

Tips for making confluence pages

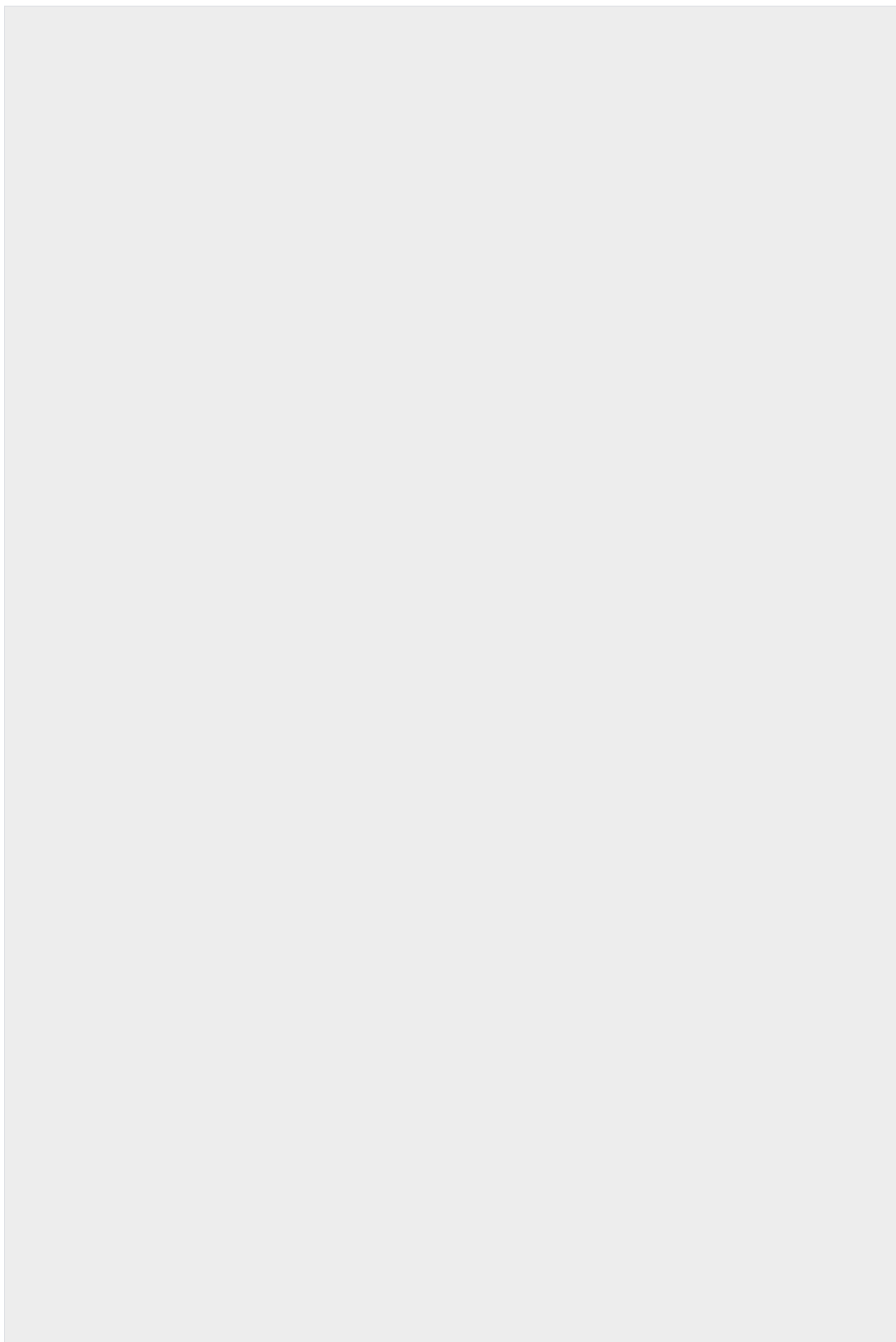


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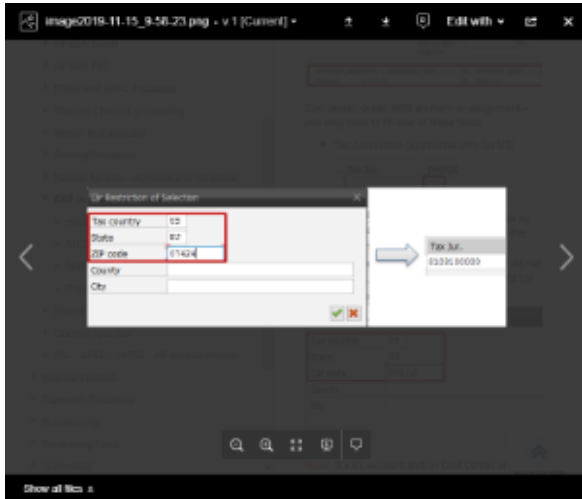
Images

 Never copy images directly from Google Drive documents!

