1.4 BlueSpice Layout

Your wiki is divided into several unique areas that group the features of the wiki in a meaningful way. Here we give you an overview so that you can easily find the functionality that you are looking for.

**Note:** Some features are disabled by default in your wiki or only visible to specific user groups such as administrators.
1. Getting started

### Layout area

<table>
<thead>
<tr>
<th>Layout area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Custom menu</td>
<td>A wiki administrator can create custom navigation to pages inside and outside the wiki.</td>
</tr>
<tr>
<td>2-Main toolbar</td>
<td>Contains important elements such as the logo area, the search field and access to the user profile.</td>
</tr>
<tr>
<td>3-Navigation</td>
<td>The &quot;heart&quot; of the page organization. From here, users can access all pages, depending on their permissions. Many navigation elements can be customized.</td>
</tr>
<tr>
<td>4-Content area</td>
<td>Here you create and edit all wiki content. Discussions are also located in this space.</td>
</tr>
<tr>
<td>5-Page tools</td>
<td>Powerful page management features. This includes important tools for the quality management of a page.</td>
</tr>
</tbody>
</table>

#### Custom menu

<table>
<thead>
<tr>
<th>Layout area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Custom menu</td>
<td>With the extension BlueSpiceCustomMenu, a wiki administrator can create individual navigation to pages inside and outside the wiki.</td>
</tr>
</tbody>
</table>

#### Main toolbar
# 1. Getting started

### Layout area

<table>
<thead>
<tr>
<th>Layout area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Logo area</td>
<td>The BlueSpice logo can be exchanged via the <a href="#">Config Manager</a> with a company logo.</td>
</tr>
<tr>
<td>2-Search field</td>
<td>You will <a href="#">search pages and files</a> with a full-text and title search, as well as a fuzzy search. With search filter and search in the metadata.</td>
</tr>
<tr>
<td>3-Edit page</td>
<td>A button that switches a page into edit mode. Only active for users with write access.</td>
</tr>
<tr>
<td>4-Create page</td>
<td>A button for creating a new page or uploading a file. Only active for users with write access.</td>
</tr>
<tr>
<td>5-User menu</td>
<td>Users manage their own settings and notifications here. The avatar icon indicates when unread notifications are waiting for the user.</td>
</tr>
<tr>
<td>6-Language selector</td>
<td>In multilingual wikis, you can switch between the language versions of a page.</td>
</tr>
<tr>
<td>7-Fullscreen toggle</td>
<td>Hides the navigation and page tools at the same time.</td>
</tr>
<tr>
<td>8-Custom menu toggle</td>
<td>Here you can hide and show the top menu.</td>
</tr>
</tbody>
</table>

### Navigation

#### Layout area

<table>
<thead>
<tr>
<th>Layout area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Main</td>
<td></td>
</tr>
</tbody>
</table>

#### Description

1-Logo area: The BlueSpice logo can be exchanged via the [Config Manager](#) with a company logo.

2-Search field: You will [search pages and files](#) with a full-text and title search, as well as a fuzzy search. With search filter and search in the metadata.

3-Edit page: A button that switches a page into edit mode. Only active for users with write access.

4-Create page: A button for creating a new page or uploading a file. Only active for users with write access.

5-User menu: Users manage their own settings and notifications here. The avatar icon indicates when unread notifications are waiting for the user.

6-Language selector: In multilingual wikis, you can switch between the language versions of a page.

7-Fullscreen toggle: Hides the navigation and page tools at the same time.

8-Custom menu toggle: Here you can hide and show the top menu.
# 1. Getting started

## Layout area

<table>
<thead>
<tr>
<th>Layout area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>navigation</td>
<td>This is the general navigation. It can be customized by the administrator for the whole wiki.</td>
</tr>
<tr>
<td>2-Books</td>
<td>(optional): If you use the bookshelf extension, users can go to all general and individual books to which they have access.</td>
</tr>
<tr>
<td>3-My pages</td>
<td>This is your custom navigation bar. They can be adapted to your needs.</td>
</tr>
<tr>
<td>4-Global actions</td>
<td>Direct links to many special pages and administration pages (for administrators).</td>
</tr>
<tr>
<td>5-Navgation toggle</td>
<td>Shows and hides the navigation.</td>
</tr>
</tbody>
</table>

## Content

![Main Page](image)

1. **Main Page**
2. **Workspace**
3. **Administered Site Information**

<table>
<thead>
<tr>
<th>Layout area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Title section</td>
<td>In the title section of a page, the most important page information and page functions are put together in a user-friendly way.</td>
</tr>
<tr>
<td>2-Work</td>
<td>In the workspace, users create and edit all page content. VisualEditor simplifies the editing</td>
</tr>
</tbody>
</table>
### Page tools

<table>
<thead>
<tr>
<th>Layout area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Page tools</td>
<td>Lots of page actions and information related to this page can be found here.</td>
</tr>
<tr>
<td>(a) Menu</td>
<td></td>
</tr>
<tr>
<td>(i) Menu header</td>
<td></td>
</tr>
<tr>
<td>(ii) Menu link</td>
<td></td>
</tr>
<tr>
<td>2-QM tools</td>
<td>Lists all the important tools to manage the life cycle of a page, such as reminders and page reviews.</td>
</tr>
<tr>
<td>3-Tools toggle</td>
<td>A switch to hide and show the page tools.</td>
</tr>
</tbody>
</table>
Reference:BlueSpiceCustomMenu

**CustomMenu** is a menu with configurable items.

<table>
<thead>
<tr>
<th>BlueSpiceCustomMenu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides customizable menus</td>
</tr>
<tr>
<td><strong>Status:</strong></td>
</tr>
<tr>
<td><strong>Developer:</strong></td>
</tr>
<tr>
<td><strong>Extension type:</strong></td>
</tr>
<tr>
<td><strong>Edition:</strong></td>
</tr>
<tr>
<td><strong>Dependencies:</strong></td>
</tr>
<tr>
<td><strong>License:</strong></td>
</tr>
<tr>
<td><strong>Activated:</strong></td>
</tr>
<tr>
<td><strong>Category:</strong></td>
</tr>
</tbody>
</table>

**Usage / features**

CustomMenu is implemented as header menu with flyout child menus. It appears as collapsible menu above the top navigation bar. The HTML output is an unordered list. CustomMenu is enabled by default.

Menu items can be modified by editing the MediaWiki:CustomMenu/Header.

Syntax:

```
* html ID (has to be unique) | target page | label (optional)
```

The html ID can be used to apply CSS rules in MediaWiki:Common.css.

**Examples:**

1. A link to the Wiki page 'Intranet':

```
* menuLink1 | Intranet
```

The html ID 'menuLink1' is used to display the menu item, because no label has been specified.

