


Space Details

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Creator (Creation Date):	dave@atlassian.com (Jun 21, 2005)
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Working with Links Overview

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

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

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

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

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



Handy Hint

Links in Confluence will not break even when you move content between spaces on your site!

RELATED TOPICS

[Rich Text-Creating a New Link](#)

[Changing the Title of a Link](#)

[Linking to Comments](#)

[Working with Anchors](#)

[CamelCase Linking](#)

[Trackback](#)

[Linking to Confluence Pages from Outside Confluence](#)

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

CamelCase linking

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

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

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

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

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
<code>{nolink:SomeWord}</code>	SomeWord
<code>{nl:SomeWord}</code>	SomeWord

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

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

RELATED TOPICS

[Working with links](#)

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CamelCasePage

This page last changed on Jan 18, 2006 by [cmiller](#).

This page is a demonstration of a page that can be linked to using CamelCase linking. You can find [more information on the subject here](#).

Changing the Title of a link

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

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

To change the title of a link,

What you need to type	What you will get
[the current release notes Release Notes]	the current release notes

Where:

'the current release notes' is your new label.

'Release Notes' is the name of the page you want to link to.

Example: Changing the title of a news item

What you need to type	What you will get
[an article on the subject /2005/08/26/Sample News]	an article on the subject

Where:

'an article on the subject' is how you want to refer to the news item

'/2005/08/26/' is the date the news item was published.

'Sample News' is the actual title of the news item

Example: Combining inter-space links and labelled links

What you need to type	What you will get
[What can Confluence do for you? DS:Confluence Overview]	What can Confluence do for you?

Where:

'What can Confluence do for you?' is your label.

'DS' is the space key of the space the page you want to link to is located.

'Confluence Overview' is the name of the page in that space.

RELATED TOPICS

[Linking to Pages Within the Same Space](#)

[Linking to Pages in Another Space](#)

[Linking to Web Pages](#)

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Release Notes

This page last changed on Aug 18, 2005 by [vidya](#).

Start of release notes content


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

End of release notes content

Linking an Image

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

To link an image to a page,

What you need to type	What you will get
<code>[!dochome.gif! doc:]</code>	 Confluence Documentation Home

To link an image attached to another page,

What you need to type	What you will get
<code>[!Displaying an Image^fish.gif! doc:]</code>	

RELATED TOPICS

[Working with Links Overview](#)

[Displaying an Image](#)

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

Linking to Confluence Pages from Outside Confluence

This page last changed on Feb 20, 2007 by rosie@atlassian.com.

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

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

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

1. Go to the Confluence page to which you want to link.
2. Click the 'Info' tab.
3. Copy the 'Tiny Link' and paste it into your email or external web page. This will create a link to the latest version of your Confluence page.

RELATED TOPICS

[Link to a Page within a Space](#)

[Link to a Web Page](#)

[Working with Links](#)

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

Linking to Pages in Another Space

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

To link to a page in a different space

What you need to type	What you will get
[DS:Confluence Overview]	DS:Confluence 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:]	DS:

where:

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

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



Handy Hint

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

RELATED TOPICS

[Link to a Page within a Space](#)

[Link to a Web Page](#)

[Working with Links](#)

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

Linking to Pages Within the Same Space

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

You can either use Confluence Notation or use the [Rich Text editor](#) to link to Confluence pages.

In Confluence notation, links are always denoted by square brackets. Whenever you place text between square brackets, Confluence recognizes it as a link.

To link to a page in the same space

What you need to type	What you will get
[Confluence 2 Home]	Confluence 2 Home

where:

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

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

Confluence allows you to create links first and add 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
[Link to new page]	Link to new page

where:

'Link to a new page' is the title of the page you intend to create later.



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

RELATED TOPICS

[Link to a Page in Another Space](#)

[Link to a Web Page](#)

[Working with Links](#)

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

Linking to Web Pages

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

To link to a web page outside Confluence,

What you need to type	What you will get
[http://www.atlassian.com/software/confluence]	http://www.atlassian.com/software/confluence

Where:

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

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

You can also use the [Rich Text editor](#) to link to a webpage.

RELATED TOPICS

- [Rich Text-Linking to a page](#)
- [Linking to Pages Within the Same Space](#)
- [Linking to Pages in Another Space](#)
- [Working with Links Overview](#)

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Trackback

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

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

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

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

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

1. Go to the page.
2. View the [Page Information](#) under the Info tab
3. Any Trackback pings the page has received will be listed under the page's Incoming Links

RELATED TOPICS

[Linking to Web Pages](#)

[Working with Links Overview](#)

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Working with Anchors

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

i You need to edit in 'Wiki Markup' mode to create anchor links.

Anchors allow you to link to specific places within a page. Anchor links can be especially useful when navigating between sections of a long page or when you want to link to a segment of a page and not to the page as a whole.

Anchors are made up of two parts:

- The link
- The content to which you are linking.

In Confluence, you can place an anchor in a page using the anchor macro. This creates an anchor called "here", but you can substitute this with whatever name you like.

Anchor Macro

```
{anchor:here}
```

Once an anchor is in the page, you can link to it by putting #here (or whatever anchor name you choose) at the end of a link pointing to that page.

For example, there are two anchors in this page called "top" and "bottom", which you can link to like so:

```
[#top]  
[#bottom]
```

These links come out like this: [top](#) [bottom](#).

Linking to an anchor in the same page

```
[#anchorname]
```

Linking to an anchor in another page

```
[nameofpage#anchorname]
```

Linking to an anchor in a page in another space

```
[spacekey:nameofpage#anchorname]
```

Linking to headings

Confluence treats all headings as anchors. So you don't have to place an anchor but simply link to it like this:

```
[#textofheading]
```



Warning

Page titles and links to other spaces can be combined with anchors and attachments, but you can't use attachments and anchors in the same link.

Note that if you are adding an anchor to the site welcome message, it must be to another page. Internal only links such as {anchor:bottom} will not render.


RELATED TOPICS

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Confluence 2 Home

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	About
	<p>The Confluence 2 User Guide provides an overview of the key features of Confluence 2 and explains both its basic and more advanced usage as a knowledge management tool, and a collaborative environment. If you still have a question that hasn't been answered, write and tell us about it.</p> <p>For more documentation please visit Confluence 2 Documentation Home.</p> <p>Is your Confluence version older than 2.0? View the Confluence 1.4 User Guide.</p>

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[Confluence Glossary](#)

Download the User Guide

This page last changed on Feb 11, 2007 by ernest@atlassian.com.



There are now two separate Confluence 2.0 User Guide XML exports available for download.

- For users who use the newest Confluence release version 2.3
[CONF20-20070206-00_03_51.zip](#)
- For users who use versions of Confluence released prior to 2.3, such as 2.2.10 or 2.2.9, so forth.
[prior-2.3-CONF20-20070116-09_28_43.zip](#)

Download



PDF documentation is currently unavailable

We are currently working on providing a PDF download for the Confluence User Guide. If you wish, you can track our progress in the following [bug report](#). Apologies for any inconvenience caused in the meantime.

Name	Size	Creator	Date	Comment
CONF20-20070206-00_03_51.zip	202.45 MB	Jan Benko	Feb 06, 2007	Confluence 2.0 User Guide (XML Zip) - Confluence 2.3 generated on 06-Feb-07 Edit Remove
CONF20-20070206-00_03_51.zip	205.02 MB	Jan Benko	Feb 06, 2007	Confluence 2.0 User Guide (HTML Zip) generated on 06-Feb-07 Edit Remove
prior-2.3-CONF20-20070116-09_28_43.zip	20.20 Mb	Jan Benko	Jan 15, 2007	Confluence 2.0 User Guide (XML Zip) - prior Confluence 2.3 Edit Remove

Importing Content Into Confluence

This page last changed on Oct 08, 2006 by bob.swift@charter.net.

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

- Text with basic formatting can be pasted directly into the [Rich Text Editor](#). This includes simple Word documents or web pages.
- Import document files such as Microsoft Word and Excel, or content from other wikis, use a [Content Converter](#)
- Pages already in wiki markup can be [Imported From Disk](#)

For web content:

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

Importing Pages from Disk

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

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



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

You need to be a [space administrator](#) to import text files.

To import text files,

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

Screenshot : Importing text files

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



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 2 Home](#)

Site Backup and Restore

This page last changed on Dec 27, 2006 by david.soul@atlassian.com.

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

- [Restore your site from an XML site backup](#)
- [Manually create an XML site backup](#)
- [Configure Daily Backups](#)
- [User Submitted Backup & Restore Scripts](#)

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

Backups For Large Instances

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

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

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

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

Manual Backups

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

Database Backup

Use your Database Administration Tool to create a backup of your Confluence database. if your database

is storing your attachments, importing this later will restore all content.

Attachment Backup

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

Backup FAQ

For answers on [Site Backup and Restore](#), click a query below.

[Backup will not import](#)

[Can XML backups be deleted automatically?](#)

[Does running a daily XML backup slow performance?](#)

[How can I reduce the space taken up by automatic backups](#)

[Can Confluence be restored from a backup minus attachments?](#)

[Are there any scripts for backup creation and restore?](#)

Backup will not import

See [Troubleshooting failed XML site backups](#)

Can XML backups be deleted automatically?

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

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

Does running a daily XML backup slow performance?

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

How can I reduce the space taken up by automatic backups

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

Can Confluence be restored from a backup minus attachments?

Yes, as long as the attachments have been backed up are the same time. Refer to [Site Backup and Restore](#).

Are there any scripts for backup creation and restore?

Check out [User Submitted Backup & Restore Scripts](#)

Space Backup and Restore

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

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

Creating a Space Backup

Instructions on how to create a backup for a space can be found [here](#).

Restoring/Importing a Space Backup

Instructions on how to restore or import the backup of a space can be found [here](#).

Displaying an Image

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

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

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

To display an image from a remote source,

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

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

To display an image attached to a page,

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

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



Warning

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

Example of use

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

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

```
!Home^myimg.jpg! or even !SPACE:Home^myimg.jpg!
```

To display an image attached to another Confluence page,

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


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.

To format an image,

 You need to edit in 'Wiki Markup' mode.

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

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

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

RELATED TOPICS

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

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

Image File Formats

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

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

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

- gif
- jpeg
- png

The bmp format is not supported.

RELATED TOPICS

[Displaying an Image](#)

[Thumbnail Macro](#)

[Gallery Macro](#)

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

Searching Confluence

This page last changed on Feb 06, 2007 by tom@atlassian.com.

The fastest way to find what you are looking for in Confluence is to do a site search. Confluence will search all content, including attachments.

Quick Search

The Quick Search feature makes it possible for you to search Confluence wherever you happen to be in the site. The Quick Search box is located at the top right hand corner of every screen. Simply type in your query and click the search button.




By default, Confluence will search all content (except mail) in all global spaces, and display the results in a new screen. Here are the results of searching for 'Confluence' :

Screenshot : Search results for 'Confluence'

Searched for "confluence" in Confluence Documentation Research excluding Mail . There are 942 matches in other spaces . Include these matches .	
Results 1 - 10 of 116 for "confluence" .	
Confluence Glossary (Confluence Documentation Research) Administration Console The Administration Console is the interface for the global administration of Confluence . Only site administrators #site administrator can access the Administration Console....	Vidya Madabushi Sep 14, 2005
Searching Confluence (Confluence Documentation Research) The fastest way to find what you are looking for in Confluence is to do a site search. Confluence's search facility is powerful enough to do a fulltext search of all content including pages, comments, emails and yes, even attachments!...	Vidya Madabushi Sep 12, 2005

For each result, the title of the content item, the space to which it belongs, its author and the date of its last modification are presented. The first two lines from the item are also displayed to give you an indication of its content.

 Only search results from spaces you have permission to view will be displayed.

See [Confluence Search Syntax](#) for more ways to use the search box.

Advanced Search

The Advanced Search allows you to refine your search.

When you do a Quick Search, the Advanced Search facility is displayed along with the results.

- Location - Search within a particular space, or within Favourites, Personal Spaces, Global Spaces or

All Spaces.

- Group by - Decide how you want the results are grouped: by 'content type' or by 'space'.
- Type - Decide which of the 'content types' you want to search.
- Date - Search by 'date' of modification.

Screenshot : Advanced Search

SEARCH:

confluence

[new search](#)

IN SPACE:

Confluence Documentation Research ▼

GROUP BY:

None

[Type](#)

[Space](#)

TYPE:

[All Content](#)

All Content (No Mail)

[Pages](#)

[News items](#)

[Mail](#)

[Comments](#)

[Attachments](#)

[Profiles](#)

[Space Descriptions](#)

MODIFIED:

Any date

[Today](#)

[Yesterday](#)

[Last Week](#)

[Last Month](#)

Additionally, [Confluence Search Fields](#) describes special parameters you can use in the search field to search on various metadata.

Searching Attachments

Confluence will search the following type of attachments:

- Word
- Text
- Powerpoint
- Excel
- PDF
- HTML

To search other types of attachments, you will need to use [Attachment content extractor plugins](#)


RELATED TOPICS

[Confluence Search Syntax](#)
[Confluence Search Fields](#)
[Text Tokenization and Filtering](#)
[Viewing labelled pages](#)
[Searching the People Directory](#)

Take me back to [Documentation Home](#)

Confluence Search Fields

This page last changed on Nov 09, 2006 by tom@atlassian.com.

 This document intends to give programmers and advanced users of Confluence an overview over the lucene search fields used in Confluence.

Field searches

Confluence data is stored in fields which can be specified in the search. To search a specific field, type the name of the field followed by a colon ":" and then the term you are looking for.

```
title:"Some Title"
```

```
labelText:chalk
```

The field is only valid for the term directly preceding the colon. The following query will only find "Some" in the title field and will search for Title in the default fields.

```
title:Some Title
```

Confluence Search Fields

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

Attachments				Mails			
Name	Indexed	Stored	Tokenized	Name	Indexed	Stored	Tokenized
handle	true	true	false	handle	true	true	false
type	true	true	false	type	true	true	false
urlPath	true	true	false	urlPath	true	true	false
filename	true	true	true	title	true	true	true
title	true	true	false	spacekey	true	true	false
comment	true	true	true	messageid	true	true	false
spacekey	true	true	false	inreplyto	true	true	false
modified	true	true	false	recipients	true	true	true
created	true	true	false	labelText	true	true	true
userpermission	true	true	false	modified	true	true	false
contentBody	true	true	true	created	true	true	false
				userpermission	true	true	false
				contentBody	true	true	true

Personal Information

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

Confluence Search Syntax

This page last changed on Jan 03, 2007 by rosie@atlassian.com.

Searching Syntax

Here's how you can refine your search. Confluence will ignore common words like "the" unless you place your query within quotes.

Exact phrase search

To search for content that contains the exact phrase "chalk and cheese"

```
"chalk and cheese"
```

Or Search

To search for content that contains one of the terms, "chalk" OR "cheese"

```
chalk OR cheese
```

And Search

To search for content that contains both the terms "chalk" AND "cheese"

```
chalk AND cheese
```

Not search

To search for content that contains "chalk" but NOT "cheese"

```
chalk NOT cheese
```

Excluded Term search

Similar to the NOT search, to search for content that contains "chalk" and "butter" but NOT "cheese"

```
chalk butter -cheese
```

Grouping Search

To search for content that MUST contain "chalk" but CAN contain either "cheese" or "butter" use the search:

```
(cheese OR butter) AND chalk
```

Title Search

To search for content with "chalk" in its title, where title is the field keyword.

```
title:chalk
```


Wild card searchesSingle character

To search for "butter" or "batter" you can use the search:

```
b?tter
```

To search for "chicken" or "chickpea" you can use the search:

```
chick*
```

 Wildcards can be used anywhere within a word, except at the very beginning.

For example:

```
*chick
```

is an invalid search term.

Multiple characters


To search for "chick" or "chickpea":

```
c*c*
```

You can also combine search characters to get the exact word. For example the search term below will return "chic" yet not "chickpea":

```
c*c?
```

Proximity searches

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


```
"octagon post"~1
```

will return "Octagon blog post".

```
"octagon post"~0
```

is an invalid search term.


Range search

 Searches for names that fall alphabetically within the specified range.

```
[adam to ben]
```

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

Fuzzy search

 This search looks for words spelled similarly.

To search for octagon, if unsure about spelling:

```
octogan~
```

will correctly return "octagon"

Combined search

You can also combine various search terms together:

```
o?tag* AND past~ AND ("blog" AND "post")
```


RELATED TOPICS

[Searching Confluence](#)
[Confluence Search Fields](#)

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

Searching the People Directory

This page last changed on Jan 04, 2007 by rosie@atlassian.com.

 The People Directory is available in Confluence version 2.3 and later.

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

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











The People Directory looks like this:





Welcome [Charles Miller](#) | [History](#) | [Preferences](#) | [Administration](#) |

People Directory





Favourite People





 [Agnes Ro](#)   





 [Anton Mazkovi](#)   





 [Ben Naftzger](#)   





Show: [All People](#) | **People with Personal Spaces**





 [Adrian Makohon](#)   





 [Agnes Ro](#)   





 [Alyce Tinyow](#)   





 [Andreas Knecht](#)   


 [Anthony Rethans](#)   

 [Anton Mazkovi](#)   

 [Ben Kuo](#)   

 [Ben Naftzger](#)   

 [Brendan Patterson](#)   

The 'Personal Space' icon  indicates that the person has set up a personal space.

- If the 'Personal Space' icon appears beneath a person's name, clicking that person's name (or their picture) will take you to their [personal space](#).
- If the 'Personal Space' icon does not appear beneath a person's name, clicking that person's name (or their picture) will display their [user profile](#).



Searching for People


To search for a particular person, type their first name and/or last name into the search box and click the 'Search' button.

- To search everyone who uses your Confluence site, click the 'All People' link.
- To search just those people who have set up a [personal space](#), click the 'People with Personal Spaces' link.

Favourite People

The top part of the People Directory screen displays any people that you have nominated as your favourites.

- To add a person to your Favourite People, click the grey star icon 
- To remove a person from your Favourite People, click the yellow star icon 

 Once you add a person to your Favourite People, their personal space (if they have one) will be added to your list of [favourite spaces](#) on the [Dashboard](#).

RELATED TOPICS

[Setting up your Personal Space](#)

[Editing your User Profile](#)

[Uploading a Profile Picture](#)

Take me back to [Home Help](#)

Text Tokenization and Filtering

This page last changed on Feb 06, 2007 by tom@atlassian.com.

Confluence splits the text of content into tokens, and then filters and modifies those tokens according to the following rules.

Tokenization

This uses the Lucene [Standard Tokenizer](#). This splits the text into tokens thus:

- Splits words at punctuation characters, removing punctuation. However, a dot that's not followed by whitespace is considered part of a token.
- Splits words at hyphens, unless there's a number in the token, in which case the whole token is interpreted as a product number and is not split.
- Recognizes email addresses and internet hostnames as one token.

Note that this means that the string 'foo-bar5' won't be split into 'foo' and 'bar5', so a search for 'bar5' or 'bar*' will not find any results.

Filtering

Confluence then removes "s" from the ends of words and removes the dots from acronyms, i.e. I.B.M. becomes IBM. Everything is converted to lower case and common words like 'the' and 'or' are removed. Finally words are stemmed, so that 'fishing' and 'fishes', for example, both become 'fish'.

Confluence Glossary

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

Administration Console

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

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

[Breadcrumbs](#)

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

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

CamelCase

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

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

[Change Comment](#)

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

[Child Pages](#)

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

A child can only have one parent.

[Comments](#)

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

[Confluence Markup](#)

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

[Custom Decorators](#)

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

[Dashboard](#)

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

[Form Field Markup](#)

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

Global Administrators

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

Global Spaces

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

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

JIRA

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

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

[Labels](#)

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

[Macros](#)

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

[News Items](#)

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

[Notifications](#)

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

[Orphaned Pages](#)

An orphaned page is a page without any incoming links.

[Pages](#)

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

[Page Family](#)

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

Confluence permits nested page families.

[Parent Page](#)

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

[People Directory](#)

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

[Permalink](#)

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

Personal Spaces

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

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

[RSS Feeds](#)

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

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

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

[RSS Reader](#)

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

Site Administrators

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

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

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

[Space Administrators](#)

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

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

[Spaces](#)

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

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

[Templates](#)

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

[Themes](#)

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

Tiny links

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

[Trackback](#)

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

In Confluence, Trackback is enabled from the Administration Console.

Trackback Autodiscovery

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

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

[Undefined Links](#)

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

[User Profile](#)

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

[Watching a Page](#)

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

[Watching a Space](#)

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

Wiki

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

RELATED TOPICS

[Confluence Icons](#)

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




Dashboard

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

The Dashboard is the front page of a Confluence site. It provides an overview of the site, access to all spaces to which you have 'view' permission, and displays a list of the most recently updated content within them.

You can go to the Dashboard from any page on your site by clicking on the logo beside the page title or via the [breadcrumbs](#) (the "You are here" path) located at the top of every page.

The dashboard is divided into five sections:

1. The Welcome Message for the site, which is configured from the [Administration Console](#).
2. A list of the [spaces](#) within the site to which you have access, presented via convenient tabs: 'My', 'Team', 'New' or 'All' spaces. See [Customising the Dashboard](#).
3. A list of the most Recently Updated documents on the site from the spaces listed. For example, if you click on the tab 'Team', the recently updated content from your team spaces will be listed here.
4. A list of your Favourite Pages. See [Working with Favourites](#).
5. Useful links:
 - a.  [Create a space](#) — see [Setting up a New Global Space](#)
 - b.  — see [Using the RSS Feed Builder](#)
 - c.  — see [Searching the People Directory](#)

The Dashboard is the only place in Confluence from where you can:

- access all existing spaces on the site.
- add a new space to the site.

By default, the Dashboard is also the site homepage. However, you can set any other page in Confluence as the homepage via the [Space Admin](#) tab or your [User Profile](#) settings.

Screenshot : Dashboard

Dashboard Search

[Log In](#) | [Sign Up](#)

Dashboard

Welcome to Confluence

[Confluence](#) is the enterprise [Wiki](#) from [Atlassian Software](#). This is Atlassian's live Confluence site, running the latest development release of the software.

Spaces: [My](#) | [Team](#) | [New \(1\)](#) | [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: Displays list of, 'MY' (favourite), 'TEAM' or 'ALL' spaces

View Spaces for Team:

Confluence (DOC)			
Confluence 1.4 User Guide (CONF14)			
Confluence Community (DISC)			

Create a space - share information with your team.

Feed Builder - create your custom RSS feed.

People Directory - browse Confluence users and personal spaces.

Powered by [Atlassian Confluence](#), the [Enterprise Wiki](#). (Version: 2.3-RC1 Build:#639 Dec 26, 2006) - [Bug/feature request](#) - [Contact Administrators](#)

RELATED TOPICS

- [Confluence Glossary](#)
- [Confluence Icons](#)
- [Working with Spaces Overview](#)

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

Customising the Dashboard

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

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


Here's how:

1. [Add spaces as your favourites.](#)

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

2. [Provide spaces with Team labels.](#)

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

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

3. [Add pages as your favourites.](#)

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

[Screenshot : The Dashboard](#)

Dashboard Search

[Log In](#) | [Sign Up](#)

Dashboard

Welcome to Confluence

Confluence is the enterprise Wiki from Atlassian Software. This is Atlassian's live Confluence site, running the latest development release of the software.

Spaces: **My** | Team | All Displays list of 'MY' (favourite), 'TEAM' or 'ALL' spaces

- [Confluence](#) (DOC)
- [Confluence 1.4 User Guide](#) (CONF14)
- [Documentation Staging](#) (DOCPRIV)
- [Documentation Staging 2](#) (DOCPRIV2)

Create a space - share information with your team.

Feed Builder - create your custom RSS feed.

Recently Updated Displays recently updated content from 'MY', 'TEAM' or 'ALL' spaces

Displaying recently updated content from your favourite spaces.

- [Restore from Backup](#) by Vidya Madabushi (4 mins ago) (Documentation Staging 2)
- [External Database](#) by Vidya Madabushi (5 mins ago) (Documentation Staging 2)

Favourite Pages Displays your recent favourite pages

Displaying the pages in your favourites list.

- [Documentation Home](#) (Documentation Staging 2)
- [Confluence Release Notes](#) (Documentation Staging 2)

Powered by [Atlassian Confluence](#), the [Enterprise Wiki](#). (Version: 1.5-DR1 Build: #305 Sep 04, 2005) - [Bug/feature request](#) - [Contact Administrators](#)

RELATED TOPICS

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

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

Working with Spaces Overview

This page last changed on Jan 11, 2007 by rosie@atlassian.com.

In Confluence, content is organised into spaces. There are two types of spaces:

- Global spaces are areas on your site into which you can group content items (pages, attachments, news, etc) based on any theme or topic of your choice. For example, you may want separate areas on your site for each team or project within your organisation. In Confluence, you can set up a different space for each team or project. You can build content for each of these spaces individually, decide who its users are, and even archive mail separately within each. There is no limit to the number of global spaces you can create within Confluence!
- Personal spaces belong to particular users, and rather than being listed on the Dashboard (see below), are available from the [People Directory](#). They can contain pages and news items, be searched and browsed. They can be kept private, or opened up so the whole world can view and edit them, just like global spaces. (Note: personal spaces are available in Confluence version 2.2 and later.)

Confluence treats each space as an independently managed wiki. What this means is that each space functions autonomously within your site.

Each space:

- has its own [pages](#), [news items](#), [comments](#), [RSS feeds](#) and [mail](#) (mail applies to global spaces only).
- has its own [access control settings](#), so you can set different levels of access to different spaces.
- can be separately exported to [PDF](#) , [WORD](#), [HTML](#) or [XML](#).

You can view all the global spaces within a site via the [Dashboard](#). You also group global spaces together into 'Team Spaces' or 'My Spaces' to enable easy access to the content that is most relevant to you. See [Customising the Dashboard](#).

Here is an example of how you could categorise information using spaces:



'My' spaces are spaces that you have nominated as your [favourites](#).

RELATED TOPICS

[Setting up a New Global Space](#)

[Setting up your Personal Space](#)

[Viewing all Spaces](#)

[Browsing a Space](#)

[Moving Content from one Space to Another](#)

[Deleting a Space](#)

[Viewing Space Activity](#)

[Administering Spaces](#)

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

Administering Spaces

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

To view the space administration menu,

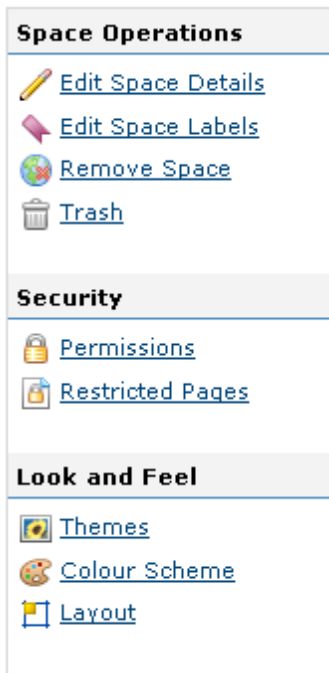
1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator. All the options pertaining to the management of a space are listed in the left panel. Click on a link to take you to the corresponding screen.

To administer a personal space,

For personal spaces, the options available are divided into three categories under these headings:

1. Space Operations
 - [Edit a space's details](#)
 - [Edit space labels](#) and [team labels](#)
 - [Remove a space](#)
 - [Purge](#) or [restore content](#) from trash
2. Security
 - [View](#) or [set](#) space permissions
 - [View](#) restricted pages
3. Look and Feel
 - [Apply a theme](#)
 - [Change the colour scheme](#)
 - [Edit the space's layouts](#)

Screenshot : Space Administration menu for a personal space



To administer a global space,




Note that you need to be a [space administrator](#) to perform administrative functions relating to a global space.

For global spaces, the options available are divided into five categories under these headings:



1. Space Operations
 - [Edit a space's details](#)
 - [Edit space labels](#) and [team labels](#)
 - [Remove a space](#)
 - [Purge](#) or [restore content](#) from trash
2. Security
 - [View](#) or [set](#) space permissions
 - [View](#) restricted pages
3. Mail
 - [Manage mail accounts](#)
 - [Import mail](#)
4. Look and Feel
 - [Apply a theme](#)
 - [Change the colour scheme](#)
 - [Edit the space's layouts](#)
 - [Change the space's logo](#)
5. Import
 - [Importing Pages from Disk](#)

Screenshot : Space Administration menu for a global space



Space Operations

-  [Edit Space Details](#)
-  [Remove Space](#)
-  [Trash](#)





Security

-  [Permissions](#)
-  [Restricted Pages](#)


Mail

-  [Mail Accounts](#)
-  [Mailbox Import](#)

Look and Feel

-  [Themes](#)
-  [Colour Scheme](#)
-  [Layout](#)
-  [Change Space Logo](#)

Import

-  [Import Pages from Disk](#)


RELATED TOPICS

- [Browsing a Space](#)
- [Working with Spaces Overview](#)

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

Browsing a space

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

The 'Browse Space' view is your window to space-wide summary information as well as to a host of tools relating to the management of your space. You can browse a space from either the [Dashboard](#) or from within a space by clicking this icon  located at the top of every page.

The components in this view are organised into 8 blue tabs:

Screenshot: Browsing a space — 'Advanced' tab



i The tabs that are displayed to you will depend on your Confluence site configuration, the [type of space](#) you are viewing and the space permissions granted to you for the space.

1. Pages
 - [View pages alphabetically](#)
 - [View recently updated content](#)
 - [See tree view of pages](#)More about [Working with pages](#)
2. Labels
 - [View labels](#)
3. Attachments
 - [Find an attachment](#)
 - [View details of an attachment](#)More about [Working with attachments](#)
4. Mail
 - [View mail for this space](#)
 - [Fetch new mail](#)
 - [Delete mail](#)More about [Working with mail](#)

5. News
 - [View news items for this space](#)More about [Working with news](#)
6. Activity
 - [View space activity](#)
7. Advanced
 - [View space details](#)
 - [Edit space details](#)
 - [Manage orphaned pages](#)
 - [Manage undefined pages](#)
 - [Adding a TemplateManage page templates](#)
 - [Export a space](#)
 - [Subscribe to RSS feeds within Confluence](#)
 - [Watch a space](#)
 - [Add a space to your favourites](#)
8. [Space Administration](#)

RELATED TOPICS

[Working with Spaces Overview](#)

[Setting up a New Global Space](#)

[View all spaces](#)

[Move content from one space to another](#)

[Delete a space](#)

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

Editing Space Details

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

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

To edit the details of a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the [dashboard](#).
2. Go to the 'Space Admin' tab and click on 'Edit Space Details' in the left panel. This brings up a new screen where you can:
 - type in a different name for the space.
 - enter or modify the space description.
 - select a new homepage for the space from the drop-down menu.
3. Click 'Update' to save your changes.



