



CONFLUENCE

DOCUMENTATION

1. Confluence Documentation Home	9
1.1 Confluence 101	9
1.2 Confluence User's Guide	12
1.2.1 Confluence Icons	17
1.2.2 Using the Confluence Screens	18
1.2.3 Working with Labels Overview	20
1.2.3.1 Adding a Global Label	21
1.2.3.2 Adding a Personal Label	22
1.2.3.3 Adding a Space Label	23
1.2.3.4 Adding a Team Label	23
1.2.3.5 Categorising Wiki Content Using Labels	25
1.2.3.6 Label Macros	25
1.2.3.6.1 Content by Label Macro	26
1.2.3.6.2 Labels List Macro	29
1.2.3.6.3 Navmap Macro	31
1.2.3.6.4 Popular Labels Macro	34
1.2.3.6.5 Recently Used Labels Macro	36
1.2.3.6.6 Related Labels Macro	37
1.2.3.7 Navigating Pages by Label	41
1.2.3.8 Removing a label from a page	42
1.2.3.9 Removing a space label	43
1.2.3.10 Removing a team label	43
1.2.3.11 Viewing Global Labels	44
1.2.3.12 Viewing labelled pages	45
1.2.3.13 Viewing personal labels	46
1.2.3.14 Viewing Popular Labels	47
1.2.4 Working with Templates Overview	48
1.2.4.1 Adding a Template	49
1.2.4.2 Creating a Page using a Template	50
1.2.4.3 Editing a template	52
1.2.4.4 Removing a Template	52
1.2.5 Confluence Notation Guide Overview	53
1.2.5.1 Confluence Emoticons	54
1.2.5.2 Form Field Markup for Templates	55
1.2.5.3 Working with Headings	56
1.2.5.4 Working with Lists	56
1.2.5.5 Working with Tables	58
1.2.5.6 Working with Text Breaks	59
1.2.5.7 Working with Text Effects	60
1.2.6 Working with Pages Overview	61
1.2.6.1 Page Layout in View Mode	61
1.2.6.2 Page Layout in Edit Mode (Wiki Markup)	62
1.2.6.3 Page Layout in Edit Mode (Rich Text)	64
1.2.6.4 Writing Confluence pages	65
1.2.6.5 Creating a New Page	66

1.2.6.6 Editing an Existing Page	68
1.2.6.6.1 Choosing Rich Text or Wiki Markup Editing as your Default	69
1.2.6.6.2 Concurrent Editing and Merging Changes	69
1.2.6.6.3 Recording Change Comments	70
1.2.6.7 Deleting a page	71
1.2.6.7.1 Purging Deleted Pages	72
1.2.6.7.2 Restoring a Deleted Page	72
1.2.6.8 Renaming a Page	73
1.2.6.9 Commenting on a Page	73
1.2.6.9.1 Adding a Comment	74
1.2.6.9.2 Deleting Comments	75
1.2.6.9.3 Editing a Comment	75
1.2.6.9.4 Linking to Comments	76
1.2.6.9.5 Viewing Comments	77
1.2.6.10 Moving a Page	79
1.2.6.11 Copying a Page	83
1.2.6.12 Viewing Page Information	84
1.2.6.13 E-mailing a Page	85
1.2.6.14 Working with Page Families	86
1.2.6.14.1 What is a Page Family?	86
1.2.6.14.2 Breadcrumbs	87
1.2.6.14.3 Viewing a Page's Family	87
1.2.6.14.4 Viewing Children of a Page	88
1.2.6.14.5 Viewing Hierarchy of Pages within a Space	89
1.2.6.14.6 Viewing a Page's Location within a Space	89
1.2.6.14.7 Changing Parent of a Page	90
1.2.6.14.8 Creating a Child Page	90
1.2.6.14.9 Setting a Page Family to Alphabetical Order	90
1.2.6.15 Sequential Order of Pages	92
1.2.6.16 Page History and Page Comparison Views	93
1.2.6.16.1 Restoring an Older Version of a Page	95
1.2.6.16.2 Viewing an Older Version of a Page	96
1.2.6.17 Linking pages	97
1.2.6.18 Recently Viewed Content	97
1.2.6.19 Working with Drafts Overview	98
1.2.6.19.1 Configuring the Time Interval at which Drafts are Saved	99
1.2.6.19.2 Resuming the Editing of a Draft	99
1.2.6.19.3 Viewing Drafts	100
1.2.6.20 Using the Documentation Theme	101
1.2.6.21 Using a WebDAV Client to Work with Pages	103
1.2.7 Importing Content Into Confluence	106
1.2.7.1 Importing Pages from Disk	107
1.2.8 Working with Images	108
1.2.8.1 Displaying an Image	108
1.2.8.1.1 Image File Formats	110
1.2.8.2 Displaying a Thumbnail Image	110
1.2.8.2.1 Thumbnail and Gallery Example	111
1.2.8.3 Viewing Images as a Slide Show	113
1.2.9 Working with Favourites Overview	115
1.2.9.1 Adding Favourites	116
1.2.9.2 Removing Favourites	117
1.2.9.3 Viewing Favourites	118
1.2.10 Network Overview	118
1.2.10.1 Subscribing to a Network RSS Feed	121
1.2.11 Archiving Mail Overview	122
1.2.11.1 Adding a Mail Account	122
1.2.11.2 Deleting Mail	124
1.2.11.3 Fetching Mail	124
1.2.11.4 Importing Mail	125
1.2.11.5 Linking to Mail	125
1.2.11.6 Managing Mail Accounts	126
1.2.11.7 Restoring Mail	127
1.2.11.8 Viewing Mail	127
1.2.12 Dashboard	128
1.2.12.1 Customising your Personal Dashboard	130
1.2.13 Working with Attachments Overview	131
1.2.13.1 Drag-and-Drop	132
1.2.13.2 Attaching Files to a Page	135
1.2.13.3 Attachment Versions	137
1.2.13.4 Deleting an Attachment	138
1.2.13.5 Displaying List of Attachments in a Page	138
1.2.13.6 Downloading Attachments	140
1.2.13.7 Editing Attachment Properties	140
1.2.13.8 Embedding Multimedia Content	141
1.2.13.9 Embedding PowerPoint Presentations in a Page	142
1.2.13.10 Finding an Attachment	143
1.2.13.11 Linking to Attachments	144
1.2.13.12 Moving an Attachment	145
1.2.13.12.1 Choose a Page	146
1.2.13.13 Viewing Attachment Details	146

1.2.14 User Profile Overview	148
1.2.14.1 Changing Password	150
1.2.14.2 Editing User Settings	150
1.2.14.3 Editing User Profile	152
1.2.14.4 Viewing Status Updates	153
1.2.14.5 Email Address Privacy	155
1.2.14.6 Updating Email Address	155
1.2.14.7 Uploading a Profile Picture	156
1.2.14.7.1 Deleting a Profile Picture	158
1.2.14.8 Viewing User Profile	159
1.2.14.9 Viewing and Revoking OAuth Access Tokens	160
1.2.15 Confluence Glossary	162
1.2.16 Working with Blog Posts Overview	166
1.2.16.1 Adding News	166
1.2.16.2 Deleting News	167
1.2.16.3 Editing News	168
1.2.16.4 Linking to News	168
1.2.16.5 Viewing Blog Posts	169
1.2.17 Working with Links Overview	170
1.2.17.1 Linking to Pages Within the Same Space	171
1.2.17.2 Linking to Pages in Another Space	171
1.2.17.3 Linking to Web Pages	172
1.2.17.4 Linking an Image	173
1.2.17.5 Linking to Personal Spaces and User Profiles	173
1.2.17.6 Linking to Confluence Pages from Outside Confluence	173
1.2.17.7 Changing the Title of a Link	174
1.2.17.7.1 Sample Release Notes	174
1.2.17.8 Using a Link to Create a New Email Message	175
1.2.17.9 Trackback	175
1.2.17.10 Working with Anchors	175
1.2.17.11 CamelCase linking	177
1.2.17.11.1 CamelCasePage	178
1.2.18 Working with the Office Connector	178
1.2.18.1 Office Connector Prerequisites	178
1.2.18.2 Installing the Firefox Add-On for the Office Connector	180
1.2.18.3 Editing a Confluence Page in an Office Application	187
1.2.18.4 Importing an Office Document into Confluence	190
1.2.18.5 Displaying Office Files in Confluence	194
1.2.18.6 Editing an Office Document from Confluence	196
1.2.18.7 Editing an Office Presentation from Confluence	199
1.2.18.8 Editing an Office Spreadsheet from Confluence	203
1.2.19 Customising Look and Feel	207
1.2.19.1 Applying a Theme to a Space	208
1.2.19.1.1 Configuring the Documentation Theme	209
1.2.19.1.2 Configuring the Easy Reader Theme	216
1.2.19.2 Changing a Space's Logo	219
1.2.19.3 Changing the Confluence Browser Icon	219
1.2.19.4 Customising Homepage	220
1.2.19.5 Customising Layouts for a Space	220
1.2.19.6 Editing a Space's Colour Scheme	222
1.2.19.7 Styling Confluence with CSS	223
1.2.19.7.1 Basic Styling Tutorial	225
1.2.19.7.2 Styling Fonts in Confluence	226
1.2.19.7.3 Styling Tabs in Confluence	227
1.2.19.7.4 Using CSS to Customise the Easy Reader Theme	229
1.2.20 Rich Text Editor Overview	230
1.2.20.1 Enabling Rich Text Editing	232
1.2.20.2 Using the Context Menu in the Rich Text Editor	232
1.2.20.3 Inserting Content in the Rich Text Editor	233
1.2.20.4 Inserting Images in the Rich Text Editor	234
1.2.20.5 Inserting Emoticons in the Rich Text Editor	237
1.2.20.6 Inserting Symbols in the Rich Text Editor	238
1.2.20.7 Adding and Removing Links in the Rich Text Editor	239
1.2.20.8 Linking to Attachments in the Rich Text Editor	242
1.2.20.9 Linking to Images in the Rich Text Editor	244
1.2.20.10 Working with Tables in the Rich Text Editor	246
1.2.20.11 Using Autocomplete in the Rich Text Editor	247
1.2.20.12 Working with Text Effects in the Rich Text Editor	252
1.2.21 Working with Spaces Overview	254
1.2.21.1 Administering Spaces	255
1.2.21.2 Browsing a space	256
1.2.21.2.1 Editing Space Details	258
1.2.21.2.2 Managing Orphaned Pages	258
1.2.21.2.3 Managing Undefined Pages	259
1.2.21.2.4 Tree View of Pages	259
1.2.21.2.5 Viewing Pages Alphabetically	260
1.2.21.2.6 Viewing Recently Updated Content	260
1.2.21.2.7 Viewing Space Details	261
1.2.21.3 Converting a Global Space to a Personal Space	261
1.2.21.4 Deleting a Space	262

1.2.21.5 Guidelines For Partitioning Content Into Spaces & Pages	263
1.2.21.6 Moving Content from one Space to Another	263
1.2.21.6.1 Moving a family of pages from one space to another	263
1.2.21.6.2 Moving a Page from one Space to Another	264
1.2.21.7 Moving Pages within a Space	264
1.2.21.8 Setting up a New Global Space	267
1.2.21.9 Setting up your Personal Space	269
1.2.21.10 Viewing all Spaces	271
1.2.21.11 Viewing Space Activity	272
1.2.22 Working with Macros	273
1.2.22.1 Web-Widget Macro	276
1.2.22.2 View File Macro	277
1.2.22.3 Widget Macro	285
1.2.22.3.1 Widget Connector Examples	293
1.2.22.4 JIRA Portlet Macro	296
1.2.22.5 Warning Macro	300
1.2.22.6 JUnit Report Macro	300
1.2.22.7 Livesearch Macro	302
1.2.22.8 Loremipsum Macro	303
1.2.22.9 Noformat Macro	305
1.2.22.10 Page Index Macro	306
1.2.22.11 Space Details Macro	308
1.2.22.12 Recently Updated Macro	309
1.2.22.13 Network Macro	314
1.2.22.14 Blog Posts Macro	316
1.2.22.15 Favourite Pages Macro	319
1.2.22.16 User Status List Macro	320
1.2.22.17 Global Reports Macro	322
1.2.22.18 Info Macro	324
1.2.22.19 Include Page Macro	325
1.2.22.19.1 Sample Include Page	326
1.2.22.20 JIRA Issues Macro	326
1.2.22.21 Nolink and nl Macros	332
1.2.22.22 Column Macro	332
1.2.22.23 Search Macro	334
1.2.22.24 Spaces List Macro	336
1.2.22.25 Tasklist Macro	342
1.2.22.26 Note Macro	345
1.2.22.27 Tip Macro	346
1.2.22.28 Flowchart Macro	347
1.2.22.29 Content by User Macro	349
1.2.22.30 Documentation Link Macro	351
1.2.22.31 Change-History Macro	352
1.2.22.32 Anchor Macro	353
1.2.22.33 Attachments Macro	353
1.2.22.34 Create Space Button Macro	353
1.2.22.35 Chart Macro	354
1.2.22.36 Cheese Macro	362
1.2.22.37 Children Display Macro	363
1.2.22.37.1 Child Page 1	365
1.2.22.37.2 Child Page 2	365
1.2.22.38 Excerpt Include Macro	365
1.2.22.39 Excerpt Macro	366
1.2.22.40 Color Text Macro	367
1.2.22.41 Code Block Macro	368
1.2.22.42 Edit in Word Link Macro	370
1.2.22.43 Contributors Macro	371
1.2.22.44 Contributors Summary Macro	373
1.2.22.45 Userlister Macro	376
1.2.22.46 Quote Macro	378
1.2.22.47 HTML Macro	379
1.2.22.48 Spacegraph Macro	379
1.2.22.49 Profile Macro	379
1.2.22.50 HTML Include Macro	381
1.2.22.51 Table of Contents Zone Macro	381
1.2.22.52 Pagetree Macro	381
1.2.22.52.1 Sample Page Tree	384
1.2.22.52.2 Sample Page Tree 2	385
1.2.22.53 Pagetree Search Macro	385
1.2.22.54 Panel Macro	386
1.2.22.55 Table of Contents Macro	387
1.2.22.56 Recently Updated Dashboard Macro	388
1.2.22.57 RSS Feed Macro	390
1.2.22.58 Metadata Macro	392
1.2.22.59 Metadata Summary Macro	394
1.2.22.60 IM Presence Macro	395
1.2.22.61 Welcome Message macro	396
1.2.22.62 Bookmarks Macro	397
1.2.22.63 Section Macro	400
1.2.22.64 Gadget Macro	401

1.2.22.65 Gallery Macro	403
1.2.22.66 Space Jump Macro	407
1.2.23 Searching Confluence	408
1.2.23.1 Confluence Search Fields	414
1.2.23.2 Confluence Search Syntax	417
1.2.23.3 Ranking of Search Results	418
1.2.23.4 Searching the People Directory	421
1.2.23.5 Text Tokenisation and Filtering	422
1.2.24 Tracking Updates Overview	422
1.2.24.1 Managing Watches	423
1.2.24.2 Subscribing to Daily Email Reports	424
1.2.24.3 Subscribing to RSS Feeds within Confluence	425
1.2.24.3.1 Using pre-specified RSS feeds	426
1.2.24.3.2 Using the RSS Feed Builder	427
1.2.24.4 Watching a Page	430
1.2.24.5 Watching a Space	431
1.2.24.6 Working with RSS Feeds	432
1.2.24.6.1 Adding a username and password to Confluence RSS feeds	432
1.2.24.6.2 RSS Readers Compatibility	433
1.2.25 Space Backup and Restore	434
1.2.26 Keyboard Shortcuts	434
1.2.27 Working with Bookmarks	436
1.2.27.1 Adding a bookmark	437
1.2.27.2 Adding a Bookmark Icon to your Browser	439
1.2.27.2.1 Adding a Bookmark Link to your Browser's Favorites	439
1.2.27.2.2 Dragging a Bookmark Link to your Browser	441
1.2.27.3 Editing or Commenting on a Bookmark	442
1.2.27.4 Removing a Bookmark	443
1.2.27.5 Subscribing to a Bookmarks RSS Feed	444
1.2.27.6 Viewing Bookmarks	445
1.2.28 Exporting a Space	446
1.2.28.1 Confluence to HTML	447
1.2.28.2 Confluence to PDF	448
1.2.28.2.1 Create PDF in another language	450
1.2.28.3 Editing the PDF Stylesheet	450
1.2.28.3.1 Advanced PDF Stylesheet Customisations	454
1.2.28.4 Confluence to XML	456
1.2.28.5 Exporting to a Word document	457
1.2.29 User Status Overview	458
1.2.30 Security Overview	460
1.2.30.1 Page Restrictions	461
1.2.30.1.1 Setting a Page's Restrictions	464
1.2.30.1.2 Viewing a Page's Restrictions	466
1.2.30.2 Site Administrators and their Permissions	467
1.2.30.3 Space Administrators and their permissions	467
1.2.30.4 Space Permissions Overview	468
1.2.30.4.1 Assigning Space Permissions	469
1.2.30.4.2 Revoking Space Permissions	471
1.2.30.4.3 Viewing Space Permissions	472
1.2.30.5 Users and Groups	473
1.2.30.5.1 Searching for Users	474
1.2.30.6 Viewing Restricted Pages	477
1.2.31 Site Backup and Restore	478
1.2.31.1 Production Backup Strategy	479
1.2.32 Hover Profile Overview	479
1.2.33 Working with Confluence Gadgets	481
1.2.33.1 Adding a Confluence Gadget to a JIRA Dashboard	482
1.2.33.2 Configuring Confluence Gadgets for Use in Other Applications	486
1.2.33.3 Confluence Gadgets	489
1.2.34 Working with the Macro Browser	492
1.3 Confluence FAQ	496
1.3.1 Administration FAQ	499
1.3.1.1 Add Spell Checking To Confluence	500
1.3.1.2 Can I run multiple instances of Confluence & connect them to a central database?	500
1.3.1.3 Capturing HTTP traffic using Wireshark or Fiddler	500
1.3.1.4 Configuring Confluence to send email notifications	501
1.3.1.5 Copy Or Rename A Space	501
1.3.1.6 Customising Confluence Icons	504
1.3.1.7 Disable public account signups	504
1.3.1.8 Displaying System Properties	504
1.3.1.9 Editing your database password	505
1.3.1.10 Enable public anonymous access	505
1.3.1.11 Fix Out of Memory errors by Increasing Available Memory	505
1.3.1.11.1 Editing the Windows Registry	507
1.3.1.12 Getting a License for a Staging Environment	509
1.3.1.13 How can I retrieve a recently deleted space or page?	509
1.3.1.14 How do I adjust the session timeout	510
1.3.1.15 How do I change the space key?	510
1.3.1.16 How do I check which spaces have email accounts	510
1.3.1.17 How do I configure the Plugin Repository to update its plugins information offline?	510

1.3.1.18	How do I disable indexing of attachments	511
1.3.1.19	How Do I Find My License from the File System?	512
1.3.1.20	How Do I Get More Statistics From Confluence?	512
1.3.1.21	How Do I Identify Inactive Users in Confluence	513
1.3.1.22	How do I know what Confluence version I am running?	514
1.3.1.23	How do I make commenters added as page watchers automatically?	514
1.3.1.24	How do I prevent personal spaces from being shown on the dashboard	514
1.3.1.25	How do I Remove a User who has Content Created	515
1.3.1.26	How do I Remove the Last Updated and Created By Text?	515
1.3.1.27	How do I suppress cluster warning message in confluence?	515
1.3.1.28	How to Disable Emoticons	515
1.3.1.29	How to display a banner like the Confluence Documentation space	516
1.3.1.30	How to Force External Links to Open in a New Window	516
1.3.1.31	How to get a Java Heap Dump	517
1.3.1.32	How to Hide the Referrer	517
1.3.1.33	How to Restore Deactivated Users	517
1.3.1.34	How to run a SQL script on your database	518
1.3.1.35	How to Search Confluence for Uses of a Macro	518
1.3.1.36	How to turn on Debugging for indexing	519
1.3.1.37	List page- and space-related details for an attachment using the attachment's name	519
1.3.1.38	Migrate Confluence from one database to another	520
1.3.1.39	Need to Change Server ID for Test Install	520
1.3.1.40	Page Restrictions Performance Considerations	520
1.3.1.41	Passing username and password via URL	521
1.3.1.42	Preventing and Cleaning up SPAM	521
1.3.1.43	Rebuild the Content Indices from scratch	523
1.3.1.44	Redirect users to a page on login	523
1.3.1.45	Redirect users to a site-wide home page after a successful login	524
1.3.1.46	Restrict Attachments Based On File Type	524
1.3.1.47	Search for User Properties in the Database	524
1.3.1.48	Using Firebug Lite in Internet Explorer when browsing a Confluence page	524
1.3.1.49	What are the IP Address Ranges for Atlassian's Servers?	524
1.3.1.50	Where are the files that used to be in my Confluence installation directory?	525
1.3.1.51	Where are user macros stored?	525
1.3.2	Backup FAQ	525
1.3.2.1	Are there any scripts for backup creation and restore?	525
1.3.2.2	Backup will not import	526
1.3.2.3	Can Confluence be restored from a backup minus attachments?	526
1.3.2.4	Can XML backups be deleted automatically?	526
1.3.2.5	Does running a daily XML backup slow performance?	526
1.3.2.6	How can I reduce the space taken up by automatic backups?	526
1.3.2.7	How to Change the Version of a Space Backup	526
1.3.2.8	How to Find Attachments in Attachments Folder	526
1.3.2.9	Is it Possible to Store the Confluence Home Directory on a Network Share?	527
1.3.2.10	Providing MySQL database with Content Anonymised	527
1.3.3	Configuration FAQ	527
1.3.3.1	Running Tomcat on a Different Port	528
1.3.3.2	Change default font, color, or spacing in Confluence	529
1.3.3.3	How do I Change the Time of Daily Report Updates	529
1.3.3.4	How to audit Confluence - enabling user access logging	529
1.3.3.5	Share users and groups between Confluence and JIRA	531
1.3.3.6	How do I Modify the Frequency of Content Indexing	531
1.3.3.7	How do I change the default polling time for email in Confluence?	532
1.3.3.8	How do I Configure an Automatic Refresh of the Recently Updated List	533
1.3.3.9	How to Revert from Clustering to Single Node	533
1.3.3.10	Adding a Site-Wide Banner	533
1.3.3.11	Customise Confluence Page Exports	534
1.3.3.11.1	Available Velocity Context Objects in Exporters	534
1.3.3.11.2	Customise MS Word Exports	534
1.3.3.11.3	Customise PDF Exports	535
1.3.3.12	Editing the Footer	535
1.3.3.13	How do I completely remove the "Space Details" page from Confluence exports?	535
1.3.3.14	Where does Confluence store all its data?	535
1.3.3.15	Running Confluence Behind a Caching Proxy Server	536
1.3.3.16	I am trying to install Confluence but the demo-site.zip file is missing	536
1.3.3.17	How do I Disable Automatic Mail Polling?	536
1.3.3.18	Disabling Profile Pictures on the Recently Updated Dashboard	537
1.3.3.19	How to Disable Profile Pictures from the Recently Updated Section of the Dashboard	537
1.3.3.20	Remove Version from Footer	537
1.3.3.21	Configuring a MySQL Datasource in Apache Tomcat	537
1.3.4	Installation FAQ	540
1.3.4.1	The Confluence window closes immediately when started	540
1.3.4.2	How do I re-trigger the setup wizard	541
1.3.4.3	Confluence starts but a problem prevents me from accessing the dashboard	541
1.3.4.4	I receive a BUILD FAILED message when trying to create an EAR file in Confluence 2.6 or 2.7	541
1.3.4.5	How much disk space does Confluence need?	542
1.3.4.6	How Do I Make Confluence Accessible from the Root Context with a Tomcat EAR WAR configuration	542
1.3.4.7	How To Run Confluence Standalone and Apache on Port 80 (Different IP Addresses)	542
1.3.5	JIRA Integration FAQ	542
1.3.5.1	The JIRA Issues Macro behaves problematically	542

1.3.5.2 The JIRA Issues Macro generates an error	543
1.3.5.3 When setting up JIRA user management in Confluence, the Confluence login page loads but login fails	543
1.3.5.4 When setting up JIRA user management in Confluence, the Confluence login page loads with an error	543
1.3.6 LDAP FAQ	544
1.3.6.1 Are all users in LDAP visible in Confluence administration and can they can be assigned permissions or to groups?	544
1.3.6.2 Can we use LDAP and Confluence groups simultaneously, as a 'mixed mode', where some groups are kept in Confluence and others in LDAP?	544
1.3.6.3 Confluence Domino LDAP FAQs	544
1.3.6.4 Confluence integration with LDAP and Active Directory FAQs	545
1.3.6.5 How are LDAP or Active Directory users counted toward my license limit?	545
1.3.6.6 How can I assign an LDAP user a Confluence account?	545
1.3.6.7 How can I enable LDAP?	545
1.3.6.8 How does Confluence handle user deletions from LDAP? Is the user's assignment to one or more groups still visible?	545
1.3.6.9 I am having a problem with Confluence LDAP integration	545
1.3.6.10 I enabled LDAP and some users are now returned twice under the user browser	546
1.3.6.11 If a Confluence user had a lowercase username, but an LDAP user has the same username in UPPERCASE, does it matter which one I use?	546
1.3.6.12 If a user already exists in Confluence and an LDAP user with the same username is added, which account's password gets used?	546
1.3.7 Mail Archiving FAQ	546
1.3.7.1 Can Confluence replace my regular mail client?	547
1.3.7.2 How do I get mail into Confluence?	547
1.3.7.3 How do I use the mail archive?	547
1.3.7.4 Okay, I've imported the mail, but where is it?	547
1.3.8 New User FAQ	547
1.3.8.1 Can I use CamelCaseLinks like they do on WardsWiki?	548
1.3.8.2 Can Users Edit Individual Sections Within a Page?	548
1.3.8.3 How does Confluence differ from a wiki?	548
1.3.9 RSS Feeds FAQ	548
1.3.9.1 Create an RSS feed for mail from only specified mail accounts	549
1.3.9.2 How do I fix a "Could not download (Feed URL) - Connection timed out (errno238)" error?	
1.3.9.3 How do I fix a "Could not retrieve (Feed URL) - Not Permitted" error?	
1.3.9.4 How do I fix an "Error formatting 'macro rss java.lang.NullPointerException'" error?	
1.3.9.5 How do I fix an "Unable to retrieve (Feed URL) - Connection refused - connect" error?	
1.3.9.6 How do I force authentication for public feeds?	549
1.3.9.7 Is it possible to delete a feed?	549
1.3.9.8 I want to remove RSS Feeds completely	549
1.3.10 Upgrade FAQ	549
1.3.10.1 I cannot find the "Rich Text" editor. Is the editor part of Confluence 1.4.3?	
1.3.10.2 Server ID FAQ	550
1.3.10.3 Upgrade My Trial To A Commercial Version	550
1.3.11 Usage FAQ	551
1.3.11.1 Add many files to a page at once	551
1.3.11.2 Create a page by passing parameters to a template	551
1.3.11.3 How do I obtain content that hasn't been modified in a certain period of time	551
1.3.11.4 How to Add a Quick Search for Firefox	551
1.3.11.5 How to disable PDF Export	551
1.3.11.6 How to Find Pages with no Label	552
1.3.11.7 How to Make Confluence Open a New Tab when Clicking on the Attachments Link	552
1.3.11.8 How to Reset a Custom Layout	553
1.3.11.9 Redirect to a specific page (home page) within the site after logging in	553
1.3.11.10 Setup email notifications of page updates	553
1.3.12 Unsupported Platform Information	553
1.3.12.1 Setting up Confluence with IIS	554
1.3.12.1.1 Connecting Confluence with IIS 5.1 or 6	555
1.3.12.1.2 Connecting Confluence with IIS 7	557
1.3.12.2 Using the IBM 64bit J9 JDK	558
1.3.13 Support Policies	559
1.3.13.1 Bug Fixing Policy	559
1.3.13.2 How to Report a Security Issue	560
1.3.13.3 New Features Policy	560
1.3.13.4 Patch Policy	560
1.3.13.5 Security Advisory Publishing Policy	561
1.3.13.6 Security Patch Policy	561
1.3.13.7 Severity Levels for Security Issues	561
1.4 Troubleshooting Problems & Requesting Technical Support	562
1.4.1 Content Anonymiser for Data Backups	567
1.4.2 Editing or Deleting a Page That Won't Render	567
1.4.3 Enabling detailed SQL logging	568
1.4.4 General Support Enquiries	569
1.4.5 Generating a Thread Dump	569
1.4.5.1 Generating a Thread Dump Externally	571
1.4.6 Plugin Support Mode	572
1.4.7 Profiling using the YourKit Plugin	572
1.5 Confluence Resources	574
1.5.1 Tips of the Trade	575
2. Information For Evaluators	579
2.1 Confluence Presentation Material	579

3. TreeNavigation	580
4. TreeNavigationVersions	580
5. .bookmarks	580

Confluence Documentation Home

Confluence 3.2.x

User's Guide

The [Confluence User's Guide](#) is for project managers, developers, testers – anyone who uses Confluence. New to Confluence? Start by exploring the [Confluence dashboard](#) and learning about [spaces](#), [pages](#) and [blog posts](#). Try [creating](#) a new space, then [add](#) a page to that space, add [some content](#) and a [comment](#) to that page and then [export](#) the page to PDF.

Administrator's Guide

The [Confluence Administrator's Guide](#) is for people with Confluence administration rights. It will help you set up [users and groups](#), [security](#) for users, groups and spaces, and [keep track](#) of any changes and updates made within your Confluence site. You may want to customise the [look and feel](#) of Confluence, by applying a [theme](#) to a space or modifying [colour schemes](#) and [layouts](#). Admin tasks such as [backup](#) are also covered. You may also find the [Knowledge Base](#), [FAQ](#) and the Confluence [Announcements](#) and [User](#) forums useful.

Installation Guide

The [Confluence Installation Guide](#) is for people who are installing Confluence for the first time. Check the [requirements](#) and [supported platforms](#), then [download](#) and [install Confluence](#). Where to next? The [Confluence 101](#) will help you get started. When [setting up](#) Confluence, load the Example Site ('Demonstration Space'), which contains a tutorial and additional content to help you get familiar with using Confluence. If you are using other Atlassian products, take a look at the [Integration Guide](#).

Upgrade Guide

The [Confluence Upgrade Guide](#) is for people who are upgrading their instance of Confluence. Start by reading the [latest Release Notes](#), the [Upgrade Notes Overview](#) and version-specific Upgrade Notes for the version to which you are upgrading. Then, [download Confluence](#) and follow the [main Upgrade Guide](#).

Developer Resources

These resources are for software developers who want to create their own plugins for Confluence. Take a look at the [Confluence developer documentation](#) and the [API documentation](#). You may also find the [Confluence developers forum](#) useful. (Click [here](#) to subscribe.)

Confluence 101

Confluence 101

Thank you for choosing Confluence. To help you get up and running quickly, we've compiled some easy instructions for configuring and using Confluence.



Are you using [Confluence Hosted](#)? If so, please visit our [Confluence Hosted documentation](#) instead.

Getting Started

1. Installing Confluence

First things first. If you haven't already got Confluence up and running, carry out the following steps:



For Windows: (click to expand)



You may want to [watch the video](#) showing how to do this.

1. Go to the Atlassian [Download Center](#).
2. Click 'Show all' and download the Confluence Standalone Windows Installer (.EXE) file.
 - If you are upgrading Confluence, please download the ZIP archive instead of the Standalone Installer.
3. [Install Java](#) and [set JAVA_HOME](#).
4. Run the Windows Installer .EXE file, choose an installation directory, a home directory, and a port ('8080' will do). We recommend that you choose to 'Run Confluence as a service'.
5. Confluence will start automatically when the Installer finishes, if you selected the option to launch Confluence at the end of the Installer.
6. To access Confluence, go to your web browser and type this address: <http://localhost:8080>. Windows 'Start' menu shortcuts will also be added which you can also use to start and stop Confluence.
7. Follow the [Setup Wizard](#). This will guide you through the process of setting up your Confluence server and creating an Admin user.

For more help on the technical procedures in this section, see the [Confluence Installation Guide](#).

If you need assistance, please [create a support ticket](#).



Before using Confluence as a production system, you need to switch from the default HSQL database, which is provided for evaluation purposes only. Please see the [documentation](#) for details.

▶ For Mac: (click to expand)



You may want to [watch the video](#) showing how to do this.

Download the Confluence Standalone for Mac (TAR.GZ) file from the [Atlassian Download Center](#), and follow the [installation instructions](#). The [Setup Wizard](#) will guide you through the process of setting up your Confluence server and creating an Admin user.

If you need assistance, please [create a support ticket](#).



Before using Confluence as a production system, you need to switch from the default HSQL database, which is provided for evaluation purposes only. Please see the [documentation](#) for details.

▶ For Unix or Linux: (click to expand)

Download the Confluence Standalone for Linux (TAR.GZ) file from the [Atlassian Download Center](#), and follow the [installation instructions](#). The [Setup Wizard](#) will guide you through the process of setting up your Confluence server and creating an Admin user.

If you need assistance, please [create a support ticket](#).



Before using Confluence as a production system, you need to switch from the default HSQL database, which is provided for evaluation purposes only. Please see the [documentation](#) for details.

2. Adding Users

Confluence was designed to improve team communication, so you will want to configure it such that your colleagues can participate on it:

▶ For each of your users, you will need to do the following: (click to expand)

1. [Create users](#) — add user accounts for the people who will create most of the pages and blog posts in your Confluence site.
 - Your users will be automatically added to the 'confluence-users' group. For more about groups, please see the [documentation](#).
2. (Optional) [Enable 'anonymous' mode](#) — allow non-logged-in users to access your Confluence site. Note that they will only be able to view content where the [space permissions](#) allow 'Anonymous' access.

3. Configuring Mail

Confluence can send notifications based on user preferences, such as [watching](#) the contributions to a particular space or page. To take advantage of this feature, you will first need to [tell Confluence about your SMTP server](#).

Mastering the Basics

4. Creating Spaces, Pages and Blog Posts

Your new Confluence site contains a 'Demonstration' space, which contains a Tutorial. This will guide you through the basics of using the [Dashboard](#), creating a [space](#), adding [pages](#) and publishing [blog posts](#) ('news items').

 Your users will need to access Confluence at **http://<Confluence machine name>:8080** (not **http://localhost:8080**).

5. Searching Confluence

- [Search Confluence](#)
- [Advanced search](#)
- [Search the content of attachments](#)

6. Subscribing to Updates

- [Create an RSS feed](#)
- ['Watch' a page](#) (or space) to be emailed whenever it's edited
- [Mark your 'favourite' places](#) so you can quickly navigate to them later

Customising Confluence

(Note that you need to be an Administrator to do the tasks in this section.)

7. Adding Your Own Logo

 Why would I do this? (click to expand)

By replacing the default Confluence logo with your organisation's logo, your Confluence site will immediately appear more familiar to visitors.

 How do I do this? (click to expand)

Please see the following documentation:

- [Changing the Confluence-wide 'global' logo](#)
- [Changing a space's logo](#)

8. Changing Confluence's Colours

 Why would I do this? (click to expand)

By replacing the default Confluence colours with your organisation's standard colours, your Confluence site will immediately appear more familiar to visitors.

 How do I do this? (click to expand)

Please see the following documentation:

- [Customising Confluence's colour scheme](#)
- [Styling Confluence via CSS](#)

9. Choosing a Different 'Theme'

 Why would I do this? (click to expand)

Depending on what you are using Confluence for, you may want to alter the 'theme' (i.e. screen layout) for an individual space or for the entire site. For example, for a space that contains documentation, you may prefer a theme that displays a table of contents on the left and allows you to configure a page header and footer.

 How do I do this? (click to expand)

Please see the following documentation:

- [Applying a theme to a site](#)
- [Applying a theme to a space](#)

10. Using a Page Template

 Why would I do this? (click to expand)

A page template is a form that is displayed when a user creates a page, so that the user can enter content in particular fields. A page template can be made available to your entire Confluence site or just to a particular space, e.g. a Human Resources space might have a template called 'Leave Request', or an IT space might have a template called 'Asset Configuration'.

 How do I do this? (click to expand)

Please see the following documentation:

- [Adding a template to a site](#)
- [Adding a template to a space](#)

11. Installing Plugins

▶ Why would I do this? (click to expand)

There are hundreds of new features and customisations available for Confluence as plugins. For example, many additions to [Confluence's macros](#) are available as plugins. Or, if you want to populate Confluence with content created elsewhere, take a look at the [WebDAV plugin](#) and the [Universal Wiki Converter](#).

▶ How do I do this? (click to expand)

Confluence comes with a bunch of [bundled plugins](#) and others can be installed in one click via our [plugin repository](#), so why not why not browse our most [popular plugins](#).

12. Import Existing Content

▶ Why would I do this? (click to expand)

The best way to spur adoption is to get some content in Confluence. It is likely that you have existing documentation stored in another wiki or in static documents. Confluence makes it easy to import your existing content so that you do not have to re-invent the wheel or start from scratch.

▶ How do I do this? (click to expand)

Refer to our documentation - [Importing Content Into Confluence](#) - for details on:

- Importing Content from Other Confluence Sites
- Importing Content from Other Wikis - e.g. Mediawiki, SharePoint, Socialtext, MindTouch etc.
- Importing Content from an Office Document
- Importing Web Content
- Importing Other Non-Wiki Content

Important Next Steps

(Note that you need to be an Administrator to do the tasks in this section.)

13. Connecting to an External Database

Before using Confluence as a production system, you need to switch from the default HSQL database, which is provided for evaluation purposes only. Please see the [documentation](#) for details.

14. Backing up Data

To back up your Confluence data, and establish processes for regular backups, please see the [documentation](#).

Thank you for using Confluence.

We're always happy to help. Feel free to [contact us](#) with any questions you have.

Confluence User's Guide

Confluence User Guide
- Get Familiar with the Confluence Workspace - Working with Spaces - Working with Pages - Working with Attachments - Working with Images - Working with Links - Working with Labels - Working with News - Working with Office Documents - Working with Bookmarks - Working with Macros - Tracking Updates - Searching - Working with Favourites - Working with User Profiles - Customising Confluence - Working with Page Templates - Archiving Mail - Exporting and Importing - Security - Appendix A - Confluence Notation Guide (Wiki Markup) - Appendix B - Rich Text Editor - Appendix C - Keyboard Shortcuts - Appendix D - Glossary

Download
 You can download the Confluence documentation in PDF, HTML or XML formats.

About
The Confluence User Guide provides an overview of the key features of Confluence and explains both its basic and more advanced usage as a knowledge management tool, and a collaborative environment. If you still have a question that hasn't been answered, write and tell us about it. For more documentation please visit Confluence Documentation Home.

Get Familiar with the Confluence Workspace

- The Dashboard
- Using the Confluence Screens
- Customising your Personal 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
- Editing 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
- 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
- Page History and Page Comparison Views
- 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 Properties
- Downloading Attachments
- Deleting an Attachment
- Moving an Attachment
- Displaying List of Attachments in a Page
- Embedding Multimedia Content

Working with Images

- Overview of Working with Images
- Displaying an Image
- Inserting Images in the Rich Text Editor
- Image File Formats
- Displaying a Thumbnail Image
- 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 Blog Posts Overview
Viewing Blog Posts
Adding News
Editing News
Linking to News

Working with Office Documents

Working with the Office Connector
Office Connector Prerequisites
Installing the Firefox Add-On for the Office Connector
Editing a Confluence Page in an Office Application
Importing an Office Document into Confluence
Displaying Office Files in Confluence
Editing an Office Document from Confluence
Editing an Office Presentation from Confluence
Editing an Office Spreadsheet from Confluence
Office Connector Limitations and Known Issues

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 Settings
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
Customising Layouts for a Space
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](#)
[Choosing Rich Text or Wiki Markup Editing as your Default](#)
[Working with Text Effects in the Rich Text Editor](#)
[Working with Tables in the Rich Text Editor](#)
[Inserting Images in the Rich Text Editor](#)
[Adding and Removing Links in the Rich Text Editor](#)
[Linking to Images in the Rich Text Editor](#)
[Linking to Attachments in the Rich Text Editor](#)
[Inserting Emoticons in the Rich Text Editor](#)
[Inserting Symbols in the Rich Text Editor](#)

Appendix C - Keyboard Shortcuts

[Keyboard Shortcuts](#)

Appendix D - Glossary

[Confluence Glossary](#)

Confluence Icons

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

Icon	Description
	Indicates that restrictions apply to the current page. Click to see the restrictions and edit them.
	Indicates that there are attachments to the current page. Click to open the ' Attachments View '.
	Go to the people directory .
	View a user profile .
	Go to a personal space .
	Go to a global space .
	View a space's homepage.
	View a page .
	Add a page .
	Add a child page to the current page.
	View a piece of news .
	Add a piece of news .
	This page has been edited since you last viewed it. Click to view the page.
	View a comment .
	Add a comment .
	View a piece of archived mail that has been imported into Confluence.

	View a page that has been imported into Confluence.
	View an attachment .
	This link goes to an attachment.
	This link goes to a destination outside Confluence.
	This page/space/person is currently a favourite . Click to remove from your favourites.
	Add this page, space or person to your favourites .
	You are currently watching this page or space. Click to stop watching.
	Start watching this page or space.
	Go to the RSS feed builder.
	Subscribe to a pre-defined RSS feed.
	View a printable version of this page. Note: From Confluence 2.8, most pages do not show this icon. You can print a Confluence page via your browser's print option.
	Export the contents of this space.
	Define labels .
	Choose a space's theme .
	Choose a space's colour scheme .
	Define a layout for a space, its pages and/or news items.
	View space permissions .
	View page permissions .



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's Guide](#)

Using the Confluence Screens

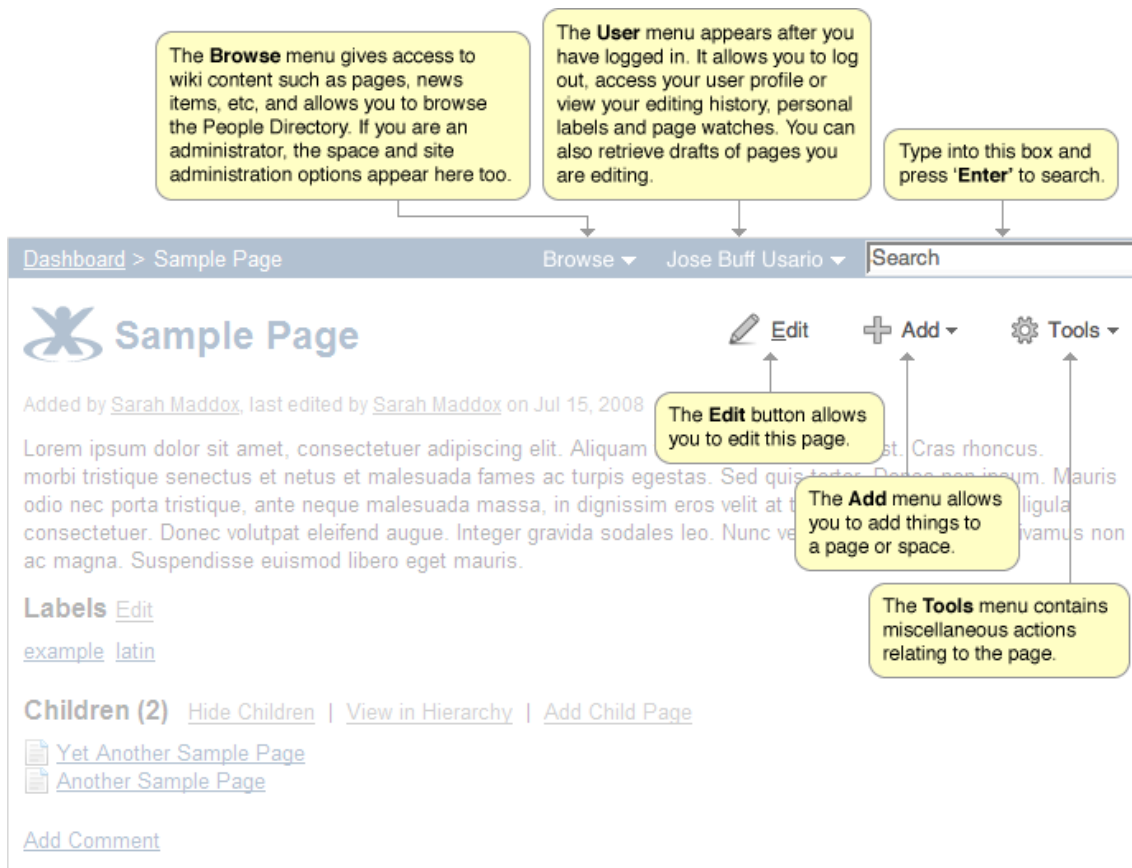
This page gives a pictorial tour of the Confluence user interface.

On this page:

- [Confluence Menus](#)
- [Confluence Screen Items](#)
 - [RELATED TOPICS](#)

Confluence Menus

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



Menu or option	Explanation
Browse menu	The ' Browse ' menu gives access to wiki content such as pages, news items, etc, and allows you to browse the People Directory. If you are an administrator, the space and site administration options appear here too.
User menu	After you have logged in, your name will appear at top right of the screen. The ' User ' menu appears when your cursor hovers over your name. The menu allows you to log out, access your user profile or view your editing history, personal labels and page watches. You can also retrieve drafts of pages you are editing.
Search box	Type into this box and press ' Enter ' to search.
Edit button	The ' Edit ' button allows you to edit this page.
Add menu	The ' Add ' menu allows you to add things to a page or space.
Tools menu	The ' Tools ' menu contains miscellaneous actions relating to the page.

Confluence Screen Items

The image below gives an overview of the non-menu screen items in Confluence.

Dashboard › People › Edwin Dawson › Home › 974110

The **Byline** shows the original author and the person who most recently edited the page.

Added by [Edwin Dawson](#), last edited by [Edwin Dawson](#) on Oct 16, 2008 ([view change](#))

The **Byline Icons** indicate the presence of page restrictions and attachments to the page.

http://extranet.adassian.com/download/attachments/1679331042/xmldemo_002.swf

Labels [Edit](#)

[flash](#) [xml](#) [demo](#)

[Add Comment](#)

The **Labels** line shows labels (or tags) attached to the current page.

Menu or option	Explanation
Byline	This shows the page author's name and the person who most recently edited the page.
Byline Icons	Two icons that indicate the presence of page restrictions and attachments to the page. A small padlock indicates page restrictions, while a paperclip indicates attachments. Both icons are clickable, leading to the ' Page Information ' and ' Attachments ' pages, respectively.
Labels	This line shows labels (or tags) attached to the current page.

RELATED TOPICS

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

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

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 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:


Sample Page

 Edit
  Add
  Tools

Added by [Administrator](#), last edited by [Sarah Maddox](#) on Jun 13, 2008 ([view change](#)) [show comment](#)

I like cheese!

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

Ut ligula. Maecenas consequat. Aliquam placerat. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla convallis. Ut quis tortor. Vestibulum a lectus at diam fermentum vehicula. Mauris sed turpis a nisl ultricies facilisis. Fusce ornare, mi vitae hendrerit eleifend, augue erat cursus nunc, a aliquam elit leo sed est. Donec eget sapien sit amet eros vehicula mollis. In sollicitudin libero in felis. Phasellus metus sem, pulvinar in, porta nec, faucibus in, ipsum. Nam a tellus. Aliquam erat volutpat.

Sed id velit ut orci feugiat tempus. Pellentesque accumsan augue at libero elementum vestibulum. Maecenas sit amet metus. Etiam molestie massa sed erat. Aenean tincidunt. Mauris id eros. Quisque eu ante. Fusce eu dolor. Aenean ultricies ante ut diam. Donec iaculis, pede eu aliquet lobortis, wisi est dignissim diam, ut fringilla eros magna a mi. Nulla vel lorem. Donec placerat, lectus quis molestie hendrerit, ante tortor pharetra risus, ac rutrum arcu odio eu tortor. In dapibus lacus nec ligula. Aenean vel metus. Nunc mattis lorem posuere felis. In vehicula tempus lacus. Phasellus arcu. Nam ut arcu. Duis eget elit id eros adipiscing dignissim.

[Confluence Overview](#)

Labels [Edit Labels](#)

[installation](#), [example](#), [admin](#), [my:stuff](#)

Children (2) [Hide Children](#) | [View in Hierarchy](#) | [Add Child Page](#)

 [Page using Search Macro](#)

 [Sample Child Page](#)

Here are some of the advantages of using labels:

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

RELATED TOPICS



[Viewing Global Labels](#)



[Label Macros](#)



[Related Labels Macro](#)



[Content by Label Macro](#)



[Navigating Pages by Label](#)



[Categorising Wiki Content Using Labels](#)

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

Adding a Global Label

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 **'Add Labels'** or the **'Edit'** 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

Labels Done

Enter labels to add to this page:

Suggested labels: [installation](#) [keys](#) [fisheye](#) [fun](#) [new](#) [to](#) [crucible](#) [festival](#) [year](#) [charity](#) [foundation](#)
Looking for a label? Just start typing.

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's Guide](#)

Adding a Personal Label

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 **'Add Labels'** or the **'Edit'** link beside **'Labels'**.
This will open up a form with an input field and a list of **'suggested 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

Labels [Done](#)

Enter labels to add to this page:

Suggested labels: [installation](#) [keys](#) [fisheye](#) [fun](#) [new](#) [to](#) [crucible](#) [festival](#) [year](#) [charity](#) [foundation](#)

Looking for a label? Just start typing.

RELATED TOPICS

[Viewing personal labels](#)

[Adding a Global Label](#)

[Adding a Space Label](#)

[Adding a Team Label](#)

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

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 '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
 -  '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system 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:nottoobad](#), [my:nice](#), [my:something](#), [my:stuff](#), [my:stuff](#), [installation](#), [test](#), [label](#), [example](#), [e](#), [documentation](#)

RELATED TOPICS

[Adding a Global Label](#)

[Adding a Personal Label](#)

[Adding a Team Label](#)

Take me back to [Confluence User's 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,

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

 '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system administrator.
- Click '**Edit Space Details**'. This will take you to a new screen.
- Click '**Edit Space Labels**' in the left navigation frame.
- In the input field displayed under '**Team Labels**', type in your label and click '**Add**'. A list of 'Suggested Labels' is also displayed in the form. Click on the label to add it.

Screenshot: Adding a team label

Team Labels

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

No team labels added to this space.

Add Team Label:

Available Team Labels:

[atlassian](#), [confluence](#), [consulting](#), [demo](#), [development](#), [jira](#), [plugins](#), [test](#)

Screenshot: List of team related spaces on the dashboard

Spaces: My **Team** All

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

View Spaces for Team: 

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

RELATED TOPICS

[Adding a Global Label](#)
[Adding a Personal Label](#)
[Adding a Space Label](#)

Take me back to the [Confluence User's Guide](#).

Categorising Wiki Content Using Labels

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

Label Example:

For the purpose of this example, imagine we have a Space with pages of content on various type of vehicles.

Vehicles Space

(pages are in **bold**, while the labels are in [blue](#))

- **Cars** [vehicle-type](#)
 - **Toyota Prius** [vehicle car](#)
 - **Honda Civic** [vehicle car](#)
 - **Porsche Carrera** [vehicle car](#)
- **Motorbikes** [vehicle-type](#)
 - **Harley Davidson Sportster** [vehicle motorbike](#)
 - **Suzuki GSX-R** [vehicle motorbike](#)

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

If you want to list...	You would use the wiki markup:	These would be the pages that you would get:
Vehicle types	<code>{contentbylabel:label=vehicle-type}</code>	Cars, Motorbikes
All vehicles	<code>{contentbylabel:label=vehicle}</code>	Toyota Prius, Honda Civic, Porsche Carrera, Harley Davidson Sportster, Suzuki GSX-R
All cars	<code>{contentbylabel:label=car}</code>	Toyota Prius, Honda Civic, Porsche Carrera

RELATED TOPICS

[Viewing Global Labels](#)



[Label Macros](#)



[Related Labels Macro](#)



[Content by Label Macro](#)



[Navigating Pages by Label](#)



[Categorising Wiki Content Using Labels](#)

Label Macros

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. Labels List Macro

Lists all labels of a space, grouped alphabetically.

5. Recently Used Labels Macro

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

6. Popular Labels Macro

Displays popular labels in a list or in a heatmap (aka cloud).

RELATED TOPICS

[Working with Labels Overview](#)

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Content by Label Macro

The **Content by Label macro** lists content which has been tagged with specific labels.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)
 - [1. Show content from a specific space](#)
 - [2. Show only results in current space](#)
 - [3. Show results from all spaces](#)
 - [4. Show only content of a specified type](#)
 - [5. Do not show the labels in the results](#)
 - [6. Do not show the space names in the results](#)
 - [7. Display excerpts in the results](#)
 - [8. Specify the maximum number of results to display](#)
 - [9. Sort by modification date](#)
 - [10. Change the sort order](#)

Usage with the Macro Browser

To insert the content by label macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the content by label macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

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

```
1. {contentbylabel:label=needs-fixing|showLabels=false|showSpace=false|maxResults=99|space=@self}
```

Below is a working example of the 'Content by Label' macro. In the example, we have restricted the display to 5 results. By default, Confluence lists all the labels for each result displayed. See the optional parameters below for more information.

What you need to type	What you will get

{contentbylabel:label=documentation maxResults=5}	 Configuring Caching for an Application (Crowd 2.0) Labels: documentation, crowd
	 1.2 About the Crowd Administration Console (Crowd 1.3) Labels: console, crowd
	 About the Crowd Administration Console (Crowd 1.5) Labels: console, crowd, in
	 Connecting CrowdID to a Database (Crowd 1.5) Labels: documentation, crowd,
	 PostgreSQL (Crowd 1.4) Labels: database, setup, postgresql, installation, crowd
Showing first 5 of 250 results	

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
(author)	None	Filter the results by author. The macro will display only the pages etc which are written or updated by the author(s) you specify here. You can specify one or more authors, separated by a comma.
Label(s) (label) or (labels)	None	This parameter is required. Use this parameter to filter the results by label. The macro will display only the pages etc which are tagged with the label(s) you specify here. You can specify one or more label values, separated by a comma or a space. - To exclude content which matches a given label, put a minus sign (-) immediately in front of that label value. For example: If you specify a label value of <code>-badpage</code> you will get only content which is not labelled with 'badpage'. - To indicate that the results must match a given label value, put a plus sign (+) immediately in front of that label value. For example: If you specify a label value of <code>+superpage, +goodpage</code> you will get only content which has at least two labels, being 'superpage' and 'goodpage'.
Maximum Number of Pages (max) or (maxResults)	15	Specify the maximum number of results to be displayed. Note that the results are sorted first, and then the maximum parameter is applied.
(operator)	OR	The operator to apply to the supplied lists of labels. By default, a page with any of the non-prefixed labels (that is, labels without a plus (+) or minus (-) sign immediately preceding it) will be listed. By using <code>operator=AND</code> , only pages with all of the supplied non-prefixed labels will be listed.  Be aware that this parameter only modifies the behaviour of the 'Label(s)' parameter and only affects label values without a plus (+) or minus (-) sign prefix. To avoid confusion or unexpected results, it is not recommended that the operator parameter be used in conjunction with any label values prefixed with '+' or '-' signs.
Show Labels for Each Page (showLabels)	true	Show or hide labels for results.
Show Space Name for Each Page (showSpace)	true	Show or hide spaces for results.
Reverse Sort (reverse)	false	Use this parameter in conjunction with the <code>sort</code> parameter described below. Set <code>reverse=true</code> to change the sort from ascending to descending.  this parameter is ignored if the <code>sort</code> parameter is not specified.

Sort By (sort)	modified	Specify how the results should be sorted. To change the sort order from ascending to descending, use the <code>reverse</code> parameter described above. <i>Note:</i> If this parameter is not specified, the sort order defaults to descending order based on the last modification date. Values: <code>creation</code> — Sort by the date on which the content was added. <code>title</code> — Sort alphabetically by title. <code>modified</code> — Sort by the date on which the content was last updated.
Restrict to these Spaces (space) or (spaces)	@all, i.e. all spaces in your Confluence site.	This parameter allows you to filter content by space. The macro will display only the pages etc. which belong to the space(s) you specify here. You can specify one or more space keys, separated by a comma or a space. - To exclude content in a specific space, put a minus sign (-) immediately in front of that space key. For example: If you specify a space key of <code>-BADSPACE</code> you will get only content which is not in the BADSPACE. - To indicate that the results must come from a specific space, put a plus sign (+) immediately in front of that space key. For example: If you specify a space key of <code>+GOODSPACE</code> you will get only content in GOODSPACE. (Note that this is not particularly useful, because each content item belongs to one space only. If you put a plus sign next to one space key and list other space keys too, the other space keys will be ignored.) Special values: <code>@self</code> — The current space. <code>@personal</code> — All personal spaces. <code>@global</code> — All global spaces. <code>@favorite</code> — The spaces you have marked as favourite. <code>@favourite</code> — The same as <code>@favorite</code> above. <code>@all</code> — All spaces in your Confluence site. <code>*</code> — The same as <code>@all</code> above.  When specifying a personal space, remember to use the tilde (~) sign in front of the username, such as <code>~jbloggs</code> or <code>~jbloggs@example.com</code>.
List Title (title)	None	Adds a title or heading to the list.
Include these Content Types Only (type)	all	This parameter allows you to filter content by content type. The macro will display only the content of the type you specify here. You can specify one or more types, separated by a comma or a space. To exclude content of a given content type, put a minus sign (-) immediately in front of that content type. For example: If you specify a content type of <code>-blogpost</code> you will get pages and all other content except for blog posts. Available values: <code>page</code> — Pages. <code>blogpost</code> or <code>news</code> — Blog posts, also known as news items.
Display Excerpts (excerpts)	false	Displays the first line of excerpts for each page.

Examples

1. Show content from a specific space

```
1. {contentbylabel:label=dogs,cats|space=PETS}
```

2. Show only results in current space

```
1. {contentbylabel:label=dogs,cats|space=@self}
```

3. Show results from all spaces


```
1. {contentbylabel:label=dogs,cats|space=@all}
```

4. Show only content of a specified type

The code below will show only pages (but not news items or other content types) with the labels 'dogs' or 'cats':

```
1. {contentbylabel:label=dogs,cats|type=page}
```

5. Do not show the labels in the results

```
1. {contentbylabel:label=dogs,cats|showLabels=false}
```

6. Do not show the space names in the results

```
1. {contentbylabel:label=dogs,cats|showSpace=false}
```

7. Display excerpts in the results

```
1. {contentbylabel:label=dogs,cats|excerpt=true}
```

8. Specify the maximum number of results to display

```
1. {contentbylabel:label=dogs,cats|max=99}
```

9. Sort by modification date

```
1. {contentbylabel:label=dogs,cats|sort=modified}
```

10. Change the sort order

```
1. {contentbylabel:label=dogs,cats|sort=modified|reverse=true}
```

RELATED TOPICS

[Related Labels Macro](#)
[Navmap Macro](#)
[Recently Used Labels Macro](#)
[Working with Labels Overview](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Labels List Macro

The **Labels List macro** displays a hyperlinked alphabetical index of all labels within the current space.

The label index generated consists of numerous cells, each beginning with one or more letters of the alphabet or a number. Each label within the space is grouped alphanumerically into its appropriately headed cell.

Each label in the Labels List macro links directly to its Labels page, that lists the pages on which the label occurs within the current space.

[Screenshot: Labels List Macro segment](#)

Below are the 582 labels used in **Confluence Docs 2.10** listed alphabetically. Click on a label to see its associated content.

A [access](#), [accessibility](#), [account](#), [active](#), [activedirectory](#), [ad](#), [added](#), [address](#), [admin](#), [administration](#), [admin-macros](#), [admin-other](#), [admin-support](#), [aggregator](#), [all](#), [analyser](#), [analyzer](#), [ancestor](#), [anchor](#), [anonymiser](#), [apache](#), [api](#), [app](#), [application](#), [appserver](#), [architecture](#), [archive](#), [at](#), [atlassianuser](#), [atlassian-user](#), [attachment](#), [attachments](#), [audit](#), [authentication](#), [auto-startup](#), [awstats](#), [axis](#)

B [backup](#), [bandana](#), [base](#), [best-practices](#), [bindexception](#), [blob](#), [blog](#), [bookmark](#), [bottom](#), [browser](#), [build](#), [builder](#), [bulk](#), [bundled](#)

C [cache](#), [camelcasing](#), [case](#), [caching](#), [cause](#), [certificate](#), [change](#), [character](#), [check](#), [class](#), [clone](#), [cloud](#), [cluster](#), [clustered](#), [code](#), [codes](#), [coherence](#), [column](#), [commenting](#), [comments](#), [component](#), [compression](#), [configuration](#), [configuring](#), [confluence](#), [confluence14](#), [confluence20](#), [confluence21](#), [confluence22](#), [confluence23](#), [confluence24](#), [confluence25](#), [confluence28](#), [confluence-documentation](#), [confluence_faq_support](#), [confluencehome](#), [confluence-jira](#), [confluence-label-filter](#), [confluence-usermanagement](#), [confluence-users](#), [connector](#), [console](#), [content](#), [contentbylabel](#), [contents](#), [cookies](#), [copy](#), [corrupt](#), [corruption](#), [cpu](#), [create](#), [css](#), [custom](#), [customisation](#), [customising-looknfeel](#), [customising-tag](#), [customize](#)

D [daily-backup](#), [data](#), [database](#), [database-configuration](#), [data-storage](#), [date](#), [db](#), [db2](#), [db2-setup](#), [db-setup](#), [deactivate](#), [debug](#), [debugging](#), [delete](#), [demos](#), [dependency](#), [details](#), [developer](#), [development](#), [diagnostics](#), [diagram](#), [directory](#), [disable](#), [do](#), [doc](#), [documentation](#), [documentation](#), [dump](#), [duplicate](#), [dynamic](#)

E [eap](#), [ear-war](#), [easy](#), [editable](#), [editor](#), [email](#), [embed](#), [enable](#), [encoding](#), [entry](#), [error](#), [error_messages](#), [euro](#), [events](#), [example](#), [excel](#), [exception](#), [explorer](#), [export](#), [extension](#), [external](#), [external-usermanagement](#)

F-G [faq](#), [faq_conf_dev](#), [fast](#), [fatal](#), [favourite](#), [feed](#), [file](#), [fileappender](#), [files](#), [filetype](#), [filterbylabel](#), [filter-common-tasks](#), [firefox](#), [fixed](#), [flags](#), [folksonomy](#), [font](#), [format](#), [forms](#), [forum](#), [freeze](#), [front-end](#), [frozen](#), [fun](#), [gmail](#), [group](#), [guide](#), [guideline](#), [gzip](#)

On this page:

- Usage with the Macro Browser
- Usage in Wiki Markup
- Parameters

Usage with the Macro Browser

To insert the Labels List macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the Labels List macro, click **'insert'** to add it to your page.

Usage in Wiki Markup

What you need to type	Segment of what you will get

{listlabels}

Below are the **582** labels used in **Confluence Docs 2.10** listed alphabetically. Click on a label to see its associated content.

A [access](#), [accessibility](#), [account](#), [active](#), [activedirectory](#), [ad](#), [added](#), [address](#), [admin](#), [administration](#), [admin-macros](#), [admin-other](#), [admin-support](#), [aggregator](#), [all](#), [analyser](#), [analyzer](#), [ancestor](#), [anchor](#), [anonymiser](#), [apache](#), [api](#), [app](#), [application](#), [appserver](#), [architecture](#), [archive](#), [at](#), [atlassianuser](#), [atlassian-user](#), [attachment](#), [attachments](#), [audit](#), [authentication](#), [auto-startup](#), [awstats](#), [axis](#)

B [backup](#), [bandana](#), [base](#), [best-practices](#), [bindexception](#), [blob](#), [blog](#), [bookmark](#), [bottom](#), [browser](#), [build](#), [builder](#), [bulk](#), [bundled](#)

C [cache](#), [camelcasing](#), [case](#), [cashing](#), [cause](#), [certificate](#), [change](#), [character](#), [check](#), [class](#), [clone](#), [cloud](#), [cluster](#), [clustered](#), [code](#), [codes](#), [coherence](#), [column](#), [commenting](#), [comments](#), [component](#), [compression](#), [configuration](#), [configuring](#), [confluence](#), [confluence14](#), [confluence20](#), [confluence21](#), [confluence22](#), [confluence23](#), [confluence24](#), [confluence25](#), [confluence28](#), [confluence-documentation](#), [confluence-faq-support](#), [confluencehome](#), [confluence-jira](#), [confluence-label-filter](#), [confluence-usermanagement](#), [confluence-users](#), [connector](#), [console](#), [content](#), [contentbylabel](#), [contents](#), [cookies](#), [copy](#), [corrupt](#), [corruption](#), [cpu](#), [create](#), [css](#), [custom](#), [customisation](#), [customising-looknfeel](#), [customising-tag](#), [customize](#)

D [daily-backup](#), [data](#), [database](#), [database-configuration](#), [data-storage](#), [date](#), [db](#), [db2](#), [db2-setup](#), [db-setup](#), [deactivate](#), [debug](#), [debugging](#), [delete](#), [demos](#), [dependency](#), [details](#), [developer](#), [development](#), [diagnostics](#), [diagram](#), [directory](#), [disable](#), [do](#), [doc](#), [documentation](#), [documentation](#), [dump](#), [duplicate](#), [dynamic](#)

E [eap](#), [ear-war](#), [easy](#), [editable](#), [editor](#), [email](#), [embed](#), [enable](#), [encoding](#), [entry](#), [error](#), [error-messages](#), [euro](#), [events](#), [example](#), [excel](#), [exception](#), [explorer](#), [export](#), [extension](#), [external](#), [external-usermanagement](#)

F-G [faq](#), [faq-conf-dev](#), [fast](#), [fatal](#), [favourite](#), [feed](#), [file](#), [fileappender](#), [files](#), [filetype](#), [filterbylabel](#), [filter-common-tasks](#), [firefox](#), [fixed](#), [flags](#), [folksonomy](#), [font](#), [format](#), [forms](#), [forum](#), [freeze](#), [front-end](#), [frozen](#), [fun](#), [gmail](#), [group](#), [guide](#), [guideline](#), [gzip](#)

Parameters

This macro accepts no parameters.

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's 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.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)

Usage with the Macro Browser

To insert the navmap macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the navmap macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get				
{navmap:html}	1. QuickStart Guide	1. QuickStart Guide	1. QuickStart Guide	1. QuickStart Guide	1. QuickStart Guide
	1. QuickStart Guide	1. QuickStart Guide	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds
	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds	Advanced HTML encoding
	Advanced HTML encoding	Advanced HTML encoding	Advanced HTML encoding	Advanced HTML encoding	Anti-XSS documentation
	Anti-XSS documentation	Anti-XSS documentation	Anti-XSS documentation	Anti-XSS documentation	clover-html-- report
	clover-html-- report	clover-html-- report	clover-html-- report	clover-html-- report	clover-html-- report
	clover-html-- report	clover-repor- t	clover-repor- t	clover-repor- t	clover-repor- t
	clover-repor- t	clover-repor- t	clover-repor- t	Custom HTML may cause pages using the Pagetree macro to spin when viewed using Internet Explorer (IE)	Customized HTML Breaks the "Edit Custom HTML" Page
	DOM002 Illegal character Exception Occured For A User	Edit in Word Link Macro	Edit in Word Link Macro	Edit in Word Link Macro	Edit in Word Link Macro
	Home	HTMLDiff	HTML Include Macro	HTML Include Macro	HTML Include Macro
	HTML Include Macro	HTML Include Macro	HTML Include Replace	HTML Macro	HTML Macro
	HTML Macro	HTML Macro	HTML Macro	HTML Macro	HTML Macro
	HTML Macro	HTML Tag	Using Exported HTML in Word	View File Macro	View File Macro
	View File Macro	View File Macro			

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Label	yes	none	Specify the label associated with the pages you want to show in the navigation map.
Map Title (title)	no	none	Specify a title for the navigation map.

Number of Cells Per Row (wrapAfter)	no	5	Specify the number of cells in a row
Cell Width (Pixels) (cellWidth)	no	90 px	Specify the cell width
Cell Height (Pixels) (cellHeight)	no	60 px	Specify the cell height
Navigation Map Theme (theme)	no	Confluence	Define a theme for the navmap. If you want to create your own navmap 'look and feel' (for example, one with rounded corners), you need to add a customised navmap macro theme file to the <code>WEB-INF/classes/templates/macros</code> directory. The file name convention to use is <code>navmap-mytheme.vm</code>. Use the name of your choice for the <code>mytheme</code> part of the file name, which is also the value you use for this parameter. Hence, if your theme was called <code>navmap-roundededges.vm</code>, use the value of <code>roundededges</code> for this parameter.

Examples

1. Specify a title for the navigation map

What you need to type	What you will get				
{navmap:html title=Regarding HTML}	Regarding HTML				
	1. QuickStart Guide	1. QuickStart Guide	1. QuickStart Guide	1. QuickStart Guide	1. QuickStart Guide
	1. QuickStart Guide	1. QuickStart Guide	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds
	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds	3. Using Clover in Automated Builds	Advanced HTML encoding
	Advanced HTML encoding	Advanced HTML encoding	Advanced HTML encoding	Advanced HTML encoding	Anti-XSS documentation
	Anti-XSS documentation	Anti-XSS documentation	Anti-XSS documentation	Anti-XSS documentation	clover-html-- report
	clover-html-- report	clover-html-- report	clover-html-- report	clover-html-- report	clover-html-- report
	clover-html-- report	clover-report	clover-report	clover-report	clover-report
	clover-report	clover-report	clover-report	Custom HTML may cause pages using the Pagetree macro to spin when viewed using Internet Explorer (IE)	Customized HTML Breaks the "Edit Custom HTML" Page
	DOM002 Illegal character Exception Occured For A User	Edit in Word Link Macro	Edit in Word Link Macro	Edit in Word Link Macro	Edit in Word Link Macro
	Home	HTMLDiff	HTML Include Macro	HTML Include Macro	HTML Include Macro
	HTML Include Macro	HTML Include Macro	HTML Include Replace	HTML Macro	HTML Macro
	HTML Macro	HTML Macro	HTML Macro	HTML Macro	HTML Macro
	HTML Macro	HTML Tag	Using Exported HTML in Word	View File Macro	View File Macro
View File Macro	View File Macro				

2. Specify the number of cells in a row

The default is 5 cells.

```
1. {navmap:mylabel|wrapAfter=3}
```

3. Specify the cell width

The default width is 90px

```
1. {navmap:mylabel|cellWidth=120}
```

4. Specify the cell height

The default is 60px

```
1. {navmap:mylabel|cellHeight=120}
```

RELATED TOPICS

[Related Labels Macro](#)
[Content by Label Macro](#)
[Recently Used Labels Macro](#)
[Working with Labels Overview](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Popular Labels Macro

The **popular labels** macro renders a list/heatmap of the most popular labels used throughout your Confluence site or within a space. For example:

```
{popular-labels:style=heatmap|count=15}
```

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)

Usage with the Macro Browser

To insert the popular labels macro into a page using the Macro Browser,

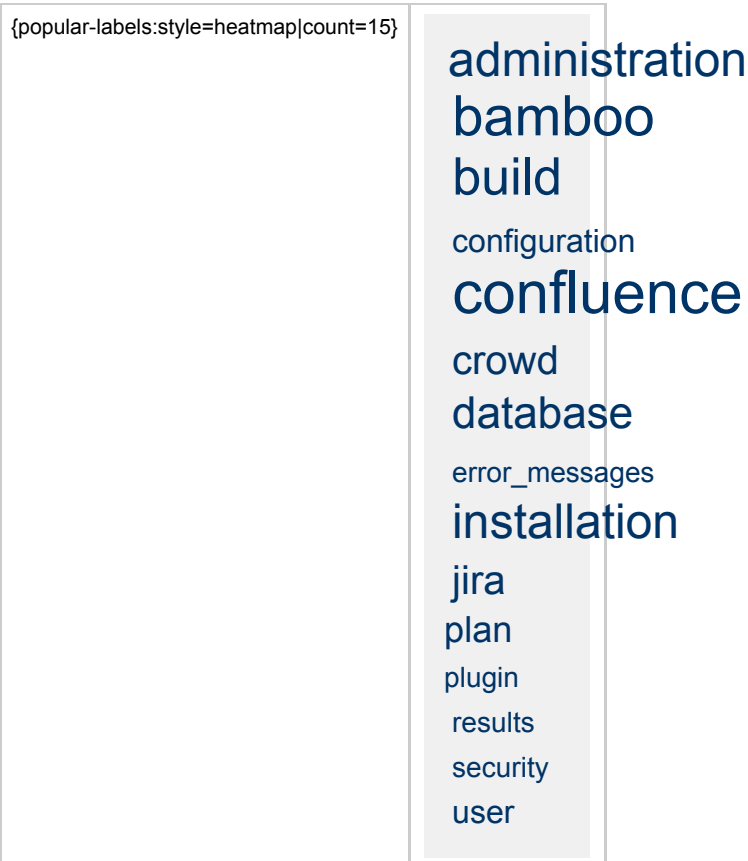
1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the popular labels macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type

What you will get



Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (*bracketed*) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Number of Labels to Display (count)	no	100	Specifies the total number of labels to display in the heatmap.
Restrict Labels to this Space Key (spaceKey)	no	none	Restricts the list of popular labels to the specified space.
Style of Labels (style)	no	list	Displays the list of popular labels in standard bullet-point 'list' form or as a 'heatmap'. The heatmap style uses different font sizes depending on their rank of popularity, ordered by label names. The list style orders labels by popularity (highest first).

Examples

Show the 5 most popular labels in all spaces as a list

```
{popular-labels:count=5}
```

- confluence
- bamboo
- build
- administration
- installation

Show the 20 most popular labels in the DOC space as a heatmap

```
{popular-labels:style=heatmap|spaceKey=DOC|count=20}
```

admin administration appserver bookmark cluster **confluence**
 confluence-usermanagement database howdoi-faq installation ldap macro
 performance **releasenotes** security security-options site-administration
 socialbookmarking troubleshooting user

RELATED TOPICS

Label Macros
 Related Labels Macro
 User-contributed extension: Sortable Popular Labels
 User-contributed extension: Tagcloud Macro

Take me back to the [Confluence User's Guide](#).

Recently Used Labels Macro

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

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the recently used labels macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the recently used labels macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{recently-used-labels}	trusted_applications, css, partners-confluence-chile, partners-jira-chile, proposal, information, for, request, rfp, rfi

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Number of Labels to Display (count)	no	10	Specifies the total number of labels to display in the list.

Scope for Retrieving Labels (<i>scope</i>)	no	global	Specifies the scope of labels to be displayed in the list. Valid values include: • global — covers all non-personal spaces in the Confluence installation. • space — the current space. • personal — your own personal space.
List Style (<i>style</i>)	no	list	Displays the list of recently used labels in a horizontal 'list' style or in a 'table' style. The table style includes additional information such as the page to which the label was added user who added it.
Title (<i>title</i>)	no	none	Adds a title to the top of the list in table style. Titles are only visible when the List Style (<i>style</i>) parameter has been set to <code>table</code> .

RELATED TOPICS

[Related Labels Macro](#)
[Content by Label Macro](#)
[Recently Used Labels Macro](#)
[Working with Labels Overview](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Related Labels Macro

The **related labels** macro lists all tagged labels from every page which has one or more labels in common with the current page.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the related labels macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the related labels macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{related-labels}	• crowd • installation • database • setup • confluence • integration • api • crowdid • guide • overview • application • authentication • sso • connectors • single-sign-on • configuration • osuser • internal • favourite

- [jira](#)
- [mysql](#)
- [postgresql](#)
- [administration](#)
- [client](#)
- [install](#)
- [hsql](#)
- [msql](#)
- [msqlserver](#)
- [authorisation](#)
- [macro](#)
- [userguide](#)
- [example](#)
- [user](#)
- [confluence20](#)
- [index](#)
- [list](#)
- [contents](#)
- [all](#)
- [summary](#)
- [admin](#)
- [encoding](#)
- [unicode](#)
- [utf8](#)
- [http](#)
- [character](#)
- [confluence-label-filter](#)
- [security](#)
- [performance](#)
- [soap](#)
- [directory](#)
- [architecture](#)
- [java](#)
- [custom](#)
- [atlassian-user](#)
- [build](#)
- [httpauthenticator](#)
- [verifytokenfilter](#)
- [identity](#)
- [properties](#)
- [console](#)
- [caching](#)
- [ehcache](#)
- [framework](#)
- [middleware](#)
- [concepts](#)
- [login](#)
- [provisioning](#)
- [defaultcache](#)
- [securityserverclient](#)
- [openid](#)
- [website-link](#)
- [crowd-home](#)
- [knowledge-management](#)
- [help](#)
- [live](#)
- [plugin](#)
- [plugins](#)
- [partners-europe](#)
- [content](#)
- [space](#)
- [tutorial](#)
- [external](#)
- [version](#)
- [copy](#)
- [source](#)
- [single](#)
- [publishing](#)
- [sites](#)
- [online](#)
- [javadoc](#)
- [hosted](#)
- [partners-germany](#)
- [intranet](#)
- [unsupported](#)
- [partners-jira-germany](#)
- [partners-confluence-germany](#)
- [partners-devtools-germany](#)
- [partners-training-germany](#)
-

-
- documentation
- test
- label
- fish
- loremipsum
- organise
- sort
- contentbylabel
- filterbylabel
- related
- similar
- topic
- categorizing
- categorize
- categorise
- appserver
- templates
- template-related
- configuring
- confluence14
- confluence21
- repository_current
- confluence15
- adaptavist
- admin-macros
- formatting
- confluence22
- confluence23
- include
- atlassian-supported
- codegeist
- usermacro
- codegeist_2007_confluence
- confluence13
- blog
- theme
- repository_excluded
- non-repository
- codegeist_2008_confluence
- news
- links
- comalatech
- troubleshooting
- developer
- site-configuration
- other-settings
- mail-configuration
- restoring-data
- builder
- rss
- feed
- update
- webui
- customising-tag
- commercial
- world
- hello
- flash
- macro_security
- leftnav
- customisation
- menu
- video
- csi
- calendars
- poll
- labels
- word
- extension
- ui
- image
- map
- messaging
- faq_wiki
- search
- template
- chart
- charting
- edit

- code
- workflow
- email
- toc
- page
- page-info
- version-history
- information
- versions
- authors
- commenters
- editors
- standalone
- repository_pending
- repository_excluded_by_user_macro
- repository_excluded_by_dependency
- repository_excluded_by_version_incompatibility
- server
- communication
- personal
- section
- column
- tesial
- patch
- settings
- report
- faq
- user-macro
- tag
- security-options
- navigation
- support
- portlet
- time
- ldap
- move
- project
- transfer
- upgrade
- issues
- usage
- pm
- metadata
- worklog
- transition
- dwr
- best-practices
- timetracking
- metatag
- meta
- tags
- agile
- other
- xml-rpc
- hosting
- faq_gettingstarted
- confluence-usermanagement
- customising-looknfeel
- managing-users
- migration
- my
- validator
- condition
- greasemonkey
- firefox
- scripts
- powered
- examples
- samples
- perl
- jelly

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text,

and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Restrict to these Labels (labels)	no	none	Specify the labels for which you want to view related labels. For example, <code>documentation,my:stuff</code> .

RELATED TOPICS

[Navmap Macro](#)
[Content by Label Macro](#)
[Recently Used Labels Macro](#)
[Working with Labels Overview](#)
[Working with Macros](#)

Take me back to the [Confluence User's 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:

1.- 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:

1.http://CONFLUENCE_HOSTNAME/label/foo+bar

3. Press Enter.
4. The '**View Labels**' page will load, showing search results on pages with the labels 'foo' and 'bar'.

Screenshot: The View Labels page

Dashboard > Labels > fedex
Edwin Dawson ▾
Search


Label: fedex

View: [Popular Labels](#) | [All Labels](#)

All content with label **fedex**.

Related Labels: [lucene](#) , [clover](#) , [comments](#) , [shipping](#) , [specification](#) , [project](#) , [howto](#) , [shipment](#) , [html](#) , [gadget](#) , [javascript](#) , [bittorrent](#) , [zen](#) , [realtime](#) , [fedex5](#) , [label](#) , [feed](#) , [constraints](#) , [ideas](#) , [more »](#)

1 2 3 4 5 6 7 ... 9 Next >>


20% Time Ideas (David Taylor)
Batch labeling (multiple pages/blogs in space) User activity data:
<http://www.codinghorror.com/blog/archives/001063.html> Logging to separate files, with rolling for support


Add To Google plugin (Dushan Hanuska)
I just blogged about my Fedex project on Dev Blog
<http://blogs.atlassian.com/developer/2007/05/addtogoogoleplugin.html>. Read my entry here
<http://blogs.atlassian.com/developer/2007/05/addtogoogoleplugin.html>. !
jiraissuenavigatoraddtogoogole.png! ljaissuusscreenshoticons.png! For interested parties: docs on the gadget are at JIRA Issues Gadget ...

Recent Labels
[seraph](#)
[atlassian-seraph](#)
[release](#)
[module](#)
[common](#)
[more »](#)

Popular Labels
[confluence](#)
[timesheet](#)
[jira](#)
[support](#)
[customerstory](#)
[more »](#)

Screenshot: Label Links on the View Labels Page


Label: fedex+ideas

View: [Popular Labels](#) | [All Labels](#)

All content with label **fedex+ideas**.

Related Labels: [lucene](#) , [clover](#) , [comments](#) , [shipping](#) , [specification](#) , [project](#) , [howto](#) , [shipment](#) , [html](#) , [dao](#) , [gadget](#) , [javascript](#) , [bittorrent](#) , [things-that-suck](#) , [zen](#) , [realtime](#) , [fedex5](#) , [label](#) , [feed](#) , [more »](#) ([- fedex](#) , [- ideas](#))

RELATED TOPICS

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

Take me back to Confluence User's 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  to remove the label, then click **Done**

RELATED TOPICS

[Working with Labels Overview](#)

Take me back to [Confluence User's 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 space. To do this:
 - Go to a page in the space, open the **'Browse'** 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

Labels

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

- [restoring-data](#) (remove)
- [categorising](#) (remove)
- [anotherlabel](#) (remove)

Add Label:

Suggested Labels:

[favourite](#), [known-issues-appserver](#), [soap](#), [url](#), [customising-looknfeel](#), [tutorial](#), [db](#), [debug](#), [seraph](#), [user](#), [documentation](#), [i18n](#), [sql](#), [confluencehome](#), [postgresql](#), [plugin](#), [export](#), [other-settings](#), [database](#), [confluence-label-filter](#)

RELATED TOPICS

[Working with Labels Overview](#)

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

Removing a team label

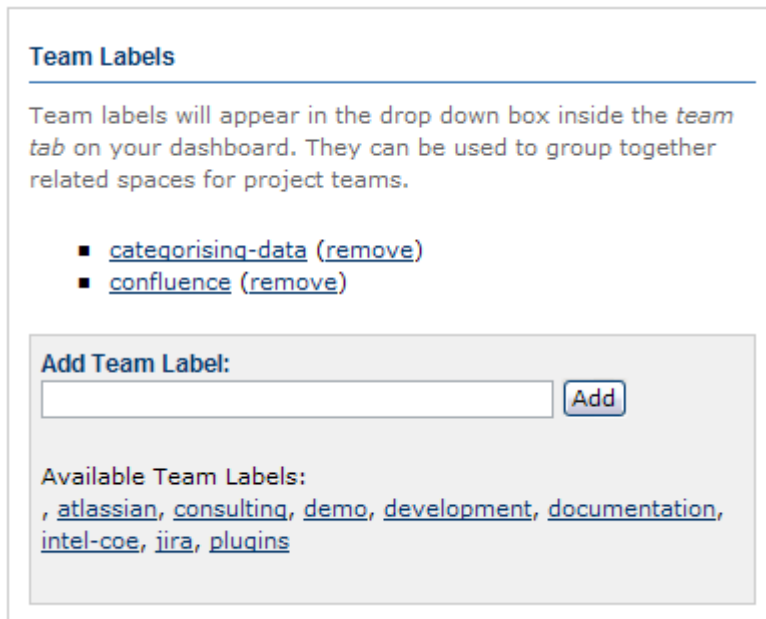
Labels are user-defined tag words that can be assigned to pages and spaces. You can use labels to categorise, identify or bookmark content in Confluence.

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 space. To do this:
 - Go to a page in the space, open the '**Browse**' 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



RELATED TOPICS

[Working with Labels Overview](#)

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

Viewing Global Labels

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:
 - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
 - Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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.

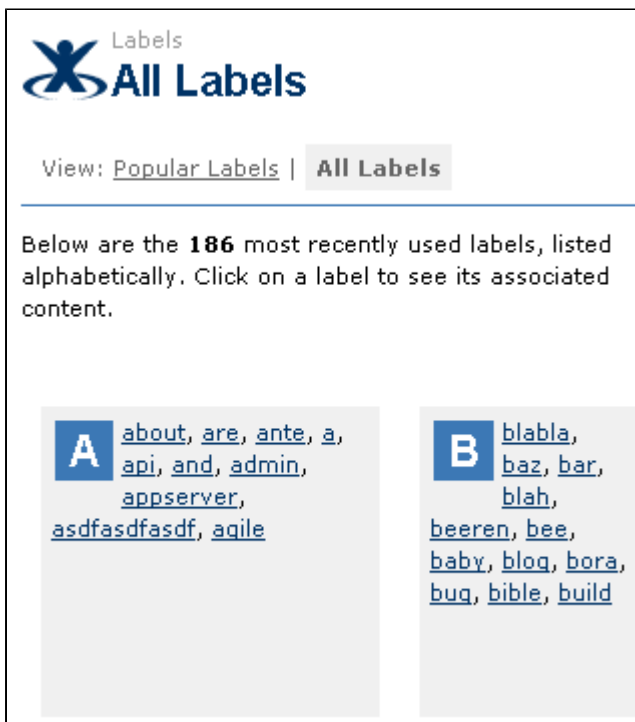
Confluence defaults to one of these views when you go to the 'Labels' tab based on your preference on your last visit to the site.

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



Screenshot: Viewing all labels



RELATED TOPICS

[Viewing labelled pages](#)
[Viewing personal labels](#)
[Viewing Popular Labels](#)
[Navigating Pages by Label](#)

Take me back to [Confluence User's 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](#).
 Matching labels: [database](#)
 Related labels: [oracle](#), [appserver](#)

 Results **1 - 10** of **225** for **database**.

 [Migrate to another database](#) (Confluence)
 ... document will outline the steps to move your existing Confluence data from one **database** to another. This is relevant to all users who previously used the embedded **database** for their evaluation (or longer) and would like to move to a more robust external **database** (such as Oracle, Postgres ...
 Jul 20, 2005

Advanced label searching

Using the Search Box to find labelled pages

In the [search box](#), you can use the **labelText:** prefix to search specifically for page labels.

Searching for ...	Returns content that ...
confluence labelText:plugin	contains the word <i>confluence</i> or has the label <i>plugin</i>
confluence AND labelText:plugin	contains the word <i>confluence</i> and has the label <i>plugin</i>
labelText:import labelText:plugin	has the label <i>import</i> or has the label <i>plugin</i>
labelText:import AND labelText:plugin	has the label <i>import</i> and has the label <i>plugin</i>

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:

1. http://CONFLUENCE_HOSTNAME/label/foo+bar

On pressing enter, the '**View Labels**' page will load, showing search results on pages with the labels *foo* and *bar*.

Also see [Navigating Pages by Label](#)

RELATED TOPICS

[Viewing Global Labels](#)
[Viewing personal labels](#)
[Viewing Popular Labels](#)
[Searching Confluence](#)

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

Viewing personal labels

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 **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.)
2. Select '**Labels**' from the dropdown list. The '**Labels**' view will open.
3. This will display all content with personal labels. 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](#)

[Profile](#)
[Network](#)
[Status Updates](#)
[Labels](#)
[Watches](#)
[Drafts](#)
[Settings](#)

See the personal labels you have created, and the other labels which you have used recently. RSS 2.0

Your Labels

[draft 2](#)
[favourite 3](#)

All labelled content

	Drafts for Confluence 2.10.3 forum announcements	by Giles Gaskell (15 Apr)
	Supplementary 3.0 Security Advisory forum announcements	by Giles Gaskell (09 Jun)
	Testing page	by Giles Gaskell (02 Jun)
	Giles Gaskell	by Giles Gaskell (30 Nov)
	Staff Induction - Sysadmin	by Dave Cheney (02 Apr)

**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 TOPICS

[Adding a Personal Label](#)

[Viewing labelled pages](#)

[Viewing Global Labels](#)

[Viewing Popular Labels](#)

Take me back to the [Confluence User's 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,

- Go to the '**Browse Space**' view. There are two ways to browse a space:
 - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
 - Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' tab of the 'Browse Space' view will open.
- Click the '**Label**' tab.
- Click on the link '**popular labels**'. This will list the most popular labels in the space and also display a link to view all '**global popular labels**' (across the site).
 - Clicking on a label will display all content in the site with that label.
 - Click '**global popular labels**' to view the most popular labels in the site.

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

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

Screenshot: Viewing popular labels

View: **Popular Labels** | [All Labels](#)

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

See also: [global popular labels](#).

Order: alphabetically | [by popularity](#)

documentation e example installation label test

Recent Labels
[test](#)
[documentation](#)
[e](#)
[example](#)
[installation](#)
[more »](#)

Popular Labels
[installation](#)
[test](#)
[label](#)
[example](#)
[e](#)
[more »](#)

RELATED TOPICS

[Viewing labelled pages](#)
[Viewing Global Labels](#)
[Viewing personal labels](#)

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

Working with Templates Overview

Whenever you add a new page you do not have to prepare it from scratch. Instead, you can base your new page on a template, which is essentially a page with pre-populated content.

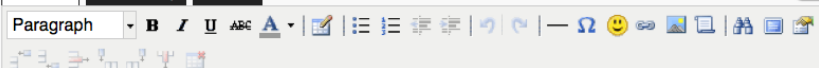
Dashboard > Technical Sales > Add Page Browse ▾ Boot



New Page
When creating a new page, you can optionally select 'start from a template' while in the edit mode.

Select a page template to start from.

Rich Text | **Wiki Markup** | Preview Save Cancel

Paragraph ▾ **B** *I* U ABC ▾ 

Templates may be written in regular [Confluence markup](#), or using [special markup](#) if you wish to define form fields to be filled in.

Some examples:

- 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 places to store your 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. Site administrators can also [import templates](#) from template bundles.

Here is an example:

Step 2: Fill in template variables

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

This is a template about (Thing)

Name		(Name)
Phone Number		(PhoneNumber)
Date of Birth		(DOB)

<< Back Insert Variables

**Note**

Currently, templates can only be used to create a page. Once a page is created, the template is gone and all further editing is performed as if the template was never used. 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:

Field	Default	Zones Plugin	Scaffolding Plugin
Description	Basic	Flexible	Powerful
Saves page version history	✓	✓	✓
Allows return to form version	✗	✓	✓
Suitable for dynamic data	✗	✗	✓
Has a library of examples	✗	✗	✓

RELATED TOPICS
[Editing a template](#)

[Adding a Template](#)

[Working with Pages Overview](#)

[Creating a Page using a Template](#)

[Removing a Template](#)

[Global Templates](#)

[Working with Templates Overview](#)

Take me back to the [Confluence User's Guide](#).

Adding a Template

You need to be a [space administrator](#) to create a space template.

[To add a template for a space,](#)

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

Name	Description
Client Info	Client information template

```

h3. Client Information Form - *@CLIENT@*

| Type| @TYPE|list(Organisation,Individual)|@ |
| Contact Person | @NAME@ |
| Contact Email | @EMAIL@ |
| Contact Phone| @PHONE@ |
| Origin | @COUNTRY|list(America,Africa,Asia,Europe,)|@ |
| Site | @SITE@ |
| Notes | @DESCRIPTION|textarea(5x20)|@ |

```

6. Click **'edit'** next to **'Labels'** if you want to use [labels](#) to categorise information. Add your labels. These labels will be included in all pages created using this template.
7. Preview and click **'Save'**. Your template will be added to the list of space templates.
8. To view the space templates, browse the space then click the **'Templates'** option in the left navigation panel of the **'Advanced'** tab.

For more information, check out this [example template](#).

NEXT: [Creating a Page using a Template](#)

RELATED TOPICS

[Working with Templates Overview](#)
[Editing a template](#)
[Removing a Template](#)
[Browsing a space](#)
[Working with Pages](#)

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

Creating a Page using a Template

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



Labels are copied from template

If the template contains [labels](#), the template labels will automatically be included in the new page created from that template.

[To create a page from an existing template](#)

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

Clicking this link will display a list of the templates that are available in the current space.

3. Select a template and click **'Next'**. This will display one of the following:
 - A new page based on the template, if the template does not contain a form.
 - The **'Template Variables'** page where you can supply values for the variables, if the template contains a form.
4. If the template uses a form, enter the appropriate values into the form fields and click the **'Insert Variables'** button.
This will display a new page based on the template and including the variable values you have entered.
5. Replace the words 'New Page' with the **name of the page**.
6. Add more content or make further changes as required.
7. Click the **'Save'** button.

Screenshot : Choose a template

Step 1: Choose a page template

Please choose a template from below:

	Name	Scope	Description
☐	template	Global	Test template
☐	Documentation	Space	Documentation template
☐	Staff Birthdays	Space	Staff Birthdays template
☐	Test	Space	This is just a test

<< Back

Next >>

Screenshot : Fill out the form

Step 2: Fill in template variables

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

Client Information Form - Spectre (CLIENT)

Type	Organisation (TYPE)
Contact Person	Ernst Blofeld (NAME)
Contact Email	@spectre.com (EMAIL)
Contact Phone	-111-222-3333 (PHONE)
Origin	America (COUNTRY)
Site	http://t (SITE)
Notes	(DESCRIPTION)

<< Back

Insert Variables

Screenshot : Resulting page

Test Client Information Form - Spectre

View **Edit** **Attachments (0)** **Info**

Added by [admin](#), last edited by [admin](#) on Aug 14, 2006

Labels: (None) [EDIT](#)

Client Information Form - Spectre

Type	Organisation
Contact Person	Ernst Blofeld
Contact Email	sales@spectre.com
Contact Phone	1-111-222-3333
Origin	America
Site	http://tinyurl.com/p565g
Notes	

 0 comments |  [Add Comment](#)

RELATED TOPICS

[Adding a Template](#)
[Editing a template](#)
[Removing a Template](#)
[Form Field Markup for Templates](#)
[Browsing a space](#)

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

Removing a Template

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's Guide](#)

Confluence Notation Guide Overview

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

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

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

**Try it now**

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

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

[Full Notation Guide](#)
[Working with Headings](#)
[Working with Text Effects](#)
[Working with Text Breaks](#)
[Working with Links](#)
[Working with Anchors](#)
[Working with Images](#)
[Working with Lists](#)
[Working with Tables](#)
[Working with Macros](#)
[Confluence Emoticons](#)

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

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

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

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

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

Examples of Markup

Here's a short example of some typical markup:

What you type	What you get
<pre> 01.h4. Confluence Markup 02. 03.Ideally, the markup should be _readable_ and even 04.*clearly understandable* when you are 05.editing it. Inserting formatting should require 06.few keystrokes, and little thought. 07. 08.After all, we want people to be concentrating on 09.the words, not on where the angle-brackets 10.should go. 11. 12.* Kinds of Markup 13.** Text Effects 14.** Headings 15.** Text Breaks 16.** Links 17.** Other </pre>	Confluence Markup Ideally, the markup should be <i>readable</i> and even clearly understandable when you are editing it. Inserting formatting should require few keystrokes, and little thought. After all, we want people to be concentrating on the words, not on where the angle-brackets should go. • 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:

```

01.<h4>Confluence Markup</h4>
02.<p>Ideally, the markup should be <em>readable</em> and even <strong>clearly understandable</strong>
03.when you are editing it. Inserting formatting should require few keystrokes, and little
04.thought</p>
05.<p>After all, we want people to be concentrating on the words, not on where the angle-brackets
06.should
07.go.</p>
08.<ul>
09.    <li>Kinds of Markup
10.        <ul>
11.            <li>Text Effects</li>
12.            <li>Headings</li>
13.            <li>Text Breaks</li>
14.            <li>Links</li>
15.            <li>Other</li>
16.        </ul>
17.    </li>
18.</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's Guide](#)

Confluence Emoticons

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

Graphical emoticons (smileys).

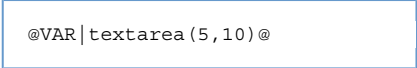
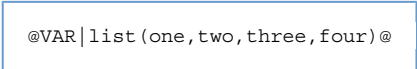
Notation	Image
:)	
:(	
:P	

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

Form Field Markup for Templates

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		Creates a text input field for a variable called VAR.
Text area		Creates a 5 x 10 text-area for a variable called VAR.
Drop down menu		Creates a drop-down box containing the values "one", "two", "three" and "four". Note: The values in the drop-down list can only contain letters, numbers and underscores. The dropdown list values <i>cannot</i> include: • special characters, such as '&' • punctuation marks, such as ':' • brackets, such as '}'

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's 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).

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

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

RELATED TOPICS

[Working with Text Effects in the Rich Text Editor](#)

[Working with Text Effects](#)

[Working with Macros](#)

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

Working with Lists

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.

What you need to type	What you will get
<pre>1.- some 2.- bullet 3.- points</pre>	• some • bullet • points

Bulleted lists

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

What you need to type	What you will get
<pre>1.* some 2.* bullet 3.** indented 4.** bullets 5.* points</pre>	• some • bullet • indented • bullets • points

Numbered lists

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

What you need to type	What you will get
<pre>1.# a 2.# numbered 3.# list</pre>	1. a 2. numbered 3. list

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

What you need to type	What you will get
<pre>1.# Here's a sentence. 2.## This is a sub-list point. 3.## And a second sub-list point. 4.# Here's another sentence.</pre>	1. Here's a sentence. a. This is a sub-list point. b. And a second sub-list point. 2. Here's another sentence.

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

What you need to type	What you will get
<pre>1.# Here's a sentence. 2.## This is a sub-list point. 3.### Third list level. 4.### Another point at the third level. 5.## And a second sub-list point. 6.# Here's another sentence.</pre>	1. Here's a sentence. a. This is a sub-list point. i. Third list level. ii. Another point at the third level. b. And a second sub-list point. 2. Here's another sentence.



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

Mixed lists

What you need to type	What you will get
<pre>1.# Here 2.* is 3.* an 4.# example 5.* of 6.* a 7.# mixed 8.# list</pre>	1. Here • is • an 2. example • of • a 3. mixed 4. list

RELATED TOPICS

[Working with Text Breaks](#)

[Confluence Notation Guide Overview](#)

Take me back to [Confluence User's 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:

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

What you will get:

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



Currently, Confluence does not support nested tables.

You can also use a vertical header.

What you need to type:

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

What you will get:

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

Table Type 2

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

What you need to type

```
01.{section:border=true}
02.
03.{column:width=30%}
04.Text for this column goes here. This is the smaller column with a width of only 30%.
05.{column}
06.
07.{column:width=70%}
08.Text for this column goes here. This is the larger column with a width of 70%.
09.{column}
10.
11.{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

```
1.||Heading 1||Heading 2||
2.|* Item 1
3.* Item 2
4.* Item 3|# Item 1
5.# Item 2
6.# Item 3|
```

What you will get

Heading 1	Heading 2
- Item 1 - Item 2 - Item 3	- Item 1 - Item 2 - Item 3

RELATED TOPICS

[Working with Tables in the Rich Text Editor](#)
[Working with Macros](#)

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

Working with Text Breaks

Paragraph break

When writing text in Confluence, a continuous line of text with two carriage returns at its end forms a paragraph in its own right. This is equivalent to a continuous line of text followed by a blank line.

 When rendered into HTML, the result is a line of text 'wrapped' in a set of `<p></p>` tags.

Line break

Confluence also provides two options for forcing a line break within a paragraph of text either implicitly, by entering a single carriage return at its end or explicitly, by entering two consecutive backslashes (\\).

 When rendered into HTML, the result is a paragraph of text split into separate lines by `<br>` tags, wherever a forced line break appears.

For most purposes, explicit line breaks are not required because a single carriage return will often suffice. However, the examples below show how explicit line breaks can be used.

What you need to type	What you will get
here is some text \\ divided \\ using line \\ \\ breaks	here is some text divided using line breaks
This is a short list: * Point 1 Text to go with point 1 * Point 2 \\ \\ Text to go with point 2 with a break	This is a short list: - Point 1 Text to go with point 1 - Point 2 Text to go with point 2 with a break

 If you wish to use multiple consecutive line breaks, each should be separated by a space character. For example, use \\
\\ for two consecutive line breaks.

Horizontal ruler

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

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

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

RELATED TOPICS

[Working with Lists](#)
[Confluence Notation Guide Overview](#)

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

Working with Text Effects

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

What you need to type	What you will get
strong	strong
emphasis	<i>emphasis</i>
??citation??	<i>citation</i>
-deleted-	~~deleted~~
+inserted+	<ins>inserted</ins>
^superscript^	^{superscript}

<code>~subscript~</code>	subscript
<code>{{monospaced}}</code>	monospaced
bq. Here's how you make text in a paragraph into a block quotation	Here's how you make text in a paragraph into a block quotation
<code>{color:red}look ma, red text!{color}</code>	look ma, red text!

RELATED TOPICS[Working with Headings](#)Take me back to [Confluence User's Guide](#)

Working with Pages Overview

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](#)
[Working with the Office Connector](#)
[Recently Viewed Content](#)

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

Page Layout in View Mode

Here's what a typical Confluence page looks like in 'view' mode:



Another Sample Page

 Edit
  Add
  Tools

Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Jun 09, 2008

Start of sample page content.

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

End of sample page content.

Labels [Edit Labels](#)

(None)

Comments (2) [Hide Comments](#) | [Collapse All](#) | [Add Comment](#)



[Sarah Maddox](#) says: less than a minute ago

I don't understand Latin!

[Edit](#) | [Remove](#) | [Reply](#)



Anonymous says: less than a minute ago

Moi non plus.

[Edit](#) | [Remove](#) | [Reply](#)

[Add Comment](#)



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's Guide](#)

Page Layout in Edit Mode (Wiki Markup)

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


Another Sample Page

Save

Cancel

Rich Text

Wiki Markup

Preview



Start of sample page content.

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

End of sample page content.

Comment:

☐ Minor change? (no notifications will be sent)

Location:

Confluence 2.8 > Page Layout in Edit Mode (Wiki Markup) [Edit](#)

Restrictions:

[Edit](#)

Labels:

[Edit](#)

Save

Cancel

Help Tips

Notation Help: ([full guide](#))

Text formatting:

bold » **bold**

italic » *italic*

-strike- » ~~strike~~

+under+ » under

Headings:

h1. Large heading!

h3. Medium heading

h5. Small heading...

Lists:

* Bulleted point

Numbered point

Linking:

[title#anchor] » Link a page

[dev.title#anchor] » In space with 'dev'

[http://host.com] » Remote link

[phrase@shortcut] » Shortcut

Note: [alias[any_of_above_links]] » Custom link title

Tables:

[[head1	[[head2
[colA1 colA2]	
[colB1 colB2]	

Details and full examples are in the [full notation guide](#) »

**Note**

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

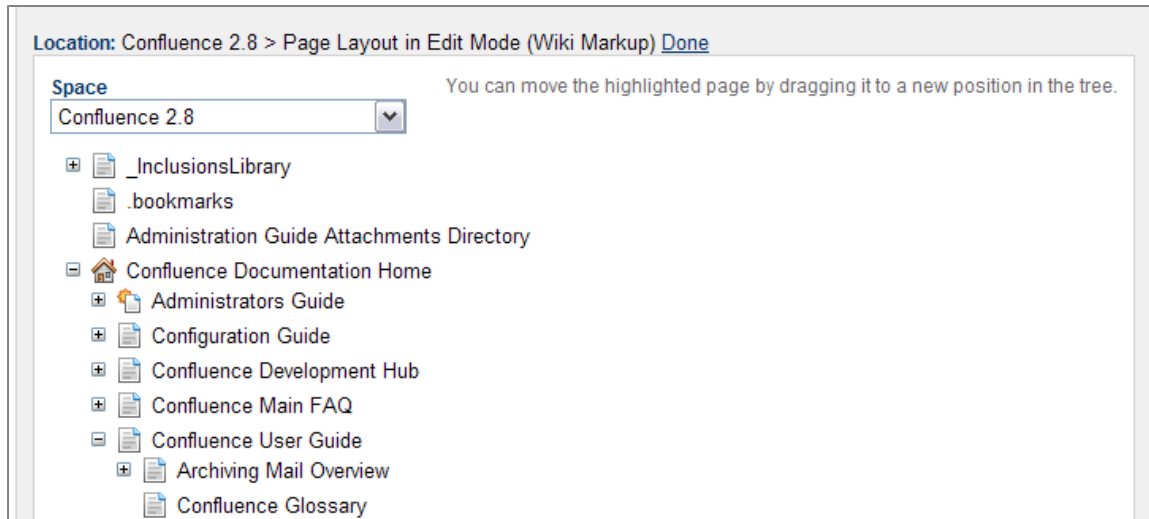
For more information about editing a page, see [Editing an Existing Page](#).

More Editing Options on the Page

Click the '**Edit**' link next to the following options to open further editing functionality within the page.

Location

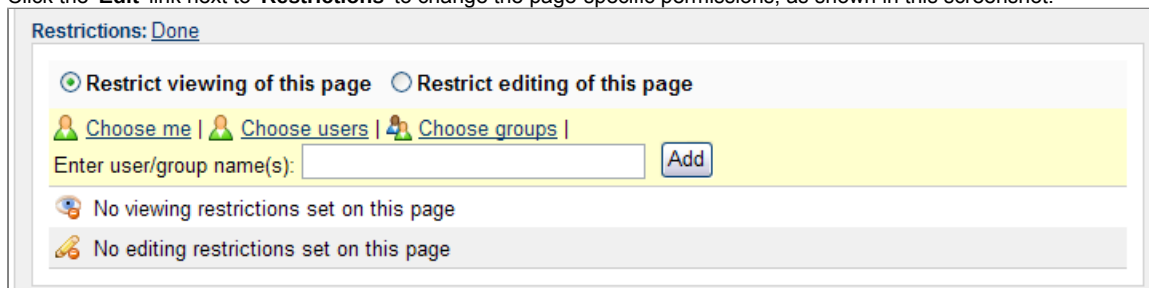
Click the '**Edit**' link next to '**Location**' to move the page to a different position within the space, as shown in this screenshot:



For more information, see [Moving a Page](#).

Page Restrictions

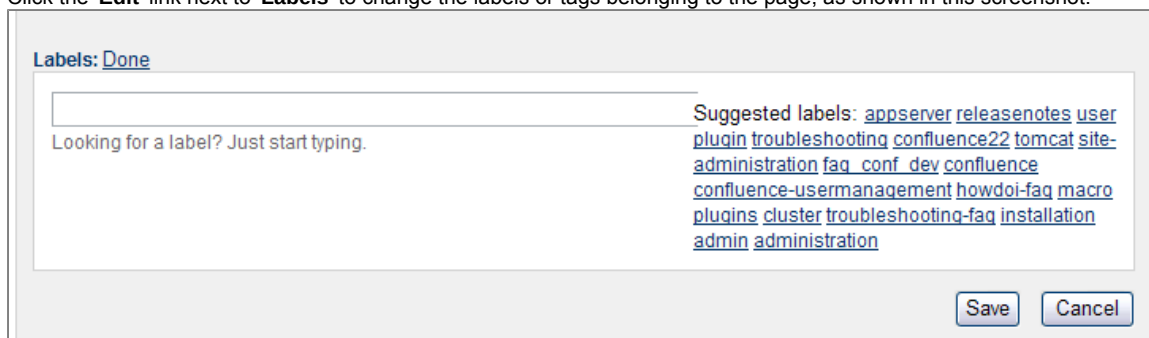
Click the '**Edit**' link next to '**Restrictions**' to change the page-specific permissions, as shown in this screenshot:



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:



For more information, see [Working with Labels Overview](#).

RELATED TOPICS

[Page Layout in View Mode](#)
[Dashboard](#)

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

Page Layout in Edit Mode (Rich Text)

Here's what the Confluence edit page looks like Rich Text mode:

Title
Another Sample Page

Location: Confluence 2.0 User Guide [EDIT](#) Click to change parent page, move to another space

[Click to go to wiki markup mode of editing](#)

Rich Text **Wiki Markup** **Preview** [Make Rich Text Default](#) **WYSIWYG tool bar** [Save](#) [Cancel](#)

B **I** **U** **ABC** **-- Format --**

Start of sample page content

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

End of sample page

[Add/edit content using WYSIWYG Editor](#)

Comment: ☐ **Minor change?** (no notifications will be sent)

Restrictions [EDIT](#) Set page level permissions

Viewable by: atlassian-staff Current page permissions

Labels [DONE](#) Add a label that will help you identify it or categorise it

Tip: Looking for a label? Just start typing.

A list of the most frequently and recently used labels on the site

Suggested labels: [my:stuff](#) [my:nice](#) [my:something](#) [wysiwyg](#) [label](#) [test](#) [documentation](#) [example](#) [installation](#)

**Note**

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

RELATED TOPICS

[Page Layout in View Mode](#)
[Dashboard](#)

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

Writing Confluence pages

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's Guide](#)

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 few ways to add a new page, described in more detail below:

- [Using the Add Page Option](#)
- [Using an Undefined Link to Create a Page](#)
- [Importing an Office Document into One or More Confluence Pages](#)

Using the Add Page Option

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**'.

**Pages with large amounts of text content**

One user reported having problems saving a page that contained approximately 700 kilobytes (700,000 characters) or more of text content. Refer to [CONF-16467](#) for more information. Some browsers appear to be more susceptible to this issue than others. While it is highly unlikely that your page content will ever reach this size, if you work with large pages, structuring your content [into separate pages](#) will help to avoid this issue.

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:

What you need to type	What you will get
[Link to new page]	[Link to new page]

Screenshot : Adding a page

New Page

Select a page template to start from.

Save Cancel

Rich Text Wiki Markup Preview

B I U ABC -- Format --

Location: Confluence 2.7 > test test EDIT

Restrictions: EDIT

Labels: DONE

Tip: Looking for a label? Just start typing.

Save Cancel

Page names

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

: , @ , / , \ , | , ^ , # , ; , [,] , { , } , < , >

- 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. You can also vote for the improvement request [CONF-9458](#) to remove the restrictions on characters.

Importing an Office Document into One or More Confluence Pages

The Office Connector allows you to import a Word document into Confluence, optionally creating one or more new pages. See [Importing an Office Document into Confluence](#).

RELATED TOPICS

[Writing Confluence pages](#)
[Confluence Notation Guide Overview](#)
[Editing an Existing Page](#)
[Working with Page Families](#)
[Linking Pages](#)
[Page Restrictions](#)
[Working with the Office Connector](#)

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

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,

- 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.

- 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.
- Click 'Preview' to view your changes. Click 'Save'.

Pages with large amounts of text content

One user reported having problems saving a page that contained approximately 700 kilobytes (700,000 characters) or more of text content. Refer to [CONF-16467](#) for more information. Some browsers appear to be more susceptible to this issue than others. While it is highly unlikely that your page content will ever reach this size, if you work with large pages, structuring your content [into separate pages](#) will help to avoid this issue.

Screenshots: Editing Modes in Confluence

Click thumbnail to see a Confluence page in Wiki Markup mode

Click thumbnail to see a Confluence page in Rich Text mode



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 [Enabling and Configuring 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](#)
[Can Users Edit Individual Sections Within a Page?](#)
[Editing a Confluence Page in an Office Application](#)

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

Choosing Rich Text or Wiki Markup Editing as your Default

You can choose to open your Confluence editor in **'Rich Text'** or **'Wiki Markup'** mode by default.

To choose the Rich Text or Wiki Markup editor as your default,

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 the page in your current default mode.

2. Click the **'Rich Text'** tab to open the Rich Text Editor, or **'Wiki Markup'** to open the Wiki Markup editor.
3. If you have chosen an edit mode that is not already your default, the link **'Make <EDITOR MODE> Default'** will appear next to the tabs. Click the link to make the chosen editor your default.

Next time you open the editor, it will open in the selected mode.

RELATED TOPICS

[Rich Text Editor Overview](#)

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

Concurrent Editing and Merging Changes

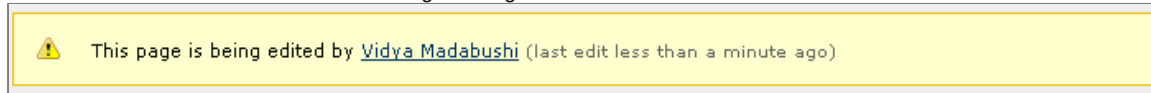
Sometimes, two or more people may edit a page at the same time. When this happens, Confluence will do its best to ensure that nobody's changes are lost.

[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.

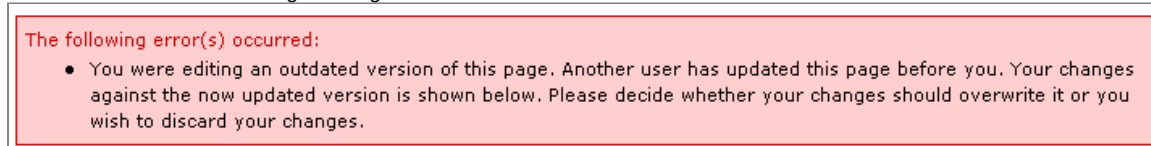
Screenshot: Notification of Simultaneous Page Editing



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

i 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

[Page History and Page Comparison Views](#)

[Viewing Page Information](#)

[Working with Drafts Overview](#)

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

Recording Change Comments

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.

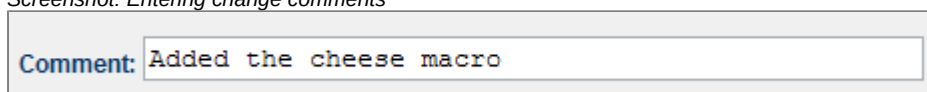
A 'change comment' is not the same as a comment added to a page. Refer to [Commenting on a Page](#) for information about that type of comment.

i **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

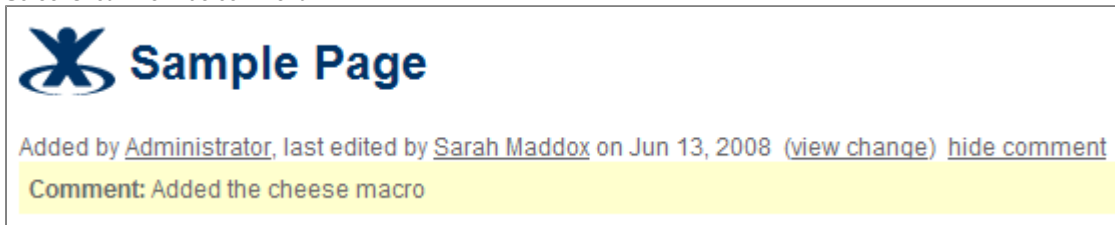


Sample Page

Added by [Administrator](#), last edited by [Sarah Maddox](#) on Jun 13, 2008 ([view change](#)) [show comment](#)

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



Sample Page

Added by [Administrator](#), last edited by [Sarah Maddox](#) on Jun 13, 2008 ([view change](#)) [hide comment](#)

Comment: Added the cheese macro

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		
Time	Editor	
Jun 13, 2008 12:21	Sarah Maddox	view changes
Added the cheese macro		
Jun 13, 2008 12:20	Sarah Maddox	view changes
Added link to the home page		
Jun 13, 2008 12:19	Sarah Maddox	view changes

Screenshot: History of change comments on History view

Version	Date	Changed By	Operations
☐ CURRENT (v. 6)	Jun 13, 2008 12:21	Sarah Maddox : Added the cheese macro	
☐ v. 5	Jun 13, 2008 12:20	Sarah Maddox : Added link to the home page	Restore this version
☐ v. 4	Jun 13, 2008 12:19	Sarah Maddox	Restore this version

RELATED TOPICS

[Viewing Page Information](#)
[Page History and Page Comparison Views](#)

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

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.
 -  The 'Remove' menu option will only appear if you have permission to remove this page.

**Handy Hint**

- Deleted pages are stored in the trash and can be recovered by a space administrator.
- If the page you are deleting has any [child pages](#) they will be moved to the root of the space

RELATED TOPICS

[Restoring a Deleted Page](#)
[Purging Deleted Pages](#)
[Creating a New Page](#)
[Editing an Existing Page](#)
[Editing or Deleting a Page That Won't Render](#)

Take me back to [Confluence User's 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 **'Browse'** menu and select **'Space Admin'**. The 'Space Administration' view will open.
 -  **'Space Admin'** is only displayed if you are a space administrator for that space or you are a Confluence system 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's Guide](#)

Restoring a Deleted Page

When you restore a page, you are retrieving it from **'Trash'** to the root of 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 '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
 -  '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system 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's Guide](#)

Renaming a Page

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.

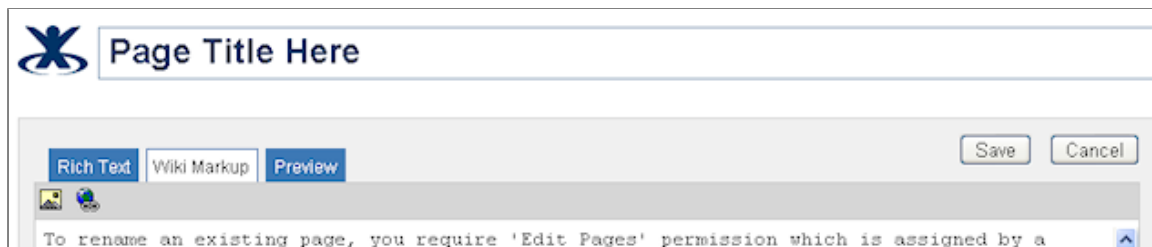
**Links and other references**

- 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's Guide](#)

Commenting on a Page

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 the [Confluence User's 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.

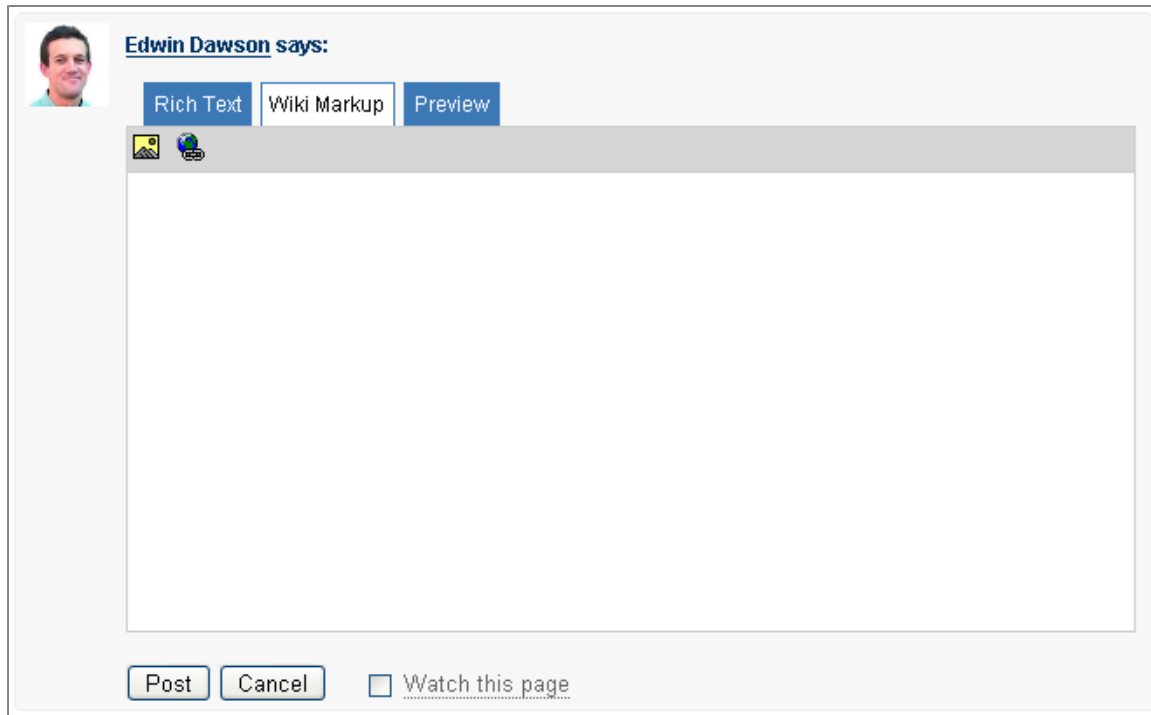


This option is only available when the comments are in 'threaded' view.

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](#)



Edwin Dawson says:

Rich Text Wiki Markup Preview

Post Cancel ☐ Watch this page

RELATED TOPICS

[Viewing Comments](#)
[Linking to Comments](#)
[Deleting Comments](#)

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

Editing a Comment



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

You can edit any comments that you have created. [Space administrators](#) can edit all comments within their space. The date on a comment always indicates the time the comment was last edited.

To edit a comment,

1. Go to the comment and click the '**Edit**' button. You can use [Confluence markup](#) or the [Rich Text editor](#) to edit a comment. You can click preview to see how it will appear.

2. You can tick the box next to 'Watch this page' to receive email alerts whenever the page is commented or edited.
3. When you're finished, click '**Save**'.

Screenshot 1: Editing a comment
RELATED TOPICS

[Commenting on a Page](#)
[Viewing Comments](#)
[Linking to Comments](#)
[Deleting Comments](#)

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

Linking to Comments

 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

Link to...	What you need to type	What you will get
Comment in the same space	<code>[\$81167140]</code>	Re: Linking to Comments (current space)
Comment in another space	<code>[\$81167141]</code>	Re: Linking to Comments (CONF14 space)

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.

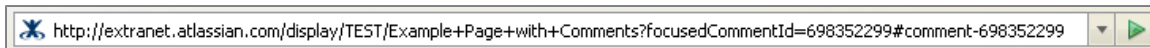
To link to a comment from outside Confluence,

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



RELATED TOPICS

[Commenting on a Page](#)
[Adding a Comment](#)
[Working with Links](#)

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

Sample Page

Start of sample page content

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

End of sample page content

child page

Viewing Comments

Comments on articles will appear by default in threaded form, below the page content. If the comment author is a Confluence user, a link appears to their profile page. The time of the comment's last edit is also displayed – you can mouse-over the time to see the date and time it was posted.

Actions for Viewing Comments on a Page

Confluence allows you to **'collapse'**, **'expand'**, **'show'** and **'hide'** comments on a page.

- **Collapse All**
 - Comments are all shrunk to a single line, showing the first 60 characters. This allows easy browsing of many comments.
 - Clicking the top line of any comment will expand it, showing the links to **'Edit'**, **'Remove'** or **'Reply'**.
- **Expand All**
 - Comments are returned from the collapsed state to the usual threaded view, showing the full content of all comments inline.
- **Hide Comments**
 - The page's comments will be hidden when you view the page. The **'Comments'** line at the bottom of the page indicates whether the page currently has any comments.
- **Show Comments**

- The page's comments will become visible below the page content.
- Comment links at the bottom of each comment and the page allow you to post or manage comments.

Setting the Appearance of Comments on Pages

Comments in Confluence are displayed in one of two views which is configured globally by a [site administrator](#):

- **Threaded** - this view shows the comments in a hierarchy of responses. Each subsequent reply to a comment is indented to indicate the relationships between the comments.
- **Flat** - this view displays all the comments in one single list and does not indicate the relationships between comments.



In Confluence 2.8.0, the collapsible comments are only available under the default Confluence theme.

Screenshot: Threaded View

Comments (3)
[Hide Comments](#)
[Collapse All](#)
[Add Comment](#)

Edwin Dawson says:
about 3 hours ago

This is the first comment on this page.

[Edit](#) | [Remove](#) | [Reply](#)

Edwin Dawson says:
about 3 hours ago

This is the second comment on the page.

[Edit](#) | [Remove](#) | [Reply](#)

rmk says:
42 minutes ago

This will be the third.

[Edit](#) | [Remove](#) | [Reply](#)

[Add Comment](#)

Screenshot: Collapsed View

Comments (3)
[Hide Comments](#)
[Expand All](#)
[Add Comment](#)

Edwin Dawson says:
about 3 hours ago

This is the first comment on this page.

Edwin Dawson says:
about 3 hours ago

This is the second comment on the page.

rmk says:
42 minutes ago

This will be the third.

[Add Comment](#)

Screenshot: Hide View

Comments (3)
[Show Comments](#)
[Add Comment](#)



Note

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

RELATED TOPICS

[Commenting on a Page](#)
[Adding a Comment](#)
[Linking to Comments](#)
[Deleting Comments](#)

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

Moving a Page

This page tells you how to move a page. When you move a page, all page content such as attachments and comments on the page will be moved with the page. Additionally, all child and descendent pages and their page contents will also be moved.

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.



Quick guide to moving a page

- Open the **'Tools'** menu and select **'Move'**.
- Select one of these options to move your page underneath a new parent page:
 - **'Known Location'** – Specify the parent page by entering the space and page name.
 - **'Search'** – Search for the parent page.
 - **'Recently Viewed'** – Select the parent page from a list of pages that you have visited recently.
 - **'Browse'** – Select the parent page from the tree of pages in a space.
- Select the **'Reorder'** check box to position your page sequentially amongst the child pages.
 - A new dialogue box opens. Move the horizontal bar  by moving your mouse, to position your page among the other child pages.

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

On this page:

- [Moving a Page to a New Parent Page](#)
- [Reordering - Positioning your Page Sequentially Amongst the Child Pages](#)
- [Other Ways of Moving and Copying a Page](#)

Moving a Page to a New Parent Page

There are two ways to open the 'Move Page' or 'Set Page Location' dialogue box.

- The instructions below tell you how to do it via the **'Move'** option in the **'Tools'** menu. This option opens the 'Move Page' dialogue box.
- The other way is to move your page when you are already editing the page. When the page is in edit mode, click the **'Edit'** link next to **'Location'**. The 'Set Page Location' dialogue box opens. This dialogue box is identical in functionality to the 'Move Page' dialogue box.

To move a page to another location in your Confluence site,

1. Open the **'Tools'** menu and select **'Move'**. The 'Move Page' dialogue box opens. See screenshot [below](#).
2. Choose one of the options in the left-hand panel to help you find the parent page for your page, that is, the new location where you want to move your page:

- **Known Location** – Use this option to specify the parent page by entering the space and page name:
 - Enter the name of a space in the 'New Space' field. Confluence will suggest options as you type, using autocomplete to guess what you want.
 - Use the mouse or the up and down arrows on your keyboard to move up and down the list of suggested spaces and select one.
 - Enter the name of the new parent page within the selected space. Again, use the autocomplete feature to select the required page.

New space:

New parent page:

- Confluence SharePoint Connector Do...
- Confluence 2.10 Widget Connector no...
- WritersUA conference contacts and a...
- Confluence 2.10 Office Connector not...
- Confluence 2.10 release notes Widge...
- Review of new content in Confluence ...
- Presentation content**

- **Search** – Use this option to search for a parent page:
 - Enter keywords in the search box. These should be words that are contained within the parent page's title or content.
 - If you wish, you can restrict the search to the current space by selecting it from the dropdown list.
 - Click the 'Search' button.
 - A list of matching pages appears. Select one of these pages to become the new parent page.

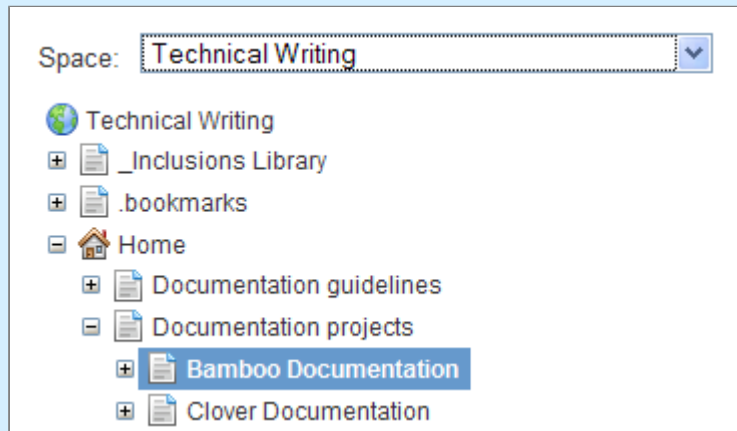
code review All Spaces S

Page Title	Space
Peer code review	Mark Chaimungkalanont
Plugin Review Guidelines	Developer Network
Plugin Code Review	Developer Network
Reviews in Confluence	Confluence Development
Community reviews and websites	Technical Sales
Fedex 12 - Code Review Resistance	Edwin Dawson
Quality Review Checklist	Quality Assurance

- **Recently Viewed** – Use this option to select the parent page from a list of pages that you have recently visited.

Page Title	Space	Updated
Documentation and product management	Sarah Maddox	Septem
Dashboard Welcome Message	Marketing	October
Home	Giles Gaskell	June 29

- **Browse** – Use this option to select the parent page from the tree of pages in a space:
 - Select the required space from the '**Space**' drop-down list.
 - Once the tree of pages has loaded, if necessary, browse through the tree to open the required branch.
 - Select one of the pages to be the new parent page.
-  If the current space is selected, your page (to be moved) will be *italicised* in the page tree and its current parent will be selected by default.



3. If you want to move a page to a different position amongst the child pages, put a tick in the '**Reorder**' check box. See more instructions on reordering pages [below](#).
4. Click the '**Move**' button (if you are using the 'Move Page' dialogue box) or the '**OK**' button (if you are using the 'Set Page Location' dialogue box).
5. If you are editing the page, click the page's '**Save**' button once you have finished editing. (You can continue editing the page after clicking the 'OK' button. However, the new position of the page is not saved until you click the page's 'Save' button.)

Screenshot: The 'Move Page' dialogue box (same as the 'Set Page Location' dialogue)

Move Page – 'Yet Another Sample Page'

Known Location

Search

Recently Viewed

Browse

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

New space:  Documentation Testing

New parent page:  My Samples

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

Current location: Documentation Testing > Home > Samples >  My Samples

New location: Documentation Testing > Home > Samples >  My Samples

☐ Reorder

The '**Current Location**' and '**New Location**' breadcrumb trails at the bottom of the page indicate the current parent page and new parent page:

Screenshot: The breadcrumb trail at the bottom of the dialogue box

81

Current location: Giles Gaskell >  Home

New location: Technical Writing > Home > Documentation projects >  Bamboo Documentation

Reordering – Positioning your Page Sequentially Amongst the Child Pages

The above instructions tell you how to move a page to a location underneath a new parent. You may also want to move a page to a different position amongst the child pages (its siblings). We call this 'reordering'.

To position a page sequentially amongst the child pages,

1. If you have not already opened the 'Move Page' or the 'Set Page Location' dialogue box, open the 'Move Page' dialogue now by selecting **Move** from the **Tools** menu.
2. If you wish to move your page to a new parent page, follow the instructions [above](#) then continue here.
3. Put a tick in the **'Reorder'** check box at the bottom of the dialogue box.

☒ Reorder

Move

Cancel

4. Click the **'Move'** button (if you are using the 'Move Page' dialogue box) or the **'OK'** button (if you are using the 'Set Page Location' dialogue box).
5. The reorder dialogue opens, as shown in the screenshot [below](#).
6. Move the horizontal bar  by moving your mouse, to position your page among the other child pages.
7. Click the left mouse button to select a position. You can keep moving the bar and clicking until you are happy with the position.
8. Click the **'Reorder'** button.
9. If you are editing the page, click the page's **'Save'** button once you have finished editing. (You can continue editing the page after clicking the 'Reorder' button. However, the new position of the page is not saved until you click the page's 'Save' button.)

Screenshot: Reordering a page

Move Page – 'Yet Another Sample Page'

Choose the position of this page within the list of child pages of *My Samples*.

 Another Sample Page
  **Yet Another Sample Page**
 My sample charts
  I like the Widget macro

Back

Reorder

Cancel

Other Ways of Moving and Copying a Page

The above instructions tell you how to move a page that you are currently viewing or editing. Alternatively, you can follow the instructions on

[rearranging pages in a space's tree view](#). Use the tree view if you want to drag and drop pages into position or if you want to move more than one page without having to edit each page individually.

If you want to **copy** rather than move a page, please refer to the instructions on [copying a page](#).

RELATED TOPICS

[Moving Pages within a Space](#)
[Sequential Order of Pages](#)
[Copying a Page](#)
[Overview of Pages](#)
[Overview of Page Families](#)

Take me back to the [Confluence User's Guide](#).

Copying a Page

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](#)



Copy of Sample Page

Select a page template to start from.

Save Cancel

Rich Text Wiki Markup Preview

B *I* U ABC -- Format --

Start of sample page content

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

End of sample page content

Location: Confluence 2.7 > Linking to Comments [EDIT](#)

Restrictions: [EDIT](#)

Labels: [DONE](#)

Tip: Looking for a label? Just start typing.

Save Cancel

RELATED TOPICS

[Working with Pages Overview](#)

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

Viewing Page Information

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.
2. **Page Hierarchy:** Parent-child relationships 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

Home View + Add Tools

Title:	Home	View Source
Author:	Administrator	Apr 30, 2008
Last Changed by:	Administrator	Apr 30, 2008
Tiny Link: (useful for email)	http://coopers:8080/x/AwAG	
Export As:	PDF Word	
Operations:	Copy	

Recent Changes

Time	Editor
Apr 30, 2008 13:44	Administrator

[View page history](#)

Hierarchy

Children (1)

- [Blue is the new black](#)

Labels

There are no labels assigned to this page.

Hot Referrers

(3) [extranet.atlassian.com/display/DOCTST/Test+referral+to+co...](#) [\[ban\]](#)

RELATED TOPICS

Working with Pages

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

E-mailing a Page

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

To e-mail a Confluence page,

- 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.
- 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.
- 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.
- Click the **'Next'** button.
- 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

Recipients: **E-mail address(es)**

Confluence Group(s)

Confluence User(s)

Subject:

Notes:

Format:

☒ **HTML**

☐ **Text - No formatting or images**

RELATED TOPICS

[Working with Pages](#)

Take me back to [Confluence User's 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 and re-order pages while editing a page or while viewing the space's Tree view.](#)
- [Order the pages in a page family alphabetically.](#)
- [Change the parent of a page](#)

RELATED TOPICS

[Working with Pages](#)
[working with Spaces](#)

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

What is a Page Family?

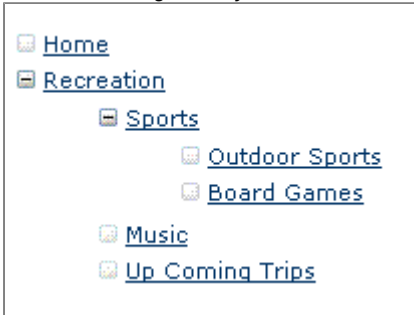
In Confluence, you can organise pages into a hierarchy of parent and child pages. Pages in such a hierarchy are called a **page family**.

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



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's Guide](#)

Breadcrumbs

The breadcrumbs of a page display its location in the content hierarchy of Confluence. They trace the path from the current page back to the dashboard allowing easy navigation up and down the page hierarchy.

The breadcrumbs are displayed at the top of every page.

If you glance up at the breadcrumbs region of this page, above the title, you will see that it reads 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's Guide](#)

Viewing a Page's Family

To view a page's family, go to the page and click on the 'Info' tab.

The page's parent and children, if any exist, are listed under the heading 'Hierarchy'.

 If there are more than 10 children, only the first 10 will be shown by default. To view all the children, click 'Show all'. Click 'Hide all' to hide them again.

Screenshot : Viewing a page's family

Hierarchy

Parent Page

[Home](#)

Children (5)

[Choose a Page](#)

[Move an attachment from one space to another](#)

[Move a family of pages from one space to another](#)

[Move a page from one space to another](#)

[Page Families](#)



Note

If no parent is displayed for the page, either the page sits in the root directory of the space or its parent has been deleted.

RELATED TOPICS

[What is a Page Family?](#)

[Viewing a Page's Location within a Space](#)

[View Hierarchy of all Pages within a Space](#)

[View the Children of a Page](#)

[Create a Child page](#)

[Change Parent of a Page](#)

[Orphaned Pages](#)

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

Viewing Children of a Page

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

Children
[Hide Children](#) |
 [View in hierarchy](#) |
 [Add Child Page](#)

[Changing the title of a link](#) (Confluence Documentation Research)
[Working with pages overview](#) (Confluence Documentation Research)
[Watching a page](#) (Confluence Documentation Research)
[Working with attachments overview](#) (Confluence Documentation Research)
[Keeping track of updates overview](#) (Confluence Documentation Research)
[Linking to attachments](#) (Confluence Documentation Research)
[Charles' Notes](#) (Confluence Documentation Research)
[Commenting on a page](#) (Confluence Documentation Research)

- to hide the list of children, click on '**Hide Children**'.
- to view the location of the page in the space's hierarchy, click on '**View in hierarchy**'
- to add a new child page, click on '**Add child page**'

Screenshot : Hide children

[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's Guide](#)

Viewing Hierarchy of Pages within a Space

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:

- Go to a page in the space and select the option you want from the **'Browse'** menu. The corresponding tab of the 'Browse Space' view will open.
- Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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](#)

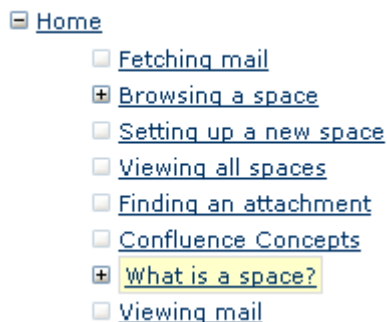
Take me back to [Confluence User's Guide](#)

Viewing a Page's Location within a Space

To view a page's location within the hierarchy of its space, click on the **'View in hierarchy'** link at the bottom of the page.

 This link is only displayed if the page has children.

Screenshot : Viewing a page's location in the space's hierarchy



Alternately, the [Breadcrumbs](#) or the 'you are here' path at the top every page display the page's location in the space's hierarchy.

RELATED TOPICS

[Learn about Page Families](#)
[View a Page's Location within a Space](#)

[View the Children of a Page](#)
[Create a Child Page](#)
[Change Parent of a Page](#)
[Working with Pages](#)

Take me back to [Confluence User's 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's 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.

 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's Guide](#)

Setting a Page Family to Alphabetical Order

You can choose to display your Confluence pages in alphabetical or manual order. This page tells you how to set the pages within a family to alphabetical order.

On this page:

- [About the Sequential Order of Pages](#)
- [Setting Page Order to Alphabetical](#)

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](#)

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.

 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.

Changing the Page Order

You can change the order of the pages by moving pages within the page family — simply move the page to its new position while editing the page (see [Moving a Page](#)) or while viewing pages in the space's 'Tree' view (see [Moving Pages within a Space](#)).

You can also change the order of a page-family from manual to alphabetical (see the 'Setting Page Order to Alphabetical' section on [Setting a Page Family to Alphabetical Order](#)).

Setting Page Order to Alphabetical

If the pages in a page family have been ordered manually, you can reset the page order to alphabetical as described below.

A page family is a set of pages under a single parent page. In this section, when we say 'page family' we mean the immediate children of the parent page, not including the grand-children.

The screenshot below shows a family of pages in non-alphabetical order under the parent 'Sample Page'. Notice the  icon next to the parent 'Sample Page', giving you the option to order the pages alphabetically.

