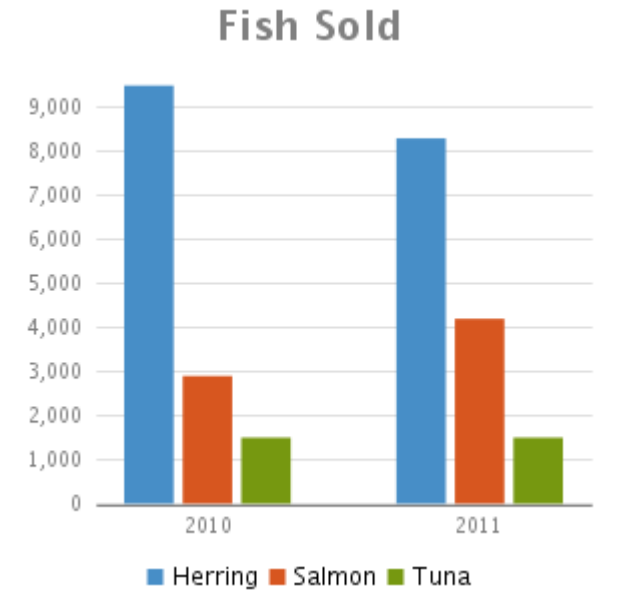
Examples

Pie Chart

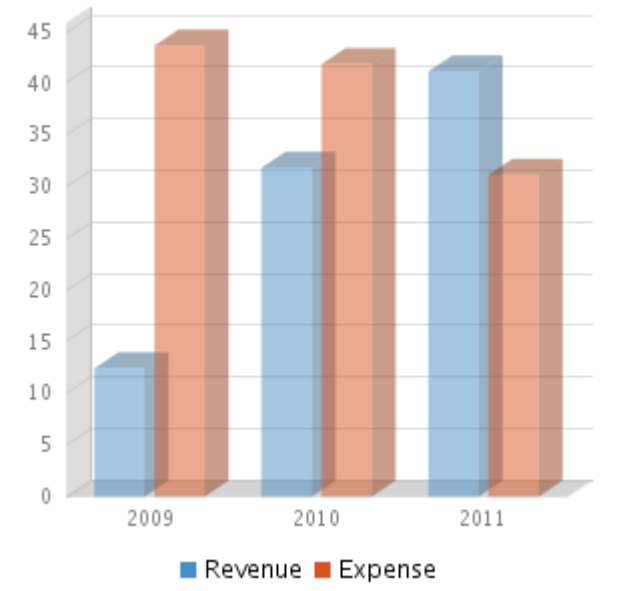
Parameters in Macro Browser		Data Table in Macro Placeholder		Rendered Chart
Type	pie	**Fish Type**	**2011**	
Chart Title	Fish Sold 2011	Herring	9,500	
Show Legend	true	Salmon	2,900	
Content Orientation	vertical	Tuna	1,500	

Bar Chart

Parameters in Macro Browser		Data Table in Macro Placeholder			Rendered Chart
Type	bar	**Fish Type**	**2010**	**2011**	
Chart Title	Fish Sold	Herring	9,500	8,300	
Show Legend	true	Salmon	2,900	4,200	
		Tuna	1,500	1,500	

3D Bar Chart

Parameters in Macro Browser		Data Table in Macro Placeholder	Rendered Chart
Type	bar		
Show in 3D	true		
Opacity	50		
Show Legend	true		

	2009	2010	2011
Revenue	12.4	31.8	41.1
Expense	43.6	41.8	31.1

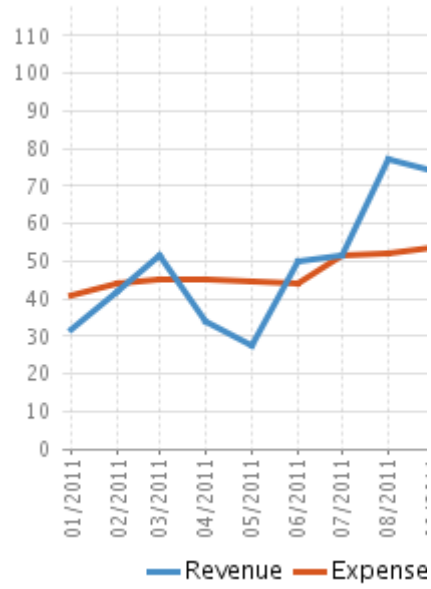
Time Series Chart

Parameters in Macro Browser		Data Tables in Macro Placeholder				Rendered Chart
Type	Time Series	**Month**	**Revenue**	**Month**	**Expenses**	
Date Format	MM/yyyy	1/2011	31.8	1/2011	41.1	
Time Period	Month	2/2011	41.8	2/2011	43.8	
Content Orientation	vertical	3/2011	51.3	3/2011	45.3	
		4/2011	33.8	4/2011	45.0	

Range Axis Lower Bound	0
Show Legend	true

5/2011	27.6
6/2011	49.8
7/2011	51.8
8/2011	77.3
9/2011	73.8
10/2011	97.6
11/2011	101.2
12/2011	113.7

5/2011	44.6
6/2011	43.8
7/2011	51.8
8/2011	52.3
9/2011	53.8
10/2011	55.6
11/2011	61.2
12/2011	63.7



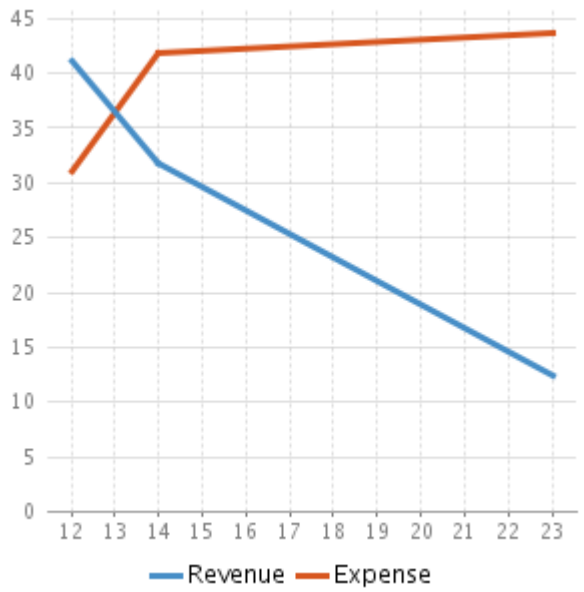
XY Line Chart

Parameters in Macro Browser	
Type	xyLine
Show Legend	true

Data Table in Macro Placeholder

	12	14	23
Revenue	41.1	31.8	12.4
Expense	31.1	41.8	43.6

Rendered Chart



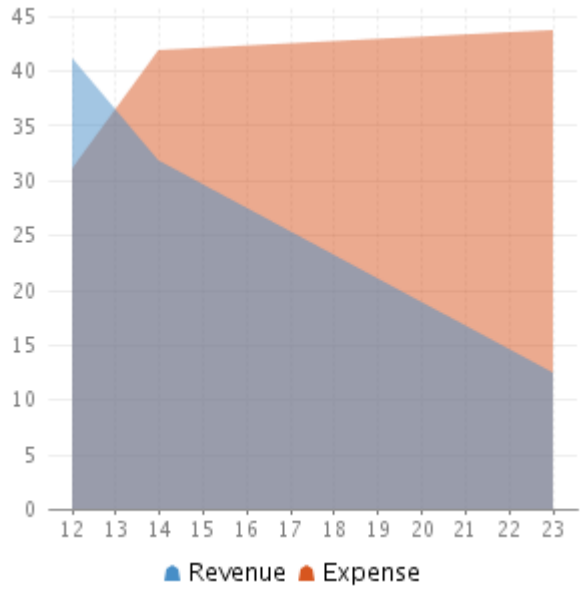
XY Area Chart

Parameters in Macro Browser	
Type	xyArea
Show Legend	true

Data Table in Macro Placeholder

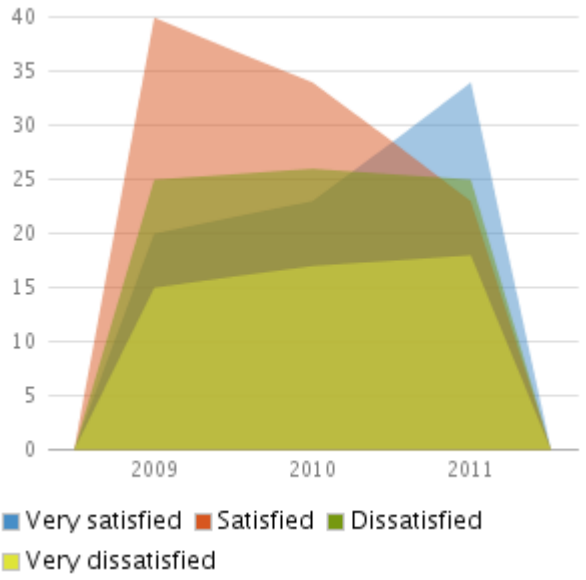
	12	14	23
Revenue	41.1	31.8	12.4
Expense	31.1	41.8	43.6

Rendered Chart

Area Charts

Example 1

Parameters in Macro Browser		Data Table in Macro Placeholder	Rendered Chart
Type	area		
Show Legend	true		
Width	300		
Height	300		
Opacity	50		

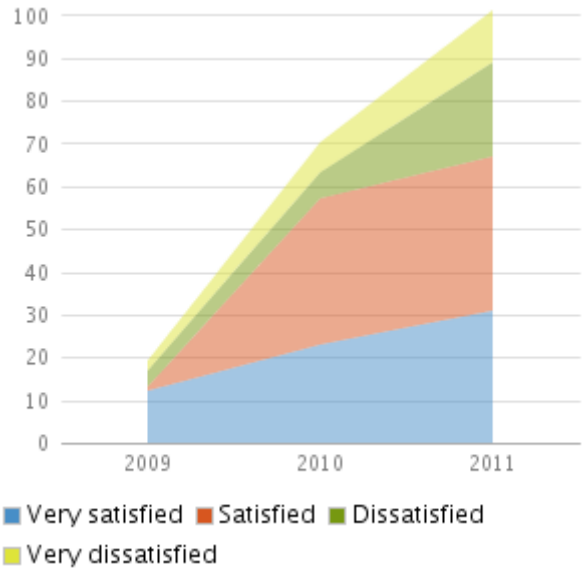
Satisfaction	2009	2010	2011
Very satisfied	20	23	34
Satisfied	40	34	23
Dissatisfied	25	26	25
Very dissatisfied	15	17	18

Example 2

Parameters in Macro Browser		Data Table in Macro Placeholder	Rendered Chart
Type	area		
Show Legend	true		
Width	300		
Height	300		

Satisfaction	2009	2010	2011
Very satisfied	12	23	31
Satisfied	1	34	36

Stacked Values	true	Dissatisfied	4	6	22
		Very dissatisfied	2	7	12

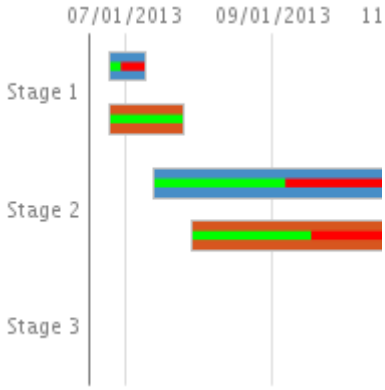


Gantt Chart

Parameters in Macro Browser		Data Table in Macro Placeholder	Rendered Chart
Type	gantt		
Width	300		
Height	200		
Columns	,,1,2,3,4		
Date format	MM/dd/yyyy		

Plan	Start	End	Status
Stage 1	6/25/2013	7/10/2013	30%
Stage 2	7/13/2013	11/28/2013	40%
Stage 3	12/1/2013	12/25/2013	

Actual	Start	End	Status
Stage 1	6/25/2013	7/26/2013	100%
Stage 2	7/29/2013	12/01/2013	40%
Stage 3	12/10/2013	12/25/2013	



Code examples

The following examples are provided for advanced users who want to edit the underlying markup for a Confluence page.

Macro name: `chart`

Macro body: Accepts rich text, consisting of tables that hold the chart's data.

This macro recognises a large number of parameters, listed here by type for convenience.
See all parameters...

Chart type parameters

These parameters determine the type of chart to display and how the chart looks.

Parameter	Required	Default	Description
`type`	No	`pie`	The type of chart to display. XY charts have numerical x- and y-axes. The x values may optionally be time-based. See the `timeSeries` parameter. Available values: • *Standard charts* - `pie, bar, line, area` • *XY plots* – `xyArea, xyBar, xyLine, xyStep, xyStepArea, scatter, timeSeries` • *Other charts* – `gantt`
`orientation`	No	`vertical`	The display orientation. Applies to area, bar and line charts. Available values: • `vertical` – y-axis is vertical • `horizontal` – x-axis is vertical
`3D`	No	`false`	Show in three dimensions. Applies to area, bar and line charts.
`stacked`	No	`false`	Stacked values. Applies to area and bar charts.
`showShapes`	No	true	Applies to line charts. Shapes are shown at each data point.
`opacity`	No	• 75 percent for 3D charts • 50 percent for non-stacked area charts • 100 percent for all other charts	A percentage value between 0 (transparent) and 100 (opaque) that determines how opaque the foreground areas and bars are.

Chart display parameters

Parameter	Required	Default	Description
`width`	No	`300`	The width of the chart in pixels.
`height`	No	`300`	The height of the chart in pixels.
`dataDisplay`	No	`false`	Determines whether to display the body of the macro, consisting of the data table. By default, the chart data table is not displayed. Available values: • false – the data is not displayed. • `true` or `after` – the data is displayed after the chart. • `before` – the data is displayed before the chart.

`imageFormat`	No	`png`	The image format to be used for the chart. Available values: • `png` • `jpg`

Chart title and label parameters

Parameter	Required	Default	Description
`title`	No	(None)	The title of the chart.
`subTitle`	No	(None)	A subtitle for the chart.
`xLabel`	No	(None)	The label for the x-axis (domain).
`yLabel`	No	(None)	The label for the y-axis (range).
`legend`	No	`false`	Determines whether to show a legend (key) for the chart.

Chart data parameters

The data for the chart is taken from tables found in the macro body. The parameters below 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 in Confluence will be tried. You can specify additional conversion options using the parameters below.

Parameter	Required	Default	Description
`tables`	No	All first level tables	You can supply a 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. 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).
`columns`	No	All columns	You can supply a 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. 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`	No	`horizontal`	The content orientation. By default, the data tables will be interpreted as columns (horizontally) representing domain and x values. Available values: • `vertical` – data table columns will be interpreted as series. • `horizontal` – data tables rows will be interpreted as series.
`timeSeries`	No	`false`	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`	No	Confluence language defined date formats	For time series data, the date format allows for additional customisation of the conversion of data to date values. If a `dateFormat` is specified, it will be the first format used to interpret date values. Specify a format that matches the time series data. See simple date format.
`timePeriod`	No	`day`	The time period for time series data. Defines the granularity of how the data is interpreted. Available values: `millisecond, second, minute, hour, day, week, month, quarter, year`
`language`	No	(None)	Use in combination with the `country` parameter to form a locale. These additional number and date formats will be used for data conversion before the default languages. Available values are the two-character ISO 639-1 alpha-2 codes.
`country`	No	(None)	Use in combination with the `language` parameter to form a locale. Valid values are the two-character ISO 3166 codes.
`forgive`	No	`true`	Determines whether the macro will forgive (allow) some data formatting errors. Available values: • `true` — the macro tries to convert numeric and date values that do not totally match any of the default or user-specified formats. • `false` — the macro enforces strict data formatting. If there are data format errors, the chart will not be produced.

Chart colour parameters

Colours are specified using hexadecimal notation or HTML colour names.

Parameter	Required	Default	Description
`bgColor`	No	White	Background colour of the chart.
`borderColor`	No	No border	Colour of the border around the chart.
`colors`	No		A comma-separated list of colours used to customise the colours of categories, sections, and series.

Chart axis 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.

Parameter	Required	Default	Description
`rangeAxisLowerBound`	No	(None)	Minimum value for the range axis.
`rangeAxisUpperBound`	No	(None)	Maximum value for the range axis.
`rangeAxisTickUnit`	No	(None)	Range axis units between axis tick marks.

`rangeAxisLabelAngle`	No	(None)	Angle for the range axis label in degrees.
`domainAxisLowerBound`	No	(None)	Only applies to XY plots. Domain axis lower bound. For a date axis, this value must be expressed in the date format specified by the `dateFormat` parameter.
`domainAxisUpperBound`	No	(None)	Only applies to XY plots. Domain axis upper bound. For a date axis, this value must be expressed in the date format specified by the `dateFormat` parameter.
`domainAxisTickUnit`	No	(None)	Only applies to XY plots. Domain axis units between axis tick marks. For a date axis, this value represents a count of the units specified in the `timePeriod` par ameter. The `timePeriod` unit can be overridden by specifying a trailing character: `y` (years), `M` (months), `d` (days), `h` (hours), `m` (minutes), `s` (seconds), `u` (millis econds).
`domainAxisLabelAngle`	No	(None)	Only applies to XY plots. The angle for the domain axis label, in degrees.
`categoryLabelPosition`	No	(None)	Placement of the axis label text for categories. Available values: • `up45` — 45 degrees going upward • `up90` — 90 degrees going upward • `down45` — 45 degrees going downward • `down90` — 90 degrees going downward
`dateTickMarkPosition`	No	`start`	Placement of the date tick mark. Available values: • `start` — 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 Parameters

Parameter	Required	Default	Description

`pieSectionLabel`	No	Show only the pie section key value	Formatof pie section labels. The format uses 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: To display something like 'Independent = 20':
			`%0% = %1%`
			
			Example 2: To display something like 'Independent (20%)':
			`%0% (%2%)`

`pieSectionExplode`	No	No exploded sections	A comma-separated list of pie keys that are to be shown exploded. Note: requires jFreeChart version 1.0.3 or higher.

Chart 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 to 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.

Parameter	Required	Default	Description
`attachment`	No	(None)	The name and location where the chart image will be saved as an attachment. The user must be authorised to add attachments to the page specified. Available syntax for this parameter: • `^attachmentName.png` — the chart is saved as an attachment to the current page. • `page name^attachmentName.png` — the chart is saved as an attachment to the page name provided. • `spacekey:page name^attachmentName.png` — the chart is saved as an attachment to the page name provided in the space indicated.

`attachmentVersion`	No	`new`	Defines the the versioning mechanism for saved charts. Available values: • `new` — creates new version of the attachment. • `replace` — replaces all previous versions of the chart. To replace an existing attachment, the user must be authorised 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`	No	(None)	Comment used for a saved chart attachment.
`thumbnail`	No	`false`	If `true`, the chart image attachment will be shown as a thumbnail (small, expandable) image.

Storage format example

Below is a simple example of a pie chart. See more examples in Storage Format Examples for Chart Macro.

```
<ac:structured-macro ac:name="chart">
  <ac:parameter ac:name="title">Fish Sold</ac:parameter>
  <ac:parameter ac:name="type">pie</ac:parameter>
  <ac:rich-text-body>
    <table>
      <tbody>
        <tr>
          <th>
            <p>Fish Type</p>
          </th>
          <th>
            <p>2004</p>
          </th>
          <th>
            <p>2005</p>
          </th>
        </tr>
        <tr>
          <th>
            <p>Herring</p>
          </th>
          <td>
            <p>9,500</p>
          </td>
          <td>
            <p>8,300</p>
          </td>
        </tr>
        <tr>
          <th>
            <p>Salmon</p>
          </th>
          <td>
            <p>2,900</p>
          </td>
          <td>
            <p>4,200</p>
          </td>
        </tr>
        <tr>
          <th>
            <p>Tuna</p>
          </th>
          <td>
            <p>1,500</p>
          </td>
          <td>
            <p>1,500</p>
          </td>
        </tr>
      </tbody>
    </table>
  </ac:rich-text-body>
</ac:structured-macro>
```

Wiki markup example

Below is a simple example of a pie chart. See more examples in Wiki Markup Examples for Chart Macro.

```
{chart:type=pie|title=Fish Sold}
|| Fish Type || 2004 || 2005 ||
|| Herring | 9,500 | 8,300 |
|| Salmon | 2,900 | 4,200 |
|| Tuna | 1,500 | 1,500 |
{chart}
```

Confluence Storage Format Examples for Chart Macro

This page is an extension of the documentation for the Chart Macro. This page contains additional examples for the Chart macro.

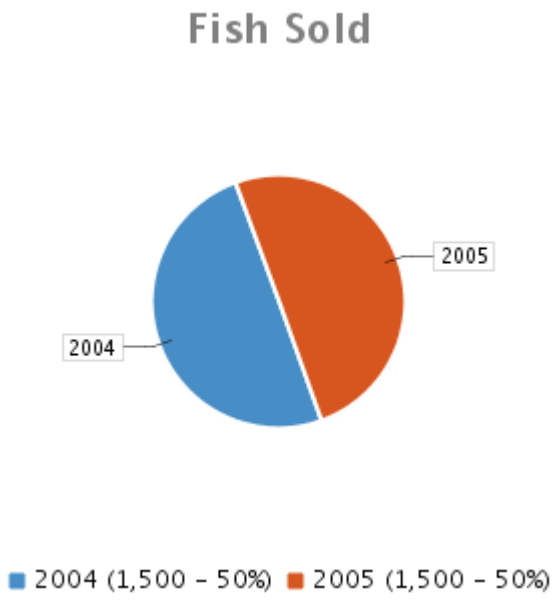
Pie chart

Here is a simple example of a pie chart.

Storage format

```
<ac:structured-macro ac:name="chart">
  <ac:parameter ac:name="title">Fish Sold</ac:parameter>
  <ac:parameter ac:name="type">pie</ac:parameter>
  <ac:rich-text-body>
    <table>
      <tbody>
        <tr>
          <th>
            <p>Fish Type</p>
          </th>
          <th>
            <p>2004</p>
          </th>
          <th>
            <p>2005</p>
          </th>
        </tr>
        <tr>
          <th>
            <p>Herring</p>
          </th>
          <td>
            <p>9,500</p>
          </td>
          <td>
            <p>8,300</p>
          </td>
        </tr>
        <tr>
          <th>
            <p>Salmon</p>
          </th>
          <td>
            <p>2,900</p>
          </td>
          <td>
            <p>4,200</p>
          </td>
        </tr>
        <tr>
          <th>
            <p>Tuna</p>
          </th>
          <td>
            <p>1,500</p>
          </td>
          <td>
            <p>1,500</p>
          </td>
        </tr>
      </tbody>
    </table>
  </ac:rich-text-body>
</ac:structured-macro>
```

Resulting chart



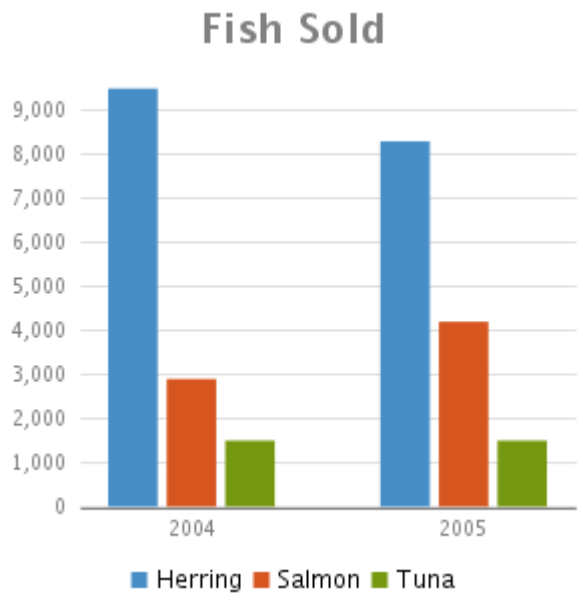
Bar chart

Here is a simple example of a bar chart.

Storage format

```
<ac:macro ac:name="chart">
  <ac:parameter ac:name="title">Fish Sold</ac:parameter>
  <ac:parameter ac:name="type">bar</ac:parameter>
  <ac:rich-text-body>
    <table>
      <tbody>
        <tr>
          <th>
            <p>Fish Type</p>
          </th>
          <th>
            <p>2004</p>
          </th>
          <th>
            <p>2005</p>
          </th>
        </tr>
        <tr>
          <th>
            <p>Herring</p>
          </th>
          <td>
            <p>9,500</p>
          </td>
          <td>
            <p>8,300</p>
          </td>
        </tr>
        <tr>
          <th>
            <p>Salmon</p>
          </th>
          <td>
            <p>2,900</p>
          </td>
          <td>
            <p>4,200</p>
          </td>
        </tr>
        <tr>
          <th>
            <p>Tuna</p>
          </th>
          <td>
            <p>1,500</p>
          </td>
          <td>
            <p>1,500</p>
          </td>
        </tr>
      </tbody>
    </table>
  </ac:rich-text-body>
</ac:macro>
```

Resulting chart



Time series chart

Here is an example of a time series chart.

Storage format

```
<ac:structured-macro ac:name="chart">
  <ac:parameter ac:name="timePeriod">Month</ac:parameter>
  <ac:parameter ac:name="dataOrientation">vertical</ac:parameter>
  <ac:parameter ac:name="rangeAxisLowerBound">0</ac:parameter>
  <ac:parameter ac:name="dateFormat">MM/yyyy</ac:parameter>
  <ac:parameter ac:name="type">timeSeries</ac:parameter>
  <ac:parameter ac:name="domainaxisrotateticklabel">true</ac:parameter>
  <ac:rich-text-body>
    <table>
      <tbody>
        <tr>
          <th>
            <p>Month</p>
          </th>
          <th>
            <p>Revenue</p>
          </th>
        </tr>
        <tr>
          <td>
            <p>1/2005</p>
          </td>
          <td>
            <p>31.8</p>
          </td>
        </tr>
        <tr>
          <td>
            <p>2/2005</p>
          </td>
          <td>
            <p>41.8</p>
          </td>
        </tr>
        <tr>
          <td>
            <p>3/2005</p>
```

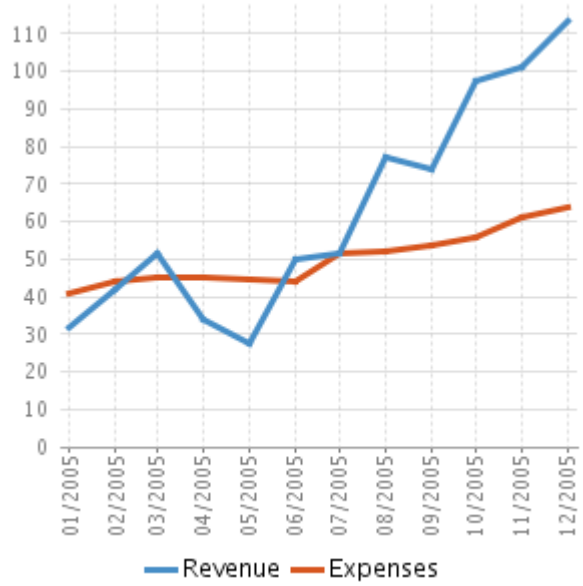
```
      </td>
      <td>
        <p>51.3</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>4/2005</p>
      </td>
      <td>
        <p>33.8</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>5/2005</p>
      </td>
      <td>
        <p>27.6</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>6/2005</p>
      </td>
      <td>
        <p>49.8</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>7/2005</p>
      </td>
      <td>
        <p>51.8</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>8/2005</p>
      </td>
      <td>
        <p>77.3</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>9/2005</p>
      </td>
      <td>
        <p>73.8</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>10/2005</p>
      </td>
      <td>
        <p>97.6</p>
      </td>
    </tr>
    <tr>
      <td>
```

```
            <p>11/2005</p>
          </td>
          <td>
            <p>101.2</p>
          </td>
        </tr>
        <tr>
          <td>
            <p>12/2005</p>
          </td>
          <td>
            <p>113.7</p>
          </td>
        </tr>
      </tbody>
    </table>
    <table>
      <tbody>
        <tr>
          <th>
            <p>Month</p>
          </th>
          <th>
            <p>Expenses</p>
          </th>
        </tr>
        <tr>
          <td>
            <p>1/2005</p>
          </td>
          <td>
            <p>41.1</p>
          </td>
        </tr>
        <tr>
          <td>
            <p>2/2005</p>
          </td>
          <td>
            <p>43.8</p>
          </td>
        </tr>
        <tr>
          <td>
            <p>3/2005</p>
          </td>
          <td>
            <p>45.3</p>
          </td>
        </tr>
        <tr>
          <td>
            <p>4/2005</p>
          </td>
          <td>
            <p>45.0</p>
          </td>
        </tr>
        <tr>
          <td>
            <p>5/2005</p>
          </td>
          <td>
```

```
        <p>44.6</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>6/2005</p>
      </td>
      <td>
        <p>43.8</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>7/2005</p>
      </td>
      <td>
        <p>51.8</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>8/2005</p>
      </td>
      <td>
        <p>52.3</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>9/2005</p>
      </td>
      <td>
        <p>53.8</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>10/2005</p>
      </td>
      <td>
        <p>55.6</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>11/2005</p>
      </td>
      <td>
        <p>61.2</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>12/2005</p>
      </td>
      <td>
        <p>63.7</p>
      </td>
    </tr>
  </tbody>
```

```
    </table>
  </ac:rich-text-body>
</ac:structured-macro>
```

Resulting chart



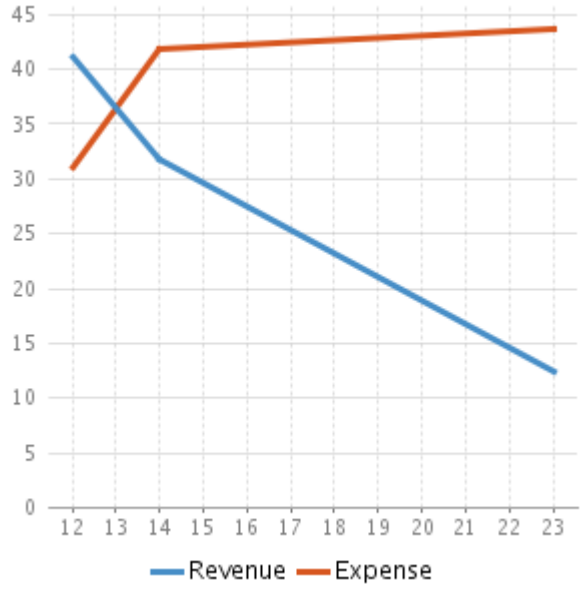
XY line chart

Here is an example of an XY line chart.

Storage format

```
<ac:macro ac:name="chart">
  <ac:parameter ac:name="type">xyline</ac:parameter>
  <ac:rich-text-body>
    <table>
      <tbody>
        <tr>
          <th>
            <p> </p>
          </th>
          <th>
            <p>12</p>
          </th>
          <th>
            <p>14</p>
          </th>
          <th>
            <p>23</p>
          </th>
        </tr>
        <tr>
          <td>
            <p>Revenue</p>
          </td>
          <td>
            <p>41.1</p>
          </td>
          <td>
            <p>31.8</p>
          </td>
          <td>
            <p>12.4</p>
          </td>
        </tr>
        <tr>
          <td>
            <p>Expense</p>
          </td>
          <td>
            <p>31.1</p>
          </td>
          <td>
            <p>41.8</p>
          </td>
          <td>
            <p>43.6</p>
          </td>
        </tr>
      </tbody>
    </table>
  </ac:rich-text-body>
</ac:macro>
```

Resulting chart



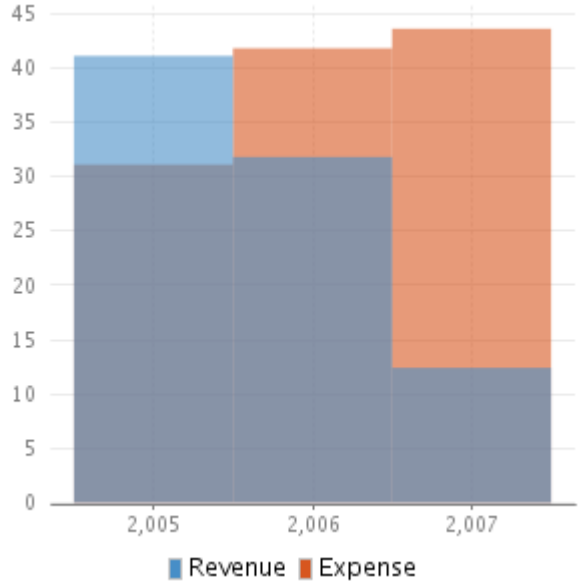
XY bar chart

Here is an example of an XY bar chart.

Storage format

```
<ac:structured-macro ac:name="chart">
  <ac:parameter ac:name="opacity">60</ac:parameter>
  <ac:parameter ac:name="type">xybar</ac:parameter>
  <ac:rich-text-body>
    <table>
      <tbody>
        <tr>
          <th>
            <p> </p>
          </th>
          <th>
            <p>2005</p>
          </th>
          <th>
            <p>2006</p>
          </th>
          <th>
            <p>2007</p>
          </th>
        </tr>
        <tr>
          <td>
            <p>Revenue</p>
          </td>
          <td>
            <p>41.1</p>
          </td>
          <td>
            <p>31.8</p>
          </td>
          <td>
            <p>12.4</p>
          </td>
        </tr>
        <tr>
          <td>
            <p>Expense</p>
          </td>
          <td>
            <p>31.1</p>
          </td>
          <td>
            <p>41.8</p>
          </td>
          <td>
            <p>43.6</p>
          </td>
        </tr>
      </tbody>
    </table>
  </ac:rich-text-body>
</ac:structured-macro>
```

Resulting chart



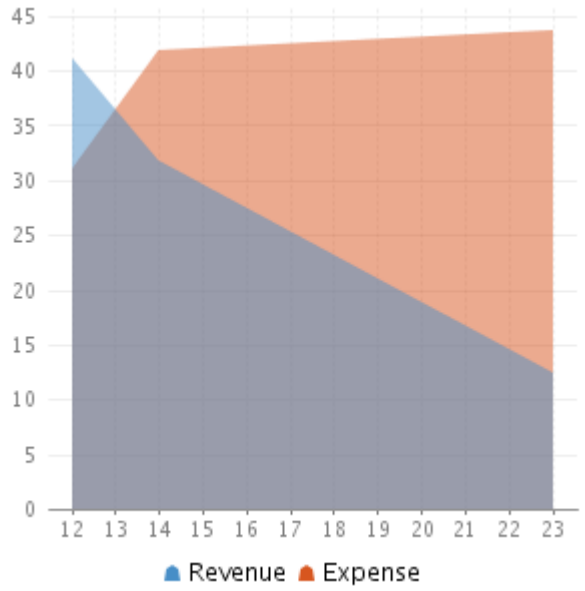
XY area chart

Here is an example of an XY area chart.

Storage format

```
<ac:structured-macro ac:name="chart">
  <ac:parameter ac:name="type">xyarea</ac:parameter>
  <ac:rich-text-body>
    <table>
      <tbody>
        <tr>
          <th>
            <p> </p>
          </th>
          <th>
            <p>12</p>
          </th>
          <th>
            <p>14</p>
          </th>
          <th>
            <p>23</p>
          </th>
        </tr>
        <tr>
          <td>
            <p>Revenue</p>
          </td>
          <td>
            <p>41.1</p>
          </td>
          <td>
            <p>31.8</p>
          </td>
          <td>
            <p>12.4</p>
          </td>
        </tr>
        <tr>
          <td>
            <p>Expense</p>
          </td>
          <td>
            <p>31.1</p>
          </td>
          <td>
            <p>41.8</p>
          </td>
          <td>
            <p>43.6</p>
          </td>
        </tr>
      </tbody>
    </table>
  </ac:rich-text-body>
</ac:structured-macro>
```

Resulting chart



Area chart

Here are two examples of area charts.

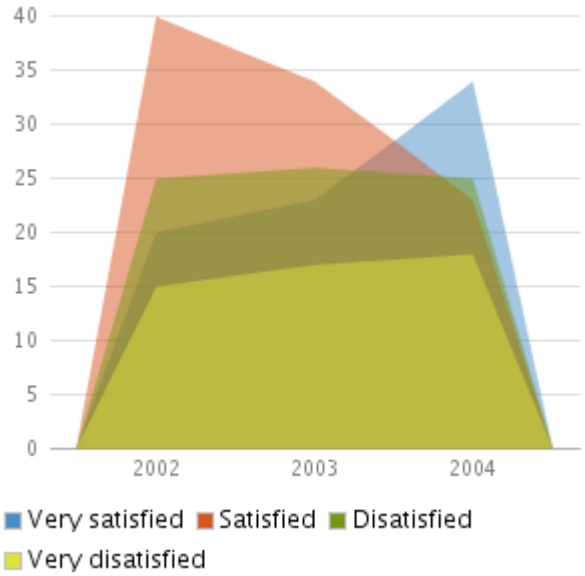
Storage format for area chart 1

```
<ac:structured-macro ac:name="chart">
  <ac:parameter ac:name="height">300</ac:parameter>
  <ac:parameter ac:name="legend">true</ac:parameter>
  <ac:parameter ac:name="width">300</ac:parameter>
  <ac:parameter ac:name="opacity">50</ac:parameter>
  <ac:parameter ac:name="type">area</ac:parameter>
  <ac:parameter ac:name="dataDisplay">true</ac:parameter>
  <ac:rich-text-body>
    <table>
      <tbody>
        <tr>
          <th>
            <p>Satisfaction</p>
          </th>
          <th>
            <p>2002</p>
          </th>
          <th>
            <p>2003</p>
          </th>
          <th>
            <p>2004</p>
          </th>
        </tr>
        <tr>
          <td>
            <p>Very satisfied</p>
          </td>
          <td>
            <p>20</p>
          </td>
          <td>
            <p>23</p>
          </td>
          <td>
            <p>34</p>
          </td>
```

```
    </tr>
    <tr>
      <td>
        <p>Satisfied</p>
      </td>
      <td>
        <p>40</p>
      </td>
      <td>
        <p>34</p>
      </td>
      <td>
        <p>23</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>Disatisfied</p>
      </td>
      <td>
        <p>25</p>
      </td>
      <td>
        <p>26</p>
      </td>
      <td>
        <p>25</p>
      </td>
    </tr>
    <tr>
      <td>
        <p>Very disatisfied</p>
      </td>
      <td>
        <p>15</p>
      </td>
      <td>
        <p>17</p>
      </td>
      <td>
        <p>18</p>
      </td>
    </tr>
  </tbody>
```

```
      </table>
    </ac:rich-text-body>
  </ac:structured-macro>
```

Resulting area chart 1



Satisfaction	2002	2003	2004
Very satisfied	20	23	34
Satisfied	40	34	23
Disatisfied	25	26	25
Very disatisfied	15	17	18

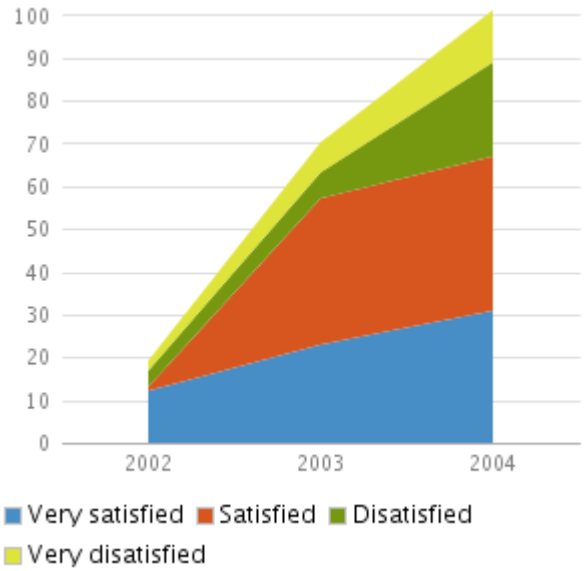
Storage format for area chart 2

```
<ac:structured-macro ac:name="chart">
  <ac:parameter ac:name="stacked">true</ac:parameter>
  <ac:parameter ac:name="height">300</ac:parameter>
  <ac:parameter ac:name="legend">true</ac:parameter>
  <ac:parameter ac:name="width">300</ac:parameter>
  <ac:parameter ac:name="type">area</ac:parameter>
  <ac:parameter ac:name="dataDisplay">true</ac:parameter>
  <ac:rich-text-body>
    <table>
      <tbody>
        <tr>
          <th>
            <p>Satisfaction</p>
          </th>
          <th>
            <p>2002</p>
          </th>
          <th>
            <p>2003</p>
          </th>
          <th>
            <p>2004</p>
          </th>
```

```
      </tr>
      <tr>
        <td>
          <p>Very satisfied</p>
        </td>
        <td>
          <p>12</p>
        </td>
        <td>
          <p>23</p>
        </td>
        <td>
          <p>31</p>
        </td>
      </tr>
      <tr>
        <td>
          <p>Satisfied</p>
        </td>
        <td>
          <p>1</p>
        </td>
        <td>
          <p>34</p>
        </td>
        <td>
          <p>36</p>
        </td>
      </tr>
      <tr>
        <td>
          <p>Disatisfied</p>
        </td>
        <td>
          <p>4</p>
        </td>
        <td>
          <p>6</p>
        </td>
        <td>
          <p>22</p>
        </td>
      </tr>
      <tr>
        <td>
          <p>Very disatisfied</p>
        </td>
        <td>
          <p>2</p>
        </td>
        <td>
          <p>7</p>
        </td>
        <td>
          <p>12</p>
        </td>
      </tr>
    </tbody>
```

```
    </table>
  </ac:rich-text-body>
</ac:structured-macro>
```

Resulting area chart 2



Satisfaction	2002	2003	2004
Very satisfied	12	23	31
Satisfied	1	34	36
Disatisfied	4	6	22
Very disatisfied	2	7	12

Wiki Markup Examples for Chart Macro

This page is an extension of the documentation for the Chart Macro. This page contains additional examples for the Chart macro.

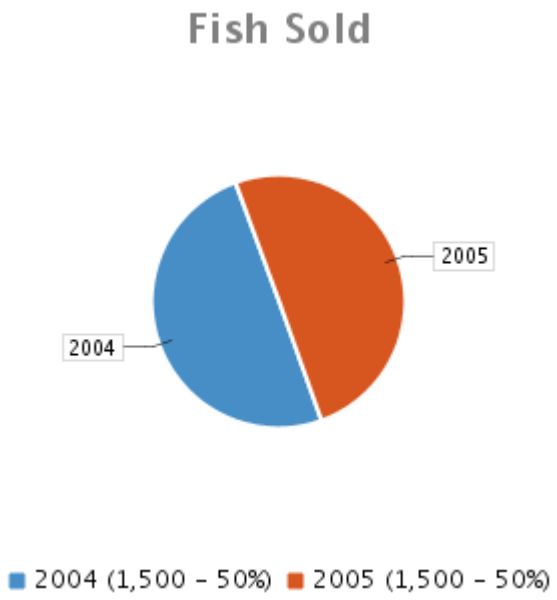
Pie chart

Here is a simple example of a pie chart.

Wiki markup

```
{chart:type=pie|title=Fish Sold}
|| Fish Type || 2004 || 2005 ||
|| Herring | 9,500 | 8,300 |
|| Salmon | 2,900 | 4,200 |
|| Tuna | 1,500 | 1,500 |
{chart}
```

Resulting chart



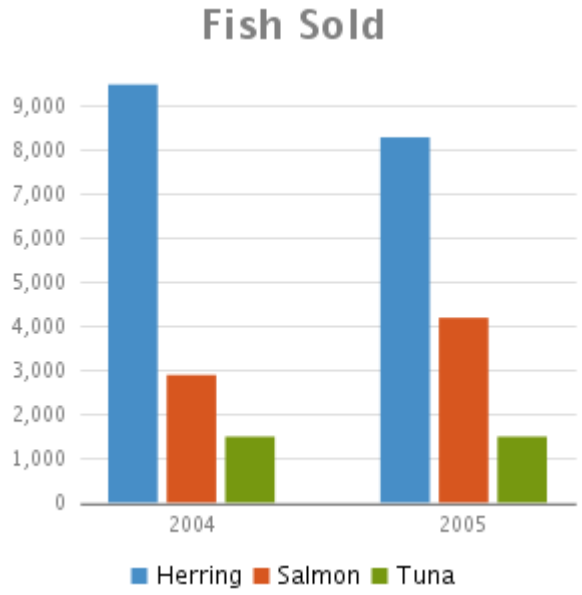
Bar chart

Here is a simple example of a bar chart.

Wiki markup

```
{chart:type=bar|title=Fish Sold}
|| Fish Type || 2004 || 2005 ||
|| Herring | 9,500 | 8,300 |
|| Salmon | 2,900 | 4,200 |
|| Tuna | 1,500 | 1,500 |
{chart}
```

Resulting chart



Time series chart

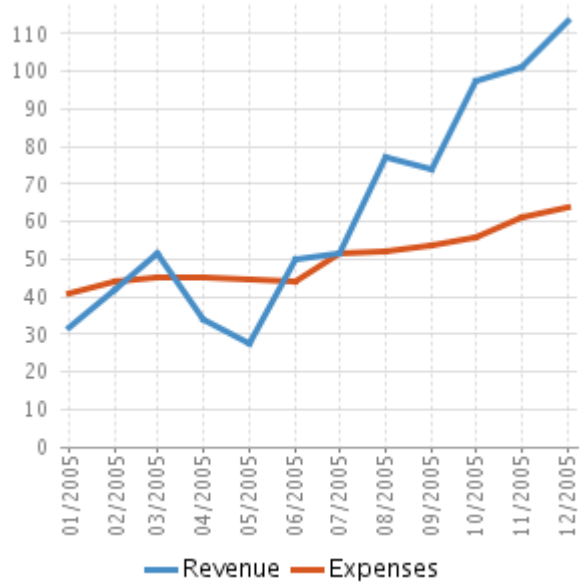
Here is an example of a time series chart.

Wiki markup

```
{chart:type=timeSeries|dateFormat=MM/yyyy|timePeriod=Month|
dataOrientation=vertical|rangeAxisLowerBound=0|domainaxisrotateticklabel=true}
|| Month || Revenue ||
| 1/2005 | 31.8 |
| 2/2005 | 41.8 |
| 3/2005 | 51.3 |
| 4/2005 | 33.8 |
| 5/2005 | 27.6 |
| 6/2005 | 49.8 |
| 7/2005 | 51.8 |
| 8/2005 | 77.3 |
| 9/2005 | 73.8 |
| 10/2005 | 97.6 |
| 11/2005 | 101.2 |
| 12/2005 | 113.7 |

|| Month || Expenses ||
| 1/2005 | 41.1 |
| 2/2005 | 43.8 |
| 3/2005 | 45.3 |
| 4/2005 | 45.0 |
| 5/2005 | 44.6 |
| 6/2005 | 43.8 |
| 7/2005 | 51.8 |
| 8/2005 | 52.3 |
| 9/2005 | 53.8 |
| 10/2005 | 55.6 |
| 11/2005 | 61.2 |
| 12/2005 | 63.7 |
{chart}
```

Resulting chart



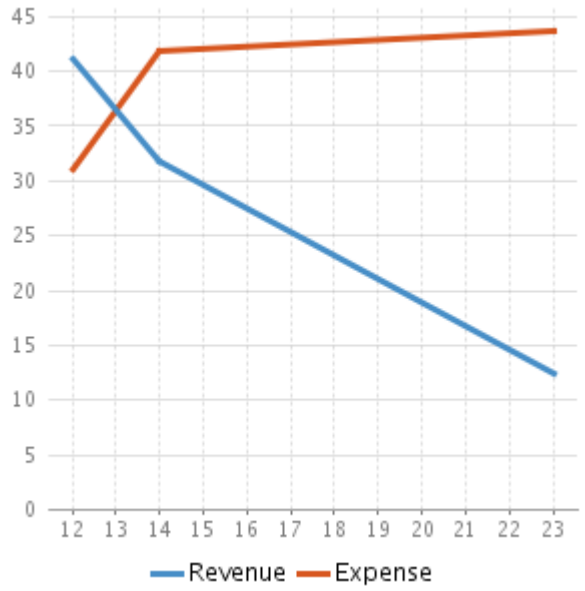
XY line chart

Here is an example of an XY line chart.

Wiki markup

```
{chart:type=xyline}
|| || 12 || 14 || 23 ||
| Revenue | 41.1 | 31.8 | 12.4 |
| Expense | 31.1 | 41.8 | 43.6 |
{chart}
```

Resulting chart



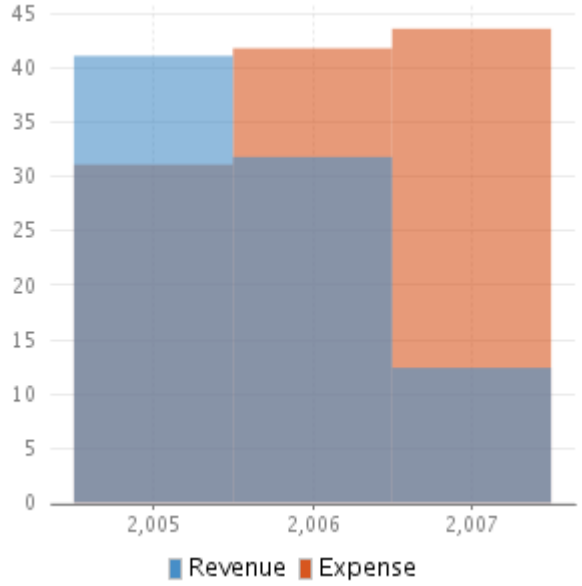
XY bar chart

Here is an example of an XY bar chart.

Wiki markup

```
{chart:type=xybar|opacity=60}
|| || 2005 || 2006 || 2007 ||
| Revenue | 41.1 | 31.8 | 12.4 |
| Expense | 31.1 | 41.8 | 43.6 |
{chart}
```

Resulting chart



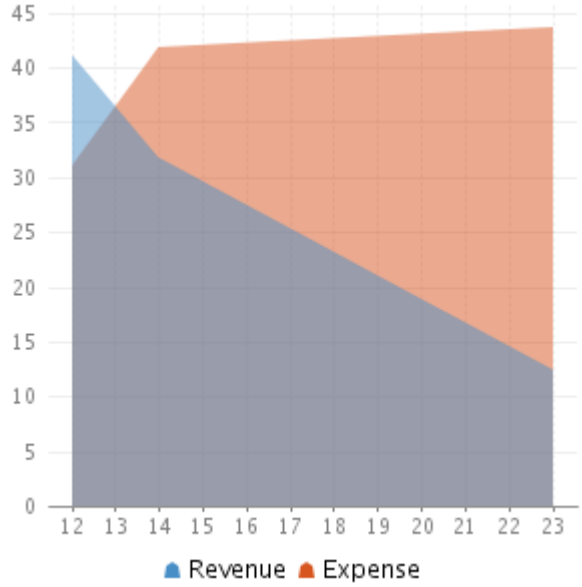
XY area chart

Here is an example of an XY area chart.

Wiki markup

```
{chart:type=xyarea}
|| || 12 || 14 || 23 ||
| Revenue | 41.1 | 31.8 | 12.4 |
| Expense | 31.1 | 41.8 | 43.6 |
{chart}
```

Resulting chart



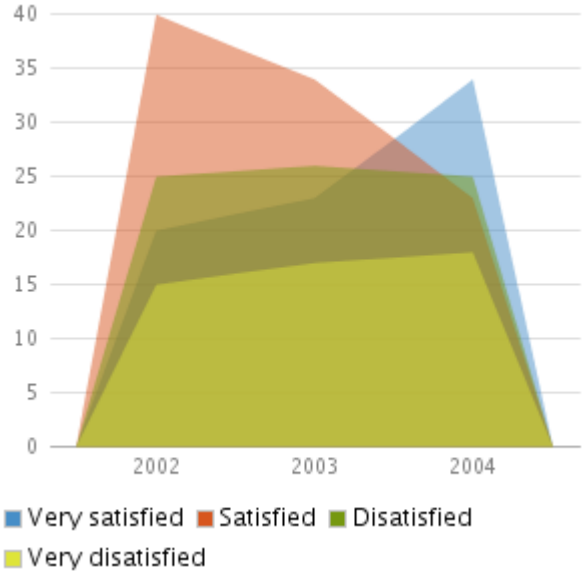
Area chart

Here are two examples of area charts.

Wiki markup for area chart 1

```
{chart:type=area|dataDisplay=true|legend=true|width=300|height=300|opacity=50}
|| Satisfaction || 2002 || 2003 || 2004 ||
| Very satisfied | 20 | 23 | 34 |
| Satisfied | 40 | 34 | 23 |
| Disatisfied | 25 | 26 | 25 |
| Very disatisfied | 15 | 17 | 18 |
{chart}
```

Resulting area chart 1

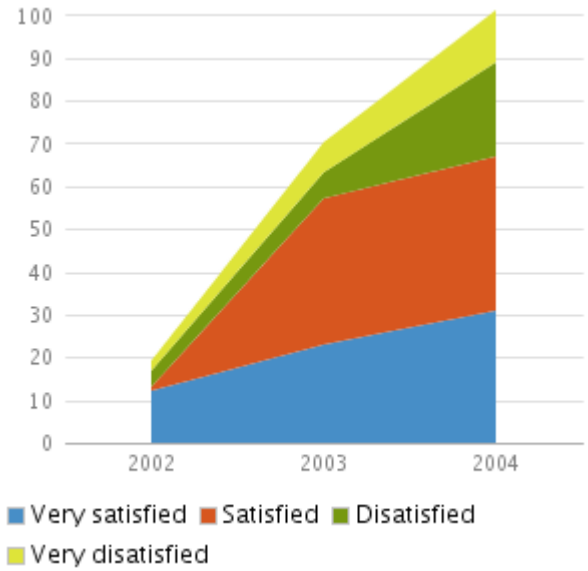


Satisfaction	2002	2003	2004
Very satisfied	20	23	34
Satisfied	40	34	23
Disatisfied	25	26	25
Very disatisfied	15	17	18

Wiki markup for area chart 2

```
{chart:type=area|dataDisplay=true|legend=true|width=300|height=300|stacked=true}
|| Satisfaction || 2002 || 2003 || 2004 ||
| Very satisfied | 12 | 23 | 31 |
| Satisfied | 1 | 34 | 36 |
| Disatisfied | 4 | 6 | 22 |
| Very disatisfied | 2 | 7 | 12 |
{chart}
```

Resulting area chart 2



Satisfaction	2002	2003	2004
Very satisfied	12	23	31
Satisfied	1	34	36
Disatisfied	4	6	22
Very disatisfied	2	7	12

Cheese Macro

The Cheese macro simply displays the words "I like cheese!" You can use this macro to test the Confluence macro functionality. 🙂

To add the Cheese macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Note: There are no parameters for this macro.

Code examples

The following examples are provided for advanced users who want to edit the underlying markup for a Confluence page.

Macro name: `cheese`

Macro body: None.

Parameters: None

Storage format example

```
<ac:structured-macro ac:name="cheese"/>
```

Wiki markup example

```
{cheese}
```

Children Display Macro

Use the Children Display macro to list the child pages of a page and the further descendants (children's children). By default, the macro displays links to the child pages as shown in the screenshot below. People viewing the page will see only the links for pages that they have permission to view.

Screenshot: The Children Display macro in Confluence

This is the Children Display macro

- Step 1 - download the game
- Step 2 - Play
- Step 3 - share your favourite nerd
- Sample page
- Games as a communication medium

Using the Children Display macro

To add the Children Display macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Example

This list of child pages is generated by a Children Display macro on this page:

- Child Page 1
- Child Page 2

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Show Descendants (`all`)	false	Choose whether to display all the parent page's descendants. If `true` shows the complete tree of pages underneath the parent page, regardless of **Depth of Descendants**

Parent Page (`page`)	current	Specify the page to display children for, from either the current space or a different space. Enter: • `'/'` — to list the top-level pages of the current space, i.e. those without parents. • `'pagename'` — to list the children of the specified page. • `'spacekey:'` — to list the top-level pages of the specified space. • `'spacekey:pagename'` — to list the children of the specified page in the specified space.
Number of Children (`first`)	none	Restrict the number of child pages that are displayed at the top level.
Depth of Descendants (`depth`)	none	Enter a number to specify the depth of descendants to display. For example, if the value is `2`, the macro will display 2 levels of child pages. This setting has no effect of **Show Descendants** is enabled.
Heading Style (`style`)	none	Choose the style used to display descendants.
Include Excerpts (`excerpt`)	false	If you have an excerpt macro on any of the returned pages, checking this option will display the first line of the excerpt. For pages without an excerpt macro, nothing is displayed.
Sort Children By (`sort`)	Manual if manually ordered, otherwise alphabetical	Optional. Choose: • **creation** — to sort by content creation date • **title** — to sort alphabetically on title • **modified** — to sort of last modification date.
Reverse Sort (`reverse`)	false	Use with the **Sort Children By** parameter. When set, the sort order changes from ascending to descending.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `children`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="children">
  <ac:parameter ac:name="reverse">true</ac:parameter>
  <ac:parameter ac:name="sort">creation</ac:parameter>
  <ac:parameter ac:name="style">h4</ac:parameter>
  <ac:parameter ac:name="page">
    <ac:link>
      <ri:page ri:content-title="Home"/>
    </ac:link>
  </ac:parameter>
  <ac:parameter ac:name="excerpt">true</ac:parameter>
  <ac:parameter ac:name="first">99</ac:parameter>
  <ac:parameter ac:name="depth">2</ac:parameter>
  <ac:parameter ac:name="all">true</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{children:reverse=true|sort=creation|style=h4|page=Home|excerpt=true|first=99|depth
=2|all=true}
```

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:

```
public static void main(String[] args)
{
  System.out.println("Hello World!");
}
```

Using the Code Block Macro

To add the Code Block macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

You type the code block directly into the macro placeholder in the editor. Note that any white space contained in the placeholder is not manipulated in any way by the Code Block macro. This is to provide the writer with flexibility over code indentation.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Syntax highlighting (`language`)	java	Specifies the language (or environment) for syntax highlighting. The default language is Java but you can choose from one of the following languages/environments: • **actionscript3** • **bash** • **csharp** (C#) • **coldfusion** • **cpp** (C++) • **css** • **delphi** • **diff** • **erlang** • **groovy** • **html/xml** • **java** • **javafx** • **javascript** • **none** (no syntax highlighting) • **perl** • **php** • **powershell** • **python** • **ruby** • **scala** • **sql** • **vb**
Title	none	Adds a title to the code block. If specified, the title will be displayed in a header row at the top of the code block.
Collapsible (`collapse`)	false	If selected, the code macro's content will be collapsed upon visiting or refreshing the Confluence page. Clicking the **`expand source`** link allows you to view this content. If false, the code macro's content is always displayed in full.
Show line numbers (`linenumbers`)	false	If selected, line numbers will be shown to the left of the lines of code.
First line number (`firstline`)	1	When **Show line numbers** is selected, this value defines the number of the first line of code.

Theme	Default	Specifies the colour scheme used for displaying your code block. Many of these themes are based on the default colour schemes of popular integrated development environments (IDEs). The default theme is **Confluence** (also known as **Default**), which is typically black and coloured text on a blank background. However, you can also choose from one of the following other popular themes: • **DJango** • **Emacs** • **FadeToGrey** • **Midnight** • **RDark** • **Eclipse** • **Confluence**

Configuring the Code Block macro

You can configure the Code Block macro to use a specific language and theme by default and also upload new lanuages. You need **Confluence Administrator** permissions to change the default theme and language and **System Administrator** permissions to upload new languages.

To set the default appearance of code blocks in your site:

1. Choose the **cog icon** , then choose **General Configuration** under Confluence Administration
2. Choose **Configure Code Macro**.
3. Select a **Default Theme** and **Default Language**.
4. Choose **Save**.

All new code blocks will use the default theme and language unless you specify otherwise. Existing code blocks will be unchanged.

To add an additional language:

1. Choose the **cog icon** , then choose **General Configuration** under Confluence Administration
2. Choose **Configure Code Macro**.
3. Choose **Add a new language**.
4. Locate your language file and enter a **Name** for the new language (this will appear when selecting the language).
5. Choose **Add**.

Language files must be correctly formatted JavaScript files and adhere to the Custom Brush syntax. You can find some examples of language files here.

To disable or remove a user-installed language:

1. Choose the **cog icon** , then choose **General Configuration** under Confluence Administration
2. Choose **Manage Add-ons**.
3. Go to **User-installed Add-ons** and locate the add-on for your uploaded language - it will appear like this 'Custom Code Macro Highlighting for...'
4. Choose **Uninstall** or **Disable**.

The language will no longer appear in the Code Macro.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `code`

Macro body: Accepts plain text.

Storage format example

The following example shows all parameters and a body:

```
<ac:structured-macro ac:name="code">
  <ac:parameter ac:name="title">This is my title</ac:parameter>
  <ac:parameter ac:name="theme">FadeToGrey</ac:parameter>
  <ac:parameter ac:name="linenumbers">true</ac:parameter>
  <ac:parameter ac:name="language">xml</ac:parameter>
  <ac:parameter ac:name="firstline">0001</ac:parameter>
  <ac:parameter ac:name="collapse">true</ac:parameter>
  <ac:plain-text-body><![CDATA[<b>This is my code</b>]]></ac:plain-text-body>
</ac:structured-macro>
```

Below are three examples of the Code Block macro with various optional parameters used.

Description	Markup	What you will get

Code block macro with a body and no optional parameters	`<ac:structured-macro ac:name="code">`
	`  <ac:plain-text-body><![CDATA[this is my code]]></ac:plain-text-body>`
	`</ac:structured-macro>`
		`this is my code`

Code block macro with a body and the optional *language* parameter defined	`<ac:structured-macro ac:name="code">`
	`  <ac:parameter ac:name="language">html/xml</ac:parameter>`
	`  <ac:plain-text-body><![CDATA[this is my code]]></ac:plain-text-body>`
	`</ac:structured-macro>`
		`this is my code`

Code block macro with a body and optional *title*, *line numbers* and *language* parameters defined	`<ac:structured-macro ac:name="code">`
	`  <ac:parameter ac:name="title">This is my title</ac:parameter>`
	`  <ac:parameter ac:name="linenumbers">true</ac:parameter>`
	`  <ac:parameter ac:name="language">html/xml</ac:parameter>`
	`  <ac:plain-text-body><![CDATA[this is my code]]></ac:plain-text-body>`
	`</ac:structured-macro>`
		This is my title
		`this is my code`

Wiki markup example

```
{code:title=This is my
title|theme=FadeToGrey|linenumbers=true|language=html/xml|firstline=0001|collapse=t
rue}
This is my code
{code}
```

Column Macro

Used with the Section macro to define columns on a page. See Working with page layouts and columns and sections .

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `column`

Macro body: Accepts rich text.

Parameter name	Required	Default	Parameter description and accepted values
`width`	No	100% of the page width, divided equally by the number of columns in the section.	The width of the column. Can be specified either in pixels (for example, `400px`) or as a percentage of the available page width (for example, `50%`).

Storage format example

```
<ac:structured-macro ac:name="column">
  <ac:parameter ac:name="width">100px</ac:parameter>
  <ac:rich-text-body>
    <p>This is the content of <strong>column 1</strong>.</p>
  </ac:rich-text-body>
</ac:structured-macro>
```

Wiki markup example

```
{column:width=100px}
This is the content of *column 1*.
{column}
```

Content by Label Macro

The Content by Label macro displays links to pages, blog posts and attachments that have been tagged with specific labels.

Using the Content by Label Macro

To add the Content by Label macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro

browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Label(s) (`labels`)	None	Filter by label(s). The macro will display only the content tagged with the label(s) specified here. See also the **Operator** parameter below. This parameter is required. Specify one or more labels, separated by a comma or a single 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'.
Author(s) (`author`)	None	Filter by author. The macro will display only the content created or updated by the author(s) specified here.
Include this Content Type Only (`type`)	all	Filter by content type. The macro will display only the content of the type specified here. Specify one or more content 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. • `attachment` – Attachments
Show Labels for Each Page (`showLabels`)	true	Show or hide labels in the results.
Show Space Name for Each Page (`showSpace`)	true	Show or hide spaces in the results.
List Title (`title`)	None	Add a title or heading to the list.
Maximum Number of Pages (`max`)	15	Limit the maximum number of results to be displayed. Note that the results are sorted first, and then the maximum parameter is applied.
Display Excerpts (`excerpt`)	false	Include excerpts from each page listed. Note that you must have defined excerpts on each of those pages, by adding the excerpt macro to the page. Only the first few lines of the excerpt for each page are displayed.

Restrict to these Spaces (`spaces`)	@all	Filter by space. The macro will display only the content which belongs to the space(s) specified here. 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 site 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`.
Operator (`operator`)	OR	The operator to apply when matching content against the labels specified in the **Label(s)** parameter: • **OR** – Display content with *any* of the non-prefixed labels. • **AND** – Display content with *all* of the specified non-prefixed labels. Note that this parameter only modifies the behaviour of the **Label(s)** parameter and only affects label values without a plus (+) or minus (-) sign prefix.
Sort By (`sort`)	modified	Specify how the results should be sorted. Values: • **title** — Sort alphabetically by title. • **creation** — Sort by the date on which the content was added. • **modified** — Sort by the date on which the content was last updated. Note: If this parameter is not specified, the sort order defaults to descending, based on the last modification date (latest first). To change the sort order from ascending to descending, use the **Reverse Sort** parameter.
Reverse Sort (`reverse`)	false	Select **Reverse Sort** to change the sort from descending to ascending. Use this parameter in conjunction with the **Sort By** parameter. **Reverse Sort** is ignored if **Sort By** is not specified.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `contentbylabel`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="contentbylabel">
  <ac:parameter ac:name="spaces"/>
  <ac:parameter ac:name="author">admin,smaddox</ac:parameter>
  <ac:parameter ac:name="title">My labelled pages</ac:parameter>
  <ac:parameter ac:name="showLabels">false</ac:parameter>
  <ac:parameter ac:name="reverse">true</ac:parameter>
  <ac:parameter ac:name="sort">creation</ac:parameter>
  <ac:parameter ac:name="max">10</ac:parameter>
  <ac:parameter ac:name="excerpt">true</ac:parameter>
  <ac:parameter ac:name="labels">chocolate,cake</ac:parameter>
  <ac:parameter ac:name="showSpace">false</ac:parameter>
  <ac:parameter ac:name="type">page</ac:parameter>
  <ac:parameter ac:name="operator">AND</ac:parameter>
</ac:structured-macro>
```

Wikimarkup example

```
{contentbylabel:spaces=@personal,@self|author=admin,smaddox|title=My labelled
pages|showLabels=false|reverse=true|sort=creation|max=10|excerpt=true|labels=chocol
ate,cake|showSpace=false|type=page|operator=AND}
```

Content by User Macro

The Content by User macro generates a tabulated list of the content items, throughout the Confluence installation, that have been created by a specified Confluence user. The list includes all current pages, comments and spaces created by the user. Each item in the table is linked to its corresponding page, page comment or space dashboard.

Note that items for page comments contain a link to the page, followed by a second link to the comment itself, with these separated by a greater-than sign (>).

Using the Content by User macro

To add the Content by User macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Required	Default	Description
Username **(`name`)**	yes	none	The Confluence username for a person who has created content. Parameter is unnamed in wikimarkup.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `content-by-user`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="content-by-user">
  <ac:parameter ac:name="">
    <ri:user ri:userkey="12345678912345678912345678912345"/>
  </ac:parameter>
</ac:structured-macro>
```

Wikimarkup example

```
{content-by-user:jsmith}
```

Content Report Table Macro

The Content Report Table macro displays a set of pages and blog posts in tabular format, based on the labels specified in the macro parameters.

A working example

Below is a working example of the Content Report Table macro, displaying content with the label 'LDAP'.

Error rendering macro 'content-report-table' : In template Confluence.Templates.User.userLinkUrl: When evaluating "contextPath()": Error while computing function "contextPath()": null

Using the Content Report Table Macro

To add the Content Report Table macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Required	Default	Description
Label(s) (`labels`)	No	None	This parameter is required. Specify one or more labels, separated by a comma. The macro will display the content tagged with any of the label(s) specified here. For example, if you specify labels 'A' and 'B', the macro will display all pages that have the label 'A', and all pages that have the label 'B', and all pages that have both those labels.

Space(s) (`spaces`)	Yes	(All spaces)	Specify one or more space keys, separated by a comma or a space. The macro will display only the content which belongs to the space(s) specified here. When specifying a personal space, remember to use the tilde (~) sign in front of the username, such as `~jbloggs` or `~jbloggs@example.com`.
Maximum Number of Pages (`maxResults`)	No	20	Define the maximum number of pages that the macro will show in a single set of results. If there are more pages to be shown, the macro will display a link labelled 'Find more results'. People viewing the page can choose the link to go to a search view, which shows all pages tagged with the specified label(s). Which pages will appear? Before displaying the results, Confluence will sort them by the date the page was last modified. The most-recently created/updated pages will appear first.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `content-report-table`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="content-report-table">
  <ac:parameter ac:name="spaces">
    <ri:space ri:space-key="DOC"/>
  </ac:parameter>
  <ac:parameter ac:name="labels">LDAP</ac:parameter>
  <ac:parameter ac:name="analytics-key">meeting-notes</ac:parameter>
  <ac:parameter ac:name="maxResults">5</ac:parameter>
</ac:structured-macro>
```

Wiki markup

Wiki markup is not available for this macro. You cannot add this macro via wiki markup.

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 the 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

This is the Contributors macro

- Rach Admin
- Josh User
- Sophie Staunton

In this example, the **Display Format** parameter has been set to **list**.

Using the Contributors Macro

To add the Contributors macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Contribution Type (`include`)	authors	Filters by either the type of contribution made to a page (and optionally its descendant pages), or the watches on the page. Contribution types are: • `authors` - includes people who created or have edited the page(s) • `comments` - includes people who have added comments to the page(s) • `labels` - includes people who have added labels to the page(s) • `watches` - includes people who are watching the page(s). You can specify one or more contribution types, separated by commas.
Sort By (`order`)	count	Specifies the criteria used to sort contributors. Sort criteria are: • **count** - sorts people based on the total number of contributions to the page(s) • **name** - sorts people into alphabetical order • **update** - sorts people based on the date of their last contribution to the page(s).
Reverse Sort (`reverse`)	false	Reverses the sort order of contributors in the list. Must be used in conjunction with the **Sort By** parameter.

Maximum Number of Contributors `(limit)`	no limit	Limits the number of contributors in the list. If a number is not specified, all contributors are included.
Display Format `(mode)`	inline	Sets how the list of contributor's names is formatted: • **inline** — a comma-separated list • **list** — a bullet list.
Show Anonymous Contributions? `(showAnonymous)`	false	Sets whether to include those who contributed anonymously to a page.
Show Count? `(showCount)`	false	Sets whether to show the number of times each person made a contribution of the specified **Contribution Type**.
Show Last Contribution Time? `(showLastTime)`	false	Sets whether to show the last time each person made a contribution of the specified **Contribution Type**.
Page Name `(page)`	current	Specifies the page to use when generating the list of contributors. If **Page Name** and **Space(s)** are left blank, the current page is assumed.
Label(s) `(labels)`	none	Filters the list of contributors to those who created the specified labels from a page. You can specify one or more labels, separated by commas.
Space(s) `(spaces)`	current	Specifies the space key of the Confluence space that contains the page set in **Page Name** or alternatively, specifies the spaces to search. Space keys are case-sensitive. This parameter also takes special values, including: • `@global` — All site spaces. • `@personal` — All personal spaces. • `@all` — All spaces in your Confluence site. You can specify one or more space keys or special values, separated by commas. If no **Page Name** and **Label(s)** are specified, all pages from the specified set of spaces are included.
Content Type `(contentType)`	both pages and blog posts	Restricts the content type to use when generating the list of contributors: • **pages** — pages • **blogposts** — blog posts.
Blog Post Date `(publishDate)`	none	Specifies the publish date for a blog post. The date format required is: YYYY/MM/DD.
Include Page Hierarchy `(scope)`	specified page only	Specifies additional pages to include when generating the list of contributors: • **children** — just the child pages of the specified page • **descendants** — all descendants of the specified page.
Show Selected Pages `(showPages)`	false	Sets whether to show a list of the pages used to generate the list of contributors.

Custom "None Found" Message (`noneFoundMessage`)	default message	Specifies the message to be used to override the default message that is displayed when no contributors are found.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `contributors`

Macro body: None.

Storage format example

This example specifies a content type of blog posts:

```
<ac:macro ac:name="contributors">
    <ac:parameter ac:name="limit">10</ac:parameter>
    <ac:parameter ac:name="spaces">ds,@personal</ac:parameter>
    <ac:parameter ac:name="reverse">true</ac:parameter>
    <ac:parameter ac:name="labels">chocolate,cake</ac:parameter>
    <ac:parameter ac:name="showPages">true</ac:parameter>
    <ac:parameter ac:name="noneFoundMessage">Oh dear, no contributors
found</ac:parameter>
    <ac:parameter ac:name="showCount">true</ac:parameter>
    <ac:parameter ac:name="contentType">blogposts</ac:parameter>
    <ac:parameter ac:name="include">authors,comments,labels,watches</ac:parameter>
    <ac:parameter ac:name="mode">list</ac:parameter>
    <ac:parameter ac:name="showAnonymous">true</ac:parameter>
    <ac:parameter ac:name="order">update</ac:parameter>
    <ac:parameter ac:name="showLastTime">true</ac:parameter>
    <ac:parameter ac:name="publishDate">2012/06/30</ac:parameter>
  </ac:macro>
```

Wikimarkup example

This example specifies a content type of blog posts:

```
{contributors:limit=10|spaces=ds,@personal|reverse=true|labels=chocolate,cake|showP
ages=true|noneFoundMessage=Oh dear, no contributors
found|showCount=true|contentType=blogposts|include=authors,comments,labels,watches|
mode=list|showAnonymous=true|order=update|showLastTime=true|publishDate=2012/06/30}
```

This example specifies a content type of pages:

```
{contributors:limit=10|spaces=ds,@personal|reverse=true|scope=descendants|labels=ch
ocolate,cake|showPages=true|noneFoundMessage=Oh dear, no contributors
found|showCount=true|contentType=pages|include=authors,comments,labels,watches|mode
=list|showAnonymous=true|order=update|page=ds:Advanced Topics|showLastTime=true}
```

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 for this macro is 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 Summary macro is shown in the screenshot below. It lists statistics for 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.

Using the Contributors Summary Macro

To add the Contributors Summary macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Group By (`groupby`)	contributors	Specifies the basis for grouping contribution-based statistics: • **contributors** — group by the people who have contributed • **pages** — group by the pages used to find contributors.

Columns to Display (`columns`)	edits,comments,labels	Sets the columns that should appear in the table. The statistics or type of information presented depends on the basis for grouping set with the **Group By** parameter. Statistics may be calculated for: • `edits` — the number of times each contributor has edited the page(s) or the number of edits made to each page. • `edited` — a list of the pages edited by each contributor or a list of contributors who have edited each page. • `comments` — the number of times each contributor has added comments to the page(s) or the number of comments on each page. • `commented` — a list of pages to which each contributor has added comments or a list of contributors who have commented on each page. • `labels` — the number of times each contributor has added labels to the page(s) or the number of labels on each page. • `labeled` — a list of pages to which each contributor has added labels or a list of contributors who have added a label to each page. • `labellist` — a list of labels either added by each contributor or on each page. • `watches` — the number of pages being watched by each contributor/person or the number of contributors/people watching each page. • `watching` — a list of pages being watched by each contributor/person or a list of contributors/people watching each page. • `lastupdate` — the last time each contributor made an update or when each 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`)	edits	Sets the criterion used for sorting items in the table. The items sorted depend on the basis for grouping set with the **Group By** parameter. Sort criteria are: • `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 any contribution made to it.
Reverse Sort (`reverse`)	false	Reverses the sort order of items in the table, as specified using the **Sort By** parameter. (Used only in conjunction with the **Sort By** parameter.)
Maximum Number of Items (`limit`)	no limit	Limits the number of contributors or pages in the table to the value specified. If no number is specified, all items are included.

Show Anonymous Contributions? (`showAnonymous`)	false	Includes individuals who have made anonymous contributions to a page.
Show Zero Counts? (`showZeroCounts`)	false	Sets whether contributors or pages are included for which a calculated statistic is zero.
Page Name (`page`)	current	Sets the page for which to calculate the contribution-based statistics. If no values for **Page Name** and **Space(s)** are specified, the current page is assumed.
Label(s) (`labels`)	none	Restricts the contribution-based statistics to the specified labels only. You can specify one or more labels, separated by commas.
Space(s) (`spaces`)	current	Specifies the space key of the Confluence space which contains the specified page name or alternatively, specifies a scope of spaces to search. Space keys are case-sensitive. This parameter also takes special values, including: • `@global` — All site spaces. • `@personal` — All personal spaces. • `@all` — All spaces in your Confluence site. You can specify one or more space keys or special values, separated by commas. If no **Page Name** and **Label(s)** are specified, all pages from the specified set of spaces are included.
Content Type (`contentType`)	both pages and blog posts	Restricts 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. Available values `pages` and `blogposts`.
Blog Post Date (`publishDate`)	none	Specifies the publish date for a blog post. The date format required is: YYYY/MM/DD.
Include Page Hierarchy (`scope`)	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.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `contributors-summary`

Macro body: None.

