

Space Details

Key:	DOC
Name:	Confluence 2.8
Description:	Documentation for latest version of Confluence wiki: Installation Guide, User Guide, Admin Guide and other technical documentation
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Confluence User Guide

This page last changed on Mar 24, 2008 by [smaddox](#).

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	 You can download the Confluence documentation in PDF, HTML or XML formats.
	About
	<p>The Confluence User Guide provides an overview of the key features of Confluence and explains both its basic and more advanced usage as a knowledge management tool, and a collaborative environment. If you still have a question that hasn't been answered, write and tell us about it.</p> <p> If you are using Confluence Hosted, please note that some Confluence features only apply to the installed version (see the feature comparison). Also please see Confluence Hosted Resources.</p> <p>For more documentation please visit Confluence Documentation Home.</p>

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Archiving Mail Overview

This page last changed on Sep 02, 2007 by [smaddox](#).

Not applicable to Confluence Hosted

This page does not apply if you are using [Confluence Hosted](#). Read more about the [feature limitations in Confluence Hosted](#).

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](#)

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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

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Adding a Mail Account

This page last changed on Apr 08, 2008 by [mseager](#).

Not applicable to Confluence Hosted

This page does not apply if you are using [Confluence Hosted](#). Read more about the [feature limitations in Confluence Hosted](#).

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.

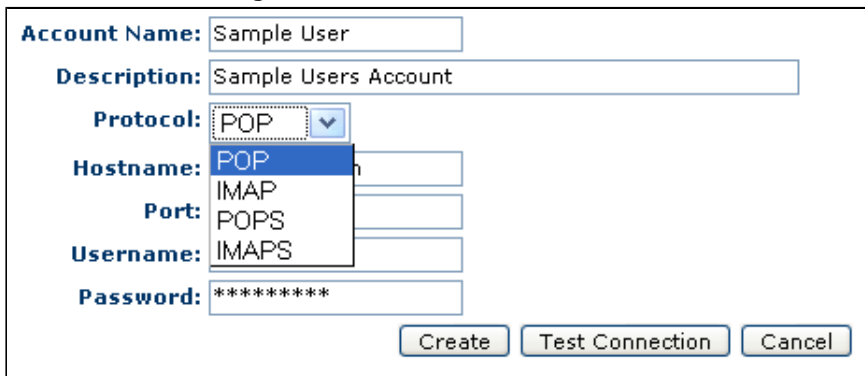
Stage 1 - Creating A Clone Email Account

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. Go to the 'Space' menu and select 'Mail'
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



Account Name: Sample User

Description: Sample Users Account

Protocol: POP

Hostname: POP

Port: IMAP

Username: POPS

Password: IMAPS

Create Test Connection Cancel

- Account Name: Enter a name for this account by which it will be known in Confluence.
- Description: Provide a description for this account (Optional).
- Protocol: Choose from POP, IMAP, POPS or IMAPS
- Hostname: Enter the account mail server host name.
- Port: The mail server's port number will be displayed by default. Do not edit this field.
- Username: Enter a username for this account.
- Password: The account's password.

Note: The ability to import mail applies only to global spaces, so the 'Import' section in the above screenshot does not appear in the 'Space Admin' tab for personal spaces. Please see [Working with Spaces Overview](#) for information about the differences between global spaces and personal spaces.

RELATED TOPICS

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Deleting Mail

This page last changed on Apr 08, 2008 by [mseager](#).

Not applicable to Confluence Hosted

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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. Go to the 'Browse' menu and select 'Mail'.
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

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[Archiving Mail Overview](#)

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Fetching Mail

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Not applicable to Confluence Hosted

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Confluence fetches mail from the server once every 30 minutes.

You need to be a [space administrator](#) to manually retrieve new mail from mail accounts.

To manually retrieve mail,

1. Go to the 'Browse' menu and select 'Mail'.
2. Go to the 'Mail' tab. A list of messages for the space is displayed in reverse chronological order.
3. Click on the 'Fetch new mail' link located above the list of messages. Any new messages will be displayed in order of most recent first.



Note

Once mail is fetched, it will be removed from the server.

RELATED TOPICS

[Viewing Mail](#)

[Archiving Mail Overview](#)

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Importing Mail

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Not applicable to Confluence Hosted

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Confluence allows you to import mail from mbox files located either on your local system or on the Confluence server and archive it within the space.

You need to be a [space administrator](#) to import mail for a space.

To import mail from an mbox file,

1. Go to the 'Browse' menu and select 'Mail'.
2. Go to the tab 'Space Admin' and click on 'Mail Import' under the heading 'Mail' in the left panel. This will bring up a new screen.
 - To import from a Local system, click 'Browse' to select the mbox file. Then click 'Import'.
 - To import from the Server, enter the location of the [mbox](#) file on the server in the 'Server' text field and click 'Import'.

Screenshot : Importing mail

Import mail from a standard mbox file by either uploading a local file or specifying its location on the server.

Local
Browse for mbox file on local filesystem:
Filename:

Server
Specify location of mbox file on server:

i 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](#)
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Linking to Mail

This page last changed on Sep 02, 2007 by [smaddox](#).

Not applicable to Confluence Hosted

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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:

What you need to type	What you will get
	<code>Re: [CONF-user] ANN: Redirection Macros</code>

Clicking on the link will open up the mail message.

RELATED TOPICS

[Working with Links Overview](#)
[Archiving Mail Overview](#)

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Managing Mail Accounts

This page last changed on Apr 08, 2008 by [mseager](#).

Not applicable to Confluence Hosted

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You need to be a [space administrator](#) to manage mail accounts for a space.

To manage mail accounts,

1. Go to the 'Browse' menu and select 'Mail'.
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

[Add Pop Account](#)

Name	Description	Host	Status	Operations
conf-user archive	Archive of conf-user	mail.atlassian.com	OK	Edit Remove Disable
ou	ui	ui	DISABLED	Edit Remove Enable

RELATED TOPICS

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Restoring Mail

This page last changed on Sep 02, 2007 by [smaddox](#).

Not applicable to Confluence Hosted

This page does not apply if you are using [Confluence Hosted](#). Read more about the [feature limitations in Confluence Hosted](#).

Deleted email messages are stored under 'Trash' and can be restored by a [space administrator](#) from the Space Administration screens.

 You can only restore an email from trash if it was deleted individually and not using the 'Remove All' operation.

To restore mail,

1. 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

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[Fetching Mail](#)
[Deleting Mail](#)
[Browsing a space](#)

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Viewing Mail

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Not applicable to Confluence Hosted

This page does not apply if you are using [Confluence Hosted](#). Read more about the [feature limitations in Confluence Hosted](#).

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

1 | 2 | 3 | [Next >>](#) (total: 87)

Sender	Subject	Date	Remove
Mike Cannon-Brookes	[CONF-user] ANN: Atlassian in the Big Apple & jobs available!	May 14, 2005	
forums@atlassian.com	[CONF-user] Any way to see "hot" pages?	May 14, 2005	
forums@atlassian.com	[CONF-user] Re: Resource bundle for Confluence?	May 13, 2005	
forums@atlassian.com	Re: [CONF-user] Confluence hosting	May 13, 2005	
forums@atlassian.com	[CONF-user] Re: Resource bundle for Confluence?	May 13, 2005	

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 at the top of an email message let you search for other emails from the same author or on the same subject.

'Attachments': This link located below the email body allows you to view mail attachments. The link is only displayed if any attachments exist.

'Entire Thread': This link allows you to view the mail's thread, if one exists.

The 'Mail Operations' panel is located to the right of the mail view and displays links to:

- Entire Thread: View the thread that this mail belongs to. This option is only available when the mail belongs to a thread.
- Next By Date: Navigate to the next message.
- Previous By Date: Navigate to the previous message.
- Remove Mail: Remove the current mail from the space.
- Mail Archive: Go to the mail archive view for this space.

Screenshot : Navigating mail

Subject: Sample content for thread demo ([find more](#))
From: David Loeng <dave@atlassian.com> ([find more](#))
Date: Nov 21, 2004

We need to come up with a sample conversation for the thread demo. Ideas?

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



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 User Guide](#)

Confluence Glossary

This page last changed on Dec 18, 2007 by [smaddox](#).

Administration Console

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

Only [administrators](#) can access the Administration Console.

Administrators

The Confluence permission scheme allows two levels of administrator permissions:

- System Administrator – full administrative access to Confluence.
- Confluence Administrator – access to most of the Confluence administrative functions, but excluding those which could compromise the security of the Confluence system.

Please refer to the [overview of global permissions](#) for details of the functions which each level of administrator can perform.

Breadcrumbs

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

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

CamelCase

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

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

Change Comment

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

Child Pages

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

A child can only have one parent.

Comments

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

Confluence Administrators

The Confluence permission scheme allows two levels of administrator permissions:

- System Administrator – full administrative access to Confluence.
- Confluence Administrator – access to most of the Confluence administrative functions, but excluding those which could compromise the security of the Confluence system.

Please refer to the [overview of global permissions](#) for details of the functions which each level of administrator can perform.

[Confluence Markup](#)

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

[Custom Decorators](#)

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

[Dashboard](#)

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

[Form Field Markup](#)

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

[Global Administrators](#)

A global administrator is the same as a [system administrator](#).

[Global Spaces](#)

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

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

[JIRA](#)

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

Visit Atlassian's website to learn [more about JIRA](#).

[Labels](#)

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

[Macros](#)

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

[News Items](#)

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

[Notifications](#)

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

[Orphaned Pages](#)

An orphaned page is a page without any incoming links.

[Pages](#)

Pages are the primary means of storing information in Confluence. They are the building blocks of spaces and are written in [Confluence markup](#).

[Page Family](#)

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

Confluence permits nested page families.

[Parent Page](#)

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

[People Directory](#)

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

[Permalink](#)

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

Personal Spaces

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

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

[RSS Feeds](#)

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

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

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

[RSS Reader](#)

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

Site Administrators

The Confluence permission scheme allows two levels of administrator permissions:

- System Administrator – full administrative access to Confluence.
- Confluence Administrator – access to most of the Confluence administrative functions, but excluding those which could compromise the security of the Confluence system.

Please refer to the [overview of global permissions](#) for details of the functions which each level of administrator can perform.

System Administrators

The Confluence permission scheme allows two levels of administrator permissions:

- System Administrator – full administrative access to Confluence.
- Confluence Administrator – access to most of the Confluence administrative functions, but excluding those which could compromise the security of the Confluence system.

Please refer to the [overview of global permissions](#) for details of the functions which each level of administrator can perform.

[Space Administrators](#)

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

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

[Spaces](#)

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

There are two types of spaces: [global spaces](#) and [personal spaces](#).

[Templates](#)

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

[Themes](#)

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

Tiny links

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

[Trackback](#)

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

In Confluence, Trackback is enabled from the Administration Console.

Trackback Autodiscovery

Trackback autodiscovery is a block of code that can be placed in a web-page to describe where trackback pings should be sent for that page. You can read the [technical specification for autodiscovery here](#).

When Trackback is enabled, Confluence uses Trackback Autodiscovery to ping pages that are linked to, and to advertise its own pages as being able to receive pings.

[Undefined Links](#)

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

[User Profile](#)

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

[Watching a Page](#)

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

[Watching a Space](#)

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

Wiki

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

RELATED TOPICS

































[Confluence Icons](#)

Take me back to [Confluence User Guide](#)

Confluence Icons

This page last changed on Jun 21, 2007 by rosie@atlassian.com.

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

Icon	Description
	Go to the people directory .
	View a user profile .
	Go to a personal space .
	Go to a global space .
	View a space's homepage.
	View a page .
	Add a page .
	Add a child page to the current page.
	View a piece of news .
	Add a piece of news .
	This page has been edited since you last viewed it. Click to view the page.
	View a comment .
	Add a comment .
	View a piece of archived mail that has been imported into Confluence.
	View a page that has been imported into Confluence.
	View an attachment .
	This link goes to an attachment.
	This link goes to a destination outside Confluence.
	This page/space/person is currently a favourite . Click to remove from your favourites.
	Add this page, space or person to your favourites .
	You are currently watching this page or space. Click to stop watching.
	Start watching this page or space.
	Go to the RSS feed builder.
	Subscribe to a pre-defined RSS feed.
	View a printable version of this page.
	Export the contents of this space.
	Define labels .
	Choose a space's theme .
	Choose a space's colour scheme .
	Define a layout for a space, its pages and/or news items.
	View space permissions .
	View page permissions .

RELATED TOPICS

[Dashboard](#)
[Confluence Glossary](#)

Take me back to [Confluence User Guide](#)

Confluence Notation Guide Overview

This page last changed on Jul 12, 2007 by [smaddox](#).

Confluence pages are stored internally in a simple content-formatting language called Wiki Markup, based on [Textile](#).

The Wiki Markup Editor allows you to edit Confluence pages directly in wiki markup language. This has the advantage of being faster than the Rich Text Editor for some formatting tasks.

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



Try it now

Because wiki markup is designed to be simple to learn, the quickest way to learn wiki markup is to edit an existing page, switch to the wiki markup editor and experiment.

Below are some links to more information on wiki markup editing:

[Full Notation Guide](#)

[Working with Headings](#)

[Working with Text Effects](#)

[Working with Text Breaks](#)

[Working with Links](#)

[Working with Anchors](#)

[Working with Images](#)

[Working with Lists](#)

[Working with Tables](#)

[Working with Macros](#)

[Confluence Emoticons](#)

What does the Notation Guide contain and why is it not part of the Confluence User Guide?

The Confluence Notation Guide is included as part of the Confluence code and is dynamically generated when you view it. Its contents depend upon:

- the macro plugins available in the Confluence installation
- the documentation included by the plugin developer for the installed version of the plugin.

If you view the Full Notation Guide from the [Atlassian Confluence](#) site, you will see the information for the macro plugins currently installed on this site. If you view the Full Notation Guide from your own Confluence instance, you will see information for the macro plugins installed on your site.

The plugin developer writes the help file and includes it in the [macro code](#).

Examples of Markup

Here's a short example of some typical markup:

What you type	What you get
Confluence Markup	
<pre>h4. Confluence Markup Ideally, the markup should be _readable_ and even *clearly understandable* when you are editing it. Inserting formatting should require few keystrokes, and little thought. After all, we want people to be concentrating on the words, not on where the angle-brackets</pre>	<p>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.</p>

should go.

```
* Kinds of Markup
** Text Effects
** Headings
** Text Breaks
** Links
** Other
```

- Kinds of Markup
 - Text Effects
 - Headings
 - Text Breaks
 - Links
 - Other

Here, in comparison, is how that would look if you had to edit the page in HTML:

```
<h4>Confluence Markup</h4>
<p>Ideally, the markup should be <em>readable</em> and even <strong>clearly understandable</strong>
when you are editing it. Inserting formatting should require few keystrokes, and little thought</p>
<p>After all, we want people to be concentrating on the words, not on where the angle-brackets
  should
go.</p>
<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

[Full Notation Guide](#)
[Rich Text Editor Overview](#)
[Writing Confluence pages](#)
[Creating a New Page](#)
[Working with Macros](#)






















Take me back to [Confluence User Guide](#)

Confluence Emoticons

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

Emoticons are little images you can easily use in a Confluence page. They use a simple wiki markup as shown below, or you can insert them [using the Rich Text editor](#).

Graphical emoticons (smileys).

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

Form Field Markup for Templates

This page last changed on Jun 25, 2007 by [smaddox](#).

Templates are written in the same notation as other pages in Confluence with special markup to insert form fields. When a user creates a page using a template that contains form fields, the user will be prompted to key in data. The data will be captured and stored in the new page.

Here are the three kinds of form fields supported and the markup to create them:

Text field	<code>@VAR@</code>	Creates a text input field for a variable called VAR
Text area	<code>@VAR textarea(5,10)@</code>	Creates a 5 x 10 text-area for a variable called VAR
Drop down menu	<code>@VAR list(one,two,three,four)@</code>	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).

For an example, please see [Adding a Template](#).



Warning

There must be no spaces between the @-signs in the markup. This means you can't have items in your drop-down lists that contain spaces.

Improved Markup

The above formatting is the basic markup bundled with Confluence, but two plugins expand on this markup to provide greater functionality. Links to these plugins and a comparison can be found in the [Working with Templates Overview](#).

RELATED TOPICS

[Working with Templates Overview](#)

[Scaffolding Plugin](#)

[Zones Plugin](#)

[Adding a Template](#)

[Editing a template](#)

[Creating a Page using a Template](#)

Take me back to [Confluence User Guide](#)

Working with Headings

This page last changed on Aug 06, 2007 by rosie@atlassian.com.

You can use Confluence Notation or the [Rich Text editor](#) to create headers.

Creating a header is easy. Simply place "hn." at the start of your line (where n can be a number from 1-6).

What you need to type	What you will get
h1. Biggest heading	Biggest heading
h2. Bigger heading	Bigger heading
h3. Big heading	Big heading
h4. Normal heading	Normal heading
h5. Small heading	Small heading
h6. Smallest heading	Smallest heading

Note that Confluence treats all headings as [anchors](#).

RELATED TOPICS

[Rich Text-Working with Text Effects](#)
[Working with Text Effects](#)
[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Working with Lists

This page last changed on Oct 24, 2007 by [smaddox](#).

Confluence allows you to create bulleted or numbered lists, and is flexible enough to allow a combination of the two lists.

i If you need to separate the text within lists using line breaks, make sure you do so using a double slash (//). Empty lines may disrupt the list.

Simple lists

Use the hyphen (-) to create simple lists.
Make sure there is a space between the hyphen and your text.

What you need to type	What you will get
<pre>- some - bullet - points</pre>	<ul style="list-style-type: none">• some• bullet• points

Bulleted lists

Use the asterisk (*) to create bullets. For each subsequent level, add an extra asterisk.
Make sure there is a space between the asterisk and your text.

What you need to type	What you will get
<pre>* some * bullet ** indented ** bullets * points</pre>	<ul style="list-style-type: none">• some• bullet<ul style="list-style-type: none">◦ indented◦ bullets• points

Numbered lists

Use the hash (#) to create numbered lists.
Make sure there is a space between the hash and your text.

What you need to type	What you will get
<pre># a # numbered # list</pre>	<ol style="list-style-type: none">1. a2. numbered3. list

A second level of hashes will produce a sub-list, such as the alphabetical sub-list shown below.

What you need to type	What you will get
<pre># Here's a sentence. ## This is a sub-list point. ## And a second sub-list point. # Here's another sentence.</pre>	<ol style="list-style-type: none">1. Here's a sentence.<ol style="list-style-type: none">a. This is a sub-list point.b. And a second sub-list point.2. Here's another sentence.

Try a third level of hashes to produce a sub-sub-list.

What you need to type	What you will get
<pre># Here's a sentence. ## This is a sub-list point. ### Third list level. ### Another point at the third level. ## And a second sub-list point. # Here's another sentence.</pre>	<ol style="list-style-type: none">1. Here's a sentence.<ol style="list-style-type: none">a. This is a sub-list point.<ol style="list-style-type: none">i. Third list level.ii. Another point at the third level.b. And a second sub-list point.2. Here's another sentence.



In numbered lists as described above, the format of the 'number' displayed at each list level may be different, depending upon your browser and the style sheets installed on your Confluence instance. So in some cases, you may see letters (A, B, C, etc; or a, b, c, etc) or Roman numerals (i, ii, iii, etc) at different list levels.

Mixed lists

What you need to type	What you will get
<pre># Here #* is #* an # example #* of #* a # mixed # list</pre>	<ol style="list-style-type: none">1. Here<ul style="list-style-type: none">• is• an2. example<ul style="list-style-type: none">• of• a3. mixed4. list

RELATED TOPICS

[Working with Text Breaks](#)
[Confluence Notation Guide Overview](#)

Take me back to [Confluence User Guide](#)

Working with Tables

This page last changed on Oct 17, 2007 by [smaddox](#).

You can use Confluence wiki markup or the [Rich Text editor](#) to create tables. Below are some guidelines on using wiki markup to create tables.

Confluence allows you to create two types of tables.

Table Type 1

Allows you to create a simple table with an optional header row. You cannot set the width of the columns in this table.

Use double bars for a table heading row.

What you need to type:

```
||heading 1||heading 2||heading 3||  
|cell A1|cell A2|cell A3|  
|cell B1|cell B2|cell B3|
```

What you will get:

heading 1	heading 2	heading 3
cell A1	cell A2	cell A3
cell B1	cell B2	cell B3

 Currently, Confluence does not support nested tables.

You can also use a vertical header.

What you need to type:

```
||heading 1|col A1|col A2|col A3|  
||heading 2|col B1|col B2|col B3|
```

What you will get:

heading 1	col A1	col A2	col A3
heading 2	col B1	col B2	col B3

Table Type 2

This method allows you to specify the width of the columns in the table.

What you need to type

```
{section:border=true}  
  
{column:width=30%}  
Text for this column goes here. This is the smaller column with a width of only 30%.  
{column}  
  
{column:width=70%}  
Text for this column goes here. This is the larger column with a width of 70%.  
{column}  
  
{section}
```

What you will get

Text for this column goes here. This is the smaller column with a width of only 30%.

Text for this column goes here. This is the larger column with a width of 70%.

 For more details please see the [Column Macro](#) and the [Section Macro](#).

Advanced Formatting

Colour and Other Formatting

To add colour and other formatting to your tables, you can use the [Panel Macro](#) within columns. More table-formatting options may be available if your Confluence administrator has installed additional [macros](#).

Lists

Here's an example of how to embed lists in a table:

What you need to type

```
| |Heading 1| |Heading 2| |
| * Item 1
| * Item 2
| * Item 3 | # Item 1
| # Item 2
| # Item 3 |
```

What you will get

Heading 1	Heading 2
<ul style="list-style-type: none">• Item 1• Item 2• Item 3	<ol style="list-style-type: none">1. Item 12. Item 23. Item 3

RELATED TOPICS

[Rich Text-Working with Tables](#)
[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Working with Text Breaks

This page last changed on Mar 31, 2008 by [mseager](#).

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.

What you need to type	What you will get
here is some text \\divided \\using line \\breaks	here is some text divided using line breaks

Horizontal ruler

Use four dashes (----) to create a horizontal ruler.

 Make sure that the dashes are in a separate line from the text.

What you need to type	What you will get
here is some text ---- divided by a horizontal ruler	here is some text

divided
by a horizontal ruler

RELATED TOPICS

[Working with Lists](#)

[Confluence Notation Guide Overview](#)

Take me back to [Confluence User Guide](#)

Working with Text Effects

This page last changed on Jul 02, 2007 by [smaddox](#).

Use the markup shown in the examples below to format the text in your pages.

What you need to type	What you will get
<code>*strong*</code>	strong
<code>_emphasis_</code>	<i>emphasis</i>
<code>??citation??</code>	<small>citation</small>
<code>-deleted-</code>	deleted
<code>+inserted+</code>	<ins>inserted</ins>
<code>^superscript^</code>	^{superscript}
<code>~subscript~</code>	_{subscript}
<code>{{monospaced}}</code>	monospaced
<code>bq. Here's how you make text in a paragraph into a block quotation</code>	Here's how you make text in a paragraph into a block quotation
<code>{color:red}look ma, red text!{color}</code>	look ma, red text!

RELATED TOPICS

[Working with Headings](#)

Take me back to [Confluence User Guide](#)

Customising Look and Feel

This page last changed on Jul 09, 2007 by [smaddox](#).

Confluence allows you to customise the 'look and feel' of an individual space on the Confluence instance through options available in the Space Administration menu. By default, the look and feel of a space is based on global settings configured from the [Administration Console](#).

You need to be a [space administrator](#) to edit the look and feel of a space.

- [Applying A Theme To A Space](#)
- [Change Confluence Browser Icon](#)
- [Changing a Space's Logo](#)
- [Customising Homepage](#)
- [Editing a Space's Colour Scheme](#)
- [Modify Confluence User Interface Text](#)
- [Modifying Confluence Layouts Using Custom Decorators](#)

RELATED TOPICS

[Browsing a space](#)
[Administrator's Guide - Design and Layout](#)

Take me back to [Confluence User Guide](#)

Applying A Theme To A Space

This page last changed on Sep 26, 2007 by [smaddox](#).

Themes allow you to personalise the 'look and feel' of Confluence. Themes 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.



Confluence 2.6 introduced a fresh, clean look for the Default theme. If you prefer the original Confluence look and feel, select the Confluence Classic Theme.

To apply a theme to a space,

1. Click the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click 'Themes' in the left panel under the heading 'Look and Feel'. This will bring up a new screen. Any themes installed will be listed here. See screenshot below.
4. Click a radio button to select a theme.
5. Click 'Confirm'.

Screenshot : Applying a theme

Current Theme

The current theme controls the layout and colours of this space.



Default Theme

Use the globally configured look and feel. You can customise colour schemes and layouts manually.

Choose New Theme

To change the theme of this space, select one below.



☐ Confluence Classic Theme

Confluence Classic Theme (with old typography)



☐ Clickr Theme

A simple, clean Confluence theme inspired by Flickr - www.flickr.com.



☐ Left Navigation Theme

Provides a navigation bar on the left hand side of the screen.

RELATED TOPICS

[Editing a Space's Colour Scheme](#)
[Customising Look and Feel](#)

Take me back to [Confluence User Guide](#)

Change Confluence Browser Icon

This page last changed on Jun 17, 2007 by rosie@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 Aug 27, 2007 by [smaddox](#).

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.

i The instructions below refer to global spaces. For your [personal space](#), your [profile picture](#) is used as the space icon.

To change a space's logo,

1. 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**

Upload Logo

■ **Current**

(default)



■ **Image Data**

H: 30

W: 42

GIF

RELATED TOPICS

[Customising Look and Feel](#)

Take me back to [Confluence User Guide](#)

Customising Homepage

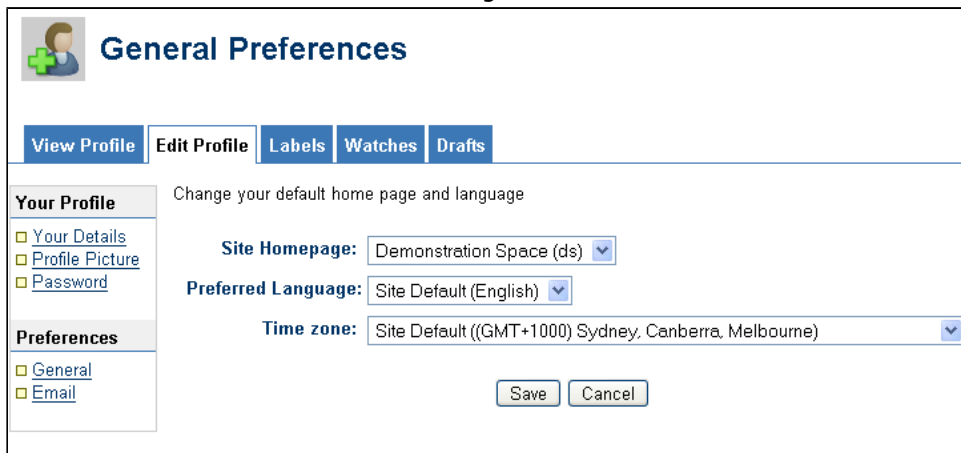
This page last changed on Jan 17, 2008 by [edawson](#).

Registered users of the site can choose the page to which they are directed after they log in to Confluence. By default, users are directed to the Dashboard after logging in.

To set the site home page,

1. Click on the 'Preferences' link located at the top right-hand corner of the page.
2. Click the 'Edit Profile' tab.
3. Click 'General', under 'Preferences' on the left navigation bar.
4. From the drop-down menu beside Site Homepage, select a space. Note that only the list of spaces to which you have 'view' access is displayed here. Selecting a space will direct you to its home page when you log in.
5. Click 'Save'.

Screenshot: General Preferences Settings



The screenshot shows the 'General Preferences' page. At the top, there's a header with a user icon and the title 'General Preferences'. Below this is a navigation bar with tabs: 'View Profile', 'Edit Profile' (which is active), 'Labels', 'Watches', and 'Drafts'. The main content area is titled 'Your Profile' and includes the instruction 'Change your default home page and language'. On the left, there's a sidebar with links: 'Your Details', 'Profile Picture', 'Password', 'Preferences' (which is active), 'General', and 'Email'. The 'Preferences' section contains three dropdown menus: 'Site Homepage' (set to 'Demonstration Space (ds)'), 'Preferred Language' (set to 'Site Default (English)'), and 'Time zone' (set to 'Site Default ((GMT+1000) Sydney, Canberra, Melbourne)'). At the bottom right of the form are 'Save' and 'Cancel' buttons.

RELATED TOPICS

[User Profile Overview](#)

[Space Homepage](#)

Take me back to [Confluence User Guide](#)

Editing a Space's Colour Scheme

This page last changed on Apr 07, 2008 by [smaddox](#).


Confluence allows you to customise the colour scheme of a space. By default, a space's colour scheme is based on [global settings](#) configured from the [Administration Console](#).

You need to be a [space administrator](#) to edit a space's colour scheme.

To change the colour scheme for a space,

1. Go to the 'Space Admin' tab of the 'Browse Space' view. This tab is only displayed if you are a space administrator.

There are two ways to browse a space:

- Click the  icon next to the space name on the [Dashboard](#). The 'Pages' tab of the 'Browse Space' view will open
 - Or go to a page in the space and select the option you want from the 'Space' menu. The corresponding tab of the 'Browse Space' view will open.
2. Click 'Colour Scheme' in the left-hand panel under the heading 'Look and Feel'. This will bring up a new screen.
 3. Click the 'Select' button next to a colour scheme under 'Custom Colour Scheme' (if not already selected).
 4. Click the 'Edit' link. This will bring up a new screen. See screenshot below.
 5. Enter standard HTML/CSS2 colour codes, or use the colour-picker



to choose a new colour from the palette provided. Any changes you make will immediately be reflected in this space.


The colour scheme applies to the following UI elements:


- Top Bar - the bar across the top of the page that contains the breadcrumbs
- Tab Navigation Background - the background colour of the tab navigation menus
- Tab Navigation Text - the text of the tab navigation menus
- Breadcrumbs Text - the breadcrumbs text in the top bar of the page
- Space Name Text - the text of the current space name located above the page title
- Heading Text - all heading tags throughout the space
- Links - all links throughout the space
- Borders and Dividers - table borders and dividing lines
- Tab Navigation Background Highlight - the background colour of the tab navigation menu when highlighted
- Tab Navigation Text Highlight - the text of the tab navigation menu when highlighted
- Top Bar Menu Selected Background - the background colour of the top bar drop down menu when selected
- Top Bar Menu Item - the text colour of the menu items in the top bar drop down menu
- Page Menu Selected Background - the background colour of the drop down page menu when selected
- Page Menu Item Text - the text of the menu items in the drop down page menu
- Menu Item Selected Background - the background colour of the menu item when selected (applies to both the top bar and page drop down menus)
- Menu Item Selected Text - the text colour of the menu item when selected (applies to both the top bar and page drop down menus)

Please note that some UI elements are specific to the default theme and may not take affect for other themes.

































Screenshot : Editing a space's colour scheme

Custom Colour Scheme
A custom colour scheme which can be edited.

 Selected



The following colours can be customised for this colour scheme.

Top Bar		#003366	
Tab Navigation Background		#3c78b5	
Tab Navigation Text		#ffffff	
Breadcrumbs Text		#ffffff	
Space Name Text		#999999	
Heading Text		#003366	
Links		#003366	
Borders and Dividers		#3c78b5	
Tab Navigation Background Highlight		#003366	
Tab Navigation Text Highlight		#ffffff	
Top Bar Menu Selected Background		#336699	
Top Bar Menu Item Text		#003366	
Page Menu Selected Background		#6699cc	
Page Menu Item Text		#535353	
Menu Item Selected Background		#6699cc	
Menu Item Selected Text		#ffffff	



Handy Hint

If you mess things up, just click the 'Reset' button and then try again.

RELATED TOPICS

[Customising Look and Feel](#)

Take me back to [Confluence User Guide](#)

Modify Confluence User Interface Text

This page last changed on Jun 17, 2007 by rosie@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

Task	Search For	Notes
Rename 'Dashboard'	Dashboard	The <code>dashboard.name</code> parameter has the name. To change 'Dashboard' to 'My Portal', change <code>dashboard.name=Dashboard</code> to <code>dashboard.name=My Portal</code> and update any other occurrences of the word 'Dashboard' in the instance
Modify login page text	login.	The <code>login.instructions</code> parameter has the "Enter your account details below to login to Confluence" text

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:

```
#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 Dec 18, 2007 by [smaddox](#).

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.

i You need to have [System Administrator](#) permissions in order to perform this function.

- i** You can customise the layouts for a particular space or for the whole site. This page tells you how to customise layouts for a space. To customise the global layouts, use the 'Layout' menu on the 'Administration' page.
- When you upgrade Confluence, you must [reapply your custom layouts](#) to the new default layouts.

These files are grouped into:

Site layouts : These are used to define the controls that surround each page in the site. For example, if you want to make changes to the header and the footer, you will need to modify these layouts.

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

Export Layouts: These control the appearance of spaces and pages when they are exported to HTML. If you are using Confluence to generate a static website, for example, you will need to modify these layouts.

Learn more about using [decorators](#).

To edit a decorator file,

1. Click the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Space Admin' tab. This tab is only displayed if you are a space administrator.
3. Click the 'Layout' link in the left panel under the heading 'Look and Feel'. A list of the layouts for the space is listed.
 - Click 'View Default' to view the vmd file.
 - Click 'Create Custom' to edit the default vmd file. This will open up the vmd file in edit mode. Make changes and click 'Update'.

Screenshot : Edit Layouts Example

Decorator	Operations
Space Export Layout When you export a space to HTML, this layout is used to create the index page.	< default > Create custom View Default
Page Export Layout When you perform an export, each page is converted to HTML using this layout.	< default > Create custom View Default

Click thumbnail to view an example of a vmd file:



RELATED TOPICS

[Customising Look and Feel](#)
[Applying A Theme To A Space](#)
[Administrator's Guide - Design and Layout](#)

Take me back to [Confluence User Guide](#)

Dashboard

This page last changed on Jun 17, 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.



[Feed Builder](#)

— see [Using the RSS](#)

c.



[People Directory](#)

— see [Searching the](#)

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

Dashboard

Welcome to Confluence

Confluence is the enterprise wiki designed to make it easy for you and your team to share information with each other, and with the world.

Where do I start?

All content in Confluence is organized into spaces. So to start browsing content, simply click on one of the spaces listed below.

Spaces: **My** Team All

- Admin Space**
Administration & HR Space
- Advocates**
- Atlassian Foundation**
- Atlassian Internal Systems**
- Atlassian Intranet**
This is a company wide space
- Atlassian University**
- atlassian-user**
Space for the atlassianuser spec. implementation
- Bamboo**
The Bamboo continuous integration / build server project space

Create a space - share information with your team.

Feed Builder - create your custom RSS feed.

People Directory - browse users and personal spaces.

Recently Updated

- Matt Quail**
Aug 24
[Ye Rum Smugglers](#)
- Rosie Jameson**
Aug 24
[Re: Duplicate spaces for new conf docs](#)
There has been previous discussion about creating Documentation Themes for 'current' and 'archived' spaces:
- Automated Bot**
Aug 24
[graph-tunnel.png](#)
[graph-voip.png](#)
[graph-intermode.png](#)
[graph-fibre.png](#)
- Brett Jackson**
Aug 24
[JIRA Supported Platforms Matrix](#)
- David Soul**
Aug 24
[Webinar Management.xls](#)
[Webinar Management](#)

Favourite Pages

Displaying pages recently added to [your favourites list](#).

- [Feature Planning](#) (Cenqua) ★
- [How to use Zimbra for Calendars](#) (System Admin) ★
- [Roadmap](#) (Crowd) ★
- [Confluence Hosted Road Map](#) (Cohotion) ★
- [Roadmap](#) (Confluence Development) ★

Callouts:

- Displays a list of My (favourite) or Team or All spaces** (points to the Spaces list)
- Displays a list of recently-updated pages, news, etc. Only from the spaces selected on the left – My, Team or All** (points to the Recently Updated section)
- Displays a list of pages you have recently marked as Favourite** (points to the Favourite Pages section)

RELATED TOPICS

[Confluence Glossary](#)

[Confluence Icons](#)

[Working with Spaces Overview](#)

Take me back to [Confluence User Guide](#)

Customising the Dashboard

This page last changed on Sep 26, 2007 by [smaddox](#).

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

Dashboard

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[Webinar Management.xls](#)
[Webinar Management](#)

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- [Feature Planning](#) (Cenqua)
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- [Roadmap](#) (Crowd)
- [Confluence Hosted Road Map](#) (Cohotion)
- [Roadmap](#) (Confluence Development)

Callouts:

- Displays a list of My (favourite) or Team or All spaces** (points to the Spaces filter)
- Displays a list of recently-updated pages, news, etc. Only from the spaces selected on the left – My, Team or All** (points to the Recently Updated section)
- Displays a list of pages you have recently marked as Favourite** (points to the Favourite Pages section)

RELATED TOPICS

[Working with Labels Overview](#)
[Working with Favourites Overview](#)

Take me back to [Confluence User Guide](#)

Displaying an Image

This page last changed on Jan 14, 2008 by [smaddox](#).

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

This page shows you how to display an image using Confluence Notation, also known as [Wiki Markup](#).

Using the 'Insert Image' icon

Instead of Wiki Markup, you can use the 'Insert Image' icon. This behaves in a similar way for both the Wiki Markup and the Rich Text editor, as described in [Inserting an image](#).

To follow the instructions below, you need to edit in 'Wiki Markup' mode.

Displaying an image from a remote location

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

What you need to type	What you will get
<code>!http://www.atlassian.com/images/confluence_feature.gif!</code>	Cannot resolve external resource into attachment.

Displaying an image attached to a page

- First, [attach](#) the image to the page.
- Now you can display the attached image:

What you need to type	What you will get
<code>!fish.gif!</code>	

Displaying an image attached to another Confluence page

What you need to type	What you will get
<code>!Space attachments directory^fish.gif!</code>	

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

Usage example

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

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

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

Displaying an image attached to page in a difference space

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



Formatting an image

What you need to type	What you will get
<code>!fish.gif align=right,border=2,bordercolor=blue!</code>	



Displaying alternative text

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

What you need to type	What you will get
<code>!fish.gif title="I am a fish"!</code>	
<code>!fish.gif alt="I am a fish"!</code>	

HTML image attributes

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

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

RELATED TOPICS

[Linking an image to another page or URL](#)

[Rich Text-Inserting an image](#)


[Attaching Files to a Page](#)

[Image File Formats](#)

[Thumbnail Macro](#)

[Gallery Macro](#)

Take a look at some plugins too.

 First read the warning on [support of third-party plugins](#).

- [ImageMap Plugin](#)
- [Other image and visualisation plugins](#)

Take me back to [Confluence User Guide](#)

Image File Formats

This page last changed on Jun 17, 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 User Guide](#)

Exporting a Space

This page last changed on Jun 17, 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 User Guide](#)

Confluence to HTML

This page last changed on Jun 17, 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

2. Then select the pages you want to export: [Check All](#) - [Clear All](#)

Pages to export:		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Confluence Overview
	<input checked="" type="checkbox"/>	Creating pages and linking
	<input checked="" type="checkbox"/>	Breadcrumb demonstration
	<input checked="" type="checkbox"/>	New page a
	<input checked="" type="checkbox"/>	Email archiving
	<input checked="" type="checkbox"/>	Example Index

RELATED TOPICS

[Confluence to PDF](#)

[Confluence to XML](#)

Take me back to [Confluence User Guide](#)

Confluence to PDF

This page last changed on Aug 29, 2007 by david.soul@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,

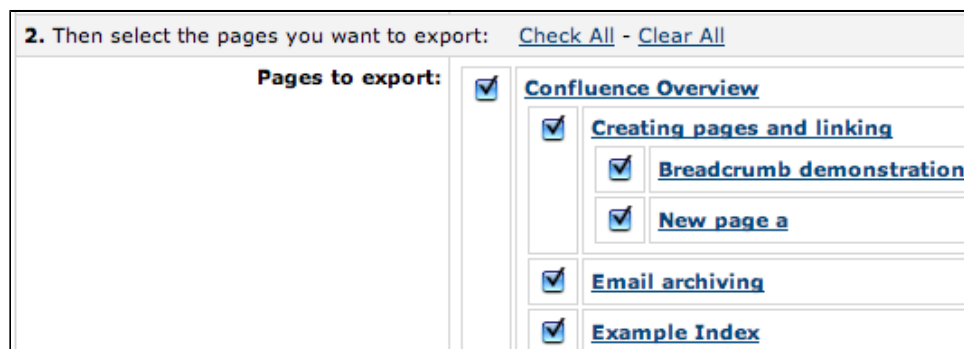
1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Advanced' tab and click on 'Export Space' in the left panel.
3. Click the radio button to select PDF from the list of export options.
4. Check the box '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](#).

A screenshot of the 'Export Space' dialog in Confluence. The dialog has a title bar that says '2. Then select the pages you want to export: Check All - Clear All'. Below the title bar, there is a section titled 'Pages to export:' with a checkbox that is checked. To the right of this section is a tree view of pages. The tree view has a root node 'Confluence Overview' which is checked. Under 'Confluence Overview', there are three sub-nodes: 'Creating pages and linking' (checked), 'Breadcrumb demonstration' (checked), and 'New page a' (checked). Below these, there are two more nodes: 'Email archiving' (checked) and 'Example Index' (checked).

Screenshot: Selecting pages to export

PDF Generator Plugin

The [PDF Documentation Generator](#) is a free, third-party plugin that offers greater control over the content hierarchy, layout and font styles of your PDF exports.

RELATED TOPICS

[Create PDF in another language](#)

[Confluence to HTML](#)

[Confluence to XML](#)

[Customise Adobe PDF Exports](#)

Take me back to [Confluence User Guide](#)

Create PDF in another language

This page last changed on Oct 28, 2007 by [mryall](#).

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`

Microsofts True Type 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 23, 2008 by [smaddox](#).



Confluence allows you to export a part of, or the entire contents of, a space into a zipped archive of XML files.

This is useful if you want to make a backup of the space, export the space to another Confluence instance, or use the data from the space in another application.

To export to XML, you will need 'Export Space' permission which is assigned by a [space administrator](#). See [Space Permissions](#) or contact a space administrator for more information.

[Site administrators](#) can [import a space](#) from a zipped XML archive.

To export to XML,

1. Click 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 'Export Space' in the left-hand panel.
 -  You will only see this link if you have the required permission.
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 made on the pages you are exporting.
5. Check 'Backup Attachments' if you want include the images and other files attached to the pages.
6. Select either 'All' or 'Visible to you'. These options are explained below:
 -  Available in Confluence 2.7.1 and later.
 - All — Export all content in the space, including pages that are protected by page-level restrictions which will prevent you from viewing the pages themselves. This option is available only to space administrators and Confluence administrators. It allows you to make a complete and comprehensive export of a space for backup purposes.
 - Visible to you — Export only content you can see. This is the default option.
7. If you choose 'Visible to you', you will then be able to select the pages you want to export. Check the relevant 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.
8. Click 'Export'. This will create a zipped archive of XML files.

