



Documentation for Confluence 7.4

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# Get started

Welcome to the Confluence getting started documentation. In this section, you'll find tutorials and other information that'll be useful for evaluating Confluence, and getting to know it when you're starting out.

## Teams in Space



For each tutorial in this section, we'll use a fictional organization known as 'Teams in Space'. Their mission is to:

"Perform flight research and technology integration to revolutionize aviation and pioneer aerospace technology. Also, land the first humans on Mars by 2020."

You're an astronaut in the 'See Space EZ' team, which is working on the upcoming colonization of Mars.

Go ahead – dive into the tutorials, and let us show you around Confluence and some of its handy features.

- [Tutorial: Navigate Confluence](#)
  - [The dashboard](#)
  - [The space directory](#)
  - [The space sidebar](#)
  - [Keyboard shortcuts](#)
  - [Complete your mission](#)
- [Tutorial: Space ace](#)
  - [Create a project space](#)
  - [Create your personal space](#)
  - [Create the team's PR space](#)
  - [Delete and archive spaces](#)

# Tutorial: Navigate Confluence

Confluence is pretty simple to use, once you get to know it. This tutorial aims to get you acquainted with the Confluence user interface, and show you how and where to perform some common tasks.

## Teams in Space

In this tutorial, you'll be working with some new Teams in Space recruits. Let's get to know them.



**Alana Baczewski**  
Tech Lead



**Emma Silvetti**  
Launch Specialist



**William Vladinov**  
Aerospace Engineer

Now that you've met your team, let's take a look at your mission.

## Mission brief

Your mission commander has thrown you a curveball: this week you'll be training new recruits at Teams in Space HQ on your collaboration tool – Confluence. You just need to know the basics, so we'll go through the main things you need to know to complete your mission.

Your mission is broken up into the following components:

- Get to know the dashboard
- Find your way in the space directory
- Master the space sidebar
- Impress everyone with keyboard shortcuts

Those new recruits will be here tomorrow; we better get started!

[Let's go!](#)

# The dashboard

1. The dashboard
2. The space directory
3. The space sidebar
4. Keyboard shortcuts
5. Complete your mission

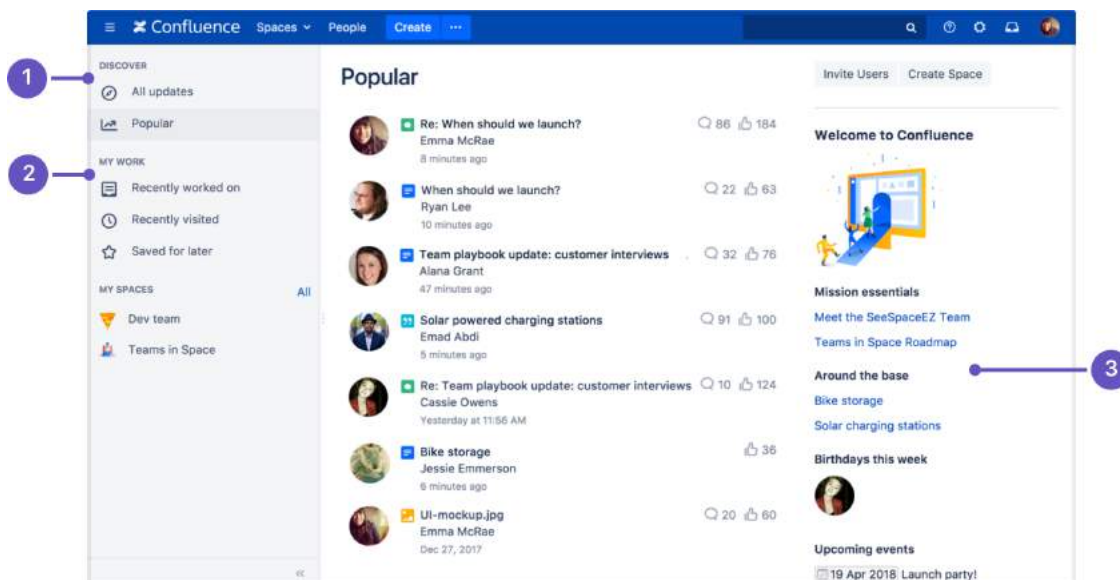
The dashboard is the hub of your Confluence site, providing you with access to information and updates that are important to you. It's also the first thing your new recruits will see, so you need to make a good impression on this one.

You can get to the dashboard from anywhere in Confluence by choosing the **site logo** at the left of the Confluence header.

The dashboard has a collapsible sidebar that helps you get around:

- **Discover**  
Watch the action unfold in real time with **All updates** or check out pages with lots of likes and activity in the **Popular** feed.
- **My Work**  
Get lightning fast access to your recently created and edited pages in **Recently worked on**, get back to that page you stumbled across yesterday in **Recently viewed**, and have mission critical pages on speed dial under **Saved for later**.
- **My Spaces**  
This is where you can keep links to the spaces that you hop in and out of several times a day.

If you're a Confluence admin you can give the dashboard some personality by adding useful announcements, links, or a photo from your last mission (or office party). The whole right hand column is ready and waiting for you to customize.



1. **Discover:** see what's happening in your site.
2. **Your work:** get work done with recent and useful pages at your fingertips.
3. **Customize:** admins can add useful content to welcome people to the site.

Try clicking one of the spaces on the sidebar, then return to the dashboard by clicking the **site logo**. Even when your shuttle is spinning out of control, the dashboard is there to orient you.

You'll discover more about the dashboard as you get to know Confluence, but, for now, let's move on to the space directory.



 **Pro tips**

- You can choose to [set any page as your personal home page](#)
- You can always get to the dashboard at `https://yoursite.com/wiki/dashboard.action`
- Your Confluence admin can [customize the global dashboard](#) that all users see

[Next](#)

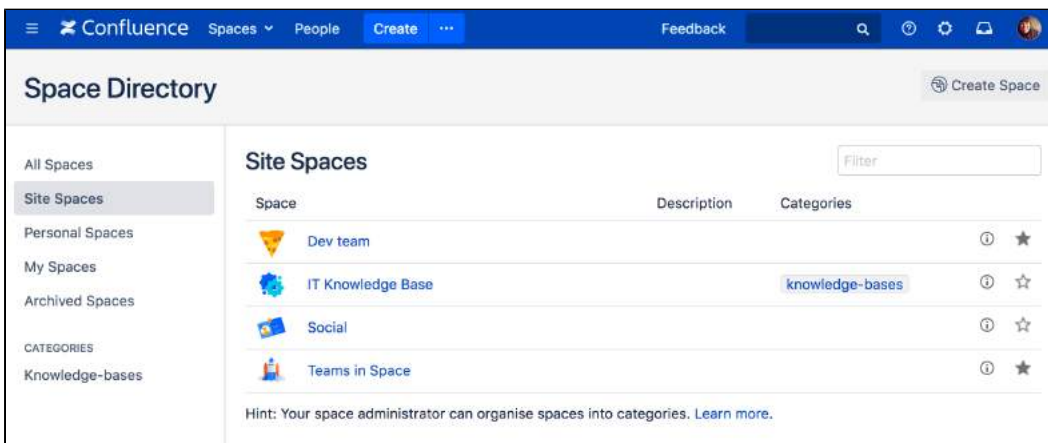
# The space directory

1. [The dashboard](#)
2. The space directory
3. The space sidebar
4. Keyboard shortcuts
5. Complete your mission

The space directory won't let you look up ET in the intergalactic phone book, but it *will* let you see and filter all the spaces in your Confluence site. Spaces are places to collect pages with a common theme – you can create as many spaces as you like – and you can find them all in the space directory.

Here are some tasks to get you comfortable using the space directory:

1. **Visit the space directory** – To get to the space directory, choose **Spaces > Space directory** in the Confluence header.
2. **Choose the spaces you'll use the most** – No doubt there'll be a space or two that you'll use on a regular basis. Click the star to the right of a space to make it appear under **My Spaces** on the dashboard.
3. **Choose space categories** – Once you're there, you'll see a list of all the spaces in your Confluence site. Choose the 'My Spaces' category on the left to see only the spaces you marked with a star. Then choose all spaces again.
4. **Filter the list of spaces** – Type part of a space name in the **Filter** field at the top right. That'll quickly narrow down the list of spaces if there are a lot of them.



You can also categorize spaces with labels you create yourself. We're not going to cover that here, but, if you'd like to know more, you can check out [Use Labels to Categorize Spaces](#).

Understanding and using the space directory will make it much easier to find pages and blog posts that are relevant to you.

You're ready to impress those new recruits with your knowledge of Confluence's space directory; now it's time to sneak a peek at the space sidebar.

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# The space sidebar

1. [The dashboard](#)
2. [The space directory](#)
3. The space sidebar
4. Keyboard shortcuts
5. Complete your mission

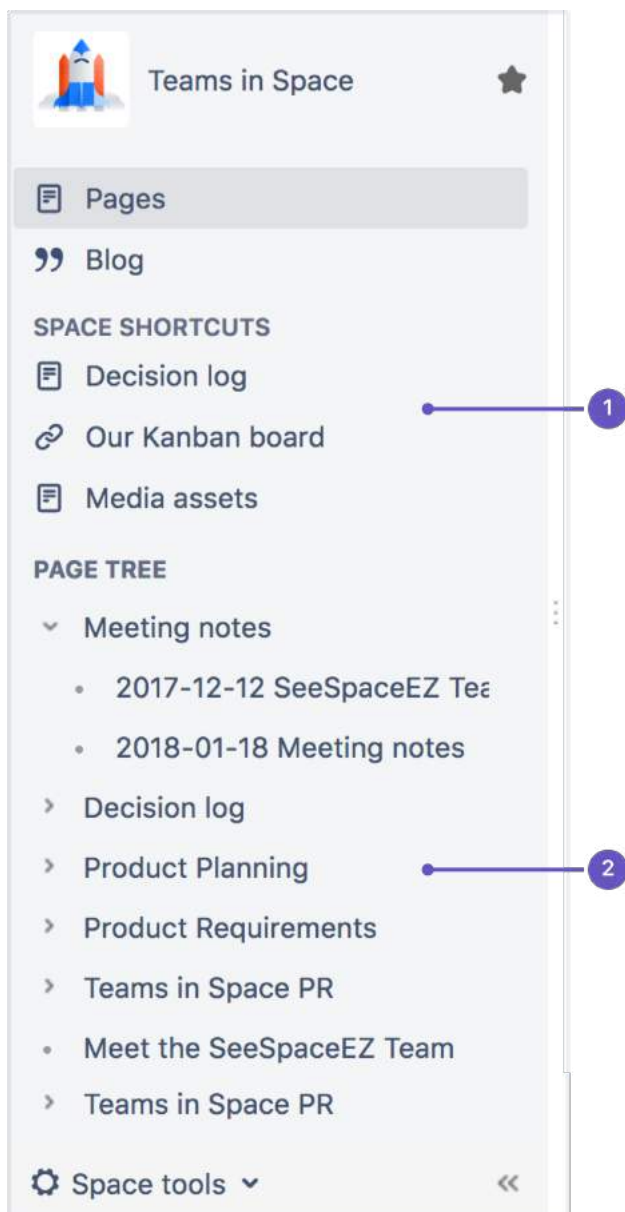
## What's in the sidebar?

The sidebar is a feature of every Confluence space; it's where you'll find the page tree (a hierarchical list of pages in the space), customizable space shortcuts, and a link to the space's blog.

The See Space EZ team will find their meeting notes, decisions, requirements, and other pages in the sidebar. Basically any page you create in the space will appear in the sidebar by default.

- ✔ When you use certain page templates, like meeting notes, Confluence will automatically add an index page to your space shortcuts. The index page is just a place where you can view all pages of the same type – meeting notes in this example – in one place.

The space's blog is great for announcements and what's new-type updates.



1. **Space shortcuts:** link to Confluence pages or other pages on the web
2. **Page tree:** hierarchical view of pages in this space.

The page tree in the sidebar shows the 200 pages closest to where you are. Hit Show all pages, if you want to see all the pages in a space.

## Configure the sidebar

You can expand or collapse the sidebar using the left square bracket ( [ ) on your keyboard, or by dragging it with your mouse.

There are lots of things you can change in the sidebar, but we'll stick to the basics – just enough to train your new recruits.

**i** You need to be a space admin to complete this task. Take a look, but feel free to skip it if you're not an admin of any space.

Try this out:

1. Choose **Space tools** > **Configure sidebar** from the bottom of the sidebar (or the cog menu if your sidebar is collapsed)
2. Add a space shortcut by clicking **+Add link**  
Shortcuts can be to Confluence pages or spaces, or to any other content on the web. Try linking to [this blog post](#), which mentions Teams in Space (we're always after a plug at Teams in Space HQ!)

You can also hide things – like the space's blog – in the sidebar, if they're of no use in the space.

The sidebar is pretty easy, right? You'll be schooling those recruits in no time. Next up: Impress them with your knowledge of keyboard shortcuts.

[Next](#)

# Keyboard shortcuts



1. [The dashboard](#)
2. [The space directory](#)
3. [The space sidebar](#)
4. Keyboard shortcuts
5. Complete your mission

Give a person some space food, and they'll eat for a day; teach a person to rehydrate their own space food, and they're set for the whole mission. Or something like that. Keyboard shortcuts fall into this basket. We could give you a list here, but then you'd need to keep referring to this page. The best way to go is to show you how to find the list of keyboard shortcuts *within Confluence*.

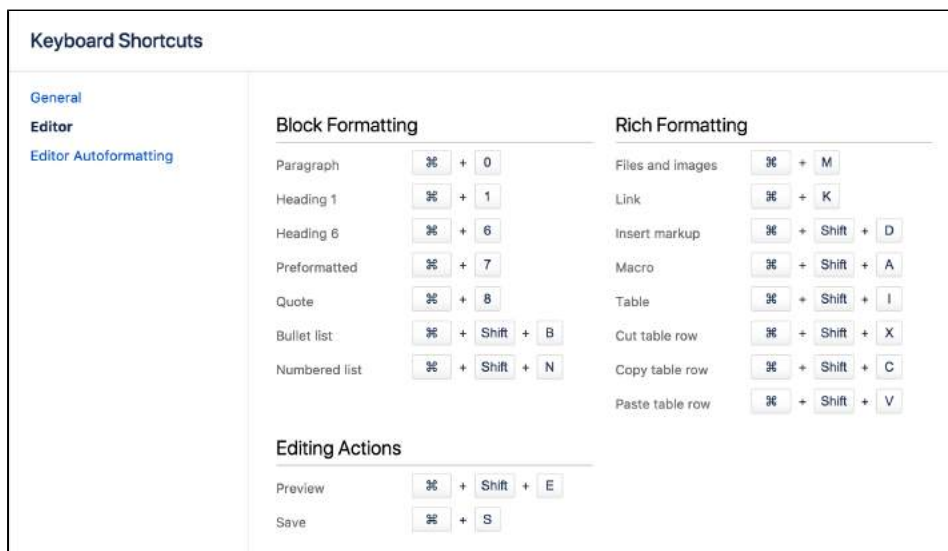
Your recruits also need to work fast, so you'll need to pass this wisdom on to them.

## Find the keyboard shortcuts

To open the list of 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+?**
- While editing a page, choose the question mark icon  in the editor toolbar

What you'll see is a dialog listing the available keyboard shortcuts, for your operating system, in Confluence.



The keyboard shortcuts are broken up into 3 categories:

- **General** – Global, page and blog post shortcuts.
- **Editor** – Text editing and formatting shortcuts.
- **Editor Autoformatting** – Wiki markup and autoformatting shortcuts.



You can turn the 'General' keyboard shortcuts off when you visit the **General** tab in the keyboard shortcuts dialog.

Take some time to open the dialog and take a look at the shortcuts, and maybe find some you'll use a lot. Then, start practising!

Want a printable sheet of keyboard shortcuts? [Keyboard shortcuts infographic](#) - you're welcome.

Next, we'll wrap up this mission and give you some ideas about where to head from here.

[Next](#)

# Complete your mission

1. [The dashboard](#)
2. [The space directory](#)
3. [The space sidebar](#)
4. [Keyboard shortcuts](#)
5. Complete your mission

Well done, astronaut, you've acquitted yourself admirably. I'm sure those new recruits will be mightily impressed with your knowledge of Confluence.

In this tutorial, we've:

- Explored the anatomy of the dashboard
- Navigated using the space directory and favorited a space
- Taken a look at and customized the space sidebar
- Found a handy list of keyboard shortcuts to help you work faster

Just look at your team's adoring faces...



If you'd like to take things to the next level, check out our tutorial on becoming a [space ace](#).



# Tutorial: Space ace

This tutorial will take you on a journey through Confluence to create and customize spaces, and delete them if you want to, so you can achieve the rank of 'Space Ace'!

You'll need to have the 'Create space' and 'Create personal space' permission to complete this tutorial. If you've just set up Confluence, you won't have any trouble; if you're using an existing instance and you're not an admin, speak to your Confluence admin to make sure you have the right permissions.



## Teams in Space

In this tutorial you're a new recruit on the Teams in Space crew, but, even though you're new, you'll be given a lot of responsibility. You need the power to go with it.

### Mission brief

You're in charge of organizing information and resources for the planned mission to Mars. There's going to be plenty of important information, and it must be readily available to the people who need it. Some information, though, will be sensitive, and may be 'for your eyes only.' You'll use the power and flexibility of Confluence spaces to organize information, and make sure it's visible to the right people.

Your mission is broken up into the following components:

- Create a space to house all of the important information related to the mission
- Create your own space to keep yourself organized
- Create a public relations space, where you'll introduce your team the world

### What's a space?

Well, being an astronaut, I hope you know what *space* is, but what's a Confluence space all about? It's really just a place to put related things, like information pages and files. But spaces also give you a place to collaborate with groups of people, whether that's your team, people working on a common project, or the whole world.

Every space has its own permissions, allowing you to grant access and other privileges to the right people. They also have a blog, so you can post important messages and updates to whoever can see the space. You can have as many Confluence spaces as you like, and you can archive or delete spaces when you no longer need them.

Enough about that; let's begin.

[Start the mission!](#)

# Create a project space

1. Create a project space
2. Create your personal space
3. Create the team's PR space
4. Delete and archive spaces

The Mars colonization crew needs a place to put all their mission-critical information and resources, and you're charged with setting it up. This part is going to be easy, because the information needs to be viewable by the entire Teams in Space organization. That means we can set up the project space without any special permissions.

If you haven't done so already, open up Confluence and log in so we can get started.

## Create the space

1. Choose **Spaces > Create space** from the Confluence header
2. Select the **Blank space** option and choose **Next**
3. Enter a **Space name** – for this space, we'll call it 'Mars Colony', as it's being used for the Mars colonization project.
4. Change the **Space key** to 'MARS' – this step isn't absolutely necessary, but it helps people if they're navigating to this space by name. The space key forms part of the URL, so making it a word or name makes it much easier to associate with your project.
5. Click **Create**

You now have a space set up for the Mars colonization project. Because everyone at Teams in Space HQ needs access to the information in this space, you don't need to do anything with the space's default permissions. It's visible to everyone in your organization, but not to the general public.

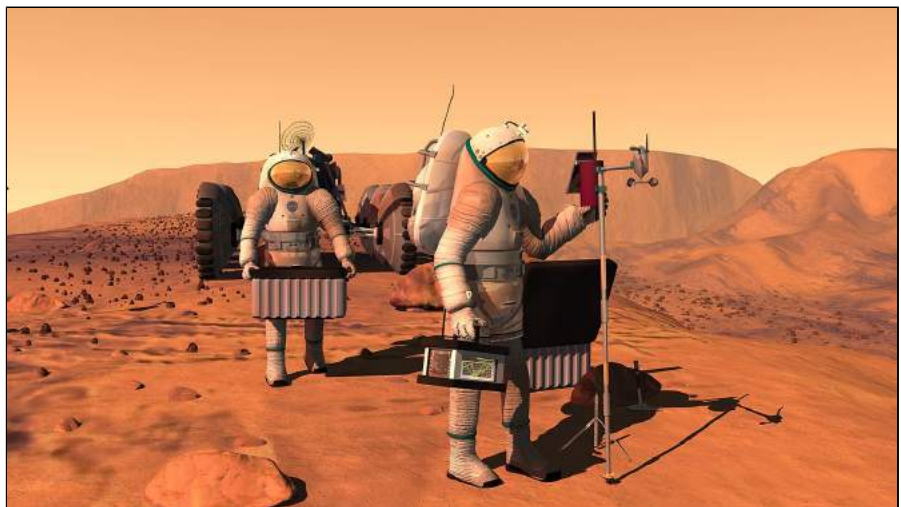
Every space has a default home page, which you can customize to suit your needs. Add the following image and text to your space's home page to get things started. Just click **Edit** (or press **E** on your keyboard) to edit the home page, and copy and paste the text. For the image it's best to drag it to your desktop and save it there, then drag it into your page. That'll make sure the image is attached directly to the page.

Hit **Save** when you're happy with the home page.

A **human mission to Mars** has been the subject of [science fiction](#), [engineering](#), and scientific proposals throughout the 20th century and into the 21st century. The plans comprise proposals to land on [Mars](#), eventually [settling on](#) and [terraforming the planet](#), while exploiting its moons, [Phobos](#) and [Deimos](#).

[Exploration of Mars](#) has been a goal of national space programs for decades. Preliminary work for missions

that would involve human explorers has been undertaken since the 1950s, with planned missions typically being cited as taking place 10 to 30 years in the future when they are drafted. The [list of manned Mars mission plans in the 20th century](#) shows the various mission proposals that have been put forth by multiple organizations and [space agencies](#) in this field of [space exploration](#).



Your 'Mars colony' space is ready for your team to add pages to. If you want to find it again, choose **Spaces** in the Confluence header, and select it from the list; to add a page to it, navigate to the space and hit **Create** in the header.

Now it's on to your personal space; a place where you can work in peace, and be sure that no one's looking over your shoulder.

[Next](#)

# Create your personal space

1. [Create a project space](#)
2. Create your personal space
3. Create the team's PR space
4. Delete and archive spaces

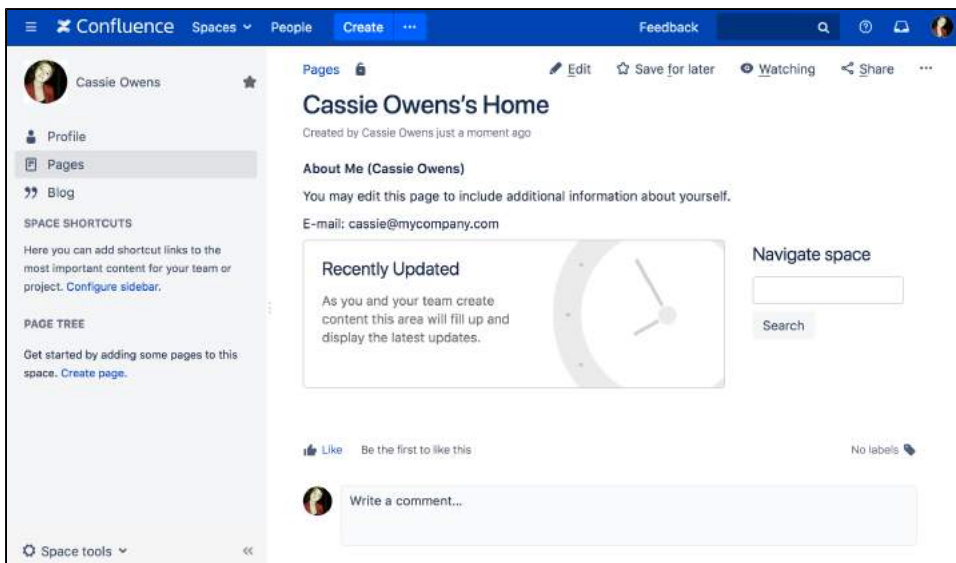
As a newbie on the team, you might want to keep some work to yourself until you're ready to present it. There's always the chance your mission commander will also send you some information that's 'for your eyes only,' and you'll need to keep that in a safe place.

For this part of the mission, we'll be creating a special type of space: a personal space. We'll be using your personal space like a sandbox, at least to start with – somewhere you can play around, draft pages, try out features, and generally see what spaces are capable of.

## Create your personal space

1. Choose your profile picture at the right side of the Confluence header
2. Select **Add Personal Space...**
3. Hit **Create**

You've now got a space that you can call your own. But we still need to lock it down to make sure it's only visible to you.



4. Choose **Space tools > Permissions** from the bottom of the sidebar
5. Hit **Edit Permissions** (enter your password if prompted)

You should see the `confluence-users` group listed under **Groups**. To the left of the list of permissions is the **View** permission, which determines whether everyone in that group can see your space.

6. Uncheck **View** and hit **Save all** at the bottom of the page

You're now the only one that can view this space. Feel free to try anything in this space, and store super secret stuff here.

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# Create the team's PR space

1. [Create a project space](#)
2. [Create your personal space](#)
3. Create the team's PR space
4. Delete and archive spaces

Now it's time to go public; the world needs to know about the mission and its brave participants.

In this step, we'll create a team space and open it up to everyone. That's right – you can open Confluence spaces up to anonymous (not logged in) users.

✔ In order to allow anonymous access to your Confluence site, a site admin needs to grant anonymous users the 'Use Confluence' permission. Don't worry if you can't do that, or if it's not done; it's just something to note if you're opening up your Confluence site for real.

## Create a Team space

1. Choose **Spaces > Create space** from the header
2. Select **Team Space** and hit **Next**
3. Enter a **Space name** (let's call it 'Mars PR')
4. Change the **Space key** to 'MarsPR'
5. If there are other people using Confluence with you, feel free to add them as **Team members** (you can remove them later), or just stick with yourself for now
6. Paste this in as the **Description**: Follow the progress of the brave Teams in Space astronauts as they embark on their mission to colonize Mars.

Great! You now have a team space, again with its own home page. This home page is a little different to the project space and your personal space – you'll see any team members you added, listed on the home page.

**Create team space**

Space name\* Mars PR

Space key\* MPR ⓘ

Team members  
Cassie Owens × Ryan Lee ×  
Emad Abdi × Emma McRae ×

Description  
Follow the progress of the teams in space astronauts as they embark on their mission to colonise Mars

**About team spaces**  
Share knowledge and collaborate on projects, processes and procedures with your team. They will be notified about this space and all updates. Team members will be granted permissions and added as watchers of the space.

Back Create Close

Each space you create also has its own blog, so your social media team will be able to create posts in this space and speak directly to all those adoring fans. But none of those fans can see this space. Yet.

## Allow anonymous access

It's time to let the world in by changing the permissions on this space.

1. Choose **Space tools > Permissions** from the bottom of the sidebar
2. Scroll down until you see **Anonymous**, then hit **Edit Permissions**
3. Tick the **View** permission for anonymous users and hit **Save all**

That's it. You can now share the space's URL, which will be `http(s)://<your_confluence_site>/display/MarsPR`. Visitors to that space don't need to log in, or have a license for Confluence.

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# Delete and archive spaces

1. [Create a project space](#)
2. [Create your personal space](#)
3. [Create the team's PR space](#)
4. Delete and archive spaces

We hope you've had a successful mission, and learned a bit about the power and versatility of Confluence spaces. Flash forward 18 months, and just look how well the colony is coming along!



If you need to clean up old spaces (or destroy the evidence of a failed mission!), you can either archive or delete a space. Archiving just means it won't show up in the regular search, whereas deleting is obviously a lot more permanent.

## To archive a space:

1. Choose **Space tools > Overview** from the bottom of the sidebar
2. Click **Edit Space Details**
3. Change the **Status** from 'Current' to 'Archived' and hit **Save**

## To delete a space:

1. Choose **Space tools > Overview** from the bottom of the sidebar
2. Select the **Delete Space** tab

## What next?

If you'd like to know more about spaces and the permissions that govern them, check out [Spaces](#) and [Permissions and restrictions](#) in the Confluence documentation.

Teams in Space HQ, signing off.



# Spaces

## What is a space?

Spaces are Confluence's way of organizing content into meaningful categories. Think of it like having different folders into which you can put your work.

Spaces come in two main varieties:

- **Site spaces** – These spaces are found in the [Space Directory](#) and are the areas where you create content and collaborate with others. They are sometimes called global spaces.
- **Personal spaces** – Every Confluence user can set up a personal space which they can keep private or make public so others can view and edit. Personal spaces are listed in the [People Directory](#) and found under your personal profile.

## How do I use a space?

**Create as many spaces as you need to get things done:**

- **Team spaces** – Give each team (QA, HR, Engineering, Support, ...) their own space so they can focus and make their information easier for everyone to find.
- **Project spaces** – Put all the information related to your project in one place. This allows everyone to work together in Confluence instead of emailing back and forth.
- **Personal space** – Store everything you're working on individually, keep your to-do lists, and polish any content before you move it into another shared space.

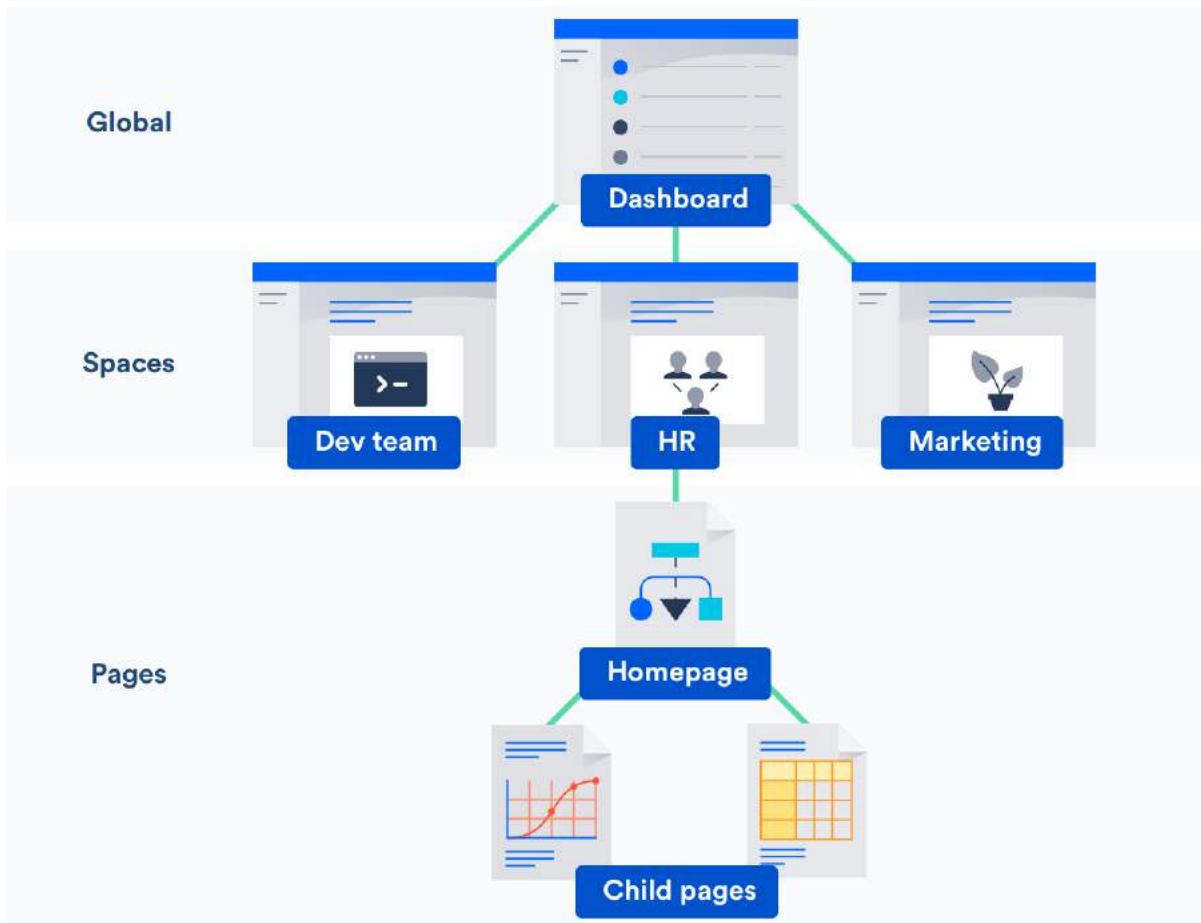
### On this page:

- [What is a space?](#)
- [How do I use a space?](#)

### Related pages:

- [Create a Space](#)
- [Space Permissions Overview](#)
- [Navigate Spaces](#)
- [Organize your Space](#)
- [Customize your Space](#)
- [Archive a Space](#)
- [Export Content to Word, PDF, HTML and XML](#)
- [Delete a Space](#)





### Stay up to date with spaces

- [Watch a space to stay up-to-date with any changes.](#)
- [Add important spaces to your dashboard so that they're easy to find again.](#)

### Administer spaces

If you have admin permissions for a space you can:

- [Change the colors, logo, sidebar and homepage of that space.](#)
- [Control who can view and edit your space.](#)
- [Make your space public to share it with people who don't have access to Confluence.](#)

### Space Permissions

Some things we should make clear about space admin permissions:

- The person who creates a space automatically has admin permissions for that space.
- Space admins can grant admin permissions to others.
- Space admins don't have to be Confluence admins and can have special permissions for a single space. For example, you are the admin for your personal space, no matter what kind of access you have anywhere else.

Want more ideas for using spaces? Check out our kickass guides on how to:

- [Use Confluence as a Knowledge Base](#)
- [Develop Technical Documentation in Confluence](#)
- [Use Confluence as your Intranet](#)
- [Use Confluence for Software Teams](#)



# Create a Space

There's no limit to the number of Spaces you can create on Confluence. You can choose to set up a space for each team, project, or a mix of both depending on your needs.

Each space in Confluence functions autonomously, which means that each space:

- Has its own homepage, blog, pages, comments, files, and RSS feeds.
- Can be customized with different color schemes, logo and sidebar.
- Has its own set of permissions, as set by the space admin.


For example, an IT team can create one overarching space with all their [roadmaps](#), details of sub-teams, and a list of all the people and roles within that team. They could then create a new space for each sub-team, such as Quality Assurance, Developers, and Documentation, with guidelines, long term plans, and knowledge articles within them. Each project that these teams work on could also have its own space, which could be linked to the team spaces using labels.

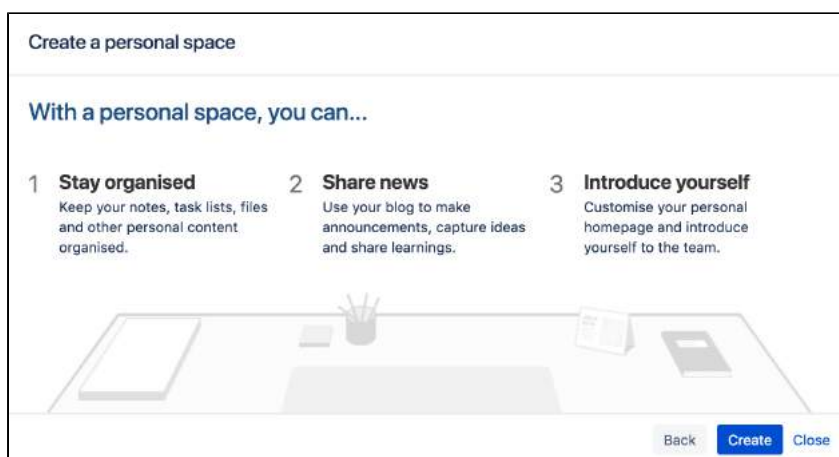
## Create a personal space

Your personal space is always owned by you, and you can use it to store your individual work, keep track of tasks, blog about what you've been working on, or just use it to polish your pages before you move them into a site space.

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

You can change the permissions for 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.

 To create a personal space you need the 'Personal Space' global permission.



## Create a site space

You can create a site space for any team or project that would benefit from having a place where people can work together and store related files. You can create these as blank spaces, or use templates, called [space blueprints](#), to help you create Team spaces, Knowledge Bases spaces, or Documentation spaces quickly and easily.

1. Hit **Spaces > Create space** in the header.
2. Pick a type of space.
3. Enter the required details and create your space.

### On this page:

- [Create a personal space](#)
- [Create a site space](#)
- [Space permissions](#)
- [Linking related spaces](#)
- [Tips](#)

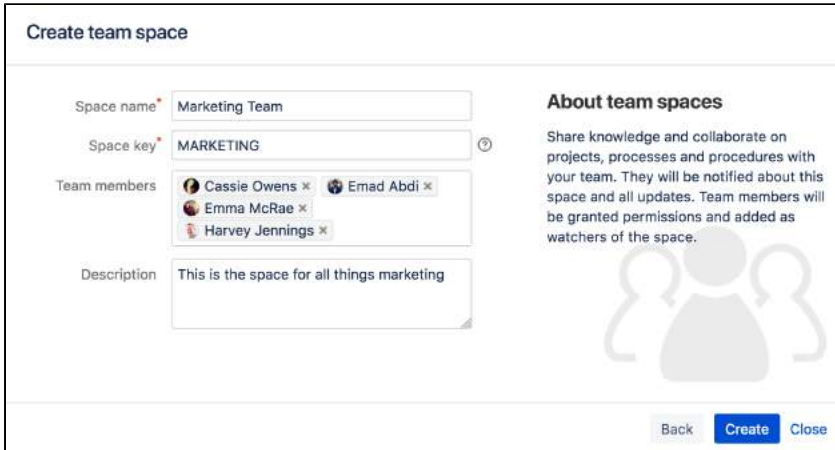
### Related pages:

- [Spaces](#)
- [Space Keys](#)
- [Create a Space From a Template](#)

⚠ Choose your space key carefully as you can't change this later.

Each space you create will automatically have a home page that you can customize to display relevant information for people viewing the space. If you use a space blueprint when creating a space, it will customize your home page for you.

ℹ To create a site space you need the 'Create Space' global permission.



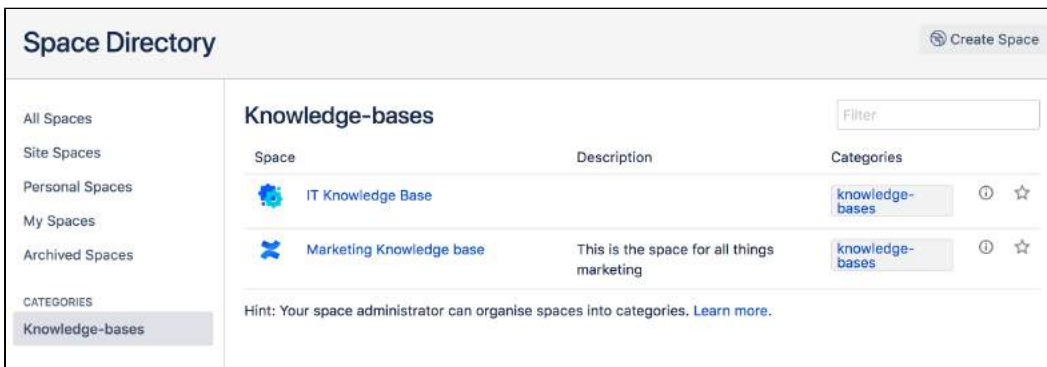
### Space permissions

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, which means that they can then grant permissions to other users and groups. See Space Permissions Overview for more information.

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

### Linking related spaces

You can link related spaces together using labels. This will create categories in the space directory for each label, grouping all spaces with that label together.



- You can also add a [space description](#) to make it easier for visitors to find the right space within each category.
- To help navigate between related spaces, you can use the [Spaces List Macro](#) on a page and filter by category. This will let you insert a list of all the other spaces in a certain category into your space. You can use this, for example, to keep a list in your team space of all the project spaces your team is working on.
- If you want to link to only certain pages of related content, rather than whole spaces, you can use the [Content Report Table Macro](#). You can use this, for example, in a space that functions as a workplace directory, to create a list of all the team pages with everyone's roles and contact details across your organization.

## Tips

- If your needs change, or your spaces grow too big, it's easy to [copy](#) or [move](#) content from one space to another.
- If the content or purpose of your space changes, you can update the [space name](#), [logo](#), [colors](#) and [description](#) to reflect those changes.
- If you no longer need a space, such as when a project has been completed, you can [archive](#) it, which makes it less visible but retains the content on your site so that you can still refer back to it later.

# Create a Space From a Template

Confluence comes with a number of templates, known as **space blueprints**, which have a customized homepage and sidebar, and may contain page blueprints or sample content to help you get started.

**Related pages:**

- [Create a Space](#)

✔ This page is about space blueprints. You can also use [Blueprints](#) to create individual pages.

ⓘ Your Confluence administrator can customize or disable particular blueprint templates, so they may be different to the examples shown here.

## Types of space blueprints

### 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 grants 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 customizable. The Knowledge Base space blueprint also [Use Jira applications and Confluence together](#).

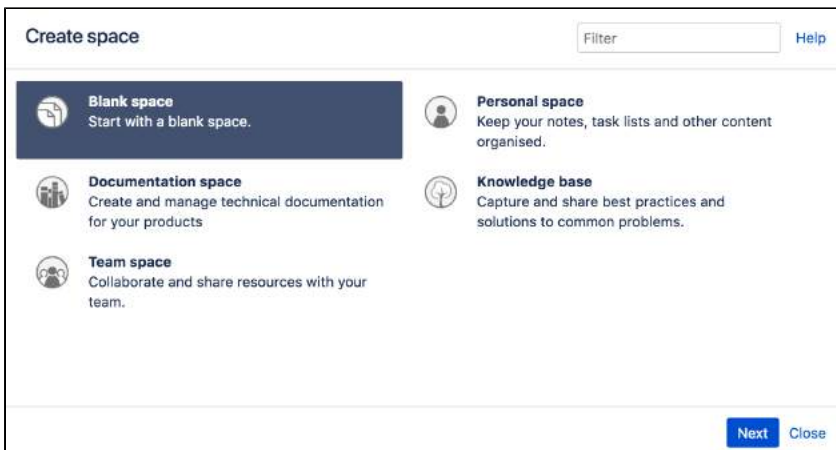
### Documentation space

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.

### Software project space

This space is designed to help you organize your software project. The purpose-built space home page lets you view and edit your roadmap, see team members, and [Use Jira applications and Confluence together#JIRA Software](#). Create pages in this space for requirements, meeting notes, decisions, retros, and more.

ⓘ The software project space blueprint will only appear if you have linked Confluence to your Jira Software instance.



Check out our guides for some more tips on how to:

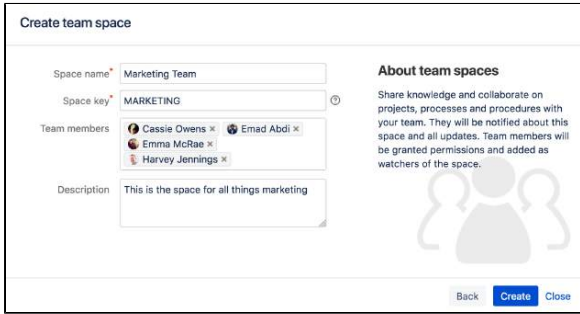
- [Use Confluence as a Knowledge Base](#)
- [Develop Technical Documentation in Confluence](#)
- [Use Confluence as your Intranet](#)
- [Confluence for Software Teams](#)

# Space Keys

Each Confluence space has a **space key**, which is a short, unique identifier that forms part of the URL for that space.

**Related pages:**

- [Create a Space](#)
- [Create a Space From a Template](#)



When you create a site space, Confluence will suggest a space key or you can enter your own key to make it 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://<yoursite>/display/marketing`

📌 Personal spaces always use your username as the space key.

## Choosing a space key

Each space key:

- Must be unique.
- Can contain any alphanumeric character (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!



# Navigate Spaces

How is content arranged in spaces?

Think of a space as the container that holds all the important stuff a team, group, or project needs to work. These are autonomous – that means that each space has its own pages, blogs, files, comments and RSS feeds.

Each space is automatically created with a homepage - the first page you'll see when you navigate to the space. You can edit your homepage and your sidebar to help people navigate their way around your space.

Spaces can't be nested – you can't have a space within a space – but you can [Use Labels to Categorize Spaces](#). Spaces with the same label will appear together in the the space directory and in the recent activity area of the dashboard.

## On this page:

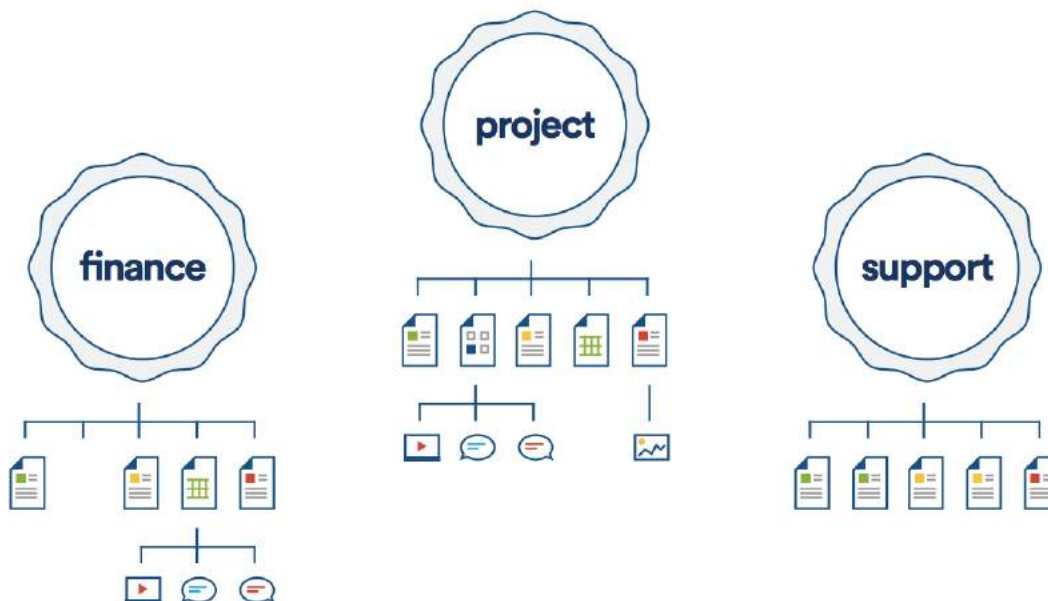
- [How is content arranged in spaces?](#)
- [View all spaces in Confluence](#)

## Related pages:

- [Organize your Space](#)
- [Watch Pages, Spaces and Blogs](#)
- [Pages and blogs](#)
- [Search](#)

Inside the space, you can nest your pages, and you can create as many levels of hierarchy as you need. Each space also has its own blog, which lets you 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.

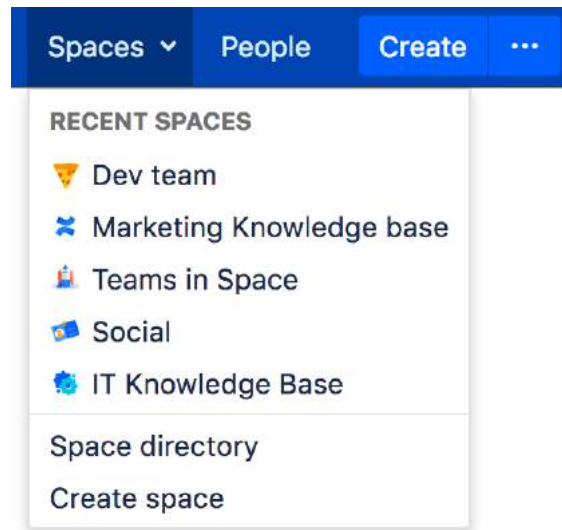
You can set different levels of access for each space, and the pages and blogs within it, using [Space Permissions Overview](#).



## View all spaces in Confluence

There are two main ways to view spaces in Confluence:

- **The space directory** – choose **Spaces > Space directory** in the Confluence header for 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.
- **The dashboard** – you can make your most useful spaces appear under **My spaces** on the dashboard. Choose the star icon in the space sidebar or space directory to add a space to **My spaces**.



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.

The [Spaces List Macro](#) allows you to display a list of spaces on a Confluence page, and lets you filter them by category.

# Space Permissions Overview

Every Confluence space has its own set of permissions which determine what people can do in the space.

Space permissions are set by the space administrator. The user who created the space is automatically a space administrator, and other users can also be granted Space Admin permission.

## Related pages:

- [Confluence Groups](#)
- [Assign Space Permissions](#)
- [Page Restrictions](#)
- [Global Permissions Overview](#)



This page is about **Space Permissions**. Confluence also lets you set [Page Restrictions](#).

## Edit space permissions

To change permissions for a space, choose **Space tools > Permissions** from the bottom of the sidebar, then choose **Edit Permissions** to change permission settings.

See [Assign Space Permissions](#) for more details.

## Permissions Summary

The following permissions can be assigned in a space:

Category	Permission
All	<p><b>View</b> gives you permission to access the content in this space, and see it in the space directory and other places like the dashboard.</p> <p><b>Delete own</b> gives you permission to delete any pages, blogs, attachments and comments you've created in this space (regardless of whether other users have subsequently edited the content).</p>
Pages	<p><b>Add page</b> gives you permission to create new pages and edit existing pages in this space (assuming the page is not <a href="#">restricted</a> for editing).</p> <p><b>Delete page</b> gives you permission to delete any page in the space.</p>
Blog	<p><b>Add blog</b> gives you permission to create new blog posts and edit existing blog posts in this space (assuming the blog post is not restricted for editing).</p> <p><b>Delete page</b> gives you permission to delete any blog post in the space. Delete permission is also required to <a href="#">move</a> a page or blog to a different space.</p>
Attachments	<p><b>Add attachment</b> gives you permission to upload (attach) <a href="#">files</a> to pages and blog posts in this space.</p> <p><b>Delete attachment</b> gives you permission to remove attached <a href="#">files</a> from pages or blog posts in the space.</p> <p>People with only Add page or blog permissions can still insert existing attached files in the editor, and remove files from the editor, so they're not displayed on the page or blog post. They can't however upload a new file, a new version of the file, or delete the attached file itself.</p>

Comments	<p><b>Add comments</b> gives you permission to add comments to a page, blog post or attached file.</p> <p><b>Delete comments</b> gives you permission to delete any comment on a page, blog post or attached file.</p>
Restrictions	<p><b>Add restrictions</b> gives you permission to apply page-level <a href="#">restrictions</a> to a page or blog post. You can restrict a page for viewing, or just for editing.</p> <p><b>Delete restrictions</b> gives you permission to remove <a href="#">restrictions</a> from any page or blog post.</p>
Mail	<p><b>Delete mail</b> gives you permission to delete <a href="#">mail items</a> that have been archived in this space. This is not a commonly used feature.</p>
Space	<p><b>Export space</b> gives you permission to <a href="#">export</a> all the contents of the space to PDF, HTML or XML. This is different to single page exports - anyone who can view a page can also export it.</p> <p><b>Admin</b> gives you permission to access all space administration tools, including things like permissions, templates, look and feel, and the ability to delete the whole space.</p>

Here's how it looks on the **Permissions** screen:

	All		Pages		Blog		Attachments		Comments		Restrictions	Mail	Space	
	View	Delete Own	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin
atlassian-staff	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✗	✓	✗
confluence-users	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✗	✗	✓	✗

### How space permissions work

Space permissions are additive. If a user is granted permissions as an individual or as a member of one or more groups, Confluence will combine these permissions together. This is sometimes known as their effective permissions.

Sasha is a member of the `confluence-users` group and the `developers` group. The `confluence-users` group has 'export' permission, but does not have 'restrict' permission. The `developers` group has 'restrict' permission but does not have 'export' permission.

By being a member of these two groups, Sasha can restrict *and* export content. The permissions do not conflict, they combine to determine what Sasha is allowed to do in this space.

If you have Confluence Data Center, [Inspect permissions](#) provides space admins and Confluence administrators a great way to view someone's effective permissions.

### Who is the space admin?

The user who created the space is automatically a space administrator, and other users can also be granted Space Admin permission.

To find out who is an administrators in your space, either:

- Go to **Space Tools > Overview** in the space.
- Go to **Spaces > Space Directory** on the header, then choose the **Space Details** icon beside the space.

If you accidentally deny all admin access to a space, so that nobody has access to administer the space any more, you can ask someone with Confluence Administrator global permission to recover [Space Permissions](#).

## Space admin superpowers

Space administrators can do a lot of things in the space such as:

- grant permissions to users and groups (and themselves)
- create templates
- change the look and feel
- delete the space
- manually remove page restrictions (including on pages they can't see)
- manage watchers, to change who is watching a page
- inspect permissions to see what users can do in the space (Data Center only)

Confluence administrators aren't necessarily space administrators. If they don't have the Space Admin permission (as an individual or member of a group), they can recover permissions to the space, which will grant them space admin permission.

# Assign Space Permissions

If you are the administrator of a space, you control the permissions for it. You can choose to assign/revoke permissions on either an individual user basis, or using [Confluence Groups](#).



Want to know the best way to set permissions for your team's needs? Check out our [Permissions best practices](#) guide.

To view 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**.

The Edit Space Permissions page is divided into the following sections:

- **Licensed Users** - this is where you grant permissions to groups and individual users.
- **Anonymous Access** - this is where you grant permissions to users who are not logged in (essentially making the space public). Note: allowing anonymous access in a space will allow all logged in users to see that space, even if your site is not [Public](#).

## On this page:

- [Grant space permission](#)
- [Set default space permission for all new spaces](#)
- [Revoke space permissions](#)
- [Inspect permissions](#)
- [Manage and recover space admin permissions](#)

## Related pages:

- [Space Permissions Overview](#)
- [Global Permissions Overview](#)
- [Make a Space Public](#)
- [Give Access to Unlicensed Users from Jira Service Desk](#)

**Permissions** Restricted Pages

### Licensed Users

**Groups**  
Grant permissions for this space to all the members of a group.

	All		Pages		Blog		Attachments		Comments		Restrictions	Mail	Space	
	View	Delete Own	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin
confluence-users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
developers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Edit Permissions

**Individual Users**  
Grant permissions to individual users, regardless of which groups they are a member of.

	All		Pages		Blog		Attachments		Comments		Restrictions	Mail	Space	
	View	Delete Own	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin
Rach Admin (admin)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Edit Permissions

**Anonymous Access**  
If your Confluence site is public, you can grant permissions to people who are not logged in. Anonymous users can be granted almost any permission, but we recommend you limit this to viewing and commenting.

	All		Pages		Blog		Attachments		Comments		Restrictions	Mail	Space	
	View	Delete Own	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin
Anonymous	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Edit Permissions

## Grant space permission

To add a new user or group to the permissions list:

1. Search for either a group or user in their respective sections and choose **Add**. The group or user will appear in the list.
2. Select the specific permissions you'd like to apply then choose **Save all**.

You can bulk assign or revoke permissions by selecting **Select All** or **Deselect All**.

**Default Space Permissions** Edit Permissions

These are the default permissions that will be assigned to groups when someone adds a new space. The 'confluence-administrators' group always has all permissions for all spaces, and any permissions set for it here will be ignored.


	All		Pages		Blog		Attachments		Comments		Restrictions	Mail	Space	
	View	Delete Own	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin
confluence-users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Permissions are managed on a space by space basis. Your Confluence Administrator is able to set default space permissions, which will apply to any new spaces.

## Set default space permission for all new spaces

If you regularly need to grant permissions to the same groups each time a new space is created, you should consider updating the default space permissions.

To set the default space permissions:

1. Go to  > **General Configuration** > **Space Permissions**.
2. Choose **Edit Permissions**.

Default permissions are configurable for groups only, not for individual or anonymous users.

### Revoke 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.

### Inspect permissions

If you need to troubleshoot why someone can or can't do something in your space, and you have a Data Center license, you can inspect permissions. See [Inspect permissions](#) for more information.

### Manage and recover space admin permissions

If you're a Confluence Administrator you can recover permissions to a space. This is useful when the only person with Space Admin permissions to a space leaves your organisation, for example.

To recover Space Admin permissions:

1. Go to  > **General Configuration** > **Space Permissions**.
2. Locate the space in the list of individual spaces and choose **Recover Permissions**.

You can then choose **Manage Permissions**, and add any other appropriate permissions to the space. Requests to recover permissions are recorded in the Confluence audit log.

People with System Administrator permissions are able to manage permissions for all spaces, they do not need to first recover permissions.

Individual Spaces		
These are the current wiki spaces.		
Name	Key	Operations
<a href="#">Dev team</a>	DT	<a href="#">Manage Permissions</a>
<a href="#">IT Knowledge Base</a>	IKB	<a href="#">Manage Permissions</a>
<a href="#">Marketing Knowledge base</a>	MKB	<a href="#">Manage Permissions</a>
<a href="#">Social</a>	SOC	<a href="#">Manage Permissions</a>



# Make a Space Public

If your site is public, and you want to share your space with people who are not logged in to Confluence (anonymous users), you can make your space public.

Making a space public does not let you choose who you want to share it with – a public space can be viewed by anyone inside or outside of your organization.

## Related pages:

- [Give Access to Unlicensed Users from Jira Service Desk](#)

✔ In order to make a space public, your administrator must first turn on the global permission for anonymous access.

This permission doesn't automatically grant anonymous users permission to see any of the spaces on your site, that is done on a space by space basis.

To make your space public:

1. Go to the space and choose **Space tools > Permissions** from the bottom of the sidebar.
2. Choose **Edit Permissions**.
3. Scroll down to the **Anonymous Access** section and select the specific permissions you'd like anonymous users to have.
4. **Save All** to apply the changes.

	All		Pages		Blog		Attachments		Comments		Restrictions	Mail	Space	
	View	Delete Own	Add	Delete	Add	Delete	Add	Delete	Add	Delete	Add/Delete	Delete	Export	Admin
Anonymous	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select All														

You can't grant space administration or page restriction rights to anonymous users. You can grant Delete Own, but it will have no effect, as we have no way of knowing who an anonymous user is.

## What happens when the site is not public?

If your Confluence administrator turns off anonymous access to your site, users who are not logged in will no longer be able to see any spaces. However, all logged in users (regardless of their group membership) will be able to see all spaces that have granted space permissions to anonymous users.

## Auditing considerations

There are some additional things to be aware of if you grant the **Add** page permission to anonymous users.

You won't be alerted, when closing the editor or publishing a page, if the only unpublished changes on the page were made by anonymous users. This means a logged in user may inadvertently publish changes they were not aware had been made to the page.

The changes themselves are visible in the page, but the usual warning dialog will not appear if the only people to have made changes were not logged in.

If there are unpublished changes from both logged in users and anonymous users, the warning dialog will appear, but only the logged in users will be listed in the dialog. Changes made by all users (including anonymous) will be included if you view the changes from that dialog.

# Give Access to Unlicensed Users from Jira Service Desk

If you're using Confluence as a knowledge base for Jira Service Desk, you can choose to allow all active users and customers (that is, logged in users who do not have a Confluence license) to view specific spaces. This can only be [turned on via JIRA Service Desk](#).


## Related pages:

- [Make a Space Public](#)

When a space is accessible to all active users, you'll see the following message in the space permission screen.


Permissions Restricted Pages

---

 **Any active user can view this space**

Any active user can view pages in this space, including users who don't have a Confluence license. This was enabled through JIRA Service Desk so people can view knowledge articles when raising a help request.

[Edit this permission](#)

 This permission overrides all existing space permissions, so any logged in Confluence user will also be able to see the space (regardless of their group membership).

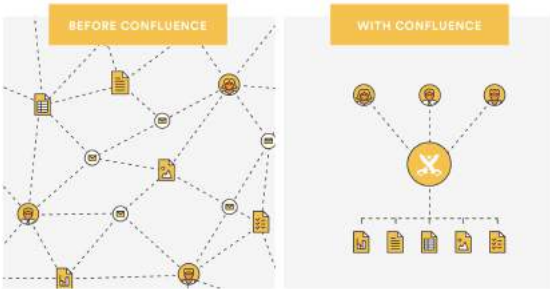
You can edit this permission at any time to revoke access to a space, but it can only be re-enabled from Jira Service Desk.

Active users who don't hold a Confluence license have very limited access to Confluence. They can view pages, but can't like, comment, edit, view the dashboard, use the space directory, see user profiles or search your full site.

See [Use Jira applications and Confluence together](#) for more information about Jira Service Desk integration.

# Organize your Space

Here's a few tips that'll help you organize your space so that everyone can find what they're looking for and stay on top of what's important to them.



## On this page:

- [How do I organize content within my space?](#)
  - [Pages and blogs](#)
  - [Configure the sidebar](#)
  - [Using labels](#)
- [How do I keep my space tidy?](#)
  - [Create a set of guidelines](#)
  - [Use page blueprints](#)
  - [Create from template macro](#)
  - [Create your own page templates](#)
- [How do I help my team stay on top of what's important?](#)
  - [My Spaces](#)
  - [Save for later](#)
  - [Watch a page, blog or space](#)
  - [@mentions](#)

How do I organize content within my space?

## Pages and blogs

Everything you create in Confluence, from meeting notes to retrospectives and everything in between, takes the form of either pages or blogs.

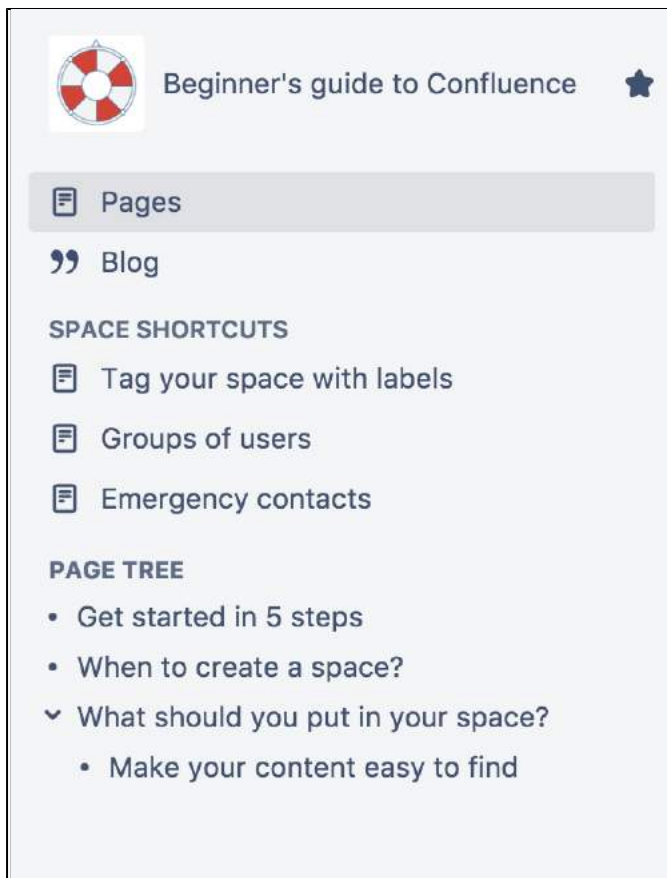
- Your homepage will be the first thing that visitors to your site see, so to help them find relevant content, start by curating your homepage with useful macros and including information about what is in your space. See [Set up a Space Home Page](#) for more information.
- If you're creating content that is specific mainly to the current time-frame, and isn't going to change over time, create it as a blog post. Your blog displays as an infinite scroll, so it surfaces the latest news and visitors just need to scroll down if they're interested in older content.
- If you're creating content that you want to last, and possibly evolve over time, then create it as a page. Pages nest, so every page can have its own child pages, which lets you organize your content into categories and subcategories.

## Configure the sidebar

You can [Configure the Sidebar](#) to make it easier to navigate through your space.

The space shortcuts section of the sidebar lets you link to important content. You can use this to highlight pertinent pages within your space, related content from other spaces, or to external content that is relevant to your space.

The navigation display lists the pages in your space in either a page tree or child pages format. If you only want some content to be visible in the sidebar, you can hide the navigation display and put the pages you want to remain visible under Space shortcuts instead.



The page tree in the sidebar shows the 200 pages closest to where you are. Hit Show all pages, if you want to see all the pages in a space.

## Using labels

Labels are keywords or tags that you can add to pages, blog posts, and attachments.

- Define your own labels and use them to categorize, identify, or bookmark content in Confluence. For example, if you assign the label 'accounting' to all accounts -related pages on your site, you'll then be able to:
  - Browse all pages with that label in a single space or across the site.
  - Display a list of pages with that label.
  - [Search based on that label.](#)
- Use the [Content by Label Macro](#) to create a table of contents for your space that is organized by label categories.
- Labels aren't exclusive, so you can have as many labels as you want on a page. The page will then appear under each of those categories. See [Use Labels to Categorize Spaces](#) for more information.

## How do I keep my space tidy?

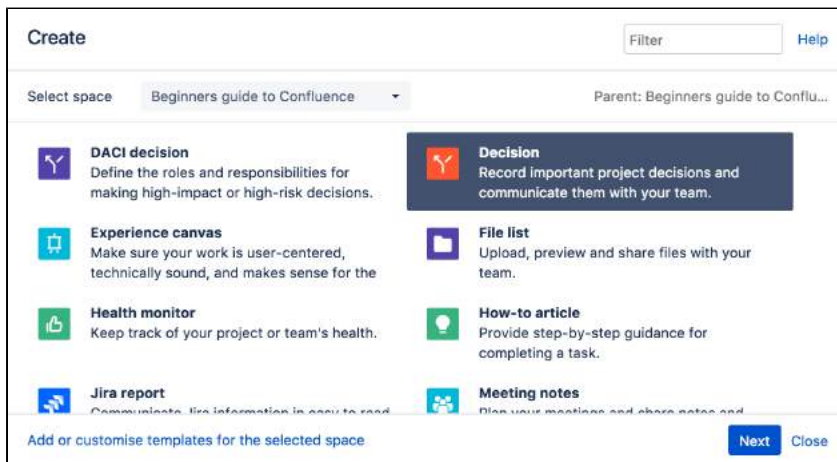
If you have lots of people creating in the same space, things can get messy fast. You can prevent this by taking a few easy steps.

### Create a set of guidelines

- Let your collaborators know about what parent pages to create their child pages under, so no content gets lost or misplaced.
- Decide on standard labels to add to pages, blogs, and attachments so all content gets neatly categorized.
- Add a link to this in the **Space Shortcuts** section of the sidebar so that it's easy to find.

### Use page blueprints

[Blueprints](#) are templates that come with formatting, macros and sample content. You can [customize these Blueprints](#) for each space. Everything created from a Blueprint will have its own index in the sidebar, so for example if you use the [Meeting Notes Blueprint](#), you can select 'Meeting Notes' in the sidebar to see a list of all the meeting notes in your space.



### Create from template macro

Make things simpler for other contributors by using the [Create from Template Macro](#). The Create from Template Macro lets you put a button on a page that links to a specific template of your choice. When the button is clicked, the macro opens the editor, ready to add a new page, and adds content to that page based on the given template.

### Create your own page templates

[Create your own templates](#) for any content that you want formatted the same way every time. For example, if you have to create a regular report tracking the same criteria, create a template with headings, variable dates, tables, and spaces for any graphics, so that each time all you have to do is input the new data instead of creating the whole report from scratch.

### How do I help my team stay on top of what's important?

If you've got a lot of content on Confluence, staying on top of everything may seem a little daunting – but these features will help your team save and track all the content they care about.

### My Spaces

Add any spaces that you want to be able to navigate to easily to your list of 'My Spaces'. This list can be found under your dashboard and in the Space Directory, and you can also use the [Spaces List Macro](#) to display it on a page or blog.

To add a space to your list of 'My Spaces', either navigate to that space or find it under the Space Directory, and select the star icon next to the Space Name. To remove it from the list, just select the star icon again.



### Save for later

If you only want links to certain pages or blogs rather than a whole space, you can choose Save for later and these will appear on your dashboard and under your profile. You can use the [Favorite Pages Macro](#) to display a list of all of everything you've saved for later.

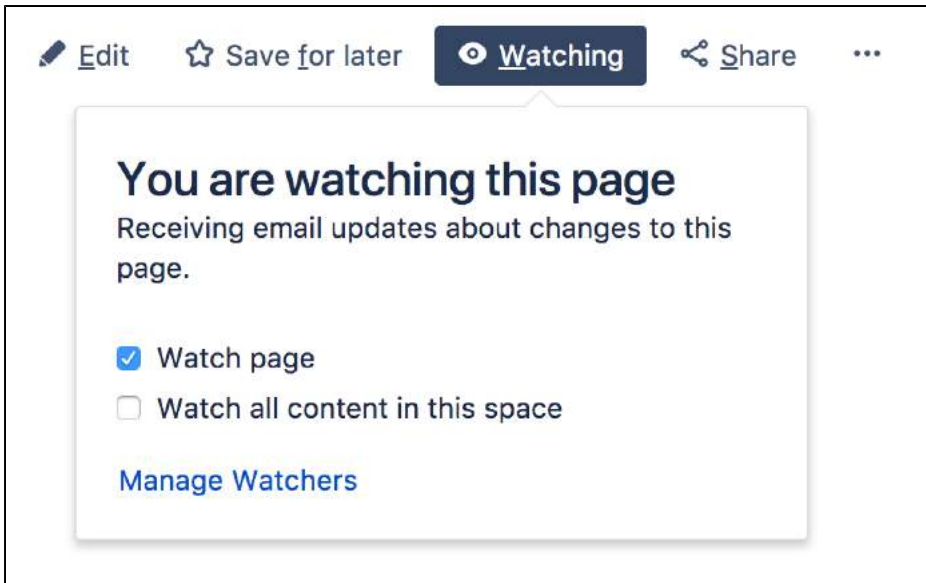


### Watch a page, blog or space

If you want to keep track of all the changes made to a page, blog, or space, you can also [watch](#) them. Watching any content means that you will receive email notifications for all edits, deletions, attachments or comments made to that content.

- To watch a page, navigate to the page you want to watch, then choose **Watch > Watch page** , or if you want to watch the whole space, select **Watch all content in this space**.
- To watch a blog, navigate to that blog and choose **Watch this blog**.
- To stop watching something, deselect the relevant checkbox.

You can also manage watchers for your own space. This is useful when, for example, you're creating a new project, and want the team members on that project to stay notified of its progress. Go to any page in that space and choose **Watch > Manage Watchers**, then add or delete any names under 'Watching this space'.



### @mentions

Use @mentions for any work where you need someone else's input or want to assign someone a task. Mentioning someone works like a tag; they'll immediately receive a notification that they've been mentioned, and can click through to that page or blog. If you mention someone when [creating a task](#), it'll assign that task to them and they'll also be able to find it under their profile.

You can use this in place of emails – if you want someone to look something over, add in additional information, or approve anything, simply put that work on Confluence and assign it to them as a task. They'll be able to make any changes or comments within Confluence and let you know when they're done by mentioning you back.



# Set up a Space Home Page

When you create a space, Confluence automatically creates a home page for that space. Spaces created with a blueprint come with a ready-made home page populated with useful macros and sample content specific to the blueprint's use case.

However, even if you've started with a blank space, you can still customize your home page to make it easier for everyone using that space to navigate their way around and find useful content.

## On this page:

- [Create a kick-ass home page](#)
- [Top macros for common types of spaces](#)
- [Set up your personal space home page](#)
- [Set another page as your home page](#)

## Related pages:

- [Organize your Space](#)

## Create a kick-ass home page

- **What is this space about?**

Your home page is the first page visitors will see when they visit your space, so it helps to include some information about what the space is about, and what you're working on. You can use the [Info, Tip, Note, and Warning Macros](#) to create a colored box in which to put this information.

- **What is in this space?**

You can use the [Content Report Table Macro](#) to create a table of contents for your space. You can also set this macro to only display content with a particular label, so if you would like only some content to display, you can do this by adding that label to only those pages and blogs you want listed on your home page.

- **Organize your space with labels**

You can organize content in your space with labels, so that for example, if you have a Learning and Development space, you can create different labels for online learning resources, upcoming workshops, and training strategy. You can then use the [Labels List Macro](#) to create a list of those labels to make it easy for visitors to your space to find the content relating to each of those topics.

- **Add a search box so that it's easy to find content within your space**

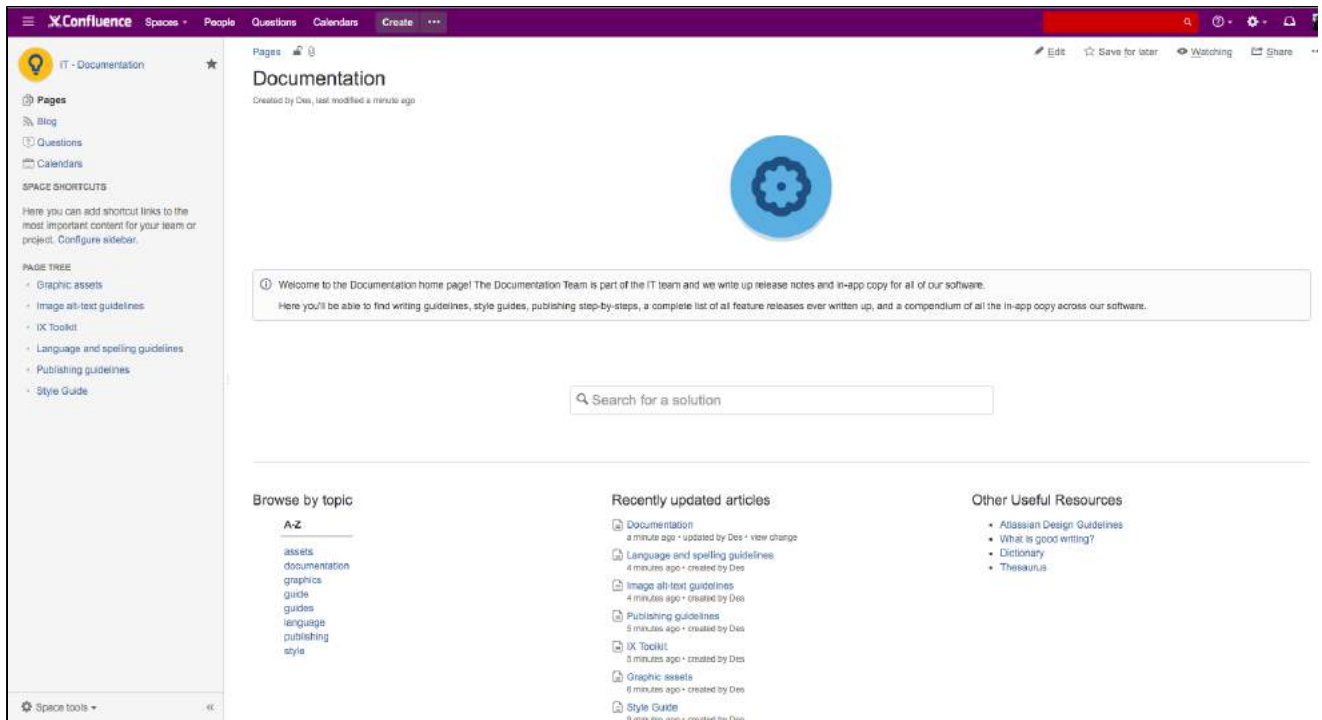
The [Livesearch Macro](#) allows you to add a search box to a Confluence page, and you can set it to only find content within your space.

- **Keep everyone updated about the latest changes within your space**

If it's important for your visitors to know about the latest changes to your space, you can use the [Recently Updated Macro](#) to display a list of the most recently updated content. You can set the space parameter to show this for just your space, or, if you have related spaces, to show the most recently updated content across all of those spaces as well.

- **Using Jira? Create and display your Jira issues on Confluence**

If your Confluence site is connected to a Jira application, you can both create and display your Jira issues without having to leave Confluence using the [Jira Issues Macro](#). You can connect Confluence to any Jira application, including Jira Software and Jira Service Desk.



## Top macros for common types of spaces

### Team Spaces:

- **Introduce the team:** The [User Profile Macro](#) displays a short summary of a given Confluence user's profile with their role, profile photo and contact details.
- **Share news and announcements with your team:** The [Blog Posts Macro](#) displays a stream of your latest blog posts so your team can easily see what's been going on.


### Knowledge Base:

- **Have external content that you need on your page?** Embed online videos, slideshows, photo streams, and more, directly into your page with the [Widget Connector Macro](#).
- **Put your own multimedia content onto the page:** The [Multimedia Macro](#) embeds attached video, animation, and other multimedia files on a Confluence page.
- **Create an index of all your content:** The [Page Index Macro](#) creates a hyperlinked alphabetical index of all page titles within the current space.

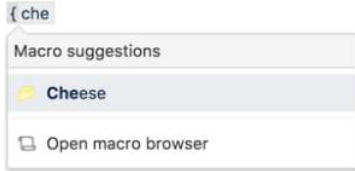
### Planning/Project:

- **Keep track of everyone's tasks:** 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.
- **Is your project on track?** The [Status Macro](#) displays a colored lozenge (a rounded box) that is useful for reporting project status. You can choose the color of the lozenge and the text that appears inside the lozenge.
- **Let everyone see where you're going:** The [Roadmap Planner Macro](#) creates simple, visual timelines that are useful for planning projects, software releases and much more.

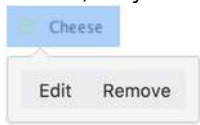
### Using Macros

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## Set up your personal space home page

Whether you're using your personal space as a sandbox to draft and test content, a portfolio to show off what you're working on, a home base to navigate to your content in other spaces, or something completely different, these are some macros that should help you use your space more effectively.

- Use the [Favorite Pages Macro](#) to create a list on your home page of all the pages you've saved for later, so you can easily navigate back to any of them.
- Use the [Content by User Macro](#) to keep track of all the current pages, comments and spaces you've created so you can find everything you've been working on in one place.
- Use the [Task Report Macro](#) to keep track of all tasks assigned to you, and tick them off as you finish them.
- Use the [Recently Updated Dashboard Macro](#) to keep track of all the content across your Confluence site that you're interested in - the Dashboard lets you choose which spaces, users, blogs, pages or files you would like to keep updated about.

## Set another page as your home page

If at any point you decide that you would like another page within your space to be your home page, you can easily change this from the Edit Space Details tab.

To edit a space's details:

1. Go to the space and choose **Space tools** > **Overview** from the bottom of the sidebar.
2. Choose **Edit Space Details**.
3. Enter the page you want use in the **Home page** field then choose **Save**.

[Space Details](#) [Delete Space](#)

---

## Edit Space Details


Name:

Description:

Status:

Home page:

The page that displays when users navigate to this space.

 You can change the home page, name and description of your space, but you are not able to change the space key.

# Use Labels to Categorize Spaces

If you've got lots of related spaces, you can use labels to group them together into categories in the **Space Directory**.

For example, if you're in an IT team who work on a number of projects, each in a different space, you could label each space 'IT-projects-open'. Then in the Space Directory you could select IT-projects-open to see all your current IT project spaces.

You can add as many space categories to a space as you need, so that if, for example, two different teams are working on a project together, you can add labels for both teams and space will appear under both categories.

Labels are easy to add or remove, so if your needs change, you can always recategorize your spaces.

## On this page:

- [Categorize a space](#)
- [View spaces in a category](#)
- [Remove a space from a category](#)
- [Search within a space category](#)

## Related pages:

- [Add, Remove and Search for Labels](#)

## Categorize a space

You need space administrator permissions to add categories to 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**.

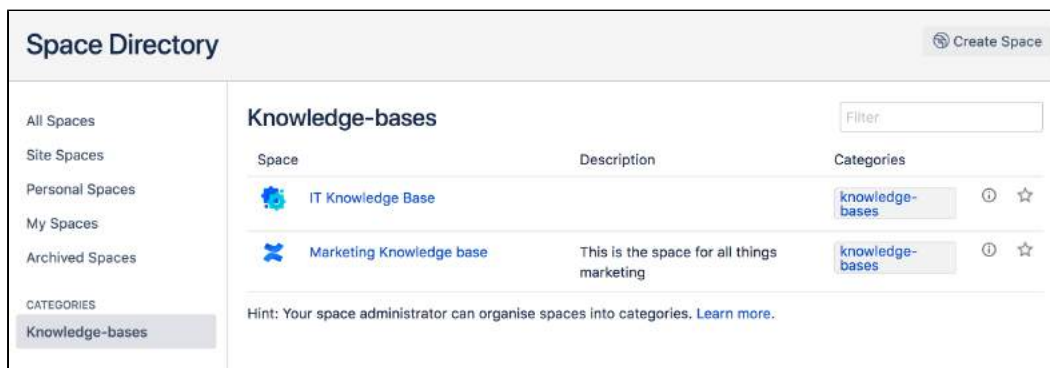
## Add a space description

Help make it easier to find the right space within a category by adding a description to your space:

1. Go to the space and choose **Space tools > Overview** from the bottom of the sidebar.
2. Choose **Edit Space Details**.
3. Under the **Description** field, type a short description to tell visitors what your space is about, then choose **Save**.

## View spaces in a category

To see what spaces are in a category, choose **Spaces > Space directory** in the Confluence header, then select one of the categories from the list.

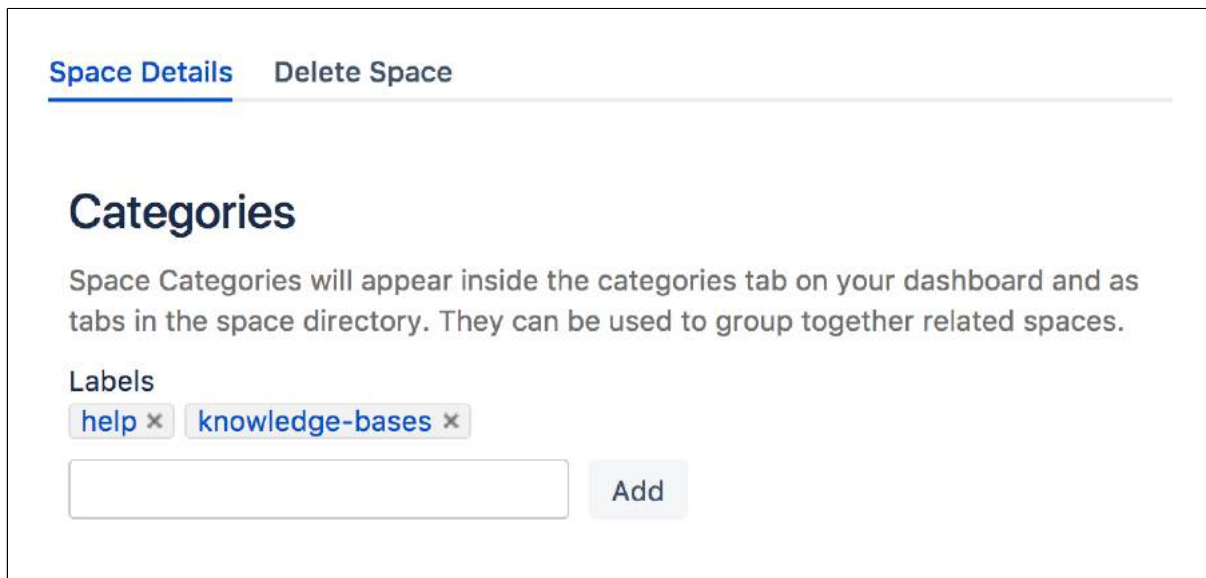


You can also view spaces by category by using the [Spaces List Macro](#) and filtering by category.

- ✔ Head to **My Spaces** in the **Space Directory** to see all your favorite spaces. When viewing a space, you can choose the star icon next to the space title in the sidebar to add it to **My Spaces** so that it's easier to find later.

## Remove a space from a category

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**, choose the x icon next to each category that you want to remove.



The screenshot shows the 'Space Details' page with a 'Delete Space' link. The main heading is 'Categories'. Below it, a text block explains that space categories appear in the dashboard and space directory, used for grouping related spaces. Under the 'Labels' section, there are two existing labels: 'help' and 'knowledge-bases', each with a close 'x' icon. Below the labels is an empty text input field and an 'Add' button.

⚠ If you remove all spaces from a category, the category will no longer appear in the Space Directory. There's no way to bulk remove a category, but you can choose the category in the Space Directory to find all the spaces it appears on, and then remove it from each space.

## Search within a space category

You can search for content within a specific space category using the search filter.

To search within a Confluence space category:

1. Click the search field in the top-right of Confluence to open the search panel.
2. Click the **Space category** filter on the left.
3. Start typing the category name and choose from the list of possible matches.

Learn more about [searching Confluence](#).

# Customize your Space

Make your space stand out from the crowd by customizing its appearance.

If you have space admin privileges, you can change the color scheme for your space, add your own space logo, choose what shows up in your space's sidebar, or use Atlassian Marketplace themes to change the whole look of your space.

- [Configure the Sidebar](#)
- [Edit a Space's Color Scheme](#)
- [Apply a Theme to a Space](#)
- [Customize Space Layouts](#)

## Related pages:

- [Changing the Look and Feel of Confluence](#)
- [Styling Confluence with CSS](#)

The screenshot shows a Confluence workspace page titled "Workplace Experience". The page header includes the Confluence logo, navigation tabs for "Spaces", "People", "Questions", and "Calendars", and a "Create" button. The sidebar on the left contains a "Pages" section with "Blog", "Questions", and "Calendars", followed by "SPACE SHORTCUTS" (Upcoming Events, Working Rights, Time Logging) and a "PAGE TREE" (Grants and Funding, Workplace Policies). The main content area features a "Pages" header, the title "Workplace Experience" (created by Des), and a red and white lifebuoy logo. A welcome message states: "Welcome to the home of the Workplace Experience Team. We're here to make your everyday AWESOME. We organise your lunches, fitness classes, special events and activities, keep the office supplied, and are constantly thinking of new ways to make working here even better. Check out the links below to find out more!". Below this are sections for "What we're all about" (We honestly believe that if we make your day better and more enjoyable, you'll be more productive, creative, and innovative.), "Our mission" (Make our workplace a safe, comfortable environment that everyone enjoys being in. We want to support you and help you feel both challenged, stimulated, and fulfilled. We think that by coming up with ideas like having fully stocked showers with a towel service, we're making your life easier and giving you less to worry about.), "The team" (featuring a profile for "Des"), "Quick Links" (New employee? Start here!, Policies, Funding and Grants, Workplace Experience, Social Clubs), and "Upcoming Events" (28 May 2016: The Biggest Morning Tea! Come along to the Hall of Justice to get your bake on, eat on, or just bask in the atmosphere.; 31 May 2016: Bring your snake/ferret/[insert other unusual pet] to work day! We have dogs around the office all the time so we thought it was only fair that).



**Workplace Experience**  
Created by Des, last modified 5 minutes ago

Welcome to the home of the Workplace Experience Team.  
We're here to make your everyday AWESOME. We organise your lunches, fitness classes, special events and activities, keep the office supplied, and are constantly thinking of new ways to make working here even better.  
Check out the links below to find out more!

**What we're all about**  
We honestly believe that if we make your day better and more enjoyable, you'll be more productive, creative, and innovative.

**Our mission**  
Make our workplace a safe, comfortable environment that everyone enjoys being in. We want to support you and help you feel both challenged, stimulated, and fulfilled. We think that by coming up with ideas like having fully stocked showers with a towel service, we're making your life easier and giving you less to worry about.

**The team**  
Des

**Quick Links**  
New employees? Start here!  
Policies  
Funding and Grants  
Workplace Experience  
Social Clubs

**Upcoming Events**  
26 May 2016 The Biggest Morning Tea! Come along to the Hall of Justice to get your bake on, eat on, or just bask in the atmosphere.  
31 May 2016 Bring your snake/ferret/[insert other unusual pet] to work day! We have dogs around the office all the time so we thought it was only fair that




# Configure the Sidebar

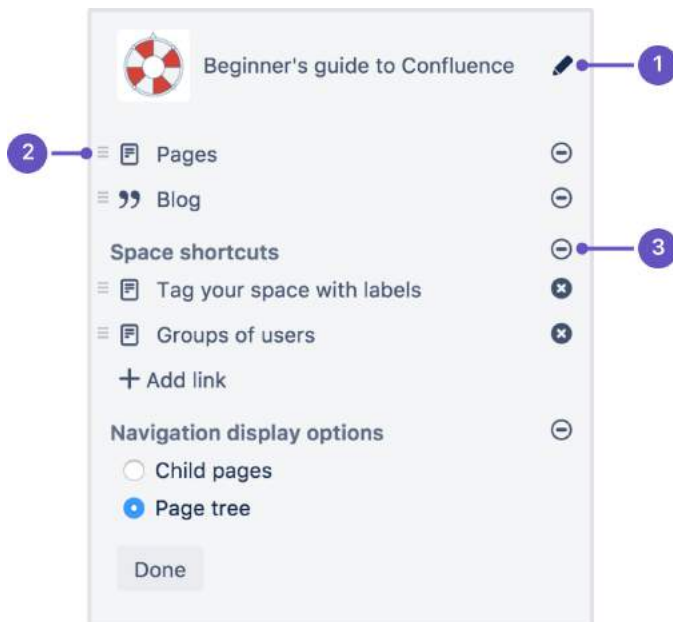
If you have administration permissions for a space, you can customize the space's sidebar to have its own logo, change the way the hierarchy is displayed, and add shortcut links to help navigate to important content quickly.

To start configuring the sidebar, choose **Space tools > Configure sidebar**.

## Change the space name and logo


### To change the space name:

1. Choose  next to the space name.
2. Type in a new space name and **Save**.



1. **Logo** - change the space name and logo
2. **Reorder** - drag to reorder shortcuts
3. **Hide** - hide or show pages, blogs, shortcuts or navigation display options.

### To change the space logo:

1. Choose the  next to the space name.
2. Choose **Upload an image**.
3. Select an image from your computer.
4. Adjust the size of the image to fit within the highlighted circle.
5. Choose **Save**.

### Things you should know:

- Space logos are 48px x 48px. Logos smaller than these dimensions will be centred with whitespace around them.
- You can only change the space logo for a site space. For your personal space, your profile picture is used as the space icon.

## Configure the sidebar links

### On this page:

- [Change the space name and logo](#)
- [Configure the sidebar links](#)
- [Change the navigation display options](#)
- [Adding custom content to a sidebar](#)

### Related pages:

- [Edit a Space's Color Scheme](#)
- [Organize your Space](#)

- Choose the icons to show or hide **pages, blogs, shortcuts** or **navigation options**. For example, if you want your space to be used primarily as a blog you can hide the 'Pages' link.
- Add-ons such as [Team Calendars for Confluence Server](#) may add other links in this section of the sidebar and you can also show or hide these.
- Choose **Add link** to add a shortcut link to the sidebar. This could be a link to an important page for your team, or to an external site.
- Drag links to reorder them within each section (you can't move a link from one section to another).

## 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.
- You can also choose to completely hide the navigation display options and instead add the pages you want to be visible as shortcut links. Alternatively, you can remove the sidebar navigation altogether and use a [Page Tree Macro](#) or [Children Display Macro](#) on your homepage for navigation instead.

## Adding custom content to a sidebar

You can further customize a sidebar using wiki markup to add custom content.

### To add custom content to your sidebar:

1. Go to the space and choose **Space tools > Look and Feel** from the bottom of the sidebar.
2. Choose **Sidebar, Header and Footer**.
3. Enter your custom content in the **Sidebar** field.

The sidebar, header and footer fields all use wiki markup, check our [guide to wiki markup](#) for help, or check out some common customizations below.

To add a search field to the sidebar add the following wiki markup for a search macro in the **Sidebar** field.

For the [Livesearch Macro](#) macro:

```
{livesearch}
```

For the [Page Tree Search Macro](#) macro:

```
{pagetreesearch}
```

To add a panel with some custom content to the sidebar add the following wiki markup for the [Panel Macro](#) in the **Sidebar** field:

```
{panel}This is some custom content to appear in the sidebar{panel}
```

To hide the default page tree and add your own, with additional parameters:

1. Add the wiki markup for the [Page Tree Macro](#) in the **Sidebar** field. The following example includes parameters to expand the top three levels of the page tree by default and include an **Expand All** and **Collapse All** link above the tree.


```
{pagetree:root=Page Name|startDepth=3|expandCollapseAll=true}
```

2. Go to **Space Tools > Configure sidebar**.
3. Use the **Show** and **Hide** icons to hide the default page tree from the sidebar.

# Edit a Space's Color Scheme

Spaces inherit the global color scheme by default, but if you have admin permissions for a space, you can jazz it up with your very own customizable color scheme.

## To change the color scheme for a space:

1. Go to the space and choose **Space tools** > **Look and Feel** from the bottom of the sidebar
2. Choose **Color Scheme**
3. Choose **Select** next to a scheme listed under **Custom Color Scheme** (if not already selected)
4. Choose **Edit**
5. Enter standard HTML/CSS2 color codes or use the color-picker  to choose a new color from the palette provided

## Related pages:

- [Configure the Sidebar](#)
- [Apply a Theme to a Space](#)

## Customizable Elements


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

Some UI elements below are for specific themes, and color 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 color of top navigation bar menu items when selected (e.g. spaces)
- **Top Bar Menu Selected Text** - text color 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 color on top navigation bar drop down menu items
- **Menu Item Selected Text** - text color on highlighted top navigation bar drop down menu items
- **Search Field Background** - the background color of the search field on the header
- **Search Field Text** - the color of the text in the search field on the header
- **Page Menu Selected Background** - the background color 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
- **Links** - all links throughout the space
- **Borders and Dividers** - table borders and dividing lines

### Custom Colour Scheme


A custom colour scheme which can be edited.



Edit

The following colours can be customised for this colour scheme.