Storage format example

This example specifies a content type of blog posts:

```
<ac:structured-macro ac:name="contributors-summary">
  <ac:parameter ac:name="limit">10</ac:parameter>
  <ac:parameter ac:name="spaces">
    <ri:space ri:space-key="ds"/>
    <ri:space ri:space-key="@personal"/>
  </ac:parameter>
  <ac:parameter ac:name="reverse">true</ac:parameter>
  <ac:parameter ac:name="showAnonymous">true</ac:parameter>
  <ac:parameter ac:name="order">update</ac:parameter>
  <ac:parameter ac:name="labels">chocolate,cake</ac:parameter>
  <ac:parameter ac:name="columns">edits,comments,labels,lastupdate</ac:parameter>
  <ac:parameter ac:name="groupby">pages</ac:parameter>
  <ac:parameter ac:name="contentType">blogposts</ac:parameter>
  <ac:parameter ac:name="showZeroCounts">true</ac:parameter>
  <ac:parameter ac:name="publishDate">2012/06/07</ac:parameter>
</ac:structured-macro>
```

This example specifies a content type of pages:

```
<ac:structured-macro ac:name="contributors-summary">
  <ac:parameter ac:name="limit">10</ac:parameter>
  <ac:parameter ac:name="spaces">
    <ri:space ri:space-key="ds"/>
    <ri:space ri:space-key="@personal"/>
  </ac:parameter>
  <ac:parameter ac:name="reverse">true</ac:parameter>
  <ac:parameter ac:name="showAnonymous">true</ac:parameter>
  <ac:parameter ac:name="scope">descendants</ac:parameter>
  <ac:parameter ac:name="order">update</ac:parameter>
  <ac:parameter ac:name="page">
    <ac:link>
      <ri:page ri:content-title="Advanced Topics" ri:space-key="ds"/>
    </ac:link>
  </ac:parameter>
  <ac:parameter ac:name="labels">chocolate,cake</ac:parameter>
  <ac:parameter ac:name="columns">edits,comments,labels,lastupdate</ac:parameter>
  <ac:parameter ac:name="groupby">pages</ac:parameter>
  <ac:parameter ac:name="contentType">pages</ac:parameter>
  <ac:parameter ac:name="showZeroCounts">true</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

This example specifies a content type of blog posts:

```
{contributors-summary:limit=10|spaces=ds,@personal|reverse=true|showAnonymous=true|
order=update|labels=chocolate,cake|columns=edits,comments,labels,lastupdate|groupby
=pages|contentType=blogposts|showZeroCounts=true|publishDate=2012/06/07}
```

This example specifies a content type of pages:

```
{contributors-summary:limit=10|spaces=ds,@personal|reverse=true|showAnonymous=true|
scope=descendants|order=update|page=ds:Advanced
Topics|labels=chocolate,cake|columns=edits,comments,labels,lastupdate|groupby=pages
|contentType=pages|showZeroCounts=true}
```

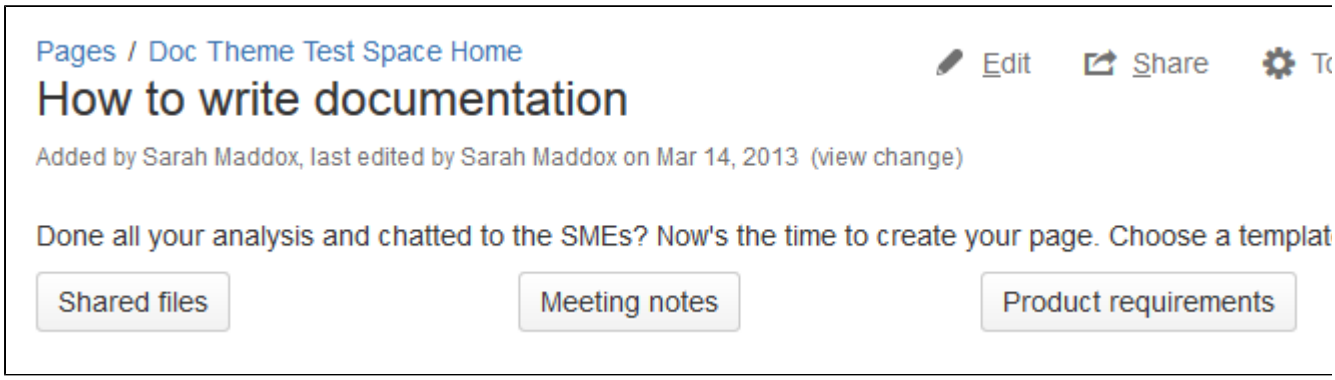
Create from Template Macro

The Create from Template macro displays a button on a page, linked to a specific template. When someone clicks the button, the macro opens the editor, ready to add a new page, and adds content to the page based on the given template.

When adding the macro to the page, you can specify a blueprint or a user-created template in the macro. You will also specify the name of the button displayed, and the space in which the new page will appear.

Example

Screenshot: A page with three buttons, all displayed by the 'Create from Template' macro



Using the Create from Template Macro

To add the Create from Template macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Required	Default	Description
Button Text		'Create from Template'	The description that people will see when viewing this macro on the page.
Template Name		None	Select the template or blueprint to base the new page on. Only global and user-created templates for the current space appear (unless you have specified a different space in the 'Space Key' field).
Template Title		Blank	Specify a default title for pages created using this macro (optional). You can include @currentDate, @spaceName and @spaceKey variables in the title.
Space Key		The space where the current page is located	Supply the unique space identifier (space key), to determine where the new page will be created when someone uses this macro to create a page.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `create-from-template`

Macro body: None.

Parameters for storage format differ from those available in the macro browser as follows.

Parameter name	Required	Default	Parameter description and accepted values
`templateId`	Required for user-created templates	(None)	The ID of a user-created template. This is the u Confluence assigns when you create a templat `630593`. To find the ID of a template, edit the te the URL in your browser. The template ID is giv parameter named `entityId`.
`blueprintModuleCompleteKey`	Required for blueprints	(None)	
`templateName`	Yes	(None)	The ID of a user-created template (for example, qualified name of the add-on that defines the bl example, `com.atlassian.confluence.plu` `e-shared-files-plugin:file-list-blu`
`buttonLabel`	Yes	'Create from Template'	The description that people will seeing when vie the page.
`spaceKey`	Yes	The space where the current page is located	The unique space identifier, to determine where be created when someone uses this macro to c
`Title`	No	(None)	The title for pages created using this macro. Yo `rentDate`, `@spaceName` and `@spaceKey` vari This title will override any title specified in a blu

Storage format example

This example specifies a user-created template:

```
<ac:structured-macro ac:name="create-from-template">
  <ac:parameter ac:name="templateId">299630593</ac:parameter>
  <ac:parameter ac:name="buttonLabel">Blitz test</ac:parameter>
  <ac:parameter ac:name="spaceKey">
    <ri:space ri:space-key="DOCTHEME"/>
  </ac:parameter>
  <ac:parameter ac:name="templateName">299630593</ac:parameter>
</ac:structured-macro>
```

This example uses a blueprint:

```
<ac:structured-macro ac:name="create-from-template">
  <ac:parameter
ac:name="blueprintModuleCompleteKey">com.atlassian.confluence.plugins.confluence-sh
ared-files-plugin:file-list-blueprint</ac:parameter>
  <ac:parameter ac:name="buttonLabel">Shared files</ac:parameter>
  <ac:parameter ac:name="spaceKey">
    <ri:space ri:space-key="DOCTHEME"/>
  </ac:parameter>
  <ac:parameter
ac:name="templateName">com.atlassian.confluence.plugins.confluence-shared-files-plu
gin:file-list-blueprint</ac:parameter>
</ac:structured-macro>
```

Wikimarkup

Wiki markup is not available for this macro. You cannot add this macro via wiki markup.

Create Space Button Macro

The Create Space Button macro displays a create space icon that links to the 'Create Space' page. To see this icon, viewers need the 'Create Space' permission which is assigned by a site administrator.

Using the Create Space Button macro

To add the Create Space Button macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Icon Size **`size`**	large	Specify whether to use large or small icon. Available values: • **large** • **small**

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `create-space-button`

Macro body: None.

The following additional paramteters are available in storage format and wikimarkup.

Parameter name	Required	Default	Parameter description and accepted values

width	No	Natural size of icon (1:1 pixel ratio)	The width of the icon to be displayed, specified in pixels. Confluence will stretch or shrink the width of the icon to the number of pixels specified. Note: This parameter is not available via the macro browser.
height	No	Natural size of icon (1:1 pixel ratio)	The height of the icon to be displayed, specified in pixels. Confluence will stretch or shrink the height of the icon to the number of pixels specified. Note: This parameter is not available via the macro browser.

Storage format example

```
<ac:structured-macro ac:name="create-space-button">
  <ac:parameter ac:name="size">small</ac:parameter>
  <ac:parameter ac:name="height">50px</ac:parameter>
  <ac:parameter ac:name="width">50px</ac:parameter>
</ac:structured-macro>
```

Wikimarkup example

```
{create-space-button:size=small}
{create-space-button:height=50px|width=50px}
```

Excerpt Include Macro

The Excerpt Include macro is used to display 'excerpted' (that is, a segment of) content from one page in another.

Before you can use this macro, the excerpt must have been defined using the Excerpt macro. Note that you can have more than one Excerpt Include macro on a page (although you can have only one Excerpt macro on a page).

Example

The paragraph below shows an example of an Excerpt Include macro, containing content from an excerpt which we have defined on the Excerpt Macro page. On the Excerpt Include macro below, we have set the options to show both the title of the page and the panel surrounding the content.

Define a part of a page as the page's 'excerpt' which can then be displayed in another page.

Using the Excerpt Include Macro

To add the Excerpt Include macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Page Containing the Excerpt (`default-parameter`)	none	Type the name of the page that contains the excerpt to be displayed. You can use an excerpt from a page in the same space or another space in the same wiki. When you type the name of the page into the Excerpt Include macro dialog, Confluence will offer a list of matching pages, including those from other spaces. Alternatively, you can type the space key followed by a colon (:) and the page name, like this: `SPACEKEY:Page name` This parameter is unnamed in wikimarkup.
Remove Surrounding Panel (`nopanel`)	false	Determines whether Confluence will display a panel around the excerpted content. The panel includes the title of the page containing the excerpt, and the border of the panel. By default, the panel and title are shown.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `excerpt-include`

Macro body: None.

Storage format example

```
<ac:macro ac:name="excerpt-include">
  <ac:parameter ac:name="nopanel">true</ac:parameter>
  <ac:default-parameter>My page name</ac:default-parameter>
</ac:macro>
```

Wikimarkup example

```
{excerpt-include:My page name|nopanel=true}
```

Excerpt Macro

The Excerpt macro is used to mark a part of a page's content for re-use. Defining an excerpt enables other macros, such as the Excerpt Include and Blog Posts macros, to display the marked content elsewhere.

You can only define one excerpt per page. In other words, you can only add the Excerpt macro once to a page.

Using the Excerpt Macro

To add the Excerpt macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

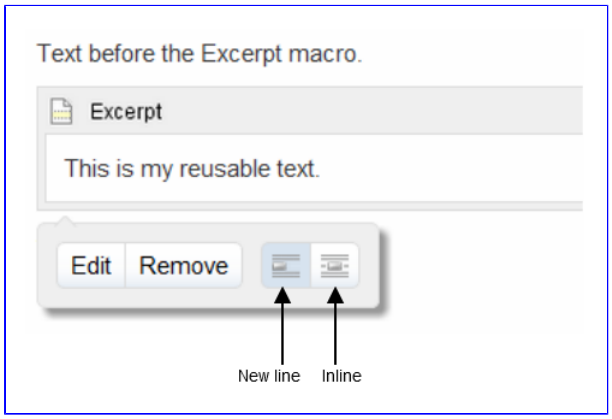
Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

To add reusable content to the macro:

1. Add your content inside the Excerpt macro placeholder.
2. Choose the macro placeholder to see the options panel, and select the option to **Display on new line** or to **Display inline**. The default is to display the content of the macro on a new line. If you choose the inline option, the content of the macro will form part of the same paragraph as the text preceding and following it. Note that this option affects only the page that contains the Excerpt macro. It does not affect any pages where the content is reused.

Screenshot: The Excerpt macro placeholder and options panel



Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Hide Excerpted Content (`hidden`)	false	Controls whether the page content contained in the Excerpt macro placeholder is displayed on the page. Note that this option affects only the page that contains the Excerpt macro. It does not affect any pages where the content is reused.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `excerpt`

Macro body: Accepts rich text.

The following additional parameter is available in storage format and wikimarkup. It performs the same function as the options panel in the editor.

Parameter name	Required	Default	Parameter description and accepted values
atlassian-macro-output-type	No	BLOCK	Determines whether the content of the Excerpt macro body is displayed on a new line or inline. Available values: • BLOCK – Displays the content of the macro on a new line. • INLINE – Displays the the content of the macro as part of the same paragraph as the text preceding and following it. Note that this option affects only the page that contains the Excerpt macro. It does not affect any pages where the content is reused.

Storage format example

```
<ac:structured-macro ac:name="excerpt">
  <ac:parameter ac:name="hidden">true</ac:parameter>
  <ac:parameter ac:name="atlassian-macro-output-type">BLOCK</ac:parameter>
  <ac:rich-text-body>

<p>This is the <strong>text</strong> I want to reuse in other pages. This text is
inside an Excerpt macro.</p>
  </ac:rich-text-body>
</ac:structured-macro>
```

Wikimarkup example

```
{excerpt:hidden=true|atlassian-macro-output-type=BLOCK}
This is the *text* I want to reuse in other pages. This text is inside an Excerpt
macro.
{excerpt}
```

Expand Macro

The Expand macro displays an expandable/collapsible section of text on your page.

Here is an example:

Expand me...

This text is hidden until you expand the section.

Using the Expand Macro

To insert the Expand macro into a page using the macro browser:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the

parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Title	Click here to expand...	Defines the text that appears next to the expand/collapse icon.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `expand`

Macro body: Accepts rich text.

Storage format example

```
<ac:structured-macro ac:name="expand">
  <ac:parameter ac:name="title">Expand me...</ac:parameter>
  <ac:rich-text-body>

<p>This text is hidden until you expand the section.</p>
  </ac:rich-text-body>
</ac:structured-macro>
```

Wikimarkup example

```
{expand:This is my message}
This text is _hidden_ until you expand it.
{expand}
```

Notes

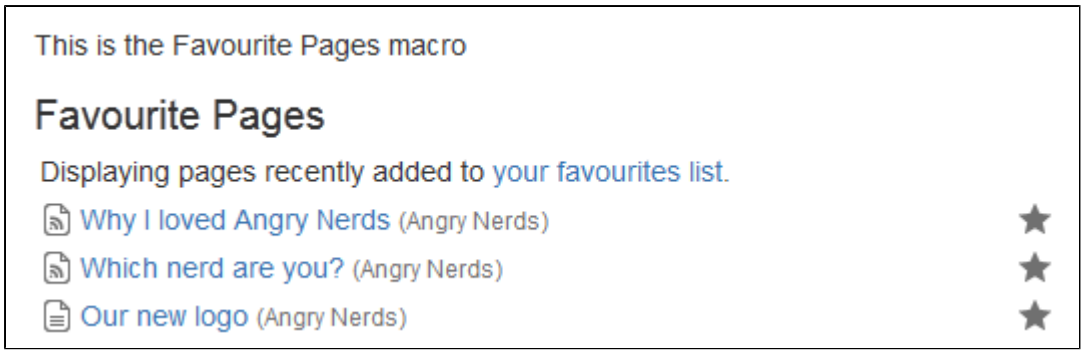
- **Text is expanded in PDF and HTML exports.** When you export the page to PDF or HTML, the text between the macro tags is expanded so that readers can see it in the PDF and HTML versions of the page.
- **Nesting your Expand macros.** You can put one Expand macro inside another, and Confluence will correctly show and hide the contents of all Expand macros, including the nested ones.

Favourite Pages Macro

Use the Favourite Pages macro to display a list of your favourite pages.

The output of the Favourite Pages macro appears as in the following screenshot.

Screenshot: The Favourite Pages Macro in Confluence



Using the Favourite Pages Macro

To insert the favourite pages macro into a page using the Macro Browser:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

There are no parameters for this macro.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `favpages`

Macro body: None.

Parameters: None.

Storage format example

```
<ac:structured-macro ac:name="favpages"/>
```

Wiki markup example

```
{favpages}
```

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, use the Gadget macro to add gadgets to pages or blog posts.

Confluence comes bundled with a few of its own gadgets that you can add to your pages or blog posts. The Confluence gadgets are listed in Confluence Gadgets. However, you can access additional gadgets in this list if your Confluence Administrator has:

- Installed additional gadgets in Confluence (typically as a Confluence plugin) or
- Registered gadgets served from an external web application or website (such as those from a JIRA

installation or iGoogle).

Unlike other macros, the name of each gadget macro is unique and follows the convention **"<gadget-name> macro"**, where **<gadget-name>** is the name supplied by the gadget itself.

Inserting gadgets into a Confluence page or blog post

To add a gadget to a page:

1. Edit your page or blog post.
2. Choose **Insert** > **Other Macros**.
3. Click **External Content** to see a list of gadgets configured for use in your Confluence installation. (Some Confluence macros like the JIRA Issues, RSS Feed, and Widget Connector macros also appear in this category because they can also access external content.)
4. Click the desired gadget to access its parameters and properties.
   Almost all gadgets allow you to set basic parameters (listed below), which appear in the macro dialog. Some gadgets also have their own set of parameters, that can only be set in the gadget itself. You can use the preview in the macro browser to access them.
5. Set the parameters to your requirements.
6. Click **Refresh** to preview your changes.
7. Click **Insert** to add the gadget to the page.

Editing gadgets on a Confluence page or blog post

To edit an existing gadget on a page or blog post:

1. Edit your page or blog post.
2. Click the Gadget macro placeholder and choose **Edit** (or double-click the placeholder).
3. Set the gadget's parameters to your requirements.
4. Click **Refresh** to preview your changes.
5. **Save** the gadget.

Standard gadget parameters

Almost all gadgets allow you to set basic parameters (listed below), which appear on the right of the macro dialog. Each gadget may also have its own set of parameters, which appear on the left of the macro dialog.

Parameter	Default	Description
Width	450 pixels	Set the width of the gadget, using one of the following conventions: • Width in pixels, using `px` or plain numbers. For example, `500px` or `500` • A percentage of the page width, using `%`. For example, `50%` • Automatic resizing of the gadget to fit 100% of the page width: `auto`
Border	true	Places a thin grey border around the gadget.

Contents of a Gadget macro

In the addition to the standard parameters, the gadget macro contains 'parameter-like' content, which represents specific property settings that are particular to each gadget. Hence they are not documented here. Typically, this content would only be changed by customising the gadget's default properties using the macro browser.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `gadget`

Macro body: None.

The following additional parameters are available in storage format and wikimarkup.

Parameter name	Required	Default	Parameter description and accepted values
`url`	Yes	(none)	This is the location of the gadget specification (XML file).
`preferences`	No	(Gadget-dependent)	Specific property settings that are particular to each gadget.

A note about editing a gadget's properties (preferences) in markup: It is possible to edit the values of these properties directly in the wiki markup or storage format. However, this will allow the entry of invalid values. If a gadget property supports a certain set of values, the macro browser will restrict the user to selecting only valid values for that property. For that reason, we recommend that you use the macro browser to edit a gadget's properties.

Storage format example

This example shows the Confluence Page gadget:

```
<ac:structured-macro ac:name="gadget">
  <ac:parameter ac:name="width">500</ac:parameter>
  <ac:parameter ac:name="border">false</ac:parameter>
  <ac:parameter
ac:name="url">rest/gadgets/1.0/g/com.atlassian.confluence.plugins.gadgets:confluenc
e-page-gadget/gadgets/confluence-page-gadget.xml</ac:parameter>
  <ac:parameter
ac:name="preferences">spaceName=Documentation&amp;spaceKey=DOC&amp;quickfind-space=
Documentation&amp;pageId=753666&amp;pageName=Documentation%20Home&amp;quickfind-pag
e=Documentation%20Home&amp;isEditable=true&amp;isConfigured=true&amp;refresh=15&amp
;showLink=false</ac:parameter>
</ac:structured-macro>
```

This example shows the Confluence News gadget:

```
<ac:structured-macro ac:name="gadget">
  <ac:parameter
ac:name="url">rest/gadgets/1.0/g/com.atlassian.confluence.plugins.gadgets:confluenc
e-news-gadget/gadgets/confluence-news-gadget.xml</ac:parameter>
  <ac:parameter ac:name="preferences"/>
</ac:structured-macro>
```

Wiki markup example

This example shows the Confluence Page gadget:

```
{gadget:width=500|border=false|url=rest/gadgets/1.0/g/com.atlassian.confluence.plug
ins.gadgets:confluence-page-gadget/gadgets/confluence-page-gadget.xml}
spaceName=Documentation&spaceKey=DOC&quickfind-space=Documentation&pageId=753666&pa
geName=Documentation%20Home&quickfind-page=Documentation%20Home&isEditable=true&isC
onfigured=true&refresh=15&showLink=false {gadget}
```

This example shows the Confluence News gadget:

```
{gadget:url=rest/gadgets/1.0/g/com.atlassian.confluence.plugins.gadgets:confluence-news-gadget/gadgets/confluence-news-gadget.xml} {gadget}
```

Gallery Macro

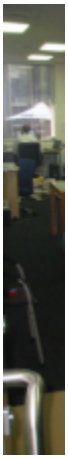
The Gallery macro displays a collection of thumbnail images in a table, based on the images attached to a Confluence page. When viewing the page, a user can click a thumbnail image to zoom into a screen-sized image and then view the images as a slide show.

Overview:

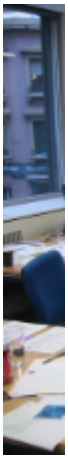
- The images shown in the gallery are taken from the files attached to the Confluence page. You can also specify a different page where the attachments are located. For information about attaching images to a page, see Uploading Files.
- The captions below the images are drawn from the comments on the attachments. For information about adding comments to attachments, see Uploading Files.
- By default, the gallery will include all the images attached to the page. You can also exclude or include images using parameters.
- You can sort your images into a particular order.
- 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.

Illustration: Live example of the Gallery macro

Some office photos, and a waterfall







Here's an office photo

Here is the waterfall photo

Using the Gallery macro

To insert the Gallery macro onto a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

The full list of parameters is shown in the following table. If the name of an attached file or page contains a comma, you can refer to it in the relevant parameters below by enclosing it in single or double quotes, for example `"this,that.jpg", theother.png`

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. Include all the pictures on the page.	The gallery will ignore any pictures specified. You can specify more than one picture, separated by commas. Note: The filename and filetype for this parameter are case-sensitive. For example, 'my picture.PNG' will not be recognised as 'my picture.png'.
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. You can specify more than one picture, separated by commas. Note: The filename and filetype for this parameter are case-sensitive. For example, 'my picture.PNG' will not be recognised as 'my picture.png'.
Exclude Images with these Labels (`excludeLabel`)	No exclusions. Include all the pictures on the page.	The gallery will ignore any pictures that have the specified label. You can specify more than one label, separated by commas. For information on labelling the attachments, see Add, Remove and Search for Labels.
Include Images with these Labels Only (`includeLabel`)	None. The images are not filtered by label.	Filters the images to display, based on a list of labels. If you wish to enter more than one label, separate the labels with commas. Confluence will show only images that have **all** the labels specified. (The match is an AND, not an OR.) For information on labelling the attachments, see Add, Remove and Search for Labels.
Use Images in these Pages (`page`)	If no page is specified, the gallery macro displays the images attached to the page on which the macro is used.	Specify the title of the page which contains the images you want displayed. You can specify more than one page name, separated by commas. To specify a page in a different space, use the following syntax: `SPACEKEY:Page Title`
Sort Images By (`sort`)	None. The sort order is unspecified and therefore unpredictable.	Specify an attribute to sort the images by. Sort order is ascending, unless you select the **Reverse Sort** 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.
Reverse Sort (`reverse`)	Off. Sort order is ascending	Used in combination with the **Sort Images By** parameter above. Use **Reverse Sort** to reverse the sort order, from ascending to descending. Available values in storage format and wikimarkup: • `true` – Sort order is descending. • `false` – Sort order is ascending.

Image file formats

You can attach image files of any format to a page. Confluence supports the following image formats in the Gallery macro and when displaying an image on a page:

- gif
- jpeg
- png
- bmp (depending on browser support)

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `gallery`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="gallery">
  <ac:parameter ac:name="title">My holiday pictures</ac:parameter>
  <ac:parameter ac:name="reverse">true</ac:parameter>
  <ac:parameter ac:name="sort">size</ac:parameter>
  <ac:parameter ac:name="page">My page1, ds:Welcome to Confluence</ac:parameter>
  <ac:parameter ac:name="excludeLabel">badlabel1, badlabel2</ac:parameter>
  <ac:parameter ac:name="columns">3</ac:parameter>
  <ac:parameter ac:name="exclude">badpicture.png</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{gallery:title=My holiday pictures|reverse=true|sort=size|page=My page1, ds:Welcome
to Confluence|excludeLabel=badlabel1, badlabel2|columns=3|exclude=badpicture.png}
```

Global Reports Macro

The Global Reports macro displays a list of links to some reports about content on your site.

These reports include a list of new or updated pages, orphan pages, undefined pages, and RSS feeds for new pages and blog posts.

Screenshot: The Global Reports macro

Using the Global Reports Macro

To add the Global Reports macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Width of Table (`width`)	99%	Specify the width of the table in which the links are displayed, as a percentage of the window width.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `global-reports`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="global-reports">
  <ac:parameter ac:name="width">50%</ac:parameter>
</ac:structured-macro>
```

Wikimarkup example

```
{global-reports:width=50%}
```

HTML Include Macro

The HTML Include macro allows you to include the contents of an external HTML file (a webpage) in a Confluence page.

> **HTML macros are disabled by default**
> The HTML macro will only be available if it has been enabled by an administrator. Enabling these macros can make your Confluence site vulnerable to cross-site scripting attacks.

Using the HTML Include Macro

To insert the HTML Include macro into a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of

suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Required	Default	Description
HTML Page's URL (`url`)	Yes	None	The URL of the page to include.

Enabling the HTML Include Macro

The HTML Include macro is disabled by default. You'll need Confluence Administrator or System Administrator permissions to enable this macro.

⚠ Enabling these macros can make your Confluence site vulnerable to cross-site scripting attacks. You should only turn on these macros if you trust all your users not to attempt to exploit them. We strongly recommend leaving this macro disabled if you allow self-signed up or anonymous users to create content.

To enable the HTML Include macro:

1. Go to  > **Add-ons**
2. Select **System** from the drop down and search for the **Confluence HTML Macros** add-on.
3. Expand the add-on and enable the **html-include (html-include-xhtml)** module.

Administrators can also choose to use the whitelist to restrict URLs that can be displayed in the HTML Include macro.

Troubleshooting

- Administrators can define a whitelist of trusted URLs. If a URL is not in the whitelist, you will see an error message in the HTML Include macro.
- 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, you will see a 'Page Not Found' error. See CONF-6567 - HTML Include macro should rewrite relative links to point to remote site OPEN .

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `html-include`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="html-include">
  <ac:parameter ac:name="url">
    <ri:url ri:value="http://www.example.com"/>
  </ac:parameter>
</ac:structured-macro>
```

Wikimarkup example

```
{html-include:url=http://www.example.com}
```

HTML Macro

The HTML macro allows you to add HTML code to a Confluence page.

> **HTML macros are disabled by default**
> The HTML macro will only be available if it has been enabled by an administrator. Enabling these macros can make your Confluence site vulnerable to cross-site scripting attacks.

Using the HTML Macro

To add the HTML macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

There are no parameters for this macro.

Enter the HTML code into the body of the macro placeholder.

Enabling the HTML Macro

The HTML macro is disabled by default. You'll need Confluence Administrator or System Administrator permissions to enable this macro.

⚠ Enabling these macros can make your Confluence site vulnerable to cross-site scripting attacks. You should only turn on these macros if you trust all your users not to attempt to exploit them. We strongly recommend leaving this macro disabled if you allow self-signed up or anonymous users to create content.

To enable the HTML macro:

1. Go to  > **Add-ons**.
2. Select **System** from the drop down and search for the **Confluence HTML Macros** add-on.
3. Expand the add-on and enable the **html (html-xhtml)** module.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `html`

Macro body: Text, consisting of HTML code.

Parameters: None.

Storage format example

```
< ac:structured-macro ac:name = "html" >
   < ac:plain-text-body > <![CDATA[<a href="http://www.atlassian.com">Click here</a>
to see the <b>Atlassian</b> website.]]> </ ac:plain-text-body >
</ ac:structured-macro >
```

Wikimarkup example

```
{html}Click here to see the Atlassian website.{html}
```

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.

Using the IM Presence Macro

To add the IM Presence macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Description
User ID/Screen Name	Identify the user by their ID, account name or screen name.
Service (`service`)	aim – AOL Instant Messenger gtalk – Google Talk icq – ICQ jabber – Jabber msn – MSN Instant Messenger sametime – IBM Lotus Sametime skype – Skype. Note: Skype requires 'Show my status on the web' to be checked under 'Privacy' preferences skypeme – Skype wildfire – Openfire Server yahoo – Yahoo! Messenger
Show User ID (`showid`)	Shows or hides the User ID of the contact.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `im`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="im">
  <ac:parameter ac:name="showid">false</ac:parameter>
  <ac:parameter ac:name="service">skype</ac:parameter>
  <ac:parameter ac:name="">MySkypeName</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{im:MySkypeName|service=skype|showid=false}
```

Include Page Macro

You can use the Include Page macro to display the contents of one Confluence page or blog post in another page or blog post.

Using the Include Page Macro

To add the Include Page macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Page to Include	None	This is the name of the Confluence page or blog post that you want to include in the current page. Start typing a page title, and Confluence will suggest matching pages from the current space and other spaces. Alternatively you can specify the page as follows: • If the page or blog post is located in another space, add the space key and a colon in front of the page name. For example, `DOC:My page name`. The space key is case sensitive. • To include a blog post, specify the date as well as the title of the blog post. For example: `/2010/12/01/My blog post`. • You can include pages from personal spaces using `~username` as the space key, where 'username' is the person's username. For example, `~jsmith:My page name`.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `include`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="include">
  <ac:parameter ac:name="">
    <ac:link>
      <ri:page ri:content-title="My chocolate page" ri:space-key="DOC"/>
    </ac:link>
  </ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{include:DOC:My chocolate page}
```

Notes

- If you want to include part of a page rather than the whole page, use the Excerpt and Excerpt Include macros.
- To display a page's contents, you need 'View' permission for that page. Similarly, people who view the page will need 'View' permissions for the embedded page as well as the page into which it is embedded. See space permissions or contact your Confluence space administrator for more information.
- If you want to embed an external page into a Confluence page, you need the HTML Include Macro.

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.

Using the Info Macro

To add the Info macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Optional Title (`title`)	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`)	true	If "false", the icon will not be displayed.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `info`

Macro body: Accepts rich text.

Storage format example

The following example shows all parameters and a body:

```
<ac:structured-macro ac:name="info">
  <ac:parameter ac:name="icon">false</ac:parameter>
  <ac:parameter ac:name="title">This is my title</ac:parameter>
  <ac:rich-text-body>

<p>
      <span>This is </span> <em>important</em> <span> information.</span>
    </p>
  </ac:rich-text-body>
</ac:structured-macro>
```

Below are some examples of the Info macro with various optional parameters used.

Description	Markup	What you will get

Info macro with a body defined and no optional parameters	`<ac:structured-macro ac:name="info">`
	`  <ac:rich-text-body>`
	
	`<p>This is <em>important</em>`
	`information.</p>`
	`  </ac:rich-text-body>`
	`</ac:structured-macro>`
		This is *important* information.

Info macro with with a body and an optional *Title* parameter defined	`<ac:structured-macro ac:name="info">`
	`  <ac:parameter ac:name="title">This is my title</ac:parameter>`
	`  <ac:rich-text-body>`
	
	`<p>This is <em>important</em> information.</p>`
	`  </ac:rich-text-body>`
	`</ac:structured-macro>`
		This is my title
		This is *important* information.

Info macro with a body and optional *Title* and *Icon* parameters defined	`<ac:structured-macro ac:name="info">`
	`  <ac:parameter ac:name="icon">false</ac:parameter>`
	`  <ac:parameter ac:name="title">This is my title</ac:parameter>`
	`  <ac:rich-text-body>`
	
	`<p>`
	`  <span>This is </span> <em>important</em> <span> information.</span>`
	`  </p>`
	`  </ac:rich-text-body>`
	`</ac:structured-macro>`
		This is my title
		This is *important* information.

Wiki markup example

```
{info:title=This is my title|icon=false}
This is _important_ information.
{info}
```

JIRA Chart Macro

JIRA is Atlassian's issue tracking and project management system. By adding the JIRA Chart macro to a Confluence page, you can display information about JIRA issues and projects as pie charts.

Before you can use this macro, your Confluence and JIRA sites must be connected via Application Links. People viewing the page will see charts for publicly accessible issues from the JIRA site. If your JIRA site has restricted viewing (that is, people need permission to view issues) then they will need to authenticate before seeing the charts. This macro is compatible with JIRA 5.x and later.

Adding the JIRA Chart macro to a page

Quick guide to using the macro on a Confluence page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Using the JIRA Chart Macro

To add a JIRA chart to your page:

1. Insert the JIRA Chart macro (see above).
2. Select your JIRA server.

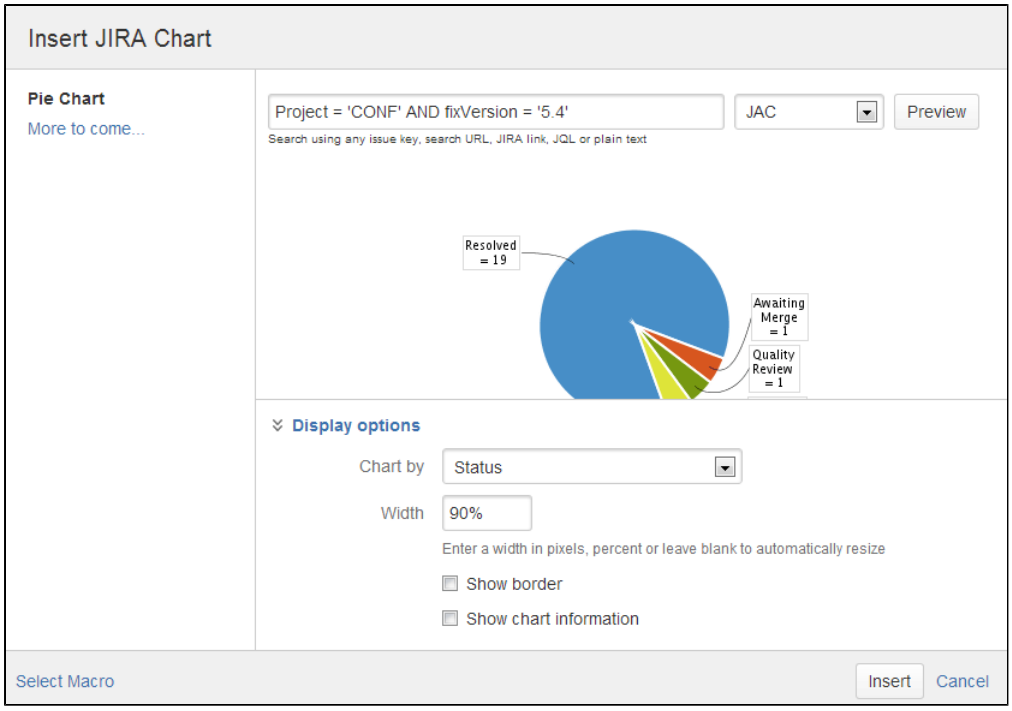
   If you have multiple JIRA instances linked to Confluence the drop down will default to the primary application link.
3. Search for issues - you can enter the query in JQL or paste a JIRA URL directly into the search field.
4. Choose **Preview** to see the chart.
5. Choose **Insert**.

To find out more about searching for issues see Displaying issues via a JIRA Query Language (JQL) search.

You can further control how the chart appears on your page. Choose **Display options**:

- **Chart by** - select the JIRA field you want to segment the pie chart by.
- **Width** - define the total width of the chart area. You can enter values in pixels or percent. Leave blank to auto fit.
- **Show border** - add a border around the chart area
- **Show chart information** - include a text summary under the chart with the total issues count and chart by value.

Screenshot: The JIRA Chart Macro in the macro browser



Disabling the JIRA Chart macro

The functionality is provided by an add-on (plugin) called 'JIRA Macros'. This macro is also used for the JIRA Issues macro. To make the macro unavailable on your site, you can disable the add-on. See Disabling and enabling add-ons.

Notes

HTTPS: The JIRA Chart macro can access a JIRA site running under SSL provided the Confluence server is configured to accept the JIRA SSL certificate. See Connecting to LDAP or JIRA or Other Services via SSL.

Authentication: If the query includes issues that require authentication (issues that are not visible to anonymous users in JIRA), users will be prompted to authenticate to view charts on the Confluence page.

In order to search for issues in the macro browser you may need to authenticate. With JIRA 5.x you will be able to search for unrestricted issues as an anonymous user, however with JIRA 6.x you must be authenticated to search for any issues.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `jirachart`

Macro body: None.

The following parameters are available in storage format.

Parameter name	Required	Default	Parameter description and accepted values
`chartType`	Yes	Pie	Type of chart to display. Currently Pie is the only available chart type. Other types may be added in future.
`statType`	Yes	Statuses	The JIRA field to segment the pie chart by: • `statuses` - displays a breakdown of issues by **Status**. • `allFixfor` - displays a breakdown of issues by chart by all **Fix Versions** (useful if issues have more than one fix version). • `assignees` - displays a breakdown of issues by the **Assignee** nam e. • `priorities` - displays a breakdown of issues by **Priority**. • `components` - displays a breakdown of issues by **Component**. • `issuetype` displays a breakdown of issues by **Issue Type**.
`showinfor`	No	False	Displays text information about the data below the chart. Includes the Total value and the Chart By value.
`jql`	Yes		JQL query for the chart to display.
`width`	600	(blank)	This is the total width of the chart area. Width can be entered in pixels, percent or left blank to fit to the available space.
`border`	No	False	Displays a border around the chart area.

Storage format example

Example chart by Issue Type - note that Confluence will insert the `server` and `serverId` parameters, based on settings in Application Links:

```
<ac:structured-macro ac:name="jirachart">
  <ac:parameter ac:name="chartType">pie</ac:parameter>
  <ac:parameter ac:name="statType">issuetype</ac:parameter>
  <ac:parameter ac:name="showinfor">true</ac:parameter>
  <ac:parameter
ac:name="jql">project%20%3D%20CONF%20and%20fixVersion%20in%20('5.3')</ac:parameter>
  <ac:parameter ac:name="width">600</ac:parameter>
  <ac:parameter ac:name="server">JAC</ac:parameter>
  <ac:parameter
ac:name="serverId">144880e9-a353-312f-9412-ed028e8166fa</ac:parameter>
  <ac:parameter ac:name="border">true</ac:parameter>
</ac:structured-macro>
```

JIRA Issues Macro

JIRA is the issue tracking and project management system supplied by Atlassian. By adding the JIRA Issues macro to a Confluence page, you can display one or more issues from a JIRA site. You can also choose to create an issue in JIRA, at the time of adding the macro to the Confluence page.

Before you can use this macro, your Confluence and JIRA sites must be connected via Application Links. People viewing the page will see the publicly accessible issues from the JIRA site. If your JIRA site has restricted viewing (that is, people need permission to view issues) then they will need to authenticate before seeing the restricted issues. See more about restricted JIRA issues below.

What you can do with the JIRA Issues macro

Using the JIRA Issues macro, you can:

- Display a table of JIRA issues on your page, based on the results of a search using JIRA Query Language (JQL).
- Display a table of JIRA issues onto your page, using a JIRA URL.
- Display a single issue from the JIRA site, or a subset of selected issues from your JIRA search results.
- Display a count of issues from the JIRA site.
- Create new issues in JIRA and display the issues on your page without leaving Confluence.

Adding and updating the JIRA Issues macro – an overview

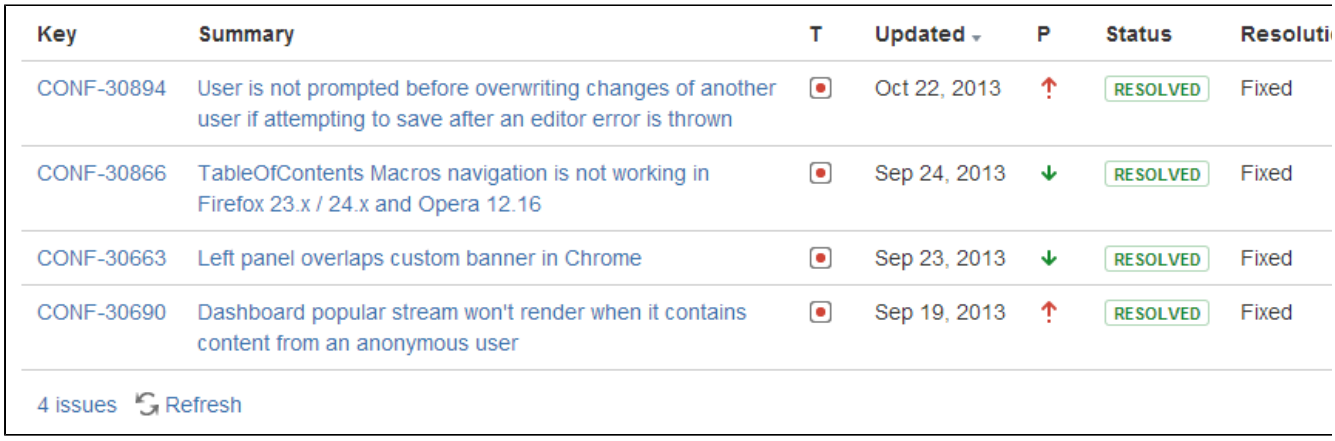
Quick guide to using the macro on a Confluence page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Screenshot: Example of JIRA issues macro on a Confluence page



Key	Summary	T	Updated	P	Status	Resoluti
CONF-30894	User is not prompted before overwriting changes of another user if attempting to save after an editor error is thrown		Oct 22, 2013		RESOLVED	Fixed
CONF-30866	TableOfContents Macros navigation is not working in Firefox 23.x / 24.x and Opera 12.16		Sep 24, 2013		RESOLVED	Fixed
CONF-30663	Left panel overlaps custom banner in Chrome		Sep 23, 2013		RESOLVED	Fixed
CONF-30690	Dashboard popular stream won't render when it contains content from an anonymous user		Sep 19, 2013		RESOLVED	Fixed

4 issues Refresh

Displaying issues via a JIRA Query Language (JQL) search

You can use the macro to display a table of JIRA issues on your page, based on the results of a search using JI RA Query Language (JQL).

JQL is a simple query language, similar to SQL, which works in JIRA. A basic JQL query consists of a *field*, followed by an *operator* (such as = or >), followed by one or more *values* or *functions*.

Examples:

- The following query will find all issues in the 'TEST' project:

```
project = "TEST"
```

- The following query will find all issues in the 'documentation' component of the 'CONF' project:

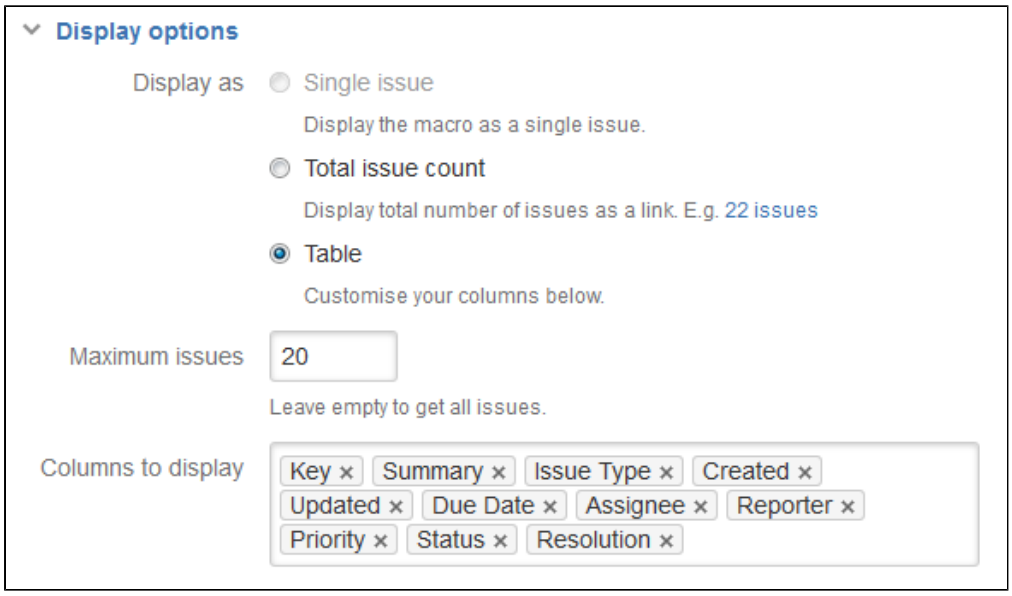
```
project = CONF and component = documentation
```

For more information about JQL syntax, see the JIRA documentation: Advanced Searching.

To display a table of issues based on a JQL search:

1. Insert the JIRA Issues macro onto your Confluence page, as described above.
2. Choose a JIRA server next to the **Search** button.
3. If prompted, log in to the JIRA server.
4. Enter the JQL query into the **Search** box.
5. Choose **Search**.
6. If you want to customise the display, choose **Display options** and adjust the columns and number of issues that will appear in your table of issues.
7. Choose **Insert**.

Screenshot: Display options in the JIRA Issues macro browser.



Displaying issues via a JIRA URL

You can paste any of the following JIRA URLs into the JIRA Issues macro. Confluence will immediately convert the URL to a JQL search.

- Any URL for a JIRA issue search or filter.
- A URL for a single issue.
- The URL of the XML view of a JIRA search.

Auto-convert: You can paste a JIRA URL directly into the Confluence editor (without calling up the macro browser). Confluence will automatically convert the URL into a JIRA Issues macro.

Displaying a single JIRA issue, or selected JIRA issues

To display a single JIRA issue, choose one of the following methods:

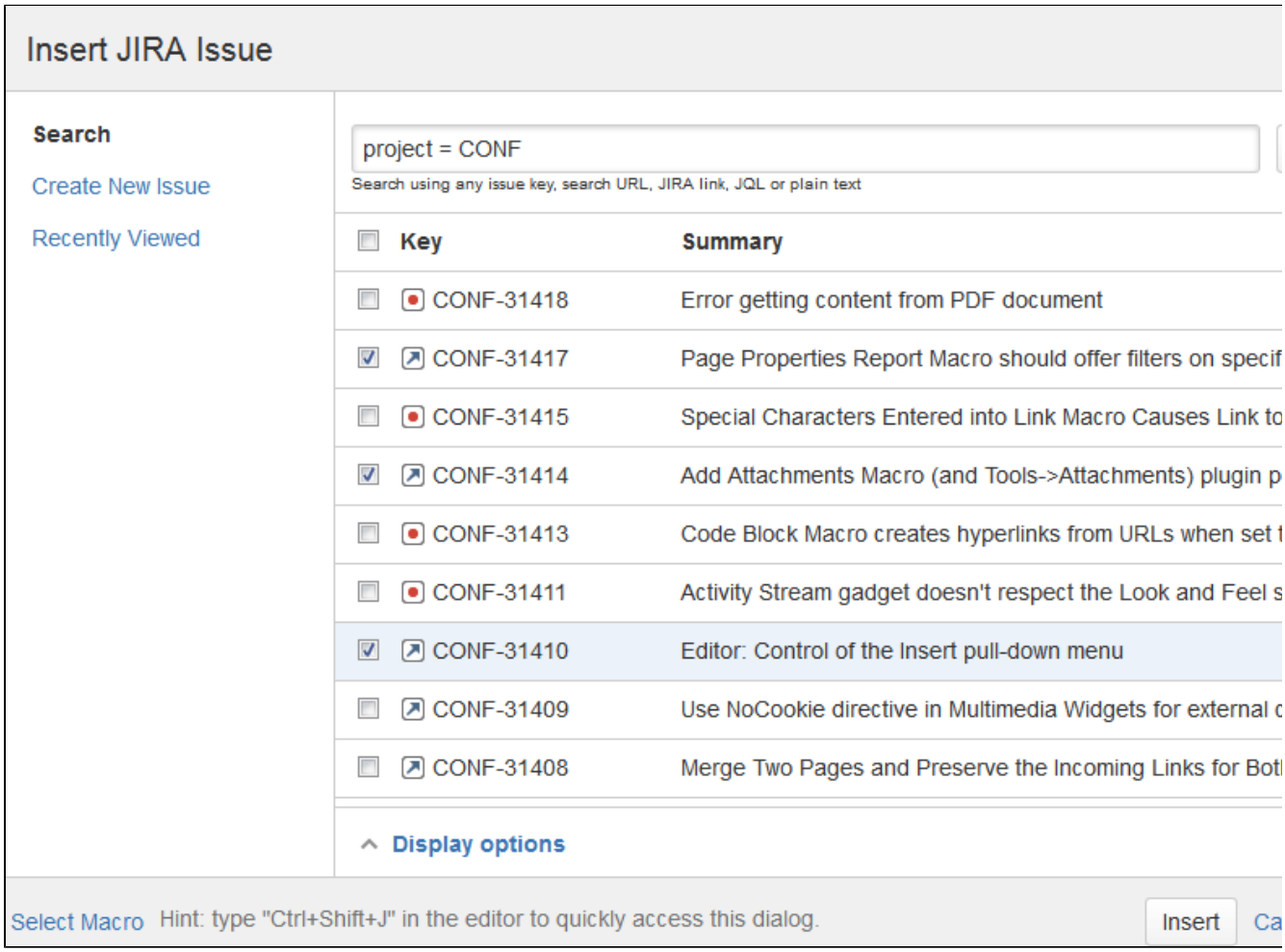
- Paste the URL of the issue directly onto the Confluence page. (There is no need to use the macro browser.) Confluence will auto-convert the link to a JIRA Issues macro.

- Or: Add the JIRA issues macro to the page as described above, and choose **Recently Viewed** to see the JIRA issues you have visited recently. Select an issue and choose **Insert**.
- Or: Add the JIRA issues macro to the page as described above, and past the issue URL into the search box in the macro browser.
- Or: Add the JIRA issues macro to the page, define your search criteria in the macro browser via JQL as described above, then select the check box next to the issue in the search results, within the macro browser.

To display a subset of JIRA issues from your search results:

1. Add the JIRA issues macro to the page.
2. Define your search criteria in the macro browser via JQL, as described above.
3. Select the check boxes next to the required issues in the search results, within the macro browser.

Screenshot: Selecting a subset of issues to display



Displaying a count of issues

You can choose to display the number of issues returned by your search, rather than a table of issues. The JIRA Issues macro will display a count of issues, linked to the search in JIRA.

Screenshot: The JIRA Issues macro displaying an issue count on a Confluence page

To display an issue count:

1. Add the JIRA issues macro to the page.

2. Define your search criteria in the macro browser via JQL, as described above.
3. Choose **Display options**, then choose **Total issue count** next to 'Display options' in the macro browser.
4. Choose **Insert**.

Creating a new JIRA issue in the editor

While editing a Confluence page, you can create an issue in JIRA and display it on your Confluence page, without leaving the Confluence editor.

To insert an issue into JIRA:

1. Add the JIRA Issues macro to the page, as described above.
2. Choose **Create New Issue**.
3. Supply the information about your JIRA server, project, and issue, as prompted.
4. Choose **Insert**.

Confluence will send a request to JIRA, to add the issue to the JIRA site. Confluence will also display the resulting JIRA issue on the Confluence page.

Limitations

The JIRA Issues macro will notify you if it is unable to create an issue in the selected project. This may be because the project has a required field, field configuration or other customisation that is not supported by the JIRA Issues macro. In this situation you will need to create the issue directly in JIRA.

Configuring Application Links to display restricted JIRA issues

Before you can use this macro, your Confluence and JIRA sites must be connected via Application Links.

If the JIRA site allows anonymous viewing of issues, you must configure an application link, but there is no need to configure any incoming or outgoing authentication between JIRA and Confluence. People viewing the Confluence page will see the publicly accessible issues from the JIRA site.

If your JIRA site has restricted viewing, or if some JIRA projects or issues are restricted to viewing by certain people, then people will need to log in before seeing the restricted issues.

In such a case, the *outgoing authentication* in the Confluence Application Links determines how the JIRA Issues macro handles restricted issues:

- If the outgoing authentication is set to **Trusted Applications**, people can see restricted issues in JIRA if their username is the same in JIRA and Confluence, and if they have permission in JIRA to see the issue.
- If the outgoing authentication is set to **OAuth**, people may need to choose **Login & Approve**, to gain access to the JIRA server and restricted issues.
- If the outgoing authentication is set to **Basic Access**, people can see the JIRA issues that are visible to the user account configured in JIRA's *outgoing authentication* setting.

Rendering HTML from JIRA

Formatted fields from JIRA can be displayed in Confluence if you set up a Confluence-to-JIRA application link. Otherwise, such formatted fields will be escaped within the output of the JIRA issues macro. This is to prevent the possibility of malicious HTML being served by an untrusted JIRA server. The most likely field where you will notice this is in the description field.

This example shows how a description column may be displayed in JIRA:

Description
This is • the description • of my issue

If there is no application link between JIRA and Confluence, the description will appear in the JIRA issues macro like this:

Description
This is   - the description   - of my issue

Disabling the JIRA Issues macro

The functionality is provided by an add-on (plugin) called 'JIRA Macros'. To make the macro unavailable on your site, you can disable the add-on. See Disabling and enabling add-ons.

Notes

HTTPS: The JIRA Issues macro can access a JIRA site running under SSL provided the Confluence server is configured to accept the JIRA SSL certificate. See Connecting to LDAP or JIRA or Other Services via SSL.

Custom fields can be added as columns to the table simply by using the name of the field with no quotes. Earlier versions of the macro required you to use the custom field id, e.g. `customfield_10100.`

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `jiraissues`

Macro body: None.

Note: A number of additional parameters that are not available via the macro browser are available in storage format and wikimarkup.

Parameter name	Required	Default	Parameter description and accepted values
`anonymous`	No	`false`	If this parameter is set to 'true', JIRA will return only the issues which allow unrestricted viewing. That is, 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. **Note:** This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The graphic user interface (macro browser) for the JIRA Issues macro does not offer this parameter.
`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.

`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 (;). You can include any columns recognised by your JIRA site, including custom columns. See the JIRA documentation for a list of names.
`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`	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'.) **Note:** This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The graphic user interface (macro browser) for the JIRA Issues macro does not offer this parameter.
`height`	No	`480` (if render mode is dynamic)	The height in pixels of the table displaying the JIRA issues. Note that this height specification is ignored in the following situations: • If the 'renderMode' parameter (see below) is set to 'static'. • When the JIRA issues are displayed in a PDF or Word document, in an email message or in an RSS feed. **Note:** This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The graphic user interface (macro browser) for the JIRA Issues macro does not offer this parameter.
`renderMode`	No	`static`	If the value is 'dynamic', the JIRA Issues macro offers an interactive display which people can manipulate as follows: • 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. A value of 'static' will disable the dynamic display features. **Note:** This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The graphic user interface (macro browser) for the JIRA Issues macro does not offer this parameter.

`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. **Note:** This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The graphic user interface (macro browser) for the JIRA Issues macro does not offer this parameter.
`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`	No	100%	The width of the table displaying the JIRA issues. Can be indicated either as a percentage (%) or in pixels (px). **Note:** This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The graphic user interface (macro browser) for the JIRA Issues macro does not offer this parameter.

Storage format example

Example using a URL that points to the XML view of a JIRA search:

```
<ac:structured-macro ac:name="jiraissues">
  <ac:parameter ac:name="anonymous">true</ac:parameter>
  <ac:parameter ac:name="columns">type;key;summary</ac:parameter>
  <ac:parameter ac:name="url">
    <ri:url
ri:value="http://jira.atlassian.com/sr/jira.issueviews:searchrequest-xml/temp/Searc
hRequest.xml?jqlQuery=project+%3D+CONF+AND+%28summary+%7E+jiraissues+OR+description
+%7E+jiraissues+OR+comment+%7E+jiraissues%29&amp;tempMax=10"/>
  </ac:parameter>
</ac:structured-macro>
```

Example using JQL – note that Confluence will insert the `server` and `serverId` parameters, based on settings in Application Links:

```
<ac:structured-macro ac:name="jira">
  <ac:parameter
ac:name="columns">key,summary,type,created,assignee,status</ac:parameter>
  <ac:parameter ac:name="server">Atlassian JIRA</ac:parameter>
  <ac:parameter
ac:name="serverId">144880e9-a1111-333f-9412-ed999a9999fa</ac:parameter>
    <ac:parameter ac:name="jqlQuery">project = CONF AND component = documentation
AND resolution = unresolved</ac:parameter>
  </ac:structured-macro>
```

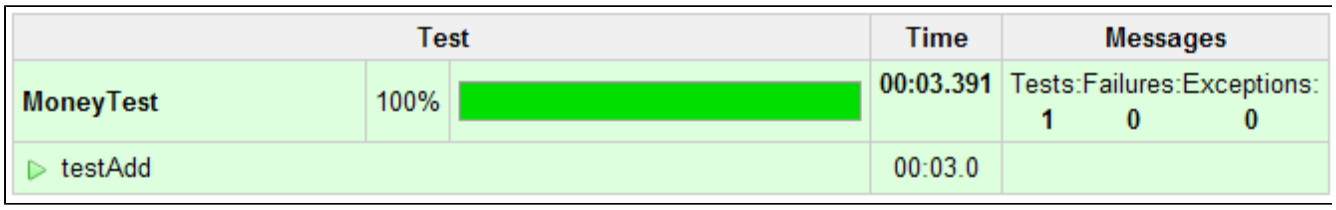
Wikimarkup example

```
{jiraissues:anonymous=true|url=http://jira.atlassian.com/sr/jira.issueviews:searchr
equest-xml/temp/SearchRequest.xml?jqlQuery=project+%3D+CONF+AND+%28summary+%7E+jira
issues+OR+description+%7E+jiraissues+OR+comment+%7E+jiraissues%29&tempMax=10|column
s=type;key;summary|title=My List of Issues}
```

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.For security reasons JUnit test result files can only be imported from a specified location in the Confluence server's file system. We recommend administrators create a folder in their Confluence home directory, add the system property `confluence.junit.report.directory` and specify the location for JUnit test result files to be imported from. JUnit Test result files cannot be imported from the server until this system property is set.The JUnit Report macro appears as shown in the screenshot below.

Screenshot: The JUnit Report macro in Confluence



Test			Time	Messages
MoneyTest	100%		00:03.391	Tests:Failures:Exceptions: 1 0 0
testAdd			00:03.0	

Note: When generating reports from the JUnit Report macro, set the Apache Ant formatter to 'XML'.

Using the JUnit Report macro

To add the JUnit Report macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Required	Default	Description

URL of the test result XML file (`url`)	Must include either the `directory` or the `url` parameter	None	URL of a particular test result XML file. Is overridden by the **Directo your test result files** parameter if you use both. Example, from a Confluence instance: `http://yourConfluence om/download/attachments/<page id>/file.xml` For Confluence installations without anonymous user access, you c logon credentials as part of this parameter in the form of URL paran • `os_username` — The username of a Confluence user with perr access to the JUnit test results. • `os_password` — The password of the Confluence user specifie `username` parameter.
Directory (URL) of your test result files (`directory`)	Must include either the `directory` or the `url` parameter	None	URL of a directory containing your test result files. This must be a d and **not** the XML file itself. Overrides the **URL of the test result XM** eter if you use both. Example, `file:///C:/TEMP/` Example, for a network drive: `http://*host*/*path*`
Report Detail (`reportdetail`)	No	**all**	Detail for the report. Can be **all**, **fixture**, **summary** or **failuresonly**.
Debug (`debug`)	No	None	Shows the content of failures, as well as the error messages.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `junitreport`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="junitreport">
  <ac:parameter ac:name="reportdetail">summary</ac:parameter>
  <ac:parameter ac:name="directory">
    <ri:url ri:value="http://confluence.com/download/attachments/123/"/>
  </ac:parameter>
  <ac:parameter ac:name="debug">true</ac:parameter>
  <ac:parameter ac:name="url">
    <ri:url ri:value="http://confluence.com/download/attachments/123/file.xml"/>
  </ac:parameter>
</ac:structured-macro>
```

Wiki markup examples

Loading JUnit reports from a local drive:

```
{junitreport:directory=file:///C:/TEMP/}
```

Loading JUnit reports from a network drive:

```
{junitreport:url=http://*host*/*path*}
```

Loading JUnit reports from a Confluence site:

```
{junitreport:url=http://yourConfluenceInstance.com/download/attachments/<page
id>/file.xml}
```

Loading JUnit reports from a Confluence site that requires authentication:

If your Confluence site is not accessible by anonymous users, specify login 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 'secret'.

```
{junitreport:url=http://yourConfluenceInstance.com/download/attachments/<page
id>/file.xml?os_username=admin&os_password=secret}
```

Labels List Macro

The Labels List macro displays a list of all labels within the current space. Each label in the list links to a page that displays all pages in the current space that contain that label.

Using the Labels List macro

To add the Labels List macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter name	Required	Default	Parameter description and accepted values
Restrict to this Space Key (`spaceKey`)	No	Current space	The key of the space whose labels you want to display.
Excluded label(s) (`excludedLabels`)	No	Blank	The labels that you do not want to appear in the list.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `listlabels`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="listlabels">
    <ac:parameter ac:name="spaceKey">
      <ri:space ri:space-key="DOC"/>
    </ac:parameter>
    <ac:parameter ac:name="excludedLabels">not-this-label</ac:parameter>
  </ac:structured-macro>
```

Wiki markup example

```
{listlabels:spaceKey=DOC}
```

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.

Using the Livesearch macro

To add the Livesearch macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Restrict to this Space Key (`spaceKey`)	all spaces	Specify a space key to limit the search to the given space. Case-sensitive.
Restrict to label(s) (`labels`)		Specify labels to limit the search to content with that label. If unspecified will search all content regardless of label.
Size (`size`)	medium	Choose a medium or large search field size.

Placeholder text (`placeholder`)		Specify the placeholder text to appear in the search field, for example 'Search this space'
Type (`type`)	all	Specify the content types to be included in the search - choose from pages, blogs, comments, space descriptions, or all content types.
Additional (`additional`)	space name	Display the space name, a page excerpt or nothing under the search result.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `livesearch`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="livesearch">
  <ac:parameter ac:name="additional">page excerpt</ac:parameter>
  <ac:parameter ac:name="placeholder">Search this space</ac:parameter>
  <ac:parameter ac:name="labels">myLabel</ac:parameter>
  <ac:parameter ac:name="spaceKey">
    <ri:space ri:space-key="SS"/>
  </ac:parameter>
  <ac:parameter ac:name="type">page</ac:parameter>
  <ac:parameter ac:name="size">large</ac:parameter>
</ac:structured-macro>
```

Wikimarkup example

```
{livesearch:spaceKey=DOC|size=large|placeholder=Search this space}
```

Loremipsum Macro

The Loremipsum macro displays paragraphs of pseudo-Latin text (more information). You can use this macro to generate 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 text:

> Lorem ipsum dolor sit amet, consectetur 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 consectetur. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.

Using the Loremipsum macro

To add the Loremipsum macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Number of Paragraphs	3	Determines the amount of pseudo-Latin (space-filler) text to display. The macro will display a maximum number of 30 paragraphs. Parameter is unnamed in storage format and wikimarkup.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `loremipsum`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="loremipsum">
  <ac:parameter ac:name="">2</ac:parameter>
</ac:structured-macro>
```

Wikimarkup example

```
{loremipsum:2}
```

Multimedia Macro

The multimedia macro is used to embed attached video, animation and other multimedia files on a Confluence page.

Confluence supports the following multimedia formats:

- Adobe Flash (.swf)
- Apple QuickTime (.mov)
- Windows Media (.wma, .wmv)
- Real Media (.rm, .ram)
- MP3 and MP4 files (.mp3, .mp4)
- MPEG files (.mpeg, .mpg)
- AVI files (.avi) *You may need to enable an avi decoder within your browser.*

See the Widget Connector Macro if you want to display online multimedia content, such as YouTube and Vimeo videos on a page.

To add the Multimedia macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

You can also drag a supported multimedia file directly on to the page. Confluence will attach the file and add the macro for you.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter name	Required	Default	Parameter description and accepted values
Page Name `(page / space)`	Yes	Current page	Name of the page to which the multimedia file is attached. Start typing the name of the page and then select it from list of suggested pages. Include the spacekey if you want to specify a page in another space (for example `MYSPACE:My Page Title`)
Attachment `(name)`	Yes	None	File name of the attached multimedia file.
Width	No	If not specified, the browser will determine the width based on the file type.	Width of the movie window to be displayed on the page. By default, this value is specified in pixels. You can also choose to specify a percentage of the window's width, or any other value accepted by HTML.
Height	No	If not specified, the browser will determine the height based on the file type.	Height of the movie window to be displayed on the page. By default, this value is specified in pixels. You can also choose to specify a percentage of the window's height, or any other value accepted by HTML.
Autoplay `(autostart)`	No	`false`	If the parameter is set to `true` then the video or audio file will start playing as soon as the page is loaded. If this option is set to `false` then the file will not play until the user clicks the icon or image on the page.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `multimedia`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="multimedia">
  <ac:parameter ac:name="width">500</ac:parameter>
  <ac:parameter ac:name="name">
    <ri:attachment ri:filename="Ninjas.MOV"/>
  </ac:parameter>
</ac:structured-macro>
```

Wikimarkup example

```
{multimedia:space=DOC|page=My macros|name=ninjas.swf|autostart=true}
```

Notes

- **You will need the relevant multimedia plugin for your browser.** Your browser may need a plugin to play the video or audio file on a Confluence page.
- **Autoplay may not always work as expected.** Some browsers may not autoplay the attached file.
- If you get the error, 'Unable to embed content of type application/octet-stream', this means the MIME type is not recognised.
- **Advanced users can try 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.

Navigation Map Macro

The Navigation Map macro displays a navigable map of the pages tagged with a given label.

Using the Navigation Map Macro

To add the Navigation Map macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Label	none	Specify the label associated with the pages you want to show in the navigation map. This parameter is unnamed in storage format and wikimarkup.
Map Title (`title`)	none	Specify a title for the navigation map.

Number of Cells Per Row **(`wrapAfter`)**	5	Specify the number of cells in a row
Cell Width (Pixels) (`cellWidth`)	90 px	Specify the cell width
Cell Height (Pixels) (`cellHeight`)	60 px	Specify the cell height
Navigation Map Theme (`theme`)	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.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `navmap`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="navmap">
  <ac:parameter ac:name="wrapAfter">4</ac:parameter>
  <ac:parameter ac:name="title">My map name</ac:parameter>
  <ac:parameter ac:name="cellHeight">50px</ac:parameter>
  <ac:parameter ac:name="theme">navmap-mytheme.vm</ac:parameter>
  <ac:parameter ac:name="cellWidth">80px</ac:parameter>
  <ac:parameter ac:name="">mylabel</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

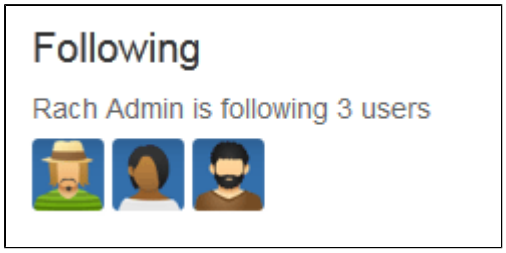
```
{navmap:mylabel|wrapAfter=4|title=My map
name|cellHeight=50px|theme=navmap-mytheme.vm|cellWidth=80px}
```

Network Macro

The Network macro displays a list of Network activity on a Confluence page or blog post. You can specify the user whose network activity 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 shows 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



Using the Network macro

To add the Network macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Username	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	**following**	Determines which users are listed, with respect to the specified user: • **following** – those who the user is following. • **followers** – those who are following the user. This parameter is unnamed in storage format and wikimarkup.
Theme	**full**	Determines how the user's network is displayed: • **full** – shows a large version of user's profile pictures and, if the **following** mode is set, provides an entry field function to follow more users. • **tiny** – shows only the small version of user's profile pictures.
Maximum Results **(`max`)**	No limit imposed up to a maximum of 30	Restricts the number of users displayed. 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.

Disabling the Network macro

The Network macro is provided by the 'network' module in the 'Profile Macros' plugin. To remove the macro from your site, you can disable the module in the plugin. See Disabling and enabling add-ons.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `network`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="network">
  <ac:parameter ac:name="username">
    <ri:user ri:userkey="12345678912345678912345"/>
  </ac:parameter>
  <ac:parameter ac:name="max">10</ac:parameter>
  <ac:parameter ac:name="theme">full</ac:parameter>
  <ac:parameter ac:name="">followers</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{network:followers|username=admin|max=10|theme=full}
```

Noformat Macro

The Noformat macro displays a block of text in monospace font with no other formatting.

Using the Noformat Macro

To add the Noformat macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Enter the content that is to be unformatted into the body of the macro placeholder.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
No Panel (`nopanel`)	False	Removes the panel around the content.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `noformat`

Macro body: Accepts plain text.

Storage format example

```
<ac:structured-macro ac:name="noformat">
  <ac:parameter ac:name="nopanel">true</ac:parameter>
  <ac:plain-text-body><![CDATA[http://www.example.com]]></ac:plain-text-body>
</ac:structured-macro>
```

Wiki markup example

```
{noformat:nopanel=true}http://www.example.com{noformat}
```

Note Macro

The Note macro displays a block of text in a yellow highlighted box. This is useful for emphasising important information.

Example:

> **My note**
> This is the content of my note.

Using the Note Macro

To add the Note macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Add the text of the note to the body of the macro placeholder.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Optional Title (`title`)	none	If specified, the title is displayed in bold next to the icon.
Show Exclamation Mark Icon (`icon`)	true	• **true** – displays the warning icon • **false** – the icon is not displayed

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `note`

Macro body: Accepts rich text.

Storage format example

```
<ac:structured-macro ac:name="note">
  <ac:parameter ac:name="icon">false</ac:parameter>
  <ac:parameter ac:name="title">My title</ac:parameter>
  <ac:rich-text-body>

<p>This is the content of my note.</p>
  </ac:rich-text-body>
</ac:structured-macro>
```

Wiki markup example

```
{note:icon=false|title=My title}
This is the content of my note.
{note}
```

Office Excel Macro

The Office Excel macro displays the content of an Excel spreadsheet on a wiki page. First attach the spreadsheet to a Confluence page, then use the macro to display the content. When viewing the page, people will see the content of the spreadsheet, without needing to have Office installed.

For details, see the View File Macro.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `viewxls`

Macro body: None.

Parameter name	Required	Default	Parameter description and accepted values
`name`	Yes	(None.)	The file name of the Excel spreadsheet to be displayed. The document must be attached to a page on your Confluence site.
`page`	No	The page containing the macro	The name of a Confluence page to which the Excel spreadsheet is attached.

`col`	No	Last column with content	The number of the last column you want displayed, starting from '0' as the first column. **Hint for reducing the size of the spreadsheet:** Use the `col` and `row` parameters to reduce the size of the spreadsheet displayed on the wiki page. This is especially useful to prevent the display from showing empty cells. This will also help to prevent 'out of memory' errors.
`row`	No	Last row with content	The number of the last row you want displayed, starting from '0' as the first row.
`grid`	No	`true`	Determines whether the macro will show borders around the cells in the spreadsheet. Accepted values: • `true` – Shows borders. • `false` – Does not show borders.
`sheet`	No	The most-recently viewed worksheet	The name of the worksheet that you want displayed.

Storage format example

```
<ac:structured-macro ac:name="viewxls">
  <ac:parameter ac:name="col">E</ac:parameter>
  <ac:parameter ac:name="name">
    <ri:attachment ri:filename="Spreadsheet.xls"/>
  </ac:parameter>
  <ac:parameter ac:name="sheet">Sheet1</ac:parameter>
  <ac:parameter ac:name="row">5</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{viewxls:col=5|page=Docs|name=My document.xls|grid=false|sheet=mysheet|row=5}
```

Office PowerPoint Macro

The Office PowerPoint macro displays the content of a PowerPoint presentation on a wiki page. First attach the presentation to a Confluence page, then use the macro to display the content. When viewing the page, people will see the content of the presentation, without needing to have Office installed.

For details, see the View File Macro.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `viewppt`

Macro body: None.

Parameter name	Required	Default	Parameter description and accepted values
name	Yes	(None.)	The file name of the PowerPoint presentation to be displayed. The document must be attached to a page on your Confluence site.
page	No	The page containing the macro	The name of a Confluence page to which the PowerPoint presentation is attached.
height	No		The height of the macro display, specified in pixels (for example: 10 px, or just 10) or as a percentage (for example: 20%) of the window's height.
width	No		The width of the macro display, specified in pixels (for example: 10 px, or just 10) or as a percentage (for example: 20%) of the window's height.
slide	No	All slides, starting with the first, as a slide show	The number of the slide that you want displayed on the Confluence page, where the first slide is numbered zero. Instead of a slide show, the page will display just the single slide, represented as a JPEG image.

Storage format example

```
<ac:structured-macro ac:name="viewppt">
  <ac:parameter ac:name="height">250</ac:parameter>
  <ac:parameter ac:name="width">250</ac:parameter>
  <ac:parameter ac:name="name">
    <ri:attachment ri:filename="101_samplepresentation.pptx"/>
  </ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{viewppt:height=20%|page=Docs|width=20%|name=My document.ppt|slide=4}
```

Office Word Macro

The Office Word macro displays the content of a Word document on a wiki page. First attach the document to a Confluence page, then use the macro to display the content. When viewing the page, people will see the content of the document, without needing to have Office installed.

For details, see the View File Macro.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `viewdoc`

Macro body: None.

Parameter name	Required	Default	Parameter description and accepted values
name	Yes	(None.)	The file name of the Word document to be displayed. The document must be attached to a page on your Confluence site.
page	No	The page containing the macro	The name of a Confluence page to which the Word document is attached.

Storage format example

```
<ac:structured-macro ac:name="viewdoc">
  <ac:parameter ac:name="name">
    <ri:attachment ri:filename="Chocolate.doc"/>
  </ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{viewdoc:page=Docs|name=My document.doc}
```

Page Index Macro

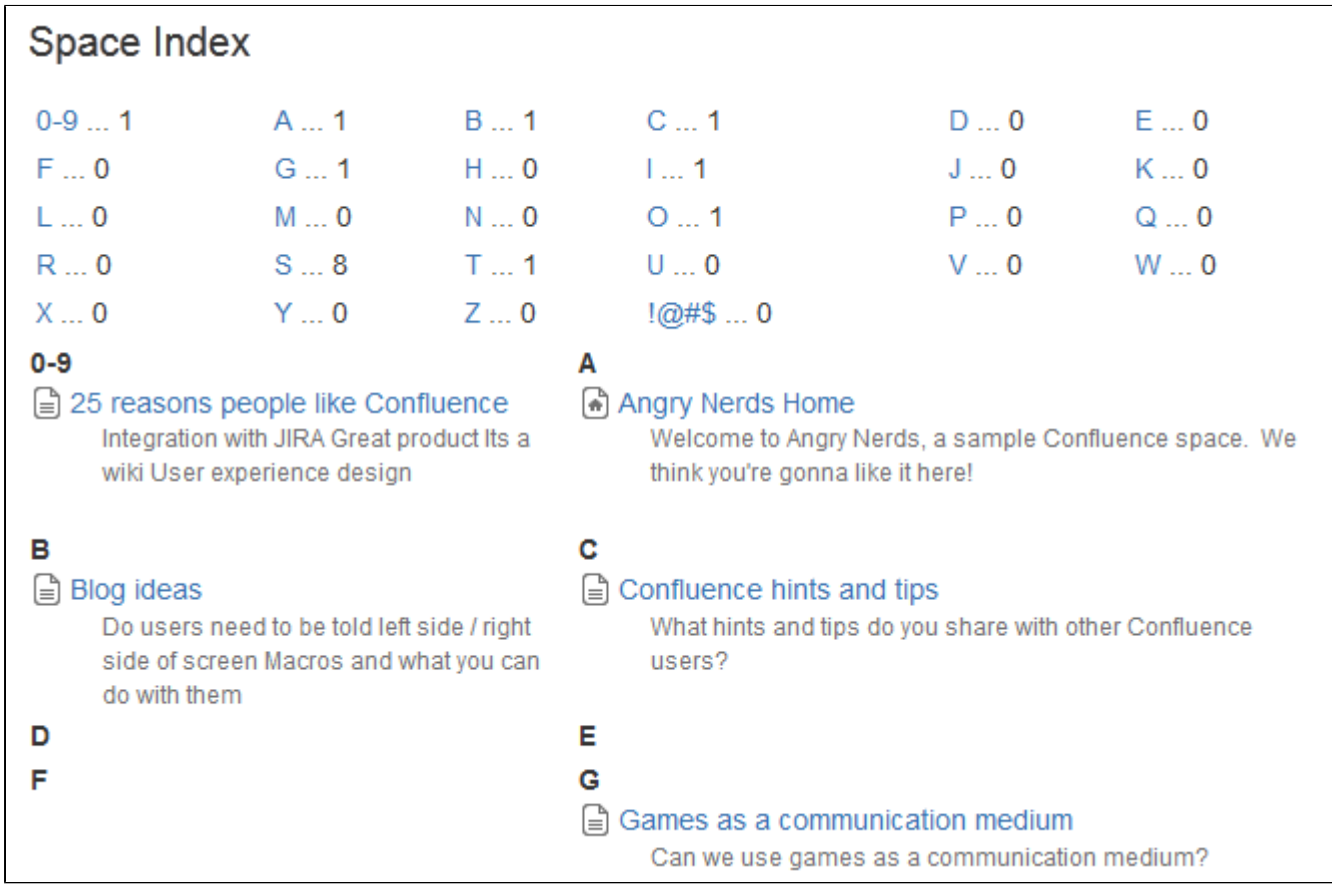
The Page Index macro creates a hyperlinked alphabetical index of all page titles within the current space.

The top section of the index contains a cell for each letter of the alphabet, with cells for numbers and symbols. Each cell indicates how many pages are in the corresponding list.

The lower section contains lists of page titles followed by the first few sentences of content on that page.

Each letter, number or symbol in the top section is hyperlinked to the corresponding cell in the lower section. Each page title in the lower section is hyperlinked to the page in the space.

Screenshot: Page Index macro (partial view)



Using the Page Index macro

To add the Page Index macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

This macro accepts no parameters.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `index`

Macro body: None.

Parameters: None.

Storage format example

```
<ac:structured-macro ac:name="index"/>
```

Wiki markup example

```
{index}
```

Page Properties Macro

The Page Properties and Page Properties Report macro work together to enable you to show summary information from one page on a another page. You can see examples of these two macros in action in the Decisions Blueprint and Product Requirements blueprints.

This macro was previously known as the Metadata Details macro.

Adding the Page Properties macro to a page

The Page Properties macro uses key value pairs. The body of the macro must be set up correctly for your information to appear in the Page Properties Report.

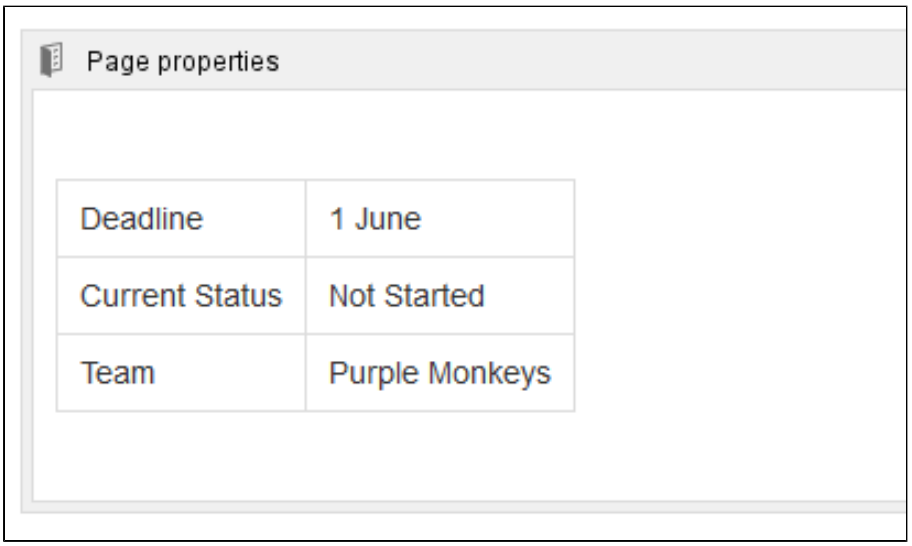
To add the Page Properties macro to a page:

1. In the editor, choose **Insert** > **Other Macros** > **Page Properties**.
2. In the macro body create a two column table and remove the header row.
3. In the left column list your 'keys' - these will be the column headings in your report table.
4. In the right column list the value for each key - these will populate the rows in your report table.
5. Add a **label** to your page - you will need to specify this label in the page properties report macro.
6. Save your page.

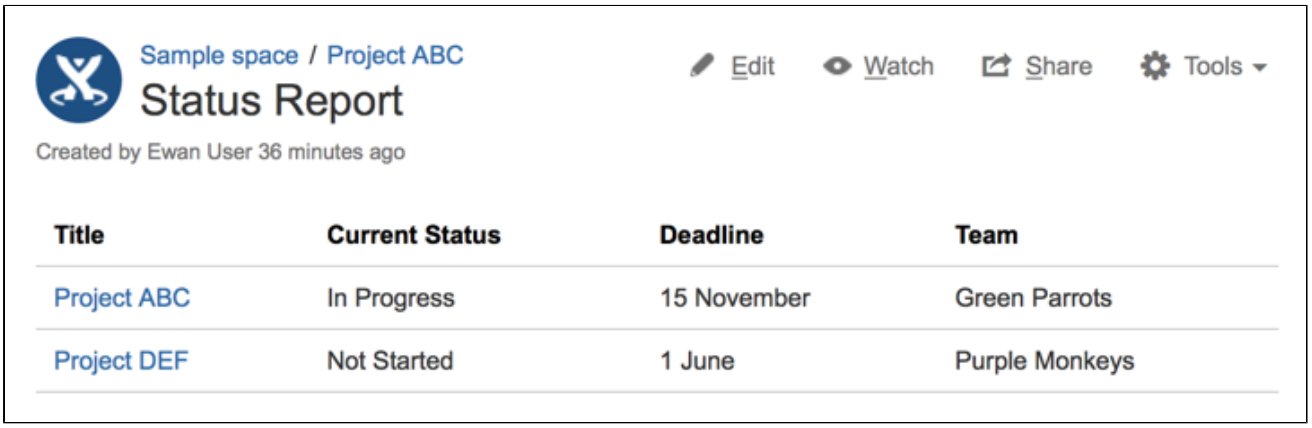
⚠️ Don't forget to add a label to your page, or your page will not appear in the Page Properties Report macro.

Next you need to add the Page Properties Report macro to another page.

Screenshot: Page Properties macro in the editor. Deadline, Current Status and Team will be column headings in the report.



Screenshot: The example above as it appears in the Page Properties Report



Using multiple Page Properties macros on one page

You can add multiple Page Properties macros on a single page, and choose whether to include all or only specific macros in the report. You might use multiple macros because you want the information in the macro to display in context with the rest of the page, or because you want to be able to report on individual Page Properties macros separately.

The Page Properties macro includes an optional ID parameter that can be used to identify specific Page Properties macros.

To show the contents of **all** Page Properties macros in the report:

- Add a label to the page containing the Page Properties macros.
- Specify this label in the Page Properties Report macro.

To show the contents of **selected** Page Properties macros in the report:

- Add a label to the page containing the Page Properties macros.
- Specify an ID in the Page Properties macro that you want to report on.
- Specify both the label and ID in the Page Properties Report macro.

Note: The Page Properties Report macro can only accept one page label, and one ID.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Page Properties ID	(None)	Optional ID used to identify a particular Page Properties macro on a page. Specify this ID in the Page Properties Report to include summary information from macros with this ID only.
Hidden	False	Determines whether the data in the Page Properties macro will be displayed on the current page. This setting does not affect the display of the detail in the Page Properties Report macro.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `details`

Macro body: Accepts rich text.

Storage format example

The following example contains two pieces of data - Owner and Date.

```
<ac:structured-macro ac:name="details">
  <ac:rich-text-body>
    <table>
      <tbody>
        <tr>
          <td>Owner</td>
          <td>Rach Admin</td>
        </tr>
        <tr>
          <td>Date</td>
          <td>1 May</td>
        </tr>
      </tbody>
    </table>
  </ac:rich-text-body>
</ac:structured-macro>
```

Notes

- You cannot use text formatting or macros in the left column as the data in this column is used to populate the column headings in your Page Properties Report macro.
- If your table has a header row, this row will be ignored by the Page Properties Report macro. You should remove the header row.
- It is not possible to reference the metadata using the metadata key from within the page, or anywhere else on a Confluence page.

