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Page templates

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Characteristics of a page template

A page template applies a predefined content structure and layout to new pages. Page templates are useful for frequently used content formats such as meeting minutes, reference pages or process descriptions, for example.

The following characteristics are typical for a page template:

- it can only be activated by administrators
- the underlying content itself can be created by any editor in the template namespace
- it can only be used for the initial creation of a page
- it can also contain (standard) templates
- it creates a prefilled page
- it can be restricted to certain namespaces
- it can be grouped ("tagged") with other templates
- it can contain categories
- it can be applied using different page creation mechanisms, such as the New-button, an [inputbox](#), or a [page form](#).

Standard page templates



is available from BlueSpice 4.2.

Page templates that are installed by default can be deleted (1) from the page [template manager](#).

Page templates administration

☐	Label	Description	Namespace	Template	Tags	Actions
☐	Request for Comments	Ask for feedback about an i...	(all)	Template:PT Request for Co...	2	1
☐	Decision Matrix	Make an informed decision b...	(all)	Template:PT Decision matrix		

Page template manager

Alternatively, the templates can be adapted directly in the template namespace. To do this, click on the template link in the column *Template* (2).

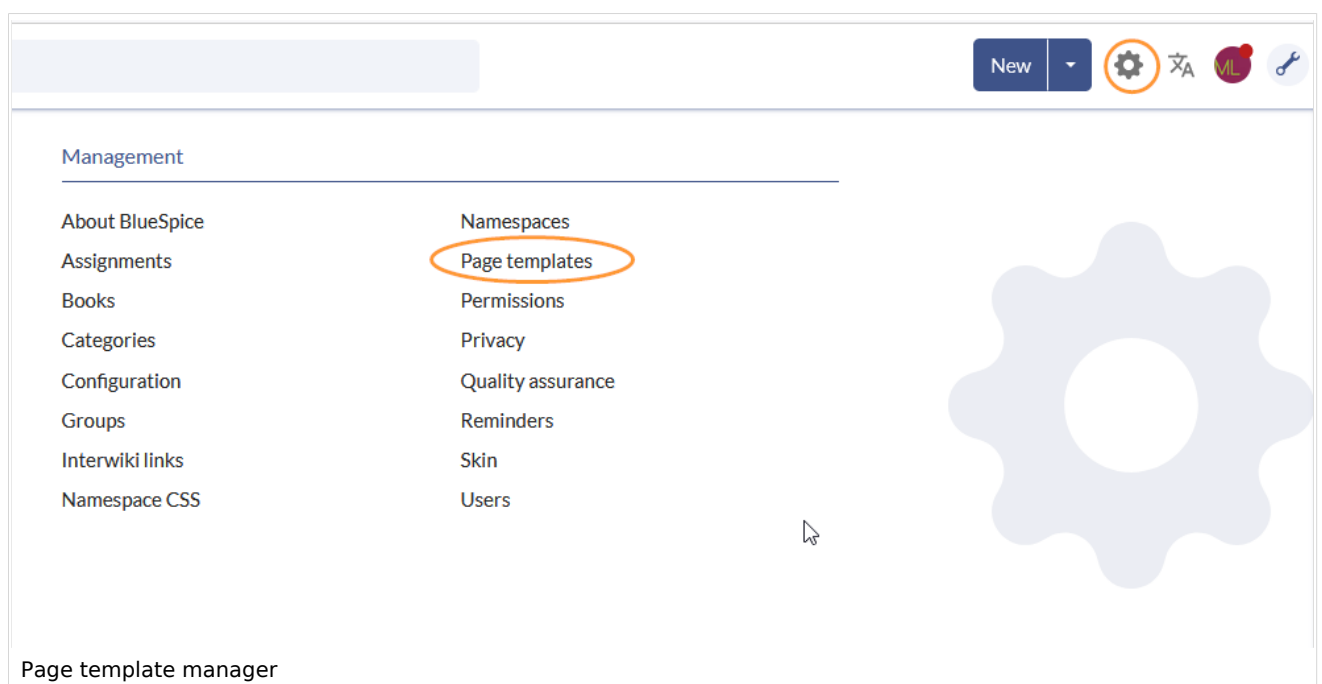
List of standard templates

Page template	Edition	Description
Decision Matrix	pro	Make an informed decision by comparing your options

