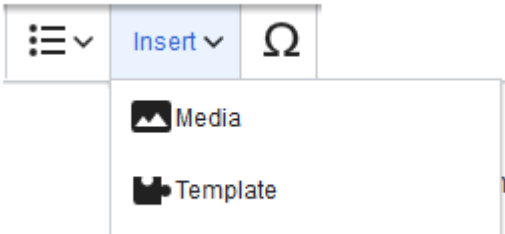


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File:instert 2.0.0.png

- File
- File history
- File usage
- Metadata



No higher resolution available.

instert\_2.0.0.png (309 × 163 pixels, file size: 3 KB, MIME type: image/png)

File history

Click on a date/time to view the file as it appeared at that time.

	Date/Time	Thumbnail	Dimensions	User	Comment
current	15:02, 14 December 2021		309 × 163 (3 KB)	Byedaktion (talk   contribs)	

You cannot overwrite this file.

File usage

The following 2 pages use this file:

- Manual:Extension/VisualEditor/Insert files
- Manual:Extension/VisualEditor/Insert images

Metadata

This file contains additional information, probably added from the digital camera or scanner used to create or digitize it.

If the file has been modified from its original state, some details may not fully reflect the modified file.

Horizontal resolution 37.79 dpc
Vertical resolution 37.79 dpc

Files

You can insert already uploaded files or upload new files directly when editing an article.

Contents

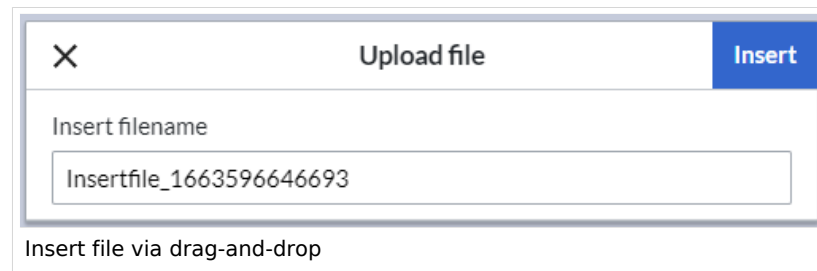
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## Inserting a file

### Drag-and-drop method

You can upload a new file when you edit a page:

1. **Drag** the file onto the page. A horizontal line will appear where the file will be dropped.
2. **Change** the file name in the *Upload file* dialog (optional).

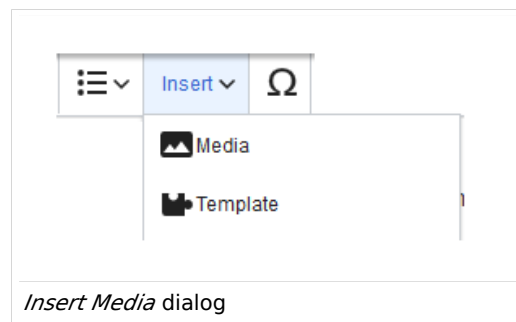


3. **Click** *Insert*.
4. **Double-click** the thumbnail to adjust the size and positioning (optional).

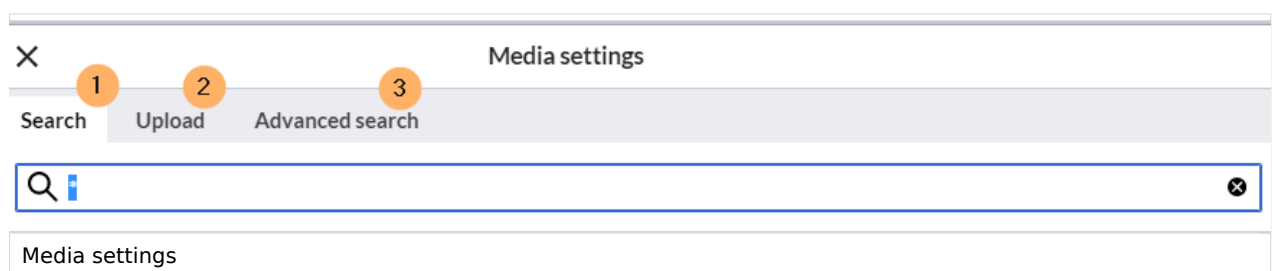
### Editor toolbar

To upload and insert a file from the editor toolbar:

1. **Select** *Insert > Images and Media* from the editor toolbar.

