

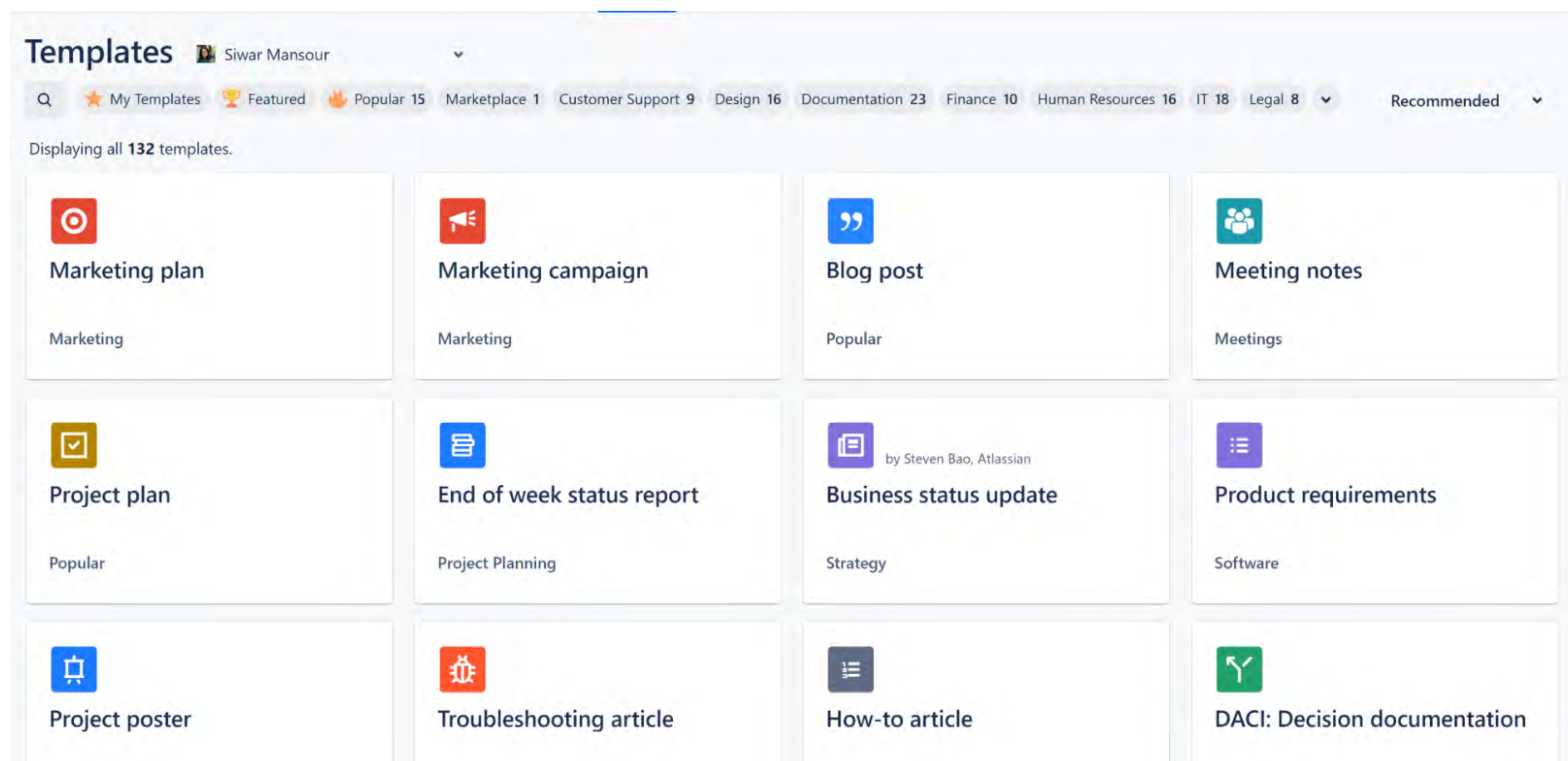
# 10 Best Practices to Better Create & Organize Content in Confluence