Page Properties Report Macro

The Page Properties and Page Properties Report macro work together to enable you to show summary information from one page on a another page. You can see examples of these two macros in action on the Decision and Product Requirements blueprints.

This macro was previously known as the Details Summary macro.

Adding the Page Properties Report macro to a page

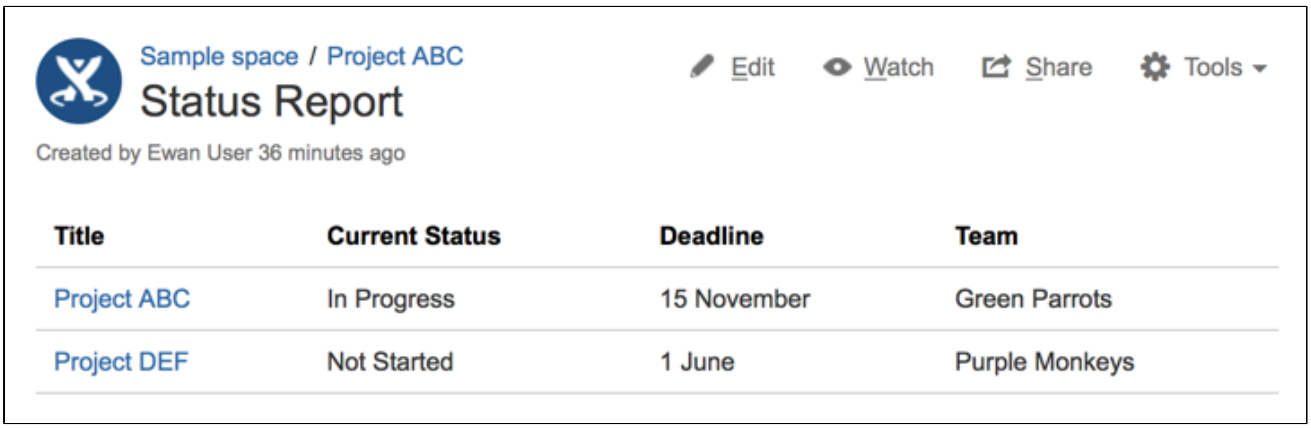
To add the Page Properties Report macro to a page:

1. In the editor, choose **Insert** > **Other Macros** > **Page Properties Report**.
2. Enter the **Label** you want to report on - this is the label added to pages containing the Page Properties macro.
3. Restrict the report by ID, space or specify column headings or sort order - see the Parameters table below for more details.
4. Choose **Insert**.

Note: If your report is empty, check:

- You have specified the label correctly and the label appears on pages containing the Page Properties macros.
- The Page Properties macros on each page are configured correctly.

Screenshot: Page Properties Report



Reporting on specific Page Properties macros

You can add multiple Page Properties macros on a page, and choose whether to include all or only specific macros in the report. The Page Properties macro includes an optional ID parameter that can be used to identify specific Page Properties macros.

To show the contents of:

- **All Page Properties macros** in the report - specify just the label for the page.
- **Selected Page Properties macros** in the report - specify both the label for the page and the ID of the particular Page Properties macro.

Note: The Page Properties Report macro can only accept **one** page label, and **one** ID.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Label	(None)	Identifies the label to be used in the Page Properties Report. The report will show data from all pages in the current space containing a Page Properties macro with the same label.
Page Properties ID	(None)	If not specified, the report will show data from all Page Properties macros on a page, where there are multiple macros. Specify an ID to include only data from Page Properties macros with the same ID.
Restrict to spaces	(None)	If not specified, the report will only show data from the current space. You can specify a comma separated list of space keys, or use @all to show data from all spaces.
Title column heading	Title	The heading to display on the first column in the report table. This column contains links to pages displayed by the report. The default column heading is 'Title'.
Columns to show	(None)	If not specified, the report will show all columns. You can specify a comma separated list of columns to include. If your column heading includes commas, use double quotes around the column name. If your column heading includes quotes, use double quotes. For example, A column, "My ""new"" column, yes", Third column
Number of items to display	30	Number of items to display in the table before displaying pagination options for additional items.
Sort by	Last modified date	Sort the table by a specific column heading. Enter the column name, exactly as it appears in the corresponding Page Properties macro. Select the Reverse Sort check box to sort the table in reverse order.
Show Comments Count	No	Displays the number of comments for each page in the table.
Show Likes Count	No	Displays the number of likes for each page in the table.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `detailssummary`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="detailssummary">
  <ac:parameter ac:name="id">status-dev</ac:parameter>
  <ac:parameter ac:name="sortBy">Created</ac:parameter>
  <ac:parameter ac:name="label">status</ac:parameter>
</ac:structured-macro>
```

Page Tree Macro

The Page Tree macro displays a dynamic, hierarchical list of pages starting from a specified parent (root) page. 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 view the relevant page. The page's current position is highlighted in the page tree.

Note: The Page Tree macro is used in the Confluence Documentation theme, to create a navigation panel showing a table of contents for your space. Read the instructions on Configuring the Documentation Theme.

Using the Page Tree Macro

To add the Page Tree macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Click **Refresh** in the Macro Browser to see the effect of changes to the macro parameters.

Macro Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Root Page (`root`)	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 — 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. • '@home' — will include all pages under the home page of the space (default). • '@self' — will include all pages under the current page. • '@parent' — will include all pages under the parent of the current page, including the current page. • '@none' — will include all pages in the space, including orphaned pages and the home page.

Sort Pages By (`sort`)	**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** — sort alphabetically, for example: title1, title10, title2. • **creation** — sort by date of creation. • **modified** — sort by order of date last modified. • **natural** — sort in 'natural' alphabetical order, for example: title1, title2, title10. • **position** — sort by 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.
Include Excerpts in Page Tree (`excerpt`)	false	Select if you want the page tree to show excerpts from each page. The excerpts must be defined on each page by the Excerpt macro.
Reverse Order (`reverse`)	false	Select to show the pages in reverse (descending) natural order. Must be used in combination with the **Sort Pages By** parameter.
Include Search Box above Page Tree (`searchBox`)	false	Select if you want to include a search box above the page tree. The search box allows your readers to search within the page tree for the specified value.
Show Expand/Collapse Links (`expandCollapseAll`)	false	Select 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. Available values in wikimarkup and storage format: • `true` – Show the 'expand all' and 'collapse all' options. • `false` – Do not show the options.
Start Depth (`startDepth`)	1	Enter any number greater than 0 to set how many levels of children the tree should show when it opens for the first time.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `pagetree`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="pagetree">
  <ac:parameter ac:name="reverse">false</ac:parameter>
  <ac:parameter ac:name="sort">natural</ac:parameter>
  <ac:parameter ac:name="root">
    <ac:link>
      <ri:page ri:content-title="Page Name"/>
    </ac:link>
  </ac:parameter>
  <ac:parameter ac:name="startDepth">3</ac:parameter>
  <ac:parameter ac:name="excerpt">true</ac:parameter>
  <ac:parameter ac:name="searchBox">true</ac:parameter>
  <ac:parameter ac:name="expandCollapseAll">true</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{pagetree:root=Page
Name|sort=natural|excerpt=true|reverse=false|startDepth=3|expandCollapseAll=true|se
archBox=true}
```

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 Page Tree 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 Page Tree 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 Page Tree Macro.

What you need to type	What you will get
{pagetree:root=@parent|expandCollapseAll=true}	Expand all Collapse all

Page Tree Search Macro

Using the Page Tree Search macro, you can 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.

You can also add a search box as part of a dynamic page tree, which looks like a table of contents. See the Page Tree macro .

Using the Page Tree Search macro

To add the Page Tree Search macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Name of Root Page (`root`)	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. **Note:** Unlike the Page Tree macro, the Page Tree Search macro does not accept the special values that start with an @ sign, such as @home or @self.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `pagetreesearch`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="pagetreesearch">
  <ac:parameter ac:name="root">My page name</ac:parameter>
</ac:structured-macro>
```

Wikimarkup example

```
{pagetreesearch:root=My page name}
```

Panel Macro

The Panel macro displays a block of text within a customisable panel, like a text box.

Handy hint: You can use panels within columns, in table cells and in the sections defined by page layouts.

Here is an example of a Panel macro:

My Title
A formatted panel.

Using the Panel macro

To add the Panel macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro

browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Panel Title (`title`)	none	The title of the panel. If specified, this title will be displayed in its own title row.
Border Style (`borderStyle`)	solid	The style of the panel's border. Accepted values are `solid`, `dashed` and other valid CSS border styles.
Border Colour (`borderColor`)		The colour of the panel's border. Colours can be specified as HTML colour names or hexadecimal codes.
Border Pixel Width (Value Only) (`borderWidth`)		The width of the panel's border (in pixels).
Background Colour (`bgColor`)		The background colour of the panel. Colours can be specified as HTML colour names or hexadecimal codes.
Title Background Colour (`titleBGColor`)		The background colour of the title row of the panel. Colours can be specified as HTML colour names or hexadecimal codes.
Title Text Colour (`titleColor`)		The colour of the text in the title row of the panel. Colours can be specified as HTML colour names or hexadecimal codes.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `panel`

Macro body: Accepts rich text.

Storage format example

```
<ac:structured-macro ac:name="panel">
  <ac:parameter ac:name="bgColor">#72bc72</ac:parameter>
  <ac:parameter ac:name="titleBGColor">#00a400</ac:parameter>
  <ac:parameter ac:name="title">My title</ac:parameter>
  <ac:parameter ac:name="borderStyle">dashed</ac:parameter>
  <ac:parameter ac:name="borderColor">blue</ac:parameter>
  <ac:parameter ac:name="titleColor">white</ac:parameter>
  <ac:rich-text-body>

<p>A formatted panel</p>
  </ac:rich-text-body>
</ac:structured-macro>
```

Wiki markup example

```
{panel:title=My
title|borderStyle=dashed|borderColor=blue|titleBGColor=#00a400|titleColor=white|bgC
olor=#72bc72}
A formatted panel
{panel}
```

PDF Macro

The PDF macro displays the content of a PDF document on a page. First attach the document to a Confluence page, then use the macro to display the document.

For details, see the View File Macro.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `viewpdf`

Macro body: None.

Parameter name	Required	Default	Parameter description and accepted values
`name`	Yes	(None.)	The file name of the PDF document to be displayed. The document must be attached to a page on your Confluence site.
`page`	No	The page containing the macro	The name of a Confluence page to which the PDF document is attached.

Storage format example

```
<ac:structured-macro ac:name="viewpdf">
    <ac:parameter ac:name="name">
      <ri:attachment ri:filename="My_document.pdf"/>
    </ac:parameter>
  </ac:structured-macro>
```

Wiki markup example

```
{viewpdf:page=Docs|name=My document.pdf}
```

Popular Labels Macro

The Popular Labels macro displays the most popular labels used throughout your Confluence site or within a space. A popular label is a label that has been added to many pages.

Using the Popular Labels Macro

To add the Popular Labels macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Number of Labels to Display (`count`)	100	Specifies the total number of labels to display in the heatmap.
Restrict Labels to this Space Key (`spaceKey`)	none	Restricts the list of popular labels to the specified space.
Style of Labels (`style`)	list	• **list** – displays the popular labels as a bulleted list, ordered by popularity (highest first). • **heatmap** – displays the popular labels using different font sizes for each label depending on the label's popularity, ordered by label names.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `popular-labels`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="popular-labels">
    <ac:parameter ac:name="count">20</ac:parameter>
    <ac:parameter ac:name="spaceKey">
      <ri:space ri:space-key="ds"/>
    </ac:parameter>
  </ac:structured-macro>
```

Wikimarkup example

```
{popular-labels:style=heatmap|count=20|spaceKey=ds}
```

Profile Picture Macro

You can use the Profile Picture macro to display a user's profile picture on a page, and it's useful for things like creating team pages that show all members of a project team.

Hover your mouse-over the picture to see the Hover Profile for the user, and choose the user's picture or name to view their user profile. When editing the page, you can also select the macro and choose **View User Profile** to see the profile for the user.

Add the Profile Picture Macro

1. In the Confluence editor, choose **Insert** > **Oth**

er Macros
2. Find and select the 'Profile picture' macro
3. Search for and select the user and choose **Sa ve**

Speeding up macro entry with autocomplete: Type **{** and the beginning of the macro name, then select the macro from a list of suggested macros. For more information, see Using Autocomplete.

Code examples

The following example is provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `profile-picture`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="profile-picture">
 <ac:parameter ac:name="User">
   <ri:user ri:userkey="12345678912345678912345"/>
 </ac:parameter>
</ac:structured-macro>
```

Wiki markup

Wiki markup is not available for this macro. You cannot add this macro via wiki markup.

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.

Using the Recently Updated Dashboard macro

To add the Recently Updated Dashboard macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Space(s) (`spaces`)	The space which contains the page on which the macro is added	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`)	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`.
Label(s) (`labels`)	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. *Note:* 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-13860** - recently-updated-dashboard macro doesn't return an empty result when no pages match the specified label(s) **RESOLVED**
User(s) (`users`)	all users	Filter by username of the user who updated the content. The macro will only display content created and updated by the user(s) you specify here. You can specify one or more usernames separated by commas.
Width of Table (`width`)	100%	Specify the width of the macro display, as a percentage of the window width.
Show User Profile Pictures (`showProfilePic`)	false	Select whether profile pictures of the users who updated the content are displayed.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `recently-updated-dashboard`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="recently-updated-dashboard">
  <ac:parameter ac:name="spaces">
    <ri:space ri:space-key="ss"/>
  </ac:parameter>
  <ac:parameter ac:name="users">
    <ri:user ri:userkey="12345678912345678912345"/>
  </ac:parameter>
  <ac:parameter ac:name="width">50%</ac:parameter>
  <ac:parameter ac:name="labels">choc</ac:parameter>
  <ac:parameter ac:name="types">page</ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{recently-updated-dashboard:spaces=ds|users=admin|width=50%|showProfilePic=true|lab
els=choc|types=page}
```

Recently Updated Macro

The Recently Updated macro displays a list of the most recently changed content within Confluence.

Using the Recently Updated Macro

To add the Recently Updated macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Author(s) by username (`author`)	None specified. That is, 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 multiple users.

Space(s) (`spaces`)	`@self` That is, 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 site 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`.
Label(s) (`labels`)	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'. The labels parameter only applies to the `page` and `blog` content types.
Width of Table (`width`)	100%	Specify the width of the macro display, as a percentage of the window width.

Include these Content Types Only (`types`)	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.
Maximum Number of Results (`max`)	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), though this has been limited to 200 in the code, for performance reasons. More details are here.
theme (`theme`)	`concise`	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.
Show User Profile Pictures (`showProfilePic`)	`false`	Specify `showProfilePic=true` to display the profile pictures of the users who updated the content.
Hide Title (`hideHeading`)	False	Determines whether the macro hides or displays the text 'Recently Updated' as a title above the list of content. Only available in wikimarkup and storage format. Accepted values: • `true` – Title is hidden. • `false` – Title is shown.

Notes

- The Recently Updated Dashboard macro is similar to this macro, but is intended for display on the Confluence dashboard.
- 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.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `recently-updated`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="recently-updated">
  <ac:parameter ac:name="spaces">
    <ri:space ri:space-key="ss"/>
  </ac:parameter>
  <ac:parameter ac:name="author">
    <ri:user ri:userkey="12345678912345678912345"/>
  </ac:parameter>
  <ac:parameter ac:name="users"/>
  <ac:parameter ac:name="max">10</ac:parameter>
  <ac:parameter ac:name="width">50%</ac:parameter>
  <ac:parameter ac:name="theme">sidebar</ac:parameter>
  <ac:parameter ac:name="labels">choc</ac:parameter>
  <ac:parameter ac:name="types">page</ac:parameter>
</ac:structured-macro>
```

Wikimarkup example

```
{recently-updated:spaces=ds|author=admin|max=10|hideHeading=true|width=50%|theme=si
debar|showProfilePic=true|labels=choc|types=page}
```

Recently Used Labels Macro

The Recently Used Labels macro displays a list of the labels that have been most recently added to a page, blog post or attachment. You can define the number of labels to be displayed and the scope (the current space, your personal space or site spaces, also known as 'global' spaces).

Using the Recently Used Labels macro

To add the Recently Used Labels macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters of this macro

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description

Number of Labels to Display (`count`)	10	Specifies the total number of labels to display in the list.
Scope for Retrieving Labels (`scope`)	global	Specifies the scope of labels to be displayed in the list. Valid values include: • **global** — covers all site spaces (non-personal) in the Confluence installation. • **space** — the current space. • **personal** — your own personal space.
List Style (`style`)	list	• **list** – displays the list of labels horizontally. • **table** – includes additional information such as the page to which the label was added and the user who added it.
Table Title (`title`)	none	Adds a title to the top of the list in table style. Titles are only visible when the **List Style** parameter has been set to **table**.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `recently-used-labels`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="recently-used-labels">
    <ac:parameter ac:name="title">My title</ac:parameter>
    <ac:parameter ac:name="scope">space</ac:parameter>
    <ac:parameter ac:name="style">table</ac:parameter>
    <ac:parameter ac:name="count">20</ac:parameter>
  </ac:structured-macro>
```

Wiki markup example

```
{recently-used-labels:title=My title|scope=space|style=table|count=20}
```

Related Labels Macro

The Related Labels macro lists all labels from every page which has one or more labels in common with the current page.

Using the Related Labels Macro

To add the Related Labels macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Restrict to these Labels (`labels`)	none	Specify the labels for which you want to view related labels. For example, `documentation,my:stuff`.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: related-labels

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="related-labels">
    <ac:parameter ac:name="labels">choc,cake</ac:parameter>
  </ac:structured-macro>
```

Wiki markup example

```
{related-labels:labels=choc,cake}
```

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 Feed macro may be disabled 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.

Using the RSS Feed macro

To add the RSS Feed macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
RSS Feed URL (`url`)	none	The URL of the RSS feed link you want to show.
Maximum Number of Entries (`max`)	15	Limit the number of entries displayed.
Show Item Titles Only (`showTitlesOnly`)	false	Show only the titles of the news items, not the content.
Show Name/Title of RSS Feed (`titleBar`)	true	Hide the feeds title bar.

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 will need to install the Cache plugin onto your Confluence site.

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 Feed macro.

A user can add the RSS Feed 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:

Could not access the content at the URL because it is not from an allowed source.

http://ffeathers.wordpress.com

Configure whitelist >>

Here is an example of the error message, but without the link.

Could not access the content at the URL because it is not from an allowed source.

http://ffeathers.wordpress.com

You may contact your site administrator and request that this URL be added to the list of allowed sources.

Authentication

Privatefeeds from external sites

RSS feeds which require authentication cannot be accessed using the RSS Feed 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 Feed macro cannot access internal feeds. To enable the RSS Feed macro to access internal feeds without affecting your HTTPS setup, enable local-only HTTP access:

1. Shut down Confluence.
2. Consult the SSL guide to enable HTTP access to Confluence. You'll want to ensure that you have an HTTP connector and an SSL connector, both commented in. This means that Confluence will be accessible via both HTTP and HTTPS. However, you should *not* have a redirect port, nor rules in web.xml to redirect all traffic.
3. Instead of using web.xml to redirect traffic, 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 Feed macro feed link to use the HTTP URL, and restart Confluence.

Enabling the RSS Feed macro

The RSS Feed macro is disabled by default.

To enable the RSS Feed macro:

1. Go to  > **Add-ons**.
2. Select **System** from the drop down and search for the **Confluence HTML Macros** add-on.
3. Expand the add-on and enable the **rss (rss-xhtml)** module.

Code examples

Macro name: rss

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="rss">
    <ac:parameter ac:name="max">10</ac:parameter>
    <ac:parameter ac:name="showTitlesOnly">true</ac:parameter>
    <ac:parameter ac:name="url">
      <ri:url ri:value="http://myblog.com/feed"/>
    </ac:parameter>
    <ac:parameter ac:name="titleBar">false</ac:parameter>
  </ac:structured-macro>
```

Wikimarkup example

```
{rss:max=10|showTitlesOnly=true|url=http://myblog.com/feed|titleBar=false}
```

Search Results Macro

The Search Results macro searches your Confluence site based on search terms specified in the macro parameters, and displays the results on the wiki page.

Using the Search Results macro

To add the Search Results macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Search Terms (`query`)	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: `my_query1 AND my_query2` For more information, take a look at the documentation on the Confluence search syntax.
Maximum Number of Results (`maxLimit`)	10	Set a limit to the number of search results displayed.
Restrict to this Space Key	all	Start typing the space name to find the space, or specify the key of the space you want to search in. Note that the key is case sensitive.
Content Type (`type`)	all	Specify the content type. The content types are: **page**, **comment**, **blogpost**, **attachment**, **userinfo** (the content of user profiles only) and **spacedesc** (the content of space descriptions only).
Last Modified (`lastModified`)	all	Specify a period of time in weeks, days, hours and/or minutes, to see the content modified within that time frame. These are the values you can use: • `w` = weeks • `d` = days • `h` = hours • `m` = minutes For example: • `2h 35m` • `3d 30m` Notes: • If no time category is specified, Confluence assumes minutes. • If you specify more than one time period (for example, weeks and days), you must separate the periods with a space. You can put them in any order. • The time categories are not case sensitive. For example, '`4d`' is the same as '`4D`'.
Restrict to this Username (`contributor`)	all	Specify the username of a Confluence user, to show only content created or updated by that user.

Notes

Permissions: When a user views the page containing the Search Results macro, the search results will show only pages and other content types for which the user has 'View' permission.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `search`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="search">
  <ac:parameter ac:name="lastModified">3w</ac:parameter>
  <ac:parameter ac:name="query">choc</ac:parameter>
  <ac:parameter ac:name="contributor">
    <ri:user ri:userkey="12356789123456789123456789123 45"/>
  </ac:parameter>
  <ac:parameter ac:name="maxLimit">10</ac:parameter>
  <ac:parameter ac:name="type">page</ac:parameter>
  <ac:parameter ac:name="spacekey">
    <ri:space ri:space-key="ss"/>
  </ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{search:lastModified=3w|query=choc|contributor=admin|maxLimit=10|type=page|spacekey
=ds}
```

Section Macro

Used with the Column macro to define columns on a page. See Working with page layouts and columns and sections.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `section`

Macro body: Rich text, consisting of one or more Column macros.

Parameter name	Required	Default	Parameter description and accepted values
`border`	No	False	If the value is `true`, the columns in this section will have a dashed border.

Storage format example

The following example shows a section and column macro together.

```
<ac:structured-macro ac:name="section">
  <ac:parameter ac:name="border">true</ac:parameter>
  <ac:rich-text-body>
    <ac:structured-macro ac:name="column">
      <ac:parameter ac:name="width">100px</ac:parameter>
      <ac:rich-text-body>
        <p>This is the content of <strong>column 1</strong>.</p>
      </ac:rich-text-body>
    </ac:structured-macro>
    <ac:structured-macro ac:name="column">
      <ac:rich-text-body>
        <p>This is the content of <strong>column 2</strong>.</p>
      </ac:rich-text-body>
    </ac:structured-macro>
  </ac:rich-text-body>
</ac:structured-macro>
```

Wiki markup example

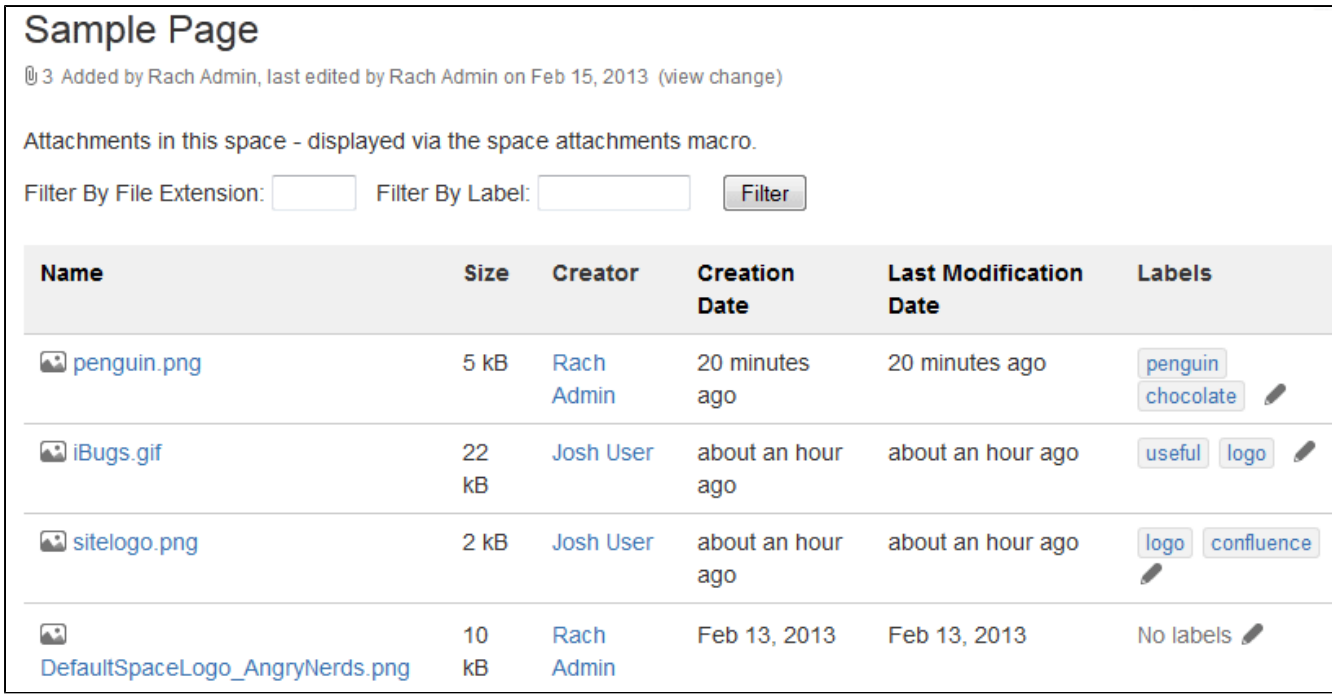
```
{section:border=true}
{column:width=100px}
This is the content of *column 1*.
{column}
{column}
This is the content of *column 2*.
{column}
{section}
```

Space Attachments Macro

The Space Attachments macro displays a list of all files attached to pages in a space. It shows details of the file and the includes a link to the page a file is attached to.

Filters allow you to show only files with a particular label or file extension.

Screenshot: The Space Attachments macro



Using the Space Attachments macro

To add the Space Attachments macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

The Space Attachments macro displays a list of all the attachments in a space. You can choose to show attachments from the current space, or another space.

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Space	(none)	Selects the Confluence space to display attachments for. If you do not specify a space, the current space will be used.
Show Filter Controls (`showFilter`)	true	Determines whether or not the filter panel is shown. If you select this option, people viewing the page will be able to filter the list of attachments by file type (extension) and by label.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `space-attachments`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="space-attachments">
    <ac:parameter ac:name="showFilter">false</ac:parameter>
    <ac:parameter ac:name="space">
      <ri:space ri:space-key="ds"/>
    </ac:parameter>
  </ac:structured-macro>
```

Wiki markup example

```
{space-attachments:showFilter=false|space=ds}
```

Space Details Macro

The Space Details macro displays the details of a Confluence space, including the space name, description, and more.

Using the Space Details macro

To add the Space Details macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Width of Table (`width`)	100%	The width of the space details table, specified as a percentage (%) of the page width.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `space-details`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="space-details">
    <ac:parameter ac:name="width">50%</ac:parameter>
  </ac:structured-macro>
```

Wiki markup example

```
{space-details:width=50%}
```

Space Jump Macro

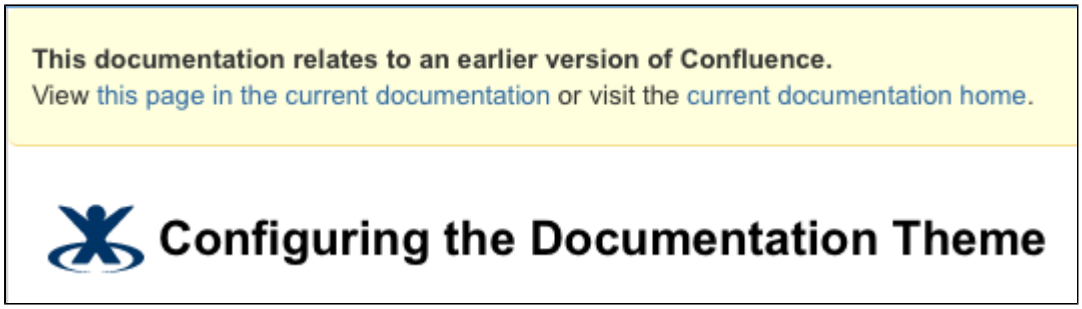
This page describes the Space Jump macro, which is provided with the Documentation theme. You can use space jumping to link from a page in one space to a page with the same name in another space, without knowing the name of the page when you create the link.

> **Advance warning of plans to merge Documentation theme with the default theme**
> This is an advance notice that we plan to merge the functionality of the Confluence Documentation theme with the Confluence default theme. We do not yet have a specific date for this plan, and we are interested in your feedback. The new default theme, introduced with Confluence 5.0, includes a sidebar with contextual navigation. Our plan is to include features from the Documentation theme in the default theme, and then remove the Documentation theme from Confluence.
>
> If you are interested in this change and would like to give us feedback, please add a **comment on this blog post**: Advance warning of plans to merge Documentation theme with the default theme. We are especially interested to know which features of the Documentation theme you use and value the most.

The Space Jump macro inserts a link onto the page. When the reader clicks the link, they will jump to a page that has the same name in another space. You specify the space when you insert the Space Jump macro.

Example: We use the Space Jump macro to put a standard message at the top of our archive spaces, telling people that they're reading an old version of the documentation and letting them jump quickly to the same page in the latest documentation. See the words '**this page in the current documentation**' in the screenshot below.

Screenshot: One way of using the Space Jump macro



Using the Space Jump macro

To add the Space Jump macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Space	None	The space key that contains a page with the same page title that you want the link to jump to. Space keys are case-sensitive.
Alias	None	The text to display as the hyperlinked text. If you do not supply an alias, Confluence will display the page name.

Notes

What happens if there is no page with the same name in the target space?

For the space jump to work, the target space must contain a page with the same name as the page that renders the Space Jump macro. If the target space does not contain such a page, you will see a broken link. Confluence handles this in its usual manner: the link is coloured red. If you click the link, Confluence offers to create the page for you.

Can I use the Space Jump macro in any space?

Yes. You can use the Space Jump macro in any space, even if that space is not currently using the Documentation theme. Provided that the Documentation theme plugin and its components are installed and enabled on your Confluence site, the Space Jump macro is available in any space.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `spacejump`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="spacejump">
    <ac:parameter ac:name="alias">My Space</ac:parameter>
    <ac:parameter ac:name="space">
      <ri:space ri:space-key="SS"/>
    </ac:parameter>
  </ac:structured-macro>
```

Wiki markup example

```
{spacejump:alias=my link|space=ds}
```

Spaces List Macro

The Spaces List macro displays a list of spaces, similar to the list of spaces seen on the dashboard.

Using the Spaces List macro

To add the Spaces List macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Required?	Default	Description
Scope of spaces	no	all	The view from which spaces are listed. Available options are: • **all** – All spaces in the Confluence installation. • **category** – Spaces grouped according to space categories. • **favourite** – Spaces which you have added to your favourites list. • **new** – New spaces which have been created within the last 7 days. This parameter is unnamed in wikimarkup and storage format.
Width of List (`width`)	no	100%	The width of the spaces list, specified as a percentage (%) of the window width.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `spaces`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="spaces">
    <ac:parameter ac:name="width">80%</ac:parameter>
    <ac:parameter ac:name="">favourite</ac:parameter>
  </ac:structured-macro>
```

Wiki markup example

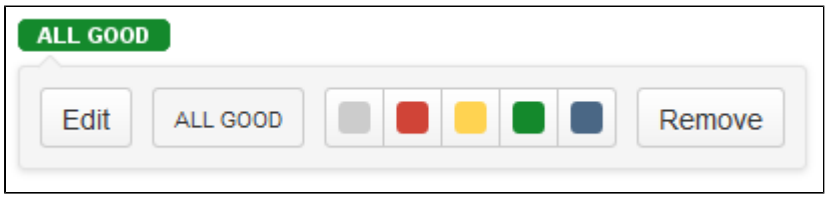
```
{spaces:favourite|width=80%}
```

Status Macro

The Status macro displays a coloured lozenge (a rounded box) that is useful for reporting project status. You can choose the colour of the lozenge and the text that appears inside the lozenge. The macro also displays its current status in the editor, and you can change the status directly in the editor.

ALL GOOD!

Screenshot: Click on the Status macro lozenge to change the status.



Using the Status macro

To add the Status macro to a page using the Macro Browser:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Colour (`colour`)	Grey	The colour of the lozenge. The following colours are available: **Grey** , **Red**, **Yellow**, **Green** and **Blue**.
Title (`title`)	The colour that you select.	The text that will appear inside the lozenge. If you do not specify any text, the title will be the colour of the lozenge, that is 'Grey', 'Red', 'Yellow', 'Green' or 'Blue'.
Use outline style (`subtle`)	False	The style of the lozenge and its border. The default style lozenge is a solid background colour with white text. The outline style lozenge is white with a coloured border and coloured text as shown here ALL GOOD!

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `status`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="status">
    <ac:parameter ac:name="colour">Green</ac:parameter>
    <ac:parameter ac:name="title">On track</ac:parameter>
    <ac:parameter ac:name="subtle">true</ac:parameter>
  </ac:structured-macro>
```

Wiki markup example

```
{status:colour=Green|title=On track|subtle=true}
```

Table of Contents Macro

The Table of Contents macro scans the headings on the current Confluence page to create a table of contents based on those headings. This helps readers find their way around lengthy pages, by summarising the content structure and providing links to headings.

Using the Table of Contents macro

Hint: For quick access from the editor toolbar, choose **Insert** > **Table of Contents**.

To add the Table of Contents macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Macro parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Output Type (`type`)	list	• **list** — produces a typical list-type table of contents. • **flat** — produces a horizontal menu-type series of links.
Display Section Numbering (`outline`)	clear	Select the check box to apply outline numbering to your headings, for example: 1.1, 1.2, 1.3.

List Style (`style`)	disc	Select the style of bullet point for each list item. You can use any valid CSS style. For example: • `none` — no list style is displayed • `circle` — the list style is a circle • `disc` — the list style is a filled circle. This is the typical bullet list, and is used for this example list. • `square` — the list style is a square • `decimal` — the list is numbered (1, 2, 3, 4, 5) • `lower-alpha` — the list is lower-case, alphabetised (a, b, c, d, e) • `lower-roman` — the list style is lower roman numerals (i, ii, iii, iv, v, vi) • `upper-roman` — the list style is upper roman numerals (I, II, III, IV, V, VI)
Heading Indent (`indent`)		Sets the indent for a **list** according to CSS quantities. Entering `10px` will successively indent heading groups by 10px. For example, level 1 headings will be indented 10px and level 2 headings will be indented an additional 10px.
Separator (`separator`)	brackets	This parameter applies to **flat** lists only. You can enter any of the following values: • `brackets` — Each item is enclosed by square brackets: [ ]. • `braces` — Each item is enclosed by braces: { }. • `parens` — Each item is enclosed by parentheses: ( ). • `pipe` — Each item is separated by a pipe: • *anything* — Each item is separated by the value you enter. You can enter any text as a separator, for example "***". If using a custom separator, be aware that text displays exactly as entered, with no additional white space to further separate the characters.
Minimum Heading Level (`minLevel`)	1	Select the highest heading level to start your TOC list. For example, entering 2 will include levels 2, and lower, headings, but will not include level 1 headings.
Maximum Heading Level (`maxLevel`)	7	Select the lowest heading level to include. For example, entering 2 will include levels 1 and 2, but will not include level 3 headings and below.
Include Headings (`include`)		Filter headings to include according to specific criteria. You can use wildcard characters. See Sun's Regex documentation for examples of constructing regular expression strings.
Exclude Headings (`exclude`)		Filter headings to enclude according to specific criteria. You can use wildcard characters. See Sun's Regex documentation for examples of constructing regular expression strings.
Printable (`printable`)	checked	By default, the TOC is set to print. If you clear the check box, the TOC will not be visible when you print the page.
CSS Class Name (`class`)		If you have custom TOC styles in your CSS style sheet, use this parameter to output the TOC inside `<div>` tags with the specified class attribute.
Absolute URL (`absoluteURL`)		By default, the links in the TOC are relative URLs pointing to the current page. If checked, the links in the TOC will be full URLs. This setting is useful when you are including a page with a Table of Contents in another page, and want to control where the links should take the user.

Examples

The examples below are based on this table of contents:

- Places
  - Favourite Places
  - Unknown Places
- Foods
  - Favourite Foods
  - Unknown Foods
- Things
  - Favourite Foods
  - Unknown Foods

Filtered Table of Contents

This example filters the headings to include those that contain 'Favourite', but excludes headings which end with 'Things'. The list is styled with Roman numerals.

Parameter	Value
List Style	`upper-roman`
Include Headings	`Favourite.*`
Exclude Headings	`.*Things`

The resulting table of contents is:

I. Favourite Places
II. Favourite Foods

Flat List

This example filters all headings to render a flat list of 'Unknowns' enclosed in square brackets (the default list style).

Parameter	Value
Output Type	**flat**
Maximum Heading Level	2
Include Headings	`Unknown.*`

The resulting table of contents is:

[Unknown Places] [Unknown Foods] [Unknown Foods]

Notes

- When you use a Table of Contents macro in a **template**, you will see an error when you preview the template itself. But the Table of Contents macro works on the pages that people create from the template – the table of contents shows up after they have saved the page. (This is probably because the

template is not defined as a page, and the Table of Contents macro works for pages only.)

- 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 use 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 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.

  ```
  <h2><a name="pagename-headingname"></a>Heading Name</h2>
  ```

  The syntax for the anchor name is the page name and heading name separated by a hyphen. Remove all spaces and convert all text to lower case. Convert all punctuation marks to their URL-encoded equivalent.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `toc`

Macro body: None.

Storage format example

This example shows a list-type table of contents.

```
<ac:structured-macro ac:name="toc">
    <ac:parameter ac:name="printable">true</ac:parameter>
    <ac:parameter ac:name="style">square</ac:parameter>
    <ac:parameter ac:name="maxLevel">2</ac:parameter>
    <ac:parameter ac:name="indent">5px</ac:parameter>
    <ac:parameter ac:name="minLevel">2</ac:parameter>
    <ac:parameter ac:name="class">bigpink</ac:parameter>
    <ac:parameter ac:name="exclude">[1//2]</ac:parameter>
    <ac:parameter ac:name="type">list</ac:parameter>
    <ac:parameter ac:name="outline">true</ac:parameter>
    <ac:parameter ac:name="include">.*</ac:parameter>
  </ac:structured-macro>
```

This example shows a flat table of contents.

```
<ac:structured-macro ac:name="toc">
    <ac:parameter ac:name="maxLevel">2</ac:parameter>
    <ac:parameter ac:name="minLevel">2</ac:parameter>
    <ac:parameter ac:name="class">bigpink</ac:parameter>
    <ac:parameter ac:name="exclude">[1//2]</ac:parameter>
    <ac:parameter ac:name="type">flat</ac:parameter>
    <ac:parameter ac:name="outline">true</ac:parameter>
    <ac:parameter ac:name="separator">pipe</ac:parameter>
    <ac:parameter ac:name="include">.*</ac:parameter>
  </ac:structured-macro>
```

Wiki markup example

This example shows a list-type table of contents.

```
{toc:printable=true|style=square|maxLevel=2|indent=5px|minLevel=2|class=bigpink|exc
lude=[1//2]|type=list|outline=true|include=.*}
```

This example shows a flat table of contents.

```
{toc:printable=true|maxLevel=2|minLevel=2|class=bigpink|exclude=[1//2]|type=flat|ou
tline=true|separator=pipe|include=.*}
```

Table of Content Zone Macro

You can use the Table of Content Zone macro to mark out a section (zone) within the page from which to create a table of contents. You can style the headings as a flat list, and place the list of links at the top and bottom of the section or page, to provide navigation bars similar to web navigation.

Using the Table of Content Zone macro

To add the Table of Content Zone macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
location (`location`)	both	Specifies where in the zone the output list is displayed: **top**, **bottom**, or **both**, which encloses the page zone content.
Output Type (`type`)	list	Specifies the layout for the table of contents: • **list** – produces a vertical list, typical of a TOC. • **flat** – produces a horizontal menu-type series of links, for example: [Heading 1] [Heading 2] [Heading 3].
Display Section Numbering (`outline`)	false	Select to apply outline numbering to your headings, for example: 1.1, 1.2, 1.3.

List Style (`style`)	none	Specifies the style of bullet point for each list item. You can use any valid CSS style. For example: • `none` — no list style is displayed • `circle` --- the list style is a circle • `disc` — the list style is a filled circle. This is the typical bullet list, and is the one we're using for this example list • `square` — the list style is a square • `decimal` — the list is numbered (1, 2, 3, 4, 5) • `lower-alpha` — the list is lower-case, alphabetised (a, b, c, d, e) • `lower-roman` — the list style is lower roman numerals (i, ii, iii, iv, v, vi) • `upper-roman` — the list style is upper roman numerals (I, II, III, IV, V, VI)
Heading Indent (`indent`)		Sets the indent for a **list** output type, according to CSS quantities. Entering "10px" will successively indent list heading levels by 10px. For example, h1 headings will be indented 10px and h2 headings will be indented an additional 10px.
Separator (`separator`)	brackets	Only applies to the **flat** output type**.** Specifies the display style of the links. You can enter any of the following values: • `brackets` — Each item is enclosed by square brackets: [ ]. • `braces` — Each item is enclosed by braces: { }. • `parens` — Each item is enclosed by parentheses: ( ). • `pipe` — Each item is separated by a pipe: • *anything* — Each is separated by the value you enter. You can enter any text as a separator, for example **'***'**. If using a custom separator, be aware that text displays exactly as entered, with no additional white space to further separate the characters.
Minimum Heading Level (`minLevel`)	1	Select the largest heading level to start your TOC list. For example, 2 will list h2, h3, and h4 headings, but will not include h1 headings.
Max Heading Level (`maxLevel`)	7	Select the smallest heading level to include in the TOC. For example, 2 will list h1 and h2, but will not include h3 and below.
Include Headings (`include`)		Filter the included headings according to specific criteria. You can use wildcard characters. See Sun's Regex documentation for examples of constructing regular expression strings.
Exclude Headings (`exclude`)		Exclude headings according to specific criteria. You can use wildcard characters. See Sun's Regex documentation for examples of constructing regular expression strings.
Printable (`printable`)	true	By default, the TOC is set to print. If you clear this parameter, the TOC will not be visible when you print the page.
CSS Class Name (`class`)		If you have a custom TOC in your CSS style sheet, you can use this parameter to output the TOC with the specified "class" attribute.

Examples

The examples are based on a page with the following headings:

- Places
  - Favourite Places
  - Unknown Places
- Foods
  - Favourite Foods
  - Unknown Foods
- Things
  - Favourite Foods
  - Unknown Foods

Filtered Table of Contents

This example will filter all headings to include those that contain "Favourite", but will exclude any heading which ends with the word "Things". The list is styled with upper-case Roman numerals.

Parameter	Value
Output Type	**list**
List Style	`upper-roman`
Include Headings	`Favourite.*`
Exclude Headings	`.*Things`

Screenshot: Filtered TOC 'zone' headings

I. Favourite Places
II. Favourite Foods

Flat List

This example will filter all headings to render a flat list of "Unknowns" enclosed in square brackets.

Parameter	Value
Output Type	**flat**
Separator	brackets
Max Heading Level	2
Include Headings	`Unknown.*`

Screenshot: Filtered TOC 'zone' headings displayed as a flat list

[Unknown Places] [Unknown Foods] [Unknown Foods]

Notes

- Due to an outstanding issue in the Table of Content 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 Content Zone macro occurs only after the page is saved.
- Using HTML heading markup with the Table of Content Zone macro — The Table of Content Zone macro cannot handle HTML heading markup on its own. Hence, if you used the HTML and HTML Include macro

s to render HTML heading markup in a Confluence page, the Table of Content 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 Content Zone macro will incorporate these headings into your contents list.

```
<h2><a name="pagename-headingname"></a>Heading Name</h2>
```

The syntax for the anchor name is the page name and heading name separated by a hyphen. Remove all spaces and convert all text to lower case. Convert all punctuation marks to their URL-encoded equivalent.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `toc-zone`

Macro body: Accepts rich text.

Storage format example

```
<ac:structured-macro ac:name="toc-zone">
  <ac:parameter ac:name="printable">false</ac:parameter>
  <ac:parameter ac:name="maxLevel">2</ac:parameter>
  <ac:parameter ac:name="minLevel">2</ac:parameter>
  <ac:parameter ac:name="location">top</ac:parameter>
  <ac:parameter ac:name="type">flat</ac:parameter>
  <ac:parameter ac:name="outline">true</ac:parameter>
  <ac:parameter ac:name="separator">pipe</ac:parameter>
  <ac:rich-text-body>
    <p>Only headings within this block are included in the table of contents.</p>
  </ac:rich-text-body>
</ac:structured-macro>
```

Wiki markup example

```
{toc-zone:printable=false|maxLevel=2|minLevel=2|location=top|type=flat|outline=true
|separator=pipe}
Only headings within this block are included in the table of contents.
{toc-zone}
```

Tip Macro

Using the Tip macro, you can highlight a helpful tip on a Confluence page. The macro creates a green-coloured box surrounding your text as shown below.

> **Tip Macro Example**
> This text is displayed inside the tip macro.

Using the Tip macro

To add the Tip macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Optional Title (`title`)	none	The title of the tip. If specified, it will be displayed in bold next to the icon.
Show Tip Icon (`icon`)	true	If cleared, the icon will not be displayed.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `tip`

Macro body: Accepts rich text.

Storage Format example

```
<ac:structured-macro ac:name="tip">
  <ac:parameter ac:name="icon">false</ac:parameter>
  <ac:parameter ac:name="title">My title</ac:parameter>
  <ac:rich-text-body>

<p>This is my hint.</p>
  </ac:rich-text-body>
</ac:structured-macro>
```

Wiki markup example

```
{tip:icon=false|title=My title}
This is my hint.
{tip}
```

User List Macro

The User List macro displays a list of Confluence users, based on their group membership. The macro can also indicate when users are online or offline.

Using the User List macro

To add the User List macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Group(s) (`groups`)	none	Specify the group name. Specify multiple groups separated by a comma, or use * to show all users in Confluence.
Display Online/Offline Users (`online`)	All registered users	List online or offline users. Leave blank to show all users, irrespective of status. Accepted values: • Unspecified – The macro will show all registered users. • `true` – The macro will show only online users. • `false` – The macro will show only offline users. See below for information on how to configure this macro to display online / offline users.

Configuring the User List macro

In order to use the **Display Online / Offline Users** parameter to indicate whether users are currently logged in to Confluence, you will need to enable the User Log In Listener component in the add-on that provides this macro. You'll need Confluence Administrator permissions to do this.

To enable the Display Online/Offline Users filter in the User List macro:

1. Go to > **Add-ons**
2. Select **System** from the drop down and search for the **User Lister** add-on
3. Expand the add-on and enable the **User Log In Listener** module.
4. Restart Confluence for the change to take effect.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `userlister`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="userlister">
    <ac:parameter ac:name="groups">confluence-users</ac:parameter>
    <ac:parameter ac:name="online">false</ac:parameter>
  </ac:structured-macro>
```

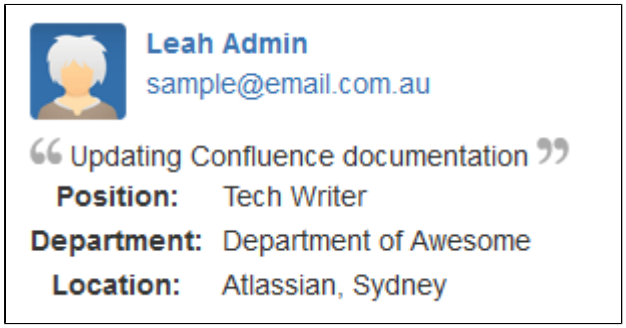
Wiki markup example

```
{userlister:groups=confluence-users|online=false}
```

User Profile Macro

The User Profile macro displays a short summary of a given Confluence user's profile. This is the same summary that appears in a Hover Profile, which appears whenever you mouse over a user's name in the Confluence interface.

Screenshot: Example of the User Profile macro



Using the User Profile macro

To add the User Profile macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Username (`user`)	none	The username of the Confluence user whose profile summary you wish to show.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `profile`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="profile">
  <ac:parameter ac:name="user">
    <ri:user ri:userkey="12345678912345678912345678912345"/>
  </ac:parameter>
</ac:structured-macro>
```

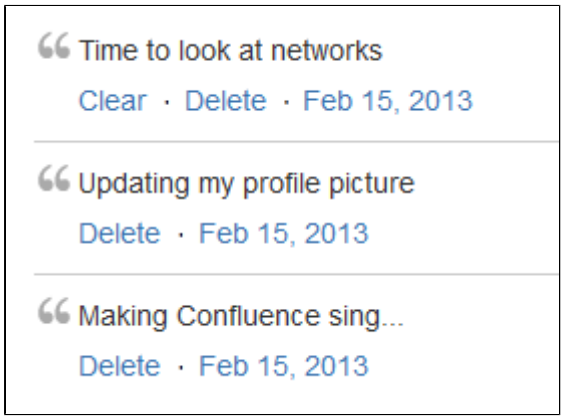
Wiki markup example

```
{profile:user=admin}
```

User Status List Macro

The User Status List macro displays a history of a given Confluence user's status updates. This is the same history that appears in the user's Status Updates view.

Screenshot: Example output of the User Status List macro



Using the User Status List macro

To add the User Status List macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description

Username (`username`)	none	The username of the Confluence user whose history of status updates you wish to show.

Notes

Hint: If you wish to list status updates made by more than one user, you can use the Recently Updated macro with the following parameter values:

- **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.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `status-list`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="status-list">
  <ac:parameter ac:name="username">
    <ri:user ri:userkey="12345678912345678912345678912345"/>
  </ac:parameter>
</ac:structured-macro>
```

Wiki markup example

```
{status-list:username=admin}
```

View File Macro

The View File macros allow you to embed an Office or PDF document on a page. First attach the document to a page and then use one of the View File macros to display the document's content.

When people view the page, they will see the content of the Office or PDF document. They do not need to have Office installed in order to see the content of the file.

For a full list of Office Connector prerequisites and limitations, please refer to:

- Office Connector Prerequisites
- Office Connector Limitations and Known Issue

Displaying an Office or PDF Document in Confluence

To display an Office or PDF document in a page, use one of the following View File macros in the macro browser:

- Office Excel
- Office PowerPoint
- Office Word
- PDF

To add one of the View File macros to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters for the Office and PDF macros

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Macro	Parameter	Default	Description
All View File macros	**Page Name**	The page which contains the macro	Enter a page name, if you wish to display a document which is attached to another Confluence page.
	File Name	none	The file name of the Office or PDF document to be displayed. The document must be attached to a page on your Confluence site.
Office Excel	**Show Grid?**	true	Select to show grid lines around each cell of the Excel spreadsheet. Clear to hide these grid lines.
	Worksheet Name	Last worksheet viewed in the spreadsheet	The name of the worksheet that you want displayed.
	Last Row	Last row with content	The number of the last row you want displayed, starting from '0' as the first row.
	Last Column	Last column with content	The number of the last column you want displayed, starting from '0' as the first column. **Hint for reducing the size of the spreadsheet:** Use the **Last Column** and **Last Row** parameters to reduce the size of the spreadsheet displayed on the wiki page. This is especially useful to prevent the display from showing empty cells. This will also help to prevent 'out of memory' errors.
Office PowerPoint	**Height**		Specify the height of the display, in pixels (default) or as a percentage of the window's height.
	Slide Number	none	Specify the number of the slide that you want displayed on the Confluence page, where the first slide is numbered zero. Instead of a slide show, the page will display just the single slide, represented as a JPEG image. If not specified, all slides display as a slideshow.
	Width		Specify the width of the display, in pixels (default) or as a percentage of the window's width.

Editing an Office document

You can launch your Office application and edit Office documents displaying in the view file macros directly from your Confluence page.

- **Word** and **Excel** - choose the **Edit Document** link above the content

- **PowerPoint** - choose the edit icon on the viewer.

You will find more information and other methods for editing attached Office documents in Editing Office Files.

Troubleshooting

Problems? Please refer to our guide to the Office Connector limitations and known issues.

Code examples

Refer to the page for each macro to see storage format and wikimarkup examples.

- Office Excel Macro
- Office PowerPoint Macro
- Office Word Macro
- PDF Macro

Warning Macro

The Warning macro is useful for highlighting a warning on a Confluence page. The macro creates a red-coloured box surrounding your text as shown below.

> **Example of a Warning Macro**
> This text appears inside the Warning macro.

Using the Warning macro

To add the Warning macro to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Default	Description
Optional Title (`title`)	none	The title of the warning note. If specified, will be displayed in bold next to the icon.
Show Warning Icon (`icon`)	true	If "false", the icon will not be displayed.

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `warning`

Macro body: Accepts rich text.

Storage format example

```
<ac:structured-macro ac:name="warning">
  <ac:parameter ac:name="icon">false</ac:parameter>
  <ac:parameter ac:name="title">This is my title</ac:parameter>
  <ac:rich-text-body>

<p>This is <em>important</em> information.</p>
  </ac:rich-text-body>
</ac:structured-macro>
```

Wiki markup example

```
{warning:icon=false|title=This is my title}
This is _important_ information.
{warning}
```

Widget Connector Macro

The Widget macro, or Widget Connector, allows you to embed certain multimedia content from other web sites into your Confluence page.

It supports the following content:

- Gadgets and other widgets: Google Gadgets, Widgetbox.
- Videos: YouTube, MySpace 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. **Note:** The integration with Google Docs is currently broken. Please refer to CONF-24927 for details of the issue .
- Calendars: Google Calendar.
- Forms and online databases: Wufoo HTML Form Builder and Wufoo Reports.
- Support and customer satisfaction: Get Satisfaction.

There are live examples of many of these on the widget examples page. If you wish to extend the functionality of this plugin, please see Extending the Widget Connector.

On this page:

Related pages:

- Working with Macros
- Confluence User's Guide

Using the Widget Connector

To add the Widget Connector to a page:

1. In the Confluence editor, choose **Insert** > **Other Macros**.
2. Find and select the required macro.

Speeding up macro entry with autocomplete: Type { and the beginning of the macro name, to see a list of suggested macros. Details are in Using Autocomplete.

To edit an existing macro: Click the macro placeholder and choose **Edit**. A macro dialog window will open, where you can edit the parameters of the macro.

Parameters

Parameters are options that you can set to control the content or format of the macro output. Where the parameter name used in Confluence storage format or wikimarkup is different to the label used in the macro browser, it will be listed below in brackets (`example`).

Parameter	Description
Web Site's Widget URL (`url`)	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`)	Specify the height of the display, in pixels.
Pixel Width (Value Only) (`width`)	Specify the width of the display, in pixels.

Examples of macro sources

Google Gadgets

You 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:

```
http://www.google.com/ig/directory?synd=open&num=24&url=http://abowman.googlepages.com/spider.xml&output=html
```

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:

```
http://www.google.com/ig/adde?synd=open&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 **Copy**.
5. Copy the URL from your browser's address bar. The URL looks something like this one:

```
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 on YouTube. Choose **Share**.
4. Choose **Options**, located under the video's URL.
5. Choose **Long link**, then copy the long URL. It looks something like this:

```
http://au.youtube.com/watch?v=-dnL00TdmLY
```

Note: You must use the long YouTube URL. The shortened URL (like this one: `http://www.youtu.be/<video_key>`) does not work in the widget connector. If you are unable to view the video in some browsers, use https: rather than http in your link.

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:

```
http://vids.myspace.com/index.cfm?fuseaction=vids.individual&videoid=3376248&searchid=20c789f6-1ae9-459a-bfec-75efcfc2847c
```

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:

```
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.

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:

```
http://www.dailymotion.com/user/spacevidcast/video/x7zevj_spacevidcast-2009-pr
omo-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.

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:

```
http://app.episodic.com/shows/13/episodes/493
```

2. Paste the URL into the **Web Site's Widget URL** box in the Macro Browser.

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:

```
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:

```
http://www.metacafe.com/watch/679493/wikis_in_plain_english_how_to/
```

blip.tv

This integration is currently broken. Please refer to CONF-27266 for details of the issue.

Viddler

This integration is currently broken. Please refer to CONF-27267 for details of the issue.

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 URL displays a slide show of Flickr photos that are tagged with the word 'Atlassian' http://www.flickr.com/photos/tags/atlassian/
Flickr Photos from a Specific User

This URL displays a slide show of photos from the Flickr photostream of user 'Atlassian': http://www.flickr.com/photos/atlassian/
Flickr Photos from a Specific Set

This URL displays a slide show of Flickr photos from the set 'Melbourne Cup - November 2008' created by user 'Atlassian': http://www.flickr.com/photos/atlassian/sets/72157608657271078/
A Specific Flickr Photo

This URL displays a slide show of photos from the Flickr photostream of the user 'Atlassian', starting with a specific photo: 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:

```
http://skitch.com/atlassian/411g/example-image
```

Note: Skitch is now integrated with Evernote, as described in this blog post from *The Next Web*: Evernote is bringing Skitch into its core service, Skitch.com will be archived. As a result, private images on Skitch.com are no longer accessible and will not work in the Confluence widget connector. Existing public images on Skitch.com will remain available.

Twitter

Note: Due to a recent change to the Twitter API, the process for displaying Tweets has changed. The following instructions relate to v 2.1.6 of the Widget Connector plugin. Earlier versions of the Widget Connector no longer display tweets correctly.

To embed a single tweet:

1. In Twitter, navigate to the tweet you wish to embed and choose **Details** to display just that tweet in your browser.
2. Copy the page URL (the URL should be in the following format, `https://twitter.com/atlassian/status/346976521250037760`).
3. In Confluence, paste the URL into the Widget Connector.
4. The single tweet will display, like the one below.

To embed a dynamic list of tweets:

1. In Twitter, create a **Widget** (go to **Settings** > **Widgets**).
2. Configure the widget to display the tweets you wish to embed (for example, a user timeline, list of tweets or hashtag search).
3. Save the widget, then copy the page URL (the URL should be in the following format, `https://twitter.com/settings/widgets/354381809263472640/edit`)
4. In Confluence, paste the URL into the Widget Connector.
5. The list of tweets will display, like the one below.

FriendFeed

To display the latest messages from a FriendFeed user, add the user's FriendFeed link as the URL in the Widget macro. For example:

BackType

To display the latest blog or website comments from a BackType user, add the user's BackType widget link as the URL in the Widget macro. For example:

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:

```
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:

```
http://app.sliderocket.com/app/FullPlayer.aspx?id=132f9db7-b0fb-4f51-b974-3665
2774971b
```

3. Paste the URL into the Widget macro code on your Confluence page.

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:

```
http://www.scribd.com/doc/5683554/My-Sea-Friends-Coloring-Book
```

4. Paste the URL into the Widget macro code on your Confluence page.

Google Docs Presentations

This integration is currently broken. Please refer to CONF-24927 for details of the issue.

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:

```
http://www.google.com/calendar/embed?src=somebody%40example.com&ctz=Australia/
Sydney
```

5. Paste the URL into the Widget macro code on your Confluence page.

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:

```
http://examples.wufoo.com/forms/contact-form/
```

Wufoo Reports

To display a Wufoo Report built using the Wufoo Report Manager, add the report's link as a URL to the Widget Macro. For example:

```
http://examples.wufoo.com/reports/example-satisfaction-survey-report/
```

Get Satisfaction social support application

To display a feedback form for a Get Satisfaction community, add the community or company link as a URL to the Widget Macro. For example:

```
http://getsatisfaction.com/atlassian
```

Troubleshooting

If the URL given in the Widget Connector macro does not work, the macro displays an icon and the base URL.

For example, the following code:

```
http://example.com/invalid
```

will result in an image like the one below:

example.com

Code examples

The following examples are provided for advanced users who want to inspect or edit the underlying markup for a Confluence page.

Macro name: `widget`

Macro body: None.

Storage format example

```
<ac:structured-macro ac:name="widget">
    <ac:parameter ac:name="height">480</ac:parameter>
    <ac:parameter ac:name="width">640</ac:parameter>
    <ac:parameter ac:name="url">
      <ri:url ri:value="http://youtube.com/watch?v=23pLByj_q5U"/>
    </ac:parameter>
  </ac:structured-macro>
```

Wiki markup example

```
{widget:height=400|width=400|url=http://www.google.com/ig/directory?synd=open&num=2
4&url=http://www.gadzi.com/gadgets/monkey.xml&output=html}
```

Widget Connector Examples

This page contains working examples of some 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. For detailed usage, see Widget Connector Macro.

Flickr

```
http://www.flickr.com/photos/tags/atlassian
```

```
http://www.flickr.com/photos/atlassian/
```

```
http://www.flickr.com/photos/atlassian/sets/72157608657271078/
```

```
http://www.flickr.com/photos/atlassian/3003538919/
```

On this page:

Related pages:

- Widget Connector Macro
- Working with Macros
- Confluence User's Guide

Google Docs

This integration is currently broken. Please refer to CONF-24927 for details of the issue.

YouTube

```
http://au.youtube.com/watch?v=-dnL00TdmLY
```

Note: You must use the long YouTube URL, available under **Share** > **Options**. For detailed instructions, see the user's guide to the widget macro.

MySpace

```
http://www.myspace.com/video/theflynn/glacier-creek-confluence-time-lapse/3376248
```

Vimeo


```
http://www.vimeo.com/909808
```

BlipTV

This integration is currently broken. Please refer to CONF-27266 for details of the issue.

Viddler

This integration is currently broken. Please refer to CONF-27267 for details of the issue.

Skitch

Skitch is now integrated with Evernote, as described in this blog post from *The Next Web*: Evernote is bringing Skitch into its core service, Skitch.com will be archived. As a result, private images on Skitch.com are no longer accessible and will not work in the Confluence widget connector. Existing public images on Skitch.com will remain available.

Twitter

twitter.com

```
http://twitter.com/mcannonbrookes
```

search.twitter.com

```
http://search.twitter.com/search?q=AtlassianDragons
```

FriendFeed

```
http://friendfeed.com/myname
```

SlideShare


```
http://www.slideshare.net/jleyser/using-jira-greenhopper-for-agile-development-pres
entation
```

SlideRocket

```
http://app.sliderocket.com/app/FullPlayer.aspx?id=132f9db7-b0fb-4f51-b974-366527749
71b
```

Scribd

```
http://www.scribd.com/doc/28967704/How-did-Shakespeare-change-the-English-language|
height=600px
```

Wufoo

```
http://examples.wufoo.com/forms/contact-form/
```

Example of widget error message

This is an example of the error message you will see, if the Widget connector cannot find the URL or service specified.

example.com

