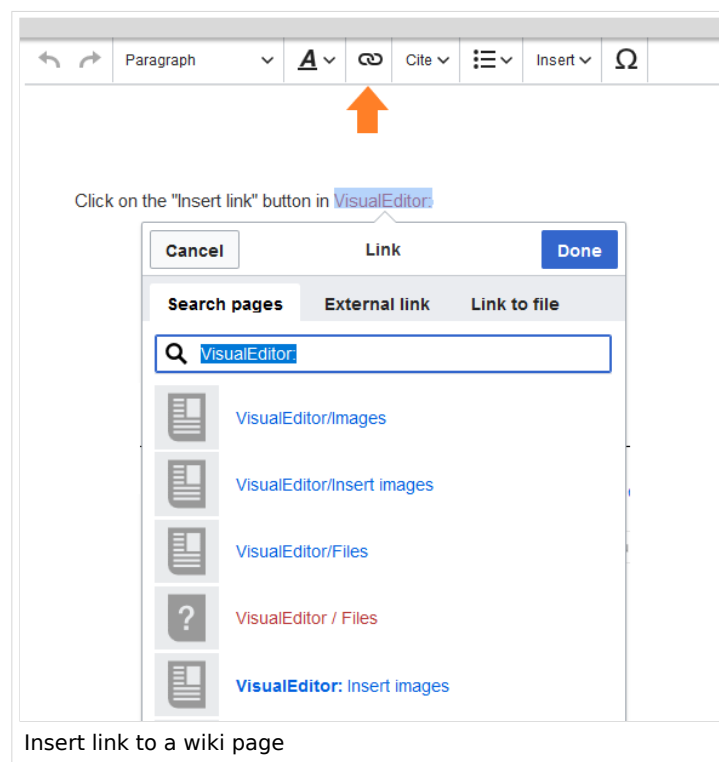# Contents

Links

Contents

How do I create links?

Linking pages is an important feature of browser-based knowledge documentation. The links often differ in their function. Links connect wiki pages with:

- other wiki pages
- external websites
- files (images, PDF files, Word documents,...)
- files stored on other drives

Use the *Insert link* menu item in VisualEditor or use the shortcut *Ctrl+K*. In both cases, a dialog box opens.

Insert link to a wiki page

Link to a wiki page

Internal links connect related pages or other content that provides more information. Page names can exist multiple times in different namespaces. Therefore, under *Search pages*, enter the namespace if the destination page is not in the same namespace as the current page.

If you have selected some text on the page, you will find some page suggestions already listed in the *Search pages* tab. Here, you can adjust the search term accordingly or create a link to a new page.

Then click on *Done*.

In the source text, links are created with the following structure:

- **Link to a wiki page:** `[[landing page name|caption]]`
- **Link to a wiki page in another namespace:** `[[namespace:landing page name|caption]]`
- **Link to a category page:** `[[:Category:category name|caption]]` To create a link to a category, the source code is preceded by a colon before the category name. In contrast, the link "Category: BlueSpice" would create a category called BlueSpice instead of linking to the category BlueSpice.
- **Interwiki link:** `[[Imdb:tt2709692]]` If your wiki links to other wikis, you can use the tab *Search pages* also to directly link to a page in a related wiki. For example, if your administrator maintains an interwiki link for the IMDb movie database, it can be typed in as in the example above. Ask your administrator which interwiki links are available in your wiki.

## Link to an external website

To link to an external website, mark text on your page, e.g. the word "Wikipedia". Press Ctrl+K and switch to the tab *External link*. There you enter the web address. Then click *Insert*.
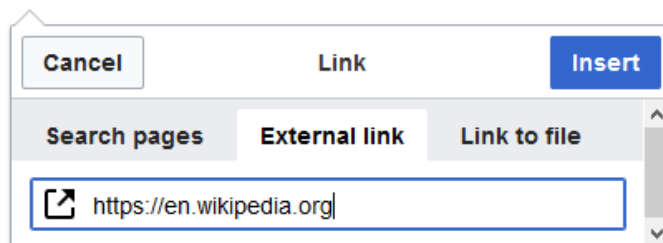

> **Note:** To easily maintain external links on your wiki, use the page Special:LinkSearch. This page allows you to search for external links in your entire wiki. The page also contains a link to the associated Mediawiki help page.

