Contents

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.
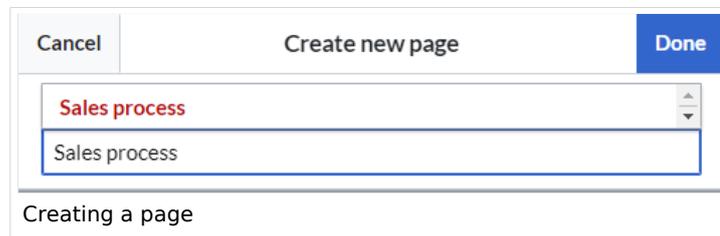
Contents

Creating a page

To create a page:

Click the *New* button in the header bar. A dialog window opens.

Enter a new page name. If the page does not yet exist, you will see a redlink.

Creating a page

Click *Done*.

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.

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.

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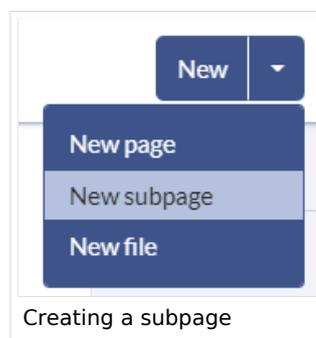
The subpage is then created as *Current Page/Subpage (e.g.*, Visual Editor/Tables). If a page has subpages, the path is displayed as breadcrumb navigation at the top of the page.

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 **er 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.

Tipps

Redirects: Do you have the impression that an article title is searched more often with a different synonym? Then create a new article with this name and redirect the page to another page that contains the actual information.

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, therfore, 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.

Spelling: When linking to an already existing page you should pay attention to their exact spelling. If you e. g. typing a [[hello world]] instead of [[Hello World]] will create a new page as the links are spelled differently. Therefore, consider also capitalization and spaces. Only at the beginning of the letter does it make no difference whether you write a small or capital letter.

Namespaces: If you want to create an article in a different namespace, the namespace must appear before article name. Example: `[[namespace:article name]]` .

Special characters: The following characters **cannot** be used in titles : `{ } & ? < > \` and `,` . For more information, see mediawiki.org/wiki/Manual:Page_title.

Subpages: The character `/` is used to create a subpage.

Related info

- Rename and move pages
- Redirects
- Creating and Using Page Templates

2.2 Edit

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

Contents

What is VisualEditor?

VisualEditor

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

Page structuring with headings.

Consistent **text formatting**.

Linking of contents.

Inserting special content (files/media, tables, templates, magic words)

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.

Applying text color
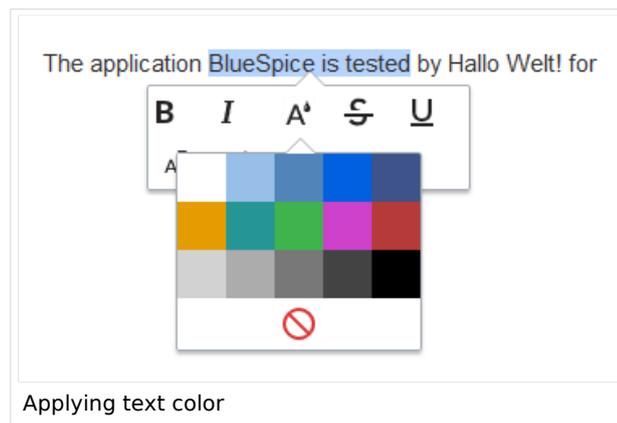
Pasting content from your clipboard

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.


Undo

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.

