Contents

Category:Content

Pages in category "Content"

The following 7 pages are in this category, out of 7 total.

A

- Attachments

C

- Manual:Content organization

E

- Manual:Extension/BlueSpiceChecklist
- Manual:Extension/BlueSpiceRating
- Manual:Extension/BlueSpiceTagCloud

T

- Manual:Tasks - Overview
- Manual:Templates

Attachments

> ✳ is available from BlueSpice 4.2.

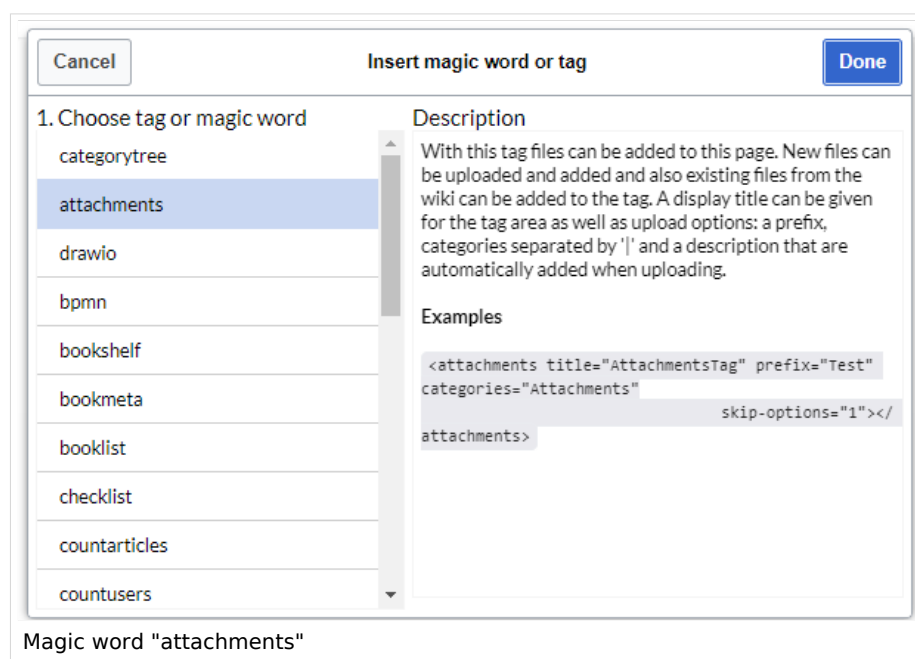## Contents

What are file attachments?

File attachments are links on wiki pages that link directly to an uploaded file (Word document, PDF, image file,...). From BlueSpice 4.2, file attachments are directly integrated into a wiki page.

> **Important!** Attachments on pages before BlueSpice 4.2 will be moved to the page content during the update to 4.2. This triggers a new revision (version) of each affected page. Pages that have been in approved state will have a new draft version.

Create attachments

To create file attachments:

1. **Choose** "attachments" and click *Done*.

Magic word "attachments"

2. **Save** the page. You will now see the new attachments area.

New attachments area

3. **Upload** a new file to the wiki (button 1). Alternatively, choose an already existing file (button 2).

> **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.
>
> `:` will be converted to spaces, unless it is part of an existing namespace prefix.

Elements of the attachments area

The appearance of the attachments area can be adjusted with settings in the attachments tag. To set the parameters, go to the edit mode of the page and click on the attachments area. The tag inspector opens. It consists of two areas:

1. Prefix, Categories, Description: Default values for files that are newly uploaded to the wiki via the attachments section. The default values are also used when the toggle switch "Skip upload options" is activated. In this case, the files are transferred directly to the wiki without any further upload dialogs. The standard upload options are applied.
2. Toggle switches that show or hide different columns in the attachments area.

attachments inspector

The following parameters are available (all settings are optional):

	Parameter	Description
	Title	Title that should be shown at the top of the attachments area.
1	Prefix	A prefix that should automatically be added during the upload. **Example:** *Product:* (prefixes the filename with the namespace-prefix for the *Product* namespace)
1	Categories	Default categories for newly uploaded files.
1	Description	Default description for newly uploaded files.
2	Skip upload options	When uploading new files, they are uploaded directly to the wiki without showing a further settings dialogs. The standard upload options (prefix, categories, description) are applied.
2	Hide version	The "Latest version" column is hidden. This column shows the last edit date.
2	Hide editor	The "Editor" column is hidden. This column shows the last editor.
2	Show size	The "Size" column is displayed. This shows the file size in KB/MB.