Link to a file in the wiki

To link a file (for example, a picture or a PDF file) in the current page, go to the *Link to File* tab. There, you can search for a file or upload a new file.

Insert link to a file
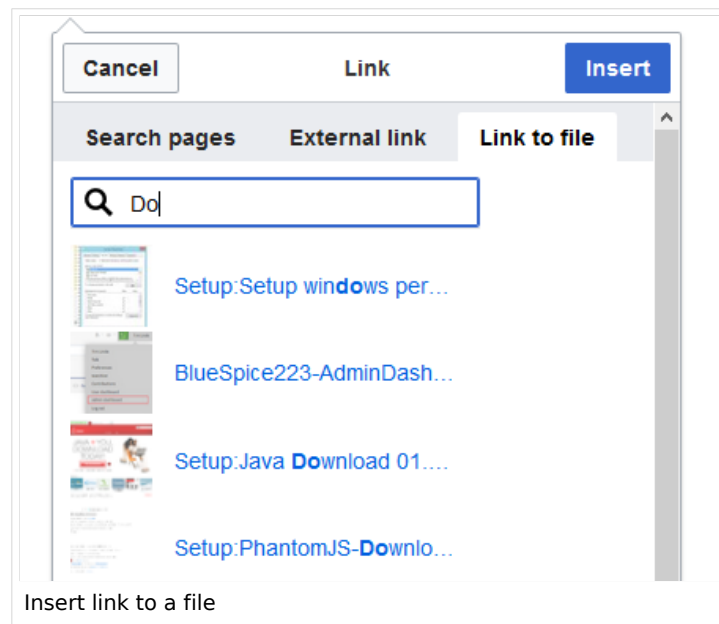
- **Search for a file in the wiki and include it as a link:** Enter the file name and select the desired file. Then click on "Paste". A link to the file has been added to the page. You can then change the displayed link text.
- **Link file to a network drive:** If you want to connect to a file on your company network, enter the path under "Link to file" in the text field and activate "Network share path (URI)". The file path is entered using the following syntax - `[[:file:///Z:/myfolder/vacatio]]` . this only works if your wiki has been configured to work with network files. This function also depends on your individual browser security settings.

Link to a network file
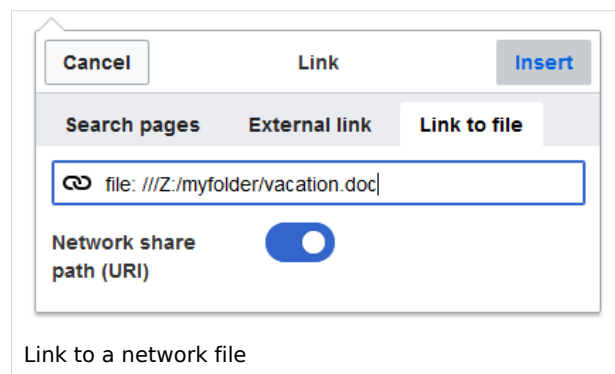
Link to a file in the local network

If you want to link to a file on your company network, you can also use the *Link to file* tab.

> **Important!** Links to network drives (UNC links) pose a security risk. Therefore, current browsers block these links by default.
>
> It is also possible that your wiki has been configured to disable links to network files.

> Talk to your IT department if you have any questions about guidelines related to your browser. If your IT department does not offer a solution, files linked in the wiki can still be copied by wiki users and pasted into the address bar of Windows Explorer.
>
> For more info about UNC-Links, see: https://www.mediawiki.org/wiki/UNC_links.

Insert a link to a local network file:

Insert local file link
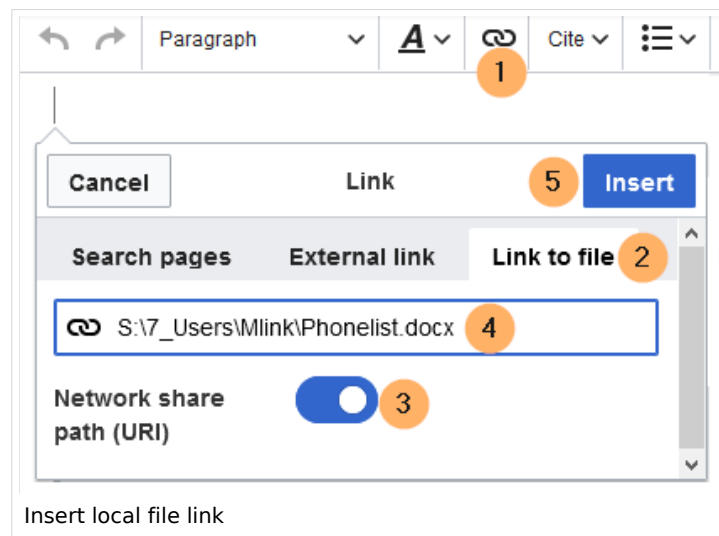
1. **Click** *Insert link* in the visual editor.
2. **Click** on the tab *Link to file.*
3. ***Activate*** the switch *Netzwerkpfad (URI).* In the file search field (4) you now see the link symbol.
4. **Enter** the path to your file. You can get this path by right-clicking on the file properties in Windows Explorer. From the tab *Security* you can copy the object name and paste it into the wiki accordingly.

File properties
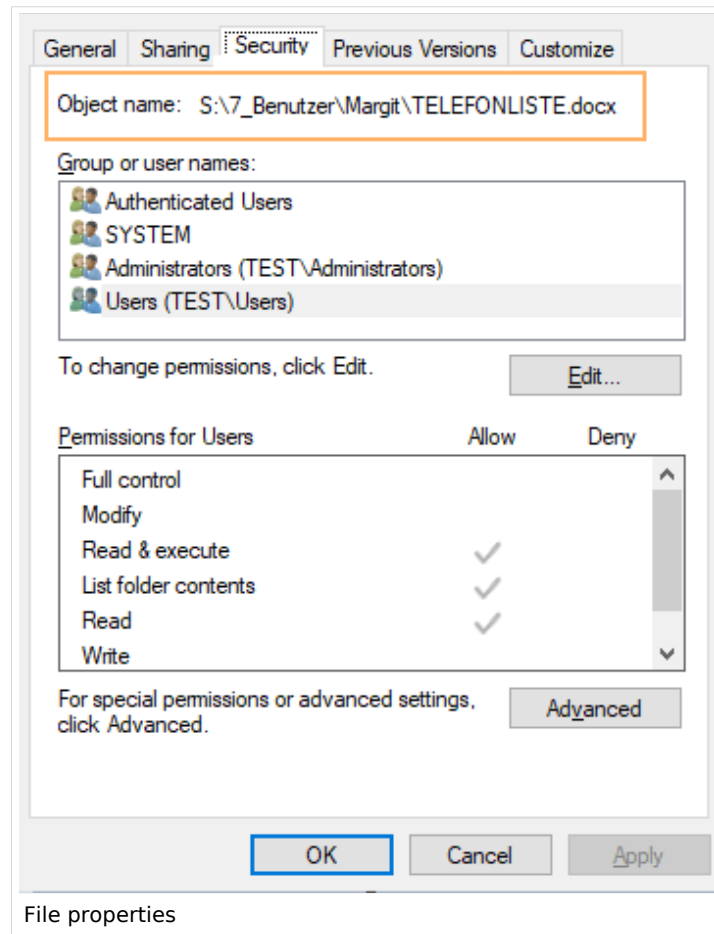
5. **Click** *Insert*. The link is automatically added in the correct format (`file://S:/7_Benutzer/....`). Whether the link can be directly followed through the browser, depends on your browser security settings and installed add-ons. Talk to your IT department to get help if the links are not active.

Open internal links in new browser tab

By default, external links open in a new browser tab. If you also want to open individual internal links in a new tab, you can insert the following JavaScript on the *MediaWiki:Common.js* page:

```
/**
 * @source https://www.mediawiki.org/wiki/Snippets/Open_specific_links_in_new_window
 * @version 2018-09-15
 */
$( function () {
        $( '#mw-content-text' ).on( 'click', '.newwin > a', function () {
                var otherWindow = window.open();
                otherWindow.opener = null;
                otherWindow.location = this;
                return false;
        } );
} );
```

Add the link you want to open in a new tab as wikitext to your page.

```
<span class="newwin">[[Meine Seite]]</span>
```