2. A link to the Wiki page 'Intranet'. The visible label is 'Our Intranet':

```
* menuLink2 | Our Intranet
```
3. A Dropdown with link to the Wiki pages 'Intranet' and 'Demo'. The visible label of the menu is 'Hello World'. The dropdown contains 'Our Intranet' and 'Demo':

```
* Hello World
  ** menuLink1 | Intranet | Our Intranet
  ** demoLink | https://en.demo.bluespice.com | Demo
```

**Technical information**

BlueSpiceCustomMenu will be hidden on mobile devices. The width is restricted to the content width. It is limited to one line.

By default, there are only 2 menu levels (link text and one dropdown). More levels can be set, but it is tested only up to level 3. We recommend not to use more levels. Menu may be outside the window!

**Config**

<table>
<thead>
<tr>
<th>Name</th>
<th>Default value</th>
<th>Override by</th>
</tr>
</thead>
<tbody>
<tr>
<td>$bsgCustomMenuHeaderNumberOfLevels</td>
<td>2</td>
<td>$bsgOverrideCustomMenuHeaderNumberOfLevels</td>
</tr>
<tr>
<td>$bsgCustomMenuHeaderNumberOfMainEntries</td>
<td>10</td>
<td>$bsgOverrideCustomMenuHeaderNumberOfMainEntries</td>
</tr>
<tr>
<td>$bsgCustomMenuHeaderNumberOfSubEntries</td>
<td>10</td>
<td>$bsgOverrideCustomMenuHeaderNumberOfSubEntries</td>
</tr>
</tbody>
</table>

**Config manager**

Contents

1 About Config manager ........................................................................................................................................... 8
2 Layout ................................................................................................................................................................ 9
  2.1 Filter options ........................................................................................................................................... 9
  2.2 Searching for settings ............................................................................................................................... 9
3 Settings by extension ......................................................................................................................................... 10
  3.1 BlueSpiceFoundation ................................................................................................................................. 10
  3.2 BlueSpiceAbout ......................................................................................................................................... 11
  3.3 BlueSpiceArticleInfo ................................................................................................................................. 12
  3.4 BlueSpiceAuthors ..................................................................................................................................... 12
  3.5 BlueSpiceAvatars ..................................................................................................................................... 13
  3.6 BlueSpiceBookshelf .................................................................................................................................. 13
# 1. Getting started

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.7 BlueSpiceChecklist</td>
<td>14</td>
</tr>
<tr>
<td>3.8 BlueSpiceExtendedSearch</td>
<td>14</td>
</tr>
<tr>
<td>3.9 BlueSpiceExtendedStatistics</td>
<td>15</td>
</tr>
<tr>
<td>3.10 BlueSpiceInsertCategory</td>
<td>15</td>
</tr>
<tr>
<td>3.11 BlueSpiceInsertLink</td>
<td>16</td>
</tr>
<tr>
<td>3.12 BlueSpicePageTemplates</td>
<td>16</td>
</tr>
<tr>
<td>3.13 BlueSpicePermissionManager</td>
<td>16</td>
</tr>
<tr>
<td>3.14 BlueSpiceReaders</td>
<td>16</td>
</tr>
<tr>
<td>3.15 BlueSpiceSaferEdit</td>
<td>16</td>
</tr>
<tr>
<td>3.16 BlueSpiceUEModuleBookPDF</td>
<td>17</td>
</tr>
<tr>
<td>3.17 BlueSpiceUEModuleHTML</td>
<td>17</td>
</tr>
<tr>
<td>3.18 BlueSpiceUEModulePDF</td>
<td>18</td>
</tr>
<tr>
<td>3.19 BlueSpiceUniversalExport</td>
<td>18</td>
</tr>
<tr>
<td>3.20 BlueSpiceVisualEditorConnector</td>
<td>18</td>
</tr>
<tr>
<td>3.21 BlueSpiceWhoIsOnline</td>
<td>19</td>
</tr>
<tr>
<td>3.22 BlueSpiceExpiry</td>
<td>19</td>
</tr>
<tr>
<td>3.23 BlueSpiceReview</td>
<td>19</td>
</tr>
<tr>
<td>3.24 BlueSpiceReviewExtended</td>
<td>19</td>
</tr>
<tr>
<td>3.25 BlueSpiceFlaggedRevsConnector</td>
<td>20</td>
</tr>
<tr>
<td>3.26 BlueSpiceSocialBlog</td>
<td>21</td>
</tr>
<tr>
<td>3.27 BlueSpiceSocialTopics</td>
<td>22</td>
</tr>
<tr>
<td>3.28 BlueSpiceMatomoConnector</td>
<td>22</td>
</tr>
</tbody>
</table>

## 4 Related info

About Config manager

With the Config manager, a wiki user with sysop rights can manage all BlueSpice wiki-wide settings in one place. In the navigation, it is located under Global navigations > Management > Config manager. This link loads the page Special:ConfigManager.
Layout

Filter options

All settings can be accessed through the following filter options:

- **Feature**: group by type of functionality the setting belongs to (search, administration...)
- **Extension**: group by extension name
- **Package**: group by BlueSpice edition and services (BlueSpice free, BlueSpice pro, Matomo)

All settings are available in any type of grouping. Changing the grouping type does not add or remove setting options. It just groups them differently.

After settings are adjusted, they can be saved by clicking *Save*, or reset to the default settings by clicking *Reset*.

Searching for settings

A search bar is located above the list of settings. Type in a keyword such as "logo" to find the corresponding setting. The search returns settings regardless of the currently selected group.

**Note**: The search field has to be empty if you want to see the filter menu instead of the search.
Settings by extension

BlueSpiceFoundation

- **Logo path**: The logo image should be stored in the /images folder of your installation. If you store it in the /skins folder of your BlueSpice installation, it could be overwritten with an upgrade.

**To upload the logo directly in the wiki:**

1. **Upload** the logo on the page Extended file list (Special:ExtendedFilelist). This is a link under the Global actions navigation.
2. **Search** for the logo name in the extended file list.
3. **Click** on the thumbnail image of the logo. This opens the logo on a separate page.

4. **Copy** the relative logo path from the address bar. In a typical Wiki configuration, this path starts with /w/... .
5. **Paste** the logo path into the text field for the logo.

6. **Click** *Save*.

7. **Refresh** the page (Strg+F5).

- **Favicon path**: The favicon image should be stored in the `/images` folder of your installation. If you store it in the `/skins` folder of your BlueSpice installation, it could be overwritten with an upgrade. Favicon images have the file extension `.ico`.

- **Allowed file extensions**: For security reasons, the types of files that users can upload are restricted. Here, you can allow additional file formats. If a file format is blacklisted in the server configuration, adding this file extension here will not allow this file type to be uploaded. See mediawiki.org/wiki/Manual:Page_title for more info.

- **Allowed image extensions**: The standard web image types are listed here. In general, you want to restrict image uploads to web images. See developer.mozilla.org/en-US/docs/Web/Media/Formats/Image_types for more on browser-supported image types.

---

**BlueSpiceAbout**

- **Show link "About BlueSpice" in the main menu**: Shows or hides the link to the page AboutBlueSpice in the main navigation.
BlueSpiceArticleInfo

**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.

BlueSpiceAuthors

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

- **Display authors**: Show or hide authors on the page information page.
BlueSpiceAvatars

An avatar image is automatically generated if the user does not upload a profile picture or if the user decides to create an avatar image in the preferences.