Parameter		Description
2	Show categories	The "Categories" column is displayed. If a file is categorized, the categories are listed here.

Additional features

- Click the x-icon to remove an attachment from the attachments pane.
- Click the i-icon to open the file description page.
- Click on the filter symbol in the header bar to filter for terms in the file name.

Manual:Content organization

A guiding principle in a wiki environment is: All users can easily and immediately share their knowledge and collaborate on content. For this to happen, it is not necessarily important that users know how the wiki is organized.

Initially, a page can be created anywhere in the wiki, wherever a user has write access. It is, first of all, important that the information is shared. Where the resulting wiki page ultimately lives and how it is found does not have to be decided right away.

In practice, however, there are many relationships between the individual pages. In addition, there are often different target groups for different types of content.

Therefore, it is important for administrators to set up the wiki so that the content can be meaningfully organized. There are important areas to consider:

- User roles and permissions
- Elements for structuring content:
  - namespaces
  - categories
  - pages and subpages

The following is a simple example for content organization:

inhaltsorganisation

To clarify how these wiki functions can be used efficiently for a single wiki or wiki farm, a content organization and management concept should be developed. Consider the following areas:

1. **Content strategy:**
   1. What types of content do you share on the wiki?

2. Who creates which content?
3. Is there a need for pre-structured content formats?
2. **Information architecture**
   1. How do I organize content, navigation paths and search capabilities to provide user-friendly access to existing information?
   2. Who has what kind of access to the content?
   3. What are the target groups for the different content areas?
3. **Quality management**
   1. Which content must be checked and by whom?
   2. Do you have content with a predefined life cycle?
   3. Is all content meaningfully categorized?

If you don't have a content strategy or an information architecture and ideas about quality management in place when setting up a new wiki, don't hesitate to start using the wiki. Collect and create content as soon as the wiki is technically available. Just make sure that data protection aspects are clarified in advance and communicated accordingly when sharing company information. Through the search function and various special pages, the content can easily be searched and retrieved.

As the content grows, administrators can take inventory and structure the content based on that information and determine policies, processes and the information architecture. The most important decisions should be written down in a formal governance document. From then on, content will be created and organized according to the policies, processes and architecture decisions that are specified in this document.

Checklists

BlueSpiceChecklist allows inserting checklists and checkboxes for to-do lists with responsibilities and status settings.

Contents

Magic word "checklist"

It is easy to insert simple checklists into any wiki page. When a wiki page has a checklist, any user with *checklistmodify* rights can update the checklist values without switching into edit mode. These are by default users in the role *editor*, *author, maintenanceadmin* and *bot*.
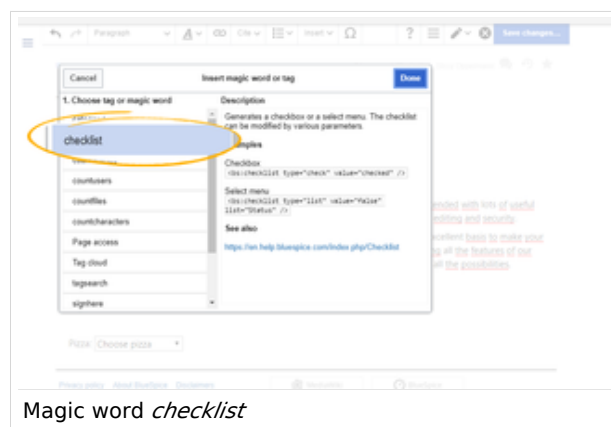
> **Note:** If a user with read permissions changes the value of a checkbox or drop-down list, the value will not be saved. Refreshing the page will show the last value that has been saved before.

