User manual
Not FlaggedRevs namespace

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What is a wiki?
Login
Working with pages
Create
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Personalization
User preferences
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1 Introduction

More than just a wiki
Your BlueSpice wiki is based on MediaWiki, the software that also runs the Wikipedia online encyclopedia. Just like Wikipedia, BlueSpice empowers people to share and find information quickly and efficiently. In addition to the typical and robust collaboration features of MediaWiki, BlueSpice includes important quality management and maintenance tools that enable large and small companies and organizations to use the wiki for a variety of important business functions. As a flexible knowledge base and documentation platform, your wiki will support your efforts to collaboratively grow and distribute all information that is important to you.

What this user manual covers
The MediaWiki community has written extensive support documentation. A lot of the questions you have around using your wiki's features are answered right at mediawiki.org. This user manual focuses mainly on the functionality that is part of the BlueSpice distribution of the MediaWiki software and on important concepts that you need for making decisions around organizing and managing your content.

Who should read this user manual?
The audience for this user manual are mainly wiki maintainers, also known as "wiki gardeners". These are the users who are responsible for ensuring that the quality of the content and the ease of use meet the expectations of both their users and their wiki owners. These users usually have reviewer rights in the wiki, but are not registered as system administrators. Since anyone who contributes to the wiki can also see the most important wiki reports, wiki editors are also invited to read this user manual. With that in mind, we included some information that focuses on the editing process, such as working with wiki pages.

Questions?
If you have questions that go beyond the information in the user manual, you can join the BlueSpice community at sourceforge.net.
1.1 What is a wiki?

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The idea

A wiki is a web-based tool that allows people to easily add, modify, or delete the content of a web page simply by using a web browser. Wikiwiki is Hawaiian and means quick. It describes the idea of creating and sharing content easily and, obviously, very quickly. In public wikis such as Wikipedia, visitors don't even need a user account to make changes to a page that other people have created or edited before. Have you ever updated a Wikepedia page yourself? You should definitely try!

Wikis use specialized wiki software and are often created in a very collaborative environment. The content is typically non-linear. In order to find relevant information, a powerful search function becomes very important. There are, however, many ways to organize a wiki so that users can navigate to content without relying only on the search function of their wiki.

History

The first wiki (named WikiWikiWeb) was invented by Ward Cunningham in 1995. Cunningham became impatient with existing text processing programs and was looking for a new documentation system that was adapted to fit the needs of programmers. He wanted to develop a simple software that would allow programmers to work collaboratively on source code and to publish it immediately. Also, the new program should document all editing steps automatically to track all changes that have been made. In the end, the first wiki was put online and is still working.

Wikis are for good reasons a popular technology to this day and have become very mature and feature-rich. They are a great tool for collaborating on information of any kind.

Basic functions

Editing: Every wiki page has a clearly visible editing link or button. This should encourage page visitors to immediately contribute to the content if information is missing or simply wrong. Companies should be careful when limiting the edit options on a page – they will surely miss out on important knowledge transfer opportunities.

Linking: To make it easy for users to find related information, it is very easy to insert links anywhere in the wiki, even to a page that does not yet exist!

History: With the history function, it is possible to trace every change that anyone has ever made to a page. Losing versions of important content is a thing of the past.

Recent changes: All recent changes in the entire wiki are clearly visible. Nobody wastes any time looking for the most important and most up-to-date information.

Examples for public wikis

There are large and small wiki communities that use MediaWiki to collaborate. Some examples of public wikis:

Wikipedia: Free online encyclopedia

FileZilla Wiki: Help site of the popular FTP software
Literature


## 1.2 Login

**Login**

To work with your BlueSpice wiki, you need to log in unless your wiki administrators have setup a single-sign on solution that automatically logs you in with your windows login. Click on the login button in the top right corner of the screen.

When logging in for the first time, you have to change your password and confirm the terms of use of the wiki.

By the way: if you want to stay logged in for a while, just check the box *Keep me logged in*. That way you don't need to re-enter your data every time you visit the wiki. Your login is stored in a browser cookie on your system. If you delete your browser cookies, you have to provide your login information next time you want to use the wiki.

### Setting your user preferences

Once you are logged in, you can change your personal user preferences. Keep in mind that you can change these settings at any time, and that other users are not affected by your configuration. You can access your user preferences via the profile menu in the top toolbar.
2 Working with pages

An important aspect of the wiki principle is that content can be created, edited and shared quickly with others. Changes to wiki pages can be tracked and reversed at any time via the version history. Therefore, a wiki should limit editing rights sparingly to allow for the greatest possible collaboration.

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Create a page

To create a page:

Click the New button in the Header. A dialog window opens. Enter 'a new page name'. If the page does not exist yet, you will see a red link.

Click done.

Choose Blank Page or a page template. This step is omitted if no page templates are available. The page now opens in edit mode. You can now use the editor bar to switch between visual editing and source code editing.

Save the page. It now exists in the main wiki namespace.

Change a page name

If you want to change the page name later (e.g. to store it in another Namespace), you can use the Move the page.

Create subpages

To create a Subpage for the current page, select the New subpage function from the New button menu.

The subpage is then created accordingly as page Current page/subpage, e.g. VisualEditor /Tables. If a page has subpages, the path is displayed via the breadcrumb navigation at the top of the page. The character '/' is only used to create a subpage. So you can't create a wiki page called When/how to take vacation as this will result in a main page When with subpage How to take vacation.
Page name conventions

**Title choice:** In a wiki, titles are very important. In wikis with many entries, it happens that authors "on the off chance" set links to pages that they consider important in the context of their entry. It should therefore be ensured that the title describes as briefly and precisely as possible what the page is about. Single words work well, but short phrases like "why wikis work" can also be useful names. In addition, meaningful page titles also make it easier for readers to find their way around and to search for an article using the title search.

**Namespaces:** To create an article in another namespace, the respective article name must be preceded by the namespace prefix, i.e., `namespace:articlename`. An article name can exist multiple times in the wiki as long as it is in different namespaces.

**Special characters:** The following characters **not** can be used in titles: `{ } & ? < > \` and `,`. You can find more about this at Mediawiki.

**Spelling:** When linking to an already existing page via the source text mode, you should pay attention to the exact spelling. For example, if you enter `[[Hello world]]` instead of `[[Hello World]]`, a new page is created again because the links were written differently. You should therefore also take into account upper and lower case letters and spaces. Only with the first letter does it make no difference whether you write it in upper or lower case.

Alternate options

There are other handy ways to create a page in the wiki:

**Search:** Maybe a page on your topic already exists. Before you create a new page, you can use the search function to enter terms related to your topic and check existing pages. If there is no suitable page yet, click on the red link "Page [page name] create " in the search results of the quick menu. There is also a + button for creating a new page in the Search Center.

**Redlink:** If you are currently editing a wiki page, you can directly select a text passage and set a link to a non-existent page. <span class="ve-paste"Browser address bar:** You can also create a page directly from the address bar of your web browser. To do this, simply replace the title of the current page with a new page name. If you then press Enter, the new page will open.

**Form:** In BlueSpice pro, there is also the possibility to create pages using forms.

---

Related info

- Rename and move pages
- Redircts - Using Synonyms
- Creating and Using Page Templates
2.1 Create

An important aspect of the wiki principle is that content can be created, edited and shared quickly with others. Changes to wiki pages can be tracked and reversed at any time via the version history. Therefore, a wiki should limit editing rights sparingly to allow for the greatest possible collaboration.
Create a page

To create a page:
Click the New button in the Header. A dialog window opens. 
Enter *a new page name*’. If the page does not exist yet, you will see a red link.

![Create a new page dialog](image)

Click *done*.
Choose *Blank Page* or a page template. This step is omitted if no page templates are available. The page now opens in edit mode. You can now use the editor bar to switch between visual editing and source code editing.

Save the page. It now exists in the main wiki namespace.

Change a page name
If you want to change the page name later (e.g. to store it in another *Namespace*), you can use the *Move the page*.

Create subpages
To create a *Subpage* for the current page, select the *New subpage* function from the *New* button menu.

![Create subpage button](image)

The subpage is then created accordingly as page *Current page/subpage*, e.g. *VisualEditor/Tables*. If a page has subpages, the path is displayed via the breadcrumb navigation at the top of the page. The character */* is only used to create a subpage. So you can't create a wiki page called *When/how to take vacation* as this will result in a main page *When* with subpage *How to take vacation*. 
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**Title choice:** In a wiki, titles are very important. In wikis with many entries, it happens that authors "on the off chance" set links to pages that they consider important in the context of their entry. It should therefore be ensured that the title describes as briefly and precisely as possible what the page is about. Single words work well, but short phrases like "why wikis work" can also be useful names. In addition, meaningful page titles also make it easier for readers to find their way around and to search for an article using the title search.

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**Redlink:** If you are currently editing a wiki page, you can directly select a text passage and set a link to a non-existent page. `<span class="ve-paste`

**Browser address bar:** You can also create a page directly from the address bar of your web browser. To do this, simply replace the title of the current page with a new page name. If you then press Enter, the new page will open.

**Form:** In BlueSpice pro, there is also the possibility to create pages using forms.

---

**Related info**

- Rename and move pages
- Redirects - Using Synonyms
- Creating and Using Page Templates
2.2 Edit

BlueSpice uses the MediaWiki extension VisualEditor as editing tool. This sophisticated editor supports all common edit tasks that you can expect in a wiki environment.

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What is VisualEditor?

The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

- **Page structuring** with headings.
- **Consistent text formatting**.
- **Linking** of contents.
- **Inserting special content** (files/media, tables, templates, magic words)
- **Adjusting page options**.

Text editing

Typical text formatting options such as **bold**, **italics**, or **text color** are available as a context menu. When you highlight text, a menu with common formatting elements appears. For example, you can apply a different text color.

Pasting content from your clipboard

If you paste content from your clipboard (e.g., copied from MS Word or MS Excel), you usually also paste many unnecessary formatting tags from the original application. To avoid, this you should paste the content as plaintext.

If you already pasted text which resulted in undesirable formatting, you can use the undo function in VisualEditor to remove the content again if you have not yet saved the page or switched between visual and source editing mode.

To paste content as plain text instead, use the shortcut `ctrl+shift+v`.

Shortcuts

If you want to apply multiple formatting options at the same time, shortcuts are often the quickest way. For example, to show text in bold and italic, highlight the text and press `Ctrl+b` (for "bold") and `Ctrl+i` (for "italics"). Even a link can be quickly inserted by pressing `Ctrl+k`. Pressing `Ctrl+b` again will cancel the bold. Multiple formats can be removed after text selection with `Ctrl+m`.

All available keyboard shortcuts are marked accordingly in VisualEditor next to each menu item.
Inserting other content

Many typical page elements such as images, files and tables can be integrated into your page from the Insert menu.

File formats with a preview option: jpg/jpeg, png, gif, pdf
File formats without preview option are always inserted as links (e.g., Microsoft Office formats)
Files can be connected with namespaces and categories

If you want to learn more about inserting these elements, go to the following help pages:

Images
Files (PDF, xls, doc, …)
Tables
Templates

Wiki-specific content

Some functions in the "Insert" menu are little known from traditional word processing, but are quite typical for working with a wiki. Therefore, they are briefly introduced here. Find more information on the help pages here in the helpdesk or at mediawiki.org:

Comment: Add comments to the page. These are only visible in the source code.

Gallery: A simple picture gallery can support many process flows.

Magic word: Wiki features such as signature, word counter, category tree or even process diagrams with draw.io can be integrated as a "magic word".

Your signature: Only works on pages that allow signatures. Pages in the Namespace "Pages" are not included.

Codeblock: Programming code is displayed here in clean code blocks, optionally with line numbers.

References list:

Chemical formula: The formula rendering uses an external service via Wikimedia’s REST API.

Math formula: An editor opens for entering a mathematical formula.
Switching between edit modes

When creating or editing a page, the page loads in visual editing mode. If you are familiar with the code language of MediaWiki ("Wikitext"), you can easily switch to source editing mode using the "Switch editor" button:

MediaWiki reference

Since VisualEditor is a standard MediaWiki extension, you can also read a documentation of functionality on MediaWiki. Here in the BlueSpice Helpdesk, we only give some hints and tips for using the editor.

Hints and tips

VisualEditor is optimized for editing web pages. That's why it has exactly the features that are often needed to create a wiki page. The consistent formatting of content supports the readability of your wiki content.

Text formatting

<table>
<thead>
<tr>
<th>Text formatting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undo function</strong></td>
</tr>
<tr>
<td>Left arrow: Undo last action (greyed out: there is no last action yet)</td>
</tr>
<tr>
<td>Right arrow: Restore last action (greyed out: there's nothing to restore yet)</td>
</tr>
<tr>
<td><strong>Format Paragraph</strong></td>
</tr>
<tr>
<td>Here text can be defined as heading or specific paragraph type. Note: If you work in a table, the options will change accordingly (content cell and header cell):</td>
</tr>
<tr>
<td><strong>Style text</strong></td>
</tr>
<tr>
<td>If no text has been selected before clicking on the &quot;A&quot; button and on a button, the text will be formatted from the current position of the cursor. (More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_STARTED:_The_VisualEditor-Toolbar)</td>
</tr>
<tr>
<td>If no text was selected before the hyperlink dialog was opened, the link will be generated with a number:</td>
</tr>
</tbody>
</table>
## Text formatting

<table>
<thead>
<tr>
<th>Insert hyperlink</th>
<th>[1] To subsequently change the hyperlink description, just click on the link to open the edit menu. In a table, you may need to double-click the cell first and then click the hyperlink again.</th>
</tr>
</thead>
<tbody>
<tr>
<td>cite</td>
<td>The citation menu is used to insert footnote references (also called itemizations or footnotes) within the text.</td>
</tr>
</tbody>
</table>

## Insert special content

<table>
<thead>
<tr>
<th>Paste Special Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert menu</td>
</tr>
<tr>
<td>media</td>
</tr>
<tr>
<td>templates</td>
</tr>
<tr>
<td>tables</td>
</tr>
<tr>
<td>comment</td>
</tr>
<tr>
<td>Gallery</td>
</tr>
</tbody>
</table>
### Paste Special Content

<table>
<thead>
<tr>
<th>Magic word</th>
<th>With a &quot;magic word&quot; you can include certain variables or so-called behavioral switches in your page. For example, you can display the word count:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code block</td>
<td>With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted:</td>
</tr>
<tr>
<td>Chemical formula</td>
<td>The formula rendering uses an external service via Wikimedia's REST API.</td>
</tr>
<tr>
<td>Math formula</td>
<td>It opens an editor for entering a mathematical formula. [[on MediaWiki]]</td>
</tr>
</tbody>
</table>

### Page options

<table>
<thead>
<tr>
<th>Options menu</th>
<th>The options menu allows editing of all page settings.</th>
</tr>
</thead>
</table>
### Page Options

<table>
<thead>
<tr>
<th>Options</th>
<th>This button allows the page settings and page information to be updated simultaneously within a dialog box.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Categories</td>
<td>Here you assign the page to one or more categories <a href="#">Categories</a>. The page will appear accordingly on all linked category pages.</td>
</tr>
</tbody>
</table>

#### Page Settings

- **Page redirection:** When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly.

  This setting can also be used to display or remove the table of contents at the top of the page. The table of contents is automatically generated by the headings on the page. When a page has more than three headings, the table of contents appears automatically by default.

#### Advanced Settings

#### Languages

- **Templates used**

#### View as right-to-left

- **Support for languages that are read from right to left.** Clicking this button right-side formats the page text. Click again to set the text flush left.

#### Find and replace

- **Words or characters can be searched and replaced directly on the page.** The "Undo" button can be used to cancel the change.

---

**Troubleshooting: Visual editing is disabled**

If you only have the source editing option in your editor toolbar, please contact an administrator of your wiki. The following settings must be checked in this case:

- [Global settings via the configuration manager](#)
- [Namespace manager settings](#)
2.2.1 Images

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How to insert an image on a page

In addition to text, images are probably the most important components of typical content pages. With VisualEditor, the images can be uploaded, inserted and formatted all in one step. Images are inserted via the menu item Insert > Media.

The dialog box Media Settings opens.

After uploading, you can edit the image settings: Details, General Settings, and Advanced Settings.
Here you can assign a namespace and categories to a picture.

**Target namespace:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki.

**Name:** Choose a name that makes it easy to find the image later during an image search. Or simply leave the current file name.

**Description:** The description is mainly useful for photos or infographics when the image name does not adequately describe the image content.

**Categories:** Here, the picture can be assigned to categories.

---

**Note:** When uploading a new file, you should check the file/page name for unusual special characters (e.g., `"`, `%`, `/`, `<`, `>`, `[`, `]`, `{`, `}`). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki. The special characters `(`, `)`, `&`, `+` can be used and are translated into their equivalent %-hex notation.

---

**Error message when saving:** If the image already exists, an error message is displayed. If you want to overwrite the existing file, you can click on the file name and overwrite the file via the image page in the wiki. This is done by clicking the "Upload a new version of this file" link in the "File Versions" section. In VisualEditor itself overwriting an image does not work.
General settings

In the general settings, the image descriptions are added. **Caption**: The caption is shown with framed images and thumbnails. Note: If you change an image to frameless and then back to "framed", you need to re-enter the caption.
**Alternate text**: The alternate text should be entered for each image since it replaces the image in certain contexts. For example, this so-called "alt" text is used by users who work with screen readers. Screen readers are used by users with visual limitations, but search engines can also read this text. In some business areas, the indication of the "alt" text is also required by law. If you are not sure, ask your company accordingly.

**Advanced settings**

In the advanced settings, you can set the position and image size.
The following settings are possible:

**Position:**
Wrap text around this item:
- **Left**: The image is displayed on the left side of the text, starting on the first line of the current paragraph.
- **Center**: The image is displayed centered over the current paragraph.
- **Right**: The image is displayed to the right of the text, starting on the first line of the current paragraph.

**Image type**: If you insert an image with VisualEditor, the image is usually linked to the Media Viewer. To suppress the link on an image, you must add an empty link attribute to the image tag in the source code:
- Frameless picture with link (standard): `[[File:adult-chair-company-380769.jpg|frameless]]`
- Frameless picture without link: `[[File:adult-chair-company-380769.jpg|frameless|link=]`

<table>
<thead>
<tr>
<th>Image type</th>
<th>Output</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>The preview picture shows the image with a</td>
</tr>
<tr>
<td>Image type</td>
<td>Output</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>Thumbnail</td>
<td><img src="image.png" alt="This is the caption" /></td>
<td>Standard width of 300px. The width can be adjusted as required. In addition, the caption is displayed below the picture. A preview icon indicates that the image can be viewed in a larger size.</td>
</tr>
<tr>
<td>Frameless</td>
<td><img src="image.png" alt="Frameless image" /></td>
<td>The frameless version shows the picture without a frame. The width can be adjusted as required (here we set the example to 300px). The caption does not appear below the picture. By default, the image is inserted without text wrapping. It</td>
</tr>
<tr>
<td>Image type</td>
<td>Output</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Frame</strong></td>
<td><img src="image" alt="Frame Image" /></td>
<td>The framed version is similar to the preview picture. Compared to the preview, the magnifying glass symbol is not displayed and the image is inserted on the page full-size. The size cannot be adjusted.</td>
</tr>
<tr>
<td><strong>Basic</strong></td>
<td><img src="image" alt="Basic Image" /></td>
<td>The basic version is like the frameless version. By default, text does not wrap, will break up a sentence exactly where it is inserted. By default, the image is centered. However, the image size and position can be adjusted as needed.</td>
</tr>
</tbody>
</table>
### Image type

| Basic | ![Basic Image](image) | but the text is separated at the point where the image was inserted. The image is inserted in full width, while the frameless image is inserted in miniature image width (300px). The size can be adjusted. |

**Image size:**

*Standard:* sets the image width to 300px (unless the standard width has been changed in the user preferences).

*Custom:* allows setting a custom size.

*Make full size:* resets the size to the actual image size.

### Images and namespaces

You can save pictures and files in the general namespace *(pages)*. If pictures should be accessible by all users, you can save these pictures in the main namespace if other namespaces have access restrictions. If you have created additional namespaces, you can also save images in these namespaces if you have the necessary access rights. Images are then only shown to users who have the necessary read permissions in these namespaces.