- **Generator**
  - **InstantAvatar**: Generates an avatar image based on using the initials of the Real name or the Username
  - **Identicon**: Generates an avatar image based on parts of the user's IP address.

BlueSpiceBookshelf

- **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

BlueSpiceChecklist

- **Mark checklist changes as minor edit**: If this setting is active, changes to a checklist (for example, checking a checkbox) in view mode are logged as minor edits. If this setting is inactive, a change to the checklist is recorded as a regular version in the page history.

BlueSpiceExtendedSearch

- **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.

- **Use simple autocomplete**: forces a more compact autocomplete (1-column layout, no thumbnail preview).
- **Automatically set language filter**: This setting applies to multi-language wikis. 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.

### BlueSpiceExtendedStatistics

- **Exclude these users**: Some user groups, like WikiSysop can skew the statistics, for example the statistics for search queries or because they complete automated maintenance tasks. These types of user groups can be excluded from the statistical results.

- **Maximum number of interval steps**: Sets the size of the x-axis for the results. For a few days, select the interval *Day* or *Calendar Week*, for periods over one year, select *Year* or *Month*. If you do not get any results for your query, try to adjust the interval accordingly.

### BlueSpiceInsertCategory

- **Insert category with its parents**
- **Set page categories as default in upload dialog**
BlueSpicensertLink

- **Allow unmapped links**
- **Allowed locations for external files**
  - Filesystem prefix
  - Web accessible prefix:

BlueSpicePageTemplates

- **Force target namespace:**
- **Hide default templates:** Hides the default *Empty page* template.

BlueSpicePermissionManager

- **Backup limit:** Sets the number of backups for the permissions manager. Each time the page *Special: PermissionManager* is saved, a backup is created. If the backup limit is set to 5, the last five versions of the permissions configuration are saved as backups.

BlueSpiceReaders

- **Number of readers to display:** Sets the number of readers that are displayed on the Page information in the Quality management tools.

BlueSpiceSaferEdit

- **Interval for lookup for concurrent editings:** Sets the time in seconds for checking if another person is editing the page.
Show name of current editor: Shows or hides the name of the user who is currently editing the page.

BlueSpiceUEModuleBookPDF

Table of Contents

- Only article titles (indent by grade): Only shows the article titles in the main contents table of the PDF.

![Table of contents](image)

Embed article TOCs (No indent of article titles): Shows the table of contents for each article in the main contents table of the PDF.

![Embed article TOCs](image)

BlueSpiceUEModuleHTML

- Hide namespace prefix in PDF: If activated, the namespace is shown in the HTML main heading.

Note: If the page contains a "displaytitle" tag in the page source, the page display title is shown and this setting has no effect.
BlueSpiceUEModulePDF

- **Hide namespace prefix in PDF:** If activated, the namespace is shown in the PDF main heading for a page.

![namespace in heading](image)

**Note:** If the page contains a “displaytitle” tag in the page source, the page display title is shown and this setting has no effect.

BlueSpiceUniversalExport

- **Metadata (standard, JSON):** Additional data to be passed to the rendering template in JSON format. This data can be used in the export template. The template itself is maintained server-side.
- **Metadata (override, JSON):** Allows overriding standard data sent to the rendering template in JSON format. Values that are set by default can be overridden with this option.

BlueSpiceVisualEditorConnector

- **Enable VisualEditor for BlueSpice extensions**
- **Configuration variable to use a simplified save process**
- **Upload type**
  - Original (Here a confirmation of the rights of use/upload is obtained, file name and namespace of the file can be changed, a category can be assigned and a description of the file MUST be given).
  - Simple (No confirmation of required rights is obtained here, the name and namespace of the file can be changed, a description and a category can be assigned, but does not have to be specified)
  - One click (No confirmation about required rights is obtained here, the image cannot be renamed and no category can be assigned. Only the namespace can, but does not have to be adjusted before uploading)
BlueSpiceWhoIsOnline

- **Time in seconds until a user is marked as offline:** The system checks every $x$ seconds if a user logged out and no longer displayed as online. This can be less frequent than the update interval for newly logged-in users.
- **Update interval in seconds:** The system checks every $x$ seconds for users.

BlueSpiceExpiry

- **Show watermark for expired pages in PDF:** Shows the watermark for expired pages in PDFs.
- **Show watermark for expired pages in print version:** Shows the watermark for expired pages when a page is printed.
- **Show watermark for expired pages:** Shows a watermark on the page itself.

BlueSpiceReview

- **Only the owner of a review can change it:** If this is unchecked, any user with edit rights can update a workflow.

BlueSpiceReviewExtended

- **Workflow will be added to page history:** This enables that workflow votes are listed under the page history with the corresponding version.
BlueSpiceFlaggedRevsConnector

Export

The export settings affect how the pages of a book are generated in the PDF export.

- **Bookshelf: List accepted revisions log:** Shows a log of stable page versions of pages in the PDF and when these pages were put into accepted status. If editors did not provide a comment when accepting the page, the *Stable comment* field for a revision is empty.

  ![accepted revisions log](image)

- **Bookshelf: List pages without stable revision:** Displays a list of PDF pages at the beginning of the PDF that only exist as a first draft and have no released version.

  ![Not stable pages](image)

- **Bookshelf: List pages without FlaggedRevs:** Displays a list of PDF pages that do not have a release mechanism at the beginning of the PDF.

  ![Not FlaggedRevs namespace](image)

- **UEModulePDF: Show FlaggedRevs info below main heading:** Prints the latest revision dates (last acceptance and last edit date) below the heading.
Quality assurance

- **Automatically set the page to stable, when the workflow was finished successfully:** The workflow ends with setting the page status to stable.
- **Automatically delete the workflow, when a page was marked as stable:** The workflow is deleted.
- **Show unstable pages for following groups:** 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. 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 for the page instead.

Searching and Navigation

- **Indexing only stable versions:** Draft versions are excluded from the search results. If a page does not have a stable version, it is not shown as a search result.

BlueSpiceSocialBlog

- **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.
BlueSpiceSocialTopics

- **Automatically create all discussion pages.** If a user creates the first discussion topic for a page using the link in the page footer of a wiki page, the needed discussion page is automatically created first.

  A message "This discussion page was created automatically" is inserted on the discussion page.

If this setting is deactivated, the user is directed to the "Create page" default page first

BlueSpiceMatomoConnector

- **Site ID:** Matomo ID of the wiki. You can find the site ID as a url parameter in the browser address bar when you are logged into Matomo.

  `matomo site ID`

- **Base url:** The url to your Matomo installation.
- **Show opt-out link in footer:** Displays a link in your wiki footer, usually named *Analysis service.*
On the Analysis service page, there is a checkbox that allows a user to opt-out from being tracked for analysis purposes.

You may choose to prevent this website from aggregating and analyzing the actions you take here. Doing so will protect your privacy, but will also prevent the owner from learning from your actions and creating a better experience for you and other users.