```
http://example.com/invalid
```

Working with Files

Share your team's PDFs, Office documents, images, and more in one place by uploading your files to Confluence. Automatic versioning, instant previews, permissions, and full-text search, means shared network drives can be a thing of the past for your team.

When you upload a file it is *attached* to the current page or blog post. This is why files are often referred to as *attachments* in Confluence.

You can attach anything from project plans and design mockups to video and audio files. You and your colleagues can also collaborate by commenting on files displayed on Confluence pages.

On this page:

Related pages:

- Configuring Attachment Size
- Configuring your Attachment Storage

Using Files

Permissions

The 'Add Attachment' and 'Delete Attachment' permissions are used to control who can upload and delete attachments in a space.

Users with 'Add Page' or 'Add Blog' permissions can insert existing attachments to their pages, but not upload new attachments unless they also have the 'Add Attachment' permission.

There is no permission that controls downloading attachments. See our knowledge base article about disabling the download of attachments if you need to do this.

Displaying Files and Images

Files can be displayed on a page as a thumbnail, a link or embedded using a macro. There are a few different ways to Upload Files.

How files are displayed depends on the type of file you uploaded.

Displaying images

Add interest to your pages by adding images. You can display all common image types including .jpeg, .png, .gif and .bmp (depending on browser support).

Inserting an image

There's a few ways you can insert an image into your page:

- Go to **Insert** > **Files and Images** on the editor toolbar and then either upload some files or select existing files, or
- Drag the image file directly into the editor, or
- Type ! and choose an attached image from the autocomplete drop down.

Inserting an image attached to a different page

You can display an image that is attached to a different page of the same Confluence site, if you know the name of the image.

To display an image attached to a different page:

1. Go to **Insert** > **Files and Images** and choose the **Search on other pages**.
2. Enter the name of the image.
3. Choose whether to search the current space or **All Spaces** and choose **Search**.
4. Select the required image from the search results and choose **Insert**.

Alternatively, you can cut and paste the image from another page (the image will still be attached to the original page).

Inserting an image from the web

You can display an image from a remote web page on your Confluence page, without needing to attach it to your page. You need to know the URL for the image, not for the web page it appears on.

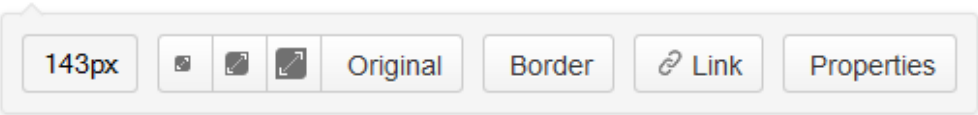
To display an image located on a web page:

1. While editing the page, position the cursor where you want to place the image.
2. Choose **Insert** > **Files and Images** and choose **Images from the web**.
3. Enter a URL for the image. (example: http://atlassian.wpengine.netdna-cdn.com/wp-content/uploads/AtlassianBushRegeneration-12January2012-083-trunc.jpg
4. Choose **Preview** to check that the URL and image are correct.
5. Choose **Insert**.

Alternatively, you can simply copy and paste the image from a web page.

Changing the image appearance

When editing the page, select the image to show the image properties panel. The panel allows you to set the display size, add a border and effects and link the image to other pages.



From the image properties panel you can:

- Choose a **preset size** for the image
- Enter a **width** for the image (between 16px and 900px)
- Add a **border** around the image
- **Link** the image to a page or URL
- **Align** the image (you can use the left and right align buttons to make the text wrap around the image too)
- Add a title, which is shown when you hover over the image (go to **Properties** > **Title**)
- Add alt text, which is used by screen readers and when the image can't be shown (go to **Properties** > **Title**)
- Add **effects** to the image such as drop shadow or snapshot (go to **Properties** > **Effects**).

To add a caption to an image using the Instant Camera effect:

- Choose **Effects** in the image properties panel and choose the **Instant Camera** image effect.
- Save the page.
- Go to ••• > **Attachments** to go to the 'Attachments' view of the page.
- Choose **Properties** next to the image file.
- Add a **comment** to the attachment. The text in your comment will appear as the image caption.

You will need to re-enter the comment each time you upload a new version of the image.

Note: The Instant Camera effect only works with Latin character languages, due to a lack of handwriting style fonts in multi-byte languages.

Deleting images

If you delete an image on a page, the attached file will not be deleted from the page. Go to ••• > **Attachments** to delete the attachment completely from the page.

Seeing an 'unknown attachment' placeholder on your page? This means that the attached file has been deleted from the page (or another page).

Previewing images and PDFs

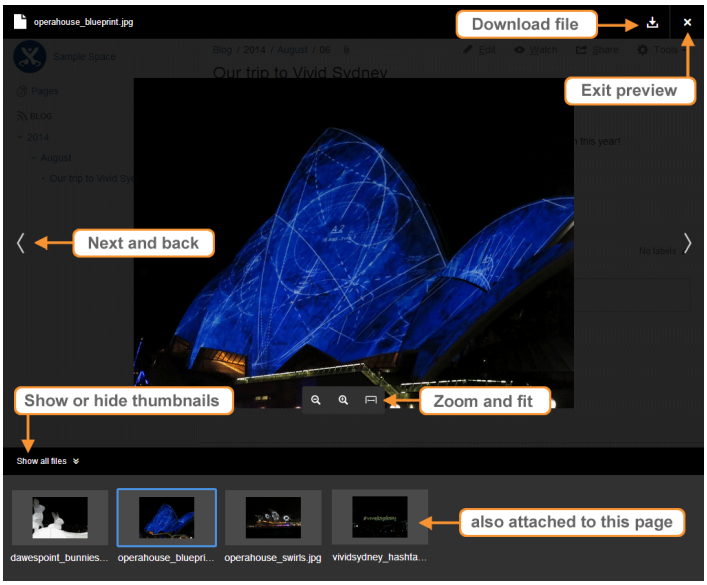
Click an image or PDF link when viewing a page to launch the preview.

The preview includes images from the web that are displayed on the page, or images and PDFs that are attached to the page (even if they are not currently displayed on the page).

In the preview you can:

- Download the image file.
- Upload a new version of the file.

- Comment on the file.
- Zoom in, out or fit the image to the width of your browser.
- Browse like a slideshow using the next and back buttons.
- See other files attached to the page and select a thumbnail to preview that file.



Note: Internet Explorer 9 may preview PDF files in low quality. You can download the file to view the original version.

Displaying multimedia files

You can display multimedia files (such as video, audio and animation) that are attached to your page using the Multimedia Macro.

Display online multimedia (such as YouTube or Vimeo videos) using the Widget Connector Macro.

Displaying Office files and PDFs

Inserting a file in a page is a great way to make useful documents, spreadsheets, presentations and other files available to your team.

There are a several ways you can display an office or PDF file on a page:

- as a link - people can click the link and download the file.
- as a thumbnail - people can click the thumbnail to preview (Office and PDFs) or download the file (other file types).
- embedded in the page - people can view the content of the file without leaving the page.

Displaying a file as a thumbnail or a link

In the editor go to **Insert** > **Files** and select a file to insert. The file will appear on your page as a thumbnail.

Click the thumbnail to resize it or to switch to showing the file as a link.

Embedding a file in the page

You can embed PDFs, presentations, spreadsheets and other Office documents into your page using a View File macro.

Drag a PDF or Office file into the editor to automatically upload it and embed it into the page.

See View File Macro to find out more.

Displaying other file types

Other file types can be uploaded and displayed on the page as a link or with a placeholder thumbnail.

Displaying a list of files on a page

There are several ways you can display a list of files on a page. You can:

- Use the Attachments Macro to show files attached to the current page.
- Use the Space Attachments Macro to show all files in a space.
- Use the Gallery Macro to show thumbnails of images attached to a page.

You can also use the File List blueprint for uploading, viewing and managing lists of files.

Notes

Image effects

Displaying image effects can be resource intensive. Confluence limits the threads that are dedicated to displaying image effects so that it does not impact your whole instance. If a thread is not available, Confluence will display the image without the effect.

The following knowledge base article provides information if you need to adjust the number of threads - Image effects are not displayed in Confluence 5.5 or later.

Uploading Files

When you upload a file, such as an image or document, it will be attached to the current page.

You can then choose to display the file on the page as a link, an image or embed it in the page (using a macro).

To upload a file you'll need the 'Add Attachments' space permission.

On this page:

Related pages:

- Working with Files
- Configuring Attachment Size
- Displaying Files and Images
- Managing Files

Uploading a file

There are many ways to attach a file to a page.

In the editor you can:

- Drag the file directly onto the page.
- Go to **Insert** > **Files and images** and upload a file.

When viewing a page you can:

- Drag the file directly onto the page.
- Go to ••• > **Attachments** and upload a file.

You can attach multiple files at a time.

Accepted file types

Confluence allows you to attach most file types, but you cannot attach a folder of files (including folders created by applications like Keynote - you'll need to export your presentation to zip or other format).

Although just about any file type can be attached to a page, not all file types can be displayed on or embedded in a page. See Displaying Files and Images to find out more.

File versions

If you upload a file with the same name as an existing attachment on the same page, Confluence will overwrite the existing attachment. Version history is kept for all attachments. See Managing Files to find out more.

Any changes you make to the source file will not affect the copy that was uploaded to Confluence. To update the Confluence copy, you need to upload the new version of the file.

Notes

⚠ We recommend you don't use special characters in page or attachment names, as the page or attachment may not be found by Confluence search, and may cause some Confluence functions to behave unexpectedly.

Managing Files

Files are attached to Confluence pages. See Uploading Files to find out about attaching files to pages.

Once attached you can download, delete and edit these files, for example if you need to upload a new version of the file, or change the page it is attached to.

On this page:

Related pages:

- Working with Files
- Displaying Files and Images

Download attached files

Any user with permission to view a page can also download any files attached to that page.

To download an individual file:

- Click the **Download** button in the file preview, or
- Go to ••• > **Attachments**
- and then right click on the file name and save the link.

To download all files attached to a page as a zip file:

1. Go to ••• > **Attachments**
2. Click **Download All**.

There's no option to download all attachments in a space.

Delete an attached file

You'll need the 'Delete Attachment' space permission to delete an attached file.

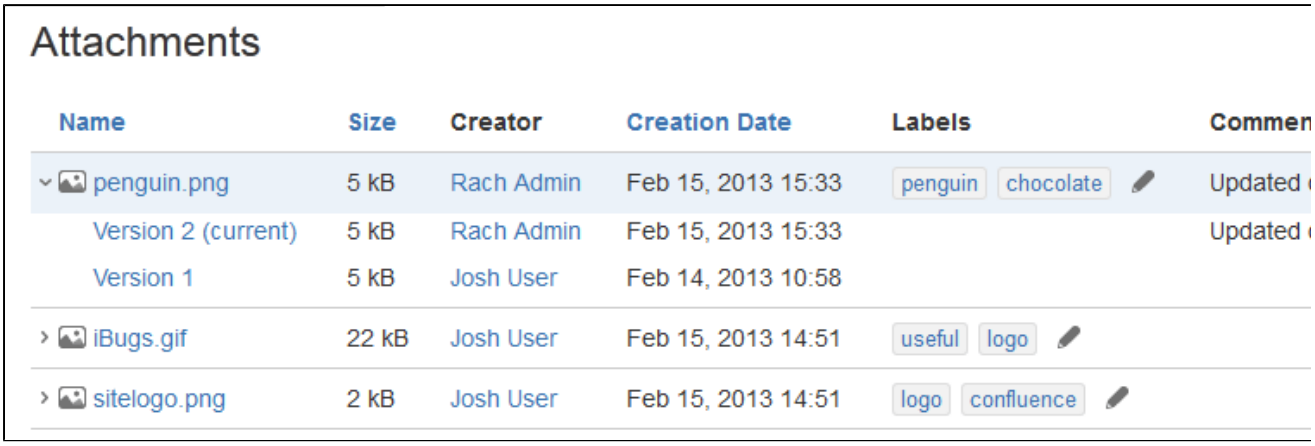
To delete all versions of an attached file:

1. Go to the page that contains the attachment.
2. Go to ••• > **Attachments**
3. Choose **Delete** next to the attachment you want to delete.
4. Choose **Delete** to confirm your action.

Space Admins can also delete a specific versions of an attachment:

1. Go to ••• > **Attachments**
2. Click the expand arrow next to the attachment name to see the list of attachment versions
3. Choose **Delete** next to the version you want to delete.

Screenshot: Attachments and attachment versions



Upload a new version of an attached file

There are two ways up upload a new version of an attached file. You can:

- Upload a file with the same file name to the page.
- Use the **Upload a new version** button in the file preview to upload a file with a different name (for images and PDFs only).

To view attachment versions:

- Go to ••• > **Attachments**
- Click the expand arrow next to the attachment name.

All earlier versions of the file will appear.

You can't revert to an earlier version of the file, but you can choose to remove earlier versions if you have Space Administrator permissions.

Move a file to another page

You'll need the 'Add Page', 'Add Attachment' and 'Remove Attachment' space permissions to move an attached file to another page.

To change the page that a file is attached to:

- Go to ••• > **Attachments**
- Choose **Properties** next to the attachment you want to move.
- Enter the name of the page you want to move the attachment to (for example `My Destination Page)`.
- Choose **Save**.

If you want to move the file to a page in another space, add the space key before the page name (for example DOC:My Destination Page).

Edit properties of an attached file

You'll need the 'Add Attachment' permission in the space to edit the file properties.

To edit the properties of an attached file:

- Go to ••• > **Attachments**
- Click **Properties** beside the attachment you want to edit.

You can:

- change the file name
- add a comment (used in the version list and also by the Snapshot image effect)
- change the MIME type
- move move the attachment to another page
- add a label.

Changing the MIME type may cause your file to display incorrectly.

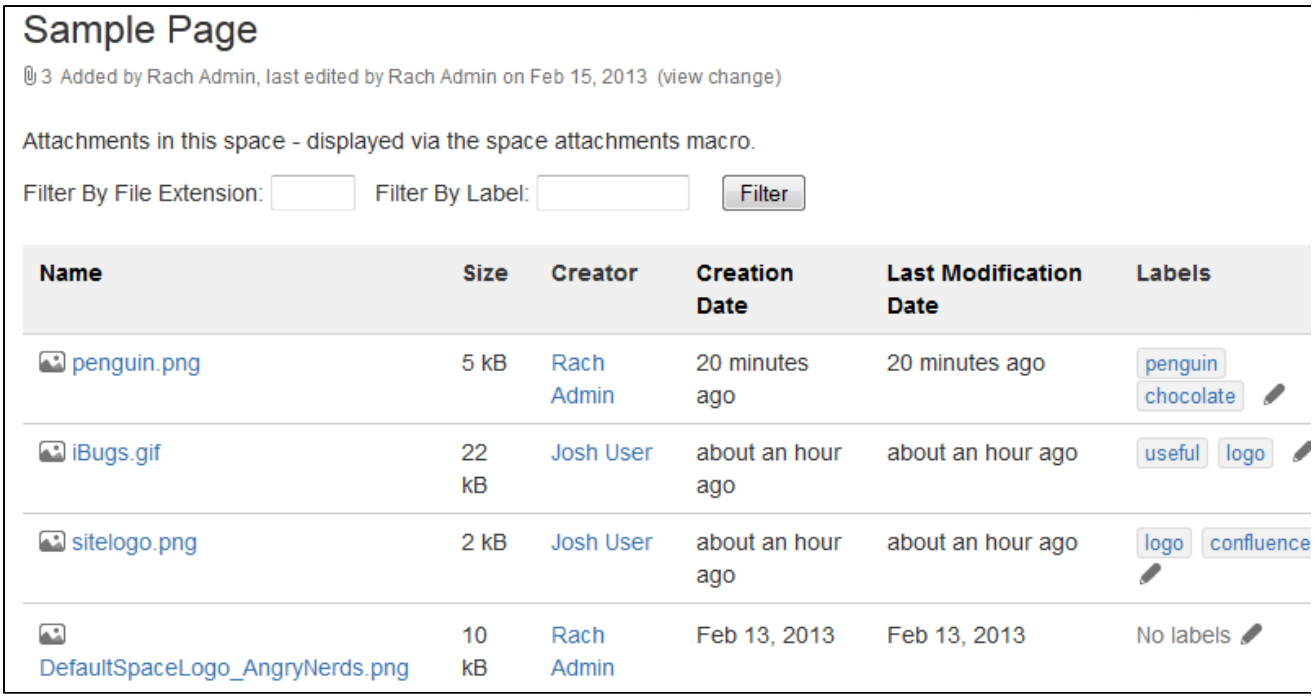
View all attached files in a space

There are two ways you can view all files in a space. You can:

- Use the Space Attachments macro to display the list of files on a page.
- Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar Then choose **Attachments**.
  If your space uses the Documentation theme go to **Browse** > **Space Operations** > **Attachments**.

You can use the filters to only show files with a particular label or file extension.

Screenshot: Space attachments macro



Collaborating on Files

Collaboration doesn't just happen on pages. Often you'll need to collaborate with your team on documents, presentations, images and spreadsheets. Whether its mockups for a new marketing campaign or a full project plan, you can simplify your team's feedback loop by working together on files in Confluence.

On this page:

Related pages:

- Working with Files
- Displaying Files and Images
- Commenting on pages and blog posts

Share a file

Do you have lots of files on a page and want to get a team member's input on just one of them? You can share the file with them directly.

It works just like sharing a page:

1. Click the thumbnail or link to preview the file
2. Choose the **Share** button
3. Enter an email address, user name or group name, add your message and send.

Your team members will get an email with your message and a link to view the file.

Notifications are only sent by email, they won't appear in the workbox .

Comment on a file

Whether it's an image – like a mockup of the new marketing campaign that needs feedback – a PDF, a presentation, or any other file you can display in Confluence, you can drop a pin anywhere on the preview and add your comment to start a conversation.

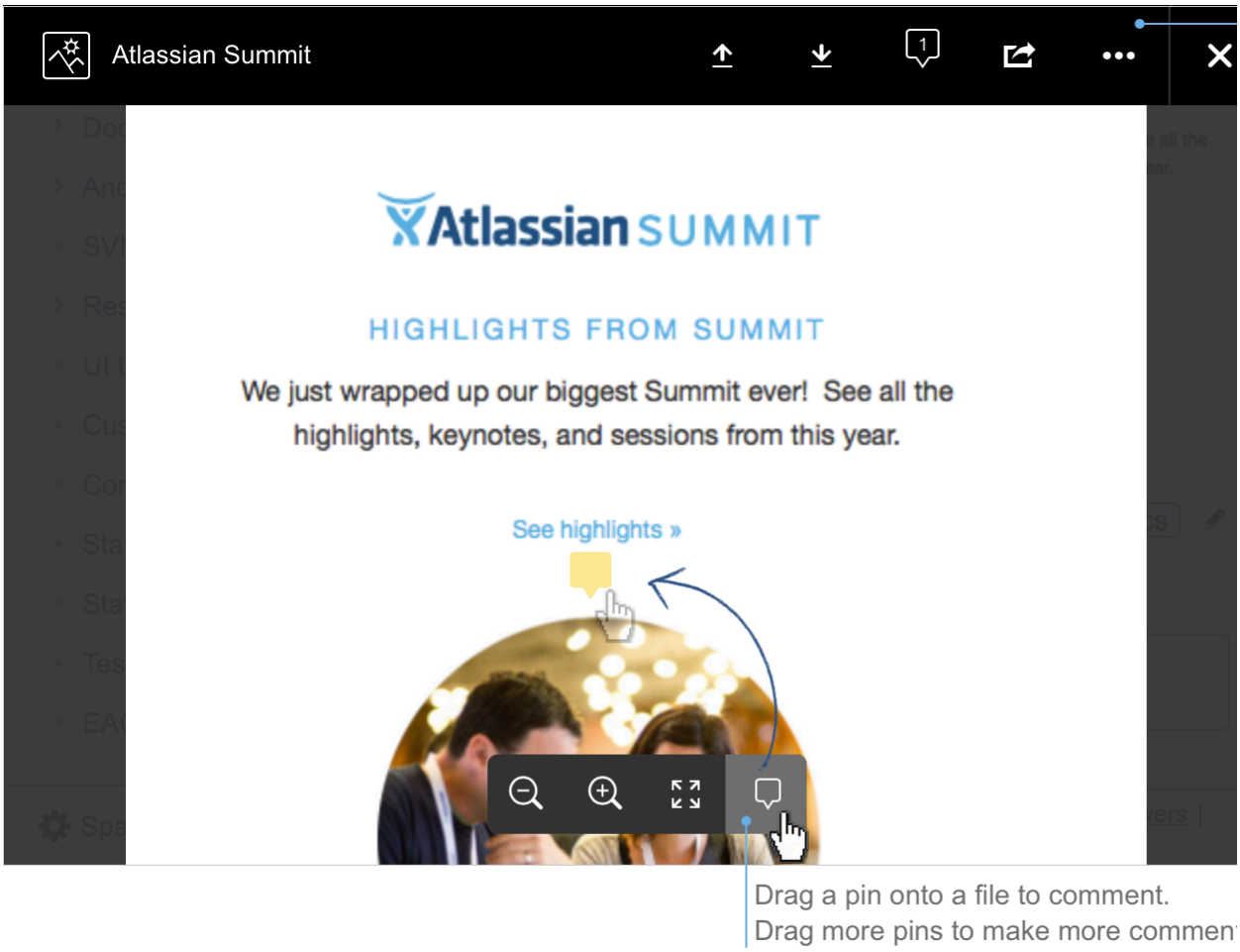
To comment on a file:

1. Click the thumbnail or link to preview the file.
2. Drag the pin icon from the bottom of the preview and drop it where you want to comment.
3. Add your comment and **Save**.

Pinned comments work just like inline comments on pages. You can use @mentions, links, and macros, and drop as many pins as you need on any part of the file. Anyone with permission to add comments to the page can add and reply to comments on a file.

When you preview a file, you'll see pins for any existing comments. Select a pin to view the comment.

Once the conversation is finished, you can resolve the comment to hide it (and any replies) from view. If you need to see resolved comments again, you can reopen them. Go to ••• > **Resolved comments** in the preview.



You can't comment on or upload a new version of files that are hosted on a web server and added to Confluence using their URL.

Edit a file

Need to go beyond commenting on files? You can even edit some files right from the Confluence page. See Editing Office Files to find out about supported file types and applications.

Office Connector Prerequisites

Share and collaborate on documents, spreadsheets and presentations with your team.

The Office Connector allows you to **embed**, **import**, and **edit** office documents (such as Word, Excel and PowerPoint) within Confluence.

The browser, operating system and applications required depend on what you are trying to do with an office file.

On this page:

Viewing Office and PDF files

Office and PDF files are embedded onto a page using the View File Macro. The macro can display files

compatible with Microsoft Office 97-2013, and PDF files, of the following types:

- `.doc` and `.docx`
- `.xls` and `.xlsx`
- `.ppt` and `.pptx`
- `.pdf`

You do not need to have an Office application installed on your computer in order to view Office files in Confluence.

Importing Word documents as pages

Confluence can import the content from Microsoft Word 97-2013 documents (`.doc` and `.docx`).

Editing Office files attached to a page

The Office Connector allows you to edit Office files that are attached to pages.

You'll need to use a browser, operating system and application (either Microsoft Office or OpenOffice) as described in the compatibility matrix below.

Here's a few common issues:

- **Using Chrome?** You can't edit Office documents as Chrome does not support WebDAV clients**.** See CONF-23322.
- **Using Firefox?** You'll need to install the WebDAV add-on. See Installing the Firefox Add-On for the Office Connector.
- **Using Internet Explorer?** You can only edit documents in Microsoft Office. OpenOffice is not supported.
- **Using Mac OSX or Linux?** You can only edit documents in OpenOffice. Microsoft Office is not supported. See CONF-17250.
- **Not seeing the Office Connector options?** Your system administrator may have disabled all or part of the Office Connector.
  See Configuring the Office Connector.

Configuration matrix

You need one of the following software combinations to edit Office files from your Confluence page.

Software	Operating System	Browser
Microsoft Office 2013	• Windows 7 • Windows 8	• Internet Explorer 11 • Firefox – latest stable version
Microsoft Office XP, 2003, 2007, 2010	• Windows 7 • Windows Vista • Windows XP (Service Pack 2 or 3)	• Internet Explorer supported versions • Firefox – latest stable version
OpenOffice 2.x – 3.x	• Windows 7 • Windows Vista • Windows XP (Service Pack 2 or 3) • OS X • Linux	• Firefox – latest stable version • Internet Explorer supported versions (Windows Platforms only)

Note: The only known supported Office editor for Linux is OpenOffice. But in theory it should work with any WebDAV-aware application.

If you experience problems editing documents using the Office Connector (using an application, operating

system and browser combination above) please raise an issue and tell us as much as you can about your operating system, application version, document version (if its different to the version of Office / Open Office you're using to open the document) and browser.

Troubleshooting

Having problems with the Office Connector?

- The **WebDAV plugin** must be enabled, because the Office Connector uses WebDAV to transfer information to and from Office documents. 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 (see Configuring the Server Base URL to find out how to check this). When a user edits a Confluence 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.

See the Office Connector Limitations and Known Issues knowledge base article for more troubleshooting tips.

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 more information on the browsers, operation systems and application combinations required to use the Office Connector see Office Connector Prerequisites.

On this page:

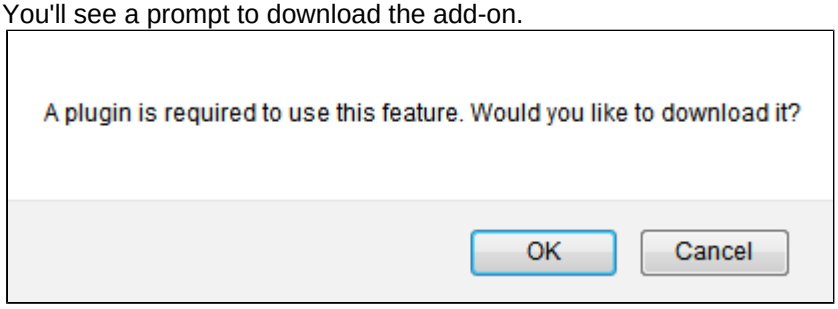
Related pages:

- Editing Office Files

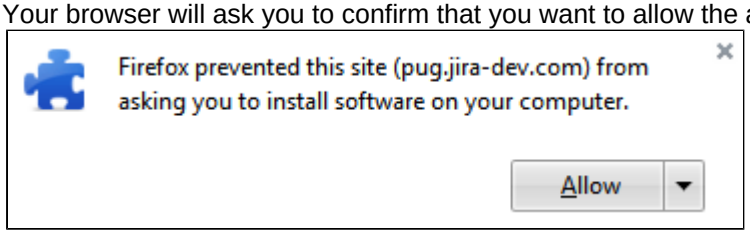
Installing the Firefox Add-On

The first time you try to edit an attached Office document in Firefox you'll be prompted to install a WebDAV add-on for your browser. Without this add-on you can't edit Office documents from Firefox.

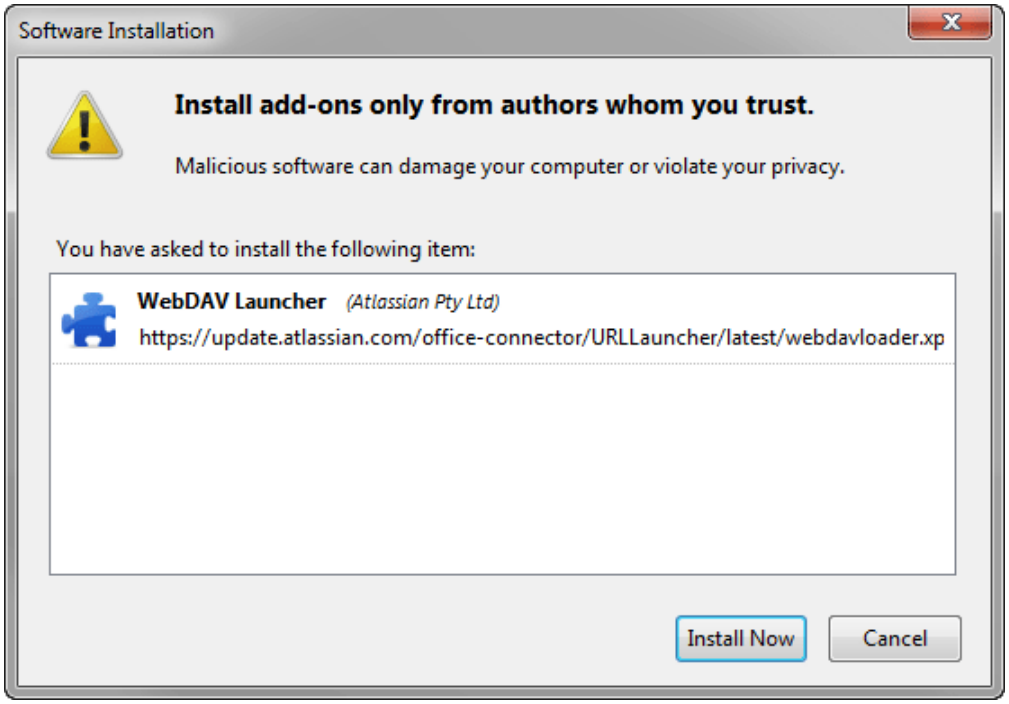
1. Choose **Edit in Office** or **Edit Document** next to the document you wish to edit.
   You'll see a prompt to download the add-on.



2. Choose **OK**.
   Your browser will ask you to confirm that you want to allow the add-on.



3. Choose **Allow**.
   An installation dialog like the one below will appear.



4. Choose **Install Now**.
   Once the installation is complete you'll be prompted to restart Firefox. Make sure you've saved any open pages or other work in your browser before you restart.
5. Next you need to configure the add-on, and tell it which applications to use.

Configuring the Add-On

After installing the add-on you need to configure it, to tell the add-on which desktop applications to launch for each file type.

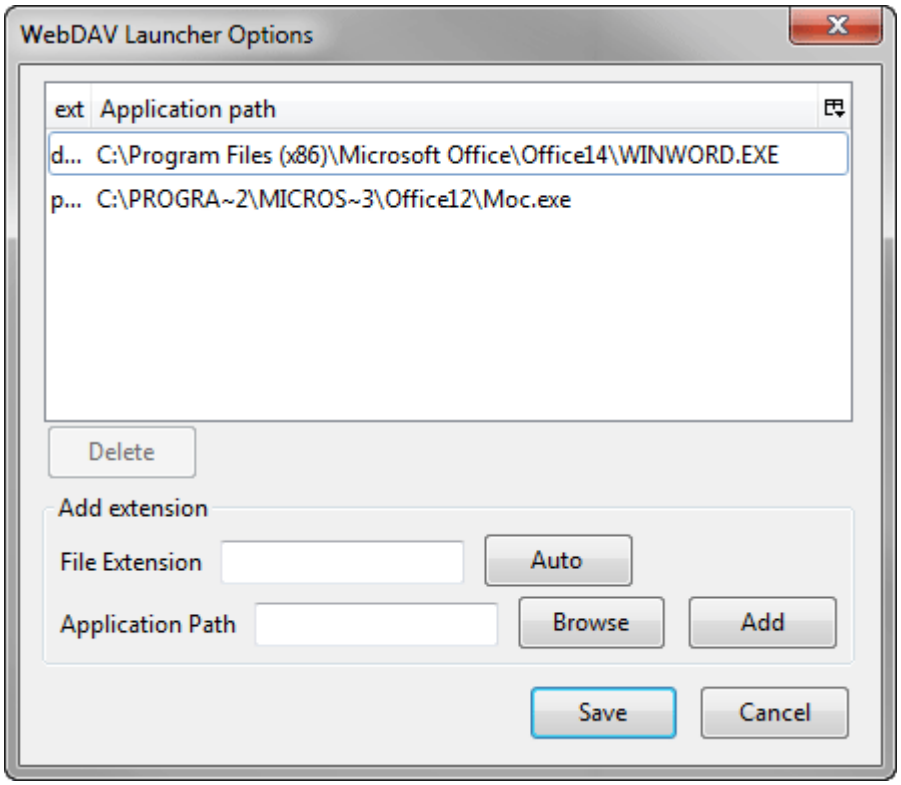
Configuring the add-on is slightly different in each operating system.

Configuring the add-on in Windows

In most cases the add-on will automatically configure itself, based on information from the system registry. The first time 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 the automatic configuration is not working, you can configure the Firefox add-on manually.

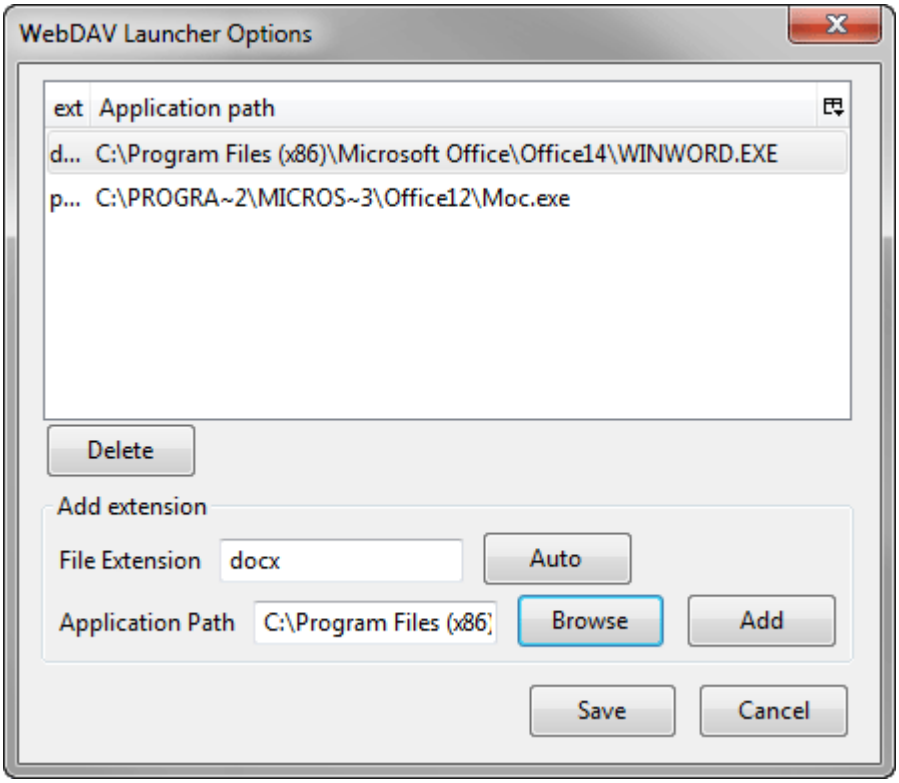
1. In Firefox locate the **WebDAV Launcher** add-on and choose **Options**.
   The WebDAV Launcher Options dialog, like the one below, will appear.



2. Enter a file extension in the **File Extension** field.
   For example, to associate the 'doc' file extension with Microsoft Word 2003 you would type `doc` in the **File Extension** field.

   > **Using Office 2007 or later?**
   > You should configure the WebDAV launcher to open both Office 2003 file extensions (doc, ppt and xls) and Office 2007 and later file extensions (docx, xlsx and pptx).

3. Enter the **Application Path** - you can either:
   - Choose **Auto** to load the associated application from the Windows registry, or
   - Choose **Browse** to find the application on your computer, or
   - Manually enter the path to the application's executable file.



4. Choose **Add** to add the file extension association to the list.
   Repeat this process for all the file extensions you need.

Configuring the Add-On in Mac OS X

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. 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.

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 exploits may arise at any time. Be sure that you trust the source of a document before opening it.

The add-on reduces the risk by supporting:

- **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 Atlassian.
- **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.

Information about this Firefox add-on

Add-on name:	WebDAV Launcher
Description:	Adds the ability to launch a WebDAV URL directly in a WebDAV-aware client.
Latest version:	See the WebDAV Launcher add-on page at Mozilla
Compatible with:	All versions of Firefox, up to and including the latest stable version.
Author:	Atlassian Pty Ltd

Editing Office Files

The Office Connector allows you to edit attached office files in their native application (such as Word, Excel, PowerPoint or OpenOffice) and save the file right back to the Confluence page. No need to download and re-upload the file.

⚠ The Office Connector is only available for some browsers, operating systems and applications, check the Office Connector Prerequisites before you start for the combination that will work best for you.

On this page:

Related pages:

- Office Connector Prerequisites
- Office Connector limitations and known issues
- Configuring the Office Connector

Editing an attached document

To edit an Office document attached to a Confluence page:

1. Go to ••• > **Attachments**
2. Choose **Edit in Office** beside the attachment you want edit.
   Your browser will ask you to confirm that you want to open the file.
3. Choose **OK**.

You may also see a security warning or be asked to log in to your Confluence server - enter your Confluence username and password, then choose **OK**.

4. The file will open in your Office application - make your changes then save the document. It will be saved back to Confluence

Screenshot: Edit in Office option on the attachments page

Other ways to edit

Edit options also appear when a page has:

- an Attachments macro (choose **Edit in Office** beside each attached office file)
- the Office Word macro or the Office Excel macro (choose **Edit Document** at the top of the embedded content)
- the Office PowerPoint macro (choose the edit icon at the bottom of the viewer).

Screenshots: Edit links on embedded files

Troubleshooting

Check out the Office Connector Prerequisites for the combinations of browsers, operating systems and office applications that are supported. Here's some common issues:

- **Using Chrome?** You can't edit Office documents as Chrome does not support WebDAV clients**.** See CONF-23322.
- **Using Firefox?** You'll need to install the WebDAV add-on. See Installing the Firefox Add-On for the Office Connector.
- **Using Internet Explorer?** You can only edit documents in Microsoft Office. OpenOffice is not supported.
- **Using Mac OSX or Linux?** You can only edit documents in OpenOffice. Microsoft Office is not supported. See CONF-17250.
- **Not seeing the Office Connector options?** Your system administrator may have disabled all or part of the Office Connector.
  See Configuring the Office Connector.

You can find more troubleshooting info in the Office Connector Limitations and Known Issues knowledge base article.

Sharing Content

Confluence is all about encouraging team collaboration, to get the best results, so we've built in a number of ways you can notify other people about content that may be of interest to them.

You can:

- Share a link to a page or blog post via email
- Mention a user when you write a page, blog post, comment, or add a task
- Update your user status so that it appears in Confluence activity

streams
- Like a page, blog post or comment

Whenever you mention another user, they'll receive an email notification; if you like a page, blog post, or comment, the author will be notified that you *like* the content.

Other users can also find out about changes to content in Confluence by watching pages and spaces.

Another way to share Confluence content is by exporting it to other formats such as XML, HTML, Microsoft Word and PDF.

Related pages:

- Pages and Blog Posts
- Managing Changes and Notifications and Tasks
- Confluence User's Guide

Network Overview

You can Create a *network* of users who are important to you, to make sure you're always up-to-date with their Confluence activity. You might want to follow your boss or teammates, to see what they're working on, or whoever creates the most entertaining blog posts.

When someone's part of your network, you'll be able to see when they:

- Add or edit pages or blog posts
- Comment on a page or blog post or edit existing comments
- Update their user status
- Update their user profile

On this page:

Related pages:

- Network Macro
- Subscribing to a Network RSS Feed
- Subscribing to Email Notifications of Updates to Confluence Content

Follow another user

You can follow another user by using either their Hover Profile or your Network view.

To follow a user with their **Hover Profile**, hover your mouse over their profile picture when it appears in a page and choose **Follow**.

To follow a user from your Network view:

1. Choose **your profile picture** at top right of the screen, then choose **Network**
   Alternatively, choose **More** in the **Network** section of your profile sidebar.
2. Search for and select the user in the **Following** field
3. Choose **Follow**

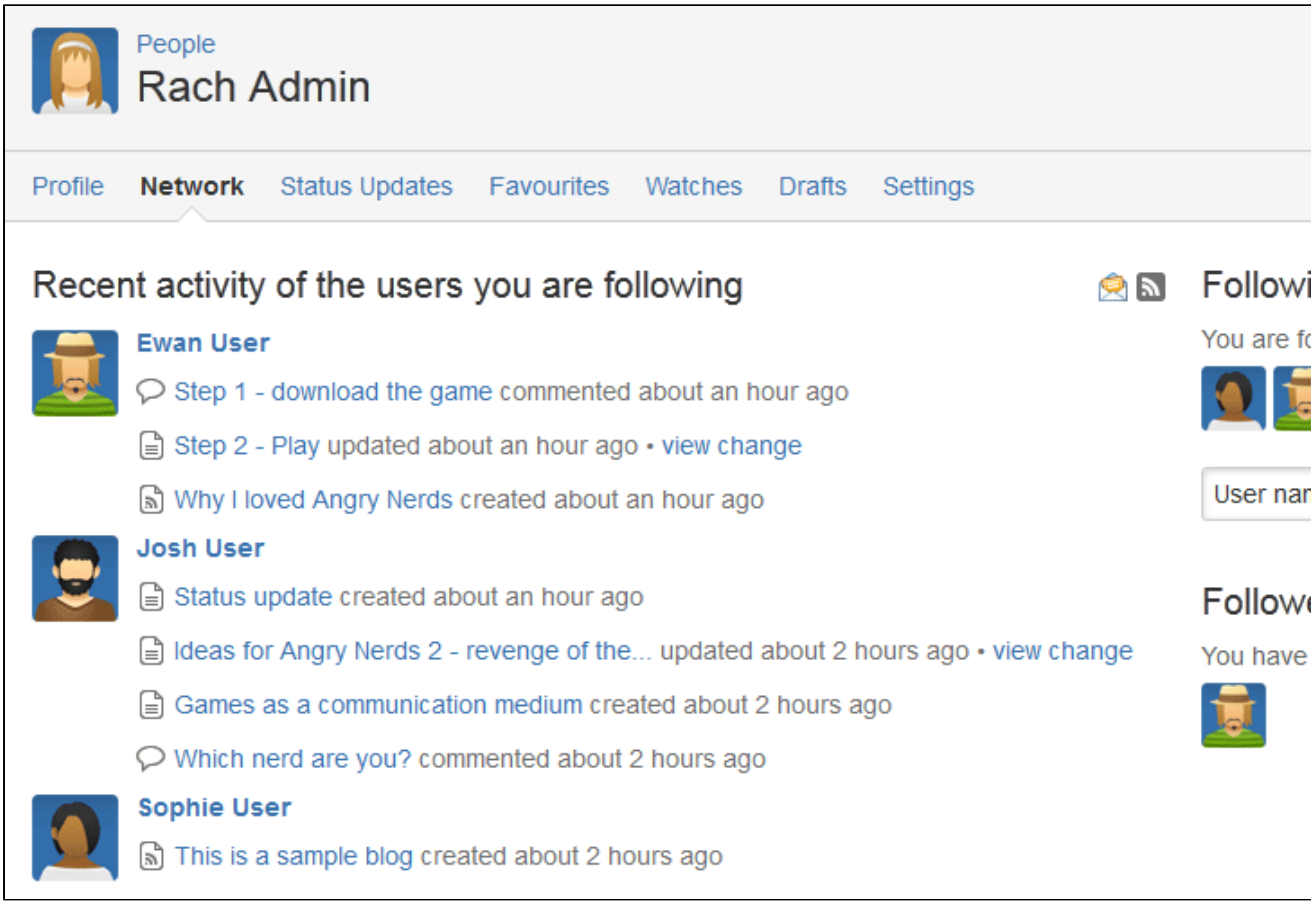
If you now refresh or revisit your Network view, the profile picture(s) of the user(s) you just followed will appear within the **Following** list on the right. Their tracked activities will also start appearing in the **Recent Activity** list.

Access your network view

If you want to see what's been happening in your network, access your network view as described above.

You can access another user's Network view using the Hover Profile by choosing **More** > **Network Page**.

Screenshot: Example of the Network view



Notes

- **RSS feeds:** you can subscribe to any Confluence user's network RSS feed and receive summaries on the activities of other users they're following in their network. See Subscribing to a Network RSS Feed.
- **Email notifications:** you can request email notifications of any activity in your network. See Subscribing to Email Notifications of Updates to Confluence Content.

Likes and Popular Content

Has someone written a good blog post or page on Confluence? Or made a comment you agree with? Click the **Like** button to them know. Like

When you like a page, blog post or comment, the author of the content receives a notification. If enough people like the content, it'll appear on the **Popular** tab of the dashboard.

Disabling the 'like' feature

The *like* functionality is provided by a plugin called the 'Confluence Like Plugin'. To remove the *like* functionality from your site, disable the plugin.

Disabling notifications when your content is 'liked'

There are two ways to turn the 'someone likes your page' notifications off.

Do either of the following:

- Open an email notification of a like, and click **Manage Notifications**
- Go to `<your confluence URL>/plugins/likes/view-notifications.action`

On this page:

Related pages:

- Dashboard
- Subscribing to Email Notifications of Updates to Confluence Content
- Network Overview

User Status Updates

You can set your 'user status' to let other Confluence users know what you're thinking about right now, or to broadcast any other short message (as long as it's less than 140 characters). Other users can see your status in recent activity stream on the dashboard, or on their network page if they're following you in Confluence.

Your current status message appears on the profile popup that appears when people hover over your username or profile photo in Confluence.

Setting or updating your status

To set or update your status:

1. Choose **your profile picture** at top right of the screen, then choose **Update Status** (the 'What are you working on' dialog will open)
2. Enter a short message (140 characters maximum)
3. Choose **Update**

Mention another person in your status update

On this page:

Related pages:

- Your Confluence
- User Status List Macro
- Confluence User's Guide
- Recently Updated Macro
- Recently Updated Dashboard Macro

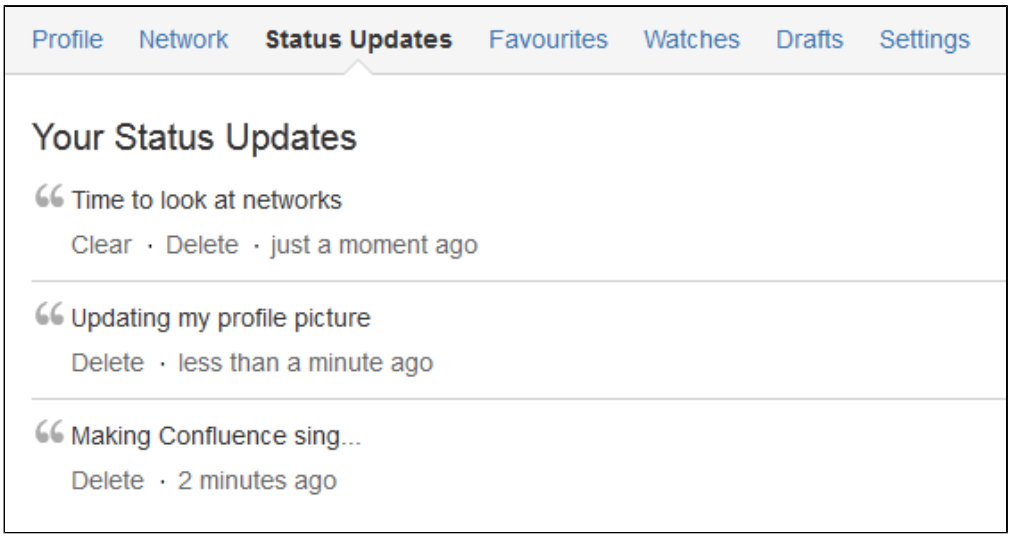
You can include another person's Confluence username in your status update, using square brackets and the tilde sign in the format `[~username]`. Confluence will send that person an email message with your status update.

Note: Mentions in status updates don't appear as notifications in the Confluence workbox.

Viewing status updates

Your 'Status Updates' view shows a history your status updates. To view your status updates, choose your **profile picture** at top right of the screen, then choose **Status Updates**. View another user's status by going to their profile.

You can also clear your latest status update, or delete older updates from this view.



Enabling and disabling status updates

The status update functionality is provided by a plugin called 'User Status'. To remove the status updates functionality from your site, you can disable the plugin.

You can also set the Confluence site permissions to determine which users can use status updates. By default, users will not have permission to use this feature. See Global Permissions Overview.

Using Mentions

Mentions (often known as @mentions) are a seamless way of drawing someone's attention to a page or comment, or assigning a task to them. When you mention a user, they'll receive a notification by email and in their workbox; if you mention them in a task, the task is assigned to them and appears in their tasks list.

There are two ways to mention someone: using autocomplete, or via the Insert menu in the editor toolbar.

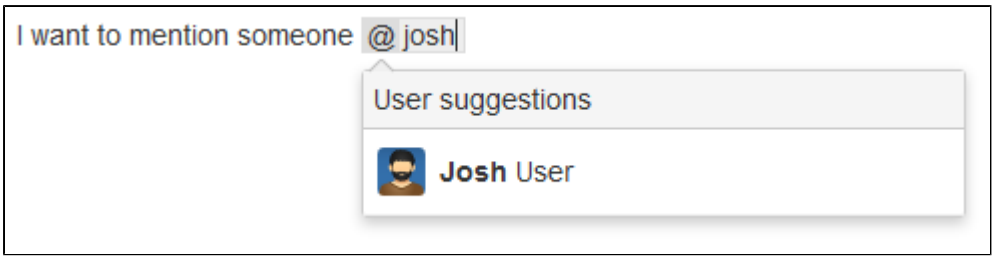
Related pages:

- Using the Editor
- Using Autocomplete
- Keyboard Shortcuts
- Managing Notifications in Confluence

Use autocomplete

To mention someone using autocomplete, type '@' in the editor then start typing their name. Choose the person you want to mention from the list of suggestions.

Screenshot: Autocomplete for mentions



Use the Insert menu

If you'd rather use the **Insert** menu, choose **Insert** > **User Mention** then search for and select the user you want to mention.

Notes

- **Disable the user mention feature** – The functionality is provided by a plugin called the 'Confluence Mentions Plugin'. If you need to remove the user mention functionality from your site, you can disable

the plugin. See Disabling or Enabling a Plugin.

- **Mentioning groups** – You can only mention individual users. There's a feature request to allow mentions for groups: CONF-23015 - Extend 'Mentions' to work with groups as well OPEN
- You can Mention people in status updates. See User Status Updates.
- **Link to a user profile** – You can use a square bracket '[' and a person's name to trigger Confluence autocomplete and link to a person's user profile or personal space. Confluence will send the person a notification just as if you had used @mention (unless the administrator has disabled the user mention feature).

Share a Page or Blog Post

You can use the '**Share**' option in Confluence to email anyone a link to a page or blog post. The recipients can be Confluence users or any email address(es).

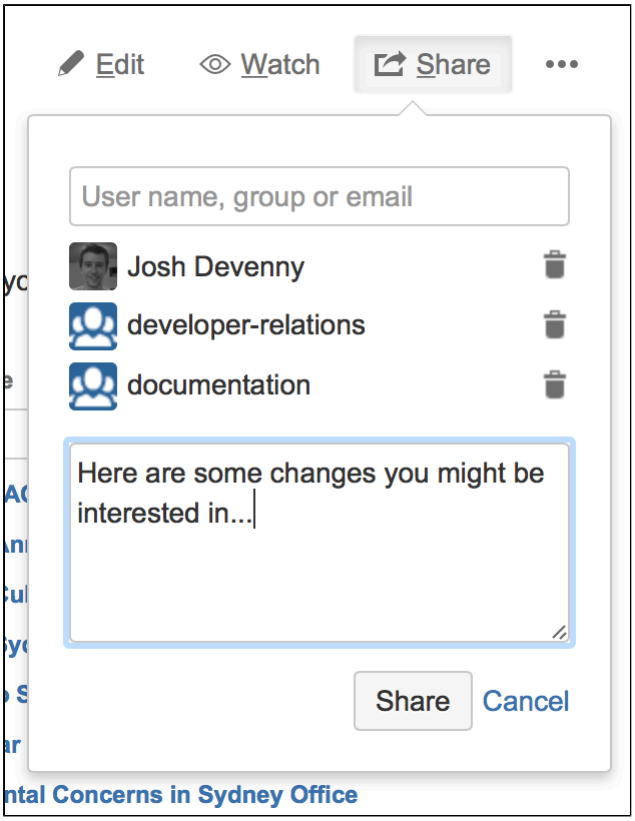
Related pages:

- Managing Notifications in Confluence
- Working with Pages
- Blog Posts
- Configuring a Server for Outgoing Mail
- Confluence User's Guide

To share a link to a Confluence page or blog post:

1. Go to the page or blog post you wish to share
2. Choose **Share**

   The **Share** button will only visible if your Confluence administrator has configured an outgoing mail server for your Confluence site.
3. Enter a username, group or email address, and select the appropriate user, group or email address from the list of suggestions
   Repeat this process to add multiple recipients to the list.
4. Enter an optional message into the **Note** box
5. Choose **Share** to send the link via email



In addition to an email, Confluence users will also receive a notification in their Confluence workbox. See Managing Notifications in Confluence.

To remove a recipient from the list, choose the delete icon to the right of the recipient.

Commenting on pages and blog posts

Comments are a great way to bring others into the conversation about a page or blog post. They allow you to remark on content, add important

information, or ask questions, and generally drive collaboration and teamwork. You can add a comment at the bottom of any page or blog post, or add an inline comment to specific text on the page.

Page comments are displayed at the bottom of the page, below the page content, and inline comments are displayed to the right of the page adjacent to the highlighted text.

On this page:

Related pages:

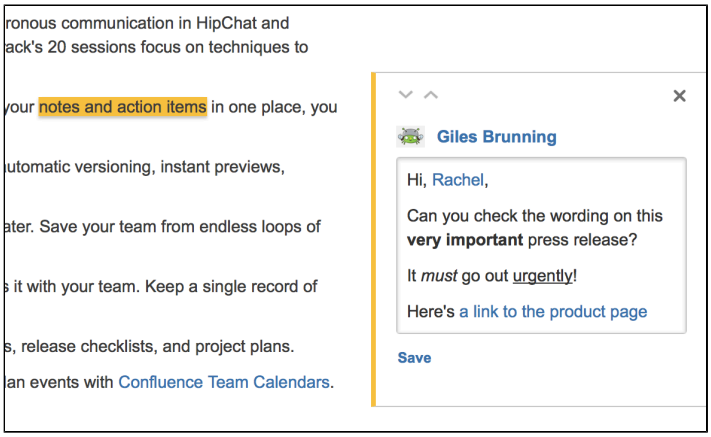
- Working with Pages
- Blog Posts
- Sharing Content
- Confluence User's Guide

Add a page or blog post comment

1. Type your comment in the comment field at the bottom of the page
2. Optionally, choose **Preview** to see how your comment will appear
3. By default, **Watch this page** is ticked (This means you'll start receiving notifications about the page. Uncheck it if you don't want to watch the page.)
4. Choose **Save**

Other users can reply and/or like your comment, and you or a space administrator can edit your comment(s).

Add an inline comment



1. Highlight the text you want to comment on
2. Choose the add comment button that appears above the highlighted text
3. Type your comment and choose **Save**

The selected text will appear with a yellow highlight indicating an inline comment; choose any highlighted text on the page to display the related comment(s).

Inline comments might look simple, but they support rich text – like **bold**, underline, and *italics* – links, and @mentions. Just like page and blog post comments, others can reply to, or like, your inline comments, and you'll be notified when they do.

You can also resolve inline comments once the conversation's finished, and reopen them at any time if they're needed.

If you don't see a popup when you highlight text, check that Text Select is enabled in your profile settings.

View and reopen resolved comments

If you want to view and/or reopen resolved comments on a page or blog post, choose ••• > **Resolved comments**, then choose **Reopen**.

Link to a comment

You can link directly to a comment on a page. See Working with Links for more information.

Comment permissions

- **Add a comment** – You need the 'Add Comments' permission in the space.
- **Edit a comment** – You need the 'Add Comments' permission. Space administrators can edit all comments within their space. The date on a comment always indicates the time the comment was last edited.
- **Delete a comment** – You need the 'Remove Comments' permission. Deleted comments cannot be restored. If you don't have the 'Remove Comments' permission, you can delete your own comments, but only if there are no replies to your comment.
- **Disable comments** – If you don't want comments in a particular space, remove the 'Add Comments' permission from the 'confluence-users' or 'users' group, anonymous users and all other users and groups. The option to add comments will no longer appear on pages or blog posts in that space.

See Space permissions for more information. There is no permission that controls comments across the entire site.

Notes

- Choose **Watch** at the top-right of the page to receive an email notification whenever anyone edits or adds a comment to the page.
- On blog posts only, an 'Author' lozenge will appear on any comments made by the original author of the post.
- It's not possible to delete all comments on a page simultaneously, or change the order of comments.

Exporting Content to Word, PDF, HTML and XML

You can export all or part of a Confluence space to various formats, including Microsoft Word, HTML, PDF and XML. Use the panel on

To use the space export functionality, you need the 'Export Space' permission. See the guide to space permissions.

On this page:

Related pages:

- Customising Exports to PDF

Export single pages to Word or PDF

If you need to send content to people who don't have access to Confluence, you can export a single page as a Word document or a PDF. You can also export a single blog post to PDF.

If you've got permission to view the page in Confluence, you'll be able to export it in this way; go to the page and choose either **Tools** > **Export to Word** or **Tools** > **Export to PDF**.

When you export a single page to PDF, the PDF stylesheet customisations are applied, but any PDF layout customisations aren't. To make your PDF layout customisations apply to a single page exported to PDF, you'll need to use the 'multiple page' method described below to export the single page. See Customising Exports to PDF.

Export to HTML, XML, or PDF

If you want to export a space – or selected pages in a space – to HTML, XML, or PDF, Confluence can create a zipped archive of the HTML or XML files, or a single, downloadable PDF file.

The HTML export is useful if you want convert your space into a static website, or you can use the XML export option if you need to import the space into another Confluence site, or use the data from the space in

another application. You might use the PDF option if you're producing a user manual from your technical documentation in Confluence.

To export pages to HTML, XML, or PDF:

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **Export**
3. Select either **HTML**, **XML**, or **PDF**, then choose **Next**
4. Select either a normal or custom export for HTML or PDF, or a Full or Custom XML export:
   - **Normal Export (HTML and PDF)** – to produce an HTML file containing all the pages that you have permission to view.
   - **Full Export (XML)** – to produce an XML file containing all the pages in the space, including those that you do not have permission to view.
   - **Custom Export** – if you want to export selected pages only, or if you want to exclude comments from the export.
5. Choose **Export**

Blog posts aren't included when exporting to PDF using this method, and comments are never included when exporting to PDF.

When the export process has finished, you can download the zipped archive or PDF.

If your space uses the Documentation theme, choose **Browse** > **Space Operations**, then choose either **HTML, XML,** or **PDF Export** from the left menu, and follow the steps above to export the Space.

Customising the appearance of PDF exports

You can add a title page, table of contents, and customised headers and footers to the PDF output. For more advanced customisations, you can apply Cascading Style Sheet (CSS) modifications. These customisations are specific to each space, and you need the 'Space Administrator' permission to apply these customisations. For more information, see Customising Exports to PDF.

Notes on PDF exporting

- To export a PDF containing international text, you need to install a Unicode font in Confluence.
- Confluence's PDF export feature is designed to handle a wide variety of content, but on rare occasions the PDF Export process may fail due to an unrecognised customisation. If that happens, 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.

Notes on HTML exporting

- In the zip file, 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.
- Blog posts aren't included in the HTML export. See the feature request:
  CONF-14684 - Export news to HTML OPEN
- To customise the HTML output, you'll need to modify the file `confluence-x.y.z-jar/com/atlassian/confluence/pages/Page.htmlexport.vm`. To learn how to repackage this file, see How to Edit Files in Confluence JAR Files

Notes on XML exporting

- See Restoring a Space for notes on restrictions when **importing** a space.
- If you're doing the export for backup purposes, consider another means of backup. See Production Backup Strategy.
- 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

Customising Exports to PDF

Confluence administrators and space administrators can customise the PDF exports for individual spaces.

Please note:

- PDF customisations are unique to each space.
- PDF customisation only applies to space exports (not single page exports via **Tools** > **Export to PDF**)
- Confluence's PDF customisations use a combination of HTML and CSS (Cascading Style Sheets).
- To achieve a particular requirement in the exported PDF file, you make changes in one or both of the following:
  - The **PDF Layout**, where HTML is used to define the structure of the exported content, including features such as the title page, headers and footers.
  - The **PDF Stylesheet**, where CSS is used to define the style of elements in the exported content, such as page size and margins, font, colour, and list numbering.

For further customisations, see the Advanced PDF Export Customisations page.

Customising the PDF Layout

You can add your own HTML to customise the title page, page headers and page footers in the PDF output.

Setting a global PDF layout

1. Choose the **cog icon**  , then choose **General Configuration** under Confluence Administration
2. Choose **PDF Layout**. You can enter HTML and CSS that will be rendered on the PDF title page, as well as page headers and footers.

Setting the PDF layout at space level

1. Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar. You'll need Space Admin permissions to do this.
2. Choose **PDF Layout**.
3. Choose **Edit**.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **PDF Layout** in space administration options.
3. Choose **Edit**.

You can customise the HTML that is generated for the following areas when the space is exported to PDF:

- **PDF Space Export Title Page** – title page.
- **PDF Space Export Header** – page headers.
- **PDF Space Export Footer** – page footers.

Enter your customisations into each text box as required. The PDF layout section accepts HTML code. You can include inline CSS in the HTML too.

On this page:

Related pages:

Customising the PDF Stylesheet

You can adjust the appearance of the PDF pages by customising the CSS in the PDF Stylesheet screen.

To get started, download the default CSS rules for the PDF stylesheet - confluencedefaultpdf.css.

Any rule defined in this file can be customised and added to the PDF Export Stylesheet section. Your customisations override any default CSS rule. If no customisations are defined, the default CSS rules will be applied.

By default, the export does not include a title page, headers or footers. You can define these in the PDF layout.

To customise the PDF Stylesheet:

Setting a global PDF Stylesheet

1. Choose the **cog icon**  , then choose **General Configuration** under Confluence Administration
2. Choose **Look and Feel** > **PDF Stylesheet**. The following screen allows you to enter and save CSS code that will render content on each page.

Setting a space PDF stylesheet

1. Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar. You'll need Space Admin permissions to do this.
2. Choose **PDF Stylesheet**.
3. Choose **Edit**.
4. Enter your customisations.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **PDF Stylesheet** in the space administration options.
3. Choose **Edit**.
4. Enter your customisations.

The PDF Export Stylesheet field accepts Cascading Style Sheets (CSS) rules. The 'PDF Export Stylesheet' page shows the current (e.g. customised) contents of your PDF stylesheet.

Example Customisations

This section provides examples of typical customisations that you can add. See also Advanced PDF Customisations.

Page Size

The default page size is based on the location of your Confluence server. For example, if this server is located in the US then the default paper size of your PDF export will be US Letter (8.5 inches wide by 11 inches long). If the server is located in Australia, the default paper size will be A4 (210 mm wide by 297 mm long). More information about paper sizes can be found on Wikipedia.

To modify the page size to A4, edit the PDF Stylesheet to add a `size` property to the `CSS@page` rule, like this:

CSS - PDF Stylesheet

```
@page
{
/*The A4 paper size is 210 mm wide by 297 mm long*/
size: 210mm 297mm;
}
```

Page Orientation: Landscape or Portrait

To change the page orientation of your PDF document, simply reverse the order of the values declared in the `@page` rule's `size` property. 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:

CSS - PDF Stylesheet

```
@page
{
/*A4-sized pages in landscape orientation are 297 mm wide by 210 mm long*/
size: 297mm 210mm;
}
```

Page Margins

To set all margins to 15 mm, with a paper size of A4, edit the `CSS @page` rule in the PDF Stylesheet, like this:

CSS - PDF Stylesheet

```
@page
{
size: 210mm 297mm;
margin: 15mm;
}
```

To set the margins independently, edit the `@page` rule as follows:

CSS - PDF Stylesheet

```
@page
{
margin-top: 2.54cm;
margin-bottom: 2.54cm;
margin-left: 1.27cm;
margin-right: 1.27cm;
}
```

To set margins to provide a gutter for binding a printed document, use the `:left` and `:right` pseudo-classes, as follows:

CSS - PDF Stylesheet

```
@page :left
{
margin-left: 4cm;
margin-right: 3cm;
}
@page :right
{
margin-left: 3cm;
margin-right: 4cm;
}
@page :first
{
margin-top: 10cm /* Top margin on first page 10cm */
}
```

Note the use of the `:first` pseudo-class in the example above to define distinct margins for a cover or title page.

Page Breaks

By default, Confluence pages are exported without page breaks, so that shorter pages will appear on the same PDF page.

To make each Confluence page appear on a separate page in the PDF file, add the following rule in the PDF Stylesheet:

CSS - PDF Stylesheet

```
.pagetitle
{
page-break-before: always;
}
```

Title Page

You can add a title page to your PDF document by adding HTML to the Title Page section of the PDF Layout screen. The following example creates the title page and adds a title:

HTML - PDF Layout: Title Page Section

```
<div class="fsTitlePage">
 <img src="/download/attachments/590719/titlepage.png" />
<div class="fsTitle">Planning for Confluence 4.0</div>
</div>
```

Use CSS rules in the PDF Stylesheet to control the appearance of the title page and the title text:

CSS - PDF Stylesheet

```
.fsTitlePage
{
margin-left: auto;
margin-top: 50mm;
margin-right: auto;
page-break-after:always
}

.fsTitle
{
font-size: 42px;
font-weight: bold;
margin: 72px 0 4px 0;
text-align:center;
}
```

Adding an Image to the Title Page

In the example above, the title page includes an image called 'titlepage.png', centred in the middle of the page. The "590719" in the `src` attribute is the ID number of the page to which the image is attached.

Follow these instructions to include an image on your title page:

1. Attach the image to a Confluence page.
2. View the list of attachments on that page, then right-click the image and copy its location.
3. Paste the link into the appropriate `src=""` attribute in your PDF Stylesheet, as shown above.
4. Edit the image URL so that it is relative, by removing the first part of the URL before `/download/...`.

Table of Contents

By default, a table of contents will be generated after the title page, or at the beginning of the PDF document if no title page is defined in the PDF Layout. To see the default CSS rules applied to the table of contents, download the default CSS rules (confluencedefaultpdf.css) and examine the specific rules with `toc` in their name.

To make changes to the appearance of the table of contents, define CSS rules in the PDF Stylesheet.

Disabling the Table of Contents

To prevent the table of contents from being generated in your PDF document, add the `div.toc-macro` rule to the PDF Stylesheet and set its `display` property to none:

CSS - PDF Stylesheet

```
div.toc-macro
{
display: none;
}
```

Changing the Leader Character in the Table of Contents

The leader character is used to link a heading in the table of contents with its page number. By default, the leader character is the '.' (dot) character. Leader values of `dotted`, `solid` and `space` are allowed. You can also use a string, for example `leader(". . . ")`.

To change the leader character to a solid line, modify the `leader()` value on the `content` property of the CSS rule as follows:

CSS - PDF Stylesheet

```
span.toclead:before
{
content: leader(solid);
}
```

Headers and Footers

You can add headers and footers to your PDF pages using the 'Header' and 'Footer' sections of the PDF Layout screen. By default, headers and footers only apply to a space export and not to exports of single pages (however, see Advanced PDF Export Customisations). The following example adds a simple copyright notice.

HTML - PDF Layout: Footer Section

```
Copyright © 2013, Atlassian Pty Ltd.
```

Page Numbering

To add page numbering, you need to combine customised HTML in the PDF Layout with customised CSS in the PDF Stylesheet.

1. PDF Layout HTML: In the Footer section (or the Header section), use an empty span element with a unique ID, for example `pageNum`, to act as a place holder for the page number.

   HTML - PDF Layout: Footer Section

   ```
   <span id="pageNum"/>
   ```

2. PDF Stylesheet CSS: Create the following CSS selector rule for the empty span:

CSS - PDF Stylesheet

```
#pageNum:before
{
content: counter(page);
}
```

Analysing the above CSS selector rule in more detail:

- The `#pageNum` rule selects the HTML 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.
- The `content` property tells the CSS processor that dynamic content (that is, an incrementing page number) is to be inserted at the span tag.

Wrapping Long Words

In order to break long words or words that are not separated by whitespace, add a selector to the PDF stylesheet containing the `word-wrap` property with a value of `break-word`:

CSS - PDF Stylesheet

```
div
{
word-wrap: break-word;
}
```

General Formatting

You can 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 is to find a selector for the HTML element produced by Confluence or the Confluence macro. Then add a CSS rule to the PDF stylesheet. Your customisation will appear in the PDF export.

Notes

- **Demotion of heading elements: h1, h2, and so on.** Due to the hierarchical manner in which a space is exported, Confluence will modify the heading elements to generate a uniform appearance for the entire space export. This means that headings will be demoted. This will affect the application of custom PDF Stylesheets. It is possible to calculate the amount by which a heading will be demoted in order to have the correct CSS styling applied. A heading will be demoted by the value of its depth in the export tree. A page at the first level will be demoted by 1 (all `<h1>` elements will become `<h2>` elements, and so on). A page at the second level will be demoted by 2, and so on.
- **Atlassian support for PDF customisation is limited.** We support the mechanism for customising the PDF layout with HTML and CSS, and we will help if the mechanism is broken or does not work as we say it should in our published examples. But, since custom HTML and CSS offer potentially limitless possibilities, Atlassian will not support issues that are caused by or related to PDF customisations.

Related Topics

Advanced PDF Export Customisations

Advanced PDF Export Customisations

This page provides information about 'advanced' PDF export customisations. These expand upon the regular customisations described in Customising Exports to PDF.

⚠ The information below is for advanced users. Customisations are not supported by Atlassian. Be aware that the advanced customisations described below require knowledge of certain parts of Confluence, and of CSS and HTML. This documentation is intended for advanced users. Some of the suggestions below are moderately complex, or irregular in nature. If you are having trouble understanding them we strongly suggest you ask an expert. We do not support any of the customisations described below. This means that the Atlassian support engineers will not be able to help you with these modifications.

On this page:

Related pages:

- Customising Exports to PDF
- Confluence User's Guide

Header and Footer

Adding Headers and Footers to Single Page Exports

Single page exports don't support adding HTML headers and footers via the PDF Layout page, but you can use CSS rules in the PDF Stylesheet page (**Space tools** > **Look and Feel** > **PDF Stylesheet**) to produce headers and/or footers for a single page export.

For custom headers, define any of the following rules within your `@page` rule: `@top-left`, `@top-center`, and `@top-right`. These rules allow you to define the `content` of the left-hand side, centre and right-hand side of your page's header area, respectively.

For custom footers, define `@bottom-left`, `@bottom-center` and `@bottom-right` rules within your `@page` rule.

For example, the following rules add a document title at the centre of the header and a page number at the centre of the footer:

CSS - PDF Stylesheet

```
@page
{
    @top-center
    {
        content: "Document Title Goes Here"; /* This is the content that will
appear in the header */
        font-family: ConfluenceInstalledFont, Helvetica, Arial, sans-serif;
        font-size: 8pt;
    }
    @bottom-center
    {
        content: "Page " counter(page); /* This is the content that will appear in
the footer */
        font-family: ConfluenceInstalledFont, Helvetica, Arial, sans-serif;
        font-size: 8pt;
    }
    /* Any other page-specific rules */
}
```

Notes:

- The `font-family` and `font-size` properties ensure 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.
- 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 the header or footer, add HTML to the Header or Footer section of the PDF Layout screen.

The following example uses an HTML `img` element with `src` attribute to add an image to the left of the header. The `src` attribute refers to an image attached to a Confluence page. The image element is usually placed within a `div` element container.

HTML - PDF Layout: Header Section

```
<div style="margin-top: 10.0mm;">
        <img
src="https://confluence.atlassian.com/download/attachments/12346/header-image.png"
/>
      </div>
```

In the example above, the header includes an image called 'header-image.png'. The "12346" in the `src` attribute is the ID number of the page to which the image is attached.

Follow these instructions to include an image on your page:

1. Attach the image to a Confluence page.
2. View the list of attachments on that page, then right-click the image and copy its location.
3. Paste the link into the appropriate `src=""` attribute in your PDF Stylesheet, as shown above.
4. Edit the image URL so that it is relative, by removing the first part of the URL before `/download/...`.

Notes:

- This example uses an inline CSS property `margin-top` in the `style` attribute to force 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.
- 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 attach it to your Confluence page again. 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 to your `style` attribute. For example, to align the header image to the right-hand side of the page, your `style` attribute would look similar to this: `style="margin-top:10mm ; text-align:right"`.

Incorporating Other Fonts

By default, Confluence provides Times New Roman, Helvetica or Courier fonts for use in PDF exports. You can use your own fonts for PDF exports by declaring them in a `@font-face` CSS rule in your PDF Stylesheet.

The following CSS rule example shows how to declare the Consolas font and apply it to some elements for your PDF export:

CSS - PDF Stylesheet

```
@font-face { src: url(file:///usr/share/fonts/Consolas.ttf); -fs-pdf-font-embed:
embed; } .code pre, .preformatted pre, tt, kbd, code, samp { font-family: Consolas,
monospace; font-size: 9pt; }
```

The font path specified in the CSS must be the path to the font on the Confluence server.

Adding a Dynamic Title to the Title Page

When you export an arbitrary set of pages from Confluence, you may like to have a corresponding title added to the cover (or title) page automatically. This can be done (in a somewhat irregular way) by using the top level item from the default table of contents as the title. This method relies on having the exported pages structured as sub-pages of the top-level page. In other words, the pages to be exported should consist of a page (at the top-level) and all of its child pages. The result is that the title that appears on the cover page changes depending on the top-level page that is used for the export.

The CSS below moves, and styles, the top-level TOC item for use as the title on the cover page, and turns off the leader and page number normally associated with this item in the TOC.

CSS - PDF Stylesheet

```
.fsTitlePage { position:relative; left:0px; } /* Turn off the default section
numbering for this TOC item */ .toclvl0:before { content: &quot; &quot;;
counter-reset: chapter 0; } /* Hide the default page numbering for this TOC item */
.toclvl0 .tocnum { display: none; } /* Move and style this TOC item */ .toclvl0 {
position:absolute; top:250px; font-size: 42px; font-weight: bold; margin: 72px 0
4px 0; text-align:center; }
```

Hiding Text from the PDF Output

This section describes a way to hide text from your PDF export. In other words, you can have text on the Confluence page that will not appear in the PDF export.

There are three steps:

1. Follow the instructions to define the NoPrint user macro.
2. Use the NoPrint macro to mark some text on a Confluence page.
3. Add the following CSS to your PDF stylesheet to make the PDF export recognise the NoPrint macro:

CSS - PDF Stylesheet

```
.noprint { display: none ; }
```

Indexing

To obtain an index at the end of the exported PDF file, consider using the Scroll Wiki PDF Exporter plugin that is produced by K15t Software GmbH.

Notes

If styling is not working as expected, it is useful to look at the intermediary HTML source to which the CSS is applied. This intermediary HTML is created whenever you create an HTML export that contains **multiple pages**, and is stored in the `temp` directory in Confluence's home directory. For example:

```
/temp/htmlexport-20110308-154047-1/export-intermediate-154047-2.html
```

Creating PDF in Another Language

To export a Confluence page written in a language other than English, you will need the necessary font for that language.

Related pages:

- Exporting Content to Word, PDF, HTML and XML

Uploading a Font File to Confluence

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:

     ```
     /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 into a temporary folder, for example a folder on your desktop.
3. Choose the **cog icon**  , then choose **General Configuration** under Confluence Administration then choose **PDF Export Language Support**.
4. Upload the file you copied in step 2.
5. Choose **Install**.

Notes

- The only font files supported are *true type fonts* and *true type collections*. The accepted file extensions are *.ttf and *.ttc.

- Confluence can only store **one** font file at any one time. Please create a collection to install more than one *.ttf files.
- We recommend that you use Unicode font Verdana for correct character encoding and exporting to PDF.
- If the font file size is bigger than your current attachment size limit, you will not be able to upload it. Please increase the attachment size limit temporarily and re-upload again. An improvement of the error messaging is tracked at CONF-24706 RESOLVED
- To make use of an installed font in your PDF Export style sheet (CSS) refer to it by the font-family ConfluenceInstalledFont.

Your Confluence

Confluence is very flexible; not only in the many ways you can create and share content, but also in how you can tailor your own Confluence experience. Things like your profile picture, favourite spaces and pages, and your personal space can say a lot about you, and can also make navigating Confluence much quicker and easier. Even a simple thing like adding shortcut links to the sidebar of your personal space, can save you a lot of time in finding the things you use all the time.

Set up your personal space, and take a look at any of the pages below, to start making Confluence feel like home.

- Change Your Password
- Edit Your User Settings
- Your User Profile
- Set Your Profile Picture
- Favourite Spaces and Pages
- View and Revoke OAuth Access Tokens
- Request Add-ons
- Choose Your Home Page

Related pages:

- Managing Changes and Notifications and Tasks
- Create a Personal Space
- Confluence User's Guide

Change Your Password

There are two scenarios where you may want to change your Confluence password:

- You're logged in, but you want or need to change your password
- You've forgotten your password and can't log in, so you need to reset your password

Related Topics:

- Your User Profile
- Set Your Profile Picture
- Create a Personal Space

Change your password when you're logged in:

1. Choose your profile picture at top right of the screen, then choose **Profile**
2. On your **Profile** tab, click **Password** in the left-hand column
3. Enter your current password and your new password in the form displayed
4. Click **Submit**

Reset your password from the login page:

If you've forgotten your password and need to reset it, you can do so from the Confluence login page. Choose the 'Forgot your password?' link and Confluence will step you through the process to reset your password.

Edit Your User Settings

If you want to make Confluence fit *you*, like a well-worn pair of sneakers, you can set some preferences that will make you feel more at home:

- General preferences such as home page, language and time zone
- Editor settings
- Email settings for subscriptions to email reports.
- OAuth access tokens that you have granted from your Confluence user account.

Related pages:

- Your User Profile
- Set Your Profile Picture
- Create a Personal Space
- Using Autocomplete
- Confluence User's Guide

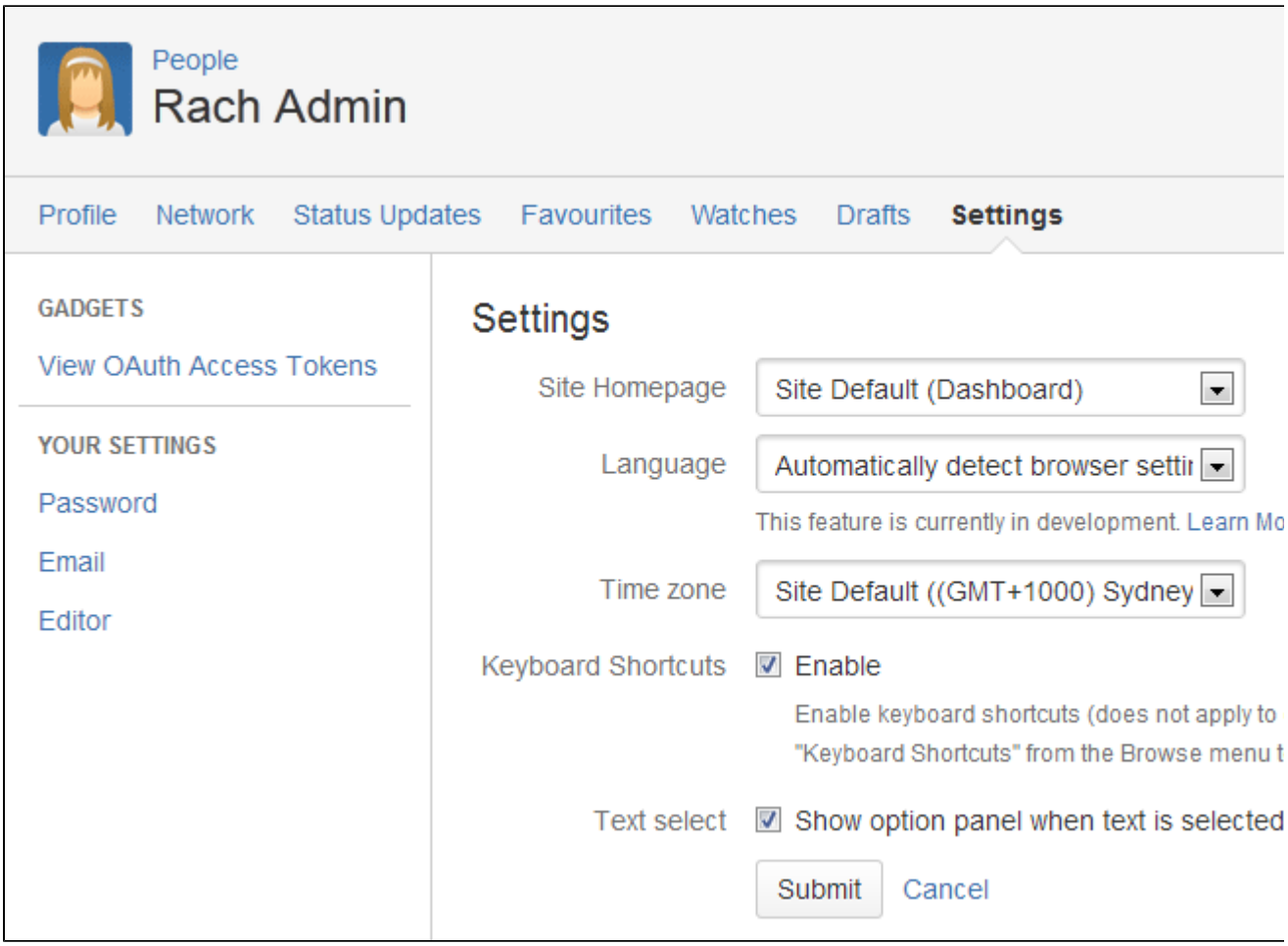
General User Preferences

To edit your general user settings:

1. Choose **your profile picture** at top right of the screen, then choose **Settings**.
2. Choose **Edit** and update the settings
3. Choose **Submit**

Setting	Description
Site Homepage	Select the page that you would like to see whenever you log into Confluence.
Language	Select your language. See below.
Time zone	Select your time zone.
Use Keyboard Shortcuts	Enable keyboard shortcuts, other than for the editor.
Text select	Turn off the popup options panel when highlighting text.

Screenshot: Editing your user profile settings



More about Language

Setting your language preference in your user profile is described in the section above. This section gives more information about that setting and other settings that affect the language Confluence will use.

Individual users can choose the language that Confluence will use to display screen text and messages. Note that the list of supported languages depends on the language packs installed on your Confluence site.

The language used for your session will depend on the settings below, in the following order of priority from highest to lowest:

- The language preference defined in your user profile. Note that you need to be logged in for this

setting to take effect.
- The language that you choose by clicking an option at the bottom of the Confluence login screen. Confluence stores this value in a cookie. When the cookie expires, the setting will expire too.
- The language set in your browser. The browser sends a header with a prioritised list of languages. Confluence will use the first supported language in that list. Your Confluence administrator can disable this option by setting a system property.
- The default language for your site, as defined by your Confluence site administrator.

Editor Preferences

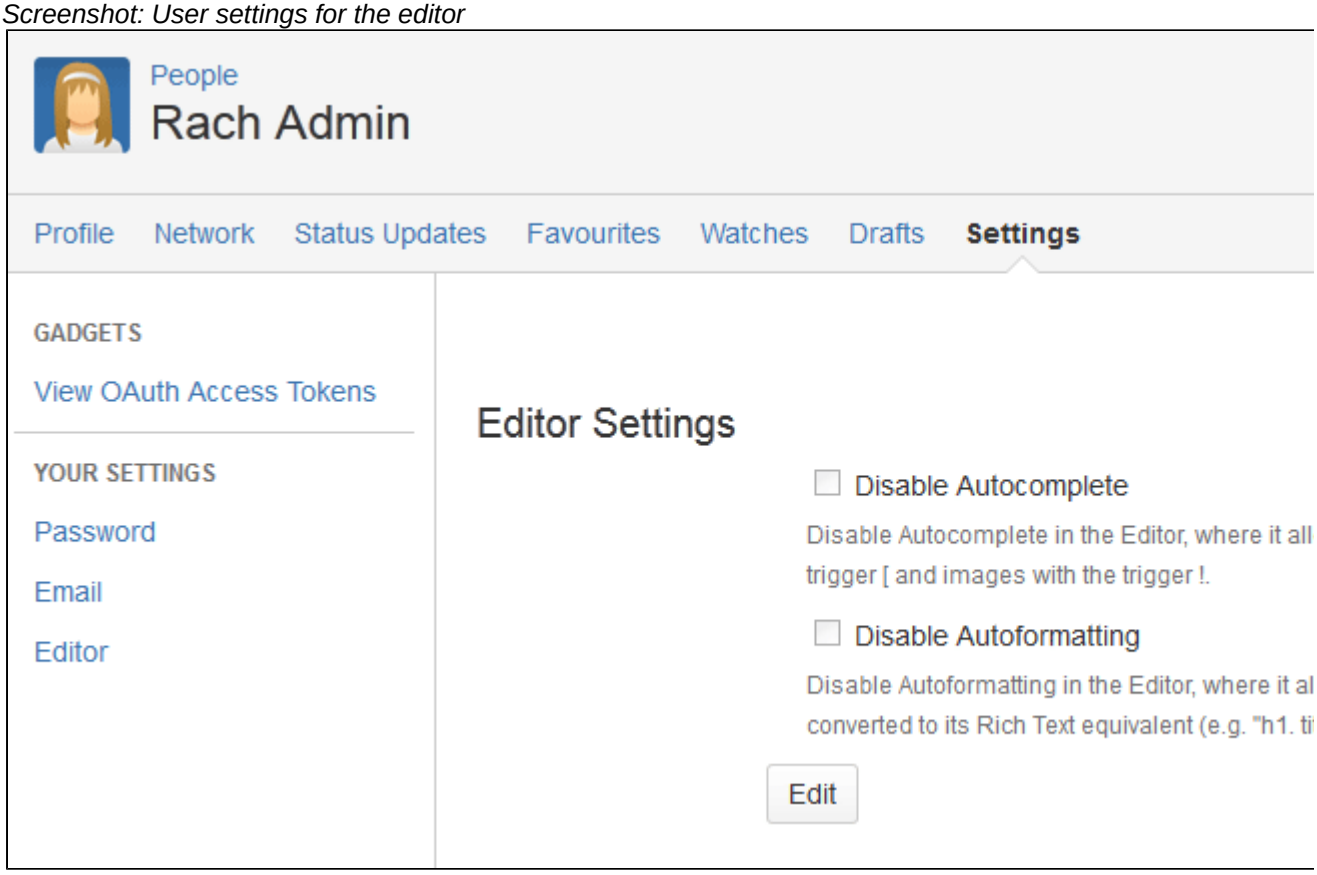
You can set some options that determine the way the Confluence editor works. Note that these settings affect only you. Other people using Confluence can enable or disable the settings on their user profiles independently.

To change your editor preferences:

1. Choose **your profile picture** at top right of the screen, then choose **Settings**.
2. Click **Editor** under 'Your Settings' in the left-hand panel
3. Click **Edit** and make your changes
4. Click **Submit**

Setting	Description
Disable Autocomplete	Select to disable autocompletion when you press one of the trigger characters.
Disable Autoformatting	Select to disable autoformatting when you type wiki markup in the editor. Click **?** on the editor toolbar to learn more.

Screenshot: User settings for the editor



Your User Profile

Your user profile contains basic information about you, which other Confluence users can see. It's also displayed to other users when they click your name in the People Directory, if you haven't set up your personal space .

In your own profile, you can access account management features and update information about yourself, like your name, email address, and pass word. You can also view other users' profiles.

On this page:

Related pages:

- Set Your Profile Picture
- Create a Personal Space
- Confluence User's Guide

Find your user profile

To find your user profile:

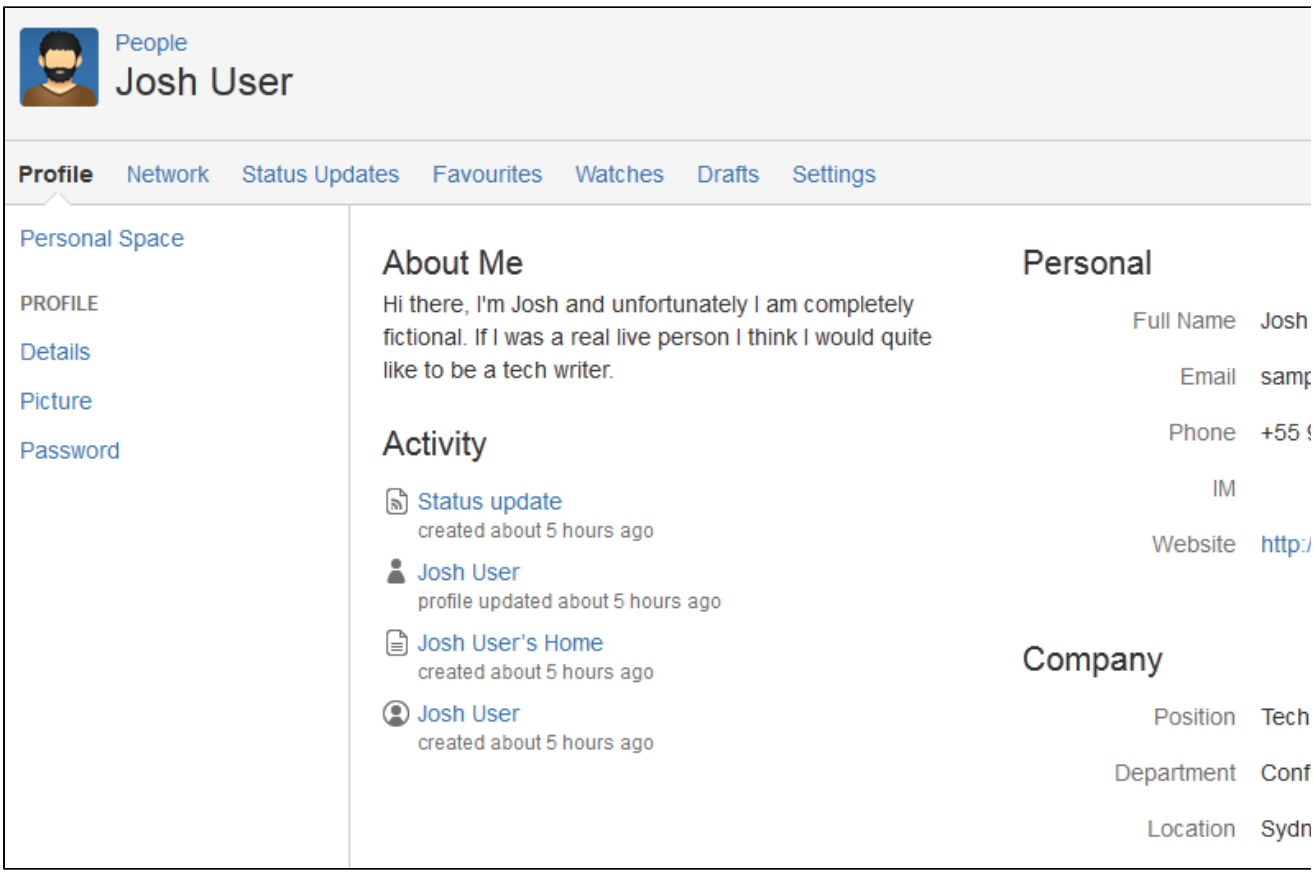
Choose your profile picture at top right of the screen, then choose **Profile**, or choose the **Profile** link in the sidebar of your personal space.

To find someone else's user profile:

Hover your mouse pointer over a user's linked name or profile picture and choose the user's linked name to open their user profile. Alternatively, you can choose the **Profile** link in the sidebar of their personal space, or go directly to this URL:

