

# Adding labels and formatting pages (DRAFT)

**Scope:** This procedure outlines the overall structure of the LTS documents (procedures, policies, reference documents, etc.) and how to add or edit pages within this structure.

**Contact:** [Laura Daniels](#)

**Date last updated:** August 28, 2023

- [Overview](#)
- [Adding labels](#)
- [Creating a new Workflow/Area page](#)
- [Adding the "Content by Label" macro](#)

## Overview

LTS documents are organized into categories: About Us, Procedures, FOLIO, Resources and Tools. Within these categories, procedures are further organized by workflow/area. This organization is enabled through the use of labels. Labels can be added to any Confluence page from the default view mode.

All procedures are created as "child" pages of the [All Procedures](#) page. One or more labels, corresponding to the areas listed under [Procedures by Workflow/Area](#), are added to each procedure.

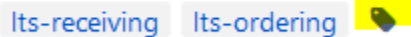
If a new area is needed, a page should be created for that area as well as a corresponding label added to (and following the conventions outlined in) the [Labels for Use in LTS Documents](#).

Content is populated on these pages using a macro called "Content by Label."

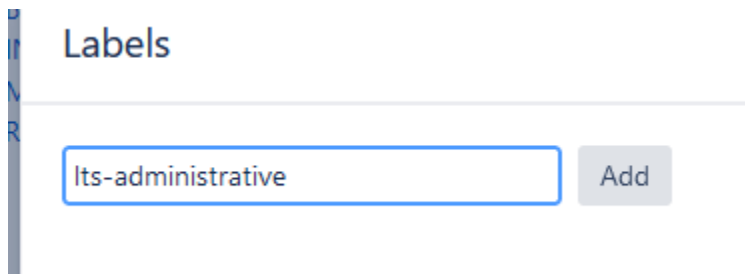
## Adding labels

You must be logged in to Confluence to add a label.

While viewing the page, scroll to the bottom. In the lower right hand corner, click on the label icon.



A dialog box will open. Start typing the name of the label (hint: all of them begin with "Its-"). As you type, suggestions will appear. Once you have typed or selected the full name of the label, select "Add"



Assign as many labels as are needed.

When you close the dialog box, the label will display and the page will show up with the others in the associated workflow/area (as described below).

## Creating a new Workflow/Area page

Navigate to the [Procedures by Workflow/Area](#) page. This page will be the "parent" of the page you are creating.

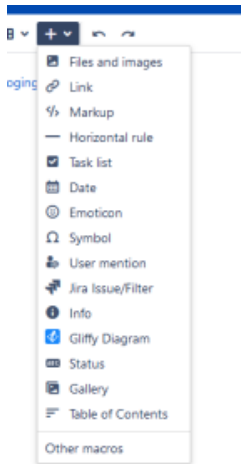
Click on the blue Create button and create a new blank page. This page will be a "child" of the Procedures by Workflow/Area page.



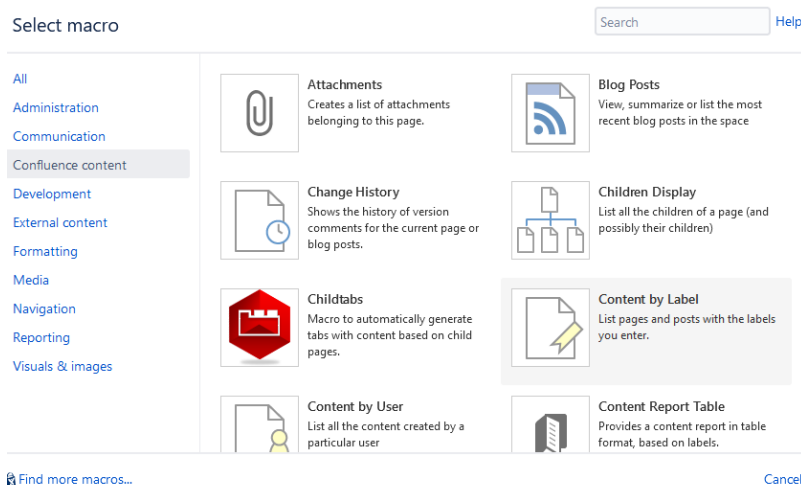
Give the page a Title, e.g., *New area procedures*

## Adding the "Content by Label" macro

Select the "Insert more content" (+) icon and then select "Other macros" at the bottom of the drop-down:



From the "Confluence content" menu (left) select the "Content by label" macro:



Add the appropriate label:

## Insert 'Content by Label' Macro

Label \*

Its- ▼

"Its-" - add a new label

Its-administrative

Its-authorities

Next to "Options" click on "Show" and change the Maximum Number of Pages from 15 to 100 and de-select the checkboxes. (This results in a much cleaner display list.)

Options [Hide](#)

Sort By

▼

☐ Reverse Sort

Used only in conjunction with the 'Sort By' parameter.

Maximum Number of Pages

100

List Title

☐ Show Labels for Each Page

☒ Show Space Name for Each Page


☐ Exclude current page

[Select macro](#)

This is what the page will look like in edit mode:

[Library Technical Services](#) / [Pages](#) / [Library Technical Services Home](#) / [Procedures by Workflow/Area](#) / [Cataloging procedures](#) 🔍 🔒

## Cataloging procedures

 Content by Label | cql = label = "Its-catalogi...