To create a checklist item:

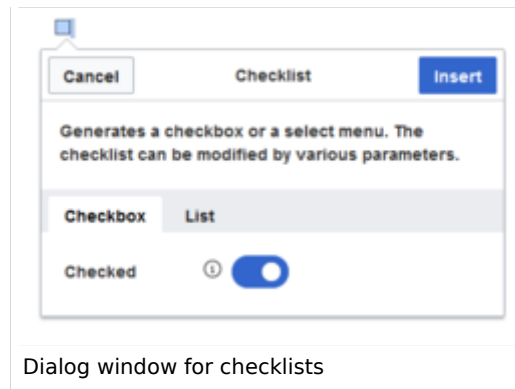- **Click** *Insert > More > Magic word* in the visual editor.

The visual editor
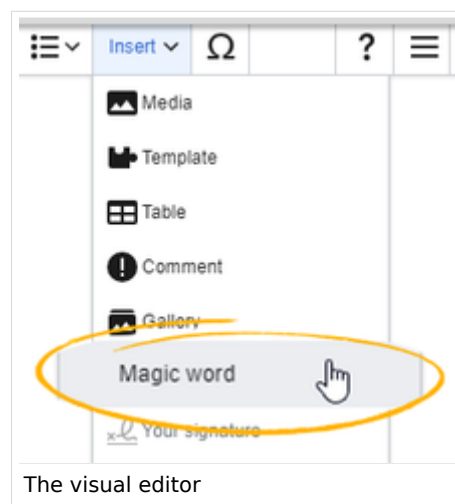
- **Click** c*hecklist* in the dialog window.

Magic word *checklist*

- **Click** *Done*. Another dialog window appears.
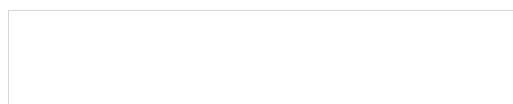
Dialog window for checklists

Now select the tab to select your checklist type:

- *Checkbox:* creates an individual checkbox.
- *List:* creates a drop-down menu.

A page can contain multiple checkboxes and lists.

Creating a checkbox

1. **Toggle** the switch in the dialog window on the checkbox tab to create an unselected checkbox. When this toggle is blue, the checkbox is pre-selected.
2. **Select** *insert.* The checkbox is now visible on the page. Write the text for a label or for an instruction next to the checkbox

After the page has been saved, all users can activate and deactivate the checkbox.

Creating a drop-down list
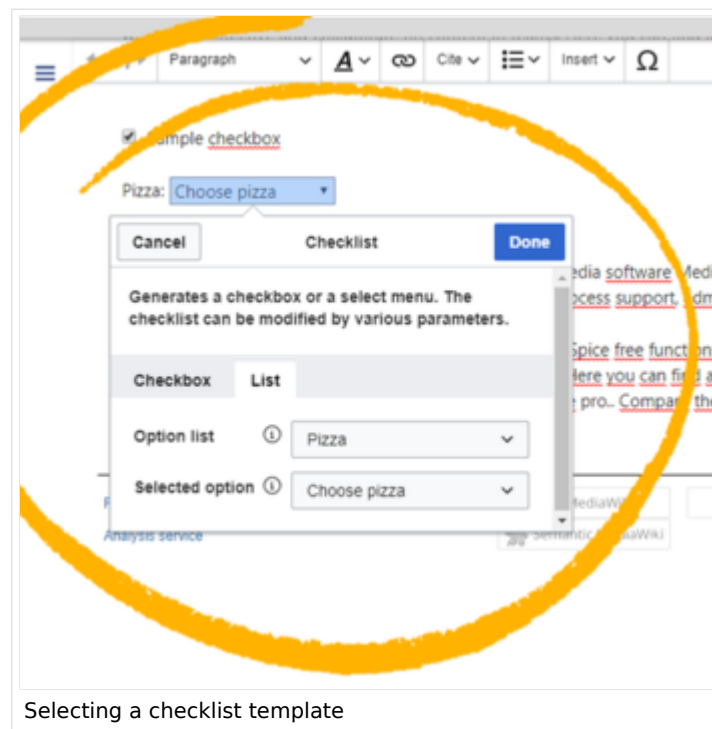
Selecting a checklist template

1. **Select** an existing option list in the *List* tab.
2. Under Selected option, choose the default value.
3. **Click** Done.