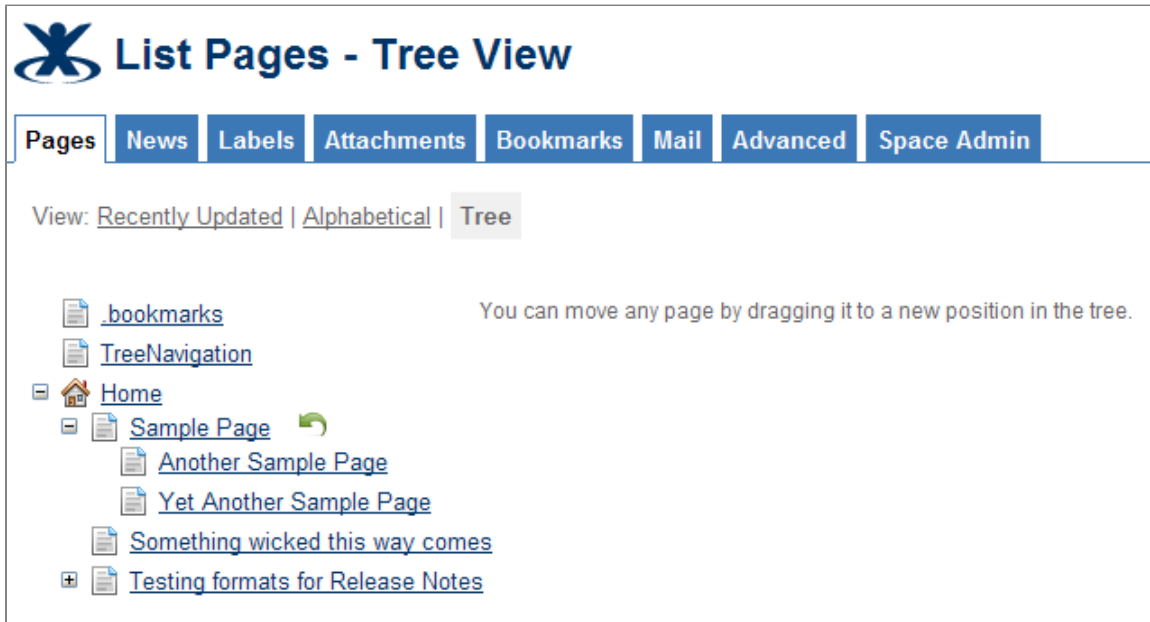
Screenshot: A family of pages in non-alphabetical order with 'Sort Alphabetically' icon

To set a page family to alphabetical order,

1. Go to the '**Space Pages**' view for the current space. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Pages**'. The 'Space Pages' view will open.
2. Go to the '**Tree**' tab. The tree view will open, as shown in the screenshot above.
3. Expand the branches of the tree to find the page family you want.
4. If the page family is in non-alphabetical (manual) order, the '**Sort Alphabetically**' icon  will appear next to the parent page as shown in the screenshot above. Click the icon.
5. The child pages will shuffle into alphabetical order and the icon will change to the '**Undo Sorting**' icon  as shown in the screenshot below.

 Only the immediate children of the parent page will be affected. The grand-children will not be re-ordered. (If you want to re-order the grand-children, you need to click the 'Sort Alphabetically' icon next to the parent of those pages i.e. re-ordering happens for one node at a time.)

Screenshot: A family of pages in alphabetical order with 'Undo Sorting' icon



If you change your mind, you can click the '**Undo Sorting**' icon  to undo the alphabetical sort. This option is only available while you remain on the 'Tree' tab and provided that you have not performed any other action on the page family. Once you move away from this screen or do something else with the page family, such as moving children in or out of the family, the undo option is no longer available.

[Moving Pages within a Space](#)
[Overview of Pages](#)
[Overview of Page Families](#)

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

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

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.

 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.

Changing the Page Order

You can change the order of the pages by moving pages within the page family — simply move the page to its new position while editing the page (see [Moving a Page](#)) or while viewing pages in the space's 'Tree' view (see [Moving Pages within a Space](#)).

You can also change the order of a page-family from manual to alphabetical (see the 'Setting Page Order to Alphabetical' section on [Setting a Page Family to Alphabetical Order](#)).

RELATED TOPICS

[Overview of Pages](#)
[Overview of Page Families](#)
[Moving a Page](#)
[Moving Pages within a Space](#)

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

Page History and Page Comparison Views

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.

On this page:

- [Accessing the Page History View](#)
- [Viewing Changes in a Page History](#)
 - [Viewing Recent Changes](#)
 - [Comparing Two Different Versions of a Page](#)
- [Page Comparison View](#)
 - [Key](#)
 - [Interactive views](#)
- [Other Page History View Features](#)

Accessing the Page History View

To view the history of a page,

- Go to the page in the space, open the **'Tools'** menu and select **'Page History'**. The 'Page History' view will open. 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 a version number's link to [view the contents](#) of that page version. To get back to the page history view, click **'view page history'**.

Screenshot: Page History View

Version	Date	Changed By	Operations
☐ CURRENT (v. 41)	Jul 07, 2009 11:33	Giles Gaskell [Atlassian Technical Writer]	
☐ v. 40	Jun 18, 2007 11:08	Rosie Jameson [Atlassian Technical Writer]	Restore this version
☐ v. 39	Jun 18, 2007 10:19	Rosie Jameson [Atlassian Technical Writer]	Restore this version

If you are viewing a specific page version, the following functions are available:

- View the previous or next page versions by clicking '**<< View previous version**' or '**view next version >>**', respectively.
- [Compare the differences](#) between the version of the page you are viewing and the previous one by clicking '**view differences**'.

Viewing Changes in a Page History

The page history view and [page information view](#) allow you to view recent changes made to a page or to compare the differences between any two versions of a page.

Viewing Recent Changes

To view recent changes made to a page,

1. Click the **'view change'** link at the top of the page below the page title. The page comparison view is displayed, showing text differences in wiki markup between the current and previous versions.
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 page comparison view is displayed, showing text differences in wiki markup between the selected and previous versions.

Comparing Two Different Versions of a Page

To compare two different versions of a page,

1. Access the page history view by:
 - Following the instructions at the [top of this page](#).**Or**
 - a. 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.
 - b. Click the **'View page history'** link in the 'Recent Changes' section. This will display a list of all previous versions of the page in reverse chronological order.
2. Select the versions you want to compare by selecting the check boxes beside them.
3. Click the **'Compare selected versions'** button. The page comparison view is displayed, showing the text differences in Wiki markup between the selected versions.

Page Comparison View

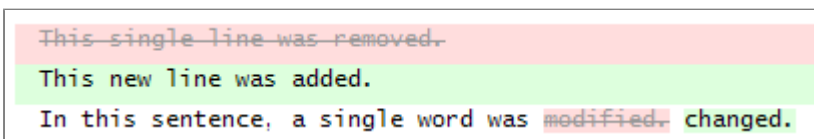
The page comparison view shows the differences in wiki markup between selected page versions.

Key

On the page comparison view, the following key is used to depict wiki markup differences between the selected page versions:

- New lines or continuous sections of content are highlighted in green
- Removed lines or continuous sections of content are highlighted in red with a strike
- Whole lines containing only minor changes show the:
 - Additions highlighted in green
 - Deletions highlighted in red with a strike

Screenshot: Comparing Changes



Interactive views

When a page comparison view is first displayed, all large sections of unchanged text are hidden and reduced to an ellipsis '...'. Each one of these sections is 'toggled', such that:

- Clicking one of these ellipses reveals and expands the text it hides
- Clicking an expanded section of text hides and contracts it back to an ellipsis

You can also view page changes between versions which are adjacent to your current page comparison view. Click the link containing:

- '<<' to view the page comparison with the earlier adjacent version
- '>>' to view the page comparison with the more recent adjacent version.

For example, if your page comparison view is between v. 30 and v. 34 of a page, you can view changes between:

- v. 29 and v. 30 by clicking **'<< Changes from 29 to 30'**
- v. 34 and v. 35 by clicking **'Changes from 34 to 35 >>'**

Screenshot: Interactive Page Comparison Views



User Status Overview

 View
  Add
  Tools

Version 17 by [Giles Gaskell](#)
[\[Atlassian Technical Writer\]](#)
 on May 15, 2009 09:36.

<< [Changes from 16 to 17](#)

compared with

Version 18 by [Giles Gaskell](#)
[\[Atlassian Technical Writer\]](#)
 on May 21, 2009 17:43.
[\(show comment\)](#)

[Changes from 18 to 19 >>](#)

Key

~~This line was removed.~~

This ~~word~~ was removed. This ~~word~~ was added.

This line ~~was~~ added.

Other Page History View Features

You can also use the page history view to:

- View an older version of a page
- Restore an older version of a page
- View change comments

RELATED TOPICS

[Viewing Page Information](#)
[Working with Pages](#)
[Tracking Updates](#)

Take me back to the [Confluence User's Guide](#).

Restoring an Older Version of a Page

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 'Page History'. The 'Page History' view will open.

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 a version number's link to view the contents of that page version, or select the check boxes of two different versions and click 'Compare selected versions' to view the changes made between them. To get back to the page history view, click 'View page history'.

2. Click 'Restore this version' beside the desired version.
3. Change the default comment if desired and click 'OK' to restore the desired version.



If you are viewing a specific page version, you can restore that version of the page by clicking 'restore this version' on that page.

Screenshot: Restoring an Older Version of a Page

Compare selected versions			
Version	Date	Changed By	Operations
☐ CURRENT (v. 41)	Jul 07, 2009 11:33	Giles Gaskell [Atlassian Technical Writer]	
☐ v. 40	Jun 18, 2007 11:08	Rosie Jameson [Atlassian Technical Writer]	Restore this version
☐ v. 39	Jun 18, 2007 10:19	Rosie Jameson [Atlassian Technical Writer]	Restore this version

**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.39 and clicked 'Restore this version', a copy of v.39 would be created. This copy would be v.42 and would become the current version.

RELATED TOPICS

[Page History and Page Comparison Views](#)
[Working with Pages](#)

Take me back to the [Confluence User's Guide](#).

Viewing an Older Version of a Page

Confluence keeps a [history of all page changes](#). You can see what any of the previous versions of the page looked like, as well as link to them.

There are two ways that you can view an older version of a page.

- [Via the 'View Change' link](#) — this allows you to quickly check the most recent change to a page and the most recent version of the page, prior to the current version.
- [Via the Page History](#) — this allows you to look for a specific version of the page.

Viewing an Older Version of a Page via the 'View Change' Link

To view an older version of a page via the ['View Change' link](#),

1. Go to the page in the space and click the **'view change'** link (displayed after the **'last edited by'** information).
2. Click the **'Version ##'** link in the top left-hand box to show the page content of the previous version.
3. If you want to send this page version to someone, simply copy and paste the URL from your browser. The link will look something like this: `http://confluence.atlassian.com/pages/viewpage.action?pageId=12345`.



If you want to view an earlier version of the page, click the '<< view previous version' link.

Viewing an Older Version of a Page via the Page History

To view an older version of a page via the [page history](#),

1. Go to the page in the space, open the **'Tools'** menu and select **'Page History'**. The 'Page History' view will open.



Read more about viewing the page history on [Page History and Page Comparison Views](#).

2. Click a version number's link to view the contents of that page version. The following header will display across the top of the old version of the page:

⚠ You are viewing an old version of this page. View the [current version](#).

[Compare with Current](#) | [Restore this Version](#) | [View Page History](#)

<< Previous **Version 11** Next >>

- Click the 'View the **current version**' link to view the content of the latest version of the page.
 - Click the '**Compare with Current**' link to compare the content of the page version currently being viewed with the content of the latest version of the page.
 - Click the '**Restore this Version**' to [restore the version](#)] of the page that you are viewing as the current version.
 - Click the '**View Page History**' link to [view the history](#) for the page.
 - Click the '<< Previous' link to view the page content for the previous version of the page.
 - Click the 'Next >>' link to view the page content for the next version of the page.
3. If you want to send this page version to someone, simply copy and paste the URL from your browser. The link will look something like this: `http://confluence.atlassian.com/pages/viewpage.action?pageId=12345`.

Related Topics

[Page History and Page Comparison Views](#)
[Restoring an Older Version of a Page](#)
[Recording Change Comments](#)

Linking pages

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's Guide](#)

Recently Viewed Content

Confluence keeps track of pages you have recently visited throughout all your accessible spaces within a Confluence installation. This history is available from the **Recently Viewed** content view, which you can use to go back to Confluence pages you have recently visited.

To view the list of recently visited pages and go back to one of them,

1. Go to the '**Recently Viewed**' content view. To do this:
 - 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 '**Recently Viewed**' from the dropdown list. The '**Recently Viewed**' content view will open.
2. Click the title of the page you wish to revisit.

[Screenshot: Recently Viewed content view](#)

Recently Viewed

 Navigating to the Your Recent History View - copy for Confluence 3.0	by Giles Gaskell [Atlassian Technical Writer] (4 minutes ago)
 Navigating to the Your Recent History View	by David Soul [Atlassian] (28 Jan)
 Your Recent History - copy for Confluence 3.0	by Giles Gaskell [Atlassian Technical Writer] (11 minutes ago)
 Your Recent History	by Giles Gaskell [Atlassian Technical Writer] (13 Jan)
 Viewing Space Activity - copy for Confluence 3.0	by Giles Gaskell [Atlassian Technical Writer] (26 minutes ago)
 Viewing Space Activity	by David Chui (12 Oct)
 Confluence Usage Tracking Plugin	by Philip Cher (30 Nov)
 How Do I Get More Statistics From Confluence?	by Matt Hodges [Atlassian] (06 Apr)
 Plugin Repository Macros	by Giles Gaskell [Atlassian Technical Writer] (07 Apr)
 Popular Plugins Macro	by Giles Gaskell [Atlassian Technical Writer] (07 Apr)



This list records up to the last 20 pages visited. However, be aware that it is cleared when you log out of Confluence or your Confluence session terminates.

RELATED TOPICS

[Working with Pages](#)
[Browsing a space](#)
[Tree View of Pages](#)

Take me back to the [Confluence User's Guide](#).

Working with Drafts Overview

On this page:

- [What is a draft?](#)
- [How are drafts implemented in Confluence?](#)
 - [Drafts Possess the Following Characteristics](#)
- [Viewing Unsaved Changes](#)

What is a draft?

A **draft** is a 'snapshot' of unsaved page content, which Confluence creates automatically at regular intervals while you are editing a page or blog post. This is a useful feature that minimises loss of work if your Confluence site experiences a problem, since you can retrieve the unsaved page content from your last saved draft.

How are drafts implemented in Confluence?

At regular intervals, Confluence automatically saves a draft of the page you are editing. If a network failure or system error prevents you from saving your page, you can retrieve its last saved draft and continue working on the page from (or almost from) where you left off.

- Drafts are created while you are adding and editing a page or blog post. Each new draft saved replaces the previously saved draft. Each time Confluence saves a draft, it displays a message and the time of the last save near the 'Save' button on the edit screen.

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

Draft saved at 11:14 AM ([view change](#))

Save

Cancel

Whenever you edit a page and click one of the other 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 not saved and will give you the option to resume editing it.

- By default, Confluence saves a draft of your page once every thirty seconds. However, a [Confluence administrator](#) can [configure how often drafts are saved](#).

Drafts Possess the Following Characteristics

- A user only has access to the drafts of pages they have been working on and whose content has not yet been saved.
- A user cannot create a draft explicitly.
- A user's drafts are listed in the 'Drafts' tab of their [profile](#).
- Once a user has [resumed editing a draft](#), or chosen to discard it, it is removed from their drafts tab.

Viewing Unsaved Changes

While editing a page or blog post, you can view any 'unsaved' changes you have made since the last automatically saved draft, by clicking the 'view change' link (near the 'Save' button).

Upon clicking the 'view changes' link, the 'unpublished changes' window appears, showing any page content changes that have not yet been saved. Click the 'Close' button in this window to continue editing the page.

Screenshot: Segment of the Unpublished Changes Window

Unpublished Changes for 'Working with Drafts Overview'

At regular intervals, Confluence will automatically save the page you are editing and maintain a copy of it as a draft. If some system failure or error prevents you from saving your changes, you can retrieve the draft and continue working on it.

A draft is a snapshot version of a page which Confluence saves automatically at regular intervals while you are editing the page. Confluence saves these interim versions even if you do not save the page yourself. This is a useful feature that minimises loss of work if your Confluence site experiences a problem.

At regular intervals, Confluence will automatically save the page you are editing and maintain a copy of it as a draft. If some system failure or error prevents you from saving your changes, you can retrieve the draft and continue working on it.

* Drafts are created while you are adding and editing a page or blog post.

\\ \\

...

Key

This line was removed.

This word was removed. This word was added.

This line was added.

RELATED TOPICS

[Viewing Drafts](#)
[Resuming the Editing of a Draft](#)
[Configuring the Time Interval at which Drafts are Saved](#)
[Concurrent Editing and Merging Changes](#)

Take me back to the [Confluence Documentation Home](#) page.

Configuring the Time Interval at which Drafts are Saved

By default, Confluence saves a draft of your page once every thirty seconds. However, as described below, a [Confluence administrator](#) can configure how often drafts are saved.

As a [Confluence administrator](#), you can set the time interval at which drafts are saved as follows:

1. Go to the Confluence 'Administration Console'. To do this:
 - Open the 'Browse' menu and select 'Confluence Admin'. The 'Administration Console' view will open.
2. Click 'General Configuration' in the left-hand panel.
3. Edit the setting for 'Draft Save Interval'.

RELATED TOPICS

[Working with Drafts Overview](#)
[Viewing Drafts](#)
[Resuming the Editing of a Draft](#)

Resuming the Editing of a Draft

If you have typed some content within a Confluence page or blog post, Confluence will save a draft of it, even if you were not able to successfully save the page or blog post, or add a title to it.

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

1. Via your drafts view. To resume editing a draft from this view:
 - a. Go to the **'Drafts'** view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 **'Drafts'** from the dropdown list. The **'Drafts'** view will open.



If you had not yet entered a page title, the draft will be listed with the title *'Untitled'*.

Screenshot: Untitled Page Draft

Title	Last Saved Date	Operations
<i>Untitled</i>	less than a minute ago	Resume Editing Discard

- b. Click **'Resume Editing'** next to the appropriate draft to resume editing that draft.
2. If you had created a new page or blog post but did not save it, then when you next [add a page](#) or blog post in that space, Confluence will ask you if you want to resume editing the page that was not saved. If you click 'resume editing', the draft and its unsaved content will be restored, allowing you to continue editing it.

Screenshot: Resume Editing

A version of this page you were editing at Nov 17, 2009 10:47 was not saved. Do you want to [view the change](#), [resume editing](#) or [discard it](#)?

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

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

If there are any conflicts, Confluence will give you the option to **'View the Conflict'** or to **'Discard'** your changes.

Screenshot: Editing Conflict in Draft

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

RELATED TOPICS

[Working with Drafts Overview](#)
[Viewing Drafts](#)

Viewing Drafts

To access your drafts view,

- Go to the **'Drafts'** view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 **'Drafts'** from the dropdown list. The **'Drafts'** view will open.

Screenshot: Finding your drafts

Dashboard › People › Giles Gaskell › Home › Working with Drafts Overview › Edit Page

Browse ▼ Giles Gaskell ▼ Search

Working with Drafts Overview

Rich Text Wiki Markup Preview Draft saved at 12:56 PM (view change) Save

A draft is a snapshot version of a page which Confluence saves automatically at regular intervals while you are editing the page. Confluence saves these intervals even if you do not save the page yourself. This is a useful feature that minimises loss of work if your Confluence site experiences a problem.

At regular intervals, Confluence will automatically save the page you are editing and maintain a copy of it as a draft. If some system failure or error prevents you from saving your changes, you can retrieve the draft and continue working on it.

* Drafts are created while you are adding and editing a page or blog post.

\\ \\

Each time Confluence saves a draft of your page, it displays a message and the time of the last save. The message appears near the 'Save' button on the edit screen.

Update Status...
Personal Space
Recently Viewed
Profile
Network
Status Updates
Labels
Watches
Drafts
Settings
Log Out

* Bulleted point
Numbered point
Tables

Your drafts will appear, listed on the '**Drafts**' tab in your user profile.

Screenshot: Viewing your drafts

Title	Last Saved Date	Operations
Page with Partial Content	less than a minute ago	Resume Editing Discard
Page with Content to Merge	2 minutes ago	View Changes Merge and Resume Editing Discard
Page with a Conflict	12 minutes ago	View Changes View Conflict Discard

RELATED TOPICS

[Working with Drafts Overview](#)
[Resuming the Editing of a Draft](#)

Using the Documentation Theme

The Documentation theme is one of the themes bundled with Confluence. It provides an inbuilt table of contents for your wiki space, a configurable header and footer, and text styles suited to documentation.

This page tells you how to view pages in your Confluence space when your space uses the Documentation theme. For the full list of features and instructions on applying the theme to a space, see the [guide to configuring the Documentation theme](#).



Quick guide to using the Documentation theme

- The left-hand panel contains a page tree. This is a table of contents that shows the pages in the space.
- Click the plus signs in the page tree to see the child pages.
- Drag the thick vertical bar to change the width of the panels.
- Click the sidebar icon  at top right, next to the search box, to remove the left-hand panel altogether. Click the icon again to restore the panel.

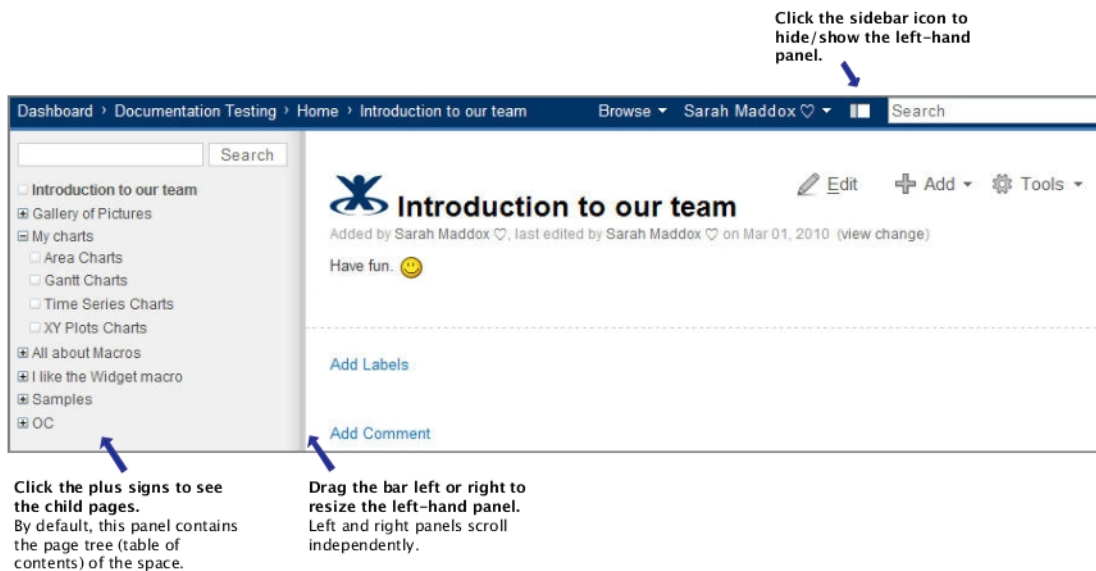
The rest of this page gives more details of the above guidelines.

On this page:

- [Using the Documentation Theme](#)
- [Supported Browsers](#)
- [Hints and Tips](#)

Using the Documentation Theme

Screenshot: A page in a space that uses the Documentation theme



By default, the left-hand panel contains a search box and a table of contents (page tree) showing all the pages in your space. Specifically, it shows the pages that are children of the space's home page.

i A [space administrator](#) can change the content in the left-hand panel and can also add a header and footer to the page. This means that your own pages may look different from the screenshot above. See [Configuring the Documentation Theme](#).

Here is a summary of the things you can do on a page that uses the Documentation theme:

- Drag the thick bar between the left-hand panel and the content, to increase or decrease the width of the panel.
- Click the sidebar icon  at top right, next to the search box, to remove the left-hand panel. This will remove the panel for you only. Other people will still see it.
- Click the sidebar icon  again to restore the left-hand panel.
- Use the scroll bars to scroll the left-hand and right-hand panels independently of each other.

Supported Browsers

The Documentation theme supports the following browsers:

- Firefox
- Safari
- Internet Explorer 7 and later

Hints and Tips

Below are some hints that you may find useful when using the Documentation theme.

Where can I see a working example of the Documentation theme?

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

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

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

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

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

There are two ways to fix the problem:

- You can change the designated space home page in the [space administration section](#).
- Or you can drag and drop all your pages to make them children of the current home page. You can drag and drop pages in the

'Pages' section of the space 'Browse' screen. See [Moving Pages within a Space](#).

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

Help, my left-hand panel has disappeared

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

RELATED TOPICS

[Configuring the Documentation Theme](#)
[Space Jump Macro](#)

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

Using a WebDAV Client to Work with Pages

On this page:

- [Introduction to Confluence's WebDAV Client Integration](#)
- [Setting Up a WebDAV Client in Microsoft Windows](#)
 - [Windows Network Drive](#)
 - [Windows Web Folder](#)
- [Setting up a WebDAV client in Mac OS](#)
- [Setting up a WebDAV client in Linux or Unix](#)

Introduction to Confluence's WebDAV Client Integration

WebDAV allows users to access Confluence content via a WebDAV client, such as 'My Network Places' in Microsoft Windows. Provided that the user has permission, they will be able to read and write to spaces, pages and attachments in Confluence. Users will be asked to log in and the standard Confluence content access permissions will apply to the equivalent content available through the WebDAV client.

By default, all WebDAV clients have permission to write to Confluence. Write permissions include the ability for a WebDAV client to create, edit, move or delete content associated with spaces, pages and attachments in a Confluence installation.

This page provides instructions on how you can set up a WebDAV client natively for a range of different operating systems. WebDAV clients typically appear as drives in your operating system's file browser application, such as 'Windows Explorer' in Microsoft Windows, 'Finder' in Mac OS or 'Konqueror' in Linux.



- Confluence's WebDAV client integration is only available if the [WebDAV plugin](#) has been enabled. (Refer to [Installing and Configuring Plugins using the Plugin Repository Client](#) for more information on enabling Confluence plugins). Note that this plugin is bundled with Confluence and can be enabled or disabled by the [System Administrator](#).
- When the WebDAV plugin has been enabled, the [WebDAV Configuration](#) feature of the Administration Console becomes available. You can configure Confluence's WebDAV Client Integration characteristics from this page.
 -  The settings on the 'WebDAV Configuration' page do **not** apply to [external attachment storage configuration](#).

Setting Up a WebDAV Client in Microsoft Windows

This section covers the two methods for configuring a WebDAV client natively in Microsoft Windows:

- As a network drive
- As a web folder

If possible, use the network drive method as this will enable more comprehensive WebDAV client interaction with Confluence than that provided by a web folder. However, your Confluence instance must meet several environmental constraints if you use this method. If you cannot configure your instance to meet these requirements, then use the web folder method or third-party WebDAV client software.



If you run into any problems with the procedures in this section, please refer to the [Troubleshooting WebDAV](#) page.

Windows Network Drive

To map a Confluence WebDAV client network drive, your Confluence instance must be configured so that *all* of the following criteria is met:

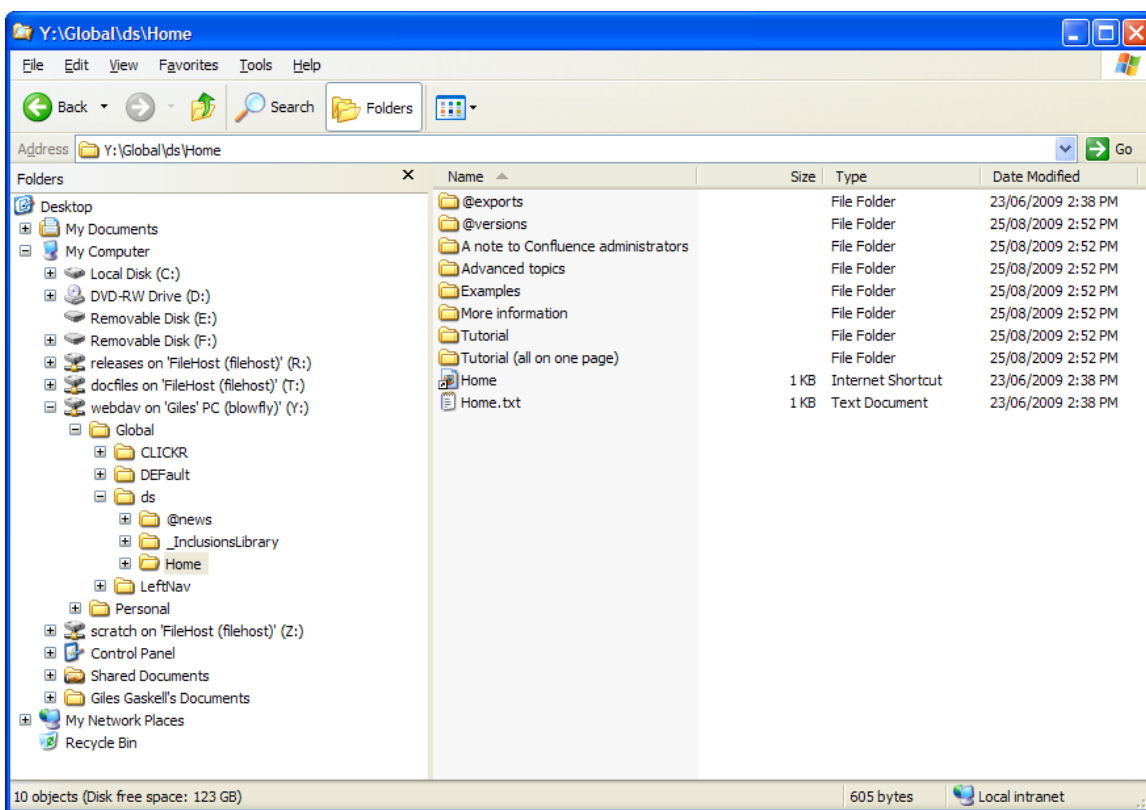
- Uses HTTP (not HTTPS)
- Listens on port 80 (not 8080, which is the default port value used by the popular application server Apache Tomcat that runs many Confluence installations and [Confluence Standalone distributions](#))
- Has no [context root](#)

 The reason for these restrictions results from limitations in Microsoft's Mini-Redirector component. For more information, please refer to Microsoft's [server discovery](#) issue.

To map a Confluence WebDAV client network drive in Microsoft Windows,

1. In Windows XP, go to **My Computer** -> **Tools** menu -> **Map Network Drive**.
In Windows Vista, go to **Computer** -> **Map Network Drive**.
The 'Map Network Drive' dialog box opens.
2. Specify the following input to map the WebDAV client as a network drive:
 - **Drive:** <Any drive letter> (for example, Z:)
 - **Folder:** \\<hostname>\webdav (for example, \\localhost\webdav)
3. Click **'Finish'**.
 When prompted for login credentials, specify your Confluence username and password.

Screenshot: A Confluence WebDAV Client Network Drive in Windows XP

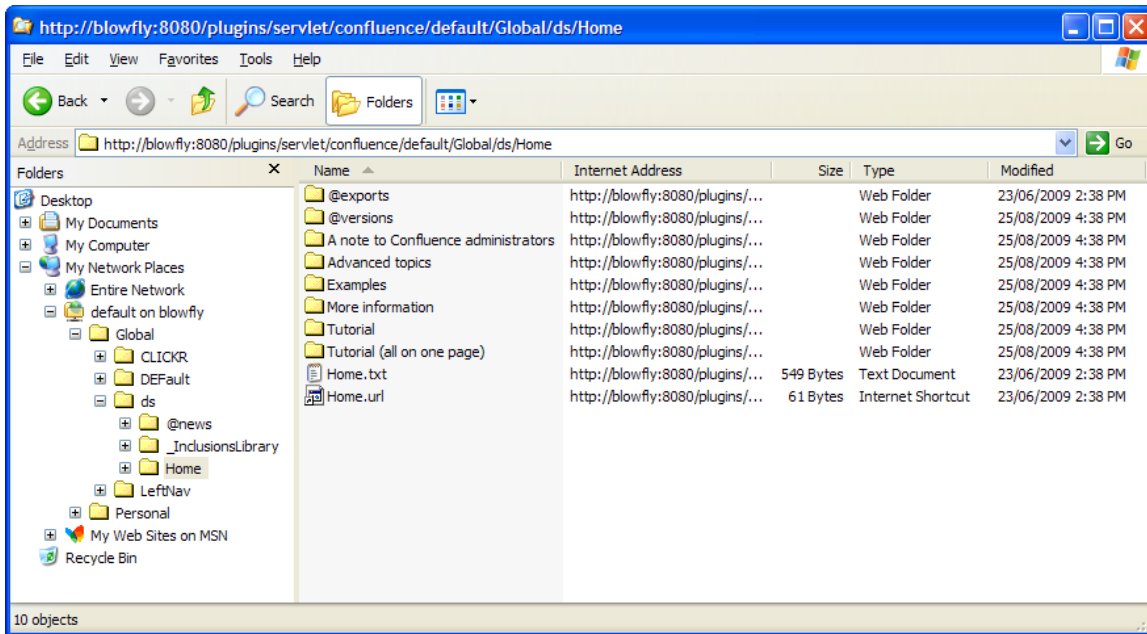


Windows Web Folder

To map a Confluence WebDAV client web folder in Windows XP,

1. Go to **My Network Places** and choose **'Add a network place'**. The 'Add Network Place Wizard' opens.
2. Click **'Next'**, ensure that **'Choose another network location'** is selected and then click **'Next'** again.
3. In the 'Internet or network address' field, enter the URL for the Confluence WebDAV location (for example, `http://<confluence server url>/confluence/plugins/servlet/confluence/default` or `http://<confluence server url>/plugins/servlet/confluence/default`) and then click **'Next'**.
 When prompted for login credentials, specify your Confluence username and password.
4. Provide a meaningful name for your web folder and proceed with the remainder of the wizard.
5. Click **'Finish'**.

Screenshot: A Confluence WebDAV Client Web Folder in Windows XP



To map a Confluence WebDAV client web folder in Windows Vista,

 This procedure is very similar to the one for Windows XP. However, the following procedure includes the slight interface differences that are specific to Windows Vista.

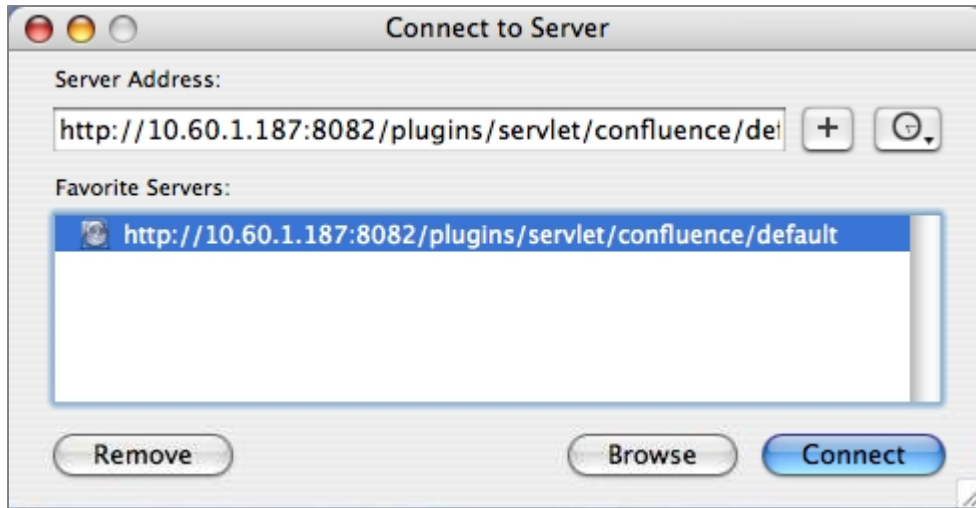
1. Open the 'Map Network Drive' dialog box (refer to first step of the procedure above for mapping a network drive) and choose **'Connect to a Web site that you can use to store your documents and pictures'**. The 'Add Network Location' wizard opens.
2. Click **'Next'**, ensure that **'Choose a custom network location'** is selected and then click **'Next'** again.
3. In the 'Internet or network address' field, enter the URL for the Confluence WebDAV location (for example, `http://<confluence server url>/confluence/plugins/servlet/confluence/default` or `http://<confluence server url>/plugins/servlet/confluence/default`) and then click **'Next'**.
 When prompted for login credentials, specify your Confluence username and password.
4. Provide a meaningful name for your network location/web folder and proceed with the remainder of the wizard.
5. Click **'Finish'**.

Setting up a WebDAV client in Mac OS

To set up a Confluence WebDAV client in Mac OS,

1. Open the Finder.
2. From **Go** on the Finder Menu, select **Connect to Server** or press `Command+K`, which will also bring up this dialog box.
3. In the 'Server Address' field, enter the URL for the Confluence WebDAV location (for example, `http://<confluence server url>/confluence/plugins/servlet/confluence/default` or `http://<confluence server url>/plugins/servlet/confluence/default`) and click **'Connect'**.
 When prompted for login credentials, specify your Confluence username and password.

Screenshot: Setting Up a WebDAV Client in Mac OS



Setting up a WebDAV client in Linux or Unix

There are many tools and mechanisms available for configuring WebDAV clients in these operating systems. Therefore, we have chosen to demonstrate this using the file manager [Konqueror](#), which is part of the [Linux K Desktop Environment](#).

To set up a Confluence WebDAV client in Konqueror,

1. Open Konqueror.
2. In the 'Location' field, enter the URL for the Confluence WebDAV location using the 'protocol' webdav (for example, webdav://<confluence server url>/confluence/plugins/servlet/confluence/default or webdav://<confluence server url>/plugins/servlet/confluence/default) and press Enter.
 - If prompted for login credentials, specify your Confluence username and password. You should be able to click to load many, but not all files. In practice, you would normally save a modified file locally, then drag it to the Konqueror window to upload it to Confluence.

Importing Content Into Confluence

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

On this page:

- [Importing Content from Other Confluence Sites](#)
- [Importing Content from Other Wikis](#)
- [Importing Content from an Office Document](#)
- [Importing Web Content](#)
- [Importing Other Non-Wiki Content](#)

Importing Content from Other Confluence Sites

For content originating from other instances of Confluence:

- If the Confluence major versions are the same, [export the space](#) from the originating Confluence site and [import](#) it into the destination Confluence site.
- If the Confluence major versions are different, you can use an intermediate server to [migrate versions](#).

Page history, attachments, and wiki markup will be preserved and you will be able to do multiple pages at once. The drawbacks are that it may be inconvenient if the Confluence versions differ, and you cannot 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.)

Importing Content from Other Wikis

Check whether the [Universal Wiki Converter](#) can import the content. See [Importing Content from another Wiki](#).

Importing Content from an Office Document

The Office Connector in Confluence allows you to import an Office document into Confluence, so that the document's content is copied onto one or more Confluence pages. See [Importing an Office Document into Confluence](#).

Importing Web Content

Here are some options for importing or displaying web content on a Confluence page:

- Use the [Widget Macro](#) to display videos, slide shows, twitter chats, documents and more, sourced from other web sites and displayed on your Confluence page.
- Convert a HTML file to a Confluence page using the [HTML To Confluence Converter plugin](#).
- Embed an external web page into Confluence with the [Html Include macro](#).
- Use HTML code in a page with the [HTML macro](#).

Importing Other 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 Excel documents can be imported using a [content converter plugin](#).
- Confluence pages saved to disk can be [imported from disk](#).
- Files can be uploaded in bulk using the [Confluence WebDav Plugin](#).
- Full featured customisation is available using the [Remote API Specification](#).

RELATED TOPICS

[Working with the Office Connector](#)
[Importing Content from another Wiki](#)

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

Importing Pages from Disk

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 [System 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 '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.

 '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system 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**'.

Screenshot: Importing text files

Import directory:	
☐	Trim file extensions
☐	Overwrite existing pages
Import Cancel	



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

RELATED TOPICS

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

Working with Images

Confluence allows you to display images on a wiki page and to link to images in other locations. You can also display a gallery of images, which your readers can view as a slide show. Below are some links to information on using images in Confluence.

- [Displaying an Image](#)
- [Displaying a Thumbnail Image](#)
- [Viewing Images as a Slide Show](#)
- [Inserting Images in the Rich Text Editor](#)
- [Image File Formats](#)
- [Gallery Macro](#)
- [Embedding PowerPoint Presentations in a Page](#)

RELATED TOPICS

[Working with Attachments](#)

Take me back to [Confluence User's 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](#). To follow the instructions below, you need to edit in 'Wiki Markup' mode. Put an exclamation point before and after the image link.



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](#).

Displaying an image from a remote location

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

What you need to type	What you will get
!http://www.atlassian.com/images/confluence_feature.gif!	

Displaying an image attached to a page

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

What you need to type

What you will get



Displaying an image attached to another Confluence page

What you need to type	What you will get
!Space attachments directory^fish.gif!	

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

Usage example

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

- [Attach](#) the image to a page, such as our page called the '[Space attachments directory](#)'.
 - Link to the uploaded image using the syntax described above.
-  To view the image, the user needs to have *view* permission for the page to which it is attached.

Displaying an image attached to page in a difference space

```
!SPACE:my_page^myimg.jpg!
```

Formatting an image

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

Displaying alternative text

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

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

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](#)
[Inserting Images in the Rich Text Editor](#)
[Attaching Files to a Page](#)
[Image File Formats](#)
[Displaying a Thumbnail Image](#)
[Gallery Macro](#)

Take a look at some plugins too.

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

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

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

Image File Formats

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](#)
[Displaying a Thumbnail Image](#)
[Gallery Macro](#)

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

Displaying a Thumbnail Image

You can display an image on a Confluence page as a thumbnail, such that when a user clicks on the thumbnail image, a new window will pop up showing the full-sized image.

This page shows you how to display a thumbnail of an image using Confluence [Wiki Markup Notation](#). To do this, you need to add the 'thumbnail' attribute to the notation used for [displaying an image to a Confluence page](#). This resizes the original image proportionately, allowing for a maximum height or width of 200 pixels by default.

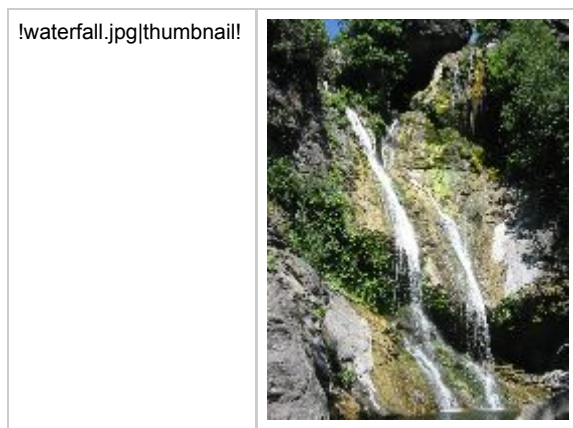


Please Note:

- **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 [\[Inserting an image\]](#).
- **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' attribute.

Thumbnail of image attached to this page

What you need to type	What you will get



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

Thumbnail of image attached to another Confluence page

What you need to type	What you will get
!Space attachments directory^fish.gif thumbnail!	

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

Specifying the default alternative text for a thumbnail image

You can specify a comment for an [attached image](#), which will be used as the default alternative text when the image is displayed as a thumbnail.

Attaching a new image file - Enter the relevant comment in the **Comment** box provided when you attach the file to the page.

Applying a comment to existing image attachment - The **'Attachments'** tab of the page displays all attached files. Click **'Edit'** in the row of the attached image entry. In the **'New Comment'** text entry field, enter the default alternative text that should be displayed whenever a thumbnail of that image appears.

What you need to type	What you will get
!Space attachments directory^thumb-text.jpg thumbnail!	

RELATED TOPICS

[Displaying an Image](#)
[Gallery Macro](#)
[Image File Formats](#)
[Attaching Files to a Page](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Thumbnail and Gallery Example

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

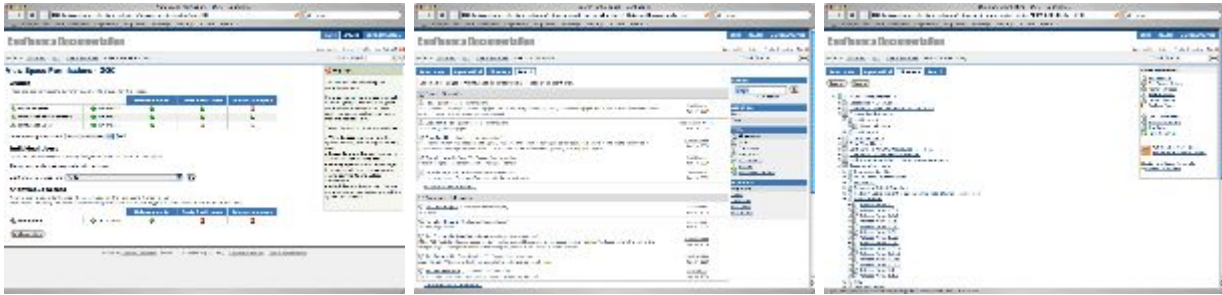
A waterfall just off Highway 1, California.
Interface for deleting unwanted referrer statistics
New user interface for global permissions
New Confluence search interface

Image Gallery

```
{gallery:title=Some Confluence Features, and a Waterfall}
```



A waterfall just off Highway 1, California.
Interface for deleting unwanted referrer statistics
New user interface for global permissions
New Confluence search interface



New Space Permissions user interface

Space-local search page

Tree-view for pages in a space

For more information, see [Gallery Macro](#).

Viewing Images as a Slide Show

A Confluence page can contain a 'gallery' of images, inserted onto the page via the Gallery macro. To find out how to add the Gallery macro onto your page, please refer to the instructions on [using the Gallery macro](#). Below we tell you how to view the images in the gallery and how to see the slide show.

 Take a look at the [related topics below](#) for other ways of including slide shows on your wiki page.

To view the gallery images as a slide show,

1. Go to the page which contains the gallery of images. See [Screenshot 1 below](#).
2. Click an image. The slide show will start by zooming in on the image you have clicked. See [Screenshot 2 below](#).
3. Use one of the following methods to move to the next or previous image:
 - Move your mouse cursor over the image until an arrow appears on left or right of the image. [Screenshot 2 below](#) shows the arrow on the right. Click the arrow to move to the next or previous image.
 - Or press the left- and right-arrow keys on your keyboard.
4. Use one of the following methods to close the slide show:
 - Click the cross at top right of the image.
 - Or press the Escape key on your keyboard.
 - Or click somewhere on the browser window, outside the zoomed-in image.

[Screenshot 1: A gallery of images on a wiki page](#)

 **Gallery of Pictures**

 Edit  Add  Tools

Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Jul 03, 2008 ([view change](#))

Some office photos, and a waterfall

Click an image to view as a slide show



This is the waterfall



This is the first office photo

[Add Labels](#)

[Add Comment](#)

Screenshot 2: Viewing the gallery as a slide show


Gallery of Pictures
Edit + Add Tools

Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Jul 03, 2008 ([view change](#))

Some office photos, and a waterfall

Click an image to view as a slide show



RELATED TOPICS

[Embedding PowerPoint Presentations in a Page](#)
[Gallery Macro](#)
[Slideshow Plugin](#)

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

Working with Favourites Overview

The **Favourites** feature provides a convenient way of gaining quick access to specific pages or spaces that might interest you. Pages and spaces that you have added to your list of favourites are easily accessible from your [Dashboard](#) and within your user profile area.

Adding a page or a space as a favourite provides you with faster access to the content you are interested in within the site.

1. Favourite Spaces

Once you add a space as a favourite, it will appear in the '**MY**' tab in the spaces section of the dashboard. The 'Recently updated' section in this view will also display content only from your favourite spaces.

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

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

2. Favourite Pages

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

Favourite Pages		
Displaying the pages in your favourites list.		
	Documentation Home (Documentation Staging 2)	
	Confluence Release Notes (Documentation Staging 2)	
	Confluence Installation Guide (Documentation Staging 2)	
	Configuring Shortcut Links (Documentation Staging 2)	
	Configuration Guide (Documentation Staging 2)	

3. All your favourites

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

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

RELATED TOPICS

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

Take me back to the [Confluence User's Guide](#).

Adding Favourites

To add a page as a favourite,

1. Go to the page.
2. Click the **'Tools'** menu located at the top right-hand corner of the page and choose ' **Favourite**'.
This will change to ' **Favourite**' (when you next open the 'Tools' menu) to indicate that you have added this page as a favourite.

To add a global space as a favourite,

1. Go to the [Dashboard](#).
2. Click on the star icon '**To add a personal space as a favourite,**

 If a person has not yet created a personal space, then you will not be able to perform this procedure. Furthermore, these options will not be available to you.

1. Go to the [People Directory](#).
2. Click on a person's name or profile picture to view their personal space.
3. Go to the **'Advanced'** view for the space. To do this:
 - Go to a page in the space, open the **'Browse'** menu and select **'Advanced'**. The 'Advanced' view will open.
4. Click on ' **Add Space to Favourites**' in the left-hand panel.
This will change to '

Once you have added a personal space to your list of favourites, that personal space will be added to your list of favourite spaces, which can be accessed from the [dashboard](#) or [your profile](#).

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

RELATED TOPICS

[Viewing Favourites](#)

Take me back to the [Confluence User's Guide](#).

Removing Favourites**To remove a page as a favourite,**

1. Go to the page.
2. Click the **'Tools'** menu located at the top right-hand corner of the page and choose ' **Favourite**'.
This will change to '**To remove a global space as a favourite,**

1. Go to the [dashboard](#).
2. Click on the star icon '**To remove a personal space as a favourite,**

1. Go to the [People Directory](#).
2. Click on a person's name or profile picture to view their personal space.
3. Go to the '**Advanced**' view for the space. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Advanced**'. The 'Advanced' view will open.
4. Click on '★ **Remove Space from Favourites**' in the left-hand panel.
This will change to '★ **Add Space to Favourites**' to indicate that you have removed that person's personal space as a favourite.

RELATED TOPICS

[Viewing Favourites](#)

Take me back to the [Confluence User's Guide](#).

Viewing Favourites

On the [Dashboard](#), you can view your favourite spaces within the '**MY**' tab of the 'Spaces' section. Your most recently added favourite pages are also be shown within the 'Favourite Pages' section of the Dashboard.

To view all of your favourite spaces and pages,

1. Click on the '**Profile**' link located at the top right-hand corner of the page.
2. Go to the '**Labels**' tab. A list of your personal labels is displayed to the left of the screen under '**Your Labels**'.
3. Click on '**Favourite**'. This will display a list of all spaces and pages that you have added as favourites.

Screenshot: Viewing your favourites

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

Your Labels

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

Content labelled with "favourite"

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

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

RELATED TOPICS

[Adding Favourites](#)

[Removing Favourites](#)

Network Overview

The **network** feature helps you keep track of what other users are doing throughout your Confluence site, by allowing you to 'follow' their recent activities. Unlike Confluence's traditional [content tracking](#) features, which provide notifications on specified types of content updates made by any user, the network feature provides notifications on updates made by specific users that you choose to follow. The types of activities tracked by the network feature, include:

- Additions or edits to [pages](#) or [blog posts](#)
- [Comments](#) added to a page or blog post or edits to existing comments
- Updates to a user's [User Status](#)
- Updates to a user's [User Profile](#)

To start tracking another Confluence user's activities, you need to 'follow' them. Once you are following a user, all their tracked activities that you have permission to view will appear on your network view. This principle applies to all users throughout your Confluence site. Hence, if other users start following you, all your Confluence-based activities that they have permission to view will appear on their network views.

You can also subscribe to any Confluence user's network RSS feed and receive summaries on the activities of other users they are following in their network. Refer to [Subscribing to a Network RSS Feed](#) for more information on setting up a network RSS feed.

On this page:

- [Accessing Your Network View](#)
- [Following Another User](#)
- [Stop Following a User](#)

Accessing Your Network View

To access your network view,

- Go to the '**Network**' view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 '**Network**' from the dropdown list. The '**Network**' view will open.
- You can also access your '**Network**' view by clicking the **More** link in the **Network** section of your '**Profile Sidebar**'.

Screenshot: Example of the Network view

Giles Gaskell

Profile Network Status Updates Labels Watches Drafts Settings

Recent activity of the users you are following

Per Fragemann
[Confluence 3 performance release notes](#) updated a minute ago

Giles Gaskell
 “ Now working on the Release Notes. 6 minutes ago

Joshua Wold
[Hand picked by the Father of Java](#) commented 7 minutes ago

Jeremy Largman
[ClasspathUtils.class](#) attached 16 minutes ago

Matt Hodges
[A little bit of EVA gardening](#) created 30 minutes ago
 “ waiting for a call with a dude called Heinz in Switzerland. Maybe he is the man behind baked beans?
 47 minutes ago

Bill Arconati
[Summit TPS report cover sheet](#) commented about an hour ago

Following

You are following 13 users

User name

Followers

You have 8 followers

You can access other user's network views via the '[hover profile](#)' feature or from their '[profile sidebar](#)'.

Following Another User

You can follow another user either via the hover profile feature, your Network view or via their Profile view.

To follow a user via the hover profile feature,

1. Open the user's 'hover profile' popup. To do this:
 - Log in to Confluence, if you have not already done so.
 - Move your mouse pointer over a user's linked name, which appears on the dashboard, a page or blog post. Wait until the hover profile popup appears on the page.

 The hover profile popup also appears whenever you move your mouse pointer over a user's profile picture throughout the Confluence interface.
2. Within the hover profile popup, click **'Follow'** and you will start following this user.

 Repeat this procedure for any other users you wish to follow.

If you refresh or revisit your network view, the profile picture(s) of the user(s) you just followed will appear within the 'Following' list on the right. Additionally, their tracked activities will start appearing in the 'Recent Activity' list on this page.

To follow a user via your network view,

1. Go to the network view for your user profile. Refer to [Accessing Your Network View](#) (above) for this procedure.
2. In the right-hand section of the page within the 'Following' section, enter the first few characters of any part of the full name or username of the user you wish to follow. Use Confluence's 'user picker' popup to select the appropriate user.
3. Click the **'Follow'** button and you will start following this user.

 Repeat this procedure for any other users you wish to follow.

If you refresh your Network view or subsequently revisit it, the profile picture(s) of the user(s) you just followed will appear within the 'Following' list on the right. Additionally, their tracked activities will start appearing in the 'Recent Activity' list on this page.

To follow a user via their profile view,

1. Go to the **'Profile'** view of the relevant user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - Use the **'Hover Profile'** feature or the **'Profile Sidebar'** of the user whose **'Profile'** view you wish to access. The user's **'Profile'** view will open.
2. In the left-hand section of the page, click **'Follow'** and you will start following this user.

 Repeat this procedure for any other users you wish to stop following. However, you may find this process easier using the Hover Profile feature.

If you refresh or revisit your network view, the profile picture(s) of the user(s) you just followed will appear within the 'Following' list on the right. Additionally, their tracked activities will start appearing in the 'Recent Activity' list on this page.

Stop Following a User

You can stop following a user either via the hover profile feature or via their Profile view.

To stop following a user via the hover profile feature,

1. Open the user's 'hover profile' popup. To do this:
 - Log in to Confluence, if you have not already done so.
 - Move your mouse pointer over a user's linked name, which appears on the dashboard, a page or blog post. Wait until the hover profile popup appears on the page.

 The hover profile popup also appears whenever you move your mouse pointer over a user's profile picture throughout the Confluence interface.
2. Within the hover profile popup, click **'Stop Following'** and you will stop following this user.

 Repeat this procedure for any other users you wish to stop following.

If you refresh or revisit your network view, the profile picture(s) of the user(s) you just stopped following are removed from the 'Following' list on the right. Additionally, their tracked activities will stop appearing in the 'Recent Activity' list on this page.

To stop following a user via their Profile view,

1. Go to the **'Profile'** view of the relevant user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - Use the **'Hover Profile'** feature or the **'Profile Sidebar'** of the user whose **'Profile'** view you wish to access. The user's **'Profile'** view will open.
2. In the left-hand section of the page, click **'Stop Following'** and you will stop following this user.

 Repeat this procedure for any other users you wish to stop following. However, you may find this process easier using the hover profile feature.

If you refresh or revisit your network view, the profile picture(s) of the user(s) you just stopped following are removed from the 'Following' list on the right. Additionally, their tracked activities will stop appearing in the 'Recent Activity' list on this page.

RELATED TOPICS

[Network Macro](#)
[Hover Profile Overview](#)
[Subscribing to a Network RSS Feed](#)

Take me back to the [Confluence User's Guide](#).

Subscribing to a Network RSS Feed

You can create an [RSS Feed](#) from any user's [network](#) view, allowing you to receive summaries on the activities of users they are following in their network. The types of activities tracked in these RSS feed summaries include:

- Additions or edits to [pages](#) or [blog posts](#)
- [Comments](#) added to a page or blog post or edits to existing comments
- Updates to a user's [User Status](#)
- Updates to a user's [User Profile](#)

To subscribe to a user's network RSS feed,

1. Locate the following icon , which is available from the top-right of:
 - The 'Recent activity of the users you are following' section of your network page, or
 - The 'Activity of followed users' section of another user's network page.
2. Copy and paste the icon's link into your RSS newsreader.
3. To have your newsreader log into Confluence, you can [add your username and password to the feed URL](#).

 Please note that if you do this, someone with access to your RSS newsreader configuration can read these Confluence authentication details.

Customising your Network RSS Feed

Currently, Confluence does not provide a user interface mechanism for customising your network RSS feed. However, you can modify the maximum number of results and type of content displayed in these feeds by directly editing the RSS feed link in your RSS newsreader.

To modify the maximum number of results displayed in your RSS feed,

1. Edit the RSS feed link in your RSS newsreader.
2. Change the value of the `max` parameter from its default value of `40` to a value of your choice. The following example shows this parameter-value combination highlighted in red:
`http://confluence.atlassian.com/feeds/network.action?username=ggaskell&max=60&publicFeed=false&os_authType=basic&rssType=atom`
3. Save the modified link in your RSS newsreader.

To modify the type of content displayed in your RSS feed,

1. Edit the RSS feed link in your RSS newsreader.
2. Append the parameter `contentType` to the end of the link, followed by an equals sign (=) and then add the appropriate content type value of your choice:
 - `USER_STATUS` — restricts the RSS feed to user status updates.
 - `PAGE` — restricts the RSS feed to page additions or updates.
 - `BLOG` — restricts the RSS feed to blog post additions or updates.
 - `ATTACHMENT` — restricts the RSS feed to attachment additions or updates.
 - `COMMENT` — restricts the RSS feed to comment additions or updates.



Content type values are case-sensitive and when editing the network RSS feed link, ensure that each parameter is separated from the other by an ampersand (&).

The following example shows the content type parameter-value combination highlighted in red:

`http://confluence.atlassian.com/feeds/network.action?username=ggaskell&max=40&publicFeed=true&contentType=USER_STATUS`

3. Save the modified link in your RSS newsreader.



Filtering for more than one type of content (by adding multiple values to the `contentType` parameter) is not supported.

RELATED TOPICS

[Network Overview](#)

[Subscribing to RSS Feeds within Confluence](#)

Take me back to the [Confluence User's Guide](#).

Archiving Mail Overview

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:

- Go to a page in the space and select the option you want from the **'Browse'** menu. The corresponding tab of the 'Browse Space' view will open.
- Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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 the [Confluence User's Guide](#).

Adding a Mail Account

When you add a mail account, you are configuring Confluence to download mail from that account and archive it within the space. Since Confluence removes emails from an email account as it is added to the Mail Archive, Confluence must be setup to poll a clone email account rather than the actual account. For example, to archive the actual account `sales@company.com` to your Confluence Sales space, you must first create a clone account such as `conf-sales@company.com` that contains the same email content.

Stage 1 - Creating A Clone Email Account

1. Add a new email account on the mail server with the clone email address.
2. Copy all existing emails from the actual account to the clone account.
3. 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.

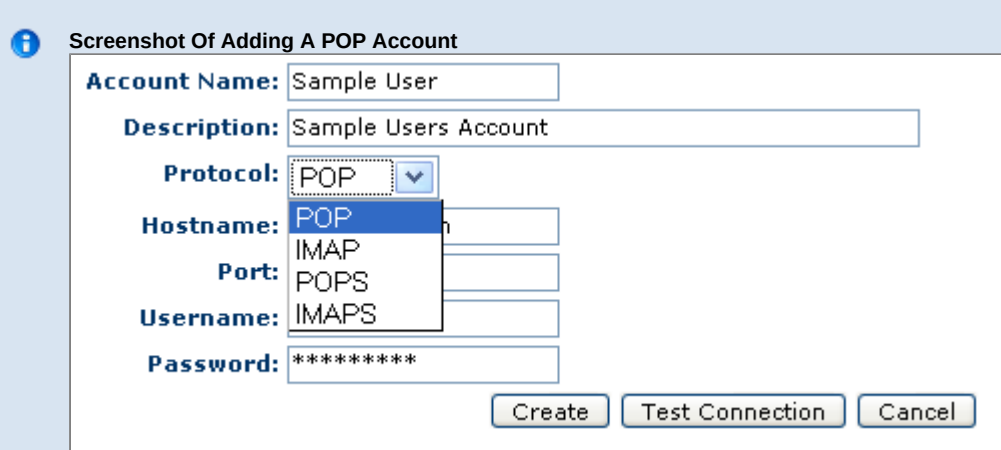
Go to the **'Browse Space'** view. There are two ways to browse a space:

- Go to a page in the space and select the option you want from the **'Browse'** menu. The corresponding tab of the 'Browse Space' view will open.
- Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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: Sample User

Description: Sample Users Account

Protocol: POP

Hostname: POP

Port: IMAP

Username: POPS

Password: IMAPS

Buttons: Create, Test Connection, Cancel

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

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

RELATED TOPICS

[Archiving Mail Overview](#)
[Managing Mail Accounts](#)
[Importing Mail](#)
[Viewing Mail](#)
[Fetching Mail](#)
[Deleting Mail](#)

[Linking to Mail](#)

[How do I check which spaces have email accounts](#)

[How do I Disable Automatic Mail Polling?](#)

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

Deleting Mail

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:

- Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
- Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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 the [Confluence User's Guide](#).

Fetching Mail

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 '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.



'**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system 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](#)
[How do I Disable Automatic Mail Polling?](#)

Take me back to the [Confluence User's Guide](#).

Importing Mail

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:

- Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
 - Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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

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

■ **Local**

Browse for mbox file on local filesystem:

Filename:

■ **Server**

Specify location of mbox file on server:

 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 the [Confluence User's Guide](#).

Linking to Mail

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:

- Go to a page in the space and select the option you want from the **'Browse'** menu. The corresponding tab of the 'Browse Space' view will open.
 - Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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:

What you need to type	What you will get
[\$129272]	Re: [CONF-user] ANN: Redirection Macros

Clicking on the link will open up the mail message.

RELATED TOPICS

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

Take me back to the [Confluence User's Guide](#).

Managing Mail Accounts

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:

- Go to a page in the space and select the option you want from the **'Browse'** menu. The corresponding tab of the 'Browse Space' view will open.
 - Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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

[Add Pop Account](#)

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

RELATED TOPICS

[Archiving Mail Overview](#)
[Adding a Mail Account](#)
[Importing Mail](#)
[Viewing Mail](#)
[Fetching Mail](#)
[Deleting Mail](#)
[Restoring Mail](#)
[Linking to Mail](#)

Take me back to the [Confluence User's Guide](#).

Restoring Mail

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:

- Go to a page in the space and select the option you want from the **'Browse'** menu. The corresponding tab of the 'Browse Space' view will open.
- Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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 the [Confluence User's Guide](#).

Viewing Mail

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:

- Go to a page in the space and select the option you want from the **'Browse'** menu. The corresponding tab of the 'Browse Space' view will open.
- Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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 >>](#) links or by selecting a particular page number.
3. Click on a mail message to view its contents.

Screenshot : Mail Archive

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

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

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

Navigating Mail

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

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

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

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

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

Screenshot: Navigating mail



Handy Hint

Use the **Quick Search** facility to quickly locate a mail

RELATED TOPICS

[Archiving Mail Overview](#)

[Viewing Mail](#)

[Fetching Mail](#)

[Deleting Mail](#)

[How do I Disable Automatic Mail Polling?](#)

Take me back to the [Confluence User's Guide](#).

Dashboard

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 six sections:

Screenshot: Overview of Dashboard with Explanations Below

Dashboard | Browse | Giles Gaskell [Atlassian Technical Writer] | Search

1 Welcome to Confluence

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

Where do I start?

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

2 Spaces: My Team New (1) All

- [Application Links 1.x](#)
Documentation for AppLinks version 1.x
- [Application Links 2.0](#)
Documentation for AppLinks 2.0
- [Application Links 2.1](#)
Documentation for the latest version of AppLinks
- [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.
- [Universities](#)
- [User Group Sponsorship](#)
- [WANdisco](#)
- [WebEx Discussion](#)

3 Add Page Add Blog Post

4 Recently Updated

- Giles Gaskell [Atlassian Technical Writer] 2 minutes ago
 - Example Word 2007 Document.docx
 - confluence-3-1-license-upgrade-page.png
 - confluence-3-1-draft-types.png
 - confluence-3-1-attached-office-files.png
 - confluence-3-1-gadget-macro.png
 - confluence-3-1-page-move-dialog-box.png
 - Dashboard - copy
 - Minor formatting changes.
- Paul Curren Nov 12
 - testing tasklist
 - Dynamic Task List: Task priority changed in list ''
- Pramod Korathota [Atlassian] Nov 10
 - testspace3
 - pdf export

5 Favourite Pages

Displaying pages recently added to your favourites list.

- Home (Confluence Extensions)
- Atlassian Documentation (Atlassian Documentation)
- Dashboard (Confluence Docs 3.1 Beta)

6 Create a space - share information with your team.
Feed Builder - create your custom RSS feed.
People Directory - browse users and personal spaces.

1. The **Welcome Message** for the site, which can be configured via the [Administration Console](#).

Confluence Administrators can customise [this message](#) via the Administration Console.

2. A list of the **spaces** within the Confluence site to which you have access, presented via convenient tabs: 'My', 'Team', 'New' or 'All' spaces. See [Customising your Personal Dashboard](#).

Screenshot: List of Spaces on the Confluence Dashboard

Spaces: My Team New (1) All

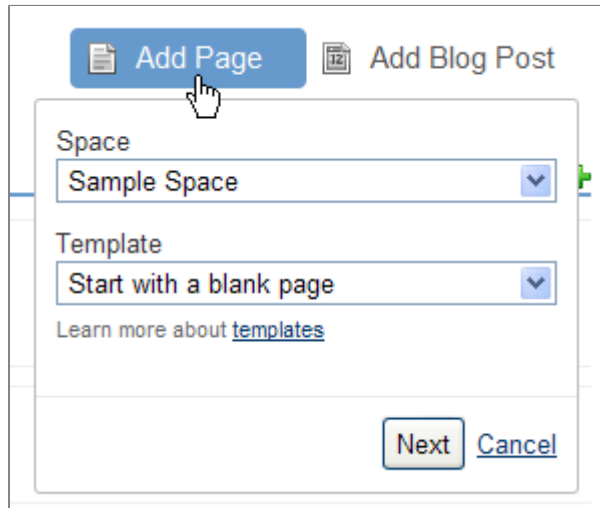
- [Application Links 1.x](#)
Documentation for AppLinks version 1.x
- [Application Links 2.0](#)
Documentation for AppLinks 2.0
- [Application Links 2.1](#)
Documentation for the latest version of AppLinks
- [Atlassian Developer Network](#)
For the community of developers modifying and extending JIRA & Confluence.

3. Two buttons at the top right of the Dashboard allow you to quickly add a page or blog post without having to browse to a specific space first.

Screenshot: Add Buttons on the Confluence Dashboard

Add Page Add Blog Post

Upon clicking one of these, a pop-up balloon opens, allowing you to easily select the space where you want to add the page or blog post and in the case of pages, choose a template on which to base the page content. Once you click 'Next', Confluence will open the new page in edit mode.

Screenshot: Add Buttons Dialog on the Confluence Dashboard

4. A list of the most **Recently Updated** documents on the site from the spaces listed. For example, if you click on the tab 'Team' in the list of spaces, then only recently updated content from your team spaces will be listed here.
5. A list of your **Favourite Pages**. See [Working with Favourites](#).
6. Useful links:

- a.  [Create a space](#) — see [Setting up a New Global Space](#)
- b.  — see [Using the RSS Feed Builder](#)
- c.  — see [Searching the People Directory](#)

The Dashboard is the only place in Confluence from where you can:

- access all existing spaces on the site.
- add a new space to the site.

By default, the Dashboard is also the site homepage. However, you can set any other page in Confluence as the homepage via the [Space Admin](#) tab or your [User Profile](#) settings.

RELATED TOPICS

[Confluence Glossary](#)
[Confluence Icons](#)
[Working with Spaces Overview](#)

Take me back to the [Confluence User's Guide](#).

Customising your Personal Dashboard

You can customise the Confluence dashboard to provide access to the content on the site that is most relevant to you. The options described on this page will change your own personal dashboard, but will not affect the dashboard that other people see.

If you are a Confluence Administrator, you can change the global dashboard, as seen by all Confluence users. See [the administrator's guide to customising the dashboard](#).

On this page:

- [Displaying your Favourite Spaces](#)
- [Displaying your Team's Spaces](#)
- [Displaying your Favourite Pages](#)

Displaying your Favourite Spaces

Mark some spaces as favourite. See [Adding Favourites](#). Once you have marked your favourite spaces, 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.

Displaying your Team's Spaces

Add a team label to the spaces important to your team. See [Adding a Team Label](#). 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 have added 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.

Displaying your Favourite Pages

Mark your favourite pages. See [Adding 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



The screenshot shows the Confluence Dashboard with the following sections and callouts:

- Spaces:** A list of spaces with tabs for 'My', 'Team', and 'All'. A callout points to this section: "Displays a list of My (favourite) or Team or All spaces".
- Recently Updated:** A list of recently updated pages, news, etc. A callout points to this section: "Displays a list of recently-updated pages, news, etc. Only from the spaces selected on the left – My, Team or All".
- Favourite Pages:** A list of pages recently added to the user's favourites list. A callout points to this section: "Displays a list of pages you have recently marked as Favourite".

RELATED TOPICS

[Working with Labels Overview](#)
[Working with Favourites Overview](#)
[Configuring the Site Home Page](#)
[Customising the Dashboard](#)

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

Working with Attachments Overview

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.

When a page you are viewing contains attachments, a small paperclip icon like this:  appears next to the page byline. Clicking the paperclip will take you to the '**Attachments View**', where the full list of attachments is displayed.

Here is a summary of how to attachments work in Confluence.

- 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](#).
- If you attach a file with the same name as an existing attachment, Confluence will create a [new version](#) of the existing attachment.
- Once you have attached 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.
- When the attachment is an Office document, you will see a 'View' link next to the attachment on the [Attachments view](#). Click the 'View' link to view the content of the Office document within Confluence. If you have an Office application installed, you will also be able to launch your Office editor from within Confluence. See [Displaying Office Files in Confluence](#) and [Working with the Office Connector](#).

RELATED TOPICS

- [Drag-and-Drop](#)
- [Attaching Files to a Page](#)
- [Attachment Versions](#)
- [Deleting an Attachment](#)
- [Displaying List of Attachments in a Page](#)
- [Downloading Attachments](#)
- [Editing Attachment Properties](#)
- [Embedding Multimedia Content](#)
- [Embedding PowerPoint Presentations in a Page](#)
- [Finding an Attachment](#)
- [Linking to Attachments](#)
- [Moving an Attachment](#)
- [Viewing Attachment Details](#)
- [Moving an Attachment](#)
- [Deleting an Attachment](#)
- [Displaying an Image](#)
- [Configuring Attachment Size](#)
- [Configuring your Attachment Storage](#)
- [Working with the Office Connector](#)

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

Drag-and-Drop

This page provides an overview of Confluence's drag-and-drop feature and details on how to set up this feature in Confluence.

On this page:

- [Drag-and-Drop Overview](#)
- [Requirements for Confluence's Drag-and-Drop Feature](#)
 - [Prompt to Install Google Gears](#)
 - [Initial Use](#)
- [Disabling Drag-and-Drop](#)

Drag-and-Drop Overview

Confluence's drag-and-drop functionality allows you to drag files onto your browser to attach them to your Confluence pages or blog posts. With the drag-and-drop feature, you can:

1. Attach multiple files onto a page or blog post when viewing its **attachments list**. See [Attaching Files to a Page](#) for more information.
2. Attach multiple files onto a page or blog post when in **view mode**. See [Attaching Files to a Page](#) for more information.
3. Attach multiple files onto a page or blog post when in **edit mode**. See [Rich Text Editor Overview](#) for more information.
4. Embed Office Documents (including Office 2007 files) and PDF's when in **edit mode**. See [Displaying Office Files in Confluence](#) for more information.
5. Embed or attach multiple images into a page or blog post when in **edit mode**. See [Inserting an Image](#) for more information.

- 6. Cancel individual file uploads.

Requirements for Confluence's Drag-and-Drop Feature

Please read the following requirements, to see if the drag-and-drop feature will work on your computer.

- Some themes do not support Confluence's drag-and-drop feature.
 - Supported themes:** Confluence Default theme, [Documentation theme](#), [Easy Reader theme](#).
 - Themes that are not supported:** Left Navigation theme, Clickr theme. You cannot drag and drop attachments into spaces that use these themes.
- The first time you try to drag and drop a file, your browser will prompt you to install [Google Gears](#) onto your PC. (See more details about the prompt [below](#).) Google Gears provides your web browser with the functionality needed to use Confluence's drag-and-drop feature. If you run into difficulty, please follow the instructions on the Google Gears site to install this application on your computer. You need Internet access to install Google Gears. See the [requirements of installing Google Gears](#). Unfortunately, at the moment there does not seem to be an offline installer available.
- Google Gears supports Firefox, Internet Explorer and Safari browsers on Windows, Mac and Linux. Please check the [Google Gears](#) website for the most up-to-date browser support details.
- If you are unable to install Google Gears and you use Firefox as your web browser, you may wish to try the [Atlassian Drag and Drop Firefox plugin](#). This plugin (which only works with Firefox) provides most of the features offered by Confluence's official drag-and-drop feature. Refer to the [Atlassian Drag and Drop Firefox plugin page](#).)



To check if Google Gears is already installed on your computer, see the [Google Gears documentation](#).



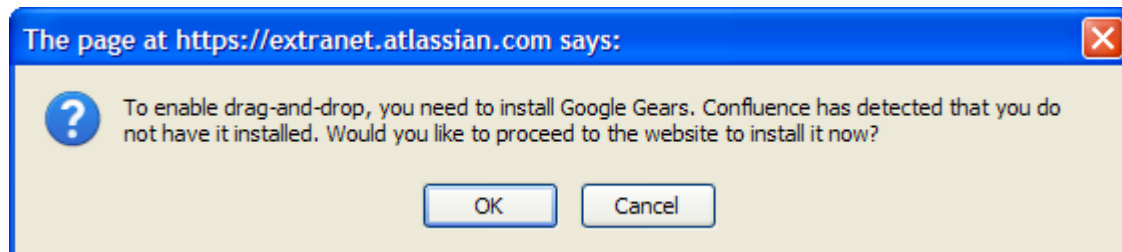
Supported Web Browsers

Please ensure that you are using one of the web browsers supported by Atlassian. If you are using an unsupported browser or browser version, some features may not work correctly. You can find the list of supported web browsers and browser versions on this page: [Supported Platforms](#).

Prompt to Install Google Gears

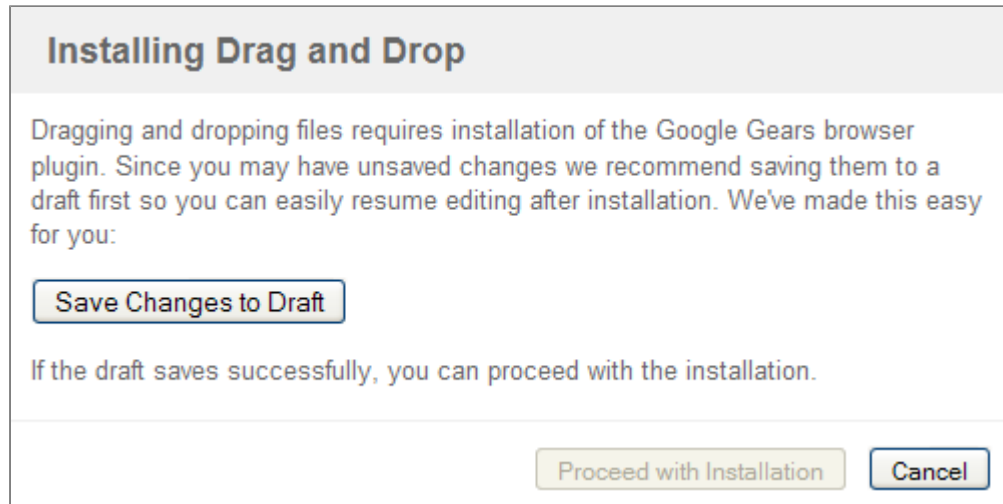
- If you have not yet installed Google Gears and you attempt to drag and drop a file into Confluence (with the exception of the rich text editor), you will be prompted with the following message:

Screenshot: Generic Confluence Prompt to Install Google Gears



Click '**OK**' to proceed with the Google Gears installation.

- If you have not yet installed Google Gears and you attempt to drag and drop a file into the rich text editor, you will be prompted with the following message:

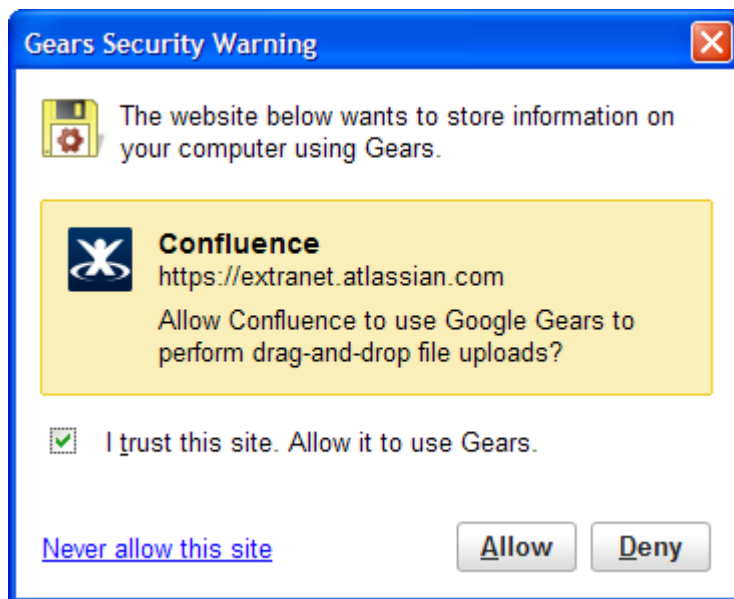
Screenshot: Confluence Prompt to Install Google Gears from the Rich Text Editor

Save any drafted content before continuing with the installation of Google Gears. The installation process will replace your current Confluence page and you will need to restart your browser after the Google Gears installation has completed.

Click **'Proceed with Installation'** to install Google Gears.

Initial Use

When adding an attachment to a page or blog post in your Confluence site for the first time in a given browser, you will be prompted to allow Google Gears to trust your Confluence site as shown in the following screenshot. If this warning message appears, select the **'I trust this site. Allow it to use Gears'** check box and click the **'Allow'** button.

Screenshot: Google Gears Security Prompt

Safari 4 may report that Google Gears is not supported. However, Atlassian has confirmed that Google Gears works with Confluence's drag-and-drop feature in Safari 4.

Disabling Drag-and-Drop

Your Confluence [system administrator](#) may wish to disable the drag-and-drop feature for a variety of reasons, one of which might be to disable the prompt to install Google Gears on their Confluence user's browsers and operating systems.

If you are a Confluence system administrator and wish to disable the drag-and-drop feature, you will need to access the [Plugin Manager](#) in your Confluence installation's 'Administration' section and disable the entire **'Confluence Drag and Drop Plugin'**. Refer to [Installing and Configuring Plugins Manually](#) for details on accessing the **Plugin Manager** and disabling entire plugins or plugin modules.

Confluence system administrators can also disable the 'drop zone' that appears on the 'Attachments' view by disabling the '**View Attachments Drop Zone**' module of this plugin. This removes the drop zone on the 'Attachments' view whilst retaining the drag-and-drop functionality.

RELATED TOPICS

[Attaching Files to a Page](#)
[Add many files to a page at once](#)
[Rich Text Editor Overview](#)
[Rich Text-Inserting an image](#)
[Rich Text-Creating and removing a link](#)

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 files

There are several ways to do this in Confluence:

- Attach files via the 'Attachments' view
- Attach files by viewing a page
- Attach files via the 'Insert Link' window

[To attach one or more file\(s\) to a page via the 'Attachments' view,](#)

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. Choose one of the following methods for attaching files to the 'Attachments' view:

- Use the 'Attachments' view's 'browse and attach' feature to attach one or more file(s):
 - a. Click the '**Browse**' button.
 - b. Browse through your files and select the file that you would like to attach to the page.
 - c. Enter a description for the attachment in the '**Comment**' text field (optional).
 - d. Click '**Attach more files**' if required. More attachment entry fields will appear, allowing you to attach more files.
 - e. Click the '**Attach**' button.

Screenshot: Adding attachments

- Use the **Drag-and-Drop** feature to attach one or more file(s):

i This feature requires [Google Gears](#) to have been installed. Refer to the [Drag-and-Drop](#) topic for more information on configuring Confluence to use the drag and drop feature.

- Drag one or more file(s) accessible from your computer and drop it onto the 'Attachments' view. The 'Attach File(s)' message box appears, indicating the upload status of the file(s) being attached to your page.

i In the 'Attach File(s)' message box, you can cancel the upload of an attachment by clicking its 'X' icon at the right hand side of this message box. This option works best with large files or slow network connections. Confluence uploads two files concurrently and after all attachments have finished uploading, the page reloads to reflect the attachment changes and the 'Attach File(s)' message box closes.

Screenshot: Attach File(s) Message Box

i It is not possible to drag and drop a folder (containing several files) onto a page.

To attach one or more file(s) to a page by viewing the page,

i This feature requires [Google Gears](#) to have been installed. Refer to the [Drag-and-Drop](#) topic for more information on configuring

Confluence to use the drag and drop feature.

1. View the page to which you want to attach your file(s).
2. Drag one or more file(s) accessible from your computer and drop it onto the page. The 'Attach File(s)' message box appears, indicating the upload status of the file(s) being attached to your page.

 In the 'Attach File(s)' message box, you can cancel the upload of an attachment by clicking its 'X' icon at the right hand side of this message box. This option works best with large files or slow network connections. Confluence uploads two files concurrently and after all attachments have finished uploading, the page reloads to reflect the attachment changes and the 'Attach File(s)' message box closes.

 It is not possible to drag and drop a folder onto a page.

To attach a file to a page using the 'Insert Link' window,

- You can also attach files via the 'Insert Link' window. See [Linking to an Attachment](#) for more information.

 The link browser does not have drag-and-drop functionality.

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](#).

 Please note, 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.

Attachment Information Icon

When a page you are viewing contains attachments, a small paperclip icon like this:  appears next to the page byline. Clicking the paperclip will take you to the 'Attachments View', where the full list of attachments is displayed.

RELATED TOPICS

[Working with Attachments](#)

[Displaying an Image](#)

[Attachment Versions](#)

Take me back to the [Confluence User's Guide](#).

Attachment Versions

When [viewing a list of attachments](#), a **new version of an existing attachment** can be added simply by uploading an attachment with the same filename on the attachment view.

Existing files will be kept with the name '**Version x**', where the value of 'x' increments with each upload of an attachment with the same filename.

Screenshot: Attachment versions

Attached Files						
Name	Size	Creator	Creation Date	Last Mod. Date ▼	Comment	
 Example PDF Document.pdf	105 kB	Fred Ferdinando	Nov 11, 2009 13:45	Nov 11, 2009 13:59	PDF Sample	Properties Remove View
▼  Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 13:59	Word Doc Sample	Properties Remove Edit View
Version 2	10 kB	Administrator	Nov 11, 2009 13:32	Nov 11, 2009 13:32		
Version 1	10 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52		
▼  Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:59	Excel Sample	Properties Remove Edit View
Version 1	8 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52		
 Example PowerPoint 2007 Document.pp...	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52		Properties Remove Edit View

Some additional notes:

- You cannot remove specific versions of an attachment — if you remove an attachment, all versions will be removed as well. (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 the [Confluence User's 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 the [Confluence User's Guide](#).

Displaying List of Attachments in a Page

Use Confluence's **Attachments Macro** to display a list of attachments that belong to the current page. It will generate a table like the image shown below.

Screenshot: List of attachments from 'Attachments' macro

Name	Size	Creator	Creation Date	Last Mod. Date ▾	Comment
 Example PDF Document.pdf	105 kB	Administrator	Nov 11, 2009 15:11	Nov 11, 2009 15:11	Properties Remove View
 Example PowerPoint 2007 Document.pp...	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 14:49	PowerPoint Sample Properties Remove Edit View
 Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 14:20	Word Doc Sample Properties Remove Edit View
 Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:59	Excel Sample Properties Remove Edit View

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)
 - [1. Filter Attachments by File Name](#)
 - [2. Include Old Attachments](#)
- [Viewing and Editing Files from the Attachments Macro](#)
- [Attachment Information Icon](#)

Usage with the Macro Browser

To insert the attachments macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the attachments macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get				
{attachments}					
	Name	Size	Creator	Creation Date	Comment
	 office1.jpg	94 kB	Vidya Madabushi	Aug 09, 2005 20:13	
	 waterfall.jpg	1.27 MB	Vidya Madabushi	Aug 09, 2005 20:13	
	 editProfile.png	33 kB	Sarah Maddox [Atlassian Technical Writer]	Oct 08, 2007 00:02	

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in **(bracketed)** text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
Filename Patterns (patterns)	all	Specify which attachments to display using filename patterns.
Include Old Attachment Versions (old)	false	Include old attachments versions in the list.
Sort By (sortBy)	date	Specify the sort order for attachments. Valid values are "date", "size" and "name".
Allow Upload (upload)	false	Adds functionality to allow the upload of new attachments.

Examples

1. Filter Attachments by File Name

```
1. {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

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

An optional true/false value determines whether to show old versions of attachments. This is set to false by default.

Viewing and Editing Files from the Attachments Macro

If an attachment is an Office or PDF file, you will see a **'View'** link as shown in the screen snippet below. Furthermore, if the attachment is an Office file, it will also have an **'Edit in Office'** link.

Screenshot: Office and PDF file page attachments with 'View' and 'Edit in Office' links

Name	Size	Creator	Creation Date	Last Mod. Date	Comment	
 Example PDF Document.pdf	105 kB	Administrator	Nov 11, 2009 15:11	Nov 11, 2009 15:11		Properties Remove View
 Example PowerPoint 2007 Document.pp...	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 14:49	PowerPoint Sample	Properties Remove Edit View
 Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 14:20	Word Doc Sample	Properties Remove Edit View
 Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:59	Excel Sample	Properties Remove Edit View

Click the **'View'** link to view the content of the Office file within Confluence.

Click the **'Edit in Office'** link to edit the content of the Office file in your Office application. You must have a compatible Office application installed to do this. Refer to [Working with the Office Connector](#) for more information.

Attachment Information Icon

When a page you are viewing contains attachments, a small paperclip icon like this:  appears next to the page byline. Clicking the paperclip will take you to the **'Attachments View'**, where the full list of attachments is displayed.

RELATED TOPICS

[Working with Attachments Overview](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Downloading 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'**, **'Save Target As'** or similar option provided by your browser. This will open up a **'save'** 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'** button at the end 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 the [Confluence User's Guide](#).

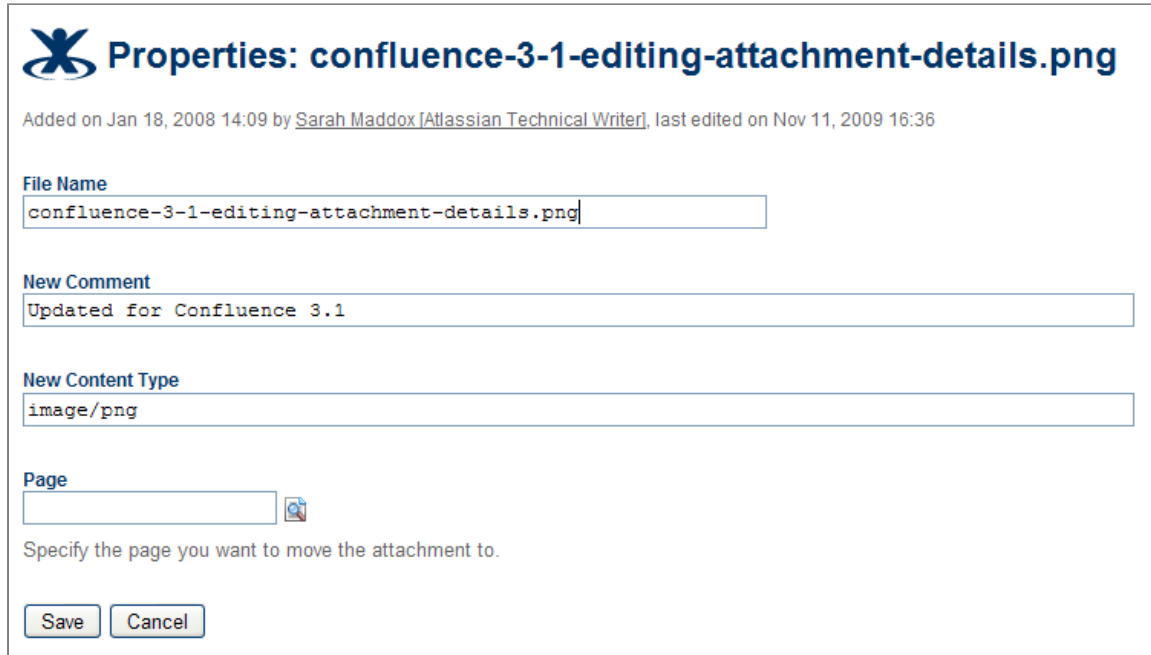
Editing Attachment Properties

To edit an attachment's properties, 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 properties 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 '**Properties**' 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.
5. Click '**OK**'.

Screenshot: Editing an Attachment's Properties



Properties: confluence-3-1-editing-attachment-details.png

Added on Jan 18, 2008 14:09 by [Sarah Maddox \[Atlassian Technical Writer\]](#), last edited on Nov 11, 2009 16:36

File Name

New Comment

New Content Type

Page
 

Specify the page you want to move the attachment to.

RELATED TOPICS

[Moving an Attachment](#)
[Viewing Attachment Details](#)
[Working with Attachments](#)

Take me back to the [Confluence User's Guide](#).

Embedding Multimedia Content

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

- Flash (.swf)
- Quicktime movies (.mov)
- Windows Media (.wma, .wmv)
- Real Media (.rm, .ram)
- MP3 files (.mp3)
- AVI files (.avi) *You may need to enable an **avi decoder** within your browser*

You can use other types of files, but you may need to specify the 'classid', 'codebase' and 'pluginspage' properties so that your web browser can recognise the file type, as described below.



For security reasons, files located on remote servers are not permitted.



Other ways to display external and internal objects

Take a look at the [Office Connector](#) for embedding Office documents and presentations onto your Confluence page. Or try the [Widget Connector](#) for displaying live content from external sites.

On this page:

- [Basic Usage](#)
- [Specifying File Type and Other Properties](#)
- [Troubleshooting](#)

Basic Usage

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

```
1. !filename.mov!
```

Specifying File Type and Other Properties

Define the properties of the embedded object using a comma-separated list of properties. For example:

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

If the file does not have a meaningful extension, specify the mime type like this:

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

To play .avi files, you need to specify the dimensions and type. For example, to play a test.avi file:

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

**Advanced styling via CSS**

By default, each embedded object is wrapped in a `div` tag. If you wish to style the `div` and its contents, override the `embeddedObject` CSS class. Specifying an ID as a property also allows you to style different embedded objects differently. CSS class names in the format `embeddedObject-ID` are used.

Troubleshooting

- 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 macro code to override the auto-detected mime-type. See above for an example.
- For security reasons, files located on remote servers are not permitted.

RELATED TOPICS

[Widget Macro](#)

[Working with the Office Connector](#)

[Working with Attachments Overview](#)

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

Embedding PowerPoint Presentations in a Page

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

On this page:

- [Option 1 - Office Connector for Confluence](#)
- [Option 2 - Gallery or Slide Show of JPEG or PNG Images](#)
- [Option 3 - Convert PowerPoint to HTML](#)

Option 1 — Office Connector for Confluence

The Office Connector provides the most straightforward way to display PowerPoint slides.

To attach and display a PowerPoint presentation in Confluence,

1. Attach the presentation to a Confluence page:
 - View the Confluence page where you want to display your presentation.
 - Open the 'Tools' menu and select 'Attachments'.
 - Browse for your PowerPoint presentation and upload it to the Confluence page. You will find detailed instructions in [Attaching Files to a Page](#).
2. Now you can display the document embedded into the Confluence page, via View File macro. The basic syntax is:

```
1. {viewfile:myPresentation.ppt}
```

Refer to the detailed instructions on the [View File macro](#).



The Office Connector is shipped with Confluence 2.10 and later. The Office Connector plugin is supported for Confluence versions 2.8.0 and later.

Option 2 — Gallery or Slide Show 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 as attachments to your Confluence page. To upload in bulk, use the [WebDAV plugin](#).
3. Use the [Gallery macro](#) or the [Slideshow plugin](#) to render the images as a slide show 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.



The Slideshow plugin is not supported by Atlassian. Please weigh up your options carefully before deciding which way to go.

Option 3 — Convert PowerPoint to HTML

You can 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 PowerPoint converter. There are at least two applications that can convert PPT to HTML:
 - [Producer for PowerPoint](#).
 - If you do not have the PowerPoint application on your machine, you can use the [Internet Assistant for Powerpoint](#) instead.
4. Download and install your chosen converter.
5. Follow the converter 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.
6. If you wish, you can test the HTML presentation now by loading the index page in your browser.
7. Place the HTML files into their own directory, named uniquely by the title of your presentation.
8. 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`.
9. 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.
10. 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

```
1. {html-include:url=http://<my-base-url>/pages/powerpoint/<my-presentation-name>/index.html}
```

11. Save the page. The index page to your slides should now appear.

RELATED TOPICS

[Working with the Office Connector](#)
[Working with Attachments Overview](#)

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

Finding an Attachment

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 '**Browse**' 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 the '**Filter**' button.
5. You can view the attachment itself or the page to which it is attached by clicking on the corresponding link.

Screenshot : Space Attachments

Name	Size	Creator	Creation Date	Last Mod. Date	Attached To
Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 13:46	Sample Page
Example PDF Document.pdf	105 kB	Fred Ferdinando	Nov 11, 2009 13:45	Nov 11, 2009 13:45	Sample Page
Example PowerPoint 2007 Document.pptx	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52	Sample Page
Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:47	Sample Page

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 the attachment's linked name to view its contents in your computer's associated application.
 - This is different from clicking an Office or PDF file's 'View' link, which opens the file for viewing in Confluence itself.

Screenshot : Page Attachments

Attached Files					
Name	Size	Creator	Creation Date	Last Mod. Date	Comment
Example PDF Document.pdf	105 kB	Fred Ferdinando	Nov 11, 2009 13:45	Nov 11, 2009 13:59	PDF Sample Properties Remove View
▼ Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 13:59	Word Doc Sample Properties Remove Edit View
Version 2	10 kB	Administrator	Nov 11, 2009 13:32	Nov 11, 2009 13:32	
Version 1	10 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52	
▼ Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:59	Excel Sample Properties Remove Edit View
Version 1	8 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52	
Example PowerPoint 2007 Document.pp...	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52	Properties Remove Edit View

**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's 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:

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

Where:

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

Linking to an Attachment on Another Page

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

Attached to another page in the same space:

```
1. [pagetitle^attachment.ext]
```

Attached to another page in another space:

```
1. [spacekey:pagetitle^attachment.ext]
```

Adding Link Aliases and Tips

Optionally, you can:

- use an alias to refer to the attachment.
- provide a link tip for the link.

Example 1:

```
1. [link alias|pagetitle^attachment.ext|link tip]
```

Example 2:

```
1. [link alias|spacekey:pagetitle^attachment.ext|link tip]
```

Linking to a Specific Version of an Attachment

The link format described above will always link to the **current version** of the attachment.

If you want to link to a particular version of an attachment you will need to use the **full URL**. For example:

What you need to type	What you will get
[Version 1 http://confluence.atlassian.com/download/attachments/139515/Linking+to+attachments.pdf?version=1]	Version 1

RELATED TOPICS

[Linking to Attachments in the Rich Text Editor](#)
[Displaying an Image](#)
[Attaching Files to a Page](#)
[Displaying List of Attachments in a Page](#)

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

Moving an Attachment

You can move an attachment from its current location to any page within the site.

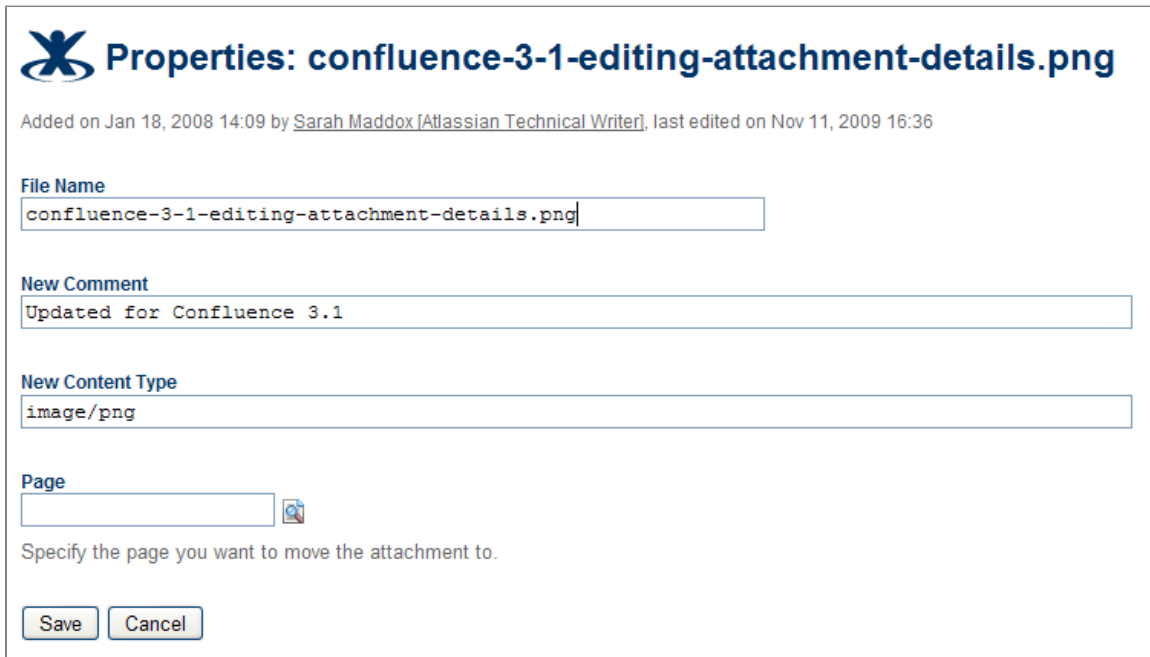
To move an attachment, you need the following permissions:

- 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 **'Properties'** link beside the attachment. This will bring up a new screen, where you can edit the properties of an attachment.
4. Select the page where you want to move the attachment by either:
 - Entering the page's title into the 'Page' field
 - Clicking the [Choose a Page](#) icon and using the 'Choose a Page' pop-up window to choose a page within the site.
5. Click **'OK'**.

Screenshot : Moving an attachment



Properties: confluence-3-1-editing-attachment-details.png

Added on Jan 18, 2008 14:09 by [Sarah Maddox \[Atlassian Technical Writer\]](#), last edited on Nov 11, 2009 16:36

File Name
confluence-3-1-editing-attachment-details.png

New Comment
Updated for Confluence 3.1

New Content Type
image/png

Page
 

Specify the page you want to move the attachment to.

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's Guide](#)

Choose a Page

The **'Choose a Page'** window allows you to locate a page in your Confluence site. The window appears when you are moving an attachment.

To choose a page,

1. Click the page picker icon  to bring up the 'Choose a Page' window. You will see the following tabs:
 - **Search:** Allows you to search for your page in all Confluence spaces.
 - **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.
2. Select the required page from the list of pages in one of the tabs.

RELATED TOPICS

[Moving an Attachment](#)

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

Viewing Attachment Details

There are two places in Confluence where you can view attachment details:

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

On this page:

- [Viewing Attachments in a Space](#)
- [Viewing Attachments on a Page](#)
- [Attachment Details](#)
- [Viewing and Editing Attached Files](#)
- [Attachment Information Icon](#)

Viewing Attachments in a Space

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 '**Browse**' 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**'.

Screenshot: Space Attachment Details



List Attachments

Pages

Blog

Labels

Attachments

Bookmarks

Mail

Advanced

Space Admin

Filter By File Extension:

Filter

1

2

3

4

5

6

Next >>

Name	Size	Creator	Creation Date	Last Mod. Date	Attached To
 Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 13:46	 Sample Page
 Example PDF Document.pdf	105 kB	Fred Ferdinando	Nov 11, 2009 13:45	Nov 11, 2009 13:45	 Sample Page
 Example PowerPoint 2007 Document.pptx	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52	 Sample Page
 Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:47	 Sample Page

Viewing Attachments on a Page

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](#).

Screenshot: Page Attachment Details

Attached Files						
Name	Size	Creator	Creation Date	Last Mod. Date ▼	Comment	
 Example PDF Document.pdf	105 kB	Fred Ferdinando	Nov 11, 2009 13:45	Nov 11, 2009 13:59	PDF Sample	Properties Remove View
▼  Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 13:59	Word Doc Sample	Properties Remove Edit View
Version 2	10 kB	Administrator	Nov 11, 2009 13:32	Nov 11, 2009 13:32		
Version 1	10 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52		
▼  Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:59	Excel Sample	Properties Remove Edit View
Version 1	8 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52		
 Example PowerPoint 2007 Document.pp...	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 11:52		Properties Remove Edit View

In the screenshot above, *Fred Ferdinando* created the first version of `Example Word 2007 Doc.docx`, *Administrator* uploaded the second version and *Fred Ferdinando* added the third (current) version.

Attachment Details

The attachment views show the following fields. (The page view shows a different subset of fields from the space view.)

- **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.
- **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 **Properties** link (in the page view) lets you edit the attachment details.
- The **Remove** link (in the page view) lets you delete the attachment.
- The **Edit** link (in the page view) only appears next to Office files and lets you edit that attachment directly from the list of attachments. See [Viewing and Editing Attached Files](#).
- The **View** link (in the page view) only appears next to Office and PDF files and lets you view that attached attachment directly from the list of attachments. See [Viewing and Editing Attached Files](#).

Viewing and Editing Attached Files

If an attachment is an Office or PDF file, you will see a **'View'** link as shown in the screen snippet below. Furthermore, if the attachment is an Office file, it will also have an **'Edit in Office'** link.

Screenshot: Office and PDF file page attachments with 'View' and 'Edit in Office' links

Name	Size	Creator	Creation Date	Last Mod. Date ▼	Comment	
 Example PDF Document.pdf	105 kB	Administrator	Nov 11, 2009 15:11	Nov 11, 2009 15:11		Properties Remove View
 Example PowerPoint 2007 Document.pp...	35 kB	Fred Ferdinando	Nov 11, 2009 11:52	Nov 11, 2009 14:49	PowerPoint Sample	Properties Remove Edit View
 Example Word 2007 Document.docx	10 kB	Fred Ferdinando	Nov 11, 2009 13:46	Nov 11, 2009 14:20	Word Doc Sample	Properties Remove Edit View
 Example Excel 2007 Document.xlsx	8 kB	Fred Ferdinando	Nov 11, 2009 13:47	Nov 11, 2009 13:59	Excel Sample	Properties Remove Edit View

Click the **'View'** link to view the content of the Office file within Confluence.

Click the **'Edit in Office'** link to edit the content of the Office file in your Office application. You must have a [compatible Office application](#) installed to do this. Refer to [Working with the Office Connector](#) for more information.

Attachment Information Icon

When a page you are viewing contains attachments, a small paperclip icon like this:  appears next to the page byline. Clicking the paperclip will take you to the **'Attachments View'**, where the full list of attachments is displayed.

RELATED TOPICS

[Working with Attachments](#)
[Displaying List of Attachments in a Page](#)
[Finding an Attachment](#)
[Editing Attachment Properties](#)
[Deleting an Attachment](#)
[Browsing a space](#)

Take me back to the [Confluence User's Guide](#).

User Profile Overview

Each Confluence user has a User Profile area, through which numerous account management features can be accessed.

On this page:

- [Finding your User Profile](#)
- [Profile](#)
- [Network](#)
- [Status Updates](#)
- [Labels](#)
- [Watches](#)
- [Drafts](#)
- [Settings](#)

Finding your User Profile

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

- Log in to Confluence, if you have not already done so.
- 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 '**Profile**' from the dropdown list. The '**Profile**' view will open.

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

Screenshot: User profile

Giles Gaskell

Profile Network Status Updates Labels Watches Drafts Settings

Profile

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

“ Touching up Community-based features. ”
yesterday at 1:53 PM | [Clear](#)

About Me [Edit](#)

I'm a Technical Writer at Atlassian. I started working at Atlassian back in December 2008 and focus mainly on documenting new features for Confluence. In my spare time, I enjoy participating in traditional Indonesian 'gamelan' orchestra groups. This is one of my favourite instruments - the 'reong':

Personal [Edit](#)

Full Name: Giles Gaskell
Email: ggaskell@atlassian.com
Phone: +555 5555
IM: gg@chat.example.com
Website: <http://www.atlassian.com>
Company:

Position: Technical Writer
Department: Development
Location: Sydney

Activity

[Giles Gaskell](#)
profile updated less than a minute ago

[reong.png](#)
attached 19 minutes ago

“ Touching up Community-based features. ”
yesterday at 1:53 PM

[Drafts for Confluence 3.0 forum announcements - including Advanced Warnings](#)
updated May 25

[AODC conference happened and was good](#)
commented May 25



The '**Administer User**' link is visible to Confluence administrators only. The administrator can click this link to go directly to the user management screen in the Administration Console.

Profile

- View and [edit your personal details](#), such as your name and email address details and optionally, your photograph and other personal information.
- Upload a [profile picture](#) (optional).
- Change your [password](#).

Network

- View the recent activity of users that you are following via the [Network view](#).

- Follow other users from this view.

Status Updates

- View your history of [status updates](#).

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](#).

Settings

- Edit your [General Settings](#) (homepage, language and timezone).
- Subscribe to [email notifications](#) and modify other email notification preferences.
- View and revoke your [OAuth access tokens](#).

RELATED TOPICS

[Tracking Updates Overview](#)
[Setting up your Personal Space](#)

Take me back to the [Confluence User's Guide](#).

Changing Password

To change your Confluence password,

1. Go to the '**Profile**' view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. On your '**Profile**' tab, click the '**Password**' link in the left-hand column.
3. Enter your current password and your new password in the form displayed.
4. Click '**Submit**' 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 the [Confluence User's Guide](#).

Editing User Settings

You can customise Confluence by choosing your Confluence settings and preferences:

- General preferences such as home page, language and time zone, as described [below](#).
- Editor settings, as described [below](#).
- Email settings for subscriptions to Email Reports. Please refer to [Subscribing to Daily Email Reports](#).
- OAuth access tokens that you have granted from your Confluence user account. Please refer to [Viewing and Revoking OAuth Access Tokens](#).

Setting your General User Preferences

To edit your general user settings,

1. Go to the **'Settings'** view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 **'Settings'** from the dropdown list. The **'Settings'** view will open.
2. Click the **'Edit'** button.
3. Choose your General Settings in the form that is displayed:
 - **Site Homepage** — choose the page that you would like to see whenever you log into Confluence.
 - **Language** — choose your language.
 - **Time zone** — choose your time zone.
4. Click the **'Submit'** button.

Screenshot : Editing your User Profile Settings

Joseph Webb Bloggs

Profile Network Status Updates Labels Watches Drafts **Settings**

Your Settings

General
Email

Gadgets

View OAuth Access Tokens

Settings

Site Homepage: Site Default (Dashboard) ▼

Language: Site Default (English) ▼

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

Submit Cancel

Setting your Editor Preferences

You can set some options that determine the way the Confluence editor works. Note that these settings affect only you. Other people using Confluence can enable or disable the settings on their user profiles independently.

[To change your editor preferences,](#)

1. Go to the **'Settings'** view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 **'Settings'** from the dropdown list. The **'Settings'** view will open.
2. Click **'Editor'** under **'Your Settings'** in the left-hand panel.
3. Click the **'Edit'** button.
4. Update the following settings to suit your preferences:
 - **'Disable Autocomplete'** – Put a tick in this check box if you want to prevent the autocomplete from starting automatically when you press one of the trigger characters. See [Using Autocomplete in the Rich Text Editor](#).
5. Click the **'Submit'** button.

Screenshot: User Settings for the Editor

RELATED TOPICS

[Editing User Profile](#)
[Uploading a Profile Picture](#)
[Setting up your Personal Space](#)
[Managing Watches](#)
[Email Address Privacy](#)
[Using Autocomplete in the Rich Text Editor](#)

Take me back to the [Confluence User's 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,

- Go to the '**Profile**' view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 '**Profile**' from the dropdown list. The '**Profile**' view will open.
- On your **Profile** view, click '**Edit**' in the **Personal** details section.
- Enter details about yourself in the form 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 to send you mail notifications.
 - Phone** - enter your phone number.
 - IM** - enter your Instant Messenger (IM) details.
 - To suit a variety of IM applications, this option accepts any 'string' value. For example, you can enter IM details in the form of an email address, such as 'name@chat.example-company.com' or a user ID, like '123456789'.
 - Website** - enter your website's URL.
 - Position** - enter the title of your position within your organisation.
 - Department** - enter the name of your department within your organisation.
 - Location** - enter the name of your location. This could be anything from a town or city to a region or country.
 - 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.
- Click '**Save**' to record your changes.

Screenshot: Edit profile



Fred Ferdinando

[Profile](#)
[Network](#)
[Labels](#)
[Watches](#)
[Drafts](#)
[Settings](#)

Personal

Full Name:

Email:

Phone:

IM:

Website:

About Me:

Company

Position:

Department:

Location:



Handy Hint

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

RELATED TOPICS

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

Take me back to the [Confluence User's Guide](#).

Viewing Status Updates

A Confluence user's **Status Updates** view shows a history of updates they have made to their User Status message. This includes their current [User Status](#) and any previous Status Update messages, which they have retained.

Any user's *current* User Status message is shown on their:

1. [Profile view](#)
2. [Profile Sidebar](#)
3. [Hover Profile pop-ups](#)

A user can [clear](#) their current User Status message at any time and when they do, it will be removed from these three areas.

On this page:

- [Accessing Your Status Updates View](#)
- [Clearing Your Current Status](#)
- [Deleting a Status Update](#)

Accessing Your Status Updates View

To access your [Status Updates view](#),

- Go to the '**Status Updates**' view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 '**Status Updates**' from the dropdown list. The '**Status Updates**' view will open.

Screenshot: Status Updates view



Clearing Your Current Status

You can clear your current User Status message either via your Status Updates view or your User Profile view.

To clear your current User Status message via your [Status Updates view](#),

1. Go to the '**Status Updates**' view for your user profile. Refer to [Accessing Your Status Updates view](#) (above) for this procedure.
2. Click '**Clear**' in the top message. Your User Profile view will be displayed and the current User Status message cleared.

To clear your current User Status message via your [Profile view](#),

1. Go to the **'Profile'** view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 **'Profile'** from the dropdown list. The **'Profile'** view will open.
2. Click **'Clear'** in your current User Status message at the top of the page. Your User Profile view will be refreshed and the current User Status message cleared.



Clearing a message is not the same as deleting it. If you clear a message, it is still shown in your Status Updates view until it is deleted.

Deleting a Status Update

To delete your current or a previous User Status message,

1. Go to the **'Status Updates'** view for your user profile. Refer to [Accessing Your Status Updates view](#) (above) for this procedure.
2. Click **'Delete'** next to the appropriate User Status message. Your Status Updates view will be refreshed and the message you deleted removed from the list.

RELATED TOPICS

[User Profile Overview](#)
[User Status Overview](#)
[User Status List Macro](#)

Take me back to the [Confluence User's Guide](#).

Email Address Privacy

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.

For more information on setting these options, which are configured via the **Administration Console**, refer to [User Email Visibility](#).

RELATED TOPICS

[Editing User Profile](#)
[Viewing User Profile](#)
[User Email Visibility](#)

Take me back to the [Confluence User's 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. Go to the **'Profile'** view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 **'Profile'** from the dropdown list. The **'Profile'** view will open.
2. While on the **'Profile'** tab, click **'Edit'** in the **Personal** details section.
3. In the **Email** field, specify your new email address which will be used when sending you mail notifications.
4. Click **'Save'** to save your changes.

RELATED TOPICS

[Changing Password](#)
[Editing User Profile](#)

Take me back to the [Confluence User's Guide](#).

Uploading a Profile Picture

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

You may upload your own profile picture, or use one of the images provided by Confluence. If you upload your own profile picture, you will have an opportunity to crop the picture in-line.



Please note that the final image will always be limited to 48x48 pixels.

To upload a profile picture,

1. Go to the '**Profile**' view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 '**Profile**' from the dropdown list. The '**Profile**' view will open.
2. On your '**Profile**' view, click the '**Picture**' link in the left-hand column.
3. Either:
 - a. Click the '**Browse**' button to locate your picture file, then click the '**Upload**' button to upload it from your computer or file server.
 - b. Alternatively, you can select one of the default icons provided.
4. Click the '**Set Profile Picture**' button.



If the picture is much larger than 48x48 pixels, the '**Edit My Profile Picture**' screen appears.

[Screenshot: Uploading a Profile Picture](#)



Fred Ferdinando

[Profile](#)
[Network](#)
[Labels](#)
[Watches](#)
[Drafts](#)
[Settings](#)

Profile

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

Your profile picture is used as the icon for your personal space, and to represent you in Confluence. You can upload your own profile picture, or you can choose from one of our standard icons.

Upload a Profile Picture: Upload your own profile picture. Profile pictures will be resized to 48 x 48 pixels.

Choose a Profile Picture:



To edit your profile picture,

 This screen is automatically loaded when your uploaded profile picture is larger than 48x48 pixels.

1. Click and drag the centre of the superimposed square to select the centre of the new image.
2. Click the corners of the square to re-size the area for your new image.
3. Click the **'Save'** button.
4. The image from your selected area will be cropped, re-sized to 48x48 pixels and saved.

Screenshot: Resizing a Profile Picture


Fred Ferdinando

[Profile](#)
[Network](#)
[Labels](#)
[Watches](#)
[Drafts](#)
[Settings](#)

Profile

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

Select the area you want to use as your profile picture.




Save

Save

RELATED TOPICS

[Deleting a Profile Picture](#)
[Editing User Profile](#)
[Setting up your Personal Space](#)

Take me back to the [Confluence User's Guide](#).

Deleting a Profile Picture

You can delete the profile picture images that you have uploaded to Confluence.

To delete a profile picture,

- Go to the **'Profile'** view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 **'Profile'** from the dropdown list. The **'Profile'** view will open.
- While on the **'Profile'** tab, click the **'Picture'** link in the left-hand column.
- Locate the picture file you wish to delete, select it, then click the **'Delete'** button to remove it from the Confluence server.

 Note that you can only delete images that you have uploaded to Confluence. The standard icons cannot be deleted.
- You will be prompted to confirm the action, with the following message:
 "Do you really want to delete this profile picture? This action can not be un-done."
 Click **'Delete'**.
- The picture is permanently removed from the server.

Screenshot: Deleting a Profile Picture



Fred Ferdinando

[Profile](#)
[Network](#)
[Labels](#)
[Watches](#)
[Drafts](#)
[Settings](#)

Profile

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

Your profile picture is used as the icon for your personal space, and to represent you in Confluence. You can upload your own profile picture, or you can choose from one of our standard icons.

Upload a Profile Picture: Upload your own profile picture. Profile pictures will be resized to 48 x 48 pixels.

Choose a Profile Picture:























Screenshot: Confirmation for Deleting a Profile Picture



Do you really want to delete this profile picture? This action can not be un-done.

RELATED TOPICS

[Uploading a Profile Picture](#)
[Editing User Profile](#)
[Setting up your Personal Space](#)

Take me back to the [Confluence User's Guide](#).

Viewing User Profile

A Confluence User's **Profile** view shows details about that person and lists their recent activity. If you are viewing your own Profile view, you can also update your [profile picture](#) and [login password](#). If you are viewing another user's Profile view, you can add them to your [Network](#) of users you are following and if they have set up a Personal Space, you can add this to your list of Favourites.

To access your User Profile view,

- Go to the **'Profile'** view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 **'Profile'** from the dropdown list. The **'Profile'** view will open.

Screenshot: User Profile View

The screenshot shows the Confluence user profile for Giles Gaskell. The profile is displayed in a tabbed interface with tabs for Profile, Network, Status Updates, Labels, Watches, Drafts, and Settings. The 'Profile' tab is active, showing a left-hand column with links for Details, Picture, and Password. The main content area includes a quote about 'Touching up Community-based features.' from yesterday at 1:53 PM, an 'About Me' section where Giles describes his role as a Technical Writer at Atlassian and his interest in Indonesian 'gamelan' orchestras, and a 'Personal' section with fields for Full Name, Email, Phone, IM, Website, Company, Position, Department, and Location. Below the 'About Me' section is a photo of a gamelan instrument. The 'Activity' section at the bottom shows recent updates, including a profile update, a photo upload of 'reong.png', and comments on forum announcements and a conference.

Updating your Profile

You can update the following aspects of your Profile from this view:

- **Information about yourself** - to modify these details, see [Editing User Profile](#).
- **Your Profile picture** - to change your Profile picture or upload a new one, see [Uploading a Profile Picture](#).
- **Your login password** - to change your login password, see [Changing Password](#).

You can switch between your Profile, Profile picture update and login password update views by clicking the **'Details'**, **'Picture'** and **'Password'** links in the left-hand column, respectively.

RELATED TOPICS

[Editing User Profile](#)
[Managing Watches](#)

Take me back to the [Confluence User's Guide](#).

Viewing and Revoking OAuth Access Tokens

This page describes the purpose of OAuth access tokens which have been issued on behalf of your Confluence user account and provides instructions on how to revoke them.

On this page:

- [OAuth Access Tokens](#)
- [Viewing your OAuth Access Tokens](#)
 - [OAuth Access Token Details](#)
- [Revoking your OAuth Access Tokens](#)

OAuth Access Tokens

OAuth access tokens allow you to use a Confluence gadget on an external web application or website (also known as the 'consumer') and grant this gadget access to Confluence data which is restricted or privy to your Confluence user account.

OAuth access tokens will only appear in your user profile if the following conditions have been met:

1. Your Confluence Administrator has established an OAuth relationship between your Confluence site and the consumer. Confluence Administrators should refer to [Configuring OAuth](#) for more information about establishing these OAuth relationships.
2. You have accessed a Confluence gadget on the consumer and have conducted the following tasks:
 - a. Logged in to your Confluence user account via the gadget and then,
 - b. Clicked the 'Approve Access' button to allow the gadget access to data that is privy to your Confluence user account.

 Confluence will then send the consumer an OAuth 'access token', which is specific to this gadget. You can view the details of this access token from your Confluence site's user account.

An OAuth access token acts as a type of 'key'. As long as the consumer is in possession of this access token, the Confluence gadget on the consumer will be able to access Confluence data that is both publicly available and privy to your Confluence user account. As a Confluence user, you can revoke this access token at any time. Furthermore, all access tokens expire after seven days. Once the access token is revoked or has expired, the Confluence gadget will only have access to publicly available Confluence data.

Viewing your OAuth Access Tokens

To view all of your Confluence user account's OAuth access tokens,

1. Go to the '**Settings**' view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 '**Settings**' from the dropdown list. The '**Settings**' view will open.
 2. Click the '**View OAuth Access Tokens**' link. A view similar to [screenshot below](#) is displayed. Refer to [OAuth Access Token Details](#) below for information on interpreting this table.
-  If no access tokens have been set, then 'None specified' is shown.

Screenshot: Viewing your OAuth Access Tokens


OAuth Access Tokens

[Profile](#)
[Network](#)
[Status Updates](#)
[Labels](#)
[Watches](#)
[Drafts](#)
[Settings](#)

Your Settings

- General
- Email

Gadgets

- View OAuth Access Tokens

OAuth Access Tokens

You have allowed the following gadgets/applications to access Confluence data using your account:

Consumer	Consumer Description	Issued on	Expires on	Actions
Confluence QuickNav	Atlassian JIRA at http://blowfly:8080	Dec 02, 2009	Dec 09, 2009	Revoke OAuth Access Token
Activity Stream	Atlassian JIRA at http://blowfly:8080	Dec 02, 2009	Dec 09, 2009	Revoke OAuth Access Token

OAuth Access Token Details

Your list of OAuth access tokens is presented in a tabular format, with each access token presented in separate rows and each property of these tokens presented in a separate columns:

Column Name	Description

Consumer	The name of the Confluence gadget that was added on the consumer.
Consumer Description	A description of this consumer application. This information would have been obtained from the consumer's own OAuth settings when an OAuth relationship was established between Confluence and that consumer.  If the consumer is another Atlassian application, this information is obtained from the Consumer Info tab's 'Description' field of the OAuth Administration settings. The application's administrator can customise this Consumer Info detail.
Issued On	The date on which the OAuth access token was issued to the consumer by Confluence. This would have occurred immediately after you approved this gadget access to your Confluence data (privity to your Confluence user account).
Expires On	The date when the OAuth access token expires. This is seven days after the 'Issued On' date. When this date is reached, the access token will be automatically removed from this list.
Actions	The functionality for revoking the access token .

Revoking your OAuth Access Tokens

To revoke one of your OAuth access tokens,

1. View your Confluence user account's OAuth access tokens ([described above](#)).
2. Locate the Confluence gadget whose OAuth access token you wish to revoke and click the '**Revoke OAuth Access Token**' link next to it.
The gadget's access token is revoked and the Confluence gadget on the consumer will only have access to publicly available Confluence data.

Confluence Glossary

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 the following main 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 the following main 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's Guide](#)

Working with Blog Posts Overview

Each space in Confluence can publish its own blog posts. Blog posts may be announcements, journal entries, status reports or any other timely information you would categorise as 'blogs' pertaining to a space.

Blog posts for a space are contained in the **'Blog'** tab under the [Browse Space](#) view of a space. Confluence catalogues the blog posts chronologically and allows you to browse blog posts for the space by navigating a calendar.

Creating and editing a blog post is just as easy as creating and editing any other page in Confluence.

What would you like to do?

View blog posts
Add blog posts
Edit blog posts
Link to blog posts
Delete blog posts

RELATED TOPICS

[Subscribing to RSS Feeds within Confluence](#)
[Tracking Updates Overview](#)
[Blog Posts Macro](#)

Take me back to the [Confluence User's 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'**  [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](#)

New News

Rich Text

Wiki Markup

Preview

Save

Cancel

Labels: [EDIT](#)

Posting Day: [EDIT](#)

Tuesday, August 21, 2007

Save

Cancel

RELATED TOPICS

[Creating a New Page](#)
[Working with Blog Posts Overview](#)
[Editing News](#)
[Linking to News](#)
[Delete News](#)

Take me back to [Confluence User's 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

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 Blog Posts Overview](#)
[Adding News](#)
[Deleting News](#)
[Blog Posts Macro](#)

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

Linking to News

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,

 You need to know the title of the news item as well as the date on which it was created.

1. Convert the date into the format: year/month/day.
2. You can now create a link to the news item, like this:

What you need to type	What you will get
<code>[/2007/06/25/Sample News]</code>	Sample News

Where:

'/2007/06/25' is the date the news item was published.
'Sample News' is the title of the news item.

Examples of Use

You have three options:

1. Directly providing the URL (absolute path)

```
[http://confluence.atlassian.com/display/DOC/2007/06/25/Sample+News]
```

<http://confluence.atlassian.com/display/DOC/2007/06/25/Sample+News>

2. Including the alias as well

```
[my blog|http://confluence.atlassian.com/display/DOC/2007/06/25/Sample+News]
```

my blog

3. Using the relative path (on the same server)

Note: You must provide the entire path to the news item.

```
[my blog|DOC:2007/06/25/Sample News]
```

my blog

You can also link to a whole day's news items, just by leaving out the news item's title at the end of the link.

```
[my blog|DOC:2007/06/25]
```

my blog



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,



You need to know the key of the space.

What you need to type	What you will get
[news http://myConfluenceURL/pages/viewrecentblogposts.action?key=ABC]	news

Where:

'myConfluenceURL' is the URL address of your Confluence system, e.g. 'confluence.mycompany.com'.

'ABC' is the key of the relevant space..



Try the Blog Posts macro for an in-page display of news items

If you'd rather show a dynamic list of news items on your page, instead of a link to the news items, try the [Blog Posts macro](#)

RELATED TOPICS

[Working with Blog Posts Overview](#)

[Working with Links Overview](#)

[Blog Posts Macro](#)

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

Viewing Blog Posts

To view the blog posts 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 '**Blog**' tab. This will display the latest blog posts in the space along with the date of each item and the name of its author.

Use the Calendar to help you find other blog posts in the space. Days which have blog posts are underlined to indicate that they link to a view of all the blog posts posted on that day.

When you are viewing a single blog post, you'll see links below the calendar to the next and previous blog posts.

[Screenshot: Viewing Blog Posts](#)

 2004/11/21

Octagon blog post

Last changed: Nov 21, 2004 08:26 by Anonymous

A blog is really a piece of news, or a journal, published by a specific author.

Here is a blog with a guest appearance of the word 'octagon'. By searching for 'octagon' in the top right hand menu or by a [pre-configured search](#), blogs can be related to other pieces of content.

In Confluence, blogs are attached to spaces, not pages. Any user, if permitted by Confluence, may write blogs which other members can notice.

Confluence will even publish blogs to the internet, for anyone to read - this feature may be enabled or disabled for each user.

Read [more about Confluence and RSS here](#).

Posted at 21 Nov @ 8:16 PM by  Anonymous |  [0 comments](#)

←

SEPTEMBER

→

2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

RELATED TOPICS

[Blog Posts Macro](#)
[Adding News](#)
[Linking to News](#)
[Browsing a space](#)

Take me back to the [Confluence User's Guide](#).

Working with Links Overview

Confluence tries to encourage linking by making it as simple as possible. You can link to content anywhere within Confluence or on another web site. Confluence also gives you the flexibility to do some pretty complicated things with links.


Wiki Markup or Rich Text Editor

This page tells you about using Wiki Markup to add links. Note that you can use the [Rich Text Editor](#) instead.

You can create links to and from the following locations:

- 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 email message](#).

If you are using the Wiki Markup editor, links in Confluence are denoted by square brackets. Whenever you place text between square brackets (like this: [your text goes here]), 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 a 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

[Adding and Removing Links in the Rich Text Editor](#)
[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's Guide](#)

Linking to Pages Within the Same Space

This page tells you how to add a link to a Confluence page from within another Confluence page, using the [Wiki Markup editor](#). Note that you can use the [Rich Text editor](#) instead.

Linking to a Confluence Page

In Wiki Markup, links are denoted by square brackets. Whenever you place text between square brackets, Confluence recognises it as a link.



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

What you need to type	What you will get
[Confluence User Guide]	Confluence User's Guide
[User Guide Home Confluence User Guide]	User Guide Home

In the above examples, '[Confluence User Guide](#)' is the name of the page you want to link to.

Using an Undefined Link to Create a Page

In Confluence, you can add a link which points to a page that you intend to create later. You might also use such a link to prompt other Confluence users to create pages. This type of link is called an [undefined link](#).

To add an undefined link for later creation of a page,

1. Add a link, specifying the name of a page which does not exist. See example below.
2. Save the page which contains the undefined link. Confluence indicates undefined links by colouring them red.
3. When you (or another user) click on the link, the 'Add Page' screen appears.
4. You can then follow the steps outlined [above](#) to enter the page name, add content and save the page.

Here is an example of an undefined link:

What you need to type	What you will get
[Link to new page]	[Link to new page]



You can also create a link to any Confluence page by clicking '[Insert Link](#)' when you are editing a page. A popup screen allows you to select pages from anywhere within Confluence. Selecting a page creates a link to that page.

RELATED TOPICS

[Linking to Pages in Another Space](#)
[Linking to Web Pages](#)
[Working with Links](#)
[Including the contents of a page](#)
[Including an excerpt from a page](#)

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

Linking to Pages in Another Space

This page tells you how to add a link to a Confluence page using the [Wiki Markup editor](#). Note that you can also use the [Rich Text editor](#) instead.

In Wiki Markup, links are always denoted by square brackets. Whenever you place text between square brackets, Confluence recognizes it as a link.



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

To link to a page in a different space

What you need to type	What you will get
[DS: Brief Overview of Confluence]	Brief Overview of Confluence
[Here's an overview DS: Brief Overview of Confluence]	Here's an overview

where:

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

To link to the homepage of another space

What you need to type	What you will get
[DS:]	Demonstration Space
[demo home page DS:]	demo home page

where:

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



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



Handy Hint

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

RELATED TOPICS

[Linking to Pages Within the Same Space](#)

[Linking to Web Pages](#)

[Working with Links](#)

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

Linking to Web Pages

This page tells you how to add a link to a web page from within a Confluence page, using the [Wiki Markup editor](#). Note that you can use the [Rich Text editor](#) instead.

In Wiki Markup, links are always 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 URL: Inside the square brackets, insert the required text followed by a vertical bar and then the URL. The second example shows this.

To link to a web page outside Confluence,

What you need to type	What you will get
[http://www.atlassian.com/software/confluence]	http://www.atlassian.com/software/confluence
[go to Atlassian http://www.atlassian.com/software/confluence]	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

[Adding and Removing Links in the Rich Text Editor](#)

[Linking to Pages Within the Same Space](#)

[Linking to Pages in Another Space](#)

[Working with Links Overview](#)

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

Linking an Image

This page tells you how to link an image to another page or URL, using the [Wiki Markup editor](#). When the user clicks the image, they will jump to the linked page. You can also read the full instructions on [attaching a file to a page](#) and [displaying an image on a page](#).

To link an image to another page, you will embed the [image markup](#) inside the [linking markup](#).

To add a link from an image on a page,

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

What you need to type	What you will get
<code>![dochome.gif][Confluence Documentation Home]</code>	 Confluence Documentation Home

To add a link from an image attached to another page,

The syntax below will display the image called '**fish.gif**', which is attached to the page called '**Displaying an image**'. The syntax will also link the displayed image to the home page of the '**DOC**' space. So when a user clicks the image, they will go to the linked page.

What you need to type	What you will get
<code>![Displaying an Image^fish.gif][DOC:]</code>	

 The colon in the example is used to specify the space key ('DOC'). The page name then defaults to the home page for the space.

RELATED TOPICS

[Working with Links Overview](#)
[Displaying an Image](#)
[Displaying a Thumbnail Image](#)

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's Guide](#)

Linking to Personal Spaces and User Profiles

This page tells you how to add a link to a user's personal space or user profile from within another Confluence page, using the [Wiki Markup editor](#).

You can link to a user's personal space (or user profile) easily if you know their username.

To link to a user's personal space,

What you need to type	What you will get
<code>[~username]</code>	username

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

RELATED TOPICS

[User Profile Overview](#)
[Setting up your Personal Space](#)
[Working with Links](#)

Take me back to [Confluence User's 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 'permlink'), 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's Guide](#)

Changing the Title of a Link

This page tells you how to change the text that is displayed as a link, using the [Wiki Markup editor](#). Sometimes you may need to change the default text for a link if the text is not particularly informative or attractive, and especially if you are including the links in the middle of your own text.

To change the title of a link,

What you need to type	What you will get
[the current release notes Sample Release Notes]	the current release notes

Where:

'the current release notes' is your new label.

'Sample Release Notes' is the name of the page you want to link to.

Example: Changing the title of a news item

What you need to type	What you will get
[an article on the subject /2007/06/25/Sample News]	an article on the subject

Where:

'an article on the subject' is how you want to refer to the news item

'/2005/08/26/' is the date the news item was published.

'Sample News' is the actual title of the news item

Example: Combining inter-space links and labelled links

What you need to type	What you will get
[User Guide for a previous version of Confluence CONF27:Confluence 2.7 User Guide]	User Guide for a previous version of Confluence

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's Guide](#)

Sample Release Notes

Start of release notes content

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

End of release notes content

Using a Link to Create a New Email Message

This page tells you how to insert the HTML 'mailto' tag inside a Confluence link, using the [Wiki Markup editor](#).

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

Examples

What you need to type	What you will get
[mailto:jsmith@non.existent.corp.com]	jsmith@non.existent.corp.com
[Sales]mailto:jsmith@non.existent.corp.com]	Sales

RELATED TOPICS

[Working with Links Overview](#)
[Linking to Mail](#)

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

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 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**



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

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's Guide](#)

Working with Anchors

The **Anchor Macro** allows you to link to specific parts of a page. Anchor links can be especially useful when navigating between sections of a long document or when you want to link to a segment of a page and not to the page as a whole.

Anchors are invisible to the reader when the page is rendered.

Anchors are made up of two parts:

- The link
- The content to which you are linking.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)

Usage with the Macro Browser

To insert the anchor macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the anchor macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

The following code creates an anchor called "here", but you can substitute this with whatever name you like.

```
1. {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.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
Anchor Name (anchor)	None; name must be supplied	This is the name of the anchor that you will link to.

Examples

In the next example, there are two anchors in this page called "top" and "bottom", which you can link to like so:

1. [#top]
2. [#bottom]

These links come out like this: [top](#) [bottom](#).

More examples follow.

Linking to an anchor in the same page

1. [#anchername]

Linking to an anchor in another page

```
1. [nameofpage#anchorname]
```

Linking to an anchor in a page in another space

```
1. [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:

```
1. [#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 the [Confluence User's 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](#). For more information about activating CamelCase Links, see [Enabling CamelCase Linking](#) in the [Confluence Administrator's Guide](#).

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

What you need to type	What you will get
CamelCasePage	CamelCasePage

where:

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

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

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

What you need to type	What you will get
NonExistentPage	[NonExistentPage]

where:

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

To ensure a CamelCase word does not become a link

(Confluence 2.1.3 or later)

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

What you need to type	What you will get

{nolink:SomeWord}	SomeWord
{nl:SomeWord}	SomeWord

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

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

RELATED TOPICS

[Working with links](#)
[Enabling CamelCase Linking](#)
[Nolink and nl Macros](#)

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

CamelCasePage

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](#).

Working with the Office Connector

The Office Connector is bundled with Confluence 2.10 and later. It allows you to:

- Use Microsoft Office or OpenOffice to edit a Confluence page.
- Import an Office document into Confluence, converting its content to wiki format.
- Attach an Office document to a Confluence page and display its content in Confluence, without converting the content.
- Edit the attached document in the Office application, directly from the Confluence page.



Please be aware that source code is currently not available for the Confluence Office Connector.

Table of Contents

- [Office Connector Prerequisites](#)
- [Installing the Firefox Add-On for the Office Connector](#)
- [Editing a Confluence Page in an Office Application](#)
- [Importing an Office Document into Confluence](#)
- [Displaying Office Files in Confluence](#)
- [Editing an Office Document from Confluence](#)
- [Editing an Office Presentation from Confluence](#)
- [Editing an Office Spreadsheet from Confluence](#)

RELATED TOPICS

[View File Macro](#)
[Edit in Word Link Macro](#)

[Configuring the Office Connector](#) in the *Confluence Administration Guide*

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

Office Connector Prerequisites

The page describes the software and setup you need to use the [Office Connector](#).



Your [System Administrator](#) can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to [Configuring the Office Connector](#) in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- [Overall Prerequisites](#)
- [Prerequisites for Viewing Office and PDF Files in Confluence](#)
- [Prerequisites for Importing Office Documents into Confluence](#)
- [Prerequisites for Editing Office Files Directly From Confluence](#)

Overall Prerequisites

- Ensure that Java 5 (JDK 1.5) or higher is installed on your Confluence server.

- The **WebDAV plugin** must be enabled, because the Office Connector uses WebDAV to transfer information to and from Office documents. Note that the WebDAV plugin is bundled with Confluence, and can be enabled or disabled by the [System Administrator](#). If necessary, refer to the instructions on [enabling plugins](#) and [configuring the WebDAV options](#).
- Ensure that your Confluence server's **base URL** is set correctly. (Check it by going to the 'General Configuration' screen in the Confluence Administration Console, as described in [Configuring the Server Base URL](#).) When a user edits a wiki page in Word and then uploads the page back to the Confluence server, the base URL determines where the document will be saved. If the base URL is incorrect, the documents may be saved to a different Confluence server.

Prerequisites for Viewing Office and PDF Files in Confluence

If you want to make use of the [View File macro](#) or to [view Office files](#) attached to a wiki page, you need the setup described below.

Browsers and Flash Player

You can use any browser to view an Office file on a wiki page or attachment view, provided that you have installed [Adobe Flash Player](#) version 9 or later. You do not need to have an Office desktop application installed on your computer, in order to view Office files in Confluence.

File Types

To be displayed in Confluence, the file needs to be a valid Microsoft Office 97-2007-compatible or PDF file, of the following types:

- .doc and .docx
- .xls and .xlsx
- .ppt and .pptx
- .pdf

Prerequisites for Importing Office Documents into Confluence

- Document import can import Microsoft Word documents of the file types .doc and .docx. These must be valid Word 97-2007 format documents.

Prerequisites for Editing Office Files Directly From Confluence

The Office Connector allows you to edit:

- Office files embedded in a wiki page or from the page's attachments view
- The contents of a wiki page in a compatible Office word processor application.

To make use of these editing capabilities, you will need the setup described below.

Browsers

- If you are using Firefox, you will need to install a Firefox add-on. Firefox will prompt you to do this, the first time the add-on is required. You will find instructions in [Installing the Firefox Add-On for the Office Connector](#).

Office File Editors

To edit Office files, you will need to have Microsoft Office, [OpenOffice](#) or [NeoOffice](#) installed. (See the configuration matrix below.)

- If you are using Firefox, you can choose which of the above editors you want to use. The Firefox add-on allows you to configure this option for each file type. See [Installing the Firefox Add-On for the Office Connector](#).
- If you are using Internet Explorer, you will need Microsoft Office. You cannot edit Office files in OpenOffice when using Internet Explorer.

Configuration Matrix

You need one of the following software combinations to edit Office files from your wiki page:

Operating System	Office Version	Browser
• Windows Vista, or • Windows XP with Service Pack 2 or 3	• OpenOffice 2.x – 3.x, or • Microsoft Office XP, 2003 or 2007	• Internet Explorer 6.x – 8.x, or • Firefox 2.x – 3.5
• Mac OS X	• NeoOffice	• Firefox 2.x – 3.5

Linux	OpenOffice 2.x – 3.x The only known supported Office editor for Linux is OpenOffice. But in theory it should work with any WebDAV-aware application.	Firefox 2.x – 3.5

RELATED TOPICS**Working with the Office Connector**

- [Office Connector Prerequisites](#)
- [Installing the Firefox Add-On for the Office Connector](#)
- [Editing a Confluence Page in an Office Application](#)
- [Importing an Office Document into Confluence](#)
- [Displaying Office Files in Confluence](#)
- [Editing an Office Document from Confluence](#)
- [Editing an Office Presentation from Confluence](#)
- [Editing an Office Spreadsheet from Confluence](#)

Configuring the Office Connector in the *Confluence Administration Guide*

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

Installing the Firefox Add-On for the Office Connector

If you are using Firefox as your browser, you will need to install an add-on into Firefox (the Firefox **WebDAV Launcher**) in order to use some features of the Office Connector. You will be prompted to install the add-on the first time you try to use a function which requires it.

For an overview of all Office Connector features, please refer to [Working with the Office Connector](#).

**Supported Web Browsers**

Please ensure that you are using one of the web browsers supported by Atlassian. If you are using an unsupported browser or browser version, some features may not work correctly. You can find the list of supported web browsers and browser versions on this page: [Supported Platforms](#).

On this page:

- [Installing the Firefox Add-On](#)
- [Configuring the Add-On](#)
 - [Configuring the Add-On in Windows](#)
 - [Configuring the Add-On in Mac OS X](#)
 - [Configuring the Add-On in Linux](#)
- [Security Risks](#)

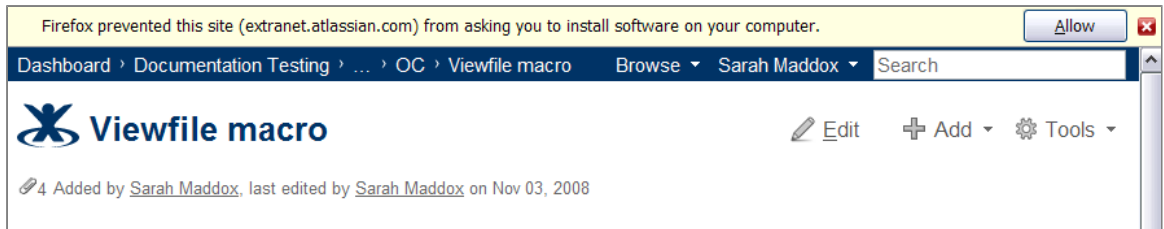
Installing the Firefox Add-On

You will be prompted to install the add-on the first time you try to use a function which requires it. The add-on is required for editing a wiki page in Office, or for editing an Office document which is displayed on a wiki page.