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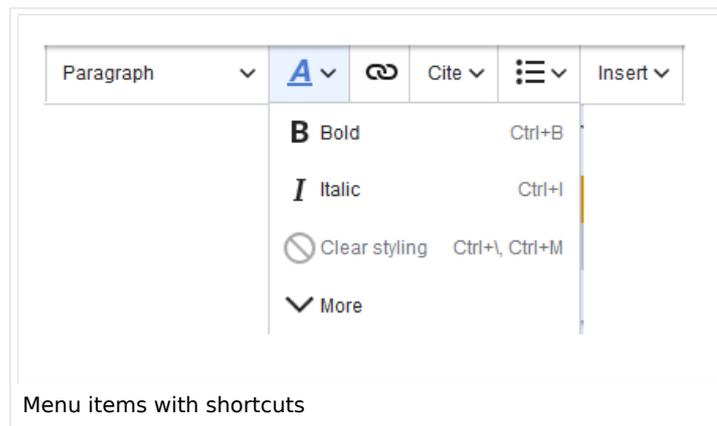
> **Note:** For a list of all available shortcuts, click on "Keyboard shortcuts" in the Visual Editor help menu (the question mark menu item).

Inserting other content

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

File formats with a preview option: jpg/jpeg, png, gif, pdf

File formats without preview option are always inserted as links (e.g., Microsoft Office formats)

Files can be connected with namespaces and categories

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

Images

Files (PDF, xls, doc, ...)

Tables

Templates

Wiki-specific content

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

Comment: Add comments to the page. These are only visible in the source code.

Gallery: A simple picture gallery can support many process flows.

Magic word: Wiki features such as signature, word counter, category tree or even process diagrams with draw.io can be integrated as a "magic word".

Your signature: Only works on pages that allow signatures. Pages in the Namespace "Pages" are not included.

**Codeblock:** Programming code is displayed here in clean code blocks, optionally with line numbers.

References list:

Chemical formula: 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 loads in visual editing mode. If you are familiar with the code language of MediaWiki ("Wikitext"), you can easily switch to source editing mode using the "Switch editor" button:
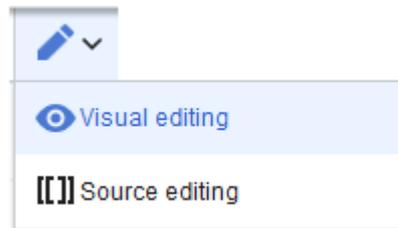
MediaWiki reference

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

Hints and tips

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

Text formatting

Text formatting	
Undo function	Left arrow: Undo last action (greyed out: there is no last action yet) Right arrow: Restore last action (greyed out: there's nothing to restore yet)
Format Paragraph Paragraph	Here text can be defined as heading or specific paragraph type. *Note:* If you work in a table, the options will change accordingly (content cell and header cell): Content cell
Style text *A*	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. (More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide /en#Getting_Started:_The_VisualEditor-Toolbar])
	If no text was selected before the hyperlink dialog was opened, the link will be generated with a number:

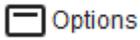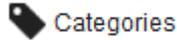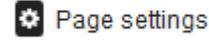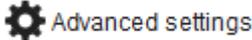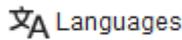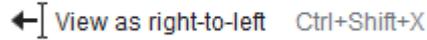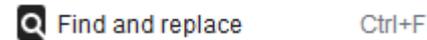| Text formatting	
Insert hyperlink	[1] To subsequently change the hyperlink description, just click on the link to open the edit menu. In a table, you may need to double-click the cell first and then click the hyperlink again.
cite	The citation menu is used to insert footnote references (also called itemizations or footnotes) within the text.
Structure	

Insert special content

Paste Special Content	
Insert menu	Use the "insert" menu to insert various media (images, videos) and text formats:
media	Inserting pictures and videos (Details on MediaWiki])
templates	Include a template in the page.
tables	Tables are an important tool for formatting tabular page content.
comment	Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. The comment can be edited by clicking on it. And this is what a comment looks like: Discuss content with…
Gallery	

