Space Details

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    - Importing Pages from Disk
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  • Uploading a Profile Picture
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Keyboard Shortcuts

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Macros

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Confluence Glossary
Importing Content Into Confluence

This page last changed on Apr 18, 2007 by david.soul@atlassian.com.

Confluence stores all page data in Confluence's wiki markup syntax. Importing non-wiki markup into Confluence requires a conversion process.

- Text with basic formatting can be pasted directly into the Rich Text Editor. This includes simple Word documents or web pages.
- Files such as Microsoft Word and Excel documents can be imported using a Content Converter.
- Confluence pages saved to disk can be Imported From Disk.

For web content:

- Convert a HTML file to a Confluence page using the HTML To Confluence Converter.
- Embed an external web page into Confluence with the Html-include Macro.
- Use HTML code in a page with the HTML Macro.

For other wikis:

- Check if the Universal Wiki Converter can import it.
Importing Pages from Disk

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to import text files from a disk or a directory on the Confluence server, and convert them into corresponding Confluence pages. Each file will be imported as a Confluence page with the same name as the file.

The text file needs to contain Confluence markup to be converted accurately into a Confluence page.

You need to be a space administrator to import text files.

To import text files,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click on the 'Import pages from disk' link in the left panel under the heading 'Import'. This will display a new screen.
4. Type in the directory's path in the 'Import directory' text field.
5. Check 'Trim file extensions' to remove file extensions when converting the files to Confluence pages. Note that the Confluence pages will take their titles from the files' names (including their extensions). So to avoid having page titles with the suffix 'txt' in them, make sure you check this box.
6. Check 'Overwrite existing pages' if you want to replace existing Confluence pages with the same page title.
7. Click 'Import'.

Screenshot : Importing text files

<table>
<thead>
<tr>
<th>Import directory:</th>
</tr>
</thead>
</table>

- Trim file extensions
- Overwrite existing pages

Import
Cancel

The ability to import pages from disk applies only to global spaces, so the 'Import' section in the above screenshot does not appear in the 'Space Admin' tab for personal spaces. Please see Working with Spaces Overview for information about the differences between global spaces and personal spaces.
Site Backup and Restore

By default, Confluence backs up all data and attachments once a day to a backup file. These files are called XML site backups, stored in the backups directory of Confluence home. You can also create XML site backups manually.

- Restore your site from an XML site backup
- Manually create an XML site backup
- Configure Daily Backups
- User Submitted Backup & Restore Scripts

XML site backups are fine for most instances of Confluence. However, large instances of Confluence will find backups may become slow to create and use large amounts of disk space.

Backups For Large Instances

XML site backups are unsuitable for instances of Confluence that contain hundreds of large pages, as XML backups take progressively longer to complete as the amount of text increases. Another issue with XML site backups is that Confluence instances with a gigabytes of attachments will consume disk space rapidly. This is because each site backup contains all content needed for a site restore. For example, if a 1 gig instance of Confluence is backed up daily, it will create 30 gig of backups per month if left unattended. When administering a large instance, you can reduce disk space by setting XML site backups to exclude attachments, then manually scheduling a backup of your attachments from the Confluence home directory or database. The backup manager can save space by saving changed files instead of all content.

<table>
<thead>
<tr>
<th>Creation Delay</th>
<th>Disk Usage</th>
<th>Recommended Backup Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable</td>
<td>Acceptable</td>
<td>XML site backup with attachments</td>
</tr>
<tr>
<td>Acceptable</td>
<td>Unacceptable</td>
<td>XML site backup minus attachments, plus manual backup of attachments</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>Unacceptable</td>
<td>Manual backup of database and attachments</td>
</tr>
</tbody>
</table>

Creation Delay is the time it takes to create an XML site backup minus attachments. Disk Usage can be estimated by multiplying the frequency of your XML site backups by their current size.

Manual Backups

Confluence’s attachment storage configuration can be set to store attachments in the Confluence home directory, or in the database.

Database Backup
Use your Database Administration Tool to create a backup of your Confluence database.
is storing your attachments, importing this later will restore all content.

Attachment Backup
If stored on the filesystem, attachments are placed under the `attachments` directory of your Confluence home directory. Copy this directory to create a backup of all attachments.

Backup FAQ

For answers on Site Backup and Restore, click a query below.

Backup will not import
Can XML backups be deleted automatically?
Does running a daily XML backup slow performance?
How can I reduce the space taken up by automatic backups
Can Confluence be restored from a backup minus attachments?
Are there any scripts for backup creation and restore?

Backup will not import
See Troubleshooting failed XML site backups

Can XML backups be deleted automatically?

Windows users must manually delete any backup files. Linux users can insert a nightly or weekly automation script or cron similar to the following:

```
ls -t <path to your backup dir>/* | tail +6 | xargs -i rm 
```


Does running a daily XML backup slow performance?

There is a minor slowdown every time the backup is performed, usually nightly between 2am and about 2.10am. If the performance hit is significant, you can switch to an external backup process for large instances.

How can I reduce the space taken up by automatic backups

Switch to a manual backup process according to the 'Backups For Large Instances' section of Site Backup and Restore, which will give you more control over disk usage.

Can Confluence be restored from a backup minus attachments?
Yes, as long as the attachments have been backed up are the same time. Refer to Site Backup and Restore.

Are there any scripts for backup creation and restore?

Check out User Submitted Backup & Restore Scripts
Space Backup and Restore

This page last changed on Feb 26, 2006 by dave@atlassian.com.

Confluence can backup all the content, comments and attachments for a space. The process involves converting the data in the space into XML format. The end product is a zip file that contains XML file(s) and optionally, all the attachments in the space. To transfer this data to another Confluence site, you simply restore this zip file.

Creating a Space Backup

Instructions on how to create a backup for a space can be found here.

Restoring/Importing a Space Backup

Instructions on how to restore or import the backup of a space can be found here.
Working with Labels Overview

This page last changed on Apr 23, 2007 by david.soul@atlassian.com.

Labels are user-defined tag words that can be assigned to pages to categorise, identify or bookmark content in Confluence.

For example, you can assign the label 'accounting' to all accounts-related pages on the site. You can then browse all pages with the label 'accounting' in an individual space or across the site, do a search based on it, and even use it to filter information when you subscribe to a Confluence RSS feed.

Because labels are user-defined, you can add any word (or even make up your own) that helps you identify the content in the site.

Labels appear below the page tabs in a page and can be added or removed without affecting the content of the page.

There are two different types of labels:

**Global Labels:** A global label is available to all users across the site. Once a global label is added, any user with permission to view a page can also view its labels. Any user with permission to edit a page can add a global label to a page.

**Personal Labels:** A personal label is only available to the user that created it. Any user with 'view' permission can add a personal label to a page.

Here are some of the advantages of using labels:

- Labels are user-defined which means that you decide what information is relevant to you and how you are going to label it.
- You can group pages without having to restructure the site.
- Labels are easy to add and edit, and do not affect the actual content of the page.
- You can use labels to filter information during a search.
- You can add as many labels as you like to a page.
Categorising Wiki Content Using Labels
Label Macros

Take me back to Confluence 2 Home
Adding a Global Label

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Any user with 'edit' permission for a page can add a global label to it.

To add a global label,

1. Go to the 'view' mode of the page. If the page already has labels, these will be displayed at the top of the page below the page title.
2. Click on the 'Edit' link beside the list of labels (highlighted in yellow). This will display a form with an input field and a list of 'Suggested Labels' to choose from.
3. Check if you want to use any of the suggested labels; these are a list of labels you've used recently and the most popular labels in the space. Clicking on a label will add it to the page.
   If you want to add a new label, simply type it in and click 'Add'. As you type, the drop-down field will display the label closest to the word you are typing. It is possible another user may have added the same label or a similar label which you can select and reuse.
4. Click 'Done'.

Note
Labels are always in lowercase. Even if you use uppercase characters, Confluence will convert these to lowercase when it adds the label.

Screenshot : Adding a Label

RELATED TOPICS

Adding a Personal Label
Removing a label
Adding a Space Label
Adding a Team Label

Take me back to Confluence 2 Home
Adding a Personal Label

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Any user with 'view' permission can add a personal label. Personal labels are only available to the user that created them. To differentiate them from global labels, personal labels include the prefix "my:" in the label name.

Here are some examples of personal labels:

"my:sales", "my:stuff", "my:trivia"

To add a personal label,

1. Go to the 'view' mode of the page.
2. Click on the 'Edit' link beside 'Labels'. This link is highlighted in yellow. This will open up a form with an input field and a list of 'suggested labels'.
3. Check if you want to use any of the suggested labels; these are a list of labels you've used recently, and the most popular labels in the space. Your personal labels will also appear here if you have used them frequently or recently. Clicking on a label will add the label to the page.
4. If you want to add a new label, simply type it in using the markup "my:label" and click 'Done' to add the label.

Note
Labels are always in lowercase. Even if you use uppercase characters, Confluence will convert these to lowercase when it adds the label.

Screenshot : Adding a Label

Added by Vidya Madabushi, last edited by Vidya Madabushi on Oct 26, 2005
Labels: (None)

Add Labels
Enter labels to add to this page:  Suggested labels: my:nottybad, my:nice, my:something, my:stuff, my:stuff, installation, label, example, a

Take me back to Confluence 2 Home
Adding a Space Label

To add a Space Label,

1. Click on the 'Browse Space' link at the top right-hand corner of the page.
2. Go to the 'Advanced' tab and click 'Edit Space Details'. This will take you to a new screen.
3. Click 'Edit Space Labels' in the left navigation frame. In the input field displayed under the heading 'Labels', type in your label and click 'Add'. A list of suggested labels is also displayed in the form. Click on the label to add it.

Screenshot: Adding a space label

**Labels**

You can group this space with other content you've labelled in Confluence using the box below.

No labels added to this space.

**Add Label:**

![Add label interface](image)

Suggested Labels:

- my:nottooped
- my:nice
- my:something
- my:stuff
- my:stuff
- installation
- test
- label
- example
- e
- documentation

**RELATED TOPICS**

- Adding a Global Label
- Adding a Personal Label
- Adding a Team Label

Take me back to [Confluence 2 Home](https://example.com/confluence)
Adding a Team Label

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Team labels are used to group together related spaces.

For example, if you have one or more spaces on the site that the Sales team may be interested in, you can group all these spaces together under the label 'sales'.

On the Dashboard, you can then choose 'Sales' from the drop down menu under the 'Team' tab in the spaces list, and have only the list of spaces relevant to the Sales team displayed. The 'Recently Updated' section will also display content only from these spaces.

You will need to add the same label all the spaces you want to group together.

To add a Team Label,

1. Click on the 'Browse Space' link at the top right-hand corner of the page.
2. Go to the 'Advanced' tab and click 'Edit Space Details'. This will take you to a new screen.
3. Click 'Edit Space Labels' in the left navigation frame.
4. In the input field displayed under 'Team Labels', type in your label and click 'Add'. A list of 'Suggested Labels' is also displayed in the form. Click on the label to add it.

Screenshot: Adding a team label

Team Labels

Team labels will appear in the drop down box inside the 'Team' tab on your dashboard. They can be used to group together related spaces for project teams.

No team labels added to this space.

Add Team Label: [Add]

Available Team Labels: atlassian, confluence, consulting, demo, development, ira, plugins, text

Screenshot: List of team related spaces on the dashboard
Spaces: My Team All

A team label is used to group together a list of spaces relevant to a project team. You can display a team's spaces by selecting a label from below:

View Spaces for Team: confluence

- Confluence (DOC)
- Confluence 1.4 User Guide (CONF14)
- Confluence Community (DISC)
- Confluence Extensions (CONFEXT)
- Documentation Staging (DOCPRIV)

RELATED TOPICS

Adding a Global Label
Adding a Personal Label
Adding a Space Label

Take me back to Confluence 2 Home
Categorising Wiki Content Using Labels

This page last changed on Apr 23, 2007 by david.soul@atlassian.com.

Labels allow users to sub-categorise pages and reference content across multiple categories.

Label Example Using Vehicles

The page tree below denotes parent-child relationships and page labels inside the space 'Vehicles'. Page names are black, labels are blue.

- Vehicles Space
  - Cars (vehicle-type)
    - Toyota Prius (car, vehicle)
    - Honda Civic (car, vehicle)
    - Porshe Carrera (car, vehicle)
  - Motorbikes (vehicle-type)
    - Harley Davidson Sportster (motorbike, vehicle)
    - Suzuki GSX-R (motorbike, vehicle)

This page hierarchy can then be cross-categorised using labels, with pages referenced using the Content by Label Macro.

<table>
<thead>
<tr>
<th>Listing</th>
<th>Wiki Markup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle types</td>
<td>{contentbylabel:vehicle-type}</td>
</tr>
<tr>
<td>All vehicles</td>
<td>{contentbylabel:vehicle}</td>
</tr>
<tr>
<td>All cars</td>
<td>{contentbylabel:car}</td>
</tr>
</tbody>
</table>
Label Macros

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

1. **Navmap Macro**

Renders the list of pages associated with a specified label as a navigation map.

2. **Related Labels Macro**

Lists labels commonly associated with the current page's labels.

3. **Content by Label Macro**

Displays a list of content marked with specified labels.

4. **Recently Used Labels Macro**

Lists labels most recently used in a specified scope (Global, Space, or Personal)

**RELATED TOPICS**

- Working with Labels Overview
- Working with Macros

Take me back to Confluence 2 Home
**Content by Label Macro**

This page last changed on Apr 30, 2007 by rosie@atlassian.com.

⚠ You need to edit in 'Wiki Markup' mode to include macros in your page.

The `contentbylabel` macro lists content associated with specific labels.

**Contentbylabel Macro**

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
</table>

By default, Confluence lists all the labels for each result displayed. See optional parameters below to disable this.

**Recommended Default Usage**

To display all pages with the label `needs-fixing`, use:

```
{contentbylabel:needs-fixing|showLabels=false|maxResults=99|showSpace=false}
```

**Optional Parameters**

<table>
<thead>
<tr>
<th>No</th>
<th>parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>key</td>
<td>all</td>
<td>Filter by space (Note: Keywords @all and @self are available with Confluence 2.2.2 and higher.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>2</td>
<td>type</td>
<td>false</td>
<td>Filter by content type</td>
</tr>
<tr>
<td>3</td>
<td>showLabels</td>
<td>true</td>
<td>Show or hide labels for results</td>
</tr>
<tr>
<td>4</td>
<td>showSpace</td>
<td>true</td>
<td>Show or hide spaces for results</td>
</tr>
<tr>
<td>5</td>
<td>excerpt</td>
<td>false</td>
<td>Show or hide excerpts for results</td>
</tr>
<tr>
<td>6</td>
<td>maxResults</td>
<td>5</td>
<td>Specify maximum results to display</td>
</tr>
<tr>
<td>7</td>
<td>sort=creation, sort=title, sort=modified</td>
<td>recent</td>
<td>The 'sort' attribute is an optional attribute that allows you to configure how the children are sorted. Use the 'reverse' attribute to optionally reverse the sorting.</td>
</tr>
<tr>
<td>8</td>
<td>operator</td>
<td>OR</td>
<td>(Confluence 2.5 and higher.) The operator to apply to the supplied lists of labels. By default, a page with any of the labels will be listed. By using operator=AND, only pages with all of the supplied labels will be listed.</td>
</tr>
</tbody>
</table>

1. Filter by space

   `{contentbylabel:dogs,cats|key=PETS}`

2. Show only results in current space (Confluence 2.2.2 and higher)

   `{contentbylabel:dogs,cats|key=@self}`

3. Show results from all spaces (Confluence 2.2.2 and higher)

   `{contentbylabel:dogs,cats|key=@all}`

4. Filter by content type: pages or blog posts
5. Hide labels for results

6. Hide spaces for results

7. Display excerpts for results

8. Specify the maximum number of results to display

9. Sort by creation date, modification date or title

**RELATED TOPICS**

- Related Labels Macro
- Navmap Macro
- Recently Used Labels Macro
- Working with Labels Overview
- Working with Macros

Take me back to [Confluence 2 Home](#)
Navmap Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need to edit in 'Wiki Markup' mode to include macros in your page.
The Navmap macro displays the list of pages associated with a specified label as a navigation map.

A label must be specified for this macro.

Navmap macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{navmap:documentation}</td>
<td>1. About the Crowd Concepts</td>
</tr>
<tr>
<td></td>
<td>2. Installing and Configuring Crowd DB</td>
</tr>
<tr>
<td></td>
<td>3.2 MS SQL Server</td>
</tr>
<tr>
<td></td>
<td>3. PostgreSQL</td>
</tr>
<tr>
<td></td>
<td>3.5 ConnectinApplication to a DatabaseApplication</td>
</tr>
<tr>
<td></td>
<td>3.4 ConfiguringApplication Confluence</td>
</tr>
<tr>
<td></td>
<td>3.3 Overview on Home</td>
</tr>
<tr>
<td></td>
<td>3.2 JIRA Application</td>
</tr>
<tr>
<td></td>
<td>3.1 Confluence Internals on Home</td>
</tr>
<tr>
<td></td>
<td>3.1 Confluence Internals on Home</td>
</tr>
<tr>
<td></td>
<td>3.1 Confluence Internals on Home</td>
</tr>
<tr>
<td></td>
<td>3.1 Confluence Internals on Home</td>
</tr>
<tr>
<td></td>
<td>3.1 Confluence Internals on Home</td>
</tr>
<tr>
<td></td>
<td>3.1 Confluence Internals on Home</td>
</tr>
<tr>
<td></td>
<td>3.1 Confluence Internals on Home</td>
</tr>
</tbody>
</table>

Optional Parameters:

<table>
<thead>
<tr>
<th>No</th>
<th>parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>title</td>
<td>None</td>
<td>Specify a title for the navigation map</td>
</tr>
<tr>
<td>2</td>
<td>wrapAfter</td>
<td>5</td>
<td>Specify the number of cells in a row</td>
</tr>
<tr>
<td>3</td>
<td>cellWidth</td>
<td>90 px</td>
<td>Specify the cell width</td>
</tr>
<tr>
<td>4</td>
<td>cellHeight</td>
<td>60 px</td>
<td>Specify the cell height</td>
</tr>
<tr>
<td>5</td>
<td>Theme</td>
<td>Confluence</td>
<td>Define a theme for the</td>
</tr>
</tbody>
</table>
1. Specify a title for the navigation map

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>`{navmap:documentation</td>
<td>title=Confluence Documentation}`</td>
</tr>
<tr>
<td>1.1 Concepts</td>
<td>2. About the Crowd 1. System Requirements and Configuring Crowd</td>
</tr>
<tr>
<td>3.2.3 Integrating Crowd with Atlassian Confluence</td>
<td>3.2.4 Integrating Crowd with JIRA Application</td>
</tr>
<tr>
<td>3.2.7 Integrating Crowd with Atlassian JIRA</td>
<td>3.2.7 Integrating Crowd with Atlassian JIRA</td>
</tr>
<tr>
<td>3.5 PostgreSQL</td>
<td>3.2 MS SQL Server</td>
</tr>
<tr>
<td>Character encodings in Confluence</td>
<td>3.3 MySQL</td>
</tr>
<tr>
<td>Installing Crowd</td>
<td>Confluence</td>
</tr>
<tr>
<td>Java Integration Libraries</td>
<td>Confluence Documentation</td>
</tr>
<tr>
<td>Related Labels Macro</td>
<td>Confluence Internals on Home</td>
</tr>
<tr>
<td>Working with Macros</td>
<td>Confluence Documentation on Home</td>
</tr>
</tbody>
</table>

2. Specify the number of cells in a row

The default is 5 cells.

```plaintext
{navmap:mylabel|wrapAfter=3}
```

3. Specify the cell width

The default width is 90px

```plaintext
{navmap:mylabel|cellWidth=120}
```

4. Specify the cell height
The default is 60px

5. Define a theme for the navmap

If you want to create your own look and feel for the navmap (say one with rounded corners), you can do so by adding a file to the WEB-INF/classes/templates/macros directory. The file name convention to use is: navmap-mytheme.vm. You can use whatever name you like in place of mytheme. Just make sure you specify this when calling the macro using theme=mytheme.

RELATED TOPICS

- Related Labels Macro
- Content by Label Macro
- Recently Used Labels Macro
- Working with Labels Overview
- Working with Macros

Take me back to Confluence 2 Home
Recently Used Labels Macro

This page last changed on Feb 04, 2007 by ktran.

You need to edit in 'Wiki Markup' mode to include macros in your page.

The Recently-used-label macro renders a list of the most recently used labels in a specified scope (Global/Space/Personal)

Recently-used-labels macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{recently-used-labels}</td>
<td>solution, codegeist_2007_jira, http, authentication, seraph, codegeist_2007_confluence, plugin, macro, repository_current, confluence23</td>
</tr>
</tbody>
</table>

Optional Parameters

Specify the number of labels to be displayed.

By default, 10 labels are displayed.

{recently-used-labels:count=5}

Specify the scope of labels to be displayed.

The default scope is 'global'.

{recently-used-labels:scope=space}

Display the labels in a table.

{recently-used-labels:style=table}

Specify a title for the table view

{recently-used-labels:style=table|title=List of my recently used labels}
Related Labels Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

ℹ️ You need to edit in 'Wiki Markup' mode to include macros in your page.

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

Related-labels macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{related-labels}</td>
<td>• crowd</td>
</tr>
<tr>
<td></td>
<td>• installation</td>
</tr>
<tr>
<td></td>
<td>• api</td>
</tr>
<tr>
<td></td>
<td>• database</td>
</tr>
<tr>
<td></td>
<td>• integration</td>
</tr>
<tr>
<td></td>
<td>• confluence</td>
</tr>
<tr>
<td></td>
<td>• setup</td>
</tr>
<tr>
<td></td>
<td>• guide</td>
</tr>
<tr>
<td></td>
<td>• overview</td>
</tr>
<tr>
<td></td>
<td>• application</td>
</tr>
<tr>
<td></td>
<td>• authentication</td>
</tr>
<tr>
<td></td>
<td>• sso</td>
</tr>
<tr>
<td></td>
<td>• connectors</td>
</tr>
<tr>
<td></td>
<td>• single-sign-on</td>
</tr>
<tr>
<td></td>
<td>• userguide</td>
</tr>
<tr>
<td></td>
<td>• administration</td>
</tr>
<tr>
<td></td>
<td>• client</td>
</tr>
<tr>
<td></td>
<td>• osuser</td>
</tr>
<tr>
<td></td>
<td>• internal</td>
</tr>
<tr>
<td></td>
<td>• macro</td>
</tr>
<tr>
<td></td>
<td>• admin</td>
</tr>
<tr>
<td></td>
<td>• security</td>
</tr>
<tr>
<td></td>
<td>• example</td>
</tr>
<tr>
<td></td>
<td>• user</td>
</tr>
<tr>
<td></td>
<td>• confluence20</td>
</tr>
<tr>
<td></td>
<td>• performance</td>
</tr>
<tr>
<td></td>
<td>• mysql</td>
</tr>
<tr>
<td></td>
<td>• favourite</td>
</tr>
<tr>
<td></td>
<td>• soap</td>
</tr>
<tr>
<td></td>
<td>• postgresql</td>
</tr>
<tr>
<td></td>
<td>• index</td>
</tr>
<tr>
<td></td>
<td>• jira</td>
</tr>
<tr>
<td></td>
<td>• configuration</td>
</tr>
<tr>
<td></td>
<td>• directory</td>
</tr>
<tr>
<td></td>
<td>• architecture</td>
</tr>
<tr>
<td></td>
<td>• custom</td>
</tr>
<tr>
<td></td>
<td>• list</td>
</tr>
<tr>
<td></td>
<td>• encoding</td>
</tr>
<tr>
<td></td>
<td>• install</td>
</tr>
<tr>
<td></td>
<td>• unicode</td>
</tr>
</tbody>
</table>
### Optional Parameters

Specify the labels for which you want to view related labels

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{related-labels:labels=documentation, my:stuff}</code></td>
<td>• crowd</td>
</tr>
<tr>
<td></td>
<td>• installation</td>
</tr>
<tr>
<td></td>
<td>• api</td>
</tr>
<tr>
<td></td>
<td>• database</td>
</tr>
<tr>
<td></td>
<td>• integration</td>
</tr>
<tr>
<td></td>
<td>• confluence</td>
</tr>
<tr>
<td></td>
<td>• setup</td>
</tr>
<tr>
<td></td>
<td>• guide</td>
</tr>
<tr>
<td></td>
<td>• overview</td>
</tr>
<tr>
<td></td>
<td>• application</td>
</tr>
<tr>
<td></td>
<td>• authentication</td>
</tr>
<tr>
<td></td>
<td>• sso</td>
</tr>
<tr>
<td></td>
<td>• connectors</td>
</tr>
<tr>
<td></td>
<td>• single-sign-on</td>
</tr>
</tbody>
</table>
Removing a Label

To remove a label,

1. Go to the page that contains the label. All labels are displayed at the top of the page below the page title.
2. Click 'Edit' beside the list of labels (highlighted in yellow). Each of the labels will display a ✗ mark beside it.
3. Click ✗ to remove the label, then click 'Done'

RELATED TOPICS

Working with Labels overview

Take me back to Confluence 2 Home
Viewing Global Labels

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Any page that has labels will have them listed at the top of the page below the page title.

Global labels are visible to all users with 'view' permission and personal labels are only visible to the user that created them.

To view global labels,

1. If you are in a page that has labels, clicking on a label will take you to the 'Label' tab of the 'Browse Space' view where all pages in the space with that label will be listed.
   Click on the link 'See content from all spaces' to view all pages with the same label across the site.
2. Click on the 'Labels' tab in the 'Browse Space' view of the space. You have the option to view labels in one of two ways:
   • Click 'All labels' to view all labels in the space. From this view, you can click on a link to view an alphabetical listing of all labels across the site. Clicking on a label will list all content in the space with that label. It will also display any related labels if they exist. Related labels are labels that frequently appear on pages together. For Example, if pages labelled with 'sales' also tend to have the label 'marketing', these will be displayed as related labels.
   • Click popular labels to view a list of the most frequently used labels in that space. From here, you can also view the most popular global labels across the site.
     Confluence defaults to one of these views when you go to the 'Labels' tab based on your preference on your last visit to the site.
     Each of these views also displays a list of up to fifteen most 'Recent Labels' and 'Popular Labels' in the space.

Screenshot : Labels as they are displayed on a page

Added by Vidya Madabushi, last edited by Vidya Madabushi on Oct 27, 2005 (view change)
Labels: my:something, my:stuff, installation, documentation, vysivg, example, label, my:nic, test EDIT

Screenshot : Viewing all labels
Below are the 186 most recently used labels, listed alphabetically. Click on a label to see its associated content.

**A**
- about
- are
- ante
- a
- api
- and
- admin
- asf

**B**
- biable
- bax
- bar
- bliah
- beeren
- bee
- baby
- blog
- bora
- bug
- bible
- build

**RELATED TOPICS**
- Viewing Labelled Pages
- Viewing Global Labels
- Viewing Personal Labels
- Viewing Popular Labels

Take me back to [Confluence 2 Home](#)
Viewing labelled pages

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

The easiest way to find labelled content is to do a quick search for it. If there is a label matching your query, it will be listed above the search results. Clicking on the link will display all content in the site with that label.

- You can view all labelled content for a space by going to the 'Label' tab in the 'Browse Space' view of a space.
- You can view content labelled with personal labels by going to your 'Profile' and clicking on the 'Label' tab.

Viewing labelled content

| Searched for database in all spaces excluding Mail. |
| There are 201 matches in Mail. Include these matches. |
| Matching labels: database |
| Related labels: oracle, appserver |

| Results 1 - 10 of 225 for database. |

Niorate to another database (Confluence)

... document will outline the steps to move your existing Confluence data from one database to another. This is relevant to all users who previously used the embedded database for their evaluation (or longer) and would like to move to a more robust external database (such as Oracle, Postgres ... |

Jul 20, 2005

Advanced label searching

In the search box, you can use the labelText: prefix to search specifically for page labels.

<table>
<thead>
<tr>
<th>Searching for ...</th>
<th>Returns content that ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>confluence labelText:plugin</td>
<td>contains the word confluence or has the label plugin</td>
</tr>
<tr>
<td>confluence AND labelText:plugin</td>
<td>contains the word confluence and has the label plugin</td>
</tr>
<tr>
<td>labelText:import labelText:plugin</td>
<td>has the label import or has the label plugin</td>
</tr>
<tr>
<td>labelText:import AND labelText:plugin</td>
<td>has the label import and has the label plugin</td>
</tr>
</tbody>
</table>

RELATED TOPICS

Viewing Global Labels
Viewing Personal Labels
Viewing Popular Labels
Searching Confluence
Take me back to [Confluence 2 Home](#)
Viewing personal labels

Any page that has labels (global or personal) will have them listed at the top of the page below the page title. Personal labels are only visible to the user that created them.

To view your personal labels,

1. If you are in a page that has personal labels, clicking on a label will take you to the 'Label' tab of your 'Profile' where all pages in the space with that label will be listed.
2. Go to your 'Profile' by clicking the link located at the top of the page.
   - Go the 'Label' tab. This will display all content with personal labels in the space. A list of your personal labels along with the number of pages that contain the label is also displayed. Clicking on a link will list all content with that label.

Viewing personal labels

<table>
<thead>
<tr>
<th>View</th>
<th>Edit Profile</th>
<th>Labels</th>
<th>Watches</th>
<th>Change Password</th>
</tr>
</thead>
</table>

See the personal labels you have created, and the other labels which you have used recently.

Your Labels

- favourite
- nice
- nottoobad
- something
- stuff

All labelled content

- Documentation Home by Vidya Madabushi (24 Oct)
- Confluence 1.4 User Guide by Charles Miller (27 Sep)
- Documentation Staging 2 by 222 (17 Oct)
- Confluence by Charles Miller (08 Sep)
- testing by mohammed (25 Oct)
- Confluence Administration Guide by Vidya Madabushi (21 hours ago)

RELATED LABELS

- Viewing Labelled Pages
- Viewing Global Labels
- Viewing Popular Labels

Take me back to Confluence 2 Home
Viewing Popular Labels

Popular labels are labels that are frequently used. Confluence allows you to view the most popular labels both within a space and across the site.

To view popular labels,

1. Go to the 'Label' tab in the 'Browse Space' view of the space.
2. Click on the link 'popular labels'. This will list the most popular labels in the space and also display a link to view all 'global popular labels' (across the site).
   - Clicking on a label will display all content in the site with that label.
   - Click 'global popular labels' to view the most popular labels in the site.

In both these views, you have the option to sort the listing of labels to display them 'alphabetically' or in order of their 'popularity'.

The bigger the font size, the more popular the label.

space attachments directory^Viewing popular labels

Below are the 6 most popular labels used in Documentation Staging 2. The bigger the text, the more popular the label. Click on a label to see its associated content.

see also: global popular labels.

Order: alphabetically | by popularity

documentation e example installation label test

RELATED TOPICS

Viewing Labelled Pages
Viewing Global Labels
Viewing Personal Labels

Take me back to Confluence 2 Home
**Confluence Icons**

This page last changed on Apr 23, 2007 by david.soul@atlassian.com.

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Person]</td>
<td>Go to the <a href="#">people directory</a>.</td>
</tr>
<tr>
<td>![Person]</td>
<td>View a <a href="#">user profile</a>.</td>
</tr>
<tr>
<td>![Person]</td>
<td>Go to a <a href="#">personal space</a>.</td>
</tr>
<tr>
<td>![Person]</td>
<td>Go to a <a href="#">global space</a>.</td>
</tr>
<tr>
<td>![House]</td>
<td>View a space's homepage.</td>
</tr>
<tr>
<td>![Page]</td>
<td>View a <a href="#">page</a>.</td>
</tr>
<tr>
<td>![Page]</td>
<td>Add a <a href="#">page</a>.</td>
</tr>
<tr>
<td>![Page]</td>
<td>Add a <a href="#">child page</a> to the current page.</td>
</tr>
<tr>
<td>![Newspaper]</td>
<td>View a piece of <a href="#">news</a>.</td>
</tr>
<tr>
<td>![Newspaper]</td>
<td>Add a piece of <a href="#">news</a>.</td>
</tr>
<tr>
<td>![Line]</td>
<td>This page has been <a href="#">edited</a> since you last viewed it. Click to view the page.</td>
</tr>
<tr>
<td>![Comment]</td>
<td>View a <a href="#">comment</a>.</td>
</tr>
<tr>
<td>![Comment]</td>
<td>Add a <a href="#">comment</a>.</td>
</tr>
<tr>
<td>![Mail]</td>
<td>View a piece of <a href="#">archived mail</a> that has been imported into Confluence.</td>
</tr>
<tr>
<td>![Page]</td>
<td>View a page that has been <a href="#">imported</a> into Confluence.</td>
</tr>
<tr>
<td>![Attachment]</td>
<td>View an <a href="#">attachment</a>.</td>
</tr>
<tr>
<td>![Link]</td>
<td>This <a href="#">link</a> goes to an attachment.</td>
</tr>
<tr>
<td>![Link]</td>
<td>This <a href="#">link</a> goes to a destination outside Confluence.</td>
</tr>
<tr>
<td>![Star]</td>
<td>This page/space/person is currently a <a href="#">favourite</a>. Click to remove from your favourites.</td>
</tr>
<tr>
<td>![Star]</td>
<td>Add this page, space or person to your <a href="#">favourites</a>.</td>
</tr>
<tr>
<td>![Mail]</td>
<td>You are currently <a href="#">watching</a> this page or space. Click to stop watching.</td>
</tr>
<tr>
<td>![Mail]</td>
<td>Start <a href="#">watching</a> this page or space.</td>
</tr>
<tr>
<td>![RSS]</td>
<td>Go to the <a href="#">RSS</a> feed builder.</td>
</tr>
<tr>
<td>![RSS]</td>
<td>Subscribe to a <a href="#">pre-defined RSS</a> feed.</td>
</tr>
<tr>
<td>![Print]</td>
<td>View a printable version of this page.</td>
</tr>
<tr>
<td>Icon</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>🎨</td>
<td>Export the contents of this space.</td>
</tr>
<tr>
<td>🎨</td>
<td>Define labels.</td>
</tr>
<tr>
<td>🎨</td>
<td>Choose a space's theme.</td>
</tr>
<tr>
<td>🎨</td>
<td>Choose a space's colour scheme.</td>
</tr>
<tr>
<td>🎨</td>
<td>Define a layout for a space, its pages and/or news items.</td>
</tr>
<tr>
<td>🎨</td>
<td>View space permissions.</td>
</tr>
<tr>
<td>🎨</td>
<td>View page permissions.</td>
</tr>
</tbody>
</table>

**RELATED TOPICS**

- Dashboard
- Confluence Glossary

Take me back to Confluence 2 Home
Confluence Glossary

Administration Console

The Administration Console is the interface for the global administration of Confluence.

