

Contents

1. Manual:Creating and using categories	2
2. Manual:Extension/BlueSpiceCategoryManager	5
3. Manual:Extension/BlueSpiceDiscovery	8
4. Manual:Extension/BlueSpiceSmartList	12
5. Manual:Extension/VisualEditor	15
6. Manual:Wikitext	22

5.1 Categories

Categories are a feature of MediaWiki. An index page is automatically created for categories. Pages can be categorized by adding category tags to the content. These tags generate links at the bottom of the page that lead to an overview of all pages in the same category. This allows for easy browsing of related pages.

Contents

1	How do I use categories?	3
2	Features	3
3	Assigning categories to a page	3
3.1	In the supplementary area at the bottom of the page	4
3.2	In the visual editor (VisualEditor)	4
3.3	In wikitext	4
4	Links to category pages	5
5	Category pages	5
6	Show all category pages	5
7	Category manager	5
8	Related info	5

How do I use categories?

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

Features

Category tree: Categories can be organized as subcategories of main categories.

Tagging: Categories can be used to spontaneously "tag" pages.

Category manager: Categories can be systematically created and used by all users via the category manager.

Multiple categories per page: A page can be assigned to several categories.

Independent of namespaces: Categories are available throughout the wiki and cannot be limited to individual namespaces.

Page queries: Categories are useful for extensions like [Smartlist](#) or Semantic Mediawiki as they are available as query arguments.

Assigning categories to a page

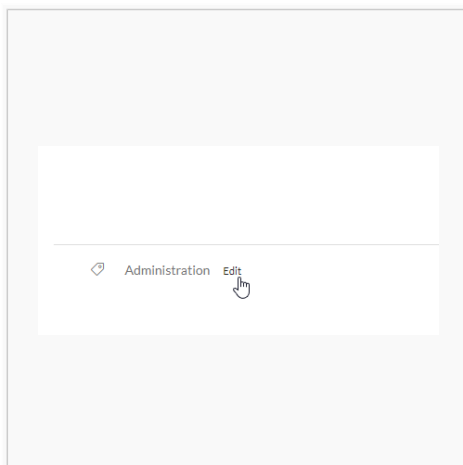
There are different ways to assign a page to categories:

In the [Supplementary area](#) at the end of the page

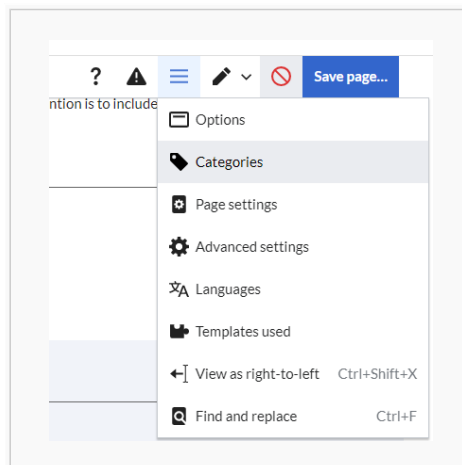
From the options menu of [VisualEditor](#) (Visual Editing)

Via manual input as [wikitext](#) (source code editing)

Using the link [Page tools > ...all actions > Insert category](#)



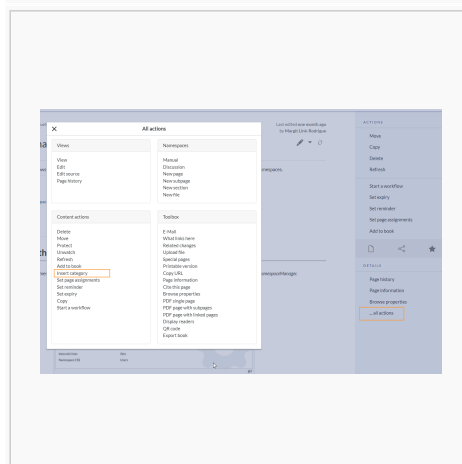
Supplemental area



Visual editor



Wikitext



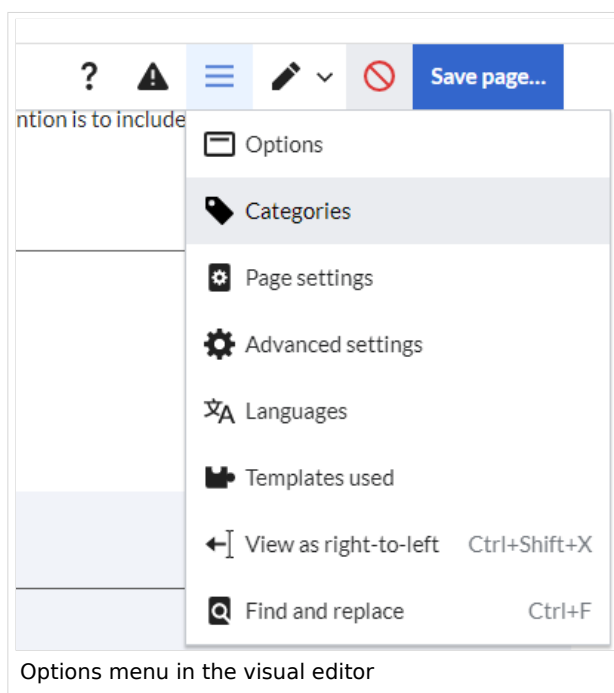
Link "...all actions"