Paste Special Content	
Gallery	
Magic word Magic word	With a "magic word" you can include certain variables or so-called behavioral switches in your page. For example, you can display the word count: Learn more about the functionMagic Word
Your signature Your signature	This option can only be used in discussions. It allows to add a signature at any point of a discussion.
Code block Code block	With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted: `<span style="color: red">red text</span>`
Refernces list References list	
Chemical formula Chemical formula	The formula rendering uses an external service via Wikimedia's REST API.
Math formula Math formula	It opens an editor for entering a mathematical formula. [[on MediaWiki]]
Special Characters Ω	

Page options

Page Options		
☰	Options menu	The options menu allows editing of all page settings.
Options		

Page Options	
Options	This button allows the page settings and page information to be updated simultaneously within a dialog box.
Categories Categories	Here you assign the page to one or more categories Categories. The page will appear accordingly on all linked category pages.
Page Settings Page settings	Page redirection: When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly. This setting can also be used to display or remove the table of contents at the top of the page. The table of contents is automatically generated by the headings on the page. When a page has more than three headings, the table of contents appears automatically by default.
Advanced Settings Advanced settings	
Languages Languages	
Templates used Templates used	
View as right-to-left View as right-to-left Ctrl+Shift+X	Support for languages that are read from right to left. Clicking this button right-side formats the page text. Click again to set the text flush left.
Find and replace Find and replace Ctrl+F	Words or characters can be searched and replaced directly on the page. The "Undo" button can be used to cancel the change.

Troubleshooting: Visual editing is disabled

If you only 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

8.2 Redirects

Contents

What is a redirect?

A redirect is a technique to automatically forward users from one page to another. If you redirect a page that has content, the user will not see the content of the redirected page, but only the content of the target page.
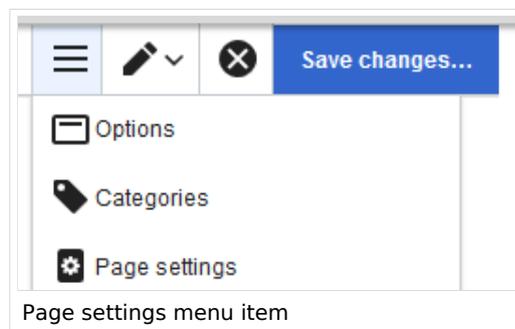
When to use a redirect

Pages are usually redirected in the following cases:

abbreviations
synonyms
duplicate content
spelling variants
plural/singular
renaming/moving a page