In the upload dialog, the namespace field always suggests the namespace of the current page for the image upload.

### Changing an embedded image

**Different image:** In the editing mode of the page, it is possible to edit the image with a double-click. Use the "Change image" button to exchange the image with a different image.

**Same image with different version:** If you want to use a new version of the same image, open the "Special:Upload file" page in a new browser tab (so that you don't lose any changes on your wiki page). There, you can save already existing pictures with the same name again. The original image is kept as a version.
## 2.2.2 Files

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1. How do I upload a file? ................................................................. 33
2. Special features when including files ............................................. 34
3. Maximum file size ........................................................................ 35
4. Avoiding unusual file names .......................................................... 35
5. Related info ................................................................................ 35
How do I upload a file?

PDF, xls, docx, ... Files in common formats can easily be uploaded to your wiki with VisualEditor and at the same time inserted into a wiki page. You can find out which file types are allowed in your wiki on the page [Special:Upload] in your wiki.

In VisualEditor, select the menu item "Insert > Media":

![Image of Insert Media menu]

The dialog window "Media Settings" opens. Here, you can connect files with namespaces and categories:

![Image of Media Settings]

The system detects that it is not an image file and displays a corresponding paper clip as a file icon:

Now click "Upload":

![Image with file icon]
The general and advanced settings are largely identical to image files. However, there are differences in the linking options, as, for example, a PDF file is not displayed as an image directly on the page.

**Special features when including files**
There are three ways to link a file on a page:

**Link this file (1):** The inserted link opens the file.

**Link file description page (2):** The link leads to the file page on the wiki. There, you can view the file details or upload a new version of the file.

**Embed this file (3):** The link inserts a preview image. The preview image opens the file description page when clicked. This only works with PDF and .tiff files.

**General Settings:** An alternative text is required if you embed the file on the page. This is done via the corresponding "Embed this file" button. Since a preview image is created here, the alternative text should be used just like with images.

If you link to the file or the file description page, VisualEditor will in both cases inserts the same link text, even though the link will lead to different pages. However, the displayed link text can be changed directly on the page. Just click into the text and change it accordingly.

---

**Note:** If you place a file link directly on already selected text, VisualEditor will replace the selected text with the file information. It is therefore advisable to insert a file link via VisualEditor when the cursor is located at a blank space.

---

**Maximum file size**

The maximum allowed file size cannot be configured in the wiki itself. The maximum allowed limit is defined on the server in the php.ini file in the PHP installation. The actual (possibly smaller) limit, however, is set in the BlueSpice installation in LocalSettings.php or another configuration file in the settings.d folder. The default setting is 32 MB.

Contact your wiki administrator if you receive an error message when trying to upload a larger file.

**Avoiding unusual file names**

---

**Note:** When uploading a new file, you should check the file/page name for unusual special characters (e.g., "", %, /, <, >, [ , ] , { , } ). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki. The special characters ( , ) , & , + can be used and are translated into their equivalent %-hex notation.

---

**Related info**

- Manual:Extension/BlueSpiceInsertFile
## 2.2.3 Links

### Contents

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2. Link to a wiki page ................................................................. 37
3. Link to an external website ................................................... 38
4. Link to a file in the wiki ......................................................... 38
5. Link to a file in the local network ......................................... 39
6. Related info ............................................................................. 40
How do I create links?

Linking pages is an important feature of browser-based knowledge documentation. The links often differ in their function. Links connect wiki pages with:

- other wiki pages
- external websites
- files (images, PDF files, Word documents,...)
- files stored on other drives

Use the *Insert link* menu item in VisualEditor or use the shortcut *Ctrl+K*. In both cases, a dialog box opens.

![Insert link dialog](image)

**Link to a wiki page**

Internal links connect related pages or other content that provides more information. Page names can exist multiple times in different namespaces. Therefore, under *Search pages*, enter the namespace if the destination page is not in the same namespace as the current page. If you have selected some text on the page, you will find some page suggestions already listed in the *Search pages* tab. Here, you can adjust the search term accordingly or create a link to a new page. Then click on *Done*.

In the source text, links are created with the following structure:

**Link to a wiki page**: `[[landing page name|caption]]`

**Link to a wiki page in another namespace**: `[[namespace:landing page name|caption]]`

**Link to a category page**: `[:Category:category name|caption]` To create a link to a category, the source code is preceded by a colon before the category name. In contrast, the link "Category: BlueSpice" would create a category called BlueSpice instead of linking to the category BlueSpice.
**Interwiki link:** If your wiki links to other wikis, you can use the tab *Search pages* also to directly link to a page in a related wiki. For example, if your administrator maintains an interwiki link for the IMDb movie database, it can be typed in as in the example above. Ask your administrator which interwiki links are available in your wiki.

**Link to an external website**

To link to an external website, mark text on your page, e.g. the word "Wikipedia". Press Ctrl+K and switch to the tab *External link*. There you enter the web address. Then click *Insert*.

![External link tab](image)

**Note:** To easily maintain external links on your wiki, use the page *Special:LinkSearch*. This page allows you to search for external links in your entire wiki. The page also contains a link to the associated Mediawiki help page.

**Link to a file in the wiki**

To link a file (for example, a picture or a PDF file) in the current page, go to the *Link to File* tab. There, you can search for a file or upload a new file.

![Link to file tab](image)

**Search for a file in the wiki and include it as a link:** Enter the file name and select the desired file. Then click on "Paste". A link to the file has been added to the page. You can then change the displayed link text.
**Link file to a network drive:** If you want to connect to a file on your company network, enter the path under "Link to file" in the text field and activate "Network share path (URI)". The file path is entered using the following syntax - ``file:///Z:/myfolder/vacation.doc``. This only works if your wiki has been configured to work with network files. This function also depends on your individual browser security settings.

![Link to a network file](image)

**Link to a file in the local network**

If you want to link to a file on your company network, you can also use the **Link to file** tab.

**Important!** Links to network drives (UNC links) pose a security risk. Therefore, current browsers block these links by default.

It is also possible that your wiki has been configured to disable links to network files.

Talk to your IT department if you have any questions about guidelines related to your browser. If your IT department does not offer a solution, files linked in the wiki can still be copied by wiki users and pasted into the address bar of Windows Explorer.

For more info about UNC-Links, see: [https://www.mediawiki.org/wiki/UNC_links](https://www.mediawiki.org/wiki/UNC_links).

**Insert a link to a local network file:**
Click *insert link* in the visual editor.
Click on the tab *Link to file*.
*Activate the switch Netzwerkpfad (URI)*. In the file search field (4) you now see the link symbol.
*Enter* the path to your file. You can get this path by right-clicking on the file properties in Windows Explorer. From the tab *Security* you can copy the object name and paste it into the wiki accordingly.

Click *insert*. The link is automatically added in the correct format (`file://S:/7_Benutzer/....`). Whether the link can be directly followed through the browser, depends on your browser security settings and installed add-ons. Talk to your IT department to get help if the links are not active.

### Related info
- Reference:BlueSpiceInsertLink
- Manual:Extension/VisualEditor
2.2.4 Videos

BlueSpice integrates the MediaWiki extension EmbedVideo to embed video files from external video services such as YouTube or Vimeo. EmbedVideo supports more than 20 video services. In addition, you can also embed videos that have been uploaded to the wiki itself.

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1.2 Attributes for parser tag #evt ........................................................................................................... 43
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Embedding external videos

Note: These instructions are taken and adapted from the Mediawiki help page for EmbedVideo.

Syntax
Use the following parser tag to embed an external video in source editing mode:

```plaintext
{{#evt:
  service=youtube
  id=https://www.youtube.com/watch?v=MLIE2642neg
}}
```

You can add additional optional parameter (see list of attributes):

```plaintext
{{#evt:
  service=youtube
  id=https://www.youtube.com/watch?v=MLIE2642neg
  dimensions=300
  alignment=inline
  description=ISS - Life on the space station <br/> 1:04:27
  container=frame
  urlargs=
  autoresize=
  valignment=
}}
```

A shortened syntax is available with the #ev tag:

```plaintext
{{#ev:
  service|id|dimensions|alignment|description|container|urlargs|autoresize|valignment}}
```

Placeholders for unused arguments between two arguments have to remain empty and cannot be removed:

```plaintext
{{#ev:service|id|||description}}
```

The shortest option to embed a video is by specifying the service name and the video ID:

```plaintext
{{#ev:youtube|MLIE2642neg}}
```

Example with video description (- you can include a line break with the <br /> tag):

```plaintext
{{#ev:youtube|MLIE2642neg|||ISS - Life on the space station <br/> 1:04:27}}
```
### Attributes for parser tag #evt

<table>
<thead>
<tr>
<th>attribute</th>
<th>required</th>
<th>default</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>service=&quot;(see supported services below)&quot;</td>
<td>yes</td>
<td></td>
<td>The video service that is called when the player is created.</td>
</tr>
<tr>
<td>id=&quot;[id</td>
<td>url]&quot;</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>dimensions=&quot;[width</td>
<td>widthxheight</td>
<td>xwidth]&quot;</td>
<td>no</td>
</tr>
<tr>
<td>alignment=&quot;[left</td>
<td>center</td>
<td>right</td>
<td>inline]&quot;</td>
</tr>
<tr>
<td>description=&quot;[wiki text]&quot;</td>
<td>no</td>
<td>none</td>
<td>Shows a description below the player container.</td>
</tr>
<tr>
<td>container=&quot;[frame]&quot;</td>
<td>no</td>
<td>none</td>
<td>Determines the container type for the player. frame: Places the video player in a Mediawiki preview box.</td>
</tr>
<tr>
<td>urlargs=&quot;modestbranding=1&amp;version=3&quot;</td>
<td>no</td>
<td>none</td>
<td>Allows adding additional URL-arguments to the embedded url. This is useful for settings that are only offered by an individual video service.</td>
</tr>
<tr>
<td>autosize=&quot;false&quot;</td>
<td>no</td>
<td>true</td>
<td>Automatically adjusts the video size if the video would extend beyond the size of the container.</td>
</tr>
<tr>
<td>valignment=&quot;[top</td>
<td>middle</td>
<td>bottom</td>
<td>baseline]&quot;</td>
</tr>
</tbody>
</table>
Embedding local videos

Media dialog

Like images, videos can be inserted directly on a page via the media dialog. The wiki recognizes the file extension and automatically generates the necessary HTML player.

BlueSpicePlayer and EmbedVideo

Videos that have been uploaded to the Wiki can also be embedded in source editing mode. This can also be done using the extension BlueSpicePlayer. BlueSpicePlayer has no functions to embed external videos, however.

The two extensions have the following differences when embedding local video files:

<table>
<thead>
<tr>
<th>Syntax/Parameter</th>
<th>EmbedVideo</th>
<th>BlueSpicePlayer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syntax</td>
<td>corresponds to the syntax of embedding image files:</td>
<td><code>&lt;bs:showtime&gt;samplename.mp4&lt;/bs:showtime&gt;</code></td>
</tr>
<tr>
<td>Size</td>
<td>Only the width can be defined. The video fills the entire width of the player container:</td>
<td>Width and height can be defined separately. If the width of the video is smaller than the video container, the canvas is filled in black. <code>&lt;bs:showtime width=&quot;600&quot;</code></td>
</tr>
<tr>
<td>Loop</td>
<td>-</td>
<td><code>&lt;bs:showtime repeat=&quot;yes&quot;</code></td>
</tr>
<tr>
<td>Autostart</td>
<td>-</td>
<td><code>&lt;bs:showtime autostart=&quot;yes&quot;</code></td>
</tr>
<tr>
<td>Star/End</td>
<td>`[[File:samplename.mp4</td>
<td>start=2</td>
</tr>
<tr>
<td>HTML-Output</td>
<td>embedded as <code>&lt;video&gt;</code> tag</td>
<td>embedded through nested <code>&lt;div&gt;</code> tags</td>
</tr>
<tr>
<td>Adjusts to mobile display</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Player controls</td>
<td>play button</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>progress bar</td>
<td>yes</td>
</tr>
</tbody>
</table>
Video container for multiple videos

The `<evlplayer>` tag

Using the tag `<evlplayer>` and the parser function `#evl`, you can play multiple videos with one video player.

![Play multiple videos in one player](image)

```
<evlplayer id="Player ID" w="width" h="height" class="class" style="style">default content</evlplayer>
```

A default video can be loaded using `defaultid`:

```
<evlplayer id="player1" w="480" h="360" service="youtube" defaultid="mCtmECVnrQM" />
```

Attributes for tag `<evlplayer>`

<table>
<thead>
<tr>
<th>attribute</th>
<th>required</th>
<th>default</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>id</td>
<td>no</td>
<td>default</td>
<td>An optional unique identifier for this container.</td>
</tr>
</tbody>
</table>
Adding video links

Use the parser tag {{#evl}} to define the videos that should be passed to the player:

```
{{#evl:<video id>|<Link text>|<video to play>|service=youtube|player=<player id>}}
```

Example:

```
{{#evl:mCtmECVnrOM|Departure to Mars|player=example-player}}
```

In addition to the attributes for the tag #evl, there are some additional attributes available for the #evl tag.

**Attributes for parser tag #evl**

<table>
<thead>
<tr>
<th>attribute</th>
<th>required</th>
<th>default</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>video id</td>
<td>yes</td>
<td>none</td>
<td>The ID of the video you would like to play.</td>
</tr>
<tr>
<td>link text</td>
<td>yes</td>
<td>none</td>
<td>The text to display inside the link.</td>
</tr>
<tr>
<td>player</td>
<td>no</td>
<td>'default'</td>
<td>Player container to load video in. <em>Note that the ID 'default' will only exist if you've defined a player with no ID.</em></td>
</tr>
</tbody>
</table>

**Example**

```
<evlplayer w="600" id="example-player">
 default content
</evlplayer>
{{#evl:OlwBrdw6rY|Let it Go|1|player=example-player}}
{{#evl:mCtmECVnrOM|Departure to Mars|2|player=example-player}}
{{#evl:MLIE2642neg|ISS - Life in the space station|3|player=example-player}}
```
Supported video services

The following video services are supported by the extension EmbedVideo. In parentheses, you find the service names that are used with the tags `#evt` and `#ev`:

- Archive.org Videos (archiveorg)
- Bambuser (bambuser)
- Bing (bing)
- Blip.tv (blip)
- C3TV (mediaccde)
- CollegeHumor (collegehumor)
- Dailymotion (dailymotion)
- Disclose.tv (disclose)
- Daum TVPot (tvpot)
- Div Share (divshare)
- Facebook (facebook)
- FunnyOrDie (funnyordie)
- Gfycat (gfycat)
- Hitbox (hitbox)
- JW Player (jwplayer)
- Kickstarter (kickstarter)
- Metacafe (metacafe)
- Microsoft Stream (microsoftstream)
- Mixer (mixer)
- Nico Nico Video (nico)
- RuTube (rutube)
- SoundCloud (soundcloud)
- Spotify Album (spotifyalbum)
- Spotify Artist (spotifyartist)
- Spotify Song (spotifytrack)
- TeacherTube (teachertube)
- TED Talks (ted)
- Tubi TV (tubitv)
- Tudou (tudou)
- Twitch (twitch)
- Videomaten (videomaten)
- Vimeo (vimeo)
- Vine (vine)
- Yahoo Screen (yahoo)
- YouTube (youtube)
- YouTube Playlist (youtubeplaylist)
- YouTube Video List (youtubevideolist)
- Youku (youku)

Related info

- [Mediawiki help page for the extension EmbedVideo](#)
- [Help page for the extension BlueSpicePlayer - only for video files that have been uploaded to the wiki](#)
- [Template to embed video using the Visual Editor toolbar](#)
2.2.5 Diagrams

**Draw.io** offers extensive drawing possibilities for process flowcharts, infographics and other visualizations on a wiki page. Descriptive graphics like process chains or decision trees can be constructed directly on a wiki page.

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4. Import of existing diagrams ...................................................................................................... 50
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   4.2 SVG files ............................................................................................................................. 50
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Inserting a chart

To insert a drawing with VisualEditor:

Create or choose a page where you want to insert a drawing.
Select Insert > Magic word from the editor toolbar.
Choose drawio from the list of magic words.
Click Done. This opens a dialog box. Enter a name for your drawing.
Click Insert.

This inserts the following tag in your source code:
```
{{#drawio:Name_of_the_flowchart}}
```
Save the page.

Editing the drawing

Click Edit on the saved page above the drawio placeholder to open the draw.io editor. For the best editing experience, set your wiki into full-screen mode using the toggle button in the main toolbar. You can now edit your drawing.

Click Save in the draw.io window to save your drawing.
Click Exit next to the Save button in the draw.io window to close the draw.io editor.
About PNG and SVG files
In BlueSpice, draw.io diagrams are always saved in PNG format. It is currently not possible to save diagrams in SVG formats. If you have installed your wiki in-house (i.e., you are not working in the cloud), you can activate SVG support via an additional extension.

Import of existing diagrams
Visio diagrams

![Importing a .vsdx file](image)

You can import files with the extension .vsdx directly into draw.io and edit them further. To do this, create an empty draw.io diagram on a wiki page. Save the empty diagram and then switch to draw.io's edit mode. From there, choose File > Import From > Device. You can then edit the imported diagram in draw.io.

SVG files
When you import an SVG file into the BlueSpice draw.io editor, it is automatically converted into PNG format and can, therefore, no longer be edited. It is also not saved as an SVG file in the wiki. As an alternative to importing it into draw.io, you should upload the SVG file to the wiki and embed it on a wiki page. The versioning of the file cannot be done directly in the wiki. The updated version of the SVG file would then have to be updated accordingly via the file page by uploading it again.

Using draw.io with image maps
Draw.io creates a versioned png-file in the File namespace. This means that every change of the flowchart creates a new, updated version of this png-file. You can integrate this file on another page in your wiki or create an image map.

**Note:** It is not possible to use an image map on the same page as a drawio-diagram.

---

**Related info**

- draw.io Website
- mediawiki.org/wiki/Extension:DrawioEditor
- Reference:DrawioEditor
• Anja Ebersbach, draw.io für MediaWiki und BlueSpice, BlueSpice News & Know How, February 13 2020.
## 2.3 Rename/move

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About moving pages

A wiki page can only be renamed by moving it. Moving is necessary, since the web address of the page changes during renaming. Normally, there are many links to a wiki page. It is therefore important that these links still work after renaming the page.

A page can be moved with or without redirecting the original page. Let's take a closer look at the differences.

What happens when you move a page?

When you move a page:

- you rename the page name and thus the page title
- the page content is displayed on the new page
- the version history of the original page is transferred to the new page

If you move from the original page to the new page, an additional page with the old page name will be created. This page then serves as a redirect to the new page. If you do not create a redirect, the original page is simply replaced. In this case, you should check and update the links to the old page on your wiki.

What links here

Before you move a page, you should see if other pages link to that page name. To do this, go to What links here under all actions in the page tools. If many links are listed here, you should create a redirect when moving the page.

The following diagram shows how to rename an "Emobile" page to a page called "Electric Vehicles" page:
How do I move a page?

Go to the page tools menu item "Manage page> Move":

Click Move.

Enter a new page name. If you move the page to a different namespace, you need to include the namespace prefix as well.
Provide a reason why it was necessary to move the page (optional). This reason is shown in the logs of the wiki.

**Leave a redirect behind:** Depending on the linking status or purpose of a page, you now have to decide whether to move the page with or without forwarding.

**Watch source page and target page:** Specify whether you want to put the source and landing pages on your watch list when redirecting.

Click *Done*. The page has been moved.

<table>
<thead>
<tr>
<th>Move with redirect</th>
</tr>
</thead>
<tbody>
<tr>
<td>It makes sense to create a redirect in the following cases:</td>
</tr>
<tr>
<td>The original page is linked to many other sites (e.g., from other websites or other internal wiki sites).</td>
</tr>
<tr>
<td>The title of the original page is sometimes used in the search and the page should be found either way.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Move without redirect</th>
</tr>
</thead>
<tbody>
<tr>
<td>In these cases, it makes sense to move without forwarding:</td>
</tr>
<tr>
<td>A spelling error is corrected in the title. There are only a few links to the page and they are easy to find and replace.</td>
</tr>
<tr>
<td>The original title should not appear in the search.</td>
</tr>
<tr>
<td>An unnecessary redirection via a forwarding page should be avoided.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Updating references to the page</th>
</tr>
</thead>
<tbody>
<tr>
<td>If no redirect was created when the page was renamed, it is sometimes necessary to check if existing links to the original page exist in your wiki. These must then be adapted accordingly to the new page name, so that the page is newly networked.</td>
</tr>
</tbody>
</table>
Users with administrator permissions can go to the page *Special:Replace Text* to find references to the previous page name.