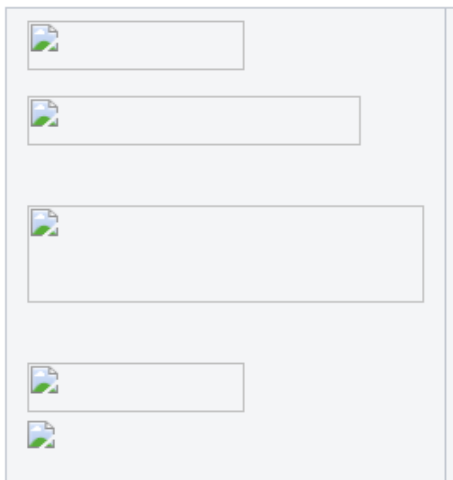
When inserting an image from a link or Google document make sure the image is uploaded into Confluence and does not retain the link to the source; otherwise you risk of loosing an image when it is deleted from the source.

For Google documents it is also true if the access to the document, where the image comes from, is restricted.

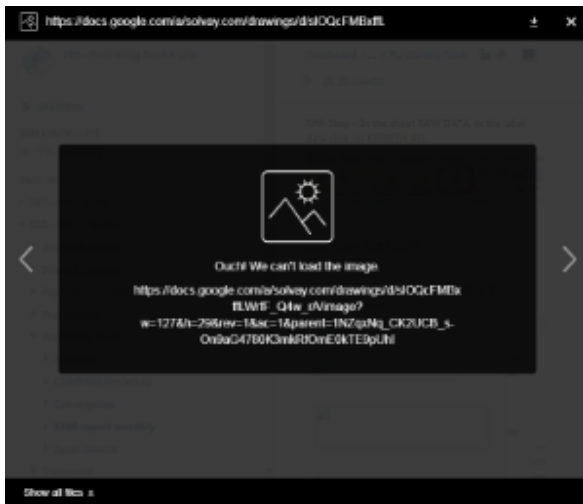
An example of an image attached (uploaded into Confluence) to a confluence page. The extension (.png) and version of the file are present.



An example of broken images. The source of the image is most likely outside Confluence.



When you try to view a broken image, Confluence will display something similar. The link is the original source of the image:



Though there are also cases when Confluence has issues showing the image, even though it is within Confluence. Those usually fix themselves after a few minutes or a page refresh.

Icons

General icons to use within the PSL knowledge base. It will ensure that all icons look the same and are stored in the same place which in turn will reduce the risk of broken or missing images.

The images shown below are attached to the main [PSL page](#) and are tagged as icon.



Do not randomly remove attachments from the main page because some pages might be referencing the file/image. Seek help from IS to check if it is safe to delete the attachment.

To add an image to the general collection, [attach](#) it to the main PSL page and add a tag "icon"; be mindful of the file name as it will be used to search for the icon. To replace an existing icon upload a new one with the same name as the old one, and it will be updated, all the pages using the icon should show the new version of the icon as well.



Use the browser search (Ctrl + F) on this page to lookup images by name.

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 BAAN png icon_ERP_BAAN.png	 PE1 ng icon_ERP_PE1.png
 PF1 icon_ERP_PF1.png	 PI1 icon_ERP_PI1.png
 WP1 icon_ERP_WP1.png	
 icon_google_drive.png	 icon_excel.png icon_google_sheets.png

Macros

 All elements/macros described in this page are available through the Insert more content Other macros menu.

HTML Macro

Small snippets of code can be used within the HTML macro to change default page looks and properties. Be mindful when using this macro as it can break the standard page functionality.

Hide Google Translate language selector

Use "Hide elements" macro hide the language selector when necessary. For example: on title pages.

Use CSS Selector field within the macro and specify the following: `#google_translate_element`.