Only site administrators can access the Administration Console.

Breadcrumbs

The breadcrumbs trace the path from the current page to the dashboard along the space's page-hierarchy.

The breadcrumbs in Confluence are listed at the top of every page.

CamelCase

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

In Confluence, Camelcasing can be turned on from the Administration Console.

Change Comment

A change comment is a short description entered during the edit of a page to record the changes being made in the edit.

Child Pages

Creating child and parent pages is a means by which you can organize content on the site. A child page is a page that has a parent in any of the Confluence spaces.

A child can only have one parent.

Comments

A comment may be a remark, question, or any other additional information you wish to add to a page pertaining to the topic the page covers. You can comment on any page or news item in Confluence.
Confluence Markup

This is the markup used to write and edit pages in Confluence. Based on Textile, the markup, when you become familiar with it, makes creating pages as easy as writing email.

Custom Decorators

Decorator files are used to define layouts in Confluence. They are vmd files and require knowledge of the language, Velocity, to edit.

Dashboard

The dashboard is the front page of a Confluence site. It provides an overview of the site, access to all spaces, and displays a list of the most recently updated content within them.

Form Field Markup

Form field markup is a specialised markup for creating form fields and is used when creating page templates.

Global Administrators

A global administrator is the same as a site administrator.

Global Spaces

Global spaces contain content on any theme or topic of your choice.

For more information about global spaces and personal spaces, see Working with Spaces Overview.

JIRA

JIRA is Atlassian's award winning Issue tracking and project management application.

Visit Atlassian's website to learn more about JIRA.

Labels
Labels are user-defined tag words assigned to pages to categorise content in Confluence.

---

**Macros**

A macro is a command wrapped inside curly braces {...} used to perform programmatic functions and generate more complex content structures in Confluence.

---

**News Items**

A news item may be a journal entry, status report or any other timely information pertaining to a space.

---

**Notifications**

A notification is an email message sent to you updating you of changes to pages and spaces you choose to 'watch'.

---

**Orphaned Pages**

An orphaned page is a page without any incoming links.

---

**Pages**

Pages are the primary means of storing information in Confluence. They are the building blocks of spaces and are written in Confluence markup.

---

**Page Family**

Pages in Confluence can be organised into a hierarchy of parent and child pages. A parent and all its children comprise a page family.

Confluence permits nested page families.

---

**Parent Page**

A parent page is a page that has one or more child pages. It may itself be a child of another page.

---

**People Directory**
The **People Directory** contains a list of all users in your Confluence site. Each user's name links to their **personal space**.

---

**Permalink**

A permalink is the url used to link to specific content items like comments.

---

**Personal Spaces**

Personal spaces belong to particular users, and rather than being listed on the [Dashboard](#), are available from the [People Directory](#).

For more information about global spaces and personal spaces, see [Working with Spaces Overview](#).

---

**RSS Feeds**

An RSS feed is a format for delivering summaries of regularly changing web content. RSS is read by RSS newsreader programs.

You will need an RSS reader to subscribe to feeds within Confluence.

Confluence acts as an RSS reader for feeds from sites outside of Confluence.

---

**RSS Reader**

An RSS reader is a specialised RSS program (also called aggregator) that displays the contents of RSS feeds for you. To subscribe to RSS feeds within Confluence, you will need an RSS reader.

---

**Site Administrators**

A site administrator is any user who has permission to administer Confluence. The 'Administrate Confluence' permission is itself assigned from the Administration Console.

Site administrators have complete access to Confluence regardless of any site or space level restrictive permissions.

All members of the group, 'confluence-administrators' are by default, site administrators.

---
Space Administrators

A space administrator is a user with the 'Administrate Space' permission for the space. A user with this permission can perform a host of functions relating to the management of a space and has complete access to the space regardless of any other control settings or permissions.

Permissions for a space are only assigned and modified by space administrators.

---

Spaces

A space is an area on your site into which you can group different content items together based on any theme of your choice. All content in Confluence is organised into spaces.

There are two types of spaces: global spaces and personal spaces.

---

Templates

A template is a pre-defined page that can be used as a prototype when creating pages. Templates are useful for giving pages a common style or format.

---

Themes

Themes are pre-defined 'look and feel' styles which are configured from the administration menu and can be applied across Confluence or to a single space.

---

Tiny links

A tiny link is the shortened URL of a page which is useful when sending links to the page, for example, via email.

---

Trackback

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

In Confluence, Trackback is enabled from the Administration Console.

---

Trackback Autodiscovery

Trackback autodiscovery is a block of code that can be placed in a web-page to describe where trackback pings should be sent for that page. You can read the technical specification for autodiscovery here.
When Trackback is enabled, Confluence uses Trackback Autodiscovery to ping pages that are linked to, and to advertise its own pages as being able to receive pings.

**Undefined Links**

An undefined link is a link to a page that has not yet been created. Clicking on the page link allows you create the page.

**User Profile**

Every user account in Confluence is linked to a profile that contains user related information and options to configuring user preferences.

**Watching a Page**

When you watch a page, you are sent an email notification whenever that page has been modified.

**Watching a Space**

When you watch a space, you are sent an email notification whenever content has been added or modified in that space.

Wiki

Pioneered by Ward Cunningham, and named after the Hawaiian word for 'quick', a wiki is a website that makes it easy for anyone to contribute pages, and link them together.

---

**RELATED TOPICS**

**Confluence Icons**

Take me back to **Confluence 2 Home**
Security Overview

Open or closed? It's your call.

Confluence gives you the choice to make the site as open or as closed as you wish.

As a tool for communication and collaboration, Confluence is best used the more users you have participating on the site.

So it's advisable to design a security system that doesn't restrict users unless you can think of a very good reason for doing so. Because Confluence tracks histories of changes, it is easy to see who has changed what, and to reverse any edits if required.

There are three levels of permissions in Confluence.

Global permissions

Global permissions are site-level permissions.

This topic is covered in the Site Administrator's Guide.

The permission to create a new space or to administrate one is granted by a site administrator from the global Administration Console.

- 'Attach Files to User Profile': Users with this permission can attach a picture to their user profile.
- 'Personal Space': Users with this permission can create a personal space within a Confluence site.
- 'Create Space(s)': Users with this permission can create new global spaces within a Confluence site. When a space is created, the creator automatically has the 'Administrate Space' permission for that space.
- 'Administer Confluence': Users with this permission can perform functions relating to the management of Confluence, including Administration of spaces.

Space permissions

Every space has its own, independent set of permissions. These permissions determine the access settings for different users of the space.

In order to assign these permissions, a user must be a space administrator (i.e. must have the 'Administer Space' permission) for that space.

See Users and Groups to learn how these permissions are assigned.
Page restrictions

You can further set page-level restrictions, if you have 'Restrict Pages' permission.

Page restrictions allow you to control who can view or edit individual pages. Page restrictions are set when editing a page from menus below the text-entry box.

How do space permissions and page restrictions work together?

Example: In the HR (Human Resources) space, everyone in the organisation has the 'View' space permission, but only the HR team has the 'Create' space permission (i.e. the ability to create and edit pages in the space). A member of the HR team starts to create a new page called 'Annual Leave Policy'. Because the page is not yet finished, she sets the page's 'Viewing' restriction so that only the HR team can view the page. When the page is finished, she will remove the 'Viewing' restriction so that everyone in the company can see the page.

⚠️ Warning
If you misconfigure a space so that nobody has access to administer it any more, you will need to have someone in the confluence-administrators group fix the permissions for you.

RELATED TOPICS

Users and Groups
Viewing Space Permissions
Assigning Space Permissions
Page Restrictions

Take me back to Confluence 2 Home
Page Restrictions

This page last changed on Apr 29, 2007 by rosie@atlassian.com.

Page restrictions allow you to control who can view or edit individual pages. Page restrictions are set when editing a page, using menus below the text-entry box.

In order to set or modify page restrictions, a user needs to have 'Restrict Pages' permission in the space to which the page belongs, and permission to edit the page itself. So if a user is prevented from editing a page through page restrictions, they are also prevented from changing the restrictions themselves.

Page Security Rules

Users can only view page or space content for which they (or a group they are in) have 'View' permission. Pages that a user does not have 'View' access to are referred to as inaccessible pages. Visit Inaccessible Page to see how Confluence deals with pages a user cannot view; anonymous users are directed to the login page while logged-in users are shown a permissions error page with a list of the groups with 'View' permission to the page. It is not possible to conceal the existence of pages, though you can restrict View access to page content. To keep the existence of a page or space secret, do not link to it from other sources.

Inherited Restrictions and Child Pages

If a page has its 'View' restriction set, that restriction will be inherited by all its children (and their children, and so on). If a 'View' restriction is added to a page that has already inherited page restrictions from its parent, users must satisfy both restrictions in order to see the page.

'Edit' restrictions are not inherited.

Child Page Restrictions Example

Consider the page 'Documents', with a child page 'Executive', which itself has a child page 'Payroll'. To begin with, anyone who can view the space to which these pages belong can see all three pages.

For security reasons, 'View' restrictions are set on the 'Executive' page, restricting it to the 'mycompany-management group'. At this point, anyone can still see the 'Documents' page, but you must be in the 'mycompany-management group' in order to view either 'Executive' or 'Payroll'.

Since 'Payroll' information is considered particularly private, the 'Payroll' page then has its page restrictions set to only allow members of the 'mycompany-financial' group to view it. At this point, anyone can see the 'Documents' page, only members of 'mycompany-management' can see 'Executive', and only users who are members of both the 'mycompany-management' and 'mycompany-financial' groups can view 'Payroll'.

Note

Space administrators are responsible for the management of a space and its contents. They therefore have the ability to remove all restrictions from a page (as described in 'Viewing').
Restricted Pages’).

This means that space administrators can view and edit all content in the space.

What would you like to do?

View a Page’s Restrictions
Set a Page’s Restrictions
View All Restricted Pages

RELATED TOPICS

Working with Pages

Take me back to Confluence 2 Home
Page restrictions control who may view or edit a specific page.

- Viewing restrictions make the page invisible to everyone except the chosen users/groups.
- Editing restrictions prevent everyone except the chosen users/groups from editing the page.

You can choose as many users/groups as you like. (Note: prior to Confluence version 2.5, page restrictions could only be applied to a single person or group.)

In order to set or modify page restrictions, you need to have the 'Restrict Pages' permission in the space to which the page belongs, as well as permission to edit the page itself.

To set Viewing restrictions on a page,

1. Click the 'Edit' link at the top of the page.
2. The word 'Restrictions' will now appear at the bottom of the page (above 'Labels'). Click the yellow 'EDIT' link next to the word 'Restrictions'.
3. A form will appear below the word 'Restrictions', as shown in the screenshot below. The option 'Restrict viewing of this page' will be selected by default.
4. Choose the appropriate user(s) and/or group(s) who you want to allow to view the page:
   - To choose just yourself, click 'Choose me'.
   - To choose a particular user(s), you can either:
     - If you are unsure of the user's exact name, click the 'Choose users' link to display the 'User Search' pop-up. Type the 'Full Name', 'Email' or 'User Name' (or just part of the name), then click the 'Search' button to display a list of matching users. Select the appropriate user(s), then click the 'Select user(s)' button.
     - Type the user's name (or a list of names, separated by commas) into the 'Enter user/group name(s)' box, then click the 'Add' button.
   - To choose a particular group(s), you can either:
     - If you are unsure of the group's exact name, click the 'Choose groups' link to display the 'Group Search' pop-up. Type part of the name, then click the 'Search' button to display a list of matching groups, e.g. to search for groups whose names start with 'finance', type 'finance'. Select the appropriate group(s), then click the 'Select group(s)' button.
     - Type the group name (or a list of groups, separated by commas) into the 'Enter user/group name(s)' box, then click the 'Add' button.
5. Click the 'Save' link at the bottom of the page.
To set editing restrictions on a page,

1. Click the 'Edit' link at the top of the page.
2. The word 'Restrictions' will now appear at the bottom of the page (above 'Labels'). Click the yellow 'EDIT' link next to the word 'Restrictions'.
3. A form will appear below the word 'Restrictions', as shown in the screenshot below. Select 'Restrict editing of this page'.
4. Choose the appropriate user(s) and/or group(s) who you want to allow to edit the page, as described in step 4 above.
5. Click the 'Save' link at the bottom of the page.

Note

View and edit restrictions apply to all users including space administrators. However, space administrators can remove any restriction on a page. See Viewing Restricted Pages.

RELATED TOPICS

Space Permissions Overview
Viewing a Page's Restrictions
Viewing Restricted Pages
Working with Pages

Take me back to Confluence 2 Home
Viewing a Page's Restrictions

This page last changed on Apr 19, 2007 by rosie@atlassian.com.

Note: a page's restrictions can only be viewed when the page is in 'Edit' mode. This means that you can only view a page's restrictions if you have permission to edit the page.

To view the restrictions that apply to a page,

1. Click the 'Edit' link at the top of the page.
2. The word 'Restrictions' will now appear at the bottom of the page (above 'Labels'). Any 'Viewing' restrictions or 'Editing' restrictions are listed below the word 'Restrictions'.

Screenshot — Page restrictions

Restrictions: EDIT
Viewing: atlassian developers
Editing: rosie

Labels: EDIT

RELATED TOPICS

Setting a Page's Restrictions
Viewing Restricted Pages
Working with Pages

Take me back to Confluence 2 Home
Site Administrators and their permissions

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

A site administrator is any user who has permission to administrate Confluence. The 'Administrate Confluence' permission is itself assigned from the Administration Console.

Site administrators have complete access to Confluence regardless of any site or space level restrictive permissions.

All members of the group, 'confluence-administrators' are by default, site administrators.

All site administrative functions are performed from the Administration Console. You need to be a site administrator to access the Administration Console.

RELATED TOPICS

Users and Groups

Take me back to Confluence 2 Home
Space Administrators and their permissions

This page last changed on Feb 26, 2007 by rosie@atlassian.com.

A space administrator is a user with the 'Administer Space' permission for a space. This permission itself is assigned from the Space Administration screens by a space administrator.

A space administrator has permission to do anything in the space regardless of any other setting. Space administrators are responsible for the management of a space and its contents. Note that page permissions affect space administrators differently from other users.

Space administrators can:

- view all content in the space: If there are page permissions that restrict the viewing of a page to a single user, or to a group to which the space administrator doesn't belong, a space administrator can still view the page by removing the restriction.
- edit all content on any page in the space.
- remove restrictions from any page in the space (by using the Space Administration interface).
- grant themselves any other space permissions (e.g permission to set restrictions on a particular page).

All space administration functions are performed from the 'Space Admin' tab under the 'Browse Space' view a space. You need to be a space administrator to access the Space Administration screens.

RELATED TOPICS

Space Permissions Overview

Take me back to Confluence 2 Home
Space Permissions Overview

This page last changed on Apr 19, 2007 by rosie@atlassian.com.

Every space has its own independent set of permissions.

Space permissions can only be granted by a space administrator. A space administrator has permission to do anything in the space regardless of any other setting.

Permissions can be assigned to any Confluence user-group, to an individual user in the Confluence-User group, and to users in the Anonymous group.

Here are the different permissions that can be assigned at the space level:

- **View**: user can view this space's content.
- **Pages**: user can view the space's details, and its page and blog-posts.
  - Create - user may create and edit pages in this space.
  - Export - user may export pages in this space.
  - Restrict - user may apply page level permissions.
  - Remove - user may remove pages in this space.
- **Blog Posts**:
  - Create - user may post blogs in this space.
  - Delete - user may remove blogs in this space.
- **Comments**:
  - Create - user may make comments in this space.
  - Delete - user may remove comments from this space.
- **Attachments**:
  - Create - user may add attachments in this space.
  - Delete - user may remove attachments from this space.
- **Space**:
  - Export - user may export content from this space.
  - Administer - user has administrative permissions over this space.
- **Mail**: User may delete individual mail items.

⚠️ **Warning**

If you misconfigure a space so that nobody has access to administer it any more, you will need to have someone in the confluence-administrators group fix the permissions for you.

### RELATED TOPICS

- Users and Groups
- Viewing Space Permissions
- Assigning Space Permissions
- Revoking Space Permissions
- Page Restrictions

Take me back to Confluence 2 Home
Assigning Space Permissions

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Space permissions can be assigned across user-groups or to individual users of Confluence.

You need to be a **space administrator** to assign **space permissions**.

To assign space permissions,

1. Click on the 'Browse Space' link for that space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click on the 'Permissions' link in the left panel under the heading 'Security'. This will display the space's current permissions assigned to the different **groups and users**.
4. Click 'Edit permissions'. This will bring up a new screen. See screenshot. This screen is divided into three headings:
   - **Groups**: Select the group to which you want to assign permissions from the drop down menu. All current groups on the site will be available in the drop down list. To add a new group, click 'Add Group'. To assign permissions, check the box beside each of the desired permissions.
   - **Individual users**: Select an individual user to whom you want to assign permissions by clicking the 'browse' icon and selecting the user from the displayed list.
     - Click 'Add' to add the user.
     - Check the boxes for the permissions you wish to assign this user.
   - **Anonymous users**: Check the boxes for the permissions you wish to assign to all anonymous users of the site.
5. Click 'Save All' to apply the permissions.

**Screenshot : Assigning Space Permissions**
Groups

These groups have access to this space in Confluence - that means they can view the pages, comments and news items within it.

<table>
<thead>
<tr>
<th>Pages</th>
<th>News</th>
<th>Comments</th>
<th>Attachments</th>
<th>Mail</th>
<th>Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Create</td>
<td>Export</td>
<td>Restrict</td>
<td>Remove</td>
<td>Create</td>
</tr>
<tr>
<td>atlassian-staff</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Grant browse permission to: [Select Group] - [Add]

Individual Users

These individual users have access to this space in Confluence - that means they can each view the pages, comments and news items within it.

No users currently have access rights to this space.

Users to add: [Add]

Anonymous Access

When a user is using Confluence while not logged in, they are using it anonymously.

For example: Enabling anonymous 'commenting' permission, allows non-logged-in users to make comments in this space.

<table>
<thead>
<tr>
<th>Pages</th>
<th>News</th>
<th>Comments</th>
<th>Attachments</th>
<th>Mail</th>
<th>Space</th>
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</thead>
<tbody>
<tr>
<td>View</td>
<td>Create</td>
<td>Export</td>
<td>Restrict</td>
<td>Remove</td>
<td>Create</td>
</tr>
<tr>
<td>Anonymous</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Save All | Cancel

RELATED TOPICS

- Space Permissions Overview
- Viewing Space Permissions
- Revoking Space Permissions
- Users and Groups

Take me back to Confluence Home.
Revoking Space Permissions

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need to be a space administrator to remove or revoke space permissions.

To revoke space permissions,

1. Click on the 'Browse Space' link for that space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click on the 'Permissions' link in the left panel under the heading 'Security'. This will display the space's current permissions assigned to the different groups and users.
4. Click 'Edit permissions'. This will bring up a new screen. See screenshot.
5. Uncheck the permissions you which to revoke. Removing the 'View' permission for a user or group will remove all access to that space for the user or group.
6. Click 'Save All' to apply the permissions.

Screenshot : Assigning Space Permissions

<table>
<thead>
<tr>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>These groups have access to this space in Confluence - that means they can view the pages, comments and news items within it.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pages</th>
<th>News</th>
<th>Comments</th>
<th>Attachments</th>
<th>Mail</th>
<th>Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Create</td>
<td>Export</td>
<td>Restrict</td>
<td>Remove</td>
<td>Create</td>
</tr>
<tr>
<td>atlassian-staff</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

Grant browse permission to - Select Group -  Add

<table>
<thead>
<tr>
<th>Individual Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>These individual users have access to this space in Confluence - that means they can each view the pages, comments and news items within it.</td>
</tr>
</tbody>
</table>

No users currently have access rights to this space.

Users to add:  Add

<table>
<thead>
<tr>
<th>Anonymous Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>When a user is using Confluence while not logged in, they are using it anonymously. For example: Enabling anonymous 'commenting' permission, allows non-logged-in users to make comments in this space.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pages</th>
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<td>View</td>
<td>Create</td>
<td>Export</td>
<td>Restrict</td>
<td>Remove</td>
<td>Create</td>
</tr>
<tr>
<td>Anonymous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Save All | Cancel |

RELATED TOPICS

Space Permissions Overview
Assigning Space Permissions
Viewing Space Permissions
Users and Groups

Take me back to Confluence 2 Home
Viewing Space Permissions

This page last changed on Apr 19, 2007 by rosie@atlassian.com.

You need to be a space administrator to view the permissions assigned for a space.

To view the permissions assigned for a space,

1. Click on the 'Browse Space' link for that space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click on the 'Permissions' link in the left panel under the heading 'Security'. This will display graphically, all the permissions assigned to the different groups and users.

Below is an example. The ticks in the boxes indicate which permissions have been granted. The crosses indicate which permissions have been denied.

Screenshot : Viewing space permissions

Groups
These are the permissions currently assigned to groups for this space.

<table>
<thead>
<tr>
<th>Groups</th>
<th>Pages</th>
<th>News</th>
<th>Comments</th>
<th>Attachments</th>
<th>Mail</th>
<th>Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>atlassian-staff</td>
<td>View: ☑️</td>
<td>Create: ☑️</td>
<td>Remove: ☑️</td>
<td>Create: ☑️</td>
<td>Remove: ☑️</td>
<td>Export: ☑️</td>
</tr>
</tbody>
</table>

Individual Users
These are the permissions currently assigned to individual users for this space.
No users currently have access rights to this space.

Anonymous Access
When a user is using Confluence while not logged in, they are using it anonymously.
For example: Enabling anonymous commenting permission, allows non-logged-in users to make comments in this space.

Anonymous Access Permissions

<table>
<thead>
<tr>
<th>Anonymous</th>
<th>Pages</th>
<th>News</th>
<th>Comments</th>
<th>Attachments</th>
<th>Mail</th>
<th>Space</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View: ☑️</td>
<td>Create: ☑️</td>
<td>Remove: ☑️</td>
<td>Create: ☑️</td>
<td>Remove: ☑️</td>
<td>Export: ☑️</td>
</tr>
</tbody>
</table>

RELATED TOPICS

Space Permissions Overview
Users and Groups
Assigning Space Permissions
Page Permissions
Take me back to Confluence 2 Home
Users and Groups

A user is any individual who accesses Confluence.

New users are created by a site administrator via the Administration Console.

A site administrator can also group users together into user-groups for more convenient administration. This means that any security permissions you assign at the site, space and page levels can be assigned to a whole group. A user in one of these groups will automatically be granted all permissions granted to the group.

There are two special groups in Confluence:

- Confluence-Administrators - This is a 'super-group' and a user from this group has permission to do anything in the site regardless of any other setting. Users in the confluence-administrators group are listed on the 'Contact Administrators' page that is linked from the footer throughout the site.

- Confluence-Users - This is a 'default-group' of all new users. Permissions you assign to this group will be assigned to all new signed-up users of Confluence.

Anonymous-Users

Confluence treats all users who do not log in when they access Confluence as being 'Anonymous'. Administrators can assign permissions to this group separately.

RELATED TOPICS

Space Permissions Overview
Viewing Space Permissions
Assigning Space Permissions
Page Permissions

Take me back to Confluence 2 Home
Viewing Restricted Pages

This page last changed on Apr 19, 2007 by rosie@atlassian.com.

Restricted pages are pages that have 'View' or 'Edit' restrictions applied to them through page-level permissioning.

You need to be a space administrator to view the list of restricted pages in a space.

To view restricted pages,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page or beside the space link on the dashboard.
2. Go to the 'Space Admin' tab. This tab is only displayed if you are a space administrator.
3. Click on 'Restricted Pages' in the left panel under the heading 'Security'.
   A list of all restricted pages in the space is displayed.
4. Click on the 'lock' icon to remove restrictions for the page.

Here's an example:

<table>
<thead>
<tr>
<th>Title (Space)</th>
<th>Type</th>
<th>Permitted User/Group</th>
<th>Creator</th>
<th>Created</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Permissions Demo</td>
<td>View</td>
<td>atlassian-staff</td>
<td>Vidya Madabushi</td>
<td>Jul 24, 2005</td>
<td></td>
</tr>
<tr>
<td>(Confluence Documentation Research)</td>
<td>Edit</td>
<td>vidya</td>
<td>Vidya Madabushi</td>
<td>Jul 24, 2005</td>
<td></td>
</tr>
</tbody>
</table>

RELATED TOPICS

Viewing a Page's Restrictions
Setting a Page's Restrictions
Working with Pages

Take me back to Confluence 2 Home
Working with Pages Overview

This page last changed on Apr 19, 2007 by rosie@atlassian.com.

Pages are the primary means of storing and sharing information in Confluence. Pages are the building blocks of spaces.

Pages in Confluence are:

- created easily from anywhere within the site.
- written in a simple markup language, or using the Rich Text editor.
- organised hierarchically via parent-child relationships between pages.
- navigated through flexible linking within and between spaces.
- collaborated on via threaded or flat comments.
- controlled through page security restrictions.
- tracked through page notifications.
- maintained through a recording of page history, and you can link to older versions.
- entirely searchable (including attachments).
- exported to PDF, WORD, HTML or XML, or e-mailed.

RELATED PAGES

Creating a New Page
Confluence Notation Guide Overview
Working with page families
Working with Drafts

Take me back to Confluence 2 Home
Commenting on a Page

This page last changed on Feb 25, 2007 by rosie@atlassian.com.

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

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

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

What would you like to do?

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

RELATED TOPICS

Working with Pages Overview

Take me back to Confluence 2 Home
Adding a Comment

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

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

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

Adding a new comment

- If your page is in ‘Show’ comments view, look for the comments box at the bottom of the page. Type in your text and click ‘Post’ when you are done.
- If your page is in 'Hide' comments view, look for the link to 'Add Comment' at the bottom of the page. Click on this link to open up the comments box. Type in your text and click 'Post'.

Screenshot : Comments box

Responding to a comment

This option is only available when the comments are in 'threaded' view.

- Click on the 'Reply to this' link located below the text of a comment. This will open up a new comments box. Type in your text and click 'Post'.

Screenshot : Example comment
Here is an example comment.

Posted by Vidya Madabush at Aug 03, 2005 02:22 | Permalink | Remove | Reply To This

RELATED TOPICS

Viewing Comments
Linking to Comments
Deleting Comments

Take me back to Confluence 2 Home
Deleting Comments

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

To delete a comment,

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

⚠️ Warning
Deleted comments cannot be restored.

RELATED TOPICS

Viewing Comments
Adding a Comment
Linking to Comments

Take me back to Confluence 2 Home
Editing a Comment

This page last changed on Feb 22, 2007 by rosie@atlassian.com.

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

You can edit any comments that you have created. Space administrators can edit all comments within their space.

A note will indicate that a comment has been edited (unless the comment was edited within 10 minutes of being created). This ensures that comment threads retain their continuity — e.g. if you reply to another person’s comment, and they later edit their comment, a note will indicate that the other person’s comment has been changed.

To edit a comment,

- Go to the comment and click the 'Edit' button. You can use Confluence markup or the Rich Text editor to edit a comment.

Screenshot 1: Editing a comment

please check the spelling

Posted by Rosie Jameson at Feb 21, 2007 23:47  Edit  Remove  Reply To This

Screenshot 2: An edited comment

please check the spelling

Posted by Rosie Jameson at Feb 21, 2007 23:47; last updated at Feb 22, 2007 09:09  Edit  Remove

RELATED TOPICS

Commenting on a Page
Viewing Comments
Linking to Comments
Deleting Comments

Take me back to Confluence Home
Linking to Comments

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

To link to a comment from within Confluence,

1. Click on 'Permalink' located below the text of the comment within the comments box. You will notice in the address bar of your browser that the url displayed ends in a series of numerals.
2. Copy only the numerals.
3. Click on the 'edit' tab of the page from which you want to link to the comment.
4. Paste the numerals between square brackets (as you would when you create any link in Confluence), and then include the dollar sign '$' in front of the numerals.

Example

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[$129613]</td>
<td>Re: Adding a Comment</td>
</tr>
</tbody>
</table>

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

For example link to a comment in different space.

To link to a comment from outside Confluence,

1. Right click on 'Permalink' located below the text of the comment within the comments box.
2. Copy the link location of the comment. Alternately, click on 'Permalink' and copy the url displayed in the address bar of your browser.
3. Use this url to link to the comment from your web page.

Screenshot : Permalink location

Here is an example comment.

Posted by Vidya Madabushi at Aug 03, 2005 02:22 | Permalink | Remove | Reply To This

Screenshot : Permalink url

http://confluence.atlassian.com/pages/doeditpage.action?pageId=127767
RELATED TOPICS

Commenting on a Page
Adding a Comment
Working with Links

Take me back to Confluence 2 Home
Sample Page

This page last changed on Nov 22, 2005 by vidya.

Start of sample page content


End of sample page content
child page

This page last changed on Sep 25, 2005 by vidya.
Viewing Comments

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

- Threaded - this view shows the comments in a hierarchy of responses. Each subsequent reply to a comment is indented to indicate the relationships between the comments. See screenshot 1.

- Flat - this view displays all the comments in one single list and does not indicate the relationships between comments.

Confluence also allows you to 'show' or 'hide' comments on a page.

- Show
  - the page's comments are visible below its contents when you view the page.
  - a comments box at the bottom of the page allows you to post a new comment.
- Hide
  - the page's comments are hidden when you view the page. A link at the bottom of the page tells you if the page has comments. Clicking this link will display the comments. See screenshot 2.
  - to post a new comment, click on 'Add a new comment'.

Screenshot: Threaded View

[Comment]

I like this idea

Posted by Vidya Madabushi at Sep 08, 2005 01:31 | Permalink | Remove | Reply To This

[Comment]

I like it too but don't you think that my idea is a slightly better one?

Posted by Vidya Madabushi at Sep 08, 2005 01:32 | Permalink | Remove | Reply To This

[Comment]

I do.

Posted by Vidya Madabushi at Sep 08, 2005 01:32 | Permalink | Remove | Reply To This

Screenshot: Hide View

5 comments | Add Comment

Note

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

RELATED TOPICS
Concurrent Editing and Merging Changes

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

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

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

RELATED TOPICS

Viewing History of a Page
Viewing Page Information

Take me back to Confluence 2 Home
Concurrent Editing in Confluence 2.1

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Concurrent editing is made easier in Confluence 2.1.

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.

⚠️ This page is being edited by Vidyu Medabushi (last edit less than a minute ago)

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

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

The following error(s) occurred:

- You were editing an outdated version of this page. Another user has updated this page before you. Your changes against the new updated version is shown below. Please decide whether your changes should overwrite it or you wish to discard your changes.

RELATED TOPICS

- Working with Drafts Overview
- Working with Drafts FAQ

Take me back to Confluence 2 Home
Copying a Page

This page last changed on Jan 22, 2007 by rosie@atlassian.com.

Copying a page duplicates the page.

To copy a page,

1. Click on the 'Info' tab of the page.
2. In the first box displayed, click 'Copy' beside 'Operations'. This will open up a copy of the page in edit mode. By default, Confluence will name the page as 'Copy of Pagename'.
3. Rename the page and make any other changes required.
4. If you need to move the new page to a different space or a different parent, click the 'EDIT' link (to the right of 'Location', just below the page's name), then select the new space and/or parent.
5. Click 'Save'.

Note
Copying a page will duplicate all of the original page's attachments, but will not copy comments or labels from the original page.

Copy

View Edit Attachments (0) Info

Title: Admin Guide Site Map
Author: Vidyas Madabushi
Last Changed by: Vidyas Madabushi
Tiny Link: (useful for email) http://confluence.atlassian.com/y/x/sC
Export As: PDF | Word
Operations: Copy

RELATED TOPICS

Working with Pages Overview

Take me back to Confluence 2 Home
Creating a New Page

Creating a page in Confluence is easy. You can create a page from anywhere within the site by clicking the 'Add Page' link located at the top of every page and beside the space link on the dashboard.