Top Bar	<input type="color" value="#0049B0"/>
Top Bar Text	<input type="color" value="#DEEBFF"/>
Header Button Background	<input type="color" value="#0065FF"/>
Header Button Text	<input type="color" value="#FFFFFF"/>
Top Bar Menu Selected Background	<input type="color" value="RGBA(9, 30, 66, 0.48)"/>
Top Bar Menu Selected Text	<input type="color" value="#DEEBFF"/>
Top Bar Menu Item Text	<input type="color" value="#172B4D"/>
Menu Item Selected Background	<input type="color" value="#EBECF0"/>
Menu Item Selected Text	<input type="color" value="#172B4D"/>
Search Field Background	<input type="color" value="RGBA(9, 30, 66, 0.48)"/>
Search Field Text	<input type="color" value="#DEEBFF"/>
Page Menu Selected Background	<input type="color" value="#F4F5F7"/>
Page Menu Item Text	<input type="color" value="#172B4D"/>
Heading Text	<input type="color" value="#172B4D"/>
Links	<input type="color" value="#0052CC"/>
Borders and Dividers	<input type="color" value="#FFFFFF"/>

 **Handy Hint**

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

# Apply a Theme to a Space

Themes are used to change the appearance of your space. Your Administrator can download and install themes from [The Atlassian Marketplace](#).

Once a theme is installed it can be applied to the whole site or to individual spaces.

## 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**.

## Related pages:

- [Applying a Theme to a Site](#)
- [Customize your Space](#)
- [Edit a Space's Color Scheme](#)
- [Configure the Sidebar](#)

## What is the global look and feel?

When a new space is created, whichever theme is applied to the whole site will be applied by default to the new space. This is the global look and feel, and any changes made globally will flow through to all spaces that inherit the global look and feel.

If a space has its own theme applied, or if changes have been made to customize the look and feel of the space, it will no longer inherit changes from the global look and feel.

If you want to go back to inheriting the global look and feel choose **Global look and feel** from the **Themes** page.

# Documentation theme migration FAQ

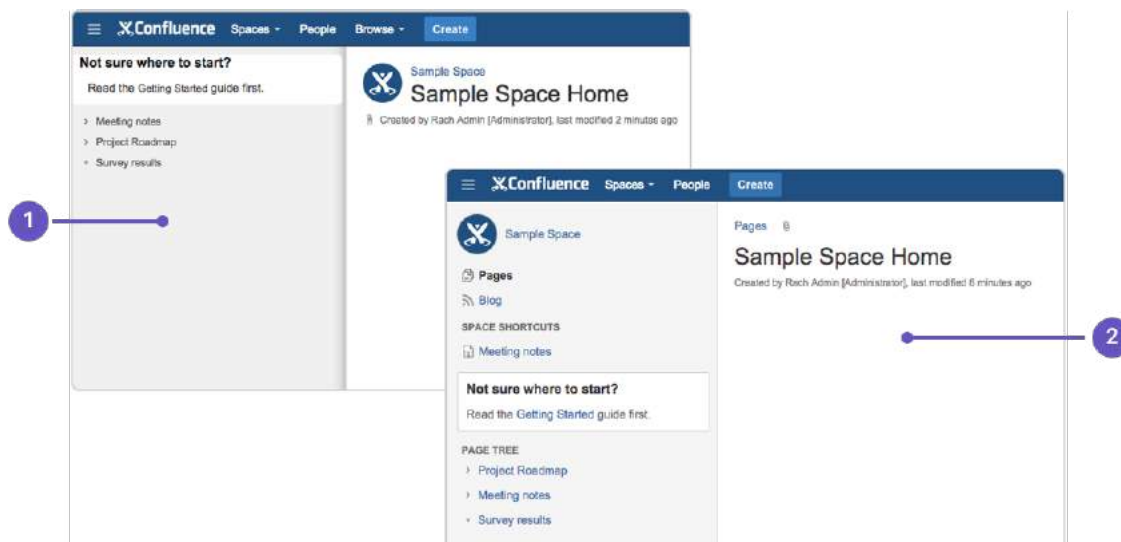
As [previously announced](#), the documentation theme is not available in Confluence 6.0. We know you'll have a lot of specific questions, so we've created this FAQ to help you prepare for upgrading to Confluence 6.0.

If you have further questions, you can ask them at the bottom of the page and we'll do our best to provide an answer.

- [What does the default theme look like?](#)
- [How can I check if I am using the documentation theme in my space?](#)
- [How can I check if the documentation theme is being used anywhere in my site?](#)
- [What will happen to my theme customizations during the upgrade?](#)
- [Will my space break after the upgrade?](#)
- [Can I add custom content to the sidebar, header and footer globally?](#)
- [Can I still use macros in my sidebar, header or footer?](#)
- [Where should I add custom content to the sidebar, header or footer?](#)
- [How do I turn off the Pages and Blogs shortcuts at the top of the sidebar?](#)
- [Can I edit the default theme's sidebar globally?](#)
- [I want to see the page tree, not child pages. how do I do this?](#)
- [Where is Space Administration and Space Operations?](#)
- [Do I have to use wiki markup in the sidebar, header, and footer?](#)
- [Can I hide or change the space logo appearance?](#)
- [Can I hide the built in page tree and insert my own?](#)
- [How can I make my page titles wrap in the sidebar?](#)
- [Can I change the order in which things appear in the sidebar?](#)
- [Can I still use the space jump macro?](#)
- [Why don't child pages appear below the page?](#)
- [Can I restrict search to just this space?](#)
- [How do I view the pages in my space alphabetically?](#)
- [What will happen if I import a space that uses the documentation theme?](#)

## What does the default theme look like?

Here's an example of the documentation theme, and default theme with the same custom content side by side:



1. **Documentation theme:** with custom sidebar content.
2. **Default theme:** with the same custom content in the sidebar.

## How can I check if I am using the documentation theme in my space?

The easiest way to check whether your space is using the documentation theme is to look for a **Browse** menu in the header, near the **Create** button. (If you're using the default theme already, you'll see a Space Tools menu at the bottom of the sidebar instead.)

#### How can I check if the documentation theme is being used anywhere in my site?


There's no simple way to see a list of spaces using the Documentation theme in Confluence itself, however if you have a very large site, your Confluence Administrator can use the following query to get a list of spaces directly from the database.

```
SELECT *
FROM BANDANA B, SPACES S
WHERE B.BANDANAKEY='atlassian.confluence.theme.settings'
AND S.SPACEKEY=B.BANDANACONTEXT
AND B.BANDANAVALUE LIKE ('%documentation%')
ORDER BY S.SPACENAME;
```

This query will only find spaces that are explicitly using the documentation theme. It doesn't include spaces using the global look and feel (these spaces automatically change when you change the Site Theme, you wont need to change the theme space by space).

#### What will happen to my theme customizations during the upgrade?

During the upgrade we'll automatically turn on the default theme for any spaces that currently use the documentation theme. If you've customized the documentation theme (by adding wiki markup to the sidebar, header or footer) we'll take this wiki markup and drop it into the sidebar, header and footer in the default theme.

The default theme adds some new sections to the sidebar, such as links to pages, blogs and space shortcuts. You can choose to hide these - head to **Space Tools > Configure Sidebar** and use the  button to hide any items you don't want to see.

#### Will my space break after the upgrade?

This depends on the amount of customization you have. In most cases your space sidebar may look a little different but the changes shouldn't be dramatic.

If you've used CSS to change the appearance of your space (either in the space stylesheet or by using the Adaptavist Content Formatting macros like `{style}` and `{div}` in the sidebar, header, or footer of the documentation theme), you may need to make a few changes to some class names in your CSS to get your space looking right. For example, if you specified `#splitter-sidebar` in the doc theme, you'll need to use `.acs-side-bar` for the default theme.

If you have customized default theme layouts through the Confluence UI, you may find that your space looks strange or broken when the default theme is re-applied to spaces previously using the documentation theme.

If you experience problems, you'll need to reset the broken layouts.

This method will only work if you have more than one theme available in your site. You'll need System Administrator global permission to do this.


1. Switch to another theme temporarily.  
If you're unable to use the space navigation, use this URL, replacing `YOURSPACEKEY` with the space key for the space.

```
http://<yoursite>/spaces/choosetheme.action?key=YOURSPACEKEY
```

2. In the space administration options go to **Layouts** (if available) or use the following link, replacing `YOURSPACEKEY` with the space key for the space.

```
http://<yoursite>/spaces/listdecorators.action?key=YOURSPACEKEY
```

3. Choose **Reset Default** next to any template that have been customized.
4. Return to the **Themes** page and try applying the default theme again.

Layouts can also be customized for the entire site - head to  > **General Configuration** > **Layouts** if you need to reset the layout for the entire site.


If you're unable to reset the layouts via the Confluence UI, you can remove the affected layouts directly in the database. Be sure to take a full database backup before you try this.

First, use the following query to identify customized layouts:

```
Select *
FROM DECORATOR
ORDER BY SPACEKEY
```

Then, you can selectively remove records for spaces that are affected.

**Can I add custom content to the sidebar, header and footer globally?**

Yes. Head to  > **General Configuration** > **Sidebar, Header and Footer**. All spaces that use the global look and feel will inherit your custom content. Any custom content added to the sidebar, header and footer in a particular space will override any custom content added globally.

**Can I still use macros in my sidebar, header or footer?**


Yes! If a macro worked correctly in the documentation theme it'll work in the default theme too.

**Where should I add custom content to the sidebar, header or footer?**

You can add custom content to the sidebar, header and footer in each space individually (**Space Tools** > **Look and Feel** > **Sidebar, Header and Footer**) or globally ( > **General Configuration** > **Sidebar, Header and Footer**).

Confluence displays global custom content in all spaces, except where a space has its own custom content defined (space custom content overrides global custom content). This behavior applies field by field, so a space can display a combination of custom content. For example you could define the content of a footer globally, and content of a header in each space individually, or only in some spaces.

**How do I turn off the Pages and Blogs shortcuts at the top of the sidebar?**

Go to **Space Tools** > **Configure Sidebar** and use the  icons to hide any items you don't want to see.

**Can I edit the default theme's sidebar globally?**

No. You can add custom content to the sidebar globally, but showing and hiding sections of the sidebar, setting space logos, and adding shortcut links are done on a space by space basis.

**I want to see the page tree, not child pages. how do I do this?**


Head to **Space Tools** > **Configure Sidebar** and select **Page Tree** in the navigation options. The default for all new spaces is Page Tree.

**Where is Space Administration and Space Operations?**

Instead of choosing between Space Operations and Space Administration, the documentation theme has a single **Space Tools** menu that lets you jump right to Permissions, Content Tools, Look and Feel, or Integrations.

Old Space Operations location	New Location in the sidebar
Browse > Pages	Pages on the sidebar or Space Tools > Reorder pages



Browse > Blogs	Blogs on the sidebar
Browse > Labels	Click a label on any page, then use the  menu to see all labels, popular labels or pages from other spaces
Browse > Space Operations > Space Details	Space Tools > Overview
Browse > Space Operations > Orphaned Pages	Space Tools > Content Tools > Orphaned Pages
Browse > Space Operations > Undefined Pages	Space Tools > Content Tools > Undefined Pages
Browse > Space Operations > Attachments	Space Tools > Content Tools > Attachments
Browse > Space Operations > PDF, HTML, XML Export	Space Tools > Content Tools > Export
Browse > Space Operations > RSS Feeds	Space Tools > Content Tools > RSS Feeds
Browse > Space Operations > Watch this space	Pages > Watch this space (or use the Watch button on any page)
Browse > Space Operations > Watch this blog	Blogs > Watch this blog (or use the Watch button on any blog post)
Browse > Space Operations > Remove from My Spaces	Use the ★ icon in the sidebar (or in the space directory)
Browse > Space Admin > Space Details	Space Tools > Overview
Browse > Space Admin > Space Categories	Space Tools > Overview
Browse > Space Admin > Templates	Space Tools > Content Tools > Templates
Browse > Space Admin > Delete Space	Space Tools > Overview > Delete Space
Browse > Space Admin > Trash	Space Tools > Content Tools > Trash
Browse > Space Admin > Permissions	Space Tools > Permissions
Browse > Space Admin > Restricted Pages	Space Tools > Permissions > Restricted Pages
Browse > Space Admin > Application links	Space Tools > Integrations > Application Links
Browse > Space Admin > Themes	Space Tools > Look and Feel > Themes
Browse > Space Admin > Color Scheme	Space Tools > Look and Feel > Color Scheme
Browse > Space Admin > PDF Layout	Space Tools > Look and Feel > PDF Layout

Browse > Space Admin > PDF Stylesheet	Space Tools > Look and Feel > PDF Stylesheet
Browse > Space Admin > Change Space Logo	Space Tools > Configure Sidebar then choose the edit icon on the space logo
Browse > Space Admin > Hipchat Integration	Space Tools > Integrations > Hipchat

### Do I have to use wiki markup in the sidebar, header, and footer?

Yes. Our main focus when adding this feature was to help people move from the documentation theme to the default theme with a minimum of effort. Keeping these fields as wiki markup means that your existing customizations can be pasted straight in.

### Can I hide or change the space logo appearance?

You can upload any image to use as your space logo, but you can't change how it appears in the sidebar (it's always round and always at the top).


### Can I hide the built in page tree and insert my own?

Yes! If you want to have complete control over how the page tree appears in your sidebar you can hide the built in page tree, and then add a [Page Tree macro](#) `{pagetree}` in the sidebar custom content.

### How can I make my page titles wrap in the sidebar?

Page titles do not wrap in the sidebar of the default theme (regardless of whether you're using the built in page tree or have added a `{{pagetree}}` macro as custom content). There's no way to change this.

### Can I change the order in which things appear in the sidebar?

You can change the order of some items in the sidebar, such as the shortcuts, but the order of the sections themselves can't be changed. Anything that has a  icon can be moved.

Custom content appears above the page tree. You have the option to hide the built in page tree, and then add it back in the custom content area using wiki markup. This can be useful if you want more control over the order of the page tree and your custom content.

### Can I still use the space jump macro?

No, the space jump macro was provided by the documentation theme and will not be available once the documentation theme is removed. If you've used this macro on a page or in the header or footer of a space, it will show the following error after the upgrade `unknown macro: {spacejump}`.

To find out whether the Space Jump macro is used on any pages in your site, enter `macroName:spacejump` into the search bar. All pages containing the macro will be returned (it won't search the sidebar, header or footer unfortunately).

### Why don't child pages appear below the page?

The default theme does not list child pages below the sidebar, but you can achieve a similar result by adding a [Children Display macro](#) to the footer.

### Can I restrict search to just this space?

No, that is one of the features we removed with the documentation theme.

One workaround is to add a [Livesearch macro](#) to the sidebar or space homepage. Use `@self` in the spaces parameter to restrict the search to the current space.

### How do I view the pages in my space alphabetically?

The default theme does not have an option to view all pages in your space alphabetically.

**What will happen if I import a space that uses the documentation theme?**

You should have no problems importing the space, but it will have the default theme applied and any wiki markup customization in the theme will not be automatically migrated to the default theme. Before exporting the space you should copy the wiki markup contents of the sidebar, header, and footer fields and keep it so that you can add it back in manually after you've successfully imported your space.

# Customize Space Layouts


You can modify Confluence's look and feel by editing the layout files. This page tells you how to customize the layout files for a space. You'll need the system administrator [global permission](#) plus [space administrator](#) permission for that space.

People with system administrator permissions can also customize the layout of the entire Confluence site. For more information, see [Customizing Site and Space Layouts](#). Site layout customizations modify the default layout of all spaces in the Confluence site.

Any space layout customizations will override the equivalent site customizations.

## Related pages:

- [Customize your Space](#)
- [Apply a Theme to a Space](#)
- [Styling Confluence with CSS](#)

 If you modify the look and feel of Confluence by following these instructions, you'll need to update your customizations when you upgrade Confluence. The more dramatic the customizations are, the harder it'll be to reapply your changes when upgrading. Please take this into account before proceeding with any customizations.

For more information on updating your customizations, please refer to [Upgrading Customized Site and Space Layouts](#).

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 personalize 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.) You'll see a list of the layouts for the space
3. Click **Create Custom** to edit the default vmd file  
This will open up the vmd file in edit mode. If you only want to view the vmd file, click **View Default**.
4. Make any changes and click **Update**

## Content Layouts

Content layouts control the appearance of content such as pages and blog posts: they don't change the way the pages themselves are displayed, but they allow you to alter the way the surrounding comments or attachments are shown.

Decorator	Operations
<b>Space Layout</b> Controls how a space is displayed.	< default > · <a href="#">Create custom</a> · <a href="#">View Default</a>
<b>Page Layout</b> Controls how a page is displayed.	< default > · <a href="#">Create custom</a> · <a href="#">View Default</a>
<b>Blog Post Layout</b> Controls how a blog post is displayed.	< default > · <a href="#">Create custom</a> · <a href="#">View Default</a>

# Archive a Space

Archiving a space is useful when you have content that is no longer relevant, but you still want the option of accessing it at a later date. Archived spaces are less visible, but still available on your site. Archiving a space is easy to undo — you can make a space current again at any time.

## 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**.

### On this page:

- [Archive a space](#)
- [The effect of archiving a space](#)
  - [Spaces](#)
  - [Pages](#)
- [Change a space from archived to current](#)

### Related pages:

- [Delete a Space](#)
- [Export Content to Word, PDF, HTML and XML](#)

## The effect of archiving a space

### Spaces

If a space is archived, that space:

- Won't appear in the **Recent spaces** section of the search panel.
- Won't appear in search results, unless you select **Search archived spaces**.
- Won't appear in advanced search results unless you select **Search archived spaces**.
- Won't appear on the **Spaces** dropdown menu.
  
- Won't appear in the general spaces lists in the **Space Directory**, but will instead appear under the **Archived Spaces** list. It will, however, still appear under any categories it was labeled with.
- Won't show up in activity streams when updated.
- Won't appear on your dashboard.

### Pages

Pages within an archived space will appear in a few places.

If you **view** a page within an archived space, that page will appear in:

- The **Recently visited** section of the search panel.
- The [Recently viewed pages](#) menu.

If you **edit** a page within an archived space, that page will appear in:

- Activity streams
- The [Recently updated macro](#).

Pages within an archived space won't appear in search results, unless you select **Search archived spaces**.

### 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, a public space will still appear in Google search results.

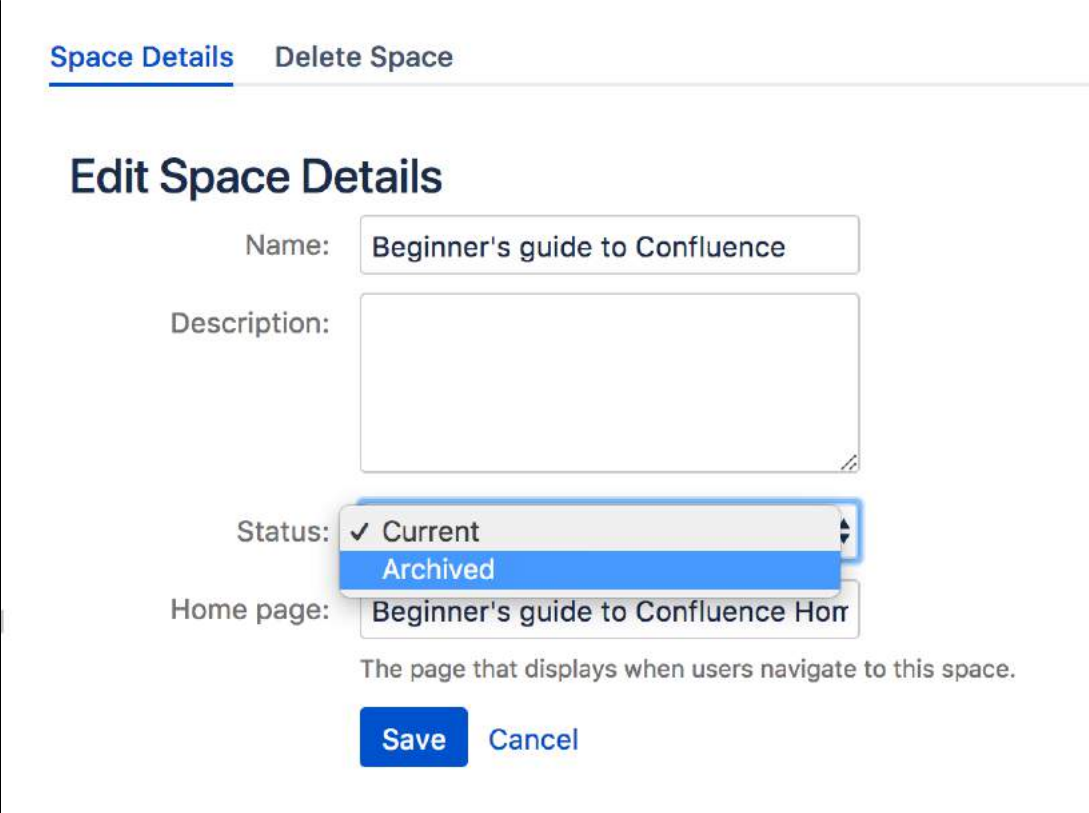
Change a space from archived to current

**Through the space directory:**

1. Go to **Spaces > Space directory** in the header.
2. Choose **Archived Spaces** on the left.
3. Find your space and click the 📘 on the right.
4. Choose **Edit Space Details**.
5. Change the **Status** from 'Archived' to 'Current' and hit **Save**.

**Through the archived space:**

1. If you know the **space key**, you can navigate straight to the archived space - `http://yoursite/display/SPACEKEY`
2. Choose **Space tools > Overview** from the bottom of the sidebar.
3. Choose **Edit Space Details**.
4. Change the **Status** from 'Archived' to 'Current' and hit **Save**.



[Space Details](#) [Delete Space](#)

## Edit Space Details

Name:

Description:


Status:  Current  Archived

Home page:

The page that displays when users navigate to this space.

# Delete a Space

Deleting a space permanently removes the space and all of its contents, including any calendars and questions linked to that space. Only someone with space admin permissions can delete that space.

 Deleting a space is permanent – it does not go to the trash and cannot be undone.

If you're unsure about deleting a space, [create an XML export of the space as a backup](#) before proceeding. You can then restore the space from the XML export file if you need to.

## Related pages:

- [Archive a Space](#)
- [Export 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**.


Space Details [Delete Space](#)

---

Deleting a space will delete all its content (including pages, comments, attachments and blogposts)

 **WARNING**  
This operation **cannot be undone**. Once the space is deleted, it cannot be retrieved. It will be gone forever.

Are you sure you want to delete this space with space key **IKB** and name **IT Knowledge Base**?

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



# Export 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.

To use the space export functionality, you need the 'Export Space' permission. See the guide to [space permissions](#).

## Export single pages to PDF

If you need to send content to people who don't have access to Confluence, you can export a single page or blog post as a 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 **••• (Tools) > Export to PDF**.

Only published content is exported. This means you can create PDF exports even while people are still working on the page.

When you export a single page to PDF, the PDF stylesheet customizations are applied, but any PDF layout customizations are not. To make your PDF layout customizations 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 [Customize Exports to PDF](#).

## Export single pages to Word

You can also choose to export single pages to a .doc file that can be opened in Microsoft Word.

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 **Tools > Export to Word**.

Only published content is exported. This means you can create Word exports even while people are still working on the page. Also, only the first 50 attached images will be included in the export. See the notes below for more information.

Note that due to the format of this file, it can only be opened in Microsoft Word and is not compatible with other applications such as Open Office, Libre Office or Google Docs.

## Export multiple pages 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.

PDF export is useful you're producing a printable user manual from your documentation space for example. The HTML export can be used to convert your site content to a static website, and finally the XML export can be used to import your space content into another Confluence space (running the same or later version of 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 the type of export:
  - **Normal Export (HTML and PDF)** – to produce an HTML or PDF file containing **ONLY** 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.

### On this page:

- [Export single pages to PDF](#)
- [Export single pages to Word](#)
- [Export multiple pages to HTML, XML, or PDF](#)
- [Customizing the appearance of PDF exports](#)
- [Migrating content to Confluence Cloud](#)

### Related pages:

- [Customize Exports to PDF](#)
- [Restoring a Space](#)

5. Choose whether to **Include Page Numbers** (PDF only)
6. Choose **Export**.

When the export process has finished, you can download the zipped archive or PDF.

**What's included in the export?**

The following content is included in space exports.

	PDF export	XML export	HTML export
Pages	Yes	Yes	Yes
Blogs	No	Yes	No
Comments	No	Optional	Optional
Attachments	Images only	Yes	Yes
Unpublished changes	No	Yes	No
Page numbers	Optional	N/A	N/A
Restricted pages and blog posts	Only those you can view	Yes, they remain restricted	Only those you can view

**Customizing the appearance of PDF exports**


You can add a title page, table of contents, and customized headers and footers to the PDF output. For more advanced customizations, you can apply Cascading Style Sheet (CSS) modifications. These customizations are specific to each space, and you need the 'Space Administrator' permission to apply these customizations. For more information, see [Customize Exports to PDF](#).

**Notes on PDF exporting**

- To export a PDF containing international text, see [Create a PDF in Another Language](#)
- 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 unrecognized customization. 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.
- Tables that exceed the width of a page, particularly those with images in them, might be cut off in the PDF. See [Wide tables are cut off in PDF exports](#) for some suggested workarounds.
- In Confluence Data Center, PDF exports are handled by the [external process pool](#).

**Notes on Word exporting**

- Only the first 50 images attached to the page are exported to your Word document. This is to prevent out of memory errors affecting your whole Confluence site. See

 **CONFSERVER-34211** - If a page with big number of images Exported to Word, some images are invisible GATHERING IMPACT

for more information, and to find out how you can temporarily increase this limit using a [system property](#).

**Notes on HTML exporting**

- In the zip file, page attachments are placed in individual folders with names in the following format: `...\download\attachments\xxxxxxx` where 'xxxxxxx' is the page ID of the page containing the attachments.
- To customize the HTML output, you'll need to modify the file `confluence-x.y.z-jar/com/atlassian/confluence/pages/Page.htmllexport.vm`. To learn how to repackage this file, see [How to Edit Files in Confluence JAR Files](#)

## Notes on XML exporting

- You can only import a space into the same or later Confluence version. You **can't import a space into an earlier** version.
- **Team Calendars** aren't included in XML exports.
- 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.
- See [Restoring a Space](#) for notes on restrictions when importing a space into Confluence Server.

## Migrating content to Confluence Cloud

If you're migrating from Confluence Server to Confluence Cloud, you can use the [Confluence Cloud Migration Assistant](#) to migrate your content and spaces.

# Customize Exports to PDF

Confluence provides a basic PDF export that you can customize and style to suit your needs.

You need Space Admin permissions to customize PDF exports in a space, and Confluence Administrator global permissions to customize PDF exports for the whole site.

## On this page:

- [How it works](#)
- [Limitations](#)
- [Change the PDF layout](#)
- [PDF Layout examples](#)
  - [Title page](#)
  - [Header or footer](#)
- [Change the PDF stylesheet](#)
- [PDF Stylesheet examples](#)
  - [Page size](#)
  - [Page orientation](#)
  - [Page margins](#)
  - [Page breaks](#)
  - [Word wrapping](#)
  - [Title page](#)
  - [Table of contents](#)
  - [Tables](#)
  - [Page numbers](#)
  - [Headings](#)
  - [Other formatting](#)

## Related pages:

- [Advanced PDF Export Customizations](#)

## How it works

When someone exports a space to PDF, Confluence will apply any layout and styling directions it finds in the current space or set globally for the whole site.

- The **PDF Layout** allows you to add a title page to your PDF, and add a header and footer to all pages.
- The **PDF Stylesheet** allows you to change the look of the PDF. You can change just about anything, including the paper size, fonts and colours, spacing, and control behaviours like page breaks.

Both the PDF Layout and PDF Stylesheet can be customized on a space by space basis, or globally for the whole site. Space customizations will always completely override any global customizations. This means you can't mix and match and set some items globally and others at the space level.

## Limitations


There are a few limitations to be aware of:

- Changes to the PDF layout only apply to space exports, not to single page exports (via **•••** > **Export to PDF**).
- Confluence Server and Data Center process space exports slightly differently. This means that some options, like adding page numbers via CSS, aren't available in PDFs created with Data Center. We recommend selecting **Include page numbers** on the export screen if you need to number your pages.
- We provide a number of example customizations to get you started, however Atlassian Support can't help you with styling your PDFs or problems introduced by your customizations. If you're new to CSS, you might want to get help from an [Atlassian Solution Partner](#), or check out a Marketplace app like [Scroll PDF Exporter](#) which has a WYSIWYG editor to help you produce beautifully styled PDFs.

## Change the PDF layout

The PDF Layout is where you add a title page, header, or footer to your PDF exports. The PDF layout fields accept HTML. You can include inline CSS in the HTML too.

To change the PDF layout for the whole site:

- Go to  > **General Configuration** > **PDF Layout**.  
You need Confluence Administrator [global permissions](#) to do this.  
You need
- Choose **Edit**, then add your customizations in the **Title**, **Header**, or **Footer** fields.

To change the PDF layout for a specific space:

- 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.
- Choose **PDF Layout**.
- Choose **Edit**, then add your customizations in the Title, Header or Footer fields

## PDF Layout examples

Here are some examples of things you can do in the PDF Layout. The PDF layout can accept HTML and inline CSS.

### Title page

In this example we've added the title "Documentation for Confluence", a logo, and an additional title "Contents" above the table of contents.

```
<div class="fsTitlePage">
  
  <div class="fsDocTitle">Documentation for Confluence</div>
</div>
<div class="tocTitle">Contents</div>
```

The logo image we've used is attached to a Confluence page in the same site. You can find out the attachment ID by right clicking the image on the page, and copying its location.

### Header or footer


In this example we've added plain text to the footer with some copyright information, and included a link.

```
Created in 2018 by Atlassian. Licensed under a <a href="http://creativecommons.org/licenses/by/2.5/au/">Creative Commons Attribution 2.5 Australia License</a>.
```

## Change the PDF stylesheet

The PDF Stylesheet allows you to change the appearance of your PDF. This includes things like paper size, fonts, colours, spacing, and other styling.

To change the PDF stylesheet for the whole site:

- Go to  > **General Configuration** > **PDF Stylesheet**.  
You need Confluence Administrator [global permissions](#) to do this.  
You need
- Choose **Edit**, then add your CSS.

To change the PDF stylesheet for a specific space:

- 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.
- Choose **PDF Stylesheet**.
- Choose **Edit**, then add your CSS.

## PDF Stylesheet examples

Here are some examples of common CSS overrides that you can use in your PDF Stylesheet.

The default CSS rules will apply unless you have specified an override in the PDF Stylesheet.

### Page size

The default page size is US Letter (8.5 inches wide by 11 inches long). To override this behaviour and specify a particular size, add a `size` property to the CSS `@page` rule.

For example to export your space in A4 size:

```
@page
{
  /*The A4 paper size is 210 mm wide by 297 mm long*/
  size: 210mm 297mm;
}
```

### Page orientation

To change the page orientation of your PDF document, 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 an A4 PDF in landscape, your `@page` rule might look like this:

```
@page
{
  /*A4-sized pages in landscape orientation are 297 mm wide by 210 mm long*/
  size: 297mm 210mm;
}
```

### Page margins

The default margins are 0.5". To set all margins to 15 mm, with a paper size of A4, edit the CSS `@page` rule in the PDF Stylesheet, like this:

```
@page
{
  size: 210mm 297mm;
  margin: 15mm;
}
```

To set the margins independently, edit the `@page` rule like this:

```
@page
{
  margin-top: 2.54cm;
  margin-bottom: 2.54cm;
  margin-left: 1.27cm;
  margin-right: 1.27cm;
}
```

To set margins to include a gutter for binding a printed document, you can use the `:left` and `:right` pseudo-classes, as follows:

```
@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 */
}
```


In the example above we've also used the `:first` pseudo-class to define different margins for the title page.

## Page breaks

By default, each Confluence page will start on a new page in the PDF. If you don't want each Confluence page to start on a new page, you can override the default page breaks using the following CSS:

```
.pagetitle {
page-break-before: auto;
}
```

This behaviour changed in Confluence 6.13. If you're using Confluence 6.12 or earlier, page breaks are **not** added before each page title.

 If you're using Confluence Data Center, you won't be able to change this behavior, as PDFs are generated page by page in the [external process pool](#), and then combined together once all pages are complete.

## Word wrapping

Long, unbreakable words or strings (such as a URL) will automatically wrap to fit the page width, or cell width if in a table.

If you don't want words or long strings to break you can use the following CSS:

```
div {
word-wrap: normal !important;
}
```

This may mean that the table formatting in your PDF is problematic, and very long content may overflow, and be cut off the page.

## Title page

If you have added a title page in the PDF layout, you can use the following rules to change the appearance of the title page and title text.

```
.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;
}
```

## Table of contents

A table of contents is included by default when you export a space to PDF. It will appear at the start of the document, or after the title page, if you've configured a title page in the PDF layout.

To omit the table of contents, use the following override:

```
div.toc
{
display: none;
}
```

The table of contents uses a leader character to visually connect the page title with it's page number. By default this is a dot. Allowed values are `dotted`, `solid` and `space`. You can also use a string, for example `leader(". . . ")`.

The example below uses solid line, instead of dots.

```
span.toclead:before
{
content: leader(solid);
}
```

## Tables

When you export a page that contains a table, we'll reduce the width of the table columns as much as possible, so that the whole table fits comfortably on the page. Individual columns are resized to fit the contents of each column.

If you prefer table columns to always be of equal width, you can use the following CSS:

```
table.fixedTableLayout {
table-layout: fixed !important;
width: 98% !important;
}
```

Any images in a table will be exported using the size set in the editor. If your table contains large images, part of the table may be cut off when exported to PDF. To ensure that nothing is cut off, we recommend resizing images in the editor, so that the total width does not exceed about 600px (for an A4 page in portrait orientation).

Alternatively you can use the following CSS to fit images to the available width:

```
table img.confluence-embedded-image {
-fs-fit-images-to-width: 100% !important;
}
```

## Page numbers

The best way to add page numbers to your document is to select **Include page numbers** on the export screen. If you're using Confluence Server, and want more control over where page numbers appear, you can use CSS to add numbers instead.





If you're using Confluence Data Center, you can't add page numbers using these methods, as PDFs are generated page by page in the [external process pool](#), and then combined together once all pages are complete. Use the **Include page numbers** option on the export screen instead.

To add page numbers in the format "Page x of y" to the bottom of your page, add the following CSS to the PDF stylesheet:

```
@page
{
  @bottom-center
  {
    content: "Page " counter(page) " of " counter(pages);
    font-family: ConfluenceInstalledFont, Helvetica, Arial, sans-serif;
    font-size: 8pt;
  }
}
```

Alternatively you can add page numbers into the footer. This requires making a change in the PDF layout and the stylesheet.

First, add an element in the PDF layout. In this example we'll call it `pageNum`:

```
<span id="pageNum" />
```

Then, in the PDF stylesheet, style the `pageNum` element as follows:

```
#pageNum:before
{
  content: counter(page);
}
```

## Headings

Heading sizes in the PDF export roughly match the sizes used on Confluence pages. You can easily override them as follows:

```
h1 {
  /* Custom styling */
}

h2 {
  /* Custom styling */
}
```


This behaviour changed in Confluence 6.13. In Confluence 6.12 and earlier, headings were demoted based on the position of the page in the page tree. Now headings are a consistent size on every page.

## Other formatting

You can use the stylesheet to customize the output of just about anything on the page, including fonts, tables, line spacing, macros, etc. The export engine works directly from the HTML output produced by Confluence. Therefore, the first step in customizing 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.

# Advanced PDF Export Customizations

This page provides information about 'advanced' PDF export customizations. These expand upon the regular customizations described in [Customize Exports to PDF](#).

 The information below is for advanced users. Be aware that the advanced customizations described below require knowledge of certain parts of Confluence, and of CSS and HTML. Customizations are not supported by Atlassian, so our support engineers won't be able to help you with these modifications.

## On this page:

- [Header and Footer](#)
  - [Adding Headers and Footers to Single Page Exports](#)
  - [Adding Images to Headers and Footers](#)
- [Incorporating Other Fonts](#)
- [Adding a Dynamic Title to the Title Page](#)
- [Hiding Text from the PDF Output](#)
- [Indexing](#)
- [Notes](#)

## Related pages:

- [Customize Exports to PDF](#)
- [Create a PDF in Another Language](#)

## 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;">
  
</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 recognize 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/htmllexport-20110308-154047-1/export-intermediate-154047-2.html
```

# Create a PDF in Another Language

To export a Confluence page written in a language other than English, you'll need the necessary font for that language.

## Related pages:

- [Export Content to Word, PDF, HTML and XML](#)

## Upload 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** 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.
- For symbols, if the other fonts do not work, try Seguisym
- 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  [CONFSERVER-24706](#) CLOSED
- To make use of an installed font in your [PDF Export style sheet \(CSS\)](#) refer to it by the font-family `ConfluenceInstalledFont`.

# Pages and blogs

Pages and blog posts allow you to capture and share information 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 can create it as a Confluence page or blog post.

[Pages](#) are great for when you want the information to last and evolve over time. If it's a point-in-time update or one-time communication then a [blog post](#) is the way to go. These aren't hard-and-fast rules; they're just pointers to give you a place to start.

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 [Spaces](#).

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

- [Create and Edit Pages](#)
- [Blog Posts](#)
- [The Editor](#)
- [Move and Reorder Pages](#)
- [Copy a Page](#)
- [Delete or Restore a Page](#)
- [Add, Remove and Search for Labels](#)
- [Drafts](#)
- [Page Restrictions](#)
- [Links](#)
- [Anchors](#)
- [Tables](#)
- [Add, Assign, and View Tasks](#)
- [Autocomplete for links, files, macros and mentions](#)
- [Page Layouts, Columns and Sections](#)
- [Create Beautiful and Dynamic Pages](#)
- [Page Templates](#)
- [Blueprints](#)
- [Import Content Into Confluence](#)
- [Undefined Page Links](#)
- [View Page Information](#)
- [Page History and Page Comparison Views](#)
- [Confluence Markup](#)

## Related pages:

- [Create and Edit Pages](#)
- [Blog Posts](#)
- [The Editor](#)
- [Page Templates](#)
- [Delete or Restore a Page](#)
- [Spaces](#)

# Create and Edit Pages

## 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 add rich text, [tasks](#), [images](#), [macros](#) and [links](#), or use one of the useful [blueprints](#) to capture [meeting notes](#), [decisions](#), and more.

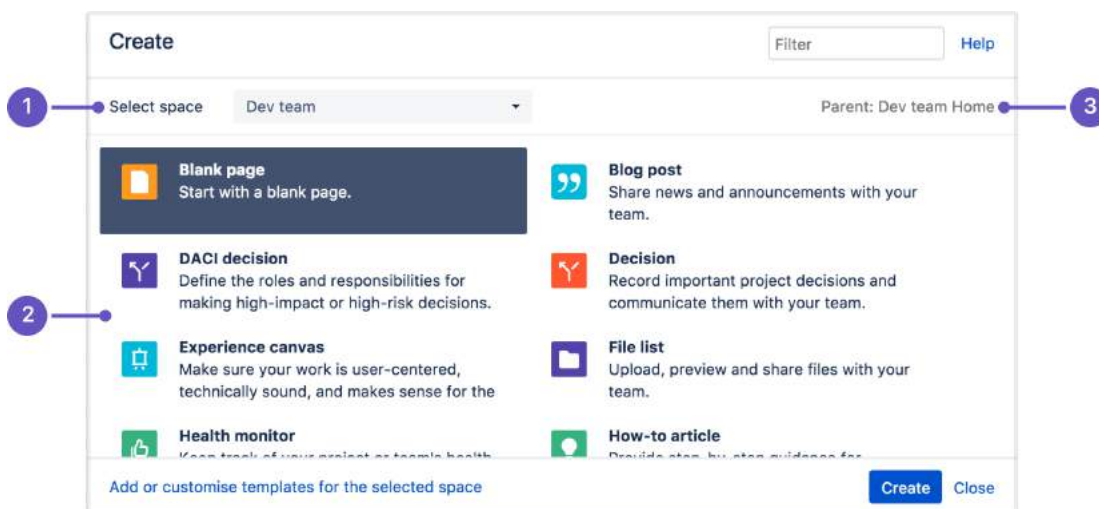
### On this page:

- [Create a page](#)
- [Edit together](#)
- [Collaborate or restrict](#)
- [Organize and move](#)
- [Other page actions](#)
  - [Notes](#)

✔ If you want to quickly create a blank page, hit the **Create** button in the header; if you want to create a page from a template, hit the **Create from template** button.



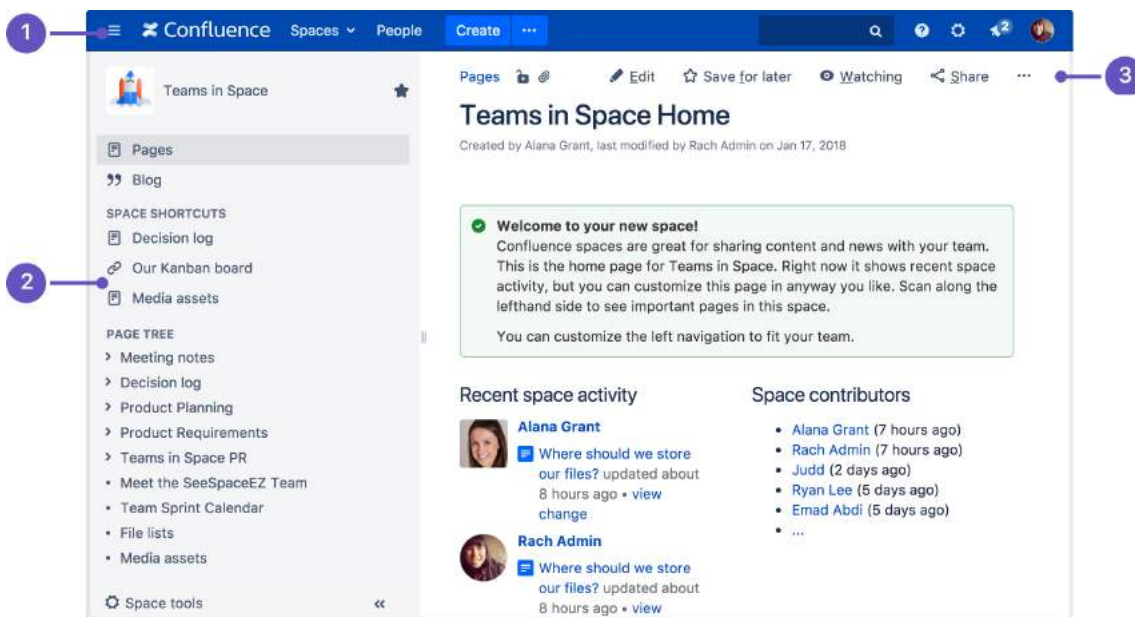
1. **Create blank page**
2. **Create from template**



1. **Select space:** choose the space where you'll create the content.
2. **Page templates:** create a page from a template or create other types of content.
3. **Parent page:** your page will be a child of this page.

Once you 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 **Publish** when you're ready to make it appear in the space.

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.



1. **Confluence header:** create blank pages, pages from templates and visit spaces or your profile.
2. **Space sidebar:** access pages, blogs and administer the space.
3. **Page tools:** edit or share the page, watch it to get updates and perform more actions.

✔ 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.

## Edit together

Need input from your team members? Multiple people can edit your page at the same time.

Hit the **Invite** button in the editor and either grab the link, or enter some people or groups to invite by email (they need the appropriate Confluence and space permissions of course).

See [Collaborative editing](#) for all the ins and outs.

## 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](#).

## Organize and move

You can also organize 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.


ℹ 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 organization, for projects, a combination of both, or for any reason you want to group pages together. See [Spaces](#) for more information.

## Other page actions



- [Copy](#) a page and its child pages
- [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.

 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 [Links](#) for more information.

## Notes

You may experience problems saving extremely large pages. Confluence can accept approximately 5mb of content (not including attached files) which is roughly equivalent to 800,000 words. If you do experience errors that indicate the page is too large to save, you should break up the page into several smaller pages.

# 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 its own blog. To view a space's blog, go to a space and choose **Blog** in the sidebar. 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 reorganize 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 organization.

### On this page:

- [Create a blog post](#)
- [Move a blog post](#)
- [Restrict a blog post](#)
- [Delete a blog post](#)
- [Export a blog post](#)

### Related pages:

- [Subscribe to RSS Feeds within Confluence](#)
- [Blog Posts Macro](#)
- [Collaboration](#)
- [Export Content to Word, PDF, HTML and XML](#)

See [Export Content to Word, PDF, HTML and XML](#) for more information on exporting blog pages to PDF.

# 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 changes as you type. Changes are only visible when viewing the page after you publish or update. See [Collaborative editing](#) for more information on how this works.

### On this page:

- [Edit a page or blog post](#)
- [The editor](#)
- [Editor toolbar](#)
- [Restrictions, labels, and notifications](#)
- [Things to help you work faster](#)
- [Find and replace text](#)
- [Invite people to edit with you](#)
- [Record change comments and notify watchers](#)

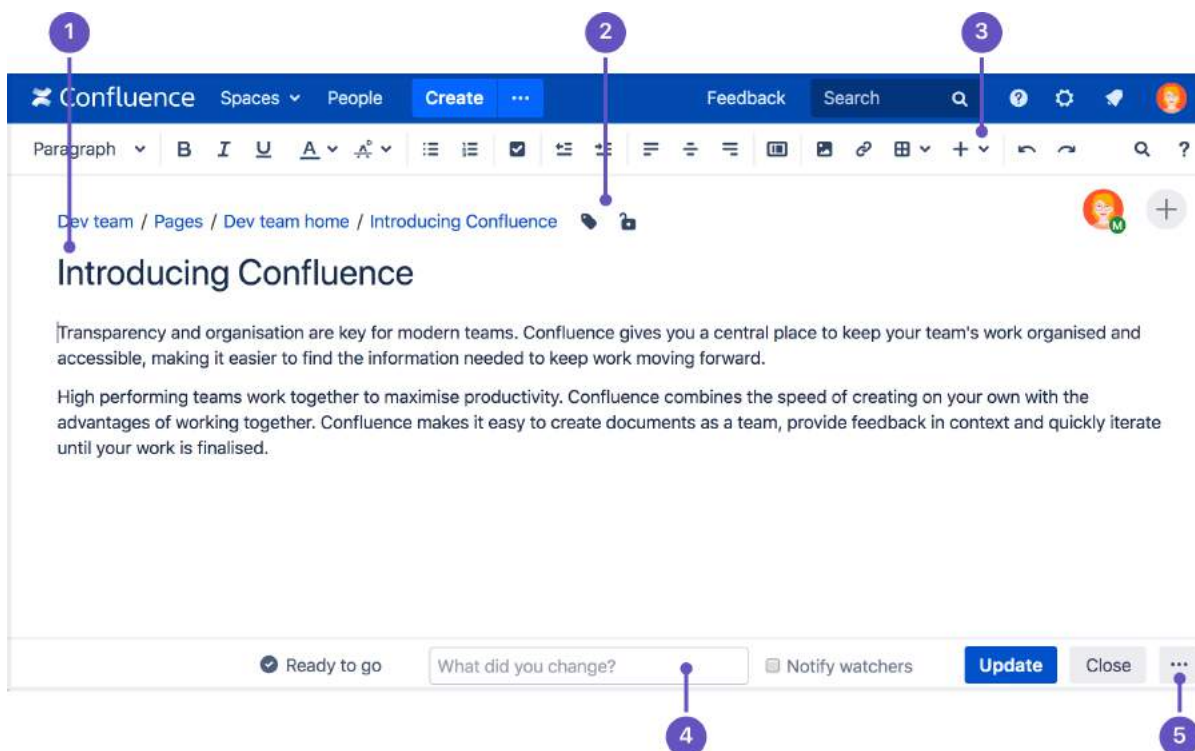
### Related pages:

- [Tables](#)
- [Page Layouts, Columns and Sections](#)
- [Display Files and Images](#)
- [Links](#)
- [Symbols, Emoticons and Special Characters](#)

## 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.

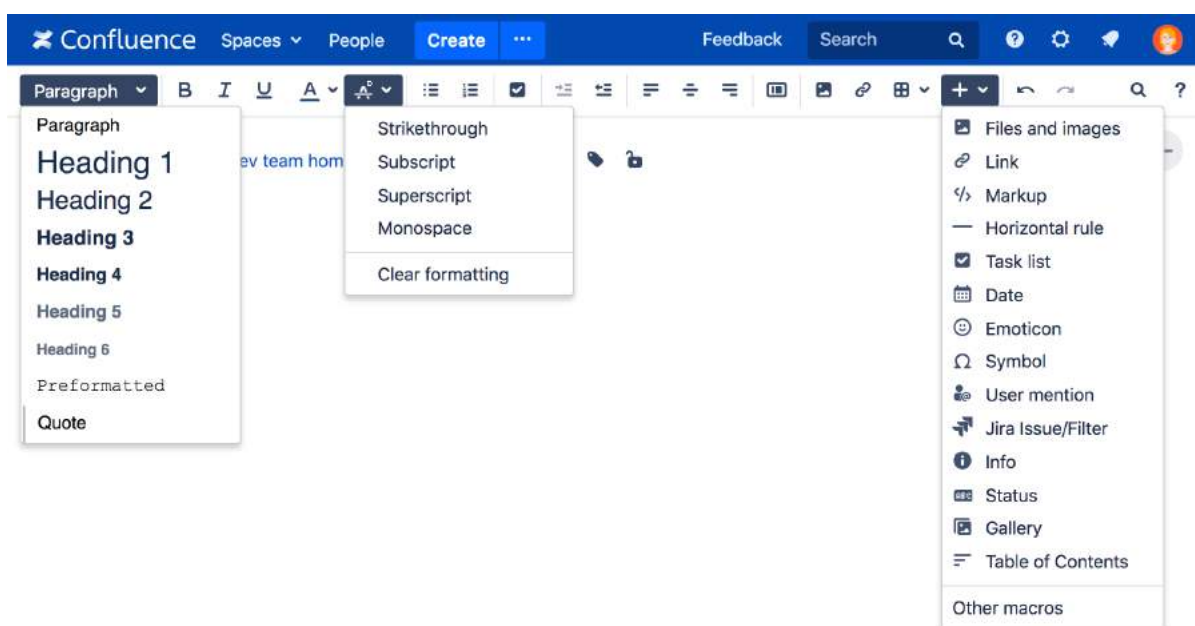
If you're renaming your page, there are [some things you should take into account](#).



1. **Page content:** add your page title and body text.
2. **Page tools:** add labels or restrict the page.
3. **Insert:** add files, links, images, tables and macros
4. **Notify:** notify others and leave a comment when you change a page.
5. **Preview or revert:** preview your page, view changes since last published, or revert back to last published version (or delete the draft page, if it has never been published).

## 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 [?](#).




## 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 analyze 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.

#### 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.

## Invite people to edit with you

Speed up your draft and review cycles and get input from the right people by inviting them to edit the page with you. The page does not need to be published.

Hit the  button in the editor and either grab the link, or add people, groups or email addresses to invite, just like [sharing a page](#).

Sharing or inviting someone to edit a page or blog post does not automatically grant any permissions - they will still need the appropriate Confluence permissions to access Confluence and view or edit the page.

Up to 12 people can edit the same page at the same time (your administrator can change this limit).

## Record change comments and notify watchers

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. The comment will be visible in the [page history](#).

If you want to send a notification to people [watching the page](#), select **Notify watchers**. The change comment will be included in the notification email.

The **Notify watchers** checkbox remembers your last selection for each page, so if you choose not to notify people, the checkbox will be deselected for you next time you edit that page.

Notify watchers

# 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, and the dashboard welcome message.

**On this page:**

- [Insert symbols and special characters](#)
- [Insert emoticons](#)
- [Prevent emoticons from appearing](#)

**Related pages:**

- [The Editor](#)

## Insert symbols and special characters

1. Edit the page (if you're viewing the page, press **E** on your keyboard)
2. Choose **Insert > Symbol**
3. Choose a symbol to insert it

### Symbol

Y-diaeresis

Cancel

## Insert 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 also type the following characters to insert emoticons. This can be useful when the Insert menu is not available, for example in an inline comment.



				
:)	:(	:P	:D	;)
				
(y)	(n)	(on)	(off)	(!)
				
(*)	(*r)	(*g)	(*b)	(*y)
				
(/)	(x)	(i)	(+)	(-)
				
(?)	<3	</3		

Prevent 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](#).

# Collaborative editing

Collaborative editing takes teamwork to the next level by letting you and your team work together in real time on software requirements, meeting notes, retros, and any other Confluence page. See who's editing the page with you, and see changes as they happen. Hit **+** to invite more people to edit with you.

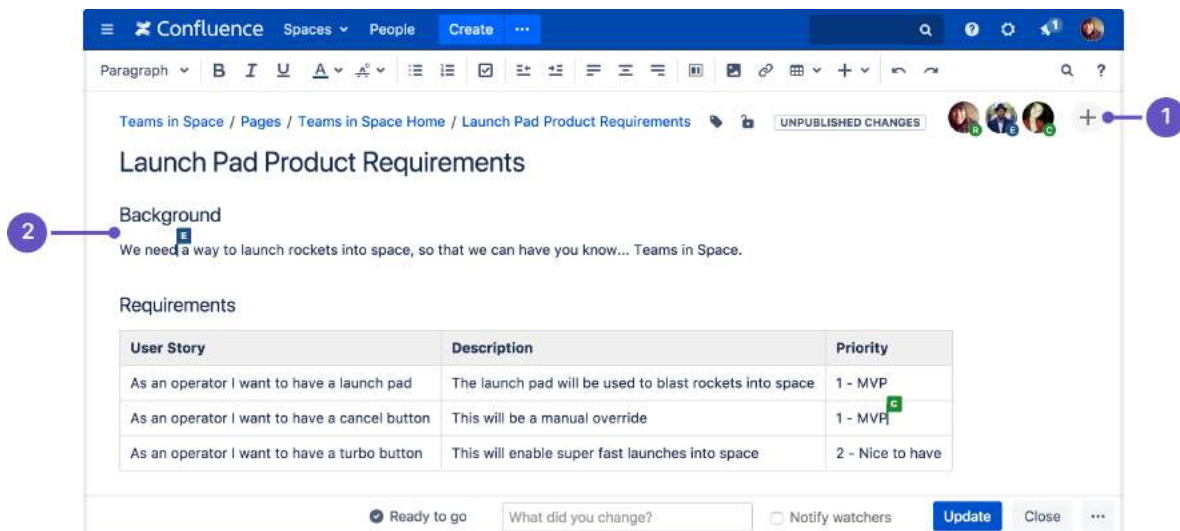
Changes save and sync automatically, so everyone editing sees the same thing. And, because we're saving all the time, there's no need to manually save. Publish now or keep the draft and publish it later—you're in control.

Up to 12 people can edit the same page at the same time. Your administrator can change this limit using a [system property](#).

Once you and your team are done editing you can:

- **publish** (or update if the page has previously been published) to make everyone's changes visible
- close the editor and **keep** everyone's work to finish later
- **revert** to the published version of the page, discarding everyone's unpublished changes
- **delete** the draft page entirely, if it has never been published.

We'll warn you if you're about to publish (or discard) other peoples' changes along with your own.



1. **Invite more people:** see who is editing the page and invite others to edit with you.
2. **See what they're doing:** watch others edit the page in real time.

## Drafts and unpublished changes

### What is a draft?

A draft is a page that has **never** been published before. Draft pages have a lozenge that says **draft**, and are only visible to their author, and to anyone that author shares their draft with. Nobody else will be able to see your draft, as it is only accessible from the **Recently worked on** list of each of the people who've contributed to it.

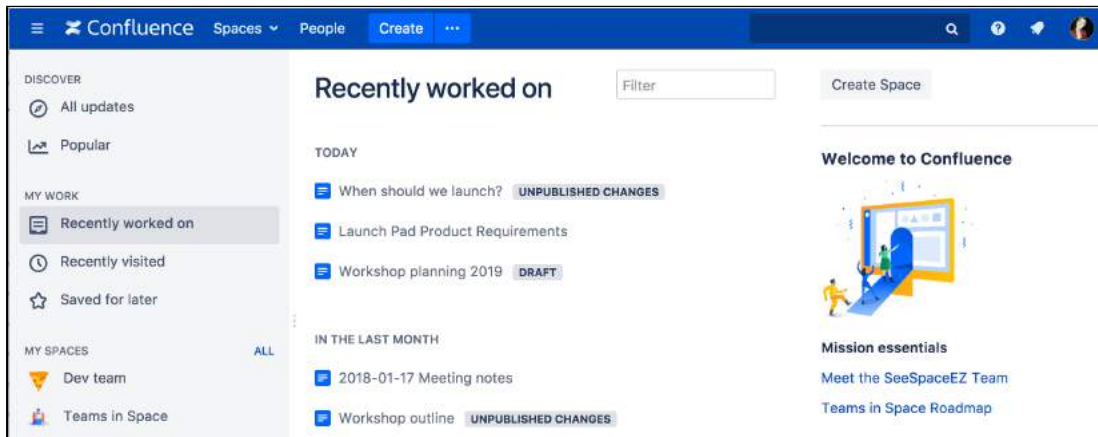
### What are unpublished changes?

#### On this page:

- [Drafts and unpublished changes](#)
- [Things you should know](#)

A page with **unpublished changes** is a page that has been published, and has then had edits made to it, but which has not yet been republished. Anyone who has unpublished edits will see the page in their **Recently worked on** list, with a lozenge saying **unpublished changes**. People who haven't contributed to the unpublished changes won't see this lozenge.

Those unpublished changes, however, are visible in the editor, and anyone can access them by editing that page. Therefore, if you have unpublished changes and do not want someone else making additional changes before they can be published, you might want to temporarily restrict editing on that page (leaving the published version of the page visible).



## Things you should know

### Limited content auditing

We don't yet have the same auditing capabilities with collaborative editing. All page changes are currently attributed to the person that publishes the page, rather than the person who made each specific change.

### Changes in drafts aren't versioned

We're saving all the time in collaborative editing, but we don't save versions in a draft. When restoring an earlier page version, you can only roll back to published versions (the page draft is deleted when you restore a previous version)

### No more personal drafts

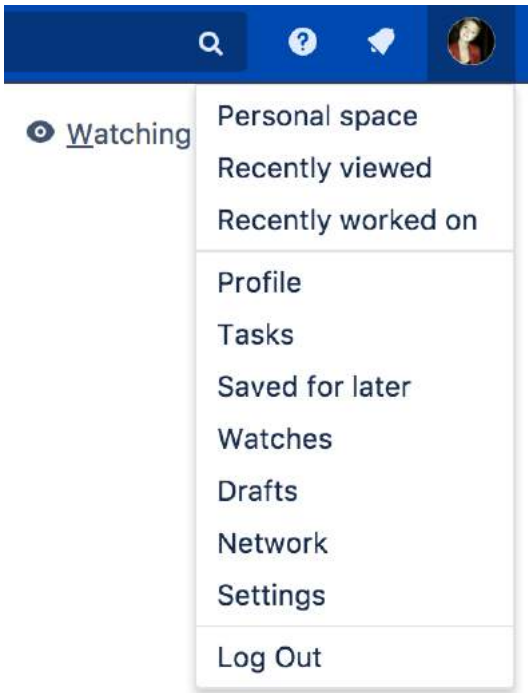
Collaborative editing introduces a new type of draft, a *shared* draft. Previously, when you edited a page but didn't save it, Confluence would create a draft that was only visible to you (a personal draft). Now, Confluence creates a shared draft whenever anyone edits a page. All page editors work on this same shared draft, and it exists until someone publishes the page.

When you publish a shared draft, you're publishing all the changes you have made and changes made by others. Publishing creates a version in the page history.

If you discard a shared draft, you're discarding all changes, including changes made by others. Because shared drafts aren't versioned, there's no way to get a discarded draft back.

Any existing personal drafts are still available, but are no longer editable. If you edit a page, you'll see the shared draft of the page, not your personal draft (if one exists).

If you need to get content out of your previous personal drafts head to **Profile > Drafts**, locate your page and copy the contents.




# 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).

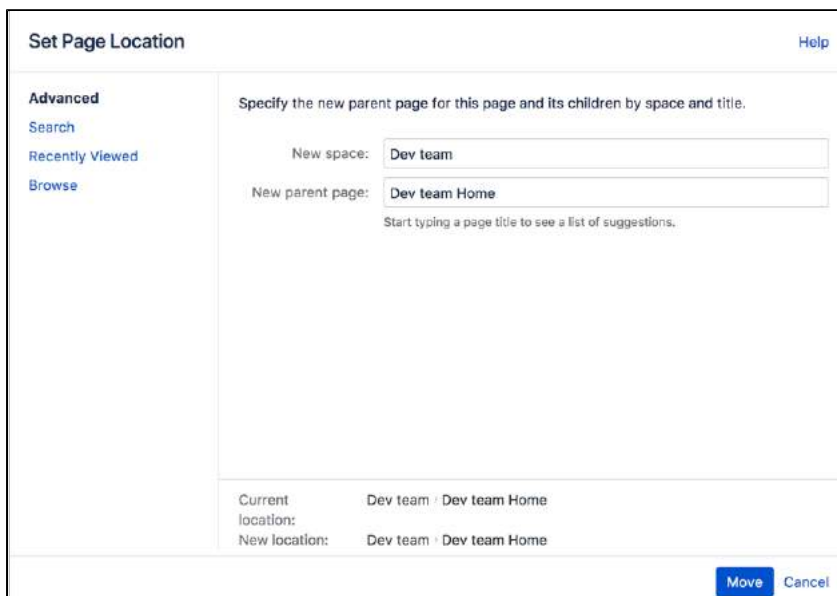
## Set page location or move a page

1. Do either of the following:
  - **While creating a page** – choose the location icon  at the top 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.

**i** 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*



**Set Page Location** [Help](#)

**Advanced**  
Search  
Recently Viewed  
Browse

Specify the new parent page for this page and its children by space and title.

New space:

New parent page:

Start typing a page title to see a list of suggestions.

Current location: Dev team > Dev team Home  
New location: Dev team > Dev team Home

[Move](#) [Cancel](#)

## 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:

### On this page:

- [Set page location or move a page](#)
- [Reorder pages within a space](#)
- [Notes about permissions](#)

### Related pages:

- [Create and Edit Pages](#)
- [Copy a Page](#)
- [Delete or Restore a Page](#)

- 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.

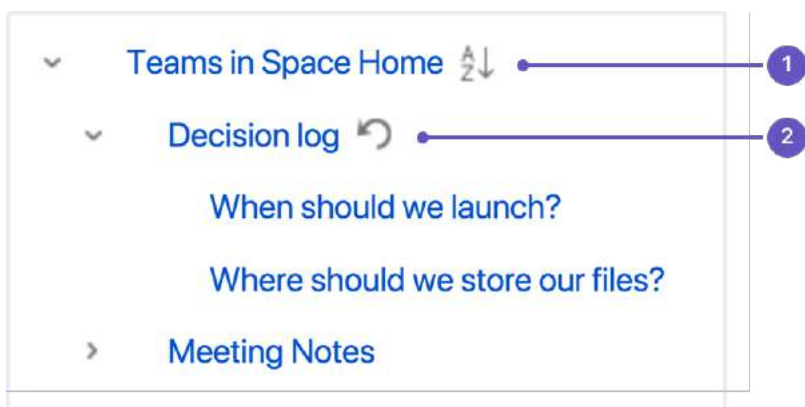
All links to the page are maintained. When you move a parent page, the entire hierarchy of child pages will move too.

**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.

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.



1. **Alphabetical:** sort all child pages alphabetically.
2. **Undo:** undo sorting.

**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 contents of a page, the easiest way is to copy the page. You can copy pages into the same space or to a different space.

When you copy pages into the same space, you'll need to rename them, as two pages with the same name can't live in the same space. We give you some handy tools to help rename your pages during the copy process.

**i** You need the 'Create Page' permission to copy pages. See [space permissions](#) for more information.

## On this page:

- [Copy pages](#)
- [Copy the contents of an entire space](#)

## Related pages:

- [Create and Edit Pages](#)
- [Move and Reorder Pages](#)

## Copy pages

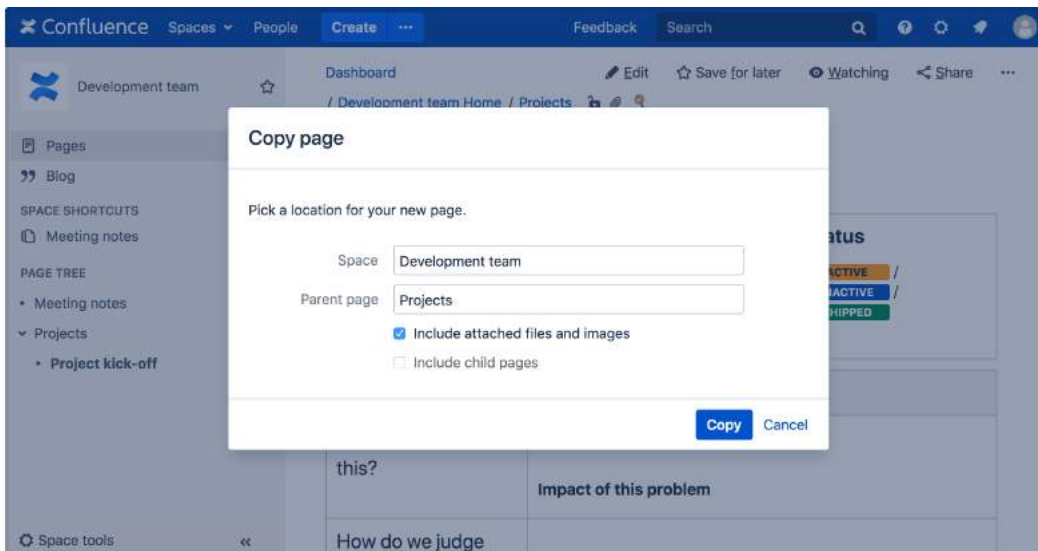
### Single page

To copy a single page:

1. Go to the page and choose **...** > **Copy**.
2. Choose a **Location** for the new page.
3. Choose whether to **include attached files and images**.
4. Hit **Copy**.

Confluence will open the copy of the page in the editor and name it 'Copy of [original page title]'. You can then rename the page and work in the editor like any ordinary page.

Any restrictions are not copied over. If the page contains private information, click the padlock icon in the editor to apply restrictions *before* you publish.



## Page hierarchy

To copy a page and all its child pages:

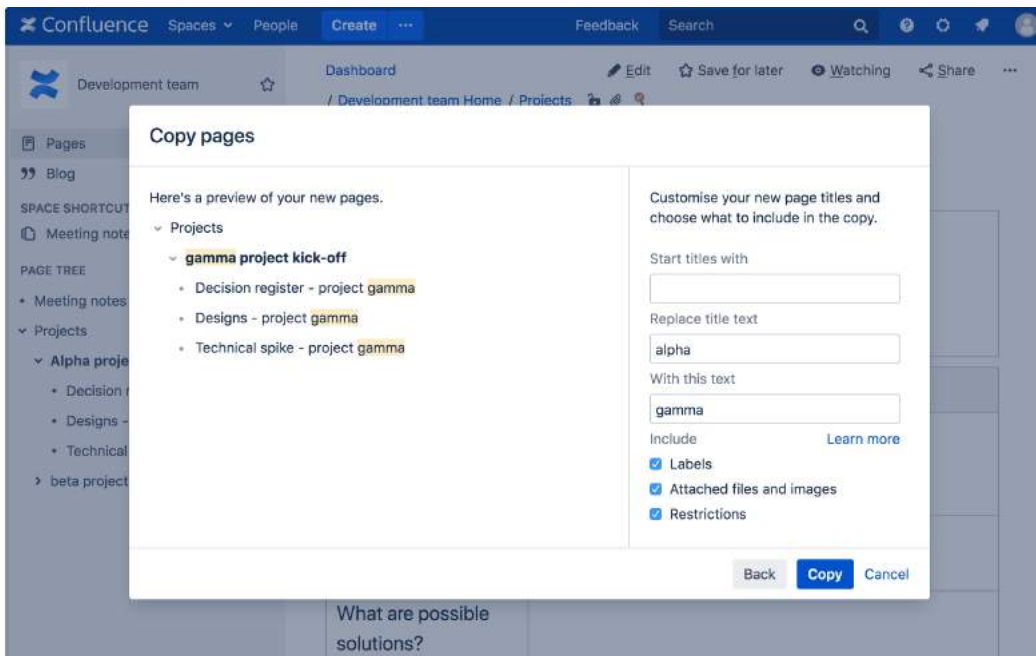
1. Go to the page and choose **...** > **Copy**.
2. Choose a **Location** for the new pages.
3. Select **Include child pages**.



4. Use the options provided to customize your new page titles.  
You can add a prefix, replace a keyword or phrase in existing titles, or both. The preview will give you a good idea of what your new page hierarchy will look like, and warn you if there are any problems.
5. Deselect any items you do not want to copy over (attached files, labels, restrictions)
6. Hit **Copy**.

You'll find a link to your newly copied pages in the copy complete message.

**⚠️ Note:** It's not possible to selectively copy multiple pages. You will be copying the entire hierarchy.



### What's included when you copy a page?

Here's some more info on what's included when you copy a page.

	Single page	Page and its child pages
Page contents (text, macros)	Yes	Yes
Attached files and images	Optional - if you choose not to include attachments, you may see 'unknown-attachment' errors on the copied pages.	
Comments	No	No
Labels	Yes	Optional
Restrictions	No	Optional - you may not be able to change this option if you don't have appropriate 'Restrict' space permissions.
Watchers	No	No
Saved for later info	No	No
History	No	No
Child pages with view restrictions	-	Yes - if you have permission to see the child pages.  No - if you do not have permission to see the child pages.

### Space permissions and page restrictions



Your space permissions and any existing page restrictions have an impact on what you can copy:

- To copy pages you need the 'Create' page permission in the destination space.
- To copy pages with restrictions intact, you need the 'Restrict' page permission in the destination space.

When copying a page and its child pages, you also have a choice to copy over any existing page restrictions. This is useful if you need to maintain the current view or edit restrictions. If you don't have 'Restrict' page permission in the destination space, you won't be able to choose this option.

## Copy the contents of an entire space

Confluence does not provide an option to copy a space, however if your space has less than 1000 pages, you can use copy page to copy all the pages in an existing space to a new space.

### To copy the contents of a space to a new space:

1. Create a new space.
2. Go the homepage of the space you want to copy, and choose **...** > **Copy**.
3. Set your new space as the **Location**.
4. Select **Copy child pages** then hit **Copy**.
5. In the new space, go to **Space Tools** > **Reorder pages** and drag your copied homepage to the root of the space (so it is no longer a child of the current space homepage).
6. Go to **Space tools** > **Overview** > **Edit space details**.
7. Enter the copied space homepage title in the **Home page** field and **Save**.

That's it. You can now delete the homepage that was automatically added when you created the space.

Note that this is a new space, and no space settings (permissions, color schemes, templates etc) will be copied. See [these instructions on copying a space](#) for some other workarounds.

# Delete or Restore a Page

When you delete a Confluence page, we'll move it to the space's trash. It's not permanently deleted, and can be restored by a space admin, until the page is [permanently deleted from the trash](#).

**Don't see a delete option?** Delete only appears if you are allowed to delete the page. Both [space permissions](#) and [page restrictions](#) can prevent you from deleting.

## Delete a single page

When you delete a page in Confluence, you're deleting its page history too. 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:

1. Go to the page and choose **\*\*\* > Delete**.
2. We'll warn you of any issues, such as incoming links that will break. Choose **Delete** to proceed.

The page will be sent to the trash, where it can be [restored](#) by a space admin.

Any child pages (including any restricted pages that you are not allowed to see) will move up to the nearest parent page.

## Delete a page hierarchy

When deleting a page that has child pages you have the option to delete the entire page hierarchy.

### To delete a page hierarchy:

1. Navigate to the parent page and choose **\*\*\* > Delete**.
2. Choose **Also delete child pages** then hit **Next**.
3. We'll warn you of any issues, such as incoming links that will break. Choose **Delete** to proceed.

The pages will be sent to the trash, where they can be [restored](#) by a space admin.

Any pages that are restricted (that you are not allowed to see or delete) will not be deleted and will move up to the nearest parent page.

## Delete an unpublished page

To delete a page that has never been published (a draft), in the editor go to **\*\*\* > Delete unpublished page**.

Deleted drafts are not sent to the trash, so cannot be restored. If other people have contributed to the draft, you will be deleting their work as well as your own.

## Delete a page version

[Space admins](#) can delete specific versions from the page history. This is useful if you need to prevent older versions of a page being restored in future. Deleting a page version is permanent and cannot be undone.

### To delete a specific version of a page:

1. Go to the page and choose **\*\*\* > Page History**
2. Choose **Delete** next to the version you want to delete.

Once you've deleted a version, the other versions are re-numbered where necessary.

### On this page:

- [Delete a single page](#)
- [Delete a page hierarchy](#)
- [Delete an unpublished page](#)
- [Delete a page version](#)
- [Restore deleted pages](#)
- [Empty the trash or permanently delete a page](#)

### Related pages:

- [Cannot edit page: Editing or Deleting a Page That Won't Render](#)
- [Copy a Page](#)

## Restore deleted pages

If you're a [space admin](#) you can restore deleted pages back into a space. This is useful if someone accidentally deletes a page and needs to get it back.

### To restore a deleted page:

1. Go to the space and choose **Space tools > Content Tools** from the bottom of the sidebar
2. Choose **Trash**.
3. Choose **••• > Restore** next to the page you wish to restore.

Pages are restored to the root of the space. Head to Space Tools > Reorder Pages to drag your restored page back into the page hierarchy.

## Empty the trash or permanently delete a page

If you're a [space admin](#) you can permanently delete a page (and all its attached files) by purging it from the trash. Once purged, the page and all its versions and attached files will be gone for good.

### To purge deleted pages:

1. Go to the space and choose **Space tools > Content Tools** from the bottom of the sidebar
2. Choose **Trash**.
3. Choose **••• > Purge** next to a specific page or you can **Purge all** to completely empty the trash.

# 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 categorize, 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 organize your Confluence spaces. See [Use Labels to Categorize Spaces](#).



## Label a page or blog post

Any user with permission to edit a page can add labels to it. 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. At the bottom of the page, choose **Edit labels**  or hit **L** on your keyboard
2. Type in a new label (existing labels are suggested as you type)
3. Choose **Add**



 If you're editing or creating a page, and you want to add labels, choose the **Edit label** icon  at the top of the page.

## 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 label** 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.

### On this page:

- [Label a page or blog post](#)
- [Label an attachment](#)
- [The Labeled content page](#)
- [Search by label](#)
- [Search for labeled pages using a URL](#)
- [Remove labels](#)

### Related pages:

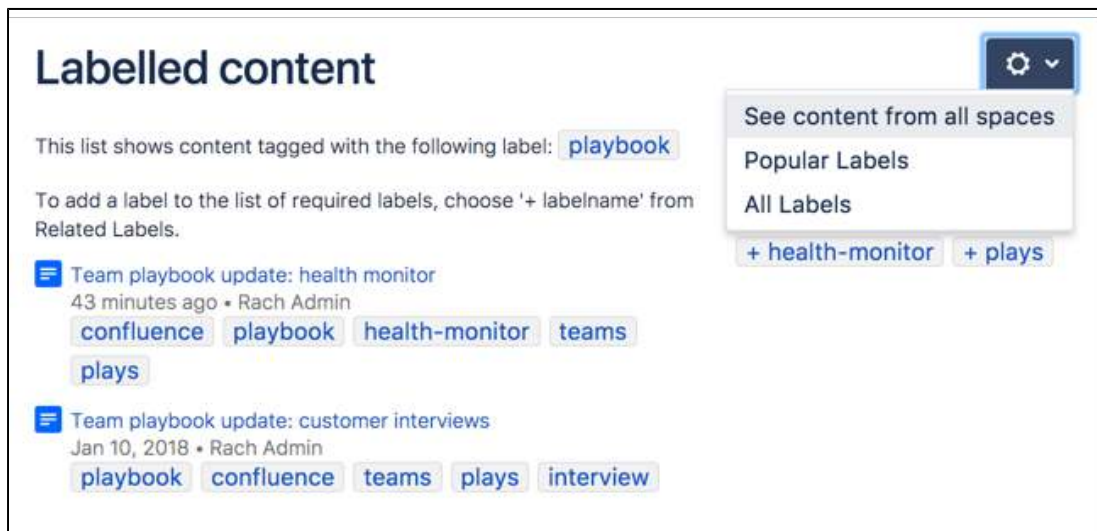
- [Use Labels to Categorize Spaces](#)
- [Display Pages with Label Macros](#)

🔗 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 Labeled 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 **Labeled 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** from the cog to view labeled content from all spaces in your Confluence site.

*Screenshot: The Labeled 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=SPACEKEY
```

## 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 labeled 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 **Labeled 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 **Labeled 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.

**i** You can't remove, consolidate or manage labels directly. A label is created by adding it to a page for the first time, and ceases to exist once its been removed from all pages it was added to.

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.

# Display Pages with Label Macros

Using labels and macros, you can categorize 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.

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 categorize 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).

#### Related pages:

- [Add, Remove and Search for Labels](#)
- [Macros](#)
- [Use Labels to Categorize Spaces](#)

# Drafts

A **draft** is a page you've never published. **Unpublished changes** are edits that you've made to a published page, without republishing them.

Confluence autosaves your drafts and unpublished changes as you work, so if you get interrupted and close your tab or navigate away, your content lives on for you to resume editing when you're ready.

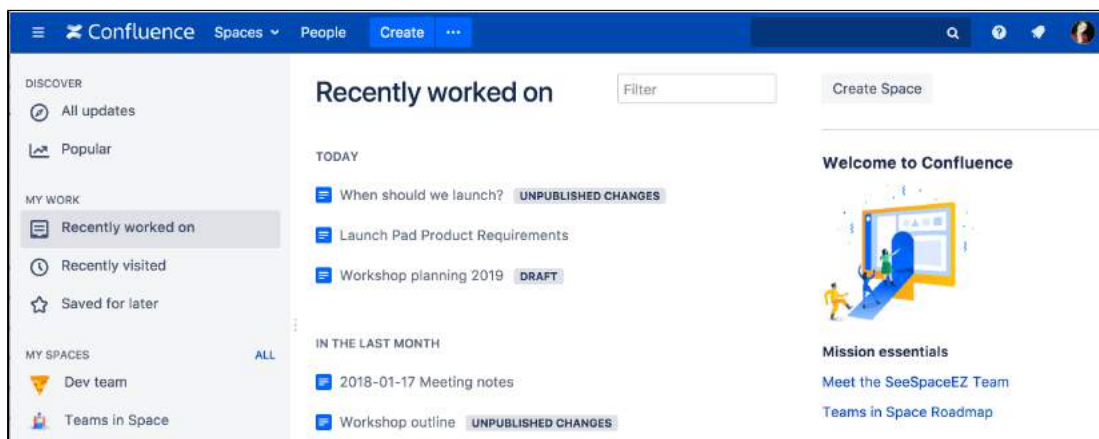
If you're creating or editing, but don't want to publish your changes yet, hit **Close** at the bottom-right of the editor. This will save those changes in the editor without publishing, and you can return to them at any point. Closing the editor will land you back on the published version of the page, or, if you're working on a draft, on your **Recently worked on** list.

## Find drafts and unpublished changes

Drafts and pages with unpublished changes appear in **Recently worked on** in the dashboard. You can easily differentiate between these as they'll have a 'draft' or 'unpublished changes' lozenge next to their titles. The 'unpublished changes' lozenge is only visible to people who have contributed to the draft or unpublished changes, so you don't have to worry about it distracting your viewers.

### On this page:

- [Find drafts and unpublished changes](#)
- [Resume editing a draft](#)
- [Resume editing a page with unpublished changes](#)
- [Discarding unpublished changes](#)
- [Delete a draft](#)



## Resume editing a draft

You can find your drafts under **Recently worked on** or by heading to your profile and clicking on **Drafts** (only drafts that you created show in your profile). Clicking on a draft will drop you straight into the editor so you can keep editing and/or publish.

 If you didn't enter a page title, the draft will be called '*Untitled*'.

## Resume editing a page with unpublished changes

If you've been editing a page that's already been published, you can find the page again either through the page tree or under your **Recently worked on**. The 'Unpublished changes' lozenge makes them easy to spot.

Edit the page to see the unpublished changes and keep editing, then, when you're ready, hit **Publish**.

## Discarding unpublished changes



If you make changes to a published page, then change your mind, you can discard all changes by reverting to the last published version of the page. This will discard all unpublished changes made by you and any others who have edited the page since the last time it was published.

Before you revert to the last published version you should:

- Check who else has edited the page since last publish - their avatars will be shown at the top of the editor.
- In the editor, go to **...** > **View changes** to see all changes that have been made since last publish. The changes won't be attributed to individual users.

Once you've checked to make sure you aren't going to inadvertently discard someone else's changes, go to **...** > **Revert to last published version** to discard all changes.

## Delete a draft

To delete a draft go to **...** > **Delete unpublished page**.

Because drafts have never been published, you'll be deleting the entire page or blog post. Discarded drafts are not sent to the trash.



Drafts in Confluence are shared, meaning other people can work on them with you. If you delete a draft that other people have worked on, you're deleting their changes too.

# Concurrent Editing and Merging Changes

**i** This page covers the concurrent editing behavior in Confluence 6.0 or later when your administrator has chosen to **disable collaborative editing**.

In most cases, this won't apply to your Confluence site.

## Related pages:

- [Page History and Page Comparison Views](#)
- [Drafts](#)

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.

## 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: Concurrent editing notification*

**i** This page is also being edited by [Ewan User](#). Your changes will be merged with theirs when you save. **X**

## 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 not be included in the latest version).
- **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.

## On this page:

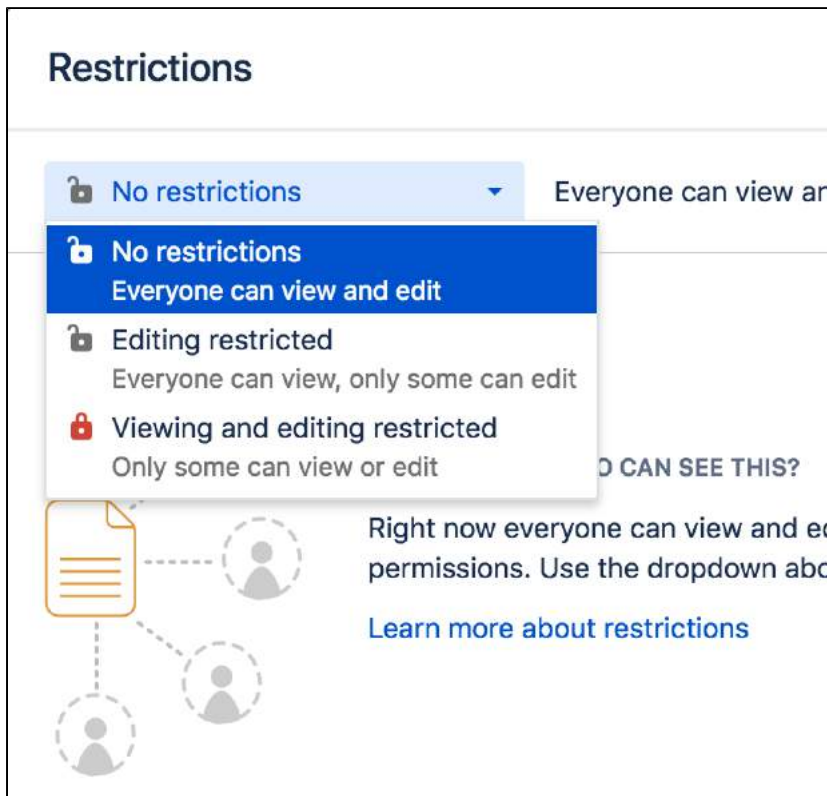
- [Restrict a page or blog post](#)
- [Remove restrictions from a page](#)
- [Copy a restricted page](#)
- [Get access to a restricted page](#)
- [View all restricted pages in a space](#)
- [Notes](#)

## Restrict a page or blog post

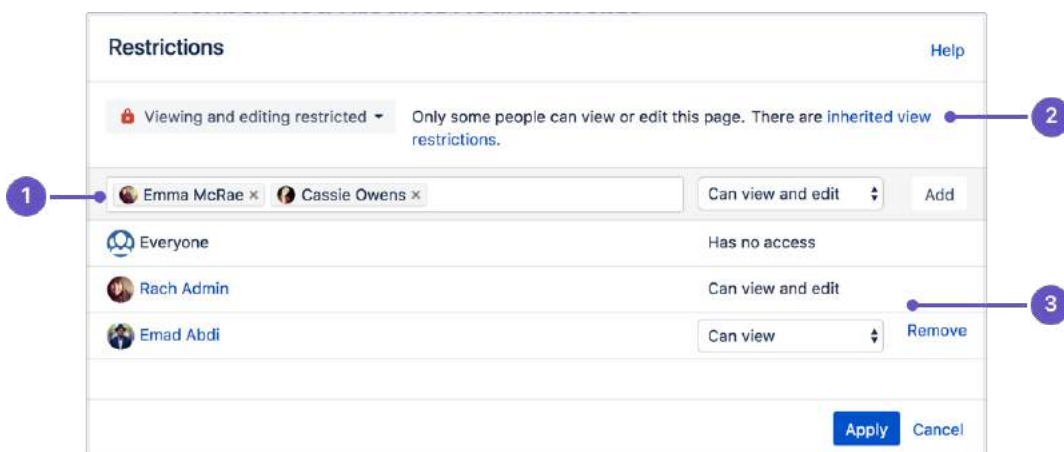
To restrict who can view or edit a page or blog post:

1. Choose the Restrictions  icon at the top of the page.
2. Choose whether you just want to limit only who can **Edit**, or who can **View and / or Edit**.
3. Enter users or groups then click **Add** to add them to the list.  
If you chose **Viewing and Editing restricted** you can further specify for each person or group whether they can edit or just view the page.
4. **Apply** the restrictions.

You can add as many users and/or groups as you need. You can apply page restrictions to published and unpublished (draft) pages.



In this example, some users and groups can view only, others can also edit, plus there are inherited restrictions that might impact who can view the page.



1. **Speed it up:** apply the same restriction to multiple people and groups.
2. **Watch out:** restrictions on other pages can affect this one.
3. **Be specific:** choose exactly what each group or person can do.

### Who is 'everyone'?

When we say "everyone can view this page" *everyone* means all the people who can view the page by default. There are two things that can affect who can view a page - the space permissions, and view restrictions on any parent pages that are being inherited.

Restrictions don't override a person's space permission. For example, if you say a person 'can view' in the restrictions dialog and they don't have 'view' permissions for the space, they won't be able to see the page.

### How do inherited restrictions work?

View restrictions are inherited, which means a restriction applied to one page will cascade down to any child pages. Edit restrictions are not inherited, which means pages need to be restricted individually.

The restrictions dialog will tell you when there are inherited restrictions that might affect who can view your page.

Here's the basics:



- If you restrict **viewing** to a person or group, only they will be able to see that page and all its child pages (unless there are further restrictions on the child pages).
- If you restrict **editing** to a person or group, they'll be able to see and edit that page, plus see its child pages.
- Parent pages (higher up in the page hierarchy) can have their own view restrictions that may prevent people from viewing your page.

If the person you've listed as a viewer or editor can't see the page, check to make sure:

- they have **View space permission** for that space, or
- there's no view restriction on a page higher up the page hierarchy that prevents them seeing any children of that page.

### View current page restrictions

The restrictions icon at the top of the page gives you a clue that the page has restrictions:

	Viewing this page is not restricted. Everyone can see this page (but editing may be restricted).
	The page is restricted. Click the icon to see the list of who can view and edit this page.



The page is inheriting restrictions from another page. Click the icon then choose Inherited Restrictions to see a list of pages this page is inheriting restrictions from.

## Remove restrictions from a page

Removing restrictions is easy. Choose **No restrictions** to remove all restrictions, or click **Remove** next to each person or group in the list if you want to change who can view or edit the page.

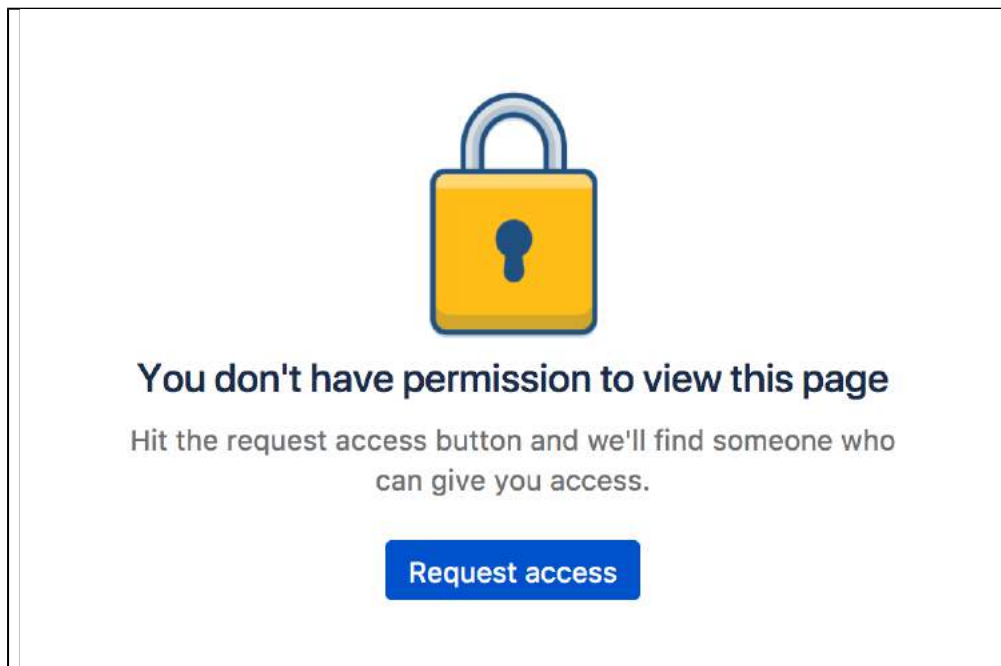
## Copy a restricted page

When you copy a single page, we don't automatically copy the restrictions. If the page contains information that should be private, remember to reapply restrictions in the editor *before* you publish, to avoid notifying people who are watching the space.

When you copy a page and all its child pages, you have the option to copy all restrictions, or skip copying restrictions on all pages. See [Copy a Page](#) for more information.

## Get access to a restricted page

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

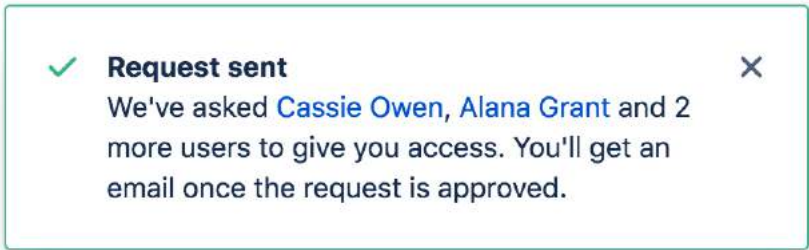


If the request access message above doesn't appear, you're not able to request access for that particular page. This usually is because the page has inherited view restrictions from a parent page, you don't have adequate space permissions, or there is no mail server set up.

### Request access

To request access to a restricted page:

1. On the restricted page choose **Request access**.
2. Confluence will send an email to up to 5 people most likely to be able to grant you access.
3. Wait for an email confirming that access has been granted.

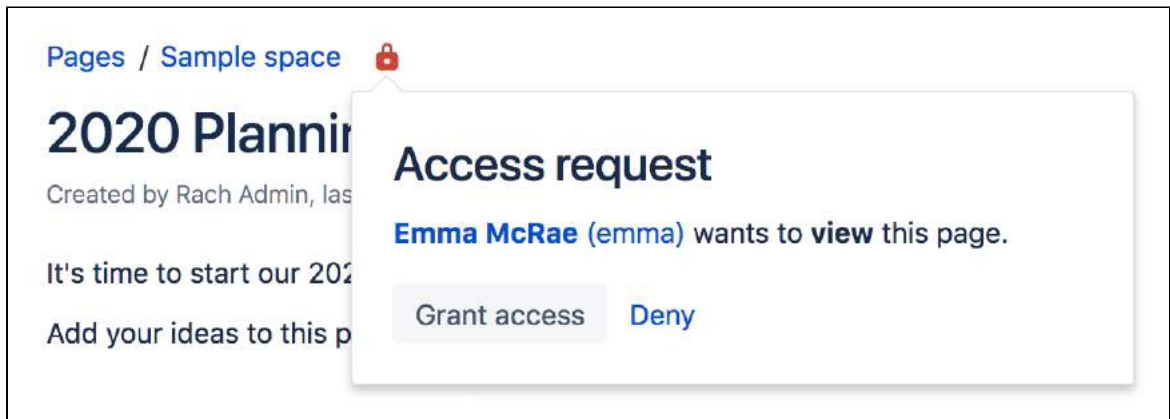


**Grant access**

To grant access to a restricted page:

1. In the request access email, choose **Grant access**. You'll be taken to the restricted page, and a dialog will appear with the access request.
2. Choose **Grant access**. (We'll let you know if someone else got there before you, and has already granted 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?**

When a user requests access to a restricted page, Confluence will send an email to up to 5 people who are most likely to be able to grant access, in the following order:

1. people who have contributed to the page in the past, can see the page and have 'Restrict' or 'Admin' space permission (sorted by last edit date)
2. space administrators who can see the page (sorted alphabetically).

This means that the request should be actioned quickly, as it prioritizes the people who have been interacting with the page most recently. There's no follow up email if none of the 5 people respond, the user will need to contact a space administrator directly to ask for access.

**Disable the ability to request access**

If you don't want people to be able to request access to restricted pages, for example if you're using Confluence for public documentation, you can disable the Confluence Request Access Plugin. See [Managing System and Marketplace Apps](#).