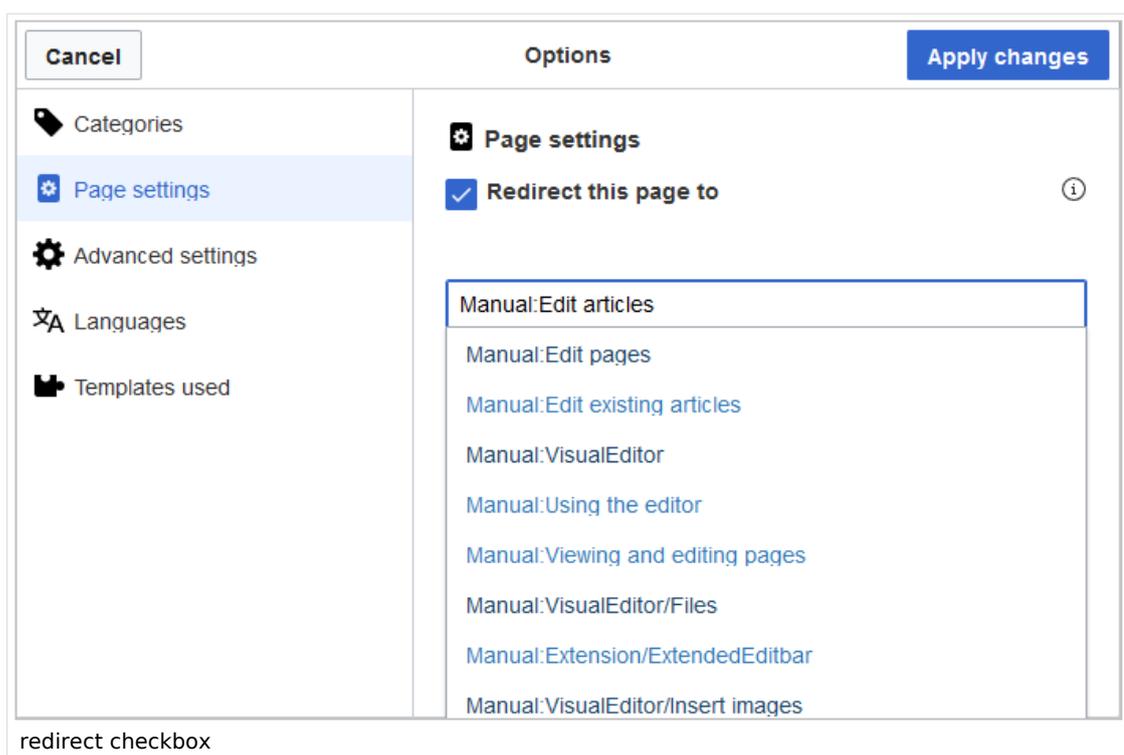# How to redirect a page

Visual editing mode

Click the options menu in the visual editor toolbar and **select** the *Page settings* link:

Page settings menu item

Activate the checkbox *Redirect this page to* and enter the name of the target page:

redirect checkbox

Click *Apply changes*.

Source editing mode

At the very beginning of the page, insert the redirect instruction and save the page:

```
#REDIRECT [[pagename of target page]]
```

There is no need to delete the content of the page. The content is simply no longer visible to readers as long as the redirect is included on the page. If you remove the code for redirecting the page, the original content will be loaded again.

Managing page redirects

All redirected pages on the wiki are listed on the special page `Special:ListRedirects`. In addition, there are pages for broken redirects as well as double redirects in the maintenance reports on the Special pages. You can navigate to them from *Global actions > Special pages*.

To maintain the quality of your wiki, you should review these pages on a regular basis and fix any broken and double redirects.

If you navigate to a redirected page, it shows the redirect source. A rounded arrow points to the target file:

Redirect info on the target page

The page "What links here" shows if redirects to a page exist. The page can be accessed via the *...all actions* link in the page tools:
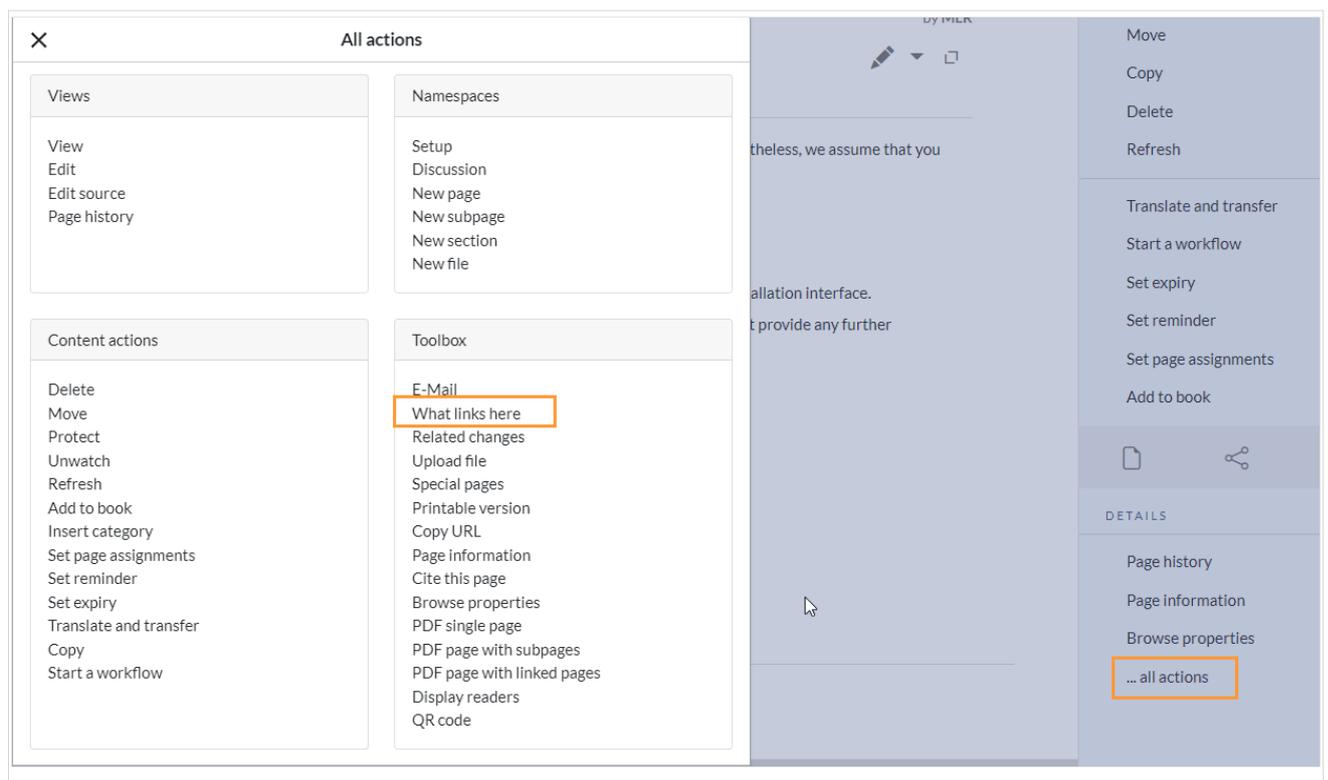
what links here