Note

You cannot edit the key or the creator's name.

RELATED TOPICS

[Viewing Space Details](#)

[Browsing a Space](#)

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

Managing Orphaned Pages

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

An orphaned page is a page without any incoming links. What this means is that unless you know that this page exists, you are not likely to come across it in the space during the natural course of navigation.

When you are working in a large space with a number of pages, it is difficult to keep track of all of them. An orphaned page may be redundant or need to be referred to from another page. Confluence allows you to view all the orphaned pages in a space so you can "tidy up" the space by either deleting pages or by reorganizing 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.

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](#)

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 HKijii (Atlassian News)	Anonymous	Sep 21, 2004	Anonymous	Nov 04, 2004	

Advanced

- [Space Details](#)
- Orphaned Pages**
- [Undefined Pages](#)

Export

- [Export Space](#)

Subscribe

- [RSS Feeds](#)
- [Start watching this space](#)

RELATED TOPICS


[Managing Undefined pages](#)

[Browsing a Space](#)

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

Managing Undefined Pages

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

In Confluence, you can create links to pages that you intend to create later. This is a useful facility as it allows you to create links first and enter content for those pages later. These are 'undefined links' and are indicated with this  sign to remind you that those pages need to be created.

For example, [Link to new page](#)

Because you may be working with a large number of pages each with a number of links, this view gives a consolidated report of all the undefined pages so you can manage your space better.

To view the undefined links in a space,

1. Click on the 'Browse Space' link for the space.
2. Go to the 'Advanced' tab and click on 'Undefined Links' from the left panel. This will display a list of all the undefined pages in the space.
Click on the 'Add Page' icon beside a page to add content.

RELATED TOPICS

[Managing Orphaned Pages](#)

[Browsing a Space](#)

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

Tree View of Pages

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

The tree view displays the parent-child relationships of the pages in the space.

Learn about [Page families](#) in Confluence.

To see the tree view of pages within a space,

1. Click on the 'Browse Space' link for that space.
2. Go the 'Pages' tab and click on the link 'Tree View'. Click on the expand icon to view the children of a page.

Screenshot : Tree View of pages

- [Documentation Home](#)
 - [Confluence Security Advisory 2005-02-09](#)
 - [RSS](#)
 - [Confluence Plugin Guide](#)
 - [Importing From JSPWiki](#)
 - [Confluence Release Cycle](#)
 - [Setup a mail session in standalone version](#)

RELATED TOPICS

- [Read about Page Families](#)
- [Viewing a Page's Location within a Space](#)
- [View the Children of a Page](#)
- [Working with Pages](#)

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

Viewing Pages Alphabetically

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

Use this view when you are looking for a specific page in a space and you know its title.

To view the pages in your space alphabetically,

1. Click on the 'Browse Space' link for the space.
2. Go to the 'Pages' tab and click on 'Alphabetical View'.
3. Click on a letter to display all the pages beginning with that letter. Clicking on a page link will take you to that page.



Handy Hint

If you know the title of a page, you might find it faster using the [Quick Search](#).

RELATED TOPICS

[View Recently Updated pages](#)

[See Tree View](#)

[Browsing a Space](#)

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

Viewing Recently Updated Content

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

The 'Recently Updated' view is a useful way of keeping track of the changes being made in a space. It displays links to the most recently added or modified content within the space including pages, news items, mail messages and comments.

To view the recently updated content in a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Pages' tab and click on the link 'Recently Updated'. A list of the most recently added or modified content in the space is displayed. Clicking on a link will open up the corresponding document.

RELATED TOPICS

[Recently Updated Content Macro](#)

[View Pages Alphabetically](#)

[See Tree View of Pages](#)

[Browsing a Space](#)

[Viewing Space Activity](#)

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

Viewing Space Details

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

To view a space's details,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Advanced' tab and click on 'Space details' in the left panel.


The details displayed are:

- The Name of the space.
- The Key used to refer to the space. This key is a shorthand name for the space that is used for web urls, reports, and when linking content between spaces. Note that [personal space](#) keys always contain a '~', whereas [global space](#) keys never do.
- Any Labels defined for this space.
- The Homepage of the space. This is the default page to which users are directed when they click on the link to the space from the dashboard.
- The Creator of the space.
- Space Description: This is a short description of the space used to provide users with an idea of the space's contents (optional).

Here is an example:

Screenshot : Space Details

Name:
Key:
Home Page: [The Atlassian Newsletter](#)
Created By: [Charles Miller](#)
Description:

 [Edit Space Details](#)

RELATED TOPICS

[Editing Space Details](#)
[Browsing a Space](#)
[Viewing Space Activity](#)

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

Converting a Global Space to a Personal Space

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



Please see [Working with Spaces Overview](#) for information about the differences between global spaces and personal spaces.

Generally, the easiest way to create your personal space is to follow the instructions described in [Setting up your Personal Space](#). However, sometimes you may need to convert an existing global space into a personal space, particularly if you used Confluence before the introduction of personal spaces in version 2.2.

To convert a global space to a personal space, you require the following permissions:

- 'Personal Space' permission, which is assigned by a [site administrator](#) from the [Administration Console](#). See [Security](#) or contact a site administrator for more information.
- Space 'Admin' permission, which is assigned by a [space administrator](#).

To convert a global space to a personal space,

1. Go to the global space and click the 'Browse Space' link. This is located at the top of every page in the space, and beside the space link on the [Dashboard](#).
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click the 'Edit Space' link in the left panel.
4. In the 'Convert to Personal Space' section:
 - Choose whether to Update Links to pages in this space (recommended).
 - Choose the User whose personal space this global space will become.
 - Click the 'Convert Space' button.

Dashboard > Confluence 2.0 User Guide > Browse Space > Edit Space

Confluence 2.0 User Guide | Welcome Rosie Jameson | History | Preferences | Administration | Log Out

Edit Space

Pages | Labels | Attachments | Mail | News | Templates | Advanced | **Space Admin** | Browse Space | Add Page | Add News

Space Operations

- Edit Space Details
- Edit Space Labels
- Remove Space
- Trash

Security

- Permissions
- Restricted Pages

Mail

- Mail Accounts
- Mailbox Import

Look and Feel

- Themes
- Colour Scheme
- Layout
- Change Space Logo

Import

- Import Pages from Disk

Edit Space Details

You can edit details of this space here. Every space in Confluence has a home page which can be set here. You may also want to provide a space description to describe the purpose or function of this space.

Name:

Description: [Insert Link](#)

Home Page:

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 do not 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: Users to add:

Note that the ability to [archive mail](#) and [import pages from disk](#) applies only to global spaces, so the 'Mail' and 'Import' sections in the above screenshot do not appear in the 'Space Admin' tab for personal spaces. Please see [Working with Spaces Overview](#) for information about the differences between global spaces and personal spaces.

RELATED TOPICS

- [Working with Spaces Overview](#)
- [Setting up your Personal Space](#)
- [Uploading a Profile Picture](#)

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

Deleting a Space

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

Deleting a space permanently removes the space and all of its contents.

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

To delete a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Space Admin' tab. This tab is only displayed if you are a space administrator.
3. Click on the 'Remove Space' link in the left panel under the heading 'Space Operations'.
4. Click 'OK' when the confirmation screen is brought up.



Warning

Use caution while deleting a space. Once deleted, there is no way to restore a space.

RELATED LINKS

[Working with spaces](#)

[Setting up a New Global Space](#)

[Viewing all Spaces](#)

[Browsing a Space](#)

[Moving Content from one Space to Another](#)

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

Guidelines For Partitioning Content Into Spaces & Pages

This page last changed on Dec 04, 2006 by david.soul@atlassian.com.

Brief guidelines for grouping content into the Confluence space and page format used by Confluence.

Partitioning Guidelines

To ensure maintainable and logical spaces, content should be broken into spaces by:

1. Evaluating permissions across the wiki content. If members require conflicting access, for example user 1 must access content on topics A and B, while user 2 must access content for topics B and C, then the topics must be separated into three spaces.
2. Grouping content by topic, project or team.

For semi-static content, a space for each topic is fine. If there is a substantial project-related content that must be exclusive to different groups, you should use separate spaces.

Spaces & Pages Information

Useful notes about spaces and pages:

1. Spaces cannot be nested
2. Page permissions can prevent users who can access the space from accessing that page
3. Page permissions alone cannot keep the existence of a page secret. The page should be in a restricted space instead
4. Pages can be easily moved between spaces

Moving Content from one Space to Another

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

While each space in Confluence functions independently, Confluence is flexible enough to let you move content easily between spaces.

What would you like to do?

[Move a Page from one Space to Another](#)

[Move a Family of Pages from one Space to Another](#)

[Move an Attachment](#)

RELATED LINKS

[Working with Spaces](#)

[Browsing a Space](#)


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

Moving a family of pages from one space to another

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

To move page families, you require 'Create Pages' permission for each page in that family. [Space Permissions](#) are assigned by a [space administrator](#) from the Space Administration screens.

To move an entire family of pages from one space to another, or within a space

1. Go to the top most page (parent page) in that family.
2. Click on the 'Edit' tab. The page's current location is listed below the title input-field.
3. Click 'Edit' beside 'Location'.
4. From the drop-down menu displayed, select the space to which you want to move the page family.
5. If you want to specify a parent page, click on the [Choose a Page](#) icon  and select the page from one of the tabs displayed. Or else, use the search facility to locate the page.
If you want to move the page directly under the new space, leave this field blank. See [Working with page families](#) for more information.
6. Check the box titled 'Move Children'.
7. Click 'Save'.

RELATED TOPICS

[Moving a Page from one Space to Another](#)
[Moving an Attachment](#)

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


Moving a Page from one Space to Another

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

You can easily moves pages from one space to another within Confluence.

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

To move a page from its current space to another space within your site,

1. Go to the page and click on the 'Edit' tab.
2. The page's current location is listed below the title input-field. Click 'Edit' beside 'Location'.
3. From the drop-down menu displayed, select the space to which you want to move the page.
4. If you want to specify a parent page, click on the [Choose a Page](#) icon  and select the page from one of the tabs displayed. If you want the page to have no parent in the new space, leave this field blank. See [Working with page families](#) for more information.
5. Click 'Save'.



Handy Hint

Any links to the page from the current space will automatically be renamed to point to the page in the new space.

RELATED TOPICS

[Moving a Family of Pages from one Space to Another](#)

[Moving an Attachment](#)

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

Moving an Attachment

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

You can move an attachment from its current location to any page within the site.

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

To move an attachment,

1. Go to the page that contains the attachment and click on the 'Attachments' tab.
2. Click the 'Edit' link beside the attachment. This will bring up a new screen.
 - Rename the attachment in the 'File Name' text field (optional).
 - Update the existing comment or enter a new comment in the 'New Comment' text field (optional).
3. Select the page to which you want to move the attachment by clicking on the [Choose a page](#) link. A pop-up screen allows you to locate pages anywhere within the site.
4. Against 'Update Links', select 'Yes' to ensure that any links to this attachment are maintained when you move it. Only select 'No' if you are sure that there are no links to this attachment within the current space.
5. Click 'OK'.

Screenshot : Moving an attachment

View **Edit** **Attachments (2)** **Info**

Edit Attachment

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

File Name
childrenhide.gif
Update the file name here.

New Comment
Show children
Update the comment here.

Page
Specify the page you want to move the attachment to.

Update Links?
Links to this attachment from other pages will no longer work on rename/move. To prevent this, these links need to be updated. Update links?
 Yes No

RELATED TOPICS

- [Moving a Page from one Space to Another](#)
- [Moving a Family of Pages from one Space to Another](#)

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

Setting up a New Global Space

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

To set up a new [global space](#), you require 'Create Space' permission which is assigned by a [site administrator](#) from the [Administration Console](#). See [Security](#) or contact a site administrator for more information.

To create a new global space,

1. Click on the link 'Create a Space' located below the list of spaces on the



[dashboard](#).

2. Enter a few details about your space.
 - Space Name: Enter a name for the space.
 - Space Key : Enter a simple key to refer to your space (A-Z, a-z, 0-9). This key is a shorthand name for the space that is used when linking content between spaces, for web urls, and reports.
For example, the 'Development Space' might have a space key of 'DEV'.
 - Space Description: Enter a description to give other users an idea of the space's contents (optional). A space description may contain [Confluence markup](#).
3. Click 'OK'.

Now, you can start [adding pages](#) to your space.

RELATED TOPICS

[Working with Spaces Overview](#)
[Setting up your Personal Space](#)
[Viewing Space Details](#)
[Editing Space Details](#)
[Browsing a Space](#)
[Deleting a Space](#)

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

Setting up your Personal Space

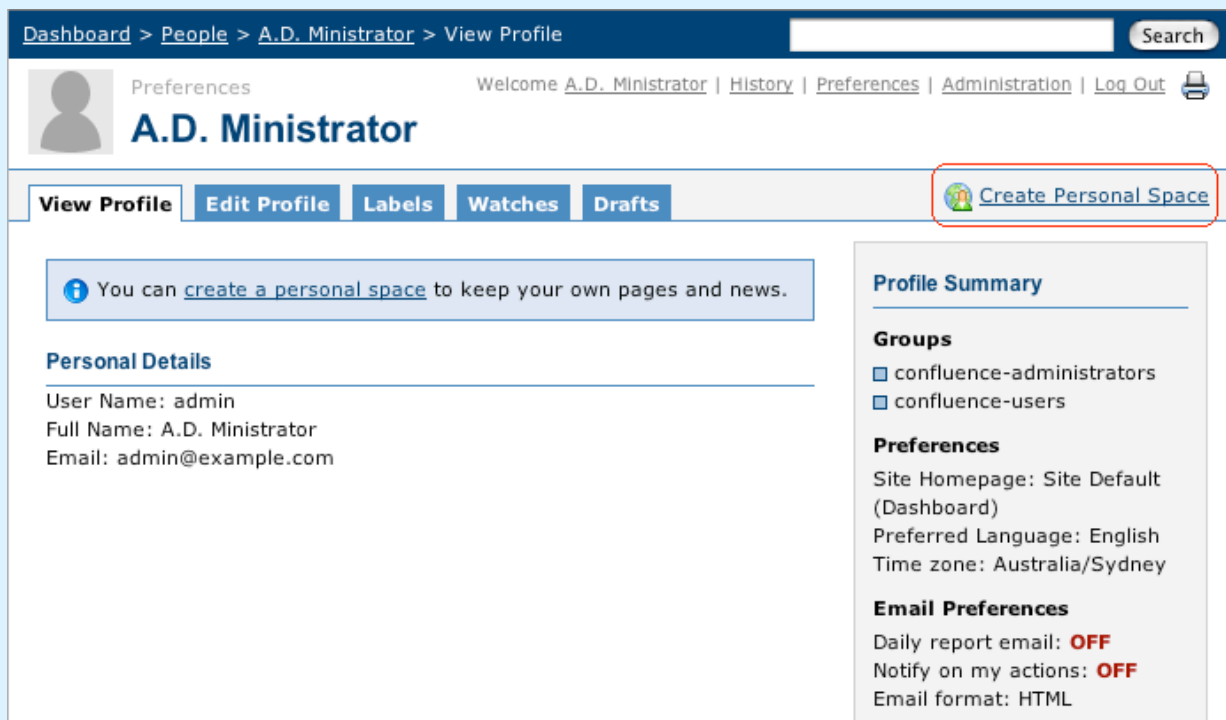
This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Your personal [space](#) is a place where you can publish your own pages and news items. Your personal space can be reached by clicking your name in the [People Directory](#).

To set up your personal space, you require 'Personal Space' permission which is assigned by a [site administrator](#) from the [Administration Console](#). See [Security](#) or contact a site administrator for more information.

To create your personal space,

1. Click on the 'Preferences' link located below the breadcrumbs at the top of the page.
2. This will display your [Profile](#). Click the link 'Create Personal Space':



Dashboard > People > A.D. Ministrator > View Profile

Preferences Welcome A.D. Ministrator | History | Preferences | Administration | Log Out

A.D. Ministrator

View Profile Edit Profile Labels Watches Drafts **Create Personal Space**

You can [create a personal space](#) to keep your own pages and news.

Personal Details

User Name: admin
Full Name: A.D. Ministrator
Email: admin@example.com

Profile Summary

Groups

- confluence-administrators
- confluence-users

Preferences

Site Homepage: Site Default (Dashboard)
Preferred Language: English
Time zone: Australia/Sydney

Email Preferences

Daily report email: **OFF**
Notify on my actions: **OFF**
Email format: HTML

3. Enter a few details about your space:
 - Choose who can view content
 - Choose who can contribute (create and edit) content
 - Choose the Theme (look and feel) for your personal space.

Create Personal Space

Your **personal space** is your own private workspace within Confluence.

You can optionally let other people **view** or **contribute** to it.

Who can contribute to your personal space?

You can customize these permissions once the space is created.

Choose who can **view** content:

- Me
- Registered users - anyone logged into Confluence
- Anonymous - anyone, logged in or not

Choose who can **contribute** (create and edit) content:

- Me
- Registered users - anyone logged into Confluence
- Anonymous - anyone, logged in or not

Choose Theme

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



Default Theme

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

Where is my personal space?

Once created, your personal space will be accessible (to anyone who can **view** it) at:

<http://confluence.mycompany.com/display/~me@mycompany.com>

Create

Cancel

4. Click the 'Create' button.

Now, you can start [adding pages](#) to your personal space. You may also want to [upload your photo](#).



Handy Hint

Once you have set up your personal space, you can return to it any time by clicking your name (next to the word 'Welcome' at the top of the page).

RELATED TOPICS

- [Working with Spaces Overview](#)
- [Converting a Global Space to a Personal Space](#)
- [User Profile Overview](#)
- [Linking to Personal Spaces and User Profiles](#)

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

Viewing all Spaces

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

Once you login, the list of spaces you have permission to view is displayed on your [Dashboard](#) under the spaces section.

The list of spaces is displayed via meaningful tabs :

- My Spaces : Spaces you marked as your [favourites](#).
- Team Spaces : Spaces pertaining to a team grouped together using [team labels](#).
- New : New spaces added to the site in the last seven days.
- All : All the spaces on the site.

Screenshot : Viewing Spaces

- Additionally, a list of personal spaces is available via the [People Directory](#) icon on the Dashboard:



Go to the Dashboard from any page on your site simply by clicking the logo beside the page title or via the [breadcrumbs](#) (the "you are here" path) located at the top of every page.

If you do not login, you will be treated as an 'anonymous user' and only those spaces to which an anonymous user has 'View' permission will be displayed on the Dashboard.

Permission to a space is granted by a [space administrator](#). See [Space permissions](#) for more information.



Handy Hint

Use the [Spaces List Macro](#) to view the list of spaces from any other page in Confluence.

RELATED TOPICS

[Working with Spaces Overview](#)
[Setting up a New Global Space](#)

[Browsing a Space](#)
[Moving Content from one Space to Another](#)
[Deleting a Space](#)

Take me back to [Home Help](#)

Viewing Space Activity

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

In Confluence version 2.3 and later, statistics on each space's activity are available. These include:

- How many pages and news posts have been
 - viewed
 - added
 - edited
- Which content is the most popular (i.e. most frequently viewed)
- Which content is the most active (i.e. most frequently edited)
- Which people are the most active contributors/editors of content

To view a space's activity,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Activity' tab.

The number of pages and news posts that have been viewed, added and edited will be displayed graphically, showing trends over a period of time, e.g.:

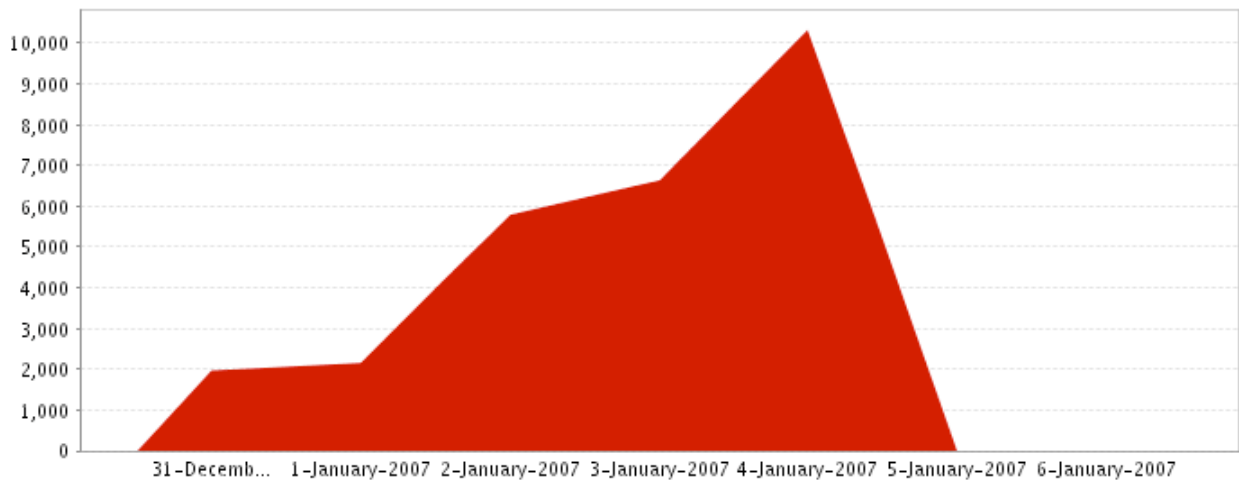
[Screenshot : Number of viewed pages and news posts in a week](#)

Activity for week starting 31 December 2006

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)

1. [Confluence Documentation Home](#) (2262)
2. [Set JAVA_HOME variable in Windows](#) (1180)
3. [Confluence Installation Guide](#) (687)
4. [Remote API Specification](#) (467)
5. [User Macros](#) (436)
6. [Installing Confluence Standalone](#) (385)
7. [JIRA Issues Macro](#) (370)
8. [Administrators Guide](#) (353)
9. [Dynamic Tasklist Macro](#) (335)
10. [Frequently Asked Questions](#) (320)

If your Confluence site is [clustered](#), Space Activity will not be available.

RELATED TOPICS

[Browsing a Space](#)

[Viewing Space Details](#)

[Viewing History of a Page](#)

[Tracking Updates Overview](#)

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

Confluence Notation Guide Overview

This page last changed on Jan 10, 2007 by ivan@atlassian.com.

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

The Wiki Markup Editor allows users to edit Confluence pages directly in wiki markup language. This has the advantage of being faster than the Rich Text Editor for some formatting tasks. When using the wiki markup editor to edit a page, examples of commonly used markup are displayed in a panel on the right called the Quick Notation Guide, with a link to the Full Notation Guide for more detail.

Because wiki markup is designed to be simple to learn, the quickest way to learn wiki markup is to edit an existing page, switch to the wiki markup editor and experiment. More resources on wiki markup editing can be found below.

[Full Notation Guide](#) To customise the look and feel of the notation guide, please see these instructions.

[Working with Headings](#)

[Working with Text Effects](#)

[Working with Text Breaks](#)

[Working with Links](#)

[Working with Anchors](#)

[Working with Images](#)

[Working with Lists](#)

[Working with Tables](#)

[Working with Macros](#)

[Confluence Emoticons](#)

Here's a short example of some typical markup:

What you type	What you get
<pre>h4. Confluence Markup Ideally, the markup should be <code>_readable_</code> and even <code>*clearly understandable*</code> 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</pre>	<p>Confluence Markup</p> <p>Ideally, the markup should be readable and even clearly understandable when you are editing it. Inserting formatting should require few keystrokes, and little thought. After all, we want people to be concentrating on the words, not on where the angle-brackets should go.</p> <ul style="list-style-type: none">• Kinds of Markup<ul style="list-style-type: none">◦ Text Effects◦ Headings◦ Text Breaks◦ Links◦ Other

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

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

RELATED TOPICS

- [Rich Text Editor Overview](#)
- [Writing Confluence Pages](#)
- [Creating a New Page](#)
- [Working with Macros](#)






















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

Confluence Emoticons

This page last changed on Aug 30, 2006 by [mryall](#).

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

Graphical emoticons (smileys).

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

Form Field Markup for Templates

This page last changed on Feb 05, 2007 by rosie@atlassian.com.

Templates are written in the same notation as other pages in Confluence with special markup to insert form fields.

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

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

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



Warning

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

Improved Markup

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

RELATED TOPICS

[Working with Templates Overview](#)

[Scaffolding Plugin](#)

[Zones Plugin](#)

[Adding a Template](#)

[Editing a Template](#)

[Creating a Page using a Template](#)

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

Working with Headings

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

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

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

What you need to type	What you will get
Biggest heading	Biggest heading
Bigger heading	Bigger heading
Big heading	Big heading
Normal heading	Normal heading
Small heading	Small heading
Smallest heading	Smallest heading

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

RELATED TOPICS

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

[Working with Text Effects](#)

[Working with Macros](#)

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


Working with Lists

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

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

Simple lists

Use the hyphen (-) to create simple lists.

 Make sure there is a space between the hyphen and your text.

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

Bulleted lists


Use the asterisk (*) to create bullets. For each subsequent level, add an extra asterisk.

 Make sure there is a space between the asterisk and your text.

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

Numbered lists

Use the hash (#) to create numbered lists.

 Make sure there is a space between the hash and your text.

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

Mixed lists

i If you need to separate the text within lists using line breaks, make sure you do so using //. Line breaks using empty lines may disrupt the list.

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

RELATED TOPICS

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

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

Working with Tables

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

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

Confluence allows you to create two types of tables.

i Currently, Confluence does not support nested tables.

Table type 1

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

Use double bars for a table heading row.

What you need to type

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

What you will get

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

Table type 2

Allows you to specify the width of the columns in the table.

What you need to type

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

What you will get

Text for this column goes here. This is the smaller column with a width of only 30%.	Text for this column goes here. This is the larger column with a width of 70%.
--	--

RELATED TOPICS

[Rich Text-Working with Tables](#)

[Working with Macros](#)

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

Working with Text Breaks

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

Paragraph break

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

Line break

Use two backslashes

(\\)

to create a line break.

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

Horizontal ruler

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

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

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

divided
by a horizontal ruler |

RELATED TOPICS

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

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

Working with Text Effects

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

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

What you need to type	What you will get
<code>*strong*</code>	strong
<code>_emphasis_</code>	emphasis
<code>??citation??</code>	citation
<code>-deleted-</code>	deleted
<code>+inserted+</code>	<u>inserted</u>
<code>^superscript^</code>	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 2 Home](#)

Tracking Updates Overview

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

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

 You can only track updates to content visible to you.

[Watch a space](#): be notified by email of new or modified content within a space.

[Watch a page](#) : be notified by email of updates to a page.

[Subscribe to Daily Email Reports](#) : be notified daily of changes in all spaces to which you have 'view' access.

[RSS Feeds](#) : subscribe to Confluence RSS feeds to stay informed of

- New and updated pages
- New comments
- New news items
- New attachments

RELATED TOPICS

[Managing Watches](#)

[Viewing History of a Page](#)

[Viewing Space Activity](#)


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

Managing Watches

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

The 'Watches' tab under your ['Preferences' settings](#) displays a list of all pages and spaces you are currently watching. You will be sent email notifications when changes are made to your watched pages and spaces.

To manage your notifications for your 'Watches',

1. Click on the 'Preferences' link (or 'Profile' link, in Confluence versions prior to 2.3) located below the breadcrumbs at the top of the page.
2. Go to the 'Watches' tab. This lists the pages and spaces you are currently watching. Click the trash icon beside any unwanted watches to remove them.
3. Go to the 'Edit Profile' tab, then click the 'Email' link.
4. Check the 'Notify on my actions' box if you want Confluence to include your own actions in your notifications for your watches. Deselect this if you do not want to be notified of your own actions.  Note that this option only applies to your watches and not to the [Daily Report](#).
5. Use the 'Email Format' drop-down menu to choose whether you want to receive your notifications as HTML or plain text. Note that this will apply to the [Daily Report](#) as well as to your notifications for watches.

RELATED TOPICS

[Watching a Space](#)

[Watching a Page](#)

[Subscribing to Daily Email Reports](#)

[Tracking Updates Overview](#)

[User Profile Overview](#)

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

Subscribing to Daily Email Reports

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

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

To subscribe to the daily report,

1. Click on the 'Preferences' link (or 'Profile' link, in Confluence versions prior to 2.3) located below the breadcrumbs at the top of the page.
2. Go to the 'Edit Profile' tab.
3. Click the 'Email' link in the left-hand column.
4. Check the box beside 'Subscribe to daily updates'.
5. From the 'Email Format' drop down menu, select whether you want to receive your notifications as HTML or plain text. This will apply to all your email notifications, including your [watches](#).
6. Click 'Save'.

Here is an example:

The screenshot shows the 'Email Preferences' page for user 'admin'. The breadcrumb trail is 'Dashboard > People > admin > Email Preferences'. The page title is 'Email Preferences' with a user profile picture. There are tabs for 'View Profile', 'Edit Profile', 'Labels', 'Watches', and 'Drafts'. The 'Edit Profile' tab is active. On the left, there is a sidebar with 'Your Profile' (containing links for 'Your Details', 'Profile Picture', and 'Password') and 'Preferences' (containing links for 'General' and 'Email'). The main content area is titled 'Change the way you are notified of updates via email' and contains the following settings:

- Subscribe to daily updates**
The daily updates email contains a summary of *all* changes made to spaces you can see.
- Notify on my actions**
By default, you are not sent an email when you add or change content. Check this option to be notified when this occurs.
- Email format:** HTML (dropdown menu)
- Confluence can send notification emails in either Text or HTML formats. Only the HTML format will contain images and formatted content.