Silver  
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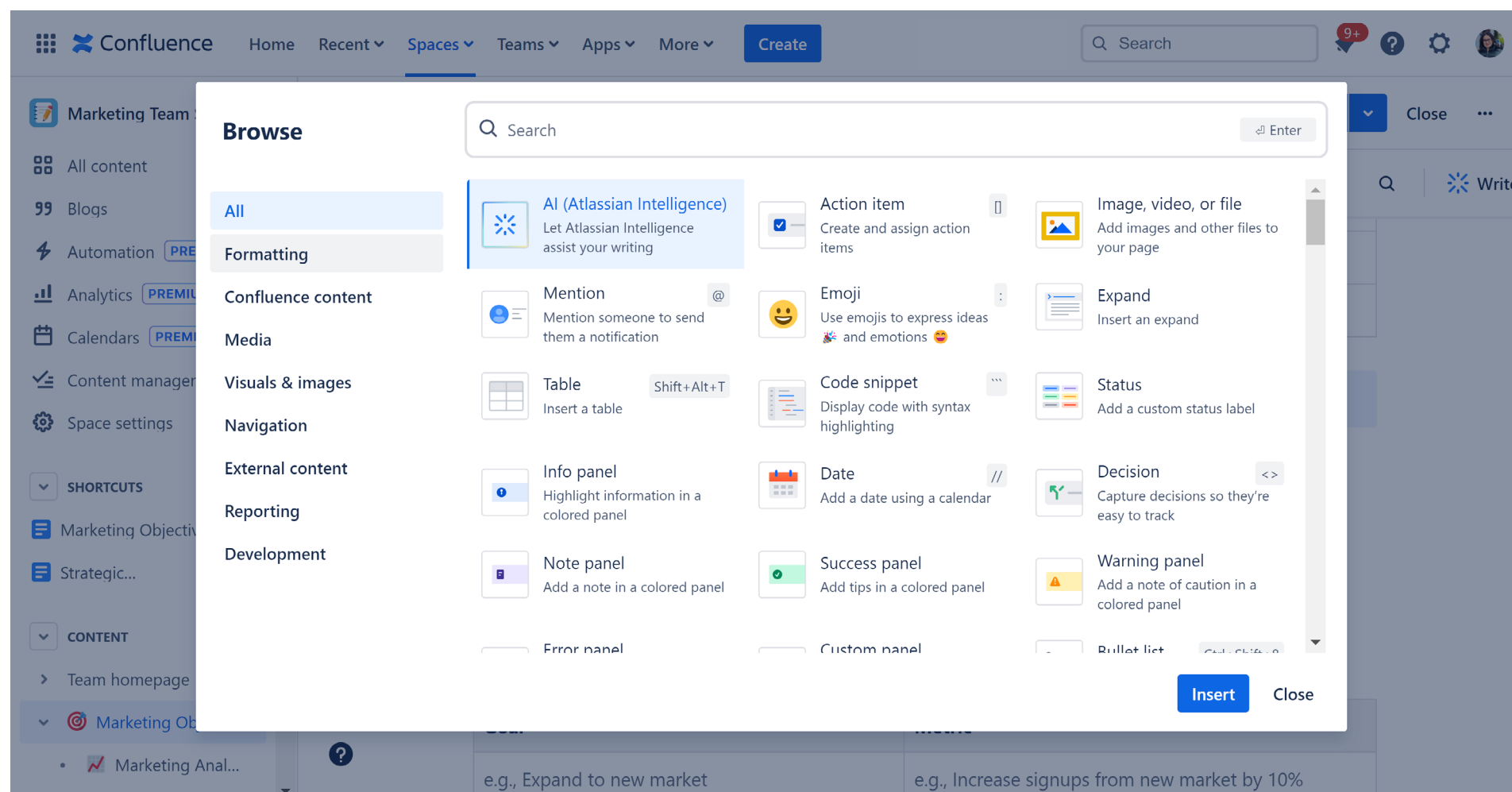
# Use Confluence templates

Confluence comes with a host of page templates covering a wide variety of use cases. Templates help you standardize content structure, ensure consistency and, of course, save valuable time.



