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# Working with pages

An important aspect of the wiki principle is that content can be created, edited and shared quickly with others. Changes to wiki pages can be tracked and reversed at any time via the version history. Therefore, a wiki should limit editing rights sparingly to allow for the greatest possible collaboration.

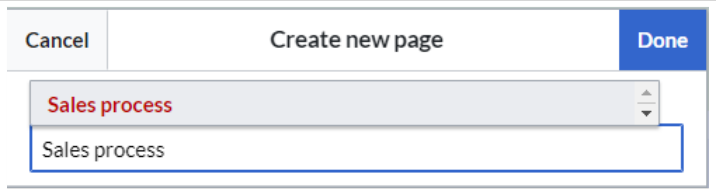
## Contents

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## Create a page

**To create a page:**

1. **Click** the New button in the Header. A dialog window opens.
2. **Enter**' ***a new page name*** '. If the page does not exist yet, you will see a red link.



Create a new page

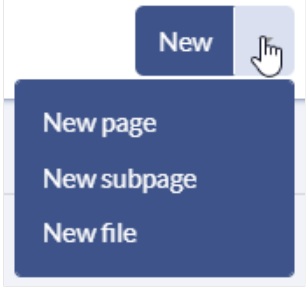
3. **Click** done.
4. **Choose** *Blank Page* or a page template. This step is omitted if no page templates are available. The page now opens in edit mode. You can now use the editor bar to switch between visual editing and source code editing.
5. **Save** the page. It now exists in the main wiki namespace.

## Change a page name

If you want to change the page name later (e.g. to store it in another Namespace), you can use the Move the page.

## Create subpages

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



Create a subpage

The subpage is then created accordingly as page `Current page/subpage`, e.g. *VisualEditor /Tables*. If a page has subpages, the path is displayed via the breadcrumb navigation at the top of the page. The character `/` is only used to create a subpage. So you can't create a wiki page called *When/how to take vacation* as this will result in a main page *When* with subpage *How to take vacation*.

## Page name conventions

- **Title choice:** In a wiki, titles are very important. In wikis with many entries, it happens that authors "on the off chance" set links to pages that they consider important in the context of their entry. It should therefore be ensured that the title describes as briefly and precisely as possible what the page is about. Single words work well, but short phrases like "why wikis work" can also be useful names. In addition, meaningful page titles also make it easier for readers to find their way around and to search for an article using the title search.
- **Namespaces:** To create a article in another namespace, the respective article name must be preceded by the namespace prefix, i.e. `namespace:articlename`. An article name can exist multiple times in the wiki as long as it is in different namespaces.
- **Special characters:** The following characters **not** can be used in titles: `{ } & ? < > \` and `,` . You can find more about this at Mediawiki.
- **Spelling:** When linking to an already existing page via the source text mode, you should pay attention to the exact spelling. For example, if you enter [[Hello world]] instead of [[Hello World]], a new page is created again because the links were written differently. You should therefore also take into account upper and lower case letters and spaces. Only with the first letter does it make no difference whether you write it in upper or lower case.

## Alternate options

There are other handy ways to create a page in the wiki:

- **Search:** Maybe a page on your topic already exists. Before you create a new page, you can use the search function to enter terms related to your topic and check existing pages. If there is no suitable page yet, click on the red link "Page *[page name]* create " in the search results of the quick menu. There is also a `+` button for creating a new page in the Search Center.
- **Redlink:** If you are currently editing a wiki page, you can directly select a text passage and set a link to a non-existent page. <span class="ve-paste
- **Browser address bar:** You can also create a page directly from the address bar of your web browser. To do this, simply replace the title of the current page with a new page name. If you then press Enter, the new page will open.
- **Form:** In BlueSpice pro, there is also the possibility to create pages using forms.

### Related info

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

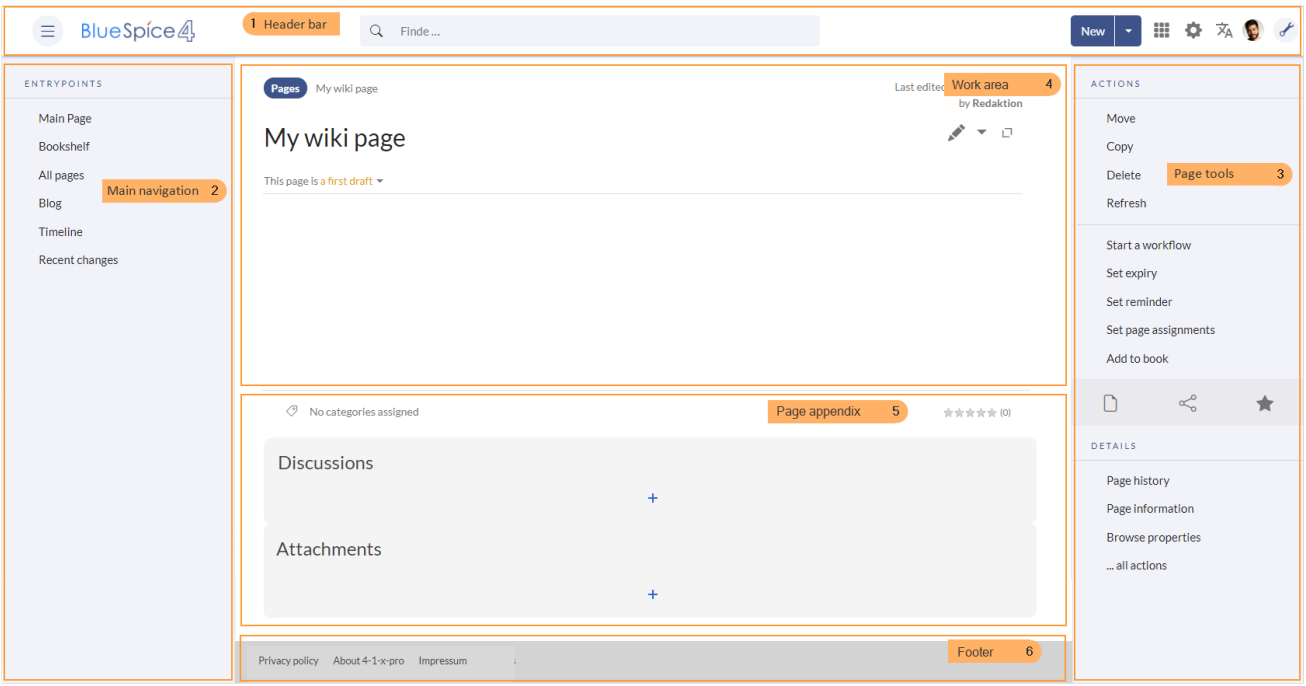
# Layout

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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".



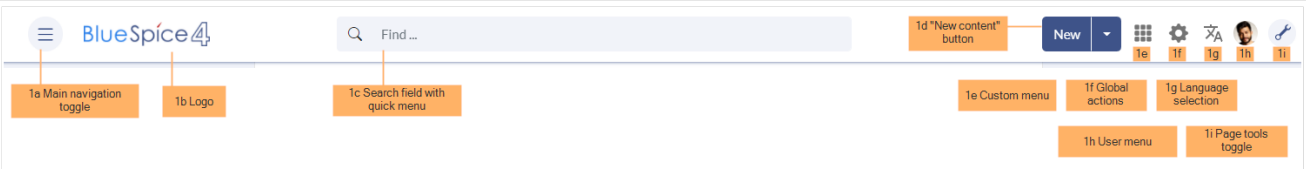
Main areas of the "Discovery" skin

| 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).



