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Edit

The content format pdf is not supported by the content model wikitext.

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Files

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<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Insert files}} You can insert already uploaded files or upload new files directly when editing an article. == Inserting a file == === Drag-and-drop method === You can upload a new file when you edit a page: # ""Drag"" the file onto the page. A horizontal line will appear where the file will be dropped. # ""Change"" the file name in the "Upload file" dialog (optional). [[File:Insert files 1.png|alt=Insert file via drag-and-drop|center|thumb|400x400px|Insert file via drag-and-drop]] # ""Click"" "Insert". # ""Double-click"" the thumbnail to adjust the size and positioning (optional). === Editor toolbar === To upload and insert a file from the editor toolbar: # ""Select"" "Insert > Images and Media" from the editor toolbar. [[File:instert_2.0.0.png|alt=|center|thumb|250x250px|Insert Media" dialog]] # ""Switch"" to the "Upload" tab (2) in the "Media settings" dialog to upload a new file.
To select an existing file, switch to the "Advanced search" tab (3). The "Search" tab (1) shows the latest uploaded files for selection. [[File:Insert files 2.png|alt=Media settings|center|thumb|650x650px|Media settings]] # ""Click"" "Select a file." Provide a "Target namespace" (optional). If you are unsure, leave the namespace setting as suggested. # ""Click"" "Upload". The dialog window "Media Settings" opens. #
 [[File:Media_settings_5.0.png|alt=|center|thumb|378x378px]] # Now click "Upload": The general and advanced settings are largely identical to [[VisualEditor/Images|image]] files. However, there are differences in the linking options, as, for example, a PDF file is not displayed as an image directly on the page. ==Special features when including files== [[File:Media_settings_6.0.0.png|alt=|center|thumb|400x400px]] There are three ways to link a file on a page:

 *""Link this file (1):"" The inserted link opens the file. *""Link file description page (2):"" The link leads to the file page on the wiki. There, you can view the file details or upload a new version of the file. *""Embed this file (3):"" The link inserts a preview image. The preview image opens the file description page when clicked. This only works with PDF and .tiff files. ""General Settings:"" An alternative text is required if you embed the file on the page. This is done via the corresponding "Embed this file" button. Since a preview image is created here, the alternative text should be used just like with images. If you link to the file or the file description page, VisualEditor will in both cases inserts the same link text, even though the link will lead to different pages. However, the displayed link text can be changed directly on the page. Just click into the text and change it accordingly. {{Messagebox|boxtype=note|Note text=If you place a file link directly on already selected text, VisualEditor will replace the selected text with the file information. It is therefore advisable to insert a file link via VisualEditor when the cursor is located at a blank space.}} ==Maximum file size== The maximum allowed file size cannot be configured in the wiki itself. The maximum allowed limit is defined on the server in the php.ini file in the PHP installation. The actual (possibly smaller) limit, however, is set in the BlueSpice installation in LocalSettings.php or another configuration file in the settings.d folder. The default setting is 32 MB. Contact your wiki administrator if you receive an error message when trying to upload a larger file. ==Avoiding unusual file names== {{Filename}} ==Allowed file types== If you get an error message during the file upload, the file type might not be allowed. Allowed file types are set by an admin user in the [[Manual:Extension/BlueSpiceConfigManager|Config Manager]]. [[Category:Editing]]

Templates used on this page:

- [Template:Filename](#) ([view source](#))
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Images

