Space Details

Key: DOC
Name: Confluence 2.8
Creator (Creation Date): mike@atlassian.com (Dec 17, 2003)
Last Modifier (Mod. Date): smaddox (Apr 10, 2008)

Available Pages

- Confluence User Guide
  - Archiving Mail Overview
    - Adding a Mail Account
    - Deleting Mail
    - Fetching Mail
    - Importing Mail
    - Linking to Mail
    - Managing Mail Accounts
    - Restoring Mail
    - Viewing Mail
- Confluence Glossary
- Confluence Icons
- Confluence Notation Guide Overview
  - Confluence Emoticons
  - Form Field Markup for Templates
  - Working with Headings
  - Working with Lists
  - Working with Tables
  - Working with Text Breaks
  - Working with Text Effects
- Customising Look and Feel
  - Applying A Theme To A Space
  - Change Confluence Browser Icon
  - Changing a Space's Logo
  - Customising Homepage
  - Editing a Space's Colour Scheme
  - Modifying Confluence Layouts Using Custom Decorators
- Dashboard
  - Customising the Dashboard
- Displaying an Image
  - Image File Formats
- Exporting a Space
  - Confluence to HTML
  - Confluence to PDF
    - Create PDF in another language
• Confluence to XML
• Exporting to a Word document
• Importing Content Into Confluence
  • Importing Pages from Disk
• Keyboard Shortcuts
• Rich Text Editor Overview
  • Enabling Rich Text Editing
  • Rich Text-Creating a new link
  • Rich Text-Inserting an image
  • Rich Text-Inserting emoticons
  • Rich Text-Inserting Symbols
  • Rich Text-Linking to an Attachment
  • Rich Text-Linking to an Image
  • Rich Text-Linking to a Page
  • Rich Text-Working with Tables
  • Rich Text-Working with Text Effects
• Searching Confluence
  • Confluence Search Fields
  • Confluence Search Syntax
  • Searching the People Directory
  • Text Tokenization and Filtering
• Security Overview
  • Page Restrictions
    • Setting a Page's Restrictions
      • The User Search Window
    • Viewing a Page's Restrictions
  • Site Administrators and their permissions
  • Space Administrators and their permissions
• Space Permissions Overview
  • Assigning Space Permissions
  • Revoking Space Permissions
  • Viewing Space Permissions
• Users and Groups
• Viewing Restricted Pages
• Site Backup and Restore
• Space Backup and Restore
• Tracking Updates Overview
  • Managing Watches
  • Subscribing to Daily Email Reports
  • Subscribing to RSS Feeds within Confluence
    • Using pre-specified RSS feeds
    • Using the RSS Feed Builder
  • Watching a Page
• Watching a Space
• Working with RSS Feeds
  • Adding a username and password to Confluence RSS feeds
• User Profile Overview
  • Changing Password
  • Editing User Preferences
  • Editing User Profile
  • Email Address Privacy
  • Linking to Personal Spaces and User Profiles
  • Updating Email Address
  • Uploading a Profile Picture
  • Viewing User Profile
• Using the Confluence Screens
• Working with Attachments Overview
  • Attaching Files to a Page
  • Attachment Versions
  • Deleting an Attachment
  • 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
• Working with Bookmarks
  • 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
• Working with Favourites Overview
  • Adding Favourites
  • Removing Favourites
  • Viewing Favourites
• Working with Labels Overview
  • Adding a Global Label
  • Adding a Personal Label
  • Adding a Space Label
  • Adding a Team Label
• Categorising Wiki Content Using Labels
  • Label Macros
    • Content by Label Macro
    • Navmap Macro
    • Recently Used Labels Macro
    • Related Labels Macro
  • 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
• Working with Links Overview
  • CamelCase linking
    • CamelCasePage
  • Changing the Title of a Link
    • Sample Release Notes
  • Linking an Image
  • Linking to Confluence Pages from Outside Confluence
  • Linking to Pages in Another Space
  • Linking to Pages Within the Same Space
  • Linking to Web Pages
  • Trackback
  • Using a link to create a new mail message
• Working with Anchors
• Working with Macros
  • Attachments Macro
  • Blog Posts Macro
  • Bookmarks Macro
  • Change-History Macro
  • Cheese Macro
  • Children Display Macro
    • Child Page 1
      • Grandchild
    • Child Page 2
  • Code Block Macro
  • Color Text Macro
  • Column Macro
  • Create Space Button Macro
  • Excerpt Include Macro
  • Excerpt Macro
• Favourite Pages Macro
• Flowchart Macro
• Gallery Macro
• Global Reports Macro
• HTML Macro
• IM Presence Macro
• Include Page Macro
  • Sample Include Page
• Info Macro
• JIRA Issues Macro
• JIRA Portlet Macro
• JUnit Report Macro
• Loremipsum macro
• Noformat Macro
• Nolink and nl Macros
• Note Macro
• Panel Macro
• Recently Updated Content Macro
• RSS Feed Macro
• Search Macro
• Section Macro
• Space Details Macro
• Spacegraph Macro
• Spaces List Macro
• Tasklist Macro
• Thumbnail Macro
  • Thumbnail and Gallery Example
• Tip Macro
• Userlister Macro
• Warning Macro
• Welcome Message macro
• Working with News Overview
  • Adding News
  • Deleting News
  • Editing News
  • Linking to News
  • Viewing News
• Working with Page Families
  • What is a Page Family?
  • Breadcrumbs
  • Viewing a Page's Family
  • Viewing Children of a Page
• Viewing Hierarchy of Pages within a Space
• Viewing a Page's Location within a Space
• Changing Parent of a Page
• Creating a Child Page
• Working with Pages Overview
  • Commenting on a Page
    • Adding a Comment
    • Deleting Comments
    • Linking to Comments
      • Sample Page
        • child page
    • Viewing Comments
  • Copying a Page
  • Creating a New Page
    • Choose a Page
  • Deleting a page
    • Purging Deleted Pages
    • Restoring a Deleted Page
  • Display an older version of a page
  • Editing an Existing Page
    • Concurrent Editing and Merging Changes
    • Making Rich Text or Wiki Markup Editing Default
    • Recording Change Comments
  • E-mailing a Page
  • Linking pages
  • Moving a Page
  • Sequential Order of Pages
  • Page Layout in Edit Mode (Rich Text)
  • Page Layout in Edit Mode (Wiki Markup)
  • Page Layout in View Mode
  • Renaming a Page
  • Viewing Page Information
    • Viewing History of a Page
      • Comparing Two Different Versions of a Page
      • Restoring an Older Version of a Page
      • Viewing Recent changes
  • Working with Drafts Overview
    • Working with Drafts Faq
  • Writing Confluence pages
• Working with Spaces Overview
  • Administering Spaces
  • Browsing a space
    • Editing Space Details
    • Managing Orphaned Pages
• Managing Undefined Pages
• Tree View of Pages
• Viewing Pages Alphabetically
• Viewing Recently Updated Content
• Viewing Space Details
• Converting a Global Space to a Personal Space
• Deleting a Space
• Guidelines For Partitioning Content Into Spaces & Pages
• Moving Content from one Space to Another
  • Moving a family of pages from one space to another
  • Moving an Attachment
  • Moving a Page from one Space to Another
• Moving Pages within a Space
• Setting up a New Global Space
• Setting up your Personal Space
• Viewing all Spaces
• Viewing Space Activity
• Working with Templates Overview
  • Adding a Template
  • Creating a Page using a Template
  • Editing a template
  • Removing a Template
• Troubleshooting Problems & Requesting Technical Support
  • Content Anonymiser for Data Backups
  • Enabling detailed SQL logging
  • General Support Enquiries
  • Generating a Thread Dump
Get Familiar with the Confluence Workspace

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

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

Working with Pages

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

Working with Attachments

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

Working with Images

Displaying an Image
Rich Text-Inserting an image
Image File Formats
Thumbnail Macro
Gallery Macro
Working with Links

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

**Working with Labels**

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

**Working with News**

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

**Working with Bookmarks**

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

**Tracking Updates**

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

Searching

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

Working with Favourites

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

Working with User Profiles

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

Customising Confluence

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

Working with Page Templates

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

Archiving Mail

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

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

Security

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

Appendix A - Confluence Notation Guide (Wiki Markup)

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

Appendix B - Rich Text Editor

Rich Text Editor Overview
Enabling Rich Text Editing
Making Rich Text or Wiki Markup Editing Default
Rich Text-Working with Text Effects
Rich Text-Working with Tables
Rich Text-Working with 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

Appendix C - Keyboard Shortcuts

Keyboard Shortcuts

Appendix D - Macros

Macros

Appendix E - Glossary

Confluence Glossary
Confluence allows you to collect and archive mail within each space individually. This is a useful facility that allows you to archive all emails pertaining to a particular project on Confluence alongside it in the same space.

You can download mail from one or more pop-accounts. You can also import mail from mbox files either on your local system or on the Confluence server.

Mail is contained in the 'Mail' tab under the 'Browse Space' view of a space. You may need Space Administrator rights to access this view.

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

- 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.

(If you are not a space administrator for the target space, contact your Confluence administrator to request Space Admin permission.)

From here, you can navigate mail easily and also use the 'Quick Search' to search mail and the attachments it contains.

What would you like to do?

Add a Mail Account
Manage Mail accounts
Import Mail
View Mail
Fetch Mail
Delete Mail
Restore Mail
Link to Mail

The ability to archive mail applies only to global spaces, not personal spaces. Please see Working with Spaces Overview for information about the differences between global spaces and personal spaces.

RELATED TOPICS

Take me back to Confluence User Guide
Adding a Mail Account

This page last changed on Apr 17, 2008 by edawson.

Not applicable to Confluence Team Hosted

This page does not apply if you are using Confluence Team Hosted. Read more about the feature limitations in Confluence Team 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. Set up the actual account to bcc sent emails to the clone account.
4. Set up the actual account to forward received emails to the clone account.

Stage 2 - Archive Clone Account To Mail Archive

1. If you are not a space administrator for the target space, contact your Confluence administrator to request Space Admin permission. You need to be a space administrator before you can add a mail account to the space.
2. Go to the 'Browse Space' view.
   - 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.
   Now click on 'Mail Accounts' under the heading 'Mail' in the left panel. This will bring up a new screen listing the existing mail accounts and displaying a link to add a new pop-account.
3. Click 'Add mail account' located at the top of the page. This will bring up a form into which you need to enter your account configuration details.
4. Enter the details, (Protocol may be POP/S or IMAP/S) (See below) and click 'Create'. Configured accounts will have their mail downloaded and removed from the server, so make sure you are downloading from a clone account.

Screenshot Of Adding A POP Account

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

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

RELATED TOPICS

Archiving Mail Overview
Managing Mail Accounts
Importing Mail
Viewing Mail
Fetching Mail
Deleting Mail
Linking to Mail

Take me back to Confluence User Guide
Deleting Mail

This page last changed on Apr 17, 2008 by edawson.

Not applicable to Confluence Team Hosted

This page does not apply if you are using Confluence Team Hosted. Read more about the feature limitations in Confluence Team Hosted.

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

Only a space administrator can delete all email messages for the space simultaneously.

To delete mail for a space,

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

   • 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 '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 email messages within a space simultaneously by clicking on the 'Delete All' link at the top of the mail view. Deleted mail is stored under 'Trash' and can be restored by a space administrator from the 'Space Admin' tab.

Warning

Email messages deleted using the 'Delete All' option cannot be restored.

RELATED TOPICS

- Restoring Mail
- Archiving Mail Overview
- Browsing a space

Take me back to Confluence User Guide
Fetching Mail

This page last changed on Apr 17, 2008 by edawson.

Not applicable to Confluence Team Hosted

This page does not apply if you are using Confluence Team Hosted. Read more about the feature limitations in Confluence Team Hosted.

Confluence fetches mail from the server once every 30 minutes.
You need to be a space administrator to manually retrieve new mail from mail accounts.

To manually retrieve mail,

1. Go to the 'Space Administration' view.

   Go to the 'Space Admin' tab of the Browse Space view. To do this:
   • Go to a page in the space, open the 'Space' menu and select 'Space Admin'. The 'Space Administration' view will open.

   'Space Admin' is only displayed if you are a space administrator.

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

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

RELATED TOPICS

Viewing Mail
Archiving Mail Overview
Deleting Mail

Take me back to Confluence User Guide
Importing Mail

This page last changed on Apr 17, 2008 by edawson.

Not applicable to Confluence Team Hosted

This page does not apply if you are using Confluence Team Hosted. Read more about the feature limitations in Confluence Team Hosted.

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

You need to be a space administrator to import mail for a space.

To import mail from an mbox file,

1. Go to the 'Space Admin' in the 'Browse Space' view.

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

   * 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 on 'Mail Import' under the heading 'Mail' in the left panel. This will bring up a new screen.

   * To import from a Local system, click 'Browse' to select the mbox file. Then click 'Import'.
   * To import from the Server, enter the location of the mbox file on the server in the 'Server' text field and click 'Import'.

Screenshot : Importing mail

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

RELATED TOPICS

Archiving Mail Overview
Adding a Mail Account
Importing Mail

Take me back to Confluence User Guide
Linking to Mail

This page last changed on Apr 17, 2008 by edawson.

Not applicable to Confluence Team Hosted

This page does not apply if you are using Confluence Team Hosted. Read more about the feature limitations in Confluence Team Hosted.

Currently in Confluence, while it is possible to link to a mail message, the method is a little cumbersome.

⚠️ You need to edit in 'Wiki Markup' mode to create a link to an email.

To link to an email,

1. Go to the 'Browse Space' view.
   
   Go to the 'Browse Space' view. There are two ways to browse a space:
   
   • 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 'Mail' tab. The mail is displayed in reverse chronological order with a default of 30 email messages per page. Move between pages to locate the message you want to link to.

3. Click on the mail message. You will notice in the address bar of your browser that the URL displayed ends in a series of numerals.

4. Copy only the numerals.

5. Click on the 'edit' tab of the page from which you want to link to the message.

6. Paste the numerals between square brackets (as you would when you create any link in Confluence), and then include the dollar sign '$' in front of the numerals.

Here's an example:

[1234567890]

Clicking on the link will open up the mail message.

RELATED TOPICS

Working with Links Overview
Archiving Mail Overview

Take me back to Confluence User Guide
Managing Mail Accounts

This page does not apply if you are using Confluence Team Hosted. Read more about the feature limitations in Confluence Team Hosted.

You need to be a space administrator to manage mail accounts for a space.

To manage mail accounts,

1. Go to the 'Space Admin' tab in the 'Browse Space' view.

   Go to the 'Browse Space' view. There are two ways to browse a space:
   
   • 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 on 'Mail Accounts' under the heading 'Mail' in the left panel. This will bring up a new screen listing the existing mail accounts each with a link to 'Edit', 'Remove' or 'Disable' the account.
   • Edit: This link allows you to change the configuration settings for the mail account.
   • Remove: This link lets you remove the account permanently.
   • Disable: This link allows you to temporarily disable the account.

Screenshot: Managing mail accounts

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Host</th>
<th>Status</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>conf-user</td>
<td>Archive of conf-user</td>
<td>mail.lesison.com</td>
<td>OK</td>
<td>Edit</td>
</tr>
<tr>
<td>ou</td>
<td>ui</td>
<td>i</td>
<td>DISABLED</td>
<td>Edit</td>
</tr>
</tbody>
</table>

RELATED TOPICS

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

Take me back to Confluence User Guide
Restoring Mail

This page last changed on Apr 17, 2008 by edawson.

Not applicable to Confluence Team Hosted

This page does not apply if you are using Confluence Team Hosted. Read more about the feature limitations in Confluence Team 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. Go to the 'Space Admin' tab in the 'Browse Space' view.

   Go to the 'Browse Space' view. There are two ways to browse a space:
   
   • 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 on 'Trash' in the left panel. A list of pages and emails deleted from the space is displayed.

3. Click on 'Restore' beside the email you want to restore.

To view this email, you will have to go to the 'Mail' tab in the 'Browse Space' view.

RELATED TOPICS

Viewing Mail
Fetching Mail
Deleting Mail
Browsing a space

Take me back to Confluence User Guide
Viewing Mail

This page last changed on Apr 17, 2008 by edawson.

| Not applicable to Confluence Team Hosted |

This page does not apply if you are using Confluence Team Hosted. Read more about the feature limitations in Confluence Team Hosted.

In Confluence, each global space can be set up to archive mail.

To view mail messages archived within a particular space,

1. Go to the 'Mail' tab in the 'Browse Space' view.
   
   Go to the 'Browse Space' view. There are two ways to browse a space:
   
   • 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. 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 >> particular page number.

3. Click on a mail message to view its contents.

Screenshot: Mail Archive

If you are a space administrator, or have been given permission to delete mail messages, you can also delete emails from here.

Navigating Mail

'Find More': These links links at the top of an email message let you search for other emails from the same author or on the same subject.

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

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

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

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

Screenshot: Navigating mail

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


Use the Quick Search facility to quickly locate a mail

Handy Hint

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 16, 2008 by smaddox.

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Icon" /></td>
<td>Go to the <a href="#">people directory</a>.</td>
</tr>
<tr>
<td><img src="image2" alt="Icon" /></td>
<td>View a <a href="#">user profile</a>.</td>
</tr>
<tr>
<td><img src="image3" alt="Icon" /></td>
<td>Go to a <a href="#">personal space</a>.</td>
</tr>
<tr>
<td><img src="image4" alt="Icon" /></td>
<td>Go to a <a href="#">global space</a>.</td>
</tr>
<tr>
<td><img src="image5" alt="Icon" /></td>
<td>View a space's homepage.</td>
</tr>
<tr>
<td><img src="image6" alt="Icon" /></td>
<td>View a <a href="#">page</a>.</td>
</tr>
<tr>
<td><img src="image7" alt="Icon" /></td>
<td>Add a page.</td>
</tr>
<tr>
<td><img src="image8" alt="Icon" /></td>
<td>Add a <a href="#">child page</a> to the current page.</td>
</tr>
<tr>
<td><img src="image9" alt="Icon" /></td>
<td>View a piece of <a href="#">news</a>.</td>
</tr>
<tr>
<td><img src="image10" alt="Icon" /></td>
<td>Add a piece of news.</td>
</tr>
<tr>
<td><img src="image11" alt="Icon" /></td>
<td>This page has been edited since you last viewed it.</td>
</tr>
<tr>
<td><img src="image12" alt="Icon" /></td>
<td>Click to view the page.</td>
</tr>
<tr>
<td><img src="image13" alt="Icon" /></td>
<td>View a <a href="#">comment</a>.</td>
</tr>
<tr>
<td><img src="image14" alt="Icon" /></td>
<td>Add a comment.</td>
</tr>
<tr>
<td><img src="image15" alt="Icon" /></td>
<td>View a piece of <a href="#">archived mail</a> that has been imported into Confluence.</td>
</tr>
<tr>
<td><img src="image16" alt="Icon" /></td>
<td>View a page that has been imported into Confluence.</td>
</tr>
<tr>
<td><img src="image17" alt="Icon" /></td>
<td>View an <a href="#">attachment</a>.</td>
</tr>
<tr>
<td><img src="image18" alt="Icon" /></td>
<td>This <a href="#">link</a> goes to an attachment.</td>
</tr>
<tr>
<td><img src="image19" alt="Icon" /></td>
<td>This <a href="#">link</a> goes to a destination outside Confluence.</td>
</tr>
<tr>
<td><img src="image20" alt="Icon" /></td>
<td>This page/space/person is currently a <a href="#">favourite</a>.</td>
</tr>
<tr>
<td><img src="image21" alt="Icon" /></td>
<td>Click to remove from your favourites.</td>
</tr>
<tr>
<td><img src="image22" alt="Icon" /></td>
<td>You are currently <a href="#">watching</a> this page or space. Click to stop watching.</td>
</tr>
<tr>
<td><img src="image23" alt="Icon" /></td>
<td>Start watching this page or space.</td>
</tr>
<tr>
<td><img src="image24" alt="Icon" /></td>
<td>Go to the <a href="#">RSS</a> feed builder.</td>
</tr>
<tr>
<td><img src="image25" alt="Icon" /></td>
<td>Subscribe to a pre-defined RSS feed.</td>
</tr>
<tr>
<td><img src="image26" alt="Icon" /></td>
<td>View a printable version of this page.</td>
</tr>
<tr>
<td><img src="image27" alt="Icon" /></td>
<td>Note: From Confluence 2.8, most pages do not show this icon. You can print a Confluence page via your browser's print option.</td>
</tr>
<tr>
<td><img src="image28" alt="Icon" /></td>
<td><a href="#">Export</a> the contents of this space.</td>
</tr>
<tr>
<td><img src="image29" alt="Icon" /></td>
<td>Define <a href="#">labels</a>.</td>
</tr>
<tr>
<td><img src="image30" alt="Icon" /></td>
<td>Choose a space's <a href="#">theme</a>.</td>
</tr>
<tr>
<td><img src="image31" alt="Icon" /></td>
<td>Choose a space's <a href="#">colour scheme</a>.</td>
</tr>
<tr>
<td><img src="image32" alt="Icon" /></td>
<td>Define a <a href="#">layout</a> for a space, its pages and/or news items.</td>
</tr>
<tr>
<td><img src="image33" alt="Icon" /></td>
<td>View <a href="#">space permissions</a>.</td>
</tr>
<tr>
<td><img src="image34" alt="Icon" /></td>
<td>View <a href="#">page permissions</a>.</td>
</tr>
</tbody>
</table>

- **Icons next to links**

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

Showing Link Icons
Dashboard
Confluence Glossary

Take me back to Confluence User Guide
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:

<table>
<thead>
<tr>
<th>What you type</th>
<th>What you get</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>h4. Confluence Markup</strong></td>
<td><strong>Confluence Markup</strong></td>
</tr>
<tr>
<td>Ideally, the markup should be <em>readable</em> and even <em>clearly understandable</em> when you are editing it. Inserting formatting should require few keystrokes, and little thought.</td>
<td>Ideally, the markup should be readable and even clearly understandable when you are editing it. Inserting formatting should require few keystrokes, and little thought.</td>
</tr>
<tr>
<td>After all, we want people to be concentrating on the words, not on where the angle-brackets should go.</td>
<td>After all, we want people to be concentrating on the words, not on where the angle-brackets should go.</td>
</tr>
</tbody>
</table>
### 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:

```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</li>
  <ul>
    <li>Text Effects</li>
    <li>Headings</li>
    <li>Text Breaks</li>
    <li>Links</li>
    <li>Other</li>
  </ul>
</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).

<table>
<thead>
<tr>
<th>Notation</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>:)</td>
<td>😊</td>
</tr>
<tr>
<td>:(</td>
<td>😞</td>
</tr>
<tr>
<td>:P</td>
<td>😘</td>
</tr>
<tr>
<td>:D</td>
<td>😎</td>
</tr>
<tr>
<td>;)</td>
<td>😊</td>
</tr>
<tr>
<td>(y)</td>
<td>👍</td>
</tr>
<tr>
<td>(n)</td>
<td>👎</td>
</tr>
<tr>
<td>(i)</td>
<td>🌟</td>
</tr>
<tr>
<td>(/)</td>
<td>✅</td>
</tr>
<tr>
<td>(x)</td>
<td>❌</td>
</tr>
<tr>
<td>(!)</td>
<td>🔴</td>
</tr>
<tr>
<td>(+)</td>
<td>🟢</td>
</tr>
<tr>
<td>(-)</td>
<td>🔵</td>
</tr>
<tr>
<td>(?)</td>
<td>🔴</td>
</tr>
<tr>
<td>(on)</td>
<td>🌟</td>
</tr>
<tr>
<td>(off)</td>
<td>🌟</td>
</tr>
<tr>
<td>(*)</td>
<td>🌟</td>
</tr>
<tr>
<td>(*r)</td>
<td>🌟</td>
</tr>
<tr>
<td>(*g)</td>
<td>🌟</td>
</tr>
<tr>
<td>(*b)</td>
<td>🌟</td>
</tr>
<tr>
<td>(*y)</td>
<td>🌟</td>
</tr>
</tbody>
</table>
Form Field Markup for Templates

This page last changed on Jun 09, 2008 by don.willis@atlassian.com.

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

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

- **Text field**
  
  @VAR@

  Creates a text input field for a variable called VAR.

- **Text area**

  @VAR|textarea(5,10)@

  Creates a 5 x 10 text-area for a variable called VAR.

- **Drop down menu**

  @VAR|list(one,two,three,four)@

  Creates a drop-down box containing the values "one", "two", "three" and "four". The values can only contain letters, numbers and underscores.

Every input field must have a unique name. If you have more than one text input field in the same template with the same name, Confluence will make sure that they all end up with the same value (This is useful if you need the same information in more than one place in the page).

For an example, please see Adding a Template.

⚠️ **Warning**

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

**Improved Markup**

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

**RELATED TOPICS**

- Working with Templates Overview
- Scaffolding Plugin
- Zones Plugin
- Adding a Template
- Editing a template
- Creating a Page using a Template

Take me back to Confluence User Guide
Working with Headings

You can use Confluence Notation or the Rich Text editor to create headers.

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>h1. Biggest heading</td>
<td>Biggest heading</td>
</tr>
<tr>
<td>h2. Bigger heading</td>
<td>Bigger heading</td>
</tr>
<tr>
<td>h3. Big heading</td>
<td>Big heading</td>
</tr>
<tr>
<td>h4. Normal heading</td>
<td>Normal heading</td>
</tr>
<tr>
<td>h5. Small heading</td>
<td>Small heading</td>
</tr>
<tr>
<td>h6. Smallest heading</td>
<td>Smallest heading</td>
</tr>
</tbody>
</table>

Note that Confluence treats all headings as anchors.

RELATED TOPICS

Rich Text-Working with Text Effects
Working with Text Effects
Working with Macros

Take me back to Confluence 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.

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.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>- some</td>
<td>• some</td>
</tr>
<tr>
<td>- bullet</td>
<td>• bullet</td>
</tr>
<tr>
<td>- points</td>
<td>• points</td>
</tr>
</tbody>
</table>

Bulleted lists

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>* some</td>
<td>• some</td>
</tr>
<tr>
<td>* bullet</td>
<td>• bullet</td>
</tr>
<tr>
<td>** indented</td>
<td>• indented</td>
</tr>
<tr>
<td>** bullets</td>
<td>• bullets</td>
</tr>
<tr>
<td>* points</td>
<td>• points</td>
</tr>
</tbody>
</table>

Numbered lists

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td># a</td>
<td>1. a</td>
</tr>
<tr>
<td># numbered</td>
<td>2. numbered</td>
</tr>
<tr>
<td># list</td>
<td>3. list</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td># Here’s a sentence.</td>
<td>1. Here’s a sentence.</td>
</tr>
<tr>
<td># This is a sub-list point.</td>
<td>a. This is a sub-list point.</td>
</tr>
<tr>
<td># And a second sub-list point.</td>
<td>b. And a second sub-list point.</td>
</tr>
<tr>
<td># Here’s another sentence.</td>
<td>2. Here’s another sentence.</td>
</tr>
</tbody>
</table>
Try a third level of hashes to produce a sub-sub-list.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td># Here's a sentence.</td>
<td>1. Here's a sentence.</td>
</tr>
<tr>
<td>## This is a sub-list point.</td>
<td>a. This is a sub-list point.</td>
</tr>
<tr>
<td>### Third list level.</td>
<td>i. Third list level.</td>
</tr>
<tr>
<td>### Another point at the third level.</td>
<td>ii. Another point at the third level.</td>
</tr>
<tr>
<td>## And a second sub-list point.</td>
<td>b. And a second sub-list point.</td>
</tr>
<tr>
<td># Here's another sentence.</td>
<td>2. Here's another sentence.</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td># Here</td>
<td>1. Here</td>
</tr>
<tr>
<td>* is</td>
<td>• is</td>
</tr>
<tr>
<td>* an</td>
<td>• an</td>
</tr>
<tr>
<td># example</td>
<td>2. example</td>
</tr>
<tr>
<td>* of</td>
<td>• of</td>
</tr>
<tr>
<td>* a</td>
<td>• a</td>
</tr>
<tr>
<td># mixed</td>
<td>3. mixed</td>
</tr>
<tr>
<td># list</td>
<td>4. list</td>
</tr>
</tbody>
</table>

**RELATED TOPICS**

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

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

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

Confluence allows you to create two types of tables.

### Table Type 1

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

Use double bars for a table heading row.

What you need to type:

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

What you will get:

<table>
<thead>
<tr>
<th>heading 1</th>
<th>heading 2</th>
<th>heading 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>cell A1</td>
<td>cell A2</td>
<td>cell A3</td>
</tr>
<tr>
<td>cell B1</td>
<td>cell B2</td>
<td>cell B3</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>heading 1</th>
<th>col A1</th>
<th>col A2</th>
<th>col A3</th>
</tr>
</thead>
<tbody>
<tr>
<td>heading 2</td>
<td>col B1</td>
<td>col B2</td>
<td>col B3</td>
</tr>
</tbody>
</table>

### 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%.
{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

<table>
<thead>
<tr>
<th></th>
<th>Heading 1</th>
<th>Heading 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Item 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Item 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Item 3</td>
<td># Item 1</td>
<td></td>
</tr>
<tr>
<td># Item 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td># Item 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What you will get

<table>
<thead>
<tr>
<th></th>
<th>Heading 1</th>
<th>Heading 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Item 1</td>
<td>1. Item 1</td>
<td></td>
</tr>
<tr>
<td>• Item 2</td>
<td>2. Item 2</td>
<td></td>
</tr>
<tr>
<td>• Item 3</td>
<td>3. Item 3</td>
<td></td>
</tr>
</tbody>
</table>

RELATED TOPICS

Rich Text—Working with Tables
Working with Macros

Take me back to Confluence User Guide
Working with Text Breaks

Paragraph break
An empty line produces a new paragraph. Most of the time, explicit paragraph breaks are not required - Confluence will be able to paginate your paragraphs properly.

Line break
Use two backslashes
```\``
to create a line break.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>here is some text</td>
<td>here is some text</td>
</tr>
<tr>
<td>\divided</td>
<td>divided</td>
</tr>
<tr>
<td>\using line</td>
<td>using line</td>
</tr>
<tr>
<td>\breaks</td>
<td>breaks</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>here is some text</td>
<td>here is some text</td>
</tr>
<tr>
<td>----</td>
<td>divided</td>
</tr>
<tr>
<td>divided</td>
<td>using line</td>
</tr>
<tr>
<td>by a horizontal ruler</td>
<td>breaks</td>
</tr>
</tbody>
</table>

divided
by a horizontal ruler

RELATED TOPICS

- Working with Lists
- Confluence Notation Guide Overview

Take me back to Confluence User Guide
# Working with Text Effects

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>strong</strong></td>
<td>strong</td>
</tr>
<tr>
<td><em>emphasis</em></td>
<td>emphasis</td>
</tr>
<tr>
<td>??citation??</td>
<td>citation</td>
</tr>
<tr>
<td>-deleted-</td>
<td>deleted</td>
</tr>
<tr>
<td>+inserted+</td>
<td>inserted</td>
</tr>
<tr>
<td>^superscript^</td>
<td>superscript</td>
</tr>
<tr>
<td><del>subscript</del></td>
<td>subscript</td>
</tr>
<tr>
<td>{{monospaced}}</td>
<td>monospaced</td>
</tr>
<tr>
<td>bq. Here's how you make text in a paragraph into a block quotation</td>
<td>Here's how you make text in a paragraph into a block quotation</td>
</tr>
<tr>
<td>{color:red}look ma, red text!{color}</td>
<td>look ma, red text!</td>
</tr>
</tbody>
</table>

**RELATED TOPICS**

- Working with Headings

Take me back to [Confluence 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
• Modifying Confluence Layouts Using Custom Decorators

RELATED TOPICS

Browsing a space
Administrator's Guide - Design and Layout

Take me back to Confluence User Guide
Applying A Theme To A Space

Themes allow you to personalise the 'look and feel' of Confluence. Themes can be applied across Confluence or to individual spaces. Use themes if you want to add a new functionality or significantly alter the appearance of Confluence.

Themes are created and installed from the Administration Console by site administrators. Once a theme has been installed, a space administrator can then apply it to the space.

By default, no themes are applied and the look and feel of a space conforms to global look and feel settings.

To apply a theme to a space,

1. Go to the 'Space Admin' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Space Admin'. The 'Space Administration' view will open.
     • 'Space Admin' is only displayed if you are a space administrator.
2. Now click 'Themes' in the left panel under the heading 'Look and Feel'. This will bring up a new screen. Any themes installed will be listed here. See screenshot below.
3. Click a radio button to select a theme.
4. Click 'Confirm'.

Screenshot : Applying a theme
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.

- Doppler Theme
  Atlassian Doppler theme.

- Left Navigation Theme
  Provides a navigation bar on the left hand side of the screen.

- Confluence Classic Theme
  Confluence Classic Theme (with old typography)

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

[Confirm]

RELATED TOPICS

- Editing a Space's Colour Scheme
- Customising Look and Feel

Take me back to Confluence User Guide
Change Confluence Browser Icon

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

In Confluence, you can replace the default logo for a space with a logo of your own choice. You need to be a space administrator to replace a space's logo.

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

To change a space's logo,

1. Go to the 'Space Admin' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Space Admin'. The 'Space Administration' view will open.

   'Space Admin' is only displayed if you are a space administrator.

2. Click on 'Change Space Logo' in the left panel under the heading 'Look and Feel'. This will bring up a new screen. See screenshot below.
3. Use the browse option to locate the new logo and click 'Upload'.

Screenshot : Change space's logo

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

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

To set the site home page,

1. Open the 'General Preferences' view. The page Navigating to the General Preferences View does not exist.
2. Click the 'Edit Profile' tab.
3. Click 'General', under 'Preferences' on the left navigation bar.
4. From the drop-down menu beside Site Homepage, select a space. Note that only the list of spaces to which you have 'view' access is displayed here. Selecting a space will direct you to its home page when you log in.
5. Click 'Save'.

Screenshot: General Preferences Settings

<table>
<thead>
<tr>
<th>View Profile</th>
<th>Edit Profile</th>
<th>Labels</th>
<th>Watches</th>
<th>Drafts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Profile</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Your Details</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Profile Picture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Password</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferences</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• General</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Email</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Change your default home page and language

Site Homepage: [Demonstration Space (Sql)]

Preferred Language: [Site Default (English)]

Time zone: [Site Default (GMT+1000 Sydney, Canberra, Melbourne)]

Save Cancel

RELATED TOPICS

User Profile Overview
Space Homepage

Take me back to Confluence User Guide
Editing a Space's Colour Scheme

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

You need to be a space administrator to edit a space's colour scheme.

To change the colour scheme for a space,

1. Go to the 'Space Admin' tab of the Browse Space view. To do this:
   • Go to a page in the space, open the 'Space' menu and select 'Space Admin'. The 'Space Administration' view will open.
   
   'Space Admin' is only displayed if you are a space administrator.

2. Click 'Colour Scheme' in the left-hand panel under the heading 'Look and Feel'. This will bring up a new screen.
3. Click the 'Select' button next to a colour scheme under 'Custom Colour Scheme' (if not already selected).
4. Click the 'Edit' link. This will bring up a new screen. See screenshot below.
5. Enter standard HTML/CSS2 colour codes, or use the colour-picker to choose a new colour from the palette provided. Any changes you make will immediately be reflected in this space.

The colour scheme applies to the following UI elements:

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

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

Screenshot : Editing a space's colour scheme
**Custom Colour Scheme**

A custom colour scheme which can be edited.

<p>| | | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Bar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tab Navigation Background</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tab Navigation Text</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breadcrumbs Text</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space Name Text</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Heading Text</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Links</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borders and Dividers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tab Navigation Background Highlight</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tab Navigation Text Highlight</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Top Bar Menu Selected Background</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Top Bar Menu Item Text</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page Menu Selected Background</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page Menu Item Text</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Menu Item Selected Background</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Menu Item Selected Text</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Handy Hint**

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

**RELATED TOPICS**

[Customising Look and Feel](#)

Take me back to [Confluence User Guide](#)
Modifying Confluence Layouts Using Custom Decorators

Confluence is built on top of the Open Source SiteMesh library, a web-page layout system that provides a consistent look and feel across a site. SiteMesh works through 'decorators' that define a page's layout and structure.

To edit the layout of Confluence, you will need to modify these decorator files. A decorator file is a vmd file and is written in a very simple programming language called Velocity. Learn more about Velocity. Once you become familiar with Velocity, you can edit the decorator files to personalise the appearance of Confluence.

You need to have System Administrator permissions in order to perform this function.

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

These files are grouped into:

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

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

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

Learn more about using decorators.

To edit a decorator file,

1. Go to the 'Space Admin' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Space Admin'. The 'Space Administration' view will open.
   - 'Space Admin' is only displayed if you are a space administrator.

2. Click the 'Layout' link in the left panel under the heading 'Look and Feel'. A list of the layouts for the space is listed.
   - Click 'View Default' to view the vmd file.
   - Click 'Create Custom' to edit the default vmd file. This will open up the vmd file in edit mode. Make changes and click 'Update'.

Screenshot: Edit Layouts Example

<table>
<thead>
<tr>
<th>Decorator</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space Export Layout</td>
<td>&lt; default &gt;</td>
</tr>
<tr>
<td>Page Export Layout</td>
<td>&lt; default &gt;</td>
</tr>
</tbody>
</table>

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
Customising the Dashboard

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

Here’s how:

1. **Add spaces as your favourites.**

   Once you add spaces as your favourites, you can click on the 'My' tab in the spaces section of the Dashboard to view a list of only your favourite spaces. The 'Recently updated' section in this view will also display content only from these spaces.

2. **Provide spaces with Team labels.**

   Team labels are used to group together related spaces. For example, you may want to group together all spaces relating to a project team. Once you add team labels, you can click on the 'Team' tab in the spaces section, select a team from the drop down menu, and have only the list of spaces pertaining to that team displayed. The 'Recently updated' section in this view will also display content only from these spaces.

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

3. **Add pages as your favourites.**

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

   **Screenshot : The Dashboard**
RELATED TOPICS

Working with Labels Overview
Working with Favourites Overview

Take me back to Confluence User Guide
Displaying an Image

You can display an image from either a file attached to the Confluence page, or from another location. This page shows you how to display an image using Confluence Notation, also known as Wiki Markup.

Using the 'Insert Image' icon

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

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

Displaying an image from a remote location

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

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

Displaying an image attached to a page

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

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

Displaying an image attached to another Confluence page

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Space attachments directory^fish.gif](Space attachments directory^fish.gif)</td>
<td><img src="fish.png" alt="fish.png" /></td>
</tr>
</tbody>
</table>

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](SPACE:my page^myimg.jpg)

Formatting an image

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

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

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](Linking%20an%20image%20to%20another%20page%20or%20URL)
- [Rich Text - Inserting an image](Rich%20Text-Inserting%20an%20image)
- [Attaching Files to a Page](Attaching%20Files%20to%20a%20Page)
- [Image File Formats](Image%20File%20Formats)
- [Thumbnail Macro](Thumbnail%20Macro)
- [Gallery Macro](Gallery%20Macro)

Take a look at some plugins too.

⚠️ First read the warning on [support of third-party plugins](support%20of%20third-party%20plugins).

- [ImageMap Plugin](ImageMap%20Plugin)
- [Other image and visualisation plugins](Other%20image%20and%20visualisation%20plugins)

Take me back to [Confluence User Guide](Confluence%20User%20Guide)
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 May 11, 2008 by edawson.

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

<table>
<thead>
<tr>
<th>Pages to export:</th>
<th>Check Confluence Overview</th>
<th>Check Creating pages and linking</th>
<th>Check Breadcrumb demonstration</th>
<th>Check New page a</th>
<th>Check Email archiving</th>
<th>Check Example Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confluence Overview</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creating pages and linking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breadcrumb demonstration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New page a</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email archiving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example Index</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RELATED TOPICS

Confluence to PDF
Confluence to XML

Take me back to Confluence User Guide
Confluence to PDF

This page last changed on May 11, 2008 by edawson.

Confluence allows you to export a single page, a part of a space, or an entire space into a single PDF file.

Exporting Single Pages

You can export a single page in Confluence to PDF simply by doing the following.

The page Navigating to the Export PDF Option does not exist.

If you wish to export multiple particular pages or the entire space, follow the instructions below.

Exporting Multiple Pages or the Entire Space

To export to PDF, you will need 'Export Space' permission which is assigned by a space administrator from the Space Administration screens. See Space Permissions or contact a space administrator for more information.

To export to PDF,

1. Go to the 'Advanced' view for the page. To do this:
   • Go to a page in the space, open the 'Space' menu and select 'Advanced'. The 'Advanced' view will open.
2. 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.

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

To export a Confluence page written in another language, you will first need to install the necessary font for that language. This will basically involve uploading a font file to Confluence.

Here are the exact steps on how to do this:

1. Find the appropriate font file

   Windows users

   All font files in Windows are stored in a directory called

   C:\WINDOWS\Fonts

   Unix users

   All font files in Unix are stored in the

   /usr/share/fonts

   Microsoft True Type core fonts such as Verdana can be downloaded from this page: http://corefonts.sourceforge.net/

2. Copy the font file

   Simply copy the file into a temporary folder (for example a folder on the Desktop).

3. Upload the file

   - Navigate to the Administration > PDF Language Support screen and upload the file you copied in step one.
   - Click 'Install'. That's it.

   ! Please note the only font files supported are true type fonts and true type collections (file extensions are *.ttf and *.ttc).
   ! We recommend you to use Unicode font Verdana for correct character encoding and exporting to pdf.
Confluence to XML

This page last changed on May 19, 2008 by jlargman.

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

This is useful if you want to make a backup of the space, export the space to another Confluence instance, or use the data from the space in another application. Please note that there are a few restrictions when Restoring a Space, and that huge spaces exported for backup-purposes may benefit from other means of backup - see Alternative Backup Strategy.

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

Site administrators can import a space from a zipped XML archive.

To export to XML,

1. Go to the 'Advanced' view for the page. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Advanced'. The 'Advanced' view will open.
2. Click 'Export Space' in the left-hand panel.
3. Click the radio button to select XML from the list of export options.
4. Check the box 'Include Comments' if you want to include comments made on the pages you are exporting.
5. Check 'Backup Attachments' if you want to 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

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

Confluence allows you to export a single page into a Word document. This is extremely useful for emailing around content to non-Confluence users, printing a document or just creating a backup in Word.

You will require 'Export Pages' permission to export a page to a Word document.

To export to a Word document,

1. Go to the 'Export to Word' option for the page. To do this:
   - Go to a page in the space, open the 'Tools' menu and select 'Export to Word'. The process will begin, and you will be prompted by a series of dialog boxes.
2. By default, this will create a Word document with the same name as the Confluence page.
Importing Content Into Confluence

Confluence stores all page data in Confluence's wiki markup syntax.

Importing Wiki Content

For other instances of Confluence:

- If the versions are the same, export the space from the originating instance and import into Confluence.
- If the versions are different, you can use an intermediate server to migrate versions.

This is ideal because page history, attachments, and wiki markup will be preserved and you'll be able to do multiple pages at once. The drawbacks are that it may be inconvenient if the versions differ and you must not have a duplicate space key on the destination instance (you cannot import a space that already exists, and this is defined by the space key).

For other wikis:

- Check if the Universal Wiki Converter can import it.

Importing Non-wiki Content

Importing non-wiki markup into Confluence requires a conversion process.