Clicking on the page name of the redirected page opens the original page:

Pages that link to "Setup:Installation Guide/System Preparation/Windows/Introduction"

What links here

Page:

Setup:Installation Guide/System Preparation/Windows/Introduction

Namespace: all

☐ Invert selection

Go

Filters

Hide transclusions | Hide links | Hide redirects

The following pages link to **Setup:Installation Guide/System Preparation/Windows/Introduction**:

Displayed 2 items.

View (previous 50 | next 50) (20 | 50 | 100 | 250 | 500)

- Setup:Installation Guide/System Preparation/Windows (← links | edit)
- Setup:Installation Guide/System Preparation/Windows/Vorwort (redirect page) (← links | edit)

View (previous 50 | next 50) (20 | 50 | 100 | 250 | 500)

redirect link

Resolving double redirects

The page *Special:DoubleRedirects* lists all pages that are redirected from an already redirected page:

Double redirects

This page lists pages that redirect to other redirect pages. Each row contains links to the first and second redirect, as well as the target of the second redirect, which is usually the "real" target page to which the first redirect should point. ~~Crossed out~~ entries have been solved.

Showing below up to **50** results in range #**1** to #**50**.

View (previous 50 | next 50) (20 | 50 | 100 | 250 | 500)

1. Get creative - Working with information (edit) → Create pages → Manual:Create pages
2. Edit existing articles (edit) → Create pages → Manual:Create pages

Special page "Double redirects"

Let's look at the page *Edit existing articles* in the BlueSpice helpdesk. This page is redirected to a page *Create pages* that is again redirected to *Manual: Create pages*. The double redirect was caused by moving the page *Create pages* to the namespace *Manual*.

To resolve the double redirect, we open the page *Edit existing articles* in source view:

```
Edit existing articles


#REDIRECT [[Create pages]]
<!--
__NOTOC__ <bs:bookshelf src="Book:User manual 3.1 - incomplete draft" />
==Edit existing articles==
Every existing article in a wiki should be modifiable. Simply switch into edit mode, change the
contents, and save. Easy!

===Entering edit mode===
You have two options to edit an article:
```

Original page

The page is not only redirected to the page *Create pages* but also contains a bookshelf tag. Therefore, we first check if the page is still part of the book. If it is, we need to decide if the book should include this page or the actual final target page of the redirect instead.

