Introducing Macros

What are Macros in Confluence?

- Macros are small add-ons to Confluence that add extra functions.
- Macros can assist users in adding a table of contents, embedding multimedia, editing the source code of the page, and more.

Things to Remember when Using Macros

- While some macros are very easy to use, some are much more complex and should be reserved for more experienced users.
- Some macros are free today, but could be changed to a paid subscription in the future, which would disable the macro in Confluence.

Adding a Macro Example: Table of Contents

- To add a table of contents macro, it is important to ensure your wiki page is using headings. The macro will use heading levels to create the table.
- Log in to Confluence at http://wiki.itap.purdue.edu, and browse to the page where a table of contents should be added.
- Click Edit in the upper right-hand corner of the Confluence screen to edit the page.
- Locate where you want your table of contents and click on that location within your Confluence page.
- Click Insert to open the Insert Menu.
On the **Insert** menu, a list of common macros will appear immediately following the **Horizontal Rule** option. Other macros can be found by clicking the **Other Macros** option. In this example, the **Table of Contents** macro is being selected.

A new screen will pop up asking you to set various settings for the macro. In many cases, the **default** settings will suffice. However, you will have the option to change how the macro displays. If you wish to preview how your changes will look, **click** the **Refresh** button to see how the macro will look with the changes made.

When all changes are made, **click** **Insert** to add the macro to your page.
The table of contents will appear as a small gray box in your Confluence page. The table of contents is dynamic, meaning that as new headings are added your table of contents will update as needed.

Click Save to save the page with the table of contents added. The table of contents will be visible where you placed it on the page.

Note: The table of contents is made up of clickable links, allowing users to jump to individual headers within the page. For individual pages with multiple sections and a large amount of content, a table of contents can allow page viewers to quickly go to areas of your page they may not have viewed yet.