Header bar

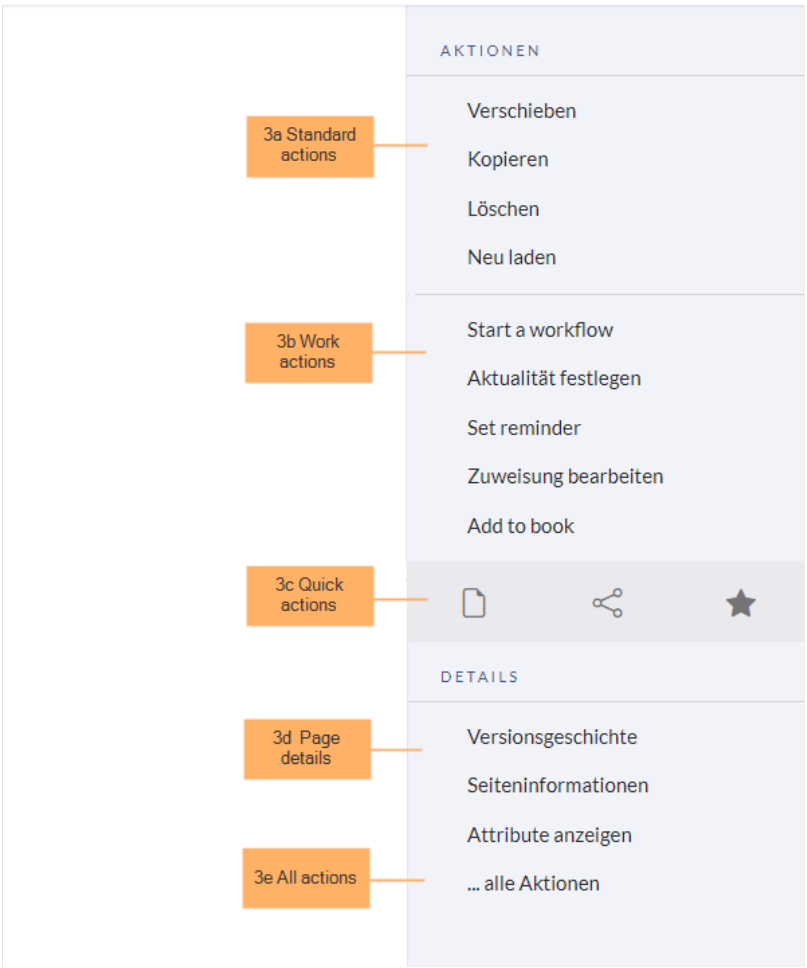
| Funktion | Beschreibung |
|---|---|
| 1a-Main navigation toggle | Allows users to show and hide the main navigation. |
| 1b-Logo | The logo can be changed using the special page FlexiSkin. |
| 1c-Search field | Page titles that match the search expression are displayed in a quick menu while the search 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 theManual: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.



Page tools

| 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 |

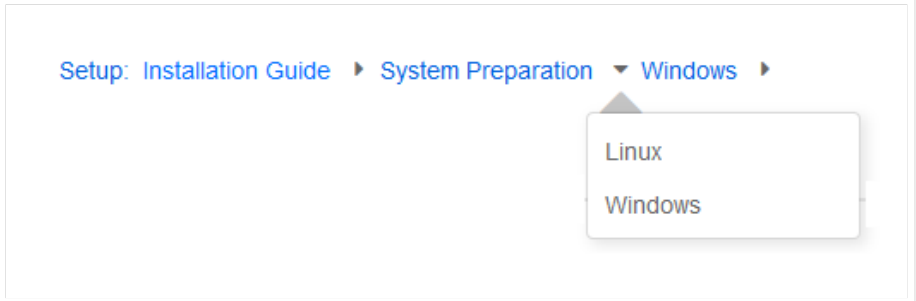
| Funktion | Beschreibung |
| --- | --- |
| 3e-All actions | Opens a dialog window, in which all possible actions on this page are listed. |

## 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
```




Breadcrumb navigation

If the page *<namespace>:Main_Page* (languae 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 attachements */
```

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

# 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?



VisualEditor

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

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

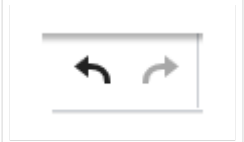
## Text editing

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



Applying text color

## Pasting content from your clipboard


Undo

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.

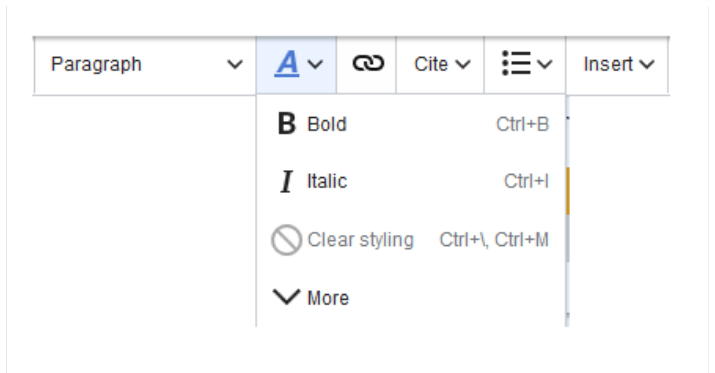
If you already pasted text which resulted in undesirable formatting, you can use the undo function in VisualEditor to remove the content again if you have not yet saved the page or switched between visual and source editing mode.

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.




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)

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

- Images
- Files (PDF, xls, doc, ...)
- Tables

- Templates

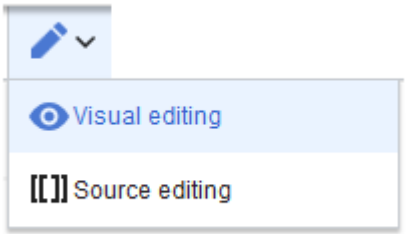
## Wiki-specific content

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.

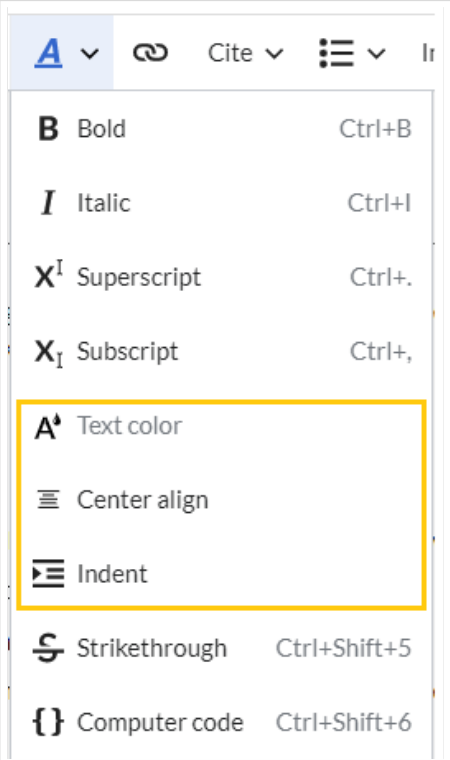
### Text formatting

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

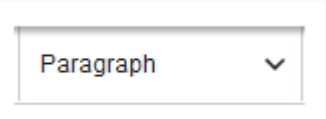
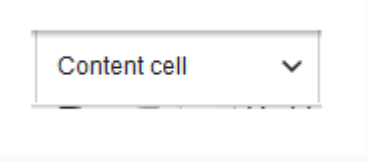
*Text color*: different text colors can be selected via an inspector menu.

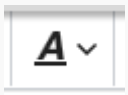
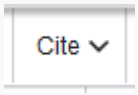
*Center align*: Text can be selected and centered paragraph by paragraph.

