Use Case Scenario: A Navy training unit is preparing an online manual using Confluence for various operational procedures. The manual is a living document in Confluence and undergoes frequent updates and attachments of new training materials, including videos, PDFs, and official orders. The unit also maintains a blog on Confluence to keep personnel updated on new naval protocols and historical insights. They utilize the power of macros to manage and organize content efficiently.

Task 1: Adding Operational Procedure Documents

Lieutenant Smith needs to add various PDFs and Word documents related to submarine operational procedures. He decides to use the Attachments macro to organize these files effectively on the Confluence page.

1. Lieutenant Smith starts editing the page titled "Submarine Operational Procedures."
2. He selects the "+" (insert more content) option from the toolbar.
3. He searches for the "Attachments" macro by name and selects it.
4. In the macro parameters, he chooses to display only '.pdf' and '.docx' files and decides not to show old versions of the attachments.
5. After configuring, he inserts the macro, and all relevant files are neatly listed on the page.

Task 2: Updating the Naval Historical Blog

Commander Johnson runs a weekly blog update covering historical naval engagements. She uses the Blog Posts macro to ensure recent posts are highlighted on the department's homepage.

1. Commander Johnson edits the "Naval History Department" homepage.
2. She selects the "+" icon from the toolbar.
3. She finds the "Blog Posts" macro and selects it.
4. She sets the macro to display 'titles' and restricts posts to those labeled with "Historical Engagement."
5. Once the macro is added, the latest historical blog posts automatically appear on the homepage.

Task 3: Tracking Changes in Operational Manual

Due to frequent updates in the operational manual, Chief Thompson needs to track what changes were made, by whom, and when. He uses the Change History macro for this purpose.

1. Chief Thompson goes into edit mode on the "Operational Updates" page.
2. He clicks on the "+" icon in the toolbar.
3. He then adds the "Change History" macro without needing any configuration.
4. The page now continually shows an updated log of changes, helping all team members follow updates in real-time.

By integrating these macros, the training unit enhances the interactivity and efficiency of their Confluence space. The Attachments macro organizes crucial operational files, the Blog Posts macro keeps the team historically informed, and the Change History macro ensures everyone is aware of the latest procedural updates. This digital environment, structured with precision, significantly aids in the unit's readiness and operational success.

Optional / Other Details

Lab: Macros

Using macros helps you to extend the capabilities of your Confluence pages, allowing you to add extra functionality or include dynamic content. For example, use the Attachments macro to list files attached to a page, or use the Widget Connector macro to include things like a YouTube video or Twitter feed.

Add a macro to your page

To add a macro:

1. When editing, select from the toolbar
2. Find the macro by name and select it
3. Configure it as needed
   You can also type / on the page to bring up the same list you'd see by selecting from the toolbar. Continue typing the name of the macro to filter the list.

To edit a macro:

1. Select the macro placeholder.
2. Select the Edit icon to open the configuration panel.
3. Configure the parameters. Your changes are saved as you go.
4. Resume editing the page, and the panel closes.
   You can also select the centered , medium-width , and full-width icons to adjust the width of some macros. Select the trashcan iconto remove the macro.

Macro Parameters

Many macros have optional parameters you can use to control the macro's output.

With the Attachments Macro, for instance, you have two optional parameters allowing you to:

- Specify the file formats of the attachments displayed
- Choose whether or not you want old versions of the attachments displayed

Macro Placeholders

Macro placeholders are displayed in the editor where you have added a macro to the page.

When editing a page, you can:

- Double-click a macro placeholder (or click the placeholder and choose **Edit**) to open the macro dialog window and edit the macro's parameters
- Select a macro placeholder to cut, copy and paste the macro

Insert the attachments macro

The Attachments macro displays a list of files attached to a page.

It also allows users (with appropriate permissions) to:

- upload a file to the page, directly from the list
- edit attachment properties and labels
- delete an attached file (this deletes all versions of the file)
- preview image attachments
- edit attached Office and PDF documents using the Office Connector.
- download all files attached to the page.

You can use the macro parameters to turn off previews if you have very large attachments.

