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Content organisation

Categories are a feature of MediaWiki. An index page is automatically created for categories.

Pages can be categorized by adding category tags to the content. These tags generate links at the bottom of the page that lead to an overview of all pages in the same category. This allows for easy browsing of related pages.

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How do I use categories?

In addition to namespaces, categories are an important organizational principle in the wiki. They allow pages to be grouped and automatically linked to the associated category pages. Categories are usually created by users. In special cases, however, MediaWiki also assigns automatically generated categories (e.g., *Pages with broken links*).

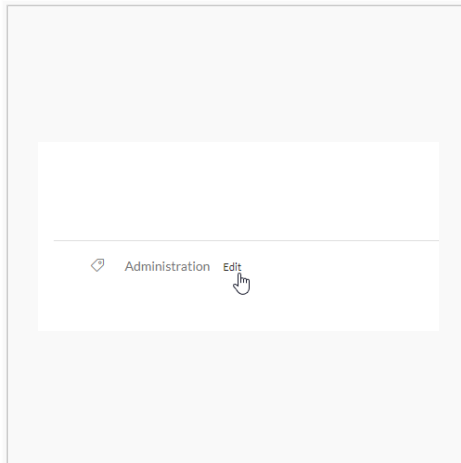
Features

- **Category tree:** Categories can be organized as subcategories of main categories.
- **Tagging:** Categories can be used to spontaneously "tag" pages.
- **Category manager:** Categories can be systematically created and used by all users via the category manager.
- **Multiple categories per page:** A page can be assigned to several categories.
- **Independent of namespaces:** Categories are available throughout the wiki and cannot be limited to individual namespaces.
- **Page queries:** Categories are useful for extensions like [Smartlist](#) or Semantic Mediawiki as they are available as query arguments.

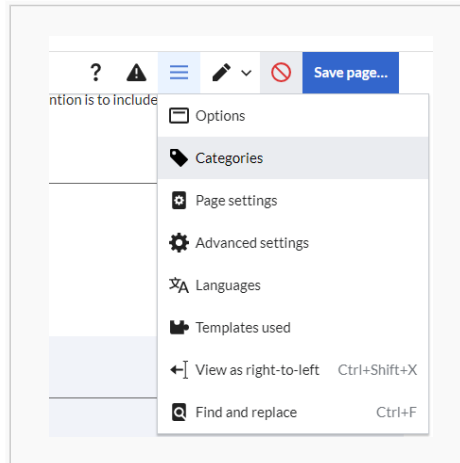
Assigning categories to a page

There are different ways to assign a page to categories:

1. In the [Supplementary area](#) at the end of the page
2. From the options menu of [VisualEditor](#) (Visual Editing)
3. Via manual input as [wikitext](#) (source code editing)
4. Using the link [Page tools > ...all actions > Insert category](#)



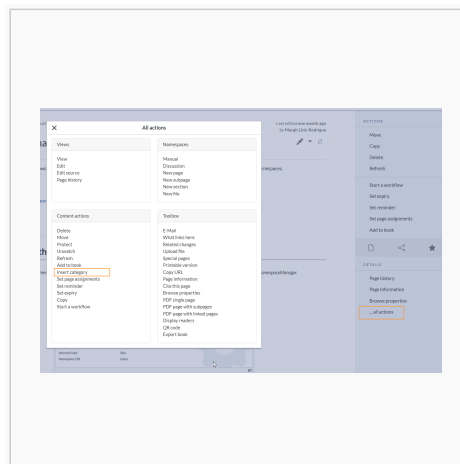
Supplemental area



Visual editor



Wikitext



Link "...all actions"

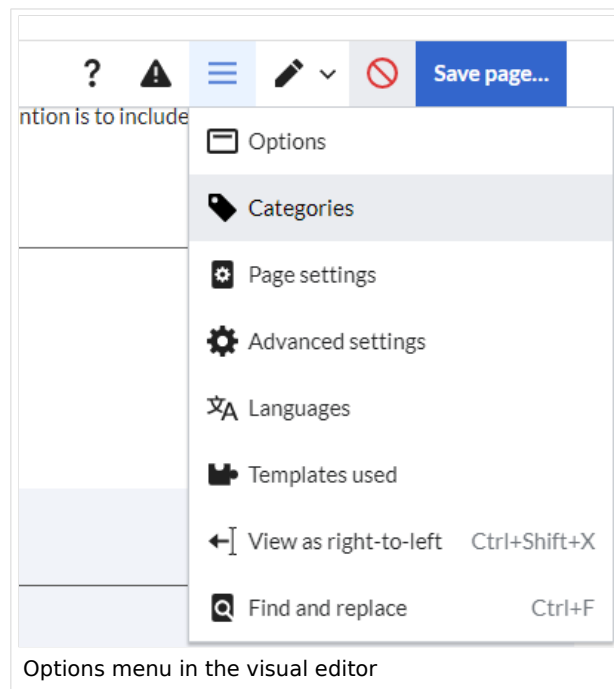
In the supplementary area at the bottom of the page

The supplement area contains a field for category assignment. Any user with edit rights can click the edit link to add or remove categories from the page. To view all existing categories with subcategories, you can click on the tree icon. Once done, the categories will be confirmed with the tick.

The display of the page categories can be [moved to the title area in the Config manager](#).

In the visual editor (VisualEditor)

In the page options menu of [VisualEditor](#) there is a menu item Categories. Here you can update category assignments to the page in edit mode, as well as add a sort key to the category.



In wikitext

Open an article that you want to assign to a category in edit mode. Now enter the following anywhere in the wiki code (usually at the end of the page though):

```
[[Category:Production]]  
or  
[[Category:Production]]
```

Note: On category pages, umlauts are listed at the end of the list, e.g. "Märchen" after "Muh". You can use the `{{DEFAULTSORT:sortkey}}` variable to create an alternative title for the sort (e.g. `{{DEFAULTSORT:Maerchen}}`).

It is true that:

- categories can be created in any number and by any user. So before you just get started, it's always best to check which categories already exist to avoid unnecessary duplication of similar categories.
- a page can be assigned to several categories.
- the place in the source code where the category link is inserted is technically irrelevant. However, the convention is to include categories **at the end of an article**.

Links to category pages

For links directly to a category page, a colon is required before the namespace.

Example: `[[[:Category: new_page]]`

If the colon is missing, the link will not be created, but the page will be tagged with the category instead.

Category pages

When users click a category link, the *Category:<Category_Name>* page loads. All pages and media that are assigned to a specific category are automatically listed there.

If you click on a category page that has not yet been created - linked in red - you have the option of creating the category page.

Show all category pages

On the special page `Special:Categories` you can view a list of all existing categories in the wiki. Click on a category to go to the corresponding category page. If a page in the listing has a red background, the category is in use in the wiki, but the associated category page has not yet been created.

Category manager

The easiest way to manage categories and subcategories is through the *Special:Category manager* page. The [Category manager](#) can be reached via the menu item *Global Actions > Management > Categories*.

Related info

- [Category manager](#)
- <https://www.mediawiki.org/wiki/Help:Categories>

Category manager

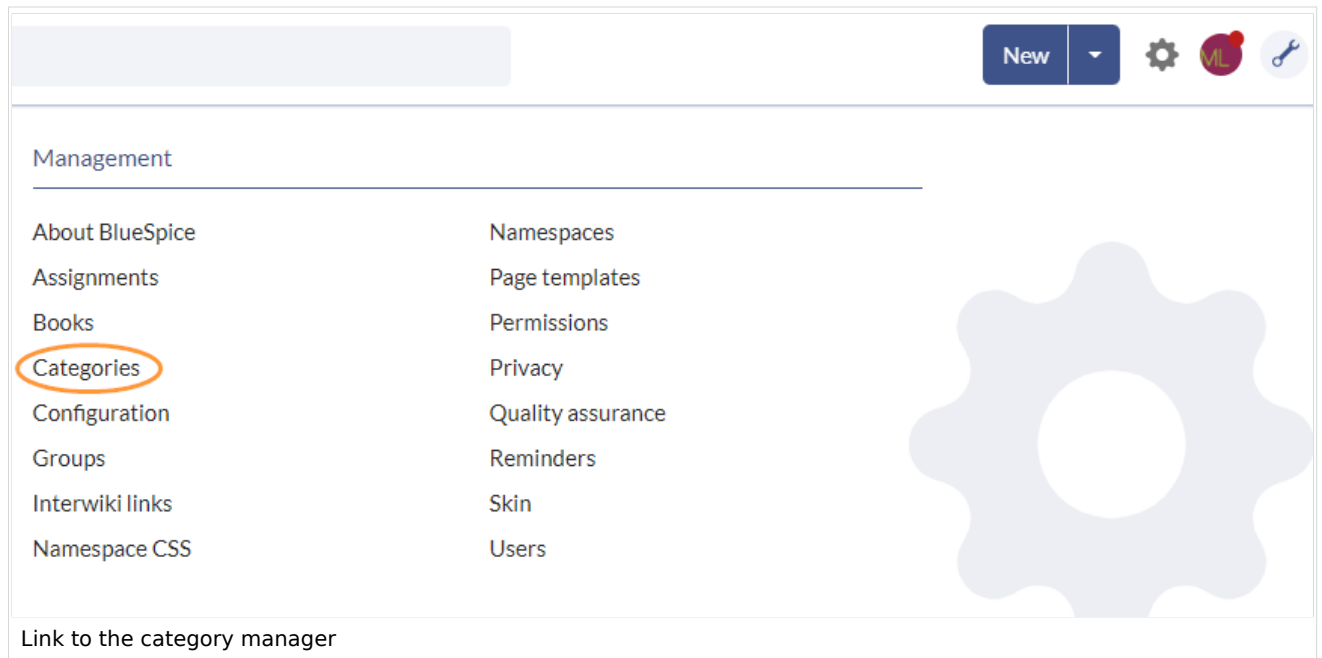
The category manager makes it easier to create and manage a hierarchical category system in the wiki.

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Where can I find the category manager?