- Text with basic formatting can be pasted directly into the Rich Text Editor. This includes simple Word documents or web pages.
- Files such as Microsoft 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
Confluence allows you to import text files from a disk or a directory on the Confluence server, and convert them into corresponding Confluence pages. Each file will be imported as a Confluence page with the same name as the file.

- The text file needs to contain Confluence markup to be converted accurately into a Confluence page.
- You need to be a space administrator to import text files.

To import text files,

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

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

<table>
<thead>
<tr>
<th>Keystroke</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt-S</td>
<td>Search field</td>
</tr>
</tbody>
</table>

Login Screen

<table>
<thead>
<tr>
<th>Keystroke</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt-U</td>
<td>Username field</td>
</tr>
<tr>
<td>Alt-P</td>
<td>Password field</td>
</tr>
<tr>
<td>Alt-R</td>
<td>Check 'Remember Me'</td>
</tr>
</tbody>
</table>

View Screen

<table>
<thead>
<tr>
<th>Keystroke</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt-V</td>
<td>View Page Tab</td>
</tr>
<tr>
<td>Alt-E</td>
<td>Edit Tab</td>
</tr>
<tr>
<td>Alt-A</td>
<td>Attachments Tab</td>
</tr>
<tr>
<td>Alt-I</td>
<td>Information Tab</td>
</tr>
</tbody>
</table>

Add Page Screen

<table>
<thead>
<tr>
<th>Keystroke</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt-A</td>
<td>Add Page</td>
</tr>
<tr>
<td>Alt-P</td>
<td>Preview Page</td>
</tr>
</tbody>
</table>

Edit Page Screen

<table>
<thead>
<tr>
<th>Keystroke</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt-U</td>
<td>Update Page</td>
</tr>
<tr>
<td>Alt-P</td>
<td>Preview Page</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Browser</th>
<th>Mac OSX</th>
<th>Windows</th>
<th>UNIX/Linux</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer</td>
<td>Ctrl</td>
<td>Alt</td>
<td>Alt</td>
</tr>
<tr>
<td>Mozilla Firefox 2</td>
<td>Ctrl</td>
<td>Alt + Shift</td>
<td>Alt + Shift</td>
</tr>
<tr>
<td>Mozilla Firefox 1</td>
<td>Ctrl</td>
<td>Alt</td>
<td>Alt</td>
</tr>
<tr>
<td>Opera</td>
<td>Shift + Esc</td>
<td>Shift + Esc</td>
<td>Shift + Esc</td>
</tr>
<tr>
<td>Safari</td>
<td>Ctrl</td>
<td>Ctrl</td>
<td>Ctrl</td>
</tr>
</tbody>
</table>

**: 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 02, 2008 by smaddox.

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.

Rich Text Editing can be disabled

This option is enabled by default. If disabled, a site administrator will need to enable it again from the Administration Console before you can start using the Rich Text editor.

The Rich Text Editor

The Rich Text editor provides users accustomed to html or other standard text editing applications, an easier and faster way to creating Confluence pages. It allows you to enter content as you would in a Word document, and apply formatting simply by clicking icons on a toolbar.

If you are loyal to wiki markup, you can continue to use it. The 'Edit' screen lets you switch between 'Rich Text' and 'Wiki Markup' edit modes without losing the changes you've made; so you can use a combination of both while editing. For instance, you can use the rich text editor to change the text colour and then switch to wiki markup to create links.

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

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

Users have the option of using Confluence's Rich Text editor to create and edit page content. This option is enabled by default. If disabled, a site administrator will need to turn on 'Rich Text Editing' under 'General Configuration' on the Administration Console.

RELATED TOPICS

Rich Text Editor Overview
Making Rich Text or Wiki Markup Editing Default
Rich Text-Creating a new link

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

Wiki Markup mode and Rich Text editor

You can click the 'Insert Link' icon in either Wiki Markup mode or the Rich Text editor. The functionality described below is 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

Link Properties

<table>
<thead>
<tr>
<th>Link</th>
<th>Alias</th>
<th>Tooltip</th>
</tr>
</thead>
</table>

Search | History | Recently Modified | External Link | Attachments |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Spaces</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OK Cancel

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 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. First, save your image somewhere on your computer or a network drive. For example, if your image is a screenshot you first need to save it. You can't paste the screenshot directly onto a Confluence page.
2. Click the 'Insert Image' icon in the toolbar:

3. 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.
4. 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.
5. 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.
6. If you want to display a remote image, enter the URL in the 'File Name' text box.
7. 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.
8. 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'.
9. Click 'OK' to insert the image on the Confluence page.
RELATED TOPICS

Rich Text-Linking to an Attachment
Rich Text Editor Overview

Take me back to Confluence User Guide
Rich Text-Inserting emoticons

To insert an emoticon,

1. Click 😊 on the toolbar. This will pop up the emoticons window.
2. Select the emoticon to insert it.

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

;(-)

This example creates this emoticon: 😊.

Preventing Emoticons from Appearing

To prevent Confluence from turning parts of text into emoticons, 'escape' the character sequence by inserting a '\' character.

For example, this character sequence contains an emoticon:

{-example_here;(-)

This example creates this in a rendered page: (-example_here😊.

To 'escape' the emoticon sequence, insert a slash as in the following example:

{-example_here\;(-)

The characters will then appear exactly as typed.

Screenshot: Emoticons

[Image of emoticons]

RELATED TOPICS

Rich Text-Inserting an image

Take me back to Confluence User Guide
Rich Text - Inserting Symbols

This page last changed on Apr 29, 2008 by edawson.

To insert a symbol,

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

Screenshot: Custom Characters

http://confluence.atlassian.com - Select custom character - Mozilla Firefox

Select custom character

 RELATED TOPICS

Rich Text - Inserting emoticons

Take me back to Confluence User Guide
Rich Text-Linking to an Attachment

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

Wiki Markup mode and Rich Text editor

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

To link to an attachment,

1. Click the 'Insert 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

RELATED TOPICS

Rich Text-Linking to an Image
Rich Text-Creating a new link
Rich Text-Linking to an Image

To link to an image,

1. Open Edit mode for the page.
2. Click on the toolbar.
   This will open the 'Link Properties' window.
3. Go to the 'Attachments' tab. All attachments are listed. Click the image name to select it, and then click 'OK'.
4. 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

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 'Ok'.

RELATED TOPICS

Rich Text-Creating a new link

Take me back to Confluence User Guide
Rich Text—Working with Tables

To create a table,

1. Click on the Rich Text Editor toolbar. This will pop up a window.
2. Enter the number of columns and rows for your table.
3. Check the box if you want a heading style applied to the first row of the table.
4. Click 'Insert'.

Working with Tables

<table>
<thead>
<tr>
<th>To do this</th>
<th>Click this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add row (before)</td>
<td><img src="icon" alt="Add row" /></td>
</tr>
<tr>
<td>Add row (after)</td>
<td><img src="icon" alt="Add row" /></td>
</tr>
<tr>
<td>Delete row</td>
<td><img src="icon" alt="Delete row" /></td>
</tr>
<tr>
<td>Add column (before)</td>
<td><img src="icon" alt="Add column" /></td>
</tr>
<tr>
<td>Add column (After)</td>
<td><img src="icon" alt="Add column" /></td>
</tr>
<tr>
<td>Delete column</td>
<td><img src="icon" alt="Delete column" /></td>
</tr>
</tbody>
</table>

RELATED TOPICS

Rich Text Editor Overview

Take me back to Confluence User Guide
Rich Text—Working with Text Effects

The Rich Text editor supports most text effects available in standard text editing applications. To apply an effect, select the text and click on the icon, or use the shortcut key.

<table>
<thead>
<tr>
<th>Effect</th>
<th>To do this</th>
<th>Click this</th>
<th>Shortcut Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold</td>
<td>B</td>
<td></td>
<td>ctrl+b</td>
</tr>
<tr>
<td>Italics</td>
<td>I</td>
<td></td>
<td>ctrl+i</td>
</tr>
<tr>
<td>Underline</td>
<td>U</td>
<td></td>
<td>ctrl+u</td>
</tr>
<tr>
<td>Strike</td>
<td>ABC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heading</td>
<td>Heading 5</td>
<td></td>
<td>--Format--</td>
</tr>
</tbody>
</table>

There is currently no command for removing all formatting.

RELATED TOPICS

Rich Text Editor Overview

Take me back to Confluence User Guide
Searching Confluence

This page last changed on Jun 23, 2008 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.

On this page:

Error formatting macro: toc: java.lang.NullPointerException

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 press the Enter key.

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`:

You will see a few lines for each item that matched the search criteria, with the following information:

- An icon representing the content type (space, page, news item, etc). See Confluence Icons.
- The title of the content item.
- The space to which it belongs, displayed in brackets after the title.
- The first two lines of content from within the item.
- The date when the content item was last modified.
- The labels attached to the item.

You will see only search results from spaces you have permission to view.

See Confluence Search Syntax for more ways to use the Search box.

Advanced Search
If you are using Confluence Team Hosted, you cannot search user profiles or the People Directory. Read more about the feature limitations in Confluence Team Hosted.

The Advanced Search allows you to refine your search.

When you do a Quick Search, the Advanced Search options are 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.
- **Modified** — Search by date of last modification.

**Screenshot : Advanced Search**

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 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

<table>
<thead>
<tr>
<th>Pages</th>
<th>News</th>
</tr>
</thead>
<tbody>
<tr>
<td>handle</td>
<td>handle</td>
</tr>
<tr>
<td>type</td>
<td>type</td>
</tr>
<tr>
<td>urlPath</td>
<td>urlPath</td>
</tr>
<tr>
<td>title</td>
<td>title</td>
</tr>
<tr>
<td>spacekey</td>
<td>spacekey</td>
</tr>
<tr>
<td>labelText</td>
<td>labelText</td>
</tr>
<tr>
<td>modified</td>
<td>modified</td>
</tr>
<tr>
<td>created</td>
<td>created</td>
</tr>
<tr>
<td>userpermission</td>
<td>userpermission</td>
</tr>
<tr>
<td>contentBody</td>
<td>contentBody</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachments</th>
<th>Mails</th>
</tr>
</thead>
<tbody>
<tr>
<td>handle</td>
<td>handle</td>
</tr>
<tr>
<td>type</td>
<td>type</td>
</tr>
<tr>
<td>urlPath</td>
<td>urlPath</td>
</tr>
<tr>
<td>filename</td>
<td>filename</td>
</tr>
<tr>
<td>title</td>
<td>title</td>
</tr>
<tr>
<td>comment</td>
<td>comment</td>
</tr>
<tr>
<td>spacekey</td>
<td>spacekey</td>
</tr>
<tr>
<td>modified</td>
<td>modified</td>
</tr>
<tr>
<td>created</td>
<td>created</td>
</tr>
<tr>
<td>userpermission</td>
<td>userpermission</td>
</tr>
<tr>
<td>contentBody</td>
<td>contentBody</td>
</tr>
</tbody>
</table>

Document generated by Confluence on Jun 25, 2008 01:02
## Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Indexed</th>
<th>Stored</th>
<th>Tokenized</th>
</tr>
</thead>
<tbody>
<tr>
<td>handle</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>type</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>urlPath</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>fullName</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>username</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>title</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>labelText</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
<tr>
<td>modified</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>created</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>userpermission</td>
<td>true</td>
<td>true</td>
<td>false</td>
</tr>
<tr>
<td>contentBody</td>
<td>true</td>
<td>true</td>
<td>true</td>
</tr>
</tbody>
</table>
Confluence Search Syntax

This page last changed on Jun 16, 2008 by smaddox.

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 ensure that the two words specified must be within a certain number of words of each other to be included.

\["octagon post"~1\]

will return "Octagon blog post".

\["octagon post"~0\]

is an invalid search term.

**Range search**

\[ [adam to ben] \]

Note: You can't use the AND keyword inside this statement.

**Fuzzy search**

\[ octogan~ \]

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 Team Hosted

This page does not apply if you are using Confluence Team Hosted. Read more about the feature limitations in Confluence Team 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

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
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.)

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

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 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

<table>
<thead>
<tr>
<th>User Details</th>
<th>Full Name</th>
<th>Email</th>
<th>Username</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Group membership</th>
<th>Members of group</th>
</tr>
</thead>
</table>

Screenshot : Searching for user(s) in a group
## User Search

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Email</th>
<th>Username</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Jan@acme.com">Jan@acme.com</a></td>
<td>Jan Gone</td>
<td><a href="mailto:jan@acme.com">jan@acme.com</a></td>
</tr>
<tr>
<td><a href="mailto:Joe@acme.com">Joe@acme.com</a></td>
<td>Joe Bloggs</td>
<td><a href="mailto:joe@acme.com">joe@acme.com</a></td>
</tr>
<tr>
<td><a href="mailto:smaddox@atlassian.com">smaddox@atlassian.com</a></td>
<td>Sarah Maddox</td>
<td><a href="mailto:smaddox@atlassian.com">smaddox@atlassian.com</a></td>
</tr>
</tbody>
</table>

**Group membership**

Members of group

**skeletox-users**

<table>
<thead>
<tr>
<th><strong>Check All</strong></th>
<th><strong>User</strong></th>
<th><strong>Full name</strong></th>
<th><strong>Email</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:Jan@acme.com">Jan@acme.com</a></td>
<td>Jan Gone</td>
<td><a href="mailto:jan@acme.com">jan@acme.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Joe@acme.com">Joe@acme.com</a></td>
<td>Joe Bloggs</td>
<td><a href="mailto:joe@acme.com">joe@acme.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:smaddox@atlassian.com">smaddox@atlassian.com</a></td>
<td>Sarah Maddox</td>
<td><a href="mailto:smaddox@atlassian.com">smaddox@atlassian.com</a></td>
</tr>
</tbody>
</table>

**Search**

### 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

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

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 Jun 23, 2008 by smaddox.

<table>
<thead>
<tr>
<th>Differences in Confluence Team Hosted</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are using Confluence Team Hosted, anonymous visitors cannot access your site. Read more about the feature limitations in Confluence Team Hosted.</td>
</tr>
</tbody>
</table>

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

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.
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 search 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
About some error messages you may see

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

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

RELATED TOPICS

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

Take me back to Confluence User Guide
Revoking Space Permissions

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

To revoke space permissions,

1. 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

RELATED TOPICS

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

Take me back to Confluence User Guide
Viewing Space Permissions

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

To view the permissions assigned for a space,

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

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

Screenshot : Viewing space permissions

About some error messages you may see

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

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

RELATED TOPICS

Space Permissions Overview
Users and Groups
Assigning Space Permissions
Page Permissions
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.

Overlap 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:

<table>
<thead>
<tr>
<th>Title (Space)</th>
<th>Type</th>
<th>Permitted User/Group</th>
<th>Creator</th>
<th>Created</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Permissions Demo (Confluence Documentation Resources)</td>
<td>View</td>
<td>atlassian-staff</td>
<td>Vidya Middaluchi</td>
<td>Jul 24, 2008</td>
<td>icon</td>
</tr>
<tr>
<td></td>
<td>Edit</td>
<td>vipte</td>
<td>Vidya Middaluchi</td>
<td>Jul 24, 2005</td>
<td>icon</td>
</tr>
</tbody>
</table>

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 May 12, 2008 by edawson.

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

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

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

**Backups For Large Instances**

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

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

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

**Manual Backups**

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

**Database Backup**

Use your Database Administration Tool to create a backup of your Confluence database. 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 Backup and Restore

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

Creating a Space Backup

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

Restoring/Importing a Space Backup

Instructions on how to restore or import the backup of a space can be found here.
Tracking Updates Overview

Here’s how you can keep track of changes to a single page, an entire space, or to all spaces on your site.

💡 You can only track updates to content visible to you.

**Watch a space**: be notified by email of new or modified content within a space.
**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

The 'Watches' page displays a list of all pages and spaces you are currently watching. You will be sent email notifications when changes are made to your watched pages and spaces.

To manage your notifications for your 'Watches',

1. Go to the 'Preferences' view for your user profile. To do this:
   - Go to a page in the space.
   - Go to your name at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select 'Preferences' from the dropdown list. The 'Preferences' view will open.
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 PLUGINS

Consider adding a plugin to extend Confluence's functionality.

- Contributors Plugin — allows you to list the users, watchers, labels and etc in a page.
- Autowatch Plugin — allows you to automatically turn on the page watch if a comment is added.

RELATED TOPICS

- Watching a Space
- Watching a Page
- Subscribing to Daily Email Reports
- Tracking Updates Overview
- User Profile Overview

Take me back to Confluence User Guide
Subscribing to Daily Email Reports

When you subscribe to the daily report, you will be sent an email with a summary report of changes in all spaces visible to you.

To subscribe to the daily report,

1. Go to the 'Preferences' view for your user profile. To do this:
   - Go to a page in the space.
   - Go to your name at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select 'Preferences' from the dropdown list. The 'Preferences' view will open.
2. Click the 'Edit Profile' tab.
3. Click the 'Email' link in the left-hand panel.
4. Check the box beside 'Subscribe to daily updates'.
5. If you want to receive a notification each time you add or edit content on Confluence yourself, check the box beside 'Notify on my actions'. If you leave this box unchecked, you will receive notification of other people's actions but not of your own.
6. From the 'Email Format' dropdown 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.
7. Click 'Save'.

Screenshot: Subscribing to daily updates

RELATED TOPICS

Tracking Updates Overview
User Profile Overview

Take me back to Confluence User Guide
Subscribing to RSS Feeds within Confluence

RSS feeds allow you to track updates to content within Confluence. You will need an RSS newsreader to subscribe to them.

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

If you want to customise your Confluence RSS feed (e.g. use a label to filter your feed), use the RSS Feed builder instead.

To subscribe to RSS feeds generated by Confluence, for a particular space

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Advanced' tab and click on 'RSS Feeds'.
3. Copy and paste the link for one of the following feeds into your RSS newsreader:
   - Pages
   - News
   - Mail
   - Comments
   - Attachments
   - All content
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

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
### Screenshot 2: Example Feed

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, and edited.
- Which content is the most popular (i.e., most frequently viewed).
- Which content is the most active (i.e., most frequently edited).

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. Click on the 'Viewing Space Activity' link.

Example feed from Confluence with options to select content types, sort by date, and choose feed format. The form includes fields for feed name and a button to create the RSS feed.
Watching a Page

This page last changed on Jun 12, 2008 by smaddox.

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

You will receive email notifications for:

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

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

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

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

To start watching a page,

1. Go to the page.
2. Click the Tools menu at the top of the page.
3. Select the 'Watch Page' icon

   from the list. This will be replaced with the 'Stop Watching Page' icon .

To stop watching a page,

1. Go to the page.
2. Click the Tools menu at the top of the page.
3. Click the 'Watch Page' icon

   from the list. This link will be replaced the 'Watch Page' icon .

Here is an example of the email notification you will receive when a comment is added to a watched page:

Subject: [CONF] Confluence 2.0 User Guide: Watching a Page (comment added)
From: no-reply@atlassian.com
Date: 5:24 PM
To: vikto@atlassian.com

Comment Added : CONF20 : Re: Watching a Page

Watching a Page commented on by Vidya Madabushi (Nov 24, 2008).

Comment:

this is a test comment to illustrate how notifications are sent
Handy Hint

You can manage your watches via the 'Watches' tab under your user profile settings. See Managing Watches.

RELATED TOPICS

- Watching a Space
- Managing Watches
- Tracking Updates Overview
- Browsing a space
- Updating Email Address

Take me back to Confluence User Guide
Watching a Space

When you watch a space, you are notified by email whenever content is added to it or updated.

To start watching a space,

1. Go to the 'Advanced' view for the page. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Advanced'. The 'Advanced' view will open.
2. In the left-hand panel, click 'Start watching this space'. This link will be replaced with a new link to 'Stop watching this space'.

To stop watching a space,

1. Go to the 'Advanced' view for the page. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Advanced'. The 'Advanced' view will open.
2. In the left-hand panel, click 'Stop watching this space'. This link will be replaced with a new link to 'Start watching this space'.

Handy Hint

You can also stop watching a space via the 'Watches' tab under your user profile settings. See Managing Watches.

RELATED TOPICS

Watching a Page
Managing Watches
Tracking Updates Overview
Browsing a space
Updating Email Address

Take me back to Confluence User Guide
Working with RSS Feeds

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

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

Confluence works with RSS in two ways:

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

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

RELATED TOPICS

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

Take me back to [Confluence User Guide](#)
Adding a username and password to Confluence RSS feeds

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

Adding your username and password to the feed URL

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

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

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

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

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

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

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.

<table>
<thead>
<tr>
<th>Character</th>
<th>URL encoding</th>
</tr>
</thead>
<tbody>
<tr>
<td>space</td>
<td>+</td>
</tr>
<tr>
<td>$</td>
<td>%24</td>
</tr>
<tr>
<td>&lt;</td>
<td>%3C</td>
</tr>
<tr>
<td>&gt;</td>
<td>%3E</td>
</tr>
</tbody>
</table>

Examples:
<table>
<thead>
<tr>
<th>Your password</th>
<th>String to include</th>
</tr>
</thead>
<tbody>
<tr>
<td>mypassword</td>
<td>&amp;os_password=mypassword</td>
</tr>
<tr>
<td>mypassword$</td>
<td>&amp;os_password=mypassword%24</td>
</tr>
<tr>
<td>mypassword$2</td>
<td>&amp;os_password=mypassword%242</td>
</tr>
</tbody>
</table>

**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 12, 2008 by smaddox.

Each user in Confluence has a user profile.

On this page:

Error formatting macro: toc: java.lang.NullPointerException

Finding your User Profile

Go to the 'Preferences' view for your user profile. To do this:

• Go to a page in the space.
• Go to your name at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
• Select 'Preferences' from the dropdown list. The 'Preferences' view will open.

The profile view is divided into the tabs, each described in a separate section below.

Screenshot: User profile

You can create a personal space to keep your own pages and news.

