

Contents

1. Manual:Create Pages	2
2. Manual:Extension/VisualEditor	4
3. Reference:BlueSpicePageTemplates	14
4. Reference:Page Forms	17

Manual:Create Pages

An important aspect of the wiki principle is that information can be shared with other people quickly and without any "red tape". Every wiki user with edit rights should therefore be able to create and edit a page at least in one namespace without any prior knowledge or without special privileges to contribute to their knowledge.

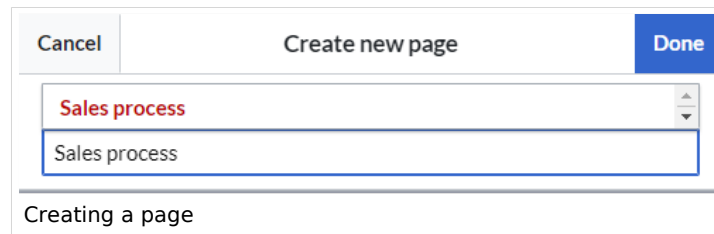
Contents

1	Creating a page	3
2	Changing the page name	3
3	Creating subpages	3
4	Alternative options	4
5	Related info	4

Creating a page

To create a page:

1. **Click** the *New* button in the header bar. A dialog window opens.
2. **Enter** a new page name. If the page does not yet exist, you will see a redlink.



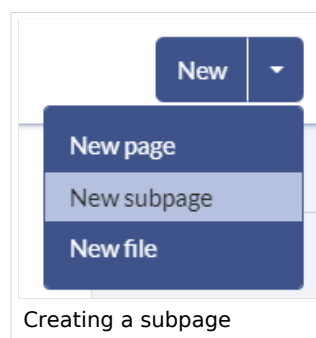
3. **Click** *Done*.
4. **Choose** *Empty page* or a different page template. This step is skipped if there are no available page templates. The page opens in edit mode. You can now switch between visual and source edit mode using the [Editor toolbar](#).
5. **Save** the page. It is now available in the main namespace of your wiki (unless you added a namespace prefix while creating the page).

Changing the page name

If you want to change the page name after the page has been saved — e.g., to save it in a different namespace — you can [move the page](#).

Creating subpages

To create a subpage for the current page, select the *New Subpage* link from the *New* button menu.



The subpage is then created as *Current Page/Subpage* (e.g., Visual Editor/Tables). If a page has subpages, the path is displayed as breadcrumb navigation at the top of the page,

- **Title choice:** In a wiki, titles are very important. In wikis with many entries, authors may make references to pages that they deem important in the context of their entry. The page title should, therefore, clearly communicate its content. Single words are very good, but even short sentences like "why wikis work" can be useful names. In addition, meaningful page titles also help readers find their way around when they search for an entry.

Alternative options

- **Search field:** Maybe information about your topic already exists. Before you create a new page, you can use the search to enter terms for your topic and check existing pages. If no suitable page exists, click on the redlink 'Create page *[page name]*' in the search results **or address bar:** You can also create a page directly from the address bar of your web browser. Simply exchange the current page name with a new one. Then, click enter to create the new page.
- **Form:** In BlueSpice pro, the extension [Page Forms](#) is available. It allows to create pages using a form.

Related info

- [Rename and move pages](#)
- [Redirects - Using Synonyms](#)
- [Creating and Using Page Templates](#)

Edit

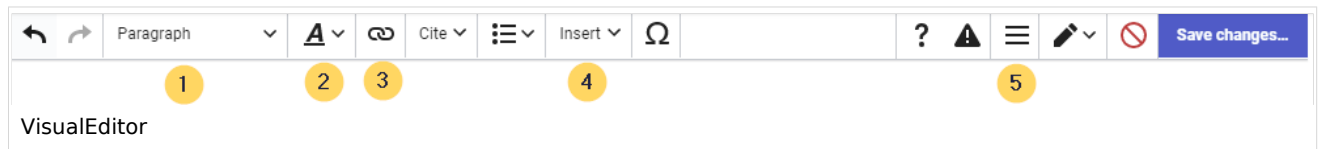
BlueSpice uses a slightly customized version of the MediaWiki extension [VisualEditor](#) as editing tool. This editor supports all common edit tasks that are useful in a wiki environment. You can refer to the official documentation for basic help. Here in the BlueSpice Helpdesk, we only give some hints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

Contents

1 What is the visual editor?	6
2 Text editing	6

3	Pasting content from your clipboard	6
4	Shortcuts	7
5	Inserting other content	7
6	Wiki-specific content	8
7	Switching between edit modes	8
8	Hints and tips	8
8.1	Text formatting	8
8.2	Insert special content	10
8.3	Page options	12
9	Troubleshooting: Visual editing is disabled	14

What is the visual editor?