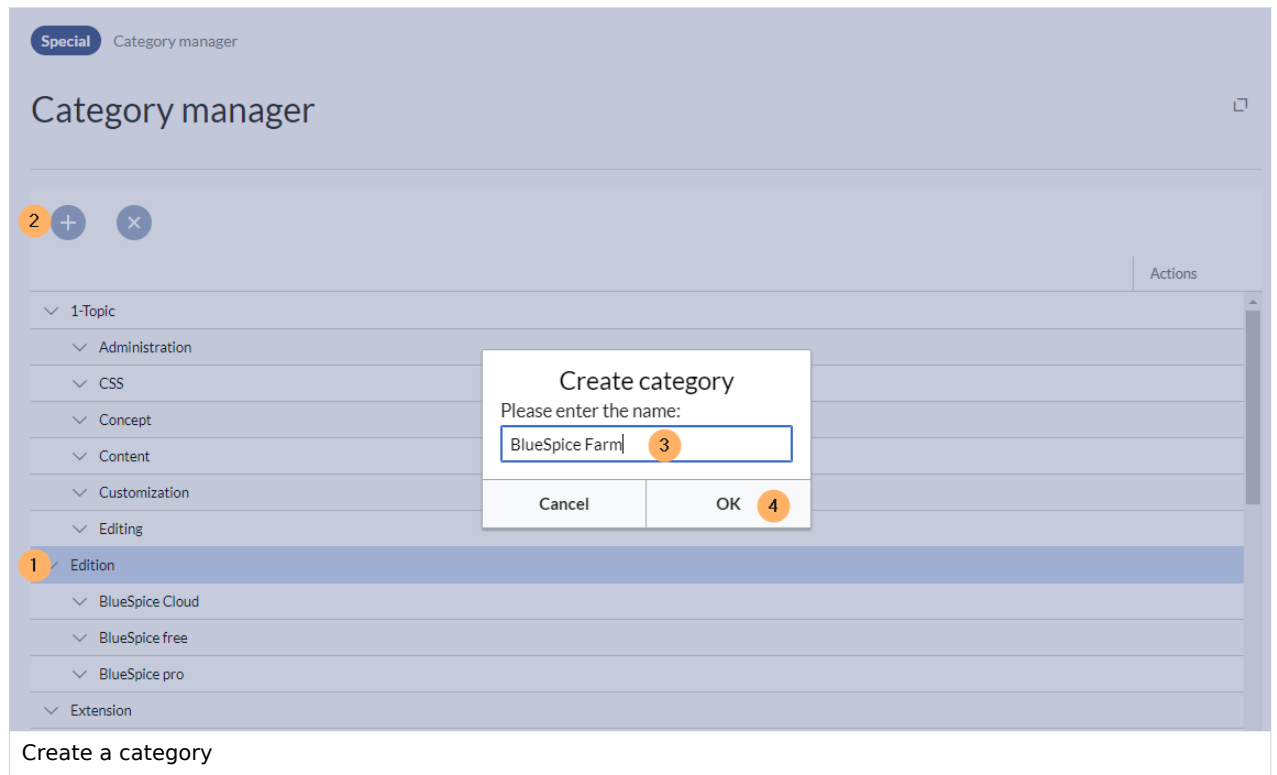
The menu item *Global actions > Management > Categories* loads the page *Special:Category manager*.



Create a category

To create a category:

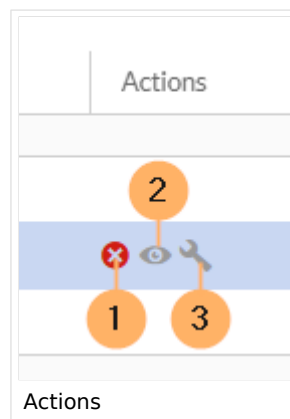
1. **Select** the category under which you want to create the new category. If you don't want to create a subcategory, start with the next step.
2. **Click** the "plus" button.
3. **Enter** the desired category name.
4. **Click** *Okay*.



Actions


The following actions are available for a category:


- (1) **Delete category:** The category page is deleted. The category is also deleted from all pages that contain this category. This creates a new version of the affected pages.
- (2) **View category page:** The category page opens in a new browser tab. If this category is a "wanted category" (i.e., a category that is already used on a page but has not yet been created in the wiki), the page can then be created.
- (3) **Rename category:** The category is also renamed on all pages that contain this category. This creates a new version of the affected pages.



Create a subcategory

The subcategory structure can be changed by dragging and dropping categories in the list with the mouse directly on top of another category (rather than between two categories). To move a subcategory outside the parent, wait for a dotted line to appear.

 [Technical Reference: BlueSpiceCategoryManager](#)

 [Technical Reference: BlueSpiceCategoryManager](#)

Config manager

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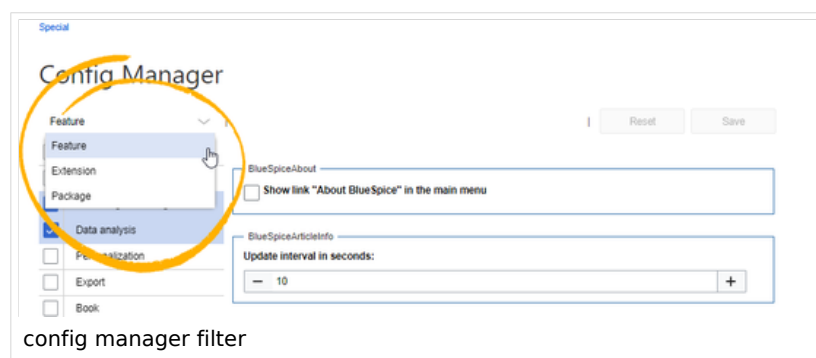
With the Config manager, a wiki user with *sysop* rights can manage wiki-wide settings in one place. In the [navigation](#), it is located at *Global navigation > Management > Configuration*. This link loads the page *Special:BluespiceConfigManager*.

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)



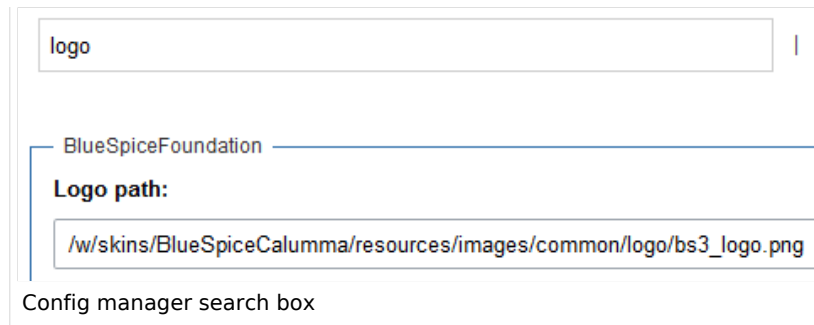
All settings are available in any type of grouping. Changing the grouping type does not add or remove setting options. It just groups them differently. After settings are adjusted, they can be saved by clicking *Save*, or cancelled by clicking *Reset*.

Note: If a server administrator has configured a setting to no longer be writable, it will be shown as greyed-out in the config manager. You will have to talk to your server administrator about changing such a setting.

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.



logo

BlueSpiceFoundation

Logo path:

/w/skins/BlueSpiceCalumma/resources/images/common/logo/bs3_logo.png

Config manager search box

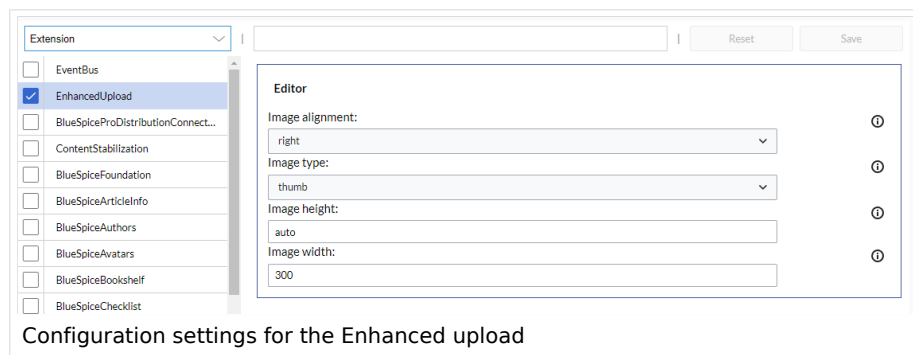
Settings by extension

EventBus

Eventbus sends notifications to external urls in case something happens in the wiki. For example, if a page is created, an external service could then be started and create a pdf of that page. See the extension's page on mediawiki.org.

EnhancedUpload v4.3+

Sets the defaults for the [advanced image settings](#) when uploading and embedding an image into the wiki via drag-and-drop functionality. The default settings determine the orientation, type, and size of the image. These can be adjusted after embedding via the "Advanced settings" of the image on the page.



Extension

☐ EventBus

☒ EnhancedUpload

☐ BlueSpiceProDistributionConnect...

☐ ContentStabilization

☐ BlueSpiceFoundation

☐ BlueSpiceArticleInfo

☐ BlueSpiceAuthors

☐ BlueSpiceAvatars

☐ BlueSpiceBookshelf

☐ BlueSpiceChecklist

Editor

Image alignment: right

Image type: thumb

Image height: auto

Image width: 300

Configuration settings for the Enhanced upload

BlueSpiceFoundation

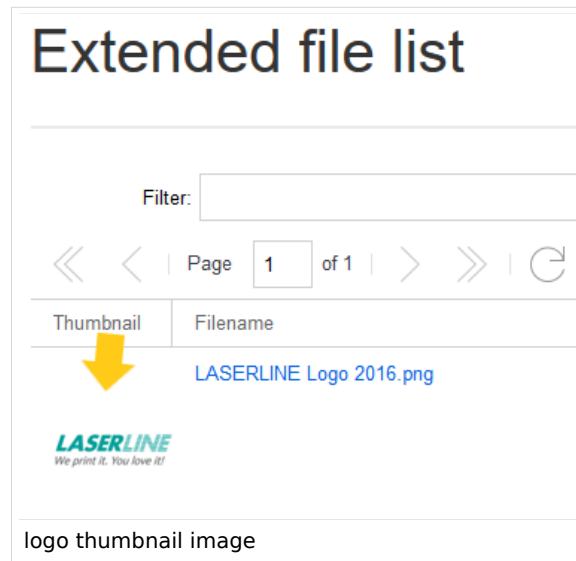
Updating logo and favicon

Note: Since BlueSpice 4.2, the logo and favicon can also be managed via the page [Special:Flexiskin](#) together with further skin customizations.

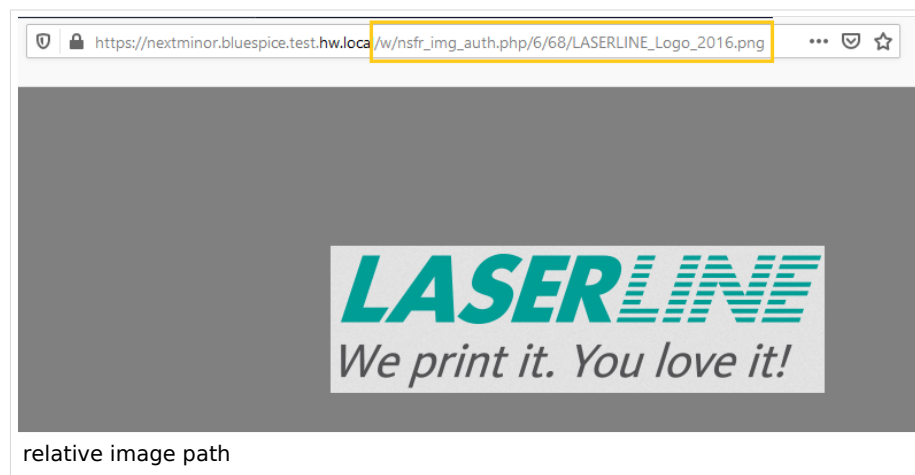
- **Logo path:** The logo image should be stored in the /images folder of your installation. If you store it in the /skins folder of your BlueSpice installation, it could be overwritten with an upgrade.

To upload the logo directly in the wiki:

1. **Upload** the logo on the page from the menu *Global actions > File list (Special:ExtendedFilelist)*.
2. **Click** on the thumbnail image of the logo. This opens the logo on a separate page.



3. **Copy** the relative logo path from the address bar. In a typical Wiki configuration, this path starts with */w/....*



4. **Paste** the logo path into the text field for the logo.