Personal Details
User Name: rosie@atlassian.com
Full Name: Rosie Jamieson
Email: rosie at atlassian dot com

Profile Summary

Groups
- atlassian-staff
- case-studies
- confluence-users

Preferences
- Site Homepage: Site Default (Dashboard)
- Preferred Language: English
- Timezone: 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

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. See Working with Drafts.

Create Personal Space

Additionally, if you haven't yet set up your personal space, a 'Create Personal Space' link will be available.

RELATED TOPICS

Tracking Updates Overview
Setting up your Personal Space

Take me back to Confluence User Guide
Changing Password

To change your Confluence password,

1. Go to the 'Preferences' view for your user profile. To do this:
   - Go to a page in the space.
   - Go to your name at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select 'Preferences' from the dropdown list. The 'Preferences' view will open.
2. Click 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

You can customise Confluence by choosing your site preferences — home page, language and timezone.

To edit your user preferences,

1. Go to the 'Preferences' view for your user profile. To do this:
   - Go to a page in the space.
   - Go to your name at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select 'Preferences' from the dropdown list. The 'Preferences' view will open.
2. Click 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 log in to Confluence.
   - Preferred Language — choose your language.
   - Time zone — choose your time zone.
5. Click 'Save' to save your changes.

### Screenshot: Edit preferences

![Preferences](image)

### 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

Your user profile contains basic information about you. If you do not have a personal space, your user profile will be displayed when anyone clicks your name in the People Directory.

To edit your user profile,

1. Go to the ‘Preferences’ view for your user profile. To do this:
   - Go to a page in the space.
   - Go to your name at the top of the page. (This is the ‘User’ menu. A dropdown list will appear when your cursor hovers over the ‘User’ menu.)
   - Select ‘Preferences’ from the dropdown list. The ‘Preferences’ view will open.
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.

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

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,

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>~username</td>
<td>username</td>
</tr>
</tbody>
</table>

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

RELATED TOPICS

User Profile Overview
Setting up your Personal Space
Working with Links

Take me back to Confluence User Guide
Updating Email Address

The email address you specify in your profile settings is used for your mail notifications and is also displayed in your profile description.

To update your email address,

1. 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 Jun 12, 2008 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. Go to the 'Preferences' view for your user profile. To do this:
   - Go to a page in the space.
   - Go to your name at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select 'Preferences' from the dropdown list. The 'Preferences' view will open.
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.
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

![Profile Description](image)

- **Name:** Charles Miller
- **Email:** charles@atlassian.com
- **Interests:** web app development, user experience, agile development, open source, technology trends, and user research.
- **Location:** Los Angeles, CA
- **Description:** I am a member of the Atlassian development team. I enjoy working on challenging projects and helping to solve complex technical problems. I am passionate about user experience and strive to create intuitive and intuitive applications. (
- **Status:** Online since 2006
- **Member since:** April 2006
- **User statistics:**
  - Date signed up: April 25, 2006
  - Date last login: March 20, 2008
  - Number of pages authored: 10

Screenshot 2 : Profile Information

Here is an example. This is Charles' profile:

![Profile Information](image)
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.

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

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

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

In Confluence you can attach files to any page. Here's how.

Go to the 'Attachments' view for the page. To do this:

- Go to a page in the space, open the 'Tools' menu and select 'Attachments'. The 'Attachments' view will open.

From this view, you can start attaching files to the page.

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
- Deleting an Attachment
- 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

- Moving an Attachment
- Deleting an Attachment
- Displaying an Image
- Configuring Attachment Size
- Attachment Storage Configuration
Attaching Files to a Page

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

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

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

Attaching and linking files via the 'Insert Link' icon

This page tells you how to use the 'Attachments' view 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,

Go to the 'Attachments' view for the page. To do this:

- Go to a page in the space, open the 'Tools' menu and select 'Attachments'. The 'Attachments' view will open.
  1. Click the 'Browse button.
  2. Browse through your files and select the file you'd like to attach.
  3. Enter a description for the attachment in the 'Comment' text field (optional).
  4. Click 'Attach more files' if required.
  5. Click 'Attach File(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 May 11, 2008 by edawson.

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' view.

Screenshot: Attachment versions

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator/Last Modifier</th>
<th>Creation Date</th>
<th>Last Mod. Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>sunset.jpg</td>
<td>161 kb</td>
<td>Jane Smith</td>
<td>Jan 14, 2008</td>
<td>Jan 14, 2008</td>
<td>Edit</td>
</tr>
<tr>
<td>Version 1</td>
<td></td>
<td>Jane Smith</td>
<td>Jan 14, 2008</td>
<td>Jan 14, 2008</td>
<td></td>
</tr>
<tr>
<td>Version 3</td>
<td></td>
<td>Jane Smith</td>
<td>Jan 14, 2008</td>
<td>Jan 14, 2008</td>
<td></td>
</tr>
<tr>
<td>harbour.jpg</td>
<td>88 kb</td>
<td>Jane Smith (modified by Jane Smith)</td>
<td>Jan 14, 2008</td>
<td>Jan 14, 2008</td>
<td>Picture of Sydney harbour bridge</td>
</tr>
<tr>
<td>Version 1</td>
<td></td>
<td>A. D. Ministrator (modified by Jane Smith)</td>
<td>Jan 14, 2008</td>
<td>Jan 14, 2008</td>
<td>Sunset at dawn</td>
</tr>
</tbody>
</table>

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
Deleting an Attachment

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

To delete an attachment,

1. Go to the page that contains the attachment.
2. Go to the 'Attachments' view for the page. To do this:
   - Go to a page in the space, open the 'Tools' menu and select 'Attachments'. The 'Attachments' view will open.
   - This will display a list of the attachments in the page. Click on the 'Remove' link beside the attachment you want to delete.
3. Click 'OK' to confirm your action.

RELATED TOPICS

Working with Attachments
Finding an Attachment

Take me back to Confluence User Guide
Displaying List of Attachments in a Page

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

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

Use Confluence's Attachments macro to display the list of attachments that belong to a page.

Attachments macro

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator/Mod</th>
<th>Creation/Date</th>
<th>Last Mod Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>office1.jpg</td>
<td>94 kb</td>
<td>Vidya/Madabushi</td>
<td>Aug 09, 2005</td>
<td>Aug 09, 2005</td>
</tr>
<tr>
<td>waterfall.jpg</td>
<td>1.27 Mb</td>
<td>Vidya/Madabushi</td>
<td>Aug 09, 2005</td>
<td>Aug 09, 2005</td>
</tr>
<tr>
<td>editProfile.png</td>
<td>33 kb</td>
<td>Sarah/Maddox</td>
<td>Oct 08, 2007</td>
<td>Oct 08, 2007</td>
</tr>
</tbody>
</table>

Optional Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>patterns</td>
<td>all</td>
<td>Specify which attachments to display using filename patterns</td>
</tr>
<tr>
<td>old</td>
<td>false</td>
<td>Include old attachments</td>
</tr>
<tr>
<td>sortBy</td>
<td>date</td>
<td>Specify the sort order for attachments. Valid values are &quot;date&quot;, &quot;size&quot; and &quot;name&quot;.</td>
</tr>
</tbody>
</table>

1. Filter attachments by filename

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

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

Note

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

Here's a detailed tutorial on regular expressions.

2. Include old attachments

{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
Download Attachments

To download a single attachment of a page,

Go to the 'Attachments' view for the page. To do this:

- Go to a page in the space, open the 'Tools' menu and select 'Attachments'. The 'Attachments' view will open.
- 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,

Go to the 'Attachments' view for the page. To do this:

- Go to a page in the space, open the 'Tools' menu and select 'Attachments'. The 'Attachments' view will open.
- 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 May 11, 2008 by edawson.

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. Go to the 'Attachments' view for the page. To do this:
   • Go to a page in the space, open the 'Tools' menu and select 'Attachments'. The 'Attachments' view will open.
3. Click the '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

RELATED TOPICS

Moving an Attachment
Viewing Attachment Details
Working with Attachments

Take me back to Confluence User Guide
Embedding Multimedia Content

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

- Flash (.swf)
- Quicktime movies (.mov)
- Windows Media (.wma, .wmv)
- Real Media (.rm, .ram)
- MP3 files (.mp3)
- AVI files (.avi) May require an avi decoder to be enabled within a browser

Other types of files can be used, but may require the specification of the "classid", "codebase" and "pluginspage" properties in order to be recognised by web browsers.

If you get an error 'Unable to embed content of type application/octet-stream', this means the mime-type is not being correctly recognised. You can add a type parameter to the embedded markup to override the auto-detected mime-type. See below for an example.

To embed a multimedia file,

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

```
!filename.mov!
```

### Usage

To play .avi files, you require to specify the dimensions and type.
For instance to play a test.avi file

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

**NOTE:** Due to security reasons, files located on remote servers are not permitted.

### Optionally

Define the properties of the embedded object using a comma separated list of properties

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

Overriding the mime-type of a file without a meaningful extension:

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

⚠️ 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 converser 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

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

To find attachments associated with a page,

1. Go to the 'Attachments' view for the page. To do this:
   • Go to a page in the space, open the 'Tools' menu and select 'Attachments'. The 'Attachments' view will open.
2. This will display a list of all files attached to the page.
3. Click a link to view the corresponding attachment.

Screenshot : Space Attachments

### List Attachments

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator (Last Modifier)</th>
<th>Creation Date</th>
<th>Last Mod. Date</th>
<th>Attached To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.png</td>
<td>0.6 kb</td>
<td>Sarah Maddox</td>
<td>Mar 27, 2008</td>
<td>Mar 27, 2008</td>
<td>Confluence 2.8 Beta Release Notes</td>
</tr>
<tr>
<td>1.jpg</td>
<td>30 kb</td>
<td>Kevin Tan</td>
<td>Jul 04, 2007</td>
<td>Jul 04, 2007</td>
<td>Connecting to HSQLDB using DerbyBrowser</td>
</tr>
</tbody>
</table>

To find attachments associated with a page,

### Screenshot : Page Attachments

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Creator (Last Modifier)</th>
<th>Creation Date</th>
<th>Last Mod. Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>sunset.jpg</td>
<td>165 kb</td>
<td>Jane Smith</td>
<td>Jan 14, 2008</td>
<td>Jan 14, 2008</td>
<td>Edit</td>
</tr>
<tr>
<td>Version 2</td>
<td>165 kb</td>
<td>Jane Smith</td>
<td>Jan 14, 2008</td>
<td>Jan 14, 2008</td>
<td></td>
</tr>
<tr>
<td>Version 3</td>
<td>165 kb</td>
<td>Jane Smith</td>
<td>Jan 14, 2008</td>
<td>Jan 14, 2008</td>
<td></td>
</tr>
<tr>
<td>Harbour.jpg</td>
<td>86 kb</td>
<td>John Smith (modified by Jane Smith)</td>
<td>Jan 14, 2008</td>
<td>Jan 14, 2008</td>
<td>Picture of Sydney harbour bridge</td>
</tr>
<tr>
<td>Version 1</td>
<td>86 kb</td>
<td>A. D. Minniger (modified by Jane Smith)</td>
<td>Jan 14, 2008</td>
<td>Jan 14, 2008</td>
<td></td>
</tr>
</tbody>
</table>

Handy Hint

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

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

Take me back to Confluence User Guide
Linking to Attachments

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

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

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

Linking to an attachment on a page

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[PDF document about linking to attachments</td>
<td>Linking to attachments attachments.pdf]</td>
</tr>
</tbody>
</table>

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

Take me back to Confluence User Guide
Viewing Attachment Details

This page last changed on May 11, 2008 by edawson.

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.

To view the attachments associated with a space,

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

To view the attachments associated with a page,

1. Go to the page.
2. Go to the 'Attachments' view for the page. To do this:
   - Go to a page in the space, open the 'Tools' menu and select 'Attachments'. The 'Attachments' view will open.
   This will display a list of all the attachments in the page along with their details. For each attachment, links are also provided to edit the attachment's details and to delete the attachment.

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/updating 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
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

Take me back to Confluence User Guide
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

Take me back to Confluence User Guide
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.
   (Internet Explorer)
   (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.
3. The 'Add Bookmark' screen will appear. Complete the information and save the bookmark, as described below.

To save, label and send the bookmark,

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

Screenshot: Adding a bookmark

RELATED TOPICS

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

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

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

You can add a bookmark icon on your browser toolbar. ✔ This will make adding a bookmark quick and easy:

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

The bookmark icon will look something like this:

- Internet Explorer:

- Firefox:

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

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

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

RELATED TOPICS

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

Take me back to Confluence User Guide
Adding a Bookmark Link to your Browser's Favorites

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

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

To add the bookmarks link to your Links folder,

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

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

Screenshot : Showing the Links toolbar in IE7

Screenshot : Adding the link to Favorites Links in IE7
Related topics:

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

Take me back to Confluence User Guide
Dragging a Bookmark Link to your Browser

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

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

To drag the link onto your browser toolbar,

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

    ![Bookmark Icon](image)

   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

[Image showing bookmark drag]

RELATED TOPICS

- Adding a bookmark
- Adding a Bookmark Icon to your Browser
- Editing or Commenting on a Bookmark
- Removing a Bookmark
- Subscribing to a Bookmarks RSS Feed
- Viewing Bookmarks

Social Bookmarking Plugin

Take me back to Confluence User Guide
Editing or Commenting on a Bookmark

Permissions

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

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

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

To edit or comment on a bookmark,

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

Screenshot: Editing or commenting on a bookmark

RELATED TOPICS

• Adding a bookmark
• Adding a Bookmark Icon to your Browser
• Editing or Commenting on a Bookmark
• Removing a Bookmark
• Subscribing to a Bookmarks RSS Feed
• Viewing Bookmarks
• Social Bookmarking Plugin

Take me back to Confluence User Guide
Removing a Bookmark

Permission to remove a bookmark

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

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

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

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

To remove a bookmark,

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

Screenshot : Deleting a bookmark

RELATED TOPICS

- Adding a bookmark
- Adding a Bookmark Icon to your Browser
- Editing or Commenting on a Bookmark
- Removing a Bookmark
- Subscribing to a Bookmarks RSS Feed
- Viewing Bookmarks

- Social Bookmarking Plugin

Take me back to Confluence User Guide
Subscribing to a Bookmarks RSS Feed

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

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

What is an RSS feed?

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

More information:
- Overview of RSS on Wikipedia.
- Working with RSS in Confluence

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

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

To subscribe to the bookmarks saved in a particular space,

1. Go to 'Browse 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

Take me back to Confluence User Guide
Viewing Bookmarks

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

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

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

When viewing bookmarks, you can:

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

To view the bookmarks saved in a particular space,

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

To view the bookmarks labelled for a particular space,

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

To go to the bookmarked website or URL,

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

Screenshot : Viewing bookmarks
RELATED TOPICS

- Adding a bookmark
- Adding a Bookmark Icon to your Browser
- Editing or Commenting on a Bookmark
- Removing a Bookmark
- Subscribing to a Bookmarks RSS Feed
- Viewing Bookmarks
- Social Bookmarking Plugin
- Bookmarks Macro

Take me back to Confluence User Guide
Working with 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.

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

2. Favourite Pages

The dashboard will display a list of your most recently added favourite pages, so you can access them easily as soon as you login to Confluence.

3. All your favourites

You can view a list of all pages and spaces you added as favourites by going to your 'Profile'. This means that you no longer have to navigate through complicated site structures to find the pages that you are interested in but can go to them directly.
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

To add a page as a favourite,

Go to the page. Click on the star icon '🌟' located at the top right-hand corner of the page. This will change to '🌟' to indicate that you have added it as a favourite.

To add a global space as a favourite,

Go to the Dashboard. Click on the star icon '🌟' located beside the space in the list of spaces displayed. This will change to '🌟' to indicate that you have added it as a favourite.

To add a personal space as a favourite,

Go to the People Directory. Click on the star icon '🌟' located beside the person's name in the list of people displayed. This will change to '🌟' to indicate that you have added that person's personal space as a favourite.

More about global spaces and personal spaces

RELATED TOPICS

Viewing Favourites

Take me back to Confluence 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 to indicate that you have removed it from your favourites.

To add a space as a favourite,

Go to the dashboard. Click on the star icon located beside the space in the list of spaces displayed. This will change to to indicate that you have removed it from your favourites.

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.

<table>
<thead>
<tr>
<th>Your Labels</th>
<th>Content labelled with &quot;favourite&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>favourite</td>
<td><img src="#" alt="Documentation Home" /> by <a href="#">Vidya Madabushi</a> (24 Oct)</td>
</tr>
<tr>
<td>nice</td>
<td><img src="#" alt="Confluence Release Notes" /> by <a href="#">Vidya Madabushi</a> (19 Oct)</td>
</tr>
<tr>
<td>not so bad</td>
<td><img src="#" alt="Confluence Installation Guide" /> by <a href="#">Vidya Madabushi</a> (24 Oct)</td>
</tr>
<tr>
<td>something</td>
<td><img src="#" alt="Configuring Shortcut Links" /> by <a href="#">Vidya Madabushi</a> (19 Oct)</td>
</tr>
<tr>
<td>stuff</td>
<td><img src="#" alt="Configuration Guide" /> by <a href="#">Vidya Madabushi</a> (24 Oct)</td>
</tr>
<tr>
<td></td>
<td><img src="#" alt="Backup and Restore" /> by <a href="#">Vidya Madabushi</a> (19 Oct)</td>
</tr>
<tr>
<td></td>
<td><img src="#" alt="Adding a Personal Label" /> by <a href="#">Vidya Madabushi</a> (25 Oct)</td>
</tr>
<tr>
<td></td>
<td><img src="#" alt="Adding a Global Label" /> by <a href="#">Vidya Madabushi</a> (59 mins ago)</td>
</tr>
<tr>
<td></td>
<td><img src="#" alt="Confluence Administration Guide" /> by <a href="#">Vidya Madabushi</a> (25 Oct)</td>
</tr>
<tr>
<td></td>
<td><img src="#" alt="Documentation Staging 2" /> by <a href="#">Rosie</a> (17 Oct)</td>
</tr>
</tbody>
</table>

1 | 2 | Next >> (total: 13)

RELATED TOPICS

Adding Favourites
Removing Favourites
Working with Labels Overview

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

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

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

Labels can be added or removed without affecting the page content.

There are two different types of labels:

- Global labels — see Adding a Global Label. A global label is available to all users across the site. Once a global label is added, any user with permission to view a page can also view its labels. Any user with permission to edit a page can also add a global label to a page.
- Personal labels — see Adding a Personal Label. A personal label is only available to the user that created it. Any user with 'view' permission can add a personal label to a page. The personal labels start with 'my:'.

The following screenshot shows the labels at the bottom of the page's content:

Here are some of the advantages of using labels:

- Labels are user-defined which means that you decide what information is relevant to you and how you are going to label it.
- You can group pages without having to restructure the site.
- Labels are easy to add and edit, and do not affect the actual content of the page.
- You can use labels to filter information during a search.
- You can add as many labels as you like to a page.
- The RSS feed builder allows you to create a news feed based on labels.

RELATED TOPICS

- Categorising Wiki Content Using Labels
- Content by Label Macro
- Label Macros
- Navigating Pages by Label
Adding a Global Label

This page last changed on Jun 23, 2008 by smaddox.

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

To add a global label,

1. View the page. If the page already has labels, these will be listed at the bottom of the page below the page content.
2. Click the 'Edit Labels' link beside the list of labels.
3. An input field will open below the existing labels. If available, it will also show you a list of 'suggested labels'. These are the labels that you have used recently and the most popular labels in the space. Your personal labels will also appear here if you have used them frequently or recently. Check if you want to use any of the suggested labels. Click a label to add it to the page.
4. If you want to add a new label, simply type it in and click 'Add'. As you type, the drop-down field will display the label closest to the word you are typing. It is possible another user may have added the same label or a similar label which you can select and reuse.
5. Click 'Done'.

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

Screenshot : Adding a Label

RELATED TOPICS
Adding a Personal Label
Removing a label from a page
Adding a Space Label
Adding a Team Label

Take me back to Confluence User Guide
Adding a Personal Label

This page last changed on Jun 23, 2008 by smaddox.

This page tells you about personal labels. You can also read about global labels.

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

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

You can view your personal labels from your user profile.

Here are some examples of personal labels:

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

To add a personal label,

1. View the page which you want to label.
2. Click the 'Edit Labels' link beside 'Labels'.
3. An input field will open below the existing labels. If available, it will also show you a list of 'suggested labels'. These are the labels that you have used recently and the most popular labels in the space. Your personal labels will also appear here if you have used them frequently or recently. Check if you want to use any of the suggested labels. Click a label to add it to the page.
4. If you want to add a new personal label, type it in using the format 'my:label'.
   You can enter more than one label, separated by commas.
5. Click 'Add' to add the label.
6. Click 'Done' when you have finished, if you want to close the label input field.

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

Screenshot : Adding a Label
Adding a Space Label

To add a Space Label,

1. Go to the 'Space Admin' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Space Admin'. The 'Space Administration' view will open.

   'Space Admin' is only displayed if you are a space administrator.

2. Click 'Edit Space Details'. This will take you to a new screen.
3. Click 'Edit Space Labels' in the left navigation frame. In the input field displayed under the heading 'Labels', type in your label and click 'Add'. A list of suggested labels is also displayed in the form. Click on the label to add it.

Screenshot : Adding a space label

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:nottcobad, my:nice, my:something, my:stuff, my:stuff, installation, test, label, example, & documentation

RELATED TOPICS

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

Take me back to Confluence User Guide
Adding a Team Label

Team labels are used to group together related spaces.

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

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

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

To add a Team Label,

1. Go to the 'Space Admin' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Space Admin'. The 'Space Administration' view will open.
   - 'Space Admin' is only displayed if you are a space administrator.

2. Click 'Edit Space Details'. This will take you to a new screen.

3. Click 'Edit Space Labels' in the left navigation frame.

4. In the input field displayed under 'Team Labels', type in your label and click 'Add'. A list of 'Suggested Labels' is also displayed in the form. Click on the label to add it.