We now have some options to fix the redirect:

Redirect to the final target page

Redirect to a completely different page

Delete the page

Since the helpdesk actually has an updated page about editing, we redirect to the final target page *Manual:Edit pages*:

```
Edit existing articles


#REDIRECT [[Manual:Edit pages]]
<!--
__NOTOC__ <bs:bookshelf src="Book:User manual 3.1 - incomplete draft" />
```

Final target page

Sometimes, it might make more sense to simply delete the page. Before deleting an article, always check what other pages link to the page by reviewing the info under *Special: WhatLinksHere/Redirects*.

Related info

- Rename and move pages
- Delete an article
- Creating subpages
- https://www.mediawiki.org/wiki/Help:Redirects

2.3 Rename/move

Contents

About moving pages

A wiki page can only be renamed by moving it. Moving is necessary, since the web address of the page changes during renaming. Normally, there are many links to a wiki page. It is therefore important that these links still work after renaming the page.

A page can be moved with or without redirecting the original page. Let's take a closer look at the differences.

What happens when you move a page?

When you move a page:

you rename the page name and thus the page title

the page content is displayed on the new page

the version history of the original page is transferred to the new page

If you move from the original page to the new page, an additional page with the old page name will be created. This page then serves as a redirect to the new page. If you do not create a redirect, the original page is simply replaced. In this case, you should check and update the links to the old page on your wiki.

What links here

Before you move a page, you should see if other pages link to that page name. To do this, go to *What links here* under *...all actions* in the page tools. If many links are listed here, you should create a redirect when moving the page.
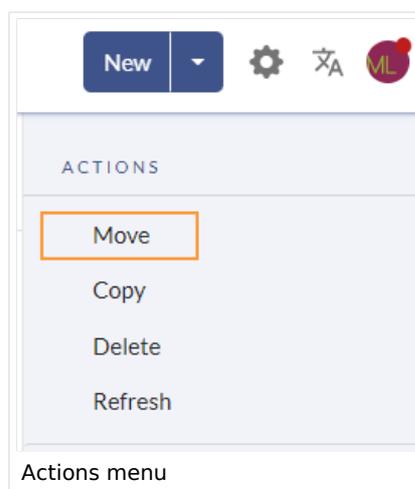