**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**.

*Screenshot: Restricted pages in a space*

Title (Space)	Type	Permitted User/Group	Creator	Created	Operations
<a href="#">Launch Pad Product Requirements</a> (Teams in Space)	Edit	admin	Emad Abdi	Jan 29, 2018	
	Edit	cassie	Emad Abdi	Jan 29, 2018	
	Edit	emma	Emad Abdi	Jan 29, 2018	
<a href="#">Teams in Space Marketing Launch</a> (Teams in Space)	Edit	admin	Emma McRae	May 10, 2017	
<a href="#">Product Requirements</a> (Teams in Space)	View	admin	Rach Admin	Jan 29, 2018	
	Edit	admin	Rach Admin	Jan 29, 2018	

**Notes**

- **You can't exclude yourself**  
When you apply a restriction, Confluence will automatically add you to the list. You can't remove yourself from this list.
- **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**.

# 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.

## 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**

## Other ways to do this

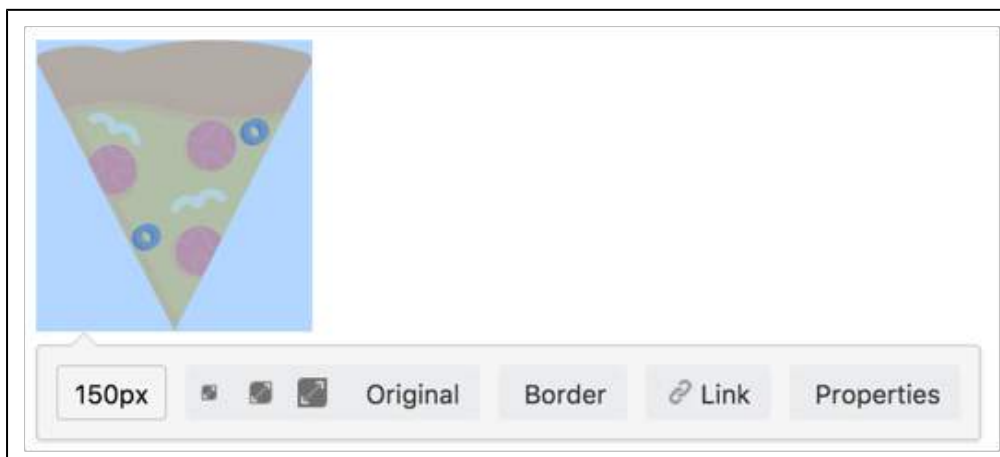
There are a few other ways to insert a link:

- Type [ followed by the page or attachment name. [Autocomplete](#) will suggest matching items for you, or
- 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.

**⚠** Confluence doesn't provide an option to configure a link to open in a new window or tab. Users can choose to right click / CTRL+click the link if they want to open it in a particular way.

## 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**



### On this page:

- [Insert a text link](#)
  - [Other ways to do this](#)
- [Insert an image link](#)
- [Modify a link](#)
- [Remove a link](#)
- [Link to specific types of content](#)
- [Link to Confluence pages from other websites](#)
- [Link to a comment](#)
- [Using shortcut Links](#)

### Related pages:

- [Anchors](#)
- [Inserting JIRA Issues](#)
- [The Editor](#)

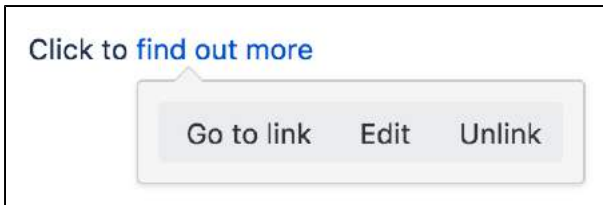


### Modify a link

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	<p>Choose <b>Link &gt; Search</b> then enter part of the page name.</p> <p>or</p> <p>Choose <b>Link &gt; Recently viewed</b> and select a page from the list.</p> <p>or</p> <p>Type [ and enter part of the page name then select the page from the list.</p> <p>or</p> <p>Paste the URL of the page onto your page (Confluence will automatically create the link).</p>
Link to a page in another space	<p>Choose <b>Link &gt; Search</b> enter part of the page name and select <b>All Spaces</b> from the drop down.</p> <p>or</p> <p>Choose <b>Link &gt; Advanced</b> then enter the space key followed by the page name <code>spacekey:mypage</code>.</p> <p>or</p> <p>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).</p>
Link to a blog post	<p>Choose <b>Link &gt; Search</b> and enter part of the blog post name.</p> <p>or</p> <p>Type [ and enter part of the blog post name then select the blog post from the list.</p>

<p>Link to an attachment or image on this page</p>	<p>Choose <b>Link &gt; Attachment</b> then upload or select an attachment from the list.</p> <p>or</p> <p>Type [ and enter part of the attachment file name then select the attachment from the list.</p>
<p>Link to an attachment on another page</p>	<p>Choose <b>Link &gt; Search</b> and enter part of the attachment name.</p> <p>or</p> <p>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).</p>
<p>Link to a website</p>	<p>Choose <b>Link &gt; Web Link</b> then enter the website URL.</p> <p>or</p> <p>Type or paste the URL onto the page (Confluence will automatically create the link).</p>
<p>Link to an email address</p>	<p>Choose <b>Link &gt; Web Link</b> then enter the email address.</p> <p>or</p> <p>Type or paste the email address onto the page (Confluence will automatically create a 'mailto:' link).</p>
<p>Link to an anchor on a page</p>	<p>Choose <b>Link &gt; Advanced</b> then enter the anchor name in one of the formats below.</p> <p>For an anchor on this page: #anchor name.</p> <p>For an anchor on another page in this space: page name#anchor name.</p> <p>For an Anchor on another page in another space: spacekey:page name#anchor name.</p> <p>See <a href="#">Anchors</a> for more information on using anchors.</p>
<p>Link to a heading on a page</p>	<p>Choose <b>Link &gt; Advanced</b> then enter the heading in one of the formats below. Heading text is case sensitive and must be entered without spaces.</p> <p>For a heading on this page: #MyHeading.</p> <p>For a heading on another page in this space: Page Name#MyHeading.</p> <p>For a heading on another page in another space: spacekey:Page Name#MyHeading.</p> <p>Be aware that these links will break if you edit the heading text. Consider using the <a href="#">Table of Contents</a> macro or an <a href="#">Anchor</a> instead.</p>
<p>Link to a comment on a page</p>	<p>Go to the comment, right click the <b>Date</b> at the bottom of the comment and copy the link. Paste the link directly onto your page or choose <b>Link &gt; Web Link</b> and paste in the URL.</p> <p>or</p> <p>Type [\$ then enter the Comment ID ('12345' in this example): [ \$12345 ]</p>

<p>Link to an undefined page (a page that does not exist yet)</p>	<p>Choose <b>Link &gt; Advanced</b> then enter the new page name (a page will be created on click).</p> <p>or</p> <p>Type <b>[</b> then enter the new page name then choose <b>Insert link to create page</b>.</p> <p>See <a href="#">Undefined Page Links</a> for more information on undefined pages.</p>
<p>Link to a personal space or user profile</p>	<p>Choose <b>Link &gt; Search</b> then enter the user's name and select their personal space homepage or their profile from the list.</p> <p>or</p> <p>Type <b>[</b> then enter the user's name and select their personal space homepage or their profile from the list.</p>
<p>Link to a Jira issue (where Confluence is connected to Jira)</p>	<p>Paste the Jira issue URL - Confluence will automatically create a Jira Issue macro.</p>

### Link to Confluence pages from other websites

The best way to link to a Confluence page from outside Confluence, for example from another site or in an email, is to use the share 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 **Share**.
3. Copy the **Share link**.

You do not need to use the share 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
<p>Link to an anchor (from an external website)</p>	<p><code>http://myconfluence.com/display/spacekey/Page+name#pagename-anchorname</code></p> <p>Example from this page:</p> <p><code>https://confluence.atlassian.com/display/DOC/Working+with+Links#WorkingwithLinks-InsertLinkAnchor</code></p>
<p>Link to a heading (from an external website)</p>	<p><code>http://myconfluence.com/display/spacekey/Page+name#pagename-headingtext</code></p> <p>Example from this page:</p> <p><code>https://confluence.atlassian.com/display/DOC/Working+with+Links#WorkingwithLinks-Insertalink</code></p>

Link to a comment (from an external website)	<pre>http://myconfluence.com/display/spacekey/pagename? focusedCommentId=commentid#comment-commentid</pre> <p>Example from this page:</p> <pre>https://confluence.atlassian.com/display/DOC/Working+with+Links? focusedCommentId=368640803#comment-368640803</pre>
--	--

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?focusedCommentId=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



### We ended support for shortcut links in Confluence 7.0

Shortcut links can still be added and used on pages, but we will no longer fix bugs relating to this feature, and plan to remove it in a future Confluence release.

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.

# Anchors

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](#)

[Step 2: Create a link to the 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
<b>Anchor Name</b>	None	This is the anchor name that you will use when creating the link. <ul style="list-style-type: none"><li>• The anchor name can include spaces. Confluence will remove the spaces automatically when building a URL that points to this anchor.</li><li>• 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.</li></ul>

## 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
-----------------	------------------------	----------

### On this page:

- [Step 1: Create the anchor](#)
- [Step 2: Create a link to the anchor](#)
- [Notes](#)

### Related pages:

- [Links](#)

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

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**

**i**

- Anchor names are case sensitive
- Enter page and anchor names with spaces when you link to them in the same Confluence site
- If you're linking to an anchor on a different page that has special characters in its name, where the URL displays a page ID rather than a name, you should still enter the page name when linking to it

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
<code>http://myconfluence.com/display/spacekey/pagename#pagename-anchormame</code>	<code>http://myconfluence.com/display/DOCS/My+page#Mypage-bottom</code>  <code>http://myconfluence.com/display/DOCS/My+page#Mypage-importantinformation</code>

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.
- If the page name contains special characters, where the URL displays a page ID rather than a name, the link to an anchor will look more like this `http://myconfluence.com/pages/viewpage.action?pageId=54689987#Test-page1!-anchor`. In this example the page title is Test - Page 1! and the anchor name is anchor.

## 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 [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.

# Tables

Confluence tables allow you to present important information and discuss it with your team. Use familiar table formatting options –resizing columns, coloring cells, rows and columns, and sorting the table by clicking the column headers – to view the information the way you like it.

**Using Confluence Cloud?** Check out our info on the new [Confluence Cloud editor](#) if your table looks like this one.



## On this page:

- [Insert a table](#)
- [Edit your table](#)
- [Shortcut keys](#)
- [Sort the table in view mode](#)
- [Sticky table headers in view mode](#)

## Related pages:

- [Page Layouts, Columns and Sections](#)
- [The Editor](#)

## Insert a table

### To create a table:



1. Hit the **Table** button in the toolbar
2. Click a cell in the drop-down to set the number of columns and rows in your table



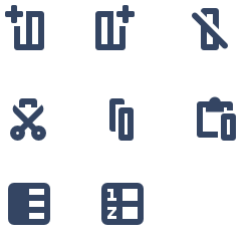
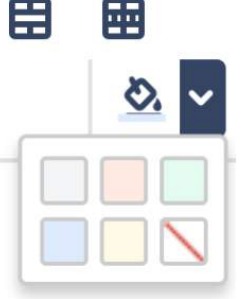

## Edit your table

To resize table columns, just click and drag the column's border. To make other changes to your table, click inside it to reveal the table toolbar.

Here's a summary of the table tools:

	<h3>Column width modes</h3> <ul style="list-style-type: none"><li>• <b>Responsive</b> – choose this mode if you want the table to expand as you add content. You can drag to resize the columns. It'll also resize itself to fit the page-viewer's window size (within reason).</li><li>• <b>Fixed width</b> – choose this mode if you want to drag column borders to set width. Columns appear at your set size, regardless of content and window size.</li></ul>
	<h3>Rows</h3> <ul style="list-style-type: none"><li>• Insert rows before or after the current row</li><li>• Delete the current row</li><li>• Cut, copy and paste the current row</li><li>• Mark a row as a header row (shaded with bold text)</li></ul>



	<p><b>Columns</b></p> <ul style="list-style-type: none"> <li>• Insert columns before or after the current column</li> <li>• Delete the current column</li> <li>• Cut, copy and paste the current column</li> <li>• Mark a column as a header column (shaded with bold text)</li> <li>• Add a numbering column to automatically number each row</li> </ul>
	<p><b>Cells</b></p> <ul style="list-style-type: none"> <li>• Merge selected cells</li> <li>• Split selected cells</li> <li>• Change cell color</li> </ul>
	<p><b>Table</b></p> <ul style="list-style-type: none"> <li>• Delete entire table</li> </ul>

### 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](#).

### Sort the table in view mode

When viewing a table on a page, you can sort it by clicking the sort icons in the header row.

*Screenshot: A colorful, sortable table*

Document	Author	Reviewer
Get started	Sandy	Pete
Installation guide	Sandy	Trinh
Upgrade guide	Juan	Lise

The default sort order is the order the table rows are listed in the editor. You can use the **Cut row** and **Paste row** icons to move rows around in the editor.

### Sticky table headers in view mode


In some instances the header rows of your table will stick to the top when you're scrolling down a page, making those *really* long tables easier to read.

You don't need to do anything to enable sticky table headers, however there are a lot of situations where headers won't stick. These include when your table:

- Is inside a page layout, inside another table, or inside a macro.
- Has no header row or there are cells in the top row that aren't marked as headers.
- Has a header column, instead of a header row, and scrolls horizontally.
- Contains another table, that has its own header row.

There's no way to freeze rows or columns in Confluence tables.

See

 [CONFSERVER-54343](#) - Table header with heading column not sticky when scrolling

LONG TERM BACKLOG

for issues with sticky table headers.

# Add, Assign, and View 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.

## On this page:

- [Add a task](#)
- [View tasks](#)
- [Notes](#)

## Add a task

You can add tasks on any page in Confluence. For example, you might add tasks under action items on a [meeting notes](#) page, or in a [requirements](#) 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 – [@mention](#) someone to assign the task to them, and type // and choose a due date

The first person you mention in a task is the assignee; you can even assign tasks to yourself.

**Note:** If you assign a task to someone who doesn't have permission to view the page or space, they won't see the task.

## View 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. It's easy to see if a task is complete, who it's assigned to, and when it's due. If a task is nearing or passed its due date, the color of the date will change (red for overdue, orange for due in the next 7 days).

### Action items

- [@Alana Grant](#) to decide on name of project space
- [@Cassie Owens](#) to finish creating the new project space by  **10 Mar 2018**
- [@Emma McRae](#) to investigate venues for offsite and prepare costings for at least three different options by  **31 Mar 2018**
- [@Harvey Jennings](#) distribute agenda for offsite  **04 Apr 2018**

### In your profile

The tasks page in your profile gives you a place to see all the tasks relevant to you. 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 in the last 6 months, and toggle between complete or incomplete tasks.

Assigned to me			Created by me	Incomplete	Complete
Description	Due date	Task appears on			
<input type="checkbox"/> @Cassie Schedule a follow up meeting on 30 Jan 2018	30 Jan 2018	2018-01-17 Meeting notes			
<input type="checkbox"/> @Cassie Owens to finish creating the new project space by 10 Mar 2018	10 Mar 2018	2018-03-09 Meeting notes			
<input type="checkbox"/> @Cassie Owens to investigate how other teams are solving this problem		Where should we store our files?			
<input type="checkbox"/> Prepare talk about new campaign - @Cassie Owens		My to do list			
<input type="checkbox"/> Organise venue for offsite @Cassie Owens		2018-01-17 Meeting notes			

If you need to see more than just your last 6 months of tasks, use a Task Report.

### 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.
  - **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.

Planning meeting actions				
Description	Due date	Assignee	Task appears on	
<input type="checkbox"/> @Cassie Owens to finish creating the new project space by 17 Jan 2018	17 Jan 2018	Cassie Owens	Project plan	
<input type="checkbox"/> @Cassie Schedule a follow up meeting on 30 Jan 2018	30 Jan 2018	Cassie Owens	2018-01-17 Meeting notes	
<input type="checkbox"/> @Harvey Jennings distribute agenda for offsite 08 Feb 2018	08 Feb 2018	Harvey Jennings	Project plan	

### 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 won't trigger the date picker.
- Personal Tasks (created in the Workbox in older versions of Confluence) don't appear in the Tasks view or Task Report. To migrate any incomplete personal tasks, go to **Workbox > Personal Tasks** and follow the prompts.
- The 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.

 **Do more with Confluence**

For even more ways to organize your tasks in Confluence, check out these apps from the [Atlassian Marketplace](#):

- [Comala Workflows](#): Improve document collaboration by assigning users to review, approve, and publish pages
- [TodoMe for Confluence](#): Add, assign, and view tasks from every Confluence page
- [Agile Retrospectives for Confluence](#): Interactively assign action items to team members

# Autocomplete for links, files, macros and mentions

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. <a href="#">More...</a>
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. <a href="#">More...</a>
Add a macro on your page	{	None	See a list of suggestions as you begin typing a macro name. <a href="#">More...</a>
Notify another user by email that you have mentioned them on your page	@	None	See a list of suggested users to mention. <a href="#">More...</a>

### On this page:

- [Summary of autocomplete](#)
- [Using autocomplete for links](#)
- [Using autocomplete for images, videos, audio files and documents](#)
- [Using autocomplete for macros](#)
- [Using autocomplete for mentions](#)
- [Canceling autocomplete](#)
- [Enabling and disabling autocomplete](#)
- [Ignoring autocomplete](#)

### Related pages:

- [Links](#)
- [Using Images](#)
- [Macros](#)
- [Keyboard shortcuts](#)
- [Your profile and settings](#)

## 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:

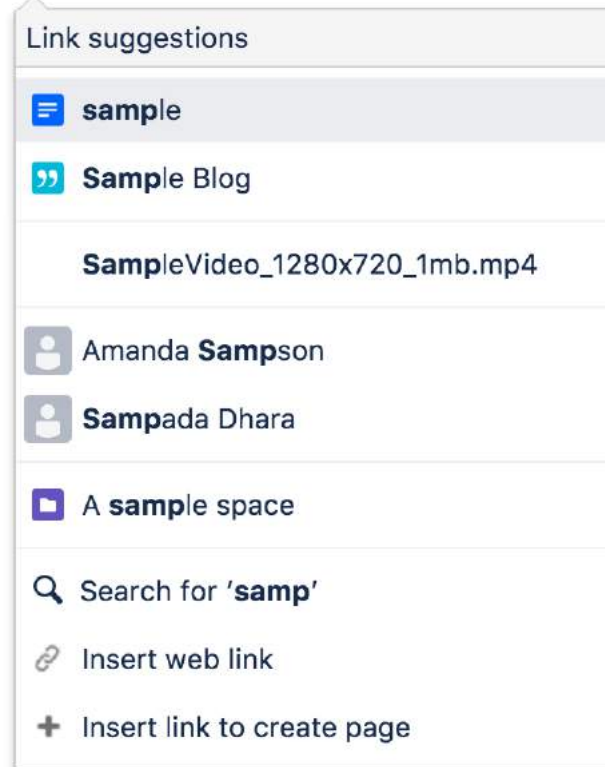
1. Edit the page.
2. Click where you want to insert a link and do one of the following:
  - Type '[' and then the first few characters of the page title, user's name, image name or file name.
  - Type the first few characters of the page title, user's name, image name or file name (or select relevant 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*

I want to add a link to [ samp]



## 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 (or Cmd)+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.

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

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

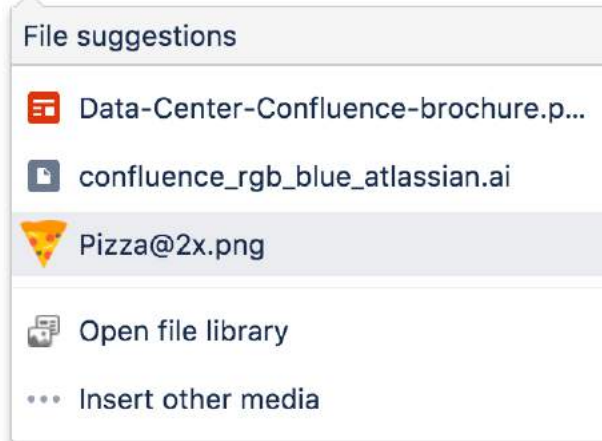
1. Edit the page.
2. Click where you want to insert the image, video, audio file or document and do one of the following:
  - Type '!' and then the first few characters of the image, file or document name.
  - Type the first few characters of the name of the image, file or document (or select relevant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

*Screenshot: Autocomplete for an image or file*

I want to add an image !|



### 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.

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

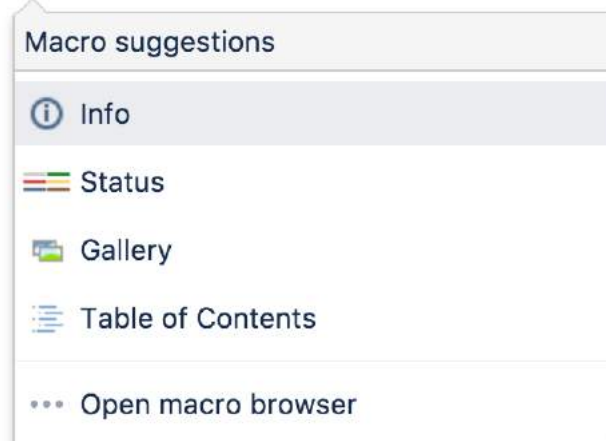
#### To autocomplete a macro using '{':

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 [Macros](#).

*Screenshot: Autocomplete for a macro*

I want to add 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 recognize users' full names only, not their usernames.

## Canceling 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.

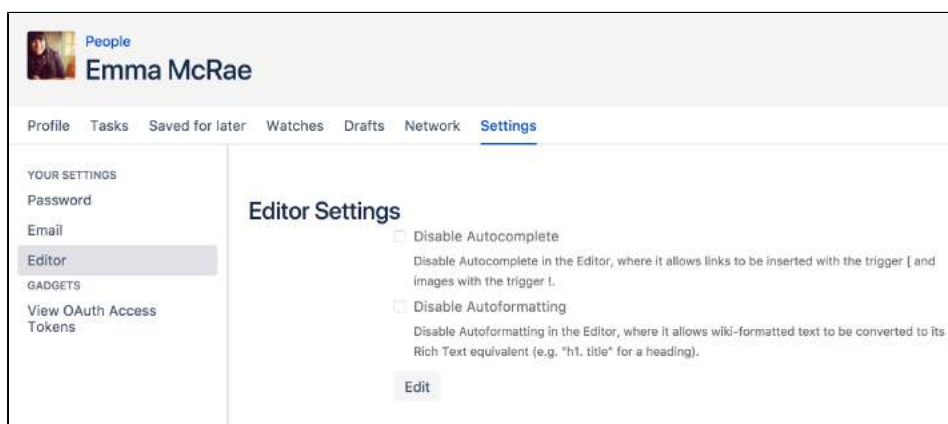
Notes:

- 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.

# Page Layouts, 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 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.

## Use 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

### On this page:

- [The Section and Column macros](#)

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.

#### 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:

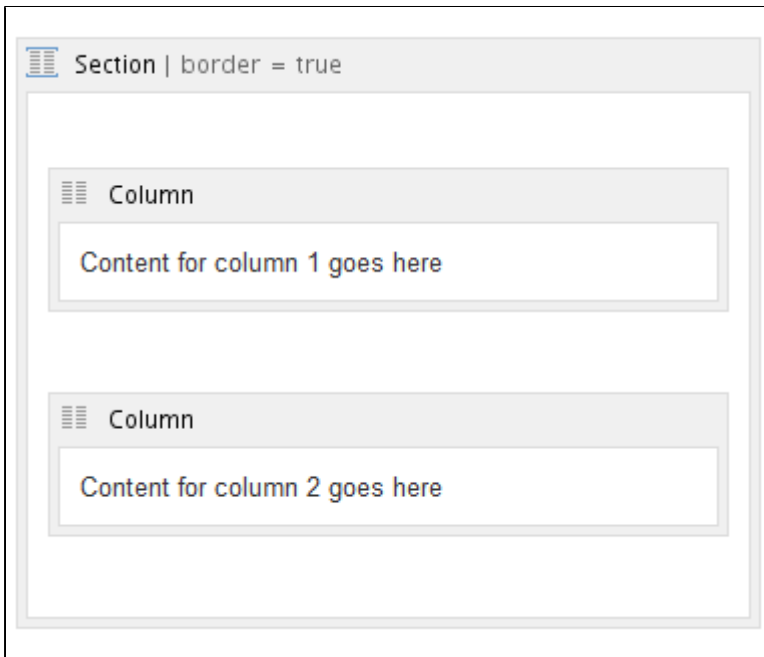
1. In the Confluence editor, choose **Insert**   > **Other Macros**
2. Find the **Section** macro, select it and insert it onto the page
3. Choose **Insert** > **Other Macros** again
4. Find and insert the **Column** macro
5. Add your content to the column

Insert as many columns as you like within the section.



You should always have at least one column macro within a section macro. Using a section macro without any column macros can negatively affect page loading time.

*Screenshot: A section and two columns in the editor*



### 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
<b>Show Border</b>	false	Select this option to draw a border around the section and columns. <b>Note:</b> Without a Column macro , the border will not be displayed correctly.

#### Parameters of the Column macro

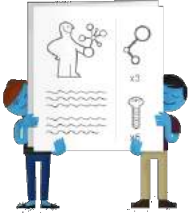
Parameter	Default	Description
<b>Column Width</b>	100% of the page width, divided equally by the number of columns in the section.	Specify the width of the column, in pixels (for example, 400px) or as a percentage of the available width (for example, 50%).

 All content within your section must be enclosed within a Column macro, otherwise the section layout will not work as expected.

# Create 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 summarizes those features and provides links to detailed instructions.

## Add 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 a remote image using its 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](#) for shared photographs. See the guide to the [Widget Connector Macro](#).

## Bring 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*

### On this page:

- [Add visual appeal](#)
- [Bring numbers to life](#)
- [Display presentations and documents](#)
- [Pull in content from Jira applications](#)
- [Tell a story in pictures](#)
- [Vary the structure of your pages](#)
- [Integrate your content with social media](#)
- [Show activity streams](#)

### Related pages:

- [Macros](#)
- [The Editor](#)
- [Create and Edit Pages](#)



## Display 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*

## Pull in content from Jira applications

Many project teams and customers also use Jira applications such as Jira Software or Jira Service Desk. Rather than copying and pasting issues 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](#).

## Tell a story in pictures

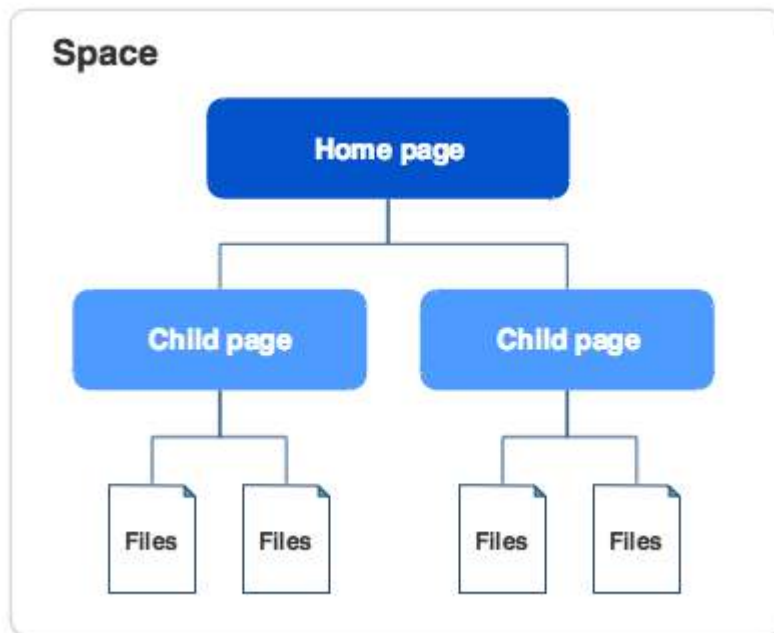
A number of Marketplace apps for Confluence provide sophisticated tools for creating diagrams and mockups.

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 apps.

*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*

## Vary 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 [Page Layouts, Columns and Sections](#).

Do you need to display tabular data, which your readers can sort when viewing the page? See [Tables](#).

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

- [Panel](#)
- [Info, Tip, Note, and Warning](#)
- [Code block](#)
- [Noformat](#)

## Integrate 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.
- See what else the [Widget Connector macro](#) can do.





*Illustration: Twitter stream via the Widget macro*

## Show activity streams

Make your Confluence pages dynamic and interactive with:

- An activity stream showing updates and comments on Confluence and other linked applications. See [Gadgets](#).
- An RSS feed from within Confluence or an external site. See [Subscribe to RSS Feeds within Confluence](#).
- A list of recent blog posts from within Confluence. See [Blog Posts Macro](#).

# Page Templates

When you add a new page, you don't have to start from scratch. Instead, you can base your new page on a template – a Confluence page with predefined content. Some templates are provided by blueprints or Marketplace apps, and you can even [create your own templates](#).

Some examples of useful templates are:

- The [meeting notes template](#) will help you and your team collaborate on notes and follow-up tasks
- The [requirements template](#) allows you to capture your software /hardware product requirements, and create related Jira issues from the page

## 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.

If you're a system administrator, you can also [download predefined templates](#).

## Create 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 [Create a Template](#) for more information.

## Use 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 Marketplace apps provide enhanced template functionality. You can search the [Atlassian Marketplace](#) for template apps. See [Create a Page from a Template](#) for more information.

## Templates provided by blueprints

A [blueprint](#) is a page template with added functionality to help you create, manage and organize content in Confluence, and there's a collection of predefined ones that ship with Confluence. You can also download additional blueprints from the [Atlassian Marketplace](#). You can customize the blueprint templates to suit your individual needs, disable particular blueprints or even develop your own blueprints.

## Promote 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.

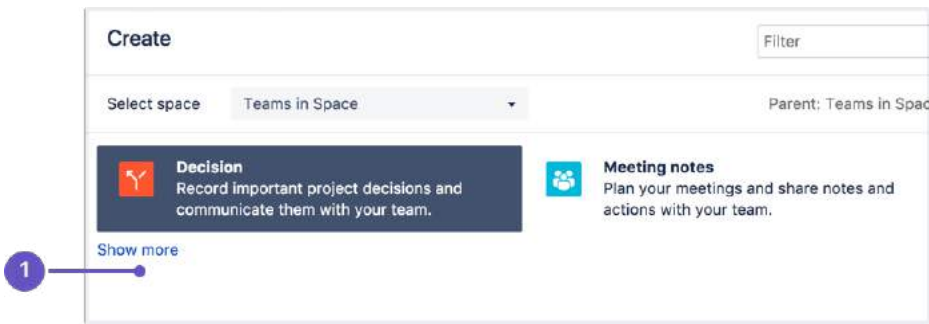
The promoted templates or blueprints will appear at the top, with all other content types, including Blank Page and Blog Post collapsed under them. To view the other types of content available choose the **Show more** link.

### On this page:

- [Global templates and space templates](#)
- [Create a template](#)
- [Use a template](#)
- [Templates provided by blueprints](#)
- [Promote templates in the Create dialog](#)
- [System templates](#)

### Related pages:

- [Create a Template](#)
- [Administering Site Templates](#)
- [Importing Templates](#)
- [Create a Page from a Template](#)



1. **Show more:** see more templates and blueprints.

### To promote a template or blueprint:

1. Go to **Space Tools > Content Tools**
2. Choose **Promote** next to the templates or blueprints you want to appear in the Create dialog. You can only promote templates created in this space.

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.

If you use the **Show more** link in the create dialog more than three times in a single space, the dialog will show you all templates by default from then on.

### System templates

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

# Create 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 template

### To create a new 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**.

### To create a new global template:

1. Go to  > **General Configuration Global Templates and Blueprints**.
2. Choose **Add New Global Template**

### On this page:

- [Add a template](#)
- [The template editor](#)
  - [Template variables](#)
  - [Labels](#)
  - [Images and other attachments](#)
  - [Instructional text](#)
- [Add a description to your template](#)
- [Edit or delete a template](#)
- [Notes](#)

### Related pages:

- [Create a Page from a Template](#)
- [Page Templates](#)
- [Add, Remove and Search for Labels](#)
- [Macros](#)
- [The Editor](#)



Check out the article [How to document releases and share release notes](#) to see how helpful creating templates in Confluence can be.

## 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*



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.

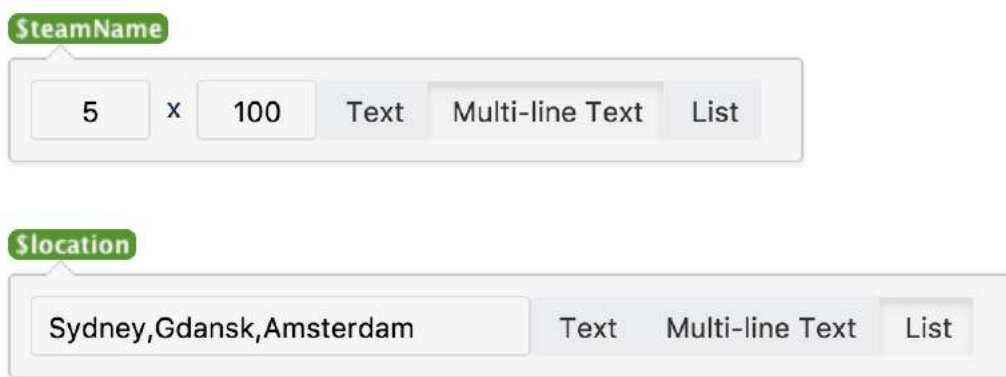
You can add the same variable more than once in the same template, which is useful if you need the same information in more than one place on the page.

#### 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 dialog shows variables already defined in this template.

#### Labels

If you'd like all pages created using this template to have one or more labels, choose the labels icon  next to the breadcrumbs at the top of the page to add them.

#### Images and other attachments

You can't upload an image or other file into a template directly. First you'll need to upload the file to a page in your site, then in your template, choose **Insert > Files > Search on other pages** to embed the file or image.

#### 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 dialog.
- **Jira Macro** – Opens a dialog 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**



1. **Edit:** use the pencil icon to edit your template's description.

## 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 Marketplace apps provide enhanced template functionality. You can search the [Atlassian Marketplace](#) for template apps.
- 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](#).

# Create a Page from 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).

✔ If you want to quickly create a blank page, hit the **Create** button in the header; if you want to create a page from a template, hit the **Create from template** button.



1. **Create blank page**
2. **Create from template**

## On this page:

- [Information copied from the template to the page](#)
- [Form fields displayed by the template](#)
- [Using a template to create a page](#)
- [Notes](#)

## Related pages:

- [Create a Template](#)
- [The Editor](#)
- [Add, Remove and Search for Labels](#)

## 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.

## Using a template to create a page

### To create a page based on a template:

1. Choose **Create from template**  in the Confluence header
2. Select a **space** and the **template** you want to use and choose **Next**  
If the template contains variables, you'll see a form allowing you to add values for the form variables.
3. Type the relevant information into the form fields, and choose **Next**  
Now you'll see a new page based on the template. If you added information in the form fields, the page content will include that information.
4. Name your page, add content or make any other changes required and hit **Save**

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




Dev team / Pages / Dev team Home

## Page Template Wizard

Step 2: Fill in template variables

The information you supply will become part of the content in your new page.

Host team	<input type="text" value="Squir"/>	(teamName)
Location	<input type="text" value="Amsterdam"/>	(location)
Date	<input type="text"/>	(date)
Time	<input type="text"/>	(time)
Attendees		
Apologies		



(teamName)introduction

Tell us a bit about your team

(teamName)current challenges

What are you working on, what are the biggest challenges

<< 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 Marketplace apps provide enhanced template functionality. You can search the [Atlassian Marketplace](#) for template apps.


# Blueprints

## What's a blueprint?

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

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

## Create content using a blueprint

1. Choose **Create from template**  in the Confluence header
2. Select a blueprint from the create dialog
3. Hit **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.

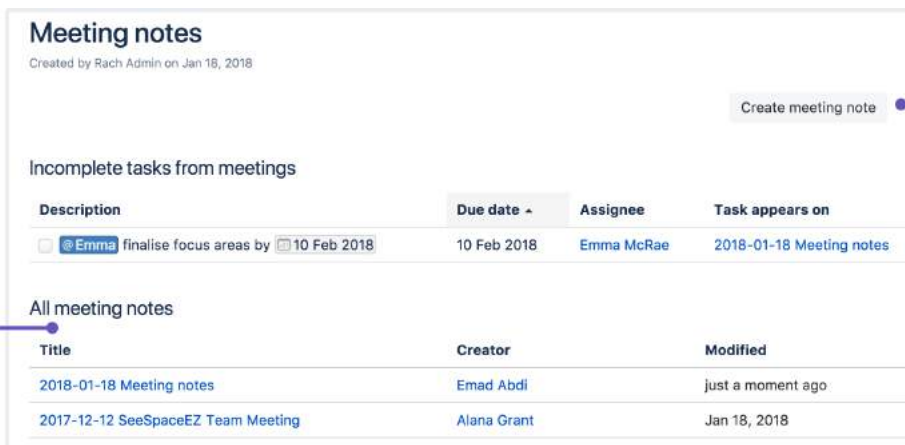
### On this page:

- [What's a blueprint?](#)
- [Create content using a blueprint](#)
- [Customize blueprint templates](#)
- [Promote blueprints in the Create dialog](#)
- [Add more blueprints](#)
- [Disable a blueprint](#)
- [Full list of blueprints](#)

### Related pages:

- [Page Templates](#)
- [Request Marketplace Apps](#)

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 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. Here's the index page for the Meeting Notes blueprint:



Description	Due date	Assignee	Task appears on
<input type="checkbox"/> @Emma finalise focus areas by 10 Feb 2018	10 Feb 2018	Emma McRae	2018-01-18 Meeting notes

Title	Creator	Modified
<a href="#">2018-01-18 Meeting notes</a>	Emad Abdi	just a moment ago
<a href="#">2017-12-12 SeeSpaceEZ Team Meeting</a>	Alana Grant	Jan 18, 2018

1. **Easy to find:** notes from all your meetings are listed here.
2. **Start a new meeting:** create a new meeting notes page here.

## Customize blueprint templates

Blueprints are made up of templates that can often be customized 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 customize blueprint templates for the spaces you are an administrator of. You must be a Confluence Administrator to customize blueprint templates for a whole site. See [Administering Site Templates](#) for more information.

### To customize 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
- Not all blueprints are customizable. Some, including the Team Playbook blueprints (health monitor, DACI, project poster, and experience) can't be edited.

### 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

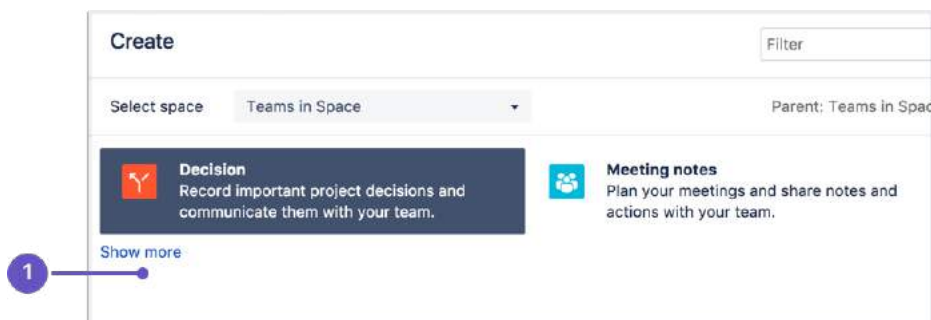
See [Working With Templates](#) and [Administering Site Templates](#) for more information on templates.

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.

### Promote 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.



1. **Show more**: see more templates and blueprints.

### To promote a template or blueprint:

1. Go to **Space Tools** > **Content Tools**
2. Choose **Promote** next to the templates or blueprints you want to appear in the Create dialog. You can only promote templates created in this space.

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.

If you use the **Show more** link in the create dialog more than three times in a single space, the dialog will show you all templates by default from then on.

### Add more blueprints

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

See [Request Marketplace Apps](#) for information on how you can search for new blueprint apps and send a request to your System Administrator.

If you are a System Administrator, see [Managing System and Marketplace Apps](#) for information on how to install new blueprint apps.

You can also develop your own blueprints. See our developer documentation on [Writing a Blueprint](#).

### Disable 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 an 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** (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
<ul style="list-style-type: none"> <li>• <a href="#">Meeting notes</a></li> <li>• <a href="#">File list</a></li> <li>• <a href="#">Decision</a></li> <li>• <a href="#">How-to article</a></li> <li>• <a href="#">Troubleshooting article</a></li> <li>• <a href="#">Jira report</a></li> <li>• <a href="#">Product requirements</a></li> <li>• <a href="#">Retrospective</a></li> <li>• <a href="#">Share a link</a></li> <li>• <a href="#">Task report</a></li> <li>• <a href="#">DACI decision</a> (Atlassian Team Playbook)</li> <li>• <a href="#">Experience canvas</a> (Atlassian Team Playbook)</li> <li>• <a href="#">Health Monitor</a> (Atlassian Team Playbook)</li> <li>• <a href="#">Project poster</a> (Atlassian Team Playbook)</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation space</li> <li>• Team space</li> <li>• Knowledge base space</li> </ul>

# 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 Log and lists all the decisions in that space.

## Related pages:


- [Blueprints](#)
- [File List Blueprint](#)
- [Meeting Notes Blueprint](#)
- [Product Requirements Blueprint](#)

✔ If you want to quickly create a blank page, hit the **Create** button in the header; if you want to create a page from a template, hit the **Create from template** button.



1. **Create blank page**
2. **Create from template**

## To create a decision page:

1. Choose **Create from template**  in the Confluence header
2. Select **Decision** and hit **Next**
3. Enter information about the decision and relevant stakeholders (the blueprint will prompt you) and hit **Create**

Once you save your first decision page, Confluence will create a decision log page for the space you're in, and add a shortcut to it in the space's sidebar.

Here's how the decisions page looks in the editor:

### When will we launch?

Page properties | label

Status	IN PROGRES...
Stakeholders	@Michelle Admin @Sophie User
Outcome	What did you decide?
Due date	19 Mar 2019
Owner	@Michelle Admin

Background

- The conference will be on again in 2020, so we need to be locked-in well in advance.
- @Michelle Admin will be on leave in December 2018, so that may hold things up.
- We have 4 teams working on this throughout that period. Is this enough?

Once you save your first decision page, Confluence will create a decision log page for the space you're in, and add a shortcut to it in the space's sidebar. The decision log lists all the decisions in that space.

Decision	Status	Stakeholders	Outcome	Due date	Owner
When will we launch?	IN PROGRESS	@Michelle Admin @Sophie User		19 Mar 2019	@Michelle Admin
How do we split work?	DECIDED	@Sophie User	Split for 5.7 onwards.	08 Oct 2018	@Michelle Admin
Where should we store our files?	NOT STARTED	@Kate User @Michelle Admin		04 Aug 2018	@Michelle Admin

1. **Decision pages:** your existing decisions appear here.
2. **More decisions:** create new pages using the decision template.

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.

✔ For an example of the Decisions Blueprint, and some other great page elements, check out: [How to make better decisions as a development team](#).

## Customizing this blueprint

You can customize the templates that are used by the Decisions blueprint - see [Customizing 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 organizing 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.

- ✔ If you want to quickly create a blank page, hit the **Create** button in the header; if you want to create a page from a template, hit the **Create from template** button.




1. **Create blank page**
2. **Create from template**

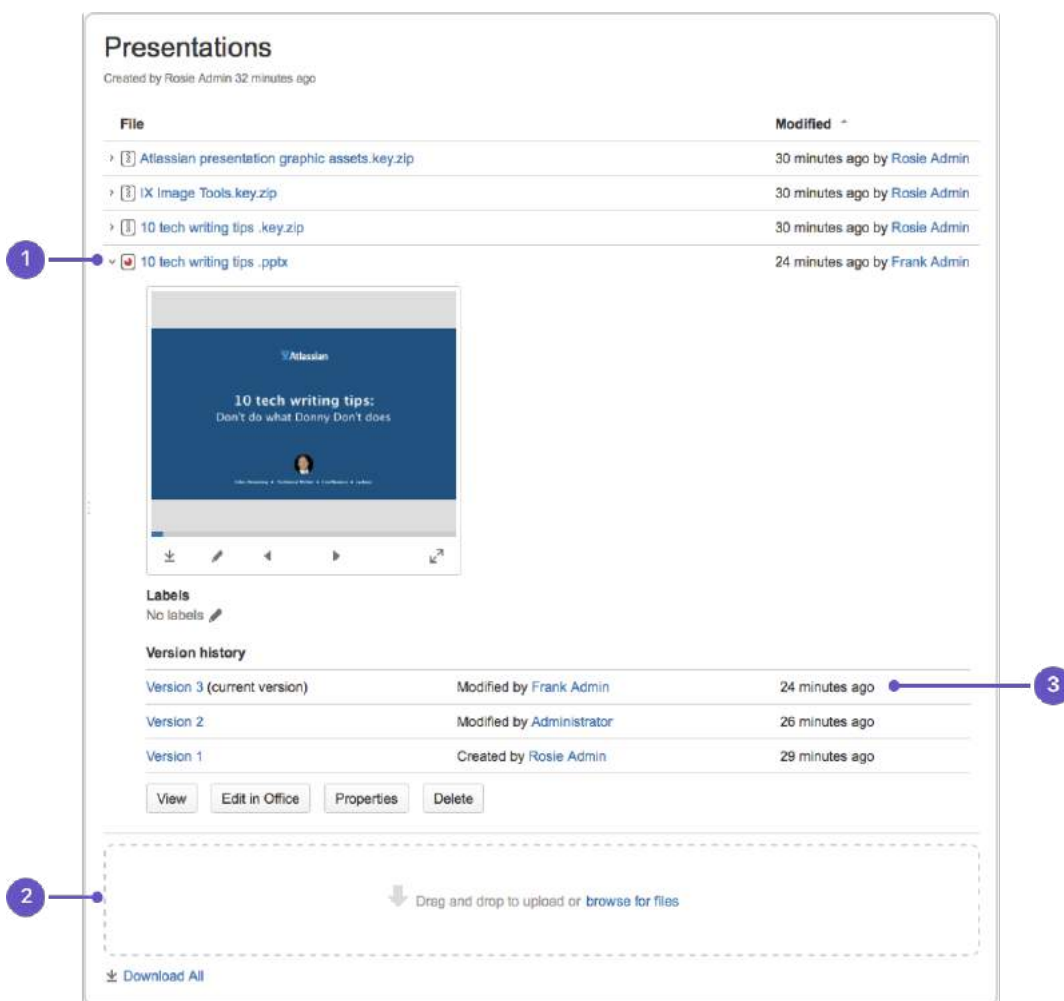
## Related pages:

- [Blueprints](#)
- [Meeting Notes Blueprint](#)
- [Product Requirements Blueprint](#)

## To create a file list:

1. Choose **Create from template**  in the Confluence header
2. Select **File List** and hit **Next**
3. Enter the details for your file list and hit **Create**
4. Drag files from your desktop or choose **browse for files** to search for files on your computer

Here's an example of a file list page:

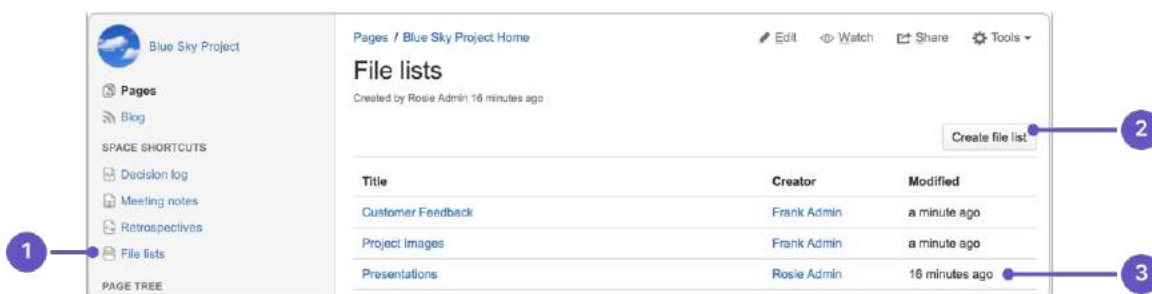


1. **Expand:** view each file's details and preview.
2. **Upload and download:** drop files to upload, and download all files.
3. **Version history:** see and manage other file versions.

Attachments appear on the page, and you can expand each attachment to preview the file and/or view its details.

In this example, we've created three file list pages 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.

Once you save your page, Confluence will create an index page and add a shortcut to your space sidebar. The index page lists the latest File List pages in the space. Create as many File List pages as you need.



1. **Space shortcut:** a quick way to find all of your file lists in this space.
2. **Create a new list:** create more file lists in this space.
3. **Current file lists:** see all the file lists in this space.

### Customizing this blueprint



You can customize the templates that are used by the File List blueprint - see [Customizing blueprint templates](#).

The File List blueprint template uses the [attachments macro](#). You can customize 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.

# 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:


- [Blueprints](#)
- [File List Blueprint](#)
- [Product Requirements Blueprint](#)

✔ If you want to quickly create a blank page, hit the **Create** button in the header; if you want to create a page from a template, hit the **Create from template** button.



1. **Create blank page**
2. **Create from template**

## To create a meeting notes page:

1. Choose **Create from template**  in the Confluence header
2. Select **Meeting Notes** and hit **Next**
3. Enter the information required by the template and hit **Create**
4. **Save** your page and get ready to attend your meeting

You can edit the page during or after your meeting, and enter your notes, action items and [@mention](#) users to assign tasks to them.

*Screenshot: A Meeting Notes index page*

[Pages](#) / [Marketing team home](#) Edit Watch Share ...

# Meeting notes

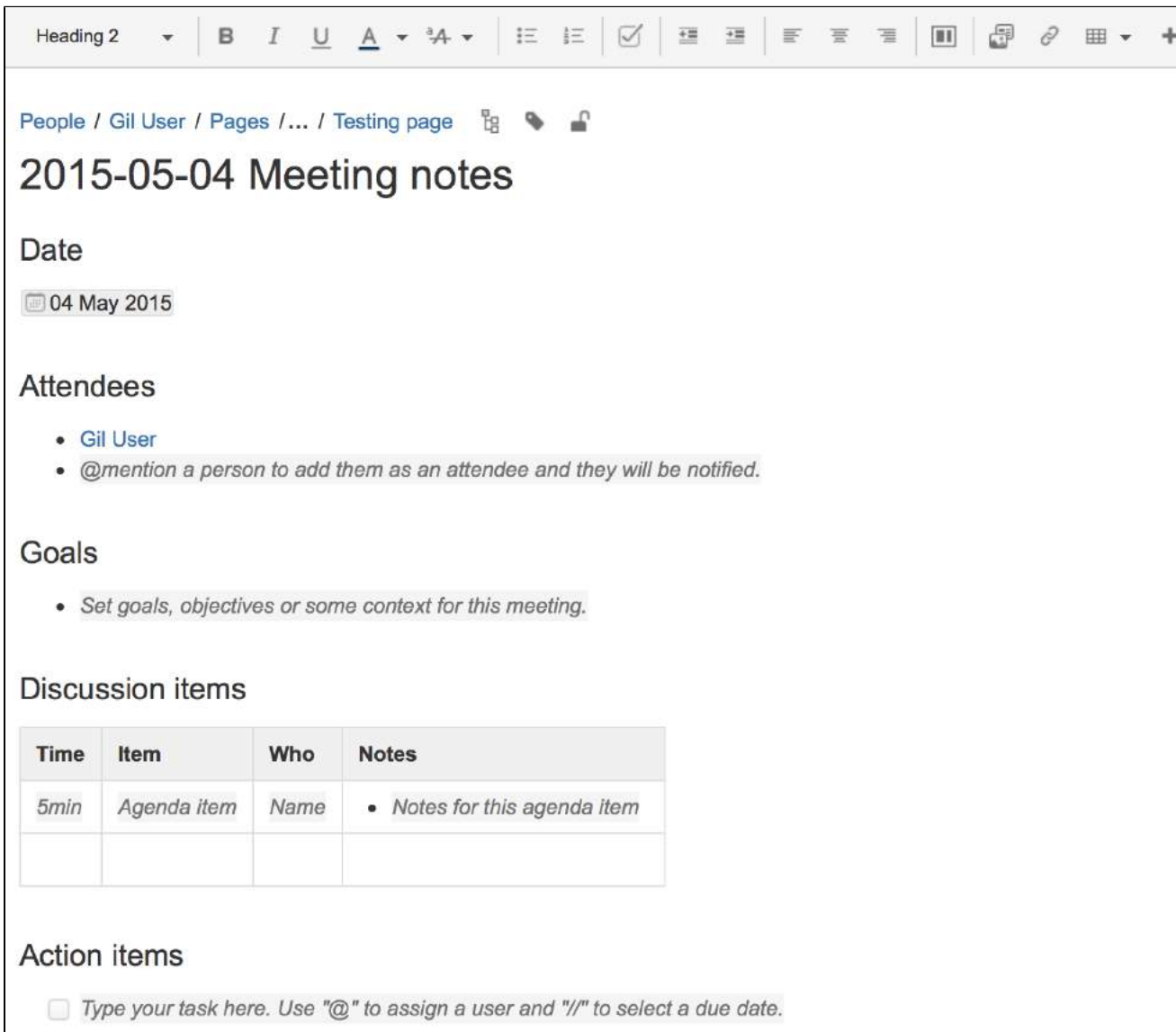
Created by Gil User, last modified just a moment ago

[Create meeting note](#)

## All meeting notes

Title	Creator	Modified
<a href="#">Gil and Nick 1:1 2015-04-28</a>	<a href="#">Gil User</a>	Apr 29, 2015
<a href="#">Cloud space relaunch kick-off meeting</a>	<a href="#">Gil User</a>	Apr 24, 2015
<a href="#">Cloud relaunch - product stakeholder meeting</a>	<a href="#">Gil User</a>	Apr 14, 2015

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.

### Customizing this blueprint

You can customize the templates that are used by the Meeting Notes blueprint – see [Customizing 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.

[Learn more about writing downsized product requirements](#)

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:


- [Blueprints](#)
- [File List Blueprint](#)
- [Meeting Notes Blueprint](#)

✔ If you want to quickly create a blank page, hit the **Create** button in the header; if you want to create a page from a template, hit the **Create from template** button.



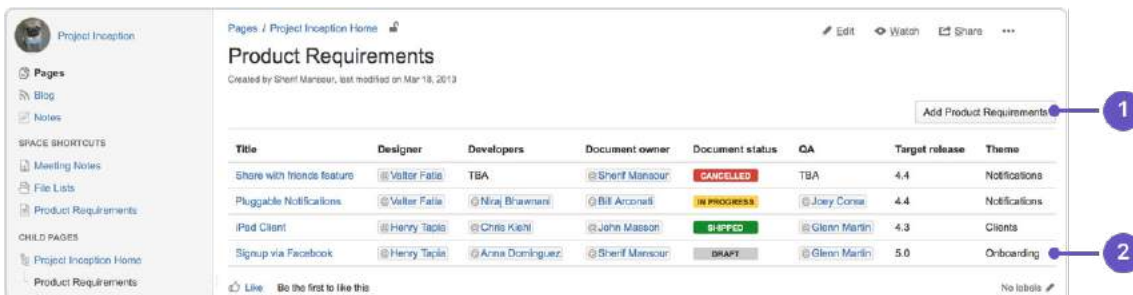
1. **Create blank page**
2. **Create from template**

To create a requirements page:

1. Choose **Create from template**  in the Confluence header
2. Select **Product Requirements** and hit **Next**
3. Enter information about your product or feature (the instructional text will prompt you) and hit **Create**

You can [@mention](#) team members to bring them into the conversation about the page.

In this example we've created a series of Product Requirements pages. The index page shows summary information about each one.




Title	Designer	Developers	Document owner	Document status	QA	Target release	Theme
Shore with iPhone features	@Volter Fatie	TBA	@Sherif Mansour	CANCELLED	TBA	4.4	Notifications
Pluggable Notifications	@Voller Fatie	@Niraj Bhawani	@Bill Accorati	IN PROGRESS	@Joey Consi	4.4	Notifications
iPod Client	@Henry Tapia	@Chris Kiehl	@John Masson	SHIPPED	@Glenn Martin	4.3	Clients
Signup via Facebook	@Henry Tapia	@Arna Dominguez	@Sherif Mansour	DRAFT	@Glenn Martin	5.0	Onboarding

1. **New requirements:** create more requirements pages in this space.
2. **Requirements pages:** see the existing requirements pages in this space.

Here's how a requirements page looks in the editor:

## Pluggable Notifications

Page properties

Target release	4.4
Epic	 JIRA   CONF-1
Document status	<span style="background-color: yellow;">IN PROGRESS</span>
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.

## Customizing this blueprint

As no two products or projects are alike, you can customize the templates that are used by the Product Requirements blueprint - see [Customizing 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.

# 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 centralized 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.

✔ If you want to quickly create a blank page, hit the **Create** button in the header; if you want to create a page from a template, hit the **Create from template** button.




1. **Create blank page**
2. **Create from template**

## Related pages:

- [Blueprints](#)
- [Decisions Blueprint](#)
- [File List Blueprint](#)
- [Meeting Notes Blueprint](#)
- [Product Requirements Blueprint](#)

## To create a shared links page:


1. Choose **Create from template**  in the Confluence header
2. Select **Share a link** and hit **Next**
3. Enter the URL of the web content you want to share, then hit **Create**

You can also:

- Include topics to help categorize 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:

1. Choose **Create from template** , then select **Share a link**
2. Drag the Share on Confluence button to your browser toolbar

Now, when you want to share a link in Confluence, choose the **Share on Confluence** button in your browser and follow the prompts.

*Screenshot: Share a link from the Create dialog.*

### Share a Link


Link*	<input type="text" value="Paste a link to any website"/>
Title*	<input type="text" value="Title of the page"/>
Topics	<input type="text" value="Topics for the shared link"/>
Share with	<input type="text" value="Share this page with users"/>
Comment	<input type="text" value="Share your thoughts about this link"/>

#### About sharing Links

Share links to anything you find on the web. To make sharing easier, drag this bookmarklet to your bookmarks bar.

[✕ Share on Confluence](#)

It will appear like this in your browser:



The screenshot shows a browser window with a 'New Tab' title bar. Below the title bar is a search bar. In the bookmarks bar, there are two bookmarks: 'Atlassian' and 'Share on Confluence'. A blue arrow points from the 'Share on Confluence' bookmarklet in the form above to the 'Share on Confluence' bookmark in the browser screenshot.

Back **Create** Close

## Security considerations and limitations

To prevent people from accidentally or maliciously sharing links that may pose a security risk to your site, domains must be added to the whitelist, before they can be shared using the share a link blueprint. For example if you wanted to use the blueprint to share links to this documentation site you would need to add <https://confluence.atlassian.com/> to the whitelist. The shared link blueprint is different to just inserting a link on a page because it shows a preview of the linked site. See [Configuring the whitelist](#) for more information.

We also prevent users from creating a shared link page if external connections is disabled for your site. Your admin can enable this at [⚙️](#) > **General Configuration** under **Connection Timeouts**.

# Jira Report Blueprint

The Jira Report blueprint helps you create easy to read reports to communicate the progress of your Jira Software 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).

✔ If you want to quickly create a blank page, hit the **Create** button in the header; if you want to create a page from a template, hit the **Create from template** button.



1. **Create blank page**
2. **Create from template**

## On this page:

- [Create a Change Log](#)
- [Create a Status Report](#)
- [Customizing this blueprint](#)

To use the Jira Report Blueprint your Confluence and Jira application (such as Jira Software) must be connected via [Application Links](#) .

## Create a Change Log

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

### To create a static change Log:

1. Choose **Create from template**  in the Confluence header
2. Select **Jira report** and hit **Next**
3. Select a **Change log** and hit **Next**
4. Enter the information required for the change log and hit **Create**

A report page will be created with sample text and a list of all issues for the project and fix versions selected, organized by issue type. This list of issues is static; it won't be updated when the issues 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.*



### Change log

Server:

Project:

Fix Version(s):

Switch to advanced

Title:

**About Change Log**

Keep a log of your teams progress or communicate deliverables. Generate a static or dynamic list of JIRA issues from a saved search, JIRA URL or JQL query.

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

### All updates for this release

**Improvement**

- [CONF-29057](#) (Resolved): Automatically embed WuFoo forms and Reports in Confluence when pasting a URL

**Bug**

- [CONF-31163](#) (Resolved): Cursor doesn't appear in editor in Chrome 30
- [CONF-27451](#) (Resolved): Login should say "Log in"

**To create a dynamic change log:**

1. Choose **Create from template** in the Confluence header
2. Select **Jira report** and hit **Next**
3. Select a **Change log** and hit **Next**
4. Choose **Switch to advanced**
5. Enter a JQL query or paste in the URL of a Jira search (find out about using JQL in the [JIRA Documentation](#))
6. Hit **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 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
<a href="#">CONF-31163</a>	Cursor doesn't appear in editor in Chrome 30		Oct 21, 2013		Resolved
<a href="#">CONF-29057</a>	Automatically embed WuFoo forms and Reports in Confluence when pasting a URL		Oct 18, 2013		Resolved
<a href="#">CONF-27451</a>	Login should say "Log in"		Oct 02, 2013		Resolved

3 issues Refresh

## Create 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.

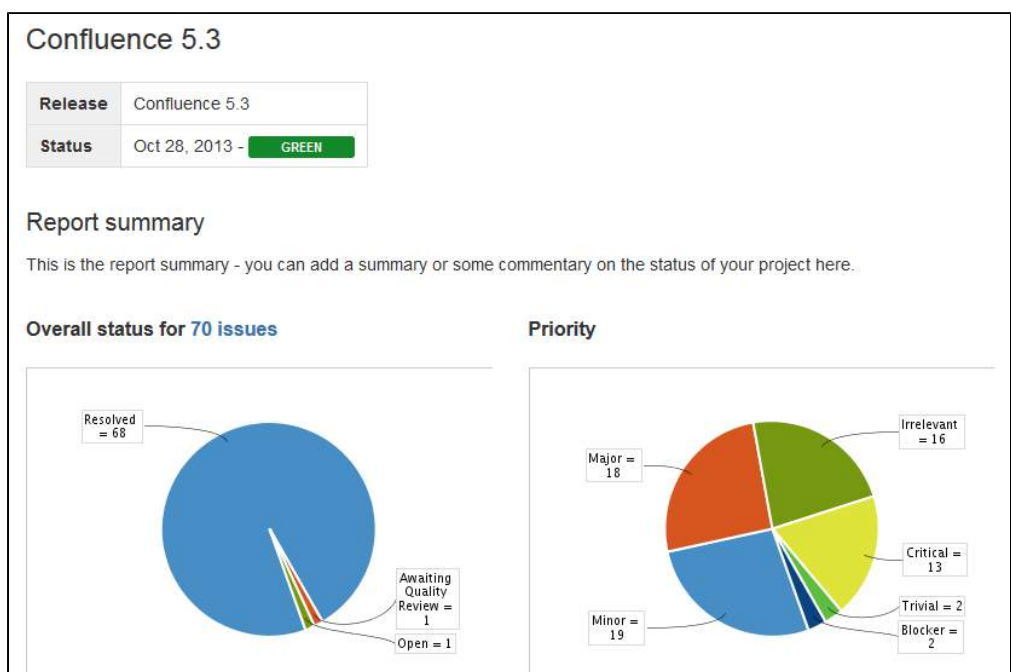
### To create a status report:

1. Choose **Create from template**  in the Confluence header
2. Select **Jira report** and hit **Next**
3. Select a **Status report** and hit **Next**
4. Enter the information required for the report and hit **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.*



### Customizing this blueprint

You can customize 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 [Customizing 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.

# Retrospective Blueprint

Retrospective pages 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.

The first time you create a retrospective page in a space, Confluence will automatically create an 'index' page, which will list all retrospectives in the space, and add a shortcut to it in the space sidebar.

## Related pages:


- [Blueprints](#)
- [File List Blueprint](#)
- [Meeting Notes Blueprint](#)

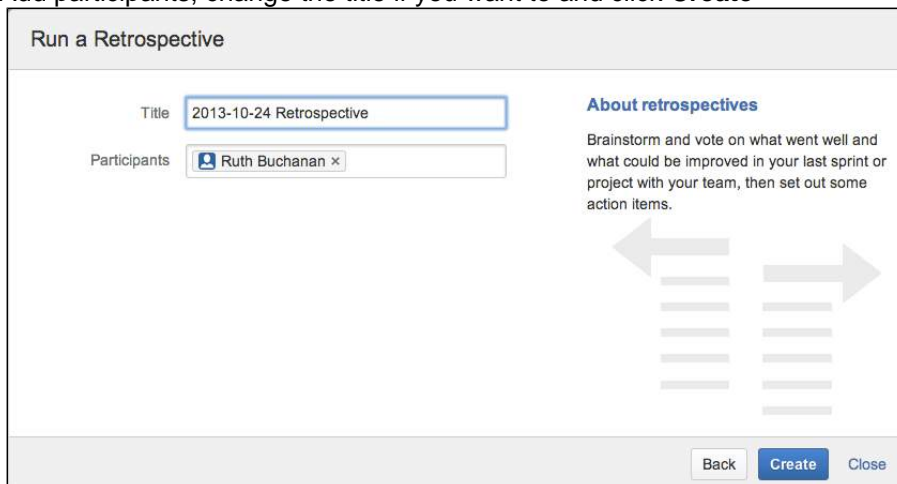
✔ If you want to quickly create a blank page, hit the **Create** button in the header; if you want to create a page from a template, hit the **Create from template** button.



1. **Create blank page**
2. **Create from template**

## To create a retrospective page:

1. Choose **Create from template**  in the Confluence header
2. Select **Retrospective** and hit **Next**
3. Add participants, change the title if you want to and click **Create**



Run a Retrospective

Title

Participants

**About retrospectives**

Brainstorm and vote on what went well and what could be improved in your last sprint or project with your team, then set out some action items.

← →

Back Create Close

*Screenshot: The 'retrospective' template page*

2014-10-13 Retrospective

---

Page properties

Date	14 Oct 2014
Participants	Rosie Admin Josh User

---

Retrospective

<p>Panel</p> <p><b>What did we do well?</b></p> <ul style="list-style-type: none"><li>List all items that you did well.</li></ul>	<p>Panel</p> <p><b>What should we have done better?</b></p> <ul style="list-style-type: none"><li>List all items that you should have done better.</li></ul>
---	--

---

Actions

@mention a person to assign them an action item

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.



Check out how the retrospectives blueprint can be used in the article [Create sprint retrospective and demo pages \(like a BOSS\)](#).

## Customize this blueprint

Every team conducts retrospective meetings differently, so you can customize the Retrospective 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 [Customize blueprint templates](#) for instructions.

# How-To Article Blueprint

The How-To Article blueprint helps you to provide step-by-step guidance for completing a task.

## To create a How-To Article page:

1. Choose **Create from template**  in the Confluence header
2. Select **How-To Article** and hit **Next**
3. Enter the article name and some labels and hit **Create**

## Related pages:

- [Blueprints](#)
- [Troubleshooting Article Blueprint](#)
- [Create Technical and Onboarding Documentation](#)
- [Use Confluence as a Knowledge Base](#)

✔ If you want to quickly create a blank page, hit the **Create** button in the header; if you want to create a page from a template, hit the **Create from template** button.



1. **Create blank page**
2. **Create from template**

*Screenshot: A blank How-To Article page showing instructional text*

## How to prepare for Winter

Describe when someone would need this information. For example "when connecting to wi-fi for the first time".

### Step-by-step guide

Add the steps involved:

1. Insert your steps.
2. You can also copy and paste or drag and drop images into your instructions.

---

Info

You may also want to use visual panels to communicate related information, tips or things users need to be aware of.

---

### Related articles

Related articles appear here based on the labels you select. Click to edit the macro and add or change labels.

Content by Label | cql = label = "kb-how-to-ar..."

---

Page properties | hidden = true

---

Related issues

Once you save your page, Confluence will create an index page and add a shortcut to your space sidebar. The index lists all the How-To Article pages in that space, and displays a summary of the information on each page (such as creator and modified).

## How-to articles

Created by Desiree Conceicao yesterday at 3:01 PM

[Add how-to article](#)

Title	Creator	Modified
<a href="#">How to groom a direwolf</a>	<a href="#">Desiree Conceicao</a>	yesterday at 3:01 PM
<a href="#">How to grow a weirwood</a>	<a href="#">Desiree Conceicao</a>	yesterday at 3:01 PM

The How-To Article blueprint uses some cool Confluence features:

- [Instructional text](#) - Prompts you to enter information and disappears when you start typing or view the page.
- [Content by Label Macro](#) - Displays lists of pages that have particular labels, to let you collect related pages together.
- [Page Properties Macro](#) - This works together with the [Page Properties Report Macro](#) to automatically create a list of 'related issues' on each article.

### Customizing this blueprint

You can customize the templates used by the How-To Article blueprint - see [Customizing the blueprint templates](#). For example, you might choose to edit the How-to **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 How-To Article was created.

See [Instructional text](#) to find out more about using instructional text in templates.


# Troubleshooting Article Blueprint

The Troubleshooting Article blueprint helps you to provide solutions for commonly-encountered problems.

## Related pages:

- [Blueprints](#)
- [How-To Article Blueprint](#)
- [Create Technical and Onboarding Documentation](#)
- [Use Confluence as a Knowledge Base](#)

## To create a Troubleshooting Article page:

1. Choose **Create from template**  in the Confluence header
2. Select **Troubleshooting Article** and hit **Next**
3. Enter the article name and some labels and hit **Create**

 If you want to quickly create a blank page, hit the **Create** button in the header; if you want to create a page from a template, hit the **Create from template** button.



1. **Create blank page**
2. **Create from template**

*Screenshot: A blank Troubleshooting Article page showing instructional text*

## Winter is coming

### Problem

*Describe the problem as the user would experience it. For example "Level 7 printer is flashing red and wont print".*

### Solution

*Provide steps that the user can take to solve the problem. For example "The level 7 printer will flash red when it is out of paper. Add paper to tray 1".*

#### Panel

You may want to use a panel to highlight important steps.

1. Use numbered lists to provide step-by-step help.
2. Copy and paste or drag and drop images to add them to this page.

### Related articles

*Related articles appear here based on the labels you select. Click to edit the macro and add or change labels.*

Content by Label | `cql = label = "kb-troublesh..."`

Page properties | `hidden = true`

Related issues

Once you save your page, Confluence will create an index page and add a shortcut on your space sidebar. The index lists all the Troubleshooting Article pages in the space, and displays a summary of the information on each page (such as creator and modified).

## Troubleshooting articles

Created by Desiree Conceicao, last modified 10 minutes ago

[Add troubleshooting article](#)

Title	Creator	Modified
<a href="#">Winter is coming</a>	<a href="#">Desiree Conceicao</a>	less than a minute ago
<a href="#">The wall is understaffed</a>	<a href="#">Desiree Conceicao</a>	2 minutes ago
<a href="#">Ghost is hungry</a>	<a href="#">Desiree Conceicao</a>	4 minutes ago

The Troubleshooting Article blueprint uses some cool Confluence features:

- [Instructional text](#) - Prompts you to enter information and disappears when you start typing or view the page.
- [Content by Label Macro](#) - Displays lists of pages that have particular labels, to let you collect related pages together.
- [Page Properties Macro](#) - This works together with the [Page Properties Report Macro](#) to automatically create a list of 'related issues' on each article.

### Customizing this blueprint

You can customize the templates used by the Troubleshooting Article blueprint - see [Customizing 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 Troubleshooting Article was created.

See [Instructional text](#) to find out more about using instructional text in templates.

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



# Create 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 catalogs 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](#).

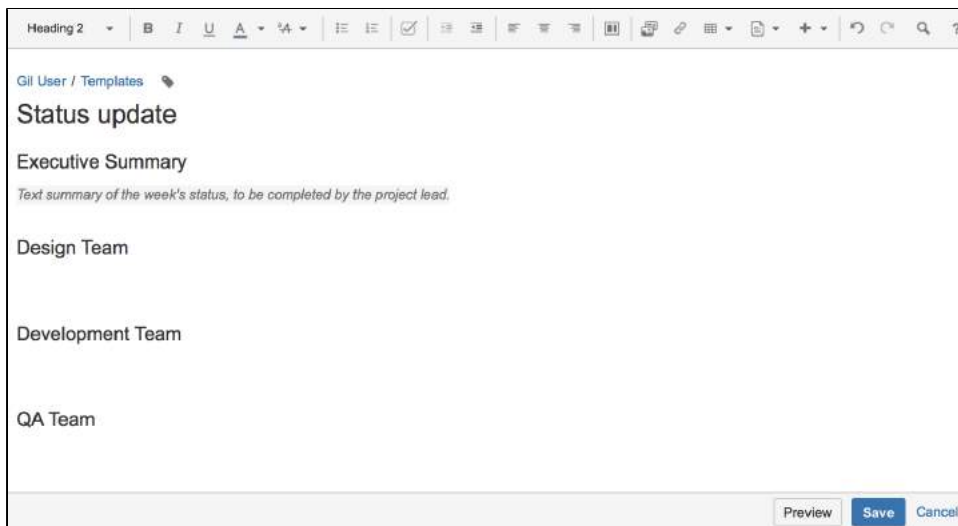
 You'll need Space Administrator permissions to complete some of the steps in this tutorial.

## 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. Choose the label icon  at the top of the page to add a label to the template (in this example, we'll add the label: 'status-update')

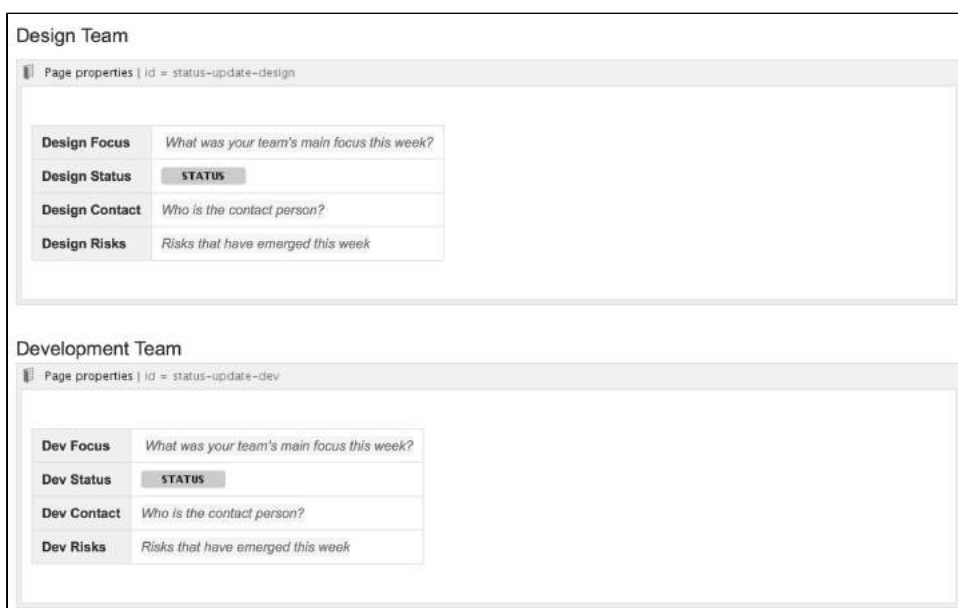
*Screenshot: Adding teams to our status update template*



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*

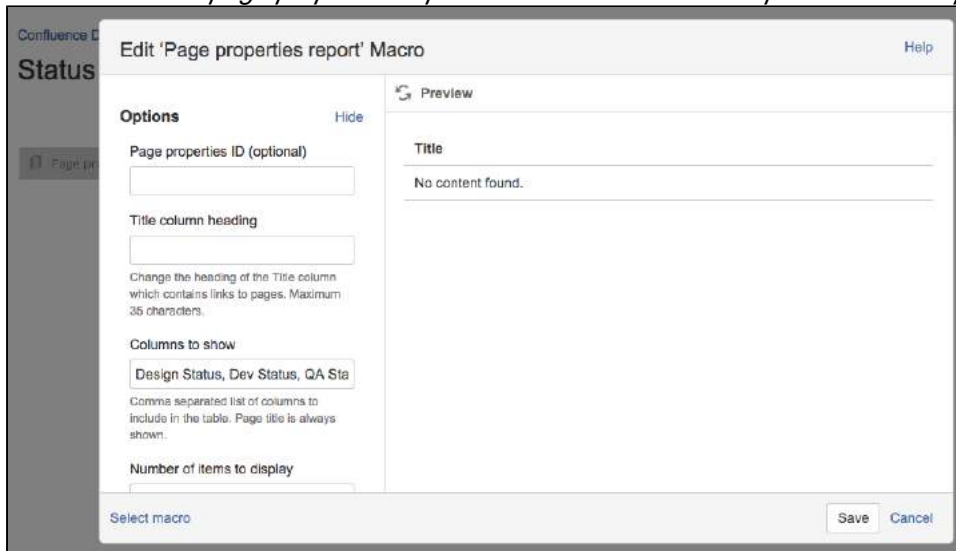


## Part 2: Create a report showing the high level status of each team

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'll be the 'status-update' label we added to the template page)
4. Leave the **Display options > 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. Expand the **Display options** and 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').

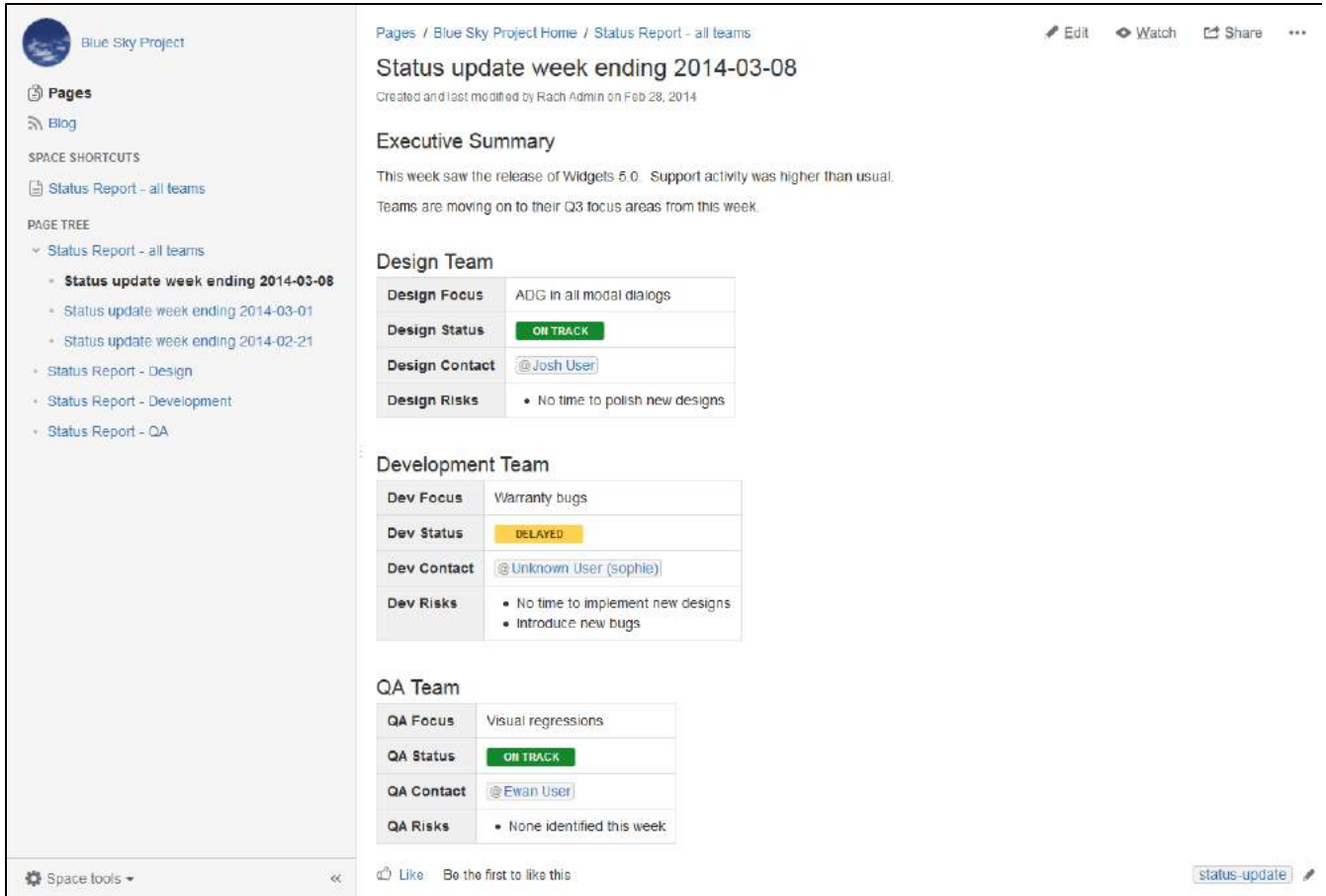
If your Design, Dev and QA teams have their own team spaces, this summary report could even be created in their team spaces. Just be sure to specify the space where the Status Updates pages are created in the **Restrict to spaces** field, to make sure the macro can find the pages to report on.

#### Part 4: Create your first status update page

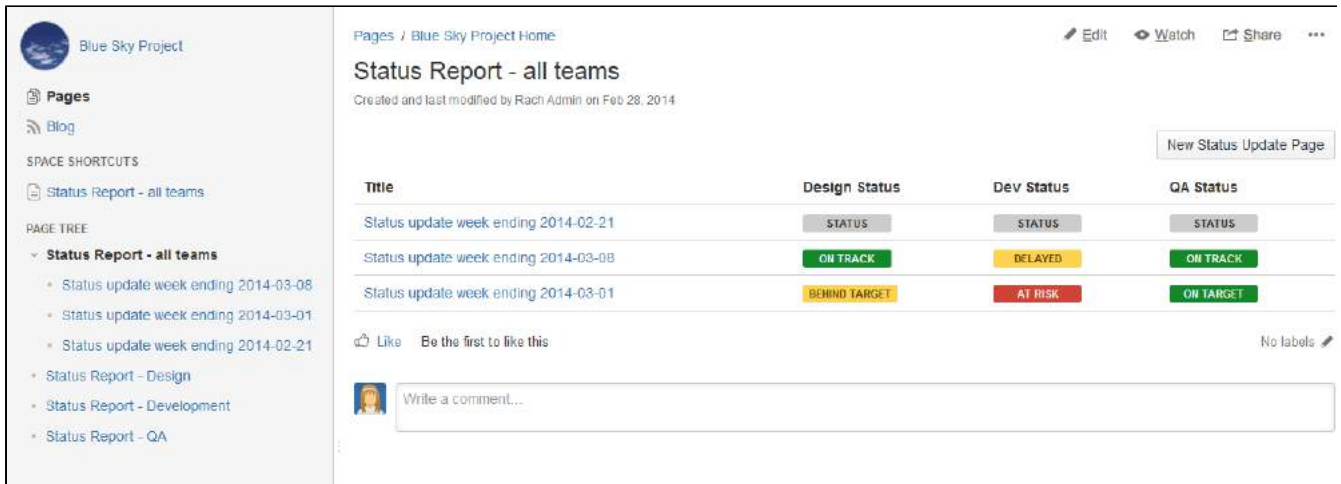
That's it! **Create from template**  in the Confluence header, then select **Status Update**, or use the **Create a new status update** button to make your first status update page. Just like a blueprint, but 100% made by you.

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.

The screenshot shows a Confluence page for a 'Blue Sky Project'. The page title is 'Status Report - Design', created and last modified by 'Rach Admin' 18 minutes ago. The page content includes a table with columns for 'Title', 'Design Contact', 'Design Focus', 'Design Risks', and 'Design Status'. Below the table is a 'Like' button and a comment box.

Title	Design Contact	Design Focus	Design Risks	Design Status
Status update week ending 2014-02-21				STATUS
Status update week ending 2014-03-08	@Josh User	ADG in all modal dialogs	• No time to polish new designs	ON TRACK
Status update week ending 2014-03-01	@Josh User	Sentence case all the things	• Team members not available	BEHIND TARGET

Like Be the first to like this [status-update](#)

Write a comment...

Remember, these concepts don't just apply to status updates – you can use them for any purpose at all.

# Import Content Into Confluence

There are a number of ways you can get existing content, such as text, images and other content into Confluence.

## Import 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.

### On this page:

- [Import content from other Confluence sites](#)
- [Import content from a Microsoft Word document](#)
- [Import web content](#)
- [Importing content from another wiki](#)
- [Import other content](#)
- [Migrate to Confluence Cloud](#)

See [Restoring a Site](#) and [Restoring a Space](#) for more information.

## Import 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 [Import a Word Document into Confluence](#).

## Import web content

To embed 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](#).

Note: The HTML macro is not enabled in all sites. Talk to your Confluence Admin about whether you can use this macro.

## Importing content from another wiki

Confluence does not provide a method for importing content from another wiki.

You may be able to build your own import solution using our REST APIs, as mentioned below, or work with an [Atlassian Solution Partner](#) to develop a custom solution.

## Import 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. See [Use a WebDAV Client to Work with Pages](#).
- Build your own import solution using the [Confluence APIs](#).

## Migrate to Confluence Cloud

If you're migrating from Confluence Server to Confluence Cloud, you can use the [Confluence Cloud Migration Assistant](#) to migrate your content and spaces.



# Import 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.

## On this page:

- [Import a Word document](#)
- [Import options](#)
- [Supported file types](#)
- [Limitations](#)

## Related pages:

- [Export Content to Word, PDF, HTML and XML](#)

## Import a Word document

To import a Word document in Confluence:

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 don't 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
<b>Root page title</b>	This is the title of the page that will be created or updated by the import.
<b>Where to import</b>	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 <ul style="list-style-type: none"><li>• <b>Import as a new page in the current space</b> - a new page will be created as a child of the space home page.</li><li>• <b>Replace &lt;page name&gt;</b> - 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.</li><li>• <b>Delete existing children of &lt;pagename&gt;</b> - any existing children of the current page will be removed when the content of the page is replaced.</li></ul>



<p><b>Title conflicts</b></p>	<p>Controls how page name conflicts (a page with the same title already exists in the space) are handled.</p> <ul style="list-style-type: none"> <li>• <b>Rename imported pages if page name already exists</b> - new pages get a new name (a number added to the end of the page title). Existing pages will be unchanged.</li> <li>• <b>Replace existing pages with imported pages of the same title</b> - overwrite the content of existing pages. The change will be shown in the Page History for the page.</li> <li>• <b>Remove existing pages with the same title as imported pages</b> - remove original pages and then create new pages. The change is not shown in the Page History for the page.</li> </ul>
<p><b>Split by heading</b></p>	<p>If the document contains Word heading styles you can choose to create multiple pages based on the heading. Options are:</p> <ul style="list-style-type: none"> <li>• <b>Don't split</b> - creates a single page.</li> <li>• <b>Level Headings</b> - creates multiple pages in a hierarchy based on the heading levels in the document.</li> </ul> <p>A preview of the pages that will be created appears under <b>Document Outline</b>.</p>


Screenshot: Import Word options for a document that contains multiple heading levels.

## Import Word Document: Configuration

Root page title:

Where to import:  Import as a new page in the current space  
 Replace Temp  
 Delete existing children of Temp

Title conflicts:  Rename imported pages if page name already exists  
 Replace existing pages with imported pages of the same title  
 Remove existing pages with the same title as imported pages

Split by heading:  

Document Outline:

### Supported file types

Confluence can import the content from Microsoft Word 97-2013 documents (.doc and .docx).

### Limitations

In order to prevent out of memory errors, we limit the uncompressed size of the file you can import to 20 MB.

Your administrator can change this limit using the `confluence.word.import.maxsize` system property.

# 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.

## 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**.

You can choose the link for an undefined page to create the page and add content to it.

Links to pages that are in the trash are not considered undefined links, and will not appear in this list.

# 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](#).
- **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*

The screenshot shows the 'Page Information' view for a page titled 'Meeting notes'. The breadcrumb path is 'Dashboard / Sample space / Meeting notes'. Navigation options include 'View Page', 'Save for later', and a menu icon. The page details section shows the title 'Meeting notes', author 'Rach Admin' (Mar 19, 2019), last changed by 'Rach Admin' (Mar 20, 2019), a tiny link 'http://localhost:8090/x/A4Aa', export options 'Word · PDF', and operations 'Copy'. The 'Recent Changes' section shows two changes by Rach Admin on Mar 20, 2019 at 14:27 and Mar 19, 2019 at 17:00, with a 'View Page History' link. The 'Incoming Links' section shows two links from 'Sample space (2)'. The 'Hierarchy' section shows the parent page 'Sample space' and three children: '2019-02-28 Meeting notes', '2019-03-10 Meeting notes', and '2019-03-19 Meeting notes'. The 'Labels' section shows two global labels: 'dev-team' and 'staff'. The 'Outgoing Links' section shows one external link 'https://team-bamboo.company.com/browse/RELEASE' and two links from 'Sample space (2)'. The 'Page Permissions' section shows two restrictions: 'Only users in group developers can edit this page' and 'Only admin can edit this page'.

Dashboard / Sample space / Meeting notes

← View Page ☆ Save for later ...

## Page Information

Title:	Meeting notes
Author:	Rach Admin Mar 19, 2019
Last Changed by:	Rach Admin Mar 20, 2019
Tiny Link: (useful for email)	<a href="http://localhost:8090/x/A4Aa">http://localhost:8090/x/A4Aa</a>
Export As:	Word · PDF
Operations:	Copy

### Recent Changes

Since you last logged in:  
Rach Admin made 2 changes. (view)

Time	Editor	
Mar 20, 2019 14:27	Rach Admin	View Changes
Mar 19, 2019 17:00	Rach Admin	

View Page History

### Incoming Links

Sample space (2)

- 2019-03-19 Retrospective
- When should we launch?

### Hierarchy

Parent Page

- Sample space

Children (3)

- 2019-02-28 Meeting notes
- 2019-03-10 Meeting notes
- 2019-03-19 Meeting notes

### Labels

Global Labels (2)

- dev-team
- staff

### Outgoing Links

External Links (1)

- <https://team-bamboo.company.com/browse/RELEASE>

Sample space (2)

- Engineering rituals
- Team playbook

### Page Permissions

Page restrictions:

- Only users in group **developers** can edit this page. (set by Rach Admin at Mar 20, 2019 14:42)
- Only **admin** can edit this page. (set by Rach Admin at Mar 20, 2019 14:42)

# 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*

Version	Published	Changed By	Comment	Actions
<input type="checkbox"/> CURRENT (v. 4)	Jan 31, 2018 10:16	Emma McRae	Final changes	
<input type="checkbox"/> v. 3	Jan 31, 2018 10:11	Emad Abd Emma McRae		Restore Delete
<input type="checkbox"/> v. 2	Jan 31, 2018 10:08	Emad Abd		Restore Delete
<input type="checkbox"/> v. 1	Jan 31, 2018 10:08	Cassie Owens		Restore Delete

### On this page:

- [Access the page history](#)
- [View an older version](#)
- [Restore a previous version](#)
- [Delete a specific version](#)
- [View the changes made](#)
- [View unpublished changes](#)
- [Compare two versions](#)
- [More about the comparison view](#)

### Related pages:

- [View Page Information](#)
- [Create and Edit Pages](#)
- [Watch Pages, Spaces and Blogs](#)

Hover over each avatar to see the names of people who contributed changes in that version. It is not possible to view the individual changes made by each person in a single page version.

## 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 3**   Current »

📌 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
<b>current version</b>	View the latest version of the page.
<b>Compare with Current</b>	Compare the differences between the version of the page you are viewing and the current version.

<b>Restore this Version</b>	Roll back the content of the page to the previous version that you are viewing.
<b>View Page History</b>	Return to the list of page versions.
<b>&lt;&lt; Previous and Next &gt;&gt;</b>	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**

**i** 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.

If the page has an unpublished draft, the content of the draft will be lost when you restore a previous version. We'll warn you if there is an unpublished draft.

## 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.

## View unpublished changes

When you're in the editor, you can see all changes since the page was last published. Go to **⋮ > View changes**.

Changes are not attributed to individual people. The avatars of everyone who has contributed will be shown at the top of the editor.

## 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 color	Meaning
Green	Added content
Red	Deleted content
Blue	Changed formatting

Screenshot: Comparing changes

## Versions Compared

1

Cassie Owens

less than a minute ago

Current

Cassie Owens

less than a minute ago

[View Page History](#)

---

~~We don't need this text anymore~~ This text was added

**My heading has been reformatted**

## Key

This line was added.

~~This line was removed.~~

Formatting was changed.

### 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** >>

# 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.
- **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](#).

Wiki markup code examples for macros can be found in the documentation for each [macro](#).