At the bottom of the settings area are 'Save' and 'Cancel' buttons.

RELATED TOPICS

[Tracking updates overview](#)
[User Profile Overview](#)

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



Subscribing to RSS Feeds within Confluence


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

[RSS feeds](#) allow you to track updates to content within Confluence. You will need an RSS newsreader to subscribe to them.

You can create a customised RSS feed using the RSS Feed Builder (👍 Recommended) or subscribe to one of the pre-specified feeds generated by Confluence.

What would you like to do?

- [Create and subscribe to customised RSS feeds using the RSS Feed Builder](#)  — create a customised RSS feed (e.g. filter your feed using a label; specify the number of items and days to include in your feed; etc.)
- [Subscribe to pre-specified RSS feeds](#)  — generate an RSS feed automatically in a minimal number of steps.

 To have your newsreader log into Confluence, you can append `?os_username=yourusername&os_password=yourpassword` to the URL of the feed you are trying to retrieve. Note, however, that this means someone with access to your RSS newsreader configuration can read your password.

RSS Newsreaders

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

Windows

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

Mac OS X

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

Multi-Platform

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

RELATED TOPICS

[Tracking Updates Overview](#)

[Working with RSS feeds](#)

[RSS Feed Macro](#)

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

Using pre-specified RSS feeds


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

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

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

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

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

1. Locate the following icon, which is available in the top-right corner of certain pages: 
2. Copy and paste the icon's link into your RSS newsreader.

RELATED TOPICS

[Using the RSS Feed Builder](#)
[Subscribing to External RSS Feeds](#)
[Tracking Updates Overview](#)
[Working with RSS feeds](#)
[RSS Feed Macro](#)

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


Using the RSS Feed Builder

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

Using the RSS feed builder, you can create customised RSS feeds to subscribe to changes within Confluence.

[More information about RSS Feeds.](#)

To create a customised RSS feed,

1. Go to the dashboard and click on the RSS feed builder link  located below the list of spaces.

This will display a form as shown below.






2. Type of Content: Check the boxes to select one or more content types you want to subscribe to: Pages, News Items, Mail, Comments, and Attachments.
3. Choose whether to sort items in your RSS feed by the date they were originally Created or the date they were last Modified.
4. (Applies to pages only.) Choose whether your RSS feed should display the entire page content, or just the updated content.
5. Select one or more spaces from the drop-down list. Press Ctrl + left mouse button to select multiple spaces.
6. If you want to filter your RSS feed using a label, enter the label name in the input-field.
7. Choose the format for your RSS feed (if different from the default).
8. Specify the number of items you want displayed and from how far in back in time you want Confluence to look.
9. Type a name for your RSS feed.
10. Click 'Create RSS Feed' when you are done. This will take you to a new screen. Drag or copy the link displayed into your RSS reader.

RSS Feed Builder

Step1

Select the content you would like in this feed:

Types of content:

-  **Pages**
-  **Comments**
-  **News Items**
-  **Attachments**
-  **Mails**

Sorted by:

- Created Date**
- Modified Date**

For Pages, show

- Content**
- Diff**

From Space(s):

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

Press Ctrl + left mouse button to select multiple spaces.

Labelled with at least one of the labels:

Step2

Select the feed format and access:

Choose the feed format:

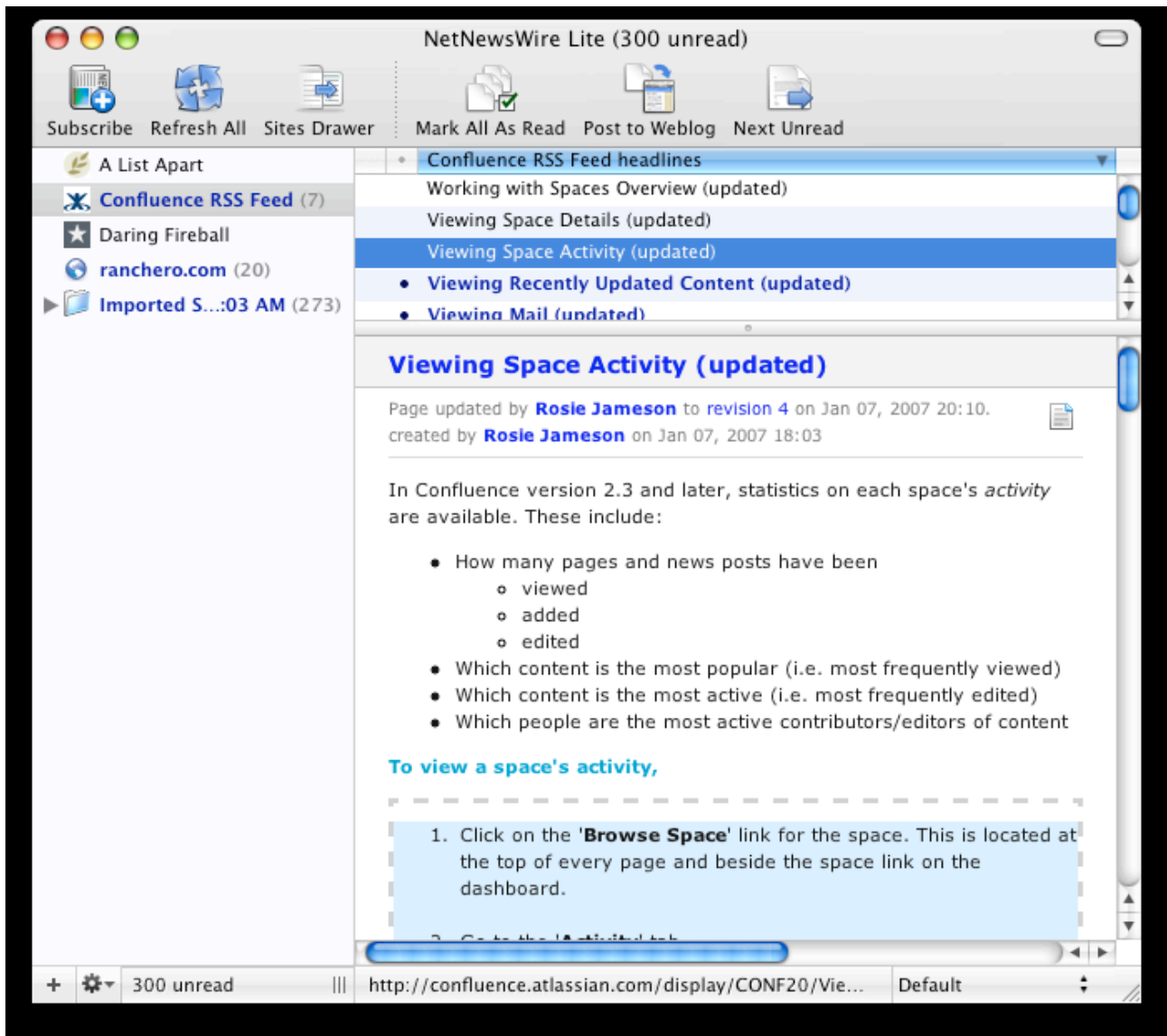
- RSS 1.0**
- RSS 2.0**
- Atom**

Feed size:

Limit feed to items from the last days

Please choose a name for this feed:

[Create RSS Feed](#)



RELATED TOPICS

RSS Feed FAQ

[Tracking Updates Overview](#)

[Working with RSS Feeds](#)

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



Watching a Page

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



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

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

To start watching a page,

1. Go to the page.
2. Click the 'Watch Page' icon  located at the top of the screen. This will be replaced with the 'Stop Watching Page' icon .

To stop watching a page,

1. Go to the page.
2. Click the 'Stop watching Page' icon  located at the top of the screen. This link will be replaced the 'Watch Page' icon .

Here is an example:

 **Subject:** [CONF] Confluence 2.0 User Guide: Watching a Page (comment added)
From: noreply@atlassian.com
Date: 5:24 PM
To: vidya@atlassian.com

Comment Added : CONF20 : Re: Watching a Page

[Watching a Page](#) commented on by [Vidya Madabushi](#) (Nov 24, 2005).

Comment:

this is a test comment to illustrate how notifications are sent



Handy Hint

You can manage your watches via the [Notifications](#) tab under your user profile settings.

RELATED TOPICS

[Watching a Space](#)

[Managing Watches](#)

[Tracking Updates Overview](#)

[Browsing a Space](#)

[Updating Email Address](#)

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

Watching a Space

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

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

To start watching a space,

1. Click on the 'Browse Space' link for the space.
2. Go to the 'Advanced' tab. In the left panel, click on 'Start watching this space'. This link will be replaced with a new link to 'Stop watching this space'.

To stop watching a space,

1. Click on the 'Browse Space' link for the space.
2. Go to the 'Advanced' tab. In the left panel, click on 'Stop watching this space'. This link will be replaced with a new link to 'Start watching this space'.



Handy Hint

You can also stop watching a space via the [Watches](#) tab under user profile settings.

RELATED TOPICS

[Watching a Page](#)

[Managing Watches](#)

[Tracking Updates Overview](#)

[Browsing a Space](#)

[Updating Email Address](#)

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

Working with RSS Feeds

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

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

RSS isn't designed to be read in a regular web browser, but specialised RSS newsreader programs can check RSS files every so often, and tell you what's new on a site.

Confluence works with RSS in two ways:

- Confluence generates its own RSS feeds for tracking updates to content within Confluence. You will need an RSS reader which can grab the RSS feeds from Confluence and display them for you.
- Confluence's RSS macro allows you to display the contents of RSS feeds from other sites. In the case of external RSS feeds, Confluence can act as a reader.

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

RELATED TOPICS

[Subscribing to RSS Feeds within Confluence](#)

[Subscribing to External RSS Feeds](#)

[Tracking Updates Overview](#)








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

Confluence Icons

This page last changed on Jan 04, 2007 by rosie@atlassian.com.

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

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

	Export the contents of this space.
	Define labels .
	Choose a space's theme .
	Choose a space's colour scheme .
	Define a layout for a space, its pages and/or news items.
	View space permissions .
	View page permissions .

RELATED TOPICS

[Dashboard](#)

[Confluence Glossary](#)

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

Working with News Overview

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

Each space in Confluence can publish its own news. News items may be announcements, journal entries, status reports or any other timely information you would categorise as 'news' pertaining to a space.

News items for a space are contained in the 'News' tab under the [Browse Space](#) view of a space. Confluence catalogues each news item chronologically and allows you to browse news for the space easily by navigating a calendar.

[Creating](#) and [editing](#) a news item is just as easy as creating and editing any other page in Confluence.

What would you like to do?

[View news](#)

[Add news](#)

[Edit news](#)

[Link to news](#)

RELATED TOPICS

[Tracking Updates Overview](#)


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

Adding News

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

To add a news item for a space, you require 'Create News' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space permissions](#) or contact a space administrator for more information.

To add a news item,

1. Click on the 'Add News'  [Add News](#) link located at the top of every page in the space. This will bring up a new screen.
2. Enter a title for your news item in the 'Title' text field.
3. Enter your content in the text-entry box using [Confluence markup](#) as you would in any other page in Confluence.
4. Preview and click 'Add'.

Your news item can be viewed by going to the 'News' tab under the 'Browse Space' view of the space.

RELATED TOPICS

[Creating a New Page](#)

[Working with News Overview](#)

[Editing News](#)

[Linking to News](#)

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

Editing News

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

To edit a news item, you require 'Create News' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space Permissions](#) or contact a space administrator for more information.

To edit a news item,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'News' tab. A list of the most recent news items within the space is presented. A calendar allows you to browse other news items. Locate the news item you wish to edit and click on its title. This will open up the news item.
3. Click on the 'Edit' tab. This will bring up the 'Edit' screen. Use regular [Confluence Markup](#) to edit the news item.
4. 'Preview' your changes if desired, and click 'Update'.

Editing a news item is similar to [editing](#) any other page in Confluence. However, there are a few differences you need to keep in mind while editing a news item:

- You cannot change the title of a news item.
- You cannot move a news item to another space.
- A news item has no parent.

RELATED TOPICS

[Editing an Existing Page](#)

[Working with News Overview](#)

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

Linking to News

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

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

To link to a news item,

i You need to know the title of the news item as well as the date on which it was created.

1. Convert the date into the format: year/month/day.
2. You can now create a link to the news item, like this:

What you need to type	What you will get
[/2005/08/26/Sample News]	/2005/08/26/Sample News

Where:

'/2005/08/26' is the date the news item was published.

'Sample News' is the title of the news item.

You can also link to a whole day's news items, just by leaving out the news item's title at the end of the link.

i Note

Linking to a news item that has not been created yet will not result in a link; news items are very tightly bound to the time at which they were created, and thus it makes no sense to link to them before they exist.

RELATED TOPICS

[Working with News Overview](#)

[Working with Links Overview](#)

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

Viewing News

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

To view the news items within a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'News' tab. This will display the latest news items in the space along with the date of each item and the name of its author.

Use the Calendar to help you find other news items in the space. Days which have news items are underlined to indicate that they link to a view of all the news items posted on that day.

When you are viewing a single news item, you'll see links below the calendar to the next and previous news items.

Screenshot : Viewing News

2004/11/21

Octagon blog post

Last changed: Nov 21, 2004 08:26 by Anonymous

A blog is really a piece of news, or a journal, published by a specific author.

Here is a blog with a guest appearance of the word 'octagon'. By searching for 'octagon' in the top right hand menu or by a [pre-configured search](#), blogs can be related to other pieces of content.

In Confluence, blogs are attached to spaces, not pages. Any user, if permitted by Confluence, may write blogs which other members can notice.

Confluence will even publish blogs to the internet, for anyone to read - this feature may be enabled or disabled for each user.

Read [more about Confluence and RSS here](#).

Posted at 21 Nov @ 8:16 PM by Anonymous | [0 comments](#)

← **SEPTEMBER** →
2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

RELATED TOPICS

- [Blog Posts Macro](#)
- [Adding News](#)
- [Linking to News](#)
- [Browsing a Space](#)

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

User Profile Overview

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

Each user in Confluence has a user profile.

Click on the 'Preferences' link (or 'Profile' link, for Confluence versions prior to 2.3) located at the top of every page below the 'breadcrumbs' to view your user profile.

The profile view is divided into the following five tabs:

View Profile:

- view your personal details and photograph (optional).
- view your profile information: group membership, site preferences, email notification preferences, and user statistics (the date on which you signed up to the site, date of your last login, and the number of pages you have authored).

Edit Profile:

- edit your [personal details](#) (name and email address).
- upload a [profile picture](#) (optional).
- change your [password](#).
- choose your [preferences](#) (homepage, language and timezone).
- subscribe to [email notifications](#).

Labels:

- view your [personal labels](#).


Watches:

- view a list of the pages and spaces you are currently [watching](#).

Drafts:

- [retrieve](#) any pages you were in the process of editing.

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

 You can [create a personal space](#) to keep your own pages and news.

Personal Details

User Name: rosie@atlassian.com

Full Name: Rosie Jameson

Email: rosie at atlassian dot com

Profile Summary

Groups

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

Preferences

Site Homepage: Site Default (Dashboard)

Preferred Language: English

Time zone: America/Chicago

Email Preferences

Daily report email: **OFF**

Notify on my actions: **OFF**

Email format: HTML

User Statistics

Signup Date: NA

Last Login: Dec 28, 2006

Authored Pages: 52

RELATED TOPICS

[Tracking Updates Overview](#)

[Setting up your Personal Space](#)

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

Changing Password

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

To change your Confluence password,

1. Click on the 'Preferences' link (or 'Profile' link, in Confluence versions prior to 2.3) located below the breadcrumbs at the top of the page.
2. Click on the 'Edit Profile' tab.
3. Click the 'Password' link in the left-hand column.
4. Enter your current password and your new password in the form displayed.
5. Click 'Save' to save your changes.

RELATED TOPICS

[Viewing User Profile](#)

[Editing User Profile](#)

[Uploading a Profile Picture](#)

[Setting up your Personal Space](#)

[Managing Watches](#)

[Updating Email Address](#)

[Email Address Privacy](#)

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

Editing User Preferences

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

You can customise Confluence by choosing your site preferences — homepage, language and (in Confluence version 2.3 and later) timezone.

To edit your user preferences,

1. Click on the 'Preferences' link (or 'Profile' link, in Confluence versions prior to 2.3) located below the breadcrumbs at the top of the page.
2. Click on the 'Edit Profile' tab.
3. In the left-hand column, click the 'General' link (under 'Preferences').
4. Choose your preferences in the form that is displayed.
 - Site homepage — choose the page that you would like to see whenever you login to Confluence.
 - Preferred language — choose your language.
 - Timezone — choose your timezone.
5. Click 'Save' to save your changes.

Screenshot : Edit preferences

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

RELATED TOPICS

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

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

Editing User Profile

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

Your User Profile contains basic information about you. If you do not have a [personal space](#), your User Profile will be displayed when your name is clicked in the [People Directory](#).

To edit your user profile,

1. Click on the 'Preferences' link (or 'Profile' link, in Confluence versions prior to 2.3) located below the breadcrumbs at the top of the page.
2. Click on the 'Edit Profile' tab. Enter details about yourself in the form that is displayed.
 - Full Name - enter your name as you would like it to appear in your profile.
 - Email - specify your email address which will be used when sending you mail notifications.
 - Information about me - Enter information about yourself that other users can view (such as your professional information, hobbies, and other interests). You can use Confluence markup in this field.
3. Click 'Save' to save your changes.

Screenshot : Edit profile

Preferences

Edit My Profile

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

Your Profile

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

Preferences

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

Change your user details and profile picture.

Full Name:

Email:

Information about me:



Handy Hint

Confluence administrators can configure Confluence so that it masks email addresses (e.g. 'example at atlassian dot com'), protecting it from search engine spiders and the like.

RELATED TOPICS

[Viewing User Profile](#)

[Uploading a Profile Picture](#)

[Setting up your Personal Space](#)

[Managing Watches](#)

[Email Address Privacy](#)

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

Email Address Privacy

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

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

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

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



Note

Anyone in the [confluence-admin](#) group will still be listed (with their email address) on the administrators page, although their addresses will be masked.

RELATED TOPICS

[Editing User Profile](#)

[Viewing User Profile](#)

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

Linking to Personal Spaces and User Profiles

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

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

To link to a user's personal space,

What you need to type	What you will get
<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 2 Home](#)

Updating Email Address

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

The email address you specify in your profile settings is used for your mail [notifications](#) and is also displayed in your profile description.

To update your email address,

1. Click on the 'Profile' link located below the breadcrumbs at the top of your page.
2. Go to the 'Edit Profile' tab. This will bring up a form.
3. Enter your new email address in the 'Email' textbox.
4. Click 'Update'.

RELATED TOPICS

[Changing Password](#)

[Editing User Profile](#)

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

Uploading a Profile Picture

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

Your profile picture is used as the icon for your [personal space](#), and to represent you in the [People Directory](#). You may upload your own profile picture, or use one of the images provided by Confluence.

If you upload your own profile picture, it will be resized to 48x48 pixels.

To upload a profile picture,

1. Click on the 'Preferences' link located below the breadcrumbs at the top of the page. This will display your [profile](#).
2. Go to the 'Edit Profile' tab.
3. Click the 'Profile Picture' link.
4. Either:
 - a. To upload a picture, click the 'Browse' button to locate your picture, then click the 'Upload' button.
 - or:
 - b. Select one of the icons provided.

Dashboard > People > Donald Duck > Profile Picture Search

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

Edit My Profile Picture

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

Your Profile

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

Preferences

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

Your profile picture is used as the icon for your personal space, and to represent you in Confluence. You can upload your own profile picture, or you can choose from one of our standard icons.

Upload a Profile Picture: Upload your own profile picture. Profile pictures will be automatically resized to 48 x 48 pixels.

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

5. Click the 'Save' button.

RELATED TOPICS

- [Editing User Profile](#)
- [Setting up your Personal Space](#)

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

Viewing User Profile

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

To view your user profile, click on the 'Profile' link located below the breadcrumbs at the top of the page.

The 'View' tab displays:

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

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

Profile Summary - displays:

- 'Groups' to which you belong.
- Your notification 'Preferences' which are configured through the [Edit Profile](#) tab, and the homepage for your site.
- Your 'User Statistics': the date on which you signed up to the site, date of your last login, and the number of pages you have authored. See Screenshot 2.

Here is an example. This is Charles' profile:

[Screenshot 1 : Profile Description](#)

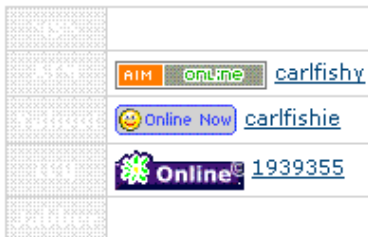
Attachments (1)



[Atlassian](#)

charles@atlassian.com

[The Fishbowl](#)



[Ceglowski](#)

[Maciej](#)

Screenshot 2 : Profile Information

My Profile

Groups

confluence-users

Preferences

Daily Email: **OFF**

Notify on my actions: **OFF**

Type: Text

Site Homepage: Dashboard

User Statistics

Signup Date: May 11, 2005

Last Login: May 11, 2005

Authored Pages: 1

RELATED TOPICS

[Editing User Profile](#)

[Managing Watches](#)

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

Working with Macros

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

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

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

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

For instance, the Attachments Macro is written as:

```
{attachments}
```

Optional Parameters in Macros

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

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

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

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

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

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

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

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

Confluence Macros

Attachments Macro	Displays a list of attachments belonging to the current page.
Blog Posts Macro	Lists the most recent news items in the space.

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.
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.
Dynamic Tasklist Macro	Displays a dynamic task list which can be modified in 'view' mode.
Excerpt Macro	Allows you to define a part of the page as the page's 'excerpt' which is then used by other macros to summarise a page's content.
Favourite Pages Macro	Displays a list of your favourite pages.
Excerpt Include Macro	Includes one page's excerpt in another.
Flowchart Macro	Displays flowcharts and other diagrams composed of shapes joined by lines.
Gallery Macro	Forms a thumbnail gallery of all images attached to a page.
Global Reports Macro	Renders a list of links to global reports within a table.
IM Presence Macro	Displays graphically when a contact is online.
Include Page Macro	Inserts the contents of the specified page into the current one.
JIRA Issues Macro	Displays a list of JIRA issues in a page.
JIRA Portlet Macro	Displays a JIRA dashboard portlet in Confluence.
JUnit Report Macro	Display a summary of JUnit test results.
Layout Macros	Format a page into columns.
Navmap Macro	Renders the list of pages associated with a specified label as a navigable map.
Noformat Macro	Displays a block of text in monospace font.
Recently Updated Content Macro	Includes a list of recently changed content.
Recently Used Labels Macro	Lists labels most recently used in a specified scope (Global, Space, or Personal)
Related Labels Macro	Lists labels frequently appearing on the same pages as the current page's labels.
RSS Feed Macro	Displays the contents of an RSS feed.
Search Macro	Searches Confluence, and includes the results in the page.
Space Details Macro	Includes the summary of a Confluence space in the page.

Spacegraph Macro	Displays a chart of the pages in a space and their connections.
Spaces List Macro	Displays a list of all spaces visible to the user.
Thumbnail Macro	Creates a thumbnail of an inline image.
Userlister Macro	Displays a list of Confluence users, from an optional group.
Welcome Message Macro	Includes the Confluence site welcome message.

RELATED TOPICS

[Confluence Notation Guide Overview](#)

[Confluence Plugin Guide](#)

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

Blog Posts Macro

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

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

The Blog Posts Macro allows you to display a space's news items within a page. Clicking on the title of the news item opens it up in a new window.

Blog Posts Macro

What you need to type	What you will get
<code>{blog-posts}</code>	 Friday, August 26, 2005 Sample News This is a sample news item for the Documentation Space. Posted at 26 Aug @ 1:48 AM by  Vidya Madabushi  0 comments Edit  Friday, July 8, 2005 Test News Last changed Aug 11, 2005 23:26 by Vidya Madabushi Sample News Posted at 08 Jul @ 12:48 PM by     2 comments Edit

Optional Parameters

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

Optional Parameters

1. Specify the number of posts you want displayed

```
{blog-posts:1}
```

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

Excerpts

```
{blog-posts:5|content=excerpts}
```

Titles

```
{blog-posts:5|content=titles}
```

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

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

Hours

```
{blog-posts:time=12h}
```

Days

```
{blog-posts:time=7d}
```

4. Filter items using labels

- To display content with any of the specified labels

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

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

- To display content with all of the specified labels

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

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

5. Filter items using a user name

- To display content associated to a particular user

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

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

6. Filter items by combining parameters

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

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

RELATED TOPICS

[Working with Macros](#)

[Working with News Overview](#)

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

Children Display Macro

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

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

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

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

Children Display Macro

What you need to type	What you will get
{children}	<ul style="list-style-type: none">• Child Page 1• Child Page 2

Optional Parameters

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

			last modification date.
--	--	--	-------------------------

1. Display all descendants of the page

```
{children:all=true}{nomarkup}
```

2a. Specify which page to display children for

```
{children:page=page name}
```

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

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

3. Specify the depth of descendants

```
{children:depth=2}
```

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

```
{children:first=x}
```

5. Specify the style in which descendants are displayed

Choose from heading levels h1 to h6.

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

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

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

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

```
{children|sort=creation|reverse=true}
```



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

RELATED TOPICS

[Working with Page Families](#)

[Working with Macros](#)

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

Child Page 1

This page last changed on Aug 14, 2005 by [vidya](#).

Grandchild

This page last changed on Aug 14, 2005 by [vidya](#).

Child Page 2

This page last changed on Aug 14, 2005 by [vidya](#).

Code Block Macro

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

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

The Code Block Macro allows you to display source code in your document with the appropriate syntax highlighting.

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

Code Block Macro

```
{code:language} ... code ... {code}
```

OR

```
{code} ... java code ... {code}
```

Example 1: Java

What you need to type	What you will get
<pre>{code} public String getFoo() { return foo; } {code}</pre>	<pre>public String getFoo() { return foo; }</pre>

Example 2: XML

What you need to type	What you will get
<pre>{code:XML} <test> <another tag="attribute"/> </test> {code}</pre>	<pre><test> <another tag="attribute"/> </test></pre>

RELATED TOPICS

[Working with Macros](#)

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


Create Space Button Macro

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

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

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

Create Space Button Macro

What you need to type	What you will get
<code>{create-space-button}</code>	

Optional Parameter

No	parameter	Default	Description
1	size	small	Specify whether to use small or large icon

Specify the size of the icon displayed

What you need to type	What you will get
<code>{create-space-button:size=small}</code>	

RELATED TOPICS

[Setting up a New Global Space](#)

[Working with Macros](#)

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

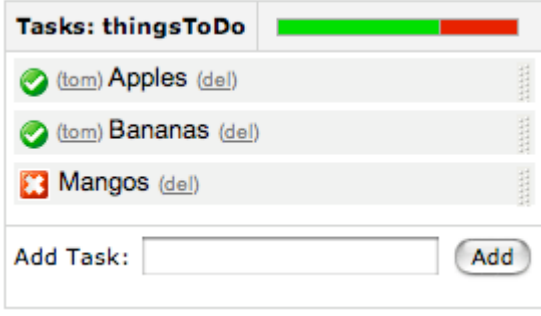
Dynamic Tasklist Macro

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

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

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

Dynamic Tasklist Macro

What you need to type	What you will get
<code>{dynamictasklist:thingsToDo}</code>	

Live Example

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

Tasks: To Do	
<ul style="list-style-type: none">• <input checked="" type="checkbox"/> () read doku (del)• <input checked="" type="checkbox"/> () test (del)• <input checked="" type="checkbox"/> () test007 (del)• <input type="checkbox"/> This is another sample task! (del)• <input type="checkbox"/> test111 (del)• <input type="checkbox"/> Delete (del)• <input type="checkbox"/> testing testing (del)• <input checked="" type="checkbox"/> () asa (del)• <input checked="" type="checkbox"/> () leren werken met de wiki (del)• <input checked="" type="checkbox"/> () trail (del)• <input checked="" type="checkbox"/> () Eat (del)• <input checked="" type="checkbox"/> () dd (del)• <input checked="" type="checkbox"/> () уцк уцкнеуцкне (del)• <input checked="" type="checkbox"/> () bwi (del)• <input checked="" type="checkbox"/> () Test (del)• <input checked="" type="checkbox"/> () total workout (del)• <input checked="" type="checkbox"/> () test task (del)• <input checked="" type="checkbox"/> () foo (del)• <input checked="" type="checkbox"/> () foo2 - Chris (del)	

Add Task:

RELATED TOPICS

[Working with Macros](#)

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

Excerpt Include Macro

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

The Excerpt Include Macro is used to display one page's excerpt in another.

i To use this macro, the excerpt must have been defined using the [Excerpt Macro](#) and both pages must exist in the same space.

Excerpt Include Macro

What you need to type	What you will get
<code>{excerpt-include:Excerpt Macro}</code>	<div style="border: 1px solid black; padding: 5px;">Excerpt Macro</div>

Optionally,

Remove the panel

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

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

RELATED TOPICS


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

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

Excerpt Macro

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

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

 You can only have one excerpt for a page.

Excerpt Macro

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

Optionally,

Hide the contents of the excerpt

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

RELATED TOPICS

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

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

Favourite Pages Macro

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

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

Favourite Pages Macro

What you need to type	What you will get
<code>{favpages}</code>	Favourite Pages Displaying pages recently added to your favourites list . atlassian-user.xml reference (Confluence)

Optional Parameters

1. Specify the maximum number of results to be displayed

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

RELATED TOPIC

[Working with Favourites Overview](#)

[Working with Macros](#)

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

Flowchart Macro

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

i You need to edit in 'Wiki Markup' mode to include macros in your page.
The Flowchart Macro displays flowcharts or other diagrams composed of shapes joined by lines.

Flowchart Macro

```
{flowchart}
A -> B
{flowchart}
```



Important

This macro requires that [GraphViz](#) is installed. You should perform the default installation for your operating system.

Make sure that your PATH includes the directory containing the graphviz 'dot' executable, and that Confluence has been restarted so that it 'sees' the new PATH.