```
http://MY.CONFLUENCE.COM/users/viewuserprofile.action?username=USERNAME
```

Screenshot: User profile screen for the current user



From your user profile, you can access the following:

Profile	• View and edit your personal details, such as your name and email address details and optionally, your photograph and other personal information. Note that as a security precaution, in order to change your email address, you will be required to re-enter your password. • 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.
Favourites	• View a list of your favourite spaces.
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. • View and revoke your OAuth access tokens.

Edit your user profile

1. Choose your profile picture at top right of the screen, then choose **Profile**
   Or, choose the **Profile** link in the sidebar of your personal space.
2. Choose **Edit Profile**
3. Enter details about yourself in the form displayed
4. Choose **Save**

Fields in your user profile:

Detail	Description
Full Name	Your name as you'd like it to appear in your profile.
Email	Your email address that will be used to send you mail notifications.
Phone	Your phone number.
IM	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, or a user ID, like '123456789'.
Website	Your website's URL.
About me	Information about yourself that other users can view (such as your professional information, hobbies, and other interests). You can use Confluence wiki markup in this field.
Position	Your title or position within your organisation.
Department	The name of your department or team.
Location	Your location. This can be your town, city, region or country.

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.

Notes

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.

Set Your 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. It also appears in various other places next to your name, such as in the list of recent updates on the dashboard.

When you upload your profile picture, you can resize and reposition it to make sure it looks great.

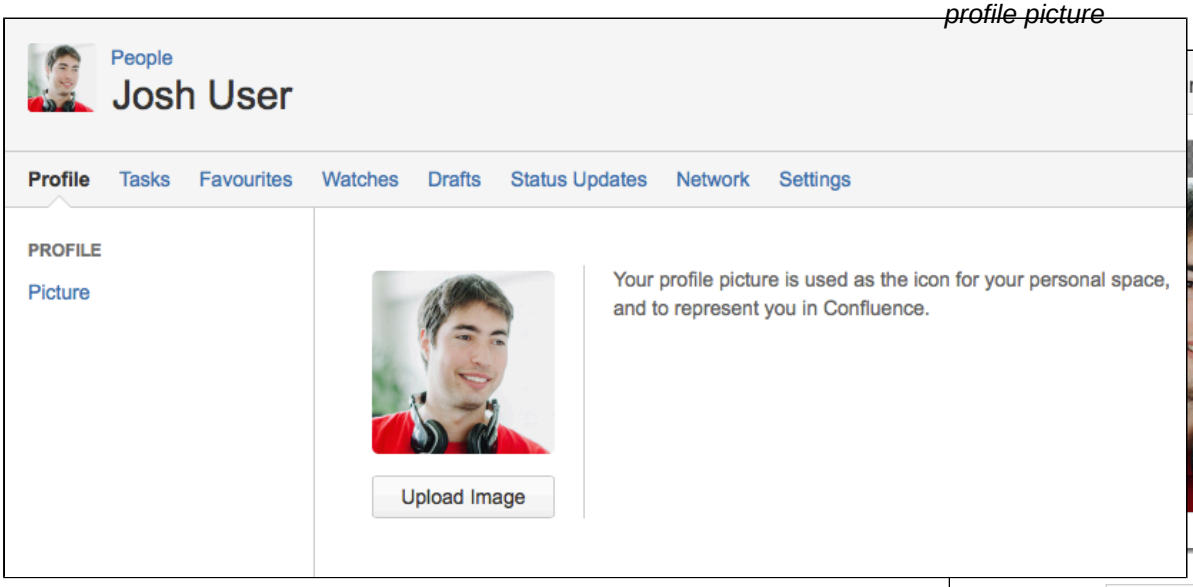
Related pages:

- Your User Profile
- Create a Personal Space
- Confluence User's Guide

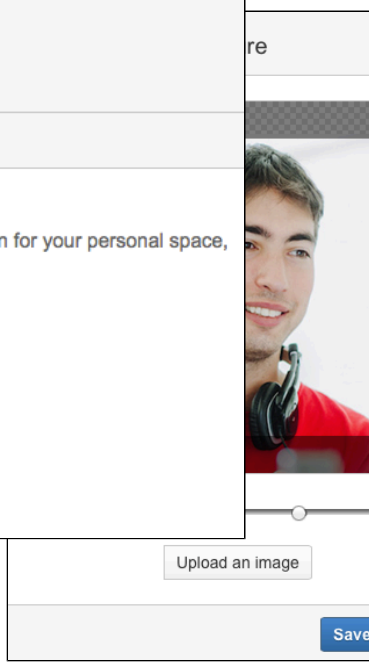
Upload and adjust your profile picture:

1. Choose your profile picture at top right of the screen, then choose **Profile**
2. Choose **Picture** on the left
3. Choose **Upload image** > **Upload an image**
4. Locate and select the picture on your computer or file server
5. Adjust the size and position of your photo, then choose **Save**

Screenshot: Choosing a profile picture



Screenshot: Resize your profile picture



Favourite Spaces and Pages

Marking a pages or spaces as a favourites means you'll be able to access them quickly from the dashboard, spaces directory, or from your profile. It's a great way to get to the content you access every day.

Add favourite pages and spaces

To add a page as a favourite:

1. Go to the page
2. Choose ••• > **Favourite**
   The menu item will change to **Remove Favourite**, so that you can

remove the page form your favourites if you want to later.

To add a space as a favourite:

1. Choose **Spaces** > **Space directory** in the Confluence header
2. Choose the star icon next to the space name in the list of spaces

The star icon will change to dark grey to indicate that you've added the space as a favourite. You can choose the star again to remove the space as a favourite.

To add someone's personal space as a favourite:
If a user has set up a personal space, you can mark it as a favourite in the same way you mark other spaces as favourites. When you're in the Space Directory, choose **Personal Spaces** to view all the personal spaces in your Confluence site**.**

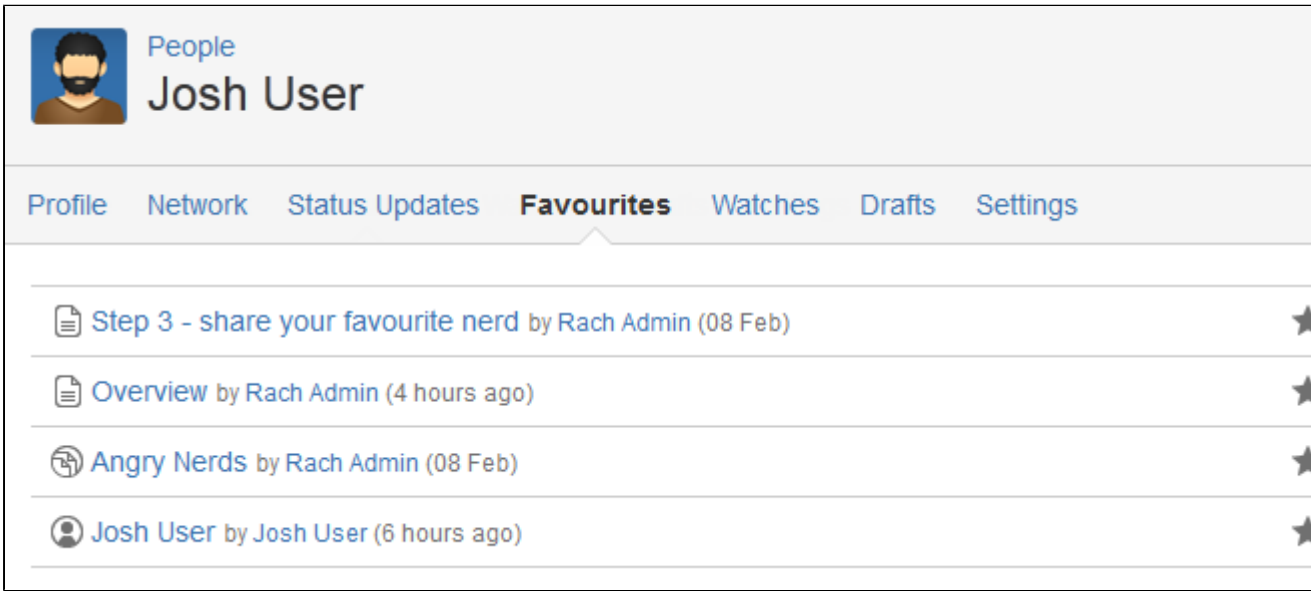
View your favourites

To view your favourite spaces and pages, try any of the following:

- Scroll to the bottom-left of the dashboard – you'll see tabs for your favourite spaces and pages, as well as your network.
- Go to **Spaces** > **Space Directory** in the Confluence header, then choose **Favourite Spaces** on the left – this one's for favourite spaces only.
- Choose **your profile picture** at top-right of the screen, then choose **Favourites** – there's a list of your favourite spaces and pages.

Recently updated content in your favourite spaces is also listed in the **Favourite Spaces** tab of the recent activity feed on the dashboard.

Screenshot: Viewing your favourites in your profile



View and Revoke 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 site 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.

On this page:

Related pages:

- Configuring OAuth for Confluence Admins

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 be able to access Confluence data that is both publicly

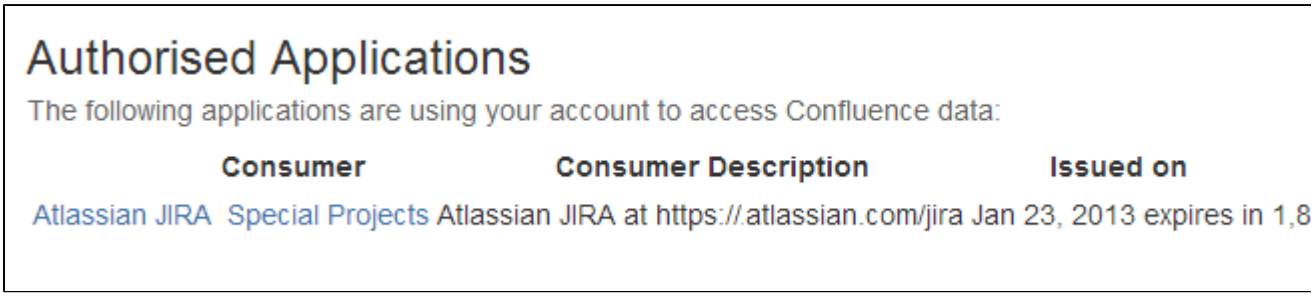
available and privy to your Confluence user account. As a Confluence user, you can revoke this access token at any time. Furthermore, all access tokens expire after seven days. Once the access token is revoked or has expired, the Confluence gadget will only have access to publicly available Confluence data.

View your OAuth Access Tokens

To view all of your Confluence user account's OAuth access tokens:

1. Choose **your profile picture** at top right of the screen, then choose **Settings**.
2. Click **View OAuth Access Tokens**. 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. 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 is obtained from the Consumer Info tab's 'Description' field of the OAuth Administration settings. The application's administrator can customise this Consumer Info detail.
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.

Revoke 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 **Revoke OAuth Access Token** 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.

Request Add-ons

The Atlassian Marketplace website offers hundreds of add-ons that the administrator of your Atlassian application can install to enhance and extend Confluence. If the add-on request feature is enabled for your Confluence instance, you can submit requests for add-ons from the Marketplace to your Confluence administrator.

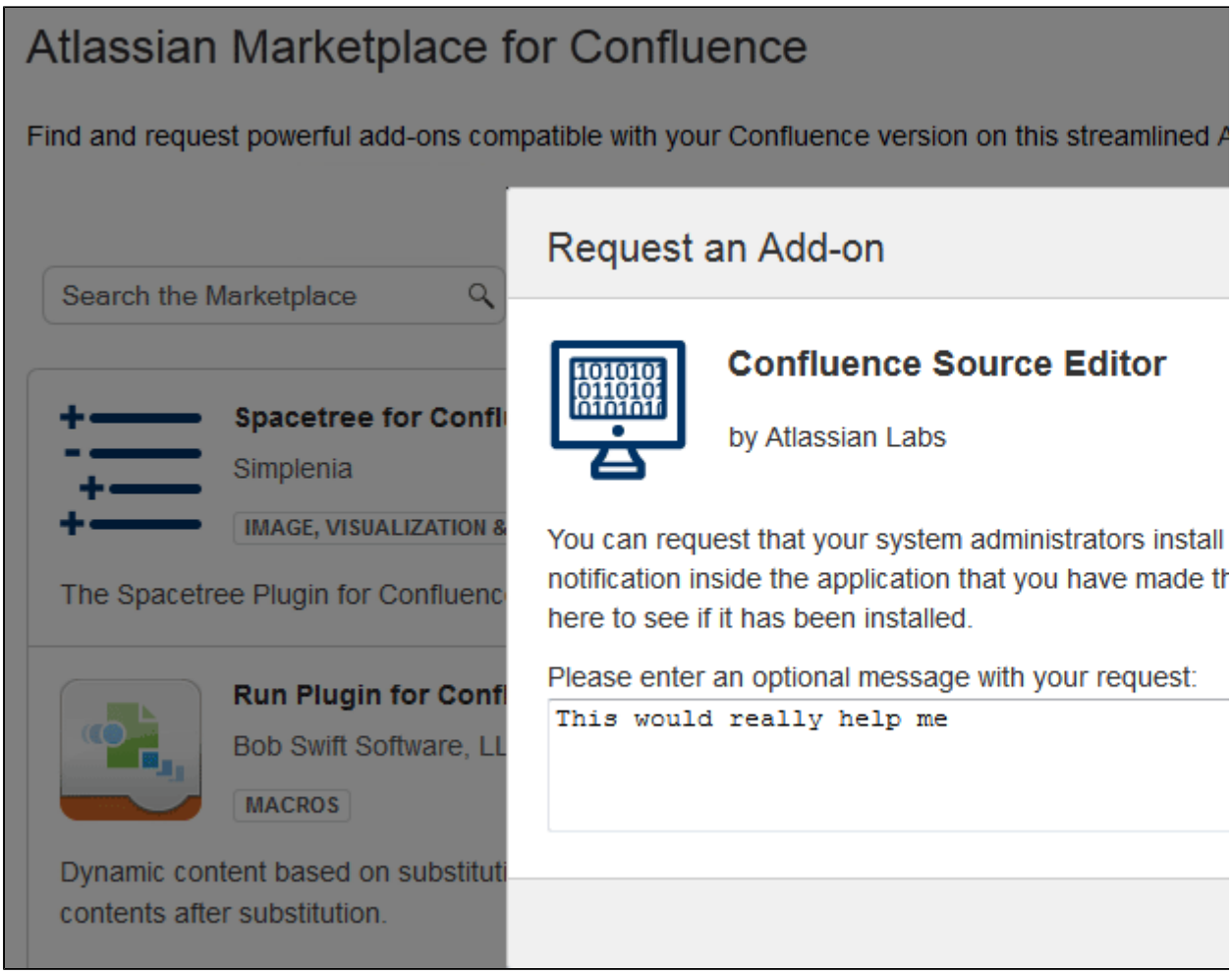
The 'Atlassian Marketplace for Confluence' page provides an integrated view of the Atlassian Marketplace from within your Confluence instance. The page offers the same features as the Marketplace website, such as searching and category filtering, but tailors the browsing experience to Confluence.

This in-product view of the Marketplace gives day-to-day users of the Atlassian applications, not just administrators, an easy way to discover the add-ons that can help them work. When you find an add-on of interest, you can submit a request with just a few clicks.

Submit an add-on request

To browse for add-ons in the Atlassian Marketplace, follow these steps:

1. Choose **your profile picture** at top right of the screen, then choose **Atlassian Marketplace**.
2. In the Atlassian Marketplace page, use the search box to find add-ons or use the category menus to browse or filter by add-ons by type, popularity, price or other criteria. You can see what your fellow users have requested by choosing the **Most Requested** filter.
3. When you find an add-on that interests you, click **Request** to generate a request for your administrator.
4. Optionally, type a personal message to your administrators in the text box. This message is visible to administrators in the details view for the add-on.



5. When ready, click **Submit Request**.

6. Click **Close** to dismiss the 'Success!' message dialog box.

At this point, a notification appears in the interface your administrators use to administer add-ons. Also your request message will appear in the add-on details view, visible from the administrator's 'Find New Add-ons' page. From there, your administrator can purchase the add-on, try it out or dismiss requests.

Update an add-on request

After submitting the request, you can update your message at any time. Click the **Update Request** button next to the listing in the Atlassian Marketplace page to modify the message to your administrator.

The administrator is not notified of the update. However, your updated message will appear as you have modified it in the details view for the add-on immediately.

Choose Your Home Page

When you log in to Confluence, the default is to take you to the dashboard. If you want to personalise your Confluence experience, you can choose another space's home page as the first page you see when you log in – this will be your new home page.

Related pages:

- Your Confluence
- Confluence User's Guide

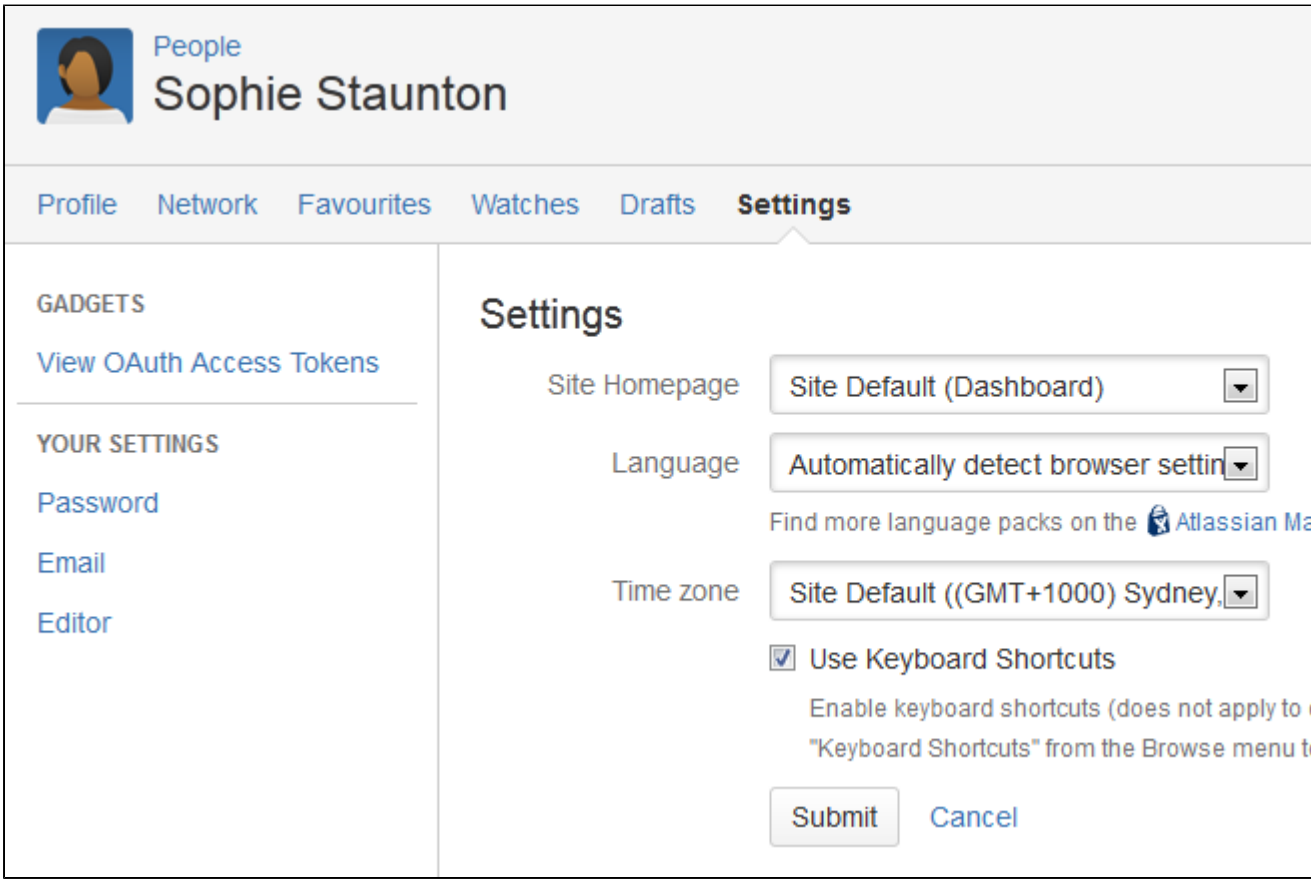
To set your home page:

1. Choose **your profile picture** at top right of the screen, then choose **Settings**.
2. Choose **Edit**
3. Choose a page from the **Site Homepage** drop down
   Only spaces for which you have 'view' access display.
4. Choose **Submit**

You'll be directed to your new home page, the next time you next log in.

You can still access the site dashboard by clicking the site logo at the left of the Confluence header, or by entering the dashboard URL. It'll look something like this: `https://yoursite.com/wiki/dashboard.action`.

Screenshot: Profile Settings



Managing Changes and Notifications and Tasks

Confluence provides several ways in which you can watch for changes to single pages, entire spaces, and all spaces on the site. You can also follow the updates made by specific people. You can only track updates to content that you have permission to see.

Making yourself a watcher of pages or spaces

You can watch a page, blog post or space that you have permission to view. Confluence will then send you an email notification whenever someone adds or updates content on, or adds a comment to, that page or space. See Watching Pages, Spaces and Blogs.

If you have space administrator permissions, you can manage watchers of pages and spaces.

Requesting other notifications

You can configure Confluence to send you various digest reports via email. See Subscribing to Email Notifications of Updates to Confluence Content.

On this page:

Related pages:

- Page History and Page Comparison Views
- View Space Activity
- Working with Tasks

Tracking updates by specific people

You can also follow the activity of people who interest you (see Network Overview) and receive a notification when someone follows you (see Subscribing to Email Notifications of Updates to Confluence Content).

Managing your notifications

There are two ways to manage notifications in Confluence:

- You can manage your email notification settings via the options in your user profile. See Subscribing to Email Notifications of Updates to Confluence Content.
- The Confluence workbox displays all notifications collected from Confluence page watches, shares and mentions. See Managing Notifications in Confluence.

Using Confluence RSS feeds

You can build RSS feeds to monitor content changes in Confluence.

- Create a customised RSS feed using the RSS Feed Builder.
- Subscribe to one of the pre-specified feeds generated by Confluence.

Watching Pages, Spaces and Blogs

You can 'watch' a Confluence page, blog post or space. Confluence will then send you a notification email whenever anyone updates your watched content.

You'll receive email notifications for:

- Edits (unless the author clears the 'Notify watchers' check box).
- Deletions.
- Attachments, including new versions or deletions of an existing attachment.
- Comments, including new comments, edits of existing comments or deletions of existing comments.

By default, Confluence will assign you as a watcher of any page or blog post that you create or edit. This behaviour is called 'autowatch'. You can control

autowatch.

There's no daily digest for email notifications. You'll receive an email notification every time someone makes a change.

You **will not** receive email notifications for content changes due to the output of a macro, because the page content itself hasn't been edited.

You need 'View' permission for the page, blog post or space to receive notifications.

Watching a page or blog post

To start watching a page or blog post:

1. Log in to Confluence, if you have not already done so.
2. Go to the page or blog post.
3. Choose **Watch** and select the relevant check box.

To stop watching the page or post, deselect the relevant check box.

Watching an entire space

On this page:

Related pages:

- Managing Watchers
- Subscribing to Email Notifications of Updates to Confluence Content
- Managing Changes and Notifications and Tasks
- Your User Profile
- Confluence User's Guide

You can choose to watch all the pages and blog posts in a particular space.

The quickest way is to use the **Watch** option on a page or blog post, as described above.

To stop watching the space, deselect the relevant check box.

Alternatively, choose **Pages** in the space sidebar, then choose **Watch this space** at the top right.

If your space uses the Documentation theme, choose **Browse** > **Space Operations**. Then choose **Watch this space** in the left-hand menu.

Watching for new blog posts in a space

You can choose to receive a notification whenever someone adds a blog post in the space. You will not receive notification of updates to or deletions of blog posts, nor of comments on the blog posts.

To watch for new posts:

1. Log in to Confluence, if you have not already done so.
2. Go to a blog post in the space.
3. Choose **Watch** and select **Watch all blog posts in this space**.

To stop watching for new blog posts, deselect the relevant check box.

Alternatively, choose **Blog** in the space sidebar, then choose **Watch this blog** at the top right.

If your space uses the Documentation theme, choose **Browse** > **Space Operations**. Then choose **Watch this blog** in the left-hand menu.

Watching all spaces on the site

You can receive notifications about changes to the content of pages, blog posts and comments from all spaces on a Confluence site.

To start watching for content changes across the whole site:

1. Choose **your profile picture** at top right of the screen, then choose **Settings**.
2. Choose **Email**.
3. Choose **Edit** then choose **Subscribe to daily updates**.
4. Choose **Submit**.

Watching for all new blog posts on the site

You can choose to watch for all new blog posts in all spaces on the Confluence site. You will not receive notification of updates to or deletions of blog posts, nor of comments on the blog posts.

To start watching for all new blog posts:

1. Choose **your profile picture** at top right of the screen, then choose **Settings**.
2. Choose **Email**.
3. Choose **Edit** then choose **Subscribe to all blog posts**.
4. Choose **Submit**.

Managing watches from your user profile

The '**Watches**' page in your user profile displays a list of all pages and spaces you are currently watching.

To manage your watches:

1. Choose **your profile picture** at top right of the screen, then choose **Watches**
2. Choose **Stop Watching** for any unwanted spaces or pages

Managing watches from the email message

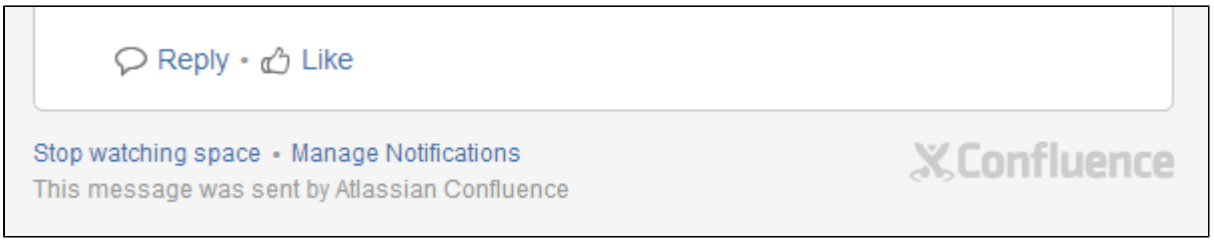
The email notifications that you receive from Confluence have some useful links at the bottom of the email message. The links in each message vary, depending on the context. In general, the links allow you to view the page online, reply to a comment, and so on.

In particular with respect to setting your notification preferences, you will see one or more of the following

links:

- **Stop watching page** – Click this link to stop watching the page that triggered the email notification.
- **Stop watching space** – Click this link to stop watching the space that triggered the email notification.
- **Stop following this user** – Click this link to stop following the user whose update triggered the email notification.
- **Manage Notifications** – Click this link to go to the email settings page in your user profile.

Screenshot: Example email notification footer showing links



Setting autowatch and other notification options

By default, Confluence will assign you as a watcher of any page or blog post that you create or edit. This behaviour is called 'autowatch'. You can turn autowatch on or off, and set other notification options, in the email settings section of your user profile. See Setting User Settings.

Managing Watchers

If you're an administrator of a space, you can manage the watchers for all pages and blog posts in that space. This means that you can:

- View a list of the watchers of a page or blog post.
- View a list of the watchers of the space that contains the page or blog post.
- Add users as watchers of the page or blog post.
- Remove existing watchers of the page or blog post.

You cannot remove watchers of the space.

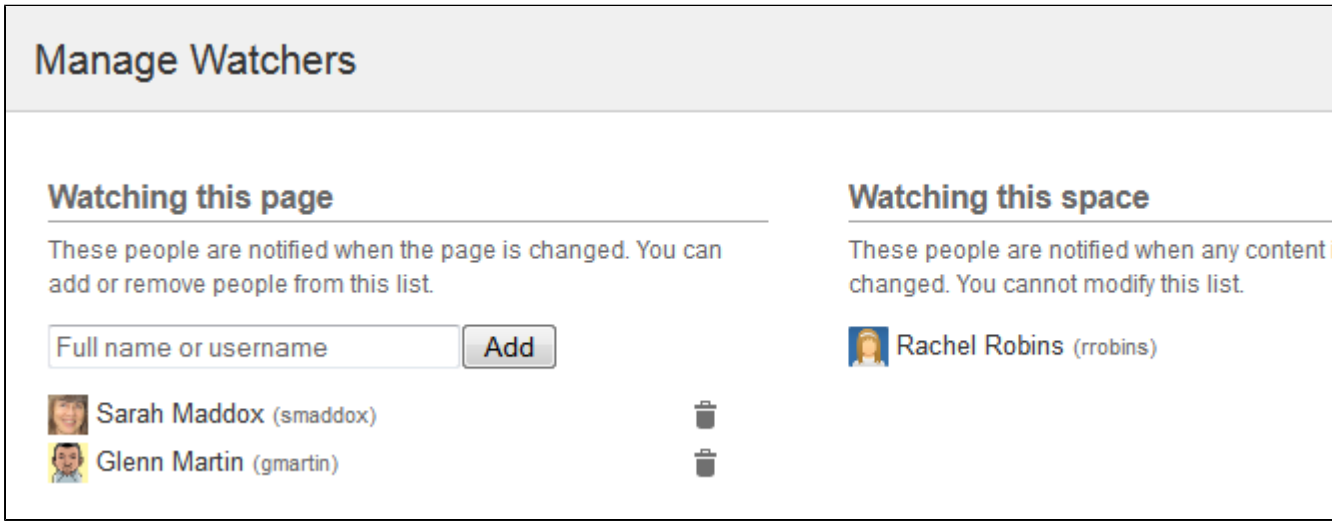
Related pages:

- Watching Pages, Spaces and Blogs
- Subscribing to Email Notifications of Updates to Confluence Content
- Managing Changes and Notifications and Tasks
- Your Confluence
- Confluence User's Guide.

To manage the watchers of a page or blog post:

1. Go to the page or blog post for which you want to manage the watchers.
2. Choose **Watch** > **Manage Watchers**.
3. The 'Manage Watchers' screen will appear. The left-hand column shows the users watching the page or blog post. The right-hand column shows the users watching the space.
    - To remove an existing page watcher, choose the icon (trash can) next to the user's name.
    - To add a user as a watcher of the page, type their username and choose **Add**.

Screenshot: Managing watchers



Subscribing to Email Notifications of Updates to Confluence Content

You can 'watch' a page, blog post or space. Confluence will then send you a notification by email whenever anyone adds or updates content on that page or space. You can also subscribe to daily email reports and other notifications of various updates, as described below.

You will only receive notifications for content that you have permission to view. Users that have been disabled by an administrator will not receive email notifications.

Subscribing to email notifications

You can subscribe to the following email summary reports:

- A daily report of updates to all spaces that you have permission to view.
- An immediate report of all blog posts added or changed, in all spaces that you have permission to view.
- An immediate report of all updates made by the people you are following, in all spaces that you have permission to view.
- An immediate report when someone follows you.
- A daily or weekly report of recommended updates, in all spaces that you have permission to view.

To edit your email notification settings:

1. Choose **your profile picture** at top right of the screen, then choose **Settings**.
2. Click **Email** in the left-hand panel.
3. Click **Edit**.

On this page:

Related pages:

- Managing Changes and Notifications and Tasks
- Subscribing to RSS Feeds within Confluence
- Your Confluence
- Edit Your User Settings
- Confluence User's Guide

Below is an explanation of all the email settings is explained below.

Setting	Description	Content	Frequency
Autowatch	**Option:** Do you want Confluence to automatically add you as a watcher on each page or blog post that you add or update? If you are a watcher of a page or a post, you will receive notification of future changes.	• Pages and blog posts that you create, edit or comment on.	(Not applicable)
Subscribe to daily updates	Receive email reports showing changes to content in all spaces that you have permission to view. Note: *Daily email reports do not include information about attachments on a page or blog post that are added, edited or deleted.*	• Pages and blog posts that are added, edited or deleted. • Comments on a page or blog post that are added, edited or deleted. • Updates by users who have changed their personal profile.	Daily
Subscribe to all blog posts	Receive email notifications for changes to blogs in your Confluence installation that you have permission to view.	• Blog posts added, edited or deleted.	Immediately
Subscribe to network	Receive email notifications for changes to content by all users that you are following, which you have permission to view.	• Pages being added, edited or deleted. • Blog posts being added, edited or deleted. • Comments being added, edited or deleted. • Status updates by the user.	Immediately

Subscribe to new follower notifications	Receive an email message when anyone chooses to follow you.		Immediately
Notify on my actions	**Option:** Do you want to receive email notifications for your own changes? Note: If you have not subscribed to any email notifications and are not watching any pages/spaces, then selecting 'Notify on my actions' will not do anything.	• All pages and spaces that you are watching. • This affects all subscriptions set.	(Not applicable)
Show changed content	**Option:** Do you want your notifications to include details of the changes made to the content? • If you do not select this option, your notifications will include only the title of the page, and any comment the author made when updating the page. • If you do select this option, your notifications will show the differences between the current and previous versions of the page. See Page History and Page Comparison Views.	• Edits to pages and blog posts.	(Not applicable)

Subscribe to recommended updates	Receive an email message showing the top content that is relevant to you from spaces that you have permission to view. How do you set the frequency of the mail message? A link in the email message allows you to choose daily or weekly notifications. How do you enable and disable the notification? You can turn off the notification by clicking a link in the email message. You can also turn the notification on or off by setting the 'Subscribe to recommended updates' option in your user profile.	Confluence chooses the content to display, based on: • Pages and blog posts that people have recently liked. • Pages and blog posts that people have recently commented on. • Pages and blog posts that have recently been created. 'Recent' means any activity that occurred since the last recommended updates message was sent to you. The activities are listed in order of popularity, with the most popular at the top. Likes, comments and content creations are scored equally. Activity that involves people in your network ranks higher than activity not involving your network. Content in your favourite spaces also ranks higher than content in other spaces. The recommended updates summary does not include any content that you created yourself, and it gives a lower ranking to content that you have participated in, for example by adding a comment or updating the page. If there is no activity to report, Confluence will not send the email message.	Daily (weekdays at 1pm) or weekly

Notes for administrators

- To enable Confluence to send email notifications, a System Administrator must configure an email server. See Configuring a Server for Outgoing Mail.
- Confluence Administrators can set the default options for the recommended updates notification.Choose the **cog icon**  , then choose **General Configuration** under Confluence Administration

  Click **Recommended Updates Email** in the left-hand panel. See Configuring the Recommended Updates Email Notification.

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Subscribing to RSS Feeds within Confluence

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 is not 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 add-on to your browser, part of your email program, or a stand-alone program.

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 an RSS feed 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.

Confluence RSS feeds

RSS feeds allow you to track updates to content within Confluence. You will need an RSS newsreader to read a feed.

You can create a customised RSS feed using the RSS Feed Builder 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. For example, you can filter your feed using a label, specify the number of items and days to include in your feed, and so on.
- Subscribe to pre-specified RSS feeds – Generate an RSS feed automatically in a minimal number of steps.
- Subscribe to a feed of any Confluence user's network – Track the activities of users the selected person is following.

On this page:

Related pages:

- Managing Changes and Notifications and Tasks
- RSS Feed Macro

RSS newsreaders

The following are some popular RSS readers 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&showC
ontent=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.

Using pre-specified RSS feeds

This page tells you how to get hold of an RSS feed which Confluence has predefined for you.

To subscribe to predefined RSS feeds for a particular space:

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **RSS Feeds**.
3. Copy and paste the link for one of the feeds into your RSS newsreader:

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Operations**
2. Choose **RSS Feeds** in the space operations options.
3. Copy and paste the link for one of the feeds into your RSS newsreader.

Feeds include:

- Pages
- Blog
- Mail
- Comments
- Attachments
- All content

To subscribe to predefined RSS feeds for a particular page (where available):

Note that the word 'page' here means a part of the Confluence user interface, rather than a page that contains Confluence content. For example, your Network view offers an RSS feed.

1. Go to the page.
2. Locate the following icon, which is available in the top-right corner of certain pages:
3. Copy and paste the icon's link into your RSS newsreader.

Related pages:

- Using the RSS Feed Builder
- Managing Changes and Notifications and Tasks
- RSS Feed Macro
- Confluence User's Guide

Notes

The predefined RSS feed will return no more than 10 entries within the last 5 days, if you want to customise your Confluence RSS feed (for example, use a label to filter your feed), use the RSS Feed builder instead of the above instructions.

Using the RSS Feed Builder

Using the RSS feed builder, you can create customised RSS feeds to subscribe to changes within Confluence.

Wondering what an RSS feed is? See more information about RSS Feeds.

Building an RSS feed

Follow the steps below to build your feed, choosing the type of content and the time period you want to monitor.

To create a customised RSS feed:

1. Choose the help icon at top right of the screen, then choose **Feed Builder**.
2. Select the content types you want in your feed.

   Check **Mail** if you want to know when the email archive is updated. (See the overview of mail archives in Confluence.)
3. Select one or more spaces from the list.

4. Click **Advanced Options** to set the following:

Option	Description
Feed Name	The default name is based on the name of your Confluence installation. For example, 'Extranet RSS Feed'.
With these labels	Enter one or more labels separated by spaces or commas. Confluence returns all content (of the selected types) that matches one or more of the labels. See the hint below about using labels to customise your feeds.
Exclude these spaces	Exclude specific spaces from those already selected.
Sorted by	Sort content by either the date or creation or the date they were last updated.
Limit to	Specify the number of items returned in your feed.
Within the last	Specify how old items returned can be.
Include content for pages	Specify whether the entire page is displayed in the feed.

5. Choose **Create RSS Feed**.
6. Drag or copy the link into your RSS reader.

Hints

- **Separate feeds.** Try building separate feeds, one for pages only and one that includes comments as well. This allows you to monitor only pages if you are short of time, and to read the comments when you have more time.
- **Labels to customise your feed.** You can use the RSS feed builder to track updates to labelled pages and comments on those pages. Here is an idea for customising your RSS feed by using your own personal label(s). This is useful if you want to track updates to specific pages or blog posts, and you do not want to deal with emails. You can use this method as an alternative to watching pages.
  - Build an RSS feed that returns pages, blog posts and comments labelled with a personal label, such as '**my:feed**'.
  - Each time you want to 'watch' a page, just label it with 'my:feed'.
  - All updates and comments will automatically come through your RSS feed.

Notes

- **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=modifi
ed&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.

- **Feed authentication options:** Confluence can offer you the option of an anonymous feed or a feed that requires authentication.
  - An **anonymous** feed will show only the content that is visible to anonymous users. The feed URL does not contain the `&os_authType` parameter mentioned below. This feed is useful only if your Confluence site allows anonymous access. If a feed is anonymous, you only get anonymously-viewable content in the feed regardless of whether you are a Confluence user or not.
  - An **authenticated** feed requires you to log in to Confluence before you can retrieve the content. The feed URL contains the following parameter: `&os_authType=basic`.
  - The option to choose between an anonymous and an authenticated feed is currently not available on the feed builder screen. The feed builder offers only **authenticated** feeds. See CONF-21601 for details and a workaround.

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 status updates
- Updates to a user's profile

Subscribing to a user's network feed

To subscribe to a user's network RSS feed:

1. Locate the RSS 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.

On this page:

Related pages:

- Network Overview
- Subscribing to RSS Feeds within Confluence
- Confluence User's Guide

Customising your network RSS feed

Confluence does not provide a way of customising a network RSS feed via the user interface. 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. Example: http://confluence.atlassian.com/feeds/network.action?username=MYNAME&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. Ensure that each parameter is separated from the other by an ampersand (&).
   Example:
   http://confluence.atlassian.com/feeds/network.action?username=ggaskell&max=40&publicFeed=false&os_authType=basic&rssType=atom&contentType=USER_STATUS

3. Save the modified link in your RSS newsreader.

Notes

It is not possible to filter for more than one type of content by adding multiple values to the `contentType` parameter.

Working with Tasks

Keep track of the things that need to get done with tasks. With the ability to give each task an assignee and due date, and plenty of ways to see your tasks, you can make sure nothing slips through the cracks in your project or team.

On this page:

Creating a task

Tasks are created on pages. For example, you might add tasks under action items on a meeting notes page, or in a project planning page - anywhere you need a lightweight task management solution.

To create a task:

1. In the editor, choose the **Task list** button or use the keyboard shortcut **[ ]**
2. Start typing your task - use the @ to assign the task to someone or ***//*** to choose a due date.

The first person you mention in a task is the assignee. You can mention more people in the task, but the first person mentioned will be the assignee - you can even assign tasks to yourself.

Note: If you assign a task to someone who does not have permissions to view the page or space, they won't see the task.

Keeping track of tasks

There are a number of ways to keep track of tasks assigned to you, or tasks you've created for others.

On a page

The simplest way to see a task is on the page it was originally created on, for example in a meeting notes page.

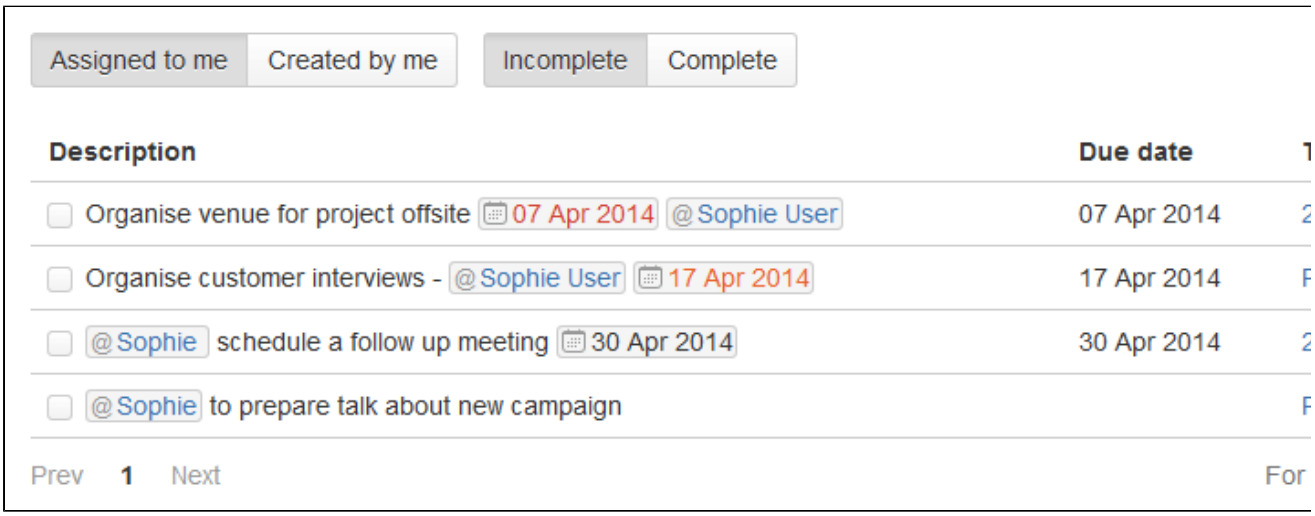
It is easy to see if a task is complete, who it is assigned to, and when it is due. If a task is nearing, or has passed its due date, the colour of the date will change (red for overdue, orange for due in the next 7 days).

In your profile

The tasks page in your profile gives you a place to see all the tasks relevant to you in one place. Easily keep track of the status of tasks assigned to you, and tasks you've created and assigned to others.

To view the tasks page, go to **Profile** > **Tasks**.

Use the filters to show tasks that were assigned to you or created by you and toggle between complete or incomplete tasks.



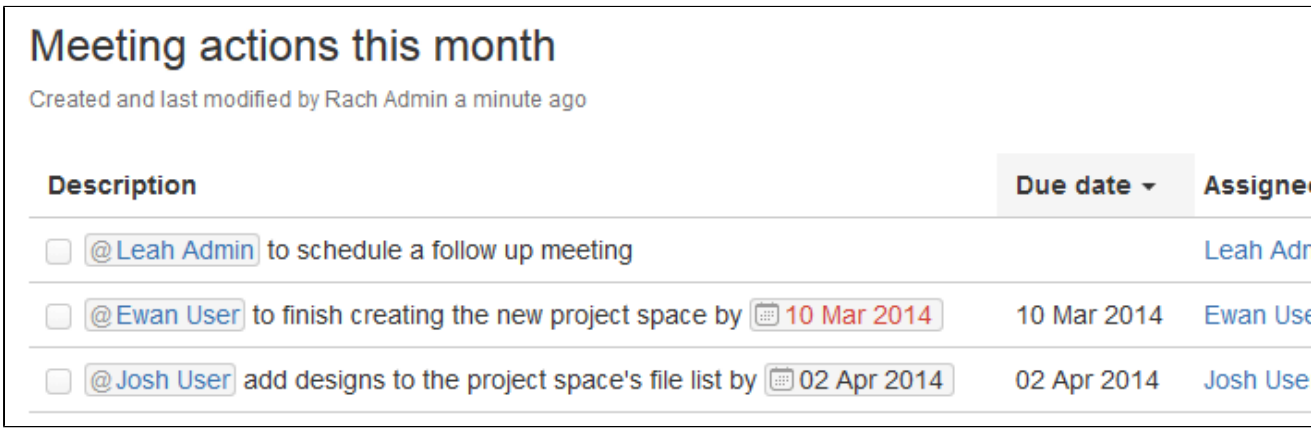
In a Task Report

If you're looking for a more custom view of tasks, the Task Report blueprint is a great way to track tasks assigned to a specific team or project.

To create a task report:

1. Choose **Create** > **Task Report**
2. Select the type of report:
    - **Assigned to my team** for tasks assigned to particular people
    - **In my project** for tasks that appear in a specific space or page, or
    - **Custom** for a wide range of filtering options, including by date or page label.
3. Follow the prompts to create the report.

This blueprint uses the Task Report macro. You can also choose to use this macro on an existing page, for example, on a project or team space homepage. See Task Report Macro for more about using this macro.



Notes

- The date picker can be triggered by typing // or by typing a date in the format dd/mm/yyyy or dd-mm-yyyy. Typing other date formats in the editor will not trigger the date picker.
- Personal Tasks (created in the Workbox in older versions of Confluence) do not appear in the Tasks view or Task Report. To migrate any incomplete personal tasks, go to **Workbox** > **Personal Tasks** an d follow the prompts.
- The existing wiki markup based Tasklist Macro has been removed from the macro browser. If you have a Tasklist macro on a page it will continue to work, but you will be unable to add new Tasklists using this macro.

Managing Notifications in Confluence

This page is about the notification-and-task dialog, known as the Confluence 'workbox', which drops down when you choose the icon on the Confluence page header.

Do you want to manage your notification email messages instead? See Subscribing to Email Notifications of Updates to Confluence Content.

On this page:

Related pages:

- Configuring Workbox Notifications
- Subscribing to Email Notifications of Updates to Confluence Content
- Watching Pages, Spaces and Blogs
- Likes and Popular Content

Managing your notifications in the Confluence workbox

The workbox displays all notifications collected from Confluence page watches, shares, mentions, and tasks. If your Confluence site is linked to a JIRA issue tracker, you will also see JIRA notifications in your workbox.

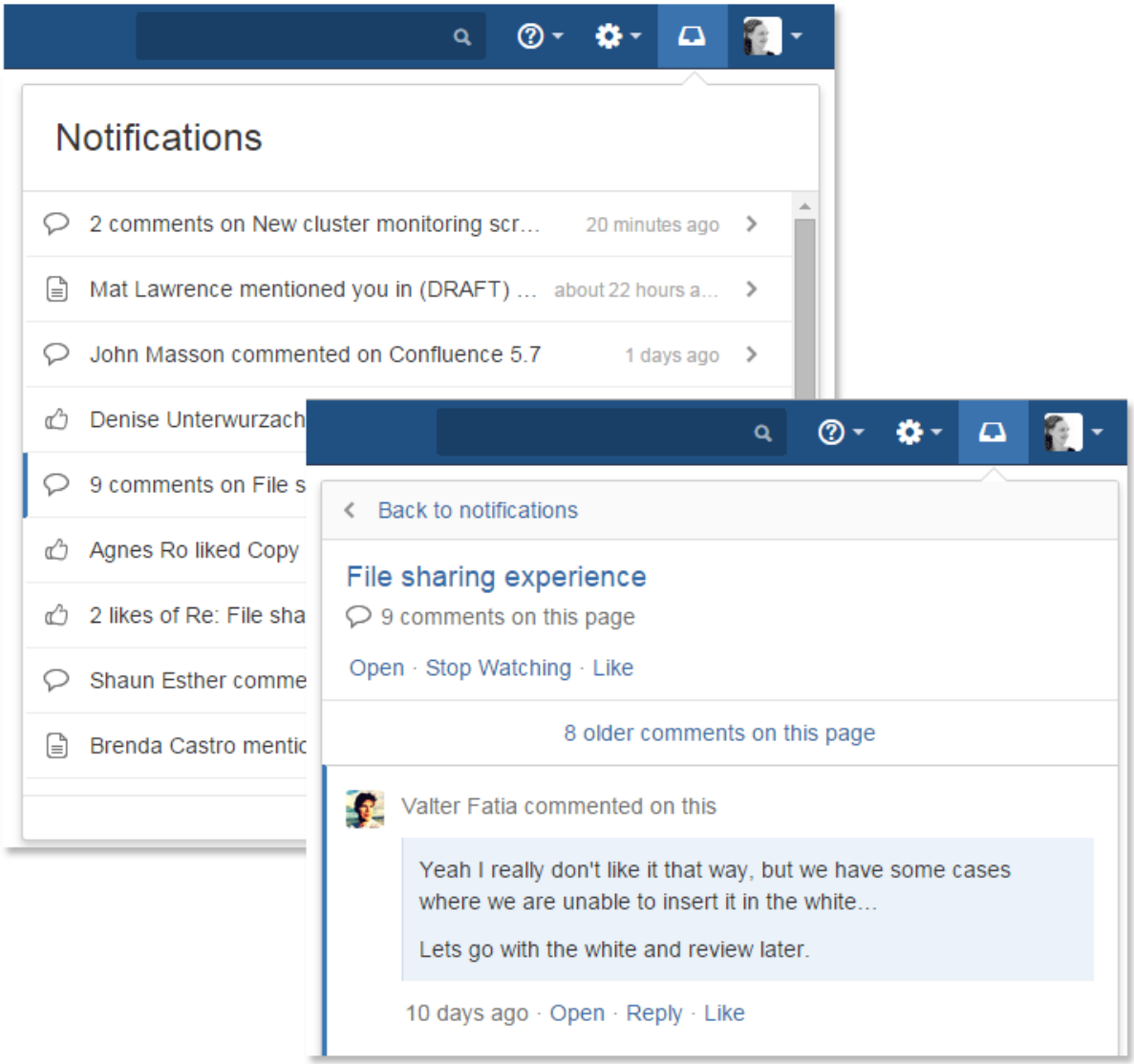
You can view your notifications and convert them to personal tasks. Use the inline actions to reply to comments, like a comment or page, or watch a page. Follow the links in a notification to open the relevant page or blog post. With JIRA integration, you can watch or unwatch issues, comment on issues, or follow the link to open the issue in JIRA.

The workbox displays your notifications and your personal tasks in separate tabs.

To manage your notifications:

1. Choose the workbox icon in the Confluence page header.
   - A number may appear on the workbox icon, indicating the number of unread notifications waiting for your attention.
   - You can use the keyboard shortcut: Type **g** then **n**. (When in the Confluence editor, click outside the editor pane before pressing the keyboard shortcut keys.)
2. Choose a notification from the list, to see the notification details. You can then:
   - **Open** the related page, blog post, or comment.
   - **Like** or **Unlike** the page, blog post, or comment.
   - **Watch** or **Stop Watching** to receive notifications, or stop receiving notifications, about a page or blog post.
   - **Reply** a comment, without leaving the workbox.

Screenshot: Your Confluence notifications in the workbox



Which notifications are included?

The workbox displays a notification when someone does one of the following in Confluence:

- Shares a page or blog post with you.

- Mentions you in a page, blog post, comment or task.
- Comments on a page or blog post that you are watching.
- Likes a page or blog post that you are watching.

The workbox does **not** show notifications triggered because you are watching a space. Only watches on pages and blog posts are relevant here.

The notification in your workbox appears as 'read' if you have already viewed the page or blog post.

If your Confluence site is linked to JIRA, you will also see the following JIRA notifications in your workbox:

- Comments on issues that you are watching.
- Mentions.
- Shares of issues, filters and searches.

Keyboard shortcuts

Shortcut	Action
g then n	Open the Confluence workbox.
j	Move down to the next entry in the notification list.
k	Move up to the previous entry in the notification list.
n	Move down to the next notification for a particular page or blog post.
p	Move up to the previous notification for a particular page or blog post.
Enter	Open the selected notification.
u	Return to the notification list after opening a particular notification.

Managing notifications with Confluence mobile

You can view and respond to your notifications on your phone or other mobile device too. See Using Confluence on a Mobile Device for more about mobile platforms.

Notes

- Read notifications are automatically deleted after 2 weeks.
- Unread notifications are automaticallydeleted after 4 weeks.
- You cannot delete your notifications yourself.
- If a new notification arrives while you have workbox open, the count appears on the workbox icon  but the notification is not added to the workbox. You need to close workbox and re-open it to see the new notification.
- The ability to receive notifications from JIRA or another Confluence site is available in **Confluence 4.3.3 and later.** To receive JIRA notifications, you need **JIRA 5.2 or later** .
- Administrators can enable and disable the workbox on your Confluence site. They can also connect a JIRA site or another Confluence site, so that notifications from those sites appear in your workbox too. See Configuring Workbox Notifications.
- The Confluence workbox is provided by a set of plugins. To remove the personal notifications and tasks functionality from your site, you can disable the following plugins. See Disabling or Enabling a Plugin for instructions. Disabling these plugins will disable the entire workbox . It is not possible to disable only tasks or only notifications:
  - Workbox - Common Plugin
  - Workbox - Host Plugin
  - Workbox - Confluence Provider Plugin
- If you want to re-enable the plugins, do so in the following order: Common Plugin, Host Plugin, Confluence Provider Plugin.

- There is no option to disable the workbox for an individual user.

Searching Confluence

Confluence gives you a few ways to find the content you're looking for. Here's a basic overview of Confluence search, and a few tips to help you find things more easily.

Related pages:

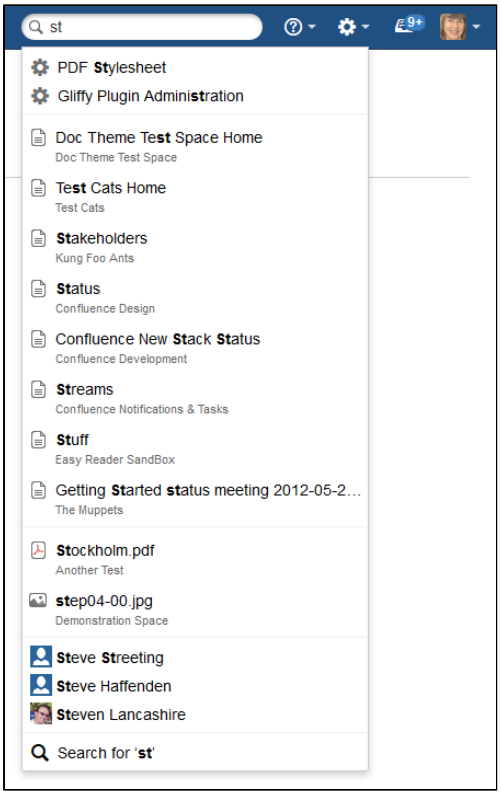
Confluence quick search

To perform a quick search in Confluence, choose the search field at the top-right of every page, or type **GG** on your keyboard to place your cursor in the search field. Type the name of a page, blog post, person, file/attachment, or space and select from the list of options displayed.

Hover your pointer over the options in the list to see the space they're in. If you don't see what you need in the quick search, press **Enter** or choose the **Search for** option at the bottom of the search results to perform a full search .

You can also search for administrative options in the quick search. For example, type 'general' into the search field to go to the General Configuration screen.

Screenshot: quick navigation showing titles matching the query 'st'



- Confluence Search Syntax
- Confluence Search Fields
- Recently Viewed Pages and Blog Posts
- Search Results Macro
- Livesearch Macro
- Page Tree Macro (includes an optional search box)
- Viewing Labels and Labelled Content
- Searching the People Directory

More information about quick navigation:

- Matching items are grouped by type so that you can quickly find the type you want. Confluence shows a maximum of 3 administrative items, 6 pages and/or blog posts, 2 attachments, 3 people and 2 spaces.
- Items are ordered with the most recently updated first.
- The part of the title that's matched by the search query is bolded.
- Confluence permissions determine the administrative options that appear in the search results. You will only see the options you have permission to perform.

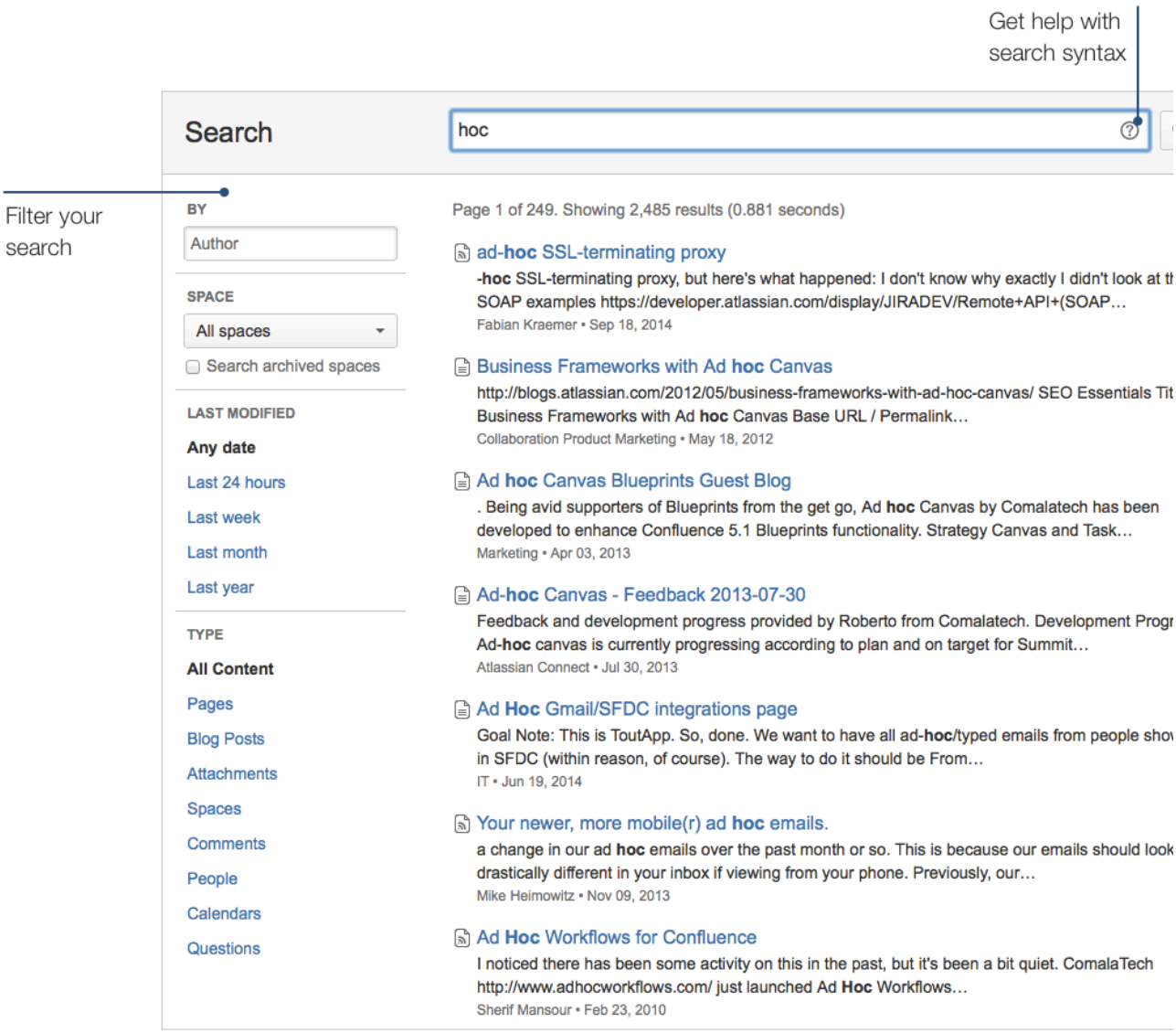
Perform a full search

When you perform a full search, Confluence will search all content in all spaces (site and personal), mail, personal profiles, attachments and the space description.

To use the full search:

1. Type your query into the search field at the top-right corner of every screen (or at the top of the Search screen)
2. Press the **Enter** key
   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. Choose an item's title to open it.

Screenshot: Search results page



In the search results you'll see the following information for each item:

- An icon representing the content type (user profile, space, page, blog post, comment, or attachment).
- The title or name of the content item, linked to the item.
- The most relevant few lines of content from within the item. Any words that match your search query are highlighted within the content.
- 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'll see only search results which you have permission to view.

On the left of the page are options which allow you to tailor or filter your search results.

⚠️ We recommend you don't use special characters in page or attachment names, as the page or attachment may not be found by Confluence search, and may cause some Confluence functions to behave unexpectedly.

Filter your search results

On the left of the search results page are options which allow you to filter the search results.

Define your filter criteria**:**

- **By –** Restrict your search to content last modified by a particular person. Start typing the person's username or part of their name and Confluence will offer you a list of possible matches.
  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'.
- **Space** – Restrict your search to a particular space, your favourite spaces, or choose from a list of suggested spaces. You can also include archived spaces.
- **Last modified** – Restrict your search to content updated within a particular period of time.
- **Type** – Restrict your search to a particular content type.

Search for labels

Use the '`labelText:`' prefix to search specifically for content that has a specific label. The table below gives examples of search terms that you can enter into Confluence's search box, and the search results that you can expect.

Searching for ...	Returns content that ...
`recipe labelText:chocolate`	contains the word '`recipe`' *or* has the label '`chocolate`'
`recipe AND labelText:chocolate`	contains the word '`recipe`' *and* has the label '`chocolate`'
`labelText:cake OR labelText:chocolate`	has the label '`cake`' *or* the label '`chocolate`'
`labelText:cake AND labelText:chocolate`	has both labels '`cake`' *and* '`chocolate`'

Search 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. See this search on Atlassian Marketplace.
- Guidelines on developing your own attachment content extractor plugin. See our developer documentation on extractor plugins.

Search options for the Documentation theme

When using the Documentation theme, the Confluence search offers a few options as described below.

Using the search box at the top right of the page:

- By default, the main Confluence search is configured to search the entire Confluence site.
  - You will see the words '**Search Confluence**' in the search box at top right of the page.
  - The Confluence search will look for matches in the entire Confluence site. This is the default behaviour for other themes too.

- A space administrator can configure the Documentation theme to restrict the search to the current space.
  - You will see the words '**Search this space**' in the search box at top right of the page.
  - The search will return results from the current space only.
  - You can override the search restriction. Enter '**all:**' and your search term to search the entire site. For example, enter the following into the search box at top right of the page to search the entire site for 'technical writing':

```
all: technical writing
```

Using the search box in the left-hand panel:

- By default, the Documentation theme's left-hand panel includes a search box. Enter your search term there, to restrict the search to the current space. Specifically, this will search only the pages that are children of the space's home page.
- If your administrator has restricted the main search to the current space, there will not be a search box in the left-hand panel.

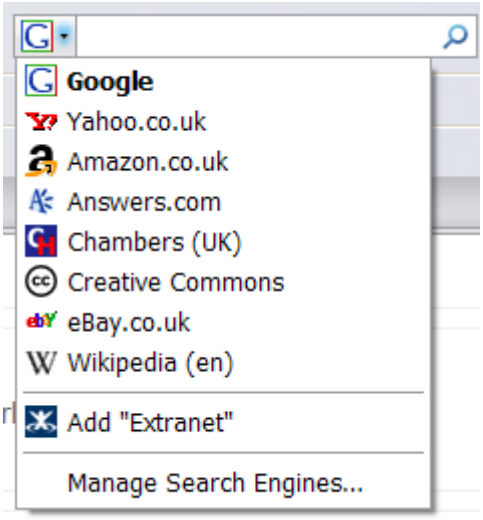
For screenshots and a full description, see Using the Documentation Theme.

Advanced search syntax

See Confluence Search Syntax for more ways to refine the text you enter in the search field.

Additionally, see Confluence Search Fields for special parameters you can use in the search field to search on various metadata.

Search Confluence from your browser's search field



If you are using Firefox or Internet Explorer 7 or later, you can add your Confluence site as a search provider, using the dropdown menu next to the browser's search field.

The example to the right shows the 'Extranet' Confluence site offered for inclusion as a search engine in the browser's search field.

Information about 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 using the Confluence Administration Console.

Useful plugins

*Before installing an add-on (also called a plugin) into your Confluence site, please check the add-on's information page to see whether it is supported by Atlassian, by another vendor, or not at all. See our guidelines on add-on support.*This plugin extends the Confluence search, so that you can search for macro parameter names and values: the Confluence Macro Indexer plugin.

Confluence Search Syntax

This page describes the special words and punctuation marks you can use to refine your search.

Matched phrase search

Use double quotes to search for content that contains the phrase 'cheese one', or a phrase where 'cheese' and 'one' are the major words:

```
"cheese one"
```

Note: Confluence will ignore common words (stop words), including 'and', 'the', 'or', and more, even if they are included within double quotes. See the default list of stop words used by Confluence's search engine, Lucene, in the Lucene documentation.

For example:

1. Searching for "cheese one" returns only pages in which 'one' appears as the first word after 'cheese'.
2. Searching for "the one" returns all pages containing 'one' because 'the' is a stop word.

If you'd like to override Lucene's tokenisation and stemming, cast your vote on this improvement request:

CONF-14910 - Provide ability to override Lucene tokenisation and stemming and search for exact text **OPEN**

OR search

To search for content that contains one of the terms, 'chalk' or 'cheese', use the operator OR in capital letters :

```
chalk OR cheese
```

AND search

To search for content that contains both the terms 'chalk' and 'cheese', use the operator AND in capital letters:

```
chalk AND cheese
```

NOT search

To search for content that contains 'chalk' but NOT 'cheese', use the operator NOT in capital letters:

```
chalk NOT cheese
```

Excluded term search

To search for content that contains 'chalk' and 'butter' but not 'cheese':

```
chalk butter -cheese
```

Group search terms

To search for content that must contain 'chalk' but can contain either 'cheese' or 'butter', use brackets to group the search terms:

```
(cheese OR butter) AND chalk
```

Title search

To search for content with 'chalk' in its title, where 'title' is the field keyword.

```
title:chalk
```

Date range search

To search for content created or modified within a certain date range, using the *created* or *modified* keywords . The date stamps are in numeric 'yyyymmdd' format:

```
created:[20000101 TO 20131231]
modified:[20000101 TO 20131231]
```

Wildcard searches

You can use one or more wildcard characters in your search and place them anywhere in the search string, except at the very beginning. So, you could search for `http*.atlassian.*`, but you can't search for `*.atlassian.*` or `?ttps://confluence.atlassian.*`, as they begin with a wildcard.

Wildcards can either replace a single character in your search, or multiple characters.

Single character

To replace a single character in your search, use a question mark (?) as a wildcard, For example, to search

for 'butter', 'bitter', 'better', or 'batter':

```
b?tter
```

Multiple characters

To replace multiple characters in your search, use an asterisk (*) as a wildcard. For example, to search for 'chicken' or 'chickpea':

```
chick*
```

Multiple wildcards

Use multiple wildcards in your search. The following query will search find 'chick', 'coconut', or 'chickpea':

```
c*c*
```

You can also combine wildcard characters in one search. For example, the search term below will return 'chick' but not 'chickpea':

```
c*c?
```

Proximity searches

Use a tilde character followed by a number, to find two words within a certain number of words of each other.

For example, the following search will return 'Octagon blog post', but not 'Octagon team blog post':

```
"octagon post"~1
```

The following search isn't valid, because you can't search for two words within zero words of each other. If you think the words are next to each other, use the matched phrase search.

```
"octagon post"~0
```

Range search

Use the operator 'TO', in capital letters, to search for names that fall alphabetically within a specified range:

```
[adam TO ben]
```

Note: You can't use the AND keyword inside this statement.

Fuzzy search

Use a tilde (~) character to find words spelled similarly.

If you want to search for octagon, but you're not sure how it's been spelt, type the word followed by a tilde:

```
octogan~
```

Combined search

You can also combine various search terms together:

```
o?tag* AND past~ AND ("blog" AND "post")
```

Searching for macros

You can search Confluence content to find where a macro is used. Start your search string with `macroName:` and type the macro name after the colon. For example, to search for all excerpt-include macros:

```
macroName:excerpt-include*
```

For more information about `macroName` and other search fields, see Confluence Search Fields.

Searching for labels

Use the '`labelText:`' prefix to search specifically for content that has a specific label. The table below gives examples of search terms that you can enter into Confluence's search box, and the search results that you can expect.

Searching for ...	Returns content that ...
`recipe labelText:chocolate`	contains the word '`recipe`' *or* has the label '`chocolate`'
`recipe AND labelText:chocolate`	contains the word '`recipe`' *and* has the label '`chocolate`'
`labelText:cake OR labelText:chocolate`	has the label '`cake`' *or* the label '`chocolate`'
`labelText:cake AND labelText:chocolate`	has both labels '`cake`' *and* '`chocolate`'

The '`labelText:`' prefix is an example of a search field. See more about Confluence Search Fields.

Confluence Search Fields

This page gives an overview of the Apache Lucene search fields used in Confluence.

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.

Preliminary examples:

```
title:"Some Title"
```

```
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.

```
title:Some Heading
```

On this page:

Related pages:

- Searching Confluence
- Confluence Search Syntax
- Confluence User's Guide

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	
title	true	true	false	
labelText	true	true	true	
modified	true	true	false	
created	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**	
contentBody	**true**	**true**	**true**	
macroName	**true**	**true**	**false**	The name of a macro used on the page

Blog

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**	
contentBody	**true**	**true**	**true**	
macroName	**true**	**true**	**false**	The name of a macro used in the blog

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**	
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**	
contentBody	**true**	**true**	**true**	

More examples

Searching for labels

Use the '`labelText:`' prefix to search specifically for content that has a specific label. The table below gives examples of search terms that you can enter into Confluence's search box, and the search results that you can expect.

Searching for ...	Returns content that ...
`recipe labelText:chocolate`	contains the word '`recipe`' *or* has the label '`chocolate`'
`recipe AND labelText:chocolate`	contains the word '`recipe`' *and* has the label '`chocolate`'
`labelText:cake OR labelText:chocolate`	has the label '`cake`' *or* the label '`chocolate`'
`labelText:cake AND labelText:chocolate`	has both labels '`cake`' *and* '`chocolate`'

Useful plugins

Before installing an add-on (also called a plugin) into your Confluence site, please check the add-on's information page to see whether it is supported by Atlassian, by another vendor, or not at all. See our guidelines on add-on support.

This plugin extends the Confluence search, so that you can search for macro parameter names and values: the Confluence Macro Indexer plugin.

Searching the People Directory

The people directory displays a list of people who are authorised to log in to 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 using external user management if

they have never yet logged in.

Viewing the people directory

Choose **People** at the top of the screen.

Searching for people

To search for a particular person, type their first name and/or last name into the search box and choose **Search**.

- To see everyone who uses your Confluence site, choose **All People**.
- To see just those people who have set up a personal space, choose **People with Personal Spaces**.

Following people's activities

Confluence's network features allow you to 'follow' (that is, keep track of) other people's activities in your Confluence site. For more information, please refer to Network Overview. You can use the hover profile feature in the people directory to start following other people.

- To start following someone, move your mouse over their name or profile picture and choose **Follow** in their profile popup.
- To stop following someone, move your mouse over their name or profile picture and choose **Stop Following** in their profile popup.

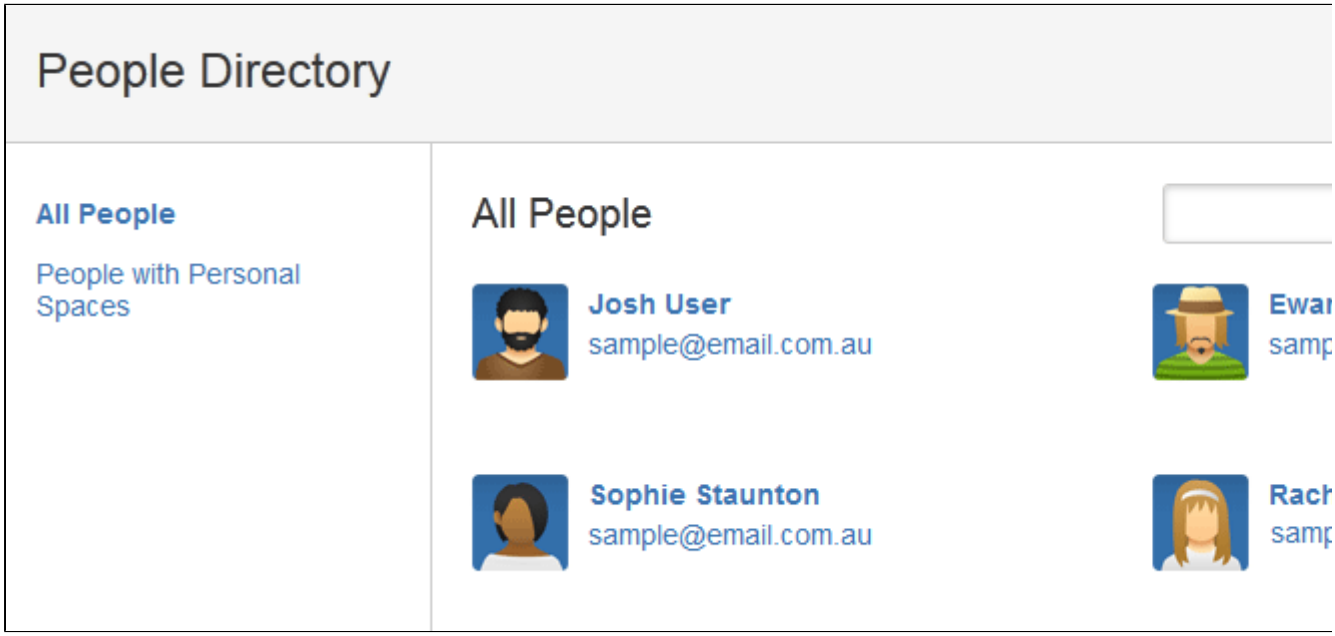
Once you start following another person, their activities will start appearing in your network view.

On this page:

Related pages:

- Create a Personal Space
- Editing your User Profile
- Set Your Profile Picture
- Confluence User's Guide

Screenshot: The people directory



Notes

- 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.
- By default, deactivated users (disabled user accounts) are excluded from the people directory. You can include them by adding the `showDeactivatedUsers` parameter to the URL. For example:

```
http://my.confluence.com/dopeopledirectorysearch.action?showDeactiv
atedUsers=true
```

- By default, externally deleted users (for example, users deleted from an LDAP repository) are excluded from the people directory. You can include them by adding the `showExternallyDeletedUsers` param eter to the URL. For example:

```
http://my.confluence.com/dopeopledirectorysearch.action?showExterna
llyDeletedUsers=true
```

- The Confluence administrator can hide the people directory. If it is hidden, you will not see the **People Directory** option.

Recently Viewed Pages and Blog Posts

The **Recently Viewed** list in Confluence keeps track of pages and blog posts you've recently visited, and allows you to easily navigate back to them.

Related pages:

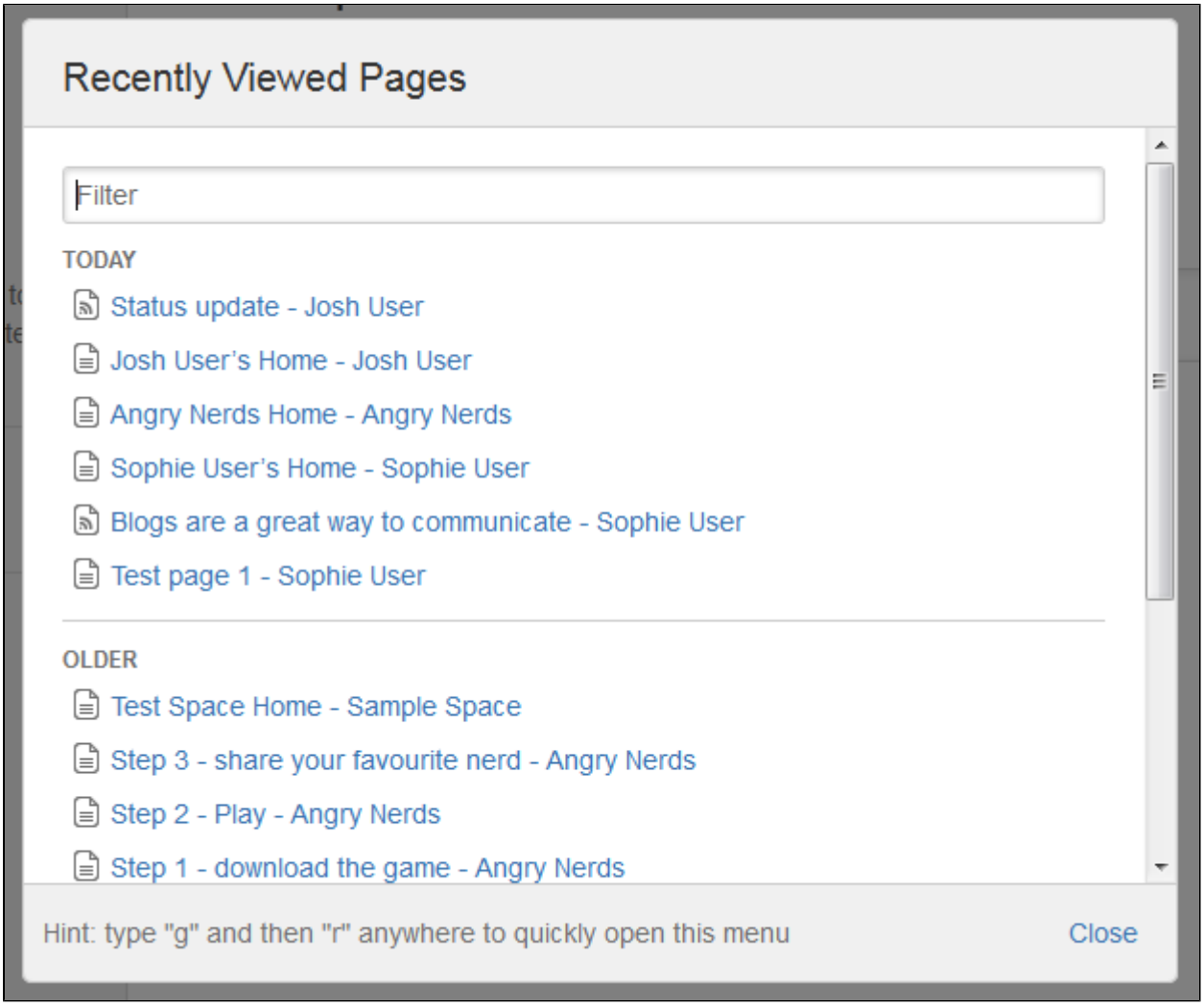
- Working with Pages
- Confluence User's Guide

To view your recently viewed content:

1. Choose **your profile picture** at top right of the screen, then choose **Recently Viewed**
2. Choose the title of the page you want to revisit

To filter the list, type part of a page title or user's name in the **Filter** field.

Your last ten recently viewed pages also appear when you click in Confluence's **Search** field before you start typing a search query.



Working with Mail Archives

The information on this page does not apply to Confluence Cloud.

Confluence allows you to collect and archive mail within each space. It's useful for storing the email messages that relate to a particular project – you can put them in the same Confluence space as the content for that project.

You can download mail from one or more POP or IMAP accounts, or import mail from an mbox file on your local system or on the Confluence server.

You need space administration permissions to manage the mail archives.

Related pages:

- Working with Spaces
- Confluence User's Guide

> Confluence mail archiving is an optional feature. This means that the 'Mail' options may be disabled and will therefore not appear in the Confluence user interface. Mail archiving features are contained in a bundled plugin. To activate mail archiving features in Confluence, enable the plugin – choose  > **General Configuration** > **Manage Add-ons**. Then choose **System** in the drop down, and enable the **Confluence Mail Archiving Plugin**.

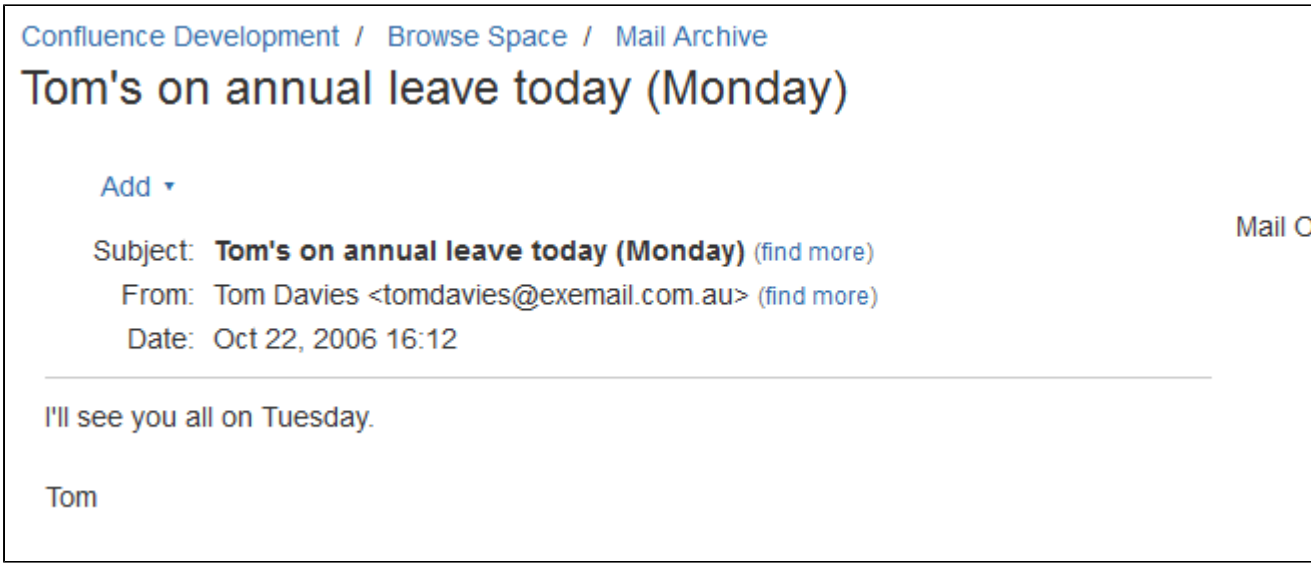
To see archived mail:

- Go to a space and choose **Space tools** > **Integrations** > **Mail**
  Or, if your space uses the Documentation theme, choose **Browse** > **Mail** in the header.
- Choose a message to see its contents, or choose **Next**, **Previous** and other options to navigate around the mail archives.

Managing mail archives:

- Adding a Mail Account
- Delete and Restore Mail
- Import Mail from an mbox

Screenshot: Viewing a message in the mail archive



Notes

- Only **site spaces** – not personal spaces – can store mail archives. See Working with Spaces for information on site and personal spaces.
- You can also search the mail messages and their attachments. See Searching Confluence.
- Confluence mail archiving is an optional feature. This means that the 'Mail' options may be disabled and will therefore not appear in the Confluence user interface. Mail archiving features are contained in

a bundled plugin. To activate mail archiving features in Confluence, enable the plugin – choose > **General Configuration** > **Manage Add-ons**. Then choose **System** in the drop down, and enable the **Confluence Mail Archiving Plugin**.

Adding a Mail Account

The information on this page does not apply to Confluence Cloud.

When you add a mail account, you're configuring Confluence to download mail from that account and archive it within the space.

You need space administration permissions to add a mail account. See Space Permissions Overview.

Note: Confluence will remove email messages from an email account when it transfers them to the mail archive. You must therefore configure Confluence 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.

Add a mail account

Step 1. Create a clone email account on the mail server

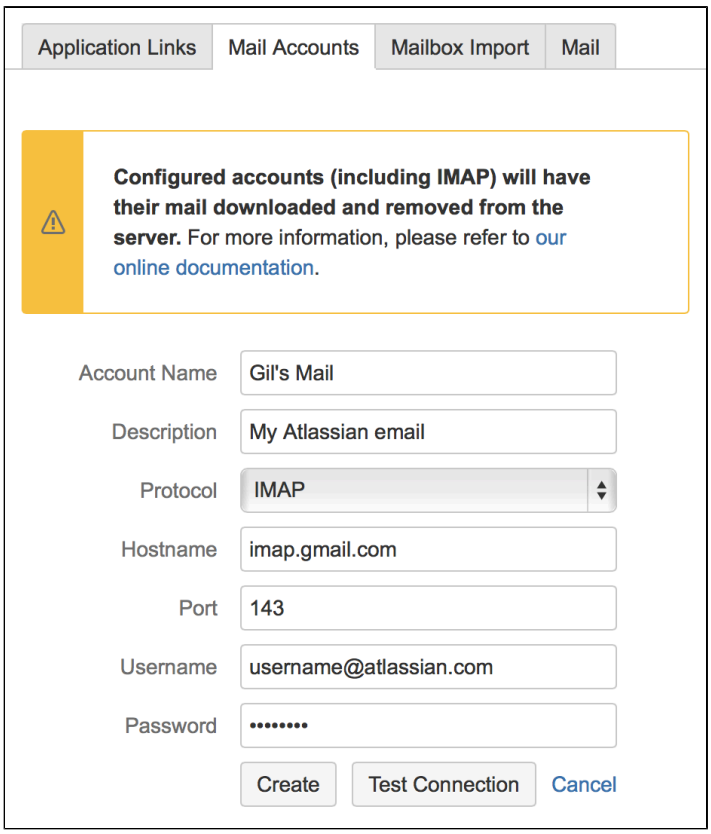
1. Add a new email account on the mail server with the clone email address.
2. Copy all existing email messages from the actual account to the clone account.
3. Set up the actual account to bcc sent email messages to the clone account.
4. Set up the actual account to forward received email messages to the clone account.

On this page:

Related pages:

- Working with Mail Archives
- How Do I Check Which Spaces Have Email Accounts?
- How Do I Disable Automatic Mail Polling?
- Confluence User's Guide

Step 2. Configure Confluence to archive the clone account



1. Go to the 'Mail Accounts' view:
   - Go to the space and choose **Space tools** > **Integrations** from the bottom of the sidebar. Choose **Mail Accounts**.
   - If your space uses the Documentation theme: Choose **Browse** > **Space Admin** from the header

     Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.

     Choose **Integration** > **Mail Accounts**.
2. Choose **Add mail account**
3. Enter configuration details for the 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 host name of the mail server on which the account resides.
   - **Port:** Don't edit this field. The mail server's port number will be displayed by default.
   - **Username:** Enter a username that has permission to retrieve mail from this account.
   - **Password:** Enter the account's password.
4. Choose **Test Connection** to verify the details
5. Choose **Create** to add the account to Confluence

For each mail account you add, you can perform these actions in the **Mail Accounts** tab:

- **Edit:** Change the configuration settings for the mail account.
- **Remove:** Remove the account permanently.
- **Disable/Enable:** Temporarily disable the account, or enable a disabled account.

Fetching Mail

Confluence automatically fetches mail from the server once every 30 minutes. You can manually retrieve new mail from the configured mail accounts by selecting the **Mail** tab and choosing **Fetch new mail**.

You need to be a space administrator to manually retrieve mail. See Space Permissions.

Notes

- Only **site spaces** – not personal spaces – can store mail archives. See Working with Spaces for information on site and personal spaces.
- Confluence mail archiving is an optional feature. This means that the 'Mail' options may be disabled and will therefore not appear in the Confluence user interface. Mail archiving features are contained in a bundled plugin. To activate mail archiving features in Confluence, enable the plugin – choose > **General Configuration** > **Manage Add-ons**. Then choose **System** in the drop down, and enable the **Confluence Mail Archiving Plugin**.
- Once mail is fetched it will be removed from the server.

Delete and Restore Mail

The information on this page does not apply to Confluence Cloud.

To delete mail from a space, you need 'Delete Mail' permission.

Only a space administrator can delete all email messages in the space simultaneously.

Delete mail from a space:

1. Go to a space and choose **Space tools** > **Integrations** > **Mail**
   Or, if your space uses the Documentation theme, choose **Browse** > **Mail** in the header.
   A list of email messages in the space is displayed in reverse chronological order
2. Do either of the following:
   - Delete an individual email message by choosing the trash icon beside it.
   - Delete all email messages within the space by choosing **Delete All**.

Related pages:

- Working with Mail Archives
- Confluence User's Guide

Email messages deleted using the 'Delete All' option can't be restored.

Space administrators can restore deleted email messages, provided they were deleted individually.

Restore mail that was deleted:

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **Trash**
   You'll see a list of email messages and other content deleted from the space.
3. Choose **Restore** beside the email message you want to restore

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Trash** in the left-hand panel
   You will see a list of email messages and other content deleted from the space.
3. Choose **Restore** beside the email message you want to restore

Import Mail from an mbox

The information on this page does not apply to Confluence Cloud.

Confluence allows you to import mail from mbox files located either on your local system or in a specified location on the Confluence server. Confluence will store the imported email messages in the space's mail archive.

You need to be a space administrator to import mail for a space. See Space Permissions.