Enter the original page title under "Existing text" and the new page title under "Replacement text":

Select all wiki sections using the "All" button to find existing references to the original page:

If you click on "Continue" the text will not be replaced yet. First, an overview page with the results found will be displayed. Check which of the results you want to replace and check the box. Click "Replace" to perform the replacement:
The last page now confirms that the wiki is now completing the text replacements:

```
"Box Left 1" will be replaced with "Box Left" in one page.
```

Return to form.

Your wiki is now correctly linked again and the editing of the page renaming is completed. Depending on the number of replacements, it may take a while before the changes are actually visible. The changes made by this special page are collected in a queue, which is gradually processed in the background.

---

**Related info**

- Redirecting pages
- Working with subpages
2.4 Delete

Users with edit rights can delete wiki pages. If a page is deleted, it can no longer be found using the search function. However, users have the option to restore a deleted page.
How to delete a page?
To delete the page, click Actions > Delete in the page tools.

Deleting a page

Before deleting the page, you can:
Check the version history.
Check which pages link to this page
Indicate the reason for the deletion: Since deleting a page can raise questions from other users, it makes sense to leave a short explanation here. This text is shown accordingly in the deletion log.
Watch the page: If the page is restored by another user, you can receive a notification.

Mass-deleting pages
Admin users can mass-delete recently added pages from the special page `Special:Nuke`.

Which pages should be deleted?
You can use some pages under `Special:SpecialPages` to find candidates for deletion:
Special:ShortPages: With short pages it can be expected that the content of the article is not relevant enough or is better dealt with as a paragraph in another article.
Special:LonelyPages: Orphaned pages are characterized by a lack of transclusions or links to the page.
Special:NewPages: Reviewing recently added pages is useful, for example, to detect spam in public wikis.

Where do I find information about deleted pages?
`Special:Log/delete`: Search for and restore deleted pages.
`Special:DeletedContributions`: Search for deleted posts of a specific user (or an IP address).

Recover deleted pages
Deleted pages can be restored using the `Delete` log which can be accessed from the page `Special:SpecialPages`. If the deleted page was linked to other wiki pages, the page can be restored directly via the redlink on that page.

Which pages shouldn't be deleted?
There are often more sensible alternatives for deleting:
Move: If a page has an incorrect or incorrect title, the page can be moved.
Copy: If the content does not match the page title, the content can be copied to another page
Redirect: If the page content already exists on another page, the duplicate content can be deleted and a redirect can be created.
Obsolete: The content is no longer current. You can mark the page as out of date and other wiki users can update the page later.

Related info

- Nuke: Extension for mass-deleting pages (for administrators)
- Redirects
- Deleting user accounts
2.5 PDF export

BlueSpiceUniversalExport allows exporting wiki pages to various formats. It incorporates various modules, each serving as exporter for a particular export type.

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The export menu

Every content page on the wiki can be exported. Export functions are located in the general page tools under the menu item Export. The available export options depend on your wiki configuration. Clicking one of the links downloads the page content in the selected format.

Configuration

Configuration of UniversalExport (and its modules) can be done in the Config manager in the Export section. Available settings include:

**Table of contents:** only applies to exporting books. Select how the ToC should be constructed (as a ToC for the entire book or for each page individually).

**Hide namespace prefix in HTML:** removes namespace prefixes when displaying page titles in HTML exports.

**Hide namespace prefix in PDF:** removes namespace prefixes when displaying page titles in PDF exports.

**Metadata (standard, JSON):** additional data to be passed to the rendering template in JSON format. This data will be available for usage in the template (advanced users).

**Metadata (override, JSON):** offers overriding standard data sent to the rendering template. Values that are set by default can be overridden by using this option (JSON format) (advanced users).
Configuration options

**Tags**

If the following tags are included in a page, they are usually applied both to the PDF book export and to the PDF single page export unless otherwise noted.

**Manual page breaks**

You can insert the following tag on a wiki page anywhere you want to force a manual page break in the PDF:

```
<bs:uepagebreak ></div>
```

In visual editing mode, a marker is displayed where the page breaks have been inserted.

Marker for page breaks in visual editing mode

**Landscape printing**

To print a PDF page in landscape format, the following tag can be inserted in the wiki page in source editing mode at any position:

```
<bs:ueparams template="BlueSpice_Landscape" />
```

To make it easier for the user to add this tag with the visual editor, this tag can be added to a wikitext-template, for example, `{{LandscapeFormatExport}}`. The element can be inserted anywhere on the page.

**Note:** This tag only works for the PDF single page export.
Within a wiki page, individual areas can be marked separately (e.g. wide tables). This way, the output in the export can be landscape or extra-wide. This is possible using the following css classes:

"bs-rotated" -> landscape format
"bs-narrow" -> 0,33 x A4 portrait
"bs-ultrawide" -> 2 x A4 landscape

These classes can also be combined. Example:

```html
<div class="bs-rotated bs-ultrawide">...</div>
```

The start and end div tags can also be added to templates (e.g., `{{LandscapeStart}}` and `{{LandscapeEnd}}`) to allow users to insert the tags using the visual editor.

**Note:** Display of header and footer areas could be problematic when using these tags.

These css classes also work for the book export.

**PDF-specific styling**

**Important!** The tag is only taken applied in the single page export (including linked pages and subpages). The tag from individual pages is ignored in the book export. The tag can, however, be inserted on the corresponding book page in the `Book:` namespace and is then applied to all pages in the book.

To style classes or IDs only in the PDF output, you can include the following tag at the beginning of a page:

```html
<bs:uemeta body-class=class-name-here/>
```
Example: Changing background, header, and footer settings
Insert the tag `<bs:uemeta body-class=bg-grey bg-yellow no-header-image no-footer-text/>` at the top of your wiki page.
To define the page background, add the following CSS to `MediaWiki:Common.css` (admin rights needed):

```css
/*PDF output*/
.bg-grey { background-color:#EDEDED !important; } /*sets the page background. There will be a white margin around it*/
.bg-yellow .bs-page-content { background-color:#F7F0C6; padding:10px; } /*sets the background color for the content and adds padding*/
.no-header-image #bs-runningheaderfix { background:none; } /*removes the PDF header*/
.no-footer-text #bs-runningfooterleft, #bs-runningfootercenter, #bs-runningfooterright { display:none; } /*removes the text from the PDF footer*/
```

Compare the page before inserting the tag and after inserting the tag:

---

Exclude content from PDF export
To exclude the content of a page from the PDF export, it can be inserted via the visual editor under `Insert > No PDF`. The text is then marked accordingly in the source text:

```html
<bs:uenoexport>Dieser Text wird nicht ins PDF exportiert.</bs:uenoexport>
```

Show content in PDF only
If content should only be displayed in the PDF, but not on the wiki page, this content can be marked manually via the source text. First, a wiki administrator needs to add the following code to the page `MediaWiki:Common.css`:
A block element or an inline element can now be created for the PDF export. This content is not rendered on the wiki page in display mode. Source code examples:

```html
<div class="only-pdf">This block is only shown in the PDF.</div>
The adjective <span class="no-pdf">beautiful</span><span class="only-pdf">small</span> is shown differently on the page and in the PDF.

### Display of email addresses

If an email link has an additional label on a wiki page, the email address will be listed separately in the PDF after the link label.

![Email link on wiki page](Image)

![PDF link in PDF output](Image)

### Printing

MediaWiki, by default, provides a print view for the pages. This command is also available in the `Export` menu (option *Print*).
Modules

The extension *BlueSpiceUniversalExport* contains several modules:

**BlueSpiceUEModulePDF**: module for exporting pages in PDF (.pdf) format. It downloads the current page (PDF single page), the current page including all its subpages (PDF page with subpages), or the current page and the pages that are linked from that page (PDF page with linked pages).

**BlueSpiceUEModuleHTML**: module for exporting pages as an html zip-archive (option HTML single page).

**BlueSpiceUEModuleBookPDF**: module for exporting books.

Related info

- Reference:BlueSpiceUniversalExport
- Reference:BlueSpiceUEModulePDF
- Reference:BlueSpiceUEModuleBookPDF
- Reference:BlueSpiceUEModuleHTML
- Creating books
3 Personalization

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What are user preferences?

As a BlueSpice user, you can customize a lot of settings to make your wiki experience more personal and more efficient. For example, you may want to show a real photo of yourself or maybe you prefer a randomly generated image. You can also set when and how you want to be notified about changes that are happening on your wiki. To find content tailored to your needs, you can even exclude entire namespaces from your search results if you only need information from particular areas of your wiki.

Just remember that all settings only affect your own wiki experience (except for your profile information, of course, which is visible to all users).

To access your preferences:

Click on the user menu.
Click Preferences. This opens the preferences page with multiple tabs. Alternatively, you can access the page Special:Preferences directly.

User profile

Basic Information

Real name: This name is shown throughout the wiki. When users hover over your real name, your profile picture and contact information is shown.

Change password: If your wiki is not connected with the central authentication system of your company, you can manage your password here.

User image:

User image text field: Enter the webaddress of a picture on another website and click Save at the bottom of the page. The profile picture points directly to the external image:

Change profile picture link: Upload an image to the wiki. Click Browse and then Upload to create a new profile image. If you click Generate new avatar, the system generates a graphic instead.

Privacy policy acceptance checkbox: Select and save this checkbox setting to confirm that you accept the privacy policy. Administrators can review this setting for all users on the page Special:Privacy_Admin.

Internationalisation

Language: Users can change their personal language that is used in the layout and menus. BlueSpice currently supports de-formal-German (formal), de-German and en-English.

How do you prefer to be described? Option for setting your gender preferences.
Signature
Your existing signature: shows a preview of your current signature including your profile info when you hover over the link.
New signature: Enter a new name for your signature and save the Preferences page.
Treat signature as wikitext: Your signature will be shown as text-only.

Email options
If you provide an email address, you can specify to receive email notifications in addition or in place of wiki notifications. As long as the email address is not confirmed, the system will not send emails. This also affects the settings in the Notifications tab.
If you want to exclude minor page edits from email notifications, you need to set it under the email options here.

Appearance
Skin
If your wiki has more than one skin, you can choose the layout of your wiki here. It only affects your view of the wiki. All other users see the skin that is selected in their preferences.

Reading preferences
You can set if you want to see quick summaries of a page before you click on a link. This requires that the page has some intro text before the first heading on a page.

Date format
You can set how you would like to see the timestamp on wiki pages, for example the timestamp of a user signature on a discussion page.

Time offset
Server time: Shows the server time so that you can compare it to your local time.
Local time: Shows the time set in the time zone setting.
Time zone: When you select a time zone, your local time will be shown throughout the wiki wherever there is a timestamp.

Files
Image size limit: Sets the maximum size of the preview image on the file description page.
**Thumbnail size:** Sets the size of the thumbnail image on a page if no custom size is specified in the image settings.

**Enable Media Viewer:** If this checkbox is not selected, image links on a page will load the file description page rather than the media viewer overlay.

**Diffs**

- **Do not show the page content below diffs:** Turns off the VisualDiff view as well as the wikitext view of revisions. Revisions are only shown in classic view.
- **Don't show diff after performing a rollback:**
**Advanced options**

**Link underlining:**
*Always:* Underlines all links in the content area of a page, even if the selected skin specifies no underlining. The table of contents is not affected by this setting.

*Never:* Never underlines links in the content area of a page, even if the selected skin specifies underlining.

*Skin or browser default:* Keeps the link settings as specified in the skin.

**Threshold for stub link formatting:** Determines when the target page is considered short enough to change the link color to a page that fits the threshold criteria. If you choose 50 bytes, a link to a page with less than 50 characters (including wikitext), will be marked as a stub link and be shown in a different color. This only works if your wiki skin has a separate color value for stub links defined.

**Show hidden categories:**

**Auto-number headings:** Adds heading numbers to the page headings

---

**Context menu**

Page links in the content area of the wiki show a context menu that allows to perform actions on the target page without having to go to the target page first. You can set whether you want to show the context menu with *right-click* or with *right-click + Strg*.
**Dashboards**
By default, the logo of your wiki links to the main page. You can change this and link to your user dashboard instead.

**Player**
When a page contains a video, you can set it to autoplay when you load a page.

**Timeline**
You can set the timestamp on the timeline entries in date format or as age.

**Note:** It can take up to 24 hours for all timeline entries to show the new timestamp format. When you create a new entry, you should see the changed format immediately.

**BlueSpice Calumma settings**
- **Automatically hide main menu:** Hides the main menu every time you load a new page.
- **Automatically hide tool menu:** Hides the tool menu every time you load a new page.
Editing

General options

Enable section editing by right clicking on section titles: Right-clicking a section title with the mouse sets the page in edit mode. The specified section can be edited immediately.

Editing pages by double clicking (JavaScript): Double-clicking on the page sets the page in edit mode. The double-click needs to be inside the text area of the page. Clicking in the title section of a page will not set the page into edit mode.

Show the pending changes diff when editing pages:

Editor

Edit area font style: Displays source code in monospace, serif, or sans-serif font.

Mark all edits minor by default: This automatically sets the minor flag in the save dialog. It can be selected or deselected in the save dialog on the page itself:

marking a minor edit

Note: Note: The ‘Watch this page’ checkbox in the save dialog can be activated or deactivated by default under the preferences tab Watchlist under Advanced options: Add pages and files I edit to my watchlist.
**Prompt me when entering a blank edit summary:** Displays a text message when you click *Save changes* reminding you to enter a summary description. If you do not enter a description after that, the page will save without the summary the next time you click *Save changes*.

**Warn me when I leave an edit page with unsaved changes:** When you reload or leave a page with unsaved edits, a warning message is displayed. You can confirm to leave the page or stay on the page and save your settings.

**Show edit toolbar:** Disables VisualEditor in visual editing mode. Disabling is not recommended, as this reverts the editor back to a previous version of MediaWiki editor.

**Temporarily disable the visual editor while it is in beta:** You can disable visual editor while it is in [Extension:VisualEditor|beta mode](https://blue-spice.org/). We recommend you do not disable VisualEditor unless you prefer to work with a previous visual editor version.

**Preview**

These preview settings are only applied if you have temporarily disabled VisualEditor and the edit text area is on the same page as the page preview. In BlueSpice 3.1+ you can generally ignore these settings.

**Show preview on first edit:** The preview of the article is displayed when you click on “Edit”

**Show preview before edit box:** If this option is deactivated, the preview will be shown under the edit form

**Show previews without loading the page:**

**Reminder**

**Default reminder period:** Prefills the date field for reminders with *current date + x days* specified here.
Set reminder on page creation: When you create a new page, a reminder for that page is automatically created based on the default reminder period you entered.

Do not create reminder for the following namespaces: Excludes namespaces from the automatic reminder on page creation.

Timeline
Warn me when I leave an edit of an entry with unsaved changes: If unchecked, any unsaved changes to a social entity (such as blog entry, comment, microblog or discussion topic) will be automatically lost if you navigate to a different page or reload the page before saving your changes.

Skip dialog on discussion creation: Automatically creates a discussion page when a user adds a discussion directly on a page and the discussion page for the entry does not yet exist. If this checkbox is unchecked, the user has to create the discussion page first before the discussion topic can be posted.

Recent changes
Display options
Days to show in recent changes: You can set how many results are displayed on the page Recent changes.

Number of edits to show in recent changes,...:

Advanced options
Group changes by page in recent changes and watchlist:
Hide minor edits from recent changes: Hide minor changes from appearing on your Recent changes page. This is useful if pages are saved a lot by a single user without major differences between the edits.

Edit review
Basic interface
When to show the stable version...: Here you can set to ‘Always show the latest version’ for each page. This setting is only useful if the FlaggedRevs feature is active in a namespace. It is a useful settings for users with review permissions who can accept draft versions. Without this setting, the last stable version of a page is shown by default.

Show the pending changes diff when viewing the latest pending version:

Watchlist
Edit watchlist
Edit entries on your watchlist:
View and remove titles on your watchlist: Links to the page Special:EditWatchlist whre you can manage your watchlist entries. The watchlist is organized by namespaces.

Edit raw watchlist: Links to the page Special:EditWatchlist/raw where you can remove pages by page name from a textbox. This list is also organized by namespaces.

Clear watchlist: Links to the page Special:EditWatchlist/clear where you can empty your watchlist with the click of a button.

Display options
Days to show in watchlist: Presets the value in the selection menu Period of time to display on the page Special:Watchlist.

Maximum number of changes to show in watchlist: Limits the number of changes that are displayed in your watchlist.

This example shows a default setting of 8 days and 20 changes.
Advanced options
Here, you select all the criteria for automatically adding pages and files to your watchlist and for showing certain changes on your watchlist.

Token
Watchlist token: The token can be used to create a public RSS feed to your watchlist. Anyone who knows this token can access the feed. The syntax for the feed URL is: https://[YourWikiDomain]/w/api.php?action=feedwatchlist&wlowner=[USERNAME]&wltoken=[TOKEN].

Notifications

Important! Notification don't consider the edit type "Minor edit". Therefore, notifications are sent even in the case where a user makes a minor edit.

Here you can set how and when you would like to receive notifications in email and/or in the notifications area of your user profile (Web notifications). If you haven't received email notifications yet, make sure that your email address has been verified. This information is available in the User profile tab, under the section Email options.
To view your Web notifications, go to your User profile menu and select Notifications.

The user profile image in the main toolbar and the Notifications menu item show the number of new notifications. Notifications can set for a variety of events, such as new assignments or reminders. You can also select to be notified about changes only in certain namespaces or categories.
To configure which notifications you want to get, click on Preferences in the Settings menu (3).

Email options
You can specify how often you receive emails: never, immediately, daily, or weekly.

If you unexpectedly don't receive emails for notifications, check under the User profile tab to make sure that you have already confirmed your email account.
Notify me about these events
Notifications can be displayed in the Notifications page of the wiki. This functionality is provided by the MediaWiki extension *Echo*.

New message indicator
This setting currently has no effect in BlueSpice. It is a configuration setting for the MediaWiki extension `Extension:Echo|Echo` (echo-show-alert).

Notifications on namespace events
Select for which namespaces you want to receive notifications.

Notifications on categories
Select for pages in which categories you want to receive notifications.

Review
Notify me about changes if I am the owner of a review: Select if you want to be notified in email of any workflow changes of a review workflow if you are the owner of the review.

Notify me about changes if I am the reviewer of a review: Select if you want to be notified in email of any workflow changes of a review workflow if you are the owner of the review.

Under the settings for Notify me about these events, you can set if and how you want to be notified if someone assigns a review task to you.

Extended Search
Here you can set which namespaces you want to include in your search results. This can be useful if you work in only some areas of the wiki or if you are looking for information in a few areas of your wiki only.

Semantic MediaWiki
These user preferences are provided by Semantic MediaWiki. If you would like to change these settings, you can visit the corresponding help page.

Resetting all preferences
If you click Restore all default settings (in all sections), all your customizations on all tabs are reset to their default settings. Since this could affect lots of customized settings, a warning page appears before the reset.

Use the browser's back button if you do not want to restore the default settings.
# 3.1 User preferences

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Just remember that all settings only affect your own wiki experience (except for your profile information, of course, which is visible to all users).

To access your preferences:
Click on the user menu.
Click Preferences. This opens the preferences page with multiple tabs. Alternatively, you can access the page Special:Preferences directly.

User profile

Basic Information

Real name: This name is shown throughout the wiki. When users hover over your real name, your profile picture and contact information is shown.
Change password: If your wiki is not connected with the central authentication system of your company, you can manage your password here.
User image:
User image text field: Enter the webaddress of a picture on another website and click Save at the bottom of the page. The profile picture points directly to the external image
Change profile picture link: Upload an image to the wiki. Click Browse and then Upload to create a new profile image. If you click Generate new avatar, the system generates a graphic instead.
Privacy policy acceptance checkbox: Select and save this checkbox setting to confirm that you accept the privacy policy. Administrators can review this setting for all users on the page Special:Privacy_Admin.

Internationalisation

Language: Users can change their personal language that is used in the layout and menus. BlueSpice currently supports de-formal-German (formal), de-German and en-English.
How do you prefer to be described? Option for setting your gender preferences.
Signature

**Your existing signature:** shows a preview of your current signature including your profile info when you hover over the link.

**New signature:** Enter a new name for your signature and save the *Preferences* page.

**Treat signature as wikitext:** Your signature will be shown as text-only.

Email options

If you provide an email address, you can specify to receive email notifications in addition or in place of wiki notifications. As long as the email address is not confirmed, the system will not send emails. This also affects the settings in the *Notifications* tab.

If you want to exclude minor page edits from email notifications, you need to set it under the email options here.

Appearance

Skin

If your wiki has more than one skin, you can choose the layout of your wiki here. It only affects your view of the wiki. All other users see the skin that is selected in their preferences.

Reading preferences

You can set if you want to see quick summaries of a page before you click on a link. This requires that the page has some intro text before the first heading on a page.

Date format

You can set how you would like to see the timestamp on wiki pages, for example the timestamp of a user signature on a discussion page.