Related info

- Reference:BlueSpiceInsertLink
- Manual:Extension/VisualEditor

➔ Technical Reference: BlueSpiceInsertLink

Edit

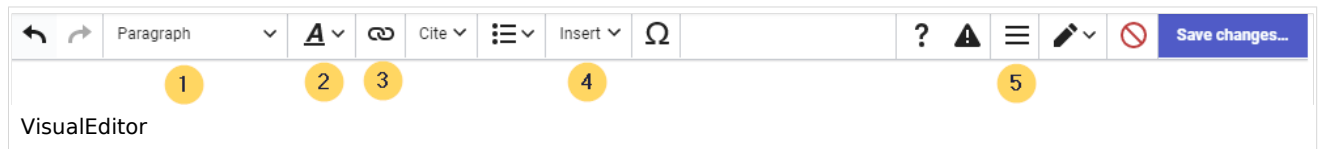BlueSpice uses a slightly customized version of the MediaWiki extension VisualEditor as editing tool. This editor supports all common edit tasks that are useful in a wiki environment. You can refer to the official documentation for basic help. Here in the BlueSpice Helpdesk, we only give some hints and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

Contents

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

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.

Undo

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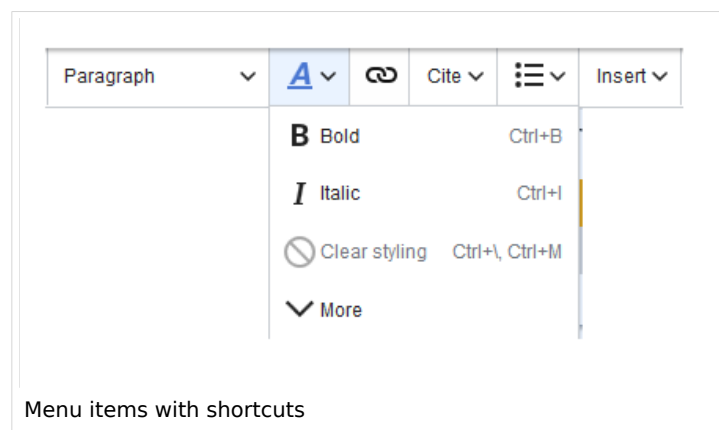
> **Note:** For a list of all available shortcuts, click on "Keyboard shortcuts" in the Visual Editor help menu (the question mark menu item).

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:
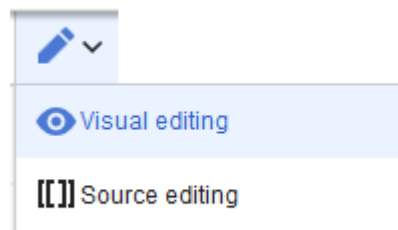
Hints and tips

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.
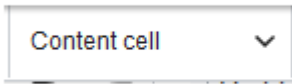
Text formatting

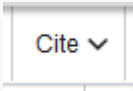In the text formatting menu, the following additional options are available when a text passage has been selected:

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

Center align: Text can be selected and centered paragraph by paragraph.
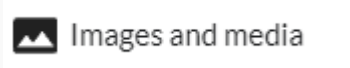
Indent: Text can be indented once (note: multiple indentation is only possible via the source text).


Text formatting options

Text formatting	
Undo function	Left arrow: Undo last action (greyed out: there is no last action yet) 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	
A ⌄	(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: [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. 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
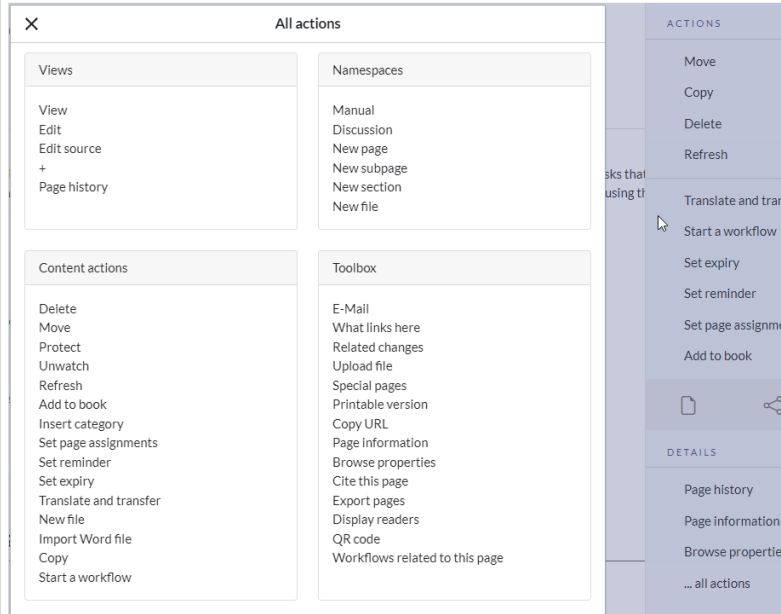
Insert special content	
Insert menu	Use the "insert" menu to insert various media (images, videos) and text formats:
Media	Inserting pictures and videos (Details on MediaWiki])
Templates	