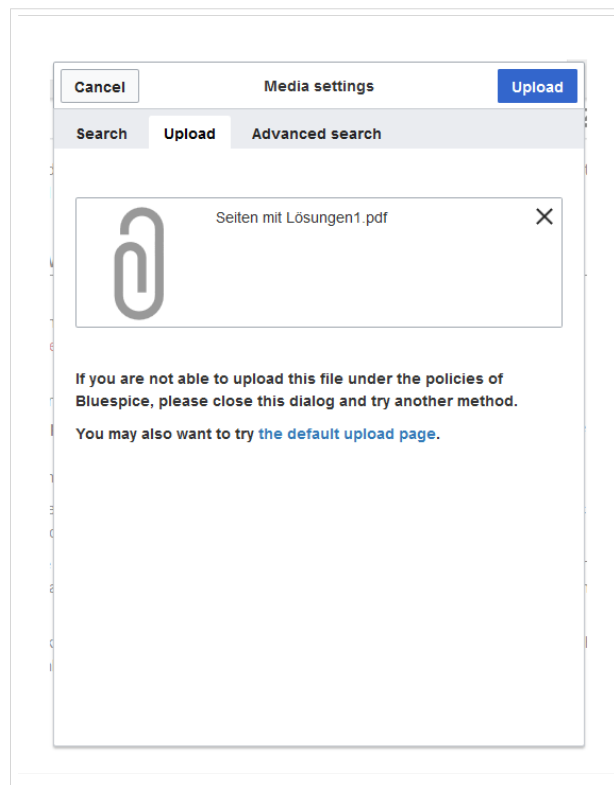


2. **Switch** to the *Upload* tab (2) in the *Media settings* dialog to upload a new file. To select an existing file, switch to the *Advanced search* tab (3). The *Search* tab (1) shows the latest uploaded files for selection.



3. **Click** *Select a file*. Provide a *Target namespace* (optional). If you are unsure, leave the namespace setting as suggested.
4. **Click** *Upload*. The dialog window *Media Settings* opens.

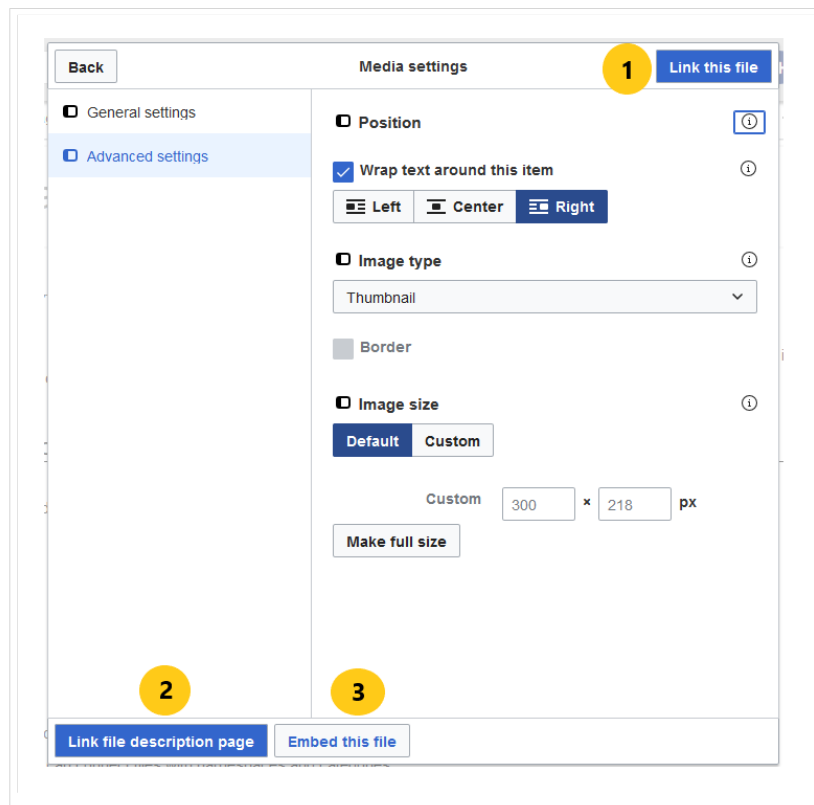
5.