On Windows,

- Set the path in the Control Panel, under System Properties > Advanced > Environment Variables. Choose the system variable 'Path' and make sure that C:\Program Files\ATT\Graphviz\bin is included (assuming you installed Graphviz in the default location).
- After setting this, restart Confluence so that Confluence sees the new PATH value.

On Linux or Unix,

- Make sure that the user who runs Confluence has a PATH which includes the directory that 'dot' has been installed into.

For details on composing diagrams, see the [GraphViz Documentation](#).

RELATED TOPICS

[Working with Macros](#)

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

Gallery Macro

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

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

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

You can specify a title for the gallery and also configure how many columns you want for the table in which your images are displayed. Confluence automatically displays the [corresponding comment](#) below the image.

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

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

Gallery Macro

What you need to type
<code>{gallery:title=Some office photos, and a waterfall}{gallery}</code>
What you will get
<div style="border: 1px solid black; padding: 10px; text-align: center;"><p>Some office photos, and a waterfall (view as slideshow)</p></div> <p style="text-align: center;">Here's an office photo</p> <p style="text-align: right;">Here is the waterfall photo</p>

The default number of columns for the table is 4.

Optional Parameter

No	parameter	Default	Description
1	columns	4	Specify the number of columns for your table
2	slideshow	true	Disable slide show option

Specify the number of columns for your table

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

Disable slide show option

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

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

RELATED TOPICS

[Displaying an Image](#)

[Thumbnail Macro](#)

[Attaching Files to a Page](#)

[Editing Attachment Details](#)

[Working with Macros](#)

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

Global Reports Macro

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

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

These include:

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

Global Reports Macro

What you need to type	What you will get
<code>{global-reports}</code>	<div style="border: 1px solid black; padding: 5px;">Global Reports New or updated pages since your last login Find all pages that aren't linked from anywhere Find all undefined pages Feed for new pages or new blogs</div>

Optional Parameters

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

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

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

RELATED TOPICS

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

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

IM Presence Macro


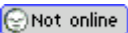
This page last changed on Jan 02, 2007 by rosie@atlassian.com.

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

The IM macros indicate graphically when a contact is signed into one of the following Instant Messaging services:

- Yahoo
- AIM
- ICQ.

Yahoo! Presence Macro

What you need to type	What you will get
{yahoo:myYahooId}	 If online
{yahoo:myYahooId}	 If offline

AIM Presence Macro

What you need to type	What you will get
{aim:myScreenName}	 If online
{aim:myScreenName}	 If offline

ICQ Presence Macro

What you need to type	What you will get
{ icq:icqnumber}	 If online
{ icq:icqnumber}	 If offline

RELATED TOPICS

[Working with Macros](#)

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

Include Page Macro

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

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

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

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

Include Page Macro

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

Where:

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

Optional Parameter

Display contents of a page located in another space

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

Where:

'DS' is the spacekey of the other space.

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

RELATED TOPICS

[Working with Macros](#)

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

Sample Include Page

This page last changed on Sep 15, 2005 by [vidya](#).

Start of sample page content

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

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

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

Embed JIRA Issue Filter Results Into A Confluence Page

Stage 1 - Obtain Issue Filter URL

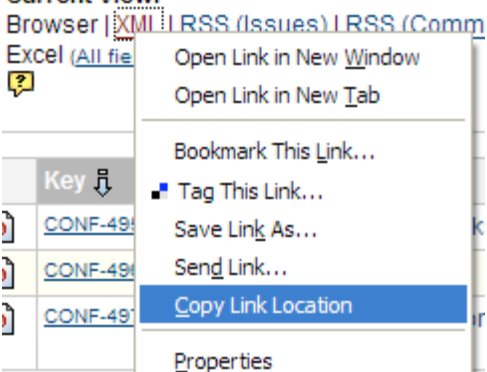
1. Visit your JIRA instance and login if required
2. Visit the 'Find Issues' screen and create a 'New' filter. Do not modify an existing filter
3. Setup your search parameters and use 'View' to check the issues returned
4. Once the filter is finished, visit the 'Filter View' tab, located above and to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

Current View:

[Browser](#) | [XML](#) | [RSS \(Issues\)](#) | [RSS \(Comments\)](#) | [Printable](#) | [Word](#) | [Full Content](#) | [Full Content \(HTML\)](#) | [Word](#) | [Excel](#) | [All fields](#) | [Current fields](#) | [Charts](#)

6. Copy the 'XML' link to your clipboard

Current View:



[Browser](#) | [XML](#) | [RSS \(Issues\)](#) | [RSS \(Comm](#)
[Excel](#) | [All fie](#) [Open Link in New Window](#)
? [Open Link in New Tab](#)

[Key](#) ↓ [Bookmark This Link...](#)
↓ [Tag This Link...](#)
[CONF-498](#) [Save Link As...](#)
[CONF-498](#) [Send Link...](#)
[CONF-498](#) [Copy Link Location](#)

[Properties](#)

Stage 2 - Embed Issue Filter URL

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

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

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

```
&os_username=MYNAME&os_password=MYPASSWORD
```

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

7. Customise the macro by [adding optional parameters](#) as required
8. Save the updated macro to the Confluence page

Parameters & Troubleshooting

See the [JIRA Issues Macro troubleshooting](#).

RELATED TOPICS

[Working with Macros](#)

[JIRA Issues Macro](#)

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

JIRA Portlet Macro

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

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

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

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

JIRA Portlet Macro

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

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

1. Add the portlet you wish to include in Confluence to your JIRA dashboard (once you have copied the portlet's URL into Confluence, you can remove from your JIRA dashboard).
2. Click 'On' beside 'Configure' on your dashboard.
3. Right-click on the title located at the top-left corner of the portlet and copy its link location. See screenshot 1.
4. Paste it into the {jiraportlet} macro.


Screenshot 1: Copy link location









Optional Parameters

No	parameter	Default	Description
1	baseurl	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. Confluence 2.1.2 or later

Here is an example:

Statistics: [Confluence](#) (Fix For Versions (non-archived))

 [2.2](#) 1

 2.2.2	3	<div style="width: 25%;"></div>
 2.3-DR2	1	<div style="width: 25%;"></div>
 2.3	1	<div style="width: 25%;"></div>
 2.3.1	1	<div style="width: 25%;"></div>
 2.3.4	15	<div style="width: 1%;"></div> 1%
 2.3.x	27	<div style="width: 1%;"></div> 1%
 2.4	34	<div style="width: 1%;"></div> 1%
 Buffy	5	<div style="width: 25%;"></div>
Unscheduled	2572	<div style="width: 97%;"></div> 97%



Warning

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

RELATED TOPICS

[Working with Macros](#)

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

JUnit Report Macro

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

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

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

JUnit Report Macro

```
{junitreport:directory=file:///*directory*/}
```

or

```
{junitreport:url=http://*host*/*path*/}
```

where:

directory : URL of a directory containing your test result files.

url : URL of a particular test result XML file.

reportdetail: Detail for report. Can be 'all', 'fixture', 'summary' or 'failuresonly'.

debug: Shows the content of failures, as well as the error messages.

RELATED TOPICS

[Working with Macros](#)

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

Noformat Macro

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

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

Noformat Macro

What you need to type	What you will get
<pre>{noformat} I do not want this text formatted! {noformat}</pre>	<pre>I do not want this text formatted!</pre>

Optional parameter

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>	<pre>I do not want this text formatted!</pre>

RELATED TOPICS

[Working with Macros](#)

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





Recently Updated Content Macro

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

i You need to edit in 'Wiki Markup' mode to include macros in your page.
The Recently Updated Content macro displays a list of the most recently changed content within Confluence.

Recently Updated Content Macro

What you need to type	What you will get
{recently-updated}	<p>Recently Updated</p> <div data-bbox="805 734 1434 2029" style="border: 1px solid black; padding: 5px;"><p>by Rosie Jameson (2 hours ago) Working with Links Overview</p><p>by Nicholas Kerzman (9 hours ago)  Re: Working with Links Overview</p><p>by prabhukishore (19 hours ago)  Re: Test News</p><p>by prabhukishore (19 hours ago)  Re: Test News</p><p>by Joanne Webb (22 hours ago)  Re: Working with Tables</p><p>by Rosie Jameson (20 Feb)  Re: Working with Links Overview</p><p>by Rosie Jameson (20 Feb) Linking to Confluence Pages from Outside Confluence</p><p>by Rosie Jameson (20 Feb)  Confluence 2 Home</p><p>by Nicholas Kerzman (20 Feb)  Re: Working with Labels Overview</p><p>by Nicholas Kerzman (20 Feb)  Re: Working with Links Overview</p><p>by Ronnie Chan (19 Feb)  Re: Confluence 2 Home</p><p>by Ronnie Chan (19 Feb)  Re: Confluence 2 Home</p><p>by Andreas Knecht (18 Feb)  Re: Noformat Macro</p><p>by Andreas Knecht (18 Feb) Noformat Macro</p><p>by Robert Merrill (16 Feb)  Re: Searching the People Directory</p><p>by Dan Hardiker (16 Feb)</p></div>

	 Re: Site Backup and Restore by Rosie Jameson (15 Feb) Displaying an Image by Louis Adiputra (15 Feb)  Re: Using pre-specified RSS feeds by Louis Adiputra (15 Feb)  Re: Linking to Attachments by Louis Adiputra (14 Feb)  Re: Linking to Comments
--	---

Optional Parameters

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

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

```
{recently-updated: spaces=Name1,Name2 | width=50% }
```

2. Specify the width of the table

```
{recently-updated: width=50% }
```

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

3. Filter content using labels

```
{recently-updated: spaces=sales,marketing | labels=timesheets,summaries}
```

RELATED TOPICS

[Viewing Recently Updated Content](#)

[Working with Macros](#)

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

RSS Feed Macro

This page last changed on Jan 09, 2007 by bob.swift@charter.net.

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

- [Usage](#)
- [Optional Parameters](#)
- [Working Example](#)
- [Enabling Feed Caching For Faster Pages](#)
- [Accessing Internal HTTPS Feeds](#)

Usage

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

Public Feeds

Replace the example

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

feed link below with your own

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

Private Feeds with HTTP Basic Authentication

Private feeds are only accessible to users that are logged in. To view a private feed, you will need a login for the site. Append your username, for example user123 with password pa55w0rD onto the feed URL by pasting `?os_username=user123&os_password=pa55w0rD` onto the end. To access a private feed

```
{rss:url=http://www.example.com/rss/?os_username=user123&os_password=pa55w0rD}
```

Private Feeds with HTTPS/SSL

HTTPS-protected feeds for external sites cannot be accessed from Confluence. To request this, please vote for [HTTPS-enabled RSS Feeds](#). You may need to create a login first.

If your Confluence site has HTTPS enabled for all content, you can only access an internal RSS feeds after [Making Internal HTTPS Feeds Accessible](#).

Optional Parameters

Number	Parameter	Default	Description
1	max	15	Limit the number of entries displayed
2	showTitlesOnly	false	Show only the RSS feed titles
3	titleBar	true	Hide the feeds titlebar

The effects of these parameters are described below.

1. Limit the number of entries displayed

This parameter defaults to '15'.

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

2. Show only the RSS feed titles.

This parameter defaults to 'False'.

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

3. Hide the feeds titlebar

This parameter defaults to 'True'.

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

Working Example

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

[Santos profit slides](#)

[Car parts maker to shed jobs](#)

[Heather Mills joins US 'Dancing with the Stars'](#)

[NSW defends changing gun rules for Cheney's guards](#)

[UK troop reduction a positive sign: US](#)

This was rendered using the wiki markup

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

Enabling Feed Caching For Faster Pages

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

1. [Install the Confluence Repository Client](#) into Confluence.
2. Once setup, use the Confluence Repository Client plugin page to install the "Scripting Plugin" and "Utilities Plugin".
3. For each RSS macro that you wish to cache, surround your RSS Feed call with a Cache macro call. To caching feeds for 60 minutes:

```
{cache:refresh=60m}  
{rss:url=http://rss.news.yahoo.com/rss/stocks|max=5}  
{cache}
```

As the page will not display feed updates until the cached version is refreshed, you may like to [customise the cache behaviour](#).

Accessing Internal HTTPS Feeds

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

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

Troubleshooting

Check out [RSS Feed Troubleshooting And Tasks](#).


Related Topics

[Subscribing to RSS Feeds within Confluence](#)
[Tracking Updates Overview](#)
[Working with Macros](#)

Return to [Confluence 2 Home](#)


Search Macro

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

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

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

Search Macro

What you need to type	What you will get
<code>{search:query=my_query}</code>	<p>Found 4 search result(s) for my_query</p> <p>Search Macro (Confluence 1.4 User Guide) Search Macro does an inline site search and displays the results in the page. Search Macro What you need to type What you will get \ Optional Parameters Set a limit to the number of search results displayed Specify the key of the space ... Nov 24, 2005</p> <p>Search Macro (Confluence) Search Confluence, and include the results in the page . The search macro behaves identically to Confluence's builtin site search. Usage: \ OR \ Parameter Required Default Description query yes none search query (what you enter in the search box) maxLimit no none ... Sep 10, 2005</p> <p> Re: Calendar Plugin (Confluence Extension > Calendar Plugin) OK...thanks\! So...is OSPROPERTYENTRY.ENTITYID a foreign key to CONTENT.CONTENTID? Does this mean that if I create a new page with a calendar in it, add a calendar macro with the same id as another existing calendar, and then copy the database row, substituting the new page's CONTENTID for ENTITYID ... Mar 16, 2006 - All Comments</p> <p>Table Improvements Page (Confluence Community) scheng: Confluence works well with table but it would to be nice to be able to Set the column width in % of table width Set the table width manually Set cell height specifically Center the table Not to display the lines around the table scheng would like ... Sep 18, 2004</p>

Optional Parameters

Optional Parameters

No	parameter	Default	Description
1	maxLimit	none	Set a limit to the number of search results displayed
2	spacekey	all	Specify the key of the space you want to search in
3	type	all	Specify the content type
4	lastModified	none	Specify a time period

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

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

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

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

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

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

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

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

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



Note

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

RELATED TOPICS

[Searching Confluence](#)
[Working with Macros](#)


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

Space Details Macro

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

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

Space Details Macro

What you need to type	What you will get
<code>{space-details}</code>	Name: Confluence 2 User Guide Key: CONF20 Home Page:  Confluence 2 Home Created By: dave@atlassian.com (Jun 21, 2005) Space Labels: (None) Team Labels: (None) Edit Space Details

Optional Parameter

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

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

The table width is defaulted to 99%.

RELATED TOPICS

[Viewing Space Details](#)
[Editing Space Details](#)
[Working with Macros](#)

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

Spacegraph Macro

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

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

i This macro requires that [GraphViz](#) is installed. You should perform the default installation for your operating system. See the [Flowchart Macro](#) for Graphviz configuration information.

For details on composing diagrams, see the [GraphViz Documentation](#).

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

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

from the `plugins` directory.

Spacegraph Macro

```
{spacegraph:ds}
```

Optional Parameter

Specify the space by including its spacekey in the macro

```
{spacegraph:ds | spacekey:Doctemp}
```

By default, this is set to the current space.

RELATED TOPICS

[Working with Macros](#)

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

Spaces List Macro

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

The Spaces List Macro is used to display a list of spaces from within a page.

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

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

Spaces List Macro

What you need to type	What you will get
<code>{spaces-list}</code>	<ul style="list-style-type: none">• Spaces:• My• Team• New (3)• All <p>Artwork (art) Atlassian Developer Network (DEVNET) Atlassian Developer Network Private (DEVCOM) Atlassian Development (DEV) Atlassian Japan (IMH) Atlassian Maven Docs (ATLMVND0C) Atlassian Media (NEWS) Atlassian Meetings (MEET) Atlassian Partner Tools (APT) Atlassian Partner Wiki (APW) Atlassian Referrals (RFL) Atlassian Support (Support) Atlassian Training (Training) Atlassian User Group (AUG) Bamboo (BAMBOO) Bamboo Website (BOO) BNP Consulting (BNPC) BusDev Demo Space (BDD) Case Studies (CS)</p>

[Citigroup](#) (citigroup)
[Codegeist](#) (CODEGEIST)
[Concinnity Solutions](#)
[Workspace](#) (CSW)
[Confluence](#) (DOC)
[Confluence 1.4 User Guide](#) (CONF14)
[Confluence 2 User Guide](#) (CONF20)
[Confluence Community](#) (DISC)
[Confluence Extension](#) (CONFEXT)
[Crowd](#) (CROWD)
[Crowd Website](#) (CROWDSITE)
[Customer Feedback](#) (CFB)
[Custom Plugin Packs](#) (aps)
[Demo for Jeffrey](#) (DFJ)
[Demo for OpenText](#) (DFOT)
[Demo Lab](#) (DEMOLAB)
[Demonstration Space](#) (ds)
[Demonstration Space For COE](#) (INTL)
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[Collaboration](#) (DPC)
[Documentation Staging](#) (DOCPRIV)
[Documentation Staging 2](#) (DOCPRIV2)
[EditLive Integration](#) (EDITLIVE)
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[Demonstration Space](#) (eyds)
[euansample.com](#) (EUAN)
[Evangelist](#) (Preacher)
[Example Intranet](#) (ei)
[EY Demo Space](#) (EY)
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[Javablogs News and Updates](#) (JAVABLOGS)
[JIRA](#) (JIRA)
[JIRA Community Space](#) (JIRACOM)
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	<p>(JIRAEXT) JIRA Spam Fighting (JIRASPAM) Lehman Brothers Consulting (LEHMAN) Marketing Space (MKT) Mid-Atlantic User Group (MIDUG) Morgan Stanley (MOST) Night Kitchen Interactive (NKI) Oracle/Atlassian Discussion (OAD) Page Zero (PZERO) Patterns (PAT) Perforce Plugin (P4) Polis (pol) Public Communications (PR) Radiowalker (Radio) Reed Technology (REED) Test Space (TEST) The Man In Blue (TMIB) Translations (TRANSLATION) User atinyow (UAT) User tcheah (UTC) Wikis for Education (WIKIED) Wiki Studios Collaboration (WSC) WTSS Demo Space (WTSS) z Demo (ZDEMO) z test2 (ztest) z Test 2 (ZTEST2) z test 3 (ZTEST3)</p>
--	--

Optional Parameters

No	parameter	Default	Description
1	width	100%	Specify the width of the table
2	spaces-list	all	Specify the view from which spaces are listed

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

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

Specify the view from which spaces are listed

```
{spaces-list:team}
```

Replace 'team' with 'all', 'my' or 'new' to display all spaces, my spaces only or news spaces only.

RELATED TOPICS

[Browsing a Space](#)

[Creating a New Page](#)

[Working with Macros](#)

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

Thumbnail Macro

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

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

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

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

Thumbnail Macro

What you need to type	What you will get
<code>!waterfall.jpg thumbnail!</code>	

where:

'waterfall.jpg' is the name of your image

Thumbnail Macro when displaying an image attached to another Confluence page

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

where:

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

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

RELATED TOPICS

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


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

Userlister Macro

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

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

Userlister Macro

What you need to type	What you will get
<code>{userlister}</code>	

Optional Parameters

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

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

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

Filter the users based on whether they are online or not

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

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

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

RELATED TOPICS

[Working with Macros](#)

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

Welcome Message macro

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

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

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

The welcome message is configured by a [site administrator](#) from the [Administration Console](#).

Welcome Macro

What you need to type	What you will get
{welcome-message}	


RELATED TOPICS

[Working with Macros](#)

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Security Overview

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

 Open or closed? It's your call.

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

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

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

There are three levels of permissions in Confluence.

Global permissions

Global permissions are site-level permissions.

 This topic is covered in the [Site Administrator's Guide](#).

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

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

Space permissions

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

In order to assign these permissions, a user must be a [space administrator](#) (have the 'Administrate Space' permission) for that space.

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

Page Permissions

You can further set [page level restrictions](#), if you have the permission yourself to 'Restrict Pages'.



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 Permissions](#)

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

Page Level Permissioning

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

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

A user can restrict the viewing or editing of a page either to themselves, or to a single group to which they belong. You can only restrict page permissions to a group that you are a member of, to prevent you from locking yourself out of a page. In the group picker, only groups you are a member of are listed.

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

Page Security Rules

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

Permissions and Child Pages

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

'Edit' restrictions are not inherited.

Child Page Permissions Example

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

For security reasons, page permissions 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 permissions set to only allow members of the 'mycompany-financial' group to view it. At this point, anyone can see the 'Documents' page, only members of 'mycompany-management' can see 'Executive', and only users who are members of both the 'mycompany-management' and 'mycompany-financial' groups can view 'Payroll'.



Note

Space administrators are responsible for the management of a space and its contents. As a result, page permissions affect them differently.

Space administrators can:

- view all content on the site : 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 the page.
- remove all restrictions from a page.

What would you like to do?

[View Page Permissions](#)

[View Restricted Pages](#)

[Set Page Permissions](#)

Confluence 2.2.x only permits restricting view or edit permission to one group. To apply your vote towards support for multiple groups, visit [CONF-3701](#).

RELATED TOPICS

[Working with Pages](#)

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Setting Page Permissions

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

Page permissions are set when editing a page.

Drop-down menus below the text-entry box allow you to restrict the viewing or editing of a page either to yourself, or to any group to which you belong.

In order to set or modify page permissions, you need to have 'Restrict Pages' permissions in the space to which the page belongs, and sufficient permissions to edit the page itself. If you are restricted from editing a page through page permissions, you are also restricted from changing the permissions themselves.

View Permissions:

Restrict viewing to yourself: Assigning this permission makes the page invisible to all users except yourself. However, a space administrator can still view the page from the space administration screens by removing the restriction.

Restrict viewing to a group: Restricting a page to a group makes the page visible only to users in that group. A space administrator, even if not a member of the specified group, can still view the page from the space administration screens by removing the restriction.

Edit Permissions:

Restrict editing to yourself: Assigning this permission will restrict editing of the page to yourself and space administrators.

Restrict editing to a group: Assigning this permission will restrict editing of the page to a group and space administrators.



You are only permitted to restrict view or edit permissions to groups you currently belong to. The main reason for this is that if you attempted to restrict a page to a group you didn't belong to, you would be unable to undo the restriction, as you would no longer have access to the page.



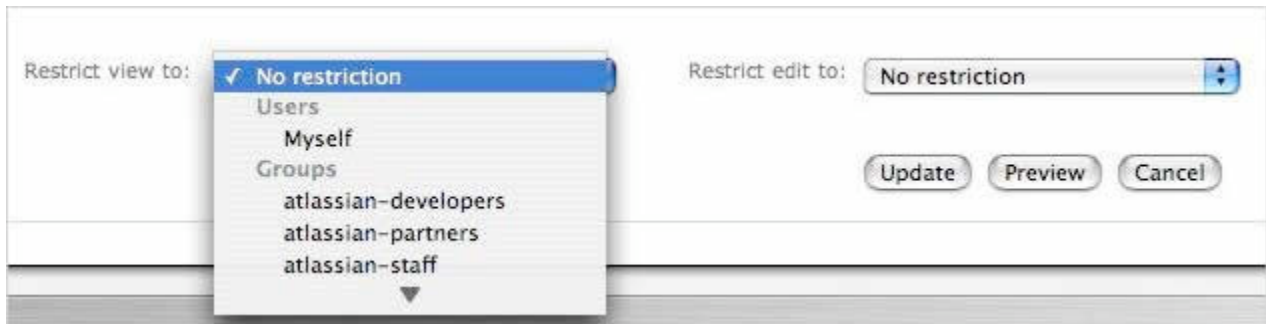
Note

Space administrators are responsible for the management of a space and its contents. As a result, page permissions affect them differently.

Space administrators can:

- view all content on the site : 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 the page.
- remove all restrictions from a page.

Screenshot : Restricting Pages



RELATED TOPICS

[Space Permissions Overview](#)

[Viewing Page Permissions](#)

[Viewing Restricted Pages](#)

[Working with Pages](#)

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Viewing Page Permissions

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

To view the permissions that apply to a page,



1. Go to the page and click on the 'Info' tab. Page-level restrictions are listed under the heading, 'Page Permissions'.

Page Permissions
Page restrictions:
Only **vidya** can **edit** this page. (set by [Vidya Madabushi](#) at Jul 24, 2005 07:22) 
Only users in group **atlassian-staff** can **view** this page. (set by [Vidya Madabushi](#) at Jul 24, 2005 07:22) 
Restrictions from parent pages:
[Home](#) - Only users in group **atlassian-staff** can **edit** this page.

2. When you are in the edit mode of a page, the page's permissions, if any, are listed under 'Restrictions' at the bottom of the edit screen:

Restrictions [EDIT](#)
Viewable by: confluence-users
Editable by: Myself

Click 'EDIT' to set permissions for the page.

Restrictions [DONE](#)
Restrict view to:  Restrict edit to: 

RELATED TOPICS

- [Setting Page Permissions](#)
- [Viewing Restricted Pages](#)
- [Working with Pages](#)

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Site Administrators and their permissions

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

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

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

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

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

RELATED TOPICS

[Users and Groups](#)

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

Space Administrators and their permissions

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

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

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

Space administrators can:

- view all content on the site : 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 the page.
- remove all restrictions from a page.

A space administrator can remove page permissions from the space administrative interface.

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

RELATED TOPICS

[Space Permissions Overview](#)

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Space Permissions Overview

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

Every space has its own independent set of permissions.

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

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

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

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



Warning

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

RELATED TOPICS

[Users and Groups](#)

[Viewing Space Permissions](#)

[Assigning Space Permissions](#)

[Revoking Space Permissions](#)

[Page Permissions](#)

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Assigning Space Permissions

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

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

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

To assign space permissions,

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

Screenshot : Assigning Space Permissions

Groups

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

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

Grant browse permission to

Individual Users

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


No users currently have access rights to this space.

Users to add:

Anonymous Access

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

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

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

RELATED TOPICS

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

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

Revoking Space Permissions

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

You need to be a [space administrator](#) to remove or revoke [space permissions](#).

To revoke space permissions,

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

Screenshot : Assigning Space Permissions

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Grant browse permission to

Individual Users

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

No users currently have access rights to this space.

Users to add:

Anonymous Access

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

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

RELATED TOPICS

[Space Permissions Overview](#)

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

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

Viewing Space Permissions

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

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

To view the permissions assigned for a space,

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

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

Screenshot : Viewing space permissions

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

	View	Pages				News		Comments		Attachments		Mail	Space	
		Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
atlassian-staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

[Edit Permissions](#)

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

[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.

	View	Pages				News		Comments		Attachments		Mail	Space	
		Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin
Anonymous	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗

[Edit Permissions](#)

RELATED TOPICS

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

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

Users and Groups

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

A user is any individual who accesses Confluence.

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

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

There are two special groups in Confluence:

- **Confluence-Administrators** - This is a 'super-group' and a user from this group has permission to do anything in the site regardless of any other setting. Users in the confluence-administrators group are listed on the 'Contact Administrators' page that is linked from the footer throughout the site.
- **Confluence-Users** - This is a 'default-group' of all new users. Permissions you assign to this group will be assigned to all new signed-up users of Confluence.

Anonymous-Users

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

RELATED TOPICS

[Space Permissions Overview](#)
[Viewing Space Permissions](#)
[Assigning Space Permissions](#)
[Page Permissions](#)

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


Viewing Restricted Pages

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

Restricted pages are pages that have 'View' or 'Edit' restrictions applied to them through [page-level permissioning](#) .

You need to be a [space administrator](#) to view the list of restricted pages in a space.

To view restricted pages,

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

Here's an example:

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

RELATED TOPICS

[Viewing Page Permissions](#)

[Setting Page Permissions](#)

[Working with Pages](#)

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

Customising Look and Feel

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

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

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

[Applying Themes](#)

[Changing a Space's Logo](#)

[Customising Homepage](#)

[Editing a Space's Colour Scheme](#)

[Modify Confluence User Interface Text](#)

RELATED TOPICS

[Browsing a space](#)

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

Applying Themes

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

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

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

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

To apply a theme to a space,

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

Screenshot : Applying a theme

Global Look and Feel

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

No Theme

Choose a Theme

Assign a look and feel from an installed theme plugin. This theme will override any manually configured colour-schemes or layouts.

Left Navigation Theme — Left Navigation-Bar Theme. [Configuration](#)

RELATED TOPICS

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

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

Changing a Space's Logo

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

In Confluence, you can replace the default logo for a space with a logo of your own choice.

You need to be a [space administrator](#) to replace a space's logo.

To change a space's logo,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page or beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click on 'Change Space Logo' in the left panel under the heading 'Look and Feel'. This will bring up a new screen. See screenshot below.
4. Use the browse option to locate the new logo and click 'Upload'.

Screenshot : [Change space's logo](#)

Change the logo for this space.

■ **Image**

Upload Logo

■ **Current**
(default)

■ **Image Data**

H: 30
W: 42
GIF

RELATED TOPICS

[Customising Look and Feel](#)

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

Customising Homepage

This page last changed on Jan 04, 2007 by rosie@atlassian.com.

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

To set the site homepage,

1. Click on the 'profile' link located at the top right-hand corner of the page.
2. Click the tab 'Edit My Profile'.
3. From the drop-down menu beside Site Homepage, select a space. Note that only the list of spaces to which you have 'view' access is displayed here. Selecting a space will direct you to its homepage when you login.
4. Click 'Save'.

RELATED TOPICS

[User Profile Overview](#)

[Space Homepage](#)

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


Editing a Space's Colour Scheme

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

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

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

To change the colour scheme for a space,















1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Space Admin' tab. This tab is only displayed if you are a space administrator.
3. Click on 'Colour Scheme' in the left panel under the heading 'Look and Feel'. This will bring up a new screen. See Screenshot below.
4. Click on 'Edit space colour scheme'. Enter standard HTML/CSS2 colour codes, or use the colour-picker  to choose a new colour from the palette provided. Any changes you make will immediately be reflected across the Confluence installation.