**Screenshot: Adding a team label**

**Team Labels**

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

No team labels added to this space.

**Add Team Label:**

Add

**Available Team Labels:**

atlassian, confluence, consulting, demo, development, iira, plugins, test

**Screenshot: List of team related spaces on the dashboard**
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

**Related Topics**

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

Take me back to Confluence 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.

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

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

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{contentbylabel:documentation, my:stuff}</td>
<td>![1. System Requirements](Crowd 1.3) Labels: documentation, crowd, guide, api, overview ![1. System Requirements](Crowd 1.2) Labels: overview, api, guide, crowd, documentation ![1. System Requirements](Crowd 1.1) Labels: documentation, crowd, guide, api, overview ![1.1 Concepts](Crowd 1.3) Labels: provisioning, login, sso, security, concepts, identity, single-sign-on, authorisation, authentication, application, directory, integration, api, middleware, architecture, framework, overview, guide, documentation, crowd ![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</td>
</tr>
</tbody>
</table>

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

Recommended Default Usage

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

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

Optional Parameters

<table>
<thead>
<tr>
<th>No</th>
<th>parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>key</td>
<td>all</td>
<td>Filter by space (Note: Keywords @all and @self are available with Confluence 2.2.2 and higher.)</td>
</tr>
<tr>
<td>2</td>
<td>type</td>
<td>false</td>
<td>Filter by content type</td>
</tr>
<tr>
<td>3</td>
<td>showLabels</td>
<td>true</td>
<td>Show or hide labels for results</td>
</tr>
<tr>
<td>4</td>
<td>showSpace</td>
<td>true</td>
<td>Show or hide spaces for results</td>
</tr>
<tr>
<td>5</td>
<td>excerpt</td>
<td>false</td>
<td>Show or hide excerpts for results</td>
</tr>
<tr>
<td>6</td>
<td>maxResults</td>
<td>5</td>
<td>Specify maximum results to display</td>
</tr>
<tr>
<td>7</td>
<td>sort=creation</td>
<td>recent</td>
<td>The 'sort' attribute is an optional attribute that allows you to configure how the children are displayed</td>
</tr>
</tbody>
</table>

```
```
8 operator OR (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

The Navmap macro displays the list of pages associated with a specified label as a navigation map.

A label must be specified for this macro.

Navmap macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{navmap:documentation}</td>
<td>![Diagram of a navigation map]</td>
</tr>
</tbody>
</table>

The diagram shows the list of pages associated with the label "documentation." Each page is represented as a node in the map, connected by links. The labels are organized hierarchically, with more specific pages nested under more general ones.
Optional Parameters:

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

1. Specify a title for the navigation map

What you need to type

```{navmap:documentation|title=Confluence Documentation}

What you will get

<table>
<thead>
<tr>
<th>Confluence Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Concepts</td>
</tr>
<tr>
<td>1.2 About the Crowd</td>
</tr>
<tr>
<td>1.1 Setting JAVA_HOME</td>
</tr>
<tr>
<td>2.1.1 HSQLDB</td>
</tr>
<tr>
<td>2.1.1 HSQLDB</td>
</tr>
<tr>
<td>2.1.3 MySQL</td>
</tr>
<tr>
<td>2.1.3 MySQL</td>
</tr>
<tr>
<td>2.2.5 PostgreSQL</td>
</tr>
<tr>
<td>2.2.5 PostgreSQL</td>
</tr>
<tr>
<td>2.2.6 PostgreSQL</td>
</tr>
<tr>
<td>2.2.6 PostgreSQL</td>
</tr>
<tr>
<td>2.2.7 PostgreSQL</td>
</tr>
<tr>
<td>2.2.7 PostgreSQL</td>
</tr>
<tr>
<td>2.2.8 PostgreSQL</td>
</tr>
<tr>
<td>2.2.8 PostgreSQL</td>
</tr>
<tr>
<td>2.2.9 PostgreSQL</td>
</tr>
<tr>
<td>2.2.9 PostgreSQL</td>
</tr>
<tr>
<td>2.2.10 PostgreSQL</td>
</tr>
<tr>
<td>2.2.10 PostgreSQL</td>
</tr>
<tr>
<td>2.2.11 PostgreSQL</td>
</tr>
<tr>
<td>2.2.11 PostgreSQL</td>
</tr>
<tr>
<td>2.2.12 PostgreSQL</td>
</tr>
<tr>
<td>2.2.12 PostgreSQL</td>
</tr>
</tbody>
</table>
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

Take me back to [Confluence User Guide](https://confluence.abc.com/confluence/display/ABC/Confluence+User+Guide)
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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{recently-used-labels}</td>
<td>confluence, comalatech, jira, thumbnail, crowd</td>
</tr>
</tbody>
</table>

Optional Parameters

Specify the number of labels to be displayed.
By default, 10 labels are displayed.

{recently-used-labels:count=5}

Specify the scope of labels to be displayed.
The default scope is 'global'.

{recently-used-labels:scope=space}

Display the labels in a table.

{recently-used-labels:style=table}

Specify a title for the table view

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

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

Take me back to Confluence User Guide
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**

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

- confluence
- confluence-label-filter
- plugin
- label
- plugins
- extension
- ul
- documentation
- navigation
- powered
- examples
- samples
- content
- macros
- web
- pdf
- size
- contentbylabel
- filterbylabel
- wiki
- user-macro
- customize
- landscape
- orientation
- public
- related
- similar
- topic
- sites
- sizing-guide
- library
- customized
- interface
- crowd
- installation
- database
- setup
- integration
- api
- crowdid
- guide
- overview
- application
- authentication
- sso
- single-sign-on
- connectors
- configuration
- osuser
- favourite
- internal
- administration
- authorisation
• mysql
• postgresql
• jira
• client
• install
• hsql
• mysql
• mysqlserver
• userguide
• macro
• admin
• example
• user
• confluence20
• index
• list
• contents
• all
• summary
• security
• directory
• architecture
• encoding
• unicode
• utf8
• http
• character
• identity
• console
• framework
• middleware
• concepts
• login
• provisioning
• performance
• soap
• java
• custom
• atlassian-user
• build
• httpauthenticator
• verifytokenfilter
• properties
• caching
• ehcache
• defaultcache
• securityserverclient
• openid
• website-link
• crowd-home
• stuff
• nice
• confluencedoc
• test
• fish
• loremipsum
• organise
• sort
• categorizing
• categorize
• categorise
• appserver
• templates
• template-related
Optional Parameters

Specify the labels for which you want to view related labels

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{related-labels:labels=documentation, my:stuff}</td>
<td>crowd, installation, database, setup, integration, api, confluence, crowdid, guide, overview, application, authentication, sso, single-sign-on, connectors, configuration, osuser, favourite, internal, administration, authorisation, mysql, postgresql, iira, client, install, hsql, msq, mssqlserver, userguide, macro</td>
</tr>
</tbody>
</table>
• admin
• example
• user
• confluence20
• index
• list
• contents
• all
• summary
• security
• directory
• architecture
• encoding
• unicode
• utf8
• http
• character
• identity
• console
• framework
• middleware
• concepts
• login
• provisioning
• performance
• soap
• java
• custom
• atlassian-user
• build
• httpauthentication
• verifytokenfilter
• properties
• caching
• ehcache
• confluence-label-filter
• defaultcache
• securityserverclient
• openid
• website-link
• crowd-home
• stuff
• nice
• confluencedoc

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

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
Screenshot: Label Links on the View Labels Page

RELATED TOPICS

- Adding a Global Label
- Adding a Personal Label
- Adding a Space Label
- Adding a Team Label
- Categorising Wiki Content Using Labels
- Label Macros
- Navigating Pages by Label
- Removing a label from a page
- Removing a space label
- Removing a team label
- Viewing Global Labels
- Viewing labelled pages
- Viewing personal labels
- Viewing Popular Labels

Take me back to Confluence User Guide
Removing a label from a page

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

You can see the existing labels, and the pages which contain the labels, by Viewing Global Labels.

To remove a label from a page,

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

RELATED TOPICS

Working with Labels Overview

Take me back to Confluence User Guide
Removing a space label

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

This page tells you how to remove a space label. If you want to remove a label from a page, read the instructions here.

To remove a space label,

1. Go to the 'Advanced' view for the page. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Advanced'. The 'Advanced' view will open.
2. Click 'Edit' beside the list of Space Labels. This will take you to a new screen, showing space labels in the left panel and team labels in the right panel. There will be a 'Remove' link beside each label.
3. Click 'Remove' to remove the label.

Screenshot : Removing a space label

RELATED TOPICS

Working with Labels Overview

Take me back to Confluence User Guide
Removing a team label

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

This page tells you how to remove a team label. If you want to remove a label from a page, read the instructions here.

To remove a team label,

1. Go to the 'Advanced' view for the page. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Advanced'. The 'Advanced' view will open.
2. Click 'Edit' beside the list of Team Labels. This will take you to a new screen, showing space labels in the left panel and team labels in the right panel. There will be a 'Remove' link beside each label.
3. Click 'Remove' to remove the label.

Screenshot : Removing a team label

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)
- eleanor (remove)

Available Team Labels:
- all/smap, consulting, demo, development, documentation, intel-core, jira, plugins

RELATED TOPICS

Working with Labels Overview

Take me back to Confluence User Guide
**Viewing Global Labels**

This page last changed on Jun 16, 2008 by edawson.

Any page that has labels will have them listed together in a block, with the heading 'Labels'.

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

**To view global labels,**

1. If you are in a page that has labels, clicking on a label will take you to the 'Label' tab of the 'Browse Space' view where all pages in the space with that label will be listed. Click on the link 'See content from all spaces' to view all pages with the same label across the site.
2. Go to the 'Browse Space' view. There are two ways to browse a space:
   - 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.
3. Click on the 'Labels' tab. You have the option to view labels in one of two ways:
   - Click 'All labels' to view all labels in the space. From this view, you can click on a link to view an alphabetical listing of all labels across the site. Clicking on a label will list all content in the space with that label. It will also display any related labels if they exist. Related labels are labels that frequently appear on pages together. For example, if pages labelled with 'sales' also tend to have the label 'marketing', these will be displayed as related labels.
   - Click popular labels to view a list of the most frequently used labels in that space. From here, you can also view the most popular global labels across the site.

Confluence defaults to one of these views when you go to the 'Labels' tab based on your preference on your last visit to the site.

Each of these views also displays a list of up to fifteen most 'Recent Labels' and 'Popular Labels' in the space.

**Screenshot: Labels as they are displayed on a page**

Comments, criticism welcome!

Labels: multiple, label, search, fedex, fedext EDIT

**RELATED TOPICS**

- Viewing labelled pages
- Viewing personal labels
- Viewing Popular Labels
- Navigating Pages by Label

Take me back to Confluence User Guide
Viewing labelled pages

The easiest way to find labelled content is to do a quick search for it. If there is a label matching your query, it will be listed above the search results. Clicking on the link will display all content in the site with that label. (Clicking additional labels on the following page will conduct another search, adding that label to your existing search. See also Navigating Pages by Label.)

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

Viewing labelled content

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

Results 1 - 10 of 225 for database.

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.

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

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
Viewing personal labels

This page last changed on Jun 12, 2008 by smaddox.

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

To view your personal labels,

1. Go to the 'Preferences' view for your user profile. To do this:
   - Go to a page in the space.
   - Go to your name at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select 'Preferences' from the dropdown list. The 'Preferences' view will open.
2. Click the 'Labels' tab.
3. This will display all content with personal labels in the space. You will also see a list of your personal labels along with the number of pages that contain the label. Click a link to see all content with that label.

Screenshot: Viewing personal labels

Another way to get to your personal labels

If you are in a page that has personal labels, click on a label to go to the 'Labels' tab of your profile, where all pages in the space with that label will be listed.

RELATED LABELS

Adding a Personal Label
Viewing labelled pages
Viewing Global Labels
Viewing Popular Labels

Take me back to Confluence User Guide
Viewing Popular Labels

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

To view popular labels,

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

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

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

Screenshot: Viewing popular labels

 RELATED TOPICS

Viewing labelled pages
Viewing Global Labels
Viewing personal labels

Take me back to Confluence User Guide
Working with Links Overview

This page last changed on Jun 16, 2008 by smaddox.

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

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

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

You can also use a Confluence link to:

- Create a new mail message.

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

Handy Hints

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

RELATED TOPICS

Rich Text-Creating 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

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

By default, CamelCasing is not enabled in Confluence. However, a site administrator can turn on CamelCasing from the Administration Console.

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

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

where:

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

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

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>NonExistentPage</td>
<td>[NonExistentPage]</td>
</tr>
</tbody>
</table>

where:

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

To ensure a CamelCase word does not become a link

(Confluence 2.1.3 or later)

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{nolink:SomeWord}</td>
<td>SomeWord</td>
</tr>
<tr>
<td>{nl:SomeWord}</td>
<td>SomeWord</td>
</tr>
</tbody>
</table>

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

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

RELATED TOPICS

Working with links

Take me back to Confluence 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

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

To change the title of a link,

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[the current release notes</td>
<td>Sample Release Notes]</td>
</tr>
</tbody>
</table>

Where:

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

Example: Changing the title of a news item

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[an article on the subject</td>
<td>2007/06/25/Sample News]</td>
</tr>
</tbody>
</table>

Where:

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

Example: Combining inter-space links and labelled links

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

Where:

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

RELATED TOPICS

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

Take me back to Confluence User Guide
Sample Release Notes

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

Start of release notes content


End of release notes content
Linking an Image

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

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

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>![dochome.gif]</td>
<td>Confluence Documentation Home</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Displaying an Image^fish.gif]</td>
<td>DOC:</td>
</tr>
</tbody>
</table>

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

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

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

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

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

RELATED TOPICS

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

Take me back to Confluence User Guide
# Linking to Pages in Another Space

This page 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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[DS:Brief Overview of Confluence]</td>
<td>Brief Overview of Confluence</td>
</tr>
<tr>
<td>[Here's an overview][DS:Brief Overview of Confluence]</td>
<td>Here's an overview</td>
</tr>
</tbody>
</table>

where:

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

## To link to the homepage of another space

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[DS:]</td>
<td>Demonstration Space</td>
</tr>
<tr>
<td>[demo home page][DS:]</td>
<td>demo home page</td>
</tr>
</tbody>
</table>

where:

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

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

✔️ Handy Hint

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

## RELATED TOPICS

- [Link to a Page within a Space](#)
- [Link to a Web Page](#)
- [Working with Links](#)

Take me back to [Confluence 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.

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

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:

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Link to new page]</td>
<td>[Link to new page]</td>
</tr>
</tbody>
</table>

✅ 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,

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
</table>
| [go to Atlassian|http://www.atlassian.com/software/confluence] | go to Atlassian

Where:

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

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

RELATED TOPICS

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

Take me back to Confluence User Guide
Trackback

This page last changed on May 29, 2008 by rkrishna.

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

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

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

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

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

See more information about the Information View.

RELATED TOPICS

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

Take me back to Confluence User Guide
Using a link to create a new mail message

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

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

Examples

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[<a href="mailto:jsmith@nonexistent.corp.com">mailto:jsmith@nonexistent.corp.com</a>]</td>
<td><a href="mailto:jsmith@nonexistent.corp.com">jsmith@nonexistent.corp.com</a></td>
</tr>
<tr>
<td>[Sales</td>
<td><a href="mailto:jsmith@nonexistent.corp.com">mailto:jsmith@nonexistent.corp.com</a>]</td>
</tr>
</tbody>
</table>

RELATED TOPICS

- Working with Links Overview
- Linking to Mail

Take me back to Confluence User Guide
Working with Anchors

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

If you are using Confluence Team Hosted, the plugins and macros are installed for you by Atlassian. Refer to the list in the Confluence Team Hosted FAQ. Read more about the feature limitations in Confluence Team 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

Many macros allow you to include 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, use the pipe symbol ('|') to separate one from the other, like this:

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

Case Sensitivity in Macro Parameters

Macro parameters are case sensitive. In most cases, the macro will expect its parameters to be in lower case. Make sure you follow the documentation for the specific macro and match the expected case, otherwise the parameter may be ignored.

For example, this code correctly has the parameter 'patterns' with a lower case 'p' as expected by the Attachments Macro:

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

This code will not work, because the parameter 'Patterns' has an upper case 'p', which the Attachments Macro will not recognise:
## 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.

<table>
<thead>
<tr>
<th>Macro</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attachments Macro</strong></td>
<td>Displays a list of attachments belonging to the current page.</td>
</tr>
<tr>
<td><strong>Blog Posts Macro</strong></td>
<td>Lists the most recent news items in the space.</td>
</tr>
<tr>
<td><strong>Bookmarks Macro</strong></td>
<td>Includes a list of bookmarks on a Confluence page.</td>
</tr>
<tr>
<td><strong>Change-History Macro</strong></td>
<td>Displays a history of updates made to a page.</td>
</tr>
<tr>
<td><strong>Cheese Macro</strong></td>
<td>Displays the words &quot;I like cheese!&quot;</td>
</tr>
<tr>
<td><strong>Children Display Macro</strong></td>
<td>Displays the children and descendants of the current page.</td>
</tr>
<tr>
<td><strong>Code Block Macro</strong></td>
<td>Displays code in your document with the appropriate syntax highlighting.</td>
</tr>
<tr>
<td><strong>Color Text Macro</strong></td>
<td>Changes the colour of a block of text.</td>
</tr>
<tr>
<td><strong>Column Macro</strong></td>
<td>Used with the <a href="#">Section Macro</a>. Defines columns within the page.</td>
</tr>
<tr>
<td><strong>Content by Label Macro</strong></td>
<td>Renders a list of content associated with specific labels.</td>
</tr>
<tr>
<td><strong>Create Space Button Macro</strong></td>
<td>Renders a create space button linked to the create space page.</td>
</tr>
<tr>
<td><strong>Tasklist Macro</strong></td>
<td>Displays a dynamic task list which can be modified in 'view' mode.</td>
</tr>
<tr>
<td><strong>Excerpt Macro</strong></td>
<td>Allows you to define a part of the page as the page's 'excerpt' which is then used by other macros to summarise a page's content.</td>
</tr>
<tr>
<td><strong>Excerpt Include Macro</strong></td>
<td>Allows you to display an excerpt from another page within the current page.</td>
</tr>
<tr>
<td><strong>Favourite Pages Macro</strong></td>
<td>Displays a list of your favourite pages.</td>
</tr>
<tr>
<td><strong>Flowchart Macro</strong></td>
<td>Displays flowcharts and other diagrams composed of shapes joined by lines.</td>
</tr>
<tr>
<td><strong>Gallery Macro</strong></td>
<td>Forms a thumbnail gallery of all images attached to a page.</td>
</tr>
<tr>
<td><strong>Global Reports Macro</strong></td>
<td>Renders a list of links to global reports within a table.</td>
</tr>
<tr>
<td><strong>HTML Macro</strong></td>
<td>Renders your specified HTML code within the current page.</td>
</tr>
<tr>
<td><strong>IM Presence Macro</strong></td>
<td>Displays graphically when a contact is online.</td>
</tr>
<tr>
<td><strong>Include Page Macro</strong></td>
<td>Inserts the contents of the specified page into the current one.</td>
</tr>
<tr>
<td><strong>Info Macro</strong></td>
<td>Displays a block of text in a blue highlight box.</td>
</tr>
<tr>
<td><strong>JIRA Issues Macro</strong></td>
<td>Displays a list of JIRA issues in a page.</td>
</tr>
<tr>
<td><strong>JIRA Portlet Macro</strong></td>
<td>Displays a JIRA dashboard portlet in Confluence.</td>
</tr>
<tr>
<td><strong>JUnit Report Macro</strong></td>
<td>Displays a summary of JUnit test results.</td>
</tr>
<tr>
<td><strong>Layout Macros</strong></td>
<td>Format a page into columns.</td>
</tr>
<tr>
<td><strong>Loremipsum Macro</strong></td>
<td>Displays a few paragraphs of pseudo-Latin text.</td>
</tr>
<tr>
<td><strong>Navmap Macro</strong></td>
<td>Renders the list of pages associated with a specified label as a navigable map.</td>
</tr>
<tr>
<td><strong>Noformat Macro</strong></td>
<td>Displays a block of text in monospace font.</td>
</tr>
<tr>
<td><strong>Nolink and nl Macros</strong></td>
<td>Prevents the browser from automatically hyperlinking a URL.</td>
</tr>
<tr>
<td><strong>Note Macro</strong></td>
<td>Displays a block of text in a yellow highlight box.</td>
</tr>
</tbody>
</table>
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.

ℹ️ The attachments macro is documented on Displaying List of Attachments in a Page.
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**

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

To demonstrate linking to a news item.

**Monday, June 25, 2007**

Sample News

To demonstrate linking to a news item.

Posted at Jun 25, 2007 by Rosie Jameson | 6 comments

**Sunday, September 25, 2005**

Confluence 1.4.4 Released

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.

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.

Further Reading

- Find out what's new in the Confluence 1.4.4 Release Notes
- Download Confluence 1.4.4

Posted at Sep 25, 2005 by Charles Miller | 0 comments

**Thursday, June 2, 2005**

Confluence 1.4.1 Released

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.

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.
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

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

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

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

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

Posted at Dec 19, 2004 by Charles Miller | 0 comments

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

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

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

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

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

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
Optional Parameters

<table>
<thead>
<tr>
<th>Parameter name</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>default parameter</td>
<td>15</td>
<td>Specify the number of posts you want to display.</td>
</tr>
<tr>
<td>content</td>
<td>entire</td>
<td>Specify 'content=excerpts' to display short excerpts, or 'content=titles' to display a list of posts.</td>
</tr>
<tr>
<td>time</td>
<td>no limit</td>
<td>Specify from how far back in time you want items displayed, using 'h' (hours) or 'd' (days).</td>
</tr>
<tr>
<td>labels</td>
<td>none</td>
<td>Display posts that match the specified label(s).</td>
</tr>
<tr>
<td>spaces</td>
<td>@all</td>
<td>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.</td>
</tr>
</tbody>
</table>

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'
• 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 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

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>max</td>
<td>15</td>
<td>The maximum number of bookmarks to display.</td>
</tr>
<tr>
<td>spaces</td>
<td>Current space</td>
<td>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.</td>
</tr>
<tr>
<td>labels</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>creators</td>
<td>None</td>
<td>A list of usernames, separated by commas, specifying who created the bookmarks to be listed.</td>
</tr>
<tr>
<td>sort</td>
<td>creation</td>
<td>Specify the sort order of the bookmarks. Valid values: 'creation' = bookmark created date; 'creator' = username of bookmark author; 'title' = bookmark title.</td>
</tr>
<tr>
<td>reverseSort</td>
<td>false</td>
<td>'true' = reverse the sort order.</td>
</tr>
<tr>
<td>showAuthor</td>
<td>true</td>
<td>Display the user who created the bookmark.</td>
</tr>
<tr>
<td>showDate</td>
<td>true</td>
<td>Display the date when the bookmark was created.</td>
</tr>
<tr>
<td>showDescription</td>
<td>true</td>
<td>Display the bookmark description.</td>
</tr>
<tr>
<td>showEditLinks</td>
<td>true</td>
<td>If the current user has permission, show quick links to edit or remove the bookmark.</td>
</tr>
<tr>
<td>showLabels</td>
<td>true</td>
<td>Display the bookmark's labels.</td>
</tr>
<tr>
<td>showListHeader</td>
<td>true</td>
<td>Display heading of the bookmark list (with the RSS feed link).</td>
</tr>
</tbody>
</table>
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
Change-History Macro

This page last changed on Apr 17, 2008 by smaddox.

The Change-History macro shows the history of updates made to a page — version number, author, date and comment.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{change-history}</code></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Version (v. 2)</td>
<td>Apr 17, 2008 20:30</td>
<td><a href="mailto:smaddox@example.com">Sarah Maddox</a>: Making a trivial change to generate page history</td>
</tr>
<tr>
<td>v. 1</td>
<td>Apr 17, 2008 20:28</td>
<td><a href="mailto:smaddox@example.com">Sarah Maddox</a></td>
</tr>
</tbody>
</table>

RELATED TOPICS

- Working with Macros

Take me back to [Confluence User Guide](mailto:confluence@example.com)
Cheese Macro

This page last changed on Apr 17, 2008 by smaddox.

The Cheese macro displays the words "I like cheese!"

You can use this macro to test the Confluence macro functionality. 😊

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{cheese}</td>
<td>I like cheese!</td>
</tr>
</tbody>
</table>

RELATED TOPICS

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

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

Optional Parameters

<table>
<thead>
<tr>
<th>No</th>
<th>parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>all</td>
<td>true</td>
<td>Display all descendants</td>
</tr>
<tr>
<td></td>
<td>page</td>
<td>current</td>
<td>Specify which page to display children for in a current space or in a different space. If the page parameter is '/', then the macro will list all the current space's top-level pages i.e. those without parents. If the page parameter is a space key followed by a colon (e.g. {children:page=DOC:}), then the top-level pages of that space will be listed.</td>
</tr>
<tr>
<td>2</td>
<td>depth</td>
<td>none</td>
<td>Specify the depth of descendants to display</td>
</tr>
<tr>
<td>3</td>
<td>first</td>
<td>none</td>
<td>Restrict the number of children displayed at the top level</td>
</tr>
<tr>
<td>4</td>
<td>style</td>
<td>none</td>
<td>Specify the style in which descendants are displayed</td>
</tr>
<tr>
<td>5</td>
<td>excerpt</td>
<td>false</td>
<td>Display the child pages’ excerpts, if they exist</td>
</tr>
<tr>
<td>6</td>
<td>sort=creation</td>
<td>recent</td>
<td>The 'sort' attribute is an optional attribute that allows you to configure how the children are sorted. Specify 'creation' to sort by content creation date, 'title' to sort alphabetically on title and 'modified' to sort of last modification date.</td>
</tr>
</tbody>
</table>

1. Display all descendants of the page

{children:all=true}

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

3. Specify the depth of descendants

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

5. Specify the style in which descendants are displayed
   Choose from heading levels h1 to h6.

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

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

RELATED TOPICS

   Working with Page Families
   Working with Macros

Take me back to Confluence User Guide
Grandchild

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

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.

Example 1: Java

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

Example 2: XML

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

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}

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>mycolour</td>
<td>yes</td>
<td>none</td>
<td>Colour of text. You can use names for common colours or use the hex code for a more specific colour.</td>
</tr>
</tbody>
</table>

Examples:

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{color:red}red{color}</td>
<td>red</td>
</tr>
<tr>
<td>{color:orange}orange{color}</td>
<td>orange</td>
</tr>
<tr>
<td>{color:yellow}yellow{color}</td>
<td>yellow</td>
</tr>
<tr>
<td>{color:green}green{color}</td>
<td>green</td>
</tr>
<tr>
<td>{color:blue}blue{color}</td>
<td>blue</td>
</tr>
<tr>
<td>{color:purple}purple{color}</td>
<td>purple</td>
</tr>
<tr>
<td>{color:purple}violet{color}</td>
<td>violet</td>
</tr>
<tr>
<td>{color:003366}#003366{color}</td>
<td>#003366</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{section}</td>
<td></td>
</tr>
<tr>
<td>{column} Column one text goes here{column}</td>
<td>Column one text goes here</td>
</tr>
<tr>
<td>{column} Column two text goes here{column}</td>
<td>Column two text goes here</td>
</tr>
<tr>
<td>{section}</td>
<td></td>
</tr>
</tbody>
</table>

Optional Parameter

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>width</td>
<td></td>
<td>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>)</td>
</tr>
</tbody>
</table>

RELATED TOPICS

Working with Macros
Working with Tables

Take me back to Confluence User Guide
Create Space Button Macro

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

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

Create Space Button Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{create-space-button}</td>
<td>![Create Space Icon]</td>
</tr>
</tbody>
</table>

Optional Parameter

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

Specify the size of the icon displayed

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{create-space-button:size=small}</td>
<td>![Create Space Icon]</td>
</tr>
</tbody>
</table>

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

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

**Optionally,**

Remove the panel

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