NB: You may need to enable the **Confluence Mail Archiving Plugin** as it is disabled by default.

To import mail from an mbox file:

Related pages:

- Working with Mail Archives
- Adding a Mail Account
- Confluence User's Guide

1. Go to the space and choose **Space tools** > **Integrations** from the bottom of the sidebar.
2. Choose **Mailbox Import**.
   - To import from a location on your file system: Browse to the location of the mbox file, select the file and then choose **Import**.
   - To import from the Confluence server: Enter the location of the mbox file on the server, then

choose **Import**.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Mailbox Import** in the space administration options.
   - To import from a location on your file system: Browse to the location of the mbox file, select the file and then choose **Import**.
   - To import from the Confluence server: Enter the location of the mbox file on the server, then choose **Import**.

Notes

- Only **site spaces** can store mail archives. Personal spaces cannot. See Working with Spaces for an explanation of site spaces and personal spaces.
- Confluence mail archiving is an optional feature. This means that the 'Mail' options may be disabled and will therefore not appear in the Confluence user interface. Mail archiving features are contained in a bundled plugin. To activate mail archiving features in Confluence, enable the plugin – choose > **General Configuration** > **Manage Add-ons**. Then choose **System** in the drop down, and enable the **Confluence Mail Archiving Plugin**.
- For security reasons mail can only be imported from a specified location in the Confluence server's file system. We recommend administrators create a folder in their Confluence home directory, add the system property `confluence.mbox.directory` and specify the location for mailboxes to be imported from. Mail cannot be imported from the server until this system property is set. See Configuring System Properties.

Permissions and Restrictions

As a tool for communication and collaboration, we believe Confluence is at its best when everyone can participate fully. Confluence keeps a history of all changes to pages and other content, so it's easy to see who has changed what, and reverse any changes if you need to.

Confluence does, however, give you the choice to make your site, spaces, and pages as open or closed as you want to.

Levels of permission

There are three levels of permissions in Confluence: Global permissions, space permissions, and page restrictions.

Global permissions

Global permissions are site-wide permissions, and can be assigned by either a System or Confluence administrator.

These permissions are pretty broad, and don't really interact with space permissions or page restrictions.

For full details, check out the overview of global permissions in the *Administrator's Guide*.

Space permissions

Every space has its own independent set of permissions, managed by the space admin(s), which determine the access settings for different users and

groups.

They can be used to grant or revoke permission to view, add, edit, and delete content within that space, and can be applied to groups, users, and even to anonymous users (users who aren't logged in) if need be.

> One thing to watch out for is where a user is a member of multiple groups. You may have revoked permission for that individual user to add pages, for example, but if they're a member of a groups that *is* allowed to add pages, they'll still be able to create new pages in the space.
>
> If you can't get the result you want from space permissions, or you're not sure, check with one of your Confluence administrators to determine what permissions you should apply to individuals and groups.

Page restrictions

Page restrictions work a little differently to global and space permissions. Pages are open to viewing or editing by default, but you can restrict either viewing or editing to certain users or groups if you need to.

Don't forget though, every page in Confluence lives within a space, and space permissions allow the space admin to revoke permission to view content for a whole space. Even the ability to set restrictions on pages is governed by the space permission – 'restrict pages'.

How do permissions and restrictions interact?

You can restrict viewing of a page or blog post to certain users or groups, so that even if someone has the 'view' permission for the space, they won't be able to view the content if you've restricted them from viewing it.

If someone's a space admin and you've restricted them from viewing a page, they won't be able to see the page when they navigate to it. As a space admin though, they can view any restricted pages in the space and remove the restrictions.

What about links?

Space permissions and page restrictions affect how links between Confluence pages are displayed.

- If a link points to a page in a space to which the visitor doesn't have the 'View' space permission, the link won't be shown at all.
- If the visitor has 'View' space permission, but page restrictions prohibit them from viewing the page, the link will be rendered but an 'Access Denied' message is shown when they click the link.

Links to attachments are also affected. If the visitor doesn't have permission to view the page the attachment lives on, the link won't be rendered.

Space Permissions Overview

Each space in Confluence has its own set of permissions, which can be granted and revoked by a space administrator. The user that creates a space, like when you create your personal space, is automatically an administrator of that space, and they can add other space admins if they want to by adding the **Space Admin** permission to another user or group.

How do you find out who the space admin is for a particular space? Choose **Spaces** > **Space directory** in the Confluence header, then choose the **Space Details** icon beside a space.

If you're one of those lucky space admins, you can assign permissions for the space to individual users, groups, or anonymous users. To change permissions for a space, choose **Space tools** > **Permissions** from the bottom of the sidebar, then choose **Edit Permissions** to change permission settings.

If your space is using the Documentation theme, choose **Browse** > **Space Admin** > **Permissions**.

On this page:

Related pages:

- Confluence Groups
- Assign Space Permissions
- Page Restrictions
- Global Permissions Overview

Space admins can also manage watchers for that space by choosing **Watch** at the top-right of any page in the space.

Permissions Summary

The following permissions can be assigned for each space:

Permission		The user or group can:
View		View the space's content, including the space's details, its pages, and blog posts.
Pages	**Add**	Create and edit pages in the space.
	Restrict	Apply page-level restrictions.
	Delete	Delete pages in the space.
Blog	**Add**	Add and edit blog posts in the space.
	Delete	Delete blog posts in the space.
Comments	**Add**	Make comments in the space.
	Delete	Delete comments from the space.
Attachments	**Add**	Add attachments to pages in the space.
	Delete	Delete attachments from pages in the space.
Mail	**Delete**	Delete individual mail items.

Space	**Export**	Export content from the space via the space-level export screens. Note that this permission doesn't affect the exporting of a single page's content. Anyone who has permission to view the page also has permission to export its content.
	Admin	Administer this space, including granting permissions to other users. This permission can't be granted to anonymous users (users who aren't logged in).

Notes

Confluence administrators aren't necessarily space administrators.

- A user who has the 'Confluence Administrator' global permission isn't automatically a space admin for a particular space. In order for them to be a space admin, they must belong to a group which has space admin and view permission for the space, or their username must be specifically granted space admin and view permission for the space.
- If you deny all admin access to a space by mistake, so that nobody has access to administer the space any more, you'll need to ask someone with Confluence Administrator global permission to restore the permissions for you.
- A user who has the 'System Administrator' global permission *does* automatically have space admin permissions for all spaces.

Assign Space Permissions

You can assign space permissions to groups or to individual users. You need to be a space administrator to assign space permissions. In addition, Confluence administrators can set the default permissions that will be applied to new spaces as described below.

To access the permissions for a space:

1. Go to the space and choose **Space tools** > **Permissions** from the bottom of the sidebar
2. Choose **Edit Permissions**

Using the Documentation theme?

1. Go to the 'Space Permissions' page:
   - Choose **Browse** > **Space Admin** from the header

     Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
   - Choose **Permissions** from the space administration options.
2. Choose **Edit Permissions**

The 'Edit Space Permissions' page is divided into the following sections:

- **Groups** – A list of groups that already have permissions to access the site.
- **Individual Users** – A list of users who already have permissions to access the site.
- **Anonymous Access** – Space permissions granted to all anonymous users of the site.

Screenshot: Space permissions

On this page:

Related pages:

- Space Permissions Overview
- Global Permissions Overview

Permissions | Restricted Pages

Groups

These are the permissions currently assigned to groups for this space.

	All	Pages			Blog		Comments		Attachm
	View	Add	Restrict	Delete	Add	Delete	Add	Delete	Add D
confluence-users	✓	✓	✗	✗	✓	✗	✓	✗	✓

Edit Permissions

Individual Users

These are the permissions currently assigned to individual users for this space.

	All	Pages			Blog		Comments		Attachm
	View	Add	Restrict	Delete	Add	Delete	Add	Delete	Add D
Rach Admin [Administrator]	✓	✓	✓	✓	✓	✓	✓	✓	✓

Edit Permissions

Anonymous Access

When a user is using Confluence while not logged in, they are using it anonymously.
For example: Enabling anonymous 'commenting' permission, allows non-logged-in users to make comments in this s

	All	Pages			Blog		Comments		Attachm
	View	Add	Restrict	Delete	Add	Delete	Add	Delete	Add D
Anonymous	✓	✗	✗	✗	✗	✗	✓	✗	✗

Edit Permissions

Assign space permissions

To add a new user or group to the permissions list, search for either a group or user in their respective sections and choose **Add**. The group or user will appear in the list of groups; select the appropriate checkboxes to assign them permissions, then choose **Save all**.

If you're unsure of a group or user's name, you can search by choosing the icon. You can use an asterisk '*' as a wildcard if you need to.

To bulk assign or revoke permissions, choose either **Select All** or **Deselect All** from the **Actions** dropdown list to the right of each user and group.

Anonymous users

Anonymous users are users that aren't signed in to your Confluence site, and, by default, they won't have access to any of your content. If you want to grant access to a space for anonymous users, you can edit the 'Anonymous Access' section at the bottom of the permissions page.

Tick or un-tick the checkboxes to suit your preference for anonymous users, then choose **Save All** to apply the changes.

You can't grant space administration rights or page restriction rights to anonymous users.

Remove space permissions

To remove a user or group from the space permissions list, deselect all the checkboxes for that user or group and save the changes. The user or group won't appear in the list once you save.

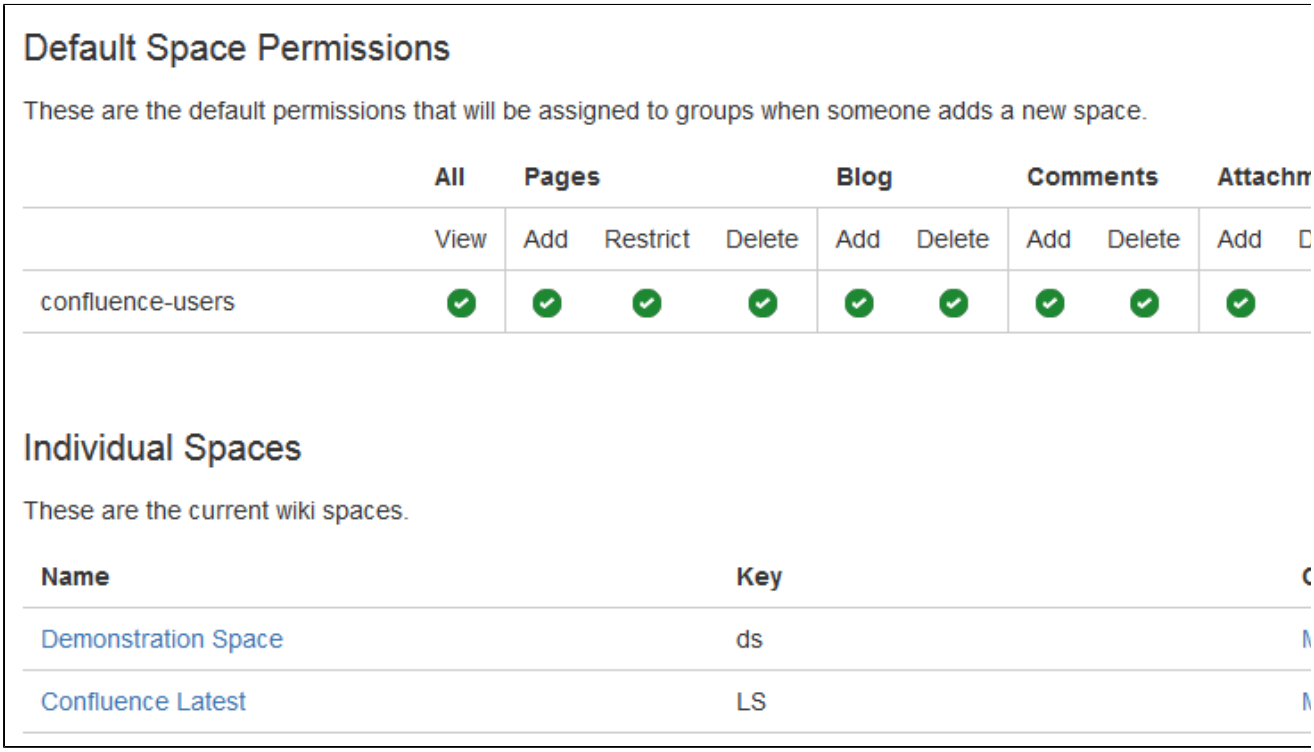
Set default space permissions

If you're a Confluence Administrator, you can set the default permissions that will be applied to new spaces. Default permissions are configurable for groups only, not for individual users or anonymous users.

To set the default space permissions:

1. Choose the **cog icon** , then choose **General Configuration** under Confluence Administration
2. Choose **Space Permissions** under Security in the sidebar
3. Choose **Edit Permissions**

Screenshot: Default space permissions



Manage and Recover Space Admin Permissions

Users with System Administrator permissions are able to manage permissions for spaces, including adding or removing Space Admin permissions for a space.

To manage space permissions:

1. Choose the **cog icon** , then choose **General Configuration** under Confluence Administration
2. Choose **Space Permissions** under Users & Security in the sidebar
3. Locate the space in the Individual Spaces list and choose **Manage Permissions**

There may be some instances where a space administrator has removed Space Admin permissions from all other users and groups for a space, meaning no other user can administer the space. Users with Confluence Administrator permissions can recover permissions for the space in this instance.

To recover Space Admin permissions:

1. Choose the **cog icon** , then choose **General Configuration** under Confluence Administration
2. Choose **Space Permissions** under Users & Security in the sidebar
3. Locate the space in the Individual Spaces list and choose **Recover Permissions**

The user will then be able to choose Manage Permissions, and add any appropriate permissions to the space. Requests to recover permissions are recorded in the Confluence log files.

Notes

There's no way to change a number of space permissions at once in the Confluence user interface. Instead, take a look at the Confluence Command Line Interface. You can use the CLI documentation as a resource, and for an introduction to the CLI, check out this blog post.

Confluence Groups

For Confluence administrators, grouping users in Confluence is a great way to cut down the work required when managing permissions and restrictions. Groups are also very useful, however, to anyone who's a space admin, or can apply page restrictions.

If you're a space admin, you can assign a set of space permissions to a group rather than to each individual user. And as a page creator with 'Add/Delete Restrictions' permission, you can also add and remove page restrictions for groups.

On this page:

Related Pages:

- Space Permissions Overview
- Assign Space Permissions
- Page Restrictions
- Confluence Groups for Administrators

Default Confluence groups

There are some default groups in every Confluence instance but, beyond that, Confluence administrators are free to set up and edit groups in any way they see fit.

The three special groups in Confluence are:

- **system-administrators (sys admin)** – The user that sets up a Confluence instance will be the first sys admin; they can also appoint other sys admins by granting them the 'System Administrator' global permission. They can perform all Confluence administrative functions, including assigning permissions to other users.
- **confluence-administrators** – Can perform most of the Confluence administrative functions, like assign permissions to other users, but they can't perform any functions that could compromise the security of the Confluence system. They can also access the Confluence Admin console.
- **confluence-users** - this is the default group into which all new users are assigned. Permissions

defined for this group will be assigned to all new Confluence users.

Anonymous Users

All users who don't log in when they access Confluence are know as 'anonymous' users. By default, anonymous users don't have access to view or change any content in your Confluence instance, but Confluence admins can assign permissions to this group if it's required.

> **Overlapping group and user permissions**
> When a user is assigned more than one permission, the more 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.

Use JIRA and Confluence together

Confluence and JIRA are like bacon and eggs; coffee and cake; Simon and Garfunkel. Separately, they're great, but together, they're amazing!

If you use JIRA, and have your Confluence and JIRA instances connected using Application Links, you can display and create JIRA issues and more from within Confluence. Some of these features require a specific version of JIRA.

Display JIRA issues in Confluence

You can display JIRA issues on a Confluence page using the JIRA Issues macro. Display a single issue, a list of issues, or show the total number of issues.

The simplest way to add a JIRA issue to Confluence is to paste a JIRA URL on a Confluence page. For example:

- `<yourjirasite.com>/browse/CONF-1234` will insert the JIRA Issues macro and display a single issue.
- `<yourjirasite.com>/issues/?filter=56789` will insert the JIRA Issues macro and display a list of issues matching the saved filter.
- `<yourjirasite.com>/issues/?jql=project%20%3D%20CONF` will insert the JIRA Issues macro and display a list of issues matching the JIRA search.

Alternatively, you can add the JIRA Issues Macro to the page and use the macro browser to search for issues directly:

On this page:

Related pages:

- Use JIRA Agile and Confluence together
- Using Confluence as a Knowledge Base
- Use Confluence as your Intranet

1. In the editor choose **Insert** > **JIRA Issue**
2. Follow the prompts in the macro browser to choose a project and search for an issue – you can even use JIRA Query Language (JQL).

Once you've added the macro, you can customise how the issue or list of issues appears on the page, including how much information to display, how many issues, and more.

Create JIRA Issues from Confluence

You can create issues while viewing Confluence a page, or from the within the editor. This is really useful if you use Confluence for requirements gathering.

To create an issue when viewing a page:

1. Highlight some text on your page and choose the **Create JIRA issue** icon that appears above the highlight
2. Enter or select the following information:
   - Server (if you have multiple instances of JIRA connected to Confluence)
   - Project

    - Issue Type
    - Summary (your highlighted text will populate the issue summary by default)
    - Description (optional)
3. Choose **Create**

The issue will be created in JIRA and added to your page. If your text is in a table, you'll have the option to create multiple issues using text from the same column.

If you don't see a popup when you highlight text, check that Text Select is enabled in your profile settings.

To create an issue in the editor:

1. In the editor choose **Insert** > **JIRA Issue** > **Create new issue**
2. Enter or select the following information:
    - Server (if you have multiple instances of JIRA connected to Confluence)
    - Project
    - Issue Type
    - Summary (your highlighted text will populate the issue summary by default)
    - Description (optional)
3. Choose **Insert**

The issue will be created in JIRA and added to your page.

There are some limitations when creating JIRA Issues from Confluence. The JIRA Issues macro or Create JIRA Issue dialog will notify you if it's unable to create an issue in the selected project. You can find out more in the JIRA Issues Macro page.

Creating reports and charts

Reporting on information stored in JIRA is simple in Confluence. In addition to the JIRA Issues Macro, you can use the JIRA Report blueprint or JIRA Chart macro.

You can:

- Use the JIRA Report blueprint to create a Change Log or Status report.
- Use the JIRA Issues Macro to display a list of resolved issues, for example for use in release notes.
- Use the JIRA Chart Macro to display data as a pie chart.

Promp users to add JIRA Issues to a page

If you use templates (including templates provided by blueprints), you can add a JIRA Issue placeholder that, when clicked, opens the JIRA Issues macro and prompts users to search for or create a JIRA issue.

For example, the JIRA Issues placeholder is used in the Product Requirements blueprint. See Creating a Template for more information on using instructional text and placeholders.

View connections between Confluence and JIRA

The JIRA Links button gives you quick access to issues connected to the Confluence page you're viewing.

Links are displayed when:

- You've created or added single issues to the page using the JIRA Issues macro in Confluence.
- You have added a link from the issue to the Confluence page in JIRA.

If you use JIRA Agile, sprints and epics will also appear on the JIRA Links button.

The number on the JIRA Links button indicates the total number of issues connected to the page, regardless of whether you have permissions to view the issues. The dropdown will only show issues, epics and sprints that you have permission to view in JIRA.

Note:

- The JIRA Links button only appears in the default theme; it's not available in the Documentation theme.
- The JIRA Links button doesn't detect links from issues displayed in the JIRA Issues macro in table

format.

Use JIRA Agile and Confluence together

When you use JIRA Agile and Confluence together, you can unleash the potential in your development team. Here are some suggestions to help you get the most out of Confluence and JIRA Agile. The features described on this page require JIRA 6.1.3 and JIRA Agile 6.3.5 and later.

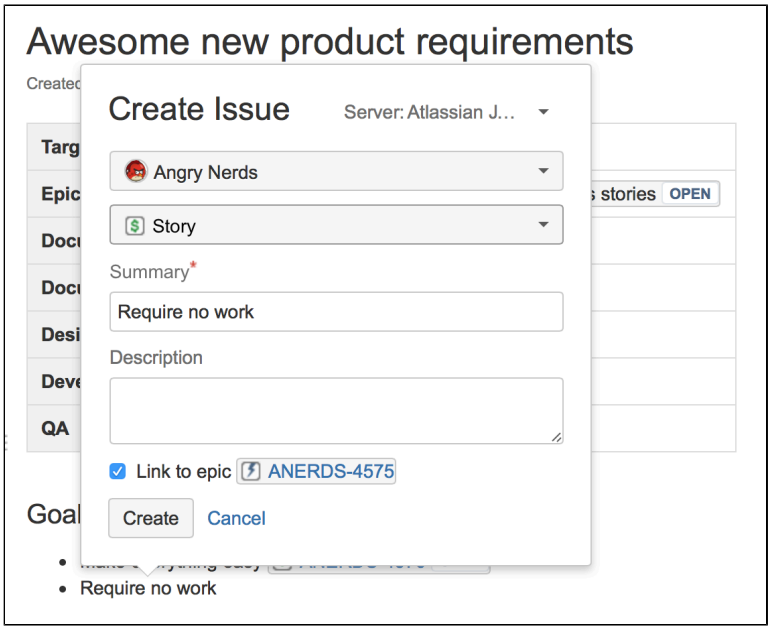
On this page:

Use Confluence and JIRA Agile to define requirements

Confluence is the perfect place to start defining your requirements. You can use the Product Requirements Blueprint to capture your requirements, and it'll let you create your JIRA epic and other issues right from the requirements page in Confluence.

Here's how it works:

1. Create a Confluence page using the Product Requirements Blueprint
2. Choose the placeholder text '*Link to JIRA epic or feature*' and choose **Create new issue** to create your epic in JIRA
3. Collaborate with your team to define your stories and save the page
4. Highlight text on your requirements page and choose the **Create JIRA issue** link to create stories in JIRA, and automatically link them to your epic
5. Track the progress of the stories from the Confluence page or from within JIRA



The tight integration between Confluence and JIRA Agile means you can easily access JIRA issues from the Confluence page and see their status at a glance, and from within JIRA you can see links to related Confluence pages. All the information you need is right there.

Use Confluence and JIRA Agile to manage your sprints

There's often a lot of material in Confluence that provides useful context for your team during a sprint. These might be requirements documents, designs, tech specs, customer research and more. By linking these pages to epics, you make them easy for your team to find during the sprint.

Here's how you can use Confluence to support your sprint from within JIRA Agile:

- In JIRA Agile, create a Confluence page to plan your sprint. The page is created using the Meeting Notes Blueprint – and handy template that helps capture the details you need – and is automatically linked to the sprint.
- In an epic, link to useful Confluence pages, including requirements, designs, and more.
- Report on your progress to stakeholders using the JIRA Reports blueprint in Confluence.
- Use the Retrospective blueprint in Confluence at the end of your sprint to take stock of what went well and not so well

For users who work primarily in JIRA Agile, the integration means that useful Confluence pages are only a click away.

Viewing links between Confluence and JIRA

Whenever you add a link to JIRA issues in Confluence, or link to a Confluence page from JIRA, the **JIRA Links** button appears at the top of the Confluence page. This makes it really easy to jump from Confluence to JIRA and vice versa, speeding up your workflow.

The number on the JIRA Links button indicates the total number of issues, epics, and sprints connected to that page, regardless of whether you have permission to view them. The dropdown, however, will only show details of issues, epics, and sprints that you have JIRA permissions to view.

Note:

- The JIRA Links button only appears in the default theme; it's not available in the Documentation theme.
- The button doesn't detect links from issues displayed in the JIRA Issues macro in table format.

Using HipChat and Confluence together

This page covers integrations between Confluence Server and HipChat Server and Cloud. If you are using Confluence Cloud, see the following documentation.

HipChat is group and video chat for teams.

Connect Confluence to HipChat to send real time notifications to your team or project's HipChat room

Don't have HipChat yet? You can sign up for free a nd start using HipChat right away.

On this page:

Connect Confluence and HipChat

First your organisation's HipChat account needs to be connected to Confluence. It only takes a minute.

You'll need administrator permissions for your HipChat group to do this.

If you're a Confluence admin go to  > **General Configuration** > **HipChat Integration** and click **Conne ct HipChat** to get started.

If you're a Space Admin you can go to **Space Tools** > **Integration** > **HipChat** to get started.

Using the Documentation theme?

If your space uses the Documentation theme go to **Browse** > **Space Admin** > **HipChat**.

Send space notifications to HipChat

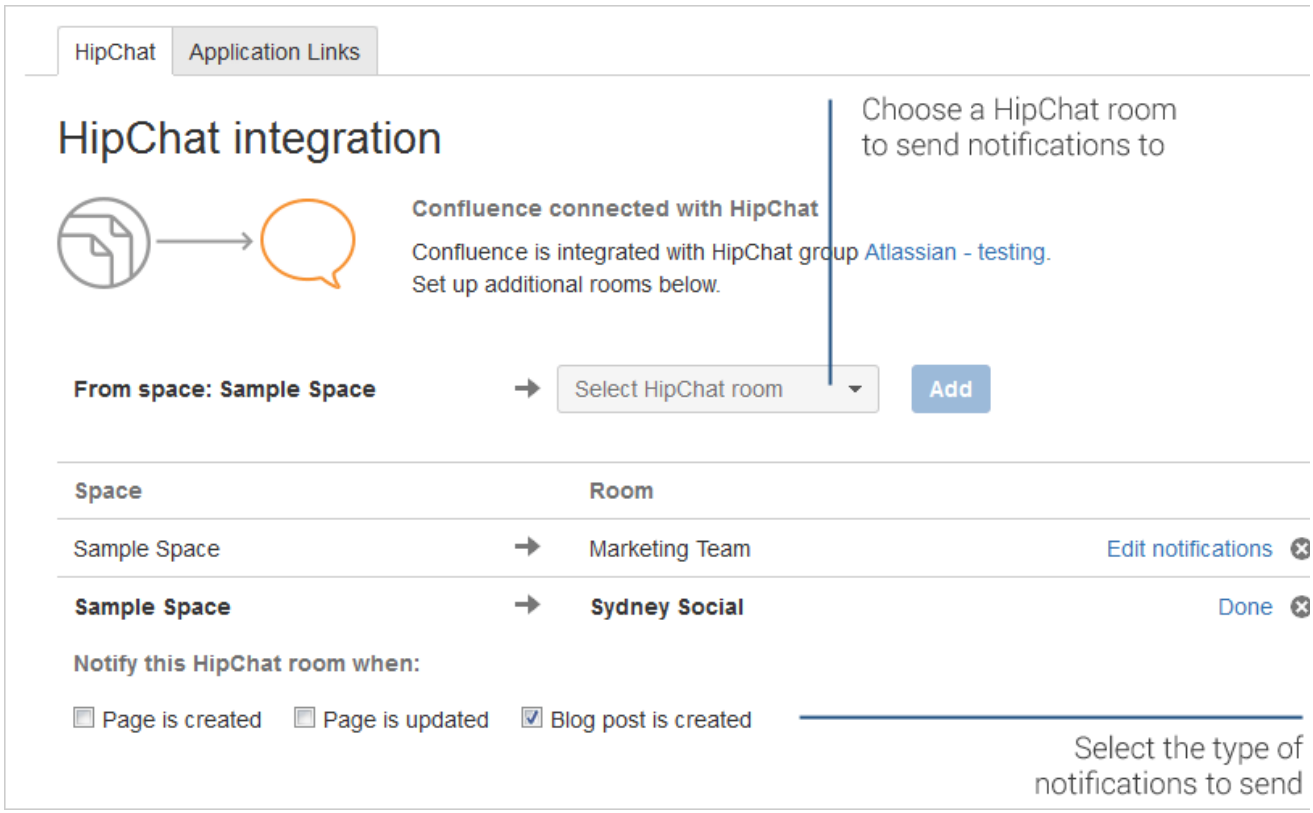
Keep your team in the know by sending notifications about space activities, like new pages and blogs, to your team's HipChat room. Notifications appear in real-time, and one click takes you straight to Confluence.

To set up space notifications go to **Space Tools** > **Integration** > **HipChat** and add a room to the list.

Using the Documentation theme?

If your space uses the Documentation theme go to **Browse** > **Space Admin** > **HipChat**.

You'll need Space Admin permissions, and the HipChat room needs to be open to everyone (not private).



Advanced and Special Uses of Confluence

This section describes the more advanced features of Confluence, and gives guidelines on some specific uses of the wiki.

Confluence markup formats

The syntax and usage of Confluence wiki markup and the Confluence XHTML-based storage format – see Working with Confluence Markup.

Gadgets

How to add gadgets to a wiki page, or use Confluence gadgets on other sites – see Working with Confluence Gadgets.

Using Confluence for technical documentation

A technical communicator's guide to using Confluence – see Developing Technical Documentation on Confluence Wiki.

Setting up a knowledge base

A support engineer's guide to using Confluence as a knowledge base – see Using Confluence as a Knowledge Base.

Setting up an intranet

A quick guide to setting up an intranet wiki – see Use Confluence as your Intranet.

Related pages:

- Confluence User's Guide
- Confluence Administrator's Guide

Working with Confluence Markup

This section describes two types of markup found in Confluence:

- **Confluence storage format.** Confluence stores the content of pages and blog posts in an XHTML-based format. Advanced users can view the storage format of a page and even edit it, provided their Confluence site is configured to allow that. See Confluence Storage Format for a description of the core elements of the storage format.
- **Wiki markup.** Confluence allows data entry via a shorthand code called wiki markup. Some parts of the Confluence administration interface also accept wiki markup for defining content. For a description of the wiki markup syntax, see Confluence Wiki Markup.

Storage format and wikimarkup code examples for macros can be found in the documentation for each macro.

Related pages:

- Working with Macros
- Confluence User's Guide

Confluence Storage Format

This page describes the XHTML-based format that Confluence uses to store the content of pages, page templates, blueprints, blog posts and comments. This information is intended for advanced users who need to interpret and edit the underlying markup of a Confluence page.

We refer to the Confluence storage format as 'XHTML-based'. To be correct, we should call it XML, because the Confluence storage format does not comply with the XHTML definition. In particular, Confluence includes custom elements for macros and more. We're using the term 'XHTML-based' to indicate that there is a large proportion of HTML in the storage format.

You can view the Confluence storage format for a given page by choosing ••• > **View Storage Format**. This option is only available if one of the following is true:

- You are a Confluence administrator.
- Your Confluence site has the Confluence Source Editor plugin installed and you have permission to use the source editor.

- If you would like to edit the storage format for a page, your Confluence system administrator will need to install the Confluence Source Editor plugin.
- Clarification of terminology: If you choose ••• > **View Source**, you'll see the format used within the editor panel, not the storage format of the page.

On this page:

Macros

Storage format and wiki markup examples have been included in the documentation for each macro.

Headings

Format type	In Confluence 3.5 and earlier	In Confluence 4.0 and later	What you will get	

Heading 1	`h1. Heading 1`	`<h1>Heading 1</h1>`	**Heading 1**	Underlined in the Documentation Theme
Heading 2	`h2. Heading 2`	`<h2>Heading 2</h2>`	**Heading 2**	Underlined in the Documentation Theme
Heading 3	`h3. Heading 3`	`<h3>Heading 3</h3>`	**Heading 3**	
Headings 4 to 6 are also available and follow the same pattern				

Text effects

Format type	In Confluence 3.5 and earlier	In Confluence 4.0 and later	What y
strong/bold	`*strong*`	`<strong>strong text</strong>`	**strong**
emphasis	`_emphasis_`	`<em>Italics Text</em>`	*emphas*
strikethrough	`-strikethrough-`	`<span style="text-decoration: line-through;">strikethrough</span>`	~~striketh~~
underline	`+underline+`	`<u>underline</u>`	underlin
superscript	`^superscript^`	`<sup>superscript</sup>`	superscri

subscript	~subscript~	_{subscript}	subscript
monospace	{{monospaced}}	<code>monospaced</code>	monosp
preformatted	n/a	<pre>preformatted text</pre>	prefor text
block quotes	bq. block quote *or* {quote} block quote {quote}	<blockquote> block quote </blockquote>	
text colour	{color:red}red text{color}	red text	red text
small	n/a	small text	small tex
big	n/a	<big>big text</big>	big tex
center-align	n/a	centered text	cent
right-align	n/a	right aligned text	right

Text breaks

Format type	In Confluence 3.5 and earlier	In Confluence 4.0 and later	What you will get

New paragraph	`Paragraph 1`
	`(empty line)`
	`Paragraph 2`
		`<p>Paragraph 1</p>`
		`<p>Paragraph 2</p>`
			Paragraph 1
			Paragraph 2

Line break	`Line 1 \\ Line 2`	`Line 1   Line 2` Note: Created in the editor using `Shift + Return/Enter`	Line 1 Line 2
Horizontal rule	----	`<hr />`	———
— symbol	---	`—`	—
– symbol	--	`–`	–

Lists

Format type	In Confluence 3.5 and earler	In Confluence 4.0 and later	What y will ge

Unordered list – round bullets	`* Round bullet list item`	`<ul>`
		`<li>round bullet list item</li>`
		`</ul>`
			• Rou bull list

Ordered list (numbered list)	`# Ordered list item`	`<ol>`
		`<li>numbered list item</li>`
		`</ol>`
			1. Orc list

Task Lists	`[] Task list item`	`<ac:task-list>`
		`  <ac:task>`
		`  <ac:task-status>incomplete</ac:task-status>`
		`  <ac:task-body>task list item</ac:task-body>`
		`  </ac:task>`
		`</ac:task-list>`
			☐ tas list ite

Links

Format type	In Confluence 3.5 and earlier	In Confluence 4.0 and later

Link to another Confluence page	`[Link to another Confluence page|Page Title]`	`<ac:link>`
		`<ri:page ri:content-title="Page`
		`<ac:plain-text-link-body>`
		`  <![CDATA[Link to another Conflu`
		`</ac:plain-text-link-body>`
		`</ac:link>`

Link to an attachment	`[Link to an attachment^atlassian_logo.gif]`	`<ac:link>`
		`<ri:attachment ri:filename="atla`
		`<ac:plain-text-link-body>`
		`  <![CDATA[Link to a Confluence A`
		`</ac:plain-text-link-body>`
		`</ac:link>`

Link to an external site	`[Atlassian|http://www.atlassian.com/]`	`<a href="http://www.atlassian.co`

Anchor link (same page)	`[Anchor Link|#anchor]`	`<ac:link ac:anchor="anchor">`
		`  <ac:plain-text-link-body>`
		`  <![CDATA[Anchor Link]]>`
		`  </ac:plain-text-link-body>`
		`</ac:link>`

Anchor link (another page)	`[Anchor Link|pagetitle#anchor]`	`<ac:link ac:anchor="anchor">`
		`  <ri:page ri:content-title="pag`
		`  <ac:plain-text-link-body>`
		`  <![CDATA[Anchor Link]]>`
		`  </ac:plain-text-link-body>`
		`</ac:link>`

Link with an embedded image for the body	[!google.png!|pagetitle#anchor]	`<ac:link ac:anchor="Anchor Link"`
		`<ac:link-body>`
		`<ac:image><ri:url`
		`ri:value="http://confluence.atla`
		`/></ac:image>`
		`</ac:link-body>`
		`</ac:link>`
		
		For rich content like *images*, you need

A note about link bodies

All links received from the editor will be stored as plain text by default, unless they are detected to contain the limited set of mark up that we allow in link bodies. Here are some examples of markup we support in link bodies.

An example of different link bodies

```
<ac:link>
  <!-- Any resource identifier -->
  <ri:page ri:content-title="Home" ri:space-key="SANDBOX" />
  <ac:link-body>Some <strong>Rich</strong> Text</ac:link-body>
</ac:link>
<ac:link>
  <ri:page ri:content-title="Plugin developer tutorial stuff"
ri:space-key="TECHWRITING" />
  <ac:plain-text-link-body><![CDATA[A plain <text> link
body]]></ac:plain-text-link-body>
</ac:link>
<ac:link>
  <ri:page ri:content-title="Plugin developer tutorial stuff"
ri:space-key="TECHWRITING" />
  <!-- A link body isn't necessary. Auto-generated from the resource identifier
for display. -->
</ac:link>
```

The markup tags permitted within the <ac:link-body> are <b>, , , <i>, <code>, <tt>, <sub>, <sup>, <br> and .

Images

Format type	In Confluence 3.5 and earlier	In
Attached image	`!atlassian_logo.gif!`	

External image	`!http://confluence.atlassian.com/images/logo/confluence_48_trans.png!`	

Supported image attributes (some of these attributes mirror the equivalent HTML 4 IMG element):

Name	Description
ac:align	image alignment
ac:border	Set to "true" to set a border
ac:class	css class attribute.
ac:title	image tool tip.
ac:style	css style
ac:thumbnail	Set to "true" to designate this image as a thumbnail.
ac:alt	alt text
ac:height	image height
ac:width	image width
ac:vspace	the white space on the top and bottom of an image
ac:hspace	the white space on the left and right of an image

Tables

Format type	In Confluence 3.5 and earlier	In Confluence 4.0 and later	What you will get

<table>
<tr><td>Two column, two row (top header row)</td><td>||Table Heading Cell 1||Table Heading Cell 2||
|Normal Cell 1|Normal Cell 2|</td><td><pre>
<table>

<tbody>

<tr>

<th>Table Heading Cell 1</th>

<th>Table Heading Cell 2</th>
  </tr>

<tr>

<td>Normal Cell 1</td>

<td>Normal Cell 2</td>
  </tr>
</tbody>
</table>
</pre></td><td><table><tr><th>Table Heading Cell 1</th><th>Table Heading Cell 2</th></tr><tr><td>Normal Cell 1</td><td>Normal Cell 2</td></tr></table></td></tr>
<tr><td>Two column, three rows, 2nd and third with merged cells in first row</td><td>N/A</td><td><pre>
<table>

<tbody>

<tr>

<th>Table Heading Cell 1</th>

<th>Table Heading Cell 2</th>
  </tr>

<tr>

<td rowspan="2">Merged Cell</td>

<td>Normal Cell 1</td>
  </tr>

<tr>

<td colspan="1">Normal Cell 2</td>
  </tr>
</tbody>
</table>
</pre></td><td><table><tr><th>Table Heading Cell 1</th><th>Table Heading Cell 2</th></tr><tr><td rowspan="2">Merged Cell</td><td>Normal Cell 1</td></tr><tr><td>Normal Cell 2</td></tr></table></td></tr>
</table>

Page layouts

Confluence supports page layouts directly, as an alternative to macro-based layouts (using, for example, the section and column macros). This section documents the storage format XML created when these layouts are used in a page.

Notes:

- Page layouts were originally introduced in Confluence 4.2, and are not available in earlier versions of Confluence. If you are using Confluence 4.2 - 5.1 you should refer to the documentation for your version of Confluence:
  - Confluence Storage Format (Confluence 4.2)
  - Confluence Storage Format (Confluence 4.3)
  - Confluence Storage Format (Confluence 5.0)
  - Confluence Storage Format (Confluence 5.1)
- Pages with a layout created in the old format will be converted to 5.2 format.
- Confluence 5.2 provides more flexible layouts with a more concise storage format.

Element name	In Confluence 5.2 and later	Attributes
`ac:layout`	Indicates that the page has a layout. It should be the top level element in the page.	None
`ac:layout-section`	Represents a *row* in the layout. It must be directly within the `ac:layout` tag. The type of the section indicates the appropriate number of cells and their relative widths.	`ac:type`
`ac:layout-cell`	Represents a *column* in a layout. It must be directly within the `ac:layout-section` tag. There should be an appropriate number of cells within the layout-section to match the `ac:type`.	None

The recognised values of `ac:type` for `ac:layout-section` are:

`ac:type`	Expected number of cells	Description
`single`	1	One cell occupies the entire section.
`two_equal`	2	Two cells of equal width.
`two_left_sidebar`	2	A narrow (~30%) cell followed by a wide cell.
`two_right_sidebar`	2	A wide cell followed by a narrow (~30%) cell.
`three_equal`	3	Three cells of equal width.
`three_with_sidebars`	3	A narrow (~20%) cell at each end with a wide cell in the middle.

The following example shows one of the more complicated layouts from the old format built in the new. The word `{content}` indicates where further XHTML or Confluence storage format block content would be entered, such as `<p>` or `<table>` tags.

```
<ac:layout>
  <ac:layout-section ac:type="single">
     <ac:layout-cell>
        {content}
     </ac:layout-cell>
  </ac:layout-section>
 <ac:layout-section ac:type="three_with_sidebars">
     <ac:layout-cell>
       {content}
     </ac:layout-cell>
     <ac:layout-cell>
       {content}
     </ac:layout-cell>
     <ac:layout-cell>
       {content}
     </ac:layout-cell>
  </ac:layout-section>
  <ac:layout-section ac:type="single">
     <ac:layout-cell>
        {content}
     </ac:layout-cell>
  </ac:layout-section>
</ac:layout>
```

Emoticons

Format type	In Confluence 3.5 and earlier	In Confluence 4.0 and later	What you will get
Emoticons	:)	`<ac:emoticon ac:name="smile" />`	
	:(	`<ac:emoticon ac:name="sad" />`	
	:P	`<ac:emoticon ac:name="cheeky" />`	
	:D	`<ac:emoticon ac:name="laugh" />`	
	;)	`<ac:emoticon ac:name="wink" />`	

	(y)	`<ac:emoticon ac:name="thumbs-up" />`	
	(n)	`<ac:emoticon ac:name="thumbs-down" />`	
	(i)	`<ac:emoticon ac:name="information" />`	
	(/)	`<ac:emoticon ac:name="tick" />`	
	(x)	`<ac:emoticon ac:name="cross" />`	
	(!)	`<ac:emoticon ac:name="warning" />`	

Resource identifiers

Resource identifiers are used to describe "links" or "references" to resources in the storage format. Examples of resources include pages, blog posts, comments, shortcuts, images and so forth.

Resource	Resource identifier format
Page	`<ri:page ri:space-key="FOO" ri:content-title="Test Page"/>` Notes: • `ri:space-key`: (optional) denotes the space key. This can be omitted to create a relative reference. • `ri:content-title`: (required) denotes the title of the page.
Blog Post	`<ri:blog-post ri:space-key="FOO" ri:content-title="First Post" ri:posting-day="2012/01/30" />` Notes: • `ri:space-key`: (optional) denotes the space key. This can be omitted to create a relative reference. • `ri:content-title`: (required) denotes the title of the page. • `ri:posting-day`: (required) denotes the posting day. The format is YYYY/MM/DD.

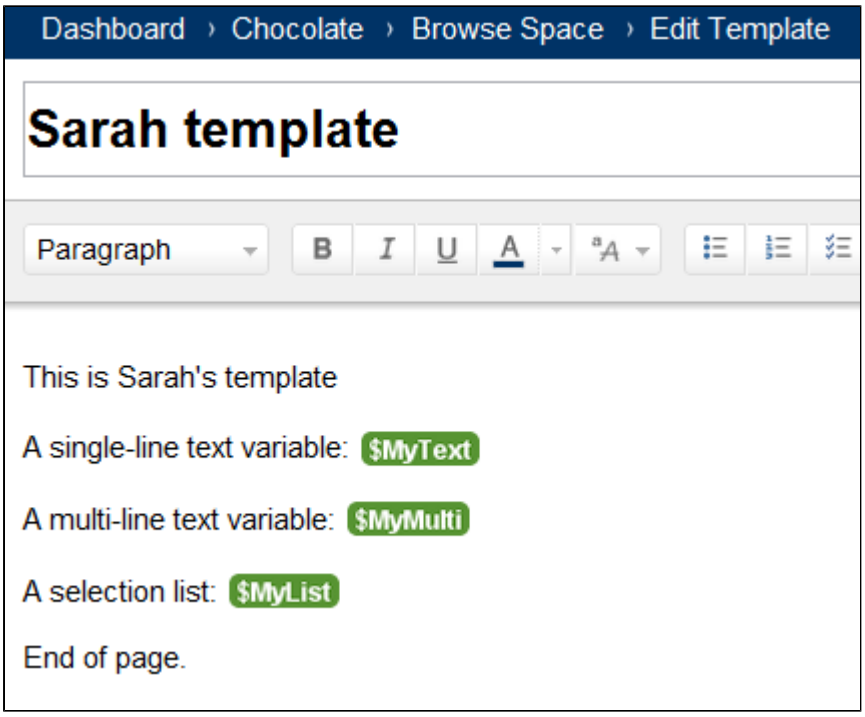
Attachment	`<ri:attachment ri:filename>`
	`... resource identifier for the container of the attachment ...`
	`</ri:attachment>`
	
	Notes:
	• `ri:filename`: (required) denotes the name of the attachment.
	• the body of the `ri:attachment` element should be a resource identifier denoting the container of the attachment. This can be omitted to create a relative attachment reference (similar to [foo.png] in wiki markup).
	
	Examples:
	
	Relative Attachment Reference
	`<ri:attachment ri:filename="happy.gif" />`
	
	Absolute Attachment Reference
	`<ri:attachment ri:filename="happy.gif">`
	`<ri:page ri:space-key="TST" ri:content-title="Test Page"/>`
	`</ri:attachment>`

URL	`<ri:url ri:value="http://example.org/sample.gif"/>` Notes: • `ri:value`: (required) denotes the actual URL value.
Shortcut	`<ri:shortcut ri:key="jira" ri:parameter="ABC-123">` Notes: • `ri:key`: (required) represents the key of the Confluence shortcut. • `ri:parameter`: (required) represents the parameter to pass into the Confluence shortcut. • The example above is equivalent to `[ABC-123@jira]` in wiki markup.
User	`<ri:user ri:userkey="2c9680f7405147ee0140514c26120003"/>` Notes: • `ri:userkey`: (required) denotes the unique identifier of the user.
Space	`<ri:space ri:space-key="TST"/>` Notes: • `ri:space-key`: (required) denotes the key of the space.

Content Entity	`<ri:content-entity ri:content-id="123"/>` Notes: • `ri:content-id`: (required) denotes the id of the content.

Template variables

This screenshot shows a simple template:



The template contains the following variables:

Variable name	Type	Values
$MyText	Single-line text	
$MyMulti	Multi-line text	Size: `5 x 100`
$MyList	List	List items: `Apples,Pears,Peaches`

The XML export produces the following code for the template:

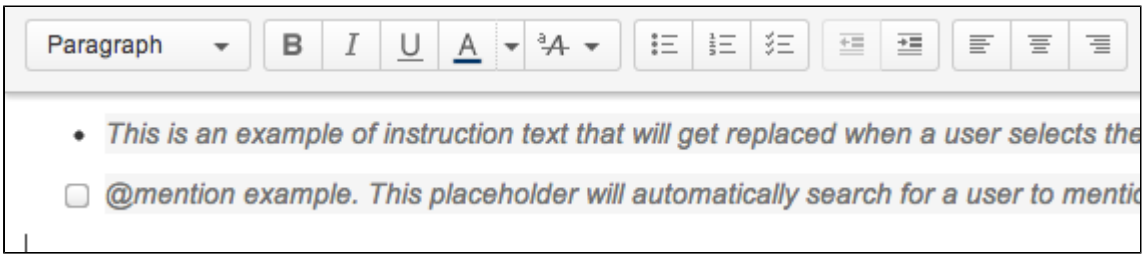
```
<at:declarations>
  <at:string at:name="MyText" />
  <at:textarea at:columns="100" at:name="MyMulti" at:rows="5" />
  <at:list at:name="MyList">
    <at:option at:value="Apples" />
    <at:option at:value="Pears" />
    <at:option at:value="Peaches" />
  </at:list>
</at:declarations>


<p>This is Sarah's template</p>

<p>A single-line text variable: <at:var at:name="MyText" /></p>

<p>A multi-line text variable: <at:var at:name="MyMulti" /></p>

<p>A selection list: <at:var at:name="MyList" /></p>

<p>End of page.</p>
```

Instructional Text

Instructional text allows you to include information on how to fill out a template for an end-user (the person using creating a page from the template). Instructional text will:

- automatically clear all *instructional text* as the user types in a specific text block, and
- automatically trigger a @mention prompt for user selection (for 'mention' type instructional text).

Screenshot: Example of instructional text.




```
<ul>

<li><ac:placeholder>This is an example of instruction text that will get replaced
when a user selects the text and begins typing.</ac:placeholder></li>
</ul>
<ac:task-list>
    <ac:task>
        <ac:task-status>incomplete</ac:task-status>
        <ac:task-body><ac:placeholder ac:type="mention">@mention example. This
placeholder will automatically search for a user to mention in the page when the
user begins typing.</ac:placeholder></ac:task-body>
    </ac:task>
</ac:task-list>
```

Confluence Wiki Markup

This page describes the wiki markup used on some administration screens in Confluence.

Wiki markup is useful when you want to do one of the following:

- Configure the Documentation theme.
- Type wiki markup directly into the editor. Confluence will convert it to the rich text editor format as you type.
- Create links using the **Advanced** tab of the Links Browser.
- Insert a block of wiki markup (or markdown) into the Confluence editor. (Choose **Insert** > **Markup**.)

Note: You cannot edit content in wiki markup. Confluence does not store page content in wiki markup. Although you can enter wiki markup into the editor, Confluence will convert it to the rich text editor format immediately. You will not be able to edit the wiki markup after initial entry.

Can I type wiki markup into the editor?

Yes. You can type wiki markup directly into the editor, and Confluence will convert it as you type. (You cannot edit the wiki markup after conversion.) **See it in action in this video**:

Read this blog post for more examples: 12 Things You Didn't Know About the Confluence Editor.

Can I insert markdown?

Confluence supports inserting content in markdown. This is often used in ReadMe files. See Markdown syntax guide for some examples of markdown syntax.

To insert markdown in the editor:

1. Choose **Insert** > **Markup**
2. Select **Markdown**
3. Type or paste your text - the preview will show you how it will appear on your page
4. Choose **Insert**.

As with wiki markup, Confluence will convert your markdown to the rich text editor format. You will not be able to edit your content using markdown.

On this page:

Headings

To format a line as a heading, type "hn." at the start of your line, where n can be a number from 1 to 6.

What you need to type	What you will get
`h1. Biggest heading`	**Biggest heading**
`h3. Big heading`	***Big heading***

`h5. Small heading`	***Small heading***

Lists

Wiki markup allows you to create bulleted or numbered lists, and is flexible enough to allow a combination of the two list types.

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

`- some`
`- bullet`
`- 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

`* some`
`* bullet`
`** indented`
`** bullets`
`* 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

`# a`
`# numbered`
`# 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

`# Here's a sentence.`
`## This is a sub-list point.`
`## And a second sub-list point.`
`# 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.

You can use a third level of hashes to produce a sub-sub-list.

What you need to type	What you will get

`# Here's a sentence.`
`## This is a sub-list point.`
`### Third list level.`
`### Another point at the third level.`
`## And a second sub-list point.`
`# 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.

Note: 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

`# Here`
`#* is`
`#* an`
`# example`
`#* of`
`#* a`
`# mixed`
`# list`
	1. Here
	  • is
	  • an
	2. example
	  • of
	  • a
	3. mixed
	4. list

Tables

You can 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:

```
||heading 1||heading 2||heading 3||
|cell A1|cell A2|cell A3|
|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

You can also use a vertical header.

What you need to type:

```
||heading 1|col A1|col A2|col A3|
||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

```
{section:border=true}
{column:width=30%}
Text for this column goes here. This is  the smaller column with a width of only
30%.
{column}
{column:width=70%}
Text for this column goes here. This is  the larger column with a width of 70%.
{column}
{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

```
||Heading 1||Heading 2||
|* Item 1
* Item 2
* Item 3|# Item 1
# Item 2
# 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

Text Effects

Use the markup shown in the examples below to format text.

What you need to type	What you will get
strong	**strong**
bold text	**bold text**
emphasis	*emphasis*
italics	*italics* *Hint:* To italicise parts of a word, add braces (curly brackets) around the underscore. For example, `Thing{_}x_` gives you this: Thing*x*
??citation??	—*citation*
-deleted-	~~deleted~~
+inserted+	inserted
Text with^superscript^	Text with^{superscript} Hint: There are two ways to make superscripts work, when used directly after another word or character: • Add a space before the superscript. For example, `kg/m ^3^` gives you this: kg/m ^{3} • Add braces (curly brackets) around the superscript markup. For example, `kg/m{^3^}` gives you this: kg/m^{3}
Text with~subscript~	Text with$_{\text{subscript}}$

`{{monospaced}}`	`monospaced`
`bq. Here's how you make a paragraph appear as a block quotation.`	> *Here's how you make a paragraph appear as a block quotation.*
{color:red}look ma, red text!{color}	look ma, red text!

Text Breaks

Paragraph Break

In wiki markup, a paragraph is a continuous line of text ending in two carriage returns. 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 provides two options for forcing a line break within a paragraph of text:

- Implicitly, by entering a single carriage return at its end.
- Explicitly, by entering two consecutive backslashes: \\

When rendered into HTML, the result is a paragraph of text that is 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 is enough.

The examples below show how to use explicit line breaks.

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 this for two consecutive line breaks:
\\ \\

Horizontal Rule

To create a horizontal line across the width of your page or content block, type four dashes (like this: ----) at the beginning of a line, then press Enter or space.

Make sure that the dashes are on a separate line from the rest of the text.

What you need to type	What you will get
here is some text - - - - divided by a horizontal rule	here is some text --- divided by a horizontal rule

Links

You can use wiki markup to add hyperlinks to your text.

What you need to type	What you will get
[#anchor]	A link to an anchor on the same page.
[Confluence Wiki Markup^attachment.ext]	A link to a file attached to the page.
[pagetitle]	A link to a page.
[pagetitle#anchor]	A link to an anchor on another page.
[pagetitle^attachment.ext]	A link to a file attached to another page.
[spacekey:pagetitle]	A link to a page in another space.
[spacekey:pagetitle#anchor]	A link to an anchor on a page in another space.
[spacekey:pagetitle^attachment.ext]	A link to a file attached to a page in another space.
[/2004/01/12/blogposttitle]	A link to a blog post.
[spacekey:/2004/01/12/blogposttitle]	A link to a blog post in another space.
[/2004/01/12]	A link to a whole day's blog posts.
[spacekey:/2004/01/12]	A link to a whole day's blog posts in another space.
[spacekey:]	A link to the space homepage (or the space summary page of the space.
[~username]	A link to the user profile page of a particular user.
[phrase@shortcut]	A shortcut link to the specified shortcut site. Shortcuts are configured by the site administrator.
[http://confluence.atlassian.com]	A link to an external resource.
[mailto:legendaryservice@atlassian.com]	A link to an email address.
[file://z:/file/on/network/share.txt]	A link to a file on your computer or on a network share that you have mapped to a drive. *This only works on Internet Explorer*.
[!http://external/image.png!|http://external/link.html]	Displays an external image and links to an external URL.

Note that Confluence treats headings as anchors, so you can link to headings using this pattern: [spacekey:pagename#headingname], where headingname is case-sensitive and must be entered without spaces.

For each of these link forms:

- You can prepend a link alias, so that alternate text is displayed on the page. Example: [link

alias|pagetitle#anchor]
- You can append a link tip, which appears as a tooltip. Example: [pagetitle#anchor|link tip]

Images

You can display images from attached files or remote sources.

What you need to type	What you will get
!http://www.host.com/image.gif!	An image from a remote source is displayed on the page. Uses a fully qualified URL.
!attached-image.gif!	An image file attached to the page is displayed.
!pageTitle^image.gif!	An image file attached to a different page is displayed.
!spaceKey:pageTitle^image.gif!	An image file attached to a page in a different space is displayed.
!/2010/05/23/My Blog Post^image.gif!	An image file attached to a blog post is displayed.
!image.jpg|thumbnail!	The image is displayed as a thumbnail on the page (only works with images that are attached to the page). Users can click on the thumbnail to see the full-sized image. Thumbnails must be enabled by the site administrator for this to work.
!image.gif|align=right, vspace=4!	For any image, you can specify attributes of the HTML image tag as a comma separated list of name=value pairs.

Available HTML image tags include:

Image tag	Details
align	Available values are 'left', 'right', 'bottom', 'center', 'top'.
border	Specifies the width of the border (in pixels).
bordercolor	Use with the 'border' tag. Specify colours by name or hex value.
hspace	Specifies the amount of whitespace to be inserted to the left and right of the image (in pixels).
vspace	Specifies the amount of whitespace to be inserted above and below the image (in pixels).
width	Specifies the width of the image (in pixels). This will override the natural width of the image.
height	Specifies the height of the image (in pixels). This will override the natural height of the image.
title	Specifies alternate text for the image, which is displayed when the pointer hovers over the image.
alt	Specifies alternate text for the image. This text is retrievable via search, and contributes to accessibility of the page for text-only viewing.

Page Layouts

There is no wiki markup representation for page layouts.

Macros

Storage format and wiki markup examples have been included in the documentation for each macro.

Working with Confluence Gadgets

This section introduces the concept of gadgets in Confluence and provides an outline on how to use gadgets in Confluence and other web applications.

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 a Confluence page or blog post or a JIRA 4.0+ dashboard.
- A third-party application's website, such as iGoogle or Gmail. (But see the limitations on using Confluence gadgets in other applications.)

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 the introduction to Atlassian gadgets and the big list of Atlassian gadgets.

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. To add a gadget to a page, use the Confluence macro browser to add a Gadget macro.

See the page on adding JIRA gadgets to a Confluence page.

On this page:

Related pages:

- Gadget Macro
- Configuring Confluence Gadgets for Use in Other Applications
- Adding a Confluence Gadget to a JIRA Dashboard
- Confluence Gadgets
- All Atlassian gadgets
- External Gadgets

Adding Confluence Gadgets in Other Applications

You can add a Confluence gadget to a JIRA dashboard or another Confluence site. In principle, you can also put a Confluence gadget on any other OpenSocial-compliant website such as iGoogle or Gmail. See the limitations on using Confluence gadgets in other applications.

Adding a Confluence Gadget to JIRA

See Adding a Confluence Gadget to a JIRA Dashboard.

Adding a Confluence Gadget to Non-Atlassian Web Applications

For instructions on how to add Confluence gadgets 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 and provides

information about the gadgets which are bundled with Confluence.

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 steps below.

On this page:

Related pages:

- All Atlassian gadgets
- Working with Confluence Gadgets

Creating an Application Link between Confluence and JIRA

If your Confluence gadgets need to access user-restricted Confluence data, then your Confluence administrator must first establish an Application Link between your Confluence site and the JIRA site.

If you only need to access anonymously accessible Confluence data, then you can skip the section about adding an Application Link, and go directly to Finding a Confluence Gadget's URL, below.

Finding a Confluence Gadget's URL

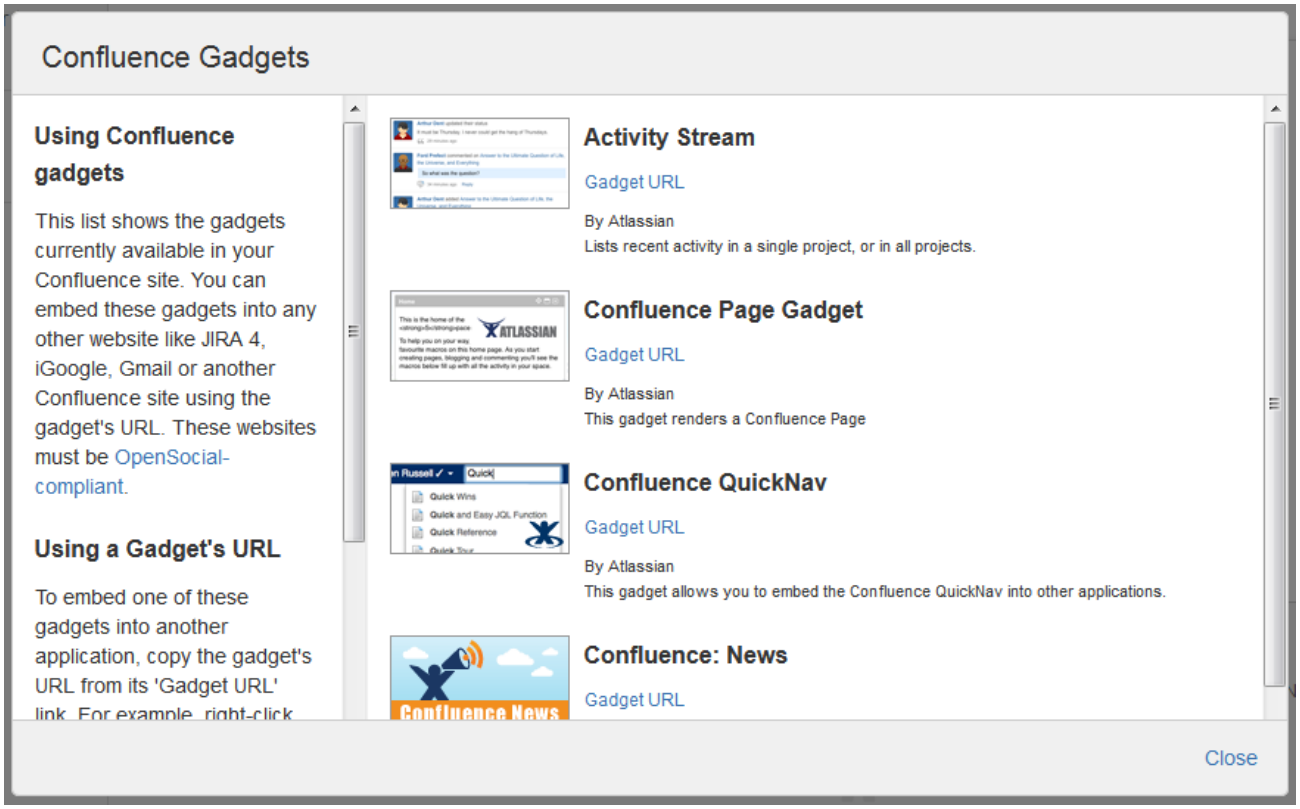
A gadget's URL points to the gadget's XML specification file. These URLs look something like this:

```
http://example.com/my-gadget-location/my-gadget.xml
```

To find a Confluence gadget's URL:

1. Choose the help icon  at top right of the screen, then choose **Available Gadgets**.
2. Find the gadget you want.
3. Copy the **Gadget URL** link to your clipboard.

Screenshot: Finding a gadget's URL

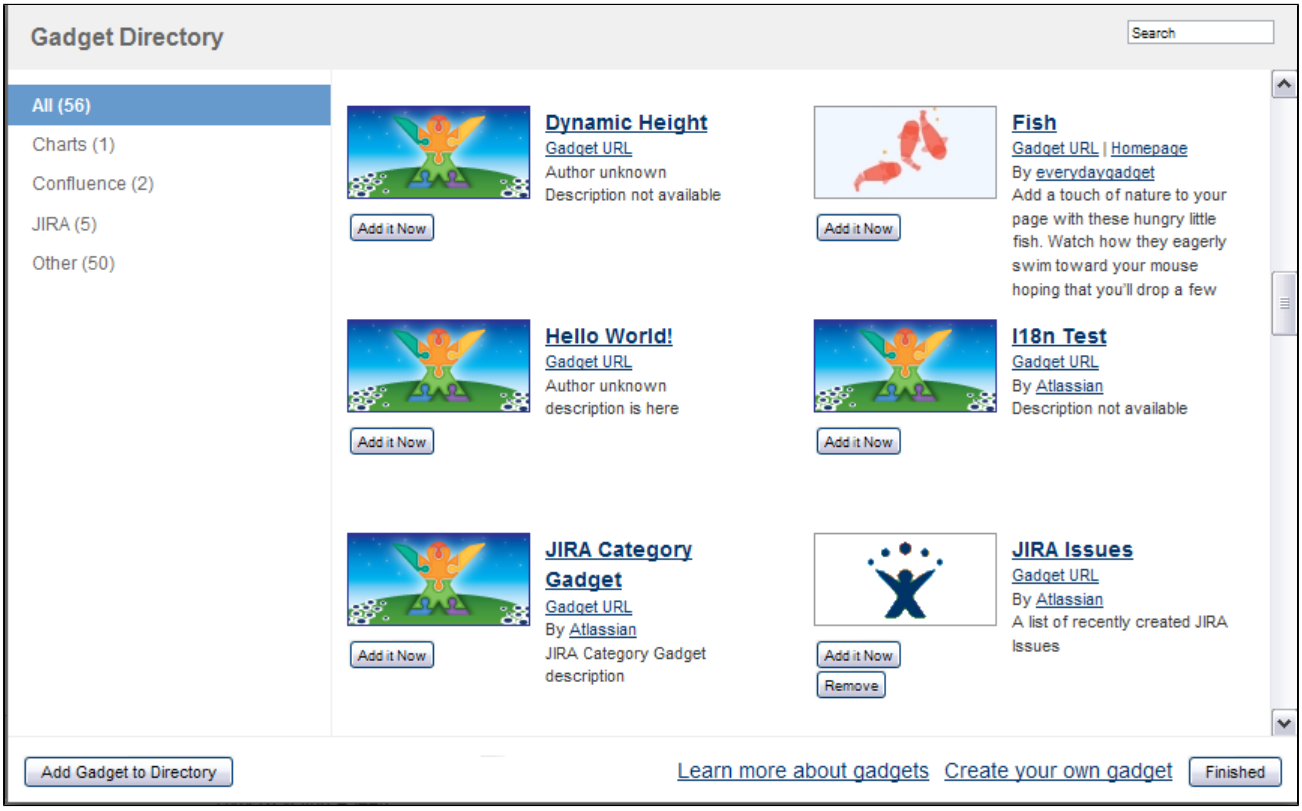


Adding a Confluence gadget to JIRA's gadget directory

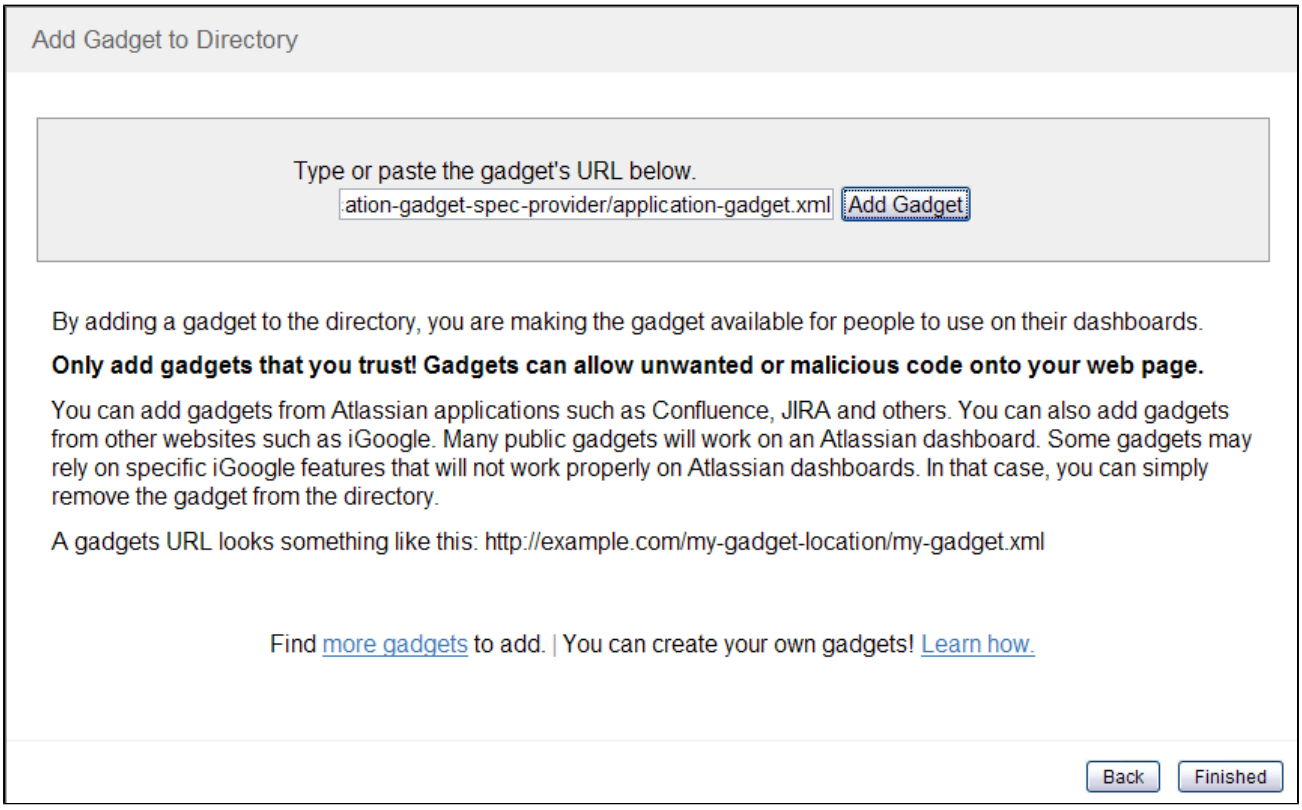
To add a Confluence gadget to the gadget directory in JIRA:

1. Go to the dashboard by clicking **Dashboard** 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**.
   Note: You will only see this button if you have system administrator permissions in JIRA.
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



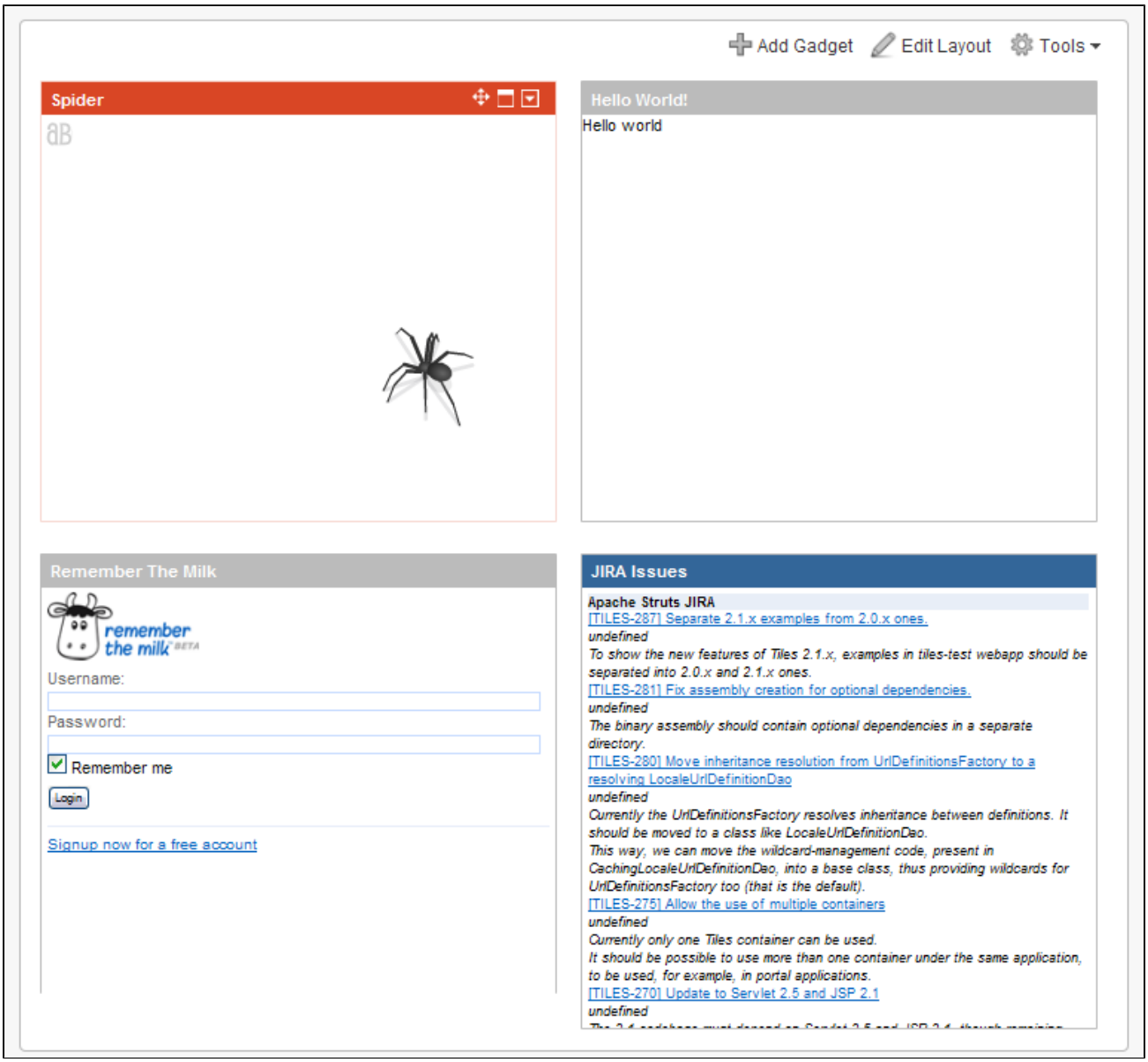
Adding a Confluence gadget to the JIRA dashboard

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.

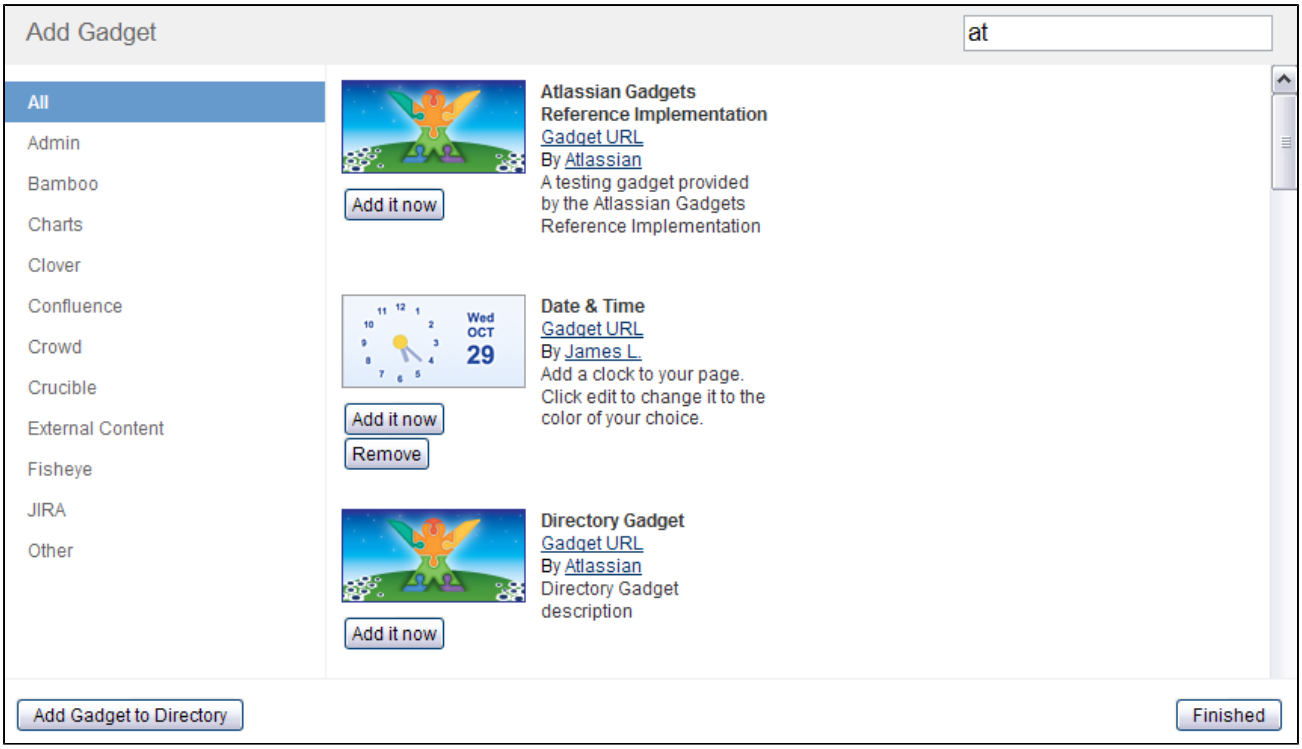
To add a gadget to your Atlassian dashboard,

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 2below. 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



Note:

- You need 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, as shown in the screenshot about. Please refer to the Gadgets and Dashboards Administration Guide.
- In **Atlassian OnDemand** products, it is not possible for administrators to add gadgets to the directory. If you would like to add an Atlassian gadget to a directory, please contact Atlassian Support.

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.

> **Atlassian support does not cover gadgets on external sites like iGoogle and Gmail**
> In principle, you should be able to add Atlassian gadgets to iGoogle, Gmail and other external sites that support OpenSocial gadgets. However, these external integrations are experimental at this stage and we have encountered problems with them. Please do have fun playing around with them, but be aware that Atlassian does not support the use of Atlassian gadgets on iGoogle, Gmail or other external web sites. See the detailed section on gadget limitations.

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

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 Authentication for an Application Link 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

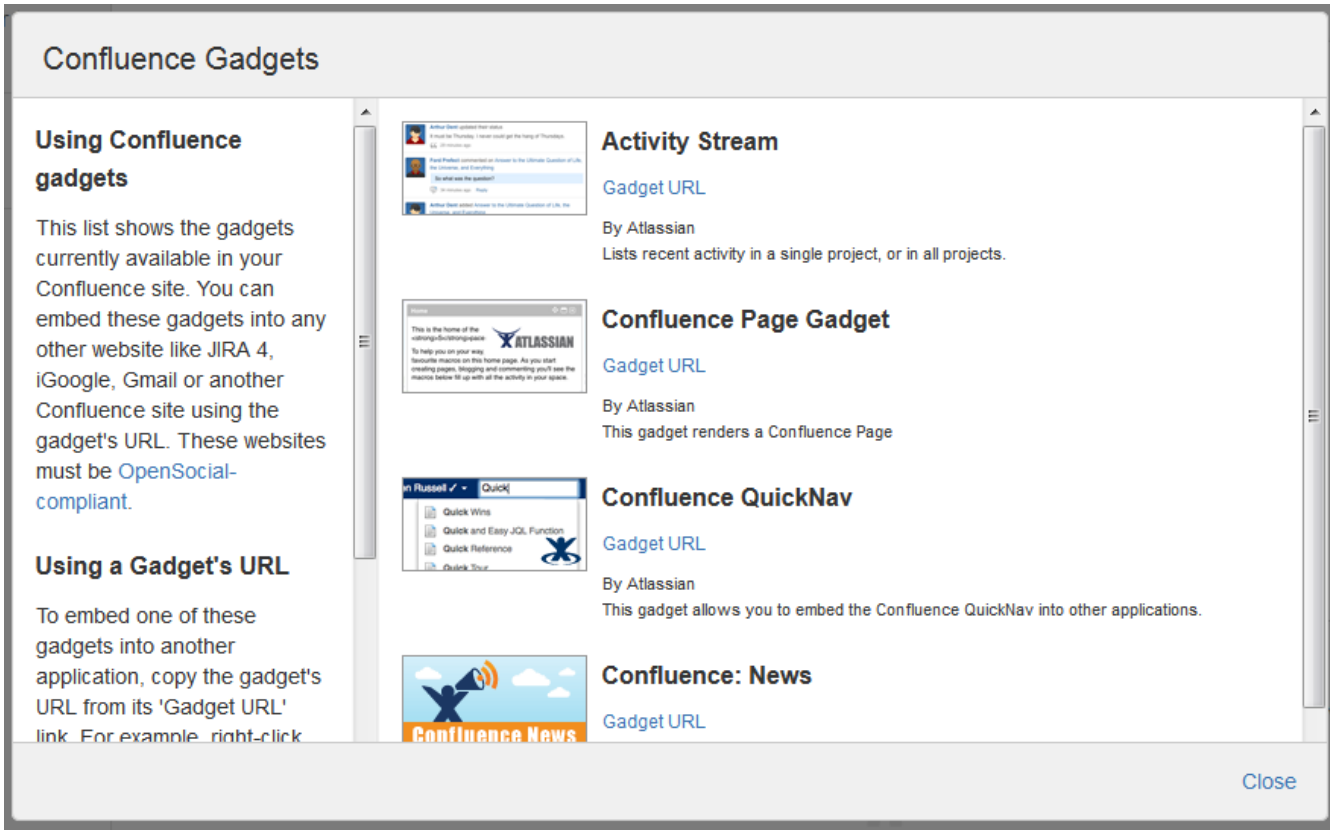
A gadget's URL points to the gadget's XML specification file. These URLs look something like this:

```
http://example.com/my-gadget-location/my-gadget.xml
```

To find a Confluence gadget's URL:

1. Choose the help icon  at top right of the screen, then choose **Available Gadgets**.
2. Find the gadget you want.
3. Copy the **Gadget URL** link to your clipboard.

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.

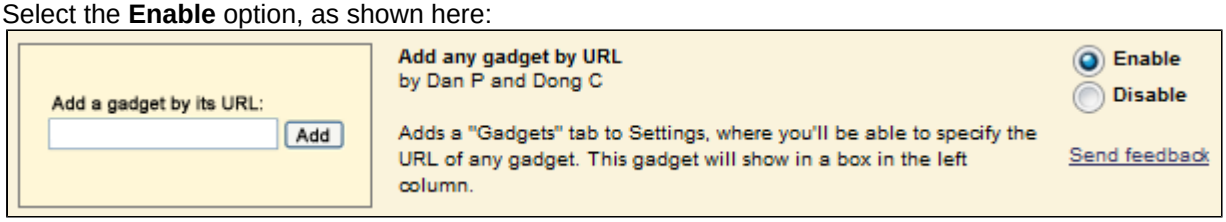
5. A text box will open, as shown above. Enter or paste the gadget's URL from your clipboard into the textbox and click **Add**.
6. Go back to your iGoogle home page. The gadget will appear on your iGoogle page.