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

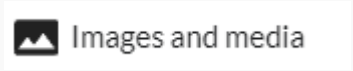


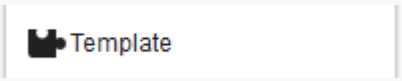
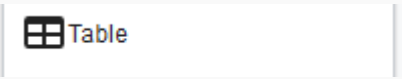
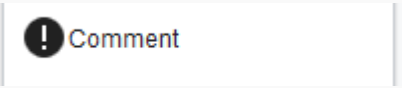
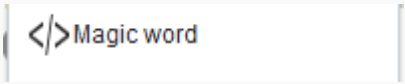
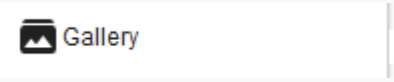
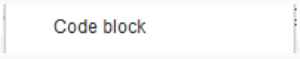
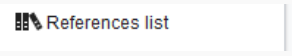
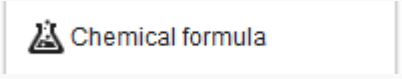
Text formatting options

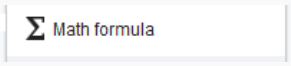
| Text formatting | |
|---|---|
| Undo function  | Left arrow: Undo last action (greyed out: there is no last action yet)<br>Right arrow: Restore last action (greyed out: there's nothing to restore yet) |
| Format Paragraph   | Here text can be defined as heading or specific paragraph type. *Note:* If you work in a table, the options will change accordingly (content cell and header cell):   |
| Style text | 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. |

| Text formatting | |
|---|---|
|  | (More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar]) |
| Insert hyperlink  | If no text was selected before the hyperlink dialog was opened, the link will be generated with a number:<br>[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 within the text. |
| Structure  | 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.<br>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 *MediaWiki:Common.css*. |

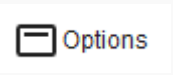
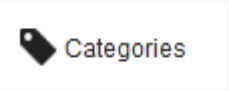
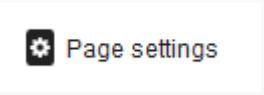
## Insert special content

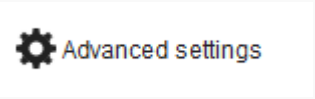
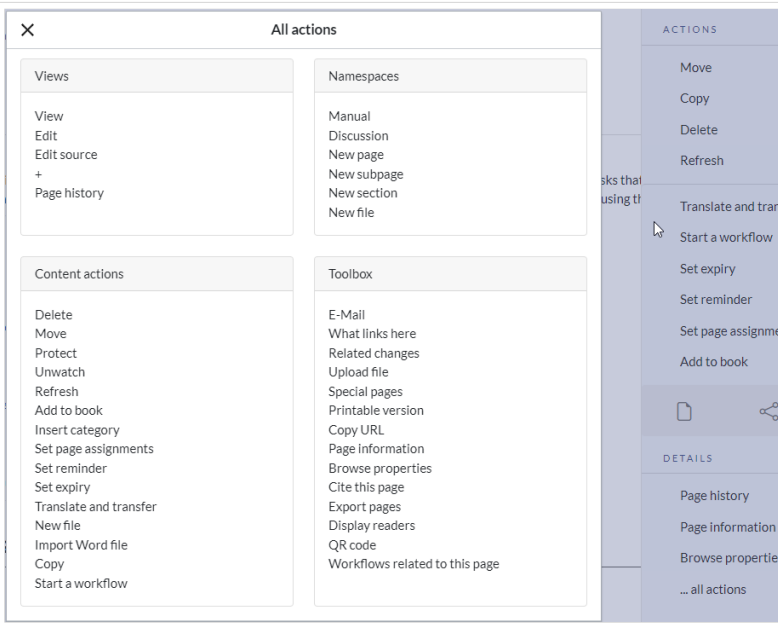
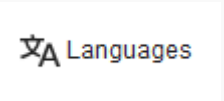
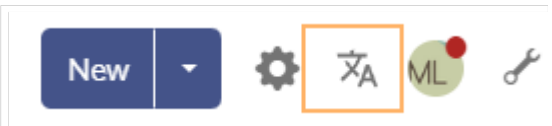
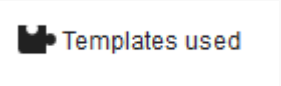
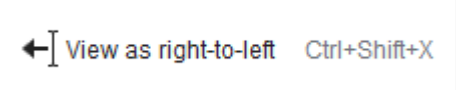
| Insert special content | |
|---|---|
| Insert menu  | Use the "insert" menu to insert various media (images, videos) and text formats: |
| Media  | Inserting pictures and videos<br>(Details on MediaWiki]) |
| Templates | |

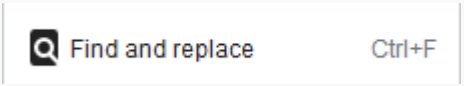
| Insert special content | |
|---|---|
|  | Include a template in the page. |
| Tables  | Tables are an important tool for formatting tabular page content. |
| Comment  | Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. It is text-based and cannot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

| Insert special content | |
|---|---|
|  | [[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  | 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  | Here, you assign the page to one or more categories while in edit mode. |
| Page Settings  | *Page redirection:* When the page is redirected, the content of the pag is no longer displayed, but the target page is loaded directly.<br><br>*Show Table of Contents:* By default, a table of contents is shov if a page has more than three headings. You can use this setting to always force or suppress the table of contents. |
| | • *Let this page be indexed by search engines:* Only applies to publi search engines. The wiki's internal search is not affected.<br>• *Show a tab on this page to add a new section:* Not supported in BlueSpice 4 Discovery skin.<br>• *Display title:* Sets a title that is shown as page heading. It can be found by the search and is used in page lists created by Semanti MediaWiki inline queries. |

| Page options | |
|---|---|
| Advanced Settings<br> | • *Title visibility:* This setting hides the entire title section of a page and is often applied on the main page or other portal pages of th wiki. If the title is not visible, the edit button is also not available. this case, you can click on `all actions... > Edit` in the page tools.<br><br>"all actions" Menu |
| Languages<br> | 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 sk the interlanguage links are shown in the top menu.<br><br>Menu item to access interlanguage links<br><br>mediawiki.org/wiki/Help:Links#Interwiki_links |
| Templates used<br> | List the templates that are embedded on the page. |
| View as right-to-left<br> | 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 flu left. |

| 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. |

## 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

# Redirects

Contents

1 What is a redirect? ..... 20
2 When to use a redirect ..... 20
3 How to redirect a page ..... 20
3.1 Visual editing mode ..... 20
3.2 Source editing mode ..... 21
4 Managing page redirects ..... 21
5 Resolving double redirects ..... 23
6 Related info ..... 25

## 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

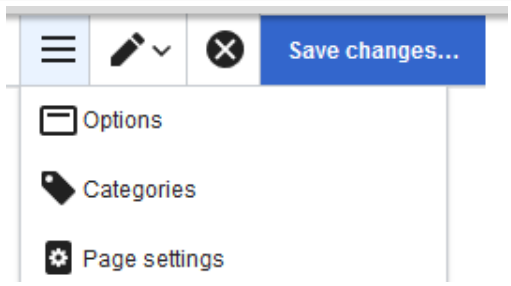
Pages are usually redirected in the following cases:

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

## How to redirect a page

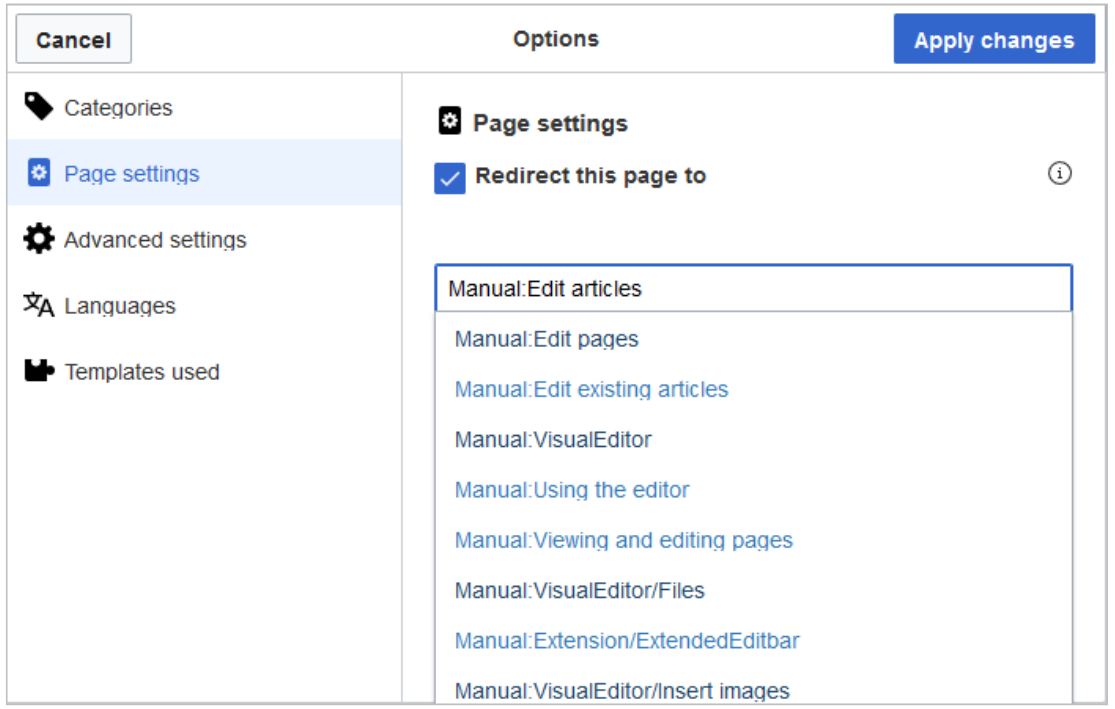
### Visual editing mode

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



Page settings menu item

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



redirect checkbox

3. **Click** *Apply changes*.