```
Rodrigue (talk) 09:10, 3 December 2019 (CET)
```

date format example

Time offset

**Server time:** Shows the server time so that you can compare it to your local time.

**Local time:** Shows the time set in the time zone setting.

**Time zone:** When you select a time zone, your local time will be shown throughout the wiki wherever there is a timestamp.

Files

**Image size limit:** Sets the maximum size of the preview image on the file description page.
**Thumbnail size:** Sets the size of the thumbnail image on a page if no custom size is specified in the image settings.

**Enable Media Viewer:** If this checkbox is not selected, image links on a page will load the file description page rather than the media viewer overlay.

**Diffs**

**Do not show the page content below diffs:** Turns off the VisualDiff view as well as the wikitext view of revisions. Revisions are only shown in classic view.

**Don't show diff after performing a rollback:**
**Advanced options**

**Link underlining:**

*Always:* Underlines all links in the content area of a page, even if the selected skin specifies no underlining. The table of contents is not affected by this setting.

*Never:* Never underlines links in the content area of a page, even if the selected skin specifies underlining. *Skin or browser default:* Keeps the link settings as specified in the skin.

**Threshold for stub link formatting:** Determines when the target page is considered short enough to change the link color to a page that fits the threshold criteria. If you choose 50 bytes, a link to a page with less than 50 characters (including wikitext), will be marked as a stub link and be shown in a different color. This only works if your wiki skin has a separate color value for stub links defined.

**Show hidden categories:**

**Auto-number headings:** Adds heading numbers to the page headings

---

**Context menu**

Page links in the content area of the wiki show a context menu that allows to perform actions on the target page without having to go to the target page first. You can set whether you want to show the context menu with *right-click* or with *right-click + Strg.*
Dashboards
By default, the logo of your wiki links to the main page. You can change this and link to your user dashboard instead.

Player
When a page contains a video, you can set it to autoplay when you load a page.

Timeline
You can set the timestamp on the timeline entries in date format or as age.

**Note:** It can take up to 24 hours for all timeline entries to show the new timestamp format. When you create a new entry, you should see the changed format immediately.

BlueSpice Calumma settings
**Automatically hide main menu:** Hides the main menu every time you load a new page.
**Automatically hide tool menu:** Hides the tool menu every time you load a new page.
Editing

General options

**Enable section editing by right clicking on section titles:** Right-clicking a section title with the mouse sets the page in edit mode. The specified section can be edited immediately.

**Editing pages by double clicking (JavaScript):** Double-clicking on the page sets the page in edit mode. The double-click needs to be inside the text area of the page. Clicking in the title section of a page will not set the page into edit mode.

**Show the pending changes diff when editing pages:**

Editor

**Edit area font style:** Displays source code in monospace, serif, or sans-serif font.

**Mark all edits minor by default:** This automatically sets the minor flag in the save dialog. It can be selected or deselected in the save dialog on the page itself:

![Editor interface](image)

marking a minor edit

**Note:** Note: The ‘Watch this page’ checkbox in the save dialog can be activated or deactivated by default under the preferences tab *Watchlist* under *Advanced options: Add pages and files I edit to my watchlist.*
**Prompt me when entering a blank edit summary:** Displays a text message when you click *Save changes* reminding you to enter a summary description. If you do not enter a description after that, the page will save without the summary the next time you click *Save changes*.

![Edit summary prompt](image)

**Warn me when I leave an edit page with unsaved changes:** When you reload or leave a page with unsaved edits, a warning message is displayed. You can confirm to leave the page or stay on the page and save your changes.

**Show edit toolbar:** Disables VisualEditor in visual editing mode. Disabling is not recommended, as this reverts the editor back to a previous version of MediaWiki editor.

**Temporarily disable the visual editor while it is in beta:** You can disable visual editor while it is in [Extension:VisualEditor|beta mode]. We recommend you do not disable VisualEditor unless you prefer to work with a previous visual editor version.

**Preview**

These preview settings are only applied if you have temporarily disabled VisualEditor and the edit text area is on the same page as the page preview. In BlueSpice 3.1+ you can generally ignore these settings.

**Show preview on first edit:** The preview of the article is displayed when you click on “Edit”

**Show preview before edit box:** If this option is deactivated, the preview will be shown under the edit form

**Show previews without loading the page:**

**Reminder**

**Default reminder period:** Prefills the date field for reminders with *current date + x days* specified here.

![Reminder](image)
Set reminder on page creation: When you create a new page, a reminder for that page is automatically created based on the default reminder period you entered.

Do not create reminder for the following namespaces: Excludes namespaces from the automatic reminder on page creation.

Timeline

Warn me when I leave an edit of an entry with unsaved changes: If unchecked, any unsaved changes to a social entity (such as blog entry, comment, microblog or discussion topic) will be automatically lost if you navigate to a different page or reload the page before saving your changes.

Skip dialog on discussion creation: Automatically creates a discussion page when a user adds a discussion directly on a page and the discussion page for the entry does not yet exist. If this checkbox is unchecked, the user has to create the discussion page first before the discussion topic can be posted.

Recent changes

Display options

Days to show in recent changes: You can set how many results are displayed on the page Recent changes.

Number of edits to show in recent changes,...:

Advanced options

Group changes by page in recent changes and watchlist:

Hide minor edits from recent changes: Hide minor changes from appearing on your Recent changes page. This is useful if pages are saved a lot by a single user without major differences between the edits.

Edit review

Basic interface

When to show the stable version...: Here you can set to 'Always show the latest version' for each page. This setting is only useful if the FlaggedRevs feature is active in a namespace. It is a useful settings for users with review permissions who can accept draft versions. Without this setting, the last stable version of a page is shown by default.

Show the pending changes diff when viewing the latest pending version:

Watchlist

Edit watchlist

Edit entries on your watchlist:

View and remove titles on your watchlist: Links to the page Special:EditWatchlist where you can manage your watchlist entries. The watchlist is organized by namespaces.

Edit raw watchlist: Links to the page Special:EditWatchlist/raw where you can remove pages by page name from a textbox. This list is also organized by namespaces.

Clear watchlist: Links to the page Special:EditWatchlist/clear where you can empty your watchlist with the click of a button.

Display options

Days to show in watchlist: Presets the value in the selection menu Period of time to display on the page Special:Watchlist.

Maximum number of changes to show in watchlist: Limits the number of changes that are displayed in your watchlist.

This example shows a default setting of 8 days and 20 changes.
**Advanced options**

Here, you select all the criteria for automatically adding pages and files to your watchlist and for showing certain changes on your watchlist.

**Token**

*Watchlist token:* The token can be used to create a public RSS feed to your watchlist. Anyone who knows this token can access the feed. The syntax for the feed URL is: https://[YourWikiDomain]/w/api.php?action=feedwatchlist&wlowner=[USERNAME]&wltoken=[TOKEN] .

**Notifications**

**Important!** Notification don't consider the edit type "Minor edit". Therefore, notifications are sent even in the case where a user makes a minor edit.

Here you can set how and when you would like to receive notifications in email and/or in the notifications area of your user profile (Web notifications). If you haven't received email notifications yet, make sure that your email adress has been verified. This information is available in the *User profile* tab, under the section *Email options*.

To view your Web notifications, go to your User profile menu and select Notifications.

The user profile image in the main toolbar and the *Notifications* menu item show the number of new notifications. Notifications can set for a variety of events, such as new assignments or reminders. You can also select to be notified about changes only in certain namespaces or categories.

To configure which notifications you want to get, click on *Preferences* in the *Settings* menu (3).

**Email options**

You can specify how often you receive emails: *never, immediately, daily, or weekly.*

If you unexpectedly don't receive emails for notifications, check under the *User profile* tab to make sure that you have already confirmed your email account.
Notify me about these events
Notifications can be displayed in the Notifications page of the wiki. This functionality is provided by the MediaWiki extension *Echo*.

New message indicator
This setting currently has no effect in BlueSpice. It is a configuration setting for the MediaWiki extension `Extension:Echo|Echo` (echo-show-alert).

Notifications on namespace events
Select for which namespaces you want to receive notifications.

Notifications on categories
Select for pages in which categories you want to receive notifications.

Review
Notify me about changes if I am the owner of a review: Select if you want to be notified in email of any workflow changes of a review workflow if you are the owner of the review.

Notify me about changes if I am the reviewer of a review: Select if you want to be notified in email of any workflow changes of a review workflow if you are the owner of the review.

Under the settings for *Notify me about these events*, you can set if and how you want to be notified if someone assigns a review task to you.

Extended Search
Here you can set which namespaces you want to include in your search results. This can be useful if you work in only some areas of the wiki or if you are looking for information in a few areas of your wiki only.

Semantic MediaWiki
These user preferences are provided by Semantic MediaWiki. If you would like to change these settings, you can visit the corresponding help page.

Resetting all preferences
If you click *Restore all default settings (in all sections)*, all your customizations on all tabs are reset to their default settings. Since this could affect lots of customized settings, a warning page appears before the reset.

Use the browser’s back button if you do not want to restore the default settings.
3.2 Privacy center

BlueSpicePrivacy is an extension that enables users to control the way their data is collected and used by the wiki. Users interact with this extension through the Privacy center page, which is accessible by clicking Privacy center in the user menu.

Contents

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5 Related info ....................................................................................................................................... 94
Accepting the terms of use

When a user wants to log into the wiki for the first time, the terms and conditions and the privacy policy must be accepted during the login process. If one of these pages does not yet exist, the associated link is displayed in red as a so-called red link. An administrator can create the page directly via this link.

Cookie consent

Users are presented with a prompt to accept the cookies that the wiki collects. This prompt appears when a user visits the wiki for the first time or after deleting the browser cookies.

Here, users have the option to accept all cookies or to manage each group of cookies separately. This is done by opening *Cookie consent settings* and then using the toggle-switches in the prompt. There are different types of cookies, based on the function they perform:

**Necessary cookies:** Cookies that are needed for the user to be able to use the wiki (cookies for keeping session information, user ID data, and so on).

**Convenience cookies:** Cookies that provide a more comfortable wiki experience (saving the state of components of the interface, some user preferences, and more)

**Matomo** (visible only if the *necessary plugin* is installed and activated): Cookies that are used for site analytics.

By default, accepting at least the necessary cookies is mandatory before using the wiki for the first time.

Cookie settings can be changed afterwards at any point by clicking on "Change cookie consent" in the wiki footer links or on the page *Special:PrivacyCenter*.

**Privacy Center**

The privacy center is the hub for a user's privacy settings. It is located in the profile menu (by clicking on user image in the top right corner) or by navigating directly to the page *Special:PrivacyCenter*.
This special page consists of a number of "modules". Each module performs a privacy-related function.

**Anonymization**

In this section, users can anonymize their account on the wiki. This means that users can change their username on the wiki. The new username appears wherever the username is used, including comments, page histories and logs. All traces of previous user information including profile information and profile data is removed or renamed.

To anonymize their account, users pick the new username (a random anonymized username is offered by default) and click "Anonymize my account". After confirmation, the process of anonymization starts, and the user receives a notification upon completion.

**Important!** Changes made in the Privacy center, for example anonymization, can take up to 24 hours to be effective (until the cache expires).

**Delete your account**

Users can delete all traces of their account from the wiki by clicking the "Delete your account" button. After confirmation, the user account is deleted. In case there is an error in the process, users will be notified of the failed deletion process.

By deleting their account, users will remove all references to their user account anywhere on the wiki. All of the user's contributions are then attributed to "Deleted user", which will appear instead of the original username.
Transparency

This module allows users to view and export all data the wiki has collected about them. To only view the data, without exporting it, a user can click on the button *Show all data*. This opens a dialog containing all of the user's data. The data is grouped by:

- **Mentions in content**: Snippets of the page content where the user's name is mentioned.
- **Working data**: Data from extensions - reminders, page assignments, etc.
- **Personal data**: Profile data, personal information and the user's status on the wiki.
- **Action data**: Log data for users actions - edits, page deletions, page moves and administrative actions.

To export the data, the user selects the groups to export and the export format (HTML or CSV). After clicking *Export data*, the user can download the compiled file.

**Privacy policy consent**

In this section, users can change their consent to the wiki's privacy policy. Further options may appear based on a specific wiki configuration. Users can also change their cookies consent (as described above).

**Requesting actions**
The wiki can be configured so that users are not allowed to directly execute certain privacy-related actions. They need to request that operation first.

Requesting actions applies to:
- Anonymization
- Delete your account

Requests can be enabled for the wiki by setting `$bsgPrivacyEnableRequests = true;` in `LocalSettings.php`.

Once enabled, users will be presented with a request form in the affected sections. In this form, users can click Request anonymization and Request account deletion respectively. For account deletion, users can enter an optional comment explaining the reason for the request. All submitted requests are sent to wiki admins for review.

After submitting the request, a user sees a Request pending notice in the Privacy center. If the request is denied, the user is notified with a comment from the wiki administrator. If the user's request is approved, the user also receives a notification.

### Related info

- Reference: BlueSpicePrivacy
3.3 Personal navigation

Users can customize their personal navigation menu. The mega menu can be opened by clicking on the profile picture in the top toolbar.

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3 Related info ................................................................................................................................ 96
Customizing the menu

The user menu consists of two sections: Customizable links and Personal tools. Only the customizable links can be edited.

By default, the menu shows the following information:
- Pages visited (widget PAGESVISITED)
- My edits (widget YOUREDITS)
- Watchlist (widget WATCHLIST)

These widgets can be removed individually when a user customizes the sidebar.

Customizing the sidebar

To customize the content of this sidebar, click on Edit sidebar at the bottom of the sidebar after hovering over any menu item. This opens the page User:<username>/Sidebar.

The syntax used to define the sidebar corresponds to the main MediaWiki sidebar (MediaWiki:Sidebar). Entries starting with a single star ("*") are considered menu headings or sections while entries with two stars ("**") are considered menu items.

```
* My favourite pages
** [[Wiki_Page1|Label]]
** [External_Page2 Label]
```

The sidebar can contain multiple sections. Also, users can use widgets to display predefined lists of pages, as described above. Widgets should be inserted as sections (with one star), like:

```
* WATCHLIST
* My custom section
** [[Page1]]
...```

Related info

- Reference:BlueSpiceUserSidebar
4 Concepts

Each installed instance of a wiki is made up of different types of pages. Each page type serves a specific role in the wiki and, therefore, contains different elements which are described here.

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Wiki instance

A wiki instance has the following main characteristics:
- it has its own configuration
- it has its own data storage with
  - its own database (for pages, users, user<->groups, user settings, ...)
  - its own file repo (for uploaded files)
- it can be part of a wiki farm

Wiki pages

The pages model

Content page

Content pages are all editable wiki pages. They can be wiki pages that are created by all users with the goal to share information on the wiki. Category pages are created when a page was added to a category and a user subsequently saves the necessary category page. A file description page is created when a file is uploaded to the wiki.

Wiki page

Wiki pages are the actual "content pages" that users create when they add information to a wiki. They can be "blank" at the beginning or based on a page template that already contains some content with a predefined structure.

Characteristics:
- content is added by users
- revisioned and has a version history
- has an associated "Talk" page

Special page

Each wiki contains a large number of special pages. These pages are built-in and not editable. All special pages are located in the pseudo-namespace "Special" and are listed on the page Special:SpecialPages. Merkmale:
- automatically created content
- overview pages or administrative tools

Types of special pages:
- Maintenance reports (e.g., broken redirects, uncategorized pages, wanted pages)
- Lists of pages (e.g., all pages, categories, forms, templates, high-use pages)
- User admin pages (e.g., active users list, blocked users, user rights)
BlueSpice special pages (e.g., category manager, namespace manager, privacy admin) and many others.

If you want to create your own special page, you can find the necessary information at Mediawiki.org.

Category page / file description page

To display all pages that share a category tag, a category page has to be created. Otherwise, users won't have a list of pages that are in a particular category.

When a file (e.g. image or PDF) is uploaded to the wiki, a corresponding description page is created. This page shows all necessary file information and provides access to important file management tools.

Characteristics:
hybrid page between special and wiki page
editable/deletable like a wiki page
automatically generated content like a special page

Related info

- mediawiki.org/wiki/Manual:Special_pages
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- overview pages or administrative tools

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Characteristics:
hybrid page between special and wiki page
editable/deletable like a wiki page
automatically generated content like a special page

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4.2 Namespaces

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What is a namespace?

A namespace defines an area in a wiki. You can recognize a namespace by the namespace prefix in the page title:

\[<\text{namespace}>:\text{Page title}\]

We sometimes use shelves and closets as an example to make the principle of namespaces clear. There are shelves that everyone can access. Then there are glass cabinets with locks that everyone can look into, but not everyone can edit everything. There are also closed wooden cabinets with a lock, so only selected people can look into that space and work. And every closet can look different.

In a wiki, you will find predefined namespaces. In addition, wiki administrators can create custom namespaces as needed.

There are certain aspects of namespaces that are important to consider before creating a namespace. It is therefore important to understand the characteristics of namespaces and the reasons for using a custom namespace.

Characteristics of a namespace

**Rights management:** Each namespace can contain its own user rights/roles assignments. However, we recommend flat user hierarchies for wikis.

**Activation of features:** Different functions can be activated in each namespace (e.g., page approvals or read confirmations).

**Search function:** Search can be limited to individual namespaces (namespace filter).

**One namespace per page:** The same page name in a different namespace creates a new page.

**Flat structure:** Namespaces cannot contain other namespaces.

**File associations:** Uploaded files can be assigned to a namespace to apply namespace permissions to files.

**Design:** Namespaces can be styled differently.

BlueSpice standard namespaces

BlueSpice uses, among others, the 15 standard and the two so-called pseudo namespaces from MediaWiki:

<table>
<thead>
<tr>
<th>ID</th>
<th>Namespace</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media</td>
<td>Pseudo-namespace for uploaded images and files. Will be replaced by path of the files.</td>
<td></td>
</tr>
<tr>
<td>special</td>
<td>Pseudo-namespace for special pages.</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>(pages)</td>
<td>These are given without a prefix.</td>
</tr>
<tr>
<td>1</td>
<td>Talk</td>
<td>talk page. Is created in addition to each article (also in the following namespaces) to speak about its contents. Additional tab (+).</td>
</tr>
<tr>
<td>2</td>
<td>User</td>
<td>User page. Will be created for every logged in user.</td>
</tr>
<tr>
<td>ID</td>
<td>Namespace</td>
<td>Function</td>
</tr>
<tr>
<td>----</td>
<td>----------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>User talk</td>
<td>Cf. talk</td>
</tr>
<tr>
<td>4</td>
<td>[Wiki-Name]</td>
<td>Information about the wiki or the current project. Here: BlueSpice.</td>
</tr>
<tr>
<td>5</td>
<td>[Wiki-Name]_Talk</td>
<td>Cf. talk</td>
</tr>
<tr>
<td>6</td>
<td>Image</td>
<td>Description of a picture and other files. Is automatically supplemented with version information and information about the occurrence of the file</td>
</tr>
<tr>
<td>7</td>
<td>File_Talk</td>
<td>Cf. talk</td>
</tr>
<tr>
<td>8</td>
<td>MediaWiki</td>
<td>system messages. A complete list can be found under Special: AllMessages. Can only be changed by registered users.</td>
</tr>
<tr>
<td>9</td>
<td>MediaWiki_Talk</td>
<td>Cf. talk</td>
</tr>
<tr>
<td>10</td>
<td>Template</td>
<td>Templates can be integrated into other pages.</td>
</tr>
<tr>
<td>11</td>
<td>Template_talk</td>
<td>Cf. talk</td>
</tr>
<tr>
<td>12</td>
<td>Help</td>
<td>Help pages describe how to perform actions in the wiki. No clear separation from the [wiki name] namespace.</td>
</tr>
<tr>
<td>13</td>
<td>Help_talk</td>
<td>Cf. talk</td>
</tr>
<tr>
<td>14</td>
<td>Category</td>
<td>Pages can be assigned to categories, which are then accessible in this namespace.</td>
</tr>
<tr>
<td>15</td>
<td>Category_talk</td>
<td>Cf. talk</td>
</tr>
</tbody>
</table>

**Standard namespace:** A page is assigned to the "Main" namespace, as long as no other namespace is specified.

**Pseudo namespaces:** The two pseudo namespaces (Media, Special) are used like normal namespaces, but you cannot edit them or add pages to them.