The colour scheme applies to the following UI elements:

- Top Bar - the bar across the top of the page that contains the breadcrumbs.
- Space Name Text - the text of the current space name located above the page title.
- Heading Text - all heading tags throughout the space.
- Links - all links throughout the space.
- Borders and Dividers - table borders and dividing lines.
- Menu Bar Background - background of top navigational buttons
- Menu Bar Text - text that appears on the menu bar
- Menu Bar Background Highlight - background colour of menu bar when highlighted.
- Menu Bar Text Highlight - menu bar text when highlighted

[Screenshot : Editing a space's colour scheme](#)

The following colours can be customised in this space:

Top Bar		<default>
Space Name Text		<default>
Heading Text		<default>
Links		<default>
Borders and Dividers		<default>
Menu Bar Background		<default>
Menu Bar Text		<default>
Menu Bar Background Highlight		<default>
Menu Bar Text Highlight		<default>
Custom Colour 1		<default>
Custom Colour 2		<default>
Custom Colour 3		<default>
Custom Colour 4		<default>
Custom Colour 5		<default>

[Reset To Global Colour Scheme](#)

[Edit Space Colour Scheme](#)



Handy Hint

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

RELATED TOPICS

[Customising Look and Feel](#)

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

Modify Confluence User Interface Text

This page last changed on Nov 20, 2006 by ivan@atlassian.com.

All Confluence UI text is contained in a single Java properties file. This file can be modified to change the default text or translate Confluence into [other languages](#) than English.

The UI text file is `ConfluenceActionSupport.properties`. From your Confluence install directory:

```
\confluence\WEB-INF\classes\com\atlassian\confluence\core\ConfluenceActionSupport.properties
```

The file contains parameters with `name=value` pairs, in the format:

```
parameter.name=Parameter value
```

Parameter names are any text before the '=' character and should never be modified. Any text after the '=' character is the parameter value, which can be modified freely and can also contain variables. An example involving variables is:

```
popular.labels=The three most popular labels are {0}, {1} and {2}.
```

For more information on replacing values, check out [Translating ConfluenceActionSupport Content](#). Note that plugins store their text internally, so you must modify plugin text individually.

Steps For Modification

1. Stop Confluence
2. Under your install direcopy, open
`\confluence\WEB-INF\classes\com\atlassian\confluence\core\ConfluenceActionSupport.properties`
3. Search for the text you wish to modify, update the parameter value and save the file
4. Start Confluence

Common Modifications

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

		Confluence" text
--	--	------------------

Modify Keyboard Shortcuts

Confluence provides a set of [keyboard shortcuts](#). You could customise the shortcuts by making modifications inside the `ConfluenceActionSupport.properties` file.

- To disable a particular shortcut, you can simply just comment out a respective line of code. One may like to disable the shortcut to one of the navigation links: View, Edit, Attachments, Info . For instance, to disable shortcut to Attachments one would comment out the following line:

```
#navlink.attachments.accesskey=a
```

- To modify an access key, one could simply just change the letter, bearing in mind the fact that the letter must be unique.

Modifying Confluence Layouts Using Custom Decorators

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

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

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

You need to be a [site administrator](#) to edit decorator files.

These files are grouped into:

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

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

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

Learn more about using [decorators](#).

To edit a decorator file,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Space Admin' tab. This tab is only displayed if you are a space administrator.
3. Click on the 'Layout' link in the left panel under the heading 'Look and Feel'. A list of the layouts for the space is listed.
 - 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'.

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 Themes](#)

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

Working with Page Families

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

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

Page families are a simple but effective way of categorizing content and making navigation of your site easier by providing links forward and backwards through the page hierarchy. Read [more about page families](#).

What would you like to do?

[View a Page's Family](#)

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

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

[View the Children of a Page](#)

[Create a Child page](#)

[Change Parent of a page](#)

RELATED TOPICS

[Working with Pages](#)

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

Breadcrumbs

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

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

The breadcrumbs are displayed at the top of every page.

If you glance up at the breadcrumbs region of this page, above the title, you will see that it reads:

Dashboard > Confluence 2.0 User Guide > Working with Page Families > Breadcrumbs

This means that this page is a child of 'Working with Page Families' which in turn is a part of the space 'Confluence 2.0 User Guide'.

RELATED TOPICS

[Working with Page Families](#)

[Browsing a Space](#)

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

Changing Parent of a Page

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

To change the parent of an existing page,

1. Go to the page and click on the 'Edit' tab.
2. Click 'Edit' beside 'Location'.
The space in which the page is located will appear by default in the 'Space' drop down menu. ⓘ If you wish to select a parent in another space, you will need to move the page to that space. A child cannot have a parent in a different space
3. Use the [Choose a page](#) option to locate the parent page. Or else simply type in the name of the parent page.
4. Click 'Save'.

RELATED TOPICS

[Move a Page Family](#)

[Read about Page Families](#)

[View Hierarchy of a Page](#)

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

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

[View the Children of a Page](#)

[Working with Pages](#)


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

Creating a Child Page

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

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

Confluence allows you to create child pages in three different ways:

1. Click on the 'Add Page' link from an existing page. Confluence defaults the new page as a child of the first.
2. Click on the 'Add Page' link from anywhere else in Confluence and select the parent page by using the [Choose a Page](#) option.
3. Click on the 'Add Child Page' link that is displayed when you choose to 'show' children of a page.
 This option is available only when the page already has children.

RELATED TOPICS

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


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

Viewing a Page's Family

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


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

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

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

Screenshot : Viewing a page's family

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 2 Home](#)

Viewing a Page's Location within a Space

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

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

 This link is only displayed if the page has children.

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

- [Home](#)
- [Fetching mail](#)
- [Browsing a space](#)
- [Setting up a new space](#)
- [Viewing all spaces](#)
- [Finding an attachment](#)
- [Confluence Concepts](#)
- [What is a space?](#)
- [Viewing mail](#)

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

RELATED TOPICS

- [Learn about Page Families](#)
- [View a Page's Location within a Space](#)
- [View the Children of a Page](#)
- [Create a Child Page](#)
- [Change Parent of a Page](#)
- [Working with Pages](#)

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

Viewing Children of a Page

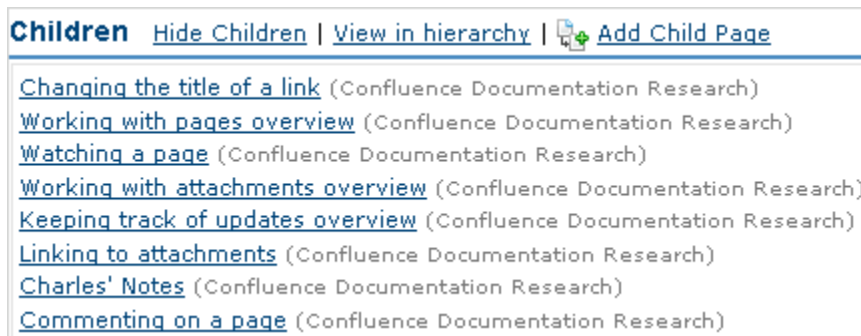
This page last changed on Jan 02, 2007 by rosie@atlassian.com.


Confluence displays the children of a page, if any exist, in one of two views configured globally by a [site administrator](#):

Show : In this view, a list of the page's children is displayed as links at the bottom of the page. Clicking on a link will take you to the corresponding child page.

Hide: In this view, the list of the page's children is hidden when you view the page. A link at the bottom of the page tells you how many children the page has. Clicking on this link will display the list of its children.

Screenshot : Show children



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 hierachy'
- to add a new child page, click on 'Add child page'

Screenshot : Hide children



 [8 children](#) | [View in hierarchy](#)

Note

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

RELATED TOPICS

[Children Display Macro](#)
[What is a page family?](#)
[View Hierarchy of a Page](#)
[Create a Child Page](#)
[Working with Pages](#)

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

Viewing Hierarchy of Pages within a Space

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

The 'Tree View' under the 'Browse Space' mode displays the hierarchy of the pages within the space. It is a useful way of viewing all the parent-child relationships between pages in the space at a single glance.

To see the tree view of pages within a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Pages' tab and click on the link 'Tree View'. Click on the expand icon to view the children of a page.

Screenshot : Tree View

- [-] [Documentation Home](#)
 - [Confluence Security Advisory 2005-02-09](#)
 - [RSS](#)
 - [Confluence Plugin Guide](#)
 - [Importing From JSPWiki](#)
 - [Confluence Release Cycle](#)
 - [Setup a mail session in standalone version](#)

RELATED TOPICS

- [Read about page families](#)
- [Viewing a Page's Location within a Space](#)
- [View the children of a page](#)
- [Create a child page](#)
- [Change parent of a page](#)
- [Working with pages](#)

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

What is a Page Family?

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

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

Page families are a simple but effective way of categorizing content and making navigation of your site easier by providing links forward and backwards through the page hierarchy.

A parent page is at the topmost level of that hierarchy.

For example, in your organization, you may have a space for 'Fun'. Under this space you could have the following pages:

Screenshot : Page Family

- [Home](#)
- [Recreation](#)
 - [Sports](#)
 - [Outdoor Sports](#)
 - [Board Games](#)
 - [Music](#)
 - [Up Coming Trips](#)

The 'Recreation' page in this hierarchy is the parent page and the 'Sports', 'Music' and 'Up Coming Trips' pages are its child pages. Together, they comprise a page family.

Confluence will only allow you to create page families that are a simple tree. What this means is that you can create any number of nested families but a child can have only one parent.

RELATED TOPICS

- [Viewing a Page's Family](#)
- [Viewing a Page's Location within a Space](#)
- [View Hierarchy of all Pages within a Space](#)
- [View the Children of a Page](#)
- [Create a Child Page](#)
- [Change Parent of a Page](#)
- [Working with Pages](#)

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

What's New in Confluence 2.0

This page last changed on Nov 30, 2005 by vidya.

1. The Dashboard

Faster Access to Content that is relevant to you!

- Customised Space lists : You can now customise the Dashboard to view only the list of spaces you are interested in, or that is relevant to your team. Switch between tabs to view:
 - My Spaces : What you marked as your favourite spaces.
 - Team Spaces : Spaces pertaining to a team grouped together using team labels.
 - New : New spaces added to the site in the last seven days.
 - All : All the spaces on the site.
- Customised Recently Updated Content : If you are in 'My spaces' view, only the updated content from your favourite spaces is displayed in this section.
- List of your favourite pages : A list of your most recently added favourite pages is displayed under 'Favourite Pages'.
- RSS Feed Builder: Create custom RSS feeds to track changes to content in Confluence you are interested in.

The screenshot shows the Confluence 2.0 Dashboard. At the top, there's a navigation bar with 'Dashboard' on the left, a search box, and 'Log In | Sign Up' on the right. Below the navigation bar is a 'Welcome to Confluence' section with a brief introduction. The main content area is divided into several sections:

- Spaces:** A section with tabs for 'My', 'Team', 'New (1)', and 'All'. Below the tabs, there's a description of team labels and a dropdown menu for 'View Spaces for Team' set to 'confluence'. Below this, there are three space entries: 'Confluence (DOC)', 'Confluence 1.4 User Guide (CONF14)', and 'Confluence Community (DISC)'. Each entry has a globe icon, a plus icon, and a star icon.
- Recently Updated:** A section titled 'Recently Updated' with a subtitle 'Displays updated content only from spaces in the view you are in: My/Team/ALL/NEW'. It shows a list of recently updated content from favourite spaces, including 'Restore from Backup' and 'External Database', both by Vidya Madabushi.
- Favourite Pages:** A section titled 'Favourite Pages' with a subtitle 'Displays your recent favourite pages'. It shows a list of favourite pages, including 'Documentation Home' and 'Confluence Release Notes', both from 'Documentation Staging 2'.
- Create a space:** A link to 'Create a space' with the text 'share information with your team.'
- Feed Builder:** A link to 'Feed Builder' with the text 'create your custom RSS feed.'

The footer contains the text: 'Powered by Atlassian Confluence, the Enterprise Wiki. (Version: 1.5-DR1 Build:#305 Sep 04, 2005) - [Bug/feature request](#) - [Contact Administrators](#)'.

NEXT : [Rich Text editor](#)

What's New-Favourites

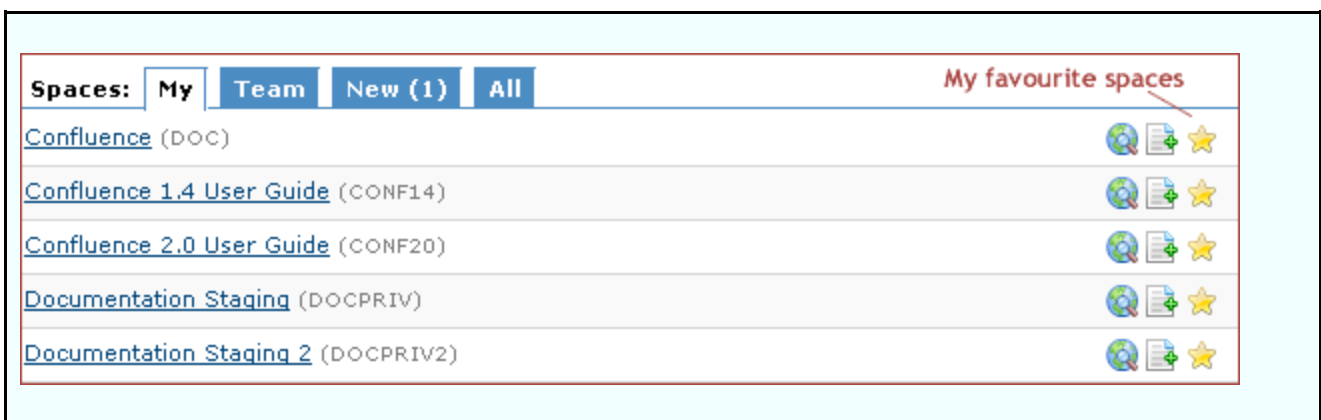
This page last changed on Nov 28, 2005 by [vidya](#).

4. Favourites

Bookmark your favourite pages and spaces

Once you add spaces and pages to a favourites list, you can:

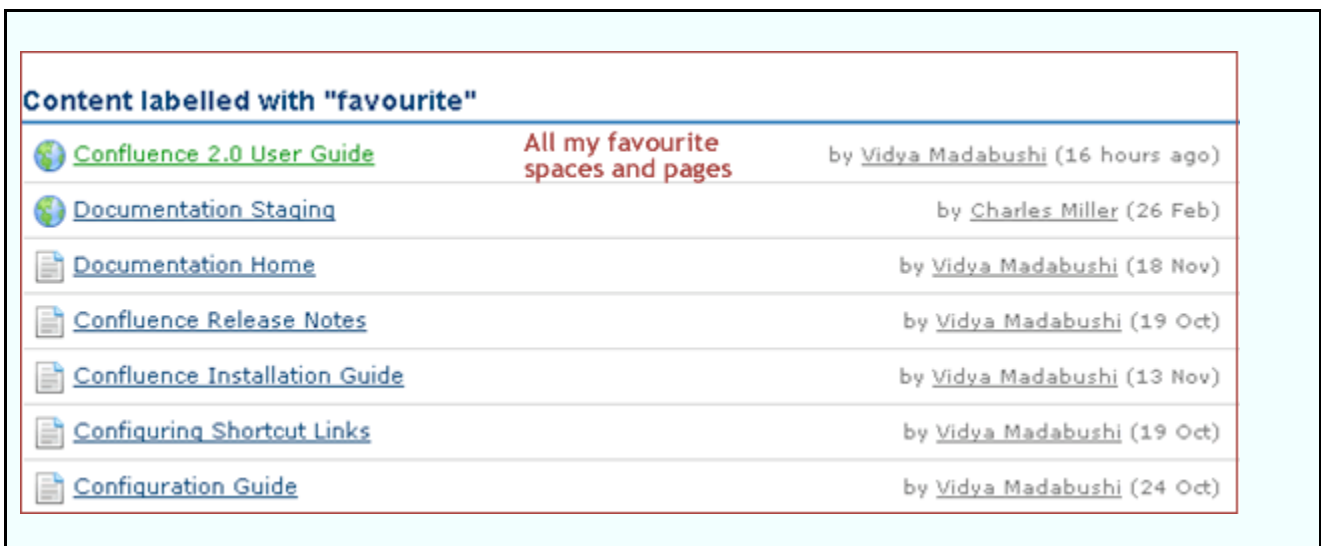
1. Access your favourite spaces from the Dashboard:



The screenshot shows a dashboard titled "My favourite spaces". At the top, there are tabs for "Spaces: My", "Team", "New (1)", and "All". Below the tabs is a list of five favourite spaces, each with a globe icon, a document icon with a green arrow, and a yellow star icon. The spaces listed are:

Space Name	Space ID
Confluence	(DOC)
Confluence 1.4 User Guide	(CONF14)
Confluence 2.0 User Guide	(CONF20)
Documentation Staging	(DOCPRIV)
Documentation Staging 2	(DOCPRIV2)

2. View all your favourite pages and spaces by going to your 'Profile':








The screenshot shows a page titled "Content labelled with 'favourite'". It displays a list of seven favourite pages, each with a document icon, a link to the page, and the author and date. The pages listed are:

Page Name	Author	Date
Confluence 2.0 User Guide	Vidya Madabushi	16 hours ago
Documentation Staging	Charles Miller	26 Feb
Documentation Home	Vidya Madabushi	18 Nov
Confluence Release Notes	Vidya Madabushi	19 Oct
Confluence Installation Guide	Vidya Madabushi	13 Nov
Configuring Shortcut Links	Vidya Madabushi	19 Oct
Configuration Guide	Vidya Madabushi	24 Oct

2. View your most recent favourite pages from the Dashboard:

Favourite Pages

Displaying the pages in your favourites list.

 Documentation Home (Documentation Staging 2)	
 Confluence Release Notes (Documentation Staging 2)	
 Confluence Installation Guide (Documentation Staging 2)	
 Configuring Shortcut Links (Documentation Staging 2)	
 Configuration Guide (Documentation Staging 2)	

NEXT : [RSS Feed Builder](#)

What's new-Labels

This page last changed on Nov 28, 2005 by [vidya](#).

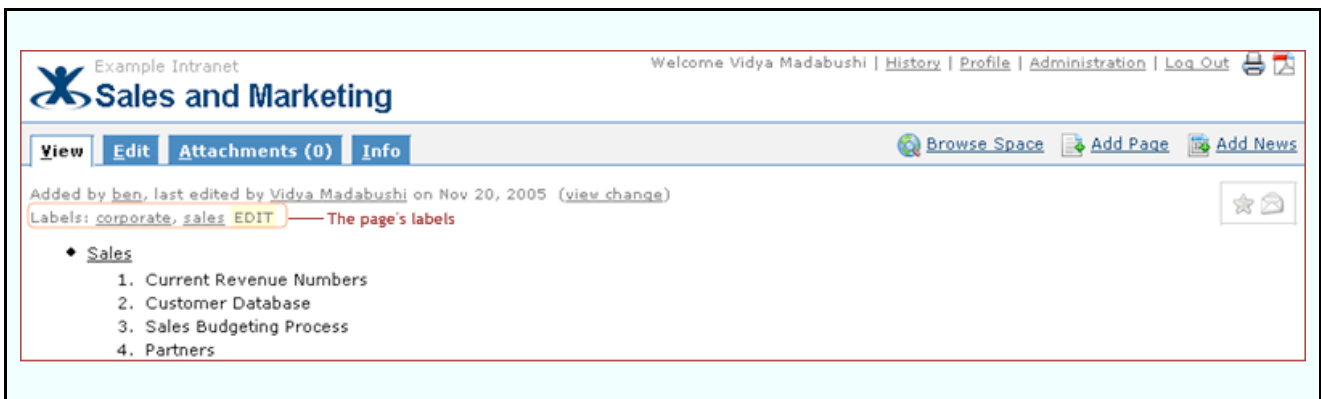
3. Labels

Labels are 'tag words' that you can assign to content in Confluence to help you identify or categorise it. Labels are user-defined and can be added and removed quickly without affecting the actual content of a page.

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

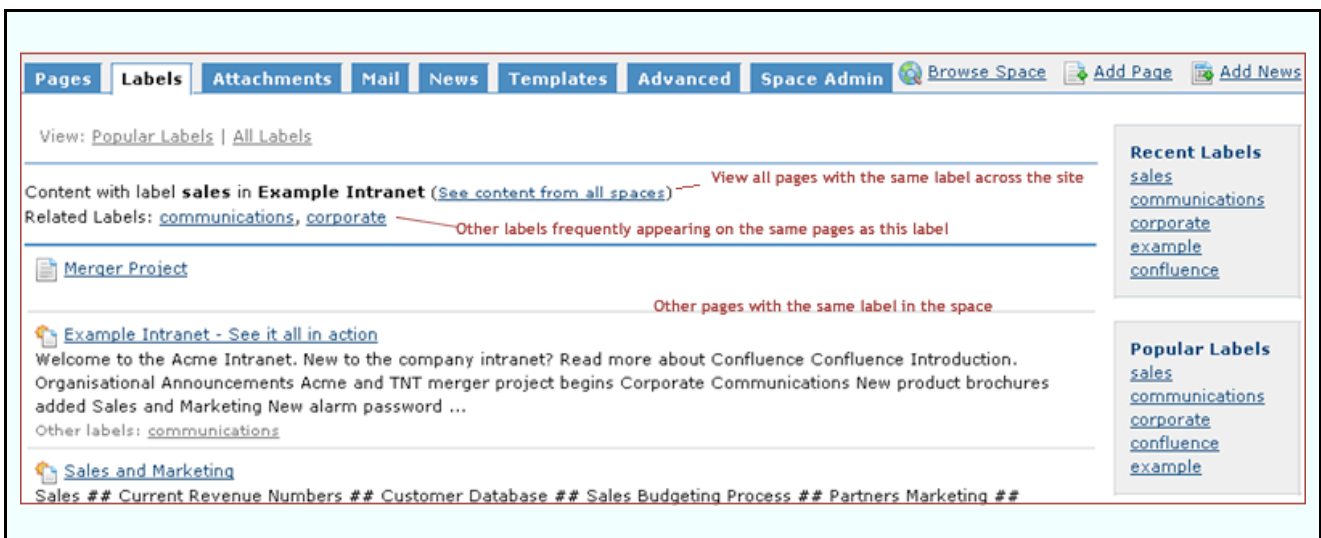
You can do many more useful things with [labels](#) but here are a few examples:

1. Group pages by adding a label, without restructuring the site



The screenshot shows a Confluence page titled "Sales and Marketing" within an "Example Intranet". The page header includes a navigation bar with "View", "Edit", "Attachments (0)", and "Info" tabs. Below the header, it states "Added by [ben](#), last edited by [Vidya Madabushi](#) on Nov 20, 2005 (view change)". The page's labels are listed as "corporate, sales" with an "EDIT" link. A section titled "Sales" contains a numbered list of four items: "1. Current Revenue Numbers", "2. Customer Database", "3. Sales Budgeting Process", and "4. Partners".

2. Click on a label to view all pages in the space with the same label



The screenshot shows a Confluence page with a navigation bar including "Pages", "Labels", "Attachments", "Mail", "News", "Templates", "Advanced", and "Space Admin". The page is titled "View: Popular Labels | All Labels". The main content area displays "Content with label **sales** in **Example Intranet** (See content from all spaces)" and "View all pages with the same label across the site". Below this, it lists "Related Labels: [communications](#), [corporate](#)" with the note "Other labels frequently appearing on the same pages as this label". The page lists several items with the label "sales": "Merger Project", "Example Intranet - See it all in action" (with a sub-description: "Welcome to the Acme Intranet. New to the company intranet? Read more about Confluence Confluence Introduction. Organisational Announcements Acme and TNT merger project begins Corporate Communications New product brochures added Sales and Marketing New alarm password ..."), and "Sales and Marketing" (with a sub-description: "Sales ## Current Revenue Numbers ## Customer Database ## Sales Budgeting Process ## Partners Marketing ##"). On the right side, there are two sidebars: "Recent Labels" listing "sales", "communications", "corporate", "example", and "confluence"; and "Popular Labels" listing "sales", "communications", "corporate", "confluence", and "example".

3. Use labels to filter information when you create customised RSS feeds

RSS Feed Builder

Step 1
Select the content you would like in this feed:

Types of content:

- Pages
- News Items
- Mails
- Comments
- Attachments

That has been:

- Created
- Modified

From Space(s):

- All Spaces
- Atlassian Developer Network
- Atlassian Development
- Atlassian News
- Citigroup
- Confluence
- Confluence 1.4 User Guide
- Confluence 2.0 User Guide

Press Ctrl + left mouse button to select multiple spaces.

Labelled with at least one of the labels:

Sales

NEXT : [Add Favourites](#)

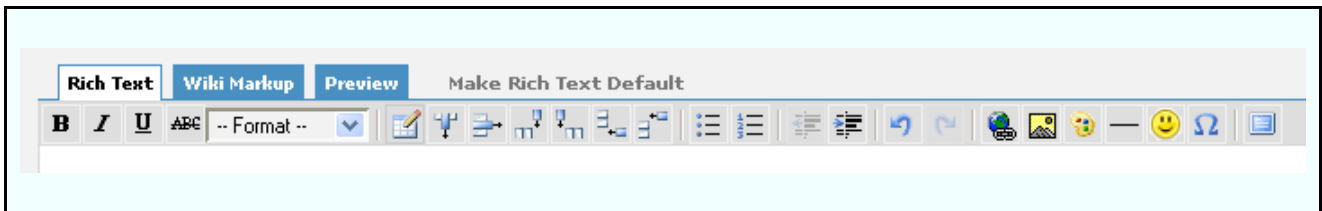
What's New-Rich Text Editor

This page last changed on Nov 30, 2005 by [vidya](#).

2. The Rich Text Editor

Wiki Markup or Rich Text - You decide!

Creating Confluence pages is now made even simpler with the introduction of the long awaited Rich Text Editor.



The Rich Text editor allows for most page formatting options available in standard text editing applications.

The 'Edit' screen lets you switch between 'Rich Text' and 'Wiki Markup' edit modes without losing the changes you've made; so you can use a combination of both while editing. You can also default to either 'Wiki Markup' or 'Rich Text' depending on your preference.

NEXT : [Labels](#)

What's new-RSS Feed Builder

This page last changed on Nov 28, 2005 by [vidya](#).

4. RSS Feed Builder

Use the RSS feed builder to can create customised RSS feeds to subscribe to changes within Confluence.

Design your feeds by filling out a simple form that lets you specify the type/s of content in Confluence you wish to track changes to, and how you want to subscribe to them.

RSS Feed Builder

Step1

Select the content you would like in this feed:

Types of content:

Pages Comments
 News Items Attachments
 Mails

That has been:

Created Modified

From Space(s):

All Spaces
Atlassian Developer Network
Atlassian Development
Atlassian News
Citigroup
Confluence
Confluence 1.4 User Guide
Confluence 2.0 User Guide

Press Ctrl + left mouse button to select multiple spaces.

Labelled with at least one of the labels:

Sales

Step2

Select the feed format and access:

Choose the feed format:

RSS 1.0
 RSS 2.0
 Atom

Feed size:

Limit feed to items from the last days

Feed accessibility:

Authenticated (login required - personalized feed)
 Anonymous

Please choose a name for this feed:

Confluence RSS Feed

Create RSS Feed

NEXT : [2.0 DOCUMENTATION HOME](#)

Working with Favourites Overview



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

With Confluence 2.0, you can keep track of your favourite spaces and pages.

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

1. Favourite Spaces











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

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

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

2. Favourite Pages

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

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

3. All your favourites

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

interested in but can go to them directly.

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



In Confluence version 2.3 and later you can also nominate favourite people in the [People Directory](#).

RELATED TOPICS

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

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

Adding Favourites

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

To add a page as a favourite,

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

To add a global space as a favourite,

Go to the [Dashboard](#). Click on the star icon '★' located beside the space in the list of spaces displayed. This will change to '☆' to indicate that you have added it as a favourite.

To add a personal space as a favourite,

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

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

RELATED TOPICS



[Viewing favourites](#)

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



Removing Favourites

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

To remove a page as a favourite,

Go to the page. Click on the star icon  located at the top right-hand corner of the page. This will change to  to indicate that you have removed it from your favourites.

To add a space as a favourite,

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

RELATED TOPICS

[Viewing favourites](#)

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

Viewing Favourites

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











You can view your favourite spaces by going to the 'MY' tab under the spaces section on the Dashboard. Confluence will also list your most recently added favourite pages on the Dashboard.

To view all your favourites,

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

Screenshot : Viewing your favourites

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

Your Labels	Content labelled with "favourite"
13 favourite	 Documentation Home by Vidya Madabushi (24 Oct)
1 nice	 Confluence Release Notes by Vidya Madabushi (19 Oct)
1 nottoobad	 Confluence Installation Guide by Vidya Madabushi (24 Oct)
1 something	 Configuring Shortcut Links by Vidya Madabushi (19 Oct)
2 stuff	 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 [redacted] (17 Oct)

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

RELATED TOPICS

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

Working with Templates Overview

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

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

In Confluence, there are two types of templates:

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

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

Templates are written in regular [Confluence markup](#), using [special markup](#) to define form fields that need to be filled in.