After saving the page, all users can change the selected list value in read mode.

Defining an option list

Before a combobox can be created, a template for the list items needs to be available. For example, to create a list of pizzas, you need to create a page *Template:Pizza* with the following content:

```
* Choose pizza
* Margherita
* Prosciutto
* Salami
* Fungi|#00FF00
* Hawaii
* Gamberetti|#0000FF
* Diavolo
* Siziliana|#0000FF
* Quattro Formaggi|#00FF00
```

After saving this page, the list "Pizza" appears in the select menu *Option list*.

Colors can be assigned to each option using the color's HEX code. The color value #00FF00 shows green text.

```
* Quattro Formaggi|#00FF00
```

Without specifying the color, text inherits the text color of the wiki page.

Checklist examples (checkbox and select menu)
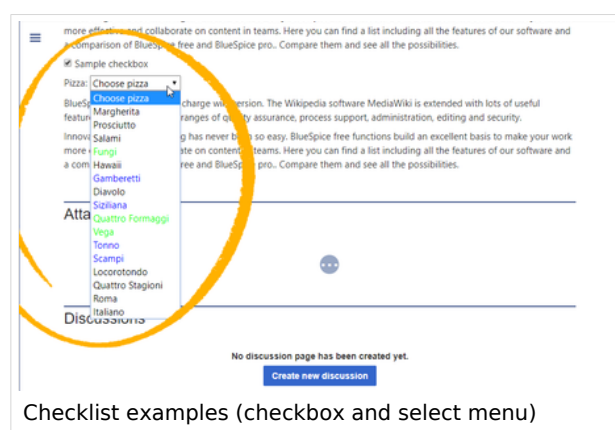
Adding checklists in source editing mode

Checklists can also be added to a page using wikitext. The syntax for adding the tag is:

Checkbox:

```
<bs:checklist type="check" checked="true" />
```

The value of the paramter *checked* can be *true* or *false*, depending on whether the checkbox should initially be selected (true) or deselected (false). List:

```
<bs:checklist type="list" list="Template:Pizza" value="Choose pizza" />
```

The parameter *list* defines the template page that contains the list, *value* defines the initial selection.

Once a checklist tag has been saved on a page, users can change its value in read mode.

Configuration

The following configuration can be changed in the Config manager:

- **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.

minor edit

Related info

- Reference:BlueSpiceChecklist

➡ Technical Reference: BlueSpiceChecklist

Ratings and recommendations

The extension **BlueSpiceRating** allows users to rate a page with up to five stars or to recommend the page.

Contents

Rate or recommend a page

Before a user can rate or recommend a page, each feature needs to be activated by an administrator.

Rating

A user simply selects the amount of stars for a rating at the end of a wiki page. The number of stars are then highlighted in yellow during the selection process. A mouse-click confirms the rating. Only one rating per user is counted. New votes only change the average evaluation, but not the number of ratings. Users can change their rating at any time by choosing less or more stars.

The display of the ratings and recommendation features can be moved to the title area in the Config manager.

Recommendation

To recommend a page, a user clicks on the link "Recommend" at the end of the page. To retract the recommendation, the user clicks on the link again.