In the supplementary area at the bottom of the page

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

In the visual editor (VisualEditor)

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



In wikitext

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

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

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

It is true that:

categories can be created in any number and by any user. So before you just get started, it's always best to check which categories already exist to avoid unnecessary duplication of similar categories.

a page can be assigned to several categories.

the place in the source code where the category link is inserted is technically irrelevant. However, the convention is to include categories **at the end of an article**.

Links to category pages

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

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

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

Category pages

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

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

Show all category pages

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

Category manager

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

Related info

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

7 Category manager

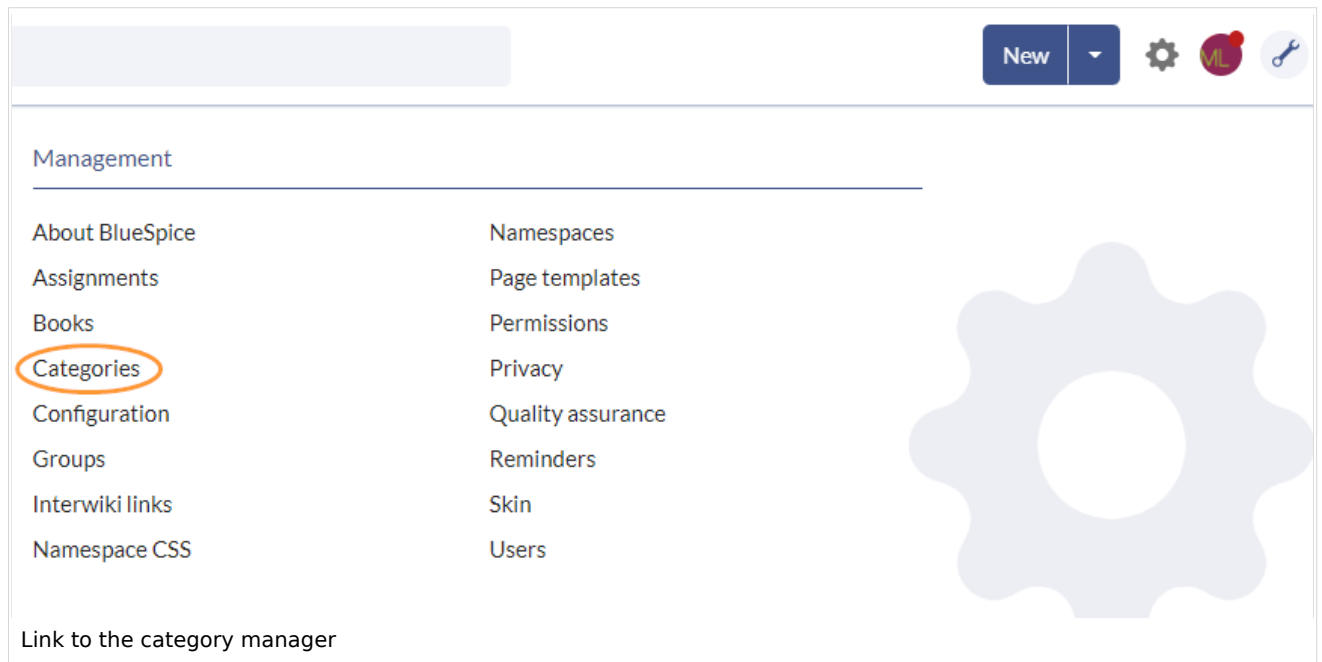
The category manager makes it easier to create and manage a hierarchical category system in the wiki.

Contents

1	Where can I find the category manager?	6
2	Create a category	6
3	Actions	7
4	Create a subcategory	7

Where can I find the category manager?