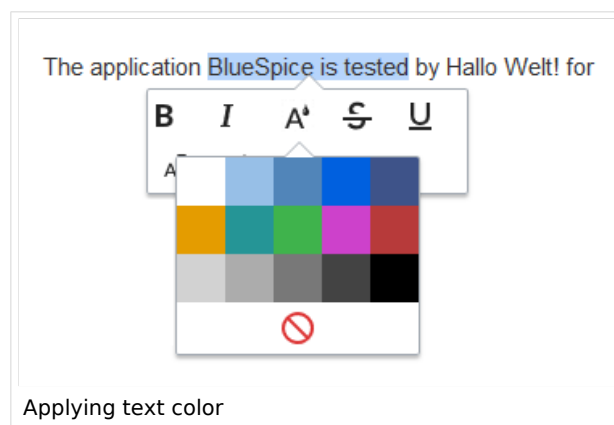


The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

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.

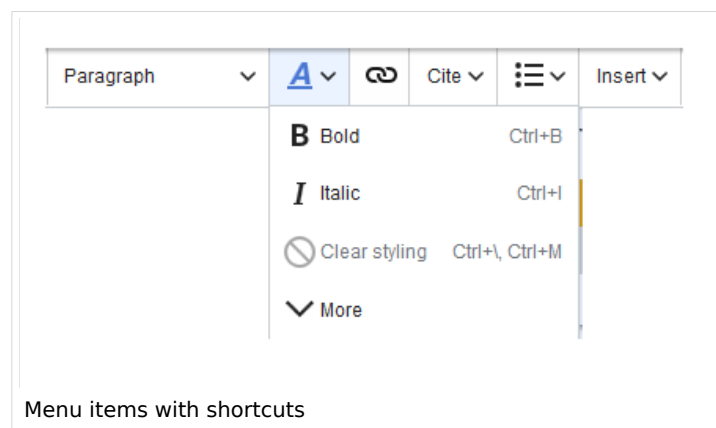
To paste content as plain text instead, use the shortcut **Ctrl+Shift+v**.



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](#)

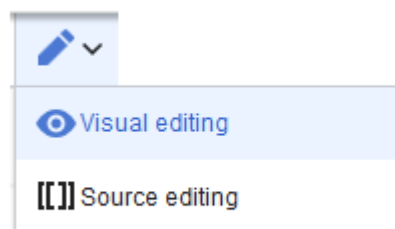
Wiki-specific content

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.

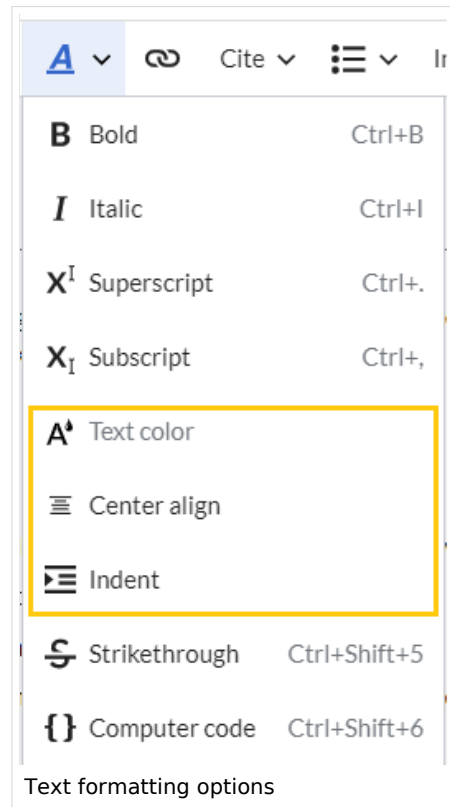
Text formatting


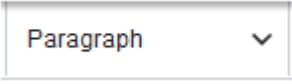
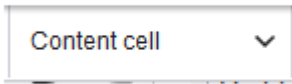
In the text formatting menu, the following additional options are available when a text passage has been selected:



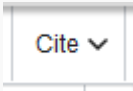

Text color: different text colors can be selected via an inspector menu.