Most pages in the namespaces are created automatically:
- Special pages are generated by the system during installation.
- Media and image pages are created during file upload.
- User pages are created whenever a user acts on the wiki.
- Discussion pages are also created with the corresponding pages.

This leaves only the default namespaces (Main), [wiki name], Template, Help and Category namespaces where pages can be freely created.

**Creating a new namespace**

You can create additional namespaces by using the Namespace manager under Global actions > Management > Namespace manager. The menu item "Category manager“ loads the page Special:NamespaceManager.
Namespace "MediaWiki"

Pages in the MediaWiki namespace can be created and edited by users with "editinterface" permission. By default, these are users whose group is assigned the structuremanager, admin, or maintenanceadmin role.

Important uses are:
- **System Messages**: Each message has a wiki page with the message key as the name of the page. A list of all announcement pages can be found on Special:AllAnnouncements.
- **Localizations via {{int:messagename}}**: An element of the user interface or within a wiki page can be translated into the user language via . Syntax: Mediawiki:message name/ISO language code.
- **MediaWiki:Common.js**: Contains JavaScript that is loaded for all pages and users.
- **MediaWiki:Common.css**: Stylesheet that is loaded after the stylesheet of the active skin in the wiki. It applies to all wiki pages.

Accessing pages in a namespace

To access or create a page in a specific namespace, its name is simply placed in front of the page title and separated by a colon:

```
[[Setup:Installation]]
```

In the example, the pipe symbol (straight line) was also added. It has the effect that the namespace won't be displayed for the link label.

If you provide a namespace that is not known to the wiki, the page is created in the standard namespace Main. The portion of the reference specified as the namespace is then added to the title of the item instead and is not recognized as a namespace label.

Organizing content without namespaces

If you simply want to group pages in your wiki without the need for controlling access rights, you can use the syntax of the namespaces to simulate a namespace in the namespace Main. Simply prefix the pages that belong to a group with a name and a colon. If no namespace with this name exists, the prefix simply becomes part of the page name.

That way, it is possible to use pages with the same name in the main namespace and thus let different groups work on content "sets". Since these own "namespace" prefixes are part of the page name, you can now display all pages in a simulated namespace by searching for the prefix in the search field.

Since you can also organize pages with categories and subpages, you should start by planning how you would like to organize the content in your wiki.

After installing your wiki, you can visualize this with the BlueSpice draw.io Plugin directly in your wiki and discuss it with your team.

Viewing all pages of a namespace

You can view all pages in a namespace:

- **Go** to the Special page "All Pages"
- **Leave** the input field empty
- **Select** a namespace from the Namespace drop-down menu
- **Click** Go

Related info

- Namespace CSS manager
- Namespace manager
4.3 Wikitext

Wikitext is a simplified markup language that is used to format and structure text and other data. While HTML is the most common markup language for web pages, Wikitext is used in wiki systems. Like HTML, it uses tags to mark parts of text or other data.
How do I use Wikitext?
When you edit a page, you can switch between visual editing and source editing using the editor toolbar.

Wikitext can be entered in source editing mode. When you are in visual editing mode, VisualEditor inserts Wikitext "behind the scenes". If VisualEditor doesn't format elements on a page correctly, you can always switch to source editing to correct the issues directly in Wikitext.

Examples of Wikitext

Here are some typical examples of Wikitext:

Text formatting
This is '''bold'''
This is ''italic''
This is <u>underlined</u>

Structuring
This is a ==Heading==
This is an *unordered list element*

Table:

```plaintext
{| class="wikitable"
| header 1
| header 2
| row 1, cell 1
| row 1, cell 2
| row 2, cell 1
| row 2, cell 2
```

Links / Embedded files

Link to internal wiki page

[[Wikipage|Label]]
[[Pancake|Best Pancake]]

Link to external website

[url label]
[https://wikipedia.org Wikipedia]

'Link with parameters

<span class="plainlinks">[{{fullurl:{{FULLPAGENAME}}|action=edit}} Edit this page]<span>
This link opens the referenced page in edit mode in a new tab.

**Embed image/file**

```markdown
[[Datei:image-or-pdf-name.png]] --- Image/PDF is embedded on page
```

the wiki checks, if a preview can be generated (e.g., for "png", "jpeg", "gif", "svg") and embeds the preview otherwise, a link to the file description page is created
can be embedded: PDF, Tiff (with extension)
cannot be embedded: Microsoft Office- und Libre Office-Dateien; Shell-Skripte, ...

```markdown
[[Media:image-or-pdf--name.png]] ---- Links to image / PDF
[[:Datei:image-or-pdf--name.png]] ---- Links to file description page
```

**Magic words**

<table>
<thead>
<tr>
<th>Type of Wikitext</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special character</td>
<td>ã → â&lt;br&gt;ç → ç&lt;br&gt;UTF-8 is possible</td>
</tr>
<tr>
<td>Comment</td>
<td>&lt;!-- unnoticed --&gt;</td>
</tr>
<tr>
<td>No &quot;wiki translation&quot;</td>
<td>&lt;nowiki&gt; and &lt;/pre&gt;</td>
</tr>
<tr>
<td>Table of contents</td>
<td><strong>TOC</strong> and <strong>NOTOC</strong></td>
</tr>
<tr>
<td>Signature</td>
<td>----</td>
</tr>
<tr>
<td>Redirect</td>
<td>#REDIRECT [[targetpage]]</td>
</tr>
<tr>
<td>Template</td>
<td>{{template name}}</td>
</tr>
</tbody>
</table>

**Download Wikitext reference**

**Wikitext reference**

- meta.wikimedia.org/wiki/Help:Wikitext_examples
- Magic words
4.4 Magic words

A "magic word" is a string of text that is recognized by the MediaWiki software. It triggers the software to return the value of a function, such as dates, website statistics or page names.

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  2.1 Behavior switch ................................................................. 211
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Types of magic words

Behavior switch (or "Double underscore"): __TOC__

Variable: {{FULLPAGENAME}}

Tag: <gallery>

Parser function: {{#ifeq:x|y|true|false}}

The 4 types of MagicWords

Behavior switch

Characteristics of a behavior switch

Purpose: controls the layout or behavior of the page

Syntax: __NOTOC__

Description

A behavior switch includes or omits certain elements of the page. It is also known as "double underscore". Behavior switches can be put anywhere in the source code of the designated page (usually at the end of the page). The behavior switch __TOC__ produces as output the table of contents exactly where it was inserted on the page.

Variable

Characteristics of a variable

Purpose: returns information about the page, wiki, or date

Syntax: {{PAGENAME}}

Parser Function

Characteristics of a parser function

Purpose: simple "programming language" for page content (mainly in templates)

Syntax: {{#if:|{{field|}}} | {{field|}}} | N/A }

Description

Parser functions are similar to variables, but take one or more parameters. Example:

```wikitext
{{#ifeq:{{(type)}}|warning
This is a warning!
}}
```

They are used for simple logic only, since they are hard to read and to maintain on a larger scale. If complex logic is required, consider Lua scripts in the "Module" namespace (mediawiki.org/wiki/Extension:Scribunto) and invoke using {{#invoke:...}}

Parser functions can also be "tag-like", e.g. {{#ask:...}} from SemanticMediaWiki. For more information, refer to the MediaWiki help pages mediawiki.org/wiki/Help:Extension:ParserFunctions and mediawiki.org/wiki/Help:Magic_words#Parser_functions.

Tag

Characteristics of a tag

Purpose: often used for custom development to process dynamic content

Syntax: <smartlist />
Description
Tags are implemented in PHP as part of a MediaWiki extension. Tags with "bs:" prefix come from BlueSpice. All others come from MediaWiki or from third-party extensions, e.g. the extension SyntaxHighlight.

How to add a magic word
Magic words are inserted directly in the source code. Some frequently used magic words can also be added directly with the VisualEditor Insert > Magic word menu item:

Related info

- mediawiki.org/wiki/Help:Magic_words
- Extension:BlueSpiceInsertMagic
5 Content organisation
5.1 Categories

Categories are a feature of MediaWiki. An index page is automatically created for categories. Pages can be categorized by adding category tags to the content. These tags generate links at the bottom of the page that lead to an overview of all pages in the same category. This allows for easy browsing of related pages.

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3 Assigning categories to a page ....................................................... 116
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   3.2 In the visual editor (VisualEditor) ............................................. 117
   3.3 In wikitext ............................................................................... 117
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5 Category pages ............................................................................... 118
6 Show all category pages ............................................................... 118
7 Category manager ......................................................................... 118
8 Related info .................................................................................... 118
How do I use categories?

In addition to namespaces, categories are an important organizational principle in the wiki. They allow pages to be grouped and automatically linked to the associated category pages. Categories are usually created by users. In special cases, however, MediaWiki also assigns automatically generated categories (e.g., *Pages with broken links*).

**Features**

- **Category tree**: Categories can be organized as subcategories of main categories.
- **Tagging**: Categories can be used to spontaneously "tag" pages.
- **Category manager**: Categories can be systematically created and used by all users via the category manager.
- **Multiple categories per page**: A page can be assigned to several categories.
- **Independent of namespaces**: Categories are available throughout the wiki and cannot be limited to individual namespaces.
- **Page queries**: Categories are useful for extensions like Smartlist or Semantic Mediawiki as they are available as query arguments.

**Assigning categories to a page**

There are different ways to assign a page to categories:

- In the **Supplementary area** at the end of the page
- From the options menu of **VisualEditor** (Visual Editing)
- Via manual input as **wikitext** (source code editing)
- Using the link **Page tools > ...all actions > Insert category**
**In the supplementary area at the bottom of the page**

The supplement area contains a field for category assignment. Any user with edit rights can click the edit link to add or remove categories from the page. To view all existing categories with subcategories, you can click on the tree icon. Once done, the categories will be confirmed with the tick.

**In the visual editor (VisualEditor)**

In the page options menu of VisualEditor there is a menu item Categories. Here you can update category assignments to the page in edit mode, as well as add a sort key to the category.

![Options menu in the visual editor](image)

**In wikitext**

Open an article that you want to assign to a category in edit mode. Now enter the following anywhere in the wiki code (usually at the end of the page though):

```wikipedia
[[Category:Production]]
```

or

```wikipedia
[[Category:Production]]
```

**Note:** On category pages, umlauts are listed at the end of the list, e.g. "Märchen" after "Muh". You can use the `{{DEFAULTSORT:sortkey}}` variable to create an alternative title for the sort (e.g. `{{DEFAULTSORT:Maerchen}}`).

It is true that:

- categories can be created in any number and by any user. So before you just get started, it’s always best to check which categories already exist to avoid unnecessary duplication of similar categories.
- a page can be assigned to several categories.
- the place in the source code where the category link is inserted is technically irrelevant. However, the convention is to include categories **at the end of an article**.
Links to category pages

For links directly to a category page, a colon is required before the namespace. Example: [[:Category: new_page]]

If the colon is missing, the link will not be created, but the page will be tagged with the category instead.

Category pages

When users click a category link, the Category:<Category_Name> page loads. All pages and media that are assigned to a specific category are automatically listed there.

If you click on a category page that has not yet been created - linked in red - you have the option of creating the category page.

Show all category pages

On the special page Special:Categories you can view a list of all existing categories in the wiki. Click on a category to go to the corresponding category page. If a page in the listing has a red background, the category is in use in the wiki, but the associated category page has not yet been created.

Category manager

The easiest way to manage categories and subcategories is through the Special:Category manager page. The Category manager can be reached via the menu item Global Actions > Management > Categories.

Related info

- Category manager
- https://www.mediawiki.org/wiki/Help:Categories
### 5.2 Subpages

#### Contents

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5. Creating a list of subpages ................................................................................................. 121
6. Related info .......................................................................................................................... 121
What is a subpage?

To structure wiki content, you can create subpages for a page. This is useful if you have a larger topic and you want to break this topic down into manageable chunks of information. For example, if you have a page about a car, you could have subpages about major car components such as Brakes and Transmission. Subpages can have subpages of their own.

Subpages are automatically displayed in the breadcrumb navigation of the page:

- Setup: Installation Guide ➔ System Preparation ➔ Windows
  - Linux
  - Windows

Characteristics of a subpage

**Syntax-based:** A slash in the page title creates a subpage (e.g., `Installation Guide/System Preparation`).

**Navigation:** A subpage creates navigation points (breadcrumb).

**Hierarchy:** Enables “strongly associated” page hierarchies.

**Language versions:** Management of language versions of a page.

Creating a subpage

To create a subpage, it is simply appended to the page name with a slash without spaces.

Subpages can in turn have subpages:

- `Installation Guide/System Preparation`
- `Installation Guide/System Preparation/Windows`
- `Installation Guide/System Preparation Windows/IIS`

**Note:** Since MediaWiki interprets slashes as subpages, you should not use slashes in page names.

Reasons for using subpages

Typical applications for subpages are:

**To create modular pages:** For a larger topic, you can create a main page and link it to individual detail pages. The advantage is that the detail pages can then be specifically linked from other pages.
To maintain archives: If the discussions on the user discussion page become too long, file them in a subpage.

To translate a page: If the content of a page should be available in other languages. You can create a subpage in German for an English page, for example.

To document a template: If you have a very complex template, you can document its functionality in subpages of the template.

Creating a list of subpages

To list the subpages of the current page, add the following tag to the source text of the page:

```{Special:PrefixIndex/{{FULLPAGENAME}}/}
```

Example:

To display the subpages of the page *VisualEditor* in the namespace *Manual* without showing the namespace or the main page name in the results and without including redirected pages, the syntax is:

```{{Special:PrefixIndex/Manual:VisualEditor/ |hideredirects=1 |stripprefix=1}}
```

Output:

The correct display of the subpages is only visible in read-mode after saving the page. The list is displayed automatically in a multi-column layout and cannot be adjusted.

For more flexibility in the output of subpages, you can work with the extension DPL 3 which is included in BlueSpice.

Related info

- Creating page lists
5.3 Templates
5.3.1 Infobox
6 Books

In BlueSpice pro, several wiki pages can be displayed for a structured book with chapter navigation. The book can also be printed as a PDF file with a cover sheet.

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13 Related info ................................................................................ 131
Characteristics of books

By default, books are created as a "general book". General books have the following characteristics:

- They provide a chapter navigation.
- On book pages, the book navigation is displayed instead of the main navigation.
- A wiki page that belongs to a general book is identified by a `<bookshelf />` tag in the source code.
- Each page can only be included in one general book.
- Books can be printed completely or partially as a PDF with a cover sheet.
- They are listed alphabetically on the bookshelf. It is not possible to hide individual books.
- The bookshelf can be reached via the main navigation.

Creating a book

Books are created from the page `Special:BookshelfBookManager`. This page can be reached from the `Global actions` menu under `Management > Books`.

To create a book:

Click the + -button.

Enter a **Book title**.

Select "General books" as type of the book.

Click **Done**. The book editor loads next.
**Important!** The book is only created in the wiki when at least one page has been saved in the book.

**Adding pages**

You are now in the book editing mode.

Click the *Plus* button (1). A dialog window opens. **Search** for a page in the wiki and select it. Soll in der Buchnavigation ein anderer Name angezeigt werden so können Sie einen Anzeigetitel angeben (optional).

**Click** *Done*.

Add additional pages.

Click the arrow of the *Save* button and select *Save and add chapter navigation*. This process inserts the `<bookshelf />` tag into the source code of all wiki pages in the book. This causes a revision of the pages.

**Tip:** You can click a page title of a book page before adding a new book page. This is then inserted as a sub-chapter. You can move pages to the desired position later using drag & drop with the mouse.

The book is now displayed on the wiki bookshelf. The bookshelf can be reached via the entry links in the main navigation.

**Note:** There is no option to go directly from the bookshelf to the book manager.

**Mass-adding of pages**

After clicking "Mass add", a dialog is opened. It contains different criteria for page selection: All pages of a category

All subpages of a certain page

From a page collection - page collections are lists of pages located in the MediaWiki namespace. They are usually created from search results.

By a semantic property - pages can be selected based on the value of a certain semantic property.
After adding your book pages click Save at the bottom of the page. Now you have created a page in the namespace Book. It simply contains the list of pages that have been added to the book.

**Adding metadata**

While editing a book (adding or removing pages), meta-data for the book can be added. References to these metadata can be included in the PDF template. To edit metadata, select the top-most node of the book (first page) and click the wrench icon. A dialog will be opened where various meta-data can be added or removed:

- Title
- Subtitle
- Author 1 and 2
- Document-ID
- Document type
- Department
- Version

Template (PDF): If you maintain multiple PDF templates for books, you can select one of them here.

Table of Contents (Only article titles, or Embed article TOCs)

**Adding a cover image**

To add a cover photo for the book, add a metadata item Bookshelf image. Select this option from the dropdown and click Add. Once the meta data is added enter the name of the image in the value field. Any image currently uploaded to the wiki can be used. Type the name without the "File:" prefix (enter the image name and file extension).

**Types of books**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Chapter navigation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General books</strong></td>
<td>Visible to all users. Only general books can have a chapter navigation. In almost all cases a book is set up as a &quot;general book&quot;.</td>
<td></td>
</tr>
<tr>
<td><strong>Own books</strong></td>
<td>An own book is only visible in the bookshelf to the user who created the book. Such a book does not have a chapter navigation. Own books are usually created to export wiki pages as a PDF with a cover sheet.</td>
<td></td>
</tr>
<tr>
<td><strong>Temporary books</strong></td>
<td>This selection is also available to wiki users who are not logged into the wiki and is therefore mainly useful for public wikis. These books are only temporarily stored in the user's browser and not in the wiki itself. If the browser cache is deleted or the user switches to another browser, the book is no longer available. The main aim of temporary books is so that users can collectively print out wiki pages as PDFs.</td>
<td></td>
</tr>
</tbody>
</table>

**Exporting a book**

Books, individual chapters or even individual book pages can be exported as PDF files:

- **Open** the book in the book manager.
- **Select** each of the pages or chapters to export by clicking the appropriate check boxes. Sub-chapters are selected automatically.
- **Click** the Export Selections drop-down menu to open a list of the available formats.
Actions in the book manager

Der Link Verwaltung > Bücher im Menü *Globale Aktionen* lädt die Seite *Spezial:Bücherverwaltung*. Hier können Sie Ihre Bücher bearbeiten.

### Book Manager actions

**Edit** (1): Links to the Book editor where you can edit the book contents and metadata.

**Delete** (2): Deletes the book page in the namespace *Book without* deleting the wiki pages.

**Duplicate** (3): Duplicates this book, including **all the pages** of the book to a different namespace.

**Export** (4): Exports all wiki pages in this book to PDF.

**Assign** (5): Assigns the book to designated users. These users are the responsible editors of the book.

### Configuration

**Display options**

**Show book chapter pager after content**: Displays previous/next book page navigation at the end of each book page. (1)

**Show book chapter pager before content**: Displays previous/next book page navigation at the beginning of each book page. (2)
Login and preferences

Login

To work with your BlueSpice wiki, you need to log in. Click on the login button in the top right corner of the screen.
In the following window, enter your user name and password. Click Log in and you're ready to go.