## Related pages:

- [Macros](#)
- [The Editor](#)

# 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:

- [Headings](#)
- [Text effects](#)
- [Text breaks](#)
- [Lists](#)
- [Links](#)
- [Images](#)
- [Tables](#)
- [Page layouts](#)
- [Resource identifiers](#)
- [Template variables](#)
- [Instructional Text](#)

## Headings

Format type	In Confluence 4.0 and later	What you will get
Heading 1	<code>&lt;h1&gt;Heading 1&lt;/h1&gt;</code>	<b><u>Heading 1</u></b>
Heading 2	<code>&lt;h2&gt;Heading 2&lt;/h2&gt;</code>	<b><u>Heading 2</u></b>
Heading 3	<code>&lt;h3&gt;Heading 3&lt;/h3&gt;</code>	<b>Heading 3</b>

Headings 4 to 6 are also available and follow the same pattern

## Text effects

Format type	In Confluence 4.0 and later	What you will get
strong/bold	<code>&lt;strong&gt;strong text&lt;/strong&gt;</code>	<b>strong</b>
emphasis	<code>&lt;em&gt;Italics Text&lt;/em&gt;</code>	<i>emphasis</i>



<p>strikethrough</p>	<pre>&lt;span style="text-decoration: line-through;"&gt; strikethrough&lt;/span&gt;</pre>	<p><del>strikethrough</del></p>
<p>underline</p>	<pre>&lt;u&gt;underline&lt;/u&gt;</pre>	<p><u>underline</u></p>
<p>superscript</p>	<pre>&lt;sup&gt;superscript&lt;/sup&gt;</pre>	<p>superscript</p>
<p>subscript</p>	<pre>&lt;sub&gt;subscript&lt;/sub&gt;</pre>	<p>subscript</p>
<p>monospace</p>	<pre>&lt;code&gt;monospaced&lt;/code&gt;</pre>	<p>monospaced</p>
<p>preformatted</p>	<pre>&lt;pre&gt;preformatted text&lt;/pre&gt;</pre>	<p>preformatted text</p>
<p>block quotes</p>	<pre>&lt;blockquote&gt; &lt;p&gt;block quote&lt;/p&gt; &lt;/blockquote&gt;</pre>	<p><i>block quote</i></p>
<p>text color</p>	<pre>&lt;span style="color: rgb(255,0,0);"&gt;red text &lt;/span&gt;</pre>	<p>red text</p>
<p>small</p>	<pre>&lt;small&gt;small text&lt;/small&gt;</pre>	<p>small text</p>
<p>big</p>	<pre>&lt;big&gt;big text&lt;/big&gt;</pre>	<p>big text</p>
<p>center-align</p>	<pre>&lt;p style="text-align: center;"&gt;centered text &lt;/p&gt;</pre>	<p>centered text</p>
<p>right-align</p>	<pre>&lt;p style="text-align: right;"&gt;right aligned text &lt;/p&gt;</pre>	<p>right aligned text</p>

### Text breaks

Format type	In Confluence 4.0 and later	What you will get
New paragraph	<pre>&lt;p&gt;Paragraph 1&lt;/p&gt; &lt;p&gt;Paragraph 2&lt;/p&gt;</pre>	<p>Paragraph 1</p> <p>Paragraph 2</p>
Line break	<pre>Line 1 &lt;br /&gt; Line 2</pre> <p>Note: Created in the editor using Shift + Return/Enter</p>	<p>Line 1</p> <p>Line 2</p>
Horizontal rule	<pre>&lt;hr /&gt;</pre>	<hr/>
— symbol	<pre>&amp;mdash;</pre>	<p>—</p>
– symbol	<pre>&amp;ndash;</pre>	<p>–</p>

### Lists

Format type	In Confluence 4.0 and later	What you will get
Unordered list – round bullets	<pre>&lt;ul&gt; &lt;li&gt;round bullet list item&lt;/li&gt; &lt;/ul&gt;</pre>	<ul style="list-style-type: none"> <li>• Round bullet list item</li> </ul>
Ordered list (numbered list)	<pre>&lt;ol&gt; &lt;li&gt;numbered list item&lt;/li&gt; &lt;/ol&gt;</pre>	<ol style="list-style-type: none"> <li>1. Ordered list item</li> </ol>
Task Lists	<pre>&lt;ac:task-list&gt;   &lt;ac:task&gt;     &lt;ac:task-status&gt;incomplete&lt;/ac:task- status&gt;     &lt;ac:task-body&gt;task list item&lt;/ac:task- body&gt;   &lt;/ac:task&gt; &lt;/ac:task-list&gt;</pre>	<ul style="list-style-type: none"> <li>• task list item</li> </ul>

### Links

Format type	In Confluence 4.0 and later	What you will get
-------------	-----------------------------	-------------------

<p>Link to another Confluence page</p>	<pre>&lt;ac:link&gt; &lt;ri:page ri:content-title="Page Title" /&gt; &lt;ac:plain-text-link-body&gt;   &lt;![CDATA[Link to another Confluence Page]]&gt; &lt;/ac:plain-text-link-body&gt; &lt;/ac:link&gt;</pre>	<p><a href="#">Link to another Confluence page</a></p>
<p>Link to an attachment</p>	<pre>&lt;ac:link&gt; &lt;ri:attachment ri:filename="atlassian_logo.gif" /&gt; &lt;ac:plain-text-link-body&gt;   &lt;![CDATA[Link to a Confluence Attachment]]&gt; &lt;/ac:plain-text-link-body&gt; &lt;/ac:link&gt;</pre>	<p><a href="#">Link to an attachment</a></p>
<p>Link to an external site</p>	<pre>&lt;a href="http://www.atlassian.com"&gt;Atlassian&lt;/a&gt;</pre>	<p><a href="http://www.atlassian.com">Atlassian</a></p>
<p>Anchor link (same page)</p>	<pre>&lt;ac:link ac:anchor="anchor"&gt;   &lt;ac:plain-text-link-body&gt;     &lt;![CDATA[Anchor Link]]&gt;   &lt;/ac:plain-text-link-body&gt; &lt;/ac:link&gt;</pre>	<p><a href="#">Anchor Link</a></p>
<p>Anchor link (another page)</p>	<pre>&lt;ac:link ac:anchor="anchor"&gt;   &lt;ri:page ri:content-title="pagetitle" /&gt;   &lt;ac:plain-text-link-body&gt;     &lt;![CDATA[Anchor Link]]&gt;   &lt;/ac:plain-text-link-body&gt; &lt;/ac:link&gt;</pre>	<p><a href="#">Anchor Link</a></p>
<p>Link with an embedded image for the body</p>	<pre>&lt;ac:link ac:anchor="Anchor Link"&gt;   &lt;ac:link-body&gt;     &lt;ac:image&gt;&lt;ri:url ri:value=" http://confluence.atlassian.com/ images/logo/confluence_48_trans.png" /&gt;&lt;/ac:image&gt;   &lt;/ac:link-body&gt; &lt;/ac:link&gt;</pre> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px; background-color: #fff9c4;"> <p> For rich content like <i>images</i>, you need to use <code>ac:link-body</code> to wrap the contents.</p> </div>	

**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>, <strong>, <em>, <i>, <code>, <tt>, <sub>, <sup>, <br> and <span>.

### Images

Format type	In Confluence 4.0 and later	What you will get
Attached image	<pre> &lt;ac:image&gt; &lt;ri:attachment ri:filename="atlassian_logo.gif" /&gt; &lt;/ac:image&gt;                     </pre>	
External image	<pre> &lt;ac:image&gt; &lt;ri:url ri:value="http://confluence.atlassian.com/images/logo/confluence_48_trans.png" /&gt;&lt;/ac:image&gt;                     </pre>	

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 4.0 and later	What you will get						
Two column, two row (top header row)	<pre>&lt;table&gt; &lt;tbody&gt; &lt;tr&gt; &lt;th&gt;Table Heading Cell 1&lt;/th&gt; &lt;th&gt;Table Heading Cell 2&lt;/th&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;Normal Cell 1&lt;/td&gt; &lt;td&gt;Normal Cell 2&lt;/td&gt; &lt;/tr&gt; &lt;/tbody&gt; &lt;/table&gt;</pre>	<table border="1"> <thead> <tr> <th>Table Heading Cell 1</th> <th>Table Heading Cell 2</th> </tr> </thead> <tbody> <tr> <td>Normal Cell 1</td> <td>Normal Cell 2</td> </tr> </tbody> </table>	Table Heading Cell 1	Table Heading Cell 2	Normal Cell 1	Normal Cell 2		
Table Heading Cell 1	Table Heading Cell 2							
Normal Cell 1	Normal Cell 2							
Two column, three rows, 2nd and third with merged cells in first row	<pre>&lt;table&gt; &lt;tbody&gt; &lt;tr&gt; &lt;th&gt;Table Heading Cell 1&lt;/th&gt; &lt;th&gt;Table Heading Cell 2&lt;/th&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td rowspan="2"&gt;Merged Cell&lt;/td&gt; &lt;td&gt;Normal Cell 1&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td colspan="1"&gt;Normal Cell 2&lt;/td&gt; &lt;/tr&gt; &lt;/tbody&gt; &lt;/table&gt;</pre>	<table border="1"> <thead> <tr> <th>Table Heading Cell 1</th> <th>Table Heading Cell 2</th> </tr> </thead> <tbody> <tr> <td>Merged Cell</td> <td>Normal Cell 1</td> </tr> <tr> <td></td> <td>Normal Cell 2</td> </tr> </tbody> </table>	Table Heading Cell 1	Table Heading Cell 2	Merged Cell	Normal Cell 1		Normal Cell 2
Table Heading Cell 1	Table Heading Cell 2							
Merged Cell	Normal Cell 1							
	Normal Cell 2							

## 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.

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 <i>row</i> 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 <i>column</i> 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 recognized 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 4.0 and later	What you will get
Emoticons	<code>&lt;ac:emoticon ac:name="smile" /&gt;</code>	
	<code>&lt;ac:emoticon ac:name="sad" /&gt;</code>	
	<code>&lt;ac:emoticon ac:name="cheeky" /&gt;</code>	
	<code>&lt;ac:emoticon ac:name="laugh" /&gt;</code>	
	<code>&lt;ac:emoticon ac:name="wink" /&gt;</code>	
	<code>&lt;ac:emoticon ac:name="thumbs-up" /&gt;</code>	
	<code>&lt;ac:emoticon ac:name="thumbs-down" /&gt;</code>	
	<code>&lt;ac:emoticon ac:name="information" /&gt;</code>	
	<code>&lt;ac:emoticon ac:name="tick" /&gt;</code>	

	<code>&lt;ac:emoticon ac:name="cross" /&gt;</code>	
	<code>&lt;ac:emoticon ac:name="warning" /&gt;</code>	

## 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	<pre>&lt;ri:page ri:space-key="FOO" ri:content-title="Test Page"/&gt;</pre> <p>Notes:</p> <ul style="list-style-type: none"> <li>• <code>ri:space-key</code>: (optional) denotes the space key. This can be omitted to create a relative reference.</li> <li>• <code>ri:content-title</code>: (required) denotes the title of the page.</li> </ul>
Blog Post	<pre>&lt;ri:blog-post ri:space-key="FOO" ri:content-title="First Post" ri:posting-day="2012/01/30" /&gt;</pre> <p>Notes:</p> <ul style="list-style-type: none"> <li>• <code>ri:space-key</code>: (optional) denotes the space key. This can be omitted to create a relative reference.</li> <li>• <code>ri:content-title</code>: (required) denotes the title of the page.</li> <li>• <code>ri:posting-day</code>: (required) denotes the posting day. The format is YYYY/MM/DD.</li> </ul>

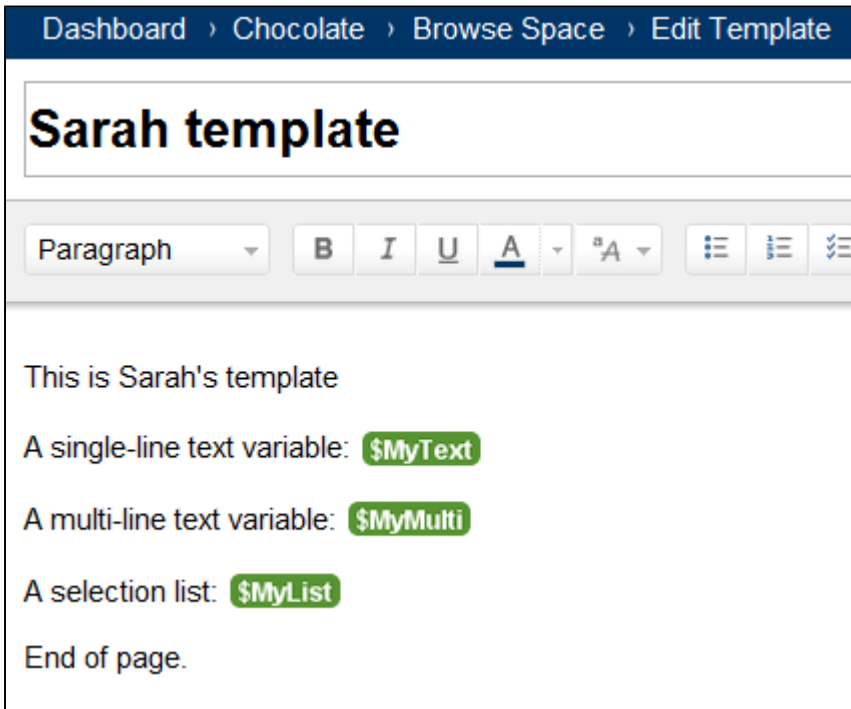


<p><b>Attachment</b></p>	<pre>&lt;ri:attachment ri:filename&gt;     ... resource identifier for the container of the attachment ... &lt;/ri:attachment&gt;</pre> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <code>ri:filename</code>: (required) denotes the name of the attachment.</li> <li>• the body of the <code>ri:attachment</code> 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).</li> </ul> <p><b>Examples:</b></p> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p><b>Relative Attachment Reference</b></p> <pre>&lt;ri:attachment ri:filename="happy.gif" /&gt;</pre> </div> <div style="background-color: #f0f0f0; padding: 5px;"> <p><b>Absolute Attachment Reference</b></p> <pre>&lt;ri:attachment ri:filename="happy.gif"&gt;     &lt;ri:page ri:space-key="TST" ri:content-title="Test Page"/&gt; &lt;/ri:attachment&gt;</pre> </div>
<p><b>URL</b></p>	<pre>&lt;ri:url ri:value="http://example.org/sample.gif"/&gt;</pre> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <code>ri:value</code>: (required) denotes the actual URL value.</li> </ul>
<p><b>Shortcut</b></p>	<pre>&lt;ri:shortcut ri:key="jira" ri:parameter="ABC-123"&gt;</pre> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <code>ri:key</code>: (required) represents the key of the Confluence shortcut.</li> <li>• <code>ri:parameter</code>: (required) represents the parameter to pass into the Confluence shortcut.</li> <li>• The example above is equivalent to [ABC-123@jira] in wiki markup.</li> </ul>
<p><b>User</b></p>	<pre>&lt;ri:user ri:userkey="2c9680f7405147ee0140514c26120003"/&gt;</pre> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <code>ri:userkey</code>: (required) denotes the unique identifier of the user.</li> </ul>
<p><b>Space</b></p>	<pre>&lt;ri:space ri:space-key="TST"/&gt;</pre> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <code>ri:space-key</code>: (required) denotes the key of the space.</li> </ul>

Content Entity	<pre>&lt;ri:content-entity ri:content-id="123"/&gt;</pre> <p>Notes:</p> <ul style="list-style-type: none"> <li>• <code>ri:content-id</code>: (required) denotes the id of the content.</li> </ul>
----------------	---

### 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:&nbsp;<at:var at:name="MyText" /></p>

<p>A multi-line text variable:&nbsp;<at:var at:name="MyMulti" /></p>

<p>A selection list:&nbsp;<at:var at:name="MyList" /></p>

<p>End of page.</p>

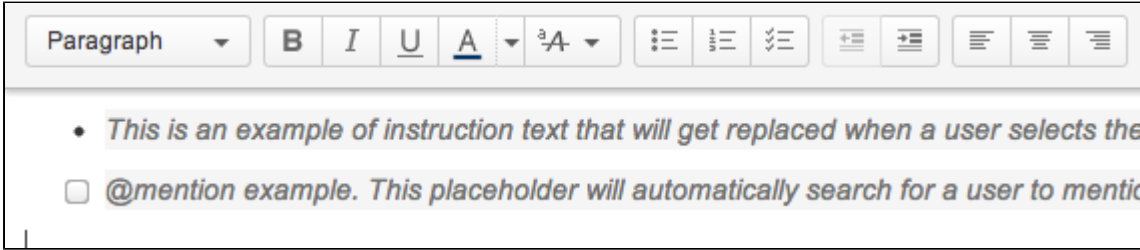
```

### 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:

- 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.
- Add custom content to the **sidebar**, **header** or **footer** of a space.
- 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:**

## 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.

## 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'll get
h1. Biggest heading	<b>Biggest heading</b>
h3. Big heading	<b>Big heading</b>
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.

**i** 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.

### On this page:

- [Can I type wiki markup into the editor?](#)
- [Can I insert markdown?](#)
- [Headings](#)
- [Lists](#)
- [Tables](#)
- [Text Effects](#)
- [Text Breaks](#)
- [Links](#)
- [Images](#)
- [Page Layouts](#)
- [Macros](#)

### Simple lists

Use the hyphen (-) to create simple lists with square bullets. Make sure there's a space between the hyphen and your text.

What you need to type	What you'll get
<pre>- some - bullet - points</pre>	<ul style="list-style-type: none"> <li>■ some</li> <li>■ bullet</li> <li>■ points</li> </ul>

### 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'll get
<pre>* some * bullet ** indented ** bullets * points</pre>	<ul style="list-style-type: none"> <li>• some</li> <li>• bullet             <ul style="list-style-type: none"> <li>• indented</li> <li>• bullets</li> </ul> </li> <li>• points</li> </ul>

### 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'll get
<pre># a # numbered # list</pre>	<ol style="list-style-type: none"> <li>1. a</li> <li>2. numbered</li> <li>3. list</li> </ol>

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'll get
<pre># Here's a sentence. ## This is a sub-list point. ## And a second sub-list point. # Here's another sentence.</pre>	<ol style="list-style-type: none"> <li>1. Here's a sentence.             <ol style="list-style-type: none"> <li>a. This is a sub-list point.</li> <li>b. And a second sub-list point.</li> </ol> </li> <li>2. Here's another sentence.</li> </ol>

You can use a third level of hashes to produce a sub-sub-list.

What you need to type	What you'll get
-----------------------	-----------------

<pre># 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.</pre>	<ol style="list-style-type: none"> <li>1. Here's a sentence.             <ol style="list-style-type: none"> <li>a. This is a sub-list point.                     <ol style="list-style-type: none"> <li>i. Third list level.</li> <li>ii. Another point at the third level.</li> </ol> </li> <li>b. And a second sub-list point.</li> </ol> </li> <li>2. Here's another sentence.</li> </ol>
---	--

**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'll get
<pre># Here #* is #* an # example #* of #* a # mixed # list</pre>	<ol style="list-style-type: none"> <li>1. Here             <ul style="list-style-type: none"> <li>• is</li> <li>• an</li> </ul> </li> <li>2. example             <ul style="list-style-type: none"> <li>• of</li> <li>• a</li> </ul> </li> <li>3. mixed</li> <li>4. list</li> </ol>

**Tables**

You can create two types of tables.

**Table Type 1**

Allows you to create a simple table with an optional header row. Once you've added this type of table, you can set the width of the columns using the [table controls in the toolbar](#).

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'll 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'll get:**

<b>heading 1</b>	col A1	col A2	col A3
<b>heading 2</b>	col B1	col B2	col B3

**Table Type 2**

This method uses section and column macros to create the table, and allows you to specify the width of the columns in the markup.

**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'll 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**

Color and Other Formatting

To add color 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'll get**

<b>Heading 1</b>	<b>Heading 2</b>
------------------	------------------

<ul style="list-style-type: none"> <li>• Item 1</li> <li>• Item 2</li> <li>• Item 3</li> </ul>	<ol style="list-style-type: none"> <li>1. Item 1</li> <li>2. Item 2</li> <li>3. Item 3</li> </ol>
--	---

## Text Effects

Use the markup shown in the examples below to format text.

What you need to type	What you'll get
<code>*strong*</code>	<b>strong</b>
<code>*bold text*</code>	<b>bold text</b>
<code>_emphasis_</code>	<i>emphasis</i>
<code>_italics_</code>	<i>italics</i> <i>Hint:</i> To italicize parts of a word, add braces (curly brackets) around the underscore. For example, Thing { _ } x _ gives you this: Thing <i>x</i>
<code>??citation??</code>	<i>citation</i>
<code>-deleted-</code>	<del>deleted</del>
<code>+inserted+</code>	<u>inserted</u>
Text with <code>^superscript^</code>	Text with <sup>superscript</sup> Hint: There are two ways to make superscripts work, when used directly after another word or character: <ul style="list-style-type: none"> <li>• Add a space before the superscript. For example, kg /m ^3^ gives you this: kg/m<sup>3</sup></li> <li>• Add braces (curly brackets) around the superscript markup. For example,                              kg/m{^3^}                              gives you this: kg/m<sup>3</sup></li> </ul>
Text with <code>~subscript~</code>	Text with <sub>subscript</sub>
<code>{{monospaced}}</code>	monospaced
<code>bq. Here's how you make a paragraph appear as a block quotation.</code>	<div style="border-left: 1px solid #ccc; padding-left: 10px; margin-left: 20px;"> <i>Here's how you make a paragraph appear as a block quotation.</i> </div>
<code>{color:red}look ma, red text!{color}</code>	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'll get
<pre>here is some text \\ divided \\ using line \\  \\ breaks\\</pre>	<pre>here is some text divided using line  breaks</pre>
<pre>This is a short list: * Point 1 Text to go with point 1 * Point 2 \\  \\ Text to go with point 2 with a break</pre>	<pre>This is a short list: • Point 1   Text to go with point 1 • Point 2  Text to go with point 2 with a break</pre>

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'll get
<pre>here is some text ---- divided by a horizontal rule</pre>	<pre>here is some text ----- divided by a horizontal rule</pre>

## Links

You can use wiki markup to add hyperlinks to your text.

What you need to type	What you'll 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. Note: blogposttitle is the title of the blog as it appears on the page.
[spacekey:/2004/01/12/blogposttitle]	A link to a blog post in another space. Note: blogposttitle is the title of the blog as it appears on the page.
[/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. <i>This only works on Internet Explorer.</i>
[!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'll get
<code>!http://www.host.com/image.gif!</code>	An image from a remote source is displayed on the page. Uses a fully qualified URL.
<code>!attached-image.gif!</code>	An image file attached to the page is displayed.
<code>!pageTitle^image.gif!</code>	An image file attached to a different page is displayed.
<code>!spaceKey:pageTitle^image.gif!</code>	An image file attached to a page in a different space is displayed.
<code>!/2010/05/23/My Blog Post^image.gif!</code>	An image file attached to a blog post is displayed.
<code>!image.jpg thumbnail!</code>	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.
<code>!image.gif align=right, vspace=4!</code>	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
<code>align</code>	Available values are 'left', 'right', 'bottom', 'center', 'top'.
<code>border</code>	Specifies the width of the border (in pixels).
<code>bordercolor</code>	Use with the 'border' tag. Specify colors by name or hex value.
<code>hspace</code>	Specifies the amount of whitespace to be inserted to the left and right of the image (in pixels).
<code>vspace</code>	Specifies the amount of whitespace to be inserted above and below the image (in pixels).
<code>width</code>	Specifies the width of the image (in pixels). This will override the natural width of the image.
<code>height</code>	Specifies the height of the image (in pixels). This will override the natural height of the image.
<code>title</code>	Specifies alternate text for the image, which is displayed when the pointer hovers over the image.
<code>alt</code>	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](#).

# 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.

## Using Files

- [Upload Files](#)
- [Display Files and Images](#)
- [Manage Files](#)
- [Share and Comment on Files](#)
- [Edit Files](#)
- [Edit in Office using the Office Connector](#)
- [Install Atlassian Companion](#)

## 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.

### On this page:

- [Using Files](#)
- [Permissions](#)

### Related pages:

- [Configuring Attachment Size](#)
- [Configuring your Attachment Storage](#)

# Upload 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.

## Upload 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 and size

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 [Display Files and Images](#) to find out more.

The maximum file size you can upload to Confluence is set by your system administrator. By default it is 10mb, but your administrator may have increased or reduced this limit.

## 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 [Manage 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.

## What happens after a file is uploaded?

### Text extraction and indexing

When a file is uploaded, its text is extracted and indexed. This allows people to search for the content of a file, not just the filename.

See [Configuring Attachment Size](#) for more information on how files are indexed.

### On this page:

- [Upload a file](#)
- [Accepted file types and size](#)
- [File versions](#)
- [What happens after a file is uploaded?](#)
- [Notes](#)

### Related pages:

- [Files](#)
- [Configuring Attachment Size](#)
- [Display Files and Images](#)
- [Manage Files](#)

## Thumbnail and preview generation


When you insert an uploaded file into a page (for example a Word document, or Excel spreadsheet), Confluence will generate thumbnail images of the file contents, so it can be viewed inline in the page, or in the preview.

Because this process can be very memory intensive, a 30 second time limit applies when performing document conversion for complex image or presentation files (such as PPT, PPTX, EMF, WMF). Your administrator can increase or decrease this timeout using the `confluence.document.conversion.imaging.convert.timeout` or `confluence.document.conversion.slides.convert.timeout` [system properties](#).

Thumbnails are not generated for TIFF or PSD (Photoshop) files by default. Your administrator can override this behaviour using the `confluence.document.conversion.imaging.enabled.tif` or `confluence.document.conversion.imaging.enabled.psd` [system properties](#).

In Confluence Server, document conversion is handled by Confluence. In Confluence Data Center this process is externalised, to minimise the impact on individual Confluence nodes. See [Document conversion for Confluence Data Center](#) to find out about how this affects thumbnail and preview generation.

## 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.

# Display Files and Images

Files can be displayed on a page as a thumbnail or as a link. There are a few different ways to [Upload Files](#).

You can control how the file appears on your page. The options available depend on the type of file.

## Insert a file into your page

There's a few ways to insert a file into your page:

- Go to **Insert > Files** on the editor toolbar and select any of the previously uploaded files, or
- Drag the file directly into the editor (this will upload and insert the file in one step), or
- Type ! and choose an attached file from the autocomplete drop down.

Your 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.



## Insert a file attached to another page

You can display a file that's attached to a different page of the same Confluence site, if you know the name of the file.

### To display an image attached to a different page:

1. Go to **Insert > Files** and choose the **Search on other pages**.
2. Enter the name of the file.
3. Choose whether to search the current space or **All Spaces** and choose **Search**.
4. Select the file from the search results and choose **Insert**.

## Insert an image file 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. This is only available for image files, not other types of files (like documents).

### To display an image from a web page:

1. While editing the page, position the cursor where you want to place the image.
2. Choose **Insert > Files** 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.

### On this page:

- [Insert a file into your page](#)
  - [Insert a file attached to another page](#)
  - [Insert an image file from the web](#)
  - [Delete files from your page](#)
- [Preview a file](#)
- [Office and PDF files](#)
- [Image files](#)
- [Multimedia files](#)
- [Show a list of files on a page](#)

### Related pages:

- [Links](#)
- [Manage Files](#)
- [Edit Files](#)



5. Choose **Insert**.

**Delete files from your page**

If you delete a file or image in the editor, the attached file will not be deleted. 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).

**Preview a file**

Click an image, file thumbnail or link when viewing a page to launch the preview.

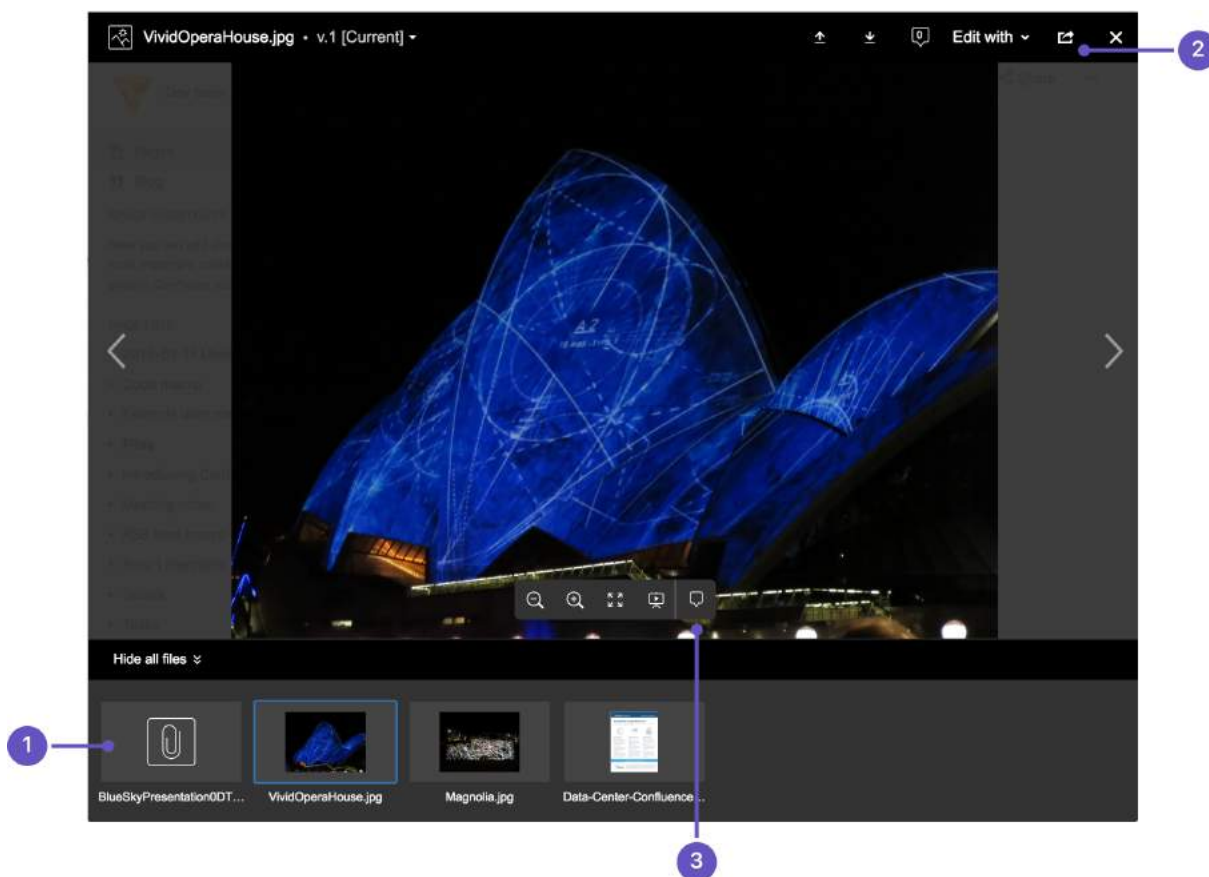
The preview includes images from the web that are displayed on the page and files that are attached to the page (even if they are not currently displayed on the page).

In the preview you can:

- Download the image file.
- Upload a new version of the file (attached files only).
- Comment on the file.
- Choose to edit the file with a desktop application.
- 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.
- Switch to a full screen presentation mode.

Many file types can be previewed, including Office files, PDFs and many image types.

Images files	Office files	Other files
<ul style="list-style-type: none"> <li>• JPEG</li> <li>• PNG</li> <li>• TIFF</li> <li>• PSD</li> <li>• WMF</li> <li>• EMF</li> <li>• ICO</li> <li>• ICNS</li> </ul>	<ul style="list-style-type: none"> <li>• DOC</li> <li>• DOCX</li> <li>• PPT</li> <li>• PPTX</li> <li>• XLS</li> <li>• XLSX</li> </ul>	<ul style="list-style-type: none"> <li>• PDF</li> <li>• MP3</li> <li>• MP4</li> </ul>



1. **See more files:** see other files also attached to this page.
2. **Manage this file:** download the file, upload a new version or share with your team.
3. **Add a comment:** drag the pin to comment on the file.

### Office and PDF files

Inserting a file in a page is a great way to make useful documents, spreadsheets, presentations and other files available to your team.

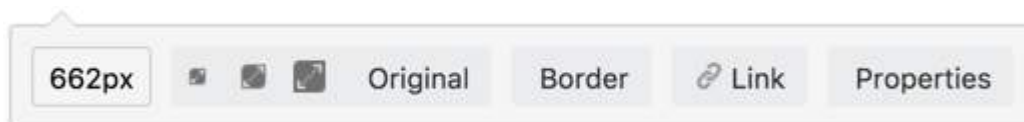
As with all file types, you can choose to insert the file as a link, or as a thumbnail. The thumbnail shows a preview of the document's contents, and can be resized.

To view an Office or PDF file, click the link or thumbnail to see the full preview (no need to have Excel, Word or PowerPoint installed). Alternatively, use the Download button in the preview to download the file and view offline.

You can even [edit](#) and [comment on Office and PDF files](#).

### Image files

When editing the page, select an 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.

#### Note about 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](#).

## Multimedia files

The file preview also supports MP3 audio and MP4 video files. It uses HTML5 to play attached audio and video files. This means the file types people can play in the preview depends on the audio and video formats their browser supports.

You can also display a wider range of multimedia files (video, audio and animation) using the [Multimedia Macro](#).

Display online video (such as YouTube or Vimeo videos) using the [Widget Connector Macro](#).

## Show 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.



# Manage Files

Files are attached to Confluence pages. See [Upload 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.

## 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.

Deleted files can be restored from the trash. You'll need to be a space admin to do this.

Space Admins can also delete 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.

Deleted file versions are not recoverable from the trash.







*Screenshot: Attachments and attachment versions*

### On this page:

- [Download attached files](#)
- [Delete an attached file](#)
- [Upload a new version of an attached file](#)
- [Move a file to another page](#)
- [Edit properties of an attached file](#)
- [View all attached files in a space](#)


### Related pages:

- [Files](#)
- [Display Files and Images](#)

Attachments						
Name	Size	Creator	Creation Date	Labels	Comment	
 User journey.pdf	12 kB	Alana Grant	Jan 04, 2019 14:36	No labels 		View   Properties   Edit   Dele
Version 3 (current)	12 kB	Alana Grant	Jan 04, 2019 14:36			Dele
Version 2	12 kB	Alana Grant	Jan 04, 2019 14:36		Revised with new designs	Dele
Version 1	12 kB	Alana Grant	Jan 04, 2019 14:33			Dele
 Annual Financial Report.xlsx	29 kB	Emma McRae	Jan 04, 2019 14:32	No labels 		View   Properties   Edit   Dele
 Project overview.docx	11 kB	Emad Abdi	Jan 04, 2019 14:28	No labels 		View   Properties   Edit   Dele
<a href="#">Download All</a>						

## 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 the attachment to another page

- add a label.

Changing the MIME type may cause your file to display incorrectly.

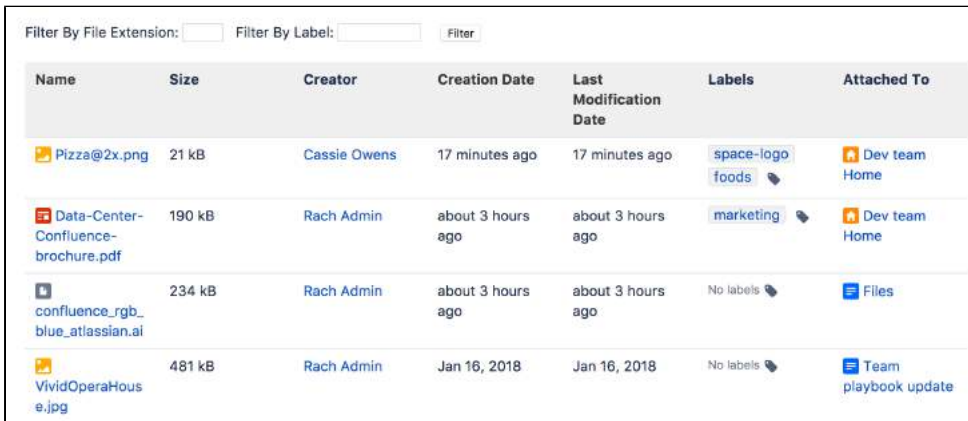
### View all attached files in a space









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**.

You can use the filters to only show files with a particular label or file extension.

*Screenshot: Space attachments macro*



Name	Size	Creator	Creation Date	Last Modification Date	Labels	Attached To
 Pizza@2x.png	21 kB	<a href="#">Cassie Owens</a>	17 minutes ago	17 minutes ago	<a href="#">space-logo</a> <a href="#">foods</a>	 Dev team Home
 Data-Center-Confluence-brochure.pdf	190 kB	<a href="#">Rach Admin</a>	about 3 hours ago	about 3 hours ago	<a href="#">marketing</a>	 Dev team Home
 confluence_rgb_blue_atlassian.ai	234 kB	<a href="#">Rach Admin</a>	about 3 hours ago	about 3 hours ago	No labels	 Files
 VividOperaHous.e.jpg	481 kB	<a href="#">Rach Admin</a>	Jan 16, 2018	Jan 16, 2018	No labels	 Team playbook update

# Share and Comment 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 it's 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.

## 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.



Share 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 preview 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](#) and [links](#), and drop as many pins as you need on any part of the file. You can even add simple [macros](#) such as the code macro using wiki markup autocomplete. 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 on that version of the file. Select a pin to view the comment.

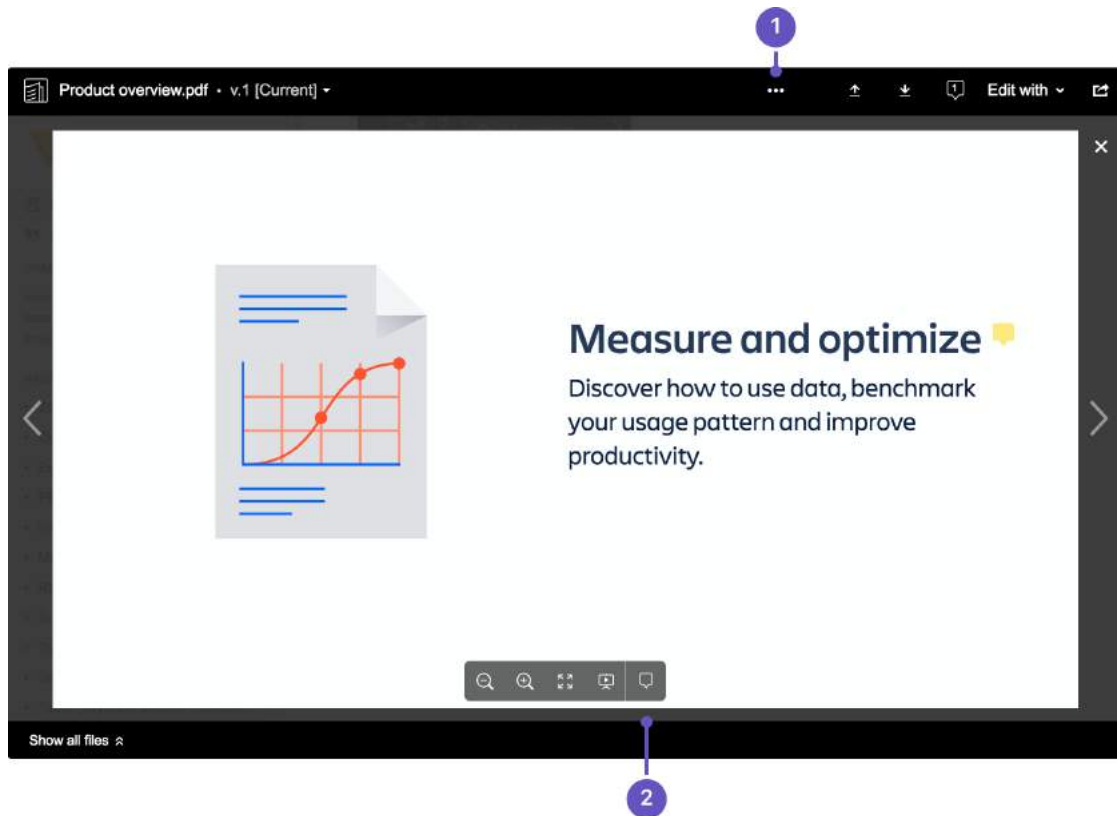
Once the conversation is finished, you can resolve the comment to hide it (and any replies) from view. If you need to see resolved comments again, you can reopen them. Go to  > **Resolved comments** in the preview.

### On this page:

- [Share a file](#)
- [Comment on a file](#)

### Related pages:

- [Files](#)
- [Edit Files](#)
- [Display Files and Images](#)
- [Comment on pages and blog posts](#)



1. **Resolved comments:** Choose the 'more options' button to show or hide resolved comments.
2. **Comments:** Drag a pin onto a file to comment.

**i** You can't comment on files that are hosted on a web server and added to Confluence using their URL, or on files that can't be viewed in the preview (such as videos, zip files, and some other file types).

#### What happens to comments when you upload a new version?

Comments are specific to the version of the file. This is to avoid confusion when the part of the document or image the comment is pinned to has changed significantly.

To see inline comments on a previous version of the file:

1. Click the thumbnail or link to preview the file.
2. Click the filename dropdown in the top left and select a previous version.
3. Comment pins will now be visible, for all comments made on that version.

#### How many comments can you add to one file?

While there is no limit to the number of comments that can be added to a file, Confluence can only display 100 comments. See [CONFSERVER-43397](#) **GATHERING INTEREST** for more information.



# Edit Files

This page covers how to edit files attached to a Confluence page.

## On this page:

- [Install and connect the Atlassian Companion app](#)
- [Change your default app](#)
- [Manually upload an edited file](#)
- [Limitations](#)
- [Revoke trust between Confluence and the Companion app](#)

## Related pages:

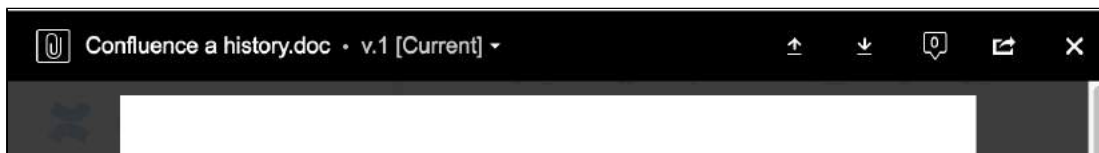
- [Administering the Atlassian Companion app](#)

Confluence provides two methods for editing files:

- **Edit files using the Atlassian Companion app**  
Allows you to edit any type of file, if you have a compatible application installed. Requires you to install Companion on your computer.
- **Edit in Office using the Office Connector**  
Allows you to edit Microsoft Excel, PowerPoint, and Word files with a compatible browser and Microsoft Office application. Provided for organizations who can't use Companion.

Your Confluence administrator will decide which method is best for your organisation.

To check which method is available in your site, go to the file preview (click an image or file thumbnail). If you don't see the **Edit** button, your site is using the [Edit in Office method](#), so the information on this page doesn't apply to you.



### Download the latest Companion version

Download the Atlassian Companion app for [Mac](#) or [Windows](#).

See [Install Atlassian Companion](#) for a step-by-step guide.

## Edit an attached file

You can edit any file attached to a Confluence page using your preferred desktop application, then when you're ready, upload the file back to Confluence. You can edit Office documents, Photoshop files, Keynote presentations — any attached file with a compatible application installed on your computer.

To edit a file you'll need the 'Add Attachments' space permission.

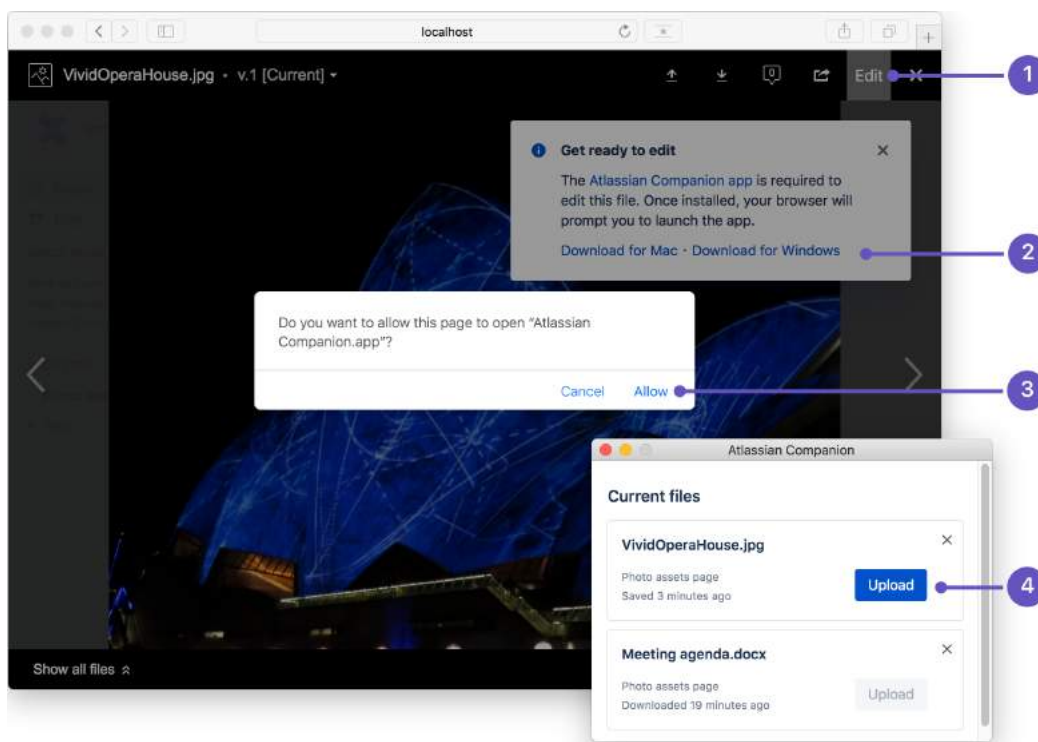
To edit files, you'll also need to install the [Atlassian Companion app](#) and allow it to connect to your Confluence site. Once the Companion app is installed and running, you can start editing.

To edit a file in Confluence:

1. Go to the page containing the attached file.

2. Click the file to open it in preview.
3. Click **Edit**.
4. Your browser will prompt you open / launch the Companion app.
5. The Companion window will appear, and your file will open in the default application for that file type.
6. Make your changes and then save your file in the desktop application.
7. In the Companion window, click **Upload** to upload the edited file. It will be saved as a new file version.

*Screenshot: Editing an image file with Companion.*



1. **Edit button** - if a file can be edited, you'll see an **Edit** button in the preview.
2. **Download Companion** - if you haven't already installed Companion, you can download it from this flag. The flag always appears, but you only need to download Companion once.
3. **Launch Companion** - your browser will ask for your permission to open Companion. The prompt is different in each browser, and will appear each time you edit a file.
4. **Upload or discard file** - once you have saved the changes to your file, click the Upload button to upload your edited file back to Confluence, or click the x icon to discard the changes, and remove the file information from the list.

**i** There is a known issue with editing attached files in some browsers in Confluence 6.11 to 7.2. See [Can't edit files in Confluence Server using Atlassian Companion app in Internet Explorer, Edge, Firefox, or Safari](#) for more information and some workarounds.

### Other ways to edit files

You can also edit a file from the [attachments macro](#), [view file macros](#) (Word, Excel, PowerPoint, and PDF), or the attachments page.

To edit a file from the attachments page:

1. Go to the page that contains the attached file.
2. Go to **••• > Attachments**
3. Next to the file name, click **Edit**, then follow the instructions above to edit and save your changes.

Install and connect the Atlassian Companion app

The Atlassian Companion app manages the download and re-upload of files you edit in Confluence.

The first time you edit a file, you'll be prompted to install the Companion app and allow it to connect to your Confluence site.

1. Click the file to open it in preview.
2. Click **Edit**.
3. Follow the prompts to download and install the Atlassian Companion app.
4. Launch the Companion app.
5. In Companion, click **Trust** to confirm you want to connect to Confluence.
6. Return to Confluence, and follow the steps above to edit the file.

You can also download and install the app manually for [Mac](#) or [Windows](#) or use a Microsoft Installer (.msi file). See [Administering the Atlassian Companion app](#) for details.

For detailed installation instructions for your operating system, see [Install Atlassian Companion](#).

## Change your default app


Confluence allows you to edit files in your operating system's default app for that file type (for example, .psd files will open in Photoshop). To change the app your Confluence file opens in, change the default app in your operating system.

## Manually upload an edited file

You can only upload changes back to Confluence if those changes are saved in the original file. You **won't** be able to upload if:

- you edit the file and save it as a new version (save as)
- the application you're using saves the file in a different format to the original — for example, from a PowerPoint file (.pptx) to a Keynote file (.key).

If this happens, you can upload your new version manually:

1. Click the original file in Confluence to open it in preview.
2. Click the **Upload a new version**  button and select your new file version.
3. Click **Done**.

## What to do if you lose your edited file

Any files you've opened with Companion will remain listed in the Companion window. The status information below the file will indicate the time since the file was downloaded, edited, or uploaded. Files that haven't been edited in the last 60 days are cleared when Companion app restarts.

You can also follow our guide to [accessing Confluence files edited with the Atlassian Companion app](#) if the file isn't listed or you're not able to re-open it in your desktop application.

## Limitations

### File size limits

Confluence won't allow you to upload your changes if the edited file is larger than your site's maximum file size limit. This limit is set by your system administrator. By default the limit is 10 MB, but your admin may have increased or reduced it. Check out [Upload Files](#) for more information.

### Blocked file types

We block file types that might pose a risk to your security, including executable files such as .exe or .bat files.

It's possible to modify the file types companion can open using an environment variable. See [How to change the file types blocked by Companion in Windows](#).

## Cross file links and references

If your file links or references to other files (for example if you link a worksheet in one Excel file, to another Excel file) these links will not work once the files have been uploaded to Confluence.

### Revoke trust between Confluence and the Companion app

If you want to disconnect the Companion app from your Confluence site, you can remove it as a trusted site.

To revoke trust:

1. Click the Companion app icon in your system's toolbar.
2. Choose **Clear all trusted domains**.

Note: clearing trusted domains won't kill active connections. If you select **Clear all trusted domains** while editing a file, you'll still be able to upload those changes back to Confluence.

# Edit in Office using the Office Connector

This page covers how to edit files using the legacy **Edit in Office** method.

- [Editing Office files attached to a page](#)
- [Other ways to edit](#)
- [Office Connector pre-requisites](#)
- [Enable Edit in Office](#)
- [Troubleshooting](#)

Confluence provides two methods for editing files:

- **Edit files using the Atlassian Companion app**  
Allows you to edit any type of file, if you have a compatible application installed. Requires you to install Companion on your computer.
- **Edit in Office using the Office Connector**  
Allows you to edit Microsoft Excel, PowerPoint, and Word files with a compatible browser and Microsoft Office application. Provided for organizations who can't use Companion.

Your Confluence administrator will decide which method is best for your organisation.

To check which method is available in your site, go to the file preview (click an image or file thumbnail). If you see the **Edit** button, your site is using the [Companion app method](#), so the information on this page doesn't apply to you.



## Editing Office files attached to a page

The Office Connector allows you to edit Office files that are attached to pages, if your site does not use the Companion App method. You'll need to use a browser, operating system and application (either [Microsoft Office](#) or [OpenOffice](#)) as described in the compatibility matrix below.

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.

⚠ Edit in Office will not work on files that have special characters (such as ' # @ or €) in the filename.

*Screenshot: Edit in Office option on the attachments page*



## Other ways to edit

Edit options also appear in the:

- [Attachments macro](#) (choose **Edit in Office** beside each attached office file)
- [Office Word](#) and [Office Excel](#) macros – choose the **Edit** button above the content.
- [Office PowerPoint](#) macro – choose the edit icon on the viewer.

## Office Connector pre-requisites

You can only edit files using the Office Connector if your system administrator has enabled this feature on your site. By default, Confluence requires you to install the Atlassian Companion app to edit attached files. See [Edit Files](#)

## Configuration matrix

Edit in Office is only compatible with desktop applications. Online versions of Office applications are not supported.

You need one of the following software combinations to edit Office files from your Confluence page.

Software	Operating system	Browser
Microsoft Office 2010 SP2, 2013, 2016, 2019	<ul style="list-style-type: none"> <li>• Windows</li> </ul>	<ul style="list-style-type: none"> <li>• Chrome</li> <li>• Firefox<sup>1</sup></li> <li>• Internet Explorer 11</li> <li>• Edge</li> </ul>
Microsoft Office 2011, 2016, 2019	<ul style="list-style-type: none"> <li>• Mac OS</li> </ul>	<ul style="list-style-type: none"> <li>• Chrome</li> <li>• Firefox</li> <li>• Safari</li> </ul>
Microsoft Office XP, 2003, 2007, 2010 SP1	<ul style="list-style-type: none"> <li>• Windows</li> </ul>	<ul style="list-style-type: none"> <li>• Internet Explorer 11</li> </ul>
<a href="#">OpenOffice</a> 2.x – 3.x	<ul style="list-style-type: none"> <li>• Windows</li> <li>• Linux</li> </ul>	<ul style="list-style-type: none"> <li>• Chrome</li> <li>• Firefox</li> <li>• Safari</li> </ul>

<p>LibreOffice 6.x</p>	<ul style="list-style-type: none"> <li>• MacOS</li> <li>• Windows</li> <li>• Linux</li> </ul>	<ul style="list-style-type: none"> <li>• Chrome</li> <li>• Firefox</li> <li>• Safari</li> </ul>
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<sup>1</sup> Firefox only works in Windows with Confluence 7.1 and later.


**Note**

The known supported Office editors for Linux are OpenOffice & LibreOffice, 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) contact our support team, who can raise an issue about it. Tell us as much as you can about your operating system, application version, document version (if it's different to the version of Office / Open Office you're using to open the document) and browser.

Here are a few common issues:

- **Using Internet Explorer?** You can only edit documents in Microsoft Office. OpenOffice is not supported.
- **Using Linux?** You can only edit documents in OpenOffice. Microsoft Office is not supported.
- **Special characters in the filename?** Edit in Office does not work for files with special characters (like ' # @ €) in the filename. See


 **CONFSERVER-22403** - Attaching office documents with special characters stops the ability to edit from office GATHERING IMPACT

- **Not seeing the Office Connector options?** Your system administrator needs to enable this feature, and can control how it appears on your site. See [Enable Edit in Office as a dark feature](#) and [Configuring the Office Connector](#).

### Enable Edit in Office

You need System Administrator global permission to do this.

To enable the legacy Edit in Office functionality:

1. Go to  > **General Configuration > Office Connector**.
2. Choose **Enable Edit in Office for all users** and save your changes.

This will disable Companion app functionality for all users in the site.

### 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 [managing system and marketplace apps](#) 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.
- **Using Office 2013?** Your administrator will need to enable 'Allow authentication tokens in the URL path' in the Office Connector configuration. See [Configuring the Office Connector](#).

See the [Office Connector Limitations and Known Issues](#) knowledge base article for more troubleshooting tips.






# Install Atlassian Companion

If your site uses Atlassian Companion method to edit files, you will need to install the Atlassian Companion app before you can start editing. Learn more about [Editing Files](#).

The way you install Companion will depend on your operating system, and your organisation's environment.



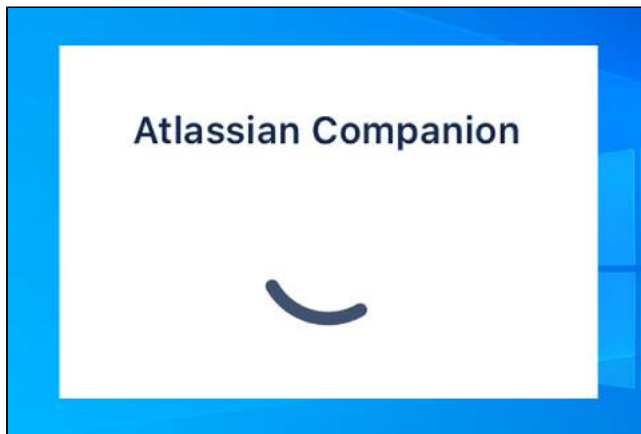
**Download the latest Companion version**

Download the Atlassian Companion app for [Mac](#) or [Windows](#).

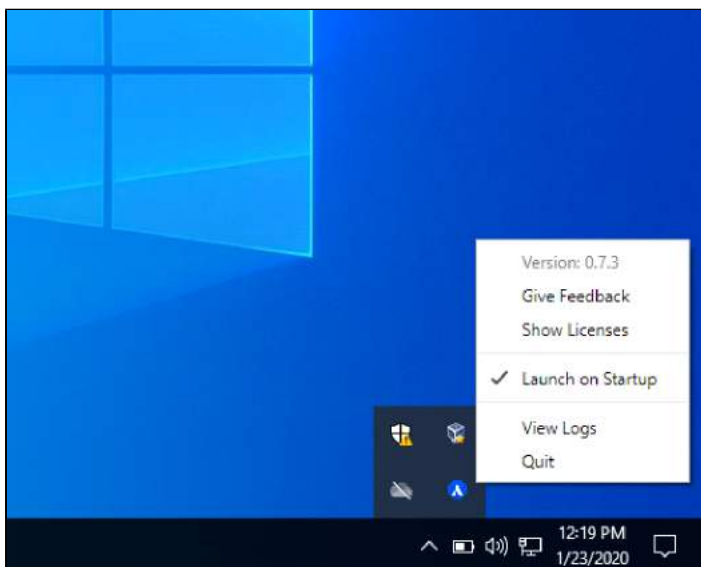
## Windows

These instructions are for Windows 10. The process is similar in earlier, supported Windows versions.

1. Download the Companion app from [Windows download](#)
2. Double click to run the Atlassian Companion-1.X.X Setup.exe file you just downloaded.
3. That's it. You may briefly see a progress indicator like the one below.



Once installed, Companion runs in the background. You may need to click the **Show hidden items** arrow in the system tray to see it. Right click the Companion icon to see the version you have installed.

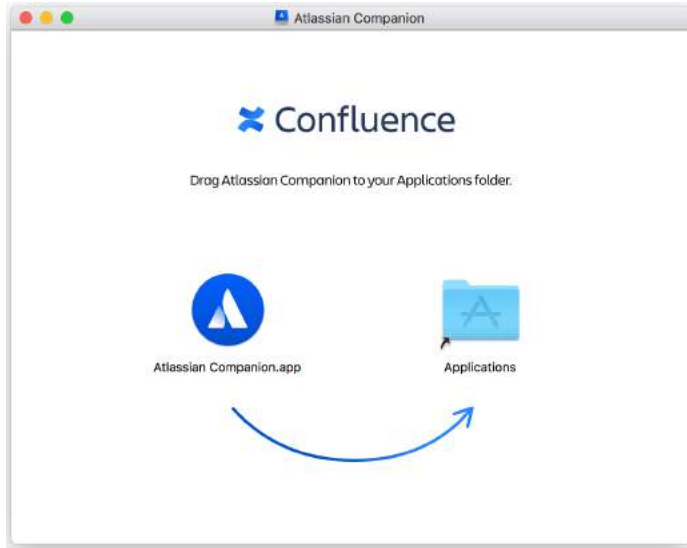


The first time you edit a file, you'll be prompted to trust your Confluence site. Once that's done, Companion is ready to use.

## Mac

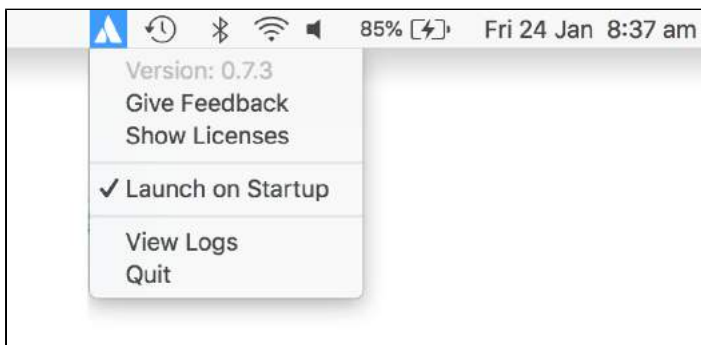
These instructions are for MacOS 10. Your version may look slightly different.

1. Download the Companion app from [Mac download](#)
2. Double click the Atlassian Companion.dmg file you just downloaded.
3. The install dialog will appear. Drag the Atlassian Companion icon to the Applications folder icon.



4. Launch the companion app:
  - a. In Finder, go to your Applications folder, and click Atlassian Companion.app, or
  - b. In Launchpad, select Atlassian Companion, or
  - c. In Spotlight, search for Atlassian Companion.

Once launched, Companion runs in the background. Click the Companion icon in the status area of the menu bar to see the version you have installed.



The first time you edit a file, you'll be prompted to trust your Confluence site. Once that's done, Companion is ready to use.

## Linux

Atlassian Companion is not currently available for Linux.

## Managed or restricted environments

If you're not able to install applications on your computer, your administrator or IT team may need to do this for you.

Send them a link to [Administering the Atlassian Companion App](#) for information about MSI installation.

## Troubleshooting

## Companion is installed twice in Windows

It's possible to have two versions of Companion installed simultaneously if you have installed Companion using the installer (.exe) and the MSI (.msi). If this happens, you should uninstall both versions from Add/Remove programs and then re-install Companion (either using the .exe or the .msi depending on how you want to be able to update Companion in future).

## Remove residual files after uninstalling Companion in Windows

If you need to completely uninstall Companion you may want to check if any residual files remain.

The default installation directories are:

- EXE: %LOCALAPPDATA%/atlassian-desktop-companion
- MSI: Program Files (x86)/Atlassian Companion

The app stores temporary data and edited files in:

- %APPDATA%/Atlassian Companion
- C:\Users\<UserName>\.atlassian-companion

Companion creates the following registry entries:

- Computer\HKEY\_CLASSES\_ROOT\atlassian-companion
- Computer\HKEY\_CURRENT\_USER\Software\Classes\atlassian-companion
- Computer\HKEY\_CURRENT\_USER\Software\Microsoft\atlassian-desktop-companion

You can do a registry search for "atlassian" to locate them. These are used for both the MSI and EXE.

# Confluence Mobile

There are two ways to stay connected to your team's work in Confluence while you're out and about - the Confluence Server mobile app for iOS and Android, or via your device's browser.

If you're a Confluence user, check out the two ways you can use Confluence on your device.

- [Using the Confluence Server mobile app](#)
- [Using Confluence via your mobile browser](#)



If you're an administrator, read on to find out whether your team will be able to use the mobile app. Once you've met the requirements, [I nvoke your team to use the app!](#)

## On this page:

- [What you'll need](#)
- [Considerations for administrators](#)
- [Limitations and known issues](#)

## What you'll need

### Confluence requirements

In order for your users to try the Confluence Server mobile app, you will need to:

- upgrade your Confluence site to **Confluence 6.8** or later
- allow users to access your site on their device (if your site isn't accessible on the public internet, people will need be connected to your network or use a [VPN](#))

### Device requirements

In order to use the app, your users will need a device with either:

- Android 4.4 (KitKat) or later, or
- iOS 11 or later (iPhone, iPad or iPod Touch)

Users will need to log in to use the app, even if your site allows anonymous users.

## Considerations for administrators

Here are some things to consider when determining whether your users will be able to use the app.

### VPN and firewalls

If your Confluence site is not accessible on the public internet, users will need to connect their device to your network or virtual private network (VPN) in order to use the app.

We recommend providing your users with step-by-step instructions on how to connect to your VPN when you let them know the mobile app is available, as this is something Atlassian Support will not be able to help them with.

The mobile app will also attempt to check the compatibility of your site prior to presenting the login screen. If you've configured a custom filter to prevent unauthenticated requests to your server, you will need to change it to allow `<confluence-base-url>/server-info.action` to pass through without authentication.

### HTTPS and certificate requirements

In the latest version of the iOS and Android apps, you can connect to the app using either HTTP or HTTPS.

If you're using HTTPS your proxy must allow TLS 1.2 traffic. This is an iOS requirement that we've chosen to implement for both the iOS and Android apps to prevent confusion (for example where one device can log in, and another cannot).

Ideally, your certificate should be from a trusted Certificate Authority. If you have certificate that is self-signed, or from an unknown Certificate Authority (for example, you are your own CA), users may still be able to use the app by manually installing your certificate on their device. See our [Knowledge base article](#) for more information on how to do this.

iOS 13 introduced a number of other requirements that your certificate will need to meet if your users will be using the app on iOS devices. See [Requirements for trusted certificates in iOS 13](#).

### Login and authentication

The app supports all common Confluence user management configurations, including external user directories and SAML single sign-on. Users will need to sign in to use the app, even if your site allows anonymous access.

### Mobile Device Management (MDM)

You can distribute the Confluence Server app to people in your organisation using your MDM solution. For more info on how to do this, see [Mobile Device Management](#).

### Marketplace apps, themes, and visual customizations

The mobile app provides a simple, lightweight way for users to view, create, edit and collaborate on pages. Complex interactions, including those provided by Marketplace apps, such as blueprints, calendars, workflows will not be available in the app. Some third party macros may be available, depending on whether the third-party app supports rendering these macros on mobile.

Any theming or look and feel customizations you've made to your site will not be reflected in the mobile app.


### Cloud services

In order to provide push notifications to users' devices, we have developed a cloud-based notification service. This service is developed and maintained by Atlassian, and is hosted on our AWS infrastructure (AWS SNS). See [Push notifications service](#) below for more information.

This is the only cloud-based service used by the app.

### Push notifications service

The Confluence Server mobile app can push notifications directly to users' devices. Users choose whether they'd like to receive push notifications from the app, and can opt out at any time. This feature uses a cloud-based notifications service developed and maintained by Atlassian and hosted on our AWS infrastructure. No user or message content is sent to the service, only notification IDs, and we don't store any data.

If you need to avoid using any cloud-based services you can choose to disable push notifications entirely. Head to  > **General Configuration** > **Mobile apps**.

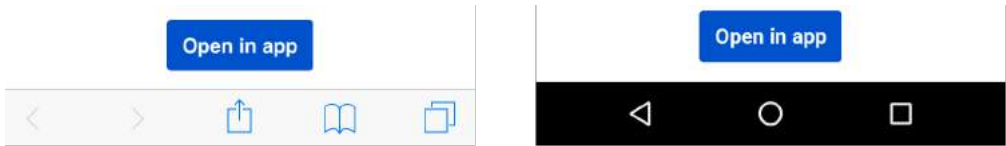
If you're using restrictive firewall or proxy server settings, you'll need to allow (whitelist) `https://mobile-server-push-notification.atlassian.com` to ensure push notifications work as expected.

For sites that are not accessible on the public internet (for example users need to be connected via VPN to use the app) we adapt the push notification message as follows:

- If the user is connected to your network or VPN, we'll show the full notification, for example "Sara Leung shared 'End of year party' with you"
- If the user is not currently connected to your network or VPN, we'll show a shorter notification, for example "1 new notification".

### Mobile web and linking directly to pages

It is not possible to go directly from a link, for example in an email notification, to the app. To help with this limitation, when people land on a Confluence page in their device's browser, they'll see the **Open in app** button. Tapping this prompt will open the app, if they have it installed, or take them to the App or Play store to download it.



If you don't want this button to display in mobile web, you'll need to disable the entire Confluence Mobile plugin, which is required to use the mobile app.

### Limitations and known issues

#### Not all macros are available

Not all macros will display in the app or mobile web. If a macro can't be displayed, you'll see the message below, and have the option to tap through to the desktop version of the page, in your device's browser.

*Screenshot: Error that appears when a macro is not rendered in Confluence mobile*



#### Administrators can disable Confluence mobile on your site

If you're not able to use the mobile app or mobile web, it may be because your administrator has disabled one or both of the following system apps:

- **Confluence mobile plugin** (required to use the mobile app)
- **Confluence mobile web plugin** (required to use mobile web)

**i** Disabling the 'Confluence Mobile Plugin' will also disable all the modules of the Workbox - Host Plugin plugin. This issue is being tracked at

**CONFSERVER-40782** - Disabling the Confluence Mobile Plugin also disables the Workbox - Host Plugin in Confluence **GATHERING IMPACT**

#### Seperate Cloud and Server mobile apps

While the functionality of the two mobile apps is very similar, you will need to download the **Confluence Server mobile app** to be able to authenticate with a server site. You can't use the **Confluence Cloud** app with a Confluence Server site or vice versa.

# Using the Confluence Server mobile app

Stay connected to your team's work with the Confluence mobile app. No matter whether you have an iPhone, iPad, Android phone, or Android tablet, we've got you covered when you're away from your desk.

If you're the first in your organisation to try the app, ask your Confluence admin to have a read through [Confluence Mobile - Considerations for administrators](#), so they can make sure you're able to connect.

## Which app do I need?

**Confluence Server app** - If you're using Confluence 6.8 or later, download the Confluence Server app from [Play Store](#) or [App Store](#).

**Confluence Cloud app** - If you're using Confluence Cloud (your Confluence version number is 1000 or higher) head over to our Cloud documentation to find out about the [Confluence Cloud app for iOS and Android](#).

## On this page:

- [Confluence Server for Android](#)
- [Confluence Server for iOS](#)
- [Customizing push notifications](#)

## Confluence Server for Android

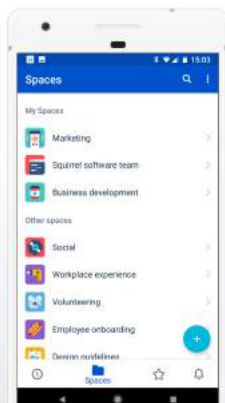
Here's what you'll get, and what you can do in the app:

- **Create and edit pages**  
Create a quick page when you're on site with a customer, or fix that typo on an existing page before anyone notices. Create and edit lets you do the important stuff, wherever you are.
- **Notifications when you need them most**  
Get push notifications for mentions, comment replies, page shares, and tasks assigned to you, so you can act quickly when it really matters.
- **Collaborate on the go**  
Comment on pages to keep work moving, wherever you are. Like pages to show your support, and share them via email and other apps.
- **Get back to your work, fast**  
The **Recents** tab lets you quickly find pages you've viewed recently. Find those meeting notes you added yesterday, or the blog post you were reading earlier.
- **Visit any space, and browse using the page tree**  
The **Spaces** tab lets you visit your My Spaces, and any other space on your site. Pick a space and browse using the familiar Confluence page tree.

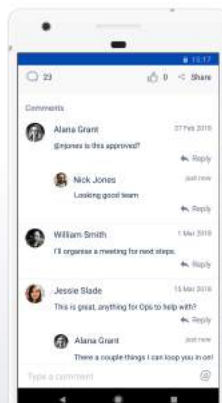
Create, edit, share, and collaborate



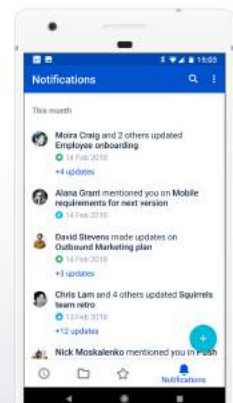
It's all here when you need it



Comment, like and share on the go



Stay in sync with your team



Have ideas on how to make the app even more useful? We want your feedback! Shake your phone (or head to **Settings > Feedback**) to drop us a note.





**Limitations and known issues**

- Some page macros won't display in the app or mobile web. You'll need to view the page in your browser (or switch to full desktop mode on your device).
- Image and file upload is not currently available in the app.
- Links to Confluence pages (from emails or other apps) don't automatically open in the app.
- Admins can disable push notifications for your entire site.

**Confluence Server for iOS**

Confluence Server for iOS is a universal app for iPhone and iPad, so you can choose the best device for the job. If you'd rather not create and edit pages on your iPhone, switch over to your iPad and take advantage of the larger screen and keyboard. You can also use split view on iPad and work side by side with other apps.

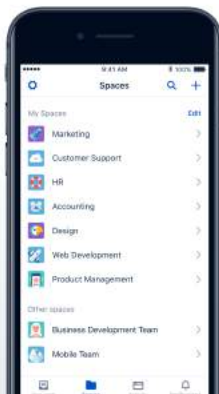
Here's what you'll get, and what you can do in the app:

- **Create and edit pages**  
Create a quick page when you're on site with a customer, or fix that typo on an existing page before anyone notices. Create and edit lets you do the important stuff, wherever you are.
- **Notifications when you need them most**  
Keep up with what your team is doing with push notifications for new pages and posts, comments, mentions, page shares, likes, and tasks assigned to you.
- **Get back to your work, fast**  
The **Your work** tab serves up pages you've viewed or worked on recently. Find those meeting notes you added yesterday, or the blog post you were reading earlier.
- **Visit any space, and browse using the page tree**  
The **Spaces** tab lets you visit your My Spaces, and any other space on your site. Pick a space and browse using the familiar Confluence page tree. While you're in the spaces list, you can add spaces to My Spaces or remove the ones that aren't important any more.
- **Stay connected to your team**  
The activity feed lets you see all activity on your site, or filter it by space. Like and comment on pages, or share a link to any page, right from the app.

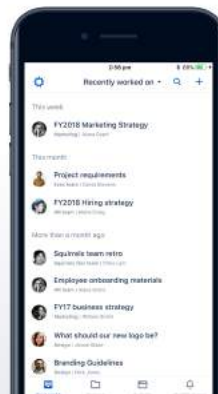
Create, edit, share, and collaborate



It's all here when you need it



Find your recent work, fast



Stay in sync with your team



Have ideas on how to make the app even more useful? We want your feedback! Shake your phone (or head to **Settings > Feedback**) to drop us a note.



**Limitations and known issues**



- Some page macros won't display in the app or mobile web. You'll need to view the page in your browser (or switch to full desktop mode on your device).
- Image and file upload is not currently available in the app.
- Links to Confluence pages (from emails or other apps) don't automatically open in the app.
- Admins can disable push notifications for your entire site.

**⚠ Did you participate in our beta?**

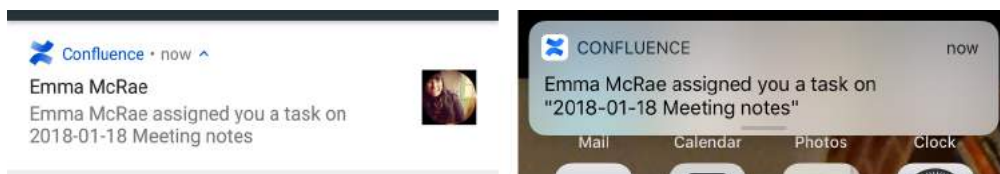
First of all, thank you! ❤️ Your feedback was invaluable to us. To keep using the app, however, you'll need to:

- **Upgrade your site** to Confluence 6.8 or later, and
- **Update your app** to version 1.x or later:
  - For Android, head to the [Play Store](#) and hit Update.
  - For iOS, head to the [App Store](#) to download the official app.

If you update your app without upgrading Confluence, the app will still work for a while, but you won't get access to new features, like push notifications. Also, once you log out, you won't be able to log back in, as the app checks that you have the required Confluence version.

### Customizing push notifications

Push notifications are a great way to stay in the loop, as they appear on your device, even when you're not using the app. Tap the notification, and be taken straight into the app.



There are three notification levels, 'All activity', 'Activity for me', and 'None'. iOS users also have an additional 'Custom' option, where they can turn off individual notifications.

To change your push notification settings:

- For Android tap > **Settings** > **Push**
- For iOS tap > **Settings** > **Push**

Here's a summary of common Confluence actions, and whether a push notification is sent.

Action	Push notification setting		
	All activity	Activity for me	None
Someone mentions you	✓	✓	✗
Someone shares a page / blog post with you	✓	✓	✗
Someone assigns a task to you	✓	✓	✗
Someone comments on a page / blog post you're watching	✓	✗	✗
Someone comments on a page / blog post you created	✓	✗	✗
Someone replies to your comment	✓	✓	✗
Someone likes a page / blog post you created	✓	✓	✗

Someone likes your comment or your reply	✓	✓	✗
Someone likes a page / blog post you're watching	✗	✗	✗
Someone invites you to edit a page / blog post	✗	✗	✗
Someone edits a page / blog post / comment	✗	✗	✗

If you're using the iOS app, choose 'Custom' to further tailor your notifications, and turn off any of the following notifications individually:

- Shares
- Mentions
- Tasks
- Comments on pages / blog posts you created
- Likes on pages / blog posts / comments you created
- Comments on pages / blog posts you're watching.


**Good to know**

- If your site isn't accessible on the public internet (for example you need to be connected to your office wifi, or use a VPN to access it from home) we adapt the push notification message, so that you get a shorter version when you're not connected to your network.



- Your admin can disable push notifications for the entire site. If this is the case, you'll see a message when you go to the Push settings screen in the app.
- On iOS, when you first install the app, you'll be prompted to allow the app to send notifications to your device. We recommend you choose **Allow**, as you can very easily mute the notifications in the app later. If you do choose **Don't allow**, and change your mind, you'll need to go to **Settings > Notifications > Confluence** then make sure **Allow notifications** is enabled.


# Using Confluence via your mobile browser

 This page is about **Confluence mobile web**, which is accessed using the browser your your device.

For a richer experience, try the [Confluence Server mobile app](#) for iOS and Android.

## On this page:

- [The dashboard – the first thing you see](#)
- [Searching for content and people](#)
- [Viewing pages, blog posts and comments](#)
- [Viewing people's profiles](#)
- [Following up on notifications](#)
- [Viewing tasks](#)

When you access Confluence using the browser on a mobile device, you'll see a version of Confluence which is optimized 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.

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


Choose a tab to see:

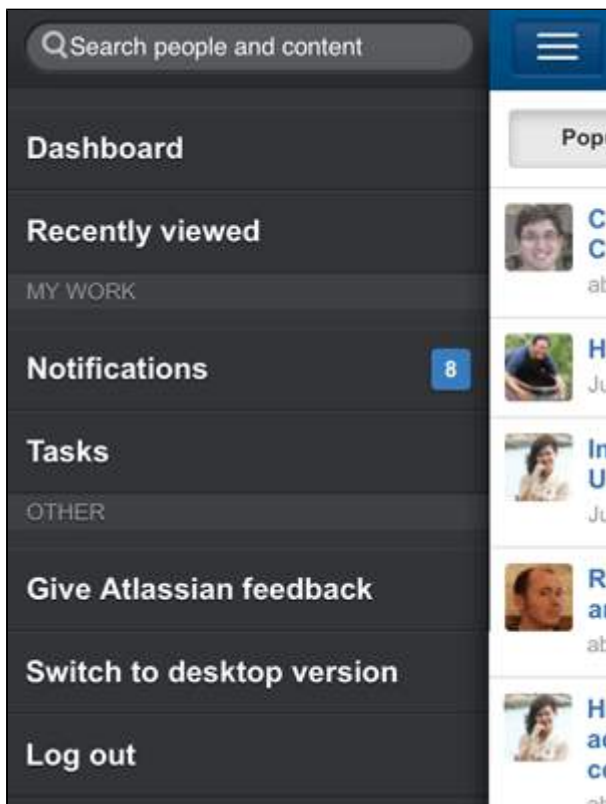
- Popular content – what people like in your wiki.
- Recent blogs – the latest blog posts.
- Network – updates by people in your network.

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 search, which returns matches on page title only. To use [advanced search](#), switch to desktop mode.



## 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:

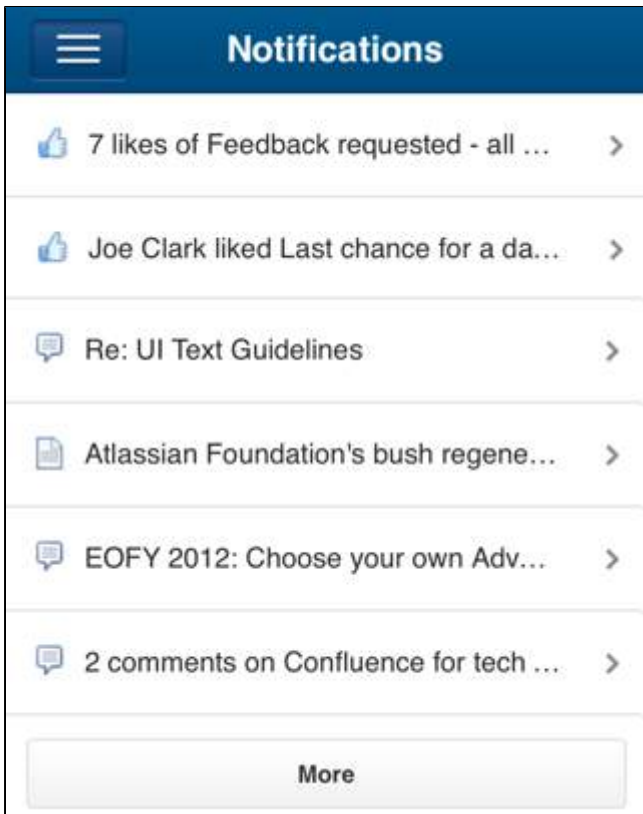
- View the content, tap a link to move to another page, and interact with the page using the standard functionality supported by mobile browsers.
- Like or unlike a page, blog post or comment.
- Watch or stop watching a page or blog post.
- Add or reply to a comment.

## 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.

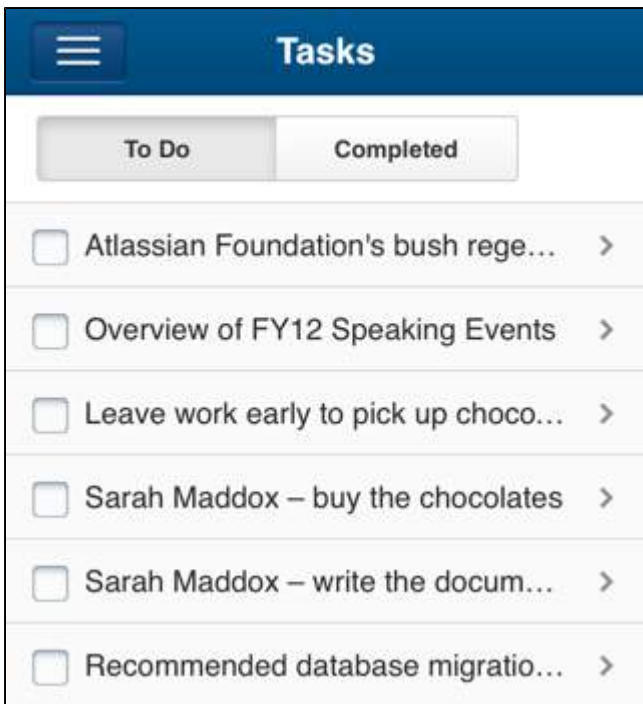
## Following up on notifications

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 [Workbox Notifications](#).



### 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.



# Invite your team to use the app

If you're running Confluence 6.8 or later, invite your team to start using the Confluence Server mobile app.

Head to [Confluence Mobile](#) to read up on some considerations for administrators, and find out whether you can use the app with your site.

Users don't need any additional permissions to use the app, you just need to let them know where to download it and how to log in. If your Confluence site is not accessible on the public internet, you may also need to help them connect to your network or VPN on their device.

## Email template

Here's a suggested email template that you can adapt to let your users know that the Confluence Server mobile app is available. Don't forget to test that you can connect to your site before sending!

 Hi everyone,

Confluence mobile apps are now available for Android and iOS, and you can use them with our Confluence instance. With the mobile apps, you can create, edit and read pages, straight from your device.

To use the app, you'll need a device with either Android 4.4 (KitKat) or later, or iOS 11 or later (iPhone, iPad or iPod Touch).

Download the app for:

- Android: <https://play.google.com/store/apps/details?id=com.atlassian.confluence.server>
- iOS (Apple) <https://itunes.apple.com/us/app/id1288365159?mt=8>.

To log in you'll need our Confluence URL: **<add your full URL, e.g. https://yoursite.customer.com /confluence>**

**<If your site isn't accessible outside your network>**

To use the app you'll need to be connected to our network / VPN. **<Add steps for connecting to VPN, if applicable>**

**<If your certificate is self-signed or from an unknown Certificate Authority>**

You'll also need to install our certificate on your device. **<Add steps for downloading the certificate>**

Best,

Your name here

# Mobile Device Management (MDM)

You can distribute the Confluence Server app to people in your organisation using your MDM solution. This allows you to:

- Deploy the Confluence Server app to company-approved iOS and Android devices.
- Pre-populate your Confluence site URLs (just the URL, we don't pass login credentials). People will still be able to enter a URL, which is useful if you have some rarely used sites, and don't want to pre-populate them all. Requires Confluence Server iOS app version 1.8.0 / Android app version 0.4.3 or later.

MDM Function	Supported for Jira Server app
App deployment	Yes
App configuration	Yes - to pre-populate the site URL only
App tunnel	Yes
Single sign-on (SSO)	No
Access control	No
Security policies	No

Read more about [AppConfig](#) and what we currently support in our [AppConfig Technical Capabilities](#) white paper.

## Distribute the app to managed devices

The way you do this will depend on your particular MDM provider. In most cases you will:

- Add the app to your MDM app catalog.
  - For iOS you will likely bulk purchase through the Apple VPP store, then link the app in your MDM solution (this might be by providing an sToken, or could happen automatically)
- Choose which devices should be able to install the app (this might be called something like distributing or assigning the app).

Refer to the documentation for your MDM provider for more information.

## Pre-populate site URLs on the login screen

If your MDM solution supports the [AppConfig](#) standard, you can save your users time and prevent mistakes by pre-populating your site URL in the app.

To pre-populate the mobile app login screen with one site URL:

1. In your MDM, navigate to the App Config section. Check the documentation for your MDM for how to do this.
2. Add a new key called "sites"
3. In the Value field for the key, enter your site title and URL in JSON format as shown in the examples below. Replace the title and base URL with your own site details.

For a single URL:

```
[
  { "title": "My Confluence Site", "baseURL": "https://conf.example.com" }
]
```

For multiple URLs:

```
[
  {"title": "My Docs Site", "baseUrl": "https://docs.example.com"} ,
  {"title": "Intranet", "baseUrl": "https://team.example.com/confluence"}
]
```

Copy the JSON carefully, including the [ and ].

4. Save your changes. We recommend you access the Confluence Server app on a device to check you have passed the URLs correctly, before distributing the app config changes to your users. You'll see an error if the app can't display your list of sites.

Here's an example of how the AppConfig looks in AirWatch and MobileIron, two popular MDMs. These screenshots are for the Jira Server app, but the process is the same for Confluence.



Details | Distribution | App Configurations | Reviews

App Configurations Summary · iOS Managed App Configuration

Cancel Save

### Configuration Setup

Name  
Jira site URLs


Description  
List of Jira sites to provide on login screen

iOS Managed App Settings


Key	Value
sites	[ { 'title': 'My Jira Site', 'baseURL': 'htt' ]

+ Add


Distribute this App Config  
Choose one of these options



**Everyone with App**  
All Users who have the app



**No One**  
Stage this App Config for later distribution



**Custom**  
This config goes to a custom defined set of users and/or user groups

### Jira Server - Add Assignment

App Tunneling ENABLED DISABLED ⓘ

Application Configuration ENABLED DISABLED ⓘ

UPLOAD XML ⓘ

Enter Key-Value pairs to configure applications for users:

Configuration Key	Value Type	Configuration Value
sites	String	[ { "title": "My Jira Site", "baseURL":

+ Insert Lookup Value

ADD CANCEL


# 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.

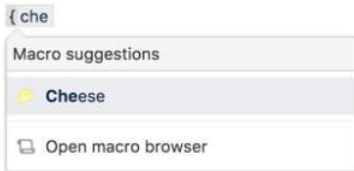
## Add a Macro to your Page

### Including Macros with the Macro Browser

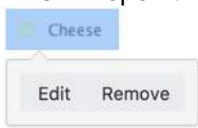
#### To add a macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



### 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 and 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.

- [Anchor Macro](#)
- [Attachments Macro](#)
- [Blog Posts Macro](#)
- [Change History Macro](#)

### On this page:

- [Add a Macro to your Page](#)
- [Confluence macros](#)
- [Creating your own macros](#)
- [Getting more macros from The Marketplace](#)
- [Macro usage statistics](#)

- [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](#)
- [Favorite Pages Macro](#)
- [Gallery Macro](#)
- [Global Reports Macro](#)
- [HTML Include Macro](#)
- [HTML Macro](#)
- [IM Presence Macro](#)
- [Include Page Macro](#)
- [Info, Tip, Note, and Warning Macros](#)
- [Jira Chart Macro](#)
- [Jira Issues Macro](#)
- [Labels List Macro](#)
- [Livesearch Macro](#)
- [Loremipsum Macro](#)
- [Multimedia Macro](#)
- [Navigation Map Macro](#)
- [Network Macro](#)
- [Noformat 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](#)
- [Spaces List Macro](#)
- [Status Macro](#)
- [Table of Contents Macro](#)
- [Table of Content Zone Macro](#)
- [Task Report Macro](#)
- [User List Macro](#)
- [User Profile Macro](#)
- [View File 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 apps and can be installed by a Confluence Administrator.

## Macro usage statistics

Confluence administrators can check how often each macro is used in your site.

To see how often a macro is used, go to  > **General Configuration** > **Macro Usage**. This lists how often each macro is used in current spaces but doesn't include any macros used on pages in archived spaces or macros provided by disabled apps.



### Do more with Confluence

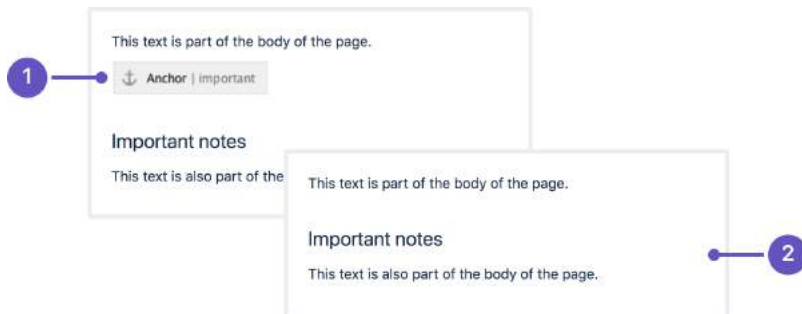
Extend Confluence with one of the hundreds of other macros in the [Atlassian Marketplace](#), such as:

- [Composition Tabs & Page Layouts](#): Toggle or expand the visible of portions of your pages with the Toggle and Cloak macro
- [Content Formatting for Confluence](#): Over 30 easy-to-use Confluence macros gives you the ability to create better, more engaging content

# Anchor Macro

Allows you to link to a specific part of a page. Add macro to the spot on the page you want to link to. Once the page has been published, you'll be able to link to the anchor. For more information on using anchors see [Anchors](#).

The example below shows an example of an Anchor macro as it appears in the editor, and as it would appear to someone viewing the page.



1. Anchor macro as it appears in the **editor**
2. Anchor macro as it appears when **viewing a page** (it isn't visible).

## Using the Anchor macro

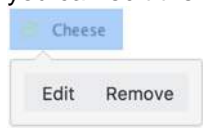
### To add the Anchor macro to a page:

1. From the editor toolbar, choose **Insert**  $+$   $-$  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
-----------	---------	-------------

<b>Anchor Name</b>	None	<p>This is the anchor name that you will use when creating the link.</p> <ul style="list-style-type: none"><li>• The anchor name can include spaces. Confluence will remove the spaces automatically when building a URL that points to this anchor.</li><li>• 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.</li></ul>
--------------------	------	--

#### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** anchor

**Macro body:** None.

```
{anchor:here}
```

#### Linking to an 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.

See [Anchors](#) for more information on link syntax.

# Attachments Macro

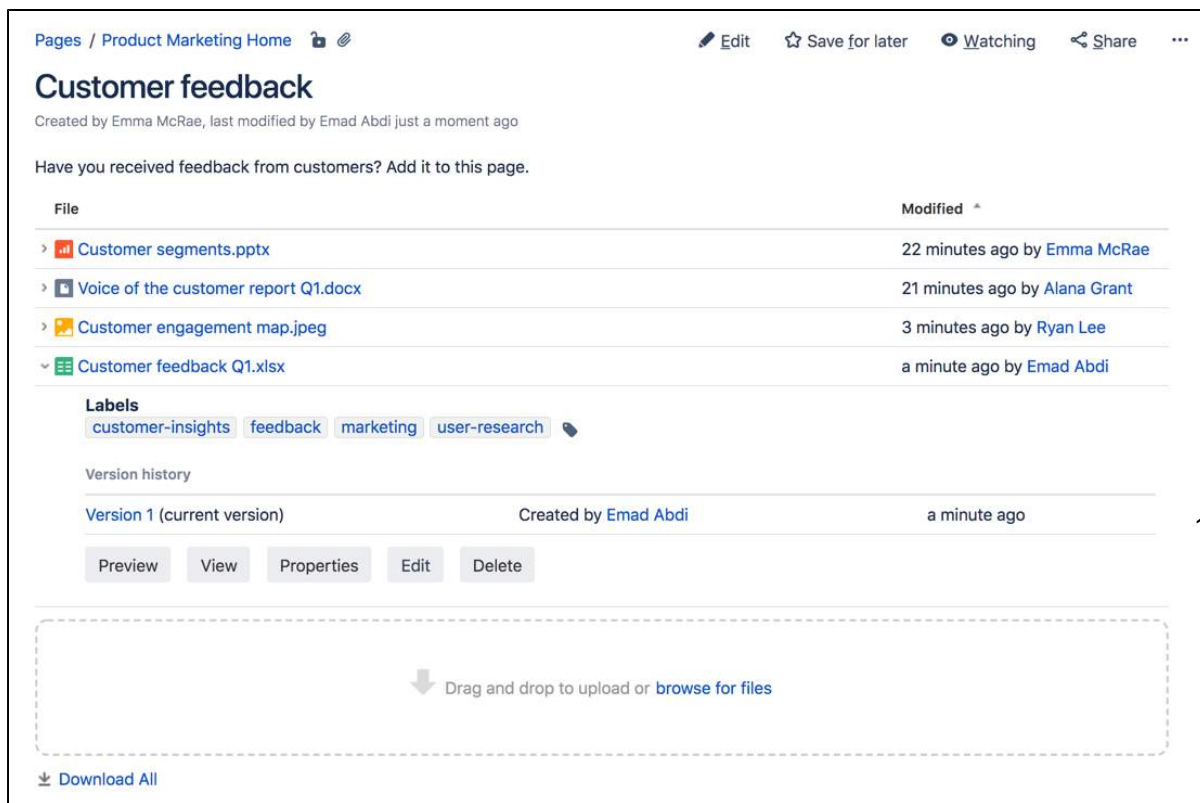
The Attachments macro displays a list of files attached to a page.

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
- 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:

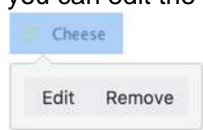
1. From the editor toolbar, choose **Insert** > **Other Macros**
2. Find

and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Filename Patterns</b> (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: <ul style="list-style-type: none"> <li>To match a file suffix of 'jpg', use <code>.*jpg</code> (not <code>*.jpg</code>).</li> <li>To match file names ending in 'jpg' or 'png', use <code>.*jpg,.*png</code></li> </ul>
<b>Attachment Labels</b> (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 <b>all</b> the labels specified. (The match is an AND, not an OR.) For information on labeling the attachments, see <a href="#">Add, Remove and Search for Labels</a> .
<b>Include Old Attachment Versions</b> (old)	false	A value of <code>true</code> will include previous attachment versions in the list.
<b>Sort By</b> (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: <ul style="list-style-type: none"> <li><b>date</b> – sorts by updated date in reverse chronological order (newest first)</li> <li><b>size</b> – sorts largest to smallest</li> <li><b>name</b> – sorts alphabetically</li> <li><b>created date</b> - sorts by creation date in reverse chronological order (newest first)</li> </ul>
<b>Sort Order</b> (sortOrder)	ascending	Used in combination with the <b>Sort By</b> parameter, to sort the attachments in ascending or descending order.
<b>Allow Upload</b> (upload)	true	If selected, the list of attachments will include options allowing users to browse for, and attach, new files.
<b>Page Title</b> (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.
<b>Show Previews</b> (preview)	true	Used to display a preview of the attached file. If true, preview will be visible when the list item is expanded.

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** attachments

**Macro body:** None.