Use the Attachments macro

To add the Attachments macro:

1. When editing, select from the toolbar
2. Find the macro by name and select it
3. Configure it as needed
   You can also type / on the page to bring up the same list you'd see by selecting from the toolbar. Continue typing the name of the macro to filter the list.

To edit the Attachments macro:

1. Select the macro placeholder.
2. Select the Edit icon to open the configuration panel.
3. Configure the parameters. Your changes are saved as you go.
4. Resume editing the page, and the panel closes.
   You can also select the centered , medium-width , and full-width icons to adjust the width of some macros. Select the trashcan iconto remove the macro.

Parameters

Parameters are options that you can set to control what and how content from the macro appears on the page.

If the parameter name used in Confluence Cloud storage format or wikimarkup is different than the label used when inserting macros using the browser or the slash command, it will be listed below in brackets (example).

Parameter	Default	Description
Filename Patterns(patterns)	all	A comma-separated list of regular expressions, used to filter the attachments by file name. Note that the parameter values must be regular expressions. For example: To match a file suffix of 'jpg', use .*jpg (not *.jpg). To match file names ending in 'jpg' or 'png', use .*jpg,.*png
Attachment Labels(labels)	(none)	A list of labels, used to filter the attachments to display. If you wish to enter more than one label, separate the labels with commas. Confluence will show only attachments that have **all** the labels specified. (The match is an AND, not an OR.)
Include Old Attachment Versions(old)	false	A value of true will include previous attachment versions in the list.
Sort By(sortBy)	date	The sort order for attachments. Note that people viewing the page can change the sort order by clicking the column headings. Valid values are:

		date – sorts by updated date in reverse chronological order (newest first) size – sorts largest to smallest name – sorts alphabetically created date - sorts by creation date in reverse chronological order (newest first)
Sort Order(sortOrder)	ascending	Used in combination with the **Sort By** parameter, to sort the attachments in ascending or descending order.
Allow Upload(upload)	true	If selected, the list of attachments will include options allowing users to browse for, and attach, new files.
Page Title(page)	(none)	Used to display attachments from another page. If you do not enter a page title, the macro will display the files attached to the current page.
Show Previews(preview)	true	Used to display a preview of the attached file. If true, preview will be visible when the list item is expanded.
Number of items to display	(none)	Number of items to display per page of results.

Wiki markup example
Wiki markup is only supported in the legacy editor.

Wiki markup is useful when you need to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

Macro name: attachments

Macro body: None.

```
        {attachments:old=false|patterns=.*png,.*jpg|sortby=name|page=My
page about
chocolate|sortorder=descending|labels=chocolate,cookies|upload=false|preview=f
alse}
```

Insert the blog posts macro

The Blog Posts macro allows you to display blog posts on a Confluence Cloud page. Selecting a title takes you to the blog post.

Use the Blog Posts Macro

To add the Blog Posts macro:

1. When editing, select from the toolbar
2. Find the macro by name and select it
3. Configure it as needed
   You can also type / on the page to bring up the same list you'd see by selecting from the toolbar. Continue typing the name of the macro to filter the list.

To edit the Blog Posts macro:

1. Select the macro placeholder.
2. Select the Edit icon to open the configuration panel.
3. Configure the parameters. Your changes are saved as you go.
4. Resume editing the page, and the panel closes.
   You can also select the centered , medium-width , and full-width icons to adjust the width of some macros. Select the trashcan iconto remove the macro.

Parameters

Parameters are options that you can set to control what and how content from the macro appears on the page.

If the parameter name used in Confluence Cloud storage format or wikimarkup is different than the label used when inserting macros using the browser or the slash command, it will be listed below in brackets (`example`).