```
{excerpt-include:Home|nopanel=true}
```

**RELATED TOPICS**

- Excerpt Macro
- Working with Macros

Take me back to Confluence 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.

ℹ️ 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}
```

ℹ️ 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**

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{favpages}</code></td>
<td>Favourite Pages</td>
</tr>
<tr>
<td></td>
<td>There are currently no pages on your favourites list. You can add pages to this list by clicking ✡ on the top right of the page you're viewing.</td>
</tr>
</tbody>
</table>

**Optional Parameters**

1. **Specify the maximum number of results to be displayed**

```markdown
{favpages:maxResults=5}
```

**RELATED TOPIC**

- [Working with Favourites Overview](#)
- [Working with Macros](#)

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

The Flowchart Macro creates diagrams composed of shapes joined by lines using the GraphViz language. This language is extremely versatile and powerful, but you can start with a really simple example as shown below, and then gradually improve your knowledge and create more advanced diagrams easily.

Installation

This macro requires that the GraphViz plugin is installed on your Confluence site.

Usage

1. Edit the page
2. Switch to the Wiki Markup editor
3. Insert two {flowchart} commands
4. Between those two commands, insert a textual representation of the diagram, using the GraphViz description language.

Examples

These are some very basic examples of what you can achieve easily. For more advanced layouts and formatting, please refer to the resources below.

<table>
<thead>
<tr>
<th>Macro Call</th>
<th>Macro Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>{flowchart}</td>
<td></td>
</tr>
<tr>
<td>Parameters -&gt; Diagram</td>
<td></td>
</tr>
<tr>
<td>{flowchart}</td>
<td></td>
</tr>
<tr>
<td>main -&gt; parse -&gt; execute</td>
<td></td>
</tr>
<tr>
<td>main -&gt; init</td>
<td></td>
</tr>
<tr>
<td>main -&gt; cleanup</td>
<td></td>
</tr>
<tr>
<td>execute -&gt; make_string</td>
<td></td>
</tr>
<tr>
<td>execute -&gt; printf</td>
<td></td>
</tr>
<tr>
<td>init -&gt; make_string</td>
<td></td>
</tr>
<tr>
<td>main -&gt; printf</td>
<td></td>
</tr>
<tr>
<td>execute -&gt; compare</td>
<td></td>
</tr>
<tr>
<td>{flowchart}</td>
<td></td>
</tr>
<tr>
<td>{flowchart}</td>
<td></td>
</tr>
<tr>
<td>Open -&gt; &quot;Needs Verification&quot; -&gt; Verified -&gt; Implemented</td>
<td></td>
</tr>
<tr>
<td>Open -&gt; Implemented -&gt; Resolved</td>
<td></td>
</tr>
<tr>
<td>Open -&gt; Closed</td>
<td></td>
</tr>
<tr>
<td>Open -&gt; Resolved [style=dotted, color=red, weight=2]</td>
<td></td>
</tr>
</tbody>
</table>
GraphViz Resources

GraphViz is a powerful way of describing diagrams of any kind, using just text. There is no graphical editor, so this may not be the tool of choice for the occasional user. But if you would like to visualise your ideas regularly it is well worth reading more about the language. Have a look at the following resources on the GraphViz website, to learn more than what can be explained on this overview page.

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

RELATED TOPICS

- Working with Macros
- Enabling The Flowchart Macro

Take me back to Confluence User Guide
**Gallery Macro**

This page last changed on Jun 24, 2008 by smaddox.

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.)

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{gallery:title=Some office photos, and a waterfall}</code></td>
<td><strong>Some office photos, and a waterfall</strong>&lt;br&gt;(view as slideshow)</td>
</tr>
</tbody>
</table>

Here's an office photo
Optional parameters

Basic usage, showing two parameters:

\[ \text{gallery:columns=3|title=Some office photos, and a waterfall} \]

Below is the full list of parameters available.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Optional or Mandatory</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td>Optional</td>
<td>Nothing</td>
<td>Specify a title for your gallery.</td>
</tr>
<tr>
<td>columns</td>
<td>Optional</td>
<td>4</td>
<td>Specify the number of columns for your table.</td>
</tr>
<tr>
<td>slideshow</td>
<td>Optional</td>
<td>true</td>
<td>Set to 'false' to hide the 'view as slide show' link.</td>
</tr>
<tr>
<td>sort</td>
<td>Optional</td>
<td>None i.e. the sort order is unspecified and therefore unpredictable.</td>
<td>Specify an attribute to sort the images by that attribute. Sort order is ascending, unless you specify the 'reverseSort' parameter (see below). Options are:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 'name' – file name.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 'comment' – comment linked to the attached file.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 'date' – date/time last modified.</td>
</tr>
<tr>
<td>reverseSort</td>
<td>Optional</td>
<td>Nothing, i.e. sort order is ascending</td>
<td>Used in conjunction with 'sort' parameter above. Use 'reverseSort' to reverse the sort order, from ascending to descending.</td>
</tr>
</tbody>
</table>
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
The Global Reports macro renders a list of links to global reports.

These include:

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

### Global Reports Macro

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

### 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
{html} ... code ... {html}
```

**Example:**

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

**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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{yahoo:myYahooId}</td>
<td>![Online Now]</td>
</tr>
<tr>
<td>{yahoo:myYahooId}</td>
<td>![Not online]</td>
</tr>
</tbody>
</table>

AIM Presence Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{aim:myScreenName}</td>
<td>![AIM ONLINE]</td>
</tr>
<tr>
<td>{aim:myScreenName}</td>
<td>![AIM OFFLINE]</td>
</tr>
</tbody>
</table>

ICQ Presence Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{icq:icqnumber}</td>
<td>![Online]</td>
</tr>
<tr>
<td>{icq:icqnumber}</td>
<td>![Offline]</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{include:Sample Include Page}</code></td>
<td>Start of sample page content</td>
</tr>
</tbody>
</table>

Where:

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

Optional Parameter

Display contents of a page located in another space

```
{include:ds:Confluence Overview}
```

Where:

'DS' is the spacekey of the other space.

'Confluence Overview' is the name of the page whose contents you want to display.

RELATED TOPICS

- Embed only part of an internal page
- Embed an external page
- Working with Macros

Take me back to Confluence User Guide

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.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{info}</td>
<td>This macro is useful for including helpful information in your Confluence pages</td>
</tr>
</tbody>
</table>

Optional Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td></td>
<td>The title of the information box. If specified, will be displayed in bold next to the icon.</td>
</tr>
<tr>
<td>icon</td>
<td>true</td>
<td>If &quot;false&quot;, the icon will not be displayed.</td>
</tr>
</tbody>
</table>

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:**
**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.
6. Copy the 'XML' link to your clipboard.

![Current View](image)

**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:

```plaintext
{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:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>url</td>
<td>yes</td>
<td>none</td>
<td>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.</td>
</tr>
<tr>
<td>anonymous</td>
<td>no</td>
<td>false</td>
<td>true will output the number of issues in JIRA, linking the count to the JIRA instance</td>
</tr>
<tr>
<td>columns</td>
<td>no</td>
<td>none</td>
<td>a semi-colon delimited list of jira column names. Valid columns are key, summary, type, created, updated, due, assignee, reporter, priority, status and resolution</td>
</tr>
<tr>
<td>count</td>
<td>no</td>
<td>false</td>
<td>'off' will refresh the jiraissues cache, forcing a reload on the page before the display</td>
</tr>
<tr>
<td>cache</td>
<td>no</td>
<td>on</td>
<td>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)</td>
</tr>
<tr>
<td>baseurl</td>
<td>no</td>
<td></td>
<td>limits the number of results you get back. This is the case even when count is set to true.</td>
</tr>
<tr>
<td>tempMax</td>
<td>no</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

Example

Below is an example of some macro markup code, requesting a list of issues from the Atlassian public JIRA site:
Below are the results of the above macro markup, displayed on this Confluence page:

<table>
<thead>
<tr>
<th>T</th>
<th>Key</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONF-1181</td>
<td>Parse exception in jiraissues</td>
</tr>
<tr>
<td></td>
<td>CONF-2746</td>
<td>jiraissues macro flaky</td>
</tr>
<tr>
<td></td>
<td>CONF-4472</td>
<td>jiraissues macro is broken in Preview mode</td>
</tr>
<tr>
<td></td>
<td>CONF-3729</td>
<td>robust (and safer) {jiraissues} macro authentication</td>
</tr>
<tr>
<td></td>
<td>CONF-6878</td>
<td>jiraissue macro not including desired columns</td>
</tr>
<tr>
<td></td>
<td>CONF-1415</td>
<td>jiraissues macro custom icons break</td>
</tr>
<tr>
<td></td>
<td>CONF-854</td>
<td>ParseException when trying to use rss / jiraissues macro</td>
</tr>
<tr>
<td></td>
<td>CONF-11829</td>
<td>jiraissues macro issues when multiple on page</td>
</tr>
<tr>
<td></td>
<td>CONF-7322</td>
<td>Jiraissues macro doesn't show icons or timestamps</td>
</tr>
<tr>
<td></td>
<td>CONF-2711</td>
<td>Better authentication method for jiraissues and jiraportlet macros</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>What you want to do</th>
<th>Macro parameter</th>
<th>URL parameter</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure that Confluence will display only the JIRA issues which allow unrestricted viewing.</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use a pre-determined username and password to access the JIRA issues.</td>
<td>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</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Confluence</th>
<th>JIRA</th>
<th>OK</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.10, 2.3</td>
<td>Any version</td>
<td>✔</td>
<td>None</td>
</tr>
<tr>
<td>Older than 2.2.10</td>
<td>3.7</td>
<td>✗</td>
<td>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. Action Required: None</td>
</tr>
<tr>
<td>Older than 2.2.10</td>
<td>Older than 3.7</td>
<td>✔</td>
<td>None</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>url</td>
<td>yes</td>
<td>none</td>
<td>URL of the JIRA portlet, as described above. 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</td>
</tr>
<tr>
<td>anonymous</td>
<td>no</td>
<td>false</td>
<td></td>
</tr>
</tbody>
</table>
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.

Example

Below is an example of some macro markup code, requesting a portlet from the Atlassian public JIRA site:

```

Below are the results of the above macro markup, displayed on this Confluence page:

Total Issues: 3,938  
Statistics: Confluence (Fix For Versions (non-archived))

<table>
<thead>
<tr>
<th>Version</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2.8.3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2.9</td>
<td>57</td>
<td>1%</td>
</tr>
<tr>
<td>Unscheduled</td>
<td>3878</td>
<td>98%</td>
</tr>
</tbody>
</table>

Displaying Issues which have Restricted Viewing

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:
where MYNAME is a JIRA username and MYPASSWORD is the corresponding password for that username. This username and password should not include an & symbol.

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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:

<table>
<thead>
<tr>
<th>What you want to do</th>
<th>Macro parameter</th>
<th>URL parameter</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• If trusted communication is disabled, the Confluence page will show only the JIRA issues which allow unrestricted viewing.</td>
</tr>
<tr>
<td>Ensure that Confluence will display only the anonymous</td>
<td></td>
<td></td>
<td>Regardless of who the user is (logged in or not),</td>
</tr>
</tbody>
</table>

---

Document generated by Confluence on Jun 25, 2008 01:02
JIRA issues which allow unrestricted viewing.

Use a pre-determined username and password to access the JIRA issues.

&os_username=MYNAME&os_password=MYPASSWORD

Not recommended. Prior to Confluence 2.7, this was the only way of displaying issues with restricted viewing. For Confluence 2.7 and later, this method will still work. Confluence will not attempt to set up a trusted communication link with JIRA in this case.

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]
Loremipsum macro

This page last changed on Apr 17, 2008 by smaddox.

The Loremipsum macro displays a few paragraphs of pseudo-Latin text.
You can use this macro to generate some more-or-less meaningless text for demonstration purposes.

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

RELATED TOPICS

Working with Macros

Take me back to Confluence User Guide
**Noformat Macro**

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

### Noformat Macro

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

### Optional parameters

**Remove the panel around the text**

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

**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
**Nolink and nl Macros**

The Nolink (or nl) macro allows you to enter a web address or URL, without the browser automatically hyperlinking the URL.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{nolink:<a href="http://www.atlassian.com%7D">http://www.atlassian.com}</a></td>
<td><a href="http://www.atlassian.com">http://www.atlassian.com</a></td>
</tr>
<tr>
<td>{nl:<a href="http://www.atlassian.com%7D">http://www.atlassian.com}</a></td>
<td><a href="http://www.atlassian.com">http://www.atlassian.com</a></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{note} Be careful</td>
<td>☑ Be careful</td>
</tr>
</tbody>
</table>

#### Optional Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td></td>
<td>The title of the note. If specified, will be displayed in bold next to the icon.</td>
</tr>
<tr>
<td>icon</td>
<td>true</td>
<td>If &quot;false&quot;, the icon will not be displayed.</td>
</tr>
</tbody>
</table>

#### Examples

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{note:title=Don't Panic} Be happy.</td>
<td>Don't Panic Be happy.</td>
</tr>
<tr>
<td>{note:title=Don't Panic</td>
<td>icon=false} Be happy.</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{panel}</code></td>
<td>A simple panel</td>
</tr>
<tr>
<td>`{panel:title=My Title</td>
<td>borderStyle=dashed</td>
</tr>
</tbody>
</table>

Optional Parameters (only available in wiki markup)

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td></td>
<td>The title of the warning note. If specified, will be displayed in its own title-row.</td>
</tr>
<tr>
<td>borderStyle</td>
<td>dashed</td>
<td>The style of the panel's border. Valid values are 'solid', 'dashed' and other valid CSS border styles.</td>
</tr>
<tr>
<td>borderColor</td>
<td></td>
<td>The colour of the panel's border.</td>
</tr>
<tr>
<td>borderWidth</td>
<td></td>
<td>The width of the panel's border.</td>
</tr>
<tr>
<td>bgColor</td>
<td></td>
<td>The background colour of the panel.</td>
</tr>
<tr>
<td>titleBGColor</td>
<td></td>
<td>The background color of the title-row of the panel.</td>
</tr>
</tbody>
</table>

✔️ 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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{recently-updated}</td>
<td>Recently Updated</td>
</tr>
<tr>
<td></td>
<td>by Anonymous (5 hours ago)</td>
</tr>
<tr>
<td></td>
<td>by Anonymous (13 hours ago)</td>
</tr>
<tr>
<td></td>
<td>Re: Content by Label Macro</td>
</tr>
<tr>
<td></td>
<td>by Anonymous (13 hours ago)</td>
</tr>
<tr>
<td></td>
<td>Re: Upgrading Confluence Standalone Edition</td>
</tr>
<tr>
<td></td>
<td>by Margaret Ostrander (15 hours ago)</td>
</tr>
<tr>
<td></td>
<td>Re: Enabling Threaded Comments</td>
</tr>
<tr>
<td></td>
<td>by Tony Cheah Tong Nye (20 hours ago)</td>
</tr>
<tr>
<td></td>
<td>Re: Gallery Macro</td>
</tr>
<tr>
<td></td>
<td>by Tony Cheah Tong Nye (20 hours ago)</td>
</tr>
<tr>
<td></td>
<td>Re: Gallery Macro</td>
</tr>
<tr>
<td></td>
<td>by Azwandi Mohd Aris (22 hours ago)</td>
</tr>
<tr>
<td></td>
<td>Re: Linking to Attachments</td>
</tr>
<tr>
<td></td>
<td>by Sarah Maddox (24 Jun)</td>
</tr>
<tr>
<td></td>
<td>Gallery Macro Parameters</td>
</tr>
<tr>
<td></td>
<td>by Sarah Maddox (24 Jun)</td>
</tr>
<tr>
<td></td>
<td>Troubleshooting the Gallery Macro</td>
</tr>
<tr>
<td></td>
<td>by Sarah Maddox (24 Jun)</td>
</tr>
<tr>
<td></td>
<td>Gallery Macro</td>
</tr>
<tr>
<td></td>
<td>by Sarah Maddox (23 Jun)</td>
</tr>
<tr>
<td></td>
<td>Thumbnail and Gallery Example</td>
</tr>
</tbody>
</table>

Optional Parameters

<table>
<thead>
<tr>
<th>No</th>
<th>parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>spaces</td>
<td>space the page containing the macro is in</td>
<td>Filter by space, '*' means all spaces. (only available from Confluence 2.1.2 onwards)</td>
</tr>
<tr>
<td>2</td>
<td>width</td>
<td>99%</td>
<td>Specify the width of the table</td>
</tr>
<tr>
<td>3</td>
<td>labels</td>
<td>none</td>
<td>Filter content using labels</td>
</tr>
<tr>
<td>4</td>
<td>types</td>
<td>all types</td>
<td>Filter content using type: page, blogpost or news, spacedesc, attachment, comment, mail, userinfo (types only available from Confluence 2.1.2 onwards)</td>
</tr>
</tbody>
</table>

1. Specify all the pages from all the spaces that have been recently updated
2. Specify the spaces for which you want to view recently updated content

3. Specify the width of the table

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

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**

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

The effects of these parameters are described below.

1. **Limit the number of entries displayed**

This parameter defaults to '15'.

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

2. **Show only the RSS feed titles.**

This parameter defaults to 'False'.

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

3. **Hide the feeds titlebar**
This parameter defaults to 'True'.

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

**Working Example**

```
{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](#)
Search Macro

This page last changed on Jun 16, 2008 by smaddox.