Screenshot: Exporting a space

1. First, select your desired export format:	
Export Format	<input type="radio"/> HTML Output <input type="radio"/> PDF Output <input checked="" type="radio"/> XML Output
Other Options	<input checked="" type="checkbox"/> Include comments <input checked="" type="checkbox"/> Backup Attachments (for XML export only)
2. Then select the pages you want to export:	
Pages to export:	<input type="radio"/> All (Only permitted to Space and Confluence Admins under XML export) <input checked="" type="radio"/> Visible to you (Check All Clear All) <ul style="list-style-type: none"><input checked="" type="checkbox"/> Index<input checked="" type="checkbox"/> Confluence Overview<ul style="list-style-type: none"><input checked="" type="checkbox"/> Creating pages and linking<input checked="" type="checkbox"/> Breadcrumb demonstration<input checked="" type="checkbox"/> Email archiving<input checked="" type="checkbox"/> Example Index



If you are running Confluence behind Apache and are facing timeout errors, please consider creating the export directly from Tomcat, instead of going through Apache. This will speed up the process and prevent timeouts.

RELATED TOPICS

[Browsing a space](#)
[Restoring a Space](#)

[Confluence to PDF](#)
[Confluence to XML](#)

Take me back to [Confluence User Guide](#)

Exporting to a Word document

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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

[View](#) [Edit](#) [Attachments \(1\)](#) [Info](#)

Title:	Viewing personal labels	View Source
Author:	Vidya Madabushi	Oct 26, 2005
Last Changed by:	Vidya Madabushi	Nov 14, 2005
Tiny Link: (useful for email)	http://confluence.atlassian.com/x/PBUC	
Export As:	PDF Word	
Operations:	Copy	

Importing Content Into Confluence

This page last changed on Jun 17, 2007 by rosie@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 Jun 17, 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.

i 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

Import directory:	<input type="text"/>
<input type="checkbox"/>	Trim file extensions
<input type="checkbox"/>	Overwrite existing pages
<input type="button" value="Import"/> <input type="button" value="Cancel"/>	

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

RELATED TOPICS

Take me back to [Confluence User Guide](#)

Keyboard Shortcuts

This page last changed on Aug 28, 2007 by rosie@atlassian.com.

Confluence provides the following keyboard shortcuts (please also see [Modifier Keys](#) below):

All Screens

Keystroke	Action
Alt-S	Search field

Login Screen

Keystroke	Action
Alt-U	Username field
Alt-P	Password field
Alt-R	Check 'Remember Me'

View Screen

Keystroke	Action
Alt-V	View Page Tab
Alt-E	Edit Tab
Alt-A	Attachments Tab
Alt-I	Information Tab

Add Page Screen

Keystroke	Action
Alt-A	Add Page
Alt-P	Preview Page


Edit Page Screen

Keystroke	Action
Alt-U	Update Page
Alt-P	Preview Page

Modifier Keys

The modifier key will differ with each operating system and browser. For example, when running Firefox on Windows, you will need to type 'Alt' + 'Shift' + 'EP' to add a new page. The following table shows the modifier keys for the various combinations:

Browser	Mac OSX	Windows	UNIX/Linux
Internet Explorer	Ctrl	Alt	Alt
Mozilla Firefox 2	Ctrl	Alt + Shift	Alt + Shift
Mozilla Firefox 1	Ctrl	Alt	Alt
Opera	Shift + Esc	Shift + Esc	Shift + Esc
Safari	Ctrl	Ctrl	Ctrl

 Note: In Internet Explorer, links will only be highlighted by shortcut keys; you will need to press Enter to proceed. Buttons, however, are activated through the shortcut.

RELATED TOPICS

Take me back to [Confluence User Guide](#)

Rich Text Editor Overview

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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.

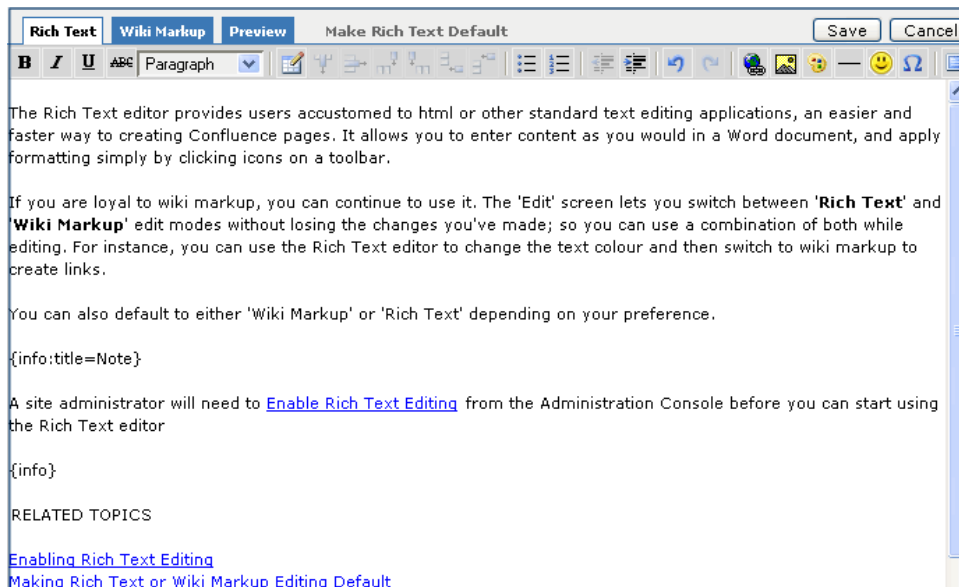
You can also default to either 'Wiki Markup' or 'Rich Text' depending on your preference.



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



RELATED TOPICS

[Enabling Rich Text Editing](#)
[Making Rich Text or Wiki Markup Editing Default](#)
[Rich Text-Working with Text Effects](#)
[Rich Text-Working with Tables](#)
[Rich Text-Inserting an image](#)
[Rich Text-Creating a new link](#)
[Rich Text-Linking to an Image](#)
[Rich Text-Linking to an Attachment](#)
[Rich Text-Linking to a Page](#)
[Rich Text-Inserting emoticons](#)
[Rich Text-Inserting Symbols](#)

Enabling Rich Text Editing

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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](#)

Rich Text-Creating a new link

This page last changed on Dec 11, 2007 by [smaddox](#).

This page tells you how to add a link to your Confluence page. A link, or hyperlink, is a word or phrase which, when clicked, will direct the user to another web page or other location.

Wiki Markup mode and Rich Text editor

You can click the 'Insert Link' icon in either Wiki Markup mode or the Rich Text editor. The functionality described below is basically the same for both editing modes.

To create a new link,

1. Click the 'Insert Link' icon



' in the tool bar. The

'Link Properties' screen will appear.

2. In the 'Link' text box, enter the URL (location) of the link.

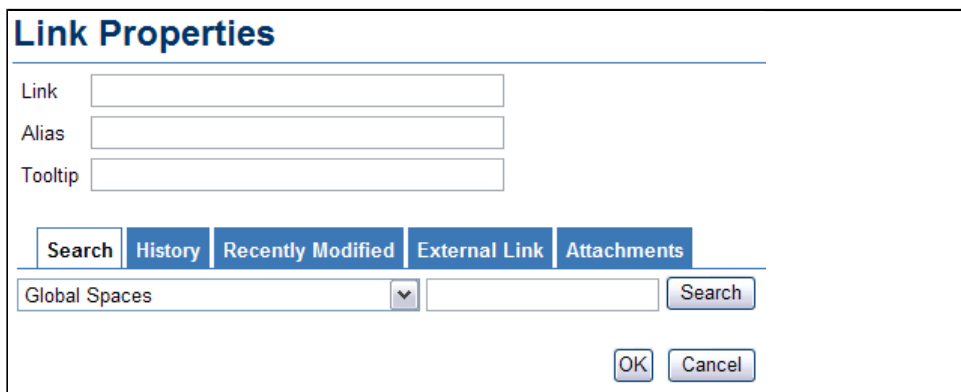


Use the tabs to help you find the URL:

- Search – Search the spaces in your Confluence site for a particular term or phrase, then select your link location from the search results.
- History – Select your link location from recently-visited pages.
- Recently Modified – Select your link location from pages recently modified by yourself or other Confluence users.
- External Link – Enter the URL of an external location.
- Attachments – Select one of the attachments to the current page. You can also browse for a file and attach it to the page, then select it to create the link.

3. If you want your link to display specific words on the page, rather than the actual URL, enter the desired text in the 'Alias' text box.
4. If you want your link to display a short popup help tip, enter the desired text in the 'Tooltip' text box.
5. Click the 'OK' button to add the link.

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 User Guide](#)

Rich Text-Inserting an image

This page last changed on Dec 11, 2007 by [smaddox](#).

This page tells you how to attach and insert an image, using the 'Insert Image' icon



on the editor toolbar. You

can also [use Wiki Markup to insert an image](#).



Wiki Markup mode and Rich Text editor

You can click the 'Insert Image' icon in either Wiki Markup mode or the Rich Text editor. The functionality described below is basically the same for both editing modes.

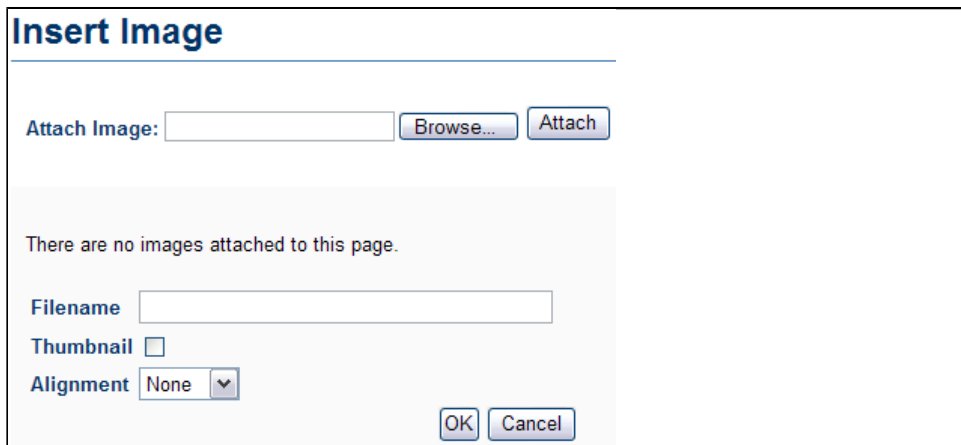
To insert an image,

1. Click the 'Insert Image' icon in the toolbar:



2. This will open the 'Insert Image' window. If you have already attached images to the page, they will be listed in the 'Insert Image' window.
3. If you want to attach a new image:
 - Click the 'Browse' button.
 - Select your file from your computer or your network.
 - Click the 'Attach' button.
4. If you want to display an image attached to the page, click one of the attached images. The image name will appear in the 'Filename' text box.
5. If you want to display a remote image, enter the URL in the 'File Name' text box.
6. If you want the Confluence page to display a smaller version of your image rather than the full-size image, click the 'Thumbnail' checkbox. This will also hyperlink the image - if the user clicks the image, a new window will open displaying the full-size image.
7. If you want to control the placement of the image on the page, select a value from the 'Alignment' dropdown list. Available values are 'None' (i.e. default), 'Left', 'Centre' and 'Right'.
8. Click 'OK' to insert the image on the Confluence page.


Screenshot : Inserting an image - no attached images



Screenshot : Inserting an image - one image is attached to the page

Insert Image

Attach Image:

printer.png


Filename

Thumbnail ☐

Alignment ▼

RELATED TOPICS

[Rich Text-Linking to an Attachment](#)
[Rich Text Editor Overview](#)

Take me back to [Confluence User Guide](#)

Rich Text-Inserting emoticons

This page last changed on Jun 17, 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 User Guide](#)

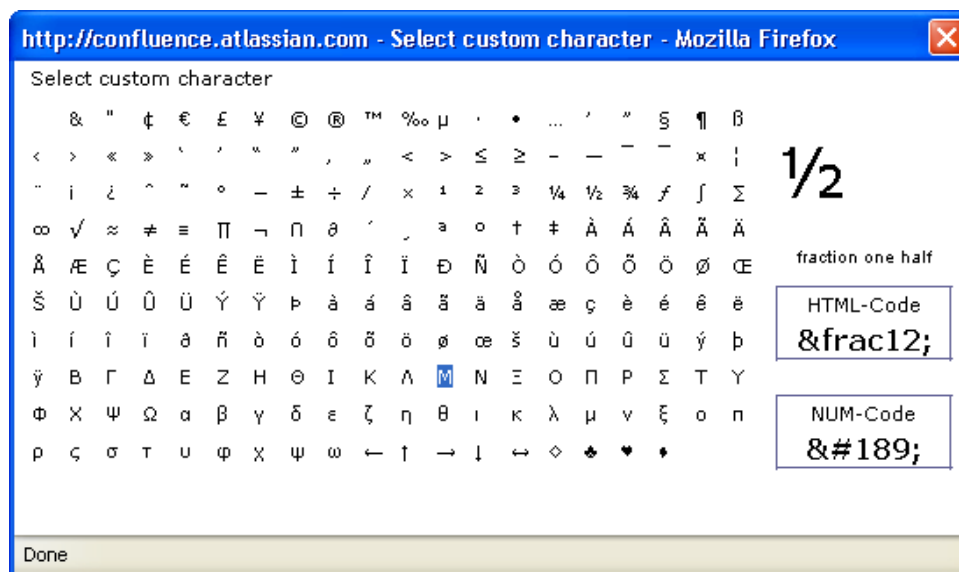
Rich Text-Inserting Symbols

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

To insert a symbol,

1. Click  on the toolbar.
This will pop up the 'Custom Characters' window.
2. Click on the symbol to insert it.

Screenshot : Custom Characters



RELATED TOPICS

[Rich Text-Inserting emoticons](#)

[Take me back to Confluence 2 User Guide](#)

Rich Text-Linking to an Attachment

This page last changed on Dec 11, 2007 by [smaddox](#).

This page tells you how to add a link which points to a file attached to your Confluence page. A link, or hyperlink, is a word or phrase which, when clicked, will open the attachment.

Wiki Markup mode and Rich Text editor

You can click the 'Insert Link' icon in either Wiki Markup mode or the Rich Text editor. The functionality described below is basically the same for both editing modes.

To link to an attachment,


1. Click the 'Insert Link' icon



on the tool bar. This will

open up the 'Link Properties' window.

2. Click the 'Attachments' tab. If any files are attached to your page, the attachments are listed here. Click the title of an attachment title to select it.
3. If you don't find the attachment you are looking for, you can also attach a new file from here. Click 'Browse' to select your file and click 'Attach', then select the file.
4. If you want your link to display specific words on the page, rather than the actual URL, enter the desired text in the 'Alias' text box.
5. If you want your link to display a short popup help tip, enter the desired text in the 'Tooltip' text box.
6. Click the 'OK' button to insert the link.

 Read about [creating new links](#) for more information on the 'Link Properties' window.

Screenshot : Linking to an Attachment

Link Properties

Link

Alias

Tooltip

Search

History

Recently Modified

External Link

Attachments

There are no attachments on this page.

Attach File:

Browse...

Attach

OK

Cancel

RELATED TOPICS


[Rich Text-Linking to an Image](#)

[Rich Text-Creating a new link](#)

Rich Text-Linking to an Image

This page last changed on Jul 03, 2007 by [smaddox](#).

To link to an image,

1. Click  on the toolbar.
This will open the 'Link Properties' window.
2. Go to the 'Attachments' tab. All attachments are listed. Click 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-Linking to a Page

This page last changed on Jul 03, 2007 by [smaddox](#).

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 User Guide](#)







Rich Text-Working with Tables

This page last changed on Jan 30, 2008 by [smaddox](#).

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

To do this	Click this
Add row (before)	
Add row (after)	
Delete row	
Add column (before)	
Add column (After)	
Delete column	

RELATED TOPICS

[Rich Text Editor Overview](#)

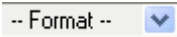
Take me back to [Confluence User Guide](#)

Rich Text-Working with Text Effects

This page last changed on Jan 28, 2008 by [smaddox](#).

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.

To do this	Click this	Shortcut Key
Bold	B	ctrl+b
Italics	<i>I</i>	ctrl+i
Underline	<u>U</u>	ctrl+u
Strike	ABC	
Heading	Heading 5	

RELATED TOPICS

[Rich Text Editor Overview](#)

Take me back to [Confluence User Guide](#)

Searching Confluence

This page last changed on Sep 02, 2007 by [smaddox](#).

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'

Searched for " confluence " in Confluence Documentation Research excluding Mail . There are 942 matches in other spaces . Include these matches .	
Results 1 - 10 of 116 for " confluence ".	
Confluence Glossary (Confluence Documentation Research) Administration Console The Administration Console is the interface for the global administration of Confluence . Only site administrators #site administrator can access the Administration Console....	Vidya Madabushi Sep 14, 2005
Searching Confluence (Confluence Documentation Research) 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!...	Vidya Madabushi Sep 12, 2005

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

Differences in Confluence Hosted

If you are using [Confluence Hosted](#), you cannot search user profiles or the People Directory. Read more about the [feature limitations in Confluence Hosted](#).

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:

[new search](#)

IN SPACE:

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 [Confluence Documentation Home](#)

Confluence Search Fields

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

 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.

```
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.

```
title:Some Title
```

Confluence Search Fields

Pages

Name	Indexed	Stored	Tokenized
handle	true	true	false
type	true	true	false
urlPath	true	true	false
title	true	true	true
spacekey	true	true	false
labelText	true	true	true
modified	true	true	false
created	true	true	false
userpermissions	true	true	false
contentBody	true	true	true

News

Name	Indexed	Stored	Tokenized
handle	true	true	false
type	true	true	false
urlPath	true	true	false
title	true	true	true
spacekey	true	true	false
labelText	true	true	true
modified	true	true	false
created	true	true	false
userpermissions	true	true	false
contentBody	true	true	true

Attachments

Name	Indexed	Stored	Tokenized
handle	true	true	false
type	true	true	false
urlPath	true	true	false
filename	true	true	true
title	true	true	false
comment	true	true	true
spacekey	true	true	false
modified	true	true	false
created	true	true	false
userpermissions	true	true	false
contentBody	true	true	true

Mails

Name	Indexed	Stored	Tokenized
handle	true	true	false
type	true	true	false
urlPath	true	true	false
title	true	true	true
spacekey	true	true	false
messageid	true	true	false
inreplyto	true	true	false
recipients	true	true	true
labelText	true	true	true
modified	true	true	false
created	true	true	false
userpermissions	true	true	false
contentBody	true	true	true

Personal Information

Name	Indexed	Stored	Tokenized
handle	true	true	false
type	true	true	false
urlPath	true	true	false
fullName	true	true	true
username	true	true	true
title	true	true	false
labelText	true	true	true
modified	true	true	false
created	true	true	false
userpermission	true	true	false
contentBody	true	true	true

Confluence Search Syntax

This page last changed on Jun 21, 2007 by rosie@atlassian.com.

Searching 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 searches Single 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.

Multiple 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 ensures 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 User Guide](#)

Searching the People Directory

This page last changed on Mar 26, 2008 by [smaddox](#).

Not applicable to Confluence Hosted

This page does not apply if you are using [Confluence Hosted](#). Read more about the [feature limitations in Confluence Hosted](#).

The People Directory displays a list of people who use your Confluence site.

The People Directory includes anybody who has logged into Confluence or who has had a user account created for them in Confluence. The People Directory does not include users who can log into Confluence via [external user management](#) who have never logged in.

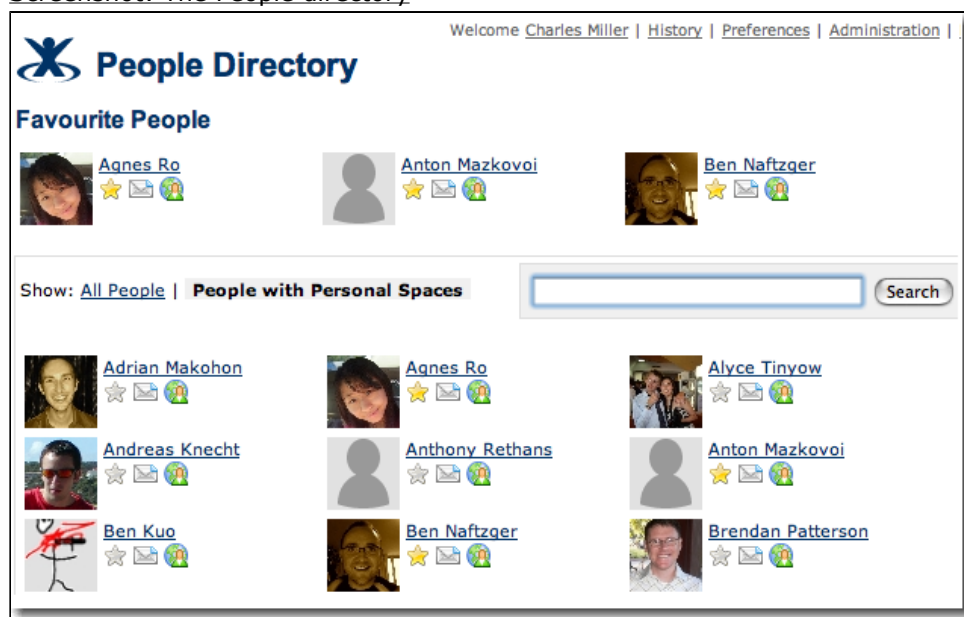
Viewing the People Directory


To go to the People Directory, click the 'People Directory' link on the [Dashboard](#), next to the following

icon : 

 The Confluence administrator can [hide the People Directory](#). If it is hidden, you will not see the link on the Dashboard.

Screenshot: The People directory



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.

Marking People as Favourite

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 have added 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](#).



People Directory provides hCard microformat

The [People Directory](#) uses the hCard microformat for simple integration with a variety of microformat-enabled tools. hCard is an open data format for representing people, companies, organisations, and places. Read more about [microformats](#) and [hCard](#).

RELATED TOPICS

[Setting up your Personal Space](#)

[Editing your User Profile](#)

[Uploading a Profile Picture](#)

Take me back to [User Guide](#)

Text Tokenization and Filtering

This page last changed on Jun 17, 2007 by rosie@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'.

Security Overview

This page last changed on Dec 18, 2007 by [smaddox](#).



Open or closed? It's your call.

Confluence gives you the choice to make the site as open or as closed as you wish. Here are some points to consider:

- As a tool for communication and collaboration, Confluence is at its best when all your users can participate fully.
- So it's advisable not to restrict users unless you have a good reason for doing so.
- Confluence keeps a history of all changes to pages and other content. So it is easy to see who has changed what, and to reverse any edits if required.

There are three levels of permissions in Confluence.

Levels of Permission

Global Permissions

Global permissions are site-wide permissions, and are assigned by administrators. Confluence allows two levels of administrator permissions :

- [System Administrator](#) - Users with this permission can perform all the Confluence administrative functions.
- [Confluence Administrator](#) - Users with this permission can perform most of the Confluence administrative functions, but excluding those functions which could compromise the security of the Confluence system.

Users with 'System Administrator' or 'Confluence Administrator' permission can assign permissions to other users. For full details, please refer to the [overview of global permissions](#) in the Administrator's Guide.

Space Permissions

The permission to create a new space or to administer one is granted by a [Confluence Administrator](#) from the global [Administration Console](#).

Every space has its own independent set of permissions. These permissions determine the access settings for different users of the space. In order to assign these permissions to other users, a user must be a [space administrator](#) i.e. must have the 'Admin' permission for that space.

See [Users and Groups](#) to learn how these permissions are assigned.

Page Restrictions

You can set [page-level restrictions](#), if you have the 'Restrict Pages' permission within the space concerned.

Page restrictions allow you to control who can view or edit individual pages. To set page restrictions, edit the page and use the page restriction options below the text-entry box.

More Information

How do space permissions and page restrictions work together?

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

How do space permissions and page restrictions affect links?

Space permissions and page restrictions affect how [links between pages](#) are displayed to a visitor:

- if the link points to a page in a space to which the visitor does not have 'View' space permission, the link will not be rendered at all.
- if the visitor has 'View' space permission, but page restrictions prohibit her from viewing the page, the link will be rendered but an 'Access Denied' message will be displayed when she clicks the link.
- if the visitor has 'View' space permission, and is not restricted from viewing the page, the link will display and behave as normal.

[Links to attachments](#) are also affected:

- if the visitor does not have permission to view the page to which the attachment is attached, the link will not be rendered.



Warning

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

RELATED TOPICS

[Users and Groups](#)

[Viewing Space Permissions](#)

[Assigning Space Permissions](#)

[Page Restrictions](#)

Take me back to [Confluence User Guide](#)

Page Restrictions

This page last changed on Jan 07, 2008 by [smaddox](#).

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

In order to set or modify page restrictions, you need to have both:


- 'Restrict Pages' permission in the space to which the page belongs (since page restrictions operate within the bounds of [space permissions](#)).
- Permission to edit the page itself. That is, if a user is prevented from editing a page through page restrictions, they are also prevented from changing the restrictions themselves.

Page Security Rules

Users can only view page or space content for which they (or a group they are in) have 'View' permission. Pages that a user does not have 'View' access to are referred to as 'inaccessible' pages. Visit [Inaccessible Page](#) to see how Confluence deals with pages a user cannot view:

- Anonymous users are directed to the login page.
- Logged-in users are shown a permissions error page.

It is not possible to conceal the existence of pages, though you can restrict 'View' access to page content. To keep the existence of a page or space secret, do not link to it from other sources.

 Users will still be able to find the page if they know it's URL. But they will not be able to view the content if they don't have the correct permissions.

Inherited Restrictions and Child Pages

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

'Edit' restrictions are not inherited.

Example of Child Page Restrictions

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

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

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

Administrators

- Space administrators are responsible for the management of a space and its contents. They therefore have the ability to remove all restrictions from a page (as described in [Viewing Restricted Pages](#)). This means that space administrators can view and edit all content in the space.
- Users who are members of the 'confluence-administrators' group ('super-users') can view all pages regardless of the page restrictions. To be able to edit the page, you will need to remove the restriction from it first – go to 'Space Administration' > 'Restricted Pages'.

You cannot exclude yourself

As creator or editor of a page, you cannot use page restrictions to deny yourself access to the page. Confluence will automatically add your username into the list of users/groups allowed to view/edit the page. If you remove your username, Confluence will put it back again.

What would you like to do?

[View a Page's Restrictions](#)

[Set a Page's Restrictions](#)

[View All Restricted Pages](#)

RELATED TOPICS

[Working with Pages](#)

Take me back to [Confluence User Guide](#)

Inaccessible Page

This page last changed on Oct 24, 2007 by [smaddox](#).



Please do not change the page restrictions on this page.

This page is intentionally restricted to viewing by the 'documentation' group only. We use it for demonstration purposes, to show what happens if someone tries to view a restricted page. For example, '[Page Restrictions](#)' links to this page.

Setting a Page's Restrictions

This page last changed on Aug 30, 2007 by [smaddox](#).

[Page restrictions](#) control who may view or edit a specific page, within the bounds of the [space permissions](#). This gives the space administrator control over who can access their space, and within that the page editor can control access to the page.

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

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

i 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' popup. 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. (Read [more about the User Search](#).)
 - 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' popup. Type part of the name, then click the 'Search' button to display a list of matching groups, e.g. to search for groups whose names start with 'finance', type 'finance'. Select the appropriate group(s), then click the 'Select group(s)' button.
 - 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.

Screenshot — Adding restrictions to a page

Restrictions: DONE

☒ Restrict viewing of this page ☐ Restrict editing of this page

[Choose me](#) | [Choose users](#) | [Choose groups](#) | Enter user/group name(s):

No viewing restrictions set on this page

No editing restrictions set on this page

Labels: [EDIT](#)

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 User Guide](#)

The User Search Window

This page last changed on Aug 30, 2007 by [smaddox](#).

This page tells you how to use the 'User Search' window, which appears when you are [setting page restrictions](#) or [assigning space permissions](#).



Search syntax


The search is not case-sensitive. You can enter either upper- or lower-case text.

You can use an asterisk '*' as a wild card when entering user details. The search will allow one or more characters to match the asterisk.

For example:

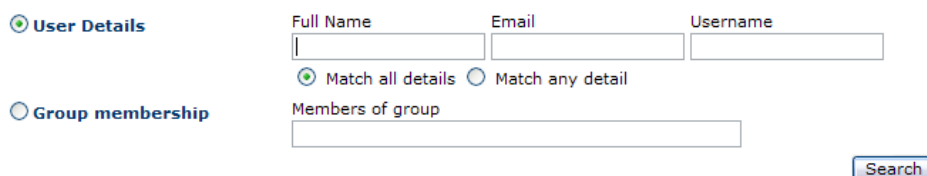
- Enter `jon*` to retrieve all the following: 'Jon Bloggs', 'Jon Smith' and 'Jonathan Jones', etc
- Enter `*bloggs` to retrieve all the following: 'James Jon Bloggs', 'Joe Bloggs', 'Jon Bloggs' and 'Richard Bloggs', etc
- Enter `*jon*` to retrieve all the following: 'James Jon Bloggs', 'Jon Bloggs', 'Jon Smith' and 'Jonathan Jones', etc

To search for and select one or more users,

1. To access the 'User Search' window, click the 'Choose users' link when [setting page restrictions](#), or the  icon on the [space permissions](#) screen.
2. The 'User Search' window will appear, as shown below.
3. To search for a particular user:
 - Select the 'User Details' radio button.
 - Complete one or more of the following fields. You can use wild cards as described above.
 - Full Name - the person's name, e.g. 'Joe Bloggs', or '*Bloggs', or 'Joe*'.
 - Email - email address, e.g. '*acme*'.
 - Username - the person's username, e.g. '*joe*', or '*Bloggs'.
 - Click the 'Search' button. A list of matching users will appear.
 - Go to step 5 below.
4. To search for users in a particular group:
 - Select the 'Group membership' radio button.
 - Type in the group name. You cannot use wild cards here.
 - Click the 'Search' button. A list of matching users will appear.
5. Select the required user(s) by checking the box next to the username(s).
6. Click the 'Select User(s)' button. The 'User Search' window will close, and the selected users will appear in the text box in the page restrictions or on the 'Edit Space Permissions' screen.

Screenshot : User Search

User Search



☒ **User Details**

Full Name Email Username

☒ Match all details ☐ Match any detail

☐ **Group membership**

Members of group

Screenshot : Searching for user(s) in a group

User Search

☐ User Details

Full Name Email Username

☒ Match all details ☐ Match any detail

☒ Group membership

Members of group

Check All	<input type="checkbox"/> User	Full name	Email
	<input type="checkbox"/> jan@acme.com	Jan Gone	jan@acme.com
	<input type="checkbox"/> joe@acme.com	Joe Bloggs	joe@acme.com
	<input type="checkbox"/> smaddox@atlassian.com	Sarah Maddox	smaddox@atlassian.com

Select User(s)

RELATED TOPICS

[Setting a Page's Restrictions](#)

[Viewing a Page's Restrictions](#)

[Viewing Restricted Pages](#)

[Assigning Space Permissions](#)

Take me back to [Confluence User Guide](#)

Viewing a Page's Restrictions

This page last changed on Jun 17, 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



The screenshot shows a grey rectangular box containing the following text:
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 User Guide](#)

Site Administrators and their permissions

This page last changed on Dec 16, 2007 by [smaddox](#).

All site administrative functions are performed from the Administration Console. You need to have System Administrator or Confluence Administrator permissions to access the Administration Console.

The Confluence permission scheme allows two levels of administrator permissions:

- System Administrator – full administrative access to Confluence.
- Confluence Administrator – access to most of the Confluence administrative functions.

Please refer to the [overview of global permissions](#) in the Administrator's Guide for full details.

RELATED TOPICS

[Users and Groups](#)

Take me back to [Confluence User Guide](#)

Space Administrators and their permissions

This page last changed on Oct 21, 2007 by [smaddox](#).

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

Who is a space administrator?

The person who creates a space is automatically the administrator of that space. That person can then [assign other space administrators](#) as required.



Confluence administrators are not necessarily space administrators

- A user who has the 'Administer Confluence' permission is not automatically a space administrator for a particular space. In order for them to be a space administrator, they must belong to a group which has space administration rights on the space, or their username must be specifically granted space administration rights on the space.
- Users who are members of the 'confluence-administrators' group do automatically have space administration permissions for all spaces.

Refer to the [Administrator's Guide](#) for more details about Confluence administrator permissions.

What can a space administrator do?

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

Space administrators can:

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

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

RELATED TOPICS

[Space Permissions Overview](#)

Take me back to [Confluence User Guide](#)

Space Permissions Overview

This page last changed on Feb 26, 2008 by [smaddox](#).

Differences in Confluence Hosted

If you are using [Confluence Hosted](#), anonymous visitors cannot access your site. Read more about the [feature limitations in Confluence Hosted](#).

Every space has its own independent set of permissions.

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

Permissions can be assigned to any [group](#), to any individual user in the Confluence-User group, and to users in the Anonymous group.

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

- View: user can view this space's content, including the space's details, and its pages and news items (blog posts)
- Pages:
 - Create - user may create and edit pages in this space.
 - Export - user may export pages in this space.
 - Restrict - user may apply [page level permissions](#).
 - Remove - user may remove pages in this space.
- News (i.e. blog posts):
 - Create - user may post news items in this space.
 - Remove - user may remove news items in this space.
- Comments:
 - Create - user may make comments in this space.
 - Remove - user may remove comments from this space.
- Attachments:
 - Create - user may add attachments in this space.
 - Remove - user may remove attachments from this space.
- Mail:
 - Remove - user may delete individual mail items.
- Space:
 - Export - user may export content from this space.
 - Admin - user has administrative permissions over this space.



Warning

If you deny all administrative access to a space by mistake, so that nobody has access to administer the space any more, you will need to ask someone in the [confluence-administrators group](#) to fix the permissions for you.

RELATED TOPICS

[Space Administrators and their permissions](#)

[Users and Groups](#)

[Viewing Space Permissions](#)

[Assigning Space Permissions](#)

[Revoking Space Permissions](#)

[Page Restrictions](#)

Take me back to [Confluence User Guide](#)

Assigning Space Permissions

This page last changed on Mar 05, 2008 by [smaddox](#).

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

You need to be a [space administrator](#) to assign [space permissions](#).

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

- View: user can view this space's content, including the space's details, and its pages and news items (blog posts)
- Pages:
 - Create - user may create and edit pages in this space.
 - Export - user may export pages in this space.
 - Restrict - user may apply [page level permissions](#).
 - Remove - user may remove pages in this space.
- News (i.e. blog posts):
 - Create - user may post news items in this space.
 - Remove - user may remove news items in this space.
- Comments:
 - Create - user may make comments in this space.
 - Remove - user may remove comments from this space.
- Attachments:
 - Create - user may add attachments in this space.
 - Remove - user may remove attachments from this space.
- Mail:
 - Remove - user may delete individual mail items.
- Space:
 - Export - user may export content from this space.
 - Admin - user has administrative permissions over this space.




Warning

If you deny all administrative access to a space by mistake, so that nobody has access to administer the space any more, you will need to ask someone in the [confluence-administrators group](#) to fix the permissions for you.

To access the space permissions,


1. Click the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Space Admin' tab. This tab is only displayed if you are a space administrator.
3. Click the 'Permissions' link in the left-hand panel under the heading 'Security'. This will display the space's current permissions assigned to the different [groups and users](#).
4. Click the 'Edit Permissions' button.
5. The 'Edit Space Permissions' screen appears, as shown below.

To assign space permissions to groups,

1. Access the 'Edit Space Permissions' screen as described above.
The Groups section shows a list of groups which already have permissions to access the site.
 - To assign permissions, check the box next to the relevant group, for each of the required permissions.
 - To deny a permission, uncheck the relevant box.
 - To add a new group to the list, type the group name into the text box labelled 'Grant permission to' and click the 'Add' button. The group will appear in the list of groups and you can then assign the permissions.
 - To search for a group:
 - Click the  icon.
 - In the 'Group Search' window, enter all or part of the group name. You can use an asterisk '*' as a wild card.

- Check the boxes to select the required group(s).
 - Click the 'Select Groups' button. The group name(s) will appear in the 'Grant permission to' text box.
 - Click the 'Add' button.
2. Click 'Save All' to apply the permissions.

To assign space permissions to users,

1. Access the 'Edit Space Permissions' screen as described above.
The Individual Users section shows a list of users who already have permissions to access the site.
 - To assign permissions, check the box next to the relevant user, for each of the required permissions.
 - To deny a permission, uncheck the relevant box.
 - To add a new user to the list, type the username into the text box labelled 'Grant browse permission to' and click the 'Add' button. The user will appear in the list of users, with 'View' permission assigned, and you can then add more permissions if necessary.
 - To search for a user:
 - Click the  icon.
 - The 'User Search' window will appear. The [user search](#) is the same as is used when applying page restrictions.
 - Check the boxes to select the required user(s).
 - Click the 'Select User(s)' button. The username(s) will appear in the 'Grant browse permission to' text box.
 - Click the 'Add' button.
2. Click 'Save All' to apply the permissions.

Differences in Confluence Hosted

If you are using [Confluence Hosted](#), anonymous visitors cannot access your site. Read more about the [feature limitations in Confluence Hosted](#).

To assign space permissions to anonymous users,

1. Access the 'Edit Space Permissions' screen as described above. The Anonymous Access section shows the space permissions granted to all anonymous users of the site.
 - To assign permissions, check the box for the required permission.
 - To deny a permission, uncheck the relevant box.
2. Click 'Save All' to apply the permissions.



You cannot grant space 'Admin' rights or Page 'Restrict' rights to anonymous users.


Screenshot : Edit space permissions

You can edit the current space permissions here. Permissions can be granted to specific users or groups. You can also grant permissions to anonymous users. Anonymous users refers to all users that are not logged in. For information about the individual *permissions* that can be assigned, please see the [permissions guide](#).

[Save All](#) [Cancel](#)

Groups

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

	Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
 confluence-users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Grant permission to [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.

	Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
 Matthew Jensen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Rosie Jameson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Sarah Maddox	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Grant browse permission to [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.

	Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
 Anonymous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save All](#) [Cancel](#)

About some error messages you may see

In Confluence 2.7.2 and later, Confluence will let you know if there is a problem with some permissions. In rare situations, you may see the following error messages below a permission:

- 'User/Group not found' — This message may appear if your LDAP repository is unavailable, or if the user/group has been deleted after the permission was created.
- 'Case incorrect. Correct case is: xxxxxx' — This message may appear if the upper/lower case in the permission does not match the case of the username or group name. If you see a number of occurrences of this message, you should consider running the [routine supplied to fix the problem](#).

RELATED TOPICS

[Space Permissions Overview](#)
[Viewing Space Permissions](#)
[Revoking Space Permissions](#)
[Users and Groups](#)

Take me back to [Confluence User Guide](#)

Revoking Space Permissions

This page last changed on Jun 17, 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

Groups

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

	Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
atlassian-staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Grant browse permission to

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:

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.

	Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
Anonymous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RELATED TOPICS

[Space Permissions Overview](#)
[Assigning Space Permissions](#)
[Viewing Space Permissions](#)
[Users and Groups](#)

Take me back to [Confluence User Guide](#)

Viewing Space Permissions

This page last changed on Mar 05, 2008 by [smaddox](#).

You need to be a [space administrator](#) to view the permissions assigned for a space.

To view the permissions assigned for a space,

1. Click the 'Browse Space' link for that space.
2. Click the 'Space Admin' tab. This tab is only displayed if you are a space administrator.
3. Click the 'Permissions' link in the left-hand panel under the 'Security' heading. This will display all the permissions assigned to the different groups and users for this space.

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

Screenshot : Viewing space permissions

Groups														
These are the permissions currently assigned to groups for this space.														
	Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
confluence-administrators	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
confluence-users	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
Edit Permissions														
Individual Users														
These are the permissions currently assigned to individual users for this space.														
	Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
Admin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Edit Permissions														
Anonymous Access														
When a user is using Confluence while not logged in, they are using it anonymously. For example: Enabling anonymous 'commenting' permission, allows non-logged-in users to make comments in this space.														
	Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
Anonymous	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Edit Permissions														

About some error messages you may see

In Confluence 2.7.2 and later, Confluence will let you know if there is a problem with some permissions. In rare situations, you may see the following error messages below a permission:

- 'User/Group not found' — This message may appear if your LDAP repository is unavailable, or if the user/group has been deleted after the permission was created.
- 'Case incorrect. Correct case is: xxxxxx' — This message may appear if the upper/lower case in the permission does not match the case of the username or group name. If you see a number of occurrences of this message, you should consider running the [routine supplied to fix the problem](#).

RELATED TOPICS

[Space Permissions Overview](#)
[Users and Groups](#)
[Assigning Space Permissions](#)
[Page Permissions](#)

Take me back to [Confluence User Guide](#)

Users and Groups

This page last changed on Feb 21, 2008 by [smaddox](#).

A user is any individual who accesses Confluence.

New users are created by a [Confluence administrator](#) via the [Administration Console](#).

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

There are two special groups in Confluence:

- Confluence-Administrators - This is a 'super-group' and a user from this group has permission to do anything in the site regardless of any other setting.
- Confluence-Users - This is the default group into which all new users are assigned. Permissions you assign to this group will be assigned to all newly signed-up users of Confluence.

Anonymous Users

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



Overlapping group and user permissions

When a user is assigned more than one permission, the most powerful permission will prevail.

Further explanation:

- A user may be assigned a permission specifically to their username. They may also be assigned a permission by belonging to a group, or even several groups.
- The user will then be able to perform all functions assigned to them.
- So if a user is allowed to do something over and above what the group can do, the user will be able to do it. And if the group is allowed to do something over and above the specific permissions granted to the user, the user will still be able to do it.

RELATED TOPICS

[Space Permissions Overview](#)

[Viewing Space Permissions](#)

[Assigning Space Permissions](#)

[Page Permissions](#)

[The Administrator's Guide to User Management in Confluence](#)

Take me back to [Confluence User Guide](#)


Viewing Restricted Pages

This page last changed on Jun 17, 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:

Title (Space)	Type	Permitted User/Group	Creator	Created	Operations
Page Permissions Demo (Confluence Documentation Research)	View	atlassian-staff	Vidya Madabushi	Jul 24, 2005	
	Edit	vidya	Vidya Madabushi	Jul 24, 2005	

RELATED TOPICS

[Viewing a Page's Restrictions](#)

[Setting a Page's Restrictions](#)

[Working with Pages](#)

Take me back to [Confluence User Guide](#)

Site Backup and Restore

This page last changed on Dec 16, 2007 by [smaddox](#).

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.

Creation Delay	Disk Usage	Recommended Backup Method
Acceptable	Acceptable	XML site backup with attachments
Acceptable	Unacceptable	XML site backup minus attachments, plus manual backup of attachments
Unacceptable	Unacceptable	Manual backup of database and attachments

Creation Delay is the time it takes to create an XML site backup minus attachments.

Disk Usage can be estimated by multiplying the frequency of your XML site backups by their current size.

Manual Backups

Confluence's [attachment storage configuration](#) can be set to store attachments in the Confluence home directory, or in the database.

Database Backup

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

Attachment Backup

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

To restore from these backups, please refer to [Restoring Data from other Backups](#).

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 Attachments Directory

This page last changed on Mar 18, 2008 by [smaddox](#).

This page contains attachments (images etc) used on other pages in the Confluence documentation space.

Space Backup and Restore

This page last changed on Jun 17, 2007 by rosie@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](#).

Tracking Updates Overview

This page last changed on Jun 17, 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 User Guide](#)

Managing Watches

This page last changed on Jun 17, 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 User Guide](#)

Subscribing to Daily Email Reports

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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](#)

Take me back to [Confluence User Guide](#)

Subscribing to RSS Feeds within Confluence

This page last changed on Aug 27, 2007 by [smaddox](#).

[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.

- [Subscribe to a feed of bookmarks](#) created via the Social Bookmarking plugin.



To have your newsreader log into Confluence, you can [add your username and password to the feed URL](#). But please note that if you do this, someone with access to your RSS newsreader configuration can read your password.

RSS Newsreaders

The following are some popular RSS newsreader programs for various operating systems. You can find a more comprehensive list on [Google's open directory](#)

Windows

- [SharpReader](#)
- [NewsGator](#)
- [Syndirella](#)
- [FeedDemon](#)
- [NewzCrawler](#)

Mac OS X

- [Safari](#)
- [NetNewsWire](#)
- [NewsFire](#)
- [Shrook](#)

Multi-Platform

- [NewsMonster](#) (Runs in the Mozilla web browser)
- [Radio Userland](#) (Windows and MacOS)
- [AmphetaDesk](#) (Windows, Unix, Mac OS X)

RELATED TOPICS

[Tracking Updates Overview](#)

[Working with RSS Feeds](#)


[RSS Feed Macro](#)

[Adding a username and password to Confluence RSS feeds](#)

Take me back to [Confluence User Guide](#)

Using pre-specified RSS feeds


This page last changed on Jun 29, 2007 by [smaddox](#).

 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 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
4. To have your newsreader log into Confluence, you can [add your username and password to the feed URL](#). But please note that if you do this, someone with access to your RSS newsreader configuration can read your password.

To subscribe to RSS feeds generated by Confluence, for a particular page (where available)

1. Locate the following icon, which is available in the top-right corner of certain pages:

2. Copy and paste the icon's link into your RSS newsreader.
3. To have your newsreader log into Confluence, you can [add your username and password to the feed URL](#). But please note that if you do this, someone with access to your RSS newsreader configuration can read your password.

RELATED TOPICS

[Adding a username and password to Confluence RSS feeds](#)
[Using the RSS Feed Builder](#)
[Tracking Updates Overview](#)
[Working with RSS Feeds](#)
[RSS Feed Macro](#)

Take me back to [Confluence User Guide](#)

Using the RSS Feed Builder

This page last changed on Jun 29, 2007 by [smaddox](#).

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.
11. To have your newsreader log into Confluence, you can [add your username and password to the feed URL](#). But please note that if you do this, someone with access to your RSS newsreader configuration can read your password.

Screenshot 1 : RSS feed builder

RSS Feed Builder

Step1

Select the content you would like in this feed:

Types of content:

- ☒ Pages ☒ Comments
☒ News Items ☒ Attachments
☒ Mails

Sorted by:

- ☐ Created Date
☒ Modified Date

For Pages, show

- ☒ Content ☒ Diff

From Space(s):

- All Spaces
Favourite Spaces
Global Spaces
Personal Spaces
Favourite Spaces
Confluence Development
JIRA Development
Global Spaces
Admin Space
Advocates
Atlassian Foundation
Atlassian Internal Systems
Atlassian Intranet
Atlassian University
atlassian-user
Bamboo
Business Development
Cohesion
Confluence
Continuous Learning

Press Ctrl + left mouse button to select multiple spaces.

Labelled with at least one of the labels:

Step2

Select the feed format and access:

Choose the feed format:

- ☐ RSS 1.0
☐ RSS 2.0
☒ Atom

Feed size:

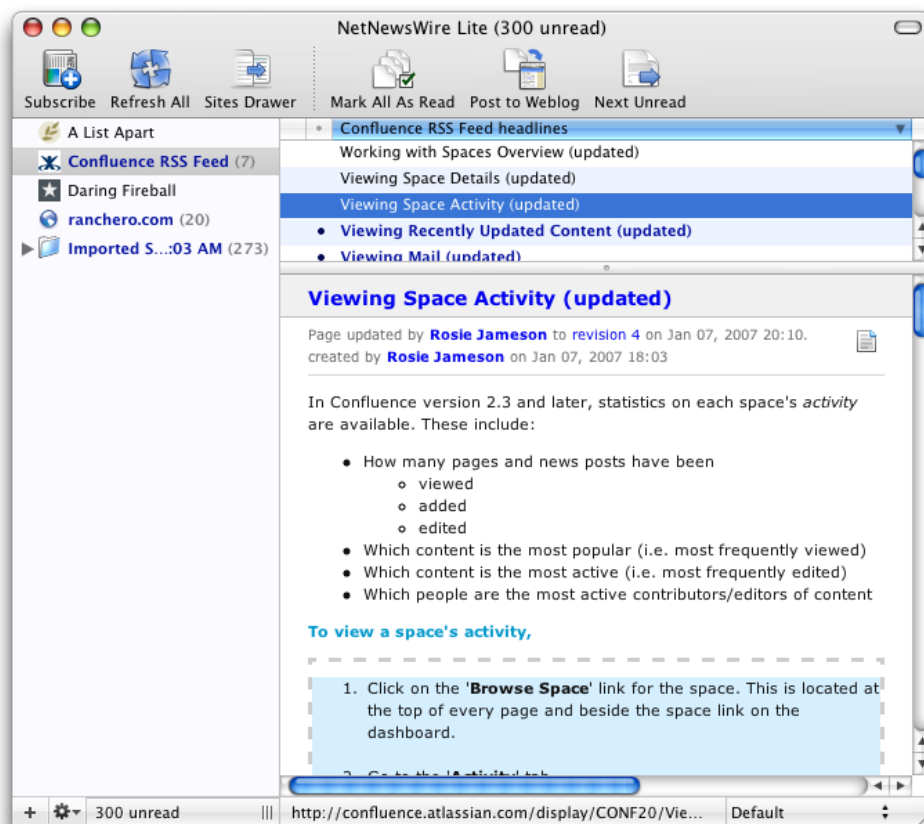
Limit feed to items from the last days

Please choose a name for this feed:

Confluence RSS Feed

Create RSS Feed

Screenshot 2 : Example Feed



RELATED TOPICS

[Adding a username and password to Confluence RSS feeds](#)

[RSS Feed FAQ](#)

[Tracking Updates Overview](#)

[Working with RSS Feeds](#)

Take me back to [Confluence User Guide](#)


Watching a Page

This page last changed on Jul 01, 2007 by rosie@atlassian.com.

When you watch a page, you are notified by email whenever the page is modified.

You will receive email notifications for:

- page edits (unless the "Minor change" checkbox is ticked before saving) or page deletion
- attachments (including new versions of an existing attachment or deletions of an existing attachment)
- comments (including new comments, edits of existing comments or deletions of existing comments).

 **Note:** You will not receive notifications when page content changes simply due to the output of a macro.

For example: The output of the {children} macro will change if someone adds a child page. The page when displayed will show the new child page. But the page content itself has not been edited, so no notifications will be sent.

To watch a page, you require 'View' permission for the page.

To start watching a page,

1. Go to the page.
2. Click the '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 User Guide](#)

Watching a Space

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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 User Guide](#)

Working with RSS Feeds

This page last changed on Aug 16, 2007 by [smaddox](#).

An RSS feed is a format for delivering summaries of regularly changing web content. Subscribing to an RSS feed allows you to stay informed of the latest content from sites that you are interested in.

RSS isn't designed to be read in a regular web browser. Specialised RSS newsreader programs can check RSS files every so often, and tell you what's new on a site. Your reader may be on a website, an add-on to your browser, part of your email program, or a stand-alone program.

Confluence works with RSS in two ways:

- Confluence [generates its own RSS feeds](#) for tracking updates to content within Confluence. You will need an RSS reader which can grab the RSS feeds from Confluence and display them for you.
- Confluence's [RSS macro](#) allows you to display the contents of RSS feeds on a Confluence page. The feeds may come from a Confluence feed generator or from external sites. In this way, Confluence can act as an RSS reader.

For a technical description of RSS, read [Mark Pilgrim's "What is RSS?" article](#) on XML.com.

RELATED TOPICS

[Subscribing to RSS Feeds within Confluence](#)
[Displaying content from RSS feeds on a Confluence page](#)
[Tracking Updates Overview](#)

Take me back to [Confluence User Guide](#)


Adding a username and password to Confluence RSS feeds


This page last changed on Jul 01, 2007 by [smaddox](#).

You can [create a feed from Confluence](#), so that you can keep track of updates to Confluence content. You will then use a feed reader to display the feed. Your feed reader may be an RSS newsreader ([examples here](#)), or you can display the feed on a Confluence page using the [RSS Feed Macro](#).

Adding your username and password to the feed URL

After creating the feed, you can add your username and password to the feed URL. This will allow your feed reader to log in to Confluence. You will need to add your username and password for feed readers which use the [RSS Feed Macro](#) as well as for external RSS newsreaders.

 The instructions below apply to feeds coming from Confluence. To log in to external blogs, you will need to know the specific parameters to include in the URL. The terms 'os_username' and 'os_password' are specific to Confluence.

-  If you are using a newsreader, anyone with access to your RSS newsreader configuration can read your password.
- If you are embedding your feed on a Confluence page, you will include your username and password in the text of the page. Your password will be visible to anyone who can edit the page or view the source of the page.

To add a username and password to a Confluence RSS feed,

1. Get the feed URL by [creating a feed from Confluence](#).
2. Add one of the two following strings of text to the end of the URL:
 - a. '?os_username=myname&os_password=mypassword' (i.e. the first character must be '?' if your URL does not yet contain a parameter list starting with '?')
 - b. '&os_username=myname&os_password=mypassword' (i.e. the first character must be '&' if your URL already contains a parameter list starting with '?')
 - Leave out the quotes.
 - Replace 'myname' with your username.
 - Replace 'mypassword' with your password.
 - If your username or password contain special characters, replace with URL encoding [as shown below](#).
 - Leave the rest of the text exactly as it is.
3. Copy the URL into your newsreader or into the Confluence [RSS Feed Macro](#).

Example:

Below is an example of a Confluence feed URL. In the example, the username is 'Firstname Lastname' and the password is 'realpassword'. (Ignore the line-breaks in the example - we added them because the URL is too long to display comfortably on the page.)

URL encoding for special characters

If you include special characters in a URL string, you must replace them with special codes, called URL encoding or percent encoding. Below are the codes for some of the most-used characters.

You can find more information [here](#), and a URL translation function [here](#).

Character	URL encoding
space	+
\$	%24
<	%3C
>	%3E

Examples:

Your password	String to include
mypassword	&os_password=mypassword
mypassword\$	&os_password=mypassword%24
mypassword\$2	&os_password=mypassword%242

RELATED TOPICS

[Tracking Updates Overview](#)

[Working with RSS Feeds](#)

[RSS Feed Macro](#)

Take me back to [Confluence User Guide](#)

User Profile Overview

This page last changed on Jun 17, 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.

[View Profile](#) [Edit Profile](#) [Labels](#) [Watches](#) [Drafts](#)  [Create Personal Space](#)

 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](mailto:rosie@atlassian.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 User Guide](#)

Changing Password

This page last changed on Jun 17, 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 User Guide](#)

Editing User Preferences

This page last changed on Jun 17, 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

The screenshot shows the 'Edit Profile' page in Confluence. At the top, there's a user profile icon and the text 'Preferences'. Below this is the 'General Preferences' section. A navigation bar at the top of the main content area includes 'View Profile', 'Edit Profile' (which is active), 'Labels', 'Watches', and 'Drafts'. On the left side, there's a sidebar with 'Your Profile' (containing 'Your Details', 'Profile Picture', and 'Password') and 'Preferences' (containing 'General' and 'Email'). The main content area is titled 'Change your default home page and language'. It contains three dropdown menus: 'Site Homepage' set to 'Site Default (Dashboard)', 'Preferred Language' set to 'Site Default (English)', and 'Time zone' set to 'Site Default ((GMT-0600) Central Time (US & Canada))'. At the bottom of this section are 'Save' and 'Cancel' buttons.

RELATED TOPICS

[Editing User Profile](#)
[Uploading a Profile Picture](#)
[Setting up your Personal Space](#)
[Managing Watches](#)
[Email Address Privacy](#)

Take me back to [Confluence User Guide](#)


Editing User Profile


This page last changed on Jun 27, 2007 by [smaddox](#).

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 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 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.

 Note that your Username cannot be changed.
3. Click 'Save' to save your changes.

 To set your preferred language, click the 'General' link. The [General Preferences](#) page will appear.
Screenshot : Edit profile



Preferences

Edit My Profile

[View Profile](#) **Edit Profile** [Labels](#) [Watches](#) [Drafts](#)

Your Profile

- [Your Details](#)
- [Profile Picture](#)
- [Password](#)

Preferences

- [General](#)
- [Email](#)

Change your user details and profile picture.

Full Name:

Email:

Information about me:



Handy Hint

Confluence administrators can configure Confluence to mask email addresses (e.g. 'example at atlassian dot com'), protecting your email address from search engine spiders and the like.

RELATED TOPICS

[Viewing User Profile](#)
[Uploading a Profile Picture](#)
[Setting up your Personal Space](#)
[Managing Watches](#)

[Email Address Privacy](#)

Take me back to [Confluence User Guide](#)

Email Address Privacy

This page last changed on Dec 18, 2007 by [smaddox](#).

Confluence can mask the email addresses of users to protect them from mail spammers.

This is done by a Confluence administrator and is configured through the [Administration Console](#). The [Confluence administrator](#) has three options for email address privacy:

- Public: email addresses are displayed publicly.
- Masked: email addresses are still displayed publicly, but masked in such a way to make it harder for spam-bots to harvest them.
- Private: only Confluence administrators can see the email addresses.

RELATED TOPICS


[Editing User Profile](#)

[Viewing User Profile](#)

Take me back to [Confluence User Guide](#)

Linking to Personal Spaces and User Profiles

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

 You need to edit in 'Wiki Markup' mode to create a link to a user's personal space (or user profile). You can link to a user's personal space (or user profile) easily if you know their username.

To link to a user's personal space,

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

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

RELATED TOPICS

[User Profile Overview](#)

[Setting up your Personal Space](#)

[Working with Links](#)

Take me back to [Confluence User Guide](#)

Updating Email Address

This page last changed on Jun 17, 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 User Guide](#)

Uploading a Profile Picture

This page last changed on Nov 14, 2007 by [smaddox](#).

Your profile picture is used as the icon for your [personal space](#), to represent you in the [People Directory](#), and to illustrate your [comments](#).

You may upload your own profile picture, or use one of the images provided by Confluence. If you upload your own profile picture, it will be resized to 48x48 pixels.

To upload a profile picture,

1. Click 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. Click the 'Browse' button to locate your picture, then click the 'Upload' button to upload a picture from your computer or file server.
 - Or:
 - b. Select one of the icons provided.

Dashboard > People > Donald Duck > Profile Picture

Welcome Donald Duck | History | Preferences | Administration | Log Out

Edit My Profile Picture

[View Profile](#) [Edit Profile](#) [Labels](#) [Watches](#) [Drafts](#) [Your Personal Space](#)

Your Profile

- [Your Details](#)
- [Profile Picture](#)
- [Password](#)

Preferences

- [General](#)
- [Email](#)

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 48 x 48 pixels.

[Browse...](#) [Upload](#)

Default Icons: You can also select a profile picture from one of these default icons.

[Save](#) [Cancel](#)

5. Click the 'Save' button.



You cannot remove a profile picture

The current version of Confluence does not allow you to remove a profile picture once you have uploaded it. See JIRA issue [CONF-5885](#). If you are keen on this improvement, please do cast your vote to increase its popularity, and add a comment to the issue to voice your opinion. You can add yourself as a watcher of the issue to get any future updates.

RELATED TOPICS

[Editing User Profile](#)

[Setting up your Personal Space](#)

Take me back to [Confluence User Guide](#)

Viewing User Profile

This page last changed on Jan 14, 2008 by [smaddox](#).

To view your user profile, click on the 'Preferences' link located at the top right of the page.

The 'View Profile' tab displays:

Profile Description - information you have entered about yourself and a photograph if you have included one. See Screenshot 1.

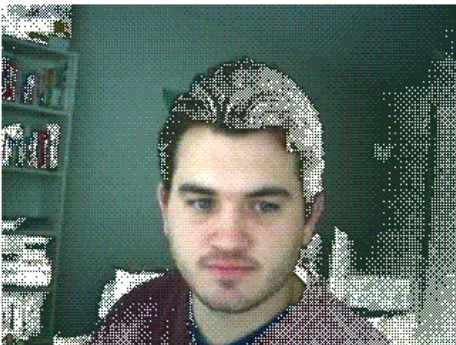
Recently Edited - a list of ten items mostly recently edited by you.

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



[Atlassian](#)

charles@atlassian.com

[The Fishbowl](#)

AIM	online	carlfishy
Online Now		carlfishie
Online		1939355

[Ceglowski](#)

[Maciej](#)

Screenshot 2 : Profile Information

My Profile

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 User Guide](#)


Using the Confluence Screens

This page last changed on Mar 25, 2008 by [smaddox](#).

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



Menu item	Explanation
Space Menu	The 'Space' menu contains a list of content you may want to browse, and actions that administer this space.
User Menu	The 'User' menu contains a list of actions related to your account and profile.
Search Box	Type into this box and press 'Enter' to search.
Edit Button	The 'Edit' button allows you to edit this page.
Add Menu	The 'Add' menu allows you to add things to a page or space.
Tools Menu	The 'Tools' menu contains miscellaneous actions relating to the page.
Labels	This line shows tags attached to the current page (now moved to the bottom of page content).

 Moving to Confluence 2.8 from an earlier version?
For an overview of what's changed in Confluence 2.8, refer to [Confluence 2.8 Screen and Menu Changes](#).

RELATED TOPICS

[Overview of Spaces](#)
[Overview of Pages](#)

Take me back to [Confluence User Guide](#)

Working with Attachments Overview

This page last changed on Jan 17, 2008 by [smaddox](#).

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

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

In Confluence, attachments are contained in the 'Attachments' tab of a page.

Once you attach a file, you can then [provide a link to it](#) from a Confluence page.

When a user clicks on the link, the attachment will open, so long as the user has the software application needed to open the attachment.

In the case of image attachments, Confluence allows you to [display attached images](#) on the page.

If you attach a file with the same name as an existing attachment, Confluence will create a [new version](#) of the existing attachment.

RELATED TOPICS

- [Attaching Files to a Page](#)
- [Attachment Versions](#)
- [Displaying List of Attachments in a Page](#)
- [Downloading Attachments](#)
- [Editing Attachment Details](#)
- [Embedding Multimedia Content](#)
- [Embedding PowerPoint Presentations in a Page](#)
- [Finding an Attachment](#)
- [Linking to Attachments](#)
- [Viewing Attachment Details](#)

- [Displaying an Image](#)
- [Configuring Attachment Size](#)
- [Attachment Storage Configuration](#)

Take me back to [Confluence User Guide](#)

Attaching Files to a Page

This page last changed on Jan 23, 2008 by [smaddox](#).

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

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

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

Attaching and linking files via the 'Insert Link' icon

This page tells you how to use the 'Attachments' tab to attach a file to a page. You can also attach files via the 'Insert Link' icon as described in [Linking to an Attachment](#).

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.

Attaching files

To attach a file to a page,

1. Go to the page and click the 'Attachments' tab.
2. Click the 'Browse' button.
3. Browse through your files and select the file you'd like to attach.
4. Enter a description for the attachment in the 'Comment' text field (optional).
5. Click 'Attach more files' if required.
6. Click 'Attach File(s)'.

Screenshot: Adding attachments



Name	Size	Creator (Last Modifier)	Creation Date	Last Mod. Date	Comment
 fish.gif	2 kb	Vidya Madabushi	Nov 28, 2005	Nov 28, 2005	Edit Remove

Attach File	Comment
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> (Optional)
You cannot attach files with names containing '+' or '&' characters.	
Comment cannot be longer than 255 characters.	
Attach more files	
<input type="button" value="Attach File(s)"/>	

Attachment Versions

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

RELATED TOPICS

[Working with Attachments](#)

[Displaying an Image](#)

[Attachment Versions](#)

Take me back to [Confluence User Guide](#)

Attachment Versions

This page last changed on Jan 23, 2008 by [smaddox](#).



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

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 x', and can be accessed from the page's 'Attachments' tab.

i The recording of attachment history was improved in Confluence 2.7.1 and later. The screenshots below show the improved functionality. Read the [Confluence 2.7.1 Release Notes](#).

Screenshot: Attachment versions

	Name	Size	Creator (Last Modifier)	Creation Date	Last Mod. Date	Comment	
▼	 sunset.jpg	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008		Edit Remove
	□ Version 3	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008		
	□ Version 2	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008		
	□ Version 1	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008	Sunset at dawn	
▼	 harbour.jpg	98 kb	John Smith (modified by Jane Smith)	Jan 14, 2008	Jan 14, 2008	Picture of Sydney harbour bridge	Edit Remove
	□ Version 1	98 kb	A. D. Ministrator (modified by Jane Smith)	Jan 14, 2008	Jan 14, 2008		

Some additional notes:

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

RELATED TOPICS

[Attaching Files to a Page](#)
[Moving an Attachment](#)
[Viewing Attachment Details](#)
[Working with Attachments](#)




Take me back to [Confluence User Guide](#)

Displaying List of Attachments in a Page

This page last changed on Dec 06, 2007 by [rosie@atlassian.com](#).

i 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

What you need to type	What you will get						
{attachments}		Name	Size	Created (Last Modifier)	Creation Date	Last Mod Date	Comment
		94 kb	Vidya	Aug	Aug		Edit Remove
	office1.jpg		Madabushi	09,	09,	2005	
		1.27 Mb	Vidya	Aug	Aug		Edit Remove
	waterfall.jpg		Madabushi	09,	09,	2005	
		33 kb	Sarah	Oct	Oct		Edit Remove
	editProfile.png		Maddox	08,	08,	2007	

Optional Parameters

Parameter	Default	Description
patterns	all	Specify which attachments to display using filename patterns
old	false	Include old attachments
sortBy	date	Specify the sort order for attachments. Valid values are "date", "size" and "name".

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.

i 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

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

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 User Guide](#)

Downloading Attachments

This page last changed on Jan 17, 2008 by [smaddox](#).

To download a single attachment of a page,

1. Go to the page and click the 'Attachments' tab.
2. Right-click the link on the attachment name, 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 the 'Attachments' tab.
2. Click the 'Download All' link at the top of the page to download a zipped file of all the page's attachments.

RELATED TOPICS

[Working with Attachments Overview](#)

[Viewing Attachment Details](#)

Take me back to [Confluence User Guide](#)

Editing Attachment Details

This page last changed on Jan 17, 2008 by [smaddox](#).

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

To edit the details of an attachment,

1. Go to the page that contains the attachment.
2. Click the 'Attachments' tab.
3. Click the 'Edit' link beside the attachment. This will bring up a new screen.
4. Make your changes:
 - File Name — Rename or modify the name of the attachment.
 - New Comment — Update the existing comment or enter a new comment.
 - New Content Type — Change the content type of the attachment by entering a valid [Mime type](#).
 - Page — [Move the attachment](#) to another page.
 - Update Links? — Choose whether you want to update links to the attachment when new versions are uploaded.
5. Click 'OK'.

Screenshot: Editing an attachment

Dashboard > Leo > Home > Leonard is Best > Edit Attachment

Welcome Admin | History | Preferences | Administration | Log Out

View Edit Attachments (1) Info

Browse Space Add Page Add News

Edit Attachment

This page allows you to move an attachment, rename an attachment, or both.

File Name
h.png
Update the file name here.

New Comment

Update the comment here.

New Content Type
image/x-png
Update the Mime type of the attachment 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 an Attachment](#)
[Viewing Attachment Details](#)
[Working with Attachments](#)

Take me back to [Confluence User Guide](#)

Embedding Multimedia Content

This page last changed on Aug 27, 2007 by [smaddox](#).

You can now embed multimedia files into a Confluence page 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:

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



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 User Guide](#)

Embedding PowerPoint Presentations in a Page

This page last changed on Oct 17, 2007 by [smaddox](#).

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



Some of these guidelines involve the use of plugins which are not supported by Atlassian. Please weigh up your options carefully before deciding which way to go.

Option 1 - 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-include` 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 converter usage documentation to perform the HTML conversion. An Internet Assistant conversion guide can be found [here](#). The conversion process will create a small collection of HTML pages. Each slide will have its own page, plus an index page with buttons to let you switch between slide pages.
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, e.g. `<my-install-directory>/confluence/pages/powerpoint/<my-presentation-name>` containing `index.html`, `slide01.html`... or similar.
9. Edit or create the page where you wish to embed the PowerPoint presentation. In wiki markup, insert the `html-include` macro pointing to the index page of your slides. Remember that URLs are case sensitive. For example