Now click "Upload":

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

## Special features when including files



There are three ways to link a file on a page:

- **Link this file (1):** The inserted link opens the file.
- **Link file description page (2):** The link leads to the file page on the wiki. There, you can view the file details or upload a new version of the file.
- **Embed this file (3):** The link inserts a preview image. The preview image opens the file description page when clicked. This only works with PDF and .tiff files.

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

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

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

## Maximum file size

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

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

## Avoiding unusual file names

**Note:** When uploading a new file, you should check the file/page name for unusual special characters (e.g., " , % , / , < , > , [ , ] , { , } ). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki.

The special characters ( , ) , & , + can be used and are translated into their equivalent %-hex notation.

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

## Allowed file types

If you get an error message during the file upload, the file type might not be allowed. Allowed file types are set by an admin user in the [Config Manager](#).

## Images

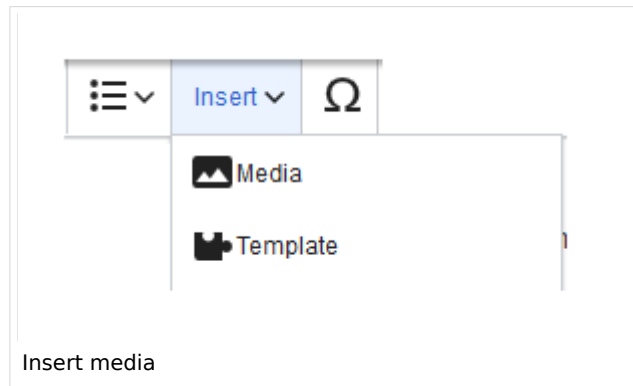
### Contents

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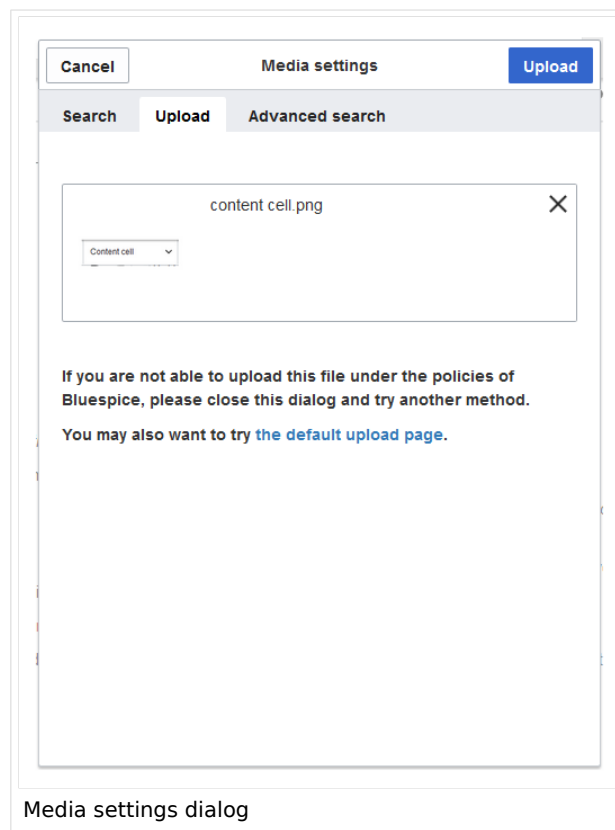
## How to insert an image on a page