Extension	<input type="text"/>
<input checked="" type="checkbox"/> BlueSpiceFoundation <input type="checkbox"/> BlueSpiceAbout <input type="checkbox"/> BlueSpiceArticleInfo <input type="checkbox"/> BlueSpiceAuthors	Skinning Logo path: <input type="text" value="/w/nsfr_img_auth.php/6/68/LASERLINE_Logo_2016.png"/> Favicon path: <input type="text"/>

logo path

5. **Click Save.**

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

If the uploaded logo is too large, you can add the following code snippet to the page *MediaWiki:Common.css*. This automatically adjusts the image to the height of the main toolbar:

```
.bs-logo a {background-size: contain;}
```

- **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*.

System

- **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:\\$wgFileExtensions](https://mediawiki.org/wiki/Manual:$wgFileExtensions) for more info.

XML file type: v4.x++

The *xml* file type is blacklisted since MW 1.39 and has to be allowed in *LocalSettings.php*:

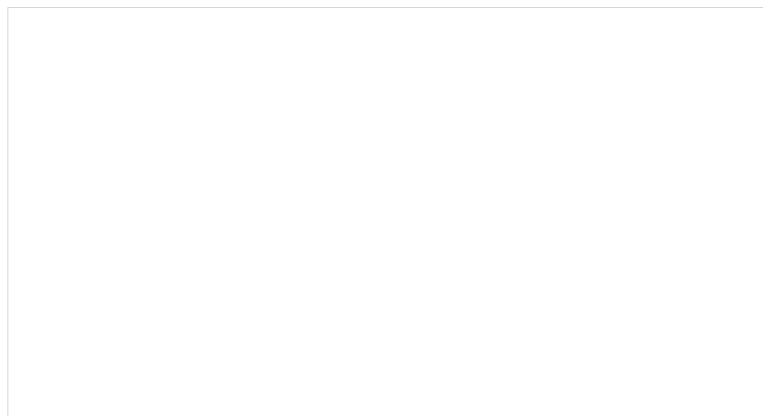
```
$GLOBALS['wgProhibitedFileExtensions'] = array_diff( $GLOBALS['wgProhibitedFileExtensions'] ?? [], [ 'xml' ] );  
$GLOBALS['wgMimeTypeExclusions'] = array_diff( $GLOBALS['wgMimeTypeExclusions'] ?? [], [ 'application/xml', 'text/xml' ] );
```

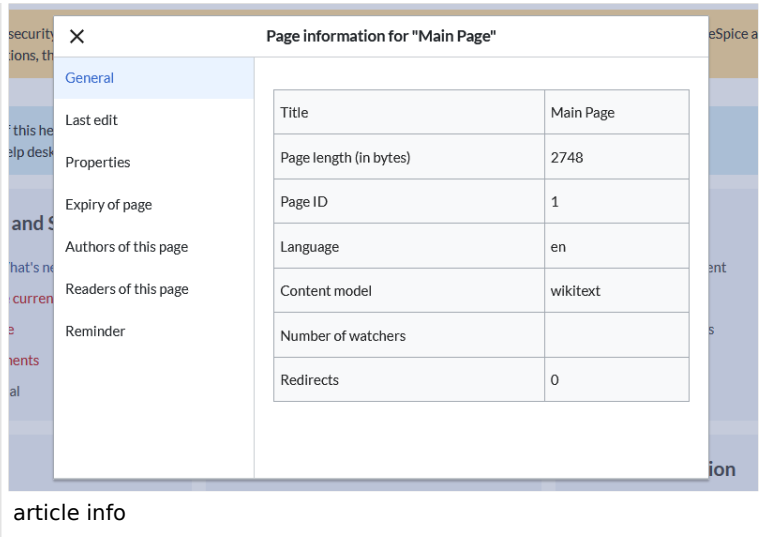
- **Allowed image extensions:** The standard web image types are listed here. In general, you want to restrict image uploads to web images. See developer.mozilla.org/en-US/docs/Web/Media/Formats/Image_types for more on browser-supported image types.

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.

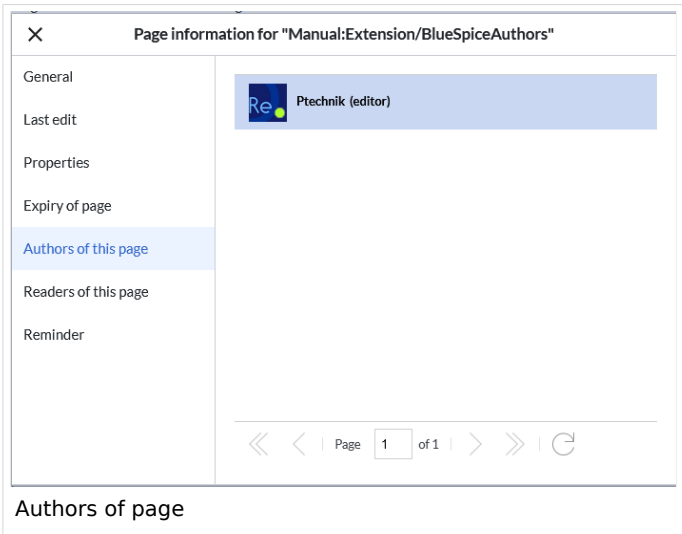




BlueSpiceAuthors

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

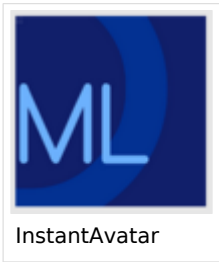
- **Display authors:** Show or hide authors on the page information page.

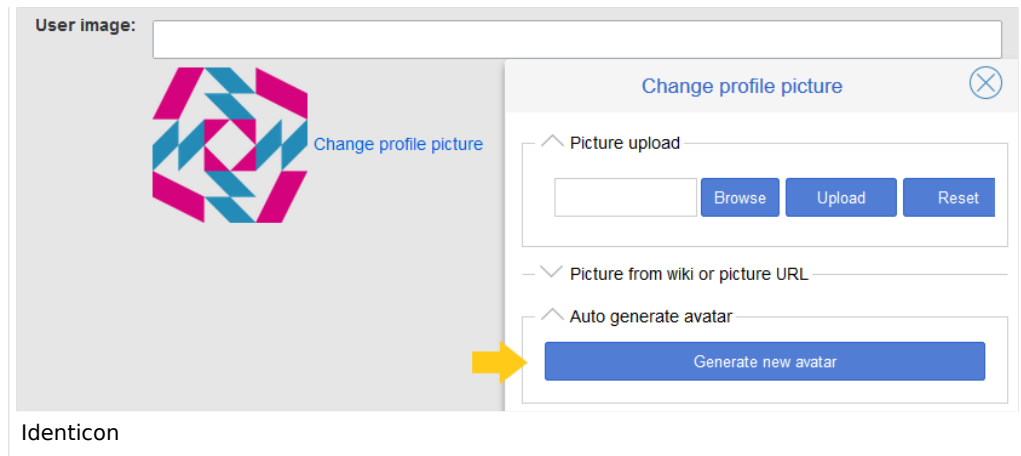


BlueSpiceAvatars

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.

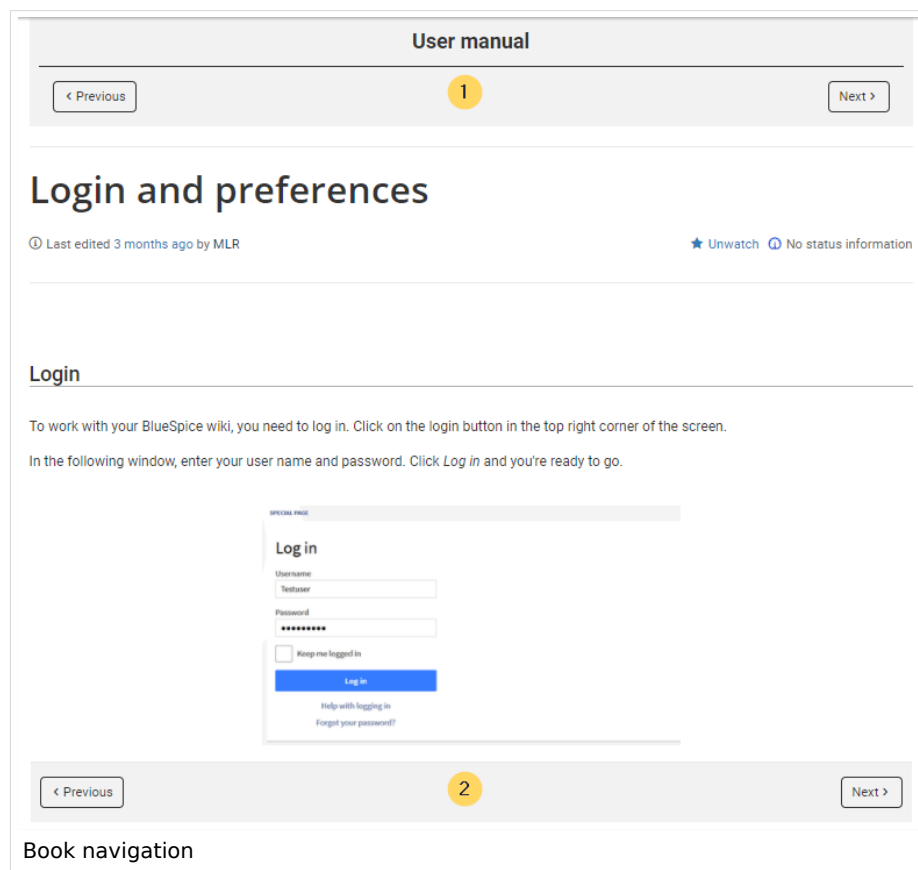
- **Generator**
 - **InstantAvatar:** Generates an avatar image based on using the initials of the Real name or the Username
 - **Identicon:** Generates an avatar image based on parts of the user's IP address.