Ratings and recommendations

Enable ratings or recommendations in a namespace

Administrators can activate both features for individual namespaces. To enable or disable them, go to *Global actions > Namespace manager* and edit the namespace settings:
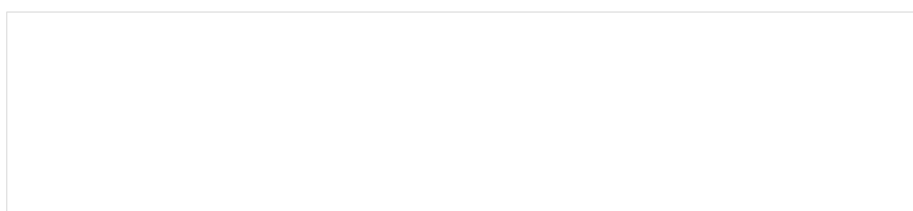
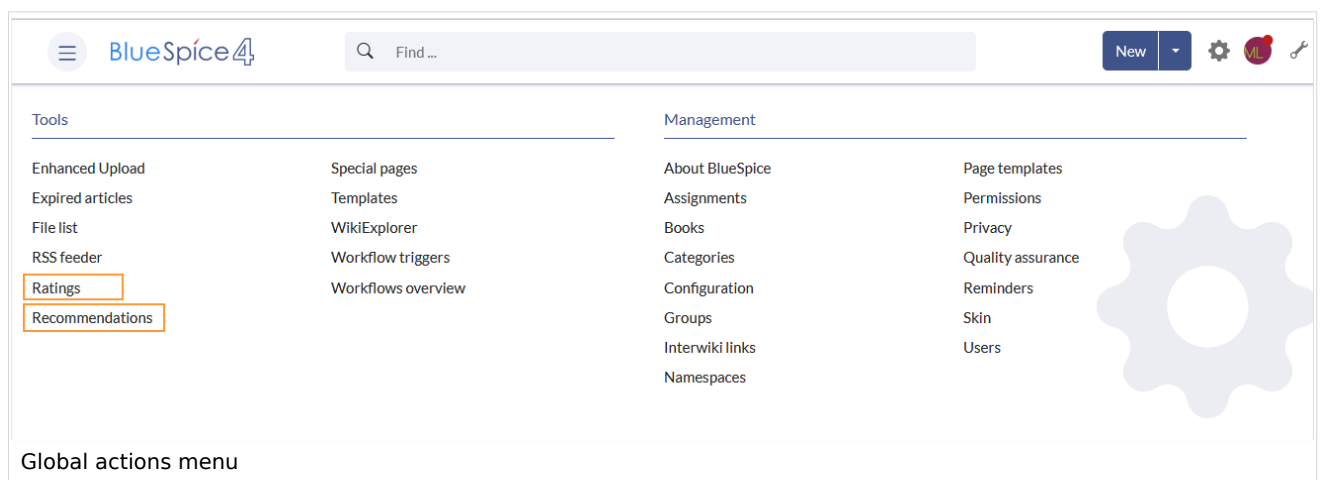## Special pages

The special page `Special:Rating` lists all pages that have been rated.

The special page `Special:Recommendations` lists all pages that have been recommended.

Both pages can be accessed from the Global actions menu.

Global actions menu

Deactivate ratings on a page

Users can also exclude individual pages from the rating system. For this, insert the following behavior switch at the bottom of the page in source view:

```
__NORATING__
```

Related info

- [Reference:BlueSpiceRating](#)

➡️ [Technical Reference: BlueSpiceRating](#)