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



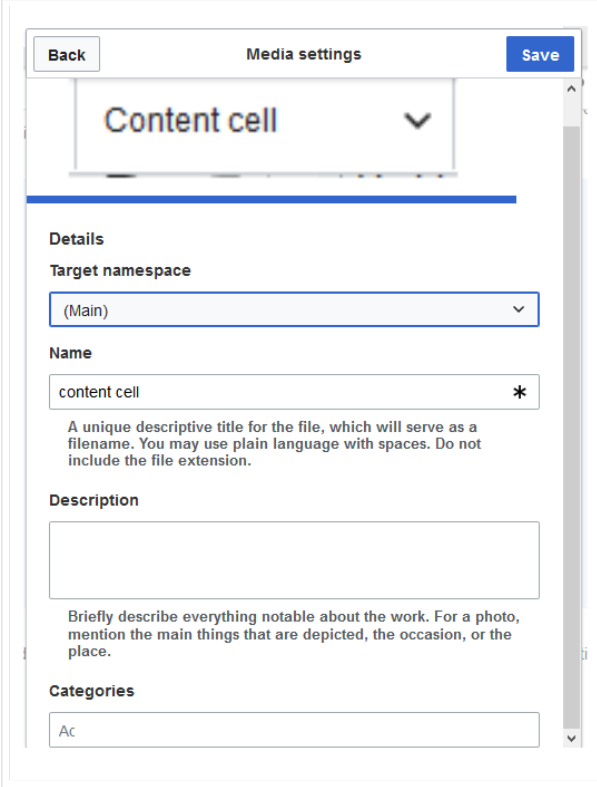
The dialog box *Media Settings* opens.



After uploading, you can edit the image settings: Details, General Settings, and Advanced Settings.



## Details



Media settings

Back Media settings Save

Content cell

**Details**

**Target namespace**

(Main)

**Name**

content cell \*

A unique descriptive title for the file, which will serve as a filename. You may use plain language with spaces. Do not include the file extension.

**Description**

Briefly describe everything notable about the work. For a photo, mention the main things that are depicted, the occasion, or the place.

**Categories**

Ac

Media settings

Here you can assign a namespace and categories to a picture.

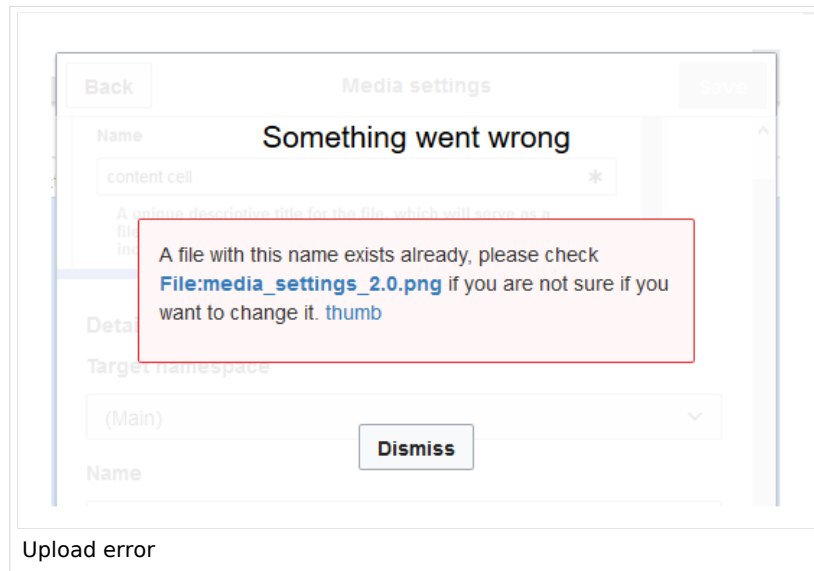
- **Target namespace:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki.
- **Name:** Choose a name that makes it easy to find the image later during an image search. Or simply leave the current file name.
- **Description:** The description is mainly useful for photos or infographics when the image name does not adequately describe the image content.
- **Categories:** Here, the picture can be assigned to categories.

**Note:** When uploading a new file, you should check the file/page name for unusual special characters (e.g., " , % , / , < , > , [ , ] , { , } ). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki.

The special characters ( , ) , & , + can be used and are translated into their equivalent %-hex notation.