```
{attachments:old=false|patterns=.*png,.*jpg|sortBy=name|page=My page about chocolate|sortorder=descending|labels=chocolate,cookies|upload=false|preview=false}
```



## Edit an attachment

There are a few ways to edit attachments in Confluence.

To edit a file from the attachments macro list:

1. Click the arrow next to the file name to view its version history.
2. Click **Edit**.
3. Select the application in which you want to edit your file.
4. Make your changes and then save your file in the desktop application.
5. In Confluence, click **Upload** to confirm you want to save the edited file as a new version.


Learn more about [editing files in Confluence](#).

# 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

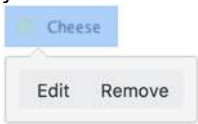
### To add the Blog Posts macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Content Type to Display</b> (content)	No	<b>titles</b>	Available values: <ul style="list-style-type: none"><li>• <b>titles</b> — Display the title, creator, space, and created date stamp for each blog post.</li><li>• <b>excerpts</b> — 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.</li><li>• <b>entire</b> - Display the whole content of each blog post.</li></ul>
<b>Time Frame</b> (time)	No	no limit	Specify how far back in time Confluence should look for the blog posts to be displayed.  Available values: <ul style="list-style-type: none"><li>• m — Minutes</li><li>• h — Hours, so '12h' displays blog posts created in the last twelve hours.</li><li>• d — Days, so '7d' displays blog posts created in the last seven days.</li><li>• w — Weeks</li></ul>

<p><b>Restrict to these Labels</b> (label)</p>	<p>No</p>	<p>None</p>	<p>Filter the results by label. The macro will display only the blog posts which are tagged with the label(s) you specify here.</p> <p>You can specify one or more label values, separated by a comma or a space.</p> <ul style="list-style-type: none"> <li>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 <code>-badpage</code> you will get only content which is not labeled with 'badpage'.</li> <li>To indicate that the results <b>must</b> 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 <code>+superpage, +goodpage</code> you will get only content which has at least two labels, being 'superpage' and 'goodpage'.</li> </ul>
<p><b>Restrict to these Authors</b> (author)</p>	<p>No</p>	<p>None</p>	<p>Filter the results by author. The macro will display only the blog posts which are written by the author(s) you specify here.</p>
<p><b>Restrict to these Spaces</b> (spaces)</p>	<p>No</p>	<p>@self, i.e. the space which contains the page on which the macro is coded</p>	<p>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.</p> <p>You can specify one or more space keys, separated by a comma or a space.</p> <ul style="list-style-type: none"> <li>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 <code>-BADSPACE</code> you will get only content which is not in the BADSPACE.</li> <li>To indicate that the results <b>must</b> 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 <code>+GOODSPACE</code> 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.)</li> </ul> <p>Special values:</p> <ul style="list-style-type: none"> <li><code>@self</code> — The current space.</li> <li><code>@personal</code> — All <a href="#">personal</a> spaces.</li> <li><code>@global</code> — All <a href="#">site</a> spaces.</li> <li><code>@favorite</code> — The spaces you have marked as <a href="#">favorite</a>.</li> <li><code>@favourite</code> — The same as <code>@favorite</code> above.</li> <li><code>@all</code> — All spaces in your Confluence site.</li> <li><code>*</code> — The same as <code>@all</code> above.</li> </ul> <p>When specifying a personal space, remember to use the tilde (~) sign in front of the username, such as <code>~jbloggs</code> or <code>~jbloggs@example.com</code>.</p>
<p><b>Maximum Number of Blog Posts</b> (max)</p>	<p>No</p>	<p>15</p>	<p>Specify the maximum number of results to be displayed. Note that the results are sorted first, and then the maximum parameter is applied.</p>

<p><b>Sort By</b> (sort)</p>	<p>No</p>	<p>creation</p>	<p>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.</p> <p>Values:</p> <ul style="list-style-type: none"> <li>• <b>title</b> — Sort alphabetically by title.</li> <li>• <b>creation</b> — Sort by the date on which the content was added.</li> <li>• <b>modified</b> — Sort by the date on which the content was last updated.</li> </ul>
<p><b>Reverse Sort</b> (reverse)</p>	<p>No</p>	<p>false</p>	<p>Select to change the sort from descending to ascending order (oldest first). Use this parameter in conjunction with the <b>Sort By</b> parameter. This parameter is ignored if the <b>Sort By</b> parameter is not specified.</p> <p>In storage format and wikimarkup a value of <code>true</code> changes the sort order.</p>

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `blog-posts`

**Macro body:** None.

```
{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.

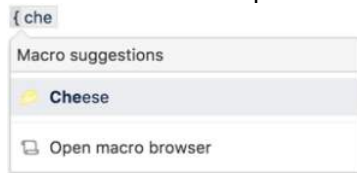
*Screenshot: The Change History macro in Confluence*

Version	Date	Comment
<b>Current Version (v. 4)</b>	<b>Feb 19, 2013 16:27</b>	<b>Rach Admin:</b> Formatting change
v. 3	Feb 19, 2013 16:27	<b>Rach Admin:</b> Added the change history macro
v. 2	Feb 19, 2013 16:26	<b>Rach Admin:</b> Added a macro
v. 1	Feb 19, 2013 16:25	<b>Rach Admin</b>

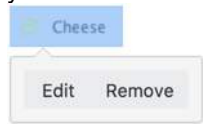
## To add the Change-History macro to a page:

1. From the editor toolbar, choose **Insert** + > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Number of versions to display</b> (limit)	No	blank	Limit the amount of page history to display. Leave blank to display all versions in the page history.

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `change-history`

**Macro body:** None.

```
{change-history:limit=2}
```

# Chart Macro

The Chart macro allows you to display a chart based on tabular data. When you add the macro to a page, you:

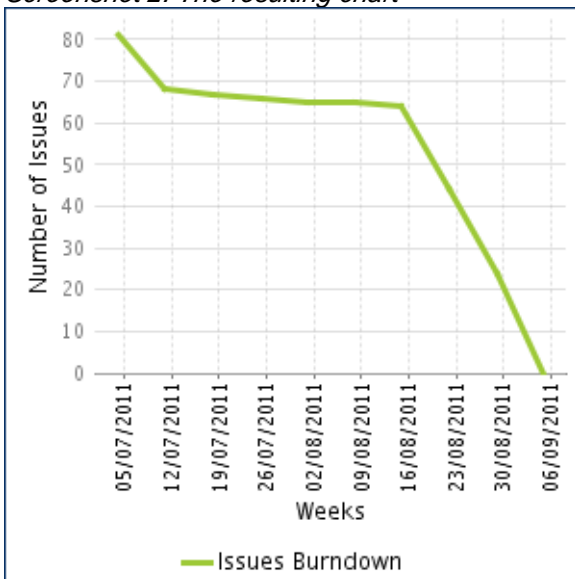
- supply the data to be charted by the macro as a table in the placeholder of the macro.
- edit the macro parameters in the Macro Browser to configure the format of the chart.

*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*



## 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

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  - [3D Bar Chart](#)
  - [Time Series Chart](#)
  - [XY Line Chart](#)
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### Chart Type Parameters

These parameters determine the type of chart to display and the way the chart looks.

Parameter	Default	Description
<b>Type</b>	pie	<p>The type of chart to display. XY charts have numerical x- and y-axes. The x values may optionally be time-based (see the <b>Time Series</b> parameter).</p> <p><i>Standard</i>— pie, bar, line, area</p> <p><i>XY Plots</i>— xyArea, xyBar, xyLine, xyStep, xyStepArea, scatter, timeSeries</p> <p><i>Other</i>— gantt</p>
<b>Display Orientation</b>	vertical	<p>Applies to area, bar and line charts.</p> <ul style="list-style-type: none"> <li><b>vertical</b> — y-axis is vertical</li> <li><b>horizontal</b> — x-axis is vertical</li> </ul>
<b>Show in 3D</b>	false	Applies to area, bar and line charts.
<b>Stacked Values</b>	false	Applies to area and bar charts.
<b>Show shapes</b>	true	Applies to line charts. Shapes are shown at each data point.
<b>Opacity</b>	<ul style="list-style-type: none"> <li>75 percent for 3D charts</li> <li>50 percent for non-stacked area charts</li> <li>100 percent for all other charts</li> </ul>	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
<b>Width</b>	300	The width of the chart in pixels. The maximum width is limited by the <code>confluence.chart.macro.width.max</code> <a href="#">system property</a> .
<b>Height</b>	300	The height of the chart in pixels. The maximum height is limited by the <code>confluence.chart.macro.height.max</code> <a href="#">system property</a> .
<b>Display rendered data</b>	false	<p>Sets whether to display the rendered body of the macro (usually the data tables). By default, the chart data table isn't rendered.</p> <ul style="list-style-type: none"> <li><b>before</b> — the data are displayed before the chart.</li> <li><b>after</b> — the data are displayed after the chart.</li> </ul>



<b>Image format</b>	<b>png</b>	<p>The image format to be used for the chart.</p> <ul style="list-style-type: none"> <li>• <b>png</b></li> <li>• <b>jpg</b></li> </ul>
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**Title and Label Parameters**

Parameter	Default	Description
<b>Chart Title</b>	none	The title of the chart.
<b>Chart Subtitle</b>	none	A subtitle for the chart, using a smaller font than for <b>Title</b> .
<b>Horizontal-axis Label</b>	none	The label for the x-axis (domain).
<b>Vertical-axis Label</b>	none	The label for the y-axis (range).
<b>Show Legend</b>	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
<b>Tables</b>	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).
<b>Columns</b>	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.
<b>Content Orientation</b>	<b>horizontal</b>	<ul style="list-style-type: none"> <li>• <b>vertical</b> — data table columns will be interpreted as series.</li> <li>• <b>horizontal</b> — data tables rows will be interpreted as series.</li> </ul>
<b>Time Series</b>	false	<ul style="list-style-type: none"> <li>• <b>true</b> — the x values in an XY plot will be treated as time series data and so will be converted according to date formats.</li> </ul>
<b>Date format</b>	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 <b>Date format</b> is specified, it will be the first format used to interpret date values. Specify a format that matches the time series data. See <a href="#">simple date format</a> .
<b>Time Period</b>	<b>Day</b>	The time period for time series data. Defines the granularity of how the data is interpreted. Valid values are: <b>Millisecond, Second, Minute, Hour, Day, Week, Month, Quarter, Year</b> .

<b>Language</b>	none	Use in combination with the <b>Country</b> 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 <a href="#">ISO 639-1 alpha-2 codes</a> .
<b>Country</b>	none	Use in combination with the <b>Language</b> parameter to form a locale. Valid values are 2 character <a href="#">ISO 3166 codes</a> .
<b>Forgive</b>	true	<ul style="list-style-type: none"> <li>• true — the macro tries to convert numeric and date values that do not totally match any of the default or user-specified formats.</li> <li>• false — enforce strict data format. Data format errors will cause the chart to not be produced.</li> </ul>

**Color Parameters**

Colors are specified using hexadecimal notation or HTML color names.

Parameter	Default	Description
<b>Background Color</b>	White	Background of the chart.
<b>Border Color</b>	no border	Border around the chart.
<b>Colors</b>		Comma-separated list of colors used to customize category, sections, and series colors.

**Axis Parameters**

Depending on the chart type, the range and domain axis may be customized. 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
<b>Range Minimum Value</b>	none	Range axis lower bound.
<b>Range Maximum Value</b>	none	Range axis upper bound.
<b>Range Axis Tick Unit</b>	none	Range axis units between axis tick marks.
<b>Range Axis Label Angle</b>	none	Angle for the range axis label in degrees.
<b>Domain Axis Lower Bound</b>	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 <b>Date format</b> parameter.

<b>Domain Axis Upper Bound</b>	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 <b>Date format</b> parameter.
<b>Domain Axis Tick Unit</b>	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 <b>Time Period</b> parameter. The <b>Time Period</b> unit can be overridden by specifying a trailing character: y (years), M (months), d (days), h (hours), m (minutes), s (seconds), u (milliseconds).
<b>Domain Axis Label Angle</b>	none	Only applies to XY plots. The angle for the domain axis label, in degrees.
<b>Category Label Position</b>	none	Placement of the axis label text for categories. <ul style="list-style-type: none"> <li>• <code>up45</code> — 45 degrees going upward</li> <li>• <code>up90</code> — 90 degrees going upward</li> <li>• <code>down45</code> — 45 degrees going downward</li> <li>• <code>down90</code> — 90 degrees going downward</li> </ul>
<b>Date Tick Mark Position</b>	<code>start</code>	Placement of the date tick mark. <ul style="list-style-type: none"> <li>• <code>start</code> — tick mark is at the start of the date period.</li> <li>• <code>middle</code> — tick mark is in the middle of the date period.</li> <li>• <code>end</code> — tick mark is at the end of the date period.</li> </ul>

**Pie Chart Parameters**

Parameter	Default	Description
<b>Pie Section Label</b>	Show only the pie section key value	Format for how pie section labels are displayed. The format uses a string with special replacement variables: <ul style="list-style-type: none"> <li>• <code>%0%</code> is replaced by the pie section key.</li> <li>• <code>%1%</code> is replaced by the pie section numeric value.</li> <li>• <code>%2%</code> is replaced by the pie section percent value.</li> </ul> <p>Example 1: "<code>%0% = %1%</code>" would display something like "Independent = 20"</p> <p>Example 2: "<code>%0% (%2%)</code>" would display something like "Independent (20%)"</p>
<b>Pie Section Explode</b>	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 Plugin to improve performance. Depending on the options chosen, chart images can be versioned for historical purposes.

Parameter	Default	Description
-----------	---------	-------------

<b>Attachment</b>	none	<p>The name and location with which the chart image will be saved as an attachment. The user must be authorized to add attachments to the page specified.</p> <ul style="list-style-type: none"> <li>• ^attachmentName.png — the chart is saved as an attachment to the current page.</li> <li>• page^attachmentName.png — the chart is saved as an attachment to the page name provided.</li> <li>• space:page^attachmentName.png — the chart is saved as an attachment to the page name provided in the space indicated.</li> </ul>
<b>Attachment Version</b>	new	<p>Defines the the versioning mechanism for saved charts.</p> <ul style="list-style-type: none"> <li>• new — creates new version of the attachment.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Attachment Comment</b>	none	<p>Comment used for a saved chart attachment.</p>
<b>Thumbnail</b>	false	<ul style="list-style-type: none"> <li>• true — the chart image attachment will be shown as a thumbnail.</li> </ul>

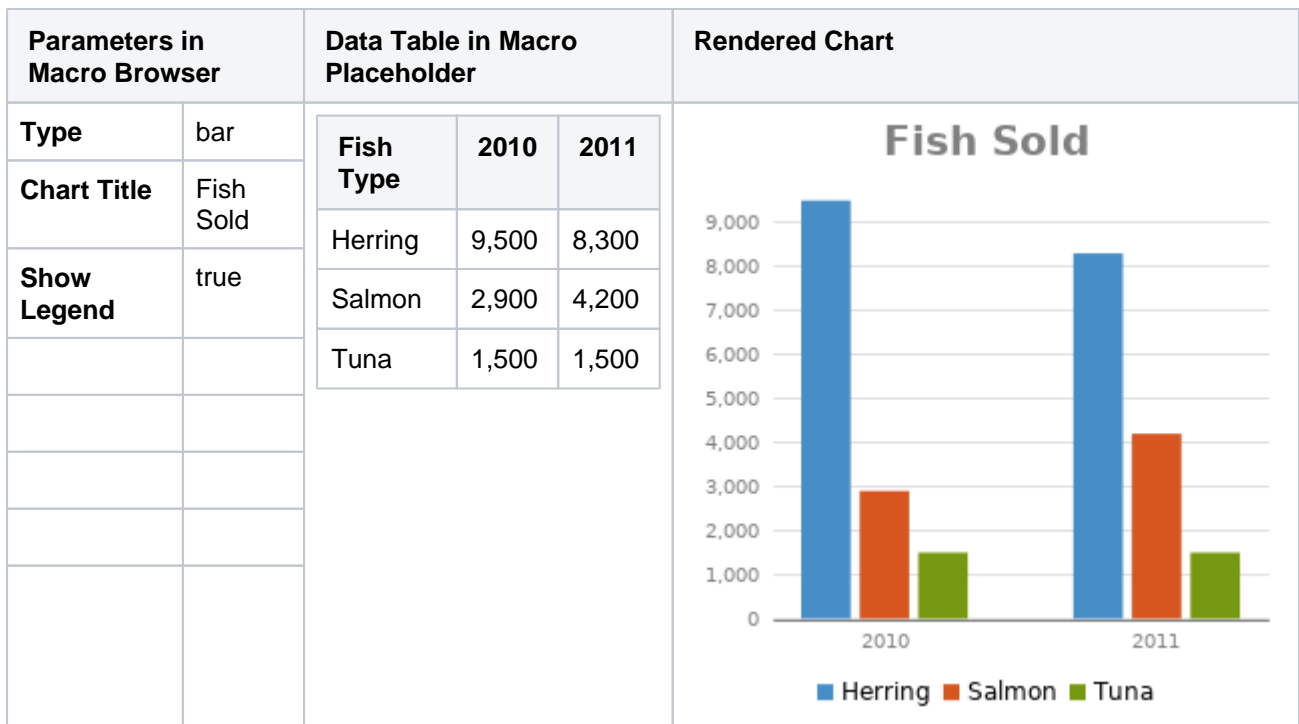
[Chart Type Parameters](#) | [Display Control Parameters](#) | [Title and Label Parameters](#) | [Data Specification Parameters](#) | [Color Parameters](#) | [Axis Parameters](#) | [Pie Chart Parameters](#) | [Attachment Parameters](#)

## Examples

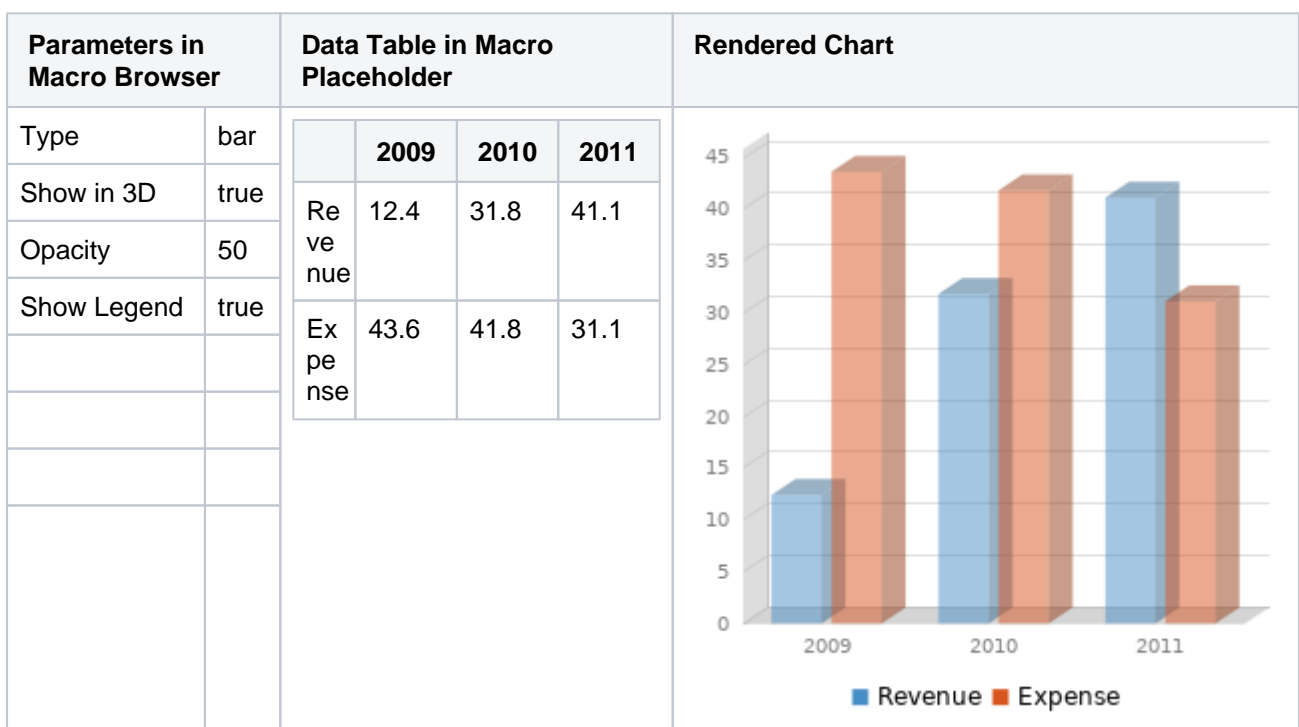
### Pie Chart

Parameters in Macro Browser		Data Table in Macro Placeholder	Rendered Chart								
<b>Type</b>	pie	<table border="1"> <thead> <tr> <th>Fish Type</th> <th>2011</th> </tr> </thead> <tbody> <tr> <td>Herring</td> <td>9,500</td> </tr> <tr> <td>Salmon</td> <td>2,900</td> </tr> <tr> <td>Tuna</td> <td>1,500</td> </tr> </tbody> </table>	Fish Type	2011	Herring	9,500	Salmon	2,900	Tuna	1,500	<p style="text-align: center;"><b>Fish Sold 2011</b></p> <p>■ Herring (9,500 - 68%) ■ Salmon (2,900 - 21%) ■ Tuna (1,500 - 11%)</p>
Fish Type	2011										
Herring	9,500										
Salmon	2,900										
Tuna	1,500										
<b>Chart Title</b>	Fish Sold 2011										
<b>Show Legend</b>	true										
<b>Content Orientation</b>	vertical										

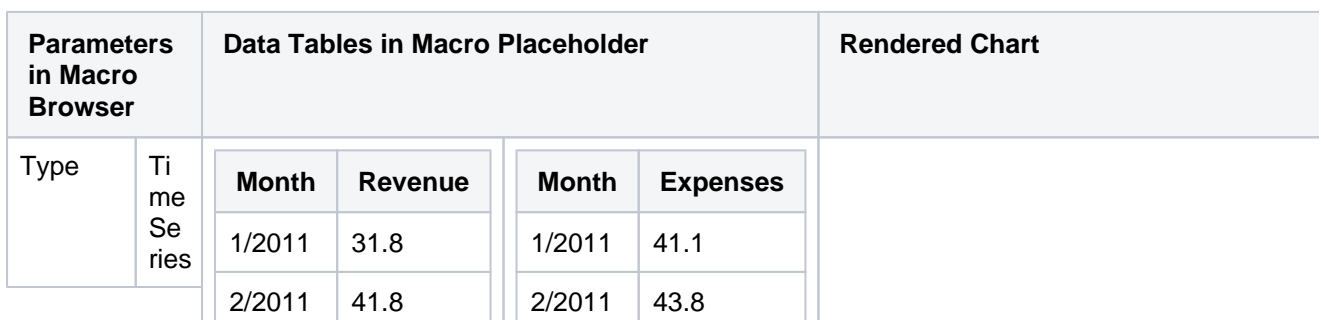
### Bar Chart

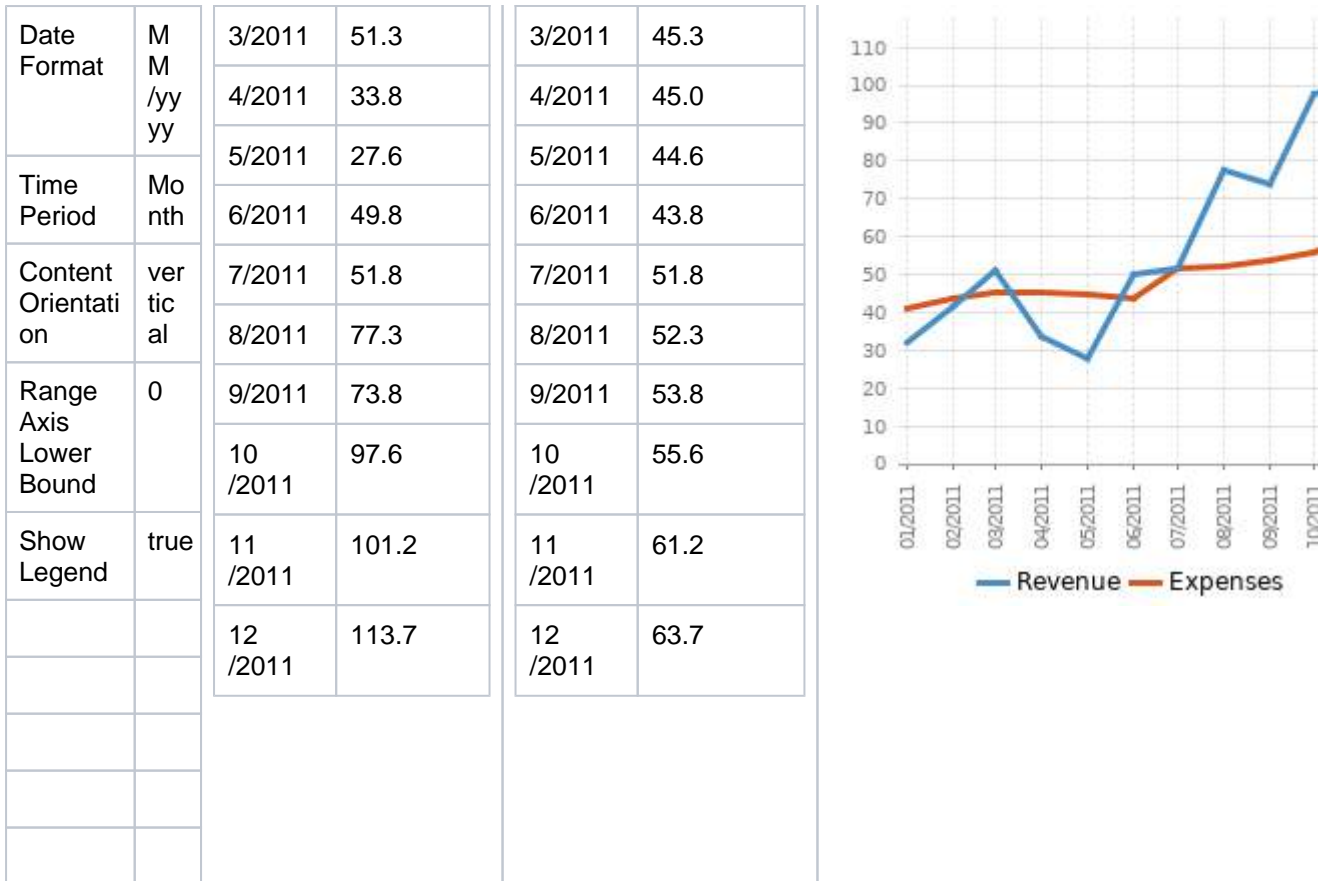


3D Bar Chart

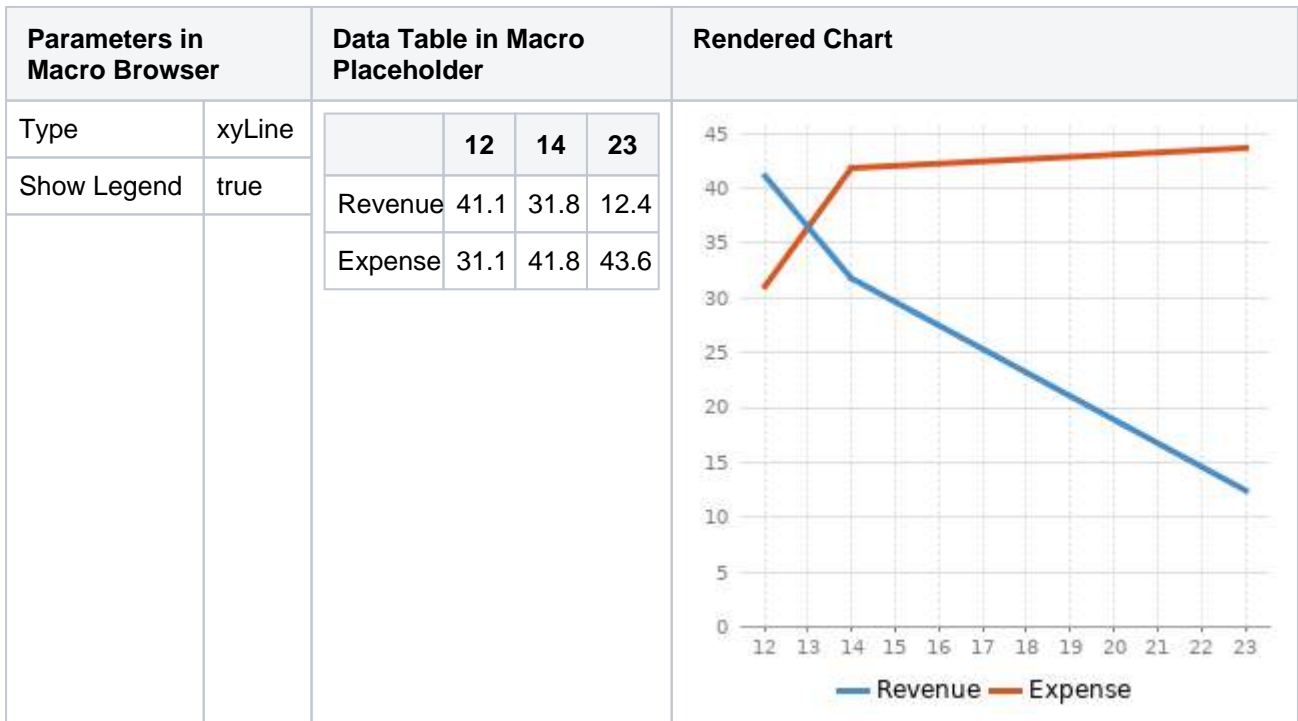


Time Series Chart



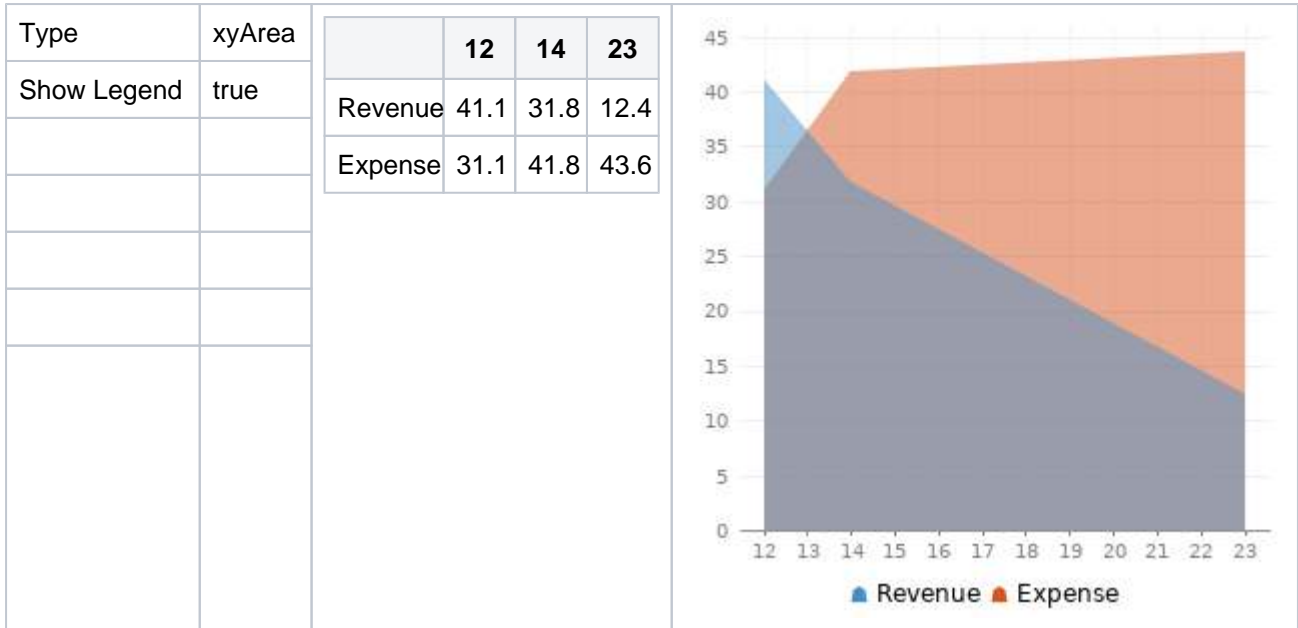


XY Line Chart



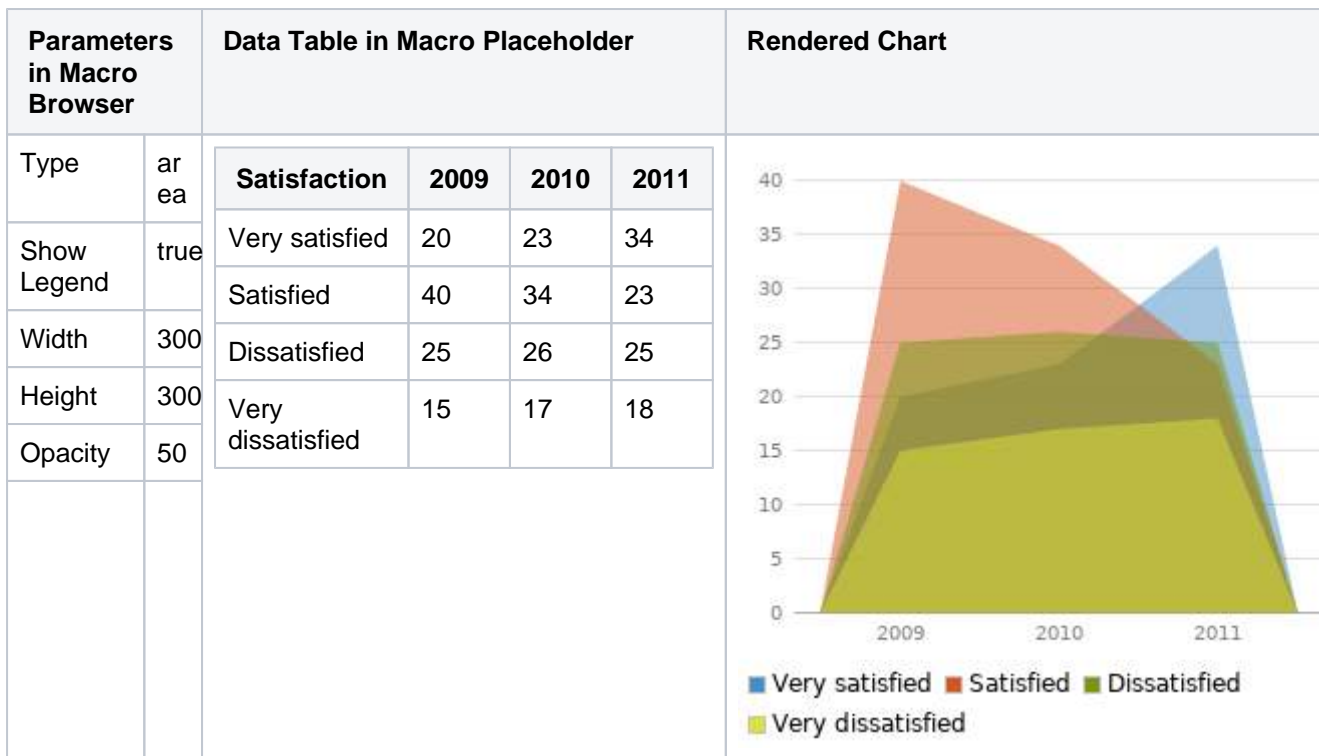
XY Area Chart

Parameters in Macro Browser	Data Table in Macro Placeholder	Rendered Chart

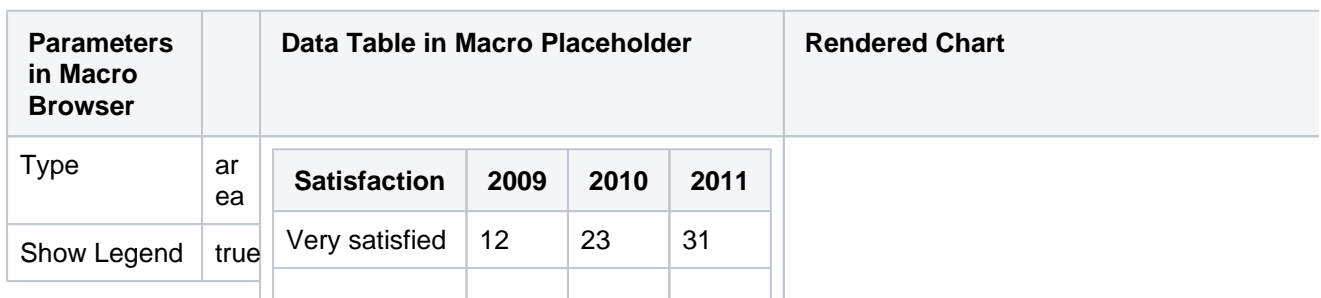


**Area Charts**

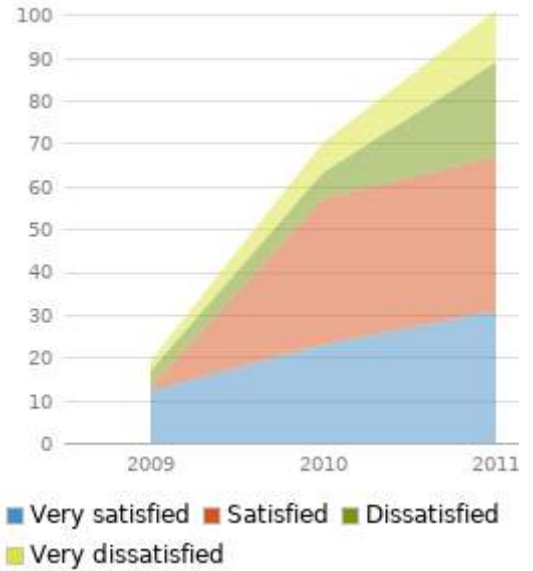
Example 1



Example 2



Width	300	Satisfied	1	34	36
Height	300	Dissatisfied	4	6	22
Stacked Values	true	Very dissatisfied	2	7	12



**Gantt Chart**

Parameters in Macro Browser		Data Table in Macro Placeholder				Rendered Chart
Type	gantt	<b>Plan</b>	<b>Start</b>	<b>End</b>	<b>Status</b>	
Width	300	Stage 1	6/25 /2013	7/10 /2013	30%	
Height	200	Stage 2	7/13 /2013	11/28 /2013	40%	
Columns	„ 1,2,3,4	Stage 3	12/1 /2013	12/25 /2013		
Date format	MM /dd /yyyy	<b>Actual</b>	<b>Start</b>	<b>End</b>	<b>Status</b>	
		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		

**i** You must include the two leading commas in the column parameter (for example , , 1 , 2 , 3 , 4) for the chart to be created correctly.



## Code examples

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `chart`

**Macro body:** Accepts rich text, consisting of tables that hold the chart's data.

This macro recognizes a large number of parameters, listed here by type.

### Chart type parameters

These parameters determine the type of chart to display and how the chart looks.

Parameter	Required	Default	Description
<code>type</code>	No	<code>pie</code>	The type of chart to display. XY charts have numerical x- and y-axes. The x values may optionally be time-based. See the <code>timeSeries</code> parameter.  Available values: <ul style="list-style-type: none"> <li>• <i>Standard charts</i> - <code>pie</code>, <code>bar</code>, <code>line</code>, <code>area</code></li> <li>• <i>XY plots</i> - <code>xyArea</code>, <code>xyBar</code>, <code>xyLine</code>, <code>xyStep</code>, <code>xyStepArea</code>, <code>scatter</code>, <code>timeSeries</code></li> <li>• <i>Other charts</i> - <code>gantt</code></li> </ul>
<code>orientation</code>	No	<code>vertical</code>	The display orientation. Applies to area, bar and line charts.  Available values: <ul style="list-style-type: none"> <li>• <code>vertical</code> - y-axis is vertical</li> <li>• <code>horizontal</code> - x-axis is vertical</li> </ul>
<code>3D</code>	No	<code>false</code>	Show in three dimensions. Applies to area, bar and line charts.
<code>stacked</code>	No	<code>false</code>	Stacked values. Applies to area and bar charts.
<code>showShapes</code>	No	<code>true</code>	Applies to line charts. Shapes are shown at each data point.
<code>opacity</code>	No	<ul style="list-style-type: none"> <li>• 75 percent for 3D charts</li> <li>• 50 percent for non-stacked area charts</li> <li>• 100 percent for all other charts</li> </ul>	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
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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: <ul style="list-style-type: none"> <li>• false – the data is not displayed.</li> <li>• true or after – the data is displayed after the chart.</li> <li>• before – the data is displayed before the chart.</li> </ul>
imageFormat	No	png	The image format to be used for the chart.  Available values: <ul style="list-style-type: none"> <li>• png</li> <li>• jpeg</li> </ul>

**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	<p>The content orientation. By default, the data tables will be interpreted as columns (horizontally) representing domain and x values.</p> <p>Available values:</p> <ul style="list-style-type: none"> <li><code>vertical</code> – data table columns will be interpreted as series.</li> <li><code>horizontal</code> – data tables rows will be interpreted as series.</li> </ul>
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 customization of the conversion of data to date values. If a <code>dateFormat</code> is specified, it will be the first format used to interpret date values. Specify a format that matches the time series data. See <a href="#">simple date format</a> .
timePeriod	No	day	<p>The time period for time series data. Defines the granularity of how the data is interpreted.</p> <p>Available values: <code>millisecond</code>, <code>second</code>, <code>minute</code>, <code>hour</code>, <code>day</code>, <code>week</code>, <code>month</code>, <code>quarter</code>, <code>year</code></p>
language	No	(None)	<p>Use in combination with the <code>country</code> parameter to form a locale. These additional number and date formats will be used for data conversion before the default languages.</p> <p>Available values are the two-character <a href="#">ISO 639-1 alpha-2 codes</a>.</p>
country	No	(None)	<p>Use in combination with the <code>language</code> parameter to form a locale. Valid values are the two-character <a href="#">ISO 3166 codes</a>.</p>
forgive	No	true	<p>Determines whether the macro will forgive (allow) some data formatting errors.</p> <p>Available values:</p> <ul style="list-style-type: none"> <li><code>true</code> — the macro tries to convert numeric and date values that do not totally match any of the default or user-specified formats.</li> <li><code>false</code> — the macro enforces strict data formatting. If there are data format errors, the chart will not be produced.</li> </ul>

**Chart color parameters**

Colors are specified using hexadecimal notation or HTML color names.

Parameter	Required	Default	Description
<code>bgColor</code>	No	White	Background color of the chart.
<code>borderColor</code>	No	No border	Color of the border around the chart.
<code>colors</code>	No		A comma-separated list of colors used to customize the colors of categories, sections, and series.

### Chart axis parameters

Depending on the chart type, the range and domain axis may be customized. 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
<code>rangeAxisLowerBound</code>	No	(None)	Minimum value for the range axis.
<code>rangeAxisUpperBound</code>	No	(None)	Maximum value for the range axis.
<code>rangeAxisTickUnit</code>	No	(None)	Range axis units between axis tick marks.
<code>rangeAxisLabelAngle</code>	No	(None)	Angle for the range axis label in degrees.
<code>domainAxisLowerBound</code>	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 <code>dateFormat</code> parameter.
<code>domainAxisUpperBound</code>	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 <code>dateFormat</code> parameter.
<code>domainAxisTickUnit</code>	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 <code>timePeriod</code> parameter. The <code>timePeriod</code> unit can be overridden by specifying a trailing character: <code>y</code> (years), <code>M</code> (months), <code>d</code> (days), <code>h</code> (hours), <code>m</code> (minutes), <code>s</code> (seconds), <code>u</code> (milliseconds).
<code>domainAxisLabelAngle</code>	No	(None)	Only applies to XY plots. The angle for the domain axis label, in degrees.
<code>categoryLabelPosition</code>	No	(None)	Placement of the axis label text for categories.  Available values: <ul style="list-style-type: none"> <li><code>up45</code> — 45 degrees going upward</li> <li><code>up90</code> — 90 degrees going upward</li> <li><code>down45</code> — 45 degrees going downward</li> <li><code>down90</code> — 90 degrees going downward</li> </ul>
<code>dateTickMarkPosition</code>	No	<code>start</code>	Placement of the date tick mark.  Available values: <ul style="list-style-type: none"> <li><code>start</code> — tick mark is at the start of the date period.</li> <li><code>middle</code> — tick mark is in the middle of the date period.</li> <li><code>end</code> — tick mark is at the end of the date period.</li> </ul>

### Pie chart Parameters

Parameter	Required	Default	Description
-----------	----------	---------	-------------

pieSectionLabel	No	Show only the pie section key value	<p>Format of pie section labels. The format uses a string with special replacement variables:</p> <ul style="list-style-type: none"> <li>• %0% is replaced by the pie section key.</li> <li>• %1% is replaced by the pie section numeric value.</li> <li>• %2% is replaced by the pie section percent value.</li> </ul> <p>Example 1: To display something like 'Independent = 20':</p> <pre style="border: 1px solid #ccc; padding: 5px;">%0% = %1%</pre> <p>Example 2: To display something like 'Independent (20%)':</p> <pre style="border: 1px solid #ccc; padding: 5px;">%0% (%2%)</pre>
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)	<p>The name and location where the chart image will be saved as an attachment. The user must be authorized to add attachments to the page specified.</p> <p>Available syntax for this parameter:</p> <ul style="list-style-type: none"> <li>• ^attachmentName.png — the chart is saved as an attachment to the current page.</li> <li>• page name^attachmentName.png — the chart is saved as an attachment to the page name provided.</li> <li>• name^attachmentName.png — the chart is saved as an attachment to the page name provided in the space indicated.</li> </ul>
attachmentVersion	No	new	<p>Defines the the versioning mechanism for saved charts.</p> <p>Available values:</p> <ul style="list-style-type: none"> <li>• new — creates new version of the attachment.</li> <li>• 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.</li> <li>• 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.</li> </ul>

attachmen tComment	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.

**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}
```

 **Do more with Confluence**

Create interesting and engaging charts for your Confluence pages with these top [charts and diagrams apps](#) on the Atlassian Marketplace.

# 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.

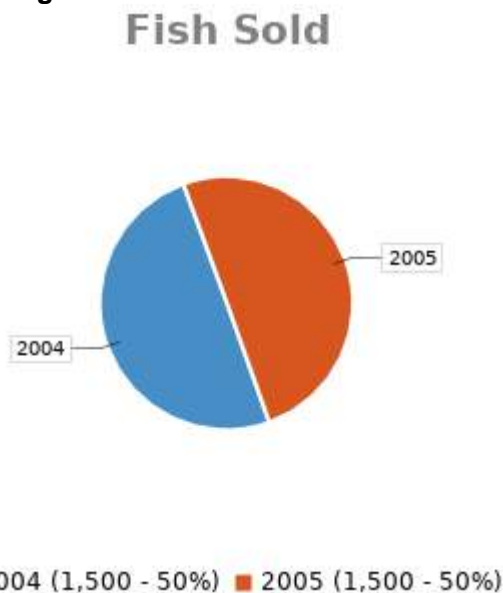
## Pie chart

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

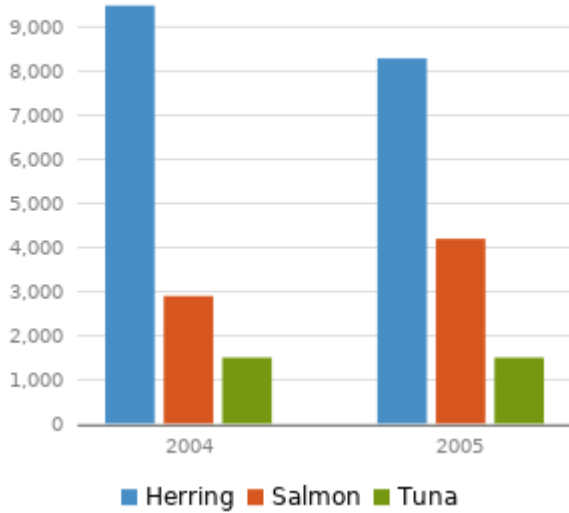
Here is a simple example of a bar chart.

### 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

### Fish Sold



### Time series chart

Here is an example of a time series chart.

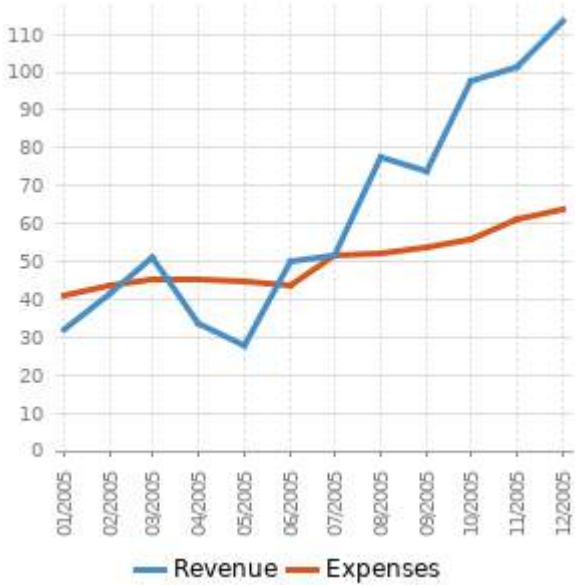
### Wiki markup

```
{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





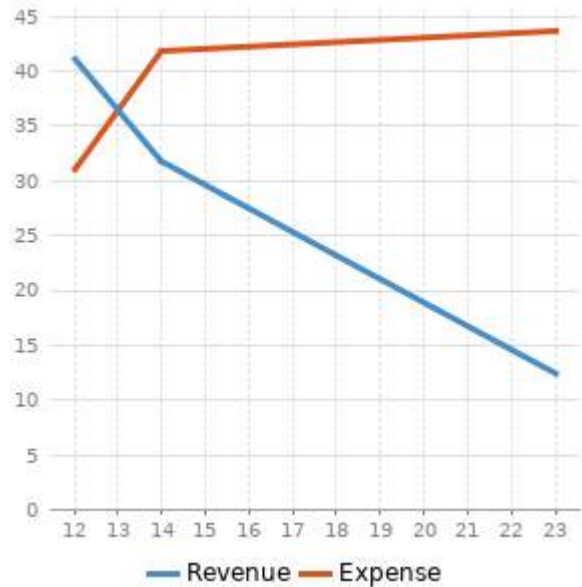
### XY line chart

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



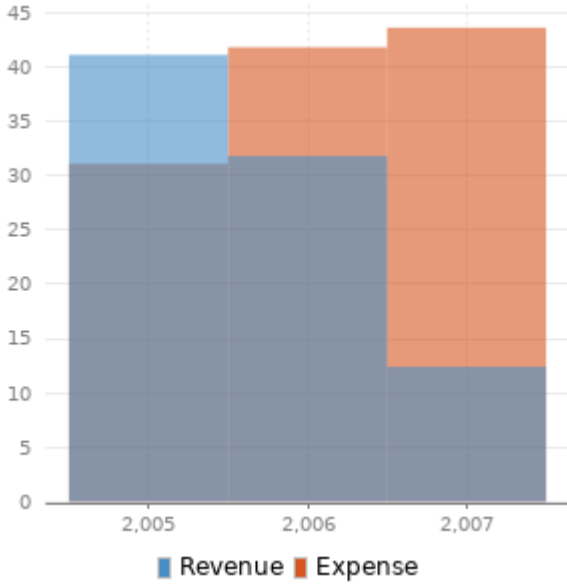
### XY bar chart

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**



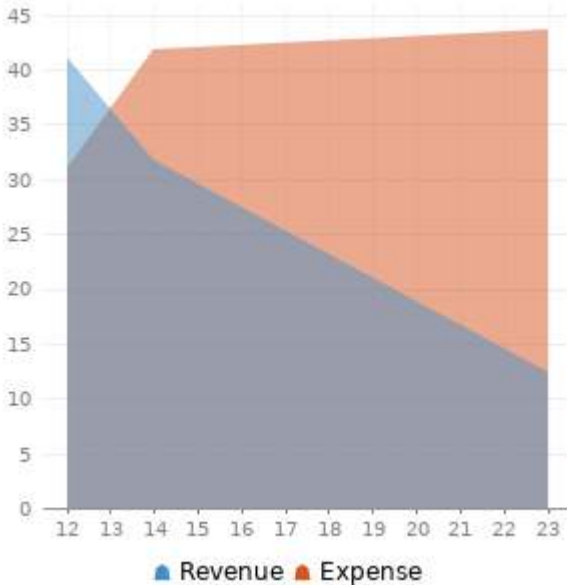
**XY area chart**

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**



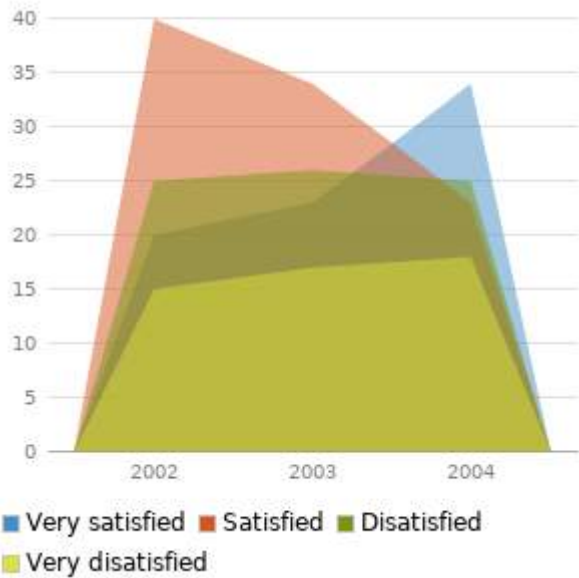
## Area chart

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

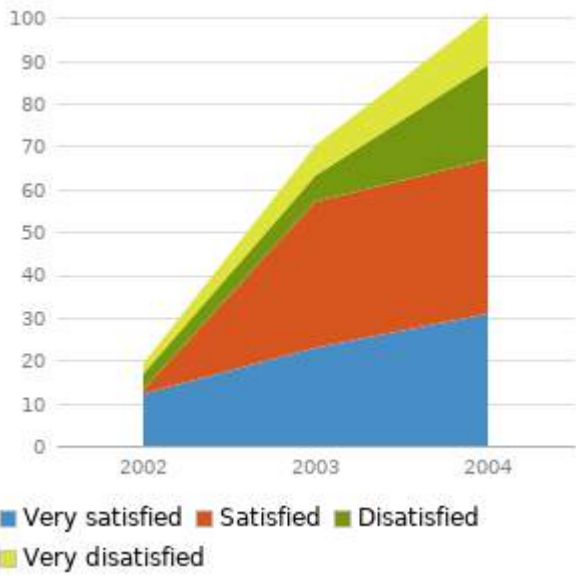


Satisfaction	2002	2003	2004
Very satisfied	20	23	34
Satisfied	40	34	23
Disatisfied	25	26	25
Very disatisfied	15	17	18

### 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. From the editor toolbar, choose **Insert** + **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## Parameters

**Note:** There are no parameters for this macro.

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `cheese`

**Macro body:** None.

```
{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*

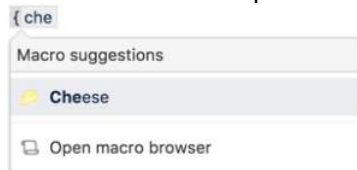


## Using the Children Display macro

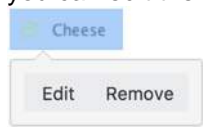
To add the Children Display macro to a page:

1. From the editor toolbar, choose **Insert** + > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## Example

This list of child pages is generated by a Children Display macro on this page:

## 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
<b>Show Descendants</b> (a11)	false	Choose whether to display all the parent page's descendants.  If <code>true</code> shows the complete tree of pages underneath the parent page, regardless of <b>Depth of Descendants</b>

<b>Parent Page (page)</b>	current	Specify the page to display children for, from either the current space or a different space. Enter: <ul style="list-style-type: none"> <li>' / ' — to list the top-level pages of the current space, i.e. those without parents.</li> <li>'pagename' — to list the children of the specified page.</li> <li>'spacekey:' — to list the top-level pages of the specified space.</li> <li>'spacekey:pagename' — to list the children of the specified page in the specified space.</li> </ul>
<b>Number of Children (first)</b>	none	Restrict the number of child pages that are displayed at the top level.
<b>Depth of Descendants (depth)</b>	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 if <b>Show Descendants</b> is enabled.
<b>Heading Style (style)</b>	none	Choose the style used to display descendants.
<b>Include Excerpts (excerpt)</b>	none	Allows you to include a short excerpt under each page in the list. Choose between: <ul style="list-style-type: none"> <li><b>None</b> - no excerpt will be displayed</li> <li><b>Simple</b> - displays the first line of text contained in an Excerpt macro any of the returned pages. If there is not an Excerpt macro on the page, nothing will be shown.</li> <li><b>Rich content</b> - displays the contents of an Excerpt macro, or if there is not an Excerpt macro on the page, the first part of the page content, including formatted text, images and some macros.</li> </ul>
<b>Sort Children By (sort)</b>	Manual if manually ordered, otherwise alphabetical	Optional. Choose: <ul style="list-style-type: none"> <li><b>creation</b> — to sort by content creation date</li> <li><b>title</b> — to sort alphabetically on title</li> <li><b>modified</b> — to sort of last modification date.</li> </ul>
<b>Reverse Sort (reverse)</b>	false	Use with the <b>Sort Children By</b> parameter. When set, the sort order changes from ascending to descending.

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** children

**Macro body:** None.

```
{children:reverse=true|sort=creation|style=h4|page=Home|excerpt=none|first=99|depth=2|all=true}
```

 **Do more with Confluence**

Extend Confluence with one of the hundreds of other macros in the [Atlassian Marketplace](#). Here are a couple for organizing your Confluence page:

- [Navitabs](#): Create tabs to group content to improve navigation between Confluence pages
- [Advanced Children Display for Confluence](#): combine Confluence's built-in children display and table of contents macros
- [Subspace Navigation for Confluence](#): Use the navigation macro to create overviews of the menu within a Confluence page



# Code Block Macro

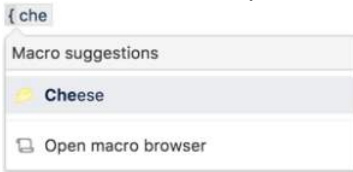
The Code Block macro allows you to display source code in your page with syntax highlighting, like the one below:

```
public static void main(String[] args)
{
    System.out.println("Hello World!");
}
```

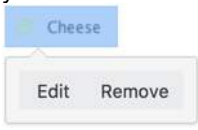
## Add the Code Block Macro

1. From the editor toolbar, choose **Insert** + **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



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
-----------	---------	-------------

<p><b>Syntax highlighting</b> (language)</p>	<p>java</p>	<p>Specifies the language (or environment) for syntax highlighting. The default language is Java but you can choose from one of the following languages /environments:</p> <ul style="list-style-type: none"> <li>• <b>ActionScript</b></li> <li>• <b>AppleScript</b></li> <li>• <b>Bash</b></li> <li>• <b>C#</b></li> <li>• <b>C++</b></li> <li>• <b>CSS</b></li> <li>• <b>ColdFusion</b></li> <li>• <b>Delphi</b></li> <li>• <b>Diff</b></li> <li>• <b>Erlang</b></li> <li>• <b>Groovy</b></li> <li>• <b>HTML and XML</b></li> <li>• <b>Java</b></li> <li>• <b>Java FX</b></li> <li>• <b>JavaScript</b></li> <li>• <b>PHP</b></li> <li>• <b>Plain Text</b></li> <li>• <b>PowerShell</b></li> <li>• <b>Python</b></li> <li>• <b>Ruby</b></li> <li>• <b>SQL</b></li> <li>• <b>Sass</b></li> <li>• <b>Scala</b></li> <li>• <b>Visual Basic</b></li> <li>• <b>YAML</b></li> </ul>
<p><b>Title</b></p>	<p>none</p>	<p>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.</p>
<p><b>Collapsible</b> (collapse)</p>	<p>false</p>	<p>If selected, the code macro's content will be collapsed upon visiting or refreshing the Confluence page. Clicking the <b>expand source</b> link allows you to view this content. If false, the code macro's content is always displayed in full.</p>
<p><b>Show line numbers</b> (linenumbers)</p>	<p>false</p>	<p>If selected, line numbers will be shown to the left of the lines of code.</p>
<p><b>First line number</b> (firstline)</p>	<p>1</p>	<p>When <b>Show line numbers</b> is selected, this value defines the number of the first line of code.</p>
<p><b>Theme</b></p>	<p>Default</p>	<p>Specifies the color scheme used for displaying your code block. Many of these themes are based on the default color schemes of popular integrated development environments (IDEs). The default theme is <b>Confluence</b> (also known as <b>Default</b>), which is typically black and colored text on a blank background. However, you can also choose from one of the following other popular themes:</p> <ul style="list-style-type: none"> <li>• <b>DJango</b></li> <li>• <b>Emacs</b></li> <li>• <b>FadeToGrey</b></li> <li>• <b>Midnight</b></li> <li>• <b>RDark</b></li> <li>• <b>Eclipse</b></li> <li>• <b>Confluence</b></li> </ul>

## Configure the Code Block macro


You can configure the Code Block macro to use a specific language and theme by default and also upload new languages. 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**
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**
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](#).

### To disable or remove a user-installed language:

1. Choose the **cog icon** , then choose **General Configuration**
2. Choose **Manage Apps**
3. Go to **User-installed Apps** and locate the app 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.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** code

**Macro body:** Accepts plain text.

```
{code:title=This is my title|theme=FadeToGrey|linenumbers=true|language=java|firstline=0001|collapse=true}
This is my code
{code}
```

 **Do more with Confluence**

Extend Confluence with one of the hundreds of other macros in the [Atlassian Marketplace](#). Some of our most popular include:

- [Code Pro for Confluence](#) - Get a real-time view of your code from any source in Confluence.
- [Include Bitbucket Server for Confluence](#) - Easily include code snippets in Confluence that sync automatically to Bitbucket Server.
- [Markdown Extension for Confluence](#) - Embed markdown from private and public Github & Bitbucket repositories in Confluence.

# Column Macro

Used with the Section macro to define columns on a page. See [Working with page layouts and columns and sections](#).

## Parameters

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%).

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** column

**Macro body:** Accepts rich text.

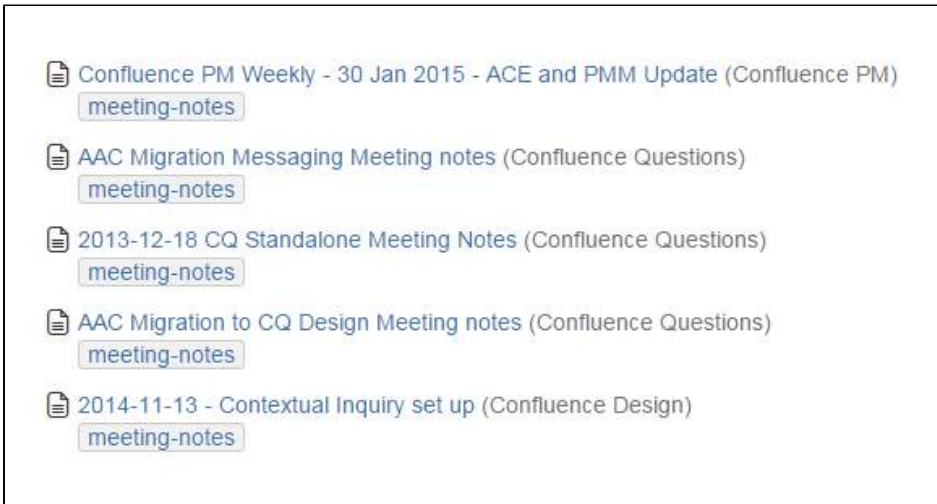
```
{column:width=100px}
This is the content of *column 1*.
{column}
```

# Content by Label Macro

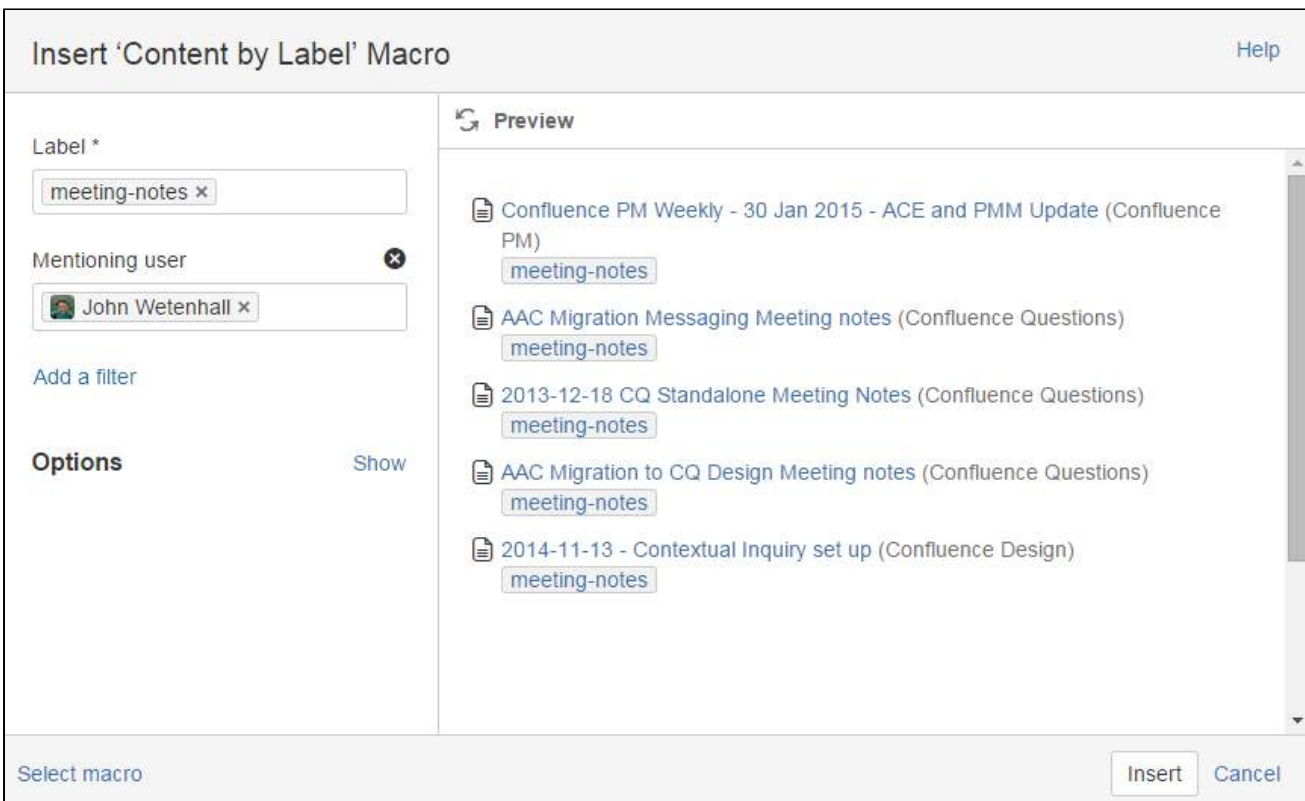
The Content by Label macro is used to display lists of pages, blog posts or attachments that have particular labels. It's great for collecting related pages together and filtering out content that you don't want to see.

For example, you could use this macro to display a list of all pages that have the label 'feature-shipped' and include the word 'Blueprint', or to list any pages with the label 'meeting-notes' that you've been mentioned in.

Here's how the macro looks on your page:



And here's how you would set it up in the macro browser:

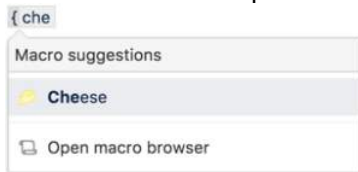


## Using the Content by Label Macro

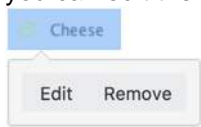
To add the Content by Label macro to a page:

1. From the editor toolbar, choose **Insert**  $+ \downarrow$  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



### CQL filters

CQL (Confluence Query Language) is a query language developed for Confluence, which you can use in some macros and the Confluence search. Confluence search and CQL-powered macros allow you to add filters to build up a search query, adding as many filters as you need to narrow down the search results.

Use the **Add a filter** link to add more filters to your query.

- For an OR search, specify multiple values in the same field. So to show pages with 'label-a', 'label-b' or both you'd put 'label-a' and 'label-b' in the same Label field, like this:



- For an AND search, add more than one filter and specify a single value in each. To show only pages with label-a and label-b you'd put 'label-a' in one label field, then add a second Label field to the macro, and put 'label-b' in the second one, like this:



Put simply, OR values are entered in the same filter, AND values are entered in different filter. Only some filters support AND. If the filter doesn't support the AND operator, you won't be able to add that filter more than once.

- For a NOT search, enter a minus sign (-) before the label. This'll exclude everything with that label.

You can use the following CQL filters to build your query:

Filter	Description	Operators
Label*	Include pages, blog posts or attachments with these labels.	OR (multiple values in the same filter) AND (multiple Label filters)

<b>With ancestor</b>	Include pages that are children of this page. This allows you to restrict the macro to a single page tree.	OR (multiple values in the same filter)
<b>Contributor**</b>	Include pages or blog posts that were created or edited by these people.	OR (multiple values in the same filter)
<b>Creator</b>	Include items created by these people.	OR (multiple values in the same filter)
<b>Mentioning user</b>	Include pages and blog posts that @mention these people.	OR (multiple values in the same filter)
<b>With parent</b>	Include only direct children of this page (further sub-pages won't be included)	EQUALS (one page only)
<b>In space**</b>	Include items from these spaces.	OR (multiple values in the same filter)
<b>Including text**</b>	Include items that contain this text.	CONTAINS (single word or phrase)
<b>With title</b>	Include items that contain this text in the title.	CONTAINS (single word or phrase)
<b>Of type**</b>	Include only pages, blogs or attachments.	OR (multiple values in the same filter)

\* This field is required in CQL-powered macros.

\*\* You can add these filters in CQL-powered macros but in search they're part of the standard search filters, so they don't appear in the **Add a filter** menu.

### Macro display options

These options control how the macro appears on your page.

Parameter	Default	Description
<b>Sort by</b>	Modified	Sort the list by title, the date it was created, or the date it was last modified. If you don't select an option, CQL default ordering by relevancy is used.
<b>Reverse sort</b>	False	Sort the list descending instead of ascending (Z - A, earliest - latest)
<b>Maximum number of pages</b>	15	Limit the number of items to include in the list. This can be any value up to 500 pages.
<b>List title</b>	Blank	Include an optional heading for the macro
<b>Show labels for each page</b>	True	Show or hide the labels applied to each item
<b>Show space name for each page</b>	True	Show or hide the space name for each item



<b>Display excerpts</b>	False	Allows you to include a short excerpt under each page in the list. Choose between: <ul style="list-style-type: none"><li>• <b>None</b> - no excerpt will be displayed.</li><li>• <b>Simple</b> - displays the first line of text contained in an Excerpt macro any of the returned pages. If there is not an Excerpt macro on the page, nothing will be shown.</li><li>• <b>Rich content</b> - displays the contents of an Excerpt macro, or if there is not an Excerpt macro on the page, the first part of the page content, as formatted text, including images and some macros.</li></ul>
<b>Exclude current page</b>	False	Allows you to exclude the page the macro appears on from the list. This is useful when the current page contains the same labels as the pages you want to include in the list.


# 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.

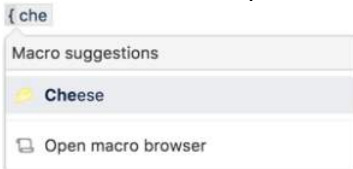
Note that items for page comments contain a link to the page, followed by a second link to the comment itself, with these separated by a greater-than sign (>).

## Using the Content by User macro

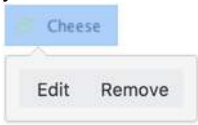
### To add the Content by User macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Username</b> ( <i>name</i> )	yes	none	The Confluence username for a person who has created content. Parameter is unnamed in wikimarkup.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `content-by-user`

**Macro body:** None.

```
{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'.

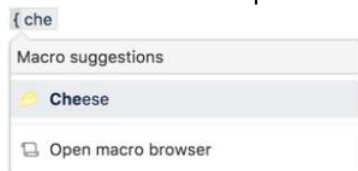
Title	Creator	Modified
<a href="#">Managing Multiple Directories</a>	SarahA	Jan 18, 2019
<a href="#">Connecting to an LDAP Directory</a>	SarahA	Jan 18, 2019
<a href="#">Configuring User Directories</a>	SarahA	Jan 18, 2019
<a href="#">Synchronizing Data from External Directories</a>	SarahA	Dec 04, 2018
<a href="#">User Management Limitations and Recommendations</a>	SarahA	Sep 04, 2018
<a href="#">Connecting to LDAP or Jira applications or Other Services via SSL</a>	Nick Faiz	Dec 12, 2017
<a href="#">Requesting Support for External User Management</a>	Matt Ryall	Dec 12, 2017
<a href="#">Diagrams of Possible Configurations for User Management</a>	SarahA	Dec 12, 2017
<a href="#">Configuring the LDAP Connection Pool</a>	SarahA	Sep 26, 2017
<a href="#">Managing Nested Groups</a>	SarahA	Feb 21, 2017
<a href="#">Configuring an SSL Connection to Active Directory</a>	SarahA	Nov 08, 2016
<a href="#">Connecting to an Internal Directory with LDAP Authentication</a>	SarahA	May 27, 2016

## Using the Content Report Table Macro

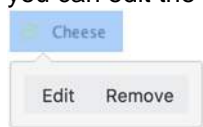
### To add the Content Report Table macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Label(s)</b> ( <code>labels</code> )	Yes	None	<p>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.</p> <p>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.</p>
<b>Space(s)</b> ( <code>spaces</code> )	No	(All spaces)	<p>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.</p> <p>When specifying a personal space, remember to use the tilde (~) sign in front of the username, such as ~jbloggs or ~jbloggs@example.com.</p>
<b>Maximum Number of Pages</b> ( <code>maxResults</code> )	No	20	<p>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 labeled '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).</p> <p>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.</p>

**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*



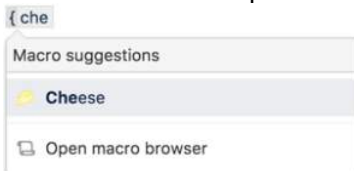
In this example, the **Display Format** parameter has been set to **list**.

## Using the Contributors Macro

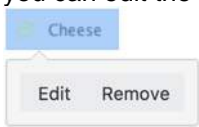
**To add the Contributors macro to a page:**

1. From the editor toolbar, choose **Insert** + > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
-----------	---------	-------------

<b>Contribution Type</b> (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: <ul style="list-style-type: none"> <li>• <b>authors</b> - includes people who created or have edited the page(s)</li> <li>• <b>comments</b> - includes people who have added comments to the page(s)</li> <li>• <b>labels</b> - includes people who have added labels to the page(s)</li> <li>• <b>watches</b> - includes people who are watching the page(s).</li> </ul> <p>You can specify one or more contribution types, separated by commas.</p>
<b>Sort By</b> (order)	count	Specifies the criteria used to sort contributors. Sort criteria are: <ul style="list-style-type: none"> <li>• <b>count</b> - sorts people based on the total number of contributions to the page(s)</li> <li>• <b>name</b> - sorts people into alphabetical order</li> <li>• <b>update</b> - sorts people based on the date of their last contribution to the page(s).</li> </ul>
<b>Reverse Sort</b> (reverse)	false	Reverses the sort order of contributors in the list. Must be used in conjunction with the <b>Sort By</b> parameter.
<b>Maximum Number of Contributors</b> (limit)	no limit	Limits the number of contributors in the list. If a number is not specified, all contributors are included.
<b>Display Format</b> (mode)	inline	Sets how the list of contributor's names is formatted: <ul style="list-style-type: none"> <li>• <b>inline</b> — a comma-separated list</li> <li>• <b>list</b> — a bullet list.</li> </ul>
<b>Show Anonymous Contributions?</b> (showAnonymous)	false	Sets whether to include those who contributed anonymously to a page.
<b>Show Count?</b> (showCount)	false	Sets whether to show the number of times each person made a contribution of the specified <b>Contribution Type</b> .
<b>Show Last Contribution Time?</b> (showLastTime)	false	Sets whether to show the last time each person made a contribution of the specified <b>Contribution Type</b> .
<b>Page Name</b> (page)	current	Specifies the page to use when generating the list of contributors. If <b>Page Name</b> and <b>Space(s)</b> are left blank, the current page is assumed.
<b>Label(s)</b> (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.

<b>Space(s)</b> (spaces)	current	<p>Specifies the space key of the Confluence space that contains the page set in <b>Page Name</b> or alternatively, specifies the spaces to search. Space keys are case-sensitive.</p> <p>This parameter also takes special values, including:</p> <ul style="list-style-type: none"> <li>• @global — All <a href="#">site</a> spaces.</li> <li>• @personal — All <a href="#">personal</a> spaces.</li> <li>• @all — All spaces in your Confluence site.</li> </ul> <p>You can specify one or more space keys or special values, separated by commas.</p> <p>If no <b>Page Name</b> and <b>Label(s)</b> are specified, all pages from the specified set of spaces are included.</p>
<b>Content Type</b> (contentType)	both pages and blog posts	<p>Restricts the content type to use when generating the list of contributors:</p> <ul style="list-style-type: none"> <li>• <b>pages</b> — pages</li> <li>• <b>blogposts</b> — blog posts.</li> </ul>
<b>Blog Post Date</b> (publishDate)	none	<p>Specifies the publish date for a blog post. The date format required is: YYYY/MM/DD.</p>
<b>Include Page Hierarchy</b> (scope)	specified page only	<p>Specifies additional pages to include when generating the list of contributors:</p> <ul style="list-style-type: none"> <li>• <b>children</b> — just the child pages of the specified page</li> <li>• <b>descendants</b> — all descendants of the specified page.</li> </ul>
<b>Show Selected Pages</b> (showPages)	false	<p>Sets whether to show a list of the pages used to generate the list of contributors.</p>
<b>Custom "None Found" Message</b> (noneFoundMessage)	default message	<p>Specifies the message to be used to override the default message that is displayed when no contributors are found.</p>

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** contributors

**Macro body:** None.

This example specifies a content type of blog posts:

```
{contributors:limit=10|spaces=ds,@personal|reverse=true|labels=chocolate,cake|showPages=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=chocolate,
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

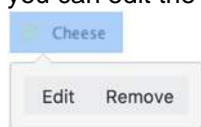
**To add the Contributors Summary macro to a page:**

1. From the editor toolbar, choose **Insert** + > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Group By</b> ( <i>groupby</i> )	contributors	Specifies the basis for grouping contribution-based statistics: <ul style="list-style-type: none"> <li>• <b>contributors</b> — group by the people who have contributed</li> <li>• <b>pages</b> — group by the pages used to find contributors.</li> </ul>
<b>Columns to Display</b> ( <i>columns</i> )	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 <b>Group By</b> parameter. Statistics may be calculated for: <ul style="list-style-type: none"> <li>• <i>edits</i> — the number of times each contributor has edited the page(s) or the number of edits made to each page.</li> <li>• <i>edited</i> — a list of the pages edited by each contributor or a list of contributors who have edited each page.</li> <li>• <i>comments</i> — the number of times each contributor has added comments to the page(s) or the number of comments on each page.</li> <li>• <i>commented</i> — a list of pages to which each contributor has added comments or a list of contributors who have commented on each page.</li> <li>• <i>labels</i> — the number of times each contributor has added labels to the page(s) or the number of labels on each page.</li> <li>• <i>labeled</i> — a list of pages to which each contributor has added labels or a list of contributors who have added a label to each page.</li> <li>• <i>labellist</i> — a list of labels either added by each contributor or on each page.</li> <li>• <i>watches</i> — the number of pages being watched by each contributor/person or the number of contributors/people watching each page.</li> <li>• <i>watching</i> — a list of pages being watched by each contributor/person or a list of contributors/people watching each page.</li> <li>• <i>lastupdate</i> — 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.</li> </ul> <p>One or more columns can be used.</p>
<b>Sort By</b> ( <i>order</i> )	edits	Sets the criterion used for sorting items in the table. The items sorted depend on the basis for grouping set with the <b>Group By</b> parameter. Sort criteria are: <ul style="list-style-type: none"> <li>• <i>edits</i> — sorts items in the table based on the total number of edits made, either by a contributor or to a page.</li> <li>• <i>name</i> — sorts items in the table in alphabetical order, either by contributor or page name.</li> <li>• <i>editTime</i> — 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 last edited.</li> <li>• <i>update</i> — 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.</li> </ul>
<b>Reverse Sort</b> ( <i>reverse</i> )	false	Reverses the sort order of items in the table, as specified using the <b>Sort By</b> parameter. (Used only in conjunction with the <b>Sort By</b> parameter.)

<b>Maximum Number of Items</b> ( <code>limit</code> )	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.
<b>Show Anonymous Contributions?</b> ( <code>showAnonymous</code> )	false	Includes individuals who have made anonymous contributions to a page.
<b>Show Zero Counts?</b> ( <code>showZeroCounts</code> )	false	Sets whether contributors or pages are included for which a calculated statistic is zero.
<b>Page Name</b> ( <code>page</code> )	current	Sets the page for which to calculate the contribution-based statistics. If no values for <b>Page Name</b> and <b>Space(s)</b> are specified, the current page is assumed.
<b>Label(s)</b> ( <code>labels</code> )	none	Restricts the contribution-based statistics to the specified labels only. You can specify one or more labels, separated by commas.
<b>Space(s)</b> ( <code>spaces</code> )	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: <ul style="list-style-type: none"> <li>• <code>@global</code> — All <a href="#">site</a> spaces.</li> <li>• <code>@personal</code> — All <a href="#">personal</a> spaces.</li> <li>• <code>@all</code> — All spaces in your Confluence site.</li> </ul> <p>You can specify one or more space keys or special values, separated by commas.</p> <p>If no <b>Page Name</b> and <b>Label(s)</b> are specified, all pages from the specified set of spaces are included.</p>
<b>Content Type</b> ( <code>contentType</code> )	both pages and blog posts	Restricts page types to either pages ( <b>pages</b> ) or blog posts ( <b>blogposts</b> ). If no value is specified in the Macro Browser, both pages and blog posts are included.  Available values <code>pages</code> and <code>blogposts</code> .
<b>Blog Post Date</b> ( <code>publishDate</code> )	none	Specifies the publish date for a blog post. The date format required is: YYYY/MM/DD.
<b>Include Page Hierarchy</b> ( <code>scope</code> )	specified page only	Includes either the immediate <b>children</b> or all <b>descendants</b> of the specified page. If no value is indicated in the Macro Browser, only the specified page is included.

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `contributors-summary`

**Macro body:** None.

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}
```

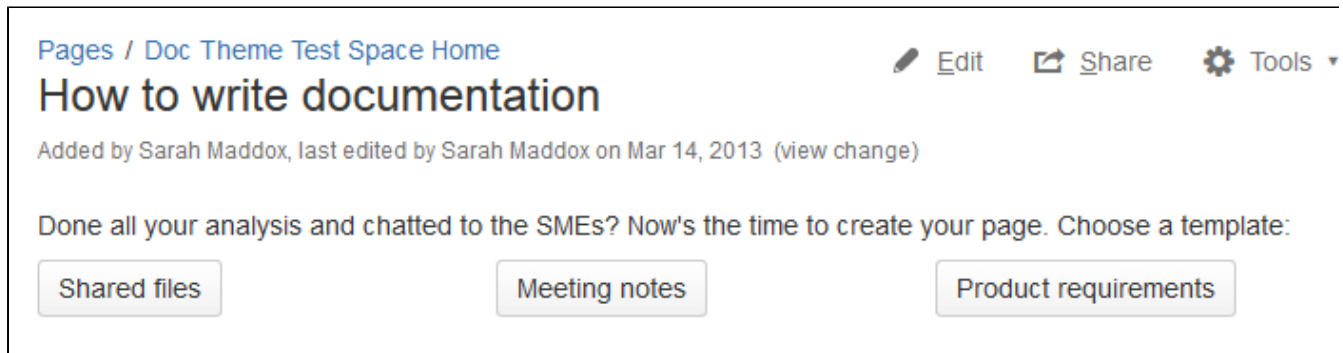
# Create from Template Macro

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

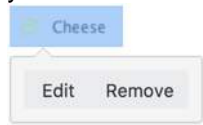
### To add the Create from Template macro to a page:

1. From the editor toolbar, choose **Insert**  $+$   $\downarrow$  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Button Text</b>		'Create from Template'	The description that people will see when viewing this macro on the page.

<b>Template Name</b>		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).
<b>Template Title</b>		Blank	Specify a default title for pages created using this macro (optional). You can include @currentDate, @spaceName and @spaceKey variables in the title.
<b>Space Key</b>		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.

**Wiki markup**


Wiki markup is not available for this macro. You cannot add this macro via wiki markup.

# Create Space Button Macro

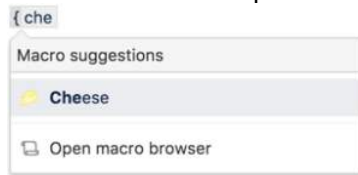
The Create Space Button macro displays a create space icon that links to the 'Create Space' page. To see this icon, viewers need the 'Create Space' permission which is assigned by a [site administrator](#).

## Using the Create Space Button macro

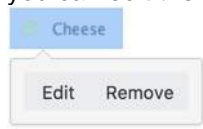
### To add the Create Space Button macro to a page:

1. From the editor toolbar, choose **Insert**  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Icon Size</b> size	large	Specify whether to use large or small icon. Available values: <ul style="list-style-type: none"><li>• large</li><li>• small</li></ul>

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** create-space-button

**Macro body:** None.

```
{create-space-button:size=small}
{create-space-button:height=50px|width=50px}
```

The following additional parameters are available in wiki markup.

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.



# Excerpt Include Macro

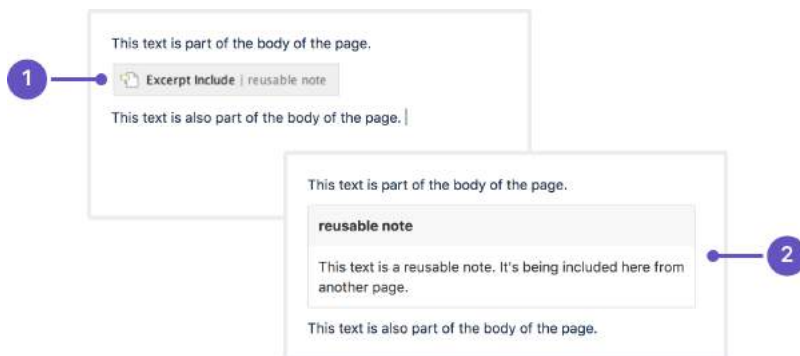
The Excerpt Include macro is used to display 'excerpted' (that is, a segment of) content from one page in another.

Before you can use this macro, the excerpt must have been defined using the [Excerpt macro](#). Note that you can have:

- any number of Excerpt Include macros on a page
- only one Excerpt macro on a page.

## Example

The example below shows an example of an Excerpt Include macro as it appears in the editor, and as it would appear to someone viewing the page. We have set the options to show both the title of the page and the panel surrounding the content.



1. The Excerpt Include macro as it appears in the **editor**.
2. The Excerpt Include macro as it appears when **viewing the page**.

The content is being pulled from a Excerpt macro on a page called 'reusable note'.

## Using the Excerpt Include Macro

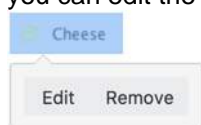
**To add the Excerpt Include macro to a page:**

1. From the editor toolbar, choose **Insert** + **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Page Containing the Excerpt</b> (default - parameter)	none	<p>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.</p> <p>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.</p> <p>Alternatively, you can type the space key followed by a colon (:) and the page name, like this:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>SPACEKEY:Page name</p> </div> <p>This parameter is unnamed in wikimarkup.</p>
<b>Remove Surrounding Panel</b> (nopanel)	false	<p>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.</p>

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** excerpt-include

**Macro body:** None.

```
{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.

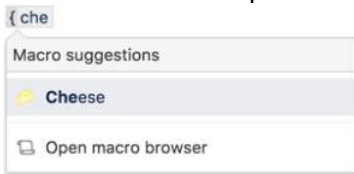
You can only define one excerpt per page. In other words, you can only add the Excerpt macro once to a page.

## Using the Excerpt Macro

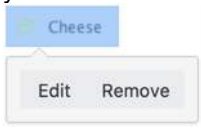
### To add the Excerpt macro to a page:

1. From the editor toolbar, choose **Insert** + **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



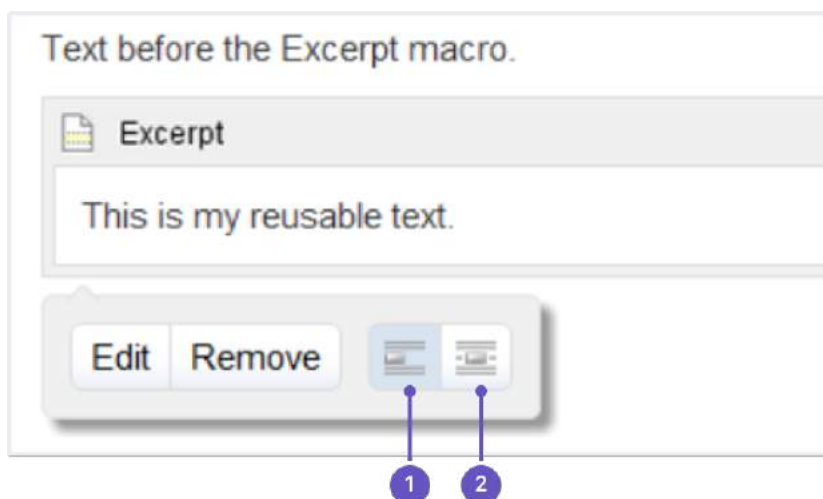
**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



### 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*



1. **New line**
2. **Inline**

## 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
<b>Hide Excerpted Content</b> (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.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `excerpt`

**Macro body:** Accepts rich text.

```
{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:

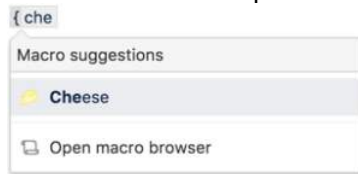
This text is hidden until you expand the section.

## Using the Expand Macro

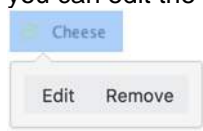
**To insert the Expand macro into a page using the macro browser:**

1. From the editor toolbar, choose **Insert**  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Title</b>	Click here to expand...	Defines the text that appears next to the expand/collapse icon.