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



Create a category

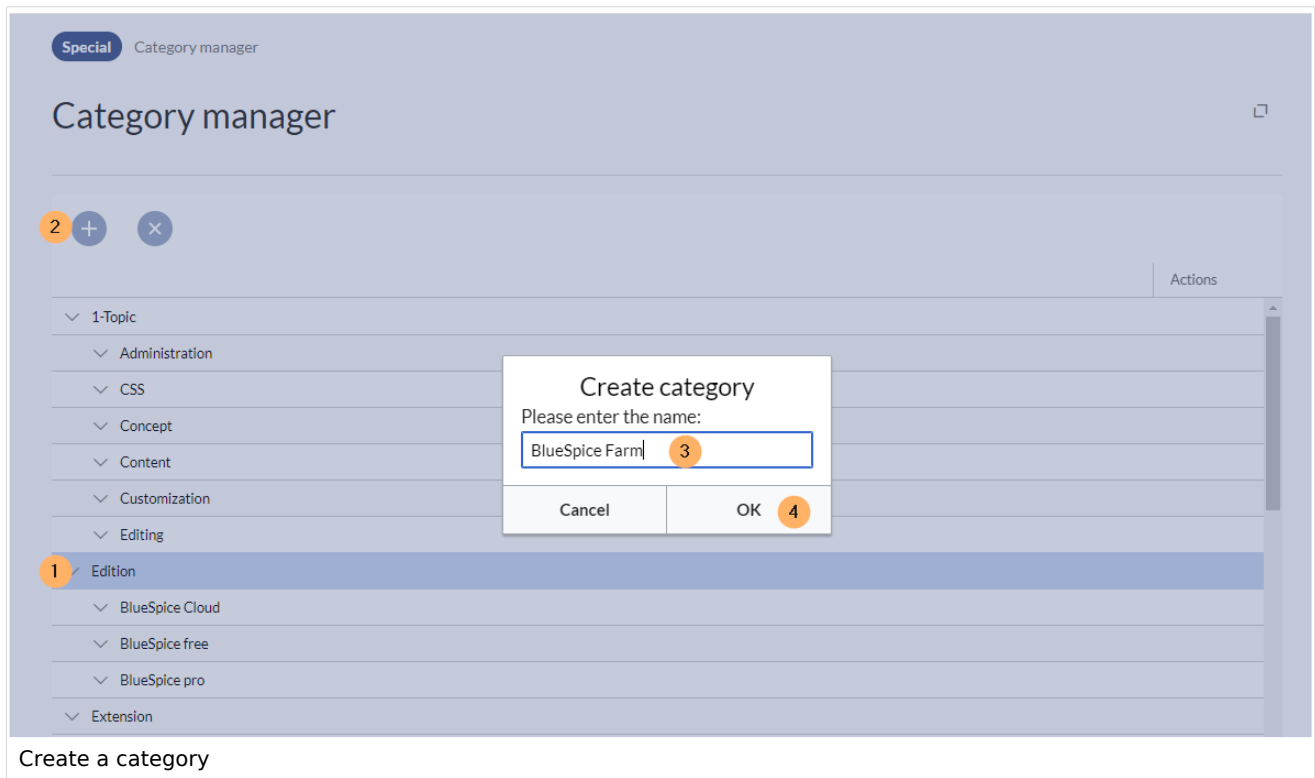
To create a category:

Select the category under which you want to create the new category. If you don't want to create a subcategory, start with the next step.

Click the "plus" button.

Enter the desired category name.

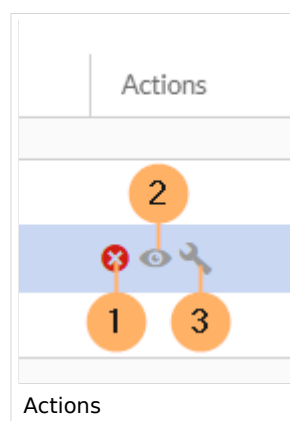
Click *Okay*.



Actions

The following actions are available for a category:

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



Create a subcategory

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

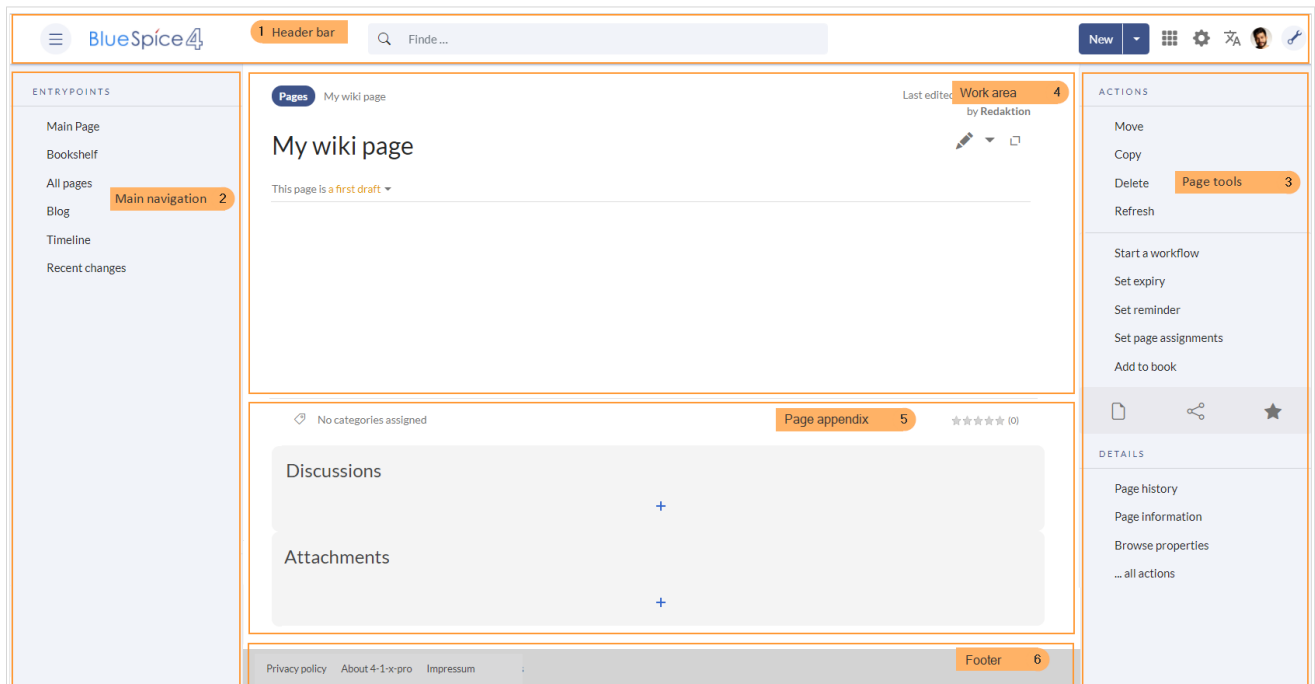
Layout

Contents

1 BlueSpice Layout	9
2 Header bar	10
3 Main navigation	10
4 Page tools	10
5 Work area	11
5.1 Breadcrumb navigation	11
6 Page appendix	12
7 Footer	12

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".

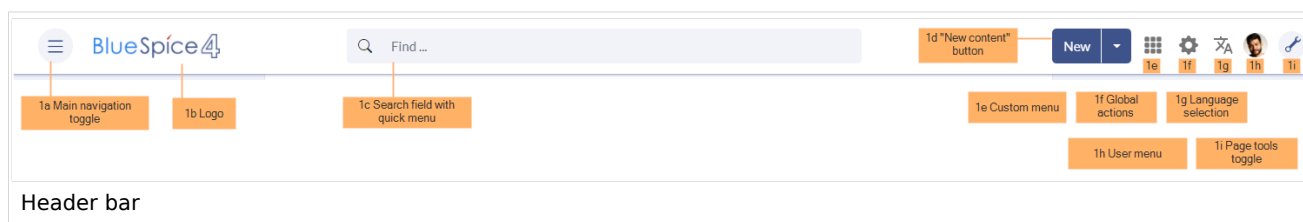


Main areas of the "Discovery" skin

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.
6-Footer	The footer contains links to legal information as well as to external websites relating to MediaWiki.

Header bar

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



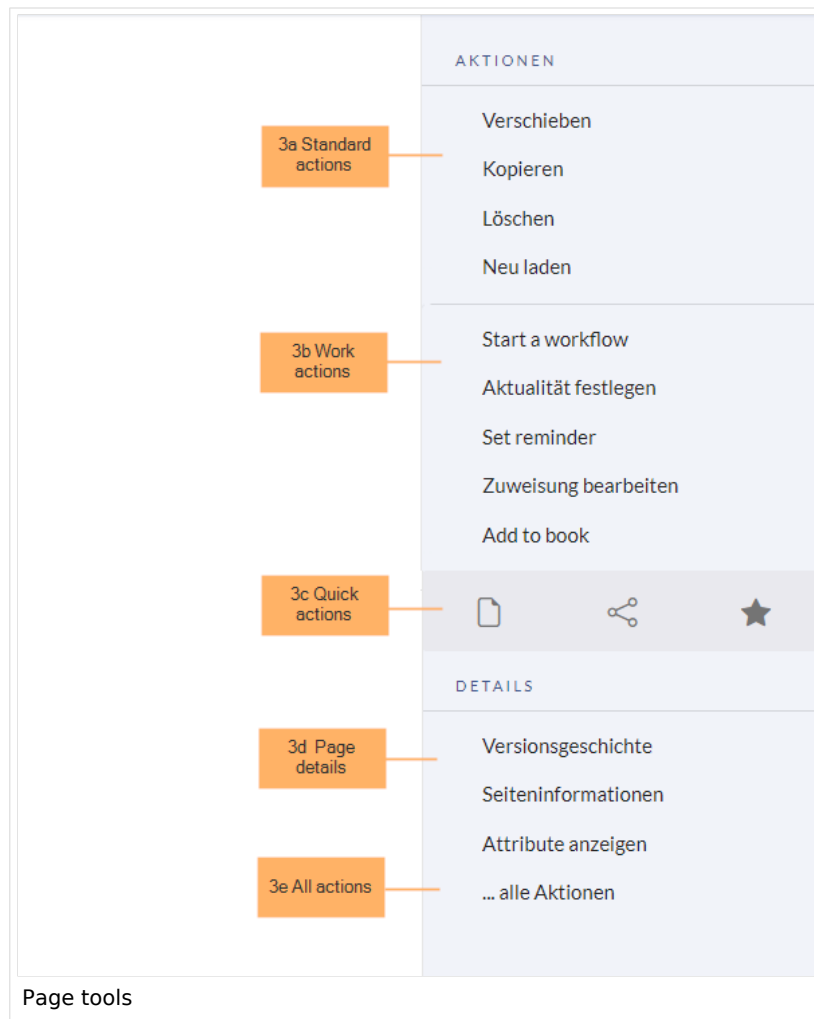
Funktion	Beschreibung
1a-Main navigation toggle	Allows users to show and hide the main navigation.
1b-Logo	The logo can be changed using the special page FlexiSkin .
1c-Search field	Page titles that match the search expression are displayed in a quick menu while the search term is being entered. Pressing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