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


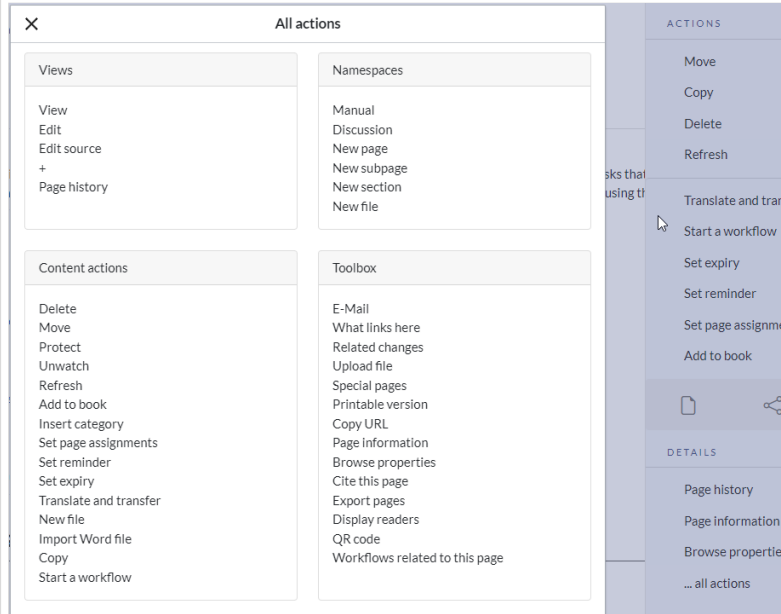




Insert special content	
<p>Insert menu</p> 	<p>Use the "insert" menu to insert various media (images, videos) and text formats:</p>
<p>Media</p>  Images and media	<p>Inserting pictures and videos</p> <p>(Details on MediaWiki)</p>
<p>Templates</p>	


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 #ccc; 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.
 Find and replace Ctrl+F	

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](#)

Reference:BlueSpicePageTemplates

Extension: BlueSpicePageTemplates

 [all extensions](#)

Overview			
Description:	Displays a list of templates marked as page templates		
State:	stable	Dependency:	BlueSpice
Developer:	HalloWelt	License:	GPL-3.0-only
Type:	BlueSpice	Category:	Content Structuring
Edition:	BlueSpice free, BlueSpice pro, BlueSpice Farm, BlueSpice Cloud	Version:	4.1+

Overview

[? View user help page](#)

Features

BlueSpicePageTemplates allows users to create new pages from predefined templates to start with a basic page structure.

- Create a template (with headers, categories, boxes and other content) in the template namespace.
- Create a page template using the special page `Special_PageTemplatesAdmin` give the page template a name and a description.
- Each template should be assigned a template from the "Template" namespace that represents the structure of a document.
- Page templates can be assigned to a particular namespace, so that a certain template will only appear when creating pages in that namespace.
- The page template is shown as a choice when a new page is created.

Some aspects of this extension can be configured on the page `Special:BlueSpiceConfigManager`, under "Page templates". Here, wiki administrators can:

- Force a target namespace for the page that was created from the template
- Hide default templates

Default page templates

Since BlueSpice 4.2, several default page templates are provided through the *Page templates* manager. The templates themselves are located in the "Template" namespace and prefixed with the letters "PT" (example: `Template:PT How-to article`).

For more information on how to add or remove available page templates, [see the help page](#).

Updates to the default templates:

If you have edited the default page templates in your wiki, they will not be overwritten during any BlueSpice upgrades. It is possible, however, that the default templates are added to the Page templates manager again after an update. You can simply remove the unwanted templates again.

An update to the current default version of all page templates can be forced with the following command from the wiki root:

```
php maintenance/update.php --quick --force
```

Technical Information

This information applies to BlueSpice 4. Technical details for BlueSpice Cloud can differ in some cases.