☑ You are not opted out. Uncheck this box to opt-out.

Matomo opt-out checkbox

Related info

- Reference:ConfigManager

ExtendedSearch

**ExtendedSearch** replaces the default MediaWiki search engine. It is based on ElasticSearch engine, and provides many improvements over the standard MediaWiki search both in terms of quality of indexed content and user interface.
Usage / Features

- Search titles.
- Search the full content.
- Search uploaded or linked files (Office documents and PDFs).
- Search image data.
- Search-as-you-type and auto-complete.
- Ignore upper and lower case (case-insensitive).
- Search with the operators AND, OR, NOT.
- Search with wildcards.
- Search for phrases.
- Fuzzy search.
- Search for sentence fragments.

Technical information

Configuration

Some aspects of this extension can be configured on Special:BlueSpiceConfigManager, under section "ExtendedSearch". Here wiki administrators can configure:

- external file paths
- layout of the autocomplete box
- language filter
- exclude patterns

Rights (permissions)

Users are required to have "extendedsearch-viewspecialpage" permission in order to see search result special page.
Requirements

This extension requires BlueSpiceFoundation and Elasticsearch.

More info

For detailed description and usage, visit our help page.

Demo

Test the search functionality in our BlueSpice Demo.

5 UserManual:Create pages

Together we know more

An important aspect of the wiki principle is that information can be shared with other people quickly and without any "red tape". Every wiki user with edit rights should therefore be able to create and edit a page at least in the (Main) namespace without any prior knowledge or without special privileges to contribute to the company knowledge.

How do I create a page?

There are four ways to create a new page in BlueSpice:

- using the search box
- using the "New Page" button
- using a text link (redlink)
- using the web address ("url")
Using the search field

Maybe information about your topic already exists. Before you create a new page, you can use the search to enter terms for your topic and check existing pages. If there is no page on your topic yet, click on the red link ‘Create page [page name]’ in the search results:

Using the "New page" button

Next to the search box is a button to create a page. This button is only activate if you are logged in and have write permissions on the wiki (or in a specific namespace):

Here you can create a page or a subpage of the current page. In addition, you can also upload a file (image, PDF, Word file, etc.) to the wiki.
Using a text link (redlink)

Let's say that you want to create the "Training" page. You can directly select any text on the current page and define it as a link to a new page. This creates a so-called redlink. From then on, the link exists, but there is no wiki page for it. The example page “Training” is thus also listed on the Special page WantedPages.

With VisualEditor: Click the Link button ( ) or press Ctrl+K to create a page. Now enter the page name. If there is no page with this name, the page name is shown in red and the page icon shows a question mark. Click “Done” to create the redlink.

In the source text:

When editing the source code, enter the new page name as a link:

```
[[Training]]
```

Since the page does not yet exist, the link is shown in red after saving:

`Consulting and technology from a single source,`  
`but adapts them, helps with the Ko in addition.`  
`Hello World offers training.`

Using the web address

You can also create a page directly from the address bar of your web browser:
Simply exchange the current page name with a new one. Here, we create a page “Support” in the main namespace (Main) in the BlueSpice Helpdesk:

https://de.wiki.bluespice.com/wiki/Support

Selecting a template

When you create a page, you are always redirected to an overview page. There, select a page template:

- Empty page
  Start with an empty page.

Creating a new page in a namespace: To create a new page in a namespace, put the name of the namespace in front of it, followed by a colon. Example: Help:New_Article

Tips

- Browser navigation: When creating pages, try not to use the "back" button. You could lose content that you have not yet saved or that you want to edit again.
This document was created with BlueSpice

- **Redirects**: Do you have the impression that an article title is searched more often with a different synonym? Then create a new article with this name first. Then redirect the page.

- **Title choice**: In a wiki, titles are very important. In wikis with many entries, authors may make references to pages that they deem important in the context of their entry. The page title should, therefore, clearly communicate its content. Single words are very good, but even short sentences like "why wikis work" can be useful names. In addition, meaningful page titles also help readers find their way around when they search for an entry.

- **Spelling**: When linking to an already existing page you should pay attention to their exact spelling. If you e.g. typing a [[hello world]] instead of [[Hello World]] will create a new page as the links are spelled differently. Therefore, consider also capitalization and spaces. Only at the beginning of the letter does it make no difference whether you write a small or capital letter.

- **Namespaces**: If you want to create an article in a different namespace, the namespace must appear before article name. Example:[[namespace:article name]].

- **Special characters**: The following characters **cannot** be used in titles: { } & ? < > \\ .. For more information, see mediawiki.org/wiki/Manual:Page_title.

- **Subpages**: The character / is used to create a subpage.

## Related info

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

## Managing translations

### Contents

1 Why translate? .................................................................................................................. 29
2 Approaches .................................................................................................................... 30
   2.1 Maintaining separate wikis .................................................................................. 30
   2.2 Subpages .............................................................................................................. 31
   2.3 MediaWiki "Translate" extension ......................................................................... 31

### Why translate?

In today's interconnected world, most wiki owners have to think about dealing with multiple language versions of their wiki. This
is important for capturing the knowledge of workers with different language competencies. It also can help to improve wiki usage and acceptance of the wiki technology.

Multilingual wikis require some planning effort and should be planned and explained to stakeholders in writing. The workload for maintaining and monitoring multiple languages can grow fast as more and more content is added to the wiki.

Since these language versions, depending on the approach, are often linked manually with special tags in source code, you need to determine how this process works before deciding if and how to create different language versions.

Some questions you should ask yourself first:

- What are the goals of creating content in different languages?
- Which languages need to be maintained?
- How many users depend on each language (both as readers and authors)?
- Who is responsible for coordinating the translation efforts?
- How much extra time will be spent on quality assurance for each language?

Approaches

Maintaining separate wikis

Each language has its own wiki. Pages are connected manually by inserting a small code snippet at the end of each page. The user sees a language flag in the page header and can easily switch between multiple languages:
Read how to do this with the extension BlueSpiceInterWikiLinks.

Subpages

Each page is translated into a subpage of the main language page. For example, mywiki.com/BlueSpice and mywiki.com/BlueSpice/de would create the German language version of the page BlueSpice as subpage BlueSpice/de. The language switch is placed at the top of each translated page:

A simple link to the main language page is added to each page that has a translation. Example: {{Translate|BlueSpice}}

This switch uses the template Translate.

Example: English to German language switch template

MediaWiki "Translate" extension

Another alternative is the MediaWiki Translate extension: Like the subpages solution above, translations are managed within one wiki instance. This extension has to be installed separately and is documented at mediawiki.org/wiki/Help:Extension:Translate.
Customize the main navigation

Users with administrator rights can change the menu items in the main navigation.

Contents

1 Changing the menu items ................................................................. 32
2 Changing the icons ........................................................................................................ 33
  2.1 Available icons .................................................................................................. 34
3 Supporting language settings .................................................................................. 34
4 Navigation in multilingual wikis ................................................................................. 35
5 Related info ........................................................................................................................................ 35

Changing the menu items

The main navigation is visible to all wiki users. By default, it is on the left side of the wiki layout. You can always switch to the main navigation by clicking on the associated icon at the top of the navigation bar.