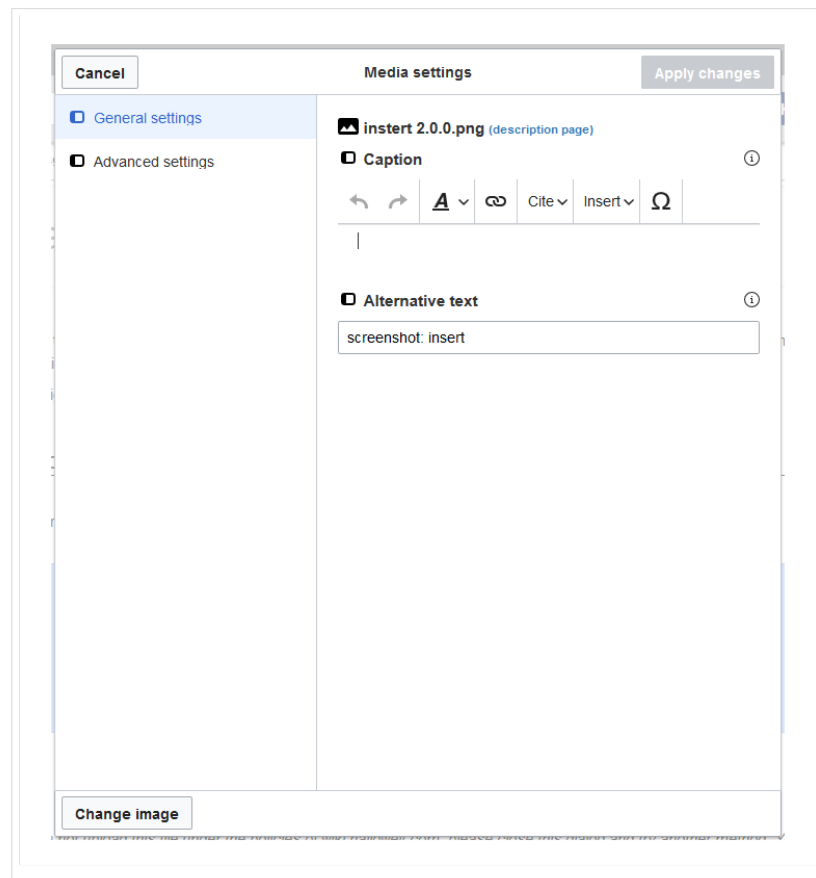
: will be converted to spaces, unless it is part of an existing namespace prefix.

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



Upload error

## General settings

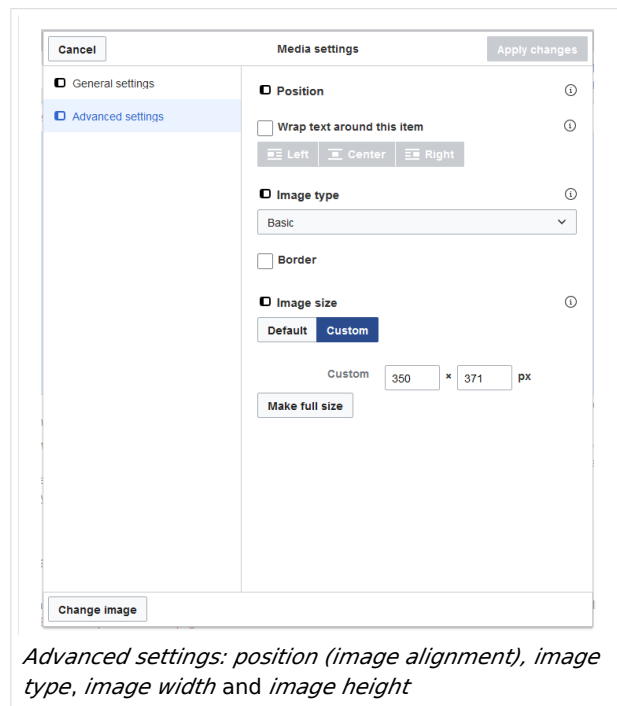


In the general settings, the image descriptions are added.

**Caption:** The caption is shown with framed images and thumbnails. Note: If you change an image to frameless and then back to "framed", you need to re-enter the caption.

**Alternate text:** The alternate text should be entered for each image since it replaces the image in certain contexts. For example, this so-called "alt" text is used by users who work with screen readers. Screen readers are used by users with visual limitations, but search engines can also read this text. In some business areas, the indication of the "alt" text is also required by law. If you are not sure, ask your company accordingly.

## Advanced settings



In the advanced settings, you can set the position (image alignment), image type, image width and image height.