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `expand`

**Macro body:** Accepts rich text.

```
{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.

### Do more with Confluence

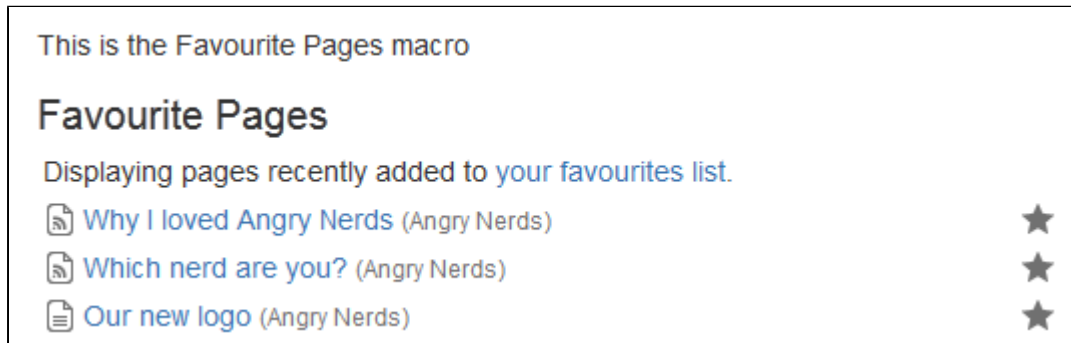
Extend Confluence with one of the hundreds of other macros in the [Atlassian Marketplace](#), such as:

- [Composition Tabs & Page Layouts](#): Toggle or expand the visible of portions of your pages with the Toggle and Cloak macro
- [Content Formatting for Confluence](#): Over 30 easy-to-use Confluence macros gives you the ability to create better, more engaging content

# Favorite Pages Macro

Use the Favorite Pages macro to list the pages you've [saved for later](#) on a Confluence page. You can also get to your saved pages from the Dashboard.

*Screenshot: The Favorite Pages Macro in Confluence*



## Using the Favorite Pages Macro

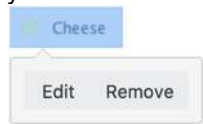
**To insert the favorite pages macro into a page using the Macro Browser:**

1. From the editor toolbar, choose **Insert** + **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



There are no parameters for this macro.

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `favpages`

**Macro body:** None.

```
{favpages}
```

# 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 [Upload Files](#).
- The captions below the images are drawn from the comments on the attachments. For information about adding comments to attachments, see [Upload 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**







## Using the Gallery macro

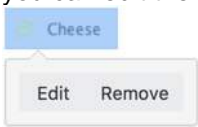
**To insert the Gallery macro onto a page:**

1. From the editor toolbar, choose **Insert** + > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Gallery Title</b> (title)	Nothing	Specify a title for your gallery.

<b>Number of Columns</b> (columns)	4	Specify the number of columns for your table.
<b>Images to Exclude</b> (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 recognized as 'my picture.png'.
<b>Include these Images Only</b> (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 recognized as 'my picture.png'.
<b>Exclude Images with these Labels</b> (exclude Label)	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 labeling the attachments, see <a href="#">Add, Remove and Search for Labels</a> .
<b>Include Images with these Labels Only</b> (include Label)	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 <b>all</b> the labels specified. (The match is an AND, not an OR.) For information on labeling the attachments, see <a href="#">Add, Remove and Search for Labels</a> .
<b>Use Images in these Pages</b> (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
<b>Sort Images By</b> (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 <b>Reverse Sort</b> parameter (see below). Options are: <ul style="list-style-type: none"> <li>• <b>name</b> – file name.</li> <li>• <b>comment</b> – comment linked to the attached file.</li> <li>• <b>date</b> – date/time last modified.</li> <li>• <b>size</b> – size of the attached file.</li> </ul>
<b>Reverse Sort</b> (reverse)	Off. Sort order is ascending	Used in combination with the <b>Sort Images By</b> parameter above. Use <b>Reverse Sort</b> to reverse the sort order, from ascending to descending.  Available values in storage format and wikimarkup: <ul style="list-style-type: none"> <li>• <code>true</code> – Sort order is descending.</li> <li>• <code>false</code> – Sort order is ascending.</li> </ul>

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)

#### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** gallery

**Macro body:** None.

```
{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, [undefined pages](#), and [RSS feeds](#) for new pages and blog posts.

*Screenshot: The Global Reports macro*



## Using the Global Reports Macro

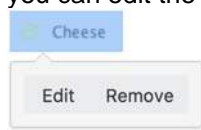
To add the Global Reports macro to a page:

1. From the editor toolbar, choose **Insert** + **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Width of Table (width)</b>	99%	Specify the width of the table in which the links are displayed, as a percentage of the window width.

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** global-reports

**Macro body:** None.

```
{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. From the editor toolbar, choose **Insert**  $+$   $-$  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>HTML Page's URL</b> ( <i>url</i> )	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  > **Manage apps**
2. Select **System** from the drop down and search for the **Confluence HTML Macros** system app.
3. Expand the listing 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

 **CONFSERVER-6567** - HTML Include macro should rewrite relative links to point to remote site

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** html-include

**Macro body:** None.

```
{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

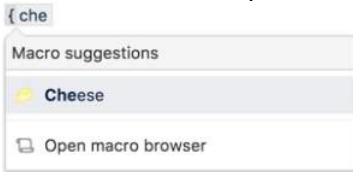
The HTML macro will only be available if it has been enabled by an administrator. **Enabling these macros can make your Confluence site vulnerable to [cross-site scripting attacks](#).**

## Using the HTML Macro

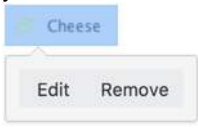
### To add the HTML macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



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  > **Manage apps**.
2. Select **System** from the drop down and search for the **Confluence HTML Macros** system app.
3. Expand the listing and enable the **html (html-xhtml)** module.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `html`

**Macro body:** Text, consisting of HTML code.



```
{html}<a href="http://www.atlassian.com">Click here</a> to see the <b>Atlassian</b> 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



### We ended support for this macro in Confluence 7.0

The macro no longer appears in the macro browser and can't be added to a page. Any macro already on a page will still work.

## 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 – <a href="#">AOL Instant Messenger</a> gtalk – <a href="#">Google Talk</a> icq – <a href="#">ICQ</a> jabber – <a href="#">Jabber</a> msn – <a href="#">MSN Instant Messenger</a> sametime – <a href="#">IBM Lotus Sametime</a> skype – <a href="#">Skype</a> . Note: Skype requires 'Show my status on the web' to be checked under 'Privacy' preferences skypeme – <a href="#">Skype</a> wildfire – <a href="#">Openfire Server</a> yahoo – <a href="#">Yahoo! Messenger</a>
Show User ID (showid)	Shows or hides the User ID of the contact.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** im

**Macro body:** None.


```
{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. Any changes to the original page are automatically reflected wherever it is included.

## Using the Include Page Macro

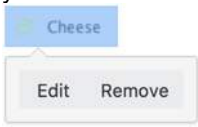
### To add the Include Page macro to a page:

1. From the editor toolbar, choose **Insert**  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Page to Include</b>	None	<p>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.</p> <p>Alternatively you can specify the page as follows:</p> <ul style="list-style-type: none"><li>• 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, <code>DOC:My page name</code>. The space key is case sensitive.</li><li>• To include a blog post, specify the date as well as the title of the blog post. For example: <code>/2010/12/01/My blog post</code>.</li><li>• You can include pages from personal spaces using <code>~username</code> as the space key, where 'username' is the person's username. For example, <code>~jsmith:My page name</code>.</li></ul>

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `include`

**Macro body:** None.

```
{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

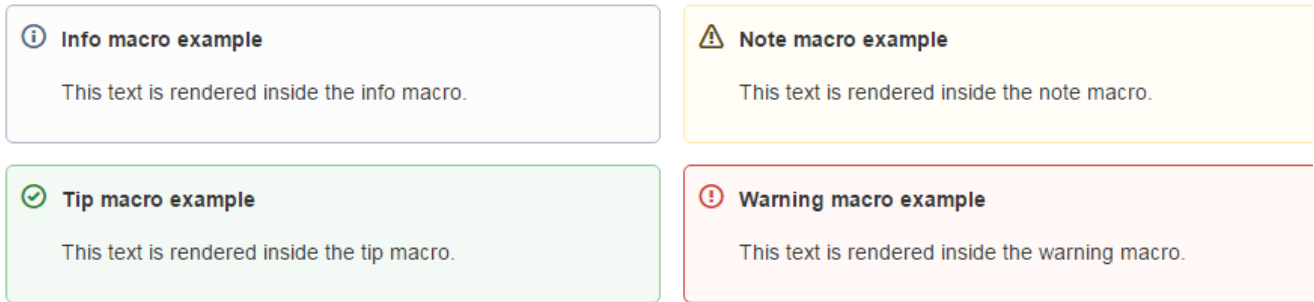
Start of sample page content

Lorem ipsum dolor sit amet, 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.

End of sample page content

# Info, Tip, Note, and Warning Macros

The Info, Tip, Note, and Warning macros allow you to highlight information on a Confluence page. They create a colored box surrounding your text, like this:




**Info macro example**  
This text is rendered inside the info macro.

**Note macro example**  
This text is rendered inside the note macro.

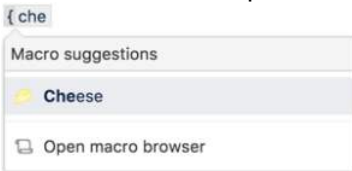
**Tip macro example**  
This text is rendered inside the tip macro.

**Warning macro example**  
This text is rendered inside the warning macro.

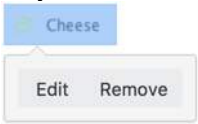
To add an Info, Tip, Note, or Warning Macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Optional Title</b> (title)	none	The title of the box. If specified, the title text will be displayed in bold next to the icon.
<b>Show information/tip/Exclamation Mark/Warning Icon</b> (icon)	true	If "false", the icon will not be displayed.

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `info/tip/note/warning`

**Macro body:** Accepts rich text.

```
{info:title=This is my title|icon=false}
This is important information.
{info}
```

# Jira Chart Macro

If your Confluence site is connected to a Jira application, you can display issues as charts on Confluence pages. You can connect Confluence to any Jira application, including Jira Software and Jira Service Desk.

Before you can use this macro, your Confluence and Jira applications must be connected via [Application Links](#). People viewing the page will see charts for publicly accessible issues. If your Jira application has restricted viewing (that is, people need permission to view issues) then they'll need to authenticate before seeing the charts. This macro is compatible with Jira 5.x and later.

## On this page:

- [Adding the Jira Chart macro to a page](#)
- [Pie chart](#)
- [Created vs Resolved chart](#)
- [Two Dimensional Chart](#)
- [Disabling the Jira Chart macro](#)
- [Notes](#)

## Adding the Jira Chart macro to a page

### To add a Jira chart to your page:

1. In the editor choose **Insert > Other macros > Jira Chart**.
2. Choose the type of report you want to create (for example Pie, Created vs Resolved)
3. Select your Jira server.  
If you have multiple Jira servers linked to Confluence the drop down will default to the primary application link.
4. Search for issues - you can enter the query in JQL or paste a Jira URL directly into the search field.
5. Choose **Preview** to generate the chart.
6. Choose **Display Options** to further control how your chart appears.
7. Choose **Insert**.

To find out more about searching for issues see [Displaying issues using JIRA Query Language \(JQL\)](#).

*Screenshot: The Jira Chart Macro in the macro browser*

The screenshot shows the 'Insert JIRA Chart' macro configuration window. On the left, there is a sidebar with 'Pie Chart' selected and the text 'More to come...'. The main area contains a search field with the query 'Project = 'CONF' AND fixVersion = '5.4'', a dropdown menu set to 'JAC', and a 'Preview' button. Below the search field is a pie chart with four segments: a large blue segment labeled 'Resolved = 19', a small green segment labeled 'Awaiting Merge = 1', a small red segment labeled 'Quality Review = 1', and a small yellow segment. Below the chart is a 'Display options' section with a 'Chart by' dropdown set to 'Status', a 'Width' input field set to '90%', and two checkboxes: 'Show border' and 'Show chart information'. At the bottom of the window are 'Select Macro', 'Insert', and 'Cancel' buttons.

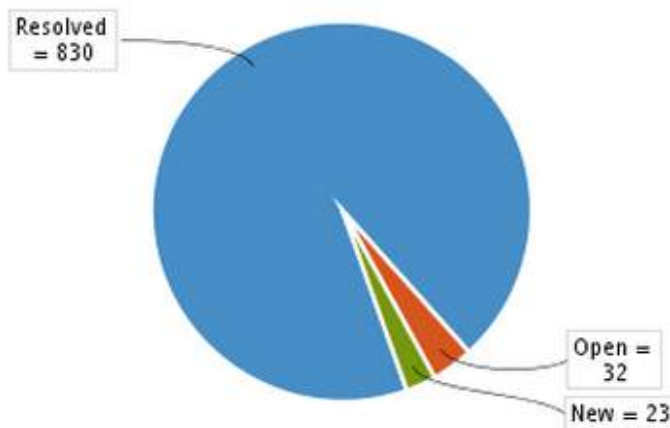
## Pie chart

Pie charts can be used to report on issue status, priority, assignee and more.



To further control how this chart appears on your page. Choose **Display options**:

- **Chart by** - select the field you want to segment the pie chart by such as:
  - Status
  - Fix version
  - Assignee name
  - Priority
  - Component
  - Issue type
- **Width** - define the total width of the chart area. You can enter values in pixels, percent or 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.

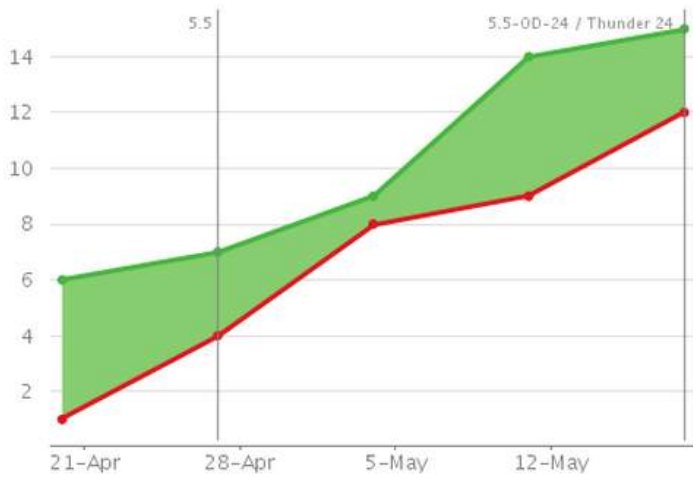


### Created vs Resolved chart

Created vs Resolved charts can be used to show the difference between the number of issues created versus the number of issues resolved over time.

To further control how this chart appears on your page choose **Display options**:

- **Period** - choose a time frame to report by (week, month, quarter etc).
- **Days previously** - the total number of days to report on (counting back from today).
- **Cumulative totals** - choose to progressively add totals or report individual values for each period.
- **Show unresolved trend** - add a subplot showing unresolved issues over time.
- **Show versions** - indicate version release dates as a vertical line on the chart.
- **Width** - define the total width of the chart area. Enter values in pixels, percent or 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.



### Two Dimensional Chart

Two Dimensional Charts can be used to show issue statistics in a matrix. You can configure the X and Y axes to display these issue fields:

- Status
- Priority
- Assignee
- Fix version
- Component
- Issue type.

For example you could use the chart to show issue types by status (as shown above).

To configure the chart axes choose **Display options**:

- **X Axis** - the issue field to display on the X axis (columns).
- **Y Axis** - the issue field to display on the Y axis (rows).
- **Rows to display** - the maximum number to display in the chart.

Issue Type	Status					
	OPEN	RESOLVED	CLOSED	TECHNICAL REVIEW	NEW	T:
🐛 Bug	13	121	41	1	0	176
🔧 Improvement	3	105	30	0	3	141
➕ New Feature	1	11	2	0	1	15
📄 Sub-task	0	169	430	0	0	599
<b>Total Unique Issues:</b>	<b>28</b>	<b>836</b>	<b>652</b>	<b>1</b>	<b>22</b>	<b>1539</b>

Showing 4 of 6 statistics. [Show more](#)  
[View in JIRA](#)

### Disabling the Jira Chart macro

The functionality is provided by a system app (plugin) called 'Jira Macros'. This is also used for the Jira Issues macro. To make the macro unavailable on your site, you can disable the app See [Disabling and enabling apps](#).

### 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 applications 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 will need to authenticate.

# Jira Issues Macro

If your Confluence site is connected to a Jira application, you can create and display Jira issues on Confluence pages. You can connect Confluence to any Jira application, including Jira Software and Jira Service Desk.

Before you can use this macro, your Confluence and Jira application 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:

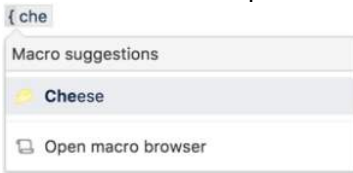
- Display a list of issues on your page, based on a [JIRA Query Language \(JQL\)](#) search, filter or URL.
- Display a single issue.
- Display a count of issues.
- Create new issues and display the issues on your page without leaving Confluence.

## Adding and updating the Jira Issues macro – an overview

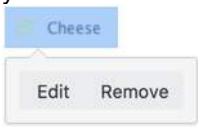
Quick guide to using the macro on a Confluence page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.




**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



*Screenshot: Example of Jira issues macro on a Confluence page*

Key	Summary	T	Updated ▾	P	Status	Resolution
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 issues on your page, based on the results of a search using JIRA Query Language (JQL).

JQL is a simple query language that is similar to SQL. 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 [Advanced searching](#) in the Jira Software documentation.

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 customize 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.*

**Display options**

Display as  Single issue  
Display the macro as a single issue.

Total issue count  
Display total number of issues as a link. E.g. [22 issues](#)

Table  
Customise your columns below.

Maximum issues   
Leave empty to get all issues.

Columns to display

Key x
Summary x
Issue Type x
Created x
Updated x
Due Date x
Assignee x
Reporter x
Priority x
Status x
Resolution x

## Displaying issues via a Jira URL

You can paste any of the following Jira application URLs into the Jira Issues macro. Confluence will immediately convert the URL to a JQL search.

- Any URL for an issue search or filter.
- A URL for a single issue.
- The URL of the XML view of a search.

**Auto-convert:** You can paste URLs 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 issue, or selected 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 issues you have visited recently. Select an issue and choose **Insert**.
- Or: Add the Jira issues macro to the page as described [above](#), and paste 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.

You can choose to show just the issue key, or the issue key and a summary. Select the macro placeholder and choose Show Summary or Hide Summary.

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*

### Insert JIRA Issue

**Search**

[Create New Issue](#)

[Recently Viewed](#)

Q

Search using any issue key, search URL, JIRA link, JQL or plain text

	Key	Summary
<input type="checkbox"/>	<input type="checkbox"/> CONF-31418	Error getting content from PDF document
<input checked="" type="checkbox"/>	<input type="checkbox"/> CONF-31417	Page Properties Report Macro should offer filters on specifi...
<input type="checkbox"/>	<input type="checkbox"/> CONF-31415	Special Characters Entered into Link Macro Causes Link to ...
<input checked="" type="checkbox"/>	<input type="checkbox"/> CONF-31414	Add Attachments Macro (and Tools->Attachments) plugin po...
<input type="checkbox"/>	<input type="checkbox"/> CONF-31413	Code Block Macro creates hyperlinks from URLs when set t...
<input type="checkbox"/>	<input type="checkbox"/> CONF-31411	Activity Stream gadget doesn't respect the Look and Feel s...
<input checked="" type="checkbox"/>	<input type="checkbox"/> CONF-31410	Editor: Control of the Insert pull-down menu
<input type="checkbox"/>	<input type="checkbox"/> CONF-31409	Use NoCookie directive in Multimedia Widgets for external c...
<input type="checkbox"/>	<input type="checkbox"/> CONF-31408	Merge Two Pages and Preserve the Incoming Links for Both

[^ Display options](#)

[Select Macro](#) Hint: type "Ctrl+Shift+J" in the editor to quickly access this dialog.

## 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 your Jira application.

*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 issue

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 create an issue and add it to your page:

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 your Jira application, to create the issue, then display the newly created issue on your 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 customization that is not supported by the Jira Issues macro. In this situation you will need to create the issue directly in your Jira application.

Configuring application links to display restricted issues

Before you can use this macro, your Confluence and Jira sites must be connected via [Application Links](#).

If the Jira site allows anonymous users to view issues, you must configure an application link, but there's no need to configure any incoming or outgoing authentication between the Jira application and Confluence. People viewing the Confluence page will see the publicly accessible issues.

If your Jira site has restricted viewing, or if some projects or issues are restricted to viewing by certain people, then people will be prompted to **Log in & Approve** before seeing the restricted issues.

Rendering HTML from Jira applications

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 <ul style="list-style-type: none"> <li>• the description</li> <li>• of my issue</li> </ul>

If there is no application link between Jira and Confluence, the description will appear in the Jira issues macro like this:

Description
<pre>&lt;p&gt;This is&lt;ul&gt;&lt;li&gt;the description&lt;/li&gt;&lt;li&gt;of my issue&lt;/li&gt;&lt;/ul&gt;&lt;/p&gt;</pre>

Disabling the Jira Issues macro

The functionality is provided by a system app called 'Jira Macros'. To make the macro unavailable on your site, you can disable the app. See [Disabling and enabling apps](#).

Notes

**HTTPS:** The Jira Issues macro can access a Jira application running under SSL provided the Confluence server is configured to accept the Jira SSL certificate. See [Connecting to LDAP or Jira applications 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`.



**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** jiraissues

**Macro body:** None.

This example uses a Jira filter.

```
{jiraissues:anonymous=true|url=https://jira.atlassian.com/issues/?filter=41225}
```

A number of additional parameters that are not available via the macro browser are available in storage format and wiki markup.

Parameter name	Required	Default	Parameter description and accepted values
anonymous	No	false	<p>If this parameter is set to 'true', your Jira application will return only the issues which allow unrestricted viewing. That is, the issues which are visible to anonymous viewers. If this parameter is omitted or set to 'false', then the results depend on how your administrator has configured the communication between the Jira application and Confluence. By default, Confluence will show only the issues which the user is authorized to view.</p> <p><b>Note:</b> This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The macro browser does not offer this parameter.</p>
baseurl	No	The value of the 'url' parameter	<p>If you specify a 'baseurl', then the link in the header, pointing to your Jira application, 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.</p>

columns	No	<p>By default, the following columns are shown:</p> <ul style="list-style-type: none"> <li>• type</li> <li>• key</li> <li>• summary</li> <li>• assignee</li> <li>• reporter</li> <li>• priority</li> <li>• status</li> <li>• resolution</li> <li>• created</li> <li>• updated</li> <li>• due</li> </ul>	<p>A list of Jira column names, separated by semi-colons (;). You can include many columns recognized by your Jira application, including custom columns.</p> <p>Some columns, such as those that need to be calculated by Jira like 'work ratio' or 'time to resolution', can't be viewed in Confluence.</p>
count	No	false	<p>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.</p>
cache	No	on	<p>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'.)</p> <p><b>Note:</b> This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The macro browser does not offer this parameter.</p>
height	No	480 (if render mode is dynamic)	<p>The height in pixels of the table displaying the issues. Note that this height specification is ignored in the following situations:</p> <ul style="list-style-type: none"> <li>• If the 'renderMode' parameter (see below) is set to 'static'.</li> <li>• When the issues are displayed in a PDF or Word document, in an email message or in an RSS feed.</li> </ul> <p><b>Note:</b> This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The macro browser does not offer this parameter.</p>

renderMode	No	static	<p>If the value is 'dynamic', the Jira Issues macro offers an interactive display which people can manipulate as follows:</p> <ul style="list-style-type: none"> <li>• Click the column headers to sort the output.</li> <li>• Drag and drop the columns into a different order.</li> <li>• Temporarily remove a column from the display.</li> <li>• View a page of issues at a time, for faster response times.</li> </ul> <p>A value of 'static' will disable the dynamic display features.</p> <p><b>Note:</b> This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The macro browser does not offer this parameter.</p>
title	No	Jira Issues	<p>You can customize the title text at the top of the 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.</p> <p><b>Note:</b> This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The macro browser does not offer this parameter.</p>
url	Yes	none	<p>The URL of the XML view of your selected issues.</p> <p><b>Note:</b> If the URL in the 'url' parameter does not contain a <code>tempMax</code> argument, then the value of <code>tempMax</code> 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.</p>
width	No	100%	<p>The width of the table displaying the issues. Can be entered as a percentage (%) or in pixels (px).</p> <p><b>Note:</b> This parameter is available only if you insert the macro via wiki markup or by editing the storage format of the page. The macro browser does not offer this parameter.</p>

 **Do more with Confluence and Jira**

Take displaying Jira issues to the next level, with these apps on the [Atlassian Marketplace](#):


- [Issue Macro from Jira to Confluence](#): customize the look of a single Jira Issue report or generate a well-formatted filter report
- [Issues Forms for Confluence](#): Create and display Jira issues/tickets on Confluence pages

# Labels List Macro

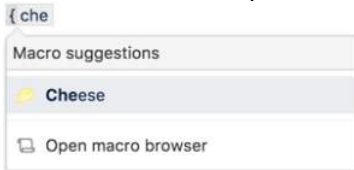
The Labels List macro displays a list of all labels within the current space. Each label in the list links to a page that displays all pages in the current space that contain that label.

## Using the Labels List macro

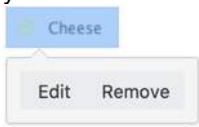
### To add the Labels List macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Restrict to this Space Key</b> ( <i>spaceKey</i> )	No	Current space	The key of the space whose labels you want to display.
<b>Excluded label(s)</b> ( <i>excludedLabels</i> )	No	Blank	The labels that you do not want to appear in the list.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** listlabels

**Macro body:** None.


```
{listlabels:spaceKey=DOC}
```

# Livesearch Macro

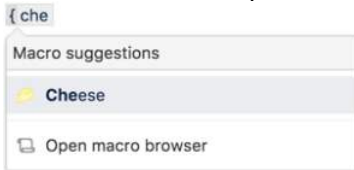
The Livesearch macro allows you to add a search box to a Confluence page. When users enter a search term into the search box, Confluence will dynamically display matching results as they type.

## Using the Livesearch macro

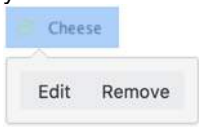
### To add the Livesearch macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Restrict to this Space Key</b> ( <i>spaceKey</i> )	all spaces	Specify a space key to limit the search to the given space. Case-sensitive.  Alternatively, use @self to restrict the search to the current space.
<b>Restrict to label(s)</b> ( <i>labels</i> )		Specify labels to limit the search to content with that label. If unspecified will search all content regardless of label.
<b>Size</b> ( <i>size</i> )	medium	Choose a medium or large search field size.
<b>Placeholder text</b> ( <i>placeholder</i> )		Specify the placeholder text to appear in the search field, for example 'Search this space'
<b>Type</b> ( <i>type</i> )	all	Specify the content types to be included in the search - choose from pages, blogs, comments, space descriptions, or all content types.
<b>Additional</b> ( <i>additional</i> )	space name	Display the space name, a page excerpt or nothing under the search result.

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** livesearch

**Macro body:** None.

```
{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

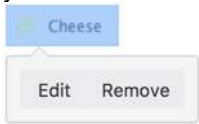
### To add the Loremipsum macro to a page:

1. From the editor toolbar, choose **Insert**  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Number of Paragraphs</b>	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.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** loremipsum

**Macro body:** None.

```
{loremipsum:2}
```




# Multimedia Macro

Use the multimedia macro to embed attached video, animation, and other multimedia files to your page. The macro uses the HTML5 `<video>` tag, so the type of video your page viewers can see depends on the video formats their browser supports with the HTML5 `<video>` tag. For example, Quicktime videos (.mov or .qt) can only be viewed in Safari, as that file type is not supported by other browsers.

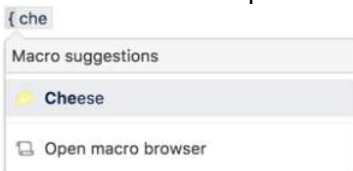
**i** If you want to display online multimedia content, like YouTube and Vimeo videos, take a look at the [Wid get Connector Macro](#).

The [file preview](#) also supports MP3 audio and MP4 video files. This is handy when you want to play a video in a larger format.

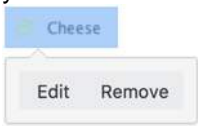
## To add the Multimedia macro to your page:

1. From the editor toolbar, choose **Insert**  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Page name</b> (page)	No	Current page	The 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)
<b>File*</b> (name)	Yes	None	File name of the attached multimedia file.
<b>Width</b>	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.

<b>Height</b>	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.
<b>Autoplay</b> (autostart)	No	false	If the parameter is set to <code>true</code> then the video or audio file will start playing as soon as the page is loaded. If this option is set to <code>false</code> then the file will not play until the user clicks the icon or image on the page.

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `multimedia`

**Macro body:** None.


```
{multimedia:space=DOC|page=My macros|name=ninjas.swf|autostart=true}
```

# Navigation Map Macro

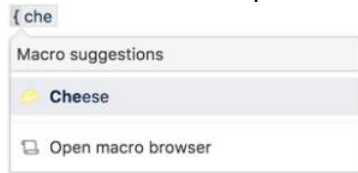
The Navigation Map macro displays a navigable map of the pages tagged with a given label.

## Using the Navigation Map Macro

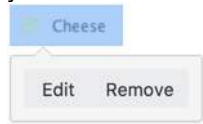
### To add the Navigation Map macro to a page:

1. From the editor toolbar, choose **Insert**  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Label</b>	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.
<b>Map Title</b> (title)	none	Specify a title for the navigation map.
<b>Number of Cells Per Row</b>  (wrapAfter)	5	Specify the number of cells in a row
<b>Cell Width (Pixels)</b> (cellwidth)	90	Specify the cell width (enter a number only, don't include px)
<b>Cell Height (Pixels)</b> (cellheight)	60	Specify the cell height (enter a number only, don't include px)

<p><b>Navigation Map Theme (theme)</b></p>	<p>Confluence</p>	<p>Define a theme for the navmap (Server only).</p> <p>If you want to create your own navmap 'look and feel' (for example, one with rounded corners), you need to add a customized navmap macro theme file to the <code>WEB-INF/classes/com/atlassian/confluence/plugins/macros/advanced</code> directory. The file name convention to use is <code>navmap-mytheme.vm</code>. Use the name of your choice for the <code>mytheme</code> part of the file name, which is also the value you use for this parameter. Hence, if your theme was called <code>navmap-roundededges.vm</code>, use the value of <code>roundededges</code> for this parameter.</p>
--	-------------------	---

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** navmap

**Macro body:** None.

```
{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

**⚠ We ended support for this macro in Confluence 7.0**  
The macro no longer appears in the macro browser and can't be added to a page.  
Any macro already on a page will still work.

## 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
<b>Username</b>	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.
<b>Mode</b>	<b>following</b>	Determines which users are listed, with respect to the specified user: <ul style="list-style-type: none"><li>• <b>following</b> – those who the user is following.</li><li>• <b>followers</b> – those who are following the user.</li></ul> This parameter is unnamed in storage format and wikimarkup.
<b>Theme</b>	<b>full</b>	Determines how the user's network is displayed: <ul style="list-style-type: none"><li>• <b>full</b> – shows a large version of user's profile pictures and, if the <b>following</b> mode is set, provides an entry field function to follow more users.</li><li>• <b>tiny</b> – shows only the small version of user's profile pictures.</li></ul>
<b>Maximum Results</b> ( <b>max</b> )	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 <b>Show All</b> link is provided. This link leads to the specified user's <a href="#">Network view</a> , showing the complete list of network interactions.

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** network

**Macro body:** None.

```
{network:followers|username=admin|max=10|theme=full}
```

## Disabling the Network macro


The Network macro is provided by the 'network' module in the 'Profile Macros' system app (plugin). To remove the macro from your site, you can disable this module. See [Disabling and enabling apps](#).

# Noformat Macro

The Noformat macro displays a block of text in monospace font with no other formatting.

## Using the Noformat Macro

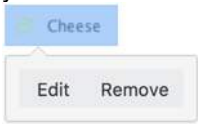
### To add the Noformat macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



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
<b>No Panel</b> ( <code>nopanel</code> )	False	Removes the panel around the content.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `noformat`

**Macro body:** Accepts plain text.

```
{noformat:nopanel=true}http://www.example.com{noformat}
```

# 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](#).

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** viewxls

**Macro body:** None.

```
{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](#).

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** viewppt

**Macro body:** None.

```
{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](#).

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** viewdoc

**Macro body:** None.

```
{viewdoc:page=Docs|name=My document.doc}
```

# Page Index Macro

The Page Index macro creates an alphabetical index of all pages in the current space.

The top section provides the total number of pages in the space, followed by a count of pages for each letter. Click any letter to jump to the bottom section, which lists all the pages in the space alphabetically. The first few lines of each page will be included if there are less than 200 pages in the space.

**i** The Page Index macro can be quite memory hungry in large spaces. To prevent it causing out of memory errors in your site, we don't show page excerpts when there are more than 200 pages in the space, and don't list any pages if there are more than 5000 in the space.

This limit is configurable. System Administrators can use the `page.index.macro.max.pages` system property to reduce the number of pages displayed.


*Screenshot: Page Index macro (partial view)*

## Space Index


**Total number of pages: 9**

<a href="#">0-9 ... 1</a>	<a href="#">A ... 1</a>	<a href="#">B ... 1</a>	<a href="#">C ... 1</a>	<a href="#">D ... 0</a>	<a href="#">E ... 0</a>
<a href="#">F ... 0</a>	<a href="#">G ... 1</a>	<a href="#">H ... 0</a>	<a href="#">I ... 1</a>	<a href="#">J ... 0</a>	<a href="#">K ... 0</a>
<a href="#">L ... 0</a>	<a href="#">M ... 0</a>	<a href="#">N ... 0</a>	<a href="#">O ... 1</a>	<a href="#">P ... 0</a>	<a href="#">Q ... 0</a>
<a href="#">R ... 0</a>	<a href="#">S ... 1</a>	<a href="#">T ... 1</a>	<a href="#">U ... 0</a>	<a href="#">V ... 0</a>	<a href="#">W ... 0</a>
<a href="#">X ... 0</a>	<a href="#">Y ... 0</a>	<a href="#">Z ... 0</a>	<a href="#">!@\$ ... 0</a>		

### 0-9

 [25 reasons people like Confluence](#)  
Integration with JIRA Great product Its a wiki User experience design


### A

 [Angry Nerds Home](#)  
Welcome to Angry Nerds, a sample Confluence space. We think you're gonna like it here!

### B

 [Blog ideas](#)  
Do users need to be told left side / right side of screen Macros and what you can do with them

### C


 [Confluence hints and tips](#)  
What hints and tips do you share with other Confluence users?

### D

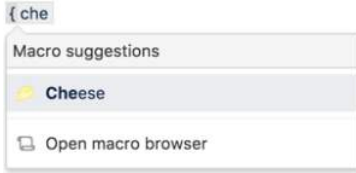
### E

Using the Page Index macro

**To add the Page Index macro to a page:**

1. From the editor toolbar, choose **Insert**  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



This macro accepts no parameters.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** index

**Macro body:** None.

```
{index}
```

# Page Properties Macro

The Page Properties and Page Properties Report macro work together to show summary information from one page on another page. You can see examples of these two macros in action in the [Decisions](#) and [Product Requirements](#) blueprints.

## Adding the Page Properties macro to a page

The Page Properties macro uses key/value pairs.

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
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'll need to specify this label in the page properties report macro)
6. Save your page

### On this page:

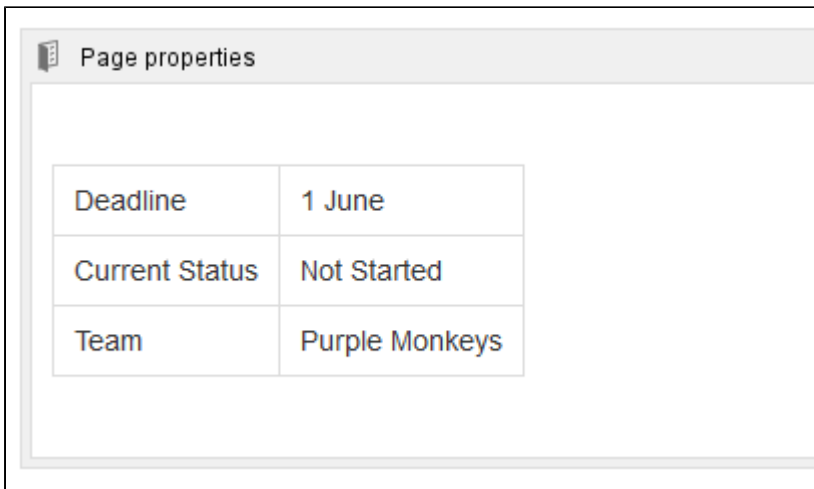
- [Adding the Page Properties macro to a page](#)
- [Using multiple Page Properties macros on one page](#)
- [Parameters](#)

### Related pages:

- [Page Properties Report Macro](#)
- [Decisions Blueprint](#)
- [Product Requirements Blueprint](#)

Next you need to add the [Page Properties Report macro](#) to another page.

Here's an example of the Page Properties macro in the editor. Deadline, Current Status, and Team will be column headings in the report.



Page properties	
Deadline	1 June
Current Status	Not Started
Team	Purple Monkeys

Here's what the example above will look like in the Page Properties Report.

Title	Current status	Deadline	Team
<a href="#">Project DEF</a>	Not started	1 June	Purple Monkeys
<a href="#">Project ABC</a>	In Progress	15 November	Green Parrots

You can also set up the Page Properties macro horizontally. To do this:

- Create a two *row* rather than two *column* table, and ensure the first row has the heading row style applied.
- List your keys in the first row, and values in the second row.



The Page Properties Report Macro will be able to pull this information accurately even if you're using the Page Properties Macro vertically elsewhere.

### 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:

1. Add a label to the page containing the Page Properties macros
2. Specify this label in the Page Properties Report macro

To show the contents of **selected** Page Properties macros in the report:

1. Add a label to the page containing the Page Properties macros
2. Specify an ID in the Page Properties macro that you want to report on
3. 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.

 See the Page Properties macro in action in [How to document product requirements in Confluence](#). This powerful macro lets you create a summary page that pulls in information from multiple pages.

### 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
<b>Page Properties ID</b>	(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.
<b>Hidden</b>	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.

### Notes

- You can't use macros in the left column as the data in this column is used to populate the column headings in your Page Properties Report macro.
- It is not possible to reference the metadata using the metadata key from within the page, or anywhere else on a Confluence page.

- There is a known issue where the Page Properties Report macro does not correctly display content from multiple Page Properties macros. See [CONFSERVER-34144](#) CLOSED for more information.

# 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 **Labels** you want to report on - this is the label added to pages containing the Page Properties macro.
3. Further narrow down your search by adding more fields, or specifying a Page Properties ID (more info on this below)
4. Choose **Insert**.

### On this page:

- [Adding the Page Properties Report macro to a page](#)
- [Reporting on specific Page Properties macros](#)
- [CQL fields](#)
- [Macro display options](#)
- [Troubleshooting](#)

### Related pages:

- [Page Properties Macro](#)
- [Decisions Blueprint](#)
- [Product Requirements Blueprint](#)

Here's how the macro looks on your page:

Title	Current status	Deadline	Team
<a href="#">Project DEF</a>	Not started	1 June	Purple Monkeys
<a href="#">Project ABC</a>	In Progress	15 November	Green Parrots

And here's how you would set it up in the macro browser:



Insert 'Page properties report' Macro
He

Label \*

project x
current x

In space

Current space x

[Add a field](#)

**Options** [Show](#)

[Preview](#)

Title	Current status	Deadline	Team
Project DEF	Not started	1 June	Purple Monkeys
Project ABC	In Progress	15 November	Green Parrots

Select macro

## Reporting on specific Page Properties macros

It's possible to 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:

- **Selected Page Properties macros** in the report - specify the label for the page and the ID of the particular Page Properties macro (under Options)
- **All Page Properties macros** in the report - specify just the label for the page - leave the Page Properties ID field blank.

**Note:** The Page Properties Report macro can only accept **one** ID.

## CQL fields

CQL (Confluence Query Language) is a query language developed for Confluence, which you can use in some macros and the Confluence search. Confluence search and CQL-powered macros allow you to add filters to build up a search query, adding as many filters as you need to narrow down the search results.

Use the **Add a filter** link to add more filters to your query.

- For an OR search, specify multiple values in the same field. So to show pages with 'label-a', 'label-b' or both you'd put 'label-a' and 'label-b' in the same Label field, like this:

Label \*

label-a x
label-b x

- For an AND search, add more than one filter and specify a single value in each. To show only pages with label-a and label-b you'd put 'label-a' in one label field, then add a second Label field to the macro, and put 'label-b' in the second one, like this:



Put simply, OR values are entered in the same filter, AND values are entered in different filter. Only some filters support the AND operator, you won't be able to add that filter more than once.

- For a NOT search, enter a minus sign (-) before the label. This'll exclude everything with that label.

You can use the following CQL filters to build your query:

Filter	Description	Operators
<b>Label*</b>	Include pages, blog posts or attachments with these labels.	OR (multiple values in the same filter) AND (multiple Label filters)
<b>With ancestor</b>	Include pages that are children of this page. This allows you to restrict the macro to a single page tree.	OR (multiple values in the same filter)
<b>Contributor**</b>	Include pages or blog posts that were created or edited by these people.	OR (multiple values in the same filter)
<b>Creator</b>	Include items created by these people.	OR (multiple values in the same filter)
<b>Mentioning user</b>	Include pages and blog posts that @mention these people.	OR (multiple values in the same filter)
<b>With parent</b>	Include only direct children of this page (further sub-pages won't be included)	EQUALS (one page only)
<b>In space**</b>	Include items from these spaces.	OR (multiple values in the same filter)
<b>Including text**</b>	Include items that contain this text.	CONTAINS (single word or phrase)
<b>With title</b>	Include items that contain this text in the title.	CONTAINS (single word or phrase)
<b>Of type**</b>	Include only pages, blogs or attachments.	OR (multiple values in the same filter)

\* This field is required in CQL-powered macros.

\*\* You can add these filters in CQL-powered macros but in search they're part of the standard search filters, so they don't appear in the **Add a filter** menu.

### Macro display options

These options control how the macro appears on your page.

Parameter	Default	Description
<b>Page Properties ID</b>	Blank	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.
<b>Title column heading</b>	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'.
<b>Columns to show</b>		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
<b>Number of items to display</b>	30	Number of items to display in the table before displaying pagination options for additional items.
<b>Sort by</b>	Modified	Sort the table by a specific column heading. Enter the column name, exactly as it appears in the corresponding Page Properties macro.  Select the <b>Reverse Sort</b> check box to sort the table in reverse order.
<b>Show Comments Count</b>	No	Displays the number of comments for each page in the table.
<b>Show Likes Count</b>	No	Displays the number of likes for each page in the table.

## Troubleshooting

If your report is empty, check:


- You have entered the label correctly and that the label does appear on pages containing a Page Properties macro.
- The [Page Properties macros](#) on each page are configured correctly.
- Any other fields you have specified have not narrowed your search too far (for example there are no pages with that label under the Parent page you've specified).

# 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.

## Using the Page Tree Macro

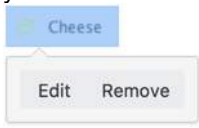
### To add the Page Tree macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



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
<b>Root Page</b> ( <i>root</i> )	The home page of the space	<p>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 <i>not</i> include the root page itself.</p> <p>Specify the page title or a special value as follows:</p> <ul style="list-style-type: none"><li>• 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 <i>not</i> include the specified root page itself.</li><li>• '@home' — will include all pages under the home page of the space (default).</li><li>• '@self' — will include all pages under the current page.</li><li>• '@parent' — will include all pages under the parent of the current page, including the current page.</li><li>• '@none' — will include all pages in the space, including orphaned pages and the home page.</li></ul>

<b>Sort Pages By (sort)</b>	<b>position</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• <b>bitwise</b> — sort alphabetically, for example: title1, title10, title2.</li> <li>• <b>creation</b> — sort by date of creation.</li> <li>• <b>modified</b> — sort by order of date last modified.</li> <li>• <b>natural</b> — sort in 'natural' alphabetical order, for example: title1, title2, title10.</li> <li>• <b>position</b> — 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.</li> </ul>
<b>Include Excerpts in Page Tree (excerpt)</b>	false	Select if you want the page tree to show excerpts from each page. The excerpts must be defined on each page by the <a href="#">Excerpt macro</a> .
<b>Reverse Order (reverse)</b>	false	Select to show the pages in reverse (descending) natural order. Must be used in combination with the <b>Sort Pages By</b> parameter.
<b>Include Search Box above Page Tree (searchBox)</b>	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.
<b>Show Expand /Collapse Links (expandCollapseAll)</b>	false	<p>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.</p> <p>Available values in wikimarkup and storage format:</p> <ul style="list-style-type: none"> <li>• <code>true</code> – Show the 'expand all' and 'collapse all' options.</li> <li>• <code>false</code> – Do not show the options.</li> </ul>
<b>Start Depth (startDepth)</b>	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.

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** pagetree

**Macro body:** None.

```
{pagetree:root=Page
Name|sort=natural|excerpt=true|reverse=false|startDepth=3|expandCollapseAll=true|searchBox=true}
```


# 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.

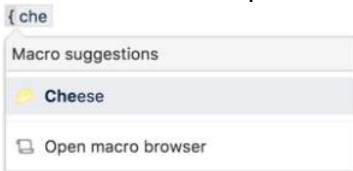
You can also add a search box as part of a dynamic page tree, which looks like a table of contents. See the [Page Tree macro](#) .

## Using the Page Tree Search macro

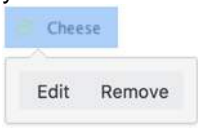
### To add the Page Tree Search macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Name of Root Page (root)</b>	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. <b>Note:</b> 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.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** pagetreesearch

**Macro body:** None.

```
{pagetreesearch:root=My page name}
```

# Panel Macro


The Panel macro displays a block of text within a customizable panel, like this:



**Handy hint:** You can use panels within [columns](#), in table cells and in the sections defined by page layouts.

## Using the Panel macro

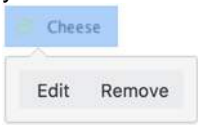
### To add the Panel macro to a page:

1. From the editor toolbar, choose **Insert**  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Panel Title</b> ( <code>title</code> )	none	The title of the panel. If specified, this title will be displayed in its own title row.
<b>Border Style</b> ( <code>borderStyle</code> )	solid	The style of the panel's border. Accepted values are <code>solid</code> , <code>dashed</code> and other valid CSS border styles.
<b>Border Color</b> ( <code>borderColor</code> )		The color of the panel's border. Colors can be specified as HTML color names or hexadecimal codes.
<b>Border Pixel Width (Value Only)</b> ( <code>borderWidth</code> )		The width of the panel's border (in pixels).
<b>Background Color</b> ( <code>bgColor</code> )		The background color of the panel. Colors can be specified as HTML color names or hexadecimal codes.

<b>Title Background Color</b> (titleBGColor)		The background color of the title row of the panel. Colors can be specified as HTML color names or hexadecimal codes.
<b>Title Text Color</b> (titleColor)		The color of the text in the title row of the panel. Colors can be specified as HTML color names or hexadecimal codes.

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** panel

**Macro body:** Accepts rich text.

```
{panel:title=My  
title|borderStyle=dashed|borderColor=blue|titleBGColor=#00a400|titleColor=white|bgColor=#72bc72}  
A formatted panel  
{panel}
```

**Do more in Confluence**

To further customize panels, check out these apps on the [Atlassian Marketplace](#):

- [Panelbox](#): Create a set of designed panelboxes to display identical topics in the same style, keeping your pages clear and easy to read
- [Panels](#): Make your intranet more interactive with a customizable panels



# 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](#).

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `viewpdf`

**Macro body:** None.


```
{viewpdf:page=Docs|name=My document.pdf}
```

# Popular Labels Macro

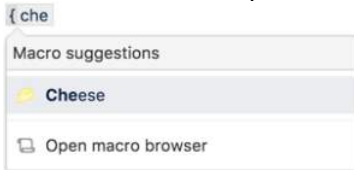
The Popular Labels macro displays the most popular labels used throughout your Confluence site or within a space. A popular label is a label that has been added to many pages.

## Using the Popular Labels Macro

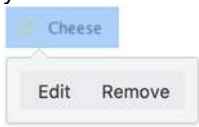
### To add the Popular Labels macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Number of Labels to Display</b> ( <i>count</i> )	100	Specifies the total number of labels to display in the heatmap.
<b>Restrict Labels to this Space Key</b> ( <i>spaceKey</i> )	none	Restricts the list of popular labels to the specified space.
<b>Style of Labels</b> ( <i>style</i> )	list	<ul style="list-style-type: none"><li>• <b>list</b> – displays the popular labels as a bulleted list, ordered by popularity (highest first).</li><li>• <b>heatmap</b> – displays the popular labels using different font sizes for each label depending on the label's popularity, ordered by label names.</li></ul>

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `popular-labels`

**Macro body:** None.

```
{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 > Other Macros**
2. Find and select the 'Profile picture' macro
3. Search for and select the user and choose **Save**

**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](#).

### Wiki markup

Wiki markup is not available for this macro. You cannot add this macro via wiki markup.

✔ Here's an example of how to use the Profile Picture macro: [How to build a release planning page in Confluence](#).




# Recently Updated Dashboard Macro

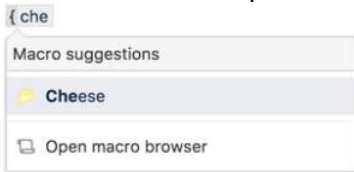
The Recently Updated Dashboard macro displays a list of the most recently changed pages, blogs and files in your site. It is similar to the [Recently Updated macro](#) but with tabs to allow you to see all updates, updates from your favorite spaces or updates from your network (the people you follow).

## Using the Recently Updated Dashboard macro

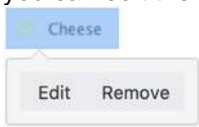
### To add the Recently Updated Dashboard macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Space(s)</b> (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.  Use '*' for all spaces.
<b>Include these Content Types Only</b> (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.
<b>Label(s)</b> (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. <i>Note:</i> If there are <b>no</b> pages matching any of the specified labels, then Confluence will ignore the labels and will list all recently updated pages.
<b>User(s)</b> (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.

<b>Width of Table (width)</b>	100%	Specify the width of the macro display, as a percentage of the window width.
<b>Show User Profile Pictures (showProfilePic)</b>	false	Select whether profile pictures of the users who updated the content are displayed.

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `recently-updated-dashboard`

**Macro body:** None.


```
{recently-updated-dashboard:spaces=ds|users=admin|width=50%|showProfilePic=true|labels=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

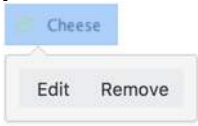
### To add the Recently Updated macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Author(s) by username (author)</b>	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.

<p><b>Space(s)</b> <b>(spaces)</b></p>	<p>@self</p> <p>That is, the space which contains the page on which the macro is used</p>	<p>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.</p> <p>You can specify one or more space keys, separated by a comma or a space.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• To indicate that the results <b>must</b> 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.)</li> </ul> <p>Special values:</p> <ul style="list-style-type: none"> <li>• @self — The current space.</li> <li>• @personal — All <a href="#">personal</a> spaces.</li> <li>• @global — All <a href="#">site</a> spaces.</li> <li>• @favorite — The spaces you have marked as <a href="#">favorite</a>.</li> <li>• @favourite — The same as @favorite above.</li> <li>• @all — All spaces in your Confluence site.</li> <li>• * — The same as @all above.</li> </ul> <p>When specifying a personal space, remember to use the tilde (~) sign in front of the username, such as ~jbloggs or ~jbloggs@example.com.</p>
<p><b>Label(s)</b> <b>(labels)</b></p>	<p>None specified i. e. display all content</p>	<p>Filter the results by label. The macro will display only the pages etc which are tagged with the label(s) you specify here.</p> <p>You can specify one or more label values, separated by a comma or a space.</p> <ul style="list-style-type: none"> <li>• 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 labeled with 'badpage'.</li> <li>• To indicate that the results <b>must</b> 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'.</li> </ul> <p>The labels parameter only applies to the <code>page</code> and <code>blog</code> content types.</p>
<p><b>Width of Table</b> <b>(width)</b></p>	<p>100%</p>	<p>Specify the width of the macro display, as a percentage of the window width.</p>



<p><b>Include these Content Types Only</b> (<code>types</code>)</p>	<p>All types</p>	<p>This parameter allows you to filter content by content type. The macro will display only the content of the type you specify here.</p> <p>You can specify one or more types, separated by a comma or a space.</p> <p>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 <code>-blogpost</code> you will get pages and all other content except for blog posts.</p> <p>Available values:</p> <ul style="list-style-type: none"> <li>• <code>page</code> — <a href="#">Pages</a>.</li> <li>• <code>blogpost</code> or <code>news</code> — <a href="#">Blog posts</a>, also known as news items.</li> <li>• <code>comment</code> — <a href="#">Comments</a> on pages and blog posts.</li> <li>• <code>attachment</code> — <a href="#">Attachments</a>.</li> </ul>
<p><b>Maximum Number of Results</b> (<code>max</code>)</p>	<p>15</p>	<p>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 <a href="#">here</a>.</p>
<p><b>theme</b> (<code>theme</code>)</p>	<p><code>concise</code></p>	<p>Choose the appearance of this macro:</p> <ul style="list-style-type: none"> <li>• <code>concise</code> — 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.</li> <li>• <code>social</code> — 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.</li> <li>• <code>sidebar</code> — 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.</li> </ul>
<p><b>Show User Profile Pictures</b> (<code>showProfilePic</code>)</p>	<p><code>false</code></p>	<p>Specify <code>showProfilePic=true</code> to display the profile pictures of the users who updated the content.</p>
<p><b>Hide Title</b> (<code>hideHeading</code>)</p>	<p><code>False</code></p>	<p>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.</p> <p>Accepted values:</p> <ul style="list-style-type: none"> <li>• <code>true</code> – Title is hidden.</li> <li>• <code>false</code> – Title is shown.</li> </ul>

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](#).

Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** recently-updated

**Macro body:** None.


```
{recently-updated:spaces=ds|author=admin|max=10|hideHeading=true|width=50%  
|theme=sidebar|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

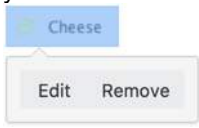
### To add the Recently Used Labels macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Number of Labels to Display</b> ( <i>count</i> )	10	Specifies the total number of labels to display in the list.
<b>Scope for Retrieving Labels</b> ( <i>scope</i> )	global	Specifies the scope of labels to be displayed in the list. Valid values include: <ul style="list-style-type: none"><li>• <b>global</b> — covers all site spaces (non-personal) in the Confluence installation.</li><li>• <b>space</b> — the current space.</li><li>• <b>personal</b> — your own personal space.</li></ul>
<b>List Style</b> ( <i>style</i> )	list	<ul style="list-style-type: none"><li>• <b>list</b> — displays the list of labels horizontally.</li><li>• <b>table</b> — includes additional information such as the page to which the label was added and the user who added it.</li></ul>
<b>Table Title</b> ( <i>title</i> )	none	Adds a title to the top of the list in table style. Titles are only visible when the <b>List Style</b> parameter has been set to <b>table</b> .

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** recently-used-labels

**Macro body:** None.


```
{recently-used-labels:title=My title|scope=space|style=table|count=20}
```

# Related Labels Macro

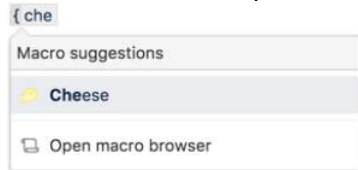
The Related Labels macro lists all labels from every page which has one or more labels in common with the current page.

## Using the Related Labels Macro

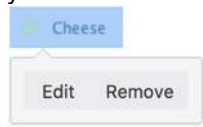
### To add the Related Labels macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Restrict to these Labels</b> ( <i>labels</i> )	none	Specify the labels for which you want to view related labels. For example, <code>documentation,my:stuff</code> .

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `related-labels`

**Macro body:** None.

```
{related-labels:labels=choc,cake}
```

# Roadmap Planner Macro

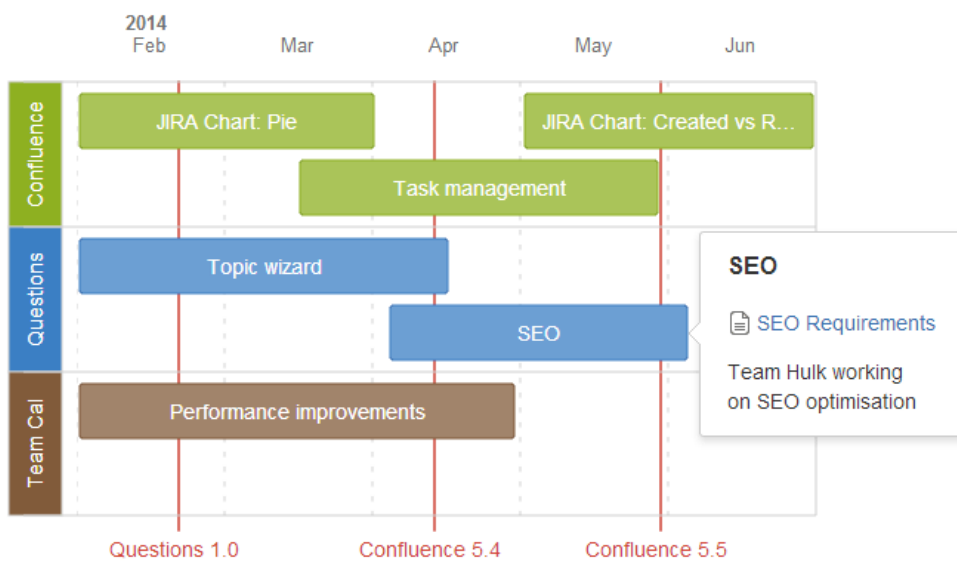
Create simple, visual timelines that are useful for planning projects, software releases and much more with the Roadmap macro.

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 or weeks.

You can provide more information about items on your roadmap by linking a bar to a page.

Here's how it appears on a page:

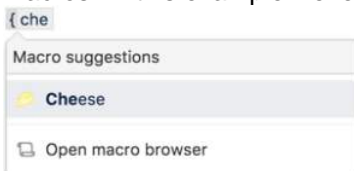


## Adding the Roadmap macro

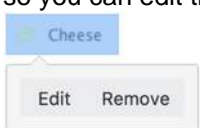
To add the Roadmap macro to a page:

1. From the editor toolbar, choose **Insert**  $\pm$  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.

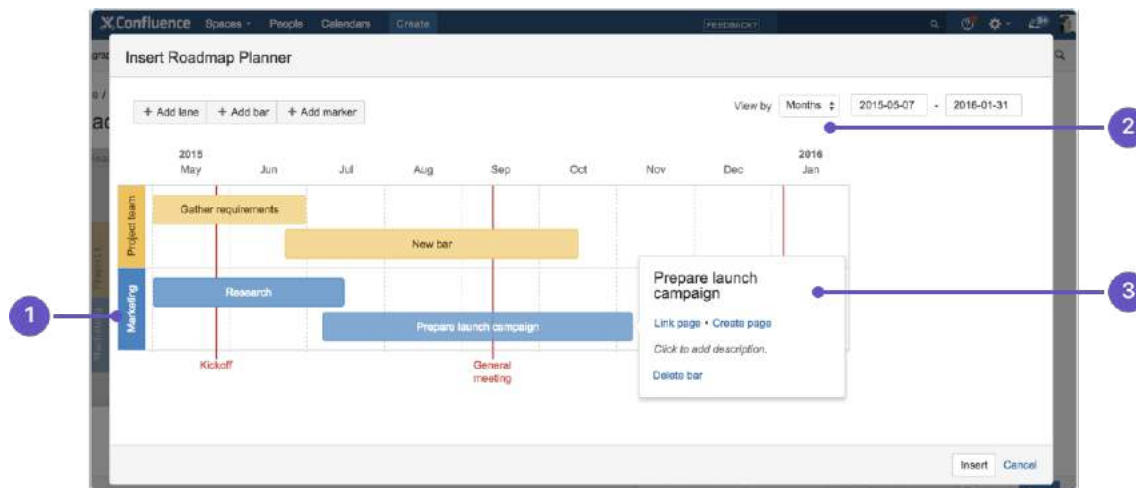


## Editing your Roadmap

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 colors and remove from the roadmap.
- Select bars to add links to existing pages, create new pages or add a description.
- Set the start and end dates for the roadmap and choose to display it by weeks or months.

Here's how the roadmap planner appears in the editor:



1. **Add lanes:** to differentiate your teams or streams of work.
2. **Date range:** display the plan by weeks or months.
3. **Add bar info:** to provide more info or link a bar to a page.

## 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 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.

### ✔ Do more with Confluence

To extend Confluence's roadmap capability, check out these apps on the [Atlassian Marketplace](#):

- [Live Roadmap](#): Build your Roadmap and keep it alive connecting it to your Jira
- [ProductPlan for Confluence Server](#): Embed your roadmap in Confluence to keep your team aligned around high-level goals

# 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.

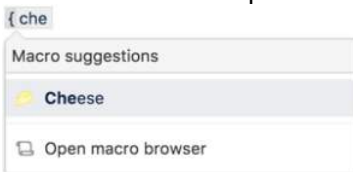
The RSS Feed macro may be disabled by your Confluence administrator. Also, your Confluence administrator can define a [whitelist of trusted URLs](#). You will see an error message on the Confluence page, if the included URL is not in the whitelist.

## Using the RSS Feed macro

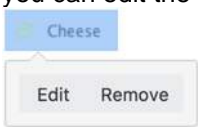
### To add the RSS Feed macro to a page:

1. From the editor toolbar, choose **Insert** + **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>RSS Feed URL</b> ( <code>url</code> )	none	The URL of the RSS feed link you want to show.
<b>Maximum Number of Entries</b> ( <code>max</code> )	15	Limit the number of entries displayed.
<b>Show Item Titles Only</b> ( <code>showTitlesOnly</code> )	false	Show only the titles of the news items, not the content.



<b>Show Name/Title of RSS Feed</b> (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.

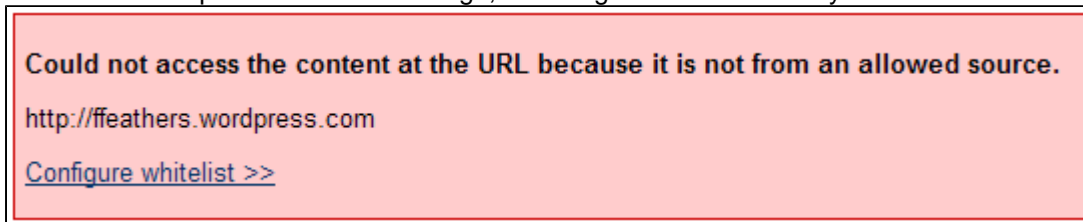
### What happens to a page containing a disallowed URL?

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.

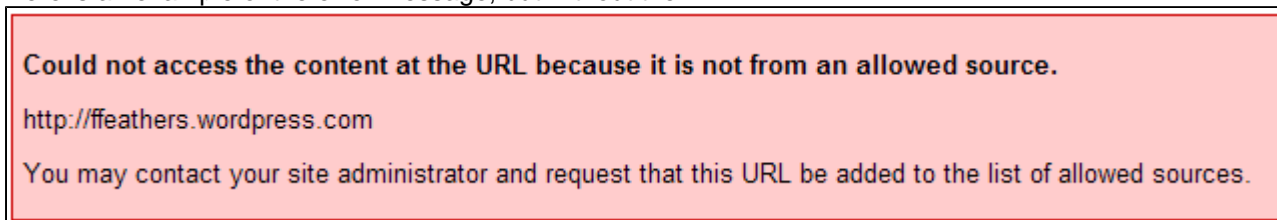
A user can add the [RSS Feed macro](#) or the [HTML-include macro](#) to a Confluence page. The macro code includes a URL from which the content is drawn. When the page is displayed, Confluence will check the URL against the whitelist. If the URL is not allowed, Confluence will display an error message 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:



Here is an example of the error message, but without the link.



## Authentication

Private feeds 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  > **Manage apps**.
2. Select **System** from the drop down and search for the **Confluence HTML Macros** system app.
3. Expand the listing and enable the **rss (rss-xhtml)** module.

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** rss

**Macro body:** None.

```
{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



### We ended support for this macro in Confluence 7.0

The macro no longer appears in the macro browser and can't be added to a page. Any macro already on a page will still work.

## 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
<b>Search Terms</b> ( <i>query</i> )	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: <code>my_query1 AND my_query2</code>  For more information, take a look at the documentation on the <a href="#">Confluence search syntax</a> .
<b>Maximum Number of Results</b> ( <i>maxLimit</i> )	10	Set a limit to the number of search results displayed.
<b>Restrict to this Space Key</b>	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.
<b>Content Type</b> ( <i>type</i> )	all	Specify the content type. The content types are: <b>page</b> , <b>comment</b> , <b>blogpost</b> , <b>attachment</b> , <b>userinfo</b> (the content of user profiles only) and <b>spacedesc</b> (the content of space descriptions only).

<p><b>Last Modified</b> (lastModified)</p>	<p>all</p>	<p>Specify a period of time in weeks, days, hours and/or minutes, to see the content modified within that time frame.</p> <p>These are the values you can use:</p> <ul style="list-style-type: none"> <li>• w = weeks</li> <li>• d = days</li> <li>• h = hours</li> <li>• m = minutes</li> </ul> <p>For example:</p> <ul style="list-style-type: none"> <li>• 2h 35m</li> <li>• 3d 30m</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• If no time category is specified, Confluence assumes minutes.</li> <li>• 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.</li> <li>• The time categories are not case sensitive. For example, '4d' is the same as '4D'.</li> </ul>
<p><b>Restrict to this Username</b> (contributor)</p>	<p>all</p>	<p>Specify the username of a Confluence user, to show only content created or updated by that user.</p>

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.

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** search

**Macro body:** None.

```
{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](#).

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** section

**Macro body:** Rich text, consisting of one or more Column macros.

```
{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*

Sample Page

3 Added by Rach Admin, last edited by Rach Admin on Feb 15, 2013 (view change)

Attachments in this space - displayed via the space attachments macro.

Filter By File Extension:  Filter By Label:

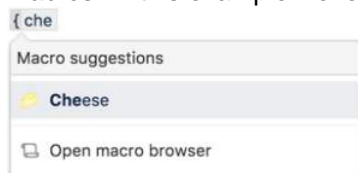
Name	Size	Creator	Creation Date	Last Modification Date	Labels	Attached To
penguin.png	5 kB	Rach Admin	20 minutes ago	20 minutes ago	penguin chocolate	Sample Page
iBugs.gif	22 kB	Josh User	about an hour ago	about an hour ago	useful logo	Sample Page
sitelogo.png	2 kB	Josh User	about an hour ago	about an hour ago	logo confluence	Sample Page
DefaultSpaceLogo_AngryNerds.png	10 kB	Rach Admin	Feb 13, 2013	Feb 13, 2013	No labels	Fancy Page

## Using the Space Attachments macro

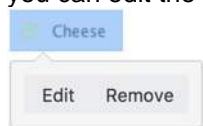
### To add the Space Attachments macro to a page:

1. From the editor toolbar, choose **Insert** **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Space</b>	(none)	Selects the Confluence space to display attachments for. If you do not specify a space, the current space will be used.
<b>Show Filter Controls</b> (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.

#### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** space-attachments

**Macro body:** None.

```
{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



### We ended support for this macro in Confluence 7.0

The macro no longer appears in the macro browser and can't be added to a page. Any macro already on a page will still work.

## 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
<b>Width of Table</b> (width)	100%	The width of the space details table, specified as a percentage (%) of the page width.

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** space-details

**Macro body:** None.

```
{space-details:width=50%}
```




# Spaces List Macro

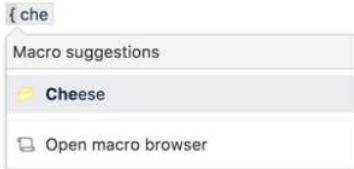
Use the Spaces List macro to display a list of spaces on a page.

## Using the Spaces List macro

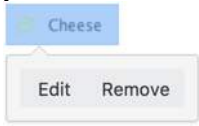
### To add the Spaces List macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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: <ul style="list-style-type: none"><li>• <b>(blank)</b> - All spaces in your site, with tabs.</li><li>• <b>all</b> – All spaces in your Confluence site.</li><li>• <b>category</b> – Spaces grouped according to space categories.</li><li>• <b>favorite</b> – Spaces which you have added to My Spaces.</li><li>• <b>new</b> – spaces created within the last 7 days.</li></ul> This parameter is unnamed in wiki markup and storage format.
Width of List (width)	no	100%	The width of the spaces list, specified as a percentage (%) of the window width.
Include archived spaces (includeArchivedSpaces)	no	False	Include spaces that have been archived in the list. These are excluded by default.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** spaces

**Macro body:** None.

```
{spaces:favourite|width=80%}
```

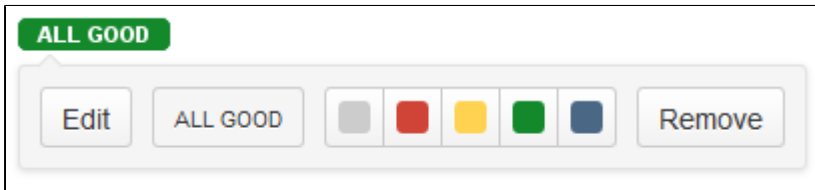
# Status Macro

The Status macro displays a colored lozenge (a rounded box) that is useful for reporting project status. You can choose the color 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.

✔ See the Status macro put to excellent use in [How to build a release planning page in Confluence](#).



Screenshot: Click on the Status macro lozenge to change the status.



## Using the Status macro

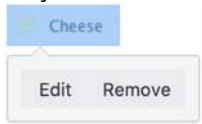
### To add the Status macro to a page using the Macro Browser:

1. From the editor toolbar, choose **Insert**  $+$   $\downarrow$  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Color</b> (colour)	Grey	The color of the lozenge. The following colors are available: <b>Grey</b> , <b>Red</b> , <b>Yellow</b> , <b>Green</b> and <b>Blue</b> .
<b>Title</b> (title)	The color that you select.	The text that will appear inside the lozenge. If you do not specify any text, the title will be the color of the lozenge, that is 'Grey', 'Red', 'Yellow', 'Green' or 'Blue'.

<b>Use outline style (subtle)</b>	False	The style of the lozenge and its border. The default style lozenge is a solid background color with white text. The outline style lozenge is white with a colored border and colored text as shown here  <div style="border: 1px solid green; border-radius: 5px; padding: 2px 10px; display: inline-block; color: green; font-weight: bold;">ALL GOOD!</div>
-----------------------------------	-------	---

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** status

**Macro body:** None.

```
{status:colour=Green|title=On track|subtle=true}
```




**Do more with Confluence**

For more customizable status macros check out these apps on the [Atlassian Marketplace](#):

- [Build Status Tracker for Confluence](#): Provide visibility on build status from Bamboo or Jenkins on your Confluence pages
- [Spectrum Formatting Macros](#): Show a page status as a draft, as outdated, as action required or as official

# 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 summarizing the content structure and providing links to headings.

 Want to see the Table of Contents macro in action? Check out how it's used in [Creating insightful customer interview pages](#).

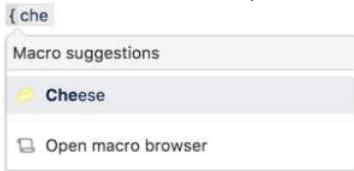
## Using the Table of Contents macro

**Hint:** For quick access from the editor toolbar, choose **Insert > Table of Contents**.

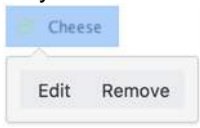
### To add the Table of Contents macro to a page:

1. From the editor toolbar, choose **Insert**  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit 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
<b>Output Type</b> (type)	list	<ul style="list-style-type: none"><li>• <b>list</b> — produces a typical list-type table of contents.</li><li>• <b>flat</b> — produces a horizontal menu-type series of links.</li></ul>
<b>Display Section Numbering</b> (outline)	clear	Select the check box to apply outline numbering to your headings, for example: 1.1, 1.2, 1.3.

<b>List Style</b> ( <code>style</code> )	disc	<p>Select the style of bullet point for each list item. You can use any valid CSS style. For example:</p> <ul style="list-style-type: none"> <li>• <code>none</code> — no list style is displayed</li> <li>• <code>circle</code> — the list style is a circle</li> <li>• <code>disc</code> — the list style is a filled circle. This is the typical bullet list, and is used for this example list.</li> <li>• <code>square</code> — the list style is a square</li> <li>• <code>decimal</code> — the list is numbered (1, 2, 3, 4, 5)</li> <li>• <code>lower-alpha</code> — the list is lower-case, alphabetized (a, b, c, d, e)</li> <li>• <code>lower-roman</code> — the list style is lower roman numerals (i, ii, iii, iv, v, vi)</li> <li>• <code>upper-roman</code> — the list style is upper roman numerals (I, II, III, IV, V, VI)</li> </ul>
<b>Heading Indent</b> ( <code>indent</code> )		<p>Sets the indent for a <b>list</b> according to CSS quantities. Entering <code>10px</code> 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.</p>
<b>Separator</b> ( <code>separator</code> )	brackets	<p>This parameter applies to <b>flat</b> lists only. You can enter any of the following values:</p> <ul style="list-style-type: none"> <li>• <code>brackets</code> — Each item is enclosed by square brackets: [ ].</li> <li>• <code>braces</code> — Each item is enclosed by braces: { }.</li> <li>• <code>parens</code> — Each item is enclosed by parentheses: ( ).</li> <li>• <code>pipe</code> — Each item is separated by a pipe:</li> <li>• <i>anything</i> — 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.</li> </ul>
<b>Minimum Heading Level</b> ( <code>minLevel</code> )	1	<p>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.</p>
<b>Maximum Heading Level</b> ( <code>maxLevel</code> )	7	<p>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.</p>
<b>Include Headings</b> ( <code>include</code> )		<p>Filter headings to include according to specific criteria. You can use wildcard characters. See <a href="#">Sun's Regex documentation</a> for examples of constructing regular expression strings.</p>
<b>Exclude Headings</b> ( <code>exclude</code> )		<p>Filter headings to exclude according to specific criteria. You can use wildcard characters. See <a href="#">Sun's Regex documentation</a> for examples of constructing regular expression strings.</p>
<b>Printable</b> ( <code>printable</code> )	checked	<p>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.</p>
<b>CSS Class Name</b> ( <code>class</code> )		<p>If you have custom TOC styles in your CSS style sheet, use this parameter to output the TOC inside <code>&lt;div&gt;</code> tags with the specified class attribute.</p>

<b>Absolute URL</b> (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:

<ul style="list-style-type: none"> <li>• <a href="#">Places</a> <ul style="list-style-type: none"> <li>• <a href="#">Favourite Places</a></li> <li>• <a href="#">Unknown Places</a></li> </ul> </li> <li>• <a href="#">Foods</a> <ul style="list-style-type: none"> <li>• <a href="#">Favourite Foods</a></li> <li>• <a href="#">Unknown Foods</a></li> </ul> </li> <li>• <a href="#">Things</a> <ul style="list-style-type: none"> <li>• <a href="#">Favourite Foods</a></li> <li>• <a href="#">Unknown Foods</a></li> </ul> </li> </ul>
---

### Filtered Table of Contents

This example filters the headings to include those that contain 'Favorite', 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:

<ul style="list-style-type: none"> <li>I. <a href="#">Favourite Places</a></li> <li>II. <a href="#">Favourite Foods</a></li> </ul>
--

### 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](#) ]

**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `toc`

**Macro body:** None.

This example shows a list-type table of contents.

```
{toc:printable=true|style=square|maxLevel=2|indent=5px|minLevel=2|class=bigpink|exclude=[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|outline=true|separator=pipe|include=.*}
```





**Notes and known issues**

- 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.)
- The Table of Contents macro only displays page or blog post content. You can't use it to add a table of contents of headings in a comment for example.
- 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. 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.

- There is a known issue where if you click a heading in the Table of Contents macro, then click the back button in your browser, you won't be returned to the table of contents (or to your previous page). As a workaround, use the [Table of Content Zone Macro](#). See

 [CONFSERVER-40462](#)  and  [CONFSERVER-52497](#) 

for more information.



 **Do more with Confluence**

Extend Confluence with one of the hundreds of other macros in the [Atlassian Marketplace](#). Here's some specific to documentation:


- [Scroll Office for Confluence](#) - turn your Confluence pages into professionally styled documents
- [Advanced Children Display for Confluence](#): combine Confluence's built-in children display and table of contents macros

# 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. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>location</b> (location)	both	Specifies where in the zone the output list is displayed: <b>top</b> , <b>bottom</b> , or <b>both</b> , which encloses the page zone content.
<b>Output Type</b> (type)	list	Specifies the layout for the table of contents: <ul style="list-style-type: none"><li>• <b>list</b> – produces a vertical list, typical of a TOC.</li><li>• <b>flat</b> – produces a horizontal menu-type series of links, for example: [Heading 1] [Heading 2] [Heading 3].</li></ul>
<b>Display Section Numbering</b> (outline)	false	Select to apply outline numbering to your headings, for example: 1.1, 1.2, 1.3.

<b>List Style (style)</b>	none	<p>Specifies the style of bullet point for each list item. You can use any valid CSS style. For example:</p> <ul style="list-style-type: none"> <li>• <code>none</code> — no list style is displayed</li> <li>• <code>circle</code> — the list style is a circle</li> <li>• <code>disc</code> — the list style is a filled circle. This is the typical bullet list, and is the one we're using for this example list</li> <li>• <code>square</code> — the list style is a square</li> <li>• <code>decimal</code> — the list is numbered (1, 2, 3, 4, 5)</li> <li>• <code>lower-alpha</code> — the list is lower-case, alphabetized (a, b, c, d, e)</li> <li>• <code>lower-roman</code> — the list style is lower roman numerals (i, ii, iii, iv, v, vi)</li> <li>• <code>upper-roman</code> — the list style is upper roman numerals (I, II, III, IV, V, VI)</li> </ul>
<b>Heading Indent (indent)</b>		<p>Sets the indent for a <b>list</b> 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.</p>
<b>Separator (separator)</b>	brackets	<p>Only applies to the <b>flat</b> output type. Specifies the display style of the links. You can enter any of the following values:</p> <ul style="list-style-type: none"> <li>• <code>brackets</code> — Each item is enclosed by square brackets: [ ].</li> <li>• <code>braces</code> — Each item is enclosed by braces: { }.</li> <li>• <code>parens</code> — Each item is enclosed by parentheses: ( ).</li> <li>• <code>pipe</code> — Each item is separated by a pipe:</li> <li>• <code>anything</code> — 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.</li> </ul>
<b>Minimum Heading Level (minLevel)</b>	1	<p>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.</p>
<b>Max Heading Level (maxLevel)</b>	7	<p>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.</p>
<b>Include Headings (include)</b>		<p>Filter the included headings according to specific criteria. You can use wildcard characters. See <a href="#">Sun's Regex documentation</a> for examples of constructing regular expression strings.</p>
<b>Exclude Headings (exclude)</b>		<p>Exclude headings according to specific criteria. You can use wildcard characters. See <a href="#">Sun's Regex documentation</a> for examples of constructing regular expression strings.</p>
<b>Printable (printable)</b>	true	<p>By default, the TOC is set to print. If you clear this parameter, the TOC will not be visible when you print the page.</p>
<b>CSS Class Name (class)</b>		<p>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.</p>

## 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 "Favorite", 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*



**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*



**Wiki markup example**

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** toc-zone

**Macro body:** Accepts rich text.

```
{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}
```

## 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](#) macros 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 [TO C-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.


# 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 [Add, Assign, and View 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

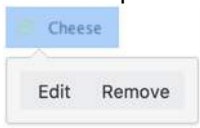
### To add the Content Report Table macro to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



*Task Report macro showing incomplete tasks, on pages with the label 'meeting-notes'.*

Planning meeting actions			
Description	Due date ^	Assignee	Task appears on
<input type="checkbox"/> @Cassie Owens to finish creating the new project space by <input type="checkbox"/> 17 Jan 2018	17 Jan 2018	Cassie Owens	Project plan
<input type="checkbox"/> @Cassie Schedule a follow up meeting on <input type="checkbox"/> 30 Jan 2018	30 Jan 2018	Cassie Owens	2018-01-17 Meeting notes
<input type="checkbox"/> @Harvey Jennings distribute agenda for offsite <input type="checkbox"/> 08 Feb 2018	08 Feb 2018	Harvey Jennings	Project plan

## 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
<b>Space(s) and Page(s)</b> (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.
<b>Label(s)</b> (labels)	No	None	Filter by Label. The macro will only display tasks on pages with at least one of the specified labels (for example, 'label-a' OR 'label-b'). Enter multiple labels, separated by a comma.

### On this page:

- [Using the Task Report macro](#)
- [Parameters](#)

### Related pages:

- [Add, Assign, and View Tasks](#)

<b>Assigned to</b> (assignee)	No	None	Filter by Assignee. The macro will only display tasks assigned to the users specified.
<b>Created by</b> (creator)	No	None	Filter by Creator. The macro will only display tasks created by the users specified.
<b>Created after</b> (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.
<b>Task status</b> (status)	Yes	Incomplete	Show complete or incomplete tasks.
<b>Number of tasks to display</b> (pageSize)	No	20	The number of tasks to display on each page of results in the table. Choose from 10, 20 or 40.
<b>Display columns</b> (columns)	No	description, due date, assignee, location	Columns to include in the table. Available columns include description, due date, assignee, location, completed date and labels.
<b>Sort by</b> (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.

**Wiki markup**

Wiki markup is not available for this macro. You cannot add this macro via wiki markup.

# 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.

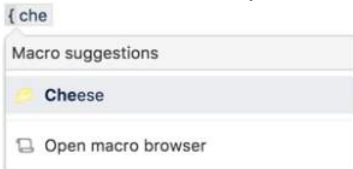
**i** The User List macro can be quite memory hungry in sites with lots of users. To prevent it causing out of memory errors in your site, we don't show this macro if there are more than 10,000 people in the groups specified. Your administrator can change this limit using the `confluence.extra.userlister.limit` [system property](#).

## Using the User List macro

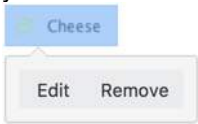
### To add the User List macro to a page:

1. From the editor toolbar, choose **Insert** + **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Group(s)</b> (groups)	none	Specify the group name. Specify multiple groups separated by a comma, or use * to show all users in Confluence.  See <a href="#">this knowledge base page</a> for more information about controlling which users can see the details of other users.
<b>Display Online /Offline Users</b> (online)	All registered users	List online or offline users. Leave blank to show all users, irrespective of status.  Accepted values: <ul style="list-style-type: none"><li>• Unspecified – The macro will show all registered users.</li><li>• <code>true</code> – The macro will show only online users.</li><li>• <code>false</code> – The macro will show only offline users.</li></ul>

### Wiki markup example



This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** userlister

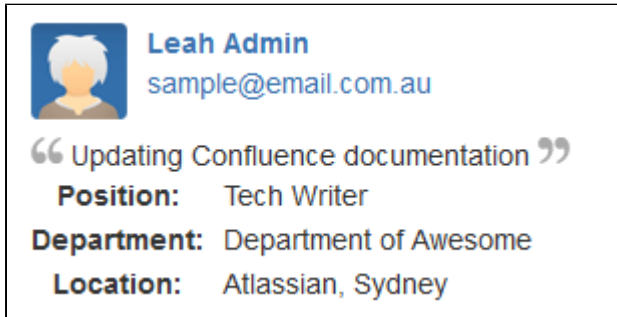
**Macro body:** None.

```
{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

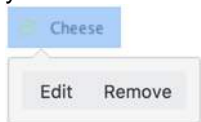
### To add the User Profile macro to a page:

1. From the editor toolbar, choose **Insert**  **> Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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
<b>Username</b> ( <i>user</i> )	none	The username of the Confluence user whose profile summary you wish to show.

### Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `profile`

**Macro body:** None.

```
{profile:user=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.

## Displaying an Office or PDF Document in Confluence

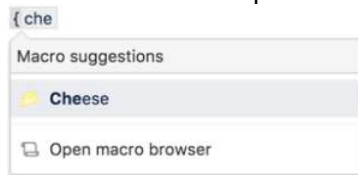
To display an Office or PDF document in a page, use one of the following View File macros in the macro browser:

- Office Excel
- Office PowerPoint
- Office Word
- PDF

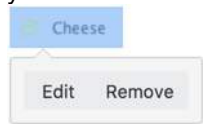
**To add one of the View File macros to a page:**

1. From the editor toolbar, choose **Insert** + > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type { and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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	<b>Page Name</b>	The page which contains the macro	Enter a page name, if you wish to display a document which is attached to another Confluence page.
	<b>File Name</b>	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	<b>Show Grid?</b>	true	Select to show grid lines around each cell of the Excel spreadsheet. Clear to hide these grid lines.

	<b>Worksheet Name</b>	Last worksheet viewed in the spreadsheet	The name of the worksheet that you want displayed.
	<b>Last Row</b>	Last row with content	The number of the last row you want displayed, starting from '0' as the first row.
	<b>Last Column</b>	Last column with content	The number of the last column you want displayed, starting from '0' as the first column.  <b>Hint for reducing the size of the spreadsheet:</b> Use the <b>Last Column</b> and <b>Last Row</b> 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	<b>Height</b>		Specify the height of the display, in pixels (default) or as a percentage of the window's height.
	<b>Slide Number</b>	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.
	<b>Width</b>		Specify the width of the display, in pixels (default) or as a percentage of the window's width.

### Editing a document

You can edit files embedded with the View File macro using your preferred desktop application, then save the file back to Confluence automatically. Head to [Edit files](#) for instructions.

- **Word and Excel** – choose the **Edit** button above the content.
- **PowerPoint and PDF** – choose the edit icon on the viewer.

### Importing content from Word documents

If you want to use the contents of your Word document to create a Confluence page, see [Import a Word Document into Confluence](#).

# Widget Connector Macro

Embed online videos, slideshows, photostreams and more directly into your page with the Widget Connector macro.

The macro currently supports content from these sites:


- YouTube
- Vimeo
- Twitter
- Google Calendar
- Google Docs
- Wufoo

It can also display content from these sites, once they have been added to the [whitelist](#):

- Scribd
- Flickr (requires Flash)
- Slideshare (requires Flash)
- Viddler (requires Flash)

## Using the Widget Connector

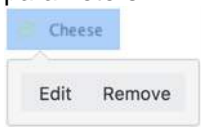
### To add the Widget Connector to a page:

1. From the editor toolbar, choose **Insert**  > **Other Macros**
2. Find and select the required macro

**Speed it up with autocomplete:** Type `{` and the beginning of the macro name, to see a list of suggested macros. In this example we're inserting the cheese macro.



**To edit an existing macro:** Click the macro placeholder and choose **Edit**. This will open the macro details, so you can edit the macro parameters.



## 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*).

### On this page:

- [Using the Widget Connector](#)
- [Parameters](#)
- [Examples](#)
  - [YouTube](#)
  - [Vimeo](#)
  - [Flickr](#)
  - [Twitter](#)
  - [Google Calendar](#)
- [Troubleshooting](#)
  - [Some sites must be whitelisted](#)
  - [Some content requires Flash](#)
- [Wiki markup example](#)

Parameter	Description
-----------	-------------

<b>Web Site's Widget URL (url)</b>	This is the external site's URL. In some sites this will be the URL shown in the address bar of your browser, and in other sites you may need to click a Share or Link button to get the URL.
<b>Pixel Height (Value Only) (height)</b>	The height of the display, in pixels.
<b>Pixel Width (Value Only) (width)</b>	The width of the display, in pixels.

### Examples

Every site is a little different, so we've put together some info on what you'll need to do to embed each site's content on a page.

### YouTube

The fastest way to embed a YouTube video is to paste the URL into the editor. Confluence will autoconvert the link and insert the macro for you, like magic. Autoconvert works with both long and short YouTube URLs.

If you're pasting the URL into the Widget Connector macro URL field manually, you'll need to use the long URL (from the address bar). Long URLs look something like this `https://www.youtube.com/watch?v=k6lK5hlBlnQ`.



- If you're not able to see the video in some browsers, try using https rather than http in your link.
- Links that contain a parameter to start a video at a particular time won't autoconvert or work in the Widget Connector macro, like this link: `https://www.youtube.com/watch?t=15&v=LhHKkodOPFo`. Paste in the short sharing URL to be sure it works.

## Vimeo

The fastest way to embed a Vimeo video is to paste the URL into the editor. Confluence will autoconvert the link and insert the macro for you.

You can use the URL from the address bar in your browser or the **Share** button in Vimeo.

## Flickr

You can embed albums (formerly known as sets) and tags. You can't embed individual photos or user photostreams.

You'll need to add the Widget Connector macro to the page first and then paste your link into the URL field. Use the URL from the address bar in your browser.

The Widget Connector uses Flash to display this content. For security reasons, Flash is disabled in most modern browsers.



## Twitter

To embed a single tweet you'll need to click the **Copy link to tweet** link on the tweet. The URL will look something like <https://twitter.com/atlassian/status/346976521250037760>.



You can't currently embed a list of tweets, as Twitter has changed the way their widgets work.

A workaround for displaying a list of tweets is to enable the [HTML Macro](#), and then use <https://publish.twitter.com/> to generate the embed code.

## Google Calendar



We don't autoconvert Google Calendars, so you'll need to add the Widget Connector macro to your page first, and then paste the calendar address into the URL field.

You can only embed public calendars. To get your calendar's URL, in Google Calendar go to **Calendar Settings > Calendar Address** and click the **HTML** button.

The URL will look something like this: `https://www.google.com/calendar/embed?src=en.australian%23holiday%40group.v.calendar.google.com&ctz=Australia/Sydney`

## Troubleshooting

If the Widget Connector can't display content from the external site, the macro will look like this:



We rely on the external website's APIs to display content in the Widget Connector macro. APIs do change from time to time and this can cause the Widget Connector macro to stop rendering content.

If you experience problems, you can [raise an issue](#) about it to let us know.

### Some sites must be whitelisted

The following sites need to be added to Confluence's whitelist before the macro can display any content. This is due to the way we need to connect to that site.

- Scribd
- Flickr
- Slideshare
- Viddler

### Some content requires Flash

The Widget Connector requires Flash for Flickr, Slideshare, and Viddler. This is blocked by most modern browsers due to security concerns. We don't recommend you enable the Flash plugin in your browser.

## Wiki markup example

This example is useful when you want to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

**Macro name:** `widget`

**Macro body:** None.

```
{widget:height=400|width=400|url=http://youtube.com/watch?v=23pLByj_q5U}
```

# Your profile and settings

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](#), [favorite 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.