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

Need help writing pages?

There are two ways to add a new page:

1. Click on the 'Add Page' link located beside each space on the dashboard and at the top of every page.

   This link is only displayed if you have permission to create pages for the space. If you do not see this link, you probably do not have permission to add pages and should contact your space administrator.

   1. Click on the 'Add Page' link. This will bring up a new screen.
   2. Enter a 'Title' for your page.
   3. Click 'Edit' beside 'Location' to change the location of the page.
   4. From the drop-down menu displayed, select the 'Space' where you want your page to be located.
   5. In the 'Parent Page' input field, specify a parent, if needed. If you want to move the page to the root directory of a space, leave this field blank.
      😱 If you clicked on 'Add page' from another page, Confluence will default the new page as a child of the first. To choose a different parent, click on the Choose a page icon. A pop-up screen allows you select a parent page from one of the tabs displayed or to locate pages anywhere within the site using the search facility.
   6. Enter content for your page using Confluence Notation, or the Rich Text editor. See Writing Confluence pages.
   7. 'Preview' if desired. Click 'Add'.

2. Follow an undefined link

   In Confluence, you can create links to pages that you intend to create at a later point. This type of a link is an undefined link and is indicated with a plus sign. Clicking on the link brings up the 'Add Page' screen. Follow the same steps outlined above to create the page.

   Here is an example of an undefined link:

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Link to new page]</td>
<td>Link to new page</td>
</tr>
</tbody>
</table>
Handy Hint
In Confluence, the title of a page is used to create page links.

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

; , @, /, $, %, \, &

RELATED TOPICS

Writing Confluence Pages
Confluence Notation Guide Overview
Editing an Existing Page
Working with Page Families
Linking Pages
Page Restrictions

Take me back to Confluence 2 Home
Choose a Page

This page last changed on Mar 22, 2007 by rosie@atlassian.com.

Use the 'Choose a Page' option when you want to locate a page in the site to set as a parent page.

To choose a page,

1. Go to the page and click on the 'Edit' tab.
2. The 'Location' will be displayed. Click the 'Edit link (highlighted in yellow) at the right of the Location.
3. Click this icon to bring up a pop-up screen displaying the following tabs:
   - History: Displays a list of pages recently visited by you.
   - Recently Modified: Displays pages most recently modified by you.
   - Referring Pages: Displays a list of all pages that refer to the current page.
4. Select the desired parent page from the list of pages in one of the tabs.

Note
You cannot create a new page using this option.

RELATED TOPICS

Moving Content from one Space to Another
Working with Page Families
Deleting a page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

To delete a page,

1. Go to the page and click on the ‘Edit’ tab.
2. Click on the ‘Remove’ link located at the top of the page. This is only displayed if you have permission to remove this page.

✔ Handy Hint

Deleted pages are stored in the trash and can be recovered by a space administrator.

RELATED TOPICS

Restoring a Deleted Page
Purging Deleted Pages
Creating a New Page
Editing an existing page

Take me back to Confluence 2 Home
Deleting an Attachment

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

To delete an attachment,

1. Go to the page that contains the attachment.
2. Click on the 'Attachments Tab'. This will display a list of the attachments in the page. Click on the 'Remove' link beside the attachment you want to delete.
3. Click 'OK' to confirm your action.

RELATED TOPICS

Working with Attachments
Finding an Attachment

Take me back to Confluence 2 Home
Display an older version of a page

This page last changed on Jul 10, 2006 by david.soul@atlassian.com.

To point users to an outdated version of a page:

1. View the page and click the "view change" link displayed after the "last edited by" information.
2. In the box on the left-hand side of the "compared to", click on the "Version ## by Username" to show the full outdated version.
3. Click "<< View previous version" to scroll back through the outdated versions until you find the one you would like to link, and copy the URL from your address bar. This link is of the format 
   http://confluence.atlassian.com/pages/viewpage.action?pageId=12345

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

This page last changed on Feb 25, 2007 by cmiller.

In Confluence versions 2.4 and later, you can easily e-mail a Confluence page to recipients of your choice.

To e-mail a Confluence page,

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

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

Instructions for enabling this feature can be found here: [DOC:Enabling the 'Mail Page' plugin](https://confluencelassian.com/doc/enabling-the-mail-page-plugin)

Screenshot: Emailing a Page
RELATED TOPICS

- Working with Pages

Take me back to Confluence 2 Home
Editing an Existing Page

This page last changed on Apr 23, 2007 by rosie@atlassian.com.

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

To edit an existing page,

1. Go to the page and click on the 'Edit' tab. This is only displayed if you have permission to edit the page. This will bring up the edit screen in either the Wiki Markup or the Rich Text mode, whichever is your current default.
2. Makes changes to the content or add new content as you would when you create a new page. Click on the tabs to switch between 'Rich Text' and 'Wiki Markup' edit modes. You can also use a combination of the two editors; Confluence retains changes made in one mode when you switch to the other.
3. Click 'Preview' to view your changes. Click 'Save'.

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

To view changes between different versions of the page, view the history of the page.

✅ NOTE

While the Rich Text editor includes almost all formatting options possible with Wiki markup, you will still need to use wiki markup for more complex functions like macros.

RELATED TOPICS

Rich Text Editor Overview
Creating a New Page
Deleting a Page
Adding a Comment
Linking Pages
Working with Pages Overview
Working with Drafts

Take me back to Confluence 2 Home
Linking pages

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

What would you like to do?

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

RELATED TOPICS

- Working with links
- Working with pages

Take me back to Confluence 2 Home
You can default to either 'Rich Text' or 'Wiki Markup' modes of editing depending on your preference.

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

1. Go to the edit tab of the page. This will open up the page in your current default mode.
2. If the current edit mode is not your default, you can make it your default by clicking the 'Make Default' link beside the tabs.
Here's what the Confluence edit page looks like Rich Text mode:

Start of sample page content


End of sample page content

Add/edit content using WYSIWYG Editor

Comment:  

Restrictions EDIT Set page level permissions

Viewable by: atlassian-staff  

Labels DONE  

Add a label that will help you identify it or categorise it  

Tip: Looking for a label? Just start typing.

Suggested labels: muststuff mundane  

A list of the most frequently used labels on the site

Note

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

Page Layout in View Mode
Dashboard

Take me back to Confluence 2 Home
Page Layout in Edit Mode (Wiki Markup)

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

**Note**

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

**RELATED TOPICS**

- Page Layout in View Mode
- Dashboard
Here's what a typical Confluence 2.0 page looks like in 'view' mode:


End of sample page content
Purging Deleted Pages

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Purging deleted pages permanently clears them from 'Trash'.

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

To purge deleted pages,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click on 'Trash' from the left panel. A list of deleted pages and emails for the space is displayed.
4. Click on the 'Purge' link beside a page or else click on 'Purge all' to permanently clear all deleted pages and emails.

RELATED TOPICS

Deleting a Page
Restoring a Deleted page

Take me back to Confluence 2 Home
Recording Change Comments

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

The change comments input-field is located below the edit screen:

*Comment: Included link to Confluence website*

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

The change comments for a page are recorded under the 'History' of a page.

**Recent Changes**

<table>
<thead>
<tr>
<th>Time</th>
<th>Editor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 17, 2005 06:52</td>
<td>Vidya Madabushi</td>
<td>view changes</td>
</tr>
<tr>
<td>Included link to Confluence website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 17, 2005 06:58</td>
<td>Vidya Madabushi</td>
<td>view changes</td>
</tr>
<tr>
<td>Rectified spelling error</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 17, 2005 06:55</td>
<td>Vidya Madabushi</td>
<td>view changes</td>
</tr>
<tr>
<td>This is my comment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 17, 2005 06:53</td>
<td>Vidya Madabushi</td>
<td></td>
</tr>
</tbody>
</table>

**View page history**

**RELATED TOPICS**

*Viewing history of a page*
Take me back to Confluence 2 Home
Restoring a Deleted Page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

When you restore a page, you are retrieving it from 'Trash' to the same location in the space where it existed before it was deleted.

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

To restore a deleted page,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click on 'Trash' from the left panel. A list of deleted pages and emails for the space is displayed.
4. Click on the 'Restore' link beside the page you want to restore.

✓ Handy Hint

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

RELATED TOPICS

Deletining a Page
Purging Deleted Pages

Take me back to Confluence 2 Home
Viewing Page Information

This page last changed on Apr 19, 2007 by rosie@atlassian.com.

The 'Info' tab of a page is your window to page level information. It displays:

1. Page Details: Title, author, date of creation, date of last modification and the tiny link of the page.
3. Page Permissions: Whether there are any page-level security restrictions that apply to the page.
4. Recent Changes: Links to the five most recent versions of the page along with the name of the editor and the date of modification.
5. View History: All the versions of the page in reverse chronological order, with an option to compare versions or to restore a previous version.

RELATED TOPICS

Working with Pages

Take me back to Confluence 2 Home
Viewing History of a Page

This page last changed on Jan 07, 2007 by rosie@atlassian.com.

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

What would you like to do?

View recent changes
View change comments
Compare two different versions of a page
Restore an older version of a page

RELATED TOPICS

Viewing Page Information
Working with Pages
Tracking Updates

Take me back to Confluence 2 Home
Comparing Two Different Versions of a Page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To compare two different versions of a page,

1. Go to the page and click on the 'Info' tab.
2. Click on the 'View Page History' link. This will display a list of all previous versions of the page in reverse chronological order.
3. Select the versions you want to compare by checking the boxes beside them.
4. Click 'Compare Selected Versions'.

Lines inserted are shown in green, and lines removed in red.

Screenshot : Comparing Changes

| [Moving content from one space to another] |
| [Moving content from one space to another] |

RELATED TOPICS

Viewing Recent changes
Restoring an Older Version of a Page
Working with Pages

Take me back to Confluence 2 Home
Restoring an Older Version of a Page

This page last changed on Jan 15, 2007 by rosie@atlassian.com.

To restore an an older version of a page,

1. Go to the page and click on the 'Info' tab.
2. Click on 'View Page History'. This will display a list of all the older versions of the page in reverse chronological order.
   Click on the links to view previous versions or select two different versions and click 'Compare selected versions' to view the changes made between them.
3. Click 'Restore this version' beside the desired version.

Screenshot : Restore an older version

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Editor</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT (v. 18)</td>
<td>Sep 15, 2005 11:11</td>
<td>Uidra Madabushi</td>
<td></td>
</tr>
<tr>
<td>v. 17</td>
<td>Sep 15, 2005 10:36</td>
<td>Uidra Madabushi</td>
<td>Restore this version</td>
</tr>
</tbody>
</table>

Restoring an older version creates a copy of that version. For example, in the above screenshot, if you selected v.17 and clicked 'Restore this version', a copy of v.17 would be created. This copy would be v.19, and would become the current version.

RELATED TOPICS

Viewing Recent changes
Comparing Two Different Versions of a Page
Working with Pages

Take me back to Confluence 2 Home
Viewing Recent changes

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To view the most recent changes to a page,

1. Click the 'View Change' link at the top of each page below the page title. This highlights the changes between the current and previous versions of the page.
   Or
2. Go to the page and click on the 'Info' tab. The five most recent versions of the page are listed along with the date of their modification and the name of the modifying author under the heading, 'Recent Changes'.
3. Click on 'View changes' beside the desired version. The changes from the previous version are highlighted.

Lines inserted are shown in green, and lines removed in red.

Screenshot: Viewing Recent Changes

[Moving content from one space to another]
[Moving content from one space to another]

RELATED TOPICS

Comparing Two Different Versions of a Page
Restoring an Older Version of a Page
Working with Pages

Take me back to Confluence 2 Home
Working with Drafts Overview

Confluence will autosave the page you are editing periodically, and maintain a copy of it as a draft in the event that some system failure or error prevents you from saving your changes.

- Drafts are created while adding and editing a page or news item.

- A draft is only available to you if you have not been able to save your changes. You cannot create a draft explicitly.

- Drafts are listed in the 'Drafts' tab of your profile. Only you can view and edit your drafts.

- Once you have resumed editing a draft, or chosen to discard it, it is removed from this view.

Read the Drafts FAQ for more information on working with drafts.

RELATED TOPICS

- Working with Drafts FAQ
- Concurrent Editing and Merging Changes

Take me back to Confluence 2.0 Home
Working with Drafts Faq

This page last changed on Feb 02, 2006 by vidya.

Drafts are a feature of Confluence 2.1.

This page covers some of the common questions you may have while using drafts. Read Working with Drafts Overview for more information.

1. **What is a draft?**
2. **How often are drafts saved?**
3. **Where can I see my drafts?**
4. **I lost my changes before I could add the page. What do I do?**
5. **What happens if I am editing the draft of a page that has since been updated?**
6. **If I click one of the other page tabs when I am editing a page, will I lose my changes?**
7. **How do I configure the time for how often drafts are saved?**

What is a draft?

A draft is an autosaved version of the page which is created by Confluence when you have made changes to a page but have failed to save it.

How often are drafts saved?

By default, Confluence saves a draft of your page once every thirty seconds. A site administrator can configure how often drafts are saved from the Administration Console.

Where can I see my drafts?

Your drafts are listed under the 'Drafts' Tab when you go to your Profile.

<table>
<thead>
<tr>
<th>Title</th>
<th>Last Saved Date</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>page with conflict</td>
<td>Mon Dec 19 22:50:37 CST 2005</td>
<td>View conflict</td>
</tr>
<tr>
<td>Concurrent Editing FAQ</td>
<td>Mon Dec 19 22:35:43 CST 2005</td>
<td>Resume editing</td>
</tr>
<tr>
<td>Yet another test page</td>
<td>Mon Dec 19 22:45:04 CST 2005</td>
<td>Merge and resume editing</td>
</tr>
</tbody>
</table>

I lost my changes before I could add the page. What do I do?

Confluence will save a draft of the page even if you haven’t successfully added it yet.
There are two ways to resume editing the page:

1. Go to the 'Drafts' tab of your 'Profile'. A draft of the page will be listed with an option to 'Resume Editing'.
   If you had not entered a page title, the draft will be listed without a title as well.

<table>
<thead>
<tr>
<th>Title</th>
<th>Last Saved Date</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2005-12-19 21:17:14.099</td>
<td>Resume editing</td>
</tr>
</tbody>
</table>

2. When you next click 'Add Page' in that space, Confluence will ask you if you want to resume editing the page that wasn't saved.

   A version of this page you were editing at Dec 19, 2005 09:19 was not saved. Do you want to resume editing or discard it?

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

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

   A version of this page you were editing at Dec 19, 2005 09:39 was not saved. The page has since been updated. The changes made conflict with your changes and cannot be merged. Do you want to view the conflict or discard your changes?

If I click one of the other page tabs when I am editing a page, will I lose my changes?

No. Whenever you click on any of the page tabs, Confluence will automatically save a draft. When you click on the 'Edit' tab again, Confluence will let you know that a version of the page you are editing was unsaved and give you the option to resume editing.

*How do I configure the time for how often drafts are saved?*

A site administrator can configure a different time setting for how often drafts are to be saved from the Administration Console > General Configuration.

**Related Topics**

Working with Drafts Overview
Concurrent Editing in Confluence 2.1
Writing Confluence pages

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence pages can be written in two ways:

- using a [simple markup language](#). The Quick Notation Guide is conveniently placed beside the edit screen. Click on the Full Notation Guide in your help window to view the entire list of formatting and other complex operations that Confluence's Notation permits, along with the markup detailing how to perform them.

  And / Or

- using the [Rich Text editor](#). Similar to editors available in standard text editing applications, the Rich Text editor allows you to enter content as you would in a WORD document and apply formatting by clicking icons on a toolbar.

![NOTE]

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

**RELATED TOPICS**

- [Confluence Notation Guide Overview](#)
- [Rich Text Editor Overview](#)
- [Working with Pages Overview](#)
- [Creating a New Page](#)
- [Editing an Existing Page](#)

Take me back to [Confluence 2 Home](#)
Working with Macros

This page last changed on Apr 10, 2007 by rosie@atlassian.com.

Macros perform programmatic functions within a page and can be used to generate complex content structures or dynamic content.

Macros allow you to create markup or include dynamic content in a page that may not be possible using Confluence notation. For example, the Attachments macro will list a page's attachments in the page itself, so that readers do not have to visit the Attachments tab.

Generally speaking, a macro is simply a command wrapped inside curly braces {...}.

For instance, the Attachments Macro is written as:

```
{attachments}
```

Optional Parameters in Macros

For each macro, you can also have optional parameters that can often be combined to refine or control the macro's output.

With attachments, for instance, you have two optional parameters:

- to specify the file formats of the attachments displayed.
- to choose whether or not you want old versions of the attachments displayed.

These optional parameters are included within the curly braces, following a colon, like this:

```
{attachments:patterns=.*jpg}
```

When specifying more than one parameter within the same macro, the pipe symbol is used to separate one from the other, like this:

```
{attachments:old=true|patterns=.*jpg}
```

The macros currently available in Confluence are listed below. For each macro, all the optional parameters are also listed with examples of their usage. To learn how to write your own macro, or use macros written by other people, read the Confluence Plugin Guide.

Confluence Macros

<table>
<thead>
<tr>
<th>Macro</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments Macro</td>
<td>Displays a list of attachments belonging to the current page.</td>
</tr>
<tr>
<td>Blog Posts Macro</td>
<td>Lists the most recent news items in the space.</td>
</tr>
<tr>
<td>Children Display Macro</td>
<td>Displays the children and descendants of the current page.</td>
</tr>
<tr>
<td>Code Block Macro</td>
<td>Displays code in your document with the</td>
</tr>
<tr>
<td>Macro Name</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Content by Label Macro</td>
<td>Renders a list of content associated with specific labels</td>
</tr>
<tr>
<td>Create Space Button Macro</td>
<td>Renders a create space button linked to the create space page.</td>
</tr>
<tr>
<td>Dynamic Tasklist Macro</td>
<td>Displays a dynamic task list which can be modified in 'view' mode.</td>
</tr>
<tr>
<td>Excerpt Macro</td>
<td>Allows you to define a part of the page as the page's 'excerpt' which is then used by other macros to summarise a page's content.</td>
</tr>
<tr>
<td>Favourite Pages Macro</td>
<td>Displays a list of your favourite pages.</td>
</tr>
<tr>
<td>Excerpt Include Macro</td>
<td>Includes one page's excerpt in another.</td>
</tr>
<tr>
<td>Flowchart Macro</td>
<td>Displays flowcharts and other diagrams composed of shapes joined by lines.</td>
</tr>
<tr>
<td>Gallery Macro</td>
<td>Forms a thumbnail gallery of all images attached to a page.</td>
</tr>
<tr>
<td>Global Reports Macro</td>
<td>Renders a list of links to global reports within a table.</td>
</tr>
<tr>
<td>HTML Macro</td>
<td>Renders your specified HTML code within the current page.</td>
</tr>
<tr>
<td>IM Presence Macro</td>
<td>Displays graphically when a contact is online.</td>
</tr>
<tr>
<td>Include Page Macro</td>
<td>Inserts the contents of the specified page into the current one.</td>
</tr>
<tr>
<td>JIRA Issues Macro</td>
<td>Displays a list of JIRA issues in a page.</td>
</tr>
<tr>
<td>JIRA Portlet Macro</td>
<td>Displays a JIRA dashboard portlet in Confluence.</td>
</tr>
<tr>
<td>JUnit Report Macro</td>
<td>Display a summary of JUnit test results.</td>
</tr>
<tr>
<td>Layout Macros</td>
<td>Format a page into columns.</td>
</tr>
<tr>
<td>Navmap Macro</td>
<td>Renders the list of pages associated with a specified label as a navigable map.</td>
</tr>
<tr>
<td>Noformat Macro</td>
<td>Displays a block of text in monospace font.</td>
</tr>
<tr>
<td>Recently Updated Content Macro</td>
<td>Includes a list of recently changed content.</td>
</tr>
<tr>
<td>Recently Used Labels Macro</td>
<td>Lists labels most recently used in a specified scope (Global, Space, or Personal)</td>
</tr>
<tr>
<td>Related Labels Macro</td>
<td>Lists labels frequently appearing on the same pages as the current page's labels.</td>
</tr>
<tr>
<td>RSS Feed Macro</td>
<td>Displays the contents of an RSS feed.</td>
</tr>
<tr>
<td>Search Macro</td>
<td>Searches Confluence, and includes the results in the page.</td>
</tr>
<tr>
<td>Space Details Macro</td>
<td>Includes the summary of a Confluence space in the page.</td>
</tr>
<tr>
<td>Spacegraph Macro</td>
<td>Displays a chart of the pages in a space and their</td>
</tr>
<tr>
<td>Macro</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Spaces List Macro</td>
<td>Displays a list of all spaces visible to the user.</td>
</tr>
<tr>
<td>Thumbnail Macro</td>
<td>Creates a thumbnail of an inline image.</td>
</tr>
<tr>
<td>Userlister Macro</td>
<td>Displays a list of Confluence users, from an optional group.</td>
</tr>
<tr>
<td>Welcome Message Macro</td>
<td>Includes the Confluence site welcome message.</td>
</tr>
</tbody>
</table>

**RELATED TOPICS**

- [Confluence Notation Guide Overview](#)
- [Confluence Plugin Guide](#)

Take me back to [Confluence 2 Home](#)
Blog Posts Macro

You need to edit in 'Wiki Markup' mode to include macros in your page.
The Blog Posts Macro allows you to display a space's news items within a page. Clicking on the title of the news item opens it up in a new window.

Blog Posts Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{blog-posts}</td>
<td></td>
</tr>
</tbody>
</table>

**Tuesday, September 20, 2005**

Test News

asas

Posted at 20 Sep @ 8:43 PM by Vidya Madabushi | 6 comments | Edit

**Friday, August 26, 2005**

Sample News

This is a sample news item for the Documentation Space.

Posted at 26 Aug @ 1:48 AM by Vidya Madabushi | 0 comments | Edit

**Friday, July 8, 2005**

Sample News

Test News

Last changed Aug 11, 2005 23:26 by Vidya Madabushi

Posted at 08 Jul @ 12:48 PM by Vidya Madabushi | 2 comments | Edit

Optional Parameters

<table>
<thead>
<tr>
<th>No</th>
<th>parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>no</td>
<td>15</td>
<td>Specify the number of posts you want displayed</td>
</tr>
<tr>
<td>2</td>
<td>content</td>
<td>excerpts</td>
<td>Display the content in its entirety, as short excerpts, or as a list of titles</td>
</tr>
<tr>
<td>3</td>
<td>time</td>
<td>none</td>
<td>Specify from how far back in time you want items displayed</td>
</tr>
<tr>
<td>4</td>
<td>labels</td>
<td>none</td>
<td>To display content with specified labels</td>
</tr>
</tbody>
</table>

Optional Parameters

1. Specify the number of posts you want displayed

{blog-posts:1}

2. Display the content in its entirety, as short excerpts, or as a list of titles

Excerpts

{blog-posts:5|content=excerpts}

Titles

{blog-posts:5|content=titles}

3. Choose from how far back in time you want items displayed

For example, "time=12h" would display those items created in the last twelve hours, and "time=7d" would show items made in the last week. (The default is no limit)

Hours

{blog-posts:time=12h}

Days

{blog-posts:time=7d}

4. Filter items using labels

- To display content with any of the specified labels

The following code will display items that contain either of the labels, 'atlassian' or 'confluence'

{blog-posts:labels=atlassian,confluence}
- To display content with all of the specified labels

The following code will display content with both labels 'atlassian' and 'confluence'

{blog-posts:labels=atlassian,confluence|match-labels=all}

5. Filter items using a user name

- To display content associated to a particular user

The following code will display the first 10 items posted by a user.

{blog-posts:10|spaces=~username}

6. Filter items by combining parameters

The following code will display the first 10 items posted by a user from a particular space as a list.

{blog-posts:10|spaces=space name,-username|content=title}

RELATED TOPICS

Working with Macros
Working with News Overview

Take me back to Confluence 2 Home
**Children Display Macro**

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need to edit in 'Wiki Markup' mode to include macros in your page.

Use the Children Display Macro to display the children and the descendants of a page.

Note that only pages to which you have 'View' permission will be displayed.

**Children Display Macro**

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{children}</td>
<td>• Child Page 1</td>
</tr>
<tr>
<td></td>
<td>• Child Page 2</td>
</tr>
</tbody>
</table>

**Optional Parameters**

<table>
<thead>
<tr>
<th>No</th>
<th>parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>all</td>
<td>true</td>
<td>Display all descendants</td>
</tr>
<tr>
<td>2</td>
<td>page</td>
<td>current</td>
<td>Specify which page to display children for in a current space or in a different space</td>
</tr>
<tr>
<td>3</td>
<td>depth</td>
<td>none</td>
<td>Specify the depth of descendants to display</td>
</tr>
<tr>
<td>4</td>
<td>first</td>
<td>none</td>
<td>Restrict the number of children displayed at the top level</td>
</tr>
<tr>
<td>5</td>
<td>style</td>
<td>none</td>
<td>Specify the style in which descendants are displayed</td>
</tr>
<tr>
<td>6</td>
<td>excerpt</td>
<td>false</td>
<td>Display the child pages' excerpts, if they exist</td>
</tr>
<tr>
<td>7</td>
<td>sort=creation sort=title sort=modification</td>
<td>recent</td>
<td>The 'sort' attribute is an optional attribute that allows you to configure how the children are sorted. Specify 'creation' to sort by content creation date, 'title' to sort alphabetically on title and 'modified' to sort of</td>
</tr>
</tbody>
</table>
1. Display all descendants of the page

\{children:all=true\}nomarkup

2a. Specify which page to display children for

\{children:page=page name\}

2b. Specify which page in a different space to display children for

\{children:page=space key:page name\}

3. Specify the depth of descendants

\{children:depth=2\}

4. Restrict the number of children displayed at the top level

\{children: first=x\}

5. Specify the style in which descendants are displayed

Choose from heading levels h1 to h6.

\{children:depth=1|style=h3\}

6. Display the child pages’ excerpts, if they exist

\{children:depth=2|excerpt=true\}

7. Sort children by creation date, modification date or title

\{children|sort=creation|reverse=true\}
If the page parameter is '/', then the macro will list all the current space's "top level" pages – those without parents. If the page parameter is a space key followed by a colon (e.g. `{children:page=DOC:}`), then the top level pages of that space will be listed.

RELATED TOPICS

Working with Page Families
Working with Macros

Take me back to Confluence 2 Home
Grandchild

This page last changed on Aug 14, 2005 by vidya.
You need to edit in 'Wiki Markup' mode to include macros in your page. The Code Block Macro allows you to display source code in your document with the appropriate syntax highlighting.

You can specify the programming language. Confluence currently supports Java, XML and SQL with Java being the default language for this macro.

### Example 1: Java

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>public String getFoo()</td>
<td></td>
</tr>
</tbody>
</table>
| { |}
| return foo; |
| } |
| {code} |

### Example 2: XML

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;test&gt;</td>
<td></td>
</tr>
<tr>
<td>&lt;another tag=&quot;attribute&quot;/&gt;</td>
<td></td>
</tr>
<tr>
<td>&lt;/test&gt;</td>
<td></td>
</tr>
<tr>
<td>{code}</td>
<td></td>
</tr>
</tbody>
</table>

### RELATED TOPICS

- [Working with Macros](#)

Take me back to [Confluence 2 Home](#)
Create Space Button Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

The Create Space Button Macro renders a create space icon that links to the 'create space' page.

To display this icon, you require 'Create Space' permission which is assigned by a site administrator from the Administration Console. See Security or contact a site administrator for more information.

Create Space Button Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{create-space-button}</td>
<td><img src="image" alt="Icon" /></td>
</tr>
</tbody>
</table>

Optional Parameter

<table>
<thead>
<tr>
<th>No</th>
<th>parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>size</td>
<td>small</td>
<td>Specify whether to use small or large icon</td>
</tr>
</tbody>
</table>

Specify the size of the icon displayed

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{create-space-button:size=small}</td>
<td><img src="image" alt="Icon" /></td>
</tr>
</tbody>
</table>

RELATED TOPICS

Setting up a New Global Space
Working with Macros

Take me back to Confluence 2 Home
Dynamic Tasklist Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

ℹ️ You need to edit in 'Wiki Markup' mode to include macros in your page. The Dynamic Tasklist Macro displays a task list which can be modified in the page as it is viewed.

Optionally, you can specify the name of the task list name.

Dynamic Tasklist Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{dynamicTasklist:thingsToDo}</code></td>
<td><img src="image" alt="Task List" /></td>
</tr>
</tbody>
</table>

Live Example

Here is a live example of the dynamic task list in operation. Play with it! Add new tasks, complete or uncomplete tasks, grab the handles on the right hand side to reorder your tasks.

<table>
<thead>
<tr>
<th>Tasks: To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ () adding (del)</td>
</tr>
<tr>
<td>✔️ () trail (del)</td>
</tr>
<tr>
<td>✔️ () foo (del)</td>
</tr>
<tr>
<td>✔️ bwi (del)</td>
</tr>
<tr>
<td>✔️ Just a test... (del)</td>
</tr>
<tr>
<td>✔️ read doku (del)</td>
</tr>
<tr>
<td>✔️ testme (del)</td>
</tr>
<tr>
<td>✔️ testing testing (del)</td>
</tr>
<tr>
<td>✔️ asa (del)</td>
</tr>
<tr>
<td>✔️ ѩйц ѩкймйцкйм (del)</td>
</tr>
<tr>
<td>✔️ urohentop a tamto (del)</td>
</tr>
<tr>
<td>✔️ (del)</td>
</tr>
<tr>
<td>✔️ (del)</td>
</tr>
<tr>
<td>✔️ (del)</td>
</tr>
<tr>
<td>✔️ asdf (del)</td>
</tr>
</tbody>
</table>

Add Task:
RELATED TOPICS

Working with Macros

Take me back to Confluence 2 Home
The Excerpt Include Macro is used to display one page's excerpt in another.

To use this macro, the excerpt must have been defined using the Excerpt Macro and both pages must exist in the same space.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{excerpt-include:Excerpt Macro}</td>
<td>Excerpt Macro</td>
</tr>
</tbody>
</table>

Optionally,

Remove the panel

By default, the excerpt is displayed within a panel. A value of "nopanel=true" displays the excerpt without the panel.

{excerpt-include:Home|nopanel=true}

RELATED TOPICS

Excerpt Macro
Working with Macros

Take me back to Confluence 2 Home
The excerpt macro is used to mark a part of a page's content as its summary. By itself, the excerpt macro does not change the display of a page. However, defining an excerpt enables other macros such as 'excerpt-include' and 'blog-posts' macros to display a summary of a page's content.

ℹ️ You can only have one excerpt for a page.

**Excerpt Macro**

```plaintext
{excerpt}A short summary of this page{excerpt}
```

Optionally,

**Hide the contents of the excerpt**

```plaintext
{excerpt:hidden=true}A short summary of this page{excerpt}
```

**RELATED TOPICS**

- [Excerpt Include Macro](#)
- [Working with Macros](#)

Take me back to [Confluence 2 Home](#)
Favourite Pages Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Use the Favourite Pages Macro to display a list of your favourite pages.

Favourite Pages Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{favpages}</td>
<td>Favourite Pages</td>
</tr>
<tr>
<td></td>
<td>Displaying pages recently added to your favourites</td>
</tr>
<tr>
<td></td>
<td>list.</td>
</tr>
<tr>
<td></td>
<td>JIRA 3.8 Release Notes (JIRA)</td>
</tr>
<tr>
<td></td>
<td>Bamboo Documentation Home (Bamboo)</td>
</tr>
<tr>
<td></td>
<td>Home (JIRA)</td>
</tr>
<tr>
<td></td>
<td>Confluence Documentation Home (Confluence)</td>
</tr>
<tr>
<td></td>
<td>Confluence 2 Home (Confluence 2 User Guide)</td>
</tr>
</tbody>
</table>

Optional Parameters

1. Specify the maximum number of results to be displayed

   {favpages:maxResults=5}

RELATED TOPIC

- Working with Favourites Overview
- Working with Macros

Take me back to Confluence 2 Home
Flowchart Macro

This page last changed on Mar 01, 2007 by david.soul@atlassian.com.

Description
The Flowchart Macro creates diagrams composed of shapes joined by lines using the GraphViz language.

Installation
A Confluence administrator must enable the Flowchart Macro before it can be used.

Usage

1. Edit the page
2. Switch to the wiki markup editor
3. Insert two `{flowchart}` commands
4. Between those two commands, insert a GraphViz diagram

GraphViz Resources

- [Gallery Of Example Diagrams](#)
- [Online Documentation](#)
- [Downloadable Introduction to GraphViz](#) (PDF format)

Examples

<table>
<thead>
<tr>
<th>Macro Call</th>
<th>Macro Output</th>
</tr>
</thead>
</table>
| `{flowchart}`
Parameters -> Diagram
{flowchart}                                      | Parameters   |
|                                                |   ↓          |
|                                                | Diagram      |
main -> parse -> execute
main -> init
main -> cleanup
execute -> make_string
execute -> printf
init -> make_string
main -> printf
execute -> compare

RELATED TOPICS

Working with Macros

Take me back to Confluence 2 Home
Gallery Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need to edit in 'Wiki Markup' mode to include macros in your page.

The Gallery Macro creates a gallery of thumbnails from all the images that are attached to a page and displays them in a tabular format. Clicking on the thumbnail opens up the full-size image in a new window. You can also view the images as a slideshow by clicking the 'View as Slideshow' link located below the title.