```
{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.

Option 2 - Slideshow of JPEG or PNG Images

1. Convert your PowerPoint pages into JPEG or PNG images, using 'save as' from PowerPoint (slide1.jpg, slide2.jpg...).
2. Upload the image files to your Confluence page in bulk, using the [WebDAV plugin](#).
3. Use the [Slideshow plugin](#) to render the images as a slideshow in Confluence.



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

Option 3 - Microsoft Office Add-in

Upload the PPT to Confluence using the [Microsoft Office Add-in](#).

Finding an Attachment

This page last changed on Jan 23, 2008 by [smaddox](#).

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

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

To find an attachment associated with a space,

1. Click the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Attachments' tab.
3. This will display a list of all attachments in the space.
4. Browse through the list to locate the attachment.
5. You can choose to view only files of a particular type:
 - Type the last part of the file name in the 'Filter By File Extension' text field. For example, enter 'gif' to see only image files of the GIF format.
 - Click 'Go'.
6. You can view the attachment itself or the page to which it is attached by clicking on the corresponding link.

Screenshot : Space Attachments



Name	Size	Creator (Last Modifier)	Creation Date	Last Mod. Date	Attached To
AcceptInvitation.png	22 kb	Sarah Maddox	Aug 03, 2007	Aug 03, 2007	Accepting the invitation
AccountDetails.png	18 kb	Jens Schumacher	Oct 10, 2007	Oct 10, 2007	Viewing account details
AccountName.png	20 kb	Jens Schumacher	Oct 10, 2007	Oct 10, 2007	Changing your account name
AssignGroups.png	16 kb	Sarah Maddox	Aug 02, 2007	Aug 02, 2007	Assigning users to groups

To find attachments associated with a page,

1. Go to the page and click the 'Attachments' tab.
2. This will display a list of all files attached to the page.
3. Click a link to view the corresponding attachment.

Screenshot : Page Attachments



Name	Size	Creator (Last Modifier)	Creation Date	Last Mod. Date	Comment
sunset.jpg	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008	Edit Remove
Version 3	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008	
Version 2	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008	
Version 1	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008	Sunset at dawn
harbour.jpg	98 kb	John Smith (modified by Jane Smith)	Jan 14, 2008	Jan 14, 2008	Picture of Sydney harbour bridge Edit Remove
Version 1	98 kb	A. D. Ministrator (modified by Jane Smith)	Jan 14, 2008	Jan 14, 2008	



Handy Hint

If you know the title of an attachment, you might find it faster by doing a [Quick Search](#).

RELATED TOPICS

[Working with attachments](#)
[Attaching Files to a Page](#)
[Viewing Attachment Details](#)
[Deleting an Attachment](#)
[Browsing a space](#)


Take me back to [Confluence User Guide](#)

Linking to Attachments

This page last changed on Oct 18, 2007 by [smaddox](#).

Once you have [attached a file](#) to a page, you can easily provide a link to it from the page.

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

 Images are a special form of attachment. Read about [displaying images on a page](#).

Linking to an attachment on a page

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

What you need to type	What you will get
[PDF document about linking to attachments] ^Linking to attachments attachments.pdf]	PDF document about linking to attachments

Where:

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

Linking to an attachment on another page

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

Attached to another page in the same space:

```
[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.

RELATED TOPICS

[Rich Text-Linking to an Attachment](#)

[Displaying an Image](#)

[Attaching Files to a Page](#)

[Displaying List of Attachments in a Page](#)

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Viewing Attachment Details

This page last changed on Jan 23, 2008 by [smaddox](#).

An attachment is any file that is included with your page. Images, word documents, presentations, PDFs, multimedia and sound files are some examples of attachments. Read more about attachments in the [Attachments Overview](#).

There are two places where you can view attachment details.

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

 The recording of attachment history was improved in Confluence 2.7.1 and later. The screenshots below show the improved functionality. Read the [Confluence 2.7.1 Release Notes](#).

To view the attachments associated with a space,

1. Click the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Attachments' tab. This will display a list of all the attachments in the space. Each attachment is displayed along with its details and the page it is attached to.
3. You can choose to view only files of a particular type:
 - Type the last part of the file name in the 'Filter By File Extension' text field. For example, enter 'gif' to see only image files of the GIF format.
 - Click 'Go'.


To view the attachments associated with a page,

1. Go to the page.
2. Click 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.

Attachment Details:

- Name is the name of the attached file.
- Size tells you how much space the attachment takes up. You can sort by size by clicking the column title.
- Creator is the user who attached this file. The person who uploaded each new version of a file will be acknowledged as the creator of that version. Clicking on the link takes you to their profile.
- Last modifier is the user who last modified the file. Actions that qualify as a modification include renaming, moving, adding/adding a comment or updating the content type.
- Creation Date is the date the file was attached. You can sort by date by clicking the column title.
- Last Mod. Date is the date the file was last modified. Please refer to definition of Last Modifier for a list of actions that qualify as a modification.
- Attached To (in the space view) tells you which page contains the attachment.
- Comment (in the page view) is a short description of the attachment.
- The Edit link (in the page view) lets you edit the attachment details.
- The Remove link (in the page view) lets you delete the attachment.

Screenshot 1: Space Attachment Details


List Attachments
Welcome [Sarah Maddox](#) | [History](#) | [Preferences](#) | [Administration](#) | [Log Out](#)

[Pages](#)
[Labels](#)
[Attachments](#)
[Mail](#)
[Bookmarks](#)
[News](#)
[Advanced](#)
[Space Admin](#)
[Browse Space](#)
[Add Page](#)
[Add News](#)

Filter By File Extension: [Go](#)

1 | 2 | 3 | 4 | [Next >>](#) (total: 70)

Name	Size	Creator (Last Modifier)	Creation Date	Last Mod. Date	Attached To
AcceptInvitation.png	22 kb	Sarah Maddox	Aug 03, 2007	Aug 03, 2007	Accepting the invitation
AccountDetails.png	18 kb	Jens Schumacher	Oct 10, 2007	Oct 10, 2007	Viewing account details
AccountName.png	20 kb	Jens Schumacher	Oct 10, 2007	Oct 10, 2007	Changing your account name
AssignGroups.png	16 kb	Sarah Maddox	Aug 02, 2007	Aug 02, 2007	Assigning users to groups

Screenshot 2: Page Attachment Details

Name	Size	Creator (Last Modifier)	Creation Date	Last Mod. Date	Comment
▼ sunset.jpg	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008	Edit Remove
□ Version 3	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008	
□ Version 2	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008	
□ Version 1	165 kb	Jane Smith	Jan 14, 2008	Jan 14, 2008	Sunset at dawn
▼ harbour.jpg	98 kb	John Smith (modified by Jane Smith)	Jan 14, 2008	Jan 14, 2008	Picture of Sydney harbour bridge Edit Remove
□ Version 1	98 kb	A. D. Ministrator (modified by Jane Smith)	Jan 14, 2008	Jan 14, 2008	

In the screenshot above, A. D. Ministrator created the first version of `harbour.jpg`, John Smith uploaded the second version and Jane Smith added a comment (and is listed as the last modifier).


RELATED TOPICS

[Working with Attachments](#)
[Finding an Attachment](#)
[Editing Attachment Details](#)
[Deleting an Attachment](#)
[Browsing a space](#)

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Working with Bookmarks

This page last changed on Aug 27, 2007 by [smaddox](#).

 Bookmarks will only be available if your Confluence administrator has enabled the [Social Bookmarking plugin](#).

The Social Bookmarking plugin allows you to share bookmarks with your team. You can create a bookmark and save it in a Confluence space. To send the bookmark to other Confluence users, simply label it for their personal spaces or for public spaces. You can also subscribe to a bookmarks RSS feed.

A bookmark is a page which points to a website or other URL. The website or URL can be within or external to Confluence. The bookmark can also contain comments from the person who created the bookmark, telling you why the website is interesting.

 Ask a colleague to bookmark interesting things for you while you're away

Going away, and don't want to monitor all your RSS feeds or watch the pages while you're on holiday?

- Ask a friend or a colleague to [bookmark](#) the news items and other sites that they think you should know about.
- When you get back, [scan your bookmarks](#) at your leisure. No worries that the important items will drop off your RSS feeds or clog your mailbox!

The [plugin documentation](#) gives an overview of the bookmark functionality. In addition, here are some detailed instructions:

- [Adding a bookmark](#)
- [Adding a bookmark icon to your browser](#)
- [Viewing bookmarks](#)
- [Subscribing to a bookmarks feed](#)
- [Editing a bookmark](#)
- [Commenting on a bookmark](#)
- [Removing a bookmark](#)
- [Displaying bookmarks on a Confluence page](#)



The .bookmarks page

You may notice that your space has a page called '.bookmarks'. This page is a container for all the bookmarks in the space. Do not delete or move this page, or you will lose all your bookmarks.

RELATED TOPICS

[Bookmarks Macro](#)
[Social Bookmarking Plugin](#)
[Working with Spaces Overview](#)

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Adding a bookmark

This page last changed on Nov 29, 2007 by [smaddox](#).

The Social Bookmarking plugin allows you to share bookmarks with your team. You can create a bookmark and save it in a Confluence space. To send the bookmark to other Confluence users, simply label it for their personal spaces or for public spaces. You can also subscribe to a bookmarks RSS feed.

A bookmark is a page which points to a website or other URL. The website or URL can be within or external to Confluence. The bookmark can also contain comments from the person who created the bookmark, telling you why the website is interesting.



Permission to create bookmarks

You can save a bookmark in any space where you can create a page.

You can label a bookmark for any space, using the space key as described [below](#).

You can add a bookmark via:

1. A bookmark icon [on your browser toolbar](#). This is the quickest way.
2. A space's 'Add Bookmark' action.
3. The 'Add Bookmark' link on the 'Space Bookmarks' screen.

Where will the bookmark be stored? You can:

- Choose the space where the bookmark will be saved, and also
- optionally, send the bookmark to a colleague by labelling it for their personal space or label the bookmark for a global space.

To add a bookmark via the bookmark icon,

1. If you haven't already done so, add the bookmark icon [to your browser toolbar](#).
2. Go to the website you're interested in.
3. Click the bookmark icon on your browser toolbar.

Links Bookmark in Confluence

(Internet Explorer)

Bookmark in Confluence

(Firefox)

4. If you're not already logged in to Confluence, the Confluence login screen will appear. Log in as usual.
5. The 'Add Bookmark' screen will appear. Complete the information and save the bookmark, as described [below](#).

To add a bookmark via a space's 'Add Bookmark' link,

1. Go to any Confluence page.
2. Click the 'Add Bookmark' link at the top right of the screen:

[Browse Space](#) [Add Page](#) [Add News](#) [Add Bookmark](#)

3. The 'Add Bookmark' screen will appear. Complete the information and save the bookmark, as described [below](#).

To add a bookmark via the 'Add Bookmark' link on the 'Space Bookmarks' screen,

1. Go to 'Browse Space' and click the 'Bookmarks' tab.
2. The 'Space Bookmarks' screen will appear. Click 'Add Bookmark' on the right of the screen.

[Add Bookmark](#)


3. The 'Add Bookmark' screen will appear. Complete the information and save the bookmark, as described [below](#).

To save, label and send the bookmark,

1. Add the bookmark using one of the methods described above.
2. The 'Add Bookmark' screen will appear, as shown below. Complete the following information:
 - Title – Enter a name for the bookmark. If you used the bookmark icon, the title will be set automatically.
This title will appear on the 'Space Bookmarks' screen when you are [viewing the bookmarks](#), to identify the bookmark.
The bookmark is actually a page within the space. The bookmark title must be a unique page title within the space.
 - URL – Enter the URL of the website or other location which you find interesting or want to share with a colleague.
If you used the bookmark icon on your browser toolbar, the URL will automatically be set to the website you were visiting.
 - Space – Choose the Confluence space where you want to save the bookmark. It will default to your personal space.
The bookmark will appear on the 'Bookmarks in <spacename>' tab of this space. See [Viewing Bookmarks](#).
 - Description – Enter any comments or message about this bookmark e.g. why you are sending the bookmark, or what is interesting about the website.
 - Labels – You can use the labels in two ways:
 - To send the bookmark to a particular Confluence space. Use 'for_spacekey' to send the bookmark to a global space, e.g. for_sales. Use 'for_~username' to send the bookmark to a Confluence user's personal space. e.g. for_~joebloggs.
 - To categorise the bookmark in the way we usually use [labels](#).
3. Click the 'Save' button.
4. The bookmark will be saved in Confluence. You can [view the bookmark](#) on the 'Space Bookmarks' screen for the space you chose from the dropdown list. If you added a 'for_spacekey' label, the bookmark will also appear on the 'Space Bookmarks' screen for that space.
5. If you used the bookmark icon on your browser toolbar, you will be returned to the website you have just bookmarked.

Screenshot : Adding a bookmark

Add Bookmark

 Title:

URL:

Space:

Description:

Labels:

Suggested labels: my.learningwiki my.admin my.documentation su blog.reporting.bloggins for_~smaddox communication bookmark es bloggins-new eac-blogging for_dodtest google for_~rosie@atlassian

RELATED TOPICS

- [Adding a bookmark](#)
- [Adding a Bookmark Icon to your Browser](#)
- [Editing or Commenting on a Bookmark](#)
- [Removing a Bookmark](#)
- [Subscribing to a Bookmarks RSS Feed](#)
- [Viewing Bookmarks](#)
- [Social Bookmarking Plugin](#)


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Adding a Bookmark Icon to your Browser

This page last changed on Jan 23, 2008 by [smaddox](#).

The Social Bookmarking plugin allows you to share bookmarks with your team. You can create a bookmark and save it in a Confluence space. To send the bookmark to other Confluence users, simply label it for their personal spaces or for public spaces. You can also subscribe to a bookmarks RSS feed.

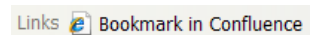
A bookmark is a page which points to a website or other URL. The website or URL can be within or external to Confluence. The bookmark can also contain comments from the person who created the bookmark, telling you why the website is interesting.

You can add a bookmark icon on your browser toolbar.  This will make [adding a bookmark](#) quick and easy:

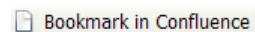
- When you want to create a bookmark pointing to a website, you don't have to leave the website. Just click the icon on your toolbar.
- The website title and URL will be automatically copied from the website to your bookmark.
- When you've finished adding the bookmark, you will be automatically returned to the website.

The bookmark icon will look something like this:

Internet Explorer:



Firefox:



There are two ways to add the icon to the browser toolbar:

- Drag the 'Bookmark in Confluence' link from the 'Space Bookmarks' page onto the browser toolbar. This method works for most browsers, including Firefox. Read the [full instructions](#).
- Manually add the 'Bookmark in Confluence' link to your browser's 'Favorites - Links' folder. This method works for Internet Explorer 7. Read the [full instructions](#).

 You can change the bookmark name from 'Bookmark in Confluence' to something else, if you want to. Just use your browser's own functions for editing/organising bookmarks and bookmark properties.

RELATED TOPICS

- [Adding a bookmark](#)
- [Adding a Bookmark Icon to your Browser](#)
 - [Adding a Bookmark Link to your Browser's Favorites](#)
 - [Dragging a Bookmark Link to your Browser](#)
- [Editing or Commenting on a Bookmark](#)
- [Removing a Bookmark](#)
- [Subscribing to a Bookmarks RSS Feed](#)
- [Viewing Bookmarks](#)
- [Social Bookmarking Plugin](#)

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Adding a Bookmark Link to your Browser's Favorites


This page last changed on Jan 23, 2008 by [smaddox](#).


When using [bookmarks in Confluence](#), you will find it useful to put a bookmark icon on your browser toolbar. Read an overview of [adding the icon to your toolbar](#).

This page tells you how to add the Confluence bookmark link to your 'Links' folder within your browser's 'Favorites'. This will ensure that the link and its icon appear on the 'Links' toolbar. We are using Internet Explorer 7 as an example browser

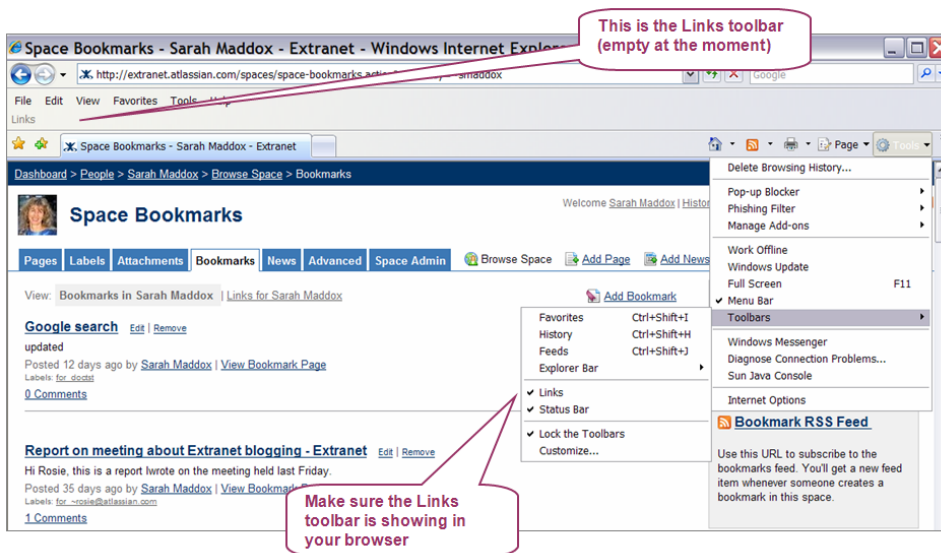
To add the bookmarks link to your Links folder,

1. First make sure that your browser's 'Links' toolbar is showing: In IE7, click 'Tools' in the browser menu bar, then select 'Toolbars' and put a check mark next to 'Links'.
2. Go to 'Browse Space' for any Confluence space and click the 'Bookmarks' tab.
3. The 'Space Bookmarks' screen will appear. Right-click the 'Bookmark in Confluence' link on the right of the screen, and select 'Add to Favorites...'
4. If the browser gives a security warning and asks if you want to continue, click 'Yes'.
5. The 'Add a Favorite' window appears. Edit the 'Name' to something like 'Bookmark in Confluence'.
6. Select 'Links' from the 'Create in' dropdown list.
7. Click the 'Add' button.
8. The bookmark icon appears in your browser's 'Links' toolbar:

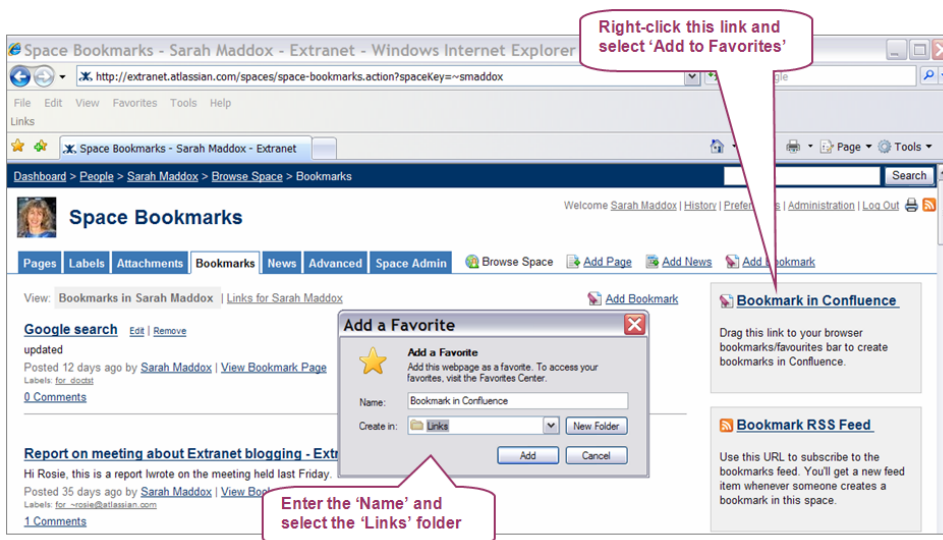
Links  Bookmark in Confluence

 You can change the bookmark name from 'Bookmark in Confluence' to something else, if you want to. Just use your browser's own functions for editing/organising bookmarks and bookmark properties.

Screenshot : Showing the Links toolbar in IE7



Screenshot : Adding the link to Favorites Links in IE7



RELATED TOPICS

- [Adding a bookmark](#)
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- [Editing or Commenting on a Bookmark](#)
- [Removing a Bookmark](#)
- [Subscribing to a Bookmarks RSS Feed](#)
- [Viewing Bookmarks](#)
- [Social Bookmarking Plugin](#)

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Dragging a Bookmark Link to your Browser

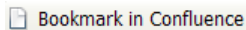
This page last changed on Jan 23, 2008 by [smaddox](#).

When using [bookmarks in Confluence](#), you will find it useful to put a bookmark icon on your browser toolbar. Read an overview of [adding the icon to your toolbar](#).

This page tells you how to drag the bookmark link from Confluence to the browser toolbar, using Firefox as an example browser.

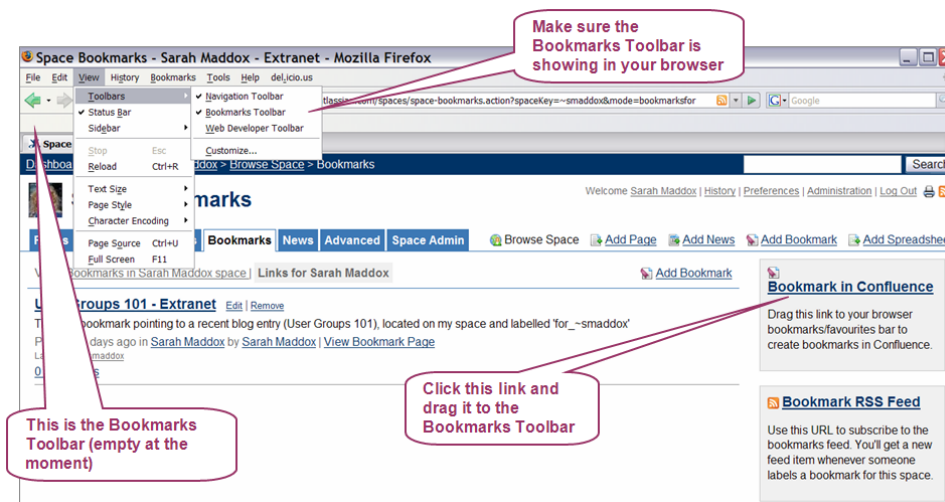
To drag the link onto your browser toolbar,

1. First make sure that your browser's 'Bookmarks Toolbar' is shown.
In Firefox, click 'View' in the browser menu bar, then select 'Toolbars' and put a check mark next to 'Bookmarks Toolbar'.
2. Go to 'Browse Space' for any Confluence space and click the 'Bookmarks' tab.
3. The 'Space Bookmarks' screen will appear. Click the 'Bookmark in Confluence' link on the right of the screen, and drag it onto the browser's 'Bookmarks Toolbar'.
4. The bookmark icon looks something like this:



i You can change the bookmark name from 'Bookmark in Confluence' to something else, if you want to. Just use your browser's own functions for editing/organising bookmarks and bookmark properties.

Screenshot : Dragging the bookmark link to Firefox



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Editing or Commenting on a Bookmark

This page last changed on Aug 27, 2007 by [smaddox](#).

Permissions

In order to edit a bookmark, you must have 'create page' permissions for the space in which the bookmark was saved.

In order to comment on a bookmark, you must have 'create comments' permissions for the space in which the bookmark was saved.

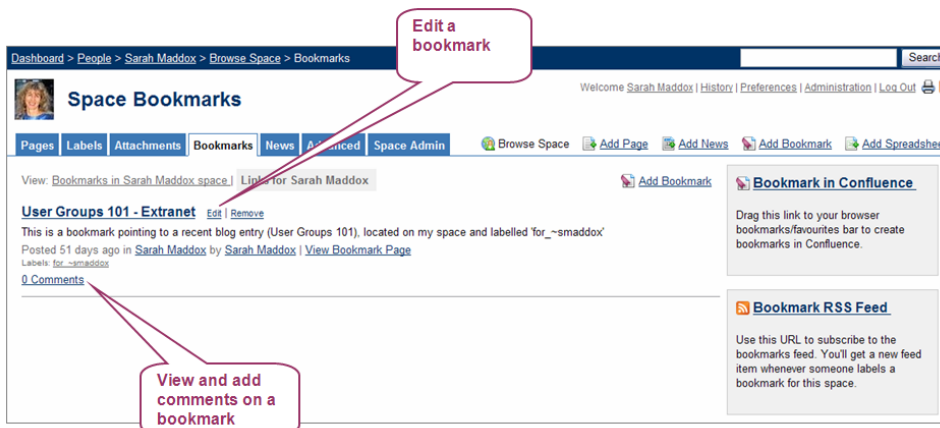
You can edit or comment on a bookmark by going to either of the following spaces:

- The space in which the bookmark was saved.
- The space for which the bookmark was labelled (if the bookmark was labelled for a space).

To edit or comment on a bookmark,

1. Go to 'Browse Space' and click the 'Bookmarks' tab.
2. The 'Space Bookmarks' screen will appear. Click one of the following tabs:
 - 'Bookmarks in <space name>' – to display all the bookmarks which have been saved in this space.
 - 'Links for <space name>' – to display all the bookmarks which have been labelled for this space.
3. To edit a bookmark:
 - Click 'Edit' next to the bookmark title.
 - The 'Update Bookmark' screen appears. Edit the information then click the 'Save' button.
4. To comment on a bookmark, do one of the following:
 - Click 'Comments' under the bookmark on the 'Space Bookmarks' screen.
 - Or click 'View Bookmark Page' on the 'Space Bookmarks' screen, then click 'Add Comment' on the bookmark page.

Screenshot : Editing or commenting on a bookmark



RELATED TOPICS

- [Adding a bookmark](#)
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- [Social Bookmarking Plugin](#)

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Removing a Bookmark


This page last changed on Aug 27, 2007 by [smaddox](#).

Permission to remove a bookmark

In order to remove a bookmark, you must have 'remove page' permissions for the space in which the bookmark was saved.

You can remove a bookmark by going to either of the following spaces:

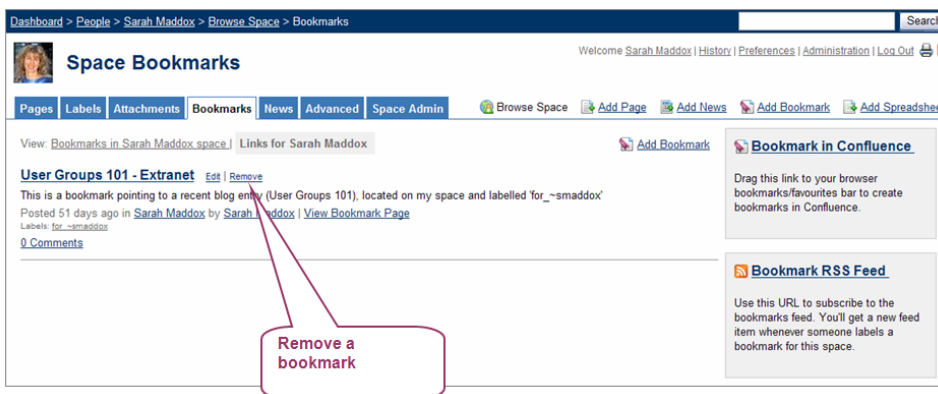
- The space in which the bookmark was saved.
- The space for which the bookmark was labelled (if the bookmark was labelled for a space).

 When you remove a bookmark, it disappears from all spaces i.e. the space in which it was saved and any spaces for which it was labelled.

To remove a bookmark,

1. Go to 'Browse Space' and click the 'Bookmarks' tab.
2. The 'Space Bookmarks' screen will appear. Click one of the following tabs:
 - 'Bookmarks in <space name>' – to display all the bookmarks which have been saved in this space.
 - 'Links for <space name>' – to display all the bookmarks which have been labelled for this space.
3. Click 'Remove' next to the bookmark title.
4. A confirmation screen appears, showing you the number of incoming links to the bookmark page. Click 'nn incoming link(s)' to see more information about the links.
5. Click 'OK' on the confirmation screen to remove the bookmark.

Screenshot : Deleting a bookmark



RELATED TOPICS

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- [Subscribing to a Bookmarks RSS Feed](#)
- [Viewing Bookmarks](#)
- [Social Bookmarking Plugin](#)

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Subscribing to a Bookmarks RSS Feed

This page last changed on Aug 27, 2007 by [smaddox](#).

The Social Bookmarking plugin allows you to share bookmarks with your team. You can create a bookmark and save it in a Confluence space. To send the bookmark to other Confluence users, simply label it for their personal spaces or for public spaces. You can also subscribe to a bookmarks RSS feed.

A bookmark is a page which points to a website or other URL. The website or URL can be within or external to Confluence. The bookmark can also contain comments from the person who created the bookmark, telling you why the website is interesting.



What is an RSS feed?

RSS is a format used by a number of organisations to share news. You can subscribe to an 'RSS feed' and then use an 'RSS reader' to view the information in the feed. A feed is a URL (web address) which supplies the news upon request. A reader is a program which displays the news for you. Your reader may be on a website, an addon to your browser, part of your email program, or a stand-alone program.

More information:

- Overview of RSS on [Wikipedia](#).
- [Working with RSS in Confluence](#)

The bookmarks feed is in RSS2 format. There are two feeds in each space:

- A feed for the bookmarks saved in a particular space. This might be:
 - Your personal space, where you store all the bookmarks of interest to you, as well as the bookmarks you have sent to other people.
 - A global space, where you or other people store bookmarks relevant to that space.
- A feed for the bookmarks [labelled](#) for a particular space. This might be:
 - Your personal space, where you can see the bookmarks other people have sent to you.
 - A global space, where you or other people have sent bookmarks relevant to that space.

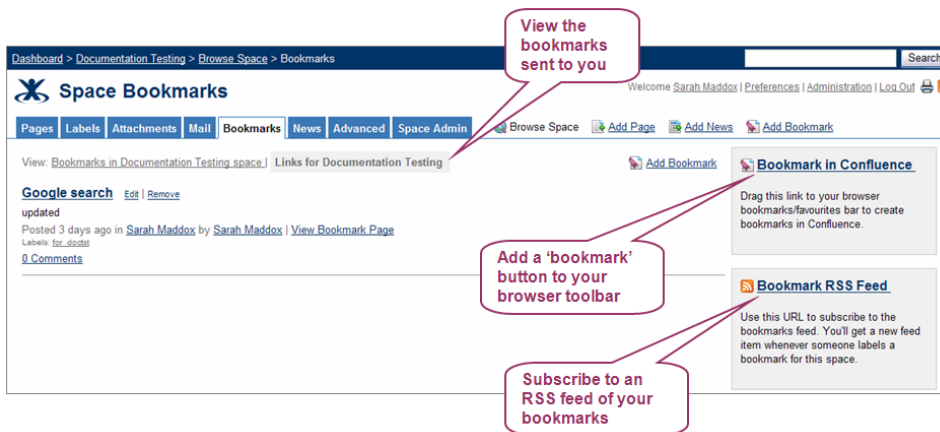
To subscribe to the bookmarks saved in a particular space,

1. Go to 'Browse Space' and click the 'Bookmarks' tab.
2. The 'Space Bookmarks' screen will appear. Click the 'Bookmarks in <space name>' tab.
3. This will display all the bookmarks which have been saved in this space. Get your feed from the link labelled 'Bookmark RSS Feed'. There are a few ways to add the feed to your RSS reader:
 - Drag the link into your RSS reader.
 - Or right-click the link and copy the link location, then paste it into your RSS reader.
 - Or click the link to open the feed in your browser. Then copy the feed URL from the browser's address bar and paste it into your RSS reader.

To subscribe to the bookmarks labelled for a particular space,

1. Go to 'Browse Space' and click the 'Bookmarks' tab.
2. The 'Space Bookmarks' screen will appear. Click the 'Links for <space name>' tab.
3. This will display all the bookmarks which have been labelled for this space. Get your feed from the link labelled 'Bookmark RSS Feed'. There are a few ways to add the feed to your RSS reader:
 - Drag the link into your RSS reader.
 - Or right-click the link and copy the link location, then paste it into your RSS reader.
 - Or click the link to open the feed in your browser. Then copy the feed URL from the browser's address bar and paste it into your RSS reader.

Screenshot : Subscribing to a bookmarks feed



RELATED TOPICS

- [Adding a bookmark](#)
- [Adding a Bookmark Icon to your Browser](#)
- [Editing or Commenting on a Bookmark](#)
- [Removing a Bookmark](#)
- [Subscribing to a Bookmarks RSS Feed](#)
- [Viewing Bookmarks](#)
- [Social Bookmarking Plugin](#)

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Viewing Bookmarks

This page last changed on Aug 27, 2007 by [smaddox](#).

The Social Bookmarking plugin allows you to share bookmarks with your team. You can create a bookmark and save it in a Confluence space. To send the bookmark to other Confluence users, simply label it for their personal spaces or for public spaces. You can also subscribe to a bookmarks RSS feed.

A bookmark is a page which points to a website or other URL. The website or URL can be within or external to Confluence. The bookmark can also contain comments from the person who created the bookmark, telling you why the website is interesting.

This page tells you how to view a list of bookmarks in a space. If you want to include a list of macros on your Confluence page, use the [Bookmarks Macro](#).

When viewing bookmarks, you can:

- View the bookmarks saved in a particular space. This might be:
 - Your personal space, where you store all the bookmarks of interest to you, as well as the bookmarks you have sent to other people.
 - A global space, where you or other people store bookmarks relevant to that space.
- View the bookmarks [labelled](#) for a particular space. This might be:
 - Your personal space, where you can see the bookmarks other people have sent to you.
 - A global space, where you or other people have sent bookmarks relevant to that space.
- Go to the bookmarked website or URL.

To view the bookmarks saved in a particular space,

1. Go to 'Browse Space' and click the 'Bookmarks' tab.
2. The 'Space Bookmarks' screen will appear. Click the 'Bookmarks in <space name>' tab.
3. This will display all the bookmarks which have been saved in this space, ordered by date with the most recent shown first. Click 'View Bookmark Page' if you want to open the Confluence page for this bookmark.

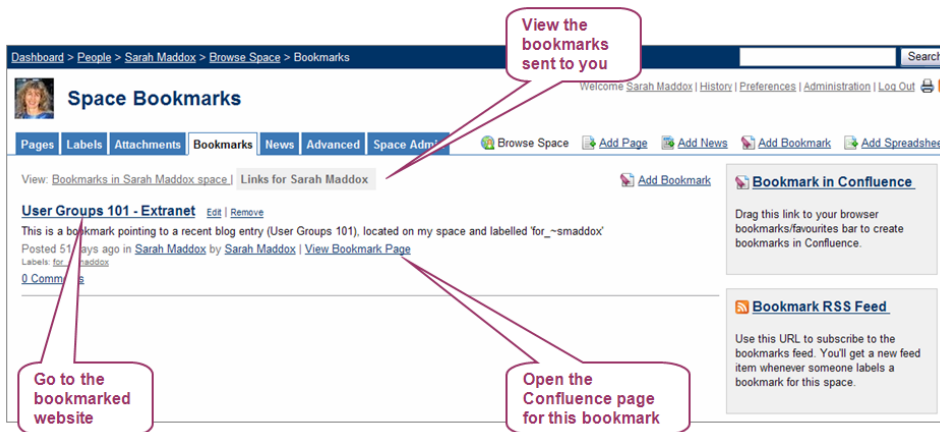
To view the bookmarks labelled for a particular space,

1. Go to 'Browse Space' and click the 'Bookmarks' tab.
2. The 'Space Bookmarks' screen will appear. Click the 'Links for <space name>' tab.
3. This will display all the bookmarks which have been labelled for this space, ordered by date with the most recent shown first. Click 'View Bookmark Page' if you want to open the Confluence page for this bookmark.

To go to the bookmarked website or URL,

1. Click the bookmark title. This is the bold, underlined name shown above the bookmark description on the 'Space Bookmarks' screen.
2. The website or other URL will open in your browser.

Screenshot : Viewing bookmarks



RELATED TOPICS

- [Adding a bookmark](#)
- [Adding a Bookmark Icon to your Browser](#)
- [Editing or Commenting on a Bookmark](#)
- [Removing a Bookmark](#)
- [Subscribing to a Bookmarks RSS Feed](#)
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- [Social Bookmarking Plugin](#)
- [Bookmarks Macro](#)

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Working with Favourites Overview
















This page last changed on Jun 17, 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.

Spaces: My Team New (1) All		My favourite spaces
Confluence (DOC)	  	
Confluence 1.4 User Guide (CONF14)	  	
Confluence 2.0 User Guide (CONF20)	  	
Documentation Staging (DOCPRIV)	  	
Documentation Staging 2 (DOCPRIV2)	  	

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.	
 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)	

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"		
 Confluence 2.0 User Guide	All my favourite spaces and pages	by Vidya Madabushi (16 hours ago)
 Documentation Staging		by Charles Miller (26 Feb)
 Documentation Home		by Vidya Madabushi (18 Nov)
 Confluence Release Notes		by Vidya Madabushi (19 Oct)
 Confluence Installation Guide		by Vidya Madabushi (13 Nov)
 Configuring Shortcut Links		by Vidya Madabushi (19 Oct)
 Configuration Guide		by Vidya Madabushi (24 Oct)

 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 User Guide](#)

Adding Favourites

This page last changed on Sep 03, 2007 by [smaddox](#).

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 '



added it as a favourite. ' to indicate that you have

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 '



added it as a favourite. ' to indicate that you have

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 '



added that person's personal space as a favourite. ' to indicate that you have

[More about global spaces and personal spaces](#)

RELATED TOPICS

[Viewing Favourites](#)

Take me back to [Confluence User Guide](#)

Removing Favourites

This page last changed on Jun 17, 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



removed it from your favourites.

to indicate that you have

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 to



removed it from your favourites.

indicate that you have

RELATED TOPICS

[Viewing Favourites](#)

[Take me back to Confluence 2 User Guide](#)

Viewing Favourites

This page last changed on Jun 17, 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.

Your Labels

- 13 [favourite](#)
- 1 [nice](#)
- 1 [nottoobad](#)
- 1 [something](#)
- 2 [stuff](#)

Content labelled with "favourite"

	Documentation Home	by Vidya Madabushi (24 Oct)
	Confluence Release Notes	by Vidya Madabushi (19 Oct)
	Confluence Installation Guide	by Vidya Madabushi (24 Oct)
	Configuring Shortcut Links	by Vidya Madabushi (19 Oct)
	Configuration Guide	by Vidya Madabushi (24 Oct)
	Backup and Restore	by Vidya Madabushi (19 Oct)
	Adding a Personal Label	by Vidya Madabushi (26 Oct)
	Adding a Global Label	by Vidya Madabushi (59 mins ago)
	Confluence Administration Guide	by Vidya Madabushi (26 Oct)
	Documentation Staging 2	by aaa (17 Oct)

1 | 2 | [Next >>](#) (total: 13)

RELATED TOPICS

[Adding Favourites](#)
[Removing Favourites](#)

Working with Labels Overview

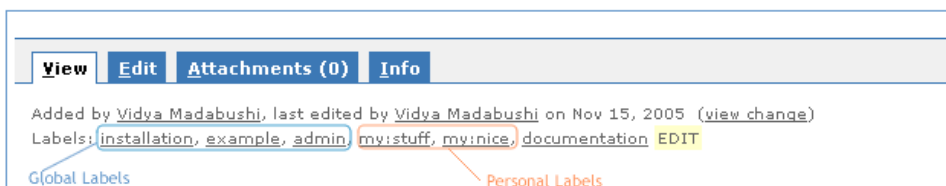
This page last changed on Jan 22, 2008 by [smaddox](#).

Labels are user-defined tag words that can be assigned to pages and spaces, 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.
- The [RSS feed builder](#) allows you to create a news feed based on labels.

RELATED TOPICS



[Categorising Wiki Content Using Labels](#)



[Content by Label Macro](#)



[Label Macros](#)



[Navigating Pages by Label](#)



[Related Labels Macro](#)



[Viewing Global Labels](#)

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Adding a Global Label

This page last changed on Jun 22, 2007 by [smaddox](#).

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

View Edit Attachments (0) Info Browse Space Add Page Add News

Added by [ben](#), last edited by [Vidya Madabushi](#) on Nov 20, 2005 ([view change](#))

Labels: [sales](#) [corporate](#)

Add Labels

Enter labels to add to this page:

col

Add

Suggested labels: [mv:stuff](#), [mv:nice](#), [mv:something](#), [confluence](#), [example](#)

confluence

communications

• Sales

1. Current Revenue Numbers
2. Customer Database
3. Sales Budgeting Process
4. Partners

RELATED TOPICS

[Adding a Personal Label](#)

[Removing a label from a page](#)

[Adding a Space Label](#)

[Adding a Team Label](#)

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Adding a Personal Label

This page last changed on Jan 14, 2008 by [smaddox](#).

You can use personal labels to mark content that you personally are interested in.

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

You can [view your personal labels](#) from your [user profile](#).

Here are some examples of personal labels:

- my:sales
- my:stuff
- my:trivia

To add a personal label,

1. Go to the 'view' mode of the page which you want to label.
2. Click the 'EDIT' link beside 'Labels'. The 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 the 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. Click on a label to add the label to the page.
4. If you want to add a new label, type it in using the format 'my:label'.
5. Click 'Done' to add the label.



Labels are always lower case

Even if you use uppercase characters, Confluence will convert these to lowercase when it adds the label.

Screenshot : Adding a Label

View Edit Attachments (0) Info Browse Space Add Page

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:nottoobad](#), [my:nice](#), [my:something](#), [my:stuff](#), [my:stuff](#), [installation](#), [label](#), [example](#), [e](#)

Tip: Looking for a label? Just start typing.

RELATED TOPICS

[Viewing personal labels](#)

[Adding a Global Label](#)

[Adding a Space Label](#)

[Adding a Team Label](#)

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Adding a Space Label

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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:

Suggested Labels:
[my:nottoobad](#), [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](#)

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Adding a Team Label

This page last changed on Jun 17, 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:

Available Team Labels:
[atlassian](#), [confluence](#), [consulting](#), [demo](#), [development](#), [jira](#), [plugins](#), [test](#)

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 (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 User Guide](#)

Categorising Wiki Content Using Labels

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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

Label Example Using Vehicles

The following list shows 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](#))
 - Porsche 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](#).

Listing	Wiki Markup
Vehicle types	<code>{contentbylabel:vehicle-type}</code>
All vehicles	<code>{contentbylabel:vehicle}</code>
All cars	<code>{contentbylabel:car}</code>

RELATED TOPICS

[Content by Label Macro](#).

Label Macros

This page last changed on Jun 17, 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](#)

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Content by Label Macro

This page last changed on Jun 17, 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

What you need to type	What you will get
<code>{contentbylabel:documentation, my:stuff}</code>	 1. System Requirements (Crowd 1.2) Labels: overview , api , guide , crowd , documentation  1. System Requirements (Crowd 1.1) Labels: documentation , crowd , guide , api , overview  1. System Requirements (Crowd 1.3) Labels: overview , api , guide , crowd , documentation  1.1 Concepts (Crowd 1.2) Labels: crowd , documentation , guide , overview , framework , architecture , middleware , api , integration , directory , application , authentication , authorisation , single-sign-on , identity , concepts , security , sso , login , provisioning  1.1 Concepts (Crowd 1.1) Labels: provisioning , login , sso , security , concepts , identity , single-sign-on , authorisation , authentication , application , directory , integration , api , middleware , architecture , framework , overview , guide , documentation , crowd

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

No	parameter	Default	Description
1	key	all	Filter by space (Note: Keywords @all and @self are available with Confluence 2.2.2 and higher.)
2	type	false	Filter by content type
3	showLabels	true	Show or hide labels for results
4	showSpace	true	Show or hide spaces for results
5	excerpt	false	Show or hide excerpts for results
6	maxResults	5	Specify maximum results to display
7	sort=creation sort=title sort=modified	recent	The 'sort' attribute is an optional attribute that allows you to configure how the children are

8

operator

OR

sorted. Use the 'reverse' attribute to optionally reverse the sorting. (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.

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

```
{contentbylabel:dogs,cats|type=page,blogpost}
```

5. Hide labels for results

```
{contentbylabel:dogs,cats|showLabels=false}
```

6. Hide spaces for results

```
{contentbylabel:dogs,cats|showSpace=false}
```

7. Display excerpts for results

```
{contentbylabel:dogs,cats|excerpt=true}
```

8. Specify the maximum number of results to display

```
{contentbylabel:dogs,cats|maxResults=99}
```

9. Sort by creation date, modification date or title

```
{children|sort=creation|reverse=true}
```

RELATED TOPICS

[Related Labels Macro](#)

[Navmap Macro](#)

[Recently Used Labels Macro](#)

[Working with Labels Overview](#)

[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Navmap Macro

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

i 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

What you need to type	What you will get				
{navmap:documentation}	1.1 Concepts	1.1 Concepts	1.1 Concepts	1.1 Setting JAVA_HOME	1.1 Setting JAVA_HOME
		1.2 About the Crowd	1.2 About the Crowd	1.2 About the Crowd	1. System Requirements
	1.1 Setting JAVA_HOME	1.1 Administration Console	1.1 Administration Console	1.1 Administration Console	
	1. System Requirements	1. System Requirements	2.1.1 HSQLDB	2.1.1 HSQL DB	2.1.1 HSQL DB
	2.1.2 MS SQL Server	2.1.2 MS SQL Server	2.1.2 MS SQL Server	2.1.3 MySQL	2.1.3 MySQL
	2.1.3 MySQL	2.1.5 PostgreSQL	2.1.5 PostgreSQL	2.1.5 PostgreSQL	2.1 Connecting Crowd to a Database
	2.1 Connecting Crowd to a Database	2.1 Connecting Crowd to a Database	2.2.1 HSQLDB	2.2.1 HSQL DB	2.2.1 HSQL DB
	2.2.2 MS SQL Server	2.2.2 MS SQL Server	2.2.2 MS SQL Server	2.2.3 MySQL	2.2.3 MySQL
	2.2.3 MySQL	2.2.5 PostgreSQL	2.2.5 PostgreSQL	2.2.5 PostgreSQL	2.2 Connecting Crowd to a Database
	2.2 Connecting Crowd to a Database	2.2 Connecting Crowd to a Database	2. Installing Crowd and CrowdID	2. Installing Crowd and CrowdID	2. Installing Crowd and CrowdID
	3.2.03 Integrating Crowd with Atlassian Confluence	3.2.03 Integrating Crowd with Atlassian Confluence	3.2.04 Integrating Crowd with Atlassian CrowdID	3.2.04 Integrating Crowd with Atlassian CrowdID	3.2.06 Integrating Crowd with Atlassian JIRA
	3.2.06 Integrating Crowd with Atlassian JIRA	3.2.11 Integrating Crowd with a Custom Application	3.2.11 Integrating Crowd with a Custom Application	3.2.3 Integrating Crowd with Atlassian Confluence	3.2.4 Integrating Crowd with Atlassian CrowdID
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Optional Parameters:

No	parameter	Default	Description
1	title	None	Specify a title for the navigation map
2	wrapAfter	5	Specify the number of cells in a row
3	cellWidth	90 px	Specify the cell width
4	cellHeight	60 px	Specify the cell height
5	Theme	Confluence	Define a theme for the navmap

1. Specify a title for the navigation map

What you need to type	What you will get				
{navmap:documentation title=Confluence Documentation}	Confluence Documentation				
	1.1 Concepts	1.1 Concepts	1.1 Concepts	1.1 Setting JAVA_HOME	1.1 Setting JAVA_HOME
		1.2 About the Crowd	1.2 About the Crowd	1.2 About the Crowd	1. System Requirements
	1.1 Setting JAVA_HOME	Administration Console	Administration Console	Administration Console	
	1. System Requirements	1. System Requirements	2.1.1 HSQLDB	2.1.1 HSQL DB	2.1.1 HSQL DB
	2.1.2 MS SQL Server	2.1.2 MS SQL Server	2.1.2 MS SQL Server	2.1.3 MySQL	2.1.3 MySQL
	2.1.3 MySQL	2.1.5 PostgreSQL	2.1.5 PostgreSQL	2.1.5 PostgreSQL	2.1 Connecting Crowd to a Database
	2.1 Connecting Crowd to a Database	2.1 Connecting Crowd to a Database	2.2.1 HSQLDB	2.2.1 HSQL DB	2.2.1 HSQL DB
	2.2.2 MS SQL Server	2.2.2 MS SQL Server	2.2.2 MS SQL Server	2.2.3 MySQL	2.2.3 MySQL
	2.2.3 MySQL	2.2.5 PostgreSQL	2.2.5 PostgreSQL	2.2.5 PostgreSQL	2.2 Connecting CrowdID to a Database
	2.2 Connecting CrowdID to a Database	2.2 Connecting CrowdID to a Database	2. Installing Crowd and CrowdID	2. Installing Crowd and CrowdID	2. Installing Crowd and CrowdID
	3.2.03 Integrating Crowd with Atlassian Confluence	3.2.03 Integrating Crowd with Atlassian Confluence	3.2.04 Integrating Crowd with Atlassian CrowdID	3.2.04 Integrating Crowd with Atlassian CrowdID	3.2.06 Integrating Crowd with Atlassian JIRA
	3.2.06 Integrating Crowd with Atlassian JIRA	3.2.11 Integrating Crowd with a Custom Application	3.2.11 Integrating Crowd with a Custom Application	3.2.3 Integrating Crowd with Atlassian Confluence	3.2.4 Integrating Crowd with Atlassian CrowdID
	3.2.6 Integrating Crowd with Atlassian JIRA	3.2.8 Integrating Crowd with a Custom Application	4. Configuring Crowd	4. Configuring Crowd	4. Configuring Crowd
	5.2 Configuring Caching for an Application	Application Integration Overview	Application Integration Overview	Application Integration Overview	Bamboo 1.1 Documentation on Home

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2. Specify the number of cells in a row

The default is 5 cells.

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

3. Specify the cell width

The default width is 90px

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

4. Specify the cell height

The default is 60px

```
{navmap:mylabel|cellHeight=120}
```

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](#)

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Recently Used Labels Macro

This page last changed on Jun 21, 2007 by rosie@atlassian.com.

 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

What you need to type	What you will get
<code>{recently-used-labels}</code>	dedicated , regression , functional , nnbgjuzsdxewe , qvhnrgradrqdinxkcmf , kpisllqksqqcl , test , ggfvlsthgleus , fmpxzusv , codegeist 2008 bamboo

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](#)

[Content by Label Macro](#)

[Recently Used Labels Macro](#)


[Working with Labels Overview](#)

[Working with Macros](#)

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Related Labels Macro

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

 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

What you need to type	What you will get
<code>{related-labels}</code>	<ul style="list-style-type: none">• crowd• installation• database• setup• confluence• integration• guide• api• crowdid• overview• application• authentication• sso• single-sign-on• connectors• favourite• internal• configuration• osuser• userguide• administration• authorisation• macro• admin• example• user• confluence20• mysql• postgresql• index• jira• client• list• install• contents• all• summary• hsql• msql• msqlserver• encoding• unicode• utf8• http• character• security• directory• architecture• identity• console• framework• middleware• concepts

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 - [confluence-label-filter](#)
 - [performance](#)
 - [soap](#)
 - [java](#)
 - [custom](#)
 - [atlassian-user](#)
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 - [properties](#)
 - [caching](#)
 - [ehcache](#)
 - [defaultcache](#)
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 - [openid](#)
 - [website-link](#)
 - [stuff](#)
 - [nice](#)
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 - [crowd-home](#)
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 - [loremipsum](#)
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 - [sort](#)
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 - [filterbylabel](#)
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 - [related](#)
 - [similar](#)
 - [topic](#)
 - [categorizing](#)
 - [categorize](#)
 - [categorise](#)
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 - [template-related](#)
 - [configuring](#)
 - [confluence14](#)
 - [confluence21](#)
 - [repository_current](#)
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 - [microsoft](#)
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 - [wblogger](#)
 - [bloggingrpc](#)
 - [conversion](#)
 - [office](#)

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 - [socialbookmarking](#)
 - [bookmarks](#)
 - [import](#)
-

Optional Parameters

Specify the labels for which you want to view related labels

What you need to type	What you will get
<code>{related-labels:labels=documentation, my:stuff}</code>	<ul style="list-style-type: none"> • crowd • installation • database • setup • confluence • integration • guide • api • crowdid • overview • application • authentication • sso • single-sign-on • connectors • favourite • internal • configuration • osuser • userguide • administration • authorisation • macro • admin • example • user • confluence20 • mysql • postgresql • index • jira • client • list • install • contents • all • summary • hsql • msql • msqlserver • encoding • unicode • utf8 • http • character • security • directory • architecture • identity • console • framework

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 - [build](#)
 - [httpauthenticator](#)
 - [verifytokenfilter](#)
 - [properties](#)
 - [caching](#)
 - [ehcache](#)
 - [defaultcache](#)
 - [securityserverclient](#)
 - [openid](#)
 - [website-link](#)
 - [stuff](#)
 - [nice](#)
 - [confluencedoc](#)
 - [crowd-home](#)

RELATED TOPICS

[Navmap Macro](#)
[Content by Label Macro](#)
[Recently Used Labels Macro](#)
[Working with Labels Overview](#)
[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Navigating Pages by Label

This page last changed on Mar 24, 2008 by [smaddox](#).

These instructions explain how to navigate Confluence pages by label. To start, you should open the 'View Labels' page.

Browsing Labels on the View Labels Page

After clicking a label on a Confluence page, you're shown the 'Browse Space > Labels' page. Here, click 'See content from all spaces' to open the 'View Labels' page.

Adding a Label to the Results

If you click another label, a new page loads, showing pages that contain both of the labels. You can continue to add labels to the results in this way.

Subtracting a Label From the Results

Once two labels are in use, links to subtract one label from the search appear at the end of the labels list. These are easily identified because these links have a preceding minus sign, like so:

- shipit

Typing URLs To Find Labelled Pages

Here is an alternative method for quickly searching for labelled pages:

[To search labelled pages by typing a URL,](#)

1. Open a new web browser window.
 2. In the URL bar of your web browser, type a URL like the following to search for multiple labels in pages:

`http://CONFLUENCE_HOSTNAME/label/foo+bar`

3. Press Enter.
 4. The 'View Labels' page will load, showing search results on pages with the labels 'foo' and 'bar'.

[Screenshot: The View Labels page](#)

Dashboard > Labels > fedex
Edwin Dawson
Search


Label: fedex

View: [Popular Labels](#) | [All Labels](#)

All content with label **fedex**.

Related Labels: [lucene](#), [clover](#), [comments](#), [shipping](#), [specification](#), [project](#), [howto](#), [shipment](#), [html](#), [gadget](#), [javascript](#), [bittorrent](#), [zen](#), [realtime](#), [fedex5](#), [label](#), [feed](#), [constraints](#), [ideas](#), [more »](#)

1 2 3 4 5 6 7 ... 9 Next >>



20% Time Ideas (David Taylor)
Batch labeling (multiple pages/blogs in space) User activity data:
<http://www.codinghorror.com/blog/archives/001063.html> Logging to separate files, with rolling for support


Add To Google plugin (Dushan Hanuska)
I just blogged about my Fedex project on Dev Blog
<http://blogs.atlassian.com/developer/2007/05/addtogoogoleplugin.html>. Read my entry here
<http://blogs.atlassian.com/developer/2007/05/addtogoogoleplugin.html>. !
 jiraissuenavigatoraddtogoogole.png!  jiraissuesscreenshoticons.png! For interested parties: docs on the gadget are at JIRA Issues Gadget ...

Recent Labels
[seraph](#)
[atlassian-seraph](#)
[release](#)
[module](#)
[common](#)
[more »](#)

Popular Labels
[confluence](#)
[timesheet](#)
[jira](#)
[support](#)
[customerstory](#)
[more »](#)

Screenshot: Label Links on the View Labels Page


Label: fedex+ideas

View: [Popular Labels](#) | [All Labels](#)

All content with label **fedex+ideas**.

Related Labels: [lucene](#), [clover](#), [comments](#), [shipping](#), [specification](#), [project](#), [howto](#), [shipment](#), [html](#), [dao](#), [gadget](#), [javascript](#), [bittorrent](#), [things-that-suck](#), [zen](#), [realtime](#), [fedex5](#), [label](#), [feed](#), [more »](#) ([- fedex](#), [- ideas](#))

RELATED TOPICS

- [Adding a Global Label](#)
- [Adding a Personal Label](#)
- [Adding a Space Label](#)
- [Adding a Team Label](#)
- [Categorising Wiki Content Using Labels](#)
- [Label Macros](#)
- [Navigating Pages by Label](#)
- [Removing a label from a page](#)
- [Removing a space label](#)
- [Removing a team label](#)
- [Viewing Global Labels](#)
- [Viewing labelled pages](#)
- [Viewing personal labels](#)
- [Viewing Popular Labels](#)

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Removing a label from a page

This page last changed on Jun 22, 2007 by [smaddox](#).

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

You can see the existing labels, and the pages which contain the labels, by [Viewing Global Labels](#).

To remove a label from a page,

1. Go to the page that contains the label. All labels are displayed at the 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  label, then click 'Done' to remove the

RELATED TOPICS

[Working with Labels Overview](#)

Take me back to [Confluence User Guide](#)

Removing a space label

This page last changed on Jun 22, 2007 by [smaddox](#).

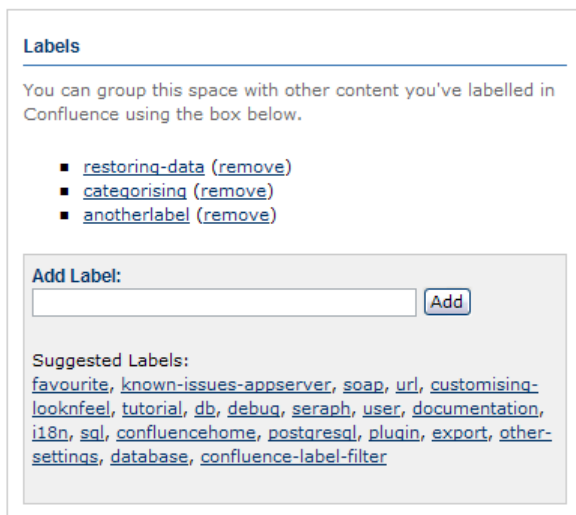
Labels are user-defined tag words that can be assigned to pages and spaces, to categorise, identify or bookmark content in Confluence.

This page tells you how to remove a space label. If you want to remove a label from a page, read the [instructions here](#).

To remove a space label,

1. Go to 'Browse Space' and click the 'Advanced' tab.
2. Click 'Edit' beside the list of Space Labels. This will take you to a new screen, showing space labels in the left panel and team labels in the right panel. There will be a 'Remove' link beside each label.
3. Click 'Remove' to remove the label.

Screenshot : Removing a space label



The screenshot shows the 'Labels' page in Confluence. At the top, it says 'Labels' and 'You can group this space with other content you've labelled in Confluence using the box below.' Below this is a list of labels: 'restoring-data (remove)', 'categorising (remove)', and 'anotherlabel (remove)'. Each label has a small square icon to its left and a '(remove)' link to its right. Below the list is an 'Add Label:' section with a text input field and an 'Add' button. At the bottom, there is a 'Suggested Labels:' section with a list of suggested labels: 'favourite', 'known-issues-appserver', 'soap', 'url', 'customising-looknfeel', 'tutorial', 'db', 'debug', 'seraph', 'user', 'documentation', 'i18n', 'sql', 'confluencehome', 'postgresql', 'plugin', 'export', 'other-settings', 'database', and 'confluence-label-filter'.

RELATED TOPICS

[Working with Labels Overview](#)

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Removing a team label

This page last changed on Jun 22, 2007 by [smaddox](#).

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

This page tells you how to remove a team label. If you want to remove a label from a page, read the [instructions here](#).

To remove a team label,

1. Go to 'Browse Space' and click the 'Advanced' tab.
2. Click 'Edit' beside the list of Team Labels. This will take you to a new screen, showing space labels in the left panel and team labels in the right panel. There will be a 'Remove' link beside each label.
3. Click 'Remove' to remove the label.

Screenshot : Removing a team label

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.

- [categorising-data](#) (remove)
- [confluence](#) (remove)

Add Team Label:

Available Team Labels:
, [atlassian](#), [consulting](#), [demo](#), [development](#), [documentation](#), [intel-coe](#), [jira](#), [plugins](#)

RELATED TOPICS

[Working with Labels Overview](#)

Take me back to [Confluence User Guide](#)

Viewing Global Labels

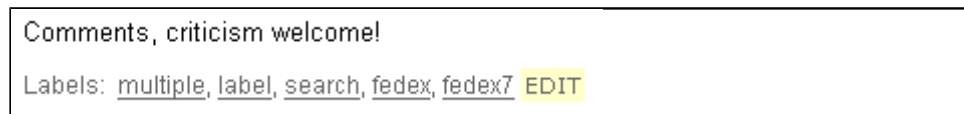
This page last changed on Mar 24, 2008 by [smaddox](#).

Any page that has labels will have them listed together in a block, with the heading 'Labels'.

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

To view global labels,

1. If you are in a page that has labels, clicking on a label will take you to the 'Label' tab of the 'Browse Space' view where all pages in the space with that label will be listed.
Click on the link 'See content from all spaces' to view all pages with the same label across the site.
2. 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



Screenshot: Viewing all labels



RELATED TOPICS

[Viewing labelled pages](#)
[Viewing personal labels](#)
[Viewing Popular Labels](#)
[Navigating Pages by Label](#)

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Viewing labelled pages

This page last changed on Mar 24, 2008 by [smaddox](#).


The easiest way to find labelled content is to do a quick search for it. If there is a label matching your query, it will be listed above the search results. Clicking on the link will display all content in the site with that label. (Clicking additional labels on the following page will conduct another search, adding that label to your existing search. See also [Navigating Pages by Label](#).)

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

Viewing labelled content

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**.

 [Migrate 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

Using the Search Box to find labelled pages

In the [search box](#), you can use the labelText: prefix to search specifically for page labels.

Searching for ...	Returns content that ...
confluence labelText:plugin	contains the word confluence or has the label plugin
confluence AND labelText:plugin	contains the word confluence and has the label plugin
labelText:import labelText:plugin	has the label import or has the label plugin
labelText:import AND labelText:plugin	has the label import and has the label plugin

Typing URLs to find labelled pages

In the URL bar of your web browser, you can type URLs like the following to search for multiple labels in pages:

```
http://CONFLUENCE_HOSTNAME/label/foo+bar
```

On pressing enter, the 'View Labels' page will load, showing search results on pages with the labels foo and bar.

Also see [Navigating Pages by Label](#)

RELATED TOPICS

[Viewing Global Labels](#)
[Viewing personal labels](#)
[Viewing Popular Labels](#)
[Searching Confluence](#)

Take me back to [Confluence User Guide](#)

Viewing personal labels

This page last changed on Jan 14, 2008 by [smaddox](#).

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. Go to the 'Labels' tab of your personal 'Profile':
 - If you are in a page that has personal labels, clicking on a label will take you to the 'Labels' tab of your profile, where all pages in the space with that label will be listed.
 - At any time, you can go to your 'Profile' by clicking the link located at the top right of the page. Then go the 'Labels' tab.
2. 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







[View](#) [Edit Profile](#) [Labels](#) [Watches](#) [Change Password](#)

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

Your Labels

- 5 [favourite](#)
- 1 [nice](#)
- 1 [nottoobad](#)
- 1 [something](#)
- 2 [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 ??? (17 Oct)
	Confluence	by Charles Miller (08 Sep)
	testing	by mohammed (25 Oct)
	Confluence Administration Guide	by Vidya Madabushi (21 hours ago)

RELATED LABELS

[Adding a Personal Label](#)

[Viewing labelled pages](#)

[Viewing Global Labels](#)

[Viewing Popular Labels](#)

Take me back to [Confluence User Guide](#)

Viewing Popular Labels

This page last changed on Mar 04, 2008 by [edawson](#).

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.

Screenshot: Viewing popular labels

View: **Popular Labels** | [All 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**

Recent Labels

- [test](#)
- [documentation](#)
- [e](#)
- [example](#)
- [installation](#)

[more »](#)

Popular Labels

- [installation](#)
- [test](#)
- [label](#)
- [example](#)
- [e](#)

[more »](#)

RELATED TOPICS

[Viewing labelled pages](#)
[Viewing Global Labels](#)
[Viewing personal labels](#)

Take me back to [Confluence User Guide](#)

Working with Links Overview

This page last changed on Aug 23, 2007 by [smaddox](#).

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](#)

You can also use a Confluence link to:

- Create a [new mail message](#).

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



Handy Hint

- Links in Confluence will not break even when you rename pages or move them between spaces on your site!
- Looking for link type not shown above? You might find a [plugin](#) can help you.

RELATED TOPICS

[Rich Text-Creating a new link](#)

[Changing the Title of a link](#)

[Working with Anchors](#)

[CamelCase linking](#)

[Trackback](#)

[Linking to Confluence Pages from Outside Confluence](#)

Take me back to [Confluence User Guide](#)

CamelCase linking

This page last changed on Jun 21, 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

What you need to type	What you will get
CamelCasePage	CamelCasePage

where:

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

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

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

What you need to type	What you will get
NonExistentPage	NonExistentPage

where:

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

To ensure a CamelCase word does not become a link

(Confluence 2.1.3 or later)

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

What you need to type	What you will get
<code>{nolink:SomeWord}</code>	SomeWord
<code>{nl:SomeWord}</code>	SomeWord

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

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

RELATED TOPICS

[Working with links](#)

Take me back to [Confluence User Guide](#)

CamelCasePage

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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

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

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

To change the title of a link,

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

Where:

'the current release notes' is your new label.

'Release Notes' is the name of the page you want to link to.

Example: Changing the title of a news item

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

Where:

'an article on the subject' is how you want to refer to the news item

'/2005/08/26/' is the date the news item was published.

'Sample News' is the actual title of the news item

Example: Combining inter-space links and labelled links

What you need to type	What you will get
[What can Confluence do for you? DS:Confluence Overview]	What can Confluence do for you?

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 User Guide](#)

Sample Release Notes

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

Start of release notes content

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

End of release notes content

Linking an Image


This page last changed on Jan 06, 2008 by [smaddox](#).

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

To link an image to another page, you will embed the [image markup](#) inside the [linking markup](#).

To add a link from an image on a page,


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

What you need to type	What you will get
<code>[!dochome.gif! Confluence Documentation Home]</code>	 Confluence Documentation Home

To add a link from an image attached to another page,

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


What you need to type	What you will get
<code>[!Displaying an Image^fish.gif! DOC:]</code>	

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

RELATED TOPICS

[Working with Links Overview](#)
[Displaying an Image](#)
[Thumbnail Macro](#)

Take a look at some plugins too.

 First read the warning on [support of third-party plugins](#).

- [ImageMap Plugin](#)
- [Other image and visualisation plugins](#)

Take me back to [Confluence User Guide](#)

Linking to Confluence Pages from Outside Confluence

This page last changed on Jan 22, 2008 by [smaddox](#).

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

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

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

1. Go to the 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 User Guide](#)

Linking to Pages in Another Space

This page last changed on Jan 16, 2008 by [ukuhnhardt](#).

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

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



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

To link to a page in a different space

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

where:

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

'Confluence Overview' is the name of the page in the space, 'DS'.

To link to the homepage of another space

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

where:

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



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



Handy Hint

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

RELATED TOPICS

[Link to a Page within a Space](#)

[Link to a Web Page](#)

[Working with Links](#)

Take me back to [Confluence User Guide](#)

Linking to Pages Within the Same Space

This page last changed on Mar 19, 2008 by [smaddox](#).

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

Linking to a Confluence Page

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



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

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

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

Using an Undefined Link to Create a Page

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

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

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

Here is an example of an undefined link:

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



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

RELATED TOPICS

[Link to a Page in Another Space](#)

[Link to a Web Page](#)

[Working with Links](#)

[Including the contents of a page](#)

[Including an excerpt from a page](#)


Take me back to [Confluence User Guide](#)

Linking to Web Pages

This page last changed on Oct 22, 2007 by [smaddox](#).

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

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

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

To link to a web page outside Confluence,

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

Where:

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

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

RELATED TOPICS

[Rich Text-Linking to a Page](#)
[Linking to Pages Within the Same Space](#)
[Linking to Pages in Another Space](#)
[Working with Links Overview](#)

Take me back to [Confluence User Guide](#)

Trackback

This page last changed on Jun 17, 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 User Guide](#)

Using a link to create a new mail message

This page last changed on Jul 12, 2007 by [smaddox](#).

You can insert the HTML 'mailto' tag inside a Confluence [link](#) using 'Wiki Markup' as shown below.



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

Examples

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

RELATED TOPICS


[Working with Links Overview](#)

[Linking to Mail](#)

Take me back to [Confluence User Guide](#)

Working with Anchors

This page last changed on Jun 21, 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

```
[spacekey:nameofpage#anchorname]
```

Linking to headings

Confluence treats all headings as anchors. So you don't have to place an anchor but simply link to it like this:

```
[#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 User Guide](#)

Working with Macros

This page last changed on Mar 28, 2008 by [smaddox](#).

Differences in Confluence Hosted

If you are using [Confluence Hosted](#), the plugins and macros are installed for you by Atlassian. Refer to the list in the [Confluence Hosted FAQ](#). Read more about the [feature limitations in Confluence Hosted](#).

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.

Including a macro in your page

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 the Attachments Macro, for instance, you have two optional parameters:

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

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

```
{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}
```

Confluence Macros

Many macros are shipped with Confluence. The macros currently available in Confluence are listed below. For each macro, all the optional parameters are also listed with examples of their usage.

Attachments Macro	Displays a list of attachments belonging to the current page.
Blog Posts Macro	Lists the most recent news items in the space.
Bookmarks Macro	Includes a list of bookmarks on a Confluence page.
Children Display Macro	Displays the children and descendants of the current page.
Code Block Macro	Displays code in your document with the appropriate syntax highlighting.
Color Text Macro	Changes the colour of a block of text.
Column Macro	

	Used with the Section Macro . Defines columns within the page.
Content by Label Macro	Renders a list of content associated with specific labels.
Create Space Button Macro	Renders a create space button linked to the create space page.
Tasklist Macro	Displays a dynamic task list which can be modified in 'view' mode.
Excerpt Macro	Allows you to define a part of the page as the page's 'excerpt' which is then used by other macros to summarise a page's content.
Excerpt Include Macro	Allows you to display an excerpt from another page within the current page.
Favourite Pages Macro	Displays a list of your favourite pages.
Excerpt Include Macro	Includes one page's excerpt in another.
Flowchart Macro	Displays flowcharts and other diagrams composed of shapes joined by lines.
Gallery Macro	Forms a thumbnail gallery of all images attached to a page.
Global Reports Macro	Renders a list of links to global reports within a table.
HTML Macro	Renders your specified HTML code within the current page.
IM Presence Macro	Displays graphically when a contact is online.
Include Page Macro	Inserts the contents of the specified page into the current one.
Info Macro	Displays a block of text in a blue highlight box.
JIRA Issues Macro	Displays a list of JIRA issues in a page.
JIRA Portlet Macro	Displays a JIRA dashboard portlet in Confluence.
JUnit Report Macro	Display a summary of JUnit test results.
Layout Macros	Format a page into columns.
Navmap Macro	Renders the list of pages associated with a specified label as a navigable map.
Noformat Macro	Displays a block of text in monospace font.
Note Macro	Displays a block of text in a yellow highlight box.
Panel Macro	Displays a block of text within a fully customisable panel.
Recently Updated Content Macro	Includes a list of recently changed content.
Recently Used Labels Macro	Lists labels most recently used in a specified scope (Global, Space, or Personal)
Related Labels Macro	Lists labels frequently appearing on the same pages as the current page's labels.
RSS Feed Macro	Displays the contents of an RSS feed.
Search Macro	Searches Confluence, and includes the results in the page.
Section Macro	Used with the Column Macro to define columns within the page.
Space Details Macro	Includes the summary of a Confluence space in the page.
Spacegraph Macro	Displays a chart of the pages in a space and their connections.
Spaces List Macro	Displays a list of all spaces visible to the user.
Tip Macro	Displays a block of text in a green highlight box.
Thumbnail Macro	Creates a thumbnail of an inline image.
Userlister Macro	Displays a list of Confluence users, from an optional group.
Warning Macro	Displays a block of text in a red highlight box.
Welcome Message macro	Includes the Confluence site welcome message.

Other macros

Other macros are available as [plugins](#) or as [user macros](#), and can be installed by your Confluence administrator.

Customers using Adaptavist macros or plugins might be interested in the [Adaptavist's Confluence user guide](#).

Some examples are:

- {toc} macro, provided by the [Table of Contents Plugin](#) - full documentation by [CustomWare](#).
- {float} macro and others, provided by the [Composition plugin](#) - full documentation by [CustomWare](#).

Writing your own macros

To learn how to write your own macro, or use macros written by other people, read the [Confluence Plugin Guide](#).

RELATED TOPICS

[Confluence Notation Guide Overview](#)
[Confluence Plugin Guide](#)
[Plugin Index](#)
[User Macros](#)

Take me back to [Confluence User Guide](#).

Attachments Macro

This page last changed on Oct 08, 2007 by [mryall](#).










The attachments macro is documented on [Displaying List of Attachments in a Page](#).

Blog Posts Macro

This page last changed on Oct 16, 2007 by [smaddox](#).

The Blog Posts Macro allows you to display news items within a page. Clicking on a title takes you to the news item.

Blog Posts Macro

What you need to type	What you will get
<code>{blog-posts}</code>	<div> Monday, June 25, 2007 Sample News</div> <p>To demonstrate linking to a news item.</p> <p>Posted at Jun 25, 2007 by  Rosie Jameson  6 comments Edit</p> <div> Sunday, September 25, 2005 Confluence 1.4.4 Released</div> <p>Confluence 1.4.4 is a maintenance release that resolves some issues users may have encountered using Confluence 1.4 or higher. It fixes approximately 40 issues, including making the dynamic uploading of plugins significantly more reliable.</p> <p>1.4.4 is a free upgrade for all customers who purchased their Confluence license after September 23, 2004. If you're not a Confluence customer, you can download a fully functional 30-day trial, Also don't forget we offer free licenses to registered non-profit organisations and qualifying open source projects.</p> <p>Further Reading</p> <ul style="list-style-type: none">Find out what's new in the Confluence 1.4.4 Release NotesDownload Confluence 1.4.4 <p>Posted at Sep 25, 2005 by  Charles Miller  0 comments Edit</p> <div> Thursday, June 2, 2005 Confluence 1.4.1 Released</div> <p>Last changed Jun 02, 2005 09:00 by Charles Miller</p> <p>Confluence 1.4.1 is a maintenance release that resolves some issues users may have encountered using Confluence 1.4. Issues include an occasional failure to display Confluence pages, Oracle and MySQL database issues, and a slow memory-leak.</p> <p>1.4.1 is a free upgrade for all customers who purchased their Confluence license after June 2nd, 2004. If you're not a Confluence customer, you can download a fully functional 30-day trial, Also don't forget we offer free licenses to registered non-profit organisations and qualifying open source projects.</p>

Further Reading

- Find out what's new in the [Confluence 1.4.1 Release Notes](#)
- [Download Confluence 1.4.1](#)

Posted at Jun 02, 2005 by  [Charles Miller](#) |  0 [comments](#) | [Edit](#)
[Confluence 1.3.6 Released](#)


Last changed Jun 02, 2005 08:51 by [Charles Miller](#)


Confluence 1.3.6 is a maintenance release which fixes a number of issues users may encounter when using Confluence 1.3 with an Oracle database. It is intended for those customers who are not yet ready to upgrade to Confluence 1.4.

Confluence 1.3.6 is a free upgrade for any existing Confluence customer. If you're not a Confluence customer, we recommend you try our free trial of [Confluence 1.4.1](#). Also don't forget we offer free licenses to registered non-profit organisations and qualifying open source projects.

Further Reading


- Find out what's new in the [Confluence 1.3.6 Release Notes](#)
- [Download Confluence 1.3.6](#)

Posted at Jun 02, 2005 by  [Charles Miller](#) |  0 [comments](#) | [Edit](#)

 [Monday, May 2, 2005](#)
[Confluence 1.4-RC1 Released](#)

Last changed May 11, 2005 17:58 by [Tom Davies](#)

Confluence 1.4 Release Candidate 2

 1.4-RC2 is now available for download [here](#).

Confluence 1.4-RC2 is (barring some absolute disaster) the final public developer build for Confluence 1.4. It incorporates all the changes that were deployed in the [private DR7 build](#), as well as around 60 new bug fixes and improvements.

Confluence 1.4-RC2 is being released to give Confluence customers the opportunity to test the upgrade path for their existing Confluence installation. By testing your migration with this pre-release, you can ensure that any problems you may experience will be fixed before the final 1.4 release, rather than having to rely on ad-hoc patches or wait for 1.4.1.

Who should upgrade?

While 1.4-RC2 is still pre-release software, and we do not recommend upgrading production Confluence sites until the release of 1.4-final, we would recommend any existing Confluence customer

install this release on a test server, and try to import their existing Confluence data into it.

Upgrade Procedure

Upgrading Confluence should be pretty easy. If you are upgrading from Confluence 1.3 or higher, you can find [instructions here](#). We strongly recommend that you backup your `confluence.home` directory and database before upgrading!

If you are upgrading from Confluence 1.2.3 or earlier, be sure to read the upgrade instructions in the [Confluence 1.3 release notes](#).




When you first start Confluence 1.4-RC2 after upgrading, the server may take a few minutes to become fully functional. This is because Confluence is rearranging information in the database so that it can be looked up more efficiently. This will only be done the first time Confluence is started after upgrading.

New Features in Confluence 1.4-RC2

The changes made between DR7 and RC2 are mostly correctness and polish issues - major feature development on Confluence 1.4 has been completed. A few notable changes however are:

- You can upload attachments while editing a page – from the "Insert Link" popup
- The dynamic content-tree degrades gracefully on unsupported browsers
- Many bugs related to PDF export (and images included in PDF exports) have been fixed
- Ü characters in page titles no longer confuse the database
- Text properties set via the `contentPropertyManager` can now be longer than 255 characters, fixing related bugs in the `{tasklist}` and `{excerpt}` macros
- The `{attachments}` macro can display the list of attachments inline within a page
- New [XML-RPC and SOAP plugin types](#) allow you to deploy web services dynamically into Confluence
- A potential connection leak that has been causing problems for Oracle users has been fixed.

And [much much more](#).

Posted at May 02, 2005 by  [Daniel Ostermeier](#) |



[0 comments](#) | [Edit](#)



[Tuesday, March 1, 2005](#)

[Confluence 1.3.5 Released](#)

Last changed Mar 01, 2005 21:17 by [Charles Miller](#)


Confluence 1.3.5 is a maintenance release which fixes a number of bugs from earlier versions. It is a recommended upgrade for all customers.

Confluence 1.3.5 is a free upgrade for any existing Confluence customer. If you're not a Confluence customer, you can download a fully functional 30-day trial, Also don't forget we offer free licenses to registered non-profit organisations and qualifying open source projects.

Further Reading

- Find out what's new in the [Confluence 1.3.5 Release Notes](#)
- [Download Confluence 1.3.5](#)

Posted at Mar 01, 2005 by  [Charles Miller](#) |  [0 comments](#) | [Edit](#)

 [Monday, February 14, 2005](#)
[Confluence 1.3.4 Released](#)


Confluence 1.3.4 is a maintenance release which includes a small number of important fixes to Confluence. It is a recommended upgrade for all customers.

Confluence 1.3.4 is a free upgrade for any existing Confluence customer. If you're not a Confluence customer, you can download a fully functional 30-day trial, Also don't forget we offer free licenses to registered non-profit organisations and qualifying open source projects.

Further Reading

- Find out what's new in the [Confluence 1.3.4 Release Notes](#)
- [Download Confluence 1.3.4](#)

Posted at Feb 14, 2005 by  [Charles Miller](#) |  [0 comments](#) | [Edit](#)



 [Friday, January 21, 2005](#)
[Confluence 1.3.2 Released](#)

Confluence 1.3.2 is a maintenance release which includes 30 bug fixes and improvements which users may have noticed or requested.

Confluence 1.3.2 is a free upgrade for any existing Confluence customer. If you're not a Confluence customer, you can download a fully functional 30-day trial, Also don't forget we offer free licenses to registered non-profit organisations and qualifying open source projects.

Further Reading

- Find out what's new in the [Confluence 1.3.2 Release Notes](#)
- [Download Confluence 1.3.2](#)

Posted at Jan 21, 2005 by  [Nick Faiz](#) |  [0 comments](#) | [Edit](#)



 [Sunday, December 19, 2004](#)
[Confluence 1.3.1 Released](#)

Confluence 1.3.1 is a maintenance release that fixes some bugs that users may have encountered using Confluence 1.3.

Confluence 1.3.1 is a free upgrade for any existing Confluence customer. If you're not a Confluence customer, you can download a fully functional 30-day trial, Also don't forget we offer free licenses to registered non-profit organisations and qualifying open source projects.

Further Reading

- Find out what's new in the [Confluence 1.3.1 Release Notes](#)
- [Download Confluence 1.3.1](#)

Posted at Dec 19, 2004 by  [Charles Miller](#) |  0 [comments](#) | [Edit](#)

 [Tuesday, November 30, 2004](#)
[Confluence 1.3 Released](#)

Last changed Dec 01, 2004 01:39 by [Charles Miller](#)

Confluence 1.3 is now available for download. Confluence 1.3 introduces a powerful mail archive to better capture your team's communication. We've also revamped the space summary and administration pages, overhauled content indexing and referrer tracking, enhanced space permissions, and written a whole new setup wizard to make getting Confluence up and running even easier.


Be sure to [read the release-notes](#) for upgrade instructions and a detailed run-down of all the new features.

Confluence 1.3 is a free upgrade for any existing Confluence customer. If you're not a Confluence customer, you can download a fully functional 30-day trial, Also don't forget we offer free licenses to registered non-profit organisations and qualifying open source projects.

More Information

- [Download Confluence 1.3](#)
- [Confluence 1.3 Release Notes](#)
- [What's New in 1.3](#) for Confluence Users
- What's New in 1.3 for Confluence Administrators coming soon...

Posted at Nov 30, 2004 by  [Charles Miller](#) |  0 [comments](#) | [Edit](#)

 [Friday, October 22, 2004](#)
[Confluence 1.3 DR3 released](#)

Confluence 1.3-DR3 is the third of our experimental Development Releases on the road to 1.3. These snapshot builds let us deliver features more regularly to people who don't mind being on the bleeding edge, give customers early access to features they may have been waiting months for, or

just let you guys see how the next major Confluence release is shaping up.


While we make an effort to ensure that we're in a stable and releasable state in time for each DR build, development releases may contain unfinished features, or interesting bugs. If you don't want to follow the development releases yourself, we'll be running the most recent DR build on on <http://confluence.atlassian.com/>. (We're also running our private extranet on DR3. We don't release anything we wouldn't run ourselves.)

More Information

- Read [the Release Notes](#)
- [Download Confluence 1.3-DR3](#)

Posted at Oct 22, 2004 by  [Mike Cannon-Brookes](#)

|  [0 comments](#) | [Edit](#)



 [Friday, September 24, 2004](#)
[Confluence 1.3-DR1 Released](#)

Confluence 1.3-DR1 is the first of our experimental Development Releases on the road to 1.3. These snapshot builds let us deliver features more regularly to people who don't mind being on the bleeding edge, give customers early access to features they may have been waiting months for, or just let you guys see how the next major Confluence release is shaping up.

While we make an effort to ensure that we're in a stable and releasable state in time for each DR build, development releases may contain unfinished features, or interesting bugs. If you don't want to follow the development releases yourself, we'll be running the most recent DR build on on <http://confluence.atlassian.com/>. (We're also running our private extranet on DR1. We don't release anything we wouldn't run ourselves.)

More Information

- Read [the Release Notes](#)
- [Download Confluence 1.3-DR1](#)

Posted at Sep 24, 2004 by  [Charles Miller](#) |  [0 comments](#) | [Edit](#)

 [Thursday, September 23, 2004](#)
[Confluence 1.2.2 - Recommended Upgrade](#)

Confluence 1.2.2 is a maintenance release that fixes some bugs that users may have encountered using Confluence 1.2 or 1.2.1. It fixes problems with attachment downloading, text file imports and text-only emails.

Confluence 1.2.2 is a recommended upgrade for all Confluence customers, as it fixes a serious bug that can cause corrupted attachment downloads.

Confluence 1.2.2 is a free upgrade for any existing Confluence customer. If you're not a Confluence customer, you can download a fully functional 30-day trial, Also don't forget we offer free licenses to registered non-profit organisations and qualifying open source projects.

Further Reading

- Find out what's new in the [Confluence 1.2.2 Release Notes](#)
- [Download Confluence 1.2.2](#)

Posted at Sep 23, 2004 by  [Charles Miller](#) |  [0 comments](#) | [Edit](#)

 [Thursday, September 9, 2004](#)
[1.2.1 Errata - Thumbnail Quality](#)

It has been pointed out to us that the bicubic image scaling hint that we use in Confluence 1.2.1 is in fact ignored by all JDK's prior to version 5.0. The sole exception is Mac OS X. As such, customers upgrading to 1.2.1 will only see increased thumbnail quality if:

1. You are running Confluence on JDK 5.0 (not recommended, since it's still a pre-release, and we haven't tested Confluence in this configuration)
2. You are running Confluence on JDK 1.4.2 on Mac OS X

We apologise for the error.

Posted at Sep 09, 2004 by  [Charles Miller](#) |  [0 comments](#) | [Edit](#)

[Confluence 1.2.1 Released](#)



Last changed Sep 09, 2004 20:21 by [Charles Miller](#)

Confluence 1.2.1 is a maintenance release that fixes some bugs that users may have encountered using Confluence 1.2. It incorporates improvements to performance for large Confluence installations; and fixes bugs related to the remote API, over-use of disk space, and a few annoying errors users were experiencing when setting up a new Confluence instance.

Confluence 1.2.1 is a free upgrade for any existing Confluence customer. If you're not a Confluence customer, you can download a fully functional 30-day trial, Also don't forget we offer free licenses to registered non-profit organisations and qualifying open source projects.

Further Reading

- Find out what's new in the [Confluence 1.2.1 Release Notes](#)
- [Download Confluence 1.2.1](#)

Posted at Sep 09, 2004 by  [Charles Miller](#) |  [0 comments](#) | [Edit](#)

Optional Parameters

Parameter name	Default	Description
default parameter	15	Specify the number of posts you want to display.
content	entire	Specify 'content=excerpts' to display short excerpts, or 'content=titles' to display a list of posts.
time	no limit	Specify from how far back in time you want items displayed, using 'h' (hours) or 'd' (days).
labels	none	Display posts that match the specified label(s).
spaces	@all	Display posts from the specified space(s). Specify '@all' for all spaces, the space key for a global space, or '~username' for a personal space. Separate multiple space keys with commas.

Examples of 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:content=excerpts}
```

Titles

```
{blog-posts: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 spaces

- The following code will display items from the 'Marketing' space (whose key is 'MKTG') and Joe Smith's personal space:

```
{blog-posts:spaces=MKTG,~jsmith}
```

6. Filter items by combining parameters

The following code will display the latest 10 items in the 'Marketing' space with the label 'logo'. The items will be displayed as a list.

```
{blog-posts:10|labels=logo|spaces=MKT|content=title}
```

RELATED TOPICS

[Working with Macros](#)

[Working with News Overview](#)

Take me back to [Confluence User Guide](#)

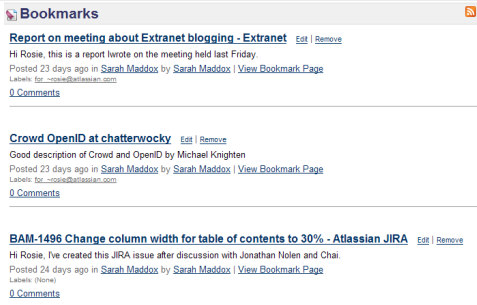
Bookmarks Macro

This page last changed on Dec 12, 2007 by [smaddox](#).

This page describes the {bookmarks} macro, provided by the [Social Bookmarking plugin](#). Please refer to [Working with Bookmarks](#) for details of how to add, view and subscribe to bookmarks.

Use the {bookmarks} macro to include a list of bookmarks on a Confluence page. By default, the macro will display the bookmarks saved in the current space.

Bookmarks macro

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

Optional Parameters

Parameter	Default	Description
max	15	The maximum number of bookmarks to display.
spaces	Current space	A list of spaces to search for, separated by commas. The macro will display the bookmarks saved in these spaces. Meta space names @all, @personal, @global can also be used.
labels	None	A list of labels to search for, separated by commas. The macro will display the bookmarks which have these labels applied. If you specify multiple labels, the bookmarks need to match only one of the labels to be included.
creators	None	A list of usernames, separated by commas, specifying who created the bookmarks to be listed.
sort	creation	Specify the sort order of the bookmarks. Valid values: 'creation' = bookmark created date; 'creator' = username of bookmark author; 'title' = bookmark title.
reverseSort	false	'true' = reverse the sort order.
showAuthor	true	Display the user who created the bookmark.
showDate	true	Display the date when the bookmark was created.
showDescription	true	Display the bookmark description.
showEditLinks	true	If the current user has permission, show quick links to edit or remove the bookmark.
showLabels	true	Display the bookmark's labels.
showListHeader	true	Display heading of the bookmark list (with the RSS feed link).

showSpace	true	Display the space the bookmark is saved in.
showViewLink	true	Display a link to the actual bookmark page.

Examples of Optional Parameters

Specify the number of bookmarks you want displayed:

```
{bookmarks:max=5}
```

Specify the space(s) where the bookmarks are saved:

The following markup will show the bookmarks in the personal space of user 'jbloggs' and in the 'sales' space.


```
{bookmarks:spaces=~jbloggs,sales}
```

Specify the space(s) where the bookmarks are saved and the person who created the bookmarks:

The following markup will show the bookmarks created by user 'jbloggs' in his personal space and in the 'sales' space.

```
{bookmarks:spaces=~jbloggs,sales|creators=jbloggs}
```

Display only the bookmark titles:

 We have forced the line-breaks in this example. Your code should consist of a single line.

```
{bookmarks:showAuthor=false|showDate=false
|showDescription=false|showEditLinks=false
|showLabels=false|showListHeader=false
|showSpace=false|showViewLink=false}
```

RELATED TOPICS

[Working with Bookmarks](#)

[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Children Display Macro

This page last changed on Feb 19, 2008 by [cltham](#).

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

What you need to type	What you will get
<code>{children}</code>	<ul style="list-style-type: none">• Child Page 1• Child Page 2

Optional Parameters

No	parameter	Default	Description
1	all	true	Display all descendants
2	page	current	Specify which page to display children for in a current space or in a different space. If the page parameter is '/', then the macro will list all the current space's top-level pages i.e. those without parents. If the page parameter is a space key followed by a colon (e.g <code>{children:page=DOC:}</code>), then the top-level pages of that space will be listed.
3	depth	none	Specify the depth of descendants to display
4	first	none	Restrict the number of children displayed at the top level
5	style	none	Specify the style in which descendants are displayed
6	excerpt	false	Display the child pages' excerpts, if they exist
7	sort=creation sort=title sort=modification	recent	The 'sort' attribute is an optional attribute that allows you to configure how the children are sorted. Specify 'creation' to sort by content creation date, 'title' to sort alphabetically on title and 'modified' to sort of last modification date.

1. Display all descendants of the page

```
{children:all=true}
```

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}
```

RELATED TOPICS

[Working with Page Families](#)

[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Child Page 1

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

Grandchild


This page last changed on Jun 17, 2007 by rosie@atlassian.com.

Child Page 2

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

Code Block Macro

This page last changed on Jul 10, 2007 by [smaddox](#).

 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.

All the optional parameters of the `{panel}` macro are valid for `{code}` too.

You can specify the programming language. The default language is Java but you can specify JavaScript, ActionScript, XML, HTML or SQL instead.

Code Block Macro

`{code:language} ... code ... {code}`
OR
`{code} ... java code ... {code}`

Example 1: Java

What you need to type	What you will get
<code>{code}</code> public String getFoo() { return foo; } <code>{code}</code>	<pre>public String getFoo() { return foo; }</pre>

Example 2: XML

What you need to type	What you will get
<code>{code:XML}</code> <test> <another tag="attribute"/> </test> <code>{code}</code>	<pre><test> <another tag="attribute"/> </test></pre>

RELATED TOPICS

[Working with Macros](#)
[Adaptavist User Guide](#)

Take me back to [Confluence User Guide](#)

Color Text Macro

This page last changed on Nov 22, 2007 by [smaddox](#).

You can use the `{color}` macro to change the colour of a block of text. Specify the colours by name or by hex value. See more information about [web colours](#).

Usage:

`{color:mycolour} ... text ... {color}`

Parameter	Required	Default	Description
mycolour	yes	none	Colour of text. You can use names for common colours or use the hex code for a more specific colour.

Examples:

What you need to type	What you will get
<code>{color:red}red{color}</code>	red
<code>{color:orange}orange{color}</code>	orange
<code>{color:yellow}yellow{color}</code>	yellow
<code>{color:green}green{color}</code>	green
<code>{color:blue}blue{color}</code>	blue
<code>{color:purple}purple{color}</code>	purple
<code>{color:purple}violet{color}</code>	violet
<code>{color:003366}#003366{color}</code>	#003366



Results may differ depending on your browser.

Column Macro

This page last changed on Oct 08, 2007 by [mryall](#).

The Column Macro allows you to define columns within a page. Note that the Column Macro can only be used within the [Section Macro](#).

Column Macro

What you need to type	What you will get	
<code>{section}</code> <code>{column}</code> Column one text goes here <code>{column}</code> Column two text goes here <code>{section}</code>	Column one text goes here	Column two text goes here

Optional Parameter

Parameter	Default	Description
width		The width of the column. Can be specified either in pixels (e.g. ' <code>{column:width=400px}</code> ') or as a percentage (e.g. ' <code>{column:width=50%}</code> ')

RELATED TOPICS

[Working with Macros](#)

[Working with Tables](#)

Take me back to [Confluence User Guide](#)

Create Space Button Macro

This page last changed on Dec 18, 2007 by [smaddox](#).

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

What you need to type	What you will get
<code>{create-space-button}</code>	

Optional Parameter

No	parameter	Default	Description
1	size	small	Specify whether to use small or large icon

Specify the size of the icon displayed

What you need to type	What you will get
<code>{create-space-button:size=small}</code>	

RELATED TOPICS


[Setting up a New Global Space](#)
[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Excerpt Include Macro

This page last changed on Jun 24, 2007 by rosie@atlassian.com.

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.

Excerpt Include Macro

What you need to type	What you will get
<code>{excerpt-include:Excerpt Macro}</code>	<div>Excerpt Macro</div>

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 User Guide](#)

Excerpt Macro

This page last changed on Mar 12, 2008 by [smaddox](#).

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.

 You can only have one excerpt for a page.


Excerpt Macro

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

Optionally,

Hide the contents of the excerpt

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

 Some bugs in this macro fixed in Confluence 2.6.1

If you are using Confluence 2.5.x or 2.6.0, you may notice some problems with the `{excerpt}` and `{excerpt-include}` macros, where the macro strips away the markup so that images and links do not display properly. These problems have been fixed with Confluence 2.6.1. See JIRA issues [CONF-8983](#) and [CONF-8701](#), and refer to the [Confluence 2.6.1 Release Notes](#) for more details.

RELATED TOPICS

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






Take me back to [Confluence User Guide](#)

Favourite Pages Macro

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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

Favourite Pages Macro

What you need to type	What you will get
<code>{favpages}</code>	<p>Favourite Pages</p> <p>Displaying pages recently added to your favourites list.</p> <p> Documenting Macros ★ (Confluence 2.7)</p> <p> Working with Macros ★ (Confluence 2.7)</p> <p> Working with Macros ★ (Confluence 2.6)</p> <p> Documenting Macros ★ (Confluence 2.6)</p> <p> Documenting Macros ★ (Confluence 2.8)</p>

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 User Guide](#)

Flowchart Macro

This page last changed on Jul 12, 2007 by [ganand](#).

Description

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

Installation

This macro requires that [the GraphViz plugin](#) is installed.

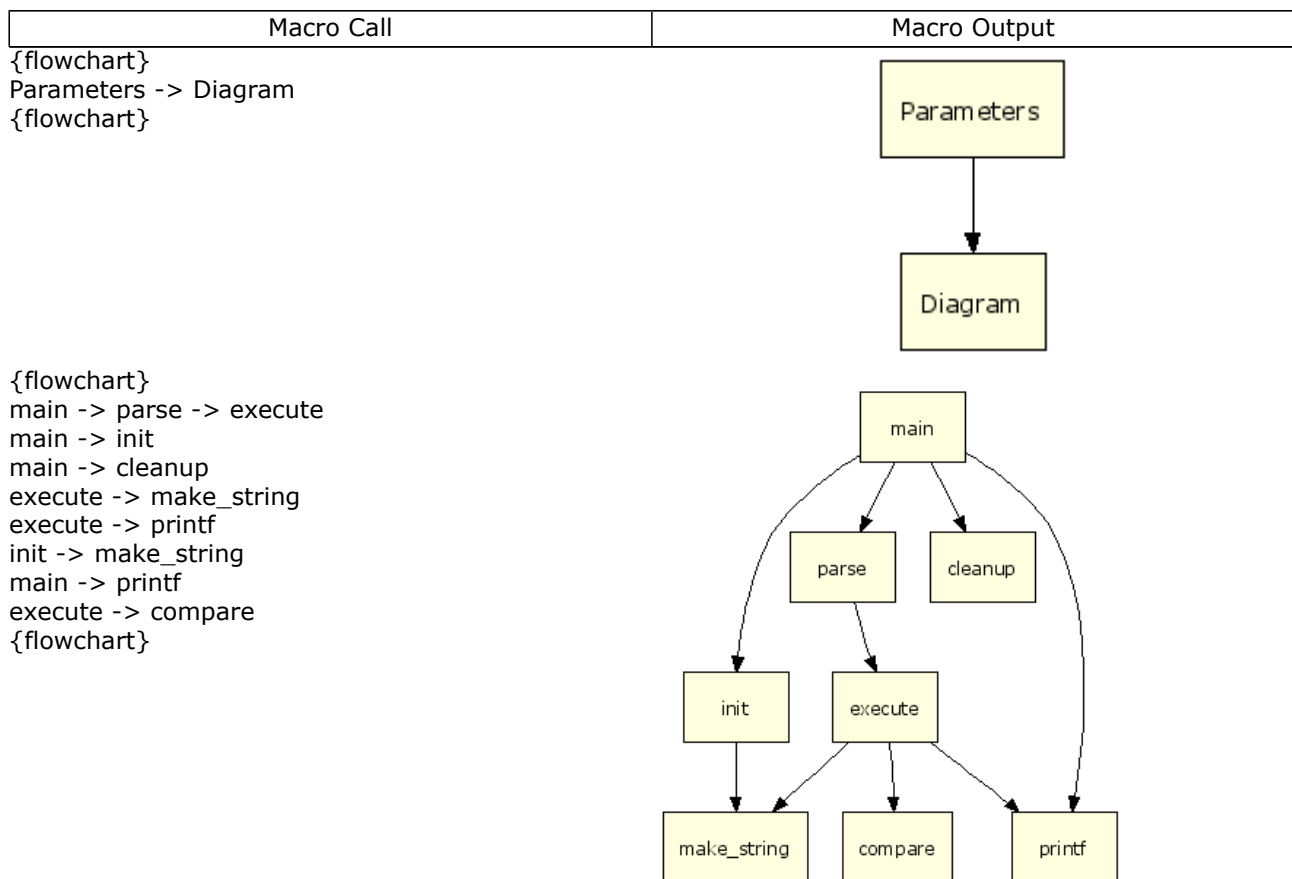
Usage

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



RELATED TOPICS

[Working with Macros](#)

[Enabling The Flowchart Macro](#)

Take me back to [Confluence User Guide](#)

Gallery Macro

This page last changed on Feb 07, 2008 by ivan@atlassian.com.

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. When a user clicks a thumbnail, the full-size image opens in a new window. The user can also view the images as a slideshow by clicking the 'view as slideshow' link located below the title.



- The images shown in the gallery are taken from the files [attached](#) to the Confluence page.
- The comments below the images are drawn from the comments on the [attachments](#).
- The gallery will include all the images attached to the page.
- Only the following file formats are supported: gif, png, jpeg. The bmp format is not supported.
- You can sort your images into a particular order - see details below.
- You can specify a title for the gallery and also configure how many columns you want for the table in which your images are displayed. The default number of columns in the table is 4.

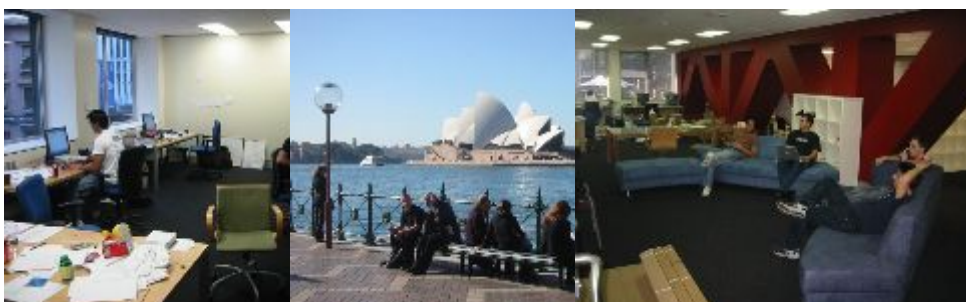
Using the gallery macro

Include the following markup in your page. (Replace the title with your own.)

What you need to type
<code>{gallery:title=Some office photos, and a waterfall}</code>
What you will get
<div>Some office photos, and a waterfall (view as slideshow)</div>



Here's
an
office
photo





Here
is the
waterfall
photo

Optional parameters

Parameter	Default	Description
title	Nothing	Specify a title for your gallery.
columns	4	Specify the number of columns for your table.
slideshow	true	Set to 'false' to hide the 'view as slide show' link.
sort	None i.e. the sort order is unspecified and therefore unpredictable.	Specify an attribute to sort the images by that attribute. Sort order is ascending, unless you specify the 'reverseSort' parameter (see below). Options are: <ul style="list-style-type: none">• 'name' – file name.• 'comment' – comment linked to the attached file.• 'date' – date/time last modified.
reverseSort	Nothing, i.e. sort order is ascending	Used in conjunction with 'sort' parameter above. Use 'reverseSort' to reverse the sort order, from ascending to descending.

Examples of optional parameters

Specifying the number of columns for your table

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

Disabling the 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|title=Some office photos, and a waterfall}
```

Sorting the images by file name

```
{gallery:title=Some office photos, and a waterfall|sort=name}
```

Sorting the images to show most-recently-modified first

```
{gallery:title=Some office photos, and a waterfall|sort=date|reverseSort}
```



For a dynamic slideshow, you might like to try the [Slideshow Plugin](#). To use Ajax Style display of the images there is a [Gallery Plugin](#) that works on top of the [Gallery Macro](#).

RELATED TOPICS

[Displaying an Image](#)

[Thumbnail Macro](#)

[Attaching Files to a Page](#)


[Editing Attachment Details](#)

[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Global Reports Macro





This page last changed on Jun 17, 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

What you need to type	What you will get
<code>{global-reports}</code>	<div>Global Reports</div> <div> New or updated pages since your last login</div> <div> Find all pages that aren't linked from anywhere</div> <div> Find all undefined pages</div> <div> Feed for new pages or new blogs</div>

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 User Guide

HTML Macro

This page last changed on Dec 16, 2007 by [smaddox](#).

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

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

Usage:

`{html} ... code ... {html}`

Example:

What you need to type	What you will get
<code>{html}click here{html}</code>	click here


RELATED TOPICS

- [HTML Plugin](#) (has better security than the HTML macro)
- [HTML-include Macro](#) (embeds remote HTML or pages)
- [Working with Macros](#)

Take me back to [Confluence User Guide](#)


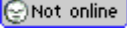
IM Presence Macro

This page last changed on Jun 17, 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

What you need to type	What you will get	
{yahoo:myYahooId}		If online
{yahoo:myYahooId}		If offline

AIM Presence Macro

What you need to type	What you will get	
{aim:myScreenName}		If online
{aim:myScreenName}		If offline

ICQ Presence Macro

What you need to type	What you will get	
{ icq:icqnumber}		If online
{ icq:icqnumber}		If offline


RELATED TOPICS

[Working with Macros](#)

[Take me back to Confluence 2 User Guide](#)

Include Page Macro


This page last changed on Mar 30, 2008 by david.soul@atlassian.com.

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

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.