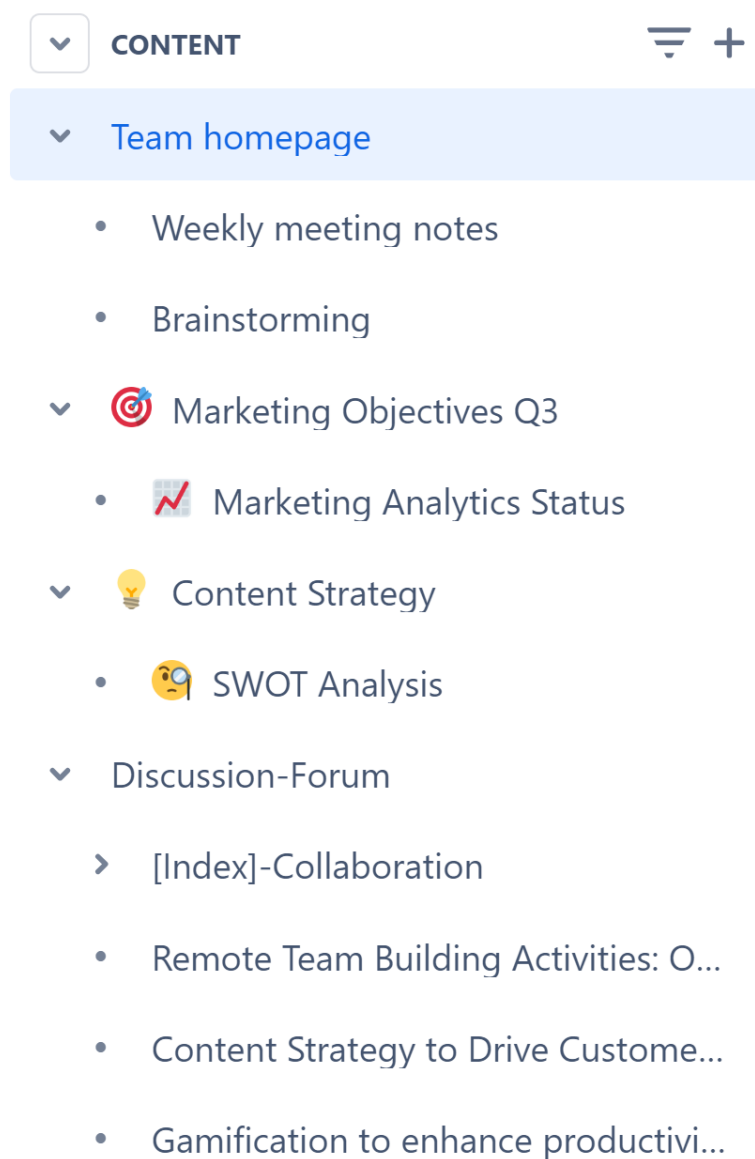
# Leverage built-in formatting macros

Whether you've started from scratch or with a template, you can leverage formatting macros to tailor your content. Native and third-party formatting macros help you customize, contextualize, and structure your content.



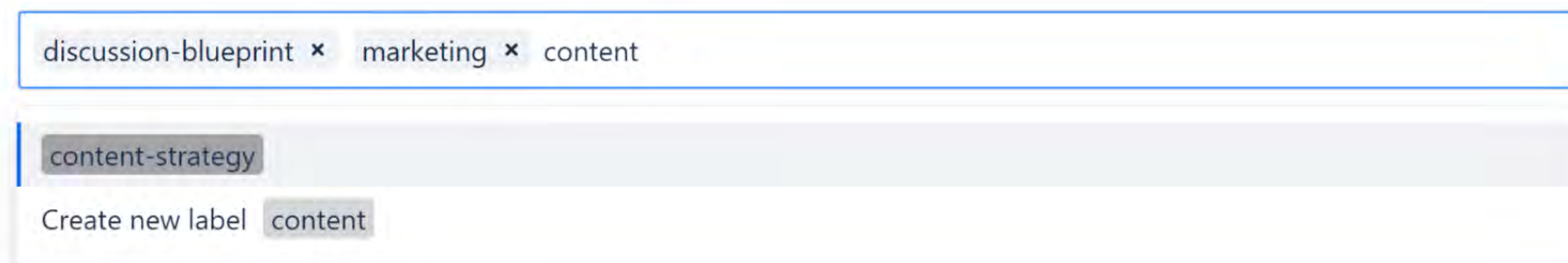
# Structure Content with Page Trees

The sidebar in Confluence cloud is more rich in actions. There you can perform a host of actions including adding, editing, deleting, archiving pages, and more.