### Source editing mode

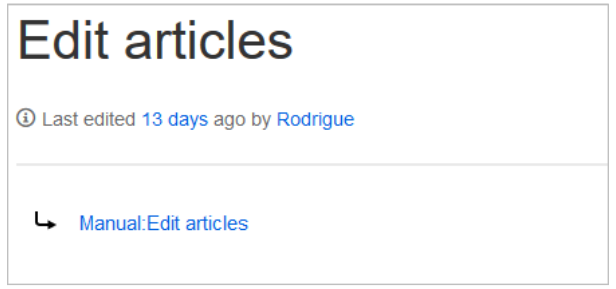
At the very beginning of the page, insert the redirect instruction and save the page:

```
#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.

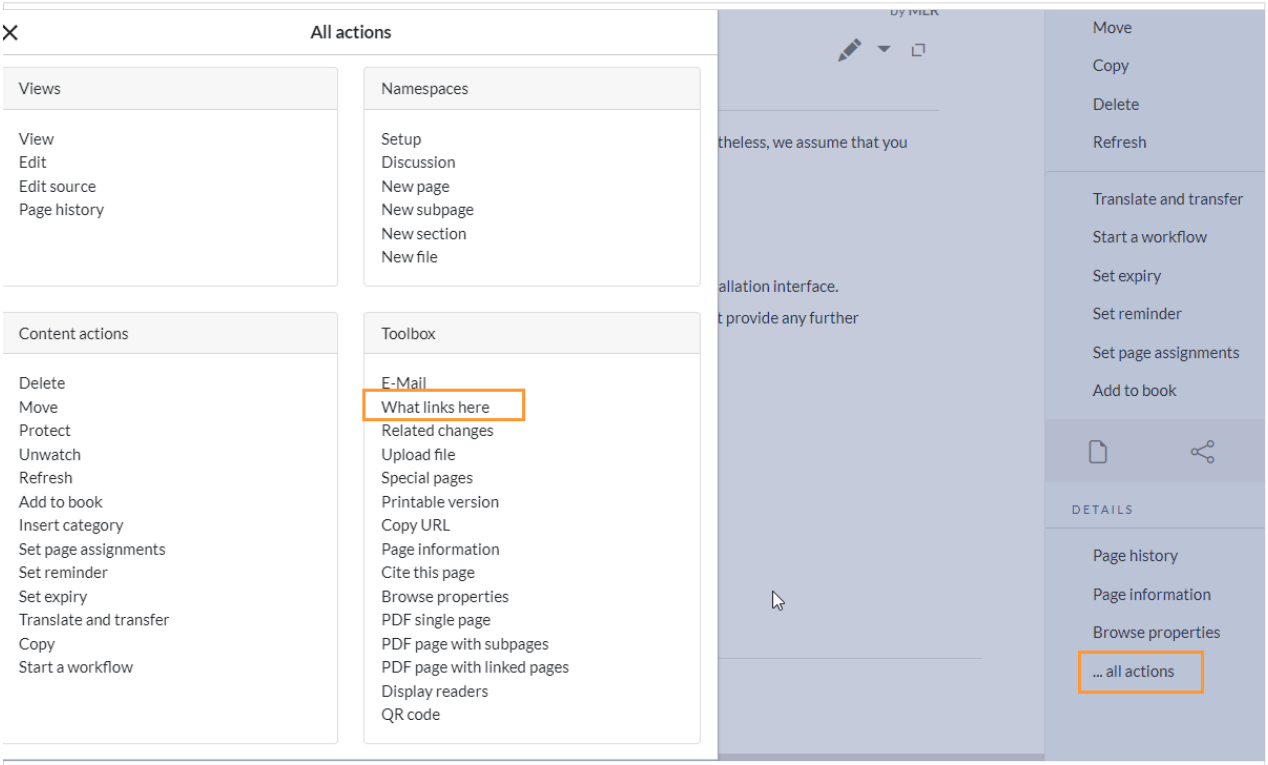
## Managing page redirects

- 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:



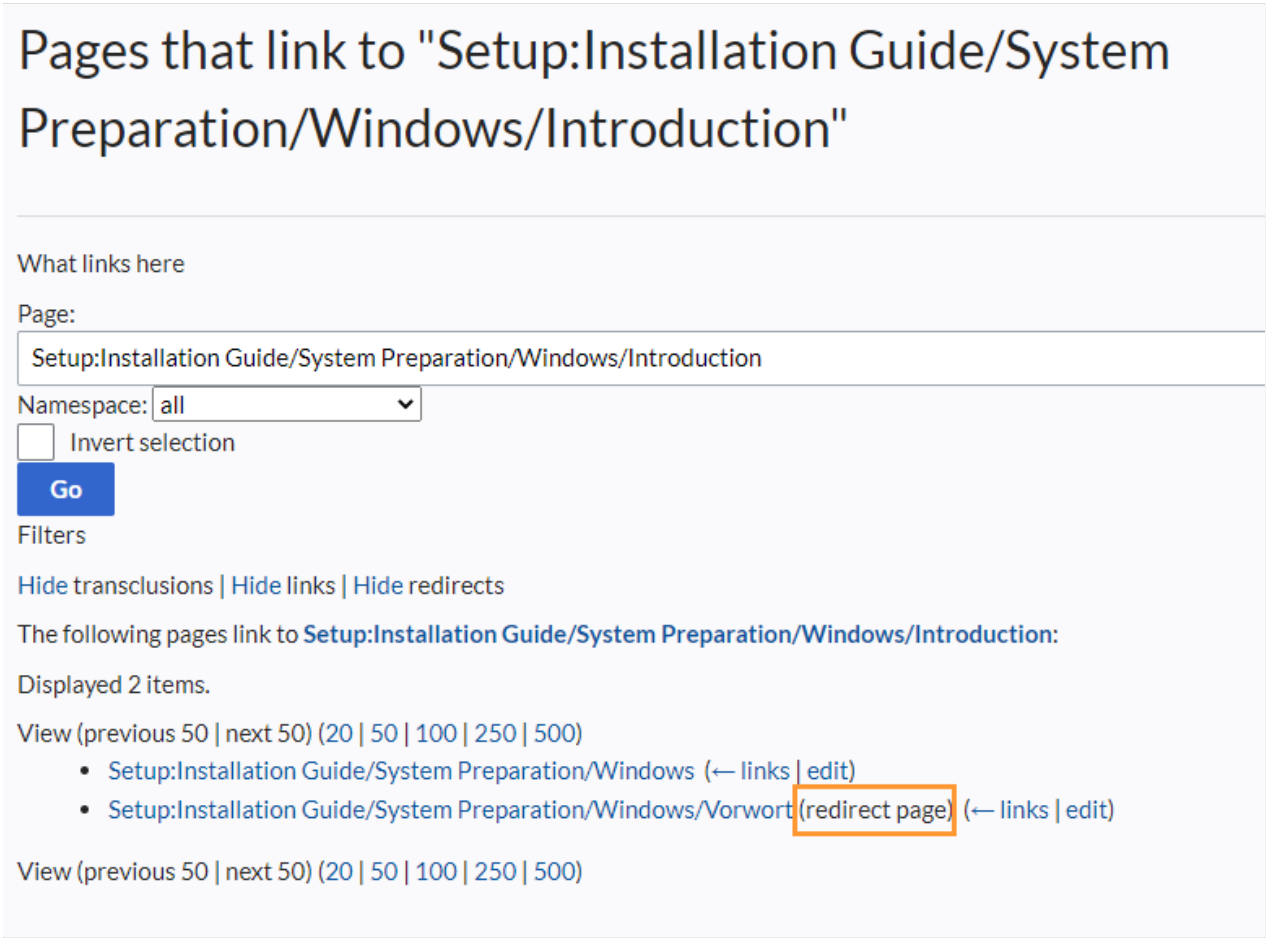

Redirect info on the target page

- 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:




redirect link

## Resolving double redirects

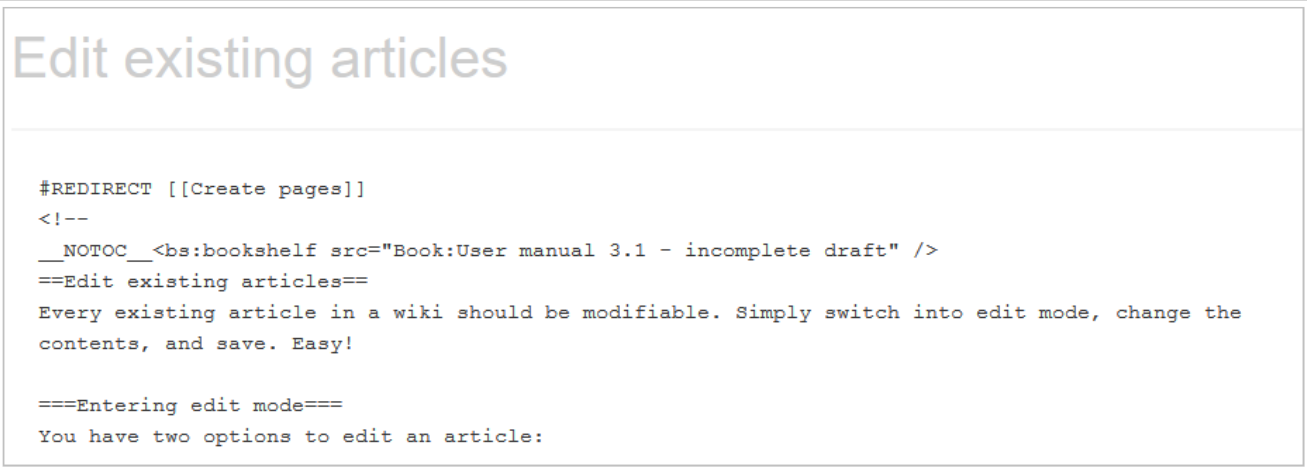
The page *Special:DoubleRedirects* lists all pages that are redirected from an already redirected page:




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:



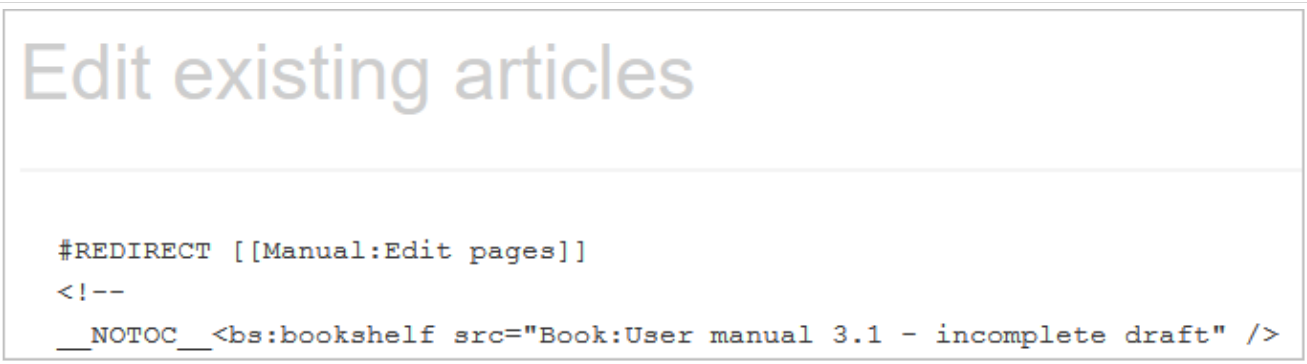

Original page

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*:




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

## Rename/move

Contents

1 About moving pages ..... 26
2 What happens when you move a page? ..... 26
2.1 What links here ..... 26
3 How do I move a page? ..... 27
3.1 Move with redirect ..... 29
3.2 Move without redirect ..... 29
4 Updating references to the page ..... 29
5 Related info ..... 31

## 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?

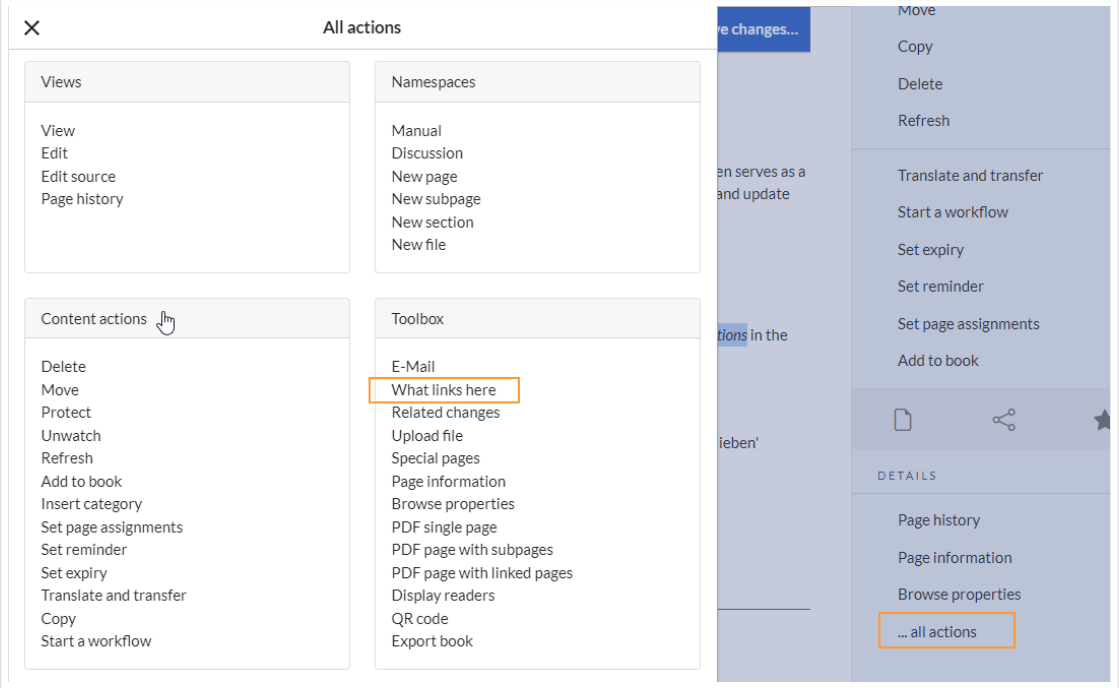
When you move a page:

- 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.

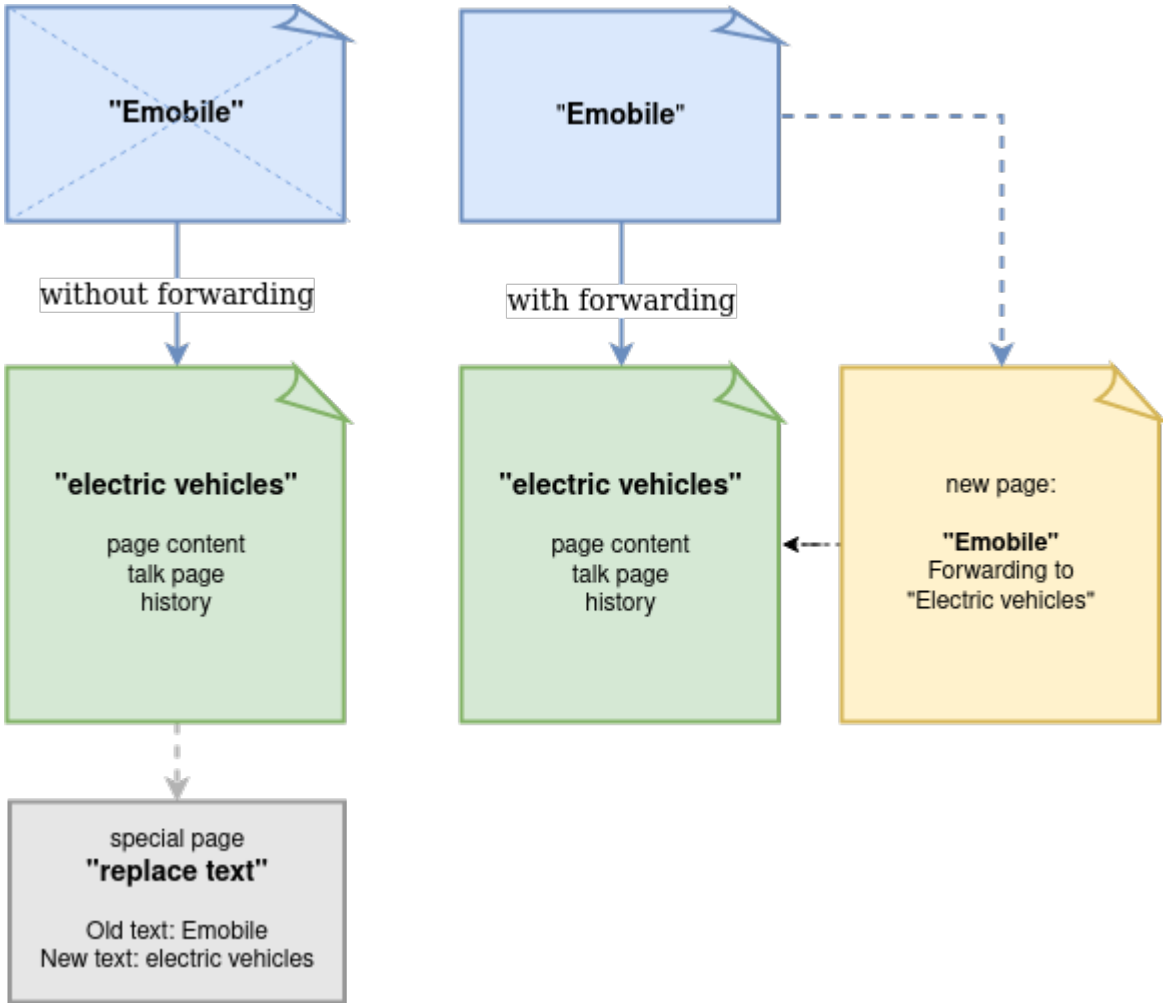
### What links here

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

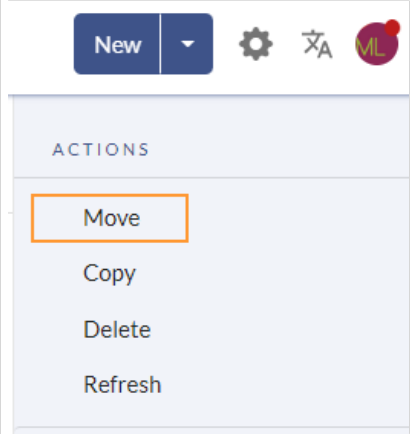
