

Contents

| | |
|---------------------------------|----|
| 1. Edit articles | 2 |
| 2. Edit Conflict | 5 |
| 3. Manual:VisualEditor | 8 |
| 4. Visual Editor / Tables | 16 |
| 5. VisualEditor/Images | 16 |

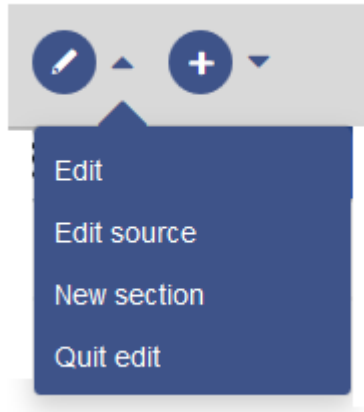
Edit articles

Contents

| | |
|---|---|
| 1 Enable edit mode | 3 |
| 2 Editing | 3 |
| 3 Preview | 3 |
| 4 Elements of the "save" dialog | 3 |
| 5 Editing conflicts | 4 |
| 6 Blocked pages | 5 |
| 7 Related topics | 5 |

Enable edit mode

To edit an existing page, click the "edit" button.



Editing

You can now add and change content in the content area of the page.

Most users will edit page content using the VisualEditor toolbar. VisualEditor has many features that make page editing much easier.

However, special pages such as templates are edited directly in the source text. Therefore, a knowledge of the Wikitext syntax is necessary for these pages.

Preview

With the **Preview** button, you can check if you really want to save your changes. This way, you can gradually test small changes. Saving the page repeatedly after small editing steps will result in a large amount of entries in the article's version history. That does not always make sense.

The function **SaferEdit** automatically saves intermediate versions at defined time intervals while editing an article so that content is not lost if a page has not been saved for a while.

Elements of the "save" dialog

To save the page, click the "Save changes" button. The corresponding dialog window opens:

Resume editing
Save your changes
Save changes

Summary:

Describe what you changed

This is a minor edit
 Watch this page
 255

Please note that all contributions to Bluespice may be edited, altered, or removed by other contributors. If you do not want your writing to be edited mercilessly, then do not submit it here.
You are also promising us that you wrote this yourself, or copied it from a public domain or similar free resource (see [Legal:Copyright](#) for details). **Do not submit copyrighted work without permission!**

Review your changes
Show preview

The following elements are part of the dialog window:

| Element | Type | Description |
|------------------------------------|----------|---|
| Summary | textarea | A brief description of the changes makes it easier to understand the changes in the version history. |
| This is a minor edit | checkbox | Spelling corrections or formatting changes are usually marked as such. Under Recent Changes , such changes are marked with the letter m ("minor changes"). This makes it easy to differentiate in which article version major changes have been made. In addition, the m affects the notification system. Wiki users can exclude notifications about minor changes. |
| Watch this page | checkbox | A check mark in this box causes the page to be included in the personal Watchlist . |
| Accept this unreviewed page | checkbox | This box will only be displayed if the revision function is activated in a namespace. A user with the corresponding rights of release can release the page design directly here. |
| Copyright notice | text | The slightly longer text between the article field and the page-save functions is the copyright notice. |
| Save changes | | Clicking on this button saves the article with all changes made. The edit view will be closed. |
| Resume editing | | This button returns directly to the page without saving the article. Editing is simply continued. |
| Show preview | | The page opens in a preview window and can be saved from this window. |
| Review your changes | | Shows a comparison of the article before editing and at the time of the current processing status with marking of the differences. The changes can be saved directly from this page |

Editing conflicts

If you try to save a page that someone else is currently also working on, the system will report an [editing conflict](#). Each author can compare the current changes and merge them as needed.

Blocked pages

Some pages can be protected and edited only by administrators. Instead of the edit option, a link to "View source code" appears. The cause is often obvious from the version history of the page. In this case, you can contact an administrator who can unlock the page.

Related topics

- [VisualEditor](#)
- [Insert images](#)
- [Insert tables](#)

Edit Conflict

Edit Conflict will only occur if two (or more) users edit the same section of the page. Multiple users can work on the same page at the same time without conflict as long as their edits are in different sections.