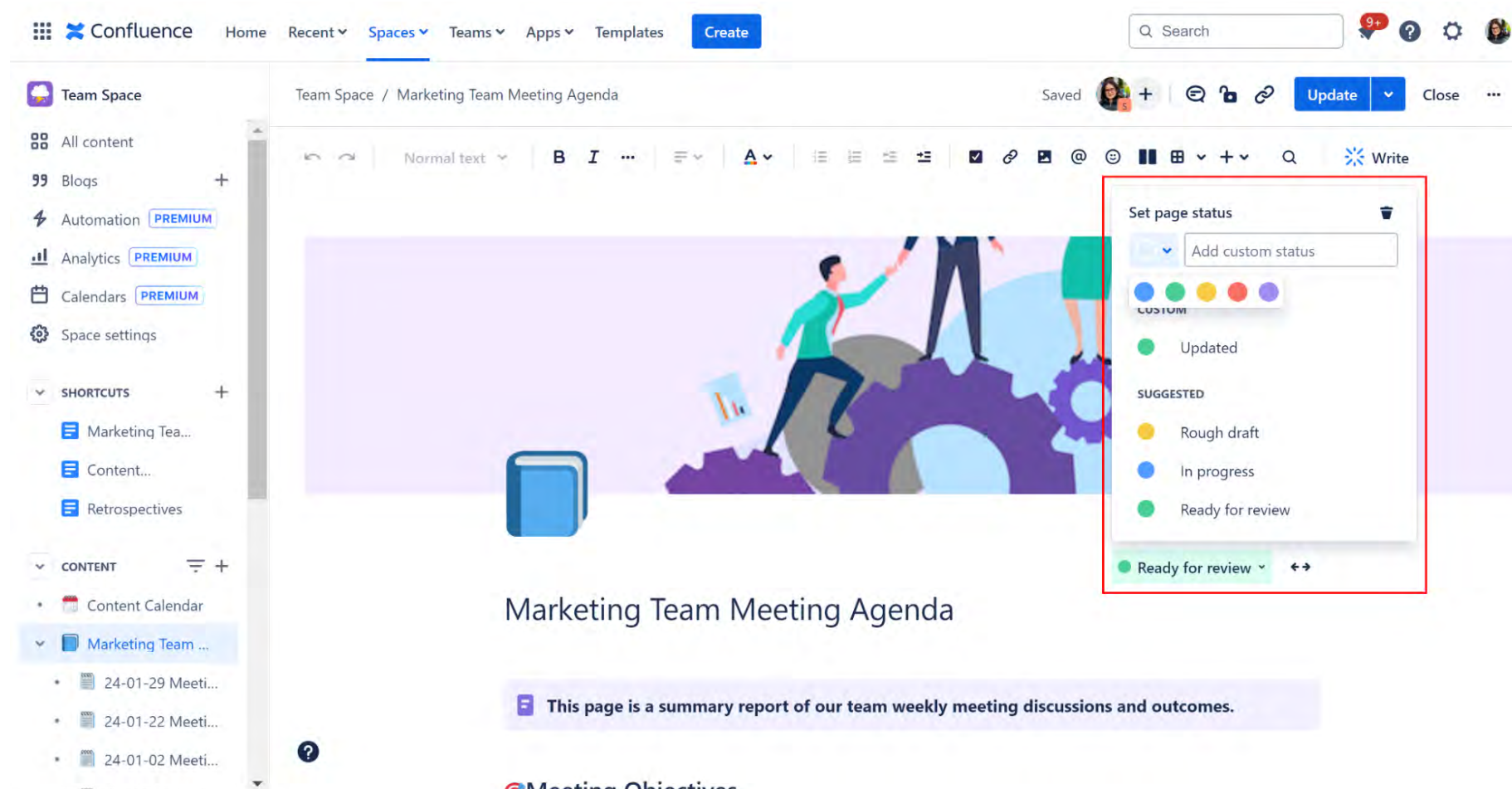
# Tag Content with Labels for Easy Access

Upon creating your pages it is important to make them easily accessible. For this you can use Labels which make it easier for users to filter and search for pages across your Confluence space.



