Contents

1. Manual:Extension/VisualEditor 2
2. Manual:Extension/VisualEditor/Insert files 2
3. Manual:Extension/VisualEditor/Insert images 6
4. Manual:Extension/VisualEditor/Insert tables 15
5. Manual:Extension/VisualEditor/Tables 21

Edit

The revision #11782 of the page named "Manual:Extension/VisualEditor" does not exist.

This is usually caused by following an outdated history link to a page that has been deleted. Details can be found in the deletion log.

Files

You can insert already uploaded files or upload new files directly when editing an article.

Contents

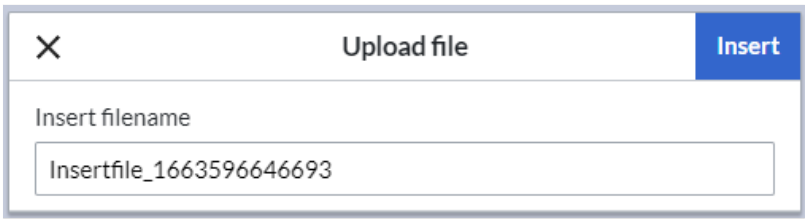
1 Inserting a file 3
1.1 Drag-and-drop method 3
1.2 Editor toolbar 3
2 Special features when including files 5
3 Maximum file size 6
4 Avoiding unusual file names 6
5 Allowed file types 6

Inserting a file

Drag-and-drop method

You can upload a new file when you edit a page:

1. **Drag** the file onto the page. A horizontal line will appear where the file will be dropped.
2. **Change** the file name in the *Upload file* dialog (optional).



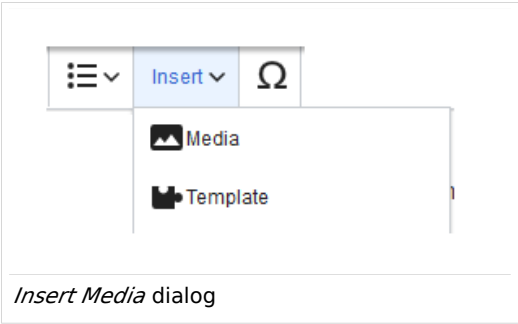
Insert file via drag-and-drop

3. **Click** *Insert*.
4. **Double-click** the thumbnail to adjust the size and positioning (optional).

Editor toolbar

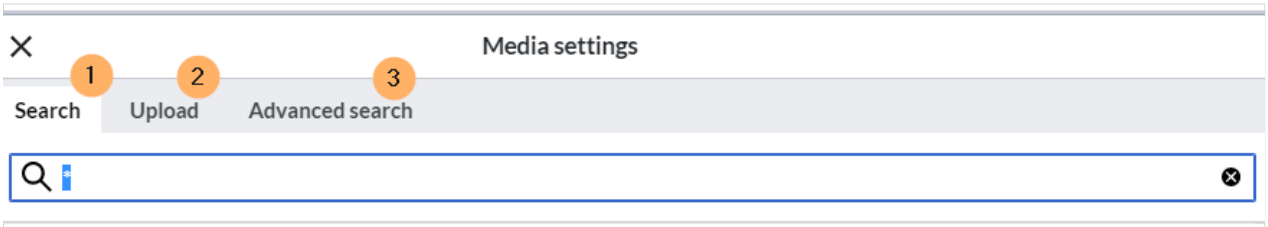
To upload and insert a file from the editor toolbar:

1. **Select** *Insert > Images and Media* from the editor toolbar.



Insert Media dialog

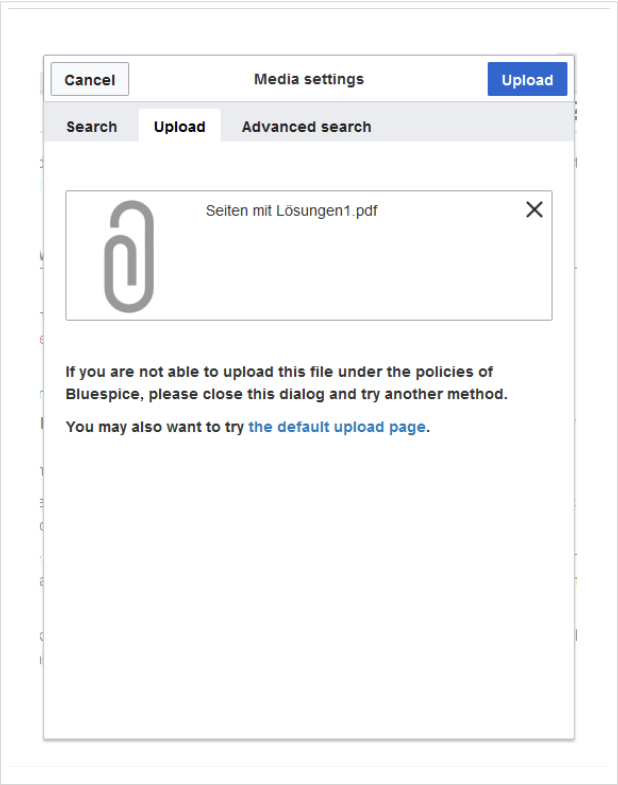
2. **Switch** to the *Upload* tab (2) in the *Media settings* dialog to upload a new file.
   To select an existing file, switch to the *Advanced search* tab (3). The *Search* tab (1) shows the latest uploaded files for selection.