To activate the edit link, hover over the last menu item in the main navigation.

The link Edit sidebar loads the page Mediawiki:Sidebar:

* Navigation
** Main Page|Main page
** Special:AllPages|From A to Z
* Enterprise
** Company|Company
** Staff|Staff
** Sales and Marketing|Sales, Marketing, Projectmangement
** Products and services|Products
** Category:Organisation|Customers and Organisationen
The menu items are structured as a list:

* = menu header (collapsible)

** = clickable menu item

The syntax for a clickable menu item is `Page name|Page label`:

In the navigation example above, the page description *From A to Z* links to the page *Special:AllPages*.

**Note:** It is not possible to create sub-items in the navigation bar.

### Changing the icons

You can assign different icons to each menu item in the main navigation. Let’s assume you have a menu item called *Quality assurance*. The default BlueSpice icon is a *page* icon:

![Default BlueSpice icon](image)

#### To change the icon:

1. Open the page *MediaWiki:Common.css* in edit mode.
2. Add the following lines to the end of the page and save the page:

```css
#n-Quality-assurance > i:nth-child(1)::before {
    content: '\e9a1';
    font-family: 'entypo';
}
```

Note that the space in the label *Quality assurance* has to be replaced with a hyphen (*Quality-assurance*).

The icon is now customized to an *eye* icon:

![Custom icon](image)

Reload the page or empty the browser cache if the changes are not immediately visible.
If the text for the menu items contains special characters, there might be issues because they are converted in the HTML code of the page. In this case, right-click on the corresponding entry and, depending on the browser used, select “Examine element” or similar. You will now see the underlying source code and should see a line item that has this form:

```html
<a id="n-MENUENTRY" class="list-group-item" ...... >
```

Use the exact id value shown in the page inspector in your stylesheet. For example, the German menu item Qualitätssicherung is shown as n-Qualitätssicherung. The selector in Common.css is #n-Qualitätssicherung.

**Available icons**

You can see all available icons on the page `w/extensions/BlueSpiceFoundation/resources/bs.icons.php` of your wiki.

A list with all icons and their character keys on this helpdesk is available here and is the same for any default installation of a BlueSpice wiki.

In the upper line you can click through different fonts, below you find the icons with the corresponding character keys. In `MediaWiki:Common.css` you have to adjust the entries `font-family` (entypo, fontawesome, icomoon, ...) and `content` (character key) accordingly.

**Supporting language settings**

If you want to make sure that your menu items are shown in the language a user has set under Preferences, you need to provide a separate message page for each menu item. These message pages need to reside in the namespace `MediaWiki`. Since BlueSpice supports English and German (both de and de-formal), you need three language pages for each menu item in the sidebar.

In the following example, we create a menu item called Quality assurance. A user who specified German (de) or formal German (de-formal in their preferences, should see the label Qualitätssicherung instead.

**To create the labels in EN, DE and DE-formal:**

1. Create or edit the page `MediaWiki:QA` and add the text for the English label (Quality assurance). Save the page.
2. Create or edit the page `MediaWiki:QA|de` and add the text for the German label (Qualitätssicherung). Save the page.
3. Create or edit the page `MediaWiki:QA|de-formal` and add the text for the German label (Qualitätssicherung). Save the page.
4. Create the link on the page `MediaWiki:Sidebar: **About_quality_assurance|QA` This creates a link in the main navigation to the page About quality assurance and displays the label that is located in the different language message pages. To test the languages, go to `Preferences > User Profile` in your user profile menu. In the section `Internationalisation`, set the language from English to German or vice versa and save the setting. The language of the menu item now displays in the correct language.
Navigation in multilingual wikis

If you have content in multiple languages, you want that users with English language preference settings not only see the corresponding menu labels. They should also be directed to the English page when they click on a menu item. Users with German language settings should see the German content after clicking on the German menu link. In this case, you also have to create separate link targets in addition to the language labels.

**Note:** To avoid having to set up different navigation pages for formal (de-formal) and informal German (de), you can create a policy, which language setting should be used by your users.

In the previous section, we already created the labels when a user switches languages. Now we also have to create different link targets for these pages. If the main language is English and the page is called *About quality assurance*, the translations can be located in subpages. For example, the German version is located under *About quality assurance/de*.

**To create the link targets to the language pages:**

1. Create or edit the page `MediaWiki:QA-url` and add the link to the English page *About quality assurance*. The link is entered without brackets, in plain text. Save the page.
2. Create or edit the page `MediaWiki:QA-url/de` and add the text for the German page (*About quality assurance/de*). The link is entered without brackets, in plain text. Save the page.
3. Create or edit the page `MediaWiki:QA-url/de-formal` and add the text for the German page (*About quality assurance/de*). The link is entered without brackets, in plain text. Save the page.

In the link to the *Quality assurance* page, change the link from

**About_quality_assurance|QA**

to

**QA-url|QA**

This achieves the language switch for the target pages (QA-url) and for the label of the menu item.

Depending on the language settings of the user, the user is now directly directed to the correct language version.

**Related info**

- Translation of pages within a wiki
- Personal navigation
6 Books

The extensions **Bookshelf** and **BookshelfUI** expand the BlueSpice distribution, combining wiki pages into a structured book with chapter navigation. These books can also be printed as a PDF file with a cover page and a clickable table of contents.

### Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Characteristics of books</td>
<td>36</td>
</tr>
<tr>
<td>2 Book manager</td>
<td>37</td>
</tr>
<tr>
<td>3 Creating a book</td>
<td>38</td>
</tr>
<tr>
<td>3.1 Mass-adding pages</td>
<td>39</td>
</tr>
<tr>
<td>3.2 Creating the chapter navigation</td>
<td>40</td>
</tr>
<tr>
<td>4 Editing a book</td>
<td>42</td>
</tr>
<tr>
<td>4.1 Inserting meta data</td>
<td>42</td>
</tr>
<tr>
<td>4.2 Adding a cover image</td>
<td>43</td>
</tr>
<tr>
<td>5 Exporting books</td>
<td>43</td>
</tr>
<tr>
<td>5.1 Configuration options for the book export</td>
<td>43</td>
</tr>
<tr>
<td>5.1.1 BlueSpiceFlaggedRevsConnector</td>
<td>44</td>
</tr>
<tr>
<td>5.1.2 BlueSpiceUEModuleBookPDF</td>
<td>45</td>
</tr>
<tr>
<td>6 Deleting a book</td>
<td>46</td>
</tr>
<tr>
<td>7 Duplicating a book</td>
<td>46</td>
</tr>
<tr>
<td>8 Configuration</td>
<td>47</td>
</tr>
<tr>
<td>9 Permissions</td>
<td>48</td>
</tr>
<tr>
<td>10 Tipps for working with books</td>
<td>48</td>
</tr>
<tr>
<td>11 Related info</td>
<td>48</td>
</tr>
</tbody>
</table>

### Characteristics of books

With BlueSpice Pro, you can assemble individual wiki pages into a book. In a book, you can read through a collection of pages in a linear fashion by moving through the book navigation. This is useful if you have lots of related pages that should be read in a particular order. And it makes it easy to write documentation and to comply with your documentation standards. All the books that are available on the wiki are accessible through the left navigation menu, tab "Books" with the book icon. Books are displayed as list or grid view. Clicking on a book opens the selected book. Once the book is opened, its chapter navigation appears in the left navigation.
Book manager

The menu item *Global Actions > Book manager* loads the page `Special:BookshelfBookManager`. Here, you can add a new book by clicking the *plus* button.