Use the display title from book source on article: Shows the title from the book navigation as page title instead of the page name.

Note: If the page additionally contains a {{DISPLAYTITLE}} tag, the display title of the page is shown instead of the book title.
Prepend article table of contents and headlines with book numberation
Supress namespace prefix of book articles in output

Export
Wiki-Administratoren können folgende Anpassungen für den Buchexport vornehmen:

Configuring the file size limits (server)
By default, the book export is limited to 50MB in file size. To adjust this value, complete the following steps:
In Apache Tomcat, open the file `web.xml`:

```
sudo -s
nano /opt/tomcat/webapps/manager/WEB-INF/web.xml
```

Look for the following lines and adjust the value (e.g. for 250MB=26214400)

```
<max-file-size>26214400</max-file-size>
<max-request-size>26214400</max-request-size>
```

The web app BShtml2PDF also has a setting that needs to be adjusted:

```
nano /opt/tomcat/webapps/BShtml2PDF/WEB-INF
```

Enter your values in the following lines:

```
<param-name>maxMemSize</param-name> <param-value>26214400</param-value>
<param-name>maxFileize</param-name> <param-value>26214400</param-value>
```

Apache Tomcat neu starten:
`service tomcat restart`

Deleting a book
When you delete a book, you only remove the book page of the book (that is, the table of contents) in the "Book" namespace. However, the wiki pages in the book are not deleted. Before deleting the book, a pop-up menu informs you that the `bookshelf-tag` will not be automatically removed from the pages.

The `bookshelf`tags have no effect on the wiki pages after deleting the book page. If you want to remove them manually, you can go to the page `Special:ReplaceText` and do a "find and replace".

Duplicating a book
You can create an entire copy of the book by duplicating it:

**To duplicate a book:**

**Enter a target name**: The default value is the book name with the suffix `(copy)`. Change this to create a different book title.

**Select a namespace**: Choose a namespace that is different from the original namespace.

If you are not careful, you might experience some unintended consequences. By creating a new book, you also create copies of all the wiki pages in the original book. Since a namespace cannot contain the same page twice, you have to copy the files to a different namespace.

**About the duplicated files:**

**Book page**: A new page in the namespace book. If you don't enter a new title, the book will be created with the same title and the suffix `(Copy)`. *E.g. Employee Manual (Copy)*. This file includes a copy of the structure of your original book with the corresponding links to the duplicated pages in the new copy.
Wiki pages: All pages contained in the original book are duplicated. The following scenarios are possible:

Same namespace: If you duplicate a book in the same namespace, no actual duplicates of the actual wiki are created. Instead, the bookshelf tag is updated to point to the copy of the book. For example, if your original book contains the page HR:Quality assurance (the book is in the namespace HR), the Quality assurance page now contains the bookshelf tag.

Different namespace: If you create the book copy in a different namespace, the bookshelf tag in the original files remains unchanged. The new pages in the different namespace are created with a bookshelf tag for the new book copy. This is most likely the scenario you want.

Permissions

To create and edit books, users need edit rights in Book namespace. Additionally, a user can only add pages to the book that that user can read. If a user tries to export a book to PDF that contains pages for which the user does not have permissions, the user will get an error message.

Tips for working with books

Use a competent team to decide on the content that should be transferred into an online book.

Decide on how to handle existing numerations or references.

Seize the opportunity: Get rid of unnecessary content (or don't include it in your book).

Decide on standards for documents: When does it make sense to link documents in the wiki? When is is sensible to include the document's content into a wiki article?

Decide on a fitting course of action: Do you want to create the articles in the wiki first, and compile them in a book structure afterwards, or do you want to create the book structure first, and create and edit the articles contained gradually?

Related info

- Reference:BlueSpiceBookshelf
- Customizing page breaks
7 Quality management
7.1 Approval

FlaggedRevs is a MediaWiki extension that activates an approval mechanism. New versions of a page are initially marked as drafts and remain so until a user with `review` rights approves the page.

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4 Changes to embedded templates and files ...................................................... 137
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Activating the acceptance feature

Activating the acceptance feature is done on the namespace level. A user with admin permissions activates the feature in **Global actions > Management > Namespace manager** for individual namespaces. The dialog window opens after clicking the edit icon (wrench) in the *Actions* column. Select *Approval* and click *Done*.

Existing pages

After activating *Approvals* for a namespace, all pages in the namespace are set into *first draft* mode.

Audits

This page is a first draft

Frist draft

Each page in the namespace now displays the acceptance status in the title area.

New pages

When a new page is created and first saved, it will automatically be visible to all users. Subsequent page edits will be collected in the draft version of the page. If a page is edited and saved multiple times while in draft mode, each edit gets logged in the version history:
Draft revisions

The revisions in draft status have a dotted border and are highlighted in orange. In addition, they are marked as *pending review*. These revisions can be compared before the pending changes of the page are accepted.

**Accepting a page**

Users with *review* rights can accept a draft page any time they save a page (*Accept this unreviewed page*):

If the page is not accepted at this point, it can be accepted independently from the editing process. A user with *review* rights can accept the page quickly with the review feature in the title section of the page. The draft message will display an arrow which includes the *accept* function:
When accepting the page, the reviewer can leave a comment. This comment will then be shown in the version history of the page. The page status now shows the page version as accepted.

Setting read permissions for drafts

By default, all users can see the drafts of a page, even readers. To hide drafts from readers, the group user has to be removed from the configuration. An administrator deletes the group user form "Show unstable pages for the following groups" in Global actions > Management > Config manager:

Warning! If the group user is removed from the BlueSpiceFlaggedRevs configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process.
When the group user is removed, only *sysop* and *reviewer* users can access drafts. If you want other groups, for example *editor*, to see draft versions, you need to add them to the configuration and save it:

The two checkboxes **Automatically set the page to stable...** (checkbox is available until version 3.1.) and **Automatically delete the workflow...** determine what happens at the end of a workflow, if there is an active Review for a page. A page can be set to accepted status by a workflow and the workflow can be deleted after the page is marked as stable.

**Note:** If no user groups are specified in the configuration field, not even reviewers and sysops users will see a visual status indication of a page. They will have access to drafts through the revision history of a page instead.

Anyone with edit permissions will receive a notification that there are pending changes for the page when they access the page in edit mode:

![Pending changes notification]

### Changes to embedded templates and files

If a page uses templates or contains other files such as images and embedded PDFs and these files have been modified since the page was approved, those changes must also be approved.

The wiki can be set up in two different ways to achieve this approval:

**The embedded resource is located in a namespace without approval feature:** If the embedded resource is in a namespace without its own approval function, the resource version at the time of the page approval is displayed. The draft version of the page shows the most recent version of the embedded resource. To approve the resource change, the page itself must be approved again. The approval has to be done on all pages that have this resource embedded.

Information about automatic mass approval via server script.

**The embedded resource is located in a namespace with approval feature:** The pages that include the changed resource do not give any indication that the resource has been changed. Which version of the included resource is displayed depends on the configuration of the wiki:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always shows the approved (stable) version of a resource, even if it was approved after the page that includes the resource was approved (this works only if the resource is located in a namespace</td>
<td></td>
</tr>
</tbody>
</table>
### Setting Description

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR_INCLUDES_STABLE (default)</td>
<td>with active approval feature.</td>
</tr>
<tr>
<td>FR_INCLUDES_CURRENT</td>
<td>Always shows the latest version of the included resource (this works only if the resource is located in a namespace with active approval feature).</td>
</tr>
</tbody>
</table>

### Effects on Semantic MediaWiki properties

Wenn in einem Namensraum gleichzeitig mit der Seitenfreigabe auch [Semantic MediaWiki](http://www.semantic-mediawiki.org) aktiviert ist, sind je nach Freigabestatus der Seite folgende Attribute für SMW-Abfragen verfügbar:

<table>
<thead>
<tr>
<th>Document state</th>
<th>Available properties</th>
</tr>
</thead>
<tbody>
<tr>
<td>First draft</td>
<td>Current values</td>
</tr>
<tr>
<td>Approved</td>
<td>Values of the approved (stable) version</td>
</tr>
<tr>
<td>Draft</td>
<td>Values of the approved (stable) version (default setting)</td>
</tr>
<tr>
<td>Implicit draft</td>
<td>Values of the approved (stable) version</td>
</tr>
</tbody>
</table>

The availability of the semantic properties is determined by the following configuration setting:

```
$bsgFlaggedRevsConnectorStabilizeSMWPropertyValues = true;
```

The value for this setting can be set to `false` in the `LocalSettings.php` of the server file system. If set to `false`, the property values of the draft version are used for semantic queries instead of the values for the stable version.

### Quality management overview

The Special page [Special:Quality_management_overview](http://example.com/Special:Quality_management_overview) allows all users to view and filter a list of wiki pages and their review status. Pages for which a user does not have read permissions are not shown.
Special page Quality management overview

Related info

- Quality management tools
- Reference:FlaggedRevs
- Reference:BlueSpiceFlaggedRevsConnector
- Manual:Semantic MediaWiki

↑ An approved page has an implicit draft, if there have been changes to embedded resources (e.g., a template or an image) since the last page approval.
7.2 Workflows

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  3.4 Feedback ................................................................................................................................... 144
4 Overview page ................................................................................................................................ 145
  4.1 Tasks overview ......................................................................................................................... 145
5 How to add a custom workflow ...................................................................................................... 146
Introduction

In BlueSpice 4.1, workflows are based on BPMN 2.0. Four different types of page-based workflows are already integrated. Their purpose is a page review to obtain feedback via a user vote or to trigger a page approval. In the following, these workflows are therefore called review workflows.

Types of reviews

<table>
<thead>
<tr>
<th>Workflow type</th>
<th>Participants</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single user approval</td>
<td>1 user</td>
<td>A single user is asked to vote about a page. If a user submits a positive vote, the page is automatically approved.</td>
</tr>
<tr>
<td>Expert document control</td>
<td>3 users</td>
<td>After a page has been edited by a specific user, the page is reviewed by an expert and then approved by a user who is responsible for approvals.</td>
</tr>
<tr>
<td>Group feedback</td>
<td>1 group</td>
<td>A group (which needs to exist in the group manager) is requested to leave a comment on a page.</td>
</tr>
<tr>
<td>Single user feedback</td>
<td>1 user</td>
<td>A user is asked to send a comment regarding a page.</td>
</tr>
</tbody>
</table>

Notifications and reports

*When a task gets assigned:* When a user needs to complete a workflow task, both a notification and a task are created.

*At the end of a workflow:* After a workflow has ended, the initiator receives a notification and an email is sent to a report recipient (as defined at the beginning of the workflow).

*When a workflow gets aborted:* A notifications are sent to users with a pending workflow task
A notifications are sent to the originator if a workflow got aborted
Participants of past or future steps don't receive a notification

Workflow activities

All approval workflows start with a form where the necessary workflow data is entered by the workflow initiator. Each workflow results in one or more workflow activities.

Single user approval

*Purpose:* Approval of a draft page by a user with approval rights. This workflow only makes sense if the approval function (FlaggedRevs) is activated on a page.

*Workflow instances:* Only one approval workflow can run per page.
### BPMN diagram of a "Single user approval" workflow

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CollectData</td>
<td>In the first workflow step, the workflow initiator enters the settings:</td>
</tr>
<tr>
<td></td>
<td>1. <strong>User</strong>: ser who is assigned to the task.</td>
</tr>
<tr>
<td></td>
<td>2. <strong>Instructions</strong>: A comment or instructions for the user to understand the task.</td>
</tr>
<tr>
<td></td>
<td>3. <strong>Send report to</strong>: An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent.</td>
</tr>
<tr>
<td>PageCheckout</td>
<td>The page is locked for editing by other wiki users. Only the user with the workflow task can edit while this workflow is running.</td>
</tr>
<tr>
<td>UserVote</td>
<td>The assigned user carries out a vote and either accepts the page or rejects it. Alternatively, the task can be delegated. In the event of a rejection, the workflow skips the next step (ApprovePage).</td>
</tr>
<tr>
<td>ApprovePage</td>
<td><strong>Only if</strong> the user has submitted a positive vote (accept), the page is set to an approved state.</td>
</tr>
<tr>
<td>SendMail</td>
<td>An email report is sent to the report recipient who was specified in the first step.</td>
</tr>
<tr>
<td>PageCheckin</td>
<td>The page is unlocked.</td>
</tr>
</tbody>
</table>

### Expert document control

**Purpose**: Approval of a draft page according to the "4-eyes principle".

**Workflow instances**: A page can only have one approval workflow at a time.
### Activity | Description
--- | ---
CollectData | In the first workflow step, the workflow initiator enters the settings: **User**: User who is assigned to a task. Three different users have to be specified: **Editor, Reviewer, Approver**

**Instructions**: A comment or instructions for the users to understand their tasks.

**Send report to**: An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent.

PageCheckout | The page is locked for users who do not participate in the workflow. Only the **Editor** (first workflow participant) and **Reviewer** (second participant) of the workflow can edit the page during checkout.

EditPage | The **Editor** user can edit the page and completes the task without comment.

UserVote | After the **Editor** step has been completed, the **Reviewer** user can edit the page and submit a vote. As an alternative, the **Reviewer** can delegate the task. If the vote is positive (Approve), the workflow continues. If the **Reviewer** rejects, the workflow goes back to the **Editor**.

PageCheckin | After the **Reviewer** submits a positive vote (accept), the page is checked in and the workflow continues.

PageCheckout | In this step, the page checkout locks the page for editing completely. The **Approver** user will not be able to change the page, but needs to approve it.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ApprovePage</td>
<td>The Approver can either complete or delegate the task. After the Approver (or the delegate) finishes the assigned task, the page is set from &quot;draft&quot; to &quot;approved&quot; status if the page was in draft status (only if the approver submits a positive vote). If not, this step is skipped.</td>
</tr>
<tr>
<td>SendMail</td>
<td>If an email or user was specified in the workflow settings, the report is now getting sent to that user.</td>
</tr>
<tr>
<td>PageCheckin</td>
<td>The page gets unlocked for editing.</td>
</tr>
</tbody>
</table>

**Group feedback**

**Purpose:** Obtaining feedback from the members of a user group. The group must exist in the group manager.

**Workflow instances:** Several feedback workflows can run independently of one another on one page at the same time.

![BPMN diagram of the "Group feedback" workflow](image)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
</table>
| CollectData          | In the first workflow step, the workflow initiator enters the settings:  
|                      | • *Group*: User group who is assigned to the task.  
|                      | • *Instructions*: A comment or instructions for the users to understand their task.  
|                      | • *Send report to*: An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent. |
| GroupFeedback        | All users in the assigned group provide feedback via a comment field. This is a parallel workflow, which means that the order of the feedback does not matter. |
| SendMail             | If an email or user was specified in the workflow settings, the report is now getting sent to that user.                                     |

**Feedback**

**Purpose:** Obtaining feedback from a single user on a page.

**Workflow instances:** Multiple feedback workflows can run independently of one another on one page at the same time.
BPMN diagram of the “Single user feedback” workflow

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
</table>
| CollectData    | In the first workflow step, the workflow initiator enters the settings:  
|                | • *User*: User who is assigned to the task.  
|                | • *Instructions*: A comment or instructions for the users to understand their task.  
|                | • *Send report to*: An email report with the results will be sent to this email address when the review is finished. If a username is specified here, an email address must be stored in the user administration so that the report can be sent. |
| UserFeedback   | The assigned user sends a comment.                                                                                                          |
| SendMail       | If an email or user was specified in the workflow settings, the report is now getting sent to that user.                                     |

**Overview page**

All workflows in the wiki are listed on the page *Special:Workflows overview*. A view for all *active* workflows and a view for *all* workflows can be selected.
How to add a custom workflow

Users can upload an xml-file of a BPMN diagram with custom activities to the wiki. Currently, the following predefined activities exist:

**Extension: Workflows**

- CustomForm
- UserVote
- GroupVote
- UserFeedback
- GroupFeedback
- SendMail
- EditRequest

**Extension: PageCheckout**

- PageCheckOut
- PageCheckIn

**Extension: BlueSpiceFlaggedRevsConnector**

- ApprovePage

Example of a customized workflow (coming soon)
7.3 Expiry
7.4 Reminders

The extension Reminder allows users to keep track of pages by creating reminders for a particular date. By default, the wiki sends out a notification one week before and on the day that was set in the reminder.

Contents

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2 My reminders ................................................................................................................................ 149
3 Managing all wiki reminders ........................................................................................................ 150
4 Benachrichtigungen .................................................................................................................... 150
5 Related info ................................................................................................................................. 150
Setting a reminder
To create a reminder, click *Set reminder* in the page tools.

A dialog window opens. After entering the reminder data, the reminder is saved after clicking *Done*.

My reminders
Users can view and manage a list of their own reminders. The list can be loaded in the following ways.
In the editing dialog (see image above) via the *My reminders* button.
Via the User menu > *Personal Tools* > *Reminders*. 
Here, reminders can be edited (wrench icon) or deleted (x icon).

Managing all wiki reminders
The Special:Reminder page is available to wiki administrators. It displays a list of all reminders for all sites and all users. Wiki admins can delete reminders here or edit the due date and other details. Users in the admin role can theoretically create reminders for other users. This ability should be used with caution, however, as users may not expect others to create reminders on their behalf.

Benachrichtigungen
By default, users receive a notification in the wiki and via email a week before or on the due date. This behavior can be disabled in the user preferences.

Related info

- Reference:BlueSpiceReminder
7.5 Page assignments

With the extension **PageAssignments**, users can be assigned to a page. Assigned users can serve as contacts for a page. In addition, assignments can be used to collect **read confirmations**. If the optional "Secured page assignments" function is activated in a namespace, only assigned users can edit a page.

<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 What are page assignments?</td>
</tr>
<tr>
<td>2 Assigning a page</td>
</tr>
<tr>
<td>3 Assignments management</td>
</tr>
<tr>
<td>3.1 Possible actions</td>
</tr>
<tr>
<td>4 Secured page assignments</td>
</tr>
<tr>
<td>5 My assignments</td>
</tr>
<tr>
<td>6 Related info</td>
</tr>
</tbody>
</table>
What are page assignments?

Assigning a page

To assign pages to other users, you need the appropriate rights. These are provided via the roles reviewer, admin and maintenanceadmin. Assigned users need to have the role editor to be able to edit the page they are assigned to. Although users with read permissions can be assigned to a page, they cannot make changes to the page.

**To assign a user or a group to a page:**

1. Click on **Set page assignments** in the page tools.
2. Type a user or group name in the assignments text box **Add assignments**...
3. Click the **Done** button.
4. Add more users or groups (optional).

Assignments management

Users in the reviewer role can see a list of all pages that have assignments. This page (**Special: ManagePageAssignments**) can be loaded from the navigation menu under **Global actions > Management > Assignments**.
**Possible actions**
The following actions are available on this page:
(1) Change assignments
(2) Delete assignments
(3) View assignments log or read confirmations log (if activated)
(4) Request read confirmation (if activated)

**Secured page assignments**
In the namespace manager you can configure that page assignments are secured. If a page is created in such a namespace, the page is only editable for users that are assigned to this page. This means that every new page should be created by a user with reviewer or admin rights, because only these roles have the necessary rights to make the assignment. If a page is created in this namespace by a user with edit rights, this page cannot be edited further by this user, unless he/she is assigned by a user with the necessary permissions.

**My assignments**
Users can view their own page assignments by clicking on "Assignments" in their personal menu.

---

**Related info**
- Reference: BlueSpicePageAssignments
- Request read confirmations from assigned users
7.6 Page information

BlueSpiceArticleInfo contains meta information about a content page.

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2 Configuration ................................................................................................................................... 155
2.1 Output ....................................................................................................................................... 156
3 Related info ...................................................................................................................................... 156
**Viewing the page information**

The list of meta information about a page is displayed in the page information of the page tools.

The following information is available:
- Last edit
- Properties
- Assignments
- Expiry of the page
- Authors
- Readers
- Reminder

**Configuration**

In the config manager, you can change the update frequency for this information. Here, you choose *Extension* from the select menu and then *BlueSpiceArticleInfo*.
Output

*BlueSpiceArticleInfo*, together with *BlueSpiceAuthors*, *BlueSpiceReaders*, and *BlueSpiceExtendedSearch* is part of the *Page information* in the quality management tools.