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

Usage

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{search:query=my_query}</code></td>
<td>Found 23 search result(s) for my_query</td>
</tr>
</tbody>
</table>

Re: Overlib Macro

I am still waiting for the answer of my query?
Kindly help
May 30, 2008 - All Comments

Re: Search Macro

Thanks. I was thinking in the direction
Nov 09, 2007 - All Comments

Re: Search Macro

Hi Mark, Yes, you might want to try the following wiki markup: Regard, MG
Feb 28, 2008 - All Comments

Search Macro

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

Re: 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

Search Macro

Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ...
Jun 25, 2007

Search Macro

Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ...
Jun 17, 2007

Search Macro

Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ...
Jun 17, 2007
Search Macro (Confluence 2.7)
Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ...
Jun 17, 2007

Search Macro (Confluence 2.5)
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

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 2.5)
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

(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 2.7)
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 2.6)
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 2.5.6)
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

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

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

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

Re: SQL Plugin (Confluence Extension > SQL Plugin)
Thanks for the reply Bob. I actually thought of that a few minutes after posting the question and after reading through this page more closely. But I seem to now be experiencing some problems using parameter markers. If I put a ? in my query ... Jun 23, 2008 - 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/notatiionhelp.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 2.8 Complete Documentation (PDF) DOC-20080624.pdf (Documentation > Download the Confluence documentation)
Document generated by Confluence on Jun 24, 2008 18:21 Page 1 Space Details Key: DOC Name: Confluence 2.8 Description: Documentation for
Optional Parameters

Here is a list of the optional parameters. There are further usage examples below.

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

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

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

2. Specifying the key of the space you want to search

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

3. Specifying the content type

The content types are: page, comment, blogpost, attachment, userinfo, spacedesc

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

4. Specifying 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}
```

Permissions

Search results will include only pages and other content types to which you have 'View' permission.

RELATED TOPICS

Searching Confluence
Working with Macros

Take me back to Confluence 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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{section:border=true}</code></td>
<td>Column one text goes here Column two text goes here</td>
</tr>
<tr>
<td><code>{column}</code>Column one text goes here{column}</td>
<td>Column one text goes here</td>
</tr>
<tr>
<td><code>{column}</code>Column two text goes here{column}</td>
<td>Column two text goes here</td>
</tr>
<tr>
<td><code>{section}</code></td>
<td></td>
</tr>
</tbody>
</table>

#### Optional Parameter

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>border</td>
<td>false</td>
<td>Determines whether to draw a border around the section and columns.</td>
</tr>
</tbody>
</table>

**RELATED TOPICS**

[Working with Macros](#)
[Working with Tables](#)

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

You need edit in 'Wiki Markup' mode to include macros in your page. The Space Details macro renders the space's details in a table within the page.

### Space Details Macro

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
</table>
| {space-details}       | Name: Confluence 2.8  
|                       | Key: DOC  
|                       | Home Page: [Confluence Documentation Home](https://confluence.example.com)  
|                       | Created By: mike@atlassian.com (Dec 17, 2003)  
|                       | Space Labels: (None)  
|                       | Team Labels: (None) |

#### 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 User Guide](https://confluence.example.com)
Spacegraph Macro

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>{spaces-list}</code></td>
<td>• Spaces:</td>
</tr>
<tr>
<td></td>
<td>• My Team New (1) All</td>
</tr>
</tbody>
</table>

- 2008 Atlassian User Groups
- Atlassian Developer Network
  For the community of developers modifying and extending JIRA & Confluence.
- Atlassian Development
  Atlassian Developers. Because they're just too good to be kept hidden in an office in Sydney.
- Atlassian IDE Plugin
- Atlassian Jobs
- Atlassian KnowledgeBase
- Atlassian Media Room
  Atlassian media overview, resources, and contact info
- Atlassian Partner Wiki
- Atlassian Support
- Atlassian t-shirt Competition
- 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
<table>
<thead>
<tr>
<th>Guide and other technical documents</th>
<th>Confluence Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>This space is for discussing ideas, new features and suggestions for Confluence.</td>
<td></td>
</tr>
<tr>
<td>Confluence Extension</td>
<td></td>
</tr>
<tr>
<td>Confluence Team Hosted</td>
<td></td>
</tr>
<tr>
<td>Documentation and resources for your Confluence Team Hosted wiki</td>
<td></td>
</tr>
<tr>
<td>Crowd 1.0</td>
<td></td>
</tr>
<tr>
<td>Documentation for Crowd version 1.0.x</td>
<td></td>
</tr>
<tr>
<td>Crowd 1.1</td>
<td></td>
</tr>
<tr>
<td>Documentation for Crowd version 1.1.x</td>
<td></td>
</tr>
<tr>
<td>Crowd 1.2</td>
<td></td>
</tr>
<tr>
<td>Documentation for Crowd version 1.2.x</td>
<td></td>
</tr>
<tr>
<td>Crowd 1.3</td>
<td></td>
</tr>
<tr>
<td>Documentation for Crowd version 1.3.x</td>
<td></td>
</tr>
<tr>
<td>Crowd 1.4</td>
<td></td>
</tr>
<tr>
<td>Documentation for the latest version of Crowd single signon and identity management</td>
<td></td>
</tr>
<tr>
<td>Crowd Extension</td>
<td></td>
</tr>
<tr>
<td>Crucible 1.1</td>
<td></td>
</tr>
<tr>
<td>This is the documentation archive for Crucible 1.1.</td>
<td></td>
</tr>
<tr>
<td>Crucible 1.2</td>
<td></td>
</tr>
<tr>
<td>Documentation archive for Crucible 1.2</td>
<td></td>
</tr>
<tr>
<td>Crucible 1.5</td>
<td></td>
</tr>
<tr>
<td>Latest documentation for Crucible: do your code reviews, your way</td>
<td></td>
</tr>
<tr>
<td>Crucible 1.6 Beta</td>
<td></td>
</tr>
<tr>
<td>Documentation Prerelease documentation for Crucible 1.6 Beta.</td>
<td></td>
</tr>
</tbody>
</table>
Custom Plugin Packs
Atlassian's Custom Plugin Pack team provides solutions for customers of Confluence and JIRA by leveraging the plugin fra...

Demo for OpenText Demonstration Space
A space which demonstrates Confluence functionality.

Documentation
Downloadable versions of the Atlassian product documentation

Enterprise Hosting
Documentation and resources for Enterprise Hosted versions of Confluence and JIRA

Evaluator Resources

FishEye 1.3
This is the documentation archive for FishEye 1.3.

FishEye 1.4
Documentation archive for FishEye 1.4.

FishEye 1.5
Latest documentation for FishEye, your view into your source code repository

FishEye 1.6 Beta Documentation
Prerelease documentation for FishEye 1.6 Beta.

JIRA

JIRA Community Space
JIRA Extensions

JIRA Studio
Test space
Optional Parameters

<table>
<thead>
<tr>
<th>No</th>
<th>parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>width</td>
<td>100%</td>
<td>Specify the width of the table</td>
</tr>
<tr>
<td>2</td>
<td>spaces-list</td>
<td>all</td>
<td>Specify the view from which spaces are listed</td>
</tr>
</tbody>
</table>

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

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

Specify the view from which spaces are listed

```
{spaces-list:team}
```

Replace 'team' with 'all', 'my' or 'new' to display all spaces, my spaces only or news spaces only.

RELATED TOPICS

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

Take me back to Confluence 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.

1 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:

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{tasklist:Planning a Holiday}</td>
<td><img src="image" alt="Planning a Holiday" /></td>
</tr>
</tbody>
</table>

Using the Macro Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>none</td>
<td>Name of the task list. The name is displayed as the title above the list of tasks.</td>
<td>{tasklist:Things to Do}</td>
</tr>
<tr>
<td>width</td>
<td>none</td>
<td>Width of the task list.</td>
<td>{tasklist:Things to Do|width=200px} {tasklist:Things to Do|width=50%}</td>
</tr>
<tr>
<td>enableLocking</td>
<td>false</td>
<td>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.</td>
<td>{tasklist:Things to Do|enableLocking=true}</td>
</tr>
</tbody>
</table>

Editing the Task List while Viewing a Page

While viewing a page, you can change the tasks in a task list as follows:

- Adding a task: Type the task description in the text box under the list name, and click the 'Add' button.
- Completing/uncompleting a task: Click the checkbox next to a task to mark the task as complete. The task name will become a lighter color and the progress bar will be updated. Click the checkbox
again to mark the task as uncompleted. You can also click the ‘Uncheck all’ button to mark all tasks as uncompleted.
• Editing a task: Move your mouse to hover your cursor over the task. Click the edit icon (pencil) that appears to the right of the task. The task name will become editable and the edit icon will be replaced with a save icon. Make your change and press the 'Enter' key to save or click the save icon.
• Deleting a task: Move your mouse to hover your cursor over the task. Click the delete icon (trash can) that appears to the right of the task.
• Viewing details of a task: Click the arrow icon to the left of the task name. The task details will open in an expanded view.
• Locking a task: Provided that the `locking parameter` has been set to 'true', you can click the lock icon to prevent the task from being edited, deleted, or otherwise changed.

Once the task details are visible, you have more options:
• Changing the priority: Click the appropriate radio button — 'High', 'Medium' or 'Low'.
• Assigning the task: Change the assignee of the task by typing in or searching for a username.

**Screenshot: Task List showing Task Details**

### Sorting the Tasks

There are two ways to sort the entries in the task list:

- The 'Sort by' dropdown list.
- Drag and drop.

**Using the 'Sort by' dropdown list to sort the tasks:**

- Click the 'Sort by' dropdown list and select one of the options:
  - Custom: This is the default option.
  - Priority: Sort the list in order of the priority you have allocated to each task.
  - Date Created: Sort the list in order of the dates upon which the tasks were created.
  - Completed: Move all completed tasks to the bottom or top of the list.
  - Name: Sort the list in order of the task names.
  - Assignee: Sort the list in order of the usernames assigned to the tasks.
- When you have selected a sort order, a new ascending/descending sequence icon appears to the right of the 'Sort by' box. Click the ascending/descending sequence icon to reverse the sort order.

**Dragging and dropping a task into a new position:**

- Click the 'drag me' handle to the right of the task name.
- Holding down the mouse button, drag the task up or down the list. Make sure the task is positioned to the left of the existing tasks. A space will open and you will be able to drop the task into its new position.
**Viewing the Progress on Tasks Completed**

The bar at the top of the task list displays two different colours, indicating the percentage of tasks completed.

**Screenshot: Progress Bar on Task List**

![Progress Bar on Task List](image)

**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:

```markdown
{tasklist:Planning a Holiday}
<p>|</p>
<table>
<thead>
<tr>
<th>Completed</th>
<th>Priority</th>
<th>Locked</th>
<th>CreatedDate</th>
<th>CompletedDate</th>
<th>Assignee</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>M</td>
<td>F</td>
<td>1206677926204</td>
<td></td>
<td>smaddox</td>
<td>Book tickets</td>
</tr>
<tr>
<td>F</td>
<td>H</td>
<td>F</td>
<td>1206677938246</td>
<td></td>
<td>smaddox</td>
<td>Check passport expiry</td>
</tr>
<tr>
<td>F</td>
<td>M</td>
<td>F</td>
<td>1206677946737</td>
<td></td>
<td>smaddox</td>
<td>Apply for visa</td>
</tr>
<tr>
<td>F</td>
<td>M</td>
<td>F</td>
<td>1206677954490</td>
<td></td>
<td>smaddox</td>
<td>Buy suitcases</td>
</tr>
</tbody>
</table>
{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.

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.

Setting the size of the thumbnails for your Confluence instance

A Confluence Administrator can change the size of thumbnails via the Administration Console. This will also affect the images displayed by the Gallery macro.

Image formats

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

Image attributes

The HTML attributes as described in Displaying an Image override the thumbnail macro settings.

Thumbnail of image attached to this page

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

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

Thumbnail of image attached to another Confluence page

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

'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.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Space attachments directory^thumb-text.jpg](attachment directory)</td>
<td>thumbnail!</td>
</tr>
</tbody>
</table>

**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 23, 2008 by smaddox.

Thumbnail

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

![waterfall.jpg](thumbnail)

For more information, see Thumbnail Macro.

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
For more information, see Gallery Macro.
Tip Macro

The Tip Macro allows you to highlight a tip for the visitor.

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{tip} Join the Confluence mailing-list!</td>
<td>✅ Join the Confluence mailing-list!</td>
</tr>
</tbody>
</table>

Optional Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td></td>
<td>The title of the tip. If specified, will be displayed in bold next to the icon.</td>
</tr>
<tr>
<td>icon</td>
<td>true</td>
<td>If &quot;false&quot;, the icon will not be displayed.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{userlister:groups=*}</td>
<td><img src="image" alt="Userlister Macro Example" /></td>
</tr>
</tbody>
</table>

Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Required?</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>groups</td>
<td>Y</td>
<td>none</td>
<td>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 ('*').</td>
</tr>
<tr>
<td>online</td>
<td>N</td>
<td>none</td>
<td>Specify 'true' to generate a list of online users. Specify 'false' to generate a list of offline users.</td>
</tr>
</tbody>
</table>