Here is an example:

Step 2: Fill in template variables

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

This is a template about (Thing)

Name	<input type="text"/>	(Name)
Phone Number	<input type="text"/>	(PhoneNumber)
Date of Birth	<input type="text"/>	(DOB)
















<< Back Insert Variables

i Note

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

Important Plugins For Templates

Two popular plugins that expand on template behaviour are the [Zones Plugin](#) and [Scaffolding Plugin](#). Below is a comparison:

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

RELATED TOPICS

[Adding a Template](#)

[Editing a template](#)

[Removing a Template](#)

[Creating a Page using a Template](#)

[Working with Pages](#)

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

Adding a Template

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

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

To add a template for a space,

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

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)@ |
```

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

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

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

RELATED TOPICS

[Working with Templates overview](#)

[Editing a Template](#)

[Removing a Template](#)

[Browsing a Space](#)

[Working with Pages](#)

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

Creating a Page using a Template

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

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

To create a page from an existing template

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

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

Screenshot : Choose a template

Step 1: Choose a page template

Please choose a template from below:

	Name	Scope	Description
<input type="radio"/>	template	Global	Test template
<input type="radio"/>	Documentation	Space	Documentation template
<input type="radio"/>	Staff Birthdays	Space	Staff Birthdays template
<input type="radio"/>	Test	Space	This is just a test

<< 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	sales@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/p565q
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 2 Home](#)

Editing a template

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

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

To edit a template,

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

RELATED TOPICS

[Adding a Template](#)

[Creating a Page using a Template](#)

[Working with Templates](#)

[Working with Pages](#)

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

Removing a Template

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

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

To remove a space template,

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



Warning

Deleted templates cannot be restored.

RELATED TOPICS

[Editing a Template](#)

[Adding a Template](#)

[Creating a Page using a Template](#)

[Working with Templates](#)

[Working with Pages](#)

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

Working with Attachments Overview

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

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

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

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

Once you attach a file, you can then provide a link to it from the page. Clicking on the link will open up the attachment so long as you have the requisite software application to open the attachment.

In the case of image attachments, Confluence allows you to display attached images on the page.

Attaching a file with the same name as an existing attachment will create a new version of the attachment.

RELATED TOPICS

[Linking to Attachments](#)

[Attaching Files to a Page](#)

[Displaying an Image](#)

[Downloading Attachments](#)

[Attachment Versions](#)

[Configuring Attachment Size](#)

[Attachment Storage Configuration](#)

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

Attaching Files to a Page

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

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

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

To attach a file to a page,

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

Attachment Versioning

If you upload a file with the same name as an existing attachment, Confluence will rename the old file and maintain a version of it on the server.

Screenshot : Attachment Versioning

Name	Size	Creator	Date	Comment	
 example-comment.gif	2 kb	Vidya Madabushi	Sep 15, 2005	another example	Edit Remove
<input type="checkbox"/> Version 1 (2 kb - Vidya Madabushi - Sep 15, 2005)				example comment	
 threadedview.PNG	9 kb	Vidya Madabushi	Sep 08, 2005	Threaded view	Edit Remove
 commenthide.gif	0.9 kb	Vidya Madabushi	Aug 01, 2005	hide comments	Edit Remove



Handy Hint

Changes you make to the original file after you've attached it don't affect the copy in Confluence. To update the content of the file, you will need to upload a new version.

RELATED TOPICS

[Working with Attachments](#)

[Working with Images](#)

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

Attachment Versions

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

To create a new version of an existing attachment, simply upload an attachment with the same filename.

The existing file will be kept as Version 1, and can be accessed from the page's 'Attachments' tab.

Test Space Testing attachment versioning

View	Edit	Attachments (1)	Info	
<u>Name</u>	<u>Size</u>	<u>Creator</u>	<u>Date</u>	<u>Comment</u>
 my document.txt	0.6 kb	A.D. Ministrator	Feb 22, 2006	
<input type="checkbox"/> Version 1 (0.6 kb - A.D. Ministrator - Feb 22, 2006)				

RELATED TOPICS

- [Moving an Attachment](#)
- [Viewing Attachment Details](#)
- [Working with Attachments](#)

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

Displaying List of Attachments in a Page

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

i You need to edit in 'Wiki Markup' mode to include macros in your page.
Use Confluence's Attachments macro to display the list of attachments that belong to a page.

Attachments macro

What you need to type	What you will get																								
<code>{attachments}</code>	<table border="1"><thead><tr><th>Name</th><th>Size</th><th>Creator</th><th>Date</th><th>Comment</th><th></th></tr></thead><tbody><tr><td>editProfile.jpg</td><td>33 kb</td><td>Vidya Madabu</td><td>Aug 09j 2005</td><td></td><td>Edit Remove</td></tr><tr><td>office1.jpg</td><td>1.94 kb</td><td>Vidya Madabu</td><td>Aug 09j 2005</td><td></td><td>Edit Remove</td></tr><tr><td>waterfall.jpg</td><td>1.27 Mb</td><td>Vidya Madabu</td><td>Aug 09j 2005</td><td></td><td>Edit Remove</td></tr></tbody></table>	Name	Size	Creator	Date	Comment		editProfile.jpg	33 kb	Vidya Madabu	Aug 09j 2005		Edit Remove	office1.jpg	1.94 kb	Vidya Madabu	Aug 09j 2005		Edit Remove	waterfall.jpg	1.27 Mb	Vidya Madabu	Aug 09j 2005		Edit Remove
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waterfall.jpg	1.27 Mb	Vidya Madabu	Aug 09j 2005		Edit Remove																				

Optional Parameters

Parameter	Default	Description
patterns	all	Specify which attachments to display using filename patterns
old	false	Include old attachments

1. Filter attachments by filename

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

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

i Note

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

Here's a [detailed tutorial on regular expressions](#).

2. Include old attachments

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

An optional true/false value determines whether to show old versions of attachments. This is set to false by default.

RELATED TOPICS

[Working with Attachments Overview](#)

[Working with Macros](#)

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

Downloading Attachments

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

To download a single attachment of a page,

1. Go to the page and click on the 'Attachments' tab.
2. Right-click on the attachment link and select 'Save Link As'. This will open up a dialog box. Select the directory into which you want to download the file and click 'Save'.

To download all the attachments of a page,

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

RELATED TOPICS

[Working with Attachments Overview](#)

[Viewing Attachment Details](#)

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

Editing Attachment Details

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

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

To edit the details of an attachment,

1. Go to the page that contains the attachment.
2. Click on the 'Attachments' tab.
3. Click on the 'Edit' link beside the attachment. This will bring up a new screen.
 - Rename or modify the name of the attachment in the 'File Name' text field.
 - Update the existing comment or enter a new comment in the 'New Comment' text field.
 - [Move the attachment](#) to another page.
4. Click 'OK'.

RELATED TOPICS

[Moving an Attachment](#)

[Viewing Attachment Details](#)

[Working with Attachments](#)

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

Embedding Multimedia Content

This page last changed on Feb 06, 2007 by ivan@atlassian.com.

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

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

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

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

To embed a multimedia file,

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

```
!filename.mov!
```

Usage

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

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

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

Optionally

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

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

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

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



Note: For advanced styling

By default, each embedded object is wrapped in a "div" tag. If you wish to style the div and its contents, override the "embeddedObject" CSS class. Specifying an ID as a property also allows you to style different embedded objects differently. CSS class names in the format "embeddedObject-ID" are used.

RELATED TOPICS

[Working with attachments overview](#)

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

Embedding PowerPoint Presentations in a Page

This page last changed on Jun 06, 2006 by ivan@atlassian.com.

The simplest way to embed a PowerPoint presentation in Confluence is to convert the PowerPoint file to web page format, and embed the page inside your Confluence document. If you accept page edits or comments from untrustworthy users, you should not attempt this process, due to a risk of malicious user attacks via the `html-include` macro.

1. Review the risks associated with enabling the `html` macro [here](#).
2. If you decide to proceed, follow [the instructions](#) to enable embedded `html` pages using the macro.
3. Select an PPT converter. There are at least two applications that can convert PPT to HTML. One is [Producer for PowerPoint](#). If you don't actually have PowerPoint on your machine, you can use the [Internet Assistant for Powerpoint](#) instead. Download and install your converter.
4. Follow the converter usage documentation to create the `html` conversion. An Internet Assistant conversion guide can be found [here](#). The conversion process will create a small collection of `html` pages. Each slide will have its own page, plus an index page with buttons to let you switch between slide pages.
5. If you wish, you can test the `html` presentation now by loading the index page in your browser.
6. Place the `html` files into their own directory, named uniquely by the title of your presentation.
7. Find a suitable location to host these files within your web server. Confluence hosts all files within the `<my-install-directory>/confluence/` directory, so a good example location for Confluence standalone users is to go to `<my-install-directory>/confluence/pages/` and create a subdirectory called `powerpoint`.
8. Move the `html` directory into the PowerPoint folder, eg.
`<my-install-directory>/confluence/pages/powerpoint/<my-presentation-name>` containing `index.html`, `slide01.html`... or similar.
9. Edit or create the page you wish to embed the PowerPoint presentation. In wiki markup, add a call to the `html-include` macro to the index page of your slides. Remember that URLs are case sensitive. For example

```
{html-include:url=http://<my-base-url>/pages/powerpoint/<my-presentation-name>/index.html}
```

10. Save the page. The index page to your slides should now appear.

Finding an Attachment

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

Space attachments

To find an attachment associated with a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Attachments' tab. This will display a list of all attachments in the space. You can view the attachment itself or the page to which it is attached by clicking on the corresponding link. Browse through the list to locate the attachment. Or else, use the 'Filter by Extension' option to search for a file format.

Screenshot : Space Attachments

Filter By File Extension:

1 | [2](#) | [3](#) | [4](#) | [Next >>](#) (total: 104)



Name	Size	Creator	Date	Attached To
 Working with attachments.pdf	22 kb	Vidya Madabushi	Aug 26, 2005	Linking to attachments
 add_page.gif	0.3 kb	Vidya Madabushi	Jul 13, 2005	Creating a new page
 advanced_search.GIF	12 kb	Vidya Madabushi	Aug 28, 2005	Searching Confluence

Page attachments

To find attachments associated with a page,

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

Screenshot : Space Attachments

Name	Size	Creator	Date	Comment	
 quicksearch.png	8 kb	Vidya Madabushi	Sep 22, 2005	Quick Search	Edit Remove
 Advanced_search.gif	8 kb	Vidya Madabushi	Sep 22, 2005	Advanced Search	Edit Remove



Handy Hint

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

Unsure what an attachment is? See [Working with attachments](#)

RELATED TOPICS

[Attaching Files to a Page](#)
[Viewing Attachment Details](#)
[Deleting an Attachment](#)
[Browsing a Space](#)

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

Linking to Attachments

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

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

While image attachments can be displayed in a page, other types of attachments can be referenced, like this:

What you need to type	What you will get
[^Working with attachments.pdf]	Working with attachments.pdf

Where:

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

You can also use the [Rich Text editor](#) to link to an attachment.

Linking to an attachment in another page

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

Attached to another page in the same space

```
[link alias|pagetitle^attachment.ext|link tip]
```

Attached to another page in another space