Main navigation

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

Page tools

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



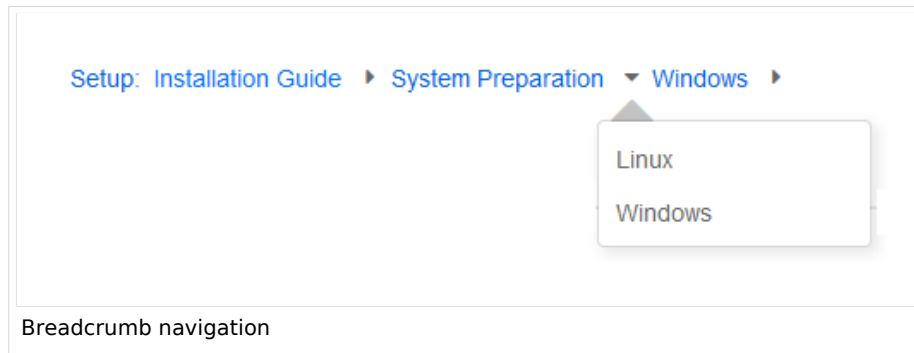
Funktion	Beschreibung
3a-Standard actions	Move , Copy, Delete, Refresh
3b-Work actions	Start a workflow , Set expiry , Set reminder, Set page assignments, Add to book
3c-Quick actions	Export options, Share, Add to watchlist
3d-Page details	Page history, Page information, Browse properties
3e-All actions	Opens a dialog window, in which all possible actions on this page are listed.

Work area

Breadcrumb navigation

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

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



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

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

Page appendix

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](#)

Generate page lists (smart lists)

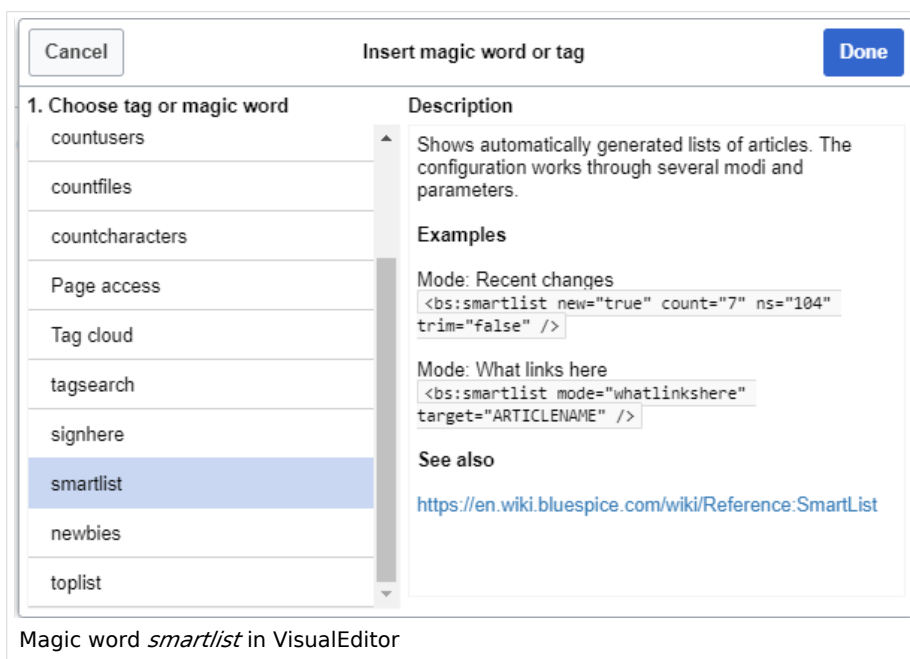
The extension **SmartList** allows to insert a list of pages in a wiki page using the tags *smartlist*, *newbies*, or *toplist*. The selection criteria can be set using a dialog box.