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. Confluence automatically displays the corresponding comment below the image.

Confluence only creates thumbnails of images in these file formats: gifs, pngs and jpegs. The bmp format is not supported.

To use the gallery macro, simply include the following markup in your page and replace the title with your own.

Gallery Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
</tr>
</thead>
<tbody>
<tr>
<td>{gallery:title=Some office photos, and a waterfall}{gallery}</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some office photos, and a waterfall</td>
</tr>
<tr>
<td><em>(view as slideshow)</em></td>
</tr>
</tbody>
</table>

Here's an office photo

Here is the waterfall photo
The default number of columns for the table is 4.

### Optional Parameter

<table>
<thead>
<tr>
<th>No</th>
<th>parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>columns</td>
<td>4</td>
<td>Specify the number of columns for your table</td>
</tr>
<tr>
<td>2</td>
<td>slideshow</td>
<td>true</td>
<td>Disable slide show option</td>
</tr>
</tbody>
</table>

Specify the number of columns for your table

```
{gallery:columns=3|title=Some office photos, and a waterfall}{gallery}
```

Disable slide show option

By default, Confluence displays the link to view the images as a slideshow. To disable this link, include the following code within the macro:

```
{gallery:slideshow=false}
```

### RELATED TOPICS

- Displaying an Image
- Thumbnail Macro
- Attaching Files to a Page
- Editing Attachment Details
- Working with Macros

Take me back to Confluence 2 Home
Global Reports Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need to edit in 'Wiki Markup' mode to include macros in your page. The Global Reports macro renders a list of links to global reports.

These include:

- A list of all [orphaned pages](#) in the site.
- A list of all [undefined links](#) in the site.
- [RSS feeds](#) for new pages and news items.

### Global Reports Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
</table>
| `{global-reports}`    | Global Reports  
New or updated [pages](#) since your last login  
Find all pages that [aren't linked](#) from anywhere  
Find all [undefined](#) pages  
Feed for [new pages](#) or [new blogs](#) |

**Optional Parameters**

Specify the width of the table in which the links are displayed

```
{global-reports : width=50%}
```

By default, the table width is set to 99%.

**RELATED TOPICS**

- [Subscribing to RSS Feeds within Confluence](#)
- [Working with Macros](#)

Take me back to [Confluence 2 Home](#)
HTML Macro

This page last changed on Apr 10, 2007 by rosie@atlassian.com.

ℹ️ You need to edit in 'Wiki Markup' mode to include this macro in your page.

HTML macro

The HTML macro allows you to use HTML code within a Confluence page.

ℹ️ Note that the HTML macro will only be available if it has been enabled by your Confluence administrator.

Usage:

```html
<html> ... code ... </html>
```

Example:

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>&lt;html&gt;&lt;a href=&quot;http://www.atlassian.com&quot;&gt;click here&lt;/a&gt;&lt;/html&gt;</code></td>
<td><code>click here</code></td>
</tr>
</tbody>
</table>

RELATED TOPICS

Working with Macros

Take me back to Confluence 2 Home
IM Presence Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need to edit in 'Wiki Markup' mode to include macros in your page. The IM macros indicate graphically when a contact is signed into one of the following Instant Messaging services:

- Yahoo
- AIM
- ICQ.

### Yahoo! Presence Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{yahoo:myYahooId}</code></td>
<td><img src="image" alt="Online Now" /> If online</td>
</tr>
<tr>
<td><code>{yahoo:myYahooId}</code></td>
<td><img src="image" alt="Net online" /> If offline</td>
</tr>
</tbody>
</table>

### AIM Presence Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{aim:myScreenName}</code></td>
<td><img src="image" alt="AIM Online" /> If online</td>
</tr>
<tr>
<td><code>{aim:myScreenName}</code></td>
<td><img src="image" alt="AIM Offline" /> If offline</td>
</tr>
</tbody>
</table>

### ICQ Presence Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{ icq:icqnumber}</code></td>
<td><img src="image" alt="Online" /> If online</td>
</tr>
<tr>
<td><code>{ icq:icqnumber}</code></td>
<td><img src="image" alt="Offline" /> If offline</td>
</tr>
</tbody>
</table>

**RELATED TOPICS**

[Working with Macros](#)

Take me back to [Confluence 2 Home](#)
Include Page Macro

The Include Page Macro allows you to display the contents of one Confluence page in another.

To display a page's contents, you require 'View' permission for that page. This is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

Include Page Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{include:Sample Include Page}</td>
<td>Start of sample page content</td>
</tr>
<tr>
<td></td>
<td>Lorem ipsum dolor sit amet, consectetur adipiscing elit.</td>
</tr>
<tr>
<td></td>
<td>Aliquam fermentum vestibulum est. Cras rhoncus.</td>
</tr>
<tr>
<td></td>
<td>Pellentesque habitant morbi tristique senectus et netus et</td>
</tr>
<tr>
<td></td>
<td>malesuada fames ac turpis egestas. Sed quis tortor.</td>
</tr>
<tr>
<td></td>
<td>Donec non ipsum.</td>
</tr>
<tr>
<td></td>
<td>Mauris condimentum, odio nec porta tristique,</td>
</tr>
<tr>
<td></td>
<td>ante neque malesuada massa, in dignissim eros velit at</td>
</tr>
<tr>
<td></td>
<td>tellus. Donec et risus in ligula eleifend consectetuer.</td>
</tr>
<tr>
<td></td>
<td>Donec volutpat eleifend augue.</td>
</tr>
<tr>
<td></td>
<td>Integer gravida sodales leo. Nunc vehicula neque ac erat.</td>
</tr>
<tr>
<td></td>
<td>Vivamus non nisl. Fusce ac magna.</td>
</tr>
<tr>
<td></td>
<td>Suspendisse euismod libero eget mauris.</td>
</tr>
<tr>
<td></td>
<td>End of sample page content</td>
</tr>
</tbody>
</table>

Where:

'Sample Include Page' is the title of the page whose contents you want to display.

Optional Parameter

Display contents of a page located in another space

{include:ds:Confluence Overview}

Where:

'DS' is the spacekey of the other space.
‘Confluence Overview' is the name of the page whose contents you want to display.

RELATED TOPICS

Working with Macros

Take me back to Confluence 2 Home
Sample Include Page

This page last changed on Sep 15, 2005 by vidya.

Start of sample page content


End of sample page content
The Jira Issues Macro allows you to display JIRA issues matching any JIRA filter within a page in Confluence.

**Embed JIRA Issue Filter Results Into A Confluence Page**

**Stage 1 - Obtain Issue Filter URL**

1. Visit your JIRA instance and login if required
2. Visit the 'Find Issues' screen and create a 'New' filter. Do not modify an existing filter
3. Setup your search parameters and use 'View' to check the issues returned
4. Once the filter is finished, visit the 'Filter View' tab, located above and to the left of the 'View' button
5. From the 'Filter View' tab, locate the 'Current View' links section displayed below and find the 'XML' link

   ![Current View:](image)

   **Current View:**
   
   Browser | XML | RSS (Issues) | RSS (Comments) | Printable | Word | Full Content | Full Content (HTML) | Word | Excel (All fields) | Current fields | Charts
   
   6. Copy the 'XML' link to your clipboard

**Stage 2 - Embed Issue Filter URL**

1. Visit your Confluence instance and login if required
2. Edit the page you wish to embed the issues into
3. Switch to the Wiki Markup editor
4. Copy the following text into the a new line at the appropriate location

   ```plaintext
   {jiraissues:url=CONTENT}
   ```

5. Replace CONTENT with the search URL from your clipboard
6. If you need to login to JIRA to view the search results, append the following parameters to the end of the search URL:

   ```plaintext
   &os_username=MYNAME&os_password=MYPASSWORD
   ```
where MYNAME is a JIRA username and MYPASSWORD their password. This user should not have an & symbol in their username or password

7. Customise the macro by adding optional parameters as required
8. Save the updated macro to the Confluence page

Parameters & Troubleshooting

See the JIRA Issues Macro troubleshooting.

RELATED TOPICS

Working with Macros
JIRA Issues Macro
Take me back to Confluence 2 Home
JIRA Portlet Macro

This page last changed on Mar 12, 2007 by tom@atlassian.com.

⚠️ You need to edit in 'Wiki Markup' mode to include macros in your page.

The JIRA Portlet Macro displays a JIRA dashboard portlet in Confluence.

To do this, you will need to include the url of the portlet in the macro.

JIRA Portlet Macro

```{jiraportlet:url=urlOfJIRAPortlet}
```

Here's how you locate the url of a JIRA portlet:

1. Add the portlet you wish to include in Confluence to your JIRA dashboard (once you have copied the portlet's URL into Confluence, you can remove from your JIRA dashboard).
2. Click 'On' beside 'Configure' on your dashboard. (If you don't see this link, you need to click the 'Manage Portal' link, click the 'Configure' button and then return to the Dashboard)
3. Right-click on the title located at the top-left corner of the portlet and copy its link location. See screenshot 1.
4. Paste it into the {jiraportlet} macro.

Screenshot 1: Copy link location

Optional Parameters

<table>
<thead>
<tr>
<th>No</th>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BaseUrl</td>
<td>None</td>
<td>If Confluence retrieves the JIRA portlet from some other URL than JIRA's public URL, you should supply JIRA's public URL in the</td>
</tr>
</tbody>
</table>
Here is an example:

<table>
<thead>
<tr>
<th>Statistics: Confluence (Fix For Versions (non-archived))</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5.1</td>
</tr>
<tr>
<td>2.5.x</td>
</tr>
<tr>
<td>2.6</td>
</tr>
<tr>
<td>Buffy</td>
</tr>
<tr>
<td>Unscheduled</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>132</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>2588</td>
</tr>
</tbody>
</table>

Warning

If your JIRA instance requires you to log in, you must add &os_username=username&os_password=password to the end of the URL (substituting a valid JIRA username and password) so that Confluence can log in to retrieve the portlet. This is a temporary measure until we get Confluence and JIRA cross-authentication working more effectively.

RELATED TOPICS

Working with Macros

Take me back to Confluence 2 Home
JUnit Report Macro

The JUnit Report Macro displays a summary of JUnit test results from a directory accessible from the Confluence server.

When generating reports, set ant formatter to 'XML'.

JUnit Report Macro

{JUnitReport:directory=file:///*directory*/}

or

{JUnitReport:url=http://*host*/*path*}

where:

directory : URL of a directory containing your test result files.
url : URL of a particular test result XML file.
reportdetail: Detail for report. Can be 'all', 'fixture', 'summary' or 'failuresonly'.
debug: Shows the content of failures, as well as the error messages.

RELATED TOPICS

Working with Macros

Take me back to Confluence 2 Home
**Noformat Macro**

This page last changed on Feb 18, 2007 by andreask@atlassian.com.

The Noformat Macro displays a block of text in monospace font with no other formatting.

**Noformat Macro**

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{noformat}</td>
<td></td>
</tr>
<tr>
<td>I do not want this text formatted!</td>
<td>I do not want this text formatted!</td>
</tr>
<tr>
<td>{noformat}</td>
<td></td>
</tr>
</tbody>
</table>

Optional parameter

Remove the panel around the text

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{noformat:nopanel=true}</td>
<td></td>
</tr>
<tr>
<td>I do not want this text formatted!</td>
<td>I do not want this text formatted!</td>
</tr>
<tr>
<td>{noformat}</td>
<td></td>
</tr>
</tbody>
</table>

**RELATED TOPICS**

[Working with Macros](#)

Take me back to [Confluence 2 Home](#)
You need to edit in 'Wiki Markup' mode to include macros in your page. The Recently Updated Content macro displays a list of the most recently changed content within Confluence.

Recently Updated Content Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{recently-updated}</td>
<td>Recently Updated</td>
</tr>
</tbody>
</table>

- by Charlie Perry (5 hours ago)
- by Mark Magin (11 hours ago)
- by Rosie Jameson (22 hours ago)
- by Rosie Jameson (29 Apr)
- by Stefan (27 Apr)
- by James Mortimer (26 Apr)
- by Colin Ho (26 Apr)
- by Rosie Jameson (25 Apr)
- by Confluence 2 Home
- by Adrian Ellis (24 Apr)
- by kerk hongyou (23 Apr)
- by Re: Users and Groups

Optional Parameters

<table>
<thead>
<tr>
<th>No</th>
<th>parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>spaces</td>
<td>space the page containing the macro is in</td>
<td>Filter by space, '*' means all spaces. (only available from Confluence 2.1.2 onwards)</td>
</tr>
<tr>
<td>2</td>
<td>width</td>
<td>99%</td>
<td>Specify the width of the</td>
</tr>
</tbody>
</table>
1. Specify all the pages from all the spaces that have been recently updated

   ![recently-updated: spaces=* | width=50% ]

2. Specify the spaces for which you want to view recently updated content

   ![recently-updated: spaces=Name1,Name2 | width=50% ]

3. Specify the width of the table

   ![recently-updated: width=50% ]

The list is rendered in a table whose width can be specified using the width argument (width=50% in the above example) or else Confluence defaults the width to 99%.

4. Filter content using labels

   ![recently-updated: spaces=sales,marketing | labels=timesheets,summaries]

**RELATED TOPICS**

- Viewing Recently Updated Content
- Working with Macros

Take me back to [Confluence 2 Home](#)
RSS Feed Macro

This page last changed on Feb 21, 2007 by tom@atlassian.com.

RSS feed macro embeds an RSS feed on a page. It can display the contents of external feeds, or internal feeds generated by Confluence. To display blog posts or list recently updated pages in a space, use the Feed Builder to create an internal feed, then render it using this macro. RSS feeds are updated every hour.

- Usage
- Optional Parameters
- Working Example
- Enabling Feed Caching For Faster Pages
- Accessing Internal HTTPS Feeds

Usage

Use the Wiki Markup Editor to edit the page and insert the RSS macro with your feed link.

Replace the example

http://www.example.com/rss/

feed link below with your own

{rss:url=http://www.example.com/rss/}

Private Feeds

RSS feeds which require authentication can't be accessed using the RSS Macro.

Optional Parameters

<table>
<thead>
<tr>
<th>Number</th>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>max</td>
<td>15</td>
<td>Limit the number of entries displayed</td>
</tr>
<tr>
<td>2</td>
<td>showTitlesOnly</td>
<td>false</td>
<td>Show only the RSS feed titles</td>
</tr>
<tr>
<td>3</td>
<td>titleBar</td>
<td>true</td>
<td>Hide the feeds titlebar</td>
</tr>
</tbody>
</table>

The effects of these parameters are described below.

1. Limit the number of entries displayed
This parameter defaults to '15'.

{rss:url=http://host.com/rss.xml|max=5}

2. Show only the RSS feed titles.

This parameter defaults to 'False'.

{rss:url=http://host.com/rss.xml|showTitlesOnly=true}

3. Hide the feeds titlebar

This parameter defaults to 'True'.

{rss:url=http://host.com/rss.xml|titleBar=false}

Working Example

ABC News: Breaking Stories (rss_2.0)
(Latest ABC News)

Daredevil pair fined for jumping off Gold Coast skyscraper
Asthma funding to encourage better self-management
Proposal put to Symbion Health
Pregnancy help line 'will be watched'
Labor's IR policy 'a return to pre-Keating era'

This was rendered using the wiki markup

{rss:url=http://www.abc.net.au/news/syndicate/breakingrss.xml|max=5|showTitlesOnly=true}

Enabling Feed Caching For Faster Pages

This requires the installing the Cache Macro. To enable caching:

1. [Install the Confluence Repository Client](#) into Confluence.
2. Once setup, use the Confluence Repository Client plugin page to install the "Scripting Plugin" and "Utilities Plugin".
3. For each RSS macro that you wish to cache, surround your RSS Feed call with a Cache macro call.
   To caching feeds for 60 minutes:
As the page will not display feed updates until the cached version is refreshed, you may like to customise the cache behaviour.

**Accessing Internal HTTPS Feeds**

This only applies to Confluence instances which have enabled HTTPS for all content. If your site is fully HTTPS, the RSS macro cannot access internal feeds. To enable the RSS macro to access internal feeds without affecting your HTTPS setup, enable local-only HTTP access:

1. Shut down Confluence
2. Use the SSL guide to re-enable HTTP access to Confluence. This means that Confluence will be accessible via both HTTP and HTTPS
3. Insert a firewall rule to redirect all HTTP requests not from the Confluence server to the equivalent HTTPS URL. This ensures that users will only be able to access Confluence via HTTPS, as intended. If you have still left HTTP access for attachments enabled (to avoid the IE download bug) you must selectively enable those URLs as well
4. Modify your Confluence RSS macro feed link to use the HTTP URL, and restart Confluence

**Troubleshooting**

Check out RSS Feed Troubleshooting And Tasks.

**Related Topics**

- Subscribing to RSS Feeds within Confluence
- Tracking Updates Overview
- Working with Macros

Return to Confluence 2 Home
Search Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need to edit in 'Wiki Markup' mode to include macros in your page.

The Search Macro does an inline site search and displays the results in the page.

Search Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{search:query=my_query}</td>
<td>Found 4 search result(s) for my_query</td>
</tr>
</tbody>
</table>

**Search Macro (Confluence 1.4 User Guide)**
Search Macro does an inline site search and displays the results in the page. Search Macro
What you need to type What you will get \
Optional Parameters Set a limit to the number of search results displayed Specify the key of the space ... Nov 24, 2005

**Search Macro (Confluence)**
Search Confluence, and include the results in the page . The search macro behaves identically to Confluence's builtin site search. Usage: \ OR \ Parameter Required Default Description query yes none search query (what you enter in the search box) maxLimit no none ... Sep 10, 2005

**Re: Calendar Plugin (Confluence Extension > Calendar Plugin)**
OK....thanks\! So...is OSPROPERTYENTRY.ENTITYID a foreign key to CONTENT.CONTENTID? Does this mean that if I create a new page with a calendar in it, add a calendar macro with the same id as another existing calendar, and then copy the database row, substituting the new page's CONTENTID for ENTITYID ... Mar 16, 2006 - All Comments

**Table Improvements Page (Confluence Community)**
scheng: Confluence works well with table but it would to be nice to be able to Set the column width in % of table width Set the table width manually Set cell height specifically Center the table Not to display the lines around the table scheng would like ... Sep 18, 2004
## Optional Parameters

<table>
<thead>
<tr>
<th>No</th>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>maxLimit</td>
<td>none</td>
<td>Set a limit to the number of search results displayed</td>
</tr>
<tr>
<td>2</td>
<td>spacekey</td>
<td>all</td>
<td>Specify the key of the space you want to search in</td>
</tr>
<tr>
<td>3</td>
<td>type</td>
<td>all</td>
<td>Specify the content type</td>
</tr>
<tr>
<td>4</td>
<td>lastModified</td>
<td>none</td>
<td>Specify a time period</td>
</tr>
</tbody>
</table>

1. Set a limit to the number of search results displayed

```
{search:query=my_query|maxLimit=x}
```

2. Specify the key of the space you want to search in

```
{search:query=my_query|spacekey=Doctemp}
```

3. Specify the content type (page, comment, blogpost, attachment, userinfo, spacedesc)

```
{search:query=my_query|type=comment}
```

4. Specify a time period in which the content was last modified

For example, 3d = modified in the last 3 days, 1m3d = modified in the last month and three days

```
{search:query=my_query|lastModified= 2d}
```

**Note**

Search results will not include those from pages to which you do not have 'View' permission.

**RELATED TOPICS**

- [Searching Confluence](#)
- [Working with Macros](#)
Space Details Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need edit in 'Wiki Markup' mode to include macros in your page.

The Space Details macro renders the space's details in a table within the page.

Space Details Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{space-details}</td>
<td>Name: Confluence 2 User Guide</td>
</tr>
<tr>
<td></td>
<td>Key: CONF20</td>
</tr>
<tr>
<td></td>
<td>Home Page: Confluence 2 Home</td>
</tr>
<tr>
<td></td>
<td>Created By: <a href="mailto:dave@atlassian.com">dave@atlassian.com</a> (Jun 21, 2005)</td>
</tr>
<tr>
<td></td>
<td>Space Labels: (None)</td>
</tr>
<tr>
<td></td>
<td>Team Labels: (None)</td>
</tr>
</tbody>
</table>

|                       | Edit Space Details |

Optional Parameter

Specify the width of the table in which the space details are displayed

```
{space-details: width=50%}
```

The table width is defaulted to 99%.

RELATED TOPICS

- Viewing Space Details
- Editing Space Details
- Working with Macros

Take me back to Confluence 2 Home
## Spacegraph Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

ℹ️ You need to edit in 'Wiki Markup' mode to include macros in your page. The Spacegraph Macro displays a chart of all the pages in a space and the connections between them.

ℹ️ This macro requires that [GraphViz](https://graphviz.org) is installed. You should perform the default installation for your operating system. See the [Flowchart Macro](https://confluence.atlassian.com/display/DOC/Flowchart+Macro) for Graphviz configuration information.

For details on composing diagrams, see the [GraphViz Documentation](https://graphviz.org).

This macro is shipped with Confluence as source. To use it, you need to build the 'graphviz' plugin. To do this, you need to install ant and run the command:

```
ant -Dlibrary=graphviz install
```

from the plugins directory.

### Spacegraph Macro

{spacegraph:ds}

---

#### Optional Parameter

Specify the space by including its spacekey in the macro

{spacegraph:ds|spacekey:Doctemp}

By default, this is set to the current space.

---

### RELATED TOPICS

[Working with Macros](https://confluence.atlassian.com/display/DOC/Working+with+Macros)

Take me back to [Confluence 2 Home](https://confluence.atlassian.com/display/DOC/Confluence+2+Home)
The Spaces List Macro is used to display a list of spaces from within a page.

By default, Confluence lists the spaces from your current view of spaces on the Dashboard.

For each space listed, there is a link to browse the space, and to add a new page (if the user has permission to create pages).

### Spaces List Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{spaces-list}</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Spaces:</td>
</tr>
<tr>
<td></td>
<td>• My</td>
</tr>
<tr>
<td></td>
<td>• Team</td>
</tr>
<tr>
<td></td>
<td>• New (1)</td>
</tr>
<tr>
<td></td>
<td>• All</td>
</tr>
<tr>
<td>ABC</td>
<td>(ABC)</td>
</tr>
<tr>
<td>Artwork</td>
<td>(art)</td>
</tr>
<tr>
<td>Atlassian Developer</td>
<td></td>
</tr>
<tr>
<td>Network (DEVNET)</td>
<td></td>
</tr>
<tr>
<td>Atlassian Developer</td>
<td></td>
</tr>
<tr>
<td>Network Private (DEVCOM)</td>
<td></td>
</tr>
<tr>
<td>Atlassian Development</td>
<td>(DEV)</td>
</tr>
<tr>
<td>Atlassian Japan</td>
<td>(IMH)</td>
</tr>
<tr>
<td>Atlassian Jobs</td>
<td>(AJOBS)</td>
</tr>
<tr>
<td>Atlassian Media Room</td>
<td>(NEWS)</td>
</tr>
<tr>
<td>Atlassian Meetings</td>
<td>(MEET)</td>
</tr>
<tr>
<td>Atlassian Partner Tools</td>
<td>(APT)</td>
</tr>
<tr>
<td>Atlassian Partner Wiki</td>
<td>(APW)</td>
</tr>
<tr>
<td>Atlassian Referrals</td>
<td>(RFL)</td>
</tr>
<tr>
<td>Atlassian Support</td>
<td>(Support)</td>
</tr>
<tr>
<td>Atlassian Training</td>
<td>(Training)</td>
</tr>
<tr>
<td>Atlassian User Group</td>
<td>(AUG)</td>
</tr>
<tr>
<td>Bamboo</td>
<td>(BAMBOO)</td>
</tr>
<tr>
<td>Bamboo Extensions</td>
<td>(BAMEXT)</td>
</tr>
<tr>
<td>BusDev Demo Space</td>
<td>(BDD)</td>
</tr>
<tr>
<td>Business Objects Discussions (BODiscovery)</td>
<td>Case Studies (CS)</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Citigroup (citigroup)</td>
<td>CodeGear (CG)</td>
</tr>
<tr>
<td>Codegeist (CODEGEIST)</td>
<td>Concinnity Solutions Workspace (CSW)</td>
</tr>
<tr>
<td>Confluence (DOC)</td>
<td>Confluence 1.4 User Guide (CONF14)</td>
</tr>
<tr>
<td>Confluence 2 User Guide (CONF20)</td>
<td>Confluence Community (DISC)</td>
</tr>
<tr>
<td>Confluence Extension (CONFEXT)</td>
<td>Confluence Hosted (CSH)</td>
</tr>
<tr>
<td>Crowd (CROWD)</td>
<td>Crowd Extension (CROWDEXT)</td>
</tr>
<tr>
<td>Custom Plugin Packs (aps)</td>
<td>Demo for OpenText (DFOT)</td>
</tr>
<tr>
<td>Demo Lab (DEMOLAB)</td>
<td>Demonstration Space (ds)</td>
</tr>
<tr>
<td>Demos for Anthony (DEMOTONY)</td>
<td>Demo Space (DEMOSTC)</td>
</tr>
<tr>
<td>Dextrus Prosoft Collaboration (DPC)</td>
<td>Documentation (ALLDOC)</td>
</tr>
<tr>
<td>Documentation Staging (DOCPRT)</td>
<td>Documentation Staging (DOCPRT2)</td>
</tr>
<tr>
<td>Documentation Staging 2 (DOCPRT2)</td>
<td>EditLive Integration (EDITLIVE)</td>
</tr>
<tr>
<td>Ernst &amp; Young Demonstration Space (eyds)</td>
<td>euansemple.com (EUAN)</td>
</tr>
<tr>
<td>Example Intranet (ei)</td>
<td>Evangelist (Preacher)</td>
</tr>
<tr>
<td>EY Demo Space (EY)</td>
<td>Example Intranet (ei)</td>
</tr>
<tr>
<td>IBM Collaboration (IBM)</td>
<td>I Like Cheese (CHEESE)</td>
</tr>
<tr>
<td>Javablogs News and Updates (JAVABLOGS)</td>
<td>Jens (jenstest)</td>
</tr>
<tr>
<td>jens (jenstest)</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Parameter</td>
</tr>
<tr>
<td>----</td>
<td>----------------</td>
</tr>
<tr>
<td>1</td>
<td>width</td>
</tr>
<tr>
<td>2</td>
<td>spaces-list</td>
</tr>
</tbody>
</table>

Specify the width of the table in which the spaces are listed

```
{spaces-list:width=40%}
```

Specify the view from which spaces are listed

```
{spaces-list:team}
```
Replace 'team' with 'all', 'my' or 'new' to display all spaces, my spaces only or news spaces only.

**RELATED TOPICS**

- Browsing a Space
- Creating a New Page
- Working with Macros

Take me back to [Confluence 2 Home](#)
### Thumbnail Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

ℹ️ You need to edit in 'Wiki Markup' mode to include macros in your page.

Use the Thumbnail Macro when you want to create a thumbnail of an inline image attached to any Confluence page. Clicking on the thumbnail image will pop up a window containing the full-size image.

The macro resizes the original image proportionately allowing for a maximum height or width of 200 pixels.

**Thumbnail Macro**

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>![waterfall.jpg][thumbnail!</td>
<td>![waterfall.jpg][288]</td>
</tr>
</tbody>
</table>

where:

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

---

**Thumbnail Macro when displaying an image attached to another Confluence page**

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Space attachments directory^fish.gif][thumbnail!</td>
<td>![Space attachments directory^fish.gif][288]</td>
</tr>
</tbody>
</table>

where:

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

ℹ️ Confluence will only create thumbnails for these file formats: gif, jpg, and png. The bmp format is not supported.

---

## RELATED TOPICS

---

Document generated by Confluence on Apr 30, 2007 23:58 Page 171
Gallery Macro
Image File Formats
Attaching Files to a Page
Working with Macros

Take me back to Confluence 2 Home
Userlister Macro

You need to edit in 'Wiki Markup' mode to include macros in your page. The Userlister Macro displays a list of users registered in Confluence.

**Userlister Macro**

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{userlister}</code></td>
<td>![userlist.gif]</td>
</tr>
</tbody>
</table>

**Optional Parameters**

Specify one or more groups using a comma separated list of group names

Here is an example that lists the users that belong to the group 'Confluence-Users'.

```
{userlister:groups=confluence-users}
```

Filter the users based on whether they are online or not

An optional true/false value filters the users based upon their online status

Here is an example that lists all currently online users in the group 'Confluence Users'

```
{userlister:groups=confluence-users|online=true}
```

**RELATED TOPICS**

- Working with Macros

Take me back to [Confluence 2 Home](#)
Welcome Message macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

⚠ You need to edit in 'Wiki Markup' mode to include macros in your page.

The Welcome Macro allows you to include the Confluence site welcome message in your page.

The welcome message is configured by a site administrator from the Administration Console.

Welcome Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{welcome-message}</td>
<td></td>
</tr>
</tbody>
</table>

RELATED TOPICS

Working with Macros

Take me back to Confluence 2 Home
Displaying an Image

This page last changed on Mar 27, 2007 by rosie@atlassian.com.

Displaying an image from either a remote source or from an attached file is easy.

This page shows you how to display an image using Confluence Notation, aka Wiki Markup. You can also use the Rich Text editor to insert an attached image into your page.

To display an image from a remote source,

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
</table>

To display an image attached to a page,

Once you attach the image, you can display it from the page like this:

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="fish.gif!" alt="fish.gif!" /></td>
<td><img src="fish.gif!" alt="Image" /></td>
</tr>
</tbody>
</table>

**Warning**

Confluence will only allow you to attach a file when you have already created a page.

Example of use

Is there any way to upload an attachment only one time? Like a html homepage, where you load a picture on the server and after that you are able to link that file for the next time you need that attachment. So we have to upload one image 10 times if we want to use them on another site?

1. Attach image to a particular page.
2. An user needs to have view permission for that page.
3. To link to this resource use the syntax highlighted above:

   ![Home\myimg.jpg! or even !SPACE:Home\myimg.jpg!](Home\myimg.jpg!)

To display an image attached to another Confluence page,

1. You need to edit in 'Wiki Markup' mode.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
</table>
Where:

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

To format an image,

⚠️ You need to edit in 'Wiki Markup' mode.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>![fish.gif][align=right,border=2!]</td>
<td>![fish.png]</td>
</tr>
</tbody>
</table>

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

- **align** — available values are 'left', 'right', 'bottom', 'center', 'top'.
- **border** — specify the width of the border (in pixels).
- **hspace** — specify the amount of whitespace to be inserted to the left and right of the image (in pixels).
- **vspace** — specify the amount of whitespace to be inserted above and below the image (in pixels).
- **width** — specify the width of the image (in pixels). This will override the natural width of the image.
- **height** — specify the height of the image (in pixels). This will override the natural height of the image.

**RELATED TOPICS**

- [Rich Text-Inserting an Image](#)
- [Attaching Files to a Page](#)
- [Image File Formats](#)
- [Thumbnail Macro](#)
- [Gallery Macro](#)

Take me back to [Confluence 2 Home](#)
Image File Formats

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

- gif
- jpeg
- png

The bmp format is not supported.

RELATED TOPICS

Displaying an Image
Thumbnail Macro
Gallery Macro

Take me back to Confluence 2 Home
Working with Templates Overview

This page last changed on Mar 14, 2007 by rosie@atlassian.com.

Users can create editable forms to enter page content by creating a template. For example, a software development project may have a template for use-cases; or a systems administration space, a template for defining what information is being kept about each server.

In Confluence, there are two types of templates:

- Global Templates: These are defined by site administrators through the Administration Console and are available in every space.
- Space Templates: These are defined by space administrators in the space administration screens, and are only available in the space in which they are defined.

Global templates can only be created by site administrators, and space templates by space administrators.

Templates are written in regular Confluence markup, using special markup to define form fields that need to be filled in.

Here is an example:

### Step 2: Fill in template variables

Choose values for the variables in this template. These values will be automatically inserted into the template for you in the correct locations.

<table>
<thead>
<tr>
<th>This is a template about (Thing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Name)</td>
</tr>
<tr>
<td>Phone Number (PhoneNumber)</td>
</tr>
<tr>
<td>Date of Birth (DOB)</td>
</tr>
</tbody>
</table>

< Back  Insert Variables

### Note

Currently, templates can only be used to create a page. Once a page is created, the template is gone and all further editing is performed as if the template was never used. In the future, templates will be expanded to do more interesting things such as remaining part of the page, having more complex (and even dynamic) fields, being able to search Confluence based on the value of particular fields, and so on.

### Important Plugins For Templates

Two popular plugins that expand on template behaviour are the Zones Plugin and Scaffolding Plugin. Below is a comparision:
<table>
<thead>
<tr>
<th>Field</th>
<th>Default</th>
<th>Zones Plugin</th>
<th>Scaffolding Plugin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Basic</td>
<td>Flexible</td>
<td>Powerful</td>
</tr>
<tr>
<td>Saves page version history</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Allows return to form version</td>
<td>✗</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Suitable for dynamic data</td>
<td>✗</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Has a library of examples</td>
<td>✗</td>
<td>✗</td>
<td>✓</td>
</tr>
</tbody>
</table>

**RELATED TOPICS**

- Adding a Template
- Editing a template
- Removing a Template
- Creating a Page using a Template
- Working with Pages

Take me back to Confluence 2 Home
Adding a Template

This page last changed on Apr 22, 2007 by malam.