Parameter	Required	Default	Description
Content Type to Display (content)	No	**titles**	Available values: **titles** — Display the title, creator, space, and created date stamp for each blog post. **excerpts** — Display a short excerpt from each blog post. If the post contains an Excerpt macro, the Blog Posts macro will display the content defined in the Excerpt macro. If the post does not contain an Excerpt macro, the Blog Posts macro will display the first few sentences of the post. **entire** - Display the whole content of each blog post.
Time Frame (time)	No	no limit	Specify how far back in time Confluence should look for the blog posts to be displayed. Available values: m — Minutes h — Hours, so '12h' displays blog posts created in the last twelve hours. d — Days, so '7d' displays blog posts created in the last seven days. w — Weeks
Restrict to these Labels (label)	No	None	Filter the results by label. The macro will display only the blog posts which are tagged with the label(s) you specify here. You can specify one or more label values, separated by a comma or a space. To exclude content which matches a given label, put a minus sign (-) immediately in front of that label value. For example: If you specify a label value of -badpage you will get only content which is not labeled with 'badpage'. To indicate that the results **must** match a given label value, put a plus sign (+) immediately in front of that label value. For example: If you specify a label value of +superpage,+goodpage you will get only content which has at least two labels, being 'superpage' and 'goodpage'.
Restrict to these Authors (author)	No	None	Filter the results by author. The macro will display only the blog posts which are written by the author(s) you specify here.
Restrict to these Spaces (spaces)	No	@self, i.e. the space which contains the page on which the macro is coded	This parameter allows you to filter content by space. The macro will display only the pages which belong to the space(s) you specify here. You can specify one or more space keys, separated by a comma or a space.

			To exclude content in a specific space, put a minus sign (-) immediately in front of that space key. For example: If you specify a space key of `-BADSPACE` you will get only content which is not in the BADSPACE. To indicate that the results **must** come from a specific space, put a plus sign (+) immediately in front of that space key. For example: If you specify a space key of `+GOODSPACE` you will get only content in GOODSPACE. (Note that this is not particularly useful, because each content item belongs to one space only. If you put a plus sign next to one space key and list other space keys too, the other space keys will be ignored.) Special values: `@self` — The current space. `@personal` — All personal spaces. `@global` — All site spaces. `@favorite` — The spaces you have marked as favorite. `@favourite` — The same as `@favorite` above. `@all` — All spaces in your Confluence site. `*` — The same as `@all` above. When specifying a personal space, remember to use the tilde (~) sign in front of the username, such as `~jbloggs` or `~jbloggs@example.com`.
Maximum Number of Blog Posts (max)	No	15	Specify the maximum number of results to be displayed. Note that the results are sorted first, and then the maximum parameter is applied.
Sort By (sort)	No	creation	Specify how the results should be sorted. If this parameter is not specified, the sort order defaults to descending order (newest first) based on the creation date. Values: **title** — Sort alphabetically by title. **creation** — Sort by the date on which the content was added. **modified** — Sort by the date on which the content was last updated.
Reverse Sort (reverse)	No	false	Select to change the sort from descending to ascending order (oldest first). Use this parameter in conjunction with the **Sort By** parameter. This parameter is ignored if the **Sort By** parameter is not specified.

				In storage format and wikimarkup a value of `true` changes the sort order.

Wiki markup example

Wiki markup is useful when you need to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

Macro name: `blog-posts`

Macro body: None.

```
{blog-
posts:content=titles|spaces=@self,ds|author=jsmith|time=4w|reverse=true|sort=creatio
n|max=10|label=chocolate,cookies}
```

Insert the Change History macro

The Change History macro shows the history of updates made to a page: version number, author, date and comment. It displays the information inline.

This is the change history macro

Version	Date	Comment
Current Version (v. 4)	Feb 19, 2013 16:27	Rach Admin: Formatting change
v. 3	Feb 19, 2013 16:27	Rach Admin: Added the change history macro
v. 2	Feb 19, 2013 16:26	Rach Admin: Added a macro
v. 1	Feb 19, 2013 16:25	Rach Admin

Use the Change History macro

To add the Change History macro:

1. When editing, select from the toolbar
2. Find the macro by name and select it
3. Configure it as needed

You can also type / on the page to bring up the same list you'd see by selecting from the toolbar. Continue typing the name of the macro to filter the list.

There are no parameters for this macro.

Wiki markup example

Wiki markup is only supported in the legacy editor.

Wiki markup is useful when you need to add a macro outside the editor, for example as custom content in the sidebar, header or footer of a space.

Macro name: `change-history`

Macro body: None.

Parameters: None.

`{change-history}`