The following diagram shows how to rename an "Emobile" page to a page called "Electric Vehicles" page:




## How do I move a page?

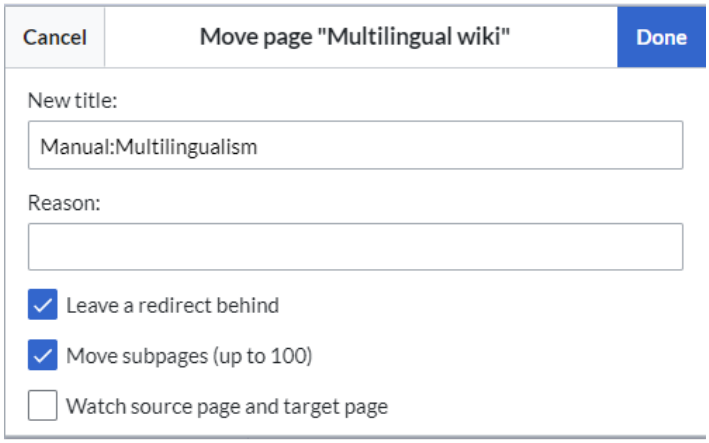
Go to the page tools menu item "Manage page> Move":

1. **Click** *Move.*



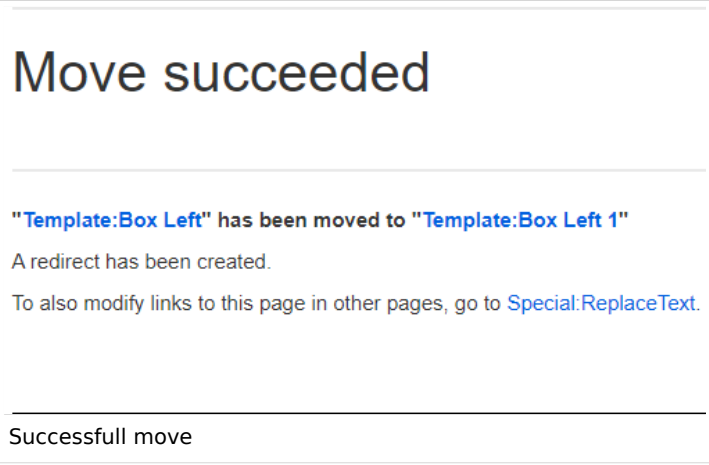
Actions menu

2. **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

3. **Provide** a reason why why it was necessary to move the page (optional). This reason is shown in the logs of the wiki.
4. **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.
5. **Watch source page and target page**: Specify whether you want to put the source and landing pages on your watch list when redirecting.
6. **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.
- The page is returned as a result of an SMW query . In that case, due to a bug, the original page needs to be deleted manually after the page move. -v4.3.2

### Move without redirect

In these cases, it makes sense to move without forwarding:

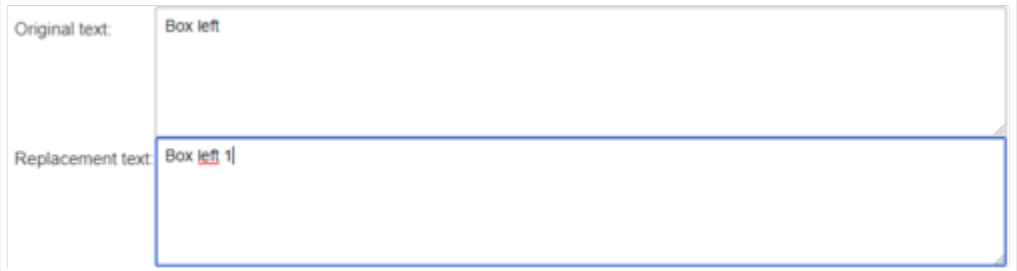
- A spelling error is corrected in the title. There are only a few links to the page and they are easy to find and replace.
- The original title should not appear in the search.
- An unnecessary redirection via a forwarding page should be avoided.

## 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.

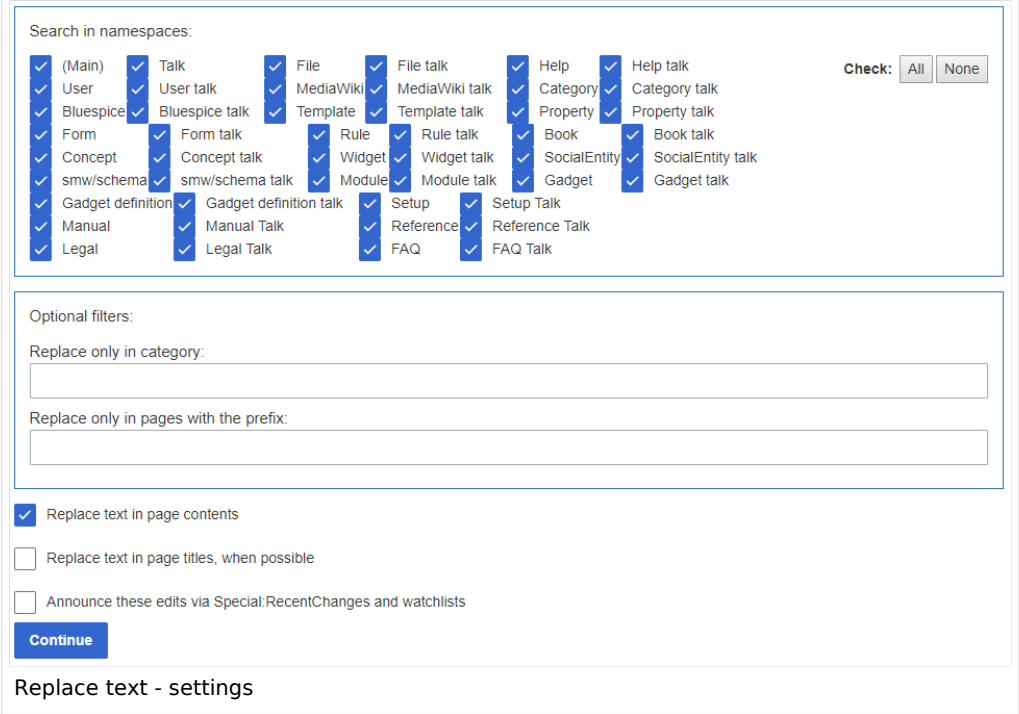
Users with administrator permissions can go to the page *Special:Replace Text* to find references to the previous page name.