Note: Smart lists will only include pages that have been created or edited within the last 90 days. If you need to show all pages instead of recent pages, use an [SMW query](#) instead.

Contents

1 Available tags	13
2 Smartlist	13
2.1 Parameters	13
3 Newbies	15
3.1 Parameters	15
3.2 Example in wikicode	15
4 Toplist	15
4.1 Parameters	15
4.2 Example in wikicode	15
5 Related info	15

Available tags



The extension SmartList offers three different tags:

`<bs:smartlist />` - display a list of pages based on different criteria

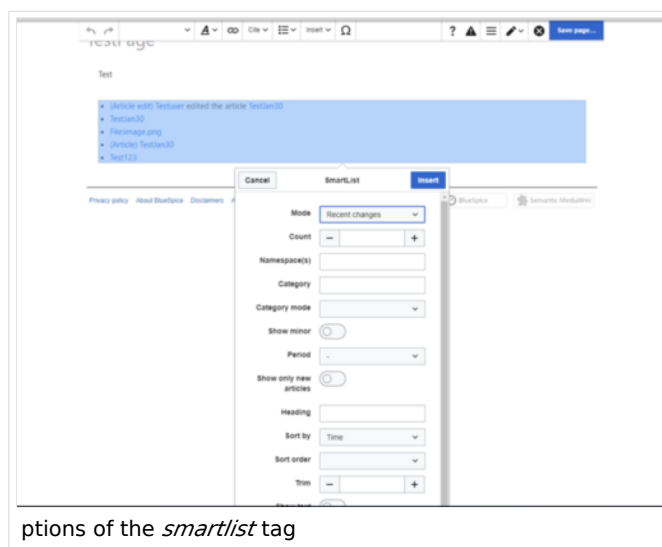
`<bs:newbies />` - display a list of recently registered users

`<bs:toplist />` - display a list of most visited pages

All of the tags listed above can be added through the menu *Insert* > *Magic word* in [VisualEditor](#).

For more information on how to insert magic words, see [InsertMagic](#).

Smartlist



Parameters

The SmartList can be limited or extended with the following parameters:

Label	Parameter	Values	Description
-------	-----------	--------	-------------

Count	count	number	The number of articles to be shown. Default value: 5
Namespace (s)	ns	number or name	Only articles from given namespace will be listed. The namespaces can be entered by IDs or by names. Several namespaces can be named with pipes: ns="0 2 5" or ns="Help User Test". Default: All namespaces are included.
Category	cat	name	Only articles from given category will be listed. Selecting several categories is not possible. Default: All categories.
Category mode	catmode	AND, OR	Show pages if they are in at least one of the categories (OR) or show pages if they are tagged with all categories (AND).
Show minor	minor	true, false	Minor changes (changes marked with an "m" in the recent changes) will not be listed. Default: Minor changes are listed.
Period	period	-, month, week, day	Only changes within given period are shown. Default: No limit.
Show only new articles	new	true, false	Only new pages will be listed. Default: All pages are shown
Heading	heading	text	Adds a heading above the list
Sort by	sort	Title, Time	Sort results by title or by latest edited.
Sort order	order	asc, desc	Ascending or descending sort order.
Trim	trim	number	Long article names are not cropped. Default: The title is cut off after 30 characters.
Show text	showtext	true, false	With this option, a line of the article contents will be shown alongside the title.
Trim text	trimtext	number	"trimtext" sets the number of characters of an article's content shown. This is only relevant when <i>showtext="true"</i>). <i>Note</i> : trimtext="0" is <u>not</u> possible.
Show namespaces	shows	true, false	If true, the namespace prefix is shown with the page names.
Number with text	numwithtext	number	Anzahl der Artikel die mit Einführungstext angezeigt werden sollen. Nur effektiv wenn <i>showtext=true</i>
Meta	meta	true	The username and date for the last edit are shown.
Target	target	-	Obsolete

Exclude namespace (s)	excludens	number or name	Articles from given namespaces will not be shown. The namespaces can be entered by IDs or by names (comma-separated). Default: All namespaces are included.
-----------------------	------------------	----------------	---

Example output in source code:

```
<bs:smartlist category="ISO9001" new="true" count="7" ns="104" trim="false" />
```

Newbies

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

Parameters

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

Example in wikicode

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

Toplist

This tag shows a list of the most visited pages.