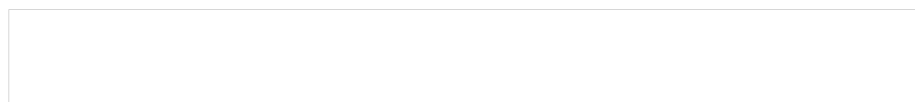


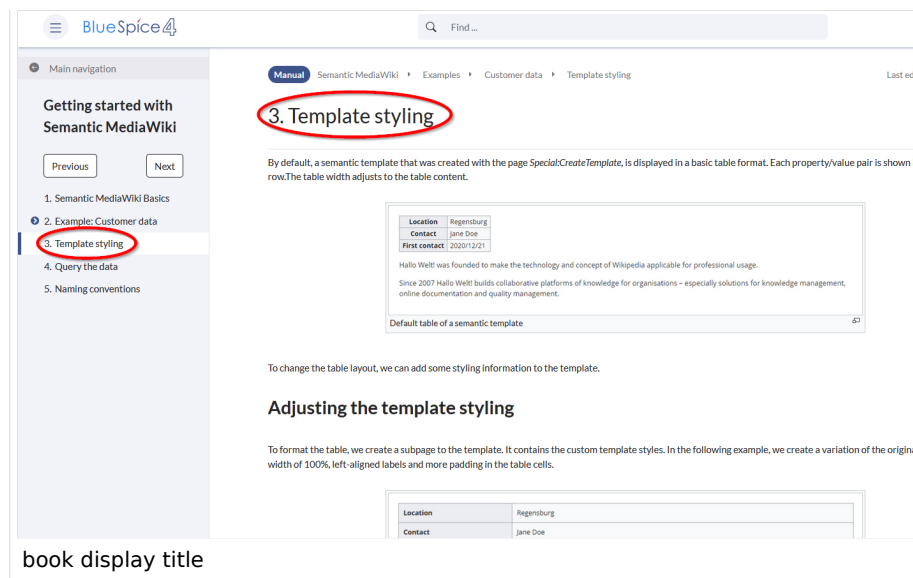
BlueSpiceBookshelf

- **Show book chapter pager after content:** Displays previous/next book page navigation at the end of each book page. (1)
- **Show book chapter pager before content:** Displays previous/next book page navigation at the beginning of each book page. (2)



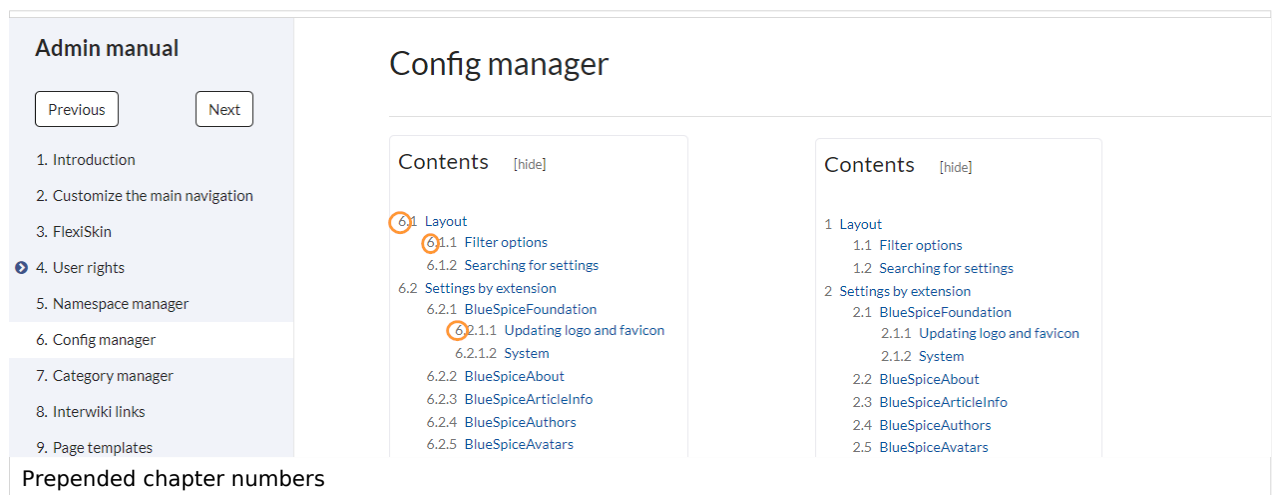
- **Use the display title from book source on article:** Shows the title from the book navigation as page title instead of the page name.





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 numeration:** The page TOC does not start with the main heading 1, but with the actual number from the book chapter (see screenshot). If users have activated in their [user preferences](#) to "auto-number headings", the numbering system is matched accordingly.



- **Supress namespace prefix of book articles in output:** The namespace prefix of an article is not shown in PDFs.

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.

minor edit

- **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*.

Example file	Phys. Path	URL Prefix	Link in results list
S:\Sales\Info\glossaryy.pdf	S:\	file:///S:/	file:///S:/Sales/Info/glossary.pdf
		https://sharepoint/Sales/ documents/	https://sharepoint/Sales/ documents/Sales/Info /glossary.pdf
		https://intranet/showdocs inline.aspx?path=	https://intranet/showdocsinline.aspx? path=/Sales/Info/glossary.pdf
/var/www/bluespice/w /mounted_ share/Sales/Info /glossary.pdf	/var/www /bluespice/w/ mounted_share/		https://wiki.company.local/w /mounted_ share/Sales/Info/glossary.pdf

Add an external file path: (1) confirm the checkmark and (2) save the settings.

- **Use simple autocomplete:** forces a more compact autocomplete (1-column Sales thumbnail preview).

compact autocomplete

Salesautocompletey

- **Automatically set language filter:** The search only returns pages whose language (PageLanguage) is identical to the user language (Language). Users can set their language in their [preferences](#). By default, the language of content pages is the same as the installation language (ContentLanguage) of the wiki. Some extensions can set the language of individual pages independently of the content language of the wiki.. (See: https://www.mediawiki.org/wiki/Manual:Language#Page_content_language). In many wikis, activating this filter has little effect.
- **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 parent categories
- Preset categories of a page in the upload dialog

BlueSpiceInsertLink

- **Allow unmapped links:** if there is no prefix in the map, the link will still be inserted. Example: S:\HR. If this setting is unchecked, the link will not be inserted.
- **Allowed locations for external files:**

Example file	Filesystem prefix	Web accessible Prefix	Link output
S:\Sales\Info\glossaryy.pdf	S:\	file:///S:/	file:///S:/Sales/Info/glossary.pdf
		https://sharepoint/Sales/documents/	https://sharepoint/Sales/documents/Sales/Info/glossary.pdf
		https://intranet/showdocs inline.aspx?path=	https://intranet/showdocsinline.aspx? path=/Sales/Info/glossary.pdf
/var/www/bluespice/w /mounted_			

Example file	Filesystem prefix	Web accessible Prefix	Link output
share/Sales/Info/glossary.pdf	/var/www /bluespice/w/ mounted_share/		https://wiki.company.local/w/mounted_ share/Sales/Info/glossary.pdf

When a new entry is added, it has to be confirmed by clicking the checkmark next to it before saving the page.

InsertLink configuration options

BlueSpicePageTemplates

- Force target namespace:** The page is always created in the target namespace that is associated with the template, even if the user provided a different namespace prefix. In the screenshot below, the user wants to create the page "NewPage" and then selects a template for the QM namespace. The page is, therefore, created as "QM:NewPage" if this setting is activated.

force the namespace of the template

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

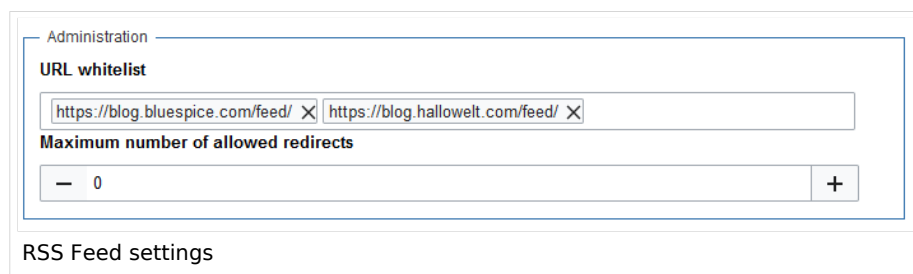
- **Hide template if the page is not to be created in the target namespace:** Depending on the namespace prefix of the page to be created, templates that are associated with other namespaces will not be shown to the user for selection.

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.

BlueSpiceRSSFeeder

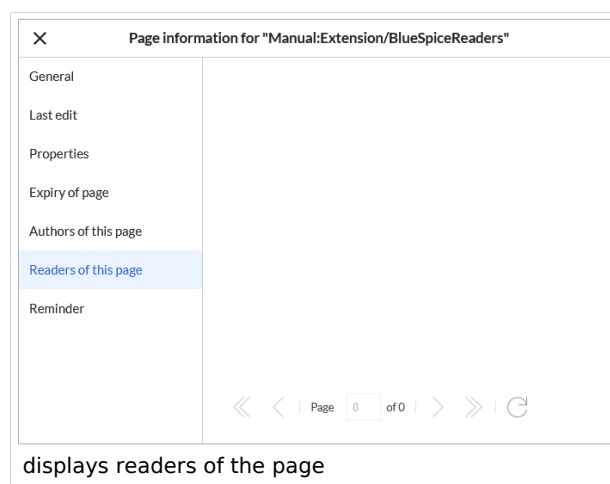
- **URL whitelist:** RSS feeds need to be whitelisted here by an administrator before they can be displayed in a wiki page.
- **Maximum number of allowed redirects:** If there are URL redirects for any of the whitelisted URLs, the number of redirects needs to be adjusted (usually to 1 or 2).



The screenshot shows the 'Administration' section of the BlueSpice interface. Under the 'URL whitelist' heading, there is a text input field containing two URLs: 'https://blog.bluespice.com/feed/' and 'https://blog.hallowelt.com/feed/'. Each URL has a small 'X' icon to its right for removal. Below this, under the heading 'Maximum number of allowed redirects', there is a numeric input field with the value '0' and a '+' button to its right. The entire form is titled 'RSS Feed settings' at the bottom.

BlueSpiceReaders

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



The screenshot shows a 'Page information' window for the page 'Manual:Extension/BlueSpiceReaders'. The window has a sidebar on the left with tabs: 'General', 'Last edit', 'Properties', 'Expiry of page', 'Authors of this page', 'Readers of this page' (which is selected and highlighted in blue), and 'Reminder'. The main area of the window is currently empty. At the bottom of the window, there is a pagination bar showing 'Page 0 of 0' with navigation arrows and a refresh icon. Below the screenshot, the text 'displays readers of the page' is written.

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	
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2 Wiki pages model	4
3 User rights	7
3.1 Group manager	15
3.2 Permission manager	18
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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.

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1 The pages modell	6
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1 Accessing the group manager	17
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Embed article TOCs

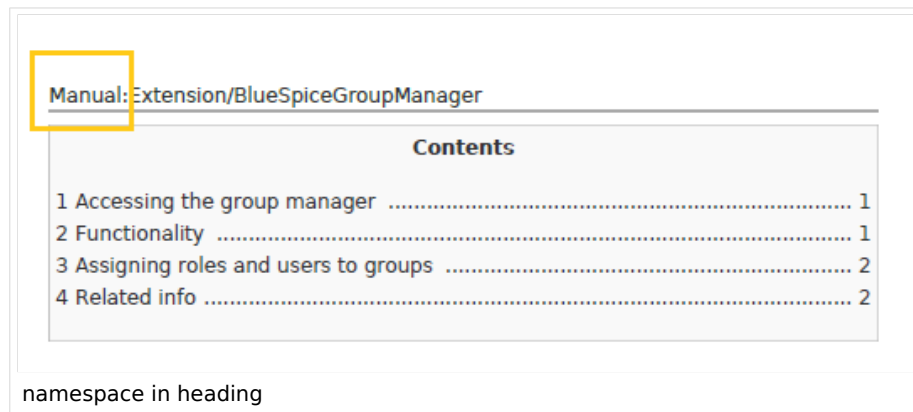
BlueSpiceUEModuleHTML

- **Hide namespace prefix in HTML:** 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.