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



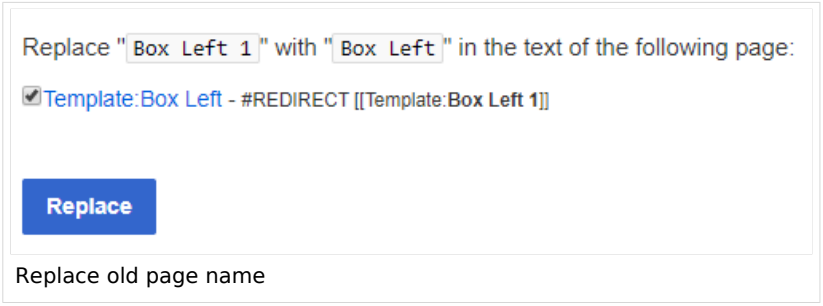
Replace text

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



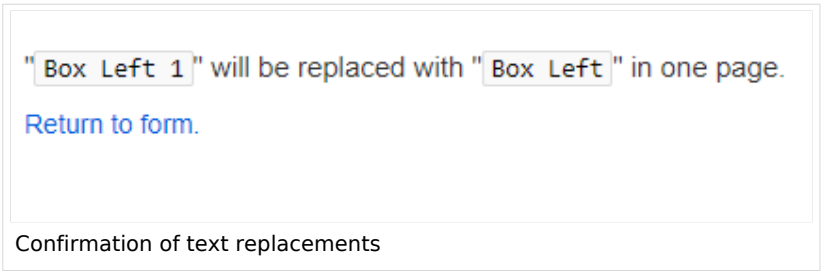
Replace text - settings

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

# Subpages

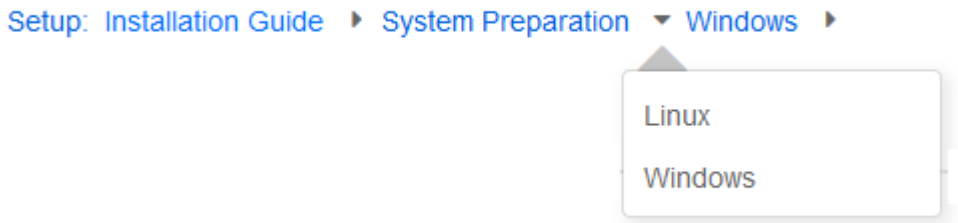
Contents

1 What is a subpage? ..... 32
2 Characteristics of a subpage ..... 32
3 Creating a subpage ..... 32
4 Reasons for using subpages ..... 33
5 Creating a list of subpages ..... 33
6 Related info ..... 34

## What is a subpage?

To structure wiki content, you can create subpages for a page. This is useful if you have a larger topic and you want to break this topic down into manageable chunks of information. For example, if you have a page about a car, you could have subpages about major car components such as Brakes and Transmission. Subpages can have subpages of their own.

Subpages are automatically displayed in the breadcrumb navigation of the page:




## Characteristics of a subpage

- **Syntax-based:** A slash in the page title creates a subpage (e.g., `Installation Guide/System Preparation`).
- **Navigation:** A subpage creates navigation points (breadcrumb).
- **Hierarchy:** Enables "strongly associated" page hierarchies.
- **Language versions**: Management of language versions of a page.



Subpage syntax

## Creating a subpage

To create a subpage, it is simply appended to the page name with a slash without spaces. Subpages can in turn have subpages:

```
Installation Guide/System Preparation
Installation Guide/System Preparation/Windows
Installation Guide/System Preparation Windows/IIS
```

**Note:** Since MediaWiki interprets slashes as subpages, you should not use slashes in page names.

## Reasons for using subpages

Typical applications for subpages are:

- **To create modular pages:** For a larger topic, you can create a main page and link it to individual detail pages. The advantage is that the detail pages can then be specifically linked from other pages.
- **To maintain archives**: If the discussions on the user discussion page become too long, file them in a subpage.
- **To translate a page**: If the content of a page should be available in other languages. You can create a subpage in German for an English page, for example.
- T**o document a template:** If you have a very complex template, you can document its functionality in subpages of the template.

## Creating a list of subpages

To list the subpages of the current page, add the following tag to the source text of the page:

```
{{Special:PrefixIndex/{{FULLPAGENAME}}/}}
```

Example:

To display the subpages of the page *VisualEditor* in the namespace Manual without showing the namespace or the main page name in the results and without including redirected pages, the syntax is:

```
{{Special:PrefixIndex/Manual:Extension/VisualEditor/ |hideredirects=1 |stripprefix=1}}
```

Output:

- Insert files
- Insert images
- Insert tables

The correct display of the subpages is only visible in read-mode after saving the page. The list is displayed automatically in a multi-column layout

For more flexibility in the output of subpages, you can work with the extension DPL 3 which is included in BlueSpice.

To create subpage lists, the extension SubPageList is is available from BlueSpice 4.2.

From BlueSpice 4.2., the SubPageList extension is also available. It makes it much easier to create a flexible subpage list, since it includes many useful parameters.

### Related info

- https://www.mediawiki.org/wiki/Help:Subpages
- Creating page lists
- Reference:SubPageList
- Reference:DynamicPageList3

## Namespaces

Contents

1 What is a namespace? ..... 35
1.1 Characteristics of a namespace ..... 35
2 BlueSpice standard namespaces ..... 35
3 Creating a new namespace ..... 37
4 Namespace "MediaWiki" ..... 37
5 Accessing pages in a namespace ..... 37
6 Organizing content without namespaces ..... 37
7 Viewing all pages of a namespace ..... 38
8 Related info ..... 38

## What is a namespace?

A **namespace** defines an area in a wiki. You can recognize a namespace by the namespace prefix in the page title:

```
<namespace>:Page title
```



Explainer video on Youtube: Namespaces (Length: 4: 33 min.)

We sometimes use shelves and closets as an example to make the principle of namespaces clear. There are shelves that everyone can access. Then there are glass cabinets with locks that everyone can look into, but not everyone can edit everything. There are also closed wooden cabinets with a lock, so only selected people can look into that space and work. And every closet can look different.

In a wiki, you will find predefined namespaces. In addition, wiki administrators can create custom namespaces as needed.

There are certain aspects of namespaces that are important to consider before creating a namespace. It is therefore important to understand the characteristics of namespaces and the reasons for using a custom namespace.

### Characteristics of a namespace

- **Rights management**: Each namespace can contain its own user rights/roles assignments. However, we recommend flat user hierarchies for wikis.
- **Activation of features:** Different functions can be activated in each namespace (e.g., page approvals or read confirmations).
- **Search function**: Search can be limited to individual namespaces (namespace filter).
- **One namespace per page**: The same page name in a different namespace creates a new page.
- **Flat structure**:Namespaces cannot contain other namespaces.
- **File associations:** Uploaded files can be assigned to a namespace to apply namespace permissions to files.
- **Design**: Namespaces can be styled differently.

## BlueSpice standard namespaces

BlueSpice uses, among others, the 15 standard and the two so-called pseudo namespaces from MediaWiki:

| ID | Namespace | Function |
|---|---|---|
| | Media | Pseudo-namespace for uploaded images and files. Will be replaced by path of the files. |
| | special | Pseudo-namespace for special pages. |

| ID | Namespace | Function |
|---|---|---|
| 0 | (pages) | These are given without a prefix. |
| 1 | Talk | talk page. Is created in addition to each article (also in the following namespaces) to speak about its contents. Additional tab (+). |
| 2 | User | User page. Will be created for every logged in user. |
| 3 | User talk | Cf. talk |
| 4 | [Wiki-Name] | Information about the wiki or the current project. Here: BlueSpice. |
| 5 | [Wiki-Name] _Talk | Cf. talk |
| 6 | Image | Description of a picture and other files. Is automatically supplemented with version information and information about the occurrence of the file |
| 7 | File_Talk | Cf. talk |
| 8 | MediaWiki | system messages. A complete list can be found under Special: AllMessages. Can only be changed by registered users. |
| 9 | MediaWiki_Talk | Cf. talk |
| 10 | Template | Templates can be integrated into other pages. |
| 11 | Template_talk | Cf. talk |
| 12 | Help | Help pages describe how to perform actions in the wiki. No clear separation from the [wiki name] namespace. |
| 13 | Help_talk | Cf. talk |
| 14 | Category | Pages can be assigned to categories, which are then accessible in this namespace. |
| 15 | Category_talk | Cf. talk |

**Standard namespace:** A page is assigned to the "Main" namespace, as long as no other namespace is specified.

**Pseudo namespaces:** The two pseudo namespaces (Media, Special) are used like normal namespaces, but you cannot edit them or add pages to them.

Most pages in the namespaces are created automatically:

- Special pages are generated by the system during installation.

- Media and image pages are created during file uplad.
- User pages are created whenever a user acts on the wiki.
- Discussion pages are also created with the corresponding pages.

This leaves only the default namespaces *(Main)*, *[wiki name]*, *Template*, *Help* and *Category* namespaces where pages can be freely created.

## Creating a new namespace

You can create additional namespaces by using the Namespace manager under Global actions > Management > Namespace manager. The menu item "Category manager" loads the page `Special:NamespaceManager`.

## Namespace "MediaWiki"

Pages in the MediaWiki namespace can be created and edited by users with "editinterface" permission. By default, these are users whose group is assigned the *structuremanager, admin,* or *maintenanceadmin* role.

Important uses are:

- **System Messages:** Each message has a wiki page with the message key as the name of the page. A list of all announcement pages can be found on Special:AllAnnouncements.
- **Localizations via *{{int:messagname}}*:** An element of the user interface or within a wiki page can be translated into the user language via . Syntax: *Mediawiki:message name/ISO language code*.
- **MediaWiki:Common.js**: Contains JavaScript that is loaded for all pages and users.
- **MediaWiki:Common.css**: Stylesheet that is loaded after the stylesheet of the active skin in the wiki. It applies to all wiki pages.

## Accessing pages in a namespace

To access or create a page in a specific namespace, its name is simply placed in front of the page title and separated by a colon:

```
[[Setup:Installation|]]
```

In the example, the pipe symbol (straight line) was also added. It has the effect that the namespace won't be displayed for the link label.

If you provide a namespace that is not known to the wiki, the page is created in the standard namespace Main. The portion of the reference specified as the namespace is then added to the title of the item instead and is not recognized as a namespace label.

## Organizing content without namespaces

If you simply want to group pages in your wiki without the need for controlling access rights, you can use the syntax of the namespaces to **simulate a namespace in the namespace Main**. Simply prefix the pages that belong to a group with a name and a colon. If no namespace with this name exists, the prefix simply becomes part of the page name.

That way, it is possible to use pages with the same name in the main namespace and thus let different groups work on content "sets". Since these own "namespace" prefixes are part of the page name, you can now display all pages in a simulated namespace by searching for the prefix in the search field.

Since you can also organize pages with categories and subpages, you should start by planning how you would like to organize the content in your wiki.

After installing your wiki, you can visualize this with the BlueSpice draw.io Plugin directly in your wiki and discuss it with your team.

## Viewing all pages of a namespace

You can view all pages in a namespace:

1. **Go** to the Special page "All Pages"
2. **Leave** the input field empty
3. **Select** a namespace from the Namespace drop-down menu
4. **Click** *Go*

### Related info

- Namespace CSS manager
- Namespace manager

# Reference:BlueSpicePageTemplates

# Extension: BlueSpicePageTemplates

all extensions

| Overview | | | |
|---|---|---|---|
| **Description:** | Displays a list of templates marked as page templates | | |
| **State:** | stable | **Dependency:** | BlueSpice |

| Overview | | | |
|---|---|---|---|
| **Developer:** | HalloWelt | **License:** | GPL-3.0-only |
| **Type:** | BlueSpice | **Category:** | Content Structuring |
| **Edition:** | BlueSpice free, BlueSpice pro, BlueSpice Farm, BlueSpice Cloud | **Version:** | 4.1+ |
| 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 |

| Name | Value |
| --- | --- |
| 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:** | keyboard access works.<br><br>Screenreader: Extjs: Pagination in grids not announcing button labels at top and pagination buttons at bottom; actions menu has no keyboard support.<br><br>switching between browse/focus modes enables finding out how many pages there are and moving to the next page. |

| | |
|---|---|
| | erm:27716 |
| **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:** | some input types are not keyboard or screenreader accessible. E.g., tokens, bs-msvisualeditor.<br><br>Standard input elements such as text fields, drop downs, textareas, etc. are accessible. Therefore, accessible forms can be created. |
| **Extension type:** | extended |
| **Extension focus:** | editor |