Parameters

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

Example in wikicode

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

Related info

- [Reference:BlueSpiceSmartList](#)
- [Reference:BlueSpiceInsertMagic](#)

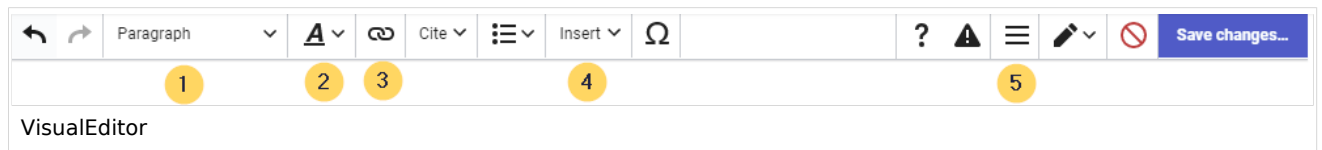
2.2 Edit

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

1 What is VisualEditor?	17
2 Text editing	17
3 Pasting content from your clipboard	17
4 Shortcuts	17
5 Inserting other content	18
6 Wiki-specific content	18
7 Switching between edit modes	19
8 MediaWiki reference	19
9 Hints and tips	19
9.1 Text formatting	19
9.2 Insert special content	20
10 Troubleshooting: Visual editing is disabled	22

What is VisualEditor?



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

Page structuring with headings.

Consistent **text formatting**.

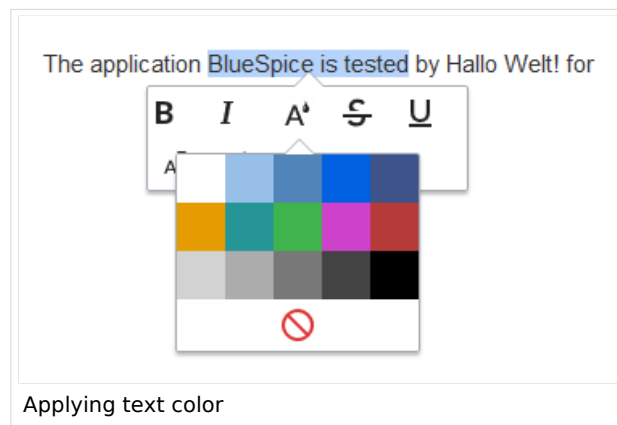
Linking of contents.

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.



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.

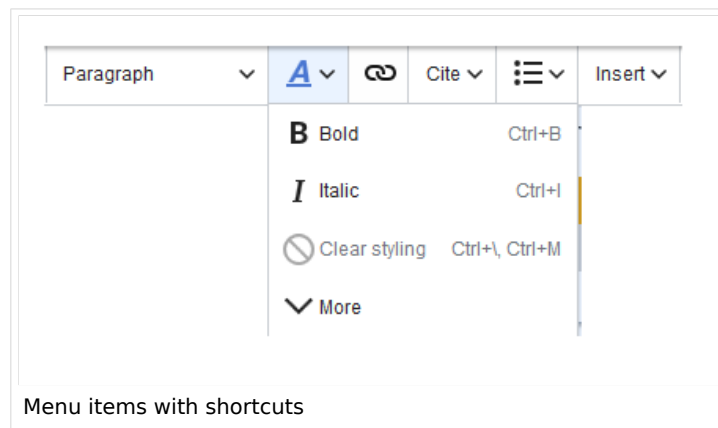
To paste content as plain text instead, use the shortcut **ctrl+shift+v**.

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)

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.

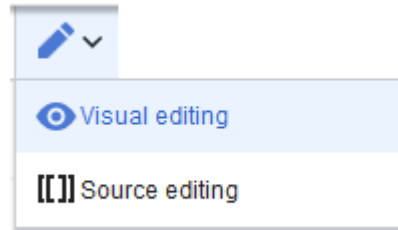
References list:

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:




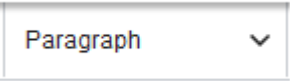
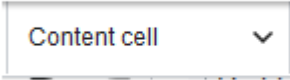
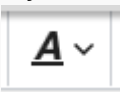
MediaWiki reference




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

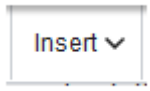





VisualEditor is optimized for editing web pages. That's why it has exactly the features that are often needed to create a wiki page. The consistent formatting of content supports the readability of your wiki content.