You can take the following actions on a book:

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

Duplicating a book (3): Duplicates this book, including all the pages of the book.

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

Assign (5): Assigns the book to designated users.

Creating a book

To create a book:

1. Go to Global actions > Book manager.
2. Select the Create (+) button.
3. Enter a Book title and the Type of the book:
   - General books: Visible to all users. It should have a book navigation.
   - Own books: Books only visible to me.
4. Click Done.
After that, the book editor opens. Here you can add pages to your book by clicking the plus button. A dialog opens, where you can select the pages you want to add to your book. You can also enter the name of a page that doesn't exist yet.

Adding a page to a book

Mass-adding 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 contains the list of pages that have been added to the book.
Important! Each wiki page can only be added to one book. If a page later is added to another book with chapter navigation, the page always leads to the chapter navigation of the book that last generated or updated its chapter navigation.

Creating the chapter navigation

After saving a book page, you have created a wiki page in the namespace Book which contains a list of links to the wiki pages in the book. The chapter navigation is generated separately.

To add the chapter navigation, go back to the book page in the book manager. Clicking on the book title opens the book page in the book editor. Scroll down to the Save button and select the drop-down arrow. Click Save and add book navigation to each wiki page.
This adds a bookshelf tag in the source code of all wiki pages that are part of this book. The tag, therefore, defines which book this page belongs to:

```
<bookshelf src="Book:Employee Manual" />
```

**Note:** If you later add more pages to a book, you have to generate the chapter navigation again. Without this step, the newly added pages will not have a bookshelf tag and therefore not be shown in the chapter navigation of the book. If you only added one or two new pages, you can also add the bookshelf tag manually to the source code of these new pages.
Editing a book

After you have created the book, click on the name of the book. This opens the Book Editor.

Editing a book is similar to creating a new book regarding adding pages to the book. Pages can also be removed from a book by right-clicking on the page name and selecting Delete from book (this will not delete the wiki page itself). Chapters - and the general book structure - can be re-arranged by dragging and dropping pages in the book structure. By dragging and dropping Page A over Page B, Page A will be placed underneath Page B in the book hierarchy.

![Book Editor: Employee Manual](image)

- **Book Manager** (1): Link to the main Book manager page.
- **Show source wikipage** (2): Opens the book navigation page in view mode.
- **Edit source wikipage** (3): Opens the book navigation page in edit mode.
- **Add page** (4): Button for adding a page.
- **Mass-add pages** (5): Button for adding a set of pages (by category, subpages of a page, page collection, or semantic property).
- **Remove page** (6): Removes the selected pages.
- **Manage metadata** (7): Add or remove metadata.
- **Export selection** (8): Exports the selected pages to a PDF file.
- **Book contents** (9): Shows all pages in the book hierarchy. Pages can be arranged by drag-and-drop. A multi-level organization is possible.

Inserting meta data

While editing a book (adding or removing pages), meta-data for the book can be added. To edit metadata, select 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. Some of the most important meta-data include:

- Title
- Subtitle
- Author 1 and 2
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).

Exporting books

You can export an entire book, individual chapters or single pages as PDF:

- Open the book in the book editor.
- Select all pages or chapters you want to export by clicking the associated checkboxes. Subchapters will be automatically selected.
- Clicking on the "Export selection" dropdown menu opens a list of available formats. By clicking on one of the formats offered the book export starts.

Configuration options for the book export

Wiki administrators can configure some settings for the following extensions:
BlueSpiceFlaggedRevsConnector

Export

The export settings affect how the pages of a book are generated in the PDF export.

- **Bookshelf: List accepted revisions log**: Shows a log of stable page versions of pages in the PDF and when these pages were put into accepted status. If editors did not provide a comment when accepting the page, the *Stable comment* field for a revision is empty.

  ![accepted revisions log]

- **Bookshelf: List pages without stable revision**: Displays a list of PDF pages at the beginning of the PDF that only exist as a first draft and have no released version.

  ![Not stable pages]

- **Bookshelf: List pages without FlaggedRevs**: Displays a list of PDF pages that do not have a release mechanism at the beginning of the PDF.

  ![Not FlaggedRevs namespace]

- **UEModulePDF: Show FlaggedRevs info below main heading**: Prints the latest revision dates (last acceptance and last edit date) below the heading.
Quality assurance

- **Automatically set the page to stable, when the workflow was finished successfully**: The workflow ends with setting the page status to stable.

- **Automatically delete the workflow, when a page was marked as stable**: The workflow is deleted.

- **Show unstable pages for following groups**: 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. 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 for the page instead.

Searching and Navigation

- **Indexing only stable versions**: Draft versions are excluded from the search results. If a page does not have a stable version, it is not shown as a search result.

**BlueSpiceUEModuleBookPDF**

- Table of Contents
  - **Only article titles (indent by grade)**: Only shows the article titles in the main contents table of the PDF.

    PDF table of contents without article TOCs

  - **Embed article TOCs (No indent of article titles)**: Shows the table of contents for each article in the main contents table of the PDF.
Deleting a book

When you delete a book, you only remove the book page in the namespace Book from the Book manager. The wiki pages in the book, however, are not deleted. Before you delete the book, you are informed in a pop-up menu that the bookshelf tag is not automatically removed from the pages:

![Delete book dialog]

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

Duplicating a book

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

**To duplicate a book:**

1. **Enter a target name:** The default value is the book name with the suffix *(copy)*. Change this to create a different book title.
2. **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.

![Duplicating a book](image-url)

**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.

**Configuration**

In the [Config manager](#), you can change the following additional settings:

- **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

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.

Tipps 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 it 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
5.6 UserManual:VisualEditor

What is VisualEditor?

One of the most important tools for inserting and formatting content in BlueSpice is its visual editor. This visual editor is based on the MediaWiki extension VisualEditor. With this sophisticated editor pages can be quickly and clearly filled with a variety of content.
When creating or editing a page, you're in visual edit mode right now. If you are familiar with the code language of MediaWiki ("WikiText"), you can easily switch over using the "Switch editor" button:

![Switch editor button]

**Text editing**

Typical text formatting such as **bold**, *italics*, or text color are already possible during text input. When you highlight text, you will see a mini menu with the most important formatting elements. With one click, the desired formatting can be selected. This is especially fast if you want to change the text color, for example:

![Mini menu with formatting options]

The mini menu appears only in the text flow, not when an entire paragraph is highlighted. When you select text within a bullet point, make sure that you select only the text itself and not the whole line. Otherwise, paragraph formatting will be selected "behind the scenes" and the mini menu will not appear.