The following settings are possible:

- **Position:**
  - Wrap text around this item: If unchecked, the image is left-aligned between two paragraphs. If checked, one of the following positions can be selected:
    - *Left*: The image is displayed on the left side of the text. The content surrounds the image.
    - *Center*: The image is displayed centered between two paragraphs.
    - *Right*: The image is displayed to the right of the text. The content surrounds the image.
- **Image type:** If you insert an image with VisualEditor, the image is usually linked to the Media Viewer. To suppress the link on an image, you must add an empty link attribute to the image tag in the source code:
  - frameless picture with link (standard): `[[File:adult-chair-company-380769.jpg|frameless]]`
  - frameless picture without link: `[[File:adult-chair-company-380769.jpg|frameless|link=]]`

Image type	Output	Description
		The preview picture shows the image with a


Image type	Output	Description
Thumbnail	<div><p>This is the caption</p></div>	<p>standard width of 300px. The width can be adjusted as required.</p> <p>In addition, the caption is displayed below the picture. A preview icon indicates that the image can be viewed in a larger size.</p>
		<p>The frameless version shows the picture without a frame. The width can be adjusted as required (here we set the example to 300px).</p> <p>The caption does not appear below the picture.</p> <p>By default, the image is inserted</p>




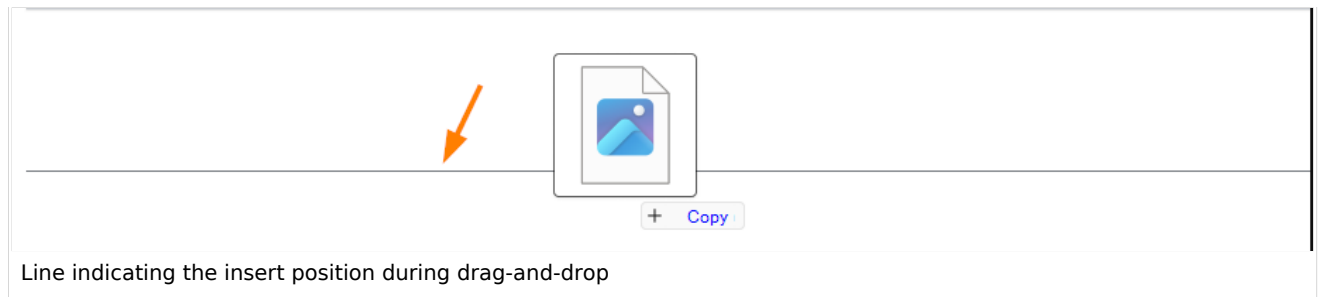
Image type	Output	Description
Frameless		<p>without text wrapping. It will break up a sentence exactly where it is inserted. By default, the image is centered.</p> <p>However, the image size and position can be adjusted as needed.</p>
Frame	<div><p>Dies ist die Beschriftung</p></div>	<p>The framed version is similar to the preview picture. Compared to the preview, the magnifying glass symbol is not displayed and the image is inserted on the page full-size.</p> <p>The size cannot be adjusted.</p>

Image type	Output	Description
Basic		<p>The basic version is like the frameless version.</p> <p>By default, text does not wrap, but the text is separated at the point where the image was inserted.</p> <p>The image is inserted in full width, while the frameless image is inserted in miniature image width (300px). The size can be adjusted.</p>

- **Image size:**
  - *Standard:* sets the image width to 300px (unless the standard width has been changed in the [user preferences](#)).
  - *Custom:* allows setting a custom size.
  - *Make full size:* resets the size to the actual image size. **Note:** An image cannot be set to a larger dimension than the actual image dimension.

## Inserting images with drag-and-drop

In visual edit mode, an image can be dragged directly from the file folder into the wiki with the mouse. It is important that the position for inserting the image shows a horizontal line before you drop the image. Otherwise the image will not be uploaded or inserted.



## Drag-and drop settings v4.3+

The standard image settings that should be applied when placing an image via drag-and-drop can be adjusted in the [Config Manager](#).

## Images and namespaces

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

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

## Changing an embedded image

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


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


## Redaktion





Name                      Redaktion

**Redaktion**



Name	Redaktion
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