What links here
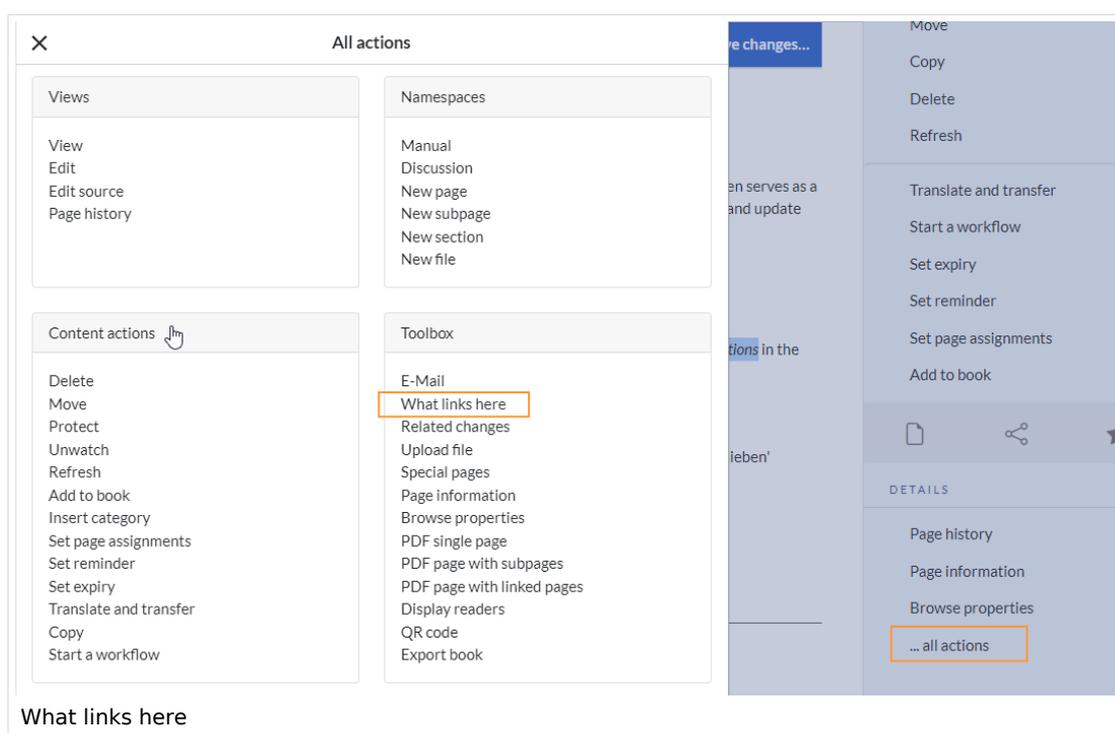
The following diagram shows how to rename an "Emobile" page to a page called "Electric Vehicles" page:
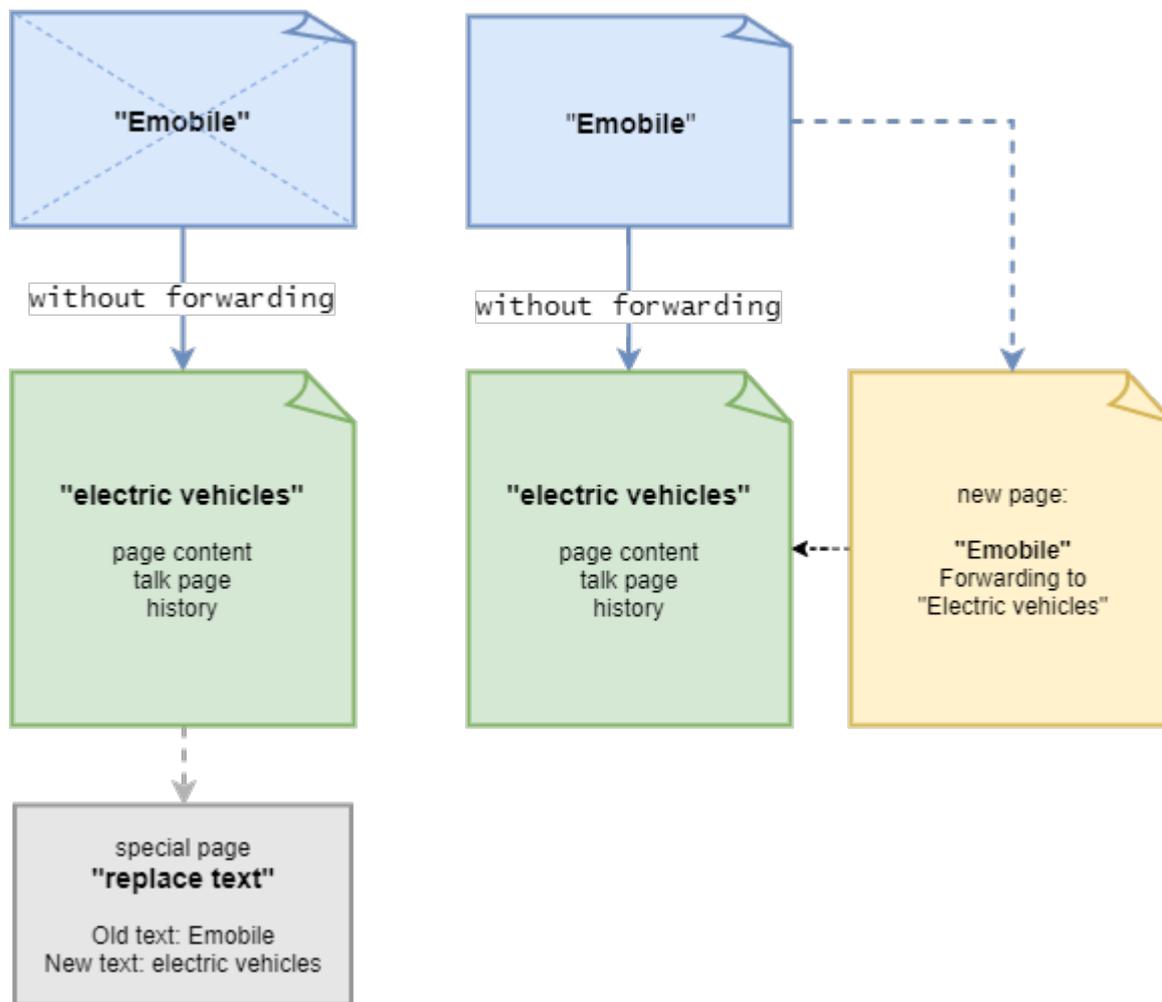
How do I move a page?