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}
```
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

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>{warning}</td>
<td>\ Roe Insert warning message here!</td>
</tr>
<tr>
<td>Insert warning message here!</td>
<td>\ Roe Insert warning message here!</td>
</tr>
</tbody>
</table>

Optional Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Default</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td></td>
<td>The title of the warning note. If specified, will be displayed in bold next to the icon. If “false”, the icon will not be displayed.</td>
</tr>
<tr>
<td>icon</td>
<td>true</td>
<td></td>
</tr>
</tbody>
</table>

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

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

RELATED TOPICS

Working with Macros

Take me back to Confluence User Guide
Working with News Overview

Each space in Confluence can publish its own news. News items may be announcements, journal entries, status reports or any other timely information you would categorise as 'news' pertaining to a space. News items are also known as 'blog posts'.

News items for a space are contained in the 'News' tab under the Browse Space view of a space. Confluence catalogues the news items chronologically and allows you to browse news for the space by navigating a calendar.

Creating and editing a news item is just as easy as creating and editing any other page in Confluence.

What would you like to do?

View news
Add news
Edit news
Link to news
Delete news

RELATED TOPICS

Subscribing to RSS Feeds within Confluence
Tracking Updates Overview
Blog Posts Macro

Take me back to Confluence User Guide
Adding News

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

To add a news item,

1. Click the 'Add News' link located at the top of every page in the space. This will bring up the 'Add News' screen.
2. Enter a title for your news item in the 'Title' text field at the top.
3. Enter your content in the text-entry box using Confluence markup or Rich Text as you would for any other page in Confluence.
4. Add labels if you want to categorise information this way.
5. If you want to backdate your news item, click 'edit' next to 'Posting Day', as shown in the screenshot below. You can set the date to earlier than today, but you cannot set it to a future date. And you can only change the date when creating the news item, not when editing a news item.
6. Preview and click 'Save'.

You can view your news item by going to the 'News' tab under the 'Browse Space' view of the space.

Screenshot : Adding a news item

RELATED TOPICS
Creating a New Page
Working with News Overview
Editing News
Linking to News
Delete News

Take me back to Confluence User Guide
Deleting News

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

To delete a page,

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

Handy Hint

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

RELATED TOPICS

Viewing News
Adding News
Editing News
Linking to News

Take me back to [Confluence 2 User Guide]
Editing News

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,

1. You need to know the title of the news item as well as the date on which it was created.
2. Convert the date into the format: year/month/day.
3. You can now create a link to the news item, like this:

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[/2007/06/25/Sample News]</td>
<td>Sample News</td>
</tr>
</tbody>
</table>

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

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)

   [my blog][DOC:2007/06/25/Sample News]

   my blog

You can also link to a whole day's news items, just by leaving out the news item's title at the end of the link.

[my blog][DOC:2007/06/25]

my blog

You must create the news item first

Linking to a news item that has not been created yet will not result in a link. News items are very tightly bound to the time at which they were created, so it makes no sense to link to them before they exist.

To link to a list of news items within a given space,

1. You need to know the key of the space.

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

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.
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

RELATED TOPICS

Blog Posts Macro
Adding News
Linking to News
Browsing a space

Take me back to Confluence User Guide
Working with Page Families

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

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

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

Read more about page families.

Things you can do with page families in Confluence:

- View a page's family
- View a page's location within a space
- View the hierarchy of all pages within a space
- View the children of a page
- Create a child page
- Move 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
What is a Page Family?

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

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

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

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

Screenshot: Page Family

- Home
- Recreation
  - Sports
    - Outdoor Sports
    - Board Games
  - Music
  - Up Coming Trips

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

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

RELATED TOPICS

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

Take me back to Confluence User Guide
Breadcrumbs

This page last changed on Jun 11, 2008 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 something like this:

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

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

RELATED TOPICS

Working with Page Families
Browsing a space

Take me back to Confluence User Guide
Viewing a Page's Family

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

<table>
<thead>
<tr>
<th>Hierarchy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Page</td>
</tr>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Children (5)</td>
</tr>
<tr>
<td>Choose a Page</td>
</tr>
<tr>
<td>Move an attachment from one space to another</td>
</tr>
<tr>
<td>Move a family of pages from one space to another</td>
</tr>
<tr>
<td>Move a page from one space to another</td>
</tr>
<tr>
<td>Parent Families</td>
</tr>
</tbody>
</table>

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

RELATED TOPICS

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

Take me back to Confluence 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

<table>
<thead>
<tr>
<th>Children</th>
<th>Hide Children</th>
<th>View in hierarchy</th>
<th>Add Child Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changing the title of a link</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with pages overview</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watching a page</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working with attachments overview</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keeping track of updates overview</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linking to attachments</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles' Notes</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commenting on a page</td>
<td>(Confluence Documentation Research)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Screenshot: Hide children

8 children | View in hierarchy

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.
   
   Go to the 'Browse Space' view. 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
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
Changing Parent of a Page

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

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

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

To change the parent of a page, you can:

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

RELATED TOPICS

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

Take me back to Confluence User Guide
Creating a Child Page

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

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

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

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.

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

To respond to a comment,

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

Screenshot: Adding a Comment
RELATED TOPICS

Viewing Comments
Linking to Comments
Deleting Comments

Take me back to Confluence User Guide
Deleting Comments

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

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

To delete a comment,

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

⚠️ Warning

Deleted comments cannot be restored.

RELATED TOPICS

- Viewing Comments
- Adding a Comment
- Linking to Comments

Take me back to Confluence User Guide
Linking to Comments

This page last changed on Apr 13, 2008 by edawson.

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

To link to a comment from within Confluence,

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

Examples

<table>
<thead>
<tr>
<th>Link to...</th>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment in the same space</td>
<td>[$81167140]</td>
<td>Re: Linking to Comments (current space)</td>
</tr>
<tr>
<td>Comment in another space</td>
<td>[$81167141]</td>
<td>Re: Linking to Comments (CONF14 space)</td>
</tr>
</tbody>
</table>

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

To link to a comment from outside Confluence,

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

Screenshot : Permalink location

Screenshot : Permalink URL

http://redbrant.atlassian.com/display/TEST/Example+Page+with+Comments?cc=69052294&cmm=69052294

RELATED TOPICS

Commenting on a Page
Adding a Comment
Working with Links

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**

<table>
<thead>
<tr>
<th>Comments (3)</th>
<th>Hide Comments</th>
<th>Collapse All</th>
<th>Add Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="User Icon" /> <strong>Edwin Dawson says:</strong></td>
<td>about 3 hours ago</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This is the first comment on this page.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="User Icon" /> <strong>Edwin Dawson says:</strong></td>
<td>about 3 hours ago</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This is the second comment on the page.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="User Icon" /> <strong>rmk says:</strong></td>
<td>42 minutes ago</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This will be the third.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
Copying a Page

This page last changed on May 12, 2008 by edawson.

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

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

To copy a page,

1. View the page you want to copy.
2. Go to the 'Copy Page' option. To do this:
   - Go to a page in the space, open the 'Tools' menu and select 'Copy'.
   - Confluence will open a copy of the page in edit mode. By default, Confluence will name the page 'Copy of <<original page name>>'.
3. Rename the page and make any other changes required in the body of the page.
4. If you need to move the new page to a different space or a different parent, you can edit the 'Location'. Refer to the instructions on moving a page.
5. Click 'Save'.

More information about copying pages

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

Screenshot: Copying a page
Creating a New Page

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

You can also read more about writing pages. There are 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. Go to the 'Add Page' option. To do this:
   - Go to a page in the space, open the 'Add' menu and select 'Page'. The 'Add Page' screen opens.

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

   The 'Add Page' links are only displayed if you have permission to create pages for the space.

2. Enter a name (title) for your page.

3. By default, Confluence will add the page as a child of the page you are viewing. If you need to move the new page to a different space or a different parent, you can edit the 'Location'. Refer to the instructions on moving a page.

4. Enter content for your page using Wiki Markup or the Rich Text editor. See Writing Confluence pages.

5. Click 'Preview' if you want to see a preview of what the page will look like before saving it.

6. Click 'Save'.

Using an Undefined Link to Create a Page

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

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

1. Add a link, by typing a page name between angle brackets `[]` into your page body, specifying the name of a page which does not exist. See example below.

2. Save the page which contains the undefined link. Confluence indicates undefined links by colouring them red.

3. When you (or another user) click on the link, the 'Add Page' screen appears.

4. You can then follow the steps outlined above to enter the page name, add content and save the page.

Here is an example of an undefined link:

<table>
<thead>
<tr>
<th>What you need to type</th>
<th>What you will get</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Link to new page]</td>
<td>[Link to new page]</td>
</tr>
</tbody>
</table>
Page names

- Confluence does not accept the following characters in the title of a page:
  
  : ; @ / \ | ^ # ; [ ] { } < >

- A page must not start with the following characters:
  
  $ .. ~

- Page names must be unique within a space.

We are aware that this is a limitation, and there's a feature request at [CONF-5926](#). If you like, you can vote for this feature and add yourself as a watcher for future updates.

**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 a page

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

To delete a page,

1. Go to the page.
2. Go to the 'Remove Page' option. To do this:
   - Go to a page in the space, open the 'Tools' menu and select 'Remove'. The 'Remove Page' screen opens. You will be prompted to confirm the action.
   
   ![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
Purging Deleted Pages

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

Purging deleted pages permanently clears them from 'Trash'.

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

To purge deleted pages,

1. Go to the 'Space Admin' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Space Admin'. The 'Space Administration' view will open.
   
   - 'Space Admin' is only displayed if you are a space administrator.

2. Click 'Trash' in the left-hand navigation panel. A list of deleted pages and news items for the space is displayed.

3. Click the 'Purge' link beside a page or else click 'Purge All' to permanently clear all deleted pages and news items.

RELATED TOPICS

Deleting a page
Restoring a Deleted Page

Take me back to Confluence User Guide
Restoring a Deleted Page

This page last changed on May 12, 2008 by edawson.

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. Go to the 'Space Admin' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Space Admin'. The 'Space Administration' view will open.

   'Space Admin' is only displayed if you are a space administrator.

2. Click on 'Trash' from the left panel. A list of deleted pages and emails for the space is displayed.
3. Click on the 'Restore' link beside the page you want to restore.

Handy Hint

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

RELATED TOPICS

Deleting a page
Purging Deleted Pages

Take me back to Confluence User Guide
Display an older version of a page

To point users to an outdated version of a page:

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

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

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

To edit an existing page,

1. Go to the 'Edit Page' option. To do this:
   - Go to a page in the space, and select the 'Edit' button. The page will open for editing.
   - This is only displayed if you have permission to edit the page. This will bring up the edit screen in either the Wiki Markup or the Rich Text mode, whichever is your current default.
2. Make changes to the content or add new content as you would when you create a new page. Click the tabs to switch between 'Rich Text' and 'Wiki Markup' edit modes. You can also use a combination of the two editors. Confluence retains changes made in one mode when you switch to the other.
3. Click 'Preview' to view your changes. Click 'Save'.

Screenshots: Editing Modes in Confluence

<table>
<thead>
<tr>
<th>Click thumbnail to see a Confluence page in Wiki Markup mode</th>
<th>Click thumbnail to see a Confluence page in Rich Text mode</th>
</tr>
</thead>
</table>

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.

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
Concurrent Editing and Merging Changes

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

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

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

Screenshot: Notification of Simultaneous Page Editing

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

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

Screenshot: Notification of Page Editing Conflict

Example Scenario

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

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

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

RELATED TOPICS

Viewing History of a Page
Viewing Page Information
Working with Drafts Overview
Working with Drafts FAQ

Take me back to Confluence User Guide
Making Rich Text or Wiki Markup Editing Default

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

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

1. Go to the 'Edit Page' option. To do this:
   - Go to a page in the space, and select the 'Edit' button. The page will open for editing.
   - This will open up the page in your current default mode.
2. If the current edit mode is not your default, you can make it your default by clicking the 'Make Default' link beside the tabs.

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

RELATED TOPICS

Rich Text Editor Overview

Take me back to Confluence User Guide
Recording Change Comments

This page last changed on Jun 12, 2008 by smaddox.

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

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

⚠️ Cannot update or remove a change comment

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

Entering a Change Comment

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

Screenshot: Entering change comments

Viewing a Change Comment

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

Screenshot: The 'show comment' link

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

Screenshot: The 'hide comment' link

Viewing a History of Change Comments

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

Screenshot: History of change comments on Info view
Recent Changes

<table>
<thead>
<tr>
<th>Time</th>
<th>Editor</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 13, 2008 12:21</td>
<td>Sarah Maddox</td>
<td>Added the cheese macro</td>
</tr>
<tr>
<td>Jun 13, 2008 12:20</td>
<td>Sarah Maddox</td>
<td>Added link to the home page</td>
</tr>
<tr>
<td>Jun 13, 2008 12:19</td>
<td>Sarah Maddox</td>
<td></td>
</tr>
</tbody>
</table>

Screenshot: History of change comments on History view

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Changed By</th>
<th>Changes</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT</td>
<td>Jun 13, 2008 12:21</td>
<td>Sarah Maddox</td>
<td>Added the cheese macro</td>
<td></td>
</tr>
<tr>
<td>v.5</td>
<td>Jun 13, 2008 12:20</td>
<td>Sarah Maddox</td>
<td>Added link to the home page</td>
<td>Restore this version</td>
</tr>
<tr>
<td>v.4</td>
<td>Jun 13, 2008 12:15</td>
<td>Sarah Maddox</td>
<td></td>
<td>Restore this version</td>
</tr>
</tbody>
</table>

RELATED TOPICS

Viewing Page Information
Viewing History of a Page

Take me back to Confluence User Guide
# E-mailing a Page

This page last changed on May 12, 2008 by edawson.

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

To e-mail a Confluence page,

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

## Optional Feature

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

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

## Screenshot: Emailing a Page

![Screenshot: Emailing a Page](image)

## 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
Moving a Page

This page tells you how to move a page which you are currently adding or editing. When you move a page, all attachments and comments on the page will be moved with the page. All child pages will move as well.

These instructions are for moving a single page

Using the method described below, 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.

Copying a page is different

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

To move a page, you need the following permissions:

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

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.
   
   Warning: 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.
   🚨 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
Sequential Order of Pages

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RELATED TOPICS

Overview of Pages
Overview of Page Families
Moving a Page
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:

```
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vehicula
et. Orci rhoncus. Pellentesque habitant
metus tristique senectus et netus
et malesuada fames ac turpis egestas. Sed quis tortor. Donec
nisi, pharetra
condimentum, odio
leo
porta
tristique, ante
nec
sex
masse,
in
dignissim
eros
velit
e
tellus.
Donec
et
risus
in
ligula
elementum
consectetuer.
Donec
culpa
e
augue.
Integer
grandis
sodales
sed.
Nunc
erat
nec
sera.
Vivamus
nec
ris.
Purus

End
of
sample
page
```

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

![Another Sample Page](image)

Note

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

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

More Editing Options on the Page

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

**Location**

Click the 'Edit' link next to 'Location' to move the page to a different position within the space, as shown in this screenshot:
For more information, see [Moving a Page](#).

**Page Restrictions**

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

![Restrictions Screenshot]

For more information, see [Setting a Page's Restrictions](#).

**Labels**

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

![Labels Screenshot]

For more information, see [Working with Labels Overview](#).

**RELATED TOPICS**

- [Page Layout in View Mode](#)
- [Dashboard](#)

Take me back to [Confluence User Guide](#)
Page Layout in View Mode

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

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

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

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

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

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

RELATED TOPICS
Page Layout in Edit Mode (Wiki Markup)
Dashboard

Take me back to Confluence User Guide
Renaming a Page

This page last changed on May 12, 2008 by edawson.

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

Links and other references

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

To rename a page,

1. Go to the 'Edit Page' option. To do this:
   - Go to a page in the space, and select the 'Edit' button. The page will open for editing.
2. This will bring up the 'Edit' screen, as shown below. The page title is at the top of the edit panel (see screenshot below).
3. Change the page title as desired.
4. Click 'Save'.

Screenshot : Renaming a page

RELATED TOPICS

- Linking Pages
- Editing an Existing Page
- Working with Pages Overview

Take me back to Confluence User Guide
Viewing Page Information

This page last changed on May 08, 2008 by edawson.

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

To see the Information View for a page,

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

The 'Information View' displays the following information:

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

Screenshot: A page's Information View

RELATED TOPICS

Working with Pages

Take me back to Confluence User Guide
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 Jun 23, 2008 by smaddox.

To compare two different versions of a page,

1. Go to the 'Information' view for the page. To do this:
   • Go to a page in the space, open the 'Tools' menu and select 'Info'. The 'Information' view will open.
2. In the section titled 'Recent Changes' you will see the most recent versions of the page, along with the date of their modification and the name of the modifying author.
3. Click 'View changes' beside the desired version. The changes from the previous version are highlighted.
4. Click the 'View Page History' link. This will display a list of all previous versions of the page in reverse chronological order.
5. Select the versions you want to compare by checking the boxes beside them.
6. Click 'Compare Selected Versions'.

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

Screenshot : Comparing Changes

[Screen shot: Comparing Changes]

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 23, 2008 by smaddox.

To restore an older version of a page,

1. Go to the 'Page History' view. To do this:
   - Go to the page in the space, open the 'Tools' menu and select 'History'. The 'Page History' view will open.
2. This will display a list of all versions of the page, ordered from newest at the top to oldest at the bottom of the list. You can click 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: Restoring an older version of a page

All page history will be retained

Restoring an older version creates a copy of that version. For example, in the above screenshot, if you selected v.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 23, 2008 by smaddox.

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 'Information' view for the page. To do this:
   • Go to a page in the space, open the 'Tools' menu and select 'Info'. The 'Information' view will open.
3. In the section titled 'Recent Changes' you will see the most recent versions of the page, along with the date of their modification and the name of the modifying author.
4. Click 'View changes' beside the desired version. The changes from the previous version are highlighted.

Lines inserted are shown in green. Lines removed are shown in red.

Screenshot : Viewing Recent Changes

[Viewing Recent Changes]

[Viewing Recent Changes]

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

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

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.

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

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?

Go to the 'Preferences' view for your user profile. To do this:

- Go to a page in the space.
- Go to your name at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
- Select 'Preferences' from the dropdown list. The 'Preferences' view will open.
- Your drafts are listed under the 'Drafts' tab, in the Preferences View.

Screenshot: Viewing Page Drafts

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

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

Confluence will save a draft of the page even if you haven't successfully added it yet.

There are two ways to resume editing the page:

1. Go to the 'Preferences' view for your user profile. To do this:

   - Go to a page in the space.
   - Go to your name at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select 'Preferences' from the dropdown list. The 'Preferences' view will open.
   - Go to the 'Drafts' tab. 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.

   Screenshot: Untitled Page Draft
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. You can opt to resume editing and hence restore the page.

**Screenshot: Resume Editing**

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

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

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

**Screenshot: Editing Conflict in Draft**

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 May 12, 2008 by edawson.

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

Differences in Confluence Team Hosted

If you are using Confluence Team Hosted, there are no personal spaces. A Confluence Team Hosted user does have a profile, including the ability to upload a profile picture. Read more about the feature limitations in Confluence Team 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:

<table>
<thead>
<tr>
<th>Spaces:</th>
<th>My</th>
<th>Team</th>
<th>New (1)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confluence</td>
<td>[icon]</td>
<td>[icon]</td>
<td>[icon]</td>
<td>[icon]</td>
</tr>
<tr>
<td>Confluence 1.4 User Guide</td>
<td>[icon]</td>
<td>[icon]</td>
<td>[icon]</td>
<td>[icon]</td>
</tr>
<tr>
<td>Confluence 2.0 User Guide</td>
<td>[icon]</td>
<td>[icon]</td>
<td>[icon]</td>
<td>[icon]</td>
</tr>
<tr>
<td>Documentation Staging</td>
<td>[icon]</td>
<td>[icon]</td>
<td>[icon]</td>
<td>[icon]</td>
</tr>
<tr>
<td>Documentation Staging 2</td>
<td>[icon]</td>
<td>[icon]</td>
<td>[icon]</td>
<td>[icon]</td>
</tr>
</tbody>
</table>

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

RELATED TOPICS

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

This page last changed on May 12, 2008 by edawson.

To view the space administration menu,

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

• Go to a page in the space, open the 'Space' menu and select 'Space Admin'. The 'Space Administration' view will open.

⚠ 'Space Admin' is only displayed if you are a space administrator.

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

To administer a personal space,

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

1. Space Operations
   • Edit a space's details
   • Edit space labels and team labels
   • Remove a space
   • Purge or restore content from trash

2. Security
   • View or set space permissions
   • View restricted pages

3. Look and Feel
   • Apply a theme
   • Change the colour scheme
   • Edit the space's layouts

Screenshot : Space Administration menu for a personal space

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

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

1. Space Operations
   - Edit a space's details
   - Edit space labels and team labels
   - Remove a space
   - Purge or restore content from trash

2. Security
   - View or set space permissions
   - View restricted pages

3. Mail
   - Manage mail accounts
   - Import mail

4. Look and Feel
   - Apply a theme
   - Change the colour scheme
   - Edit the space's layouts
   - Change the space's logo

5. Import
   - Importing Pages from Disk

Screenshot: Space Administration menu for a global space

**Related Topics**

Browsing a space
Working with Spaces Overview

Take me back to Confluence User Guide
Browsing a space

The 'Browse Space' view gives you access to:

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

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

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

- 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.

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 Template
     Manage 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
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.
   - **Note**: 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

<table>
<thead>
<tr>
<th>Orphaned Pages Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
</tbody>
</table>

RELATED TOPICS

Managing Undefined Pages
Browsing a space

Take me back to Confluence User Guide
Managing Undefined Pages

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

For example, [Link to new page]

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

To view the undefined links in a space,

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

RELATED TOPICS

Managing Orphaned Pages
Browsing a space

Take me back to Confluence User Guide
Tree View of Pages

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.
   Go to the 'Browse Space' view. 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
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**

Name: ViewSpace Details
Key: ViewSpace
Home Page: The Alassian Newsletter
Created By: Charles Miller (2.1.10, 2.0-1)
Description:

Here is a short description of the space used to provide users with an idea of the space's contents.

**Edit Space Details**

**RELATED TOPICS**

- Editing Space Details
- Browsing a space
- Viewing Space Activity

Take me back to Confluence User Guide
Converting a Global Space to a Personal Space

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

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

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

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

To convert a global space to a personal space,

1. Go to the global space.
2. Go to the 'Space Admin' tab of the Browse Space view. To do this:
   - Go to a page in the space, open the 'Space' menu and select 'Space Admin'. The 'Space Administration' view will open.

   'Space Admin' is only displayed if you are a space administrator.

3. Click the 'Edit Space Details' link in the left panel.
4. In the 'Convert to Personal Space' section, in the lower half of the screen:
   - Choose whether to Update Links to pages in this space (recommended).
   - Choose the User whose personal space this global space will become.
   - Click the 'Convert Space' button.

Screenshot: Converting a Global Space to a Personal Space

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

RELATED TOPICS

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

Take me back to Confluence User Guide
Deleting a Space

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

⚠️ Warning

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

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

To delete a space,

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

RELATED LINKS

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

Take me back to [Confluence User Guide](#)
Guidelines For Partitioning Content Into Spaces & Pages

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

Partitioning Guidelines

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

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

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

Spaces & Pages Information

Useful notes about spaces and pages:

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

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

What would you like to do?

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

RELATED LINKS

- Working with Spaces
- Browsing a space

Take me back to Confluence User Guide
Moving a family of pages from one space to another

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

Confluence allows you to move pages around by dragging and dropping them on a tree view. When you move 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 May 21, 2008 by smaddox.

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

To move an attachment, you need the following permissions:

- Edit page permission on the page where the attachment currently exists.
- Create attachment permission on the space into which you are moving the attachment.

Space permissions are assigned by a space administrator from the Space Administration screens. See Space permissions or contact a space administrator for more information.

To move an attachment,

1. Go to the page that contains the attachment.
2. Go to the 'Tools' menu and select 'Attachments'.
3. Click the 'Edit' link beside the attachment. This will bring up a new screen, where you can:
   - 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).
4. Select the page to which you want to move the attachment by clicking on the Choose a Page icon. A pop-up screen allows you to locate pages anywhere within the site.
5. Under '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.
6. Click 'OK'.

Screenshot: Moving an attachment

RELATED TOPICS

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

Take me back to Confluence User Guide
Moving a Page from one Space to Another

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

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

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

✅ Handy Hint

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

RELATED TOPICS

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

Take me back to Confluence User Guide
Moving Pages within a Space

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.
   
   Go to the 'Browse Space' view. 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.
Overview of Page Families

Take me back to Confluence User Guide
Setting up a New Global Space

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

To create a new global space,

1. Click the link 'Create a Space'

   located below the list of spaces on the Dashboard.

2. The 'Create Space' screen appears, as shown below. Enter the following information about your new space:
   • Space Name: Type a name for the space. Note that space names do not have to be unique.
   • Space Key: Type a simple key to identify your space (A-Z, a-z, 0-9). This key is a shorthand name for the space, used when linking content between spaces, for web URLs and for reports. For example, a 'Development Space' might have a space key of 'DEV'. The space key must be unique within the entire Confluence site.
   • Permissions: Leave the default settings or choose to allow only yourself to view or contribute content to this space. A space administrator can change the permissions at any time after creating the space.
   • Theme: Select a theme for your space. A space administrator can change the theme later too.

3. Click the 'OK' button. (It's at the bottom of the screen, not shown on the screenshot below.)

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

5. Click 'OK'.

Next, you can start adding pages to your space.

Screenshot: Creating a space
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 customize 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 May 12, 2008 by edawson.

This page does not apply if you are using Confluence Team Hosted. Read more about the feature limitations in Confluence Team 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. Go to the 'Preferences' view for your user profile. To do this:
   - Go to a page in the space.
   - Go to your name at the top of the page. (This is the 'User' menu. A dropdown list will appear when your cursor hovers over the 'User' menu.)
   - Select ‘Preferences’ from the dropdown list. The ‘Preferences’ view will open.

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.

4. Click the 'Create' button.
5. The 'Home' page for your new space is displayed.
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 favorites.
- 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.

<table>
<thead>
<tr>
<th>Spaces</th>
<th>My</th>
<th>Team</th>
<th>New (1)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confluence (DOC)</td>
<td><img src="image1.png" alt="image" /></td>
<td><img src="image2.png" alt="image" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence 1.0 User Guide (CONF1)</td>
<td><img src="image3.png" alt="image" /></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confluence 2.0 User Guide (CONF2)</td>
<td><img src="image4.png" alt="image" /></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Stochastic (DOC(R1))</td>
<td><img src="image5.png" alt="image" /></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation Stochastic 2 (DOC(R1V2))</td>
<td><img src="image6.png" alt="image" /></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Handy Hint

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

RELATED TOPICS

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

Take me back to Home Help
**Viewing Space Activity**

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

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

To view a space's activity,

1. Go to the 'Browse Space' view. 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 'Activity' tab.

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

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

**Activity for week starting 31 December 2006**

This graph shows how many times pages and news posts have been viewed over the current time period.

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

**Screenshot : Popular content**
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 Jun 10, 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:

![Step 2: Fill in template variables](image)

Note

Currently, templates can only be used to create a page. Once a page is created, the template is gone and all further editing is performed as if the template was never used. Some plugins provide expanded functionality for strictly templated content. See below for more information.

Important Plugins For Templates

Two popular plugins that expand on template behaviour are the Zones Plugin and Scaffolding Plugin. Below is a comparison:

<table>
<thead>
<tr>
<th>Field</th>
<th>Default</th>
<th>Zones Plugin</th>
<th>Scaffolding Plugin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saves page version history</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Allows return to form version</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Suitable for dynamic data</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Has a library of examples</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

RELATED TOPICS

- [Adding a Template](image)
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:

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

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:

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

**Step 2: Fill in template variables**

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

### 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/p5656c

Screenshot: Resulting page

**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/p5656c

**Related Topics**

- Adding a Template
- Editing a template
- Removing a Template
- Form Field Markup for Templates
- Browsing a space

Take me back to Confluence User Guide
Editing a template

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

To edit a template,

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

RELATED TOPICS

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

Take me back to Confluence User Guide
Removing a Template

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 document tells you how to troubleshoot problems and obtain technical support.

On this page:

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

1. 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:
3. 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.

4. Click the 'Send' button.
5. 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 request 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](https://confluence(atlassian.com) 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](https://support.atlassian.com or [Requesting Performance Support](https://support.atlassian.com).
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

Confluence uses the open source persistence framework [Hibernate](https://hibernate.org). 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 TOPICS

- [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 Fransisco business hours.
Generating a Thread Dump

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 the thread is holding and waiting for.

Generating a Thread Dump on Windows

To take a thread dump from Windows:

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

Generating a Thread Dump on Linux, including Solaris and other Unixes

Find the process ID of the JVM and 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