


# 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 by choosing the **Task List** button from the menu bar. You can assign tasks to users (including yourself) by typing `@name`, 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:


- Type your task here, using "@" to assign to a user and "/" to select a due date
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 See the [Confluence Add, Assign, and View Tasks 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.



## 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.