Tag cloud

The extension *TagCloud* visualizes terms from your wiki based on importance. It can be included on any wiki page. The source for the tag cloud terms can be categories or searchstats.
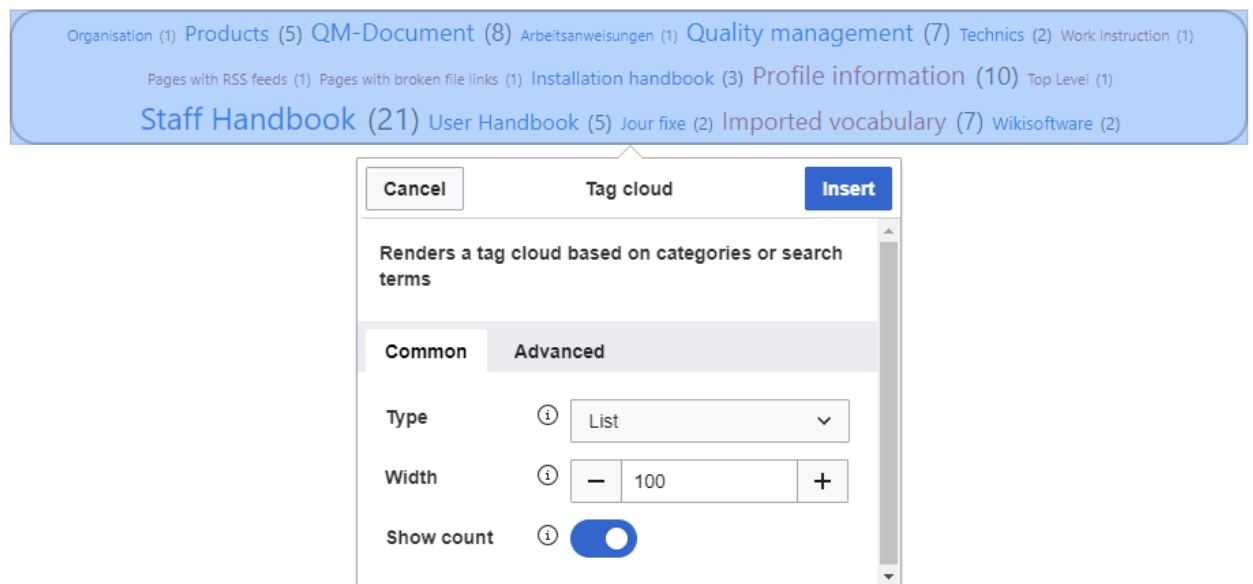

Contents

Inserting a tag cloud

A tag cloud can be inserted directly in source editing mode with the tag `<bs:tagcloud />`. To insert a tag cloud with VisualEditor, select *Insert > Magic word > Tag cloud*.
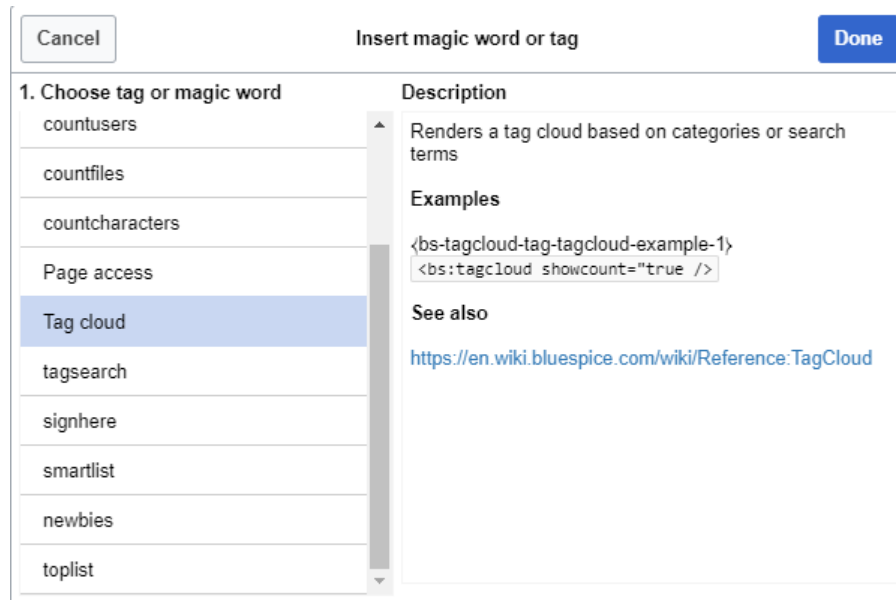
Configuration

If tag is added using VisualEditor, a configuration dialog appears. It shows configuration options in two tabs: *Common* and *Advanced*.