Adding an Atlassian Gadget to Gmail

You can add gadgets to the left-hand panel of your Gmail page.

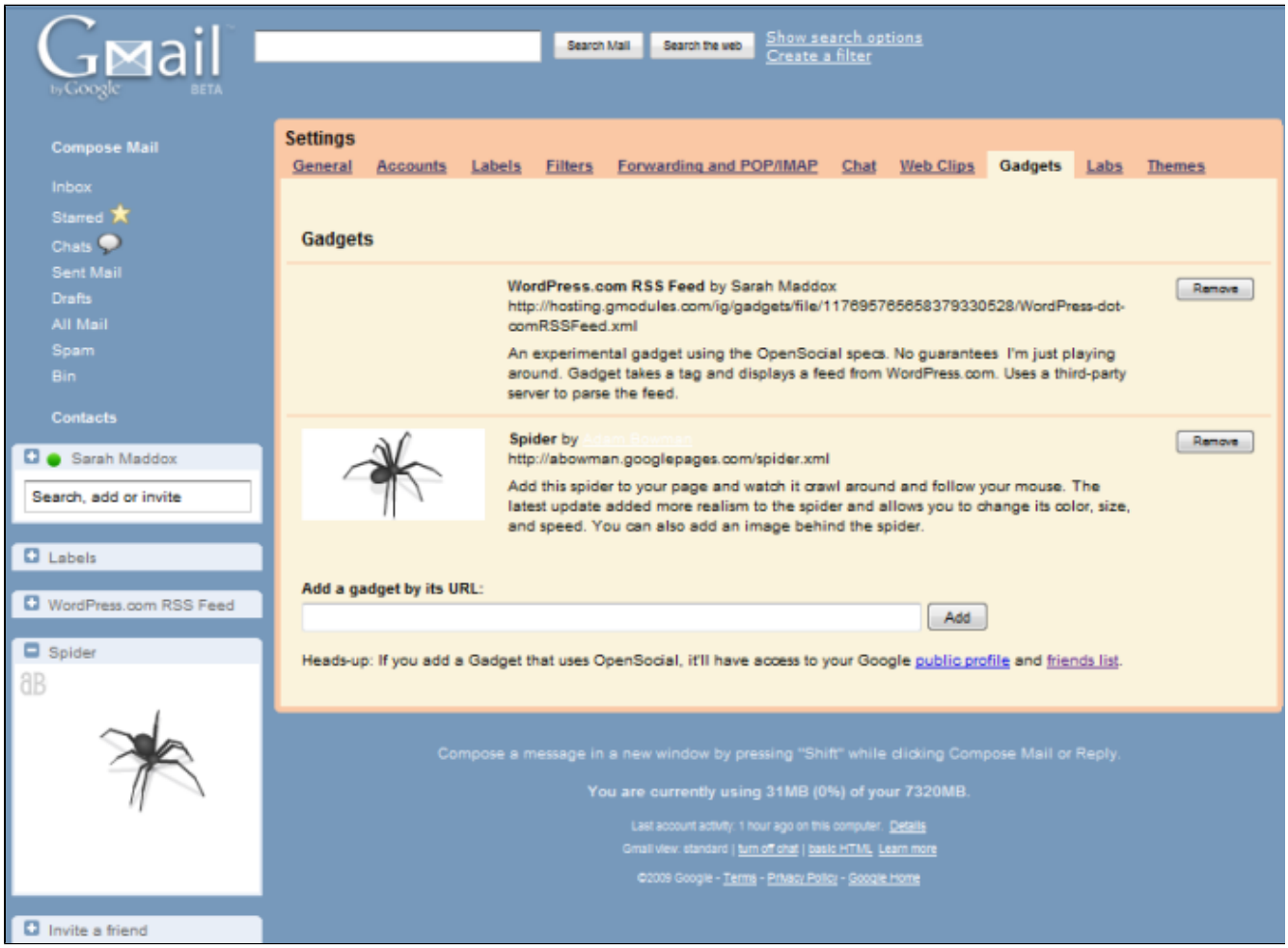
To add an Atlassian gadget to your Gmail page:

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. The Gmail settings page will appear.
4. Click the **Labs** tab. The Gmail Labs page will appear. This is a laboratory area or testing ground where Google allows you to use experimental features in Gmail.
5. Scroll down to find the feature called 'Add any gadget by URL'.
6. Select the **Enable** option, as shown here:



7. Click **Save Changes**.
8. A new **Gadgets** tab will appear on your 'Settings' page. Click the **Gadgets** tab. The 'Gadgets' page will appear, as shown in the screenshot below.
9. Enter or paste your gadget's URL into the **Add a gadget by its URL** box, then click **Add**.
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

> **Atlassian support does not cover gadgets on external sites like iGoogle and Gmail**
> In principle, you should be able to add Atlassian gadgets to iGoogle, Gmail and other external sites that support OpenSocial gadgets. However, these external integrations are experimental at this stage and we have encountered problems with them. Please do have fun playing around with them, but be aware that Atlassian does not support the use of Atlassian gadgets on iGoogle, Gmail or other external web sites.

Related Topics

The big list of Atlassian gadgets

Confluence Gadgets

This page describes the purpose of the 'Confluence Gadgets' dialog and how to access it, and provides information about the gadgets that are bundled with Confluence.

Gadgets:

- Interact with and provide access to data in your Confluence installation.
- Can be used externally such as on a JIRA dashboard, a page or blog post of another Confluence site, or any compatible page on a we site that accepts gadgets, such as iGoogle. (But see the limitations on using Confluence gadgets in other applications.)

The gadgets dialog

The 'Confluence Gadgets' dialog displays a list of all the Confluence gadgets available in your Confluence installation. The Confluence gadgets bundled with Confluence are described below. Any additional Confluence gadgets installed by your Confluence administrator (typically as Confluence plugins), will also appear in this list.

To access the Confluence Gadgets dialog: Choose the help icon at top right of the screen, then choose Available Gadgets.

You can use a Confluence gadget within the same Confluence site, by adding it to a page or blog post using the gadget macro.

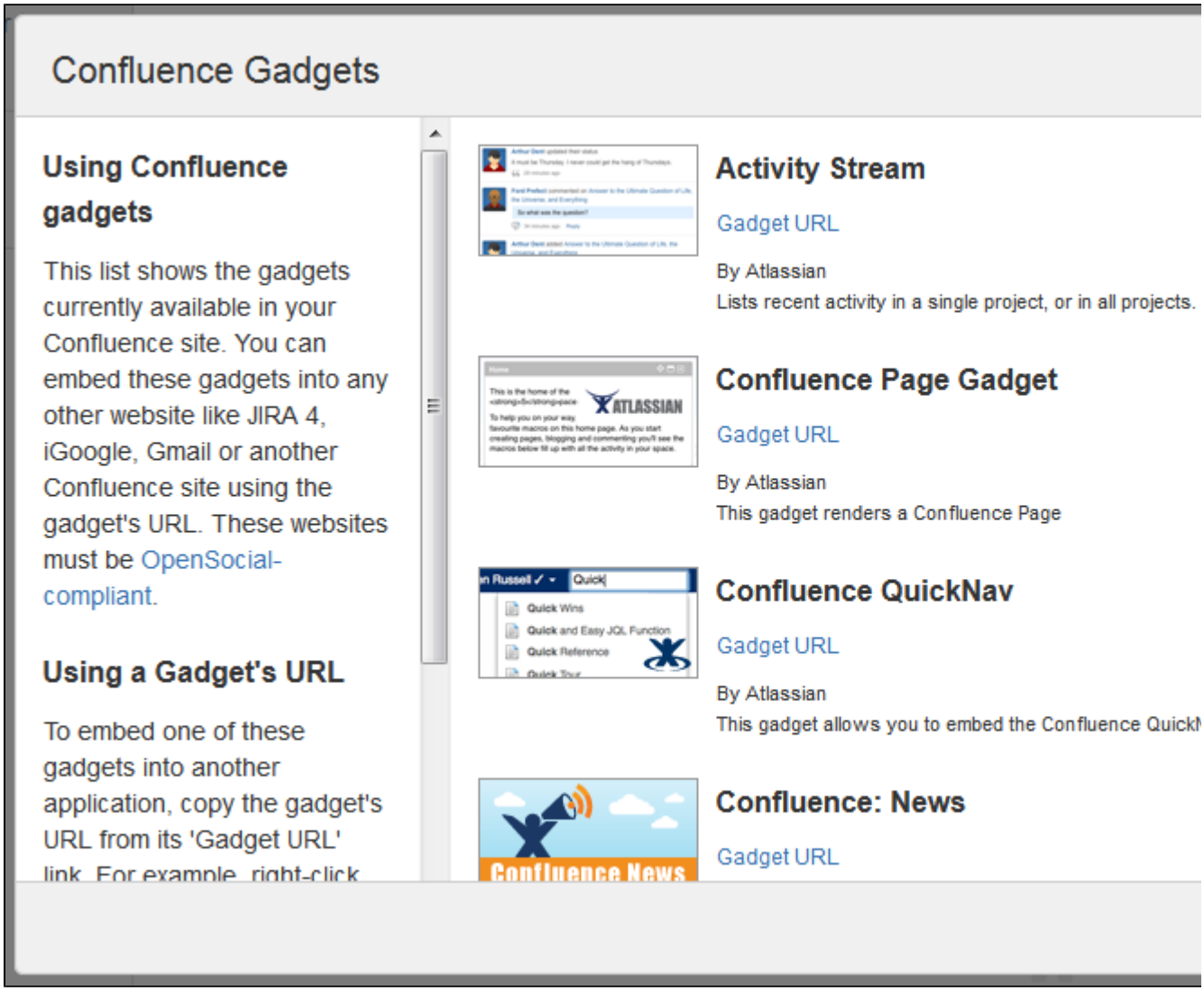
You can also add Confluence gadgets to external applications. See Adding a Confluence Gadget to a JIRA Dashboard and Configuring Confluence Gadgets for Use in Other Applications.

On this page:

Related pages:

- Adding a Confluence Gadget to a JIRA Dashboard
- Configuring Confluence Gadgets for Use in Other Applications
- Gadget Macro
- The big list of Atlassian gadgets
- Confluence User's Guide

Screenshot: The 'Confluence Gadgets' dialog



Confluence gadgets

This following table lists the gadgets which are bundled with Confluence. Click the name of the gadget for more information.

Name	Description
Confluence Page Gadget	The Confluence page gadget allows you to show content from a page on your Confluence site in a gadget. You can optionally configure the gadget to display links to view and/or edit the page on your Confluence site. The page gadget can also be displayed in canvas view, so that it takes up all of the space provided by your dashboard.
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.
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.
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.

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.

For instructions on how to use Confluence gadgets in your applications, please see Confluence Gadgets.

In addition to showing a list of most recently changed content, the activity stream gadget also groups activities by separate date, and provides an RSS feed link to its content in the top-right corner.

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.

These properties are located in the **preview** panel in the macro browser.

Property	Required?	Default	Description
Title	Yes	None	Adds a title to the top of the Activity Stream.
Global filters	No	None	Allows you to add filters to the gadget including: • space • username • update date • JIRA issue key (if your Confluence instance is integrated with JIRA)
Available streams	Yes	All	If you have application links to other sites, JIRA or another Confluence instance, you can choose to include activity from those streams also.
Display options: limit	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.

Display options: Refresh Interval	No	Never/false	Specify the time interval between each 'refresh' action undertaken by the activity stream gadget. A refresh makes the activity stream gadget reflect any new activity that has been conducted on the Confluence site.

Confluence News Gadget

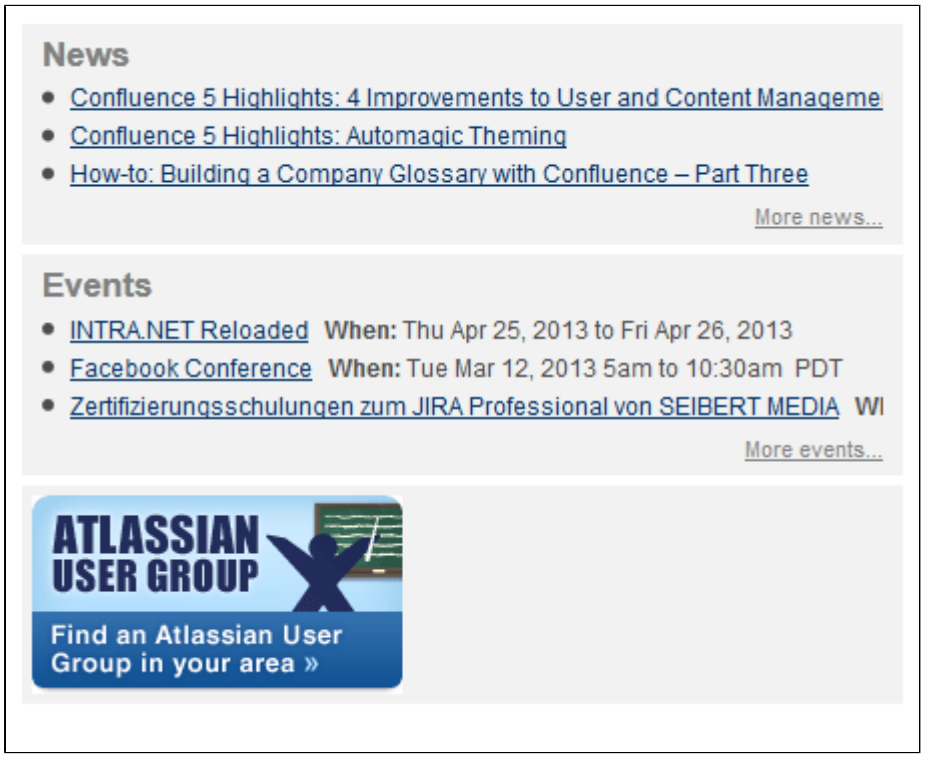
The Confluence news gadget is an example of a 'news feed' gadget that shows a list of recent Confluence Product Blogs and events at Atlassian.

For instructions on how to use Confluence gadgets in your applications, please see Confluence Gadgets.

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: The News 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).

Confluence Page Gadget

The Confluence page gadget allows you to show content from a page on your Confluence site in a gadget. You can optionally configure the gadget to display links to view and/or edit the page on your Confluence site. The page gadget can also be displayed in canvas view, so that it takes up all of the space provided by your dashboard.

For instructions on how to use Confluence gadgets in your applications, please see Confluence Gadgets.

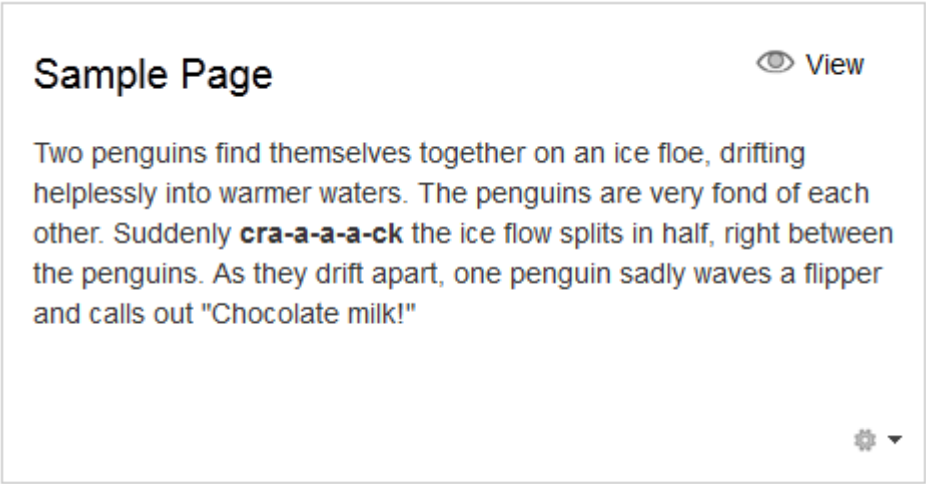
Macros that work with the page gadget
Please note, not all macros work with the page gadget. Please refer to the Working Macros section below for more information.

On this page:

Related pages:

- Confluence Gadgets
- Confluence User's Guide

Screenshot: The Confluence page gadget displaying a sample page



Confluence Page 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
Space	No	None	Specify the space that your desired page is located in. Suggestions will display in a dropdown when you start typing. (Note, this property is only used to make searching for pages easier. It is not required.)
Page	Yes	None	Specify the page that you want to display in your gadget. Suggestions will display in a dropdown when you start typing.
Show View Link	No	Yes	Select whether to display a link to view the page on your Confluence site. Clicking the link will open the page in Confluence.
Show Edit Link	No	No	Select whether to display a link to edit the page on your Confluence site. Clicking the link will open the page for editing in Confluence.
Refresh Interval	No	Never/false	Specify the time interval between each 'refresh' action undertaken by the page gadget. A refresh makes the activity stream gadget reflect any new activity that has been conducted on the Confluence site.

Working Macros

The Confluence page gadget will only render a subset of the macros that are used in Confluence correctly. Refer to the table below for the list of macros that work and do not work with the page gadget and known limitations.

> Some of the issues with macros in the page gadget can be worked around, if you are comfortable developing in Confluence. Please see Troubleshooting Macros in the Page Gadget for more information.

Key:
✅ *Works with the page gadget*
✅ ** Partially works with the page gadget*
❌ *Does not work with the page gadget*

Macro	Works with page gadget?	Limitations
Activity Stream	❌	You cannot have another gadget embedded within the Confluence Page Gadget
Anchor (within a page)	✅ *	Opens in a new page
Attachments	✅	N/A
Blog Posts	✅	N/A
Chart	✅	N/A
Children Display	✅	N/A
Content By Label	✅	N/A
Content By User	✅	N/A
Excerpt	✅	N/A
Gallery	✅	N/A
Include Page	✅	N/A
Info	✅	N/A
Labels List	✅	N/A
Livesearch	❌	N/A
Note	✅	N/A
Metadata	✅	N/A
Metadata Summary	✅	N/A
Pagetree Search	❌	N/A

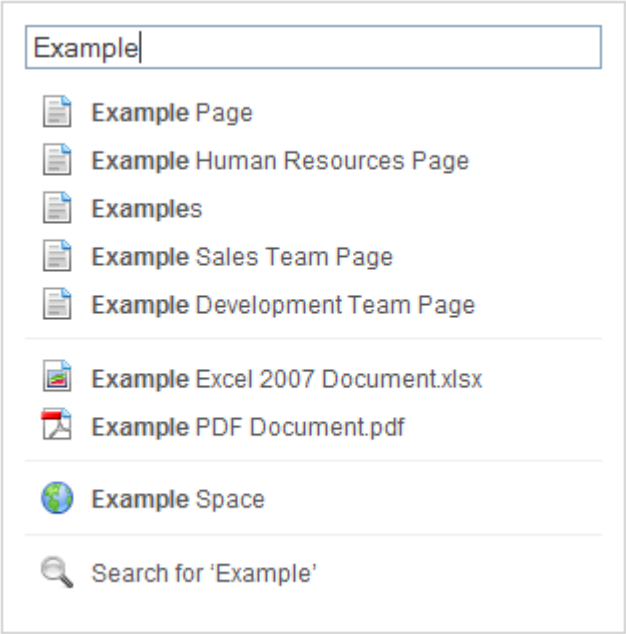
Pagetree	✔	N/A
Panel	✔	N/A
Quick Nav	✘	You cannot have another gadget embedded within the Confluence Page Gadget
Recently Updated	✔	N/A
RSS Feed	✔	N/A
Section & Column	✔	N/A
Spaces List	✔	N/A
Table of Contents	✔ *	Works, however links will be opened in a new browser window when clicked.
Team Calendars	✘	See here for the Improvement Request: **TEAMCAL-862** - Make Team Calendars display in a Confluence Page Gadget, for use on a JIRA Dashboard **REOPENED**
View File (PDF or PPT)	✔ *	Works, but you may need to refresh the gadget the first time (see CONF-19932).
Widget Connector	✔ *	Only works for some content: • **Works:** blip.tv, Episodic, Flickr, Google Calendar, presentations on Google Docs, MySpace Video, Scribd, Skitch.com, SlideRocket, SlideShare, Viddler, Vimeo, YouTube, Dailymotion, Metacafe, FriendFeed, Yahoo Video, Wufoo HTML Form Builder • **Does not work:** FriendFeed, Google Gadgets, Google Video (consumer service discontinued), Twitter, Widgetbox, DabbleDB, BackType

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.

For instructions on how to use Confluence gadgets in your applications, please see Confluence Gadgets.

Screenshot: Using the QuickNav Gadget



Confluence QuickNav Gadget Properties

This gadget has no properties and cannot be customised.

Adding JIRA Gadgets to a Confluence Page

The Confluence Gadget macro is a specific type of macro which is used to display gadgets, including JIRA gadgets, in a Confluence page. Once you have configured external gadgets in the Confluence Administration Console, they will appear in the Macro Browser.

Before you can start adding JIRA Gadgets:

- Your JIRA administrator will need to configure JIRA to trust Confluence via Application Links. (Not required if your JIRA site allows anonymous access)
- Your Confluence administrator will need to add the JIRA gadget URL to the list of authorised external gadgets in Confluence.

To add a JIRA Gadget to a Confluence page:

- Choose **Insert** > **Other Macros**.
- Navigate to the gadget you wish to add to the page and choose **Insert**.

Refer to the Gadget Macro page for more information on adding the macro to your page.

Developing Technical Documentation on Confluence Wiki

Confluence now ships with a space blueprint for creating documentation spaces. It has a homepage that can be customised to suit your needs and the sidebar displays all pages in the space in a page tree.

Go to **Create Space** > **Documentation Space** to try it out for yourself.

Welcome! This is a guide to using Confluence wiki for technical documentation. You will find this guide useful if you want to write a technical manual such as a user's guide, administrator's guide, installation guide, and so on.

Related pages:

- Confluence User's Guide
- Confluence Administrator's Guide

Creating your Technical Documentation Space

This guide is for people who want to develop and publish technical documentation on Confluence wiki. You will find it useful if you want to write a technical manual such as a user's guide, administrator's guide, installation guide, and so on. This page is a quick-start guide to creating a wiki space for technical documentation.

Quick guide to creating a technical documentation space:

- Add a space and select the Documentation theme.
- Set the space permissions.
- Change the title and content of the space home page.
- Customise the Documentation theme.
- Create an inclusions library to manage your re-usable content.
- Create the table of contents for your manual or manuals, by adding top-level pages for all the usual sections (user's guide, administrator's guide, and so on).
- Customise your PDF layout and stylesheet, if required.
- *Hint:* Now that you have a good skeleton for a documentation space, save the space as a template space.

The rest of this page gives more details of the above procedure.

On this page:

Step 1. Add your space

Below is a quick guide to adding a space. See Create a Space for a full description.

1. Go to the Confluence dashboard and choose **Create Space** > **Blank Space**.
   Hint: If you cannot see **Create Space**, this means that you do not have permission to add spaces. Please contact your Confluence administrator.
2. Choose **Next** then enter a **space name** and a short, unique **space key**.
3. Leave the **permission** settings as default, or choose to allow only yourself to view or contribute content to this space. You can change these settings later and with more flexible options.

4. Choose **Create**.
5. Your new space appears. Choose **Space Tools** in the sidebar.
6. Choose **Look and Feel** > **Themes** and select the **Documentation** theme.
7. Choose OK.

The home page of your new space will appear. Because you created the space, you are the space administrator. Now you can do some basic configuration, as described in the sections below. From this point on, instructions will refer to navigating in the Documentation theme, which is slightly different to the default theme.

Step 2. Set the space permissions

Define the space permissions to determine who can do what in your new space.

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.

2. Choose **Permissions**.
3. Choose **Edit Permissions**.
4. Set the permissions to suit your needs then choose **Save All**.
   - You can add **groups** and/or individual **users** to the list, then select the permissions for each group or user.
   - You can also set the permissions for **anonymous** users – these are people who have not logged in to the wiki. Anonymous access is available only if enabled for the entire Confluence site.
   - Note that you can change these permissions at any time. You may want to restrict the permissions to specific groups now, and later open the space to more people.

A bit more about permissions

Confluence has a robust and granular permissions scheme that you can use to determine who can view, comment on and even update the documentation. There are three levels of permissions in Confluence:

- Global permissions apply across the entire site.
- Space permissions apply to a space.
- Page restrictions allow you to restrict the editing and/or viewing of a specific page. Below we discuss a way of using these in the draft, review and publishing workflow.

Space permissions in Confluence are simple yet granular enough to be useful for technical documentation. You can:

- Use the permission levels to control who can create pages in the space, delete pages, create comments, delete comments, administer the space, and so on.
- Grant a permission level to one or more users, and/or to one or more groups, and/or to anonymous users.

Terminology:

- '**Anonymous**' means people who have not logged in to the wiki.
- The '**confluence-users**' group is the default group into which all new users are assigned (this group may also be called 'users'). Everyone who can log in to Confluence is a member of this group.

For example, you might allow your team full edit and administration rights while others can only add comments. Or you might grant the general public access to your documentation, while only staff members can update it.

Groups

These are the permissions currently assigned to groups for this space.

	All	Pages			Blog		Comments		Att
	View	Add	Restrict	Remove	Add	Remove	Add	Remove	Ad
confluence-users	✓	✗	✗	✗	✗	✗	✓	✗	✗
my-team	✓	✓	✓	✓	✓	✓	✓	✓	✓

Edit Permissions

Individual Users

These are the permissions currently assigned to individual users for this space.

	All	Pages			Blog		Comments		Att
	View	Add	Restrict	Remove	Add	Remove	Add	Remove	Ad
Rach Admin (admin)	✓	✓	✓	✓	✓	✓	✓	✓	✓

Edit Permissions

Anonymous Access

When a user is using Confluence while not logged in, they are using it anonymously.
For example: Enabling anonymous 'commenting' permission, allows non-logged-in users to make comme

	All	Pages			Blog		Comments		Att
	View	Add	Restrict	Remove	Add	Remove	Add	Remove	Ad
Anonymous	✗	✗	✗	✗	✗	✗	✗	✗	✗

Edit Permissions

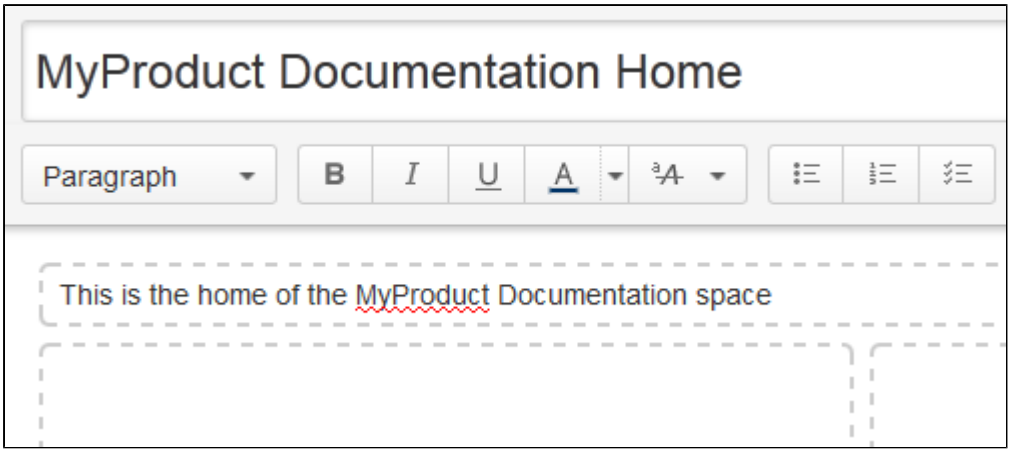
For detailed information, see the documentation on:

- Global permissions
- Space permissions
- Page restrictions
- Users and groups

Step 3. Customise the title and content of the space home page

When you created your space, Confluence created a home page with default content and a default title. You will want to change the title and content.

1. Go to your space home page.
2. By default, the page title is 'X Home', where 'X' is the name you gave the space.
3. Choose **Edit**.
4. The page opens in the editor. Change the title to suit your needs.

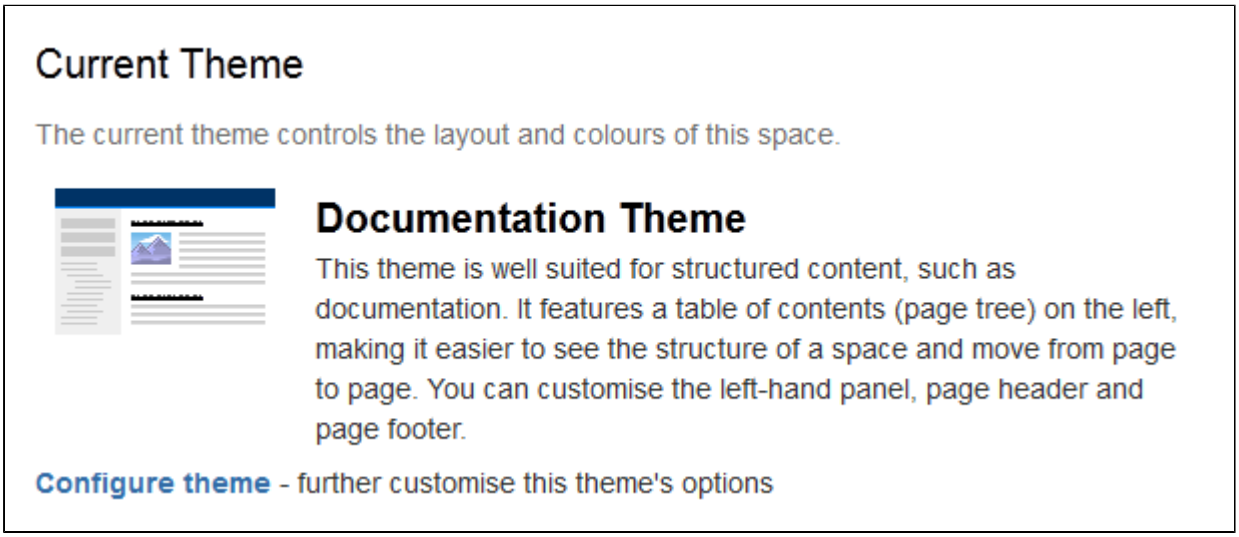


5. Update the content to suit your needs.
   Hint: If you do not know what to add yet, just add a short description. You can refine the content of the page later. Take a look at an example of a home page.
6. Choose **Save**.

Step 4. Customise the Documentation theme

When you added the space you chose the Documentation theme, which provides a left-hand navigation bar and a good look and feel for technical documentation. If necessary, you can configure the Documentation theme to add your own page header and footer or to customise the default left-hand navigation bar. These customisations affect the online look and feel of your documentation. See Configuring the Documentation Theme for the full description.

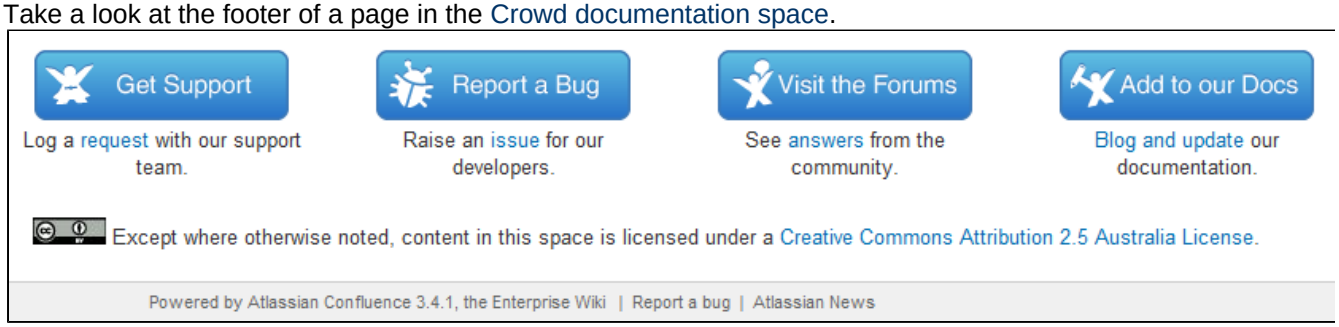
1. Choose **Browse** > **Space Admin.** (If you have not yet applied the Documentation theme choose **Space Tools** > **Look and Feel** > **Themes**.)
2. Choose **Themes** in the left menu.
3. If the space is not yet using the Documentation theme, apply the theme now.
4. Choose **Configure theme**.



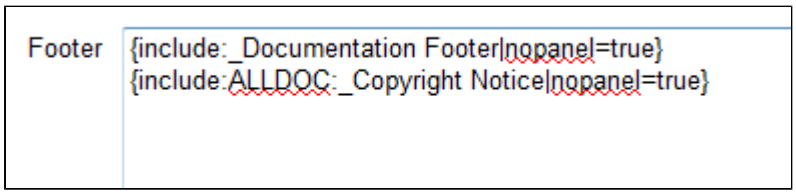
5. The 'Documentation Theme Configuration' screen appears. Customise the left-hand navigation bar, header and footer to suit your needs. Details are in the documentation. Here are some hints:
    - The **Page Tree** check box determines whether your space will display the default search box and table of contents (page tree) in the left-hand panel.
    - The **Limit search results to the current space** check box determines whether Confluence will search only the current space or the whole Confluence site. This setting affects the default search. Viewers can override it each time they do a search.
    - Enter text, images, macros and other wiki markup into any or all of the three text boxes for the the left-hand navigation bar, header and footer. You can use the Include macro and the Excerpt Include macro to include re-usable content.
    - Any content you add to the navigation panel will appear **above** the default page tree.
    - If you like, you can remove the default page tree (by unticking the box) and add your own, customised version of the Pagetree macro instead.
6. Choose **Save**.

Example of a customised footer

Take a look at the footer of a page in the Crowd documentation space.



To produce the above footer, we have the following content in the footer panel in the Documentation theme configuration screen:



Here it is in text form:

```
{include:_Documentation Footer|nopanel=true}
{include:ALLDOC:_Copyright Notice|nopanel=true}
```

The above content consists of two Include macros.

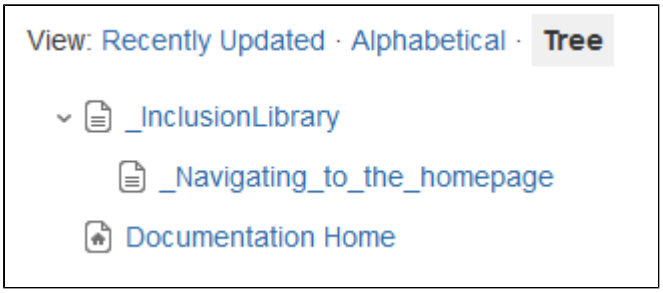
- The first macro includes a page called _Documentation Footer. This page contains the big blue buttons and hyperlinked text.
- The second macro includes a page from a different space, the ALLDOC space, called _Copyright Notice. This page includes our standard copyright notice, used in all our documentation spaces.

Step 5. Create an inclusions library

In Confluence, you can dynamically include content from one page into another page. You can include a whole page into another one, using the Include macro. You can also define an ‘excerpt’ on a page, and then include that excerpted text into another page using the Excerpt Include macro.

To organise your re-usable content, we recommend that you create a set of pages called an 'inclusions library'.

1. Choose **Create** and create a new page in your space.
2. Enter a suitable title. We use '_InclusionsLibrary'. The unusual format of the title helps to let people know this page is special.
3. Enter some content and **save** the page. We enter text explaining the purpose of the inclusions library and how to re-use the content. You can copy our text by clicking through to one of the example pages listed below.
4. Choose **Browse** > **Pages** and drag your new page *above* the space homepage.
5. Go to your new inclusions page and choose **Create** to add child pages containing your re-usable content. See the examples of our own inclusions libraries listed in the examples below.



Some notes about inclusions libraries:

- The inclusions library is not a specific feature of Confluence. The pages in the inclusions library are just like any other Confluence page.
- The pages are located at the root of the wiki space, not under the home page. This means that they will not appear in the table of contents on the left and they will not be picked up by the search in the left-hand navigation bar either.
- The pages will be picked up by other searches, because they are just normal wiki pages.
- We have decided to start the page name with an underscore. For example, '_My Page Name'. This

indicates that the page is slightly unusual, and will help prevent people from changing the page name or updating the content without realising that the content is re-used in various pages.

Examples of inclusions libraries

Here are some examples in our documentation:

- Crowd inclusions library
- Confluence inclusions library

Step 6. Create the table of contents

Create the table of contents for your documentation, by adding the top-level pages for all the usual sections:

- User's guide
- Administrator's guide
- Installation guide
- Configuration guide
- Release notes
- FAQ
- Whatever else you need

Follow these steps to create the table of contents:

1. Go to your space home page.
2. Choose **Create** to add a page as a child of the homepage.
3. Type the page title, 'User's Guide'.
4. Type the content of the page.
   Hint: If you do not know what to add yet, just add a short description then refine the content of the page later. If you like, you can add the Children macro. That will act as a table of contents on the page once you have added child pages.
5. Choose **Save**.

Now do the same for all the sections of your technical document.

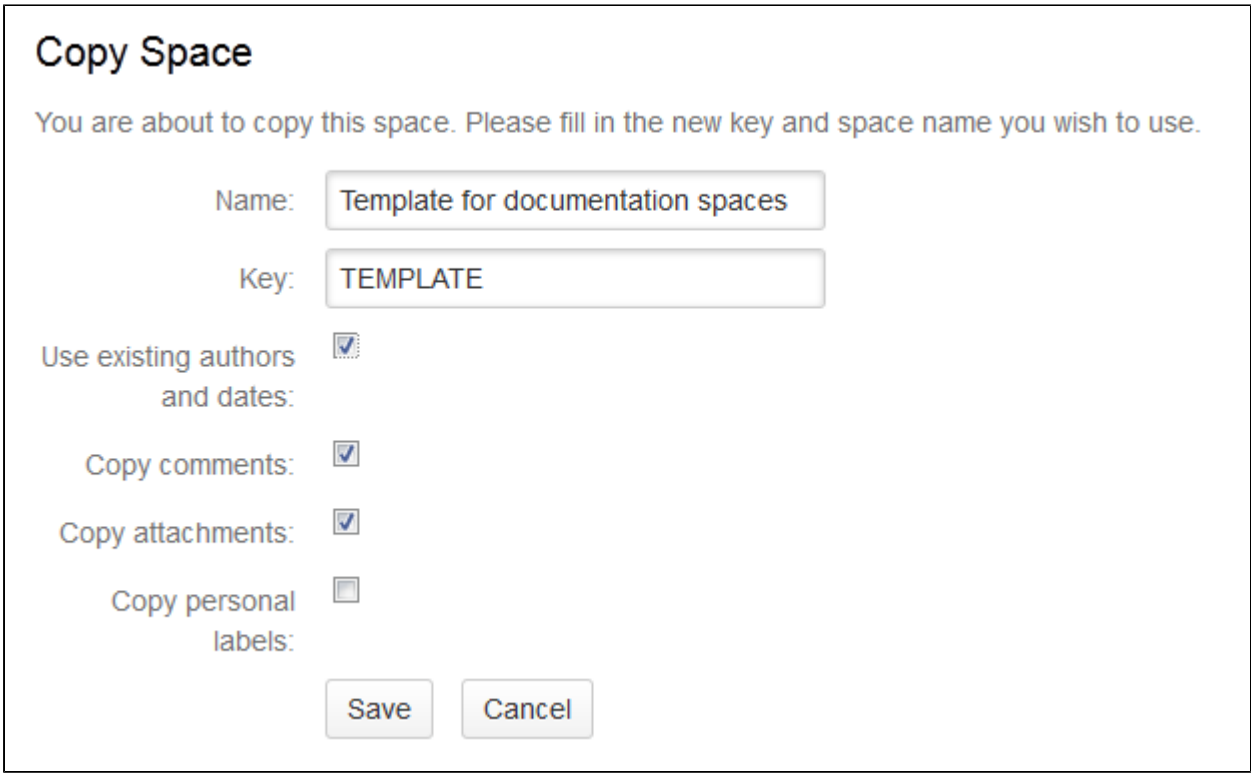
Step 7. (Optional) Customise the PDF layout and stylesheet

If you are planning to provide PDF versions of your documentation, you may want to customise the PDF layout and styles for your space. You can skip this step for now and do it later, if you prefer. The instructions are in a separate section of this guide, dedicated to PDF. See Providing PDF Versions of your Technical Documentation.

Step 8. Save your new space as a template

This is a useful suggestion. Once you have set up your first documentation space and are more-or-less happy with it, use the Copy Space add-on (see notes below) to copy the space while it still has very little content. From this point on, you can copy it each time you want to create a new documentation space.

1. Choose **Browse** > **Space Admin**
2. Choose **Copy Space** in the left menu
   Hint: If you cannot see the 'Copy Space' option, this means that the add-on is not installed on your Confluence site. Refer to the documentation on installing add-ons. (*Not applicable to Confluence Cloud.*)
3. The 'Copy Space' screen will appear. Enter the details as prompted, to copy your space to another new space.



4. Choose **Save**.

You now have a template space. From this point on, you can use the Copy Space add-on to copy the template space each time you want to create a new documentation space.

Notes:

- The Copy Space add-on is not covered by Atlassian support. However, the Atlassian technical writers use it for all our documentation. If you like, you can vote for an comment on the request for Atlassian support to cover this add-on: CONF-14198.
- Your site administrator will need to install the Copy Space add-on into Confluence. Refer to the documentation on installing add-ons. *Not applicable to Confluence Cloud.*

Next Steps

You now have the basic structure and configuration for your technical documentation space. You have also created a handy template to use next time you need a space. What next? Take a look at Using Templates in Technical Documentation.

Using Templates in Technical Documentation

This page is part of the guide to developing technical documentation on Confluence Wiki. We have already shown you how to create your technical documentation space. Now we offer an introduction to the templates that Confluence provides.

Quick guide to templates in Confluence:

- A template is a page with predefined content that can be used as a prototype when creating other pages.
- Templates are available across the Confluence site (global templates) or per space (space templates).
- Both 'global templates' and 'space templates', as described on this page, define the content of a page. They do not define the content of an entire space.
- To create a template for an entire space, see our guide to creating your documentation space.
- Confluence blueprints provide predefined templates and added functionality.
- You can import predefined templates from the Atlassian Marketplace.

On this page:

Deciding where to put your templates

Decide whether your template is useful across more than one space.

- If yes, create a global template. You will need Confluence administrator permissions.
- If no, create a space template.
  - You will need space administrator permissions for the relevant space(s).
  - You may have already saved your documentation space as a template, as described in our guide to creating your documentation space. In that case, it may be useful to save your template page in your template space. When you later copy the space, the template pages will be copied too.

Creating a global template

1. Choose the **cog icon**  , then choose **General Configuration** under Confluence Administration
2. Choose **Global Templates and Blueprints** in the left-hand panel.
3. Choose **Add New Global Template**.

See Administering Site Templates for more information.

Creating a space template

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **Templates** from the space administration options.
3. Choose **Create new template**.

See Creating a Template for more information.

Importing templates

If you have System Administrator permissions, you can download pre-defined templates from the Atlassian Marketplace in the form of a template bundle. Each template bundle contains one or more templates, created by Atlassian or third parties. See Importing Templates.

Using templates provided by blueprints

A blueprint is a page template with added functionality to help you create, manage and organise content in Confluence.

Confluence ships with some predefined blueprints. You can also download additional blueprints from the Atlassian Marketplace. You can customise the blueprint templates to suit your individual needs and even develop your own blueprints.

See Working with Blueprints.

Using a template to create a page

When people create a page on your Confluence site, they can choose to base their new page on a template.

1. Go to the page that will be the parent of your new page, and choose **Create**.
2. You will see a list of all available templates. Select a template then choose **Next**.

Next Steps

You now have a good idea of how Confluence templates work. What next? Take a look at Re-using Content in Technical Documentation.

Re-using Content in Technical Documentation

This page is part of the guide to developing technical documentation on Confluence Wiki. In the page about creating your technical documentation space, we showed you how to set up an 'inclusions library' to contain content that you can re-use on more than one page. Now we offer further guidelines on re-using content in your documentation space.

Your documentation may be about using a software application, or it may be a technical manual for your product range. On this page, we use the term 'widget' to describe the things that you are documenting, such as the screen, form, document, product or object.

Quick guide to re-using content:

- Create an 'inclusions library' to manage your re-usable content. See our guide to creating your technical documentation space.
- Use the `excerpt` macro to define a re-usable section ('excerpt') on a page, or just decide to re-use the entire content of the page.
- Use the `excerpt-include` macro to include the excerpt from one page onto another page.
- Use the `include` macro to include the entire content of a page onto another page.
- Consider installing the Multi Excerpt add-on if you need to define multiple excerpts per page.

The rest of this page gives an overview and more details of the above procedures.

On this page:

Reasons for re-using content

A golden rule for technical documentation is to write the content only once but allow that content to be used in many places and in many forms.

For example, you may have the following types of content:

- A technical manual that describes each widget in detail.
- Tips and tricks on how to get the most out of the widget.
- A step-by-step user guide for first-time users on how to use the most common widgets.
- A training manual with exercises or videos that people can follow in their own time.
- A one-page cheat sheet for users to stick up on their workstation.
- Text for a sales brochure that is sent out to a print house for production.

Each of these types of content will share common information, such as a glossary entry, a technical or marketing description of the widget, or a step-by-step guide on how to use the widget.

Some initial planning of your technical documentation will allow you to re-use any or all of the content you write,

so there is only ever one place to update the content, and those changes flow through to all of your other documentation.

Defining an inclusions library

We recommend that you create an 'inclusions library' to manage your re-usable content. If you have not already done this, see our guide to creating your technical documentation space.

Working with excerpts and inclusions

Excerpts and inclusions (sometimes called 'includes') are very useful for re-using content:

- Use the Excerpt macro (`excerpt`) to define a re-usable section ('excerpt') on a page.
- Use the Excerpt Include macro (`excerpt-include`) to include the excerpt on another page.
- Use the Include Page macro (`include`) to include the entire content of a page onto another page.

A simple use case for an inclusion is a note or warning that is used in many places in your documentation. Here is an example:

> **Example note -- "Draft in progress"**
> This document is still in draft status. Please treat the content with caution.

Tip: Keep your re-usable pages short and sweet. Do not worry if you find that you need hundreds of pages to hold your inclusions. It helps to keep things separate and organised.

Using the Include Page macro

In this example, we use the Include Page macro to create a note that you can re-use on your documentation pages. The Include Page macro will include the entire content of one page into another page.

1. Create a page in your inclusions library called **_Draft Note**.
2. Add the content of the page. In this example, we use the Note macro with some text in the title and body:

```
{note:title=Draft in progress}This document is still in draft status. Please
treat the content with caution.{note}
```

3. Use the Include Page macro to include that note in any page in your documentation. For example:

```
{include:_Draft Note|nopanel=true}
```

See the documentation on the Include Page macro for more details.

Using the Excerpt Include macro

An excerpt is a section of a page that you can include into another page.

1. Use the `excerpt` macro to define any content in your page that you want to be able to use elsewhere. This content can be as short as a word or as long as the entire page. For example, let's assume we have a page called 'My Short Poem':

```
I really love this poem:
{excerpt}
Mary had a little lamb
Its fleece was white as snow
{excerpt}
And I'm going to use it all over the place.
```

2. Use the Excerpt Include macro to include the excerpt into another page. For example:

```
{excerpt-include:My Short Poem|nopanel=true}
```

You can only define one `excerpt` on a page. See the documentation on the Excerpt Include macro for more details.

To have multiple excerpts on a page, see the '**Multi Excerpt add-on**' below.

Using the Multi Excerpt add-on

The Multi Excerpt add-on provides additional macros that enable you to have multiple excerpts on a page. A good example of where you would find this useful is in the glossary page discussed below. If you want to include a single glossary entry or a subset of the glossary entries in another page, then the named excerpts provided by the Multi Excerpt add-on are very useful.

Notes:

- The Multi Excerpt add-on is a commercial add-on and is not free.
- Your Confluence system administrator will need to download and install the add-on into your Confluence site before you can use the macros described below. Refer to the documentation on installing add-ons.
- *Before installing an add-on (also called a plugin) into your Confluence site, please check the add-on's information page to see whether it is supported by Atlassian, by another vendor, or not at all. See our guidelines on add-on support.*Please refer to the Multi Excerpt add-on page for support details.

To have multiple excerpts on a page:

1. Use the following code on the base page containing the content you want to use elsewhere:

```
{multi-excerpt:name=ExcerptName1}
Excerpt text 1
{multi-excerpt}
Any other text
{multi-excerpt:name=ExcerptName2}
Excerpt text 2
{multi-excerpt}
```

2. Use the following code on the page where you want to include the named excerpt:

```
{multi-excerpt-include:pageTitle=PageName|name=ExcerptName1|nopanel=true}
```

3. You can also include excerpts from other spaces using the following syntax:

```
{multi-excerpt-include:spaceKey:pageName|name=excerptName|nopanel=true}
```

See the Multi Excerpt add-on page for more details.

An example of content re-use: a glossary

A glossary is something that most technical documentation will require. There are a few ways to set up glossaries in Confluence. These are the most popular:

- All glossary entries on one page.
- Each glossary entry on separate child pages with a main page showing excerpts of the glossary.

Once you have defined the glossary entry, you can refer to it from the main pages of your technical documentation.

Creating a one-page glossary

This style of glossary is useful if the glossary entries tend to be short and there are not too many of them. The code blocks below use wiki markup. To insert wiki markup onto your page, open the editor and chose **Insert** > **Wiki Markup**.

1. Create a page named **Glossary**.
2. Add an alphabetical index at the top of the page and a heading for each letter of the alphabet:

```
[A|#A] |[B|#B] |[C|#C] ...
{anchor:A}
h2. A
{anchor:B}
h2. B
{anchor:C}
h2. C ...
```

3. Enter each glossary entry under the relevant alphabetical heading. Each glossary entry (term) should include:
   - An `anchor` tag, so that you can link to it from other pages.
   - The term itself.
   - A definition of the term.
   - A link to the page in your technical documentation that explains the term in greater detail, where relevant.

```
{anchor:MyGlossaryTerm}
h4. MyGlossaryTerm
This is the definition of MyGlossaryTerm. See [Page Name] for more
information.
```

4. Optionally, include a horizontal line between the terms. This depends on how long each entry is. If your glossary tends to have short entries, it may look too cluttered with horizontal lines.

```
---
```

Creating a glossary with child pages

This style of glossary is useful if the glossary entries tend to be quite long or have additional information over and above the definition of the term. The code blocks below use wiki markup. To insert wiki markup onto your page, open the editor and chose **Insert** > **Wiki Markup**.

1. Create a page named **Glossary**.
2. Create a child page for each glossary entry (term). Each child page should contain:
   - The term as the title of the page.
   - The definition of the term in the body of the page.
   - Excerpt tags (`excerpt`) tags surrounding the definition.
   - Any additional information after the `excerpt` tags.

```
{excerpt}
This is the definition of MyGlossaryTerm
{excerpt}
More information to describe MyGlossaryTerm
```

3. On the '**Glossary**' page, use the `children` macro to show the excerpts from each child page in a list, with the page name displayed in 'h4' style.

```
{children:excerpt=true|style=h4}
```

See the glossary in the Crowd documentation for an example of this style of glossary.

Referring to glossary terms

In the main pages of your technical documentation, create a link to the glossary page for each glossary term.

```
_[MyGlossary Term|Glossary#MyGlossaryTerm]_
```

Note that this is a standard page link with an anchor. We have formatted the link as italics, because it helps to have the glossary links looking different to other page links. Readers can just skip over the glossary link if they are already familiar with the term.

Further reading

A blog post about content re-use: Technical Writing in a Wiki - Content Re-use and Structure (November 2010).

Next Steps

You now have a good idea of how to re-use content in a Confluence documentation space. What next? Take a look at Managing the Life Cycle of your Technical Documentation.

Managing the Life Cycle of your Technical Documentation

This page is part of the guide to developing technical documentation on Confluence Wiki. We have already shown you how to create your technical documentation space, including how to set permissions for your space. Now we offer a quick-start guide to managing the life cycle of your technical documentation in Confluence. The life cycle includes drafting, reviewing and publishing a document, as well as managing documentation that is release-specific.

Quick guide to managing the technical documentation life cycle:

- Create draft pages with restricted permissions, to hide them until they are ready for publication.
- Set the permissions to allow reviewers to comment on and/or update the pages.
- When ready, publish the page by removing the permission restrictions.
- Monitor updates to your draft and published pages by watching your space and/or subscribing to RSS feeds.
- Use spaces as a mechanism for matching your documentation version to product releases: one space per major release number.
- Consider installing add-ons for extended workflow and publication management.

The rest of this page gives more details of the above procedures.

On this page:

Using the built-in Confluence functionality to manage workflow and release cycle

This section describes how to use the built-in Confluence functionality to manage your workflow (draft, review, publish) and to align your documentation version control to the product release cycle.

In this scenario we also assume that you want a *live* space that always has the same space key and always contains the *latest* version of your documentation. This scenario suits the requirements of an organisation that wants their technical documentation to be 'live'. Various groups of people can refine the content as and when required. People can also subscribe to the space, knowing that they will always get the latest version of the documentation and comments.

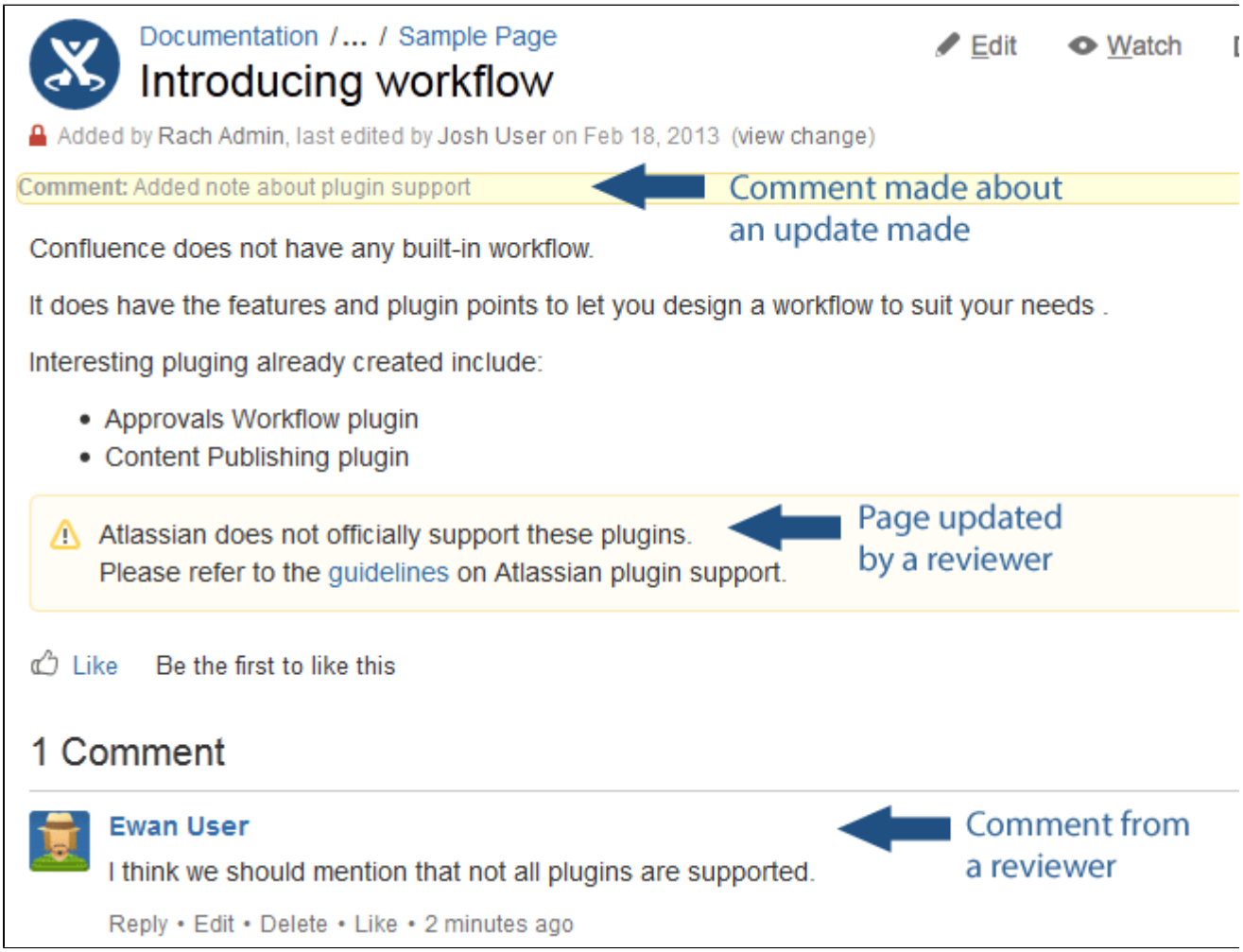
This is the way we manage our documentation at Atlassian. The content of the wiki is dynamic, continuously updated, commented on, subscribed to and watched by thousands of people all over the world.

Drafting, reviewing and publishing a page

The workflow is as follows.

1. Create a page with restricted permissions. For example, you might restrict viewing to a group of people such as your team. On a public wiki, you might restrict viewing to staff members, so that the general public cannot see the page.
2. Write the page content.
3. Ask other people to review the page. They can add comments to the page or simply edit the page content directly.
4. Publish the page when ready, by doing the following:
   - Delete the comments on the page.
   - Remove the permission restrictions on the page. The page has now been published. The space permissions and site permissions now determine who can see and/or update the page.

The screenshot below shows a page under review. Notice the lock icon at top left, indicating that restricted permissions apply to this page.



Keeping track of documentation updates

On a wiki, it is quite usual for a number of different people to update a single page. Technical writers need to know what happens to our documents, both during review and after publication.

Viewing the history of a page

Confluence creates a new version of the page every time someone edits the page. The page history shows all the versions, with date, author, and any comments made on the update.

Go to the page and choose ••• > **Page History**

Compare selected versions

	Version	Date	Changed By	Operations
	CURRENT (v. 6)	Jul 02, 2010 15:46	Andrew Lui: Migrated to Confluence 4.0	
	v. 5	Jul 02, 2010 15:46	Andrew Lui: (Migrated to Confluence 4.0)	Restore this version · Remove
	v. 4	Jul 02, 2010 15:46	Andrew Lui	Restore this version · Remove
	v. 3	Mar 06, 2010 14:41	Sarah Maddox	Restore this version · Remove
	v. 2	Sep 29, 2008 12:23	Sarah Maddox	Restore this version · Remove
	v. 1	May 06, 2008 14:33	Sarah Maddox	Restore this version · Remove

On the page history view, you can:

- View the content of a specific version of the page.
- Revert to (restore) a specific version.
- Select any two versions and ask for a comparison, to see what has changed between those two versions.

See Page History and Page Comparison Views for detailed information.

It is all very well to go to a specific page and see what has happened to it, but how do you know when to go and look at the page? You need a notification of any changes made to your documentation space.

In Confluence, you can monitor updates to your documentation via email notifications and via RSS feeds.

Receiving email notification of updates

You can 'watch' a page or an entire space. Whenever anyone updates the page or space, you will receive an email notification.

1. Log in to Confluence, if you have not already done so.
2. Go to the page or blog post.
3. Choose **Watch** and select the relevant check box.

See Subscribing to Email Notifications of Updates to Confluence Content for details of the various notifications Confluence will send, and how to configure your notification settings.

Monitoring updates via RSS feeds

RSS feeds provide another way to keep track of updates. The simplest way to build an RSS feed is to use Confluence's feed builder. This will give you a URL that you can ping to get the latest updates.

Below we describe how to set up a useful feed for your technical documentation space. Remember that you can adjust the settings to suit your own needs.

1. Choose **Help ?** > **Feed Builder**. The RSS feed builder form appears.
2. Check the boxes to select all the content types. (Even if you are not expecting comments, blog posts or mail in your documentation space, it does no harm to receive notifications if they do arrive.)
   - **Pages** and the **comments** and **attachments** on pages.
   - **Blog posts** and their **comments** and **attachments**.
   - **Mail**.
3. Select your documentation **space** from the list. Press Ctrl and click to select multiple spaces.
4. Choose **Create RSS Feed**.
5. This will take you to a new screen. Drag or copy the link into your RSS reader. The feed URL is linked to the words **Drag or copy this link to your RSS reader**.

Now that you have set up your RSS feed, you need to decide how to read it. There are various options to choose from. For example:

- Use an RSS reader, such as the Sage add-on for Firefox.
- Use an email client, such as Thunderbird.

See Subscribing to RSS Feeds within Confluence for details.

Release management

Let's assume that your product goes through a regular release cycle, and that you need to retain separate documentation for each major version of the product.

At Atlassian, we use spaces as our version-control mechanism.

- **Archive spaces**. At each release, we create a new archive space to house the *previous* version of the documentation.
- **The live space.** The documentation for the *latest* version of the product resides in the live space. The live space always retains the same space key and is always available for viewing and updating.

Space keys

The live space has just the product name as its space key. For example, for the Bamboo product the space key is 'BAMBOO'. (See the Bamboo documentation space.)

For the archived versions, we use a combination of the product name plus version number as the space key. For example, we use 'BAMBOO040' for the Bamboo 4.0 documentation, 'BAMBOO041' for the Bamboo 4.1 documentation, and so on.

The release management process

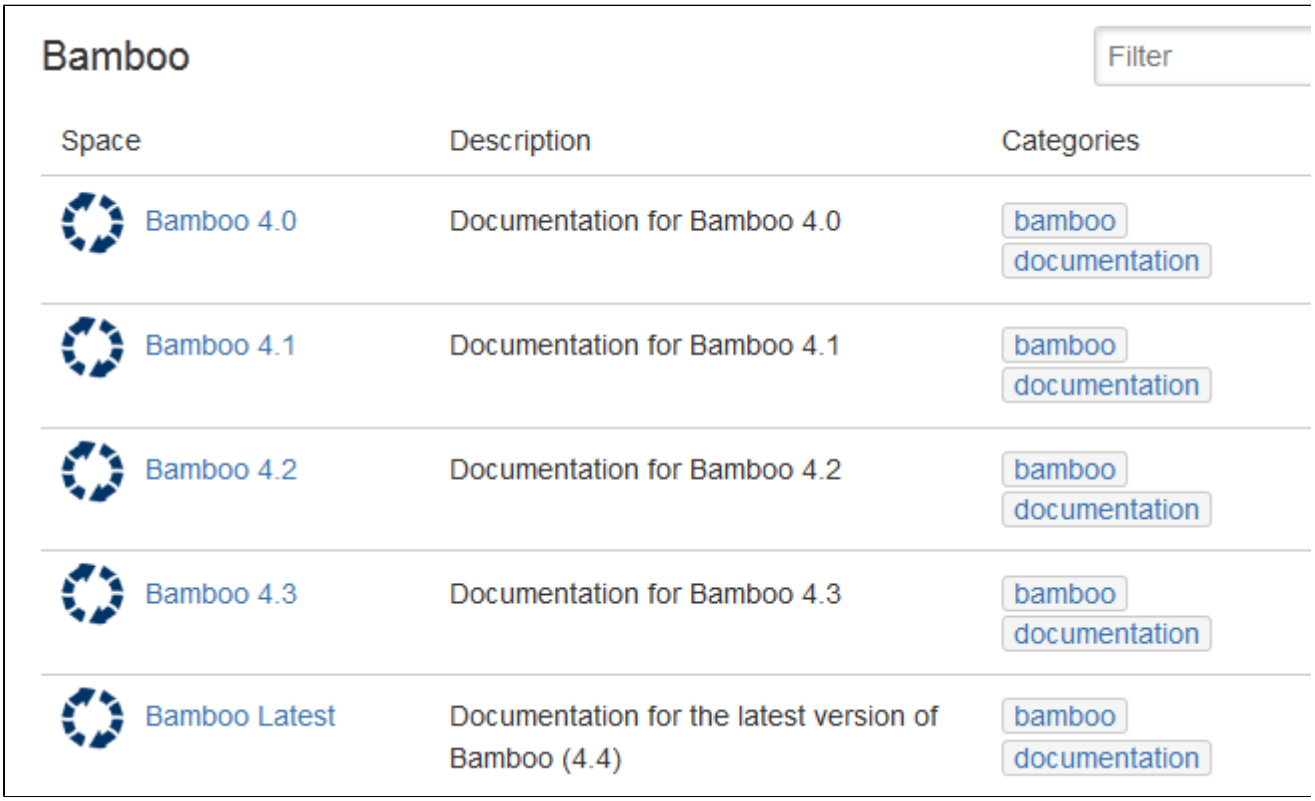
Here is an overview of the process we follow at Atlassian.

1. **Leading up to release date.** Work with hidden draft pages in the live space. A 'hidden draft' is simply a page that has restricted permissions applied:
    - For each new feature, create a new page with restricted permissions.
    - If you need to update existing pages, create a hidden copy of the existing page and apply the updates to the copy.
    - Follow the usual draft and review procedure for each page.
2. **A few days before release date.** Use the Copy Space add-on to copy the live space to a new space. This creates a snapshot of the current documentation, and will act as an archive for the current release which is soon to become the previous release. (We described the use of the Copy Space add-on in the earlier section of this guide: Creating your Technical Documentation Space.)
3. **On release date.** Publish the updated documentation for the new version of the product:
    - Rebrand the live documentation space to reflect the new release number. In other words, change the space name and any other descriptions that include the product release number.
    - Unhide all the new pages, by removing the permission restrictions on each hidden page.
    - Copy the content of the updated pages to the proper pages, then delete the copies.
    - Export the newly updated space to PDF, HTML and XML, for those customers who prefer offline versions of the documentation.

Note that the above process is applicable to major releases of the product. For minor bug-fix releases, we simply update the documentation in the live space. We do not create archive spaces for every minor release.

The example below shows an extract from the dashboard of our documentation wiki, listing the spaces for different versions of the Bamboo documentation. (Bamboo is one of our products.) Each space holds the documentation for a specific major release of Bamboo.

Screenshot: Archive Bamboo spaces and Bamboo Latest for the current version of the documentation.



Other scenarios using the built-in Confluence functionality

It is easy to design other ways of managing your documentation spaces using the built-in Confluence functionality. For example, the simplest scenario is to publish a new space for every new release of your product, using the same Copy Space add-on as described above.

Using add-ons for extended workflow, publication and version management

For advanced workflow features, consider installing the Ad Hoc Workflows add-on onto your Confluence site.

For advanced publication and concurrent version management consider using the Scroll Versions add-on. With Scroll Versions, you can set up and manage concurrent versions of your documentation in a single space. You can manage multiple versions of software, different product variants, and even multiple languages of documentation. Plan your page updates for a specified version and then publish them all at once.

See the documentation of Scroll Versions for more information.

Similarly, consider using the Content Publishing add-on to publish content from a master space to a published space. In this scenario, you will create a *master* space that contains your drafts in progress and new releases. The master space is visible only to the authors and reviewers. You will periodically publish the master space to a *published* space. This suits the requirements of an organisation that needs a 'published' or 'official' set of documentation, published only when a new version of the product is released. There is no requirement for continual updating of the documentation.

Automatic publishing. The Content Publishing add-on can work together with the Ad Hoc Workflows add-on to publish pages automatically when the page reaches a specified state in the workflow.

Notes

- **Installing add-ons.** If you decide to use additional add-ons, your system administrator will need to install them into your Confluence site. Refer to the documentation on Installing add-ons.
- **Add-on support.**

Before installing an add-on (also called a plugin) into your Confluence site, please check the add-on's information page to see whether it is supported by Atlassian, by another vendor, or not at all. See our guidelines on add-on support.

Next steps

Now you know about managing your workflow and documentation release process on Confluence. What next? Take a look at Providing PDF Versions of your Technical Documentation.

Providing PDF Versions of your Technical Documentation

This page is part of the guide on Developing Technical Documentation on Confluence Wiki.

Confluence is a platform for publishing online documentation. It also provides functionality for producing PDF versions of your documentation, allowing you to print the documentation, or to provide a copy to customers who are unable to access the online version. This guide describes how to export your technical documentation to PDF using Confluence's built-in PDF export. We also introduce a third-party add-on that provides additional PDF layout and style functionality.

Quick guide to PDF exports:

- Customise the PDF layout (title page, header and footer) and style, for use each time you export your documentation.
- Export a single page to PDF.
- Export a selection of pages or an entire space to PDF.
- Consider installing a third-party add-on for advanced PDF export functionality.

The rest of this page gives more details of the above procedures.

On this page:

Customising the PDF layout and style

If you plan to create PDF versions of your documentation, you may want to customise the PDF layout and styles for your space. These customisations will be applied every time you export documentation to PDF.

Under **PDF layout** you can add HTML to customise the PDF title page, and the page headers and footers. Under **PDF stylesheet**, you can adjust the appearance of the PDF pages.

Editing the PDF layout

Setting a global PDF layout

1. Choose the **cog icon**  , then choose **General Configuration** under Confluence Administration
2. Choose **PDF Layout**. You can enter HTML and CSS that will be rendered on the PDF title page, as well as page headers and footers.

Setting the PDF layout at space level

1. Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar. You'll need Space Admin permissions to do this.
2. Choose **PDF Layout**.
3. Choose **Edit**.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **PDF Layout** in space administration options.
3. Choose **Edit**.

You can customise the HTML that is generated for the following areas when the space is exported to PDF:

- **PDF Space Export Title Page** – title page.
- **PDF Space Export Header** – page headers.
- **PDF Space Export Footer** – page footers.

Enter your customisations into each text box as required. The PDF layout section accepts HTML code. You can include inline CSS in the HTML too.

Editing the PDF stylesheet

Setting a global PDF Stylesheet

1. Choose the **cog icon**  , then choose **General Configuration** under Confluence Administration
2. Choose **Look and Feel** > **PDF Stylesheet**. The following screen allows you to enter and save CSS code that will render content on each page.

Setting a space PDF stylesheet

1. Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar. You'll need Space Admin permissions to do this.
2. Choose **PDF Stylesheet**.
3. Choose **Edit**.
4. Enter your customisations.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Admin** from the header

   Note: The **Space Admin** option appears only if you have space admin permissions, or if you're part of the 'confluence-administrators' group.
2. Choose **PDF Stylesheet** in the space administration options.
3. Choose **Edit**.
4. Enter your customisations.

The PDF Export Stylesheet field accepts Cascading Style Sheets (CSS) rules. The 'PDF Export Stylesheet' page shows the current (e.g. customised) contents of your PDF stylesheet.

Examples of PDF customisation

Below are typical customisations you may want to make for your technical documentation. For more examples, see Customising Exports to PDF.

Adding a title page

You can create a title or cover page to your PDF document using HTML. Use the **PDF Space Export Title Page** section of the PDF layout to do this.

Adding a New Title Page

The following example uses HTML with an inline CSS rule to generate a title page.

```
<div class="fsTitlePage"
style="margin-left:auto;margin-top:75mm;margin-right:auto;page-break-after:always">
<img src="/download/attachments/12345/titlepage.png"/>
</div>
```

Including Content Above Table of Contents in Default Title Page

The following example includes content above the automatically-generated table of contents that appears on the default title page, so that your title page includes your own content plus the table of contents.

```
<div class="fsTitlePage"
style="margin-left:auto;margin-top:75mm;margin-right:auto;">
<img src="/download/attachments/12345/titlepage.png"/>
</div>
```

Adding an Image to your Title Page

In the examples above, the title page includes an image called 'titlepage.png', centred in the middle of the page. The image is attached to a Confluence page and is referenced via its relative URL (that is, we use only the last part of the URL, excluding the Confluence site's base URL).

Follow these instructions to include an image on your title page:

1. Attach the image to a Confluence page.
2. View the list of attachments on that page.
3. Right-click the image and copy its location.
4. Paste the link into the appropriate `src=""` attribute within your PDF stylesheet, as shown above.
5. Remove the first part of the URL before `/download/...`.

Adding headers and footers

You can add headers and footers to your PDF pages using HTML. Use the 'PDF Space Export Header' and 'PDF Space Export Footer' sections of the PDF layout to do this. For simple headers and footers, plain text is enough. The following example adds a simple copyright notice.

```
Copyright © 2010, Atlassian Pty Ltd.
```

Adding page numbers to a header or footer

To add page numbering, you need to combine customised HTML in the PDF Layout with customised CSS in the PDF Stylesheet.

1. PDF Layout HTML: In the Footer section (or the Header section), use an empty span element with a unique ID, for example `pageNum`, to act as a place holder for the page number.

   HTML - PDF Layout: Footer Section

   ```
   <span id="pageNum"/>
   ```

2. PDF Stylesheet CSS: Create the following CSS selector rule for the empty span:

CSS - PDF Stylesheet

```
#pageNum:before
{
content: counter(page);
}
```

Analysing the above CSS selector rule in more detail:

- The `#pageNum` rule selects the HTML 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.
- The `content` property tells the CSS processor that dynamic content (that is, an incrementing page number) is to be inserted at the span tag.

Exporting to PDF

You can use the built-in Confluence PDF export to export a single page, a selection of pages or an entire space to a single PDF file.

Exporting a single page to PDF

You can export a Confluence page to PDF. This option exports a single page and is available to all users who have permission to view the page.

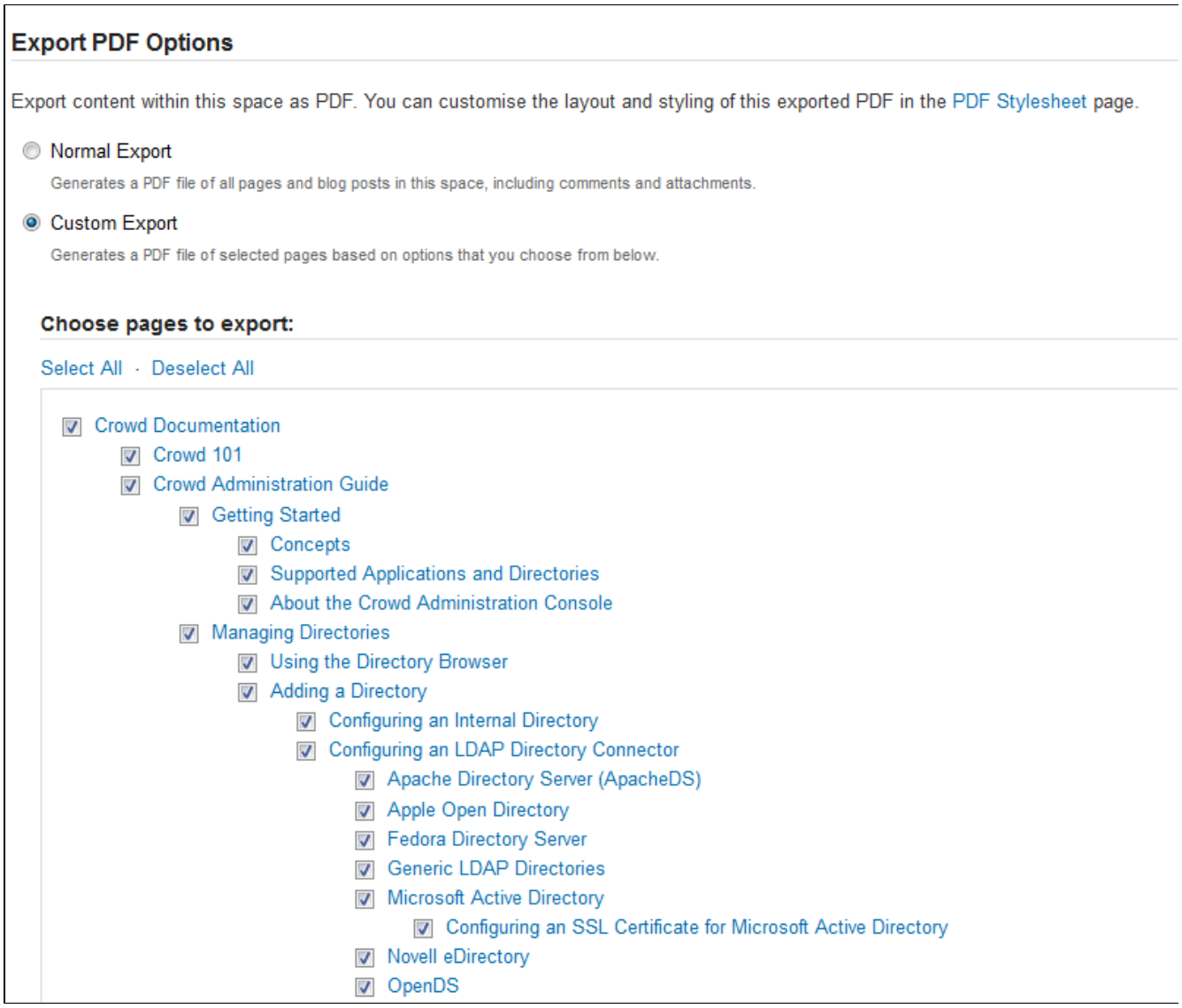
- Go to a page in the space and choose ••• > **Export to PDF** (follow the prompts to export the page)

Exporting a selection of pages or a space to PDF

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **Export**. This option will only be visible if you have the 'Export Space' permission.
3. Select **PDF** then choose **Next**
4. Decide whether you need to customise the export:
    - Select **Normal Export** to produce a PDF file containing all the pages that you have permission to view.
    - Select **Custom Export** if you want to export a subset of pages.
5. Select the pages you want to export.
    - You have the option to **Select All** or **Deselect All** pages.
    - When you select a page, all its child pages will also be selected. Similarly, when you deselect a page all its child pages will also be deselected.
6. Choose **Export**.
7. When the export process has finished, download and save the PDF file as prompted.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Operations**
2. Choose **PDF Export** from the left menu.
3. Follow the steps above to export the Space.



Using the Scroll PDF Exporter add-on (*Not applicable to Confluence Cloud.*)

The Scroll PDF Exporter provides flexible themes for configuring PDF layout and styles. You can select one of Scroll PDF Exporter's built-in themes and configure your table of contents, header and title pages. For even more flexibility, see the section How Tos in the Scroll PDF Exporter documentation.

For this advanced PDF export functionality, you will need to install the Scroll PDF Exporter add-on into your Confluence site.

Notes

- **Permissions required to export a space:** To use the space export functionality, you need the 'Export Space' permission. See the guide to space permissions.
- **Installing add-ons:** If you decide to use additional add-ons, your site administrator will need to install the

add-ons into your Confluence site. Refer to the documentation on installing add-ons. (*Not applicable to Confluence Cloud.*)

- **Add-on support:** *Before installing an add-on (also called a plugin) into your Confluence site, please check the add-on's information page to see whether it is supported by Atlassian, by another vendor, or not at all. See our guidelines on add-on support.*

Next Steps

Now you know all about providing PDF versions of your documentation. What next? See other ways of Exporting and Printing Technical Documentation.

Exporting and Printing Technical Documentation

This page is part of the guide to developing technical documentation on Confluence Wiki. Confluence is a great tool for writing and maintaining technical documentation. There are times when we need to export the content out of Confluence into other forms, such as PDF, HTML, Microsoft Word and paper.

Confluence itself provides an export to both PDF and HTML. Add-ons provide additional functionality. Below are guidelines on exporting your technical documentation to various formats, including printed output.

Quick guide to printing and exporting content:

- Use the browser's print option to print a single page.
- To print more than one page and for more advanced printing options, export your documentation to PDF.
- Confluence can export your pages to PDF, HTML, Confluence-specific XML and Word.
- Consider installing add-ons to export your pages to PDF (enhanced functionality). Word (enhanced functionality), DocBook XML, Eclipse Help and JavaHelp.
- Make your exports available to your customers for download by attaching the exported file to a Confluence page.

The rest of this page gives more details of the above procedures.

On this page:

Printing

To print a single Confluence page, just use the browser's print option. This option is available to all users who have permission to view the page.

To print more than one page and for more advanced printing options, export your documentation to PDF. See Providing PDF Versions of your Technical Documentation.

Exporting to PDF

Because this is such an important topic, we have a section of this guide dedicated to PDF. See Providing PDF Versions of your Technical Documentation.