- When you choose an option which requires the Firefox add-on, you will see a popup window like this one:

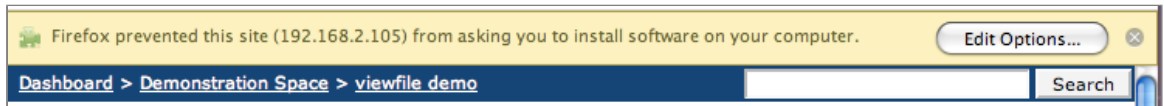


- Click 'OK'. Some browsers may now ask you to confirm the download with a message bar across the top of the page, beneath the browser's address bar.
 - You may see a message like the yellow bar shown here:

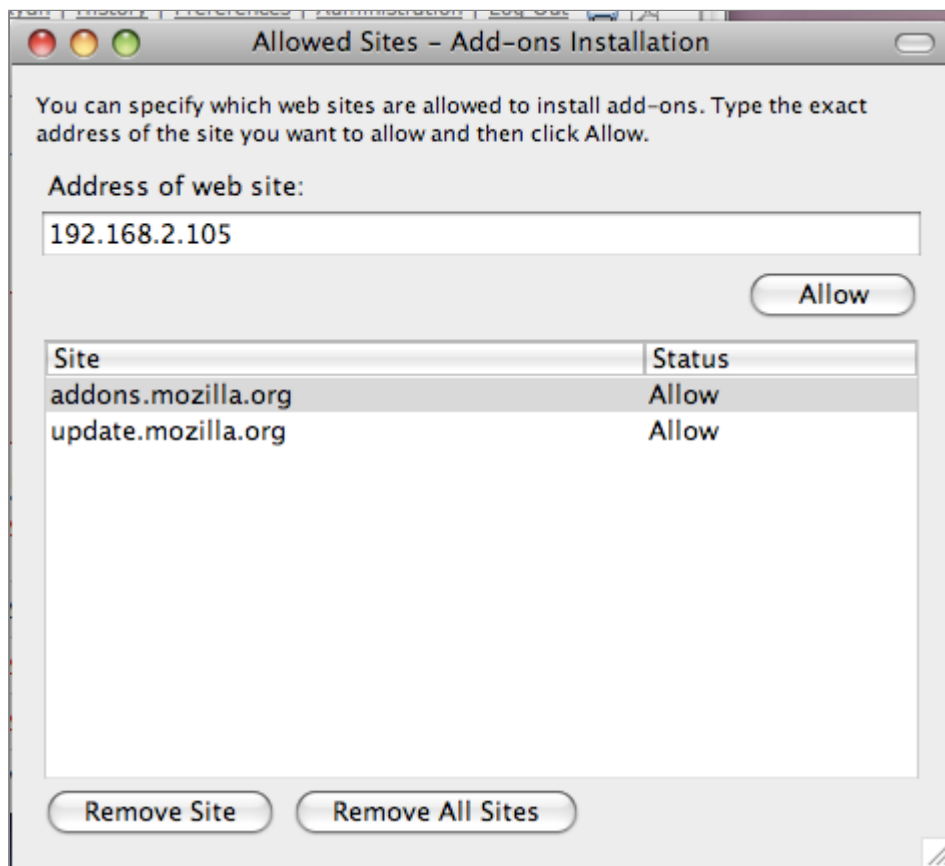


Click 'Allow'.

- Or you may see a similar message with an 'Edit Options' button like this:

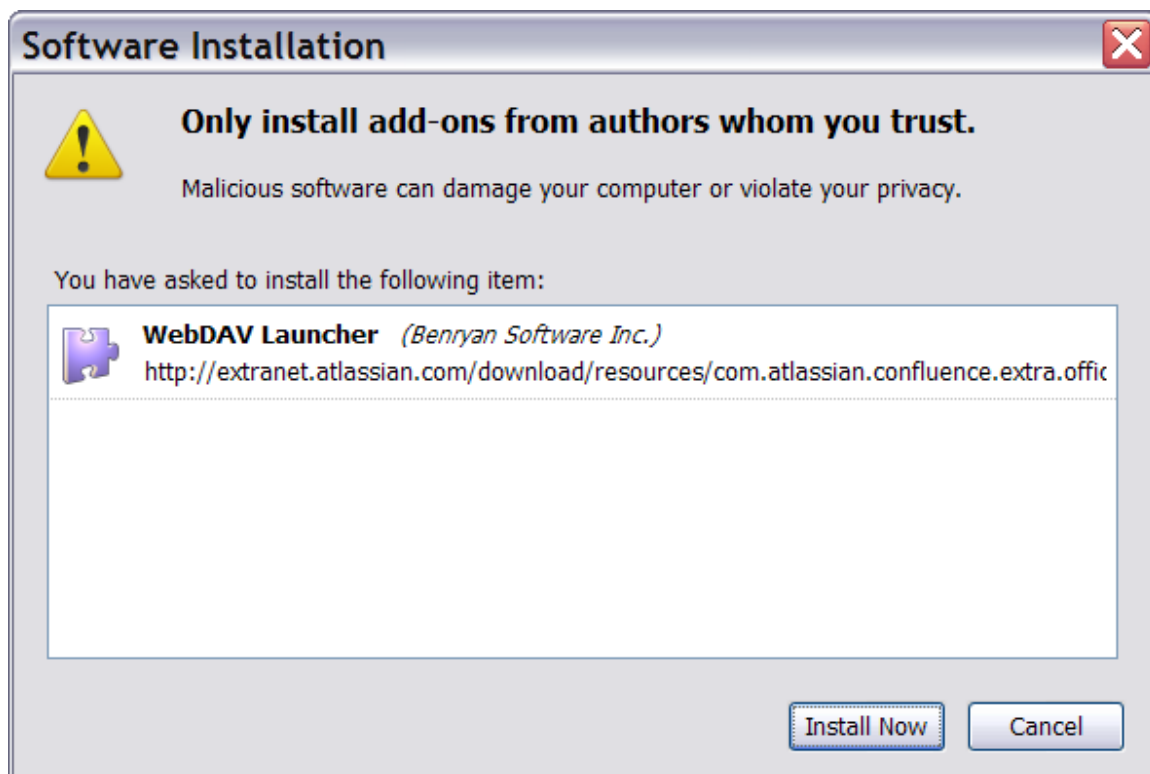


- If you see the above message, click 'Edit Options'. You will then see an 'Allowed Sites' window like this one:

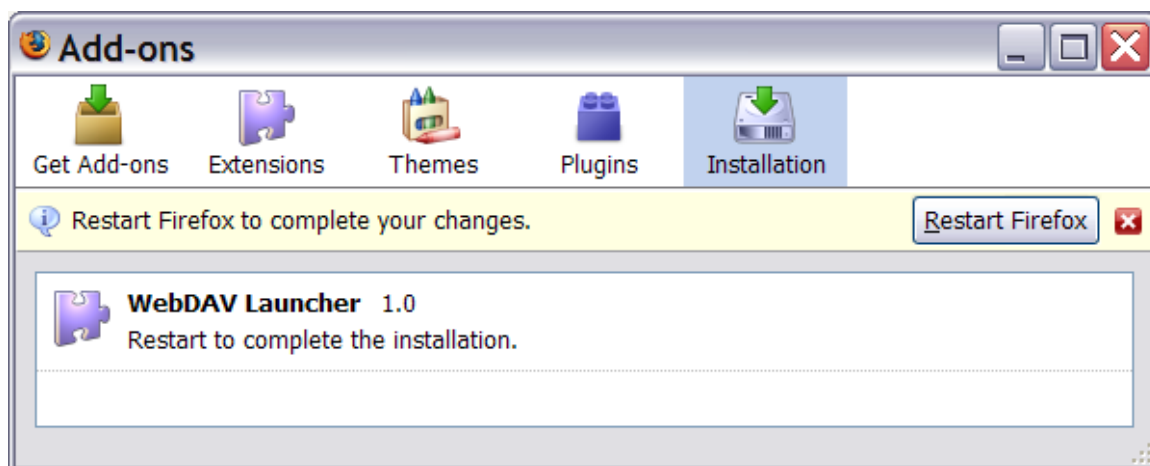


This window lets you tell Firefox that your Confluence server is allowed to install add-ons into Firefox. The '**Address of web site**' box should already contain the address of your Confluence server.

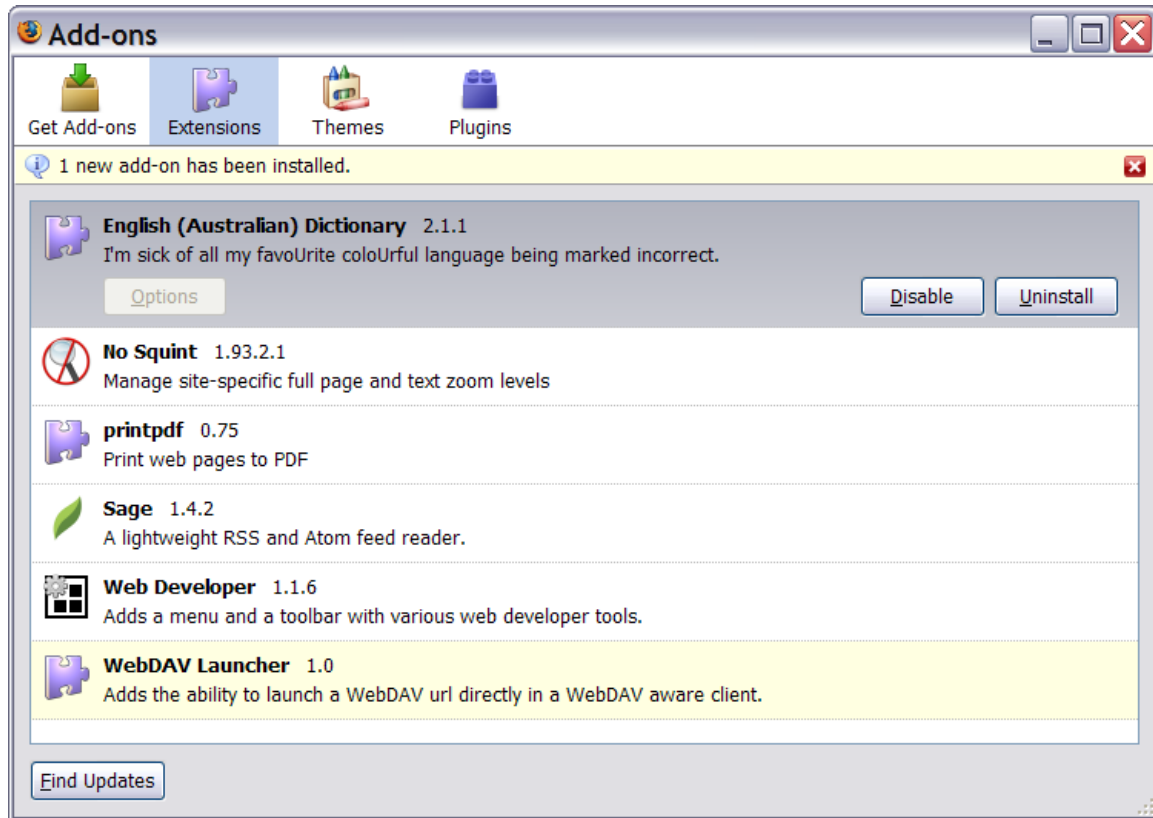
- Click the '**Allow**' button to add your Confluence server to the list.
 - Go back to your Confluence page and try to edit your Office document again, e.g. by clicking '**Edit in Word**' again. Now you will see the option to install the add-on.
3. A 'Software Installation' window will appear, asking you to confirm the installation. The window will look something like the one below, but the URL will be the address of your own Confluence server:



4. Click 'Install Now'. The installation will happen and a window will pop up asking you to restart Firefox:



5. Make sure you have saved all your Confluence pages and any other work in your browser, then restart Firefox.
6. If Firefox asks you to confirm the restart, confirm it.
7. Firefox will close all the browser windows and will then start up again. You will see a window confirming that a new add-on has been installed, like this:



Configuring the Add-On

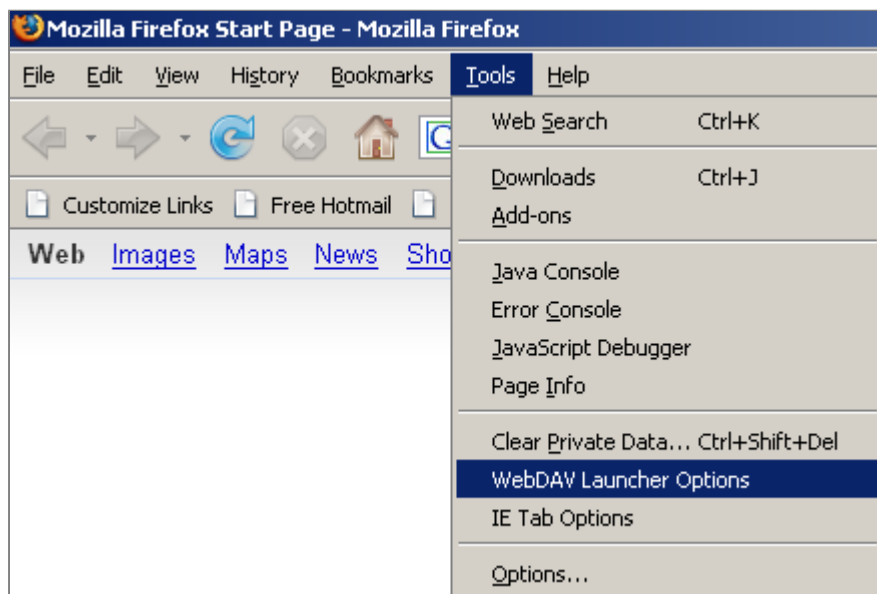
After you have installed the add-on into Firefox, you will need to configure it. Basically, you will associate a desktop application (editor) with each relevant file type. This tells the Office Connector which application to launch when it encounters a link to an editable file. The configuration is slightly different for each operating system, as described below.

Configuring the Add-On in Windows

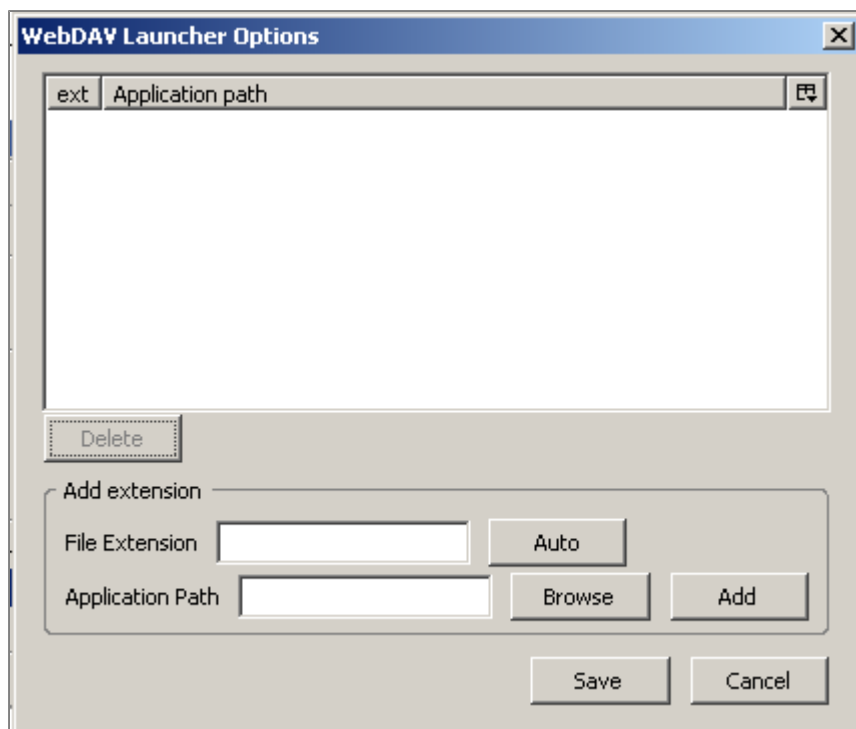
The add-on can will automatically configure itself on Windows via the system registry. The first time you edit a new file type, the add-on will look up the default editor for that file type and make that the permanent setting.

If you want to override the registry settings, or if for some reason the automatic configuration is not working, you can configure the Firefox add-on manually.

1. In Firefox, go to the 'Tools' menu and select 'WebDAV Launcher Options', as shown in this screenshot:



2. A 'WebDAV Launcher Options' window will appear, allowing you to associate a specific file type (file extension) with a desktop application (editor). The window looks like this one:

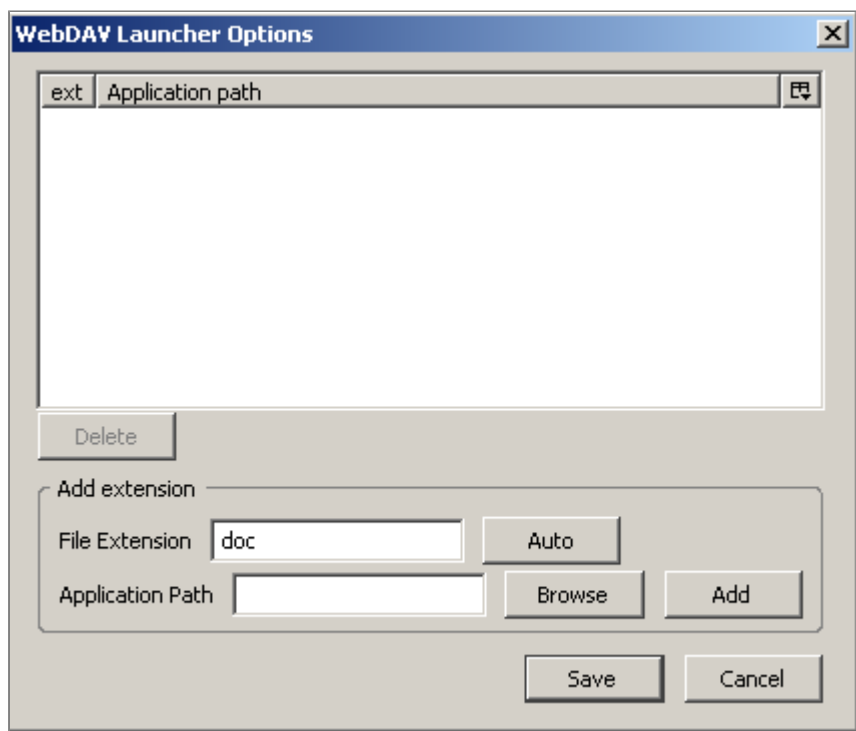


3. In the **'File Extension'** box, enter the extension for a particular file type. For example, you may want to associate the 'doc' file extension with Microsoft Word 2003 or earlier. To do this, you would type 'doc' in the File Extension text box.

❗ If you use or have recently upgraded to Office 2007

In addition to the original Office 2003 file extensions (that is, 'doc', 'ppt' and 'xls'), you *should additionally* configure the WebDAV launcher to handle the new Office 2007-specific file extensions for Microsoft Word ('docx'), Microsoft Excel ('xlsx') and PowerPoint ('pptx').

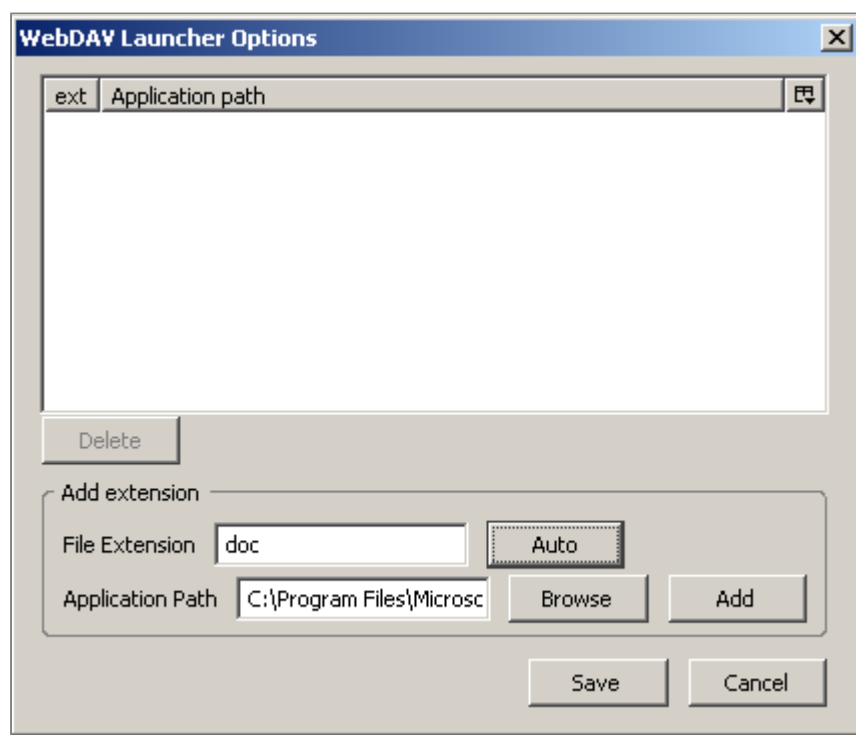
Screenshot: Configuring the WebDAV Launcher - adding the 'doc' file extension.



4. Enter the **'Application Path'** — Use one of the following methods to specify the associated application for editing the given file type:
 - Click the **'Auto'** button to load the associated application from the Windows registry.

- Alternatively, you can click the **'Browse'** button to find the application on your computer.
- Or you can manually type in the path to the application's executable file.

Screenshot: Configuring the WebDAV Launcher - adding the 'Application Path' for the 'doc' file extension.

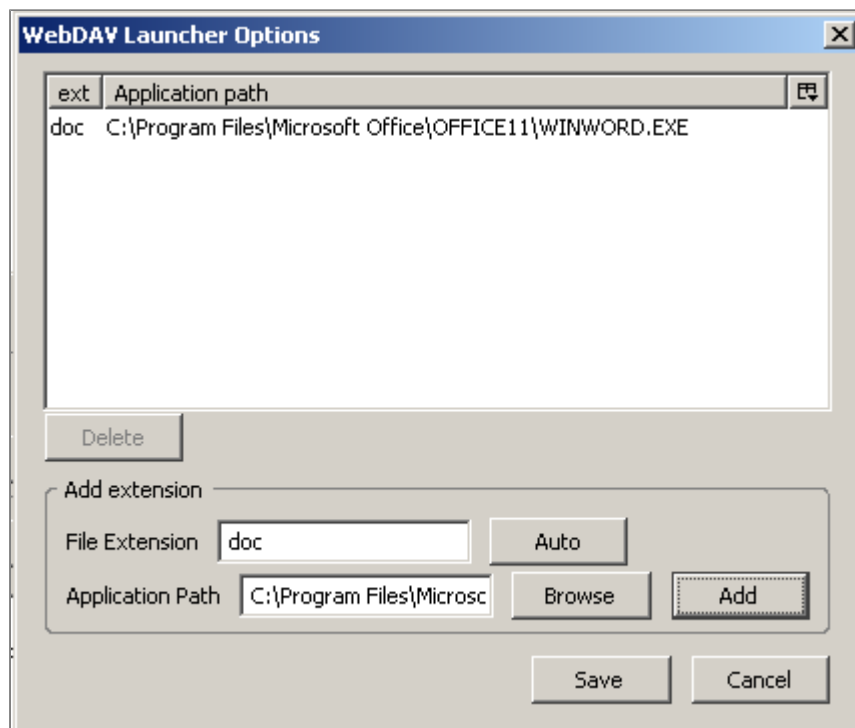


i If you use or have recently upgraded to Office 2007

Follow the instructions in this step to add the path to the relevant Office 2007 application for the Office 2007 file extension you configured [above](#). For example, if you had a typical default installation of Office 2007, you would add the application path 'C:\Program Files\Microsoft Office\Office12\WINWORD.EXE' to the 'docx' extension.

5. Click the **'Add'** button. The file extension association will be added to the list. For example, in the picture below you can see that the 'doc' extension has been associated with 'C:\Program Files\Microsoft Office\OFFICE11\WINWORD.EXE'. This is the path to the Microsoft Word 2003 executable on a specific Windows machine.

Screenshot: Configuring the WebDAV Launcher - configuration of the 'doc' file extension complete.



Configuring the Add-On in Mac OS X

The only supported Office editor for Mac OS X is [NeoOffice](#). (See [Office Connector Prerequisites](#).)

The add-on will try to configure itself automatically by looking under `/Applications/NeoOffice`, which is the default installation location for NeoOffice.

If the automatic configuration does not work, you will need to associate your NeoOffice executable with each file type.

The configuration procedure is similar to Windows, as shown above. Note that there is no 'Auto' button in Mac OS X.

Configuring the Add-On in Linux

The only known supported Office editor for Linux is [OpenOffice](#). (See [Office Connector Prerequisites](#).)

There is no automatic configuration on Linux. You will need to associate each file type with your Office editor in Firefox. Note that there is no 'Auto' button in Linux.

The configuration procedure is similar to Windows, as shown above.

For both Ubuntu and OpenSUSE, the configuration will look something like this:

File Extension	Application Path
doc and docx	/usr/bin/owriter
ppt and pptx	/usr/bin/ooimpress
xls and xlsx	/usr/bin/oocalc

Security Risks



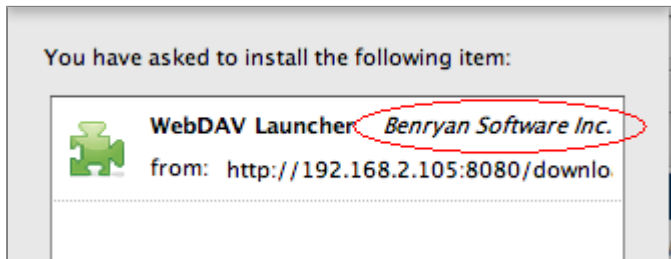
Please be aware that there are security risks in installing this add-on to Firefox. Internet Explorer is exposed to the same risks, because it can directly open Office documents. By installing the add-in into Firefox, you are exposing Firefox to the same risks.

Summary of the risks:

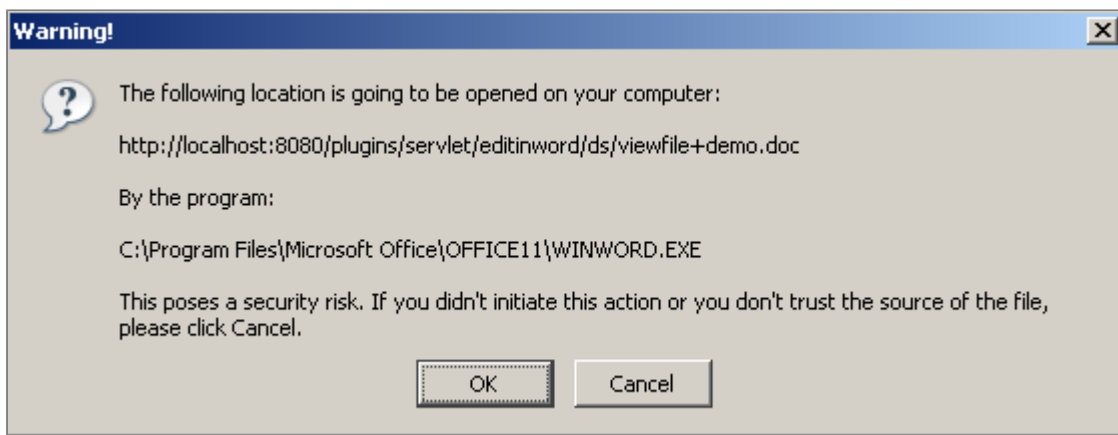
- Office documents can contain macro viruses. Before opening an Office document, make sure that you trust the source of the document.
- There are known flaws in the Office file formats and Microsoft Office that an attacker can exploit to gain control of your machine. Microsoft has fixed the known exploits in the latest Service Packs for all Microsoft Office versions. But new exploitations may arise at any time. Again, be sure that you trust the source of a document before opening it.

The add-on tries to reduce the risk by supporting the following:

- **Same origin policy** — The add-on can only open documents from the same host that initiated the action.
- **Digital signature** — The add-on is digitally signed. When you install the add-on please verify that it is signed by *Benryan Software Inc.*



- **Prompt the user for confirmation** — You will always be warned before a file is opened. **Please read these warnings carefully before opening a file.** The warning tells you the complete URL of the file as well as the complete application path of the application opening the file.



RELATED TOPICS

Working with the Office Connector

- [Office Connector Prerequisites](#)
- [Installing the Firefox Add-On for the Office Connector](#)
- [Editing a Confluence Page in an Office Application](#)
- [Importing an Office Document into Confluence](#)
- [Displaying Office Files in Confluence](#)
- [Editing an Office Document from Confluence](#)
- [Editing an Office Presentation from Confluence](#)
- [Editing an Office Spreadsheet from Confluence](#)

[Configuring the Office Connector in the Confluence Administration Guide](#)

Take me back to the [Confluence User's Guide](#).

Editing a Confluence Page in an Office Application

The Office Connector in Confluence allows you to edit a wiki page in Microsoft Word or in another Office application. This allows you to open the Confluence page in the Office editor of your choice and use the Office editor's rich editing functionality to update the wiki page. You can then save the page directly back to Confluence.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to [Working with the Office Connector](#).



The 'Edit in Word' option is disabled by default. Your [System Administrator](#) can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to [Configuring the Office Connector](#) in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- [Prerequisites](#)
- [Editing a Confluence Page in an Office Application](#)
- [Troubleshooting](#)

Prerequisites

The Office Connector allows you to edit:

- Office files embedded in a wiki page or from the page's attachments view
- The contents of a wiki page in a compatible Office word processor application.

To make use of these editing capabilities, you will need the setup described below.

Browsers

- If you are using Firefox, you will need to install a Firefox add-on. Firefox will prompt you to do this, the first time the add-on is required. You will find instructions in [Installing the Firefox Add-On for the Office Connector](#).

Office File Editors

To edit Office files, you will need to have Microsoft Office, [OpenOffice](#) or [NeoOffice](#) installed. (See the configuration matrix below.)

- If you are using Firefox, you can choose which of the above editors you want to use. The Firefox add-on allows you to configure this option for each file type. See [Installing the Firefox Add-On for the Office Connector](#).
- If you are using Internet Explorer, you will need Microsoft Office. You cannot edit Office files in OpenOffice when using Internet Explorer.

Configuration Matrix

You need one of the following software combinations to edit Office files from your wiki page:

Operating System	Office Version	Browser
• Windows Vista, or • Windows XP with Service Pack 2 or 3	• OpenOffice 2.x – 3.x, or • Microsoft Office XP, 2003 or 2007	• Internet Explorer 6.x – 8.x, or • Firefox 2.x – 3.5
• Mac OS X	• NeoOffice	• Firefox 2.x – 3.5
• Linux	• OpenOffice 2.x – 3.x The only known supported Office editor for Linux is OpenOffice. But in theory it should work with any WebDAV-aware application.	• Firefox 2.x – 3.5

Editing a Confluence Page in an Office Application

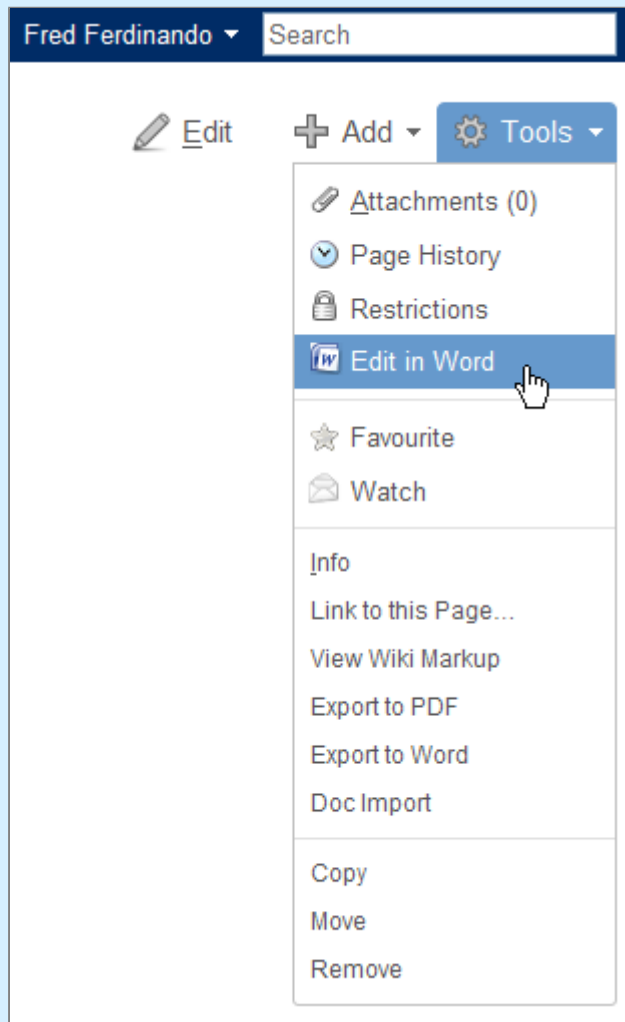
To edit a Confluence page in your Office editor,

1. View the Confluence page that you want to edit.

2. Open the 'Tools' menu and select 'Edit in Word'.

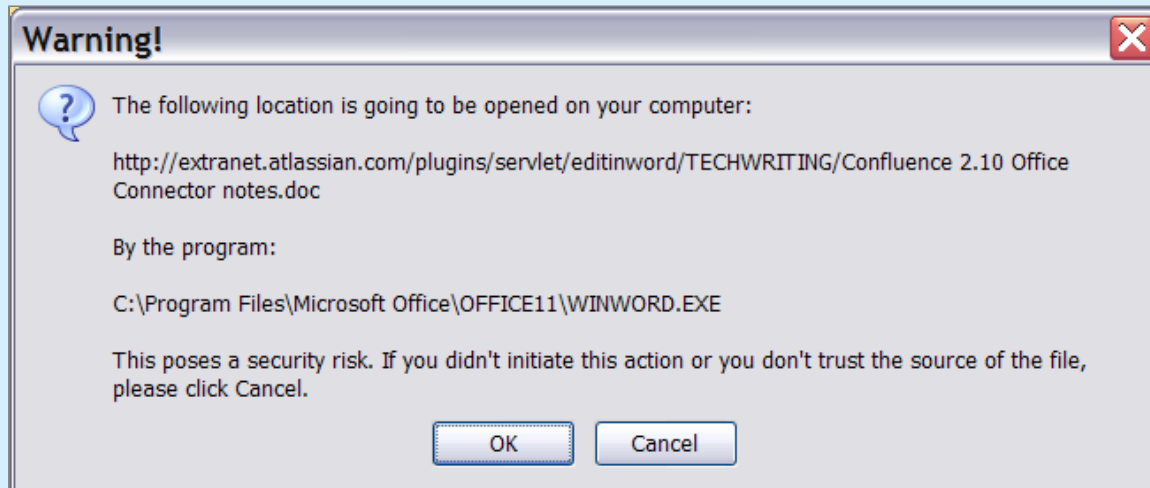
 The 'Edit in Word' option can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. By default, the 'Edit in Word' option appears in the 'Tools' menu, as described above. Other possible locations are described in [Configuring the Office Connector](#) in the *Confluence Administration Guide*.

Screenshot: 'Edit in Word' option in the 'Tools' menu

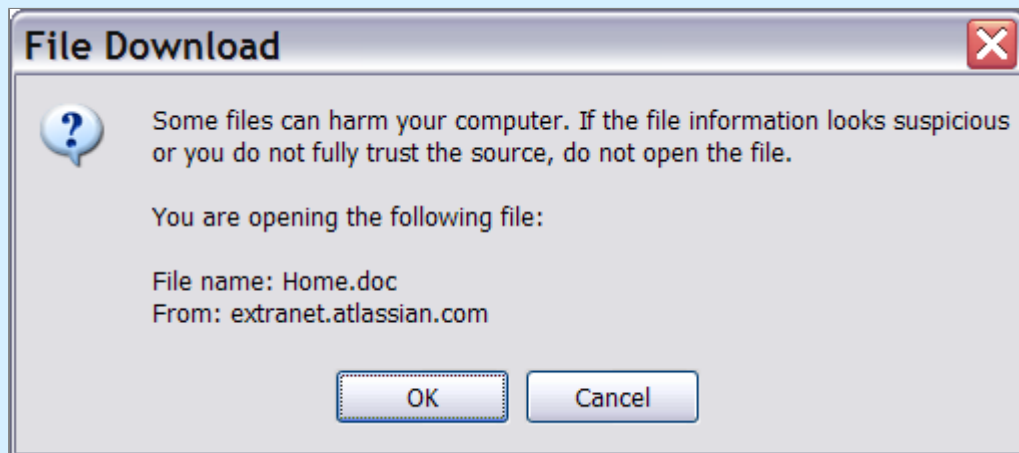


3. A window will pop up, asking you to confirm that you want to open this document.

Screenshot: Confirmation window in Firefox



Screenshot: Confirmation window in Internet Explorer



4. Click 'OK'. Your Office application will open, containing the content of the Confluence page as rich text.
5. Make the necessary changes, then save the document. The content will be saved back into Confluence.
6. All you need to do is save the document, via the 'Save' button or Ctrl-S or whatever. You do not need to do a 'Save As' and navigate back to the WebDAV repository. Your Office application knows where the document came from and does the work of saving back to the WebDAV file system.
6. Reload the Confluence page to see that your changes have been applied.

Troubleshooting

Problems? Please refer to our guide to the [Office Connector limitations and known issues](#).

RELATED TOPICS

[Edit in Word Link Macro](#)

[Working with the Office Connector](#)

- [Office Connector Prerequisites](#)
- [Installing the Firefox Add-On for the Office Connector](#)
- [Editing a Confluence Page in an Office Application](#)
- [Importing an Office Document into Confluence](#)
- [Displaying Office Files in Confluence](#)
- [Editing an Office Document from Confluence](#)
- [Editing an Office Presentation from Confluence](#)
- [Editing an Office Spreadsheet from Confluence](#)

[Configuring the Office Connector in the Confluence Administration Guide](#)

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

Importing an Office Document into Confluence

The Office Connector in Confluence allows you to import an Office document into Confluence, so that the document's content is copied onto one or more Confluence pages.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to [Working with the Office Connector](#).

 Your [System Administrator](#) can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to [Configuring the Office Connector](#) in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- [Prerequisites for the Document Import Feature](#)
- [Importing an Office Document into Confluence](#)
 - [Importing an Office Document onto a Single Wiki Page](#)
 - [Splitting an Office Document into Multiple Wiki Pages](#)
 - [Creating a New Wiki Page on Import](#)

Prerequisites for the Document Import Feature

- Document import can import Microsoft Word documents of the file types `.doc` and `.docx`. These must be valid Word 97-2007 format documents.

Above are the prerequisites for the Office Connector's Document Import feature. For a full list of Office Connector prerequisites and limitations, please refer to:

- [Office Connector Prerequisites](#)
- [Office Connector Limitations and Known Issues](#)

Importing an Office Document into Confluence

The simplest way to import an Office document is to import the entire content of the document into a single wiki page. By default, the content of the document will replace any existing content on the wiki page.

More advanced options allow you to import the content into a new page, to split a single document into more than one wiki page, and to resolve conflicts in the titles of your pages.

These options are described below.

Importing an Office Document onto a Single Wiki Page

The simplest way to import an Office document is to import the entire content of the document into a single wiki page.

This method will replace any existing content on the wiki page.

To import an Office document onto a single wiki page,

1. Create a page in Confluence (see [Creating a New Page](#)) or go to an existing page whose content you want replaced.
2. Open the **'Tools'** menu and select **'Doc Import'**. The Office Connector import screen will appear.
3. Click the **'Browse'** button and find the Office document on your local drive or network.
4. Click the **'Open'** or **'Upload'** button provided by your browser. The path and file name of the document will now appear in the text box on the Office Connector import screen.
5. Click the **'Import'** button on the Office Connector import screen.
6. When the upload has finished, the content of the Office document will have been transformed into Confluence page content. You can now view and edit this page in the normal way, using the Confluence Rich Text Editor or Wiki Markup. There is no connection between the original Office document and this wiki page.

Screenshot: Empty page ready for import



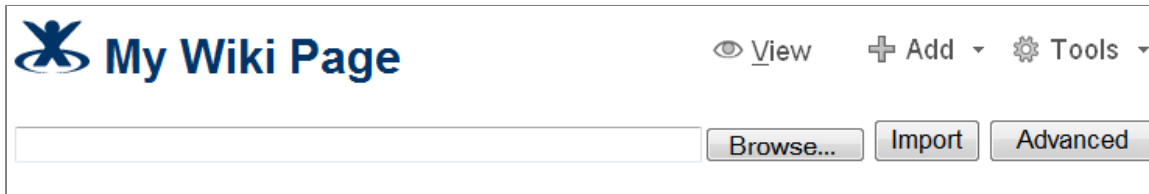
My Wiki Page

 Edit
  Add
  Tools

Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Nov 05, 2008

[Add Labels](#)

[Add Comment](#)

Screenshot: Importing an Office document

Screenshot: Page after import


Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Nov 05, 2008 ([view change](#))

Sample Word Document

This is a simple document created in Microsoft Word 2007.

Heading Level 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor.

Another Heading Level 1

Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetur. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.

Heading Level 2

Splitting an Office Document into Multiple Wiki Pages

When importing an Office document, you can split a single document into more than one wiki page, based on the heading styles in the document.

By default, the page names will be the same as the heading text. This may result in a conflict, if a page already exists with the same title. You can instruct the importer how to handle such conflicts.

To import an Office document into multiple wiki pages,

1. Create a page in Confluence (see [Creating a New Page](#)) or go to an existing page whose content you want replaced.
2. Open the **'Tools'** menu and select **'Doc Import'**. The Office Connector import screen will appear.
3. Click the **'Browse'** button and find the Office document on your local drive or network.
4. Click the **'Open'** or **'Upload'** button provided by your browser. The path and file name of the document will now appear in the text box on the Office Connector import screen.
5. Click the **'Advanced'** button on the Office Connector import screen. The Advanced options screen appears.
6. Choose a **'Root Page Title'**. This will be the name of the top-most page created.
7. Under **'Title Conflicts'**, select one of the following options:
 - **'Imported pages become new versions of existing pages with the same title'** — If a page already exists in Confluence with a title equal to the new page, then the content of the Office document will overwrite the content on the existing page. Page history will be preserved.
 - **'Imported pages should be auto-renamed if their titles conflict with existing pages'** — Confluence will assign new names to any new page which would otherwise have a duplicate name. The content of existing pages will remain unchanged.
 - **'Delete existing pages with the same title as imported pages'** — Before creating the new page, Confluence will remove any existing page which has the same title. This will remove the page history as well as the content.
8. In the dropdown list next to the **'Split'** option, select the required heading level. Confluence will create a new wiki page for each occurrence of this heading level in your Office document. For example, if you choose 'Level 1' and your Office document has 5 level-1 headings then Confluence will create 5 pages, with titles equal to the text of the headings.
9. Check the **'Document Outline'**, which shows the structure of your document based on its heading styles. Each bullet point in the 'Document Outline' represents a new page after import into Confluence.
10. Click the **'Import'** button.
11. When the upload has finished, the content of the Office document will have been transformed into Confluence page(s). You can now view and edit the page(s) in the normal way, using the Confluence Rich Text Editor or Wiki Markup. There is no connection between the original Office document and the wiki page(s) derived from it.

Screenshot: Splitting a single Office document into multiple wiki pages



Import and split a Word doc

 View
  Add
  Tools

Root page title	document
Where to import	☒ Import into current page ☐ Delete existing children of current page ☐ Import as new page in current space
Title conflicts	☒ Imported pages become new versions of existing pages with the same title ☐ Imported pages should be auto-renamed if their titles conflict with existing pages ☐ Delete existing pages with the same title as imported pages
Split	Select level to split document: Level 1
Document Outline	• document • Heading Level 1 • Another Heading Level 1 - Heading Level 2 - Another Heading Level 2

Import

Creating a New Wiki Page on Import

When you import a document into an existing wiki page, the content of the document will replace any existing content on the wiki page. You can use the advanced import options to create a new page instead.

The new page will become a child of the space's home page.

[To import an Office document into a new wiki page,](#)

1. Go to any existing page in the Confluence space where you want to import content.
2. Open the **'Tools'** menu and select **'Doc Import'**. The Office Connector import screen will appear.
3. Click the **'Browse'** button and find the Office document on your local drive or network.
4. Click the **'Open'** or **'Upload'** button provided by your browser. The path and file name of the document will now appear in the text box on the Office Connector import screen.
5. Click the **'Advanced'** button on the Office Connector import screen. The Advanced options screen appears.
6. For **'Root Page Title'**, enter a title for your new page.
7. For the **'Where to Import'** option, choose **'Import as new page in current space'**.
8. Click the **'Import'** button.
9. When the upload has finished, the content of the Office document will have been transformed into a new Confluence page, as a child of the space's home page. You can now view and edit the page in the normal way, using the Confluence Rich Text Editor or Wiki Markup. There is no connection between the original Office document and the wiki page derived from it.

Screenshot: Importing an Office document into a new wiki page



Import and split a Word doc

 View
  Add
  Tools

Root page title	document
Where to import	☐ Import into current page ☒ Import as new page in current space
Title conflicts	☒ Imported pages become new versions of existing pages with the same title ☐ Imported pages should be auto-renamed if their titles conflict with existing pages ☐ Delete existing pages with the same title as imported pages
Split	Select level to split document: Don't split ▾
Document Outline	• document - Heading Level 1 - Another Heading Level 1 - Heading Level 2 - Another Heading Level 2

Import

RELATED TOPICS

Working with the Office Connector

- [Office Connector Prerequisites](#)
- [Installing the Firefox Add-On for the Office Connector](#)
- [Editing a Confluence Page in an Office Application](#)
- [Importing an Office Document into Confluence](#)
- [Displaying Office Files in Confluence](#)
- [Editing an Office Document from Confluence](#)
- [Editing an Office Presentation from Confluence](#)
- [Editing an Office Spreadsheet from Confluence](#)

[Configuring the Office Connector in the Confluence Administration Guide](#)

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

Displaying Office Files in Confluence

You can display and view Office files that are attached to a Confluence page. If you have an Office application installed, you will also be able to edit these Office files in your Office application.

This is just one of the ways Confluence can interact with Office files. For an overview of all Office Connector features, please refer to [Working with the Office Connector](#).

 Your [System Administrator](#) can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to [Configuring the Office Connector](#) in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- [Prerequisites](#)
- [Attaching and Displaying Office Files](#)
- [Viewing and Editing the Attached Office Files](#)
- [Troubleshooting](#)

Prerequisites

If you want to make use of the [View File macro](#) or to [view Office files](#) attached to a wiki page, you need the setup described below.

Browsers and Flash Player

You can use any browser to view an Office file on a wiki page or attachment view, provided that you have installed [Adobe Flash Player](#) version 9 or later. You do not need to have an Office desktop application installed on your computer, in order to view Office files in Confluence.

File Types

To be displayed in Confluence, the file needs to be a valid Microsoft Office 97-2007-compatible or PDF file, of the following types:

- .doc and .docx
- .xls and .xlsx
- .ppt and .pptx
- .pdf

Attaching and Displaying Office Files

There are two ways to do this in Confluence:

- Attach Office files to a page and display them in a Confluence page [using the view file or attachments macros](#)
- Attach an Office file to a page and embed its contents onto the page by simply [dragging and dropping it into the Rich Text Editor window](#)

To attach and display Office files in Confluence using macros,

1. Attach the Office file(s) to a Confluence page:
 - View the Confluence page where you want to display your document.
 - Open the 'Tools' menu and select 'Attachments'.
 - Browse for your Office files and upload them to the Confluence page. Refer to detailed instructions in [Attaching Files to a Page](#).
 2. Now you have two options for displaying the attached document:
 - You can display the document embedded into the Confluence page, via the Office Word, Office Excel, Office PowerPoint or View PDF macros in the [macro browser](#). Refer to the detailed instructions in the [View File macro](#) topic.
 - You can also display a list of attachments via the [attachments macro](#). People viewing the page will be able to click the 'View' link to see the Office or PDF document in Confluence.
-  Alternatively, you can use the Wiki Markup syntax `{attachments}`.

To attach and display an Office file on a Confluence page using 'drag and drop',

 This feature requires [Google Gears](#) to have been installed. Refer to the [Drag-and-Drop](#) topic for more information on configuring Confluence to use the drag and drop feature.

- Drag the Office file from your computer and drop it into the Rich Text Editor window. The appropriate [view file macro](#) markup will appear in the position where you dragged the file. However, the contents of the file will be rendered in full when you preview or save and view the page.

 When embedding an Office file, only one file can be dragged and dropped at a time.



This feature is not available in the [Wiki Markup Editor](#).

Viewing and Editing the Attached Office Files

If an Office document is [attached to a Confluence page](#), you can view the attached Office document from within Confluence. View the Office document in one of the following ways:

- Search for the Office document by file name, then click the '**View**' link next to the Office document on the Search results page. (See [Searching Confluence](#).)
- View the list of attachments for a specific Confluence page, then click the '**View**' link next to the Office document on the Attachments page. (See [Viewing Attachment Details](#).)

- View a list of attachments displayed on a page via the Attachments macro, then click the **'View'** link next to the Office document in the list of attachments. (See [Displaying List of Attachments in a Page.](#))
- View a Confluence page which has the Office document embedded in the page via the View File macro. (See [View File Macro.](#))

Any Confluence user who has an Office application installed will also be able to launch their Office editor from within Confluence:

- [Editing an Office Document from Confluence.](#)
- [Editing an Office Presentation from Confluence.](#)
- [Editing an Office Spreadsheet from Confluence.](#)

Troubleshooting

Problems? Please refer to our guide to the [Office Connector limitations and known issues.](#)

RELATED TOPICS

[View File Macro](#)

[Working with the Office Connector](#)

- [Office Connector Prerequisites](#)
- [Installing the Firefox Add-On for the Office Connector](#)
- [Editing a Confluence Page in an Office Application](#)
- [Importing an Office Document into Confluence](#)
- [Displaying Office Files in Confluence](#)
- [Editing an Office Document from Confluence](#)
- [Editing an Office Presentation from Confluence](#)
- [Editing an Office Spreadsheet from Confluence](#)

[Configuring the Office Connector in the Confluence Administration Guide](#)

Take me back to the [Confluence User's Guide.](#)

Editing an Office Document from Confluence

When viewing a wiki page that displays an attached Office document, you can launch your Office editor directly from Confluence. This allows you to edit a Word document from within Confluence and save it back to Confluence.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to [Working with the Office Connector](#).



Your [System Administrator](#) can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to [Configuring the Office Connector](#) in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- [Prerequisites for Editing an Attached Office Document](#)
- [Editing an Office Document in your Office Application](#)
- [Troubleshooting](#)

Prerequisites for Editing an Attached Office Document

The Office Connector allows you to edit:

- Office files embedded in a wiki page or from the page's attachments view
- The contents of a wiki page in a compatible Office word processor application.

To make use of these editing capabilities, you will need the setup described below.

Browsers

- If you are using Firefox, you will need to install a Firefox add-on. Firefox will prompt you to do this, the first time the add-on is required. You will find instructions in [Installing the Firefox Add-On for the Office Connector](#).

Office File Editors

To edit Office files, you will need to have Microsoft Office, [OpenOffice](#) or [NeoOffice](#) installed. (See the configuration matrix below.)

- If you are using Firefox, you can choose which of the above editors you want to use. The Firefox add-on allows you to configure this option for each file type. See [Installing the Firefox Add-On for the Office Connector](#).
- If you are using Internet Explorer, you will need Microsoft Office. You cannot edit Office files in OpenOffice when using Internet Explorer.

Configuration Matrix

You need one of the following software combinations to edit Office files from your wiki page:

Operating System	Office Version	Browser
- Windows Vista, or - Windows XP with Service Pack 2 or 3	- OpenOffice 2.x – 3.x, or - Microsoft Office XP, 2003 or 2007	- Internet Explorer 6.x – 8.x, or - Firefox 2.x – 3.5
Mac OS X	NeoOffice	Firefox 2.x – 3.5
Linux	OpenOffice 2.x – 3.x The only known supported Office editor for Linux is OpenOffice. But in theory it should work with any WebDAV-aware application.	Firefox 2.x – 3.5

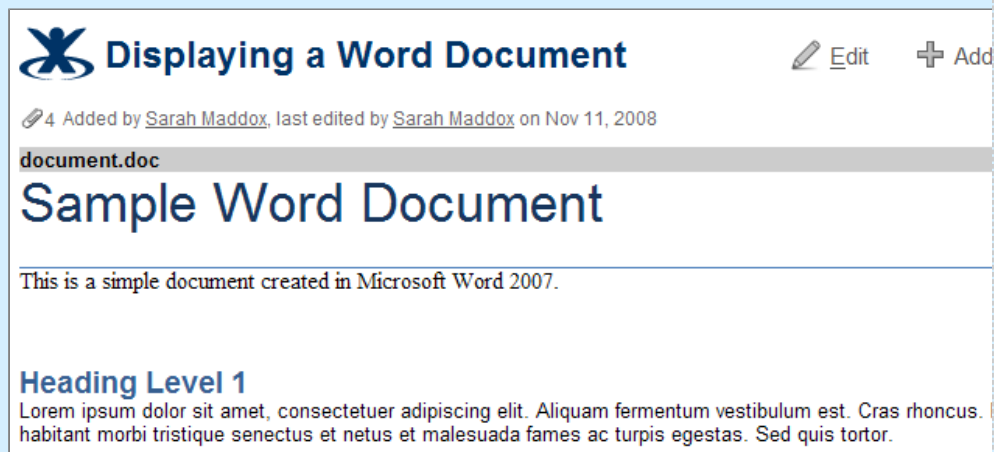
Editing an Office Document in your Office Application

To edit an Office document in your Office application,

1. There are two ways to do this:

- **From an Office document embedded on a page:**
 - Open a Confluence page with an Office document embedded on it.
 - Move your mouse pointer to the top of the document embedded in the Confluence page, until the hidden title bar appears.

Screenshot: The title bar showing 'document.doc' above an embedded Office document

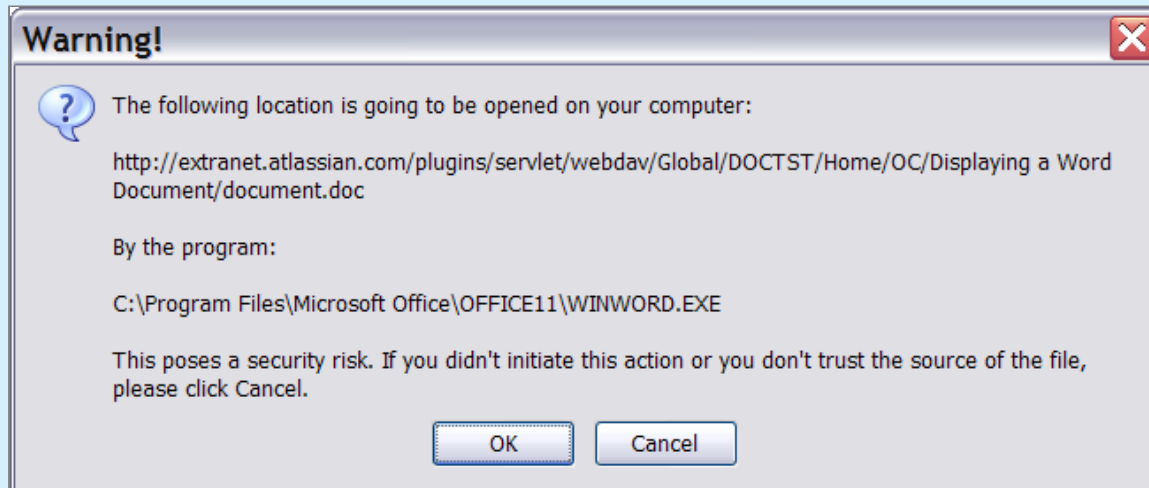


c. Click the title bar above the embedded document.

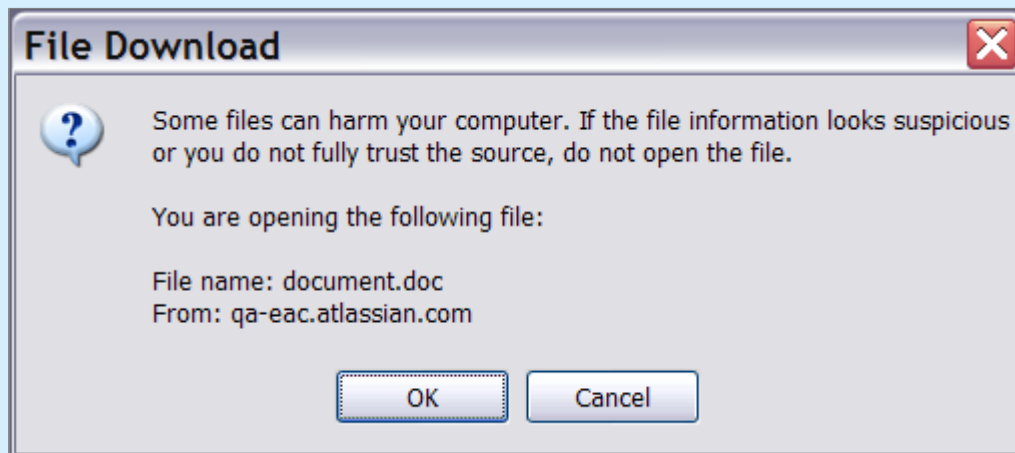
- **From an Office document in a list of attachments:**
 - If an Office file is attached to a Confluence page, you can edit this file directly in your compatible Office application, in one of the following ways:
 - View the list of attachments for a specific Confluence page, then click the **'Edit'** link next to the Office file on the Attachments page. (See [Viewing Attachment Details](#).)
 - View a list of attachments displayed on a page via the Attachments macro, then click the **'Edit'** link next to the Office file in the list of attachments. (See [Displaying List of Attachments in a Page](#).)

2. A window will pop up, asking you to confirm that you want to open this document.

Screenshot: Confirmation window in Firefox

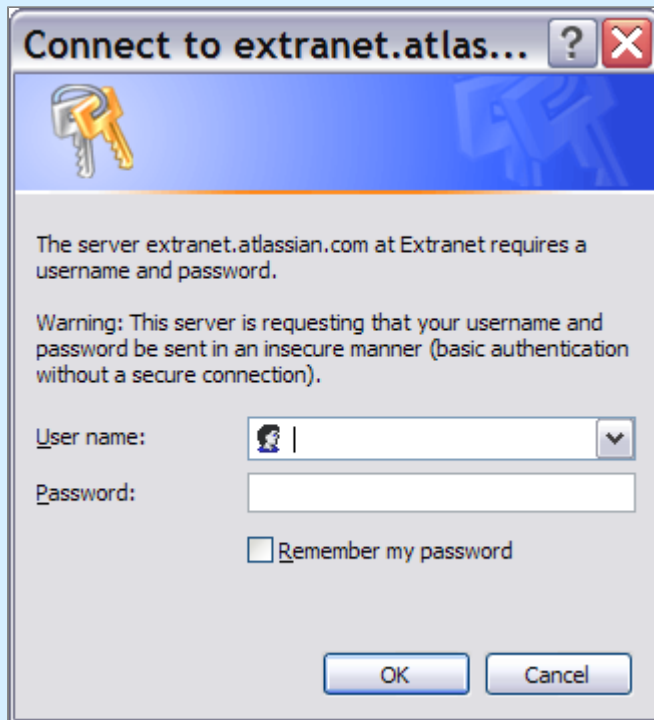


Screenshot: Confirmation window in Internet Explorer



3. Click 'OK'. Now you may be asked to log in to your Confluence server.

Screenshot: Logging in to Confluence



4. Enter your Confluence username and password, then click 'OK'.
5. The Office document will open in your Office application.
6. Make the necessary changes, then save the document. It will be saved back into Confluence.

Troubleshooting

Problems? Please refer to our guide to the [Office Connector limitations and known issues](#).

RELATED TOPICS

[Working with the Office Connector](#)

- [Office Connector Prerequisites](#)
- [Installing the Firefox Add-On for the Office Connector](#)
- [Editing a Confluence Page in an Office Application](#)
- [Importing an Office Document into Confluence](#)
- [Displaying Office Files in Confluence](#)
- [Editing an Office Document from Confluence](#)
- [Editing an Office Presentation from Confluence](#)
- [Editing an Office Spreadsheet from Confluence](#)

[Configuring the Office Connector in the Confluence Administration Guide](#)

Take me back to the [Confluence User's Guide](#).

Editing an Office Presentation from Confluence

When viewing a wiki page that displays an attached Office document, you can launch your Office editor directly from Confluence. This allows you to edit a PowerPoint presentation from within Confluence and save it back to Confluence.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to [Working with the Office Connector](#).

 Your [System Administrator](#) can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to [Configuring the Office Connector](#) in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- [Prerequisites for Editing an Attached Office Presentation](#)
- [Editing an Office Presentation in your Office Application](#)
- [Troubleshooting](#)

Prerequisites for Editing an Attached Office Presentation

The Office Connector allows you to edit:

- Office files embedded in a wiki page or from the page's attachments view
- The contents of a wiki page in a compatible Office word processor application.

To make use of these editing capabilities, you will need the setup described below.

Browsers

- If you are using Firefox, you will need to install a Firefox add-on. Firefox will prompt you to do this, the first time the add-on is required. You will find instructions in [Installing the Firefox Add-On for the Office Connector](#).

Office File Editors

To edit Office files, you will need to have Microsoft Office, [OpenOffice](#) or [NeoOffice](#) installed. (See the configuration matrix below.)

- If you are using Firefox, you can choose which of the above editors you want to use. The Firefox add-on allows you to configure this option for each file type. See [Installing the Firefox Add-On for the Office Connector](#).
- If you are using Internet Explorer, you will need Microsoft Office. You cannot edit Office files in OpenOffice when using Internet Explorer.

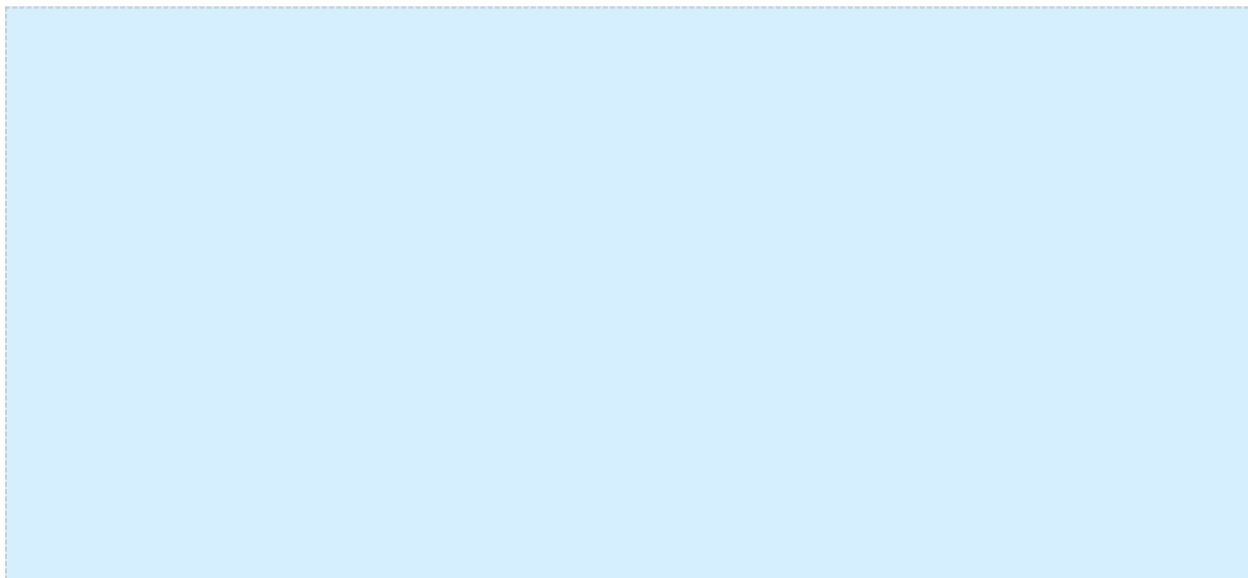
Configuration Matrix

You need one of the following software combinations to edit Office files from your wiki page:

Operating System	Office Version	Browser
• Windows Vista, or • Windows XP with Service Pack 2 or 3	• OpenOffice 2.x – 3.x, or • Microsoft Office XP, 2003 or 2007	• Internet Explorer 6.x – 8.x, or • Firefox 2.x – 3.5
• Mac OS X	• NeoOffice	• Firefox 2.x – 3.5
• Linux	• OpenOffice 2.x – 3.x The only known supported Office editor for Linux is OpenOffice. But in theory it should work with any WebDAV-aware application.	• Firefox 2.x – 3.5

Editing an Office Presentation in your Office Application

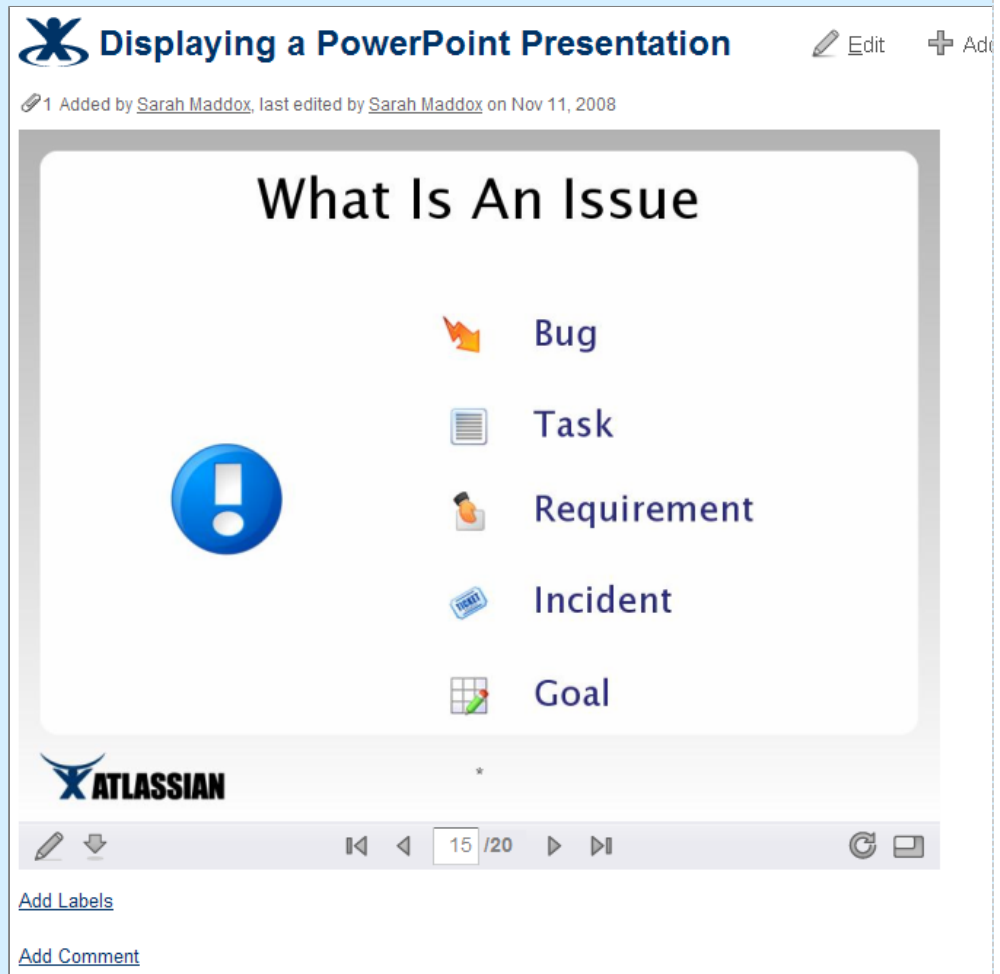
To edit an Office presentation in your Office application,



1. There are two ways to do this:

- **From an Office presentation embedded on a page:**
 - a. Open a Confluence page with an Office presentation embedded on it.
 - b. Click the 'Edit' icon  on the bottom frame of the slide show.

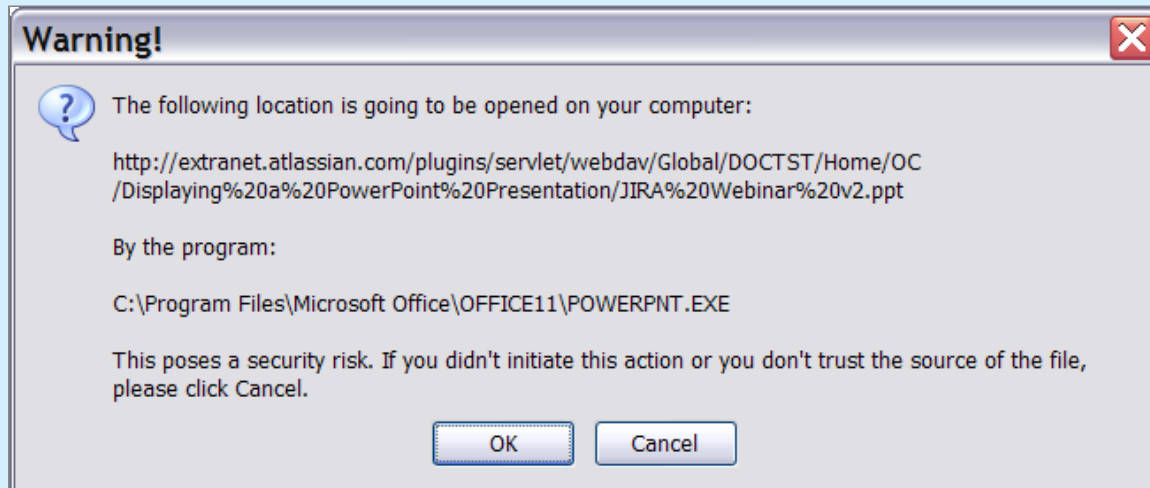
Screenshot: PowerPoint presentation displayed on a Confluence page



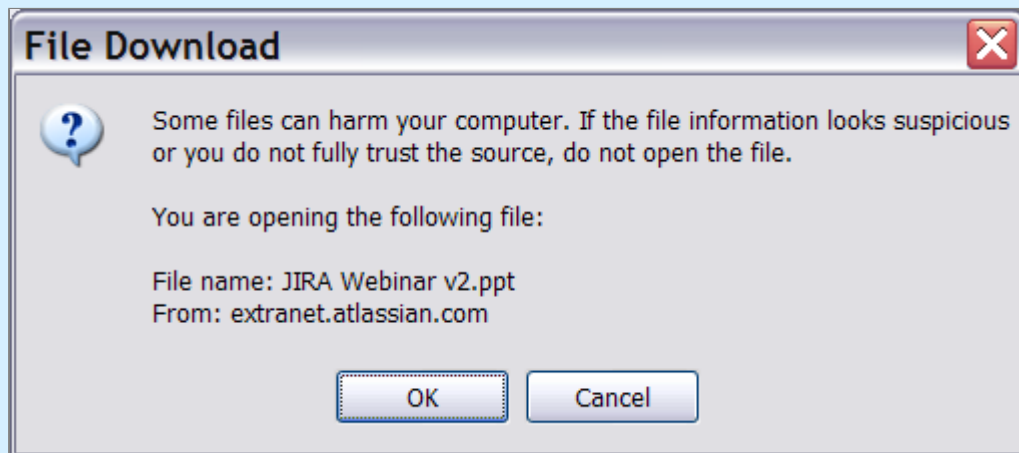
- **From an Office document in a list of attachments:**
 - If an Office file is [attached to a Confluence page](#), you can edit this file directly in your compatible Office application, in one of the following ways:
 - View the list of attachments for a specific Confluence page, then click the '**Edit**' link next to the Office file on the Attachments page. (See [Viewing Attachment Details](#).)
 - View a list of attachments displayed on a page via the Attachments macro, then click the '**Edit**' link next to the Office file in the list of attachments. (See [Displaying List of Attachments in a Page](#).)

2. A window will pop up, asking you to confirm that you want to open this document.

Screenshot: Confirmation window in Firefox

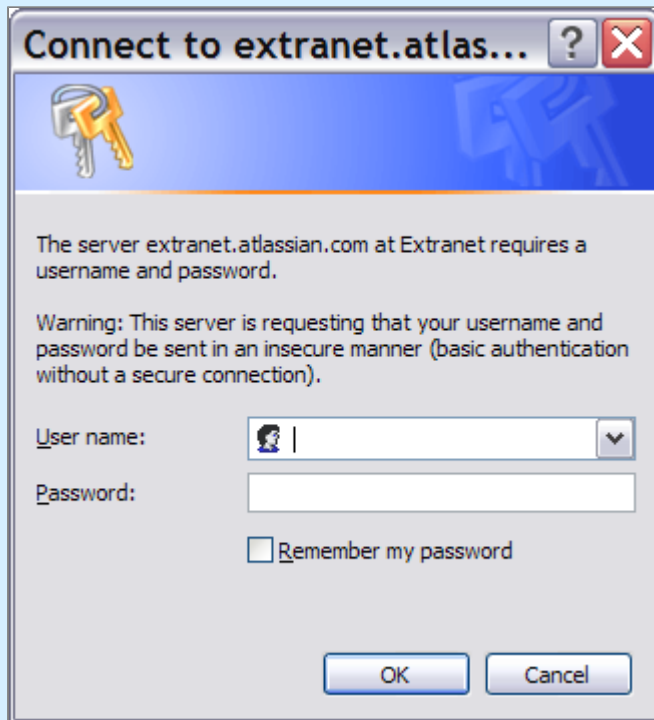


Screenshot: Confirmation window in Internet Explorer



3. Click 'OK'. Now you may be asked to log in to your Confluence server.

Screenshot: Logging in to Confluence



4. Enter your Confluence username and password, then click 'OK'.
5. The presentation will open in your Office application.
6. Make the necessary changes, then save the presentation. It will be saved back into Confluence.

Troubleshooting

Problems? Please refer to our guide to the [Office Connector limitations and known issues](#).

RELATED TOPICS

[Working with the Office Connector](#)

- [Office Connector Prerequisites](#)
- [Installing the Firefox Add-On for the Office Connector](#)
- [Editing a Confluence Page in an Office Application](#)
- [Importing an Office Document into Confluence](#)
- [Displaying Office Files in Confluence](#)
- [Editing an Office Document from Confluence](#)
- [Editing an Office Presentation from Confluence](#)
- [Editing an Office Spreadsheet from Confluence](#)

[Configuring the Office Connector in the Confluence Administration Guide](#)

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

Editing an Office Spreadsheet from Confluence

When viewing a wiki page that displays an attached Office document, you can launch your Office editor directly from Confluence. This allows you to edit an Excel spreadsheet from within Confluence and save it back to Confluence.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to [Working with the Office Connector](#).

 Your [System Administrator](#) can enable or disable the Office Connector or parts of it. The Office Connector options can appear in different places on your Confluence page, depending on the themes and configuration of your Confluence site. Please refer to [Configuring the Office Connector](#) in the *Confluence Administration Guide* and discuss any configuration problems with your administrator.

On this page:

- [Prerequisites for Editing an Attached Office Spreadsheet](#)
- [Editing an Office Spreadsheet in your Office Application](#)
- [Troubleshooting](#)

Prerequisites for Editing an Attached Office Spreadsheet

The Office Connector allows you to edit:

- Office files embedded in a wiki page or from the page's attachments view
- The contents of a wiki page in a compatible Office word processor application.

To make use of these editing capabilities, you will need the setup described below.

Browsers

- If you are using Firefox, you will need to install a Firefox add-on. Firefox will prompt you to do this, the first time the add-on is required. You will find instructions in [Installing the Firefox Add-On for the Office Connector](#).

Office File Editors

To edit Office files, you will need to have Microsoft Office, [OpenOffice](#) or [NeoOffice](#) installed. (See the configuration matrix below.)

- If you are using Firefox, you can choose which of the above editors you want to use. The Firefox add-on allows you to configure this option for each file type. See [Installing the Firefox Add-On for the Office Connector](#).
- If you are using Internet Explorer, you will need Microsoft Office. You cannot edit Office files in OpenOffice when using Internet Explorer.

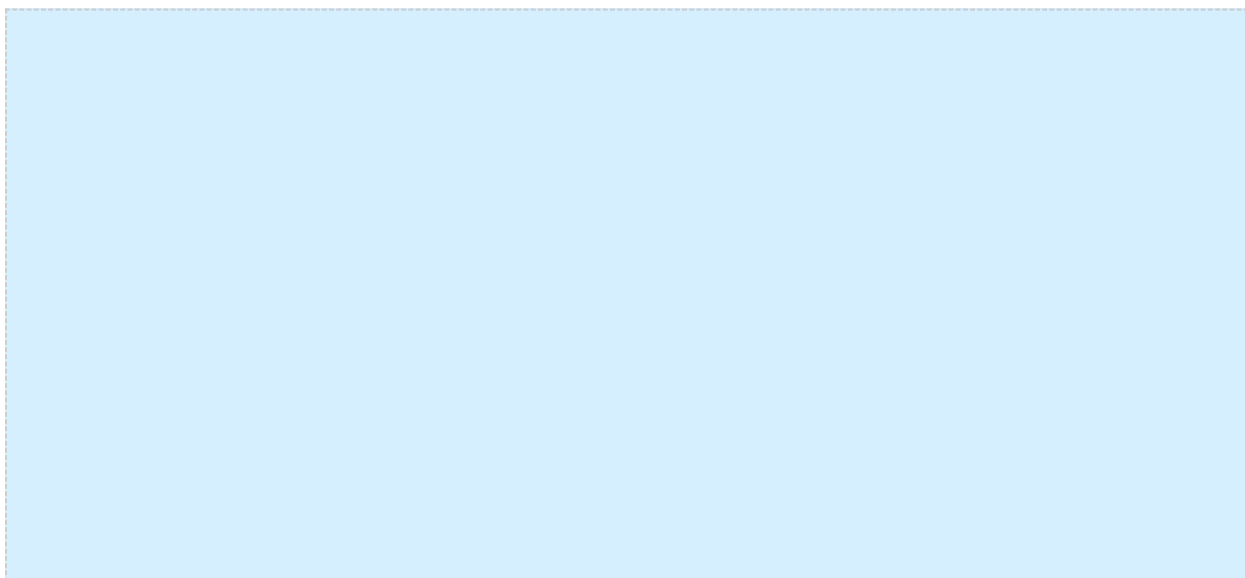
Configuration Matrix

You need one of the following software combinations to edit Office files from your wiki page:

Operating System	Office Version	Browser
• Windows Vista, or • Windows XP with Service Pack 2 or 3	• OpenOffice 2.x – 3.x, or • Microsoft Office XP, 2003 or 2007	• Internet Explorer 6.x – 8.x, or • Firefox 2.x – 3.5
• Mac OS X	• NeoOffice	• Firefox 2.x – 3.5
• Linux	• OpenOffice 2.x – 3.x The only known supported Office editor for Linux is OpenOffice. But in theory it should work with any WebDAV-aware application.	• Firefox 2.x – 3.5

Editing an Office Spreadsheet in your Office Application

To edit an Office spreadsheet in your Office application,



1. There are two ways to do this:

- **From an Office spreadsheet embedded on a page:**
 - a. Open a Confluence page with an Office document embedded on it.
 - b. Move your mouse pointer to the top of the spreadsheet embedded in the Confluence page, until the hidden title bar appears.

Screenshot: The title bar showing 'spreadsheet.xls' above an embedded Excel spreadsheet



Displaying an Excel Spreadsheet

Edit + Add

4 Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Nov 11, 2008

spreadsheet.xls

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	11/3/08	11/4/08	11/5/08	11/6/08	11/7/08	11/8/08	11/9/08
Planning	5	3					
Design	3	5	2				
Development			6	5	5		
Testing				2	3		
Admin				1			

[Add Labels](#)

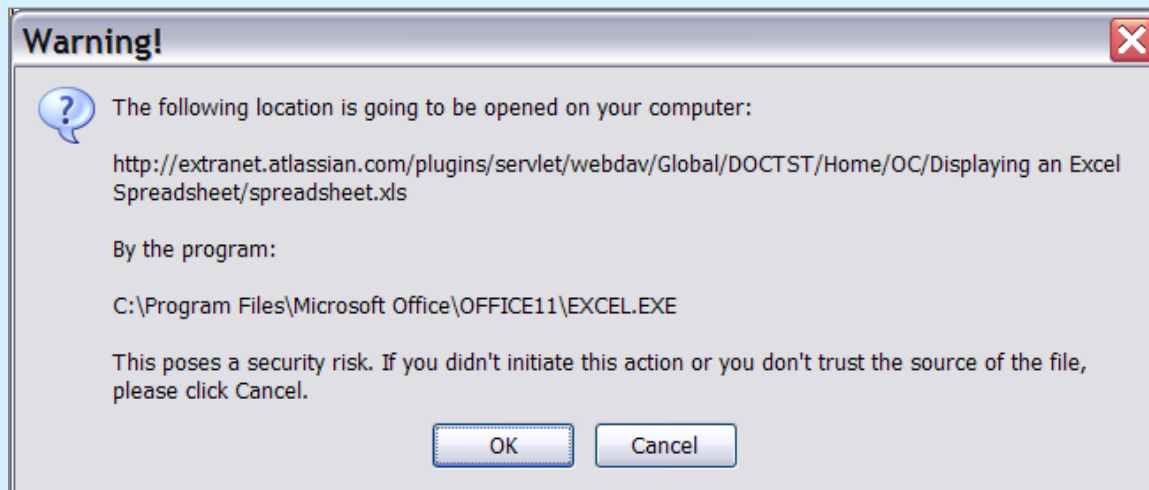
[Add Comment](#)

c. Click the title bar above the embedded spreadsheet.

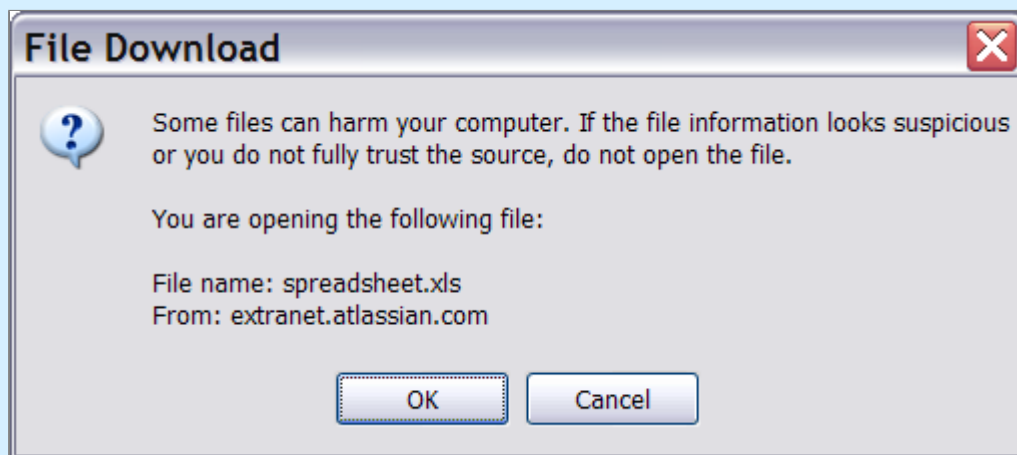
- **From an Office spreadsheet in a list of attachments:**
 - If an Office file is [attached to a Confluence page](#), you can edit this file directly in your compatible Office application, in one of the following ways:
 - View the list of attachments for a specific Confluence page, then click the '**Edit**' link next to the Office file on the Attachments page. (See [Viewing Attachment Details](#).)
 - View a list of attachments displayed on a page via the Attachments macro, then click the '**Edit**' link next to the Office file in the list of attachments. (See [Displaying List of Attachments in a Page](#).)

2. A window will pop up, asking you to confirm that you want to open this document.

Screenshot: Confirmation window in Firefox

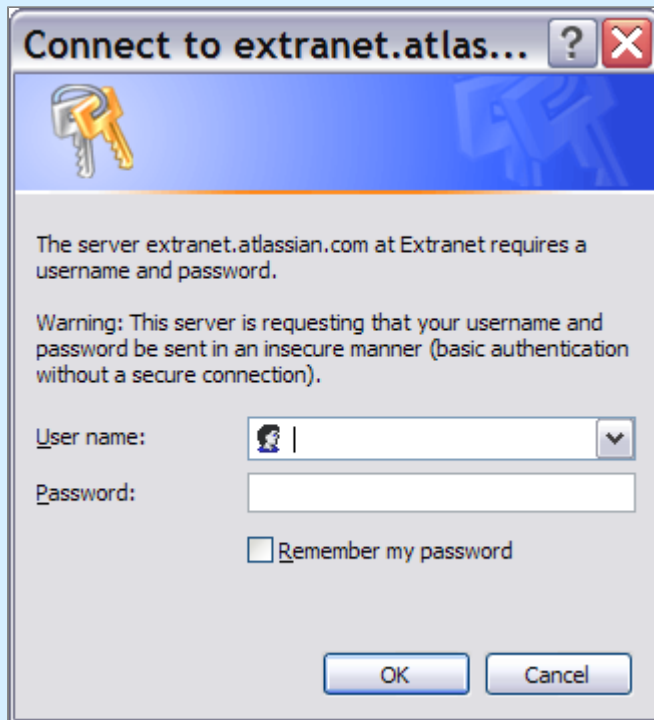


Screenshot: Confirmation window in Internet Explorer



- Click 'OK'. Now you may be asked to log in to your Confluence server.

Screenshot: Logging in to Confluence



- Enter your Confluence username and password, then click 'OK'.
- The Office spreadsheet will open in your Office application.
- Make the necessary changes, then save the spreadsheet. It will be saved back into Confluence.

Troubleshooting

Problems? Please refer to our guide to the [Office Connector limitations and known issues](#).

RELATED TOPICS

Working with the Office Connector

- [Office Connector Prerequisites](#)
- [Installing the Firefox Add-On for the Office Connector](#)
- [Editing a Confluence Page in an Office Application](#)
- [Importing an Office Document into Confluence](#)
- [Displaying Office Files in Confluence](#)
- [Editing an Office Document from Confluence](#)
- [Editing an Office Presentation from Confluence](#)
- [Editing an Office Spreadsheet from Confluence](#)

[Configuring the Office Connector in the Confluence Administration Guide](#)

[Take me back to the Confluence User's Guide.](#)

Customising Look and Feel

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

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

- [Applying a Theme to a Space](#)
- [Changing a Space's Logo](#)
- [Changing the Confluence Browser Icon](#)
- [Customising Homepage](#)
- [Customising Layouts for a Space](#)
- [Editing a Space's Colour Scheme](#)

- [Styling Confluence with CSS](#)

RELATED TOPICS

[Browsing a space](#)

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

Take me back to the [Confluence User's Guide](#).

Applying a Theme to a Space

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

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

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

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 **'Browse'** menu and select **'Space Admin'**. The 'Space Administration' view will open.
 **'Space Admin'** is only displayed if you are a space administrator for that space or you are a Confluence system administrator.
2. Click **'Themes'** in the left-hand panel under the heading **'Look and Feel'**. This will bring up a new screen showing all available themes. See screenshot below.
3. Click a radio button to select a theme.
4. Click **'Confirm'**.

[Screenshot : Applying a theme](#)


Space Theme

Pages | Blog | Labels | Attachments | Bookmarks | Mail | Advanced | **Space Admin**

Space Operations

- Edit Space Details
- Edit Space Labels
- Remove Space
- Snippet Errors
- Trash

Security

- Permissions
- Restricted Pages

Mail

- Mail Accounts
- Mailbox Import

Look and Feel

- Themes**
 - Colour Scheme
 - Layout
 - Stylesheet
 - PDF Layout
 - PDF Stylesheet
 - Change Space Logo
- Import
 - Import Pages from Disk

Current Theme

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


Global Look and Feel
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.


☐ **Documentation Theme**
Featuring a page tree or a custom navigation, the documentation theme makes it easy to navigate through your Confluence site. The theme is optimised for Firefox, Safari and Internet Explorer 7+.


☐ **Left Navigation Theme (deprecated)**
This theme provides a navigation bar on the left hand side of the screen. Please note that some features of Confluence 3.x are not fully supported by this theme.


☐ **Easy Reader Theme**
This is a fixed-width variation of the default Confluence theme. Its larger fonts, smooth gradient background and comfortable line length make it ideal for displaying and reading longer documents.


☐ **Classic Clickr Theme**
This theme was inspired by the Flickr user interface, with Confluence content centred on the page. Please note that some features of Confluence 3.x are not fully supported by this theme.

Confirm

RELATED TOPICS

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

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

Configuring the Documentation Theme

The Documentation theme is one of the themes bundled with Confluence. (See [availability below](#).) The theme is designed for spaces containing technical documentation, but you may find it useful for other types of content too. It provides an inbuilt table of contents for your wiki space, a configurable header and footer, and text styles suited to documentation. (See [features below](#).)

**Quick guide to applying and customising the Documentation theme**

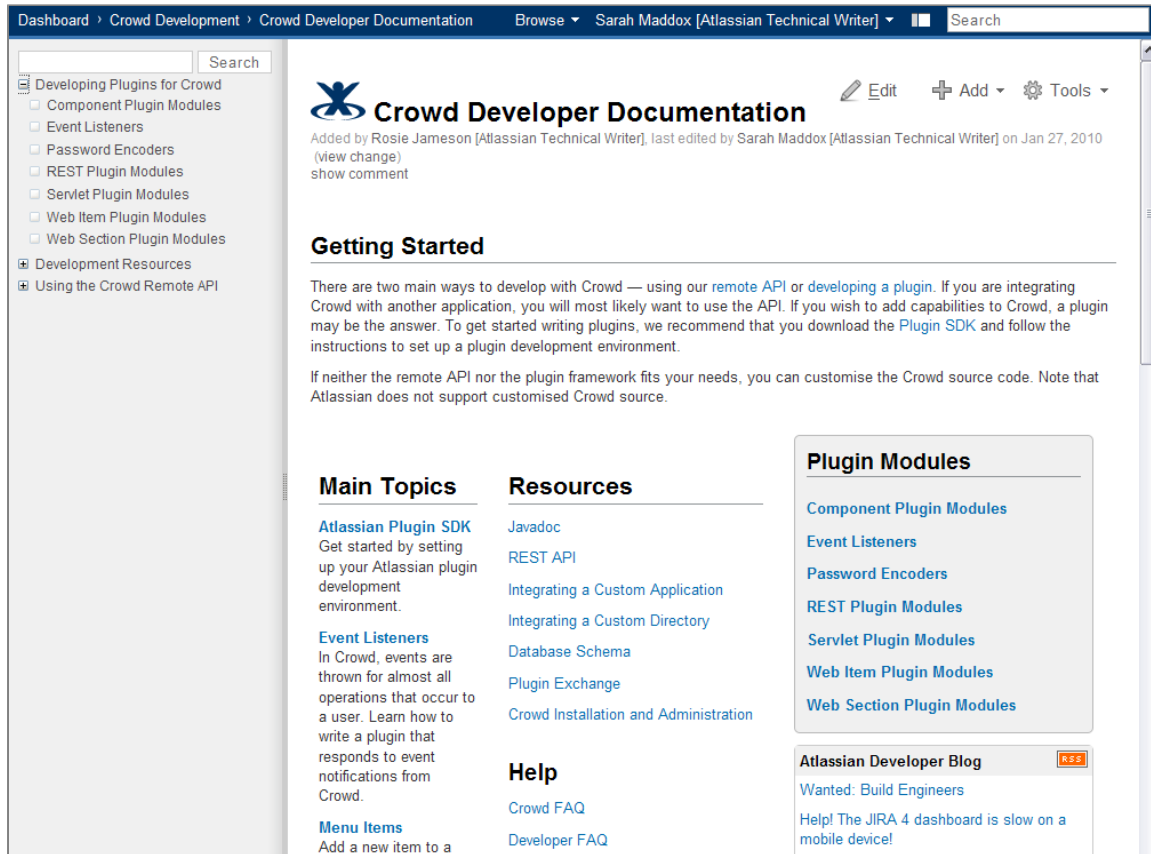
1. Go to **'Space Admin'** and click **'Themes'**.
2. Select **'Documentation Theme'** and click **'Confirm'**.
3. If you want to customise the theme, click **'Configure theme'** and enter the text and wiki markup for your custom header, footer and left-hand panel. Click **'Save'**.

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

On this page:

- [Applying the Documentation Theme to your Space](#)
- [Customising the Documentation Theme](#)
- [Features of the Documentation Theme](#)
- [Availability of the Theme](#)
- [Hints and Tips](#)

Screenshot: A wiki page using the Documentation theme



Applying the Documentation Theme to your Space

 You need [space administrator](#) permissions to apply a theme to a space.

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

To apply a theme to a space,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
 -  '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system administrator.
2. Click '**Themes**' in the left-hand panel under the heading '**Look and Feel**'. This will bring up a new screen showing all available themes. See screenshot below.
3. Click a radio button to select a theme.
4. Click '**Confirm**'.

Screenshot: Applying a theme



Space Theme

[Pages](#)
[Blog](#)
[Labels](#)
[Attachments](#)
[Bookmarks](#)
[Mail](#)
[Advanced](#)
[Space Admin](#)

Space Operations

- Edit Space Details
- Edit Space Labels
- Remove Space
- Snippet Errors
- Trash

Security

- Permissions
- Restricted Pages

Mail

- Mail Accounts
- Mailbox Import

Look and Feel

Themes

- Colour Scheme
- Layout
- Stylesheet
- PDF Layout
- PDF Stylesheet
- Change Space Logo

Import

- Import Pages from Disk

Current Theme

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



Global Look and Feel

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.



☐ **Documentation Theme**

Featuring a page tree or a custom navigation, the documentation theme makes it easy to navigate through your Confluence site. The theme is optimised for Firefox, Safari and Internet Explorer 7+.



☐ **Left Navigation Theme (deprecated)**

This theme provides a navigation bar on the left hand side of the screen. Please note that some features of Confluence 3.x are not fully supported by this theme.



☐ **Easy Reader Theme**

This is a fixed-width variation of the default Confluence theme. Its larger fonts, smooth gradient background and comfortable line length make it ideal for displaying and reading longer documents.



☐ **Classic Clickr Theme**

This theme was inspired by the Flickr user interface, with Confluence content centred on the page. Please note that some features of Confluence 3.x are not fully supported by this theme.

Confirm



Applying the theme to your entire Confluence site

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

Customising the Documentation Theme

The theme works well without any customisation. If necessary, you can change the left-hand navigation panel and add your own header and footer.

To customise the [Documentation theme](#),

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
 -  '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system administrator.
2. Click '**Themes**' in the left-hand panel under the heading '**Look and Feel**'.
3. If the space is not yet using the Documentation theme, apply the theme as described [above](#).
4. Click '**Configure theme**' in the yellow area of the 'Current Theme' section at the top of the page. See screenshot [below](#).
5. The 'Documentation Theme Configuration' screen appears. See screenshot [below](#).
6. Select or deselect the '**Page Tree**' check box. This determines whether your space will display the default search box and table of contents (page tree) in the left-hand panel.
7. Enter text, images, macros and other wiki markup into any or all of the three text boxes.
 -  You can use the [Include](#) or [Excerpt Include](#) to include re-usable content into your footer. See hint [below](#).
 - '**Navigation**' – This text box contains content for the left-hand panel. If the '**Page Tree**' check box is selected, the navigation panel contains the default search box and page tree. Any content you enter into the '**Navigation**' text box will appear *above* the page tree and search box.
 -  You can include your own content *underneath* the page tree as well as above. See hint [below](#). In summary: Deselect the '**Page Tree**' check box. Insert your own page tree using the [Pagetree macro](#), then add your own content under the macro.
 - '**Header**' – This text box contains content for a page header that will appear above the page title on all pages in the space. See example screenshot [below](#).
 - '**Footer**' – This text box contains content for a page footer that will appear after the comments and above the site footer, on all pages in the space. See example screenshot [below](#).
8. Click '**Save**'.

Screenshot: The 'Configure theme' option

Current Theme

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



Documentation Theme

Featuring a page tree or a custom navigation, the documentation theme makes it easy to navigate through your Confluence site. The theme is optimised for Firefox, Safari and Internet Explorer 7+.

Configure theme - further customise this theme's options

Screenshot: Customising the Documentation theme



Documentation Theme Configuration

[Pages](#)
[Blog](#)
[Labels](#)
[Attachments](#)
[Bookmarks](#)
[Mail](#)
[Advanced](#)
[Space Admin](#)

Space Operations

- Edit Space Details
- Edit Space Labels
- Remove Space
- Copy Space
- Trash

Security

- Permissions
- Restricted Pages

Mail

- Mail Accounts
- Mailbox Import

Look and Feel

- Themes**
- Colour Scheme
- Layout
- Stylesheet
- PDF Layout
- PDF Stylesheet
- Change Space Logo

Import

- Import Pages from Disk

Navigation

Page Tree ☐

Show the page tree in the sidebar.

Navigation:

h4. All Versions

```
{include:ALLDOC:_Latest Versions of Confluence Documentation|nopanel=true}
```

h4. Confluence 3.1 Documentation

```
{pagetree:root=Confluence Documentation Home|searchBox=true}
[Index|http://confluence.atlassian.com/labels/listlabels-alpha|view.action?key=DOC]
[Downloads (PDF, HTML & XML formats)|ALLDOC:Confluence]
```

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

Messages

Header:

```
{info:icon=false}*This documentation relates to {excerpt-include:_Major Release Number|nopanel=true}*
If you are using an earlier version, please view the [previous versions of the Confluence documentation|ALLDOC:Confluence Documentation Directory] and select the relevant version.{info}
```

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

Footer:

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

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



Customising the theme at site level

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

Features of the Documentation Theme

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

The `{spacejump}` macro. This is how we use it to link from one space to the same page in another space.

Customisable header. This one is yellow because we used a `{warning}` macro.

The sidebar icon. Click it to hide/show the left-hand panel.

Customisable left-hand panel. We have added extra information above and below the page tree.

Drag the bar left or right to resize the left-hand panel. Left and right panels scroll independently.

Customisable footer. We have added the blue buttons and copyright statement in our footer.

The screenshot shows a Confluence page with a custom header, a sidebar with a search box and a table of contents, a main content area with a warning message, and a footer with three blue buttons and a copyright notice. Annotations with arrows point to these specific features.

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

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

- By default, the left-hand panel contains a search box and a table of contents (page tree) showing all the pages in your space. Specifically, it shows the pages that are children of the space's home page.
- The left-hand panel is fully customisable. You can choose to include or exclude the search box and page tree. You can enter your own text, images and wiki markup.
- People viewing the page can drag the thick bar between the left-hand panel and the content, to increase or decrease the width of the panel. They can also remove the panel altogether, by clicking the sidebar icon  at top right, next to the search box.
- The left-hand and right-hand panels scroll independently of each other.
- The page title is neatly above the page content, and not uncomfortably above the navigation panel as tends to happen when you insert the navigation panel yourself.
- Because the left-hand panel is part of the theme, it will be upgraded whenever Confluence is upgraded. There is no need to remove and then re-apply your customisations on each upgrade, as you would do if you added your own left-hand navigation bar.
- The theme also provides a customisable header and footer, which will appear at the top and bottom of every page.
- The text and heading styles are designed to enhance the content typically found in a documentation space.
- You can use the [Space Jump macro](#) to link from a page in one wiki space to a page with the same name in another space, without knowing the name of the page when you create the link.

Availability of the Theme

Confluence Versions

The Documentation theme is bundled with Confluence 3.2 and later. If you have Confluence 3.1, your Confluence Administrator can download the theme from the [Atlassian Plugin Exchange](#) and install it as a plugin.

The theme is not available for versions of Confluence earlier than Confluence 3.1.

Browsers

The Documentation theme supports the following browsers:

- Firefox

- Safari
- Internet Explorer 7 and later

Hints and Tips

Below are some hints that you may find useful when using the Documentation theme.

Where can I see a working example of the Documentation theme?

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

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

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

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

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

There are two ways to fix the problem:

- You can change the designated space home page in the [space administration section](#).
- Or you can drag and drop all your pages to make them children of the current home page. You can drag and drop pages in the 'Pages' section of the space 'Browse' screen. See [Moving Pages within a Space](#).

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

Help, my left-hand panel has disappeared

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

Hiding Pages from the Left-Hand Table of Contents

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

Each space has a single page designated as the 'Home' page. You can specify the home page in the [space administration section](#).

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

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

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

Using reusable Content in your Header, Footer or Left-Hand Panel

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

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

Adding Content Below the Page Tree in your Left-Hand Panel

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

The screenshot [above](#) shows the theme customisation options, with the default page tree deselected and a custom page tree inserted, along with additional content in the left-hand panel. The example screenshot [also above](#) shows the resulting left-hand panel.

Adding Underlines to your Links

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

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

To edit a space's CSS style sheets,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
 -  '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system administrator.
2. Click '**Stylesheet**' in the left-hand panel under the heading '**Look and Feel**'.
3. Click '**Edit**'.
4. Paste your custom CSS into the text field.
5. Click '**Save**'. The new CSS will be visible on all content pages in the space.

Jumping to the Same Page in Another Space

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

RELATED TOPICS

[Using the Documentation Theme](#)
[Space Jump Macro](#)
[Applying a Theme to a Space](#)
[Applying a Theme to a Site](#)
[Editing a Space's Colour Scheme](#)
[Customising Look and Feel](#)

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

Configuring the Easy Reader Theme

The Easy Reader theme is one of the themes bundled with Confluence. This is a fixed-width variation of the default Confluence theme. Its larger fonts, smooth gradient background and comfortable line length make it ideal for displaying and reading longer documents.



Quick guide to applying the Easy Reader theme

1. Go to '**Space Admin**' and click '**Themes**'.
2. Select '**Easy Reader Theme**'.
3. Click '**Confirm**'.

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

On this page:

- [Applying the Easy Reader Theme to your Space](#)
- [Customising the Look and Feel of the Easy Reader Theme](#)
- [Hints and Tips](#)

[Screenshot: A wiki page using the Easy Reader theme](#)

Dashboard › Documentation Testing › Home › A long policy document
Browse ▾ Sarah Maddox ♥ Search

A long policy document

Added by Sarah Maddox ♥, last edited by Sarah Maddox ♥ on Mar 01, 2010

Edit
Add ▾
Tools ▾

Summary

- We encourage and display customer comments and votes openly in our issue tracking systems, <http://jira.atlassian.com> and <http://studio.atlassian.com>.
- We do not publish roadmaps.
- Product Managers review our most popular voted issues on a regular basis.
- We schedule features based on a variety of factors.
- Our Support:Atlassian Bug Fixing Policy is distinct from our Feature Request process.
- Atlassian provides consistent updates on the top 20 feature/improvement requests (in our issue tracker systems).

How to Track what Features are Being Implemented

When a new feature or improvement is scheduled, the 'fix-for' version will be indicated in the JIRA issue. This happens for the upcoming release only. We maintain roadmaps for more distant releases internally, but because these roadmaps are often pre-empted by changing customer demands, we do not publish them.

How Atlassian Chooses What to Implement

In every major release we *aim* to implement highly requested features, but it is not the only determining factor. Other factors include:

- **Direct feedback** from face to face meetings with customers, and through our support and sales channels.
- **Availability of staff** to implement features.
- **Impact** of the proposed changes on the application and its underlying architecture.
- How **well defined** the requested feature is (some issues gain in popularity rapidly, allowing little time to plan their implementation).
- Our long-term **strategic vision** for the product.

How to Contribute to Feature Development

Influencing Atlassian's release cycle

We encourage our customers to vote on feature requests in JIRA. The current tally of votes is available online in our issue tracking systems.

 You need **space administrator** permissions to apply a theme to a space.

Applying the Easy Reader Theme to your Space

Follow the steps below to apply the '**Easy Reader Theme**' to your space. All pages in the space will start using the theme immediately.

To apply a theme to a space,

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
 '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system administrator.
2. Click '**Themes**' in the left-hand panel under the heading '**Look and Feel**'. This will bring up a new screen showing all available themes. See screenshot below.
3. Click a radio button to select a theme.
4. Click '**Confirm**'.

Screenshot: Applying a theme


Space Theme

Pages | Blog | Labels | Attachments | Bookmarks | Mail | Advanced | **Space Admin**

Space Operations

- Edit Space Details
- Edit Space Labels
- Remove Space
- Snippet Errors
- Trash

Security

- Permissions
- Restricted Pages

Mail

- Mail Accounts
- Mailbox Import

Look and Feel

- Themes**
 - Colour Scheme
 - Layout
 - Stylesheet
 - PDF Layout
 - PDF Stylesheet
 - Change Space Logo
- Import
 - Import Pages from Disk

Current Theme

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


Global Look and Feel
 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.


☐ **Documentation Theme**
 Featuring a page tree or a custom navigation, the documentation theme makes it easy to navigate through your Confluence site. The theme is optimised for Firefox, Safari and Internet Explorer 7+.


☐ **Left Navigation Theme (deprecated)**
 This theme provides a navigation bar on the left hand side of the screen. Please note that some features of Confluence 3.x are not fully supported by this theme.


☐ **Easy Reader Theme**
 This is a fixed-width variation of the default Confluence theme. Its larger fonts, smooth gradient background and comfortable line length make it ideal for displaying and reading longer documents.


☐ **Classic Clickr Theme**
 This theme was inspired by the Flickr user interface, with Confluence content centred on the page. Please note that some features of Confluence 3.x are not fully supported by this theme.

Confirm

Applying the theme to your entire Confluence site
 If you have [site administrator](#) permissions, you can apply the theme at site level. It will then be the default theme for all spaces in the site. See the administrator's guide to [applying a theme](#).

Customising the Look and Feel of the Easy Reader Theme

You can customise the space CSS style sheets to change the colours, background image and other styles in the theme. See the guide to [using CSS to customise the Easy Reader theme](#).

Hints and Tips

If a page has content that is very wide, it will either:

- cause a scroll bar to appear, or
- break out, i.e. the content will extend over the right-hand border of the page.

RELATED TOPICS

[Applying a Theme to a Space](#)
[Applying a Theme to a Site](#)
[Customising Look and Feel](#)

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

Changing a Space's Logo

In Confluence, you can replace the default logo for a space with a logo of your own choice.

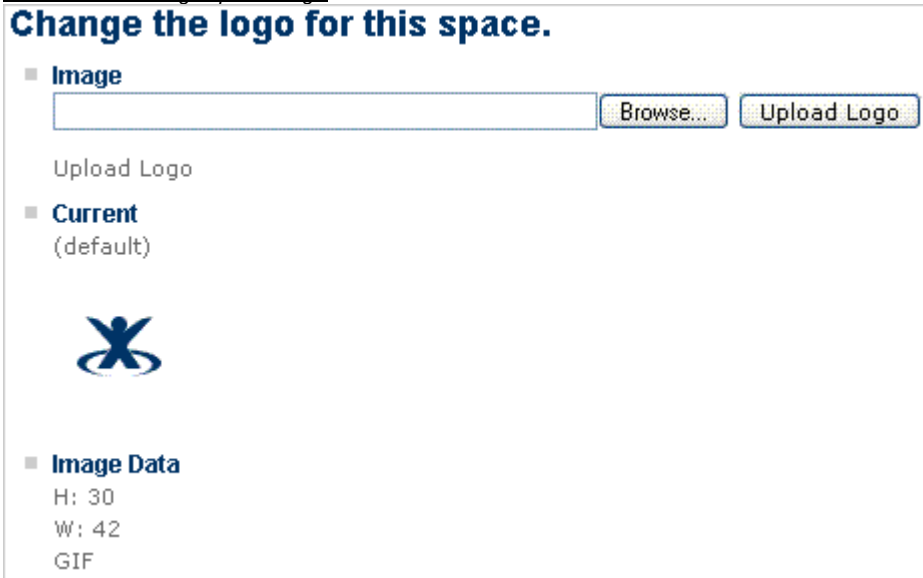
You need to be a [space administrator](#) to replace a space's logo.

 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 '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
 -  '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system 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



Change the logo for this space.

■ **Image**

Browse... **Upload Logo**

Upload Logo

■ **Current**
(default)



■ **Image Data**

H: 30
W: 42
GIF

RELATED TOPICS

[Customising Look and Feel](#)

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

Changing the Confluence Browser Icon

The Confluence logo  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. To maximise browser compatibility, it should be 32x32 pixels in size, 71x71 DPI (dots per inch) and have an 8 bit colour depth.
2. In your Confluence installation, find the `...\\confluence\\images\\icons` directory.
3. Back up the file `favicon.png`.
4. Replace the `favicon.png` file with your custom PNG image.
 -  You may also need to back up and replace the following images in your Confluence installation:
 - `...\\confluence\\images\\icons\\favicon.ico`
 - `...\\confluence\\favicon.ico`
 - `...\\confluence\\images\\logo\\confluence_16.png` (Reduce this image to 16x16 pixels.)
5. Restart your application server.

Users may need to clear their browser cache before they will see the new image.

**Converting an icon to a PNG**

To create an ICO out of your PNG image, you can use the freeware tool [png2ico](http://png2ico.com/) or the the online tool at <http://converticon.com/>.

RELATED TOPICS

[Customising Look and Feel](#)

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

RELATED TOPICS

[User Profile Overview](#)

[Space Homepage](#)

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

Customising Layouts for a Space

Confluence's look and feel can be modified by editing the 'decorator' (layout) files. Modifying these files allows you to change the look and feel of:

- The Confluence site as a whole, which includes all spaces within the Confluence site.
- An individual space within the Confluence site.

This page tells you how to customise the layout files for a space. To perform these customisations, you will require space administrator permissions for that space.



For security reasons, you must also have Confluence [system administrator](#) permissions to modify any **space** layout throughout your Confluence site.

A feature request ([CONF-5808](#)) has been submitted to allow space administrators (who are not system administrators) to access and modify **space** layouts. Please feel free to vote on this issue if you would like to see this feature implemented.

Confluence system administrators can also customise the layout of their entire Confluence site as a whole. For more information, please refer to [Customising Layouts](#).



Be aware that site layout file customisations modify the default layout files of all spaces in the Confluence site. However, any space layout file customisations will override the equivalent site layout file customisations.



If you modify the look and feel of Confluence by following these instructions, you will need to update your customisations when upgrading Confluence. The more dramatic the customisations are, the harder it will be to reapply your changes when upgrading. Please take this into account before proceeding with any customisations. For more information on updating your customisations, please refer to [Upgrading Custom Layouts](#).

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

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

These decorator 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 '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.



'**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system 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.



'**Layout**' is only displayed if you are a Confluence system administrator.

- Click '**View Default**' to view the vmd file.
- Click '**Create Custom**' to edit the default vmd file. This will open up the vmd file in edit mode. Make changes and click '**Update**'.

Screenshot : Edit Layouts Example

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

Click thumbnail to view an example of a vmd file:



RELATED TOPICS

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

Take me back to the [Confluence User's 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 '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
 -  '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system 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 effect for other themes.

[Screenshot: Editing a space's colour scheme](#)

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

 **Selected**



The following colours can be customised for this colour scheme.

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

**Handy Hint**

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

RELATED TOPICS

[Customising Look and Feel](#)

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

Styling Confluence with CSS

This page explains the facility for making visual changes to the look and feel of Confluence with CSS.

On this page:

- [Introduction](#)
- [Considerations for Using Custom CSS](#)
- [Getting Started](#)

Introduction

Cascading Style Sheets (CSS) are an industry-standard way of styling a web page. The content of a page is rendered with HTML, and its look and feel is determined by CSS files.

With the release of Confluence 2.10, you can easily upload a CSS text file and apply it to a space or even a whole Confluence instance. See [this page](#) for instructions.



This function is not on by default. To allow space admins to edit stylesheets, go to the general configuration section of the admin console and turn on "Enable Custom Stylesheets for Spaces".

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

In order to get you started, we have compiled this introduction, a [basic styling tutorial](#) and a more [advanced tutorial](#) which alters a Confluence menu.

Considerations for Using Custom CSS

CSS Knowledge is Required

If you're not familiar with CSS, [this page](#) has an accessible introduction. You should spend some time to become confident with Cascading Style Sheets before you start editing your Confluence instance.

Security

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

Scaling

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

Features Cannot Be Disabled

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

Features Should Not Be Disabled

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

Confluence Version Compatibility

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

Test on Different Web Browsers

As a rule you should test your modifications on different web browsers. Internet Explorer, Firefox, Opera and Safari (on Mac OS X) are some of the more popular browsers.



Supported Web Browsers

Please ensure that you are using one of the web browsers supported by Atlassian. If you are using an unsupported browser or browser version, some features may not work correctly. You can find the list of supported web browsers and browser versions on this page: [Supported Platforms](#).

CSS Customisation is Not Supported

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

Getting Started

Editing the CSS

To edit a space's CSS style sheets,

1. Go to the **'Space Admin'** tab of the Browse Space view. To do this:
 - Go to a page in the space, open the **'Browse'** menu and select **'Space Admin'**. The 'Space Administration' view will open.
 -  **'Space Admin'** is only displayed if you are a space administrator for that space or you are a Confluence system administrator.
2. Click **'Stylesheet'** in the left-hand panel under the heading **'Look and Feel'**.
3. Click **'Edit'**.
4. Paste your custom CSS into the text field.
5. Click **'Save'**. The new CSS will be visible on all content pages in the space.

Follow the Tutorial

Follow the examples in the [Basic Styling Tutorial](#) or the more advanced [Styling Tabs in Confluence](#) to get started.

RELATED LINKS

[Basic Styling Tutorial](#)
[Styling Tabs in Confluence](#)
[Styling Fonts in Confluence](#)
[Including Cascading Stylesheets in Themes](#)

Basic Styling Tutorial

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

On this page:

- [CSS Editing Quick-Start](#)
- [Tutorial: Changing the Header Background](#)
- [CSS Editing Tips](#)
 - [Begin With a Space Stylesheet](#)
 - [Use the Right Tools](#)
 - [Edit Simple Elements First](#)
- [RELATED LINKS](#)

CSS Editing Quick-Start

To edit a space's CSS style sheets,

1. Go to the **'Space Admin'** tab of the Browse Space view. To do this:
 - Go to a page in the space, open the **'Browse'** menu and select **'Space Admin'**. The 'Space Administration' view will open.
 -  **'Space Admin'** is only displayed if you are a space administrator for that space or you are a Confluence system administrator.
2. Click **'Stylesheet'** in the left-hand panel under the heading **'Look and Feel'**.
3. Click **'Edit'**.
4. Paste your custom CSS into the text field.
5. Click **'Save'**. The new CSS will be visible on all content pages in the space.

Tutorial: Changing the Header Background

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

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

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

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

CSS Editing Tips

Begin With a Space Stylesheet

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

Use the Right Tools

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

1. [Firebug](#)

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

2. [Web Developer](#)

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

3. [CSS Edit](#)

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

Edit Simple Elements First

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

RELATED LINKS

[Styling Confluence with CSS](#)
[Styling Tabs in Confluence](#)
[Including Cascading Stylesheets in Themes](#)

Styling Fonts in Confluence

Confluence provides the ability to adjust its visual style via Cascading Style Sheets (CSS). With this feature, it is very easy to change the look and feel of Confluence.

This tutorial shows you to change the fonts of a normal Confluence page. We will show how to change the font and font sizes with a few lines of CSS.

Screenshot 1: Default Font in a Confluence Page

Dashboard › People › Matt Ryall › Home



Home

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

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

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

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

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

Screenshot 2: Custom Font in a Confluence Page

Dashboard › People › Matt Ryall › Home



Home

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

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

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

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

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

At the bottom of this page you can find the code for the custom font. Simply copy and paste it into the Space Stylesheet form within the Space Administration section.

Changing the fonts

In order to customise the fonts in Confluence, you first need to set the body font to the font you want. Second, you may want to adjust the font size to account for the fact that different fonts have different relative sizes.

The relevant CSS is shown below, and can be configured in Space Admin > Stylesheets. These styles change Confluence's font from its default of Helvetica/Arial – *sans serif* fonts – to Times/Times New Roman – *serif* fonts. To adjust for the fact that Times is a bit smaller than Helvetica, we increase the font size to 14 pixels.

```
01.body {
02.      font-family: Times, "Times New Roman", serif;
03.      font-size: 14px;
04.}
05..wiki-content,
06..wiki-content p,
07..wiki-content table,
08..wiki-content tr,
09..wiki-content td,
10..wiki-content th,
11..wiki-content ol,
12..wiki-content ul,
13..wiki-content li {
14.      font-size: 14px;
15.}
```

The many styles which include 'wiki-content' are necessary to change the font-size for all the tags in the wiki content.

RELATED LINKS

[Basic Styling Tutorial](#)
[Styling Tabs in Confluence](#)
[Including Cascading Stylesheets in Themes](#)

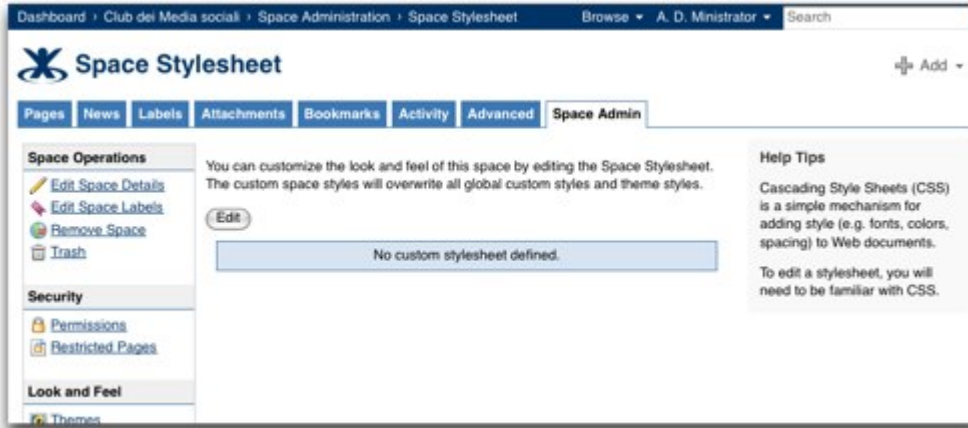
Styling Tabs in Confluence

Confluence provides the ability to adjust its visual style via Cascading Style Sheets (CSS). With this feature, it is very easy to change the look and feel of Confluence.

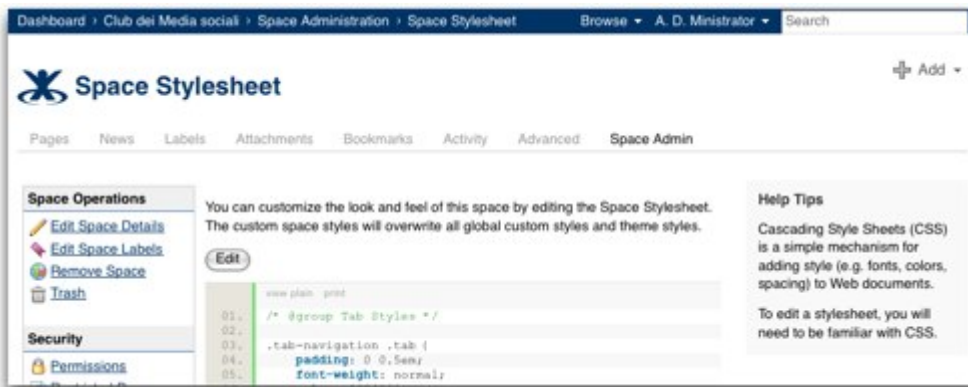
This tutorial shows you to change the look and feel of Confluence. We will address the Confluence tabs in this tutorial and how we can change their look completely with a few lines of CSS.

Let's take a look at what we are trying to achieve. Notice the dark blue tabs in *Screenshot 1*? Our goal is to blend them into the background and change the text style as in *Screenshot 2*.

Screenshot 1: Default Confluence Tabs in Admin Screen



Screenshot 2: Customised Confluence Tabs in Admin Screen



At the bottom of this page you can find the code for the custom tabs. Simply copy and paste it into the Space Stylesheet form within the Space Administration section. Let's discuss each selector in detail:

Container Style

```
1. #navigation, #tab-navigation {
2.     border-bottom: 1px solid #CCC;
3.     background-color: transparent;
4.     margin: 1em 0 2em -5px;
5. }
```

Lets start with the container around the tabs. We don't want a **background-color** for the tabs and the container, therefore we will set the color to be transparent. With the **border-bottom** attribute we will create a thin grey line at the bottom to separate the navigation from the rest of the page. Lastly we adjust the **margins** of the container to create some space around the tabs.

Tab Style

```
1. .tab-navigation .tab a {
2.     font-weight: normal;
3.     color: #999999;
4.     background-color: transparent;
5.     border: none;
6. }
```

Then we style each link within the tab. We set the **font-weight** to normal, to make the tabs less dominant and change the color to a dark grey. We also have to specify the **border** and **background-color** attributes explicitly to *overwrite* the default styles in Confluence. If we don't specify the background color for example, the blue color of the default style will be applied.

Hover Style


```

1..tab-navigation .tab a:hover {
2.    font-weight: normal;
3.    color: #0088CC;
4.    background-color: transparent;
5.    border: none;
6.}

```

Now we want to specify the **hover** attributes of the links. Note that we have to overwrite the **background-color** and the **border** attributes again, otherwise the default styles will be applied. We also change the color of the text for the hover effect of the link.

Currently Selected Element Style

```

1.ul.tab-navigation .current a:hover, ul.tab-navigation .current a {
2.    color:#000000;
3.    background-color: transparent;
4.    border:none;
5.}

```

The last selector we will need to customise is the element with the class **current**. Note that we use a more specific selector this time. The reason we are doing this is because these specific selectors are used in the default CSS stylesheet. If we were to use more general selectors, like we did above (ignoring the **ul**), the default style would still be applied since more specific selectors are rendered with a higher priority. We want to keep the general style of the other links but simply change the **color** of the text to black.

Complete CSS Style

Simply copy and paste the code below to change the look of the tabs in Confluence.

```

01./* @group Tab Styles */
02.
03..tab-navigation .tab a {
04.    font-weight: normal;
05.    color: #999999;
06.    background-color: transparent;
07.    border: none;
08.}
09.
10.
11..tab-navigation .tab a:hover {
12.    font-weight: normal;
13.    color: #0088CC;
14.    background-color: transparent;
15.    border: none;
16.}
17.
18.#navigation, #tab-navigation{
19.    border-bottom-color:#CCC;
20.    margin: 1em 0 2em -10px;
21.    background-color: transparent;
22.}
23.
24.
25.ul.tab-navigation .current a:hover, ul.tab-navigation .current a {
26.    background-color: transparent;
27.    border:none;
28.    color:#000000;
29.}
30./* @end */

```

RELATED LINKS

[Basic Styling Tutorial](#)
[Styling Tabs in Confluence](#)
[Including Cascading Stylesheets in Themes](#)

Using CSS to Customise the Easy Reader Theme

This page gives some hints on using the space CSS style sheets to customise the [Easy Reader theme](#).

You can customise the Easy Reader theme using CSS at space or site level. A common modification is to change or remove the background image.

**CSS elements are specific to each theme**

You will need to match your theme choice and custom CSS. If you want to use the CSS on this page, you will need to apply it to a space that is using the Easy Reader theme. If you apply the CSS at site level, then your entire site must use the Easy Reader theme.

Editing the CSS

To edit a space's CSS style sheets,

1. Go to the **'Space Admin'** tab of the Browse Space view. To do this:
 - Go to a page in the space, open the **'Browse'** menu and select **'Space Admin'**. The 'Space Administration' view will open.
 -  **'Space Admin'** is only displayed if you are a space administrator for that space or you are a Confluence system administrator.
2. Click **'Stylesheet'** in the left-hand panel under the heading **'Look and Feel'**.
3. Click **'Edit'**.
4. Paste your custom CSS into the text field.
5. Click **'Save'**. The new CSS will be visible on all content pages in the space.

Simple CSS Customisations for Easy Reader Theme

To change the background image:

```
1.body { background: #ccc url("path/to/your/background.gif") 50% 0 repeat-y; }
```

Remember to set an appropriate background colour to extend past the left and right edges of the image. In the example we use colour code #ccc. This colour should match the last pixel on the left and right of your background image.

**Upload your background image as a page attachment**

You can upload your background as a page attachment. Make sure that you restrict editing (but not viewing) of that page to yourself or the space/site administrators.

To replace the theme's gradient image with your choice of background colour:

```
1.body { background: #ccc; }
```

To add a border to the left and right of the content area, using a specific colour (in the example we use colour code #ccc):

```
1.#full-height-container { border-left: 1px solid #ccc; border-right: 1px solid #ccc; }
```

RELATED TOPICS

[Configuring the Easy Reader Theme](#)
[Styling Confluence with CSS](#)

Rich Text Editor Overview

If you are accustomed to HTML editing or other text editing applications, you may find that the Rich Text Editor provides an easier and faster way to create and edit 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.

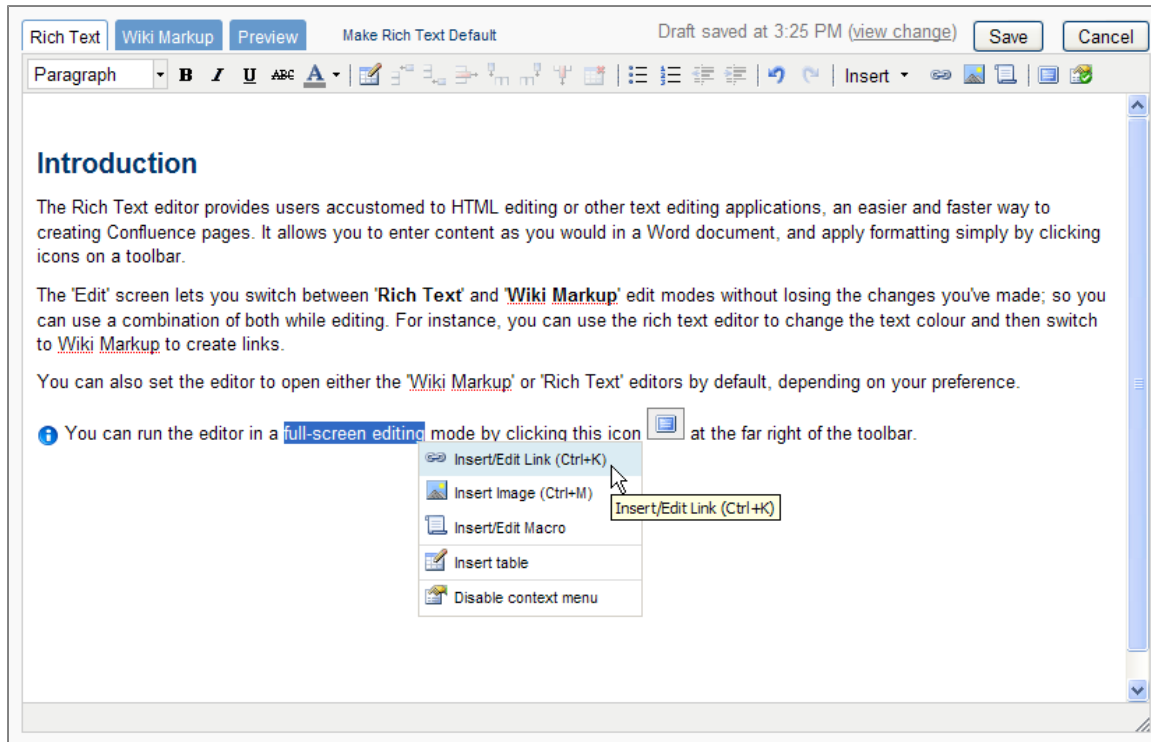
The 'Edit' screen lets you switch between **'Rich Text'** and **'Wiki Markup'** edit modes without losing the changes you have made. You can use a combination of both while editing. For instance, you can use the Rich Text Editor to change the text colour and then switch to Wiki Markup to create links.

You can also set the editor to open either the 'Wiki Markup' or the 'Rich Text' editor by default, depending on your preference.

**Rich Text Editing can be disabled**

The Rich Text editing option is enabled by default. Be aware however that site administrators can disable it. If it is disabled, a site administrator will need to [enable it again](#) from the Administration Console before you can start using the Rich Text Editor.

[Screenshot: The Rich Text Editor](#)



Right-click Context Menu

The Rich Text Editor incorporates a right-click context menu that provides an additional mechanism for handling common editing actions available through the toolbar icons or keyboard shortcuts. For more information about the right-click context menu, refer to [Using the Context Menu in the Rich Text Editor](#).

Drag and Drop

You can drag a file such as an image, Office or PDF file from your computer and drop it directly into the Rich Text Editor. The contents of the file will be embedded directly onto the page or blog post and displayed in its entirety when viewed. Please refer to:

- [Drag-and-Drop](#) for more information about Confluence's drag and drop feature and prerequisites for setting this up
- [Inserting an image](#) for more information about embedding images onto a Confluence page or blog post
- [Displaying Office Files in Confluence](#) for more information about embedding Office and PDF files onto a Confluence page or blog post

Full Screen Mode

You can run the editor in a full-screen edit mode by clicking the **'Toggle fullscreen mode'** icon  at the far right of the toolbar.

Autocomplete

When using the Rich Text Editor, you can enter a trigger character or press a keyboard shortcut to call up a list of suggested links, images or documents to add to your page. This feature is called 'autocomplete'. Autocomplete provides you with a fast editing solution if you prefer to use key strokes rather than pointing and clicking with the mouse.

Quick summary of autocomplete:

- 'l' or Ctrl+Shift+K to see a list of suggested links.
- 'i' or Ctrl+Shift+M to see a list of suggested images or documents.

For the details, see the page about [autocomplete in the Rich Text Editor](#).

RELATED TOPICS

[Enabling Rich Text Editing](#)
[Choosing Rich Text or Wiki Markup Editing as your Default](#)
[Using the Context Menu in the Rich Text Editor](#)
[Working with Text Effects in the Rich Text Editor](#)
[Working with Tables in the Rich Text Editor](#)
[Inserting Images in the Rich Text Editor](#)
[Adding and Removing Links in the Rich Text Editor](#)
[Linking to Images in the Rich Text Editor](#)

[Linking to Attachments in the Rich Text Editor](#)
[Inserting Emoticons in the Rich Text Editor](#)
[Inserting Symbols in the Rich Text Editor](#)

Enabling Rich Text Editing

You can choose to use Confluence's [Rich Text Editor](#) to create and edit page content.



Rich Text Editor can be enabled or disabled at site level

The Rich Text Editor is enabled at site level by default, but your Confluence administrator may have disabled it. If disabled, please ask a Confluence administrator to turn on **'Rich Text Editing'** in the **'General Configuration'** section of the Confluence Administration Console.

You can choose to open your Confluence editor in **'Rich Text'** or **'Wiki Markup'** mode by default.

To choose the Rich Text or Wiki Markup editor as your default,

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 the page in your current default mode.

2. Click the **'Rich Text'** tab to open the Rich Text Editor, or **'Wiki Markup'** to open the Wiki Markup editor.

3. If you have chosen an edit mode that is not already your default, the link **'Make <EDITOR MODE> Default'** will appear next to the tabs. Click the link to make the chosen editor your default.

Next time you open the editor, it will open in the selected mode.

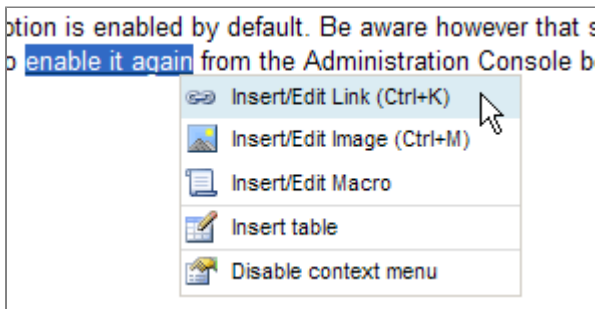
RELATED TOPICS

[Rich Text Editor Overview](#)

Using the Context Menu in the Rich Text Editor

The Rich Text Editor provides a right-click context menu (drop-down menu) that you can use to perform common editing actions. These actions are also available via the toolbar or [keyboard shortcuts](#).

Screenshot: The Rich Text Editor's right-click context menu



From the right-click context menu, you can insert or edit:

- A link
- An image
- A macro
- A table



Additional right-click context menu options are available when editing [links](#) and [tables](#).

Activating and Deactivating the Right-Click Context Menu

By default, the right-click context menu is not active.

To activate the right-click context menu,

1. Click the 'Context Menu' icon  in the toolbar.
2. The 'Context Menu' icon changes to its activated state .

To deactivate the right-click context menu,

1. Click the active 'Context Menu' icon  in the toolbar.
 Alternatively, right-click within the Rich Text Editor's text editing area then click '**Disable context menu**'.
2. The 'Context Menu' icon changes to its deactivated state .

RELATED TOPICS

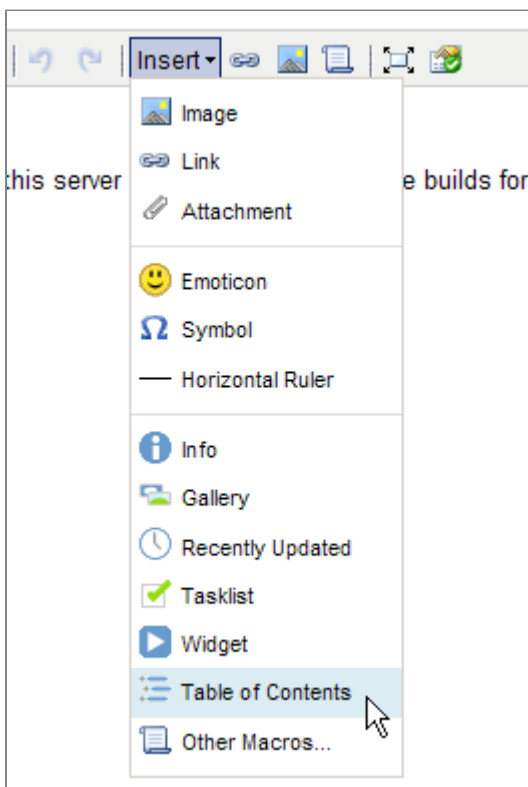
[Adding and Removing Links in the Rich Text Editor](#)
[Inserting Images in the Rich Text Editor](#)
[Working with Tables in the Rich Text Editor](#)
[Rich Text Editor Overview](#)

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

Inserting Content in the Rich Text Editor

Click '**Insert**' on the toolbar of the Rich Text Editor to open the **Insert** menu. This menu offers a number of commonly used editing features.

Screenshot: The Rich Text Editor's 'Insert' menu



Use the 'Insert' menu to add one of the following types of content into your page:

- An [image](#).
- A [link](#) to another Confluence page or external URL, or a [link to an attachment or image](#).
- An [emoticon](#), [symbol](#) or horizontal line.
- A number of commonly used macros or any other macro (via the [macro browser](#)). When you select a specific macro from the insert menu, the macro browser opens that macro directly in preview mode. Select the 'Other Macros' item to open the macro browser in macro selection mode.

RELATED TOPICS

[Rich Text Editor Overview](#)

Inserting Images in the Rich Text Editor

This page explains how to attach and insert an image, using the Rich Text Editor. You can also [use Wiki Markup to insert an image](#).



Quick guide to adding images

- Click the 'Insert Image' icon  in the editor toolbar. Select one of these options:
 - **'Attached Images'** – Embed an image or file attached to the current Confluence page.
 - **'From the Web'** – Enter a URL and embed an external image or file.

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

On this page:

- [Adding an Image via the Image Browser](#)
- [Adding an Image via Drag and Drop](#)
- [Adding an Image via Autocomplete](#)

Adding an Image via the Image Browser

The 'image browser' is the 'Insert Image' window that pops up when you click the 'Insert Image' icon  in the editor toolbar.



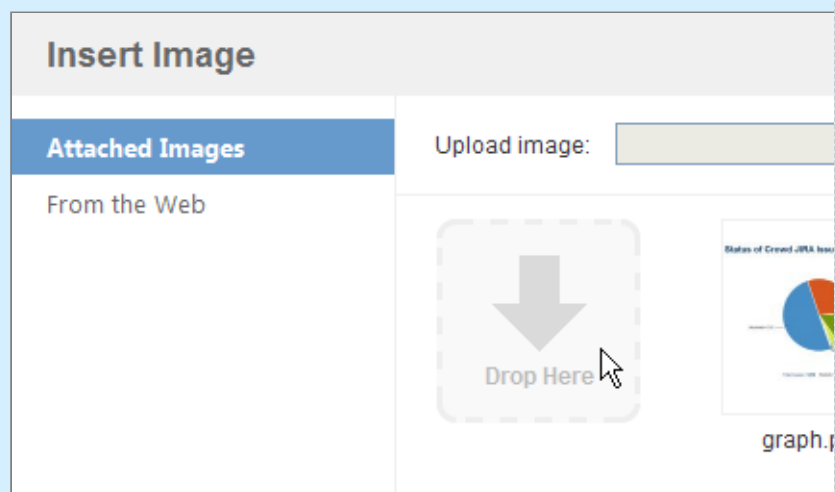
Wiki Markup mode and Rich Text Editor

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 onto a page using the image browser,](#)

- Click the 'Insert Image' icon  in the toolbar. The image browser ('Insert Image' window) opens.
 - Alternative methods for opening this window:
 - Right-click in the editor window and choosing **'Insert/Edit Image'** from the [context menu](#).
 - Press **Ctrl-M** (Internet Explorer on Windows). See [Keyboard Shortcuts](#) for key combinations used on other browsers and operating systems.
- Choose one of the following options in the left-hand panel:
 - Attached Images** — Use this option to embed an image already attached to the page, or attach a new image to the page.
 - If you want to attach a new image to the page, use one of the following methods:
 - 'Browse and Attach' feature:
 - Click the **'Browse'** button.
 - Select your file from your computer or your network.
 - Click the **'Open'** button.
 - 'Drag and Drop' feature:
 - This feature requires [Google Gears](#) to have been installed. See the [Drag-and-Drop](#) topic.
 - Drag one or more file(s) from your computer and drop them onto the image browser.

Screenshot: Dragging and Dropping an Image into the Insert Image Window



- Click the image you want to insert onto the page.
- From the Web** — Use this option to embed a remote image from the web onto a Confluence page.
 - Enter the URL of the image into the **'Image URL'** text box. If you want to preview the image, click the **'Preview'** button.
 - This preview function allows you to check if the URL is either correct or accessible by Confluence. Bear in mind that whenever the page is viewed, the image will be loaded from the other website as it is not stored within Confluence.
- If you want to control the placement of the image on the page, select a value from the **'Align'** dropdown list. Available values are 'None' (i.e. default), 'Left', 'Right' and 'Centre'.
- If your image is not a web image and you want the Confluence page to display a smaller (thumbnail) version of your attached image, select the **'Thumbnail'** check box. When the thumbnail is displayed on a page, it will also be hyperlinked. When the reader clicks the thumbnail, the image will expand to full size in a new window.
- If you want to add a border around the image, ensure that the **'Border'** check box is selected. (This is the default setting.)
- Click **'OK'** to insert the image on the Confluence page.

Adding an Image via Drag and Drop

To embed an image onto a Confluence page using drag and drop,

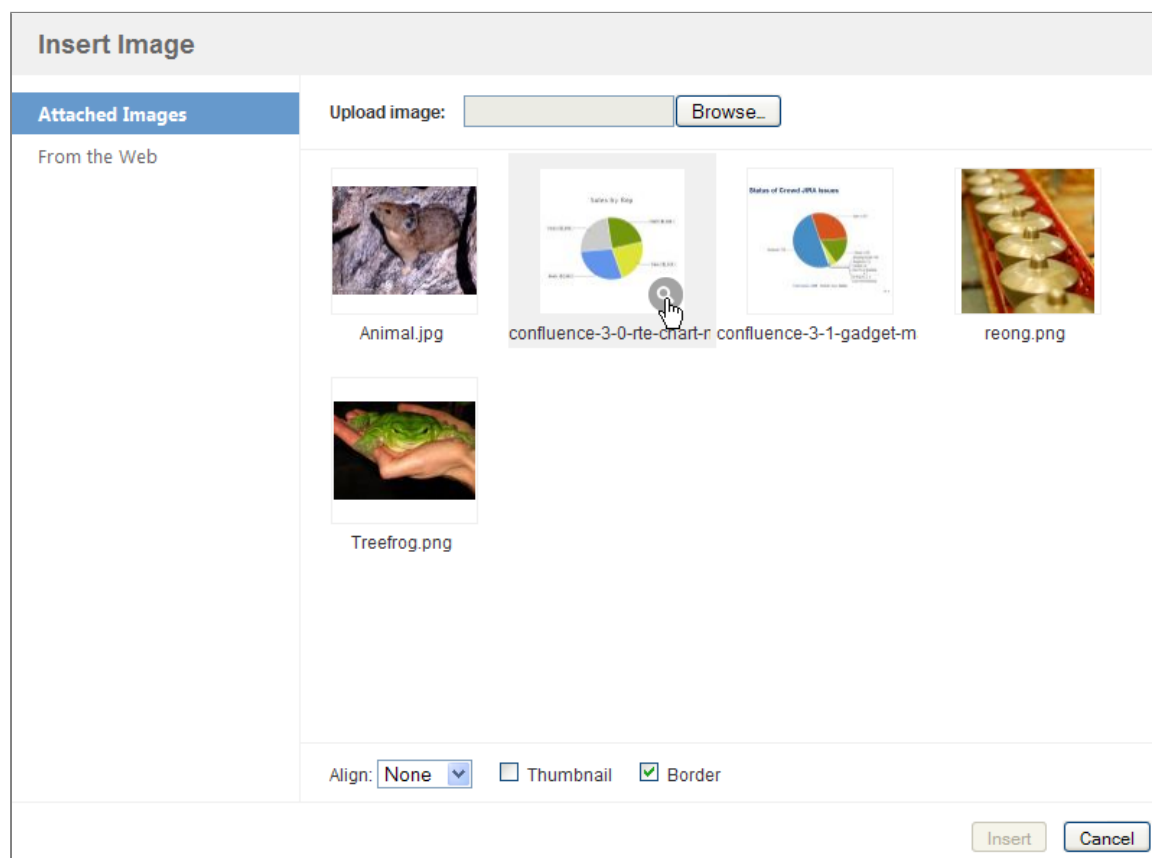
- This feature requires [Google Gears](#) to have been installed. Refer to the [Drag-and-Drop](#) topic for more information on configuring Confluence to use the drag and drop feature.