```
[link alias|spacekey:pagetitle^attachment.ext|link tip]
```

Optionally,

- use an alias to refer to the attachment
- provide a link tip for the link

Usage example:

This is a [link](#) to this page - myself

RELATED TYPES

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

[Attaching Files to a Page](#)

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

Viewing Attachment Details

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

To view the properties of an attachment associated with a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Attachments' tab. This will display a list of all the attachments in the space. Each attachment is displayed along with its details. See screenshot 1 below.

To view the properties of an attachment associated with a page,

1. Go to the page.
2. Click on the 'Attachments' tab. This will display a list of all the attachments in the page along with their details. For each attachment, links are also provided to edit the attachment's details and to delete the attachment. See screenshot 2.



Attachment Details:

- The Size tells you how much space the attachment takes up. You can sort by size by clicking the column title.
- The Creator is the user who attached this file. Clicking on the link takes you to their profile.
- The Date is the date the file was attached. You can sort by date by clicking the column title.
- The Comment is a short description for the attachment.
- The Edit link lets you edit the attachment details.
- The Remove link lets you delete the attachment.



Screenshot 1: Space Attachment Details

Filter By File Extension:

1 | [2](#) | [3](#) | [4](#) | [5](#) | [Next >>](#) (total: 135)

Name	Size	Creator	Date	Attached To
 Working with attachments.pdf	22 kb	Vidya Madabushi	Aug 26, 2005	Linking to Attachments
 add-news-link.png	2 kb	Vidya Madabushi	Jul 04, 2005	Adding News

Screenshot 1: Page Attachment Details

Name	Size	Creator	Date	Comment	
 quicksearch.png	8 kb	Vidya Madabushi	Sep 22, 2005	Quick Search	Edit Remove
 Advanced search.gif	8 kb	Vidya Madabushi	Sep 22, 2005	Advanced Search	Edit Remove

[Unsure what an attachment is?](#)

RELATED TOPICS

[Working with Attachments](#)

[Finding an Attachment](#)
[Deleting an Attachment](#)
[Browsing a Space](#)

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

Working with Pages Overview

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

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

Pages in Confluence are:

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

RELATED PAGES

[Creating a New Page](#)

[Confluence Notation Guide Overview](#)

[Working with page families](#)

[Working with Drafts](#)

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

Commenting on a Page

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

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

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

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

What would you like to do?

[View Comments](#)

[Add Comments](#)

[Link to Comments](#)

[Delete Comments](#)

RELATED TOPICS

[Working with Pages Overview](#)

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

Adding a Comment

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

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

To add a comment, you require 'Create Comments' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space permissions](#) or contact a space administrator for more information.

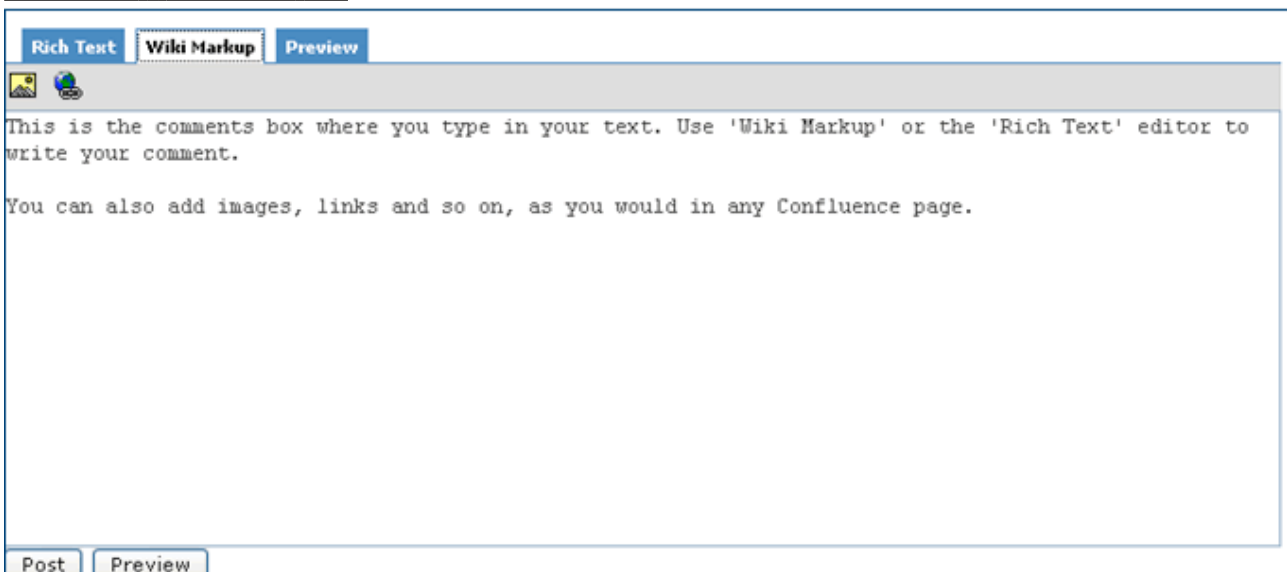
You can either add a new comment or respond to a previous comment (only available in 'threaded' view).

Use [Confluence markup](#) or the [Rich Text editor](#) to write the comment.

Adding a new comment

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

Screenshot : Comments box



The screenshot shows a comments box with a header bar containing three tabs: 'Rich Text', 'Wiki Markup', and 'Preview'. Below the tabs is a text area with the following text: 'This is the comments box where you type in your text. Use 'Wiki Markup' or the 'Rich Text' editor to write your comment. You can also add images, links and so on, as you would in any Confluence page.' At the bottom of the text area are two buttons: 'Post' and 'Preview'.

Responding to a comment


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

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

Screenshot : Example comment

Comments (Hide)

Here is an example comment.

 Posted by [Vidya Madabushi](#) at Aug 03, 2005 02:22 | [Permalink](#) | [Remove](#) | [Reply To This](#)

RELATED TOPICS

[Viewing Comments](#)

[Linking to Comments](#)

[Deleting Comments](#)

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

Deleting Comments

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

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

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

To delete a comment,

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



Warning

Deleted comments cannot be restored.

RELATED TOPICS

[Viewing Comments](#)

[Adding a Comment](#)

[Linking to Comments](#)

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

Linking to Comments

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

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

To link to a comment from within Confluence,

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

Example

What you need to type	What you will get
[\$129613]	Re: Adding a Comment



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

For example link to a [comment in different space](#) .

To link to a comment from outside Confluence,

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

Screenshot : Permalink location



Screenshot : Permalink url



RELATED TOPICS

[Commenting on a Page](#)

[Adding a Comment](#)

[Working with Links](#)

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

Sample Page

This page last changed on Nov 22, 2005 by [vidya](#).

Start of sample page content

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

End of sample page content

child page

This page last changed on Sep 25, 2005 by [vidya](#).

Viewing Comments

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

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

- Threaded - this view shows the comments in a hierarchy of responses. Each subsequent reply to a comment is indented to indicate the relationships between the comments. See screenshot 1.
- Flat - this view displays all the comments in one single list and does not indicate the relationships between comments.

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

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

Screenshot: Threaded View

I like this idea

Posted by [Vidya Madabushi](#) at Sep 08, 2005 01:31 | [Permalink](#) | [Remove](#) | [Reply To This](#)

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

Posted by [Vidya Madabushi](#) at Sep 08, 2005 01:31 | [Permalink](#) | [Remove](#) | [Reply To This](#)

I do.

Posted by [Vidya Madabushi](#) at Sep 08, 2005 01:32 | [Permalink](#) | [Remove](#) | [Reply To This](#)

Screenshot: Hide View

[5 comments](#) | [Add Comment](#)

Note

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

RELATED TOPICS

[Commenting on a Page](#)

[Adding a Comment](#)

[Linking to Comments](#)

[Deleting Comments](#)

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

Concurrent Editing and Merging Changes

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

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

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

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

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

RELATED TOPICS

[Viewing History of a Page](#)

[Viewing Page Information](#)

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

Concurrent Editing in Confluence 2.1

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

Concurrent editing is made easier in Confluence 2.1.

How will I know if someone else is editing the same page as I am?

If another user is editing the same page as you, Confluence will display a message above your edit screen letting you know who the other user is and when the last edit was made.

 This page is being edited by [Vidya Madabushi](#) (last edit less than a minute ago)

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

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

The following error(s) occurred:

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

RELATED TOPICS

[Working with Drafts Overview](#)

[Working with Drafts FAQ](#)

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

Copying a Page

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

Copying a page duplicates the page.

To copy a page,

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



Note

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

[View](#) [Edit](#) [Attachments \(0\)](#) [Info](#)

Title:	Admin Guide Site Map	View Source
Author:	Vidya Madabushi	Nov 10, 2005
Last Changed by:	Vidya Madabushi	Nov 15, 2005
Tiny Link: (useful for email)	http://confluence.atlassian.com/x/nxsC	
Export As:	PDF Word	
Operations:	Copy	

RELATED TOPICS

[Working with Pages Overview](#)

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

Creating a New Page


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

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



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

Need help [writing pages](#)?

There are two ways to add a new page:

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

This link is only displayed if you have permission to create pages for the space. If you do not see this link, you probably do not have permission to add pages and should contact your space administrator.

1. Click on the 'Add Page' link. This will bring up a new screen.
2. Enter a 'Title' for your page.
3. Click 'Edit' beside 'Location' to change the location of the page.
4. From the drop-down menu displayed, select the 'Space' where you want your page to be located.
5. In the 'Parent Page' input field, specify a parent, if needed. If you want to move the page to the root directory of a space, leave this field blank.
 -  If you clicked on 'Add page' from another page, Confluence will default the new page as a child of the first. To choose a different parent, click on the [Choose a page](#)  icon. A pop-up screen allows you select a parent page from one of the tabs displayed or to locate pages anywhere within the site using the search facility.
6. Enter content for your page using [Confluence Notation](#), or the [Rich Text editor](#). See [Writing Confluence pages](#).
7. 'Preview' if desired. Click 'Add'.

2. Follow an undefined link

In Confluence, you can create links to pages that you intend to create at a later point. This type of a link is an [undefined link](#) and is indicated with a plus sign. Clicking on the link brings up the 'Add Page' screen. Follow the same steps outlined above to create the page.

Here is an example of an undefined link:

What you need to type	What you will get
[Link to new page]	Link to new page

Screenshot : Adding a page

Click on the thumbnail to see the larger image:



Handy Hint

In Confluence, the title of a page is used to create page links.



Note

Confluence does not accept the following characters in the title of the page:

: , @ , / , % , \ , & , ! , | , # , \$, * , ; , ~ , [,] , (,) , { , } , < , > , .

RELATED TOPICS

[Writing Confluence Pages](#)

[Confluence Notation Guide Overview](#)

[Editing an Existing Page](#)

[Working with Page Families](#)

[Linking Pages](#)

[Page Level Permissioning](#)


Take me back to [Confluence 2 Home](#)

Choose a Page

This page last changed on Nov 28, 2005 by [vidya](#).

Use the 'Choose a Page' option when you want to locate a page in the site to set as a parent page.

To choose a page,

1. Go to the page and click on the 'Edit' tab.
2. Click this icon  to bring up a pop-up screen displaying the following tabs:
 - History : Displays a list of pages recently visited by you.
 - Recently Modified : Displays pages most recently modified by you.
 - Referring Pages : Displays a list of all pages that refer to the current page.
3. Select the desired parent page from the list of pages in one of the tabs.



Note

You cannot create a new page using this option.

RELATED TOPICS

[Moving Content from one Space to Another](#)
[Working with Page Families](#)

Deleting a page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To delete a page, you require 'Remove Pages' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space Permissions](#) or contact a space administrator for more information.

To delete a page,

1. Go to the page and click on the 'Edit' tab.
2. Click on the 'Remove' link located at the top of the page. This is only displayed if you have permission to remove this page.



Handy Hint

Deleted pages are stored in the trash and can be recovered by a space administrator.

RELATED TOPICS

[Restoring a Deleted Page](#)

[Purging Deleted Pages](#)

[Creating a New Page](#)

[Editing an existing page](#)

Take me back to [Confluence 2 Home](#)

Deleting an Attachment

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To delete an attachment, you require 'Remove Attachments' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space permissions](#) or contact a space administrator for more information.

To delete an attachment,

1. Go to the page that contains the attachment.
2. Click on the 'Attachments Tab'. This will display a list of the attachments in the page. Click on the 'Remove' link beside the attachment you want to delete.
3. Click 'OK' to confirm your action.

RELATED TOPICS

[Working with Attachments](#)

[Finding an Attachment](#)

Take me back to [Confluence 2 Home](#)

Display an older version of a page

This page last changed on Jul 10, 2006 by david.soul@atlassian.com.

To point users to an outdated version of a page:

1. View the page and click the "view change" link displayed after the "last edited by" information.
2. In the box on the left-hand side of the "compared to", click on the "Version ## by Username" to show the full outdated version.
3. Click "<< View previous version" to scroll back through the outdated versions until you find the one you would like to link, and copy the URL from your address bar. This link is of the format <http://confluence.atlassian.com/pages/viewpage.action?pageId=12345>

These links inform the users that what they are viewing is out of date and provide a link to the current edition.

Editing an Existing Page

This page last changed on Jan 04, 2007 by rosie@atlassian.com.

To edit an existing page, you require 'Edit Pages' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space permissions](#) or contact a space administrator for more information.

To edit an existing page,

1. Go to the page and click on the 'Edit' tab. This is only displayed if you have permission to edit the page. This will bring up the edit screen in either the [Wiki Markup](#) or the [Rich Text](#) mode, whichever is your current default.
2. Makes changes to the content or add new content as you would when you [create a new page](#). Click on the tabs to switch between 'Rich Text' and 'Wiki Markup' edit modes. You can also use a combination of the two editors; Confluence retains changes made in one mode when you switch to the other.
3. Click 'Preview' to view your changes. Click 'Save'.

Click thumbnail to see a Confluence page in Wiki Markup mode of editing



Click thumbnail to see a Confluence page in Rich Text mode of editing



To view changes between different versions of the page, view the [history](#) of the page.



NOTE

While the Rich Text editor includes almost all formatting options possible with Wiki markup, you will still need to use wiki markup for more complex functions like macros.

RELATED TOPICS

[Creating a New Page](#)

[Deleting a Page](#)

[Adding a Comment](#)

[Linking Pages](#)

[Working with Pages Overview](#)

[Working with Drafts](#)

Take me back to [Confluence 2 Home](#)

Linking pages

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

What would you like to do?

[Link to a page within a space](#)

[Link to a page in another space](#)

[Link to a webpage](#)

RELATED TOPICS

[Working with links](#)

[Working with pages](#)

Take me back to [Confluence 2 Home](#)

Making Rich Text or Wiki Markup Editing Default

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You can default to either 'Rich Text' or 'Wiki Markup' modes of editing depending on your preference.

To default to Rich Text or Wiki markup modes of editing,

1. Go to the edit tab of the page. This will open up the page in your current default mode.
2. If the current edit mode is not your default, you can make it your default by clicking the 'Make Default' link beside the tabs.

RELATED TOPICS

[Rich Text Editor Overview](#)

Take me back to [Confluence 2 Home](#)

Page Layout in Edit Mode (Rich Text)

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Here's what the Confluence edit page looks like Rich Text mode:

Title
Another Sample Page

Location: Confluence 2.0 User Guide **EDIT** — Click to change parent page , move to another space

Rich Text **Wiki Markup** **Preview** Make Rich Text Default **WYSIWYG tool bar** **Save** **Cancel**

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

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.

Suggested labels: [my:stuff](#) [my:nice](#)
[my:something](#) [wysiwyg](#) [label](#) [test](#) [documentation](#)
[example](#) [installation](#)

A list of the most frequently and recently used labels on the site



Note

The options available to you in the 'Edit' mode of a page depend on the [permissions](#) granted to you by the space administrator.

RELATED TOPICS

[Page Layout in View Mode Dashboard](#)

Take me back to [Confluence 2 Home](#)

Page Layout in Edit Mode (Wiki Markup)

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Here's what the Confluence edit page looks like in Wiki Markup mode:

Title: Another Sample Page

Location: Confluence 2.0 User Guide **EDIT** — Choose a different page, move to another space

Click to switch to WYSIWYG editor

Rich Text **Wiki Markup** **Preview** — Preview the page before saving **Save** **Cancel**

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 dignissima 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 nisi. Fusce ac magna. Suspendisse euismod libero eget mauris.

End of sample page — Add or edit the page using wiki markup

Notation Help: ([full guide](#))

Text formatting:

- *bold* > bold
- _italic_ > *italic*
- strike- > strike
- +under+ > under

Headings: [Quick Notation Guide](#)

- 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
- Weter:** [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](#)

Click to view more options

Comment: Minor change? (no notifications will be sent)

Restrictions **DONE** **Set page level permissions**

Restrict view to: Restrict edit to:

Labels **DONE** **Add a label that will help you identify it or categorize it**

Suggested labels: [my:stuff](#) [my:nice](#) [my:something](#) [wysiwyg](#) [label](#) [text](#) [documentation](#) [example](#) [installation](#)

Tip: Looking for a label? Just start typing.

A list of the most frequently and recently used labels on the site

Save **Cancel**

Note

The options available to you in the 'Edit' mode of a page depend on the [permissions](#) granted to you by the space administrator.

RELATED TOPICS

[Page Layout in View Mode](#)
[Dashboard](#)

Take me back to [Confluence 2 Home](#)

Page Layout in View Mode

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Here's what a typical Confluence 2.0 page looks like in 'view' mode:

Dashboard > Confluence 1.4 User Guide > ... > Linking to Comments > Sample Page

Confluence 1.4 User Guide Welcome Vidya Madabushi | [History](#) | [Profile](#) | [Administration](#) | [Log Out](#)

Sample Page

View Edit Attachments (0) Info

Other views of the page [Browse Space](#) [Add Page](#) [Add News](#)

Added by [Vidya Madabushi](#), last edited by [Vidya Madabushi](#) on Sep 15, 2005 ([view change](#))

Labels: [my:nice](#), [fish](#), [my:stuff](#), [loremipsum](#), [example](#) [EDIT](#) — Labels for this page. Add your own

Be notified when this page changes [Add this page as a favourite](#)

Start of sample page content

The page's contents

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

Children [Hide Children](#) | [View in hierarchy](#) | [Add Child Page](#)

[child_page](#) (Confluence 1.4 User Guide)

Page's children

Comments ([Hide](#))

I don't understand latin!

A comment on this page

Posted by [Vidya Madabushi](#) at Sep 01, 2005 01:31 | [Permalink](#) | [Remove](#) | [Reply To This](#)

[Add Comment](#)



Note

Note that in Confluence, your view of a space depends on the [permissions](#) granted to you by the space administrator.

RELATED TOPICS

[Page Layout in Edit Mode \(Wiki Markup\)](#)
[Dashboard](#)

Take me back to [Confluence 2 Home](#)

Purging Deleted Pages

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Purging deleted pages permanently clears them from 'Trash'.

You need to be a [space administrator](#) to purge deleted pages for a space.

To purge deleted pages,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click on 'Trash' from the left panel. A list of deleted pages and emails for the space is displayed.
4. Click on the 'Purge' link beside a page or else click on 'Purge all' to permanently clear all deleted pages and emails.

RELATED TOPICS

[Deleting a Page](#)

[Restoring a Deleted page](#)

Take me back to [Confluence 2 Home](#)

Recording Change Comments

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

A change comment is a short description that details the changes made to a page during an edit. Change comments are a useful way of keeping track of the history of a page.

The change comments input-field is located below the edit screen:

Comment:

Once a comment has been added, it becomes visible in the view mode of the page, so that users are aware of the most recent changes made to a page. If a comment has been recorded, you will see a link to 'Show Comment' below the page title. Click on the link to view the comment.

View | **Edit** | **Attachments (0)** | **Info** [Browse Space](#) [Add Page](#)

Added by [Vidya Madabushi](#), last edited by [Vidya Madabushi](#) on Nov 17, 2005 ([view change](#)) [HIDE COMMENT](#)

Comment: Included link to Confluence website
[View page history](#)

Labels: (None) [EDIT](#)

The change comments for a page are recorded under the 'History' of a page.

Recent Changes		
Time	Editor	
Nov 17, 2005 06:59	Vidya Madabushi	view changes Included link to Confluence website
Nov 17, 2005 06:58	Vidya Madabushi	view changes Rectified spelling error
Nov 17, 2005 06:55	Vidya Madabushi	view changes This is my comment
Nov 17, 2005 06:53	Vidya Madabushi	

[View page history](#)

RELATED TOPICS

[Viewing history of a page](#)

Take me back to [Confluence 2 Home](#)

Restoring a Deleted Page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

When you restore a page, you are retrieving it from 'Trash' to the same location in the space where it existed before it was deleted.

You need to be a [space administrator](#) to restore deleted pages.

To restore a deleted page,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin'. This tab is only displayed if you are a space administrator.
3. Click on 'Trash' from the left panel. A list of deleted pages and emails for the space is displayed.
4. Click on the 'Restore' link beside the page you want to restore.



Handy Hint

If a new page has already been created in that space with the same name as the deleted page, you will be given an option to rename the page before it is restored.

RELATED TOPICS

[Deleting a Page](#)

[Purging Deleted Pages](#)

Take me back to [Confluence 2 Home](#)

Viewing Page Information

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

The 'Info' tab of a page is your window to page level information. It displays:

1. **Page Details:** Title, author, date of creation, date of last modification and the [tiny link](#) of the page.
2. **Page Hierarchy:** Parent-child relationships of the page.
3. **Page Permissions:** Whether there are any page-level security restrictions that apply to the page.
4. **Recent Changes:** Links to the five most recent versions of the page along with the name of the editor and the date of modification.
5. **View History:** All the versions of the page in reverse chronological order, with an option to compare versions or to restore a previous version.

RELATED TOPICS

[Working with Pages](#)

Take me back to [Confluence 2 Home](#)

Viewing History of a Page

This page last changed on Jan 07, 2007 by rosie@atlassian.com.

Confluence tracks histories of changes to pages by maintaining a version of the page each time it is modified. It is easy to view changes between different versions and to restore a previous version if required.

What would you like to do?

[View recent changes](#)

[View change comments](#)

[Compare two different versions of a page](#)

[Restore an older version of a page](#)

RELATED TOPICS

[Viewing Page Information](#)

[Working with Pages](#)

[Tracking Updates](#)

Take me back to [Confluence 2 Home](#)

Comparing Two Different Versions of a Page

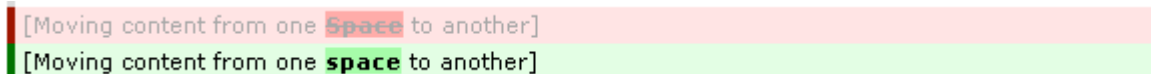
This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To compare two different versions of a page,

1. Go to the page and click on the 'Info' tab.
2. Click on the 'View Page History' link. This will display a list of all previous versions of the page in reverse chronological order.
3. Select the versions you want to compare by checking the boxes beside them.
4. Click 'Compare Selected Versions'.

Lines inserted are shown in green, and lines removed in red.

Screenshot : Comparing Changes



[Moving content from one **Space** to another]
[Moving content from one **space** to another]

RELATED TOPICS

[Viewing Recent changes](#)

[Restoring an Older Version of a Page](#)

[Working with Pages](#)

Take me back to [Confluence 2 Home](#)

Restoring an Older Version of a Page

This page last changed on Jan 15, 2007 by rosie@atlassian.com.

To restore an an older version of a page,

1. Go to the page and click on the 'Info' tab.
2. Click on 'View Page History'. This will display a list of all the older versions of the page in reverse chronological order.
Click on the links to view previous versions or select two different versions and click 'Compare selected versions' to view the changes made between them.
3. Click 'Restore this version' beside the desired version.

Screenshot : Restore an older version

Compare selected versions			
Version	Date	Editor	Operations
<input type="checkbox"/> CURRENT (v. 18)	Sep 15, 2005 11:11	Vidya Madabushi	
<input type="checkbox"/> v. 17	Sep 15, 2005 10:36	Vidya Madabushi	Restore this version

Restoring an older version creates a copy of that version. For example, in the above screenshot, if you selected v.17 and clicked 'Restore this version', a copy of v.17 would be created. This copy would be v.19, and would become the current version.

RELATED TOPICS

- [Viewing Recent changes](#)
- [Comparing Two Different Versions of a Page](#)
- [Working with Pages](#)

Take me back to [Confluence 2 Home](#)

Viewing Recent changes

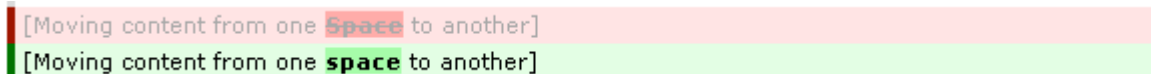
This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To view the most recent changes to a page,

1. Click the 'View Change' link at the top of each page below the page title. This highlights the changes between the current and previous versions of the page.
Or
2. Go to the page and click on the 'Info' tab. The five most recent versions of the page are listed along with the date of their modification and the name of the modifying author under the heading, 'Recent Changes'.
3. Click on 'View changes' beside the desired version. The changes from the previous version are highlighted.

Lines inserted are shown in green, and lines removed in red.

Screenshot : Viewing Recent Changes



[Moving content from one **space** to another]

[Moving content from one **space** to another]

RELATED TOPICS

[Comparing Two Different Versions of a Page](#)
[Restoring an Older Version of a Page](#)
[Working with Pages](#)

Take me back to [Confluence 2 Home](#)

Working with Drafts Overview

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence will autosave the page you are editing periodically, and maintain a copy of it as a draft in the event that some system failure or error prevents you from saving your changes.

- Drafts are created while adding and editing a page or news item.
- A draft is only available to you if you have not been able to save your changes. You cannot create a draft explicitly.
- Drafts are listed in the 'Drafts' tab of your [profile](#). Only you can view and edit your drafts.
- Once you have resumed editing a draft, or chosen to discard it, it is removed from this view.

Read the [Drafts FAQ](#) for more information on working with drafts.

RELATED TOPICS

[Working with Drafts FAQ](#)
[Concurrent Editing and Merging Changes](#)

Take me back to [Confluence 2.0 Home](#)

Working with Drafts Faq

This page last changed on Feb 02, 2006 by [vidya](#).

Drafts are a feature of Confluence 2.1.

This page covers some of the common questions you may have while using drafts. Read [Working with Drafts Overview](#) for more information.

1. [What is a draft?](#)
2. [How often are drafts saved?](#)
3. [Where can I see my drafts?](#)
4. [I lost my changes before I could add the page. What do I do?](#)
5. [What happens if I am editing the draft of a page that has since been updated?](#)
6. [If I click one of the other page tabs when I am editing a page, will I lose my changes?](#)
7. [How do I configure the time for how often drafts are saved?](#)

What is a draft?




A draft is an autosaved version of the page which is created by Confluence when you have made changes to a page but have failed to save it.

How often are drafts saved?

By default, Confluence saves a draft of your page once every thirty seconds. A site administrator can configure how often drafts are saved from the Administration Console.

Where can I see my drafts?

Your drafts are listed under the 'Drafts' Tab when you go to your Profile.


Title	Last Saved Date	Operations
 page with conflict	Mon Dec 19 22:50:37 CST 2005	View conflict Delete
 Concurrent Editing FAQ	Mon Dec 19 22:35:43 CST 2005	Resume editing Delete
 Yet another test page	Mon Dec 19 22:45:04 CST 2005	Merge and resume editing Delete

I lost my changes before I could add the page. What do I do?

Confluence will save a draft of the page even if you haven't successfully added it yet.


There are two ways to resume editing the page:

1. Go to the 'Drafts' tab of your 'Profile'. A draft of the page will be listed with an option to 'Resume Editing'.

 If you had not entered a page title, the draft will be listed without a title as well.

Title	Last Saved Date	Operations
	2005-12-19 21:17:14.899	Resume editing Delete


2. When you next click 'Add Page' in that space, Confluence will ask you if you want to resume editing the page that wasn't saved.

 A version of this page you were editing at Dec 19, 2005 09:19 was not saved. Do you want to [resume editing](#) or [discard](#) it?

What happens if I am editing the draft of a page that has since been updated?

When this happens, Confluence will display a message informing you that you are editing an outdated page. If there are no conflicts between the two versions, Confluence will give you the option to 'Merge and Resume editing'.

If there are any conflicts, Confluence will give you the option to 'View the Conflict' or to 'Discard' your changes.

 A version of this page you were editing at Dec 19, 2005 09:39 was not saved. The page has since been updated. The changes made conflict with your changes and cannot be merged. Do you want to [view the conflict](#) or [discard](#) your changes?

If I click one of the other page tabs when I am editing a page, will I lose my changes?

No. Whenever you click on any of the page tabs, Confluence will automatically save a draft. When you click on the 'Edit' tab again, Confluence will let you know that a version of the page you are editing was unsaved and give you the option to resume editing.

How do I configure the time for how often drafts are saved?

A site administrator can configure a different time setting for how often drafts are to be saved from the Administration Console > General Configuration.

RELATED TOPICS

[Working with Drafts Overview](#)
[Concurrent Editing in Confluence 2.1](#)

Take me back to [Confluence 2.0 Home](#)

Writing Confluence pages

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence pages can be written in two ways:

- using a [simple markup language](#). The Quick Notation Guide is conveniently placed beside the edit screen. Click on the Full Notation Guide in your help window to view the entire list of formatting and other complex operations that Confluence's Notation permits, along with the markup detailing how to perform them.
And / Or
- using the [Rich Text editor](#). Similar to editors available in standard text editing applications, the Rich Text editor allows you to enter content as you would in a WORD document and apply formatting by clicking icons on a toolbar.



NOTE

While the Rich Text editor permits all formatting options possible with Wiki markup, you will still need to use wiki markup for other more complex functions like macros.

RELATED TOPICS

[Confluence Notation Guide Overview](#)

[Rich Text Editor Overview](#)

[Working with Pages Overview](#)

[Creating a New Page](#)

[Editing an Existing Page](#)

Take me back to [Confluence 2 Home](#)

Archiving Mail Overview

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to collect and archive mail within each space individually. This is a useful facility that allows you to archive all emails pertaining to a particular project on Confluence alongside it in the same space.

You can download mail from one or more pop-accounts. You can also import mail from mbox files either on your local system or on the Confluence server.

Mail is contained in the 'Mail' tab under the 'Browse Space' view of a space. You can navigate mail easily, and also use the 'Quick Search' to search mail and the attachments it contains.

What would you like to do?

[Add a Mail Account](#)

[Manage Mail accounts](#)

[Import Mail](#)

[View Mail](#)

[Fetch Mail](#)

[Delete Mail](#)

[Restore Mail](#)

[Link to Mail](#)



The ability to archive mail applies only to global spaces, not personal spaces. Please see [Working with Spaces Overview](#) for information about the differences between global spaces and personal spaces.

RELATED TOPICS

Take me back to [Confluence 2 Home](#)

Adding a Mail Account

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

When you add a mail account, you are configuring Confluence to download mail from that account and archive it within the space. Since Confluence removes emails from an email account as it is added to the Mail Archive, Confluence must be setup to poll a clone email account rather than the actual account. For example, to archive the actual account `sales@company.com` to your Confluence Sales space, you must first create a clone account such as `conf-sales@company.com` that contains the same email content.

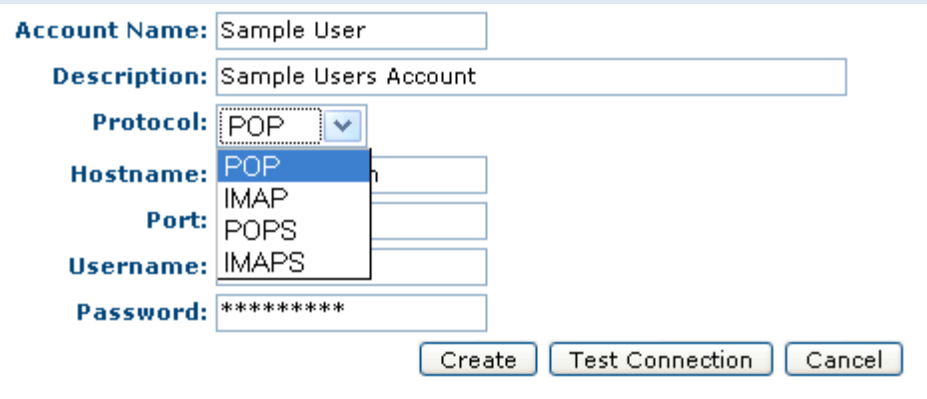
Stage 1 - Creating A Clone Email Account

1. Add a new email account on the mail server with the clone email address
2. Copy all existing emails from the actual account to the clone account
3. Setup the actual account to bcc sent emails to the clone account
4. Setup the actual account to forward received emails to the clone account

Stage 2 - Archive Clone Account To Mail Archive

1. If you are not a [space administrator](#) for the target space, contact your Confluence administrator to request Space Admin permission. You need to be a [space administrator](#) before you can add a mail account to the space.
2. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
3. Go to the 'Space Admin' tab and click on 'Mail Accounts' under the heading 'Mail' in the left panel. This will bring up a new screen listing the existing mail accounts and displaying a link to add a new pop-account.
4. Click 'Add mail account' located at the top of the page. This will bring up a form into which you need to enter your account configuration details.
5. Enter the details, (Protocol may be POP/S or IMAP/S) (See below) and click 'Create'. Configured accounts will have their mail downloaded and removed from the server, so make sure you are downloading from a clone account.

i Screenshot Of Adding A POP Account



a. i.

- 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](#)

Take me back to [Confluence 2 Home](#)


Deleting Mail

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To delete mail for a space, you require 'Remove Mail' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space Permissions](#) or contact a space administrator for more information.

Only a space administrator can delete all mails for the space simultaneously.

To delete mail for a space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Mail' tab. A list of messages in the space is displayed in reverse chronological order.
3. Delete an individual email by clicking the trash  icon beside it.

If you are a space administrator, you can delete all emails within a space simultaneously by clicking on the 'Delete All' link at the top of the mail view. Deleted mail is stored under 'Trash' and can be restored by a space administrator from the 'Space Admin' tab.



Warning

Mails deleted using the 'Delete All' option cannot be restored.

RELATED TOPICS

[Restoring Mail](#)

[Archiving Mail Overview](#)

[Browsing a Space](#)

Take me back to [Confluence 2 Home](#)

Fetching Mail

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence fetches mail from the server once every 30 minutes.

You need to be a [space administrator](#) to manually retrieve new mail from mail accounts.

To manually retrieve mail,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Mail' tab. A list of messages for the space is displayed in reverse chronological order.
3. Click on the 'Fetch Mail' link located above the list of messages. Any new messages will be displayed in order of most recent first.



Note

Once mail is fetched, it will be removed from the server.

RELATED TOPICS

[Viewing Mail](#)

[Archiving Mail Overview](#)

[Deleting Mail](#)

Take me back to [Confluence 2 Home](#)

Importing Mail

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to import mail from mbox files located either on your local system or on the Confluence server and archive it within the space.

You need to be a [space administrator](#) to import mail for a space.

To import mail from an mbox file,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the tab 'Space Admin' and click on 'Mail Accounts' under the heading 'Mailbox Import' in the left panel. This will bring up a new screen.
 - To import from a Local system, click 'Browse' to select the mbox file. Then click 'Import'.
 - To import from the Server, enter the location of the mbox file on the server in the 'Server' text field and click 'Import'.

Screenshot : Importing mail

Import mail from a standard mbox file.

■ **Local**

Browse for mbox file on local filesystem:

■ **Server**

Specify location of mbox file on server:



The ability to import mail applies only to global spaces, so the 'Import' section in the above screenshot does not appear in the 'Space Admin' tab for personal spaces. Please see [Working with Spaces Overview](#) for information about the differences between global spaces and personal spaces.

RELATED TOPICS

[Archiving Mail Overview](#)
[Adding a Mail Account](#)
[Importing Mail](#)

Take me back to [Confluence 2 Home](#)

Linking to Mail

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Currently in Confluence, while it is possible to link to a mail message, the method is a little cumbersome.

i You need to edit in 'Wiki Markup' mode to create a link to an email.

To link to an email,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Mail' tab. The mail is displayed in reverse chronological order with a default of 30 mails per page. Move between pages to locate the message you want to link to.
3. Click on the mail message. You will notice in the address bar of your browser that the url displayed ends in a series of numerals.
4. Copy only the numerals.
5. Click on the 'edit' tab of the page from which you want to link to the message.
6. Paste the numerals between square brackets (as you would when you create any link in Confluence), and then include the dollar sign '\$' in front of the numerals.

Here's an example:

What you need to know	What you should do
	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 [Confluence 2 Home](#)

Managing Mail Accounts

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

You need to be a [space administrator](#) to manage mail accounts for a space.

To manage mail accounts,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Space Admin' tab and click on 'Mail Accounts' under the heading 'Mail' in the left panel. This will bring up a new screen listing the existing mail accounts each with a link to 'Edit', 'Remove' or 'Disable' the account.
 - Edit : This link allows you to change the configuration settings for the mail account.
 - Remove: This link lets you remove the account permanently.
 - Disable: This link allows you to temporarily disable the account.

Screenshot : Managing mail accounts

[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 [Confluence 2 Home](#)

Restoring Mail

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Deleted email messages are stored under 'Trash' and can be restored by a [space administrator](#) from the Space Administration screens.

i You can only restore an email from trash if it was deleted individually and not using the 'Remove All' operation.

To restore mail,

1. Click on the 'Browse Space' for the space.
2. Go to the tab 'Space Admin'
3. Click on 'Trash' in the left panel. A list of pages and emails deleted from the space is displayed.
4. Click on 'Restore' beside the email you want to restore.

To view this email, you will have to go to the 'Mail' tab under 'Browse Space'.

RELATED TOPICS

[Viewing Mail](#)

[Fetching Mail](#)

[Deleting Mail](#)

[Browsing a Space](#)

Take me back to [Confluence 2 Home](#)

Viewing Mail

This page last changed on Jan 07, 2007 by rosie@atlassian.com.

In Confluence, each global space can be set up to archive mail.

To view mail messages archived within a particular space,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Mail' tab. The mail is displayed in reverse chronological order with a default of 30 mails per page. You can move between pages by clicking the [<< Previous](#) and [Next >>](#) links or by selecting a particular page number.
3. Click on a mail message to view its contents.

Screenshot : Mail Archive

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.

Subject: **Sample content for thread demo** ([find more](#))

From: David Loeng <dave@atlassian.com> ([find more](#))

Date: Nov 21, 2004

We need to come up with a sample conversation for the thread demo. Ideas?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetur. Donec volutpat eleifend augue. Integer gravida sodales leo. Nunc vehicula neque ac erat. Vivamus non nisl. Fusce ac magna. Suspendisse euismod libero eget mauris.



Handy Hint

Use the Quick Search facility to quickly locate a mail

RELATED TOPICS

[Archiving Mail Overview](#)

[Viewing Mail](#)

[Fetching Mail](#)

[Deleting Mail](#)

Take me back to [Confluence 2 Home](#)

Exporting a Space

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to export a part of, or the entire contents of a space to HTML, PDF or XML.
What would you like to do?

[Export from Confluence to PDF](#)

[Export from Confluence to HTML](#)

[Export from Confluence to XML](#)

RELATED TOPICS

[Browsing a Space](#)

Take me back to [Confluence 2 Home](#)

Confluence to HTML

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

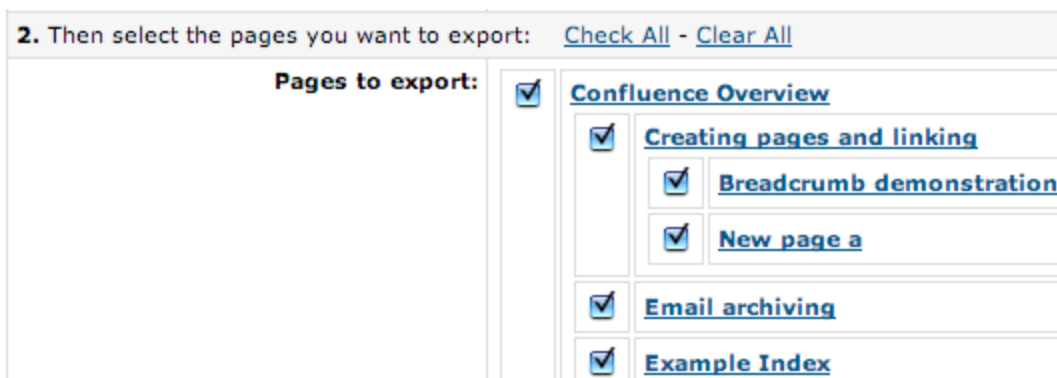
Confluence allows you to export a part of, or the entire contents of a space into a zipped archive of HTML files. This is useful if you want convert your space into a static web site.

To export to HTML, you will need 'Export Space' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space Permissions](#) or contact a space administrator for more information.

To export to HTML,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page or beside the space link on the dashboard.
 2. Go to the 'Advanced' Tab and click on 'Export Space' in the left panel.
 3. Click the radio button to select HTML from the list of export options.
 4. Check the box 'Include Comments' if you want to include comments for the pages you are exporting.
 5. Select the pages you want to export by checking the boxes in the tree view of pages displayed. By default, all pages are selected. You have the option to 'Check All' or 'Clear All' pages. See screenshot.
 6. Click 'Export'. This will create a zipped archive of html files.
 7. Extract the files into a folder.
- Page attachments are placed in individual folders named using the format : 'nameofpage_attachments'.
 - By default, the 'Space Details' page is exported as index.html and displays the space's details as well as a list of all available pages within it.

Screenshot : Select Pages



RELATED TOPICS

[Confluence to PDF](#)


[Confluence to XML](#)

Take me back to [Confluence 2 Home](#)

Confluence to PDF

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to export a single page, a part of a space, or an entire space into a single PDF file.

You can export a single page in Confluence to PDF simply by clicking the pdf  icon located at the top of each page below the Quick Search box.

If you wish to export particular pages or entire space, follow the instructions below.

To export to PDF, you will need 'Export Space' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space Permissions](#) or contact a space administrator for more information.

To export to PDF,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page and beside the space link on the dashboard.
2. Go to the 'Advanced' tab and click on 'Export Space' in the left panel.
3. Click the radio button to select PDF from the list of export options.
4. Check the box 'Include Comments' if you want to include the comments for the pages you are exporting.
5. Select the pages you want to export by checking the boxes in the tree view of pages displayed. By default, all pages are selected. You have the option to 'Check All' or 'Clear All' pages. See screenshot.
6. Click 'Export'. This will create a zipped file of the PDF document.
7. Extract the zip file. Click on the PDF file to launch it.

Notes

Only image attachments which have been inserted into a page are included when exporting to PDF.

To export a PDF containing international text, you need to [install a Unicode font in Confluence](#).

2. Then select the pages you want to export: [Check All](#) - [Clear All](#)

Pages to export:	
<input checked="" type="checkbox"/>	Confluence Overview
<input checked="" type="checkbox"/>	Creating pages and linking
<input checked="" type="checkbox"/>	Breadcrumb demonstration
<input checked="" type="checkbox"/>	New page a
<input checked="" type="checkbox"/>	Email archiving
<input checked="" type="checkbox"/>	Example Index

Screenshot: [Selecting pages to export](#)

RELATED TOPICS

[Create PDF in another language](#)

[Confluence to HTML](#)

[Confluence to XML](#)

[DOC:Customise Adobe PDF Exports](#)

Take me back to [Confluence 2 Home](#)

Create PDF in another language

This page last changed on Oct 17, 2006 by david.soul@atlassian.com.

To export a Confluence page written in another language, you will first need to install the necessary font for that language. This will basically involve uploading a font file to Confluence.

Here are the exact steps on how to do this:

1. Find the appropriate font file

Windows users

All font files in Windows are stored in a directory called