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

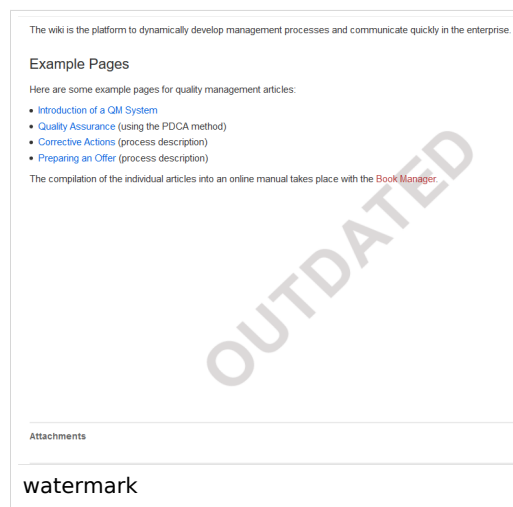
- **Enable VisualEditor for BlueSpice extensions**
- **Configuration variable to use a simplified save process**
- **Upload type**
 - Original (Here a confirmation of the rights of use/upload is obtained, file name and namespace of the file can be changed, a category can be assigned and a description 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)

BlueSpiceWholsOnline

- **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.



BlueSpiceFlaggedRevsConnector

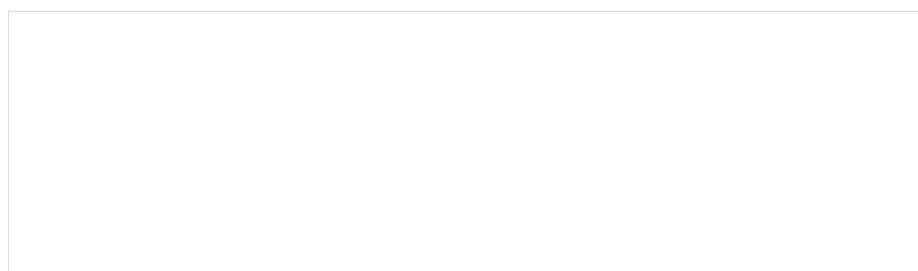


BlueSpiceFlaggedRevsConnector is available up to BlueSpice 4.2.

Export

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

- **Bookshelf: List approved 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.



Stable date	Page	Stable comment
18.11.2019	Permission matrix	
18.11.2019	Permission matrix	
15.11.2019	Wiki pages model	
14.11.2019	Permission manager	
14.11.2019	Group manager	

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.

<p>Not stable pages</p> <hr/> <p>QM:Checklists</p> <hr/> <p>Pages without acceptance feature</p>
--

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

<p>Not FlaggedRevs namespace</p> <hr/> <p>Introduction</p> <p>Wiki pages model</p> <p>User rights</p> <p>Group manager</p> <hr/> <p>Pages with no FlaggedRevs feature.</p>

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

<p>Introduction</p> <hr/> <p><i>Stable: 06.12.2019 - 12:00 / Revision: 06.12.2019 - 11:43</i></p> <hr/> <p>FlaggedRevs info below heading</p>
--

Quality assurance

- **Include handling:** If resources are embedded in a page and those resources are located in namespaces with approval mechanism, then the following settings can be selected. For example: If an approved page contains a template or a file that has been changed after the page itself has been approved, the page will not get another draft version, but instead one of two configurations applies:
 - Current versions: Always show the latest version of the embedded resource.
 - Stable versions: Always show the stable (=approved) version of a resource.
- **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.

BlueSpiceSocial

- **Show endpoint "Timeline":** Shows a link to the page *Special:Timeline* in the main navigation.

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.

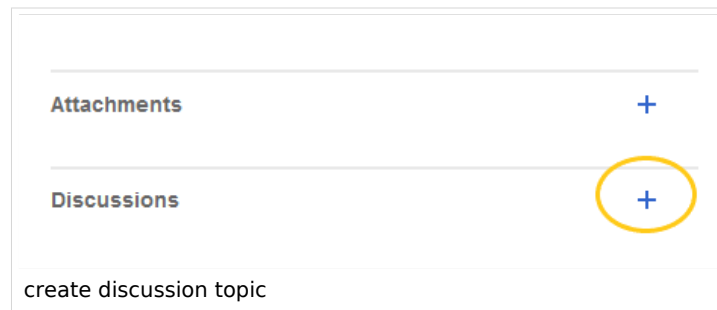
The screenshot shows a form for creating a blog entry. The form has a title field with the text 'ISO 7010 Symbole' and a content field with a rich text editor. Below the content field, there is a 'Teaser' field, which is highlighted with a red circle. The text in the 'Teaser' field is 'Pages in violation of ISO 2010 graphics standards will be expired'. Below the 'Teaser' field, there is a 'Main Page' button. At the bottom right of the form, there is a gear icon (cogwheel) highlighted with a red circle, and buttons for 'Cancel' and 'Post'.

blog teaser text

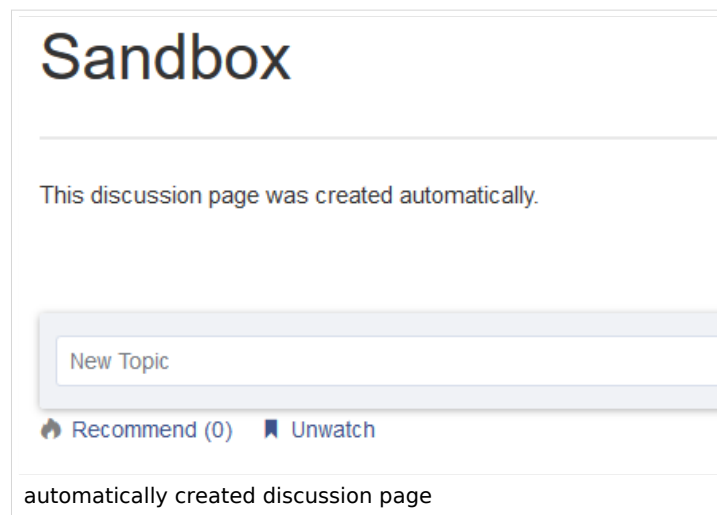
- **Show endpoint "Blog":** Shows a link to the page *Special:Blog* in the main navigation.

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.



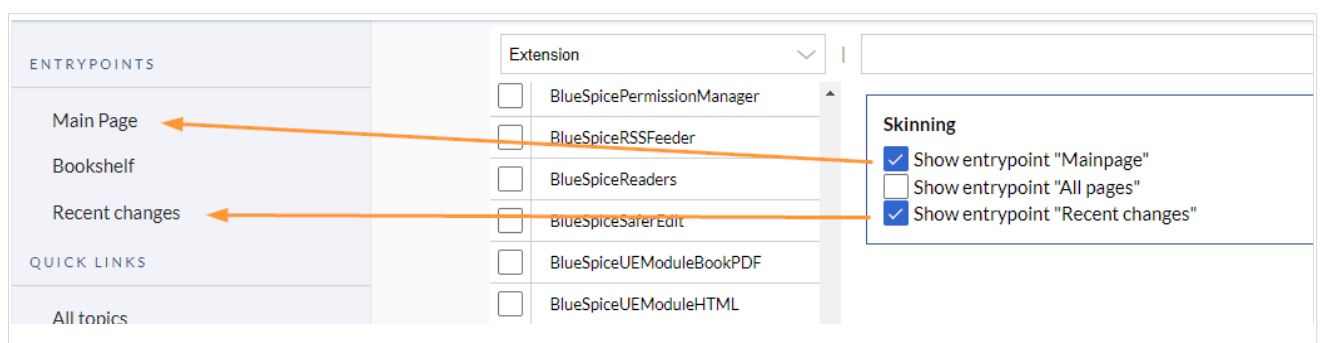
A message "This discussion page was created automatically" is inserted on the discussion page.



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

BlueSpiceDiscovery

Deactivating the Entrypoint links



Positioning of skin elements



positioning skin elements

- page-sentence: display of page status ([Approval status](#), [Expiry](#))
- categories: display of [page categories](#)
- rating: display of [page ratings](#)
- recommendations: display of [page recommendations](#)

Content Stabilization v4.3+


The following configuration options are available for page approvals:

- **Include handling (1):** Wenn Ressourcen in eine Seite eingebettet sind **und sich diese Ressourcen in Namensräumen mit Freigabe befinden**, können die folgenden Einstellungen ausgewählt werden. Es gibt zwei mögliche Einstellungen:

	Verhalten
Stable versions of included pages	Shows the approved (stable) version of a resource, even if it was approved after the page that includes the resource was approved. (This works only if the resource is located in a namespace with active approval feature).
Versions that were current at the time of approval	Shows the version of the resource which was embedded at the time of the last approval of the wiki page where it is embedded. (This works only if the resource is located in a namespace with active approval feature).

For example, if an approved page contains a template that was modified after the page itself was approved, the page will not show a draft version. Approvals work directly via the embedded resource.

- **Allow viewing of first draft version (2):** If this setting is activated, then all users with read rights can view the first draft. When disabled, only groups from the "Show unstable pages for following groups" setting can see first drafts.
- **Update semantic properties from stable pages only (3):** The property value of the page is read from the stable version of the page and not from the draft version.
- **Entwurfseiten für folgende Gruppen anzeigen (4):** If the group `user` has been removed from the configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process. In this case, only users with the roles `sysop` and `reviewer` can access drafts unless other groups are specified. These system groups can only access drafts through the site's version history.

 [Technical Reference: BlueSpiceConfigManager](#)

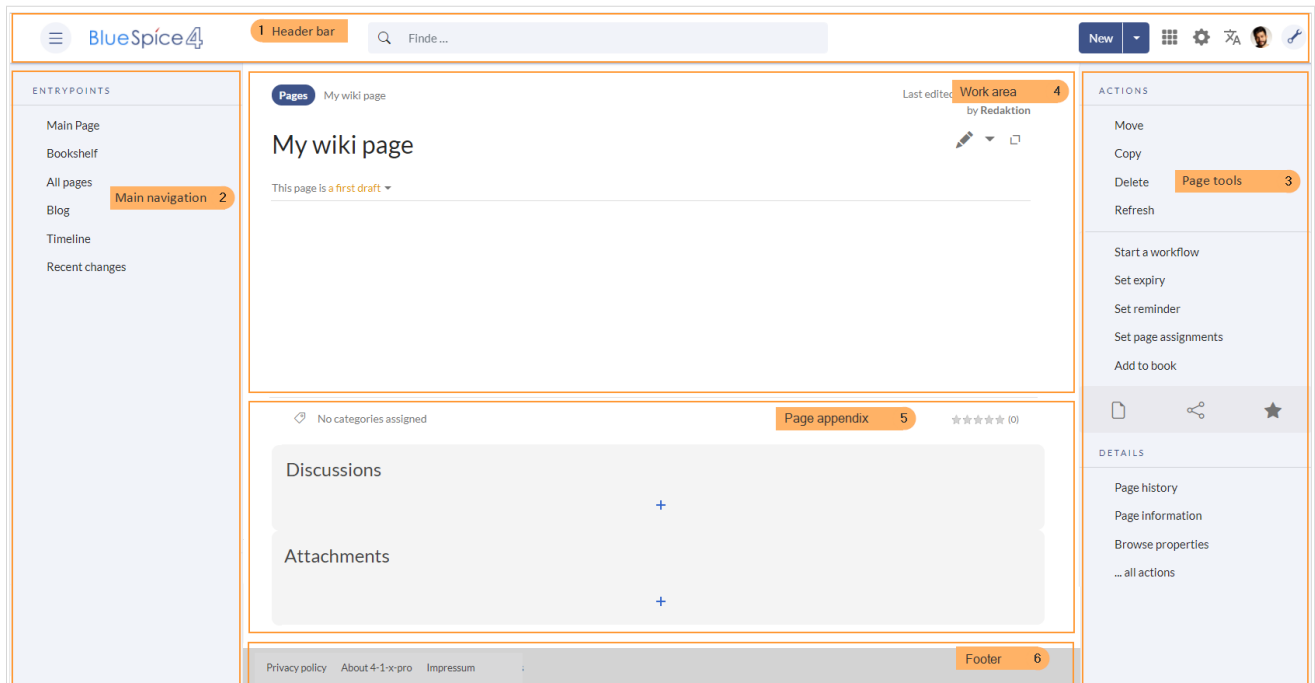
Layout

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BlueSpice Layout

The user interface is divided into distinct areas that group various wiki functions in a meaningful way. Here you get an overview of all features of the standard skin "Discovery".