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<bookshelf src="Book:User manual" /> {{DISPLAYTITLE: Insert images}} ==How to insert an image on a page== In addition to text, images are probably the most important components of typical content pages. With VisualEditor, the images can be uploaded, inserted and formatted all in one step. Images are inserted via the menu item "Insert > Media". [[File:instert_2.0.0.png|alt=Insert media|center|thumb|309x309px|Insert media]] The dialog box "Media Settings" opens. [[File:media_settings_1.0.png|alt=Media settings dialog|center|thumb|385x385px|Media settings dialog]] After uploading, you can edit the image settings: Details, General Settings, and Advanced Settings. ===Details=== [[File:media_settings_2.0.png|alt=Media settings|center|thumb|386x386px|Media settings]] Here you can assign a namespace and categories to a picture. ""Target namespace:" The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki. ""Name:" Choose a name that makes it easy to find the image later during an image search. Or simply leave the current file name. ""Description:" The description is mainly useful for photos or infographics when the image name does not adequately describe the image content. ""Categories:" Here, the picture can be assigned to categories.
 {{Filename}} "Error message when saving:" If the image already exists, an error message is displayed. If you want to overwrite the existing file, you can click on the file name and overwrite the file via the image page in the wiki. This is done by clicking the "Upload a new version of this file" link in the "File Versions" section. In VisualEditor itself overwriting an image does not not work. [[File:something_went_wrong.png|alt=Upload error|center|thumb|400x400px|Upload error]]
 ===General settings=== [[File:media_settings_3.0.png|alt=General settings|center|thumb|424x424px]] In the general settings, the image descriptions are added. ""Caption:" The caption is shown with framed images and thumbnails. Note: If you change an image to frameless and then back to "framed", you need to re-enter the caption. ""Alternate text:" The alternate text should be entered for each image since it replaces the image in certain contexts. For example, this so-called "alt" text is used by users who work with screen readers. Screen readers are used by users with visual limitations, but search engines can also read this text. In some business areas, the indication of the "alt" text is also required by law. If you are not sure, ask your company accordingly.
 ===Advanced settings=== [[File:media_settings_4.0.png|alt=Advanced settings|center|thumb|309x309px|"Advanced settings: position (image alignment), image type", "image width" and "image height"']] In the advanced settings, you can set the position (image alignment), image type, image width and image height. The following settings are possible: ""Position:" **Wrap text around this item: If unchecked, the image is left-aligned between two paragraphs. If checked, one of the following positions can be selected: ""Left:" The image is displayed on the left side of the text. The content surrounds the image. ""Center:" The image is displayed centered between two paragraphs. ""Right:" The image is displayed to the right of the text. The content surrounds the image. ""Image type:" If you insert an image with VisualEditor, the image is usually linked to the Media Viewer. To suppress the link on an image, you must add an empty link attribute to the image tag in the source code: **frameless picture with link (standard): <code><nowiki>[[File:adult-chair-company-380769.jpg|frameless]]</nowiki></code> **frameless picture without link: <code><nowiki>[[File:adult-chair-company-380769.jpg|frameless|link=]]</nowiki></code> {| class="wikitable" |+ !Image type ! Output !Description |- |Thumbnail |[[File:Bild.jpg|alt=Example of a thumbnail image|centre|thumbnail|This is the caption|link=https://de.wiki.bluespice.com/wiki/Datei:Bild.jpg]] |The preview picture shows the image with a standard width of 300px. The width can be adjusted as required. In addition, the caption is displayed below the picture. A preview icon indicates that the image can be viewed in a larger size. |- |Frameless |[[File:Bild.jpg|alternativtext=Bild|centre|frameless|link=https://de.wiki.bluespice.com/wiki/Datei:Bild.jpg]] |The frameless version shows the picture without a frame. The width can be adjusted as required (here we set the example to 300px). The caption does not appear below the picture. By default, the image is inserted without text wrapping. It will break up a sentence exactly where it is inserted. By default, the image is centered. However, the image size and position can be adjusted as needed. |- |Frame |[[File:Bild.jpg|alternativtext=Beispiel: Bildtyp frame|none|enframed|300x300px|Dies ist die Beschriftung|link=https://de.wiki.bluespice.com/wiki/Datei:Bild.jpg]] |The framed version is similar to the preview picture. Compared to the preview, the magnifying glass symbol is not displayed and the image is inserted on the page full-size. The size cannot be adjusted. |- |Basic |[[File:Bild.jpg|300x300px|link=https://de.wiki.bluespice.com/wiki/Datei:Bild.jpg]] |The basic version is like the frameless version. By default, text does not wrap, but the text is separated at the point where the image was inserted. The image is inserted in full width, while the frameless image is inserted in miniature image width (300px). The size can be adjusted. |} ""Image size:" ""Standard:" sets the image width to 300px (unless the standard width has been changed in the [[Manual:Preferences|user preferences]]). ""Custom:" allows setting a custom size. ""Make full size:" resets the size to the actual image size. ""Note:" An image cannot be set to a larger dimension than the actual image dimension. == Inserting images with drag-and-drop == In visual edit mode, an image can be dragged directly from the file folder into the wiki with the mouse. It is important that the position for inserting the image shows a horizontal line before you drop the image. Otherwise the image will not be uploaded or inserted. [[File:drag and drop.png|alt=Line indicating the insert position during drag-and-drop|center|thumb|650x650px|Line indicating the insert position during drag-and-drop]] === Drag-and drop settings {{Bsvs|bsvFrom=4.3|bsvTo=|bsvFeature=}} === The standard image settings that should be applied