```
C:\WINDOWS\Fonts
```

Unix users

All font files in Unix are stored in the

```
/usr/share/fonts
```

Microsofts True Type core fonts such as Verdana can be downloaded here
<http://corefonts.sourceforge.net/>

2. Copy the font file into a temporary folder (for example a folder on the Desktop)

3. Navigate to the **Administration > PDF Language Support** screen and upload the file you copied in step one.

Click Install and that's it!



Please note the only font files supported are true type fonts and true type collections (file extensions are *.ttf and *.ttc).



We recommend you to use Unicode font Verdana for correct character encoding and exporting to pdf.

Confluence to XML

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence allows you to export a part of, or the entire contents of a space into a zipped archive of XML files.

This is useful if you want to take a backup of the space, export the space to another Confluence instance, or wish to use the data from the space in another application.

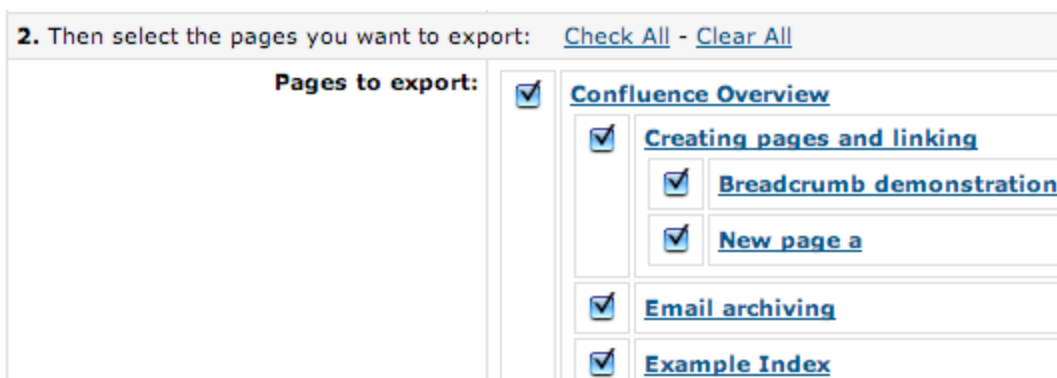
To export to XML, you will need 'Export Space' permission which is assigned by a [space administrator](#) from the Space Administration screens. [See Space Permissions](#) or contact a space administrator for more information.

[Site administrators](#) can import a space from a zipped archive of its xml files.

To export to XML,

1. Click on the 'Browse Space' link for the space. This is located at the top of every page or beside the space link on the dashboard.
2. Go to the 'Advanced' tab and click on 'Export Space' in the left panel.
3. Click the radio button to select XML from the list of export options.
4. Check the box 'Include Comments' if you want to include comments for the pages you are exporting.
5. Check 'Backup Attachments' if you want include all attachments for the space in the export.
6. Select the pages you want to export by checking the boxes in the tree view of pages displayed. By default, all the pages are selected. You have the option to 'Check All' or 'Clear All' pages. See screenshot.
7. Click 'Export'. This will create a zipped archive of XML files.

Screenshot 2 : Select Pages



RELATED TOPICS

[Confluence to PDF](#)
[Confluence to XML](#)

Take me back to [Confluence 2 Home](#)

Exporting to a Word document

This page last changed on Nov 30, 2005 by [cmiller](#).

Confluence allows you to export a single page into a Word document. This is extremely useful for emailing around content to non-Confluence users, printing a document or just creating a backup in Word.

You will require 'Export Pages' permission to export a page to a Word document.

To export to a Word document,

1. Click on the 'Info' tab of the page.
2. In the first box displayed, click 'Word' beside 'Export As'. By default, this will create a Word document with the same name as the Confluence page.

Screenshot : Export to Word

View	Edit	Attachments (1)	Info
----------------------	----------------------	---------------------------------	----------------------

Title:	Viewing personal labels	View Source
Author:	Vidya Madabushi	Oct 26, 2005
Last Changed by:	Vidya Madabushi	Nov 14, 2005
Tiny Link: (useful for email)	http://confluence.atlassian.com/x/PBUC	
Export As:	PDF Word	
Operations:	Copy	

Working with Labels Overview

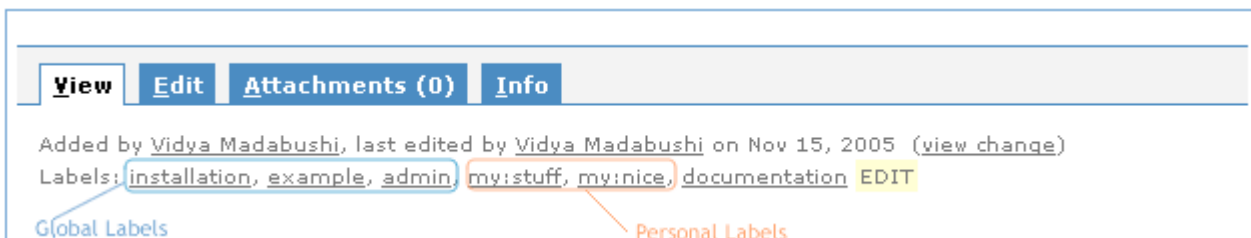
This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Labels are user-defined tag words that can be assigned to pages to categorise, identify or bookmark content in Confluence.

For example, you can assign the label 'accounting' to all accounts-related pages on the site. You can then browse all pages with the label 'accounting' in an individual space or across the site, do a search based on it, and even use it to filter information when you [subscribe to a Confluence RSS feed](#).

Because labels are user-defined, you can add any word (or even make up your own) that helps you identify the content in the site.

Labels appear below the page tabs in a page and can be added or removed without affecting the content of the page.



There are two different types of labels:

Global Labels: A global label is available to all users across the site. Once a global label is added, any user with permission to view a page can also view its labels. Any user with permission to edit a page can add a global label to a page.

Personal Labels: A personal label is only available to the user that created it. Any user with 'view' permission can add a personal label to a page.

Here are some of the advantages of using labels:

- Labels are user-defined which means that you decide what information is relevant to you and how you are going to label it.
- You can group pages without having to restructure the site.
- Labels are easy to add and edit, and do not affect the actual content of the page.
- You can use labels to filter information during a search.
- You can add as many labels as you like to a page.

RELATED TOPICS

[Viewing Global Labels](#)
[Viewing Personal Labels](#)
[Adding a Global Label](#)
[Adding a Personal Label](#)
[Label Macros](#)

Take me back to [Confluence 2 Home](#)

Adding a Global Label

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Any user with 'edit' permission for a page can add a global label to it.

To add a global label,

1. Go to the 'view' mode of the page. If the page already has labels, these will be displayed at the top of the page below the page title.
2. Click on the 'Edit' link beside the list of labels (highlighted in yellow). This will display a form with an input field and a list of 'Suggested Labels' to choose from.
3. Check if you want to use any of the suggested labels; these are a list of labels you've used recently and the most popular labels in the space. Clicking on a label will add it to the page.
If you want to add a new label, simply type it in and click 'Add'. As you type, the drop-down field will display the label closest to the word you are typing. It is possible another user may have added the same label or a similar label which you can select and reuse.
4. Click 'Done'.



Note

Labels are always in lowercase. Even if you use uppercase characters, Confluence will convert these to lowercase when it adds the label.

Screenshot : Adding a Label

The screenshot shows the 'Add Labels' dialog in Confluence. At the top, there are tabs for 'View', 'Edit', 'Attachments (0)', and 'Info'. On the right, there are links for 'Browse Space', 'Add Page', and 'Add News'. Below the tabs, it says 'Added by [ben](#), last edited by [Vidya Madabushj](#) on Nov 20, 2005 (view change)'. There are two existing labels: 'sales' and 'corporate'. The 'Add Labels' section has an input field with 'co' typed in, a dropdown menu showing 'confluence' (highlighted in yellow) and 'communications', and an 'Add' button. To the right, 'Suggested labels' are listed: 'my:stuff', 'my:nice', 'my:something', 'confluence', and 'example'. Below this, there is a section for 'Sales' with a list of labels: '1. Current Revenue Numbers', '2. Customer Database', '3. Sales Budgeting Process', and '4. Partners'.

RELATED TOPICS

[Adding a Personal Label](#)

[Removing a label](#)

[Adding a Space Label](#)

[Adding a Team Label](#)

Take me back to [Confluence 2 Home](#)

Adding a Personal Label

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Any user with 'view' permission can add a personal label. Personal labels are only available to the user that created them. To differentiate them from global labels, personal labels include the prefix "my:" in the label name.

Here are some examples of personal labels:

"my:sales", "my:stuff", "my:trivia"

To add a personal label,

1. Go to the 'view' mode of the page.
2. Click on the 'Edit' link beside 'Labels'. This link is highlighted in yellow. This will open up a form with an input field and a list of 'suggested labels'.
3. Check if you want to use any of the suggested labels; these are a list of labels you've used recently, and the most popular labels in the space. Your personal labels will also appear here if you have used them frequently or recently. Clicking on a label will add the label to the page.
If you want to add a new label, simply type it in using the markup "my:label" and click 'Done' to add the label.



Note

Labels are always in lowercase. Even if you use uppercase characters, Confluence will convert these to lowercase when it adds the label.

Screenshot : Adding a Label

Add Labels

Enter labels to add to this page:

Suggested labels: [my:nottoobad](#), [my:nice](#), [my:something](#), [my:stuff](#), [my:stuff](#), [installation](#), [label](#), [example](#), [e](#)

Tip: Looking for a label? Just start typing.

RELATED TOPICS

[Adding a Global Label](#)

[Adding a Space Label](#)

[Adding a Team Label](#)

Take me back to [Confluence 2 Home](#)

Adding a Space Label

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To add a Space Label,

1. Click on the 'Browse Space' link at the top right-hand corner of the page.
2. Go to the 'Advanced' tab and click 'Edit Space Details'. This will take you to a new screen.
3. Click 'Edit Space Labels' in the left navigation frame. In the input field displayed under the heading 'Labels', type in your label and click 'Add'. A list of suggested labels is also displayed in the form. Click on the label to add it.

Screenshot : Adding a space label

Labels

You can group this space with other content you've labelled in Confluence using the box below.

No labels added to this space.

Add Label:

Suggested Labels:
[my:nottoobad](#), [my:nice](#), [my:something](#), [my:stuff](#), [my:stuff](#), [installation](#), [test](#), [label](#), [example](#), [e](#), [documentation](#)

RELATED TOPICS

- [Adding a Global Label](#)
- [Adding a Personal Label](#)
- [Adding a Team Label](#)

Take me back to [Confluence 2 Home](#)

Adding a Team Label

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Team labels are used to group together related spaces.

For example, if you have one or more spaces on the site that the Sales team may be interested in, you can group all these spaces together under the label 'sales'.

On the Dashboard, you can then choose 'Sales' from the drop down menu under the 'Team' tab in the spaces list, and have only the list of spaces relevant to the Sales team displayed. The 'Recently Updated' section will also display content only from these spaces.



You will need to add the same label all the spaces you want to group together.

To add a Team Label,

1. Click on the 'Browse Space' link at the top right-hand corner of the page.
2. Go to the 'Advanced' tab and click 'Edit Space Details'. This will take you to a new screen.
3. Click 'Edit Space Labels' in the left navigation frame.
4. In the input field displayed under 'Team Labels', type in your label and click 'Add'. A list of 'Suggested Labels' is also displayed in the form. Click on the label to add it.

Screenshot: Adding a team label

Team Labels

Team labels will appear in the drop down box inside the *team* tab on your dashboard. They can be used to group together related spaces for project teams.

No team labels added to this space.


Add Team Label:




Available Team Labels:
[atlassian](#), [confluence](#), [consulting](#), [demo](#), [development](#), [jira](#), [plugins](#), [test](#)

Screenshot: List of team related spaces on the dashboard

Spaces: **My** **Team** **All**

A team label is used to group together a list of spaces relevant to a project team. You can display a team's spaces by selecting a label from below:

View Spaces for Team: 

Confluence (DOC)	  
Confluence 1.4 User Guide (CONF14)	  
Confluence Community (DISC)	  
Confluence Extensions (CONFEXT)	  
Documentation Staging (DOCPRIV)	  

RELATED TOPICS

- [Adding a Global Label](#)
- [Adding a Personal Label](#)
- [Adding a Space Label](#)

Take me back to [Confluence 2 Home](#)

Label Macros

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

1. [Navmap Macro](#)

Renders the list of pages associated with a specified label as a navigation map.

2. [Related Labels Macro](#)

Lists labels commonly associated with the current page's labels.

3. [Content by Label Macro](#)

Displays a list of content marked with specified labels.

4. [Recently Used Labels Macro](#)

Lists labels most recently used in a specified scope (Global, Space, or Personal)

RELATED TOPICS

[Working with Labels Overview](#)

[Working with Macros](#)

Take me back to [Confluence 2 Home](#)


Content by Label Macro

This page last changed on Jan 22, 2007 by rosie@atlassian.com.

i You need to edit in 'Wiki Markup' mode to include macros in your page.

The Contentbylabel macro lists content associated with specific labels.

Contentbylabel Macro

What you need to type	What you will get
<code>{contentbylabel:documentation, my:stuff}</code>	 Bamboo Documentation Home (Bamboo) Labels: documentation Character encodings in Confluence (Confluence) Labels: documentation , internal , http , database , confluence , utf8 , unicode , encoding , character Client Configuration (Crowd) Labels: integration , documentation , crowd , authentication , api Concepts (Crowd) Labels: overview , guide , documentation , crowd Configuring Crowd (Crowd) Labels: overview , api , crowd , documentation , guide

By default, Confluence lists all the labels for each result displayed. See optional parameters below to disable this.

Recommended Default Usage

To display all pages with the label `needs-fixing`, use:

```
{contentbylabel:needs-fixing|showLabels=false|maxResults=99|showSpace=false}
```

Optional Parameters

No	parameter	Default	Description
1	<code>key</code>	<code>all</code>	Filter by space (Keywords @all and @self available with Confluence 2.2.2 and higher)
2	<code>type</code>	<code>false</code>	Filter by content type
3	<code>showLabels</code>	<code>true</code>	Show or hide labels for results
4	<code>showSpace</code>	<code>true</code>	Show or hide spaces for results

5	excerpt	false	Show or hide excerpts for results
6	maxResults	5	Specify maximum results to display
7	sort=creation sort=title sort=modified	recent	The 'sort' attribute is an optional attribute that allows you to configure how the children are sorted. Use the 'reverse' attribute to optionally reverse the sorting.

1. Filter by space

```
{contentbylabel:dogs,cats|key=PETS}
```

2. Show only results in current space (Confluence 2.2.2 and higher)

```
{contentbylabel:dogs,cats|key=@self}
```

3. Show results from all spaces (Confluence 2.2.2 and higher)

```
{contentbylabel:dogs,cats|key=@all}
```

4. Filter by content type: pages or blog posts

```
{contentbylabel:dogs,cats|type=page,blogpost}
```

5. Hide labels for results

```
{contentbylabel:dogs,cats|showLabels=false}
```

6. Hide spaces for results

```
{contentbylabel:dogs,cats|showSpace=false}
```

7. Display excerpts for results

```
{contentbylabel:dogs,cats|excerpt=true}
```

8. Specify the maximum number of results to display

```
{contentbylabel:dogs,cats|maxResults=99}
```

9. Sort by creation date, modification date or title

```
{children|sort=creation|reverse=true}
```

RELATED TOPICS

[Related Labels Macro](#)

[Navmap Macro](#)

[Recently Used Labels Macro](#)

[Working with Labels Overview](#)

[Working with Macros](#)

Take me back to [Confluence 2 Home](#)

Navmap Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

i You need to edit in 'Wiki Markup' mode to include macros in your page.
 The Navmap macro displays the list of pages associated with a specified label as a navigation map.

A label must be specified for this macro.


Navmap macro

What you need to type	What you will get
{navmap:documentation}	<p>The navigation map displays a grid of links. The links include: Bamboo, Character encodings, Client, Documentati- in Configurati- Concepts, Configuring on Home, Confluence on, Confluence, Confluence, Confluence, Database, 1.4 Home, 2 Home, on Home, Internals, Configurati- on, Integrating, Integrating, Documentatio- n, HSQL DB, Crowd, Crowd, Integration with, with JIRA, Libraries, Integration, MS SQL, MySQL, PostgreSQL, Related Overview, Server, Labels, Macro, Requirements, & Working, Supported with, Environment-Macros, s</p>

Optional Parameters:

No	parameter	Default	Description
1	title	None	Specify a title for the navigation map
2	wrapAfter	5	Specify the number of cells in a row
3	cellWidth	90 px	Specify the cell width
4	cellHeight	60 px	Specify the cell height
5	Theme	Confluence	Define a theme for the navmap

1. Specify a title for the navigation map

What you need to type	What you will get
<pre>{navmap:documentation title=Confluence Documentation}</pre>	

2. Specify the number of cells in a row

The default is 5 cells.

```
{navmap:mylabel|wrapAfter=3}
```

3. Specify the cell width

The default width is 90px

```
{navmap:mylabel|cellWidth=120}
```

4. Specify the cell height

The default is 60px

```
{navmap:mylabel|cellHeight=120}
```

5. Define a theme for the navmap

If you want to create your own look and feel for the navmap (say one with rounded corners), you can do so by adding a file to the WEB-INF/classes/templates/macros directory. The file name convention to use is: navmap-mytheme.vm. You can use whatever name you like in place of mytheme. Just make sure you specify this when calling the macro using theme=mytheme.

RELATED TOPICS

[Related Labels Macro](#)

[Content by Label Macro](#)

[Recently Used Labels Macro](#)

[Working with Labels Overview](#)

[Working with Macros](#)

Take me back to [Confluence 2 Home](#)

Recently Used Labels Macro

This page last changed on Feb 04, 2007 by [ktran](#).

i You need to edit in 'Wiki Markup' mode to include macros in your page.

The Recently-used-label macro renders a list of the most recently used labels in a specified scope (Global/Space/Personal)

Recently-used-labels macro

What you need to type	What you will get
<code>{recently-used-labels}</code>	lovingu , alexdes , gabemat , confluence233 , confluence23 , tasklist , macro , test , mikeben , sergbin

Optional Parameters

Specify the number of labels to be displayed.

By default, 10 labels are displayed.

```
{recently-used-labels:count=5}
```

Specify the scope of labels to be displayed.

The default scope is 'global'.

```
{recently-used-labels:scope=space}
```

Display the labels in a table.

```
{recently-used-labels:style=table}
```

Specify a title for the table view

```
{recently-used-labels:style=table|title=List of my recently used labels}
```

[Related Labels Macro](#)
[Content by Label Macro](#)
[Recently Used Labels Macro](#)
[Working with Labels Overview](#)
[Working with Macros](#)

Take me back to [Confluence 2 Home](#)

Related Labels Macro

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

i You need to edit in 'Wiki Markup' mode to include macros in your page.

The Related-labels macro lists the labels commonly associated with the current page's labels.

Related-labels macro

What you need to type	What you will get
<code>{related-labels}</code>	<ul style="list-style-type: none">• crowd• database• installation• api• confluence• setup• guide• integration• overview• authentication• userguide• internal• macro• admin• example• user• confluence20• mysql• favourite• postgresql• index• jira• configuration• list• encoding• install• unicode• osuser• utf8• contents• all• summary• http• character• authorization• httpauthenticator• verifytokenfilter• msql• msqlserver• documentation

	<ul style="list-style-type: none"> • test • label • fish • loremipsum
--	---

Optional Parameters

Specify the labels for which you want to view related labels

What you need to type	What you will get
<pre>{related-labels:labels=documentation, my:stuff}</pre>	<ul style="list-style-type: none"> • crowd • database • installation • api • confluence • setup • guide • integration • overview • authentication • userguide • internal • macro • admin • example • user • confluence20 • mysql • favourite • postgresql • index • jira • configuration • list • encoding • install • unicode • osuser • utf8 • contents • all • summary • http • character • authorization • httpauthenticator • verifytokenfilter • msql

	<ul style="list-style-type: none">• msqlserver
--	--

RELATED TOPICS

[Navmap Macro](#)

[Content by Label Macro](#)

[Recently Used Labels Macro](#)

[Working with Labels Overview](#)



[Working with Macros](#)

Take me back to [Confluence 2 Home](#)

Removing a Label

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To remove a label,

1. Go to the page that contains the label. All labels are displayed at the top of the page below the page title.
2. Click 'Edit' beside the list of labels (highlighted in yellow). Each of the labels will display a  mark beside it.
3. Click  to remove the label, then click 'Done'

RELATED TOPICS

[Working with Labels overview](#)

Take me back to [Confluence 2 Home](#)

Viewing Global Labels

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Any page that has labels will have them listed at the top of the page below the page title.

Global labels are visible to all users with 'view' permission and personal labels are only visible to the user that created them.

To view global labels,

1. If you are in a page that has labels, clicking on a label will take you to the 'Label' tab of the 'Browse Space' view where all pages in the space with that label will be listed.
Click on the link 'See content from all spaces' to view all pages with the same label across the site.
2. Click on the 'Labels' tab in the 'Browse Space' view of the space. You have the option to view labels in one of two ways:
 - Click 'All labels' to view all labels in the space. From this view, you can click on a link to view an alphabetical listing of all labels across the site. Clicking on a label will list all content in the space with that label. It will also display any related labels if they exist. Related labels are labels that frequently appear on pages together. For Example, if pages labelled with 'sales' also tend to have the label 'marketing', these will be displayed as related labels.
 - Click [popular labels](#) to view a list of the most frequently used labels in that space. From here, you can also view the most popular global labels across the site.
Confluence defaults to one of these views when you go to the 'Labels' tab based on your preference on your last visit to the site.
Each of these views also displays a list of up to fifteen most 'Recent Labels' and 'Popular Labels' in the space.

Screenshot : Labels as they are displayed on a page

Added by [Vidya Madabushi](#), last edited by [Vidya Madabushi](#) on Oct 27, 2005 ([view change](#))

Labels: [my:something](#), [my:stuff](#), [installation](#), [documentation](#), [wysiwyg](#), [example](#), [label](#), [my:nice](#), [test](#) **EDIT**

Screenshot : Viewing all labels

View: [Popular Labels](#) | **All Labels**

Below are the **186** most recently used labels, listed alphabetically. Click on a label to see its associated content.

A [about](#), [are](#), [ante](#), [a](#),
[api](#), [and](#), [admin](#),
[appserver](#),
[asdfasdfasdf](#), [agile](#)

B [blabla](#),
[baz](#), [bar](#),
[blah](#),
[beeren](#), [bee](#),
[baby](#), [blog](#), [bora](#),
[bug](#), [bible](#), [build](#)

RELATED TOPICS

[Viewing Labelled Pages](#)

[Viewing Global Labels](#)

[Viewing Personal Labels](#)

[Viewing Popular Labels](#)

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Viewing labelled pages


This page last changed on Jan 02, 2007 by rosie@atlassian.com.

The easiest way to find labelled content is to do a quick search for it. If there is a label matching your query, it will be listed above the search results. Clicking on the link will display all content in the site with that label.

- You can view all labelled content for a space by going to the '[Label](#)' tab in the 'Browse Space' view of a space.
- You can view content labelled with personal labels by going to your '[Profile](#)' and clicking on the 'Label' tab.

Viewing labelled content

Searched for **database** in **all spaces** excluding **Mail**.
There are **201 matches** in **Mail**. [Include these matches](#).
Matching labels: [database](#)
Related labels: [oracle](#), [appserver](#)

 Results **1 - 10** of **225** for **database**.

 [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

In the [search box](#), you can use the `labelText:` prefix to search specifically for page labels.

Searching for ...	Returns content that ...
<code>confluence labelText:plugin</code>	contains the word confluence or has the label plugin
<code>confluence AND labelText:plugin</code>	contains the word confluence and has the label plugin
<code>labelText:import labelText:plugin</code>	has the label import or has the label plugin
<code>labelText:import AND labelText:plugin</code>	has the label import and has the label plugin

RELATED TOPICS

- [Viewing Global Labels](#)
- [Viewing Personal Labels](#)
- [Viewing Popular Labels](#)
- [Searching Confluence](#)

Take me back to [Confluence 2 Home](#)

Viewing personal labels

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Any page that has labels (global or personal) will have them listed at the top of the page below the page title. Personal labels are only visible to the user that created them.

To view your personal labels,

1. If you are in a page that has personal labels, clicking on a label will take you to the 'Label' tab of your 'Profile' where all pages in the space with that label will be listed.
2. Go to your 'Profile' by clicking the link located at the top of the page.
 - Go the 'Label' tab. This will display all content with personal labels in the space. A list of your personal labels along with the number of pages that contain the label is also displayed. Clicking on a link will list all content with that label.

Viewing personal labels







[View](#) [Edit Profile](#) **[Labels](#)** [Watches](#) [Change Password](#)

See the personal labels you have created, and the other labels which you have used recently.

Your Labels

- 5 [favourite](#)
- 1 [nice](#)
- 1 [nottoobad](#)
- 1 [something](#)
- 2 [stuff](#)

All labelled content

-  [Documentation Home](#) by [Vidya Madabushi](#) (24 Oct)
-  [Confluence 1.4 User Guide](#) by [Charles Miller](#) (27 Sep)
-  [Documentation Staging 2](#) by [???](#) (17 Oct)
-  [Confluence](#) by [Charles Miller](#) (08 Sep)
-  [testing](#) by [mohammed](#) (25 Oct)
-  [Confluence Administration Guide](#) by [Vidya Madabushi](#) (21 hours ago)

RELATED LABELS

[Viewing Labelled Pages](#)

[Viewing Global Labels](#)

[Viewing Popular Labels](#)

Take me back to [Confluence 2 Home](#)

Viewing Popular Labels

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Popular labels are labels that are frequently used. Confluence allows you to view the most popular labels both within a space and across the site.

To view popular labels,

1. Go to the 'Label' tab in the 'Browse Space' view of the space.
2. Click on the link 'popular labels'. This will list the most popular labels in the space and also display a link to view all 'global popular labels' (across the site).
 - Clicking on a label will display all content in the site with that label.
 - Click 'global popular labels' to view the most popular labels in the site.

In both these views, you have the option to sort the listing of labels to display them 'alphabetically' or in order of their 'popularity'.

The bigger the font size, the more popular the label.

[space attachments directory](#) ^ [Viewing popular labels](#)

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 2 Home](#)

Keyboard Shortcuts

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

Confluence provides the following keyboard shortcuts:

All Screens

Keystroke	Action
Alt-S	Search field

Login Screen

Keystroke	Action
Alt-U	Username field
Alt-P	Password field
Alt-R	Check 'Remember Me'

View Screen

Keystroke	Action
Alt-V	View Page Tab
Alt-E	Edit Tab
Alt-A	Attachments Tab
Alt-I	Information Tab

Add Page Screen

Keystroke	Action
Alt-A	Add Page
Alt-P	Preview Page

Edit Page Screen

Keystroke	Action
Alt-U	Update Page
Alt-P	Preview Page

RELATED TOPICS

Take me back to [Confluence 2 Home](#)

Space Attachments Directory

This page last changed on Nov 28, 2005 by [vidya](#).

This page contains all the attachments for the Confluence 2.0 documentation space.

Rich Text Editor Overview

This page last changed on Dec 08, 2005 by [vidya](#).

The Rich Text editor provides users accustomed to html or other standard text editing applications, an easier and faster way to creating Confluence pages. It allows you to enter content as you would in a Word document, and apply formatting simply by clicking icons on a toolbar.

If you are loyal to wiki markup, you can continue to use it. The 'Edit' screen lets you switch between 'Rich Text' and 'Wiki Markup' edit modes without losing the changes you've made; so you can use a combination of both while editing. For instance, you can use the rich text editor to change the text colour and then switch to wiki markup to create links.

You can also default to either 'Wiki Markup' or 'Rich Text' depending on your preference.

Note

A site administrator will need to [Enable Rich Text Editing](#) from the Administration Console before you can start using the Rich Text editor

The Rich Text Editor

Enable Rich Text Editing from the Administration Console before you can start using the Rich Text editor' '{info}' 'RELATED TOPICS' '[Enabling Rich Text Editing](#)' '[Making Rich Text or Wiki Markup Editing Default](#)'"/>

RELATED TOPICS

- [Enabling Rich Text Editing](#)
- [Making Rich Text or Wiki Markup Editing Default](#)
- [Rich Text-Working with Text Effects](#)

[Rich Text-Working with Tables](#)
[Rich Text-Inserting an Image](#)
[Rich Text-Creating a New Link](#)
[Rich Text-Linking to an Image](#)
[Rich Text-Linking to an Attachment](#)
[Rich Text-Linking to a Page](#)
[Rich Text-Inserting Emoticons](#)
[Rich Text-Inserting Symbols](#)

Enabling Rich Text Editing

This page last changed on Nov 30, 2005 by [vidya](#).

With Confluence 2.0, users have the option of using Confluence's [Rich Text](#) editor to create pages. To enable this option, a site administrator will need to turn on 'Rich Text Editing' from the Administration Console.

RELATED TOPICS

[Rich Text Editor Overview](#)

[Making Rich Text or Wiki Markup Editing Default](#)

Rich Text-Creating a new link

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To create a new link,

1. Click on this '🌐' icon in the toolbar. This will pop-up up the 'Link Properties' screen.
2. In the 'Link' text field, enter a name for the link.
In the 'Alias' text field, enter an alias name (if needed).
i An alias is used to change the default label of a link if it is not particularly informative or attractive, and is useful when including the link in the middle of your own text.
3. Click 'Ok' to add the link.

Screenshot : Creating a new link

Link Properties

Link
Alias

Search **History** **Recently Modified** **External Link**

All Spaces

RELATED TOPICS

- [Rich Text-Linking to a page](#)
- [Rich Text-Inserting an image](#)
- [Rich Text-Linking to an attachment](#)

Take me back to [Confluence 2 Home](#)

Rich Text-Inserting an image

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To insert an image,

1. Click on the toolbar. This will open up the 'Image Properties' window.
2. All attached images are displayed. Click on an image to select it and click 'OK' to insert the image.
3. To attach a new image, 'Browse' to select your file and click 'Attach'.

Screenshot : [Inserting an image](#)



RELATED TOPICS

[Rich Text-Linking to an attachment](#)
[Rich Text Editor Overview](#)

Take me back to [Confluence 2 Home](#)

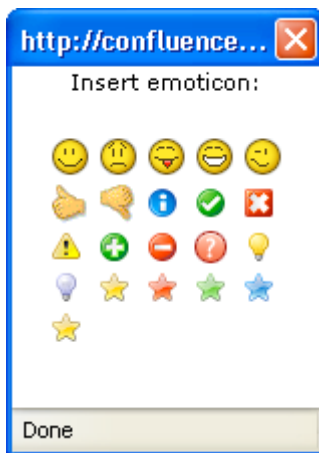
Rich Text-Inserting emoticons

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To insert an emoticon,

1. Click 😊 on the toolbar. This will pop up the emoticons window.
2. Select the emoticon to insert it.

Screenshot : Emoticons



RELATED TOPICS


[Rich Text-Inserting an Image](#)

Take me back to [Confluence 2 Home](#)

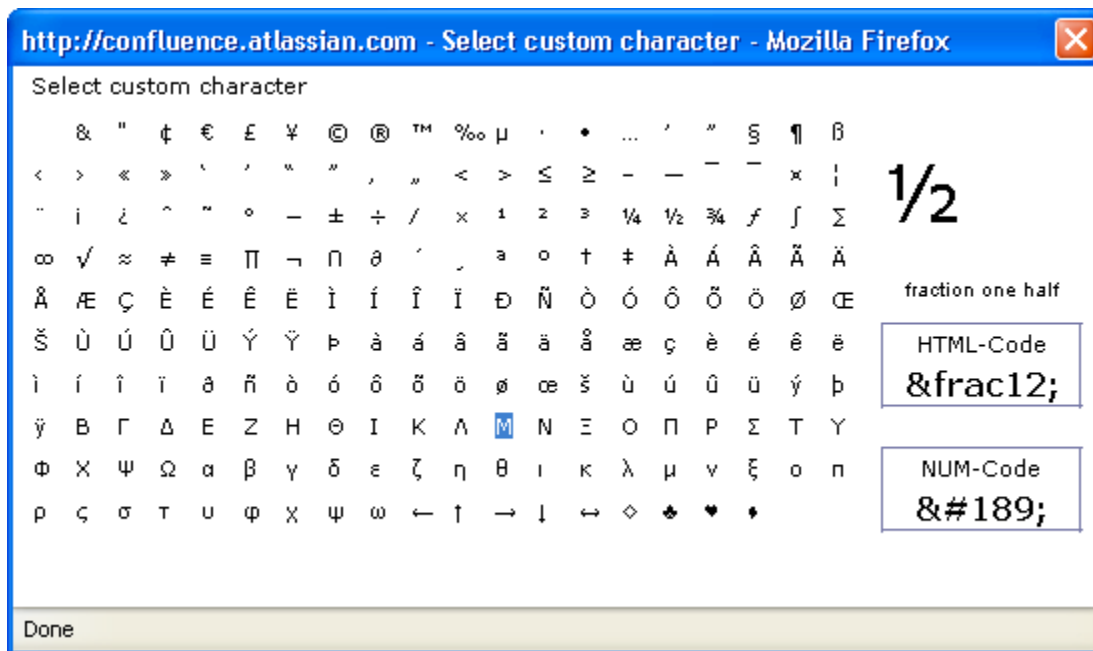
Rich Text-Inserting Symbols

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To insert a symbol,

1. Click  on the toolbar. This will pop up the 'Custom Characters' window.
2. Click on the symbol to insert it.

Screenshot : Custom Characters



RELATED TOPICS


[Rich Text-Inserting emoticons](#)

Take me back to [Confluence 2 Home](#)


Rich Text-Linking to a Page

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To link to a page in Confluence,

1. Click  on the toolbar. This will open up the 'Link Properties' window.
2. Click on one of these tabs: 'History' or 'Recently Modified' to select the page you want to link to.
or
Do a 'Search' for the page using the search facility and select a page from the search results.
3. Click 'OK'

To link to a page outside Confluence,

1. Click  on the toolbar. This will open up the 'Link Properties' window.
2. Click on 'External Links' tab.
3. Enter the URL of the webpage in the text-entry field and click 'Insert'

RELATED TOPICS


[Rich Text-Creating a new link](#)

Take me back to [Confluence 2 Home](#)

Rich Text-Linking to an Attachment

This page last changed on Nov 30, 2005 by [vidya](#).



To link to an attachment,

1. Click  on the toolbar. This will open up the 'Link Properties' window.
2. Go to the 'Attachments' tab. All page attachments are listed. Click on the attachment title to select it and then click 'OK'.
3. If you don't find the attachment you are looking for, you can also attach a new file from here. 'Browse' to select your file and click 'Attach'.

Screenshot : [Linking to an Attachment](#)

Choose a Page

Search History Recently Modified External Link **Attachments**

Name	Size	Creator	Date
 WorkingWithSpaces.doc	158 kb	Vidya Madabushi	Nov 01, 2005
 conflink.gif	0.2 kb	Vidya Madabushi	Oct 30, 2005

Attach File:

RELATED TOPICS

[Rich Text-Linking to an Image](#)

Rich Text-Linking to an Image

This page last changed on Nov 30, 2005 by [vidya](#).

To link to an image,

1. Click on the toolbar. This will open up the 'Link Properties' window.
2. Go to the 'Attachments' tab. All attachments are listed. Click on the image name to select it, and then click 'OK'.
3. To attach a new image, 'Browse' to select your file and click 'Attach'.

RELATED TOPICS


[Rich Text-Linking to an Attachment](#)

[Rich Text-Inserting an Image](#)







Rich Text-Working with Tables

This page last changed on Jan 02, 2007 by rosie@atlassian.com.

To create a table,

1. Click  on the toolbar. This will pop up a window.
2. Enter the number of columns and rows for your table.
3. Check the box if you want a heading style applied to the first row of the table.
4. Click 'Insert'.

Working with Tables

To do this	Click this
Add row (before)	
Add row (after)	
Delete row	
Add column (before)	
Add column (After)	
Delete column	

RELATED TOPICS

[Rich Text Editor Overview](#)


Take me back to [Confluence 2 Home](#)

Rich Text-Working with Text Effects

This page last changed on Jan 22, 2007 by rosie@atlassian.com.

The Rich Text editor supports most text effects available in standard text editing applications.

To apply an effect, select the text and click on the icon, or use the shortcut key.

To do this	Click this	Shortcut Key
Bold	B	ctrl+b
Italics	<i>I</i>	ctrl+i
Underline	<u>U</u>	ctrl+u
Strike	ABC	
Heading	Heading 5	-- Format -- 

RELATED TOPICS

[Rich Text Editor Overview](#)

Take me back to [Confluence 2 Home](#)