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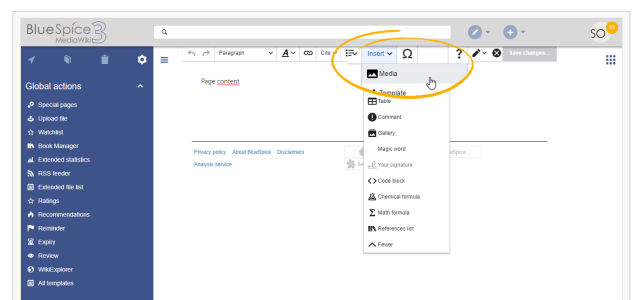
## Extension/BlueSpiceInsertFile

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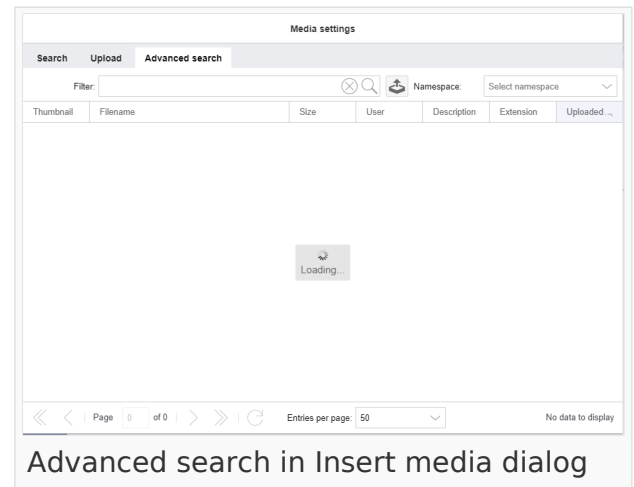
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### What is BlueSpiceInsertFile?

**BlueSpiceInsertFile** extends Insert media dialog of Manual:Extension /VisualEditor, providing advanced interface for inserting files and images to the page. It offers direct file upload from the edit mode.



Opening Insert media dialog



## Where to find BlueSpiceInsertFile?

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While in edit mode using VisualEditor, click on "Insert" in the toolbar and then on "Insert media". In the dialog that opens, there is a "Advanced search" tab. This tab holds the functionality of this extension.

This view provides detailed information about the file or image including its size, uploader, extension... More information can be added to the grid by selecting additional columns. This can be done by clicking "down arrow" in the header of any column and selecting additional columns from the "Columns" menu.

Section above the grid itself holds:

- Search bar, for filtering results
- Upload button - to instantly upload and use the files uploaded
- Namespace selector - only in conjunction with NSFileRepo - for selecting files and images from particular namespace.

See also

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Reference page for this extension.

Manual:Extension/VisualEditor

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Redirect to:

- Manual:VisualEditor

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What is VisualEditor?

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**VisualEditor** (also called WYSIWYG - what you see is what you get) is an editor you can use without having to enter special markup (like HTML, wiki tags). The editor bars resemble those of commonly used word processing programs.

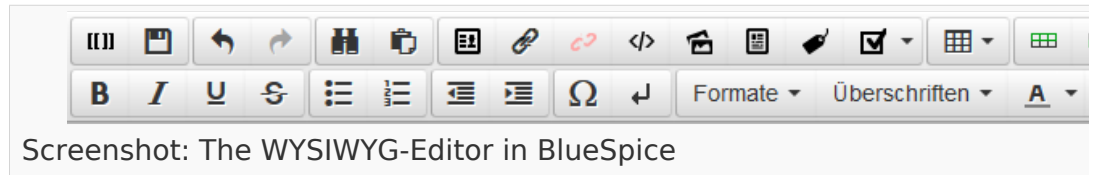
How to find the visual editor?

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When you switch to the edit mode of an article, you will be presented with the wiki code at first. To activate the WYSIWYG editor, click on the following button:



The article's text will now be displayed with its formatting. Above the input field, you can see a new toolbar:



## The functions of the editor

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The editor does exactly what you would expect from standard word processing programs: You mark the elements you want to change, and then choose the change, for example bold, from the toolbar. The change in formatting can be seen immediately. Hallo Welt! implements the WYSIWYG editor as an optional editor only so as not to restrict the variety of MediaWiki's design possibilities.

## Fundamental functions

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### Button



### Function

switch to editing using the wiki code

save

undo; redo

find and replace

paste as formatted text (e.g. from Word)

insert signature

insert or edit link; you can find out how to insert links to any sites you want at the page [InsertLink](#).

remove link

insert tags or MagicWords. More at [InsertMagic](#)

insert image; the function [InsertImage](#) lets you upload and embed images.

insert file

insert category; the feature [Insert Category](#) gives you an overview of the categories which already exist and lets you assign them to the current article.




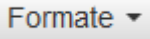
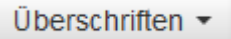



insert checkboxes or checklists

insert table (also "table properties" and "delete table")

insert row above, insert row below, delete this row; insert column to the left, insert column to the right, delete this column

bold; cursive; underlined;

list with bullet points; numbered list

	decrease indent; increase indent
	insert special symbol
	insert line break
	headings; Inline; alignment(left; center; righth); table (standard, sortable, greyscale); pre
	define headings
	text color
	remove formatting
	edit in full screen mode

## Working with tables

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As uncomplicated as it may be for other formatting, wiki code is not ideal for tables. However, in the WYSIWYG editor, you can work with tables quickly and easily. Note that the majority of the buttons which deal with table formatting will only become active when a table is selected.

## Tips for working with the WYSIWYG editor

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- The WYSIWYG editor makes it easier to work with tables and images, in particular. We recommend working with normal wiki tags when making or editing complex pages.
- TinyMCE is a web editor and so cannot be guaranteed to work completely smoothly with desktop applications like, for example, Word. You will need to be tolerant and be pleased that the editor at least makes some of your work easier.
- The editor can be activated by default by changing your settings under personal settings => BlueSpice => visual editor.

## Settings

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- When BlueSpice is installed, VisualEditor is set as default editor. This means, every new registered user gets VisualEditor as default.
- Every users can diable VisualEditor as default editor in his personal settings.

- To change a setting for all users, a sysadmin has to change all settings with help of a script.

See also

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Our reference page.

[Manual:Extension/NSFileRepo](#)

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Redirect to:

- [Manual:Extension/BlueSpiceNSFileRepo](#)

[Reference:InsertFile](#)

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Redirect to:

- [Reference:BlueSpiceInsertFile](#)