**Update interval in seconds**: Sets the refresh rate for the "Last edit" value. By default, this date is updated every 10 seconds via JavaScript.

Related info

- Reference:*BlueSpiceArticleInfo*
7.7 Category check
7.8 Read confirmation

The extension **ReadConfirmation** allows to request read confirmations from users. If a user is assigned to a page, a mandatory read confirmation can be added to the page.

### Contents

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3. Administration of read confirmations ..................................................... 159
4. Read confirmations and page approvals .................................................. 160
5. Related info ............................................................................................ 160
Enabling read confirmations

An administrator must enable read confirmations in the namespace manager:

Namespace manager

<table>
<thead>
<tr>
<th>ID</th>
<th>Namespace</th>
<th>Pages</th>
<th>Subpages</th>
<th>Content</th>
<th>Category</th>
<th>Lock</th>
<th>Searchable</th>
<th>Template</th>
<th>Assignments</th>
<th>Read</th>
<th>Confirmation</th>
<th>Read?</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>(Pages)</td>
<td>51</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Talk</td>
<td>46</td>
<td>✓</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>User</td>
<td>12</td>
<td>✓</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Confirmation requests

When read confirmations are active in a namespace, assigned users see a confirmation prompt when the page content has changed. After checking the checkbox *Yes, I have completely read this article* and then *Confirm*, the page version will be marked as read by that user.

Administration of read confirmations

Wiki admins can see an overview of all read confirmations by navigating to *Global actions > Management > Assignments*. Read confirmation information is shown in the column *Read?*. A page can have multiple states:

*Read confirmation not enabled*: BlueSpiceReadConfirmation is not enabled for the namespace to which the page belongs.

*Not read*: BlueSpiceReadConfirmation is enabled, but the assigned users have not yet read the page.

*Actions*: In the columns for actions, there are two items related to read confirmations.

*Read confirmation log*: Link to the read confirmation log for the page.

*Request read confirmation*: Users get a reminder for their read confirmation.
Read confirmations and page approvals

If the approval feature is activated in a namespace at the same time, the read confirmation is triggered when a new draft is created. This can be changed via server configuration so that the read confirmation is required after the draft page has been approved.

Related info

- Reference:BlueSpiceReadConfirmation
- Page assignments
7.9 Signatures
7.10 Watch list
8 Wiki maintenance

The page you are looking for does not exist. Please take a look at our existing help topics. If you are a contributor and want to create the page, simply log in now.
8.1 Special pages
8.2 Redirects

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4 Managing page redirects ............................................................................................................. 167
5 Resolving double redirects ......................................................................................................... 168
6 Related info ................................................................................................................................... 170
What is a redirect?

A redirect is a technique to automatically forward users from one page to another. If you redirect a page that has content, the user will not see the content of the redirected page, but only the content of the target page.

When to use a redirect

Pages are usually redirected in the following cases:
- abbreviations
- synonyms
- duplicate content
- spelling variants
- plural/singular
- renaming/moving a page

How to redirect a page

Visual editing mode

Click the options menu in the visual editor toolbar and select the Page settings link:

![Page settings menu item]

Activate the checkbox Redirect this page to and enter the name of the target page:

![redirect checkbox]
**User manual**

14.07.2022

**Click Apply changes.**

**Source editing mode**

At the very beginning of the page, insert the redirect instruction and save the page:

```
#REDIRECT [[pagename of target page]]
```

There is no need to delete the content of the page. The content is simply no longer visible to readers as long as the redirect is included on the page. If you remove the code for redirecting the page, the original content will be loaded again.

**Managing page redirects**

All redirected pages on the wiki are listed on the special page `Special:ListRedirects`. In addition, there are pages for broken redirects as well as double redirects in the maintenance reports on the Special pages. You can navigate to them from `Global actions > Special pages`.

To maintain the quality of your wiki, you should review these pages on a regular basis and fix any broken and double redirects.

If you navigate to a redirected page, it shows the redirect source. A rounded arrow points to the target file:

```
Redirect info on the target page
```

The page "What links here" shows if redirects to a page exist. The page can be accessed via the ...all actions link in the page tools:
Clicking on the page name of the redirected page opens the original page:

Pages that link to "Setup:Installation Guide/System Preparation/Windows/Introduction"

What links here

Page:

Setup:Installation Guide/System Preparation/Windows/Introduction

Filters

Hide transclusions | Hide links | Hide redirects

The following pages link to Setup:Installation Guide/System Preparation/Windows/Introduction:

Displayed 2 items.

View (previous 50 | next 50) [20 | 50 | 100 | 250 | 500]

- Setup:Installation Guide/System Preparation/Windows ([− links | edit])
- Setup:Installation Guide/System Preparation/Windows/Vorwort (redirect page) ([− links | edit])

Resolving double redirects

The page Special:DoubleRedirects lists all pages that are redirected from an already redirected page:

Double redirects

This page lists pages that redirect to other redirect pages. Each row contains links to the first and second redirect, as well as the target of the second redirect, which is usually the “real” target page to which the first redirect should point. Crossed-out entries have been solved.

Showing below up to 50 results in range #1 to #50.

View (previous 50 | next 50) [20 | 50 | 100 | 250 | 500]

1. Get creative - Working with information (edit) → Create pages → Manual Create pages
2. Edit existing articles (edit) → Create pages → Manual Create pages

Special page “Double redirects”
Let's look at the page *Edit existing articles* in the BlueSpice helpdesk. This page is redirected to a page *Create pages* that is again redirected to *Manual: Create pages*. The double redirect was caused by moving the page *Create pages* to the namespace *Manual*.

To resolve the double redirect, we open the page *Edit existing articles* in source view:

```
#REDIRECT [[Create pages]]
<!--
____NOTOC__<bs:bookshelf src="Book:User manual 3.1 - incomplete draft" />
==Edit existing articles==
Every existing article in a wiki should be modifiable. Simply switch into edit mode, change the contents, and save. Easy!

===Entering edit mode===
You have two options to edit an article:
```

Original page

The page is not only redirected to the page *Create pages* but also contains a bookshelf tag. Therefore, we first check if the page is still part of the book. If it is, we need to decide if the book should include this page or the actual final target page of the redirect instead.

We now have some options to fix the redirect:

- Redirect to the final target page
- Redirect to a completely different page
- Delete the page

Since the helpdesk actually has an updated page about editing, we redirect to the final target page *Manual:Edit pages*:

```
#REDIRECT [[Manual:Edit pages]]
<!--
____NOTOC__<bs:bookshelf src="Book:User manual 3.1 - incomplete draft" />
```

Final target page

Sometimes, it might make more sense to simply delete the page. Before deleting an article, always check what other pages link to the page by reviewing the info under *Special: WhatLinksHere/Redirects*. 

---
<table>
<thead>
<tr>
<th>Related info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rename and move pages</td>
</tr>
<tr>
<td>Delete an article</td>
</tr>
<tr>
<td>Creating subpages</td>
</tr>
</tbody>
</table>
8.3 WikiExplorer
9 Social Wiki

BlueSpiceSocial is a set of extensions that add social features around a wiki page. It allows users to quickly communicate on the wiki and to express their opinion on pages.

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Scope

BlueSpice Social contains the following functionality:

**User profile:** Provides the page User:<username>.

**Attachments:** Connects uploaded files to wiki pages.

**Discussions:** Enables discussions with comments created on wiki pages. Discussion entries can be marked as "closed".

**Activities:** Automatically creates pages in the SocialEntity namespace to track page edits and creations.

**Blog:** Provides the special page Special:Blog. A blog view can also be embedded into individual wiki pages.

**Microblog:** Similar to blog entries, but without a headline.

**Timeline:** A chronological list of all social entities. The timeline filter can be used for displaying social entities on wiki pages.

User profile

Every user has a profile that is displayed on the page User:<username>. Users can access their user profile by clicking on **Profile** in the user menu (located in the header bar).

The user profile shows the user's basic information (depending on the wiki setup) and the user's profile image.

Below the user info, the user's wiki activities are listed: Comments the user made, actions on pages, and in general the user's activity on the wiki. It also allows other users to leave comments on the user's profile page.
Attachments

For every content page on the wiki, BlueSpiceSocial integrates an attachments section. This section shows the files that are related to the particular page. Users can add or remove files to and from this section by clicking on the "..." icon at the bottom of the section. Clicking on this icon links to `Special:Attachments/Page_name`, which allows managing the files attached to a particular page.

Users can attach files that are already uploaded to the wiki by clicking on the "Plus" button and selecting a file. Or, users can upload new files to be attached by dropping files into the marked area or by clicking the same area to select the files to upload.

This page also shows the history of file attachments for the page.

Page attachments can be disabled in the Page by adding the `MagicWord __NOSTASH__` to the page in source editing mode.

Attachments on a wiki page

Discussions

Like page attachments, BlueSpiceSocial integrates a discussion section at the bottom of every wiki page. This section allows users to create comments directly on a wiki page without having to switch to the discussions page. If it is the first entry in a discussion, the discussion page is automatically created at this time.

The discussion section can be disabled in the Page by adding the `MagicWord __NODISCUSSION__` to the page in source editing mode.
Timeline

Timeline is a special page that provides an overview of all social conversations on the wiki. By default, it is listed on the Main navigation. You can also access the page directly at Special:Timeline. On this page, users can sort and filter existing social entries or create new entries.

Creating new entries

To create a new entry, click on the "Plus" icon to add a new timeline entry:

- **Blog entry**: Blog is used for topics to be shared with other users on the wiki
- **Microblog**: Like a blog entry, but without titles. It should be used for a short entry, e.g., a quick announcement.
- **Discussion topic**: Adds a discussion entry to a particular wiki page.

Interacting with social entities

Every entry in the timeline is called a social entity. Depending on the type of social entity, the following interaction options exist:

- **Comments**: Number of comments related to the entity. Clicking on Comments opens all current comments and allows users to add a comment (if user has the necessary permissions).
- **Recommend**: Number of users that recommended the entity. Users can add a recommendation by clicking on Recommend.
- **Linked articles**: Number of articles linked to this entity. Clicking on Linked articles shows the list of linked articles.
- **Watch/Unwatched**: Shows if the user is currently watching the entity (the user receives notifications when the entity is changed). Clicking on Watch or Unwatch changes the state of watching.
- **Resolved/Unresolved**: The status of the entity. Some entities, like discussions on a question can have a status attached to them, so that other users know if the question is answered.

Blog

Blog is a special page showing an overview of all blog entities available on the wiki. By default, it is listed on the Main navigation. You can also access the page directly at Special:Blog. Users can sort and filter the list entries by clicking on the icons above the list.

Learn how to include the blog on any wiki page.
Permissions

From BlueSpice version 3.2.7 the following roles have associated "social" permissions. Earlier versions have no option to limit the creation and editing of blog entries by using the role **commenter**.

<table>
<thead>
<tr>
<th>Rechte/Rolle</th>
<th>commenter</th>
<th>editor</th>
<th>admin</th>
<th>maintenance-admin</th>
<th>Berechtigung</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create and edit blog entry</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Comment on blog entry</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Create and edit microblog entry</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Comment on microblog entry</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Create discussion entry</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Comment on discussion entry</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Create and edit attachments</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

The comments function for blog, microblog and discussion entries can be deactivated in the LocalSettings file on the server.

Deactivating the comments feature

The comment function for comments on blog, microblog and discussion entries can be deactivated in the LocalSettings file on the server.

```php
$bsgSocialCanHaveChildrenBlacklist = [  'blog', // disable comments on blog  'topic', // disable comments on discussion topics  'microblog' // disable comments on microblogs ];
```

Related info

- Blog
- Discussions and Attachments
- Social comments
- User Profile
- Reference:BlueSpiceSocial
9.1 Blog

Contents

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The extension BlueSpiceSocialBlog is part of BlueSpiceSocial, the communications module of BlueSpice. In addition to the type blog, there are other types of so-called social entities, such as comment, discussion topic, attachment, or microblog.

**About the blog**

Basically, a blog is a list of comments, questions, or feedback from different users. The blog is often sorted chronologically. Lively communication can arise when blog entries are further commented, recommended, linked with related articles, or placed on a personal watchlist. The blog is ready to use on the special page *Special:Blog*. This page is linked directly from the main navigation in every new wiki installation. So you can start using the blog right away.

![Navigation link to the blog page](image)

**Characteristics and features**

A blog entry consists of a title and content.

- **Comments**: Users can leave comments to each blog entry.

- **Actions**:
  - **Delete**: Editors can delete their own posts. Administrators can delete all posts. Deleted posts are no longer displayed. Exception: Administrators see deleted items with a red background and can restore them.
  - **Recommend**: Blog posts can be recommended. It is possible to generate a list of posts with the most recommendations via the timeline filter. (See: Embedding the blog on a page)
  - **Linked page**: Every blog entry is connected to a wiki page by the system. By default, this is the main page of the wiki. However, other pages can be added as "Linked page". Blog entries can then be filtered for linked pages via the *Special:Timeline* page.
  - **Watch**: Own blog posts and comments are automatically added to the watch list.
  - **Permissions**: It is possible to allow users with read permissions on the wiki to comment on blog entries. See: BlueSpiceSocial Permissions.

**Adding the blog to a page**

It is also possible to include the blog functionality on any wiki page. Social contributions of many types can be consolidated and displayed chronologically in a timeline and filtered and sorted as needed.

If you want to include a view of your blog on another page of your wiki, for example your homepage, you need to insert the necessary codeblock in the source code of your page.

- **To include a blog view:**
  - **Go to** the page where you want to insert the blog or create a new page.
  - **Open the page** in *Source editing* mode.
  - **Copy the following code block** to the section in your page where you want to show the blog.
After saving the page, you will see a list of existing blog entries based on the filter and sorting criteria you provided.

**Blog parameters**

**Output format**

The following table shows the blog elements and the necessary parameters to create the output.
### User manual

<table>
<thead>
<tr>
<th>Element</th>
<th>Parameters</th>
<th>Parameter and element description</th>
<th>Type</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - header</td>
<td>headlinemessagekey</td>
<td>Header text</td>
<td>string</td>
<td>Timeline</td>
</tr>
<tr>
<td></td>
<td>showheadline</td>
<td>Show the header text</td>
<td>boolean</td>
<td>true</td>
</tr>
<tr>
<td></td>
<td>showentitylistmenu</td>
<td>Show or hide the blog menu</td>
<td>boolean</td>
<td>true</td>
</tr>
<tr>
<td></td>
<td>showentityspawner</td>
<td>Show the menu item for creating a blog entry</td>
<td>boolean</td>
<td>true</td>
</tr>
</tbody>
</table>
|               | availablesorterfields       | Determines which data fields are included as sorting options in the sort menu. Example: allow sorting only by date created or by the user who created a blog entry:  
  "availablesorterfields":  
  ["timestampcreated","ownerid"] | array  | all     |
| 2 - blog menu | lockedoptionnames           | Determines which settings for sorting the user cannot change.                                      | array  | []      |
|               | availablefilterfields       | Determines which data fields are included as filter options in the filter menu. Example: allow filtering based on Creation date and Linked pages:  
  "availablefilterfields":  
  ["timestampcreated","tags"] | array  | all     |
|               | lockedfilternames           | Determines which settings for filtering the user cannot change. Example: a user cannot change the filter values for Linked pages. The text field is greyed out:  
  "lockedfilternames": ["tags"] |
<table>
<thead>
<tr>
<th>Element</th>
<th>Parameters</th>
<th>Parameter and element description</th>
<th>Type</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>lockedfilternames</td>
<td>array</td>
<td>array</td>
<td>Initial settings and custom sort and filter settings are included in the page url. The url can then be used to create a link to the page with the same filter and sort settings.</td>
<td>boolean</td>
</tr>
<tr>
<td>persistsettings</td>
<td>boolean</td>
<td>true</td>
<td>Shows the text field for creating a new blog entry. If it is not set, the text field is not available. To show the text field:</td>
<td>array of objects</td>
</tr>
<tr>
<td>preloadentities</td>
<td>object</td>
<td>Default</td>
<td>Shows the text field for creating a new blog entry. If it is not set, the text field is not available. To show the text field:</td>
<td>object</td>
</tr>
<tr>
<td>outputtypes</td>
<td>object</td>
<td>Default</td>
<td>Each blog entry is a &quot;social entity&quot;.</td>
<td>object</td>
</tr>
<tr>
<td>limit</td>
<td>object</td>
<td>Default</td>
<td>Defines how many social entities are loaded initially.</td>
<td>object</td>
</tr>
<tr>
<td>4a - avatar</td>
<td>-</td>
<td>Shows the avatar of the user who created the blog entry or comment. It is displayed in all output types except List.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4b - info area</td>
<td>-</td>
<td>Link to the comments and &quot;last edit&quot; info.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4c - blog entry content</td>
<td>-</td>
<td>Shows the text body of a blog entry. The output type Default collapses the blog entry content after the first paragraph with a &quot;More&quot; link.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4d - action menu</td>
<td>-</td>
<td>Actions: edit, delete, recommend, Linked page, watch</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Element</td>
<td>Parameters</td>
<td>Parameter and element description</td>
<td>Type</td>
<td>Default</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>5 - new comment</td>
<td>-</td>
<td>Text field for creating a new comment.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>6 - existing comment</td>
<td>-</td>
<td>Comments include the social tag <em>Recommend</em>. Each comment is a &quot;social entity&quot;.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7 - &quot;more&quot; button</td>
<td>morelink</td>
<td>Link target of the &quot;more&quot; button. For blogs, it makes sense to link to the page <em>Special:Blog</em>.</td>
<td>str</td>
<td><em>Special:Blog</em></td>
</tr>
<tr>
<td></td>
<td>useendlessscroll</td>
<td>More blog entries are automatically loaded after the user scrolls to the end of the blog.</td>
<td>boolean</td>
<td>true</td>
</tr>
<tr>
<td></td>
<td>showentitylistmore</td>
<td>Shows a &quot;more&quot; button below the blog which loads more blog entries on click. This is only possible if <em>useendlessscroll</em> is set to false.</td>
<td>boolean</td>
<td>false</td>
</tr>
</tbody>
</table>

**Sorting**

Most commonly, a blog shows the latest blog entries first. However, there are many different options for sorting the list of blog entries.

**Syntax**

```json

[
  "property": "timestamptouched",
  "direction": "DESC"
]

```

**Properties**

There are some common properties of a blog entry that are useful for sorting:

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>timestampcreated</td>
<td>creation date</td>
</tr>
<tr>
<td>timestamptouched</td>
<td>last edit date</td>
</tr>
<tr>
<td>commentcount</td>
<td>number of comments</td>
</tr>
<tr>
<td>ratingcount</td>
<td>number of ratings</td>
</tr>
<tr>
<td>ownerid</td>
<td>username of the creator of a blog entry</td>
</tr>
</tbody>
</table>
**Property** | **Description**
---|---
ownerrealname | real name of the user

**Direction**
Blog entries can be sorted in descending and ascending order. Descending is the default order.

| Property | Description |
---|---|
DESC | sorts the blog entries in descending order |
ASC | sorts the blog entries in ascending order |

**Filtering**
Without setting the filter parameter, there will be no output on the page.
To show the blog entries of your wiki, include the following codeblock like shown in the code example above:

```
"filter": [ {
  "type": "list",
  "property": "type",
  "value": [ "blog" ],
  "comparison": "ct"
}]
```

This filter includes all social entities which match the type *blog*. Since we only want to show social entities of type *blog*, we only include *blog* entries in our filter. If you want to create a social timeline rather than a blog view, you can also add other types of social entities. The following example shows a timeline view that includes blog entries, discussion entries from wiki pages, and user profile information:

```
"filter": [ {
  "type": "list",
  "property": "type",
  "value": [ "blog", "topic", "profile" ],
  "comparison": "ct"
}]
```

**Output type examples**
The output type for a blog is added using the *outputtypes* parameter. Don't forget to include a comma before and after this parameter (unless this is the last parameter in your code):

```
"outputtypes": {
  "blog": "Default"
}
```

**Default**
The output type *Default* shows the content of a blog entry truncated after the first paragraph. To view the full text, users can click on the *More* link.
"Default" output

**Short**
The output type *Short* does not show the content of the blog entry. To view the content, a user has to click on the title of a blog entry. This loads the actual page for the selected blog entity.