# Keep Track of Progress with Page Statutes

When collaborating on content, it's essential to explicitly specify statutes. This not only improves navigation but also enables your teams to prioritize content effectively, fostering cohesion and ensuring everyone remains aligned in their efforts.



# Facilitate Continuous Collaboration with Page History

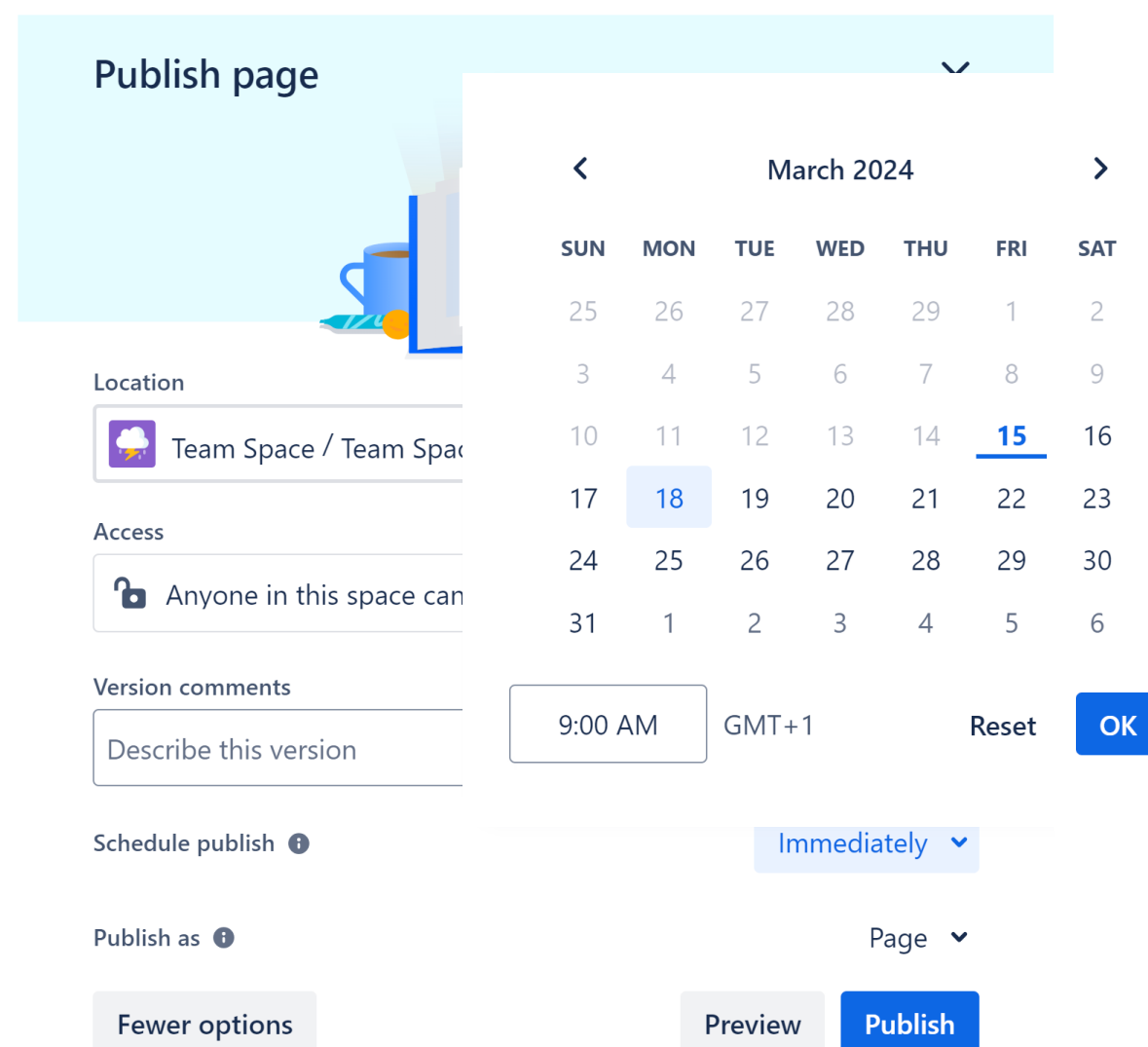
When multiple team members collaborate on the same content, tracking changes can be challenging. The page history feature proves helpful by presenting a comprehensive view with versions, publish dates, user changes, status, comments, and actions for a clear overview of modifications within a given page.