You need to be a space administrator to create a space template.

To add a template for a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Advanced' tab then click on 'Templates' tab on left navigation and click on 'Add New Space Template'. This will bring up the 'create template' screen.
3. Enter a name for your template in the 'Name' text field and an optional description in the 'Description' text field.
4. Using regular Confluence markup and form field markup (if you are using forms), enter content in the text-entry box as you would in any other Confluence page. For example:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Info</td>
<td>Client information template</td>
</tr>
</tbody>
</table>

   h3. Client Information Form - *@CLIENT*#
   | Type | @TYPE|list(organisation,individual)@ | |
   | Contact Person | @NAME@ | |
   | Contact Email | @EMAIL@ | |
   | Contact Phone | @PHONE@ | |
   | Origin | @COUNTRY|list(America,Africa,Asia,Europe,)@ | |
   | Site | @SITE@ | |
   | Notes | @DESCRIPTION|textarea(5x20)@ | |

5. Preview and click 'Add'. Your template will be added to the list of space templates and be displayed when you click on the 'Templates' tab for the space.

For more information, check out this an example template.

NEXT: Creating a Page using a Template

RELATED TOPICS

Working with Templates overview
Editing a Template
Removing a Template
Browsing a Space
Working with Pages

Take me back to Confluence 2 Home
Creating a Page using a Template

Confluence allows you to create a page based on a global template (available to all spaces) or a space template (available only to that space). This page is intended for users who have already created a template.

To create a page from an existing template

1. Click on the 'Add Page' link located beside each space on the dashboard or at the top of every page in Confluence.
2. Click on the link 'Select a template page' located above the text-entry box.
   This is only displayed if there are any templates defined. If you do not see this link, then there are currently no templates defined and an administrator will have to create one before you can use it. Clicking this link will display the list of the templates that are available in the current space.
3. Select a template and click 'Next'. This will display the template.

If the template uses a form, enter the appropriate values into the form fields and press the 'Insert Variables' button. This will take you to the 'edit' mode of the page where you can add more content or make further changes before adding the page.

Screenshot : Choose a template

**Step 1: Choose a page template**
Please choose a template from below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Scope</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>template</td>
<td>Global</td>
<td>Test template</td>
</tr>
<tr>
<td>Documentation</td>
<td>Space</td>
<td>Documentation template</td>
</tr>
<tr>
<td>Staff Birthdays</td>
<td>Space</td>
<td>Staff Birthdays template</td>
</tr>
<tr>
<td>Test</td>
<td>Space</td>
<td>This is just a test</td>
</tr>
</tbody>
</table>

Screenshot : Fill out the form
Step 2: Fill in template variables

Choose values for the variables in this template. These values will be automatically inserted into the template for you in the correct locations.

<table>
<thead>
<tr>
<th>Client Information Form - Spectre (CLIENT)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
</tr>
<tr>
<td><strong>Contact Email</strong></td>
</tr>
<tr>
<td><strong>Contact Phone</strong></td>
</tr>
<tr>
<td><strong>Origin</strong></td>
</tr>
<tr>
<td><strong>Site</strong></td>
</tr>
</tbody>
</table>

Screenshot: Resulting page

Test: Client Information Form - Spectre

Added by admin, last edited by admin on Aug 14, 2006
Labels: (None) EDIT

Client Information Form - Spectre

<table>
<thead>
<tr>
<th>Type</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td>Ernst Blofeld</td>
</tr>
<tr>
<td>Contact Email</td>
<td><a href="mailto:sales@spectre.com">sales@spectre.com</a></td>
</tr>
<tr>
<td>Contact Phone</td>
<td>1-111-222-3333</td>
</tr>
<tr>
<td>Origin</td>
<td>America</td>
</tr>
<tr>
<td>Site</td>
<td><a href="http://tinyurl.com/p565e">http://tinyurl.com/p565e</a></td>
</tr>
</tbody>
</table>

0 comments | Add Comment

RELATED TOPICS

Adding a Template
Editing a Template
Removing a Template
Editing a template

You need to be a space administrator to modify a space template.

To edit a template,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Advanced' tab.
3. Click the 'Templates' link in the left-hand column. A list of templates for the space is displayed.
4. Click on the 'Edit' link beside the chosen template. This will bring up the 'edit' screen for the template.
5. Make changes or add new content as you would when you add a template, using form field markup, if required.
6. Click 'Update' to save your changes.

Related topics

Adding a Template  
Creating a Page using a Template  
Working with Templates  
Working with Pages

Take me back to Confluence 2 Home
Removing a Template

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need to be a space administrator to remove a space template.

To remove a space template,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Templates' tab. A list of templates for the space is displayed.
3. Click on the 'Remove' link beside the template you wish to delete.
4. Confirm your action by clicking 'OK' when the confirmation screen is brought up.

Warning
Deleted templates cannot be restored.

RELATED TOPICS

Editing a Template
Adding a Template
Creating a Page using a Template
Working with Templates
Working with Pages

Take me back to Confluence 2 Home
Working with Links Overview

This page last changed on Mar 08, 2007 by rosie@atlassian.com.

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

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

- Pages in the same space, in another space, or outside Confluence
- News items
- Comments
- User profiles or personal spaces
- Mail messages
- Attachments

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

✅ Handy Hint

Links in Confluence will not break even when you rename pages or move them between spaces on your site!

RELATED TOPICS

- Rich Text-Creating a New Link
- Changing the Title of a Link
- Linking to Comments
- Working with Anchors
- CamelCase Linking
- Trackback
- Linking to Confluence Pages from Outside Confluence

Take me back to Confluence 2 Home
CamelCase linking

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

By default, CamelCasing is not enabled in Confluence. However, a site administrator can turn on CamelCasing from the Administration Console.

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>CamelCasePage</td>
<td>CamelCasePage</td>
</tr>
</tbody>
</table>

where:

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

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

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>NonExistentPage</td>
<td>NonExistentPage</td>
</tr>
</tbody>
</table>

where:

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

To ensure a CamelCase word does not become a link

(Confluence 2.1.3 or later)

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{nolink:SomeWord}</td>
<td>SomeWord</td>
</tr>
<tr>
<td>{nl:SomeWord}</td>
<td>SomeWord</td>
</tr>
</tbody>
</table>

{nolink} and {nl} do the same thing, just use whichever you find more convenient.
The `{nolink}` and `{nl}` macros are only available in Confluence 2.1.3 or later. In versions of Confluence prior to 2.1.3, there is no way to prevent a CamelCase word from becoming a link short of disabling CamelCase linking across the entire Confluence site.

**RELATED TOPICS**

[Working with links](#)

Take me back to [Confluence 2 Home](#)
CamelCasePage

This page last changed on Jan 18, 2006 by cmiller.

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

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

To change the title of a link,

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[the current release notes</td>
<td>Release Notes]</td>
</tr>
</tbody>
</table>

Where:

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

Example: Changing the title of a news item

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[an article on the subject]/2005/08/26/Sample News</td>
<td>an article on the subject</td>
</tr>
</tbody>
</table>

Where:

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

Example: Combining inter-space links and labelled links

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[What can Confluence do for you?[DS:Confluence Overview]</td>
<td>What can Confluence do for you?</td>
</tr>
</tbody>
</table>

Where:

'What can Confluence do for you?' is your label. 'DS' is the space key of the space the page you want to link to is located. 'Confluence Overview' is the name of the page in that space.

RELATED TOPICS

- Linking to Pages Within the Same Space
- Linking to Pages in Another Space
Linking to Web Pages

Take me back to Confluence 2 Home
Release Notes

This page last changed on Aug 18, 2005 by vidya.

Start of release notes content


End of release notes content
Linking an Image

To link an image to a page,

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="" alt="dochrome.gif" /></td>
<td><img src="" alt="Confluence Documentation Home" /></td>
</tr>
</tbody>
</table>

To link an image attached to another page,

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="" alt="Displaying an Image^fish.gif" /></td>
<td><img src="" alt="Fish Image" /></td>
</tr>
</tbody>
</table>

RELATED TOPICS

Working with Links Overview
Displaying an Image

Take me back to Confluence 2 Home
Linking to Confluence Pages from Outside Confluence

This page last changed on Feb 20, 2007 by rosie@atlassian.com.

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

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

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

1. Go to the Confluence page to which you want to link.
2. Click the 'Info' tab.
3. Copy the 'Tiny Link' and paste it into your email or external web page. This will create a link to the latest version of your Confluence page.

RELATED TOPICS

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

Take me back to Confluence 2 Home
Linking to Pages in Another Space

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To link to a page in a different space

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[DS:Confluence Overview]</td>
<td>DS:Confluence Overview</td>
</tr>
</tbody>
</table>

where:

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

To link to the homepage of another space

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[DS:]</td>
<td>DS:</td>
</tr>
</tbody>
</table>

where:

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

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

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

RELATED TOPICS

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

Take me back to Confluence 2 Home
Linking to Pages Within the Same Space

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You can either use Confluence Notation or use the Rich Text editor to link to Confluence pages.

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

To link to a page in the same space

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Confluence 2 Home]</td>
<td>Confluence 2 Home</td>
</tr>
</tbody>
</table>

where:

'Home' is the name of the page you want to link to.

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

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Link to new page]</td>
<td>Link to new page</td>
</tr>
</tbody>
</table>

where:

'Link to a new page' is the title of the page you intend to create later.

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

RELATED TOPICS

Link to a Page in Another Space
Link to a Web Page
Working with Links

Take me back to Confluence 2 Home
Linking to Web Pages

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To link to a web page outside Confluence,

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
</table>

Where:

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

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

You can also use the Rich Text editor to link to a webpage.

**RELATED TOPICS**

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

Take me back to Confluence 2 Home
Trackback

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

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

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

1. Go to the page.
2. View the Page Information under the Info tab
3. Any Trackback pings the page has received will be listed under the page's Incoming Links

RELATED TOPICS

- Linking to Web Pages
- Working with Links Overview

Take me back to Confluence 2 Home
Working with Anchors

This page last changed on Feb 28, 2007 by rosie@atlassian.com.

You need to edit in 'Wiki Markup' mode to create anchor links.

Anchors allow you to link to specific places within a page. Anchor links can be especially useful when navigating between sections of a long page or when you want to link to a segment of a page and not to the page as a whole.

Anchors are made up of two parts:

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

In Confluence, you can place an anchor in a page using the anchor macro. This creates an anchor called "here", but you can substitute this with whatever name you like.

Anchor Macro

{anchor:here}

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

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

[#top]
[#bottom]

These links come out like this: top bottom.

Linking to an anchor in the same page

[#anchorname]

Linking to an anchor in another page

[nameofpage#anchorname]

Linking to an anchor in a page in another space
Linking to headings

Confluence treats all headings as anchors. So you don't have to place an anchor but simply link to it like this:

[#textofheading]

⚠️ Warning
Page titles and links to other spaces can be combined with anchors and attachments, but you can't use attachments and anchors in the same link.

Note that if you are adding an anchor to the site welcome message, it must be to another page. Internal-only links such as {anchor:bottom} will not render.

**RELATED TOPICS**

[Working with Links Overview](#)

Take me back to [Confluence 2 Home](#)
Searching Confluence

This page last changed on Feb 06, 2007 by tom@atlassian.com.

The fastest way to find what you are looking for in Confluence is to do a site search. Confluence will search all content, including attachments.

Quick Search

The Quick Search feature makes it possible for you to search Confluence wherever you happen to be in the site. The Quick Search box is located at the top right hand corner of every screen. Simply type in your query and click the search button.

By default, Confluence will search all content (except mail) in all global spaces, and display the results in a new screen. Here are the results of searching for 'Confluence':

Screenshot : Search results for 'Confluence'

<table>
<thead>
<tr>
<th>Results 1 - 10 of 116 for &quot;confluence&quot;.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Confluence Glossary</strong> (Confluence Documentation Research)</td>
</tr>
<tr>
<td>Administration Console The Administration Console is the interface for the global administration of Confluence. Only site administrators #site administrator can access the Administration Console...</td>
</tr>
<tr>
<td>Vidya Madabushi</td>
</tr>
<tr>
<td>Sep 14, 2005</td>
</tr>
<tr>
<td><strong>Searching Confluence</strong> (Confluence Documentation Research)</td>
</tr>
<tr>
<td>The fastest way to find what you are looking for in Confluence is to do a site search. Confluence's search facility is powerful enough to do a fulltext search of all content including pages, comments, emails and yes, even attachments!...</td>
</tr>
<tr>
<td>Vidya Madabushi</td>
</tr>
<tr>
<td>Sep 12, 2005</td>
</tr>
</tbody>
</table>

For each result, the title of the content item, the space to which it belongs, its author and the date of its last modification are presented. The first two lines from the item are also displayed to give you an indication of its content.

Only search results from spaces you have permission to view will be displayed.

See [Confluence Search Syntax](#) for more ways to use the search box.

Advanced Search

The Advanced Search allows you to refine your search.

When you do a Quick Search, the Advanced Search facility is displayed along with the results.

- Location - Search within a particular space, or within Favourites, Personal Spaces, Global Spaces or
All Spaces.
- Group by - Decide how you want the results are grouped: by 'content type' or by 'space'.
- Type - Decide which of the 'content types' you want to search.
- Date - Search by 'date' of modification.

Screenshot : Advanced Search

SEARCH:

Go

new search

IN SPACE:
Confluence Documentation Research

GROUP BY:
None
Type
Space

TYPE:
All Content
All Content (No Mail)
Pages
News Items
Mail
Comments
Attachments
Profiles
Space Descriptions

MODIFIED:
Any date
Today
Yesterday
Last Week
Last Month

Additionally, Confluence Search Fields describes special parameters you can use in the search field to search on various metadata.

Searching Attachments

Confluence will search the following type of attachments:

- Word
- Text
- Powerpoint
- Excel
- PDF
- HTML
To search other types of attachments, you will need to use Attachment content extractor plugins.

---

**RELATED TOPICS**

[Confluence Search Syntax](#)
[Confluence Search Fields](#)
[Text Tokenization and Filtering](#)
[Viewing labelled pages](#)
[Searching the People Directory](#)

Take me back to [Documentation Home](#)
This document intends to give programmers and advanced users of Confluence an overview over the lucene search fields used in Confluence.

Field searches
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.

```plaintext
title:"Some Title"

labelText:chalk
```

The field is only valid for the term directly preceeding the colon. The following query will only find "Some" in the title field and will search for Title in the default fields.

```plaintext
title:Some Title
```

### Confluence Search Fields

<table>
<thead>
<tr>
<th>Pages</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Indexed</td>
<td>Stored</td>
<td>Tokenized</td>
</tr>
<tr>
<td>handle</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>type</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>urlPath</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>title</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>spacekey</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>labelText</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>modified</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>created</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>userpermissions</td>
<td>true</td>
<td>false</td>
<td>true</td>
</tr>
<tr>
<td>contentBody</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>News</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Indexed</td>
<td>Stored</td>
<td>Tokenized</td>
</tr>
<tr>
<td>handle</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>type</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>urlPath</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>title</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>spacekey</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>labelText</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>modified</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>created</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>userpermissions</td>
<td>true</td>
<td>false</td>
<td>true</td>
</tr>
<tr>
<td>contentBody</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
</tbody>
</table>
## Attachments

<table>
<thead>
<tr>
<th>Name</th>
<th>Indexed</th>
<th>Stored</th>
<th>Tokenized</th>
</tr>
</thead>
<tbody>
<tr>
<td>handle</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>type</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>urlPath</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>filename</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>title</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>comment</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>spacekey</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>modified</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>created</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>userpermission</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>contentBody</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
</tbody>
</table>

## Mails

<table>
<thead>
<tr>
<th>Name</th>
<th>Indexed</th>
<th>Stored</th>
<th>Tokenized</th>
</tr>
</thead>
<tbody>
<tr>
<td>handle</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>type</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>urlPath</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>title</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>spacekey</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>messageId</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>inreplyto</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>recipients</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>labelText</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>modified</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>created</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>userpermission</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>contentBody</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
</tbody>
</table>

## Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Indexed</th>
<th>Stored</th>
<th>Tokenized</th>
</tr>
</thead>
<tbody>
<tr>
<td>handle</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>type</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>urlPath</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>fullName</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>username</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>title</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>labelText</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>modified</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>created</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>userpermission</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>contentBody</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
</tbody>
</table>
Confluence Search Syntax

Here's how you can refine your search. Confluence will ignore common words like "the" unless you place your query within quotes.

**Exact phrase search**

To search for content that contains the exact phrase "chalk and cheese"

```
"chalk and cheese"
```

**Or Search**

To search for content that contains one of the terms, "chalk" OR "cheese"

```
chalk OR cheese
```

**And Search**

To search for content that contains both the terms "chalk" AND "cheese"

```
chalk AND cheese
```

**Not search**

To search for content that contains "chalk" but NOT "cheese"

```
chalk NOT cheese
```

**Excluded Term search**

Similar to the NOT search, to search for content that contains "chalk" and "butter" but NOT "cheese"

```
chalk butter -cheese
```

**Grouping Search**

To search for content that MUST contain "chalk" but CAN contain either "cheese" or "butter" use the search:
(cheese OR butter) AND chalk

Title Search

To search for content with "chalk" in its title, where title is the field keyword.

title:chalk

Wild card searchesSingle character

To search for "butter" or "batter" you can use the search:

b?tter

To search for "chicken" or "chickpea" you can use the search:

chick*

Wildcards can be used anywhere within a word, except at the very beginning.
For example:

*chick

is an invalid search term.

Mutliple characters

To search for "chick" or "chickpea":

c+c*

You can also combine search characters to get the exact word. For example the search term below will return "chic" yet not "chickpea":

c+c?

Proximity searches

This search ensure that the two words specified must be within a certain number of words of each other to be included.

"octagon post*-1"
will return "Octagon blog post".

"octagon post"-0

is an invalid search term.

Range search

Searches for names that fall alphabetically within the specified range.

[adam to ben]

Note: You can't use the AND keyword inside this statement.

Fuzzy search

This search looks for words spelled similarly.

To search for octagon, if unsure about spelling:

octogan-

will correctly return "octagon"

Combined search

You can also combine various search terms together:

o?tag^ AND past- AND ("blog" AND "post")

RELATED TOPICS

Searching Confluence
Confluence Search Fields

Take me back to Confluence 2 Home
Searching the People Directory

This page last changed on Jan 04, 2007 by rosie@atlassian.com.

The People Directory is available in Confluence version 2.3 and later.

The People Directory displays a list of people who use your Confluence site.

To go to the People Directory, click the 'People Directory' link on the Dashboard, next to the following icon:

The People Directory looks like this:

**Favourite People**

- Agnes Ro
- Anton Mazko
- Ben Naft

Show: All People | People with Personal Spaces

- Adrian Makohon
- Agnes Ro
- Alyce Tinov
- Andreas Knecht
- Anthony Rethans
- Ant
- Ben Kus
- Ben Naft
- Brendan Patterson

The 'Personal Space' icon 🌐 indicates that the person has set up a personal space.

- If the 'Personal Space' icon appears beneath a person's name, clicking that person's name (or their picture) will take you to their personal space.
- If the 'Personal Space' icon does not appear beneath a person's name, clicking that person's name (or their picture) will display their user profile.

Searching for People

To search for a particular person, type their first name and/or last name into the search box and click the 'Search' button.
To search everyone who uses your Confluence site, click the 'All People' link.
To search just those people who have set up a [personal space](#), click the 'People with Personal Spaces' link.

Favourite People

The top part of the People Directory screen displays any people that you have nominated as your favourites.

- To add a person to your Favourite People, click the grey star icon 🌟
- To remove a person from your Favourite People, click the yellow star icon 🌟

> Once you add a person to your Favourite People, their personal space (if they have one) will be added to your list of [favourite spaces](#) on the [Dashboard](#).

**RELATED TOPICS**

- Setting up your Personal Space
- Editing your User Profile
- Uploading a Profile Picture

Take me back to [Home Help](#)
Text Tokenization and Filtering

This page last changed on Feb 06, 2007 by tom@atlassian.com.

Confluence splits the text of content into tokens, and then filters and modifies those tokens according to the following rules.

Tokenization

This uses the Lucene Standard Tokenizer. This splits the text into tokens thus:

- Splits words at punctuation characters, removing punctuation. However, a dot that's not followed by whitespace is considered part of a token.
- Splits words at hyphens, unless there's a number in the token, in which case the whole token is interpreted as a product number and is not split.
- Recognizes email addresses and internet hostnames as one token.

Note that this means that the string 'foo-bar5' won't be split into 'foo' and 'bar5', so a search for 'bar5' or 'bar*' will not find any results.

Filtering

Confluence then removes "'s" from the ends of words and removes the dots from acronyms, i.e. I.B.M. becomes IBM. Everything is converted to lower case and common words like 'the' and 'or' are removed. Finally words are stemmed, so that 'fishing' and 'fishes', for example, both become 'fish'.
Dashboard

This page last changed on Jan 14, 2007 by rosie@atlassian.com.

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

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

The dashboard is divided into five sections:

1. The Welcome Message for the site, which is configured from the Administration Console.
2. A list of the spaces within the site to which you have access, presented via convenient tabs: 'My', 'Team', 'New' or 'All' spaces. See Customising the Dashboard.
3. A list of the most Recently Updated documents on the site from the spaces listed. For example, if you click on the tab 'Team', the recently updated content from your team spaces will be listed here.
4. A list of your Favourite Pages. See Working with Favourites.
5. Useful links:
   a. Create a space — see Setting up a New Global Space
   b. — see Using the RSS Feed Builder
   c. — see Searching the People Directory

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

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

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

Screenshot : Dashboard
Customising the Dashboard

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

Here's how:

1. **Add spaces as your favourites.**

Once you add spaces as your favourites, you can click on the 'MY' tab in the spaces section of the Dashboard to view a list of only your favourite spaces. The 'Recently updated' section in this view will also display content only from these spaces.

2. **Provide spaces with Team labels.**

Team labels are used to group together related spaces. For example, you may want to group together all spaces relating to a project team. Once you add team labels, you can click on the 'Team' tab in the spaces section, select a team from the drop down menu, and have only the list of spaces pertaining to that team displayed. The 'Recently updated' section in this view will also display content only from these spaces.

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

3. **Add pages as your favourites.**

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

**Screenshot : The Dashboard**
Working with Spaces Overview

This page last changed on Jan 11, 2007 by rosie@atlassian.com.

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

- Global spaces are areas on your site into which you can group content items (pages, attachments, news, etc) based on any theme or topic of your choice. For example, you may want separate areas on your site for each team or project within your organisation. In Confluence, you can set up a different space for each team or project. You can build content for each of these spaces individually, decide who its users are, and even archive mail separately within each. There is no limit to the number of global spaces you can create within Confluence!

- Personal spaces belong to particular users, and rather than being listed on the Dashboard (see below), are available from the People Directory. They can contain pages and news items, be searched and browsed. They can be kept private, or opened up so the whole world can view and edit them, just like global spaces. (Note: personal spaces are available in Confluence version 2.2 and later.)

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

Each space:

- has its own pages, news items, comments, RSS feeds and mail (mail applies to global spaces only).
- has its own access control settings, so you can set different levels of access to different spaces.
- can be separately exported to PDF, WORD, HTML or XML.

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

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

<table>
<thead>
<tr>
<th>Spaces</th>
<th>My</th>
<th>Team</th>
<th>New (1)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confluence (DOC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence 1.4 User Guide (CONF14)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence 2.0 User Guide (CONF20)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Staging (DOCPRV)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Staging 2 (DOCPRV2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Take me back to Confluence 2 Home
Administering Spaces

To view the space administration menu,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator. All the options pertaining to the management of a space are listed in the left panel. Click on a link to take you to the corresponding screen.

To administer a personal space,

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

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

Screenshot : Space Administration menu for a personal space
To administer a global space,

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

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

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

**Screenshot**: Space Administration menu for a global space
Related Topics

Browsing a Space
Working with Spaces Overview

Take me back to Confluence 2 Home
Browsing a space

The 'Browse Space' view is your window to space-wide summary information as well as to a host of tools relating to the management of your space. You can browse a space from either the Dashboard or from within a space by clicking this icon located at the top of every page.

The components in this view are organised into 8 blue tabs:

Screenshot: Browsing a space — 'Advanced' tab

1. Pages
   - View pages alphabetically
   - View recently updated content
   - See tree view of pages
     More about Working with pages
2. Labels
   - View labels
3. Attachments
   - Find an attachment
   - View details of an attachment
     More about Working with attachments
4. Mail
   - View mail for this space
   - Fetch new mail
   - Delete mail
     More about Working with mail

The tabs that are displayed to you will depend on your Confluence site configuration, the type of space you are viewing and the space permissions granted to you for the space.
5. News
   - View news items for this space
   More about Working with news
6. Activity
   - View space activity
7. Advanced
   - View space details
   - Edit space details
   - Manage orphaned pages
   - Manage undefined pages
   - Adding a Template
   Manage page templates
   - Export a space
   - Subscribe to RSS feeds within Confluence
   - Watch a space
   - Add a space to your favourites
8. Space Administration

RELATED TOPICS

Working with Spaces Overview
Setting up a New Global Space
View all spaces
Move content from one space to another
Delete a space

Take me back to Confluence 2 Home
**Editing Space Details**

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

To edit the details of a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Space Admin' tab and click on 'Edit Space Details' in the left panel. This brings up a new screen where you can:
   - type in a different name for the space.
   - enter or modify the space description.
   - select a new homepage for the space from the drop-down menu.
3. Click 'Update' to save your changes.

**Note**

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

**RELATED TOPICS**

- Viewing Space Details
- Browsing a Space

Take me back to Confluence 2 Home
Managing Orphaned Pages

This page last changed on Mar 13, 2007 by rosie@atlassian.com.

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

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

To view the orphaned pages in a space,

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

You can:

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

Screenshot : Managing Orphaned Pages

Orphaned Pages Report

This report shows all the orphaned pages which are not linked to by other pages.

<table>
<thead>
<tr>
<th>Title (Space)</th>
<th>Creator</th>
<th>Created</th>
<th>Last Updated By</th>
<th>Updated</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.1 HTML (Atlassian News)</td>
<td>Anonymous</td>
<td>Sep 21, 2004</td>
<td>Anonymous</td>
<td>Nov 04, 2004</td>
<td></td>
</tr>
</tbody>
</table>

Related Topics

Managing Undefined pages
Browsing a Space
Managing Undefined Pages

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

For example, Link to new page

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

To view the undefined links in a space,

1. Click on the 'Browse Space' link for the space.
2. Go to the 'Advanced' tab and click on 'Undefined Links' from the left panel. This will display a list of all the undefined pages in the space.
   - Click on the 'Add Page' icon beside a page to add content.

RELATED TOPICS

Managing Orphaned Pages
Browsing a Space

Take me back to Confluence 2 Home
Tree View of Pages

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

Learn about Page families in Confluence.

To see the tree view of pages within a space,

1. Click on the 'Browse Space' link for that space.
2. Go to the 'Pages' tab and click on the link 'Tree View'. Click on the expand icon to view the children of a page.

Screenshot : Tree View of pages

- Documentation Home
  - Confluence Security Advisory 2005-02-09
  - RSS
  - Confluence Plugin Guide
  - Importing From JSPWiki
  - Confluence Release Cycle
  - Setup a mail session in standalone version

RELATED TOPICS

Read about Page Families
Viewing a Page's Location within a Space
View the Children of a Page
Working with Pages

Take me back to Confluence 2 Home
Viewing Pages Alphabetically

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

To view the pages in your space alphabetically,

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

✔ Handy Hint

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

RELATED TOPICS

View Recently Updated pages
See Tree View
Browsing a Space

Take me back to Confluence 2 Home
Viewing Recently Updated Content

This page last changed on Jan 07, 2007 by rosie@atlassian.com.

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

To view the recently updated content in a space,

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

RELATED TOPICS

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

Take me back to Confluence 2 Home
Viewing Space Details

To view a space's details,

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

The details displayed are:

- The Name of the space.
- The Key used to refer to the space. This key is a shorthand name for the space that is used for web urls, reports, and when linking content between spaces. Note that personal space keys always contain a '-v', whereas global space keys never do.
- Any Labels defined for this space.
- The Homepage of the space. This is the default page to which users are directed when they click on the link to the space from the dashboard.
- The Creator of the space.
- Space Description: This is a short description of the space used to provide users with an idea of the space's contents (optional).

Here is an example:

Screenshot: Space Details

| Name: |  |
| Key: |  |
| Home Page: | The Atlassian Newsletter |
| Created By: | Charles Miller |
| Description: |  |

Edit Space Details

RELATED TOPICS

Editing Space Details
Browsing a Space
Viewing Space Activity

Take me back to Confluence 2 Home
Converting a Global Space to a Personal Space

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

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

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

To convert a global space to a personal space,

1. Go to the global space and click the 'Browse Space' link. This is located at the top of every page in the space, and beside the space link on the Dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click the 'Edit Space' link in the left panel.
4. In the 'Convert to Personal Space' section:
   - Choose whether to Update Links to pages in this space (recommended).
   - Choose the User whose personal space this global space will become.
   - Click the 'Convert Space' button.
Note that the ability to [archive mail](#) and [import pages from disk](#) applies only to global spaces, so the 'Mail' and 'Import' sections in the above screenshot do not appear in the 'Space Admin' tab for personal spaces. Please see [Working with Spaces Overview](#) for information about the differences between global spaces and personal spaces.

**RELATED TOPICS**

- [Working with Spaces Overview](#)
- [Setting up your Personal Space](#)
- [Uploading a Profile Picture](#)

Take me back to [Confluence 2 Home](#)
Deleting a Space

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

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

To delete a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Space Admin' tab. This tab is only displayed if you are a space administrator.
3. Click on the 'Remove Space' link in the left panel under the heading 'Space Operations'.
4. Click 'OK' when the confirmation screen is brought up.

⚠️ Warning

Use caution while deleting a space. Once deleted, there is no way to restore a space.

RELATED LINKS

- Working with spaces
- Setting up a New Global Space
- Viewing all Spaces
- Browsing a Space
- Moving Content from one Space to Another

Take me back to Confluence 2 Home
Guidelines For Partitioning Content Into Spaces & Pages

This page last changed on Dec 04, 2006 by david.soul@atlassian.com.

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

Partitioning Guidelines

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

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

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

Spaces & Pages Information

Useful notes about spaces and pages:

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

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

What would you like to do?

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

RELATED LINKS

Working with Spaces
Browsing a Space

Take me back to Confluence 2 Home
Moving a family of pages from one space to another

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

To move an entire family of pages from one space to another, or within a space

1. Go to the top most page (parent page) in that family.
2. Click on the 'Edit' tab. The page's current location is listed below the title input-field.
3. Click 'Edit' beside 'Location'.
4. From the drop-down menu displayed, select the space to which you want to move the page family.
5. If you want to specify a parent page, click on the Choose a Page icon and select the page from one of the tabs displayed. Or else, use the search facility to locate the page.
   If you want to move the page directly under the new space, leave this field blank. See Working with page families for more information.
6. Check the box titled 'Move Children'.
7. Click 'Save'.

RELATED TOPICS

Moving a Page from one Space to Another
Moving an Attachment

Take me back to Confluence 2 Home
Moving a Page from one Space to Another

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

To move a page from its current space to another space within your site,

1. Go to the page and click on the 'Edit' tab.
2. The page's current location is listed below the title input-field. Click 'Edit' beside 'Location'.
3. From the drop-down menu displayed, select the space to which you want to move the page.
4. If you want to specify a parent page, click on the Choose a Page icon and select the page from one of the tabs displayed. If you want the page to have no parent in the new space, leave this field blank. See Working with page families for more information.
5. Click 'Save'.

✔ Handy Hint

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

RELATED TOPICS

Moving a Family of Pages from one Space to Another
Moving an Attachment

Take me back to Confluence 2 Home
Moving an Attachment

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

To move an attachment,

1. Go to the page that contains the attachment and click on the 'Attachments' tab.
2. Click the 'Edit' link beside the attachment. This will bring up a new screen.
   - Rename the attachment in the 'File Name' text field (optional).
   - Update the existing comment or enter a new comment in the 'New Comment' text field (optional).
3. Select the page to which you want to move the attachment by clicking on the Choose a page link. A pop-up screen allows you to locate pages anywhere within the site.
4. Against 'Update Links', select 'Yes' to ensure that any links to this attachment are maintained when you move it. Only select 'No' if you are sure that there are no links to this attachment within the current space.
5. Click 'OK'.

Screenshot : Moving an attachment

Edit Attachment
This page allows you to move an attachment, rename an attachment, or both.

File Name
childrenhide.gif
Update the file name here.

New Comment
Show children
Update the comment here.

Page
Specify the page you want to move the attachment to.

Update Links?
Links to this attachment from other pages will no longer work on rename/move. To prevent this, these links need to be updated. Update links?

Yes  No

OK  Cancel

RELATED TOPICS

Moving a Page from one Space to Another
Moving a Family of Pages from one Space to Another
Setting up a New Global Space

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

To create a new global space,

1. Click on the link 'Create a Space' located below the list of spaces on the dashboard.
2. Enter a few details about your space.
   - Space Name: Enter a name for the space.
   - Space Key: Enter a simple key to refer to your space (A-Z, a-z, 0-9). This key is a shorthand name for the space that is used when linking content between spaces, for web urls, and reports.
     For example, the 'Development Space' might have a space key of 'DEV'.
   - Space Description: Enter a description to give other users an idea of the space's contents (optional). A space description may contain Confluence markup.
3. Click 'OK'.