- Simply drag the image from your computer and drop it into the Rich Text Editor window. The image will be displayed in the position where you dropped it.
 - Alternatively, you can also drag an image from another website and drop it into the Rich Text Editor window. Whenever the page is viewed, the image will be loaded and drawn from the other website as it is not stored within Confluence.
-  When embedding an image, only one image file can be dragged and dropped at a time.

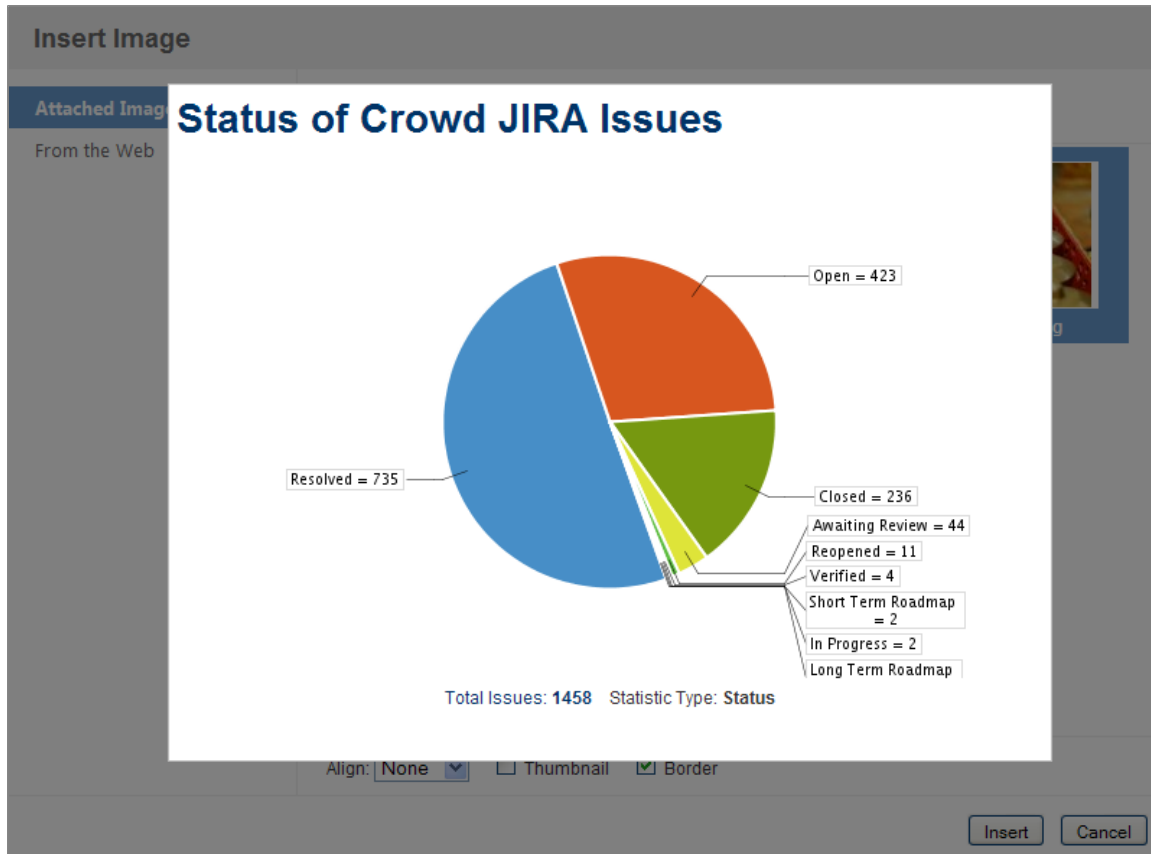


This particular feature is not available in the [Wiki Markup Editor](#). However, using the Wiki Markup Editor, you can still attach images to a page by dragging and dropping these files onto the [Image Browser](#) window.

Screenshot 1: Inserting an Image - Browse Attached Images



Screenshot 2: Inserting an image - Previewing an Attached Image



Adding an Image via Autocomplete

When using the Rich Text Editor, you can enter a trigger character or press a keyboard shortcut to call up a list of suggested images or documents to add to your page. This feature is called 'autocomplete'. Autocomplete provides you with a fast editing solution if you prefer to use key strokes rather than pointing and clicking with the mouse.

Quick summary of autocomplete: Use **!** or **Ctrl+Shift+M** to see a list of suggested images or documents.

For the details, see the page about [autocomplete in the Rich Text Editor](#).

RELATED TOPICS

[Linking to Attachments in the Rich Text Editor](#)
[Rich Text Editor Overview](#)

Take me back to the [Confluence User's Guide](#).

Inserting Emoticons in the Rich Text Editor

This page tells you how to add an emoticon, or smiley, to your Confluence page.

To insert an emoticon,

1. Click the **'Insert'** menu on the toolbar and choose the **Emoticon** item 😊 from the drop-down menu. 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.

```
1. ; -)
```

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:

```
1. (-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:

```
1. (-example_here\;-)
```

The characters will then appear exactly as typed.

Screenshot: Emoticons



RELATED TOPICS

[Inserting Images in the Rich Text Editor](#)
[How to Disable Emoticons](#)

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

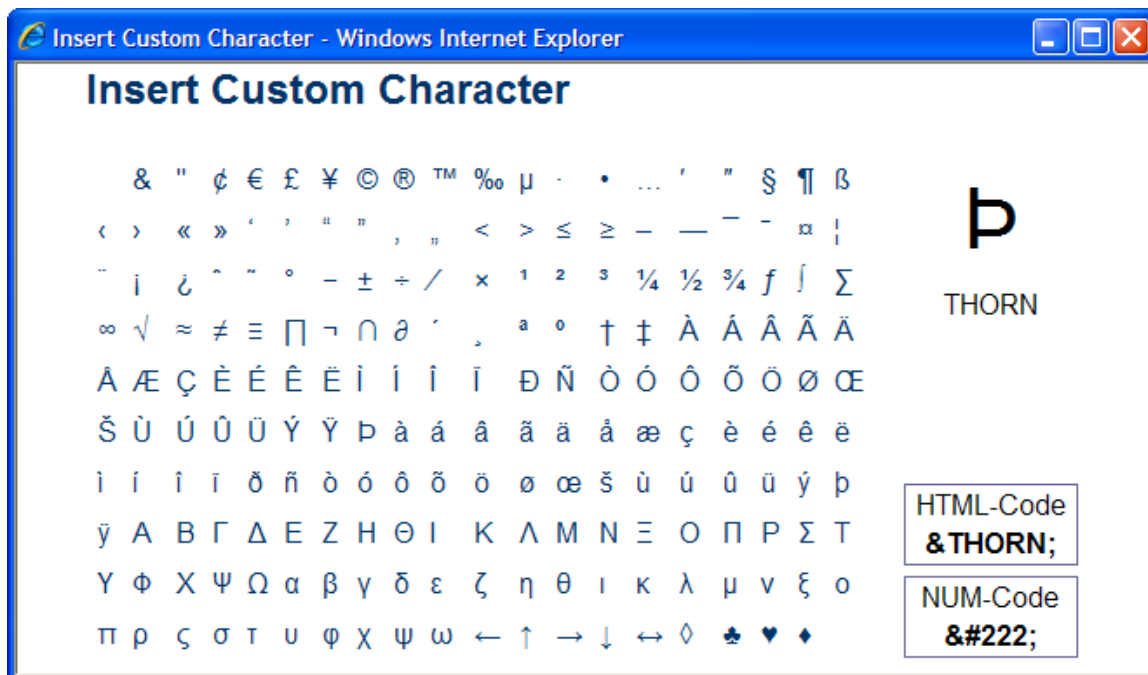
Inserting Symbols in the Rich Text Editor

This page tells you how to insert a symbol, or special character, onto your Confluence page.

To insert a symbol,

1. Click the 'Insert' menu on the toolbar and choose the 'Ω Symbol' item from the drop-down menu. This will pop up the 'Custom Characters' window.
2. Click on the symbol to insert it.

Screenshot: Custom Characters



RELATED TOPICS

[Inserting Emoticons in the Rich Text Editor](#)

Take me back to the [Confluence User's Guide](#).

Adding and Removing Links in the Rich Text Editor

This page tells you how to add a link on your Confluence page using the Rich Text Editor. A link, or hyperlink, is a word or phrase which, when clicked, will direct the user to another web page or other location. You can link to Confluence pages, user profiles, other web pages, images and other attachments.



Quick guide to adding links

- Click the link icon  on the editor toolbar. Select one of these options:
 - **'Search'** – Find and link to a page or file in Confluence.
 - **'Recently Viewed'** – Find and link to a page in Confluence that you have visited recently.
 - **'Attachments'** – Link to an image or file attached to the current Confluence page.
 - **'Web Link'** – Enter a URL and link to an external web page or file.

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

On this page:

- Adding a Link via the Link Browser
 - Linking from one Confluence Page to another Confluence Page
 - Linking to an Image
 - Linking to an Attachment
 - Linking to a Page Outside Confluence
 - Linking to a Non-Existent Confluence Page
 - Linking via a Shortcut Link
- Pasting a Link from your Web Browser
- Adding a Link via Autocomplete
- Adding a Link via Drag and Drop (Firefox and Safari Only)
- Removing a Link

Adding a Link via the Link Browser

The 'link browser' is the 'Insert Link' or 'Edit Link' window that pops up when you click the 'Insert Link' icon  in the editor toolbar.



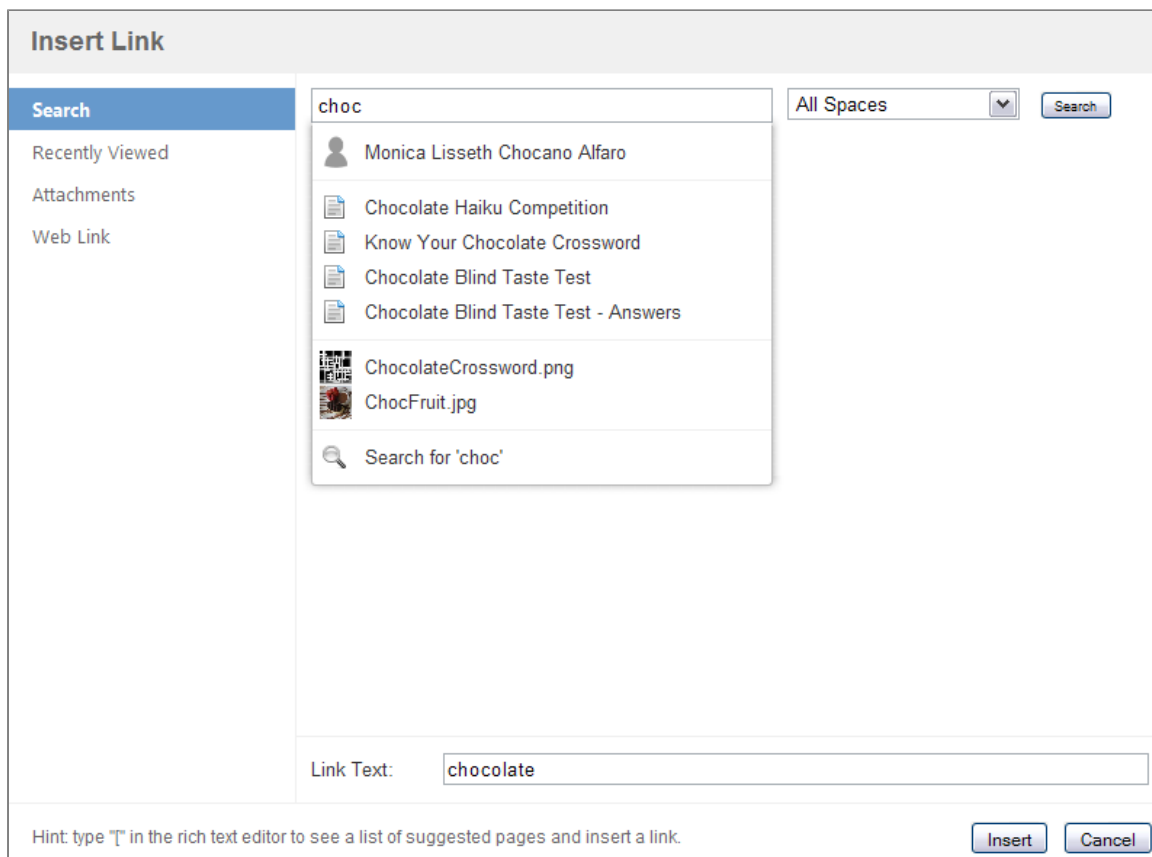
Wiki Markup Editor and Rich Text Editor

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

To create a new link using the 'Insert Link' window,

1. Place your cursor at the point where you want to insert the link, or highlight the text that you want linked.
2. Click the 'Insert/Edit Link' icon  in the toolbar. The 'Insert Link' window will open, showing the 'Search' option.
 - Alternatively, if you are in the Rich Text Editor, you can open this window by:
 - Clicking the **'Insert'** menu and choosing the **'Link'** item from the drop-down menu.
 - Right-clicking in the editor window and choosing the **'Insert/Edit Link'** item from the context menu (if the [right-click context menu](#) is enabled).
 - Pressing **Ctrl-K** if you use Internet Explorer for Windows. See [keyboard shortcuts](#) for key combinations used on other browsers and operating systems.
3. Choose one of the options in the left-hand panel to help you find the page or other location that you want to link to:
 - **Search** – Use this option to link to a page or file in Confluence.
 - Start typing the **user, page, image or file name** into the text box. Confluence will suggest options as you type, using autocomplete to guess what you want. See the screenshot [below](#).
 - If necessary, limit the search by selecting a **space**.
 - Select your link destination from the autocomplete results, or click **'Search'** and select the link destination from the search results.
 - **Recently Viewed** – Use this option to link to a page in Confluence. Select your link destination from recently-visited pages.
 - **Attachments** – Use this option to link to an image or other file that is attached to the current page. You can also browse for a file or image and attach it to the page, then select it to create the link. If you like, you can refer to the [detailed instructions with screenshot](#).
 - **Web Link** – Use this option to link to an external web page or file. Enter or paste the web address into the **'URL'** text box. An example of a URL is: 'http://www.google.com'.
4. If you want your link to display specific words on the page, enter the words in the **'Link Text'** text box. If you highlighted some text before clicking the 'Insert Link' icon, that text will appear here by default. If you leave the 'Link Text' text box empty, the link will display the destination page name or URL.
5. Click **'Insert'**.

Screenshot: The link browser, showing autocomplete in the 'Search' option



Insert Link

Search

choc

All Spaces  

Recently Viewed

Attachments

Web Link

Monica Lisseth Chocano Alfaro

Chocolate Haiku Competition

Know Your Chocolate Crossword

Chocolate Blind Taste Test

Chocolate Blind Taste Test - Answers

ChocolateCrossword.png

ChocFruit.jpg

 Search for 'choc'

Link Text: chocolate

Hint: type "T" in the rich text editor to see a list of suggested pages and insert a link.



Link browser will remove tooltips

In Confluence 3.2 and later, the link browser no longer offers the option to include a tooltip for your link. If you have existing links with tooltips, the tooltip will disappear if you edit the link with the link browser. The tooltip will remain if you edit the link using wiki markup. See issue [CONF-18668](#).

Linking from one Confluence Page to another Confluence Page

Follow the instructions above, selecting one of these options:

- 'Search'
- 'Recently Viewed'

Linking to an Image

Follow the instructions above, selecting one of these options:

- 'Search' – Search for and link to any image attached to any page in your Confluence site.
- 'Attachments' – Link to an image attached to the current Confluence page.

If you like, you can refer to the [detailed instructions with screenshot](#).

Linking to an Attachment

Follow the instructions above, selecting one of these options:

- 'Search' – Search for and link to any image or file attached to any page in your Confluence site.
- 'Attachments' – Link to an image or file attached to the current Confluence page.

If you like, you can refer to the [detailed instructions with screenshot](#).

Linking to a Page Outside Confluence

Follow the instructions above, select the 'Web Link' option and enter the URL of the web page.

Linking to a Non-Existent Confluence Page

You may want to insert a link pointing to a Confluence page that does not yet exist.

To link to a non-existent page via the link browser, follow the instructions above and select the 'Web Link' option. Enter the name of the non-existent page into the URL text box.

Screenshot: Linking to a non-existent Confluence page via the link browser

Insert Link	
Search	URL: my non-existent page
Recently Viewed	Link Text: chocolate
Attachments	
Web Link	

Linking via a Shortcut Link

If you have [configured shortcut links](#) on your Confluence site, then you can link to an external site using a shortcut link that looks like this: CONF-17025@jira. Our Confluence site (where this documentation is housed) is configured to allow shortcut links to our JIRA site, using the shortcut @jira. So the shortcut link CONF-17025@jira produces [this link](#).

To add a shortcut link via the link browser, follow the instructions above and select the 'Web Link' option. Enter your shortcut link into the URL text box.

Screenshot: Entering a shortcut link into the link browser

Insert Link	
Search	URL: CONF-17025@jira
Recently Viewed	Link Text: my issue
Attachments	
Web Link	

Pasting a Link from your Web Browser

To paste a link from your web browser,

1. In your web browser, select the link text on the page.
2. Copy the selection to your clipboard (Ctrl-C or **Edit > Copy** in Windows).
3. Paste the selection into the Rich Text Editor (Ctrl-V or **Edit > Paste** in Windows).
The link's original presentation will be replicated as closely as possible. The link's name, the actual URL and some text formatting will be retained.
4. When you save the page, the link will be live.

Adding a Link via Autocomplete

When using the Rich Text Editor, you can enter a trigger character or press a keyboard shortcut to call up a list of suggested links to add to your page. This feature is called 'autocomplete'. Autocomplete provides you with a fast editing solution if you prefer to use key strokes rather than pointing and clicking with the mouse.

Quick summary: Use **'[** or **Ctrl+Shift+K** to see a list of suggested links.

For the details, see the page about [autocomplete in the Rich Text Editor](#).

Adding a Link via Drag and Drop (Firefox and Safari Only)

Note: This is a browser-specific feature available in Firefox and Safari browsers only and is not part of Confluence's [drag and drop](#) feature.



Supported Web Browsers

Please ensure that you are using one of the web browsers supported by Atlassian. If you are using an unsupported browser or browser version, some features may not work correctly. You can find the list of supported web browsers and browser versions on this page: [Supported Platforms](#).

To create a link using your browser's drag and drop capabilities,

- Simply drag the hyperlink from another web page into the Rich Text Editor window. A link to that URL with the wording used on that web page will be added to your page content at the place where you release the mouse button.

Removing a Link

You can easily remove a link using the [right-click context menu](#).

To remove a link via the right-click context menu,

1. If not already activated, activate the right-click context menu by clicking the 'Context Menu' icon  in the toolbar.
2. Right-click the link you want to remove and choose '**Unlink**' from the context menu.

RELATED TOPICS

[Inserting Images in the Rich Text Editor](#)
[Linking to Attachments in the Rich Text Editor](#)
[Using Autocomplete in the Rich Text Editor](#)

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

Linking to Attachments in the Rich Text Editor

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

**Quick guide to linking to an attachment**

1. Click the link icon  on the editor toolbar.
2. Select one of these options:
 - **'Search'** – Search for and link to any image or file attached to any page in your Confluence site.
 - **'Attachments'** – Link to an image or file attached to the current Confluence page.

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

On this page:

- [Adding a Link via the Link Browser](#)
- [Adding a Link via Autocomplete](#)

Adding a Link via the Link Browser

The 'link browser' is the 'Insert Link' or 'Edit Link' window that pops up when you click the 'Insert Link' icon  in the editor toolbar.

**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 a file or image that is attached to the current page,

1. Edit the page where you want to insert the link.
2. Click the link icon  on the toolbar. This will open the **'Insert Link'** window.
3. Select the **'Attachments'** option in the left-hand panel. You will see a list of all files attached to the page. Now you can:
 - Click a file name to select the image or file that you want to link to, if it is already attached to the page.
 - Or attach a new image or file to the page by clicking **'Browse'** and uploading your file.
4. Enter the **'Link Text'**. These are the words that will appear as the hyperlink on the wiki page.
5. Click **'Insert'** to add the link.

To link to a file or image that is attached to any Confluence page,

1. Edit the page where you want to insert the link.
2. Click the link icon  on the toolbar. This will open the **'Insert Link'** window.
3. Select the **'Search'** option in the left-hand panel.
4. Start typing the name of the file or image. Confluence will offer the autocomplete options in a dropdown menu. If the file or image does not appear in the autocomplete options, click **'Search'**.
5. Click the file or image in the autocomplete results or the search results.
6. Click **'Insert'** to add the link.

Screenshot: The link browser, showing autocomplete in the 'Search' option

Insert Link

Search

Recently Viewed

Attachments

Web Link

choc

Monica Lisseth Chocano Alfaro

Chocolate Haiku Competition

Know Your Chocolate Crossword

Chocolate Blind Taste Test

Chocolate Blind Taste Test - Answers

ChocolateCrossword.png

ChocFruit.jpg

Search for 'choc'

All Spaces

Search

Link Text:

chocolate

Hint: type "t" in the rich text editor to see a list of suggested pages and insert a link.

Insert

Cancel

Adding a Link via Autocomplete

You can use the autocomplete functionality to link to a file or image attached to any Confluence page.

When using the Rich Text Editor, you can enter a trigger character or press a keyboard shortcut to call up a list of suggested links to add to your page. This feature is called 'autocomplete'. Autocomplete provides you with a fast editing solution if you prefer to use key strokes rather than pointing and clicking with the mouse.

Quick summary: **Use '[' or Ctrl+Shift+K to see a list of suggested links.**

For the details, see the page about [autocomplete in the Rich Text Editor](#).

RELATED TOPICS

[Linking to Images in the Rich Text Editor](#)
[Adding and Removing Links in the Rich Text Editor](#)

Linking to Images in the Rich Text Editor

This page tells you how to insert a link on your Confluence page, pointing to an image. A link, or hyperlink, is a word or phrase which, when clicked, will display the image.



Quick guide to linking to an image

1. Click the link icon  on the editor toolbar.
2. Select one of these options:
 - **'Search'** – Search for and link to any image or file attached to any page in your Confluence site.
 - **'Attachments'** – Link to an image or file attached to the current Confluence page.

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

On this page:

- [Adding a Link via the Link Browser](#)
- [Adding a Link via Autocomplete](#)

Adding a Link via the Link Browser

The 'link browser' is the 'Insert Link' or 'Edit Link' window that pops up when you click the 'Insert Link' icon  in the editor toolbar.

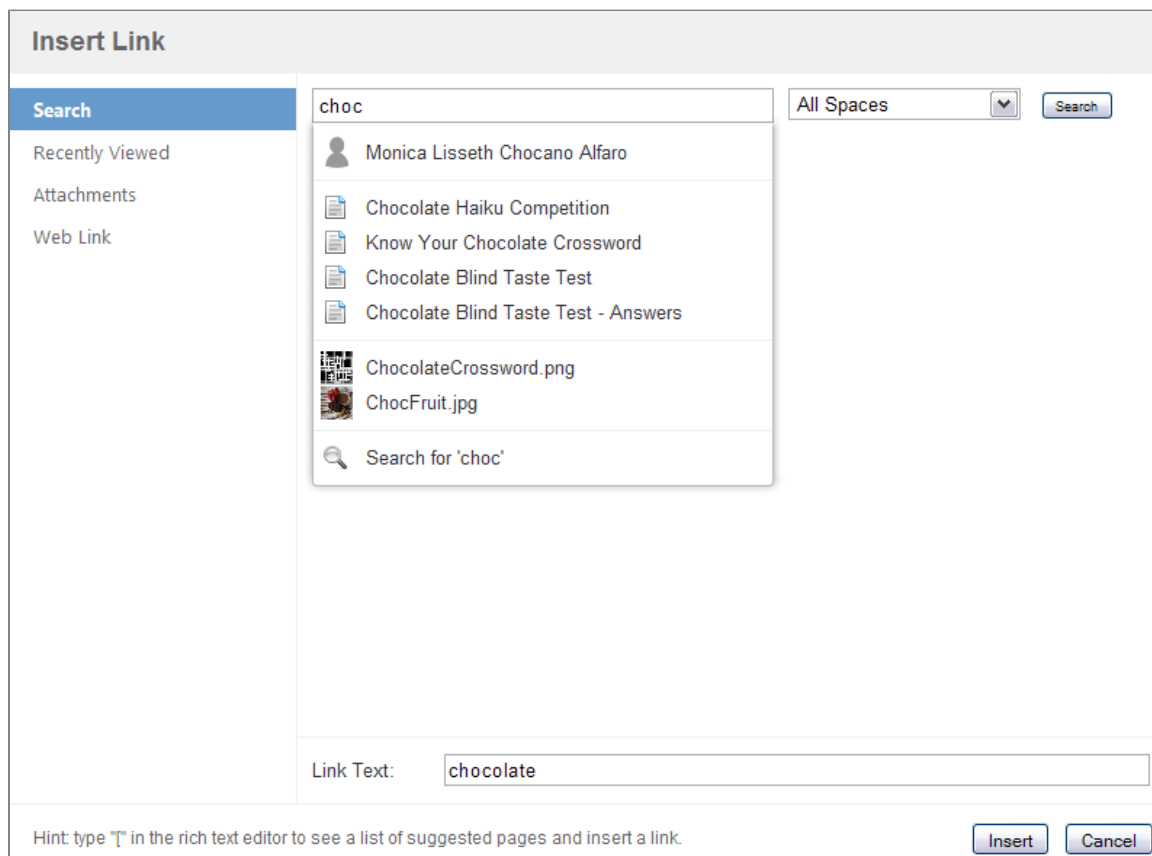
To link to an image that is attached to the current page,

1. Edit the page where you want to insert the link.
2. Click the link icon  on the toolbar. This will open the 'Insert Link' window.
3. Select the '**Attachments**' option in the left-hand panel. You will see a list of all files attached to the page. Now you can:
 - Click an image name to select the image that you want to link to, if it is already attached to the page.
 - Or attach a new image to the page by clicking '**Browse**' and uploading your file.
4. Enter the '**Link Text**'. These are the words that will appear as the hyperlink on the wiki page.
5. Click '**Insert**' to add the link.

To link to an image that is attached to any Confluence page,

1. Edit the page where you want to insert the link.
2. Click the link icon  on the toolbar. This will open the 'Insert Link' window.
3. Select the '**Search**' option in the left-hand panel.
4. Start typing the name of the image. Confluence will offer the autocomplete options in a dropdown menu. If the image does not appear in the autocomplete options, click '**Search**'.
5. Click the image in the autocomplete results or the search results.
6. Click '**Insert**' to add the link.

Screenshot: The link browser, showing autocomplete in the 'Search' option



The screenshot shows the 'Insert Link' dialog box with the 'Search' tab selected. The search input field contains 'choc', and a dropdown menu displays autocomplete suggestions: Monica Lisseth Chocano Alfaro, Chocolate Haiku Competition, Know Your Chocolate Crossword, Chocolate Blind Taste Test, Chocolate Blind Taste Test - Answers, ChocolateCrossword.png, and ChocFruit.jpg. Below the dropdown is a 'Search for \'choc\'' option. The 'Link Text' field at the bottom contains 'chocolate'. The dialog includes 'Insert' and 'Cancel' buttons at the bottom right and a hint at the bottom left: 'Hint: type "I" in the rich text editor to see a list of suggested pages and insert a link.'

Adding a Link via Autocomplete

You can use the autocomplete functionality to link to an image attached to any Confluence page.

When using the Rich Text Editor, you can enter a trigger character or press a keyboard shortcut to call up a list of suggested links to add to your page. This feature is called 'autocomplete'. Autocomplete provides you with a fast editing solution if you prefer to use key strokes rather than pointing and clicking with the mouse.

Quick summary: Use '**I**' or **Ctrl+Shift+K** to see a list of suggested links.

For the details, see the page about [autocomplete in the Rich Text Editor](#).

RELATED TOPICS

[Linking to Attachments in the Rich Text Editor](#)
[Adding and Removing Links in the Rich Text Editor](#)
[Inserting Images in the Rich Text Editor](#)

Working with Tables in the Rich Text Editor

The Rich Text Editor provides several table editing features.

On this page:

- [Inserting a Table](#)
- [Table Toolbar Options](#)
- [Additional Right-Click Context Menu Table Options](#)
 - [Copying or Cutting and Pasting Rows](#)
- [Resizing a table using the mouse](#)

Inserting a Table

To create a table,

1. Place your cursor at the point where you want to insert the table.
2. Click  on the Rich Text Editor toolbar.
 Alternatively, if the [right-click context menu](#) is enabled, you can right-click and choose **'Insert Table'** from the context menu.
 The 'Insert Table' window will open.
3. Enter the number of columns and rows for your table.
4. Select the check box if you want a heading style applied to the first row of the table.
5. Click **'OK'**.

Table Toolbar Options

When you are editing a table and your cursor is placed within the table cell, the following options become available from the toolbar.

To do this with respect to the current table cell position	Click this
Insert an empty row above the current one	
Insert an empty row below the current one	
Remove the current row	
Insert column to the left of the current one	
Insert column to the right of the current one	
Remove the current column	
Remove the table	

Additional Right-Click Context Menu Table Options

When you access the right-click context menu from within a table cell, additional options become available from this menu.

To do this with respect to the current table cell position	Choose the following from the right-click context menu
Insert an empty row above the current one	'Row > Insert row before'
Insert an empty row below the current one	'Row > Insert row after'
Remove the current row	'Row > Remove row'
Toggle between making the current row a heading or a normal row	'Row > Heading row'
Insert column to the left of the current one	'Column > Insert column before'
Insert column to the right of the current one	'Column > Insert column after'
Remove the current column	'Column > Remove column'

Remove the table

'Remove table'

Copying or Cutting and Pasting Rows

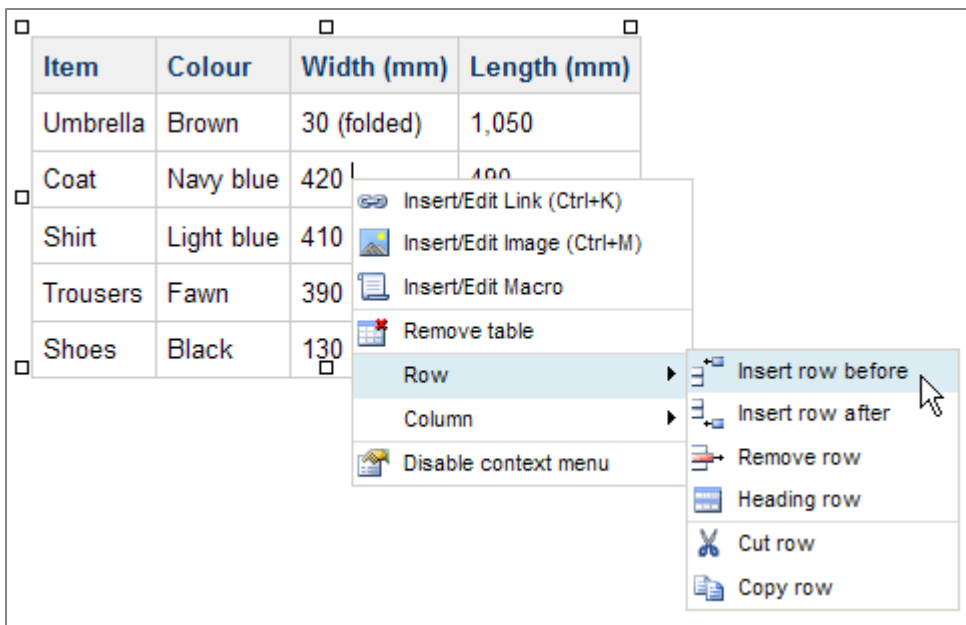
The right-click context menu allows you to conveniently copy or cut and paste rows of a table. You can paste rows that you have cut or copied elsewhere within the same table or in another table.

 You cannot paste a row to another table in which the destination table has more columns than that of the table from which the row was cut or copied.

To do this with respect to the current table cell position	Choose the following from the right-click context menu
Cut out the current row	'Row > Cut row'
Copy the current row	'Row > Copy row'
Insert the cut/copied row above the current one	'Row > Paste row before' 
Insert the cut/copied row below the current one	'Row > Paste row after' 

 These options are only available if a row has been cut or copied first.

Screenshot: Right-Click Context Menu from within a Table Cell



Resizing a table using the mouse

 This feature is only available when using the Rich Text Editor with the Firefox browser.

To resize a table using your mouse,

1. Click anywhere inside the table to select it. The square (resize) boxes appear along the corners and edges of the table, as shown in the image above.
2. Click and hold down your mouse button over one of these resize boxes. While holding down your mouse button, drag the mouse to resize the table and release the mouse button when the table is at the required size.

 Clicking a resize box along the edge of a table allows you to resize the table in one dimension, whereas clicking a resize box at the corner of a table allows you to resize the table in two dimensions.

RELATED TOPICS

[Rich Text Editor Overview](#)
[Using the Context Menu in the Rich Text Editor](#)

Take me back to the [Confluence User's Guide](#).

Using Autocomplete in the Rich Text Editor

When using the Rich Text Editor, you can enter a trigger character or press a keyboard shortcut to call up a list of suggested links or documents to add to your page. This feature is called 'autocomplete'. Autocomplete provides you with a fast editing solution if you prefer to use key strokes rather than pointing and clicking with the mouse.



Quick guide to autocomplete in the Rich Text Editor

- Inserting a link:
 - Enter '[' and start typing to see the suggested links that match your text.
 - Or press Ctrl+Shift+K to convert text to a link.
- Embedding an image or document:
 - Enter '!' and start typing, to see a matching list of images and documents.
 - Or press Ctrl+Shift+M immediately after a word or highlighted phrase.



Autocomplete is available in the Rich Text Editor only, not in the Wiki Markup editor.

On this page:

- [Summary of Autocomplete](#)
- [Using Autocomplete for Links](#)
- [Using Autocomplete for Images and Documents](#)
- [Cancelling Autocomplete](#)
- [Enabling and Disabling Autocomplete](#)

Summary of Autocomplete

What You Want to Do	Trigger Character	Keyboard Shortcut	Description
Add a link on your page	[	Ctrl+Shift+K	Enter a left-hand square bracket or press Ctrl+Shift+K to call up a list of suggested pages or other locations to link to from your page. More...
Display an image or document on your page	!	Ctrl+Shift+M	Enter an exclamation mark or press Ctrl+Shift+M to call up a list of suggested images and documents to embed in your page. More...

Using Autocomplete for Links

Enter a left-hand square bracket or press Ctrl+Shift+K to call up a list of suggested pages or other locations to link to from your page. You can link to pages, user profiles, images, documents and other file attachments.

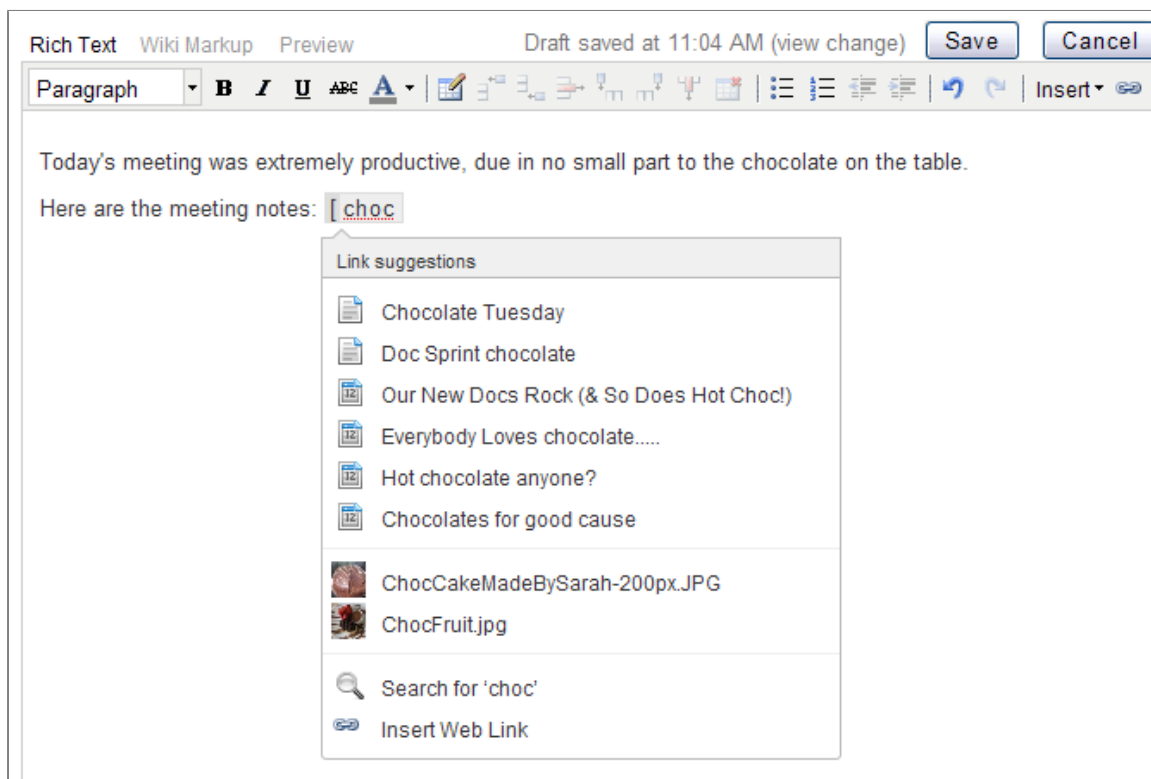
To autocomplete a link using '[',

1. Edit the page in the Rich Text Editor.
2. Place your cursor where you want to insert a link and enter a left-hand square bracket like this: [
3. If you want to find a specific page or file, type the first few characters of the page title, user's name, image name or file name.
4. The list of suggestions will appear as a dropdown menu when you pause in your typing.
 - Select the relevant link using the mouse, or the arrow keys plus 'Enter'. The hyperlink will appear on your page, with the name of the destination page or file as the hyperlinked text.
 - If the item you need is not in the list, select '**Search for "xxx"**' to continue looking for the page within Confluence, or '**Insert Web Link**' to insert a link to an external web page. The link browser will open on the relevant tab. If you need help with the link browser, see the full instructions on [adding links](#). Insert the link via the link browser.
5. Click '**Save**' to save the updated page.

To autocomplete a link using Ctrl+Shift+K,

1. Edit the page in the Rich Text Editor.
2. Enter text or just position your cursor:
 - If you want to find a specific page or file, type the first few characters of the page title, user's name, image name or file name.
 - If you want to search for and link more than one word, select the relevant text.
 - If you want to select a link from the pages you have visited recently, position your cursor after a space or at the beginning of a line.
3. Press Ctrl+Shift+K on your keyboard.
 - Press Ctrl+Shift+K again to select another word to the left of your current selection. You can press it repeatedly to select multiple words. The repeated selection will stop if there is a change in formatting, such as moving from normal to italic text.
4. The list of suggestions will appear as a dropdown menu.
 - Select the relevant link using the mouse, or the arrow keys plus 'Enter'. The hyperlink will appear on your page, with the name of the destination page or file as the hyperlinked text.
 - If the item you need is not in the list, select '**Search for "xxx"**' to continue looking for the page within Confluence, or '**Insert Web Link**' to insert a link to an external web page. The link browser will open on the relevant tab. If you need help with the link browser, see the full instructions on [adding links](#). Insert the link via the link browser.
5. Click '**Save**' to save the updated page.

Screenshot: Autocomplete for a Link



Using Autocomplete for Images and Documents

You can use the autocomplete as a fast way of embedding images and documents into your page. Enter an exclamation mark or press Ctrl+Shift+M to call up a list of suggested images and documents to display on your page. You can use autocomplete to embed the following file types:

- Images – any format that Confluence supports. See [Image File Formats](#).
- Office documents supported by the [Confluence Office Connector](#): Word, Excel and PowerPoint.
- PDF files.

 Autocomplete works most efficiently for files that are already attached to a Confluence page. See [Attaching Files to a Page](#).

To embed an image or document using '!',

1. If the image or document is not already attached to a Confluence page, attach it in the usual way. See [Attaching Files to a Page](#).
2. Go to the page where you want to display the image or document, and edit the page in the Rich Text Editor.
3. Place your cursor where you want to insert the image or document, and enter an exclamation mark like this: !
4. If you want to find a specific image or document, type the first few characters of the image or document name.
5. The list of suggestions will appear as a dropdown menu when you pause in your typing.
 - Select the relevant item using the mouse, or the arrow keys plus 'Enter'.
 - If the item you need is not in the list, select '**Open Image Browser**' to continue looking for the image or file. If you need help with the image browser, see the full instructions on [inserting images](#). Insert the image via the image browser.
6. The image or document appears on your page.
 - If it is an image, you will see a preview of the image.
 - If it is a document, you will see the wiki markup for the macro used to display the file. It will look something like this, where the example is a PowerPoint file:

```
{viewppt:page=My page of meetings|name=Timeline.ppt}
```

7. Click '**Save**' to save the updated page.

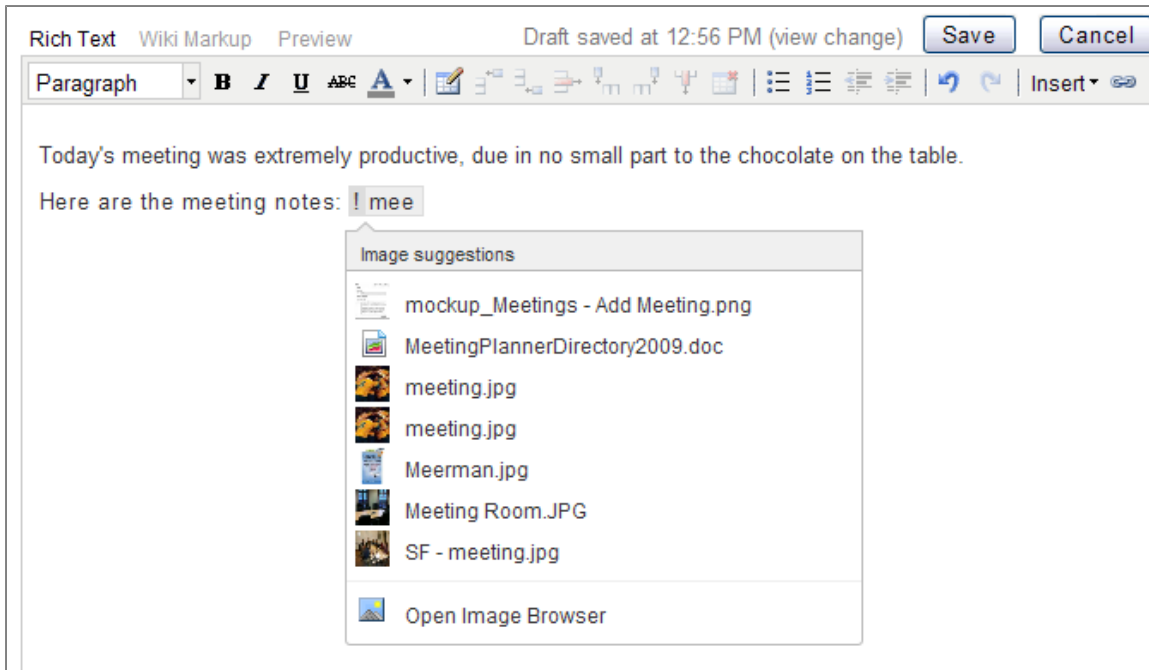
To embed an image or document using Ctrl+Shift+M,

1. If the image or document is not already attached to a Confluence page, attach it in the usual way. See [Attaching Files to a Page](#).
2. Go to the page where you want to display the image or document, and edit the page in the Rich Text Editor.
3. Enter text or just position your cursor:
 - If you want to find a specific image or document, type the first few characters of the page or document name.
 - If you want to search for more than one word, select the relevant text.
 - If you want to select an page or document from the current page, position your cursor after a space or at the beginning of a line.
4. Press Ctrl+Shift+M on your keyboard.
5. The list of suggestions will appear as a dropdown menu.
 - Select the relevant item using the mouse, or the arrow keys plus 'Enter'.
 - If the item you need is not in the list, select '**Open Image Browser**' to continue looking for the image or file. If you need help with the image browser, see the full instructions on [inserting images](#). Insert the image via the image browser.
6. The image or document appears on your page.
 - If it is an image, you will see a preview of the image.
 - If it is a document, you will see the wiki markup for the macro used to display the file. It will look something like this, where the example is a PowerPoint file:

```
{viewppt:page=My page of meetings|name=Timeline.ppt}
```

7. Click '**Save**' to save the updated page.
8. The image or document is displayed on the page.

Screenshot: Autocomplete for an Image or Document



Cancelling Autocomplete

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

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

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

Enabling and Disabling Autocomplete

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

Autocomplete is enabled by default.

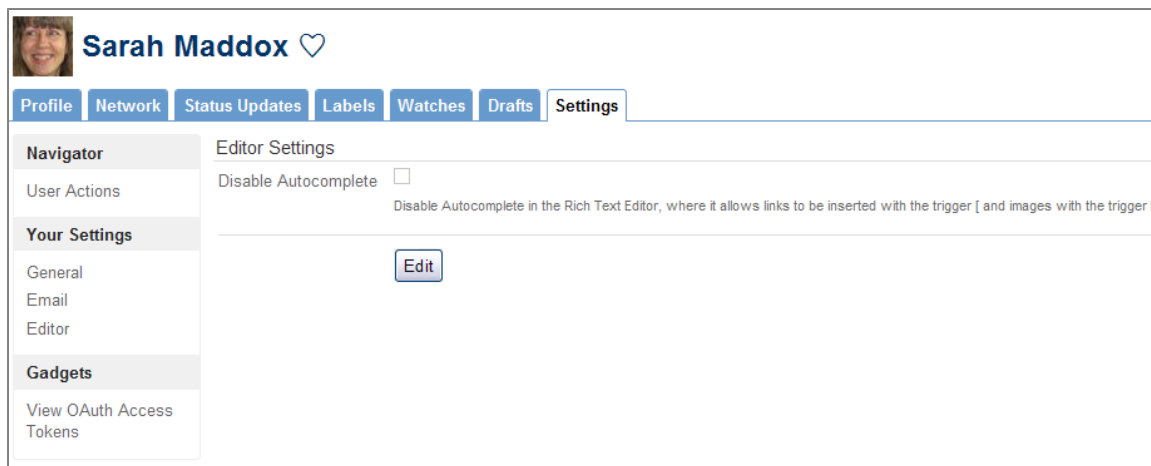
Notes:

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

To enable or disable the autocomplete trigger characters,

1. Go to the '**Settings**' view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 '**Settings**' from the dropdown list. The '**Settings**' view will open.
2. Click '**Editor**' under '**Your Settings**' in the left-hand panel.
3. Click the '**Edit**' button.
4. Enable or disable autocomplete as follows:
 - Put a tick in the '**Disable Autocomplete**' check box to prevent the autocomplete from starting automatically when you press one of the trigger characters.
 - Remove the tick from the '**Disable Autocomplete**' check box to enable autocomplete.
5. Click the '**Submit**' button.

Screenshot: User Settings for the Editor



RELATED TOPICS

[Adding and Removing Links in the Rich Text Editor](#)
[Inserting Images in the Rich Text Editor](#)
[Rich Text Editor Overview](#)
[User Profile Overview](#)

Take me back to the [Confluence User's Guide](#).

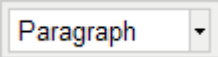
Working with Text Effects in the Rich Text Editor

The Rich Text Editor supports most text effects available in standard text editing applications.

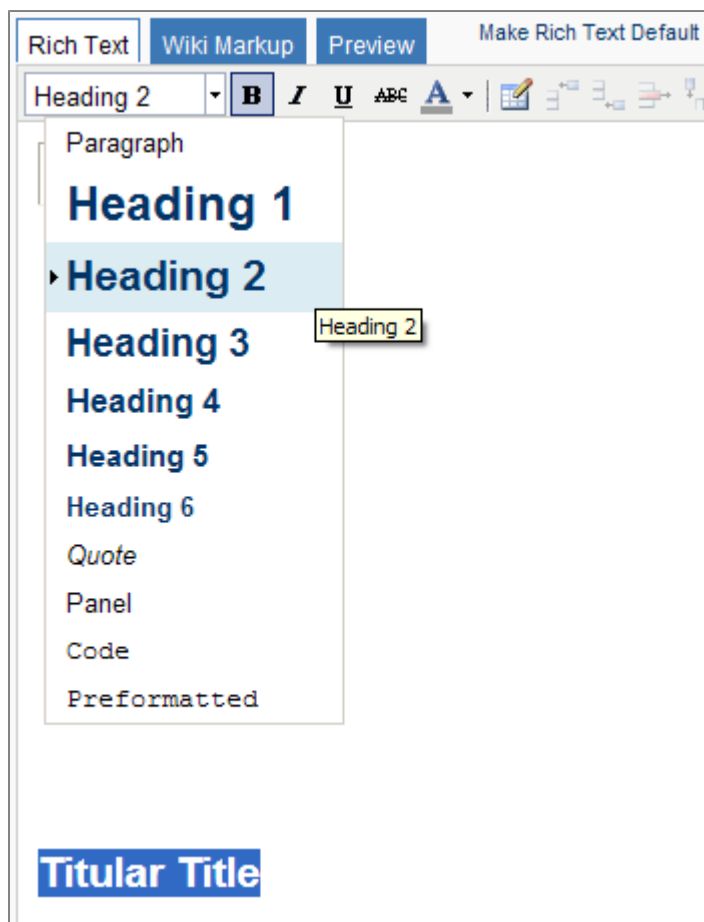
On this page:

- [Applying Heading Styles](#)
- [Applying Text Formatting](#)
- [Applying Text Colours](#)
- [Related Topics](#)

Applying Heading Styles

To do this	Click this	Shortcut Key
		Ctrl-(1-6) (on Windows, with Internet Explorer). See alternatives .

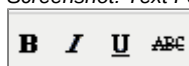
Screenshot: Choosing Heading Styles from the Rich Text Editor Toolbar



Applying Text Formatting

To apply an effect, select the text and click one of the icons below, or use the shortcut key.

Screenshot: Text Formatting Buttons on the Rich Text Editor Toolbar



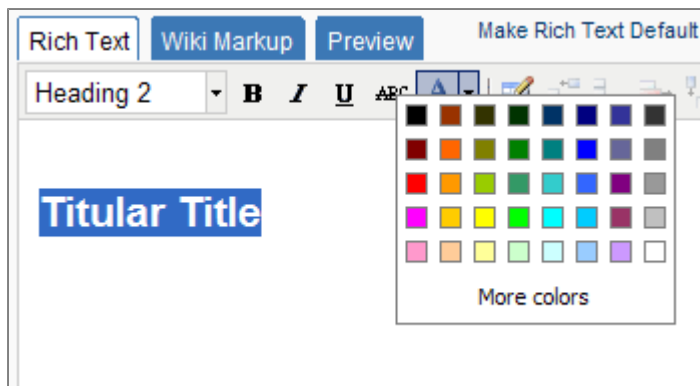
To do this	Click this	Shortcut Key
Bold	B	Ctrl-b (on Windows, with Internet Explorer). See alternatives.
<i>Italics</i>	<i>I</i>	Ctrl-i (on Windows, with Internet Explorer). See alternatives.
<u>Underline</u>	<u>U</u>	Ctrl-u (on Windows, with Internet Explorer). See alternatives.
~~Strike~~	~~ABC~~	none

 There is currently no command for removing all formatting.

Applying Text Colours

To apply text colours, select the text you wish to change and then click this button  to select a text colour. A small colour-picker menu appears in-line.

Screenshot: Picking Colours from the Rich Text Editor Toolbar



Related Topics

[Rich Text Editor Overview](#)
[Keyboard Shortcuts](#)

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

Working with Spaces Overview

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 your Personal Dashboard](#).

Here is an example of how you could categorise information using spaces:

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



'My' spaces are spaces that you have nominated as your favourites.

RELATED TOPICS

[Setting up a New Global Space](#)
[Setting up your Personal Space](#)
[Viewing all Spaces](#)
[Browsing a space](#)
[Moving Pages within a Space](#)
[Moving Content from one Space to Another](#)

[Deleting a Space](#)
[Viewing Space Activity](#)
[Administering Spaces](#)

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

Administering Spaces

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 **'Browse'** menu and select **'Space Admin'**. The 'Space Administration' view will open.
-  **'Space Admin'** is only displayed if you are a space administrator for that space or you are a Confluence system administrator.

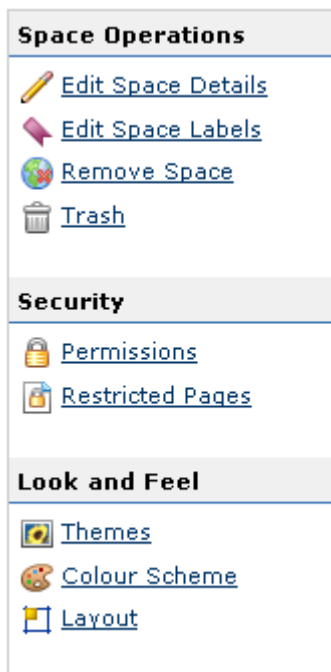
All the options pertaining to the management of a space are listed in the left panel. Click on a link to take you to the corresponding screen.

To administer a personal space,

For personal spaces, the options available are divided into three categories under these headings:

- Space Operations**
 - [Edit a space's details](#)
 - [Edit space labels and team labels](#)
 - [Remove a space](#)
 - [Purge or restore content from trash](#)
- Security**
 - [View or set space permissions](#)
 - [View restricted pages](#)
- Look and Feel**
 - [Apply a theme](#)
 - [Change the colour scheme](#)
 - [Edit the space's layouts](#)

Screenshot : Space Administration menu for a personal space



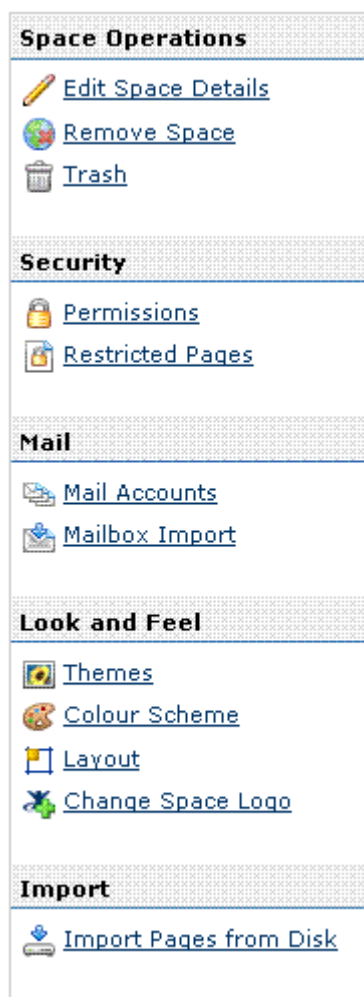
To administer a global space,

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's 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:

- Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
- Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' tab of the 'Browse Space' view will open.

Screenshot: Browsing a space — 'Advanced' tab



 The tabs that are displayed will depend on your Confluence site configuration, the [type of space](#) you are viewing and the space permissions granted to you for the space.

- Pages**
 - [View pages alphabetically](#)
 - [View recently updated content](#)
 - [See tree view of pages](#)
More about [Working with pages](#)
- Labels**
 - [View labels](#)
- Attachments**
 - [Find an attachment](#)
 - [View details of an attachment](#)
More about [Working with attachments](#)
- Mail**
 - [View mail for this space](#)
 - [Fetch new mail](#)
 - [Delete mail](#)
More about [Working with mail](#)
- Bookmarks**
 - [Viewing Bookmarks](#)
More about [working with bookmarks](#)
- Blog Posts**
 - [View blog posts for this space](#)
More about [Working with blog posts](#)
- Activity**
 - [View space activity](#)
- Advanced**
 - [View space details](#)
 - [Edit space details](#)
 - [Manage orphaned pages](#)
 - [Manage undefined pages](#)
 - [Adding a TemplateManage page templates](#)
 - [Export a space](#)
 - [Subscribe to RSS feeds within Confluence](#)
 - [Watch a space](#)
 - [Add a space to your favourites](#)
- 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's Guide](#)

Editing Space Details

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

To edit the details of a space,

1. Click the **'Browse Space'** link for the space. This is located at the top of every page and beside the space link on the **Dashboard**.
2. Go to the **'Space Admin'** tab and click **'Edit Space Details'** in the left-hand panel. This brings up a new screen where you can:
 - Enter a different name for the space.
 - Enter or modify the space description.
 - Select a new home page for the space from the drop-down menu. This is the default page to which users are directed when they click the link to the space from the Dashboard.

 If you set this field to blank (no selection) then the default home page will be the **'Pages'** tab of the **'Browse Space'** page.
3. Click **'Save'**.



Note

You cannot edit the key or the creator's name.

RELATED TOPICS

[Viewing Space Details](#)
[Browsing a space](#)

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

Managing Orphaned Pages

An orphaned page is a page without any incoming links. What this means is that unless you know that this page exists, you are not likely to come across it in the space during the natural course of navigation.

When you are working in a large space with a number of pages, it is difficult to keep track of all of them. An orphaned page may be redundant or need to be referred to from another page. Confluence allows you to view all the orphaned pages in a space so you can "tidy up" the space by either deleting pages or by reorganising them.

To view the orphaned pages in a space,

1. Click on the **'Browse Space'** link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the **'Advanced'** tab and click on **'Orphaned Pages'** from the left panel.

You can:

- delete an orphaned page by clicking on the **'trash'** icon beside it.
- give an orphaned page a parent — see [Changing Parent of a Page](#).

[Screenshot: Managing Orphaned Pages](#)

Atlassian News
Welcome Vidya Madabushi | [History](#) | [Profile](#) | [Administration](#) | [Log Out](#)

Orphaned Pages - Atlassian News

Pages | Attachments | Mail | News | Templates | **Advanced** | Space Admin | [Browse Space](#) | [Add Page](#) | [Add News](#)

Advanced

- [Space Details](#)
- Orphaned Pages**
- [Undefined Pages](#)

Export

- [Export Space](#)

Subscribe

- [RSS Feeds](#)
- [Start watching this space](#)

Orphaned Pages Report

This report shows all the orphaned pages which are not linked to by other pages.

Title (Space)	Creator	Created	Last Updated By	Updated	Operations
1.2.1 HKiiii (Atlassian News)	Anonymous	Sep 21, 2004	Anonymous	Nov 04, 2004	Edit Delete

RELATED TOPICS

[Managing Undefined Pages](#)
[Browsing a space](#)

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

Tree View of Pages

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:

- Go to a page in the space and select the option you want from the **'Browse'** menu. The corresponding tab of the 'Browse Space' view will open.
- Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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's Guide](#)

Viewing Pages Alphabetically

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's Guide](#)

Viewing Recently Updated Content

The **'Recently Updated'** view is a useful way of keeping track of the changes being made in a space. It displays links to the most recently added or modified content within the space including pages, 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 Macro](#)
[View Pages Alphabetically](#)
[See Tree View of Pages](#)
[Browsing a space](#)
[Viewing Space Activity](#)

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

Viewing Space Details

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: Atlassian News

Key: NEWS

Home Page: [The Atlassian Newsletter](#)

Created By: [Charles Miller](#) (Aug 24, 2004)

Description:

News and Announcements from Atlassian

 [Edit Space Details](#)

RELATED TOPICS

[Editing Space Details](#)
[Browsing a space](#)
[Viewing Space Activity](#)

Take me back to [Confluence User's 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 '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
 -  '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system 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

' and a 'Choose Owner:' section with a text input field, a magnifying glass icon, and an 'Add' button. At the bottom is a 'Convert Space' button." data-bbox="221 347 899 503"/>

Convert to Personal Space

Convert this space into a **Personal Space** for yourself or another user. Note that every user can only have one personal space. If you select a user, this space will be converted into your own Personal Space.

You can choose to **update all existing links** to pages in this space. This operation might take a few minutes to complete.

Update Links: ☒

Choose Owner: 

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's 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 **'Browse'** menu and select **'Space Admin'**. The 'Space Administration' view will open.
 -  **'Space Admin'** is only displayed if you are a space administrator for that space or you are a Confluence system 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's 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's 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 the parent page of a family of pages, all of its child and descendant pages are automatically moved too, along with all attachments and comments on those pages.

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 either viewing or editing the parent page](#).
- Move the page family to a new position in the space's tree view. You do this [while either viewing or editing the parent 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 the [Confluence User's 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 the [Confluence User's Guide](#).

Moving Pages within a Space

This page tells you how to move one or more pages within a space using the space's 'Tree' view. This view allows you to:

- Move either a single page or a family of pages, within a space. When a family of pages is moved, the entire hierarchy of child and descendent pages of the moved page (including comments and attachments) is also maintained.
- Re-order sibling pages (that is, pages with a common parent page).
- Move more than one page in one setting.

Alternatively, if you are viewing, adding or editing a page, you can easily move this page (including its family of any child and descendent pages) to a new parent page within the same space or a different space. For more information, refer to [Moving a Page](#).



This feature is very handy when moving a page or family of pages throughout a very large space, as moving pages via the 'Tree' view can be cumbersome to use in these situations.

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:

- [About the Sequential Order of Pages](#)
- [Moving Pages](#)
- [Setting Page Order to Alphabetical](#)
- [Troubleshooting](#)

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

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.

 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.

Changing the Page Order

You can change the order of the pages by moving pages within the page family — simply move the page to its new position while editing the page (see [Moving a Page](#)) or while viewing pages in the space's 'Tree' view (see [Moving Pages within a Space](#)).

You can also change the order of a page-family from manual to alphabetical (see the 'Setting Page Order to Alphabetical' section on [Setting a Page Family to Alphabetical Order](#)).

Moving Pages

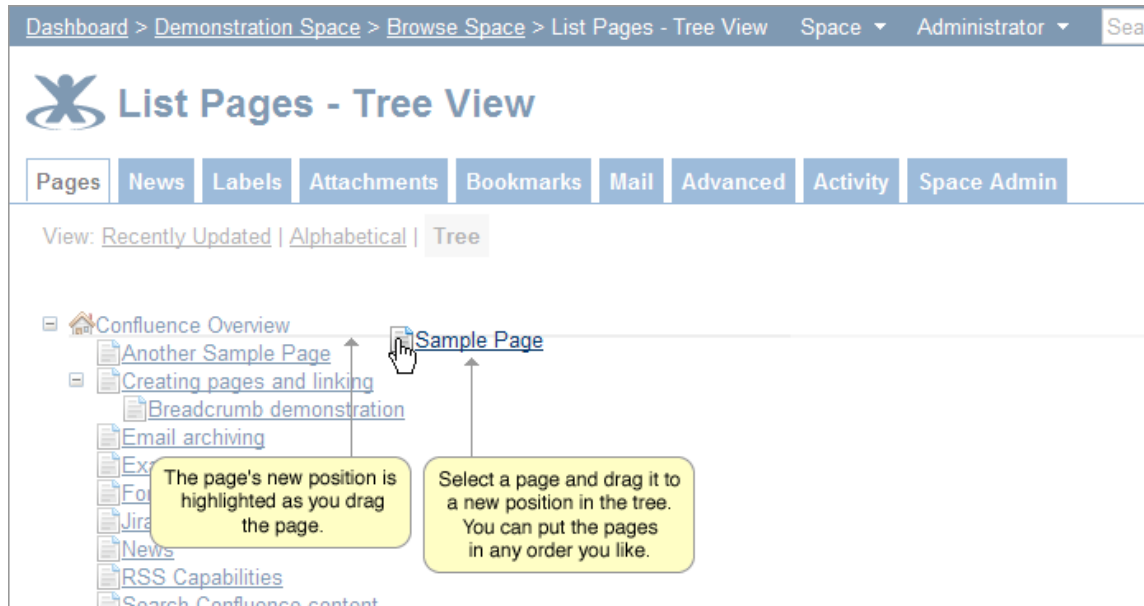
To move one or more pages within the space's 'Tree' view,

1. Go to the '**Space Pages**' view for the current space. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Pages**'. The 'Space Pages' view will open.
2. Go to the '**Tree**' tab. A tree view opens.
3. 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](#).

 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.

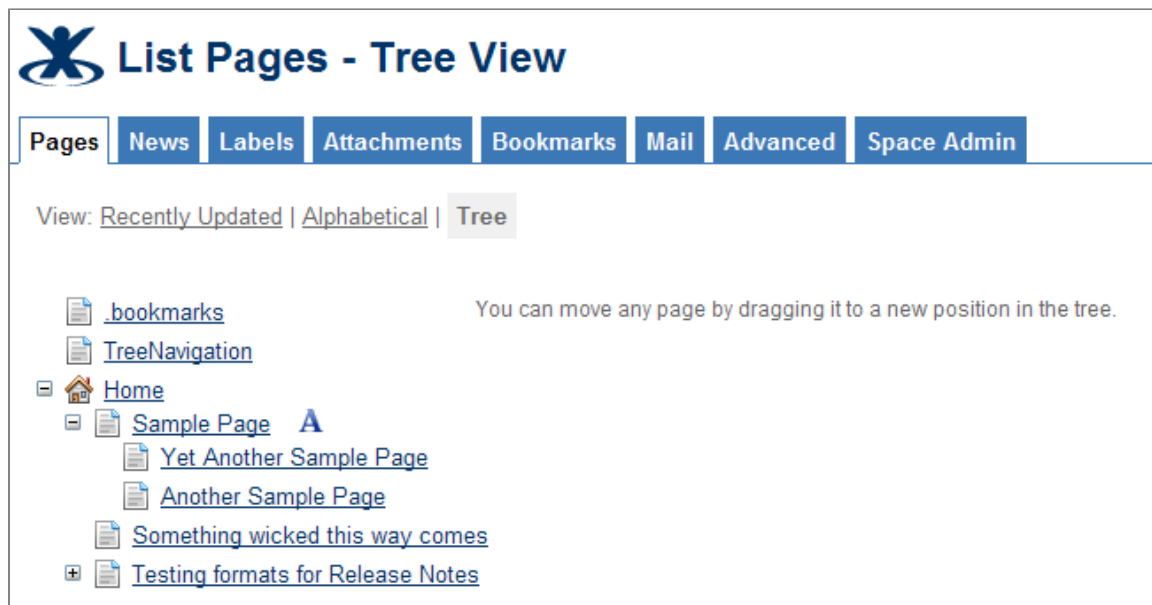
To move other pages, repeat this process from step 3.

Screenshot: Moving a page**Setting Page Order to Alphabetical**

If the pages in a page family have been ordered manually, you can reset the page order to alphabetical as described below.

A page family is a set of pages under a single parent page. In this section, when we say 'page family' we mean the immediate children of the parent page, not including the grand-children.

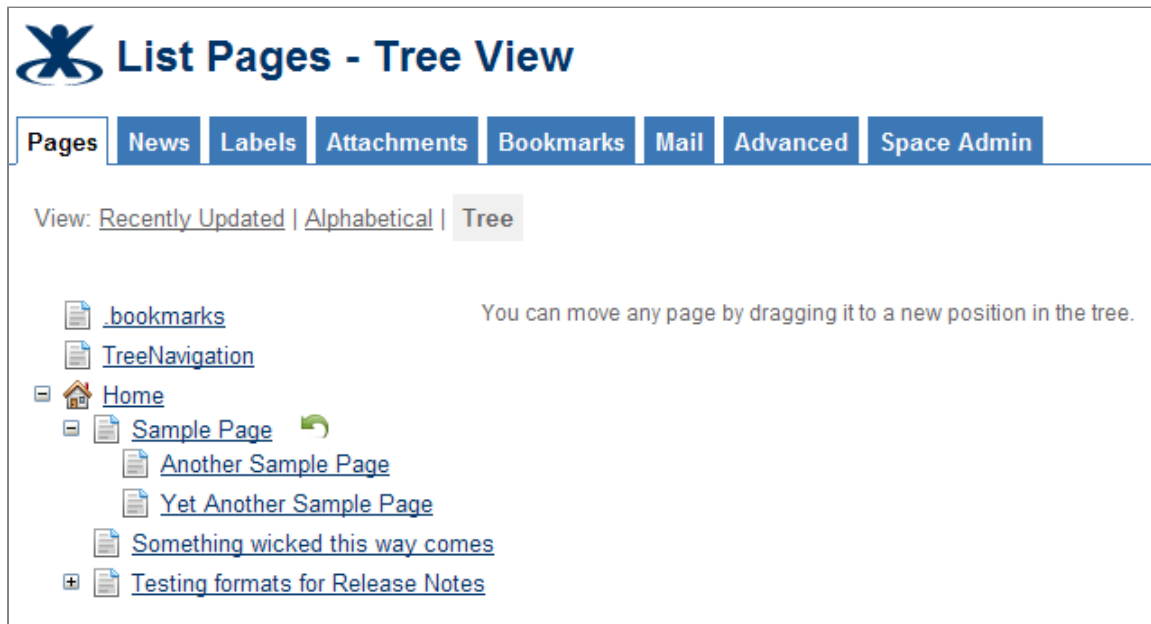
The screenshot below shows a family of pages in non-alphabetical order under the parent 'Sample Page'. Notice the **A** icon next to the parent 'Sample Page', giving you the option to order the pages alphabetically.

Screenshot: A family of pages in non-alphabetical order with 'Sort Alphabetically' icon

To set a page family to alphabetical order,

1. Go to the **'Space Pages'** view for the current space. To do this:
 - Go to a page in the space, open the **'Browse'** menu and select **'Pages'**. The 'Space Pages' view will open.
2. Go to the **'Tree'** tab. The tree view will open, as shown in the screenshot above.
3. Expand the branches of the tree to find the page family you want.
4. If the page family is in non-alphabetical (manual) order, the **'Sort Alphabetically'** icon  will appear next to the parent page as shown in the screenshot above. Click the icon.
5. The child pages will shuffle into alphabetical order and the icon will change to the **'Undo Sorting'** icon  as shown in the screenshot below.
 -  Only the immediate children of the parent page will be affected. The grand-children will not be re-ordered. (If you want to re-order the grand-children, you need to click the 'Sort Alphabetically' icon next to the parent of those pages i.e. re-ordering happens for one node at a time.)

Screenshot: A family of pages in alphabetical order with 'Undo Sorting' icon



If you change your mind, you can click the **'Undo Sorting'** icon  to undo the alphabetical sort. This option is only available while you remain on the 'Tree' tab and provided that you have not performed any other action on the page family. Once you move away from this screen or do something else with the page family, such as moving children in or out of the family, the undo option is no longer available.

Troubleshooting

- Some people have experienced problems using the tree to move pages, after upgrading to Confluence 2.9. This is a known issue, that was fixed in Confluence 2.9.1. There is also a workaround for those who do not wish to upgrade to Confluence 2.9.1. Please see [CONF-12911](#).

RELATED TOPICS

[Moving a Page](#)
[Overview of Pages](#)
[Overview of Page Families](#)

Take me back to the [Confluence User's 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

[Dashboard](#) > [Create Space](#)

Create Space
Welcome [Sarah Maddox](#) | [Preferences](#) | [Administration](#) | [Log Out](#)

Content in Confluence is organised into **spaces**.

A space is where your pages live, where your news is posted, and where your mail is archived. Permissions determine who can view or contribute to the content of a space.

There is no limit to how many spaces you can create.

Enter a space name

Enter a space key

A space's **key** is a short version of its name, used to link to it quickly. It must be unique globally.

Example: A Development Space might have a key of DEV.

Who can use this space?

You can customize these permissions once the space is created.

Choose who can view and comment on content:	Choose who can contribute (create and edit) content:
☒ Me	☒ Me
☒ Registered users - anyone logged into Confluence	☒ Registered users - anyone logged into Confluence

Choose Theme

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

☒ **Default Theme**
Use the globally configured look and feel. You can customise colour schemes and layouts manually.

☐ **Confluence Classic Theme**
Confluence Classic Theme (with old typography)

RELATED TOPICS

[Working with Spaces Overview](#)
[Setting up your Personal Space](#)
[Viewing Space Details](#)
[Editing Space Details](#)
[Browsing a space](#)
[Deleting a Space](#)

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

Setting up your Personal Space

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 the 'Personal Space' permission which is assigned by a [Confluence administrator](#) from the [Administration Console](#). Refer to the [Security Overview](#) and [Global Permissions Overview](#) topics or contact a Confluence administrator for more information.

To create your personal space,

1. 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.)
2. Select **'Create Personal Space'** from the dropdown list. The 'Create Personal Space' view will open.
3. Enter a few details about your space:
 - Choose who can **view** content.
 - Choose who can **contribute** (create and edit) content.
 - Choose the **Theme** (look and feel) for your personal space.



Create Personal Space

Your **personal space** is your own private workspace within Confluence.

You can optionally let other people **view** or **contribute** to it.

Who can contribute to your personal space?

You can customize these permissions once the space is created.

Choose who can **view and comment on** content:

- ☒ **Me**
☒ **Registered users - anyone logged into Confluence**

Choose who can **contribute** (create and edit) content:

- ☒ **Me**
☐ **Registered users - anyone logged into Confluence**

Choose Theme

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



☒ Default Theme

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



☐ Clickr Theme

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



☐ Modern Confluence Theme

The Confluence default theme with a more modern feel. This theme requires Firefox 3, Internet Explorer 7+ and Safari 4



☐ Left Navigation Theme

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

Where is my personal space?

Once created, your personal space will be accessible (to anyone who can **view** it) at:

\$bootstrapManager.domainName/display/~fredfer

Create

Cancel

4. Click the **'Create'** button.
5. The 'Home' page for your new space is displayed.
Note: Your home page will automatically contain any **default space content** as defined by your Confluence administrator.

**Handy Hint**

Once you have set up your personal space, you can return to it any time by clicking your name (next to the word "Welcome" at the top of the page).

Adding and changing content in your space

Now you can start [adding pages](#) to your personal space. You may also want to [upload your photo](#).

Granting access to your space

When you created the space (see [above](#)), you made some preliminary decisions about who can view and contribute content to your space. You can change the [permissions on your space](#) at any time.

RELATED TOPICS

[Working with Spaces Overview](#)
[Converting a Global Space to a Personal Space](#)
[User Profile Overview](#)
[Linking to Personal Spaces and User Profiles](#)

Take me back to the [Confluence User's Guide](#).

Viewing all Spaces

Once you login, the list of spaces you have permission to view is displayed on your [Dashboard](#) under the spaces section.

The list of spaces is displayed via meaningful tabs :

- **My Spaces** : Spaces you marked as your [favourites](#).
- **Team Spaces** : Spaces pertaining to a team grouped together using [team labels](#).
- **New** : New spaces added to the site in the last seven days.
- **All** : All the spaces on the site.

Screenshot : Viewing Spaces

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

- Additionally, a list of personal spaces is available via the [People Directory](#) icon on the Dashboard:



Go to the Dashboard from any page on your site simply by clicking the logo beside the page title or via the [Breadcrumbs](#) (the "you are here" path) located at the top of every page.

If you do not login, you will be treated as an 'anonymous user' and only those spaces to which an anonymous user has 'View' permission will be displayed on the Dashboard.

Permission to a space is granted by a [space administrator](#). See [Space permissions](#) for more information.

**Handy Hint**

Use the [Spaces List Macro](#) to view the list of spaces from any other page in Confluence.

RELATED TOPICS

[Working with Spaces Overview](#)
[Setting up a New Global Space](#)
[Browsing a space](#)
[Moving Content from one Space to Another](#)
[Deleting a Space](#)

Take me back to [Home Help](#)

Viewing Space Activity



The [Confluence Usage Tracking Plugin](#), which governs the Activity tab, is known to have performance issues on large installations. In Confluence 3.0, this plugin is [disabled by default](#).

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:
 - Go to a page in the space and select the option you want from the '**Browse**' menu. The corresponding tab of the 'Browse Space' view will open.
 - Or click the  icon next to the space name on the [Dashboard](#). The 'Pages' 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.:

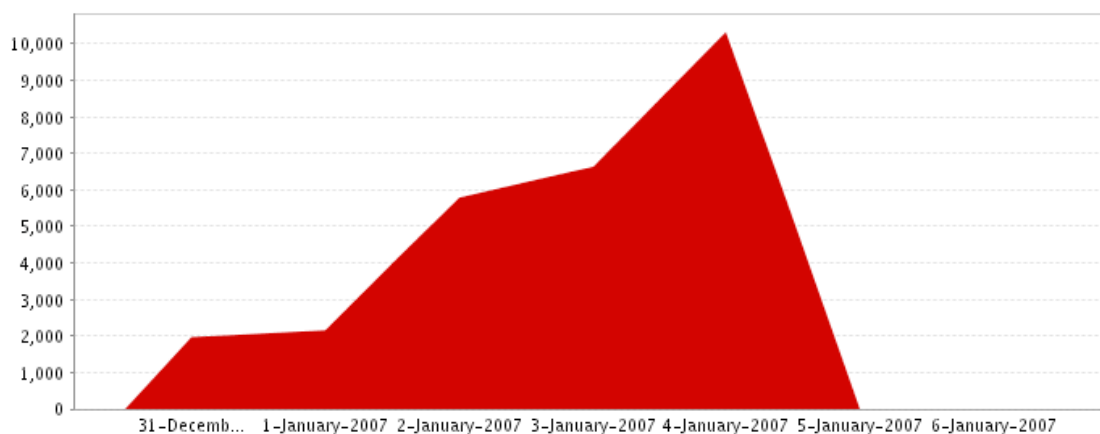
Screenshot: Number of viewed pages and news posts in a week

Activity for week starting 31 December 2006

Period: [month](#) | **[week](#)** | [day](#) Week: [<< Previous](#) | [Now](#) | [Next >>](#)

See also: [Global Confluence activity](#)

Viewing



This graph shows how many times pages and news posts have been viewed over the current time period.

The top 10 most popular and most active pages and/or news posts will be listed, with a link to each, e.g.:

Screenshot: Popular content

Most popular content (Views)

-  [Confluence Documentation Home](#) (2262)
-  [Set JAVA_HOME variable in Windows](#) (1180)
-  [Confluence Installation Guide](#) (687)
-  [Remote API Specification](#) (467)
-  [User Macros](#) (436)
-  [Installing Confluence Standalone](#) (385)
-  [JIRA Issues Macro](#) (370)
-  [Administrators Guide](#) (353)
-  [Dynamic Tasklist Macro](#) (335)
-  [Frequently Asked Questions](#) (320)



If your Confluence site is [clustered](#), Space Activity will not be available.

RELATED TOPICS

[Browsing a space](#)
[Viewing Space Details](#)
[Page History and Page Comparison Views](#)
[Tracking Updates Overview](#)
[Finding Unused Spaces](#)

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

Working with Macros

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

Macros allow you to add extra functionality or include dynamic content in a page. 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.

On this page:

- [Including a Macro in your Page](#)
 - [Including Macros with the Macro Browser](#)
 - [Including Macros with the Confluence Editor](#)
 - [Macro Parameters](#)
 - [Case Sensitivity in Macro Parameters](#)
- [Macros Shipped with your Confluence Installation](#)
- [Information about Other Macros](#)
- [Writing your own Macros](#)

Including a Macro in your Page

There are two ways to include a macro in your page. You can add macros using the visual Macro Browser, or by manually typing a macro command into the editor.

Including Macros with the Macro Browser

To insert a macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the 'Edit' button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking 'Refresh'.
6. Click 'Insert' to put the macro into the page.

Including Macros with the Confluence Editor

In the Confluence editor, a macro is simply a command wrapped inside curly braces {...}.

For instance, the Attachments Macro is written as:

```
1. {attachments}
```

Macro Parameters

Many macros allow you to include optional parameters to 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:

```
1. {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:

```
1. {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:

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

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

Invalid macro code:

```
1. {attachments:Patterns=.*jpg}
```

Macros Shipped with your Confluence Installation

When you download your Confluence installation file, many macros are shipped with the download. Below is a list of the macros currently shipped with Confluence. Click a macro name for details of the usage, including optional parameters and examples.

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

Pagetree Macro	Displays a dynamic, hierarchical list of pages starting from a specified parent (root) page.
Pagetree Search Macro	Adds a search box to your Confluence page and searches a hierarchy of pages starting from a specified parent (root) page.
Recently Updated Macro	Displays a list of recently changed content (pages, news items, comments, etc).
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.
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.
Userlister Macro	Displays a list of Confluence users, from an optional group.
View File Macro	Embeds an Office document into your Confluence page.
Warning Macro	Displays a block of text in a red highlight box.
Web-Widget Macro	Same as the Widget macro.
Welcome Message macro	Includes the Confluence site welcome message.
Widget Macro	Displays videos, slide shows, twitter chats, documents and more, sourced from other web sites and displayed on your Confluence page.

Information about 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:

- **{sp-list}** macro, provided by the [Confluence SharePoint Connector](#) – full documentation in the [SharePoint Connector space](#).
- **{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, take a look at the following documentation:

- User macros are simple template-like macros that allow you to create simple formatting macros using the Confluence web interface. Read more about [User Macros](#).
- The [Confluence Plugin Guide](#) tells you how to develop a plugin for Confluence.

RELATED TOPICS

[Confluence Notation Guide Overview](#)
[Confluence Plugin Guide](#)
[Plugin Index](#)
[User Macros](#)

Take me back to the [Confluence User's Guide](#).

Web-Widget Macro

The **Web-Widget** macro is just another name for the [Widget macro](#).

Confluence supports `web-widget` as an alias for `widget`. Your [System Administrator](#) can enable or disable one or both these macro names. The alias is useful for Confluence sites which use Adaptavist's [Community Bubbles plugin](#), to avoid conflict with the 'widget' macro supplied by that plugin.

If the `web-widget` alias is enabled on your Confluence site, you can use `web-widget` instead of `widget` in all the examples given in the

page about the [Widget macro](#).

RELATED TOPICS

- [Widget Macro](#)
- [Working with Macros](#)

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

View File Macro

The **view file** macro allows you to embed an Office or PDF document into your Confluence page. First attach the document to a wiki page and then use the view file macro to display the document's content.

When viewing the page, users will see the content of the Office document. Users do not need to have Office installed, in order to see the content of the Office document.

Where applicable, users will be able to open the document for editing in their Office application.

This is just one of the ways Confluence can interact with Office documents. For an overview of all Office Connector features, please refer to [Working with the Office Connector](#).

The view file macro provides several unique parameter options for some of the types of files it handles. Hence, to simplify its use, the view file macro is separated into the following four macros in the [macro browser](#):

- [Office Word](#)
- [Office Powerpoint](#)
- [Office Excel](#)
- [View PDF](#)

On this page:

- [Basic Usage without the Macro Browser](#)
- [Example of Usage](#)
- [Prerequisites for Viewing and Displaying Office Documents](#)
- [Displaying a Word Document in Confluence](#)
 - [Usage with the Macro Browser \(doc\)](#)
 - [Basic Usage with the Wiki Markup Editor \(doc\)](#)
 - [Parameters \(doc\)](#)
 - [Editing the Word Document](#)
- [Displaying a PowerPoint Presentation in Confluence](#)
 - [Usage with the Macro Browser \(ppt\)](#)
 - [Basic Usage with the Wiki Markup Editor \(ppt\)](#)
 - [Parameters \(ppt\)](#)
 - [Viewing the Slide Show and Editing the Presentation](#)
- [Displaying an Excel Spreadsheet in Confluence](#)
 - [Usage with the Macro Browser \(xls\)](#)
 - [Basic Usage with the Wiki Markup Editor \(xls\)](#)
 - [Parameters \(xls\)](#)
 - [Editing the Excel Spreadsheet](#)
- [Displaying a PDF Document in Confluence](#)
 - [Usage with the Macro Browser \(pdf\)](#)
 - [Basic Usage with the Wiki Markup Editor \(pdf\)](#)
 - [Parameters \(pdf\)](#)
 - [Viewing the PDF Document](#)
- [Troubleshooting](#)

Basic Usage without the Macro Browser

To use the view file macro without the macro browser, enter it directly in the Wiki Markup or Rich Text editors based on one of the following examples, along with any parameters (described below) that suit the type of file.

```
1. {viewdoc:name=my document.doc}
2. {viewppt:name=my presentation.ppt}
3. {viewxls:name=my spreadsheet.xls}
4. {viewpdf:name=my document.pdf}
```



Editing 'older style' {viewfile} macros

In Confluence 3.0, the {viewfile} macro's syntax was changed to be file type-specific (as indicated by the examples above). If your Confluence site was upgraded to Confluence 3.0 and you had existing content which used the 'older style' syntax for this macro ({viewfile}), you can still edit these macros via the macro browser. Just place your cursor inside the viewfile macro's braces and click the [macro browser icon](#)  to edit it. The 'edit only' version of the view file macro will open in the macro browser, allowing you to edit its specific parameters.

Example of Usage

The live example below shows how to display an Excel spreadsheet on a Confluence page. The Excel spreadsheet is attached to this documentation page.

What you need to type	What you will get
{viewxls:name=my spreadsheet.xls}	

Prerequisites for Viewing and Displaying Office Documents

If you want to make use of the [View File macro](#) or to [view Office files](#) attached to a wiki page, you need the setup described below.

Browsers and Flash Player

You can use any browser to view an Office file on a wiki page or attachment view, provided that you have installed [Adobe Flash Player](#) version 9 or later. You do not need to have an Office desktop application installed on your computer, in order to view Office files in Confluence.

File Types

To be displayed in Confluence, the file needs to be a valid Microsoft Office 97-2007-compatible or PDF file, of the following types:

- .doc and .docx
- .xls and .xlsx
- .ppt and .pptx
- .pdf

Above are the prerequisites for viewing or displaying Office documents in Confluence. For a full list of Office Connector prerequisites and limitations, please refer to:

- [Office Connector Prerequisites](#)
- [Office Connector Limitations and Known Issues](#)

Displaying a Word Document in Confluence

Usage with the Macro Browser (doc)

To insert the Office Word macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the 'Edit' button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking 'Refresh'.
6. Click 'Insert' to put the macro into the page.

Once you have found the Office Word macro and have added the required parameter values, click 'insert' to add it to your page.

Basic Usage with the Wiki Markup Editor (doc)

```
1. {viewdoc:name=my document.doc}
```

Parameters (doc)

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
File Name (name)	yes	none	The file name of the Office Word document to be displayed. The document must be attached to a wiki page on your Confluence site.
Page Name (page)	no	The page which contains the {viewdoc} macro	Enter a page name, if you wish to display a document which is attached to another Confluence page. For example: <pre>1. {viewdoc:name=my document.doc page=Sample Page}</pre>
Space Key (space)	no	The space of the page which contains the {viewdoc} macro	Enter a space key, if you wish to display a document which is attached to a page in another Confluence space. For example: <pre>1. {viewdoc:name=my document.doc space=DOC page=Sample Page}</pre>
Date (date)	no	none	If the Page Name refers to a blog post instead of a conventional page, enter the date of the post in the form <code>mm/dd/yyyy</code> .

Editing the Word Document

When viewing a wiki page that displays an attached Office document, you can launch your Office editor directly from Confluence.

- Move your mouse pointer to the top of the document embedded in the Confluence page, until the hidden title bar appears. (See the screenshot below.)
- Click the title bar.
- Confirm your action and log in as prompted.
- The Office document will open in your Office application. Make any necessary changes, then save the document. It will be saved back into Confluence.

Screenshot: The title bar showing 'document.doc' above an embedded Office document



Displaying a Word Document

 Edit
  Add
  Tools

4 Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Nov 11, 2008

document.doc

Sample Word Document

This is a simple document created in Microsoft Word 2007.

Heading Level 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor.

You will find detailed instructions in [Editing an Office Document from Confluence](#).

Displaying a PowerPoint Presentation in Confluence

You can display an PowerPoint presentation on a Confluence page. By default, the presentation will be displayed as a dynamic slide show, using Adobe Flash Player. You can also choose to display just one of the slides as a static JPEG image.

Usage with the Macro Browser (ppt)

To insert the Office Powerpoint macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you have found the Office Powerpoint macro and have added the required parameter values, click **'insert'** to add it to your page.

Basic Usage with the Wiki Markup Editor (ppt)

```
1. {viewppt:name=my presentation.ppt}
```

Parameters (ppt)

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

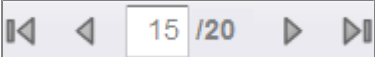
Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
File Name (name)	yes	none	This file name of the Office Excel document to be displayed. The document must be attached to a wiki page on your Confluence site.
Height (height)	no		Specify the height of the display, in pixels (default) or as a percentage of the window's height. For example, to specify a height of 200 pixels: <pre>1. {viewppt:name=my presentation.ppt height=200}</pre> This code also specifies a height of 200 pixels: <pre>1. {viewppt:name=my presentation.ppt height=200px}</pre> This code specifies a height of 10 percent of the window's height: <pre>1. {viewppt:name=my presentation.ppt height=10%}</pre>
Page Name (page)	no	The page which contains the {viewppt} macro	Enter a page name, if you wish to display a document which is attached to another Confluence page. For example: <pre>1. {viewppt:name=my presentation.ppt page=Sample Page}</pre>
Slide Number (slide)	no	none	Specify the number of the slide which you want displayed on the Confluence page, starting with '0' for the first slide. Instead of a slide show, the page will display just the single slide represented as a JPEG image.
Space Key (space)	no	The space of the page which contains the {viewppt} macro	Enter a space key, if you wish to display a document which is attached to a page in another Confluence space. For example: <pre>1. {viewppt:name=my presentation.ppt space=DOC page=Sample Page}</pre>

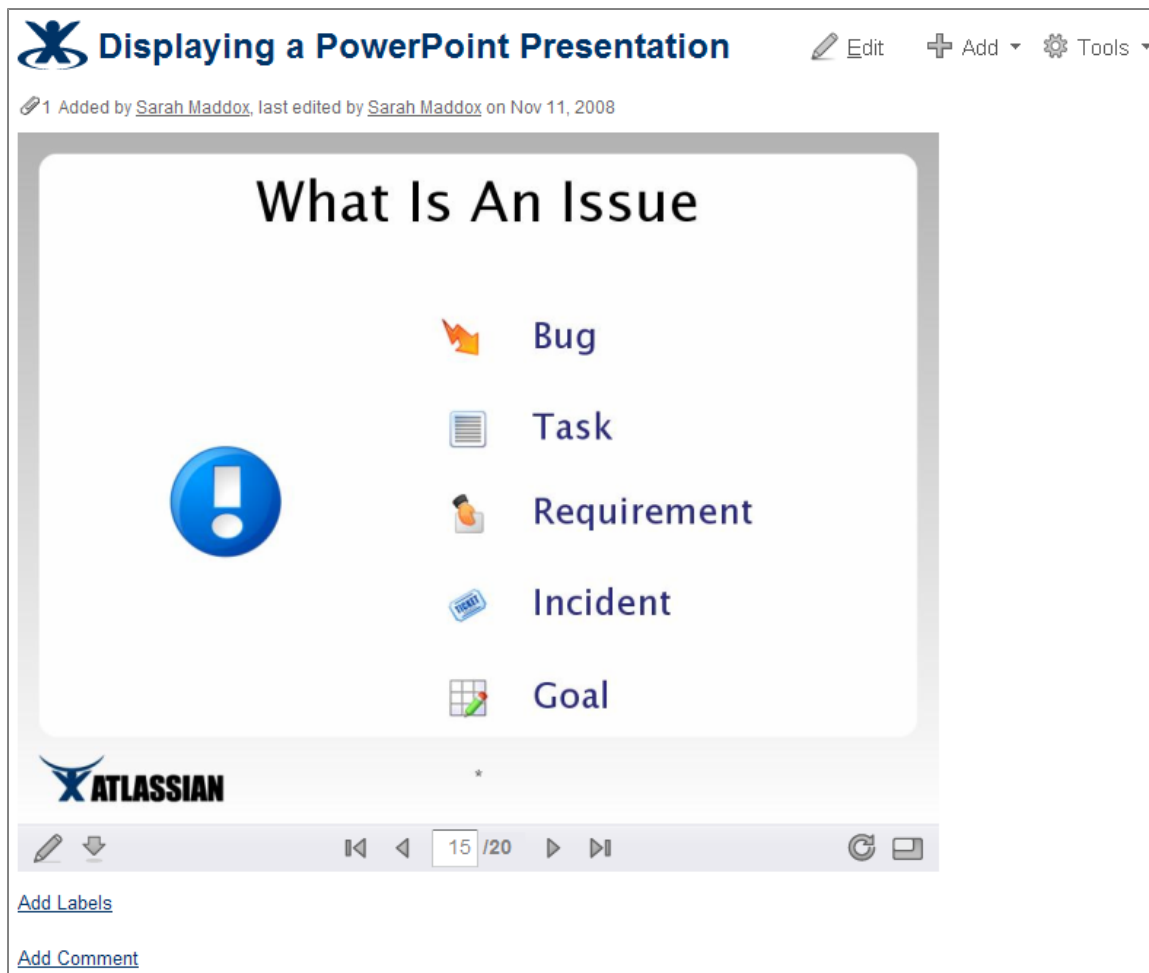
Width (width)	no		Specify the width of the display, in pixels (default) or as a percentage of the window's width. For example, to specify a width and height of 200 pixels: <pre>1. {viewppt:name=my presentation.ppt width=200 height=200}</pre> This code also specifies a width and height of 200 pixels: <pre>1. {viewppt:name=my presentation.ppt width=200px height=200px}</pre> This code specifies a width of 10 percent of the window's width: <pre>1. {viewppt:name=my presentation.ppt width=10%}</pre>
Date (date)	no	none	If the Page Name refers to a blog post instead of a conventional page, enter the date of the post in the form mm/dd/yyyy.

Viewing the Slide Show and Editing the Presentation

When you view the PowerPoint presentation on a Confluence page, options on the bottom frame of the slide show allow you to:

-  — Download the presentation and save it onto your computer.
-  — Edit the presentation in your Office application. You will find detailed instructions in [Editing an Office Presentation from Confluence](#).
-  — Move to the first, previous, next and last slides in the presentation. Or enter a slide number to move directly to that slide.
-  — Refresh the display.
-  — Open the presentation in full-screen mode. To return to normal viewing mode, press the escape key ('Esc') on your keyboard.

Screenshot: PowerPoint presentation embedded on a Confluence page



Displaying a PowerPoint Presentation Edit Add Tools

1 Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Nov 11, 2008

What Is An Issue

- Bug
- Task
- Requirement
- Incident
- Goal

ATLASSIAN

15 / 20

[Add Labels](#)

[Add Comment](#)

Displaying an Excel Spreadsheet in Confluence

Usage with the Macro Browser (xls)

To insert the Office Excel macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you have found the Office Excel macro and have added the required parameter values, click **'insert'** to add it to your page.

Basic Usage with the Wiki Markup Editor (xls)

```
1. {viewxls:name=my_spreadsheet.xls}
```

Parameters (xls)

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
File Name (name)	yes	none	This is the file name of the document to be displayed. The document must be attached to a wiki page on your Confluence site.
Last Column (col)	no	Last column with content	Enter the number of the last column you want displayed, starting from '0' as the first column. For example, the following code will show the first 3 rows and the first 3 columns: <pre>1.{viewxls:name=my spreadsheet.xls col=2 row=2}</pre>
Show Grid? (grid)	no	true	Select the check box in the macro browser (<code>true</code> in Wiki Markup) to show grid lines around each cell of the Excel spreadsheet. Clear the check box in the macro browser (<code>false</code> in Wiki Markup) to hide these grid lines.
Page Name (page)	no	The page which contains the {viewxls} macro	Enter a page name, if you wish to display a document which is attached to another Confluence page. For example: <pre>1.{viewxls:name=my spreadsheet.xls page=Sample Page}</pre>
Last Row (row)	no	Last row with content	Enter the number of the last row you want displayed, starting from '0' as the first row. For example, the following code will show the first 3 rows and the first 3 columns: <pre>1.{viewxls:name=my spreadsheet.xls col=2 row=2}</pre>
Worksheet Name (sheet)	no	First worksheet in the spreadsheet	Enter the name of the worksheet that you want displayed.
Space Key (space)	no	The space of the page which contains the {viewxls} macro	Enter a space key, if you wish to display a document which is attached to a page in another Confluence space. For example: <pre>1.{viewxls:name=my spreadsheet.xls space=DOC page=Sample Page}</pre>
Date (date)	no	none	If the Page Name refers to a blog post instead of a conventional page, enter the date of the post in the form <code>mm/dd/yyyy</code> .

Editing the Excel Spreadsheet

When viewing a wiki page that displays an attached Office spreadsheet, you can launch your Office editor directly from Confluence.

- Move your mouse pointer to the top of the spreadsheet embedded in the Confluence page, until the hidden title bar appears. (See the screenshot below.)
- Click the title bar.
- Confirm your action and log in as prompted.
- The spreadsheet will open in your Office application. Make any necessary changes, then save the spreadsheet. It will be saved back into Confluence.

Screenshot: The title bar showing 'spreadsheet.xls' above an embedded Excel spreadsheet



Displaying an Excel Spreadsheet

 Edit
  Add
  Tools

4 Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Nov 11, 2008

spreadsheet.xls

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
	11/3/08	11/4/08	11/5/08	11/6/08	11/7/08	11/8/08	11/9/08	
Planning	5	3						8
Design	3	5	2					10
Development			6	5	5			16
Testing				2	3			5
Admin				1				1

[Add Labels](#)

[Add Comment](#)

You will find detailed instructions in [Editing an Office Spreadsheet from Confluence](#).

Displaying a PDF Document in Confluence

Usage with the Macro Browser (pdf)

To insert the View PDF macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the 'Edit' button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking 'Refresh'.
6. Click 'Insert' to put the macro into the page.

Once you have found the View PDF macro and have added the required parameter values, click 'insert' to add it to your page.

Basic Usage with the Wiki Markup Editor (pdf)

```
1. {viewpdf:name=my document.pdf}
```

Parameters (pdf)

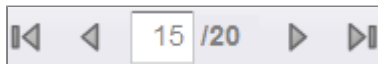
Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in **bracketed** text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
File Name (name)	yes	none	This is the file name of the document to be displayed. The document must be attached to a wiki page on your Confluence site.
Page Name (page)	no	The page which contains the {viewpdf} macro	Enter a page name, if you wish to display a document which is attached to another Confluence page. For example: <pre>1. {viewpdf:name=my document.pdf page=Sample Page}</pre>
Space Key (space)	no	The space of the page which contains the {viewpdf} macro	Enter a space key, if you wish to display a document which is attached to a page in another Confluence space. For example: <pre>1. {viewpdf:name=my document.pdf space=DOC page=Sample Page}</pre>
Date (date)	no	none	If the Page Name refers to a blog post instead of a conventional page, enter the date of the post in the form mm/dd/yyyy.

Viewing the PDF Document

When you view the PDF document on a Confluence page, it is displayed as a slide show. Options on the bottom frame of the slide show allow you to:

-  — Download the PDF file and save it onto your computer.
-  — Move to the first, previous, next and last pages in the document. Or enter a page number to move directly to that page.
-  — Refresh the display.
-  — Open the document in full-screen mode. To return to normal viewing mode, press the escape key ('Esc') on your keyboard.

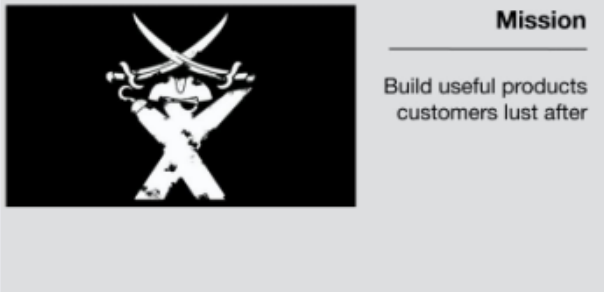
Screenshot: PDF document embedded on a Confluence page



Displaying a PDF document

Edit
+ Add
Tools

1 Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Nov 11, 2008 ([view change](#))



1 / 3

[Add Labels](#)

[Add Comment](#)

Troubleshooting

Problems? Please refer to our guide to the [Office Connector limitations and known issues](#).

RELATED TOPICS

- [Editing a Confluence Page in an Office Application](#)
- [Edit in Word Link Macro](#)
- [Working with the Office Connector](#)
- [Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Widget Macro

The **Widget** macro, or Widget Connector, allows you to embed multi-media content from other web sites into your Confluence page.

It supports content such as:

- Gadgets and other widgets: [Google Gadgets](#), [Widgetbox](#).
- Videos: [YouTube](#), [MySpace Video](#), [Google Video](#), [Yahoo Video](#), [Dailymotion](#), [Episodic](#), [Vimeo](#), [Metacafe](#), [blip.tv](#), [Viddler](#).
- Photos and images: [Flickr](#), [Skitch.com](#).
- Micro-blogging: [Twitter](#), [FriendFeed](#), [BackType](#).
- Documents and presentations: [SlideShare](#), [SlideRocket](#), [Scribd](#), presentations on [Google Docs](#).
- Calendars: [Google Calendar](#).
- Forms and online databases: [Wufoo HTML Form Builder](#), [Dabble DB](#).

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Live Example of Flickr Photos](#)
- [Live Example of Google Gadget](#)
- [More Examples of Macro Code](#)
- [About the Web-Widget and Widget Macros](#)
- [Troubleshooting](#)

Usage with the Macro Browser

To insert the **Widget** macro into a page using the [Macro Browser](#),

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the Widget macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

Just type the word 'widget' in curly brackets, and give it the URL (web address) of the thing you want to display.

```
1. {widget:url=http://example.com/my-location}
```

If the web-widget alias is enabled on your Confluence site, you can use web-widget instead of widget. See [below](#).

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required	Default	Description
Web Sites Widget URL (url)	yes		This is the URL provided by the external web site for embedding content from that web site onto another web page.
Pixel Height (Value Only) (height)	no		Specify the height of the display, in pixels (default) or as a percentage of the window's height. For example, to specify a height of 200 pixels: <pre>1. {widget:url=http://www.flickr.com/photos/tags/atlassian/ height=200}</pre> This code also specifies a height of 200 pixels: <pre>1. {widget:url=http://www.flickr.com/photos/tags/atlassian/ height=200px}</pre> This code specifies a height of 10 percent of the window's height: <pre>1. {widget:url=http://www.flickr.com/photos/tags/atlassian/ height=10%}</pre>
Pixel Width (Value Only) (width)	no		Specify the width of the display, in pixels (default) or as a percentage of the window's width. For example, to specify a width and height of 200 pixels: <pre>1. {widget:url=http://www.flickr.com/photos/tags/atlassian/ width=200 height=200}</pre> This code also specifies a width and height of 200 pixels: <pre>1. {widget:url=http://www.flickr.com/photos/tags/atlassian/ width=200px height=200px}</pre> This code specifies a width of 10 percent of the window's width: <pre>1. {widget:url=http://www.flickr.com/photos/tags/atlassian/ width=10%}</pre>

Live Example of Flickr Photos

This example shows the Widget macro in action. It displays all photos from [Flickr](#) with the tag 'Atlassian'.

What You Need to Type

```
1. {widget:url=http://www.flickr.com/photos/tags/atlassian}
```

What You Will Get

Live Example of Google Gadget

This example shows the Widget macro in action. It lets you play with a Google Gadget, [Gadzi's Monkey Virtual Pet](#).

What You Need to Type

```
1. {widget:url=http://www.google.com/ig/adde?synd=open&
;source=ggyp&moduleurl=www.gadzi.com/gadgets/monkey.xml|width=250}
```

What You Will Get

More Examples of Macro Code

Google Gadgets

You will need to find the URL for the Google Gadget you want to display.

Here is one way to find a gadget's URL:

1. Go to the [Google Gadgets directory](#).
2. Find the gadget you want then click its name, such as 'Spider'.
3. The gadget's summary page will open. Copy the URL from your browser's address bar. The URL looks something like this one:

```
1.http://www.google.com/ig/directory?synd=open&num=24&url=
http://abowman.googlepages.com/spider.xml&output=html
```

4. Paste the URL into the Widget macro code on your Confluence page.

You can also use the URL of the 'add gadget' page. The page is called 'Add "gadgetx" to your iGoogle page':

1. There are a couple of ways to get to the 'add gadget' page:
 - Click a '+Google' button underneath the gadget when displayed on a page somewhere.
 - Or click 'Add Stuff' on your iGoogle page.
2. Copy the URL from your browser's address bar. The URL would look something like this one:

```
1.http://www.google.com/ig/adde?synd=open&
;source=ggyp&moduleurl=abowman.googlepages.com/spider.xml
```

Here is an example of the Widget macro code for embedding a Google Gadget:

```
1. {widget:url=http://www.google.com/ig/adde?synd=open&
;source=ggyp&moduleurl=abowman.googlepages.com/spider.xml}
```

Widgetbox widgets

You will need to find the URL for the Widgetbox widget you want to display.

Here is one way to find a widget's URL:

1. Ensure you are logged in to Widgetbox and that you are viewing the [Widgetbox Gallery](#).
2. Find the widget you want then click its name, such as 'cyber-pet'.

3. The widget's summary page will open. Within the **Get Widget** section, click the Atlassian Confluence icon . The Widgetbox **Add to Confluence** dialog box appears, containing the URL required for the Widget Macro.



If you cannot see this icon, click the **more...** link to reveal it.

4. In the Widgetbox **Add to Confluence** dialog box, click the **Copy** button.
5. Copy the URL from your browser's address bar. The URL looks something like this one:

```
1.http://widgetbox.com/confluence/b8327e33-c8eb-4a38-b842-fba866ffdd28
```

6. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Widgetbox widget:

```
1. {widget:url=http://widgetbox.com/confluence/b8327e33-c8eb-4a38-b842-fba866ffdd28}
```

YouTube

You will need to find the URL for the YouTube video that you want to display.

To find a YouTube video's URL:

1. Go to [YouTube](#) and search for the video you want.
2. Click the title of the video, such as 'Wikis in Plain English'.
3. The video's summary page will open. Copy the URL from your browser's address bar. The URL looks something like this one:

```
1.http://au.youtube.com/watch?v=-dnL00TdmLY
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a YouTube video:

```
1.{widget:url=http://au.youtube.com/watch?v=-dnL00TdmLY}
```

MySpace Videos

You will need to find the URL for the MySpace video that you want to display.

To find a MySpace video's URL:

1. Go to [MySpace Video](#) and search for the video you want.
2. Click the title of the video, such as 'Glacier Creek Confluence Time Lapse'.
3. The video's summary page will open. Copy the URL from your browser's address bar. The URL looks something like this one:

```
1.http://vids.myspace.com/index.cfm?fuseaction=vids.individual&
;videoid=3376248&searchid=20c789f6-1ae9-459a-bfec-75efcfc2847c
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a MySpace video:

```
1.{widget:url=http://vids.myspace.com/index.cfm?fuseaction=vids.individual&
;videoid=3376248&searchid=20c789f6-1ae9-459a-bfec-75efcfc2847c}
```

Google Video

You will need to find the URL for the Google video that you want to display.

To find a Google video's URL:

1. Go to [Google Video](#) and search for the video you want.
2. Click the title of the video, such as 'An Evening With Wiki Inventor Ward Cunningham in Conversation'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this:

```
1.http://video.google.com/videoplay?docid=-7739076742312910146&
;ei=nJAFsBrzPIWOwgOhv_GKDA&q=An+Evening+With+Wiki+Inventor+Ward+Cunningham+in+Conversation&emb=1
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Google video:

```
1.{widget:url=http://video.google.com/videoplay?docid=-7739076742312910146&
;ei=nJAFsBrzPIWOwgOhv_GKDA&q=An+Evening+With+Wiki+Inventor+Ward+Cunningham+in+Conversation&emb=1}
```

Yahoo Video

You will need to find the URL for the Yahoo video that you want to display.

To find a Yahoo video's URL:

1. Go to [Yahoo Video](#) and search for the video you want.
2. Click the title of the video, such as 'Wiki Technology Trend: Past, Now and Future'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this:

```
1.http://video.yahoo.com/watch/423158/2424140
```



If you are unable to obtain a unique URL from your browser's address bar, click the envelope (Share) icon on the lower section of the video screen and copy the contents of the **Link** field.

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Yahoo video:

```
1.{widget:url=http://video.yahoo.com/watch/423158/2424140}
```

Dailymotion Video

You will need to find the URL for the Dailymotion video that you want to display.

To find a Dailymotion video's URL:

1. Go to [Dailymotion](#) and search for the video you want.
2. Click the title of the video, such as 'Wiki Technology Trend: Past, Now and Future'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this:

```
1.
http://www.dailymotion.com/user/spacevidcast/video/x7zevj_spacevidcast-2009-promo-video_tech
```

 If you are unable to obtain a unique URL from your browser's address bar, click **Menu** at the lower right section of the video screen, select **URL & Embed Code** and copy the contents of the **Link** field.

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Dailymotion video:

```
1.{widget:
http://www.dailymotion.com/user/spacevidcast/video/x7zevj_spacevidcast-2009-promo-video_tech}
```

Episodic

You will need an [Episodic](#) user account if you want to create and distribute videos via Episodic.

To embed an Episodic video onto a Confluence page:

1. Find the video and copy the URL from the address bar of your browser. The URL looks something like this:

```
1.http://app.episodic.com/shows/13/episodes/493
```

2. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding an Episodic video:

```
1.{widget:url=http://app.episodic.com/shows/13/episodes/493}
```

Vimeo

You will need to find the URL for the Vimeo video that you want to display.

To find a Vimeo video's URL:

1. Go to [Vimeo](#) and search for the video you want.
2. Click the title of the video, such as 'The Wiki Show - Allison the Russian High Kicker'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

```
1.http://www.vimeo.com/909808
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Vimeo video:

```
1.{widget:url=http://www.vimeo.com/909808}
```

Metacafe

You will need to find the URL for the Metacafe video that you want to display.

To find a Metacafe video's URL:

1. Go to [Metacafe](#) and search for the video you want.
2. Click the title of the video, such as 'Wikis In Plain English (How To)'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

```
1.http://www.metacafe.com/watch/679493/wikis_in_plain_english_how_to/
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Metacafe video:

```
1.{widget:url=http://www.metacafe.com/watch/679493/wikis_in_plain_english_how_to/}
```

blip.tv

You will need to find the URL for the blip.tv video that you want to display.

To find a blip.tv video's URL:

1. Go to [blip.tv](#) and search for the video you want.
2. Click the title of the video, such as 'River cruising on the Rhine'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

```
1.http://blip.tv/file/996864/
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a blip.tv video:

```
1.{widget:url=http://blip.tv/file/996864/}
```

Viddler

You will need to find the URL for the Viddler video that you want to display.

To find a Viddler video's URL:

1. Go to [Viddler](#) and search for the video you want.
2. Click the title of the video, such as 'Gliffy Diagramm in Conflu...'.
3. The video's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

```
1.http://www.viddler.com/explore/Markus_Z/videos/1/
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Viddler video:

```
1.{widget:url=http://www.viddler.com/explore/Markus_Z/videos/1/}
```

Flickr

You can embed a slide show of photos from [Flickr](#) by supplying a URL that specifies one of the following:

- Photos with a specific **tag**.
- Photos belonging to the photostream of a specific Flickr **user**.
- A **set** of photos as defined by the Flickr user.
- A user's photostream starting at a specific **photo**.

If you want to do something else, we suggest that you try any Flickr URL. It should work.

Below are some examples of the Widget macro code for embedding Flickr images.

Flickr Photos with a Specific Tag

This example displays a slide show of [Flickr](#) photos that are tagged with the word 'Atlassian'.

```
1.{widget:url=http://www.flickr.com/photos/tags/atlassian/}
```

Flickr Photos from a Specific User

This example displays a slide show of photos from the [Flickr](#) photostream of user 'Atlassian'.

```
1.{widget:url=http://www.flickr.com/photos/atlassian/}
```

Flickr Photos from a Specific Set

This example displays a slide show of [Flickr](#) photos from the set 'Melbourne Cup - November 2008' created by user 'Atlassian'.

```
1.{widget:url=http://www.flickr.com/photos/atlassian/sets/72157608657271078/}
```

A Specific Flickr Photo

This example displays a slide show of photos from the [Flickr](#) photostream of the user 'Atlassian', starting with a specific photo.

```
1.{widget:url=http://www.flickr.com/photos/atlassian/3003538919/}
```

Skitch.com

You will need to find the URL for the Skitch image that you want to display.

To embed a Skitch image onto a Confluence page:

1. Go to [Skitch.com](#).
2. Find the image and copy the URL from the address bar of your browser. The URL looks something like this:

```
1.http://skitch.com/atlassian/411g/example-image
```

3. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Skitch image:

```
1.{widget:url=http://skitch.com/atlassian/411g/example-image}
```

Twitter

Use a [Twitter](#) link in the Widget macro to display a dynamic list of the latest tweets sent by a user or matching a Twitter search.

To display the latest messages from a Twitter user, add the user's Twitter link as a URL in the Widget macro.

```
1.{widget:url=http://twitter.com/username}
```

The example below will display [Mike Cannon-Brooke's Twitter messages](#):

```
1.{widget:url=http://twitter.com/mcannonbrookes}
```

To display the latest messages resulting from a Twitter search, add the Twitter search link as a URL in the Widget macro.

- Make sure you use the supported format of the search URL:

```
1.http://search.twitter.com/search?q=my search term
```

The following format is *not* supported:

```
1.http://twitter.com/#search?q=my search term
```

- The '#' tag is not supported (not even in its URL-encoded form %23).

Format:

```
1.{widget:url=http://search.twitter.com/search?q=my search term}
```

The example below will display the most recent tweets containing the word 'AtlassianDragons':

```
1.{widget:url=http://search.twitter.com/search?q=AtlassianDragons}
```

FriendFeed

To display the latest messages from a [FriendFeed](#) user, add the user's FriendFeed link as a URL in the Widget macro. For example:

```
1.{widget:url=http://friendfeed.com/myname}
```

BackType

To display the latest blog or website comments from a [BackType](#) user, add the user's BackType widget link as a URL in the Widget macro. For example:

```
1.{widget:url=http://www.backtype.com/myname}
```

SlideShare

You will need to find the URL for the SlideShare presentation that you want to display.

To find a SlideShare presentation's URL:

1. Go to [SlideShare](#) and search for the presentation you want.
2. Click the title of the presentation, such as 'Using JIRA & Greenhopper for Agile Development'.
3. The presentation's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

```
1.
http://www.slideshare.net/jleyser/using-jira-greenhopper-for-agile-development-presentation
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a SlideShare presentation:

```
1.{widget:url=
http://www.slideshare.net/jleyser/using-jira-greenhopper-for-agile-development-presentation}
```

SlideRocket

You will need to find the URL for the SlideRocket presentation that you want to display.

To find a SlideRocket presentation's URL:

1. Log in to [SlideRocket](#) and go to your library of presentations.
2. Copy the 'web link' for the presentation you want to display. This will give you a URL that looks something like this one:

```
1.http://app.sliderocket.com/app/FullPlayer.aspx?id=132f9db7-b0fb-4f51-b974-36652774971b
```

3. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a SlideRocket presentation:

```
1.{widget:url=
http://app.sliderocket.com/app/FullPlayer.aspx?id=132f9db7-b0fb-4f51-b974-36652774971b}
```

Scribd

You will need to find the URL for the Scribd presentation that you want to display.

To find a Scribd presentation's URL:

1. Go to [Scribd](#) and search for the presentation you want.
2. Click the title of the presentation, such as 'My Sea Friends Coloring Book'.
3. The presentation's summary page will open. Copy the URL from the address bar of your browser. The URL looks something like this one:

```
1.http://www.scribd.com/doc/5683554/My-Sea-Friends-Coloring-Book
```

4. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Scribd presentation and displaying it with a height of 600 pixels:

```
1.{widget:url=http://www.scribd.com/doc/5683554/My-Sea-Friends-Coloring-Book|height=600px}
```

Google Docs Presentations

You can embed presentations from Google Docs, but not other document types. You will need to find the URL for the Google Docs presentation that you want to display.

To find the URL of a Google Docs presentation:

1. Publish your presentation in [Google Docs](#).
2. View your published document, then copy the URL from your browser's address bar. The URL will look something like this:

```
1.http://docs.google.com/Presentation?docid=ddpqn8g5_0fx96zmmq&mm=en_GB
```

3. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Google Docs presentation

```
1.{widget:url=http://docs.google.com/Presentation?docid=ddpqn8g5_0fx96zmmq&mm=en_GB}
```

Google Calendar

You can embed a Google Calendar into your page and to do this, you will need to add the URL for the Google Calendar that you want to display.

To find the URL for a Google Calendar:

1. Log in to [Google Calendar](#).
2. In the calendar list on the left side of the page, ensure the appropriate calendar is selected, click the down-arrow button next to the calendar name and then select the **Calendar settings** option.
(Alternatively, if available, click the **Manage Calendars** link at the bottom of the calendar list and then click the name of the appropriate calendar.)
3. In the **Calendar Address** section, click the **HTML** button. A pop-up message with your calendar's public URL appears.
4. Copy the URL from this pop-up message. The URL looks something like this:


```
1.http://www.google.com/calendar/embed?src=somebody%40example.com&ctz=Australia/Sydney
```

5. Paste the URL into the Widget macro code on your Confluence page.

Here is an example of the Widget macro code for embedding a Google Calendar:

```
1.{widget:url=http://www.google.com/calendar/embed?src=somebody%40example.com&
;ctz=Australia/Sydney}
```

Wufoo HTML Form Builder

To display an HTML form built in the [Wufoo HTML Form Builder](#), add the form's link as a URL to the Widget Macro. For example:

```
1.{widget:url=http://examples.wufoo.com/forms/contact-form/}
```

Dabble DB online database builder

To display a shared page built in [Dabble DB](#), add the page's link as a URL to the Widget Macro. For example:

```
1.{widget:url=https://confluence-sample.dabbledb.com/page/confluence-sample/nSQqdgIg}
```

i The Widget Macro supports shared Dabble DB **view** and **form** pages. Hence, it is possible to insert a Dabble DB data entry form into a Confluence page. Any data submitted via this form can be displayed on the same or another page via a Dabble DB view.

About the Web-Widget and Widget Macros

Confluence supports `web-widget` as an alias for `widget`. Your [System Administrator](#) can enable or disable one or both these macro names. The alias is useful for Confluence sites which use Adaptavist's [Community Bubbles plugin](#), to avoid conflict with the 'widget' macro supplied by that plugin.

If the `web-widget` alias is enabled on your Confluence site, you can use `web-widget` instead of `widget` in all the examples above.

Troubleshooting

If the URL given in the Widget macro does not work, the Widget macro displays an icon and the base URL. The icon will be linked to the full URL given in the macro code.

For example, the following code:

```
1.{widget:url=http://example.com/invalid}
```

will result in an image like the one below:



RELATED TOPICS

- [Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Widget Connector Examples

i This page contains a working example of all the services currently supported by the Widget Connector. This page lets you preview what each widget will look like and see how to interact with it.

- [Flickr](#)
- [iGoogle](#)
- [Google Video](#)
- [Google Docs](#)
- [YouTube](#)
- [MySpace](#)
- [Episodic](#)
- [Vimeo](#)
- [BlipTV](#)

- [Viddler](#)
- [Skitch](#)
- [Twitter](#)
- [FriendFeed](#)
- [SlideShare](#)
- [SlideRocket](#)
- [Scribd](#)
- [Wufoo](#)
- [Error Message](#)
- [Related Content](#)

Flickr

```
1.{widget:url=http://www.flickr.com/photos/tags/atlassian/}
```

```
1.{widget:url=http://www.flickr.com/photos/atlassian/}
```

```
1.{widget:url=http://www.flickr.com/photos/atlassian/sets/72157608657271078/}
```

```
1.{widget:url=http://www.flickr.com/photos/atlassian/3003538919/}
```

iGoogle

```
1.{widget:url=http://www.google.com/ig/adde?synd=open&source=ggyp&moduleurl=www.gadzi.com/gadgets/monkey.xml|width=250}
```

Google Video

```
1.{widget:url=http://video.google.com/videoplay?docid=-7739076742312910146&ei=nJAFsBrzPIWOwgOhv_GKDA&q=An+Evening+With+W
```

Google Docs

```
1.{widget:url=http://docs.google.com/Presentation?id=ddpqn8g5_0fx96zffq}
```

YouTube

```
1.{widget:url=http://au.youtube.com/watch?v=-dnL00TdmLY}
```

MySpace

```
1.{widget:url=http://vids.myspace.com/index.cfm?fuseaction=vids.individual&videoid=3376248&searchid=20c789f6-1ae9-459a-b
```

Episodic

```
1.{widget:url=http://app.episodic.com/shows/13/episodes/493}
```

Vimeo

```
1.{widget:url=http://www.vimeo.com/909808}
```

BlipTV

```
1.{widget:url=http://blip.tv/file/996864/}
```

Viddler

```
1.{widget:url=http://www.viddler.com/explore/Markus_Z/videos/1/}
```

Skitch



```
1. {widget:url=http://skitch.com/jnolen/bbybm/skitch.com-jnolen}
```

Twitter

```
1. {widget:url=http://twitter.com/mcannonbrookes}
```

```
1. {widget:url=http://search.twitter.com/search?q=AtlassianDragons}
```

FriendFeed

```
1. {widget:url=http://friendfeed.com/myname}
```

SlideShare

```
1. {widget:url=http://www.slideshare.net/jleyser/using-jira-greenhopper-for-agile-development-presentation}
```

SlideRocket

```
1. {widget:url=http://app.sliderocket.com/app/FullPlayer.aspx?id=132f9db7-b0fb-4f51-b974-36652774971b}
```

Scribd

```
1. {widget:url=http://www.scribd.com/doc/5683554/My-Sea-Friends-Coloring-Book|height=600px}
```

Wufoo

```
1. {panel:borderColor=#CCCCCC|bgColor=#FFFFFF}
2. {widget:url=http:
//atlassian.wufoo.com/forms/let-us-know-what-you-think-of-the-new-sdk/|height=800px}
3. {panel}
```

Error Message



example.com

```
1. {widget:url=http://example.com/invalid}
```

Related Content

- [Working with Macros](#)

JIRA Portlet Macro

The **JIRA Portlet Macro** allows you to display a [JIRA dashboard portlet](#) on a Confluence page. [JIRA](#) is the issue tracking and project management system supplied by Atlassian.

On this page:

- [Using JIRA 4.0](#)
- [Using JIRA 3.x](#)
 - [Obtaining the JIRA Portlet URL](#)
 - [Usage with the Macro Browser](#)
 - [Usage with the Wiki Markup Editor](#)
 - [Parameters](#)
 - [Example \(for JIRA 3.13 or earlier\)](#)
 - [Displaying Issues which have Restricted Viewing](#)
 - [Using Confluence-to-JIRA Trusted Communication](#)
 - [Troubleshooting](#)
 - [Ideas for new features or want more tips?](#)
 - [Logging Bugs and Requesting Support](#)
 - [Known Limitations when used with JIRA Calendar](#)

Using JIRA 4.0

Please note the following if you intend to upgrade or have already upgraded your JIRA server to JIRA 4.0:



Setting up *new* JIRA portlets will not work when using Confluence 3.0 or earlier and JIRA 4.0.

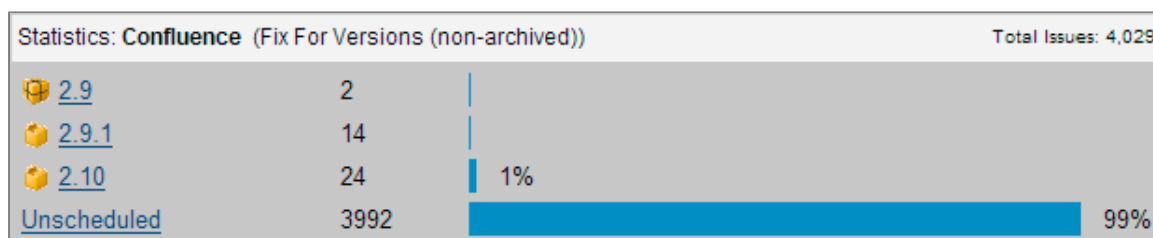
Bear in mind that your existing JIRA portlet macros based on earlier versions of JIRA will continue to work in Confluence as they will still be functional in JIRA 4.0. However, due to architectural changes in JIRA 4.0, the ability to create **new** JIRA 4.0 portlet macros in Confluence 3.0 or earlier is not available. Please refer to [JIRA-19285](#) and [JIRA-18521](#) for more information.

If you would like the ability to create **new** JIRA 4.0 portlet macros in Confluence 3.0 or earlier, please vote for [JIRA-18521](#). However, we intend to resolve this issue in a future release of Confluence.

Using JIRA 3.x

The JIRA portlet macro appears as shown in the screenshot below.

Screenshot: The JIRA Portlet Macro in Confluence



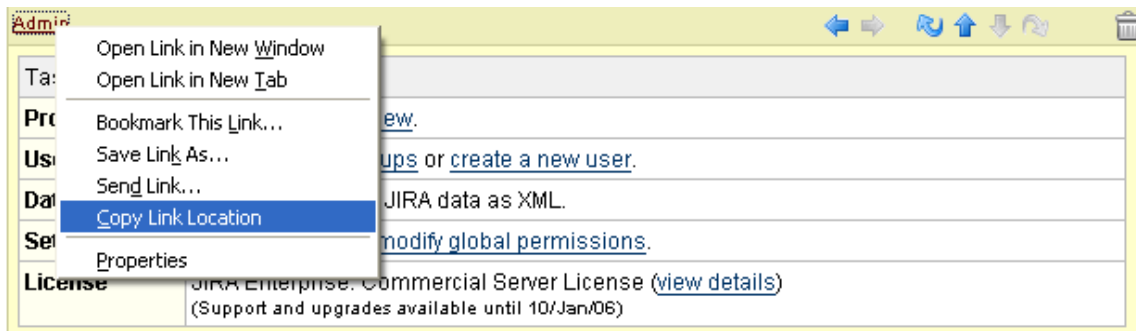
Obtaining the JIRA Portlet URL

The JIRA portlet macro requires a URL of the JIRA portlet content you wish to show on a Confluence page.

To obtain the JIRA portlet URL,

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.

Screenshot 1: Copy link location



Usage with the Macro Browser

To insert the JIRA portlet macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the 'Edit' button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking 'Refresh'.
6. Click 'Insert' to put the macro into the page.

Once you have found the JIRA portlet macro, paste your copied JIRA portlet URL into the **JIRA Portlet URL** field and then click 'insert' to add it to your page.

Usage with the Wiki Markup Editor

To insert the JIRA portlet macro into a page using the Wiki Markup editor,

1. Log in to your Confluence system.
2. Paste the copied JIRA portlet URL at the end of the url parameter in a `{jiraportlet}` macro on your Confluence page.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in `(bracketed)` text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required	Default	Description
JIRA Portlet URL (url)	yes	none	URL of the JIRA portlet, as described above.  Certain JIRA portlets may require user authentication details in order to display their content. Hence you may need to append: &os_username=yourJiraUsername&os_password=yourJiraPassword to the end of this url.

Anonymous Retrieval (anonymous)	no	false	For Confluence 2.7.0 and later. If this parameter is set to 'true', JIRA will return only the issues which allow unrestricted viewing i.e. the issues which are visible to anonymous viewers, as determined by JIRA's viewing restrictions. If this parameter is omitted or set to 'false', then the results depend on how your administrator has configured the communication between JIRA and Confluence. By default, Confluence will show only the JIRA issues which the user is authorised to view. See more details below .
Base URL (baseurl)	no	none	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 (for JIRA 3.13 or earlier)

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

```
1. {jiraportlet:anonymous=true|url=http://jira.atlassian.com/secure/RunPortlet.jsps?portletKey=com.atlassian.jira.plugin.system.portlets:proj
```

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

Statistics: Confluence (Fix For Versions (non-archived))			Total Issues: 5,970
 2.10.2	1		
 2.10.3	1		
 3.0	10		
 3.0.1	2		
 3.0.2	2		
 3.1	4		
 3.1.1	2		
 3.1.2	3		
 3.2-beta2	6		
 3.2-rc1	36	1%	
 3.2	11		
 3.2.1	24		
 3.3-m1	28		
 3.3-m2	1		
 3.3	16		
 Medium term roadmap	7		
 Long term roadmap	1		
Unscheduled	5827		98%

Displaying Issues which have Restricted Viewing

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.

Using Confluence-to-JIRA Trusted Communication

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:



Remove the username and password from your macro markup code

Prior to Confluence 2.7, you needed to include a username and password in the macro markup code if you wanted to display JIRA issues which had restricted viewing. Once your administrator has set up trusted communication between Confluence and JIRA, you no longer need to include a username and password in the markup code for your JIRA macros.

The following options are available for determining the issues which will be retrieved from JIRA and displayed on the Confluence page:

What you want to do	Macro parameter	URL parameter	Comments
Display the JIRA issues which the logged-in user is authorised to see. And if the user is not logged in, display only issues which allow unrestricted viewing.			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. If trusted communication is enabled , the authorisation will work seamlessly. When a logged-in user views your page, they will see only the JIRA issues they are allowed to see. And if they are not logged in, they will see only the issues which allow unrestricted viewing. If trusted communication is disabled , the Confluence page will show only the JIRA issues which allow unrestricted viewing.
Ensure that Confluence will display only the JIRA issues which allow unrestricted viewing.	anonymous		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.
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.

Troubleshooting

Ideas for new features or want more tips?

If you have an idea for a new feature, please log it on our [JIRA site](#).

You will also find many hints and tips on our [Confluence forum](#). Try asking a question or sharing your ideas with other Confluence users.

Logging Bugs and Requesting Support

If you have found a bug in this macro, please log it on our [JIRA site](#).

If you encounter a problem using this macro, please raise a ticket on our [Support site](#).

Known Limitations when used with JIRA Calendar

If you are using the JIRA Portlet macro in combination with the [JIRA Calendar](#), paging will work only if your Confluence and JIRA sites are running on the **same host**. Otherwise, you see error messages like `Access to restricted URI`.

Reason: the Calendar portlet communicates with JIRA via AJAX requests. Because of security concerns, browsers by default do not allow requests to any host different from the one the page was originally downloaded from.

There is a workaround. If you wish, you can turn off this security check in your browser. The exact way depends on your browser version, so Google for hints.



Please consider all implications of turning off this security check before you perform this action.



There is an existing request to develop support for proxying of the AJAX requests from Confluence to JIRA. If you need this feature, please vote for this issue: [JCAL-64](#).

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 the [Confluence User's Guide](#).

Warning Macro

The **Warning Macro** allows you to highlight a warning note on a Confluence page.

It creates a red-coloured box surrounding your text as shown below.



Warning Macro Example

This text is rendered inside the warning macro.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the warning macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the warning macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
<code>{warning}</code> Insert warning message here! <code>{warning}</code>	 Insert warning message here!

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Optional Title (title)	no	none	The title of the warning note. If specified, will be displayed in bold next to the icon.
Show Warning Icon (icon)	no	true	If "false", the icon will not be displayed.

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

JUnit Report Macro

The **JUnit Report Macro** displays a summary of JUnit test results from a directory accessible by the Confluence server. **JUnit** is a unit testing framework which allows programmers to ensure that individual units of Java source code are functioning correctly.

The JUnit report macro appears as shown in the screenshot below.

Screenshot: The JUnit Report Macro in Confluence

Test		Time	Messages
MoneyTest	100%	00:03.391	Tests:Failures:Exceptions: 1 0 0
▶ testAdd		00:03.0	

 When generating reports from JUnit, set the Apache Ant formatter to 'XML'.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)

Usage with the Macro Browser

To insert the JUnit report macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the 'Edit' button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking 'Refresh'.
6. Click 'Insert' to put the macro into the page.

Once you've found the JUnit report macro, fill in the URL fields and click 'insert' to add it to your page.

Usage with the Wiki Markup Editor

To insert the JUnit report macro into a page using the Wiki Markup Editor,

Enter the junitreport code tags into your document as follows.

```
1.{junitreport:directory=file:///*/directory*/}
```

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
Directory (URL) of your test result files (directory)	None	URL of a directory containing your test result files.
Report Detail (reportdetail)	'fixture'	Detail for report. Can be 'all', 'fixture', 'summary' or 'failuresonly'.

URL of the test result XML file (url)	None	URL of a particular test result XML file. For Confluence installations without anonymous user access, you can specify logon credentials as part of this parameter in the form of URL parameters: <code>os_username</code> — The username of a Confluence user with permission to access to the JUnit test results. <code>os_password</code> — The password of the Confluence user specified in the <code>os_username</code> parameter.
(debug)	None	Shows the content of failures, as well as the error messages.

Examples

Loading JUnit reports from a local drive

```
1.{junitreport:directory=file:///C:/TEMP/}
```

 Must be a directory name and **not** the XML file itself.

Loading JUnit reports from a network drive

```
1.{junitreport:url=http://*host*/path*}
```

Loading JUnit reports from a Confluence instance

```
1.{junitreport:url=http://yourConfluenceInstance.com/download/attachments/<page id>/file.xml}
```

Loading JUnit reports from a Confluence instance without anonymous user access

If your Confluence instance is not accessible by anonymous users, specify logon credentials with the `os_username` and `os_password` URL parameters (as part of the macro's `url` parameter). In this case, we are specifying a username of "admin" and a password of "admin".

```
1.{junitreport:url=http://yourConfluenceInstance.com/download/attachments/<page id>/file.xml?os_username=admin&os_password=admin}
```

 If you use both the `directory` and `url` parameters in the same macro, the `directory` will be used and the `url` parameter ignored.

RELATED TOPICS

Working with Macros

Take me back to the [Confluence User's Guide](#).

Livesearch Macro

The **Livesearch Macro** allows you to add a search box to a Confluence page. When users enter a search term into the search box, Confluence will dynamically display matching results as they type.

The livesearch macro appears as shown in the screenshot below:

Screenshot: The Livesearch Macro in Confluence



On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)

Usage with the Macro Browser

To insert the livesearch macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the livesearch macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{livesearch}	

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

The Livesearch macro allows the following parameters:

Parameter	Required	Default	Description
ID (id)	no	none	Uniquely identifies the Livesearch when there are multiple livesearch macros in one page.
Restrict to this Space Key (spaceKey)	no	all spaces	Specify a space key to limit the search to the given space.

Examples

Restricting the Search to a Single Space

The sample code below restricts the search to the space which has a space key of 'DS'.

