

Some more features to try

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Blogs

A blog can be a useful way of bringing items to the attention of your readers. You can display a link to your blog at the top of your sidebar (see left for an example) or embed your blog elsewhere on your pages using the **Blog Posts** macro.

Blog posts can be formatted in the same way as other wiki pages.

See the [Confluence Blog Posts page](#) for full details.

Tasks

You can add a lightweight Task List to your wiki page, assigning tasks to users (including yourself) by typing *@na me*, and adding deadlines if you wish. The date turns orange as it approaches, and red when it has passed. Type // to see a pop-up calendar from which you can select a date.

- Lorraine Moor Start Christmas shopping by **01 Dec 2019**
- Lorraine Moor Finish Christmas shopping by **24 Dec 2019**
- Lorraine Moor Start New Year's Resolutions by 01 Jan 2019
- Lorraine Moor Abandon New Year's Resolutions by 03 Jan 2019
- Lorraine Moor Tidy desk by **01 Apr 2019**
- Lorraine Moor Plan meetings for next academic year by **31 Jul 2019**

See the [Confluence Add, Assign, and View Tasks page](#) for full details.

Templates

If you want to create a series of pages with a standard layout, it's worth considering setting up a template and providing a button for people to click on to open the template. For example, if you are creating a catalogue of your Department's services, you could set up a template like this (click on the button to see an example of a template):


[Create a Service Catalogue entry](#)

Note that you can only create a template if you have admin permissions for the wiki space.

See the [Confluence Page Templates](#) page for full details.

Blueprints

A blueprint is a set of page templates with added functionality. Blueprints already built into the wiki allow you to create meeting notes, write how-to or troubleshooting articles, create file lists, produce task reports, monitor projects, and more. You can also develop your own blueprints.

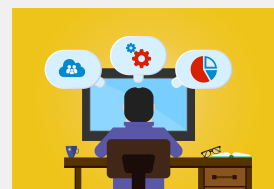
To see the built-in blueprints, click on the  button next to **Create**.

See the [Confluence Blueprints](#) page for full details.

Macros

A wealth of features is available through the use of macros. It's worth taking a few minutes to browse through the list of macros available to see whether any might be of use to you.

See the [Confluence Macros](#) page for full details.



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