Now, you can start adding pages to your space.

RELATED TOPICS

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

Take me back to Confluence 2 Home
Setting up your Personal Space

This page last changed on Mar 26, 2007 by rosie@atlassian.com.

Your personal space is a place where you can publish your own pages and news items. Your personal space can be reached by clicking your name in the People Directory. (Note: personal spaces are available in Confluence version 2.2 and later.)

To set up your personal space, you require 'Personal Space' permission which is assigned by a site administrator from the Administration Console. See Security or contact a site administrator for more information.

To create your personal space,

1. Click on the 'Preferences' link located below the breadcrumbs at the top of the page.
2. This will display your Profile. Click the link 'Create Personal Space':

   ![Profile page](image)

   - You can create a personal space to keep your own pages and news.

3. Enter a few details about your space:
   - Choose who can view content
   - Choose who can contribute (create and edit) content
   - Choose the Theme (look and feel) for your personal space.
Create Personal Space

Your personal space is your own private workspace within Confluence. You can optionally let other people view or contribute to it.

Who can contribute to your personal space?
You can customize these permissions once the space is created.

<table>
<thead>
<tr>
<th>Choose who can view content:</th>
<th>Choose who can contribute (create and edit) content:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Me</td>
<td>Me</td>
</tr>
<tr>
<td>Registered users - anyone logged into Confluence</td>
<td>Registered users - anyone logged into Confluence</td>
</tr>
<tr>
<td>Anonymous - anyone, logged in or not</td>
<td>Anonymous - anyone, logged in or not</td>
</tr>
</tbody>
</table>

Choose Theme
To change the theme of this space, select one below.

- Default Theme
  Use the globally configured look and feel. You can customise colour schemes and layouts manually.

Where is my personal space?
Once created, your personal space will be accessible (to anyone who can view it) at:

http://confluence.mycompany.com/display/~me/mycompany.com

4. Click the 'Create' button.

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

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

RELATED TOPICS

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

Take me back to Confluence 2 Home
Viewing all Spaces

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

The list of spaces is displayed via meaningful tabs:

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

Screenshot: Viewing Spaces

<table>
<thead>
<tr>
<th>Spaces: My</th>
<th>Team</th>
<th>New (1)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confluence (DOC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence 1.4 User Guide (CONF14)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence 2.0 User Guide (CONF20)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Staging (DOCPRIV)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Staging 2 (DOCPRIV2)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

✔ Handy Hint

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

Related Topics

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

Take me back to Home Help
Viewing Space Activity

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

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

To view a space's activity,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Activity' tab.

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

Screenshot: Number of viewed pages and news posts in a week
Activity for week starting 31 December 2006

This graph shows how many times pages and news posts have been viewed over the current time period.

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

**Screenshot : Popular content**

**Most popular content (Views)**

1. Confluence Documentation Home (2262)
2. Set JAVA_HOME variable in Windows (1180)
3. Confluence Installation Guide (687)
4. Remote API Specification (467)
5. User Macros (436)
6. Installing Confluence Standalone (385)
7. JIRA Issues Macro (370)
8. Administrators Guide (353)
9. Dynamic Tasklist Macro (335)
10. Frequently Asked Questions (320)

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

Browsing a Space
Viewing Space Details
Viewing History of a Page
Tracking Updates Overview

Take me back to Confluence 2 Home
Confluence Notation Guide Overview

This page last changed on Jan 10, 2007 by ivan@atlassian.com.

Confluence pages are stored internally in a simple content-formatting language called Wiki Markup, based on Textile.

The Wiki Markup Editor allows users to edit Confluence pages directly in wiki markup language. This has the advantage of being faster than the Rich Text Editor for some formatting tasks. When using the wiki markup editor to edit a page, examples of commonly used markup are displayed in a panel on the right called the Quick Notation Guide, with a link to the Full Notation Guide for more detail.

Because wiki markup is designed to be simple to learn, the quickest way to learn wiki markup is to edit an existing page, switch to the wiki markup editor and experiment. More resources on wiki markup editing can be found below.

**Full Notation Guide** To customise the look and feel of the notation guide, please see these instructions.

- Working with Headings
- Working with Text Effects
- Working with Text Breaks
- Working with Links
- Working with Anchors
- Working with Images
- Working with Lists
- Working with Tables
- Working with Macros
- Confluence Emoticons

Here's a short example of some typical markup:

<table>
<thead>
<tr>
<th>What you type</th>
<th>What you get</th>
</tr>
</thead>
<tbody>
<tr>
<td>h4. Confluence Markup</td>
<td>Confluence Markup</td>
</tr>
<tr>
<td>Ideally, the markup should be <em>readable</em> and even <em>clearly understandable</em> when you are editing it. Inserting formatting should require few keystrokes, and little thought. After all, we want people to be concentrating on the words, not on where the angle-brackets should go.</td>
<td>Ideally, the markup should be readable and even clearly understandable when you are editing it. Inserting formatting should require few keystrokes, and little thought. After all, we want people to be concentrating on the words, not on where the angle-brackets should go.</td>
</tr>
<tr>
<td>* Kinds of Markup</td>
<td>• Kinds of Markup</td>
</tr>
<tr>
<td>** Text Effects</td>
<td>○ Text Effects</td>
</tr>
<tr>
<td>** Headings</td>
<td>○ Headings</td>
</tr>
<tr>
<td>** Text Breaks</td>
<td>○ Text Breaks</td>
</tr>
<tr>
<td>** Links</td>
<td>○ Links</td>
</tr>
<tr>
<td>** Other</td>
<td>○ Other</td>
</tr>
</tbody>
</table>
Here, in comparison, is how that would look if you had to edit the page in HTML:

```html
<h4>Confluence Markup</h4>
<p>Ideally, the markup should be &lt;em&gt;readable&lt;/em&gt; and even &lt;strong&gt;clearly understandable&lt;/strong&gt; when you are editing it. Inserting formatting should require few keystrokes, and little thought.&lt;/p&gt;
<p>After all, we want people to be concentrating on the words, not on where the angle-brackets should go.&lt;/p&gt;
<ul>
<li>Kinds of Markup
<ul>
<li>Text Effects</li>
<li>Headings</li>
<li>Text Breaks</li>
<li>Links</li>
<li>Other</li>
</ul>
</li>
</ul>

RELATED TOPICS

Rich Text Editor Overview
Writing Confluence Pages
Creating a New Page
Working with Macros

Take me back to Confluence 2 Home
Emoticons are little images you can easily use in a Confluence page. They use a simple wiki markup as shown below, or you can insert them using the Rich Text editor.

### Graphical emoticons (smileys).

<table>
<thead>
<tr>
<th>Notation</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>:)</td>
<td>😊</td>
</tr>
<tr>
<td>:(</td>
<td>😞</td>
</tr>
<tr>
<td>:P</td>
<td>😛</td>
</tr>
<tr>
<td>:D</td>
<td>😎</td>
</tr>
<tr>
<td>;)</td>
<td>😈</td>
</tr>
<tr>
<td>(y)</td>
<td>😊</td>
</tr>
<tr>
<td>(n)</td>
<td>☻</td>
</tr>
<tr>
<td>(i)</td>
<td>➡️</td>
</tr>
<tr>
<td>(/)</td>
<td>👎</td>
</tr>
<tr>
<td>(x)</td>
<td>👎</td>
</tr>
<tr>
<td>(!)</td>
<td>⚠️</td>
</tr>
<tr>
<td>(+)</td>
<td>💯</td>
</tr>
<tr>
<td>(-)</td>
<td>😞</td>
</tr>
<tr>
<td>(?)</td>
<td>🎉</td>
</tr>
<tr>
<td>(on)</td>
<td>☑️</td>
</tr>
<tr>
<td>(off)</td>
<td>☑️</td>
</tr>
<tr>
<td>(*)</td>
<td>⭐️</td>
</tr>
<tr>
<td>(°r)</td>
<td>⭐️</td>
</tr>
<tr>
<td>(°g)</td>
<td>⭐️</td>
</tr>
<tr>
<td>(°b)</td>
<td>⭐️</td>
</tr>
<tr>
<td>(°y)</td>
<td>⭐️</td>
</tr>
</tbody>
</table>
Form Field Markup for Templates

This page last changed on Feb 05, 2007 by rosie@atlassian.com.

Templates are written in the same notation as other pages in Confluence with special markup to insert form fields.

Here are the three kinds of form fields supported and the markup to create them:

| Text field | @VAR@ | Creates a text input field for a variable called VAR |
| Text area | @VAR|textarea(5,10)@ | Creates a 5 x 10 text-area for a variable called VAR |
| Drop down menu | @VAR|list(one,two,three,four)@ | Creates a drop-down box containing the values "one", "two", "three" and "four" |

Every input field must have a unique name. If you have more than one text input field in the same template with the same name, Confluence will make sure that they all end up with the same value (This is useful if you need the same information in more than one place in the page).

⚠️ Warning

There must be no spaces between the @-signs in the markup. This means you can’t have items in your drop-down lists that contain spaces.

Improved Markup

The above formatting is the basic markup bundled with Confluence, but two plugins expand on this markup to provide greater functionality. Links to these plugins and a comparison can be found in the Working with Templates Overview.

RELATED TOPICS

- Working with Templates Overview
- Scaffolding Plugin
- Zones Plugin
- Adding a Template
- Editing a Template
- Creating a Page using a Template

Take me back to Confluence 2 Home
Working with Headings

You can use Confluence Notation or the Rich Text editor to create headers.

Creating a header is easy. Simply place "hn." at the start of your line (where n can be a number from 1-6).

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biggest heading</td>
<td>Biggest heading</td>
</tr>
<tr>
<td>Bigger heading</td>
<td>Bigger heading</td>
</tr>
<tr>
<td>Big heading</td>
<td>Big heading</td>
</tr>
<tr>
<td>Normal heading</td>
<td>Normal heading</td>
</tr>
<tr>
<td>Small heading</td>
<td>Small heading</td>
</tr>
<tr>
<td>Smallest heading</td>
<td>Smallest heading</td>
</tr>
</tbody>
</table>

Note that Confluence treats all headings as anchors.

RELATED TOPICS

Rich Text-Working with Text Effects
Working with Text Effects
Working with Macros

Take me back to Confluence 2 Home
Working with Lists

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to create bulleted or numbered lists, and is flexible enough to allow a combination of the two lists.

Simple lists

Use the hyphen (-) to create simple lists.

Make sure there is a space between the hyphen and your text.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>- some</td>
<td>• some</td>
</tr>
<tr>
<td>- bullet</td>
<td>• bullet</td>
</tr>
<tr>
<td>- points</td>
<td>• points</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>* some</td>
<td>• some</td>
</tr>
<tr>
<td>* bullet</td>
<td>• bullet</td>
</tr>
<tr>
<td>** indented</td>
<td>• indented</td>
</tr>
<tr>
<td>** bullets</td>
<td>• bullets</td>
</tr>
<tr>
<td>* points</td>
<td>• points</td>
</tr>
</tbody>
</table>

Numbered lists

Use the hash (#) to create numbered lists.

Make sure there is a space between the hash and your text.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td># a</td>
<td>1. a</td>
</tr>
<tr>
<td># numbered</td>
<td>2. numbered</td>
</tr>
<tr>
<td># list</td>
<td>3. list</td>
</tr>
</tbody>
</table>

Mixed lists
If you need to separate the text within lists using line breaks, make sure you do so using //. Line breaks using empty lines may disrupt the list.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td># Here</td>
<td>1. Here</td>
</tr>
<tr>
<td>* is</td>
<td>• is</td>
</tr>
<tr>
<td>* an</td>
<td>• an</td>
</tr>
<tr>
<td>* example</td>
<td>2. example</td>
</tr>
<tr>
<td>* of</td>
<td>• of</td>
</tr>
<tr>
<td>* a</td>
<td>• a</td>
</tr>
<tr>
<td>* mixed</td>
<td>3. mixed</td>
</tr>
<tr>
<td>* list</td>
<td>4. list</td>
</tr>
</tbody>
</table>

**RELATED TOPICS**

[Working with Text Breaks](#)
[Confluence Notation Guide overview](#)

Take me back to [Confluence 2 Home](#)
Working with Tables

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You can use Confluence Notation or the Rich Text editor to create tables.

Confluence allows you to create two types of tables.

Currently, Confluence does not support nested tables.

Table type 1

Allows you to create a simple table with an optional header row. You cannot set the width of the columns in this table.
Use double bars for a table heading row.

What you need to type

<table>
<thead>
<tr>
<th>heading 1</th>
<th>heading 2</th>
<th>heading 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>col A1</td>
<td>col A2</td>
<td>col A3</td>
</tr>
<tr>
<td>col B1</td>
<td>col B2</td>
<td>col B3</td>
</tr>
</tbody>
</table>

What you will get

<table>
<thead>
<tr>
<th>heading 1</th>
<th>heading 2</th>
<th>heading 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>col A1</td>
<td>col A2</td>
<td>col A3</td>
</tr>
<tr>
<td>col B1</td>
<td>col B2</td>
<td>col B3</td>
</tr>
</tbody>
</table>

Table type 2

Allows you to specify the width of the columns in the table.

What you need to type

{section:border=true}
{column:width=30%}
Text for this column goes here. This is the smaller column with a width of only 30%.
{column}

{column:width=70%}
Text for this column goes here. This is the larger column with a width of 70%.
{column}

{section}

What you will get
| Text for this column goes here. This is the smaller column with a width of only 30%. | Text for this column goes here. This is the larger column with a width of 70%. |

**RELATED TOPICS**

- Rich Text-Working with Tables
- Working with Macros

Take me back to [Confluence 2 Home](#)
Working with Text Breaks

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Paragraph break

An empty line produces a new paragraph. Most of the time, explicit paragraph breaks are not required - Confluence will be able to paginate your paragraphs properly.

Line break

Use two backslashes

```
\`
```

to create a line break.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>here is some text</td>
<td>here is some text</td>
</tr>
<tr>
<td>\divided</td>
<td>divided</td>
</tr>
<tr>
<td>\using line</td>
<td>using line</td>
</tr>
<tr>
<td>\breaks</td>
<td>breaks</td>
</tr>
</tbody>
</table>

Horizontal ruler

Use four dashes (----) to create a horizontal ruler.

⚠️ Make sure that the dashes are in a separate line from the text.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>here is some text</td>
<td>here is some text</td>
</tr>
<tr>
<td>----</td>
<td></td>
</tr>
<tr>
<td>divided</td>
<td></td>
</tr>
<tr>
<td>by a horizontal ruler</td>
<td></td>
</tr>
<tr>
<td>divided</td>
<td></td>
</tr>
<tr>
<td>by a horizontal ruler</td>
<td></td>
</tr>
<tr>
<td>divided</td>
<td></td>
</tr>
<tr>
<td>by a horizontal ruler</td>
<td></td>
</tr>
</tbody>
</table>

RELATED TOPICS

- Working with Lists
- Confluence Notation Guide overview

Take me back to Confluence 2 Home
## Working with Text Effects

Use the markup shown in the examples below to format the text in your pages.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>strong</em></td>
<td>strong</td>
</tr>
<tr>
<td><em>emphasis</em></td>
<td>emphasis</td>
</tr>
<tr>
<td>??citation??</td>
<td>citation</td>
</tr>
<tr>
<td>-deleted-</td>
<td>deleted</td>
</tr>
<tr>
<td>+-inserted++</td>
<td>inserted</td>
</tr>
<tr>
<td>^superscript^</td>
<td>superscript</td>
</tr>
<tr>
<td><del>subscript</del></td>
<td>subscript</td>
</tr>
<tr>
<td>{{monospaced}}</td>
<td>monospaced</td>
</tr>
<tr>
<td>bq. Here's how you make text in a paragraph into a block quotation</td>
<td>Here's how you make text in a paragraph into a block quotation</td>
</tr>
<tr>
<td>{color:red}look ma, red text!{color}</td>
<td>look ma, red text!</td>
</tr>
</tbody>
</table>

### RELATED TOPICS

[Working with Headings](#)

Take me back to [Confluence 2 Home](#)
Tracking Updates Overview

This page last changed on Jan 07, 2007 by rosie@atlassian.com.

Here's how you can keep track of changes to a single page, an entire space, or to all spaces on your site.

🔍 You can only track updates to content visible to you.

**Watch a space**: be notified by email of new or modified content within a space.
**Watch a page**: be notified by email of updates to a page.
**Subscribe to Daily Email Reports**: be notified daily of changes in all spaces to which you have 'view' access.
**RSS Feeds**: subscribe to Confluence RSS feeds to stay informed of:

- New and updated pages
- New comments
- New news items
- New attachments

**RELATED TOPICS**

- Managing Watches
- Viewing History of a Page
- Viewing Space Activity

Take me back to [Confluence 2 Home](#)
Managing Watches

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

The ' Watches' tab under your 'Preferences' settings displays a list of all pages and spaces you are currently watching. You will be sent email notifications when changes are made to your watched pages and spaces.

To manage your notifications for your 'Watches',

1. Click on the 'Preferences' link (or 'Profile' link, in Confluence versions prior to 2.3) located below the breadcrumbs at the top of the page.
2. Go to the ' Watches' tab. This lists the pages and spaces you are currently watching. Click the trash icon beside any unwanted watches to remove them.
3. Go to the ' Edit Profile' tab, then click the ' Email' link.
4. Check the 'Notify on my actions' box if you want Confluence to include your own actions in your notifications for your watches. Deselect this if you do not want to be notified of your own actions. Note that this option only applies to your watches and not to the Daily Report.
5. Use the 'Email Format' drop-down menu to choose whether you want to receive your notifications as HTML or plain text. Note that this will apply to the Daily Report as well as to your notifications for watches.

RELATED TOPICS

Watching a Space
Watching a Page
Subscribing to Daily Email Reports
Tracking Updates Overview
User Profile Overview

Take me back to Confluence 2 Home
Subscribing to Daily Email Reports

When you subscribe to the daily report, you will be sent an email with a summary report of changes in all spaces visible to you.

To subscribe to the daily report,

1. Click on the 'Preferences' link (or 'Profile' link, in Confluence versions prior to 2.3) located below the breadcrumbs at the top of the page.
2. Go to the 'Edit Profile' tab.
3. Click the 'Email' link in the left-hand column.
4. Check the box beside 'Subscribe to daily updates'.
5. From the 'Email Format' drop down menu, select whether you want to receive your notifications as HTML or plain text. This will apply to all your email notifications, including your watches.
6. Click 'Save'.

Here is an example:

Dashboard > People > admin > Email Preferences

Preferences

Email Preferences

View Profile | Edit Profile | Labels | Watches | Drafts

Your Profile

- Your Details
- Profile Picture
- Password

Preferences

- General
- Email

Change the way you are notified of updates via email

- Subscribe to daily updates
  The daily updates email contains a summary of all changes made to spaces you can see.
- Notify on my actions
  By default, you are not sent an email when you add or change content. Check this option to be notified when this occurs.

Email format: HTML
  Confluence can send notification emails in either Text or HTML formats. Only the HTML format will contain images and formatted content.

Save | Cancel

RELATED TOPICS

Tracking updates overview
User Profile Overview
Subscribing to RSS Feeds within Confluence

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

**RSS feeds** allow you to track updates to content within Confluence. You will need an RSS newsreader to subscribe to them.

You can create a customised RSS feed using the RSS Feed Builder (Recommended) or subscribe to one of the pre-specified feeds generated by Confluence.

What would you like to do?

- **Create and subscribe to customised RSS feeds using the RSS Feed Builder** — create a customised RSS feed (e.g. filter your feed using a label; specify the number of items and days to include in your feed; etc.)

- **Subscribe to pre-specified RSS feeds** — generate an RSS feed automatically in a minimal number of steps.

> To have your newsreader log into Confluence, you can append ?os_username=yourusername&os_password=yourpassword to the URL of the feed you are trying to retrieve. Note, however, that this means someone with access to your RSS newsreader configuration can read your password.

**RSS Newsreaders**

The following are some popular RSS newsreader programs for various operating systems. You can find a more comprehensive list on [Google's open directory](http://directory.google.com/Top/Computers/Software/News/Readers/)

**Windows**

- [SharpReader](http://www.sharpreader.com/)
- [NewsGator](http://www.newsgator.com/)
- [Syndirella](http://www.syndirella.com/)
- [FeedDemon](http://www.feeddemon.com/)
- [NewzCrawler](http://www.newzcrawler.com/)

**Mac OS X**

- [Safari](http://www.apple.com/safari/)
- [NewsFire](http://www.newsfire.com/)
- [Shrook](http://shrook.sourceforge.net/)

**Multi-Platform**
- **NewsMonster** (Runs in the Mozilla web browser)
- **Radio Userland** (Windows and MacOS)
- **AmphetamineDesk** (Windows, Unix, Mac OS X)

**RELATED TOPICS**

- Tracking Updates Overview
- Working with RSS feeds
- RSS Feed Macro

Take me back to [Confluence 2 Home](#)
Using pre-specified RSS feeds

If you want to customise your Confluence RSS feed (e.g. use a label to filter your feed), use the RSS Feed builder instead.

To subscribe to RSS feeds generated by Confluence, for a particular space

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Advanced' tab and click on 'RSS Feeds'.
3. Copy and paste the link for one of the following feeds into your RSS newsreader:
   - Pages
   - News
   - Mail
   - Comments
   - Attachments
   - All content

To subscribe to RSS feeds generated by Confluence, for a particular page (where available)

1. Locate the following icon, which is available in the top-right corner of certain pages: 
2. Copy and paste the icon's link into your RSS newsreader.

RELATED TOPICS

Using the RSS Feed Builder
Subscribing to External RSS Feeds
Tracking Updates Overview
Working with RSS feeds
RSS Feed Macro

Take me back to Confluence 2 Home
Using the RSS Feed Builder

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Using the RSS feed builder, you can create customised RSS feeds to subscribe to changes within Confluence.

More information about RSS Feeds.

To create a customised RSS feed,

1. Go to the dashboard and click on the RSS feed builder link located below the list of spaces.
   This will display a form as shown below.
2. Type of Content: Check the boxes to select one or more content types you want to subscribe to: Pages, News Items, Mail, Comments, and Attachments.
3. Choose whether to sort items in your RSS feed by the date they were originally Created or the date they were last Modified.
4. (Applies to pages only.) Choose whether your RSS feed should display the entire page content, or just the updated content.
5. Select one or more spaces from the drop-down list. Press Ctrl + left mouse button to select multiple spaces.
6. If you want to filter your RSS feed using a label, enter the label name in the input-field.
7. Choose the format for your RSS feed (if different from the default).
8. Specify the number of items you want displayed and from how far in back in time you want Confluence to look.
9. Type a name for your RSS feed.
10. Click 'Create RSS Feed' when you are done. This will take you to a new screen. Drag or copy the link displayed into your RSS reader.
In Confluence version 2.3 and later, statistics on each space’s activity are available. These include:

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

To view a space’s activity,

1. Click on the ‘Browse Space’ link for the space. This is located at the top of every page beside the space link on the dashboard.

2. Click the ‘View Activity’ link.

**Related Topics**

RSS Feed FAQ
Tracking Updates Overview
Working with RSS Feeds

Take me back to Confluence 2 Home
Watching a Page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

When you watch a page, you are notified by email whenever the page is modified.

To watch a page, you require 'View' permission for the page.

To start watching a page,

1. Go to the page.
2. Click the 'Watch Page' icon located at the top of the screen. This will be replaced with the 'Stop Watching Page' icon.

To stop watching a page,

1. Go to the page.
2. Click the 'Stop watching Page' icon located at the top of the screen. This link will be replaced the 'Watch Page' icon.

Here is an example:

Subject: [CONF] Confluence 2.0 User Guide: Watching a Page (comment added)
From: noreply@atlassian.com
Date: 5:24 PM
To: vidya@atlassian.com

Comment Added: CONF20 : Re: Watching a Page

Watching a Page commented on by Vidya Madabushi (Nov 24, 2005).

Comment:

This is a test comment to illustrate how notifications are sent.

Handy Hint

You can manage your watches via the Notifications tab under your user profile settings.

RELATED TOPICS

Watching a Space
Managing Watches
Tracking Updates Overview
Browsing a Space
Updating Email Address

Take me back to Confluence 2 Home
Watching a Space

When you watch a space, you are notified by email whenever content is added to it or updated.

To start watching a space,

1. Click on the 'Browse Space' link for the space.
2. Go to the 'Advanced' tab. In the left panel, click on 'Start watching this space'. This link will be replaced with a new link to 'Stop watching this space'.

To stop watching a space,

1. Click on the 'Browse Space' link for the space.
2. Go to the 'Advanced' tab. In the left panel, click on 'Stop watching this space'. This link will be replaced with a new link to 'Start watching this space'.

✓ Handy Hint

You can also stop watching a space via the Watches tab under user profile settings.

RELATED TOPICS

Watching a Page
Managing Watches
Tracking Updates Overview
Browsing a Space
Updating Email Address

Take me back to Confluence 2 Home
Working with RSS Feeds

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

An RSS feed is a format for delivering summaries of regularly changing web content. Subscribing to an RSS feed allows you to stay informed of the latest content from sites that you are interested in.

RSS isn't designed to be read in a regular web browser, but specialised RSS newsreader programs can check RSS files every so often, and tell you what's new on a site.

Confluence works with RSS in two ways:

- Confluence generates its own RSS feeds for tracking updates to content within Confluence. You will need an RSS reader which can grab the RSS feeds from Confluence and display them for you.
- Confluence's RSS macro allows you to display the contents of RSS feeds from other sites. In the case of external RSS feeds, Confluence can act as a reader.

For a technical description of RSS, read Mark Pilgrim's "What is RSS?" article on XML.com.

RELATED TOPICS

- Subscribing to RSS Feeds within Confluence
- Subscribing to External RSS Feeds
- Tracking Updates Overview

Take me back to Confluence 2 Home
Working with News Overview

Each space in Confluence can publish its own news. News items may be announcements, journal entries, status reports or any other timely information you would categorise as 'news' pertaining to a space.

News items for a space are contained in the 'News' tab under the Browse Space view of a space. Confluence catalogues each news item chronologically and allows you to browse news for the space easily by navigating a calendar.

Creating and editing a news item is just as easy as creating and editing any other page in Confluence.

What would you like to do?

- View news
- Add news
- Edit news
- Link to news

RELATED TOPICS

- Tracking Updates Overview

Take me back to Confluence 2 Home
Adding News

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

To add a news item,

1. Click on the 'Add News' link located at the top of every page in the space. This will bring up a new screen.
2. Enter a title for your news item in the 'Title' text field.
3. Enter your content in the text-entry box using Confluence markup as you would in any other page in Confluence.
4. Preview and click 'Add'.

Your news item can be viewed by going to the 'News' tab under the 'Browse Space' view of the space.

RELATED TOPICS

Creating a New Page
Working with News Overview
Editing News
Linking to News

Take me back to Confluence 2 Home
Editing News

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To edit a news item, you require 'Create News' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

To edit a news item,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'News' tab. A list of the most recent news items within the space is presented. A calendar allows you to browse other news items. Locate the news item you wish to edit and click on its title. This will open up the news item.
3. Click on the 'Edit' tab. This will bring up the 'Edit' screen. Use regular Confluence Markup to edit the news item.
4. 'Preview' your changes if desired, and click 'Update'.

Editing a news item is similar to editing any other page in Confluence. However, there are a few differences you need to keep in mind while editing a news item:

- You cannot change the title of a news item.
- You cannot move a news item to another space.
- A news item has no parent.

RELATED TOPICS

Editing an Existing Page
Working with News Overview

Take me back to Confluence 2 Home
Linking to News

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need to edit in 'Wiki Markup' mode to create a link to a news item.

To link to a news item,

1. You need to know the title of the news item as well as the date on which it was created.

   1. Convert the date into the format: year/month/day.
   2. You can now create a link to the news item, like this:

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>/2005/08/26/Sample News</td>
<td>/2005/08/26/Sample News</td>
</tr>
</tbody>
</table>

   Where:
   - '/2005/08/26' is the date the news item was published.
   - 'Sample News' is the title of the news item.

You can also link to a whole day's news items, just by leaving out the news item's title at the end of the link.

   \[ Note \]
   Linking to a news item that has not been created yet will not result in a link; news items are very tightly bound to the time at which they were created, and thus it makes no sense to link to them before they exist.

   \[ RELATED TOPICS \]
   Working with News Overview
   Working with Links Overview

Take me back to Confluence 2 Home
Viewing News

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To view the news items within a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'News' tab. This will display the latest news items in the space along with the date of each item and the name of its author.

Use the Calendar to help you find other news items in the space. Days which have news items are underlined to indicate that they link to a view of all the news items posted on that day.

When you are viewing a single news item, you'll see links below the calendar to the next and previous news items.

**Screenshot : Viewing News**

Octagon blog post

Last changed: Nov 21, 2004 08:16 by Anonymous

A blog is really a piece of news, or a journal, published by a specific author.

Here is a blog with a guest appearance of the word 'octagon'. By searching for 'octagon' in the top right hand menu or by a pre-configured search, blogs can be related to other pieces of content.

In Confluence, blogs are attached to spaces, not pages. Any user, if permitted by Confluence, may write blogs which other members can notice.

Confluence will even publish blogs to the internet, for anyone to read - this feature may be enabled or disabled for each user.

Read more about Confluence and RSS here.

Posted at 21 Nov @ 8:16 PM by Anonymous | 0 comments

**RELATED TOPICS**

Blog Posts Macro
Adding News
Linking to News
Browsing a Space

Take me back to Confluence 2 Home
User Profile Overview

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Each user in Confluence has a user profile.

Click on the 'Preferences' link (or 'Profile' link, for Confluence versions prior to 2.3) located at the top of every page below the 'breadcrumbs' to view your user profile.

The profile view is divided into the following five tabs:

**View Profile:**

- view your personal details and photograph (optional).
- view your profile information: group membership, site preferences, email notification preferences, and user statistics (the date on which you signed up to the site, date of your last login, and the number of pages you have authored).

**Edit Profile:**

- edit your personal details (name and email address).
- upload a profile picture (optional).
- change your password.
- choose your preferences (homepage, language and timezone).
- subscribe to email notifications.

**Labels:**

- view your personal labels.

**Watches:**

- view a list of the pages and spaces you are currently watching.

**Drafts:**

- retrieve any pages you were in the process of editing.

Additionally, if you haven't yet set up your personal space, a 'Create Personal Space' link will be available.
You can create a personal space to keep your own pages and news.

**Personal Details**

User Name: rosie@atlassian.com  
Full Name: Rosie Jameson  
Email: rosie at atlassian dot com

**Profile Summary**

**Groups**
- atlassian-staff  
- case-studies  
- confluence-users

**Preferences**
- Site Homepage: Site Default (Dashboard)  
- Preferred Language: English  
- Time zone: America/Chicago

**Email Preferences**
- Daily report email: OFF  
- Notify on my actions: OFF  
- Email format: HTML

**User Statistics**
- Signup Date: NA  
- Last Login: Dec 28, 2006  
- Authored Pages: 52

**RELATED TOPICS**

- Tracking Updates Overview  
- Setting up your Personal Space

Take me back to [Confluence 2 Home](#)
Changing Password

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To change your Confluence password,

1. Click on the 'Preferences' link (or 'Profile' link, in Confluence versions prior to 2.3) located below the breadcrumbs at the top of the page.
2. Click on the 'Edit Profile' tab.
3. Click the 'Password' link in the left-hand column.
4. Enter your current password and your new password in the form displayed.
5. Click 'Save' to save your changes.

RELATED TOPICS

- Viewing User Profile
- Editing User Profile
- Uploading a Profile Picture
- Setting up your Personal Space
- Managing Watches
- Updating Email Address
- Email Address Privacy

Take me back to Confluence 2 Home
Editing User Preferences

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You can customise Confluence by choosing your site preferences — homepage, language and (in Confluence version 2.3 and later) timezone.

To edit your user preferences,

1. Click on the 'Preferences' link (or 'Profile' link, in Confluence versions prior to 2.3) located below the breadcrumbs at the top of the page.
2. Click on the 'Edit Profile' tab.
3. In the left-hand column, click the 'General' link (under 'Preferences').
4. Choose your preferences in the form that is displayed.
   - Site homepage — choose the page that you would like to see whenever you login to Confluence.
   - Preferred language — choose your language.
   - Timezone — choose your timezone.
5. Click 'Save' to save your changes.

Screenshot: Edit preferences

## General Preferences

### Change your default home page and language

<table>
<thead>
<tr>
<th>Site Homepage:</th>
<th>Site Default (Dashboard)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Language:</td>
<td>Site Default (English)</td>
</tr>
<tr>
<td>Time zone:</td>
<td>Site Default (GMT-0600) Central Time (US &amp; Canada)</td>
</tr>
</tbody>
</table>

[Save] [Cancel]
Copyright (c) 2007 Atlassian Software Pty Ltd.

Editing User Profile

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Your User Profile contains basic information about you. If you do not have a personal space, your User Profile will be displayed when your name is clicked in the People Directory.

To edit your user profile,

1. Click on the 'Preferences' link (or 'Profile' link, in Confluence versions prior to 2.3) located below the breadcrumbs at the top of the page.
2. Click on the 'Edit Profile' tab. Enter details about yourself in the form that is displayed.
   - Full Name - enter your name as you would like it to appear in your profile.
   - Email - specify your email address which will be used when sending you mail notifications.
   - Information about me - Enter information about yourself that other users can view (such as your professional information, hobbies, and other interests). You can use Confluence markup in this field.
3. Click 'Save' to save your changes.

Screenshot : Edit profile

Preferences

Edit My Profile

Your Profile

View Profile | Edit Profile | Labels | Watches | Drafts

<table>
<thead>
<tr>
<th>Your Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile Picture</td>
</tr>
<tr>
<td>Password</td>
</tr>
</tbody>
</table>

Preferences

General | Email

Your Profile

Change your user details and profile picture.

Full Name: example user account
Email: example@atlassian.com
Information about me: This account was created to demonstrate Confluence profiles.

Save | Cancel

Handy Hint

Confluence administrators can configure Confluence so that it masks email addresses (e.g. example atlassian dot com'), protecting it from search engine spiders and the like.
RELATED TOPICS

Viewing User Profile
Uploading a Profile Picture
Setting up your Personal Space
Managing Watches
Email Address Privacy

Take me back to Confluence 2 Home
Email Address Privacy

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence can mask the email addresses of users to protect them from mail spammers.

This is done by a site administrator and is configured through the Administration Console. The site administrator has three options for email address privacy:

- Public: email addresses are displayed publicly.
- Masked: email addresses are still displayed publicly, but masked in such a way to make it harder for spam-bots to harvest them.
- Private: only site administrators can see the email addresses.

Note
Anyone in the confluence-admin group will still be listed (with their email address) on the administrators page, although their addresses will be masked.

RELATED TOPICS

Editing User Profile
Viewing User Profile

Take me back to Confluence 2 Home
Linking to Personal Spaces and User Profiles

You need to edit in 'Wiki Markup' mode to create a link to a user's personal space (or user profile). You can link to a user's personal space (or user profile) easily if you know their username.

To link to a user's personal space,

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[~username]</td>
<td>username</td>
</tr>
</tbody>
</table>

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

RELATED TOPICS

User Profile Overview
Setting up your Personal Space
Working with Links

Take me back to Confluence 2 Home
Updating Email Address

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

The email address you specify in your profile settings is used for your mail notifications and is also displayed in your profile description.

To update your email address,

1. Click on the 'Profile' link located below the breadcrumbs at the top of your page.
2. Go to the 'Edit Profile' tab. This will bring up a form.
3. Enter your new email address in the 'Email' textbox.
4. Click 'Update'.

RELATED TOPICS

Changing Password
Editing User Profile

Take me back to Confluence 2 Home
Uploading a Profile Picture

Your profile picture is used as the icon for your personal space, and to represent you in the People Directory. You may upload your own profile picture, or use one of the images provided by Confluence.

If you upload your own profile picture, it will be resized to 48x48 pixels.

To upload a profile picture,

1. Click on the 'Preferences' link located below the breadcrumbs at the top of the page. This will display your profile.
2. Go to the 'Edit Profile' tab.
3. Click the 'Profile Picture' link.
4. Either:
   a. To upload a picture, click the 'Browse' button to locate your picture, then click the 'Upload' button.
   or:
   b. Select one of the icons provided.
Edit My Profile Picture

Your profile picture is used as the icon for your personal space, and to represent you in Confluence. You can upload your own profile picture, or you can choose from one of our standard icons.

**Upload a Profile Picture:** Upload your own profile picture. Profile pictures will be automatically resized to 40 x 40 pixels.

**Default Icons:** You can also select a profile picture from one of these default icons.

5. Click the 'Save' button.

## RELATED TOPICS

- Editing User Profile
- Setting up your Personal Space

Take me back to Confluence 2 Home
Viewing User Profile

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To view your user profile, click on the 'Profile' link located below the breadcrumbs at the top of the page.

The 'View' tab displays:

Profile Description - information you have entered about yourself and a photograph if you have included one. See Screenshot 1.

Recently Edited - a list of ten items mostly recently edited by you.

Profile Summary - displays:

- 'Groups' to which you belong.
- Your notification 'Preferences' which are configured through the Edit Profile tab, and the homepage for your site.
- Your 'User Statistics': the date on which you signed up to the site, date of your last login, and the number of pages you have authored.
  See Screenshot 2.

Here is an example. This is Charles' profile:

Screenshot 1: Profile Description
Groups
- confluence-users

Preferences
- Daily Email: OFF
- Notify on my actions: OFF
- Type: Text
- Site Homepage: Dashboard

User Statistics
- Signup Date: May 11, 2005
- Last Login: May 11, 2005
- Authored Pages: 1

Related Topics
- Editing User Profile
- Managing Watches

Take me back to Confluence 2 Home
Customising Look and Feel

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to customise the 'look and feel' of an individual space on the Confluence instance through options available in the Space Administration menu. By default, the look and feel of a space is based on global settings configured from the Administration Console.

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

Applying A Theme To A Space
Changing a Space's Logo
Customising Homepage
Editing a Space's Colour Scheme
Modify Confluence User Interface Text

RELATED TOPICS

Browsing a space

Take me back to Confluence 2 Home
Applying A Theme To A Space

This page last changed on Apr 23, 2007 by david.soul@atlassian.com.

Themes allow you to personalise the 'look and feel' of Confluence. Themes can can be applied across Confluence or to individual spaces. Use themes if you want to add a new functionality or significantly alter the appearance of Confluence.

Themes are created and installed from the Administration Console by site administrators. Once a theme has been installed, a space administrator can then apply it to the space.

By default, no themes are applied and the look and feel of a space conforms to global look and feel settings.

To apply a theme to a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click on 'Themes' in the left panel under the heading 'Look and Feel'. This will bring up a new screen. Any themes installed will be listed here. See Screenshot below.
4. Click on the radio button to select a theme.
5. Click 'Confirm'.

Screenshot : Applying a theme

Global Look and Feel
Use the globally configured look and feel. You can customise colour-schemes and layouts manually.

Choose a Theme
Assign a look and feel from an installed theme plugin. This theme will override any manually configured colour-schemes or layouts.

RELATE TOPICS

Editing a Space's Colour Scheme
Customising Look and Feel

Take me back to Confluence 2 Home
Change Confluence Browser Icon

This page last changed on Feb 27, 2007 by david.soul@atlassian.com.

The Confluence logo 'Cannot resolve external resource into attachment.' is displayed in the user's browser to identify the Confluence browser tab. To use a custom image for your Confluence site:

1. Obtain or create an image in PNG file format. For browser compatibility, it must be 32x32 pixel, 71x71 DPI and have 8 bit colour depth
2. In your Confluence install, find the ...\confluence\images\icons subdirectory
3. Backup the file favicon.png
4. Replace the favicon.png with your custom PNG image
5. Restart your application server

Users may need to clear their browser cache to view the new image.
Changing a Space's Logo

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

In Confluence, you can replace the default logo for a space with a logo of your own choice.

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

To change a space's logo,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page or beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click on 'Change Space Logo' in the left panel under the heading 'Look and Feel'. This will bring up a new screen. See screenshot below.
4. Use the browse option to locate the new logo and click 'Upload'.

Screenshot : Change space's logo

Change the logo for this space.

- **Image**

  ![Image]

  Upload Logo

- **Current**

  (default)

- **Image Data**

  - **H**: 30
  - **W**: 42
  - **GIF**

**RELATED TOPICS**

- [Customising Look and Feel](#)

Take me back to [Confluence 2 Home](#)
Customising Homepage

Registered users of the site can choose the page to which they are directed after they login to Confluence. By default, users are directed to the Dashboard after logging in.

To set the site homepage,

1. Click on the 'profile' link located at the top right-hand corner of the page.
2. Click the tab 'Edit My Profile'.
3. From the drop-down menu beside Site Homepage, select a space. Note that only the list of spaces to which you have 'view' access is displayed here. Selecting a space will direct you to its homepage when you login.
4. Click 'Save'.

RELATED TOPICS

User Profile Overview
Space Homepage

Take me back to Confluence 2 Home
Editing a Space's Colour Scheme

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to customise the colour scheme of a space. By default, a space's colour scheme is based on global settings configured from the Administration Console.

You need to be a space administrator to edit a space's colour scheme.

To change the colour scheme for a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Space Admin' tab. This tab is only displayed if you are a space administrator.
3. Click on 'Colour Scheme' in the left panel under the heading 'Look and Feel'. This will bring up a new screen. See Screenshot below.
4. Click on 'Edit space colour scheme'. Enter standard HTML/CSS2 colour codes, or use the colour-picker to choose a new colour from the palette provided. Any changes you make will immediately be reflected across the Confluence installation.

The colour scheme applies to the following UI elements:

- Top Bar - the bar across the top of the page that contains the breadcrumbs.
- Space Name Text - the text of the current space name located above the page title.
- Heading Text - all heading tags throughout the space.
- Links - all links throughout the space.
- Borders and Dividers - table borders and dividing lines.
- Menu Bar Background - background of top navigational buttons
- Menu Bar Text - text that appears on the menu bar
- Menu Bar Background Highlight - background colour of menu bar when highlighted.
- Menu Bar Text Highlight - menu bar text when highlighted

Screenshot: Editing a space's colour scheme
The following colours can be customised in this space:

| Description                  | Colour
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Bar</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Space Name Text</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Heading Text</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Links</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Borders and Dividers</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Menu Bar Background</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Menu Bar Text</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Menu Bar Background Highlight</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Menu Bar Text Highlight</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Custom Colour 1</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Custom Colour 2</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Custom Colour 3</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Custom Colour 4</td>
<td>&lt;default&gt;</td>
</tr>
<tr>
<td>Custom Colour 5</td>
<td>&lt;default&gt;</td>
</tr>
</tbody>
</table>

Reset To Global Colour Scheme  Edit Space Colour Scheme

✔ Handy Hint
If you mess things up, just click the 'Reset to Global Colour Scheme' button and then try again.

RELATED TOPICS

Customising Look and Feel

Take me back to Confluence 2 Home
Modify Confluence User Interface Text

This page last changed on Nov 20, 2006 by ivan@atlassian.com.

All Confluence UI text is contained in a single Java properties file. This file can be modified to change the
default text or translate Confluence into other languages than English.

The UI text file is ConfluenceActionSupport.properties. From your Confluence install directory:

```
\confluence\WEB-INF\classes\com\atlassian\confluence\core\ConfluenceActionSupport.properties
```

The file contains parameters with name=value pairs, in the format:

```
parameter.name=Parameter value
```

Parameter names are any text before the '=' character and should never be modified. Any text after the
'=' character is the parameter value, which can be modified freely and can also contain variables. An example involving variables is:

```
popular.labels=The three most popular labels are {0}, {1} and {2}.
```

For more information on replacing values, check out Translating ConfluenceActionSupport Content. Note
that plugins store their text internally, so you must modify plugin text individually.

Steps For Modification

1. Stop Confluence
2. Under your install directory, open

```
\confluence\WEB-INF\classes\com\atlassian\confluence\core\ConfluenceActionSupport.properties
```
3. Search for the text you wish to modify, update the parameter value and save the file
4. Start Confluence

Common Modifications

<table>
<thead>
<tr>
<th>Task</th>
<th>Search For</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rename 'Dashboard'</td>
<td>Dashboard</td>
<td>The dashboard.name parameter has the name. To change 'Dashboard' to 'My Portal', change dashboard.name=Dashboard to dashboard.name=My Portal and update any other occurrences of the word 'Dashboard' in the instance</td>
</tr>
<tr>
<td>Modify login page text</td>
<td>login.</td>
<td>The login.instructions parameter has the &quot;Enter your account details below to login to</td>
</tr>
</tbody>
</table>
Modify Keyboard Shortcuts

Confluence provides a set of keyboard shortcuts. You could customise the shortcuts by making modifications inside the ConfluenceActionSupport.properties file.

- To disable a particular shortcut, you can simply just comment out a respective line of code. One may like to disable the shortcut to one of the navigation links: View, Edit, Attachments, Info. For instance, to disable shortcut to Attachments one would comment out the following line:

```properties
#navlink.attachments.accesskey=a
```

- To modify an access key, one could simply just change the letter, bearing in mind the fact that the letter must be unique.
Modifying Confluence Layouts Using Custom Decorators

This page last changed on Apr 23, 2007 by david.soul@atlassian.com.

Confluence is built on top of the Open Source SiteMesh library, a web-page layout system that provides a consistent look and feel across a site. SiteMesh works through 'decorators' that define a page's layout and structure.

To edit the layout of Confluence, you will need to modify these decorator files. A decorator file is a vmd file and is written in a very simple programming language called Velocity. Learn more about Velocity. Once you become familiar with Velocity, you can edit the decorator files to personalise the appearance of Confluence.

You need to be a site administrator to edit decorator files.

These files are grouped into:

Site layouts : These are used to define the controls that surround each page in the site. For example, if you want to make changes to the header and the footer, you will need to modify these layouts.

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

Export Layouts: These control the appearance of spaces and pages when they are exported to HTML. If you are using Confluence to generate a static website, for example, you will need to modify these layouts.

Learn more about using decorators.

To edit a decorator file,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Space Admin' tab. This tab is only displayed if you are a space administrator.
3. Click on the 'Layout' link in the left panel under the heading 'Look and Feel'. A list of the layouts for the space is listed.
   1. Click 'View Default' to view the vmd file.
   2. Click 'Create Custom' to edit the default vmd file. This will open up the vmd file in edit mode.
      Make changes and click 'Update'.
Click thumbnail to view an example of a vmd file:

RELATED TOPICS

Customising Look and Feel
Applying A Theme To A Space

Take me back to Confluence 2 Home
Working with Page Families

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

Page families are a simple but effective way of categorizing content and making navigation of your site easier by providing links forward and backwards through the page hierarchy. Read more about page families.

What would you like to do?

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

RELATED TOPICS

Working with Pages

Take me back to Confluence 2 Home
Breadcrumbs

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

The breadcrumbs are displayed at the top of every page.

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

Dashboard > Confluence 2.0 User Guide > Working with Page Families > Breadcrumbs

This means that this page is a child of 'Working with Page Families' which in turn is a part of the space 'Confluence 2.0 User Guide'.

RELATED TOPICS

Working with Page Families
Browsing a Space

Take me back to Confluence 2 Home
Changing Parent of a Page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To change the parent of an existing page,

1. Go to the page and click on the 'Edit' tab.
2. Click 'Edit' beside 'Location'.
   The space in which the page is located will appear by default in the 'Space' drop down menu. If you wish to select a parent in another space, you will need to move the page to that space. A child cannot have a parent in a different space.
3. Use the Choose a page option to locate the parent page. Or else simply type in the name of the parent page.
4. Click 'Save'.

RELATED TOPICS

Move a Page Family
Read about Page Families
View Hierarchy of a Page
Viewing a Page's Location within a Space
View Hierarchy of all Pages within a Space
View the Children of a Page
Working with Pages

Take me back to Confluence 2 Home
Creating a Child Page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

1. Click on the 'Add Page' link from an existing page. Confluence defaults the new page as a child of the first.
2. Click on the 'Add Page' link from anywhere else in Confluence and select the parent page by using the Choose a Page option.
3. Click on the 'Add Child Page' link that is displayed when you choose to 'show' children of a page. This option is available only when the page already has children.

RELATED TOPICS

Working with Page Families
View the Children of a Page
Change Parent of a Page
Working with Pages

Take me back to Confluence 2 Home
Viewing a Page's Family

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

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

Screenshot: Viewing a page's family

<table>
<thead>
<tr>
<th>Hierarchy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Page</td>
</tr>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Children (5)</td>
</tr>
<tr>
<td>Choose a Page</td>
</tr>
<tr>
<td>Move an attachment from one space to another</td>
</tr>
<tr>
<td>Move a family of pages from one space to another</td>
</tr>
<tr>
<td>Move a page from one space to another</td>
</tr>
<tr>
<td>Page Families</td>
</tr>
</tbody>
</table>

Note

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

RELATED TOPICS

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

Take me back to Confluence 2 Home
Viewing a Page's Location within a Space

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

This link is only displayed if the page has children.

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

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

RELATED TOPICS

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

Take me back to Confluence 2 Home
Viewing Children of a Page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

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

Screenshot: Show children

<table>
<thead>
<tr>
<th>Children</th>
<th>Hide Children</th>
<th>View in hierarchy</th>
<th>Add Child Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changing the title of a link</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with pages overview</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watching a page</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with attachments overview</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keeping track of updates overview</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linking to attachments</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles' Notes</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commenting on a page</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Screenshot: Hide children

Deque Note

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

RELATED TOPICS

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

Take me back to Confluence 2 Home
Viewing Hierarchy of Pages within a Space

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

To see the tree view of pages within a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Pages' tab and click on the link 'Tree View'. Click on the expand icon to view the children of a page.

Screenshot : Tree View

- Confluence Security Advisory 2005-02-09
- RSS
- Confluence Plugin Guide
- Importing From JSPWiki
- Confluence Release Cycle
- Setup a mail session in standalone version

RELATED TOPICS

- Read about page families
- Viewing a Page's Location within a Space
- View the children of a page
- Create a child page
- Change parent of a page
- Working with pages

Take me back to Confluence 2 Home
What is a Page Family?

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

A parent page is at the topmost level of that hierarchy.

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

- Home
- Recreation
  - Sports
    - Outdoor Sports
    - Board Games
  - Music
  - Up Coming Trips

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

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

RELATED TOPICS

- Viewing a Page’s Family
- Viewing a Page’s Location within a Space
- View Hierarchy of all Pages within a Space
- View the Children of a Page
- Create a Child Page
- Change Parent of a Page
- Working with Pages

Take me back to Confluence 2 Home
What's New in Confluence 2.0

This page last changed on Nov 30, 2005 by vidya.

1. The Dashboard

Faster Access to Content that is relevant to you!

- Customised Space lists: You can now customise the Dashboard to view only the list of spaces you are interested in, or that is relevant to your team. Switch between tabs to view:
  - My Spaces: What you marked as your favourite spaces.
  - Team Spaces: Spaces pertaining to a team grouped together using team labels.
  - New: New spaces added to the site in the last seven days.
  - All: All the spaces on the site.
- Customised Recently Updated Content: If you are in 'My spaces' view, only the updated content from your favourite spaces is displayed in this section.
- List of your favourite pages: A list of your most recently added favourite pages is displayed under 'Favourite Pages'.
- RSS Feed Builder: Create custom RSS feeds to track changes to content in Confluence you are interested in.
What's New-Favourites

This page last changed on Nov 28, 2005 by vidya.

4. Favourites

Bookmark your favourite pages and spaces

Once you add spaces and pages to a favourites list, you can:

1. Access your favourite spaces from the Dashboard:

<table>
<thead>
<tr>
<th>Spaces:</th>
<th>My</th>
<th>Team</th>
<th>New (1)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confluence (DOC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence 1.4 User Guide (CONF1.4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence 2.0 User Guide (CONF2.0)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Staging (DOCPRIV)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Staging 2 (DOCPRIV2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. View all your favourite pages and spaces by going to your 'Profile':

<table>
<thead>
<tr>
<th>Content labelled with &quot;favourite&quot;</th>
<th>All my favourite spaces and pages</th>
<th>by Vidya Madabushi (16 hours ago)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confluence 2.0 User Guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Staging</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence Release Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence Installation Guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Configuring Shortcut Links</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Configuration Guide</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. View your most recent favourite pages from the Dashboard:
Favourite Pages

Displaying the pages in your favourites list.

- Documentation Home (Documentation Staging 2)
- Confluence Release Notes (Documentation Staging 2)
- Confluence Installation Guide (Documentation Staging 2)
- Configuring Shortcut Links (Documentation Staging 2)
- Configuration Guide (Documentation Staging 2)

NEXT: RSS Feed Builder
What's new-Labels

This page last changed on Nov 28, 2005 by vidya.

3. Labels

Labels are 'tag words' that you can assign to content in Confluence to help you identify or categorise it. Labels are user-defined and can be added and removed quickly without affecting the actual content of a page.

For example, you can assign the label 'sales' to all Sales related pages on the site. You can then use that label to view all pages with the label 'sales' in an individual space or across the site, do a search based on it, and even use it to filter information when you subscribe to an RSS feed within Confluence.

You can do many more useful things with labels but here are a few examples:

1. Group pages by adding a label, without restructuring the site

![Example Intranet Sales and Marketing]

- Current Revenue Numbers
- Customer Database
- Sales Budgeting Process
- Partners

2. Click on a label to view all pages in the space with the same label

![Example Intranet - See it all in action]

- Welcome to the Acme Intranet. New to the company intranet? Read more about Confluence Confluence Introduction.
- Organisational Announcements Acme and TNT merger project begins Corporate Communications New product brochures added Sales and Marketing New alarm password...
- Other labels: communications

- Sales and Marketing
  - Sales Current Revenue Numbers Customer Database Sales Budgeting Process Partners Marketing

Recent Labels sales communications corporate example

Popular Labels sales communications corporate example
3. Use labels to filter information when you create customised RSS feeds

**RSS Feed Builder**

**Step 1**
Select the content you would like in this feed:

**Types of content:**
- Pages
- Comments
- News Items
- Attachments
- Mails

**That has been:**
- Created
- Modified

**From Space(s):**
- All Spaces
- Atlassian Developer Network
- Atlassian Development
- Atlassian News
- Citigroup
- Confluence
- Confluence 1.4 User Guide
- Confluence 2.0 User Guide

Press Ctrl + left mouse button to select multiple spaces.

**Labelled with at least one of the labels:**
- Sales

**NEXT** : [Add Favourites](#)
2. The Rich Text Editor

Wiki Markup or Rich Text - You decide!

Creating Confluence pages is now made even simpler with the introduction of the long awaited Rich Text Editor.

The Rich Text editor allows for most page formatting options available in standard text editing applications.

The 'Edit' screen lets you switch between 'Rich Text' and 'Wiki Markup' edit modes without losing the changes you've made; so you can use a combination of both while editing. You can also default to either 'Wiki Markup' or 'Rich Text' depending on your preference.

NEXT : Labels
4. RSS Feed Builder

Use the RSS feed builder to create customised RSS feeds to subscribe to changes within Confluence.

Design your feeds by filling out a simple form that lets you specify the type/s of content in Confluence you wish to track changes to, and how you want to subscribe to them.

<table>
<thead>
<tr>
<th>RSS Feed Builder</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step1</strong></td>
</tr>
<tr>
<td>Select the content you would like in this feed:</td>
</tr>
<tr>
<td><strong>Types of content:</strong></td>
</tr>
<tr>
<td>- Pages</td>
</tr>
<tr>
<td>- Comments</td>
</tr>
<tr>
<td>- News Items</td>
</tr>
<tr>
<td>- Attachments</td>
</tr>
<tr>
<td>- Mails</td>
</tr>
<tr>
<td><strong>That has been:</strong></td>
</tr>
<tr>
<td>- Created</td>
</tr>
<tr>
<td>- Modified</td>
</tr>
<tr>
<td><strong>From Space(s):</strong></td>
</tr>
<tr>
<td>- All Spaces</td>
</tr>
<tr>
<td>- Atlassian Developer Network</td>
</tr>
<tr>
<td>- Atlassian Development</td>
</tr>
<tr>
<td>- Atlassian News</td>
</tr>
<tr>
<td>- Citigroup</td>
</tr>
<tr>
<td>- Confluence</td>
</tr>
<tr>
<td>- Confluence 1.4 User Guide</td>
</tr>
<tr>
<td>- Confluence 2.0 User Guide</td>
</tr>
<tr>
<td>Press Ctrl + left mouse button to select multiple spaces.</td>
</tr>
<tr>
<td><strong>Labelled with at least one of the labels:</strong></td>
</tr>
<tr>
<td>Sales</td>
</tr>
</tbody>
</table>

| **Step2** |
| Select the feed format and access: |
| **Choose the feed format:** |
| - RSS 1.0 |
| - RSS 2.0 |
| - Atom |
| **Feed size:** |
| Limit feed to **10** items from the last **5** days |
| **Feed accessibility:** |
| - Authenticated (login required - personalized feed) |
| - Anonymous |
| **Please choose a name for this feed:** |
| Confluence RSS Feed |

Create RSS Feed

NEXT: 2.0 DOCUMENTATION HOME
Working with Favourites Overview

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

With Confluence 2.0, you can keep track of your favourite spaces and pages.

Adding a page or a space as a favourite provides you with faster access to the content you are interested in within the site.

1. Favourite Spaces

Once you add a space as a favourite, it will appear in the 'MY' tab in the spaces section of the dashboard. The 'Recently updated' section in this view will also display content only from your favourite spaces.

<table>
<thead>
<tr>
<th>Spaces:</th>
<th>My</th>
<th>Team</th>
<th>New (1)</th>
<th>All</th>
<th>My favourite spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confluence (DOC)</td>
<td><img src="image" alt="Star" /></td>
<td><img src="image" alt="Star" /></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence 1.4 User Guide (CONF14)</td>
<td><img src="image" alt="Star" /></td>
<td><img src="image" alt="Star" /></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence 2.0 User Guide (CONF20)</td>
<td><img src="image" alt="Star" /></td>
<td><img src="image" alt="Star" /></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Staging (DOCPRIV)</td>
<td><img src="image" alt="Star" /></td>
<td><img src="image" alt="Star" /></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Staging 2 (DOCPRIV2)</td>
<td><img src="image" alt="Star" /></td>
<td><img src="image" alt="Star" /></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

2. Favourite Pages

The dashboard will display a list of your most recently added favourite pages, so you can access them easily as soon as you login to Confluence.

**Favourite Pages**

Displaying the pages in your favourites list.

- ![Check](image) Documentation Home (Documentation Staging 2) ![Star](image)
- ![Check](image) Confluence Release Notes (Documentation Staging 2) ![Star](image)
- ![Check](image) Confluence Installation Guide (Documentation Staging 2) ![Star](image)
- ![Check](image) Configuring Shortcut Links (Documentation Staging 2) ![Star](image)
- ![Check](image) Configuration Guide (Documentation Staging 2) ![Star](image)

3. All your favourites

You can view a list of all pages and spaces you added as favourites by going to your 'Profile'. This means that you no longer have to navigate through complicated site structures to find the pages that you are
interested in but can go to them directly.

![Content labelled with "favourite" table]

1

In Confluence version 2.3 and later you can also nominate favourite people in the People Directory.

RELATED TOPICS

Adding Favourites
Removing Favourites
Dashboard

Take me back to Confluence 2 Home
Adding Favourites

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To add a page as a favourite,

Go to the page. Click on the star icon '⭐' located at the top right-hand corner of the page. This will change to '⭐' to indicate that you have added it as a favourite.

To add a global space as a favourite,

Go to the Dashboard. Click on the star icon '⭐' located beside the space in the list of spaces displayed. This will change to '⭐' to indicate that you have added it as a favourite.

To add a personal space as a favourite,

Go to the People Directory. Click on the star icon '⭐' located beside the person's name in the list of people displayed. This will change to '⭐' to indicate that you have added that person's personal space as a favourite.

More about global spaces and personal spaces

RELATED TOPICS

Viewing favourites

Take me back to Confluence 2 Home
Removing Favourites

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To remove a page as a favourite,

Go to the page. Click on the star icon ✦ located at the top right-hand corner of the page. This will change to ✭ to indicate that you have removed it from your favourites.

To add a space as a favourite,

Go to the dashboard. Click on the star icon ✧ located beside the space in the list of spaces displayed. This will change to ✨ indicate that you have removed it from your favourites.

**RELATED TOPICS**

Viewing favourites

Take me back to Confluence 2 Home
Viewing Favourites

This page last changed on Jan 01, 2007 by rosie@atlassian.com.

You can view your favourite spaces by going to the 'MY' tab under the spaces section on the Dashboard. Confluence will also list your most recently added favourite pages on the Dashboard.

To view all your favourites,

1. Click on the 'Profile' link located at the top right-hand corner of the page.
2. Go to the 'Labels' tab. A list of your personal labels is displayed to the left of the screen under 'Your Labels'.
3. Click on 'Favourite'. This will display a list of all spaces and pages that you have added as favourites.

Screenshot : Viewing your favourites

See the personal labels you have created, and the other labels which you have used recently.

<table>
<thead>
<tr>
<th>Your Labels</th>
</tr>
</thead>
<tbody>
<tr>
<td>favourite</td>
</tr>
<tr>
<td>rice</td>
</tr>
<tr>
<td>rottoobad</td>
</tr>
<tr>
<td>something</td>
</tr>
<tr>
<td>stuff</td>
</tr>
</tbody>
</table>

Content labelled with "favourite"

<table>
<thead>
<tr>
<th>Document</th>
<th>by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation Home</td>
<td>Vidya Madabushi (24 Oct)</td>
</tr>
<tr>
<td>Confluence Release Notes</td>
<td>Vidya Madabushi (19 Oct)</td>
</tr>
<tr>
<td>Confluence Installation Guide</td>
<td>Vidya Madabushi (24 Oct)</td>
</tr>
<tr>
<td>Configuring Shortcut Links</td>
<td>Vidya Madabushi (19 Oct)</td>
</tr>
<tr>
<td>Configuration Guide</td>
<td>Vidya Madabushi (24 Oct)</td>
</tr>
<tr>
<td>Backup and Restore</td>
<td>Vidya Madabushi (19 Oct)</td>
</tr>
<tr>
<td>Adding a Personal Label</td>
<td>Vidya Madabushi (26 Oct)</td>
</tr>
<tr>
<td>Adding a Global Label</td>
<td>Vidya Madabushi (59 mins ago)</td>
</tr>
<tr>
<td>Confluence Administration Guide</td>
<td>Vidya Madabushi (26 Oct)</td>
</tr>
<tr>
<td>Documentation Slewing 2</td>
<td>aco (17 Oct)</td>
</tr>
</tbody>
</table>

1 | 2 | Next >> (total: 13)

RELATED TOPICS

Adding Favourites
Removing Favourites
Working with Attachments Overview

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

In Confluence, attachments are contained in the 'Attachments' tab of a page.

Once you attach a file, you can then provide a link to it from the page. Clicking on the link will open up the attachment so long as you have the requisite software application to open the attachment.

In the case of image attachments, Confluence allows you to display attached images on the page.

Attaching a file with the same name as an existing attachment will create a new version of the attachment.

RELATED TOPICS

- Linking to Attachments
- Attaching Files to a Page
- Displaying an Image
- Downloading Attachments
- Attachment Versions
- Configuring Attachment Size
- Attachment Storage Configuration

Take me back to Confluence 2 Home
Attaching Files to a Page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

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

To attach a file to a page,

1. Go to the page and click on the 'Attachments' tab.
2. Browse through your files and select the file you'd like to attach.
3. Enter a description for the attachment in the 'Comment' text field (optional).
4. Click 'Attach more files' if required.
5. Click 'Attach File'.

Attachment Versioning

If you upload a file with the same name as an existing attachment, Confluence will rename the old file and maintain a version of it on the server.

Screenshot : Attachment Versioning

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>example-comment.gif</td>
<td>2 kb</td>
<td>Vidya Madabushi</td>
<td>Sep 15, 2005</td>
<td>another example</td>
</tr>
<tr>
<td>Version 1 (2 kb - Vidya Madabushi - Sep 15, 2005)</td>
<td></td>
<td></td>
<td>example comment</td>
<td></td>
</tr>
<tr>
<td>threadedview.png</td>
<td>9 kb</td>
<td>Vidya Madabushi</td>
<td>Sep 06, 2005</td>
<td>Threaded view</td>
</tr>
<tr>
<td>commenthide.gif</td>
<td>0.9 kb</td>
<td>Vidya Madabushi</td>
<td>Aug 01, 2008</td>
<td>hide comments</td>
</tr>
</tbody>
</table>

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

RELATED TOPICS

Working with Attachments
Working with Images

Take me back to Confluence 2 Home
Attachment Versions

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To create a new version of an existing attachment, simply upload an attachment with the same filename.

The existing file will be kept as Version 1, and can be accessed from the page's 'Attachments' tab.

Testing attachment versioning

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>my document.txt</td>
<td>0.6 kb</td>
<td>A.D. Ministrator</td>
<td>Feb 22, 2006</td>
<td>Version 1 (0.6 kb - A.D. Ministrator - Feb 22, 2006)</td>
</tr>
</tbody>
</table>

RELATED TOPICS

- Moving an Attachment
- Viewing Attachment Details
- Working with Attachments

Take me back to Confluence 2 Home
Displaying List of Attachments in a Page

You need to edit in 'Wiki Markup' mode to include macros in your page. Use Confluence's Attachments macro to display the list of attachments that belong to a page.

Attachments macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{attachments}</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>editProfile.jpg</td>
<td>32 kb</td>
<td>Vidya</td>
<td>Aug 2005</td>
<td>Edit</td>
</tr>
<tr>
<td>office1.jpg</td>
<td>26 kb</td>
<td>Vidya</td>
<td>Aug 2005</td>
<td>Remove</td>
</tr>
<tr>
<td>waterfall.jpg</td>
<td>22 Mb</td>
<td>Madhav</td>
<td>Aug 2005</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Optional Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>patterns</td>
<td>all</td>
<td>Specify which attachments to display using filename patterns</td>
</tr>
<tr>
<td>old</td>
<td>false</td>
<td>Include old attachments</td>
</tr>
</tbody>
</table>

1. Filter attachments by filename

\{attachments:patterns=\.*jpg,\.*gif\}

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

Note

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

Here's a [detailed tutorial on regular expressions](#).

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

RELATED TOPICS

Working with Attachments Overview
Working with Macros

Take me back to Confluence 2 Home
Downloading Attachments

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To download a single attachment of a page,

1. Go to the page and click on the 'Attachments' tab.
2. Right-click on the attachment link and select 'Save Link As'. This will open up a dialog box. Select the directory into which you want to download the file and click 'Save'.

To download all the attachments of a page,

1. Go to the page and click on the 'Attachments' tab.
2. Click on the 'Download All' link at the top of page to download a zipped file of all the page's attachments.

RELATED TOPICS

Working with Attachments Overview
Viewing Attachment Details

Take me back to Confluence 2 Home
Editing Attachment Details

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

To edit the details of an attachment,

1. Go to the page that contains the attachment.
2. Click on the 'Attachments' tab.
3. Click on the 'Edit' link beside the attachment. This will bring up a new screen.
   - Rename or modify the name of the attachment in the 'File Name' text field.
   - Update the existing comment or enter a new comment in the 'New Comment' text field.
   - Move the attachment to another page.
4. Click 'OK'.

RELATED TOPICS

Moving an Attachment
Viewing Attachment Details
Working with Attachments

Take me back to Confluence 2 Home
Embedding Multimedia Content

This page last changed on Feb 06, 2007 by ivan@atlassian.com.

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

- Flash (.swf)
- Quicktime movies (.mov)
- Windows Media (.wma, .wmv)
- Real Media (.rm, .ram)
- MP3 files (.mp3)
- AVI files (.avi) May require an avi decoder to be enabled within a browser

Other types of files can be used, but may require the specification of the "classid", "codebase" and "pluginspage" properties in order to be recognised by web browsers.

If you get an error 'Unable to embed content of type application/octet-stream', this means the mime-type is not being correctly recognised. You can add a type parameter to the embedded markup to override the auto-detected mime-type. See below for an example.

To embed a multimedia file,

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