```
1. {livesearch:spaceKey=DS}
```

RELATED TOPICS

[Searching Confluence Search Macro](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Loremipsum Macro

The **Loremipsum** macro displays a few paragraphs of pseudo-Latin text ([more information](#)). You can use this macro to generate some more-or-less meaningless text for demonstration purposes in pages showing a draft layout or arrangement of page elements. The text is deliberately non-meaningful so that it does not influence the viewer's perception of the page arrangement or design.

A basic example of the Loremipsum macro is shown in the block below.

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

Without any parameters, the {loremipsum} macro generates three paragraphs. However, any number of paragraphs can be specified.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the Loremipsum macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the 'Edit' button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking 'Refresh'.
6. Click 'Insert' to put the macro into the page.

Once you've found the Loremipsum macro, click 'insert' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{loremipsum}	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetur. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris. Ut ligula. Maecenas consequat. Aliquam placerat. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla convallis. Ut quis tortor. Vestibulum a lectus at diam fermentum vehicula. Mauris sed turpis a nisl ultricies facilisis. Fusce ornare, mi vitae hendrerit eleifend, augue erat cursus nunc, a aliquam elit leo sed est. Donec eget sapien sit amet eros vehicula mollis. In sollicitudin libero in felis. Phasellus metus sem, pulvinar in, porta nec, faucibus in, ipsum. Nam a tellus. Aliquam erat volutpat. Sed id velit ut orci feugiat tempus. Pellentesque accumsan augue at libero elementum vestibulum. Maecenas sit amet metus. Etiam molestie massa sed erat. Aenean tincidunt. Mauris id eros. Quisque eu ante. Fusce eu dolor. Aenean ultricies ante ut diam. Donec iaculis, pede eu aliquet lobortis, wisi est dignissim diam, ut fringilla eros magna a mi. Nulla vel lorem. Donec placerat, lectus quis molestie hendrerit, ante tortor pharetra risus, ac rutrum arcu odio eu tortor. In dapibus lacus nec ligula. Aenean vel metus. Nunc mattis lorem posuere felis. In vehicula tempus lacus. Phasellus arcu. Nam ut arcu. Duis eget elit id eros adipiscing dignissim.
{loremipsum:1}	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetur. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.

{loremipsum:5}	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetur. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris. Ut ligula. Maecenas consequat. Aliquam placerat. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla convallis. Ut quis tortor. Vestibulum a lectus at diam fermentum vehicula. Mauris sed turpis a nisl ultricies facilisis. Fusce ornare, mi vitae hendrerit eleifend, augue erat cursus nunc, a aliquam elit leo sed est. Donec eget sapien sit amet eros vehicula mollis. In sollicitudin libero in felis. Phasellus metus sem, pulvinar in, porta nec, faucibus in, ipsum. Nam a tellus. Aliquam erat volutpat. Sed id velit ut orci feugiat tempus. Pellentesque accumsan augue at libero elementum vestibulum. Maecenas sit amet metus. Etiam molestie massa sed erat. Aenean tincidunt. Mauris id eros. Quisque eu ante. Fusce eu dolor. Aenean ultricies ante ut diam. Donec iaculis, pede eu aliquet lobortis, wisi est dignissim diam, ut fringilla eros magna a mi. Nulla vel lorem. Donec placerat, lectus quis molestie hendrerit, ante tortor pharetra risus, ac rutrum arcu odio eu tortor. In dapibus lacus nec ligula. Aenean vel metus. Nunc mattis lorem posuere felis. In vehicula tempus lacus. Phasellus arcu. Nam ut arcu. Duis eget elit id eros adipiscing dignissim. Nullam vel leo. Quisque vestibulum mollis turpis. Phasellus malesuada tellus vel diam. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Ut varius lorem. Mauris bibendum pulvinar sem. Fusce vulputate. Aenean imperdiet, massa ut viverra dignissim, nunc purus pellentesque ligula, quis dictum est sem vitae sem. Ut bibendum elit id sapien. Quisque quis est. Phasellus tellus. Donec aliquam lorem sit amet libero. Cras massa dolor, dignissim id, faucibus vulputate, pharetra nec, erat. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec justo nunc, vestibulum a, vestibulum eget, aliquam non, augue. Morbi cursus consectetur turpis. Duis non quam. Nam aliquet lorem ut tortor. Pellentesque malesuada, sem non tempor semper, magna pede aliquet lectus, sit amet egestas neque magna ut nunc. Integer sagittis aliquet diam. Proin fringilla vestibulum sem. Donec est lacus, imperdiet vel, elementum eu, tincidunt quis, odio. Proin dolor. Nulla arcu. Etiam dolor massa, fermentum id, adipiscing ultricies, suscipit in, orci. Aliquam erat volutpat. Ut tortor est, placerat ac, dictum ut, imperdiet vitae, leo. Nullam suscipit. Sed accumsan malesuada magna. Nulla facilisi. Donec est tellus, dictum in, bibendum sit amet, eleifend sit amet, risus. Quisque mauris lectus, tincidunt eget, pretium sed, eleifend ac, risus. Fusce mauris.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in `(bracketed)` text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
Number of Paragraphs	3	Displays paragraphs of pseudo-Latin (space-filler) text.

Apart from the number of paragraphs, there are no additional parameters for this macro.

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Noformat Macro

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

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Example](#)

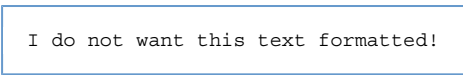
Usage with the Macro Browser

To insert the noformat macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the noformat macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
<pre>{noformat} I do not want this text formatted! {noformat}</pre>	

Parameters

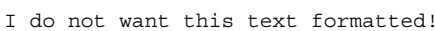
Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
Body Text	Affects text between the noformat tags.	The text that will be processed by the noformat macro.
No Panel (<i>nopanel</i>)	False	Removes the bordering panel.

Example

Remove the panel around the text

What you need to type	What you will get
<pre>{noformat:nopanel=true} I do not want this text formatted! {noformat}</pre>	

Format the panel

 All of the optional parameters for the [Panel](#) macro are also valid for the Noformat macro.

RELATED TOPICS

Working with Macros

Take me back to the [Confluence User's Guide](#).

Page Index Macro

The **Page Index macro** creates a hyperlinked alphabetical index of all pages within the current space.

The top section of the Index contains a cell for letter of the alphabet, including separate cells for numbers and symbols. Each of these cells indicates the number of pages in which the first letter of the title matched the corresponding letter, number or symbol in the cell.

The lower section is effectively an extended version of the top section. However, each cell shows the page name followed by the first few sentences of content on that page.

Each letter, number or symbol in the top section is hyperlinked and leads to its corresponding cell in the lower section. Additionally, each

page title in the lower section is hyperlinked and leads to its corresponding page in the space.

Screenshot: Index Macro segment

Space Index

0-9 ... 2	A ... 64	B ... 12	C ... 263
E ... 13	G ... 19	H ... 93	I ... 109
L ... 31	M ... 39	N ... 36	O ... 10
R ... 193	S ... 80	T ... 46	U ... 59
X ... 2	Y ... 1	Z ... 0	!@#\$... 0

0-9

 [1.4 Interface - Where Did Everything Go?](#)
 you're used to the Confluence Classic interface, the new 1.4 interface might be a little hard to navigate at first. We think that the new design is a vast improvement, but it's inevitable that people who have used the application since its release will be wondering where ...

 [2.2.5 Security Patch](#)
 patch fixes a minor security vulnerability regarding the administration of space mail accounts. It affects only Confluence 2.2.5. To install this patch please download the three files attached to this page, stop Confluence and copy them to your {{WEBINF/classes/com ...

A

 [Access Log Scripts](#)
 access log scripts are attached to this page Access Log ScriptsAt the 7z file. # Copy all the daily access logs to a folder called {{logs}} generate a {{csv}} file called {{summary.csv}} and several directorie

 [Accessing Confluence Components From Plugin Modules](#)
 Confluence is built around Spring <http://www.springframework.org>, you are familiar with Spring, then you may only wish to know that C classes) are autowired by name. Thus, if you want to access ...

 [Activating External User Management](#)
 your user management is being handled outside of Confluence by option in Confluence, from the Administration Console. Running C user management outside of Confluence ...

 [Add Confluence EAR-WAR to JIRA Standalone](#)
 document will assist you in adding Confluence to your existing JIR. This guide is for experts only. If you run into any difficulties with this limited assistance outside ...

 [Add LDAP Integration](#)
 Atlassian's Crowd <http://www.atlassian.com/software/crowd/> is a w application provisioning and identity management. Confluence can group memberships to set the user's Confluence access ...

 [Add LDAP Integration For User Authentication Only](#)
 Confluence 2.7.0 and above, all user management is performed by Management in Confluence <http://confluence.atlassian.com/display/DOC/UnderstandingUserManagementinConfluence#UnderstandingOSUser> user management, described in this document, has been

On this page:

- Usage with the Macro Browser
- Usage in Wiki Markup
- Parameters

Usage with the Macro Browser

To insert the Page Index macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the 'Edit' button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking 'Refresh'.
6. Click 'Insert' to put the macro into the page.

Once you've found the Page Index macro, click 'insert' to add it to your page.

Usage in Wiki Markup

What you need to type	Segment of what you will get																				
{index}	Space Index <table><tr><td>0-9 ... 2</td><td>A ... 64</td><td>B ... 12</td><td>C ... 263</td></tr><tr><td>E ... 13</td><td>G ... 19</td><td>H ... 93</td><td>I ... 109</td></tr><tr><td>L ... 31</td><td>M ... 39</td><td>N ... 36</td><td>O ... 10</td></tr><tr><td>R ... 193</td><td>S ... 80</td><td>T ... 46</td><td>U ... 59</td></tr><tr><td>X ... 2</td><td>Y ... 1</td><td>Z ... 0</td><td>!@#\$... 0</td></tr></table> 0-9 1.4 Interface - Where Did Everything Go? you're used to the Confluence Classic interface, the new 1.4 interface might be a little hard to navigate at first. We think that the new design is a vast improvement, but it's inevitable that people who have used the application since its release will be wondering where ... 2.2.5 Security Patch patch fixes a minor security vulnerability regarding the administration of space mail accounts. It affects only Confluence 2.2.5. To install this patch please download the three files attached to this page, stop Confluence and copy them to your {{WEBINF/classes/com ... A Access Log Scripts access log scripts are attached to this page Access Log ScriptsAtk the 7z file. # Copy all the daily access logs to a folder called {{logs}} generate a {{csv}} file called {{summary.csv}} and several directorie Accessing Confluence Components From Plugin Modules Confluence is built around Spring http://www.springframework.org, you are familiar with Spring, then you may only wish to know that C classes) are autowired by name. Thus, if you want to access ... Activating External User Management your user management is being handled outside of Confluence by option in Confluence, from the Administration Console. Running C user management outside of Confluence ... Add Confluence EAR-WAR to JIRA Standalone document will assist you in adding Confluence to your existing JIR. This guide is for experts only. If you run into any difficulties with this limited assistance outside ... Add LDAP Integration Atlassian's Crowd http://www.atlassian.com/software/crowd/ is a w application provisioning and identity management. Confluence can group memberships to set the user's Confluence access ... Add LDAP Integration For User Authentication Only Confluence 2.7.0 and above, all user management is performed by Management in Confluence http://confluence.atlassian.com/display/DOC/UnderstandingUserManagementinConfluence#UnderstandingOSUser user management, described in this document, has been	0-9 ... 2	A ... 64	B ... 12	C ... 263	E ... 13	G ... 19	H ... 93	I ... 109	L ... 31	M ... 39	N ... 36	O ... 10	R ... 193	S ... 80	T ... 46	U ... 59	X ... 2	Y ... 1	Z ... 0	!@#\$... 0
0-9 ... 2	A ... 64	B ... 12	C ... 263																		
E ... 13	G ... 19	H ... 93	I ... 109																		
L ... 31	M ... 39	N ... 36	O ... 10																		
R ... 193	S ... 80	T ... 46	U ... 59																		
X ... 2	Y ... 1	Z ... 0	!@#\$... 0																		

Parameters

This macro accepts no parameters.

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Space Details Macro

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

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the space details macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the space details macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{space-details}	Name: Confluence Docs 3.2 Key: DOC Home Page:  Confluence Documentation Home Created By: Mike Cannon-Brookes (Dec 17, 2003) Space Labels: (None) Team Labels: (None) Description: Documentation for the latest version of the Confluence wiki: Installation Guide, User Guide, Admin Guide and other technical documentation

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Width of Table (width)	no	100%	The width of the space details table, specified as a percentage (%) of the page width.

RELATED TOPICS

[Viewing Space Details](#)
[Editing Space Details](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Recently Updated Macro

The **Recently Updated** macro displays a list of the most recently changed content within Confluence.



The **Recently Updated Dashboard** macro is similar to this macro, but is intended for display on the Confluence dashboard.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Working Example of Usage](#)
 - [Recently Updated](#)
- [Parameters](#)
- [Examples](#)
 - [1. Include content from all spaces](#)
 - [2. Include content from specific spaces](#)
 - [3. Specify the width of the display](#)
 - [4. Filter content using labels](#)

- 5. Filter by content type
- 6. Change the number of results in the list
- 7. Display profile pictures
- 8. Display recent comments, including profile pictures and text

Usage with the Macro Browser

To insert the recently updated macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **Edit** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **Refresh**.
6. Click **Insert** to put the macro into the page.

Once you've found the recently updated macro and have added the required parameter values, click **insert** to add it to your page.

Usage with the Wiki Markup Editor

```
1.{recently-updated}
```

Working Example of Usage

Below is a working example of the 'Recently Updated' macro which by default, lists 15 results.

What you need to type	What you will get

{recently-updated}	Recently Updated • Change listen port for Confluence Standalone commented by Anonymous about 2 hours ago • Installing Confluence Standalone on Mac OS X from Zip File commented by Klaus Feldmann about 11 hours ago • Restoring a Space updated by Partha Kamal (view change) about 11 hours ago • Performance Tuning commented by Anonymous yesterday at 10:13:08 • Adding SSL for Secure Logins and Page Security commented by Anonymous yesterday at 00:55:25 • Performance Tuning commented by Anonymous Mar 26 • Editing the PDF Stylesheet commented by Niall Teskey Mar 26 • Downloading Attachments commented by Patricia Zumaeta Mar 26 • Setting Up Public Access commented by Anonymous Mar 26 • Creating a New Page commented by Gina Fevrier Mar 26 • Working with Tables commented by Anonymous Mar 26 • Content by Label Macro commented by Brad Rosenberg Mar 26 • Working with Tables commented by Husein Alatas Mar 26 • Working with Tables commented by Husein Alatas Mar 26 • Working with Tables commented by Anonymous Mar 26 • More 

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Author(s) by username (author)	no	None specified i.e. display all content	Filter the results by author. The macro will display only the pages etc which were last modified by the author(s) you specify here. You can specify one or more authors, separated by a comma or a space.

Label(s) (label) or (labels)	no	None specified i.e. display all content	Filter the results by label. The macro will display only the pages etc which are tagged with the label(s) you specify here. You can specify one or more label values, separated by a comma or a space. - To exclude content which matches a given label, put a minus sign (-) immediately in front of that label value. For example: If you specify a label value of -badpage you will get only content which is not labelled with 'badpage'. - To indicate that the results must match a given label value, put a plus sign (+) immediately in front of that label value. For example: If you specify a label value of +superpage, +goodpage you will get only content which has at least two labels, being 'superpage' and 'goodpage'.  If there are no pages matching any of the specified labels, then Confluence will ignore the labels and will list all recently updated pages, as well as showing a message, "These labels don't exist and were ignored: xxx ". This unexpected behaviour is noted in issue CONF-10167.
Maximum Number of Results (max) or (maxResults)	no	15	Specify the maximum number of results to be displayed. If this parameter is omitted, then a maximum of 15 results are displayed. The theoretical maximum value that this parameter can accept is 2 to the power of 31, minus 1 (or 2147483647), though this has been limited to 200 in the code, for performance reasons. More details are here.
Show User Profile Pictures (showProfilePic)	no	false	Specify showProfilePic=true to display the profile pictures of the users who updated the content.
Space(s) (space) or (spaces)	no	@self, i.e. the space which contains the page on which the macro is used	This parameter allows you to filter content by space. The macro will display only the pages etc which belong to the space(s) you specify here. You can specify one or more space keys, separated by a comma or a space. - To exclude content in a specific space, put a minus sign (-) immediately in front of that space key. For example: If you specify a space key of -BADSPACE you will get only content which is not in the BADSPACE. - To indicate that the results must come from a specific space, put a plus sign (+) immediately in front of that space key. For example: If you specify a space key of +GOODSPACE you will get only content in GOODSPACE. (Note that this is not particularly useful, because each content item belongs to one space only. If you put a plus sign next to one space key and list other space keys too, the other space keys will be ignored.) Special values: @self — The current space. @personal — All personal spaces. @global — All global spaces. @favorite — The spaces you have marked as favourite. @favourite — The same as @favorite above. @all — All spaces in your Confluence site. * — The same as @all above.  When specifying a personal space, remember to use the tilde (~) sign in front of the username, such as ~jbloggs or ~jbloggs@example.com.

Include these Content Types Only (type) or (types)	no	all types	This parameter allows you to filter content by content type. The macro will display only the content of the type you specify here. You can specify one or more types, separated by a comma or a space. To exclude content of a given content type, put a minus sign (-) immediately in front of that content type. For example: If you specify a content type of -blogpost you will get pages and all other content except for blog posts. Available values: - page — Pages. - blogpost or news — Blog posts, also known as news items. - comment — Comments on pages and blog posts. - attachment — Attachments. - status — Status updates made by other users.
Width of Table (width)	no	100%	Specify the width of the macro display, as a percentage of the window width.
theme (theme)	no	'concise' with the heading 'Recently Updated'	Choose the appearance of this macro: - concise — the default list, showing the names of pages which were updated or commented on, the users who made the page modifications and time when the modifications occurred. - social — lists recent modifications in reverse chronological order, but groups them by user into short time segments. A 'sub' list appears within each user's time segment, showing the names of pages which they updated or commented on and time when these modifications occurred. - sidebar — lists recent updates in reverse chronological order, showing the names of pages which were updated or commented on and time when the page modifications occurred. This theme does not show authorship.

Examples

1. Include content from all spaces

The code below will show all the pages from all the spaces that have been recently updated:

```
1. {recently-updated:space=@all}
```

2. Include content from specific spaces

Use the code below to specify the spaces for which you want to view recently updated content:

```
1. {recently-updated:space=SPACEKEY1,SPACEKEY2}
```

3. Specify the width of the display

Use the code below to limit the width of the display to 50% of the window:

```
1. {recently-updated:width=50%}
```

4. Filter content using labels

The code below will include recently updated content labelled with 'timesheets' or 'summaries', from the 'sales' and 'marketing' spaces, provided that the content is not labelled with 'obsolete':

```
1. {recently-updated:space=sales,marketing|label=timesheets,summaries,-obsolete}
```

5. Filter by content type

Use the code below to show pages only (not news items, comments or any other content type):

```
1. {recently-updated:type=page}
```

6. Change the number of results in the list

The code below changes the number of results listed (from the default value of 15) to 8:

```
1. {recently-updated:maxResults=8}
```

7. Display profile pictures

The code below will display the profile picture of the user who most recently updated the content.

```
1. {recently-updated-dashboard:showProfilePic=true}
```

8. Display recent comments, including profile pictures and text

The code below will display recent comments in the current space, showing the profile picture of the users who made the comments, plus the first line or two of the comment text.

 This is the only way to ensure that the text of the comments is displayed, using this macro.

```
1. {recently-updated-dashboard:types=comment | showProfilePic=true}
```



Customising the wording

If you would like to change the wording displayed by the 'Recently Updated' macro, please refer to the document on [modifying the Confluence interface text](#).

RELATED TOPICS

[Recently Updated Dashboard Macro](#)
[Viewing Recently Updated Content](#)
[Working with Macros](#)

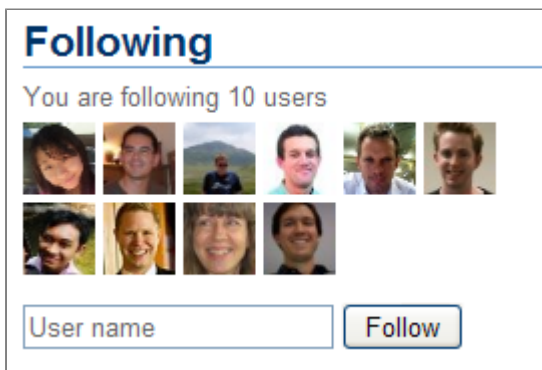
Take me back to the [Confluence User's Guide](#).

Network Macro

The **Network** macro displays a list of **Network** interactions between users in your Confluence site, on your Confluence page or blog.

The Network macro allows you to specify the user whose network interactions you wish to show. These interactions include the users that the specified user is following or users who are following the specified user. The Network macro depicts each listed user by their profile picture. It also provides a choice of two themes and the ability to limit the number of users in the list.

[Screenshot: Network Macro](#)



On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

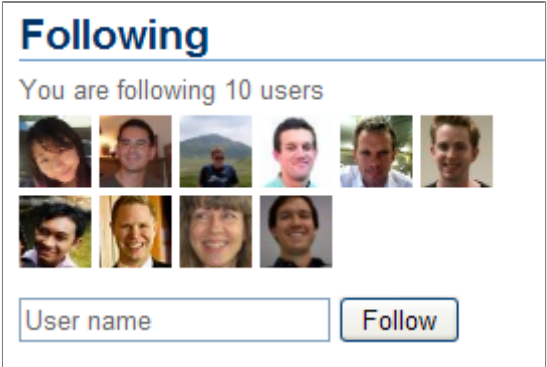
Usage with the Macro Browser

To insert the Network macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the Network macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	Example of what you will get
{network:following}	

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in `(bracketed)` text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required in Wiki Markup?	Default	Description
Username (<code>username</code>)	no	current user's username	The username of the Confluence user whose network interactions you wish to show. If no username is specified, then current user's (that is, your) network interactions are shown.
Mode	no	following (followers in the Wiki Markup editor)	Determines if this macro lists users who the specified user is following (following) or users who are following the specified user (followers).
Theme (<code>theme</code>)	no	full	The full theme depicts users with large versions of their profile pictures and if your network associations are shown in following mode, provides an entry field function to follow more users. The tiny theme depicts users with small versions of their profile pictures only.
Maximum Results (<code>max</code>)	no	no limit imposed up to a maximum of 30	Restricts the amount of users shown by this macro to the number specified. If the number of users exceeds the specified maximum, then a Show All link is provided. This link leads to the specified user's Network view , showing the complete list of network interactions depicted by this macro.

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Blog Posts Macro

The **Blog Posts Macro** allows you to display news items (blog posts) on a wiki page. Clicking on a title takes you to the news item. The blog posts macro will generate output like the screenshot below:

Screenshot: The Blog Posts Macro in Confluence



On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples
 - 1. Specify the number of news items you want displayed
 - 2. Display short excerpts from each news item in the list
 - 3. Display only the titles of the news item
 - 4. Choose how far back in time Confluence should look for the news items
 - 5. Filter items using labels
 - 6. Filter items using spaces
 - 7. Combine parameters to filter the news items
 - 8. Sort the results

Usage with the Macro Browser

To insert the blog posts macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the blog posts macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

Simply type the following into the Wiki Markup editor:

```
1. {blog-posts}
```

In the example below, we show the news items from a user's personal space on this Confluence site. (The person's username is ~mryall.)

What you need to type	What you will get
{blog-posts:space=~mryall}	 Tuesday, 16 October 2007 Testing news Labels: label, label2 This is a test post. Posted at Oct 16, 2007 by  Matt Ryall (Atlassian)  0 comments

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
(author)	None	Filter the results by author. The macro will display only the news items which are written by the author(s) you specify here. You can specify one or more authors, separated by a comma.
Content Type to Display (content)	entire	Available values: <code>content=excerpts</code> — Display short excerpts from each news item. After each excerpt, the words 'Read more...' will offer a link allowing the user to click through to the full news item, if the content is over 500 characters long. <code>content=titles</code> — Display a list of news items, showing titles only.
Restrict to these Labels (label)	None	Filter the results by label. The macro will display only the news items which are tagged with the label(s) you specify here. You can specify one or more label values, separated by a comma or a space. - To exclude content which matches a given label, put a minus sign (-) immediately in front of that label value. For example: If you specify a label value of <code>-badpage</code> you will get only content which is not labelled with 'badpage'. - To indicate that the results must match a given label value, put a plus sign (+) immediately in front of that label value. For example: If you specify a label value of <code>+superpage, +goodpage</code> you will get only content which has at least two labels, being 'superpage' and 'goodpage'.
Restrict to these Labels (labels)	None	Exactly the same as <code>label</code> above.
Maximum Number of News Items (max)	15	Specify the maximum number of results to be displayed. Note that the results are sorted first, and then the maximum parameter is applied.
Maximum Number of News Items (<code>maxResults</code>)	15	Exactly the same as <code>max</code> above.
Reverse Sort (reverse)	false	Use this parameter in conjunction with the <code>sort</code> parameter described below. Set <code>reverse=true</code> to change the sort from ascending to descending order.  this parameter is ignored if the <code>sort</code> parameter is not specified.
Sort By (sort)	creation	Specify how the results should be sorted. To change the sort order from ascending to descending, use the <code>reverse</code> parameter described above.  If this parameter is not specified, the sort order defaults to descending order based on the creation (publish) date. Values: <code>creation</code> — Sort by the date on which the content was added. <code>title</code> — Sort alphabetically by title. <code>modified</code> — Sort by the date on which the content was last updated.

Restrict to these spaces (space)	@self, i.e. the space which contains the page on which the macro is coded	This parameter allows you to filter content by space. The macro will display only the pages which belong to the space(s) you specify here. You can specify one or more space keys, separated by a comma or a space. - To exclude content in a specific space, put a minus sign (-) immediately in front of that space key. For example: If you specify a space key of -BADSPACE you will get only content which is not in the BADSPACE. - To indicate that the results must come from a specific space, put a plus sign (+) immediately in front of that space key. For example: If you specify a space key of +GOODSPACE you will get only content in GOODSPACE. (Note that this is not particularly useful, because each content item belongs to one space only. If you put a plus sign next to one space key and list other space keys too, the other space keys will be ignored.) Special values: @self — The current space. @personal — All personal spaces. @global — All global spaces. @favorite — The spaces you have marked as favourite. @favourite — The same as @favorite above. @all — All spaces in your Confluence site. * — The same as @all above.  When specifying a personal space, remember to use the tilde (~) sign in front of the username, such as ~jbloggs or ~jbloggs@example.com.
Restrict to these spaces (spaces)		Exactly the same as space above.
Time Frame (time)	no limit	Specify how far back in time Confluence should look for the news items to be displayed. Available values: - m — Minutes - h — Hours - d — Days - w — Weeks For example, time=12h would display those news items created in the last twelve hours, and time=7d would show news items created in the last seven days.

Examples

1. Specify the number of news items you want displayed

The following code will display a maximum of five news items:

```
1.{blog-posts:max=5}
```

2. Display short excerpts from each news item in the list

```
1.{blog-posts:content=excerpts}
```

3. Display only the titles of the news item

```
1.{blog-posts:content=titles}
```

4. Choose how far back in time Confluence should look for the news items

The following code will display all news items posted in the last twelve hours.

```
1.{blog-posts:time=12h}
```

The following code will display all news items posted in the last 2 weeks.

```
1.{blog-posts:time=2w}
```

5. Filter items using labels

The following code will display news items that contain the labels 'atlassian' or the label 'confluence' (or both):

```
1. {blog-posts:labels=atlassian,confluence}
```

The following code will display news items that contain the labels 'atlassian' and 'confluence' — each news item must be tagged with both labels:

```
1. {blog-posts:labels=+atlassian,+confluence}
```

6. Filter items using spaces

The following code will display items from the 'Marketing' space (space key is `MKTG`) and Joe Smith's personal space (space key is `~jsmith`):

```
1. {blog-posts:spaces=MKTG,~jsmith}
```

7. Combine parameters to filter the news items

The following code will display the latest 10 items in the 'Marketing' space (space key is `MKT`) with the label 'logo'. The items will be displayed as a list of titles only:

```
1. {blog-posts:max=10|labels=logo|spaces=MKT|content=titles}
```

8. Sort the results

Use the code below to sort the list of items by date last modified, with the most recent at the top:

```
1. {blog-posts:sort=modified|reverse=true}
```

RELATED TOPICS

[Working with Macros](#)
[Working with Blog Posts Overview](#)

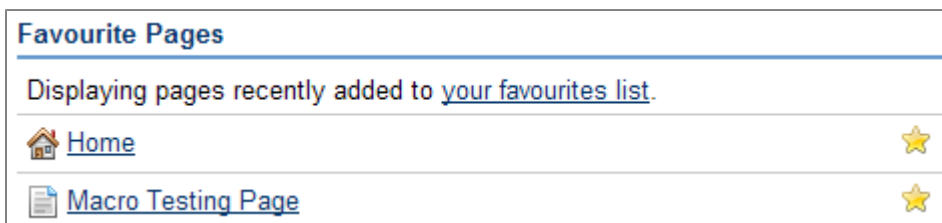
Take me back to the [Confluence User's Guide](#).

Favourite Pages Macro

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

The favourite pages macro appears as in the following screenshot.

Screenshot: The Favourite Pages Macro in Confluence



On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)

Usage with the Macro Browser

To insert the favourite pages macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the favourite pages macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{favpages}	Favourite Pages There are currently no pages on your favourites list. You can add pages to this list by clicking  on the top right of the

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
(maxResults)	5	Specifies the maximum number of results to be displayed.

Examples

Specify the maximum number of results to be displayed

In this example, we limit the number of results to one only.

```
1. {favpages:maxResults=1}
```

RELATED TOPICS

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

Take me back to the [Confluence User's Guide](#).

User Status List Macro

The **User Status List** macro displays a history of any Confluence user's Status Updates on your Confluence page or blog. This is the same history that appears in the user's [Status Updates view](#).

[Screenshot: Example Usage of the User Status List Macro](#)

History of my Status Updates

Working on final User Profile updates.

[Clear](#)
[Delete](#)
[about 2 hours ago](#)

Moving onto Networks.

[Delete](#)
[May 06](#)

Well... Just one last status update.

[Delete](#)
[May 01](#)

Now venturing off onto other topics.

[Delete](#)
[April 30](#)

Now working on User Status Updates. At last...

[Delete](#)
[April 30](#)

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the **User Status List** macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the User Status List macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	Example of what you will get

h5. History of my Status Updates {status-list:username=ggaskell}	History of my Status Updates “ Working on final User Profile updates. Clear Delete about 2 hours ago “ Moving onto Networks. Delete May 06 “ Well... Just one last status update. Delete May 01 “ Now venturing off onto other topics. Delete April 30 “ Now working on User Status Updates. At last... Delete April 30

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required in Wiki Markup?	Default	Description
Username (username)	yes	none	The username of the Confluence user whose history of Status Updates you wish to show.



If you wish to list status updates made by more than just one user, you can use the [recently updated macro](#) in conjunction with the following parameter-value combinations:

- **Include these Content Types Only** — `status`
- **Author(s) by username** — the user(s) whose status updates you want to include in the list. If you leave this field blank, the status updates of all users will be included.

RELATED TOPICS

[Working with Macros](#)
[User Status Overview](#)
[Viewing Status Updates](#)

Take me back to the [Confluence User's Guide](#).

Global Reports Macro

The **Global Reports Macro** renders a list of links to global reports.

This includes a list of all [orphaned pages](#) in the site, a list of all [undefined links](#) in the site and [RSS feeds](#) for new pages and news items.

The global reports macro appears as shown in the screenshot below.

Screenshot: The Global Reports Macro in Confluence

Global Reports

-  New or updated **pages** since your last login.
-  Find all pages that **arent linked** from anywhere.
-  Find all **undefined** pages.
-  Feed for **new pages**.

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the global reports macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the '**Edit**' button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking '**Refresh**'.
6. Click '**Insert**' to put the macro into the page.

Once you've found the global reports macro, click '**insert**' to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{global-reports}	Global Reports  New or updated pages since your last login.  Find all pages that arent linked from anywhere.  Find all undefined pages.  Feed for new pages and blogs.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
Width of Table (width)	99%	Specifies the width of the table in which the links are displayed.

Examples

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

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

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

RELATED TOPICS

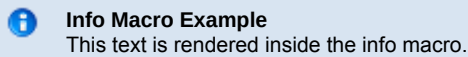
Subscribing to RSS Feeds within Confluence
Working with Macros

Take me back to the [Confluence User's Guide](#).

Info Macro

The **Info macro** allows you to highlight helpful information on a Confluence page.

It creates a blue coloured box surrounding your text as shown below.



On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the info macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the info macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
<code>{info}Confluence is the best wiki ever.{info}</code>	 Confluence is the best wiki ever.
<code>{info:title=Did you know?}Confluence is the best wiki ever.{info}</code>	 Did you know? Confluence is the best wiki ever.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Optional Title (title)	no	none	The title of the information box. If specified, the title text will be displayed in bold next to the icon.

Show Information Icon (icon)	no	true	If "false", the icon will not be displayed.

RELATED TOPICS[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Include Page Macro

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

To display part of a page rather than include the whole page, use the [Excerpt Macro](#) and the [Excerpt Include Macro](#).

 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 your Confluence space administrator for more information.



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. In the event of that happening, you will need to change the page name manually in the macro parameters.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Example](#)

Usage with the Macro Browser

To insert the include page macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the include page macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

Where **'Sample Include Page'** is the title of the page whose contents you want to display:

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

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
Page to Include	None	This is the name of the Confluence page you want to include in the current page. If the page you wish to include is located in another space, precede the name of the page with the space key value and ensure that the two values are separated by a colon. For example, <code>DOC:Include Page Macro</code> .  The space key value is case-sensitive.

Once the desired page is set, there are no further parameters for this macro.

Example

To display contents of a page located in another space

Use the following code, where '**DS**' is the spacekey of the other space and '**Confluence Overview**' is the name of the page you want to display.

```
1. {include:DS:Confluence Overview}
```

 You can include pages from personal spaces using `~username` as the space key.

RELATED TOPICS

[Embed only part of an internal page](#)

[Embed an external page](#)

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Sample Include Page

Start of sample page content

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

End of sample page content

JIRA Issues Macro

JIRA is the issue tracking and project management system supplied by Atlassian. The **Jira Issues macro** allows you to display a list of issues from a JIRA site within a page in Confluence.

In other words, if you have your own JIRA site, your Confluence page can show a list of issues from your JIRA project. You can also show a list of issues from any JIRA site to which you and your readers have access.

[Screenshot: Example of JIRA Issues shown on a Confluence page](#)



Example of the JIRA Issues macro

Edit + Add Tools

Added by [Sarah Maddox](#), last edited by [Sarah Maddox](#) on Oct 03, 2008 ([view change](#))

Below is a list of issues from the Atlassian public [JIRA](#) site, displayed on this Confluence page:

Jira Issues

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

Page 1 of 13
Displaying 1 to 10 of 125 items

The list of issues above is generated by the `{jiraissues}` macro.

[Add Labels](#)

[Add Comment](#)

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Displaying a List of JIRA Issues on a Confluence Page](#)
- [Parameters](#)
- [Issues Displayed a Page at a Time](#)
- [Example](#)
- [Displaying Issues which have Restricted Viewing](#)
- [Troubleshooting](#)

Usage with the Macro Browser

To insert the JIRA issues macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the 'Edit' button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking 'Refresh'.
6. Click 'Insert' to put the macro into the page.

Once you've found the JIRA issues macro, click 'insert' to add it to your page.

Usage with the Wiki Markup Editor

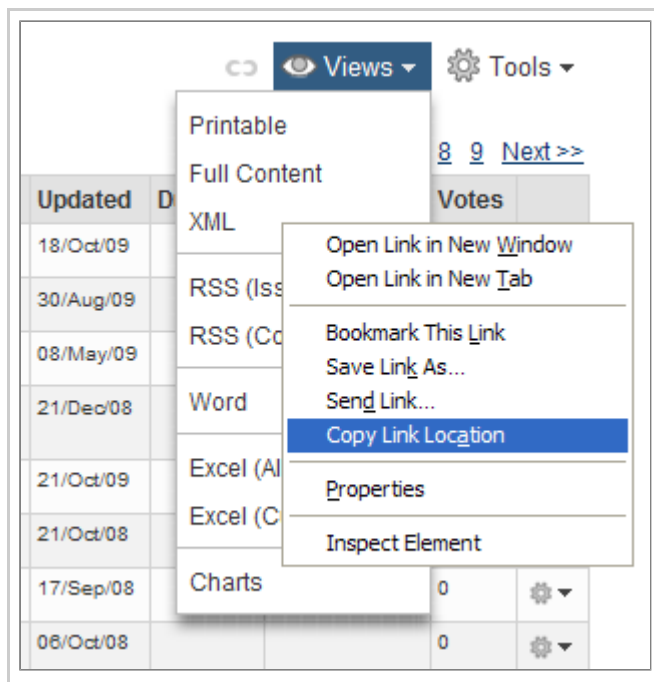
The basic syntax is:

```
1.{jiraissues:url=<URL of your JIRA XML view>}
```

Displaying a List of JIRA Issues on a Confluence Page

Step 1 — Obtain the URL of the Issue Filter

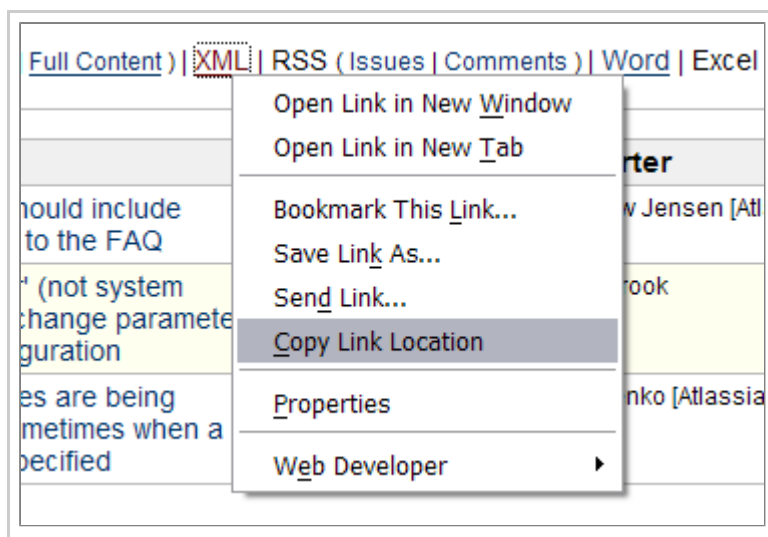
1. Log in to your JIRA system.
2. Go to the 'Issues' screen and create a new filter. Do not modify an existing filter.
3. Set up your search parameters and use 'View' to check the issues returned.
4. Once the filter is finished, go to the Filter's 'View' tab/section in the top-left area of the JIRA interface.
5. Copy the XML link. To do this, follow the appropriate steps below:
 - If you are using **JIRA 4.0.x or later**:
 - Click the **'Views'** menu and use this menu to copy the XML link to your clipboard. For example, right-click the 'XML' menu item and choose the right-click menu option for copying that link.



- If you are using **JIRA 3.13.x or earlier**:
 - a. Locate the 'Current View' links section (see example below) and find the 'XML' link.



- b. Copy the 'XML' link to your clipboard.



Step 2 — Embed the 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:

```
1. {jiraissues:url=CONTENT}
```

4. Replace 'CONTENT' with the JIRA filter URL from your clipboard.
5. Customise the macro output by adding optional parameters. See [below](#).
6. Save the Confluence page.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

The JIRA Issues macro allows the following parameters:

Parameter	Required	Default	Description
Anonymous Retrieval (anonymous)	no	false	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 .
(baseurl)	no	The value of the 'url' parameter	If you specify a 'baseurl', then the link in the header, pointing to your JIRA site, will use this base URL instead of the value of the 'url' parameter. This is useful when Confluence connects to JIRA with a different URL from the one used by other users.
JIRA Field Columns to Display (columns)	no	By default, the following columns are shown: • type • key • summary • assignee • reporter • priority • status • resolution • created • updated • due	A list of JIRA column names, separated by semi-colons (;). Example columns are: key, summary, type, created, fixversion, updated, due, assignee, reporter, priority, status and resolution. You can include any columns recognised by your JIRA site, including custom columns.
Display Total Numbers Only (count)	no	false	If this parameter is set to 'true', the issue list will show the number of issues in JIRA. The count will be linked to your JIRA site.
Cache (cache)	no	on	The macro maintains a cache of the issues which result from the JIRA query. If the 'cache' parameter is set to 'off', the relevant part of the cache is cleared each time the macro is reloaded. (The value 'false' also works and has the same effect as 'off'.)
Height (Pixel Value Only) (height)	no	480	The height in pixels of the table displaying the JIRA issues. Note that this height specification is ignored in the following situations: • If you set the 'renderMode' parameter (see below) to 'static'. • When the JIRA issues are displayed in a PDF or Word document, in an email message or in an RSS feed.
(renderMode)	no	In formats not mentioned below, the default is 'dynamic'. The default is 'static' when the JIRA issues are displayed in a PDF or Word document, in an email message or in an RSS feed.	By default, the JIRA Issues macro offers a dynamic display with the following features: • Click the column headers to sort the output. • Drag and drop the columns into a different order. • Temporarily remove a column from the display. • View a page of issues at a time, for faster response times. Set the 'renderMode' parameter to 'static' if you want to disable the dynamic display features.

Title (title)	no	JIRA Issues	You can customise the title text at the top of the JIRA issues table with this parameter. For instance, setting the title to 'Bugs-to-fix' will replace the default 'JIRA Issues' text. This can help provide more context to the list of issues displayed.
URL (url)	yes	none	The URL of the XML view of your selected issues in JIRA Issue Navigator. Note: If the URL in the 'url' parameter does not contain a <code>tempMax</code> argument, then the value of <code>tempMax</code> will default to 500. If your JIRA server is version 3.12 or earlier, this means that the JIRA Issues macro will return a maximum of 500 issues. If your JIRA server is version 3.13 or later, a value of 500 means that the JIRA Issues macro will return a maximum of 500 issues per page.
Width (width)	no	100%	The width of the table displaying the JIRA issues. Can be indicated either as a percentage (%) or in pixels (px).

Issues Displayed a Page at a Time

If you are using **JIRA 3.13 or later**, the JIRA Issues macro will retrieve and show a 'page' of issues at a time. The buttons underneath the table allow you to move to the next or previous page, or to the start or end of the list. The number of issues retrieved per page is determined by the `url` parameter — see the description of the macro parameters [above](#).

If your version of JIRA is **3.12 or earlier**, the JIRA Issues macro will retrieve all the issues at once and display them as a single 'page'.

Example

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

```
{jiraissues:anonymous=true|url=
http://jira.atlassian.com/sr/jira.issueviews:searchrequest-xml/temp/SearchRequest.xml?&query=jir
|columns=type;key;summary}
```

The example code contains three parameters (see above [parameter table](#) for their meanings):

- `anonymous=true`
- `url=<a long URL derived from the XML view of a JIRA filter>`
- `columns=type;key;summary`

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

JIRA Issues (10 issues)		
Type	Key	Summary
	CONF-1181	Parse exception in jiraissues
	CONF-4472	jiraissues macro is broken in Preview mode
	CONF-3729	robust (and safer) {jiraissues} macro authentication
	CONF-2711	Better authentication method for jiraissues and jiraportlet macros
	CONF-6878	jiraissue macro not including desired columns
	CONF-1595	Better authentication method for jiraissues and jiraportlet macros
	CONF-4897	Using JIRA base-URL for JIRAPORTLET and JIRAISUES links
	CONF-854	ParseException when trying to use rss / jiraissues macro
	CONF-11829	jiraissues macro issues when multiple on page
	CONF-5303	Using JIRA base-URL for JIRAISUES links

Displaying Issues which 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. This section explains how to handle JIRA issues that have restricted viewing.

Using Confluence-to-JIRA Trusted Communication (Recommended)

For **Confluence 2.7.0 and later** and **JIRA 3.12 and later**, your administrator can set up trusted communication between Confluence and JIRA. The entire process is described in the [Confluence Administrator's Guide](#). Provided that your administrator has [set up trusted communication](#), 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 the section below if you want more detail.

**Remove the username and password from your macro markup code**

Prior to Confluence 2.7, you needed to include a username and password in the macro markup code if you wanted to display JIRA issues which had restricted viewing. Once your administrator has set up trusted communication between Confluence and JIRA, you no longer need to include a username and password in the markup code for your JIRA macros.

The following options are available for determining the issues which will be retrieved from JIRA and displayed on the Confluence page:

What you want to do	Macro parameter	URL parameter	Comments
Display the JIRA issues which the logged-in user is authorised to see. And if the user is not logged in, display only issues which allow unrestricted viewing.			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. If trusted communication is enabled , the authorisation will work seamlessly. When a logged-in user views your page, they will see only the JIRA issues they are allowed to see. And if they are not logged in, they will see only the issues which allow unrestricted viewing. If trusted communication is disabled , the Confluence page will show only the JIRA issues which allow unrestricted viewing.
Ensure that Confluence will display only the JIRA issues which allow unrestricted viewing.	anonymous		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.
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.

Specifying Username and Password in the JIRA URL (Not Recommended)

If you have not set up trusted communication between JIRA and Confluence and 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:

```
1.&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 ampersand (&) symbol.

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. Refer to the Confluence Knowledge Base article for more information about [problems connecting to SSL services](#).

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 the [Confluence User's 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.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the Nolink macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the Nolink macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{nolink:http://www.atlassian.com}	http://www.atlassian.com
{nl:http://www.atlassian.com}	http://www.atlassian.com

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required in Wiki Markup?	Default	Description
URL	no	none	The web address or URL that you do not want the browser to automatically hyperlink.

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Column Macro

The **column macro** allows you to define a set of columns across a page.

A set of columns must be defined within a vertical 'section' of a page. Hence, to display a set of columns correctly across a page, each column in the set **must be inserted** within a single pair of [section macro](#) elements. Furthermore, each column in the set is defined as a pair of column macro elements.

Once you have defined your set of columns within a pair of section macro elements, you can add content to each column by inserting your content within the body of each pair of column macro elements.

The following example in Wiki Markup, shows a set of two columns defined across a section of a page,

```
1.{section:border=true}
2.{column}The content of column one is entered within the body of the first set of column elements
   here.
3.{column}
4.{column}The content of column two is entered within the body of the second set of column
   elements here.
5.{column}
6.{section}
```

which renders on the page like this:

The content of column one is entered within the body of the first set of column elements here.

The content of column two is entered within the body of the second set of column elements here.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the column macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **Edit** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **Refresh**.
6. Click **Insert** to put the macro into the page.

Once you've found the column macro, click **insert** to add it to your page.

 One or more column macros must be inserted within a section macro to be displayed correctly on a page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{section} {column}Column one text goes here{column} {column}Column two text goes here{column} {section}	Column one text goes here Column two text goes here

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *bracketed* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description

Column Width (width)	no	100% of the page width, divided equally by the number of {column}s in the {section}	The width of the column. Can be specified either in pixels (e.g. '{column:width=400px}') or as a percentage of the available page width (e.g. '{column:width=50%}')

RELATED TOPICS[Working with Macros](#)[Working with Tables](#)Take me back to the [Confluence User's Guide](#).

Search Macro

The **Search macro** searches your Confluence site based on search terms specified in the macro code, and displays the results on the wiki page.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
 - Found **9** search result(s) for **my_query**.
- [Parameters](#)
 - [1. Setting a limit to the number of search results displayed](#)
 - [2. Specifying the key of the space you want to search](#)
 - [3. Specifying the content type](#)
 - [4. Specifying a time period in which the content was last modified](#)
 - [5. Limiting the search results to content created or modified by a specific user](#)

Usage with the Macro Browser

To insert the search macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the search macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

In the example below, we assume that you want to search for all pages and other content types which contain the term 'my_query'.

What you need to type	What you will get

{search:query=my_query}	Found 9 search result(s) for my_query.  Search Macro (Confluence 1.4 User Guide) Search Macro The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What you will get \ Optional Parameters Set a limit to the number of search results displayed Specify ... Nov 24, 2005  Search Macro (Confluence 2.6) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ... Jun 17, 2007  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  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 2.5.6) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ... Jun 17, 2007  Search Macro (Confluence 2.8) Search Macro The Search Macro does an inline site search and displays the results in the page. Usage What you need to type What you will get \ You can refine your search by using operators such as 'AND' and 'OR'. For example: For more information ... Jul 10, 2008  Search Macro (Confluence 2.0) Search Macro (i) You need to edit in 'Wiki Markup' mode to include macros in your page. The Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What ... Jun 25, 2007  Search Macro (Confluence 2.9) ... need to type What you will get \ You can refine your search query by using operators such as 'AND' and 'OR'. For example: For more information, take a look at the documentation on the Confluence search ... Aug 06, 2008  Search Macro (Confluence Docs 2.10) ... need to type What you will get \ You can refine your search query by using operators such as 'AND' and 'OR'. For example: For more information, take a look at the documentation on the Confluence search ... Feb 19, 2009 Labels: macro, search

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *bracketed* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Search Terms (<i>query</i>)	yes	none	The search terms which this macro will use to generate its results. You can refine your search query by using operators such as 'AND' and 'OR'. For example: - In the macro browser Search Terms entry box: <code>my_query1 AND my_query2</code> - In wiki markup editor: <code>{search:query=my_query1 AND my_query2}</code> For more information, take a look at the documentation on the Confluence search syntax.
Maximum Number of Results (<i>maxLimit</i>)	no	no limit	Set a limit to the number of search results displayed.

Restrict to this Space Key (spacekey)	no	all	Specify the key of the space you want to search in. Note that this is case sensitive.
Content Type (type)	no	all	Specify the content type. The content types are: page, comment, blogpost, attachment, userinfo (the content of user profiles only), spacedesc (the content of space descriptions only) and mail.
Last Modified (lastModified)	no	all	Specify a period of time in weeks, days, hours and/or minutes, to see the content modified within that time frame. For example: • 2h 35m • 3d 30m These are the values you can use: • w = weeks • d = days • h = hours • m = minutes If no time category is specified, Confluence assumes minutes. If you specify more than one time period (e.g. weeks and days), the periods must be separated by a space and they can come in any order. The time categories are not case sensitive e.g. '4d' is the same as '4D'.
Restrict to this Username (contributor)	no	all	Specify the username of a Confluence user, to show only content created or updated by that user.

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

Display a maximum of 20 results.

```
1.{search:query=my_query|maxLimit=20}
```

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

Global space: Search within the Doctemp space only.

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

Personal space: Search within jsmith's space only.

```
1.{search:query=my_query|spacekey=~jsmith}
```

3. Specifying the content type

Search within comments only.

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

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

Search for content modified in the last one week and two days.

```
1.{search:query=my_query|lastModified=1w 2d}
```

5. Limiting the search results to content created or modified by a specific user

Search within content created or updated by jsmith only.

```
1.{search:query=my_query|contributor=jsmith}
```



Permissions

When a user views the page containing the Search macro, the search results will show only pages and other content types for which the user has 'View' permission.

RELATED TOPICS

[Livesearch Macro](#)
[Searching Confluence](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Spaces List Macro

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).

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
 - [Examples](#)

Usage with the Macro Browser

To insert the spaces list macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the spaces list macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{spaces-list}	Spaces: My Team New (1) All  Application Links 1.x Documentation for AppLinks version 1.x     Application Links 2.0 Documentation for AppLinks 2.0     Application Links 2.1 Documentation for the latest version of AppLinks     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 Documentation Information about and links to the Atlassian product documentation, including downloadable documentation     Atlassian Events     Atlassian IDE Connectors Documentation for the Atlassian Connectors for Eclipse and IntelliJ IDEA     Atlassian Integration Guide The ways your Atlassian applications work together and how you can make it happen     Atlassian KnowledgeBase     Atlassian Partner Wiki     Atlassian Presentations   

 Atlassian Support	  
 Atlassian Training	  
 Atlassian t-shirt Competition	  
 Atlassian User Group	  
 Atlassian User Interface (AUI)	  
 Atlassian Webinars	  
 Bamboo 1.0 Documentation for Bamboo 1.0	  
 Bamboo 1.1 Documentation for Bamboo 1.1	  
 Bamboo 1.2 Documentation for Bamboo 1.2	  
 Bamboo 2.0 Documentation for Bamboo 2.0	  
 Bamboo 2.1 Documentation for Bamboo 2.1	  
 Bamboo 2.2 Documentation for Bamboo 2.2	  
 Bamboo 2.3 Documentation for Bamboo 2.3	  
 Bamboo 2.4 Documentation for Bamboo 2.4	  
 Bamboo 2.5 Documentation for Bamboo 2.5	  
 Bamboo Extensions	  
 Bamboo Knowledge Base Troubleshooting and support tips for Bamboo	  
 Clover 2.0 Documentation for Clover 2.0	  
 Clover 2.1 Documentation for Clover 2.1	  
 Clover 2.3 Documentation for Clover 2.3	  
 Clover 2.4 Documentation for Clover 2.4	  
 Clover 2.5 Documentation for Clover 2.5	  
 Clover 2.6 Documentation for the latest version of Clover	  
 Clover 2.6 Archive Archived documentation for the latest version of Clover	  
 Clover Knowledge Base Troubleshooting and support tips for Clover	  
 Codegeist Atlassian's Codegeist! :)	  
 Confluence 1.4 User Guide User Guide for Confluence 1.4	  
 Confluence 2.0 User Guide for Confluence version 2	  
 Confluence 2.5 Complete documentation for Confluence versions 2.0 to 2.5.3.	  

 Confluence 2.5.6 Complete documentation for Confluence versions 2.5.4 to 2.5.8.	  
 Confluence 2.6 Complete documentation for Confluence version 2.6	  
 Confluence 2.7 Complete documentation for Confluence version 2.7	  
 Confluence 2.8 Complete documentation for Confluence version 2.8	  
 Confluence 2.9 Complete documentation for Confluence version 2.9	  
 Confluence Development	  
 Confluence Docs 2.10 Complete documentation for Confluence version 2.10	  
 Confluence Docs 3.0 Complete documentation for Confluence version 3.0	  
 Confluence Docs 3.1 Complete documentation for Confluence version 3.1	  
 Confluence Docs 3.2 Documentation for the latest version of the Confluence wiki: Installation Guide, User Guide, Admin Guide and other techn...	  
 Confluence Evaluator Resources	  
 Confluence Extensions	  
 Confluence Homepage Image	  
 Confluence Hosted Evaluator Resources	  
 Confluence Knowledge Base Troubleshooting and support tips for Confluence	  
 Confluence SharePoint Connector 1.0 Documentation for version 1.0.x of the Confluence SharePoint Connector.	  
 Confluence SharePoint Connector 1.1 Documentation for the latest version of the Confluence SharePoint Connector. This product integrates Confluence with Mic...	  
 Confluence User Community This space is for discussing ideas, new features and suggestions for Confluence.	  
 Crowd 1.0 Documentation for Crowd version 1.0.x	  
 Crowd 1.1 Documentation for Crowd version 1.1.x	  
 Crowd 1.2 Documentation for Crowd version 1.2.x	  
 Crowd 1.3 Documentation for Crowd version 1.3.x	  
 Crowd 1.4 Documentation for Crowd version 1.4.x	  
 Crowd 1.5 Documentation for Crowd version 1.5.x	  
 Crowd 1.6 Documentation for Crowd version 1.6.x	  
 Crowd 2.0 Documentation for the latest version of Crowd single signon and identity management	  
 Crowd Development	  
 Crowd Extension	  

 Crowd Knowledge Base Troubleshooting and support tips for Crowd	  
 Crucible 1.1 Documentation for Crucible 1.1	  
 Crucible 1.2 Documentation for Crucible 1.2	  
 Crucible 1.5 Documentation for Crucible 1.5	  
 Crucible 1.6 Documentation for Crucible 1.6	  
 Crucible 2.0 Documentation for Crucible 2.0	  
 Crucible 2.1 Documentation for Crucible 2.1	  
 Crucible 2.2 Latest documentation for Crucible: do your code reviews, your way	  
 Crucible Knowledge Base Troubleshooting and support tips for Crucible	  
 Demonstration Space A space which demonstrates Confluence functionality.	  
 Doc Sprint	  
 Enterprise Hosting Documentation and resources for Enterprise Hosted versions of Confluence and JIRA	  
 Evaluator Resources	  
 FishEye 1.3 Documentation for FishEye 1.3	  
 FishEye 1.4 Documentation for FishEye 1.4	  
 FishEye 1.5 Documentation for FishEye 1.5	  
 FishEye 1.6 Documentation for FishEye 1.6	  
 FishEye 2.0 Documentation for FishEye 2.0	  
 FishEye 2.1 Documentation for FishEye 2.1	  
 FishEye 2.2 Latest documentation for FishEye, your view into your source code repository	  
 FishEye and Crucible Development Tutorials and reference for enhancing and integrating FishEye and Crucible	  
 Fisheye Knowledge Base Troubleshooting and support tips for Fisheye	  
 Gadget Development	  
 Gadgets and Dashboards 1.0 Documentation for version 1.0.x of Atlassian Gadgets and Dashboards	  
 Gadgets and Dashboards 2.0 Documentation for the latest version of Atlassian Gadgets and Dashboards	  
 GreenHopper 3.8 Documentation archive for GreenHopper 3.8	  
 GreenHopper 4.0 Documentation for GreenHopper 4.0	  
 GreenHopper 4.1 Documentation for GreenHopper 4.1	  

 GreenHopper 4.2 Archive of the documentation for GreenHopper 4.2.	  
 GreenHopper 4.3 Documentation for GreenHopper 4.3	  
 GreenHopper 4.3 documentation archive Documentation for GreenHopper 4.3	  
 Greenhopper Knowledge Base	  
 JIRA 3.x Developer Documentation Archive JIRA 3.x developer documentation archive	  
 JIRA 4.0 Documentation for JIRA 4.0	  
 JIRA 4.0 Archive Archived documentation for JIRA 4.0	  
 JIRA Community Space	  
 JIRA Download Evaluator Resources	  
 JIRA Extensions	  
 JIRA Hosted Evaluator Resources	  
 JIRA Knowledge Base Troubleshooting and support tips for Jira	  
 JIRA Studio	  
 JIRA Studio Evaluator Resources	  
 Partner Program	  
 Plugin Framework Documentation for all versions of the Atlassian Plugin Framework.	  
 Plugin Framework 2.0 Documentation for version 2.0 of the Atlassian Plugin Framework.	  
 Plugin Framework 2.1 Documentation for version 2.1 of the Atlassian Plugin Framework.	  
 Plugin Framework 2.2 Documentation for version 2.2 of the Atlassian Plugin Framework.	  
 Plugin Framework 2.3 Documentation for version 2.3 of the Atlassian Plugin Framework.	  
 Shared Access Layer Documentation for the Atlassian Shared Access Layer (SAL)	  
 Summit 2010 Planning	  
 Summit 2010 Speaker Guidelines	  
 Test space	  
 test space copy PLEASE DELETE	  
 The Confluence Test Space This is a space dedicated to testing and playing around with Confluence features. Everyone is invited to experiment.	  
 User Group Sponsorship	  

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Scope of spaces	no	all	Specify the view from which spaces are listed. Available options are: - all — all spaces in the Confluence installation. - team — spaces grouped according to team labels. - my — spaces which you have added to your favourites list. - new — new spaces which have been created within the last 7 days.
Width of List (width)	no	100%	Specify the width of the table. The width of the spaces list table, specified as a percentage (%).

Examples

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

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

Specify the view from which spaces are listed

```
1. {spaces-list:team}
```

Replace 'team' with 'all', 'my' or 'new' to display all spaces, my spaces only or new spaces only.

RELATED TOPICS

[Browsing a space](#)
[Creating a New Page](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Tasklist Macro

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.



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:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Editing the Task List while Viewing a Page](#)
- [Sorting the Tasks](#)
- [Viewing the Progress on Tasks Completed](#)
- [Editing the Wiki Markup for a Task List](#)

Usage with the Macro Browser

To insert the tasklist macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

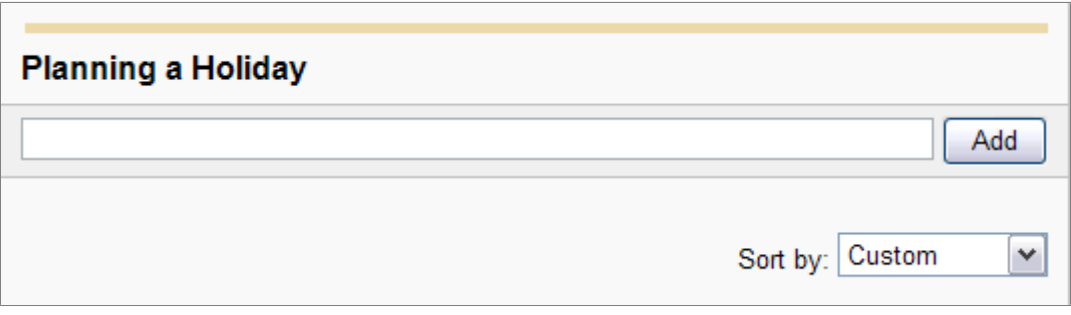
Once you've found the tasklist macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

To add a task list using the Wiki Markup Editor, you must first edit the page and then type the macro code:

```
{tasklist:NAME OF TASK LIST}
```

Here is an example:

What you need to type	What you will get
<code>{tasklist:Planning a Holiday}</code>	

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Title	no	'Task List'	The name of the task list. This is displayed as the title above the list of tasks. For example: <code>{tasklist:Things to Do}</code>
(width)	no	530px	The width of the task list. For example, in Wiki Markup: <code>{tasklist:Things to Do width=200px}</code> <code>{tasklist:Things to Do width=50%}</code>
(enableLocking)	no	false	If you set this parameter to 'true', you will be able to lock individual tasks so that they cannot be changed. See instructions below on editing the task list . For example: <code>{tasklist:Things to Do enableLocking=true}</code>

Editing the Task List while Viewing a Page

While viewing a page, you can change the tasks in a task list as follows:

- **Adding a task:** Type the task description in the text box under the list name, and click the **'Add'** button.
- **Completing/uncompleting a task:** Click the checkbox next to a task to mark the task as complete. The task name will become a lighter color and the progress bar will be updated. Click the checkbox again to mark the task as uncompleted. You can also click the **'Uncheck all'** button to mark all tasks as uncompleted.
- **Editing a task:** Move your mouse to hover your cursor over the task. Click the edit icon (pencil) that appears to the right of the task. The task name will become editable and the edit icon will be replaced with a save icon. Make your change and press the 'Enter' key to save or click the save icon.
- **Deleting a task:** Move your mouse to hover your cursor over the task. Click the delete icon (trash can) that appears to the right of the task.

- **Viewing details of a task:** Click the arrow icon to the left of the task name. The task details will open in an expanded view.
- **Locking a task:** Provided that the [locking parameter](#) has been set to 'true', you can click the lock icon to prevent the task from being edited, deleted, or otherwise changed.

Once the task details are visible, you have more options:

- **Changing the priority:** Click the appropriate radio button — 'High', 'Medium' or 'Low'.
- **Assigning the task:** Change the assignee of the task by typing in or searching for a username.

Screenshot: Task List showing Task Details

Planning a Holiday

▶ ☐ Book tickets

▼ ☐ Check passport expiry ↑

Priority: ☒ High ☐ Medium ☐ Low

Assigned To:

Created: Mar 28, 2008

▶ ☐ Apply for visa

▶ ☐ Buy suitcases

Sort by: ▼

Sorting the Tasks

There are two ways to sort the entries in the task list:

- The '**Sort by**' dropdown list.
- Drag and drop.

Using the '**Sort by**' dropdown list to sort the tasks:

- Click the '**Sort by**' dropdown list and select one of the options:
 - **Custom:** This is the default option.
 - **Priority:** Sort the list in order of the priority you have allocated to each task.
 - **Date Created:** Sort the list in order of the dates upon which the tasks were created.
 - **Completed:** Move all completed tasks to the bottom or top of the list.
 - **Name:** Sort the list in order of the task names.
 - **Assignee:** Sort the list in order of the usernames assigned to the tasks.
- When you have selected a sort order, a new ascending/descending sequence icon appears to the right of the 'Sort by' box. Click the ascending/descending sequence icon to reverse the sort order.

Dragging and dropping a task into a new position:

- Click the '**drag me**' handle to the right of the task name.
- Holding down the mouse button, drag the task up or down the list. Make sure the task is positioned to the left of the existing tasks. A space will open and you will be able to drop the task into its new position.

Viewing the Progress on Tasks Completed

The bar at the top of the task list displays two different colours, indicating the percentage of tasks completed.

Screenshot: Progress Bar on Task List

Planning a Holiday

- ☒ Buy suitcases
- ☐ Check passport expiry
- ☒ Book tickets
- ☐ Apply for visa

Sort by:

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:

```
1. {tasklist:Planning a Holiday}
2. | |Completed| |Priority| |Locked| |CreatedDate| |CompletedDate| |Assignee| |Name| |
3. |F|M|F|1206677926204| |smaddox|Book tickets|
4. |F|H|F|1206677938246| |smaddox|Check passport expiry|
5. |F|M|F|1206677946737| |smaddox|Apply for visa|
6. |F|M|F|1206677954490| |smaddox|Buy suitcases|
7. {tasklist}
```

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Note Macro

The **Note Macro** allows you to highlight a note on a Confluence page.

It creates a yellow-coloured box surrounding your text as shown below.



Note Macro Example

This text is rendered inside the note macro.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the Note macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the Note macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
1. {note}Be careful{note}	 Be careful
1. {note:title=Don't Panic} 2. Be happy. 3. {note}	 Don't Panic Be happy.
1. {note:title=Don't Panic icon=false} 2. Be happy. 3. {note}	Don't Panic Be happy.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required in Wiki Markup?	Default	Description
Optional Title (title)	no	none	The title of the note. If specified, will be displayed in bold next to the icon.
Show Exclamation Mark Icon (icon)	no	true	If "false", the icon will not be displayed.

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Tip Macro

The **Tip Macro** allows you to highlight a helpful tip on a Confluence page.

It creates a green-coloured box surrounding your text as shown below.



Tip Macro Example

This text is rendered inside the tip macro.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the tip macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the tip macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{tip}Join the Confluence mailing-list!{tip}	 Join the Confluence mailing-list!

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Optional Title (title)	no	none	The title of the tip. If specified, will be displayed in bold next to the icon.
Show Tip Icon (icon)	no	true	If "false", the icon will not be displayed.

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's 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.

**The Flowchart Macro requires the Graphviz Plugin**

To use the **Flowchart Macro**, you will need to install the [Graphviz plugin](#) onto your Confluence site. This plugin is not shipped with Confluence by default, and is not officially supported by Atlassian.

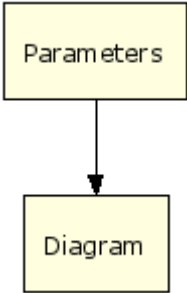
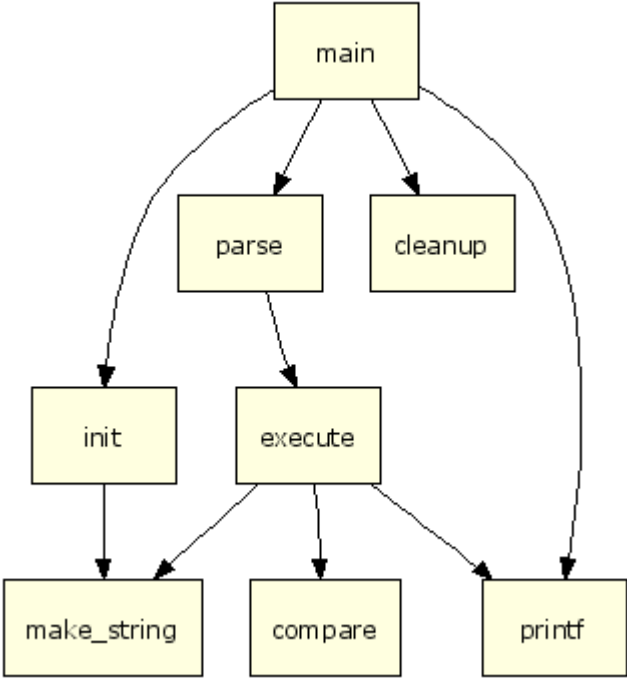
- Please read more about [supported and unsupported plugins](#).
- You can find more information about the Graphviz plugin on the [plugin documentation page](#).

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

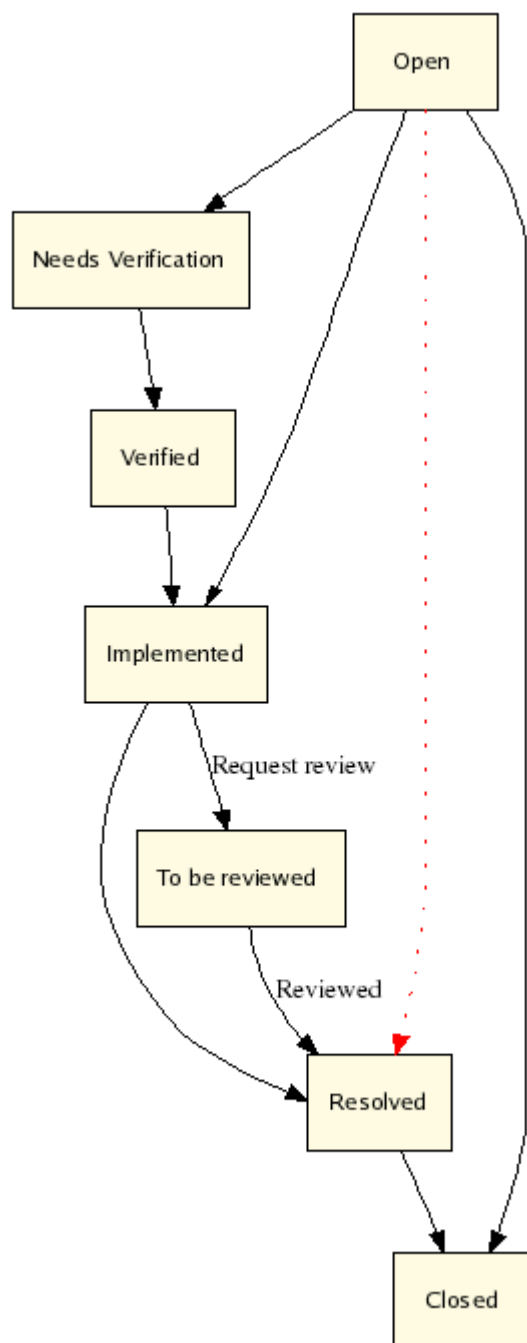
These are some very basic examples of what you can achieve easily. For more advanced layouts and formatting, please refer to the resources below.

Macro Call	Macro Output
<pre>{flowchart} Parameters -> Diagram {flowchart}</pre>	 <pre>graph TD Parameters[Parameters] --> Diagram[Diagram]</pre>
<pre>{flowchart} main -> parse -> execute main -> init main -> cleanup execute -> make_string execute -> printf init -> make_string main -> printf execute -> compare {flowchart}</pre>	 <pre>graph TD main[main] --> parse[parse] main --> init[init] main --> cleanup[cleanup] main --> printf[printf] parse --> execute[execute] init --> make_string[make_string] execute --> make_string execute --> compare[compare] execute --> printf</pre>


```

{flowchart}
Open -> "Needs Verification" -> Verified -> Implemented
Open -> Implemented -> Resolved
Open -> Closed
Open -> Resolved [style=dotted, color=red, weight=2]
Implemented -> "To be reviewed" [label="Request review",
fontsize=10]
"To be reviewed" -> Resolved [label="Reviewed", fontsize=10]
Resolved -> Closed
{flowchart}

```



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](#)

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

Content by User Macro

The **Content by User** macro generates a tabulated list of all current content items created by a specified Confluence user throughout a

Confluence installation. These items include any existing page, comment or space created by a specified user. The table generated is divided into three columns and each item listed within it is hyperlinked directly to its corresponding page, page's comment or space's dashboard.



Please note the following points:

- Each item in the table is represented by the name of its page or space.
- Each comment item contains two hyperlinked components separated by a greater-than sign (>). The first hyperlink leads to the page itself while the second leads directly to the comment further down the page. The second hyperlink is represented by the name of the page, preceded by **Re:**.

Screenshot: Content by User Macro segment

Content created by Giles Gaskell [Atlassian Technical Writer]		
_Before you Start - Minimum Requirements (Confluence Docs 2.10)	_Office Connector Prerequisites for Display - copy for Confluence 3.0 (Confluence Docs 2.10)	_Office Connector Prerequisites for Edit - copy for Confluence 3.0 (Confluence Docs 2.10)
_Office Connector Prerequisites for Import - copy for Confluence 3.0 (Confluence Docs 2.10)	_Page Comparison (Confluence Docs 2.10)	Adding a Navigation Sidebar > Re: Adding a Navigation Sidebar (Confluence Docs 2.10)
Administration FAQ (Confluence Docs 2.10)	Anchor Macro (Confluence Docs 2.10)	Are all users in LDAP visible in Confluence administration and can they can be assigned permissions or to groups? (Confluence Docs 2.10)
Are there any scripts for backup creation and restore? (Confluence Docs 2.10)	Backup will not import (Confluence Docs 2.10)	Blog Posts Macro > Re: Blog Posts Macro (Confluence Docs 2.10)
Blog Posts Macro - copy for Confluence 3.0 (Confluence Docs 2.10)	Bookmarks Macro - copy for Confluence 3.0 (Confluence Docs 2.10)	Can Confluence be restored from a backup minus attachments? (Confluence Docs 2.10)
Can Confluence replace my regular mail client? (Confluence Docs 2.10)	Can we use LDAP and Confluence groups simultaneously, as a 'mixed mode', where some groups are kept in Confluence and others in LDAP? (Confluence Docs 2.10)	Can XML backups be deleted automatically? (Confluence Docs 2.10)

On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters

Usage with the Macro Browser

To insert the Content by User macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the Content by User macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	Segment of what you will get

{content-by-user:ggaskell}	Content created by Giles Gaskell [Atlassian Technical Writer]		
	_Before you Start - Minimum Requirements (Confluence Docs 2.10)	_Office Connector Prerequisites for Display - copy for Confluence 3.0 (Confluence Docs 2.10)	_Office Connector Prerequisites for Display - copy for Confluence 3.0 (Confluence Docs 2.10)
	_Office Connector Prerequisites for Import - copy for Confluence 3.0 (Confluence Docs 2.10)	_Page Comparison (Confluence Docs 2.10)	Adding a Navigation Sidebar (Confluence Docs 2.10)
	Administration FAQ (Confluence Docs 2.10)	Anchor Macro (Confluence Docs 2.10)	Are all users in LDAP visible to Confluence administration and can be assigned permissions groups? (Confluence Docs 2.10)
	Are there any scripts for backup creation and restore? (Confluence Docs 2.10)	Backup will not import (Confluence Docs 2.10)	Blog Posts Macro > Re: E Macro (Confluence Docs 2.10)
	Blog Posts Macro - copy for Confluence 3.0 (Confluence Docs 2.10)	Bookmarks Macro - copy for Confluence 3.0 (Confluence Docs 2.10)	Can Confluence be restored backup minus attachments? (Confluence Docs 2.10)
	Can Confluence replace my regular mail client? (Confluence Docs 2.10)	Can we use LDAP and Confluence groups simultaneously, as a 'mixed mode', where some groups are kept in Confluence and others in LDAP? (Confluence Docs 2.10)	Can XML backups be deleted automatically? (Confluence Docs 2.10)

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required in Wiki Markup?	Default	Description
Username	yes	none	Lists all current content items created by this Confluence user (referenced in this macro by their username).

RELATED TOPICS

Working with Macros

Take me back to the [Confluence User's Guide](#).

Documentation Link Macro

The **Documentation Link** macro generates a customisable text link to a page on <http://confluence.atlassian.com/>.

This macro accepts a 'relative link' value and automatically prefixes this value with the URL:

`http://confluence.atlassian.com/`

Hence, if you used the link value `display/DOC/Working+with+Macros`, the resulting URL is:

`http://confluence.atlassian.com/display/DOC/Working+with+Macros`

Documentation Links are generated against the contents of this macro's body text, allowing you to customise the text of this link.

For example, if you view this page's wiki markup, you will see that [this link](#) uses the Documentation Link macro and that it leads back to the parent of this page in the Confluence 'DOC' space.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

[To insert the Documentation Link macro into a page using the Macro Browser,](#)

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the Documentation Link macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

Example of what you need to type	What you will get
<code>{doc:display/DOC/Working+with+Macros}this link{doc}</code>	this link

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required in Wiki Markup?	Default	Description
Relative Link	yes	none	The relative link (that is, the URL portion after <code>http://confluence.atlassian.com/</code>) that leads to the required page on http://confluence.atlassian.com/

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Change-History Macro

The **Change-History Macro** shows the history of updates made to a page — version number, author, date and comment. It displays this information inline, as shown in the following screenshot.

Screenshot: The Change-History Macro in Confluence

Version	Date	Comment
Current Version (v. 3)	Apr 01, 2009 16:55	Conf Admin
v. 2	Apr 01, 2009 13:09	Conf Admin
v. 1	Apr 01, 2009 11:03	Conf Admin

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)

Usage with the Macro Browser

To insert the change-history macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the change-history macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get		
{change-history}	Version	Date	Comment
	Current Version (v. 4)	Dec 17, 2009 18:06	Giles Gaskell [Atlassian Technical Writer]: Updated content for Confluence 3.0.
	v. 3	Jun 01, 2009 07:43	Giles Gaskell [Atlassian Technical Writer]: Updated content for Confluence 3.0.
	v. 2	Apr 17, 2008 20:30	Sarah Maddox [Atlassian Technical Writer]: Making a trivial change to generate page history
	v. 1	Apr 17, 2008 20:28	Sarah Maddox [Atlassian Technical Writer]

There are no parameters for this macro.

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Anchor Macro

 The Anchor Macro is documented in [Working with Anchors](#).

Attachments Macro

 The attachments macro is documented on [Displaying List of Attachments in a Page](#).

Create Space Button Macro

The **Create Space Button Macro** renders a create space icon that links to the 'create space' page. The icon appears as rendered below.

Screenshot: The Create Space Button in Confluence



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

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Example: Specify the size of the icon displayed](#)

Usage with the Macro Browser

To insert the create space button macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the create space button macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{create-space-button}	

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
Icon Size (size)	large	Specify whether to use small or large icon.
(height)	natural size of icon (1:1 pixel ratio)	Stretches or shrinks the height of the icon to the number of pixels specified.
(width)	natural size of icon (1:1 pixel ratio)	Stretches or shrinks the width of the icon to the number of pixels specified.

Example: Specify the size of the icon displayed

What you need to type	What you will get
{create-space-button:size=small}	

RELATED TOPICS

[Setting up a New Global Space](#)
[Working with Macros](#)

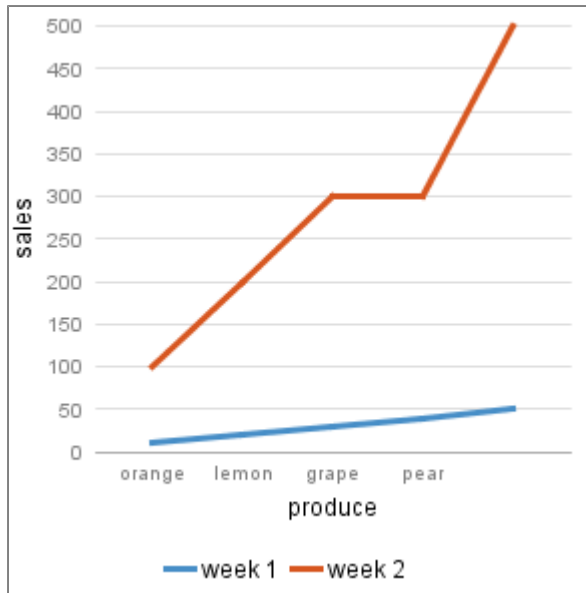
Take me back to the [Confluence User's Guide](#).

Chart Macro

The **Chart Macro** allows you to display a chart based on tabular data. When entering the macro code, you will supply the data and choose the format of the chart.

The chart macro appears as shown in the following screenshot.

Screenshot: The Chart Macro in Confluence



On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor.
- Parameters
 - Chart Type Parameters
 - Display Control Parameters
 - Title and Label Customisation Parameters
 - Data Specification Parameters
 - Colour Customisation Parameters
 - Axis Customisation Parameters
 - Pie Chart Customisation Parameters
 - Attachment Parameters
- Compatibility With Other Macros
 - Macros known to be allowed in the body of the chart macro
 - Macros known to cause problem if included in the body of the chart macro
- Examples
 - Time Series Chart
 - XY Line Chart
 - XY Bar Chart
 - XY Area Chart
 - Area Charts

Usage with the Macro Browser

To insert the chart macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

4. Once you've found the chart macro, select a type of chart from the parameter settings (listed below).
5. You will also need to manually enter your chart data as a Wiki markup table into the **'body text'** field, like so:

```
|produce|orange|lemon|grape|pear|
|week 1 |10| 20| 30| 40 |50|
|week 2 |100|200|300|300|400|500|
```

6. Click **'Preview'** to check that your settings and data are correct.
7. Finally, click **'insert'** to add the chart to your page.

Usage with the Wiki Markup Editor.

Here is a simple example of a pie chart.

What you need to type	What you will get
<pre> 1.{chart:type=pie title=Fish Sold} 2. Fish Type 2004 2005 3. Herring 9,500 8,300 4. Salmon 2,900 4,200 5. Tuna 1,500 1,500 6.{chart} </pre>	A pie chart titled "Fish Sold" is displayed. It is divided into two equal halves. The left half is blue and labeled "2004". The right half is orange and labeled "2005". Below the chart, a legend shows a blue square for "2004 (1,500 - 50%)" and an orange square for "2005 (1,500 - 50%)".

Here is a simple example of a bar chart.

What you need to type	What you will get
<pre> 1.{chart:type=bar title=Fish Sold} 2. Fish Type 2004 2005 3. Herring 9,500 8,300 4. Salmon 2,900 4,200 5. Tuna 1,500 1,500 6.{chart} </pre>	A bar chart titled "Fish Sold" is displayed. The x-axis shows two years: 2004 and 2005. The y-axis shows sales volume from 0 to 9,000 in increments of 1,000. For each year, there are three bars: Herring (blue), Salmon (orange), and Tuna (green). In 2004, Herring is 9,500, Salmon is 2,900, and Tuna is 1,500. In 2005, Herring is 8,300, Salmon is 4,200, and Tuna is 1,500. A legend at the bottom identifies the colors: blue for Herring, orange for Salmon, and green for Tuna.

Parameters

[Chart Type Parameters](#) | [Display Control Parameters](#) | [Title and Label Customisation Parameters](#) | [Data Specification Parameters](#) | [Colour Customisation Parameters](#) | [Axis Customisation Parameters](#) | [Pie Chart Customisation Parameters](#) | [Attachment Parameters](#)

Chart Type Parameters

These parameters determine what type of chart to display and the way the chart looks.

- **type** - The type of chart to display. Both standard charts and XY charts are supported. XY charts have numerical x and y axes. The x values may optionally be time based (see the timeSeries parameter). The following chart types are available:

Standard charts

- *pie* (default)
- *bar*
- *line*
- *area*

XY plots

- *xyArea*
- *xyBar*
- *xyLine*
- *xyStep*
- *xyStepArea*
- *scatter*
- *timeSeries*

Other charts

- *gantt* - [beta](#)
- **orientation** — A bar, line, or area chart will be displayed vertically (y axis is vertical) unless 'orientation=horizontal' is specified.
- **3D** — A pie, bar, or line chart will be shown in 3D if '3D=true' is specified.
- **stacked** — A bar or area chart will be shown with stacked values if 'stacked=true' is specified.
- **showShapes** — Shapes will be shown at each data point in a line chart unless showShapes=false.
- **opacity** — A percentage value between 0 (not visible) and 100 (non-transparent) that determines how opaque the foreground areas and bars are. Defaults are:
 - 75 percent for 3D charts
 - 50 percent for non-stacked area charts
 - 100 percent for all other charts

Display Control Parameters

- **width** — The width of the chart in pixels (default is '300').
- **height** — The height of the chart in pixels (default is '300').
- **dataDisplay** — Default is false to not display the rendered body of the macro (usually the data tables). When dataDisplay=true or dataDisplay=after, the data will be displayed after the chart. When dataDisplay=before, the data will be displayed before the chart.
- **imageFormat** — Default is png. Format of generated image. Valid formats are png and jpg. Other formats may be also be valid if installed on your server.

Title and Label Customisation Parameters

- **title** — The title of the chart.
- **subTitle** — A subtitle for the chart using a smaller font.
- **xLabel** — The label to use for the x (domain) axis.
- **yLabel** — The label to use for the y (range) axis.
- **legend** — A legend will be displayed unless 'legend=false' is specified.

Data Specification Parameters

The data for the chart is taken from tables found when the macro body is rendered. These options control how this data is interpreted. By default, numeric and date values are interpreted according to the Confluence global default language (locale) formats. If conversion fails, other languages defined to Confluence will be tried. Additional conversion options can be specified using the parameters below.

- **tables** — Comma separated list of table ids and/or table numbers (starting at 1) contained within the body of the macro that will be used as the data for the chart. Defaults to all first level tables. If data tables are embedded in other tables, then table selection will be required. This occurs when more complex formatting is done (for example using section and column macros). See [Macros know to cause problems](#)
- **columns** — Comma separated list of column labels and/or column titles and/or column numbers for tables used for chart data. This applies to all tables processed. Defaults to all columns. Columns are enumerated starting at 1. Column label is the text for the column in the header row. Column title is the (html) title attribute for the column in the header row.
- **dataOrientation** — The data tables will be interpreted as columns (horizontally) representing domain and x values unless 'dataOrientation=vertical'.
- **timeSeries** — If 'true', the x values in an XY plot will be treated as time series data and so will be converted according date formats.
- **dateFormat** — For time series data, the date format allows for additional customization of the conversion of data to date values. By default, the Confluence language defined date formats will be used. If a dateFormat is specified, it will be the first format used to interpret date values. Specify a format that matches the format of the time series data. See [simple date format](#).
- **timePeriod** — Specify the time period for time series data. Default is 'Day'. This defines the granularity of how the data is interpreted. Valid values are: Day, Hour, Millisecond, Minute, Month, Quarter, Second, Week, Year.
- **language** — If provided, the language and country specification will be used to create additional number and date formats to be used for data conversion. This specification will be used before the default languages automatically used. Valid values are 2 character [ISO 639-1 alpha-2 codes](#).
- **country** — Used in combination with the language parameter. Valid values are 2 character [ISO 3166 codes](#).
- **forgive** — Default is true to try to convert numeric and date values that do not totally match any of the default or user specified formats. Specify forgive=false to enforce strict data format. Data format errors will cause the chart to not be produced.

Colour Customisation Parameters

See the notation guide for details on how to specify colours.

- **bgColor** — Colour (default is 'white') to use as the background of the chart.
- **borderColor** — Colour of a border around the chart. Default is to not show a border.
- **colors** — Comma separated list of colours used to customise category, sections, and series colours.

Axis Customisation Parameters

Depending on the chart type, the range and domain axis may be customised. These values are automatically generated based on the data but can be overridden by specifying one or more of these parameters.

- **rangeAxisLowerBound** — range axis lower bound.
- **rangeAxisUpperBound** — range axis upper bound
- **rangeAxisTickUnit** — range axis units between axis tick marks
- **rangeAxisLabelAngle** — angle for the range axis label in degrees
- **domainAxisLowerBound** — domain axis lower bound. For a date axis, this value must be expressed in the date format specified by the `dateFormat` parameter. (Only used in XY Plots, standard charts will have no effect)
- **domainAxisUpperBound** — domain axis upper bound. For a date axis, this value must be expressed in the date format specified by the `dateFormat` parameter. (Only used in XY Plots, standard charts will have no effect)
- **domainAxisTickUnit** — domain axis units between axis tick marks. For a date axis, this value represents a count of the units specified in the `timePeriod` parameter. The time period unit can be overridden by specifying a trailing character: y for years, M for months, d for days, h for hours, m for minutes, s for seconds, u - milliseconds. (Only used in XY Plots, standard charts will have no effect)
- **domainAxisLabelAngle** — angle for the domain axis label in degrees. (Only used in XY Plots, standard charts will have no effect)
- **categoryLabelPosition** — allows axis label text position for categories to be customised.
 - up45 - 45 degrees going upward
 - up90 - 90 degrees going upward
 - down45 - 45 degrees going downward
 - down90 - 90 degrees going downward
- **dateTickMarkPosition** — placement of the date tick mark.
 - start (default) — tick mark is at the start of the date period.
 - middle — tick mark is in the middle of the date period.
 - end — tick mark is at the end of the date period.

Pie Chart Customisation Parameters

- **pieSectionLabel** — Format for how pie section labels are displayed. The default is to show only the pie section key value. The format is a string with special replacement variables:
 - %0% is replaced by the pie section key.
 - %1% is replaced by the pie section numeric value.
 - %2% is replaced by the pie section percent value.
 Example 1: "%0% = %1%" would display something like "Independent = 20"
 Example 2: "%0% (%2%)" would display something like "Independent (20%)"
- **pieSectionExplode** — Comma separated list of pie keys that are to be shown exploded. Defaults to no exploded sections. Note: requires jFreeChart version 1.0.3 or higher.

Attachment Parameters

These are advanced options that can be used for chart versioning, to enable automation and to improve performance. Use these options carefully! Normally, the chart image is regenerated each time the page is displayed. These options allow for the generated image to be saved as an attachment and have subsequent access re-use the attachment. This can be useful especially when combined with the [Cache Plugin](#) to improve performance. Depending on the options chosen, chart images can be versioned for historical purposes.

- **attachment** — Chart image will be saved in a attachment. This advanced capability is for automation or use in combination with the cache macro. For attachment to be used, the user must be authorised to add attachments to the page specified.
 - ^attachmentName.png — The chart is saved as an attachment to the current page.
 - page^attachmentName.png — The chart is saved as an attachment to the page name provided.
 - space:page^attachmentName.png — The chart is saved as an attachment to the page name provided in the space indicated.
- **attachmentVersion** — Defines the the versioning mechanism for saved charts.
 - new — (default) Creates new version of the attachment.
 - replace — Replaces all previous versions of the chart. To replace an existing attachment, the user must be authorized to remove attachments for the page specified.
 - keep — Only saves a new attachment if an existing export of the same name does not exist. An existing attachment will not be changed or updated.
- **attachmentComment** — Comment used for a saved chart attachment.
- **thumbnail** — Default is false. If true, the chart image attachment will be shown as a thumbnail.

[Chart Type Parameters](#) | [Display Control Parameters](#) | [Title and Label Customisation Parameters](#) | [Data Specification Parameters](#) | [Colour Customisation Parameters](#) | [Axis Customisation Parameters](#) | [Pie Chart Customisation Parameters](#) | [Attachment Parameters](#)

Compatibility With Other Macros

Macros known to be allowed in the body of the chart macro

- [Include Page Macro](#) — to include a page containing data tables
- [SQL Plugin](#) — to generate chart data using SQL select statements, note multiple sql macros are allowed in the same body.
- [CSV Macro](#) — to provide chart data from comma separated values (csv)
- [Java Scripting Plugin](#) — to generate chart data using Java code
- [Excel Plugin](#) — to provide chart data from an Excel spreadsheet
- [Layout Macros](#) — the [section](#) and [column](#) macros can be used starting with version 1.7

Macros known to cause problem if included in the body of the chart macro

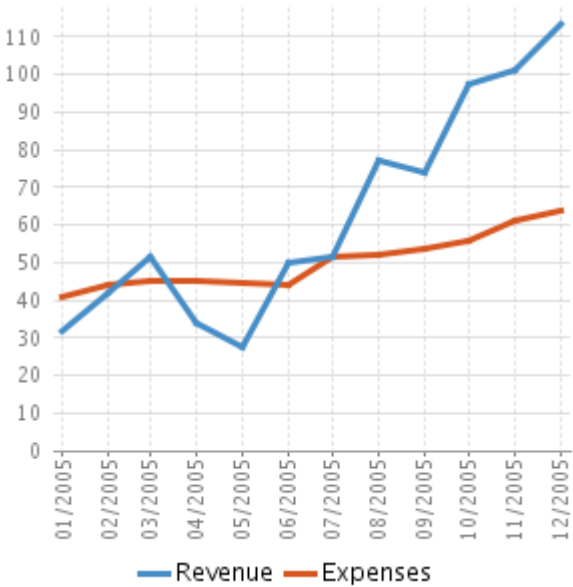
If you use the section, column, scrollbar, or other advanced formatting macros in the body of the chart macro, then you must use the tables parameter to identify the tables that are to be used for chart data. This is due to the fact that these macros produce tables causing the data tables to be lower level sub-tables. The easiest approach is to assign an id to the data table and then explicitly list it in the tables parameter of the chart macro. The id of the table can be set using various macros that have [Common table capabilities](#).

Examples

Time Series Chart

What you need to type

```
01.{chart:type=timeSeries|dateFormat=MM/yyyy|timePeriod=Month|
02.| | Month | | Revenue | |
03.| 1/2005 | 31.8 |
04.| 2/2005 | 41.8 |
05.| 3/2005 | 51.3 |
06.| 4/2005 | 33.8 |
07.| 5/2005 | 27.6 |
08.| 6/2005 | 49.8 |
09.| 7/2005 | 51.8 |
10.| 8/2005 | 77.3 |
11.| 9/2005 | 73.8 |
12.| 10/2005 | 97.6 |
13.| 11/2005 | 101.2 |
14.| 12/2005 | 113.7 |
15.
16.| | Month | | Expenses | |
17.| 1/2005 | 41.1 |
18.| 2/2005 | 43.8 |
19.| 3/2005 | 45.3 |
20.| 4/2005 | 45.0 |
21.| 5/2005 | 44.6 |
22.| 6/2005 | 43.8 |
23.| 7/2005 | 51.8 |
24.| 8/2005 | 52.3 |
25.| 9/2005 | 53.8 |
26.| 10/2005 | 55.6 |
27.| 11/2005 | 61.2 |
28.| 12/2005 | 63.7 |
29.{chart}
```

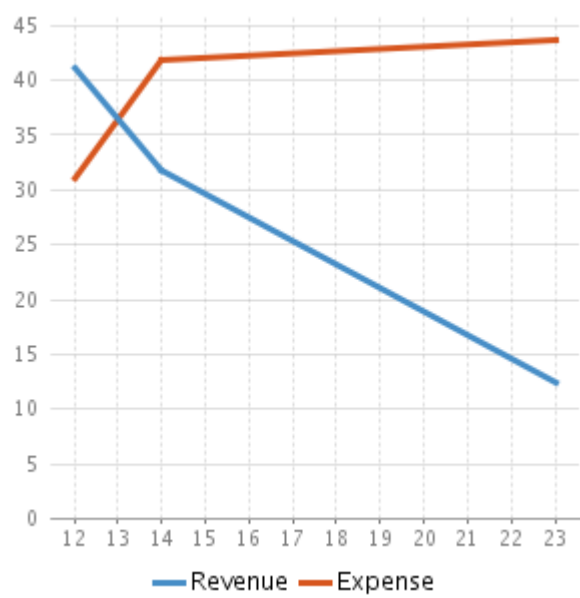


What you will get

XY Line Chart

What you need to type

```
1.{chart:type=xyline}
2.| | | 12 | | 14 | | 23 | |
3.| Revenue | 41.1 | 31.8 | 12.4 |
4.| Expense | 31.1 | 41.8 | 43.6 |
5.{chart}
```

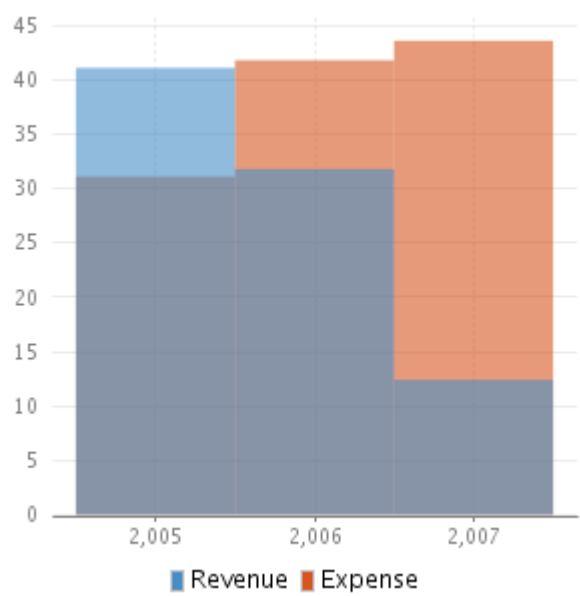


What you will get

XY Bar Chart

What you need to type

```
1.{chart:type=xybar|opacity=60}
2.|| || 2005 || 2006 || 2007 ||
3.| Revenue | 41.1 | 31.8 | 12.4 |
4.| Expense | 31.1 | 41.8 | 43.6 |
5.{chart}
```

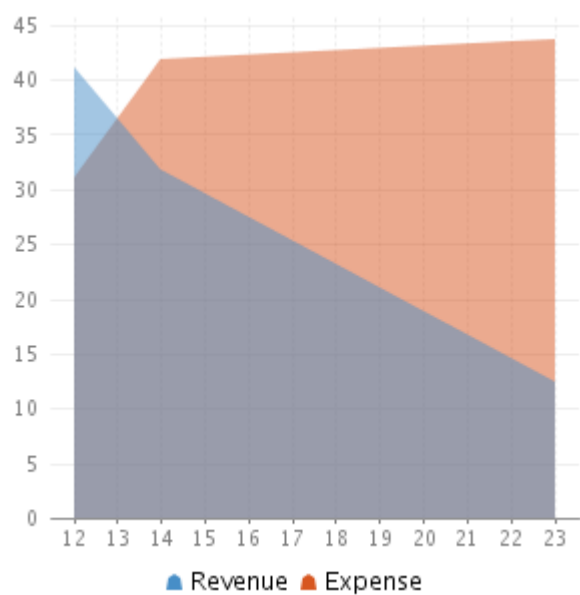


What you will get

XY Area Chart

What you need to type

```
1.{chart:type=xyarea}
2.|| || 12 || 14 || 23 ||
3.| Revenue | 41.1 | 31.8 | 12.4 |
4.| Expense | 31.1 | 41.8 | 43.6 |
5.{chart}
```

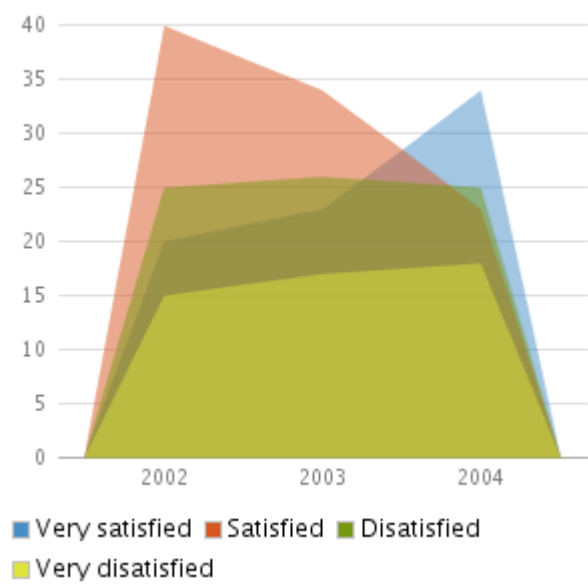


What you will get

Area Charts

What you need to type

```
1.{chart:type=area|dataDisplay=true|legend=true|width=300|height=300|opacity=50}
2.|| Satisfaction || 2002 || 2003 || 2004 ||
3.| Very satisfied | 20 | 23 | 34 |
4.| Satisfied | 40 | 34 | 23 |
5.| Disatisfied | 25 | 26 | 25 |
6.| Very disatisfied | 15 | 17 | 18 |
7.{chart}
```



What you will get

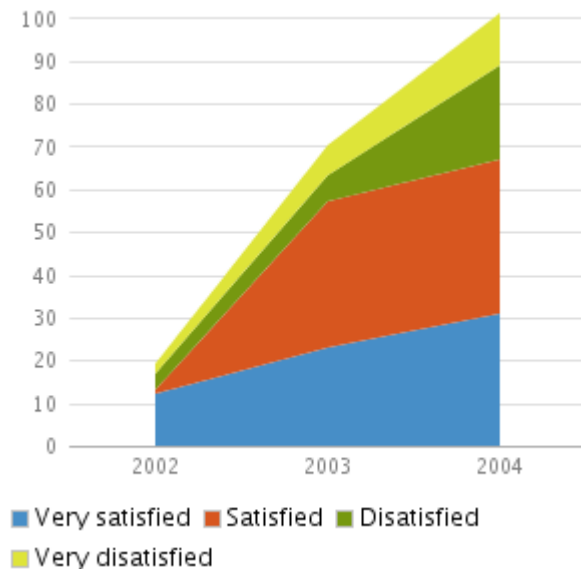
Satisfaction	2002	2003	2004
Very satisfied	20	23	34
Satisfied	40	34	23
Disatisfied	25	26	25
Very disatisfied	15	17	18

What you need to type

```

1. {chart:type=area|dataDisplay=true|legend=true|width=300|height=300|stacked=true}
2. || Satisfaction || 2002 || 2003 || 2004 ||
3. | Very satisfied | 12 | 23 | 31 |
4. | Satisfied | 1 | 34 | 36 |
5. | Disatisfied | 4 | 6 | 22 |
6. | Very disatisfied | 2 | 7 | 12 |
7. {chart}

```



What you will get

Satisfaction	2002	2003	2004
Very satisfied	12	23	31
Satisfied	1	34	36
Disatisfied	4	6	22
Very disatisfied	2	7	12

RELATED TOPICS

[Flowchart Macro](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Cheese Macro

The **Cheese Macro** simply displays the words "I like cheese!"

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

Usage with the Macro Browser

To insert the cheese macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the cheese macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{cheese}	I like cheese!

There are no parameters for this macro.

RELATED TOPICS

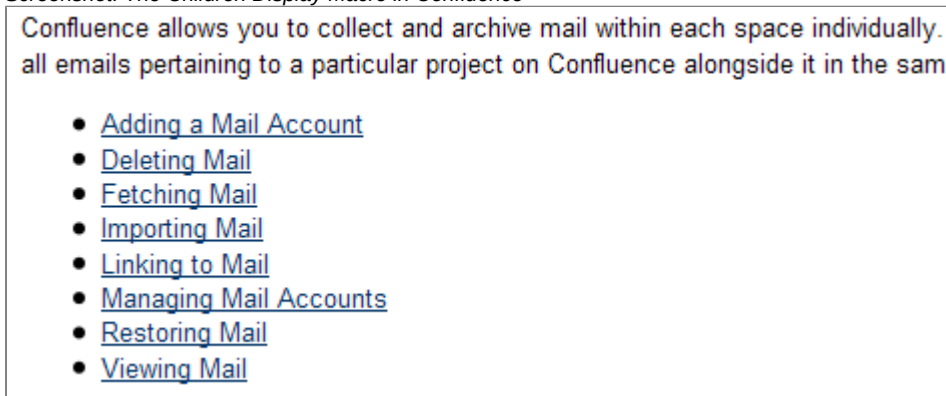
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Children Display Macro

Use the **Children Display Macro** to display the child pages of a page and the descendents (childrens' children). Links to the children are displayed as in the screenshot below:

Screenshot: The Children Display Macro in Confluence



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

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)

Usage with the Macro Browser

To insert the children display macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the children display macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get

{children:all=true}	• Child Page 1 • Grandchild • Child Page 2

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
Show Descendants (all)	false	Display all descendants
Parent Page (page)	current	Specify which page to display children for in a current space or in a different space. If the <i>page</i> parameter is '/', then the macro will list all the current space's top-level pages i.e. those without parents. If the <i>page</i> 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.
Depth of Descendants (depth)	none	Specify the depth of descendants to display.  If your {children} macro includes both 'all=true' and 'depth=X' parameter-value combinations where X is a number, 'all=true' takes precedence. If an 'all=false' and 'depth=X' parameter-value combination is used, 'depth=X' takes precedence.
Number of Children (first)	none	Restrict the number of children displayed at the top level
Heading Style (style)	none	Specify the style in which descendants are displayed
Include Excerpts (excerpt)	false	Display the child pages' excerpts, if they exist
Sort Children By (sort=creation) (sort=title) (sort=modified)	Manual if manually ordered, otherwise alphabetical	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.
Reverse Sort (reverse)	false	Use this parameter in conjunction with the 'sort' parameter described above. Set 'reverse=true' to change the sort from ascending to descending order.

Examples

1. Display all descendants of the page

```
1. {children:all=true}
```

2a. Specify which page to display children for

```
1. {children:page=page-name}
```

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

```
1. {children:page=space-key:page-name}
```

3. Specify the depth of descendants

```
1. {children:depth=2}
```


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

```
1. {children: first=x}
```

5. Specify the style in which descendants are displayed

Choose from heading levels h1 to h6.

```
1. {children: depth=1 | style=h3}
```

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

```
1. {children: depth=2 | excerpt=true}
```

7. Sort children by modification date

```
1. {children: sort=creation | reverse=true}
```

RELATED TOPICS

[Working with Page Families](#)

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Child Page 1

Grandchild

Child Page 2

This page is used to test the {children} macro.

RELATED TOPICS

[Children Display Macro](#)

Excerpt Include Macro

The **Excerpt Include** macro is used to display 'excerpted' (that is, a segment of) content from one page 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.

The excerpt appears as shown below:

Excerpt Macro
A short summary of this page

For this example, we are taking content from a page called 'Excerpt Macro', where the `excerpt` tags have already been placed. The title of the page is shown at the top of the panel and the text between the remote `excerpt` tags is rendered as the body of the text.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)

Usage with the Macro Browser

To insert the excerpt include macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the excerpt include macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
<code>{excerpt-include:Excerpt Macro}</code>	Excerpt Macro A short summary of this page

For this example, we are taking content from a page called **'Excerpt Macro'**, where the `excerpt` tags have already been placed.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
nopanel (nopanel)	false	Controls whether the square panel border around the excerpt should be removed. By default, the square panel is always shown.

Examples

Basic example

The following code renders an excerpt from this page with default settings:

```
1. {excerpt-include:Excerpt Macro}
```

The excerpt appears as shown below:

Excerpt Macro
A short summary of this page

Removing the square panel around the excerpt

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

```
1. {excerpt-include:Excerpt Macro|nopanel=true}
```

The excerpt then appears as shown below:

A short summary of this page

RELATED TOPICS

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

Take me back to the [Confluence User's Guide](#).

Excerpt Macro

The **Excerpt Macro** is used to mark a part of a page's content for re-use. 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 the specified content elsewhere.

 You can only have one excerpt for a page.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the excerpt macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the excerpt macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

```
1.{excerpt}A short summary of this page{excerpt}
```

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
hidden (hidden)	false	Controls whether the text between the <code>excerpt</code> tags will appear on that page when users read it.

Hide the contents of the excerpt

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

RELATED TOPICS

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

Take me back to the [Confluence User's Guide](#).

Color Text Macro

You can use the **Color Text Macro** to change the colour of a block of text. Specify the colours by name or by hexadecimal value. Coloured text appears just like the line below.

Orange coloured text renders like this.

See more information about [web colours](#).

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)

Usage with the Macro Browser

To insert the color text macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **Edit** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **Refresh**.
6. Click **Insert** to put the macro into the page.

Once you've found the color text macro, click **insert** to add it to your page.

 Exact colour results may look different depending on the browser in use.

Usage with the Wiki Markup Editor

`{color:mycolour} ... text ... {color}`

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required	Default	Description
Color Name/Hexadecimal Code (color)	Yes	None	Colour of text. You can use names for common colours or use the hexadecimal code for a more specific colour.

Examples

What you need to type	What you will get
<code>{color:red}red{color}</code>	red
<code>{color:green}green{color}</code>	green
<code>{color:blue}blue{color}</code>	blue
<code>{color:orange}orange{color}</code>	orange
<code>{color:yellow}yellow{color}</code>	yellow
<code>{color:purple}purple{color}</code>	purple
<code>{color:purple}violet{color}</code>	violet
<code>{color:#FF0000}#FF0000{color}</code>	#FF0000
<code>{color:#00FF00}#00FF00{color}</code>	#00FF00
<code>{color:#0000FF}#0000FF{color}</code>	#0000FF



Hexadecimal colour codes use a leading hash symbol (#) then two digits for the red, green and blue values respectively. For example, the brightest red colour is shown by the code FF0000, where the first two digits (FF) are the maximum value for red (255 in decimal notation), while the green and blue digit pairs both represent the absolute minimum values at 00. Similarly, the brightest green is shown by the code 00FF00, and the brightest blue is shown by the code 0000FF. Other codes are a combination of the three, leading to the full range of colour. [More information](#).

Code Block Macro

The **Code Block Macro** allows you to display source code in your document with the appropriate syntax highlighting. The code block displays on the page as shown below.

```
1. public static void main(String[] args)
2. {
3.     System.out.println("Hello World!");
4. }
```

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)

Usage with the Macro Browser

To insert the code block macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the code block macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
<pre>{code} public static void main(String[] args) {code}</pre>	<pre>1. public static void main(String[] args)</pre>

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in `(bracketed)` text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
Code Language (code:)	Java	Specifies the programming language for syntax highlighting. The default language is Java but you can specify JavaScript , ActionScript , XML , HTML or SQL instead.

Be aware that any white space contained between the `{code}` commands is not manipulated in any way by the Code Block Macro. This is to provide the writer with flexibility over code indentation.

 All the optional parameters of the `{panel}` macro are valid for the `{code}` macro as well.

Examples

Example 1: Java

What you need to type	What you will get

<code>{code}</code> public String getFoo() { return foo; } <code>{code}</code>	1. public String getFoo() 2. { 3. return foo; 4. }

Example 2: XML

What you need to type	What you will get
<code>{code:XML}</code> <test> <another tag="attribute"/> </test> <code>{code}</code>	1. <test> 2. <another tag="attribute"/> 3. </test>

Example 3: HTML

What you need to type	What you will get
<code>{code:HTML}</code> <HTML> <HEAD> <meta http-equiv=Content-Type content="text/html;"> <TITLE>xmldemo_002</TITLE> </HEAD> </HTML> <code>{code}</code>	1. <HTML> 2. <HEAD> 3. <meta http-equiv=Content-Type content="text/html;"> 4. <TITLE>xmldemo_002</TITLE> 5. </HEAD> 6. </HTML>

RELATED TOPICS

Working with Macros
Adaptavist User Guide

Take me back to the [Confluence User's Guide](#).

Edit in Word Link Macro

The **Edit in Word Link Macro** allows you to display an 'Edit in Word' icon on the page, like the following image: 

When a user clicks the icon, Confluence will start the 'Edit in Word' feature of the [Office Connector](#). This will launch Microsoft Word as an editor for the page content.

The edit in Word link macro was created specifically for use with the [Adaptavist Theme Builder](#). You may find the macro useful for themes which do not supply the 'Edit in Word' option in the Confluence 'Tools' menu.

The edit in Word link macro is just one way that Confluence can interact with Microsoft Office documents. For an overview of all Office Connector features, please refer to [Working with the Office Connector](#).

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Troubleshooting](#)

Usage with the Macro Browser

To insert the edit in Word link macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the edit in Word link macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{editinwordlink}	

When your page is in view mode, it will show an icon like the one displayed above. When a user clicks the icon, Confluence will call the Office Connector to allow the page to be edited in the user's Office application. For more information, see [Editing a Confluence Page in an Office Application](#).

Parameters

This macro accepts no parameters.

Troubleshooting

Problems? Please refer to our guide to the [Office Connector limitations and known issues](#).

RELATED TOPICS

- [Editing a Confluence Page in an Office Application](#)
- [View File Macro](#)
- [Working with the Office Connector](#)
- [Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Contributors Macro

The **Contributors** macro displays a list of Confluence users who have made a contribution of some type to a page. It can also be used to list watchers of this page.

The scope of this macro can be extended to include the immediate children or descendants of the specified page. The list of contributors can be based on people who have:

- authored or edited the page(s)
- contributed comments or added labels to the page(s), or
- are simply watching the page(s)

Screenshot: Example list of Contributors

- [Sarah Maddox](#)
- [Edwin Dawson](#)
- [Giles Gaskell](#)
- [Rosie Jameson](#)
- [Andrew Lui](#)
- [Charles Miller](#)

In this example, the **Display Format**/*mode* parameter has been set to `list`. For more information about this macro's parameters, refer to the [Parameters](#) section below.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)

- Parameters

Usage with the Macro Browser

To insert the contributors macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **Edit** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **Refresh**.
6. Click **Insert** to put the macro into the page.

Once you've found the contributors macro, click **insert** to add it to your page.

Usage with the Wiki Markup Editor

```
1. {contributors:include=TYPE}
```

Where **TYPE** refers to the type of contribution made to the current page (and optionally its descendants), or watches of these pages.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required in Wiki Markup?	Default	Description
Contribution Type (include)	no	authors	The type of contribution made to a page (and optionally its descendant pages), or watches of these pages. This parameter defines which people appear in the contributors list and the statistics used to order them in the list. The allowable contribution types include: • authors - people who authored or have edited the page(s) • comments - people who have added comments to the page(s) • labels - people who have added labels to the page(s) • watches - people who are watching the page(s). One or more contribution types can be used.
Sort By (order)	no	count	The criteria used to sort the contributors in the list, based on the chosen Contribution Type . The allowable sort criteria include: • count - sorts people based on the total number of edits, or comments or labels added to the page(s) • name - sorts people in alphabetical order • update - sorts people based on when they last edited, or added a comment or label to the page(s).
Reverse Sort (reverse)	no	false	Reverses the order of contributors in the list, sorted by the chosen Sort By criterion. Used only in conjunction with the Sort By parameter.
Maximum Number of Contributors (limit)	no	no limit	Restricts the number of contributors in the list to the value specified. If no number is specified, no restriction is applied.
Display Format (mode)	no	inline	Displays the contributors as a comma-separated line of names (inline) or as a bullet-point list (list).
Show Anonymous Contributions? (showAnonymous)	no	false	Includes people who have made anonymous contributions to a page, in the list of contributors.

Show Count? (showCount)	no	false	Indicate the number of times each person in the list made a contribution, based on the chosen Contribution Type .
Show Last Contribution Time? (showLastTime)	no	false	Indicates the last time each person in the list made a contribution, based on the chosen Contribution Type .
Page Name (page)	no	current	The page from which to base the contributors list and its statistics. If no Page Name and Space(s) are specified, the current page is assumed.
Label(s) (labels)	no	none	Restricts list of contributors to those who created these labels from the specified page(s). Separate each label with a comma.
Space(s) (spaces)	no	current	Specify the space key of the Confluence space which contains the specified Page Name or alternatively, specify a scope of spaces to search. Space keys are case-sensitive. This parameter also takes special values, including: • @global — All global spaces. • @personal — All personal spaces. • @all — All spaces in your Confluence site. You can specify one or more space keys or special values, each of which must be separated by a comma. If no Page Name and Label(s) are specified, all pages from the specified set of spaces are included.
Content Type (contentType)	no	both pages and blog posts	Used to restrict page types to either pages (pages) or blog posts (blogposts). If no value is specified in the Macro Browser, both pages and blog posts are included.
Blog Post Date (publishDate)	no	none	Specify the publish date for a blog post. The date format required is: YYYY/MM/DD.
Include Page Hierarchy (scope)	no	specified page only	Includes either the immediate children or all descendants of the specified page. If no value is indicated in the Macro Browser, only the specified page is included.
Show Selected Pages (showPages)	no	false	Shows a list of pages returned immediately above the list of contributors.
Custom "None Found" Message (noneFoundMessage)	no	default "none found" message	When no contributors are found, override the default message displayed by the macro, with this one.

RELATED TOPICS

[Contributors Summary Macro](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Contributors Summary Macro

The **Contributors Summary macro** displays a table of contribution-based statistics for a set of pages. These statistics can be grouped according to individual pages or individual contributors.

The default scope of this macro covers an individual page, but this can be extended to include the immediate children or descendants of a specified page. The statistics cover the following types of contributions:

- edits to the page(s)
- comments added to the page(s)
- labels added to the page(s)
- people watching the page(s)

A simple example of the Contributors macro is shown in the block below, which lists statistics on the number of times each contributor has edited, added comments and added labels to this page.

[Screenshot: Example Contributors Summary table of statistics](#)

User	Edits	Comments	Labels
Sarah Maddox	2	2	0
Edwin Dawson	2	0	0
Giles Gaskell	2	0	0
Rosie Jameson	2	0	0
Andrew Lui	2	0	1
Charles Miller	1	0	0
Andrew Prentice	0	0	1

In this example, all default parameter settings are used. For more information about this macro's parameters, refer to the [Parameters](#) section below.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the contributors summary macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the contributors summary macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

```
1. {contributors-summary:groupby=TYPE}
```

Where **TYPE** refers to the criterion used for grouping statistics associated with the current page (and optionally its descendants). This criteria can be either contributor- or page-based.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required in Wiki Markup?	Default	Description
Group By (groupby)	no	contributors	Specify if the table should group contribution-based statistics by contributor or page.

Columns to Display (columns)	no	edits, comments and labels	The columns that should appear in the table. The statistics or type of information presented is based on the Group By parameter (above). The allowable types of contributions include: • edits — number of times the contributor has edited the page(s) or number of edits made to the page. • edited — list of pages edited by the contributor or list of contributors who have edited the page. • comments — number of times the contributor has added comments to the page(s) or number of comments on the page. • commented — list of pages to which the contributor has added comments or list of contributors who have commented on the page. • labels — number of times the contributor has added labels to the page(s) or number of labels on the page. • labeled — list of pages to which the contributor has added labels or list of contributors who have added a label to the page. • labellist — list of labels either added by the contributor or on the page. • watches — number of pages being watched by the contributor/person or number of contributors/people watching the page. • watching — list of pages being watched by the contributor/person or list of contributors/people watching the page. • lastupdate — the last time a contributor made an update or the page was last updated. Valid updates can include edit, comment or label modifications to a page. One or more columns can be used.
Sort By (order)	no	count	The criteria used for sorting items in the table. The items sorted are based on the Group By parameter (above). The allowable sort criteria include: • edits — sorts items in the table based on the total number of edits made either by a contributor or to a page. • name — sorts items in the table in alphabetical order, either by contributor or page name. • editTime — sorts items in the table based on when the contributor last edited a page (or a specified set of pages) or when the page was last edited. • update — sorts items in the table based on when the contributor last made any contribution to a page (or a specified set of pages) or when the page last had a contribution made to it.
Reverse Sort (reverse)	no	false	Reverses the order of items in the table, sorted by the chosen Sort By criterion. (Used only in conjunction with the Sort By parameter.)
Maximum Number of Contributors (limit)	no	no limit	Restricts the number of items in the table to the value specified. If no number is specified, no restriction is applied.
Show Anonymous Contributions? (showAnonymous)	no	false	Includes individuals who have made anonymous contributions to a page, in the tabulated statistics.
Page Name (page)	no	current	The page from which to calculate the contribution-based statistics. If no Page Name and Space(s) are specified, the current page is assumed.
Label(s) (labels)	no	none	Restrict the contribution-based statistics to these labels only. Separate each label with a comma.
Space(s) (spaces)	no	current	Specify the space key of the Confluence space which contains the specified page name or alternatively, specify a scope of spaces to search. Space keys are case-sensitive. This parameter also takes special values, including: • @global — All global spaces. • @personal — All personal spaces. • @all — All spaces in your Confluence site. You can specify one or more space keys or special values, each of which must be separated by a comma. If no Page Name and Label(s) are specified, all pages from the specified set of spaces are included.

Content Type (contentType)	no	both pages and blog posts	Used to restrict page types to either pages (pages) or blog posts (blogposts). If no value is specified in the Macro Browser, both pages and blog posts are included.
Blog Post Date (publishDate)	no	none	Specify the publish date for a blog post. The date format required is: YYYY/MM/DD.
Include Page Hierarchy (scope)	no	specified page only	Includes either the immediate children or all descendants of the specified page. If no value is indicated in the Macro Browser, only the specified page is included.

RELATED TOPICS

[Contributors Macro](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Userlister Macro

The **Userlister macro** displays a list of users registered in Confluence, based on their group membership.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)
 - [Listing all Users](#)
 - [Specifying a Group](#)
 - [Listing Only Online Users](#)

Usage with the Macro Browser

To insert the userlister macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the userlister macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get

<pre>1.{userlist:groups=*}</pre>	Group: All Users  deep (deep) hidden  a (abcd) hidden  Wim De Waele (wim.dewaele@ibbt.be) hidden  XYZ (xyz xyz) hidden  1 (http://confluence.atlassian.com/dosignup.action) hidden  1mmm (1mmm) hidden

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in **(bracketed)** text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Group(s) (groups)	yes	none	Use parameter name 'group' or 'groups' to specify one or more groups whose Confluence users you want to list, using a comma-separated list of group names. To see all users registered in a Confluence installation, specify an asterisk (*) for this parameter's value.
Display Online/Offline Users (online)	no	none	Specify 'true' to generate a list of online users. Specify 'false' to generate a list of offline users.

Examples

Listing all Users

Here is an example that lists all the users registered on your Confluence site.

```
1.{userlist:groups=*}
```

Specifying a Group

Here is an example that lists the users that belong to the group **'my-staff'**.

```
1.{userlist: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.

```
1.{userlist:groups=my-staff|online=true}
```



List of online users can be misleading

When the parameter 'online=true' is used, Confluence uses a context listener to generate the list of online users. A context listener is a J2EE term for something that listens for events in the application server. We listen for session open and close events, so a user is 'online' if they have a session on the application server. Some application servers don't correctly dispatch close events for sessions – in these cases, the list of online users may be misleading.

RELATED TOPICS[Working with Macros](#)[Configuring the userlist Macro in the Confluence Administrator's Guide](#)

Take me back to the [Confluence User's Guide](#).

Quote Macro

The **Quote** Macro allows you to present a section of text as a quote or citation, allowing you to add further information in the form of a response. This is similar to the way people sometimes reply to email messages, by adding their responses immediately after citations of the originator's text.

For example, when adding a comment to a Confluence page or blog and you wish to cite some content on it, you can do so with this macro as follows:

This is similar to the way people sometimes reply to email messages, by adding their responses immediately after citations of the originator's text.

I often reply to other's email messages in this manner.

On this page:

- [Usage with the Macro Browser](#)
- [Usage in Wiki Markup](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the quote macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the quote macro, click **'insert'** to add it to your page.

Usage in Wiki Markup

What you need to type	What you will get
The Lorem Ipsum creates nonsense Latin space filler text like this: <pre>{quote} {loremipsum:1} {quote}</pre> I can't make head or tail of this.	The Lorem Ipsum creates nonsense Latin space filler text like this: <i>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetur. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.</i> I can't make head or tail of this.

Parameters

This macro accepts no parameters.

RELATED TOPICS[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

HTML Macro

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 [System Administrator](#).

Usage

{html} ... code ... {html}

Example

What you need to type	What you will get
{html}Click here{html}	Click here.

RELATED TOPICS

- [HTML Plugin](#) (has better security than the HTML macro)
- [HTML Include Macro](#) (embeds remote HTML or pages)
- [Working with Macros](#)
- [Enabling HTML macros](#)

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

Spacegraph Macro



The Spacegraph Macro requires the Graphviz Plugin

To use the Spacegraph macro, you will need to install the [Graphviz plugin](#) onto your Confluence site. This plugin is not shipped with Confluence by default, and is not officially supported by Atlassian.

- Please read more about [supported and unsupported plugins](#).
- You can find more information about the Graphviz plugin on the [plugin documentation page](#).

The **Spacegraph** macro displays a chart of all the pages in a space and the connections between them.

For details on composing diagrams, see the [GraphViz documentation](#).

Spacegraph Macro

```
1. {spacegraph}
```

Optional Parameter

Specify the space by including its space key in the macro

```
1. {spacegraph:doctemp}
```

By default, the graph of the current space is shown.

RELATED TOPICS

[Working with Macros](#)

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

Profile Macro

The **Profile** macro displays a short summary of any Confluence user's profile on your Confluence page or blog. This is the same summary that appears in a [Hover Profile](#), which appears whenever you mouse-over any user's name in the Confluence interface.



The information contained within your own summarised profile can be [edited](#) via your [User Profile view](#).

[Screenshot: Example of the Profile Macro](#)



Giles Gaskell
ggaskell@atlassian.com

"Working on final User Profile updates."

Website: <http://www.atlassian.com>

Position: Technical Writer

Department: Development

Location: Sydney

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the Profile macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the Profile macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	Example of what you will get
<code>{profile:user=ggaskell}</code>	 Giles Gaskell ggaskell@atlassian.com "Working on final User Profile updates." Website: http://www.atlassian.com Position: Technical Writer Department: Development Location: Sydney

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required in Wiki Markup?	Default	Description
Username (<i>user</i>)	yes	none	The username of the Confluence user whose profile summary you wish to show.

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

HTML Include Macro

The **HTML Include** macro allows you to include the contents of an external HTML file into a Confluence page.



CAUTION: Including unknown HTML inside a webpage is dangerous.

HTML can contain active scripting components. This means that it would be possible for a malicious attacker to present a user of your site with script that their web browser would believe came from you. Such code could be used, for example, to steal a user's authentication cookie and give the attacker their Confluence login password.

Usage

To embed an external page, type the following Wiki Markup code:

```
1. {html-include:url=http://www.example.com}
```

Troubleshooting

- The HTML Include macro will only be available if it has been [enabled](#) by your Confluence administrator. Also, your Confluence Administrator can define a [whitelist of trusted URLs](#). You will see an error message on the Confluence page, if the included URL is not in the whitelist.
- You can only use the HTML include macro for pages with absolute links. If you use the macro to include an HTML page that has relative links, navigating those links in the wiki results in a 'Page Not Found' error. See [CONF-6567](#).

RELATED TOPICS

[HTML Macro](#)
[Working with Macros](#)
[Configuring a URL Whitelist](#)

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

Table of Contents Zone Macro



The **Table of Contents Zone** macro is documented on the [CustomWare Atlassian Plugins website](#).



Due to an outstanding issue in the Table of Contents Zone macro ([CONF-10619](#)), the Macro Browser's **Refresh** function does not render any parameter modifications. Currently, the rendering of parameter value modifications to the Table of Contents Zone macro occurs only after the page is saved.

Using HTML Heading Markup with the Table of Contents Zone Macro

The Table of Contents Zone macro cannot handle HTML heading markup on its own. Hence, if you used the [HTML](#) and [HTML Include](#) macros to render HTML heading markup in a Confluence page, the Table of Contents Zone macro will not create a contents list out of these headings. (For more information on about this issue, please refer to [TOC-93](#).)

However, if you insert an HTML anchor into each HTML heading on your page (based on the following syntax), the Table of Contents Zone macro will incorporate these headings into your contents list.

```
1. <h2><a name="pagename-headingname"></a>Heading Name</h2>
```

The syntax for the anchor name is usually the page name and heading name separated by a hyphen, in which the page and heading names have all spaces removed and are converted to lowercase. If punctuation marks occur within a page or heading name, each mark should usually be converted to its URL escape code in the anchor name.

Pagetree Macro

The **Pagetree** macro displays a dynamic, hierarchical list of pages starting from a specified parent (root) page. You can embed the page tree into your Confluence page, where it can act as a table of contents or a list of related topics.

When viewing the page tree, your reader can click a link to open the relevant page. The page's current position is highlighted in the page tree.

Below we tell you how to add the Pagetree macro to your page.

**Creating a navigation panel for your space**

A popular usage of the Pagetree macro is to create a navigation panel showing a table of contents for your space. Read the instructions on [Adding a Navigation Sidebar](#).

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Macro Parameters](#)
- [Examples](#)
 - [All Parameters](#)
 - [Specifying the Parent Page by Name](#)
 - [Showing All Pages in the Space](#)
 - [Setting the Current Page as the Parent Page](#)
 - [Showing Excerpts from Each Page](#)
 - [Allowing your Readers to Expand or Collapse All Branches](#)
 - [Including a Search Box](#)
 - [Sorting the Pages in Reverse Natural Order](#)

Usage with the Macro Browser

To insert the Pagetree macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the Pagetree macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

Include the following markup in your page:

```
1. {pagetree}
```

There are more examples [below](#).

Macro Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Include Excerpts in Page Tree (excerpt)	no	false	Set this value to 'true' if you want the page tree to show excerpts from each page. The excerpts must be defined on each page by the Excerpt macro .
Show Expand/Collapse Links (expandCollapseAll)	no	false	Set this value to 'true' if you want to display the 'expand all' and 'collapse all' links at the top of your page tree. Your readers can click these links to open or close all branches of the tree at once.
Reverse Order (reverse)	no	false	Use this parameter in combination with the sort parameter described below. Set this value to 'true' if you want the pages displayed in descending order rather than ascending order.

Root Page (root)	no	The home page of the space	Specify the parent page for the page tree. The tree will include all children of the given page, plus their children and grand-children etc. The tree will <i>not</i> include the root page itself. Specify the page title or a special value as follows: - Your page title — Page tree shows all pages under the specified page. '@home' — Page tree shows all pages under the home page of the space (default). '@self' — Page tree shows all pages under the current page. '@parent' — Page tree shows all pages under the parent of the current page, including the current page. '@none' — Page tree shows all pages in the space, including orphaned pages and the home page.
Include Search Box above Page Tree (searchBox)	no	false	Set this value to 'true' if you want to include a search box above the page tree. The search box allows your readers to enter a search term, and then searches within the page tree for the specified value.
Sort Pages By (sort)	no	position	Specify the order to display the pages in the tree. This sort order is for display purposes only. It does not permanently re-arrange the page order. The value may be one of the following: 'bitwise' — Display the pages using standard alphabetical sorting, such as: title1, title10, title2. 'creation' — Display the pages in order of date created. 'modified' — Display the pages in order of date last modified. 'natural' — Display the pages in 'natural' alphabetical order, such as: title1, title2, title10. 'position' — Display the pages using the default Confluence sorting rules. If your pages have been ordered manually, this sort will respect the defined order. Otherwise the pages will be displayed in the 'natural' alphabetical order, such as: title1, title2, title10.
Start Depth (startDepth)	no	1	Enter any number greater than 0, indicating how many levels of children the tree should show when it opens for the first time.

Examples

All Parameters

Here's an example using all the parameters:

```
1. {pagetree:root=Page Name|sort=natural|excerpt=true|reverse=false|startDepth=3|expandCollapseAll=true|searchBox=true}
```

Specifying the Parent Page by Name

Use the following code to specify a page name for the parent or root of the tree. The tree will include all children and grand-children of the specified root. The tree will *not* include the specified root page itself.

What you need to type	What you will get
1. {pagetree:root=Pagetree Macro}	

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

Showing All Pages in the Space

Use the following code to make the page tree show all pages in the space, including orphaned pages and the home page.

```
1. {pagetree:root=@none}
```

Setting the Current Page as the Parent Page

What you need to type	What you will get

<pre>1. {pagetree:root=@self}</pre>	

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

Showing Excerpts from Each Page

Use the following code if you want your page tree to include excerpts from each page. The excerpts must be defined on each page by the [Excerpt macro](#).

What you need to type	What you will get
<pre>1. {pagetree:root=@self excerpt=true}</pre>	

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

Allowing your Readers to Expand or Collapse All Branches

Use the following code if you want to show the 'expand all' and 'collapse all' links at the top of your page tree.

What you need to type	What you will get
<pre>1. {pagetree:root=@self expandCollapseAll=true}</pre>	Collapse all Expand all Collapse all

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

Including a Search Box

Use the following code if you want to include a search box at the top of your page tree.

What you need to type	What you will get
<pre>1. {pagetree:root=@self searchBox=true}</pre>	

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

Sorting the Pages in Reverse Natural Order

Use the following code if you want to show the pages in reverse natural order.

What you need to type	What you will get
<pre>1. {pagetree:root=@self sort=natural reverse=true}</pre>	

The above example is a 'live' example. It uses the child pages of this page to form the page tree.

RELATED TOPICS

[Pagetree Search Macro](#)
[Adding a Navigation Sidebar](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Sample Page Tree

This page is a sample, used to demonstrate the Pagetree macro.

For more information, take a look at the main page on the [Pagetree Macro](#).

What you need to type	What you will get
<code>{pagetree:root=@parent expandCollapseAll=false}</code>	

Another Sample Page Tree

We're using this page to demonstrate the Pagetree macro.

For more information, take a look at the main page on the [Pagetree Macro](#).

What you need to type	What you will get
<code>{pagetree:root=@parent expandCollapseAll=true}</code>	Collapse all Expand all Collapse all

Sample Page Tree 2

This is another sample page, used to demonstrate the Pagetree macro.

For more information, take a look at the main page on the [Pagetree Macro](#).

What you need to type	What you will get
<code>{pagetree:root=@parent expandCollapseAll=true}</code>	Collapse all Expand all Collapse all

Pagetree Search Macro

The **Pagetree Search macro** allows you to add a search box to your Confluence page. When a viewer enters a search term, Confluence will search a hierarchy of pages starting from a specified parent (root) page and return the search results on a new screen.

Below we tell you how to add the Pagetree Search macro to your page.



You may be interested in the Pagetree macro

You can also add a search box as part of a dynamic page tree, which looks like a table of contents. Read the instructions on the [Pagetree Macro](#).

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Macro Parameters](#)

Usage with the Macro Browser

To insert the Pagetree Search macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the Pagetree Search macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

Include the following markup in your page:

What you need to type	What you will get
{pagetreesearch}	

Macro Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in `(bracketed)` text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Name of Root Page (rootPage)	no	none	The name of the root page whose hierarchy of pages will be searched by this macro. If this not specified, the root page is the current page.

RELATED TOPICS

[Pagetree Macro](#)
[Adding a Navigation Sidebar](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Panel Macro

The **Panel Macro** allows you to display a block of text within a customisable panel.



Once the Panel macro has been inserted on a page, you can only edit its parameters in [Wiki Markup mode](#).

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

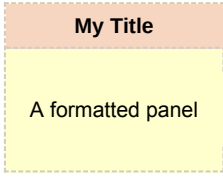
To insert the Panel macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the Panel macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get

<pre>{panel} A simple panel {panel}</pre>	
<pre>{panel:title=My Title borderStyle=dashed borderColor=#ccc titleBGColor=#F7D6C1 bgColor=#FFFFFFCE} A formatted panel {panel}</pre>	

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Panel Title (title)	no	none	The title of the panel. If specified, this title will be displayed in its own title-row.
Border Style (borderStyle)	no	solid	The style of the panel's border. Valid values are 'solid', 'dashed' and other valid CSS border styles.
Border Colour (borderColor)	no		The colour of the panel's border.
Border Pixel Width (Value Only) (borderWidth)	no		The width of the panel's border (in pixels).
Background Colour (bgColor)	no		The background colour of the panel.
Panel Title's Background Colour (titleBGColor)	no		The background colour of the title-row of the panel.



Handy Hint:

You can use panels within [columns](#).

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Table of Contents Macro



The **Table of Contents** macro is documented on the [CustomWare Atlassian Plugins website](#).



Due to an outstanding issue in the Table of Contents macro ([CONF-10619](#)), the Macro Browser's **Refresh** function does not render any parameter modifications. Currently, the rendering of parameter value modifications to the Table of Contents macro occurs only after the page is saved.

Using HTML Heading Markup with the Table of Contents Macro

The Table of Contents macro cannot handle HTML heading markup on its own. Hence, if you used the [HTML](#) and [HTML Include](#) macros to render HTML heading markup in a Confluence page, the Table of Contents macro will not create a contents list out of these headings. (For more information on about this issue, please refer to [TOC-93](#).)

However, if you insert an HTML anchor into each HTML heading on your page (based on the following syntax), the Table of Contents macro will incorporate these headings into your contents list.

```
1. <h2><a name="pagename-headingname"></a>Heading Name</h2>
```

The syntax for the anchor name is usually the page name and heading name separated by a hyphen, in which the page and heading names have all spaces removed and are converted to lowercase. If punctuation marks occur within a page or heading name, each mark should usually be converted to its URL escape code in the anchor name.

Recently Updated Dashboard Macro

The **Recently Updated Dashboard** macro displays a list of the most recently changed content within Confluence. It is similar to the [Recently Updated macro](#) but is intended for use on the Confluence dashboard.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)
 - 1. Include all spaces and limit the display width to 50%
 - 2. Specify the spaces for which you want to view recently updated content
 - 3. Specify the width of the macro display
 - 4. Filter content using labels
 - 5. Display profile pictures
 - 6. Display recent comments, including profile pictures and text

Usage with the Macro Browser

To insert the recently updated dashboard macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the recently updated dashboard macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{recently-updated-dashboard}	Recently Updated  Re: Change listen port for Confluence Standalone by Anonymous (2 hours ago)  Re: Installing Confluence Standalone on Mac OS X from Zip File by Klaus Feldmann (10 hours ago)  Restoring a Space by Partha Kamal (11 hours ago)  Re: Performance Tuning by Anonymous (27 Mar)  Re: Adding SSL for Secure Logins and Page Security by Anonymous (27 Mar)  Re: Performance Tuning by Anonymous (26 Mar)  Re: Editing the PDF Stylesheet by Niall Teskey (26 Mar)  Re: Downloading Attachments by Patricia Zumaeta (26 Mar)  Re: Setting Up Public Access by Anonymous (26 Mar)  Re: Creating a New Page by Gina Fevrier (26 Mar)

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Label(s) (labels)	no	none	Filter content by label. The macro will display only the pages etc which are tagged with the label(s) you specify here. You can specify one or more labels, separated by commas.  If there are no pages matching any of the specified labels, then Confluence will ignore the labels and will list all recently updated pages, as well as showing a message, "These labels don't exist and were ignored: xxx ". This unexpected behaviour is noted in issue CONF-10167 .
Show User Profile Pictures (showProfilePic)	no	false	Specify showProfilePic=true to display the profile pictures of the users who updated the content.
Space(s) (spaces)	no	The space which contains the page on which the macro is coded	Filter content by space. The macro will display only the pages etc which belong to the space(s) you specify here. You can specify one or more space keys, separated by commas. '*' means all spaces.
Include these Content Types Only (types)	no	all types	Filter content by type. You can specify one or more types, separated by commas. Available types are: page, blogpost or news, spacedesc, attachment, comment, mail, userinfo.
Width of Table (width)	no	100%	Specify the width of the macro display, as a percentage of the window width.

Examples

1. Include all spaces and limit the display width to 50%

The code below will show all the pages from all the spaces that have been recently updated.

```
1. {recently-updated-dashboard:spaces=*|width=50%}
```

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

```
1. {recently-updated-dashboard:spaces=Name1,Name2|width=50%}
```

3. Specify the width of the macro display

```
1. {recently-updated-dashboard:width=50% }
```

4. Filter content using labels

```
1. {recently-updated-dashboard:spaces=sales,marketing|labels=timesheets,summaries}
```

5. Display profile pictures

The code below will display the profile picture of the user who most recently updated the content.

```
1. {recently-updated-dashboard:showProfilePic=true}
```

6. Display recent comments, including profile pictures and text

The code below will display recent comments in the current space, showing the profile picture of the users who made the comments, plus the first line or two of the comment text.

 This is the only way to ensure that the text of the comments is displayed, using this macro.