Requirements

MediaWiki: 1.36.0
BlueSpiceFoundation: 4.1

Integrates into

- MWStakeContentProvisioner

Special pages

- PageTemplatesAdmin

Permissions

Name	Description	Role
pagetemplatesadmin-viewspecialpage	Access to the Special:PageTemplatesAdmin special page, where page templates can be managed	admin, maintenanceadmin, structuremanager

Configuration

Name	Value
PageTemplatesExcludeNs	array (0 => -2, 1 => -1, 2 => 6, 3 => 7, 4 => 8, 5 => 9, 6 => 10, 7 => 11, 8 => 14, 9 => 15,)
PageTemplatesForceNamespace	false
PageTemplatesHideDefaults	false
PageTemplatesHideIfNotInTargetNs	true

API Modules

- bs-pagetemplate-tags-store
- bs-pagetemplates-store
- bs-pagetemplates-tasks

Hooks

- [BSApiNamespaceStoreMakeData](#)
- [BSUEModulePDFBeforeAddingStyleBlocks](#)
- [BSUsageTrackerRegisterCollectors](#)
- [BeforePageDisplay](#)
- [HtmlPageLinkRendererBegin](#)
- [LoadExtensionSchemaUpdates](#)
- [MWStakeCommonUIRegisterSkinSlotComponents](#)
- [MediaWikiPerformAction](#)
- [MessagesPreLoad](#)
- [NamespaceManager::editNamespace](#)
- [NamespaceManager::getMetaFields](#)
- [NamespaceManagerBeforePersistSettings](#)
- [SkinTemplateNavigation::Universal](#)

Accessibility

Test status:	2-testing complete
Checked for:	Web, Authoring tool
Last test date:	2022-08-05
WCAG level:	AA
WCAG support:	partially supports (workaround: no)
Comments:	<p>keyboard access works.</p> <p>Screenreader: Extjs: Pagination in grids not announcing button labels at top and pagination buttons at bottom; actions menu has no keyboard support.</p> <p>switching between browse/focus modes enables finding out how many pages there are and moving to the next page.</p> <p>erm:27716</p>
Extension type:	core
Extension focus:	admin

Reference:Page Forms

Extension: Page Forms

→ [all extensions](#)

Overview			
Description:	Forms for creating and editing wiki pages		
State:	stable	Dependency:	MediaWiki
Developer:	Yaron Koren, Stephan Gambke, and others	License:	GPL v2+
Type:	MediaWiki	Category:	Content Structuring
Edition:	BlueSpice pro, BlueSpice Farm, BlueSpice Cloud	Version:	4.1+
? View help page			

Features

Page Forms (known until November 2016 as **Semantic Forms**) is an extension to MediaWiki that allows users to add, edit and query data using forms.

It was originally created as an offshoot of the [Semantic MediaWiki](#) extension to be able to edit templates that store their parameters via SMW. However, it can now also work with the alternative [Cargo](#) extension, or with neither extension installed.

Very simply, Page Forms allows you to have **forms for creating and editing pages** on your wiki, as well as **for querying data**, all **without any programming**. Forms can be created and edited not just by administrators, but by users themselves.

The main components of Page Forms functionality are form definition pages, which exist in a separate namespace, 'Form:'. These are pages consisting of markup code which gets parsed when a user goes to a form. Since forms are defined strictly through these definition pages, users can themselves create and modify forms, without the need for any actual programming.

The Page Forms extension is mostly used to add and edit calls to infobox-style [templates](#) within pages. A form allows a user to populate a pre-defined set of templates, as well as page sections, for any page; if Cargo or Semantic MediaWiki are used, the data within the templates can then be stored and queried.

Forms can also be used to edit the data in an existing page, and you can enable an "formedit" tab to show up on any page.

Page Forms also supports **autocompletion of fields**, so users can easily see what the previously-entered values were for a given field. This greatly helps to avoid issues of naming ambiguity, spelling, etc.

Data in a page that doesn't fit into the form, like a free-form text description of the page's subject, isn't ignored when the page is edited with a form; rather, it is placed into a separate input box called "free text".

Page Forms also includes a wide variety of other functionality related to forms.

Accessibility

Test status:	2-testing complete
Checked for:	Web, Authoring tool
Last test date:	2022-08-05
WCAG level:	AA
WCAG support:	partially supports (workaround: no)
Comments:	<p>some input types are not keyboard or screenreader accessible. E.g., tokens, bs-msvisualeditor.</p> <p>Standard input elements such as text fields, drop downs, textareas, etc. are accessible. Therefore, accessible forms can be created.</p>
Extension type:	extended
Extension focus:	editor