*Short* output

**Page**
The output type *Page* shows all blog elements, including the comments, in an expanded view.

*Page* output
**List**
The output type *List* only shows the title and the timestamp.

<table>
<thead>
<tr>
<th>Suggestion for improving search results</th>
<th>Created one hour and 56 minutes ago</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Rundlett über BlueSpice</td>
<td>Created 2 months ago</td>
</tr>
</tbody>
</table>

*List* output

**Configuration**
In the *Config manager*, you can change the following settings:

**Use teaser text for blog entries in the timeline:** When you create a blog entry, you can create a teaser text for it by clicking the cogwheel symbol in the blog entry form. If this setting is active, the teaser text will be shown on the page *Special:Timeline* instead of the first part of the content.

![Blog entry form with teaser text](image)

blog teaser text

**Related info**

- Micro-Blog
- Discussions and Attachments
- Discussion topics
- Social comments
- User Profile
- Linked pages
- Reference:BlueSpiceSocial
9.2 Microblog
9.3 Page ratings
9.4 Article actions timeline
10 Search

`ExtendedSearch` replaces the default MediaWiki search engine. It is based on the `Elasticsearch` engine and provides many improvements over standard MediaWiki search both in terms of quality of indexed content and user interface. Pages and files are indexed immediately and available for searching in real-time.

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Usage

Extended search offers two ways of searching for content:

**Title search** using the quick search

**Fulltext search** using the search center

By default, the search indexes:

- wiki pages: all content pages, except for pages in the MediaWiki namespace
- special pages: all pages in the namespace `Special`
- repo files: files uploaded to the wiki - for text files like Word documents and PDFs, this includes content and metadata
- external files: files from arbitrary locations from accessible storage paths (e.g., mounted drives)
- social entities: entities (pages) created by the BlueSpiceSocial extension, like blog posts and user profiles

Autocomplete

The search box in the main toolbar offers with autocomplete functionality is available from any page on the wiki. Autocomplete matches only page and file titles, but does not provide a full-text search.

After typing in the search bar, an autocomplete popup appears:

<table>
<thead>
<tr>
<th><img src="image" alt="Autocomplete popup" /></th>
</tr>
</thead>
</table>

This popup is divided into two columns.

**Left column:**

**Primary results:** These are the results that are direct matches for the search term. The exact matches are shown in bold letters.

When looking for the term "quality management", it is also possible to type in "qual man" and the search starts looking for matches.

The best match is often shown with a thumbnail preview as a top search result.

**Right column:**

**Tools and secondary results:** Tools are displayed in the top portion of the right column and contain:

- a button to create the page with the current search term as the title (only if user has permission to create new pages)
- a button to execute full-text search for the current term. Selecting this option leads to the Search Center.

In the bottom portion of the right column, secondary results are displayed. Secondary results are matches that do not directly match the given term, but might be relevant for the user. These show up only in certain contexts:

- If there are significantly more matches for a similar term than the term actually searched for (in a situation of a typo for example)
- If the namespace or subpage pill is present (see next section). In this case, secondary results will show direct matches in other namespaces/pages.

**Namespace and subpage "pills"**

Autocomplete search bar supports pills for namespaces and subpages.
If a user types \[\text{Manual:}\] , a pill for the namespace "Manual" appears and the search for the following term is limited to this namespace. Subpage pills work in the same way. If the user types in \[\text{PageName/}\] , any term after that is matched in the context of that page. If you search for "TestPage/Te", for example, the search will match only subpages of "TestPage" that contain "Te" in the title, like "TestPage/Test" and "TestPage/TestSubpage".

**Configuration**

Previously explained is the full version of the autocomplete popup. Wiki admins can also choose to use "Simple autocomplete", which contains only one column with primary results and tools, without secondary results. This type of autocomplete is also more compact. This setting is available from BlueSpiceConfigManager, under Extension > BlueSpiceExtendedSearch > Use simple autocomplete.

**Search operators**

Since the autocomplete search only searches for titles, search operators such as AND or OR are not supported. However, they are supported using the Search Center.

**Dates as search terms**

The search recognizes certain date formats. In the search center, these date formats are treated with surrounding quotation marks.
Search Center (extended search)

As soon as you trigger the full-search with the magnifying glass symbol or the Enter key, the wiki switches to the Search Center. This is a special page that offers the full functionality of the search. The search in the Search Center is carried out using the same search bar that is also used for autocomplete. Here, the search engine carries out a full text search, which also includes the metadata of documents. It does not index the wikitext of a wiki page, but rather the rendered content, that is the output by the browser.

Search operators

To use search operators in the full-text search, the following syntax can be used:
- Sandbox AND Widgets - returns pages that contain both the term sandbox and the term widgets
- Sandbox OR Widgets - returns pages that contain either the term sandbox or the term widgets.
- (Sandbox) NOT (Widgets) - returns pages that contain the term sandbox but not the term widgets.

The search operators have to be written in uppercase letters.

Elements

- Hit count - shows how many matches a search has returned. It may be exact or approximate. Approximation is due to dynamic check for permissions to view each page in the results, some results may not be shown to the user with no adequate permissions event if it matches the search term.
- Tools - these are located in the top right as a set of buttons:
  - Create a page - represented by a "plus" button - will create a page with current search term as a title (only visible if user has permission to create pages)
  - Add filters - represented by a "funnel" icon - opens a dialog where users can select the type of filter to apply to the search.
Adding filters

Search options - represented by a "gear" icon - opens a dialog where users can change settings for the current search. It provides options like the number of results per page, sorting field and order.

Export search - represented by the "export" icon - opens a dialog to export current search results to a dedicated page (only visible to authorized users, by default admin users).

Filter: Filters are displayed in form of pills below the results counter. Each filter pill represents a different attribute. Filter values can be changed by clicking on the filter pill and selecting the desired options from the popup that will open. Filter can be removed by clicking on the "x" button in each pill.
Results: If current search criteria field any results, a list of results is displayed. The information available in the results is depending on the result type):
Main title of the result (page title, file name...)
Result type
Size and extension (for files)
Thumb image (for images) or file type icon (for other file types)
Redirect information
Original name (for wikipages, if the page display title is different than the actual page title)
Secondary information like page categories, modification and creation date, author, etc.
Snippet of the matches in the content of the page (if there are matches in the page content), Sections with matches in the content (for wikipages)
In case there is an exact match for a given search term, the result that matches exactly is displayed as a "featured" result. Such a result displays a preview image of the page and always displays the content snippet, regardless of whether there are matches in the content or not.

Results relevance
All logged-in users can mark certain results as "favorites" by clicking on the star symbol in the right corner of each result. Files marked as "favorite" will score higher in future searches - this is not visible immediately, however, but happens over time. One user's relevance settings won't affect other user's searches. Results can be unmarked as "favorite" by clicking on the "star" symbol again.

Exporting search results
After executing the search, administrators can export (save) the results to a specific page using the "Export" command from the "Tools" menu. The list is exported to MediaWiki:PageCollection /LISTENNAME.
Only valid wikipages are exported. The pages contained in a list can be included in a book in the book function via Mass add> Source: Page collection.
### Configuration

In the **BlueSpiceConfigManager**, under settings for the extension **BlueSpiceExtendedSearch**, the following configuration options are available:

- **External file paths**: External locations to scan for and index files from. These locations are entered in key/value pairs of Physical path and URL prefix.
  - **Physical path**: Storage path. For mounted drives, for example: `X:\Documents`
  - **URL prefix**: All files indexed from the indexed physical location are prefixed in the search results. It should be used if files are available from a web server. By default, the URL prefix is set to the same value as Physical path.

### Examples for external file paths

<table>
<thead>
<tr>
<th>Example file</th>
<th>Phys. Path</th>
<th>URL Prefix</th>
<th>Link in results list</th>
</tr>
</thead>
<tbody>
<tr>
<td>S:\Sales\Info\glossary.pdf</td>
<td>S:\</td>
<td>file:///S:/</td>
<td>file:///S:/Sales/Info/glossary.pdf</td>
</tr>
</tbody>
</table>
Add an external file path: (1) confirm the checkmark and (2) save the settings.

**Use simple autocomplete:** forces a more compact autocomplete (1-column Sales thumbnail preview).
**Automatically set language filter:** This setting applies to multi-language searches. It returns search results for a user only in the user's language. Users can set their language in their preferences.

**Exclude patterns:** Files at external file locations can be excluded from search based on regular expression patterns.

**SearchAdmin**

*Special:SearchAdmin* is a special page for wiki admins. This page provides stats on documents indexed in the search.

**Related info**

- Reference: BlueSpiceExtendedSearch
10.1 Global search

ExtendedSearch replaces the default MediaWiki search engine. It is based on the Elasticsearch engine and provides many improvements over standard MediaWiki search both in terms of quality of indexed content and user interface. Pages and files are indexed immediately and available for searching in real-time.

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Usage

Extended search offers two ways of searching for content:

**Title search** using the quick search

**Fulltext search** using the search center

By default, the search indexes:

- wiki pages: all content pages, except for pages in the MediaWiki namespace
- special pages: all pages in the namespace `Special`
- repo files: files uploaded to the wiki - for text files like Word documents and PDFs, this includes content and metadata
- external files: files from arbitrary locations from accessible storage paths (e.g., mounted drives)
- social entities: entities (pages) created by the BlueSpiceSocial extension, like blog posts and user profiles

Autocomplete

The search box in the main toolbar offers with autocomplete functionality is available from any page on the wiki. Autocomplete matches only page and file titles, but does not provide a full-text search.

After typing in the search bar, an autocomplete popup appears:

This popup is divided in two columns.

**Left column:**

**Primary results:** These are the results that are direct matches for the search term. The exact matches are shown in bold letters.

When looking for the term "quality management", it is also possible to type in "qual man" and the search starts looking for matches

The best match is often shown with a thumbnail preview as a top search result

**Right column:**

**Tools and secondary results:** Tools are displayed in the top portion of the right column and contain:

- a button to create the page with the current search term as the title (only if user has permission to create new pages)
- a button to execute full-text search for the current term. Selecting this option leads to the Search Center.

In the bottom portion of the right column, secondary results are displayed. Secondary results are matches that do not directly match the given term, but might be relevant for the user. These show up only in certain contexts:

- If there are significantly more matches for a similar term than the term actually searched for (in a situation of a typo for example)
- If the namespace or subpage pill is present (see next section). In this case, secondary results will show direct matches in other namespaces/pages.

**Namespace and subpage "pills"**

Autocomplete search bar supports pills for namespaces and subpages.
If a user types `Manual:`, a pill for the namespace "Manual" appears and the search for the following term is limited to this namespace. Subpage pills work in the same way. If the user types in `PageName/`, any term after that is matched in the context of that page. If you search for "TestPage/Te", for example, the search will match only subpages of "TestPage" that contain "Te" in the title, like "TestPage/Test" and "TestPage/TestSubpage".

**Configuration**

Previously explained is the full version of the autocomplete popup. Wiki admins can also choose to use "Simple autocomplete", which contains only one column with primary results and tools, without secondary results. This type of autocomplete is also more compact. This setting is available from BlueSpiceConfigManager, under Extension > BlueSpiceExtendedSearch > Use simple autocomplete.

**Search operators**

Since the autocomplete search only searches for titles, search operators such as AND or OR are not supported. However, they are supported using the Search Center.

**Dates as search terms**

The search recognizes certain date formats. In the search center, these date formats are treated with surrounding quotation marks.
Search Center (extended search)

As soon as you trigger the full-search with the magnifying glass symbol or the Enter key, the wiki switches to the Search Center. This is a special page that offers the full functionality of the search. The search in the Search Center is carried out using the same search bar that is also used for autocomplete. Here, the search engine carries out a full text search, which also includes the metadata of documents. It does not index the wikitext of a wiki page, but rather the rendered content, that is the output by the browser.

Search operators

To use search operators in the full-text search, the following syntax can be used:
- Sandbox AND Widgets - returns pages that contain both the term sandbox and the term widgets
- Sandbox OR Widgets - returns pages that contain either the term sandbox or the term widgets.
- (Sandbox) NOT (Widgets) - returns pages that contain the term sandbox but not the term widgets.

The search operators have to be written in uppercase letters.

Elements

- **Hit count** - shows how many matches a search has returned. It may be exact or approximate.
  Approximation is due to dynamic check for permissions to view each page in the results, some results may not be shown to the user with no adequate permissions even if it matches the search term.
- **Tools** - these are located in the top right as a set of buttons:
  - Create a page - represented by a "plus" button - will create a page with current search term as a title (only visible if user has permission to create pages)
  - Add filters - represented by a "funnel" icon - opens a dialog where users can select the type of filter to apply to the search.
Adding filters

Search options - represented by a "gear" icon - opens a dialog where users can change settings for the current search. It provides options like the number of results per page, sorting field and order.

Export search - represented by the "export" icon - opens a dialog to export current search results to a dedicated page (only visible to authorized users, by default admin users).

Filter: Filters are displayed in form of pills below the results counter. Each filter pill represents a different attribute. Filter values can be changed by clicking on the filter pill and selecting the desired options from the popup that will open. Filter can be removed by clicking on the "x" button in each pill.
Results: If current search criteria field any results, a list of results is displayed. The information available in the results is depending on the result type):

Main title of the result (page title, file name...)
Result type
Size and extension (for files)
Thumb image (for images) or file type icon (for other file types)
Redirect information
Original name (for wikipages, if the page display title is different than the actual page title)
Secondary information like page categories, modification and creation date, author, etc.
Snippet of the matches in the content of the page (if there are matches in the page content),
Sections with matches in the content (for wikipages)
In case there is an exact match for a given search term, the result that matches exactly is displayed as a "featured" result. Such a result displays a preview image of the page and always displays the content snippet, regardless of whether there are matches in the content or not.

Results relevance
All logged-in users can mark certain results as "favorites" by clicking on the star symbol in the right corner of each result. Files marked as "favorite" will score higher in future searches - this is not visible immediately, however, but happens over time. One user's relevance settings won't affect other user's searches. Results can be unmarked as "favorite" by clicking on the "star" symbol again.

Exporting search results
After executing the search, administrators can export (save) the results to a specific page using the "Export" command from the "Tools" menu. The list is exported to MediaWiki:PageCollection/LISTENNAME.
Only valid wikipages are exported. The pages contained in a list can be included in a book in the book function via Mass add> Source: Page collection.
Configuration

In the BlueSpiceConfigManager, under settings for the extension BlueSpiceExtendedSearch, the following configuration options are available:

**External file paths**: External locations to scan for and index files from. These locations are entered in key /value pairs of Physical path and URL prefix.

- **Physical path**: Storage path. For mounted drives, for example: `X:\Documents`
- **URL prefix**: All files indexed from the indexed physical location are prefixed in the search results. It should be used if files are available from a web server. By default, the URL prefix is set to the same value as Physical path.

### Examples for external file paths

<table>
<thead>
<tr>
<th>Example file</th>
<th>Phys. Path</th>
<th>URL Prefix</th>
<th>Link in results list</th>
</tr>
</thead>
<tbody>
<tr>
<td>S:\Sales\Info\glossary.pdf</td>
<td>S:\</td>
<td>file:///S:/</td>
<td>file:///S:/Sales/Info/glossary.pdf</td>
</tr>
</tbody>
</table>
Add an external file path: (1) confirm the checkmark and (2) save the settings.

**Use simple autocomplete:** forces a more compact autocomplete (1-column Sales thumbnail preview).
**Automatically set language filter:** This setting applies to multi-language sales. It returns search results for a user only in the user's language. Users can set their language in their preferences.

**Exclude patterns:** Files at external file locations can be excluded from search based on regular expression patterns.

**SearchAdmin**

*Special:*SearchAdmin is a special page for wiki admins. This page provides stats on documents indexed in the search.

**Related info**

- Reference:BlueSpiceExtendedSearch
10.2 Search field (Tag search)

**TagSearch** allows the integration of a configurable search field in content pages. This search field relies on [BlueSpiceExtendedSearch](#).

### Inserting the tag

The tag `<bs:tagsearch />` can be inserted and configured directly in visual editing mode. Go to **Insert > Magic word** in the VisualEditor menu. Select tagsearch from the dialog and click done. This opens the configuration options dialog on the page.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Display name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>placeholder</td>
<td>Placeholder</td>
<td>Text to be shown in the search field when nothing is typed in</td>
</tr>
<tr>
<td>type</td>
<td>Type</td>
<td>List of types of search entities to search. By default search entities available are: wikipage, specialpages, repofile (internal files), externalfile, socialentity. Multiple values can be entered separated by pipe (</td>
</tr>
<tr>
<td>namespace</td>
<td>Namespace(s)</td>
<td>List of namespaces in which to search. Namespaces can be entered by using their IDs or names, separated by a pipe (</td>
</tr>
<tr>
<td>category</td>
<td>Category(ies)</td>
<td>List of categories in which to search. Multiple categories must be separated by a pipe (</td>
</tr>
<tr>
<td>Search</td>
<td></td>
<td>Applies only to categories. Operator &quot;AND&quot; will only find results that are in</td>
</tr>
</tbody>
</table>

**Note:** If a particular namespace is selected, then type "repofile" returns uploaded files that have the associated namespace prefix.
Multiple tags can be added to a single page using the same or different configurations.

**Using the search field**

Once the page is saved, the code for the search field is inserted in the page source where it was inserted.

**Example:**

```
<bs:tagsearch type="wikifile" operator="AND" namespace=" |Template" category="Editing" />
```

The search is looking for wiki pages in the namespaces *(Main)* and *Template* that belong to the category *Editing*.

Clicking on search icon to the left or pressing *Return* loads the full-text search in the **Search Center**.

---

**Related info**

- Reference:BlueSpiceExtendedSearch
11 Appendix B: Tags

A "magic word" is a string of text that is recognized by the MediaWiki software. It triggers the software to return the value of a function, such as dates, website statistics or page names.

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Types of magic words

Behavior switch (or "Double underscore"): __TOC__

Variable: {{FULLPAGENAME}}

Tag: <gallery>

Parser function: {{#ifeq:x|y|true|false}}

The 4 types of MagicWords

Behavior switch

Characteristics of a behavior switch

Purpose: controls the layout or behavior of the page

Syntax: __NOTOC__

Description

A behavior switch includes or omits certain elements of the page. It is also known as "double underscore". Behavior switches can be put anywhere in the source code of the designated page (usually at the end of the page). The behavior switch __TOC__ produces as output the table of contents exactly where it was inserted on the page.

Variable

Characteristics of a variable

Purpose: returns information about the page, wiki, or date

Syntax: {{PAGENAME}}

Description

Variables contain (simple) dynamic data. If a template name conflicts with a variable, the variable is used. For example, you have the variable {{PAGENAME}}. In that case, you have to transclude the template with the same name as {{Template:PAGENAME}}.

Parser Function

Characteristics of a parser function

Purpose: simple "programming language" for page content (mainly in templates)

Syntax: {{#if:{{field|}} | {{field|}} | N/A }}

Description

Parser functions are similar to variables, but take one or more parameters. Example:

```markdown
{{#ifeq:{{(type)}}|warning
 |This is a warning!
 }}
```

They are used for simple logic only, since they are hard to read and to maintain on a larger scale. If complex logic is required, consider Lua scripts in the "Module" namespace (mediawiki.org/wiki/Extension:Scribunto) and invoke using {{#invoke:...}}

Parser functions can also be "tag-like", e.g. {{#ask:...}} from SemanticMediaWiki. For more information, refer to the MediaWiki help pages mediawiki.org/wiki/Help:Extension:ParserFunctions and mediawiki.org/wiki/Help:Magic_words#Parser_functions.

Tag

Characteristics of a tag

Purpose: often used for custom development to process dynamic content

Syntax: <smartlist />
Description
Tags are implemented in PHP as part of a MediaWiki extension. Tags with "bs:" prefix come from BlueSpice. All others come from MediaWiki or from third-party extensions, e.g. the extension SyntaxHighlight.

How to add a magic word
Magic words are inserted directly in the source code. Some frequently used magic words can also be added directly with the VisualEditor Insert > Magic word menu item:

Related info

- mediawiki.org/wiki/Help:Magic_words
- Extension:BlueSpiceInsertMagic