```
1. {recently-updated-dashboard:types=comment|showProfilePic=true}
```

**Customising the wording**

If you would like to change the wording displayed by the 'Recently Updated' macro, please refer to the document on [modifying the Confluence interface text](#).

RELATED TOPICS

[Recently Updated Macro](#)
[Viewing Recently Updated Content](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

RSS Feed Macro

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

**CAUTION: Including unknown HTML inside a webpage is dangerous.**

HTML inside an RSS feed can contain active scripting components. This means that it would be possible for a malicious attacker to present a user of your site with script that their web browser would believe came from you. Such code could be used, for example, to steal a user's authentication cookie and give the attacker their Confluence login password.

The RSS macro will only be available if it has been enabled by your Confluence administrator. Also, your Confluence Administrator can define a [whitelist of trusted URLs](#). You will see an error message on the Confluence page, if the included URL is not in the whitelist.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)
 - [1. Limit the number of entries displayed](#)
 - [2. Show only the RSS feed titles](#)
 - [3. Hide the feeds titlebar](#)
- [Working Example](#)
- [How Up to Date is the Feed?](#)
- [What Happens to a Page Containing a Disallowed URL?](#)
- [Authentication](#)
- [Accessing Internal HTTPS Feeds](#)

Usage with the Macro Browser

To insert the RSS feed macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the RSS feed macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

Use the Wiki Markup editor to edit the page and insert the RSS macro. Replace the 'http://www.example.com/rss/' URL with your own feed link in this example:

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

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in `(bracketed)` text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (`:`).

Parameter	Required?	Default	Description
RSS Feed URL (url)	yes	none	The URL of the RSS feed link you want to show.
Maximum Number of Entries (max)	no	15	Limit the number of entries displayed.
Show Item Titles Only (showTitlesOnly)	no	false	Show only the titles of the news items, not the content.
Show Name/Title of RSS Feed (titleBar)	no	true	Hide the feeds title bar.

Examples

1. Limit the number of entries displayed

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

2. Show only the RSS feed titles

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

3. Hide the feeds titlebar

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

Working Example

What you need to type:

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

What you will get:

ABC News: Breaking Stories
(Latest ABC News)
40 involved in Sydney Assyrian New Year brawl
Engineers demand watchdog investigate Qantas
Call for new rules to prevent underquoting
Police anger over Webber's nanny state jibe
Mystery surrounds Mudgee teen's death



How Up to Date is the Feed?

By default, the RSS Feed macro caches the feed results for 60 minutes before fetching the data again.

If you wish to change the default caching, use the `{cache}` macro to define how often the RSS Feed macro fetches the feed updates. You 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 plugin page](#) onto your Confluence site.

To enable caching:

1. Using the [Confluence Repository](#), install the 'Scripting Plugin' and the 'Utilities Plugin'.
2. For each RSS macro that you wish to cache, surround your RSS macro with a Cache macro. For example, to cache feeds for 30 minutes:

```
1. {cache:refresh=30m}
2. {rss:url=http://rss.news.yahoo.com/rss/stocks|max=5}
3. {cache}
```

The [Cache plugin page](#) provides more information on customising the cache behaviour.

What Happens to a Page Containing a Disallowed URL?

Your Confluence Administrator can set up a whitelist of allowed URLs. If this is the case, you may see an error on the pages which contain the RSS macro.

A user can add the [RSS macro](#) or the [HTML-include macro](#) to a Confluence page. The macro code includes a URL from which the content is drawn. When the page is displayed, Confluence will check the URL against the whitelist. If the URL is not allowed, Confluence will display an error message on the page.

The error message says that Confluence "could not access the content at the URL because it is not from an allowed source" and displays the offending URL. If the person viewing the page is a Confluence Administrator, they will also see a link to the Administration page where they can configure the URL whitelist.

Here is an example of the error message, including the link shown only to Confluence Administrators:

Could not access the content at the URL because it is not from an allowed source.

<http://feathers.wordpress.com>

[Configure whitelist >>](#)

Here is an example of the error message, but without the link.

Could not access the content at the URL because it is not from an allowed source.

<http://feathers.wordpress.com>

You may contact your site administrator and request that this URL be added to the list of allowed sources.

Authentication

Adding Login Information 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 cannot be accessed using the RSS Macro.

Accessing Internal HTTPS Feeds

This applies only to Confluence instances which have [enabled HTTPS for all content](#). If your site is fully HTTPS, the RSS 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. Consult the [SSL guide](#) to enable HTTP access to Confluence. You'll want to ensure that you have an HTTP connector and an SSL connector, both commented in. This means that Confluence will be accessible via both HTTP and HTTPS. However, you should *not* have a redirect port, nor rules in web.xml to redirect all traffic.
3. Instead of using web.xml to redirect traffic, insert a firewall rule to redirect all HTTP requests not from the Confluence server to the equivalent HTTPS URL. This ensures that users will only be able to access Confluence via HTTPS, as intended. If you have still left HTTP access for attachments enabled (to avoid the [IE download bug](#)) you must selectively enable those URLs as well.
4. Modify your Confluence RSS macro feed link to use the HTTP URL, and restart Confluence.

RELATED TOPICS

[Subscribing to RSS Feeds within Confluence](#)

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

[Tracking Updates Overview](#)

[Working with Macros](#)

[Configuring a URL Whitelist](#)

Return to the [Confluence User's Guide](#).

Metadata Macro

The **Metadata macro** allows you to embed metadata into pages and blog posts for presentation with the [Metadata Summary Macro](#). Each metadata item consists of a field name and an associated value. When a metadata macro is rendered on a page, each metadata item is presented on a single line, starting with the name of the field, followed by its value, for example:

Is-Secret: Yes

Author-Nickname: Banana Split

Each metadata macro is 'labelled', allowing you to:

- insert multiple Metadata macros on a single page or blog post, each with a different label
- use the Metadata Summary macro to generate a summary based on Metadata macros tagged with a specific label.



Metadata macro 'label's are completely unrelated to page labels. A Metadata macro's label is only used by the Metadata Summary macro for the purpose of generating its summary.



As far as the Metadata Summary macro is concerned, each field only possesses a single value. Hence, if you added multiple values to a field (for example, by separating each value with a comma), the Metadata Summary macro treats this as a single value and presents it as such.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the metadata macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the metadata macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

```
1.{details:label=test}
2.Is-Secret: Yes
3.Author-Nickname: Banana Split
4.{details}
```

Each metadata item is added on a separate line. Separate each field and value with a colon (:) followed by a space. For example: colour: Red.

In the example above,

- **test** is the label of this metadata macro, which can be identified uniquely on a page in a metadata summary
- **Is-Secret** is a field of value **Yes**
- **Author-Nickname** is another field with a value of **Banana Split**.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required in Wiki Markup?	Default	Description
Metadata Label (label)	yes	none	Used by the Metadata Summary macro to generate a summary based on all Metadata macros tagged with this label throughout the current space.

RELATED TOPICS

Working with Macros

Take me back to the [Confluence User's Guide](#).

Metadata Summary Macro

The **Metadata Summary macro** presents a tabulated summary of selected metadata, which has been embedded using the **Metadata Macro** on any page or blog post in the current Confluence space.

The left-most column of the metadata summary shows the name of each page or blog post within current space that contains the selected metadata. Each page or blog post is presented on a single row and is hyperlinked to its appropriate destination page.

Each subsequent column represents a unique field within the selected metadata. The value associated with each metadata field on a page or blog post is presented in the appropriate cell of the metadata summary table. For example, the following Metadata Summary macro shows all Metadata macros tagged with the 'test' label in the current space.

	Author-Firstname	Author-Nickname	Is-Secret
Metadata Macro		Banana Split	Yes
Metadata Summary Macro	Fred	Strawberry Sundae	



Metadata macro 'label's are completely unrelated to page labels. A Metadata macro's label is only used by the Metadata Summary macro for the purpose of generating its summary.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Another Metadata Macro Example](#)

Usage with the Macro Browser

To insert the metadata summary macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the metadata summary macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

```
1. {detailssummary:label=test}
```

This shows a metadata summary based on all Metadata macros in pages or blog posts of the current space, which have been labelled with 'test'.

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required in Wiki Markup?	Default	Description

Metadata Label (label)	yes	none	Restricts the Metadata Summary macro to summarise the contents of Metadata macros throughout the current space, which have been tagged with this label only.

Another Metadata Macro Example

The following Metadata macro example generates the second line in the Metadata Summary macro (above).

Author-Nickname: Strawberry Sundae

Author-Firstname: Fred

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

IM Presence Macro

The **IM Presence Macro** indicates graphically when a contact is signed into an Instant Messaging (IM) service. The IM presence macro appears as a small icon on the page, like this image: .

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
 - [RELATED TOPICS](#)

Usage with the Macro Browser

To insert the IM presence macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

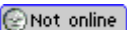
Once you've found the IM presence macro, enter values for **'User ID/Screen Name'** and select the service from the drop-down list. Finally, click **'insert'** to add the macro to your page.

Usage with the Wiki Markup Editor

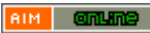
The following instant messaging services are supported:

- [AOL Instant Messenger](#) (AIM)
- [Google Talk](#) (GTalk)
- [IBM Lotus Sametime](#) (Sametime)
- [ICQ](#)
- [Skype](#)
 - [Skypeme](#) (a status mode for Skype)
- [Wildfire](#) (also known as OpenFire)
- [Yahoo! Messenger](#) (YIM).

Yahoo! Presence Macro

What you need to type	What you will get
{yahoo:myYahooId}	 If online
{yahoo:myYahooId}	 If offline

AIM Presence Macro

What you need to type	What you will get
{aim:myScreenName}	 If online
{aim:myScreenName}	 If offline

ICQ Presence Macro

What you need to type	What you will get
{ icq:icqnumber}	 If online
{ icq:icqnumber}	 If offline

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
aim (aim)	None	AOL Instant Messenger: Specify the user's Screen Name.
gtalk (gtalk)	None	Google Talk: Specify the user's Google account name.
icq (icq)	None	ICQ: Specify the user's ICQ number.
msn (msn)	None	MSN Instant Messenger: Specify the user's MSN account name.
sametime (sametime)	None	IBM Lotus Sametime: Specify the user's Sametime account name.
skype (skype)	None	Skype: Specify the user's Skype account name.
skypeme (skypeme)	None	Skype: Specify the user's Skype account name.
wildfire (wildfire)	None	Openfire Server: Specify the user's Jabber/XMPP account name.
yahoo (yahoo)	None	Yahoo! Messenger Yahoo! Instant Messenger: specify the user's Yahoo! ID.
Show User ID	None	Shows or hides the User ID of the contact.

RELATED TOPICS

Working with Macros

Take me back to the [Confluence User's Guide](#).

Welcome Message macro

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](#).

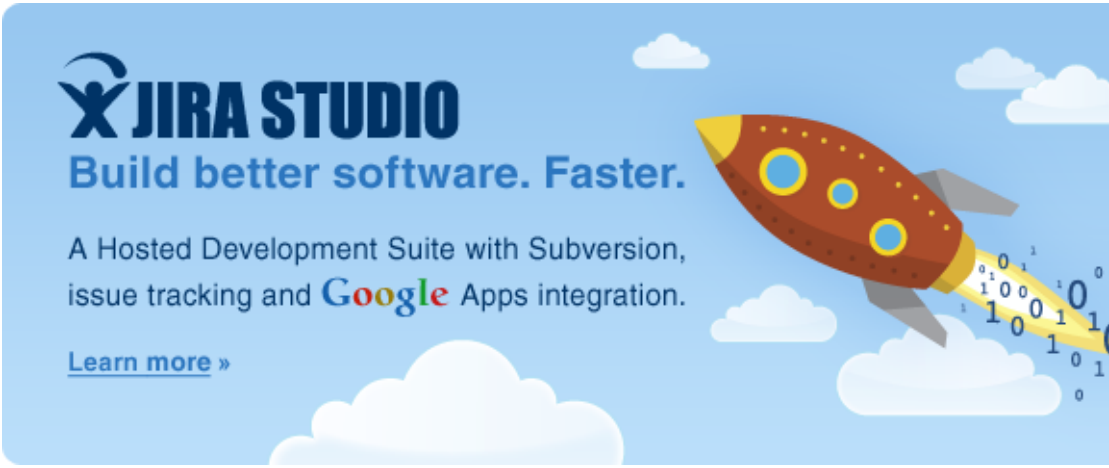


For more information about editing the Confluence site welcome message, please refer to [Editing the Site Welcome Message](#) in the [Confluence Administrators Guide].

On this page:

- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Wiki Markup Editor

What you need to type	What you will get
{welcome-message}	<i>Looking for the Atlassian product documentation?</i> Please go to the Atlassian Documentation home page. <i>About this Confluence wiki</i> Confluence is the enterprise wiki designed to make it easy for you and your team to share information with each other and with the world. For information on Confluence please check out the feature tour, our competitive pricing or try a free 30-day evaluation. Alternatively, experiment with our public Confluence Sandbox installation, home to our popular Demonstration Space. Atlassian produces agile development tools, including the bug tracker (JIRA), an agile project management tool (GreenHopper), a source code insight tool (FishEye), a code review tool (Crucible), a continuous integration server (Bamboo) and more.  

Parameters

This macro accepts no parameters.

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Bookmarks Macro

This page describes the **Bookmarks Macro**. 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. The bookmarks macro renders information as shown in the screenshot below.

Screenshot: Bookmarks Macro



On this page:

- Usage with the Macro Browser
- Usage with the Wiki Markup Editor
- Parameters
- Examples

Usage with the Macro Browser

To insert the bookmarks macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the bookmarks macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
{bookmarks}	

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold text**, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description

Maximum Number of Bookmarks (max)	15	The maximum number of bookmarks to display.
Search these Spaces Only (spaces)	Current space	A list of spaces to search for, separated by commas. The macro will display the bookmarks saved in these spaces. Meta space names <i>@all</i> , <i>@personal</i> , <i>@global</i> can also be used.
Label(s) (labels)	None	A list of labels to search for, separated by commas. The macro will display the bookmarks which have these labels applied. If you specify multiple labels, the bookmarks need to match only one of the labels to be included.
Creator(s) (creators)	None	A list of usernames, separated by commas, specifying who created the bookmarks to be listed.
Sort By (sort)	creation	Specify the sort order of the bookmarks. Valid values: 'creation' = bookmark created date; 'creator' = username of bookmark author; 'title' = bookmark title.
Reverse Sort (reverseSort)	false	'true' = reverse the sort order.
Show Bookmark Creators (showAuthor)	true	Display the user who created the bookmark.
Show Bookmark Creation Dates (showDate)	true	Display the date when the bookmark was created.
Show Bookmark Descriptions (showDescription)	true	Display the bookmark description.
Show Edit Links (showEditLinks)	true	If the current user has permission, show quick links to edit or remove the bookmark.
Show Bookmark's Labels (showLabels)	true	Display the bookmark's labels.
Show Bookmark List Heading (showListHeader)	true	Display heading of the bookmark list (with the RSS feed link).
Show Space Where Bookmark is Saved (showSpace)	true	Display the space the bookmark is saved in.
Show Link to Actual Bookmark (showViewLink)	true	Display a link to the actual bookmark page.

Examples

Specify the number of bookmarks you want displayed:

```
1. {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.

```
1. {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.

```
1. {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.

```
1. {bookmarks:showAuthor=false|showDate=false
2. |showDescription=false|showEditLinks=false
3. |showLabels=false|showListHeader=false
4. |showSpace=false|showViewLink=false}
```

RELATED TOPICS

[Working with Bookmarks](#)

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Section Macro

The **section macro** allows you to define a section of a page in which you can insert one or more columns across the page.

To add sections and columns to a page:

1. Insert a pair of section macro elements to define the section of page that will contain your set of columns.
2. Within this pair of section macro elements, insert a pair of [column macro](#) elements. Please note, all content within your section elements **must** be enclosed by a pair of column macro elements. If you do not do this, the section macro will not work.
3. Repeat step 2 for each column you want to insert across this section of the page.

On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)

Usage with the Macro Browser

To insert the section macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the section macro and have added the required parameter values, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
<pre>{section:border=true} {column}Column one text goes here{column} {column}Column two text goes here{column} {section}</pre>	Column one text goes here ☐ Column two text goes here

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in *(bracketed)* text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Required?	Default	Description
Show Border (border)	no	false	Determines whether to draw a border around the section and columns.

RELATED TOPICS

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

Take me back to the [Confluence User's Guide](#).

Gadget Macro

Gadgets are small applications that can offer dynamic content. They are typically served from a web application server and can be re-used in many other web applications. In Confluence, gadgets can be added to pages or blog posts via the **gadget macro**.

Confluence comes bundled with a few of its own gadgets which can be added to your pages or blog posts using the gadget macro via the [macro browser](#). Refer to [Confluence Gadgets](#) for more information. However, you can access additional gadgets in this list if your Confluence Administrator has:

- Installed additional gadgets locally within your Confluence installation (typically as a Confluence plugin) or
- Registered gadgets served from an external web application or website (such as those from a JIRA installation or iGoogle) via the [External Gadgets](#) page.

Contact your Confluence Administrator if you wish to use additional gadgets within your Confluence installation.

Unlike other macros in the [macro browser](#), the name of each gadget macro in the macro browser is typically unique and follows the convention " **<gadget-name> macro**", where **<gadget-name>** is the name supplied by the gadget itself.

On this page:

- [Inserting Gadgets into a Confluence Page or Blog Post](#)
- [Editing Gadgets on a Confluence Page or Blog Post](#)
- [Parameters](#)
- [Contents of a Gadget Macro](#)
- [Viewing the Gadget Contents in Wiki Markup](#)

Inserting Gadgets into a Confluence Page or Blog Post

To insert a gadget into a page using the [Macro Browser](#),

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Click **'External Content'**, which contains a list of your gadgets configured for use in your Confluence installation.
 -  Some Confluence macros like the [Edit in Word Link](#), [JIRA Issues](#), [JIRA Portlet](#), [RSS Feed](#), [Tasklist](#) and [Widget Connector](#) macros also appear in this category because they can access external content too.
4. Click on the desired gadget to access its *parameters* and *properties* and preview any changes to these values. (The macro browser is now in 'preview' mode).
 -  Almost all gadgets allow you to set basic *parameters* (listed below), which appear on the right of the macro browser. Each gadget may also have its own set of modifiable *properties*. Depending on the gadget, these may appear on the right of the macro browser (below the basic *parameters*) or on the gadget itself (in the 'preview' area on the left of the macro browser).
 -  The *properties* of most Atlassian gadgets appear on the gadget itself.
5. Set the gadget's *parameters* and *properties* to your requirements.
 - If you have made changes to any *properties* on the gadget itself, click the **'Save'** button on the gadget to update the gadget's content with these modifications.
 - Click **'Refresh'** to update the gadget with any changes to:
 - *Parameters* or *properties* on the right of the macro browser
 - Data used in the gadget, which is retrieved from the gadget's server.
6. Click **'Insert'** to put the gadget into the page or blog post.
 -  The gadget is added as a gadget macro in wiki markup.

Editing Gadgets on a Confluence Page or Blog Post

To edit an existing gadget on a page or blog post using the [Macro Browser](#),

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Place the cursor anywhere within the gadget macro's first set of curly braces (of the wiki markup) and click the Macro Browser icon  on the toolbar. The macro browser window opens in 'preview' mode with the gadget's existing *parameter* and *property* values displayed.
 -  Almost all gadgets allow you to set basic *parameters* (listed below), which appear on the right of the macro browser. Each gadget may also have its own set of modifiable *properties*. Depending on the gadget, these may appear on the right of the macro browser (below the basic *parameters*) or on the gadget itself (in the 'preview' area on the left of the macro browser).
 -  The *properties* of most Atlassian gadgets appear on the gadget itself.
3. Set the gadget's *parameters* and *properties* to your requirements.
 - If you have made changes to any *properties* on the gadget itself, click the **'Save'** button on the gadget to update the gadget's content with these modifications.
 - Click **'Refresh'** to update the gadget with any changes to:
 - *Parameters* or *properties* on the right of the macro browser
 - Data used in the gadget, which is retrieved from the gadget's server.
4. Click **'Save'** to update the gadget on the page or blog post.

Parameters

Parameters are settings for Confluence gadgets that allow the user to control basic aspects of their presentation. The table below lists the parameters for this macro, which will appear within the first set of curly braces in the wiki markup. Parameter names used in the macro browser are indicated in **Bold** text, while their equivalents in wiki markup are indicated in (bracketed) text.

Parameter	Required in Wiki Markup?	Default	Description
Width (width)	No	450 pixels	Expands or shrinks the size of the gadget to match the specified width. The width can be specified in pixels (using <code>px</code> or no suffix, for example, <code>500px</code> or <code>500</code> , respectively), as a percentage of the page width (using <code>%</code> , for example, <code>50%</code>), or automatically resized to fit 100% of the page width (using the value <code>auto</code>).
Border (border)	No	false	Places a thin grey border around the perimeter of the gadget. Select the check box in the macro browser (or use the value of <code>true</code> in Wiki Markup) to add this border or clear the check box (or optionally use the value of <code>false</code>) to remove it.

Contents of a Gadget Macro

The body of a gadget macro contains 'parameter-like' content, which represents specific *property* settings that are particular to each gadget. Hence they are not documented here. Typically, this content would only be added to or modified by customising the gadget's default properties using the macro browser.



Editing a gadget's properties in wiki markup

If a gadget's properties appear within the body of a gadget macro in wiki markup, then it is possible to use this wiki markup to edit the values of these properties directly. However, this is not recommended as it permits the implementation of invalid values. If a gadget property only supports a certain set of values, the macro browser will restrict the user to selecting only valid values for that property. Hence, it is strongly recommended that you use the macro browser to edit a gadget's properties.

A gadget's property may not necessarily appear within the body of its gadget macro until after it has been modified from its default value via the macro browser.



Important note about gadgets on pages and blog posts

The properties of a gadget on a page or blog post respect Confluence's page editing permissions and consequently, cannot be edited when viewing the page or blog post. You can only edit a gadget's properties when the page or blog post is in edit mode.

Viewing the Gadget Contents in Wiki Markup

When you have added a gadget to a page, its wiki markup will look something like this:


```

1. {gadget:url=http://jira.atlassian.com/rest/gadgets/1.0/g/com.atlassian.jira.gadgets:pie-chart-gadget/gadgets/piechart-
2. projectOrFilterId=project-11291&statType=statuses&isConfigured=true&refresh=false
3. {gadget}}

```

The value of the `url` parameter (beginning `http://...xml`) refers to the gadget URL. In this example, the `width` parameter has been set to 600 pixels.

While it is fine to modify the gadget macro's parameters by editing the wiki markup directly, for the reasons [described above](#) it is not recommended that you modify the body of a gadget macro in this manner.

RELATED TOPICS

[The big list of Atlassian gadgets](#)

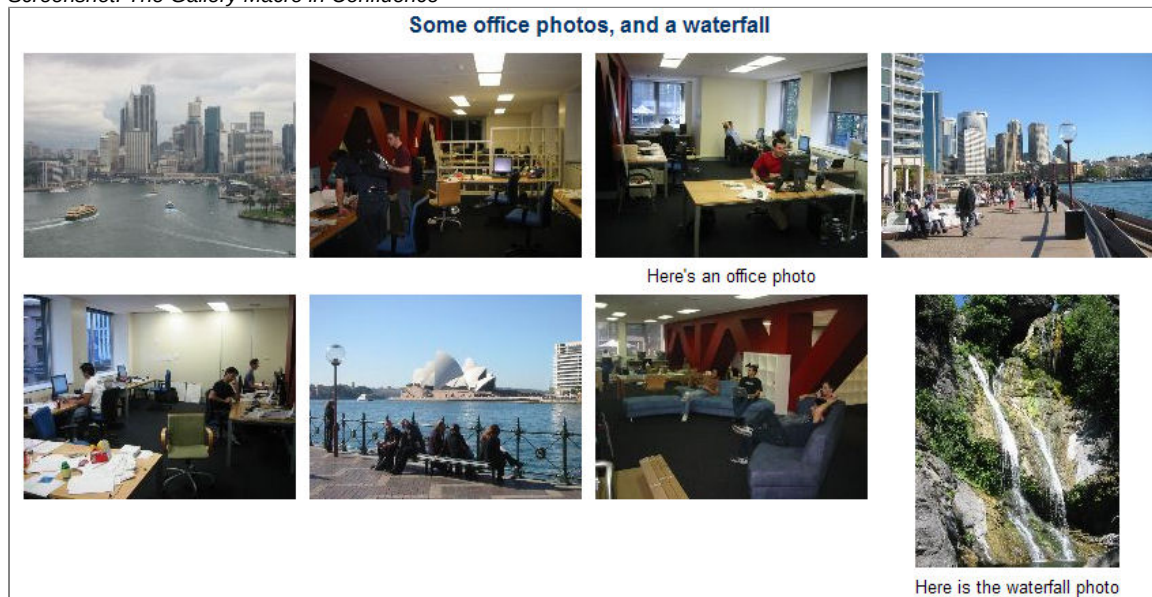
Gallery Macro

The **Gallery Macro** displays a gallery of thumbnail images in a table, based on the images attached to a Confluence page. When viewing the page, a user can click a thumbnail image to zoom into the full-size image and then view the images as a slide show.

For more information about how your readers will view the gallery, please refer to [Viewing Images as a Slide Show](#). See below for instructions on how to add the gallery macro to your page.

The gallery macro appears as in the screenshot below.

Screenshot: The Gallery Macro in Confluence



On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
 - [Some office photos, and a waterfall](#)
- [Parameters](#)
- [Examples](#)
 - [Basic Usage, Specifying Number of Table Columns](#)
 - [Excluding an Image](#)
 - [Specifying the Images to be Included](#)
 - [Specifying a Page Name](#)
 - [Sorting the Images by File Name](#)
 - [Sorting the Images to Show Most-Recently-Modified First](#)

Usage with the Macro Browser

To insert the gallery macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Once you've found the gallery macro, click **'insert'** to add it to your page.

Usage with the Wiki Markup Editor

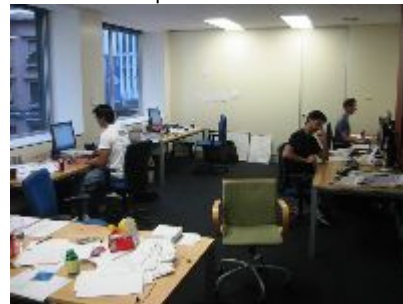
Include the following markup in your page, replacing the title with your own:

What you need to type
<code>{gallery:title=Some office photos, and a waterfall}</code>
What you will get

Some office photos, and a waterfall



Here's an office photo



Here is the waterfall photo

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in `(bracketed)` text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

The full list of parameters is shown in the following table.

Parameter	Default	Description
Gallery Title (title)	Nothing	Specify a title for your gallery.

Number of Columns (columns)	4	Specify the number of columns for your table.
Images to Exclude (exclude)	No exclusions i.e. include all the pictures on the page.	The gallery will ignore any pictures specified by <code>exclude=picture file name</code> i.e. they will not be included in the gallery. You can specify more than one picture, separated by commas. Example: <code>exclude=my picture.png,my picture2.gif</code>
Include these Images Only (include)	Include all the pictures on the page.	If you specifically include one or more pictures, the gallery will show only those pictures. Format is <code>include=picture file name</code> . You can specify more than one picture, separated by commas. Example: <code>include=my picture.png,my picture2.gif</code>
Use Images in these Pages (page)	If no page is specified, the gallery displays the images attached to the page containing the macro.	Specify the title of the page which contains the images you want displayed. If the page is in the same space as the page containing the macro, use the format <code>page=My Page Name</code> . To specify a page in a different space, use <code>page=SPACEKEY:My Page Name</code> , such as <code>page=DOC:Gallery Macro</code>
Reverse Sort (reverseSort)	Nothing, i.e. sort order is ascending	Used in conjunction with 'sort' parameter above. Use 'reverseSort' to reverse the sort order, from ascending to descending.
Sort Images By (sort)	None i.e. the sort order is unspecified and therefore unpredictable.	Specify an attribute to sort the images by that attribute. Sort order is ascending, unless you specify the 'reverseSort' parameter (see below). Options are: • 'name' – file name. • 'comment' – comment linked to the attached file. • 'date' – date/time last modified. • 'size' – size of the attached file.

i If the actual name of an attachment file or page contains a comma, you can refer to it in the **exclude**, **include**, or **page** parameters above by enclosing it in single or double quotes, for example `"this,that.jpg"`, `theother.png`.

i Considerations for using the gallery macro

- The images shown in the gallery are taken from the files attached to the Confluence page. You can also specify a different page where the attachments are located. For information about attaching images to a page, see [Attaching Files to a Page](#).
- The comments below the images are drawn from the comments on the attachments. For information about adding comments to attachments, see [Attaching Files to a Page](#).
- By default, the gallery will include all the images attached to the page. You can also exclude or include images using parameters as described below.
- 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. See below for details of the parameters to use.
- Read the rest of this page for more information.

Examples

Basic Usage, Specifying Number of Table Columns

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

Excluding an Image

```
1.{gallery:title=Some office photos, without the waterfall|exclude=waterfall.jpg}
```

Specifying the Images to be Included

The macro code below will show only two images: 'office1.jpg' and 'waterfall.jpg'.

```
1.{gallery:title=One office photo, and a waterfall|include=office1.jpg,waterfall.jpg}
```

Specifying a Page Name

By default, the images shown in the gallery are taken from the files attached to the Confluence page which contains the macro. You can also specify a different page where the attachments are located. For information about attaching images to a page, see [Attaching Files to a Page](#).

The macro code below expects that the images are attached to a page called 'Gallery of Pictures', in the same space as the page containing the macro.

```
1.{gallery:title=Some office photos, and a waterfall|page=Gallery of Pictures}
```

Below, we specify a page in a different space.

```
1.{gallery:title=Some office photos, and a waterfall|page=DOC:Gallery of Pictures}
```

Combining the `page` and the `include` parameters, the code below will show only the two images specified, where the images are held as attachments on a different page.

```
1.{gallery:title=One office photo, and a waterfall|page=Gallery of Pictures|include=office1.jpg,waterfall.jpg}
```

Sorting the Images by File Name

```
1.{gallery:title=Some office photos, and a waterfall|sort=name}
```

Sorting the Images to Show Most-Recently-Modified First

```
1.{gallery:title=Some office photos, and a waterfall|sort=date|reverseSort}
```

RELATED TOPICS

[Viewing Images as a Slide Show](#)
[Displaying an Image](#)
[Displaying a Thumbnail Image](#)
[Attaching Files to a Page](#)
[Editing Attachment Properties](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

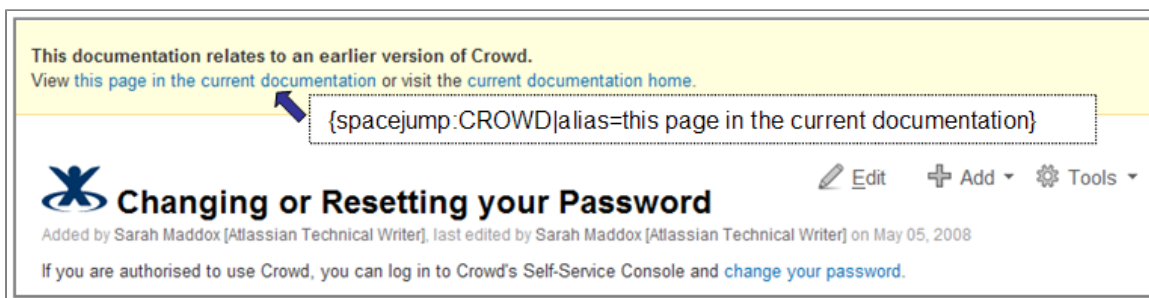
Space Jump Macro

This page describes the **Space Jump Macro**, provided with the [Documentation theme](#). You can use space jumping to link from a page in one space to a page with the same name in another space, without knowing the name of the page when you create the link.

The Space Jump macro inserts a link onto the page. When the reader clicks the link, they will jump to a page that has the same name in another space. You specify the space when you insert the Space Jump macro.

Example: We use the Space Jump macro to put a standard message at the top of our archive spaces, telling people that they're reading an old version of the documentation and letting them jump quickly to the same page in the latest documentation. See the words '**this page in the current documentation**' in the screenshot below.

Screenshot: One way of using the Space Jump macro



On this page:

- [Usage with the Macro Browser](#)
- [Usage with the Wiki Markup Editor](#)
- [Parameters](#)
- [Examples](#)
- [More Information](#)

Usage with the Macro Browser

To insert the Space Jump macro into a page using the Macro Browser,

1. Open your desired Confluence page or blog post, then click the **'Edit'** button. The page or blog post opens in edit mode.
2. Click the Macro Browser icon  on the toolbar. The macro browser window opens in the middle of the screen in 'macro selection' mode.
3. Scroll through the list of macros. Alternatively, start typing part of the name of your desired macro into the search box at the top right of the macro browser window. Macros with a matching name will appear in the main pane.
4. Click on the desired macro to access its parameters and preview parameter changes ('preview mode').
5. Set the macro parameters to your requirements. If desired, you can preview these changes by clicking **'Refresh'**.
6. Click **'Insert'** to put the macro into the page.

Usage with the Wiki Markup Editor

What you need to type	What you will get
<code>{spacejump:CONF31 alias=This page in the Confluence 3.1 documentation}</code>	This page in the Confluence 3.1 documentation

Parameters

Parameters are options that you can include in Confluence macros to control the content or format of the macro output. The table below lists relevant parameters for this macro.

Parameter names are different in the macro browser and in wiki markup. Below we show the macro browser parameter names in **bold** text, and the equivalent wiki markup parameters in (bracketed) text. If we do not show any parameter name for the wiki markup, then you should leave out the parameter name and simply include the parameter value as the first parameter, immediately after the colon (:).

Parameter	Default	Description
Alias (alias)	None	The text to display as the hyperlinked text. If you do not supply an alias, Confluence will display the page name.

Examples

To jump to a page in the 'MYSPACE' space, displaying the page name as the linked text:

```
{spacejump:MYSPACE}
```

To jump to a page in the 'MYSPACE' space, displaying 'another version of this page' as the linked text:

```
{spacejump:MYSPACE|alias=another version of this page}
```

More Information

What happens if there is no page with the same name in the target space?

For the space jump to work, the target space must contain a page with the same name as the page that renders the {spacejump} macro. If the target space does not contain such a page, you will see a broken link. Confluence handles this in its usual manner: the link is coloured red. If you click the link, Confluence offers to create the page for you.

Can I use the Space Jump macro in any space?

Yes. You can use the Space Jump macro in any space, even if that space is not currently using the Documentation theme. Provided that the Documentation theme plugin and its components are installed and enabled on your Confluence site, the Space Jump macro is available in any space.

RELATED TOPICS

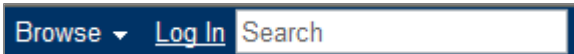
[Configuring the Documentation Theme](#)
[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Searching Confluence

The search box at the top right of your Confluence screen allows you to search Confluence wherever you happen to be in the site. It offers you a quick navigation aid as well as a full site search. You can also search Confluence directly from your browser's search box.

Screenshot: The search box at the top right of a Confluence screen



Quick guide to searching in Confluence

- You can search Confluence via your **browser's search box** (Firefox or Internet Explorer 7 or later). Just add your Confluence site as a search provider via the dropdown menu in your browser's search box.
- The Confluence search box (top-right corner) offers suggested **"Quick Navigation"** search results in a dropdown as you type. If your desired search result is suggested, you can open the page simply by selecting it in the dropdown.
- Performing a **full search** provides you with more detailed search results, including the ability to **preview images and Office documents**.
- The full search also offers alternative spelling ('**Did you mean**') suggestions as part of your search results.

On this page:

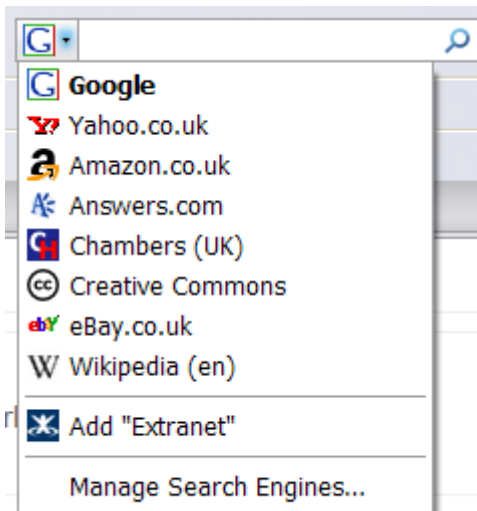
- [Searching Confluence from your Browser's Search Box](#)
- [Using the Quick Navigation Aid](#)
- [Performing a Full Search](#)
- [Viewing Attached Office Documents](#)
- [Accepting 'Did you mean' Suggestions from Confluence](#)
- [Filtering your Search Results](#)
- [Advanced Search Syntax](#)
- [Browsing Related Labels](#)
- [Searching the Content of Attachments](#)

Searching Confluence from your Browser's Search Box

If you are using Firefox or Internet Explorer 7 or later, you can add add your Confluence site as a search provider, via the dropdown menu next to the browser's search box.

The example below shows the 'Extranet' Confluence site offered for inclusion as a search engine in the browser's search box.

Screenshot: Adding your Confluence site to your browser's search box



OpenSearch

Confluence supports the autodiscovery part of the [OpenSearch](#) standard, by supplying an [OpenSearch description document](#). This is an XML file that describes the web interface provided by Confluence's search function. Any [client applications](#) that support OpenSearch will be able to add Confluence to their list of search engines. Your [Confluence Administrator](#) can enable or disable the Open Search feature via the Confluence Administration Console.

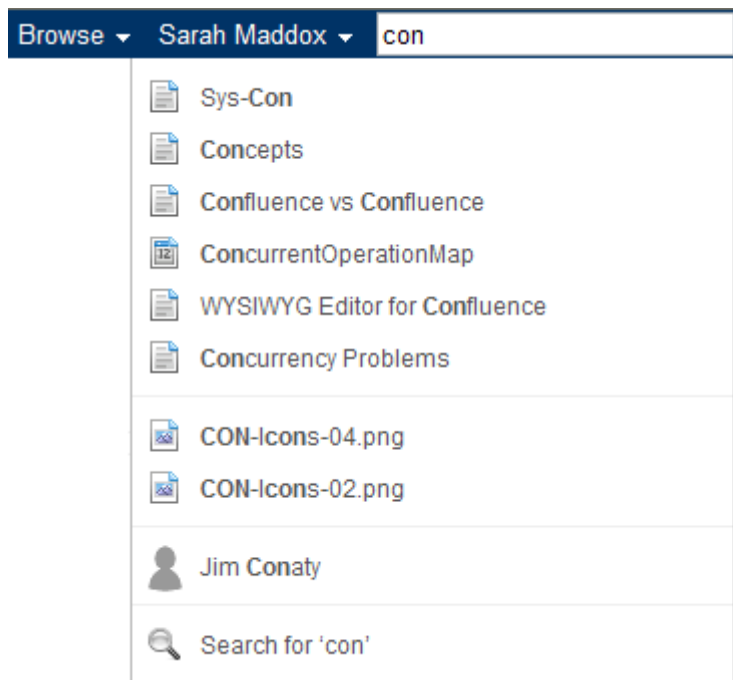
Using the Quick Navigation Aid

The quick navigation aid automatically offers a dropdown list of pages and other items, matched by title to your search query. You can select one of the offered items or ignore them altogether.

To use the quick navigation aid,

1. Start typing your query into the search box located at the top right-hand corner of every screen. Confluence matches titles as you type, showing a quickly-adjusting dropdown list of pages, news items, personal profiles, attachments and so on.
2. Press the Enter key if you want to bypass the quick navigation aid and perform a full search, as described [below](#).
3. To see the space to which an item belongs, let your mouse pointer hover over the item in the dropdown list.
4. Use the up- and down-arrows on your keyboard to move up and down the list of matching titles and select an item.
5. Press the Enter key to open the selected item.
6. If you do not find what you are looking for, select the 'Search for' option at the bottom of the list and press the Enter key to do a full search. This has the same effect as pressing Enter immediately after typing your search query. The full search is described [below](#).

Screenshot: The quick navigation aid showing titles matching the query 'con'



Here is more information about how the quick navigation feature works:

- Confluence will truncate any titles that are too long to be displayed.
- If a title is too long to fit the box, hover your cursor over the title to see the full text.
- The matching items are grouped by content type so that you can quickly find the type you want. Confluence shows a maximum of 6 pages and/or news items, 2 attachments, 3 people and 2 spaces. If no matches are found in a particular category, then that category does not appear in the list.
- Items are ordered with the most recent updates first.
- When the matching item is a person's name, their profile picture appears next to their name in the list.
- The part of the title that is matched by the search query is highlighted in bold text.

 Your [Confluence Administrator](#) can enable or disable the quick navigation feature via the Confluence Administration Console.

Performing a Full Search

When you perform a full search, Confluence will search all content in all spaces (global and personal), mail, personal profiles, attachments and the space description. The results will appear on a new screen.

 **For the developers**
The rendering of search results in Confluence is pluggable. If you are a developer, you may wish to write your own search result renderer to change how the search results are displayed. For more information, please refer to the following developer document: [Writing a search result renderer](#).

To use the full search,

1. Type your query into the search box located at the top right-hand corner of every screen (or type it into the text box at the top of the Search screen).
2. Press the Enter key. (This means that you will ignore the dropdown list of titles offered by Confluence's quick navigation aid, described [above](#).)
3. The Search screen appears, as shown below. If any Confluence pages or items match your search query, the Search screen shows a list of the matching items.
4. Click an item's title to open the Confluence page or other item.

Screenshot: Results of searching for 'confluence'

The screenshot shows the Confluence search results page for the query 'permissions'. The page header includes the Confluence logo and the search term 'permissions' in a search box. Below the header, it says 'Showing 11-20 of 437 for permissions'. The search results are listed on the left, each with an icon, a title, a brief description, and a date. The results include:

- Navigating to the Space Permissions View**: A page explaining how to navigate to the 'Space Permissions' view.
- Changes to the Page Permission API in Confluence 2.4**: A page explaining changes to the Confluence API that affect plugins.
- new-permissions.png**: An image file (26 kB) with a thumbnail and a download link.
- pagepermission.jpg**: An image file (12 kB) with a thumbnail and a download link.
- Are all users in LDAP visible in Confluence administration and can they can be assigned permissions or to groups?**: A page discussing LDAP users and permissions.

On the right side of the screen, there is a filter sidebar with the following options:

- Where**: A dropdown menu set to 'Confluence Docs 3.1'.
- What**: A dropdown menu set to 'All Content'.
- When**: A dropdown menu set to 'Any date'.
- Who**: A text input field with the placeholder 'Content the user has created or edited.'
- Filter**: A button to apply the filters.
- Clear Filter**: A link to clear the filters.
- Browse Labels**: A list of labels including 'permissions', 'bamboo', 'access', 'security', 'space', and 'confluence'.

On the left of the screen you will see a text block for each item that matched the search criteria, with the following information for each item:

- An icon representing the content type (user profile, space, page, news item, etc). See [Confluence Icons](#).
- The title or name of the content item.
- For attachments: The size and type of file, with a link to download or view the attachment where relevant. See information on [viewing Office attachments](#) below.
- For image files: A thumbnail of the image will display to the right of the file name.
- The most relevant few lines of content from within the item. Any words that match your search query are highlighted within the content.
- For personal profile items: The email address.
- The space to which the item belongs, displayed on the last line of the item's text block.
- The date when the content item was last modified.



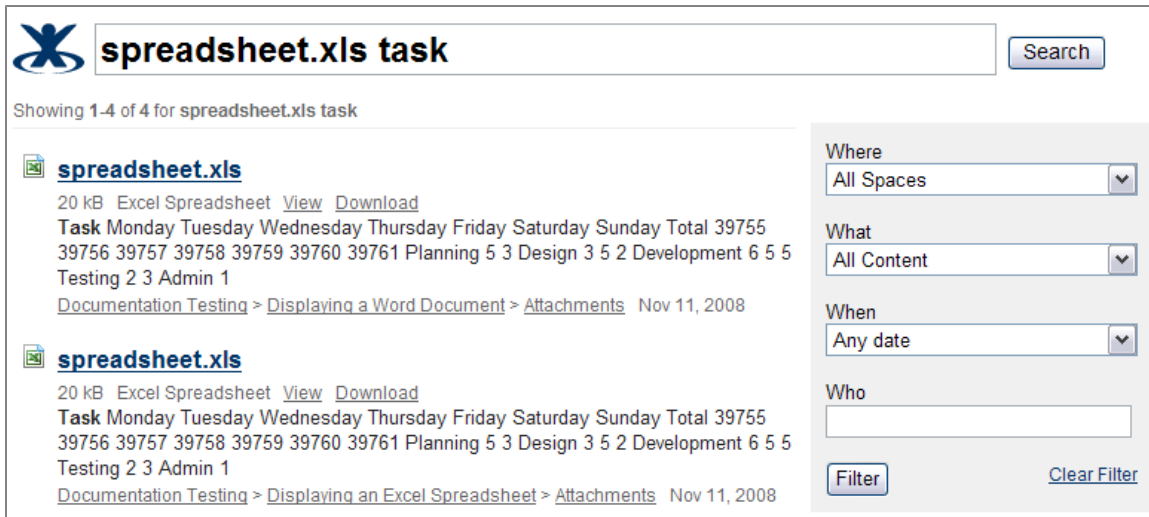
You will see only search results which you have permission to view.

On the right of the screen are further options which allow you to tailor or filter your search results. See [below](#).

Viewing Attached Office Documents

When the search results include an attached Office document, you will see a 'View' link as shown in the screen snippet below.

Screenshot: Search results include an attached Office document with 'View' link



The screenshot shows a search result for 'spreadsheet.xls task'. The search bar at the top contains the text 'spreadsheet.xls task' and a 'Search' button. Below the search bar, it says 'Showing 1-4 of 4 for spreadsheet.xls task'. The first result is a file named 'spreadsheet.xls' (20 kB, Excel Spreadsheet) with links for 'View' and 'Download'. Below the file name is a table showing the number of occurrences of the word 'spreadsheet.xls' in various spaces and content types. The table has columns for 'Task', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', 'Sunday', and 'Total'. The data is as follows:

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
39755	39756	39757	39758	39759	39760	39761	Planning	5
3	Design	3	5	2	Development	6	5	5
Testing	2	3	Admin	1				

Below the table, there are links for 'Documentation Testing > Displaying a Word Document > Attachments' and the date 'Nov 11, 2008'. The second result is identical to the first. On the right side of the search results, there are filters for 'Where' (All Spaces), 'What' (All Content), 'When' (Any date), and 'Who' (empty). There are 'Filter' and 'Clear Filter' buttons at the bottom of the filter section.

Click the 'View' link to view the content of the Office document within Confluence. If you have an Office application installed, you will also be able to launch your Office editor from within Confluence. See [Displaying Office Files in Confluence](#) and [Working with the Office Connector](#).

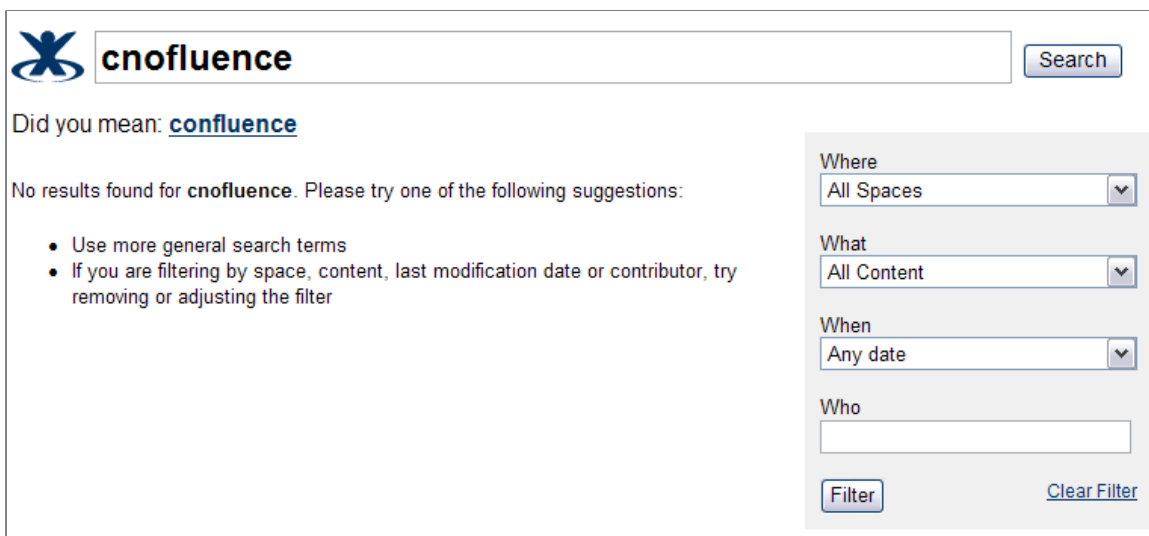
Accepting 'Did you mean' Suggestions from Confluence

When you perform a full Confluence search, as described [above](#), Confluence may offer you an alternative spelling of your search query. The alternative spelling will appear next to the words '**Did you mean**', as shown in the example below.

To accept an alternative spelling suggestion,

1. Type your query into the search box.
2. Press the Enter key.
3. Confluence will analyse the wiki content, to determine whether an alternative spelling of your search query occurs more often in the wiki content. If this is the case, the words '**Did you mean**' will appear on the screen, along with an alternative spelling for your search query.
4. If you want to try the alternative spelling, click the word showing the suggested spelling. In the example below, you would click the word '**confluence**'.

Screenshot : The Search screen with 'Did you mean' offering a corrected spelling



The screenshot shows a search result for 'cnofluence'. The search bar at the top contains the text 'cnofluence' and a 'Search' button. Below the search bar, it says 'Did you mean: **confluence**'. Below this, it says 'No results found for **cnofluence**. Please try one of the following suggestions:'. There are two suggestions listed:

- Use more general search terms
- If you are filtering by space, content, last modification date or contributor, try removing or adjusting the filter

On the right side of the search results, there are filters for 'Where' (All Spaces), 'What' (All Content), 'When' (Any date), and 'Who' (empty). There are 'Filter' and 'Clear Filter' buttons at the bottom of the filter section.

Here is more information about how the 'Did you mean' feature works:

- Confluence uses both a dictionary (bundled with Confluence) and words mined from the content on your system to work out the best alternative spellings of your search terms. Practically, this means that Confluence can provide spelling corrections for specialised jargon that may not appear in a standard dictionary. In general, when deciding between alternative spellings, Confluence will favour words that appear more often in your content.
- In some cases, the 'Did you mean' suggestion may appear even when there are Confluence pages, etc, which match your search query. In other cases, there will be no items which match your search criteria. In both cases, Confluence will offer a 'Did you mean' suggestion if there is a word which will help you find more relevant content.
- The 'Did you mean' feature may offer more than one suggestion.
- The 'Did you mean' suggestion may even offer an incorrect spelling. This would happen if the incorrect spelling occurs many times

within your Confluence site. This is intentional, because the aim of the 'Did you mean' feature is to help you find content, not to correct your spelling.

Your [Confluence Administrator](#) can enable or disable the 'Did you mean' feature via the Confluence Administration Console.

Filtering your Search Results

The Search screen, [pictured above](#), appears when you do your first search. By default, Confluence will search all content across your Confluence site, including all spaces, mail archives, attachments and all other content types.

On the right of the screen are options which allow you to tailor or filter the search results.

Screenshot: Filtering your search results

Enter your filter criteria as described below, then click the **'Filter'** button.

- **Where** — Restrict your search results to a particular space, or to your favourite spaces, global spaces or personal spaces.
- **What** — Restrict your search results to a particular content type (pages, news items, mail, etc).
- **When** — Restrict your search results to content modified within a particular period of time (today, yesterday, within the last week or within the last month).
- **Who** — Restrict your search results to content last modified by a particular user. You can start typing the person's username or part of their name into the text box as follows:
 - Type the username (e.g. 'jsmith').
 - Or start typing the person's first name (e.g. 'john')
 - Or their last name (e.g. 'smith').
 - Or another part of their name, such as a middle name.
 Confluence will offer you a list of possible matches. Use your mouse to select the person you want, then press the Enter key to filter the search results.

Screenshot: Filtering your search results by user

More information about the user-matching filter:

- The user-matching filter is *not* case sensitive. You can enter upper or lower case letters and will receive the same results.
- When looking for users to match the name you entered, Confluence divides a person's name into logical units corresponding to first name, middle name (one or more) and last name. It matches the letters of each unit in the name you entered against the letters of each unit in the user directory. For example, you can enter 'jo sm' to look for John Smith. The search is triggered after you have entered at least two letters.
- For each part of the name, you need to enter at least two letters. For example, if you enter just 'john s', the filter will look for users called 'john' and will ignore the 's'. Similarly, if you enter 'j smith' you will see everyone with the name 'smith' even if

- their first name does not start with a 'j'.
- You are not forced to use the auto-complete list. You can just type 'jsmith' or 'jo sm' and filter on that without choosing a match from the dropdown list. Confluence will warn you if there is more than one user corresponding to the name you have entered.

Click '**Clear Filter**' if you want to remove all your filters and perform the same search again but without the filter.

Advanced Search Syntax

See [Confluence Search Syntax](#) for more ways to refine the text you enter into the search box.

Additionally, see [Confluence Search Fields](#) for special parameters you can use in the search box to search on various metadata.

Browsing Related Labels

Also on the right of the Search screen, Confluence will offer a list of labels which are related to your search query. See the screenshot [above](#).

You can click a label to see all pages and news items tagged with that label. See [Navigating Pages by Label](#).

Searching the Content of Attachments

When you search Confluence, by default the search will include the content of the following types of attachments:

- Word
- Text
- PowerPoint
- Excel
- PDF
- HTML

To search the content of other attachment types, you will need to use an attachment content extractor plugin. For more information, take a look at the following:

- [Existing extractor plugins](#) which you can install on your Confluence site.
- Guidelines on developing your own [attachment content extractor plugin](#).

RELATED TOPICS

[Confluence Search Syntax](#)
[Confluence Search Fields](#)
[Ranking of Search Results](#)
[Text Tokenisation and Filtering](#)
[Search Macro](#)
[Livesearch Macro](#)
[Pagetree Macro \(includes an optional search box\)](#)
[Viewing labelled pages](#)
[Searching the People Directory](#)

Take me back to [Confluence Documentation Home](#)

Confluence Search Fields



Purpose of this document

This page is intended for **developers and advanced users** of Confluence. It gives an overview of the [Apache Lucene](#) search fields used in Confluence.

On this page:

- [Searching for Content in Specific Fields](#)
- [Confluence Search Fields](#)
 - [Personal Information](#)
 - [Pages](#)
 - [News](#)
 - [Attachments](#)
 - [Mail Items](#)

Searching for Content in Specific Fields

Confluence data is stored in fields which can be specified in the search. To search a specific field, type the name of the field followed by a colon ':' and then the term you are looking for.

Examples:

```
1.title:"Some Title"
```

```
1.labelText:chalk
```

The field specification applies only to the term directly preceding the colon. For example, the query below will look for "Some" in the title field and will search for "Heading" in the default fields.

```
1.title:Some Heading
```

Confluence Search Fields

Below are the fields which can be searched, listed by content type.

Personal Information

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

Pages

Name	Indexed	Stored	Tokenised	Notes
handle	true	true	false	
type	true	true	false	
urlPath	true	true	false	
title	true	true	true	
spacekey	true	true	false	
labelText	true	true	true	
modified	true	true	false	
created	true	true	false	
userpermission	true	true	false	
contentBody	true	true	true	
lastModifiers	true	true	false	Username of the user who last updated the page.
creatorName	true	true	false	Username of the user who added the page.

News

Name	Indexed	Stored	Tokenised	Notes
handle	true	true	false	
type	true	true	false	
urlPath	true	true	false	
title	true	true	true	

spacekey	true	true	false	
labelText	true	true	true	
modified	true	true	false	
created	true	true	false	
userpermission	true	true	false	
contentBody	true	true	true	
lastModifiers	true	true	false	Username of the user who last updated the news item.
creatorName	true	true	false	Username of the user who created the news item.

Attachments

Name	Indexed	Stored	Tokenised	Notes
handle	true	true	false	
type	true	true	false	
urlPath	true	true	false	
filename	true	true	true	
title	true	true	false	
comment	true	true	true	
spacekey	true	true	false	
modified	true	true	false	
created	true	true	false	
userpermission	true	true	false	
contentBody	true	true	true	

Mail Items

Name	Indexed	Stored	Tokenised	Notes
handle	true	true	false	
type	true	true	false	
urlPath	true	true	false	
title	true	true	true	
spacekey	true	true	false	
messageid	true	true	false	
inreplyto	true	true	false	
recipients	true	true	true	
labelText	true	true	true	
modified	true	true	false	
created	true	true	false	
userpermission	true	true	false	
contentBody	true	true	true	
lastModifiers	true	true	false	The username of the user who did the mail import, not the person who sent the email message.
creatorName	true	true	false	The username of the user who did the mail import, not the person who sent the email message.

RELATED TOPICS

- Searching Confluence
- Confluence Search Fields
- Confluence Search Syntax
- Ranking of Search Results
- Searching the People Directory
- Text Tokenisation and Filtering

Confluence Search Syntax

Here's how you can refine your search. Confluence will ignore common words like "the" unless you place your query within quotes.

Exact phrase search

To search for content that contains the exact phrase "chalk and cheese"

```
1."chalk and cheese"
```

 Confluence will ignore common words (**stop words**) like "and" above. [This](#) is the default list of stop words used by lucene. Please cast your vote towards [this](#) improvement request.
For eg:

1. Searching for "The One" returns all pages containing "One" because "The" is a stop word.
2. Searching for "Cheese One" would only return pages in which "One" appears as the first word (other than stop words) after "Cheese". So it would return "Cheese for One" or "Cheese to One" or "Cheese One". It would not match "One Cheese" or "Cheese Flamingo One"

Or Search

To search for content that contains one of the terms, "chalk" OR "cheese"

```
1.chalk OR cheese
```

And Search

To search for content that contains both the terms "chalk" AND "cheese"

```
1.chalk AND cheese
```

Not search

To search for content that contains "chalk" but NOT "cheese"

```
1.chalk NOT cheese
```

Excluded Term search

Similar to the NOT search, to search for content that contains "chalk" and "butter" but NOT "cheese"

```
1.chalk butter -cheese
```

Grouping Search

To search for content that **MUST** contain "chalk" but **CAN** contain either "cheese" or "butter" use the search:

```
1.(cheese OR butter) AND chalk
```

Title Search

To search for content with "chalk" in its title, where *title* is the field keyword.

```
1.title:chalk
```

Wild card searches

Single character

To search for "butter" or "batter" you can use the search:

```
1.b?tter
```

To search for "chicken" or "chickpea" you can use the search:

```
1.chick*
```

 Wildcards can be used anywhere within a word, except at the very beginning.

For example:

```
1.*chick
```

is an invalid search term.

Multiple characters

To search for "chick" or "chickpea":

```
1.c*c*
```

You can also combine search characters to get the exact word. For example the search term below will return "chick" yet not "chickpea":

```
1.c*c?
```



Case Sensitivity in wildcard searches

Since the fix for [CONF-13846](#) Confluence is case sensitive for wildcard searches.

You should note that all the example searches given previously search across the default set of fields which are stored as lower case and therefore all searches of that style should be given lower case search terms (as shown in the examples).

However, if you were to search one of the case sensitive fields, such as 'content-name-untokenized' the case of your search term would need to match the document you are searching for.

Proximity searches



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

```
1."octagon post"~1
```

will return "Octagon blog post".

```
1."octagon post"~0
```

is an invalid search term.

Range search



Searches for names that fall alphabetically within the specified range.

```
1.[adam to ben]
```

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

Fuzzy search



This search looks for words spelled similarly.

To search for octagon, if unsure about spelling:

```
1.octogan~
```

will correctly return "octagon"

Combined search

You can also combine various search terms together:

```
1.o?tag* AND past~ AND ("blog" AND "post")
```

RELATED TOPICS

[Searching Confluence](#)
[Confluence Search Fields](#)

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

Ranking of Search Results

When you perform a [search](#) in Confluence, it is likely that there will be many pages or other content items that match your search terms. Confluence will rank the matching items by evaluating their relevance. This should mean that the items most relevant to you will appear at the top of the search results list, so that you can quickly select the item you need.

Below is an overview of the method Confluence uses to determine the relevance of the items returned by the search, i.e. to rank the search results.

On this page:

- [Philosophy behind the Ranking](#)
- [Summary of the Ranking Method](#)
- [Weighting of Content Types](#)
- [Weighting of Fields](#)
- [Weighting Based on Age](#)
- [Simplified Example](#)

Philosophy behind the Ranking

Confluence gives highest priority to personal information i.e. documents which take you to a user's profile when you click on them. Collaboration is a primary function of a wiki, so Confluence makes it easy to find people.

For example, if you search for 'John Smith', the first results you see will be for John Smith's user profile and personal space. There may also be other content (wiki pages, email messages, etc) which contain the words 'John Smith'. These other content types may even have 'John Smith' as the page title and repeated multiple times in the content, but they will still appear lower down in the list of search results.

Matching terms found in the title of a page, or in the title of any content type, are considered a strong match. So are matches found in labels, because when someone applies a label it means that they think the content is particularly relevant to the labelled term.

Matches found in the content body are of average importance. If the matched term appears more than once, the document will be given a proportionately higher ranking.

We also assume that information created recently is slightly more relevant than older information.

Summary of the Ranking Method

When displaying the results of a search, Confluence applies a weighting to each of the content items returned.

To determine the weighting:

1. For each content item, Confluence first applies three weightings based on the following:
 - a. The content type of the item returned — user profile, page, news item, attachment, etc. (More details [below](#).)
 - b. The type of field in which the search term was found — title, name, label, or content body. (More details [below](#).)
 - c. The age of the item returned. (More details [below](#).)
2. Confluence then combines the three weightings to arrive at a single weighting for the content item.

The item with the heaviest weighting will appear at the top of the list of search results, and the other items will appear below in descending order of weighting.

Weighting of Content Types

Content Type	Weighting
User Profile	9
Page	8
Blog	7
Attachment	6
Comment	5
Mail	0.5
Space Description	0.4



Simple example

If the search returns 7 matching items, and each item is one of the above types, then the items will be presented in the above order on the results screen. (This example assumes that the search term is found in the same field in each item — see more about fields [below](#).)

Weighting of Fields

Field Name	Weighting
Title	9
Full name	8
Label text	7
Content	5

Note that 'content' above could be the content of a page, or the content of a comment, or the body of any other content type. See more about content types [above](#).



Simple example

A match for a search term in the title of a document is 1.8 times (9/5) more important than a match in the content.

Weighting Based on Age

This weighting is based on the age of the item returned in the search results. The age of the item is calculated from the creation date of the item. The age intervals are quite coarse-grained, as shown in the table below.

When the Item was Created	Weighting
Today	1.5
Yesterday	1.3
Up to 1 week ago	1.25
Up to 1 month ago	1.2
Up to 3 months ago	1.15
Up to 6 months ago	1.10
Up to 1 year ago	1.05
Beyond a year	1

The weighting is fairly small, so will not have a large effect. When an item is more than a year old, the age weighting is just '1' i.e. it has no effect.



Simple example

- If two documents match in all other ways then the newer one will be presented first.
- If the two documents being compared are both older than a year then their relative age does not matter.

Simplified Example

Let's assume you search for a single term.

Confluence finds a match in the title of an email message created today:

Weighting for the content type (email)	0.5
Weighting for field (title)	9
Weighting for age (today)	1.5
Total weighting	6.75

Confluence also finds a match in the content of a comment created three weeks ago:

Weighting for the content type (comment)	5
Weighting for field (content)	5

Weighting for age (up to 1 month ago)	1.2
Total weighting	30

Result: The comment (weighting 30) will be appear higher in the search results than the e-mail (6.75).

i Confluence uses the [Apache Lucene](#) search engine library. Lucene's score calculation has a number of additional terms, not mentioned in the above example. We have simplified above, for purposes of illustration. If you are interested, you can see more information in the [Lucene documentation](#).

RELATED TOPICS

[Searching Confluence](#)
[Confluence Search Syntax](#)
[Confluence Search Fields](#)
[Text Tokenisation and Filtering](#)
[Search Macro](#)
[Livesearch Macro](#)
[Pagetree Macro](#) (includes an optional search box)

Take me back to [Confluence Documentation Home](#)

Searching the People Directory

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.

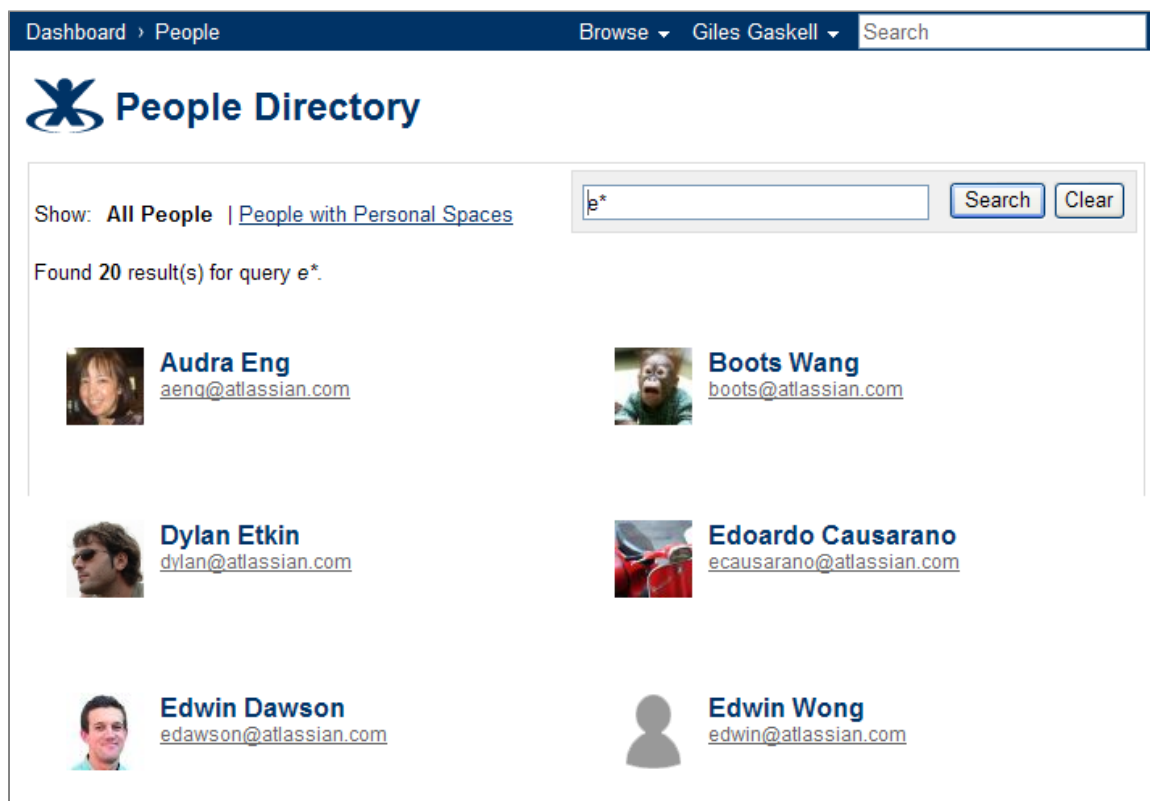
Viewing the People Directory

There are two ways by which you can access the people directory in Confluence:

- On the [Dashboard](#), click the **'People Directory'** link next to the people directory icon: 
- Alternatively, from most areas of Confluence, open the **'Browse'** menu and select **'People Directory'**

i The Confluence administrator can [hide the People Directory](#). If it is hidden, you will not see the 'People Directory' link either on the Dashboard or from the 'Browse' menu.

Screenshot: The People directory



Dashboard > People Browse Giles Gaskell Search

People Directory

Show: **All People** | [People with Personal Spaces](#)

Found 20 result(s) for query e*.


Audra Eng
aeng@atlassian.com


Boots Wang
boots@atlassian.com


Dylan Etkin
dylan@atlassian.com


Edoardo Causarano
ecausarano@atlassian.com


Edwin Dawson
edawson@atlassian.com


Edwin Wong
edwin@atlassian.com

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.
-  If a person has not yet set up their personal space, then the 'Personal Space' option will not be available from the 'More' menu of their hover profile popup. For more information about the hover profile feature, please refer to [Hover Profile Overview](#).

Following People's Activities

Confluence's network features allow you to 'follow' (that is, keep track of) other people's activities throughout a Confluence site. For more information, please refer to [Network Overview](#). Using the [hover profile](#) feature, the people directory is a convenient area from which you can start following other people throughout your Confluence site.

- To start following another person's activities, move your mouse over a user's name or profile picture and in their hover profile popup, click **'Follow'**.
- To stop following another person's activities, move your mouse over a user's name or profile picture and in their hover profile popup, click **'Stop Following'**.

Once you start following another person, their activities will start appearing in your [network view](#).



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 the [Confluence User Guide](#).

Text Tokenisation and Filtering

When searching for content based on search terms entered by the user, Confluence splits the text of the content into tokens, and then filters and modifies those tokens according to the following rules.

Tokenisation

Confluence uses Lucene's [Standard Tokenizer](#). This splits the text into tokens as follows:

- Splits words at punctuation characters, removing punctuation. However, a dot that's not followed by white space 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.
- Recognises email addresses and internet host names as one token.



An example: 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.
- Removes the dots from acronyms, e.g. I.B.M. becomes IBM.
- Converts everything to lower case.
- Removes common words like 'the' and 'or' are removed.
- Converts words to their stems. For example, 'fishing' and 'fishes' both become 'fish'.

RELATED TOPICS

[Searching Confluence](#)

Tracking Updates Overview

Here's how you can keep track of changes to a single page, an entire space or 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. The notifications contain:

- Pages created and updated
- Blog posts created and updated
- User profiles updated

Watch a page : be notified by email of updates to a page.

Subscribe to daily email reports: be notified by email daily of changes in all spaces to which you have 'view' access.

Subscribe to RSS feeds: subscribe to Confluence RSS feeds to stay informed of:

- New and updated pages
- New comments
- New news items
- New attachments
- Updates to and comments on pages that have a given label



Using labels and RSS feeds as an alternative to watches

You can use the RSS feed builder to track updates to labelled pages and comments on those pages. Here is an idea for customising your RSS feed by using your own personal label(s). This is useful if you want to track updates to specific pages or blog posts, and you do not want to deal with emails. You can use this method as an alternative to watching pages.

- Build an RSS feed that returns pages, blog posts and comments labelled with a personal label, such as '**my:feed**'.
- Each time you want to 'watch' a page, just label it with 'my:feed'.
- All updates and comments will automatically come through your RSS feed.

RELATED TOPICS

Managing Watches
Page History and Page Comparison Views
Viewing Space Activity

Take me back to the [Confluence User's 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 '**Profile**' view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 '**Profile**' from the dropdown list. The '**Profile**' view will open.
 2. Go to the '**Watches**' tab. This lists the pages and spaces you are currently watching. Click the envelope icon beside any unwanted watches to remove them.
 3. Click the '**email settings**' link to go to the '**Email**' section of the '**Settings**' tab.
 4. Click the '**Edit**' button to enter edit mode.
 5. Select the '**Notify on my actions**' check box if you want Confluence to include your own actions in your notifications for your watches. Clear 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](#).
6. 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.
 7. Click the '**Save**' button to save your changes.

RELATED PLUGINS

Consider adding a plugin to extend Confluence's functionality.

- [Confluence 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 the [Confluence User's 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. Users who [updated](#) their personal profile will also have their name listed in the daily report.

To subscribe to the daily report,

1. Go to the '**Settings**' view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 '**Settings**' from the dropdown list. The '**Settings**' view will open.
2. Click the '**Email**' link in the left-hand panel.
3. Click the '**Edit**' button.
4. From the '**Email Format**' drop-down menu, select whether you want to receive your notifications as HTML or plain text. This will apply to all your email notifications, including your [watches](#).
5. Select the check box beside '**Subscribe to daily updates**'.
6. If you want to receive a notification each time you add or edit content on Confluence yourself, select the check box beside '**Notify on my actions**'. If you leave this check box cleared, you will receive notification of other people's actions but not of your own.
7. If you want to see content changes made in Edit notification email messages, select the check box beside '**Show changed content**'. If you leave this check box cleared, content changes will be omitted from your emails.
8. If you want to see full page or blog post content in Edit notification emails, select the check box beside '**Show full content**'. If you leave this check box cleared, full page or blog post content in Edit notification emails will be omitted from your emails.
9. Click the '**Submit**' button.

[Screenshot: Subscribing to daily updates](#)



Joseph Webb Bloggs

[Profile](#)
[Network](#)
[Status Updates](#)
[Labels](#)
[Watches](#)
[Drafts](#)
[Settings](#)

Your Settings

- General
- Email

Gadgets

- [View OAuth Access Tokens](#)

Email Settings

Email format: HTML

Confluence can send notification emails in either Text or HTML formats. Only the HTML format will contain images and formatted content.

☐ **Subscribe to daily updates**
Check this option to receive a daily email report summarising all changes that you have permission to view.

☐ **Notify on my actions**
Check this option to receive email notifications whenever you add or change content.

☒ **Show changed content**
Check this option to see changes made in Edit notification emails (HTML format only).

☒ **Show full content**
Check this option to see the full Page/Blog Post content in Edit notification emails (HTML format only).

[Submit](#) [Cancel](#)

RELATED TOPICS

[Tracking Updates Overview](#)
[User Profile Overview](#)

Take me back to the [Confluence User's 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.

On this page:

- [Confluence RSS Feeds](#)
- [RSS Newsreaders](#)
- [Removing an RSS Feed](#)

Confluence RSS Feeds

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.
- [Subscribe to a feed of any Confluence user's network](#) to track the activities of users they are following in their network.



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)

Removing an RSS Feed

There is no need to try to delete or remove an RSS feed built by the Confluence [RSS feed builder](#).

Explanation: The feeds generated by the RSS Feed Builder are dynamically generated via the parameters included in the feed URL (address). For example, take a look at the following feed URL:

```
http://confluence.atlassian.com/createrssfeed.action?types=page&sort=modified&showContent=true...
```

The above feed URL will generate a list of pages ('types=page'), sorted by the modification date and showing the page content. The feed is generated at the time when the URL is fetched and there is no RSS feed information stored on the database. For that reason, there is no need to remove anything.

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 the [Confluence User's 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. Go to '**Browse**' and select '**Advanced**' from the dropdown list. The 'Advanced' screen will appear.
2. Click on '**RSS Feeds**' in the left-hand column.
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.
 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.
 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 the [Confluence User's Guide](#).

Using the RSS Feed Builder

Using the RSS feed builder, you can create customised RSS feeds to subscribe to changes within Confluence.

Wondering what an RSS feed is? See [more information about RSS Feeds](#).

On this page:

- [Building an RSS Feed](#)
- [Hint: Using Labels to Customise your Feed](#)
- [Removing an RSS Feed](#)

Building an RSS Feed

Follow the steps below to build your feed, choosing the type of content and the time period you want to monitor.

[To create a customised RSS feed,](#)

1. Go to the dashboard and click the '**Feed Builder**' link  located below the list of spaces. This will display a form as shown below.
2. Check the boxes to select one or more content types you want to include in your feed:
 - '**Pages**' – Check this box if you want to know when a page is added or updated. You can also include the '**Comments**' and/or '**Attachments**' on pages. Even if you do not select 'Pages', you can still choose to receive page comments or attachments in your feed.
 - ✓ Tip: You can build separate feeds, one for pages only and one that includes comments as well. This allows you to monitor only pages if you are short of time, and to read the comments when you have more time.
 - '**Blog Posts**' – Check this box if you want to know when a blog post is added or updated. You can also include the '**Comments**' and/or '**Attachments**' on blog posts. Even if you do not select 'Blog Posts', you can still choose to receive comments or attachments in your feed.
 - '**Mail**' – Check this box if you want to know when the email archive is updated. (See the [overview of mail archives in Confluence](#).)
3. Select one or more **spaces** from the list. Press Ctrl + left mouse button to select multiple spaces.
4. Enter a **name** for your RSS feed, such as 'My Confluence feed' or 'Blog posts from the staff space'.
5. If you want to filter your RSS feed using a **label**, enter one or more labels separated by spaces or commas. If you enter more than one label, Confluence will return all content (of the selected types) that matches one or more of the labels.
- Hint:** See the [hint below](#) about using labels to customise your feeds.
6. Choose whether to **sort** items in your RSS feed by the date they were originally created or the date they were last updated.
7. Specify the feed size and time period:
 - You can leave the default values as '**Limit to 10 items**' and '**Within the last 5 days**'.
 - Otherwise, specify the number of items you want Confluence to return in your feed and how far in back in time you want Confluence to look.
8. If you have chosen to include pages, specify whether your RSS feed should display the entire page ('**Content**'), or a comparison between the original and the updated content ('**Diff**').
9. Click '**Create**'.
10. This will take you to a new screen. Drag or copy the link into your RSS reader. The feed URL is linked to the words '**Drag or copy this link to your RSS reader**'.

**Using an authenticated feed**

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

Screenshot 1: The Confluence RSS feed builder



RSS Feed Builder

- Types of content:
- ☒ Pages
 - ☒ Comments
 - ☒ Attachments
 - ☒ Blog Posts
 - ☒ Comments
 - ☒ Attachments
 - ☒ Mails

From Space(s):

All Spaces

Favourite Spaces

Global Spaces

Personal Spaces

Favourite Spaces

Atlassian Foundation

Cohotion

Confluence Developme...

Developer Network

Development

Fisheye Crucible Dev...

Games

Hosted Services

Technical Writing

Website Development

Global Spaces

Admin Space

Archive

Atlassian IDE Connec...

AUI

Press Ctrl + left mouse button to select multiple spaces.

Feed Name:

With these labels:

Sorted by: ☐ Created Date
☒ Modified Date

Limit to: items

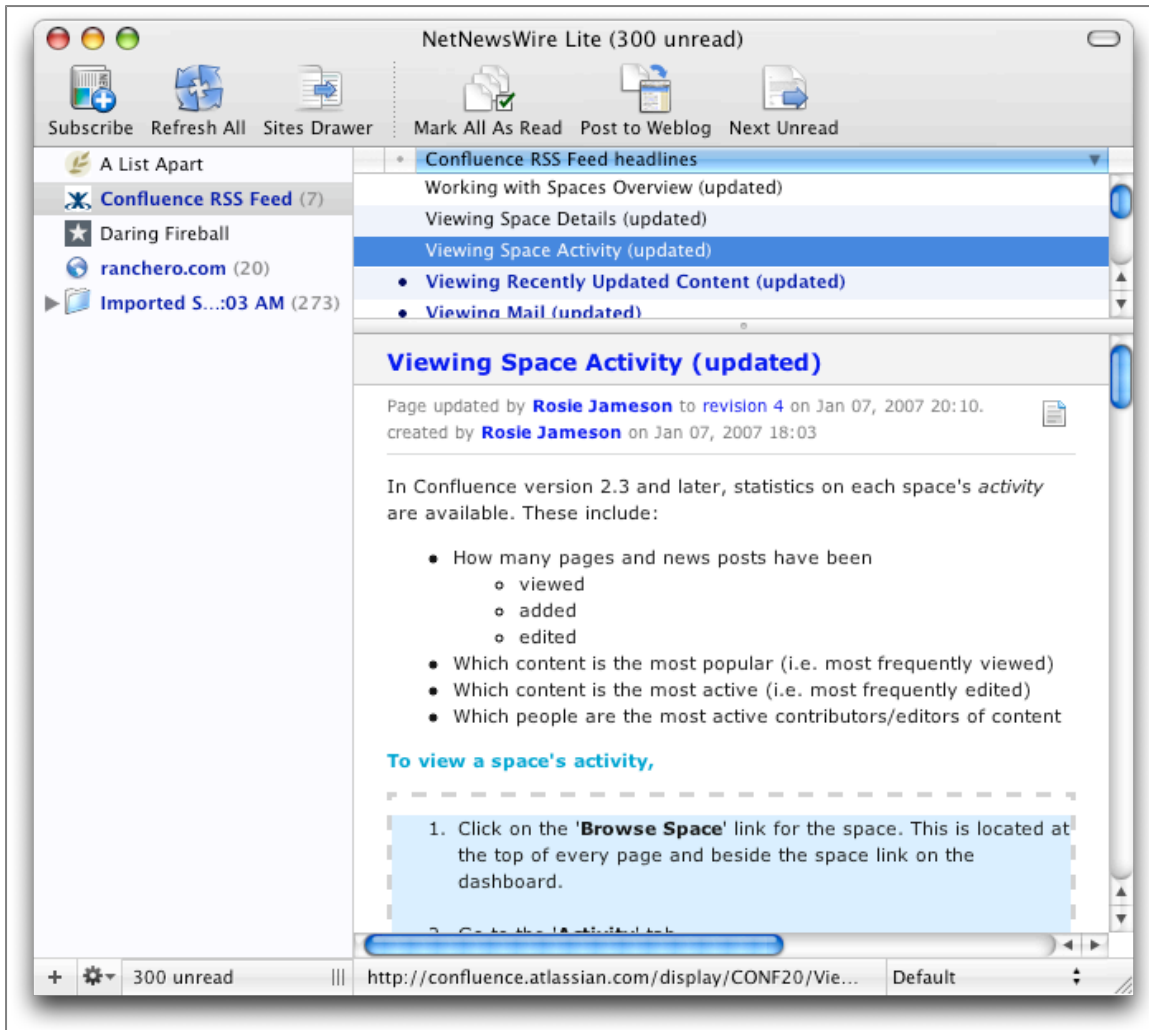
Within the last: days

For Pages: ☒ Content
☒ Diff

Create

Cancel

Screenshot 2: Example feed



Hint: Using Labels to Customise your Feed

You can use the RSS feed builder to track updates to labelled pages and comments on those pages. Here is an idea for customising your RSS feed by using your own personal label(s). This is useful if you want to track updates to specific pages or blog posts, and you do not want to deal with emails. You can use this method as an alternative to watching pages.

- Build an RSS feed that returns pages, blog posts and comments labelled with a personal label, such as **'my:feed'**.
- Each time you want to 'watch' a page, just label it with 'my:feed'.
- All updates and comments will automatically come through your RSS feed.

Removing an RSS Feed

There is no need to try to delete or remove an RSS feed built by the Confluence [RSS feed builder](#).

Explanation: The feeds generated by the RSS Feed Builder are dynamically generated via the parameters included in the feed URL (address). For example, take a look at the following feed URL:

```
http://confluence.atlassian.com/createrssfeed.action?types=page&sort=modified&showContent=true...
```

The above feed URL will generate a list of pages ('types=page'), sorted by the modification date and showing the page content. The feed is generated at the time when the URL is fetched and there is no RSS feed information stored on the database. For that reason, there is no need to remove anything.

RELATED TOPICS

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

[RSS Feeds FAQ](#)

[Tracking Updates Overview](#)

[Working with RSS Feeds](#)

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

Watching a Page

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. Select the '**Stop watching 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: noreply@atlassian.com Date: 5:24 PM To: vidya@atlassian.com
Comment Added : <u>CONF20</u> : Re: Watching a Page <u>Watching a Page</u> commented on by <u>Vidya Madabushi</u> (Nov 24, 2005). 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's 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 space. To do this:
 - Go to a page in the space, open the **'Browse'** 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 space. To do this:
 - Go to a page in the space, open the **'Browse'** 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's 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's 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.)

```
{rss:url=http://confluence.atlassian.com/createrssfeed.action?types=page&types=comment&sort=modified&showContent=true&showDiff=false&spaces=DOC&labelString=&rssType=atom&maxResults=5&timeSpan=5&publicFeed=false&title=Example+Confluence+RSS+Feed+With+Authentication&os_authType=basic&os_username=Firstname+Lastname&os_password=realpassword}
```

URL encoding for special characters

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

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

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

Examples:

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

RELATED TOPICS

[Tracking Updates Overview](#)
[Working with RSS Feeds](#)
[RSS Feed Macro](#)

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

RSS Readers Compatibility

Due to some users having problems with Confluence RSS Feeds, some research was done with several RSS Feed Readers. RSS Feeds have been created through the feed builder and tested on a Windows machine. For each feed reader they have been tested with both authentication and public access, checking for the visibility of content, icons and images. The results are in the tables below:

Feeds with authentication

RSS Feed Reader	Content	Icons	Images	Notes
RssReader 1.0.880				Shows the entire page (including the header panel & view,edit tabs)
JetBrains Omea Reader 2.1.6				Shows the changes between revisions in the nice red/green colours of Confluence
IE 7.0				- Content is all there however not all html is rendered correctly (for example .tag {font-style:italic;} is shown in the content as raw text) - Shows the changes between revisions, but without the red/green colours
Thunderbird 1.5.0.7				Shows the entire page
Bloglines				- Simple online feed reader - Shows the changes between revisions, but with arrows
Google Reader				- Simple online feed reader - Shows the entire page
Yahoo				Error message: Invalid URL format

Feeds with public access

RSS Feed Reader	Content	Icons	Images
RssReader 1.0.880			
JetBrains Omea Reader 2.1.6			
IE 7.0			
Thunderbird 1.5.0.7			
Bloglines			

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](#).

Keyboard Shortcuts

Confluence provides the following keyboard shortcuts for English users. The letters may change in other languages.

Note that 'Alt' is the modifier key for Internet Explorer on Windows, except when using the Rich Text Editor – in that case it's 'Ctrl'. Other browsers have different modifier keys to activate the shortcuts. Please see the section on modifier keys [below](#).

**Supported Web Browsers**

Please ensure that you are using one of the web browsers supported by Atlassian. If you are using an unsupported browser or browser version, some features may not work correctly. You can find the list of supported web browsers and browser versions on this page: [Supported Platforms](#).

All Screens

Keystroke	Action
Alt-Q	Quick search field
Alt-S	Submit (where a form is active)

Rich Text Editor Screen

Keystroke	Action
Ctrl-(1-6)	Applies a heading style (of the number chosen) to the current line
Ctrl+Shift+A	Opens the macro browser
Ctrl-B	Makes the selected text bold
Ctrl+Shift+B	Formats text as a bullet list
Ctrl-I	Makes the selected text <i>italic</i>
Ctrl-K	Inserts a link (opens insert link dialog)
Ctrl+Shift+K	Autocomplete for links. Calls up a list of suggested pages or other locations to link to from your page. More...
Ctrl-M	Insert Image (opens insert image dialog)
Ctrl+Shift+M	Autocomplete for embedding images and files. Calls up a list of suggested images, documents and other files to embed in your page. More...
Ctrl+Shift+N	Formats text as a numbered list
Ctrl+Shift+S	Formats text with a strike through
Ctrl-U	Makes the selected text <u>underlined</u>
Ctrl-Y	Revert an action that was undone
Ctrl-Z	Undo the most recent action
Tab	Indents current line only in bullet lists and numbered lists
Shift+Tab	'Outdents' current line only in bullet lists and numbered lists

Tables in the Rich Text Editor:

Keystroke	Action
Ctrl+Shift+C	Copies a table row
Ctrl+Shift+X	Cuts a table row
Ctrl+Shift+V	Pastes a table row
Ctrl+Shift+I	Inserts a table

Safari users please note: In the Rich Text Editor, the shortcut keys for **bold**, *italic* and underline do not currently work. See [CONF-13555](#). Cmd-B and Cmd-I currently toggle bold and italic formatting.

Login Screen

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

View Screen

Keystroke	Action
Alt-A	Attachments View
Alt-E	Edit Page
Alt-I	Information View
Alt-M	Add Comment

Add Page Screen

Keystroke	Action
Alt-A	Add Page
Alt-P	Preview Page
Alt-S	Save button

Edit Page Screen

Keystroke	Action
Alt-U	Update Page
Alt-P	Preview Page
Alt-S	Save button

Modifier Keys

The modifier key will differ with each operating system and browser. For example, when running Firefox 3 on Windows, you will need to type 'Alt' + 'Shift' + 'E' to edit a page. The following table shows the modifier keys for the various combinations:

Browser	Mac OSX	Windows	UNIX/Linux
Internet Explorer	Ctrl	Alt	n/a
Mozilla Firefox 3	Ctrl	Alt + Shift	Alt + Shift
Mozilla Firefox 2	Ctrl	Alt + Shift	Alt + Shift
Mozilla Firefox 1	Ctrl	Alt	Alt
Opera	Shift + Esc	Shift + Esc	Shift + Esc
Safari	Ctrl	Ctrl	Ctrl

 In the Rich Text Editor, the shortcut key modifier is different from the regular page shortcut key. For example:

- In Internet Explorer on Windows, '**Alt**' is the modifier key except when using the Rich Text Editor – in that case it's '**Ctrl**'.
- In Safari, the general page shortcut key is '**Ctrl**', but when using the Rich Text Editor the shortcut key is '**Command**'.

 Note: In Internet Explorer, **links** will only be highlighted when you press a shortcut key – you will need to press Enter to proceed. **Buttons**, however, are activated through the shortcut.

RELATED TOPICS

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

Working with Bookmarks

 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's Guide](#)

Adding a bookmark

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.
!Bookmarklet.png!style="border-width: 1pt; border-color: gray"! (Internet Explorer)

!BookmarkletFF.png!style="border-width: 1pt; border-color: gray"! (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:



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

Add Bookmark

Title:

URL:

Space:

Description:

Labels:

Suggested labels: [my:learninwiki](#) [my:admin](#) [my:documentation](#) [su](#) [blog](#) [reporting](#) [blogging](#) [for_~smaddox](#) [communication](#) [bookmark](#) [ea](#) [blogging-new](#) [eac-blogging](#) [for_dodest](#) [google](#) [for_~rosie@atlassia](#)

Tip: Looking for a label? Just start typing.

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's Guide](#)

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.

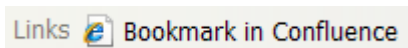
A **bookmark** is a page which points to a website or other URL. The website or URL can be within or external to Confluence. The bookmark can also contain comments from the person who created the bookmark, telling you why the website is interesting.

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

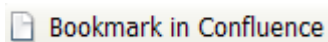
- When you want to create a bookmark pointing to a website, you don't have to leave the website. Just click the icon on your toolbar.
- The website title and URL will be automatically copied from the website to your bookmark.
- When you've finished adding the bookmark, you will be automatically returned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

 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](#)

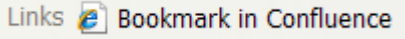
Take me back to [Confluence User's Guide](#)

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](#).

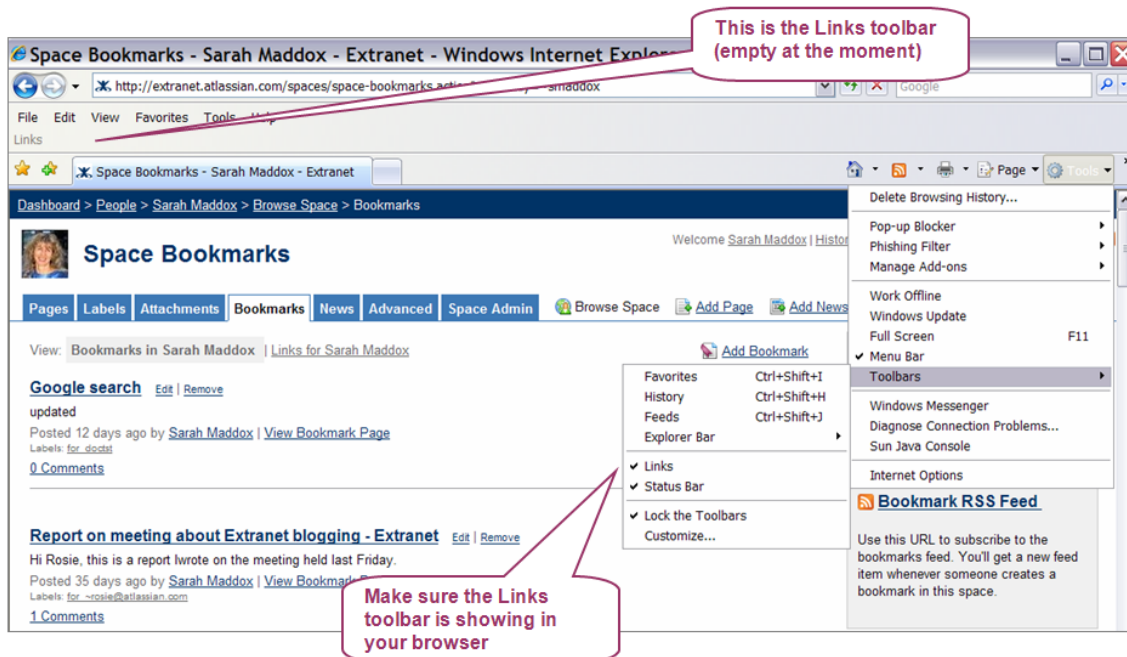
This page tells you how to add the Confluence bookmark link to your '**Links**' folder within your browser's '**Favorites**'. This will ensure that the link and its icon appear on the '**Links**' toolbar. We are using Internet Explorer 7 as an example browser

[To add the bookmarks link to your Links folder,](#)

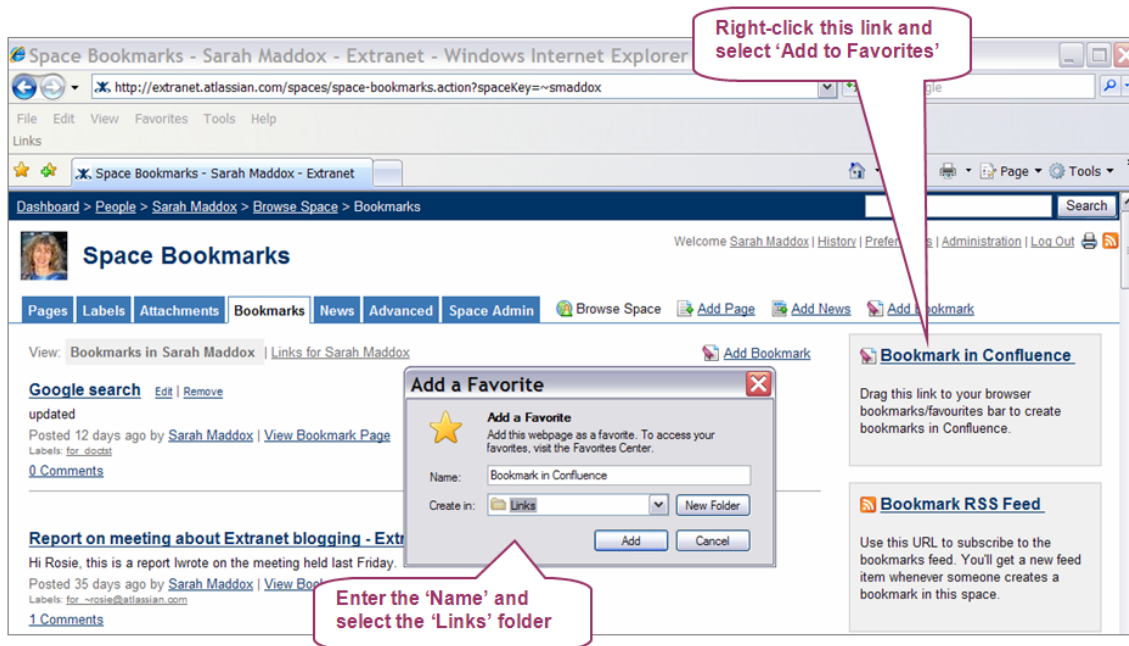
1. First make sure that your browser's 'Links' toolbar is showing: In IE7, click 'Tools' in the browser menu bar, then select 'Toolbars' and put a check mark next to 'Links'.
2. Go to 'Browse Space' for any Confluence space and click the 'Bookmarks' tab.
3. The 'Space Bookmarks' screen will appear. Right-click 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's Guide](#)

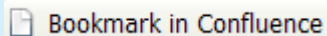
Dragging a Bookmark Link to your Browser

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.

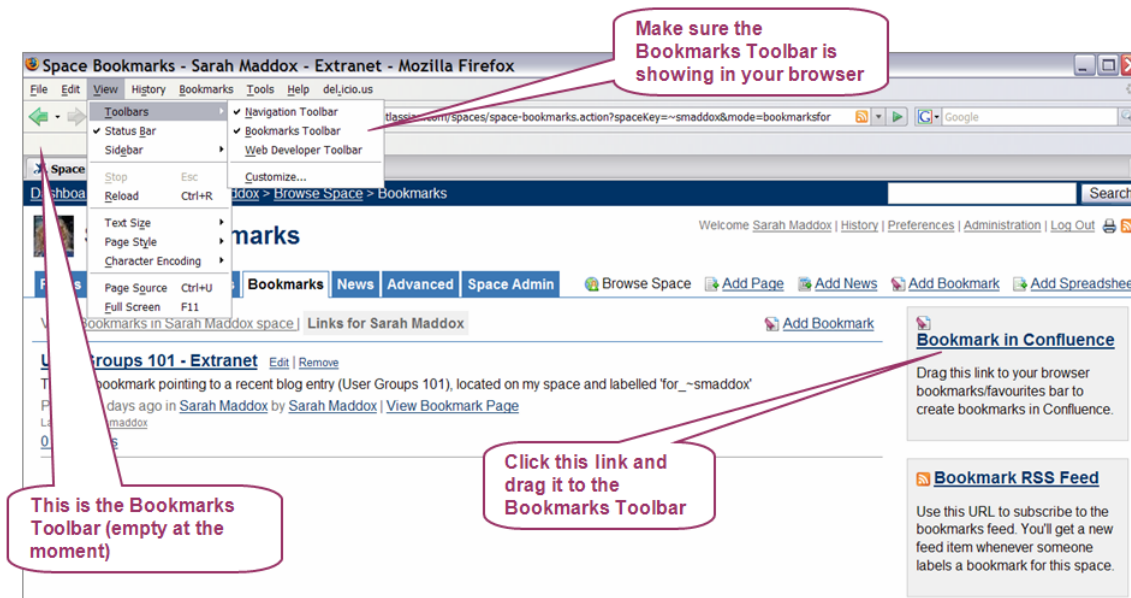
To drag the link onto your browser toolbar,

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:



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

Screenshot : Dragging the bookmark link to Firefox



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's 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.

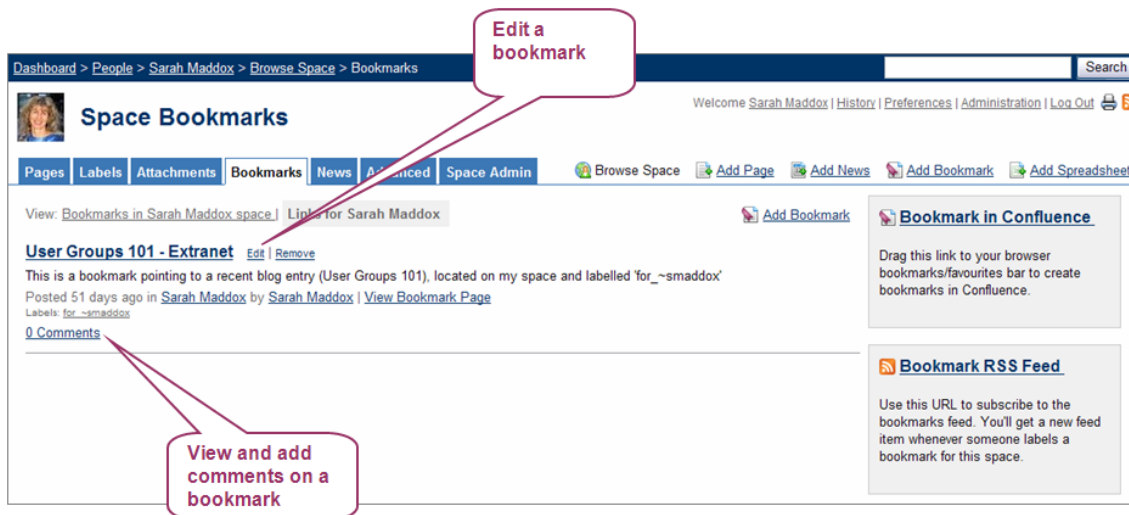
You can **edit or comment on a bookmark** by going to either of the following spaces:

- 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's 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).

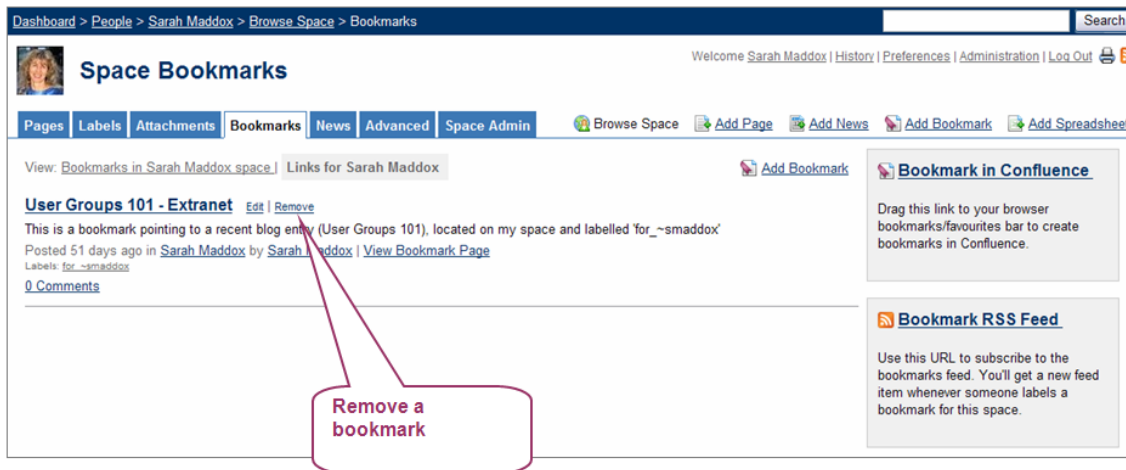


When you remove a bookmark, it disappears from **all** spaces i.e. the space in which it was saved and any spaces for which it was labelled.

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's 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 add-on 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.

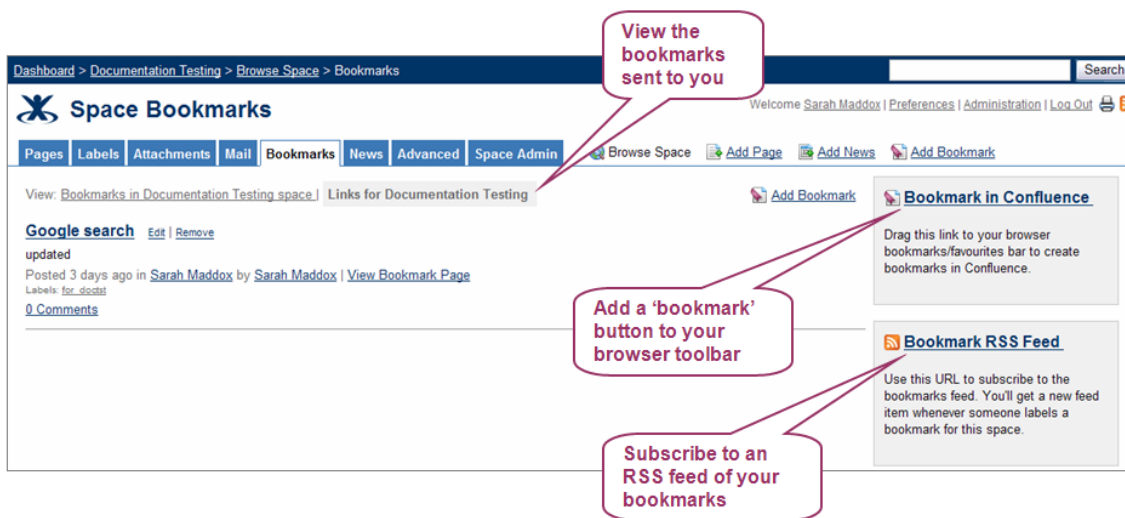
To subscribe to the bookmarks saved in a particular space,

1. Go to '**Browse**' and select '**Bookmarks**' from the dropdown list. The '**Space Bookmarks**' screen will appear.
2. Click the '**Bookmarks in <space name>**' link.
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**' and select '**Bookmarks**' from the dropdown list. The '**Space Bookmarks**' screen will appear.
2. Click the '**Links for <space name>**' link.
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 the [Confluence User's 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.

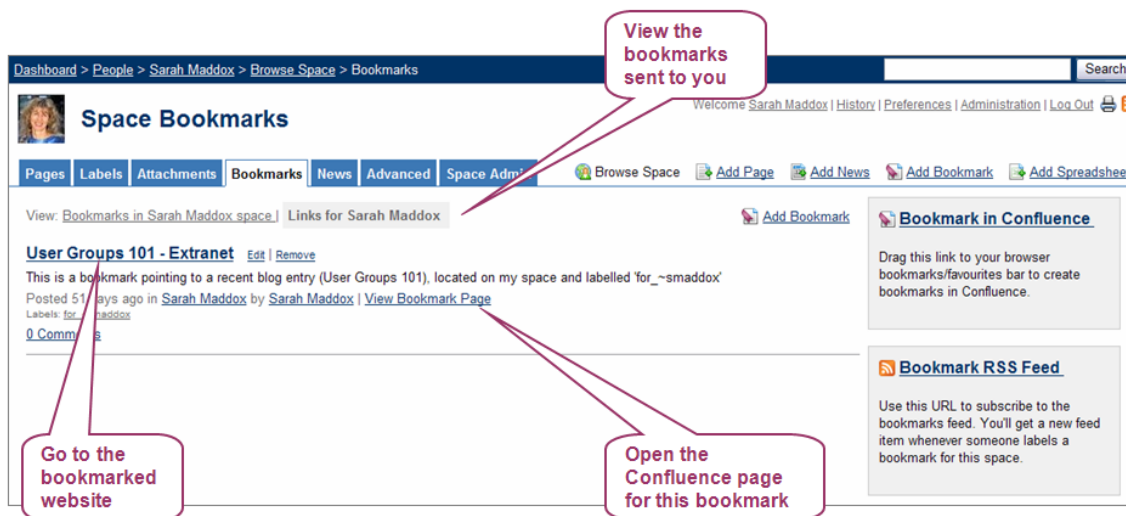
To view the bookmarks labelled for a particular space,

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's Guide](#)

Exporting a Space

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's Guide](#)

Confluence to HTML

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 website.

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

To export pages to HTML,

1. Go to the '**Advanced**' view for the space. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Advanced**'. The 'Advanced' view will open.
2. Click '**HTML Export**' in the left-hand panel.
 This option will only be visible if you have 'Export Space' permission.
3. Select the check box '**Include Comments**' if you want to include comments for the pages you are exporting.
4. Select the pages you want to export by selecting the check 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.

 If you select the check box of a page that contains one or more child or descendent pages, all of these child and descendent pages will also be selected. Similarly, if you clear the check box of such a page, all of its child and descendent pages will also be cleared. This provides a convenient method of exporting subtrees, for example, chapters or sections within a document.
5. Click '**Export**'. This will create a zipped archive of HTML files.
6. Download the zipped archive and extract the files into a folder.



Notes

- Page attachments are placed in individual folders with names in the following format:
 ... \download\attachments\xxxxxxx
 where 'xxxxxxx' is the page ID of the page containing the attachments.
- 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.
- News items are not included within the HTML export. Please cast your vote towards [this](#) feature request.

Screenshot: Selecting pages to export

Export content within this space as HTML.	
Other Options	☒ Include comments
Then select the pages you want to export:	
Pages to export:	Check All Clear All ☒ Confluence Documentation Home ☒ Confluence 101 ☒ Administrators Guide ☒ Administration ☒ Installing Patched Class Files ☒ Cache Statistics ☒ Changing time of Daily Backup ☒ Confluence Data Directory Configuration ☒ Confluence home directory contents ☒ Content Index Administration ☒ Finding Unused Spaces ☒ Important Directories and Files ☒ Confluence Home Directory ☒ Confluence Installation Directory ☒ Manually Backing Up The Site ☒ Configuring Daily Backups ☒ User Submitted Backup & Restore Scripts ☒ Migrating Confluence Between Servers ☒ Rebuilding the Ancestor Table ☒ Restoring a Site ☒ Restoring a Space

RELATED TOPICS

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

Take me back to the [Confluence User's Guide](#).

Confluence to PDF

Confluence allows you to export a single page, a part of a space, or an entire space into a single PDF file. This page explains how you can export individual pages or sections of spaces to PDF in Confluence.

On this page:

- [Exporting Single Pages](#)
- [Exporting Multiple Pages or the Entire Space](#)
- [Customising the Appearance of PDF Exports](#)

Exporting Single Pages

You can export a single page in Confluence to PDF:

- Go to a page in the space, open the **'Tools'** menu and select **'Export to PDF'**. The process will begin, and you will be prompted by a series of dialog boxes.

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 space. To do this:
 - Go to a page in the space, open the **'Browse'** menu and select **'Advanced'**. The 'Advanced' view will open.
2. Click **'PDF Export'** in the left-hand panel.
This option will only be visible if you have the 'Export Space' permission.
3. Select the pages you want to export by selecting the check 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 below.

i If you select the check box of a page that contains one or more child or descendent pages, all of these child and descendent pages will also be selected. Similarly, if you clear the check box of such a page, all of its child and descendent pages will also be cleared. This provides a convenient method for exporting subtrees (for example, chapters or sections) of the entire documentation within a space.
4. Click **'Export'**.
5. Download and save the PDF file as prompted. Click or double-click the PDF file name to open 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](#).

News items are not included within the PDF export. Please cast your vote towards [this](#) feature request.

Screenshot: Selecting pages to export

Export content from this space as PDF.

You can customise the layout of the PDF export at [Space Administration/PDF Stylesheet](#).

Pages to export:	Check All Clear All ☒ Confluence Documentation Home ☒ Confluence 101 ☒ Administrators Guide ☒ Administration ☒ Installing Patched Class Files ☒ Cache Statistics ☒ Changing time of Daily Backup ☒ Confluence Data Directory Configuration ☒ Confluence home directory contents ☒ Content Index Administration ☒ Finding Unused Spaces ☒ Important Directories and Files ☒ Confluence Home Directory ☒ Confluence Installation Directory ☒ Manually Backing Up The Site ☒ Configuring Daily Backups ☒ User Submitted Backup & Restore Scripts ☒ Migrating Confluence Between Servers ☒ Rebuilding the Ancestor Table ☒ Restoring a Site



If you have 'Space Administrator' permissions, the link to customise the PDF Stylesheet is provided at the top of the page tree, as shown in the image above.



Confluence's PDF Export feature is designed to handle a wide variety of content. However, in the unlikely situation that the PDF Export process fails, perhaps due to a mishandled customisation, the PDF Export screen will indicate the title of the page in which the problem occurred to help you diagnose the cause of the failure.

Customising the Appearance of PDF Exports



Due to the hierarchical manner in which a space is exported, Confluence will modify the `<hN>` tags to generate a uniform appearance for the entire space export. This means that headings will be demoted and *will* affect the application of custom PDF Stylesheets. It is possible to calculate the amount by which a heading will be demoted so as to have the correct CSS styling applied; A heading will be demoted by the value of its depth in the export tree, so a page at the first level will be demoted by 1 (all `<h1>`'s will become `<h2>`'s etc.), a page at the second level will be demoted by 2 and so on.

Confluence's PDF Export feature provides output customisation via Cascading Style Sheet (CSS) modifications. It also provides the ability to add a Table of Contents listing and customised headers, footers and a title page to exported documents too. These customisations are specific to each space in a Confluence installation and require the 'Space Administrator' permission to implement. For more information about implementing PDF Export customisations, see [Editing the PDF Stylesheet](#).

RELATED TOPICS

[Create PDF in another language](#)
[Confluence to HTML](#)
[Confluence to XML](#)
[Editing the PDF Stylesheet](#)

Take me back to the [Confluence User's 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.

Editing the PDF Stylesheet

Confluence's [PDF Export feature](#) addresses the most highly voted improvement request for Confluence — [more control over PDF exporting](#). Users can customise their PDF exports using a **PDF Stylesheet**, which is specific to each space in a Confluence installation. The following aspects of PDF exports can be customised:

- Page and margin sizes
- Headers and footers, each with customisable content such as page numbering
- A customisable title page, which can incorporate images
- Built-in support for table of contents with page numbering



Most PDF Stylesheet customisations are handled using Cascading Style Sheets (CSS), while customisations to headers, footers and the title page are handled using a combination of custom HTML and CSS. Hence, you should be familiar with these technologies (or may require some familiarisation with them first), before implementing the customisations you require.

On this page:

- Customising the style of PDF exports
 - PDF Layout
 - PDF Stylesheet
- Basic Customisations
 - Page Customisations
 - Customising the Page Size
 - Customising the Page Margins
 - Customising the Table of Contents
 - Disabling the Table of Contents
 - Change the Leader Character
 - Adding a Title Page to PDF-Exported Space or Subsection
 - Adding Headers and Footers
 - Adding page numbering to a header or footer
 - General Formatting

Customising the style of PDF exports

PDF export customisations are specific to each space.



To customise PDF exports, you will need the 'Space Administrator' permission which is assigned by a [space administrator](#) from the Space Administration screens. See [Space Permissions](#) or contact a space administrator for more information.

There are two areas that control the customisation of space-level PDF exports in Confluence. These are the 'PDF Layout' and 'PDF Stylesheet'.

PDF Layout

To access the [PDF Layout for customisation](#),

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
 - '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system administrator.
2. Click '**PDF Layout**' in the left-hand panel. The main screen displays the current contents of your PDF Layout customisations. The PDF Layout is divided into the following three sections and allow for modifications to the:
 - **PDF Space Export Title Page** - containing custom HTML that generates the exported document's front title page.
 - **PDF Space Export Header** - containing custom HTML that generates headers throughout the exported content.
 - **PDF Space Export Footer** - containing custom HTML that generates footers throughout the exported content.
3. Click the '**Edit**' button and each of these three sections expands to an editable text box.
4. Enter your customisations into each text box section as required and click '**Save**' to save them.

PDF Stylesheet

To access the [PDF Stylesheet for customisation](#),

1. Go to the '**Space Admin**' tab of the Browse Space view. To do this:
 - Go to a page in the space, open the '**Browse**' menu and select '**Space Admin**'. The 'Space Administration' view will open.
 - '**Space Admin**' is only displayed if you are a space administrator for that space or you are a Confluence system administrator.
2. Click '**PDF Stylesheet**' in the left-hand panel. The main **PDF Export Stylesheet** section on the right displays the current contents of your PDF Stylesheet customisations, which contains all CSS rule customisations applied to the pages in the space.
3. Click the '**Edit**' button and the 'PDF Export Stylesheet' section expands to an editable text box.
4. Enter your customisations into the text box as required and click '**Save**' to save them.



Refer to the [Basic Customisations](#) section for examples of typical customisations that can be added to your PDF Stylesheet. Once you are familiar with the implementation of basic PDF stylesheet customisations, you may wish to try out some [Advanced Customisations](#).



- If no PDF customisations are defined on the PDF Stylesheet screen, the PDF Stylesheet feature's default CSS rules will be applied to your PDF exports. Furthermore, no title page, header nor footer will be shown in these exports either.
The PDF Stylesheet's default CSS rules are available for [download](#). Any rule defined in (but not limited to) this file can be customised and added to the **PDF Export Stylesheet** section.
- In general, you can override any default CSS rule by redefining it with your own customisations in the **PDF Export Stylesheet** section.



- As shown in the [Confluence to PDF](#) topic, there are two PDF export methods:
 - Single pages via the 'Tools' menu -> 'Export to PDF' function on a page or blog post ('single page exports')
 - One or more pages in a space via the 'Advanced' view ('space exports')
- All customisations, which include those made to your 'PDF Export Stylesheet', 'Title Page', 'Header' and 'Footer', apply to space exports. However, only the 'PDF Export Stylesheet' customisations inherently apply to single page exports.
- To make your 'PDF Export Header' and 'Footer' customisations apply to a single page exported to PDF, either:
 - use the 'space export' method to export that single page only, or
 - if your header and footer customisations contain only text, follow the appropriate customisations provided in the [Advanced PDF Stylesheet Customisations](#) topic.

Basic Customisations

Page Customisations

Modifications to page and margin sizes are made in the `@page` CSS rule.

To make changes to this rule, you would implement the following type of code in the 'PDF Export Stylesheet' of the PDF Stylesheet.

```
1.@page
2.{
3./*Page specific styles (that is, customisations of properties) go here*/
4.}
```

Customising the Page Size

The default page size is based on the locale of your Confluence server. Hence, if this server was located in the US, the default paper size of your PDF export would be US Letter size (8.5 inches wide by 11 inches long). If the server was located in Australia, the default paper size would be A4 (210 mm wide by 297 mm high).

To modify the page size to A4, add a `size` property to the top of the rule like this:

```
1.@page
2.{
3./*The A4 paper size is 210 mm wide by 297 mm high*/
4.size: 210mm 297mm;
5.}
```

More information about paper sizes can be found on [Wikipedia](#).

Customising the Page Margins

To add a margin of 15 mm to a paper size of A4, your CSS `@page` rule would look like this:

```
1.@page
2.{
3.size: 210mm 297mm;
4.margin: 15mm;
5.}
```


Customising the Table of Contents

By default, a table of contents will be generated after the title page, or at the beginning of the document if the 'PDF Space Export Title Page' (of the PDF Layout) is not defined. The look and layout of the table of contents is completely customisable by defining the appropriate CSS rules in the 'PDF Export Stylesheet'.

i For details about the CSS rules governing the default styles applied to the table of contents output in PDF exports, download the default CSS rules (from the link above) and examine the specific rules with `toc` in its name.

Disabling the Table of Contents

To prevent the table of contents being generated in your exported PDF document, add the `div.toc` rule to the 'PDF Export Stylesheet' section of the PDF Stylesheet and set its `display` property to none:

```
1.div.toc
2.{
3.display: none;
4.}
```

Change the Leader Character

The leader character is used to visually link the name of a heading in the table of contents list with its page number, which is usually aligned to the page's right-hand margin. By default, the leader character is the '.' (dot) character. However, it can be changed by customising the leader character CSS rule `span.toclead:before` and adding this to the 'PDF Export Stylesheet' section of the PDF Stylesheet.

To change this to a solid line, modify this CSS rule accordingly:

```
1.span.toclead:before
2.{
3.content: leader(solid);
4.}
```

To change this to spaces (that is, blank space), modify this CSS rule to:

```
1.span.toclead:before
2.{
3.content: leader(space);
4.}
```

i Be aware that using a space as a leader character can make the table of contents list difficult to read.

Adding a Title Page to PDF-Exported Space or Subsection

You can create a title or cover page for an PDF-exported space or subsection using XHTML. Use the 'PDF Space Export Title Page' section of the PDF Layout to do this. The following XHTML code example uses an inline CSS rule to generate a title page.

```
1.<div class="fsTitlePage" style="margin-left:auto;margin-top:75mm;margin-right:auto;">
2.
3.</div>
```

In the example above, an image called 'titlepage.png' will be centred in the middle of the page. This image is attached to a Confluence page and is referenced via its relative URL (that is, without the Confluence site's base URL component).

You can obtain the URL of an image attached to a Confluence page by viewing the list of attachments on that page and moving your mouse over the attachment's name. The URL of the image should appear in your browser's status bar or you can copy the link. Once you have this link, paste it into the appropriate `src=""` attribute within your PDF stylesheet and remove the first part of the URL up to the `/download/...` part.

Adding Headers and Footers

Headers and footers can be added to a PDF-exported space or subsection also using XHTML. Use the 'PDF Space Export Header' and 'PDF Space Export Footer' sections of the PDF Layout to create a custom header and footer, respectively. For simple headers and footers, plain text is sufficient. The following example added to a header or footer will create a simple copyright notice.

```
1.Copyright © 2009, Atlassian Pty Ltd.
```

Adding page numbering to a header or footer

To add page numbering to your documentation, you need to combine some customised XHTML in the header or footer along with some customised CSS in the 'PDF Export Stylesheet'.

First, create a header or footer with an empty span element and give it a unique id, for example `pageNum` (although this could be anything). This is the page number 'place holder' in your exported PDF document.

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

Next, create the following CSS selector rule for this empty span and add it to the 'PDF Export Stylesheet':

```
1. #pageNum:before
2. {
3.   content: counter(page);
4. }
```

This will add a page number to your header or footer.



Analysing this CSS selector rule in more detail, the `#pageNum` selects the XHTML element with the specified id of "pageNum", which is the `span` element we created for the header or footer. The `:before` part of the selector is a 'pseudo class' that allows the insertion of content before the `span` element is processed. The `counter(page)` is a function that returns the current page number as its content. Finally, the `content` property inside the rule tells the CSS processor that dynamic content (that is, an incrementing page number) is to be inserted before the `span` tag.

General Formatting

You can also use the stylesheet to customise the output of just about anything else that will influence the look and feel of the final document. This includes fonts, tables, line spacing, macros, etc. The export engine works directly from the HTML output produced by Confluence. Therefore, the first step in customising something would be to find a selector for the HTML element produced by Confluence or the Confluence macro. Next you would add a CSS rule to the 'PDF Export Stylesheet' and your customisation would appear in the PDF export.

RELATED TOPICS

[Advanced PDF Stylesheet Customisations](#)

Advanced PDF Stylesheet Customisations

This topic provides information and details on popular PDF stylesheet customisations. These expand upon the [basic customisations](#) described in the [Editing the PDF Stylesheet](#) topic.

On this page:

- [Page Customisations](#)
 - [Changing the Page Orientation](#)
 - [Customising Specific Page Margins](#)
- [Page Header and Footer Customisations](#)
 - [Adding Headers and Footers to Single Page Exports](#)
 - [Adding Images to Headers and Footers](#)
- [Page Selector Rules](#)

Page Customisations

Modifications to page and margin properties are made in the `@page` Cascading Style Sheet (CSS) rule. As described in [Editing the PDF Stylesheet](#), all CSS rule customisations are implemented in the 'PDF Export Stylesheet' section of the space's PDF Stylesheet.

Changing the Page Orientation

To change the page orientation of your PDF space exports, reverse the order of the values declared in the `@page` rule's `size` property, since the first and second values of this property represent the width and height of the page, respectively.

For example, to generate PDF space exports in A4-sized landscape orientation, your `@page` rule might look like this:

```
1. @page
2. {
3.   /*A4-sized pages in landscape orientation are 297 mm wide by 210 mm high*/
4.   size: 297mm 210mm;
5. }
```

Customising Specific Page Margins

To set the margins of each side of a page independently of the other, you can declare each margin size in the `@page` rule using the following properties:

Properties	Description
<code>margin-top</code>	Margin height at the top of the page.
<code>margin-bottom</code>	Margin height at the bottom of the page.
<code>margin-left</code>	Margin width on the left of the page.
<code>margin-right</code>	Margin width on the right of the page.

For example, to generate PDF space exports with top and bottom margins of 1 inch and left and right margins of half an inch, your `@page` rule might look like this:

```
1.@page
2.{
3.margin-top: 2.54cm;
4.margin-bottom: 2.54cm;
5.margin-left: 1.27cm;
6.margin-right: 1.27cm;
7.}
```

Page Header and Footer Customisations

Adding Headers and Footers to Single Page Exports

As mentioned in [Editing the PDF Stylesheet](#), custom headers and footers by default, only apply to 'space exports' and not 'single page exports'. However, it is possible to add CSS rules to your PDF export stylesheet that allow custom headers and footers to appear in single page exports.

To make custom headers appear in single page exports, you need to define custom `@top-left`, `@top-center` and `@top-right` rules within your `@page` rule for content that appears within the left-hand side, centre and right-hand side of your page's header area.

Similarly, to make custom footers appear in single page exports, you need to define custom `@bottom-left`, `@bottom-center` and `@bottom-right` rules within your `@page` rule for content that appears within the left-hand side, centre and right-hand side of your page's footer area.

To add a document title to the centre of a header and a page number to the centre of a footer (with the word 'Page' preceding the page number), you can add the following header (`@top-center`) and footer (`@bottom-center`) rules within the `@page` rule of your PDF export stylesheet like this:

```
01.@page
02./* Any page-specific properties */
03.{
04.    @top-center
05.    {
06.        content: "Document Title Goes Here";
07.        font-family: ConfluenceInstalledFont, Helvetica, Arial, sans-serif;
08.        font-size: 8pt;
09.    }
10.    @bottom-center
11.    {
12.        content: "Page " counter(page);
13.        font-family: ConfluenceInstalledFont, Helvetica, Arial, sans-serif;
14.        font-size: 8pt;
15.    }
16.    /* Any other page-specific rules */
17.}
```



- The `font-family` and `font-size` properties in these header and footer rules ensures that the header and footer text is rendered in the same default font style used for the body text (based on the default CSS rules).
- Please note that it is not possible to use this method to insert images (stored as attachments within your Confluence instance) into the headers and footers of single page exports.

Adding Images to Headers and Footers

To insert an image into a header or footer, you will need to edit the 'PDF Space Export Header' and 'Footer' sections of the [PDF Layout](#) and use an XHTML `img` element with `src` attribute to refer to an image attachment within your Confluence instance. This is usually placed within a `div` element container.

To add an image to the left of the header, you can add XHTML code to the 'PDF Export Header' that references the image, like this:

```
1.<div style="margin-top:10mm">
2.    
3.</div>
```

In the example above, an image called 'header-image.png' is attached to a Confluence page and is referenced via its relative URL (that is, without the Confluence site's base URL component).

You can obtain the URL of an image attached to a Confluence page by viewing the list of attachments on that page and moving your mouse over the attachment's name. The URL of the image should appear in your browser's status bar or you can copy the link. Once you have this link, paste it into the appropriate `src=""` attribute within your PDF stylesheet and remove the first part of the URL up to the `/download/...` part.



This code uses an inline CSS property in the `style` attribute to set formatting properties specific to this header image. The `margin-top:10mm` property forces the image away from the top of the page by 10mm. This comes in handy when your header image is large enough to touch or spill over the top of the page. Likewise, for footers, you can use the `margin-bottom:XXmm` property to force an image away from the bottom of the page by 'XX' mm.

Be aware that very large images can spill over into the body of a page or alter the position of text or other elements used within a header or footer. In such situations, it is recommended that you reduce the size of the image and then re-upload it to your Confluence instance. If you prefer to keep the image size and want to move the content lower instead, you can do so by configuring the `margin-top` properties in the `@page` CSS rule.

By default, a header or footer image is aligned to the left-hand side of the page. However, you can align this image to the centre or right-hand side of a page by adding either the `text-align:center` or `text-align:right` properties, respectively to your `style` attribute. For example, to align the header image (above) to the right-hand side of the page, your `style` attribute would look similar to this: `style="margin-top:10mm; text-align:right"`.

To add an image to a footer, add similar XHTML code consisting of an `img` element and `src` attribute to refer to an image attachment within your Confluence site. Incorporate the inline CSS property `margin-bottom` to separate the image away from the bottom of the page if necessary.

Page Selector Rules

If your PDF exports are destined for double-sided printed media (for example, books), you can define different customisations for left- or right-hand pages. This is achieved through two CSS pseudo-classes 'page selectors' that you define as separate rules within the PDF export stylesheet. Use the `:left` pseudo-class with the `@page` CSS rule to define customisations specific to left-hand pages and the `:right` pseudo-class with `@page` to define customisations for right-hand pages.

You can use these page selector CSS rules in your PDF export stylesheet to define alternating left and right margins that allows room for binding a double-sided document, as shown in the following example:

```
01.@page :left {
02.    margin-left: 3cm;
03.    margin-right: 1.27cm;
04.    /* Any other left-hand page-specific properties and rules */
05.}
06.
07.@page :right {
08.    margin-left: 1.27cm;
09.    margin-right: 3cm;
10.    /* Any other right-hand page-specific properties and rules */
11.}
```

Confluence to XML

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 [Production 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,](#)

- Go to the **'Advanced'** view for the space. To do this:
 - Go to a page in the space, open the **'Browse'** menu and select **'Advanced'**. The 'Advanced' view will open.
- Click **'XML Export'** in the left-hand panel.
This option will only be visible if you have 'Export Space' permission.
- Select the check box **'Include Comments'** if you want to include comments made on the pages you are exporting.
- Select the check box **'Backup Attachments'** if you want include the images and other files attached to the pages.
- Select either **'All'** or **'Visible to you'**. These options are explained below:
 - 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.
- If you choose 'Visible to you', you will then be able to select the pages you want to export. Select the relevant check 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.

 If you select the check box of a page that contains one or more child or descendent pages, all of these child and descendent pages will also be selected. Similarly, if you clear the check box of such a page, all of its child and descendent pages will also be cleared. This provides a convenient method of exporting subtrees, for example, chapters or sections within a document.
- Click **'Export'**. This will create a zipped archive of XML files.

Screenshot: Exporting a space

Export content within this space as XML.

Other Options	☒ Include comments ☒ Backup Attachments
Then select the pages you want to export:	
Pages to export:	☐ All (Only permitted to Space and Confluence Admins.) ☒ Visible to you Check All Clear All ☒ Confluence Documentation Home ☒ Confluence 101 ☒ Administrators Guide ☒ Administration ☒ Installing Patched Class Files ☒ Cache Statistics ☒ Changing time of Daily Backup ☒ Confluence Data Directory Configuration ☒ Confluence home directory contents ☒ Content Index Administration ☒ Finding Unused Spaces ☒ Important Directories and Files ☒ Confluence Home Directory ☒ Confluence Installation Directory ☒ Manually Backing Up The Site ☒ Configuring Daily Backups ☒ User Submitted Backup & Restore Scripts ☒ Migrating Confluence Between Servers ☒ Rebuilding the Ancestor Table



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

RELATED TOPICS

[Browsing a space](#)
[Restoring a Space](#)
[Confluence to PDF](#)
[Confluence to XML](#)

Take me back to the [Confluence User's 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.

User Status Overview

The **User Status** feature allows any Confluence user to broadcast short message rapidly, which other users can observe on various activity streams throughout Confluence. These short messages could include:

- A description about what you are working on
- A question you may want answered quickly
- A hyperlink that you share immediately with other users
- Any other message you may want to share quickly with other users

There are numerous activity streams throughout Confluence that show different types of User Status updates. These include:

- The **Recently Updated** list on the [Confluence Dashboard](#), which shows all status updates (when the 'All' tab is selected).
- Your [Network page](#), which shows the status updates of Confluence users you are following.
- The [Network page](#) of Confluence users who are following you, which shows your status updates.
- The [Recently Updated](#) and [Recently Updated Dashboard](#) macros, which shows all status updates (provided that these macros' **space** parameters have been set to '@all').
- Any Confluence user's **Activity** section of their [Profile Sidebar](#), which is available on all pages within their personal space and shows their status updates.

While activity streams show recent User Status updates, they may soon disappear from the end of the list as subsequent user activity items appear on these streams. However, you can view any Confluence user's current User Status message in the following areas:

- Their [Hover Profile](#).
- The **Profile** section of their [Profile Sidebar](#), which is available on all pages within their personal space.
- Their [Profile page](#).

You can also view any Confluence user's entire history of User Status updates in their [Status Updates page](#).

Setting or Updating Your User Status

To set or update your User Status,

1. Log in to Confluence, if you have not already done so.
2. 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.)
3. Select **'Update Status'** from the dropdown list. The **'What are you working on?'** window will open.
4. Enter a short message that encapsulates your current status or what you are working on.
-  Status messages are limited to 140 characters. If you exceed this limit, you will not be able to update your status.
5. Click the **'Update'** button and your new or updated User Status will be recorded on the activity streams (mentioned above), your Personal Space Sidebar, your Profile page and your Status Updates page.

[Screenshot: User Status window](#)

What are you working on?

Touching up the Community-based features.

Last update: Now working on the Release Notes.
99

Update Cancel

Clearing Your Current User Status

You can clear your Current User Status either via your Profile or Status Updates views.

 Clearing your User Status is only possible if it has first been set.

To clear your current User Status via your Profile view,

- Go to the **'Profile'** view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 **'Profile'** from the dropdown list. The **'Profile'** view will open.
- In the current User Status message at the top of the page, click **'Clear'** and your current User Status is cleared.

Screenshot: Clearing your current User Status message via your Profile View

Profile Network Status Updates Labels Watches Drafts Settings

Profile

- Details
- Picture
- Password

“ Touching up the Community-based features. ”
less than a minute ago | Clear

Activity

“ Touching up the Community-based features. ”
less than a minute ago

“ Now working on the Release Notes. ”
24 minutes ago

Confluence 3 performance release notes
updated about 3 hours ago

Confluence 3 performance release notes
updated about 4 hours ago

Confluence 3 performance release notes
commented about 6 hours ago

To clear your current User Status via your Status Updates,

- Go to the **'Status Updates'** view for your user profile. To do this:
 - Log in to Confluence, if you have not already done so.
 - 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 **'Status Updates'** from the dropdown list. The **'Status Updates'** view will open.
- In the current User Status message at the top of the page, click **'Clear'** and your current User Status is cleared.

Screenshot: Clearing your current User Status message via the Status Updates View

Profile
Network
Status Updates
Labels
Watches
Drafts
Settings

Your Status Updates

“ Touching up the Community-based features.

Clear
Delete
5 minutes ago

“ Now working on the Release Notes.

Delete
28 minutes ago

“ Moving onto Networks.

Delete
May 06

RELATED TOPICS

[Viewing Status Updates](#)
[User Status List Macro](#)

Take me back to the [Confluence User's Guide](#).

Security Overview



Open or closed? It's your call.

Confluence gives you the choice to make the site as open or as closed as you wish. 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's Guide](#)

Page Restrictions

This page contains an overview of how to use page restrictions in Confluence.

On this page:

- [Overview](#)
- [The Confluence Permissions and Page Restrictions Hierarchy](#)
- [Requirements for Setting Restrictions](#)
- [Page Security Rules](#)
- [Inherited Restrictions and Child Pages](#)
- [Example of Child Page Restrictions](#)
- [How to Open Part of a Space](#)

Overview

Page restrictions allow you to control who can view or edit individual pages. You can set the page restrictions from the Page Restrictions Dialog, accessed under '**Tools**', '**Restrictions**'. You can also set restrictions when editing a page, in the Restrictions section near the bottom of the page.

When a page you are viewing has restrictions applied, a small padlock icon  appears next to the page byline. Clicking the padlock will open the 'Page Restrictions' dialog box, where full details on the page restrictions are displayed.

You can also access the 'Page Restrictions' dialog box by clicking the '**Tools**' menu at the top-right of a page and selecting the '**Restrictions**' menu item.

For instructions on using the 'Page Restrictions' dialog box, refer to [Setting a Page's Restrictions](#).

[Screenshot: The Confluence Page Restrictions Dialog Box](#)

Page Restrictions

Restrict: ☐ Viewing ☒ Editing

To:  Me  Person  Group | Restrict

 Viewing restricted to:  support [Remove restriction](#)

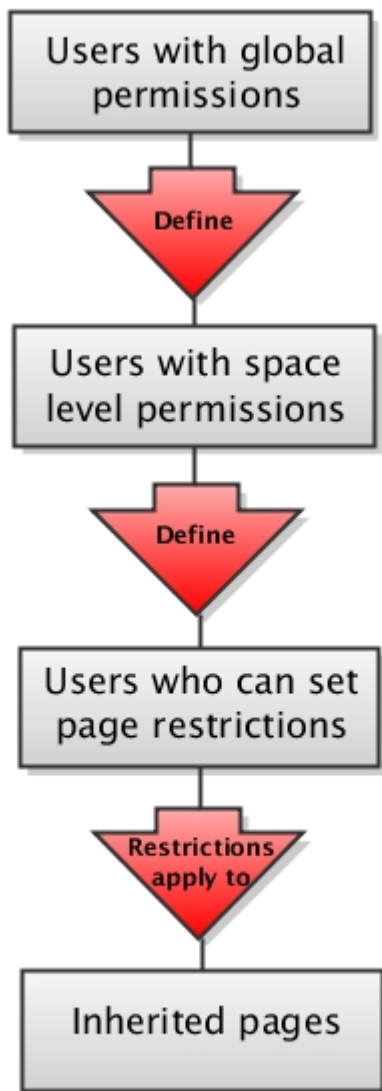
 Editing restricted to:  Giles Gaskell (ggaskell) [Remove restriction](#)

The Confluence Permissions and Page Restrictions Hierarchy

Permissions and page restrictions in Confluence work within a hierarchical manner. For example, users who can access and modify global permissions (for instance, Confluence Administrators) can define which users can access and modify space level permissions (that is, space administrators). Space administrators can then define which users have access to create and modify pages. These users in turn can then apply viewing and editing restrictions to a page. By inheritance, these restrictions will also be applied to any child or descendant pages which are then added to that page.

See the diagram below for an illustration.

[Diagram: Confluence Restrictions Hierarchy](#)



Requirements for Setting Restrictions

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.

i Users will still be able to find the page if they know its 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 from the parent page, only from the space.

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'.

How to Open Part of a Space



If designing a large site implementation with this strategy, consult [Page Restrictions Performance Considerations](#).

Often there are cases for which a section of a space should be opened to a group or set of users (for this example, we'll call them group B), but the rest of the space should not be visible to your main users (for this example, we'll call them group A). In this case:

1. Add 'view' permission for both groups A and B in [space permissions](#).
2. [Move the page](#) to be opened to the root of the space. When browsing the pages in the space, your normal space home page and this page should both be at the root level.
3. Add a page restriction to allow Group A and B to see this page.
4. Add a page restriction to your main landing page for Group A, thereby excluding this set of pages from Group B.

You can repeat this with any page hierarchy.



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](#)
[Page Restrictions Performance Considerations](#)

RELATED TOPICS

[Working with Pages](#)

Take me back to the [Confluence User's Guide](#).

Setting a Page's Restrictions

This page contains instructions on setting page restrictions in Confluence.

On this page:

- [Overview](#)
- [Setting Viewing Restrictions](#)

- [Setting Editing Restrictions](#)
- [Removing Viewing or Editing Restrictions](#)
- [Checking restrictions are applied to a page](#)

Overview

[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.



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

Screenshot: The Confluence Page Restrictions Dialog Box

Setting Viewing Restrictions

To set 'viewing' restrictions on a page,

1. Click the **'Tools'** link at the top of the page, then select **'Restrictions'**. The 'Page Restrictions' dialog box opens.
 - You can also access this dialog box by clicking the padlock icon next to the page's byline (if available).
2. Ensure that the **'Viewing'** option has been selected in the 'Restrict' section.
3. Choose the appropriate user(s) and/or group(s) to whom you want to grant permission to view the page:
 - To choose just yourself, click **'Me'**. You are added to the appropriate restriction list below.
 - To choose a particular user, you can:
 - Type the user's username (or a list of usernames, separated by commas) into the **'Enter user name'** box, then click the **'Restrict'** button.
 - Type a user's full name into the **'Enter user name'** box use the 'auto-complete' feature to select the required user.
 - The auto-complete feature functions the same as the [Quick Navigation Aid](#) when searching Confluence pages. Use the up- and down-arrows on your keyboard to move up and down the droplist of matching items and select one.
 - Click the **'Person'** button (if you are unsure of the user's full name or username), to display the **'User Search'** popup window. Use the search options to find the required user. Select the appropriate user(s), then click the **'Select user(s)'** button. (You can read more about [searching for users](#).)
 - To choose a particular group(s), you can either:
 - Type the group name (or a list of groups, separated by commas) into the **'Enter user name'** box, then click the **'Restrict'** button.
 - Click the **'Group'** button (if you are unsure of the group's exact name) 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.
4. Click the **'Save'** link at the bottom of the page.

Setting Editing Restrictions

To set 'editing' restrictions on a page,

1. Click the **'Tools'** link at the top of the page, then select **'Restrictions'**. The 'Page Restrictions' dialog box opens.
2. You can also access this dialog box by clicking the padlock icon  next to the page's byline (if available).
3. Ensure that the **'Editing'** option has been selected in the 'Restrict' section.
4. Choose the appropriate user(s) and/or group(s) that you want to allow to edit the page, as described for [setting viewing restrictions](#) above.
5. Click the **'Save'** link at the bottom of the page.

Removing Viewing or Editing Restrictions

To remove 'viewing' or 'editing' restrictions on a page,

1. Click the **'Tools'** link at the top of the page, then select **'Restrictions'**. The 'Page Restrictions' dialog box opens.
2. You can also access this dialog box by clicking the padlock icon  next to the page's byline.
3. Click **'Remove restriction'** next to the required user(s) or group(s) in the appropriate categories:
 - 'Viewing Restricted To:' — to remove viewing restrictions
 - 'Editing Restricted To:' — to remove editing restrictions.
4. Click the **'Save'** link at the bottom of the page.

 While the 'Page Restrictions' dialog box is open, it is possible to remove viewing or editing restrictions whilst you are setting them for other users or groups.

Checking restrictions are applied to a page

When a page you are viewing has restrictions applied, a small padlock icon  appears next to the page byline. Clicking the padlock will open the 'Page Restrictions' dialog box, where full details on the page restrictions are displayed.

You can also access the 'Page Restrictions' dialog box by clicking the **'Tools'** menu at the top-right of a page and selecting the **'Restrictions'** menu item.

 **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 the [Confluence User's Guide](#).

Viewing a Page's Restrictions

Viewing page restrictions in View mode

When a page you are viewing has restrictions applied, a small padlock icon  appears next to the page byline. Clicking the padlock will open the 'Page Restrictions' dialog box, where full details on the page restrictions are displayed.

You can also access the 'Page Restrictions' dialog box by clicking the **'Tools'** menu at the top-right of a page and selecting the **'Restrictions'** menu item.

See [Setting a Page's Restrictions](#) for instructions on how to change these.

Viewing page restrictions in Edit mode

A page's restrictions can also be viewed when the page is in **'Edit'** mode. You can only enter **'Edit'** mode 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. Locate the 'Restrictions' section at the bottom of the page (between the 'Location' and 'Labels' sections). Any 'Viewing' restrictions or 'Editing' restrictions are listed below the word 'Restrictions'. See [Setting a Page's Restrictions](#) for instructions on how to change these.

Screenshot: Page Restrictions in Edit Mode



RELATED TOPICS

[Setting a Page's Restrictions](#)
[Viewing Restricted Pages](#)
[Working with Pages](#)

Take me back to the [Confluence User's 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:

- **Super-User** – full administrative access to Confluence, plus visibility to all the content.
- **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's Guide](#)

Space Administrators and their permissions

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's Guide](#)

Space Permissions Overview

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

To assign space permissions to users,

1. Access the '**Edit Space Permissions**' screen as described above.

The **Individual Users** section shows a list of users who already have permissions to access the site.

- To assign permissions, check the box next to the relevant user, for each of the required permissions.
 - To deny a permission, uncheck the relevant box.
 - To add a new user to the list, type the username into the text box labelled '**Grant browse permission to**' and click the '**Add**' button. The user will appear in the list of users, with 'View' permission assigned, and you can then add more permissions if necessary.
 - To search for a user:
 - Click the  icon.
 - The '**User Search**' window will appear. You can read more about [searching for users](#).
 - 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.

To assign space permissions to anonymous users,

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



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

Screenshot: Edit space permissions

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

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

Groups

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

	Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
 confluence-users	☒	☒	☒	☐	☐	☒	☐	☒	☒	☒	☒	☐	☒	☐

Grant permission to [Add](#)

Individual Users

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

	Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
 Matthew Jensen	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
 Rosie Jameson	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
 Sarah Maddox	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒

Grant browse permission to [Add](#)

Anonymous Access

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

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

	Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
 Anonymous	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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



About some error messages you may see

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

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

RELATED TOPICS

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

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

Revoking Space Permissions

You need to be a [space administrator](#) to remove or revoke space permissions.

[To revoke space permissions,](#)

1. Go to the **'Space Admin'** tab of the Browse Space view. To do this:

- Go to a page in the space, open the **'Browse'** menu and select **'Space Admin'**. The 'Space Administration' view will open.

 **'Space Admin'** is only displayed if you are a space administrator for that space or you are a Confluence system administrator.

- 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.
- Click **'Edit permissions'**. This will bring up a new screen. See screenshot.
- Uncheck the permissions you wish to revoke.
-  Removing the 'View' permission for a user or group will remove all access to that space for the user or group.
- Click **'Save All'** to apply the permissions.



Quick removal of permissions

To remove all permissions for a user or group, just remove the **'View'** permission. The user or group will disappear from the list when you save the permission updates. There's no need to untick all the permissions for that user or group.

Screenshot : Assigning Space Permissions

Groups

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

	View	Pages				News		Comments		Attachments		Mail	Space	
		Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
 atlassian-staff	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒

Grant browse permission to

Individual Users

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

No users currently have access rights to this space.

Users to add:

Anonymous Access

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

	View	Pages				News		Comments		Attachments		Mail	Space	
		Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
 Anonymous	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

RELATED TOPICS

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

Take me back to [Confluence User's 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,

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

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

Screenshot : Viewing space permissions

Groups

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

		Pages				News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
confluence-administrators	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
confluence-users	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗

Edit Permissions

Individual Users

These are the permissions currently assigned to individual users for this space.

		Pages				News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
Admin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Edit Permissions

Anonymous Access

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

		Pages				News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
Anonymous	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗

Edit Permissions



About some error messages you may see

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

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

RELATED TOPICS

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

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

Users and Groups

A user is any individual who accesses Confluence.

New users are created by a [Confluence administrator](#) via the [Administration Console](#). See [Searching For and Managing Users](#) for more information.

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

There are two special groups in Confluence:

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

Anonymous Users

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



Overlapping group and user permissions

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

Further explanation:

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

RELATED TOPICS

[Space Permissions Overview](#)
[Viewing Space Permissions](#)
[Assigning Space Permissions](#)
[Page Permissions](#)
[The Administrator's Guide to User Management in Confluence](#)

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

Searching for Users

This page tells you how to use the 'User Search' window, which appears when you click a 'Choose Users' link or a user search  icon on a Confluence page.

On this page:

- [Accessing the User Search](#)
- [Using the Simple User Search](#)
- [Using the Advanced User Search](#)
- [Searching for Users in One or More Groups](#)
- [Selecting One or More Users](#)
- [More about the User Search](#)

Accessing the User Search

To access the 'User Search' window,

1. Click the user search link or icon when you are performing one of the following actions:
 - When **setting page restrictions**, click the 'Choose users' link.
 - When **assigning space permissions**, click the  icon in the users section.
 - When **adding members to a group**, click the  icon.
2. The simple 'User Search' window will appear, as shown below.

Using the Simple User Search



Crowd and the User Search

If you are using Atlassian's [Crowd](#) for user management, you will need [Crowd 1.5.1 or later](#) to use the 'Simple' option in the user search. If your version of Crowd does not support the simple user search, you will see only the 'Advanced' search form.

To search via the simple user search,

1. Select the **'User'** tab on the 'User Search' screen. (See [above](#) for instructions on accessing the screen.)
2. If the **'Simple'** link is showing, click it. (If you see the 'Advanced' link and no 'Simple' link, then you're fine. The simple search is already active.)
3. The simple user search screen will appear, as shown [below](#).
4. Type some information about the user into the 'Search' textbox. You can type all or part of their username, full name or email address.
5. Click the **'Search'** button.
6. Confluence will return a list of matching users. See [below](#) for instructions on selecting one or more users.

Screenshot: Simple user search

User Search

User Membership

User Details

Search

Search for users by their user details eg: bob, Bob Smith, bob@example.com

[Advanced](#)

Using the Advanced User Search

The advanced user search allows you to specify the field in which your search term appears, i.e. username, full name or email address. You may find this useful if you need to limit the number of users appearing in the search results.

To search via the advanced user search,

1. Select the **'User'** tab on the 'User Search' screen. (See [above](#) for instructions on accessing the screen.)
2. If the **'Advanced'** link is showing, click it. (If you see the 'Simple' link and no 'Advanced' link, then you're fine. The advanced search is already active.)
3. The advanced user search screen will appear, as shown below.
4. Complete one or more of the following fields:
 - **User Name** — Enter all or part of the person's username i.e. their login id, e.g. 'joe', or 'bloggs'.
 - **Full Name** — Enter all or part of the person's name, e.g. 'joe bloggs', or 'bloggs', or 'joe'.
 - **E-Mail** — Enter all or part of the person's email address, e.g. 'acme'
5. Click the **'Search'** button.
6. Confluence will return a list of matching users. See [below](#) for instructions on selecting one or more users.