Common configuration

Parameter	Display name	Description
renderer	Type	Mode of rendering the cloud • List • Text (font size depends on frequency) • 3D: rotating, ineractive view
width	Width	Part of the page width taken by the cloud in percent or pixels (e.g., 50%, 150px)
showcount	Show count	Whether to show the numeric frequency of the term in the cloud

Advanced configuration

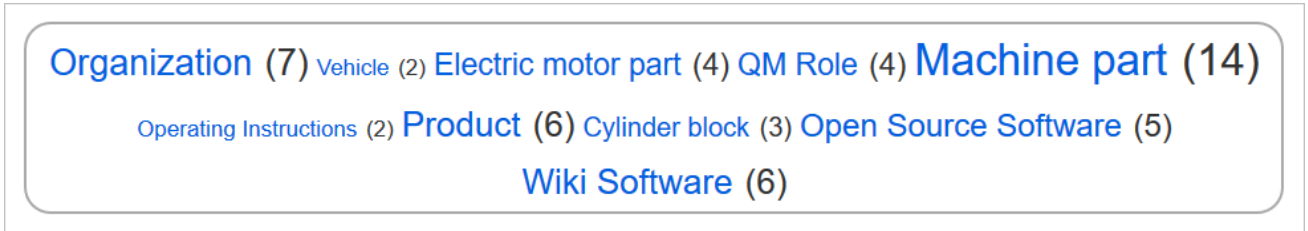| Parameter	Display name	Description
store	Store	Source of the data - category or searchstats
minsize	Min font size	Smallest possible font displayed in the cloud
maxsize	Max font size	Biggest possible font displayed in the cloud
exclude	Exclude pages	List of categories to exclude from the cloud, separated by comma - "category1, category2, category3"

Examples

Text

Tag parameters:

```
<bs:tagcloud count="10" minsize="12" maxsize="34" exclude="Imported vocabulary,
Project" />
```

Output:

Shows a tag cloud with the 10 (count) categories that have the most page associations. The smallest possible font-size is 12 pixels (minsize) and the largest possible font-size is 34 pixels (maxsize). The categories *Imported vocabulary* and *Project* have been excluded from the output. Since the data source *category* is the default for a tag cloud, it is not necessary to specify it in the tag.

3D canvas

Tag parameters:

```
<bs:tagcloud renderer="canvas3d" store="category" count="15" minsize="12"
maxsize="40" showcount="false" />
```

Output:

The renderer *canvas3d* produces an interactive tag cloud. The cloud rotates when the cursor hovers over the tag cloud. It shows the 15 (count) most tagged categories. It is important to set the count limit, since the default count is set to 40, wich produces a 3D cloud where the results are hard to distinguish visually. The data source is set to category (store). This is optional, since category is the default store value. The font sizes range from 12 pixels (minsize) to 40 pixels (maxsize). How many pages and files are associated with each category is not shown (*showcount="false"*).

List

Tag parameters:

```
<bs:tagcloud renderer="list" store="searchstats" count="5" />
```

Output:

The renderer type *list* produces a simple unordered list.

- wiki (435)
- enterprise wiki (354)
- b (167)
- file: (118)
- file (117)

The tag cloud of type *list* ignores the following parameters: *minsize*, *maxsize*