The screenshot shows the Confluence interface for a page titled "Marketing Team Meeting Agenda". The page history feature is active, displaying a table of versions. The current version is v. 11, which is "Ready for review". Previous versions range from v. 4 to v. 10, with various statuses like "Updated" and "Ready for review". The table includes columns for version number, publish date, user who made changes, status, and actions (Restore/Delete).

Select	Version	Published	Changed By	Status	Comment	Actions
<input type="checkbox"/>	<b>CURRENT (v. 11)</b>	<b>Less than a minute ago</b>		<b>Ready for review</b>		
<input type="checkbox"/>	v. 10	Feb 16, 2024		Ready for review		Restore · Delete
<input type="checkbox"/>	v. 9	Jan 24, 2024		Updated		Restore · Delete
<input type="checkbox"/>	v. 8	Jan 24, 2024		Updated		Restore · Delete
<input type="checkbox"/>	v. 7	Jan 24, 2024		Updated		Restore · Delete
<input type="checkbox"/>	v. 6	Jan 24, 2024				Restore · Delete
<input type="checkbox"/>	v. 5	Jan 04, 2024				Restore · Delete
<input type="checkbox"/>	v. 4	Jan 04, 2024				Restore · Delete

# Schedule Content with Confluence Calendar

The built-in Confluence calendar helps enhance visibility and streamline content planning. You can use existing events or create your own to mirror your processes.