|	Insert special content	
	Insert special content	
Template	Include a template in the page.	
Tables Table	Tables are an important tool for formatting tabular page content.	
Comment 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 Magic word	With a "magic word" you can insert certain wiki tags in your page. More about Magic words	
Gallery Gallery	Allows to display a set of images as a gallery. Formatting examples for the different settings can be found at mediawiki.org/wiki/Help:Images#Gallery_syntax	
Your signature Your signature	This option allows to add your wiki signature (User name and timestamp) at any location in the page.	
Code block Code block	With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted: `<span style="color: red">red text</span>`	
References list 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 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	
∑ Math formula	[[on MediaWiki]]
Special Characters Ω	Opens a panel to select special characters that are not available on your keyboard. To close the panel, click the menu item again.

Page options

Page options	
☰ Options menu	The options menu allows editing of all page settings. It is not
Options Options	This button allows the page settings and page information to be updated simultaneously within a dialog box. To change any page options on the page, you need to be in **visual editing mode**.
Categories Categories	Here, you assign the page to one or more categories while in edit mode.
Page Settings Page settings	*Page redirection:* When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly. *Show Table of Contents:* By default, a table of contents is shown if a page has more than three headings. You can use this setting to always force or suppress the table of contents.
	• *Let this page be indexed by search engines:* Only applies to public search engines. The wiki's internal search is not affected. • *Show a tab on this page to add a new section:* Not supported in BlueSpice 4 Discovery skin. • *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 Semantic MediaWiki inline queries.

Page options	
Advanced Settings ⚙️ Advanced settings	• *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 the 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. "all actions" Menu
Languages 🗚 Languages	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. Menu item to access interlanguage links mediawiki.org/wiki/Help:Links#Interwiki_links
Templates used 📽️ Templates used	List the templates that are embedded on the page.
View as right-to-left ←[View as right-to-left Ctrl+Shift+X	Support for languages that are read from right to left. Clicking this button right-side formats the page text. Click again to set the text 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

Technical Reference: VisualEditor

Reference:BlueSpiceInsertLink

Extension: BlueSpiceInsertLink

all extensions

Overview			
Description:	Dialog box to enter a link		
State:	stable	Dependency:	BlueSpice

Overview			
Developer:	HalloWelt	**License:**	GPL-3.0-only
Type:	BlueSpice	**Category:**	Editor
Edition:	BlueSpice pro, BlueSpice free (deactivated), BlueSpice Farm, BlueSpice Cloud	**Version:**	4.1+
❓ **View user help page**			

Features

BlueSpiceInsertLink offers a dialogue to insert links without using wiki code.

Links are inserted from the menu item *Link* in the visual editor toolbar.

Users can link the following targets:

- other wiki pages (with autocomplete function)
- external websites
- files uploaded to the wiki
- files on a network drive

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

- BlueSpiceVisualEditorConnector: 4.1

Integrates into

- BlueSpiceVisualEditorConnector

Special pages

- InsertLinkFileChooserJNLP

Configuration

Name	Value
InsertLinkAllowUnMapped	true
InsertLinkEnableJava	false
InsertLinkFilesystemMap	array ( )

Hooks

* BeforePageDisplay

Accessibility

Test status:	2-testing complete
Checked for:	Authoring tool
Last test date:	2022-08-09
WCAG level:	AA
WCAG support:	supports
Comments:	dialog can be invoked with keyboard entry of `[ [ .` Dialog is keyboard accessible.
Extension type:	core
Extension focus:	editor