Screenshot: Advanced user search

User Search

User Membership

User Details

User Name Full Name E-Mail

Search

[Simple](#)

Searching for Users in One or More Groups

You can also list the users who appear in a particular group or in a set of groups.

To search for users in a particular group,

1. Select the **'Membership'** tab on the 'User Search' screen. (See [above](#) for instructions on accessing the screen.)
2. The 'Group Membership' search screen will appear, as shown below.
3. Type all or part of a group name into the 'Search' textbox.
4. Click the **'Search'** button.
5. Confluence will return a list of users belonging to any groups which match your search term.
 - ✓ In the example screenshot below, we entered a group name of **'dev'**. The search results show all users belonging to the group 'developers' and all users belonging to the group 'developers-mates'.
6. Now you can select one or more users, as described [below](#).

Screenshot: Searching for users in a group

User Search

User

Membership

Group Membership

Enter a group to list all its members

Listing members of **developers, developers-mates**

Check All	User	Full name	Email
☐	connie	Connie Best	connie@example.com
☐	sally	Sally Smith	sally@example.com
☐	jenny	Jenny James	jenny@example.com

Select User(s)

Selecting One or More Users

After searching for users and receiving a list of names from Confluence, as described above, you can now select the user(s) you need.

To select one or more users,

1. Click the box next to the username(s) to select or unselect one or more users.
You can click **'Check All'** to select or unselect all users.
2. Click the **'Select User(s)'** button.
3. The 'User Search' window will close and the selected users will appear on the screen which you were using before you accessed the user search.

Screenshot: Selecting one or more users

User Search

User Membership

User Details

Search for users by their user details eg: bob, Bob Smith, bob@example.com

[Advanced](#)

Check All ☐	User	Full name	Email
☐	cadmin	Confluence Administrator	admin@example.com
☐	connie	Connie Best	connie@example.com
☐	jenny	Jenny James	jenny@example.com
☐	sally	Sally Smith	sally@example.com

More about the User Search

Case Sensitivity

The search is not case sensitive. You can enter either upper- or lower-case text, and it will make no difference to the search results.

Wild Cards

 The search allows the asterisk as a wild card, but you do not need to use it. The search results will be the same whether you use a wild card or not. The wildcard functionality remains available for compatibility with older versions of Confluence.

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

RELATED TOPICS

[Searching Confluence](#)
[Setting a Page's Restrictions](#)
[Assigning Space Permissions](#)
[Adding or Removing Users in Groups](#)

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

Viewing Restricted Pages

Restricted pages are pages that have 'View' or 'Edit' restrictions applied to them through [page-level restrictions](#).

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:



Restricted Pages

[Pages](#)
[Blog](#)
[Labels](#)
[Attachments](#)
[Bookmarks](#)
[Mail](#)
[Advanced](#)
[Space Admin](#)

Space Operations

- Edit Space Details
- Edit Space Labels
- Remove Space
- Trash

Security

- Permissions
- Restricted Pages**

Mail

- Mail Accounts
- Mailbox Import

Look and Feel

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

Title (Space)	Type	Permitted User/Group	Creator	Created	Operations
Examples (A New Space)	View	jbloggs	Joseph Webb Bloggs	Dec 08, 2009	
Tutorial (A New Space)	View	jbloggs	Joseph Webb Bloggs	Dec 08, 2009	
Advanced topics (A New Space)	View	jbloggs	Joseph Webb Bloggs	Dec 08, 2009	

RELATED TOPICS

[Viewing a Page's Restrictions](#)
[Setting a Page's Restrictions](#)
[Working with Pages](#)

Take me back to the [Confluence User's Guide](#).

Site Backup and Restore

Atlassian suggests establishing a [backup strategy using a native database tool](#) for a production instance of Confluence.

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. This mechanism was created with small to medium-sized deployments of Confluence in mind. It is not made for large deployments with lots of pages and attachments (see below)

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

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

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

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

Manual Backups

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

Database Backup

Use your Database Administration Tool to create a backup of your Confluence database. If your database is storing your attachments, importing this later will restore all content. For instances with big attachments, please note that currently Confluence migrate attachments in a single transaction: [CONF-9888](#).

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](#).

RELATED TOPICS

[Production Backup Strategy](#)
[Backup FAQ](#)

Production Backup Strategy

Confluence's Built-in Backup

Confluence automatic daily XML backup is ideal if you:

- are evaluating Confluence
- do not have database administration familiarity, and your Confluence installation is small

Once your Confluence installation reaches more than a few thousand pages, the XML backup facility can be inefficient compared to your database's own backup tools.

Establishing a Production System Backup Solution

The built in backup functionality in Confluence requires a lot of memory to run and is less reliable when restoring. Atlassian recommends establishing an native database backup strategy:

- Create a backup or dump of your database using tools provided by your database
- Create a file system backup of your Confluence home directory

Once this is in place, disable the daily backups from `Administration > Daily Backup Admin`.

We want to stress that creating these two backups is *better* than having a Confluence XML backup. It's more robust and far more reliable for large production instances. You will be able to restore your whole site, including all data, attachments and configuration information intact with these two backups. We have written up a document on how to do this [here](#).

Step by step instructions

Take a look at the [Migrating Confluence Between Servers](#) document for instructions on restoring a backup using this technique.

Other processes

XML backups are described and used for other processes in Confluence, like upgrading and moving servers. Using the backup strategy described here will work for those processes. Our [upgrade guide](#) does not require the use of an xml backup (an old upgrade procedure, and the JIRA upgrade guide use XML backups for upgrading), and our [migrate server procedure](#) - used to set up a test server - can leverage an sql dump as well.

The only process that requires the XML backup is the [database migration](#) procedure. Large data sets will require third party database migration tools.

RELATED TOPICS

[Site Backup and Restore](#)
[Backup FAQ](#)

Hover Profile Overview

Hover Profile is a convenient tool that provides quick access to key information about other Confluence users, their [User Profile](#) features and [Network functions](#), throughout the Confluence interface. When you move or hover your mouse over a user's name, an interactive popup balloon appears, providing you with immediate access to these features and functions.

On this page:

- [Using Hover Profile](#)

- [Hover Profile Layout](#)
- [Accessing a Hover Profile](#)
- [Using the Hover Profile Popup Balloon](#)

Using Hover Profile

Whenever you hover your mouse pointer over a user's name appearing on the Confluence interface, their hover profile popup balloon appears.

Screenshot: Using Hover Profile



Hover Profile Layout

The top section of the hover profile popup balloon shows the user's Full Name, Profile Picture and Email address, based on their current [User Profile details](#). Beneath this is shown the user's current [User Status](#) message. The low edge of the hover profile popup balloon has interactive features, described below in [Using the Hover Profile popup balloon](#).

Accessing a Hover Profile

Areas of the Confluence interface where hover profile popup balloons are accessible include:

- The [Byline](#) of a page or blog
- The [People Directory](#)
- The outputs of various Confluence [Macros](#) on a page or blog
- Page or blog edit [histories](#) or [comparisons](#)
- Page or blog [information](#) pages.



Hover profile is not available in the administrative areas of Confluence, such as the user management features of the Administration Console.

Using the Hover Profile Popup Balloon

From a user's hover profile popup balloon, you can easily:

- send an email to them,
- access their personal space (if they have one),
- access their profile, network or status updates views, or
- follow or stop following them. Please refer to the [Network Overview](#) page for details on using Confluence's network features.

To email a user from their hover profile popup balloon,

1. Hover your mouse over the user's name on the Confluence interface until their hover profile popup balloon appears.
2. Move your mouse directly into the popup balloon and click on the user's email address. Your email client opens up a new message with that email address in the "To:" field.

To access a user's personal space from their hover profile popup balloon,

1. Hover your mouse over the user's name on the Confluence interface until their hover profile popup balloon appears.
2. Move your mouse directly into the popup balloon's 'More' menu and click the **Personal Space** item. The user's personal space page will be displayed.



If the user does not have a personal space, then this item will not be available from the 'More' menu.

To access a user's profile, network or status updates views from their hover profile popup balloon,

1. Hover your mouse over the user's name on the Confluence interface until their hover profile popup balloon appears.
2. Move your mouse directly into the popup balloon's 'More' menu and click the **Profile Page**, **Network Page** or **Status Updates Page** item to access the user's profile, network or status updates views, respectively.

Working with Confluence Gadgets

This section introduces the concept of gadgets in Confluence, provides an outline on how to use gadgets in Confluence and instructions on configuring Confluence gadgets for use in other web applications.

On this page:

- [Introduction to Gadgets in Confluence](#)
- [Using Gadgets in Confluence](#)
- [Configuring Confluence Gadgets for Use in Other Applications](#)
 - [Adding a Confluence Gadget to JIRA](#)
 - [Adding a Confluence Gadget to non-Atlassian Web Applications](#)
 - [Confluence Gadgets](#)

Introduction to Gadgets in Confluence

A gadget is a small object (i.e. a piece of functionality) offering dynamic content that can be placed into the page of:

- An Atlassian application's website, such as on Confluence page or blog post or a JIRA 4.0+ dashboard, or
- A third-party application's website, such as [iGoogle](#) or [Gmail](#).

Gadgets allow interactions between Confluence and other compatible websites. Confluence interacts with gadgets that support the [OpenSocial](#) specification.



For more information about Atlassian gadgets, please refer to the [introduction to Atlassian gadgets](#) and the [big list of Atlassian gadgets](#).

Using Gadgets in Confluence

You can place any gadget that complies with the OpenSocial specification from an external source, such as [iGoogle](#) or other Atlassian applications such as [JIRA 4.0+](#), onto a Confluence page or blog post. This is done via the Confluence [macro browser](#). For instructions on how to add a gadget to a page, refer to the [Gadget Macro](#) topic.

Configuring Confluence Gadgets for Use in Other Applications

Confluence also allows its own gadgets to be used on any other OpenSocial-compliant website such as [iGoogle](#), [Gmail](#), JIRA or another Confluence 3.1+ site.

Adding a Confluence Gadget to JIRA

For instructions on how to configure Confluence gadgets for use in a JIRA dashboard, see [Adding a Confluence Gadget to a JIRA Dashboard](#).

Adding a Confluence Gadget to non-Atlassian Web Applications

For instructions on how to configure Confluence gadgets for use in another compatible non-Atlassian web application or container, refer to [Configuring Confluence Gadgets for Use in Other Applications](#).

Confluence Gadgets

The [Confluence Gadgets](#) topic explains the purpose of the 'Confluence Gadgets' window, how to access it and provides information about the gadgets which are bundled with Confluence.

RELATED TOPICS

Gadget Macro
 Working with the Macro Browser
 Configuring Confluence Gadgets for Use in Other Applications
 Adding a Confluence Gadget to a JIRA Dashboard
 Confluence Gadgets
 Configuring OAuth

Adding a Confluence Gadget to a JIRA Dashboard

JIRA 4.0 is the first major Atlassian application that can incorporate OpenSocial-compliant gadgets, such as Confluence gadgets onto its dashboard. This page explains how to add a Confluence gadget to the dashboard of a JIRA 4.0+ installation.

To add a Confluence gadget to a JIRA dashboard, complete the sections below in order.

On this page:

- [Establish an OAuth or Trusted Application Relationship Between Confluence and JIRA](#)
- [Finding a Confluence Gadget's URL](#)
- [Adding a Confluence Gadget to a JIRA server's Gadgets Directory](#)
- [Adding a Confluence Gadget to the JIRA Dashboard](#)

Establish an OAuth or Trusted Application Relationship Between Confluence and JIRA

If your Confluence gadgets need to access user-restricted Confluence data, then your Confluence administrator must first establish either an OAuth relationship between your Confluence site (as a 'service provider' of gadgets) and the JIRA site (as a 'consumer' of your Confluence site's gadgets), or a trusted applications relationship between the two sites. For more information about configuring OAuth relationships between Confluence and other web applications, refer to [Configuring OAuth](#).

If you only need to access anonymously accessible Confluence data, then you can proceed to [Finding a Confluence Gadget's URL](#), below.



This following procedure can only be conducted by Confluence Administrators.

To establish an OAuth relationship that permits a JIRA server to consume your Confluence server's resources (via gadgets),

1. Go to the Confluence '**Administration Console**'. To do this:

- Open the '**Browse**' menu and select '**Confluence Admin**'. The 'Administration Console' view will open.
2. Click '**OAuth**' from the 'Administration' section on the left navigation panel.
 3. Click the '**Consumers**' tab in the 'OAuth Administration' page.
 4. Click the '**Add OAuth Consumer**' link.
 5. Enter the JIRA server's URL into the '**Consumer Base URL**' field.
 6. Click the '**Add**' button. The JIRA server's consumer information is added as a new record into Confluence's consumers list.



If this step did not work (for instance, because the JIRA server might be temporarily offline) but you have access to the necessary OAuth consumer information for the JIRA server (that is, the OAuth 'consumer key' and 'public key'/'self-signed certificate'), try the following steps:

- a. Enter the JIRA server's consumer information details manually into the relevant fields:
 - **Consumer Key** — The JIRA server's consumer key. This field is mandatory and its contents must match the consumer key supplied by the JIRA server.
 - **Name** — Any descriptive name for the JIRA server. This field is mandatory, although the exact wording and format of the JIRA server's name is your choice. It is prudent to be accurate, however, as this name will be shown to your Confluence users whenever they grant permission for a Confluence gadget (on the JIRA server's dashboard) to access the Confluence server's resources.
 - **Description** — A short description of the application. By convention, it is useful to include the name of the application and if applicable, its URL, somewhere within the description.
 - **Public Key** — The application's public key or self-signed certificate. This field is mandatory and its contents must match the public key or self-signed certificate supplied by the JIRA server.
 - **Callback URL** — JIRA server's usually supply their own callback URL when receiving an OAuth request token. Hence, this field can be left blank.
- b. Click the '**Add**' button. If all the information is valid (in particular, the public key format), then the application's consumer information is added as a new record into your Atlassian application's consumers list.



If you wish to add the same or any other Confluence gadget to the same JIRA server's dashboard, then you do not have to repeat this procedure.

In rare circumstances, where the JIRA server's consumer details may change (for example, as a result of the JIRA server acquiring a new OAuth Consumer Key, 'Name' or Public Key), then you will need to repeat this procedure once again.

Finding a Confluence Gadget's URL

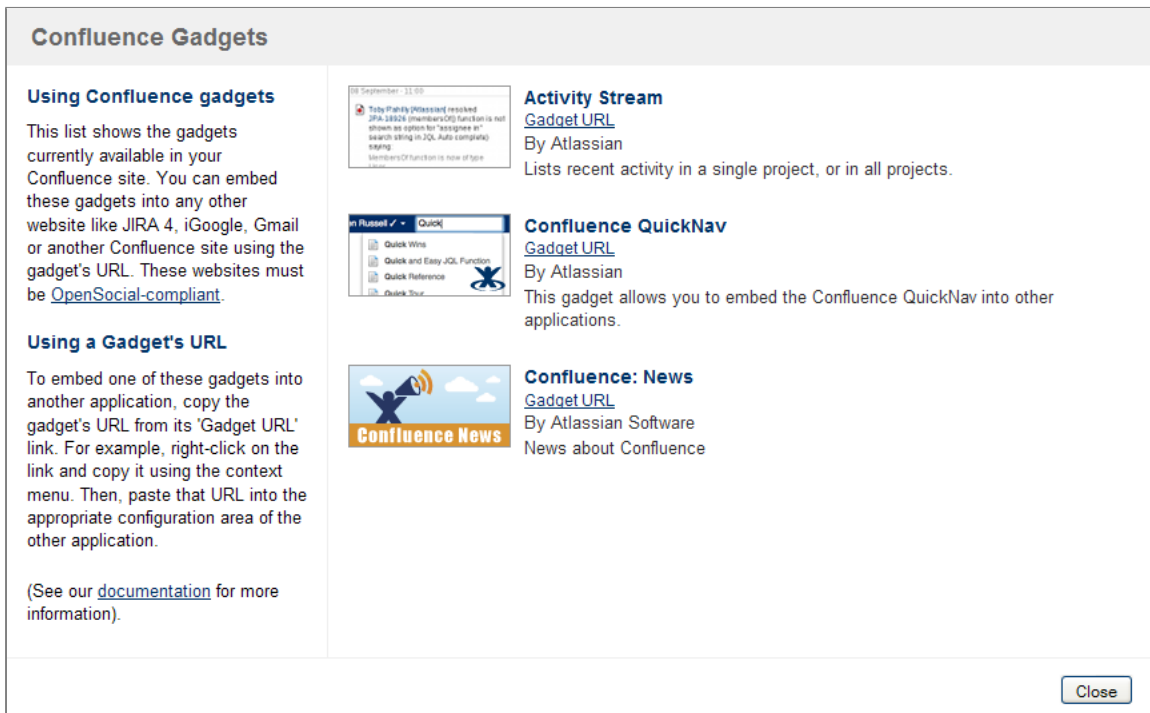
The Confluence gadget's URL is the gadget's XML specification file. These URLs look something like this:

```
http://example.com/my-gadget-location/my-gadget.xml
```

To find a Confluence gadget's URL,

1. Open the **'Browse'** menu and select **'Confluence Gadgets'**. The 'Confluence Gadgets' window will open. The 'Confluence Gadgets' window displays a list of available Confluence gadgets in your Confluence installation, as shown in the screenshot [below](#).
 By default, Confluence only includes a few gadgets. However, if your Confluence administrator has installed more Confluence gadgets (typically as Confluence plugins), these will also appear in this list. If a scrollbar is available, use it to find the gadget you want.
2. After finding your gadget, use the 'Gadget URL' link to copy the gadget's URL to your clipboard. Many operating systems and browsers allow you to do this by right-clicking the **'Gadget URL'** link and copying it using the context menu.

Screenshot: Finding a gadget's URL

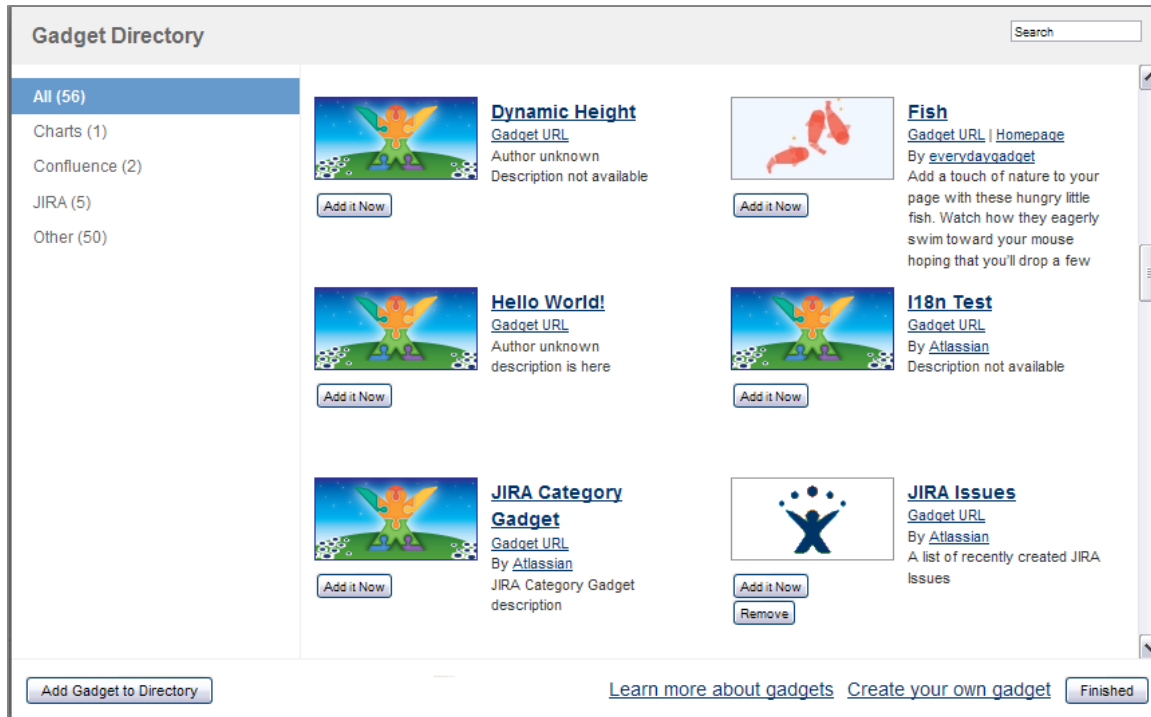


Adding a Confluence Gadget to a JIRA server's Gadgets Directory

To add a Confluence Gadget to the Gadgets Directory in JIRA,

1. Go to the dashboard by clicking the **'Dashboard'** link or the **'Home'** link at the top left of the screen.
2. The dashboard will appear. Click **'Add Gadget'**.
3. The **'Add Gadget'** screen appears, showing the list of gadgets in your directory. See [screenshot 1](#) below. Click **'Add Gadget to Directory'**.
 You will only see this button if you have administrator permissions for your dashboard.
4. The **'Add Gadget to Directory'** screen appears. See [screenshot 2](#) below. Paste the gadget URL (which you copied to your clipboard [above](#)) into the text box.
5. Click **'Add Gadget'**.
6. The gadget appears in your gadget directory. (It will be highlighted for a short time, so that you can see it easily.)

Screenshot 1: Gadget directory with 'Add Gadget to Directory' button



Screenshot 2: Adding a gadget to the directory

Add Gadget to Directory

Type or paste the gadget's URL below.

By adding a gadget to the directory, you are making the gadget available for people to use on their dashboards.

Only add gadgets that you trust! Gadgets can allow unwanted or malicious code onto your web page.

You can add gadgets from Atlassian applications such as Confluence, JIRA and others. You can also add gadgets from other websites such as iGoogle. Many public gadgets will work on an Atlassian dashboard. Some gadgets may rely on specific iGoogle features that will not work properly on Atlassian dashboards. In that case, you can simply remove the gadget from the directory.

A gadgets URL looks something like this: `http://example.com/my-gadget-location/my-gadget.xml`

Find [more gadgets](#) to add. | You can create your own gadgets! [Learn how.](#)

Adding a Confluence Gadget to the JIRA Dashboard



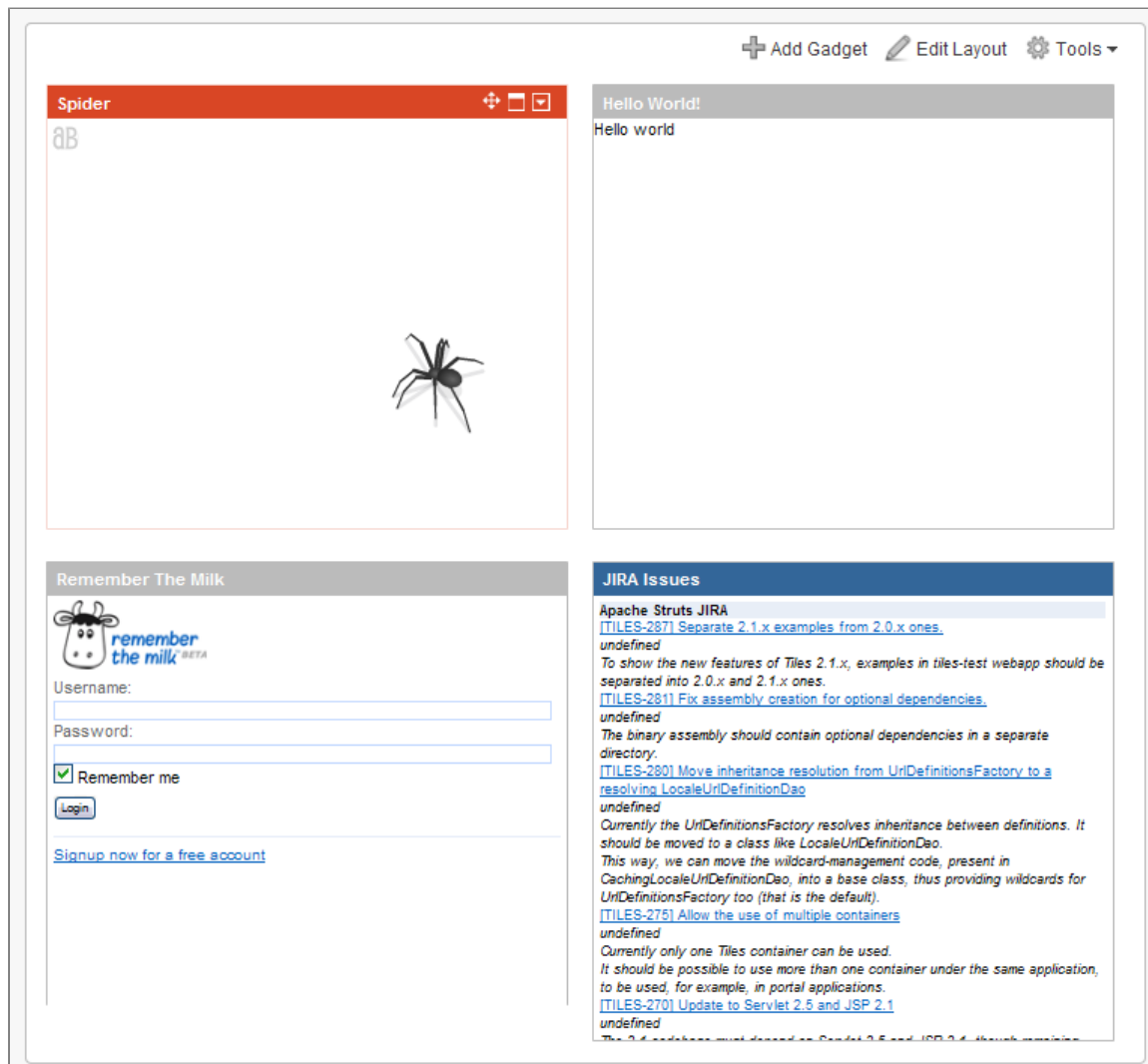
In the procedure below, 'your Atlassian dashboard' and 'your Atlassian application' refers to the JIRA Dashboard and application, respectively.

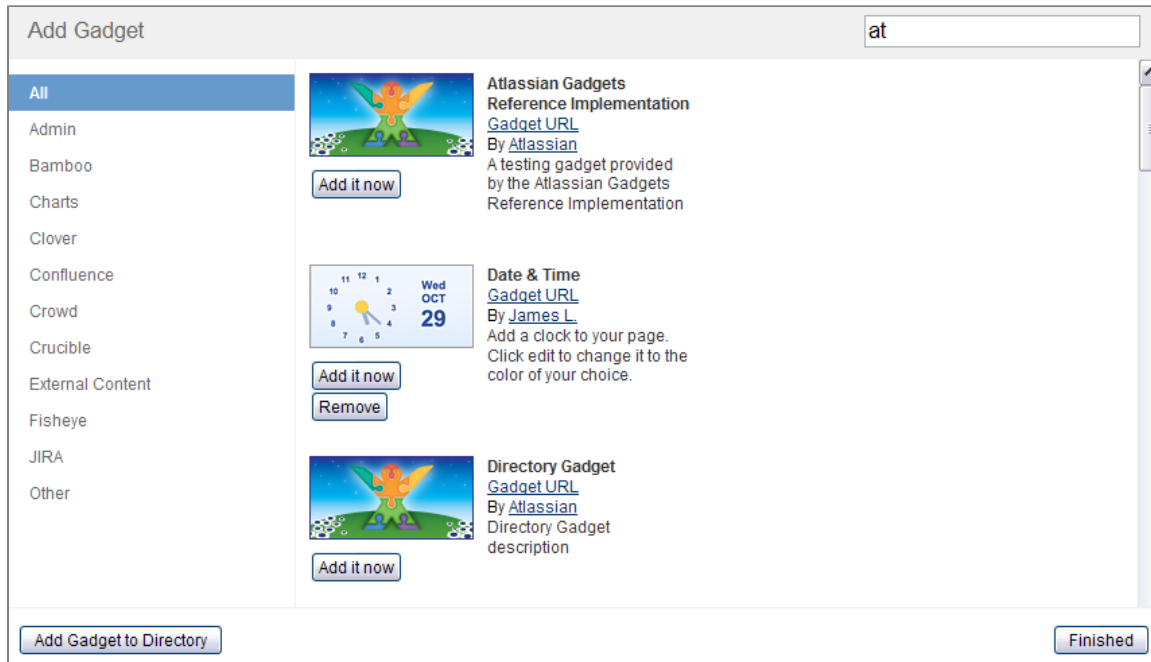
You can add a gadget from the directory of gadgets that are available to your Atlassian application.

To add a gadget to your Atlassian dashboard,

1. Go to the dashboard by clicking the **'Dashboard'** link or the **'Home'** link at the top left of the screen.
2. The dashboard will appear, looking something like [screenshot 1](#) below. Click **'Add Gadget'**.
3. The **'Add Gadget'** screen will display a list of available gadgets in your gadget directory, as shown in [screenshot 2](#) below. Find the gadget you want, using one or more of the following tools:
 - Use the scroll bar on the right to move up and down the list of gadgets.
 - Select a category in the left-hand panel to display only gadgets in that category.
 - Start typing a key word for your gadget in the **'Search'** textbox. The list of gadgets will change as you type, showing only gadgets that match your search term.
4. When you have found the gadget you want, click the **'Add it Now'** button to add the gadget to your dashboard.

Screenshot 1: An Atlassian dashboard



Screenshot 2: Adding a gadget from the gadget directory**Adding a Gadget to the Directory of Available Gadgets**

You need to have administrator privileges to add a gadget to the list of available gadgets. If you have permission to add gadgets to and remove gadgets from the directory itself, you will see the '**Add Gadget to Directory**' and '**Remove**' buttons on the 'Add Gadget' screen. Please refer to the [Gadgets and Dashboards Administration Guide](#).

Configuring Confluence Gadgets for Use in Other Applications



Atlassian does not support the use of Atlassian gadgets on **iGoogle or other external websites and applications**. Please refer to the section below on [limitations and support](#).

This page tells you how to add a Confluence gadget to another (external) application. The instructions and examples given in this topic focus on adding and using Confluence Gadgets in other web applications.

Gadgets that display information from Atlassian applications, such as [Confluence](#), should be able to run on [iGoogle](#), [Gmail](#) and other web applications that provide [OpenSocial containers](#). Below are specific instructions for iGoogle and Gmail. You can experiment by adding a Confluence gadget to other web sites and applications, such as a [Ning](#) community like [The Content Wrangler](#).

On this page:

- [Overview of Adding a Confluence Gadget to Another Web Application](#)
- [Finding a Confluence Gadget's URL](#)
- [Adding an Atlassian Gadget to iGoogle](#)
- [Adding an Atlassian Gadget to Gmail](#)
- [Limitations and Support](#)

Overview of Adding a Confluence Gadget to Another Web Application

The exact procedure for adding a Confluence gadget depends on the application where you want to add the gadget. The basic steps are the same:

1. Find the Confluence gadget's URL, i.e. the URL for the gadget's XML specification file.
2. Ensure one of the following two mandatory (typically one-off) procedures have been conducted:
 - An OAuth relationship between Confluence (as the 'service provider') and the other web application (as the 'consumer') has been established. Refer to [Configuring OAuth](#) for more information about OAuth and instructions on establishing these relationships.
 - A Trusted Applications relationship between Confluence and JIRA has been established. Refer to [Configuring Trusted Applications](#) in the [JIRA documentation](#) for more information about establishing these relationships.
3. Follow the procedure provided by the external web application where you want to add the Confluence gadget.

Finding a Confluence Gadget's URL

The Confluence gadget's URL is the gadget's XML specification file. These URLs look something like this:

```
http://example.com/my-gadget-location/my-gadget.xml
```

To find a Confluence gadget's URL,

1. Open the **'Browse'** menu and select **'Confluence Gadgets'**. The 'Confluence Gadgets' window will open. The 'Confluence Gadgets' window displays a list of available Confluence gadgets in your Confluence installation, as shown in the screenshot below.
 - By default, Confluence only includes a few gadgets. However, if your Confluence administrator has installed more Confluence gadgets (typically as Confluence plugins), these will also appear in this list. If a scrollbar is available, use it to find the gadget you want.
2. After finding your gadget, use the 'Gadget URL' link to copy the gadget's URL to your clipboard. Many operating systems and browsers allow you to do this by right-clicking the **'Gadget URL'** link and copying it using the context menu.

Screenshot: Finding a gadget's URL

The screenshot shows the 'Confluence Gadgets' window. On the left, there is a sidebar with the title 'Confluence Gadgets' and two sections: 'Using Confluence gadgets' and 'Using a Gadget's URL'. The main area displays a list of gadgets:

- Activity Stream**: By Atlassian. Lists recent activity in a single project, or in all projects. Includes a 'Gadget URL' link.
- Confluence QuickNav**: By Atlassian. This gadget allows you to embed the Confluence QuickNav into other applications. Includes a 'Gadget URL' link.
- Confluence: News**: By Atlassian Software. News about Confluence. Includes a 'Gadget URL' link.

At the bottom right of the window is a 'Close' button.

Adding an Atlassian Gadget to iGoogle

You can customise your iGoogle home page by adding gadgets and moving them around on the page.

To add an Atlassian gadget to your iGoogle page,

1. First find the gadget's URL as described above.
2. Go to iGoogle and log in if you have a username and password.
3. Click **'Add stuff'** near the top right of the iGoogle page.
4. The Google gadget directory will appear, showing a list of available gadgets. Click **'Add feed or gadget'** in the right-hand panel.

The screenshot shows a dialog box titled 'Add feed or gadget'. It contains a text input field with the placeholder text 'Type or paste the URL below:' and a button labeled 'Add'. Below the input field, there are links for 'Information for Feed owners' and 'Developers'.

5. A text box will open, as shown above. Enter or paste the gadget's URL from your clipboard into the textbox and click **'Add'**.
6. Go back to your iGoogle home page. The gadget will appear on your iGoogle page.

Adding an Atlassian Gadget to Gmail

You can add gadgets to the left-hand panel of your Gmail page.

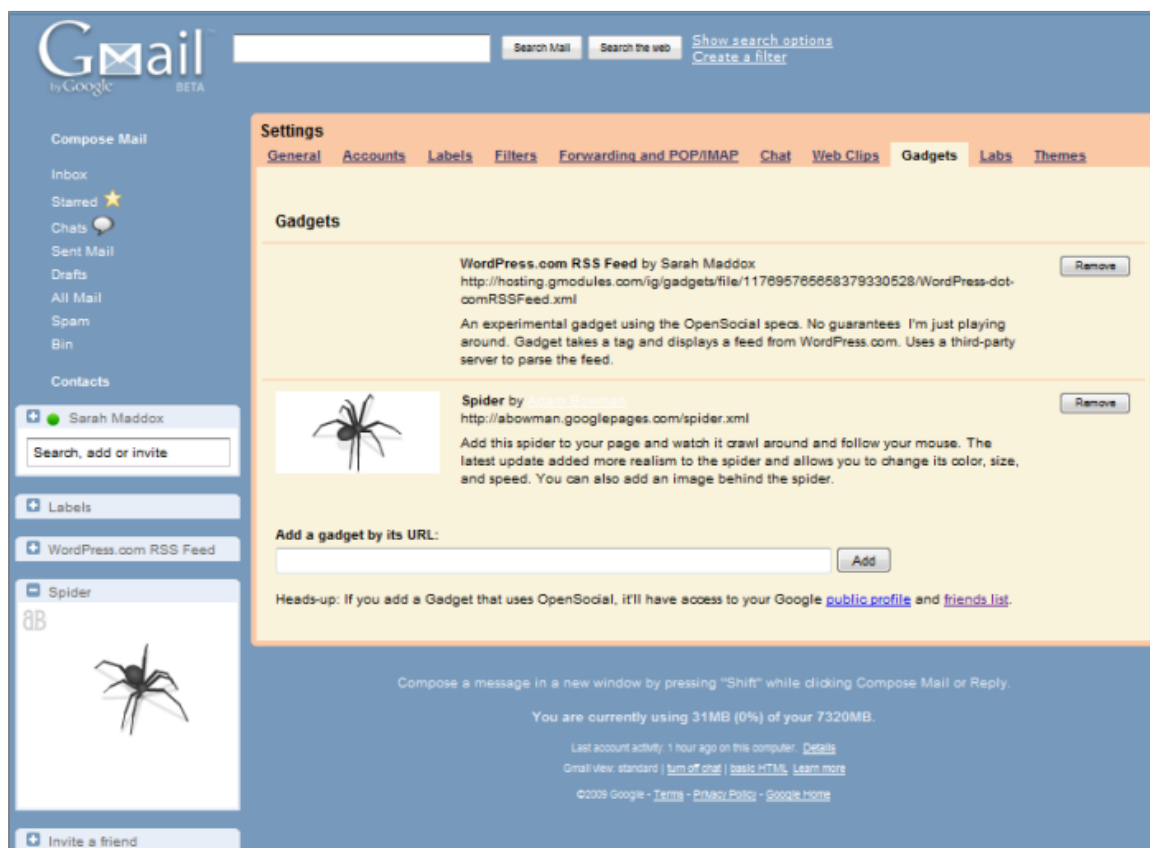
To add an Atlassian gadget to your Gmail page,

1. First find the gadget's URL as described [above](#).
2. Log in to Gmail.
3. Click **'Settings'** near the top right of the Gmail page.
4. The Gmail settings page will appear. Click the **'Labs'** tab.
5. The Gmail Labs page will appear. This is a laboratory area or testing ground where Google allows you to use experimental features in Gmail. Scroll down to find the feature called **'Add any gadget by URL'**.
6. Select the **'Enable'** radio button next to the **'Add any gadget by URL'** feature, as shown here:



7. Click **'Save Changes'** to enable the new feature.
8. A new **'Gadgets'** tab will appear on your 'Settings' page. Click the 'Gadgets' tab.
9. The 'Gadgets' page will appear, as shown in the screenshot [below](#). Enter or paste your gadget's URL into the **'Add a gadget by its URL'** textbox then click the **'Add'** button.
10. The gadget will appear in the left-hand panel of your Gmail page, as shown in the screenshot [below](#).

Screenshot: Adding a gadget to Gmail



Limitations and Support

The external integrations described above should work, but they are experimental at this stage. Have fun playing around with them.

 Atlassian does not support the use of Atlassian gadgets on iGoogle or other external web sites and applications.

Please note the following limitations:

1. Gadgets used on third-party web sites must draw their content from a server that is accessible on the public internet. If you run your Atlassian applications behind a firewall, the third-party web site will not be able to access the data and display it in the gadget. For

example, if you put a JIRA gadget onto Gmail and your JIRA server is behind a firewall, the Google servers will not be able to retrieve the gadget specification and the JIRA gadget will display an error message on Gmail.

2. We have had difficulty adding gadgets from servers that use SSL, because Google's servers do not appear to accept our SSL certificate. These problems can be difficult to debug without help from Google.
3. Individual gadgets may or may not work well in Google's containers.
4. The production version of iGoogle does not support all of the newer gadget and OpenSocial features. The newest features may require signing up for the iGoogle Developer Sandbox. See [Hints for Developing in iGoogle Sandbox](#).

RELATED TOPICS

[The big list of Atlassian gadgets](#)

Confluence Gadgets

This page describes the purpose of the 'Confluence Gadgets' window, how to access it and provides information about the gadgets which are bundled with Confluence.

On this page:

- [The Confluence Gadgets Window](#)
- [Confluence Gadgets](#)
 - [Activity Stream Gadget](#)
 - [Activity Stream Gadget Properties](#)
 - [Confluence QuickNav Gadget](#)
 - [Confluence QuickNav Gadget Properties](#)
 - [Confluence: News Gadget](#)
 - [Confluence: News Gadget Properties](#)

The Confluence Gadgets Window

The 'Confluence Gadgets' window displays a list of all Confluence gadgets available in your Confluence installation. These are gadgets that:

- Interact with and provide access to data in your Confluence installation
- Can be used externally such as on a JIRA 4+ server's dashboard, a page or blog post of another Confluence server, or any compatible page on a web site that accepts gadgets, such as iGoogle.

Refer to [Adding a Confluence Gadget to a JIRA Dashboard](#) or [Configuring Confluence Gadgets for Use in Other Applications](#) for more information on adding Confluence gadgets to external applications. However, a Confluence gadget can also be used within the same Confluence installation, by adding it to a page or blog post using the [gadget macro](#).

The Confluence gadgets bundled with Confluence are described [below](#). However, if your Confluence administrator has installed more Confluence gadgets (typically as Confluence plugins), these will also appear in this list. If there are more gadgets in the list than what will fit within this window, a scrollbar will appear on the right. To find the gadget you want, use this scroll bar to move up and down the list of gadgets.

To access the Confluence Gadgets window,

- Open the '**Browse**' menu and select '**Confluence Gadgets**'. The 'Confluence Gadgets' window will open.

[Screenshot: The Confluence Gadgets Window](#)

Confluence Gadgets

Using Confluence gadgets

This list shows the gadgets currently available in your Confluence site. You can embed these gadgets into any other website like JIRA 4, iGoogle, Gmail or another Confluence site using the gadget's URL. These websites must be [OpenSocial-compliant](#).

Using a Gadget's URL

To embed one of these gadgets into another application, copy the gadget's URL from its 'Gadget URL' link. For example, right-click on the link and copy it using the context menu. Then, paste that URL into the appropriate configuration area of the other application.

(See our [documentation](#) for more information).

Activity Stream

[Gadget URL](#)
By Atlassian

Lists recent activity in a single project, or in all projects.

Confluence QuickNav

[Gadget URL](#)
By Atlassian

This gadget allows you to embed the Confluence QuickNav into other applications.

Confluence: News

[Gadget URL](#)
By Atlassian Software

News about Confluence

Close

Confluence Gadgets

This section describes the gadgets which are bundled with Confluence.

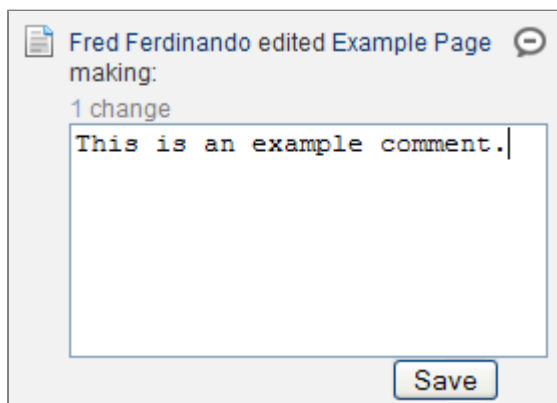
Activity Stream Gadget

The activity stream gadget is similar to the [recently updated macro](#) and shows a list of the most recently changed content within your Confluence site.

In addition to showing a list of most recently changed content, the activity stream gadget also provides the following features:

- The ability to add comments to pages and blog posts, by clicking the 'add comment' icon at the top-right of an added or edited page or blog post in the activity stream.
- The ability to reply to a comment by clicking the 'add comment' icon at the top-right of a comment in the activity stream.
- Activities are grouped by separate date.
- An RSS feed link to its content in the top-right corner of the gadget.

Screenshot: Adding a Comment in the Activity Stream Gadget



Activity Stream Gadget Properties

Properties are settings for Confluence gadgets that allow the user to control the content or presentation of data retrieved by the gadget. These are similar to a Confluence macro's parameters. The table below lists relevant properties for this gadget.

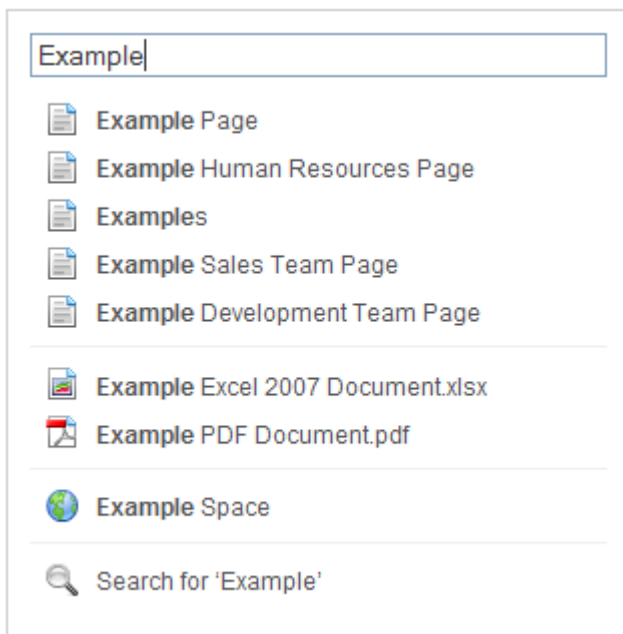
Property	Required?	Default	Description
Title	Yes	None	Adds a title to the top of the Activity Stream.

Projects	No	None specified (i.e. display content in all spaces)	Filters the content by space. This gadget will display only the pages etc. which belong to the space(s) you specify here.
Username	No	None specified (i.e. display content by all users)	Filters the results by user. The macro will display only the pages etc. which were last modified by the user(s) you specify here. You can specify one or more user, separated by a comma or a space.
Number of Entries	No	10	Specify the maximum number of results to be displayed. A maximum of 10 results will be displayed by default. The maximum value that this property can accept is 100.
Refresh Interval	No	Never/false	Specify the time interval between each 'refresh' action undertaken by the activity stream gadget. A refresh makes the activity stream gadget reflect any new activity that has been conducted on the Confluence site.

Confluence QuickNav Gadget

The Confluence QuickNav gadget provides the [Quick Navigation Aid](#) functionality for searching the Confluence site. For more information on how to use this feature, refer to the [Quick Navigation Aid](#) section of [Searching Confluence](#).

Screenshot: Using the QuickNav Gadget



Confluence QuickNav Gadget Properties

This gadget has no properties and cannot be customised.

Confluence: News Gadget

The Confluence news gadget is an example of a 'news feed' gadget that shows a list of recent [Confluence Product Blogs](#) and [events at Atlassian](#).

Clicking an item in the Confluence news gadget takes you directly to the selected blog post of the [Confluence Product Blogs](#) feed or event details on the [events at Atlassian](#) page.

Clicking **More news** takes you to the [Confluence Product Blogs](#) feed page and clicking **More events** takes you to the [events at Atlassian](#) page.

Screenshot: Using the News Gadget

News

- › [Movember @ Atlassian: The Home Stretch - Cast your votes!](#)
- › [Confluence 3.1 Beta 2 is where the wild things are](#)
- › [Gliffy is helping you make better decisions this Movember](#)

[More news...](#)

Events

- › [JIRA 4.0 Seminar Hosted by Celix – 24 Nov](#)
- › [Ottawa Atlassian User Group – 25 Nov](#)
- › [JavaEdge 2009 – 26 Nov](#)

[More events...](#)

Confluence: News Gadget Properties

Properties are settings for Confluence gadgets that allow the user to control the content or presentation of data retrieved by the gadget. These are similar to a Confluence macro's parameters. The table below lists relevant properties for this gadget.

Property	Required?	Default	Description
Show News?	No	True	Shows a short list of the most recent Confluence Product Blogs .
Show Events?	No	True	Shows a short list of the most recent events at Atlassian .
Show Banners?	No	True	Shows any banner advertisements (if available).

RELATED TOPICS

[Adding a Confluence Gadget to a JIRA Dashboard](#)
[Configuring Confluence Gadgets for Use in Other Applications](#)
[Gadget Macro](#)
[The big list of Atlassian gadgets](#)

Working with the Macro Browser

The **Macro Browser** allows you to browse through Confluence's extensive range of packaged macros and preview them using a combination of selected parameters before adding them to your page.

The Macro Browser provides access to **all available macros** in a Confluence installation, with the exception of [User Macros](#). If additional Confluence macros have been installed on your Confluence server (for example, via the installation of a non-bundled plugin), these will also be accessible from the Macro Browser.

On this page:

- [Accessing the Macro Browser](#)
- [Browsing for a Macro](#)
 - [Restricting the Macro List by Category](#)
 - [Restricting the Macro List by Word Search](#)
- [Choosing a Macro, Modifying and Inserting it onto a Page or Blog Post](#)
- [Editing an Existing Macro with the Macro Browser](#)
 - [Macro Browser Smart Fields](#)

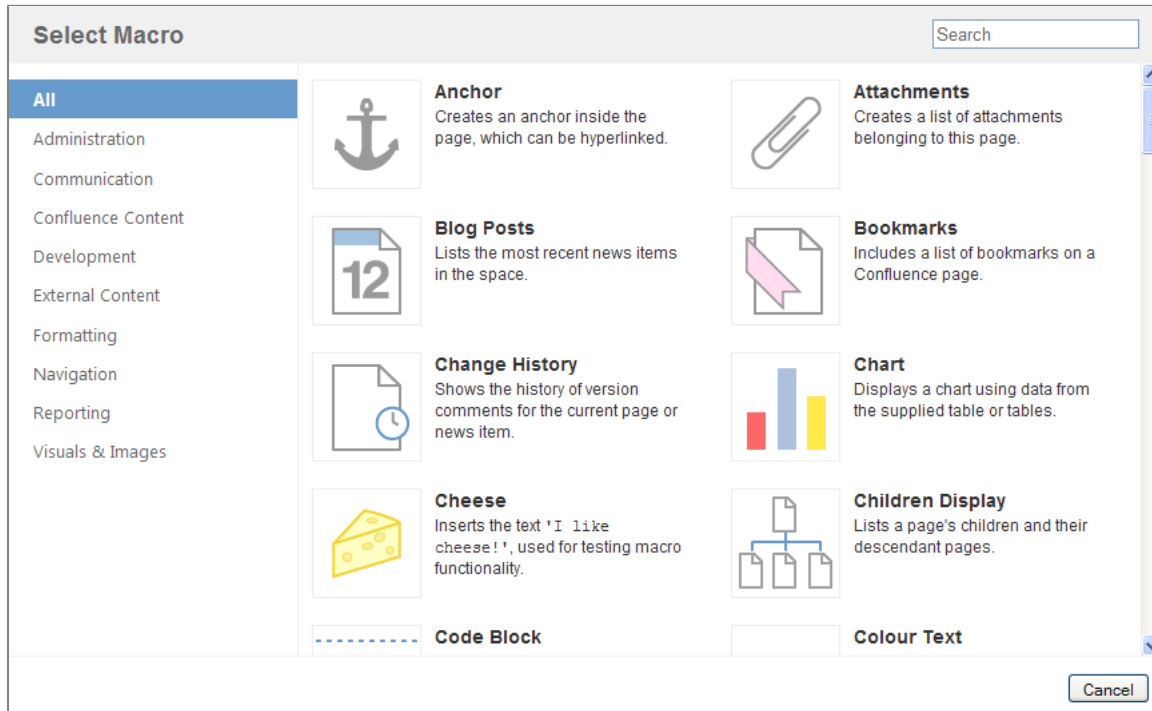
Accessing the Macro Browser

You can access the Macro Browser whenever you add or edit a page, blog post or comment.

[To access the Macro Browser,](#)

1. Log in to Confluence, if you have not already done so.
 2. Add or edit a page or blog post.
 3. On either the [Rich Text](#) or [Wiki Markup](#) editor views, place the cursor at the macro insertion point and click the Macro Browser icon .
- Alternatively, if you are working in the Rich Text editor and have the **Context Menu** activated, place the cursor at the macro insertion point, right-click and select '**Insert/Edit Macro**' from the Context Menu. The Macro Browser window opens.

Screenshot: Macro Browser



Each macro is presented on the right-hand side of the Macro Browser by its icon, its name and a brief description of its function.

Browsing for a Macro

Since the Macro Browser contains 80+ individual bundled macros, it is designed to facilitate the selection of the specific macro you require, by providing two quick methods for narrowing down the entire list of macros. When the Macro Browser is first opened, it is in 'macro selection' mode.

Restricting the Macro List by Category

Each macro is assigned to one of these categories. Clicking on one of these category names reduces the list of macros to those macros associated with the chosen category only.

Screenshot: Macro Browser List Restricted by Category

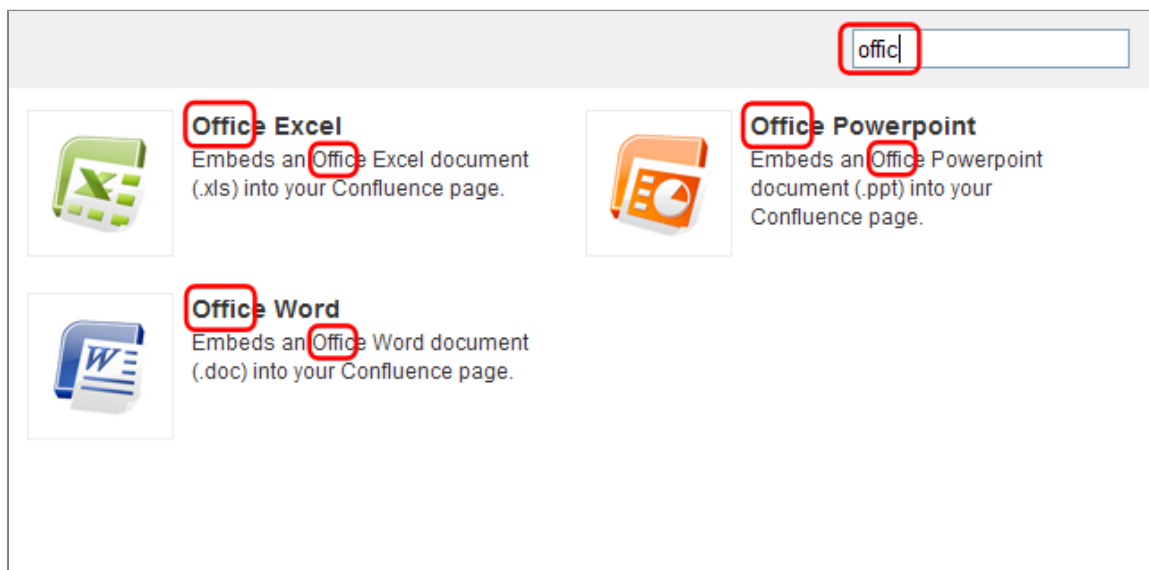
- All - Administration - Communication - Confluence Content - Development External Content - Formatting - Navigation - Reporting - Visuals & Images	 Edit in Word Link Display an Edit in Word icon on your page.	 JIRA Issues Displays a list of issues from a JIRA site on your Confluence page.
	 JIRA Portlet Displays a JIRA dashboard portlet on your Confluence page.	 RSS Feed Embeds an RSS feed on a page and displays the contents of external or internal Confluence feeds.
	 Tasklist Displays a modifiable task list.	 Widget Connector Embed multi-media content from other web sites into your Confluence page.

i A very small proportion of macros are assigned to two (or rarely three) categories because their scope of functionality matches these categories. Hence, you may notice that some of these macros are appearing in two, possibly three categories.

Restricting the Macro List by Word Search

The search field at the top of the Macro Browser allows you to reduce the list of macros based on words (or parts of words) contained within the macro's name or its description. As you start typing a word, the macro list restricts to only those macros whose name or description matches the characters you have entered.

Screenshot: Macro Browser List Restricted by Word Search



The screenshot shows the Macro Browser interface with a search field at the top containing the text "offic". Below the search field, three macros are displayed, each with its name and description circled in red:

- Office Excel**: Embeds an Office Excel document (.xls) into your Confluence page.
- Office Powerpoint**: Embeds an Office Powerpoint document (.ppt) into your Confluence page.
- Office Word**: Embeds an Office Word document (.doc) into your Confluence page.

i If multiple words (including partial words) are used, then only macros whose name or description matches all these items in the Word Search field are listed.

Choosing a Macro, Modifying and Inserting it onto a Page or Blog Post

To choose a macro, modify and insert it onto a page or blog post,

1. Access the [Macro Browser](#) and [browse](#) to the required macro, if you have not already done so.
2. Click on the required macro to choose it. The Macro Browser window changes to the 'macro preview' mode with its preview pane on the left and parameter pane on the right.
3. If necessary, modify the macro's parameters in the parameter pane to your requirements. Some parameters allow auto-completion. Refer to the [macro browser 'Smart Fields'](#) section below for more information.
 -  Any parameters marked by an asterisk (*) are mandatory and must be set before you can preview or insert the macro.
4. To preview the macro with your selected parameters, click '**Refresh**'. The preview pane shows the current content of your macro based on the parameters selected in the parameter pane.
 -  Macros can only be previewed if their mandatory fields have first been set.
5. Click the '**Insert**' button to insert the macro and its parameter selection into the page or blog post.
 -  If you wish to choose a different macro, click the '**Back**' button. The Macro Browser reverts back to its 'macro selection' mode, based on your prior restriction by category or word search criteria.



Not all macros can be previewed in the Macro Browser. This is often the case with macros that require the page to be saved first to render correctly, such as the Table of Contents Macro, or macros that do not generate output, such as the Anchor Macro. Nevertheless, you can still use the Macro Browser to browse for these macros and set their specific parameters before inserting them into your page.

Editing an Existing Macro with the Macro Browser

It is possible to edit an existing macro using the Macro Browser, thereby allowing you to modify its existing parameters and preview the changes.

To edit an existing macro with the Macro Browser,

1. Edit the existing page or blog post containing the macro you wish to edit via the [Rich Text](#) or [Wiki Markup](#) editors.
2. Place the cursor anywhere within the curly braces of the macro and click the Macro Browser icon . Alternatively, if you are working in the Rich Text editor and have the **Context Menu** activated, place the cursor anywhere within the curly braces of the macro, right-click and select '**Insert/Edit Macro**' from the Context Menu.
 -  If the macro you wish to edit consists of two sets of curly braces surrounding some body text (for example, {example-macro}some body text{example-macro}), ensure that your cursor is placed within the macro's first set of curly braces. This is because many macros permit the insertion of other macros within their bodies. If you are using the Rich Text Editor, you can also edit the macro by placing your cursor in its second set of curly braces. The Macro Browser window opens in 'macro preview' mode with its existing parameter values.
3. Modify the macro's parameters to your requirements, previewing them if necessary. For more information on these processes, refer to the [procedure above](#). Some parameters allow auto-completion. Refer to the [macro browser 'Smart Fields'](#) section below for more information.
4. Click the '**Save**' button on the Macro Browser to save your changes.

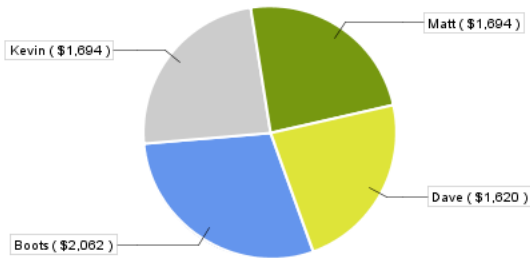


To leave the Macro Browser at any time, click its '**Cancel**' button or simply press the **ESC** key.

Screenshot: Editing an Existing Macro with the Macro Browser in 'Macro Preview' Mode

Edit 'Chart' Macro

Preview



Refresh

Type

pie

Chart Title

Sales by Rep

X-axis Label

Y-axis Label

Show Legend?

☐

Display Orientation

vertical

Stacked Values

☐

Shows stacked values for bar and area charts.

Show in 3D

☐

Width (pixel value only)

500

Save

Cancel

Macro Browser Smart Fields

If a macro's parameter requires the entry of a single username, space key or page title, the macro browser provides an 'auto-complete' feature to help you enter the correct value. Use the up- and down-arrows on your keyboard to move up and down the dropdown list of matching items and select the appropriate item. This feature functions similarly to the [Quick Navigation Aid](#) when searching Confluence pages.

Screenshot: Macro Browser Smart Fields

Displays the excerpted contents from another page within the same space. [Documentation](#)

Page Containing the Excerpt *

Mon

Monkey Trousers

Monkey Butter

Monkey Island

Barrel of Monkeys

RELATED TOPICS

[Working with Macros](#)

Take me back to the [Confluence User's Guide](#).

Confluence FAQ

Confluence FAQ

Solutions to frequently asked questions and queries about Confluence and commonly encountered issues with the product:

Administration FAQ

- Add Spell Checking To Confluence
- Can I run multiple instances of Confluence & connect them to a central database?
- Capturing HTTP traffic using Wireshark or Fiddler
- Configuring Confluence to send email notifications
- Copy Or Rename A Space
- Customising Confluence Icons
- Disable public account signups
- Displaying System Properties
- Editing your database password
- Enable public anonymous access
- Fix Out of Memory errors by Increasing Available Memory
- Getting a License for a Staging Environment
- How can I retrieve a recently deleted space or page?
- How do I adjust the session timeout
- How do I change the space key?
- How do I check which spaces have email accounts
- How do I configure the Plugin Repository to update its plugins information offline?
- How do I disable indexing of attachments
- How Do I Find My License from the File System?
- How Do I Get More Statistics From Confluence?
- How Do I Identify Inactive Users in Confluence
- How do I know what Confluence version I am running?
- How do I make commenters added as page watchers automatically?
- How do I prevent personal spaces from being shown on the dashboard
- How do I Remove a User who has Content Created
- How do I Remove the Last Updated and Created By Text?
- How do I suppress cluster warning message in confluence?
- How to Disable Emoticons
- How to display a banner like the Confluence Documentation space
- How to Force External Links to Open in a New Window
- How to get a Java Heap Dump
- How to Hide the Referrer
- How to Restore Deactivated Users
- How to run a SQL script on your database
- How to Search Confluence for Uses of a Macro
- How to turn on Debugging for indexing
- List page- and space-related details for an attachment using the attachment's name
- Migrate Confluence from one database to another
- Need to Change Server ID for Test Install
- Page Restrictions Performance Considerations
- Passing username and password via URL
- Preventing and Cleaning up SPAM
- Rebuild the Content Indices from scratch
- Redirect users to a page on login
- Redirect users to a site-wide home page after a successful login
- Restrict Attachments Based On File Type
- Search for User Properties in the Database
- Using Firebug Lite in Internet Explorer when browsing a Confluence page
- What are the IP Address Ranges for Atlassian's Servers?
- Where are the files that used to be in my Confluence installation directory?
- Where are user macros stored?

Backup FAQ

- Are there any scripts for backup creation and restore?
- Backup will not import
- Can Confluence be restored from a backup minus attachments?
- 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?
- How to Change the Version of a Space Backup
- How to Find Attachments in Attachments Folder
- Is it Possible to Store the Confluence Home Directory on a Network Share?
- Providing MySQL database with Content Anonymised

Configuration FAQ

- [Running Tomcat on a Different Port](#)
- [Change default font, color, or spacing in Confluence](#)
- [How do I Change the Time of Daily Report Updates](#)
- [How to audit Confluence - enabling user access logging](#)
- [Share users and groups between Confluence and JIRA](#)
- [How do I Modify the Frequency of Content Indexing](#)
- [How do I change the default polling time for email in Confluence?](#)
- [How do I Configure an Automatic Refresh of the Recently Updated List](#)
- [How to Revert from Clustering to Single Node](#)
- [Adding a Site-Wide Banner](#)
- [Customise Confluence Page Exports](#)
- [Editing the Footer](#)
- [How do i completely remove the "Space Details" page from Confluence exports?](#)
- [Where does Confluence store all its data?](#)
- [Running Confluence Behind a Caching Proxy Server](#)
- [I am trying to install Confluence but the demo-site.zip file is missing](#)
- [How do I Disable Automatic Mail Polling?](#)
- [Disabling Profile Pictures on the Recently Updated Dashboard](#)
- [How to Disable Profile Pictures from the Recently Updated Section of the Dashboard](#)
- [Remove Version from Footer](#)
- [Configuring a MySQL Datasource in Apache Tomcat](#)

Installation FAQ

- [The Confluence window closes immediately when started](#)
- [How do I re-trigger the setup wizard](#)
- [Confluence starts but a problem prevents me from accessing the dashboard](#)
- [I receive a BUILD FAILED message when trying to create an EAR file in Confluence 2.6 or 2.7](#)
- [How much disk space does Confluence need?](#)
- [How Do I Make Confluence Accessible from the Root Context with a Tomcat EAR WAR configuration](#)
- [How To Run Confluence Standalone and Apache on Port 80 \(Different IP Addresses\)](#)

JIRA Integration FAQ

- [The JIRA Issues Macro behaves problematically](#)
- [The JIRA Issues Macro generates an error](#)
- [When setting up JIRA user management in Confluence, the Confluence login page loads but login fails](#)
- [When setting up JIRA user management in Confluence, the Confluence login page loads with an error](#)

LDAP FAQ

- [Are all users in LDAP visible in Confluence administration and can they can be assigned permissions or to groups?](#)
- [Can we use LDAP and Confluence groups simultaneously, as a 'mixed mode', where some groups are kept in Confluence and others in LDAP?](#)
- [Confluence Domino LDAP FAQs](#)
- [Confluence integration with LDAP and Active Directory FAQs](#)
- [How are LDAP or Active Directory users counted toward my license limit?](#)
- [How can I assign an LDAP user a Confluence account?](#)
- [How can I enable LDAP?](#)
- [How does Confluence handle user deletions from LDAP? Is the user's assignment to one or more groups still visible?](#)
- [I am having a problem with Confluence LDAP integration](#)
- [I enabled LDAP and some users are now returned twice under the user browser](#)
- [If a Confluence user had a lowercase username, but an LDAP user has the same username in UPPERCASE, does it matter which one I use?](#)
- [If a user already exists in Confluence and an LDAP user with the same username is added, which account's password gets used?](#)

Mail Archiving FAQ

- [Can Confluence replace my regular mail client?](#)
- [How do I get mail into Confluence?](#)
- [How do I use the mail archive?](#)
- [Okay, I've imported the mail, but where is it?](#)

New User FAQ

- [Can I use CamelCaseLinks like they do on WardsWiki?](#)
- [Can Users Edit Individual Sections Within a Page?](#)
- [How does Confluence differ from a wiki?](#)

RSS Feeds FAQ

- Create an RSS feed for mail from only specified mail accounts
- How do I fix a "Could not download (Feed URL) - Connection timed out (errno238)" error?
- How do I fix a "Could not retrieve (Feed URL) - Not Permitted" error?
- How do I fix an "Error formatting 'macro rss java.lang.NullPointerException'" error?
- How do I fix an "Unable to retrieve (Feed URL) - Connection refused - connect" error?
- How do I force authentication for public feeds?
- Is it possible to delete a feed?
- I want to remove RSS Feeds completely

Upgrade FAQ

- I cannot find the "Rich Text" editor. Is the editor part of Confluence 1.4.3?
- Server ID FAQ
- Upgrade My Trial To A Commercial Version

Usage FAQ

- Add many files to a page at once
- Create a page by passing parameters to a template
- How do I obtain content that hasn't been modified in a certain period of time
- How to Add a Quick Search for Firefox
- How to disable PDF Export
- How to Find Pages with no Label
- How to Make Confluence Open a New Tab when Clicking on the Attachments Link
- How to Reset a Custom Layout
- Redirect to a specific page (home page) within the site after logging in
- Setup email notifications of page updates

Unsupported Platform Information

- Setting up Confluence with IIS
- Using the IBM 64bit J9 JDK

Support Policies

- Bug Fixing Policy
- How to Report a Security Issue
- New Features Policy
- Patch Policy
- Security Advisory Publishing Policy
- Security Patch Policy
- Severity Levels for Security Issues

RELATED TOPICS

Plugin Development

Fix 'Not supported by BasicDataSource' Setup or Startup Error
 Troubleshooting HTTPS or SSL-related problems

Administration FAQ

This section contains solutions for common issues or queries associated with administering Confluence.

This section focuses on providing instructions to either perform administration-level tasks or customise Confluence's functionality via its Administration Console.

View one of the following issues or queries for more information:

- Add Spell Checking To Confluence
- Can I run multiple instances of Confluence & connect them to a central database?
- Capturing HTTP traffic using Wireshark or Fiddler
- Configuring Confluence to send email notifications
- Copy Or Rename A Space
- Customising Confluence Icons
- Disable public account signups
- Displaying System Properties
- Editing your database password
- Enable public anonymous access
- Fix Out Of Memory errors by Increasing Available Memory
 - Editing the Windows Registry
- Getting a License for a Staging Environment
- How can I retrieve a recently deleted space or page?
- How do I adjust the session timeout

- [How do I change the space key?](#)
- [How do I check which spaces have email accounts](#)
- [How do I configure the Plugin Repository to update its plugins information offline?](#)
- [How do I disable indexing of attachments](#)
- [How Do I Find My License from the File System?](#)
- [How Do I Get More Statistics From Confluence?](#)
- [How Do I Identify Inactive Users in Confluence](#)
- [How do I know what Confluence version I am running?](#)
- [How do I make commenters added as page watchers automatically?](#)
- [How do I prevent personal spaces from being shown on the dashboard](#)
- [How do I Remove a User who has Content Created](#)
- [How do I Remove the Last Updated and Created By Text?](#)
- [How do I suppress cluster warning message in confluence?](#)
- [How to Disable Emoticons](#)
- [How to display a banner like the Confluence Documentation space](#)
- [How to Force External Links to Open in a New Window](#)
- [How to get a Java Heap Dump](#)
- [How to Hide the Referrer](#)
- [How to Restore Deactivated Users](#)
- [How to run a SQL script on your database](#)
- [How to Search Confluence for Uses of a Macro](#)
- [How to turn on Debugging for indexing](#)
- [List page- and space-related details for an attachment using the attachment's name](#)
- [Migrate Confluence from one database to another](#)
- [Need to Change Server ID for Test Install](#)
- [Page Restrictions Performance Considerations](#)
- [Passing username and password via URL](#)
- [Preventing and Cleaning up SPAM](#)
- [Rebuild the Content Indices from scratch](#)
- [Redirect users to a page on login](#)
- [Redirect users to a site-wide home page after a successful login](#)
- [Restrict Attachments Based On File Type](#)
- [Search for User Properties in the Database](#)
- [Using Firebug Lite in Internet Explorer when browsing a Confluence page](#)
- [What are the IP Address Ranges for Atlassian's Servers?](#)
- [Where are the files that used to be in my Confluence installation directory?](#)
- [Where are user macros stored?](#)

Add Spell Checking To Confluence

Confluence has no inbuilt support for spell checking. You may wish to [vote for Confluence to add it's own spell checking](#) or add spell checking to your browser instead:

- [Add spell checking to Internet Explorer](#)
- [Install the Firefox browser with inbuilt spell checking](#)

Can I run multiple instances of Confluence & connect them to a central database?

Confluence can be [clustered](#).

If running as a single node, you may only have one instance of Confluence connecting to a single database.

There are a couple of reasons for this, but it all comes down to the fact that the Confluence application maintains a lot of state (caches, search indexes) separate to the database, and multiple front-ends will quickly see that state get out of sync, with disastrous effect.

Because of this, Confluence periodically checks to make sure it's the only application accessing the database, and if it finds a conflict it will shut down rather than risk corrupting your data.

Capturing HTTP traffic using Wireshark or Fiddler

This is a quick guide to help you start capturing HTTP traffic when requested by support. This can be helpful either for network traffic issues or for understanding issues with page content loading.



When submitting the captured result to support...

Don't forget to mention the IP Address of the servers involved so Support can go through the TCP dump. Also please mention the time when you performed the operation requested by support.



If you are using HTTPS, try to capture on a HTTP channel if possible. Alternatively, you can try capturing on Windows using Fiddler after enabling the [decrypt HTTPS functionality](#).

Linux/Unix: Wireshark

1. [Install Wireshark](#). (Mirror [here](#))
2. Open your Internet browser.
3. Clear your browser cache.
4. Open Wireshark
5. Click on "Capture > Interfaces". A pop up window will show up.
6. You probably want to capture traffic that goes through your Ethernet Driver. Click on the `Start` button to start capturing traffic via this interface.
7. Visit the URL that you wanted to capture the traffic from.
8. Go back to your Wireshark screen and click the fourth button or press Ctrl + E.
9. After the traffic capture is stopped, please save the captured traffic into a file (in *.pcap format) and attach it to your support ticket.



Wireshark **cannot sniff traffic** within the same machine (localhost) on Windows. If you would like to sniff local traffic on Windows, try [Fiddler](#).

Windows: Fiddler

1. Download [Fiddler](#).
2. Open it.
3. Clear your browser cache.
4. Browse to your site. Visit the pages that are problematic and a contrasting non-problematic page if appropriate, for contrast.



Fiddler can capture local traffic by using the machine's name as the host name rather than 'localhost'.

5. Click File > Save > All Sessions....
6. Attach the resulting file for Support.

Configuring Confluence to send email notifications

Configuring Confluence to send email notifications requires a Confluence Administrator to set this up through the **Administration Console**.

To configure confluence to send notifications and test that it is working, follow these instructions:

1. Set up a mail server at Administration -> Mail servers. See [Configuring a Server for Outgoing Mail](#).
 - Make sure you use "Send Test Email" to check that the server is working. Check that you get the test email in your inbox.
2. Go to your profile (using the Preferences link) and click Edit Profile -> Email Preferences, then enable Notify On My Action. (Otherwise you'll have to use multiple users. By default confluence does not send you notifications for your own changes.) See [Managing Watches](#)
3. While editing your profile, make sure you have an email address configured. See [Configuring a Server for Outgoing Mail](#)
4. Go to a page you wish to get notifications about.
5. Click the Envelope icon in the top right corner to "watch" that page. See [Watching a Page](#).
6. Edit the Page.
7. Either wait a while or: Go to Administration -> Mail Queue. Click "Flush Mail Queue". See [The Mail Queue](#).
8. Check your email.

For instructions on configuring user-level email notifications, see [Setup email notifications of page updates](#).

RELATED TOPICS

[Setup email notifications of page updates](#)

Copy Or Rename A Space

Currently Confluence does not support renaming or copying spaces through the user interface. You may wish to vote towards these feature requests:

- [Feature request to clone an entire space](#) - this will enable duplication of every page, news item and comment plus space themes and colour schemes.
- [Feature request to copy a page hierarchy](#) between existing spaces.

Use The Copy Space Plugin

The best option is to install the [Copy Space Plugin](#).



Note that this plugin is still in **beta** release, and is not officially supported by Atlassian.



Note that copying a space can take a long time and may *appear* to time out when using this plugin (even when the copied space is created correctly). If this occurs, please ensure that your space has not been created before attempting to copy the space again.

Read the developer's notes in the [Atlassian blogs](#).

Manually Clone Or Rename A Space

Alternatively, it is possible to manually clone or rename a space by modifying an XML backup of the target space.

Notes

- May require manually updating external links to that space.
- The instructions have been confirmed for Confluence 2.2 onwards. Users running older versions are recommended to upgrade Confluence before continuing.
- Where examples are given, they involve changing `oldkey:Old Space Name` into `newkey:New Space Name`. You need to substitute your own keys for `oldkey` and `newkey`, and your own space names for `Old Space Name` and `New Space Name`.
- When importing a space export for a space that already exists, the previous space content will be overwritten.
- Read the process in full before beginning.

Stage 1: Rename Space

1. Select a new, unique space key and name for the second space. Space keys may only consist of ASCII letters or numbers (A-Z, a-z, 0-9) and no empty spaces are allowed in the key.
2. Clone your production Confluence instance to a test server on another computer now. (For instructions, see [Migrating Confluence Between Servers](#).) You should now have a production server and test server both containing the same data and can avoid the risk of corrupting your production Confluence instance.
3. On the *test server*, login as an administrator.
4. Go to Browse Space -> Advanced -> Export Space and export the target space as XML including attachments.

5. Save the space backup.
6. Open the space backup file with a zip file editor and find the file `entities.xml`.
7. Edit `entities.xml` in a text editor.
8. Do a 'Search & Replace' on the old space name as shown below. Swap out `Old Space Name` and `New Space Name` for the actual names.

Search For	Replace With
[CDATA[Old Space Name]]	[CDATA[New Space Name]]

9. Do a 'Search' for any occurrences of the old space name that occur in user content. You may wish to replace *some or all* of these references with the new space name. Replace `Old Space Name` and `New Space Name` with the actual names.

Search For
Old Space Name

10. Do four 'Search & Replaces' on each of the references to the old space key as shown below. Swap out `oldkey` and `newkey` for your actual keys.

Search For	Replace With

[oldkey]	[newkey]
spaceKey=oldkey	spaceKey=newkey
[oldkey:	[newkey:
key=oldkey]	key=newkey]

For example:

Space name : Test Space
 Space key : **test**
 New space name : Test Space 2
 New space key : **test2**

```
<property name="name"><![CDATA[Test Space]]></property>
<property name="key"><![CDATA[test]]></property>
```

The above search and replace ensures that you will change the **test** oldkey to **test2**, and change the "Test Space* Old Space Name to **Test Space 2**.

11. Save the modified `entities.xml`.
12. Overwrite the original `entities.xml` in the space backup with the modified version.
13. Login to the *test instance* as a Confluence administrator.
14. Go to Administration -> Backup & Restore. Under 'Upload a zipped backup to Confluence', browse to select to the modified space backup. Check the 'Build index' option and select 'Upload & Restore'.
15. Once the restore process has completed, access the new space and test that you can access pages, embedded links and attachments. Any error in this step indicates that your search and replace was performed incorrectly and you should to retry from step 2.

Stage 2: Restore On Production

1. Backup your production instance now.
2. Login to the *production instance* as a Confluence administrator.
3. Go to Administration -> Backup & Restore. Under 'Upload a zipped backup to Confluence', browse to select to the modified space backup. Check the 'Build index' option and select 'Upload & Restore' If any data loss occurs as a result of using this workaround, immediately revert to the backup.
4. Once the restore process has completed, access the new space and test that you can access pages, embedded links and attachments. If any error occurs during this step, revert to the site backup.
5. If renaming a space, you can delete the old space by going to Browse Space -> Space Admin -> Remove Space. Click OK to remove the old space.

Stage 3: Rename Space References

Links in other spaces to the old space will remain unchanged. If you are renaming a space, you will need to change these links to point to the new space. Users who are copying a space can leave the links pointing to the original space by skipping this stage.

Changing these links depends on if you want to change every link, or only some. If not all links must be changed or you are unwilling to stop your production instance, this must be done by editing each page individually. If all links must be changed, follow the instructions below.

1. Create a site XML backup including attachments from Administration -> Backup & Restore.
2. Save the site XML backup file.
3. Stop the production instance.
4. Create two copies of the site backup. Keep one copy as the original, unmodified backup, the other will be modified. Rename the backups so that it is clear which is being modified.
5. Open the copy for modification and edit `entities.xml`.
6. Do four 'Search & Replaces' on each of the references to the old space key as shown below. Swap out `oldkey` and `newkey` for the actual keys

Search For	Replace With

[oldkey]	[newkey]
spaceKey=oldkey	spaceKey=newkey
[oldkey:	[newkey:
key=oldkey]	key=newkey]

7. Save the updated `entities.xml` back into the modified site XML backup file
8. Start the production instance
9. Import the modified site XML backup from Administration -> Backup & Restore. If you have any problems, revert to the original unmodified backup and redo the links manually instead

Done.

Related

Copy Space Template: There is a feature request being tracked at [CONF-4538](#).

Customising Confluence Icons

Icons are intended to be added/customised from time to time by users to adopt a new look. The file locations are hard to locate.

These steps are under the presumption that users have access to the [source code](#):

- Search for the `atlassian-renderer` library.
- Extract the library and search for the file `/com/atlassian/renderer/DefaultIconManager.java` where the icons are being mapped.
- Check out how the referencing are being done there and add your own icons within

The Confluence 2.10 version of [CONFKB:DefaultIconManager](#) is attached to this article.

Disable public account signups

How do I prevent just anyone from being able to sign up for new accounts?

Confluence gives you the option to enable or diable "public signup". If you want to restrict your site to a particular set of users, you can easily disable public signup from the **'General Configuration'** section of the **Administration Console**.

See [Enabling or Disabling Public Signup](#).

RELATED TOPICS

 [Hiding the People Directory](#)

 [Revoking Space Permissions](#)

 [Security Overview](#)

 [Confluence Security Advisory 2006-01-23](#)

 [Confluence Cookies](#)

 [Assigning Space Permissions](#)

 [Confluence Security](#)

 [Edit in Word Link Macro](#)

 [Space Permissions Overview](#)

 [View File Macro](#)

 [HTML Macro](#)

 [How to Hide the Referrer](#)

[FAQ Home](#)

Displaying System Properties

Version 3.0.2 and Later

Expanded system properties are visible from Administration >> System Information.

Prior to Version 3.0.2

After adding memory, setting a proxy or changing other java options, it's hard to diagnose whether the system has picked them up.

To find out more about what properties are being picked up, download **systemproperties.jsp**. Place it in the <confluence-install>/confluence/admin folder. Access the URL:
http://<yourbaseurl>/admin/systemproperties.jsp.

No restart of Confluence is required.

Editing your database password

To reset the password for the database user that confluence's uses to connect to the database, follow the guide below.

If your confluence instance connects directly via JDBC, then your password will be in your <CONFLUENCE_HOME>/confluence.cfg.xml file. E.g.

```
1.<property name="hibernate.connection.driver_class">com.mysql.jdbc.Driver</property>
2.<property name="hibernate.connection.password">confluencepass</property>
3.<property name="hibernate.connection.url">jdbc:mysql://localhost/confluence?autoReconnect=true&lt
;/property>
4.<property name="hibernate.connection.username">confluencedbuser</property>
5.<property name="hibernate.database.lower_non_ascii_supported">true</property>
6.<property name="hibernate.dialect">com.atlassian.hibernate.dialect.MySQLDialect</property>
```

Change the "hibernate.connection.password" property to the correct value (in the above the example replace "confluencepass" with the new password).

If you're connecting via datasource then you will see in the confluence.cfg.xml file something like:

```
1.<property name="hibernate.setup">true</property>
2.<property name="hibernate.dialect">com.atlassian.hibernate.dialect.MySQLDialect</property>
3.<property name="hibernate.connection.datasource">java:comp/env/jdbc/confluence</property>
```

I.e. the property "hibernate.connection.datasource" is defined. If so your password is defined within your datasource. Each application server stores its information differently, but if you are using tomcat, then check your [server.xml](#) file.

Enable public anonymous access

How do I configure Confluence for public-anonymous access?

There are two different permissions that need to be set to allow anonymous access to a Confluence site. First, the '**Anonymous**' user needs the global "Use Confluence" permission, secondly you need to give '**Anonymous**' permissions in each space you want to make public. Full instructions can be found [here](#).

RELATED TOPICS

[Security Overview](#)
[Users and Groups](#)
[Confluence FAQ](#)

Fix Out of Memory errors by Increasing Available Memory



JDK 1.4 does not provide information why the `OutOfMemory` error occurred. Since Confluence version 2.8, this JDK is not supported any longer.

JDK 1.5 or **1.6** are the [recommended](#) JDK to be used and they do provide a description of the OOM error. JDK 1.6 also has around a 20% performance improvement over 1.5

Since the default memory setting usually is around 64 or 128MB (256MB in Confluence 2.2 and later), you might have to adjust the settings to run a bigger Confluence instance with sufficient memory.

On this page:

- [Diagnosis and Common Causes](#)
- [Determining the various causes of memory errors](#)
 - [java.lang.OutOfMemoryError: PermGen space](#)

- [java.lang.OutOfMemoryError: Java Heap Space](#)
- [OutOfMemoryError: unable to create new native thread](#)
- [OutOfMemoryError: GC overhead limit exceeded](#)
- [OutOfMemoryError: Requested array size exceeds VM limit](#)
- [Setting the Memory Settings](#)
 - [RELATED TOPICS](#)

Diagnosis and Common Causes

There are several reasons that out of memory exceptions can be thrown. Either the virtual machine Confluence is using has hit its allocated memory limit, the system on which Confluence is running has run out of physical and virtual memory, or Confluence is consuming too much memory. In the first case, you should modify the maximum heap size of the virtual machine, per the instructions in this document; in the second or third cases, the solution is to identify the culprit of the memory leak.

For help determining which memory settings to choose, consult [Managing Application Server Memory Settings](#).

If you have not yet set your memory settings and your usage has increased, it's likely that you must set your memory, described below. If your usage patterns have not changed but you've added a plugin or done an upgrade, it's likely that there is a memory leak in a plugin.

1. If you're using the in-memory database (HSQLDB), migrate to an [external database](#). The in-memory database can use a lot of memory.
2. If you are using XML backups, disable them and move to the [Production Backup Strategy](#). The XML backup process can be a memory hog.

To troubleshoot potential memory leaks, enter [Plugin Support Mode](#). Take [thread dumps](#) during normal operations and during an outage, and submit this information in a [support ticket](#).

Determining the various causes of memory errors

There are different kinds of memory limits inside the Java Virtual Machine. Each limit can be configured independently. But you must first find out which limit you have reached.

[java.lang.OutOfMemoryError: PermGen space](#)

If you get the error message: `java.lang.OutOfMemoryError: PermGen space` this means that you have exceeded Java's default 64Mb block for loading class files. This can happen if many plugins are installed. You may want to increase the PermGen memory size to suit your needs.

In the following sample, the blue parameter shows how the PermGen Memory has been set to 192 megabytes. This value should be set depending on your memory requirements. 192m should be sufficient for Confluence even when many plugins are installed.

```
JAVA_OPTS="-Xms128m -Xmx1024m -XX:MaxPermSize=192m $JAVA_OPTS -Djava.awt.headless=true "
```

Note: The other parameters in this sample are just shown to give you some context, and are not part of this example.

[java.lang.OutOfMemoryError: Java Heap Space](#)

Heap space memory errors occur when the application has to deal with large amounts of data or users. These errors will contain only a `java.lang.OutOfMemoryError`, e.g. without the reference to PermGen space as above. You should try to increase the heap size to solve this problem. This requires configuring the Xmx and Xms parameters. In the following example, the maximum heap size is set to 1024 megabytes. This should be enough for small to medium deployments.

```
JAVA_OPTS="-Xms128m -Xmx1024m -XX:MaxPermSize=256m $JAVA_OPTS -Djava.awt.headless=true "
```

Note: The other parameters are only shown to give you context and are not part of this example.

Deployments with high usage patterns may require additional memory. For high-usage deployments, it is recommended to set both Xms and Xmx as the same value (eg. `-Xms1024m -Xmx1024m`), *provided the memory is available*. On the other hand, adding too much memory can also cause problems (see below), so you should increment memory carefully, for example in increments of 128 megabytes.

[OutOfMemoryError: unable to create new native thread](#)

This error occurs when the operating system is unable to create new threads. This is due to the JVM Heap taking up the available RAM.

| *Big heaps take away from the space that can be allocated for the stack of a new thread*

For 32bit Linux generally the maximum heap size of the JVM cannot be greater than 2GB. Windows systems will typically split the available physical memory 50:50 as Application and Kernel/System space, so please do not allocate an amount exceeding or approaching that split. The size of the stack per thread can also contribute to this problem. The stack size can reduce the number of threads that can be created.

To fix this problem, you should reduce the size of your JVM Heap and also the size of the stack per thread. The stack size can be changed with the following (example) parameter:

```
"-Xss512k"
```

Please refer to [this guide](#) as a reference for JVM tuning.

OutOfMemoryError: GC overhead limit exceeded

This error indicates that the JVM took too long to free up memory during its GC process. This error can be thrown from the Serial, Parallel or Concurrent collectors. It often means that the Xmx value is *too high* - you might consider lowering it. See [Garbage Collector Performance Issues](#) for more details. For more severe and persistent performance issues relating to GC, it is recommended to change to a parallel collector, and to ensure that Confluence has access to the memory demanded by its users.

The parallel collector will throw an OutOfMemoryError if too much time is being spent in garbage collection: if more than 98% of the total time is spent in garbage collection and less than 2% of the heap is recovered, an OutOfMemoryError will be thrown. This feature is designed to prevent applications from running for an extended period of time while making little or no progress because the heap is too small. If necessary, this feature can be disabled by adding the option `-XX:-UseGCOverheadLimit` to the command line.

This kind of OutOfMemoryError can be caused if user requests drain the available resources in the JVM. When this occurs, performance will degrade aggressively. This will eventually require a restart or the application may recover.

OutOfMemoryError: Requested array size exceeds VM limit

This is a rare error and indicates that Confluence attempted to allocate an array that is larger than the Java heap size. More details regarding this error can be found [here](#).

This is due to a known limitation of the JVM as documented [here](#). We have a [bug](#) lodged against this, to better handle this exception in Confluence.

Setting the Memory Settings

How to set the heap or permanent generation memory depends on your distribution, platform, and how you start Confluence. Refer to [Configuring System Properties](#).



If you're starting Confluence from a Windows Service, make sure you add the properties through the [registry settings](#).



To verify if your settings have been picked up, check [Displaying System Properties](#).



Other factors such as system load and allocating too much memory to your JVM Heap can also cause [OutOfMemory Errors](#). For more information, you can refer to the JIRA documentation on [Causes of OutOfMemoryErrors](#).

RELATED TOPICS

[Managing Application Server Memory Settings](#)

[Installing the Confluence EAR-WAR Edition](#)

[FAQ Home](#)

[Tomcat JVM options and Modify the Default JVM Settings](#)

[WebSphere Tuning JVM](#)

[Logging A Thread Dump](#)

Editing the Windows Registry

If you need to [adjust memory settings](#) and are using a Windows Service, you can adjust your memory settings using the instructions in this page.

You have two choices on how to set the memory settings.

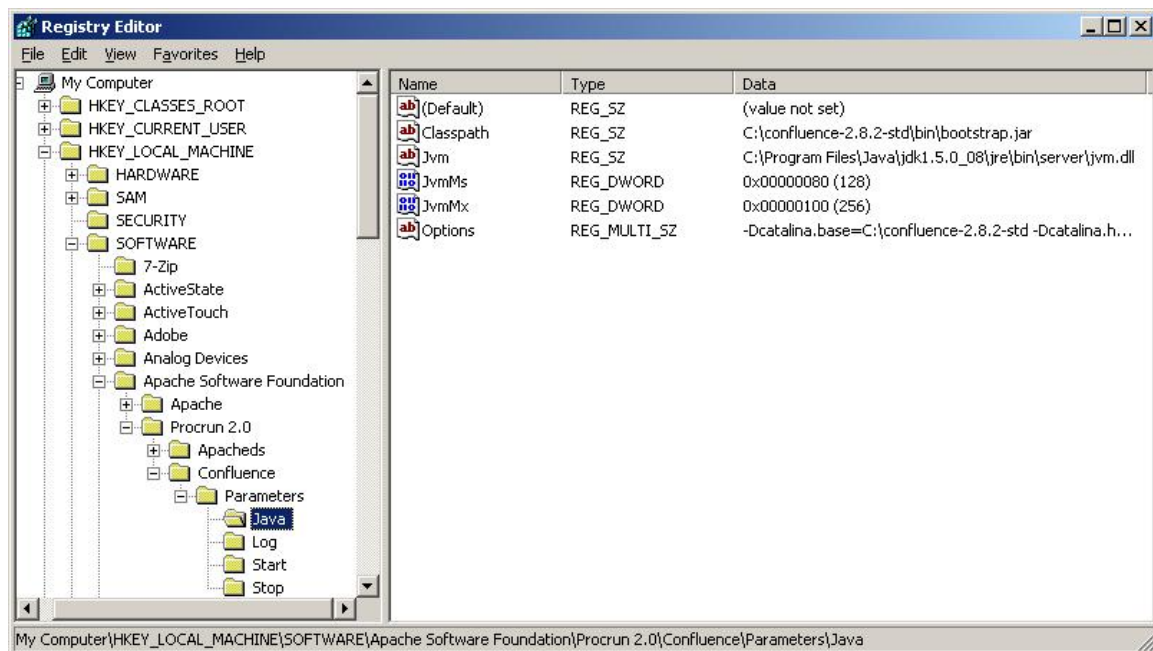
From the Command Line

Run this command from the command line:

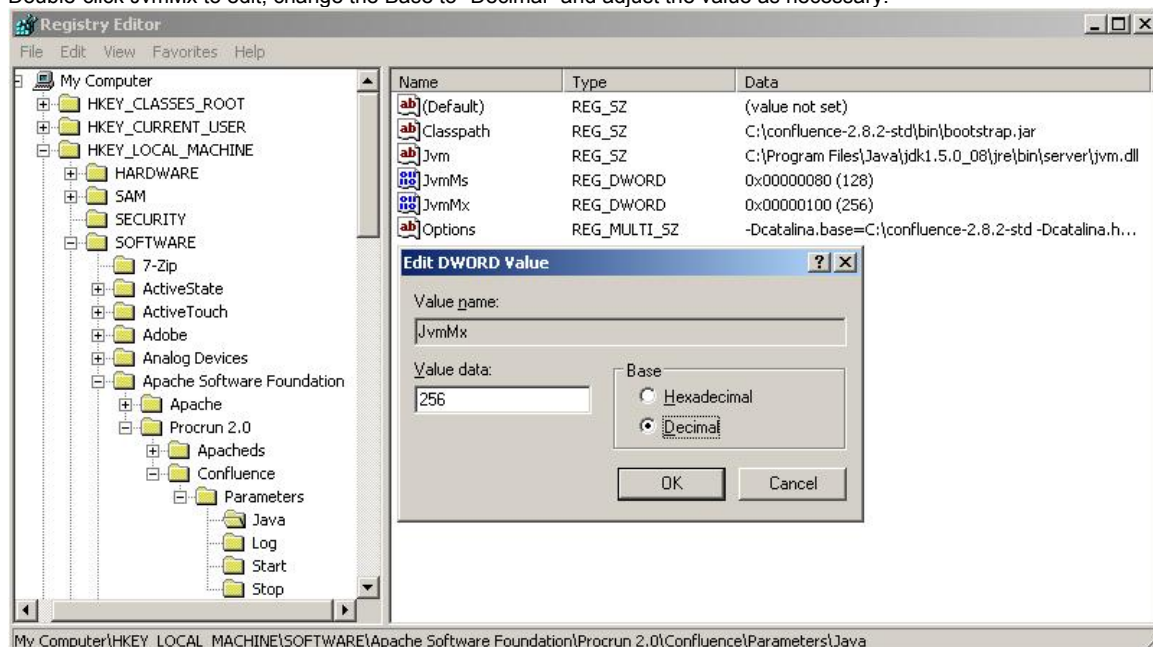
```
tomcat6 //US//Confluence --Jvms 1024 --JvmMx 1024 ++JvmOptions="-XX:MaxPermSize=256m"
```

Edit the Registry

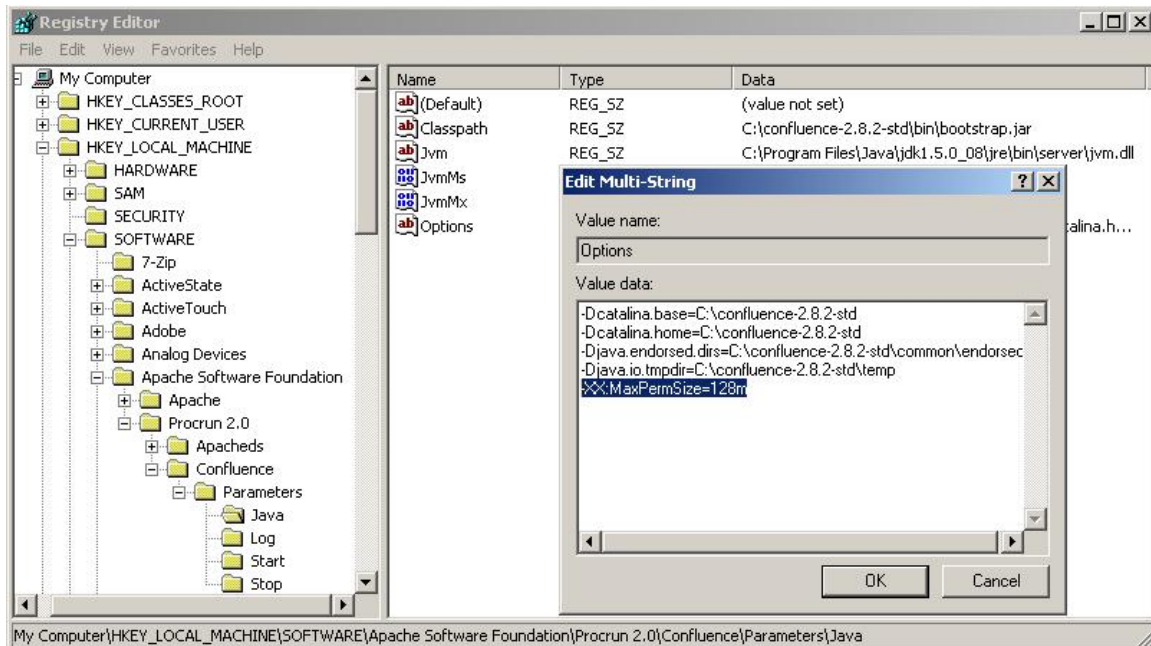
1. Shut Confluence Service.
2. Go to Start >> Run >> Type in regedit. (On versions of Windows prior to Windows XP, please type regedt32 instead of regedit.)
3. In the registry editor, click to HKEY_LOCAL_MACHINE -> SOFTWARE -> Apache Software Foundation -> Procrun 2.0 -> Confluence -> Parameters -> Java. Here you will see an entry for JvmMx, which is the "maximum memory" setting. Choose an appropriate value based on [Managing Application Server Memory Settings](#).



4. Double-click JvmMx to edit, change the Base to "Decimal" and adjust the value as necessary:



5. If setting the Perm Gen size, click Options and add `-XX:MaxPermSize=256m`:



- i** If you want to add other JVM parameters, you can use the same method as when adding the permgen setting.
- Restart Confluence Service.

Getting a License for a Staging Environment

If you already have a developer license, you can [add it under the Administration > License Details page](#). You can also create a new key as detailed below:

i Only a technical contact for your commercial/academic license is able to create a Developer license

Atlassian supplies 'developer' licenses which can be used by existing commercial license holders who wish to deploy non-production installations of our software to use in QA/staging environments. Developer licenses are free of charge to commercial license holders and, like our commercial offerings, they include 12 months of updates starting from the date of purchase of the commercial license.

If you hold a commercial license, you can obtain a free developer license by performing the following:

- Log in to your [Atlassian account](#).
- Under the "Licenses" heading, all of your licenses will be displayed. Click the plus sign next to a license to view its details.
- Click the **'View Developer License'** link in the bottom right corner of the license detail panel, below your commercial license key.

Your new developer license will be generated and displayed in a pop up window. Repeat this process as many times as necessary for multiple developer licenses. If you're unable to create the license, [contact our sales department](#) for help.

! Developer licenses are not compatible with all versions of our products. The table below indicates which versions of each product support developer licenses.

JIRA	Confluence	Bamboo	Clover for Ant	Clover for Eclipse 3	Clover for IDEA 6	Crowd	Crucible	FishEye	JIRA Perforce Plugin	JIRA VSS Plugin
3.7+	2.3+	All	1.3.14+	1.2.12+	1.0.2+	All	1.0.3+	1.3.3+	JIRA 3.11+ (Disabled)	JIRA 3.11+

If you are working with an older version that doesn't recognize developer licenses, you can use your existing commercial license in your test environment.

How can I retrieve a recently deleted space or page?

To restore a page, you may find the wanted information in the [Restoring a Deleted Page](#) documentation.

Unfortunately there is no easy way to [restore a space](#) - tell your Confluence Administrator to [restore the site's daily backup](#) and retrieve the deleted space from there.

To setup Confluence in a staging environment you may need to [use a Developer License](#).

How do I adjust the session timeout

To change the default session timeout (which is 60 minutes) you must edit the file `web.xml`. For EAR/WAR installation, this file can be found in `<YOUR_DEPLOYMENT>/confluence/WEB-INF/web.xml` and for a standalone instance, the file is located in `<YOUR_CONFLUENCE_INSTALLATION_DIRECTORY>/conf/web.xml`

The element you want to edit in the `web.xml` file is:

```
1.<session-config>
2.    <session-timeout>60</session-timeout>
3.</session-config>
```

The value within the **session-timeout** tag defines the amount of time the session will exist, in minutes.

Note that after editing the `web.xml` file you will need to restart confluence for your change to take effect.

On a related note, to configure Confluence's internal connection pool timeout period, please tweak the **c3p0.timeout** property in your `<Confluence-Home>/confluence.cfg.xml` file:

```
<property name="hibernate.c3p0.timeout">30</property>
```

This value is an indication of the number of seconds a connection can remain pooled but unused before being discarded. Zero means idle connections never expire.

More details can be found [here](#).

How do I change the space key?

See [Copy Or Rename A Space](#).

How do I check which spaces have email accounts

If you have numerous spaces in Confluence and would like to check for spaces which have a mail setting, you can run a database query like the one below:

```
1.select spaces.spacename, spaces.spacekey, bandana.bandanakey
2.from spaces, bandana
3.where spaces.spacekey = bandana.bandanacontext AND bandana.bandanakey=
"atlassian.confluence.space.mailaccounts";
```

RELATED TOPICS

[How do I Disable Automatic Mail Polling?](#)

How do I configure the Plugin Repository to update its plugins information offline?

With the launch of [plugins.atlassian.com](#), the Confluence Plugin Repository SVN metadata has been deactivated. For existing clients, requests to `confluence.atlassian.com` for repository metadata are now transparently redirected to `plugins.atlassian.com`, which provides up-to-date plugin information in the same XML format as that served from the old repository proxy.

While Confluence installations with access to `confluence.atlassian.com` see no impact from this change, those installations which cannot access `confluence.atlassian.com` need special instructions.

Download the latest plugins.atlassian.com XML for your version of Confluence

PAC makes the plugin repository client data available at the URL

<https://plugins.atlassian.com/server/legacy/confluence/xml/<bn>>

where `<bn>` is the build number of the Confluence installation. The build number is visible at **Admin -> System Information** (near the bottom of the page). Build numbers for all released Confluence builds are also available [here](#).

Save the resulting file and place it on a Web server accessible from Confluence. This can be the same server as Confluence itself; for example, if you're running the standalone version of Confluence at <http://localhost:8090>, place the saved XML in the `confluence` directory inside your standalone installation.

**Keeping the XML up to date**

When a change is made on plugins.atlassian.com to a plugin's data, the generated XML will update at most one day after the change is made. Consider writing a `cron` job or similar to fetch the XML on a weekly basis and store it in your chosen location to ensure you are always up to date on plugin information.

Configure the Plugin Repository Client

Now go to **Admin -> Plugins -> Confluence Atlassian Plugin Repository** and click on the **Configure** link.

There are four plugin repository data source options:

1. **HTTP Data Source Generator** - Plain text XML file served over HTTP. Never used, except for debugging.
2. **Subversion Generator (Deprecated)** - Check out the metadata from SVN and generate the XML internally. As this uses the deprecated SVN metadata, it can be ignored.
3. **Local Generator (Deprecated)** - Read the metadata off your local filesystem and generate the XML internally. As this uses the deprecated SVN metadata, it can be ignored.
4. **Proxy Client** - pull XML data from another Confluence Plugin Repository Client that has been configured to act as a server.

In this case you would need to choose the **Proxy Client** option, as it is able to fetch XML from any server, not just plugins.atlassian.com.

Paste the URL to the XML data in the **Data Source** field and uncheck the **Data Source Proxying** option if it is checked. Then click **Save** and select **Admin -> Plugin Repository**, and the client should load the repository info as before.

RELATED TOPICS

[Confluence Repository Client](#)

How do I disable indexing of attachments

Sometimes a user can experience [problems indexing large MSExcel or MSPowerPoint documents](#) and the reindexing may cause potential `Unknown Ptg` warning messages that are harmless. There is already a request to [Suppress these warnings](#) from the re-indexing of unreadable documents by the POI library.

The error is usually not serious yet can sometimes cause problems when large attachments are used. So you may like to disable indexing of a particular type of document.

To do this, you can use one of the methods described below.

Method 1: Using the Administration Console

You can disable the relevant modules from the [Attachment Extractors](#) or Office Connector plugins, by going to **Administration -> Configuration -> Plugins** and disabling the relevant plugin modules:

- To disable the indexing of PDF attachments, go to the **Attachment Extractors** plugin and disable the following module:
 - PDF Content Extractor — For PDF attachments
- To disable the indexing of Office attachments, go to the **Office Connector plugin** and disable the following modules as required:
 - Word Content Extractor — For Word 97/2007 (.doc and .docx) attachments
 - PowerPoint 97 Content Extractor — For PowerPoint 97 (.ppt) attachments
 - PowerPoint 2007 Content Extractor — For PowerPoint 2007 (.pptx) attachments
 - Excel 97 Content Extractor — For Excel 97 (.xls) attachments
 - Excel 2007 Content Extractor — For Excel 2007 (.xlsx) attachments



The search query will ignore all attachments of the type corresponding to the disabled module.

Method 2: Editing the `atlassian-plugin.xml` files of plugins

You need to modify the content of the `atlassian-plugin.xml` file in the following JAR files and comment out the relevant **file type extractor**:

- `confluence-attachment-extractors-x.x.jar` (for PDF) or
- `OfficeConnector-x.x.jar` (for Office files)

Both of these JAR files are located in the `confluence\WEB-INF\classes\classes\com\atlassian\confluence\setup\atlassian-bundled-plugins.zip` file.

If you are unfamiliar with modifying JAR files, please refer to the [Editing Files within JAR Archives](#) document for further information.

You can identify file type extractors in `atlassian-plugin.xml` files by the occurrence of `ContentExtractor` in their `key` attribute.



Once the `ContentExtractor` for a file type is disabled, all files of that type become unsearchable.

The example below shows a `pdfContentExtractor` disabled which would prevent PDF attachments from being indexed.

```
01.<atlassian-plugin key="com.atlassian.confluence.plugins.attachmentExtractors" name="Attachment
02.    <plugin-info>
03.        <description>This plugin extracts searchable text from various attachment
04.    </description>
05.        <version>1.1</version>
06.        <vendor name="Atlassian Pty Ltd" url="http://www.atlassian.com/" />
07.    </plugin-info>
08.
09.    <!--
10.        <extractor name="PDF Content Extractor" key="pdfContentExtractor" class=
11.        "com.atlassian.bonnie.search.extractor.PdfContentExtractor" priority="1100">
12.            <description>Indexes contents of PDF files</description>
13.        </extractor>
14.    -->
15.</atlassian-plugin>
```

The following table shows the file type extractors in the `atlassian-plugin.xml` of the `OfficeConnector-x.x.jar` file, which require commenting out to prevent indexing:

Type of attachment	File Type Extractor
Word 97/2007 (.doc and .docx)	<pre>1.<extractor name="Word Content Extractor" key="wordContentExtractor" class= "com.atlassian.confluence.extra.officeconnector.index.word.WordTextExtractor" priority= "1099"> 2. <description>Indexes contents of Word 97/2007 files</description> 3.</extractor></pre>
PowerPoint 97 (.ppt)	<pre>1.<extractor name="PowerPoint 97 Content Extractor" key="ppt97ContentExtractor" class= "com.atlassian.confluence.extra.officeconnector.index.powerpoint.PowerPointTextExtractor" priority="1099"> 2. <description>Indexes contents of PowerPoint 97 files</description> 3.</extractor></pre>
PowerPoint 2007 (.pptx)	<pre>1.<extractor name="PowerPoint 2007 Content Extractor" key="ppt2k7ContentExtractor" class= "com.atlassian.confluence.extra.officeconnector.index.powerpoint.PowerPointXMLTextExtractor" priority="1099"> 2. <description>Indexes contents of PowerPoint 2007 files</description> 3.</extractor></pre>
Excel 97 (.xls)	<pre>1.<extractor name="Excel 97 Content Extractor" key="excel97ContentExtractor" class= "com.atlassian.confluence.extra.officeconnector.index.excel.ExcelTextExtractor" priority= "1099"> 2. <description>Indexes contents of Excel 97 files</description> 3.</extractor></pre>
Excel 2007 (.xlsx)	<pre>1.<extractor name="Excel 2007 Content Extractor" key="excel2k7ContentExtractor" class= "com.atlassian.confluence.extra.officeconnector.index.excel.ExcelXMLTextExtractor" priority= "1099"> 2. <description>Indexes contents of Excel 2007 files</description> 3.</extractor></pre>

How Do I Find My License from the File System?

If you're not sure where your license is in my.atlassian.com, you can look in `<confluence-home>/confluence.cfg.xml`.

How Do I Get More Statistics From Confluence?

Confluence has several plugins that you can use for generating statistics, such as:

- Use the [SQL](#) and [Chart](#) plugins [together](#).
 - Our [user community](#) have contributed some great SQL queries.
- The [Reporting Plugin](#) contains macros which allow powerful and flexible reporting on Confluence content and content from other locations.
- Customware's [Tracking Plugin](#) contains macros for anonymously tracking content access. Otherwise known as *hit counting*, this macro provides the ability to count the number of times a given piece of content has been viewed. It does not count views by the most recent editor of the page.
 - Try using the `tracking-info` macro to track the number of times an attachment is downloaded
- Make user macros like `countpages`, which counts the number of pages in a space.
- Use the [Contributors](#) and [Contributors Summary](#) macros to get more details regarding the contributors for required pages.
- [Statistical Analysis Plugin](#) from Adaptavist, is another cluster-ready, enterprise scalable third-party plugin.

In addition, Confluence has a [built-in access logging mechanism](#), which shows who has logged in and the URL invoked. To enable it, you need to modify a couple of configuration files and restart Confluence. The *traditionally* generated access log can then be analysed by one of the available access log analyser tools such as [Webalizer](#), [Google Analytics](#) or [AwStats](#) which can generate useful statistics.

For more information on using Google Analytics and Confluence you may wish to refer to this [blog post](#) by David Simpson.



See our documentation on [Obtaining Confluence Instance Metrics](#)

If none of the above tools satisfy your requirements, you can [create a feature request in jira](#). Please note that there are already several feature requests and improvements created by our customers all being collated under one [umbrella issue](#)

Please cast your vote, add your comments to the discussion and don't forget to add yourself as a watcher to be notified on progress. All our improvements and new features are implemented according to [this guide](#).

RELATED TOPICS

[Live Monitoring Using the JMX Interface](#)
[Live log viewer plugin](#).
[Tomcat's access logs](#).

How Do I Identify Inactive Users in Confluence

If you want to disable inactive users and prevent them from being counted by Confluence license count it is possible to find out by running queries against your database.

This is particularly useful if you have numerous users.

This query will show you the users in reverse order according to the date they last logged in.

```
1.select u.name, p.date_val from users u
2.join OS_PROPERTYENTRY p on u.id = p.entity_ID
3.where entity_key='confluence.user.last.login.date'
4.order by date_val desc;
```

This query will show you the same information but based on their previous login:

```
1.select u.name, p.date_val from users u
2.join OS_PROPERTYENTRY p on u.id = p.entity_ID
3.where entity_key='confluence.user.previous.login.date'
4.order by date_val desc;
```

Here's another query that will show you users who have not made any edits or comments since 2007:

```
1.select u.name from users u where u.name not in (select creator from content where contenttype in
('BLOGPOST', 'COMMENT', 'PAGE') and year(creationdate) > 2007);
```

Using JIRA User Management

While Confluence does not store any of the JIRA users information in its database, Confluence still stores the login details in the `OS_PROPERTYENTRY` table, which we can refer to from the `jira` user id.

This means we can modify the queries above easily.

Since we are going to use two databases (assuming that they are located on the same server), you need to run this first:

```
1.use yourConfluenceDatabaseName;
```

Then you can execute the queries below, just make sure that you replace `YourJIRADATABASE` in the queries below with your own JIRA database name.

This query will show you the users in reverse order according to the date they last logged in:

```

1.select u.username, p.date_val from YourJIRADATABASE.userbase u
2.join OS_PROPERTYENTRY p on u.id = p.entity_ID
3.where p.entity_key='confluence.user.last.login.date'
4.order by p.date_val desc;

```

If you need to know the users' email addresses so you can contact them, run the following:

```

01.select u.username, psfn.propertyvalue as full_name, psem.propertyvalue as email_address,
p.date_val as last_login_date
02.from YourJIRADATABASE.userbase u
03.join OS_PROPERTYENTRY p on u.id = p.entity_ID
04.join YourJIRADATABASE.propertyentry pefn on pefn.entity_id = u.id
05.join YourJIRADATABASE.propertystring psfn on psfn.id = pefn.id
06.and pefn.entity_name = 'OSUser'
07.and pefn.property_key = 'fullName'
08.join YourJIRADATABASE.propertyentry peem on peem.entity_id = u.id
09.join YourJIRADATABASE.propertystring psem on psem.id = peem.id
10.and peem.entity_name = 'OSUser'
11.and peem.property_key = 'email'
12.where p.entity_key='confluence.user.last.login.date'
13.order by p.date_val desc;

```

This query will show you the same information but based on their previous login:

```

1.select u.username, p.date_val from YourJIRADATABASE.userbase u
2.join OS_PROPERTYENTRY p on u.id = p.entity_ID
3.where p.entity_key='confluence.user.previous.login.date'
4.order by p.date_val desc;

```

Here's another query that will show you users who have not made any edits or comments since 2007:

```

1.select u.username from YourJIRADATABASE.userbase u where u.username not in (select creator from
content where contenttype in ('BLOGPOST', 'COMMENT', 'PAGE') and year(creationdate) > 2007);

```

How do I know what Confluence version I am running?

At the bottom of a Confluence page you will see a line like this:

```

Powered by Atlassian Confluence 2.10.1, the Enterprise Wiki. Bug/feature request - Atlassian news
- Contact administrators

```

In the above it means that you are running Confluence version 2.10.1.

If you do not see that line, you can visit <http://<Your Confluence URL>/admin/systeminfo.action> and find out the version from there.

How do I make commenters added as page watchers automatically?

You will need to modify a velocity file to achieve this:

1. Open up <confluence install>/confluence/template/includes/macros.vm and look for comment.notification.enable.
2. Replace value='false' to value='true'.

It should look like this:

```

1.#if ($remoteUser && !$action.userWatchingPage && !$action.userWatchingSpace)
2.    #bodytag ("Checkbox" "name='watchPageAfterComment'" "theme='notable'"
"label='comment.notification.enable'" "value='false'")
3.    #param ("tabindex" "203")
4.    #end
5.#end

```



Your users will automatically be a watcher of a page after they posted a comment on the page. Even if their comment was removed they still will receive notifications if there is an update made on the page. To stop this, they should [remove themselves](#) from the watcher list.

How do I prevent personal spaces from being shown on the dashboard

To disable personal pages from being shown in the dashboard one will need to customise [the recently updated content macro](#) by giving it a different parameter.

Here's how:

1. Login as an admin and go to your Confluence administration console

- Under the "Look and Feel" menu, click on "Layouts" (or type this in your browser: <http://yourConfluenceURL.com/admin/listdecorators.action>)
- Under "Site Layouts" look for "Global Layouts" and choose "Create Custom"
- In the layout editor, look for this line:

```
1.$helper.renderConfluenceMacro("{recently-updated:dashboard|showProfilePic=true}")
```

- Enter the list of space that is allowed to shows up by inserting the SpaceKey in the line:

```
1.$helper.renderConfluenceMacro(
  "{recently-updated:spaces=SpaceKey1,SpaceKey2|showProfilePic=true}")
```



If you have numerous global spaces, it would be more convenient to use **@global** instead of listing each space separately. See [RecentlyUpdatedMacro-Parameters](#) for the list of parameters available for the function.

- Save



Personal spaces will still show up in **daily email update**. If you don't want this to show in the email update, you need to make the space **accessible only** to selected groups or people.

How do I Remove a User who has Content Created

Confluence doesn't allow the removal of user who has created any content. The standard method for removal is described in [Removing a User](#). If you want to delete the content as well, the SQL is described below. Locate the content created by the user using the queries:

```
1.SELECT * FROM CONTENT WHERE contenttype = 'COMMENT' and creator = '<Username that you wish to remove>'
```

and

```
1.SELECT * FROM CONTENT WHERE contentid IN (
2.SELECT DISTINCT pageid FROM CONTENT WHERE contenttype = 'COMMENT' and creator = '<Username that you wish to remove>')
```

Run the same DELETE commands after verifying the content is indeed content you wish to delete.

How do I Remove the Last Updated and Created By Text?

Open the file `<confluence-install>/confluence/decorators/includes/page-metadata.vm` in a text editor and remove the following text:

```
01.#if ($page.isLatestVersion() == true)
02.    $action.getText('added.by.user.last.edited.on.date', ["#usernameLink
($page.creatorName)", "#usernameLink ($page.lastModifierName)", "$action.dateFormatter.format(
$page.lastModificationDate )"])
03.    #set ($previousPage = $action.getPreviousVersion($page.previousVersion))
04.    #if ($!previousPage)
05.        <span class="noprint">&nbsp;<a href=
"$req.contextPath/pages/diffpages.action?pageId=${page.id}&originalId=$previousPage.id"
>$action.getText('view.change')</a></span>
06.    #end
07.#else
08.    $action.getText('added.by.user.edited.on.date', ["#usernameLink ($page.creatorName)",
"#usernameLink ($page.lastModifierName)", "$action.dateFormatter.format(
$page.lastModificationDate )"])
09.#end
```

How do I suppress cluster warning message in confluence?

You might find that under [Logging and Profiling](#) in Confluence Admin, either (or both)

```
1.com.atlassian.confluence.cluster.safety
2.com.atlassian.confluence.cluster
```

are set to **DEBUG**.

Please change them to **INFO** and the warning messages in logs should disappear.

How to Disable Emoticons

The text markup (i) is rendered as , a principle which applies to many more [Confluence Emoticons](#). There is a feature request at

[CONF-4884](#) for enabling or disabling emoticon rendering in this manner via Confluence's Administrative features. However, to disable emoticon rendering in Confluence:

For Confluence 2.8.x and earlier:

1. Open up the `wikiFiltersSubsystemContext.xml`:
 - For Confluence 2.5.x and earlier, this file is located in `WEB-INF/classes` directory
 - For Confluence 2.6.x to Confluence 2.8.x, this file is located in `WEB-INF/lib/confluence-2.x.y.jar/plugins`. Please follow the steps as suggested [here](#) to edit files in a .jar file.
2. Determine the following line and remove/comment out the content:

```
1.<ref local="emoticonRendererComponent"/>
```

For Confluence 2.9.x and later:

1. Open up the `wiki-renderer-components.xml`, located in `WEB-INF/lib/confluence-2.x.y.jar/plugins`. Please follow the steps as suggested [here](#) to edit files in a .jar file.
2. Determine the following line and remove/comment out the content:

```
1.<renderer-component key="emoticon" name="Emoticon Renderer"
2.class="com.atlassian.confluence.renderer.plugin.SpringRendererComponentFactory" weight=
"10000">
3.    <param name="componentName">emoticonRendererComponent</param>
4.</renderer-component>
```

Alternatively, manually escape the character with a "slash", "\". For example:

```
\(i)
```

[Code Macro](#) and [Noformat Macro](#) is also an option as any emoticons wrapped within the macro will be disabled automatically.

How to display a banner like the Confluence Documentation space

The documentation for spaces prior to the current documentation contain a banner:

Edit the main layout for the space. After the Content div header:

```
01.## CONTENT DIV BEGINS
02.<div id="header">
03.    #quickSearch()
04.    <ul id="header-menu-bar" class="ajs-menu-bar">
05.        #if ($sitemeshPage.getProperty("page.browse-menu"))
06.            $sitemeshPage.getProperty("page.browse-menu")
07.        #else
08.            #menuMacros_renderGlobalBrowseMenu()
09.        #end
10.        #menuMacros_renderUserMenu()
11.    </ul>
12.    $!sitemeshPage.getProperty("page.breadcrumbs")
13.</div>
```

Add the following:

```
1.<div class="noteMessage">
2.    <strong>This documentation relates to an early version of Confluence.</strong><br>
3.View <a href="http://confluence.atlassian.com/display/DOC/$title">this page in the current
documentation</a> or visit the <a href="http://confluence.atlassian.com/display/DOC/Confluence
+Documentation+Home">current documentation home</a>.
4.</div>
```

How to Force External Links to Open in a New Window

By default, external links like [Atlassian](#) and [Google](#) are opened in the same window. To force them to be opened in a new window, follow these steps:

1. Visit Administration > Custom HTML
2. Click Edit
3. In the At end of the HEAD field, insert this code:

```
1.<script>
2.jQuery(document).ready(function() {
3.    jQuery(".external-link").attr("target", "_blank");
4.});
5.</script>
```


4. Hit Save

How to get a Java Heap Dump

Getting the heap dump

If you hit the `java.lang.OutOfMemoryError: Java Heap Space` and you have eliminated the [usual causes](#) you may need to get a Java heap dump, to determine the cause.

To get a heap dump add the `-XX:+HeapDumpOnOutOfMemoryError` parameter to your `JAVA_OPTS`

For example:

```
JAVA_OPTS="-Xms128m -Xmx1024m -XX:MaxPermSize=192m -XX:+HeapDumpOnOutOfMemoryError $JAVA_OPTS
-Djava.awt.headless=true "
```

Next reproduce the out of memory error.

The next time you have an out of memory error, a *.hprof file will be created that is approximately the size of your java heap, i.e. 1024m (according to the above example).

Please wait till its completely written out (before restarting confluence) and attach a zip of this dump to your support case.



Please note that your -Xmx should not be bigger than 1536m otherwise it is near impossible to open the heap dump.

Setting the Memory Settings

How to set the heap or permanent generation memory depends on your distribution, platform, and how you start Confluence. Refer to [Configuring System Properties](#).



If you're starting Confluence from a Windows Service, make sure you add the properties through the [registry settings](#).



To verify if your settings have been picked up, check [Displaying System Properties](#).

How to Hide the Referrer

Run [Confluence over SSL](#). Major browsers do not send the HTTP_REFERER when you are linking from an https:// site to an http:// site. To run confluence on SSL please refer to [Adding SSL for Secure Logins and Page Security](#).

Additional Information

Severity	Medium
Regular Expression	[Hh]ide the referrer
Article ID	CONFKB162037794

Searching Confluence Knowledge Base

How to Restore Deactivated Users

Symptoms

A user that has been deactivated in the past cannot be brought back to life. Even if assigned to the right groups with confluence access.



Note that this applies only to the older mechanism for user deactivation. In newer versions of Confluence, users are removed by removing them from groups with can-use permission, as described in [Removing a User](#).

Cause

In older versions of Confluence users have been deactivated by inserting a row into table `os_propertyentry` with `entity_id = theUserId` AND `entity_key=confluence.user.deactivated`. This entry is still evaluated but there is no mechanism in newer version to remove this from the DB.

Resolution

1. Backup Confluence
2. Stop Confluence
3. Find the user id (=theUserId) of the particular user in table `users`
4. Run the following SQL query to identify the row that contains the 'deactivated' information. The `entity_name` column should have an entry like 'LOC_username':

```
1.select * from OS_PROPERTYENTRY WHERE entity_id = theUserId AND entity_key=
"confluence.user.deactivated";
```

5. Delete this row from the table
6. Restart Confluence.

Additional Information

Severity	Medium
Regular Expression	(remove restore).*deactivated user
Article ID	CONFKB152044814

Searching Confluence Knowledge Base

How to run a SQL script on your database

This document contains some basic instructions on how to run a SQL script on your database. This document is not intended to be exhaustive of the databases we support. We still recommend that you ask your DBA to perform this task if possible.

The following examples assume a database name of `yourdb` and a script file called `myscript.sql`. Of course, the extension of the SQL script file does not have to be `.sql`. Any file can be used so long as it contains SQL statements.

MySQL

```
mysql yourdb < myscript.sql
```

PostgreSQL

```
psql yourdb < myscript.sql
```

How to Search Confluence for Uses of a Macro

Illegal Search Terms

Several terms are illegal to use when searching Confluence, like `:` or `{`. If you search for *just* the macro term, you're likely not to get the right search results. For example, searching for 'usage', which is the name of a macro but also a common English word, will not yield an accurate count.

Query the Database

If, for example you want to search for the uses of the `usage` macro, you can search the database:



For large instances of Confluence, searches across the entire `bodycontent` table of the database might be expensive. You can try this on a [test server](#).



You might want to use the [SQL Plugin](#) to automate this, or better yet the [Macro usage stats plugin](#). Note that these are third party (unsupported) plugins.

```
1.SELECT * FROM BODYCONTENT WHERE BODY LIKE '%{usage}%'
```

If you want to get the last users or the creators of the pages where the `noformat` macro is used, you might run:

```
1.SELECT CREATOR FROM CONTENT WHERE CONTENTID IN (SELECT CONTENTID FROM BODYCONTENT WHERE BODY
LIKE '%{noformat}%') GROUP BY CREATOR
2.SELECT LASTMODIFIER FROM CONTENT WHERE CONTENTID IN (SELECT CONTENTID FROM BODYCONTENT WHERE
BODY LIKE '%{noformat}%') GROUP BY LASTMODIFIER
```

Logging Uses of a Macro

This information won't tell you how often a macro is invoked - rather how often it appears on pages. For counting how often it's invoked (and measuring the time it takes to invoke it), check [Identifying Slow Performing Macros](#).

Counting the Incidents of Invoked Logs

You can then grep the logs like:

```
grep -c "{usage" atlassian-confluence.log
```

How to turn on Debugging for indexing

There may be circumstances where you need to turn on debug logging for indexing (e.g. when automatic indexing is not occurring or you are getting errors related to indexing).

To turn on debugging for indexing:

- 1) Edit your `<CONFLUENCE_INSTALL>/confluence/WEB-INF/classes/log4j.properties` file and add

```
log4j.logger.com.atlassian.confluence.search.lucene=DEBUG
```

- 2) Restart your instance.

You should see logging in your `<CONFLUENCE_HOME>/logs/atlassian-confluence.log` file, like the following:

```
2009-10-01 08:50:07,633 DEBUG [http-8080-6] [search.lucene.queue.DatabaseIndexTaskQueue] enqueue
Enqueuing task: IndexQueueEntry{id=0, handle='com.atlassian.confluence.pages.Page-91258884',
type=Unknown, creationDate=Thu Oct 01 08:50:07 EDT 2009}
2009-10-01 08:50:07,635 DEBUG [http-8080-6] [search.lucene.queue.DatabaseIndexTaskQueue] enqueue
Enqueuing task: IndexQueueEntry{id=0, handle='com.atlassian.confluence.pages.Page-91258884',
type=Unknown, creationDate=Thu Oct 01 08:50:07 EDT 2009}
2009-10-01 08:50:08,023 DEBUG [DefaultQuartzScheduler_Worker-7]
[search.lucene.queue.DatabaseIndexTaskQueue] getUnflushedEntries Fetching index entries added
since: Thu Oct 01 08:50:06 EDT 2009
2009-10-01 08:50:08,027 DEBUG [DefaultQuartzScheduler_Worker-7]
[search.lucene.queue.DatabaseIndexTaskQueue] getUnflushedEntries Fetched 2 entries from database.
2009-10-01 08:50:08,027 DEBUG [DefaultQuartzScheduler_Worker-7]
[search.lucene.queue.DatabaseIndexTaskQueue] getUnflushedEntries Having excluded entries that have
previously been flushed, 2 entries remain.
```

List page- and space-related details for an attachment using the attachment's name

Occasionally, the indexing task will report some attachments that failed to be indexed correctly. If you wish to list the page- and space-related information for these problematic attachments (of which you only know their title from the logs) please query your database with the following SQL statement:

```
1.select s.spacekey, s.spacename, a.title, a.pageid, a.attachmentid,
' (confluence-home)/attachments/' + a.pageid + '/' + a.attachmentid + '/' + a.attversion as filepath
2.from attachments a
3.join content c
4.    on a.pageid = c.contentid
5.join spaces s
6.    on c.spaceid = s.spaceid
7.where a.title like '<Name of Attachment>'
```

Please substitute the attachment name in the above query depending upon your requirement.

The **filepath** column will list all attachments in the directory structure format similar to the way that they are stored in Confluence, such as <Confluence-Home>/attachments/pageid/attachmentid/attachmentversion

Related Unix Commands

file <Filename>

If you wish to check the filetype for attachments in your <Confluence-Home>/attachments/ folder, run the above Unix command.
Eg:

```
file ../data/attachments/32775/98305/1
```

The result is:

```
../data/attachments/32775/98305/1: PNG image data, 1200 x 1000, 8-bit/color RGB, non-interlaced
```

open <Filename>

This command will open files from a shell. By default, opens each file using the default application for that file.

Eg:

```
open ../data/attachments/32775/98305/1 -a /Applications/Preview.app/
```

The result is:

The file is opened in Preview.

Migrate Confluence from one database to another

How do I migrate Confluence from one database to another?

First perform an XML backup of your Confluence site. You can do this from the Administration > Backup and Restore page.

Once you've made the backup file, you can set up a new Confluence instance from scratch against your new database and restore the backup that you just created. Detailed instructions can be found [here](#).

RELATED TOPICS



[Migrate to Another Database \(Confluence Docs 3.2\)](#)



[Confluence Configuration Guide \(Confluence Docs 3.2\)](#)

[FAQ Home](#)

Need to Change Server ID for Test Install



Please note this is not essential. If your test server has the same server idea as production it will not affect your production install and is mainly used by support to help us distinguish between your servers.

If you would like to change it, you'll need to acquire a new server ID for your test environment:

1. [install a new instance of Confluence](#) (do not use the automatic installer, go with the zip file) and make sure it's pointing to a new empty home directory .
2. Start the confluence that have just been installed, this will create a confluence.cfg.xml in the home directory you specified. Look in this file for the line:

```
1.<property name="confluence.setup.server.id">BIBE-YA0Z-8EK6-SS9C</property>
```

3. For the test server, Go to the <<Confluence-Home>>/confluence.cfg.xml file and replace the existing server ID with the one you've just obtained in the new installation of Confluence.
4. Start up the test server, go to Administration > License Details and update the license to your developer license that you generate from <https://my.atlassian.com>.

Page Restrictions Performance Considerations

Page Permissions and the Confluence Search Index

Modifying the page permissions requires reindexing all child pages, as well as comments and attachments on all those pages.

The reasons for this:

- Page permissions are stored on every item in the index
- When you search, a filter is applied to all items in the index which prevents you seeing content you don't have permission to see
- If the permission information on attachments wasn't updated when a page permission was changed, users who didn't have permission to view the attachment in Confluence would still see that attachment in the search results as well as some of its content
- To update any record in the index, you need to delete it from the index and re-add it (this is a limitation of Lucene)

Therefore, to update an attachment record in the index, even just to change the permissions, the attachment's content must be reindexed.

Performance Considerations

In the large majority of situations, this design should not be a problem. In large spaces with deep page hierarchies, it might be. Use [performance logging for the index flush operation](#) to assess the impact of changing a page restriction - try it on the space's home page, or a page with a lot of children, to see the performance impact of changing a page restriction.

Space Design Considerations

For some space designs, deep page hierarchies may be desirable. If possible, it's recommended to split spaces where it makes sense to do so, according to how your information is organized. One workaround – [CONF-7089](#) – involves opening up access to just a few pages in a mostly-restricted space so as to "open" the space where space permissions close it. This may be a performance concern if the space, and attachments in the space, are large.

Workarounds

There are a few workarounds to consider:

1. Avoid page restrictions on large page hierarchies. If you have a large hierarchy you have to protect differently to other content in the space, consider moving the hierarchy to a new space. (Space permissions are applied in a manner that doesn't have this problem, but having a large number of spaces also causes scaling issues.)
2. Disable page permissions completely. You can do this on a space-by-space basis by not granting the "Restrict" permission in the space permissions screen.
3. Turn off attachment content indexing. See [How do I disable indexing of attachments](#) or [Configuring Attachment Size](#) for information on how to do attachment types or size limits.

Which Pages Have Restrictions?

A database query to show which pages in your instance have page restrictions:

```
1.SELECT DISTINCT content.contentid, content.TITLE as page_title, CONTENT_PERM.USERNAME as
page_restriction_username, CONTENT_PERM.CP_TYPE as page_restriction_type FROM CONTENT_PERM,
content WHERE CONTENTID IN (SELECT CONTENT_ID FROM CONTENT_PERM_SET WHERE ID IN (SELECT CPS_ID
from CONTENT_PERM))
```

For page permissions:

```
1.select * from CONTENT_PERM CP inner join CONTENT_PERM_SET CPS on CPS.ID = CP.CPS_ID inner join
CONTENT C on C.CONTENTID = CPS.CONTENT_ID where CP.GROUPNAME is not null;
```

For space permissions:

```
1.select distinct S.SPACEID, S.SPACENAME,PERMGROUPNAME from SPACEPERMISSIONS SP inner join SPACES
S on S.SPACEID = SP.SPACEID where PERMGROUPNAME is not null and PERMGROUPNAME <> 'confluence-users'
;
```

Passing username and password via URL

Confluence uses [Seraph Authenticator](#) which supports four methods of authentication. Among them is passing request parameters: `os_username` and `os_password`.

This allows one to login with user name and password in the URL by adding `?os_username=yourUserName&os_password=yourPassword`.

For example: http://<Confluence url>/dashboard.action?os_username=yourUserName&os_password=yourPassword

[FAQ Home](#)

Preventing and Cleaning up SPAM

If you have a public facing confluence site, your site may be affected by spammers.

Preventing Spammers

To prevent spammers you will have to:

- 1) Enable [captcha](#)
- 2) Run confluence behind an [Apache Webserver](#) and create rules to block the spammers IP address.

Blocking Spam at Apache or System Level

If a spam bot is attacking your Confluence site, chances are they are coming from one IP or a small range of IPs. To find the attacker's IP, it helps to follow the [Apache access logs](#) in real time and filter for a page that they are attacking.

For example, if the spammers are creating users you can look for `signup.action`:

```
$ tail -f confluence.atlassian.com.log | grep signup.action
1.2.3.4 - - [13/Jan/2010:00:14:51 -0600] "GET /signup.action HTTP/1.1" 200 9956 "-" "Mozilla/4.0
(compatible; MSIE 6.0; Windows NT 5.1; SV1)" 37750
```

You should correlate actual spam users being created with the log entries to make sure you do not block legitimate users. By default, Apache logs the clients IP in the first field of the log line.

Once you have the offender's IP or IP range, you can add it to your firewall's blacklist. For example the popular [Shorewall](#) firewall for Linux you can simply do:

```
# echo "1.2.3.4" >> /etc/shorewall/blacklist
# /etc/init.d/shorewall reload
```

To block at the Apache level, you can update your Apache vhost config with the line:

```
Deny from 1.2.3.4
```

You can restart Apache with a "graceful" command which will apply the changes without dropping any current sessions.

If this still does not stop the spam

- 1) Turn off [public sign up](#)
- 2) See [CONF-1469](#). Your comments and vote on that issue are very much appreciated.

Deleting Spam

Profile Spam

This refers to spammers creating accounts on Confluence wikis and posting links to their profile page. This is a particularly common form of spam at the moment.

If you have had many such spam profiles created, it is easier to delete them via SQL.

 Shutdown Confluence and backup your DB before doing this!

Find the last real profile

```
SELECT bodycontentid,body FROM bodycontent WHERE contentid IN
(SELECT contentid FROM content WHERE contenttype='USERINFO')
ORDER BY bodycontentid DESC;
```

Look through the bodies of the profile pages until you find where the spammer starts. You may have to identify an number of ranges.

Find the killset

```

CREATE TEMP TABLE killset AS SELECT bc.bodycontentid,c.contentid,c.username FROM
  bodycontent bc JOIN content c ON bc.contentid=c.contentid WHERE
  bodycontentid >= BOTTOM_OF_SPAM_RANGE AND bodycontentid <= TOP_OF_SPAM_RANGE
  AND c.contenttype='USERINFO';

DELETE FROM bodycontent WHERE bodycontentid IN (SELECT bodycontentid FROM killset);

DELETE FROM links WHERE contentid IN (SELECT contentid FROM killset);

DELETE FROM content WHERE prevver IN (SELECT contentid FROM killset);

DELETE FROM attachments WHERE pageid IN (SELECT contentid FROM killset);

DELETE FROM content WHERE contentid IN (SELECT contentid FROM killset);

DELETE FROM os_user_group WHERE user_id IN (SELECT id FROM killset k JOIN os_user o ON
  o.username=k.username);

DELETE FROM os_user WHERE username IN (SELECT username FROM killset);

```

Once the spam has been deleted, restart Confluence and run a [rebuild of the index](#) - which will remove any references to the spam from the search index.

Rebuild the Content Indices from scratch

Why are the Content Indices failing?

See [Troubleshooting Searching and Indexing](#).

Flushing the Index Queue

You may be able to address the issue without a complete rebuild of the index. When you experience search problems within your Confluence instance, or cannot find things after performing an upgrade, one simple solution that can help you locate your content is to manually rebuild the index, as described in [Content Index Administration](#). You can try either a complete rebuild, or flush the queue contents.

Rebuilding the Failed Content Indices

If you are still experiencing problems after performing the above rebuild, the next step may be to remove the index and rebuild it from scratch, as described below. For example, the rebuild procedure described above may not restore a corrupted index file. You may want to ensure that all index files are re-created.



The [Space Activity](#) feature uses the index to store data. To preserve the activity data, keep the Plugins directory and delete the rest of the index.

To remove the index and rebuild it from scratch:

1. Shut down your Confluence server.
2. Make a backup of your `<confluence-home>/index/plugins` directory if it exists. This is where the [confluence usage tracking plugin](#) stores its index for the usage statistics and it cannot be rebuilt.
3. Remove the `<confluence-home>/index` directory.
4. If in step 2, you have the `<confluence-home>/index/plugins` directory, create the `<confluence-home>/index` directory and copy in the backup of `<confluence-home>/index/plugins` directory made in step 2.
5. Restart server.
6.  A new **index** directory will be created upon restart of your application.
6. Now perform the [manual re-indexing](#) of your site to build a brand new index from scratch.

If you still cannot find your content, please [contact confluence support](#).

Redirect users to a page on login

[Can I set Confluence to redirect users to a space homepage immediately after login?](#)

Yes. You can direct users to any of the space homepages when they login to the site This is configured by a site administrator from the **Administration Console**. Instructions on how to do this can be found [here](#).

You can also [modify the login page's content](#) or establish [single sign-on integration](#).

RELATED TOPICS

Redirect users to a site-wide home page after a successful login

As an administrator, you can set a site-wide home page within any space, to which users are sent after logging in.

To set the site-wide home page as an administrator:

1. Go to Administration > General Configuration
2. Click Edit
3. Set **Site Homepage** to your desired home page

Setting home pages within spaces depends on the access permissions to both the space and your site.

- If your site allows anonymous access, the site homepage must also be accessible anonymously.
- If your site does not allow anonymous access, the site homepage must be accessible to the "confluence-users" group.

In Confluence 1.2 and earlier, the site homepage must be accessible anonymously, regardless of site permissions.

Note: please ensure that the *View Space Goes to Space Summary* setting is set to **OFF** if you want users to be sent to space homepage instead of the **summary page**

For instructions on configuring this feature at the user level, see [Redirect to a specific page \(home page\) within the site after logging in](#).

RELATED TOPICS

[Redirect to a specific page \(home page\) within the site after logging in](#)

Restrict Attachments Based On File Type

If a user has permission to upload attachments, you can restrict them to certain filetypes only by installing the [Attachment Filter](#). Note that this is an **unsupported plugin** and has only been tested to work on Confluence 2.2 - 2.3.x. There is an open new feature request to have this updated and supported [here](#).

You can also [restrict the maximum size of any one attachment that a user can upload](#), or [disable the indexing of attachments](#), which may help performance.

Search for User Properties in the Database

So long as you have not changed the user authentication from the default (i.e. you are NOT using external user management such as LDAP or JIRA) the users of confluence are stored in OS_USER table.

The user's properties such as fullname, email and when they previously logged in, are stored in the OS_PROPERTYENTRY table.

If you know the user's username (which can be found in OS_USER table), you can find their details using the following query:

```
select * from os_propertyentry p, os_user u where p.entity_id = u.id and
u.username='user_name_goes_here';
```

Using Firebug Lite in Internet Explorer when browsing a Confluence page

1. Open a Confluence page in IE.
2. Copy and paste the following into your IE browser URL bar and press enter:

```
1.javascript:var%20firebug=document.createElement('script');firebug.setAttribute('src','
http://getfirebug.com/releases/lite/1.2/firebug-lite-compressed.js'
);document.body.appendChild(firebug);(function(){if(window.firebug.version){firebug.init();}
else{setTimeout(arguments.callee,1000)};})();void(firebug);
```

3. You should see a Firebug console at the bottom of the browser now.

For more information, please refer to [Firebug Lite's documentation](#)

What are the IP Address Ranges for Atlassian's Servers?

Various functions like the automatic support request and plugin repository require access to Atlassian Servers. The IP address range to configure for your firewall are as follows:

63.246.22.32/27

63.246.22.192/27
67.221.237.0/27

Where are the files that used to be in my Confluence installation directory?

With the release of Confluence 2.6.0, many files have been moved inside **WEB-INF/lib/confluence-x.x.x.jar** file, which means they can no longer be edited by simply opening and saving a file.

For example, you may find that some files previously were in `<confluence install directory>/confluence/WEB-INF/classes` are no longer there.

If you want to edit them for customisation, you will need to extract the relevant files from the **confluence-x.x.x.jar**, and place them in the directory where they are used to reside.

You can either use a zip application or use the `jar` tool from your JDK installation to extract the file.