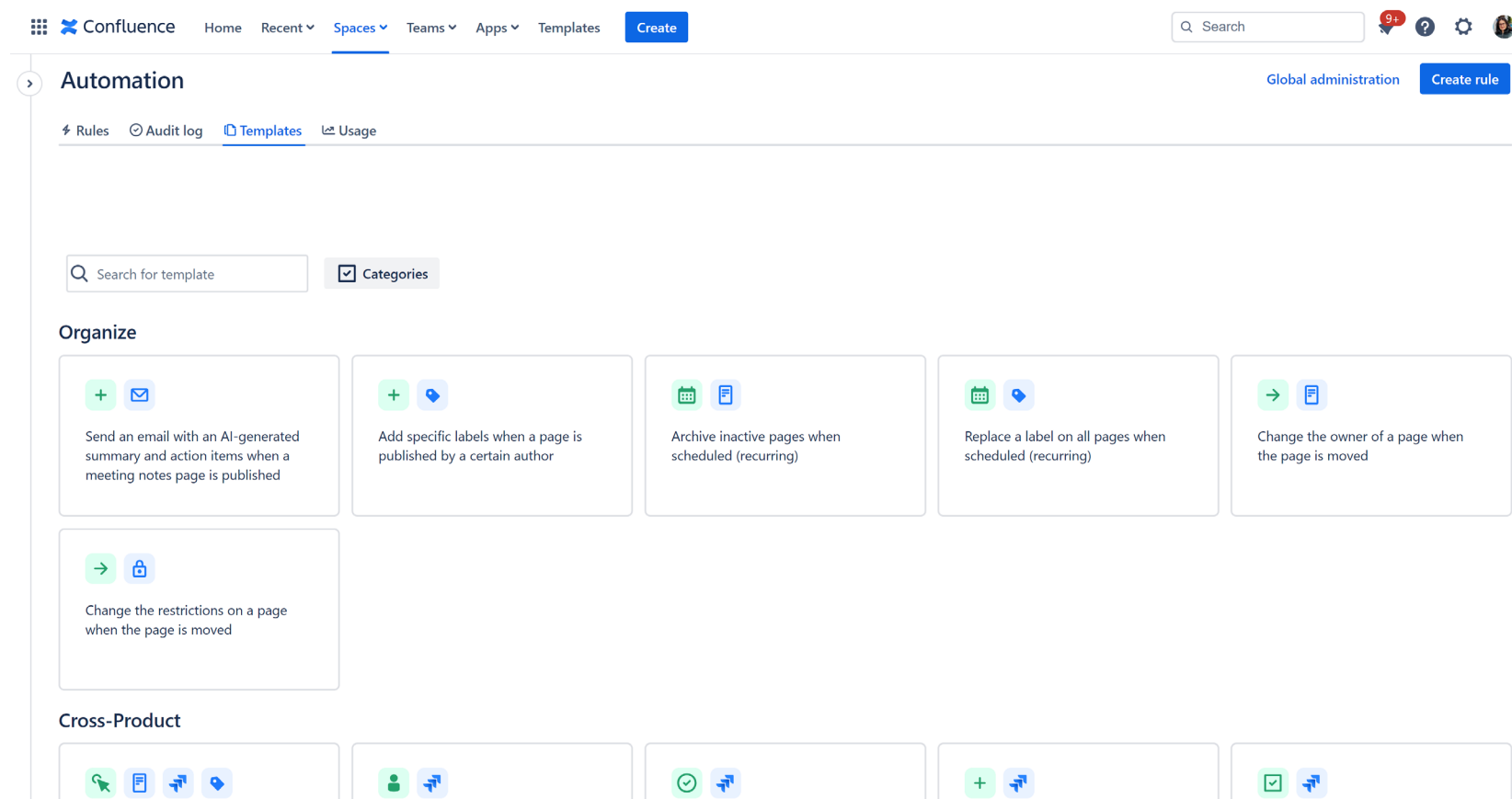
The screenshot shows the 'Publish page' dialog in Confluence. On the left, there are settings for 'Location' (Team Space / Team Space), 'Access' (Anyone in this space can), and 'Version comments' (Describe this version). On the right, a calendar for March 2024 is displayed. The date 18th is selected. Below the calendar, there is a time selection field set to '9:00 AM' in 'GMT+1' with 'Reset' and 'OK' buttons. At the bottom, there is a 'Schedule publish' dropdown set to 'Immediately', a 'Publish as' dropdown set to 'Page', and buttons for 'Fewer options', 'Preview', and 'Publish'.