To display part of a page rather than include the whole page, use the [Excerpt Macro](#) and the [Excerpt Include Macro](#).

 If the name of the included page is changed after you have written the macro, the page name does not change automatically in the macro. You will need to change the page name manually in the macro.

Include Page Macro

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

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

[Embed only part of an internal page](#)

[Embed an external page](#)

[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Sample Include Page

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

Start of sample page content

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

End of sample page content

Info Macro

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

The Info Macro allows you to highlight helpful information for the visitor.

Info Macro

What you need to type	What you will get
-----------------------	-------------------

`{info}`

This macro is useful for including helpful information in your Confluence pages

`{info}`

Optional Parameters

Parameter	Default	Description
-----------	---------	-------------

title

The title of the information box. If specified, will be displayed in bold next to the icon.

icon

true

If "false", the icon will not be displayed.

RELATED TOPICS

[Working with Macros](#)

[Take me back to Confluence 2 User Guide](#)

JIRA Issues Macro

This page last changed on Apr 06, 2008 by [cbroadfoot](#).

[JIRA](#) is the issue tracking and project management system supplied by Atlassian. The Jira Issues macro allows you to display a list of issues matching any JIRA filter within a page in Confluence.

Usage:	<code>{jiraissues:url=jira_rss_url}</code>
Description:	Display a list of JIRA issues on a Confluence page.
Input:	See parameters table below.
Output:	Nice looking list of issues on a Confluence page.
Bundled with Confluence?	

On this page:

Error formatting macro: `toc: java.lang.NullPointerException`

Displaying a List of JIRA Issues on a Confluence Page

Stage 1 - Obtain Issue Filter URL

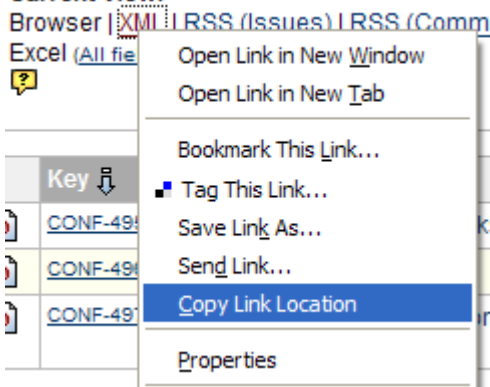
1. Log in to your JIRA system.
2. Visit the 'Find Issues' screen and create a new filter. Do not modify an existing filter.
3. Set up your search parameters and use 'View' to check the issues returned.
4. Once the filter is finished, visit the 'Filter View' tab, located above and to the left of the 'View' button.
5. From the 'Filter View' tab, locate the 'Current View' links section (see example below) and find the 'XML' link.

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.

Current View:



Stage 2 - Embed Issue Filter URL onto your Confluence page

1. Log in to your Confluence system.
2. Edit the page where you wish to display the list of JIRA issues.
3. Type the following text into a new line at the appropriate location:

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

4. Replace 'CONTENT' with the JIRA search URL from your clipboard.
5. Customise the macro output by adding optional parameters (see below) as required.
6. Save the Confluence page.

Parameters

The following parameters can be embedded in the macro call:

Parameter	Required	Default	Description
url	yes	none	The URL of the XML view of your selected issues in Jira Issue Navigator. For Confluence 2.7.0 and later. If this parameter is set to 'true', JIRA will return only the issues which allow unrestricted viewing i.e. the issues which are visible to anonymous viewers, as determined by JIRA's viewing restrictions. If this parameter is omitted or set to 'false', then the results depend on how your administrator has configured the communication between JIRA and Confluence. By default, Confluence will show only the JIRA issues which the user is authorised to view. See more details below . a semi-colon delimited list of jira column names. Valid columns are key, summary, type, created, updated, due, assignee, reporter, priority, status and resolution true will output the number of issues in JIRA, linking the count to the JIRA instance 'off' will refresh the jiraissues cache, forcing a reload on the page before the display the header link to the issue navigator will use this base url (used when Confluence connects to Jira with a different URL to normal users) limits the number of results you get back. This is the case even when count is set to true.
anonymous	no	false	
columns	no	none	
count	no	false	
cache	no	on	
baseurl	no		
tempMax	no	20	

Example

Below is an example of some macro markup code, requesting a list of issues from the Atlassian public [JIRA](#) site:

```
{jiraissues:anonymous=true|url=http://jira.atlassian.com/sr/jira.issueviews:searchrequest-xml/temp/SearchRequest.xml?&query=jiraissues&summary=true&description=true&body=true&pid=10470&tempMax=10|columns=type;key;summary}
```

Below are the results of the above macro markup, displayed on this Confluence page:

Atlassian JIRA (10 issues)		
T	Key	Summary
	CONF-1181	Parse exception in jiraissues
	CONF-2746	jiraissues macro flaky
	CONF-4472	jiraissues macro is broken in Preview mode
	CONF-3729	robust (and safer) {jiraissues} macro authentication
	CONF-6878	jiraissue macro not including desired columns
	CONF-1415	jiraissues macro custom icons break
	CONF-854	ParseException when trying to use rss / jiraissues macro
	CONF-7322	Jiraissues macro doesn't show icons or timestamps
	CONF-2711	Better authentication method for jiraissues and jiraportlet macros
	CONF-1595	Better authentication method for jiraissues and jiraportlet macros

Displaying Issues which have Restricted Viewing

- ✓ Easy and secure for Confluence 2.7.0 and later

For Confluence 2.7.0 and later, you don't need to add any extra parameters. Confluence and JIRA will work out the security between them, ensuring that the user will see only the issues they are authorised to see. Read this section if you want more detail.

This section explains how to handle JIRA issues that have restricted viewing. Maybe your JIRA instance is not visible to anonymous visitors - everyone has to log in before they can see JIRA issues. Or maybe some of the JIRA issues are restricted to viewing by certain users only.

Specifying Username and Password in the JIRA URL (Not Recommended)

For Confluence 2.6.x and earlier, if your JIRA issues have restricted viewing (i.e. JIRA requires a login before allowing access to the issues), then you need to type a JIRA username and password into the macro markup code and save it onto the Confluence page.

Append the following parameters to the end of the search URL:

```
&os_username=MYNAME&os_password=MYPASSWORD
```

where MYNAME is a JIRA username and MYPASSWORD is the corresponding password for that username. This username and password should not include an & symbol.

Using Confluence-to-JIRA Trusted Communication (Recommended)

For Confluence 2.7.0 and later, your administrator can set up trusted communication between Confluence and JIRA. The entire process is described in the [Confluence Administrator's Guide](#).

Here is a relevant extract from the above page:

Setting Up Trusted Communication between JIRA and Confluence



Remove the username and password from your macro markup code

Prior to Confluence 2.7, you needed to include a username and password in the macro markup code if you wanted to display JIRA issues which had restricted viewing. Once your administrator has set up trusted communication between Confluence and JIRA, you no longer need to include a username and password in the markup code for your JIRA macros.

The following options are available for determining the issues which will be retrieved from JIRA and displayed on the Confluence page:

What you want to do	Macro parameter	URL parameter	Comments
Display the JIRA issues which the logged-in user is authorised to see. And if the user is not logged in, display only issues which allow unrestricted viewing.			<p>Do not specify any authentication parameters. In this case, the behaviour depends on the way your administrator has set up trusted communication between JIRA and Confluence. Here is a summary of the behaviour:</p> <ul style="list-style-type: none"> • If trusted communication is enabled, the authorisation will work seamlessly. When a logged-in user views your page, they will see only the JIRA issues they are allowed to see. And if they are not logged in, they will see only the issues which allow unrestricted viewing. • If trusted communication is disabled, the Confluence page will show only the JIRA issues which allow unrestricted viewing.
Ensure that Confluence will display only the JIRA issues which allow unrestricted viewing.	anonymous		<p>Regardless of who the user is (logged in or not), the Confluence page will show only anonymously-visible issues. Confluence will not attempt to set up a trusted communication link with JIRA in this case.</p>
Use a pre-determined username and password to access the JIRA issues.		&os_username=MYNAME&os_password=MYPASSWORD	<p>Not recommended. Prior to Confluence 2.7, this was the only way of displaying issues with restricted viewing. For Confluence 2.7 and later, this method will still work. Confluence will</p>

Troubleshooting




HTTPS

The JIRA Issues macro can access a JIRA instance running under SSL as long as the Confluence server is [set to accept the JIRA SSL certificate](#).

JIRA 3.7 Link Format Change

As a result of [RSS feed improvements](#), the [\(outdated\) JIRA Issues Macro](#) differs between JIRA 3.6 and 3.7.

This is not a concern for users running the latest versions of Confluence and JIRA. However, users using Confluence versions older than 2.2.10 to access JIRA 3.7 must upgrade Confluence or patch the JIRA Issues macro to handle the 3.7 format.

Confluence	JIRA	OK	Action Required
2.2.10, 2.3	Any version		None
Older than 2.2.10	3.7		Stop Confluence, open your Confluence install directory and remove the file \WEB-INF\lib\jira3.jar. Download the JIRA 3.7 version and rename it to jira3.jar
Older than 2.2.10	Older than 3.7		None

And see also:

- [JIRA Issues Macro FAQ](#)
- [Troubleshooting Trusted Communication between JIRA and Confluence](#)

RELATED TOPICS

[JIRA Portlet Macro](#)
[Working with Macros](#)

In the Administrator's Guide:

- [Configuring JIRA with Confluence](#)
- [Setting Up Trusted Communication between JIRA and Confluence](#)

Take me back to [Confluence User Guide](#)

JIRA Portlet Macro

This page last changed on Jan 15, 2008 by [pkamal](#).

[JIRA](#) is the issue tracking and project management system supplied by Atlassian. The JIRA Portlet macro allows you to display a [JIRA dashboard portlet](#) on a Confluence page.

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

JIRA Portlet Macro

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

On this page:

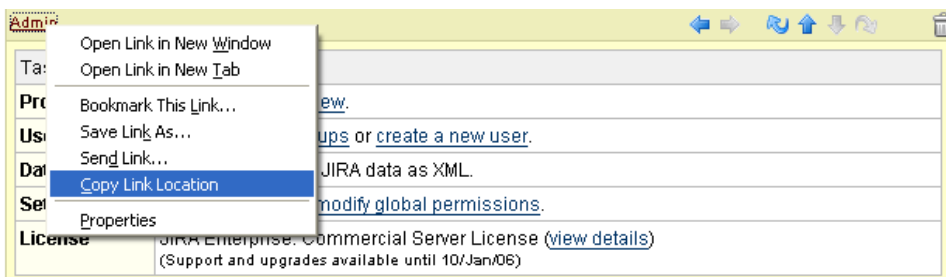
Error formatting macro: toc: java.lang.NullPointerException

Displaying a JIRA Portlet on your Confluence Page

Here's how you locate the URL of a JIRA portlet and put it into your JIRA Portlet macro:

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

Screenshot 1: Copy link location



Parameters

Parameter	Required	Default	Description
url	yes	none	URL of the JIRA portlet, as described above.
anonymous	no	false	For Confluence 2.7.0 and later. If this parameter is set to 'true', JIRA will return only the issues which allow unrestricted viewing i.e. the issues which are visible to anonymous viewers, as determined by JIRA's viewing restrictions. If this parameter is omitted or set to 'false', then

the results depend on how your administrator has configured the communication between JIRA and Confluence. By default, Confluence will show only the JIRA issues which the user is authorised to view. See [more details below](#). If Confluence retrieves the JIRA portlet from some other URL than JIRA's public URL, you should supply JIRA's public URL in the baseurl parameter.

baseurl no none

Example

Below is an example of some macro markup code, requesting a portlet from the Atlassian public [JIRA](#) site:

```
{jiraportlet:anonymous=true|url=http://jira.atlassian.com/secure/RunPortlet.jsps?
portletKey=com.atlassian.jira.plugin.system.portlets:projectstats&description=Stats:%20Confluence
%20(Versions)&projectid=10470&statistictype=fixfor&template=/portlets/dashboard/projectstats.jsp}
```

Below are the results of the above macro markup, displayed on this Confluence page:

Total Issues: 3,651 Statistics: [Confluence](#) (Fix For Versions (non-archived))

 2.8	1	
 2.8.1	14	
 2.9	14	
Unscheduled	3623	99%

Displaying Issues which have Restricted Viewing

- ✓ Easy and secure for Confluence 2.7.0 and later

For Confluence 2.7.0 and later, you don't need to add any extra parameters. Confluence and JIRA will work out the security between them, ensuring that the user will see only the issues they are authorised to see. Read this section if you want more detail.

This section explains how to handle JIRA issues that have restricted viewing. Maybe your JIRA instance is not visible to anonymous visitors - everyone has to log in before they can see JIRA issues. Or maybe some of the JIRA issues are restricted to viewing by certain users only.

Specifying Username and Password in the JIRA URL (Not Recommended)

For Confluence 2.6.x and earlier, if your JIRA issues have restricted viewing (i.e. JIRA requires a login before allowing access to the issues), then you need to type a JIRA username and password into the macro markup code and save it onto the Confluence page.

Append the following parameters to the end of the search URL:

```
&os_username=MYNAME&os_password=MYPASSWORD
```

where MYNAME is a JIRA username and MYPASSWORD is the corresponding password for that username. This username and password should not include an & symbol.

Using Confluence-to-JIRA Trusted Communication (Recommended)

For Confluence 2.7.0 and later, your administrator can set up trusted communication between Confluence and JIRA. The entire process is described in the [Confluence Administrator's Guide](#).

Here is a relevant extract from the above page:

Setting Up Trusted Communication between JIRA and Confluence



Remove the username and password from your macro markup code

Prior to Confluence 2.7, you needed to include a username and password in the macro markup code if you wanted to display JIRA issues which had restricted viewing. Once your administrator has set up trusted communication between Confluence and JIRA, you no longer need to include a username and password in the markup code for your JIRA macros.

The following options are available for determining the issues which will be retrieved from JIRA and displayed on the Confluence page:

What you want to do	Macro parameter	URL parameter	Comments
Display the JIRA issues which the logged-in user is authorised to see. And if the user is not logged in, display only issues which allow unrestricted viewing.			<p>Do not specify any authentication parameters. In this case, the behaviour depends on the way your administrator has set up trusted communication between JIRA and Confluence. Here is a summary of the behaviour:</p> <ul style="list-style-type: none">• If trusted communication is enabled, the authorisation will work seamlessly. When a logged-in user views your page, they will see only the JIRA issues they are allowed to see. And if they are not logged in, they will see only the issues which allow unrestricted viewing.• If trusted communication is disabled, the Confluence page will show only the JIRA issues which allow unrestricted viewing. <p>Regardless of who the user is (logged in or not),</p>
Ensure that Confluence will display only the	anonymous		

JIRA issues which allow unrestricted viewing.

Use a pre-determined username and password to access the JIRA issues.

&os_username=MYNAME&os_password=MYSECRET

the Confluence page will show only anonymously-visible issues. Confluence will not attempt to set up a trusted communication link with JIRA in this case. **Not recommended.** Prior to Confluence 2.7, this was the only way of displaying issues with restricted viewing. For Confluence 2.7 and later, this method will still work. Confluence will not attempt to set up a trusted communication link with JIRA in this case.

RELATED TOPICS

[JIRA Issues Macro](#)
[Working with Macros](#)

In the Administrator's Guide:

- [Configuring JIRA with Confluence](#)
- [Setting Up Trusted Communication between JIRA and Confluence](#)

Take me back to [Confluence User Guide](#)

JUnit Report Macro

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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 User Guide](#)

Noformat Macro

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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

Noformat Macro

What you need to type	What you will get
<code>{noformat}</code> I do not want this text formatted! <code>{noformat}</code>	I do not want this text formatted!

Optional parameters

Remove the panel around the text

What you need to type	What you will get
<code>{noformat:nopanel=true}</code> I do not want this text formatted! <code>{noformat}</code>	I do not want this text formatted!

Format the panel

All the optional parameters of the [Panel](#) macro are valid for the Noformat macro too.

RELATED TOPICS

[Working with Macros](#)


Take me back to [Confluence User Guide](#)

Note Macro

This page last changed on Nov 05, 2007 by [smaddox](#).

The Note Macro allows you to highlight a note to the visitor.


Note Macro

What you need to type	What you will get
<code>{note}</code> Be careful <code>{note}</code>	 Be careful

Optional Parameters

Parameter	Default	Description
title		The title of the note. If specified, will be displayed in bold next to the icon.
icon	true	If "false", the icon will not be displayed.

Examples

What you need to type	What you will get
<code>{note:title=Don't Panic}</code> Be happy. <code>{note}</code>	 Don't Panic Be happy.
<code>{note:title=Don't Panic icon=false}</code> Be happy. <code>{note}</code>	Don't Panic Be happy.

RELATED TOPICS

[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Panel Macro

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

The Panel Macro allows you to display a block of text within a fully customisable panel.

 The Panel Macro is only available in [Wiki Markup mode](#).

Panel Macro

What you need to type	What you will get
<code>{panel}</code> A simple panel <code>{panel}</code>	<div>A simple panel</div>
<code>{panel:title=My Title borderStyle=dashed borderColor=#ccc titleBGColor=#F7D6C1 bgColor=#FFFFCE}</code> A formatted panel <code>{panel}</code>	<div>My Title</div> <div>A formatted panel</div>

Optional Parameters (only available in wiki markup)

Parameter	Default	Description
title		The title of the warning note. If specified, will be displayed in its own title-row.
borderStyle	dashed	The style of the panel's border. Valid values are 'solid', 'dashed' and other valid CSS border styles.
borderColor		The colour of the panel's border.
borderWidth		The width of the panel's border.
bgColor		The background colour of the panel.
titleBGColor		The background color of the title-row of the panel.

 Handy Hint:
You can use panels within [columns](#).


RELATED TOPICS

[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Recently Updated Content Macro

This page last changed on Nov 22, 2007 by [smaddox](#).

 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

What you need to type	What you will get
<code>{recently-updated}</code>	 Recently Updated by Edwin Dawson (a minute ago)  Adding a Comment by Edwin Dawson (2 minutes ago)  (hidden draft) Adding a Comment by Edwin Dawson (6 minutes ago)  Viewing Comments by Matt Ryall (40 minutes ago)  (hidden draft) Editing a Comment by Matt Ryall (41 minutes ago)  (hidden draft) Linking to Comments by Sarah Maddox (2 hours ago)  Re: Copying a Page by Bob Swift (10 hours ago)  Re: Start Confluence automatically on Windows as a Service by Victor Rodrigues (20 hours ago)  Re: Start Confluence automatically on OS X using launchd by Anonymous (12 Apr)  Re: Confluence Documentation Home by Anitha Raghavan (11 Apr)  Re: Children Display Macro by Anonymous (11 Apr)  Re: Sample News by Nicholas Raphael (11 Apr)  Re: What is a Page Family? by nana (11 Apr)  Re: Keyboard Shortcuts by Tony Cheah Tong Nyee (11 Apr)  Re: Working with Templates Overview by Tony Cheah Tong Nyee (11 Apr)  Re: Navmap Macro by Anonymous (11 Apr)  Re: Global Permissions Overview by Edwin Dawson (11 Apr)  Confluence_Permalink-URL_Comments001.png by Edwin Dawson (11 Apr)  Confluence_Permalink-location_Comments001.png by Edwin Dawson (11 Apr)

 [Confluence Permalink-icon Comments001.png](#)
by [Edwin Dawson](#) (11 Apr)
 [Confluence Clicking-Permalink Comments001.png](#)

Optional Parameters

No	parameter	Default	Description
1	spaces	space the page containing the macro is in	Filter by space, '*' means all spaces. (only available from Confluence 2.1.2 onwards)
2	width	99%	Specify the width of the table
3	labels	none	Filter content using labels
4	types	all types	Filter content using type: page, blogpost or news, spacedesc, attachment, comment, mail, userinfo (types only available from Confluence 2.1.2 onwards)

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 User Guide](#)

RSS Feed Macro

This page last changed on Jul 11, 2007 by [smaddox](#).

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.


- [Usage](#)
- [Optional Parameters](#)
- [Working Example](#)
- [Enabling Feed Caching](#)
- [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 'http://www.example.com/rss/' URL with your own feed link in this example:

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

 By default, the RSS Feed macro caches the feed results for 60 minutes before fetching the data again. If you wish to change the default caching, use the {cache} macro [described below](#).

Authentication for Confluence feeds

You can [add your Confluence username and password to the feed URL](#), so that the RSS Feed Macro can log in to Confluence.

 Please note that if you do this, someone with access to your RSS newsreader configuration can read your password.

Private feeds from external sites

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

Optional Parameters

Number	Parameter	Default	Description
1	max	15	Limit the number of entries displayed
2	showTitlesOnly	false	Show only the RSS feed titles
3	titleBar	true	Hide the feeds titlebar

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](#)

(Latest ABC News)

[Airport death sparks safety review calls](#)
[Email spy powers 'a licence for witch hunts'](#)
[Woman admits killing quadriplegic ex](#)
[Arc Energy confirms AWE takeover talks](#)
[Peru says Yale has at least 40,000 Machu Picchu relics](#)

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

You can use the {cache} macro to define how often the RSS Feed macro fetches the feed updates. You may want to set the cache to a longer period, so that your page loads faster. Or you may want to retrieve feed results more often, if you need to see the updates sooner.

You will need to install the Cache 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 cache feeds for 30 minutes:

```
{cache:refresh=30m}  
{rss:url=http://rss.news.yahoo.com/rss/stocks|max=5}  
{cache}
```

The [Cache plugin page](#) provides more information on customising 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

Related Topics


[Subscribing to RSS Feeds within Confluence](#)

[Adding a username and password to Confluence RSS feeds](#)
[Tracking Updates Overview](#)
[Working with Macros](#)

Return to [Confluence User Guide](#)









Search Macro

This page last changed on Jun 17, 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

What you need to type	What you will get
<code>{search:query=my_query}</code>	<p>Found 20 search result(s) for my_query</p> <p> Re: Search Macro (Confluence 2.8 > Search Macro) Thanks. I was thinking in the direction Nov 09, 2007 - All Comments</p> <p> Re: Search Macro (Confluence 2.8 > Search Macro) Hi Mark, Yes, you might want to try the following wiki markup: Regard, MG Feb 28, 2008 - All Comments</p> <p> Search Macro (Confluence 1.4 User Guide) Search Macro The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What you will get \ Optional Parameters Set a limit to the number of search results displayed Specify ... Nov 24, 2005</p> <p> Re: SQL Plugin (Confluence Extension > SQL Plugin) any way to reference a specific parameter by number rather than just '?'. As it is I am having to repeat the same value many times to get the values plugged in to the right place in my queries Nov 09, 2007 - All Comments</p> <p> Search Macro (Confluence 2.5.6) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ... Jun 17, 2007</p> <p> Search Macro (Confluence 2.6) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ... Jun 17, 2007</p> <p> Search Macro (Confluence 2.5) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. {}Search Macro{} What you need to type What ... Sep 04, 2007</p> <p> Search Macro (Confluence 2.0) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the</p>

results in the page. Search Macro What you need to type What ...

Jun 25, 2007

 [Re: Searching Confluence](#) ([Confluence 2.8](#) > [Searching Confluence](#))

Hi, You may want to give a try to the search macro <http://confluence.atlassian.com/display/DOC/SearchMacro>, which allows you to do inline site search and display the results in a page with adding some parameters within the search macro. An ...

Nov 15, 2007 - [All Comments](#)

 [\(outdated\) Search Macro](#) ([Confluence 2.8](#))

outdated) Search Macro This page is outdated. Please see new page Search Macro. \\ 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 ...

Jun 17, 2007

 [\(outdated\) Search Macro](#) ([Confluence 2.5.6](#))

outdated) Search Macro This page is outdated. Please see new page Search Macro. \\ 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 ...

Jun 17, 2007

 [\(outdated\) Search Macro](#) ([Confluence 2.5](#))

outdated) Search Macro This page is outdated. Please see new page Search Macro. \\ 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 ...

Jun 17, 2007

 [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](#))

Table Improvements Page scheng: Confluence works well with table but it would 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 ...


Sep 18, 2004

 [Re: Search Macro](#) ([Confluence 2.8](#) > [Search Macro](#))

Hi Huasoon, is it possible to search just within the current space? It is possible for you to search for a certain space by adding the spacekey parameter in the search macro. An example would be: I am


thinking of using it in conjunction with the copy space plugin. In this case ...

Nov 08, 2007 - [All Comments](#)

 [Re: JIRA Enhancer Plugin](#) ([JIRA Extensions](#) > [JIRA Enhancer Plugin](#))

plugin is \exactly\ what we need\! Nice\! However, it seems that all previously entered Jira items (prior to installing this plugin) don't show up when searching with Last Resolve Date or Last Close Date ranges even though ...

Feb 04, 2008 - [All Comments](#)

 [Notation Guide - Confluence.pdf](#) ([Documentation](#) > [Download the Confluence documentation](#))


Notation Guide Confluence <http://confluence.atlassian.com/renderer/notationhelp.action?section=all> 1 of 32 10/07/2007 3:21 PM Notation Guide Headings To create a header, place "hn. " at the start of the line (where n can be a number from 16 ...

PDF Document - 332 kb - Jul 10, 2007 - [Download](#) - [All Attachments](#)

 [Confluence 2.7 User Guide \(PDF\)](#) [CONF27X-20080101.pdf](#) ([Documentation](#) > [Download the Confluence documentation](#))


Document generated by Confluence on Jan 01, 2008 18:52 Page 1 Space Details Key: CONF27X Name: Confluence 2.7 Temp Archive Description: Complete documentation for latest version of Confluence wiki Creator (Creation Date): mike@atlassian.com ...

PDF Document - 5.46 Mb - Jan 01, 2008 - [Download](#) - [All Attachments](#)

 [Confluence 2.7 Complete Documentation \(PDF\)](#) [DOC-20071221 .pdf](#) ([Documentation](#) > [Download the Confluence documentation](#))

Document generated by Confluence on Dec 21, 2007 00:20 Page 1 Space Details Key: DOC Name: Confluence 2.7 Description: Complete documentation for latest version of Confluence wiki Creator (Creation Date): mike@atlassian.com (Dec 17 ...

PDF Document - 15.65 Mb - Dec 21, 2007 - [Download](#) - [All Attachments](#)

 [Confluence 2.8 Complete Documentation \(PDF\)](#) [DOC-20080410.pdf](#) ([Documentation](#) > [Download the Confluence documentation](#))

Document generated by Confluence on Apr 10, 2008 21:34 Page 1 Space Details Key: DOC Name: Confluence 2.8 Description: Documentation for latest version of Confluence wiki: Installation Guide, User Guide, Admin Guide and other ...

PDF Document - 20.85 Mb - Apr 13, 2008 - [Download](#) - [All Attachments](#)

Optional Parameters

Optional Parameters

	No	parameter	Default	Description
1		maxLimit	none	Set a limit to the number of search results displayed

2	spacekey	all	Specify the key of the space you want to search in
3	type	all	Specify the content type
4	lastModified	none	Specify a time period

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](#)

[Take me back to Confluence 2 User Guide](#)

Section Macro

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

The Section Macro can contain the [Column Macro](#), which allows you to define columns within a page.

Section Macro

What you need to type	What you will get	
<code>{section:border=true}</code> <code>{column}Column one text goes here{column}</code> <code>{column}Column two text goes here{column}</code> <code>{section}</code>	Column one text goes here	Column two text goes here

Optional Parameter

Parameter	Default	Description
border	false	Determines whether to draw a border around the section and columns.

RELATED TOPICS


[Working with Macros](#)

[Working with Tables](#)

Take me back to [Confluence User Guide](#)

Space Details Macro

This page last changed on Jun 17, 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

What you need to type	What you will get
<code>{space-details}</code>	Name: Confluence 2.8 Key: DOC Home Page: Confluence Documentation Home Created By: mike@atlassian.com (Dec 17, 2003) Space Labels: (None) Team Labels: (None) 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 User Guide](#)

Spacegraph Macro

This page last changed on Jul 06, 2007 by [smaddox](#).

 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.

 This macro requires that [the GraphViz plugin](#) is installed.

For details on composing diagrams, see the [GraphViz Documentation](#).

Spacegraph Macro

`{spacegraph}`

Optional Parameter

Specify the space by including its spacekey in the macro

`{spacegraph:doctemp}`

By default, the graph of the current space is shown.

RELATED TOPICS

[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Spaces List Macro

This page last changed on Jun 17, 2007 by rosie@atlassian.com.




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





























































































What you need to type	What you will get
{spaces-list}	<div><div><ul style="list-style-type: none">• Spaces:• My Team New (2) All</div><div><div><div><div></div><div>2008 Atlassian User Groups ABC</div><div>  </div></div><div><div></div><div>Alabama Street Construction Artwork</div><div>  </div></div><div><div></div><div><p>This is the repository for any files for artwork (stationery, signs, etc)</p></div><div>  </div></div><div><div></div><div>Atlassian Developer Network<p>For the community of developers modifying and extending JIRA & Confluence.</p></div><div>  </div></div><div><div></div><div>Atlassian Development<p>Atlassian Developers. Because they're just too good to be kept hidden in an office in Sydney.</p></div><div>  </div></div><div><div></div><div>Atlassian Gear</div><div>  </div></div><div><div></div><div>Atlassian IDE Plugin</div><div>  </div></div><div><div></div><div>Atlassian Japan<p>This space is for collaborating with Imahima Atlassian's exclusive Japanese distributor.</p></div><div>  </div></div><div><div></div><div>Atlassian Jobs</div><div>  </div></div><div><div></div><div>Atlassian KnowledgeBase</div><div>  </div></div><div><div></div><div>Atlassian Media Room</div><div>  </div></div></div></div></div>





















































	Atlassian media overview, resources, and contact info	
	Atlassian Meetings	  
	Atlassian Partner Projects	  
	Atlassian Partner Tools	  
	Atlassian Partner Wiki	  
	Atlassian Referrals	  
	Atlassian Referrals Website	
	Atlassian Support	  
	Atlassian Training	  
	Atlassian Training Space.	
	Atlassian t-shirt Competition	  
	Atlassian TV	  
	Series of prerecorded videos and live webinars	
	Atlassian User Group	  
	Bamboo 1.0	  
	Documentation for Bamboo 1.0	
	Bamboo 1.1	  
	Documentation for Bamboo 1.1	
	Bamboo 1.2	  
	Documentation for Bamboo 1.2	
	Bamboo 2.0 Beta	  
	Documentation for Bamboo 2.0 Beta	
	Bamboo Extensions	  
	BNP Consulting	  
	A space to hold discussions about BNP Consulting work.	
	BusDev Demo Space	  
	Business Objects Discussions	  
	Case Studies	  
	Our case study space	
	Citigroup	  
	A Space for notes on the JIRA modifications	
	Atlassian is making for Citigroup	
	Clover 2.0	

















































	Documentation archive for Clover 2.0	  
	Clover 2.0 Beta Documentation for Clover 2.0 Beta	  
	Clover 2.1 Documentation archive for Clover 2.1.	  
	Clover 2.2 Documentation for the latest version of Clover	  
	CodeGear	  
	Codegeist Atlassian's Codegeist! :)	  
	Codie	  
	Concinnity Solutions Workspace	  
	Confluence 1.4 User Guide User Guide for Confluence 1.4	  
	Confluence 2.0 User Guide for Confluence version 2	  
	Confluence 2.5 Complete documentation for Confluence versions 2.0 to 2.5.3.	  
	Confluence 2.5.6 Complete documentation for Confluence versions 2.5.4 to 2.5.8.	  
	Confluence 2.6 Complete documentation for Confluence version 2.6	  
	Confluence 2.7 Complete documentation for Confluence version 2.7	  
	Confluence 2.8 Documentation for latest version of Confluence wiki: Installation Guide, User Guide, Admin Guide and other technical doc...	  

	Confluence Community This space is for discussing ideas, new features and suggestions for Confluence.	  
	Confluence Extension	  
	Confluence Hosted Documentation and resources for your Confluence Hosted wiki	  
	Confluence Performance Testing	  
	Confluence SharePoint Integration	  
	Crowd 1.0 Documentation for Crowd version 1.0.x	  
	Crowd 1.1 Documentation for Crowd version 1.1.x	  
	Crowd 1.2 Documentation for Crowd version 1.2.x	  
	Crowd 1.3 Documentation for the latest version of Crowd single signon and identity management	  
	Crowd Extension	  
	Crucible 1.1 This is the documentation archive for Crucible 1.1.	  
	Crucible 1.2 Latest documentation for Crucible: do your code reviews, your way	  
	Customer Feedback	  
	Custom Plugin Packs Atlassian's Custom Plugin Pack team provides solutions for customers of Confluence	  

		and JIRA by leveraging the plugin fra...	
	Demo for Jeffrey	This is a test space for Jeffrey...	  
	Demo for OpenText		  
	Demo Lab		  
	Demonstration Space	A space which demonstrates Confluence functionality.	  
	Demonstration Space For COE		  
	Demos for Anthony		  
	Demo Space		  
	Dextrus Prosoft Collaboration Documentation	Downloadable versions of the Atlassian product documentation	  
	Documentation Staging	Private Atlassian space for putting documentation before moving it to the main documentation space.	  
	Documentation Staging 2	Reorganisation of the Documentation Space	  
	Doppler Test Space		  
	EditLive Integration		  
	Elluminate		  
	EMC Documentum		  
	Enterprise 2.0		  
	Ernst & Young Demonstration Space	A space which demonstrates Confluence functionality.	  
	euansample.com	euansample.com's Wiki	  
			  

	Europe Office	
	Planning	
	Evangelist	  
	Example Intranet	  
	An example intranet site, should we ever want to work further on this material	
	EY Demo Space	  
	Ernst and Young Demo Space	
	FishEye 1.3	  
	This is the documentation archive for FishEye 1.3.	
	FishEye 1.4	  
	Latest documentation for FishEye, your view into your source code repository	
	FishEye 1.4	  
	Documentation archive for FishEye 1.4.	
	HostedOEM	  
	IBI Discussion	  
	IBM Collaboration	  
	IBMConnections	  
	I Like Cheese	  
	This is a space that is all about cheese!	
	Javablogs News and Updates	  
	Announcements and news regarding	
	jens	  
	JIRA	  
	JIRA Community Space	  
	JIRA Extensions	  
	JIRA - Live chat	  
	issue logging	  
	JIRA Spam	  
	Fighting	  
	JIRA Studio	  
	Jolt 2007	  
	Lehman Brothers Consulting	  
	This space is used for communication of consulting arrangements	

	between Lehman Brothers, Atlassian's consu...	
	Marketing Space	  
	Marketing Website Content	  
	Mid-Atlantic User Group	  
	Morgan Stanley A space for communication with Morgan Stanley regarding their professional services arrangements.	  
	Night Kitchen Interactive	  
	Oracle/Atlassian Discussion	  
	Page Zero	  
	Patterns	  
	Perforce Plugin This space is outdated and is hidden from public view.	  
	Polis Documentation space for the Polis project (a.k.a. the project formerly known as Atlassian User).	  
	Portal	  
	Public Communications	  
	SAP Business Discussion	  
	SAP Hibernation	  
	SFDC Integration	  
	SPI Discussion	  
	SUN Discussion	  
	Test 56734	  
	Test Confluence Space	  
	Test Space The old, discontinued test space	  
	The Confluence Test Space This is a space dedicated to testing and playing around	  

		with Confluence features. Everyone is invited to experiment.	
		The Man In Blue	  
		Space to share information about the new Atlassian website design.	
		Tradeshows and Conferences	  
		Translations	  
		User Group Sponsorship	  
		Videos	  
		WANdisco	  
		Web 2.0 In Australia	  
		WebEx Discussion	  
		Wikipatterns.com	  
		Wikis for Education	  
		Wiki Studios Collaboration	  
		WTSS Demo Space	  
		WTSS Demo space.	

Optional Parameters

No	parameter	Default	Description
1	width	100%	Specify the width of the table
2	spaces-list	all	Specify the view from which spaces are listed

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 User Guide](#)

Tasklist Macro

This page last changed on Apr 05, 2008 by [smaddox](#).

The Tasklist macro allows you to create and update a list of tasks on the wiki page. Users viewing the page can modify the tasks without putting the page into 'Edit' mode, provided they have the required permissions to modify the page.

i Dynamic Tasklist 2 plugin is shipped with Confluence 2.8

The `tasklist` macro is supplied by the [Dynamic Tasklist 2 plugin](#), which is bundled with Confluence version 2.8 and later. The new `tasklist` macro replaces the older `tasklist` and `dynamictasklist` macros.

On this page:

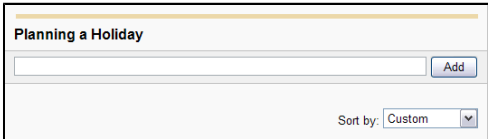
Error formatting macro: toc: java.lang.NullPointerException

Adding a Task List to a Page

To add a task list, you must first edit the page and then type the macro code:

```
{tasklist:NAME OF TASK LIST}
```

Here is an example:

What you need to type	What you will get
<code>{tasklist:Planning a Holiday}</code>	

Using the Macro Parameters

Parameter	Default	Description	Example
Name	none	Name of the task list. The name is displayed as the title above the list of tasks.	<code>{tasklist:Things to Do}</code>
width	none	Width of the task list.	<code>{tasklist:Things to Do\ width=200px}</code> <code>{tasklist:Things to Do\ width=50%}</code>
enableLocking	false	If you set this parameter to 'true', you will be able to lock individual tasks so that they cannot be changed. See instructions below on editing the task list .	<code>{tasklist:Things to Do\ enableLocking=true}</code>

Editing the Task List while Viewing a Page

While viewing a page, you can change the tasks in a task list as follows:

- Adding a task: Type the task description in the text box under the list name, and click the 'Add' button.
- Completing/uncompleting a task: Click the checkbox next to a task to mark the task as complete. The task name will become a lighter color and the progress bar will be updated. Click the checkbox

again to mark the task as uncompleted. You can also click the 'Uncheck all' button to mark all tasks as uncompleted.

- Editing a task: Move your mouse to hover your cursor over the task. Click the edit icon (pencil) that appears to the right of the task. The task name will become editable and the edit icon will be replaced with a save icon. Make your change and press the 'Enter' key to save or click the save icon.
- Deleting a task: Move your mouse to hover your cursor over the task. Click the delete icon (trash can) that appears to the right of the task.
- Viewing details of a task: Click the arrow icon to the left of the task name. The task details will open in an expanded view.
- Locking a task: Provided that the [locking parameter](#) has been set to 'true', you can click the lock icon to prevent the task from being edited, deleted, or otherwise changed.

Once the task details are visible, you have more options:

- Changing the priority: Click the appropriate radio button — 'High', 'Medium' or 'Low'.
- Assigning the task: Change the assignee of the task by typing in or searching for a username.



Screenshot: Task List showing Task Details

Planning a Holiday

▶ ☐ Book tickets

▼ ☐ Check passport expiry

Priority: ☒ High ☐ Medium ☐ Low

Assigned To:  

Created: Mar 28, 2008

▶ ☐ Apply for visa

▶ ☐ Buy suitcases

Sort by: ▼

Sorting the Tasks

There are two ways to sort the entries in the task list:

- The 'Sort by' dropdown list.
- Drag and drop.

Using the 'Sort by' dropdown list to sort the tasks:

- Click the 'Sort by' dropdown list and select one of the options:
 - Custom: This is the default option.
 - Priority: Sort the list in order of the priority you have allocated to each task.
 - Date Created: Sort the list in order of the dates upon which the tasks were created.
 - Completed: Move all completed tasks to the bottom or top of the list.
 - Name: Sort the list in order of the task names.
 - Assignee: Sort the list in order of the usernames assigned to the tasks.
- When you have selected a sort order, a new ascending/descending sequence icon appears to the right of the 'Sort by' box. Click the ascending/descending sequence icon to reverse the sort order.

Dragging and dropping a task into a new position:

- Click the 'drag me' handle to the right of the task name.
- Holding down the mouse button, drag the task up or down the list. Make sure the task is positioned to the left of the existing tasks. A space will open and you will be able to drop the task into its new position.

Viewing the Progress on Tasks Completed

The bar at the top of the task list displays two different colours, indicating the percentage of tasks completed.

Screenshot: Progress Bar on Task List

The screenshot shows a task list interface. At the top, a progress bar is partially filled with blue. Below it, the title 'Planning a Holiday' is displayed. There is an 'Add' button and a text input field. The task list contains four items: 'Buy suitcases' (checked), 'Check passport expiry' (unchecked), 'Book tickets' (checked), and 'Apply for visa' (unchecked). Each item has a small grid icon to its right. At the bottom, there is an 'Uncheck all' button and a 'Sort by: Custom' dropdown menu.

Editing the Wiki Markup for a Task List

The data for the task list is stored in the Confluence page. Most people will find it easier to add or modify tasks while viewing the page. But if you want to edit or even create the task list directly, you can do so by editing the page itself. Here is an example, showing the Wiki Markup for the above task list:

```
{tasklist:Planning a Holiday}
| | Completed | | Priority | | Locked | | CreatedDate | | CompletedDate | | Assignee | | Name | |
| F | M | F | 1206677926204 | | | | smaddox | Book tickets |
| F | H | F | 1206677938246 | | | | smaddox | Check passport expiry |
| F | M | F | 1206677946737 | | | | smaddox | Apply for visa |
| F | M | F | 1206677954490 | | | | smaddox | Buy suitcases |
{tasklist}
```

RELATED TOPICS

[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Thumbnail Macro

This page last changed on Jan 14, 2008 by [smaddox](#).

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

Use the Thumbnail macro when you want to display a thumbnail of an image attached to any Confluence page. When a user clicks the thumbnail image, a new window will pop up showing the full-size image.

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

i Setting the size of the thumbnails for your Confluence instance

A Confluence Administrator can [change the size of thumbnails](#) via the Administration Console. This will also affect the images displayed by the [Gallery macro](#).


i Image formats

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

i Image attributes

The HTML attributes as described in [Displaying an Image](#) override the thumbnail macro settings.

Thumbnail of image attached to this page

What you need to type	What you will get
<code>!waterfall.jpg thumbnail!</code>	

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

Thumbnail of image attached to another Confluence page

What you need to type	What you will get
<code>!Space attachments directory^fish.gif thumbnail!</code>	

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

Specifying the default alternative text for a thumbnail image

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

Attaching a new image file - Enter the relevant comment in the Comment box provided when you attach the file to the page.

Applying a comment to existing image attachment - The 'Attachments' tab of the page displays all attached files. Click 'Edit' in the row of the attached image entry. In the 'New Comment' text entry field, enter the default alternative text that should be displayed whenever a thumbnail of that image appears.

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

RELATED TOPICS

- [Displaying an Image Gallery Macro](#)
- [Image File Formats](#)
- [Attaching Files to a Page](#)
- [Working with Macros](#)

Take me back to [Confluence User Guide](#)

Thumbnail and Gallery Example

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

Thumbnail

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

`!waterfall.jpg|thumbnail!`



Image Gallery

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

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

Some Confluence Features, and a Waterfall
([view as slideshow](#))



A
waterfall
just off
Highway
1,
California.

Interface
for
deleting
unwanted
referrer
statistics

New
user
interface
for
global
permissions

New
Confluence
search
interface



New
Space
Permissions
user
interface

Space-
local
search
page


Tree-
view
for
pages
in a
space

Tip Macro

This page last changed on Nov 05, 2007 by [smaddox](#).