Page template	Edition	Description
Event	pro	Plan an event from beginning to end
Guideline	pro	Create a code of conduct or other guideline
How-to Article	free, pro	Step-by-step instructions for completing a task
Management Meeting Minutes	pro	Create minutes for a regular management meeting
Meeting Agenda	free	Create a generic meeting agenda with minutes
Request for Comments	pro	Ask for feedback about an important decision that needs to be made
Status Report	pro	Stakeholder über den derzeitigen Stand eines Projekts informieren
To-do List	free, pro	Track and update your to-dos

Creating a page template

Administrators can create new page templates, as well as edit and remove existing ones in the *Page templates* manager, located under *Global actions*.



Page templates administration

☐	Label	Description	Namespace	Template	Tags	Actions
☐	Request for Comments	Ask for feedback about an i...	(all)	Template:PT Request for Co...		 
☐	Decision Matrix	Make an informed decision b...	(all)	Template:PT Decision matrix		
☒	Guideline	Create a code of conduct or ...	Training	Template:PT Guideline	training	
☐	Management Meeting Minu...	Create minutes for a regular ...	(all)	Template:PT Meeting minut...	meetings	
☐	How-to Article	Step-by-step instructions fo...	(all)	Template:PT How-to article		
☐	To-do List	Track and update your to-dos	Info	Template:PT To-do List	general	
☐	Status Report	Inform stakeholders about t...	(all)	Template:PT Status report		
☐	Event	Plan an event from beginnin...	(all)	Template:PT Event planning		
☐	Meeting Agenda	Create a generic meeting ag...	Training	Template:PT Meeting minut...	meetings	

Page 1 of 1

Displaying 1 - 9 of 9

Page templates administration

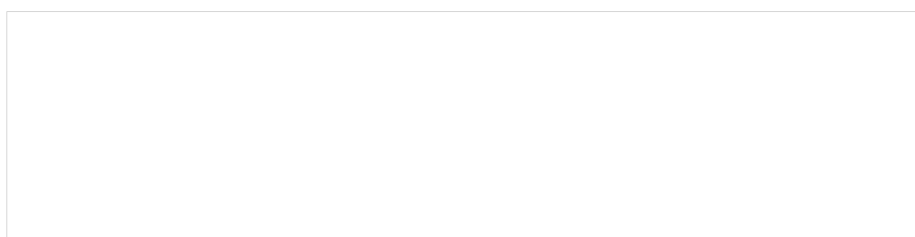
Note: Every page template depends on an actual page in the namespace Template. This template must exist before creating a page template.

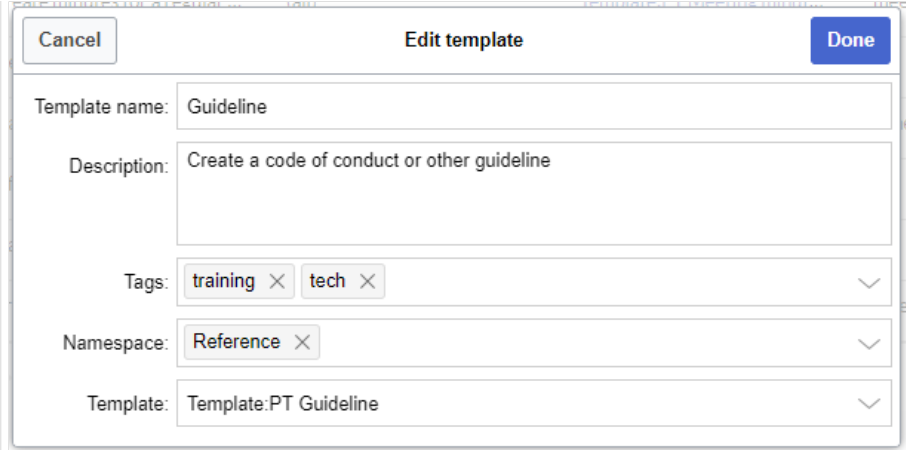
When a page template is selected, it can be edited by clicking the "wrench" icon or deleted by clicking the "X" icon.