March 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

# Manage your Content Workflow with Confluence Automation

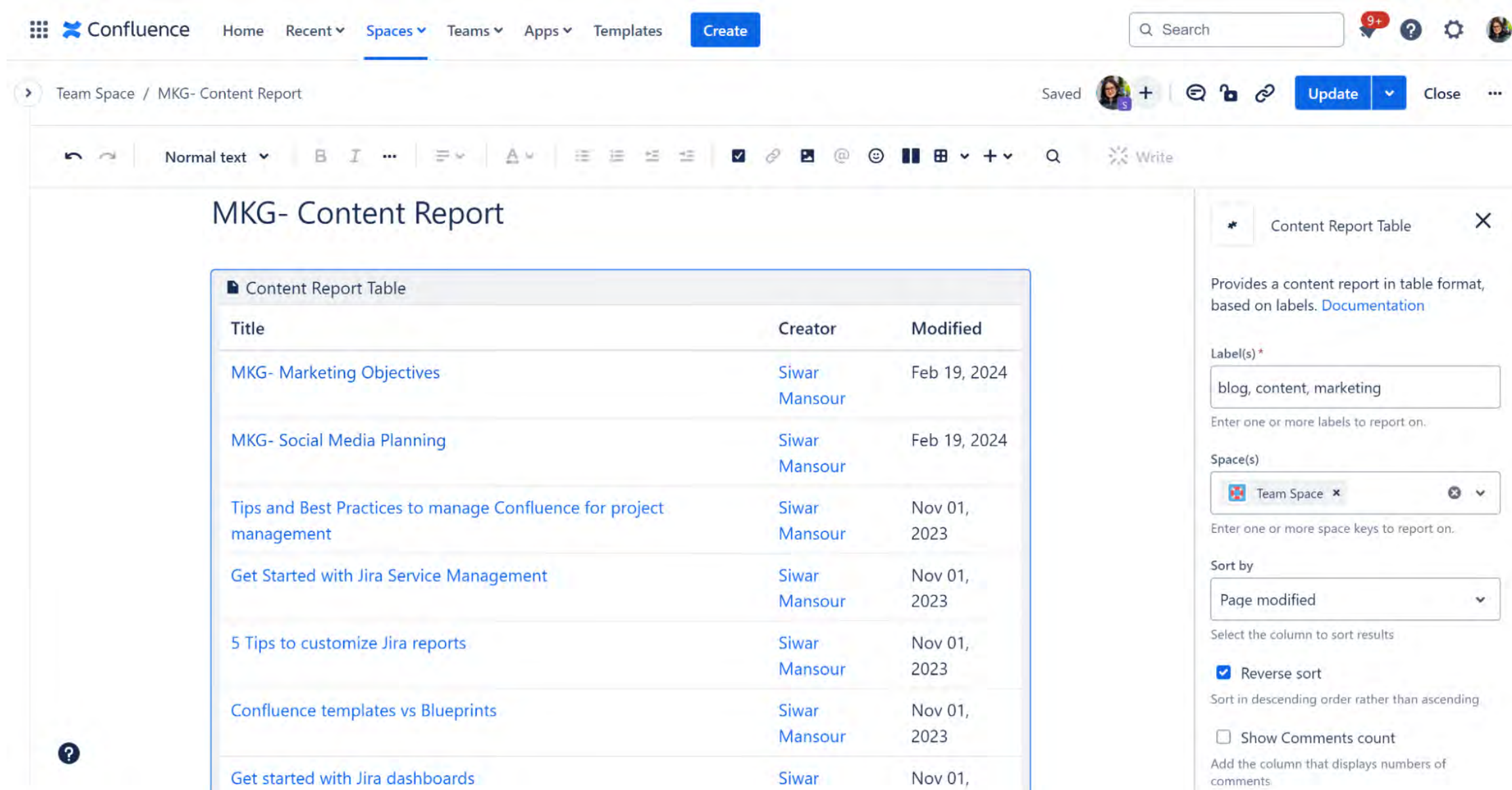
Confluence automation allows you to automate tasks and build your content creation workflow.

These automations are customizable, allowing you to associate them with specific triggers, such as a status change, and execute precise actions, such as automating page publication.



# Create Custom Content Report Table

The Content Report Table macro allows you to organize content within dedicated Confluence tables using labels. This macro captures both pages and blog posts from multiple spaces and lists them in one consolidated table.



The screenshot displays a Confluence page titled "MKG- Content Report" within a "Team Space". The page features a "Content Report Table" macro that lists content items. The table has three columns: Title, Creator, and Modified. The items listed are:

Title	Creator	Modified
MKG- Marketing Objectives	Siwar Mansour	Feb 19, 2024
MKG- Social Media Planning	Siwar Mansour	Feb 19, 2024
Tips and Best Practices to manage Confluence for project management	Siwar Mansour	Nov 01, 2023
Get Started with Jira Service Management	Siwar Mansour	Nov 01, 2023
5 Tips to customize Jira reports	Siwar Mansour	Nov 01, 2023
Confluence templates vs Blueprints	Siwar Mansour	Nov 01, 2023
Get started with Jira dashboards	Siwar	Nov 01,

The right sidebar shows the configuration for the "Content Report Table" macro. It includes a description: "Provides a content report in table format, based on labels. [Documentation](#)". The configuration fields are:

- Label(s)\***: A text input field containing "blog, content, marketing".
- Space(s)**: A dropdown menu showing "Team Space".
- Sort by**: A dropdown menu set to "Page modified".
- Reverse sort**: A checked checkbox.
- Show Comments count**: An unchecked checkbox.

# Track & Monitor Key Metrics with Confluence Analytics

Leverage Confluence analytics to gain insights into key metrics including user engagement, page views, and content popularity. This helps you assess the effectiveness of your content strategy and make better informed decisions.