when placing an image via drag-and-drop can be adjusted in the [[Manual:Extension /BlueSpiceConfigManager#EnhancedUpload v4.3+|Config Manager.]] ==Images and namespaces== You can save pictures and files in the general namespace "(pages)". If pictures should be accessible by all users, you can save these pictures in the main namespace if other namespaces have access restrictions. If you have created additional namespaces, you can also save images in these namespaces if you have the necessary access rights. Images are then only shown to users who have the necessary read permissions in these namespaces. In the upload dialog, the namespace field always suggests the namespace of the current page for the image upload. ==Changing an embedded image== '''Different image:''' In the editing mode of the page, it is possible to edit the image with a double-click. Use the "Change image" button to exchange the image with a different image. '''Same image with different version:''' If you want to use a new version of the same image, open the "Special:Upload file" page in a new browser tab (so that you don't lose any changes on your wiki page). There, you can save already existing pictures with the same name again. The original image is kept as a version. [[en:{{FULLPAGENAME}}]] [[de:Handbuch:Erweiterung/VisualEditor/Bilder]] [[Category:Editing]] [[Category:Getting started]]

Templates used on this page:

- [Template:Bsvs](#) ([view source](#))
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Tables

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`<bookshelf src="Book:User manual" /> {{DISPLAYTITLE:Insert tables}}` ==Insert a table== In VisualEditor, choose "Insert > Tables" to insert a table in a page: [[File:Instert,_Table.png|alt=expanded "Insert" menu of the editor toolbar|center|300x300px|the menu item "Table"]] After entering the rows and columns, an empty table appears with the edit menu: [[File:table_1.0.png|alt=an empty table with 6 columns and 5 rows with an open inspector menu|center|350x350px|inserted table with table inspector menu]] When the mouse rests on a symbol, the respective function is displayed. Double-click in the cells to insert text: [[File:weekly.png|alt=table with four columns wor Times and days of the week with a time schedule|center|350x350px|table in edit mode]] ==Merge rows and columns== To merge a row or column, select the cells in a row or in a column. The inspector will show a "Merge" button. Click it to merge the cells. The same button is called "Unmerge" if you want to separate connected cells. [[File:table_3.0.png|alt=Table with all cells in a table row selected and the merge button|center|thumb|350x350px|Merging cells]]
 ==Table properties== In the menu item Properties, there are numerous settings to adjust the functionality and presentation of the table: {| class="contenttable-blue content table-blue" style="" !Property !Description |-|Caption|Shows a header above the table: [[File:weeklyplan.png|200x200px]] After disabling the header, it is lost and must be reentered when re-enabled. |-|Styed(wikitable)|enables the default wiki look after table styles were previously selected |-|Sortable|In the first row, a sort function is displayed: [[File:Weeklyplan 2.0.png|200x200px]] The current sorting is shown in the title bar. Only one of the two sort arrows will appear in the sorted column. |-|Collapsible|The table can be hidden on the page via a text link. |-|Collapsed initially|If the "Collapsible" property is active, this determines whether the table is visible or hidden when the wiki page is loaded. T |-|Exportable| |-|Filterable|The filter function is activated in the title bar and allows the following actions: *Sort table (ascending or descending values of the active column) *Hide table columns *Filter column (only values from the current column are considered here) [[File:table_4.0.png|alt=header cells of a filterable table with an expanded filter menu|center|thumb|550x550px|filterable table]]
 If the filter is activated, the table styles are ignored and the table is displayed in "Filter Style". After deactivating this function, the selected table style is displayed again. |-|Table style|Here you can load different style sheets for the table. |-|Use full width for table|The table uses the full width of the wiki page, regardless of the table contents. } ==Table styles==
 The following style sheets can be selected in the Table Style menu. Click on a picture to start the gallery:
<gallery> File:tables-no style.png|No table style File:Gallery 1.0.png|Standard File: Gallery 2.0.png|Content File:Gallery 3.0.png|Content (black) File:Gallery 4.0.png|Content (blue) File:Gallery 5.0.png|Content (darkblue) File:Gallery 6.0.png|Cusco Sky File:Gallery 7.0.png|Casablanca File:Gallery 8.0.png|Greyscale File:Gallery 9.0.png|Greyscale (narrow) </gallery>
 <section begin="training-tabellen" /><div class="training anwender"> The visual editor makes it easy to format content as a table. The following alternatives for creating tables exist: * Tables can also be inserted as a csv file on a page (just drag the CSV file onto the page in edit mode) * Complex tables can alternatively be attached to the page as an xlsx file. {{Box Links-en|Topic1=[[Manual:Extension/BlueSpiceFilterableTables|Filterable tables]]}}</div><section end="training-tabellen" />
 [[en:{{FULLPAGENAME}}]] [[de:Handbuch:Erweiterung/VisualEditor/Tabellen]]

Template used on this page:

- Template:Box Links-en (view source)

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#REDIRECT [[Manual:Extension/VisualEditor/Insert_tables]]

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