The Tip Macro allows you to highlight a tip for the visitor.

Tip Macro

What you need to type	What you will get
<code>{tip}</code> Join the Confluence mailing-list! <code>{tip}</code>	 Join the Confluence mailing-list!

Optional Parameters

Parameter	Default	Description
title		The title of the tip. If specified, will be displayed in bold next to the icon.
icon	true	If "false", the icon will not be displayed.

RELATED TOPICS

[Working with Macros](#)







Take me back to [Confluence User Guide](#)

Userlister Macro

This page last changed on Dec 13, 2007 by [smaddox](#).

The Userlister macro displays a list of users registered in Confluence.

Usage

What you need to type	What you will get
<code>{userlister:groups=*}</code>	<div>Group: All Users<div><div> deep (deep) hidden</div><div> a (abcd) hidden</div><div> Wim De Waele (wim.dewaele@ibbt.be) hidden</div><div> xyz (xyz xyz) hidden</div><div> 1 (http://confluence.atlassian.com/designup.action) hidden</div><div> 1mmm (1mmm) hidden</div></div></div>

Parameters

Parameter	Required?	Default	Description
groups	Y	none	Use parameter name 'group' or 'groups'. Specify one or more groups using a comma-separated list of group names. To see all users in all groups, specify an asterisk ('*').
online	N	none	Specify 'true' to generate a list of online users. Specify 'false' to generate a list of offline users.

Examples

Listing all Users

Here is an example that lists all the users registered on your Confluence site.


```
{userlister:groups=*}
```

Specifying a Group

Here is an example that lists the users that belong to the group 'my-staff'.

```
{userlister:groups=my-staff}
```

Listing Only Online Users

 In order to make this feature functional, a System Administrator needs to [enable the User Log In Listener](#) for your Confluence site.

Here is an example that lists all currently online users in the 'my-staff' group.

```
{userlister:groups=my-staff|online=true}
```



List of online users can be misleading

When the parameter 'online=true' is used, Confluence uses a context listener to generate the list of online users. A context listener is a J2EE term for something that listens for events in the application server. We listen for session open and close events, so a user is 'online' if they have a session on the application server. Some application servers don't correctly despatch close events for sessions – in these cases, the list of online users may be misleading.

RELATED TOPICS

[Working with Macros](#)

[Configuring the userlister Macro](#), in the Administrator's Guide


Take me back to [Confluence User Guide](#)

Warning Macro

This page last changed on Nov 05, 2007 by [smaddox](#).

The Warning Macro allows you to highlight a warning note to the visitor.

Warning Macro

What you need to type	What you will get
<code>{warning}</code> Insert warning message here! <code>{warning}</code>	 Insert warning message here!

Optional Parameters

Parameter	Default	Description
title		The title of the warning note. If specified, will be displayed in bold next to the icon.
icon	true	If "false", the icon will not be displayed.


RELATED TOPICS

[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Welcome Message macro

This page last changed on Dec 18, 2007 by [smaddox](#).

 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 [Confluence administrator](#) from the [Administration Console](#).

Welcome Macro

What you need to type	What you will get
<code>{welcome-message}</code>	

RELATED TOPICS

[Working with Macros](#)

Take me back to [Confluence User Guide](#)

Working with News Overview

This page last changed on Aug 21, 2007 by [smaddox](#).

Each space in Confluence can publish its own news. News items may be announcements, journal entries, status reports or any other timely information you would categorise as 'news' pertaining to a space. News items are also known as 'blog posts'.

News items for a space are contained in the 'News' tab under the [Browse Space](#) view of a space. Confluence catalogues the news items chronologically and allows you to browse news for the space by navigating a calendar.

[Creating](#) and [editing](#) a news item is just as easy as creating and editing any other page in Confluence.

What would you like to do?

- [View news](#)
- [Add news](#)
- [Edit news](#)
- [Link to news](#)
- [Delete news](#)

RELATED TOPICS

- [Subscribing to RSS Feeds within Confluence](#)
- [Tracking Updates Overview](#)
- [Blog Posts Macro](#)


Take me back to [Confluence User Guide](#)


Adding News

This page last changed on Sep 26, 2007 by [smaddox](#).

To add a news item for a space, you require 'Create News' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space permissions](#) or contact a space administrator for more information.

To add a news item,

1. Click the 'Add News'  [Add News](#) link located at the top of every page in the space. This will bring up the 'Add News' screen.
2. Enter a title for your news item in the 'Title' text field at the top.
3. Enter your content in the text-entry box using [Confluence markup](#) or [Rich Text](#) as you would for any other page in Confluence.
4. Add [labels](#) if you want to categorise information this way.
5. If you want to backdate your news item, click 'edit' next to 'Posting Day', as shown in the screenshot below.
6. Preview and click 'Save'.

 You can set the date to earlier than today, but you cannot set it to a future date. And you can only change the date when creating the news item, not when editing a news item.

You can view your news item by going to the 'News' tab under the 'Browse Space' view of the space.

Screenshot : Adding a news item



RELATED TOPICS

[Creating a New Page](#)

[Working with News Overview](#)

[Editing News](#)

[Linking to News](#)

[Delete News](#)

Take me back to [Confluence User Guide](#)

Deleting News

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

To delete news, you require 'Remove News' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space Permissions](#) or contact a space administrator for more information.

To delete a page,

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



Handy Hint

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

RELATED TOPICS

[Viewing News](#)

[Adding News](#)

[Editing News](#)

[Linking to News](#)

[Take me back to Confluence 2 User Guide](#)

Editing News

This page last changed on Sep 26, 2007 by [smaddox](#).

To edit a news item, you require 'Create News' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space Permissions](#) or contact a space administrator for more information.

To edit a news item,

1. Click the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'News' tab. A list of the most recent news items within the space is presented. A calendar allows you to browse other news items. Locate the news item you wish to edit and click its title. This will open up the news item.
3. Click the 'Edit' tab. This will bring up the 'Edit' screen. Use regular [Confluence Markup](#) to edit the news item.
4. 'Preview' your changes if desired, and click 'Update'.

Editing a news item is similar to [editing](#) any other page in Confluence. However, there are a few things to keep in mind:

- You cannot change the date of an existing news item, but you can backdate when [adding a news item](#).
- You cannot move a news item to another space.
- A news item has no parent.

RELATED TOPICS

[Editing an Existing Page](#)
[Working with News Overview](#)
[Adding News](#)
[Deleting News](#)
[Blog Posts Macro](#)

Take me back to [Confluence User Guide](#)

Linking to News

This page last changed on Dec 12, 2007 by [smaddox](#).

This page tells you how to link to a news item. You can also read about [including blog posts on your page](#).

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

To link to a news item,

i You need to know the title of the news item as well as the date on which it was created.

1. Convert the date into the format: year/month/day.
2. You can now create a link to the news item, like this:

What you need to type	What you will get
<code>[/2007/06/25/Sample News\]</code>	Sample News

Where:

'/2007/06/25' is the date the news item was published.

'Sample News' is the title of the news item.

Examples of Use

You have three options:

1. Directly providing the URL (absolute path)

```
[http://confluence.atlassian.com/display/DOC/2007/06/25/Sample+News]
```

<http://confluence.atlassian.com/display/DOC/2007/06/25/Sample+News>

2. Including the alias as well

```
[my blog|http://confluence.atlassian.com/display/DOC/2007/06/25/Sample+News]
```

[my blog](#)

3. Using the relative path (on the same server)

Note: You must provide the entire path to the news item.

```
[my blog|DOC:2007/06/25/Sample News]
```

[my blog](#)

You can also link to a whole day's news items, just by leaving out the news item's title at the end of the link.

```
[my blog|DOC:2007/06/25]
```

[my blog](#)

i You must create the news item first

Linking to a news item that has not been created yet will not result in a link. News items are very tightly bound to the time at which they were created, so it makes no sense to link to them before they exist.

To link to a list of news items within a given space,

i You need to know the key of the space.

What you need to type	What you will get
<code>[news http://myConfluenceURL/pages/viewrecentblogposts.action?key=ABC]</code>	news

Where:

'myConfluenceURL' is the URL address of your Confluence system, e.g. 'confluence.mycompany.com'.

'ABC' is the key of the relevant space..



Try the Blog Posts macro for an in-page display of news items

If you'd rather show a dynamic list of news items on your page, instead of a link to the news items, try the [Blog Posts macro](#).

RELATED TOPICS

[Working with News Overview](#)

[Working with Links Overview](#)

[Blog Posts Macro](#)

Take me back to [Confluence User Guide](#)

Viewing News

This page last changed on Jun 17, 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

2004/11/21

Octagon blog post

Last changed: Nov 21, 2004 08:26 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](#)

SEPTEMBER 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

RELATED TOPICS

[Blog Posts Macro](#)

[Adding News](#)

[Linking to News](#)

[Browsing a space](#)

Take me back to [Confluence User Guide](#)

Working with Page Families

This page last changed on Mar 24, 2008 by [smaddox](#).

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

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

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

Read [more about page families](#).

Things you can do with page families in Confluence:

- [View a page's family](#)
- [View a page's location within a space](#)
- [View the hierarchy of all pages within a space](#)
- [View the children of a page](#)
- [Create a child page](#)
- Move pages [while editing a page](#) or [while viewing the space's Tree view](#).
- [Change the parent of a page](#)

RELATED TOPICS

[Working with Pages](#)
[working with Spaces](#)

Take me back to [Confluence User Guide](#)

Breadcrumbs

This page last changed on Jun 26, 2007 by [smaddox](#).

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 > ... > Working with Page Families > Breadcrumbs

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

RELATED TOPICS

[Working with Page Families](#)
[Browsing a space](#)

[Take me back to Confluence 2 User Guide](#)

Changing Parent of a Page

This page last changed on Mar 24, 2008 by [smaddox](#).

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

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

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

To change the parent of a page, you can:

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

RELATED TOPICS

[Moving a Page](#)

[Moving Pages within a Space](#)

[Page Families](#)

[Viewing a Page's Family](#)

[Viewing a Page's Location within a Space](#)

[Viewing Hierarchy of Pages within a Space](#)

[Viewing Children of a Page](#)

[Working with Pages](#)

Take me back to [Confluence User Guide](#)


Creating a Child Page

This page last changed on Mar 24, 2008 by [smaddox](#).

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

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

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

 This option is available only when the page already has children.

RELATED TOPICS

[Working with Page Families](#)

[Viewing Children of a Page](#)

[Changing Parent of a Page](#)

[Working with Pages](#)


Take me back to [Confluence User Guide](#)

Viewing a Page's Family

This page last changed on Jun 17, 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](#)

Hierarchy	
Parent Page	Home
Children (5)	Choose a Page
	Move an attachment from one space to another
	Move a family of pages from one space to another
	Move a page from one space to another
	Page Families

Note

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

RELATED TOPICS

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

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Viewing a Page's Location within a Space

This page last changed on Jun 17, 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

- ☐ [Home](#)
- ☐ [Fetching mail](#)
- ☒ [Browsing a space](#)
- ☐ [Setting up a new space](#)
- ☐ [Viewing all spaces](#)
- ☐ [Finding an attachment](#)
- ☐ [Confluence Concepts](#)
- ☒ [What is a space?](#)
- ☐ [Viewing mail](#)

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

RELATED TOPICS

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

Take me back to [Confluence User Guide](#)

Viewing Children of a Page

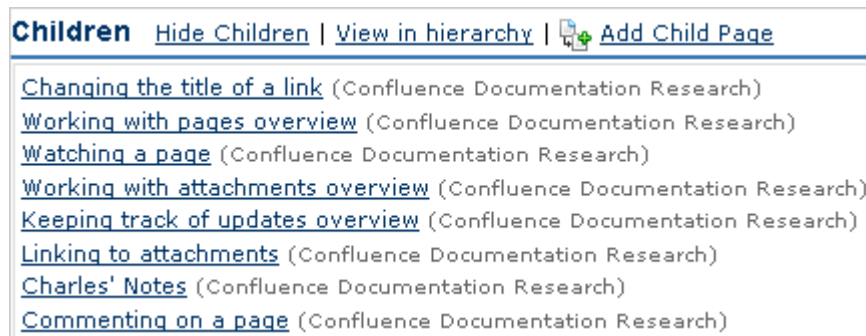
This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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



- 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



Note

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

RELATED TOPICS

[Children Display Macro](#)
[What is a Page Family?](#)
[View Hierarchy of a Page](#)
[Create a Child Page](#)
[Working with Pages](#)

Take me back to [Confluence User Guide](#)

Viewing Hierarchy of Pages within a Space


This page last changed on Mar 24, 2008 by [smaddox](#).

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

To see the tree view of pages within a space,

1. Browse the space.

There are two ways to browse a space:

- Click the  icon next to the space name on the [Dashboard](#). The 'Pages' tab of the 'Browse Space' view will open
 - Or go to a page in the space and select the option you want from the 'Space' menu. The corresponding tab of the 'Browse Space' view will open.
2. Go to the 'Pages' tab and open the 'Tree' view.
 3. Click the '+' sign next to each page family to open the branches of the tree. This shows you the children of the page.

Screenshot : Tree View



RELATED TOPICS

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

Take me back to [Confluence User Guide](#)

What is a Page Family?

This page last changed on Mar 24, 2008 by [smaddox](#).

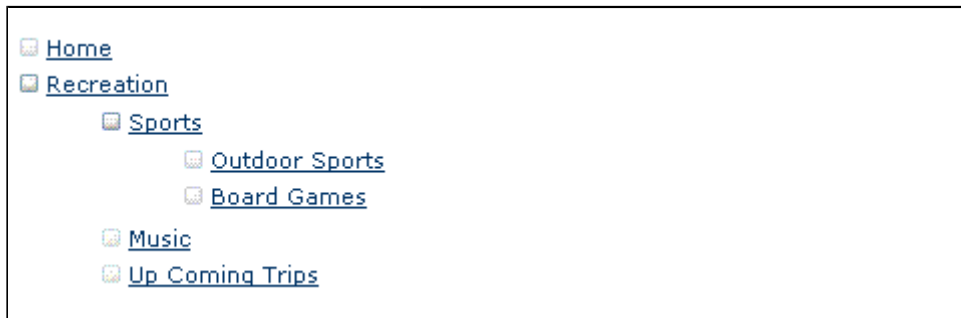
In Confluence, you can organise pages into a hierarchy of parent and child pages. Pages in such a hierarchy are called a page family.

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

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

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

Screenshot : Page Family



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

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

RELATED TOPICS

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

Take me back to [Confluence User Guide](#)

Working with Pages Overview

This page last changed on Mar 24, 2008 by [smaddox](#).

Pages are the primary means of storing and sharing information in Confluence. Pages are contained within [spaces](#).

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

Things you can do with pages in Confluence:

- [Create a new page](#) from anywhere within the site.
- Write content in a [simple markup language](#) or using the [Rich Text](#) editor.
- [Edit](#) and [rename](#) a page.
- Organise pages hierarchically via [parent-child relationships](#).
- Move pages [while editing a page](#) or [while viewing the space's Tree view](#).
- Navigate within and between spaces through flexible [linking](#).
- Collaborate via [comments](#) on a page.
- Control access through [page security restrictions](#).
- Monitor page updates and other activity through [page notifications](#).
- View [page history](#) and [link to older versions](#).
- [Search](#) page content, including attachments.
- Export pages to [PDF](#), [WORD](#), [HTML](#) or [XML](#).
- [Email](#) page content.

RELATED PAGES

[Creating a New Page](#)
[Overview of the Confluence Notation Guide](#)
[Working with Page Families](#)
[Working with Drafts](#)

Take me back to [Confluence User Guide](#)

Commenting on a Page

This page last changed on Jun 17, 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 User Guide](#)

Adding a Comment

This page last changed on Apr 13, 2008 by [edawson](#).

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

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

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

Use [Confluence markup](#) or the [Rich Text editor](#) to write the comment.



Profile photo appears in comments

Your [profile picture](#) will appear next to each comment you've added. (This is true if your space uses the Confluence Default [theme](#).)

To add a new comment,

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

You can also respond to a comment.



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

To respond to a comment,

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

Screenshot : Adding a Comment

The screenshot shows the 'Add Comment' dialog in Confluence. At the top left is a small profile picture of Edwin Dawson. To its right, it says 'Edwin Dawson says:'. Below this are three tabs: 'Rich Text' (selected), 'Wiki Markup', and 'Preview'. The main area is a large text input field. At the bottom, there are three buttons: 'Post', 'Cancel', and a checkbox labeled 'Watch this page'.

RELATED TOPICS

[Viewing Comments](#)

[Linking to Comments](#)

[Deleting Comments](#)

Take me back to [Confluence User Guide](#)

Deleting Comments

This page last changed on Apr 11, 2008 by [edawson](#).

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

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

To delete a comment,

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



Warning

Deleted comments cannot be restored.

RELATED TOPICS

[Viewing Comments](#)


[Adding a Comment](#)

[Linking to Comments](#)

Take me back to [Confluence User Guide](#)

Editing a Comment

This page last changed on Sep 27, 2007 by [smaddox](#).

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

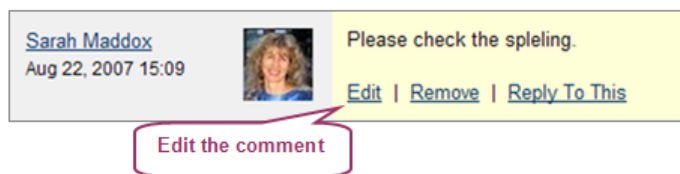
You can edit any comments that you have created. [Space administrators](#) can edit all comments within their space.

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.

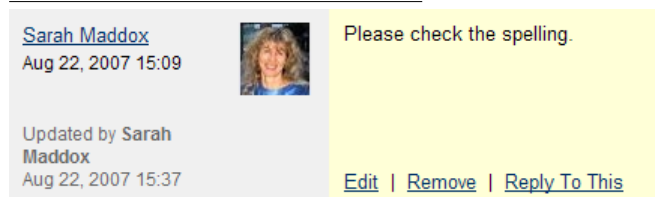
To edit a comment,

- 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



Screenshot 2: An edited comment



RELATED TOPICS

[Commenting on a Page](#)

[Viewing Comments](#)


[Linking to Comments](#)

[Deleting Comments](#)

Take me back to [Confluence User Guide](#)

Linking to Comments

This page last changed on Aug 21, 2007 by [smaddox](#).

 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' or the date 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 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

What you need to type	What you will get
<code>[\$81167140]</code>	Re: Linking to Comments



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.

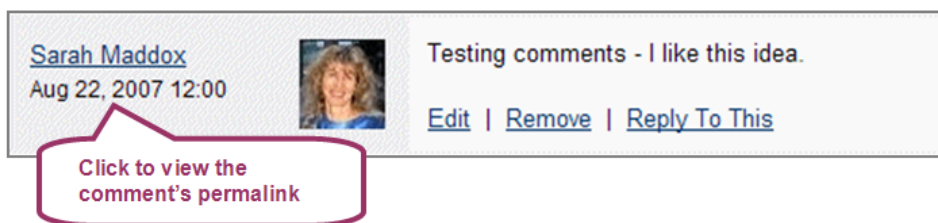
Here's an example of linking to a comment in a different space.

What you need to type	What you will get
<code>[CONF20:\$81167141]</code>	Re: Linking to Comments

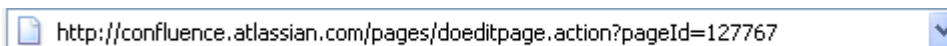
To link to a comment from outside Confluence,

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

Screenshot : Permalink location



Screenshot : Permalink url



RELATED TOPICS

[Commenting on a Page](#)

[Adding a Comment](#)

[Working with Links](#)

Take me back to [Confluence User Guide](#)

Sample Page

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

Start of sample page content

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

End of sample page content

child page

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

Viewing Comments

This page last changed on Apr 13, 2008 by [edawson](#).

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

Actions for Viewing Comments on a Page

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

- Collapse All
 - Comments are all shrunk to a single line, showing the first 60 characters. This allows easy browsing of many comments.
 - Clicking the top line of any comment will expand it, showing the links to 'Edit', 'Remove' or 'Reply'.
- Expand All
 - Comments are returned from the collapsed state to the usual threaded view, showing the full content of all comments inline.
- Hide Comments
 - The page's comments will be hidden when you view the page. The 'Comments' line at the bottom of the page indicates whether the page currently has any comments.
- Show Comments
 - The page's comments will become visible below the page content.
 - Comment links at the bottom of each comment and the page allow you to post or manage comments.

Setting the Appearance of Comments on Pages

Comments in Confluence are displayed in one of two views which is configured globally by a [site administrator](#):

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



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

Screenshot: Threaded View

Comments (3) [Hide Comments](#) [Collapse All](#) [Add Comment](#)

**Edwin Dawson says:**

about 3 hours ago

This is the first comment on this page.

[Edit](#) [Remove](#) [Reply](#)

**Edwin Dawson says:**

about 3 hours ago

This is the second comment on the page.

[Edit](#) [Remove](#) [Reply](#)

**rmk says:**

42 minutes ago

This will be the third.

[Edit](#) [Remove](#) [Reply](#)

[Add Comment](#)

Screenshot: Collapsed View

Comments (3) [Hide Comments](#) | [Expand All](#) | [Add Comment](#)

 **Edwin Dawson says:** This is the first comment on this page. about 3 hours ago

 **Edwin Dawson says:** This is the second comment on the page. about 3 hours ago

 **rmk says:** This will be the third. 42 minutes ago

[Add Comment](#)

Screenshot: Hide View

Comments (3) [Show 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

[Commenting on a Page](#)

[Adding a Comment](#)

[Linking to Comments](#)

[Deleting Comments](#)

Take me back to [Confluence User Guide](#)


Concurrent Editing and Merging Changes

This page last changed on Jun 28, 2007 by [smaddox](#).

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

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

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

 This page is being edited by [Vidya Madabushi](#) (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 now updated version is shown below. Please decide whether your changes should overwrite it or you wish to discard your changes.



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](#)
[Working with Drafts Overview](#)
[Working with Drafts Faq](#)

Take me back to [Confluence User Guide](#)

Copying a Page

This page last changed on Mar 24, 2008 by [smaddox](#).

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

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

To copy a page,


1. View the page you want to copy.
2. Go to the 'Tools' menu and select 'Copy'. Confluence will open a copy of the page in edit mode. By default, Confluence will name the page 'Copy of <<original page name>>'.
3. Rename the page and make any other changes required in the body of the page.
4. If you need to move the new page to a different space or a different parent, you can edit the 'Location'. Refer to the [instructions on moving a page](#).
5. Click 'Save'.



More information about copying pages

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


Screenshot: Copying a page

 **Copy of Sample Page**

[Select a page template](#) to start from.

SaveCancel

Rich TextWiki MarkupPreview

B *I* U ABC --Format--

Start of sample page content

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

End of sample page content

Location: Confluence 2.7 > Linking to Comments [EDIT](#)

Restrictions: [EDIT](#)

Labels: [DONE](#)

Tip: Looking for a label? Just start typing.

SaveCancel

RELATED TOPICS

[Working with Pages Overview](#)

Take me back to [Confluence User Guide](#)

Creating a New Page

This page last changed on Mar 24, 2008 by [smaddox](#).

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


You can also read more about [writing pages](#).

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

- Use the [Add Page function](#).
- Follow an [undefined link](#).

Using the Add Page Function

To add a page,

1. There are two ways to start the 'Add Page' function:
 - Option 1: View a page, then go to the 'Add' menu and select 'Page'. Confluence will add the page as a child of the page you are viewing.
 - Option 2: Go to the [Dashboard](#) and click the 'Add Page'  link located beside each space. Confluence will add the page at the root of the space.
2. Enter a name (title) for your page.
3. If you need to move the new page to a different space or a different parent, you can edit the 'Location'. Refer to the [instructions on moving a page](#).
4. Enter content for your page using [Wiki Markup](#) or the [Rich Text editor](#). See [Writing Confluence pages](#).
5. Click 'Preview' if you want to see a preview of what the page will look like before saving it.
6. Click 'Save'.

Using an Undefined Link to Create a Page

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

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

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

Here is an example of an undefined link:

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

[Screenshot : Adding a page](#)

New Page

Select a page template to start from.

Save Cancel

Rich Text Wiki Markup Preview

Location: Confluence 2.7 > test test [EDIT](#)

Restrictions: [EDIT](#)

Labels: [DONE](#)

Tip: Looking for a label? Just start typing.

Save Cancel

Page names

- Confluence does not accept the following characters in the title of a page:
: , @ , / , \ , ^ , | , # , \$, % , ~ , [,] , { , } , < , >
- Page names must be unique within a space.

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 User Guide](#)

Choose a Page

This page last changed on Jun 17, 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 an Attachment

This page last changed on Jun 17, 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 User Guide](#)

Deleting a page

This page last changed on Jun 17, 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 User Guide](#)

Display an older version of a page

This page last changed on Jun 17, 2007 by rosie@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.

Editing an Existing Page

This page last changed on Aug 31, 2007 by [smaddox](#).

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

More complex editing

- You can also [rename a page](#) while in edit mode.
- To view changes between different versions of the page, view the [history](#) of the page.
- While the Rich Text editor includes almost all formatting options possible with Wiki markup, you will still need to use [wiki markup](#) for more complex functions like macros.

To edit an existing page,

1. Go to the page and click 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. Make changes to the content or add new content as you would when you [create a new page](#). Click the tabs to switch between 'Rich Text' and 'Wiki Markup' edit modes. You can also use a combination of the two editors. Confluence retains changes made in one mode when you switch to the other.
3. Click 'Preview' to view your changes. Click 'Save'.

Click thumbnail to see a Confluence page in Wiki Markup mode



Click thumbnail to see a Confluence page in Rich Text mode



RELATED TOPICS

[Rich Text Editor Overview](#)
[Creating a New Page](#)
[Deleting a page](#)
[Renaming a Page](#)
[Adding a Comment](#)
[Linking Pages](#)
[Working with Pages Overview](#)
[Working with Drafts](#)



Take me back to [Confluence User Guide](#)

E-mailing a Page

This page last changed on Jul 11, 2007 by ivan@atlassian.com.

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 harrasment. If you want to enable the e-mailing of pages, please ask your Confluence administrator.

Instructions for enabling this feature can be found here: [Enabling the 'Mail Page' plugin](#)

Screenshot: Emailing a Page



Alternative functionality

There is already an existent [feature request in JIRA](#) to allow for Page MailTo functionality via a button click. Please add your votes to that issue.

RELATED TOPICS

[Working with Pages](#)

Take me back to [Confluence User Guide](#)

Linking pages

This page last changed on Nov 08, 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 User Guide](#)

Making Rich Text or Wiki Markup Editing Default

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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.

RELATED TOPICS

[Rich Text Editor Overview](#)

[Take me back to Confluence 2 User Guide](#)

Moving a Page

This page last changed on Apr 07, 2008 by [smaddox](#).

This page tells you how to move a page which you are currently adding or editing. Using this method, you can only move the page which you are busy adding or editing. Alternatively, you can follow the instructions to [move pages on the space's Tree view](#).

Confluence allows you to present your pages in any order (sequence) you choose. Read more about the [sequential order of pages](#).

To move a page, you need the following permissions:

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



When you move a page, its children will move as well.

On this page:

Error formatting macro: toc: java.lang.NullPointerException

Moving a Page

To move a page within the tree,

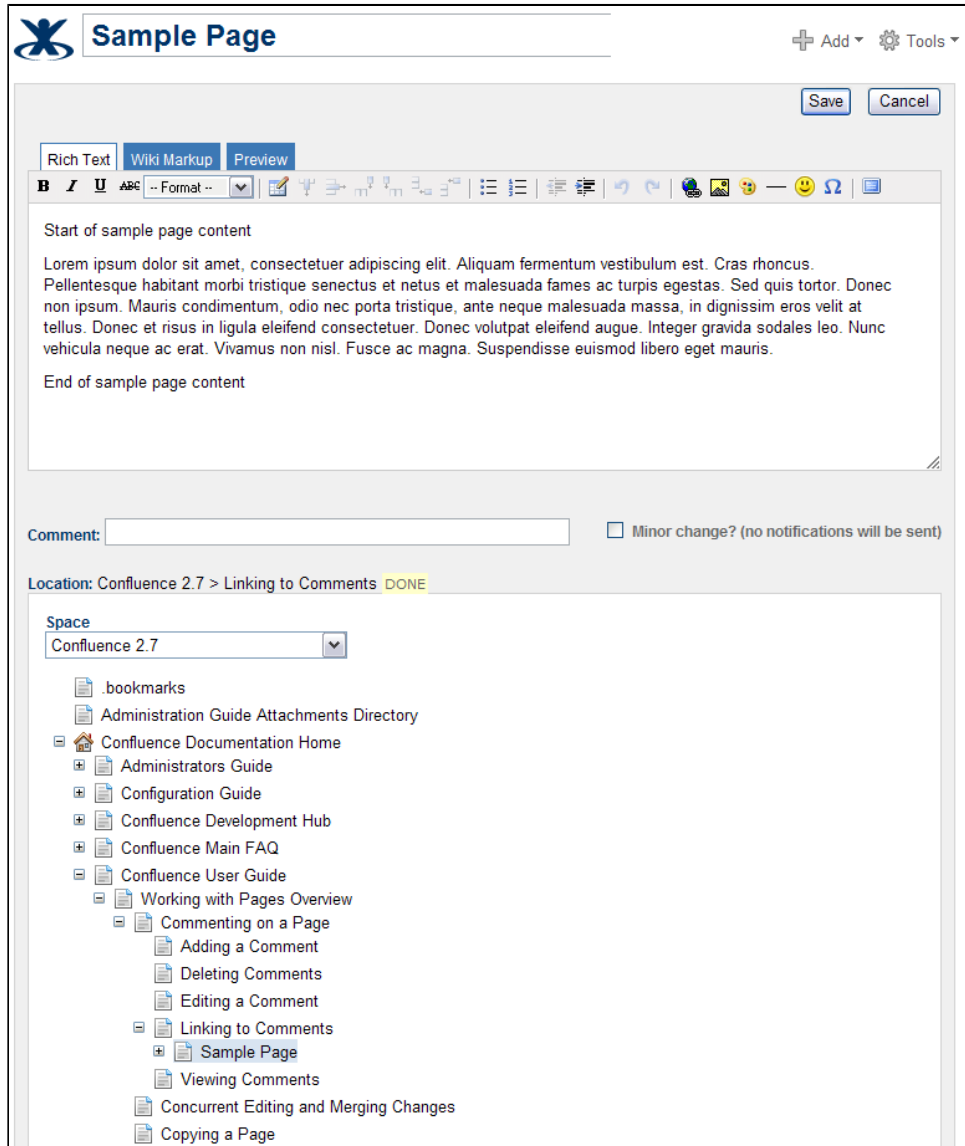
1. Make sure your page is in edit mode:
 - If you are creating a new page or copying a page, your page is already in edit mode.
 - If you want to move an existing page, view the page then click the 'Edit' button. Alternatively, you can go to the 'Tools' menu and select 'Move'.
2. Click the 'Edit' button next to 'Location'.
3. A tree view opens, highlighting the current page in its current position. See screenshot below. Holding down your left mouse button, click and drag the page up or down the tree.
4. Now you see one of the following:
 - A thin line between existing pages — This indicates the potential new position for the page. Release the mouse button when the page is where you want it.
 - A wide highlight over one or more existing pages — This indicates that you can drop the page into a page family. Release the mouse button to add the page to the family. The page will appear either in alphabetical sequence or as the last page in the family, depending on the family's sequential order as described [below](#).
5. Optional: Click the 'Done' button if you want to continue adding content to your page. This will close the tree view while leaving the page in edit mode.
6. Click the 'Save' button.
 -  Note: The new position of the page is not saved until you click the 'Save' button.
 -  To cancel the move while still holding down the mouse button, press the 'Esc' key on your keyboard.

To move a page to a different space,

1. Make sure your page is in edit mode:
 - If you are creating a new page, your page is already in edit mode.
 - If you want to move an existing page, view the page then click the 'Edit' button. Alternatively, you can go to the 'Tools' menu and select 'Move'.
2. Click the 'Edit' button next to 'Location'.
3. A tree view opens, with a 'Space' dropdown list. Select the space where you want to move the page.
4. The tree view is rebuilt, now showing the pages in the new space, and the current page is highlighted in its new position.
5. You can move the page to any position in the new space, as described [above](#).

6. Optional: Click the 'Done' button if you want to continue adding content to your page. This will close the tree view while leaving the page in edit mode.
7. Click the 'Save' button.
 - ⚠ Note: The new position of the page is not saved until you click the 'Save' button.
 - ℹ To cancel the move while still holding down the mouse button, press the 'Esc' key on your keyboard.

Screenshot: Moving a page



About the Sequential Order of Pages

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

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

Changing the Page Order

You can change the order of the pages — simply move the page to its new position while [editing the page](#) or while viewing pages in the [space's Tree view](#).

Alphabetical versus Manual Order

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



More about the alphabetical order

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

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

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



Cannot revert to alphabetical order

Once the order has been set to manual, you cannot set it back to alphabetical. There is an open request ([CONF-10499](#)) to allow reversion to alphabetical order. If you would like to see this developed, please vote for the request.

RELATED TOPICS

[Sequential Order of Pages](#)

[Overview of Pages](#)

[Overview of Page Families](#)

[Moving Pages within a Space](#)

Take me back to [Confluence User Guide](#)

Page Layout in Edit Mode (Rich Text)

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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

Title
Another Sample Page

Location: Confluence 2.0 User Guide **EDIT** Click to change parent page, move to another space

Rich Text **Wiki Markup** **Preview** Click to go to wiki markup mode of editing **Make Rich Text Default** WYSIWYG tool bar **Save** **Cancel**

B **I** **U** **ABC** **-- Format --**

Start of sample page content

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

End of sample page

Add/edit content using WYSIWYG Editor

Comment: ☐ **Minor change?** (no notifications will be sent)

Restrictions **EDIT** Set page level permissions

Viewable by: atlassian-staff Current page permissions

Labels **DONE** Add a label that will help you identify it or categorise it

Tip: Looking for a label? Just start typing.

A list of the most frequently and recently used labels on the site

Suggested labels: [my:stuff](#) [my:nice](#)
[my:something](#) [wysiwyg](#) [label](#) [test](#) [documentation](#)
[example](#) [installation](#)



Note

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

RELATED TOPICS

[Page Layout in View Mode](#)
[Dashboard](#)

Take me back to [Confluence User Guide](#)

Page Layout in Edit Mode (Wiki Markup)

This page last changed on Mar 06, 2008 by [smaddox](#).

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

The screenshot shows the Confluence Wiki Markup edit interface. At the top, there's a title field with 'Another Sample Page' and a location field with 'Confluence 2.0 User Guide'. Below these are tabs for 'Rich Text', 'Wiki Markup' (selected), and 'Preview'. A 'Save' button and a 'Cancel' button are also present. The main content area contains placeholder text: 'Start of sample page content', 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetur. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.', and 'End of sample page'. To the right of the main content area is a 'Notation Help' sidebar with sections for 'Text formatting', 'Headings', 'Lists', 'Linking', and 'Tables'. Below the main content area is a 'Comment' field, a 'Restrictions' section with 'Restrict view to' and 'Restrict edit to' dropdowns, and a 'Labels' section with a search box and suggested labels. Annotations with red arrows point to various elements: 'Click to switch to WYSIWYG editor' points to the 'Rich Text' tab; 'Choose a different page, move to another space' points to the location field; 'Preview the page before saving' points to the 'Preview' tab; 'Add or edit the page using wiki markup' points to the main content area; 'Add a comment that describes what changes you've made to this page' points to the comment field; 'Set page level permissions' points to the 'Restrict edit to' dropdown; 'Add a label that will help you identify it or categorise it' points to the label search box; and 'A list of the most frequently and recently used labels on the site' points to the suggested labels.



Note

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

RELATED TOPICS

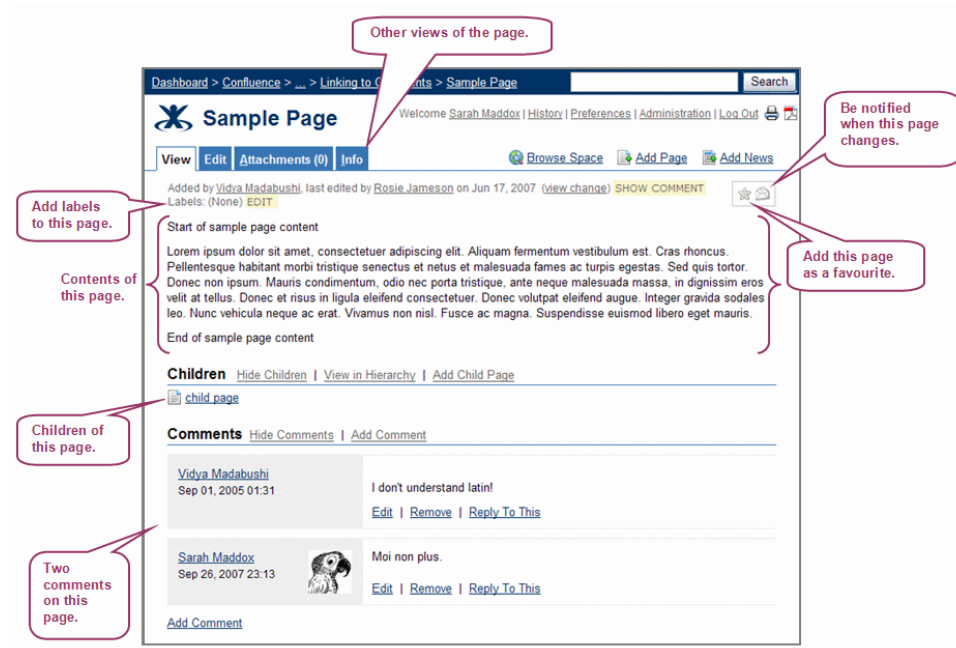
[Page Layout in View Mode](#)
[Dashboard](#)

Take me back to [Confluence User Guide](#)

Page Layout in View Mode

This page last changed on Aug 21, 2007 by [smaddox](#).

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



Note

Note that in Confluence, your view of a space depends on the [permissions](#) granted to you by the space administrator.

RELATED TOPICS

[Page Layout in Edit Mode \(Wiki Markup\)](#)
[Dashboard](#)

Take me back to [Confluence User Guide](#)

Purging Deleted Pages

This page last changed on Dec 11, 2007 by [smaddox](#).

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 User Guide](#)

Recording Change Comments

This page last changed on Jun 17, 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:

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.

[View](#) [Edit](#) [Attachments \(0\)](#) [Info](#) [Browse Space](#) [Add Page](#)

Added by [Vidya Madabushi](#), last edited by [Vidya Madabushi](#) on Nov 17, 2005 ([view change](#)) [HIDE COMMENT](#)

Comments: Included link to Confluence website
[View page history](#)

Labels: (None) [EDIT](#)

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

Recent Changes		
Time	Editor	
Nov 17, 2005 06:59	Vidya Madabushi	view changes
Included link to Confluence website		
Nov 17, 2005 06:58	Vidya Madabushi	view changes
Rectified spelling error		
Nov 17, 2005 06:55	Vidya Madabushi	view changes
This is my comment		
Nov 17, 2005 06:53	Vidya Madabushi	
View page history		

RELATED TOPICS

[Viewing History of a Page](#)

Take me back to [Confluence User Guide](#)

Renaming a Page

This page last changed on Aug 31, 2007 by [smaddox](#).

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

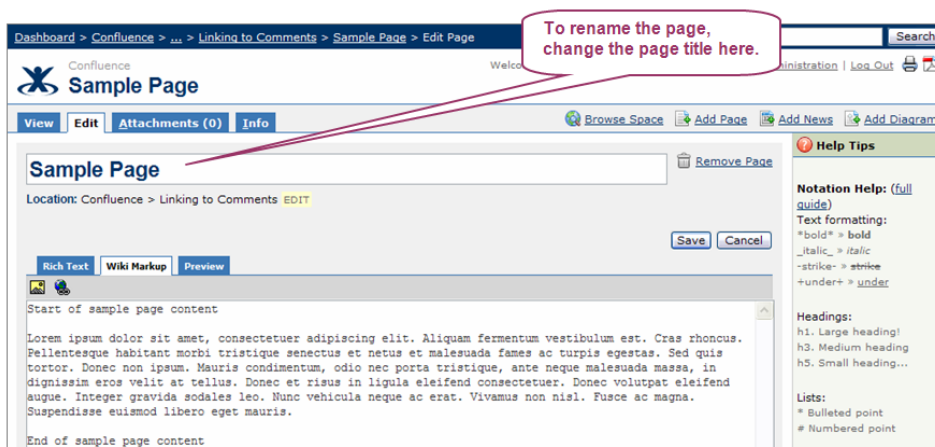
Links and other references

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

To rename a page,

1. Go to the page and click the 'Edit' tab. This is only displayed if you have permission to edit the page.
2. This will bring up the 'Edit' screen, as shown below. The page title is at the top of the edit panel, just under the 'Edit' tab.
3. Change the page name.
4. Click 'Save'.

Screenshot : Renaming a page



RELATED TOPICS

[Linking Pages](#)

[Editing an Existing Page](#)

[Working with Pages Overview](#)

Take me back to [Confluence User Guide](#)

Restoring a Deleted Page

This page last changed on Jun 17, 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

[Deleting a page](#)

[Purging Deleted Pages](#)

Take me back to [Confluence User Guide](#)

Sequential Order of Pages

This page last changed on Mar 25, 2008 by [smaddox](#).

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

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

Changing the Page Order

You can change the order of the pages — simply move the page to its new position while [editing the page](#) or while viewing pages in the [space's Tree view](#).

Alphabetical versus Manual Order

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



More about the alphabetical order

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

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

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



Cannot revert to alphabetical order

Once the order has been set to manual, you cannot set it back to alphabetical. There is an open request ([CONF-10499](#)) to allow reversion to alphabetical order. If you would like to see this developed, please vote for the request.

RELATED TOPICS

[Overview of Pages](#)

[Overview of Page Families](#)

[Moving a Page](#)

[Moving Pages within a Space](#)

Take me back to [Confluence User Guide](#)

Viewing Page Information

This page last changed on Jun 17, 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.
2. [Page Hierarchy](#): Parent-child relationships 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 User Guide](#)

Viewing History of a Page

This page last changed on Jun 17, 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 User Guide](#)

Comparing Two Different Versions of a Page

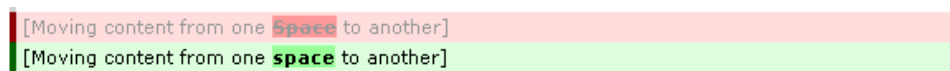
This page last changed on Nov 13, 2007 by [smaddox](#).

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 User Guide](#)

Restoring an Older Version of a Page

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

To restore 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

Compare selected versions			
Version	Date	Editor	Operations
<input type="checkbox"/> CURRENT (v. 18)	Sep 15, 2005 11:11	Vidya Madabushi	
<input type="checkbox"/> v. 17	Sep 15, 2005 10:36	Vidya Madabushi	Restore this version

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 User Guide](#)

Viewing Recent changes

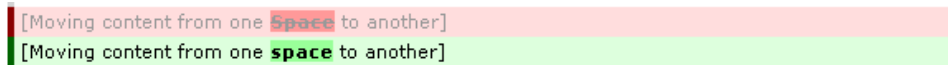
This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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 User Guide](#)

Working with Drafts Overview

This page last changed on Jun 21, 2007 by rosie@atlassian.com.

