8.1 Special pages

Special pages are an important tool for wiki maintainers to track changes on the wiki and to view important information about all wiki pages. These pages have no wikitext, are not editable and are created by the software itself.

Finding special pages

To access a list of all special pages, click on Special pages in the Global actions menu or navigate directly to the page Special:SpecialPages. Some common special pages are also linked directly from the Global actions menu. All special pages are located in their own namespace Special: and are not editable directly as other pages. It is not possible to make a redirect to a special page, or to create content pages beginning with the Special: prefix.

Examples of special pages

There are many special pages available. Take some time to click through them and see which ones are useful to you. This list also contains all Special pages that are provided by BlueSpice. If you plan on using some special pages frequently and they are not already listed in the navigation, you can create links to them in your personal navigation.

Maintenance reports

- **Broken redirects**: This special page lists redirects to non-existent pages.
- **Dead-end pages**: pages which do not link to other pages in the wiki are listed here.
- **Orphaned pages**: pages listed here are not linked from or transcluded into other pages of the wiki.
- **Protected pages**: Here you can browse through namespaces for finding protected pages. For a more detailed search you can specify permission and restriction level and the size of the pages searched for.
- **Protected titles**: Single namespaces can be scanned for protected titles.
- **Uncategorized pages**: Lists all pages which are in no category.
List of pages

- **All pages**: Here all pages of the wiki are listed. You may narrow your search by choosing a namespace to search within or you decide upon a letter(combination) where your search shall start. Pagenames which start with a letter(combination) alphabetically before the chosen one will not be listed.

- **Categories**: All categories are listed which contain pages or media. Unused categories are not listed.

- **List of redirects**: Lists pages which have been redirected and the pages they have been redirected to.

Users and Rights

- **Active users list**: Shows the users that have had some kind of activity in the last 30 days.

- **Block user**: Shows a form in which users can be blocked. There are several options about expiry, reason and the blockage.

Recent changes and logs

- **Logs**: Shows all logs of the wiki. Alternatively, you can decide on a special log to be shown. Within a log you can also search for user and/or title and narrow the time span within which is searched.

- **Recent changes**: Lists changes which have occurred recently. You can decide how many changes shall be shown up to the last 30 days. You can also search within a namespace or exclude a namespace from search.

- **Related changes**: This is a list of changes made recently to pages linked from a specified page (or to members of a specified category). Pages on your watchlist are bold. Again you can search within a namespace or exclude a namespace from search. Or you can look for a page name or its linked pages.

Data and tools

- **HalloWiki - Statistics**: Enables you to create a diagram about number of users, editings, number of articles, editings per user or search requests within a defined time span.

- **Popular pages**: Lists the pages which are most often viewed.

- **System messages**: Lists system messages which are available in the MediaWiki namespace.

Redirecting special pages

- **Random page**: Takes you to a page of the wiki which is chosen randomly.

- **Random redirect**: Takes you randomly to a redirected page of the wiki.

- **Search**: Allows you to search within chosen namespaces.
High use pages

- **Most linked-to categories**: Shows the categories which have most member-pages (displaying the number of members in brackets).
- **Most linked-to pages**: Lists pages that are most often linked to (displaying the number of links in brackets).

Page tools

- **Export pages**: Text and editing history of a particular page can be exported to another wiki via this form.
- **Import pages**: External pages can be imported as XML data here.
- **View deleted pages**: Pages that have been deleted can be found here.
- **What links here**: Enter page name (and choose a namespace) to get all internal pages that link to the page.

Data and tools

- **Replace text**: Global find and replace option for the wiki allows to replace the text on multiple pages at the same time.

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.

Please note that some features are disabled by default in your wiki or only visible to specific user groups.
### 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

With the extension BlueSpiceCustomMenu, a wiki administrator can create individual navigation to pages inside and outside the wiki.

### Main toolbar

...
<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 Config Manager with a company logo.</td>
</tr>
<tr>
<td>2-Search field</td>
<td>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.</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

![Navigation diagram]

**a**

**b**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Main page" /></td>
<td>Main page</td>
</tr>
<tr>
<td><img src="image" alt="All pages" /></td>
<td>All pages</td>
</tr>
<tr>
<td><img src="image" alt="Recent changes" /></td>
<td>Recent changes</td>
</tr>
<tr>
<td><img src="image" alt="Portals" /></td>
<td>Portals</td>
</tr>
<tr>
<td><img src="image" alt="Documentation" /></td>
<td>Documentation</td>
</tr>
<tr>
<td><img src="image" alt="Contribute" /></td>
<td>Contribute</td>
</tr>
</tbody>
</table>
## Special pages

<table>
<thead>
<tr>
<th>Layout area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Main 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 the wiki uses the bookshelf extension, users can go to all general and personal books.</td>
</tr>
<tr>
<td>3- My pages</td>
<td>This is your custom navigation bar. It 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- Navigation</td>
<td>Shows and hides the navigation.</td>
</tr>
</tbody>
</table>

## Content

### Title section

In the title section of a page, the most important page information and page functions are put together in a user-friendly way.

### Work

In the workspace, users create and edit all page content. Many wikis use...
### Page tools

<table>
<thead>
<tr>
<th>Layout area</th>
<th>Description</th>
<th>Extension</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>
<td></td>
</tr>
<tr>
<td>(a) Menu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Menu header</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) menu link</td>
<td></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>
<td></td>
</tr>
</tbody>
</table>
Personal navigation

The extension **UserSideBar** lets users create their personal sidebar navigation.

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2. Default content ..................................................................................... 9
3. Customizing the sidebar ..................................................................... 9
4. Related info ....................................................................................... 9

### Accessing the personal navigation

Every logged-in user has their own UserSidebar. It is located in the left navigation as the *Personal navigation* tab (clipboard icon).
Default content

Initially, for users who haven't customized their personal sidebar, the navigation shows the following widgets:

- 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
** [[Pagel]]
...```

Related info

- Reference:BlueSpiceUserSidebar