Text formatting

Text formatting	
<p>Undo function</p> 	<p>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)</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. (More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar)</p>
	<p>If no text was selected before the hyperlink dialog was opened, the link will be generated with a number:</p>


Text formatting	
Insert hyperlink 	<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>
cite 	<p>The citation menu is used to insert footnote references (also called itemizations or footnotes) within the text.</p>
Structure 	

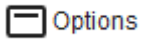
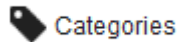
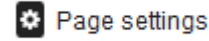
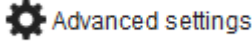
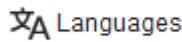
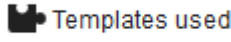
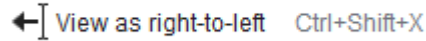
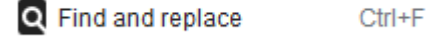
Insert special content

Paste Special Content	
Insert menu 	<p>Use the "insert" menu to insert various media (images, videos) and text formats:</p>
media  Media	<p>Inserting pictures and videos (Details on MediaWiki)</p>
templates  Template	<p>Include a template in the page.</p>
tables  Table	<p>Tables are an important tool for formatting tabular page content.</p>
comment  Comment	<p>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.</p> <p>And this is what a comment looks like:</p> 
Gallery	

Paste Special Content	
 Gallery	
Magic word  Magic word	<p>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:</p> <p>Learn more about the function Magic Word</p>
Your signature  Your signature	<p>This option can only be used in discussions. It allows to add a signature at any point of a discussion.</p>
Code block  Code block	<p>With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted:</p> <pre>red text</pre>
Refernces list  References list	
Chemical formula  Chemical formula	<p>The formula rendering uses an external service via Wikimedia's REST API.</p>
Math formula  Math formula	<p>It opens an editor for entering a mathematical formula. [[on MediaWiki]]</p>
Special Characters 	

Page options

Page Options	
 Options menu	<p>The options menu allows editing of all page settings.</p>
Options	

Page Options	
	<p>This button allows the page settings and page information to be updated simultaneously within a dialog box.</p>
<p>Categories</p> 	<p>Here you assign the page to one or more categories Categories. The page will appear accordingly on all linked category pages.</p>
<p>Page Settings</p> 	<p>Page redirection: When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly.</p> <p>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.</p>
<p>Advanced Settings</p> 	
<p>Languages</p> 	
<p>Templates used</p> 	
<p>View as right-to-left</p> 	<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>
<p>Find and replace</p> 	<p>Words or characters can be searched and replaced directly on the page. The "Undo" button can be used to cancel the change.</p>

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

4.3 Wikitext

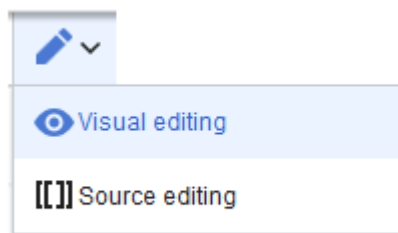
Wikitext is a simplified markup language that is used to format and structure text and other data. While HTML is the most common markup language for web pages, Wikitext is used in wiki systems. Like HTML, it uses tags to mark parts of text or other data.

Contents

1 How do I use Wikitext?	24
2 Examples of Wikitext	24
2.1 Text formatting	24
2.2 Structuring	24
2.3 Links / Embedded files	24
2.4 Magic words	25
3 Download Wikitext reference	25
4 Related info	25

How do I use Wikitext?

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



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

Examples of Wikitext

Here are some typical examples of Wikitext:

Text formatting

This is `'''bold'''`

This is `''italic''`

This is `<u>underlined</u>`

Structuring

This is a `==Heading==`

This is an `*unordered list element`

Table:

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

Links / Embedded files

Link to internal wiki page

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

Link to external website

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

'Link with parameters

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


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

Embed image/file

`[[Datei:image-or-pdf-name.png]]` - - - **Image/PDF is embedded on page**

the wiki checks, if a preview can be generated (e.g., for "png", "jpeg", "gif", "svg") and embeds the preview otherwise, a link to the file description page is created

can be embedded: PDF, Tiff (with extension)

cannot be embedded: Microsoft Office- und Libre Office-Dateien; Shell-Skripte, ...

`[[Media:image-or-pdf--name.png]]` - - - - **Links to image / PDF**

`[[Datei:image-or-pdf--name.png]]` - - - **Links to file description page**

Magic words

Type of Wikitext	Example
Special character	<code>&atilde;</code> → ã <code>&ccedil;</code> → ç UTF-8 is possible
Comment	<code><!-- unnoticed --></code>
No "wiki translation"	<code><nowiki></code> and <code></pre></code>
Table of contents	<code>__TOC__</code> and <code>__NOTOC__</code>
Signature	<code>~~~~</code>
Redirect	<code>#REDIRECT [[targetpage]]</code>
Template	<code>{{template name}}</code>

Download Wikitext reference

Wikitext reference

Related info

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