Example

You want to modify **xwork.xml** in Confluence 2.10.2. The steps to follow are:

1. Shutdown Confluence
2. Locate **WEB-INF/lib/confluence-2.10.2.jar**.
3. Open the jar file using your favourite zip application and search for **WEB-INF/lib/confluence-2.10.2.jar/xwork.xml**. You can also use JAVA's `[[jar]]` tool if you like.
4. Extract **xwork.xml** and place it in **WEB-INF/classes/**, and modify as necessary. Any files placed in this folder will take precedence over their jarred version and you do not need to re-jar them in **confluence-21.0.2.jar**.
5. Restart Confluence



The problem with customization is that they might break in the new version of Confluence. Some codes in your customized file might have changed in the new version. Hence, it is best that you do not copy your customized file directly to the new installation directory. Instead, you need to apply the same customization in the new version of the file.

RELEVANT TOPICS

[Editing Files within JAR Archives](#)
[Installing Patched Class Files](#)

Where are user macros stored?

User macros are stored in the bandana table:

```
1.select * from bandana as b where b.bandanakey = 'atlassian.confluence.user.macros';
```

Backup FAQ

This section contains solutions for common issues or queries associated with backing up the content within your Confluence site or installation.



The XML backup is known to be inefficient and prone to errors with larger instances. You can [switch to an external backup process] for a reliable and efficient solution.

View one of the following issues or queries for more information:

- [Are there any scripts for backup creation and restore?](#)
- [Backup will not import](#)
- [Can Confluence be restored from a backup minus attachments?](#)
- [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?](#)
- [How to Change the Version of a Space Backup](#)
- [How to Find Attachments in Attachments Folder](#)
- [Is it Possible to Store the Confluence Home Directory on a Network Share?](#)
- [Providing MySQL database with Content Anonymised](#)

RELATED TOPICS

[Site Backup and Restore](#)

Are there any scripts for backup creation and restore?

Check out [User Submitted Backup & Restore Scripts](#).

Backup will not import

See [Troubleshooting failed XML site backups](#).

Can Confluence be restored from a backup minus attachments?

Yes. First, ensure you have created a site backup that includes the attachments. Then, restore this site backup. Refer to [Site Backup and Restore](#) for more information.

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?

The XML backup is known to be inefficient and prone to errors with larger instances. 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.

How to Change the Version of a Space Backup

Confluence prevents the import of space backups which aren't from the same major version. The reason for this is that any schema change between the export and imported version of Confluence will cause the import to fail, leaving you with an incomplete import. Even worse, the failure can be database-dependent, so it may work fine on one particular database but your backup will fail to import later.



Do not import a modified space backup on a production server. Import the modified space backup on a test server, then export from the test server to create a pristine space backup for the new version.

To change the version of a space backup, do the following:

- extract the space backup ZIP file
- edit `exportDescriptor.properties` in a text editor
- change the `buildNumber` to the `buildNumber` of the Confluence version you wish to import into
- zip up the modified contents of the backup into a ZIP file again.

This will allow you to import a backup into a test instance of Confluence. After checking the imported space for errors, export it cleanly from the test server and import the fresh backup into your production server.

If your import fails on the test server due to Hibernate errors, this indicates a schema incompatibility and cannot be worked around. You will need to restore your entire site on an old version of Confluence, and export the space from there. See the last section of [Restoring a space](#) for details.

How to Find Attachments in Attachments Folder

Symptoms

Attachments are stored on filesystem but there isn't any attachment in the attachments folder.

Diagnosis

You can determine the missing attachments by using the [Missing Attachments Report](#).

Cause

The attachment naming scheme is numerical so as to avoid encoding problems with operating systems.

Resolution

You can look for the attachment detail (e.g file type, attachment name) from ATTACHMENTS table.

```
1.Select * from ATTACHMENTS where pageID='<PageID>'
```

As attachment is stored as this structure:

Confluence 2.x:

```
1.<attachments>/pageID/attachment/attachmentVersion, you may want to run the following query to
retrieve attachments of a page:
```

Confluence 3.x:

See [Hierarchical File System Attachment Storage](#).

Is it Possible to Store the Confluence Home Directory on a Network Share?

Is it possible to house Confluence Home/Confluence on a NAS device instead of local drives?

It is possible to set up this configuration. To do so, specify the network location from `<confluence-install>/confluence/WEB-INF/classes/confluence-init.properties`. Atlassian does not suggest installing Confluence or hosting Confluence Home directory on NAS device because when a NAS or connection to NAS is down, Confluence cannot function correctly and you risk potential data corruption.

Providing MySQL database with Content Anonymised

Particularly for indexing issues, it is useful to provide a database backup to Support so that they can reproduce the issue.

However, some of your content may be private, so to anonymise it:

1) Take the mysql dump of your confluence database:

```
mysqldump -u username -ppassword database_name > FILE.sql
```

2) Load it into a test database

```
mysql -u username -ppassword test_database < FILE.sql
```

3) Run the following query against your test database:

```
1.update BODYCONTENT set BODY='a';
2.update USERS set PASSWORD=
'x61Ey612Kl2gpFL56FT9weDnpSo4AV8j8+qx2AuTHdRyY036xxzTTrw10Wq3+4qQyB+XURPWx1ONxp3Y3pB37A=='
```

This will update all content on pages to "a"



This only anonymizes the data on pages, comments and blog posts and user passwords. It does not anonymise the titles of pages, usernames or labels.

Configuration FAQ

This section contains solutions for common issues or queries associated with configuring Confluence.

This section focuses on providing instructions to customise Confluence's functionality and appearance by modifying its installation.

View one of the following issues or queries for more information:

- [Running Tomcat on a Different Port](#)
- [Change default font, color, or spacing in Confluence](#)
- [How do I Change the Time of Daily Report Updates](#)
- [How to audit Confluence - enabling user access logging](#)
- [Share users and groups between Confluence and JIRA](#)
- [How do I Modify the Frequency of Content Indexing](#)
- [How do I change the default polling time for email in Confluence?](#)
- [How do I Configure an Automatic Refresh of the Recently Updated List](#)
- [How to Revert from Clustering to Single Node](#)
- [Adding a Site-Wide Banner](#)
- [Customise Confluence Page Exports](#)
 - [Available Velocity Context Objects in Exporters](#)
 - [Customise MS Word Exports](#)
 - [Customise PDF Exports](#)

- [Editing the Footer](#)
- [How do i completely remove the "Space Details" page from Confluence exports?](#)
- [Where does Confluence store all its data?](#)
- [Running Confluence Behind a Caching Proxy Server](#)
- [I am trying to install Confluence but the demo-site.zip file is missing](#)
- [How do I Disable Automatic Mail Polling?](#)
- [Disabling Profile Pictures on the Recently Updated Dashboard](#)
- [How to Disable Profile Pictures from the Recently Updated Section of the Dashboard](#)
- [Remove Version from Footer](#)
- [Configuring a MySQL Datasource in Apache Tomcat](#)

Running Tomcat on a Different Port

By default Confluence's Tomcat instance listens on port **8080** for connections, and port **8005** for the command to shut down.

If you see errors like:

```
1.java.net.BindException: Address already in use:8080
```

in your logs, then you need to change the port number Confluence listens on (or you may be trying to start Confluence twice).

Confluence WAR/EAR distribution

Modify Tomcat conf/server.xml, change the ports used on the Server tag and HTTP Connector tag. If you don't know what this means, see the example in the Standalone configuration below.

Confluence Standalone 2.2 and newer

Edit conf/server.xml in your Confluence application directory, and change the ports on the Server tag and the Connector tag to unused ports on your system. The following example shows the relevant section of server.xml where they are changed to 8100 (Server) and 8180 (HTTP Connector). In this configuration you would access Confluence on the URL: <http://localhost:8180/confluence>.

```
1.<Server port="8100" shutdown="SHUTDOWN" debug="0">
2.    <Service name="Tomcat-Standalone">
3.        <Connector className="org.apache.coyote.tomcat4.CoyoteConnector" port="8180"
minProcessors="5"
4.                                maxProcessors="75"
5.                                enableLookups="true" redirectPort="8444"
acceptCount="10" debug="0" connectionTimeout="20000"
6.                                useURValidationHack="false" URIEncoding="UTF-8"/>
```

Confluence prior to 2.2

You can change the port number by editing the file `<confluence install directory>/conf/server.xml`.

Find the line:

```
1.<Connector className="org.apache.coyote.tomcat4.CoyoteConnector" port="8080" minProcessors="5"
maxProcessors="75"
```

and change **8080** to the port you want to use.

If you are running two Tomcat instances, you'll also need to change the shutdown port in the line:

```
1.<Server port="8005" shutdown="SHUTDOWN" debug="0">
```

Specifying the IP address to listen on

For versions 2.2 and later, edit `conf/server.xml` as described above, but add an `address` parameter. The [tomcat documentation](#) is a useful reference here. To extend the example above, you can configure tomcat to listen only on the localhost interface with this configuration:

```
1.<Server port="8100" shutdown="SHUTDOWN" debug="0">
2.    <Service name="Tomcat-Standalone">
3.        <Connector className="org.apache.coyote.tomcat4.CoyoteConnector" port="8180"
minProcessors="5"
4.                                maxProcessors="75"
5.                                address="127.0.0.1"
6.                                enableLookups="true" redirectPort="8444"
acceptCount="10" debug="0" connectionTimeout="20000"
7.                                useURValidationHack="false" URIEncoding="UTF-8"/>
```

Why would you want to restrict it to access via localhost? If you're running Confluence behind a proxy server on the same host, this will make sure that users can't bypass the proxy and hit the application server directly.



If your machine also runs **IIS**, you might encounter a problem where IIS binds to the same port (for example, port 80) for all IP addresses on the machine. This means that you will not be able to run Confluence on another web or application server through that port until you address this IIS issue first. For more information, refer to [this Microsoft Knowledge Base article](#).

Change default font, color, or spacing in Confluence



Beginning in Confluence 2.10, you can customise your space or instance using CSS from the User Interface. See [Styling Confluence with CSS](#) for details. For earlier versions, check the instructions [here](#).

How do I Change the Time of Daily Report Updates

You can configure Confluence to perform the daily updates at a time that is best suited to you or your organisational needs.



Time is derived from the Confluence server

The time zone is taken from the server on which Confluence is running. To check the time according to the server, do the following:

1. Go to the Confluence '**Administration Console**'. To do this:
 - Open the '**Browse**' menu and select '**Confluence Admin**'. The 'Administration Console' view will open.
2. Click '**System Information**' in the left-hand panel and look at the '**System Time**'.

Confluence uses [Quartz](#) for scheduling periodic jobs. To change the time of your daily report, you will need to edit the Quartz configuration.

To change the time of your daily reports

1. Open the Quartz configuration file `schedulingSubsystemContext.xml` located under `confluence/WEB-INF/lib/confluence-x.x.x.jar`. Where x.x.x is your Confluence version number.
2. Find the following section of the file:

```
1.<bean id="dailyReportTrigger" class=
2.    "org.springframework.scheduling.quartz.CronTriggerBean">
3.        <property name="jobDetail">
4.            <ref bean="dailyReportJob"/>
5.        </property>
6.        <property name="cronExpression">
7.            <value>0 0 0 * * ?</value>
8.        </property>
9.    </bean>
```

3. The string `'0 0 0 * * ?'` sets up a [Cron Trigger](#) for the job to run at the zeroth second of the zeroth minute of the 0th hour (midnight), every day of every month, every day of the week.
4. **Re-jar** the file, either with a zip utility (change the title of .zip back to .jar) or a java command.
5. You can set a new time by editing this string. Note that the date and time format in this configuration file is in this order:
Second minute hour day
6. Restart Confluence.



For example, to set the new time to twenty past ten PM, change the string to `'0 20 22 * * ?'`. For complete details on the formatting of the cron string, please see <http://www.opensymphony.com/quartz/api/org/quartz/CronTrigger.html>.

RELATED TOPICS

- [Changing time of Daily Backup](#)
- [How do I Modify the Frequency of Content Indexing](#)

How to audit Confluence - enabling user access logging

Often, for auditing purposes, administrators need to know who did what. Notifications are not ideally suited for this purpose. Instead, you can generate a basic log indicating which users are accessing which pages in Confluence. Application servers are able to log the requested URL, but they cannot determine the currently logged in user. This log is not currently formatted to be accessible to web log analysis tools such as AwStats as it lacks a host and get method, so must be viewed manually.

Similar to [JIRA](#), Confluence has a built-in access logging mechanism, which shows the user and URL invoked. To enable it, you need to modify a couple of configuration files and restart Confluence.

Configuring the AccessLogFilter

There is a simple AccessLogFilter in Confluence that can be enabled via `confluence/WEB-INF/classes/log4j.properties` and `confluence/WEB-INF/web.xml`.



Please do not modify the application-wide web descriptor, `$server/conf/web.xml`. This will be ineffective and potentially may break Confluence.

1. Uncomment these line in `log4j.properties`:

```
1.log4j.category.com.atlassian.confluence.util.AccessLogFilter=INFO
```

2. Enable the filter in `web.xml` by removing the comments around these lines:

```
1.<filter-mapping>
2.    <filter-name>AccessLogFilter</filter-name>
3.    <url-pattern>/display/*</url-pattern>
4.    <url-pattern>*.action</url-pattern>
5.</filter-mapping>
```

Notice that the `*.action` pattern is added optionally to log the actions of Confluence in addition to the page views. This combination of URL patterns will work for all URLs. You can further modify the pattern by adjusting the `url-pattern` field.



For troubleshooting purposes, often it is useful to capture all accesses to Confluence. To do this use this filter mapping in `web.xml` instead of the above:

```
1.<filter-mapping>
2.    <filter-name>AccessLogFilter</filter-name>
3.    <url-pattern>/*</url-pattern>
4.</filter-mapping>
```

3. Restart Confluence

This will result in logging information being stored in the `atlassian-confluence.log` file in the `confluence-home` directory.

Advanced configuration

After this is working, you could redirect the access log to a **different** file by adding a new `RollingFileAppender` at the top of `log4j.properties`:

```
log4j.appender.accesslog=org.apache.log4j.RollingFileAppender
log4j.appender.accesslog.Threshold=DEBUG
log4j.appender.accesslog.File=${catalina.home}/logs/atlassian-confluence-access.log
log4j.appender.accesslog.MaxFileSize=20480KB
log4j.appender.accesslog.MaxBackupIndex=5
log4j.appender.accesslog.layout=com.atlassian.confluence.util.PatternLayoutWithStackTrace
log4j.appender.accesslog.layout.ConversionPattern=%d %p [%c{4}] %M %m%n
```

Find this line:

```
#log4j.category.com.atlassian.confluence.util.AccessLogFilter=INFO
```

Change it to this:

```
log4j.category.com.atlassian.confluence.util.AccessLogFilter=INFO, accesslog
log4j.additivity.com.atlassian.confluence.util.AccessLogFilter=false
```

The `web.xml` `url-pattern` given above only matches page views (`/display/*`). You could change the `url-pattern`, or duplicate the entire filter-mapping to log access for different kinds of access (`/admin/*` for admin functions, `/pages/*` for edits and creates, etc. Note that `/pages/editpage.action*` doesn't work).

What is logged

The format produced is the following values separated by spaces:

1. Username or '-' if no user
2. URL
3. VM free memory at start of request (in KB)
4. Change in free memory after request is finished (in KB)
5. Time taken for request (in ms).
6. Remote address

Example:

```
2008-08-08 10:33:05,359 INFO [atlassian.confluence.util.AccessLogFilter] init AccessLogFilter
initialized. Format is: <user> <url> <starting memory free (kb)> +- <difference in free mem (kb)>
<query time (ms)> <remote address>
2008-08-08 10:47:27,015 INFO [atlassian.confluence.util.AccessLogFilter] doFilter admin
http://localhost:8080/display/ds 42025-154 15 127.0.0.1
2008-08-08 10:47:27,187 INFO [atlassian.confluence.util.AccessLogFilter] doFilter admin
http://localhost:8080/display/ds/Confluence+Overview 41805+982 172 127.0.0.1
2008-08-08 10:47:36,296 INFO [atlassian.confluence.util.AccessLogFilter] doFilter admin
http://localhost:8080/display/ds/Breadcrumb+demonstration 42102-6660 156 127.0.0.1
2008-08-08 11:08:16,875 INFO [atlassian.confluence.util.AccessLogFilter] doFilter admin
http://localhost:8080/display/ds/test+firelite 34362-1616 188 127.0.0.1
2008-08-08 11:47:01,890 INFO [atlassian.confluence.util.AccessLogFilter] doFilter admin
http://localhost:8080/display/sand 59711-148 0 127.0.0.1
2008-08-08 11:47:02,171 INFO [atlassian.confluence.util.AccessLogFilter] doFilter admin
http://localhost:8080/display/sand/Home 59497-2302 234 127.0.0.1
2008-08-08 11:47:04,500 INFO [atlassian.confluence.util.AccessLogFilter] doFilter admin
http://localhost:8080/display/ds/Tasklist 57124+155 1266 127.0.0.1
```

The above may be preceded by additional log4j-generated text, depending on the log4j pattern which is configured.

Another option: Google Analytics

Google Analytics can be easily integrated with Confluence for access tracking.

After signing up, copy the Javascript and paste it into the 'Before end of <body>' section of Administration, Custom HTML. This will put the Javascript on every page generated by Confluence.

This might not work correctly if your users are behind a firewall or authenticated proxy.

For more information on using Google Analytics with Confluence you may wish to refer to this [blog post](#) by David Simpson.

RELATED TOPICS

[Working with Confluence Logs](#)

Share users and groups between Confluence and JIRA

How do I share users and groups between Confluence and JIRA?

To save your having to enter users into both JIRA and Confluence, you can configure Confluence to use JIRA's user database.

Instructions on how to do this can be found [here](#).

RELATED TOPICS



[Migrating users from Confluence to JIRA \(Confluence Docs 3.2\)](#)



[Revert from JIRA to internal user management \(Confluence Docs 3.2\)](#)

Showing first 2 of 3 results

How do I Modify the Frequency of Content Indexing

Confluence Content Indexing frequency is handled using a cron job set in `schedulingSubsystemContext.xml`.

**Time is derived from the Confluence server**

The time zone is taken from the server on which Confluence is running. To check the time according to the server, do the following:

1. Go to the Confluence '**Administration Console**'. To do this:
 - Open the '**Browse**' menu and select '**Confluence Admin**'. The 'Administration Console' view will open.
2. Click '**System Information**' in the left-hand panel and look at the '**System Time**'.

Confluence uses [Quartz](#) for scheduling periodic jobs. To change the time of your content indexing, you will need to edit the Quartz configuration.

To change the time of your content indexing

1. Open the Quartz configuration file `schedulingSubsystemContext.xml` located under `confluence/WEB-INF/lib/confluence-x.x.x.jar`. Where `x.x.x` is your Confluence version number.



For Confluence earlier than 2.6, the index cron job is located in `<install dir>\confluence\WEB-INF\classes\schedulingSubsystemContext.xml`.

2. Find the following section of the file:

```
1.<bean id="indexQueueFlushTrigger" class=
  "org.springframework.scheduling.quartz.CronTriggerBean">
2.    <property name="jobDetail">
3.        <ref bean="indexQueueFlushJob"/>
4.    </property>
5.    <property name="cronExpression">
6.        <value>0 0/5 * * * ?</value>
7.    </property>
8.</bean>
```

3. The string `'0 0/5 * * * ?'` sets up a [Cron Trigger](#) for the job to run every 5 minutes.
4. [Re-jar](#) the file, either with a zip utility (change the title of .zip back to .jar) or a java command.
5. You can set a new time by editing this string. Note that the date and time format in this configuration file is in this order:
Second minute hour day
6. Restart Confluence.



For example, to set the new time to twenty past ten PM, change the string to `'0 20 22 * * ?'`.

For complete details on the formatting of the cron string, please see <http://www.opensymphony.com/quartz/api/org/quartz/CronTrigger.html>.

How do I change the default polling time for email in Confluence?

Modify the `cronExpression` property of the `mailPollTrigger` bean in `schedulingSubsystemContext.xml` file.



In Confluence installation directory, this file is jarred in `<confluence installation directory>/confluence/WEB-INF/lib/confluence-x.x.jar`.

Unzipping the file and placing it `WEB-INF/classes` folder will over ride the configuration from the jarred version.

For example, the expression below will fire at 12pm (noon) every day:

```
1.<property name="cronExpression">
2.    <value>0 0 12 * * ?</value>
3.</property>
```

**Cron expression**

You may also like to view an information on how to create Cron expressions to provide the ability to specify complex time combination.

<http://quartz.sourceforge.net/javadoc/org/quartz/CronTrigger.html>

How do I Configure an Automatic Refresh of the Recently Updated List

To have the dashboard refresh automatically:

1. Modify the Main Layout at Administration->Layouts->Main Layout.
2. Add in the `<META HTTP-EQUIV="REFRESH" CONTENT="5">` tag in the html header tag
3. This example will refresh the browser in every 5 seconds

```
1.<html>
2.<head>
3.<META HTTP-EQUIV="REFRESH" CONTENT="5">
4.....
```

How to Revert from Clustering to Single Node

Disabling a Cluster

If reverting from a Clustered configuration, one solution is to back up the data, install a new stand-alone, and restore the data. This is the recommended approach. An alternative is:

1. Download the standard (non-clustered) distribution from the [Confluence Downloads](#)
2. Point confluence-init.properties to the existing confluence-home directory.
3. Set in confluence.cfg.xml:

```
<property name="confluence.cluster">false</property>
```

To check to see if clustering has been disabled, look in the logs after the xml during startup. In your catalina.out, you have:

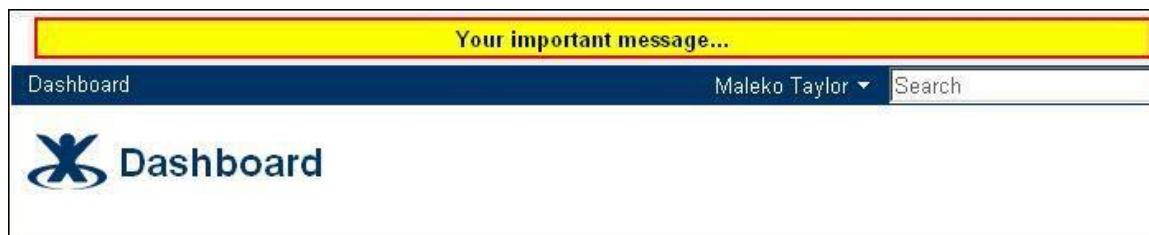
```
INFO [KB:main] [KB:confluence.cluster.tangosol.TangosolClusterManager] startCluster Bringing up
cluster service
```

This line won't exist if you start it up with the config we gave above. That's how to test it.

Adding a Site-Wide Banner

Confluence administrators can add a site-wide banner, i.e. a message or alert that will appear at the top of every page on your Confluence site.

Screenshot: Example of a Site-Wide Banner



To add a site-wide banner,

1. Go to the Confluence '**Administration Console**'. To do this:
 - Open the '**Browse**' menu and select '**Confluence Admin**'. The 'Administration Console' view will open.
2. Click '**Custom HTML**' in the '**Look and Feel**' section of the left-hand panel.
3. Click '**Edit**'.
4. Add the following code to the '**At end of the HEAD**' textbox.

```
1.<!-- Message Banner -->
2.<div style="background-color: yellow; border: 2px solid red; margin: 4px;
padding: 2px; font-weight: bold; text-align: center;">
3.Your important message...
4.</div>
```

5. Click '**Save**'.

If you want the banner across the bottom of the page, you should add the code to the '**At end of the BODY**' textbox instead.

RELATED TOPICS[Customising Look and Feel Overview](#)

Customise Confluence Page Exports

Modify the style or content of the following page exports:

- [Available Velocity Context Objects in Exporters](#)
- [Customise MS Word Exports](#)
- [Customise PDF Exports](#)

Available Velocity Context Objects in Exporters

Since the export functionality is not implemented as a WebWork action, it does not inherit the Velocity context of an action. It creates its own context and populates it with a separate list of components. All exporters will inherit this context.

Velocity Reference	Description	Javadoc Reference
\$generalUtil	A <code>GeneralUtil</code> object with several useful methods, including URL encoding.	GeneralUtil
\$textUtil	Common utilities for string manipulation.	TextUtils
\$rendererBean	Mostly for internal use, but can also be used for manipulating page or space exports.	WikiExporter
\$exportDate	A <code>java.util.Date</code> created when the export is actually performed.	Date
\$exportContent	An <code>ExportContext</code> object which holds the context in which the export is performed, such as the user performing the export.	ExportContext
\$dateFormatter	Provides a date and time formatter suitable for the exporting user's locale and environment.	DateFormatter
\$baseUrl	The base URL of the Confluence installation (<code>http://<server>:<port>/contextPath</code>).	String

Specific exporters may have additional context members. See their pages for details.

Customise MS Word Exports

Overview

Confluence exports a Confluence page as a Microsoft Word document by:

1. Generating the HTML rendering of a page from Confluence wiki markup
2. Overriding some Confluence page styles with MS Word styles using a CSS wrapper

The wrapper is generated using a Velocity macro to provide CSS style information specific to MS Word exports.

Modifying Content

Please do not attempt to modify the output without some experience in CSS and HTML markup. You may also need to review Velocity template language.

- [W3Schools CSS Tutorial](#)
- [W3Schools HTML Tutorial](#)
- [Velocity Template Overview](#)

Before modifying any styles, you should always take a backup of both any files you are modifying and your entire Confluence install directory. If you require assistance with your customisation attempt, you should post your modified files along with a technical description to our [Confluence Developer Forum](#).

Important Files

The formatting is defined using the CSS styles in main Confluence stylesheet and overridden by any styles in the Word export wrapper.

Main Stylesheet

This file formats the default appearance of all Confluence content. Changes to this document will be shown when viewing a page from within Confluence, as well as in HTML or MS Word exports. You should avoid changing this document unless you wish a style to be changed throughout Confluence. The file is located under the Confluence install directory:

```
1....\confluence\WEB-INF\classes\styles\site-css.vm
```

Export Wrapper

This file overrides the main Confluence stylesheet, so styles outlined in this file will be specific to MS Word exports. It set the font and style for body text, some macro and grids, and a default background colour. The file is located under the Confluence install directory:

```
1....\confluence\pages\exportword.vm
```

How To Modify Styles

If the CSS tag already exists in the Word export wrapper, you can modify it directly. If the CSS tag is defined by the main stylesheet, copy it into the export wrapper as a new entry in the `<style>` element and update it there:

1. Identify its CSS tag in the main stylesheet. You may need to use trial and error to identify which cascading property is relevant
2. Transfer the tag into the Word export wrapper so that it overrides the main stylesheet
3. Modify the tag style in the wrapper

Common Modifications

You can easily set the body font or background colour in the export wrapper.

Modify Body Font

The wrapper sets the body font:

```
1.body, p, td, table, tr, .bodytext, .stepfield {
2.    font-family: Verdana, arial, sans-serif;
3.}
```

Modify Background Colour

The wrapper sets the background colour:

```
1.<body style="background-color: white; padding: 10px;">
2.    <h1>$page.title</h1>
3.    $renderedPageContent
4.</body>
```

Customise PDF Exports

To customise Confluence's PDF output, you can edit the CSS stylesheets used by the PDF exporter. See [Editing the PDF Stylesheet](#).

Editing the Footer



'Powered by Atlassian Confluence'

Atlassian requires that the text 'Powered by [Atlassian](#)' be displayed in the footer on every page, as specified in the [license agreement](#). Other than that, you can customise the footer text.

To change the footer text, follow the instructions in [Modify Confluence Interface Text](#). You can specify additional configurations in `/confluence/decorators/includes/footer.vmd`.

If you need to revert to a former version, for example to restore the 'Powered By Atlassian Confluence' text, you can refer to the attached [footer file](#).

RELATED TOPICS

[Modify Confluence Interface Text](#)
[Customising Look and Feel Overview](#)

How do i completely remove the "Space Details" page from Confluence exports?

1. Export to html file extension, and customize the layout from Administration->Layouts->Export Layouts->Space Export Layout
2. Export to PDF file extension, take a look at WEB-INF\classes\com\atlassian\confluence\spaces\Space.pdfexport.vm

Where does Confluence store all its data?

Attachments, extensions and configuration files are stored in the **Confluence Home Directory** that is configured when Confluence is first installed. All remaining data resides in the configured database.

See [Important Directories and Files](#) for more information.

RELATED TOPICS

[FAQ Home](#)

Running Confluence Behind a Caching Proxy Server

One major concern is Confluence's ability to withstand a Slashdot, and someone told us that Atlassian had basically said that Confluence could not handle the load of such an event/attack.

*Ideally I would want to put a Squid cache directly in front of Confluence, set the default policy to cache content of **normal pages** for ~5 minutes (at least) and then pass-through more of the dynamic pages (like the editor & such).*

This is, in fact, the case. We don't have any deployed Confluence sites that have the requirement of being Slashdot-proof, but this is probably one of those chicken-and-egg things.

The problem is not one of simple scalability. We're currently working on "Confluence Massive", a clusterable Confluence that will scale to handle whatever load you feel like throwing at it. But if your aim is to protect the server against sudden, transient loads, throwing a cluster at the problem that will then spend 99% of its time not being utilised is probably a waste. Thus, the best solution is to have some kind of caching reverse-proxy that will divert load away from Confluence itself.

The main problem with the reverse-proxy solution is that every Confluence page is built dynamically for whichever user is currently accessing it. This affects obvious stuff like the "You are logged in as *username*" notice, less obvious stuff like the "edit" and "attachments" links that appear or disappear based on whether the user has permission to perform the action on the other end of the link, and even less obvious stuff like wiki-links to spaces the user can't see, or in-page macros that output their content based on the user's identity.

To run Confluence behind a caching reverse-proxy, you'd need one of:

1. A proxy that understood the user's identity, or
2. A Confluence site that removed all the personalised content for cacheable pages.

If you had (1), you could tell the proxy to cache content only for anonymous users (since all anon content is the same, and to survive a slashdotting you only really have to worry about the sudden influx of non-logged-in users). That said, (1) is quite tricky, as it relies on the existence of some SSO mechanism that both Confluence and Squid can be hooked into. If such a mechanism existed, though, it'd be a really neat solution.

In the absence of SSO, you've got (2), which involves.

- Theme Confluence so that the 'view page' 'view blog post' and 'view mail' pages contain no personalised content: no profile link or user identity, and all links to other functions available whether the user has permission to access them or not.
- Ensure that all wiki pages on the server are meant to be visible to anonymous users
- Disable (or avoid the use of) macros that deliver different content based on user identity
- Introduce an interceptor into Confluence that would provide If-Modified-Since/Last-Modified conditional get support for wiki pages
- Configure Confluence so the site root URL points to a page, rather than the dashboard.
- Configure Squid to cache the 'view page' URLs (`/display/* /pages/viewpage.action /pages/viewblogpost.action`)

This is assuming that only the site root or a regular wiki page would ever be the victim of a direct slashdotting, but I figure this is a reasonable enough assumption to make.

With conditional get supported, you could have Squid configured to query the server to see if a page has changed, and just put in some kind of sensible defaults for the maximum time to cache any page (5 minutes or so would be fine, since pages could contain dynamic content), and the minimum gap between if-modified queries (15 seconds would easily prevent the server from being overloaded, while making sure that in regular use you wouldn't get many situations where you edited a page, but couldn't see your own changes).

I am trying to install Confluence but the demo-site.zip file is missing

The `demo-site.zip` is normally located in the `WEB-INF/classes/com/atlassian/confluence/setup` directory.

There are some cases where the extraction utility used to extract the Confluence installation file will recursively extract the contents of all zip files contained within the installation file. If the `demo-site.zip` file has been extracted, you will see an `entities.xml` file in this directory instead.

RELATED TOPICS

[Confluence Setup Guide](#)
[Confluence FAQ](#)

How do I Disable Automatic Mail Polling?

Disabling mail polling in Confluence will prevent Confluence from checking for new mail automatically, but mail retrieval will still work if a user triggers "Check for new mail" manually.

To disable automatic mail polling you would need to restart Confluence with the following parameter in your JVM's `JAVA_OPTS`:

```
1.-Dconfluence.disable.mailpolling=true
```

RELATED TOPICS

[How do I check which spaces have email accounts Recognised System Properties](#)

Disabling Profile Pictures on the Recently Updated Dashboard

To prevent Profile Pictures from being displayed in the Recently Updated Dashboard:

1. Open your `confluence/decorators/global.vmd` file.
2. Edit the following line (change `true` to `false`)

```
$helper.renderConfluenceMacro("{recently-updated-dashboard:dashboard|showProfilePic=true}")
```

There is no need to stop or restart confluence. The change should work on the next refresh of the page.

How to Disable Profile Pictures from the Recently Updated Section of the Dashboard**Description**

From confluence 2.6, recently updated section of the dashboard displays the profile pictures of the authors next to recently created pages and comments.

Resolution

To disable this, please follow the instructions outline in [disabling profile pictures](#).

Additional Information

Severity	Medium
Regular Expression	[Dd]isabl(e ing) [Pp]rofile picture
Article ID	CONFKB132382971

Searching Confluence Knowledge Base

Remove Version from Footer

1) Disable the footer content to be displayed

Remove/comment the following line in the `main.vmd` file which could also be accessed via Administration > Layouts > Main Layout (if you are using the "Default theme"):

```
#parse ("/decorators/includes/footer.vmd")
```

2) Modify the message rendered in the footer

This can be done in the `ConfluenceActionSupport.properties` file. See [Modifying Confluence Interface Text](#) for a step-by-step guide. The following line, is a mapping key to render the footer's message:

```
powered.by.atlassian.confluence
```

Searching Confluence Knowledge Base

Configuring a MySQL Datasource in Apache Tomcat

Instructions on setting up a MySQL DataSource connection for Confluence Standalone or EAR/WAR.

**autoReconnect=true is required**

The Confluence database connection URL must have `autoReconnect=true` added to the end to prevent disconnection issues.

Shut down Tomcat

- Run `bin/shutdown.sh` or `bin/shutdown.bat` to bring Tomcat down while you are making these changes

Install the Drivers

- download the MySQL JDBC drivers from <http://www.mysql.com/downloads/api-jdbc-stable.html>.
- After unpacking the file you have downloaded, you'll find a file called something like `mysql-connector-java-3.0.10-stable-bin.jar`.
- Copy this file into the `common/lib` directory of your Tomcat installation. Be aware that this directory may be just `lib` for Tomcat version 6 and beyond.

Configure Tomcat

The configuration is different for Confluence 2.2 onwards due to an upgrade to Tomcat 5.5

For users of Confluence 2.2 and later

- If you are using the Standalone distribution, edit the `conf/server.xml` file in your Tomcat installation. Users running their own Tomcat instance must edit the xml file where they declared the Confluence Context descriptor.
- If editing `conf/server.xml`, find the following lines:

```
1.<Context path="" docBase="../confluence" debug="0" reloadable="true">
2.                                <!-- Logger is deprecated in Tomcat 5.5.
Logging configuration for Confluence is specified in
confluence/WEB-INF/classes/log4j.properties -->
```

- Within the Context tags, directly after the opening `<Context.../>` line, insert the DataSource Resource tag:

```
1.<Resource name="jdbc/confluence" auth="Container" type="javax.sql.DataSource"
2.        username="yourusername"
3.        password="yourpassword"
4.        driverClassName="com.mysql.jdbc.Driver"
5.        url="jdbc:mysql://localhost:3306/confluence?autoReconnect=true"
6.        maxActive="15"
7.        maxIdle="7"
8.        validationQuery="Select 1" />
```

**** Replace the username and password parameters with the correct values for your database**

- In the url parameter, replace the word 'confluence' with the name of the database your confluence data will be stored in.
- If you plan to use non-latin characters, you will also need to add `"&useUnicode=true&characterEncoding=utf8"` on the end of the above URL. These options are not required for any database other than MySQL.

The configuration properties for Tomcat's standard data source resource factory (`org.apache.tomcat.dbcp.dbcp.BasicDataSourceFactory`) are as follows:

- `driverClassName` - Fully qualified Java class name of the JDBC driver to be used.
- `maxActive` - The maximum number of active instances that can be allocated from this pool at the same time.
- `maxIdle` - The maximum number of connections that can sit idle in this pool at the same time.
- `maxWait` - The maximum number of milliseconds that the pool will wait (when there are no available connections) for a connection to be returned before throwing an exception.
- `password` - Database password to be passed to our JDBC driver.
- `url` - Connection URL to be passed to our JDBC driver. (For backwards compatibility, the property `driverName` is also recognized.)
- `user` - Database username to be passed to our JDBC driver.
- `validationQuery` - SQL query that can be used by the pool to validate connections before they are returned to the application. If specified, this query MUST be an SQL SELECT statement that returns at least one row.

For users of Confluence 2.1.x and earlier

- Edit the `conf/server.xml` file in your Tomcat installation
- Find the following lines:

```
1.<Context path="" docBase="../confluence" debug="0" reloadable="true">
2.    <Logger className="org.apache.catalina.logger.FileLogger" prefix=
"atlassian-confluence."
3.        suffix=".log" timestamp="true"/>
```

- Directly after the `<Logger.../>` line, (before the next `</Context>` line), insert the following:

```

01.<Resource name="jdbc/confluence" auth="Container" type="javax.sql.DataSource"/>
02.<ResourceParams name="jdbc/confluence">
03.    <parameter>
04.        <name>factory</name>
05.        <value>org.apache.commons.dbcp.BasicDataSourceFactory</value>
06.    </parameter>
07.    <parameter>
08.        <name>maxActive</name>
09.        <value>20</value>
10.    </parameter>
11.    <parameter>
12.        <name>maxIdle</name>
13.        <value>10</value>
14.    </parameter>
15.    <parameter>
16.        <name>maxWait</name>
17.        <value>10000</value>
18.    </parameter>
19.    <parameter>
20.        <name>username</name>
21.        <value>yourusername</value>
22.    </parameter>
23.    <parameter>
24.        <name>password</name>
25.        <value>yourpassword</value>
26.    </parameter>
27.    <parameter>
28.        <name>driverClassName</name>
29.        <value>com.mysql.jdbc.Driver</value>
30.    </parameter>
31.    <parameter>
32.        <name>url</name>
33.        <value>jdbc:mysql:
//localhost:3306/confluence?autoReconnect=true</value>
34.    </parameter>
35.</ResourceParams>

```

** You may want to choose different maxActive and maxIdle values: these are how many total database connections will be allowed at one time, and how many will be kept open even when there is no database activity

- Replace the username and password parameters with the correct values for your database
- In the url parameter, replace the word 'confluence' with the name of the database your confluence data will be stored in.
- If you plan to use non-latin characters, you will also need to add &useUnicode=true&characterEncoding=utf8 on the end of the above URL. These options are not required for any database other than MySQL.

Configure the Confluence web application

- Edit confluence/WEB-INF/web.xml in your confluence installation
- Go to the end of the file and just before </web-app>, insert the following:

```

1.<resource-ref>
2.    <description>Connection Pool</description>
3.    <res-ref-name>jdbc/confluence</res-ref-name>
4.    <res-type>javax.sql.DataSource</res-type>
5.    <res-auth>Container</res-auth>
6.</resource-ref>

```

Configure Confluence

- **If you have not yet set up Confluence**
 - Follow the steps in the [Confluence Setup Guide](#)
 - In the [Database Setup](#) section, choose the "Datasource Connection" option.
 - Set the JNDI name to java:comp/env/jdbc/confluence
 - Set the Database dialect to MySQL.
- **If you are changing an existing Confluence installation over to using a Tomcat datasource**
 - Find your ConfluenceHome directory (see: [Confluence Home Directory](#) if you don't know where it is).
 - Edit the confluence.cfg.xml file
 - Delete any line that contains a property that begins with hibernate.
 - Insert the following at the start of the <properties> section.

```

1.<property name="hibernate.setup"><![CDATA[true]]></property>
2.    <property name="hibernate.dialect"
3.    ><![CDATA[net.sf.hibernate.dialect.MySQLDialect]]></property>
4.    <property name="hibernate.connection.datasource"
5.    ><![CDATA[java:comp/env/jdbc/confluence]]></property>

```

Restart Confluence

- Run bin/startup.sh or bin/startup.bat to start Tomcat with the new settings.

F.A.Q.

I see "Can't call commit when autocommit=true" during an upgrade of Confluence or otherwise.

Check out <http://jira.atlassian.com/browse/CONF-1710> This error can be fixed by adding:
&relaxAutoCommit=true
to the end of your JDBC url.

Example:

```
jdbc:mysql://localhost/confdb?autoReconnect=true&relaxAutoCommit=true
```

This JDBC url can be found in your confluence.cfg.xml file located in your confluence home folder.

Installation FAQ

This section contains solutions for common issues encountered when **installing and starting Confluence**, including solutions to common queries about this process.

If necessary, review your logs by opening the Confluence install directory and checking the `/logs/catalina.out` and `/logs/catalina.out` files for errors you may encounter.

View one of the following issues or queries for more information:

- [The Confluence window closes immediately when started](#)
- [How do I re-trigger the setup wizard](#)
- [Confluence starts but a problem prevents me from accessing the dashboard](#)
- [I receive a BUILD FAILED message when trying to create an EAR file in Confluence 2.6 or 2.7](#)
- [How much disk space does Confluence need?](#)
- [How Do I Make Confluence Accessible from the Root Context with a Tomcat EAR WAR configuration](#)
- [How To Run Confluence Standalone and Apache on Port 80 \(Different IP Addresses\)](#)

The Confluence window closes immediately when started

An error is preventing Confluence from starting.

1. Open a command prompt. On Windows, do this by clicking on your Start menu, then click Run. In the Run box, type `cmd` and press OK
2. From the command prompt, go to your Confluence install directory
3. Go into the `bin` subdirectory
4. Run `startup.bat` and read the error message
5. Find a solution to the error below:
 - [java.lang.NoClassDefFoundError IntraHibernateAttachmentCopier](#)
 - [Exception in thread "main" java.lang.NoClassDefFoundError: ...](#)
 - [Error creating Confluence Home directory](#)
 - [JAVA_HOME environment variable is not defined correctly](#)
 - [Port 8080 is in use](#)
 - [Error creating bean with name 'scheduler'](#)
 - [Error registering bean with name 'fileSystemAttachmentDataDao'](#)

java.lang.NoClassDefFoundError IntraHibernateAttachmentCopier

If you are seeing "java.lang.NoClassDefFoundError: com/atlassian/confluence/pages/persistence/dao/hibernate/AbstractHibernateAttachmentDao\$IntraHibernateAttachmentCopier", you have unzipped Confluence using a program that cannot handle long filenames. You must delete your install directory and go back to the point in the instructions that covers unzipping Confluence using a third-party unzip program.

Exception in thread "main" java.lang.NoClassDefFoundError: ...

If <http://localhost:8080> goes to an error page when you run Confluence, go to the install directory and find the `/logs/catalina.out`. If this file contains a single line error starting with "Exception in thread "main" java.lang.NoClassDefFoundError", your install path may contain spaces. The solution is to rename your install directory path so that there are no spaces, then restart Confluence.

Error creating Confluence Home directory

The `confluence.home` variable specified in `confluence-init.properties` cannot be created. To fix this, edit `/confluence/WEB-INF/classes/confluence-init.properties` and check the path specified exists. Make sure all the directory slashes use `/` and that the `#` has been removed. If you're stuck, try using `confluence.home=c:/confluence/data`

JAVA_HOME environment variable is not defined correctly

You have not installed the Java Development Kit, or not set the `%JAVA_HOME%` to the directory of the JDK. You should re-check your steps in Stage 2.

Port 8080 is in use

If you have another Tomcat running on the same machine, you must edit `<INSTALL>/conf/server.xml` and change both 8080 and 8005 to ports that do not conflict with your other Tomcat instance according to [these instructions](#).

Error creating bean with name 'scheduler'

You will need to [adjust your system time](#).

Error registering bean with name 'fileSystemAttachmentDataDao'

If you did not use one of the recommended unzipping tools, and happened to use for instance the [default Windows XP extractor](#), one of the classes required for starting up Confluence may not be located due to the lengthy `file-path`. This is due to the reason that the default Windows tool silently fails to extract files with long names. We suggest you to use other tools such as WinZIP and 7zip and redo the deployment process.

Cause:

```
org.springframework.beans.factory.BeanDefinitionStoreException: Error registering bean with name 'fileSystemAttachmentDataDao' defined
in class path resource [applicationContext.xml]: Class that bean class
[com.atlassian.confluence.pages.persistence.dao.FileSystemAttachmentDataDao] depends on not found; nested exception is
java.lang.NoClassDefFoundError:
com/atlassian/confluence/pages/persistence/dao/FileSystemAttachmentDataDao$FileSystemAttachmentNamingStrategy
at org.springframework.beans.factory.xml.DefaultXmlBeanDefinitionParser.parseBeanDefinition(DefaultXmlBeanDefinitionParser.java:366)
caused by: java.lang.NoClassDefFoundError:
com/atlassian/confluence/pages/persistence/dao/FileSystemAttachmentDataDao$FileSystemAttachmentNamingStrategy
at java.lang.Class.forName0(Native Method)
```

How do I re-trigger the setup wizard

To re-trigger the setup wizard:

1. Ensure the application server (for example, Apache Tomcat) running Confluence has been stopped.
2. Delete `<confluence-home>/confluence.cfg.xml`.
3. Re-start Confluence's application server and then Confluence.

Confluence starts but a problem prevents me from accessing the dashboard

Find a solution to one of these problems below:

- [localhost:8080 times out](#)
- [localhost:8080 goes to the Tomcat start homepage](#)
- [Logins fail at the login screen](#)

localhost:8080 times out

Check the server logs for errors. If you are running Confluence Standalone on Windows, error messages will be printed to the console window that opened when you ran `startup.bat`. On Unix systems, Confluence will log messages to `logs/catalina.out`.

localhost:8080 goes to the Tomcat start homepage

The `CATALINA_HOME` environment variable is set to another instance of Tomcat. You should run `shutdown.sh`, remove the `CATALINA_HOME` reference to the other Tomcat version, and run `startup.sh` again.

Logins fail at the login screen

If you try to login with the correct username and password but are always returned to the login screen without any error messages, and you are running [Zone Alarm](#), please check that it is not blocking the Confluence server.

I receive a BUILD FAILED message when trying to create an EAR file in Confluence 2.6 or 2.7

When trying to create an EAR file, you may encounter with the following error:

```
BUILD FAILED
file:/users/a237185/confluence/confluence-2.7/build.xml:67: Warning: Could not find file
/users/a237185/confluence/confluence-2.7/etc/ear-application.xml to copy.
```

This is due to the `build.xml` file being incorrect for **Confluence 2.6.x and 2.7.0**. This problem will be fixed for future releases. However for these releases, please open the `build.xml` file and change the following two lines:

From:

```
1.<copy preservelastmodified="true" file="${ant.confluence.etc}/ear-application.xml" tofile=
"${ant.confluence.build.ear}/META-INF/application.xml" overwrite="yes"/>
2.<copy preservelastmodified="true" file=
"${ant.confluence.dist}/${ant.confluence.name}-${ant.confluence.version}.war" tofile=
"${ant.confluence.nameid.ear}/Confluence War Distribution.war" overwrite="yes"/>
```

To:

```
1.<copy preservelastmodified="true" file="ear-application.xml" tofile=
"${ant.confluence.build.ear}/META-INF/application.xml" overwrite="yes"/>
2.<copy preservelastmodified="true" file=
"${ant.confluence.dist}/${ant.confluence.name}-${ant.confluence.version}.war" tofile=
"${ant.confluence.build.ear}/Confluence War Distribution.war" overwrite="yes"/>
```

How much disk space does Confluence need?

For the recommended minimum amount of disk space, please see the 'Requirements' section in the [Installation Guide](#).

Note that the actual disk space needed will depend significantly on the number of attachments (i.e. files which users attach to Confluence pages), and on the sizes of the attachments. You can calculate the hard drive requirements as you would with any standard file server.

RELATED TOPICS



[Important Directories and Files \(Confluence Docs 3.2\)](#)

[FAQ Home](#)

How Do I Make Confluence Accessible from the Root Context with a Tomcat EAR WAR configuration

Tomcat uses the ROOT.xml file to describe the root context. To make Confluence run at the Root, name the file that contains the context descriptor for Confluence ROOT.xml in the conf/Catalina/localhost/ directory. This is described in [Installing the Confluence EAR-WAR Edition](#).

How To Run Confluence Standalone and Apache on Port 80 (Different IP Addresses)

To Configure Confluence to run on port 80 alongside another web service already on Port 80, you can add an "address" attribute to the connector element where address="<IP address on which Tomcat-Standalone is running >"

Change the `server.xml` file by adding the element:

```
<Connector className="org.apache.coyote.tomcat4.CoyoteConnector"
address="192.168.1.1"
port="8080" minProcessors="5" maxProcessors="75"
enableLookups="true" redirectPort="8443"
acceptCount="100" debug="0" connectionTimeout="20000"
useURIVValidationHack="false" disableUploadTimeout="true" />
```

Also change the hostname from localhost to the relevant host name, in the file above, on the same IP.

JIRA Integration FAQ

This section contains solutions for common issues or queries associated with Confluence's JIRA integration features, such as its JIRA Issues Macro or JIRA User Management integration.

View one of the following issues or queries for more information:

- [The JIRA Issues Macro behaves problematically](#)
- [The JIRA Issues Macro generates an error](#)
- [When setting up JIRA user management in Confluence, the Confluence login page loads but login fails](#)
- [When setting up JIRA user management in Confluence, the Confluence login page loads with an error](#)

The JIRA Issues Macro behaves problematically

When the [JIRA Issues Macro](#) is used, one of the following problems may occur:

- [Cannot access issues when JIRA uses HTTPS](#)
- [Issue icons are not displayed](#)
 - [RELATED TOPICS](#)

Cannot access issues when JIRA uses HTTPS

Take a look at the Confluence Knowledge Base article on [problems connecting to SSL services](#).

Issue icons are not displayed

Check that you are using the [correct macro version for JIRA](#).

RELATED TOPICS

[JIRA Issues Macro](#)
[Setting Up Trusted Communication between JIRA and Confluence](#)
[The JIRA Issues Macro generates an error](#)

The JIRA Issues Macro generates an error

When the [JIRA Issues Macro](#) is used, one of the following errors is generated:

- The message 'Error Rendering Macro' is displayed, or either no or not all issues are displayed
- The message 'Error rendering macro: java.io.IOException: Could not download' is displayed
- The message 'Error rendering macro: java.io.IOException: Error on line -1: Premature end of file' is displayed
 - [RELATED TOPICS](#)

The message 'Error Rendering Macro' is displayed, or either no or not all issues are displayed

You may need to set up trusted communication between JIRA and Confluence. Please refer to the section on [restricted viewing](#).

The message 'Error rendering macro: java.io.IOException: Could not download' is displayed

You may need to configure Confluence to [acknowledge your proxy server](#) before it is able to download the feed.

The message 'Error rendering macro: java.io.IOException: Error on line -1: Premature end of file' is displayed

Did you select an existing JIRA filter when you built the macro? If you did, your issues filter URL will end with `.../12345/SearchRequest-12345.xml` where 12345 is any number. You should retry using a new and unsaved filter.

RELATED TOPICS

[JIRA Issues Macro](#)
[Setting Up Trusted Communication between JIRA and Confluence](#)
[The JIRA Issues Macro behaves problematically](#)

When setting up JIRA user management in Confluence, the Confluence login page loads but login fails

When [setting up JIRA user management in Confluence](#), the Confluence login page loads but login fails with one of the following errors:

- The Confluence login page loads but login fails with a 'Username and password are incorrect' error and the output log shows 'Access denied for user'
- The Confluence login page loads but login fails with a 'Username and password are incorrect' error and the output log shows 'Cannot create JDBC driver'
- I cannot get my JIRA integration to work, where can I get technical support?

The Confluence login page loads but login fails with a 'Username and password are incorrect' error and the output log shows 'Access denied for user'

This is caused by an incorrect database URL or login in the datasource.

The Confluence login page loads but login fails with a 'Username and password are incorrect' error and the output log shows 'Cannot create JDBC driver'

If your log outputs an error with "FATAL [user.provider.jdbc.JDBCCredentialsProvider] Could not list users. org.apache.commons.dbcp.SQLNestedException: Cannot create JDBC driver of class " for connect URL 'null'", you are using the incorrect Tomcat format for specifying the Datasource resource. You should check your Tomcat version and use the alternative format.

I cannot get my JIRA integration to work, where can I get technical support?

See [Requesting External User Management Support](#) for information on logging a support request.

When setting up JIRA user management in Confluence, the Confluence login page loads with an error

When setting up JIRA user management in Confluence, the Confluence login page loads with one of the following errors:

- An error is encountered when JIRA is using Microsoft SQL Server
- The Confluence login page loads with a 'NullPointerException' system error
- The Confluence login page loads with 'HTTP Status 404' and the output log shows a 'java.lang.ClassNotFoundException' error for the driver, eg 'com.mysql.jdbc.Driver'

An error is encountered when JIRA is using Microsoft SQL Server

There is a known issue when JIRA is using Microsoft SQL Server and the schema name is 'jira'. Unfortunately in Confluence, you cannot define this schema name. Please refer to [Knowledge Base article CSP-19533](#).

The Confluence login page loads with a 'NullPointerException' system error

If the page loads with 'System error' with cause 'java.lang.NullPointerException at com.atlassian.user.impl.osuser.OSUUserManager.getOpensymphonyUser(OSUUserManager.java:85)' and output logs shows 'user.provider.jdbc.BaseJDBCProvider] init Could not look up DataSource using JNDI location' error, either the Resource for the DataSource is not being loaded by the application server, or it is being loaded but the resource names do not match. Check the names first, so if '/confluence/WEB-INF/classes/osuser.xml' specifies a datasource named 'java:comp/env/jdbc/JiraDS', the datasource specified in server.xml or confluence.xml must be 'jdbc/JiraDS'.

The Confluence login page loads with 'HTTP Status 404' and the output log shows a 'java.lang.ClassNotFoundException' error for the driver, eg 'com.mysql.jdbc.Driver'

The database driver library is missing from your Confluence/application server installation. In your Confluence Standalone or Apache Tomcat installation, download the database jar to the common/lib directory.

LDAP FAQ

This section contains solutions for common issues or queries associated with LDAP integration in Confluence.

View one of the following issues or queries for more information:

- [Are all users in LDAP visible in Confluence administration and can they can be assigned permissions or to groups?](#)
- [Can we use LDAP and Confluence groups simultaneously, as a 'mixed mode', where some groups are kept in Confluence and others in LDAP?](#)
- [Confluence Domino LDAP FAQs](#)
- [Confluence integration with LDAP and Active Directory FAQs](#)
- [How are LDAP or Active Directory users counted toward my license limit?](#)
- [How can I assign an LDAP user a Confluence account?](#)
- [How can I enable LDAP?](#)
- [How does Confluence handle user deletions from LDAP? Is the user's assignment to one or more groups still visible?](#)
- [I am having a problem with Confluence LDAP integration](#)
- [I enabled LDAP and some users are now returned twice under the user browser](#)
- [If a Confluence user had a lowercase username, but an LDAP user has the same username in UPPERCASE, does it matter which one I use?](#)
- [If a user already exists in Confluence and an LDAP user with the same username is added, which account's password gets used?](#)

Other Questions

For troubleshooting, please [create a problem report](#). General enquiries should be [posted to a support ticket](#)

RELATED TOPICS

[LDAP User Management](#)

Are all users in LDAP visible in Confluence administration and can they can be assigned permissions or to groups?

All LDAP users with 'Can Use' permission can be viewed from the user browser, even if they have never logged in. When an LDAP user logs in for the first time, a Confluence user account is created automatically to store their information. You have read-only access to LDAP groups, and can add/remove Confluence internal groups to any user.

Can we use LDAP and Confluence groups simultaneously, as a 'mixed mode', where some groups are kept in Confluence and others in LDAP?

Yes.

Confluence Domino LDAP FAQs

Find an answer to one of these questions below:

- [Why are individual users always shown as not belonging to any groups?](#)

Why are individual users always shown as not belonging to any groups?

Domino servers allow user groups to be set as 'mail-only', 'access control' and 'multi-purpose'. If the groups are set to 'mail-only', when Confluence queries the Domino LDAP server about a given user, Domino will return null. Groups that are created as 'multi-purpose' seem to work fine.

Confluence integration with LDAP and Active Directory FAQs

Find an answer to one of these questions below:

- [Can Confluence make distinctions between security and distribution groups, or group types?](#)
- [Can group memberships be retrieved from multi-domain forests?](#)
- [Can Confluence support multiple Active Directory repositories?](#)
- [Can Confluence handle nested groups?](#)

Can Confluence make distinctions between security and distribution groups, or group types?

No, Confluence has no group types. However, you can configure Confluence to only recognise some of these groups over others. For example, you can configure Confluence to only recognise distribution groups. This is done by adjusting the `groupSearchFilter` in your `atlassian-user.xml` file.

Can group memberships be retrieved from multi-domain forests?

Yes, you can do this by configuring multiple repositories: one for each domain. More instructions on how to do this can be found [here](#).

Can Confluence support multiple Active Directory repositories?

Yes.

Can Confluence handle nested groups?

No, each child group must be individually specified instead. You may wish to vote towards support for nested groups at [USER-101](#).

How are LDAP or Active Directory users counted toward my license limit?

Your user count is determined by the number of internal users plus the number of LDAP users who can potentially login. LDAP users that are a member of an LDAP group with 'Can Use' permission granted in Confluence can all potentially login, which means that all members of groups with this permission granted will be counted towards your license. To manage your license usage, only grant login permission to Active Directory groups where all members need accounts. You may like to setup a special Confluence LDAP group if no combination of your existing groups is suitable.

How can I assign an LDAP user a Confluence account?

LDAP groups or users granted 'Can Use' permission under 'Global Permissions' can login to Confluence.

How can I enable LDAP?

See [Add LDAP Integration](#).

How does Confluence handle user deletions from LDAP? Is the user's assignment to one or more groups still visible?

Users are not deleted from Confluence, but their logins are disabled within one hour as they expire in the cache. Only non-LDAP groups are retained. Refer to the [overview](#) for more detail.

I am having a problem with Confluence LDAP integration

Find a solution to one of these problems below:

- [I just added LDAP integration, why can't I login using my original account?](#)
- [Why do my LDAP users see 'Not Permitted' screens when they login?](#)
- [Confluence fails to start with error 'Error creating bean with name 'userManager' defined in class path resource \[atlassianUserContext.xml\]'?](#)
- [Editing a user under Administration -> Manage Users throws an error 'org.apache.velocity.exception.MethodInvocationException'?](#)
- [After setting up LDAP, I cannot see LDAP users or groups from the Confluence user or group browser](#)
- [I cannot see an LDAP/AD group in Confluence](#)

- [I cannot get my LDAP to work, where can I get technical support?](#)

I just added LDAP integration, why can't I login using my original account?

If there is an LDAP user with the same username as your administrator account, you must now use their password to login. LDAP logins override internal logins.

Why do my LDAP users sees 'Not Permitted' screens when they login?

To login, the user must be a member of one or more groups that have been granted 'Can Use' permission from the Administration -> Global Permissions -> Group Permissions.

Confluence fails to start with error 'Error creating bean with name 'userManager' defined in class path resource [atlassianUserContext.xml]'?

Your atlassian.xml file may contain filters with characters that must be escaped from XML. Check [here](#) for details.

Editing a user under Administration -> Manage Users throws an error 'org.apache.velocity.exception.MethodInvocationException'

If you see an error:

```
"org.apache.velocity.exception.MethodInvocationException: Invocation of method 'isUserDeactivated' in class
com.atlassian.confluence.user.actions.ViewUserAction threw exception class java.lang.NullPointerException : null"
You should open \confluence\WEB-INF\classes\atlassian-user.xml and check that your Hibernate Repository is not wrapped in a comment
tag (<!-- and -->). The line to uncomment is:
<hibernate name="Hibernate Repository" key="hibernateRepository" description="Hibernate Repository" />
```

After setting up LDAP, I cannot see LDAP users or groups from the Confluence user or group browser

Are your users or groups located in subtrees beneath the directory returned by the search filter? If so, you may need to add `<usersearchalldepths>TRUE</usersearchalldepths>` or `<groupsearchalldepths>TRUE</groupsearchalldepths>` to your `atlassian-user.xml`. See [Map LDAP Users and Groups](#) for details.

I cannot see an LDAP/AD group in Confluence

Is the group in a subtree? If so, you will need to edit `atlassian-user.xml` and add a `groupSearchAllDepths=true` parameter to the LDAP repository to set Confluence to search subtrees of the base group namespace. See [Map LDAP Users and Groups](#) for details.

I cannot get my LDAP to work, where can I get technical support?

See [Requesting External User Management Support](#) for information on logging a support request.

I enabled LDAP and some users are now returned twice under the user browser

When LDAP is enabled, it is normal for the user browser to return two copies of users who have both LDAP and internal users accounts. If you are interested in a fix for this, please vote towards ['User browser shows duplicate accounts when a user exists both locally and in LDAP'](#).

If a Confluence user had a lowercase username, but an LDAP user has the same username in UPPERCASE, does it matter which one I use?

As mentioned in [another FAQ](#), LDAP login has priority over the confluence login. However, only the password is taken into account here. You can log in with either the lowercase or UPPERCASE username.

If a user already exists in Confluence and an LDAP user with the same username is added, which account's password gets used?

The LDAP login has priority over the Confluence login. If LDAP 'Can Use' permission is removed or the user is deleted, the Confluence login will still work.

Mail Archiving FAQ

This section contains solutions for common issues or queries associated with Confluence's Mail Archiving feature that was introduced in [Confluence 1.3](#).

View one of the following issues or queries for more information:

- [Can Confluence replace my regular mail client?](#)
- [How do I get mail into Confluence?](#)
- [How do I use the mail archive?](#)

- [Okay, I've imported the mail, but where is it?](#)

The emphasis on the DR3 release was to:

- import email into Confluence
- have Confluence monitor POP mailboxes
- view email
- search email

However, any further suggestions for this feature are welcome. Please let us know about them by filing an issue in [JIRA](#), commenting on the [forum](#), or just dropping us an [email](#).

Can Confluence replace my regular mail client?

No.

Confluence's mail archive is designed to supplement the way you currently handle email, not to replace it. This is why Confluence deliberately does not come with features common in email clients. For example, you can not mark emails as read or unread, you can not reply to emails from within Confluence, and so on.

How do I get mail into Confluence?

All mail messages belong to a particular space.

From the space administration screen, space administrators can:

- Configure Confluence to poll a POP mailbox for incoming mail
 1. Go to Space Admin
 2. Choose "Mail Accounts"
 3. Add Pop Account
- Import mail from an mbox-format mail file



Confluence will delete mail from a POP box as it reads it. Do not point Confluence to an account unless you are happy with it removing all the mail you have stored there.

How do I use the mail archive?

Some suggested scenarios include:

Project-related conversations

Say you are using a Confluence space to organise a project. The project lead and the customer have a long conversation (via email) clarifying the project's goals and requirements. Rather than have that conversation lost in their individual mailboxes, if they *CC'ed* their mail to a POP box being monitored by Confluence, all that information will be archived alongside the rest of the project's documentation.

Customer Support Tracking

All incoming and outgoing sales and support email is diverted (at the mail-server) to be read by Confluence. Staff can then use Confluence's features to find all previous communications with particular customers.

And?

Of course, the real fun will come from seeing how this feature can be put to other uses.

Okay, I've imported the mail, but where is it?

Because of the typically overwhelming volume of email, especially compared to the more sedate pace of wiki updates, we do not notify you of recently arrived mail in the same places we notify you of changed Confluence content.

Mail will not appear in the recent changes list on the dashboard or space summary pages. Similarly, mail will not appear by default in search results.

You can view mail...

1. In order of arrival from the *Mail Archive* section, found under the *Content* tab of the Space Summary screen.
 - 'Browse' Dropdown menu > Mail
2. You can also explicitly select Mail (or All Content) in the search page to include mail in your search results.

New User FAQ

This section contains solutions for common issues or queries encountered by new Confluence users.

View one of the following issues or queries for more information:

- [Can I use CamelCaseLinks like they do on WardsWiki?](#)
- [Can Users Edit Individual Sections Within a Page?](#)
- [How does Confluence differ from a wiki?](#)

Can I use CamelCaseLinks like they do on WardsWiki?

Yes you can. Camelcasing is not enabled by default but a site administrator can easily enable it from the administration screens.

See [Enabling CamelCase Linking](#).

RELATED TOPICS



CamelCase linking

Showing first 1 of 2 results

[FAQ Home](#)

Can Users Edit Individual Sections Within a Page?

Some wiki software allows the editing of sections within a page (sectional editing). This functionality is currently not available in Confluence, but we are looking to include it in a future release. This issue is being tracked on the Confluence JIRA project: [CONF-5913](#).

In the meantime, for pages that are getting long enough to be hard to edit in a single block, you can get an approximation of sectional editing by using the `{include}` macro. For example:

```
h3. [Section One] ([edit|///pages/editpage.action?spaceKey=SPACE&pageTitle=Section One])

{include:Section One}

h3. [Section Two] ([edit|///pages/editpage.action?spaceKey=SPACE&pageTitle=Section Two])

{include:Section Two}
```

The links to the edit pages can be simplified by using the `{link-to:page edit}` macro available in David Peterson's [Linking Plugin](#).

Technical Stuff

The problem lies in the complexity of Confluence's wiki markup. We made a couple of proof-of-concept implementations of sectional editing as part of our Shiplt Day program, and while it's quite easy to come up with a solution that works with 90% of pages, there are a lot of edge-cases where it's actually quite hard to determine precisely where a given section starts and finishes.

Next time we perform a significant overhaul of our wiki markup processing engine, we'll be looking specifically to add functionality that will make sectional editing work properly.

How does Confluence differ from a wiki?

Essentially, Confluence is a [wiki](#). Our aim was to build an application that was built to the requirements of an enterprise knowledge management system, without losing the essential, powerful simplicity of the wiki in the process.

From the wiki, we took the following lessons:

- It should be easy for anyone to create and edit pages
- It should be easy for anyone to link pages together
- It should be easy to see what has changed recently
- The site should be searchable
- Users should have the tools to organise and group pages without having any particular structure imposed upon them

On top of that, we added professional features, such as the partitioning of content into separately managed spaces, user- and group-based access control, automated refactoring, PDF exporting, searchable attachments, a comprehensive remote API, easy installation and a professional and easy-to-use presentation; all wrapped up in Atlassian's "Legendary Service".

RELATED TOPICS

More about Confluence on [Atlassian's website](#)

More about [wikis](#)

[FAQ Home](#)

RSS Feeds FAQ

This section contains solutions for common issues or queries associated with [RSS Feeds](#) and the [RSS Feed Macro](#).

View one of the following issues or queries for more information:

- [Create an RSS feed for mail from only specified mail accounts](#)
- [How do I fix a "Could not download \(Feed URL\) - Connection timed out \(errno238\)" error?](#)
- [How do I fix a "Could not retrieve \(Feed URL\) - Not Permitted" error?](#)
- [How do I fix an "Error formatting 'macro rss java.lang.NullPointerException'" error?](#)
- [How do I fix an "Unable to retrieve \(Feed URL\) - Connection refused - connect" error?](#)
- [How do I force authentication for public feeds?](#)
- [Is it possible to delete a feed?](#)
- [I want to remove RSS Feeds completely](#)

Create an RSS feed for mail from only specified mail accounts

This is not possible, but you can vote towards [tagging incoming mail with labels on arrival](#). Once tagged, feeds could monitor all new mail with that label.

How do I fix a "Could not download (Feed URL) - Connection timed out (errno238)" error?

The feed source may be offline, or the firewall may be blocking access either between the Confluence server and your computer. Confirm that you can access the feed URL from your browser. If it cannot, your firewall settings may be blocking access to Confluence. For example, your server may be configured to block outgoing requests.

How do I fix a "Could not retrieve (Feed URL) - Not Permitted" error?

You must append a valid login to Private Feeds as described in the Usage section of the [RSS Feed Macro](#).

How do I fix an "Error formatting 'macro rss java.lang.NullPointerException'" error?

The link is not a valid feed, so check your URL. If stuck, you can recreate internal Confluence feeds [Using the RSS Feed Builder](#).

How do I fix an "Unable to retrieve (Feed URL) - Connection refused - connect" error?

The URL is invalid. If the link appears correct, confirm that you can access Confluence. Paste the feed into a third-party RSS feed reader and confirm that it can access it. If it cannot, your firewall settings may be blocking access to Confluence. For example, your server may be configured to block outgoing requests.

How do I force authentication for public feeds?

With anonymous access enabled, you can force user authentication when [creating the feed](#) by checking 'Authorised'. If anonymous access is disabled, all feeds will require user authentication.

Is it possible to delete a feed?

No, because RSS feeds are based on the view permissions for pages and spaces. RSS is an extension of normal page viewing functionality, so if you can view a page, you can receive an RSS feed for it. The only way to remove an RSS feed is to prevent all access to a page for that user, so that no content will be delivered.

I want to remove RSS Feeds completely

While Confluence does not have this functionality, there is a work around to remove RSS feeds completely. Refer to [How do I Disable RSS Feeds?](#).

Upgrade FAQ

This section contains solutions for common issues and queries encountered when upgrading Confluence.

View one of the following issues or queries for more information:

- [I cannot find the "Rich Text" editor. Is the editor part of Confluence 1.4.3?](#)
- [Server ID FAQ](#)
- [Upgrade My Trial To A Commercial Version](#)

I cannot find the "Rich Text" editor. Is the editor part of Confluence 1.4.3?

The Rich Text Editor (aka WYSIWYG editor) is available in Confluence 2.0 and upwards. Rich Text editing is enabled by default.

If you wish to upgrade your Confluence installation, instructions can be found [here](#).

RELATED TOPICS



[Enabling Rich Text Editing Option](#) (Confluence Docs 3.2)



[Making Rich Text Editing default](#) (Confluence Docs 3.2)

Showing first 2 of 3 results

[FAQ Home](#)

Server ID FAQ

What causes this Server ID to be generated? Is it tied to the hardware, OS, or Confluence instance?

The Server ID:

- is generated when you install Confluence for the first time
- exists for the life of the Confluence instance
- survives an upgrade
- is held in the database
- is not bound to a specific licence
- is the same for all servers in a cluster.

What's the policy on re-associating licenses with server IDs?

There's no need to do this. Once you have a Server ID associated to a license, you can leave it as is.

What happens when I need to reinstall (quickly) on a different system?

Because the server ID is held in the database, it travels with the instance when the database or XML backup is restored on the new system. You need not generate a new Server ID for your new system.

What do I do when the license screen from my.atlassian.com is asking for my Server ID?

The Server ID is located on the license screen. If you have only a License ID, you may bypass the requirement to enter a Server ID - just look for the link from my.atlassian.com on my.atlassian.com after choosing "associate server ID." Check [Unable to Find Server ID for Confluence 2.5.4 or Before](#) for further info.

Additional Information

Severity	Low
Article ID	CONFKB151519275

Searching Confluence Knowledge Base

Upgrade My Trial To A Commercial Version

First, you will need to [purchase Confluence](#) to receive your commercial license key. If you already have a [free 30 day evaluation](#) then you can easily convert this to the commercial version, or setup your commercial instance on another system and transfer your trial data across.

Upgrade A Trial To The Commercial Version

If you wish to change your trial into a commercial version while keeping the same hardware, login in as a Confluence administrator and paste in your commercial license key under the Administrator > License Details screen. The conversion to a commercial version is instantaneous and can be done regardless of whether your evaluation period has expired or is still ongoing.

Migrate Your Trial Data To A Server

If you installed your Confluence trial on a PC but wish to host your commercial version on another system, such as a server managed by your IT department, you can transfer the trial data across. Begin by [creating an XML backup](#) on the trial PC, then [install Confluence](#) on the

commercial server. During installation, you will be presented with the Confluence Setup Wizard. The wizard gives you the opportunity to insert your commercial license key and also to import an XML backup. If you import the XML backup from your trial, your commercial instance will be setup already containing all your trial wiki content and any internal users.

Usage FAQ

This section contains solutions for common issues or queries about the everyday use of Confluence.

View one of the following issues or queries for more information:

- [Add many files to a page at once](#)
- [Create a page by passing parameters to a template](#)
- [How do I obtain content that hasn't been modified in a certain period of time](#)
- [How to Add a Quick Search for Firefox](#)
- [How to disable PDF Export](#)
- [How to Find Pages with no Label](#)
- [How to Make Confluence Open a New Tab when Clicking on the Attachments Link](#)
- [How to Reset a Custom Layout](#)
- [Redirect to a specific page \(home page\) within the site after logging in](#)
- [Setup email notifications of page updates](#)

Add many files to a page at once

Confluence offers several ways to add many files to a page at once:

- Using of Confluence's **Drag-and-Drop** functionality, simply drag the files onto any Confluence page. Refer to [Drag-and-Drop](#) for more information.
- Confluence pages and attachments can also be mounted as a network drive, and files can be dragged and dropped into Confluence using the [WebDAV Plugin](#).
- Alternatively, users who do not wish to use WebDAV can write a custom script to attach all PDF files in a directory to a Confluence page using the addAttachment function in the [Remote API](#). This script can be adapted from one of the [Remote API script examples](#).

Create a page by passing parameters to a template

Confluence supports populating wiki content through templates. Check out [Page Templates](#) if you would like to create a new page by filling in a graphical, form-based template. If you have an existing page and would like to pass text as parameters to a macro that fills in the blanks in a template, create the template as a [User Macro](#) and call it from inside your Confluence page.

How do I obtain content that hasn't been modified in a certain period of time

Archive plugin

The [Archiving Plugin](#) is a great tool for managing outdated content.

Via SQL

This can be achieved by running the following SQL query on your Confluence database.

```
1.select * from content as c, spaces as s where c.spaceid = s.spaceid and s.spacename='INSERT SPACE
NAME HERE' and c.LASTMODDATE < 'INSERT DATE HERE';
```

How to Add a Quick Search for Firefox

Description

To add a quick search term into Firefox's address bar, add the following link to your bookmarks:

```
http://confluence.atlassian.com/dosearchsite.action?quickSearch=true&searchQuery.queryString=%s
```

Make a keyword for it, and you can search a confluence instance using the keyword, a space and then the search term. For example, if you use the keyword cac with the above link, you can search confluence using:

```
cac searchterm
```

How to disable PDF Export

Modifying PDF Links Behaviour

If you want to remove the links regarding Export to PDF from your instance, you can make changes to the underlying velocity templates to remove the options from the list.

From: <confluence-install>/confluence/pages/viewinfo.vm
Remove this code:

```
1.<td nowrap>
2.      <a href=
"$req.contextPath/pages/doexportpage.action?pageId=$confPage.id&type=TYPE_PDF" rel=
"nofollow">$action.getText('pdf')</a>
3.      <a href="$req.contextPath/exportword?pageId=$confPage.id" rel="nofollow"
>$action.getText('msword')</a>
4.    </td>
```

Disabling export to PDF

From <confluence-install>/confluence/template/includes/macros.vm:

```
1.#if ($sitemeshPage && $req && $pageId && $permissionCheckDispatcher.isPermitted(
"/pages/doexportpage.action?pageId=$pageId&type=TYPE_PDF"))
2.      <a href=
"$req.contextPath/pages/doexportpage.action?pageId=$pageId&type=TYPE_PDF" rel=
"nofollow">
3.          </a>
4.      #end
```

How to Find Pages with no Label

You can use the [Label Management Plugin](#) to find out pages that contain no labels.

Severity	Low
Regular Expression	([Uu]nlabelled pages pages with no label pages without label)
Article ID	CONFKB154239468

Searching Confluence Knowledge Base

How to Make Confluence Open a New Tab when Clicking on the Attachments Link

Modifying the template file in confluence-attachments-plugin-x.x.jar (in this case, I try on confluence-attachments-plugin-2.10.jar). Please edit attachmentsmacro.vm file. This file is located in confluence-attachments-plugin-2.10.jar file. Extract this file by using the [Editing files within jar archives guide] guide.

If you are able to extract it successfully, you can locate to attachmentsmacro.vm file and find the following lines:

```
1.<td><a name=
"$generalUtil.urlEncode($page.title)-attachment-$generalUtil.urlEncode($attachment.fileName)"
>#parse ("/pages/includes/attachment_icon.vm")</a> <a href=
"$req.contextPath$attachment.downloadPathWithoutVersion">$attachment.fileName</a></td>
```

and change the above code to be:

```
1.<td><a name=
"$generalUtil.urlEncode($page.title)-attachment-$generalUtil.urlEncode($attachment.fileName)"
>#parse ("/pages/includes/attachment_icon.vm")</a> <a target="_blank" href=
"$req.contextPath$attachment.downloadPathWithoutVersion">$attachment.fileName</a></td>
```

After making changes, please repack the file by following the steps [here].

Additional Information

Severity	Medium
Regular Expression	attachments in a new tab

Article ID

CONFKB160792804

Searching Confluence Knowledge Base

How to Reset a Custom Layout

If the layout has changed so extensively as to not be visible, you can browse to the URL directly:

```
http://<confluence base url>/admin/resetdecorator.action?decoratorName=decorators/main.vmd
```

Substitute the base URL and the appropriate vmd file.

Redirect to a specific page (home page) within the site after logging in

As a user, you can set the home page to which you are sent after logging in.

To set your home page as a user:

1. View your profile via the profile link on the top right
2. Click the **Edit My Profile** on the right
3. Set **Site Homepage** to your desired home page

For instructions on configuring this feature at the administrator level, see [Redirect users to a site-wide home page after a successful login](#).

RELATED TOPICS

[Redirect users to a site-wide home page after a successful login](#)

Setup email notifications of page updates

Confluence sends notifications of changes to spaces or pages to users who are watching pages. Users choose to watch pages or spaces, an administrator does not force notifications upon them.



There is one way to automatically have users watch a given page or news item. The [Autowatch Plugin](#) can be set up to have anyone who contributes to a space watch the content they have contributed to. Eg. if they comment on a page, they will be set to watch that page for further updates. This should be used with care.

To set up a watch on a specific page or space as a user, see:

- [Watching a Page](#) or
- [Watching a Space](#)

For instructions on configuring administrator-level email notifications, see [Configuring Confluence to send email notifications](#).

RELATED TOPICS

[Configuring Confluence to send email notifications](#)

Unsupported Platform Information



The information in this section relates to platforms which are not supported for Confluence. Consequently, Atlassian **can not guarantee providing any support for it**. Please be aware that this material is provided here for your information only and using it is done so at your own risk.

For details on supported platforms for Confluence, please refer to the [Supported Platforms](#) topic.

View one of the following topics for more details:

- [Setting up Confluence with IIS](#)
 - [Connecting Confluence with IIS 5.1 or 6](#)
 - [Connecting Confluence with IIS 7](#)
- [Using the IBM 64bit J9 JDK](#)

Setting up Confluence with IIS



The content on this page relates to platforms which are not supported for Confluence. Consequently, Atlassian **can not guarantee providing any support for it**. Please be aware that this material is provided for your information only and using it is done so at your own risk.

This page describes how to install Confluence Standalone with IIS using the Apache jk connector.



If you are using JIRA as well as Confluence, please see [this document](#) instead.

On this page:

- [Step 1. Install IIS](#)
 - [IIS 6](#)
 - [IIS 7](#)
- [Step 2. Install Confluence Standalone](#)
- [Step 3. Configure Tomcat](#)
- [Step 4. Configure the Tomcat Connector](#)
- [Step 5. Connect Confluence with IIS](#)

Step 1. Install IIS

If you are running Windows Server 2003, you will only be able to use IIS 5.1 or 6. If you are using Windows Server 2008, you might like to install IIS 7.

IIS 6

If you are using Windows Server 2003 or XP professional, follow these [instructions for installing IIS 6](#).

After installation is complete you should be able to go to <http://localhost/iishelp/iis/misc/default.asp> in your browser and see the IIS Getting Started page.

IIS 7

Similar to the previous Windows versions, IIS is not installed by default in Windows Server 2008 so you need to install it manually.

1. Start your Server Manager.
2. Click 'Roles'.
3. In the right hand panel, click "[Add Roles](#)".
4. A new window will pop up. Select the 'Web Server (IIS)' option.
5. Click 'Next' until you see another set of checkbox options to install the required 'Roles Services' for the web server (IIS).
6. Scroll down to 'Application Development' and tick the following:
 - CGI
 - ISAPI Extensions
 - ISAPI Filters
7. Click 'Next'.
8. And lastly, click 'Install'.

To check that IIS has been installed successfully, you can direct your browser to <http://localhost/> and see the IIS 7 logo.

You can learn more about IIS 7 from [this website](#).

Step 2. Install Confluence Standalone

Do a normal [Confluence installation](#), after which you should be able to use confluence as usual through the URL <http://localhost:8080>.

Step 3. Configure Tomcat

Add another connector to your `server.xml` file, directly after the existing `<Connector ... />` tag:

```
1.<Connector port="8009" enableLookups="false" redirectPort="8443"
2.protocol="AJP/1.3" URIEncoding="UTF-8" />
```

Restart Confluence.

In the logs/catalina.YYYY-MM-DD.log file you should see the **JK** is running:

```
1.INFO: Starting Coyote HTTP/1.1 on http-8080
2.7/09/2006 14:40:04 org.apache.jk.common.ChannelSocket init
3.INFO: JK: ajp13 listening on /0.0.0.0:8009
4.7/09/2006 14:40:04 org.apache.jk.server.JkMain start
5.INFO: Jk running ID=0 time=0/31&nbsp; config=null
```

Step 4. Configure the Tomcat Connector

These instructions are based on the [Tomcat Connector, IIS Configuration](#) documentation.

1. Download the **isapi_redirect.dll** from the [apache tomcat download page](#) - click 'browse download area' to search for the file.
 - For example, you will find the win32 binaries here: <http://apache.wildit.net.au/tomcat/tomcat-connectors/jk/binaries/win32/> and if the current version is 1.2.27, you will download this file: http://apache.wildit.net.au/tomcat/tomcat-connectors/jk/binaries/win32/jk-1.2.27/isapi_redirect-1.2.27.dll.
 - ⚠ Make sure you rename the file to **isapi_redirect.dll** before using it otherwise it *will not work*.
2. Place the **isapi_redirect.dll** file in a directory **c:\ajp_iis** (the name of the directory isn't important, but if you use a different one make sure to take account of this in the instructions which follow)
3. Create a **isapi_redirect.properties** file in the same directory as you put the DLL. You can use this [sample isapi_redirect.properties file](#) if you have used **ajp_iis** as the directory name.
 - Note that this sample properties file assumes that the dll is named **isapi_redirect.dll**. If you want to name your DLL something else, you must edit this file.
4. Create **workers.properties** and **uriworkermap.properties** files. You can use the [sample workers.properties](#) file and the [sample uriworkermap.properties](#) file.
5. Create an **empty** file named **rewrites.properties** in **c:\ajp_iis**.

Step 5. Connect Confluence with IIS

Connect Confluence with IIS, depending on your version of IIS:

- To connect Confluence with IIS 5.1 or 6 please refer to [Connecting Confluence with IIS 5.1 or 6](#).
- For IIS 7 please refer to [Connecting Confluence with IIS 7](#).

RELATED TOPICS

- [Connecting Confluence with IIS 5.1 or 6](#)
- [Connecting Confluence with IIS 7](#)
- [JIRA's documentation on Configuring IIS with Tomcat](#), including how to integrate both Confluence and JIRA with the same IIS instance. The Troubleshooting section there is relevant to Confluence as well as JIRA.
- [Supported Platforms](#)

Connecting Confluence with IIS 5.1 or 6



The content on this page relates to platforms which are not supported for Confluence. Consequently, Atlassian **can not guarantee providing any support for it**. Please be aware that this material is provided for your information only and using it is done so at your own risk.

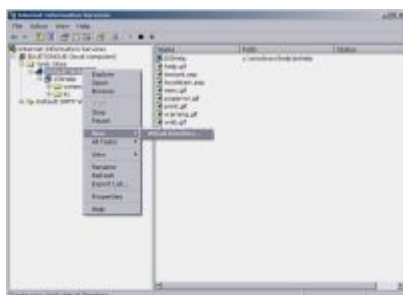
This documentation is part of the [Setting up Confluence with IIS](#) documentation.

On this page:

- [Connecting Confluence with IIS](#)
- [Other Configuration](#)
- [IIS 6.0](#)
- [Troubleshooting](#)

Connecting Confluence with IIS

1. Using the IIS management console ([Internet Information Services](#) in Administrative Tools), add a new **Virtual Directory** to your IIS web site. The name of the virtual directory must be **jakarta**, as it must correspond with the first part of the **extension_uri** setting specified in the **isapi_redirect.properties** file. Its physical path should be the directory where you placed **isapi_redirect.dll** (in the example it is **c:\ajp_iis**). When creating this new virtual directory, give it **execute** access as well.

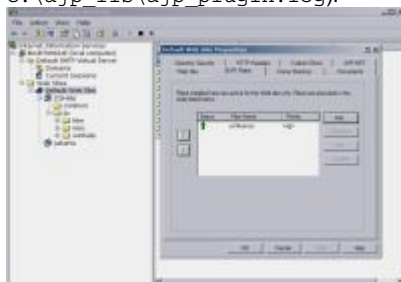




- Using the IIS management console, add **isapi_redirect.dll** as a filter to your IIS web site. To do this, right click on the Web Sites icon from the left hand pane of the Internet Services Manager (or IIS management console), select Properties and then the **ISAPI Filters** tab. The name of the filter should reflect its task, for example confluence, and its executable must be the full path to the ajp isapi redirector DLL, that is `c:\iis_ajp\isapi_redirect.dll`



- Restart IIS (stop and start the IIS service - not just the web server -- do this by right-clicking on 'Local Computer' in the IIS Manager and choosing All Tasks, Restart IIS...). Ensure that the confluence filter is marked with a green up arrow verifying that it is loaded and initialized correctly. If the ajp redirector did not initialize properly, check the log file for errors messages (`C:\ajp_iis\ajp_plugin.log`).



You can now go to <http://localhost> and see the Confluence Dashboard.

Other Configuration

If you want to run Confluence on a named context, rather than the root context (i.e. access it via <http://host/confluence/> instead of just <http://host/>) you need to:

- Change the path attribute of the Context tag in `server.xml` from "" to `/confluence`.
- Change the line `/*=ajp13w` in `uriworkermap.properties` to `/confluence/*=ajp13w`.
- Note that `'http://host/confluence'` gives a 404 error, but `'http://host/confluence/'` works. You need to create a virtual directory so that requests *without the trailing slash* still work. If you are using Confluence you would want to name the alias as `confluence` (if you are using JIRA, name it as `jira`). The physical directory can be anywhere and does not need to contain anything.

IIS 6.0

- If using IIS 6.0 you will also need to add the *Jakarta Isapi Redirector* to the **Web Service Extension's**.
- Right-click on Web Service Extensions and choose Add a new Web Service Extension...
- Enter `tomcat` for the Extension Name and then add the `isapi_redirect.dll` file to the required files.
- Check the Set extension status to Allowed and then click on OK.
- Also add the *Jakarta Isapi Redirector* to the **ISAPI Filters** for the website

Troubleshooting

If you have problems, look in the System Event Log, the `c:\iis_ajp\ajp_plugin.log` and your confluence logs.

When requesting support for IIS configuration problems, please include:

- A zip of your [logs directory](#)

2. A zip of your `c:\iis_ajp` directory
3. Your `conf/server.xml` file
4. A screen shot of the Virtual Directory tab of the Properties window for your 'jakarta' virtual directory.
5. A screen shot of the ISAPI Filters tab of the Properties window of your 'Web Sites' icon.

RELATED TOPICS

- [JIRA's documentation on Configuring IIS with Tomcat](#), including how to integrate both Confluence and JIRA with the same IIS instance. The Troubleshooting section there is relevant to Confluence as well as JIRA.
- [Connecting Confluence with IIS 7](#)
- [Supported Platforms](#)

Take me back to [Setting up Confluence with IIS](#).

Connecting Confluence with IIS 7



The content on this page relates to platforms which are not supported for Confluence. Consequently, Atlassian **can not guarantee providing any support for it**. Please be aware that this material is provided for your information only and using it is done so at your own risk.

This documentation is part of the [Setting up Confluence with IIS](#) documentation.

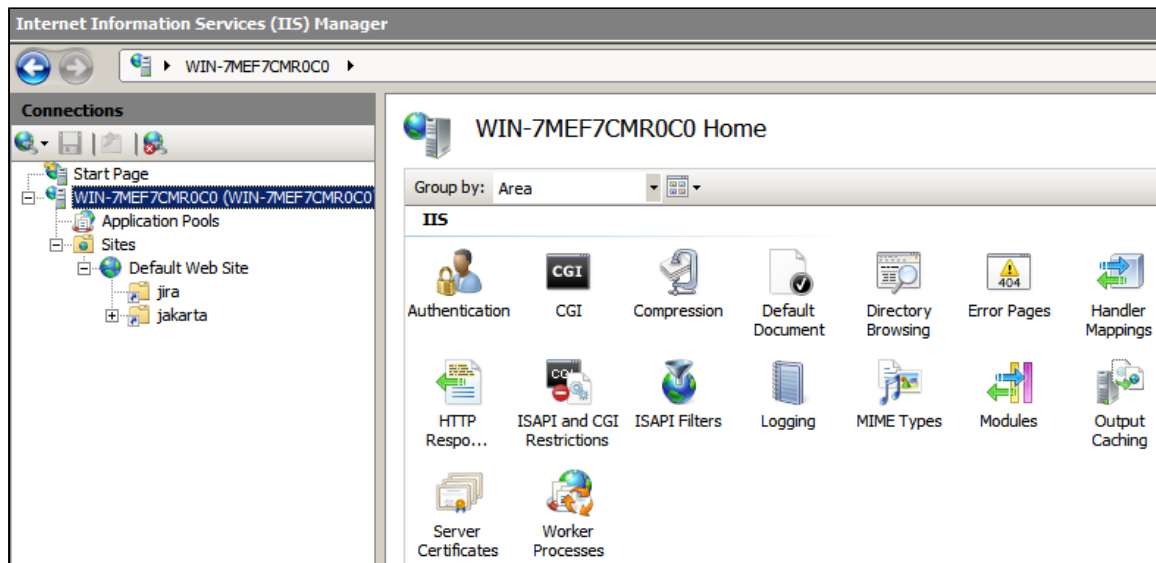
On this page:

- [Setting up Confluence with IIS 7](#)
- [Known Issues](#)
 - [64 bit IIS](#)
 - [Double Escaped Character](#)
- [Troubleshooting](#)

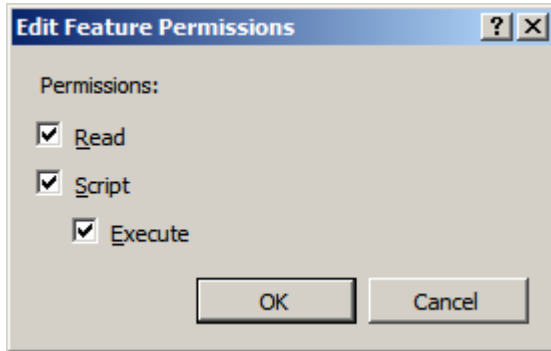
Setting up Confluence with IIS 7

After you have installed IIS 7, you need to [configure the Tomcat Connector](#). Then follow these steps:

1. Open IIS 7 Manager
2. Navigate to your host. In the picture below, your host would be the one highlighted in blue just below "Start Page".



3. Double click on the ISAPI and CGI Restrictions icon
4. On the right hand panel, click on **Add...**. Click here for [picture](#)
5. Point [the path](#) to your `isapi_redirect.dll` file and give it a description eg. tomcat. Give it an execute permission by clicking on the [Allow extension path to execute](#) tick box.
6. Now, click on the Default Website and double click [ISAPI Filter](#).
7. On the right hand panel, click on **Add...** and point to your `isapi_redirect.dll` file, give the filter a name (eg. tomcat)
8. Navigate to your Default Website again.
9. Right click on Default Website to create a virtual directory and name it jakarta, point this to your `c:\ajp_iis` directory.
10. Click on the newly created virtual directory **jakarta** and double click **Handler Mappings**.
11. Click on **Edit Feature Permissions** and tick the **execute** permission.



12. Add another virtual directory and name it `confluence`. Point the physical path to `c:\confluence`.
13. Set a context path in Confluence's xml configuration. For example, if you are using Confluence Standalone distribution you need to edit `<confluence install directory>/conf/server.xml` and edit your context path to this:

```
1.<Context path="/confluence" docBase=" ../confluence" debug="0" reloadable="false">
```



The reason for creating this virtual directory is so that requests *without the trailing slash* still work. For example, if you are deploying Confluence under <http://www.example.com/confluence/> without the virtual directory, then requests to <http://www.example.com/confluence> will fail.

14. Finally, navigate to your host context again and do a restart. Confluence should now be accessible via <http://localhost/confluence>

Known Issues

64 bit IIS

If you are running a 64 bit OS, please use a [64 bit version of the Tomcat IIS connector](#).

Customer submitted solution:

If you must use a 32 bit IIS connector, you can do so by clicking Application Pools > Advanced Settings > Allow 32bit applications.

Double Escaped Character

IIS 7 blocks double escaped character sequences by default. This will cause problems with Confluence pages with spaces. To fix this, please see <http://support.microsoft.com/kb/942076>.

Troubleshooting

The information in the Windows System Event Log can be useful for troubleshooting, followed by the `c:\ajp_iis\ajp_plugin.log` and your confluence logs.

When requesting support for IIS configuration problems, please include:

1. A zip of your [logs directory](#)
2. A zip of your `c:\ajp_iis` directory
3. Your `conf/server.xml` file

RELATED TOPICS

- [JIRA's documentation on Configuring IIS with Tomcat](#), including how to integrate both Confluence and JIRA in the same IIS server. The Troubleshooting section there is relevant to Confluence as well as JIRA.
- [Connecting Confluence with IIS 5.1 or 6](#)
- [Supported Platforms](#)

Take me back to [Setting up Confluence with IIS](#)

Using the IBM 64bit J9 JDK



The content on this page relates to platforms which are not supported for Confluence. Consequently, Atlassian **can not guarantee providing any support for it**. Please be aware that this material is provided for your information only and using it is done so at your own risk.

This JVM must be started with the argument: `-Dsun.reflect.inflationThreshold=0`

Otherwise you will see an error message like:

```

1.bucket.core.InfrastructureException: java.lang.NoClassDefFoundError:
com.atlassian.confluence.spaces.Space$$EnhancerByCGLIB$$558d74b80
2.    at
com.atlassian.confluence.util.XWorkTransactionInterceptor.intercept(XWorkTransactionInterceptor.java:
151)
3.caused by: java.lang.NoClassDefFoundError:
com.atlassian.confluence.spaces.Space$$EnhancerByCGLIB$$558d74b80
4.    at sun.reflect.GeneratedMethodAccessor311.invoke(Unknown Source)

```

Support Policies

Welcome to the support policies index page. Here, you'll find information about how Atlassian Support can help you and how to get in touch with our helpful support engineers. Please choose the relevant page below to find out more.

- [Bug Fixing Policy](#)
- [How to Report a Security Issue](#)
- [New Features Policy](#)
- [Patch Policy](#)
- [Security Advisory Publishing Policy](#)
- [Security Patch Policy](#)
- [Severity Levels for Security Issues](#)

To request support from Atlassian, please raise a support issue in our online support system. To do this, visit support.atlassian.com, log in (creating an account if need be) and create an issue under Confluence. Our friendly support engineers will get right back to you with an answer.

Bug Fixing Policy

Summary

- Atlassian Support will help with workarounds and bug reporting.
- Critical bugs will generally be fixed in the next maintenance release.
- Non critical bugs will be scheduled according to a variety of considerations.



Raising a Bug Report

Atlassian Support is eager and happy to help verify bugs — we take pride in it! Please open a support request in our [support system](#) providing as much information as possible about how to replicate the problem you are experiencing. We will replicate the bug to verify, then lodge the report for you. We'll also try to construct workarounds if they're possible.

Customers and plugin developers are also welcome to open bug reports on our issue tracking systems directly. Use <http://jira.atlassian.com> for the stand-alone products and <http://studio.atlassian.com> for JIRA Studio.

When raising a new bug, you should rate the priority of a bug according to our [JIRA usage guidelines](#). Customers should watch a filed bug in order to receive e-mail notification when a "Fix Version" is scheduled for release.

How Atlassian Approaches Bug Fixing

Maintenance (bug fix) releases come out more frequently than major releases and attempt to target the most critical bugs affecting our customers. The notation for a maintenance release is the final number in the version (ie the 1 in 3.0.1).

If a bug is critical (production application down or major malfunction causing business revenue loss or high numbers of staff unable to perform their normal functions) then it will be fixed in the next maintenance release provided that:

- The fix is technically feasible (i.e. it doesn't require a major architectural change).
- It does not impact the quality or integrity of a product.

For non-critical bugs, the developer assigned to fixing bugs prioritises the non-critical bug according to these factors:

- How many of our supported configurations are affected by the problem.
- Whether there is an effective workaround or patch.
- How difficult the issue is to fix.
- Whether many bugs in one area can be fixed at one time.

The developers responsible for bug fixing also monitor comments on existing bugs and new bugs submitted in JIRA, so you can provide feedback in this way. We give high priority consideration to [security issues](#).

When considering the priority of a non-critical bug we try to determine a 'value' score for a bug which takes into account the severity of the

bug from the customer's perspective, how prevalent the bug is and whether roadmap features may render the bug obsolete. We combine this with a complexity score (i.e. how difficult the bug is). These two dimensions are used when developers self serve from the bug pile.

Further reading

See [How to Get Legendary Support from Atlassian](#) for more support-related information.

How to Report a Security Issue

Finding and Reporting a Security Vulnerability

If you find a security bug in the product, please open an issue on <http://jira.atlassian.com> in the relevant project.

- Set the priority of the bug to 'Blocker'.
- Provide as much information on reproducing the bug as possible.
- Set the security level of the bug to 'Developer and Reporters only'.

All communication about the vulnerability should be performed through JIRA, so that Atlassian can keep track of the issue and get a patch out as soon as possible.

Further reading

See [How to Get Legendary Support from Atlassian](#) for more support-related information.

New Features Policy

Summary

- We encourage and display customer comments and votes openly in our issue tracking systems, <http://jira.atlassian.com> and <http://studio.atlassian.com>.
- We do not publish roadmaps.
- Product Managers review our most popular voted issues on a regular basis.
- We schedule features based on a variety of factors.
- Our [Atlassian Bug Fixing Policy](#) is distinct from our Feature Request process.
- Atlassian provides consistent updates on the top 20 feature/improvement requests (in our issue tracker systems).

How to Track what Features are Being Implemented

When a new feature or improvement is scheduled, the 'fix-for' version will be indicated in the JIRA issue. This happens for the upcoming release only. We maintain roadmaps for more distant releases internally, but because these roadmaps are often pre-empted by changing customer demands, we do not publish them.

How Atlassian Chooses What to Implement

In every [major release](#) we *aim* to implement highly requested features, but it is not the only determining factor. Other factors include:

- **Direct feedback** from face to face meetings with customers, and through our support and sales channels.
- **Availability of staff** to implement features.
- **Impact** of the proposed changes on the application and its underlying architecture.
- How **well defined** the requested feature is (some issues gain in popularity rapidly, allowing little time to plan their implementation).
- Our long-term **strategic vision** for the product.

How to Contribute to Feature Development

Influencing Atlassian's release cycle

We encourage our customers to vote on feature requests in JIRA. The current tally of votes is available online in our issue tracking systems, <http://jira.atlassian.com> and <http://studio.atlassian.com>. Find out if your improvement request [already exists](#). If it does, please vote for it. If you do not find it, [create a new feature or improvement request](#) online.

Extending Atlassian Products

Atlassian products have powerful and flexible extension APIs. If you would like to see a particular feature implemented, it may be possible to develop the feature as a plugin. Documentation regarding the [plugin APIs](#) is available. Advice on extending either product may be available on the user mailing-lists, or at our community [forums](#).

If you require significant customisations, you may wish to get in touch with our [partners](#). They specialise in extending Atlassian products and can do this work for you. If you are interested, please [contact us](#).

Further reading

See [How to Get Legendary Support from Atlassian](#) for more support-related information.

Patch Policy

Patch Policy

Atlassian will only provide software patches in extremely unusual circumstances. If a problem has been fixed in a newer release of the product, Atlassian will request that you upgrade your instance to fix the issue. If it is deemed necessary to provide a patch, a patch will be provided for the current release (e.g. JIRA 4.0) and the last maintenance release of the last major version (e.g. JIRA 3.13.5) only.

Patches are issued under the following conditions:

- The bug is critical (production application down or major malfunction causing business revenue loss or high numbers of staff unable to perform their normal functions).
- A patch is technically feasible (ie it doesn't require a major architectural change)
- OR
- The issue is a security issue, and falls under our [Security Policy](#).

Atlassian does not provide patches for non-critical bugs.

Provided that a patch does not impact the quality or integrity of a product, Atlassian will ensure that patches supplied to customers are added to the next maintenance release. Customers [should watch](#) a filed bug in order to receive e-mail notification when a "Fix Version" is scheduled for release.

Patches are generally attached to the relevant <http://jira.atlassian.com> issue.

Further reading

See [How to Get Legendary Support from Atlassian](#) for more support-related information.

Security Advisory Publishing Policy

Publication of Security Advisories

When a security issue in an Atlassian product is discovered and resolved, Atlassian will inform customers through the following mechanisms:

- A security advisory will be posted in the documentation.
- A copy of the advisory will be sent to the product mailing-lists. These lists are mirrored on [our forums](#).
- If the person who reported the issue wants to publish an advisory through some other agency (for example, CERT), Atlassian will assist in the production of that advisory, and link to it from our own.

Further reading

See [How to Get Legendary Support from Atlassian](#) for more support-related information.

Security Patch Policy

Unable to render {include} Couldn't find a page to include called: Support:Security Patch Policy

Further reading

See [How to Get Legendary Support from Atlassian](#) for more support-related information.

Severity Levels for Security Issues

Severity Levels

Atlassian security advisories include a severity level, rating the vulnerability as one of the following:

- Critical
- High
- Moderate
- Low

Below is a summary of the factors which we use to decide on the severity level, and the implications for your installation.

Severity Level: Critical

We classify a vulnerability as critical if most or all of the following are true:

- Exploitation of the vulnerability results in root-level compromise of servers or infrastructure devices.
- The information required in order to exploit the vulnerability, such as example code, is widely available to attackers.
- Exploitation is usually straightforward, in the sense that the attacker does not need any special authentication credentials or knowledge about individual victims, and does not need to persuade a target user, for example via social engineering, into performing any special functions.

Severity Level: High

We give a high severity level to those vulnerabilities which have the potential to become critical, but have one or more mitigating factors that make exploitation less attractive to attackers.

For example, given a vulnerability which has many characteristics of the critical severity level, we would give it a level of high if any of the following are true:

- The vulnerability is difficult to exploit.
- Exploitation does not result in elevated privileges.
- The pool of potential victims is very small.

Note: If the mitigating factor arises from a lack of technical details, the severity level would be elevated to critical if those details later became available. If your installation is mission-critical, you may want to treat this as a critical vulnerability.

Severity Level: Moderate

We give a moderate severity level to those vulnerabilities where the scales are slightly tipped in favour of the potential victim.

The following vulnerabilities are typically rated moderate:

- Denial of service vulnerabilities, since they do not result in compromise of a target.
- Exploits that require an attacker to reside on the same local network as the victim.
- Vulnerabilities that affect only nonstandard configurations or obscure applications.
- Vulnerabilities that require the attacker to manipulate individual victims via social engineering tactics.
- Vulnerabilities where exploitation provides only very limited access.

Severity Level: Low

We give a low severity level to those vulnerabilities which by themselves have typically very little impact on an organisation's infrastructure.

Exploitation of such vulnerabilities usually requires local or physical system access. Exploitation may result in client-side privacy or denial of service issues and leakage of information about organisational structure, system configuration and versions, or network topology.

**Original ranking compiled by the SANS Institute**

Our vulnerability ranking is based on a scale originally published by the [SANS Institute](#).

Further reading

See [How to Get Legendary Support from Atlassian](#) for more support-related information.

Troubleshooting Problems & Requesting Technical Support

This document tells you how to troubleshoot problems and obtain technical support.

On this page:

- [Troubleshooting a Problem](#)
- [Raising a Support Request](#)
 - [Raising a Support Ticket via the Internet](#)
 - [Support Utility](#)
 - [Raising a Support Ticket via the Confluence Support Request Form](#)
- [Logging a Bug Report](#)
 - [STEP 1. Check your Bug is Undiscovered](#)
 - [STEP 2. Confirm the Bug](#)

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](#) and our [Knowledge Base](#) for a solution to your problem.
3. Check the appropriate Confluence component in [JIRA](#) for known bugs.
4. If you are having problems configuring a feature, please take a look at the appropriate guides:
 - [Confluence Installation Guide](#)
 - [Confluence Setup Guide](#)
 - [Confluence Administrator's Guide](#)
 - [Confluence Configuration Guide](#)
 - [Database Configuration](#)
5. If your issue is related to your database server, please refer to the documentation within the [Known Issues For Supported Databases](#) section.
6. If your issue is related to your application server, please refer to the documentation within the [Installing the Confluence EAR-WAR](#)

[Distribution](#) section.

7. If your problem may be related to a plugin, you can enter [Plugin Support Mode](#) by briefly disabling the third party plugins.

If the above documentation does not solve your problem, you should create a [support request](#) and attach your [support zip](#). If you believe you are experiencing a bug, you may wish to create a [bug report](#) instead. Instructions for both are given below.

Raising a Support Request



Please check the plugin support

If you have a plugin-related issue, please check whether the plugin is [supported by Atlassian](#). Visit the plugin's home page in the [Extension space](#), and check for the 'Atlassian Supported' logo. If the plugin is not supported by Atlassian, you will need to contact the author directly.

There are two ways to raise a support request with Atlassian:



For pre confluence 3.1 (confluence 2.10, 3.0.x etc) instances please skip to the [support request form](#) via the confluence administration

- (Recommended) Raise a support ticket directly via our [support site](#) on the Internet and then create a support zip using the [Support Utility](#) below. The advantage of this method is that it includes all the relevant files confluence support need. You can also be sure that the support case has been created and includes your logs.
- Complete the [support request form](#) via your Confluence **Administration Console**. The disadvantage of this method is that your mail may not be forwarded correctly due to restrictions imposed by your mail server. For example, the zip of your log files might be too large for your mail server to forward them on.

Both of these methods are described below.

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 [support zip](#) to attach to the ticket. If your instance does not start up, refer to [Working with Confluence Logs](#) for information about the log files.
2. If your problem concerns user management or performance, please take a look at the additional requirements in [Requesting External User Management Support](#) or [Requesting Performance Support](#).
3. If you do not already have a free Atlassian support account, [create one here](#).
4. Log in to <https://support.atlassian.com> and select '**Create New Issue**'.
5. Lodge a detailed description of your problem in the new support ticket.
6. Fill in all applicable information about your system, such as application server, database, etc.
7. If Confluence is running, go to the '**System Information**' screen in your **Administration Console** and copy the text of your system information into the ticket.
8. Once your ticket is lodged, wait to be notified by email of updates. If your production instance of Confluence is experiencing a critical problem, jump on [Live Support](#) and ask to have your issue reviewed immediately.

Support Utility



It is recommended that you add a support zip to every interaction with confluence support. The utility will also dump your system information to the logs before zipping them.

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 Utility**' under '**Administration**' in the left-hand panel. Ensure that everything is checked, then click on "Create" button.
3. Attach the created support zip, to the support case [you raised](#).

The Create Support Zip form is shown below:

Support Utility

If you are having a problem and need to contact support, please:

- 1) Create a support request at <http://support.atlassian.com>
- 2) Turn on debugging at [Logging and Profiling](#)
- 3) Reproduce the issue
- 4) Create a support zip (below) and attach the support zip to the case.

Create Support Zip

Include Log Files:	☒ On ☐ Off
Zip and attach the log files that confluence server generated (recommended).	
Include Tomcat Log files:	☒ On ☐ Off
Include your tomcat log files that contains the standard out logs that is not included in the confluence logs (recommended).	
Include Tomcat Configuration files:	☒ On ☐ Off
Include your tomcat configuration files such as server.xml.	
Include confluence.cfg.xml file:	☒ On ☐ Off
Zip and attach your confluence.cfg.xml file(recommended). Atlassian will handle your data with strict confidence and will not disclose it to any third parties. NOTE: Your confluence.cfg.xml file is NOT anonymised.	
Include authentication configuration files:	☒ On ☐ Off
Include atlassian-user.xml, osuser.xml and crowd.properties file (recommended). Atlassian will handle your data with strict confidence and will not disclose it to any third parties. NOTE: Your configuration files are NOT anonymised.	

Raising a Support Ticket via the Confluence Support Request Form

 Ensure that [SMTP email](#) is set up on your Confluence instance and your mail server allows zip files.

The advantage of this method is that it is convenient, however the disadvantage is that your mail may not be forwarded correctly due to an issue (e.g. zip file too large) or security restriction on your mail server.

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 Utility**' under '**Administration**' in the left-hand panel. Then click on "create a support request via the confluence administration" link. The '**Raise Support Request**' form will appear. Part of the form is shown below:

Support Request

Complete as much information as you can and then click submit to send your request to Atlassian Confluence Support.
Please be patient when submitting this form. It may take a few minutes depending on how long it takes to export your data to a file.

To: mail-confluence-support-requests@atlassian.com

CC:

Enter a comma-separated list of email addresses.

***Subject:**

Enter a one line summary of the problem.

***Description:**

Existing Support Request:

To create a new support request, simply leave this field blank.

Or: To attach the information on this page to an existing support request, please enter the relevant issue key (eg. CSP-12345).

***Contact Name:**

***Contact Email:**

Contact Phone Number:

The following is the additional information about your Confluence installation that will be sent along with the support request

Environment Information

System Information	
System Date	Sunday, 25 Nov 2007
System Time	23:06:26
System Favourite Colour	Myrtle
Java Version	1.5.0_11

- Please provide as much information as possible, following these guidelines:
 - 'To'** — This is an email address, named the [Site Support Address](#) and configured on the **'General Configuration'** screen of your Confluence instance. It points to a [JIRA](#) instance (usually the [Atlassian Support System](#)) which is configured to receive and handle support requests by email.
 - 'CC'** — Any email address(es) entered here will receive a copy of the support request, including all system information. You can enter more than one email address, separated by commas (e.g. joe@mycompany.com, sally@mycompany.com, jane@myothercompany.com).
 - 'Subject'** — Enter a short and meaningful description of the problem.
 - 'Description'** — Please enter as much information as possible, including any error messages that are appearing and any steps the support team can take to reproduce the problem.
 - 'Existing Support Request'** — If you have previously raised a support request for the problem, please type the issue key here (e.g. CSP-12345). The information on this form will be appended to the existing support ticket.
 - 'Contact Name'** — This will default to the name of the logged-in user.
 - 'Contact Email'** — This will default to the email address of the logged-in user.
Note: This email address will be used to find your support account on the [Atlassian Support System](#). If no matching account is found, a new account will be created. Confluence will also send all further notifications and updates to this address.
 - 'Contact Phone Number'** — Please enter a telephone number where our support staff can reach you. Include international and city codes.
- Click the **'Send'** button.
- Confluence will submit your request via email to the JIRA instance referenced by the 'To' email address on the form. If you do not already have a support account, Confluence will automatically request one for you. The submitted request will include all the system and environment information which you see on the support request form. It will also include a zipped copy of your Confluence log file. Refer to [Working with Confluence Logs](#) for information about the log files. JIRA will create a support ticket including the submitted information.



Log files can be very big — it is possible that your email server may bounce the message if too large. With the default log4j configuration, the log file could be up to 20Mb in size. If you have customised the log settings, the maximum size could be much

larger still. Please check whether the email message has been successfully sent, and consult your email administrator if you need special provisions for this email message.

6. Once you have submitted your support request, you will receive email updates about its progress. These emails will give you the support ticket number.

 You can view the status of your support request and add any additional information required by visiting the [Atlassian Support System](#) at any time.

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 in the [Confluence Sandbox](#) 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 Sandbox 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.



This is a temporary page visible to **Atlassian staff only**. At the release of Confluence 3.1, its contents will be copied to the parent page (and this temporary one deleted).

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.

500 page

Sometimes it may be useful to include the result of the `500page.jsp`

```
https://<domain><host>:<port>/500page.jsp
```

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

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:

```
1.java -jar confluence-export-cleaner-1.1-jar-with-dependencies.jar entities.xml cleaned.xml
```

How it works

The Content Anonymiser application replaces all the text content in file `entities.xml` with 'x' characters. For example, the word "Atlassian" will be transformed to "xxxxxxxxx". The resulting `cleaned.xml` file is expected to have the same size of the original file.

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](#).

Editing or Deleting a Page That Won't Render

 You may be able to access the edit page URL by hitting ctrl+e

If you have a page that you can't access (for example, due to an incompatible plugin that won't render a macro), you can delete or edit the page by manually entering the appropriate URL. The URL looks like this:

```
http://<baseurl>/pages/removepage.action?pageId=<pageID>
http://<baseurl>/pages/editpage.action?pageId=<pageID>
http://<baseurl>/pages/editblogpost.action?pageId=<pageID>
```

Substitute your page ID for the one you wish to delete. To determine the page ID, you may be able to access it from the edit page URL by hitting ctrl+e. If not, you can obtain this information from the database using an SQL query like this:

```
SELECT CONTENTID FROM content WHERE TITLE = '<pagename>' AND VERSION = '1';
```

This may return multiple results if there are pages with the same name in different spaces, so you may have to further determine the correct one.

To delete an attachment manually, you can use a URL like:

```
http://<baseurl>/pages/removeattachment.action?pageId=32787&fileName=harbour.jpg&version=1
```

To view the attachments on a page:

```
http://<baseurl>/pages/viewpageattachments.action?pageId=<pageId>
```

Get the page ID similarly.

To get the wiki markup from the database directly, try:

```
1.SELECT BODY FROM BODYCONTENT WHERE CONTENTID IN (SELECT CONTENTID FROM content WHERE TITLE =
'<insert name of page or blog post>');
```

Enabling detailed SQL logging

Confluence uses the open source persistence framework [Hibernate](#). This page tells you how to configure Confluence's logging to report individual SQL requests being sent to the database by Hibernate. It is useful for troubleshooting:

- [XML site backups](#) that fail to import
- Exceptions caused by an illegal database operation



Enable SQL logging via the Administration Console

Since the 2.7 release, you can also enable SQL logging at runtime via the Administration Console — read the [instructions](#). This runtime option does not allow you to enable logging of SQL parameter values.

To enable detailed SQL logging in Confluence, you need to modify `log4j.properties`, located in `confluence/WEB-INF/classes`.



After you have enabled hibernate logging, please replicate the action that is causing the error in the first place. This is the best way to ensure that the Confluence log file contains relevant SQL logging.



If you require support assistance with a database related problem, it is advisable to enable detailed SQL logging **before** sending us the log files. This will assist us in 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

For information on Confluence features and configuration.

Online Documentation

- [Confluence Setup Guide](#)
- [Confluence Administrator's Guide](#)
- [Confluence 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.

Generating a Thread Dump

- [Stack Traces and Security](#)
- [Generating a Thread Dump Externally when Confluence stops responding](#)
- [Generating a Thread Dump via the Administration Console](#)
- [Scheduling Thread Dumps via the Administration Console](#)

If Confluence is performing poorly, behaving unexpectedly or stops responding and you can generate a thread dump to help diagnose the cause of the problem. Furthermore, if you wish to contact Atlassian Support for assistance about it, you should include a thread dump in your support enquiry to help the Support team determine the cause of the problem.

A thread dump will show the state of each thread in the JVM, including a stack trace. Thread dumps are only useful if they are taken at the appropriate time. They normally need to be taken at or close to the time when the application is experiencing problems.

 Information about what locks are being held and waited upon by a thread are not produced by Confluence's Thread Dump tool. If you require this information, then generate a thread dump [externally](#).

Stack Traces and Security

To help debug support cases and provide legendary support, Confluence provides stack traces through the web interface when an error occurs. These stack traces include information about what Confluence was doing at the time, and some information about your deployment server.

Only non-personal information is supplied such as operating system and version and Java version. With proper network security, this is not enough information to be considered dangerous. No usernames or passwords are included.

Generating a Thread Dump Externally when Confluence stops responding

If Confluence stops responding or you require information on locks being held and waited upon by threads, then use one of methods

described in [Generating a Thread Dump Externally](#).

Generating a Thread Dump via the Administration Console



For Confluence 2.10.3 or below

This feature was introduced in Confluence 3.0. If you are using a prior version then please consult this documentation on [Generating a Thread Dump Externally](#).

To generate a Thread Dump from the Administration Console,

1. Go to the Confluence '**Administration Console**'. To do this:
 - Open the '**Browse**' menu and select '**Confluence Admin**'. The 'Administration Console' view will open.
2. Select '**Thread Dump**' in the left-hand panel.
3. Click the '**Generate Now**' button in the centre of the page. The output is displayed in a new text box that appears just below the button.
4. Copy the contents of the thread dump in the text box and save it to a text file.

Screenshot: Example of a generated thread dump from the Confluence administration console

Generate Thread Dumps

Configuration

- General Configuration
- Daily Backup Admin
- Manage Referrers
- Plugins
- Plugin Repository
- Languages
- Shortcut Links
- Global Templates
- Mail Servers
- User Macros
- JIRA Issues Icon Mappings
- Attachment Storage
- Spam Prevention
- PDF Export Language Support
- Default Space Content
- Configure Whitelist
- WebDAV Configuration
- Office Connector Configuration

Look and Feel

- Themes
- Colour Scheme
- Layouts
- Stylesheet
- Global Logo
- Custom HTML

Administration

- Backup & Restore
- Content Indexing
- Mail Queue

If you find that Confluence is slow or unresponsive, you can use thread dumps to help diagnose the problem. From this screen you can either generate a thread dump immediately or trigger periodic execution of thread dumps. Please refer to the [documentation](#) for more information on generating and analysing thread dumps.

Generate a Thread Dump Immediately

The output will appear on the screen. You can then copy and paste the information from within your browser window.

Thread Dump Output

```
Confluence 3.0-rc1 thread dump taken on 30/05/2009 at 2:17:24 PM:
Thread[AWT-Window6,6,main]
  sun.awt.windows.WToolkit.eventLoop(Native Method)
  sun.awt.windows.WToolkit.run(WToolkit.java:291)
  java.lang.Thread.run(Thread.java:619)
Thread[PacketPublisher,6,Cluster]
  java.lang.Object.wait(Native Method)
  com.tangosol.coherence.component.util.Daemon.onWait(Daemon.CDB:11)
  com.tangosol.coherence.component.util.daemon.queueProcessor.packetProcessor.PacketPublisher.onWait(PacketPublisher.CDB:2)
  com.tangosol.coherence.component.util.Daemon.run(Daemon.CDB:32)
  java.lang.Thread.run(Thread.java:619)
Thread[PacketReceiver,7,Cluster]
  java.lang.Object.wait(Native Method)
  com.tangosol.coherence.component.util.Daemon.onWait(Daemon.CDB:11)
  com.tangosol.coherence.component.util.daemon.queueProcessor.packetProcessor.PacketReceiver.onWait(PacketReceiver.CDB:2)
  com.tangosol.coherence.component.util.Daemon.run(Daemon.CDB:32)
  java.lang.Thread.run(Thread.java:619)
Thread[http-10080-Acceptor-0,5,main]
  java.net.PlainSocketImpl.socketAccept(Native Method)
  java.net.PlainSocketImpl.accept(PlainSocketImpl.java:384)
  java.net.ServerSocketImpl.accept(ServerSocketImpl.java:453)
```

Scheduling Thread Dumps via the Administration Console

If you were asked by Atlassian Technical Support to generate regular thread dumps, please set the Thread Dump Scheduler to take 2 to 3 thread dumps with a 30 seconds time interval in between so the Support team can observe any important patterns that may assist with the diagnosis of the problem. Attach the log file to the support ticket.

Example: Scheduling thread dumps from the Confluence administration console

Schedule Thread Dump Execution

The output will be written to your log file.

Number of thread dumps to generate:

Pause between thread dumps: seconds

Generating a Thread Dump Externally

If Confluence stops responding and you cannot access its integrated Generate Thread Dump feature, it is possible to create thread dumps outside the application. External thread dumps are also useful if you require information on locks being held or waited upon by threads.

Generating a Thread Dump on Windows

To take a thread dump from Windows:

1. Visit <http://www.adaptj.com/root/main/download> and click Launch
2. Click Run for any security warnings
3. Under Process Id, select the '...' button.
4. 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.
5. Under Process -> Properties, Ensure that the "Thread dump" and "Keep Remote Thread Running" is selected.
6. Select Process -> Thread Dump
7. Save the output to a file, eg 'threaddump.log'

 If you were asked by Atlassian technical support to create the thread dump, please take 2 to 3 thread dumps with a time interval in between (eg. 30 seconds) so we can see some patterns. Attach the log file 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).

Generating Thread Dumps using jstack

If you have trouble using `kill -3 <pid>` to obtain a thread dump, or are on a Windows machine without internet access then try using `jstack`: a java utility that will output stack traces of Java threads for a given process.

- 1) Identify the **java** process that JIRA is running in:

On *nix and Solaris

This can be achieved by running a command similar to:

`ps -ef | grep java` The process will appear similarly as follows:

```
adam 22668 0.3 14.9 1691788 903928 ? Sl Jan27 9:36 /usr/lib/jvm/java-6-sun-1.6.0.14/bin/java
-Djava.util.logging.config.file=/home/adam/Products/installs/atlassian-jira-enterprise-4.0.1-standalone/conf/logging.properties
-XX:MaxPermSize=256m -Xms128m -Xmx1048m -Djava.awt.headless=true -Datlassian.standalone=JIRA
-Dorg.apache.jasper.runtime.BodyContentImpl.LIMIT_BUFFER=true -Dmail.mime.decodeparameters=true
-Datlassian.mail.senddisabled=false -Datlassian.mail.fetchdisabled=false
-Djava.util.logging.manager=org.apache.juli.ClassLoaderLogManager
-Djava.endorsed.dirs=/home/adam/Products/installs/atlassian-jira-enterprise-4.0.1-standalone/common/endorsed -classpath
/home/adam/Products/installs/atlassian-jira-enterprise-4.0.1-standalone/bin/bootstrap.jar
-Dcatalina.base=/home/adam/Products/installs/atlassian-jira-enterprise-4.0.1-standalone
-Dcatalina.home=/home/adam/Products/installs/atlassian-jira-enterprise-4.0.1-standalone
-Djava.io.tmpdir=/home/adam/Products/installs/atlassian-jira-enterprise-4.0.1-standalone/temp
org.apache.catalina.startup.Bootstrap start
```

On windows

Launch the task manager by, pressing **Ctrl + Alt + Del** and find the Process ID of the JAVA (Confluence) process

2) Run `jstack <pid>` to Capture a Single Thread Dump:

This command will take one thread dump of the process id `<pid>`, in this case the pid is 22668,

```
1.adam@track:~$ jstack 22668
```



if the `jstack` executable is not in your `$PATH`, then please look for it in your `<JDK_HOME>/bin` directory

3) Take Multiple Thread Dumps

Typically you'll want to take several dumps about 10 seconds apart, in which case you can generate several dumps and output the stack traces to a single file as follows:

```
1.adam@track:~$ jstack 22668
2.adam@track:~$ jstack 22668
3.adam@track:~$ jstack 22668
```

Output

Standard logging for Confluence Stand-alone is sent to the [atlassian-confluence.log](#), in the `confluence-home` directory, not in the `confluence-install` directory. Thread dumps are an exception since they dump the threads of the entire application server - they'll appear in the `catalina.out` file in the application directory's logs folder. You can search for the term "thread dump" in the log file for the beginning of the dump. Submit this along with the `atlassian-confluence.log` in your [support ticket](#).

Thread Dump Tools

- [Samurai](#)
- [Thread Dump Analyzer TDA](#) TDA 1.0 Final can be obtained from the `java.net`

Plugin Support Mode



Incompatible with Confluence Clustered

At this time, Plugin Support Mode will not work correctly in a Confluence cluster.

Beginning with Confluence version 2.9 the Plugin Repository Client now offers "Support Mode" for troubleshooting plugin-related issues. It will temporarily disable all unsupported plugins and re-enable them with a single click.

1. From **Administration > Plugin Repository**, choose the **Admin** tab.
2. Click "Enter Support Mode."

To re-enable the plugins, click the same link to restore the plugins to their previous state.

If you get errors when trying to re-enabled plugins, this is because some third-party plugins cannot be disabled and then re-enabled at runtime. Restart Confluence to restore your complete list of plugins.

Profiling using the YourKit Plugin

There is a plugin for Confluence 2.2 and later which allows easy profiling using the [YourKit profiler](#). No license is required to generate a memory or CPU snapshot, but you will need at least an evaluation license to analyse the results.



JIRA also has a plugin to [profile JIRA's CPU and memory usage with YourKit](#).

On this page:

- [Configuring YourKit in your JVM](#)
 - [Windows Configuration](#)
 - [Linux/Mac OS X Configuration](#)
- [Performance Impact](#)
- [Installing the YourKit Plugin](#)
- [Why would I do this?](#)
- [Plugin Source Code](#)

Configuring YourKit in your JVM

Download [YourKit 6.0](#) for your platform and follow the installation instructions to install it.



Note: YourKit version 7 is not compatible with the Confluence yourkit plugin.

The following instructions apply to Confluence Standalone and Tomcat installations with Sun JDK 1.5. They should be easily applicable to other application servers and JVMs, however. The YourKit documentation covers this in more detail.

Windows Configuration

On Windows, add to your PATH environment variable the `bin/win32/` directory underneath the YourKit installation directory. For example, you might add "C:\Program Files\YourKit Java Profiler 6.0.12\bin\win32" to your PATH, via Control Panel, System, Advanced, Environment Variables.

To configure Confluence's JVM to use the YourKit agent, you need to add a parameter to `JAVA_OPTS` in the `bin/setenv.bat` file in your Confluence application directory. This file controls the startup parameters for Tomcat, so you'll need to restart it after making the changes.

Add the 'agentlib' parameter to the end like this:

```
set JAVA_OPTS=%JAVA_OPTS% -Xms128m -Xmx256m -agentlib:yjpagent
```

Linux/Mac OS X Configuration

On Unix-based systems, include the installation directory in the library path environment variable, as shown below:

- For the Mac: `export DYLD_LIBRARY_PATH=$DYLD_LIBRARY_PATH:/path/to/yourKitAgent`
- For other Unix-based systems: `export LD_LIBRARY_PATH=$LD_LIBRARY_PATH:/path/to/yourKitAgent`

In general, to configure a Sun 1.5 JDK, you add the `agentlib` parameter:

```
java -agentlib:yjpagent ...
```

You can add this to Tomcat's `bin/setenv.sh` like this:

```
JAVA_OPTS="-Xms128m -Xmx256m $JAVA_OPTS -Djava.awt.headless=true -agentlib:yjpagent "
```

Performance Impact

Running YourKit can have detrimental effects on performance.

To minimize performance problems use the following modifications to the `agentlib` parameter:

```
-agentlib:yjpagent=disablecounts,disablealloc,disablej2ee
```

See also [Profiling overhead: how to reduce or avoid](#) in the YourKit documentation.

Installing the YourKit Plugin

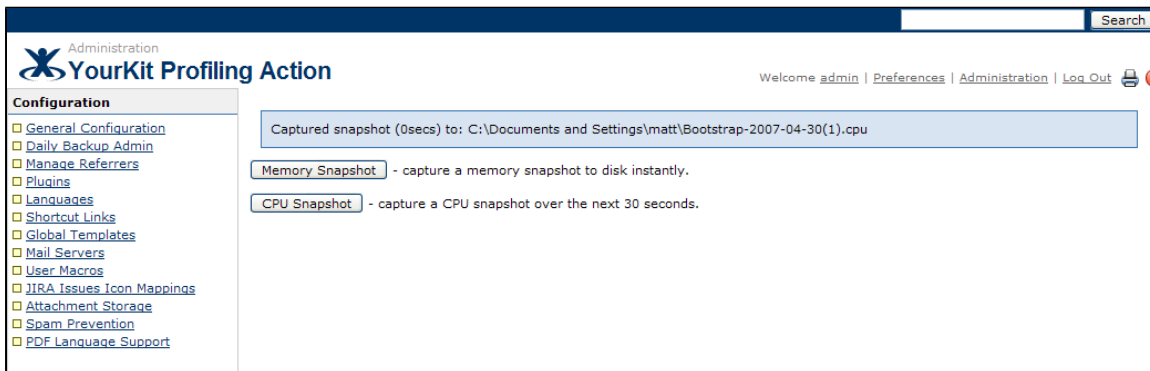
Download the plugin and upload it into Confluence through the Administration, Plugins page.

A new menu option will appear under the 'Administration' heading. Click it and you should see the options to take a memory or CPU snapshot.



YourKit Profiling menu item

This profiler dump will be saved to a local temp directory, and the path shown once it is complete. For the CPU snapshot, this will take at least 30 seconds. For the memory snapshot, 10-15 seconds.



You can take either a memory or CPU snapshot

Why would I do this?

Analysing a profiler dump enables Atlassian Support (or you, if you are interested) to see exactly what is happening in your application: what classes are using the memory, what is using CPU and so on. This can help us debug tricky performance problems which would otherwise be impossible to analyse remotely.

Take a CPU snapshot if:

- Confluence is sometimes unresponsive
- Pages take a long time to load
- Confluence's CPU usage is peaking.

Take a memory snapshot if:

- Confluence's memory usage is higher than you expect
- You are getting OutOfMemoryError's in your logs.



If you run into situations where Confluence is unresponsive and you are not able to trigger a memory snapshot, please ensure that you start Confluence with the `onexit=memory` parameter in the JVM options (as in the example below) and simply shut down Confluence. Before shutting down a memory snapshot will be created.

```
-agentlib:yjpagent=onexit=memory
```

Plugin Source Code

The source code for this Confluence plugin is available from [Subversion](#) and browseable in [Fisheye](#). The JAR produced by 'mvn package' includes a copy of the YJP redistributable bundled in META-INF/lib/.

Confluence Resources

Resources for Evaluators

- [Free Trial](#)
- [Feature Tour](#)

Resources for Administrators

- [Confluence Knowledge Base](#)
- [Confluence FAQ](#)
- [Tips of the Trade](#)
- [Guide to Installing an Atlassian Integrated Suite](#)
- [The big list of Atlassian gadgets](#)

Downloadable Documentation

- [Confluence documentation in PDF, HTML or XML formats](#)

Plugins

- [Documentation for the Confluence SharePoint Connector](#)
- [Atlassian Plugin Exchange](#)
- [Library of Confluence Plugins and Extensions](#)

Support

- [Atlassian Support](#)
- [Support Policies](#)

Training

- [Atlassian Training](#)

Forums

- [Confluence Announcements | subscribe](#)
- [Confluence General Forum | subscribe](#)
- [Confluence Developers Forum | subscribe](#)

Feature Requests

- [Issue Tracker and Feature Requests for JIRA](#)

Tips of the Trade

Below are some links to external blog posts, videos and articles containing technical tips and instructions on setting up and using Confluence. This page presents an opportunity for customers and community authors to share information and experiences.

The references here are specific to Confluence wiki and are technical 'how to' guides written by bloggers who use Confluence. For general information on wiki comparisons, wiki adoption, best practices and business cases, please refer to the [Atlassian website](#) and to our [evaluator resources](#).



Please be aware that these are external blogs and articles.

Most of the links point to external sites, and some of the information is relevant to a specific release of Confluence. Atlassian provides these links because the information is useful and relevant at the time it was written. Please check carefully whether the information is still relevant when you read it, and whether it is relevant to your version of Confluence. [Unless explicitly stated](#), Atlassian does not offer support for third-party extensions or plugins. The information in the linked blog posts has not been tested or reviewed by Atlassian. We recommend that you test all solutions on a **test** server before trying it on your production site.

On this page:

- [Tracking Atlassian Confluence usage with Google Analytics](#)
- [Moving Confluence from Windows to \(Ubuntu\) Linux](#)
- [Plugging Memory Leaks in Confluence](#)
- [Using a wiki for technical documentation](#)
- [Wiki docs --- release management](#)
- [Using a wiki for online help](#)
- [Content re-use on a wiki](#)
- [Starting out with your technical documentation on a wiki](#)
- [Universal Wiki Converter - Now with SSL Support](#)
- [Scroll converts wiki to DocBook and PDF](#)
- [Playing with DITA2Confluence part 1 and part 2](#)
- [The Confluence Reporting HOWTO](#)
- [Drawing diagrams on a wiki page](#)
- [Organisation is Key](#)
- [Creating FAQs](#)
- [Styling Tabs in Confluence 2.10](#)

- [How to determine the context your macro is being rendered in](#)
- [Video: Confluence overview](#)
- [Video: Macro browser](#)

Administration

Tracking Atlassian Confluence usage with Google Analytics

And Using the Google Analytics Javascript API to show pageviews from Atlassian Confluence

- By: David Simpson, on blog 'david simpson'
- About: Setting up Google Analytics for Confluence
- Date: 18 March 2009 and 11 September 2009
- Related documentation:
 - [How Do I Get More Statistics From Confluence?](#)
 - [How to audit Confluence - enabling user access logging](#)

Moving Confluence from Windows to (Ubuntu) Linux

- By: Ricky Sheaves, on blog 'flimflam' (calebscreek)
- About: Moving Confluence to its own dedicated environment: Ubuntu 8.04 with a MySQL backend
- Date: 19 October 2008
- Related documentation: [Migrating Confluence Between Servers](#)

Plugging Memory Leaks in Confluence

- By: Don Willis, on blog 'Atlassian developer blog'
- About: Identifying memory leaks in Confluence and fixing them
- Date: 1 October 1007
- Related documentation: [Performance Tuning](#)

Confluence for Technical Documentation

Using a wiki for technical documentation

- By: Sarah Maddox, on blog 'ffeathers'
- About:
 - Overview — what a wiki is and does.
 - Workflow — draft, review, publish.
 - Tracking — page history, notification of updates, reverting to a previous version.
 - Permissions.
 - Adding structure to your documentation — table of contents, left-hand navigation bar, logical page ordering, content re-use.
 - Release management on a wiki.
 - Using spaces for version control.
 - How a wiki is useful in agile development.
- Date: 21 November 2009

Wiki docs --- release management

- By: Sarah Maddox, on blog 'ffeathers'
- Date: 17 November 2007
- About:
 - Using spaces for version control
 - Release management on a wiki
 - Archiving documentation on a wiki
- Related documentation: [The Copy Space plugin](#)

Using a wiki for online help

- By: Sarah Maddox, on the 'Atlassian Blog'
- About: Pointing online help links to version-controlled wiki documentation spaces
- Date: 13 December 2007

Content re-use on a wiki

- By: Sarah Maddox, on blog 'ffeathers'
- About: Content reuse and defining an inclusions library
- Related documentation:
 - [Excerpt Macro](#)
 - [Excerpt Include Macro](#)
 - [Include Page Macro](#)
- Date: 29 July 2008

Starting out with your technical documentation on a wiki

- By: Sarah Maddox, on blog 'ffeathers'
- About: Choosing your wiki and planning your documentation
- Date: 4 November 2007

Content Conversion

Universal Wiki Converter - Now with SSL Support

- By: Laura Kolker, on the 'Atlassian Blog'
- About: Configuring the [UWC](#) for two new features:
 - A Trac Converter module
 - SSL support
- Date: 6 March 2009
- Related documentation: [Importing Content from another Wiki](#)

Scroll converts wiki to DocBook and PDF

- By: Sarah Maddox, on blog 'ffeathers'
- About: Using the [Scroll Wiki Exporter](#) plugin to convert Confluence content to DocBook XML and to PDF
- Date and Confluence version: 18 May 2009; Confluence 2.10
- Related documentation: The [Scroll Wiki Exporter](#) plugin

Playing with DITA2Confluence [part 1](#) and [part 2](#)

- By: Sarah Maddox, on blog 'ffeathers'
- About: Using the [DITA2Confluence](#) tool to convert documentation from DITA XML to Confluence pages
- Date and Confluence version: October 2008; Confluence 2.9
- Related documentation: The [DITA2wiki project on SourceForge](#)

Usage Tips

The Confluence Reporting HOWTO

- By: Jim Severino and John Rotenstein, Atlassian Internal Systems, on the 'Atlassian Blog'
- About:
 - Using Confluence as a reporting and business intelligence tool
- Date and Confluence version: August 2009; Confluence 3.0
- Related documentation: [The Confluence Reporting HOWTO](#)

Drawing diagrams on a wiki page

- By: Sarah Maddox, on blog 'ffeathers'
- About:
 - Using the [Gliffy](#) plugin to draw diagrams on a Confluence page
 - Links to other tools for displaying flowcharts, graphs etc based on editable content in the wiki page
- Date and Confluence version: 4 July 2009; Confluence 3.0
- Related documentation: [The Gliffy plugin](#)

Organisation is Key

- By: Matt Hodges, on the 'Atlassian Blog'
- About: Designing the structure of a Confluence space using an inclusions library, macros and tabbed pages
- Date and Confluence version: 17 March 2009; Confluence 2.10

Creating FAQs

- By: Matt Hodges, on the 'Atlassian Blog'
- About: Designing the FAQ (frequently asked questions) section of your Confluence space
- Date and Confluence version: 2 April 2009; Confluence 2.10

Styling and Customisation

Styling Tabs in Confluence 2.10

- By: Jens Schumacher, on the 'Atlassian Blog'
- About: Using CSS to change the look of the tabs in Confluence
- Date and Confluence version: 12 January 2009; Confluence 2.10
- Related documentation: [Styling Confluence with CSS](#)

Development

How to determine the context your macro is being rendered in

- By: Cheryl Jerozal, on the 'Atlassian Blog'
- About: Discovering find out the current render context (including PDF document, feed reader, email notification, etc) from within your macro
- Date and Confluence version: 25 June 2009; Confluence 3.0
- Related documentation: [Macro Module](#)

Videos



To speed up the loading of the page and ensure correct export to PDF, HTML and XML formats, we will just link to the videos rather than including them into the wiki page.

Video: *Confluence overview*

- By: Matt Hodges, on the Atlassian website
- About:
 - Confluence Overview
 - Create and edit
 - Tracking updates and blogs
 - Security and permissions
 - Attachments and the Office Connector
 - Search and discover
 - Plugins
- Date and Confluence version: July 2009; Confluence 3.0
- Related documentation: [Confluence documentation](#)

Video: *Macro browser*

- By: David Cook, on the 'Atlassian Blog'
- About: Using the new Confluence macro browser in Confluence 3.0
- Date and Confluence version: 18 June 2009; Confluence 3.0
- Related documentation: [Working with the Macro Browser](#)



Have you written a technical tip for Confluence?

Add a comment to this page, linking to your blog post or article. We will include it if the content fits the requirements of this page.



Feedback?

Your first port of call should be the author of the linked blog post. If you want to let us know how useful (or otherwise) a linked post is, please add a comment to this page.

Other Sources of Information

[Confluence documentation](#)
[Evaluator resources](#)
[Atlassian website](#)
[Atlassian forums](#)
[Atlassian blog](#)
[Confluence plugins](#)

Information For Evaluators

Useful reading for anyone new to our wiki:

Basics

[Confluence Evaluator Resources](#)
[Example Sites From Customers](#)
[Independent Reviews](#)
[Live Webinar Demonstration](#)
[Confluence Presentation Material](#)
[Case Studies](#)

Customisation

[Plugins](#)
[Document Management](#)
[Knowledge Base](#)
[Solutions Tour](#)

Confluence Presentation Material

Feel free to use or adapt some of our [presentation materials](#) to help WOW the boss and build a business case for Confluence.

You can find more useful content in the [Confluence Evaluator Resources](#) space.

Related Content

[Information For Evaluators](#)
[Live Demonstration Webinars](#)

TreeNavigation

[Index](#)

TreeNavigationVersions

 [Click for all versions](#)

[Confluence 3.2.x](#)
[Confluence 3.1.x](#)
[Confluence 3.0.x](#)
[Confluence 2.10.x](#)
[Confluence 2.9.x](#)
[Confluence 2.8.x](#)
[Confluence 2.7.x](#)
[Confluence 2.6.x](#)
[Confluence 2.5.4 to 2.5.8](#)
[Confluence 2.0 to 2.5.3](#)

.bookmarks



Confluence Bookmarks

This page is a container for all the bookmarks in this space. Do not delete or move it or you will lose all your bookmarks.
[Bookmarks in Confluence](#) | [Links for Confluence](#)



The 15 most recent bookmarks in Confluence Docs 3.2

There are no bookmarks to display.