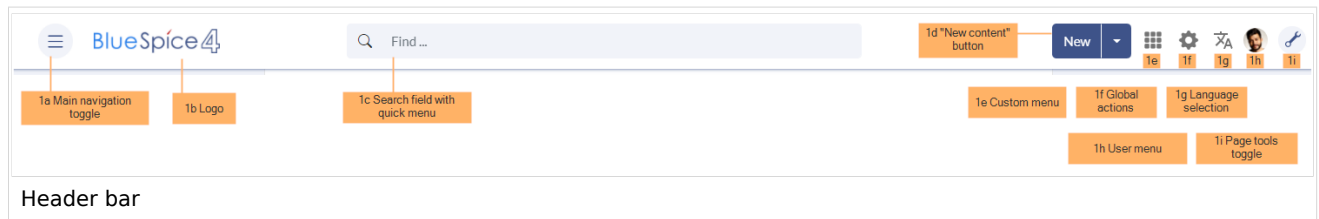
Main areas of the "Discovery" skin

Bereich	Beschreibung
1-Header bar	Contains important elements such as the logo area, the search field and the buttons for various navigation menus (mega menus).
2-Main navigation	The "heart" of the site organization. The navigation links can be customized by admin users. This area also displays the book navigation.
3-Page tools	Contains all the actions that can be performed on a page. In addition, information such as the version history or the page information can be accessed from here.
4-Work area	All content is created and edited here. The work area is divided into the title area and the actual page content.
5-Page appendix	Additional information such as category membership, discussions and attachments are displayed in the supplementary area. In addition, page recommendations and ratings are displayed if they are activated for the page.
	The footer contains links to legal information as well as to external

Bereich	Beschreibung
6-Footer	websites relating to MediaWiki.

Header bar

The header contains important elements such as the logo area, the search field and the buttons for various navigation menus (mega menus).



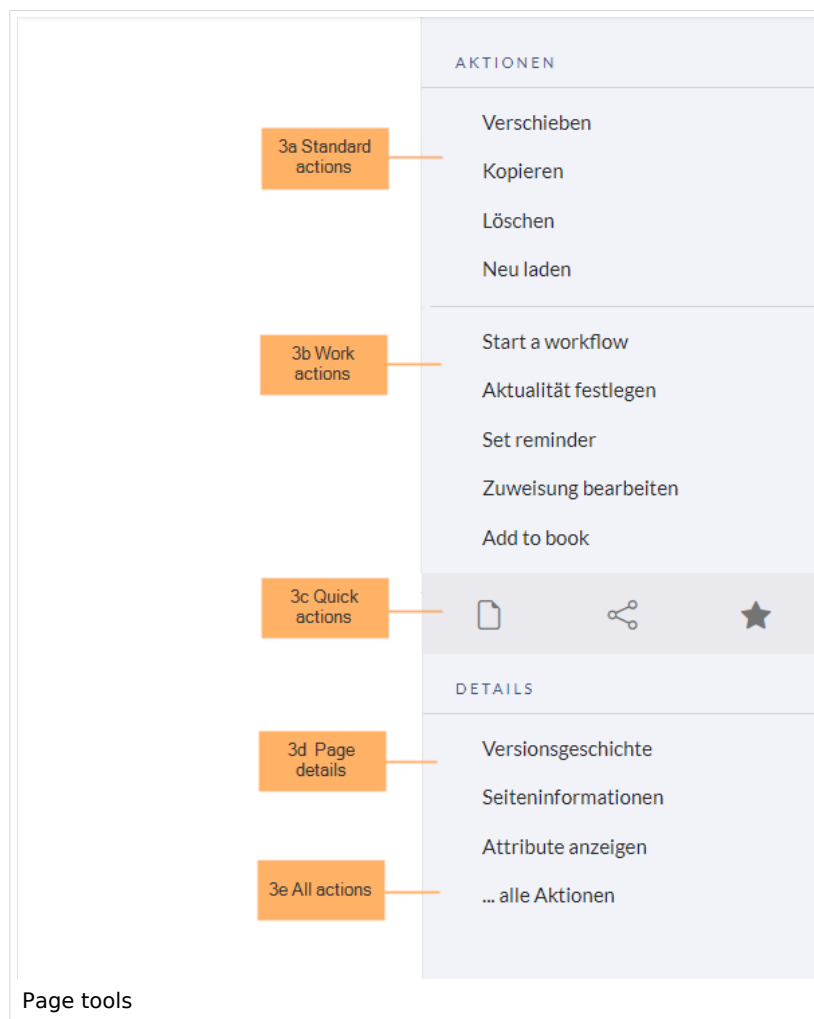
Funktion	Beschreibung
1a-Main navigation toggle	Allows users to show and hide the main navigation.
1b-Logo	The logo can be changed using the special page FlexiSkin .
1c-Search field	Page titles that match the search expression are displayed in a quick menu while the search term is being entered. Pressing the Enter key takes you to the search center, which displays the results of a full-text search and allows filtering the results.
1d-"New content" button	The "New" button allows to create a new page. A subpage can be created directly via the submenu or a new file can be uploaded. A multi-upload is only possible via the Manual:Extension/ExtendedFileList .
1e-Custom menu	Allows users with admin rights to create an additional mega menu. The button is only displayed once the additional menu has been created.
1f-Global actions	Direct links to many special pages as well as administrative pages of the wiki.
1g-Language selection	If a page includes links to pages in different versions via language codes that were defined in the Interwikilinks , a mega menu is shown for the language selection.
1h-User menu	Users manage their own settings, tasks and notifications here. A red circle appears above the user avatar if unread notifications exist.
1i-Page tools toggle	Allows users to show and hide the page tools of a page.

Main navigation

Links to the most important wiki pages are shown here. Administrators have the option to [customize the main navigation](#).

Page tools

The page tools area contains all the actions that can be performed on a page. In addition, information such as the version history or the page information can be called up from here.



Funktion	Beschreibung
3a-Standard actions	Move , Copy, Delete, Refresh
3b-Extended actions	Start a workflow , Set expiry , Set reminder, Set page assignments, Add to book
3c-Quick actions	Export options, Share, Add to watchlist
3d-Page details	Page history, Page information, Browse properties

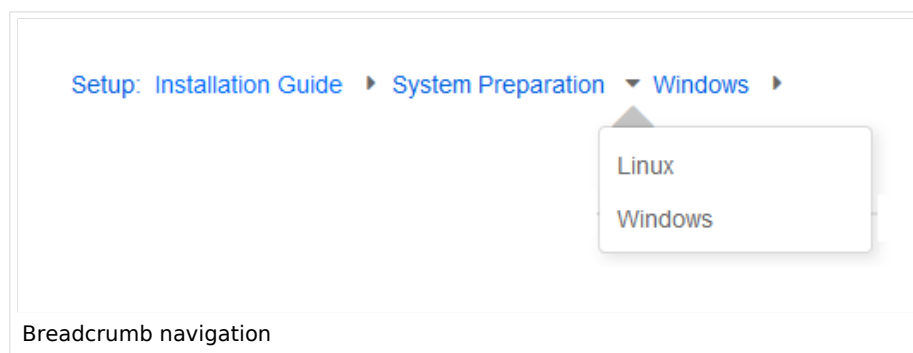
Funktion	Beschreibung
3e-All actions	Opens a dialog window, in which all possible actions on this page are listed.

Work area

Breadcrumb navigation

The breadcrumb navigation at the beginning of the work area consists of links that map the path of the current page:

```
Namespace (=root node) > Pagename > Subpage level 1 > ... > Subpage level x
```



If the page `<namespace>:Main_Page` (language variations: de:*Hauptseite* / fr:*Accueil* / zh:) exists, the root node links to that page.

If this page does not exist, the root node links to "All pages" (*Special:Allpages*) with the namespace selector preset to the respective namespace. If the root node should link to a different page (e.g., `<namespace>:Portal`), then this page needs to be redirected to the page `<namespace>:Main_Page`.

Page appendix

To hide the page appendix area, the following CSS rules can be added to the page *MediaWiki:Common.css*:

Hide entire area:

```
#data-after-content {display:none} /* Hide discussions and attachments */
```

Hide attachment only (only up to BlueSpice v4.1):

```
#social-stash-cnt {display:none} /* hide only attachments */
```

Hide discussions only:

```
#social-topics-cnt {display:none} /* hide only discussions */
```

The areas above can also be hidden by namespace, e.g.:

```
.ns-0 #data-after-content, .ns-3000 #data-after-content {display:none} /*Hide only in  
some namespaces*/
```

Footer

The footer contains links to legal information as well as to external websites relating to MediaWiki. The links to the legal information can be adjusted by wiki administrators via pages in the *MediaWiki* namespace.

- [Customize the footer](#)

➔ [Technical Reference: BlueSpiceDiscovery](#)

➔ [Technical Reference: BlueSpiceDiscovery](#)

Generate page lists (smart lists)

The extension **SmartList** allows to insert a list of pages in a wiki page using the tags *smartlist*, *newbies*, or *toplist*. The selection criteria can be set using a dialog box.