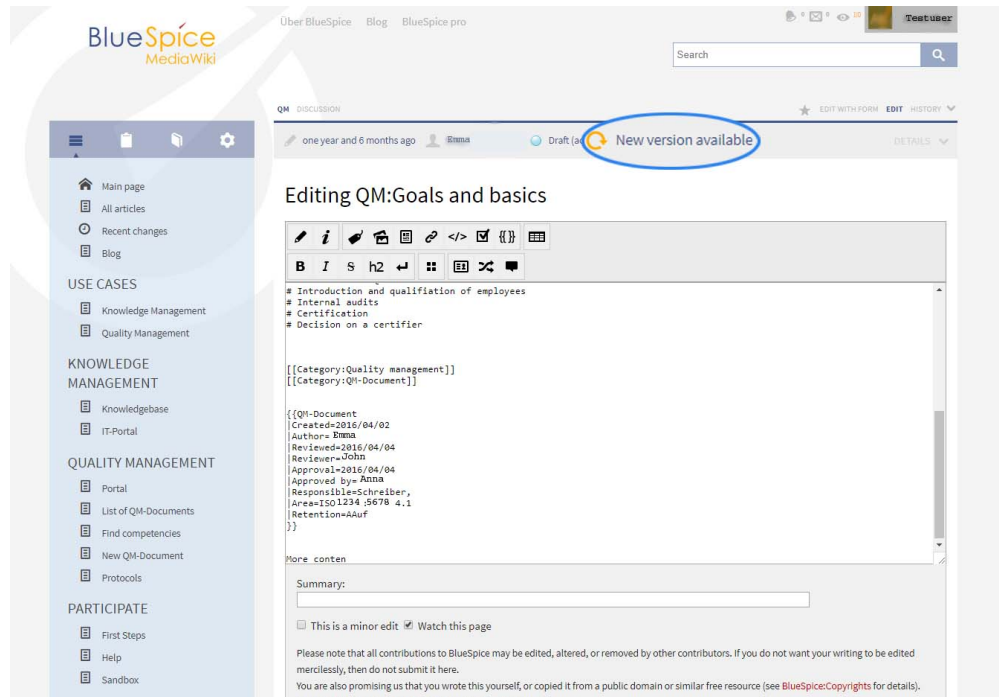
Contents

| | | |
|-------------------------------------|-------|-------------------|
| 1 Conflict handling | | 6 |
| 2 Known problems | | 8 |

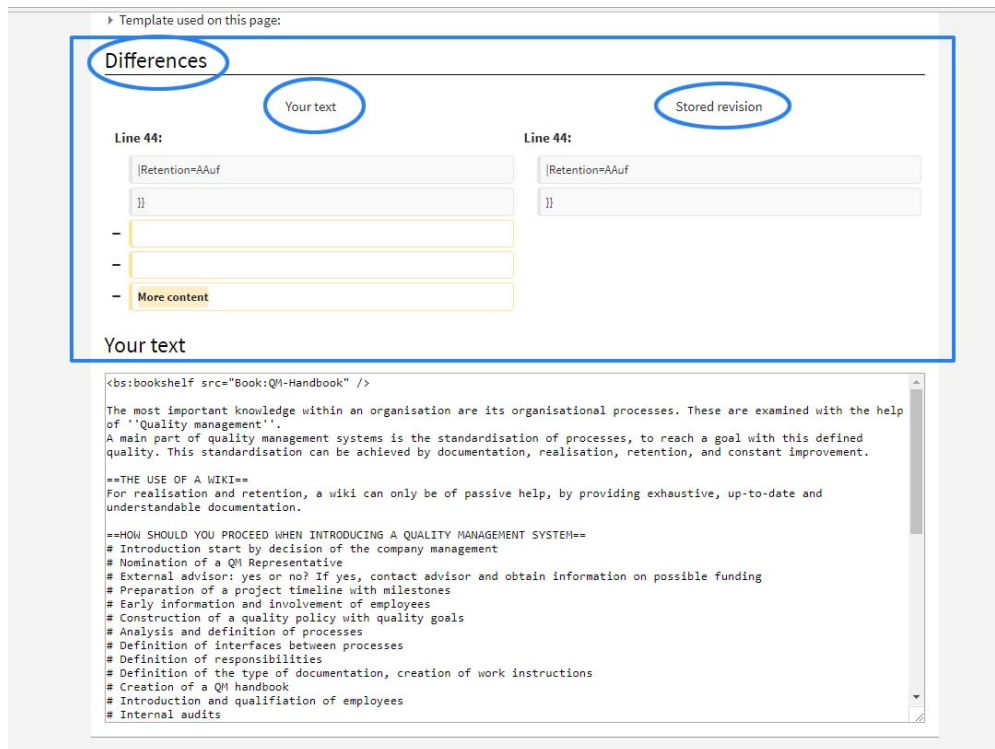
Conflict handling

What happens if two authors edit an article in BlueSpice MediaWiki at the same time?