- [Your User Profile](#)
- [Change Your Password](#)
- [Edit Your User Settings](#)
- [Set Your Profile Picture](#)
- [Choose Your Home Page](#)
- [Save for later](#)
- [View and Revoke OAuth Access Tokens](#)

## Related pages:

- [Watch Pages, Spaces and Blogs](#)
- [Create a Space](#)
- [Save for later](#)

# 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 [password](#). You can also view other users' profiles.

## 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://your.confluence.site/users/viewuserprofile.action?username=USERNAME
```

### On this page:

- [Find your user profile](#)
- [Edit your user profile](#)
- [Notes](#)

### Related pages:

- [Set Your Profile Picture](#)
- [Create a Personal Space](#)

*Screenshot: User profile screen for the current user*

The screenshot shows a user profile for Cassie Owens. At the top left is a profile picture and the name 'Cassie Owens' with a 'People' label. To the right is an 'Edit profile' button. Below the name are navigation tabs: Profile (selected), Tasks, Saved for later, Watches, Drafts, Network, and Settings. The main content area is split into two columns. The left column has a 'Personal space' sidebar with 'PROFILE' and 'Picture' links. The right column contains: 'About Me' with a bio; 'Activity' with a list of recent updates including a pizza image and document updates; 'Personal' with fields for Full Name, Email, Phone, IM, and Website; and 'Company' with fields for Position, Department, and Location.

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](#).

<b>Network</b>	<ul style="list-style-type: none"> <li>• View the recent activity of users that you are following via the <a href="#">Network view</a>.</li> <li>• Follow other users from this view.</li> </ul>
<b>Favorites</b>	<ul style="list-style-type: none"> <li>• View a list of your <a href="#">favorite</a> spaces.</li> </ul>
<b>Watches</b>	<ul style="list-style-type: none"> <li>• View a list of the pages and spaces you are currently <a href="#">watching</a>.</li> </ul>
<b>Drafts</b>	<ul style="list-style-type: none"> <li>• Retrieve any pages you were in the process of editing. See <a href="#">Working with Drafts</a>.</li> </ul>
<b>Settings</b>	<ul style="list-style-type: none"> <li>• Edit your <a href="#">General Settings</a> (homepage, language and timezone).</li> <li>• Subscribe to <a href="#">email notifications</a>.</li> <li>• View and revoke your <a href="#">OAuth access tokens</a>.</li> </ul>

### 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
<b>Full Name</b>	Your name as you'd like it to appear in your profile.
<b>Email</b>	Your email address that will be used to send you mail notifications.
<b>Phone</b>	Your phone number.
<b>IM</b>	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'.
<b>Website</b>	Your website's URL.
<b>About me</b>	Information about yourself that other users can view (such as your professional information, hobbies, and other interests). You can use <a href="#">Confluence wiki markup</a> in this field.
<b>Position</b>	Your title or position within your organization.
<b>Department</b>	The name of your department or team.
<b>Location</b>	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.

# 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

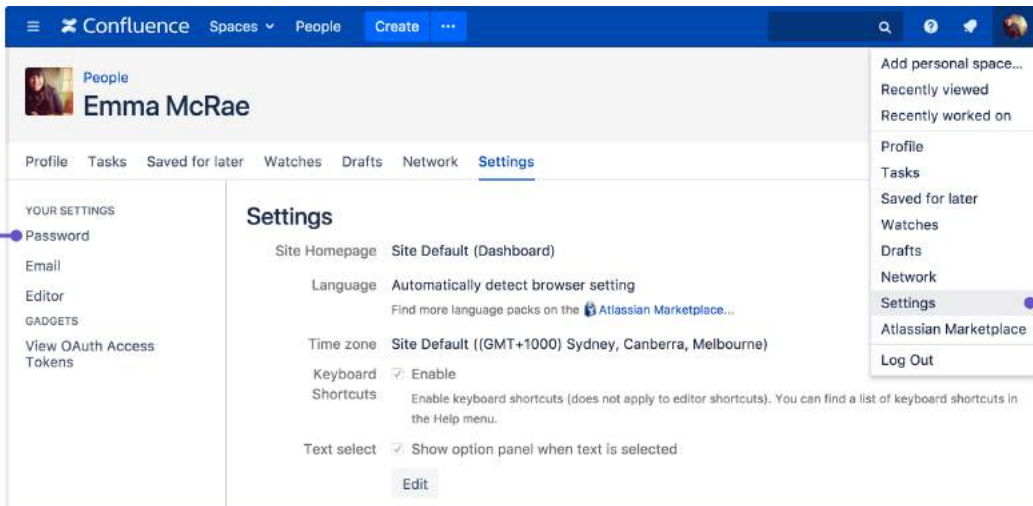
Related Pages:

- [Your User Profile](#)
- [Set Your Profile Picture](#)
- [Create a Personal Space](#)

## From within Confluence

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**



1. Location of **Settings** in the profile menu
2. Location of **Password** in the side bar

## 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.

## Don't see the Password option?

You may not be able to change your password directly in Confluence if your login credentials are coming from another user directory, for example if Confluence is integrated with an LDAP directory or Jira for user management.

Talk to your administrator about where you should change 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.

## General User Preferences

To edit your general user settings:

1. Choose **your profile picture** at top right of the screen, then choose **S** **ettings**
2. Choose **Edit** and update the settings
3. Choose **Submit**

### On this page:

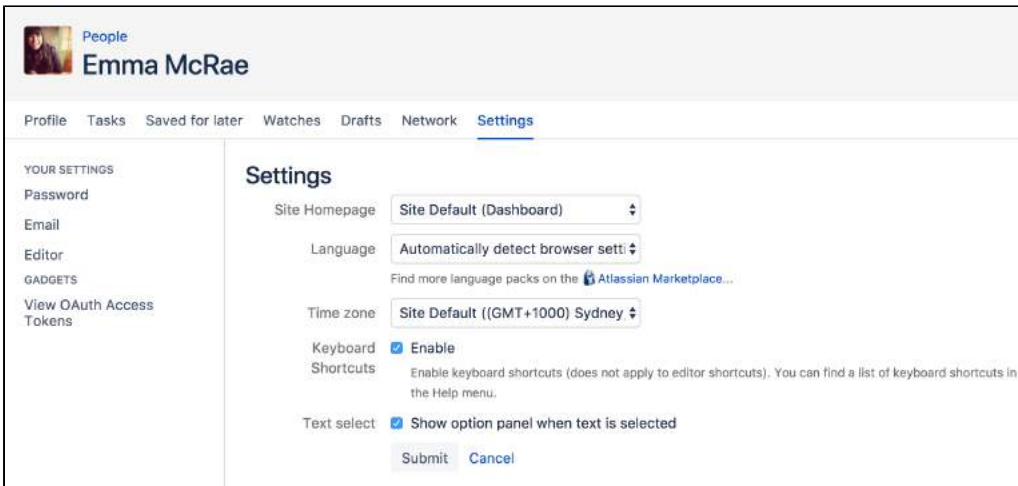
- [General User Preferences](#)
- [More about Language](#)
- [Editor Preferences](#)

### Related pages:

- [Your User Profile](#)
- [Set Your Profile Picture](#)
- [Create a Personal Space](#)
- [Autocomplete for links, files, macros and mentions](#)

Setting	Description
Site Homepage	Select the page that you would like to see whenever you log into Confluence.
Language	Select your language. See <a href="#">below</a> .
Time zone	Select your time zone.
Use Keyboard Shortcuts	Enable <a href="#">keyboard shortcuts</a> , 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 prioritized list of languages. Confluence will use the first supported language in that list. Confluence administrators can disable this option by setting the `confluence.browser.language.enabled` [system property](#) to `false`.
- The default language for your site, as defined by your Confluence site administrator.

## Editor Preferences

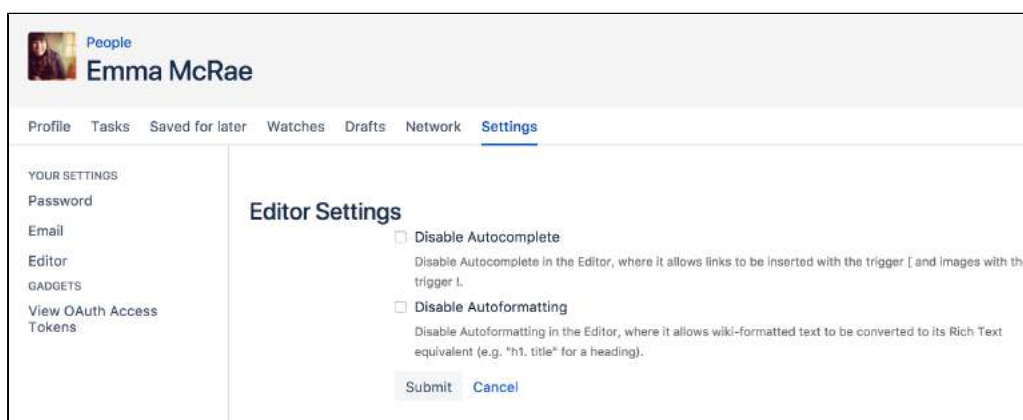
You can set some options that determine the way the Confluence editor works. Note that these settings affect only you. Other people using Confluence can enable or disable the settings on their user profiles independently.

### 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
<b>Disable Autocomplete</b>	Select to disable <a href="#">autocomplete</a> when you press one of the trigger characters.
<b>Disable Autoformatting</b>	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





# 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.



This page is about Confluence Server and Data Center. If you use Confluence Cloud head over here to see how to update [your personal profile](#).

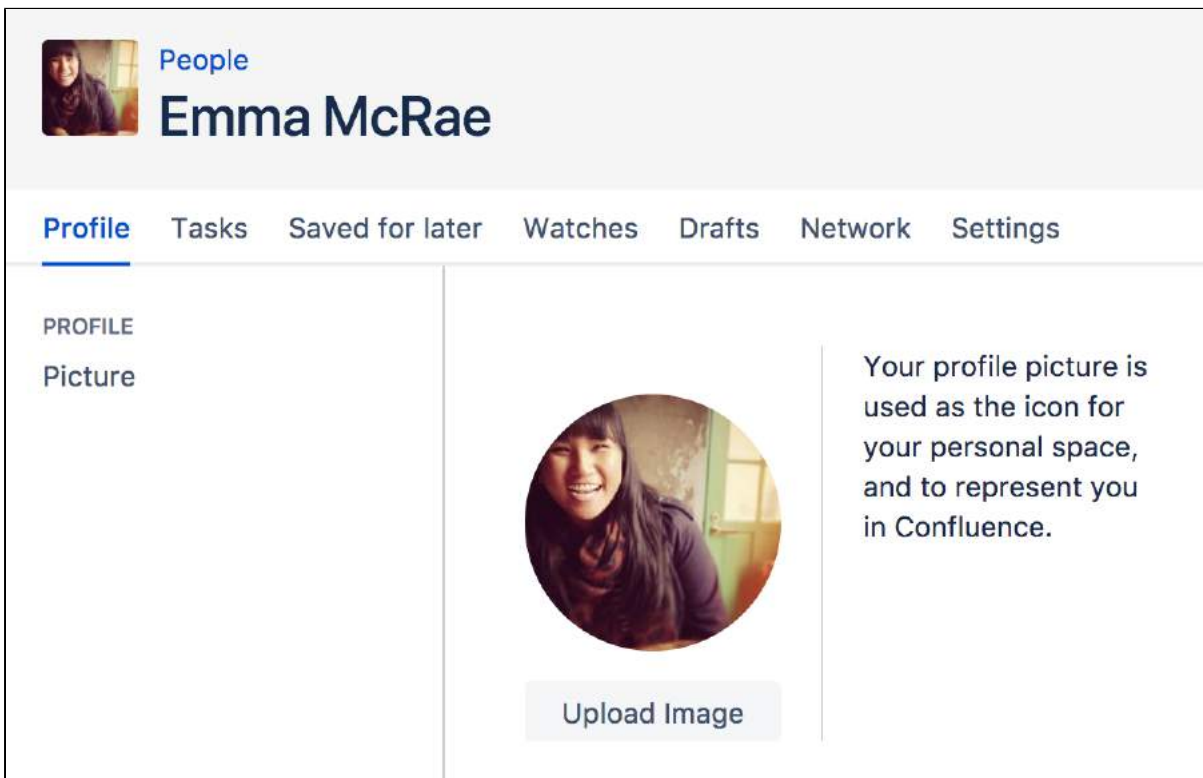
## Related pages:

- [Your User Profile](#)
- [Create a Personal Space](#)
- [Your profile and settings](#)

## 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 and position your profile picture*

### Upload a profile picture



Upload an image

**Save** Cancel

You can't remove your own profile picture, but you can upload a new one any time. Alternatively you can ask your admin to remove your profile picture for you.

# Choose Your Home Page

The dashboard is the default landing page when you log into Confluence. It gives you easy access to what's happening in your site, and helps you get back to pages you recently viewed and worked on.

You can choose to personalize your experience, and use an existing space home page as your landing page.

## Related pages:

- [Your profile and settings](#)
- [Your User Profile](#)

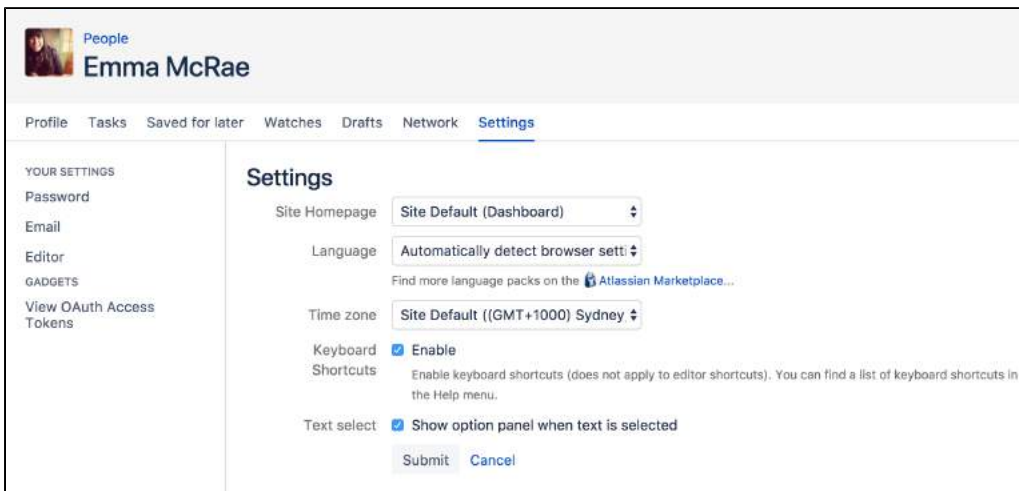
## To set your home page:

1. Choose **your profile picture** at top right of the screen, then choose **Settings**
2. Choose **Edit**
3. Choose an option from the **Site Homepage** drop down.  
Only spaces you're allowed to view will appear.
4. Choose **Submit**.

You'll be directed to your new home page the next time you log in. You can change your personal home page at any time.

Alternatively, if your Confluence administrator has set a space home page as the landing page for the whole site, you can choose **Dashboard** from the **Site Homepage** drop down to use the dashboard as your landing page.

*Screenshot: Profile Settings*



↑ You can access the dashboard at any time using the dashboard URL. It'll look something like this: <https://yoursite.com/wiki/dashboard.action>.

# Save for later

Saving pages for later helps you access them quickly from the dashboard or from your profile.

No time to read that page now? No problem, hit **Save for later** and it'll be waiting for you on the dashboard when you have more time. It's also a great place to store those pages that you use on a day to day basis.

Save for later was previously called Favorites.

## Save a page for later

To save a page for later, hit the **Save for later** button at the top of the page.

The star icon will change to dark grey to indicate the page is saved. Hit the button again if you want to remove the page from the list.

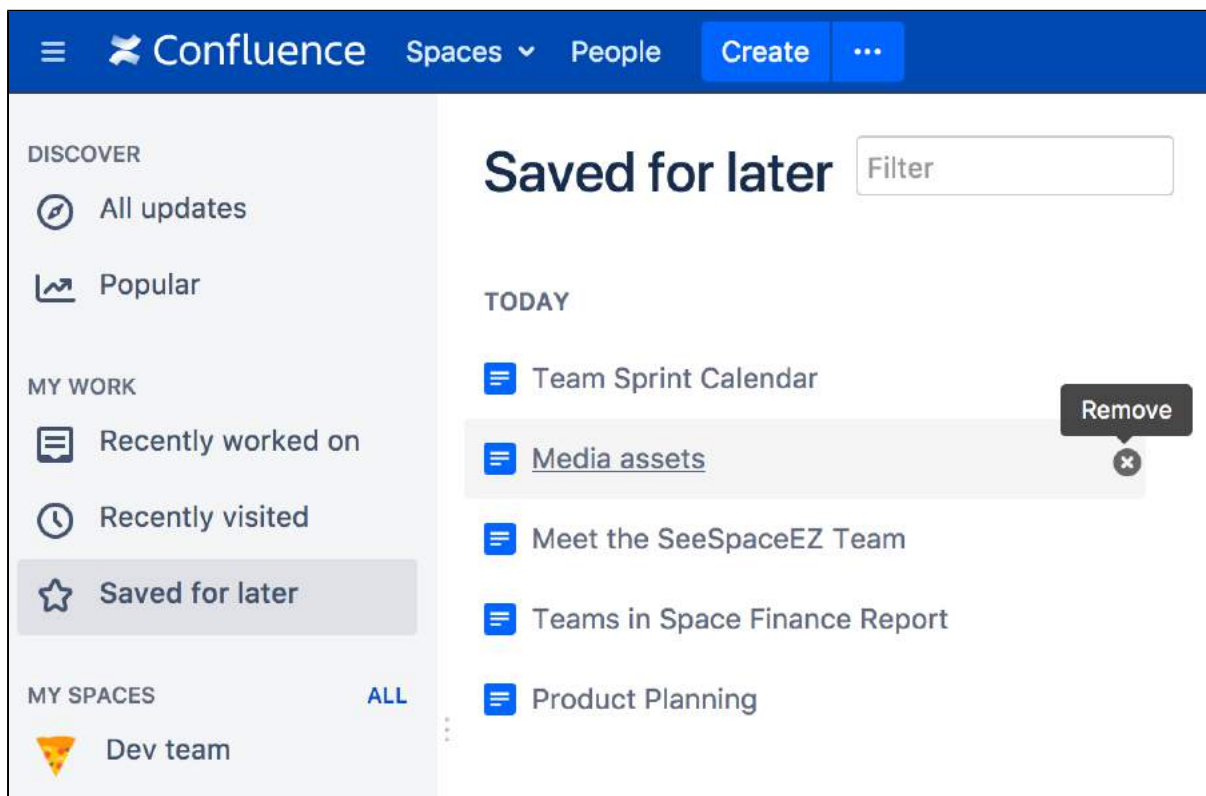
## Get back to your saved pages

To view your saved pages:

- Choose **Saved for later** on the dashboard sidebar.
- Choose **your profile picture** at top-right of the screen, then choose **Saved for later** – there's a list of your saved pages, and the spaces that you've added to **My spaces**.

You can also use the [Favorite Pages Macro](#) to include a list of your saved pages on any page.

*Screenshot: Viewing and removing saved pages from the dashboard*



### On this page:

- [Save a page for later](#)
- [Get back to your saved pages](#)

# 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.  
**i** 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:

- [View your OAuth Access Tokens](#)
- [Revoke your OAuth Access Tokens](#)

## 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.  
**i** If no access tokens have been set, then 'None specified' is shown.


*Screenshot: Viewing your OAuth Access Tokens*

Authorised Applications			
The following applications are using your account to access Confluence data			
Consumer	Consumer Description	Issued on	Actions
Atlassian JIRA	Atlassian JIRA at http://jira.atlassian.com	Oct 30, 2017 expires in 1,730 days	<a href="#">Revoke Access</a>

## 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 <a href="#">Consumer Info</a> tab's 'Description' field of the OAuth Administration settings. The application's administrator can customize 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 <a href="#">revoking the access token</a> .

## 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.

# Collaboration

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:

- [Work together with your team](#) on a page or blog and see their changes in real time
- [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
- [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 blogs](#)
- [Watch Pages, Spaces and Blogs](#)
- [Export Content to Word, PDF, HTML and XML](#)

# 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 profile](#)

## 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**

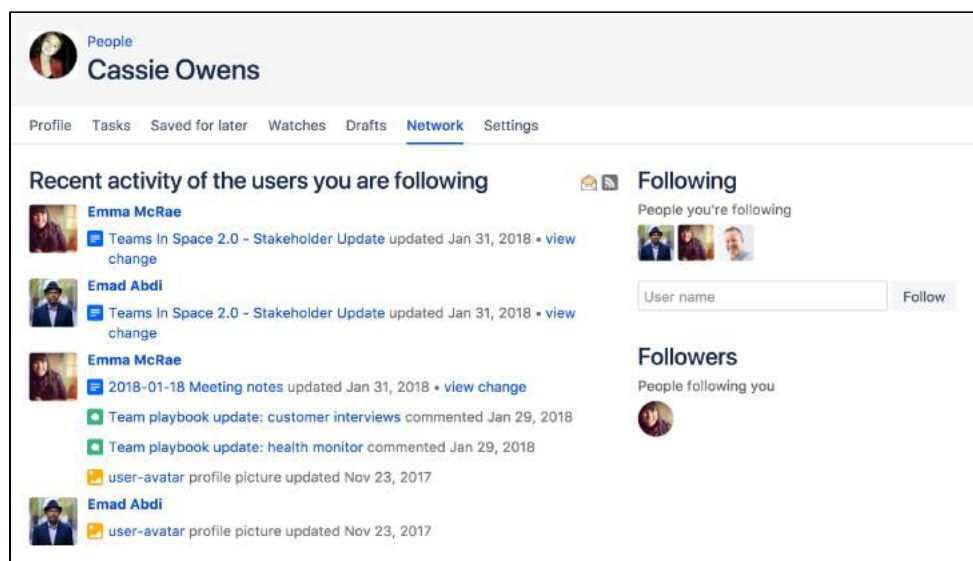
If you now refresh or revisit your Network view, the profile picture(s) of the user(s) you just followed will appear within the **Following** list on the right. Their tracked activities will also start appearing in the **Recent Activity** list.

## 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*



**On this page:**

- [Follow another user](#)
- [Access your network view](#)
- [Notes](#)

**Related pages:**

- [Network Macro](#)
- [Subscribe to a Network RSS Feed](#)
- [Email Notifications](#)

## 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 [Subscribe to a Network RSS Feed](#).
- **Email notifications:** you can request email notifications of any activity in your network. See [Email Notifications](#).

# 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.

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 system app called the 'Confluence Like Plugin'. To remove the *like* functionality from your site, [Disabling and enabling apps](#).

## 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:

- [Disabling the 'like' feature](#)
- [Disabling notifications when your content is 'liked'](#)

### Related pages:

- [The dashboard](#)
- [Email Notifications](#)
- [Network Overview](#)

# Mentions

Mentions (often known as @mentions) are a useful 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.

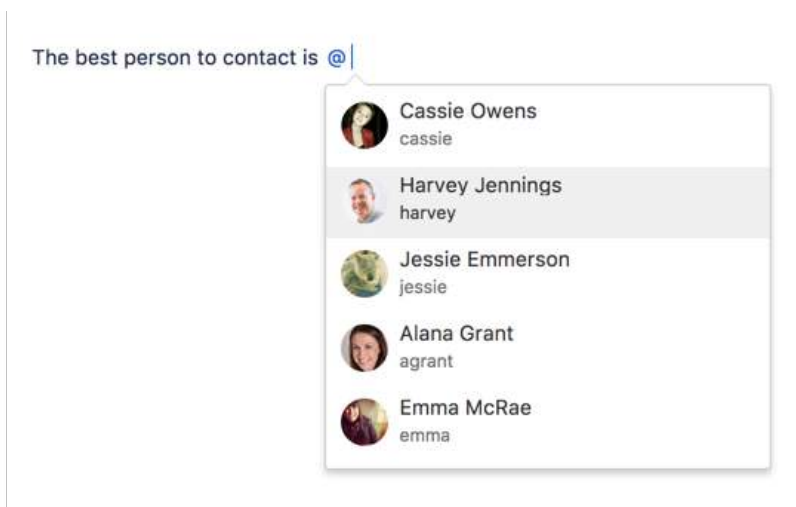
## Use autocomplete

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.

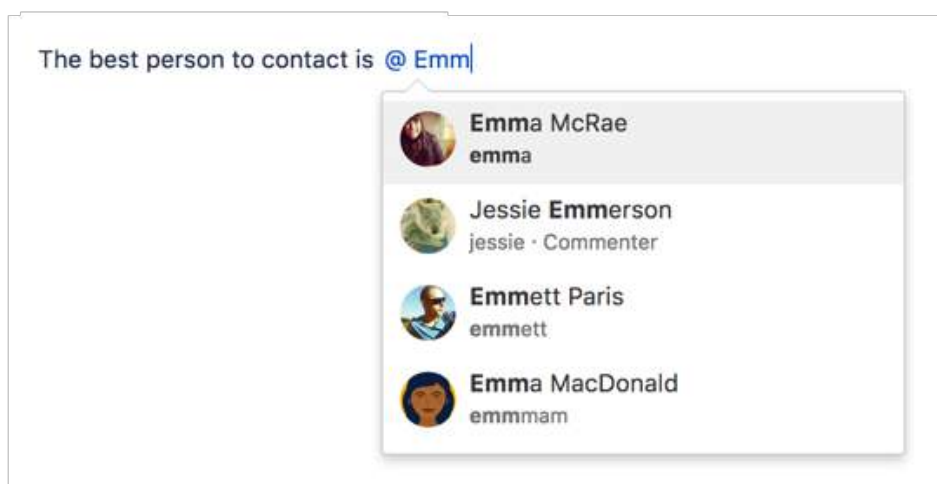
Confluence will suggest people you've mentioned previously (after yourself, of course).

### Related pages:

- [The Editor](#)
- [Autocomplete for links, files, macros and mentions](#)
- [Keyboard shortcuts](#)
- [Workbox Notifications](#)



It then continues to suggest matches as you type. If you've not mentioned the person recently, we'll also include information about whether they've commented or contributed to the current page, to help you find the right person, fast.



## 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 mentions** – 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 who have the 'Can Use' Confluence global permission. There's a feature request to allow mentions for groups:  

CONFSERVER-23015 - Extend 'Mentions' to work with groups as well FUTURE CONSIDERATION
- **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).
- **Mention notifications** - A notification is sent to a person the first time you mention them in the content of a page, but not for subsequent mentions. If you need to catch someone's attention, and you've already mentioned them on the page, try mentioning them in a comment. A notification is sent every time you mention someone in a page comment or inline comment, not just the first time.
- **Frequently mentioned people** - Confluence relies on your browser's local storage to remember the people you mention regularly. You may see different results if you switch devices, or don't allow local storage. Confluence doesn't indicate whether someone is a creator, contributor or commenter when they are also a recent mention (because we're grabbing them straight from your local storage, not the page itself).
- **Changing the mention name** - if you change the mention name in the editor (for example you backspace to remove their surname, or edit the mention link to change their full name to their preferred name) this will be treated as free text and won't be updated if the person changes their name, or is deleted from Confluence.


# Share a Page or Blog Post

Use the **Share** button when viewing a page or blog post to email anyone a link to that page or blog post. You can either grab the short URL from the share dialog, or enter a Confluence user, group or email address.

## To share a page or blog post by email:

1. Go to the page or blog post you wish to share.
2. Choose **Share**.
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 (or use the trash icons to remove people from the list).
4. Enter an optional message.
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 [Workbox Notifications](#).

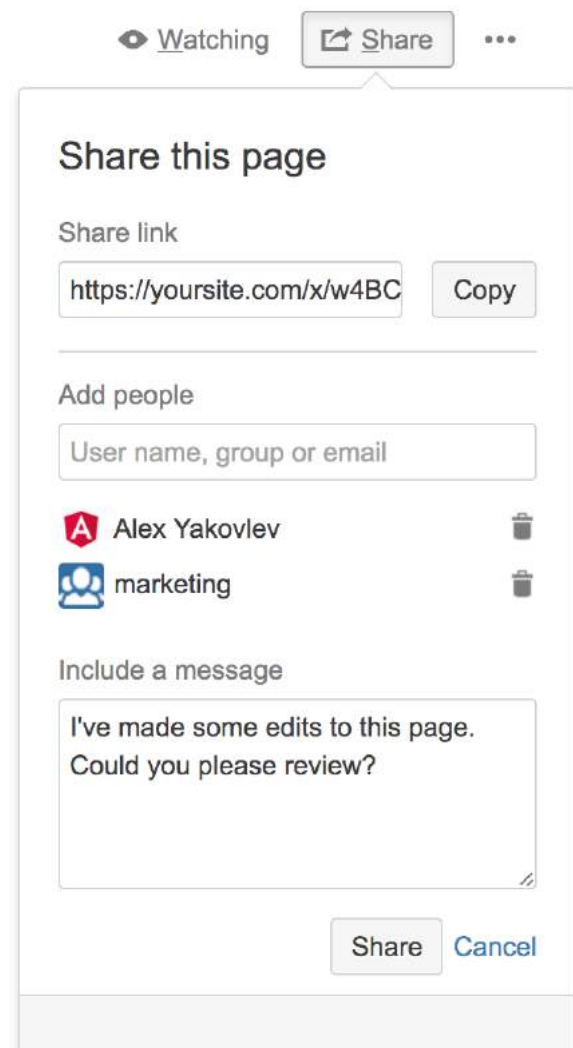
You can also share pages from inside the editor. Hit the  button in the editor to invite people to edit the page with you.


## Notes:

- The option to add people is only available if your site has a mail server configured.
- Sharing or inviting someone to edit a page or blog post does not automatically grant any permissions - they will still need the appropriate Confluence permissions to access Confluence and view or edit the page.

## Related pages:

- [Workbox Notifications](#)
- [Create and Edit Pages](#)
- [Blog Posts](#)
- [Configuring a Server for Outgoing Mail](#)
- [Space Permissions Overview](#)





Watching  Share ...



### Share this page

Share link

---

Add people

 Alex Yakovlev 

 marketing 

Include a message

# Comment 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, 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](#) by highlighting specific text on the page.

## 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** (Ctrl+S or +S)

Other users can reply and/or like your comment, and you or a space administrator can edit your comment(s).


### On this page:

- [Add a page or blog post comment](#)
- [Add an inline comment](#)
- [Resolve inline comments](#)
- [Rich comments](#)
- [Link to a comment](#)
- [Comment permissions](#)
- [Notes](#)

### Related pages:

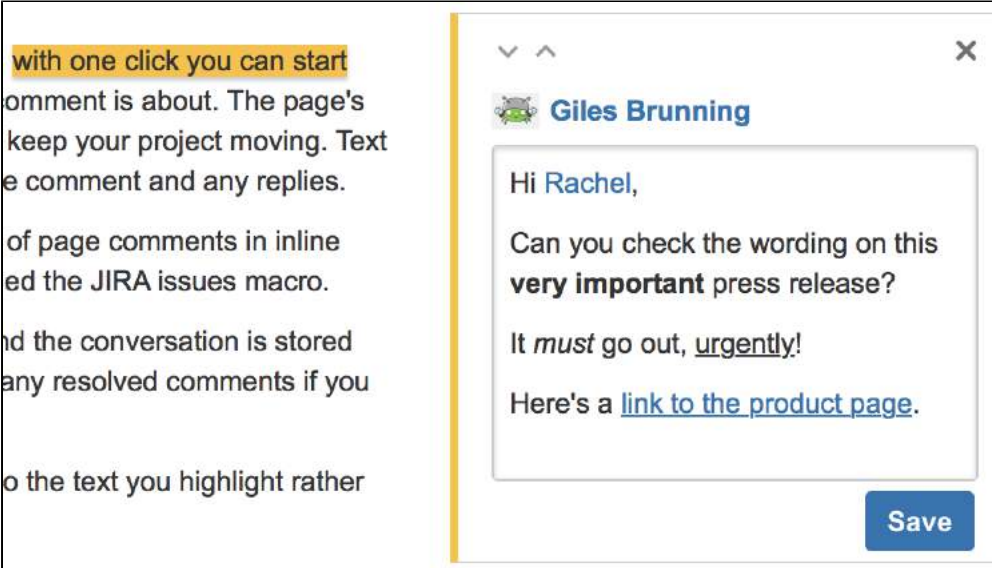
- [Create and Edit Pages](#)
- [Blog Posts](#)
- [Share and Comment on Files](#)
- [Share a Page or Blog Post](#)

## 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** (Ctrl+S or +S)

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).

Just like page and blog post comments, others can reply to, or like, your inline comments, and you'll be notified when they do.




with one click you can start

comment is about. The page's  
keep your project moving. Text  
e comment and any replies.

of page comments in inline  
ed the JIRA issues macro.

nd the conversation is stored  
any resolved comments if you

o the text you highlight rather

 Giles Brunning

Hi Rachel,

Can you check the wording on this  
**very important** press release?

It *must* go out, urgently!

Here's a [link to the product page](#).

Save

## Resolve inline comments


Hit **Resolve** to hide a set of inline comments once the conversation's finished. If you want to view resolved comments, choose **•••** > **Resolved comments**; to reopen a resolved comment, choose **Reopen** at the bottom left.

## Rich comments

Inline and page comments might look simple, but they support rich text (like **bold**, underline, and *italics*), bulleted and numbered lists, [links](#), and [@mentions](#). You can also drop images into any comment, to really illustrate your point.

## Link to a comment

You can link directly to a comment on a page. See [Links](#) for more information.

 If you don't see a popup when you highlight text, check that [Text Select](#) is enabled in your profile settings.

## 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.

Members of the Confluence-administrators group can add, edit and delete comments, even if you remove their comment permissions in the Space permissions configuration.

## 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.
- Inline comments on text that is included on a page using the Include macro or Excerpt include macro won't be visible. They are only visible on the original page.

# Watch 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:

- Page / blog post 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 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 behavior is called 'autowatch'.

There's no daily digest for email notifications. You'll receive immediate emails for important notifications (like mentions and new pages), but when lots of changes are being made at the same time, you'll only receive a single email with all the changes (within a 10 minute window).

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. We also don't send a notification when a comment is 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. Go to the page or blog post.
2. Choose **Watch** and select the relevant check box.

To stop watching the page or post, deselect the relevant check box.

## Watching an entire space

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.

## Watch 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 when a blog post is updated, deleted or commented on.

To watch for new posts:

1. Go to a blog post in the space.
2. Choose **Watch** and select **Watch for new 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.

### On this page:

- [Watching a page or blog post](#)
- [Watching an entire space](#)
- [Watch for new blog posts in a space](#)
- [Watch all spaces on the site](#)
- [Watching for all new blog posts on the site](#)
- [Manage watches from your user profile](#)
- [Manage watches from the email message](#)
- [Autowatch and other notification options](#)

### Related pages:

- [Manage Watchers](#)
- [Email Notifications](#)
- [Your User Profile](#)



## Watch 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**.

## Manage 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.

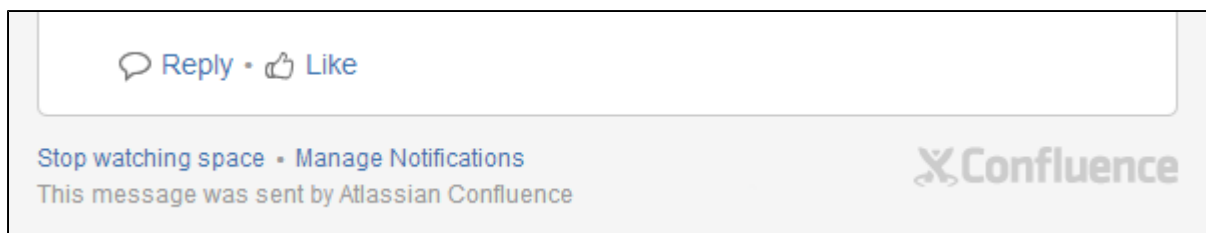
## Manage watches from the email message

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*



## 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 behavior 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 [Edit Your User Settings](#).

# Manage Watchers

As a [space admin](#), you may want to control who's notified about changes and updates to pages and posts within a space. You'll do this by managing the watchers of specific pages and posts, or of the entire space.

Take the example of a new member starting on your team, who should see when changes are made in the team space – you can add them as a space watcher so they get updates when any page or post in the space is changed. If someone no longer needs to be notified, you can remove them as a watcher just as easily.

## Related pages:

- [Watch Pages, Spaces and Blogs](#)
- [Email Notifications](#)
- [Your profile and settings](#)

## 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**  
The left-hand column of the 'Manage Watchers' dialog shows the users watching the page or blog post. The right-hand column shows the users watching the space.
3. Do either of the following:
  - Add someone as a watcher of the page, post, or space – type their username in the relevant search box and hit **Add**
  - Remove an existing page, post, or space watcher – choose the trash icon next to their name

### Manage Watchers

Help



#### Watching this page

These people are notified when the page is changed.

   
 Gil Admin (gbrunning) 

#### Watching this space

These people are notified when any content in the space is changed.

   
 Gil Admin (gbrunning) 

Close

# Email Notifications

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'll receive immediate emails for important notifications (like mentions and new pages), but when lots of changes are being made at the same time, you'll only receive a single email with all the changes within a short window (usually 10 minutes).

You can also subscribe to daily email reports and other notifications of various updates, as described below.

You'll 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 be notified when:

- A blog post is added or changed in a space that you have permission to view.
- Someone you're following makes an update in a space that you have permission to view.
- Someone follows you.

You can also subscribe to these summary reports:

- A daily report of the 30 most popular updates to all spaces that you have permission to view.
- 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 **S**  
**ettings**
2. Click **Email** in the left-hand panel
3. Click **Edit**

Here's an explanation of all the email settings.

Setting	Description	Content
Autowatch	<b>Option:</b> 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.	<ul style="list-style-type: none"><li>• Pages and blog posts that you create, edit or comment on.</li></ul>

### On this page:

- [Subscribing to email notifications](#)
- [Notes](#)

### Related pages:


- [Watch Pages, Spaces and Blogs](#)
- [Subscribe to RSS Feeds within Confluence](#)
- [Your profile and settings](#)
- [Edit Your User Settings](#)

<p>Subscribe to daily updates</p>	<p>Receive daily email reports showing changes to content in all spaces that you have permission to view.</p> <p>Note: <i>Daily email reports do not include information about attachments on a page or blog post that are added, edited or deleted. Up to 30 updates will be included, sorted by popularity.</i></p>	<ul style="list-style-type: none"> <li>• Pages and blog posts that are added, edited or deleted.</li> <li>• Comments on a page or blog post that are added, edited or deleted.</li> <li>• Updates by users who have <a href="#">changed their personal profile</a>.</li> </ul>
<p>Subscribe to all blog posts</p>	<p>Receive email notifications for changes to blogs in your Confluence installation that you have permission to view.</p>	<ul style="list-style-type: none"> <li>• Blog posts added, edited or deleted.</li> </ul>
<p>Subscribe to network</p>	<p>Receive email notifications for changes to content by all users that you are <a href="#">following</a>, which you have permission to view.</p>	<ul style="list-style-type: none"> <li>• Space is created.</li> <li>• Page or blog post is created.</li> </ul>
<p>Subscribe to new follower notifications</p>	<p>Receive an email message when anyone chooses to follow you.</p>	
<p>Notify on my actions</p>	<p><b>Option:</b> Do you want to receive email notifications for your own changes?</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• All pages and spaces that you are watching.</li> <li>• This affects all subscriptions set.</li> </ul>

<p>Show changed content</p>	<p><b>Option:</b> Do you want your notifications to include details of the changes made to the content?</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If you do select this option, your notifications will show the differences between the current and previous versions of the page. See <a href="#">Page History and Page Comparison Views</a>.</li> </ul>	<ul style="list-style-type: none"> <li>• Edits to pages and blog posts.</li> </ul>
<p>Subscribe to recommended updates</p>	<p>Receive a daily or weekly email message showing the top content that is relevant to you from spaces that you have permission to view.</p> <p>How do you set the frequency of the mail message? A link in the email message allows you to choose daily or weekly notifications.</p> <p>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.</p>	<p>Confluence chooses the content to display, based on:</p> <ul style="list-style-type: none"> <li>• Pages and blog posts that people have recently <a href="#">liked</a>.</li> <li>• Pages and blog posts that people have recently commented on.</li> <li>• Pages and blog posts that have recently been created.</li> </ul> <p>'Recent' means any activity that occurred since the last recommended updates message was sent to you.</p> <p>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 <a href="#">network</a> ranks higher than activity not involving your network. Content from My 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.</p> <p>If there is no activity to report, Confluence will not send the email message.</p>

Notes

- **Mail server:** To enable Confluence to send email notifications, a System Administrator must configure an email server. See [Configuring a Server for Outgoing Mail](#).
- **Batching window:** System Administrators can change the batching window for changes and comments on the same page or blog post in the **Send batched notifications** [scheduled job](#). Increase the time for fewer emails or reduce the time if more immediate notifications are essential in your site.
- **Recommended updates email:** Confluence Administrators can set the default options for the recommended updates notification.

Choose the **cog icon** , then choose **General Configuration**

. Click **Recommended Updates Email** in the left-hand panel. See [Configuring the Recommended Updates Email Notification](#).

- **Email threading:** Confluence will attempt to group all the email notifications about changes to a specific page together. Other notifications such as sharing a page, requesting access to a page, or recommended updates emails are intentionally not grouped. Not all mail clients support email threading, and different email clients use different methods for threading emails. We've tested Confluence's email threading with Apple Mail 10.3, Outlook 2011, Outlook 2016, GMail, Google Inbox and Outlook.com.



#### Do more with Confluence

Take your Confluence notifications to the next level with these email notification apps on the [Atlassian Marketplace](#):

- [Notifications - ScriptRunner for Confluence](#): Manage Confluence notifications more easily, with greater control and customization
- [No Email Storm](#) - change the behaviour of the Notify Watchers checkbox in the editor

# Subscribe 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. Specialized 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, a browser extension, 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.

## 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 customized 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 customized RSS feeds using the RSS Feed Builder](#) – Create a customized 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.

## Remove an RSS feed

There is no need to try to delete or remove an RSS feed built by the Confluence [RSS feed builder](#).

Explanation: The feeds generated by the RSS Feed Builder are dynamically generated via the parameters included in the feed URL (address). For example, take a look at the following feed URL:

```
http://confluence.atlassian.com/createrssfeed.action?types=page&sort=modified&showContent=true...
```

The above feed URL will generate a list of pages ('types=page'), sorted by the modification date and showing the page content. The feed is generated at the time when the URL is fetched and there is no RSS feed information stored on the database. For that reason, there is no need to remove anything.

### On this page:

- [Confluence RSS feeds](#)
- [Remove an RSS feed](#)

### Related pages:

- [Watch Pages, Spaces and Blogs](#)
- [RSS Feed Macro](#)



# Subscribe to 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

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

## Notes

The predefined RSS feed will return no more than 10 entries within the last 5 days, if you want to customize your Confluence RSS feed (for example, use a label to filter your feed), use the [RSS Feed builder](#) instead of the above instructions.

### Related pages:

- [The RSS Feed Builder](#)
- [RSS Feed Macro](#)
- [Network Overview](#)

# The RSS Feed Builder


Using the RSS feed builder, you can create customized RSS feeds to subscribe to changes within Confluence.

Wondering what an RSS feed is? See [more information about RSS Feeds](#).

## Build 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 customized 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
<b>Feed Name</b>	The default name is based on the name of your Confluence installation. For example, 'Extranet RSS Feed'.
<b>With these labels</b>	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 <a href="#">hint below</a> about using labels to customize your feeds.
<b>Exclude these spaces</b>	Exclude specific spaces from those already selected.
<b>Sorted by</b>	Sort content by either the date or creation or the date they were last updated.
<b>Limit to</b>	Specify the number of items returned in your feed.
<b>Within the last</b>	Specify how old items returned can be.
<b>Include content for pages</b>	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.

### On this page:

- [Build an RSS feed](#)
- [Notes](#)

### Related pages:

- [Watch Pages, Spaces and Blogs](#)
- [Subscribe to RSS Feeds within Confluence](#)

- **Labels to customize your feed.** You can use the RSS feed builder to track updates to labeled pages and comments on those pages. Here is an idea for customizing 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 labeled 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=modified&showContent=true...
```

The above feed URL will generate a list of pages ('types=page'), sorted by the modification date and showing the page content. The feed is generated at the time when the URL is fetched and there is no RSS feed information stored on the database. For that reason, there is no need to remove anything.

- **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 [CO NF-21601](#) for details and a workaround.


# Subscribe 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 [profile](#)

## Subscribe 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

## Customize your network RSS feed

Confluence does not provide a way of customizing 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:
  - `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=B
LOG
```

3. Save the modified link in your RSS newsreader.

## Notes

### On this page:

- [Subscribe to a user's network feed](#)
- [Customize your network RSS feed](#)
- [Notes](#)

### Related pages:

- [Network Overview](#)
- [Subscribe to RSS Feeds within Confluence](#)
- [Your profile and settings](#)

It is not possible to filter for more than one type of content by adding multiple values to the `contentType` parameter.

# Workbox Notifications

The Confluence workbox  displays all notifications collected from Confluence page watches, shares, mentions, and tasks. From your workbox you can reply to comments, like a comment or page, watch a page, or open the relevant page or blog post.

If your Confluence site is linked to a [Jira](#) application such as Jira Software or Jira Service Desk, you'll also see notifications from your Jira application in the workbox.

Looking to manage your notification email messages instead? See [Email Notifications](#).


## Manage your notifications

### On this page:

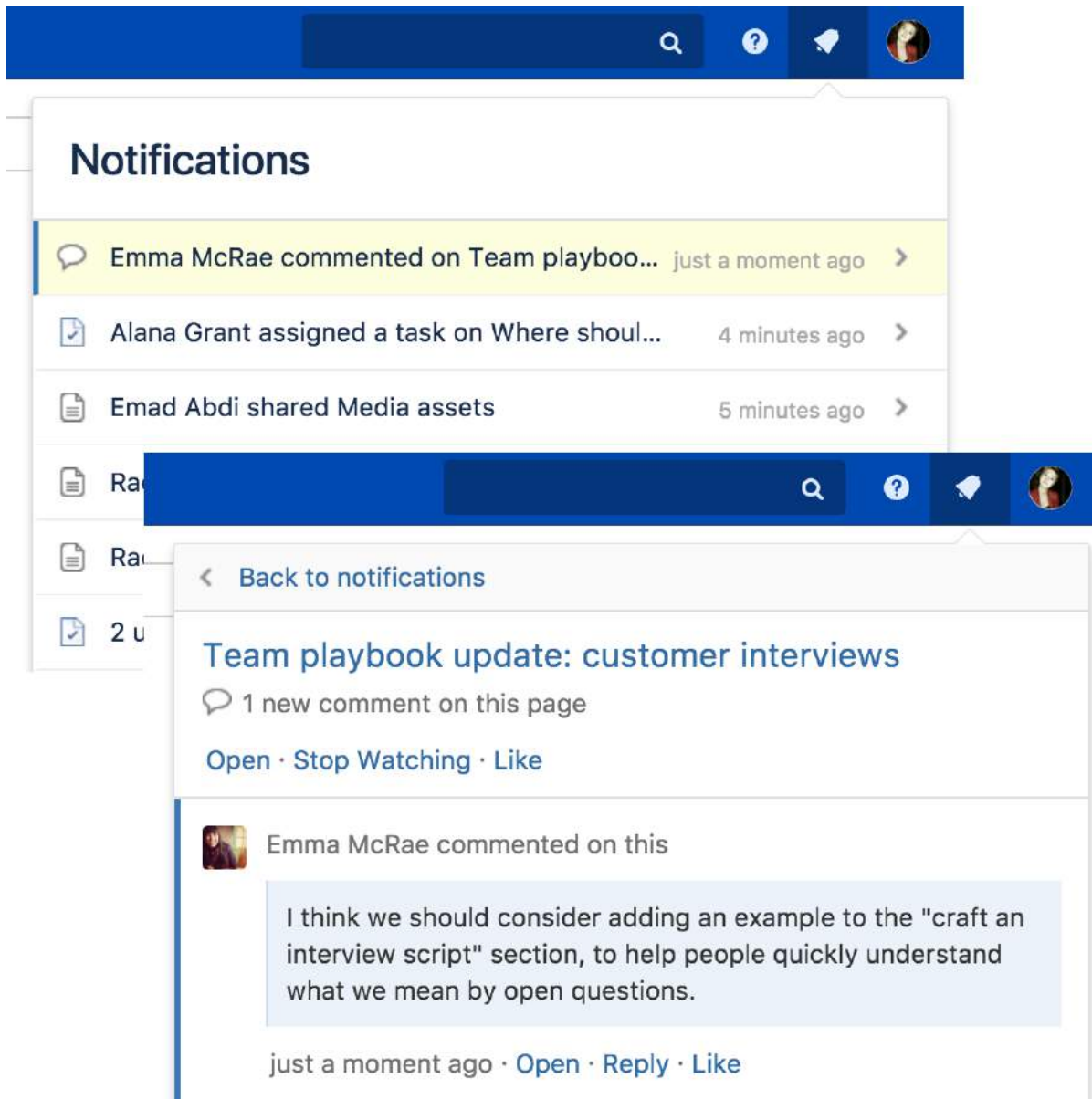
- [Manage your notifications](#)
- [Which notifications are included?](#)
- [Keyboard shortcuts](#)
- [Manage notifications with Confluence mobile](#)
- [Notes](#)

### Related pages:

- [Configuring Workbox Notifications](#)
- [Email Notifications](#)
- [Watch Pages, Spaces and Blogs](#)
- [Likes and Popular Content](#)

1. Choose the workbox icon  in the header.
  - A number will appear the workbox icon, to indicate 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 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 a Jira application, 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.

## Manage notifications with Confluence mobile

You can also view and respond to notifications on your phone or other mobile device. See [Confluence Mobile](#) for more about mobile platforms.

### Notes

- Read notifications are automatically deleted after 2 weeks.
- Unread notifications are automatically deleted 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.



# Search

Confluence gives you a few ways to find what you're looking for. Here's an overview of Confluence search, and a few tips to help you find things more easily.

## How Confluence search works

When you enter a search term, Confluence looks for content in all spaces (including personal spaces), pages, mail, personal profiles, and space descriptions. It also looks at the content of some attached file types (Word, Text, PowerPoint, Excel, PDF, and HTML).

Search results are based on your Confluence permissions, so you'll only see content you're allowed to view.

### On this page:

- [How Confluence search works](#)
- [Start a search](#)
- [Filter your search results](#)
- [Search for admin options](#)
- [Advanced search](#)
- [Advanced search syntax](#)

### Related pages:

- [Confluence Search Syntax](#)
- [Confluence Search Fields](#)
- [Recently Viewed Pages and Blog Posts](#)
- [Search Results Macro](#)
- [Livesearch Macro](#)
- [Search the People Directory](#)

## Start a search

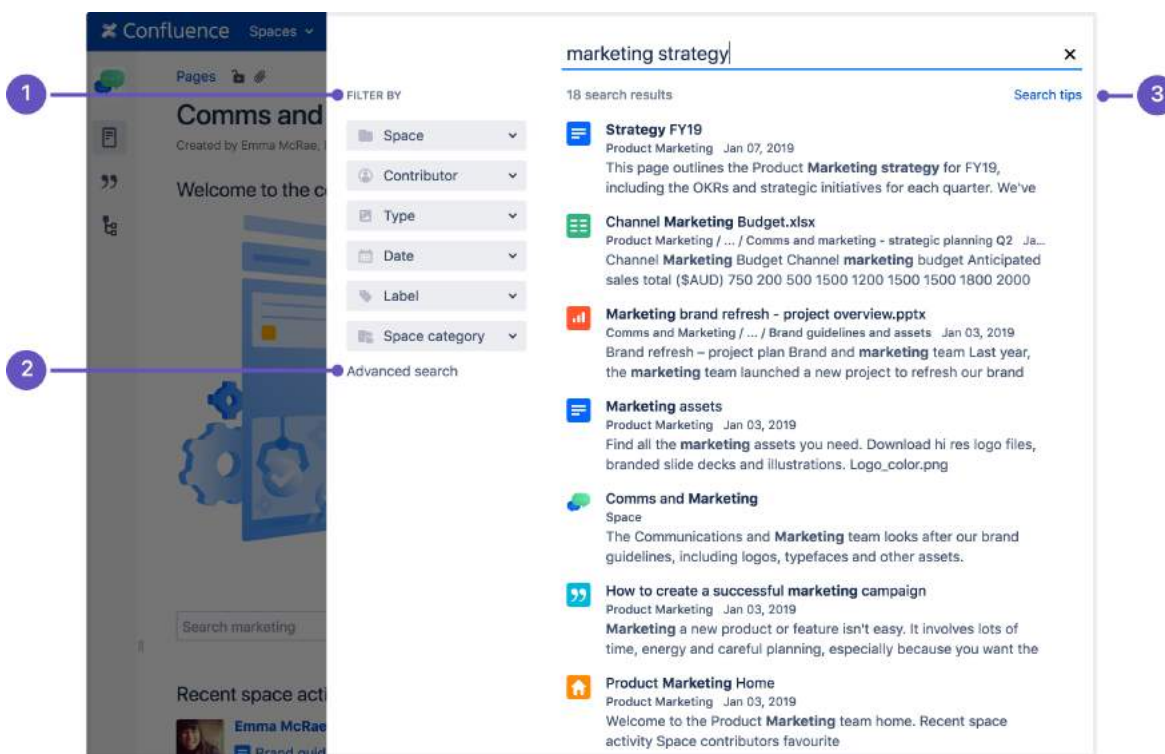
To search Confluence:

1. Click the search field in the top-right of Confluence to open the search panel.
2. Start typing your search term.

Results will appear as you type — you don't need to hit enter.

We exclude comments from your search results unless you select the comment option from the type filter.

*Screenshot: the search panel*



1. **Search filters** – refine your results by space, contributor, type, date, label, or space category.
2. **Advanced search** – go to the advanced search page.
3. **Search tips** – get search help, and tips for refining your search.

**Tip:** Type `/` on your keyboard to quickly open the search panel.

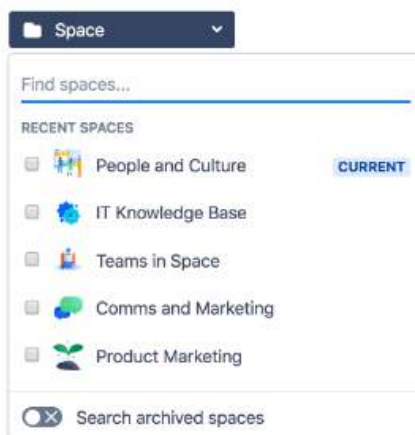
### Filter your search results

You can refine your search using interactive filters on the left-hand side of the search panel.

### Search within a space

Use the **space** filter to find content within a particular space or list of spaces. The space you're currently in will appear at the top of the list by default. Start typing the space name and choose from the list of suggested spaces.

Click the  toggle to search within archived spaces.



### Search for content by a specific person

Use the **contributor** filter to restrict your search to content modified (created, updated, or commented on) by particular people. Start typing the person's username, or part of their name, and we'll show you a list of possible matches. You can add as many people as you like.

 **Tip:** To search for your own work, click the **Contributor** filter, then select your profile from the drop-down menu. Your name appears here by default, so it's easy to find.

### Filter by content type

Use the **type** filter to only show content of a certain type, such as pages, blog posts, comments or user profiles.

### Search within a specific time frame

Use the **date** filter to search for content last modified (created, updated, or commented on) within a particular period of time.

To search within a specific date range:


1. Click **Advanced Search** on the left-side of the search panel.
2. In the **Last modified** section, choose **Custom**.
3. Select the date range from the drop-down date picker.

### Search for content with a specific label

Use the **label** filter to search for content containing a specific label. Start typing the name of the label and choose from the list of possible matches.

### Search within a space category

Use the space category filter to search within a group of related spaces. Start typing the category name and choose from the list of possible matches. You can browse existing categories from the [Space directory](#).

 **Tip:** Space admins can organize spaces into categories. You can create space categories for departments, subject areas, office locations — whatever works for your team. [Learn how to create a space category](#)

### Search for admin options

As a Confluence admin, you can quickly access admin options from the search panel.

Start typing what you want to do. We'll show the top three matching admin items at the top of your search results. You'll only see options you have permission to perform.

If you apply a search filter, admin items will no longer appear in your results.

### Advanced search

The advanced search page allows you to add more search filters, such as creator, title, date range or ancestor page.

To use advanced search:

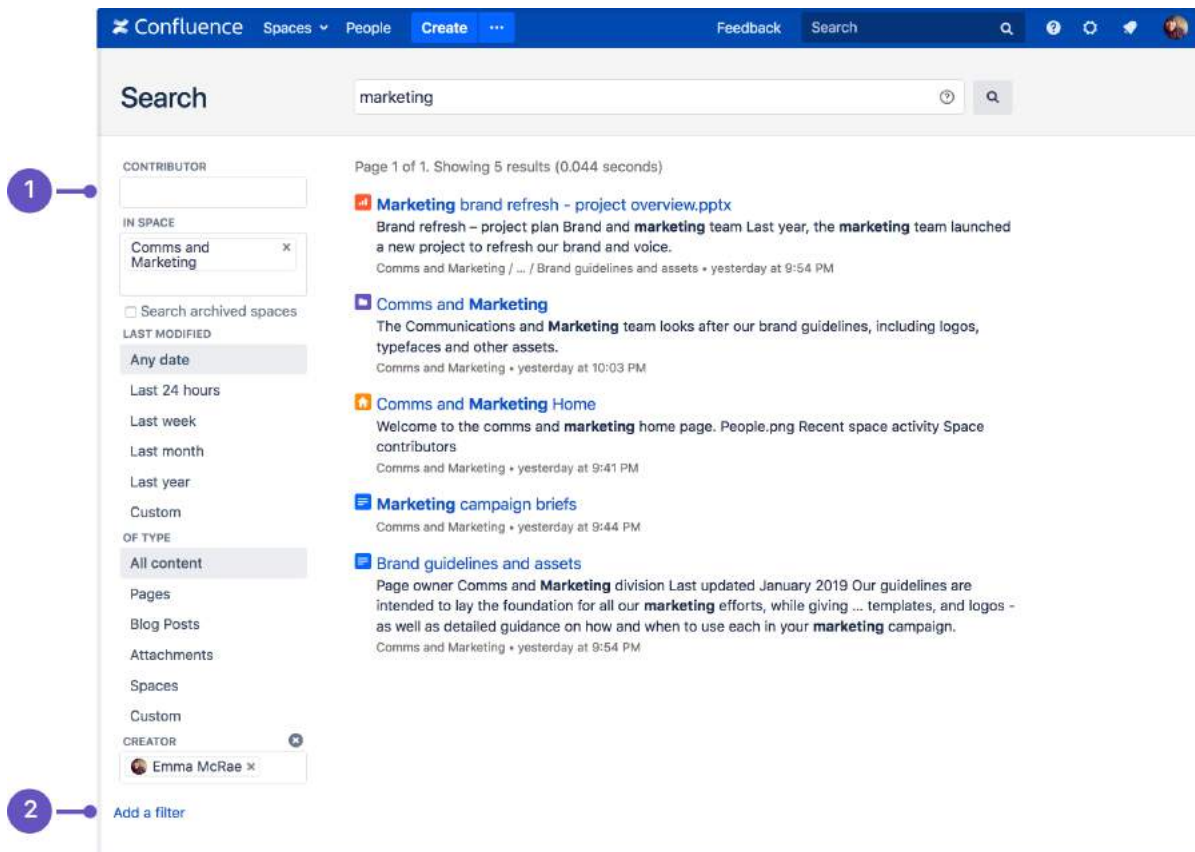
1. Click the search field at the top-right of Confluence.
2. Click **Advanced search** on the left-side of the search panel.
3. Type your keyword in the search field and hit enter.

## Adding a filter from the advanced search page

To add a search filter from the advanced search page:

1. Click **Add a filter** on the bottom left of the advanced search page.
2. From the drop-down menu, select the relevant filter.

*Screenshot: advanced search page*



1. **Search filters** – narrow your search by adding filters.
2. **Add a filter** – add more filters for even more precise search.

You can choose from these additional filters:

- **Creator** – Restrict your search to content created 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.
- **Label** – Only search for content containing specific labels.
- **With parent** – Only search for direct children of a specific parent page.
- **With ancestor** – Only search for pages below a certain page in the hierarchy.
- **Created** – Choose or enter a date to only show content created within a particular period of time.
- **Mentioning user** – Only search for content that mentions a particular Confluence user.
- **With title** – Only search within page or blog titles.

These filters are provided by [Confluence Query Language \(CQL\)](#).

## Advanced search syntax

You can also refine your search using Confluence search syntax. These are words or symbols you enter into the search field to help narrow down your results. Learn more about [Confluence Search Syntax](#).

# Confluence Search Syntax

You can create an advanced search query using Confluence search syntax. These are special words and symbols you enter into the search field to narrow the focus of your search.

This page outlines the syntax supported by Confluence's search engine, [Lucene](#).

## On this page:

- [How to use search syntax](#)
- [Search for an exact match](#)
- [Search using wildcards](#)
- [Exclude words from your search](#)
- [Combine search terms](#)
- [Search for nearby words \(proximity search\)](#)
- [Search within an alphabetical range](#)
- [Search for words spelled similarly \(fuzzy search\)](#)
- [Combining search operators](#)
- [Searching for macros](#)
- [Search specific fields in Confluence](#)
- [Confluence search fields](#)

## Related pages:

- [Search](#)
- [Confluence Search Fields](#)
- [Search the People Directory](#)

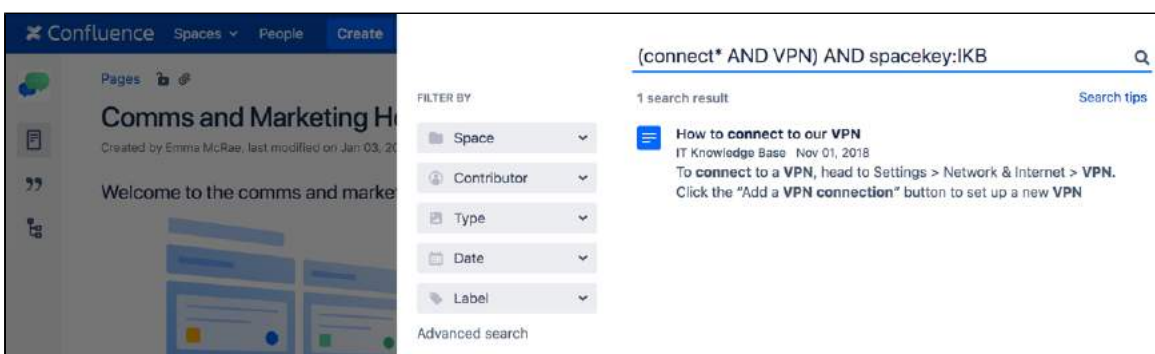
## How to use search syntax

To create a search query using Confluence syntax:

1. Click the search field at the top right of Confluence to open the expanded search panel.
2. Type your query using syntax supported by Confluence.

You can use multiple search words and operators in your query.

*Screenshot: an example of a search query using Confluence search syntax*



## Search for an exact match

Use double quotes around your search term to find a specific word or phrase. For example "product roadmap" will search for content that contains the phrase 'product roadmap', or a phrase where 'product' and 'roadmap' are the major words.

```
"product roadmap"
```


### Limitations with exact match search

#### Phrases with stop words

Confluence ignores common words ([stop words](#)) — such as 'and', 'the', 'or', and 'it' — even if they are included within double quotes.

For example, searching for "the IT budget" will only return pages containing 'budget', because 'the' and 'it' are stop words.


If you'd like to change this, vote on this improvement request:

 **CONFSERVER-14910** - Provide ability to override Lucene tokenisation and stemming and search for exact text (literal search) FUTURE CONSIDERATION

#### Phrases with special characters

Confluence ignores all symbols, such as hyphens or underscores, even if they are included within double quotes.

For example, if you search for "DOC-8510", you get all pages containing 'doc' and '8510'.

 Avoid using special characters, such as hyphens, in page or attachment names as they may not be found by Confluence search.


## Search using wildcards

Wildcards replace one or more characters in your search. They can help expand your search. For example, the search below would find <https://www.atlassian.com> or <http://www.atlassian.jp>

```
http*.atlassian.*
```

Confluence doesn't support leading wildcards. This means searching for `*heese` will not return `cheese`.

Wildcard	Description	Example
Multiple characters	Use an asterisk (*) at the end of your word to replace multiple characters.	<b>print*</b> finds content containing 'printer', 'printing', 'prints' and so on.
Multiple wildcards	Use asterisks (*) to add more than one multiple-character wildcard	<b>r*c*</b> finds content containing 'react', 'recovery', 'refactor' and so on.
Single character	Use a question mark (?) to replace a single character in your search.	<b>b?tter</b> finds content containing 'butter', 'bitter', 'better', 'batter' and so on.

 **Leading wildcards**

Lucene doesn't allow wildcards at the beginning of your search, but you can format your search as a regular expression as a workaround. For example, you can't search for `*hum*` or `?hum*`, as they begin with a wildcard, but you can search for `/.*hum.*/` and find things like hum, human, and inhumane.

### Exclude words from your search

Use NOT or minus (-) to exclude words from your search.

```
chalk NOT cheese
```

Operator	Description	Example
NOT	Use NOT (in capital letters) to exclude a word from your search.	<b>chalk NOT cheese</b> finds content containing 'chalk' but NOT 'cheese'
Minus (-)	Put a minus sign (-) in front of words you want to leave out.	<b>chalk butter -cheese</b> finds content containing 'chalk' and 'butter' but not 'cheese'

### Combine search terms

Operator	Description	Example
OR	Use OR (in capital letters) to search for content that contains one of the terms.	<b>chalk OR cheese</b> finds content containing either 'chalk' or 'cheese'
AND	Use AND (in capital letters) to search for content that contains more than one search term.	<b>chalk AND cheese</b> finds content containing both 'chalk' and 'cheese'

You can also combine search terms and operators, for example:

```
(cheese OR butter) AND chalk
```

### Search for nearby words (proximity search)

Use a tilde (~) 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 won't work, 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
```

### Search within an alphabetical range

Use 'TO' (in capital letters) to search for names that fall alphabetically within a specified range. For example:



```
[adam TO ben]
```

**Note:** You can't use the AND keyword inside this statement.

## Search for words spelled similarly (fuzzy search)

Use a tilde (~) to find words spelled similarly, or to pick up misspellings.

For example, if you want to search for octagon, but you're not sure how it's been spelled, type the word followed by a tilde:

```
octogan~
```

## Combining search operators

You can also combine various search terms together:

```
o?tag* AND past~ AND ("blog" AND "post")
```

## Searching for macros

You can search Confluence pages to find where a macro is used. Start your search with `macroName:` and type the macro name after the colon. For example, to search for all excerpt-include macros:

```
macroName:excerpt-include*
```

## Search specific fields in Confluence

Confluence data is stored in fields, for example title, label, type and so on. To search for content using a specific field, type the name of that field into the search box followed by a colon (:), and then the term you're looking for.

You can use multiple fields in the same query. For example, you could use the following query to find all blog posts containing the Excerpt Include macro.

```
type:blogpost AND macroName:excerpt-include*
```

Confluence will only look for the term directly after the colon. For example, the query below will search for 'some' in the title field and 'title' in the default fields:

```
title:some title
```

Use double quotes if you want to find multiple keywords:

```
title:"some title"
```

## Confluence search fields



This table lists some common search fields, and shows examples of what to type into the search box. Fields are case sensitive, so make sure you type the field name exactly as it appears in the table below.

Field	Description	Examples
macro Name	Searches for pages that contains a specific macro. Type the name of the macro in lowercase. You can use a wildcard to make sure Confluence finds the macro you're after.	macroName : excerpt-include*  macroName : jira*
space key	Searches for content within a specific space, using the <a href="#">space key</a> . Type the name of the space key in capital letters.  You can add multiple spaces using brackets and commas.	spacekey : MARKETING  spacekey : (IT, MARKETING)
title	Searches for content with specific words in the title.	title : " product roadmap "
type	Searches for content of a particular type. You can use the following content types in your query: <ul style="list-style-type: none"> <li>• page</li> <li>• blogpost</li> <li>• attachment</li> <li>• comment (only supported when using <a href="#">advanced search</a>).</li> </ul>	type : attachment  type : blogpost
labelText	Searches for content containing a specific label. If the label has a hyphen, include it within double quotes.	labelText : roadmap  labelText : " product- roadmap "

For more information about search fields, see [Confluence Search Fields](#).

# Confluence Search Fields

This page gives an overview of the [Apache Lucene](#) search fields used in Confluence.

## Filter with CQL

Before you dive into learning more about Lucene fields, you may want to learn about the powerful [search filtering](#) offered by Confluence Query Language (CQL).

CQL (Confluence Query Language) is a query language developed for Confluence, which you can use in some macros and the Confluence search. Confluence search and CQL-powered macros allow you to add filters to build up a search query, adding as many filters as you need to narrow down the search results.

Use the **Add a filter** link to add more filters to your query.

- For an OR search, specify multiple values in the same field. So to show pages with 'label-a', 'label-b' or both you'd put 'label-a' and 'label-b' in the same Label field, like this:



- For an AND search, add more than one filter and specify a single value in each. To show only pages with label-a and label-b you'd put 'label-a' in one label field, then add a second Label field to the macro, and put 'label-b' in the second one, like this:



Put simply, OR values are entered in the same filter, AND values are entered in different filter.

Only some filters support AND. If the filter doesn't support the AND operator, you won't be able to add that filter more than once.

- For a NOT search, enter a minus sign (-) before the label. This'll exclude everything with that label.

You can use the following CQL filters to build your query:

Filter	Description	Operators
<b>Label*</b>	Include pages, blog posts or attachments with these labels.	OR (multiple values in the same filter) AND (multiple Label filters)

### On this page:

- [Filter with CQL](#)
- [Searching for content in specific fields](#)
- [Confluence search fields](#)
  - [Personal Information](#)
  - [Pages](#)
  - [Blog](#)
  - [Attachments](#)
  - [Mail items](#)
- [Notes](#)

### Related pages:

- [Search](#)
- [Confluence Search Syntax](#)
- [Search the People Directory](#)

<b>With ancestor or</b>	Include pages that are children of this page.  This allows you to restrict the macro to a single page tree.	OR (multiple values in the same filter)
<b>Contributor**</b>	Include pages or blog posts that were created or edited by these people.	OR (multiple values in the same filter)
<b>Creator</b>	Include items created by these people.	OR (multiple values in the same filter)
<b>Mentioning user</b>	Include pages and blog posts that @mention these people.	OR (multiple values in the same filter)
<b>With parent</b>	Include only direct children of this page (further sub-pages won't be included)	EQUALS (one page only)
<b>In space**</b>	Include items from these spaces.	OR (multiple values in the same filter)
<b>Including text**</b>	Include items that contain this text.	CONTAINS (single word or phrase)
<b>With title</b>	Include items that contain this text in the title.	CONTAINS (single word or phrase)
<b>Of type**</b>	Include only pages, blogs or attachments.	OR (multiple values in the same filter)

\* This field is required in CQL-powered macros.

\*\* You can add these filters in CQL-powered macros but in search they're part of the standard search filters, so they don't appear in the **Add a filter** menu.

### 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. For example:

```
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
```

To learn more about using Confluence search fields in an advanced search query, head to [Confluence Search Syntax](#).

### Confluence search fields

Below are the fields which can be searched, listed by content type.

#### Personal Information

Name	Indexed	Stored	Tokenized	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	Tokenized	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	Tokenized	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	Tokenized	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	Tokenized	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	

## Notes

To find out the version of Lucene Confluence is using go to <installation directory>/confluence/WEB-INF/lib and locate the Lucene jar files. The Lucene version number will be part of the filename.

# Search the People Directory

The people directory displays a list of people who are authorized to log in to your Confluence site (they have the 'Can Use' global permission).

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.

## View the people directory

Choose **People** at the top of the screen.

## Search 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**.

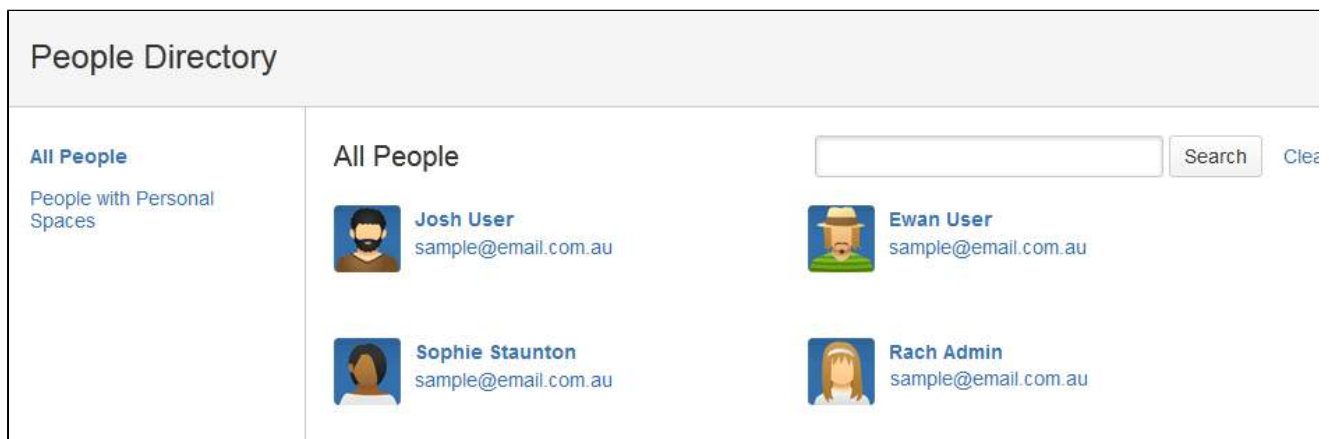
## Follow people's activities

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](#).

*Screenshot: The people directory*



### On this page:

- [View the people directory](#)
- [Search for people](#)
- [Follow people's activities](#)
- [Notes](#)

### Related pages:

- [Create a Personal Space](#)
- [Editing your User Profile](#)
- [Set Your Profile Picture](#)

## 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, organizations, 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?showDeactivatedUsers=true
```

- Any user who does not have the 'Can Use' Confluence global permission won't appear in the People directory (for example, Jira Service Desk customers who can view KB articles, but do not have a Confluence license).
- 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` parameter to the URL. For example:

```
http://my.confluence.com/dopeopledirectorysearch.action?showExternallyDeletedUsers=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.

## To view your recently viewed content:

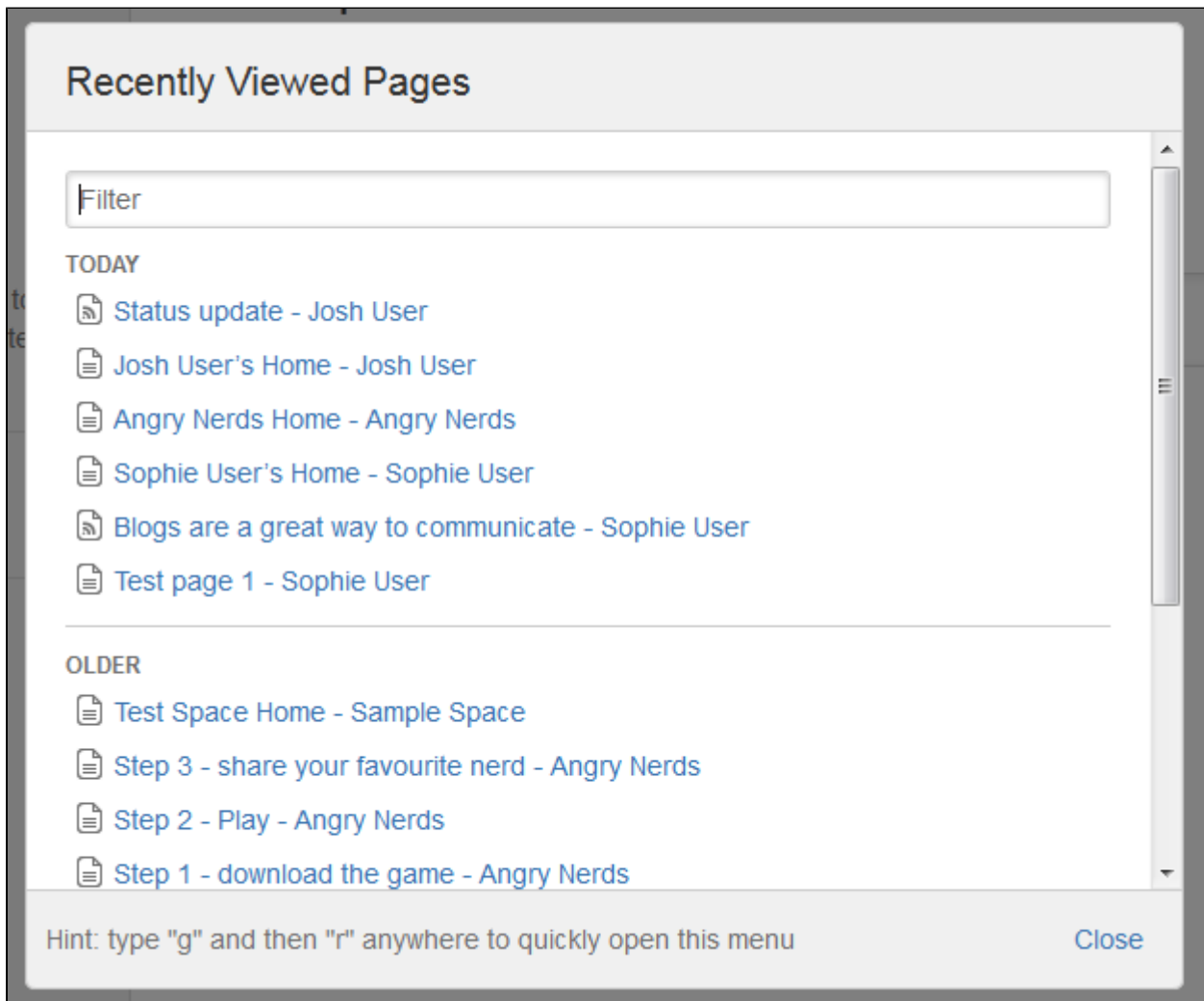
1. Choose **your profile picture** at top right of the screen, then choose **Recently Viewed**
2. Choose the title of the page you want to revisit

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.

### Related pages:

- [Create and Edit Pages](#)
- [Your profile and settings](#)



The screenshot shows a 'Recently Viewed Pages' menu with a search filter and a list of pages categorized by 'TODAY' and 'OLDER'. A hint at the bottom suggests typing 'g' and then 'r' to quickly open the menu, and a 'Close' button is visible in the bottom right corner.

**Recently Viewed Pages**

Filter

**TODAY**

- 📄 [Status update - Josh User](#)
- 📄 [Josh User's Home - Josh User](#)
- 📄 [Angry Nerds Home - Angry Nerds](#)
- 📄 [Sophie User's Home - Sophie User](#)
- 📄 [Blogs are a great way to communicate - Sophie User](#)
- 📄 [Test page 1 - Sophie User](#)

---

**OLDER**

- 📄 [Test Space Home - Sample Space](#)
- 📄 [Step 3 - share your favourite nerd - Angry Nerds](#)
- 📄 [Step 2 - Play - Angry Nerds](#)
- 📄 [Step 1 - download the game - Angry Nerds](#)

Hint: type "g" and then "r" anywhere to quickly open this menu Close

# 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](#).

### On this page:

- [Levels of permission](#)
  - [Global permissions](#)
  - [Space permissions](#)
  - [Page restrictions](#)
- [How do permissions and restrictions interact?](#)
- [Check who can view a page](#)

### Related pages:

- [Confluence Groups](#)
- [Global Permissions Overview](#)
- [Space Permissions Overview](#)
- [Page Restrictions](#)
- [Configuring Confluence Security](#)

## Global permissions

[Global permissions](#) are site-wide permissions, and are assigned by a Confluence administrator or system administrator.

Global permissions cover things like whether a user can log in or create a space. They don't really interact with space permissions or page restrictions.

For full details, check out the [Global Permissions Overview](#).

## Space permissions

Every space has its [own independent set of permissions](#), managed by the space administrators, 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 (people who aren't logged in) if need be.

For full details, check out the [Space Permissions Overview](#).



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 for viewing or editing by default**, but you can [restrict either viewing or editing](#) to certain users or groups if you need to. Page restrictions can be applied to published or unpublished pages and blog posts (drafts).

Don't forget, every page in Confluence lives within a space, and space permissions allow the [space admin](#) to revoke permission to view content for the whole space. Even the ability to apply restrictions to pages is controlled by the 'restrict pages' space permission.

For full details, check out [Page Restrictions](#).

## How do permissions and restrictions interact?

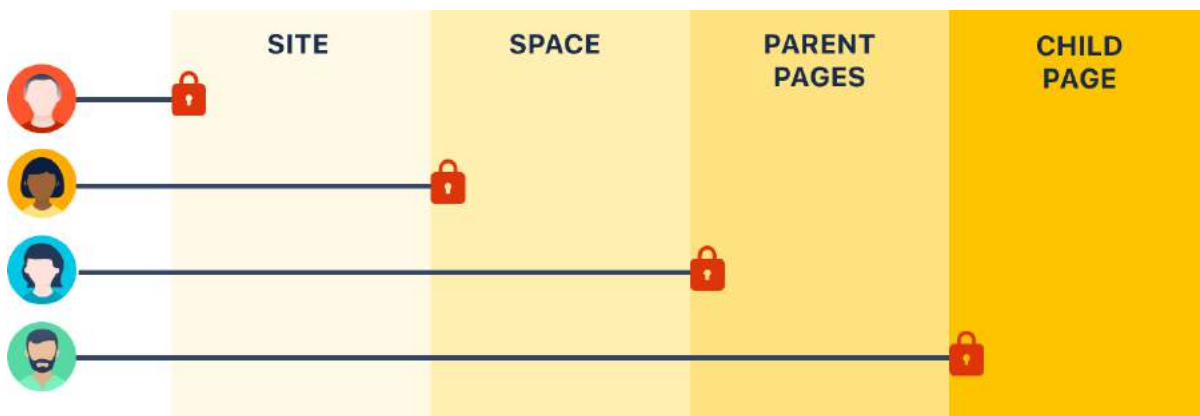
You can restrict viewing of a page or blog post to certain users or groups, so that even if someone has the 'view' permission for the space, they won't be able to view the content of the page or blog post.

If someone is a space admin and you've used page restrictions to prevent them viewing a page, they won't be able to see the page when they navigate to it. As a space admin though, they can see a list of restricted pages in the space and remove the restrictions.

## Check who can view a page

To check who can view a page, go to **\*\*\* > People who can view**. This will show a list of people, including administrators, who have space permission to see the space, and are not prevented by page restrictions from seeing the page. See [Check who can view a page](#) for more information.

The diagram below shows the points at which someone could be prevented from viewing a page.



- **Site** - they don't have permission to log in to Confluence.
- **Space** - they don't have permission to view the space.
- **Parent page** - the current page is inheriting a view restriction from another page higher up in the page hierarchy, preventing them from viewing.
- **Child page** - the current page has a view restriction preventing them from viewing.

## What about links?

Space permissions and page restrictions affect how [links between Confluence pages](#) are displayed.

- If someone doesn't have 'View' space permission, links to pages in that space will be visible, but they'll get a "page not found" message. The space key is not revealed in the link URL.
- If someone has the "View" space permission, but the page has view restrictions, the link will be visible but they'll get an "access denied" message 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.

# Confluence Groups

[Grouping users in Confluence](#) is a great way to cut down the work required when managing permissions and 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.

## Default Confluence groups

There are two default groups in every Confluence instance and, beyond that, Confluence administrators are free to set up and edit groups in any way they see fit.

The two default groups in Confluence are:

- **confluence-users** - this is the default group into which all new users are usually assigned. In most sites this is the group that provides the permission to log in to Confluence.
- **confluence-administrators** – this super group grants the highest level of administrator permissions. Members of this can view all pages, including restricted pages. While they can't edit existing pages, they can add, delete, comment, restore page history, and administer the space. They can also access the admin console and perform all administrative tasks.

### On this page:

- [Default Confluence groups](#)
- [Anonymous users](#)
- [Unlicensed users from linked applications](#)

### Related Pages:

- [Space Permissions Overview](#)
- [Assign Space Permissions](#)
- [Page Restrictions](#)
- [Confluence Groups for Administrators](#)

### Overlapping permissions

Space permissions are additive. If a user is granted permissions as an individual or as a member of one or more groups, Confluence will combine these permissions together. This is sometimes known as their effective permissions.

Sasha is a member of the `confluence-users` group and the `developers` group. The `confluence-users` group has 'export' permission, but does not have 'restrict' permission. The `developers` group has 'restrict' permission but does not have 'export' permission.

By being a member of these two groups, Sasha can restrict *and* export content. The permissions do not conflict, they combine to determine what Sasha is allowed to do in this space.

## Anonymous users

People who don't log in when they access Confluence are known as 'anonymous' users. By default, anonymous users don't have access to view or change any content in your Confluence site, but Confluence admins can assign permissions to anonymous users if it's required.

## Unlicensed users from linked applications

If you're using Confluence as a knowledge base for Jira Service Desk, your Jira Service Desk administrator can choose to allow all active users and customers (that is logged in users who do not have a Confluence license) to view specific spaces.

These users have very limited access, and cannot be granted permissions in the same way as an individual or group. However, it's important to note that this permission overrides all existing space permissions, so any logged in Confluence user will also be able to see the space (regardless of their group membership). This is due to the way Confluence inherits permissions.

# Check who can view a page

Confluence is open by default, however because of the layers of space permissions and page restrictions that can be applied, it isn't always obvious who can see your page.

If you want to share a page with someone in a different team, for example, it's useful to know whether they have adequate permissions to see it *before* you share.

## On this page:

- [Check who can view a page](#)
  - [Why can these people view?](#)
  - [What should I do if someone can't see my page?](#)
  - [How do I make my page completely private?](#)
- [Disable the People who can view option](#)

## Related pages:

- [Permissions and restrictions](#)
- [Global Permissions Overview](#)
- [Space Permissions Overview](#)

## Check who can view a page

To check who can view a page:






1. Go to **••• > People who can view**.
2. A list of all the people who can view the page will appear.
3. Start typing a name to filter the list.

People who can view is available in both Confluence Server and Confluence Data Center.

### People who can view this page

🔍

5 people can view this page. [Restrictions](#) can affect who can view.

Full name		Username
	Rach Admin	admin
	Fran Perez	fran
	Jane Rotanson	jane
	Jie Yang Song	jie
	Omar Darboe	omar

[Why can these people view?](#)
Close

*Screenshot: the People who can view dialog showing a list of 5 people.*

### Why can these people view?

The list includes everyone who:

- is allowed to view the space, via space permissions, and
- is not prevented from viewing the page by page restrictions.

The list also includes members of the confluence-administrators super group, who can always see all spaces and pages. This means that even if you restrict a page to yourself, it's possible that at least one other person can see it.

### What should I do if someone can't see my page?

If you want to share your page with a person, and they're not listed, you'll need to work out what is preventing them from viewing the page.

If you restricted the page, add them to the page restrictions, and then check the People who can view list again.

If they still aren't listed, it's likely they don't have permission to see the space. You'll need to contact a space admin to help with this. Go to **Space Tools > Overview** for a list of space admins.

### How do I make my page completely private?

The short answer is, you can't. Confluence is designed to be open. It's for sharing work with your team. While you can restrict a page to yourself, it's important to note that:

- Space administrators always have the ability to remove page restrictions, even from pages they can't see.

- People with Confluence Administrator and System Administrator global permissions can't see your pages by default, but they can grant themselves space administrator permission to the space.
- Members of the confluence-administrators super group can see all spaces and pages. This group grants the highest possible permission in Confluence. Some organisations use this group heavily, while others don't use this group at all.


## Disable the People who can view option

People with Confluence Administrator or System Administrator permissions can disable the **People who can view** option, if they don't want people to be able to see a list of user's names.

To disable the People who can view option:

1. Go to <base-url>/admin/plugins/gatekeeper-plugin/global/configuration.action
2. Deselect **Show 'People who can view' option** and save the change.

# Inspect permissions

 **Inspect permissions** is an advanced permissions feature, and is only available in Confluence Data Center.

Confluence is open by default, but because of the layers of group, individual and anonymous permissions that can be applied, it can be challenging to find out exactly who can do what.

Inspect permissions helps you:

- troubleshoot permissions problems
- audit who can do what in your site
- apply the permissions granted to a user or group in one space to multiple spaces.

It reveals a person's **effective permissions**, combining everything we know about their permissions in a way that can be easily interpreted.

## On this page:

- [Troubleshoot permissions problems](#)
  - [Inspect permissions via space administration](#)
  - [Inspect permissions via the Global administration](#)
  - [Inspect permissions for a group](#)
  - [Permissions explanations](#)
- [Audit permissions](#)
- [Bulk apply permissions](#)
  - [Bulk apply permissions for a group](#)
  - [Bulk apply permissions for a user](#)
- [Troubleshooting and known issues](#)
  - [General cache problems](#)
  - [Export options limited in Internet Explorer 11](#)
  - [Inspect permissions for a group only shows direct permissions](#)
  - [Excluding spaces with no permissions can take a long time in large sites](#)

## Related pages:

- [Permissions and restrictions](#)
- [Global Permissions Overview](#)
- [Space Permissions Overview](#)

## Troubleshoot permissions problems

Often you will need to find out why someone can or can't do something in Confluence. By inspecting permissions you can drill right down to the root of the problem.

For example, someone reports to you that a teammate can see a space they shouldn't be able see. By inspecting permissions you can work out exactly what group memberships, for example, might be contributing.

### Inspect permissions via space administration

You need space admin permissions for the space you want to troubleshoot.

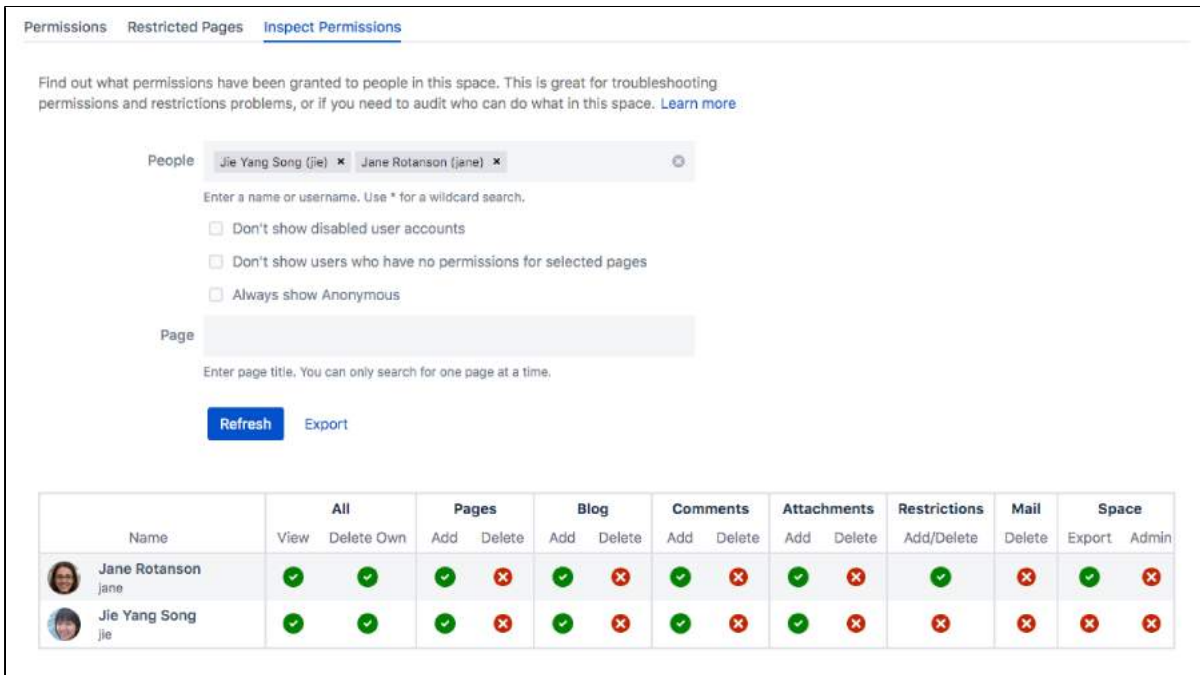
To find out why someone can or can't view this space:

1. Go to the space and choose **Space tools > Permissions** from the bottom of the sidebar
2. Go to the **Inspect permissions** tab
3. Enter the person's name or username.
4. Leave the **Page** field blank (unless you need to investigate a specific page in this space).
5. Choose **Show**.

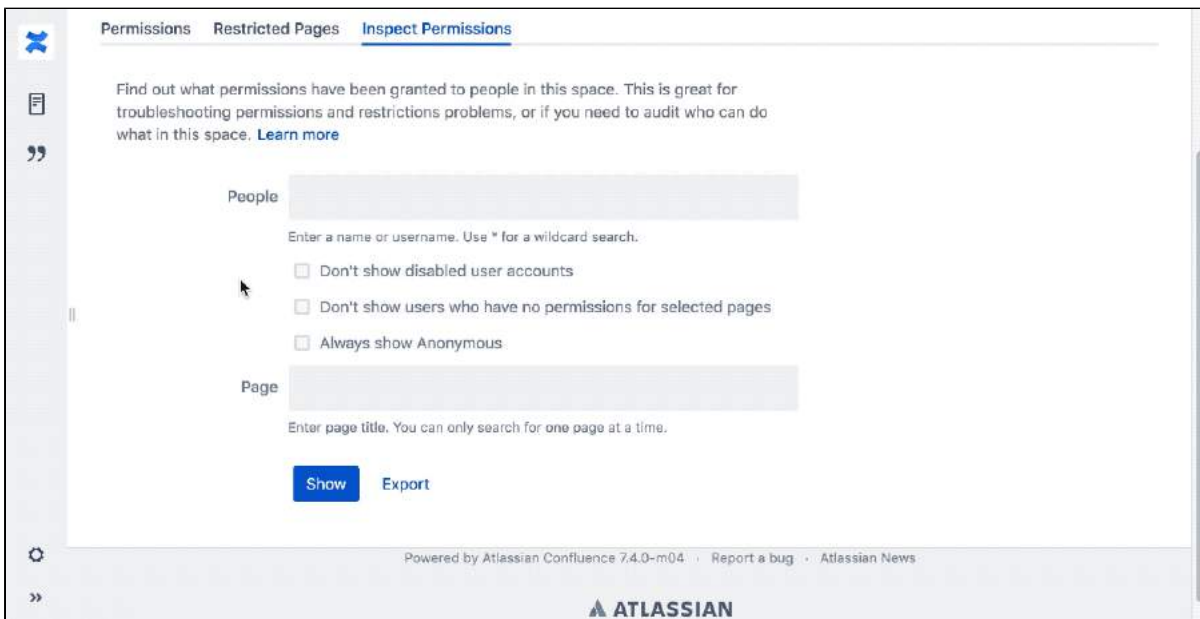
A table showing the person's effective permissions in this space will appear. Click one of the icons to go to the detail view, and find out exactly why they do or don't have that permission.

If you choose to specify a particular page, the permissions explanations will also include information about any page restrictions. The icons will represent just that page, not the user's permissions for the entire space.





Screenshot: Inspect permissions tab in Space Tools showing permissions for two users.




Animation: Inspect permissions tab in Space tools showing permissions explanations for a user

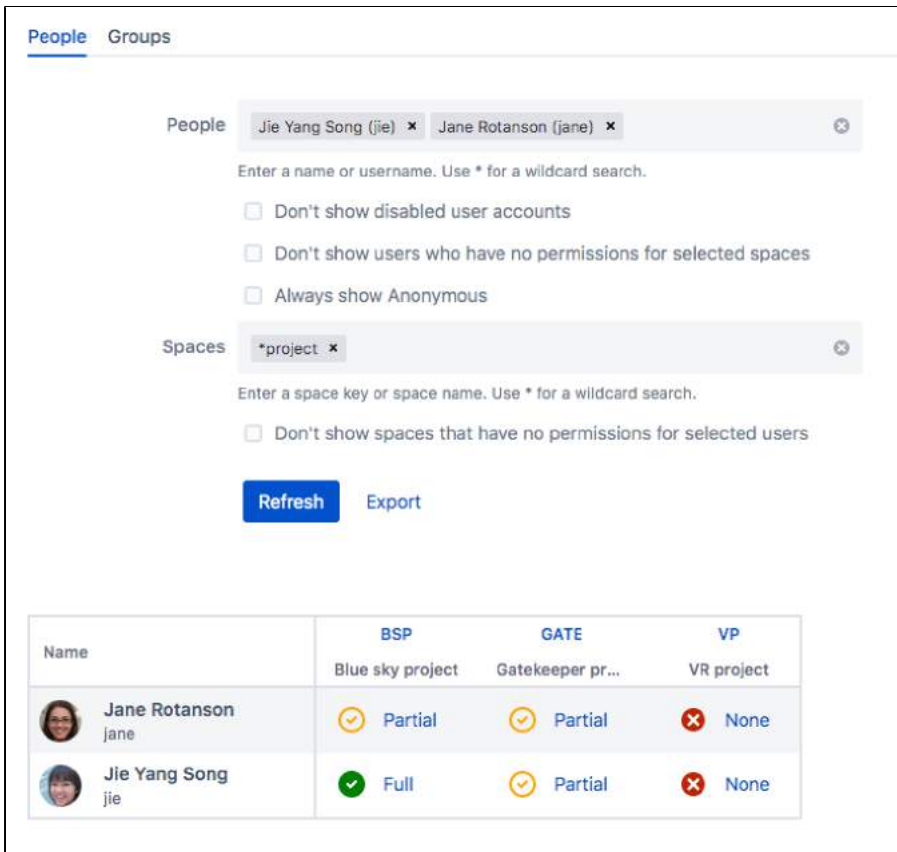
### Inspect permissions via the Global administration

You need Confluence Administrator or System Administrator global permission to do this. You don't need to have permission to view the space itself.