Go to the page tools menu item "Manage page> Move":

Click *Move.*

Actions menu

Enter a new page name. If you move the page to a different namespace, you need to include the namespace prefix as well.

Moving a page to a different namespace and renaming the page

Provide a reason why why it was necessary to move the page (optional). This reason is shown in the logs of the wiki.
Leave a redirect behind: Depending on the linking status or purpose of a page, you now have to decide whether to move the page with or without forwarding.
Watch source page and target page: Specify whether you want to put the source and landing pages on your watch list when redirecting.
Click *Done*. The page has been moved.

Successfull move

Move with redirect

It makes sense to create a redirect in the following cases:
The original page is linked to many other sites (e.g., from other websites or other internal wiki sites).
The title of the original page is sometimes used in the search and the page should be found either way.

Move without redirect

In these cases, it makes sense to move without forwarding:
A spelling error is corrected in the title. There are only a few links to the page and they are easy to find and replace.
The original title should not appear in the search.
An unnecessary redirection via a forwarding page should be avoided.

Updating references to the page

If no redirect was created when the page was renamed, it is sometimes necessary to check if existing links to the original page exist in your wiki. These must then be adapted accordingly to the new page name, so that the page is newly networked.

Users with administrator permissions can go to the page *Special:Replace Text* to find references to the previous page name.

Enter the original page title under "Existing text" and the new page title under "Replacement text":

Replace text

Select all wiki sections using the "All" button to find existing references to the original page:

Replace text - settings

If you click on "Continue" the text will not be replaced yet. First, an overview page with the results found will be displayed. Check which of the results you want to replace and check the box. Click "Replace" to perform the replacement:

Replace old page name

The last page now confirms that the wiki is now completing the text replacements:

Confirmation of text replacements

Your wiki is now correctly linked again and the editing of the page renaming is completed. Depending on the number of replacements, it may take a while before the changes are actually visible. The changes made by this special page are collected in a queue, which is gradually processed in the background.

Related info

- [Redirecting pages](#)
- [Working with subpages](#)

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	
View 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

Technical Information

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

Requirements

> MediaWiki: 1.35.0
> BlueSpiceFoundation: 4.0

Integrates into

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-pagetemplates-store
bs-pagetemplates-tasks

Hooks

[BSApiNamespaceStoreMakeData](#)
[BSUsageTrackerRegisterCollectors](#)
[HtmlPageLinkRendererBegin](#)
[LoadExtensionSchemaUpdates](#)
[MWStakeCommonUIRegisterSkinSlotComponents](#)
[MediaWikiPerformAction](#)
[MessagesPreLoad](#)
[NamespaceManager::editNamespace](#)
[NamespaceManager::getMetaFields](#)
[NamespaceManager::writeNamespaceConfiguration](#)

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		
For more info, visit **[Mediawiki](#).**			

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.

For more information please visit MediaWiki.