If you want to apply multiple formats 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 the visual editor:
Note: For a list of all available shortcuts, click on "Keyboard shortcuts" in the Visual Editor help menu (the question mark menu item).

Insert external content

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

If you want to learn more about inserting these elements, go to the appropriate help page:

- Images
- Files (PDF, xls, doc, ...)
- Tables
- Templates

Beyond your typical 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 page of MediaWiki:

- **Comment:** Add comments to the page. These are only visible in the source code.
- **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.
- **Gallery:** A simple picture gallery can support many process flows.
- **Codeblock:** Programming code is displayed here in clean code blocks, optionally with lines.
- **Itemization list:**
- **Chemical formula:**
- **Math formula:** An editor opens for entering a mathematical formula. More info on MediaWiki.

MediaWiki Reference
Since the visual editor 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**

The visual editor 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 by using VisualEditor greatly supports the readability of your wiki content.

The BlueSpice Editor offers the following options:

**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. <em>Note:</em> If you work in a <em>table</em>, 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;<em>A</em>&quot; button and on a button, the text will be formatted from the current position of the cursor.</td>
</tr>
<tr>
<td><strong>Insert hyperlink</strong></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>
<tr>
<td><em>[1]</em> 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.</td>
</tr>
<tr>
<td><strong>cite</strong></td>
</tr>
<tr>
<td>The citation menu is used to insert 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><strong>Insert menu</strong></td>
</tr>
<tr>
<td><img src="image" alt="Insert" /></td>
</tr>
<tr>
<td>Use the &quot;insert&quot; menu to insert various media (images, videos) and text formats:</td>
</tr>
<tr>
<td><strong>media</strong></td>
</tr>
<tr>
<td><img src="image" alt="Media" /></td>
</tr>
<tr>
<td>Inserting pictures and videos</td>
</tr>
<tr>
<td>(Details on MediaWiki)</td>
</tr>
<tr>
<td><strong>templates</strong></td>
</tr>
<tr>
<td><img src="image" alt="Template" /></td>
</tr>
<tr>
<td>Include a template in the page.</td>
</tr>
<tr>
<td><strong>tables</strong></td>
</tr>
<tr>
<td><img src="image" alt="Table" /></td>
</tr>
<tr>
<td>Tables are an important tool for formatting tabular page content.</td>
</tr>
<tr>
<td><strong>comment</strong></td>
</tr>
<tr>
<td><img src="image" alt="Comment" /></td>
</tr>
<tr>
<td>Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. The comment can be edited by clicking on it. And this is what a comment looks like:</td>
</tr>
<tr>
<td><img src="image" alt="Discuss content with..." /></td>
</tr>
<tr>
<td><strong>Gallery</strong></td>
</tr>
<tr>
<td><img src="image" alt="Gallery" /></td>
</tr>
<tr>
<td>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:</td>
</tr>
<tr>
<td><strong>Magic word</strong></td>
</tr>
<tr>
<td><img src="image" alt="Magic word" /></td>
</tr>
</tbody>
</table>
### Paste Special Content

<table>
<thead>
<tr>
<th>Magic word</th>
<th>Learn more about the function Magic Word.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of all Magic Words in the visual editor.</td>
<td></td>
</tr>
</tbody>
</table>

| Your signature      | This option can only be used in discussions. It allows to add a signature at any point of a discussion. |

<table>
<thead>
<tr>
<th>Code block</th>
<th>With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><code>&lt;span style=&quot;color: red&quot;&gt;red text&lt;/span&gt;</code></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>References list</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Chemical formula</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Math formula</th>
<th>It opens an editor for entering a mathematical formula.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="https://www.mediawiki.org/wiki/Help:Math">info on MediaWiki</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Characters</th>
<th></th>
</tr>
</thead>
</table>

#### Page options

<table>
<thead>
<tr>
<th>Page Options</th>
<th></th>
</tr>
</thead>
</table>

| Options menu        | The options menu allows editing of all page settings. |

| Options             | This button allows the page settings and page information to be updated simultaneously within a dialog box. |
### Page Options

**Categories**

Here you assign the page to one or more categories. The page will appear accordingly on all linked category pages.

**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**

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.

**Templates used**

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 see code editing, please contact an administrator of your wiki. The following settings must be checked in this case:

- Global settings via the configuration manager
- Namespace management settings
- Parsoid service on the server
Manual: BlueSpice Layout/Footer

The footer contains the links to important info pages in the wiki. Since these pages provide legal information to users, they are accessible from any wiki page.

Creating the linked target pages

In a newly installed wiki, the content for the links in the footer must first be created. By default, all users with editing rights can click on a link in the footer to create the corresponding page. The associated page is automatically created in the Project namespace. If editing should be restricted to a certain user group, the permissions for the Project namespace can be set accordingly.

Changing the standard links

The wiki has 3 standard links that are managed in the user interface: Privacy policy, About (sitename) and Disclaimers.

Example: About (sitename)

In the following example, we change the link text About (sitename) to Legal information. In addition, we link to the new target page Legal:Terms.

1. Change the link text from About (sitename) to Legal information:
2. Open the page MediaWiki:Aboutsite.
   1. Add the text Legal information to the empty page. If you later want to switch back to the standard label, you can remove the custom text at that time.
3. To link the Legal information to a page that is different from the standard page MediaWiki:Privacypage:
   1. Open the page Project:Impressum.
   2. Redirect the page Project:Impressum to your custom page, e.g. Legal:Terms.

Standard configurations

The following table shows the default pages that are used to create the footer links and their associated target content.

Example: Privacy policy

- **Standard link text:** If the page MediaWiki:Privacy does not exist, the link shows the standard link text "Privacy policy" and points to the standard target page Project:Privacy policy.
- **Custom link text:** If the page MediaWiki:Privacy does exist and has as its content the term Privacy, the footer link displays Privacy.
- **Removed link:** If the page MediaWiki:Privacy exists but has no content, the link is removed from the footer.

<table>
<thead>
<tr>
<th>Footer link</th>
<th>Link text defined in</th>
<th>Link target defined in</th>
<th>Standard target page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy policy</td>
<td>MediaWiki:Privacy</td>
<td>MediaWiki:Privacypage</td>
<td>Project:Privacy policy</td>
</tr>
<tr>
<td></td>
<td>(Standardtext: Datenschutz)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>About (sitename)</td>
<td>MediaWiki:Aboutsite</td>
<td>MediaWiki:Aboutpage</td>
<td>Project:About</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disclaimers</td>
<td>MediaWiki:Disclaimers</td>
<td>MediaWiki:Disclaimerpage</td>
<td>Project:General disclaimer</td>
</tr>
</tbody>
</table>

**Important!** Both the page for the link text as well as the page for the link target cannot be empty. If one of them is empty, no footer link is generated. If one of the two pages doesn't exist, the respective standard behavior text for that page is used.