New page templates can be added via the "Plus" button above the templates list.

When creating or editing a page template, **all fields are required**:

- **Name** - the name of the page template
- **Description** - a short description of the page template
- **Tags**- allows the grouping of similar templates. (If no classification is desired, you can enter *Untagged* as a value here, for example).
- **Namespace** - a list of the namespace where the template is active. If the template should be available on all pages, select *(all)* from the list.
- **Template** - page in the *Template* namespace from which to pull the content. **Important!** The namespace prefix `Template:` must be explicitly provided in the field.





Cancel Edit template Done

Template name: Guideline

Description: Create a code of conduct or other guideline

Tags: training × tech ×

Namespace: Reference ×

Template: Template:PT Guideline

Creating a page template

Applying a page template

- (1) Blank page:** When creating a new page, the page templates are displayed for selection. A blank page can be created by default. This option can be deactivated in the [configuration manager](#).
- (2) Filter field:** The templates can be filtered here. This field is independent of the *Tags* /*Namespaces* toggles.
- (3) Tags/namespaces toggle:** Here you can switch between tag-based and namespace-based sorting.
- (4) Sort title:** The sort titles show the grouping by tags or by namespaces, depending on the toggle setting.
- (5) Assignment to tag/namespace:** Depending on the setting of the toggle, the tags (when sorted by namespaces) or namespaces (when sorted by tags) are displayed here as additional possible filter criteria.

This page doesn't exist yet. You can create a new page. If you don't want to do that, click the back button of your browser to return to the last page visited.