Exporting to HTML

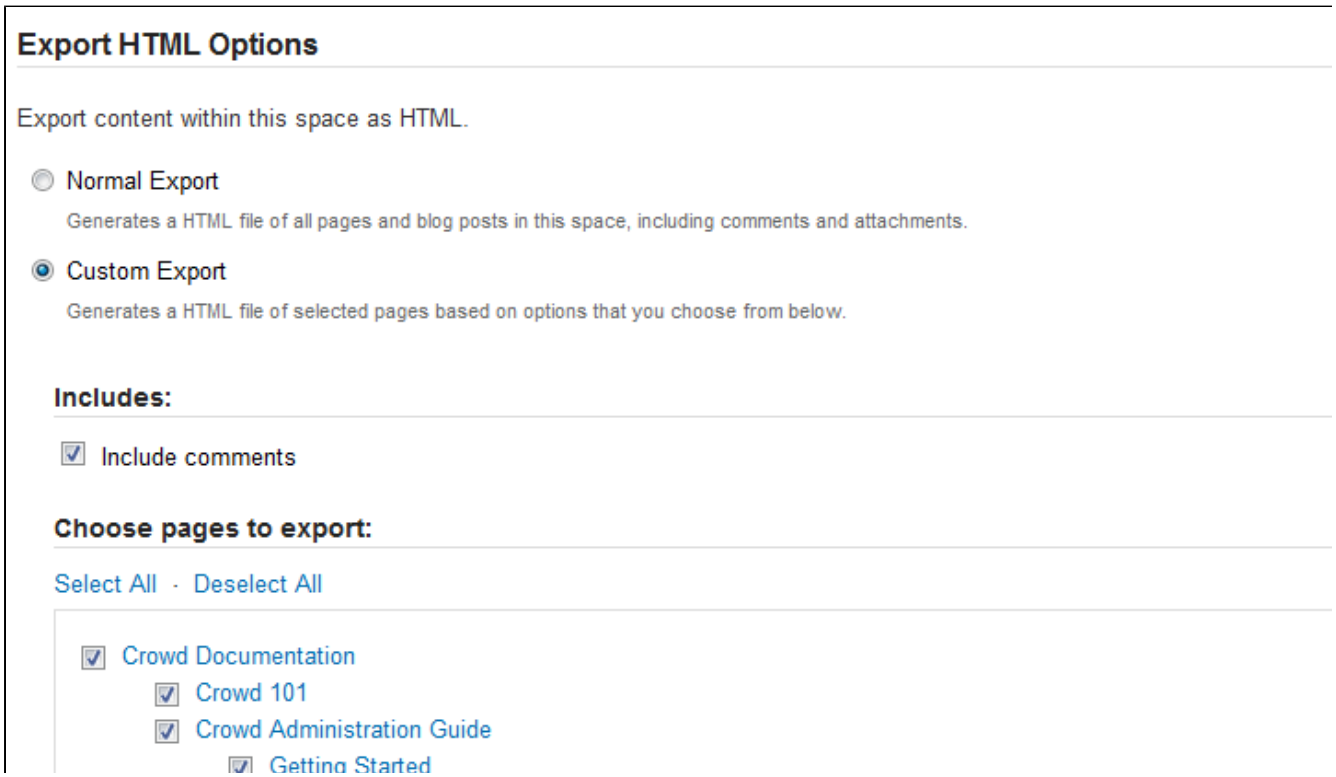
Using the built-in Confluence HTML export, you can export a single page, a selection of pages or an entire

space to HTML. Confluence supplies the HTML and associated files in a zip file.

1. Go to the space and choose **Space tools** > **Content Tools** from the bottom of the sidebar
2. Choose **Export**. This option will only be visible if you have the 'Export Space' permission
3. Select **HTML** then choose **Next**
4. Decide whether you need to customise the export:
    - Select **Normal Export** to produce an HTML file containing all the pages that you have permission to view.
    - Select **Custom Export** if you want to export a subset of pages, or to exclude comments from the export.
5. Select the **Include Comments** check box if you want to include comments for the pages you are exporting
6. Select the pages you want to export
    - You have the option to **Select All** or **Deselect All** pages.
    - When you select a page, all its child pages will also be selected. Similarly, when you deselect a page all its child pages will also be deselected.
7. Choose **Export** (this will create a zipped archive of HTML files)
8. When the export process has finished, download the zipped archive as prompted, and extract the files into a folder.

If your space uses the Documentation theme:

1. Choose **Browse** > **Space Operations**
2. Choose **HTML Export** from the left menu
3. Follow the steps above to export the Space



Exporting to Confluence-specific XML

Confluence provides an XML export. The XML produced is a proprietary format and is intended for backups or for transferring a space from one Confluence site to another. If you write your documentation on Confluence and your customers have Confluence too, then you can export your manuals to XML and customers can upload them onto their own Confluence site.

Exporting to DocBook XML via an add-on

Scroll DocBook Exporter converts Confluence pages to DocBook XML. Your Confluence system administrator will need install the add-on onto your Confluence site.

Exporting to Microsoft Word

Confluence can export a page to Word. (Choose ••• > **Export to Word**) This option performs a basic conversion of wiki content to HTML and applies some Word CSS stylesheets. It processes just one page at a time.

Exporting to Microsoft Word via an add-on

Scroll Office is a Confluence add-on. Once installed, Scroll Office replaces Confluence's built-in 'Export to Word' functionality. You can export a single page or a hierarchy of pages.

You can define your templates in Word in the usual way, and upload them to Confluence as global templates or space templates. When you export your Confluence pages to Word, Scroll Office will use those templates to build native Word documents from the wiki pages.

Scroll Office provides additional features such as enforcing page-breaks, setting the page orientation to landscape or portrait, and ignoring content. The latest version offers a REST-style API for automated export.

Exporting to Eclipse Help via an add-on

Scroll EclipseHelp Exporter provides an export to Eclipse Help format.

You can produce embeddable online help for Eclipse-based applications. Scroll EclipseHelp Exporter converts the Confluence content into EclipseHelp-compatible JAR files to create a standalone online help or a context-sensitive help.

A hint about the Eclipse Help platform: You can use a cut-down version of the Eclipse Help platform to provide online documentation for any system. It doesn't have to be an Eclipse tool that you are documenting. For some ideas, take a look at a couple of articles about documenting your project using the Eclipse help system.

Exporting to EPUB via an add-on

The Scroll EPUB Exporter outputs an ebook in the common EPUB format that can be read on iPads, iPhones and any other ebook reader.

Exporting to HTML via an add-on

The Scroll HTML Exporter enables the delivery of Confluence content from a web server. It converts the pages into static HTML pages that can be uploaded to a web server. The output of the Scroll HTML exporter can also be used as an input to produce other HTML-based help formats such as WinHelp and HTML Help.

Making the PDF and other exported files available to your readers

There are a number of ways to make your exported files available to your readers, such as putting the files on a disc and shipping them with your product.

One of the simplest ways is to attach the files to a Confluence page. (See Uploading Files.)

Atlassian uses the out-of-the-box Confluence export functionality to provide PDF, HTML and XML versions of our documentation. People can download the files from our documentation wiki. For example, here are the JIRA documentation downloads and the Confluence documentation downloads.

Notes

- **Permissions required to export a space.** To use the space export functionality, you need the 'Export Space' permission. See the guide to space permissions.
- **Installing add-ons.** If you decide to use additional add-ons, your site administrator will need to install the add-ons into your Confluence site. Refer to the documentation on installing add-ons.
- **Add-on support.** *Before installing an add-on (also called a plugin) into your Confluence site, please check the add-on's information page to see whether it is supported by Atlassian, by another vendor, or not at all. See our guidelines on add-on support.*

Further reading

- A blog post about exporting and importing content from/to Confluence: Technical Writing in a Wiki - Single Source Publishing (November 2010).
- A good overview of the Scroll Office features in this blog post (August 2010) and the followup post (Nove mber 2010).

Next steps

Now you know about a number of ways to get your technical documentation out of Confluence into various formats, for printing or for input into another system or process flow. What next? Take a look at Essential Confluence Features for Technical Documentation.

Essential Confluence Features for Technical Documentation

This page is part of the guide to developing technical documentation on Confluence. In this section we highlight the built-in Confluence macros that are most useful in technical documentation. For more information about Confluence macros, see Working with Macros.

On this page:

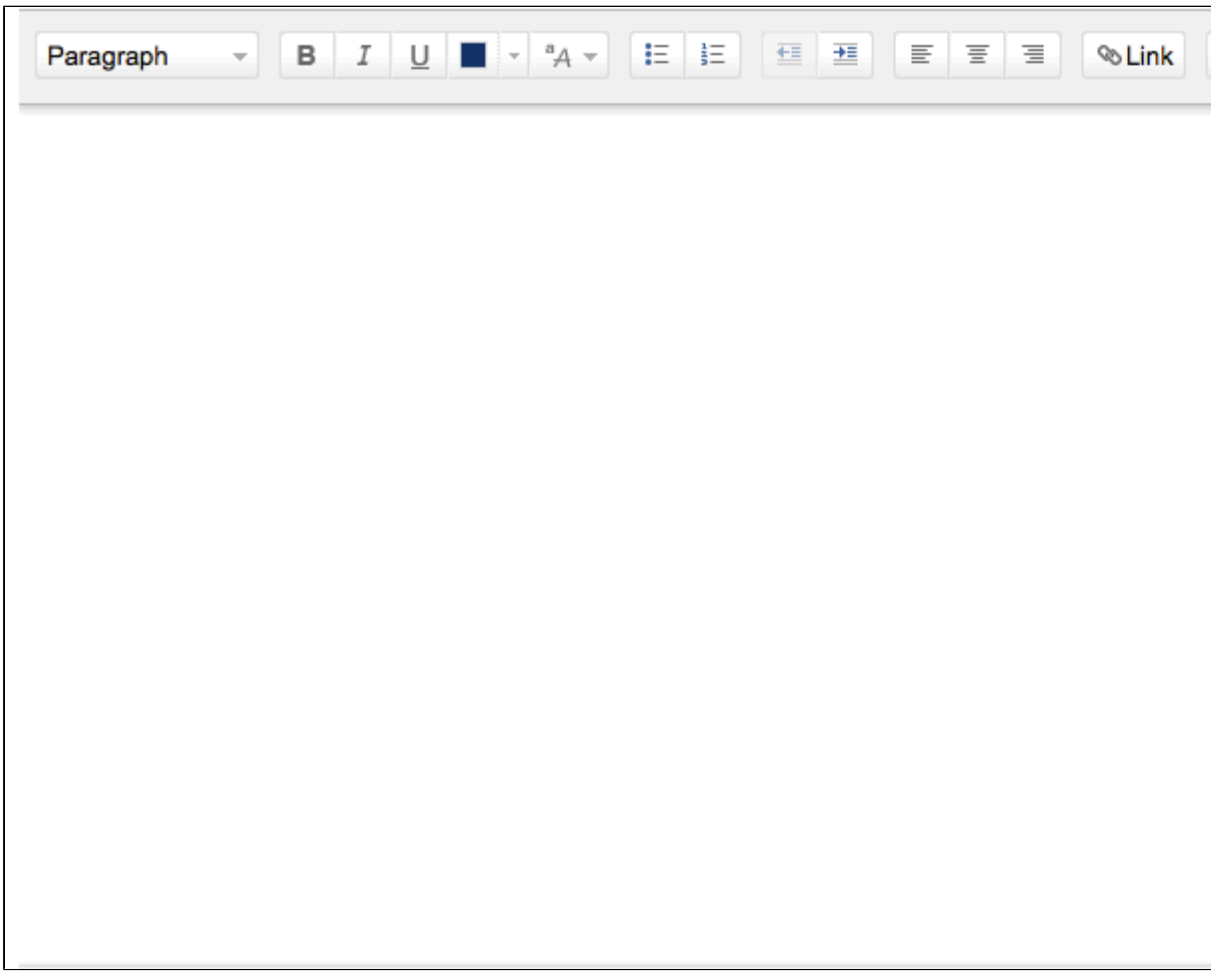
Auto-generating a table of contents for page content

It is important to make it easy for viewers to jump to the section of a Confluence page that they are most

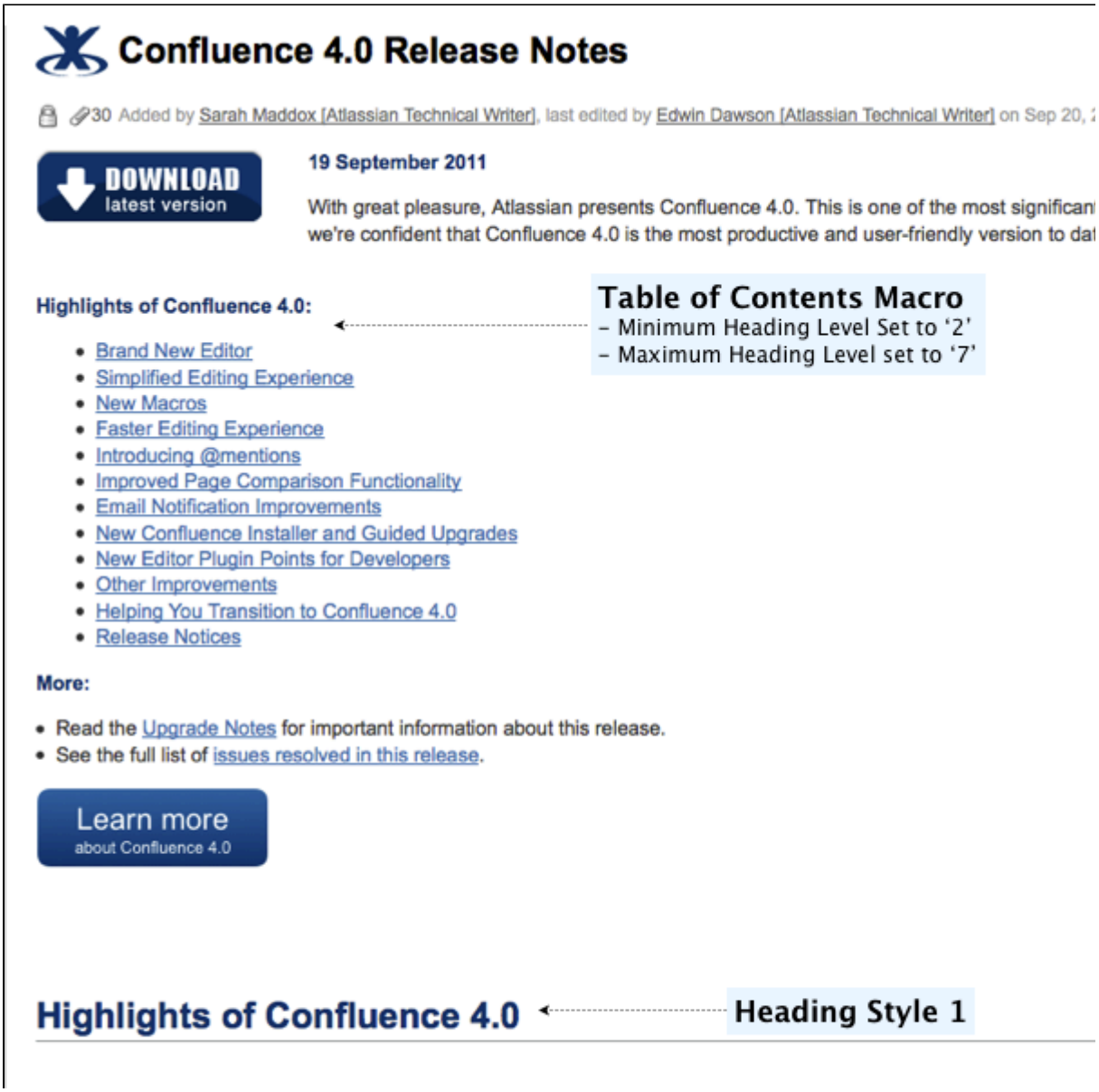
interested in. The Table of Contents macro helps people navigate lengthy pages by summarising the content structure and providing links to headings used on the page.

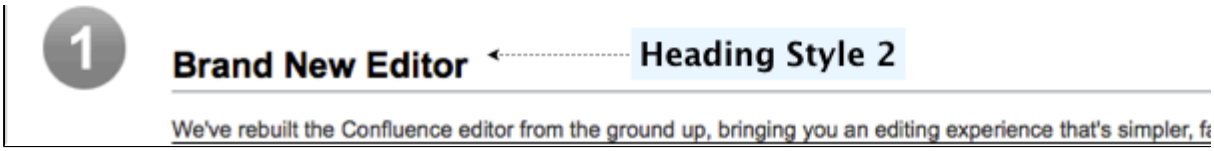
Click here to see a common example >>

1. You document the *Release Notes* for the latest version of your product in a Confluence page.
2. Each feature in the release is a heading on the page.
3. You can generate a list of hyperlinks to each of the features in the release notes by inserting the Table of Contents macro:

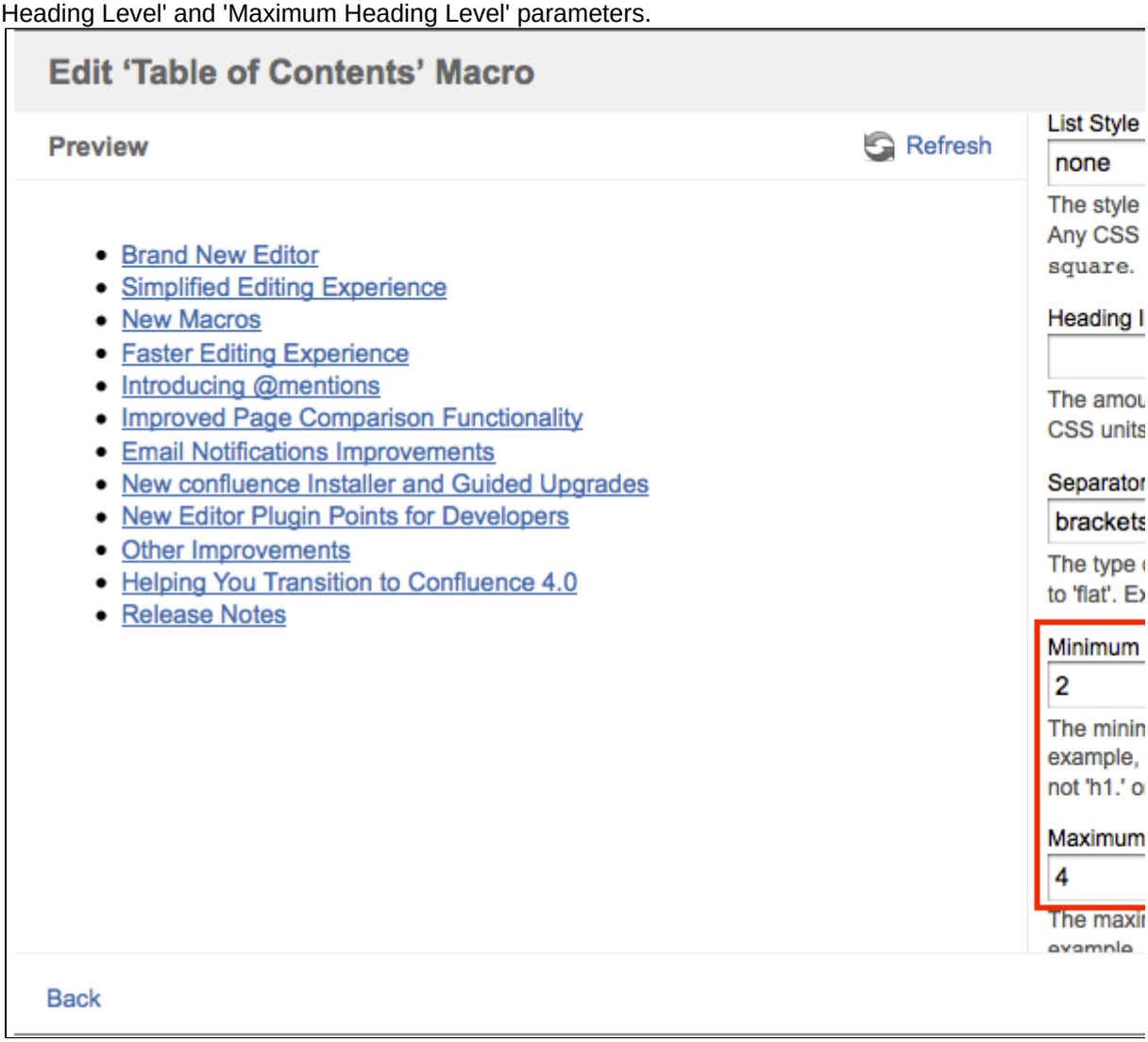


4. The image below shows the Table of Contents macro inserted at the top of the 'Release Notes' page. Note that we have excluded the 'Highlights of Confluence 4.0' heading from the table of contents by modifying the macro's parameters.





5. The image below shows the macro parameters specified in the macro browser. Note the 'Minimum Heading Level' and 'Maximum Heading Level' parameters.



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Drawing attention to elements of a page

Often when creating documentation there are elements of a page that you want to highlight, or draw the the viewers' attention to. Confluence ships with the following macros that help you focus a viewer's attention to a note, information, tip or warning.

Click here to see a common example >>

Note macro

What is it?	Example
The Note macro allows you to highlight a note on a Confluence page. It creates a yellow coloured box surrounding your text, as shown to the right. See Note Macro for more examples and instructions.	**Draft in progress** This document is a draft and is under development.

Info macro

What is it?	Example
The Info macro allows you to highlight helpful information on a Confluence page. It creates a blue coloured box surrounding your text, as shown to the right. See Info Macro for more examples and instructions.	**Did you know?** Confluence is the best wiki ever.

Tip macro

What is it?	Example
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 to the right. See Tip Macro for more examples and instructions.	**Learn more** Check out this blog post: Technical Writing in a Wiki: Technical Communicators Explain How & Why?

Warning macro

What is it?	Example
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 to the right. See Warning Macro for more examples and instructions.	**Draft** This page is a draft in progress and visible to Atlassian staff only.

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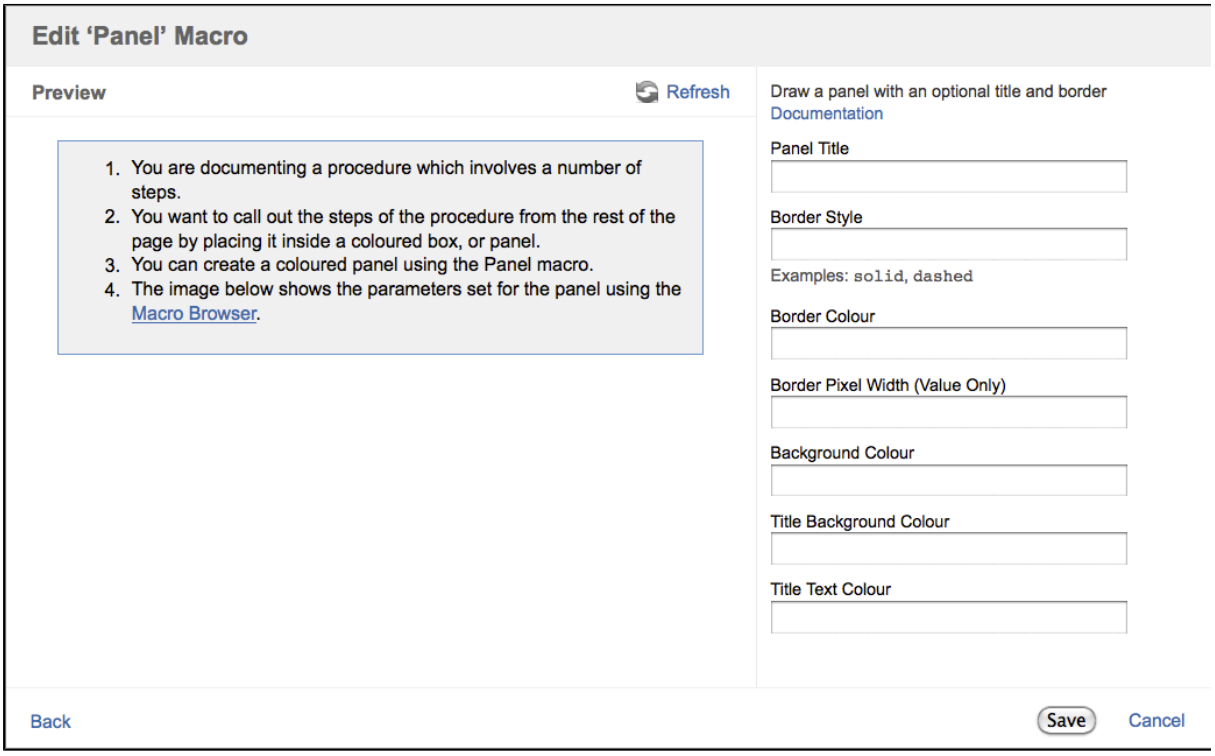
Putting content inside customisable Panels

Using the Panel macro, you can place content inside a customisable coloured panel. This is particularly useful when you want to clearly separate elements on a page.

Click here to see a common example >>

1. You are documenting a procedure which involves a number of steps.
2. You want to call out the steps of the procedure from the rest of the page by placing it inside a coloured box, or panel.
3. You can create a coloured panel using the Panel macro.
4. The image below shows the parameters set for the panel using the macro browser.



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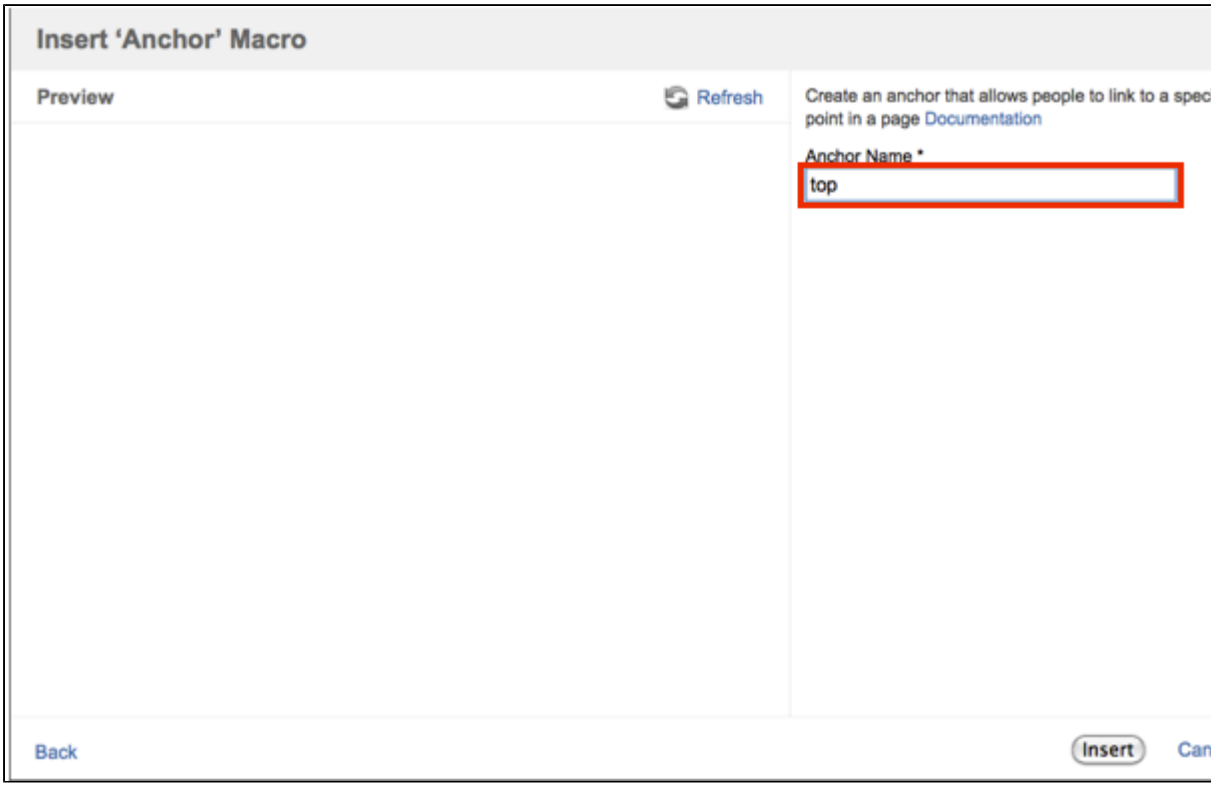
Inserting anchor links on pages

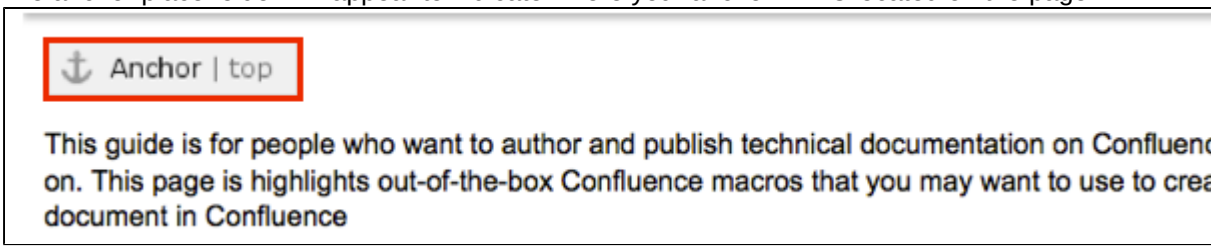
Anchor links can be especially useful when navigating between sections of a long document or when you want to link to a segment of a page from another page. The Anchor macro allows you to link to specific parts of a page.

Click here to see a common example >>

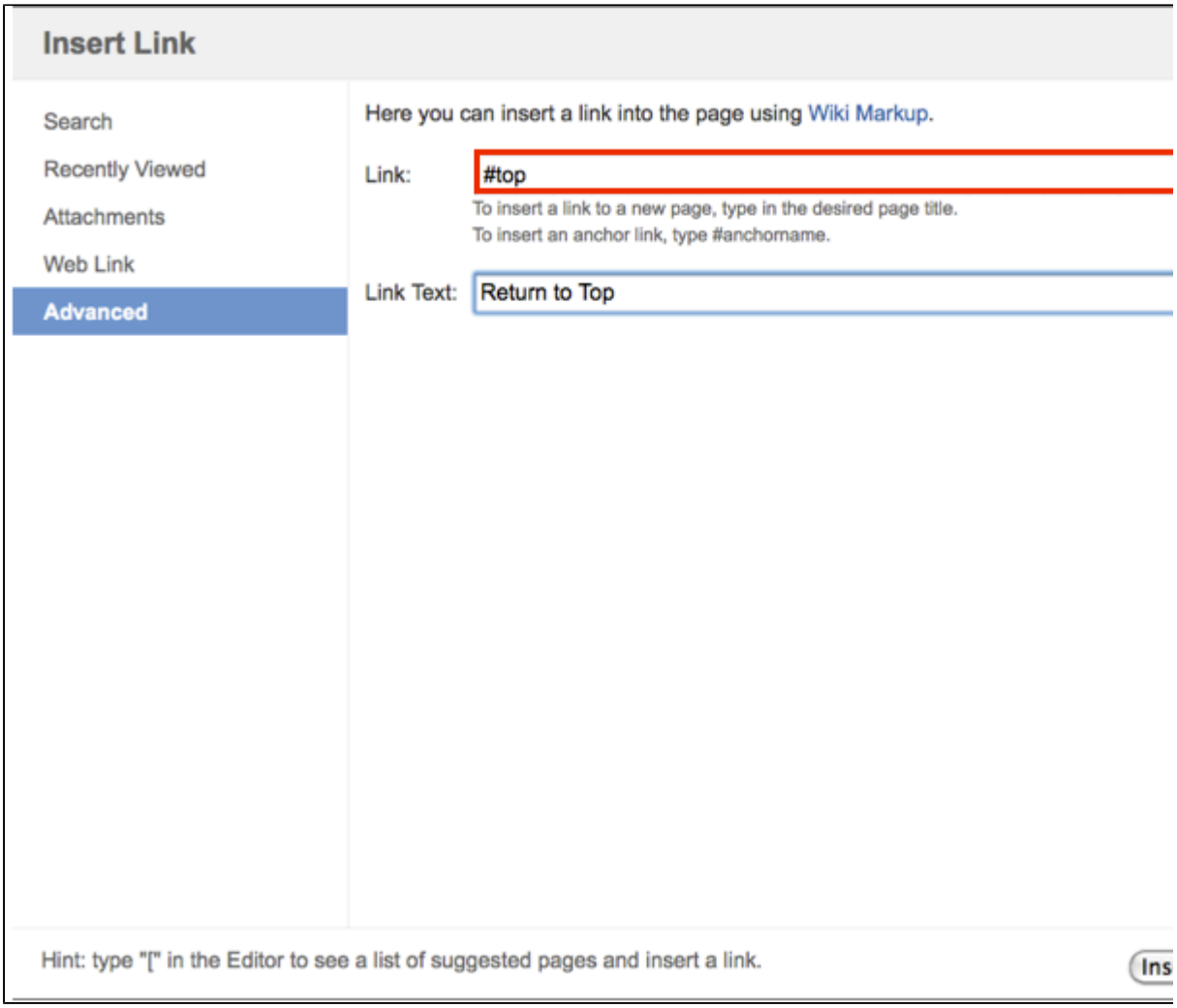
1. You are documenting part of a user guide.
2. The page is split into multiple sections.
3. After each section you want to provide a link for viewers to click, taking them back to the top of the page.
4. To achieve this you first must create an *anchor* at the top of the page using the Anchor macro. You can give the anchor any name you like. In the image below, the anchor at the top of the page will be named 'top'.



5. The anchor placeholder will appear to indicate where your anchor link is located on the page:



6. Create a link to the anchor, anywhere on the page, using the Link Browser. The image below shows a link to the anchor called 'top' by using the hash '#' followed by the name of the anchor you created earlier, with an alias of 'Return to Top'.



See Working with Anchors for more examples and instructions.

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Structuring content using sections and columns

Sometimes it is necessary to structure content into sections and columns. The details are in Working with Page Layouts and Columns and Sections.

- Page layouts allow you to add sections to your page and then apply pre-defined column layouts to each section (for example, 2 column, three column). You can add multiple sections to a page.
- The Section and Column macros allow more flexibility. You can set the width of the columns, and put the sections and columns in any part of the page. Each section can contain any number of columns, created

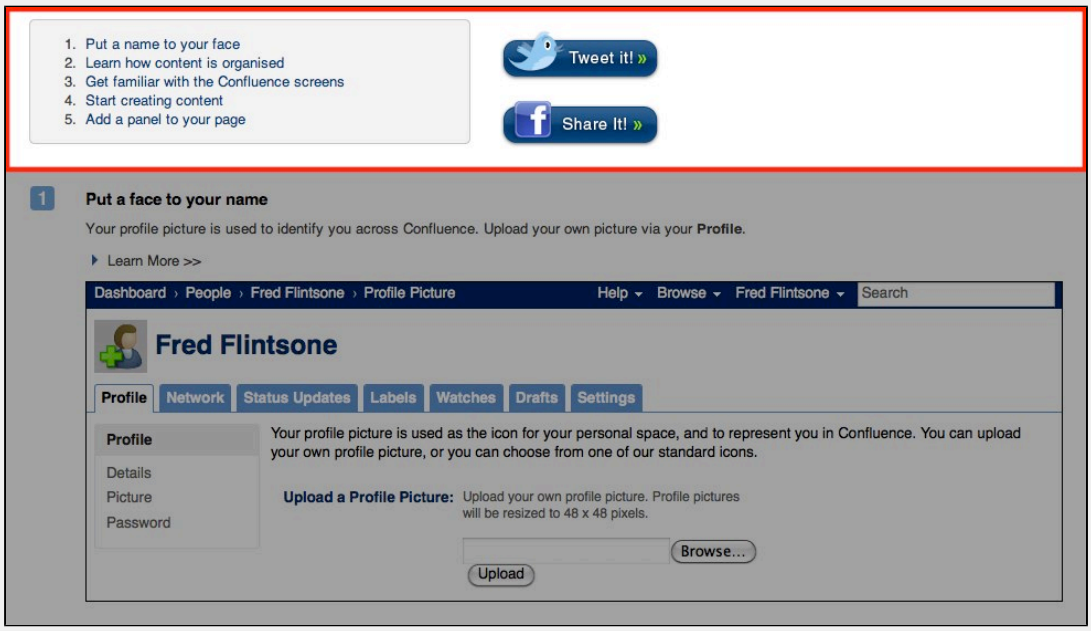
using the Column macro.

- Columns can either have a fixed width, specified in pixels, or a dynamic width, specified as a percentage of the page width.
- Note: whether you are using page layouts or macros, a *column* is always created inside a *section.*

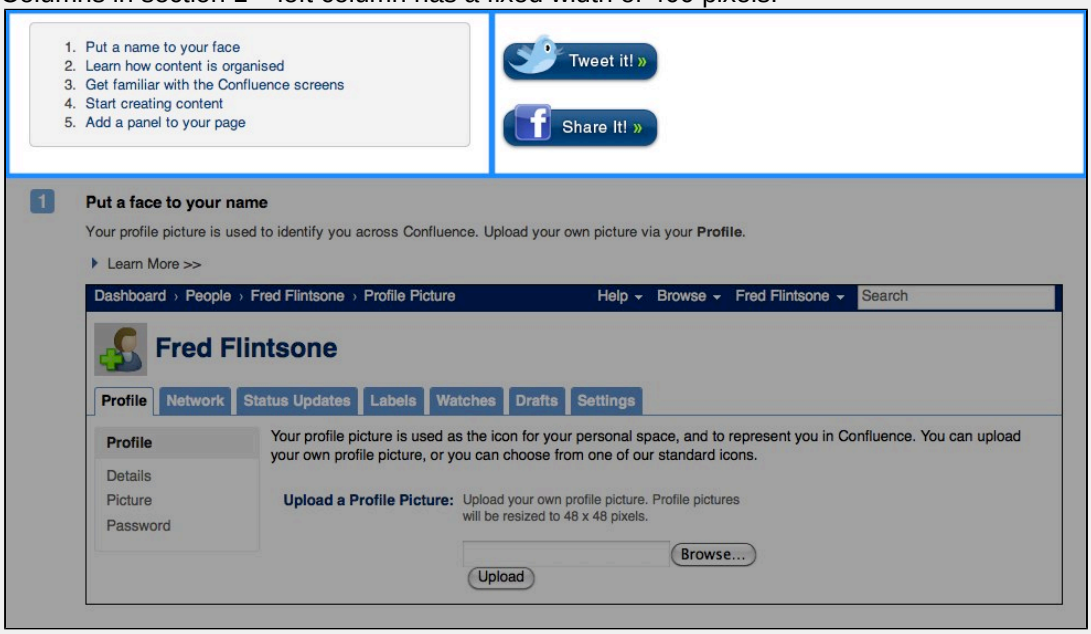
Click here to see a common example >>

The images below show part of a Confluence page with two sections (outlined in red), each with two columns (blue) of different widths.

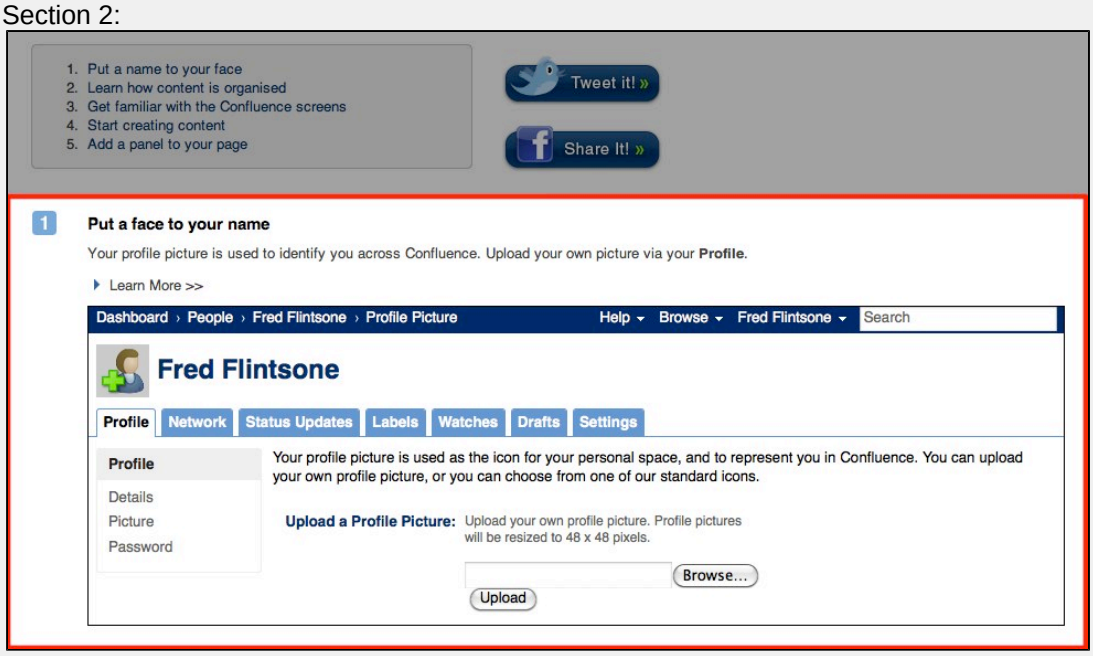
1. Section 1:



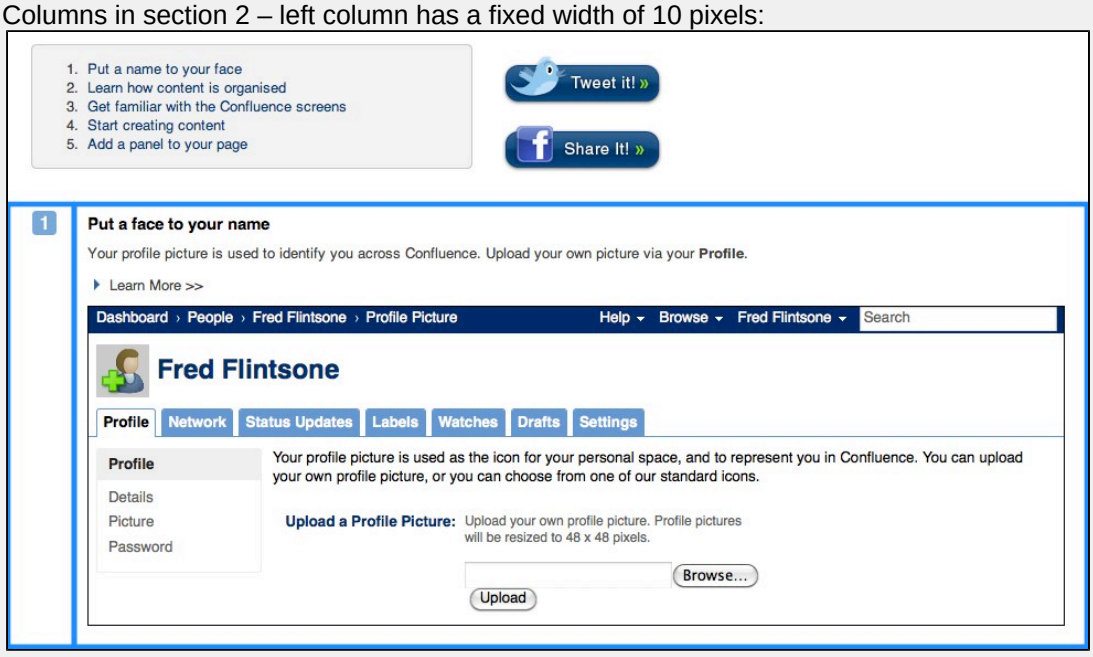
2. Columns in section 1 – left column has a fixed width of 400 pixels:



3. Section 2:



4. Columns in section 2 – left column has a fixed width of 10 pixels:



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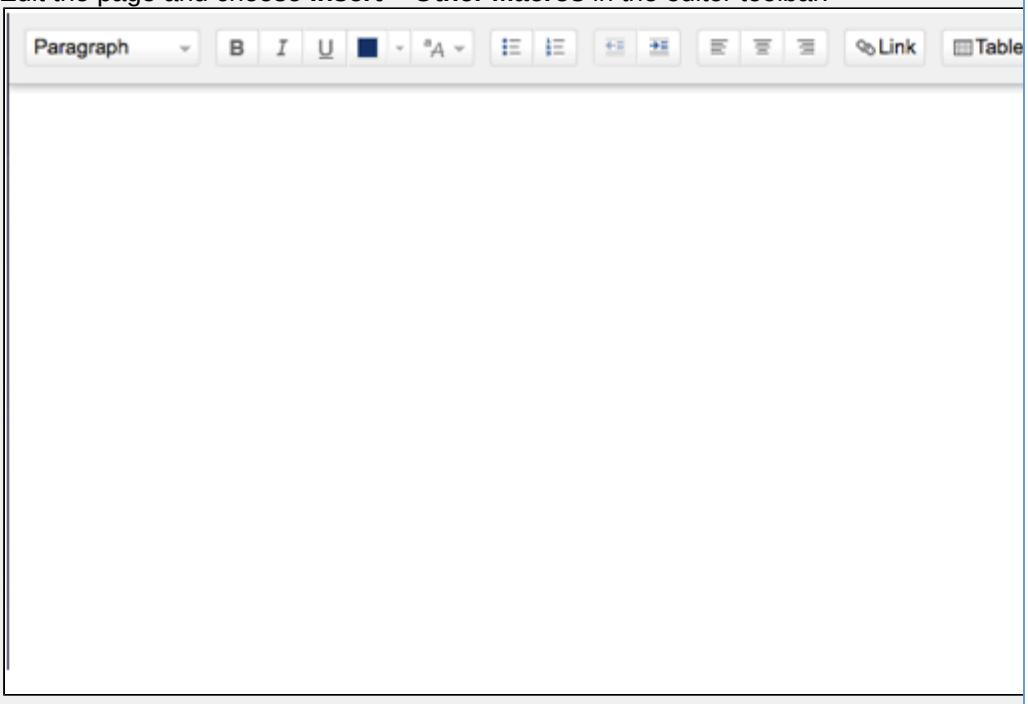
Making your documentation more engaging by embedding videos

Pictures can be worth a thousand words. The same can be said for videos. Often, it's easy to explain a concept or demonstrate a procedure using a video. The Widget macro allows you to embed web content, including YouTube and Vimeo videos, in a Confluence page.

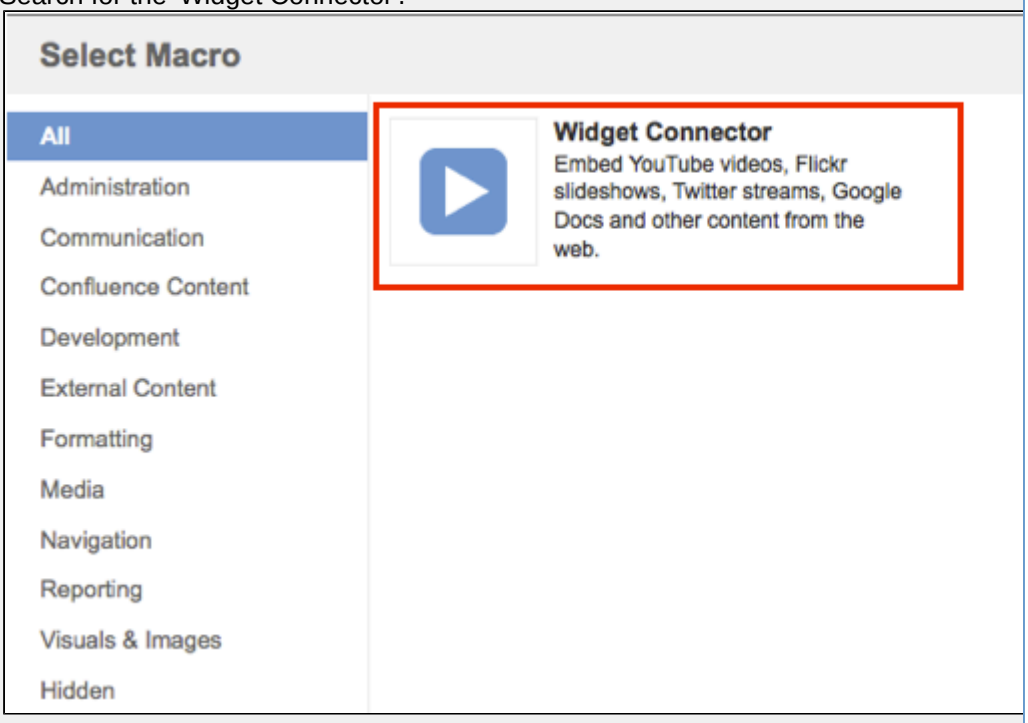
Click here to see a common example >>

1. You release a new version of your product.
2. You document the release notes on a Confluence page.
3. The marketing team creates a video demonstrating the new features of the release and uploads it to YouTube.
4. You can embed the video in your release notes using the Widget macro, for playback on your Confluence page.

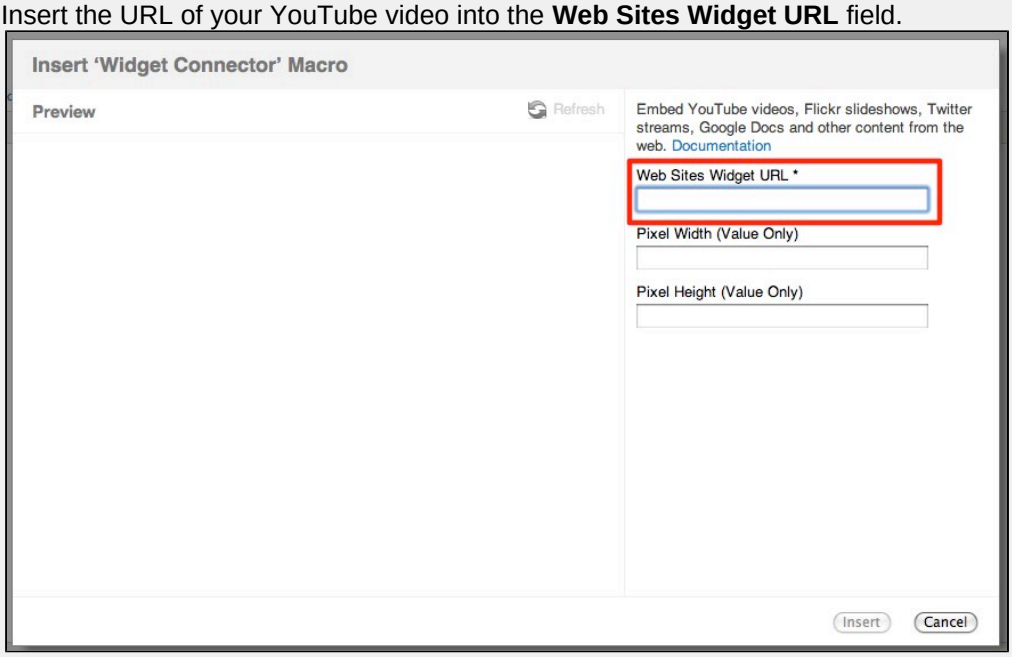
a. Edit the page and choose **Insert** > **Other Macros** in the editor toolbar.



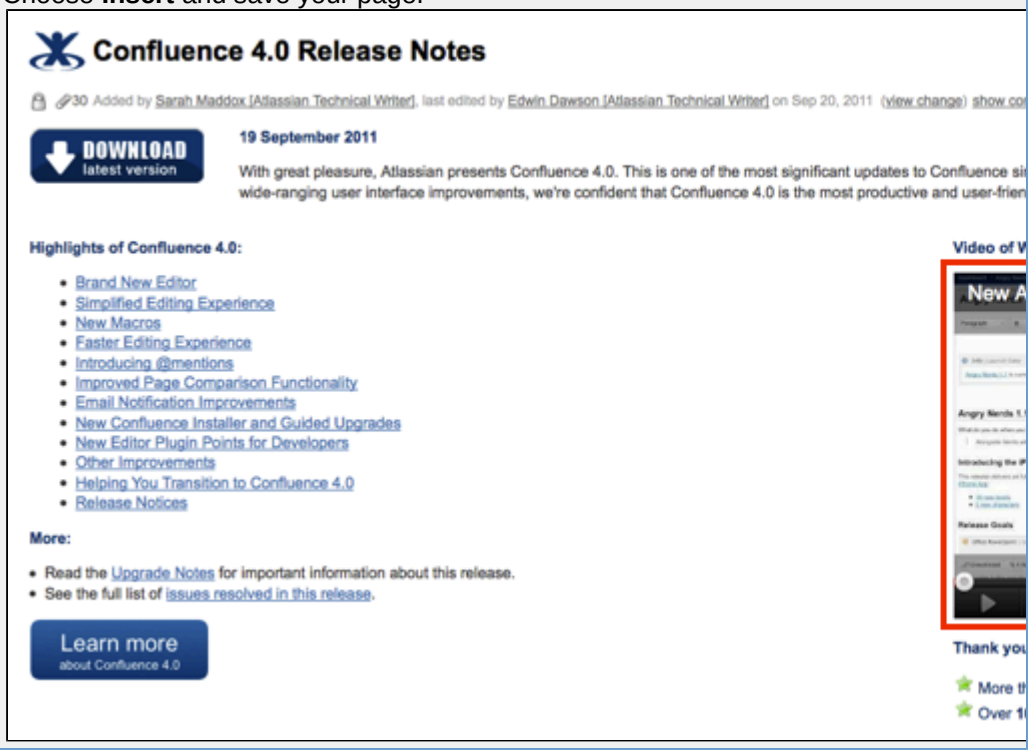
b. Search for the 'Widget Connector'.



c. Insert the URL of your YouTube video into the **Web Sites Widget URL** field.



d. Choose **Insert** and save your page.



See Widget Connector Macro for information on the supported services and for more examples.

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Next steps

Take a look at Confluence Add-ons for Technical Documentation.

Confluence Add-ons for Technical Documentation

This page is part of the guide to developing technical documentation on Confluence. In this section we highlight some of the Confluence add-ons that are useful for technical writers in designing and developing documentation.

An add-on is an extension module that you can add to your Confluence site to extend the wiki's core functionality. It is similar to an add-on for your browser.

An add-on that specifically plugs into an Atlassian application such as Confluence is sometimes called a plugin. The terms 'plugin' and 'add-on' are often used interchangeably. Confluence add-ons may be developed by

Atlassian or by third parties. To find an add-on featured on this page, and other add-ons too, visit the Atlassian Marketplace.

Drawing tools

Below are some popular tools. Search the Atlassian Marketplace to see a full list of drawing and diagram add-ons for Confluence.

Gliffy

The Gliffy add-on provides an embedded diagram editor. With Gliffy you can create and edit diagrams directly on a Confluence page. Gliffy supports various diagram types (UML, business process, and so on).

On this page:

Commercial or free? Commercial.

Alternatives: As an alternative you can use the standalone version of Gliffy available at http://www.gliffy.com/. Gliffy online has a free basic version.

More information: See the Gliffy add-on page.

Lucidchart

Using Lucidchart, you can draw flowcharts, wireframes, UML diagrams, mind maps, and more, inside the web editor, then integrate the diagram with Confluence. Include interactivity such as linking to pages within Confluence or other pages inside the diagram.

Commercial or free? Commercial.

More information: See the Lucidchart add-on page.

Creately

Use Creately to draw flowcharts, UML diagrams, database diagrams, wireframes, mindmaps, UI mockups, workflow diagrams, network diagrams, org charts, and Gantt charts.

Commercial or free? Commercial.

More information: See the Creately add-on page.

yWorks Diagrams

Use yWorks Diagrams to create and edit diagrams directly inside Confluence.

Commercial or free? Commercial.

More information: See the yWorks Diagramsadd-on page.

Add-ons for enhanced content manipulation

All content extensions are provided by **macros** in Confluence. Some macros are built in to Confluence. Other macros are supplied by add-ons.

Quick overview of macros

Before looking at add-ons, let's take a quick look at macros in general. There are two ways to add a macro to your page:

- Use the macro browser. This is the simplest and recommended way.
- Or insert the macro's name in curly brackets into the text of your page and specify the parameters.

Click here to see an example of a macro >>

The following code uses the {include} macro to insert the text from the page called 'My Page'.

```
Some content on my page.
{include:My Page}
Some more content on my page.
```

Let's assume 'My Page' contains just two lines:

> *I love chocolate.*
>
> *Chocolate loves me.*

The resulting page will look like this:

> *Some content on my page.*
>
> *I love chocolate.*
>
> *Chocolate loves me.*
>
> *Some more content on my page.*

A number of macros are shipped with your Confluence installation by default. See Working with Macros. Below we describe some add-ons that provide additional useful macros for Confluence:

Composition add-on

The Composition add-on provides macros which allow finer control over the layout (composition) of a page. Using these macros, you can:

- Outline your text blocks.
- Add tabs to a page.
- Flow your text around the images or diagrams on the page.

Commercial or free: Commercial.

Using the Composition add-on to outline text blocks

Use the {cloak} macro to outline a text block.

Usage: The following code creates a text block named 'SeeAlso' for the outlined 'See Also' section within a page. The text block with id='SeeAlso' will be hidden after the 'See Also' title:

```
{composition-setup}
h2. {toggle-cloak:id=SeeAlso} See Also
{cloak:id=SeeAlso}
h3. Working With Macros:
[Link 1]
[Link 2]
h3. Working with Rich Text Editor:
[Link 3]
[Link 4]
{cloak}
```

Alternatives: You can also use the {expand} macro available in Confluence by default, but this macro can outline only text of the same level and cannot hide headings within the text. The {expand} macro does not require parameters and just hides the text placed between the {expand} tags.

Note: If you need to outline a text block containing nested headings, consider the text structure. Maybe the block is too big. You could create a child page from this block to decompose the whole text. Then you can include and outline the text block using the {include} macro within {expand}.

Using the Composition add-on to add tabs to a page

Use the {deck} and {card} macros to separate content between tabs on the same page.

Usage: The following code creates two tabs with client information:

```
{composition-setup}
h1. Client Name
{deck:id=ClientName}
{card:label=Basic}
Client Company Name: Company
[Client Web Site|http://url.com]
Our projects: [Project1|Project1 Home]
{card}
{card:label=Contacts}
Company CEO: John Brown, e_mail: brown@company.com
{card}
{deck}
```

The tabs on a page will look like this:

Using the Composition add-on to flow your text around images

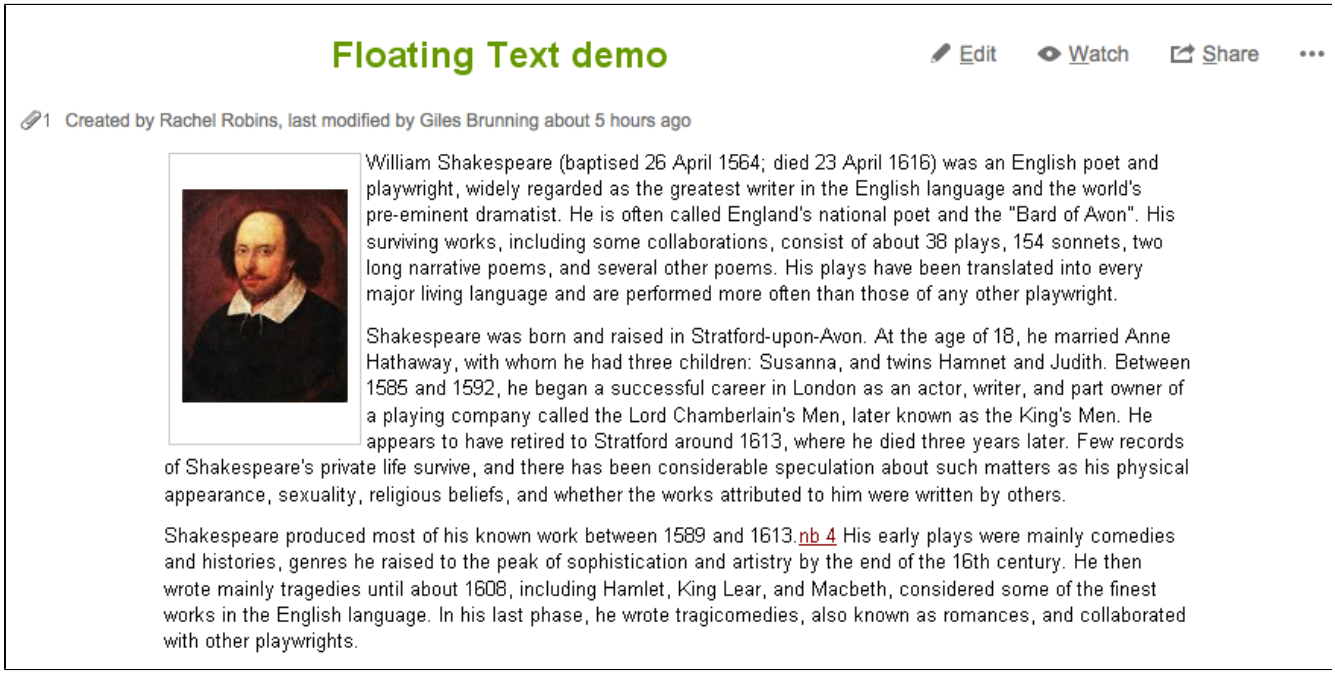
Use the {float} macro to make your text flow around images or diagrams.

Usage: The following code demostrates how a picture can be surrounded by the description, as often shown in

printed publications:

```
{composition-setup}
{float:left}
!shakespeare.jpg!
{float}
William Shakespeare (baptised 26 April 1564; died 23 April 1616) was an English
poet and playwright, widely regarded as the greatest writer in the English language
and the world's pre-eminent dramatist.
...
```

The page will look like this:



For more macros, see the Composition add-on page.

Scaffolding add-on

The Scaffolding add-on provides macros for creating 'permanent templates' and editable forms. You can create sophisticated page templates in order to add content easily and fast. Scaffolding templates are suitable for dynamically-filled data and allow people to create pages by completing form fields and selecting values from drop-down lists.

The Scaffolding templates are useful for creating pages with a well-determined structure, such as:

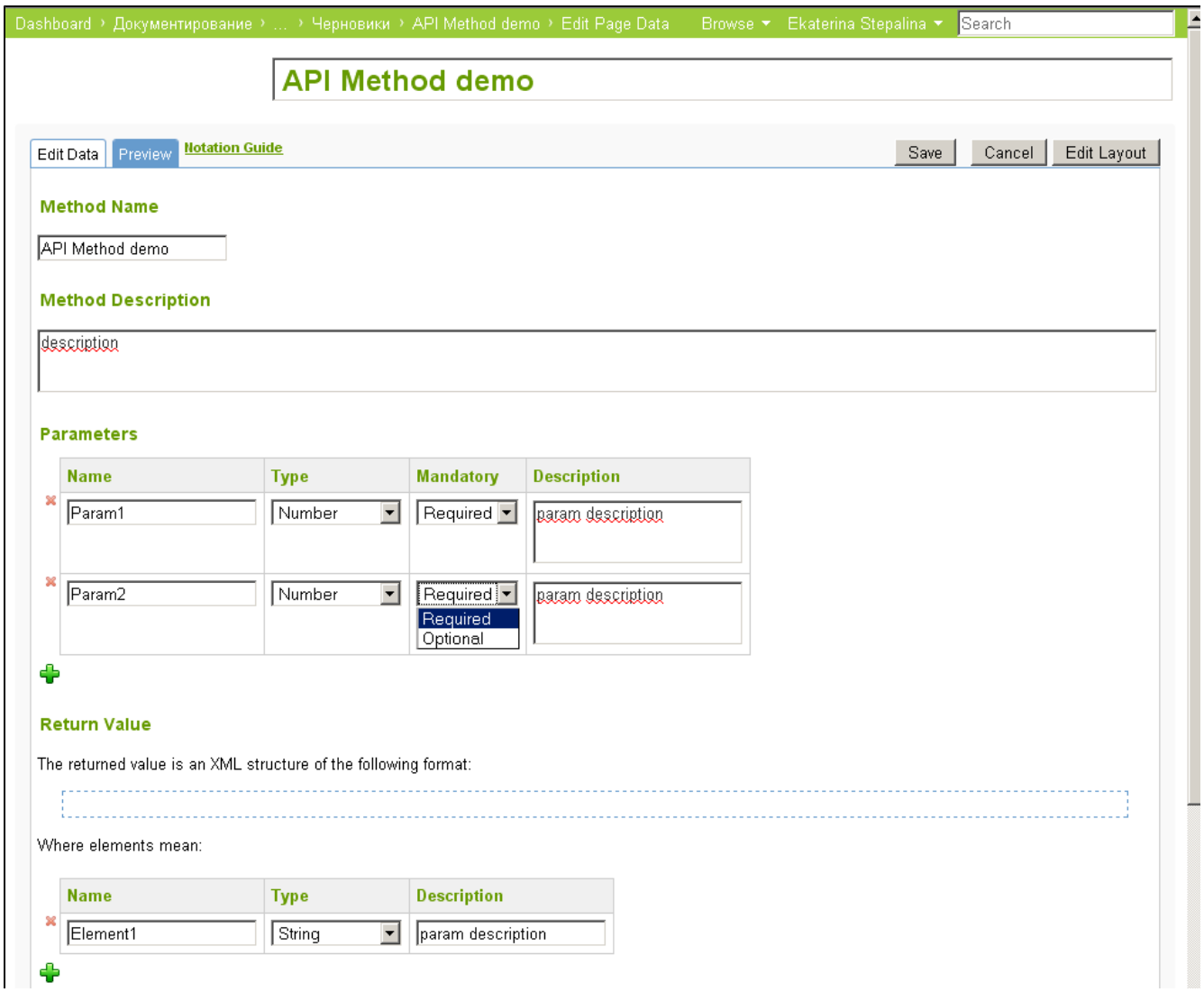
- API methods or property descriptions.
- Constant list.
- Feature description.
- Software requirement specifications.

Commercial or free: Commercial.

Example: The following Scaffolding template creates a description of an API method:

```
h3. Method Name
{text-data:methodName|required=true}{text-data}
h3. Method Description
{text-data:methodDescription|type=area|required=true|width=100%}description{text-da
ta}
h3. Parameters
{table-data:parameters}
|| Name || Type || Mandatory || Description ||
| {text-data:paramName}ParamName{text-data} |
{list-data:paramType}{list-option:Number}Number{list-option}{list-option:String}Str
ing{list-option}{list-option:DateTime}DateTime{list-option}{list-option:MACaddress}
MACaddress{list-option}{list-option:IPaddress}IPaddress{list-option}{list-data} |
{list-data:paramMandatory}{list-option:Required}Required{list-option}{list-option:O
ptional}Optional{list-option}{list-data} |
{text-data:paramDescription|type=area}param description{text-data} |
{table-data}
h3. Return Value
The returned value is an XML structure of the following format:
\{code:xml\}
\{code\}
Where elements mean:
{table-data:returnValues}
|| Name || Type || Description ||
| {text-data:paramName}ParamName{text-data} |
{list-data:paramType}{list-option:Number}Number{list-option}{list-option:String}Str
ing{list-option}{list-option:DateTime}DateTime{list-option}{list-option:MACaddress}
MACaddress{list-option}{list-option:IPaddress}IPaddress{list-option}{list-data} |
{text-data:paramDescription}param description{text-data} |
{table-data}
h3. Remarks
{text-data:remarks}remarks{text-data}
h3. See Also
```

This template will look like this:



For more information on how to create templates in Confluence, see Creating a Template.

Alternatives: Confluence includes built-in templates which as useful for static data and simple text. For more information, see Working with Templates.

Notes: The Scaffolding (and any) template changes will affect only new pages created from the modifed template. In order to change the existing pages, you need to edit each individual page and add or modify the formatting manually.

For more information on Scaffolding, see the Scaffolding add-on page.

Extended version control

Scroll Versions

Scroll Versions adds functionality for sophisticated version management, enhanced content reuse, support for context-sensitive help, permalinks, and duplicate page titles. You can set up and manage concurrent versions of your documentation in a single space. Multiple versions of software, different product variants, and even multiple translations of documentation can be managed. Changes to pages are scheduled for a specified version and then published all at once. See the Scroll Versions documentation for an overview of the key features.

Commercial or free: Commercial.

Video: Scroll Versions - Version Management for Confluence (4:20)

Attachment Checkout add-on

The Arsenale Lockpoint: Attachments Checkout adds check-out/check-in functionality for Confluence attachments.

Commercial or free: Free for up to 50 users, then commercial.

More information:

- Please visit the Attachments Checkout add-on page for an overview, including a video,
- See the Attachments Checkout documentation for further reference.

Add-ons featured in other parts of this guide

- Copy Space add-on – Provides an easy way of copying a space within a Confluence site. Free. See Creating your Technical Documentation Space.
- Multi Excerpt add-on – Enables you to have more than one excerpt (re-usable chunk) on a page. Commercial. See Re-using Content in Technical Documentation.
- Ad Hoc Workflows add-on – Provides advanced workflow features. Commercial. See Managing the Life Cycle of your Technical Documentation.
- Content Publishing add-on – Publishes content from a master space to a published space. Commercial no charge. See Managing the Life Cycle of your Technical Documentation.
- Scroll Office – Provides advanced features for export to Microsoft Word. Commercial. See Exporting and Printing Technical Documentation.
- Scroll PDF Exporter – Provides advanced PDF export features. Commercial. See Providing PDF Versions of your Technical Documentation and Exporting and Printing Technical Documentation.
- Scroll DocBook Exporter – Provides DocBook exports. Commercial.
- Scroll EPUB Exporter – Outputs an ebook in the common EPUB format that can be read on iPads, iPhones and any other ebook reader. Commercial.
- Scroll HTML Exporter – Enables the delivery of Confluence content from a web server. It converts the pages into static HTML pages that can be uploaded to a web server. The output of the Scroll HTML exporter can also be used as an input to produce other HTML-based help formats such as WinHelp and HTML Help. Commercial.
- Scroll EclipseHelp Exporter – Enables you to collaborate and author all your content in your wiki, and

generate embeddable online help for Eclipse-based applications. Commercial.

Notes

- **Add-on support.** *Before installing an add-on (also called a plugin) into your Confluence site, please check the add-on's information page to see whether it is supported by Atlassian, by another vendor, or not at all. See our guidelines on add-on support.*
- **Installing add-ons.** If you decide to use additional add-ons, your site administrator will need to install the add-ons into your Confluence site. Refer to the documentation on installing add-ons.

Further reading

- A blog post about useful add-ons and tools for exporting and importing content from/to Confluence: Technical Writing in a Wiki - Single Source Publishing (November 2010).
- Website for exploring and downloading the available add-ons: Atlassian Marketplace.
- Documentation on installing and configuring add-ons: Universal Plugin Manager documentation.
- Documentation on using macros: Working with Macros.
- Further Reading about Developing Technical Documentation on Confluence

Further Reading about Developing Technical Documentation on Confluence

This page is part of the guide to developing technical documentation on Confluence. Once you have absorbed all the information in this guide, you may be ready for more reading. 🙂

- The Confluence documentation: Confluence Latest.
- Blog post about using Confluence for online help: Using a wiki for online help.
- Blog posts about version management in Confluence with Scroll Versions plugin:
  - Announcing Scroll Versions.
  - Version management gets serious with Confluence Scroll Versions plugin.
- Now you have your documentation space up and running, it's fun and rewarding to use the full power of the wiki to engage your readers and embed content from other social sites. Here is a blog post and presentation slides on engaging readers in the documentation.
- Webinar recording: Confluence as a Platform for Technical Documentation.

Let us know about more links

We plan to add more links to this page or to the 'Tips of the Trade' page. Let us know of any we have missed.

Using Confluence as a Knowledge Base

A knowledge base is a repository for how-to and troubleshooting information. Knowledge Bases are commonly used by IT Support teams, but can be useful for procedural and troubleshooting information in any organisation or team.

What do people want out of a knowledge base? Using an IT Support team as an example:

- Customers want fast access to a solution, and relevant search results.
- Help desk staff want to be able to create new articles quickly.
- Help Desk team leads wants the space to be self curating, and do not want to spend a lot of time manually organising content.
- Everyone wants a way to be notified when articles they are interested in have been updated or important notices are added.

Creating a knowledge base space

⚠️ You'll need the Create Space global permission to do this.

To create your knowledge base space:

1. Create a space using the knowledge base space blueprint (Choose **Spaces** > **Create space** > **Knowledge base space**).
2. Set permissions for the space, including anonymous access (Choose **Space Tools** > **Permissions)**
3. Create your first knowledge base article (Choose **Create** > **How-to** or **Troubleshooting** and follow the prompts)

The knowledge base space blueprint includes everything you need to get started, including article templates, and a pre-configured homepage with Livesearch and Content By Label macros.

Page labels are essential in knowledge base spaces. These are used to add topics to your articles, and allows your knowledge base to become self organising over time.

Users will generally find articles by searching, and using the topic navigation on the homepage and end of each article, rather than navigating through a tree-like page hierarchy.

When starting off your knowledge base space, it is a good idea to brainstorm a few topics to get started.

Customising your knowledge base space

⚠ You'll need Space Admin permissions to do this.

To make it easy for your users to create knowledge base articles (such as your help desk or support team) we recommend customising the how-to and troubleshooting article templates to make them relevant for your organisation. The more guidance and structure you can put in your template, the faster it will be for your team to create great articles.

To edit the article templates:

1. Go to **Space Admin** > **Content Tools** > **Templates**.
2. Edit the **How-to** or **Troubleshooting** article templates.
3. Add headings and instructional text (choose **Template** > **Instructional Text**).

You can also add additional templates, such as a policy or procedure page templates.

We also recommend customising the look and feel of your space. Simple changes like a space logo and welcome message can make a huge difference.

To change the look and feel:

- Add a space logo and useful shortcuts to the sidebar (choose **Space Tools** > **Configure Sidebar**)
- Edit the homepage to add a custom welcome message.
- Edit the colour scheme (choose **Space Tools** > **Look and Feel** > **Colour Scheme**).

Providing communication and notification options

Channels of communication with your audience, internal or external, is essential in a good knowledge base. Here are some out of the box options:

- **Blog** - blog updates and important notices, and encourage people to watch for new blogs in your space.
- **Watch** - encourage people to watch pages that interest them, or watch the entire space.
- **Comments** - allow logged in users (or even anonymous users) to comment on knowledge base articles. This is a simple way to connect with your end users.
- **RSS** - create an RSS feed and add the link to your knowledge base homepage (choose **Help** > **Feed Builder**). Alternatively encourage users to create their own feed - useful if they want to keep up with particular topics (labels), rather than receive notifications for the whole space.

Integrating your knowledge base with other Atlassian products

If your Confluence site is connected to another Atlassian product (via an application link), you can make use of these great integration features:

- **If you use JIRA -** add a JIRA Issues macro to your troubleshooting article to provide quick access to known issues. This has the added advantage of automatically updating when an issue is resolved or its status changes. One simple way to do this would be to add some labels to JIRA to indicate the issue should appear in the knowledge base (for example 'printer-kb'), and then add a JIRA Issues macro with a query like 'label = 'printer-kb and status <> resolved'' on all articles with the printer topic.
- **If you use JIRA Service Desk** - specify your Confluence space to be used as a knowledge base. Users can search your knowledge base directly from within the Service Desk customer portal.
- **If you use Confluence Questions** - add a Questions list macro to troubleshooting articles, to highlight the top questions with the same topic as the article, and an Ask a Question button to the knowledge base homepage.

Extending your knowledge base with third party add-ons

The Atlassian Marketplace has a large number of add-ons for Confluence. A common addition to Knowledge Base spaces is a survey or form tool, which enables you to get feedback on the usefulness or usability of your knowledge base articles.

Search for 'knowledge base' on Marketplace and see if there is an add-on that's right for your knowledge base.

Use Confluence as your Intranet

Your intranet is the hub of your organisation. When choosing your intranet platform, you need to ensure that the system is simple enough for non-technical users, information and content can be shared easily, and access is restricted to those within your organisation.

Confluence has a host of great out-of-the-box features that allow you to share and collaborate with your colleagues, while keeping your information secure. Share things like procedures, specifications and important files – or organise company events and functions – and get your teams working together. It's one place to share, find, and collaborate to get work done.

Create your community

It's quick and easy to add users to your Confluence site. Allow people to add themselves as users of the site; invite people to sign up by sending them an invitation link; add new users manually; or use an existing directory – like an LDAP directory – for authentication and to manage users and groups.

Whichever way you choose, you can quickly build a community of Confluence users and give them access to your intranet; you'll also have a ready-made people directory.

Match your company branding

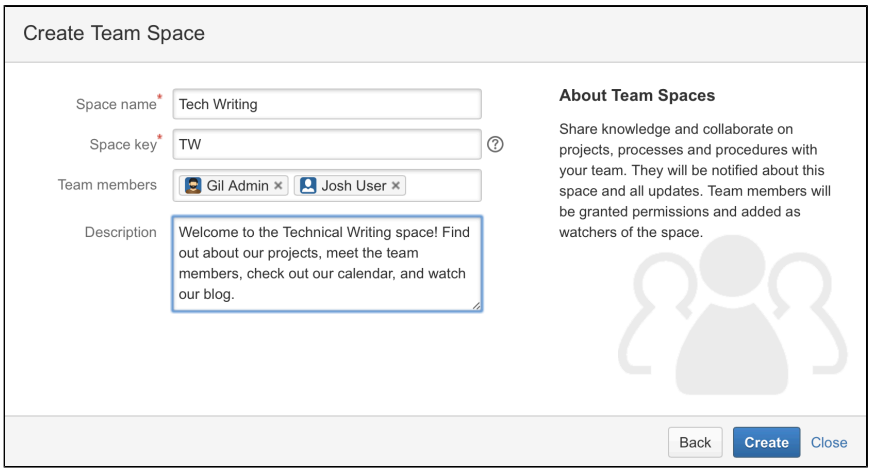
Upload your company logo, and Confluence's auto look and feel will change the colour scheme to match. It'll make your intranet feel more familiar to your colleagues, and help with adoption.

A space for everything, and everything in its space

A Confluence space is essentially a container for a group of pages and blog posts with related content.

When you're starting out with Confluence, the easiest way to organise things is to create a space for each team or department within your organisation. Each team's space is then a place for them to create and share pages, blog posts,

meeting notes, files, and much more – and becomes the *place to go* for team members to get the information they need.



Just choose **Spaces** > **Create space** from the header, and Confluence provides a list of space blueprints to help get you started.

Each space can have its own colour scheme and has a customisable home page, which you can edit to suit your purpose – like displaying and tracking team goals and displaying a list of team members. Use the built-in 'Team Space' template to automatically add all members of the team to the homepage, to help everyone get to know each other.

You can set permissions for each space, so if there's sensitive information that should only been seen by certain users or groups, it's easy to secure it with Confluence.

Don't feel restricted to creating spaces for teams though; you can also create spaces for projects (large or small), events, and anything else where you want to collect information under a common heading or permissions structure.

Once you have some spaces set up, create some pages and blog posts to give your colleagues an example of how Confluence can be used, then invite them to create their own pages and blogs.

Add a personal space

Every Confluence user, including you, can also create their own personal space; it can be a place to keep your own work, add shortcuts to your most used content, and you even get your own blog for sharing your ideas and opinions with the rest of your organisation (or just those that you want to see them).

Create pages, meeting notes and more

You can create pages for anything you want in Confluence - meeting notes, project plans, decisions, and more. Pages are editable so others can contribute and keep them up to date after you create them. Choose **Create** from the Confluence header and choose a blank page, or use a template to get you started.

Type your page, change its layout, add images and links, and do it all without any specialist skills or training. You can also attach files – allowing everyone in a team access to assets that are critical to the project – like mockups and requirements. You and your colleagues can like the page, and comment on it to start a conversation about the content.

Confluence also offers a series of useful built-in page blueprints, which help you with the content and formatting of the page. The meeting notes and decisions blueprints are two that can be really useful when others need to be in-the-know about what happened, and why it happened.

Avoid the reply-all and blog about it

Each space you create in Confluence has its own blog, where you and your teams can share news and events, discuss important projects and developments, or congratulate a teammate for a special effort; blogging is a great way to foster company culture and celebrate achievements across your organisation.

You can watch any blog to make sure you get updated when there's a new post. Blog posts are automatically organised by date, and grouped by year and month, so they're also easy to find.

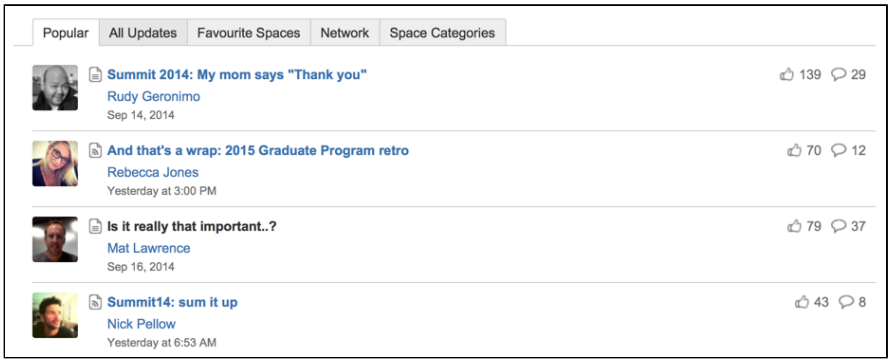
Share stuff that matters

If you need to be sure that the right people see a page or blog post, Confluence offers a range of ways to make sure you can get their attention. Type the @ symbol and the name of a Confluence user to mention the m in a page, blog post, or comment. They'll get an email notification that you've mentioned them, with a link to the page, post or comment.

There's also a**Share**button at the top right of every page. Type the name or email address of a user or group and send them a short message with a link to the content you're sharing.

Watch and learn

Don't miss out on important updates. Watching spaces, pages, and blogs is a great way to stay up-to-date with what's happening in your own team, or any other team or person you need to keep up with. When you watch something, you'll get email updates when changes are made or a comment is added.



The Confluence dashboard also has a recent activity feed, which allows you and your team to see what's trending throughout the company or in your network.

Let team collaboration take on a life of its own

If you want to communicate in-the-moment, HipChat – our private service for chat, video, and screen sharing – is built for teams. Share ideas and files in persistent group chat rooms, or chat 1-1 for that personal touch. HipChat integrates with Confluence, so you can get real-time notifications in HipChat whenever new information is shared in Confluence pages and blogs.

Got a question (that's not rhetorical)? Why not ask your team? Confluence Questions is an add–on for Confluence that gives you knowledge sharing with your own Q&A service. Run company-wide polls to gauge reaction to a new marketing initiative, or let people vote on the venue for the Christmas party. Ask questions, get answers, and identify experts.

You can also try Confluence Team Calendars for organising and sharing team events, leave, and other important appointments. Embed each team's calendar on their home page so that everyone knows what's happening, and when.