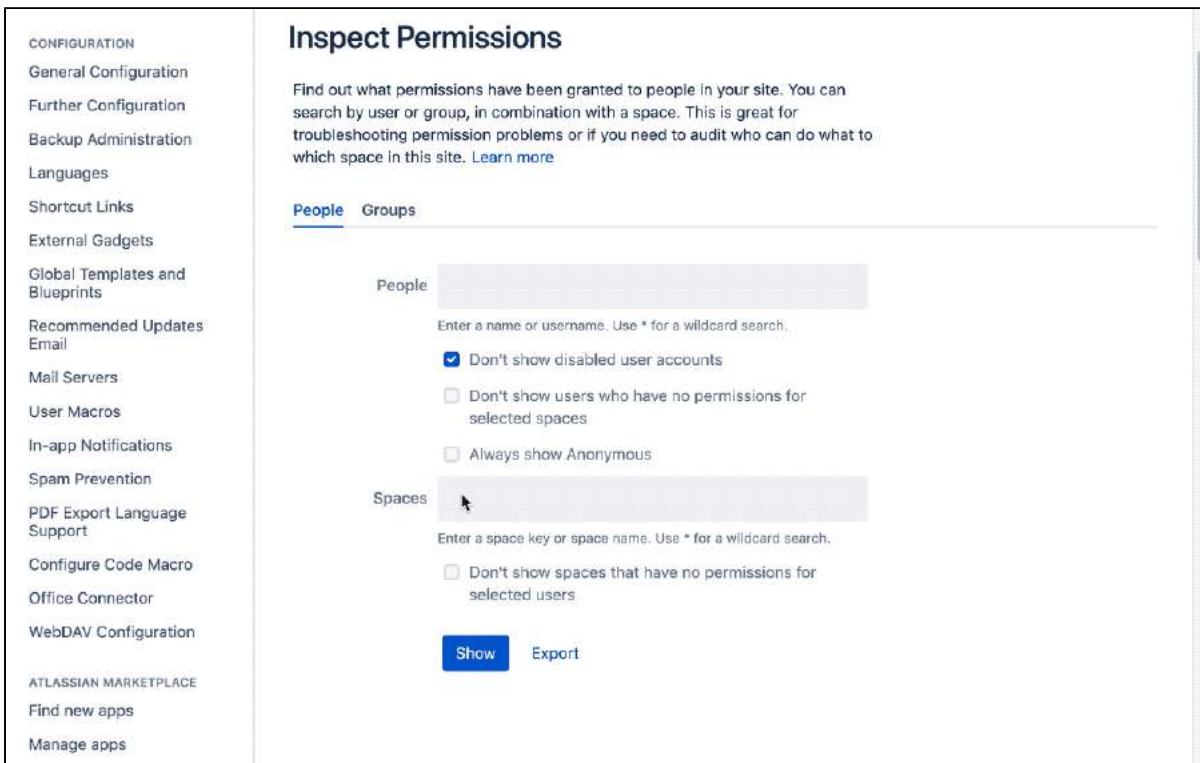
To find out why someone can or can't view this space:

1. Go to  > **General Configuration** > **Inspect permissions**.
2. Enter the person's name or username.
3. Enter the spaces you want to view.
4. Choose **Show**.

A table showing the users and spaces you searched for will appear. Click the link to see the detailed view, then click the icons to find out exactly why they do or don't have that permission.



Screenshot: Inspect permissions in Global administration showing permissions for two users and three spaces.




Animation: Inspect permissions in Global administration showing searching for all spaces containing the word "project" and then viewing permissions explanations for a user.

### Inspect permissions for a group

You can also inspect permissions for a specific group. This can only be done via the global administration.

To inspect permissions for a group:

1. Go to  > **General Configuration** > **Inspect permissions**.
2. Choose the **Groups** tab
3. Enter the group name.
4. Enter the spaces you want to view.
5. Choose **Show**.

A table showing the groups and spaces you searched for will appear. Click the link to see the detailed view.

When inspecting permissions for a group, be aware:

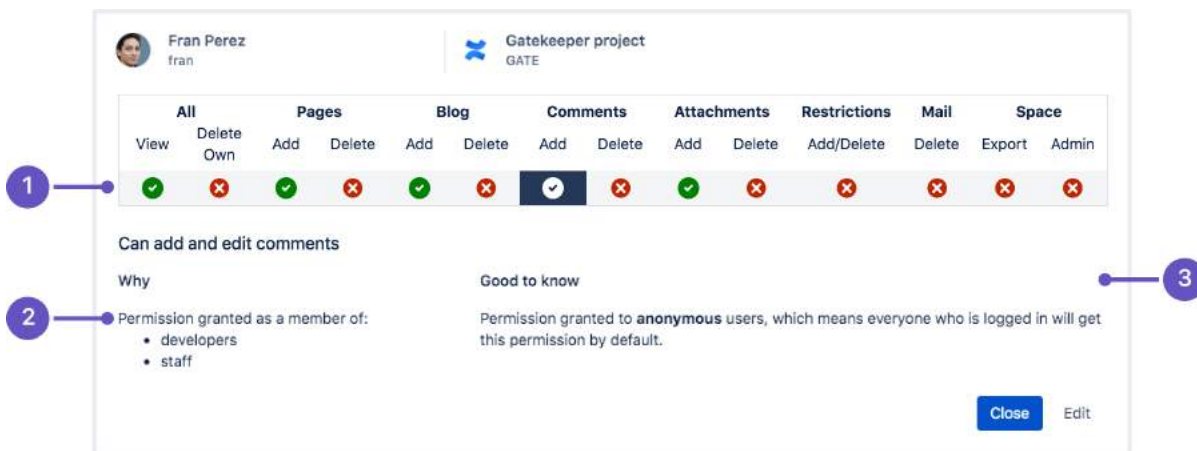
- We don't indicate when a group does not have the Can Use global permission, as we do for users.
- We don't show effective permissions for the group, as we do for users. We only show permissions directly granted to that group (not granted via membership of a parent group. This is only an issue if your external user directory has nested groups).

### Using wildcards in your search

When searching for users, groups, or spaces, you can use \* as a wildcard. For example if you wanted to search for all spaces that contain the word project in their title, type \*project and select **Search for \*project** from the suggestions dropdown.

### Permissions explanations

The detail view shows the effective permissions for a single user or group in a space. Click each icon to see a detailed explanation, as shown here.



1. **Icons** - icons indicate whether the user or group can or can't do this action.
2. **Explanation** - explains why the user can or can't do this action.
3. **Good to know information** - provides additional information that may become relevant, for example that space administrators can grant themselves permissions they don't currently have.

The purpose of these explanations is to provide a simple reason why someone can or can't do something in a space. The messages are designed to be short, and present the most relevant information first.

The table below contains a more detailed explanation of every message, including the conditions that trigger the message.

### Explanations about users

Explanation	Message appears when...
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Permission granted as an individual	The user is listed in the space permissions for that space.
Permission granted as a member of:	The user is a member of a group, that is listed in the space permissions for that space. If the user is a member of multiple groups that are listed in the space permissions, we will list all of them.
Permission granted as an individual and as a member of:	The user is listed in the space permissions for that space, and is also a member of a group that is listed in the space permissions for that space.
Permission granted to <b>anonymous</b> users, which means everyone will get this permission by default, including people who are not logged in.	<p>The permission is granted to anonymous users in this space, and your site is public (you have granted anonymous users the Can use global permission).</p> <p>Logged in users can't have fewer permissions than anonymous users.</p>
Permission granted to <b>anonymous</b> users, which means everyone who is logged in will get this permission by default.	<p>The permission is granted to anonymous users in this space, but your site is not public (anonymous users do not have the Can use global permission).</p> <p>Logged in users can't have fewer permissions than anonymous users. This is sometimes used as a shortcut way to provide 'everyone' with space permission, without making the site itself public.</p>
No permission granted as an individual or as a member of a group.	The user isn't listed in the space permissions for that space, they are not a member of a group that is listed in the space permissions for that space, and anonymous has not been granted any permissions.
This person doesn't have the <b>Can use</b> global permission, so they can't log in to Confluence.	This user exists in the user directory, but doesn't have a Confluence license seat. They are not a member of confluence-users or another group that has the 'Can use' global permission.
This person is a <b>Confluence administrator</b> so could grant themselves this permission.	The user, or a group they're user is a member of, has Confluence Administrator global permission. This means they can recover permissions for a space they don't have permission to see, and then change the permissions for that space. Unlike members of the confluence-administrators super group, they can't see the space by default.
This person is a <b>space admin</b> , so could grant themselves this permission.	The user has space admin permissions in this space. This means they can modify permissions for this space, and could grant themselves any permissions they don't currently have.
This person is a <b>space admin</b> , so can edit restrictions. They can also remove all restrictions from pages they don't have permission to edit or view.	The user has space admin permissions in the space. This means they can always change page restrictions (even if they don't have the Restrict permission), and can access a list of all restricted pages in the space, and remove all restrictions from these pages.
This person has <b>Delete own</b> permission so can delete their own pages, blog posts, comments, and attachments.	The user can delete pages, blog posts, comments, and attached files that they have created. They can't delete pages, blog posts, comments, and attached files created by other users unless they also have Delete permission in the space. For example the user can delete a page they created, but they cannot delete a page their team mate created unless they also have the Delete Page space permission.

To add and delete restrictions this person also needs the <b>Add page</b> permission.	The user has Restrict permission, but does not have the Add page permission. Applying a page restriction is considered editing the page, so both permissions are required.
This person is a member of the <b>confluence-administrators super group</b> . This means they can view all pages, including restricted pages. While they can't edit existing pages, they can add, delete, comment, restore page history, and administer the space.	The user is a member of the confluence-administrators group. This is a default group that has significant privileges in Confluence, beyond that provided by the Confluence Administrator or System Administrator global permission.
This person can't log in because their <b>account is disabled</b> .	This user exists in the user directory, but their account has been disabled. They don't have a Confluence license seat. This is usually because the person has left the organisation.
Restrictions on <u>&lt;page title&gt;</u> prevent this person from viewing the page.	A page restriction has been applied to the page. The user, or a group they're a member of, are not listed in the page restrictions dialog, so they have 'no access'.  This message only appears when you inspect permissions for a specific page in a space.
Restrictions on <u>&lt;page title&gt;</u> allow this person to view, but prevent them from editing the page.	A page restriction has been applied to the page. In the page restrictions dialog, either everyone can view or the user or group they're a member of can view, but only specific users or groups can edit.  This message only appears when you inspect permissions for a specific page in a space.
Restrictions on <page title> allow this person to view and edit the page.	A page restriction has been applied to the page. The user, or a group they're a member of, are listed in the page restrictions dialog, and they have 'View and edit' access.
Restrictions on <page title> allow this person to view the page.	A page restriction has been applied to the page. The user can view the page, either because the page restriction allows everyone to view, and only some people to edit, or the user, or a group they're a member of, are listed in the page restrictions dialog, and they have "View only" or 'View and edit' access.  This message only appears when you inspect permissions for a specific page in a space, and click on a permission that doesn't require permission to edit the page, for example View, or Add comment.

### Explanations about groups

These messages appear when you select a group as the entity to inspect. You need to be a Confluence Administrator to inspect permissions for groups.

Permission explanation	Message appears when...
Permission granted to all members of this group.	The group is listed in the space permissions for that space.



<p>Permission granted to <b>anonymous</b> users, which means everyone will get this permission by default, including people who are not logged in.</p>	<p>The permission is granted to anonymous users in this space, and your site is public (you have granted anonymous users the Can use global permission).</p> <p>Logged in users can't have fewer permissions than anonymous users.</p>
<p>Permission granted to <b>anonymous</b> users, which means everyone who is logged in will get this permission by default.</p>	<p>The permission is granted to anonymous users in this space, but your site is not public (anonymous users do not have the Can use global permission).</p> <p>Logged in users can't have fewer permissions than anonymous users. This is sometimes used as a shortcut way to provide 'everyone' with space permission, without making the site itself public.</p>
<p>No permission granted to this group.</p>	<p>The group isn't listed in the space permissions for that space, and anonymous has not been granted any permissions.</p>
<p>This group doesn't have the <b>Can use</b> global permission, so people in this group may not be able to log in to Confluence.</p>	<p>This group exists but does not have the 'Can use' global permission. This is very common. Often one group, such as confluence-users is used to grant a Confluence license seat, and additional groups used only to manage space permissions.</p> <p>This is only an issue if a user is not a member of another group that grant them Can use permission.</p>
<p>Members of this group are <b>space admins</b>, so could grant themselves this permission.</p>	<p>The group has space admin permissions in this space. This means members of this group can modify permissions for this space, and could grant themselves or this group any permissions they don't currently have.</p>
<p>Members of this group are <b>space admins</b>, so can edit restrictions. They can also remove all restrictions from pages they don't have permission to edit or view.</p>	<p>The group has space admin permissions in the space. This means members of this group can always change page restrictions (even if they don't have the Restrict permission), and can access a list of all restricted pages in the space, and remove all restrictions from these pages.</p>
<p>Members of this group have <b>Delete own</b> permission so can delete their own pages, blog posts, comments, and attachments.</p>	<p>Members of this group can delete pages, blog posts, comments, and attached files that they have created. They can't delete pages, blog posts, comments, and attached files created by other users unless they also have Delete permission in the space. For example the user can delete a page they created, but they cannot delete a page their team mate created unless they also have the Delete Page space permission.</p>
<p>confluence-administrators is a <b>super group</b>. Members of this group can view all pages, including restricted pages. While they can't edit existing pages, they can add, delete, comment, restore page history, and administer the space.</p>	<p>This is a default group that has significant privileges in Confluence, beyond that provided by the Confluence Administrator or System Administrator global permission.</p>
<p>To add and delete restrictions people in this group also need the <b>Add page</b> permission.</p>	<p>The group has Restrict permission, but does not have the Add page permission. Applying a page restriction is considered editing the page, so both permissions are required.</p>
<p><b>Delete own</b> is only available to members of this group who have logged in.</p>	<p>This message appears when Delete Own permission is granted to a group that doesn't have Can use global permission. It is just a reminder that people must be able to log in to delete their own content.</p>

<p>This permission information may be incomplete because this group is a member of one or more parent groups. Permissions granted to parent groups are not shown here.</p>	<p>This message appears when the group is nested, that is, it's a member of another group. This hierarchy of groups comes from your external user directory.</p> <p>We don't show any permissions that a group is inheriting from a parent group. You'll need to inspect these parent groups separately.</p>
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### Explanations about anonymous


These messages appear when you select Anonymous as the entity to inspect. Anonymous in this instance means people who have not logged in to Confluence.

Permission explanation	Message appears when...
Permission granted to anonymous users.	Permission granted to the anonymous entity listed in the space permissions for that space.
No permission granted to anonymous users	No permission granted to the anonymous entity listed in the space permissions for that space.
Anonymous users don't have <b>Can use</b> global permission. People must log in to use Confluence. All logged in users will inherit this permission by default.	<p>The permission is granted to anonymous users in this space, but your site is not public (anonymous users do not have the Can use global permission).</p> <p>Logged in users can't have fewer permissions than anonymous users. This is sometimes used as a shortcut way to provide 'everyone' with space permission, without making the site itself public.</p>
Although <b>Delete own</b> permission can be granted to anonymous users, it has no effect.	The Delete Own permission is assigned to anonymous users. Because you need to be logged in for us to know who you are, and what you have created, Delete Own is never available to anonymous users, even when granted.
Restrictions on <page title> prevent anonymous users from viewing the page.	<p>A page restriction has been applied to the page. Anonymous users have 'no access'.</p> <p>This message only appears when you inspect permissions for a specific page in a space.</p>
Restrictions on <page title> allow anonymous users to view, but prevent them from editing the page.	<p>A page restriction has been applied to the page. In the page restrictions dialog, everyone can view, but only specific users or groups can edit.</p> <p>This message only appears when you inspect permissions for a specific page in a space.</p>
This permission can't be granted to <b>anonymous</b> users.	This is a reminder that some permissions, such as Space Admin, and Restrict are never available to anonymous users.
Anonymous access is enabled globally.	This is a reminder that your site is public. Because you have granted anonymous users the Can use global permission, people do not need to log in to access Confluence.

### Audit permissions

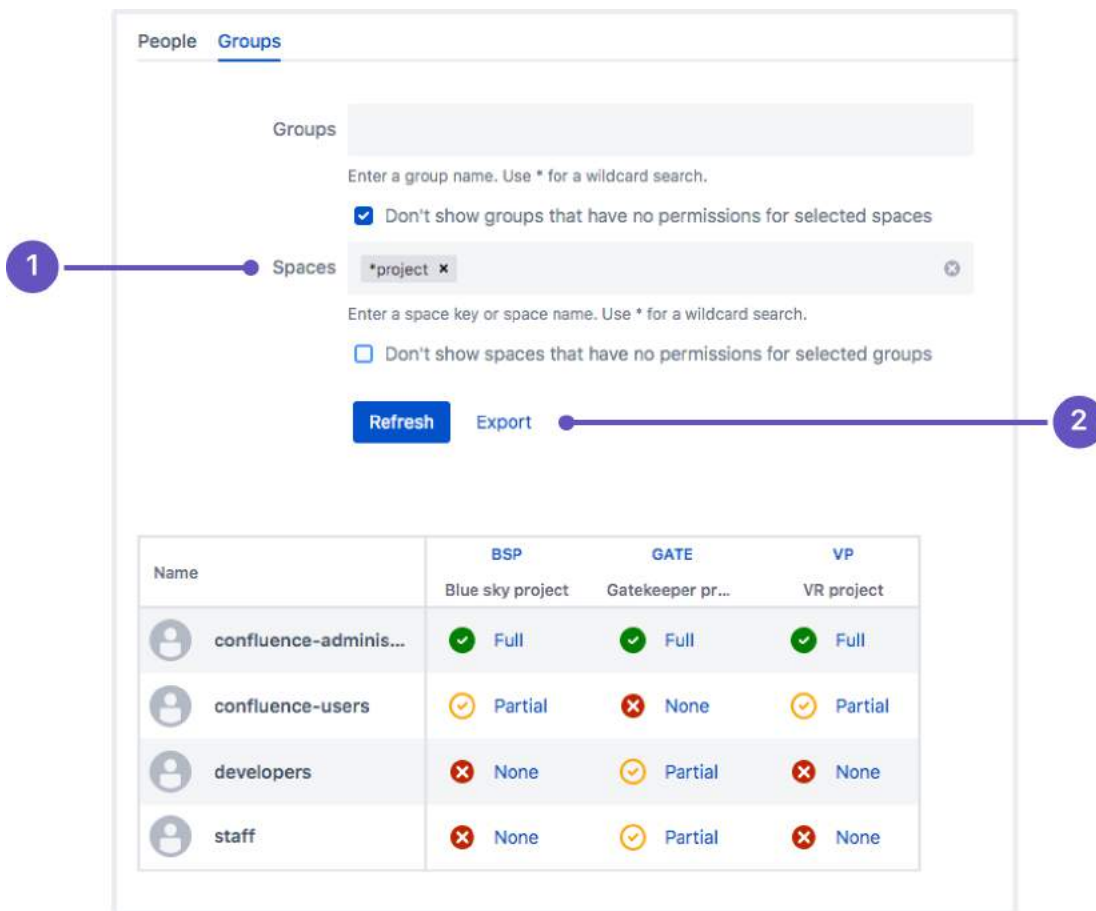
If you need to regularly check who can do what in your site, for example for compliance or regulatory reasons, you can inspect permissions to conduct an audit.

To export permissions information for all users and all spaces in your site:

1. Go to  > **General Configuration** > **Inspect permissions**.
2. Choose your search criteria - you can search for particular users, groups, or spaces, include disabled accounts, or exclude users who have no permissions.
3. Choose **Show**. This will give you an idea of how large your query is.
4. Choose **Export**.
5. Keep the default separator. Comma separated is great for opening in most spreadsheet applications.
6. Choose how you want spaces to be listed. This depends on how much information you want to include. You can include just the space key, or the title and description too.
7. Choose **Export**.

The CSV file will be immediately downloaded in your browser. This can take a few minutes, depending on the size of your query.

This file can be *extremely* large in sites with many users and spaces. You could use the wildcard search feature to limit the number of users to be included in each export.



1. **Wildcard search** - use a wildcard to narrow your search.
2. **Export** - export the results to CSV for auditing or further analysis.

This example shows the output for one user, and three spaces.

- A row will be created for each of the 14 space permissions that can be granted.
- A column will be created for each space in your query. These are identified by space key, but you can choose to include the space name and description in the export if you require it.
- T and F indicates whether the user has this permission (true) or they do not have this permission (false)

Username	Display Name	Permission	SPACE1	SPACE2	SPACE3
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user1	Sample User 1	view-space	T	T	F
user1	Sample User 1	remove-own	T	T	F
user1	Sample User 1	page-add	T	T	F
user1	Sample User 1	page-remove	T	F	F
user1	Sample User 1	blog-add	T	F	F
user1	Sample User 1	blog-remove	T	F	F
user1	Sample User 1	comment-add	T	T	F
user1	Sample User 1	comment-remove	T	F	F
user1	Sample User 1	attachment-add	T	T	F
user1	Sample User 1	attachment-remove	T	F	F
user1	Sample User 1	mail-remove	T	F	F
user1	Sample User 1	page-restrict	T	F	F
user1	Sample User 1	space-export	T	F	F
user1	Sample User 1	space-admin	T	F	F

In this example Sample User 1:

- Can do everything, including administer Space1
- Can view, add, and delete their own content in Space2
- Can't view Space 3 at all.

## Bulk apply permissions

Bulk applying permissions is useful when:


- You create a new group, and want to give that group permissions to a number of existing spaces.
- You need to grant someone permissions as an individual for a number of existing spaces.
- You have just created several new spaces, and want to use permissions from an existing space as a template.

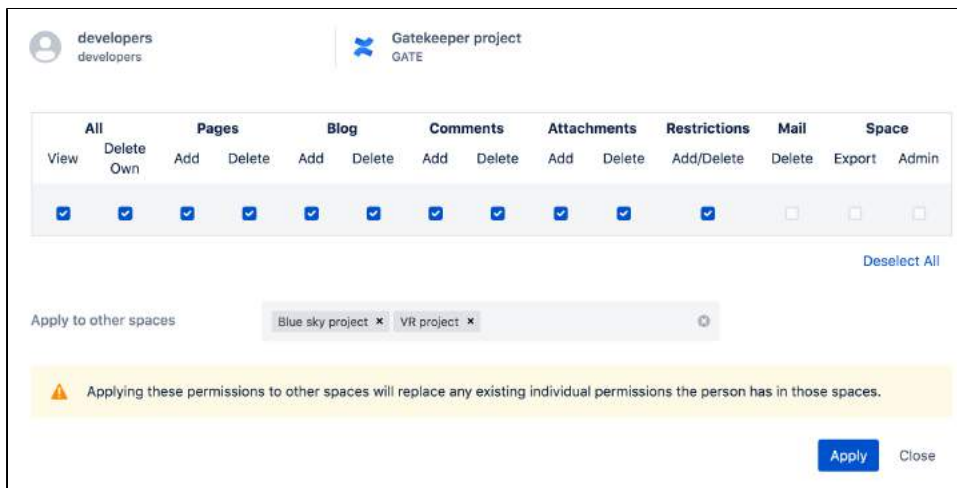
We recommend using groups as an efficient way to manage permissions in your site. When someone new starts on your team, we would recommend making them a member of appropriate groups, over using the bulk add permission options to grant them permissions to all their spaces as an individual.

### Bulk apply permissions for a group

You need Confluence Administrator or System Administrator global permissions to do this.

To give a group the same permissions in multiple spaces:

1. Go to  > **General Configuration** > **Inspect permissions**.
2. Go to the **Groups** tab.
3. Enter the name of the group.
4. Enter the name of the space that you want to use as a starting point.
5. Choose **Show**, then click to see the detailed view.
6. Choose **Edit**.
7. Make sure the correct permissions are selected. These are the permissions you'll be copying.
8. Enter the names of the spaces you want to copy these same permissions to. You can add as many spaces as you like.
9. Choose **Apply**.
10. Check the confirmation dialog to make sure all spaces were successfully updated.




*Screenshot: detail view of permissions for a group and space, with several spaces listed in the 'Apply to other spaces' field.*


### Bulk apply permissions for a user

Before you do this, we recommend you inspect permissions to find out what permissions the user already has for the spaces you plan to update, paying particular attention to how the permissions are granted (individually, or via a group). In many cases the best approach is to change the user's group membership, or the space permissions granted to a group, rather than bulk applying changes to the individual.

You need Confluence Administrator or System Administrator global permissions to do this.

To give a user permissions in multiple spaces:

1. Go to  > **General Configuration** > **Inspect permissions**.
2. Enter the name of the user.
3. Enter the name of the space that you want to use as a starting point.
4. Choose **Show**, then click to see the detailed view.
5. The user's effective permissions are shown. These permissions are a combination of any individual and group permissions. Choose **Edit**.
6. Make sure the correct permissions are selected. These are the permissions you'll be copying.
7. Enter the names of the spaces you want to copy these same permissions to. You can add as many spaces as you like.
8. Choose **Apply**.
9. Check the confirmation dialog to make sure all spaces were successfully updated.

 As a general rule, we recommend managing permissions using groups. If you do decide to bulk apply permissions for a user, there are some things to be aware of:

- Permissions can only be granted to the user as an individual using this method.
- Any permissions the user has as a member of a group will be unchanged. For example if they are a member of a group that has Export permission, and you bulk apply permissions that do not have Export permission, they will still have Export permission. Changing their individual permissions can't override their group permissions.
- The checkboxes, when you click Edit, reflect the user's current effective permissions - that is the combination of all the permissions they already have as an individual or member of a group. When you click Apply, you'll apply these exact permissions as an individual. You may actually be doubling up on permissions the user already has, as a member of a group.

### Troubleshooting and known issues

## General cache problems

Confluence caches permissions information, which helps to make sure results are returned quickly when you check who can view a page, or inspect permissions. We continually update the cache as people and permissions change. However, we know of two scenarios where the cache is not correctly updated - when you import a site, and when you add, disable, or change the order of your user directories.

If this happens, the best way to force Confluence to rebuild the cache is to disable the **Inspect permissions - gatekeeper** plugin, then re-enable it. Alternatively, you can restart Confluence, as the cache is built on startup.

## Export options limited in Internet Explorer 11

There's a known issue with the export dialog in Internet Explorer 11. The dialog is known to intermittently freeze if you select either of the dropdown menus. As a workaround, use the default values for the **Separator** and **List spaces by** fields, or use another browser to complete the export.

## Inspect permissions for a group only shows direct permissions

If your external directory has nested groups (a group is a member of another group), and you inspect permissions for a group, you'll only see permissions granted directly to that group (not effectively granted by being a member of a parent group). If you search for a user, we'll always show the effective permissions, including those granted by parent groups.

## Excluding spaces with no permissions can take a long time in large sites

In the global Inspect Permissions screen, if you select "Don't show spaces that have no permissions for selected users" and don't specify any other filters (such as specifying users, groups, or spaces), the query can take several minutes to return any results. This is particularly true in sites with a very large number of users and spaces.

# Permissions best practices

There are several different strategies you can use for managing permissions in your site. The larger your site grows, the more important it is to make sure that your permissions strategy can scale with your organisation.

Granting permission to a space on an individual by individual basis may work well for small teams, but rapidly becomes unwieldy when your user base grows to thousands of people.

On this page, we provide our recommendations for the best ways to manage common permissions scenarios. Most of the advice boils down to:

- Keep Confluence as open as possible, it's designed to be open by default.
- Use groups over individual permissions wherever possible, to avoid headaches in the future.

## On this page:

- [Give people access](#)
  - I want everyone in my organisation to be able to log into Confluence
  - I want everyone in my organisation to be able to view a space
  - I want to give people in my team access to our space
  - I want to give my team access to all our project spaces
  - I want all the spaces in my site to have the same permissions
  - I want to give external people access to my space
- [Lock things down](#)
  - I want to check what a person can access in Confluence
  - I need to prevent someone from accessing Confluence
  - I need to prevent specific people from viewing a space
  - I want to prevent people from seeing my work in progress
  - I want to prevent people seeing part of a space
  - I want share one page but keep the rest of the space private
- [Delegate administration tasks](#)
  - I want to delegate space administration to a specific group of people
  - I want to control who can create spaces
- [The big questions](#)
  - What permissions should I give people?
  - What should I do when someone leaves my team?
  - What should I do when someone leaves my organisation?

## Related pages:

- [Permissions and restrictions](#)
- [Global Permissions Overview](#)
- [Space Permissions Overview](#)
- [Inspect permissions](#)

## Give people access

### I want everyone in my organisation to be able to log into Confluence


The best way to achieve this is to make everyone a member of a group that has permission to log in to Confluence, such as the default **confluence-users** group.

See [Adding or Removing Users in Groups](#) for information on how to add people to groups.

When new people join your organisation, add them to this group to grant permission to use Confluence.

If you don't want to use an existing group, you can create a new one. The process is much the same, but you will need to explicitly grant this group global permission to use Confluence.

To change the global permissions for a group:

1. Go to  > **General Configuration** > **Global permissions**.
2. Choose **Edit Permissions**.
3. Enter your new group name in the **Grant browse permission to** field.
4. Make sure the **Can use** checkbox is selected.
5. Save your changes.

### I want everyone in my organisation to be able to view a space

The best way to do this is to grant space permissions to a group that all users are a member of, such as the default **confluence-users** group.

If your site is **not** public (anonymous users do not have the 'Can Use' global permission, everyone must log in to use Confluence), you can also use the anonymous permission as an 'everyone' shortcut. This is useful if your groups setup is complex, and there isn't a single group that everyone is a member of. If you plan to make your site public in future however, it's best to avoid this workaround.

### I want to give people in my team access to our space

Think about whether your space really needs to be private. If not, you can grant permission to a group that all users are a member of, such as **confluence-users**.

If it does need to be private, and your team is only going to be using this one space, it might be appropriate to grant permissions as individuals. That way you don't need to ask a Confluence Administrator to add people to groups. See [Assign Space Permissions](#).

However, if your team needs access to multiple spaces, using a group is definitely the way to go, as it will save you a lot of time in future when people join or leave your team. See [Adding or Removing Users in Groups](#).

### I want to give my team access to all our project spaces


The best way to do this is to create a group, and grant that group permissions in each project space. When people join or leave your team, you only need to change the group membership, you don't need to edit the space permissions for multiple spaces. See [Adding or Removing Users in Groups](#) for more information.

It might be more work to set up now, but it will help you in the long term.

### I want all the spaces in my site to have the same permissions

First, you should change the default space permissions, so that when a new space is created, it automatically gets your desired permissions.

To change the default space permissions:

1. Go to  > **General Configuration** > **Space permissions**.
2. Choose **Edit permissions**.
3. Add groups, and grant permissions in the usual way then **save** your changes.

Any new spaces created will get these permissions by default.

For existing spaces, it is a little more laborious. You'll need to go to the space permissions screen in each space, and set your desired permissions manually.

If you have Confluence Data Center you can slightly speed up this process by applying the permissions from one space to multiple spaces. This is done on a group by group or user by user basis. There is no way to copy an entire set of permissions from one space to another. See [Inspect permissions](#).

## I want to give external people access to my space

If you don't want to make your site public, but you need to give people outside your company, such as a customer or contractor, access to your site, you will need to create user accounts for these people. We recommend creating a group specifically for these people, so that it is easy to remove their access later when it is no longer needed.

Your company is hosting a huge event, and you want to be able to collaborate with staff at Super Events, an external events company, in Confluence, rather than relying on email.

1. Create a group called `super-events-staff`
2. Grant this group the **Can use** global permission.
3. Create a user account for each Super Events person you'll be working with.
4. Add these users to the `super-events-staff` group only. Remove them from `confluence-users`, and any other default group to make sure they don't see any spaces they shouldn't. They should only be a member of `super-events-staff`.
5. Create a space for the event, and set the permissions for your internal staff.
6. Give the `super-events-staff` group permission to add pages, comments, and attachments only.
7. Send the space URL and usernames to your contacts at Super Events, and start collaborating.

By confining these users to a single group, they won't see any spaces, or other content that they don't have permission to see, such as Confluence Questions. However, they will be able to see things like the people directory.

## Lock things down

### I want to check what a person can access in Confluence

In Confluence Server there is no easy way to do this. You will need to find out which groups the user is a member of, and then manually check the permissions for each space.

In Confluence Data Center you can [Inspect Permissions](#) to find out what a user can view.

### I need to prevent someone from accessing Confluence

The best way to do this is to disable the person's user account. They will not be able to log in. See [Delete or Disable Users](#) to find out how to do this.

### I need to prevent specific people from viewing a space

If you have Confluence Data Center, [Inspect permissions](#) for the person and the space, to find out exactly how they are being granted permission. If you have Confluence Server, you will need to see what groups have permission, then manually check if the person is a member of that group.

If their permission was granted as an individual, simply go to the space permissions and change their permissions. If their permission was granted via a group, you'll need to decide whether to remove them from the group, or to change the whole group's permissions.

### I want to prevent people from seeing my work in progress

First, [check who can view your page](#). It may be that only you, or your team can see the page due to space permissions.

If you do need to lock it down further, the simplest way to do this is restrict the page, so that only you, or your team, can view it. See [Page Restrictions](#) to find out how to do this.

Once you're ready to share your work, remove the restrictions. A notification won't be sent when you remove the restrictions. Notifications are only sent at the point you publish the page (this means that if you restrict a page to yourself, and publish it, anyone who is watching the space for new pages won't ever get a notification).

## I want to prevent people seeing part of a space

The simplest way to do this is to use [Page Restrictions](#). This is particularly useful when the pages are a work in progress, and will eventually be opened up for more people to view at a later date.

In this example, a user wants to keep all the pages relating to a sensitive new project private, until the information can be shared with the whole organisation.

Here's what they would do:

1. Create a page called "Secret project" and restrict it to just the people working on the project.
2. Create or move any pages relating to the project to be a child of "Secret project". The view restriction will be inherited.

This approach is not foolproof. It requires people to remember to create future sensitive pages under the restricted parent page, and to avoid moving pages to a parent that is unrestricted. If the content is sensitive, and will always be restricted, consider moving it to a different space, and use space permissions to control who can see the pages.

## I want share one page but keep the rest of the space private

This can be tricky, and introduces complexity that may be a problem later, because you are forcing Confluence to work in a way that is opposite to the way it is intended to be used.

Essentially you would need to organise your page hierarchy so that all pages are restricted, except the one you want to share. You would then change the space permissions to open up the space. You can then [check who can view a page](#) to make sure you've achieved the desired result.

In this example, a user wants to keep the work in their personal space private, but make their "What I'm working on" page available for their manager and team to view.

Here's what they would do:

1. Create a page called "Private work" and restrict this page to themselves. Only they can see this page.
2. Move all the pages in the space that should remain private to be a child of "Private work".
3. Create a page called "Open work". Move the "What I'm working on" page to be a child of this page.
4. Change the space permissions so that their manager and team can view the space.

Important things to note:

- This approach is not foolproof. It requires the user to remember to create future sensitive pages under the restricted parent page, and to avoid moving pages to a parent that is unrestricted.
- Any blog posts or other non-page content created in the space would be visible, because the page restrictions only apply to pages that are a child of "Private work".

## Delegate administration tasks

### I want to delegate space administration to a specific group of people

The best way to do this is to create a specific space administrators group. The benefit of using a group is that you can easily add and remove members, without needing to touch the space permissions for the spaces themselves.

If you need to create a sensitive space, that these people shouldn't be able to view or administer, simply edit the space permissions for that space, and remove the group's permissions.

- Create a group, and give it a recognisable name like space-administrators.
- Add the people you want to be space admins as members of this group.
- Grant this group space admin permissions in the default space permissions, so all new spaces will be created with this permission.
- Go to every existing space and manually grant this group space admin permissions. If you have Confluence Data Center you can use Inspect permissions to speed up this step.



## I want to control who can create spaces

You can set which groups or individuals can create spaces in [Global Permissions](#).

If you choose to limit who can create spaces, we recommend granting this permission to a group of champions, who can handle requests, create the spaces, and work with stakeholders to set up their space permissions in the most appropriate way for your organisation. These people don't need to be Confluence Administrators, they just need the Create Space global permission.

## The big questions

### What permissions should I give people?

This is going to depend on your organisation, and the type of work you are doing in Confluence. If collaboration is your goal, we recommend giving people full Add, Delete, and Restrict permissions, and granting Space Admin permissions to a handful of people, who can act as champions in the space, to perform tasks like creating templates, or customising the view.

In some industries you may need to prevent people from deleting or restricting content, for auditing or compliance reasons. If this is the case for your organisation, consider updating the default space permissions so that all new spaces are created with your ideal permissions.

The main use-case for your Confluence site also has an impact on how you will structure your permissions. Find out about using confluence for [Technical Documentation](#), [Knowledge Base articles](#), [your Intranet](#), or [Software Teams](#).

### What should I do when someone leaves my team?

If most spaces in your site are open, chances are you don't need to do anything. However it's good practice to change the person's group memberships to match their new role. This might happen automatically, via your external user directory, or you may need to search for the user, and change their group memberships manually.

Once you've changed their group memberships, if you're a Confluence administrator and you have Confluence Data Center you can [Inspect permissions](#) to check what spaces the person still has access to, then edit their permissions for each space on the fly, to remove any individual permissions.

### What should I do when someone leaves my organisation?

If someone leaves your organisation, usually you would disable their user account, either in Confluence, or in your external user directory.

You may want to tidy up any individual permissions they've been granted (just to reduce the number of people listed in your space permissions screens), but unfortunately there's no easy way to do this. If you're a Confluence administrator, and you have Confluence Data Center, you can [Inspect permissions](#) to check what spaces the person still has access to, then edit their permissions for each space on the fly, to remove any individual permissions.



# Add-ons and integrations

Confluence has a wide range of features on its own, but you can also extend those features with Marketplace apps, and by integrating Confluence with other applications. Integrating with [Jira](#) applications can really take your Confluence experience to the next level by improving the way your teams track vital work, and plan and release new products.

If there's an extra piece of functionality you need, the [Atlassian Marketplace](#) is the place to look for useful [Confluence apps](#). Whether you need to create diagrams, like the ones you can create with [Gliffy](#), or you want to make awesome mockups and wireframes with [Balsamiq](#), there are heaps of great apps in the marketplace. You may even find a really useful app you never knew you needed, but now can't live without.

## In this section:

- [Use Jira applications and Confluence together](#)
- [Use Hipchat and Confluence together](#)
- [Request Marketplace Apps](#)
- [Use a WebDAV Client to Work with Pages](#)
- [Mail Archives](#)
- [Gadgets](#)

## Related pages:

- [Use Jira applications and Confluence together](#)
- [Use a WebDAV Client to Work with Pages](#)
- [Gadgets](#)
- [Request Marketplace Apps](#)

# Use Jira applications 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 your Confluence and Jira sites are connected using [Application Links](#), you can display and create Jira issues and more from within Confluence.

What you can do with Confluence and Jira depends on the Jira application and version you have. Find out about the [required applications and versions](#) later in this page.

For every project or team

## Display issues on a page

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.

- `<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 search for issues directly:

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 customize how the issue or list of issues appears on the page, including how much information to display, how many issues, [and more](#).

### On this page:

- [For every project or team](#)
  - [Display issues on a page](#)
  - [Create reports and charts](#)
  - [Create issues from inside Confluence](#)
  - [Move between Jira and Confluence](#)
- [For software teams](#)
  - [Define your requirements](#)
  - [Manage your sprints](#)
- [For service desk teams](#)
  - [Provide self help resources for your customers](#)
  - [Create knowledge base articles](#)
  - [Allow any active user to see knowledge base spaces](#)
- [Jira applications required](#)

T	Key	Summary	Status
	CONF-26791	PDF Export Table Hidden by Margin	RESOLVED
	CONF-35848	Roadmap time period only showing months	RESOLVED
	CONF-25846	Automated row numbering in tables	RESOLVED

3 issues  Refresh

## Create 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 to show information from your Jira application visually. It's the best way to give your stakeholders a snapshot of your team or project's progress.

You can:

- Use the [JIRA Report blueprint](#) to create a Change Log or Status report.
- Use the [Jira Chart Macro](#) to display data as a chart, including pie charts, created vs resolved, and two dimensional charts.
- Use JIRA [Gadgets](#) to display detailed Jira reports and charts on pages.

## Create issues from inside Confluence

You can create issues while viewing a page or from the within the editor. This is really useful if you use Confluence for planning and gathering requirements.

### 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 highlighted text.
2. Enter your **server** (if you have multiple Jira sites connected to Confluence), **project**, **issue type** and **description**. Your highlighted text will populate the issue **summary** automatically.
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 your **server** (if you have multiple Jira sites connected to Confluence), **project**, **issue type**, **summary**, and **description**.
3. Choose **Insert**.

The issue will be created in Jira and added to your page.

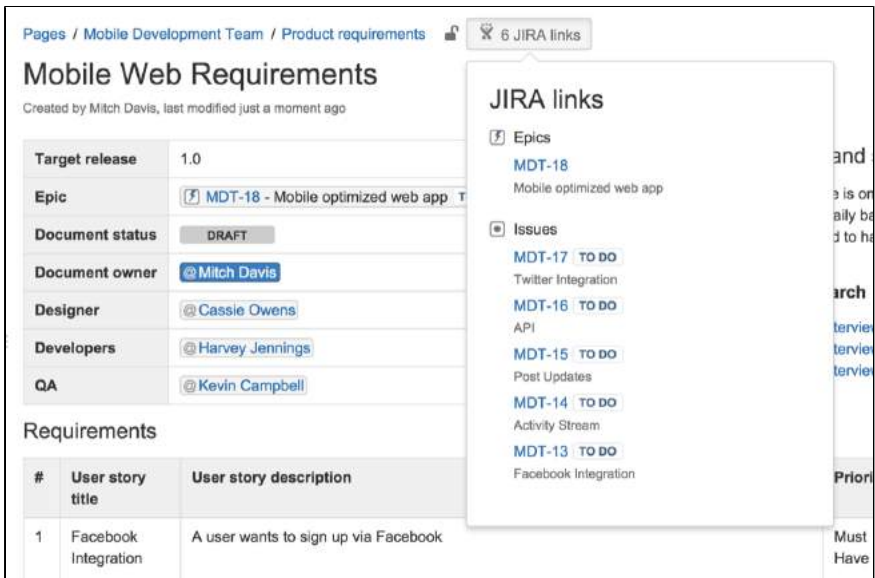
There are some limitations when creating Jira issues from Confluence. The Jira Issues macro or Create Jira Issue dialog will notify you if it's unable to create an issue in the selected project. You can find out more in the [Jira Issues Macro](#) page.

## Move between Jira and Confluence

Whenever you add a link to JIRA issues in Confluence, or link to a Confluence page from your Jira application, 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.

The button doesn't detect links from issues displayed in the Jira Issues macro in table format.




### For software teams

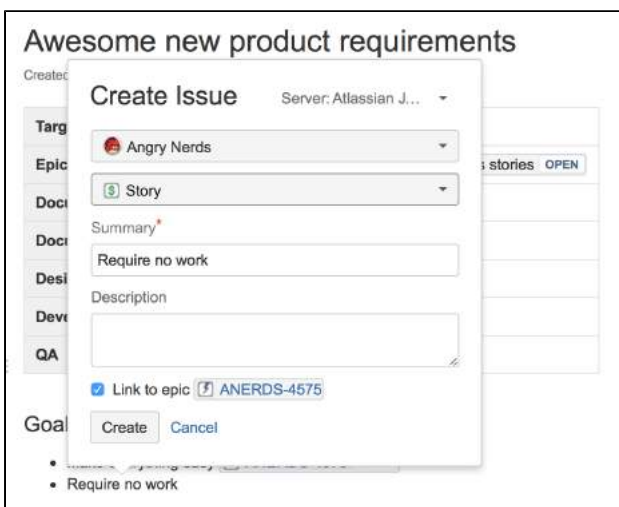
Here's some suggestions to help you get the most out of Confluence and Jira Software and unleash the potential in your agile development team.

### Define your requirements

Confluence is the perfect place to start defining your requirements. You can use the [Product Requirements Blueprint](#) to capture your requirements, then 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 Software means you can easily access issues from the Confluence page and see their status at a glance, and from within Jira Software you can see links to related Confluence pages. All the information you need is right there.

## 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 Software, create a Confluence page to plan your sprint. The page is created using the [Meeting Notes Blueprint](#) – a 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 Report 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 people who work mostly in Jira Software, the integration means that useful Confluence pages are only a click away.

For service desk teams

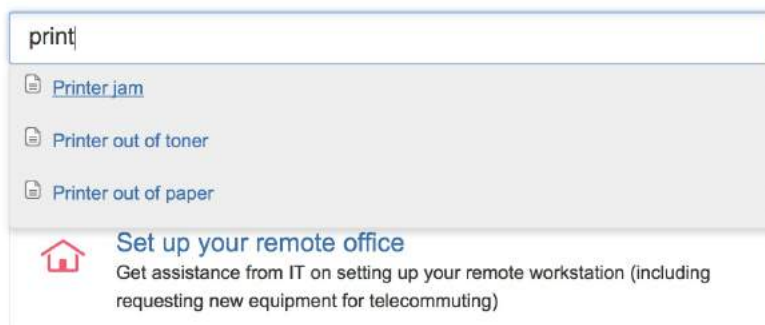
## Provide self help resources for your customers

If you use Jira Service Desk, you can help your customers resolve their issues without creating a request by connecting your Service Desk project to a knowledge base in Confluence. You'll need Confluence 5.10 or later.

If you use Jira Service Desk Cloud, you won't be able to connect your project to a knowledge base space on a Confluence Server or Data Center site. You can only connect to a Confluence Cloud site. Read about how to [migrate from Confluence Server to Cloud](#).

In Service Desk, head to **Project settings > Knowledge base** to connect or create a Confluence space.

When Service Desk customers search in the Customer Portal, pages in the linked knowledge base space will be suggested, allowing customers to help themselves.



## Create knowledge base articles

The Knowledge Base space blueprint, along with templates for how-to and troubleshooting articles make creating new knowledge base articles super simple for your Service Desk agents.

The templates used in the how-to and troubleshooting blueprints are completely [customizable](#) too. Set up the template with all your standard information and let your agents take it from there.

## Allow any active user to see knowledge base spaces

If your Confluence instance is not public, you can still make a knowledge base space available via the customer portal.

When you link your Jira Service Desk project to a Confluence space, you can choose to allow all active users and customers to see pages in the linked space, even if they don't have a Confluence license. These people get very limited Confluence access.

Unlicensed users can:

- View pages via the Jira Service Desk customer portal.
- Follow a URL to a page and then navigate within the linked space.

Unlicensed users can't:

- Like, comment on or edit pages (or be granted permission to do this).
- See the dashboard, user profiles, the people directory or space directory.
- Search the whole site.

This permission can only be enabled via Jira Service Desk, but you can revoke access to the whole site or to particular spaces via Confluence's global permissions or space permissions.

Allowing all active users and customers to view a space will override all existing space permissions, so any logged in, licensed Confluence user will also be able to see the space (regardless of their group membership). This is due to the way Confluence inherits permissions.

### Jira applications required

As you've seen, Confluence has many integration points, some of which are only available in particular Jira applications or versions.

This matrix outlines the specific Jira applications you'll need for each feature. We've also included the minimum legacy Jira Server version (plus any add-ons) that you'll need if you're not using the latest Jira applications.

Feature	Jira Core	Jira Software	Jira Service Desk	Minimum legacy version
Display issues using Jira issues macro	✓	✓	✓	Jira 4.3
Display issue and project information using Jira chart macro	✓	✓	✓	Jira 5.0
Display issue and project information using the Jira Report blueprint	✓	✓	✓	Jira 5.0
Create an issue from Jira issues macro	✓	✓	✓	Jira 4.3
Create issues by highlighting text on a Confluence page	✓	✓	✓	Jira 6.3.1
Create issue by highlighting text on a Confluence page and automatically link issues to an epic	✗	✓	✗	Jira 6.3.1 and Jira Agile 6.3.5
Link and create Confluence pages from epics and sprints	✗	✓	✗	Jira 6.3.1 and Jira Agile 6.3.5
View linked issues with the Jira links button in Confluence	✓	✓	✓	Jira 6.3.1
Create a space using the Software Project space blueprint	✗	✓	✗	Jira Software 7.0
Use a Confluence space as a knowledge base in the customer portal	✗	✗	✓	Jira 5.2 and Jira Service Desk 1.0

Allow Service Desk customers to view knowledge base articles without a Confluence license				Jira Service Desk 3.1
Search for an existing Confluence page within the Jira link dialog				Jira 4.3
Delegate user management to Jira				Jira 4.3
Add a Jira gadget to a Confluence page				Jira 4.3

That's it? Time to jump into Confluence and give some of these great features a try with your team or project. Want to find out more about how to connect your Jira application to Confluence? Check out [Integrating Jira and Confluence](#).

# Use Hipchat and Confluence together

Hipchat is a group messaging and video chat app for team communication.

Connect a Confluence space to a Hipchat room to get instant updates about changes in the space, send realtime notifications to the room, and share what you've been working on with your team.



## We ended support for the Hipchat integration plugins in Confluence 7.0

We have discontinued development on all chat products. Hipchat Cloud services were shut down in February 2019, and Hipchat Data Center and Server will reach end of life in 2019 and 2020 respectively.

Hipchat plugins are now disabled by default for new installations. This will have no impact on existing installations, and can be easily enabled if required.


If you're not using Hipchat, you can reduce clutter in your global and space administration screens by disabling the following plugins now:

- Atlassian Hipchat integration plugin
- Atlassian Hipchat integration plugin core
- Confluence Hipchat emoticons plugin
- Confluence Hipchat integrations plugin
- Confluence Hipchat plugin

## On this page:

- [Connect Confluence and Hipchat](#)
- [Connect spaces to rooms](#)
- [Send space notifications to Hipchat](#)
- [Get Confluence in your Hipchat sidebar](#)
- [Need to chat? See from Confluence if someone's online on Hipchat](#)
- [Spice up your pages with Hipchat emoticons](#)
- [Create Hipchat rooms from Confluence](#)
- [Invite users to Hipchat from Confluence](#)

## Connect Confluence and Hipchat

You'll need to be a site admin with global permissions for both Confluence and Hipchat to set up the initial connection between Confluence and your Hipchat group. Go to  > **General Configuration** > **Hipchat Integration** and choose **Connect Hipchat**.

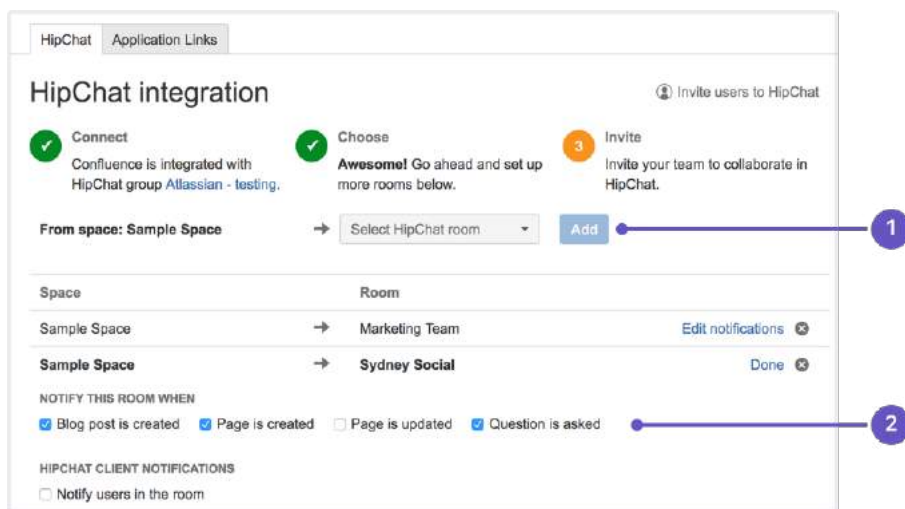
## Connect spaces to rooms

If you're a space admin, connect your space to a Hipchat room by going to **Space Tools** > **Integration** > **Hipchat** and selecting which rooms you'd like to connect. A space can be connected to as many Hipchat rooms as you like, and a Hipchat room can be connected to multiple spaces.

## Send space notifications to Hipchat

When choosing which rooms to connect, you can also choose which notifications you'd like to send to each room.





1. **Pick a room:** choose a Hipchat room to send notifications to.
2. **Decide what to send:** select the type of notifications to send to the room.

Notifications appear in realtime, and clicking on them takes you straight to Confluence.

You can choose different notification settings for each space-room connection. A design team working on a specific project could choose to get updates from that project's space whenever a page is updated, so they can keep close track of its progress. From their team space, though, they might choose to be notified only when there's a new a blog post, so they're up to date on important team news but don't get interrupted by any other changes in that space.

Change the notification settings whenever you like by going to **Space Tools > Integration > Hipchat**, and clicking on **Edit Notifications** next to the room name.

### Permissions and restrictions

Want to keep something private? Don't worry, rooms are never notified about the creation or update of any content with view restrictions on it.

## Get Confluence in your Hipchat sidebar

Find content you've viewed or worked on in Confluence in your Hipchat sidebar, so you can easily resume, share or discuss work with your team. Once a space has been linked to a room, you can find this in your sidebar either under the space name or, if you have multiple spaces linked to your room, under the name of your instance.

Select the name of your space or instance, then follow the prompts to authenticate your account. This will let you open up a Confluence glance in your sidebar. Switch tabs to view either all **Updates** from the space linked to that room, or **My Work** from across Confluence.



The **My Work** tab lets you filter all the content from Confluence that you've been **Mentioned in, Recently Worked on, Recently Visited** or **Saved for later**. Now, when you want to share an important piece of information with your team, ask them to review your work or collaborate with you, you can find and link them to relevant content directly from Hipchat.

Need to chat? See from Confluence if someone's online on Hipchat

Got questions about something someone else has worked on? Once your Confluence instance is linked to your Hipchat group, you can hover over a user mention or a byline in Confluence to see if the user is available in Hipchat. Green for **available**, yellow for **away**, or red for **do not disturb**.




## Spice up your pages with Hipchat emoticons

In the editor go to **Insert > Emoticons** to bring your pages to life with  emoticons. You can also type them right into the editor like this (success)  .

## Create Hipchat rooms from Confluence

Setting up a new team or project? Create a new Hipchat room at the same time, through Confluence. If you're a space admin, go to **Space Tools > Integration > Hipchat** and instead of selecting an existing room in the dropdown, type in the name of the new room you want to create and hit **Add**.

## Invite users to Hipchat from Confluence

If you're a global admin for both Confluence and Hipchat, you can send users Hipchat invites directly from Confluence. Go to  **> General Configuration > Hipchat Integration > Invite users to Hipchat**.

You'll need at least one space integrated with a room to see the **Invite users** link.

# Request Marketplace Apps

The [Atlassian Marketplace](#) website offers hundreds of apps that the administrator of your Atlassian application can install to enhance and extend Confluence. If the app request feature is enabled for your Confluence instance, you can submit requests for apps from the Marketplace to your Confluence administrator.

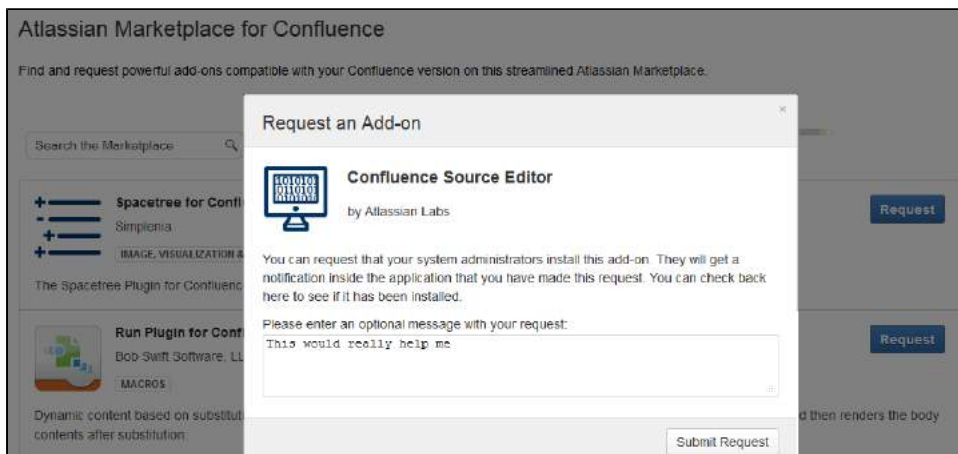
The 'Atlassian Marketplace for Confluence' page provides an integrated view of the Atlassian Marketplace from within your Confluence instance. The page offers the same features as the Marketplace website, such as searching and category filtering, but tailors the browsing experience to Confluence.

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 apps that can help them work. When you find an app of interest, you can submit a request with just a few clicks.

## Submit an app 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 apps or use the category menus to browse or filter 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 app 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 app.



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 apps. Also your request message will appear in the app details view, visible from the administrator's 'Find New Apps' page. From there, your administrator can purchase the app, try it out or dismiss requests.

## Update an app 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 app immediately.

# Use 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.

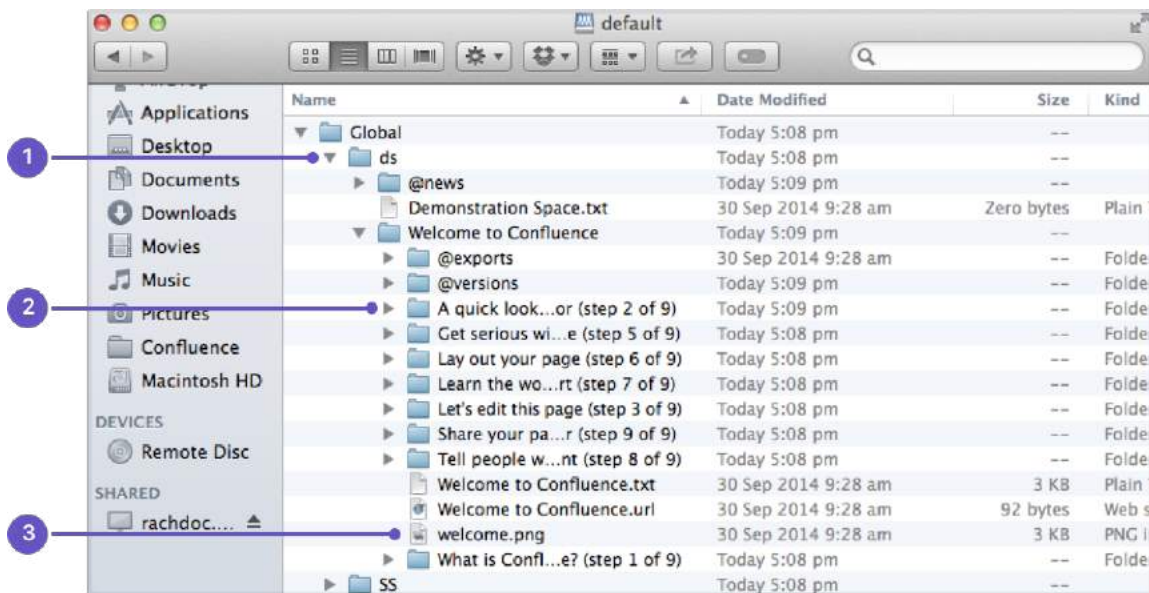
## Manage pages and files in a native client

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 organized.

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.



1. Space key
2. Page title
3. Attached file

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).



# Mail Archives


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:

- [Spaces](#)
- [Add a Mail Account](#)

**i** 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 system app. To activate mail archiving features in Confluence, enable the app – go to  > **Manage apps** 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**
- Choose a message to see its contents, or choose **Next**, **Previous** and other options to navigate around the mail archives.

## Manage mail archives:

- [Add a Mail Account](#)
- [Delete and Restore Mail](#)
- [Import Mail from an mbox](#)

*Screenshot: Viewing a message in the mail archive*

[Confluence Development](#) / [Browse Space](#) / [Mail Archive](#)

## Tom's on annual leave today (Monday)

[Add](#) ▾

Subject: **Tom's on annual leave today (Monday)** ([find more](#))  
From: Tom Davies <tomd Davies@exemail.com.au> ([find more](#))  
Date: Oct 22, 2006 16:12


---

I'll see you all on Tuesday.

Tom

Mail Operations  
[Next By Date](#)  
[Previous By Date](#)  
[Remove Mail](#)  
[Mail Archive](#)

## Notes

- Only **site spaces** – not personal spaces – can store mail archives. See [Spaces](#) for information on site and personal spaces.
- You can also search the mail messages and their attachments. See [Search](#).
- 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 system app. To activate mail archiving features in Confluence, enable the app – go to  > **Manage apps** then choose **System** in the drop down, and enable the **Confluence Mail Archiving Plugin**.

# Add a Mail Account

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.

### Step 2. Configure Confluence to archive the clone account

1. Go to the space and choose **Space tools > Integrations** from the bottom of the sidebar.
2. Choose **Mail Accounts > 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

#### On this page:

- [Add a mail account](#)
- [Fetching Mail](#)
- [Notes](#)

#### Related pages:

- [Mail Archives](#)
- [How do I check which spaces have email accounts?](#)
- [How to disable automatic mail polling](#)

Application Links Mail Accounts Mailbox Import Mail

**Configured accounts (including IMAP) will have their mail downloaded and removed from the server.** For more information, please refer to our [online documentation](#).

Account Name

Description

Protocol

Hostname

Port

Username

Password

[Cancel](#)

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 [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 system app. To activate mail archiving features in Confluence, enable the app – go to > **Manage apps** 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


To delete mail from a space, you need ['Delete Mail' permission](#).

**i** Only a space administrator can delete all email messages in the space simultaneously.

## Related pages:

- [Mail Archives](#)
- [Add a Mail Account](#)

### To delete mail from a space:

1. Go to a space and choose **Space tools > Integrations > Mail**  
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**.

**w** Email messages deleted using the 'Delete All' option can't be restored.

Space administrators can restore deleted email messages, provided they were deleted individually.

### To restore deleted mail:

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.

# Import Mail from an mbox

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.


## Related pages:

- [Mail Archives](#)
- [Add a Mail Account](#)

## To import mail from an mbox file:

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**.

## Notes

- Only **site spaces** can store mail archives. Personal spaces cannot. See [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 system app. To activate mail archiving features in Confluence, enable the app – go to  > **Manage apps** 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](#).

# Gadgets

Gadgets allow you to add dynamic content to a Confluence page or Jira application dashboard. Confluence can display gadgets that support the [OpenSocial](#) specification, including third party gadgets.

For more information about Atlassian gadgets, see the [introduction to Atlassian gadgets](#) and the [big list of Atlassian gadgets](#).

To see a list of available gadgets in your Confluence site go to **Help > Available Gadgets**.

## On this page:

- [Add a Confluence gadget to a page](#)
- [Add a Jira gadget to a page](#)
- [Add a Confluence gadget to your Jira application dashboard](#)

## Add a Confluence gadget to a page

We ended support for the following Confluence gadgets in Confluence 7.0:

- [Confluence Page Gadget](#)
- [Activity Stream Gadget](#)
- [Confluence QuickNav Gadget](#)

These gadgets no longer appear in the macro browser and can't be added to a page. Any gadget already on a page, or used in another application like Jira, will still work.

The Confluence News gadget was removed entirely in Confluence 7.0. This gadget displayed news from Atlassian and hadn't been working for some time.

If you're wanting to display information within Confluence, we recommend using the following macros as an alternative:

- [Include Page macro](#)
- [Recently Updated macro](#)
- [Livesearch macro](#)

## Add a Jira gadget to a page

For displaying basic Jira information, such as issues and charts, we recommend using the [Jira Issues Macro](#) and [Jira Chart Macro](#) as these macros have better performance and are easier to configure than gadgets.

If the Jira information you want to display is not available from either of these macros a gadget will likely do the trick.

To add a Jira Gadget to a Confluence page:

- In the editor go to **Insert > Other Macros**.
- Select the gadget you wish to add, and use the preview area to configure the gadget.
- Choose **Insert**.




If you don't see any Jira Gadgets in the macro browser, ask your Confluence administrator to add the Jira Gadget urls to the list of authorized [external gadgets](#) in Confluence, and check that the application link between Confluence and your Jira application is configured correctly.

## Add a Confluence gadget to your Jira application dashboard

To add a Confluence gadget to your Jira dashboard:

1. Go to the dashboard by selecting the **Dashboard** link in the header.
2. On the dashboard, Click **Add Gadget**.
3. Use the gadget wizard to choose the gadgets you want to add.

-  If you don't see any Confluence gadgets in the Jira gadget directory, ask your Jira administrator to add the gadget URLs as follows.

To add a Confluence gadget to your Jira application's gadget directory:

1. In Confluence, go to **Help > Available Gadgets** and copy the gadget URL for the gadget you want to make available in Jira.
2. In Jira, go to the dashboard and choose **Add Gadget**.
3. Choose **Manage Gadgets** or **Add Gadget to Directory** (depending on your Jira application and version)
4. Paste in the Confluence gadget URL and choose **Add Gadget**.

The gadget will now be available from the Jira Gadget Directory.

# Activity Stream Gadget



## We ended support for this gadget in Confluence 7.0

The gadget no longer appears in the macro browser and can't be added to a page. Any gadget already on a page, or used in another application like Jira, will still work.

The activity stream gadget is similar to the [recently updated macro](#) and shows a list of the most recently changed content within your Confluence site.

In addition to showing a list of most recently changed content, the activity stream gadget also 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
<b>Title</b>	Yes	None	Adds a title to the top of the Activity Stream.
<b>Global filters</b>	No	None	Allows you to add filters to the gadget including: <ul style="list-style-type: none"><li>• space</li><li>• username</li><li>• update date</li><li>• Jira issue key (if your Confluence instance is integrated with a Jira application)</li></ul>
<b>Available streams</b>	Yes	All	If you have application links to other sites, Jira or another Confluence site, you can choose to include activity from those streams also.
<b>Display options: limit</b>	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.
<b>Display options: Refresh Interval</b>	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 Page Gadget



## We ended support for this gadget in Confluence 7.0

The gadget no longer appears in the macro browser and can't be added to a page. Any gadget already on a page, or used in another application like Jira, will still work.

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.

### On this page:

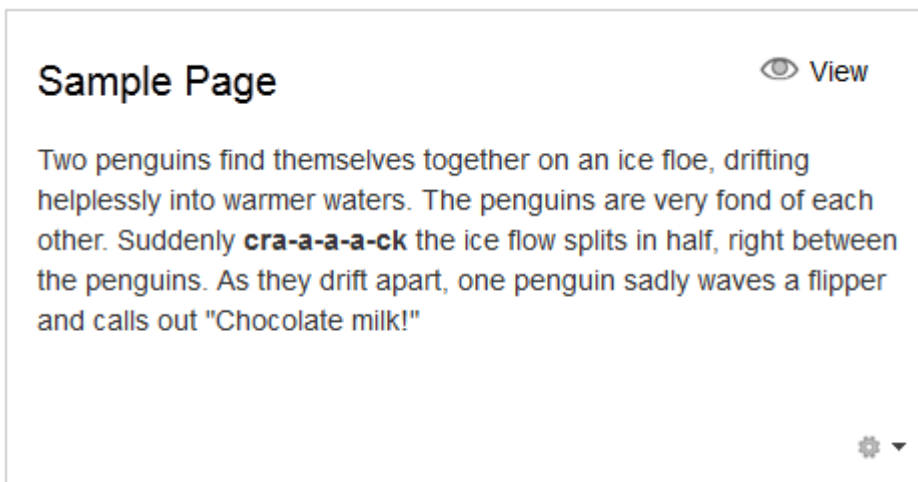
- [Confluence Page Gadget Properties](#)
- [Working Macros](#)



## 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.

*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.




<b>Show Edit Link</b>	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.
<b>Refresh Interval</b>	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
<a href="#">Activity Stream</a>		You cannot have another gadget embedded within the Confluence Page Gadget
<a href="#">Anchor (within a page)</a>		Opens in a new page
<a href="#">Attachments</a>		N/A
<a href="#">Blog Posts</a>		N/A
<a href="#">Chart</a>		N/A
<a href="#">Children Display</a>		N/A
<a href="#">Content By Label</a>		N/A
<a href="#">Content By User</a>		N/A
<a href="#">Excerpt</a>		N/A
<a href="#">Gallery</a>		N/A
<a href="#">Include Page</a>		N/A
<a href="#">Info</a>		N/A
<a href="#">Labels List</a>		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 for Confluence Server		See here for the Improvement Request:  <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;">  <a href="#">CONFSERVER-51407</a> - Make Team Calendars display in a Confluence Page Gadget, for use on a JIRA Dashboard <span style="float: right; border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">GATHERING INTEREST</span> </div>
View File (PDF or PPT)	 *	Works, but you may need to refresh the gadget the first time (see <a href="#">CONF-19932</a> ).
Widget Connector	 *	Only works for some content: <ul style="list-style-type: none"> <li>• <b>Works:</b> 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</li> <li>• <b>Does not work:</b> FriendFeed, Google Gadgets, Google Video (consumer service discontinued), Twitter, Widgetbox, DabbleDB, BackType</li> </ul>



# Confluence QuickNav Gadget



## We ended support for this gadget in Confluence 7.0

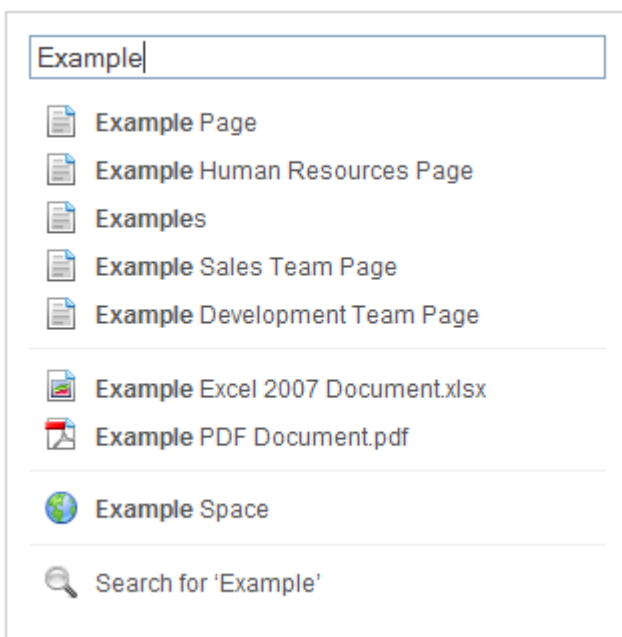
The gadget no longer appears in the macro browser and can't be added to a page. Any gadget already on a page, or used in another application like Jira, will still work.

The QuickNav Gadget allows you to add the quick navigation functionality to search your Confluence site.

To search Confluence using a QuickNav Gadget, type the name of a page, blog post, person, file, or space into the search box, and choose from the list of results displayed.

If you don't immediately see what you need, hit **Enter** or choose the '**Search for**' option at the bottom of the search results to go to the advanced search page. Learn more about [searching Confluence](#).

*Screenshot: Using the QuickNav Gadget*



You can also search for administrative options in the QuickNav Gadget. For example, type 'general' into the search field to go to the General Configuration screen.

More information about the QuickNav Gadget:

- The QuickNav Gadget returns matches based on the title only, not the content of the page or file.
- Matching items are grouped by type, so that you can quickly find the type you want. Confluence shows a maximum of 3 admin options, 6 pages and/or blog posts, 2 attachments, 3 people and 2 spaces.
- Items are ordered with the most recently updated first.
- Permissions determine the admin options that appear in the search results. You'll only see the options you have permission to perform.

## Confluence QuickNav Gadget Properties

This gadget has no properties and cannot be customized.

# Confluence use-cases

This section describes some specific use cases for Confluence.

- **Using Confluence for technical documentation**

A technical communicator's guide to using Confluence – see [Develop Technical Documentation in Confluence](#).

- **Setting up a knowledge base**

A support engineer's guide to using Confluence as a knowledge base – see [Use Confluence as a Knowledge Base](#). You can also check out our handy guides on writing [how-to](#) and [troubleshooting](#) articles.

- **Setting up an intranet**

A quick guide to setting up an intranet – see [Use Confluence as your Intranet](#).

- **Confluence for software teams**

A series of blog posts to help your agile team get the most out of Confluence. See [Confluence for Software Teams](#).

# Develop Technical Documentation in Confluence

Confluence is a flexible platform with a range of features and Marketplace apps that can help you capture, distribute, and update your technical documentation. Below are some tips to help you get your technical documentation site started, and to save you time and effort managing your documentation's life cycle.

For another great overview of how you can use Confluence for documentation check out [Rock the Docs](#) from our solution partner, K15t.

## Create your Documentation Space

Creating spaces in Confluence is quick and easy. All you need to do to get your documentation started is choose **Spaces > Create space** from the Confluence header. To make things even easier, choose the 'Documentation Space' option in the create space dialog; it'll give you a custom home page with a search box (the [livesearch macro](#)) to search just your documentation space, a [recently updated macro](#), and a few other goodies.

Give your space a name, and Confluence will automatically create the home page and space key for it (change the space key if you're not happy with the one Confluence chooses for you). Feel free to customize the home page at any time; what it looks like is completely up to you!

### On this page:

- [Create your Documentation Space](#)
- [Save time by re-using content](#)
- [Use page templates](#)
- [Draft your work](#)
- [Use links and anchors](#)
- [Useful macros](#)
- [Keep track of page updates](#)
- [Customize PDF export](#)
- [Other useful tools and apps](#)
- [Documentation theme \(discontinued\)](#)

### Related pages:

- [Spaces](#)

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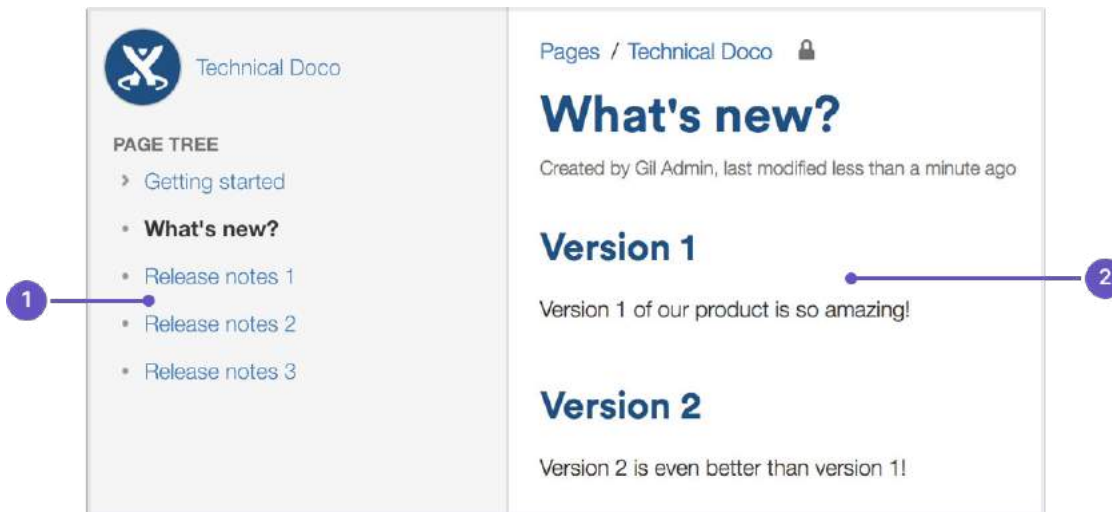
## Save time by re-using content

If there's something you're going to use multiple times in your documentation space – whether it's a word, sentence or paragraph; an image; a product version number; or anything else – you can create it once and include it on as many pages as you like (or use it in the header and/or footer). Inclusions not only save you typing the same thing many times, they also make it easier when things change – it's much better to update the info in one place, than 47!

There are 3 macros that allow you to re-use content:

- The [Excerpt macro](#) to define a re-usable section, or 'excerpt', on a page – add content inside this macro, and you can reuse it on as many pages as you like.
- The [Excerpt Include macro](#) (`excerpt-include`) to include the contents of an excerpt on another page.
- The [Include Page macro](#) (`include`) to include the entire content of a page on another page.

For example, let's say you create release notes for each major release of your product, and you want to include the intro from each release notes page on a 'what's new' page. Place each release notes intro in an **Excerpt macro**, then add an **Excerpt Include macro** for each set of release notes to the what's new page. Your intros will magically appear on the what's new page, and if you update the release notes it'll automatically update the what's new.



1. **Excerpts:** the intros to these pages are in excerpt macros.
2. **Excerpt include:** these are excerpt include macros.

Another example is one of the ways we use the **Include Page macro**. Whenever the ellipsis (\*\*\*) appears in our documentation – for example, go to \*\*\* > **Copy** – it's actually an **Include Page macro**. We have a page with just that image on it, so we can include it whenever we need an ellipsis.

Why do we do use an **Include Page macro** for one tiny image? Well, just in case that UI element is ever changed. If we attach the image to every page, there might be 50 pages we need to update when things change; if we use an **Include Page macro**, we update once and it's changed everywhere. Doing it this way also allows us to know how many pages we're using the image on. By going to \*\*\* > **Page Information**, we can see how many incoming links there are to this page, and that tells us how many pages use the image.

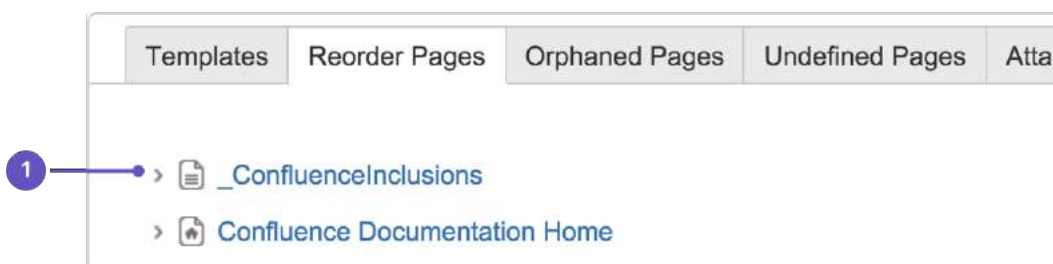
### Create an inclusions library (optional)

You can include content from any Confluence page, but you may want to create an 'inclusions library' to hold content that's specifically for re-use. The inclusions library isn't a specific feature of Confluence; the pages in the inclusions library are just like any other Confluence page. This is just a *technique* you can use if you want a place to store content that's specifically for re-use.

To create your inclusions library:

1. Choose **Create** and create a new page in your space
2. Enter a suitable title. We use '\_ConfluenceInclusions' (the underscore before 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
4. Choose **Space tools** > **Reorder 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

Because you've moved the pages to the *root* of the space, they won't appear in the page tree in the sidebar. The pages will be picked up by other searches though, as they're normal Confluence pages.




1. **Inclusions library location:** drag your inclusions library here, above the rest of your documentation.

---

## Use page templates

Creating one or more page templates can be a real time-saver if you're creating a lot of pages with the same layout. If you're constantly adding the same macros, like panels and table of contents, save yourself from RSI and put them into a template – you can start with one, but make as many as you need to maximize your efficiency.

To create a page template that's available in all spaces:

1. Go to  > **General Configuration**
2. Select **Global Templates and Blueprints** from the list on the left
3. Choose the **Add global page template** button at the top-right
4. Create your template page and choose **Save**

For detailed info on page templates, see [Create a Template](#).



To get to **Global Templates and Blueprints**, or any other admin page quickly, hit / on your keyboard and start typing the name of the admin page you're looking for.

---

## Draft your work

When you're creating a new page in your documentation, you'll likely want to do it over time, saving as you go, and have a select few people review it to provide feedback. A loose description of this workflow is 'draft, review, publish'.

You don't want any half-finished pages being seen by your users, and most documentation needs to be reviewed before it's finalized, so here's a technique for drafting pages and allowing for review:

1. Create a page and [restrict its permissions](#)  
For example, you might restrict viewing to a group of people such as your team, or a few select individuals. On a public site, you might restrict viewing to staff members, so that the general public can't see the page.
2. Write your page content
3. [Share the page](#) with your reviewers and ask them for feedback (make sure you haven't restricted them from seeing the page!)  
The reviewers can [add comments](#) to the bottom of the page or highlight text to add a comment inline. If you give them permission, they can also edit the page content directly.
4. Publish the page when ready, by doing the following:
  - a. Delete any comments on the page
  - b. Remove page restrictions so that your audience can see it

You've now published your page. The space permissions and site permissions now determine who can see and/or update the page.

---

## Use links and anchors

### Add links

In any documentation site, it's essential to be able to link from one page to another, and often to specific sections on a page. You can add any URL to a Confluence page and Confluence will automatically detect it and turn it into a link.

If you paste the URL for another page in your Confluence site, Confluence will display the link text as the page name and turn it into a relative link, meaning if the name of the page changes, Confluence will adjust the link so it doesn't break.

### Add and link to anchors

The [anchor macro](#) allows you to create anchors in your documentation, which can be linked to from anywhere. I've added an anchor at the top of this page so you can click to go [back to the top](#).

### To add a macro and link to it from the same page:

1. Type `{anchor` in the editor, select the anchor macro and give your anchor a name (`top` in my example)
2. Select the text that'll link to the macro and hit `Ctrl+K` (Windows) or `Cmd+K` (Mac) (this opens the link dialog)
3. Choose **Advanced** from the options on the left and type `#` followed by your anchor name (`#top` in my example)

Check out our documentation for [links](#) and [anchors](#) to get the full rundown on linking to anchors on other pages and other anchor goodness.

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## Useful macros

Confluence ships with a great range of [macros](#), and there are a few that are particularly useful in technical documentation. Here's a few:

### Table of contents macro

The [Table of Contents macro](#) helps people navigate lengthy pages by summarizing the content structure and providing links to headings used on the page. The best part is, you don't need to do anything except add the macro; once you've added it, it'll automatically detect headings and add them to the table of contents.

### Tip, Note, Info, Warning, and Panel macros

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 [Tip](#), [Info](#), [Warning](#), [Note](#) and [Panel](#) macros, which will help you focus a viewer's attention on a particular part of your content.



#### Tip of the day

Use the tip macro to give your readers handy hints!

---

## Keep track of page updates

In Confluence, it's 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.

### Watch pages or the space

So that you know when changes are made, it's a good idea to [watch](#) pages or even the entire space. That way, when changes are made to pages you're watching, or someone comments on them, you'll get an email notification letting you know who changed what.

Whenever you're on a page in your documentation space, choose the **Watch** button at the top-right of the page. From there, you can choose to watch just that page, or all pages in the space.

### View page history

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.

To view page history, go to the page and choose **••• > Page History**

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.

Take a look at [Page History and Page Comparison Views](#) for a detailed explanation.

### Show a list of contributors

If you want to see at a glance who's updated a page or pages, you can add the [contributors macro](#). This macro displays a customizable list of people who've contributed by creating, editing, or, optionally, commenting on the page.

---

## Customize PDF export

If you're planning to provide a PDF version of your documentation – whether it be for email, download, print, or any other form of delivery – you can customize the look of the PDF by adding a title page, header, and footer.

The process you take depends on whether you're trying to [customize the PDF export](#) for one space or for your whole site, so, if you're keen to make these changes, take a look at our page on [Customize Exports to PDF](#) for more detailed instructions.

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## Other useful tools and apps

Confluence is already a great tool for technical documentation, but you can still add to it depending on your documentation and workflow needs. Here are some useful apps available on the [Atlassian Marketplace](#), most of which we use ourselves, which can extend the functionality of Confluence.

New apps are hitting the marketplace all the time. This is by no means an exhaustive list!

### Scroll Versions (supported by vendor)

[Scroll Versions](#), by K15t, allows you to tie versions of your documentation to versions of your product, so that when a new version of your product ships you can publish that version of your documentation. Create as many versions of your documentation as you like, make the changes you need to, and keep them up your sleeve until release time. You can even publish different variations of your documentation – like if you have versions of your documentation for different operating systems – to different spaces or Confluence instances.

### Copy Space (unsupported)

The [Copy Space add-on](#), by Atlassian Labs, does what its name suggests; it allows a space administrator to copy a space, including the pages within the space. Great for when you want a space template that you can copy to create other spaces.

This app is also useful when you need to archive a copy of a current space at a particular point in time, like when you're moving from one version of your product to the next – copy the space, give it a new name, and keep it wherever you like, all without losing the existing space.

📌 At this point this plugin won't copy page history, blog posts and email.

#### **Scroll PDF Exporter (supported by vendor)**

If you're going to produce a PDF of your documentation space, wouldn't you like it to be professionally formatted? The [Scroll PDF Exporter](#), by K15t, lets you style single pages or whole spaces for export, using handy PDF templates.

#### **Gliffy (supported by vendor)**

Create diagrams, wireframes, flowcharts and more with [Gliffy](#). Gliffy features a highly intuitive drag-and-drop interface, and allows you to export your diagrams in multiple formats, including: JPEG, PNG and SVG. Add Gliffy flowcharts, UI wireframes, and network diagrams directly to your Confluence pages to communicate your ideas visually, making them easy to understand and faster to spread through your team.

#### **Lucidchart (supported by vendor)**

Lucidchart is available in versions for [Cloud](#) and [Server](#), and allows you to create and insert diagrams within your Confluence Cloud environment. Quickly draw flowcharts, wireframes, UML diagrams, mind maps, and more inside our feature-rich editor.

The server version also comes with a free Visio viewer, so you can view Microsoft Visio (.vsd) files, Visio stencils (.vss) and it also supports exporting back to Visio.

#### **Documentation theme (discontinued)**

Confluence historically provided a theme specifically for documentation. This theme was removed in Confluence 6.0.

A number of the original Documentation theme features, such as headers, footers and the ability to add custom content to the sidebar, are available in Confluence's more modern default theme, which make it a great choice for your documentation space.



# Use 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 organization or team.

[Learn more about how a knowledge base helps your team work smarter](#)

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 want the space to be self curating, and do not want to spend a lot of time manually organizing content.
- Everyone wants a way to be notified when articles they are interested in have been updated or important notices are added.

## Create a knowledge base space

 You'll need the Create Space global permission to do this.

### To create your knowledge base space:

1. Choose **Spaces > Create space > Knowledge base space**
2. Choose **Space Tools > Permissions** to set permissions for the space, including anonymous access
3. Choose **Create > How-to** or **Troubleshooting** and follow the prompts to create your first knowledge base article

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-organizing 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's a good idea to brainstorm a few topics to get started.

## Customize 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 customizing the how-to and troubleshooting article templates to make them relevant for your organization. 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 customizing 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 color scheme (choose **Space Tools > Look and Feel > Color Scheme**).

## Provide communication and notification options

Channels of communication with your audience, internal or external, are 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 any Jira application** - 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** - link a Confluence space to be used as a knowledge base. Users (including those without a Confluence license) can search your knowledge base directly from within the Service Desk customer portal. You can connect Jira Service Desk with Confluence 5.10 or later.
- **If you use [Questions for Confluence Server](#)** - 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 Marketplace apps

The [Atlassian Marketplace](#) has a large number of apps 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 app that's right for your knowledge base.

# Use Confluence as your Intranet

Your intranet is the hub of your organization. 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 organization.

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 organize 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

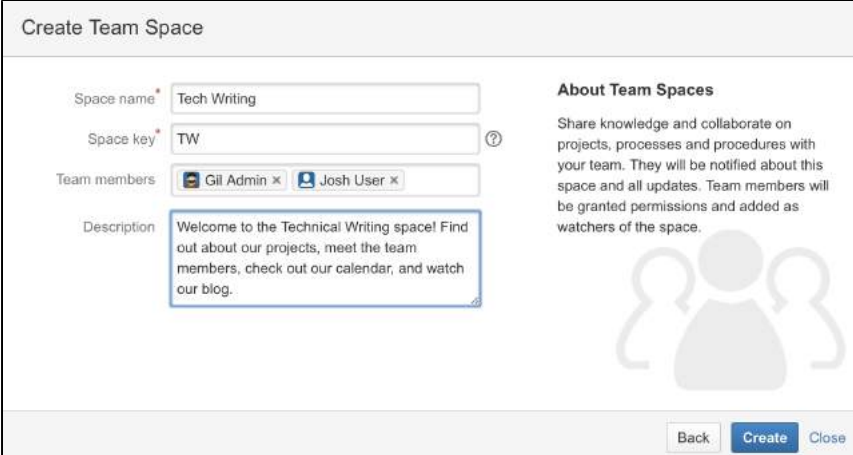
[Upload your company logo](#), and Confluence's auto look and feel will change the color scheme to match. It'll make your intranet feel more familiar to your colleagues, and help with adoption.

## 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 organize things is to create a space for each team or department within your organization. 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.



The screenshot shows the 'Create Team Space' interface. On the left, there are four input fields: 'Space name\*' with the value 'Tech Writing', 'Space key\*' with 'TW', 'Team members' with two user avatars labeled 'Gil Admin' and 'Josh User', and a 'Description' text area containing the text: 'Welcome to the Technical Writing space! Find out about our projects, meet the team members, check out our calendar, and watch our blog.' On the right, under the heading 'About Team Spaces', there is explanatory text: 'Share knowledge and collaborate on projects, processes and procedures with your team. They will be notified about this space and all updates. Team members will be granted permissions and added as watchers of the space.' Below this text is a faint icon of three people. At the bottom of the form are three buttons: 'Back', 'Create', and 'Close'.

Each space can have its own color scheme and has a customizable 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 be 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 organization (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 organization.

You can watch any blog to make sure you get updated when there's a new post. Blog posts are automatically organized 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](#) them 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.

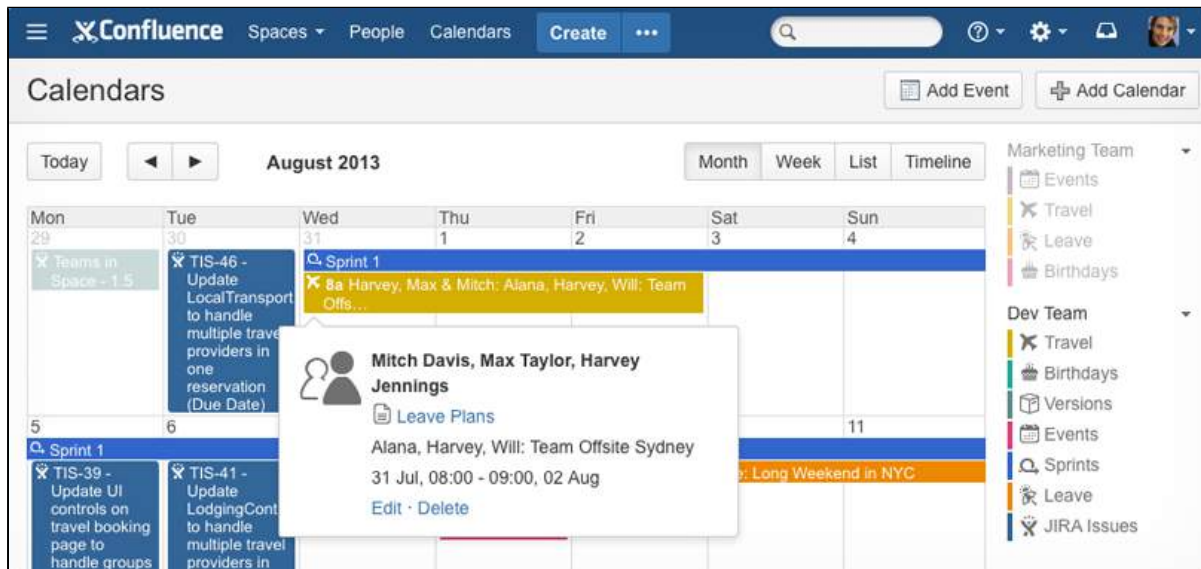
The [Confluence dashboard](#) also has a recent activity feed, which allows you and your team to see what's trending throughout the company or in your [network](#).

## 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? [Questions for Confluence](#) 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 [Team Calendars for Confluence](#) for organizing 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.



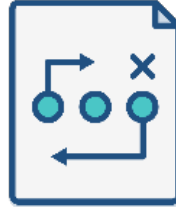
# Confluence for Software Teams

Welcome to the Software Team's guide to using Confluence.

Check out the articles in this collection:



How to write product requirements



How to build a release planning page



Creating insightful customer interview pages



Create sprint retrospective and demo pages (like a BOSS)



How to make better decisions as a development team



How to document releases and share release notes



Use blogs to share your development team's progress



How to create technical and onboarding documentation

Like what you see? Start creating these pages and more in Confluence!

Try it for free