1

 **Empty page**
Start with an empty page.

2

3

Tags

Namespaces

4

management

 **Decision Matrix**
Make an informed decision by comparing your options

5

Info

 **Guideline**
Create a code of conduct or other guideline

Info

meetings

 **Meeting Agenda**
Create a generic meeting agenda with minutes

Training

Applying a page template

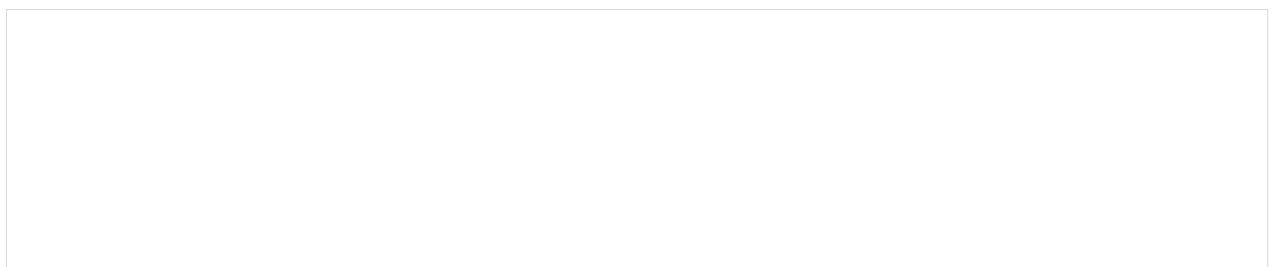
Namespace manager

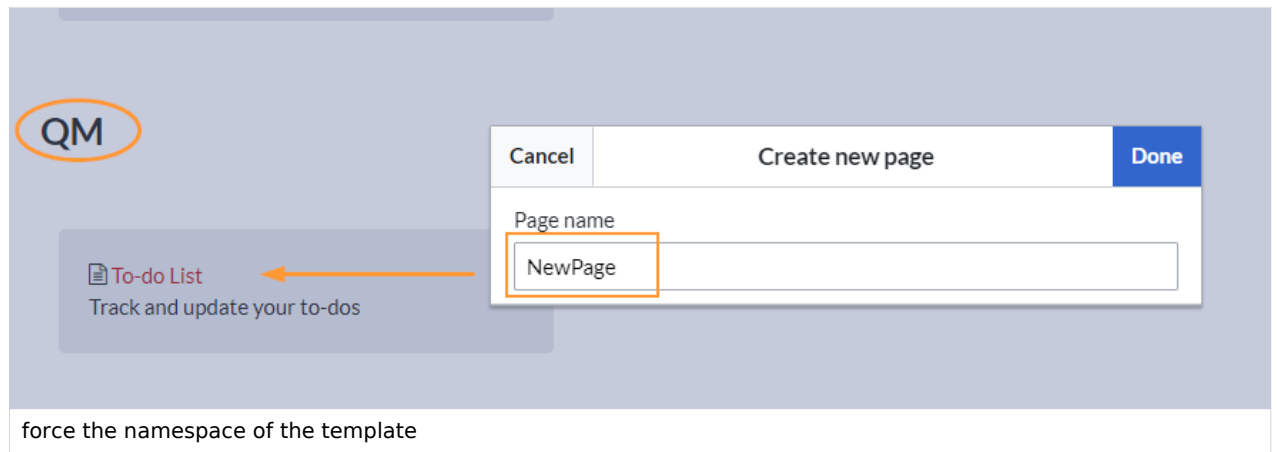
The PageTemplates option for a namespace must be activated in the [Namespace manager](#) so that the associated templates are automatically displayed when a new page is created in that namespace (e.g., if the "+" button is used to create the page).

Configuration

In the [Config manager](#), you can change the following settings:

- **Force target namespace:** The page is always created in the target namespace that is associated with the template, even if the user provided a different namespace prefix. In the screenshot below, the user wants to create the page "NewPage" and then selects a template for the QM namespace. The page is, therefore, created as "QM:NewPage" if this setting is activated.





- **Hide default templates:** Hides the default *Empty page* template.
- **Hide template if the page is not to be created in the target namespace:** Depending on the namespace prefix of the page to be created, templates that are associated with other namespaces will not be shown to the user for selection.

➔ [Technical Reference: BlueSpicePageTemplates](#)

Manual:Extension/BlueSpicePageTemplates/Customizing

If you want a card layout for the individual templates, you can add some custom-css to your wiki.

Note: From BlueSpice 4.2, templates are automatically shown as cards and this customization is no longer necessary.

Custom page templates selection

This page doesn't exist yet. You can create a new page. If you don't want to do that, click the back button of your browser to return to the last page visited.

You can choose one of the following templates:

 **Empty page**

Start with an empty page.

IMS

 **Process description**

Create a new process description

 **Super Marketing Text**

Use this to spice up your marketing materials

 **Meeting Minutes**

For all standard meetings

KB

 **Knowledge article**

Basic knowledge base article

Customized page templates selection

Simply add the following css information to your global style sheet *MediaWiki:Common.css* (admin permissions required):

```
/** Customized page templates selection */
.bs-pt-sect {
    margin-top:1em
}
.bs-pt-subsect h3 {
    margin:0 0.8em;
}
.bs-pt-items {
    margin-left: 0;
    display: flex;
    flex-flow: row wrap;
    position: relative;
}
.bs-pt-item {
    position: relative;
    word-wrap: break-word;
    background-color: #e9e9ee;
    margin: 1.16%;
    width: 31%;
    border-radius: 5px;
    padding:20px 12pt
}
.pt-desc {
    margin-left:1.1em
}
@media only screen and (max-width: 576px) {
    .bs-pt-item {
        width:100%
    }
}
```