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Available tags

The extension SmartList includes three different tags:

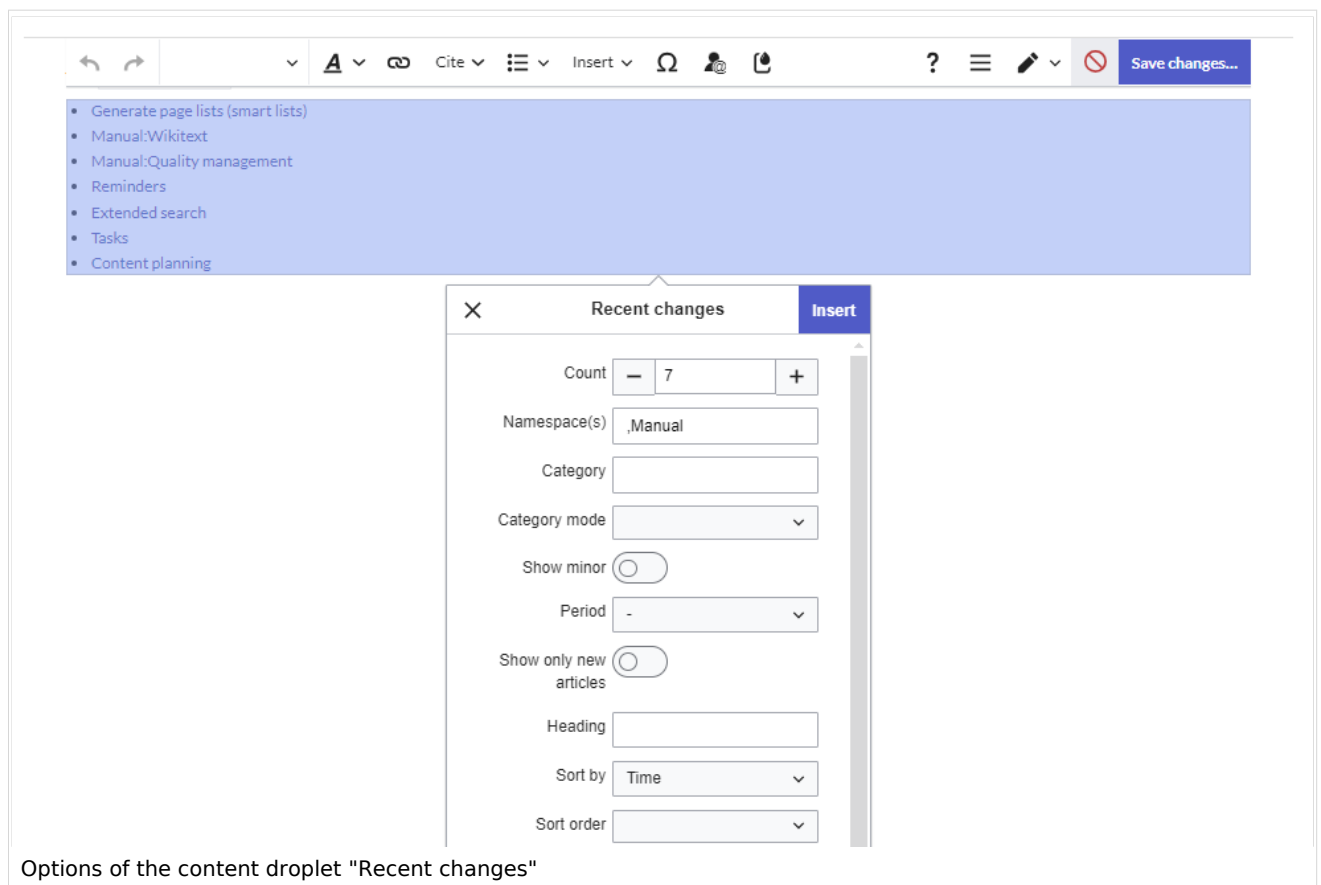
- `<bs:smartlist />` / `<recentchanges />` - display a list of pages that were edited in the last 90 days. It can be filtered by namespaces or categories.
 - Different modes are possible if the `<bs:smartlist />` tag is added in source edit mode.
- `<bs:newbies />` - display a list of recently registered users.
- `<bs:toplist />` - display a list of most visited pages.

The tags can be added as content droplets. v4.3+ . Earlier BlueSpice versions contained the menu item *Insert > Magic word* in [VisualEditor](#). -v4.3

Smartlist

The `<bs:smartlist />` tag shows a list of recently changed pages (<90 days) by default.

The list can be inserted in source edit mode or as the [content droplet](#) "Recent changes", in which case it is inserted as `<recentchanges />` tag in the page source. v4.3+



In source edit mode, the *smartlist* tag (not the *recentchanges* tag!) additionally accepts the [parameter mode](#) with the following values:

- mode=stablepages
- mode=whatlinkshere

Parameters

The SmartList inspector allows to set the following parameters:

Label	Parameter	Values	Description
Count	count	number	The number of articles to be shown. Default value: 5
Namespace(s)	ns	number or name	Only articles from given namespace will be listed. The namespaces can be entered by IDs or by names. Several namespaces can be separated with commas: ns="0,2,5" or ns="Help,User,Test". Default: All namespaces are included. Note: Only content namespaces are included in the list.
Category	cat	name	Only articles from given category will be listed. Selecting several categories is not possible. Default: All categories.
Category mode	catmode	AND, OR	Show pages if they are in at least one of the categories (OR) or show pages if they are tagged with all categories (AND).
Show minor	minor	true, false	Minor changes (changes marked with an "m" in the recent changes) will not be listed. Default: Minor changes are listed.
Period	period	-, month, week, day	Only changes within given period are shown. Default: No limit is set (full 90 days are shown).
Show only new articles	new	true, false	Only new pages will be listed. Default: All pages are shown
Heading	heading	text	Adds a heading above the list
Sort by	sort	Title, Time	Sort results by title or by latest edited.
Sort order	order	asc, desc	Ascending or descending sort order.
Trim	trim	number	Long article names are not cropped. Default: The title is cut off after 30 characters.
	showtext	true,	

Show text		false	With this option, a line of the article contents will be shown alongside the title.
Trim text	trimtext	number	"trimtext" sets the number of characters of an article's content shown. This is only relevant when <i>showtext="true"</i>). <i>Note</i> : trimtext="0" is <u>not</u> possible.
Show namespaces	shows	true, false	If true, the namespace prefix is shown with the page names.
Number with text	numwithtext	number	Anzahl der Artikel die mit Einführungstext angezeigt werden sollen. Nur effektiv wenn <i>showtext=true</i>
Meta	meta	true	The username and date for the last edit are shown.
Target	target	-	Obsolete
Exclude namespace (s)	excludens	number or name	Articles from given namespaces will not be shown. The namespaces can be entered by IDs or by names (comma-separated). Default: All namespaces are included.

Wikitext editing

Here you see a syntax example with some parameters. These can only be added in source edit mode.

15 of the pages from the category *ISO9001* that were changed in the last 90 days are displayed in alphabetical order.

```
<bs:smartlist sort="title" cat="ISO9001" count="15" heading="Pages about ISO 9001" / >
```

If the approval feature is activated, the list can be set to include the latest [approved pages](#) (instead of edited pages:

```
<bs:smartlist period="week" sort=" time" shows="0" mode="stablepages" count="8" />
```

Alternatively, the smartlist can also display a list of pages that link to a wiki page. The corresponding page name is specified as `target` :

```
<bs:smartlist mode="whatlinkshere" target="Main Page" />
```

Newbies

The tag `<bs:newbies />` shows recently registered wiki users.

The list can be inserted as the [content droplet](#) "New users". v4.3+

Parameters

Label	Parameter	Values	Description
Count - count			The number of users to be shown; the default value is 10.

Example in wikicode

```
<bs:newbies count="7"/>
```

Toplist

This tag shows a list of the most visited pages.

The list can be inserted as the [content droplet](#) "Most visited pages". v4.3+

Parameters

Label	Parameter	Values	Description
Count	count	number	The number of articles to be shown; the default value is 10.
Namespaces	ns	text, text	Only articles from these namespace will be shown. You can put several namespaces here, separated by commas.
Category	cat	text, text	Only articles from this category will be shown. You can put several categories here, separated by commas.
Period	period	month, alltime	The period that should be used. The default is alltime.

Example in wikicode

```
<bs:toplist count="7" ns="Help|QM" />
```



Technical Reference: [BlueSpiceSmartList](#)

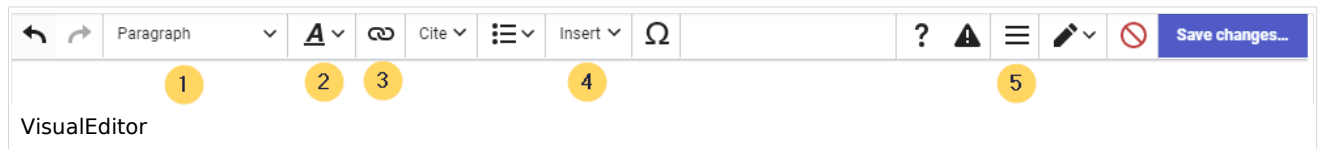
Edit

BlueSpice uses a slightly customized version of the MediaWiki extension [VisualEditor](#) as editing tool. This editor supports all common edit tasks that are useful in a wiki environment. You can refer to the official documentation for basic help. Here in the BlueSpice Helpdesk, we only give some hints and tips for using the editor.

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What is the visual editor?

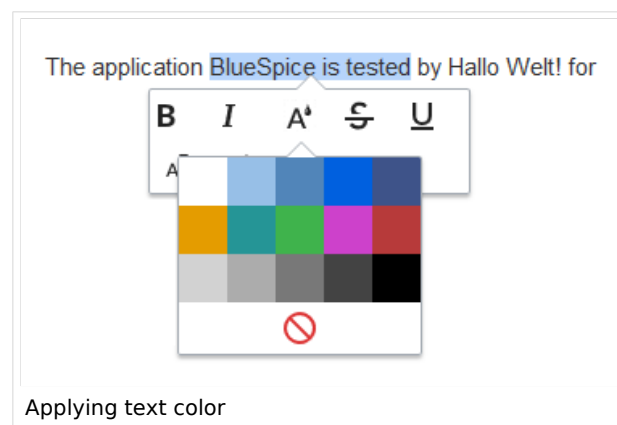


The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

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

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.

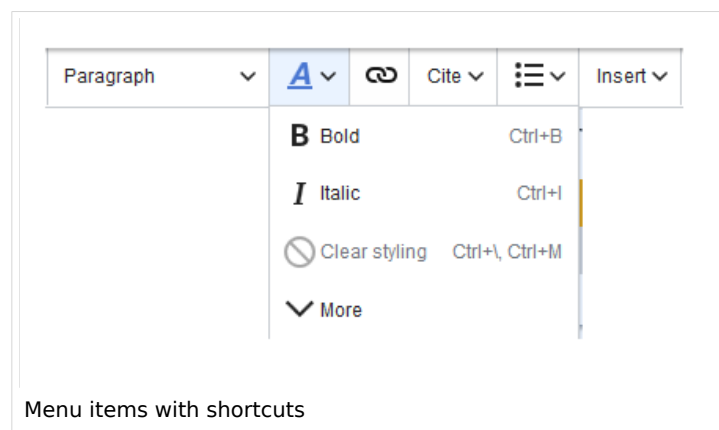
To paste content as plain text instead, use the shortcut `Ctrl+Shift+v`.



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)

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

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

- [Templates](#)

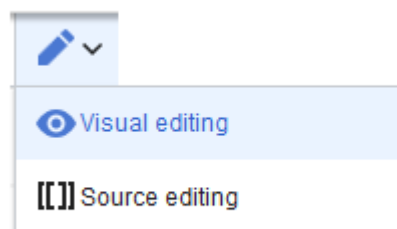
Wiki-specific content

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:** Creates footnote references.
- **Chemical formula:** The formula rendering uses an external service via Wikimedia's REST API.
- **Math formula:** An editor opens for entering a mathematical formula.

Switching between edit modes

When creating or editing a page, the page usually loads in visual editing mode. If you are familiar with the formatting language of MediaWiki ("[Wikitext](#)"), you can easily switch to source editing mode using the "Switch editor" menu item and edit your page content there:



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.

