Top 20 advanced wiki tips and tricks

Fiona’s top 20 macros or wiki tips

1) Put text inside blocks of a different colour

Use the panel macro. The default colour is a greyish-blue but you can set it to any colour using hex codes (see http://www.w3schools.com/tags/ref_colorpicker.asp or if you have precise rgb colour codes in a Microsoft Office programme, convert them here http://www.rgbtohex.net/)

This is the result of the panelbox macro

Use the panelbox macro to make boxes of a few pre-set colours with nice title rows. Good for a set of matching pages; e.g. modernisation committees, all with panelboxes on the homepage but each using a different colour

2) Hide things on the page

Sometimes you want to hide the edit button, or the comments function, or the list of child pages at the bottom of the page. Use the macro ‘css stylesheet’. Inside it write one or more of the following lines:

```
#children-section {display: none;}
#comments-section {display: none;}
#likes-section {display: none;}
```

See this page for more things that you can hide from your page.

3) Change table column widths and border thicknesses

Put your entire table inside a table-plus macro. Then in the macro parameters, scroll all the way down to ‘column attributes’. Use style="border:0;width:550px;", for each column (adjusting the border width and column width to what you want). I.e. if you have three columns, you need to write all of that three times, separated by a comma each time. E.g in the table below, I have entered

```
style="border:0;width:550px;",style="border:0;width:170px;",style="border:0;width:250px;"
```

The quote marks and colons are important; keep them as they are written here.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting 1</td>
<td>5-7 October 2011</td>
<td>Geneva, Switzerland</td>
</tr>
<tr>
<td>Meeting 2</td>
<td>10-12 March 2010</td>
<td>Geneva, Switzerland</td>
</tr>
</tbody>
</table>

4) See who’s viewed your page

Use a viewtracker. Limit its visibility to a specific user group if you want to by putting it inside a ‘show-if’ macro (see item 10 below)

6) Put things in expandable sections to reduce clutter on a page

This is useful, for example, when you have a lengthy definition. You could put the basic term in the main body of the page, and then put the long definition of that term inside an expand macro so that people only see it if they actively choose to.

Or like this

```
These are good for meeting notes of groups that meet regularly. Put each set of notes inside one of these, labelled with the date, and your page will look way less cluttered than having them all visible at once.
```

7) Show all the child pages on your page, in a prettier way than the default way and in a position of your choice
8) Change the colour of the background

Embrace American spelling!

Some text here in the background color macro

9) Insert a table of contents

Like this: (use 'toc' as a shortcut)

- Fiona's top 20 macros or wiki tips
  - 1) Put text inside blocks of a different colour
  - 2) Hide things on the page
  - 3) Change table column widths and border thicknesses
    - Meeting
    - Meeting 1
    - Meeting 2
  - 4) See who's viewed your page
  - 6) Put things in expandable sections to reduce clutter on a page
  - 7) Show all the child pages on your page, in a prettier way than the default way and in a position of your choice
  - 8) Change the colour of the background
  - 9) Insert a table of contents
  - 10) Show certain bits of your page to a restricted user group
  - 11) Put a pretty line in-between sections
  - 12) Put 'back to top' markers in a long page
  - 13) Make a tickable (checkable) task list and tag people in tasks
  - 14) Mark the status of different pieces of work
  - 15) Show embedded powerpoint presentation is possible and not just as an attachment to download
  - 16) List all the attachments and let people add attachments really easily
  - 17) Show tabs across the top of the page listing all of a set of related pages
  - 18) Show all the content that has a certain label
  - 19) Make a pretty clickable button
  - 20) Make a non-standard page layout

10) Show certain bits of your page to a restricted user group

Using a 'show-if' macro and specifying a user group. E.g. only people who participated in my December 2014 training can see this:

(show-if macro error message shown below because training material was removed) Error message kept for information purposes.

11) Put a pretty line in-between sections

Go to 'insert' (the plus sign in the editing bar) and choose 'horizontal rule':

12) Put 'back to top' markers in a long page

Make an anchor somewhere, e.g. at the top of your page, like this: . Give it a name, e.g. top. Then somewhere else (e.g. the very bottom of this page, scroll down to see it), type some text, e.g. 'back to top'. Highlight that text, choose insert link, choose 'advanced', then type the hash symbol followed by the name of your anchor, e.g. #top

13) Make a tickable (checkable) task list and tag people in tasks

In the editing bar, next to the bullet and numbered lists, choose the ticklist. Use the at sign to tag people e.g.

- Make wiki training material Fiona Willis-Núñez
- Ensure that section staff go to bed before midnight Steven Vale
- Read this page user-8016e, Tetyana Kolomiyets, Chris Jones, Taeke Gjaltema
14) Mark the status of different pieces of work

Use this:

DONE

NOT DONE

15) Show embedded powerpoint presentation is possible and not just as an attachment to download

Using the powerpoint macro will make your pages beautiful but this will require consistent maintenance as Confluence version upgrade changes how macro are used.

Download here instead

16) List all the attachments and let people add attachments really easily

Instead of making manual links to documents, or relying on people to go to 'view attachments' list everything using the attachments macro:

<table>
<thead>
<tr>
<th>File</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Powerpoint 97 Slideshow Wiki training.ppt</td>
<td>12 Apr, 2020 by Gerald Muriel</td>
</tr>
</tbody>
</table>

17) Show tabs across the top of the page listing all of a set of related pages

Use navitabs to show titles of all child pages:

Top 20 advanced wiki tips and tricks

or the 'deck of cards' and 'cards' macros where all the content is stored on one single page:

1. Broad Description
   something interesting

2. Why is it good practice?
   something else interesting

3. Target audience

4. Detailed description

18) Show all the content that has a certain label

Use the 'content by label' macro: limit to a certain space or to all spaces.

19) Make a pretty clickable button

Use either this using the AUI button macro with button type=primary (which has various options for appearance e.g using the AUI button macro with button type=standard , using the AUI button macro with button type=subtle )

or this UI buttton

20) Make a non-standard page layout

Use section macros to make rows, and column macros to divide those up. Mark them off in either percentages or pixels, e.g.

This column is set to a width of 30%
While this one is 70%. I might have to write a fair bit of nonsense in this column just in order to get to the end and show you how wide it is.

Note that both of those columns widths are percentages of the area it is already in, i.e. here we're already in a thick left-hand column so we're talking 30 and 70 percent of that column.

Back to the anchor in item 12