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 Documentation Home](#)

Working with Drafts Faq

This page last changed on Jun 28, 2007 by [smaddox](#).

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.


Title	Last Saved Date	Operations
 page with conflict	Mon Dec 19 22:50:37 CST 2005	View conflict Delete
 Concurrent Editing FAQ	Mon Dec 19 22:35:43 CST 2005	Resume editing Delete
 Yet another test page	Mon Dec 19 22:45:04 CST 2005	Merge and resume editing Delete

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.

Title	Last Saved Date	Operations
	2005-12-19 21:17:14.899	Resume editing Delete


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 and Merging Changes](#)

Take me back to [Confluence Documentation Home](#)

Writing Confluence pages

This page last changed on Jul 02, 2007 by [smaddox](#).

Confluence pages can be written in two ways:

- using a simple markup language called [Wiki Markup](#) and / or
- using the [Rich Text editor](#): similar to editors available in standard text editing applications, the Rich Text editor allows you to enter content as you would in a WORD document and apply formatting by clicking icons on a toolbar.



NOTE

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



Help on the Wiki Markup language while you are writing a page

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

RELATED TOPICS

[Confluence Notation Guide Overview](#)

[Full Notation Guide](#)

[Rich Text Editor Overview](#)

[Working with Pages Overview](#)

[Creating a New Page](#)

[Editing an Existing Page](#)

Take me back to [Confluence User Guide](#)

Working with Spaces Overview

This page last changed on Mar 24, 2008 by [smaddox](#).

Differences in Confluence Hosted

If you are using [Confluence Hosted](#), there are no personal spaces. A Confluence Hosted user does have a [profile](#), including the ability to upload a [profile picture](#). Read more about the [feature limitations in Confluence Hosted](#).

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

- Global spaces are areas on your site into which you can group content items (pages, attachments, news, etc) based on any theme or topic of your choice. For example, you may want separate areas on your site for each team or project within your organisation. In Confluence, you can set up a different space for each team or project. You can build content for each of these spaces individually, decide who its users are, and even archive mail separately within each. There is no limit to the number of global spaces you can create within Confluence!
- Personal spaces belong to particular users, and rather than being listed on the Dashboard (see below), are available from the [People Directory](#). They can contain pages and news items, be searched and browsed. They can be kept private, or opened up so the whole world can view and edit them, just like global spaces.
















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


Each space:

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

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

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

Spaces: My Team New (1) All	
Confluence (DOC)	  
Confluence 1.4 User Guide (CONF14)	  
Confluence 2.0 User Guide (CONF20)	  
Documentation Staging (DOCPRIV)	  
Documentation Staging 2 (DOCPRIV2)	  

 'My' spaces are spaces that you have nominated as your [favourites](#).

RELATED TOPICS

[Setting up a New Global Space](#)
[Setting up your Personal Space](#)
[Viewing all Spaces](#)
[Browsing a space](#)
[Moving Pages within a Space](#)
[Moving Content from one Space to Another](#)
[Deleting a Space](#)
[Viewing Space Activity](#)

[Administering Spaces](#)

Take me back to [Confluence User Guide](#)

Administering Spaces

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

To view the space administration menu,

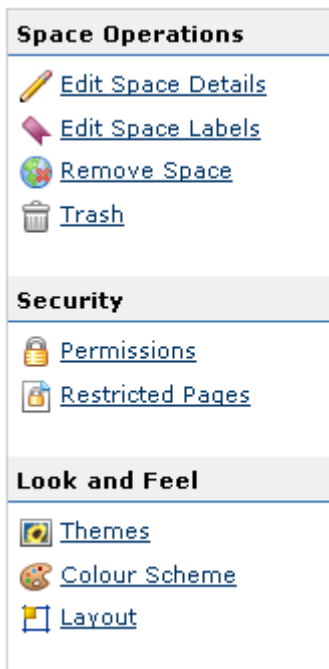
1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator. All the options pertaining to the management of a space are listed in the 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



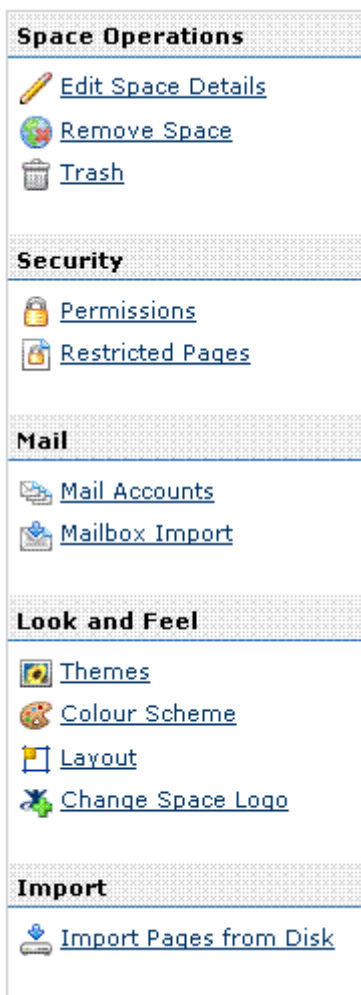
To administer a global space,

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 User Guide](#)

Browsing a space


This page last changed on Mar 24, 2008 by [smaddox](#).

The 'Browse Space' view gives you access to:

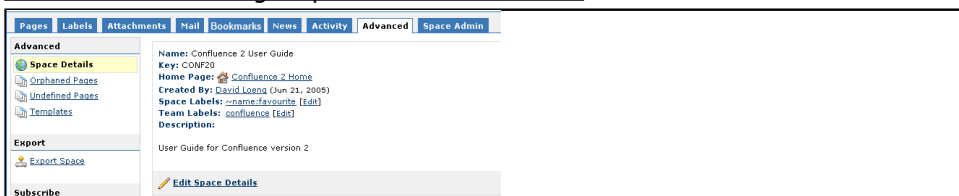
- Space-wide views of the content of the space — pages, news, labels, attachments, bookmarks and mail.
- Summary information about the space.
- Advanced space management tools.
- Tools to administer the space (for space administrators only).


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

There are two ways to browse a space:

- Click the  icon next to the space name on the [Dashboard](#). The 'Pages' tab of the 'Browse Space' view will open
- Or go to a page in the space and select the option you want from the 'Space' menu. The corresponding tab of the 'Browse Space' view will open.

Screenshot: Browsing a space — 'Advanced' tab



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

1. Pages
 - [View pages alphabetically](#)
 - [View recently updated content](#)
 - [See tree view of pages](#)More about [Working with pages](#)
2. Labels
 - [View labels](#)
3. Attachments
 - [Find an attachment](#)
 - [View details of an attachment](#)More about [Working with attachments](#)
4. Mail
 - [View mail for this space](#)
 - [Fetch new mail](#)
 - [Delete mail](#)More about [Working with mail](#)
5. Bookmarks
 - [Viewing Bookmarks](#)More about [working with bookmarks](#)
6. News
 - [View news items for this space](#)More about [Working with news](#)
7. Activity
 - [View space activity](#)
8. Advanced
 - [View space details](#)
 - [Edit space details](#)
 - [Manage orphaned pages](#)
 - [Manage undefined pages](#)
 - [Adding a TemplateManage page templates](#)
 - [Export a space](#)
 - [Subscribe to RSS feeds within Confluence](#)
 - [Watch a space](#)

- [Add a space to your favourites](#)
9. Space Administration
- [Space Administration](#)

RELATED TOPICS

[Working with Spaces Overview](#)

[Setting up a New Global Space](#)

[Viewing all Spaces](#)

[Moving Pages within a Space](#)

[Moving Content from one Space to Another](#)

[Deleting a Space](#)


Take me back to [Confluence User Guide](#)

Editing Space Details

This page last changed on Jan 22, 2008 by [smaddox](#).

You need to be a [space administrator](#) to edit the details of a space.

To edit the details of a space,

1. Click the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the [Dashboard](#).
2. Go to the 'Space Admin' tab and click 'Edit Space Details' in the left-hand panel. This brings up a new screen where you can:
 - Enter a different name for the space.
 - Enter or modify the space description.
 - Select a new home page for the space from the drop-down menu. This is the default page to which users are directed when they click the link to the space from the Dashboard.
 -  If you set this field to blank (no selection) then the default home page will be the 'Pages' tab of the 'Browse Space' page.
3. Click 'Save'.



Note

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

RELATED TOPICS

[Viewing Space Details](#)

[Browsing a space](#)

Take me back to [Confluence User Guide](#)

Managing Orphaned Pages

This page last changed on Jun 17, 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

Atlassian News
Welcome Vidya Madabushi | [History](#) | [Profile](#) | [Administration](#) | [Log Out](#)

Orphaned Pages - Atlassian News

Pages | Attachments | Mail | News | Templates | **Advanced** | Space Admin | [Browse Space](#) | [Add Page](#) | [Add News](#)

Advanced

- [Space Details](#)
- [Orphaned Pages](#)**
- [Undefined Pages](#)

Export

- [Export Space](#)

Subscribe

- [RSS Feeds](#)
- [Start watching this space](#)

Orphaned Pages Report

This report shows all the orphaned pages which are not linked to by other pages.

Title (Space)	Creator	Created	Last Updated By	Updated	Operations
1.2.1 HKiiji (Atlassian News)	Anonymous	Sep 21, 2004	Anonymous	Nov 04, 2004	Edit Delete


RELATED TOPICS

[Managing Undefined Pages](#)
[Browsing a space](#)

Take me back to [Confluence User Guide](#)

Managing Undefined Pages

This page last changed on Jun 21, 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 User Guide](#)

Tree View of Pages

This page last changed on Mar 24, 2008 by [smaddox](#).


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

Learn about [page families](#) in Confluence.

To see the tree view of pages within a space,

1. Browse the space.

There are two ways to browse a space:

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

Screenshot : Tree View of pages



RELATED TOPICS

[Page Families](#)
[Viewing a Page's Location within a Space](#)
[Moving Pages within a Space](#)
[Viewing Children of a Page](#)
[Working with Pages](#)

Take me back to [Confluence User Guide](#)

Viewing Pages Alphabetically

This page last changed on Jun 17, 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 User Guide](#)

Viewing Recently Updated Content

This page last changed on Jun 17, 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 User Guide](#)

Viewing Space Details

This page last changed on Jan 22, 2008 by [smaddox](#).

To view a space's details,

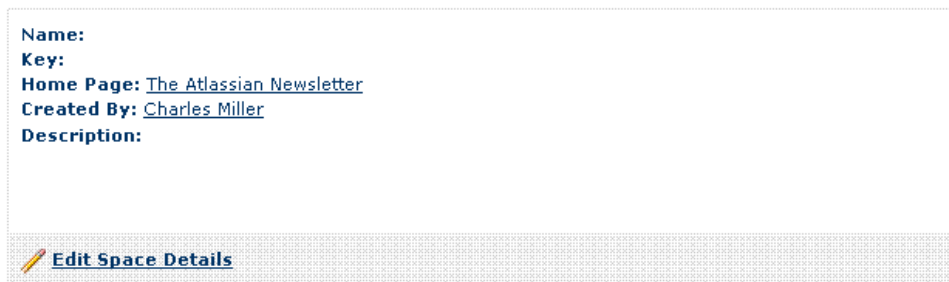
1. Click the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Advanced' tab and click 'Space details' in the left-hand panel.

The following details are displayed:

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

Here is an example:

Screenshot : [Space Details](#)



RELATED TOPICS

[Editing Space Details](#)

[Browsing a space](#)

[Viewing Space Activity](#)

Take me back to [Confluence User Guide](#)

Converting a Global Space to a Personal Space

This page last changed on Dec 18, 2007 by [smaddox](#).

i Please see [Working with Spaces Overview](#) for information about the differences between global spaces and personal spaces.

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

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

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

To convert a global space to a personal space,

1. Go to the global space 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.

The screenshot shows the 'Edit Space' page in Confluence. The breadcrumb trail is 'Dashboard > Confluence 2.0 User Guide > Browse Space > Edit Space'. The page title is 'Edit Space' for the 'Confluence 2.0 User Guide' space. The left sidebar contains sections for 'Space Operations' (Edit Space Details, Edit Space Labels, Remove Space, Trash), 'Security' (Permissions, Restricted Pages), 'Mail' (Mail Accounts, Mailbox Import), 'Look and Feel' (Themes, Colour Scheme, Layout, Change Space Logo), and 'Import' (Import Pages from Disk). The main content area is titled 'Edit Space Details' and includes fields for 'Name' (Confluence 2.0 User Guide), 'Description' (User Guide for Confluence 2.0), and 'Home Page' (Confluence 2.0 Home). Below this is the 'Convert to Personal Space' section, which is highlighted with a red border. It contains instructions on converting the space into a personal space for a specific user, with a note that every user can only have one personal space. It also includes a checkbox for 'Update Links' (checked) and a 'Choose Owner' section with a text input field and an 'Add' button. A 'Convert Space' button is at the bottom of this section.

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

RELATED TOPICS

[Working with Spaces Overview](#)
[Setting up your Personal Space](#)
[Uploading a Profile Picture](#)

Take me back to [Confluence User Guide](#)

Deleting a Space

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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



Warning

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

You need to be a [space administrator](#) to delete a space.

To delete a space,

1. 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.

RELATED LINKS

[Working with spaces](#)

[Setting up a New Global Space](#)

[Viewing all Spaces](#)

[Browsing a space](#)

[Moving Content from one Space to Another](#)

[Copying or Renaming a Space](#)

Take me back to [Confluence User Guide](#)

Guidelines For Partitioning Content Into Spaces & Pages

This page last changed on Jun 17, 2007 by rosie@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

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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

What would you like to do?

[Move a Page from one Space to Another](#)

[Move a Family of Pages from one Space to Another](#)

[Move an Attachment](#)

RELATED LINKS

[Working with Spaces](#)

[Browsing a space](#)

Take me back to [Confluence User Guide](#)

Moving a family of pages from one space to another

This page last changed on Mar 24, 2008 by [smaddox](#).

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

Confluence allows you to move pages around by dragging and dropping them on a tree view. When you move a parent page, all its children are automatically moved too.

To move an entire family of pages, you can:

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

RELATED TOPICS

[Moving a Page from one Space to Another](#)
[Moving an Attachment](#)

Take me back to [Confluence User Guide](#)

Moving an Attachment

This page last changed on Jun 17, 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

The screenshot shows the 'Edit Attachment' form in Confluence. At the top, there are tabs for 'View', 'Edit', 'Attachments (2)', and 'Info'. The 'Edit Attachment' title is followed by a description: 'This page allows you to move an attachment, rename an attachment, or both.' The form contains several sections: 'File Name' with a text field containing 'childrenhide.gif'; 'New Comment' with a text field containing 'Show children'; 'Page' with a dropdown menu and a magnifying glass icon; and 'Update Links?' with a question about updating links and radio buttons for 'Yes' and 'No'. At the bottom are 'OK' and 'Cancel' buttons.

View **Edit** **Attachments (2)** **Info**

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
[Dropdown menu]

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

RELATED TOPICS

[Moving a Page from one Space to Another](#)
[Moving a family of pages from one space to another](#)

Take me back to [Confluence User Guide](#)

Moving a Page from one Space to Another

This page last changed on Mar 24, 2008 by [smaddox](#).

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

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

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



Handy Hint

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

RELATED TOPICS

[Moving a Page](#)

[Moving Pages within a Space](#)

[Moving a family of pages from one space to another](#)

[Moving an Attachment](#)

Take me back to [Confluence User Guide](#)

Moving Pages within a Space

This page last changed on Apr 07, 2008 by [smaddox](#).

This page tells you how to move a page using a space's Tree view. This method allows you to move a page, or a family of pages, within a space. Alternatively, you can follow the [instructions](#) to move a page to a new position or to a new space while in edit mode.

Confluence allows you to present your pages in any order (sequence) you choose. Read more about the [sequential order of pages](#).

To move a page, you need the following permissions:

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

When you move a page, its children will move as well.

On this page:


Error formatting macro: toc: java.lang.NullPointerException

Moving a Page

To move a page within the space's Tree view,

1. Browse the space.

There are two ways to browse a space:

- Click the  icon next to the space name on the [Dashboard](#). The 'Pages' tab of the 'Browse Space' view will open
- Or go to a page in the space and select the option you want from the 'Space' menu. The corresponding tab of the 'Browse Space' view will open.

2. Go to the 'Pages' tab and open the 'Tree' view.


3. A tree view opens. Find the page you want to move.


Hint: Click the '+' sign next to each page family to open the branches of the tree.

4. Holding down your left mouse button, click and drag the page up or down the tree. See screenshot below.

5. While dragging the page, you see one of the following:

- A thin line between existing pages — This indicates the potential new position for the page. Release the mouse button when the page is where you want it.
- A wide highlight over one or more existing pages — This indicates that you can drop the page into a page family. Release the mouse button to add the page to the family. The page will appear either in alphabetical sequence or as the last page in the family, depending on the family's sequential order as described [below](#).

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

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

Screenshot: Moving a page



About the Sequential Order of Pages

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

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

Changing the Page Order

You can change the order of the pages — simply move the page to its new position while [editing the page](#) or while viewing pages in the [space's Tree view](#).

Alphabetical versus Manual Order

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

More about the alphabetical order

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

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

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

Cannot revert to alphabetical order

Once the order has been set to manual, you cannot set it back to alphabetical. There is an open request ([CONF-10499](#)) to allow reversion to alphabetical order. If you would like to see this developed, please vote for the request.

RELATED TOPICS

[Sequential Order of Pages](#)
[Moving a Page](#)
[Overview of Pages](#)

[Overview of Page Families](#)

Take me back to [Confluence User Guide](#)

Setting up a New Global Space

This page last changed on Dec 18, 2007 by [smaddox](#).

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

To create a new global space,

1. Click the link 'Create a Space'



[Create a space](#)

located below the list of

spaces on the [Dashboard](#).

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

Next, you can start [adding pages](#) to your space.

[Screenshot : Creating a space](#)

Create Space

Welcome Sarah Maddox | [Preferences](#) | [Administration](#) | [Log Out](#) 

Content in Confluence is organised into **spaces**.

A space is where your pages live, where your news is posted, and where your mail is archived. Permissions determine who can view or contribute to the content of a space.

There is no limit to how many spaces you can create.

Enter a space name

Enter a space key

A space's **key** is a short version of its name, used to link to it quickly. It must be unique globally.

Example: A Development Space might have a key of *DEV*.

Who can use this space?

You can customize these permissions once the space is created.

Choose who can **view and comment on** content:

- ☒ Me
☒ Registered users - anyone logged into Confluence

Choose who can **contribute** (create and edit) content:

- ☒ Me
☒ Registered users - anyone logged into Confluence

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.



☐ **Confluence Classic Theme**

Confluence Classic Theme (with old typography)

RELATED TOPICS

[Working with Spaces Overview](#)

[Setting up your Personal Space](#)

[Viewing Space Details](#)

[Editing Space Details](#)

[Browsing a space](#)

[Deleting a Space](#)

Take me back to [Confluence User Guide](#)

Setting up your Personal Space

This page last changed on Dec 18, 2007 by [smaddox](#).

Not applicable to Confluence Hosted

This page does not apply if you are using [Confluence Hosted](#). Read more about the [feature limitations in Confluence Hosted](#).

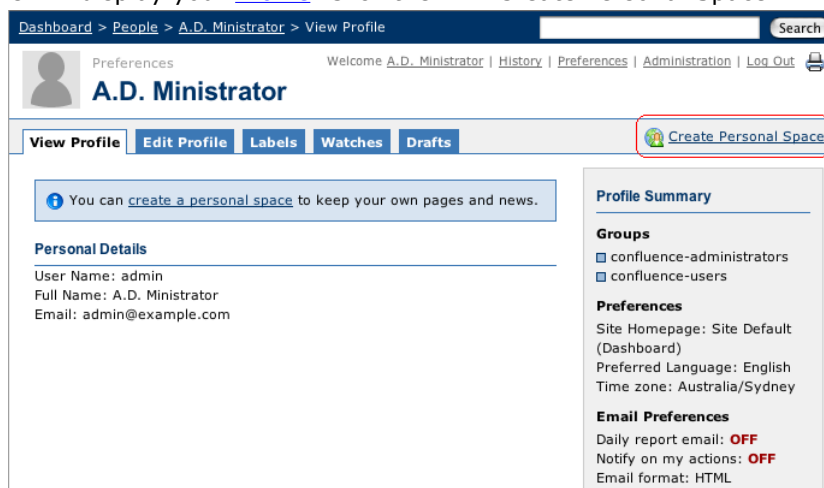
Your personal [space](#) is a place where you can publish your own pages and news items. Once you have set up your personal space, Confluence users can reach it by clicking your name in the [People Directory](#).

Creating your personal space

To set up your personal space, you require 'Personal Space' permission which is assigned by a [Confluence administrator](#) from the [Administration Console](#). See [Security](#) or contact a Confluence administrator for more information.

To create your personal space,

1. Click 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'.



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.

Choose who can **view** content:

- ☒ Me
☒ Registered users - anyone logged into Confluence
☐ Anonymous - anyone, logged in or not

Choose who can **contribute** (create and edit) content:

- ☒ Me
☐ Registered users - anyone logged into Confluence
☐ Anonymous - anyone, logged in or not

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>

Create

Cancel

- Click the 'Create' button.
- The 'Home' page for your new space is displayed.
Note: Your home page will automatically contain any [default space content](#) as defined by your Confluence administrator.



Handy Hint

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

Adding and changing content in your space

Now you can start [adding pages](#) to your personal space. You may also want to [upload your photo](#).

Granting access to your space

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

RELATED TOPICS

[Working with Spaces Overview](#)
[Converting a Global Space to a Personal Space](#)
[User Profile Overview](#)
[Linking to Personal Spaces and User Profiles](#)

Take me back to [Confluence User Guide](#)

Viewing all Spaces
















This page last changed on Jun 17, 2007 by rosie@atlassian.com.

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

Spaces:	My	Team	New (1)	All
Confluence (DOC)				
Confluence 1.4 User Guide (CONF14)				
Confluence 2.0 User Guide (CONF20)				
Documentation Staging (DOCPRIV)				
Documentation Staging 2 (DOCPRIV2)				

- 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

This page last changed on Feb 10, 2008 by [smaddox](#).

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

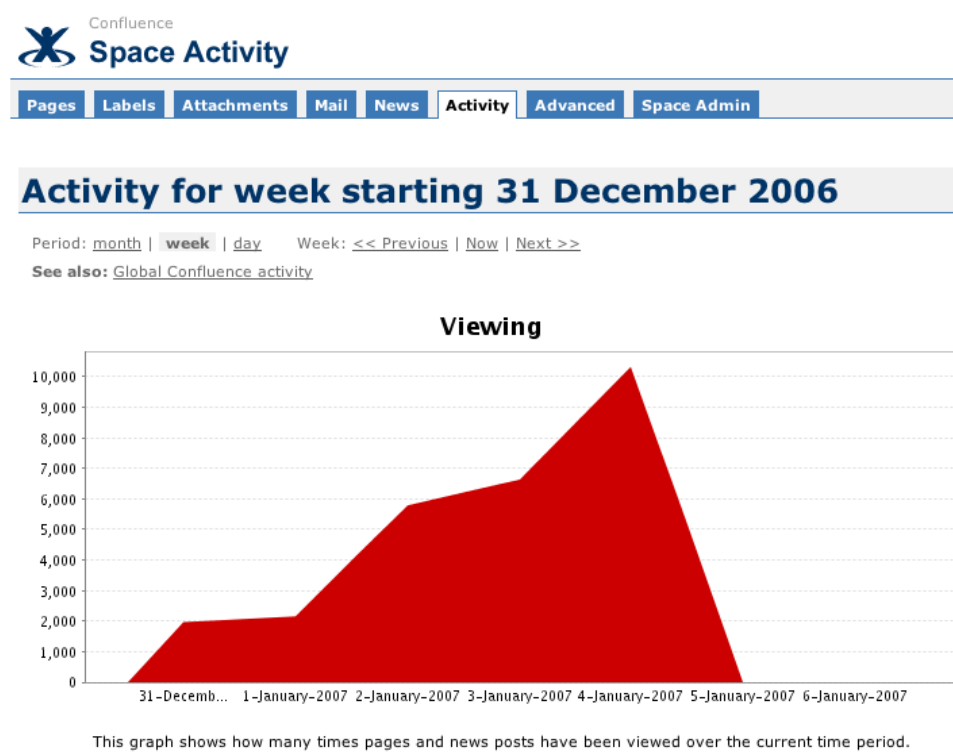
- How many pages and news posts have been
 - viewed
 - added
 - edited
- Which content is the most popular (i.e. most frequently viewed)
- Which content is the most active (i.e. most frequently edited)
- Which people are the most active contributors/editors of content

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



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](#)
[Finding Unused Spaces](#)

Take me back to [Confluence User Guide](#)

Working with Templates Overview

This page last changed on Jan 22, 2008 by [smaddox](#).


You can create a template which allows you to create an editable form. The form is displayed when a user creates a page, so that the user can enter page content.

For example:

- A software development project may have a template for use-cases.
- A systems administration space may have a template for defining what information is kept about each server.

In Confluence, there are two 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:















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 comparison:

Field	Default	Zones Plugin	Scaffolding Plugin
Description	Basic	Flexible	Powerful
Saves page version history			
Allows return to form version			
Suitable for dynamic data			
Has a library of examples			

RELATED TOPICS



[Adding a Template](#)



[Creating a Page using a Template](#)



[Editing a template](#)



[Removing a Template](#)



[User Macros](#)



[Working with Pages Overview](#)



[Working with Templates Overview](#)

Take me back to [Confluence User Guide](#)

Adding a Template

This page last changed on Sep 26, 2007 by [smaddox](#).

You need to be a [space administrator](#) to create a space template.

To add a template for a space,

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

Name	Description
Client Info	Client information template

```
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)|@ |
```

6. Click 'edit' next to 'Labels' if you want to use [labels](#) to categorise information. Add your labels. These labels will be included in all pages created using this template.
7. Preview and click 'Save'. Your template will be added to the list of space templates.
8. To view the space templates, browse the space then click the 'Templates' option in the left navigation panel of the 'Advanced' tab.

For more information, check out this [example template](#).

NEXT: [Creating a Page using a Template](#)

RELATED TOPICS

[Working with Templates Overview](#)

[Editing a template](#)

[Removing a Template](#)

[Browsing a space](#)

[Working with Pages](#)

Take me back to [Confluence User Guide](#)

Creating a Page using a Template

This page last changed on Sep 26, 2007 by [smaddox](#).

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



Labels are copied from template

If the template contains [labels](#), the template labels will automatically be included in the new page created from that template.

To create a page from an existing template

1. Click the 'Add Page' link located beside each space on the dashboard or at the top of every page in Confluence.
2. Click the link 'Select a page template' located above the text-entry box.
This is only displayed if there are any templates defined. If you do not see this link, then there are currently no templates defined and an administrator will have to create one before you can use it. Clicking this link will display a list of the templates that are available in the current space.
3. Select a template and click 'Next'. This will display one of the following:
 - A new page based on the template, if the template does not contain a form.
 - The 'Template Variables' page where you can supply values for the variables, if the template contains a form.
4. If the template uses a form, enter the appropriate values into the form fields and click the 'Insert Variables' button. This will display a new page based on the template and including the variable values you have entered.
5. Replace the words 'New Page' with the name of the page.
6. Add more content or make further changes as required.
7. Click the 'Save' button.

Screenshot : Choose a template

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

	Name	Scope	Description
<input type="radio"/>	template	Global	Test template
<input type="radio"/>	Documentation	Space	Documentation template
<input type="radio"/>	Staff Birthdays	Space	Staff Birthdays template
<input type="radio"/>	Test	Space	This is just a test

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.


Client Information Form - Spectre (CLIENT)

Type	Organisation (TYPE)
Contact Person	Ernst Blofeld (NAME)
Contact Email	s@spectre.com (EMAIL)
Contact Phone	111-222-3333 (PHONE)
Origin	America (COUNTRY)
Site	http://t (SITE)
Notes	(DESCRIPTION)

<< Back Insert Variables

Screenshot : Resulting page

Test

 **Client Information Form - Spectre**

View Edit Attachments (0) Info

Added by [admin](#), last edited by [admin](#) on Aug 14, 2006

Labels: (None) [EDIT](#)

Client Information Form - Spectre

Type	Organisation
Contact Person	Ernst Blofeld
Contact Email	sales@spectre.com
Contact Phone	1-111-222-3333
Origin	America
Site	http://tinyurl.com/p565g
Notes	

0 comments | [Add Comment](#)

RELATED TOPICS

[Adding a Template](#)
[Editing a template](#)
[Removing a Template](#)
[Form Field Markup for Templates](#)
[Browsing a space](#)

Take me back to [Confluence User Guide](#)

Editing a template

This page last changed on Jun 17, 2007 by rosie@atlassian.com.

You need to be a [space administrator](#) to modify a space template.

To edit a template,

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

RELATED TOPICS

[Adding a Template](#)

[Creating a Page using a Template](#)

[Working with Templates](#)

[Working with Pages](#)

Take me back to [Confluence User Guide](#)

Removing a Template

This page last changed on Jun 17, 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 User Guide](#)

Troubleshooting Problems & Requesting Technical Support

This page last changed on Apr 01, 2008 by [smaddox](#).

This document tells you how to troubleshoot problems and obtain technical support.

On this page:

Error formatting macro: toc: java.lang.NullPointerException

Troubleshooting a Problem

If you have a problem with Confluence, please follow these steps:

1. If you are not a Confluence administrator, report your problem to the person in charge of your Confluence site and ask them to follow up on the issue.
2. Check our [Frequently Asked Questions](#) for a solution to your problem.
3. If you are having problems configuring a feature, please take a look at the appropriate guides:
 - [Confluence Installation Guide](#)
 - [Confluence Setup Guide](#)
 - [Administrators Guide](#)
 - [Configuration Guide](#)
 - [Database Configuration](#)
4. If your issue is related to your database or application server, take a look at the [Confluence Configuration Tips](#).

If the above documentation does not solve your problem, you should create a [support request](#). If you believe you are experiencing a bug, you may wish to create a [bug report](#) instead. Instructions for both are given below.

Raising a Support Request



Please check the plugin support

If you have a plugin-related issue, please check whether the plugin is [supported by Atlassian](#). Visit the plugin's home page in the [Extension space](#), and check for the 'Atlassian Supported' logo. If the plugin is not supported by Atlassian, you will need to contact the author directly.

There are two ways to raise a support request with Atlassian:

- Complete the [support request form](#) via your Confluence Administration Console. The advantage of this method is that Confluence will create the support ticket and attach the relevant system information and logs for you.
- Raise a support ticket directly via our [support site](#) on the internet.

Both methods are described below.

Raising a Support Ticket via the Confluence Support Request Form



This method is recommended, provided that [SMTP email](#) is set up on your Confluence instance.

The advantage of this method is that Confluence will create the support ticket and attach the relevant system information and logs for you.

You can also use this method to append system information to an existing support ticket.

1. Log in as a user with System Administrator or Confluence Administrator access.
2. Go to the Administration Console and click 'Support Request' under 'Administration' in the left-hand panel. The 'Raise Support Request' form will appear. Part of the form is shown below:

Support Request

Complete as much information as you can and then click submit to send your request to Atlassian Confluence Support.
Please be patient when submitting this form. It may take a few minutes depending on how long it takes to export your data to a file.

To: mail-confluence-support-requests@atlassian.com

CC:

Enter a comma-separated list of email addresses.

*Subject:

Enter a one line summary of the problem.

*Description:

Existing Support Request:

To create a new support request, simply leave this field blank.

Or: To attach the information on this page to an existing support request, please enter the relevant issue key (eg. CSP-12345).

*Contact Name:

*Contact Email:


Contact Phone Number:

The following is the additional information about your Confluence installation that will be sent along with the support request


Environment Information

System Information	
System Date	Sunday, 25 Nov 2007
System Time	23:06:26
System Favourite Colour	Myrtle
Java Version	1.5.0_11

- Please provide as much information as possible, following these guidelines:
 - 'To' — This is an email address, named the [Site Support Address](#) and configured on the 'General Configuration' screen of your Confluence instance. It points to a [JIRA](#) instance (usually the [Atlassian Support System](#)) which is configured to receive and handle support requests by email.
 - 'CC' — Any email address(es) entered here will receive a copy of the support request, including all system information. You can enter more than one email address, separated by commas (e.g. joe@mycompany.com, sally@mycompany.com, jane@myothercompany.com).
 - 'Subject' — Enter a short and meaningful description of the problem.
 - 'Description' — Please enter as much information as possible, including any error messages that are appearing and any steps the support team can take to reproduce the problem.
 - 'Existing Support Request' — If you have previously raised a support request for the problem, please type the issue key here (e.g. CSP-12345). The information on this form will be appended to the existing support ticket.
 - 'Contact Name' — This will default to the name of the logged-in user.
 - 'Contact Email' — This will default to the email address of the logged-in user.
Note: This email address will be used to find your support account on the [Atlassian Support System](#). If no matching account is found, a new account will be created. Confluence will also send all further notifications and updates to this address.
 - 'Contact Phone Number' — Please enter a telephone number where our support staff can reach you. Include international and city codes.
- Click the 'Send' button.
- Confluence will submit your request via email to the JIRA instance referenced by the 'To' email address on the form. If you do not already have a support account, Confluence will automatically request one for you. The submitted request will include all the system and environment information which you see on the support request form. It will also include a zipped copy of your Confluence log file. Refer to [Working with Confluence Logs](#) for information about the log files. JIRA will create a support ticket including the submitted information.

 Log files can be very big — it is possible that your email server may bounce the message if too large. With the default log4j configuration, the log file could be up to 20Mb in size. If you have customised the log settings, the maximum size could be much larger still. Please check whether the email message has been successfully sent, and consult your email administrator if you need special provisions for this email message.

6. Once you have submitted your support request, you will receive email updates about its progress. These emails will give you the support ticket number.

 You can view the status of your support request and add any additional information required by visiting the [Atlassian Support System](#) at any time.

Raising a Support Ticket via the Internet

If your Confluence instance is not configured with SMTP mail or your Confluence instance is not running, you can raise a support ticket via the [Atlassian Support System](#):

1. Create a zip of your Confluence logs to attach to the ticket. Refer to [Working with Confluence Logs](#) for information about the log files.
2. If your problem concerns user management or performance, please take a look at the additional requirements in [Requesting External User Management Support](#) or [Requesting Performance Support](#).
3. If you do not already have a free Atlassian support account, [create one here](#).
4. Log in to <https://support.atlassian.com> and select 'Create New Issue'.
5. Lodge a detailed description of your problem in the new support ticket.
6. Fill in all applicable information about your system, such as application server, database, etc.
7. If Confluence is running, go to the 'System Information' screen in your Administration Console and copy the text of your system information into the ticket.
8. Once your ticket is lodged, wait to be notified by email of updates. If your production instance of Confluence is experiencing a critical problem, jump on [Live Support](#) and ask to have your issue reviewed immediately.

Logging a Bug Report

If you have found a bug, the easiest way to report it is to:

- Create numbered instructions on how to reproduce the bug.
- Log them as a [support request](#).

The Atlassian support team will confirm your bug and lodge a bug report. Alternatively, you can log a bug report directly by confirming it according to these instructions:

STEP 1. Check your Bug is Undiscovered

1. Visit the [Confluence bug tracker](#).
2. On the left under 'Text Search', type keywords for your problem into the Query field.
3. Click View and browse the summaries of the unresolved bugs. If any summary appears to describe your problem, check that the bug is not a match. If it is the same, you may wish to set a watch to be notified of updates or apply your vote towards having it resolved. If the problem does not already appear to have been logged, the next step is to confirm that the problem is a bug.

STEP 2. Confirm the Bug

Check the headings below. If one of the headings matches your problem, follow the instructions. If the problem does not fall under any category, follow the general instructions instead.

Bug Affects Page Rendering or Content

If you are having issues with Wiki Markup or page content not being shown as expected:

1. Create a [new page](#) on our Test Space and try to duplicate the issue there.
2. If the problem recurs, log the new bug [here](#).
3. Paste the web address (URL) of the Test Space page along with the process you used to duplicate the problem.

4. If the issue does not occur, this may not be a bug and you should log the problem as a [support request](#) instead.

Bug Prevents Confluence from Starting

Please lodge a [support request](#) with your configuration information and numbered instructions on how to reproduce the issue.

Bug in External User Management

Please lodge a [support request](#) with your user management configuration and numbered instructions on how to reproduce the bug.

General Bug Confirmation

1. If Confluence will not run, please log the problem as a [support request](#) instead.
2. Attempt to replicate the bug:
 - Download the [latest version](#) of Confluence Standalone.
 - Install the Standalone with the appropriate database and the demonstration site.
 - Try to duplicate your problem on the default setup with the demonstration data.
3. If the issue does not occur, you should open a support ticket.
4. If the issue does occur, log the new bug [here](#) along with the information you used to duplicate it.
5. Once your issue is lodged, wait to be notified by email of updates. If your production instance of Confluence is experiencing a critical problem, jump on [Live Support](#) and ask to have your issue reviewed immediately.

RELATED TOPICS

[General Support Enquiries](#)
[Requesting External User Management Support](#)
[Requesting Performance Support](#)
[Feature Requests](#)
[Configuring the Site Support Address](#)
[Site Configuration](#)



Administrators Guide Home



Confluence Documentation Home

Content Anonymiser for Data Backups

This page last changed on Nov 13, 2007 by [smaddox](#).

Introduction

 A [Jira data anonymiser](#) is also available.

Atlassian may request a copy of the `entities.xml` file from a customer's exported zip file, in order to diagnose database corruption, or to find a bug in Confluence.

If your data is confidential, you can run this program over your `entities.xml` file, removing all your data and leaving only the structure of the export.

Usage

To run the anonymiser on your backup:

1. Download the [anonymiser JAR](#).
2. Extract the `entities.xml` file from your zipped backup file to the same directory as the JAR.
3. Use the command prompt to go to the directory where all three files are located.
4. To create `cleaned.xml`, run the command:

```
java -jar confluence-export-cleaner-1.1-jar-with-dependencies.jar entities.xml cleaned.xml
```

This release of the export cleaner uses [STX](#), a fast and efficient XML transformation technology. It should not require a lot of memory to run, even for a large backup.

Development

For Atlassian developers:

- [Source code](#)
- [Maven repository](#).

Enabling detailed SQL logging

This page last changed on Feb 07, 2008 by [smaddox](#).

Confluence uses the open source persistence framework [Hibernate](#). This page tells you how to configure Confluence's logging to report individual SQL requests being sent to the database by Hibernate. It is useful for troubleshooting:

- [XML site backups](#) that fail to import
- Exceptions caused by an illegal database operation



Enable SQL logging via the Administration Console

Since the 2.7 release, you can also enable SQL logging at runtime via the Administration Console — read the [instructions](#). This runtime option does not allow you to enable logging of SQL parameter values.

To enable detailed SQL logging in Confluence, you need to modify `log4j.properties`, located in `confluence/WEB-INF/classes`.



If you require support assistance with a database related problem, it is advisable to enable detailed SQL logging prior sending us the log files. It will assist us determining what SQL queries were running during the reported problem.



If the entries mentioned below are not defined in the `log4j.properties` file, you can manually add the entries to the file in the 'Hibernate Logging' section.

To log SQL queries

Stop Confluence, then uncomment the following lines in `log4j.properties`:

```
## log hibernate prepared statements/SQL queries (equivalent to setting 'hibernate.show_sql' to 'true')
log4j.logger.net.sf.hibernate.SQL=DEBUG, confluencelog
log4j.additivity.net.sf.hibernate.SQL=false
```

To log SQL queries with parameters

Stop Confluence, then uncomment the following lines in `log4j.properties`:

```
## log hibernate prepared statement parameter values
log4j.logger.net.sf.hibernate.type=DEBUG, confluencelog
log4j.additivity.net.sf.hibernate.type=false
```

To disable batched updates (for simpler debugging)

Stop Confluence, then edit `databaseSubsystemContext.xml`:

- In Confluence 2.5.x and earlier, the `databaseSubsystemContext.xml` file is at `confluence/WEB-INF/classes/databaseSubsystemContext.xml`
- From Confluence 2.6.x, the `databaseSubsystemContext.xml` file is available in the `confluence-2.6.0.jar` file located in the `<confluence-install>/WEB-INF/lib` directory.

Uncomment the `<prop>` line in the following location:

```
<!-- it can be useful to disable batching during debugging, as HSQLDB doesn't report the exact statement which fails in batch mode -->
<prop key="hibernate.jdbc.batch_size">0</prop>
```

Related Topic

[Troubleshooting SQL exceptions](#)
[Working with Confluence Logs](#)

General Support Enquiries

This page last changed on Nov 13, 2007 by david.soul@atlassian.com.

For information on Confluence features and configuration.

Online Documentation

- [Confluence Setup Guide](#)
- [Administrators Guide](#)
- [Configuration Guide](#)
- [Online Forum](#). For general discussion, plugin development, customisation, new features and issues.
- Subscribe to the [Mailing List](#). Mailing list posts are archived on the Online Forum and posts to the forum online are sent to the Mailing List, so you can use either method.

Support Requests

Check out [Troubleshooting Problems & Requesting Technical Support](#)

Feature Requests

View [Creating a Feature Request](#)

Live Support

[Live Support](#) is available during US, Malaysian and Australian business hours, 19 hours a day, Monday to Friday. Downtime is 9am to 2pm GMT. Click to see [9am](#) and [2pm](#) GMT in your local time. Live Support is unavailable on weekends.

If you are experiencing a problem, you should always [create a support request](#) before using Live Support.

Phone Support

To speak to a support member about critical support issues, [contact us](#) during Sydney or San Francisco business hours.

Logging A Thread Dump

This page last changed on Feb 24, 2008 by ivan@atlassian.com.

If Confluence stops responding, or is performing poorly, you should create a thread dump to help Atlassian determine the cause of the problem.

This will show the state of each thread in the JVM, including a stack trace and information about what locks that thread is holding and waiting for.

Windows Users

To take a thread dump from Windows:

1. Visit <http://www.adaptj.com/root/main/download> and click Launch
2. Click Run for any security warnings
3. Select Process -> Thread Dump
4. Under Process Id, select the '...' button.
5. From the drop-down list, select the Confluence process. Users running Confluence Standalone, select the 'Java (Tomcat) ...' option. Users running Confluence WAR should select their application server process.
6. Ensure that the "Thread dump" and "Keep Remote Thread Running" is selected.
7. Click OK to capture the thread dump.
8. Save the output to a file, eg 'threaddump.log'
9. If you were asked by Atlassian technical support to create the thread dump, attach the logfile to the support ticket.



Alternatively, if you are not running Confluence as a service, click on the console and press <CTRL>+BREAK

Linux (and Solaris and other Unixes) Users

Find the process id of the JVM and issue the command:

Use the ps command to get list of all processes.

```
kill -3 <pid>
```

Note: This will not kill your server (so long as you included the "-3" option, no space in between). The thread dump will be printed to Confluence's standard output (catalina.out).

Thread Dump Tools

- [Samurai](#)
- [Thread Dump Analyzer TDA](#) TDA 1.0 Final can be obtained from the java.net