To suppress a footer link, you can, therefore, leave one of the two pages empty.

Linking external target pages

To link one of these footer links to an external web page, you first have to define an interwikilink for the external website.
Example: Linking the Privacy policy to the external page https://bluespice.com/privacy/.
1. Define the interwikilink for the domain bluespice.com on the page Special:InterWikiLinks (interwiki prefix: bls).

![Creating an interwikilink](image)


![Creating an external footer link](image)

Adding more links

Additional links such as Change cookie consent or Analysis service are automatically created by the corresponding extensions. To add custom links, a server administrator has to change the related server settings.

Related info

- BlueSpice Layout

7 UserManual:Quality management

| Contents |
|------------------|----------------------------------|
| 1 The importance of content quality | .......................................................... 59 |
| 2 Page information | .......................................................... 59 |
The importance of content quality

For many companies, the quality of the information they produce and share is of great importance. At the same time, they want to capture all the knowledge of their employees without creating any unnecessary barriers.

In BlueSpice, it is very easy to do both. Anyone can contribute information right away and specialists can then review and approve the content. This ensures that the quality of the content meets the standards of the company.

For quality assurance purposes, each content page has the following built-in tools:

- Page information
- Page assignments
- Reminder (BlueSpice pro)
- Expiry (BlueSpice pro)
- Review (BlueSpice pro)
- Acceptance (BlueSpice pro - if FlaggedRevs is activated for the namespace)

To access these features, you open the QM tools (with the checkbox icon) in the Page tools area.

Page information

The page information gives you some very interesting statistics about the page. Based on this information, you can decide what quality management measures are necessary to improve the page.

The information that is listed on this page is:

- time of last edit and last editor
- number of views
- templates used on this page
- similar pages
Page assignments

Page assignments are a quick way of giving one or more users informal responsibility and ownership of a page. They are very similar to a watchlist. A user can add a page to their watchlist themselves, but users also create page assignments for each other.

Page assignments do not change the behavior of the page or grant special rights on a page. For example, the page does not get locked for editing when it is assigned to another user. It is rather a simple mechanism to have users "take a look" at a page. If the feature Read confirmation is activated for a namespace, assigned users have to confirm with a checkbox on the page that they have read the page.

A user can easily delete the assignment or delegate it to another user without any consequences.

Characteristics

- Assigned users receive notifications when the page is changed. (This can be deactivated in the user preferences.)
- Assigned users are listed under the assignments for the page in the Quality management menu of the page.
- The page is listed on the Assignment management page, which is accessed from Global actions > Management (Special:ManagePageAssignments)
- The page is listed on the Assignments manager page of the assigned user, which is easy to access from the user profile menu.
- Namespace-specific: if a namespace has Read confirmation activated, the page shows a read confirmation in the alert area of the page.

Reminder

A user can create a reminder for a page by selecting a reminder date and by adding an optional comment. Reminders can also be created for other users and are a quick and informal way of setting due dates for page-related tasks.

Characteristics

- The user with the reminder receives a notification. (This can be deactivated in the user preferences.)
- Users with reminders are listed on the reminders for the page in the QM tools.
- The page is listed on the Reminders special page under "Global actions" (Special:Reminder).
- The page is listed on the user's Reminders page, which is easy to access from the user profile menu.
Expiry

If a page contains content with a known lifecycle, the page can be set to expire on a particular date. On the expiration date, a watermark “Outdated” is added to the page if the corresponding option is set in the ConfigManager. The watermark is visible to logged-in users. In addition, a reminder can be set so that the user will receive a notification when the page expires. The expiration can be deleted from the page at any time.

Characteristics

- The page displays a watermark from the expiration date on. (Depending on the global configuration.)
- The page is listed on the Expiry special page under “Global actions” (Special:Expiry)

Review

When a more formal review process is necessary, users can create a review workflow. The review workflow has an end date and is the only quality management tool that can lock the page for editing during the review phase. Each user casts a vote whether the page is acceptable or not.

The page is listed on the special page "Review" under "Global actions" (Special:Review) and on the reviewers' personal Review page.

Characteristics of the review feature

- One active review process per page
- Sequential or parallel review
- Acceptance or rejection of steps
- Page is locked for editing (Exception: depending on the configuration, reviewers can get edit rights)
- Automatic restart
- Entries in the version history

Acceptance

If the pages in a namespace should have a published and a draft version, the setting FlaggedRevs needs to be activated for that namespace. This activates the Acceptance feature of the quality management tools.

All changes to a page are collected in a draft version until any user with review rights accepts the page. The pages in this namespace are in draft mode until a user with the right to publish content accepts the page.

There is a global option in the ConfigManager to define which user groups are allowed to read unpublished content. By default, all logged-in users can view drafts.

Characteristics of the acceptance feature

- Revisions-based
- "Freezes" embedded media and templates
- Often the result of a review process
### Necessary permissions

<table>
<thead>
<tr>
<th>QM tool</th>
<th>BlueSpice version</th>
<th>Permissions</th>
<th>Default roles</th>
<th>Namespace setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page assignments</td>
<td>free</td>
<td><em>pageassignments</em>: user can assign pages to others</td>
<td>maintenanceadmin, admin, editor, reviewer</td>
<td>Read confirmation</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>pageassignable</em>: pages can be assigned to users</td>
<td>all of the above plus author</td>
<td></td>
</tr>
<tr>
<td>Reminder</td>
<td>pro</td>
<td>users with <em>createpage</em> permissions</td>
<td>maintenanceadmin, admin, editor, reviewer, author</td>
<td></td>
</tr>
<tr>
<td>Expiry</td>
<td>pro</td>
<td></td>
<td>maintenanceadmin, admin, editor, reviewer, author</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>workflowview</em>: read-access to the review tool</td>
<td>maintenanceadmin, admin, author, editor, reviewer, reader</td>
<td></td>
</tr>
<tr>
<td>Review</td>
<td>free</td>
<td></td>
<td>maintenanceadmin, admin, editor, reviewer</td>
<td>structuremanager</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>workflowedit</em>: create and edit reviews</td>
<td>maintenanceadmin, admin, editor, reviewer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>workflowlist</em>: view the list of</td>
<td>maintenanceadmin, admin, editor</td>
<td></td>
</tr>
</tbody>
</table>
### Permissions

<table>
<thead>
<tr>
<th>QM tool</th>
<th>BlueSpice version</th>
<th>Permissions</th>
<th>Default roles</th>
<th>Namespace setting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>reviewers for the page</td>
<td>reviewer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>review: cast review votes</td>
<td>maintenanceadmin admin reviewer</td>
<td></td>
</tr>
<tr>
<td><strong>Acceptance</strong></td>
<td>pro</td>
<td>review: cast review votes</td>
<td>maintenanceadmin admin reviewer</td>
<td>FlaggedRevs</td>
</tr>
</tbody>
</table>

### Related info

- Working with drafts (Flagged revisions)
- The review workflow