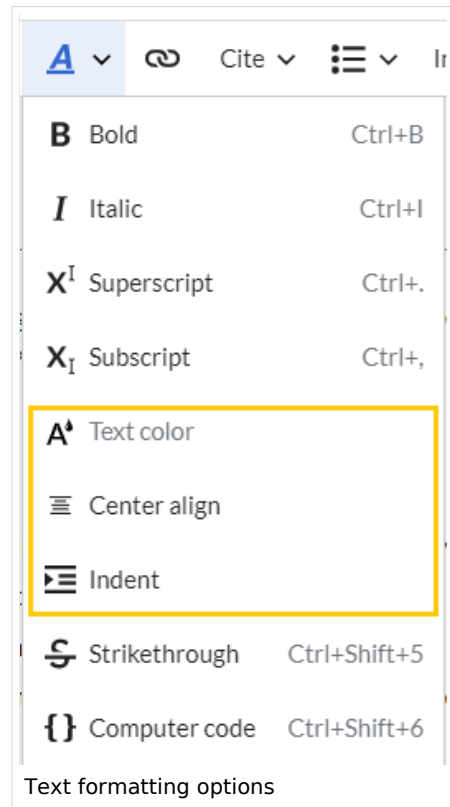
Text formatting


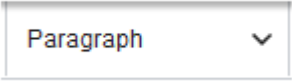
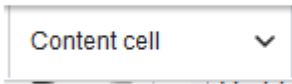
In the text formatting menu, the following additional options are available when a text passage has been selected:



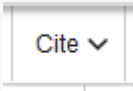

Text color: different text colors can be selected via an inspector menu.

Center align: Text can be selected and centered paragraph by paragraph.


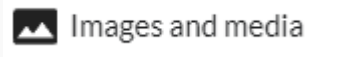
Indent: Text can be indented once (note: multiple indentation is only possible via the source text).














Text formatting	
<p>Undo function</p> 	<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>

Text formatting	
	<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 footnote references within the text.</p>
<p>Structure</p> 	<p>Formats ordered and unordered lists. If paragraph breaks or images need to be inserted within a bullet point, use Shift+Enter to avoid creating a new list item.</p> <p>If you want to style numbered lists like 1, 1.1, 1.1.1, etc., you need to add some additional CSS instructions to the page <i>MediaWiki:Common.css</i>.</p>





Insert special content


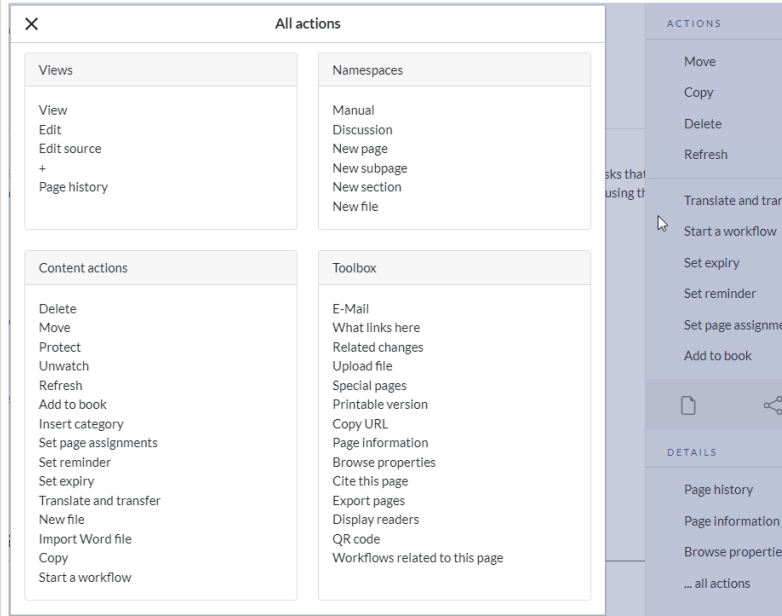

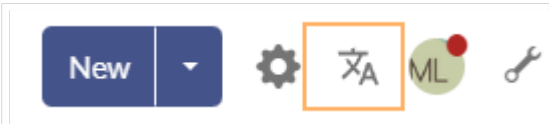


Insert special content	
<p>Insert menu</p> 	<p>Use the "insert" menu to insert various media (images, videos) and text formats:</p>
<p>Media</p> 	<p>Inserting pictures and videos</p> <p>(Details on MediaWiki)</p>
<p>Templates</p>	

Insert special content	
 Template	Include a template in the page.
<p>Tables</p>  Table	Tables are an important tool for formatting tabular page content.
<p>Comment</p>  Comment	Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. It is text-based and cannot be formatted.
<p>Magic word -v4.2.x</p>  Magic word	With a "magic word" you can insert certain wiki tags in your page. More about Magic words
<p>Gallery</p>  Gallery	Allows to display a set of images as a gallery. Formatting examples for the different settings can be found at mediawiki.org/wiki/Help:Images#Gallery_syntax
<p>Your signature</p>  Your signature	This option allows to add your wiki signature (User name and timestamp) at any location in the page.
<p>Code block</p>  Code block	With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted: <div style="border: 1px dashed gray; padding: 5px; margin-top: 10px;"><code>red text</code></div>
<p>References list</p>  References list	This menu item creates a <code><references /></code> tag at the location where it is inserted. The footnote references up to this point are then displayed at that location instead of the end of the page. Remaining footnotes in the page are still shown at the end of the page.
<p>Chemical formula</p>  Chemical formula	The formula rendering uses an external service via Wikimedia's REST API.
<p>Math formula</p>	It opens an editor for entering a mathematical formula.

Insert special content	
 Math formula	[[on MediaWiki]]
Special Characters 	Opens a panel to select special characters that are not available on your keyboard. To close the panel, click the menu item again.

Page options

Page options	
 Options menu	The options menu allows editing of all page settings. It is not
Options  Options	This button allows the page settings and page information to be updated simultaneously within a dialog box. To change any page options on the page, you need to be in visual editing mode .
Categories  Categories	Here, you assign the page to one or more categories while in edit mode.
Page Settings  Page settings	<p><i>Page redirection:</i> When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly.</p> <p><i>Show Table of Contents:</i> By default, a table of contents is shown if a page has more than three headings. You can use this setting to always force or suppress the table of contents.</p>
	<ul style="list-style-type: none">• <i>Let this page be indexed by search engines:</i> Only applies to public search engines. The wiki's internal search is not affected.• <i>Show a tab on this page to add a new section:</i> Not supported in BlueSpice 4 Discovery skin.• <i>Display title:</i> Sets a title that is shown as page heading. It can be found by the search and is used in page lists created by Semantic MediaWiki inline queries.

Page options	
<div>Advanced Settings</div> <div> Advanced settings</div>	<ul style="list-style-type: none"><i>Title visibility:</i> This setting hides the entire title section of a page and is often applied on the main page or other portal pages of the wiki. If the title is not visible, the edit button is also not available. In this case, you can click on <code>all actions... > Edit</code> in the page tools. <div></div> <div>"all actions" Menu</div>
<div>Languages</div> <div> Languages</div>	<p>Shows wiki pages on different wikis that are connected via Interlanguage links. Depending on the wiki's skin, the links are shown in a specific location. In the BlueSpice 4 Discovery skin the interlanguage links are shown in the top menu.</p> <div></div> <div>Menu item to access interlanguage links</div> <p>mediawiki.org/wiki/Help:Links#Interwiki_links</p>
<div>Templates used</div> <div> Templates used</div>	<p>List the templates that are embedded on the page.</p>
<div>View as right-to-left</div> <div> View as right-to-left <code>Ctrl+Shift+X</code></div>	<p>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.</p>

Page options	
Find and replace	Words or characters can be searched and replaced directly on the page. The "Undo" button can be used to cancel the change.
<div><div><div><div><div></div><div>Find and replace</div></div><div>Ctrl+F</div></div></div></div>	

Troubleshooting: Visual editing is disabled

If you only have the source editing option in your editor toolbar, please contact an administrator of your wiki. The following settings must be checked in this case:

- Global settings via the [configuration manager](#)
- [Namespace manager](#) settings

➔ [Technical Reference: VisualEditor](#)

➔ [Technical Reference: VisualEditor](#)

Wikitext

Wikitext is a simplified markup language that is used to format and structure text and other data.

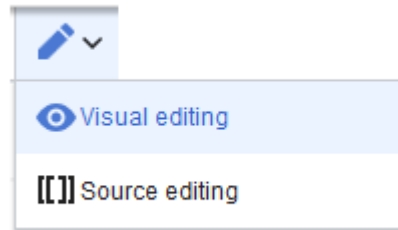
While HTML is the most common markup language for web pages, Wikitext is used in wiki systems. Like HTML, it uses tags to mark parts of text or other data.

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How do I use Wikitext?

When you edit a page, you can switch between visual editing and source editing using the editor toolbar.



Wikitext can be entered in source editing mode. When you are in visual editing mode, VisualEditor inserts Wikitext "behind the scenes". If VisualEditor doesn't format elements on a page correctly, you can always switch to source editing to correct the issues directly in Wikitext.

Examples of Wikitext

Here are some typical examples of Wikitext:

Text formatting

- This is `'''bold'''`
- This is `'''italic'''`
- This is `<u>underlined</u>`

Structuring

- This is a `==Heading==`
- This is an `*unordered list element`
- Table:

```
{| class="wikitable"
|-
!header 1
!header 2
|-
|row 1, cell 1
|row 1, cell 2
|-
|row 2, cell 1
|row 2, cell 2
|}
```

Links / Embedded files

Link to internal wiki page

```
[[Wikipage|Label]]  
[[Pancake|Best Pancake]]
```

Link to external website

```
[url label]  
[https://wikipedia.org Wikipedia]
```

'Link with parameters

```
<span class="plainlinks">[{{fullurl:{{FULLPAGENAME}}|action=edit}} Edit this page]</span>
```

This link opens the referenced page in edit mode in a new tab.

Embed image/file

- `[[Datei:image-or-pdf-name.png]]` - - - **Image/PDF is embedded on page**
 - the wiki checks, if a preview can be generated (e.g., for "png", "jpeg", "gif", "svg") and embeds the preview
 - otherwise, a link to the file description page is created
 - can be embedded: PDF, Tiff (with extension)
 - cannot be embedded: Microsoft Office- und Libre Office-Dateien; Shell-Skripte, ...
- `[[Media:image-or-pdf--name.png]]` - - - **Links to image / PDF**
- `[[[:Datei:image-or-pdf--name.png]]` - - - **Links to file description page**

Magic words

Type of Wikitext	Example
Special character	<code>&atilde;</code> → ã <code>&ccedil;</code> → ç UTF-8 is possible
Comment	<code><!-- unnoticed --></code>
No "wiki translation"	<code><nowiki></code> and <code></pre></code>
Table of contents	<code>__TOC__</code> and <code>__NOTOC__</code>
Signature	<code>--~~~</code>

Type of Wikitext	Example
Redirect	<code>#REDIRECT [[targetpage]]</code>
Template	<code>{{template name}}</code>

Download Wikitext reference

 [Wikitext reference](#)

Related info

- meta.wikimedia.org/wiki/Help:Wikitext_examples
- [Magic words](#)
- https://www.mediawiki.org/wiki/Help:HTML_in_wikitext