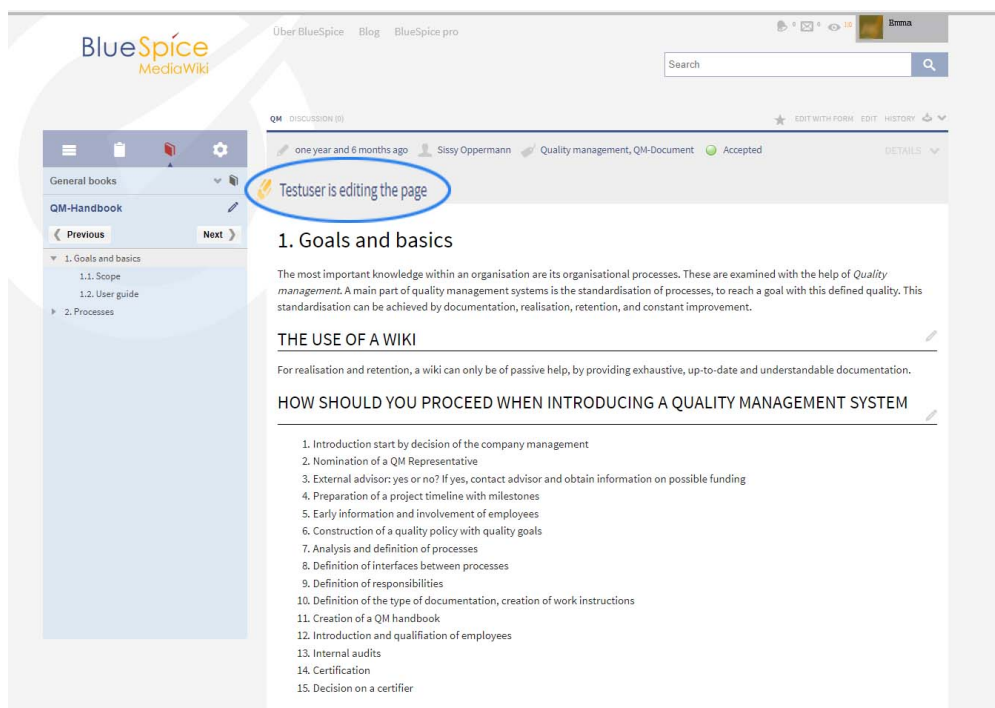
BlueSpice warns users that another user is also working on the article.



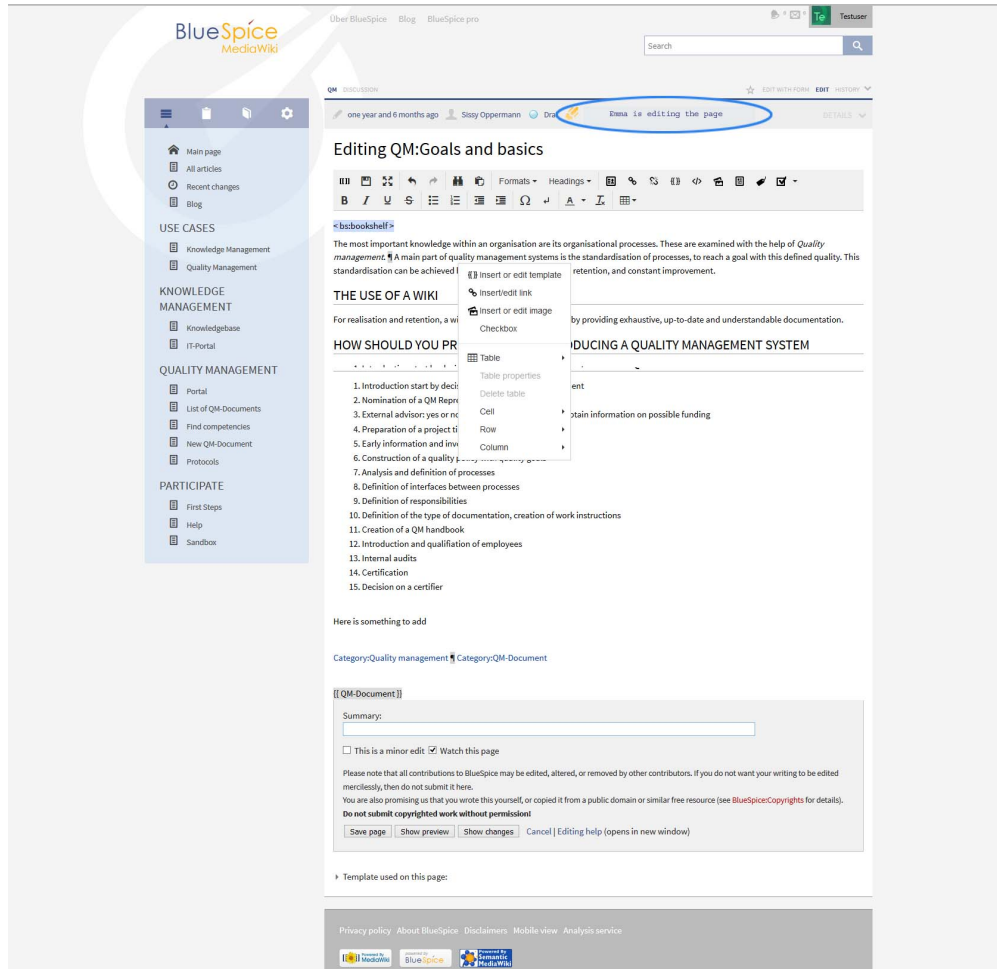
If this second user has already opened the article, the first author will be informed a few seconds later that a second author has changed the article in the meantime.