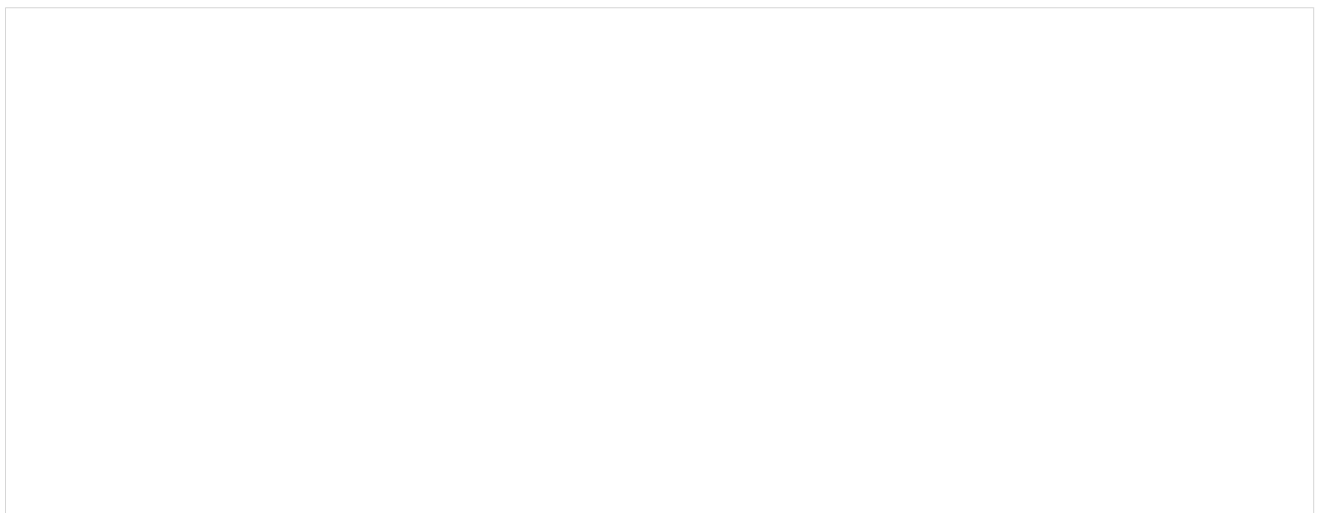## Related info

- Reference:BlueSpiceTagCloud

➔ Technical Reference: BlueSpiceTagCloud

My tasks

Tasks are created in different contexts. For each task, the wiki sends a notification to the assigned user and adds a task card to the personal task page. This page is accessible via *Personal Tools > Tasks* in the user menu:

Tasks link in the Personal Tools

Tasks in checklists

Checklist items can be assigned to a person via a user mention.

Workflow tasks

Workflow participants receive tasks from workflow steps.

Read confirmations

Users assigned to a page need to complete a read confirmation task.

Templates

Contents

What is a template?

A template provides reusable content in the wiki. This content is then integrated into numerous pages. The template can be content-based (text template) or structure-based (layout template), or a combination of both.

A typical example is an infobox that is formatted to look identical on all pages.

A template can also be integrated into a page template.

Document control box at the beginning of a document

Characteristics of a template

A template:

- allows you to insert reusable content with a placeholder (transclusion)

- is usually located in the "Template" namespace
- can have parameters
- often contains logic
- is used to maintain a "look and feel".

Create and embed a template

A new template is always created in the `Template` namespace.

A template is inserted into a page by enclosing the name of the template in the source code in two curly brackets: `{{NotificationBox}}.` Templates are inserted by users via:

- the Insert menu item of the editor toolbar
- as a Content droplet

Edit a template

Changes to a template affect all pages that contain that template. Before modifying existing templates, you should check which pages use the template. To find these pages, click `...All actions > links to this page` in the page actions menu.

Built-in variables

Each MediaWiki has a set of built-in variables that are not pages in the "Template" namespace, but are still used as templates.

For example, the variable $\{\{\text{CURRENTTIME}\}\}$ returns the current UTC time.

Describe parameters via TemplateData

The MediaWiki extension TemplateData allows template parameters to be described in such a way that they can be easily edited by users in the Visual Editor via a form.

Format template

If a template needs to be specially formatted, e.g. with background color, text spacing or special font formatting, this can be achieved using MediaWiki:Common.css. The formatting can therefore be used multiple times for other templates. If the formatting is specifically limited to this template, it will be created on a subpage of the template using the TemplateStyles tag. The advantage of this is that the style specifications can be easily exported together with the template and imported into another wiki.

Further information

- Using a template is essentially a transclusion. It is also possible to use pages as templates that are not in the "Template" namespace. However, this should be done carefully as some features require the pages to be in the template namespace.
- Templates can also be used to define the output of semantic query. For more information, see Semantic MediaWiki. (This is an example where the pages absolutely must be in the template namespace.)

- The complete list of all wiki pages that are in this namespace can be found on the `Special:Templates` page.

Related info

- https://meta.wikimedia.org/wiki/Help:Template
- https://www.mediawiki.org/wiki/Help:Templates