```
!filename.mov!
```

Usage

To play .avi files, you require to specify the dimensions and type.
For instance to play a test.avi file

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

NOTE: Due to security reasons, files located on remote servers are not permitted.

Optionally

Define the properties of the embedded object using a comma separated list of properties

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

Overriding the mime-type of a file without a meaningful extension:
Note: For advanced styling
By default, each embedded object is wrapped in a "div" tag. If you wish to style the div and its contents, override the "embeddedObject" CSS class. Specifying an ID as a property also allows you to style different embedded objects differently. CSS class names in the format "embeddedObject-ID" are used.

RELATED TOPICS

Working with attachments overview

Take me back to Confluence 2 Home
Embedding PowerPoint Presentations in a Page

This page last changed on Apr 17, 2007 by david.soul@atlassian.com.

Option 1 - Microsoft Office Add-in

Upload the PPT to Confluence using the Microsoft Office Add-in.

Option 2 - Convert PPT to HTML

The simplest way to embed a PowerPoint presentation in Confluence is to convert the PowerPoint file to web page format, and embed the page inside your Confluence document. If you accept page edits or comments from untrustworthy users, you should not attempt this process, due to a risk of malicious user attacks via the html-include macro.

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

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

10. Save the page. The index page to your slides should now appear.
Finding an Attachment

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Space attachments

To find an attachment associated with a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Attachments' tab. This will display a list of all attachments in the space. You can view the attachment itself or the page to which it is attached by clicking on the corresponding link. Browse through the list to locate the attachment. Or else, use the 'Filter by Extension' option to search for a file format.

Screenshot : Space Attachments

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator</th>
<th>Date</th>
<th>Attached To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with attachments.pdf</td>
<td>22 kb</td>
<td>Vidya Madabushi</td>
<td>Aug 26, 2005</td>
<td>Linking to attachments</td>
</tr>
<tr>
<td>add_page.gif</td>
<td>0.3 kb</td>
<td>Vidya Madabushi</td>
<td>Jul 13, 2005</td>
<td>Creating a new page</td>
</tr>
<tr>
<td>advanced_search.GIF</td>
<td>12 kb</td>
<td>Vidya Madabushi</td>
<td>Aug 28, 2005</td>
<td>Searching Confluence</td>
</tr>
</tbody>
</table>

Page attachments

To find attachments associated with a page,

Go to the page and click on the 'Attachments' tab. This will display a list of all files attached to the page. Click on a link to view the corresponding attachment.

Screenshot : Space Attachments

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>quicksearch.png</td>
<td>8 kb</td>
<td>Vidya Madabushi</td>
<td>Sep 22, 2005</td>
<td>Quick Search</td>
</tr>
<tr>
<td>Advanced search.gif</td>
<td>8 kb</td>
<td>Vidya Madabushi</td>
<td>Sep 22, 2005</td>
<td>Advanced Search</td>
</tr>
</tbody>
</table>

Handy Hint

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

Unsure what an attachment is? See Working with attachments

RELATED TOPICS
Attaching Files to a Page
Viewing Attachment Details
Deleting an Attachment
Browsing a Space

Take me back to Confluence 2 Home
Linking to Attachments

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

While image attachments can be displayed in a page, other types of attachments can be referenced, like this:

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
</table>

Where:

'Working with attachments.pdf' is the name of the file you want to link to.

You can also use the Rich Text editor to link to an attachment.

Linking to an attachment in another page

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

Attached to another page in the same space

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

Attached to another page in another space

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

Optionally,

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

Usage example:

This is a link to this page - myself

 RELATED TYPES

Rich Text-Linking to an attachment
Displaying an Image
Attaching Files to a Page

Take me back to Confluence 2 Home
To view the properties of an attachment associated with a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Attachments' tab. This will display a list of all the attachments in the space. Each attachment is displayed along with its details. See screenshot 1 below.

To view the properties of an attachment associated with a page,

1. Go to the page.
2. Click on the 'Attachments' tab. This will display a list of all the attachments in the page along with their details. For each attachment, links are also provided to edit the attachment's details and to delete the attachment. See screenshot 2.

Attachment Details:

- The Size tells you how much space the attachment takes up. You can sort by size by clicking the column title.
- The Creator is the user who attached this file. Clicking on the link takes you to their profile.
- The Date is the date the file was attached. You can sort by date by clicking the column title.
- The Comment is a short description for the attachment.
- The Edit link lets you edit the attachment details.
- The Remove link lets you delete the attachment.

**Screenshot 1: Space Attachment Details**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator</th>
<th>Date</th>
<th>Attached To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with attachments.pdf</td>
<td>22 kb</td>
<td>Vidya Madabushi</td>
<td>Aug 26, 2005</td>
<td>Linking to Attachments</td>
</tr>
<tr>
<td>add-news-link.png</td>
<td>2 kb</td>
<td>Vidya Madabushi</td>
<td>Jul 04, 2005</td>
<td>Adding News</td>
</tr>
</tbody>
</table>

**Screenshot 1: Page Attachment Details**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>quicksearch.png</td>
<td>8 kb</td>
<td>Vidya Madabushi</td>
<td>Sep 22, 2005</td>
<td>Quick Search</td>
</tr>
<tr>
<td>Advanced search.png</td>
<td>8 kb</td>
<td>Vidya Madabushi</td>
<td>Sep 22, 2005</td>
<td>Advanced Search</td>
</tr>
</tbody>
</table>

**Unsure what an attachment is?**

**RELATED TOPICS**

- Working with Attachments
Finding an Attachment
Deleting an Attachment
Browsing a Space

Take me back to Confluence 2 Home
Archiving Mail Overview

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to collect and archive mail within each space individually. This is a useful facility that allows you to archive all emails pertaining to a particular project on Confluence alongside it in the same space.

You can download mail from one or more pop-accounts. You can also import mail from mbox files either on your local system or on the Confluence server.

Mail is contained in the 'Mail' tab under the 'Browse Space' view of a space. You can navigate mail easily, and also use the 'Quick Search' to search mail and the attachments it contains.

What would you like to do?

Add a Mail Account
Manage Mail accounts
Import Mail
View Mail
Fetch Mail
Delete Mail
Restore Mail
Link to Mail

The ability to archive mail applies only to global spaces, not personal spaces. Please see Working with Spaces Overview for information about the differences between global spaces and personal spaces.

RELATED TOPICS

Take me back to Confluence 2 Home
Adding a Mail Account

When you add a mail account, you are configuring Confluence to download mail from that account and archive it within the space. Since Confluence removes emails from an email account as it is added to the Mail Archive, Confluence must be setup to poll a clone email account rather than the actual account. For example, to archive the actual account sales@company.com to your Confluence Sales space, you must first create a clone account such as conf-sales@company.com that contains the same email content.

Stage 1 - Creating A Clone Email Account

1. Add a new email account on the mail server with the clone email address
2. Copy all existing emails from the actual account to the clone account
3. Setup the actual account to bcc sent emails to the clone account
4. Setup the actual account to forward received emails to the clone account

Stage 2 - Archive Clone Account To Mail Archive

1. If you are not a space administrator for the target space, contact your Confluence administrator to request Space Admin permission. You need to be a space administrator before you can add a mail account to the space.
2. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
3. Go to the 'Space Admin' tab and click on 'Mail Accounts' under the heading 'Mail' in the left panel. This will bring up a new screen listing the existing mail accounts and displaying a link to add a new pop-account.
4. Click 'Add mail account' located at the top of the page. This will bring up a form into which you need to enter your account configuration details.
5. Enter the details, (Protocol may be POP/S or IMAP/S) (See below) and click 'Create'. Configured accounts will have their mail downloaded and removed from the server, so make sure you are downloading from a clone account.

**Screenshot Of Adding A POP Account**

<table>
<thead>
<tr>
<th>Account Name: Sample User</th>
<th>Description: Sample Users Account</th>
<th>Protocol: POP</th>
<th>Hostname:</th>
<th>Port: IMAP</th>
<th>Username:</th>
<th>Password: **********</th>
</tr>
</thead>
</table>

- **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, POP3 or IMAPS
- **Hostname:** Enter the account mail server host name.
- Port: The mail server's port number will be displayed by default. Do not edit this field.
- Username: Enter a username for this account.
- Password: The account's password.

Note: The ability to import mail applies only to global spaces, so the 'Import' section in the above screenshot does not appear in the 'Space Admin' tab for personal spaces. Please see Working with Spaces Overview for information about the differences between global spaces and personal spaces.

RELATED TOPICS

- Archiving Mail Overview
- Managing Mail Accounts
- Importing Mail
- Viewing Mail
- Fetching Mail
- Deleting Mail
- Linking to Mail

Take me back to Confluence 2 Home
Deleting Mail

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

Only a space administrator can delete all mails for the space simultaneously.

To delete mail for a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Mail' tab. A list of messages in the space is displayed in reverse chronological order.
3. Delete an individual email by clicking the trash icon beside it.
   If you are a space administrator, you can delete all emails within a space simultaneously by clicking on the 'Delete All' link at the top of the mail view. Deleted mail is stored under 'Trash' and can be restored by a space administrator from the 'Space Admin' tab.

⚠️ Warning
Mails deleted using the 'Delete All' option cannot be restored.

RELATED TOPICS

- Restoring Mail
- Archiving Mail Overview
- Browsing a Space

Take me back to Confluence 2 Home
Fetching Mail

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence fetches mail from the server once every 30 minutes.

You need to be a space administrator to manually retrieve new mail from mail accounts.

To manually retrieve mail,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Mail' tab. A list of messages for the space is displayed in reverse chronological order.
3. Click on the 'Fetch Mail' link located above the list of messages. Any new messages will be displayed in order of most recent first.

Note
Once mail is fetched, it will be removed from the server.

RELATED TOPICS

Viewing Mail
Archiving Mail Overview
Deleting Mail

Take me back to Confluence 2 Home
Importing Mail

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to import mail from mbox files located either on your local system or on the Confluence server and archive it within the space.

You need to be a space administrator to import mail for a space.

To import mail from an mbox file,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin' and click on 'Mail Accounts' under the heading 'Mailbox Import' in the left panel. This will bring up a new screen.
   - To import from a Local system, click 'Browse' to select the mbox file. Then click 'Import'.
   - To import from the Server, enter the location of the mbox file on the server in the 'Server' text field and click 'Import'.

Screenshot: Importing mail

**Import mail from a standard mbox file.**

- **Local**
  
  Browse for mbox file on local filesystem:

- **Server**
  
  Specify location of mbox file on server:

The ability to import mail applies only to global spaces, so the 'Import' section in the above screenshot does not appear in the 'Space Admin' tab for personal spaces. Please see [Working with Spaces Overview](#) for information about the differences between global spaces and personal spaces.

RELATED TOPICS

[Archiving Mail Overview](#)
[Adding a Mail Account](#)
[Importing Mail](#)

Take me back to [Confluence Home](#)
Linking to Mail

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Currently in Confluence, while it is possible to link to a mail message, the method is a little cumbersome.

💡 You need to edit in 'Wiki Markup' mode to create a link to an email.

To link to an email,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Mail' tab. The mail is displayed in reverse chronological order with a default of 30 mails per page. Move between pages to locate the message you want to link to.
3. Click on the mail message. You will notice in the address bar of your browser that the url displayed ends in a series of numerals.
4. Copy only the numerals.
5. Click on the 'edit' tab of the page from which you want to link to the message.
6. Paste the numerals between square brackets (as you would when you create any link in Confluence), and then include the dollar sign '$' in front of the numerals.

Here's an example:

[Link to Mail Message]

Clicking on the link will open up the mail message.

RELATED TOPICS

- Working with Links Overview
- Archiving Mail Overview

Take me back to Confluence 2 Home
Managing Mail Accounts

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need to be a space administrator to manage mail accounts for a space.

To manage mail accounts,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Space Admin' tab and click on 'Mail Accounts' under the heading 'Mail' in the left panel. This will bring up a new screen listing the existing mail accounts each with a link to 'Edit', 'Remove' or 'Disable' the account.
   - Edit: This link allows you to change the configuration settings for the mail account.
   - Remove: This link lets you remove the account permanently.
   - Disable: This link allows you to temporarily disable the account.

Screenshot: Managing mail accounts

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Host</th>
<th>Status</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>conf-user archive</td>
<td>Archive of conf-user</td>
<td>mail.atlassian.com</td>
<td>OK</td>
<td>Edit</td>
</tr>
<tr>
<td>ou</td>
<td>ui</td>
<td>ui</td>
<td>DISABLED</td>
<td>Edit</td>
</tr>
</tbody>
</table>

RELATED TOPICS

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

Take me back to Confluence 2 Home
Restoring Mail

Deleted email messages are stored under 'Trash' and can be restored by a [space administrator](https://example.com) from the Space Administration screens.

You can only restore an email from trash if it was deleted individually and not using the 'Remove All' operation.

To restore mail,

1. Click on the 'Browse Space' for the space.
2. Go to the tab 'Space Admin'
3. Click on 'Trash' in the left panel. A list of pages and emails deleted from the space is displayed.
4. Click on 'Restore' beside the email you want to restore.

To view this email, you will have to go to the 'Mail' tab under 'Browse Space'.

**RELATED TOPICS**

- Viewing Mail
- Fetching Mail
- Deleting Mail
- Browsing a Space

Take me back to [Confluence 2 Home](https://example.com)
Viewing Mail

This page last changed on Jan 07, 2007 by rosie@atlassian.com.

In Confluence, each global space can be set up to archive mail.

To view mail messages archived within a particular space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Mail' tab. The mail is displayed in reverse chronological order with a default of 30 mails per page. You can move between pages by clicking the << Previous and Next >> links or by selecting a particular page number.
3. Click on a mail message to view its contents.

Screenshot : Mail Archive

<table>
<thead>
<tr>
<th>Sender</th>
<th>Subject</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Cannon-Brookes</td>
<td>[CONF-user] Any: Atlassian in the Big Apple &amp; jobs available</td>
<td>May 14, 2005</td>
</tr>
<tr>
<td><a href="mailto:forums@atlassian.com">forums@atlassian.com</a></td>
<td>[CONF-user] Any way to see 'hot' issues?</td>
<td>May 14, 2005</td>
</tr>
<tr>
<td><a href="mailto:forums@atlassian.com">forums@atlassian.com</a></td>
<td>[CONF-user] Re: Resource bundle for Confluence?</td>
<td>May 13, 2005</td>
</tr>
<tr>
<td><a href="mailto:forums@atlassian.com">forums@atlassian.com</a></td>
<td>Re: [CONF-user] Confluence hosting</td>
<td>May 13, 2005</td>
</tr>
<tr>
<td><a href="mailto:forums@atlassian.com">forums@atlassian.com</a></td>
<td>[CONF-user] Re: Resource bundle for Confluence?</td>
<td>May 13, 2005</td>
</tr>
</tbody>
</table>

If you are a space administrator, or have been given permission to delete mail messages, you can also delete emails from here.

Navigating Mail

'Find More': These links links at the top of an email message let you search for other emails from the same author or on the same subject.

'Attachments': This link located below the email body allows you to view mail attachments. The link is only displayed if any attachments exist.

'Entire Thread': This link allows you to view the mail's thread, if one exists.

The 'Mail Operations' panel is located to the right of the mail view and displays links to:

- Entire Thread: View the thread that this mail belongs to. This option is only available when the mail belongs to a thread.
- Next By Date: Navigate to the next message.
- Previous By Date: Navigate to the previous message.
- Remove Mail: Remove the current mail from the space.
- Mail Archive: Go to the mail archive view for this space.
Subject: Sample content for thread demo (find more)
From: David Loeng <dave@obession.com> (find more)
Date: Nov 21, 2004

We need to come up with a sample conversation for the thread demo. Ideas?


☑️ Handy Hint
Use the Quick Search facility to quickly locate a mail

RELATED TOPICS

Archiving Mail Overview
Viewing Mail
Fetching Mail
Deleting Mail

Take me back to Confluence 2 Home
Exporting a Space

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to export a part of, or the entire contents of a space to HTML, PDF or XML. What would you like to do?

- Export from Confluence to PDF
- Export from Confluence to HTML
- Export from Confluence to XML

RELATED TOPICS

- Browsing a Space

Take me back to Confluence 2 Home
Confluence to HTML

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to export a part of, or the entire contents of a space into a zipped archive of HTML files. This is useful if you want convert your space into a static web site.

To export to HTML, you will need 'Export Space' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

To export to HTML,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page or beside the space link on the dashboard.
2. Go to the 'Advanced' Tab and click on 'Export Space' in the left panel.
3. Click the radio button to select HTML from the list of export options.
4. Check the box 'Include Comments' if you want to include comments for the pages you are exporting.
5. Select the pages you want to export by checking the boxes in the tree view of pages displayed. By default, all pages are selected. You have the option to 'Check All' or 'Clear All' pages. See screenshot.
6. Click 'Export'. This will create a zipped archive of html files.
7. Extract the files into a folder.

- Page attachments are placed in individual folders named using the format: ‘nameofpage_attachments’.
- By default, the 'Space Details' page is exported as index.html and displays the space's details as well as a list of all available pages within it.

Screenshot: Select Pages

![Screenshot: Select Pages]

<table>
<thead>
<tr>
<th>Pages to export:</th>
<th>Check All - Clear All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confluence Overview</td>
<td></td>
</tr>
<tr>
<td>Creating pages and linking</td>
<td></td>
</tr>
<tr>
<td>Breadcrumb demonstration</td>
<td></td>
</tr>
<tr>
<td>New page a</td>
<td></td>
</tr>
<tr>
<td>Email archiving</td>
<td></td>
</tr>
<tr>
<td>Example Index</td>
<td></td>
</tr>
</tbody>
</table>

RELATED TOPICS

Confluence to PDF
Confluence to XML
Confluence to PDF

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to export a single page, a part of a space, or an entire space into a single PDF file.

You can export a single page in Confluence to PDF simply by clicking the pdf icon located at the top of each page below the Quick Search box.
If you wish to export particular pages or entire space, follow the instructions below.

To export to PDF, you will need 'Export Space' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

To export to PDF,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Advanced' tab and click on 'Export Space' in the left panel.
3. Click the radio button to select PDF from the list of export options.
4. Check the box 'Include Comments' if you want to include the comments for the pages you are exporting.
5. Select the pages you want to export by checking the boxes in the tree view of pages displayed. By default, all pages are selected. You have the option to 'Check All' or 'Clear All' pages. See screenshot.
6. Click 'Export'. This will create a zipped file of the PDF document.
7. Extract the zip file. Click on the PDF file to launch it.

Notes

Only image attachments which have been inserted into a page are included when exporting to PDF.

To export a PDF containing international text, you need to install a Unicode font in Confluence.
 RELATED TOPICS

Create PDF in another language
Confluence to HTML
Confluence to XML
DOC:Customise Adobe PDF Exports

Take me back to Confluence 2 Home
Create PDF in another language

This page last changed on Oct 17, 2006 by david.soul@atlassian.com.

To export a Confluence page written in another language, you will first need to install the necessary font for that language. This will basically involve uploading a font file to Confluence.

Here are the exact steps on how to do this:

1. Find the appropriate font file

Windows users

All font files in Windows are stored in a directory called

C:\WINDOWS\Fonts

Unix users

All font files in Unix are stored in the

/usr/share/fonts

Microsoft's TrueType core fonts such as Verdana can be downloaded here

http://corefonts.sourceforge.net/

2. Copy the font file into a temporary folder (for example a folder on the Desktop)

3. Navigate to the Administration > PDF Language Support screen and upload the file you copied in step one.

Click Install and that's it!

⚠️ Please note the only font files supported are true type fonts and true type collections (file extensions are *.ttf and *.ttc).

⚠️ We recommend you to use Unicode font Verdana for correct character encoding and exporting to pdf.
Confluence to XML

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to export a part of, or the entire contents of a space into a zipped archive of XML files.

This is useful if you want to take a backup of the space, export the space to another Confluence instance, or wish to use the data from the space in another application.

To export to XML, you will need 'Export Space' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

Site administrators can import a space from a zipped archive of its xml files.

To export to XML,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page or beside the space link on the dashboard.
2. Go to the 'Advanced' tab and click on 'Export Space' in the left panel.
3. Click the radio button to select XML from the list of export options.
4. Check the box 'Include Comments' if you want to include comments for the pages you are exporting.
5. Check 'Backup Attachments' if you want include all attachments for the space in the export.
6. Select the pages you want to export by checking the boxes in the tree view of pages displayed. By default, all the pages are selected. You have the option to 'Check All' or 'Clear All' pages. See screenshot.
7. Click 'Export'. This will create a zipped archive of XML files.

Screenshot 2 : Select Pages

2. Then select the pages you want to export: **Check All - Clear All**

   **Pages to export:**

   - Confluence Overview
   - Creating pages and linking
     - Breadcrumb demonstration
   - New page a
   - Email archiving
   - Example Index

RELATED TOPICS

Confluence to PDF
Confluence to XML
Exporting to a Word document

Confluence allows you to export a single page into a Word document. This is extremely useful for emailing around content to non-Confluence users, printing a document or just creating a backup in Word.

You will require 'Export Pages' permission to export a page to a Word document.

To export to a Word document,

1. Click on the 'Info' tab of the page.
2. In the first box displayed, click 'Word' beside 'Export As'. By default, this will create a Word document with the same name as the Confluence page.

Screenshot : Export to Word

<table>
<thead>
<tr>
<th>Title</th>
<th>Viewing personal labels</th>
<th>View Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Vidya Madabushi</td>
<td>Oct 26, 2005</td>
</tr>
<tr>
<td>Last Changed by</td>
<td>Vidya Madabushi</td>
<td>Nov 14, 2005</td>
</tr>
<tr>
<td>Tiny Link: (useful for email)</td>
<td><a href="http://confluence.atlassian.com/x/PEUC">http://confluence.atlassian.com/x/PEUC</a></td>
<td></td>
</tr>
<tr>
<td>Export As</td>
<td>PDF</td>
<td>Word</td>
</tr>
<tr>
<td>Operations</td>
<td>Copy</td>
<td></td>
</tr>
</tbody>
</table>
### Keyboard Shortcuts

Confluence provides the following keyboard shortcuts:

#### All Screens

<table>
<thead>
<tr>
<th>Keystroke</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt-S</td>
<td>Search field</td>
</tr>
</tbody>
</table>

#### Login Screen

<table>
<thead>
<tr>
<th>Keystroke</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt-U</td>
<td>Username field</td>
</tr>
<tr>
<td>Alt-P</td>
<td>Password field</td>
</tr>
<tr>
<td>Alt-R</td>
<td>Check 'Remember Me'</td>
</tr>
</tbody>
</table>

#### View Screen

<table>
<thead>
<tr>
<th>Keystroke</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt-V</td>
<td>View Page Tab</td>
</tr>
<tr>
<td>Alt-E</td>
<td>Edit Tab</td>
</tr>
<tr>
<td>Alt-A</td>
<td>Attachments Tab</td>
</tr>
<tr>
<td>Alt-I</td>
<td>Information Tab</td>
</tr>
</tbody>
</table>

#### Add Page Screen

<table>
<thead>
<tr>
<th>Keystroke</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt-A</td>
<td>Add Page</td>
</tr>
<tr>
<td>Alt-P</td>
<td>Preview Page</td>
</tr>
</tbody>
</table>

#### Edit Page Screen

<table>
<thead>
<tr>
<th>Keystroke</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt-U</td>
<td>Update Page</td>
</tr>
<tr>
<td>Alt-P</td>
<td>Preview Page</td>
</tr>
</tbody>
</table>

### RELATED TOPICS
Take me back to Confluence 2 Home
Space Attachments Directory

This page last changed on Nov 28, 2005 by vidya.

This page contains all the attachments for the Confluence 2.0 documentation space.
Rich Text Editor Overview

This page last changed on Dec 08, 2005 by vidya.

The Rich Text editor provides users accustomed to html or other standard text editing applications, an easier and faster way to creating Confluence pages. It allows you to enter content as you would in a Word document, and apply formatting simply by clicking icons on a toolbar.

If you are loyal to wiki markup, you can continue to use it. The 'Edit' screen lets you switch between 'Rich Text' and 'Wiki Markup' edit modes without losing the changes you've made; so you can use a combination of both while editing. For instance, you can use the rich text editor to change the text colour and then switch to wiki markup to create links.

You can also default to either 'Wiki Markup' or 'Rich Text' depending on your preference.

Note

A site administrator will need to Enable Rich Text Editing from the Administration Console before you can start using the Rich Text editor.

The Rich Text Editor

The Rich Text editor provides users accustomed to html or other standard text editing applications, an easier and faster way to creating Confluence pages. It allows you to enter content as you would in a Word document, and apply formatting simply by clicking icons on a toolbar.

If you are loyal to wiki markup, you can continue to use it. The 'Edit' screen lets you switch between 'Rich Text' and 'Wiki Markup' edit modes without losing the changes you've made; so you can use a combination of both while editing. For instance, you can use the Rich Text editor to change the text colour and then switch to wiki markup to create links.

You can also default to either 'Wiki Markup' or 'Rich Text' depending on your preference.

{info:tolo-Note}

A site administrator will need to Enable Rich Text Editing from the Administration Console before you can start using the Rich Text editor.

{info}

RELATED TOPICS

Enabling Rich Text Editing
Making Rich Text or Wiki Markup Editing Default
Rich Text-Working with Text Effects

RELATED TOPICS

Enabling Rich Text Editing
Making Rich Text or Wiki Markup Editing Default
Rich Text-Working with Text Effects
Enabling Rich Text Editing

With Confluence 2.0, users have the option of using Confluence's Rich Text editor to create pages. To enable this option, a site administrator will need to turn on 'Rich Text Editing' from the Administration Console.

RELATED TOPICS

Rich Text Editor Overview
Making Rich Text or Wiki Markup Editing Default
To create a new link,

1. Click on this '🔗' icon in the toolbar. This will pop-up up the 'Link Properties' screen.
2. In the 'Link' text field, enter a name for the link. In the 'Alias' text field, enter an alias name (if needed).
3. Click 'Ok' to add the link.

### Link Properties

<table>
<thead>
<tr>
<th>Link</th>
<th>Unattractive Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alias</td>
<td>Wonderful article</td>
</tr>
</tbody>
</table>

**Screenshot:** Creating a new link

**Related Topics**

- Rich Text-Linking to a page
- Rich Text-Inserting an image
- Rich Text-Linking to an attachment

Take me back to [Confluence 2 Home](http://example.com)
Rich Text-Inserting an image

To insert an image,

1. Click on the 'Image' icon in the toolbar:

2. This will open up the 'Image Properties' window. All attached images are displayed. You can either:

   - Click on an image to select it, then click 'OK' to insert the image;
   - OR:

   - To attach a new image, 'Browse' to select your file; then click 'Attach'; then select it and click 'OK'.

Screenshot : Inserting an image

 RELATED TOPICS

Rich Text-Linking to an attachment
Rich Text Editor Overview

Take me back to Confluence 2 Home
Rich Text-Inserting emoticons

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To insert an emoticon,

1. Click 😊 on the toolbar. This will pop up the emoticons window.
2. Select the emoticon to insert it.

Screenshot : Emoticons

 RELATED TOPICS

Rich Text-Inserting an Image

Take me back to Confluence 2 Home
Rich Text-Inserting Symbols

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To insert a symbol,

1. Click Ω on the toolbar. This will pop up the 'Custom Characters' window.
2. Click on the symbol to insert it.

Screenshot : Custom Characters

http://confluence.atlassian.com - Select custom character - Mozilla Firefox

Select custom character

\( \frac{1}{2} \)

Fraction one half

HTML-Code

\&fract12; \n
NUM-Code

\&#189; \n
Done

RELATED TOPICS

Rich Text-Inserting emoticons

Take me back to Confluence 2 Home
Rich Text-Linking to a Page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To link to a page in Confluence,

1. Click on the toolbar. This will open up the 'Link Properties' window.
2. Click on one of these tabs: 'History' or 'Recently Modified' to select the page you want to link to.
   or
   Do a 'Search' for the page using the search facility and select a page from the search results.
3. Click 'OK'

To link to a page outside Confluence,

1. Click on the toolbar. This will open up the 'Link Properties' window.
2. Click on 'External Links' tab.
3. Enter the URL of the webpage in the text-entry field and click 'Insert'

RELATED TOPICS

Rich Text-Creating a new link

Take me back to Confluence 2 Home
Rich Text-Linking to an Attachment

To link to an attachment,

1. Click on the toolbar. This will open up the 'Link Properties' window.
2. Go to the 'Attachments' tab. All page attachments are listed. Click on the attachment title to select it and then click 'OK'.
3. If you don't find the attachment you are looking for, you can also attach a new file from here. 'Browse' to select your file and click 'Attach'.

Choose a Page

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WorkingWithSpaces.doc</td>
<td>158 kb</td>
<td>Vidya Madabushi</td>
<td>Nov 01, 2005</td>
</tr>
<tr>
<td>conflink.gif</td>
<td>0.2 kb</td>
<td>Vidya Madabushi</td>
<td>Oct 30, 2005</td>
</tr>
</tbody>
</table>

ATTACH FILE: Browse... Attach

RELATED TOPICS

Rich Text-Linking to an Image
Rich Text-Linking to an Image

This page last changed on Nov 30, 2005 by vidya.

To link to an image,

1. Click on the toolbar. This will open up the 'Link Properties' window.
2. Go to the 'Attachments' tab. All attachments are listed. Click on the image name to select it, and then click 'OK'.
3. To attach a new image, 'Browse' to select your file and click 'Attach'.

RELATED TOPICS

Rich Text-Linking to an Attachment
Rich Text-Inserting an Image
Rich Text - Working with Tables

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To create a table,

1. Click on the toolbar. This will pop up a window.
2. Enter the number of columns and rows for your table.
3. Check the box if you want a heading style applied to the first row of the table.
4. Click 'Insert'.

Working with Tables

<table>
<thead>
<tr>
<th>To do this</th>
<th>Click this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add row (before)</td>
<td><img src="image" alt="Add row" /></td>
</tr>
<tr>
<td>Add row (after)</td>
<td><img src="image" alt="Add row" /></td>
</tr>
<tr>
<td>Delete row</td>
<td><img src="image" alt="Delete row" /></td>
</tr>
<tr>
<td>Add column (before)</td>
<td><img src="image" alt="Add column" /></td>
</tr>
<tr>
<td>Add column (After)</td>
<td><img src="image" alt="Add column" /></td>
</tr>
<tr>
<td>Delete column</td>
<td><img src="image" alt="Delete column" /></td>
</tr>
</tbody>
</table>

**RELATED TOPICS**

[Rich Text Editor Overview](#)

Take me back to [Confluence 2 Home](#)
Rich Text-Working with Text Effects

This page last changed on Jan 22, 2007 by rosie@atlassian.com.

The Rich Text editor supports most text effects available in standard text editing applications.

To apply an effect, select the text and click on the icon, or use the shortcut key.

<table>
<thead>
<tr>
<th>To do this</th>
<th>Click this</th>
<th>Shortcut Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold</td>
<td>B</td>
<td>ctrl+b</td>
</tr>
<tr>
<td>Italics</td>
<td>I</td>
<td>ctrl+i</td>
</tr>
<tr>
<td>Underline</td>
<td>U</td>
<td>ctrl+u</td>
</tr>
<tr>
<td>Strike</td>
<td>AS C</td>
<td></td>
</tr>
</tbody>
</table>
| Heading    | Heading 5  | --Format--

RELATED TOPICS

Rich Text Editor Overview

Take me back to Confluence 2 Home