As soon as one of the authors saves his version, the other author is warned that a new version has been saved.



As soon as the second author saves, the normal MediaWiki conflict mechanism opens, if the authors have edited the same part of the text. You can compare the versions and add your own changes if necessary.



The number of editing conflicts can be reduced by editing only the section you want to change (and not the entire text).

Known problems

The MediaWiki software does not register editing conflicts correctly in some cases:

Restoring a previous article version does not trigger an edit conflict. Occasionally, when editing a single section, you may get a conflict with editing another section.

Manual:VisualEditor

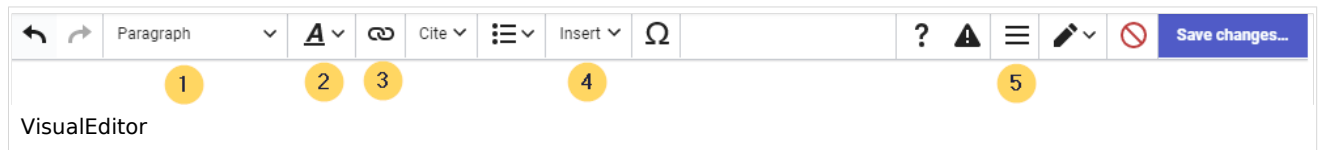
BlueSpice uses the MediaWiki extension VisualEditor as editing tool. This sophisticated editor supports all common edit tasks that you can expect in a wiki environment.

Contents

| | |
|--|----|
| 1 What is VisualEditor? | 10 |
| 2 Text editing | 10 |
| 3 Pasting content from your clipboard (ctrl+shift+v) | 10 |

| | |
|--|----|
| 4 Shortcuts | 11 |
| 5 Inserting other content | 11 |
| 6 Wiki-specific content | 12 |
| 7 Switching between edit modes | 12 |
| 8 MediaWiki reference | 12 |
| 9 Hints and tips | 12 |
| 9.1 Text formatting | 12 |
| 9.2 Insert special content | 13 |
| 10 Troubleshooting: Visual editing is disabled | 16 |

What is VisualEditor?



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

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

Text editing

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



Pasting content from your clipboard (ctrl+shift+v)

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

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

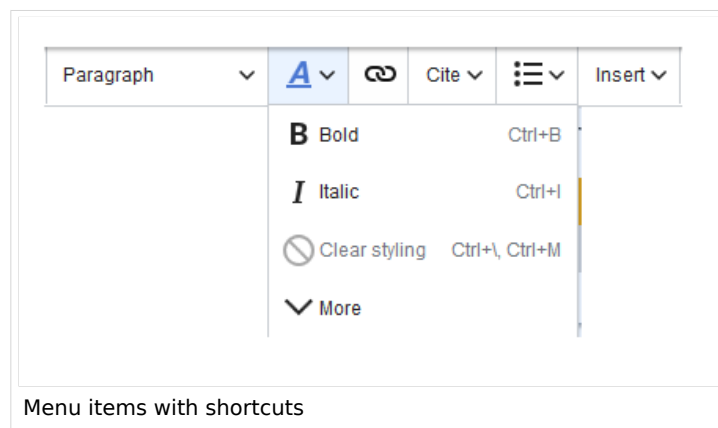
To paste content as plain text instead, use the shortcut **ctrl+shift+v**.



Shortcuts

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

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



Note: For a list of all available shortcuts, click on "Keyboard shortcuts" in the Visual Editor help menu (the question mark menu item).

Inserting other content

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

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

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

- [Images](#)
- [Files \(PDF, xls, doc, ...\)](#)
- [Tables](#)
- [Templates](#)

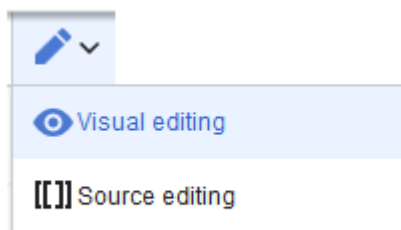
Wiki-specific content

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

- **Comment:** Add comments to the page. These are only visible in the source code.
- **Gallery:** A simple picture gallery can support many process flows.
- **Magic word:** Wiki features such as signature, word counter, category tree or even process diagrams with draw.io can be integrated as a "magic word".
- **Your signature:** Only works on pages that allow signatures. Pages in the Namespace "Pages" are not included.
- **Codeblock:** Programming code is displayed here in clean code blocks, optionally with line numbers.
- **References list:**
- **Chemical formula:**
- **Math formula:** An editor opens for entering a mathematical formula.

Switching between edit modes

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



MediaWiki reference







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

Hints and tips


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











Text formatting

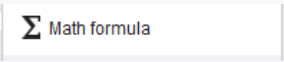

| Text formatting | |
|-----------------|--|
| Undo function | |

| Text formatting | |
|--|---|
|  | <p>Left arrow: Undo last action (greyed out: there is no last action yet)</p> <p>Right arrow: Restore last action (greyed out: there's nothing to restore yet)</p> |
| <p>Format Paragraph</p>  | <p>Here text can be defined as heading or specific paragraph type. <i>Note:</i> If you work in a table, the options will change accordingly (content cell and header cell):</p> |
| <p>Style text</p>  | <p>If no text has been selected before clicking on the " A " button and on a button, the text will be formatted from the current position of the cursor.</p> <p>(More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar)</p> |
| <p>Insert hyperlink</p>  | <p>If no text was selected before the hyperlink dialog was opened, the link will be generated with a number:</p> <p>[1] To subsequently change the hyperlink description, just click on the link to open the edit menu. In a table, you may need to double-click the cell first and then click the hyperlink again.</p> |
| <p>cite</p>  | <p>The citation menu is used to insert references (also called itemizations or footnotes) within the text.</p> |
| <p>Structure</p>  | |


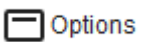
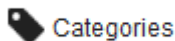
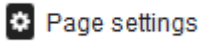
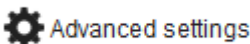
Insert special content





| Paste Special Content | |
|--|---|
| <p>Insert menu</p>  | <p>Use the "insert" menu to insert various media (images, videos) and text formats:</p> |
| <p>media</p> | <p>Inserting pictures and videos</p> |

| Paste Special Content | |
|---|--|
|  Media | (Details on MediaWiki) |
| templates  Template | Include a template in the page. |
| tables  Table | Tables are an important tool for formatting tabular page content. |
| comment  Comment | 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.  Discuss content with... And this is what a comment looks like: |
| Gallery  Gallery | |
| Magic word  Magic word | With a "magic word" you can include certain variables or so-called behavioral switches in your page. For example, you can display the word count: Learn more about the function Magic Word ". Overview of all Magic Words in the visual editor . |
| Your signature  Your signature | This option can only be used in discussions. It allows to add a signature at any point of a discussion. |
| Code block  Code block | With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted: <pre>red text</pre> |
| Refernces list  References list | |

| Paste Special Content | |
|---|---|
| <p>Chemical formula</p>  | |
| <p>Math formula</p>  | <p>It opens an editor for entering a mathematical formula.</p> <p>[info on MediaWiki]</p> |
| <p>Special Characters</p>  | |

Page options

| Page Options | |
|--|---|
| <p>Options menu</p>  | <p>The options menu allows editing of all page settings.</p> |
| <p>Options</p>  | <p>This button allows the page settings and page information to be updated simultaneously within a dialog box.</p> |
| <p>Categories</p>  | <p>Here you assign the page to one or more categories Categories. The page will appear accordingly on all linked category pages.</p> |
| <p>Page Settings</p>  | <p>Page redirection: When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly.</p> <p>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.</p> |
| <p>Advanced Settings</p>  | |
| <p>Languages</p> | |

| Page Options | |
|--|--|
|  Languages | |
| Templates used  Templates used | |
| View as right-to-left  View as right-to-left Ctrl+Shift+X | Support for languages that are read from right to left. Clicking this button right-side formats the page text. Click again to set the text flush left. |
| Find and replace  Find and replace Ctrl+F | 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

Visual Editor / Tables

Redirect to:

- [Manual:Visual Editor/Tables](#)

VisualEditor/Images

Redirect to:

- [Manual:VisualEditor/Images](#)