Media settings

3. **Click** *Select a file.* Provide a *Target namespace* (optional). If you are unsure, leave the namespace setting as suggested.
4. **Click** *Upload*. The dialog window *Media Settings* opens.

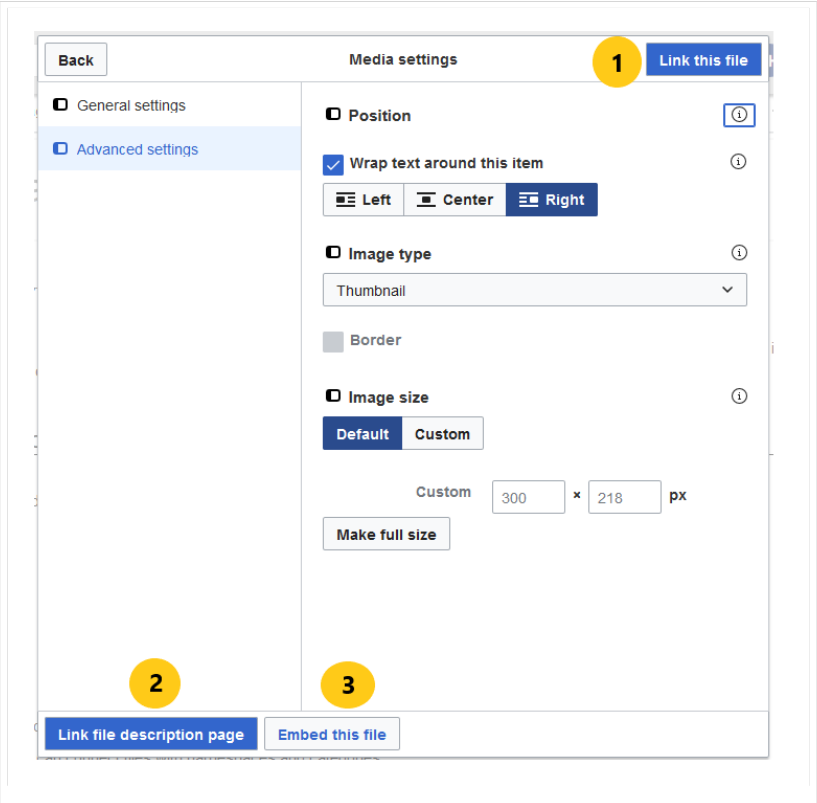
5.



Now click "Upload":

The general and advanced settings are largely identical to 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



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.

> **Note:** 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

Note: When uploading a new file, you should check the file/page name for unusual special characters (e.g., `"`, `%`, `/`, `<`, `>`, `[`, `]`, `{`, `}`). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki.
The special characters `(`, `)`, `&`, `+` can be used and are translated into their equivalent %-hex notation.

`:` will be converted to spaces, unless it is part of an existing namespace prefix.

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 Config Manager.

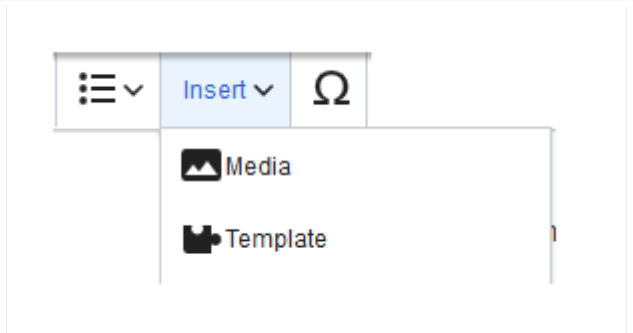
Images

Contents

1 How to insert an image on a page 7
1.1 Details 8
1.2 General settings 10
1.3 Advanced settings 11
2 Inserting images with drag-and-drop 14
2.1 Drag-and drop settings v4.3+ 15
3 Images and namespaces 15
4 Changing an embedded image 15

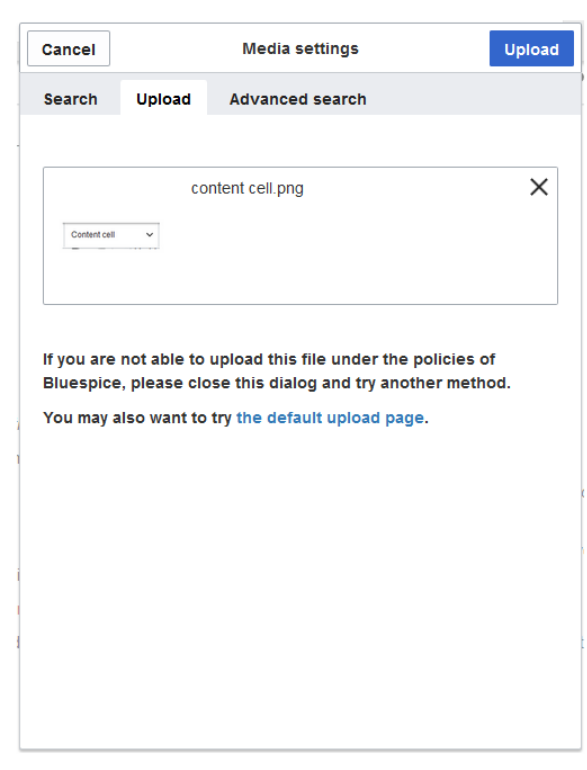
How to insert an image on a page

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*.



Insert media

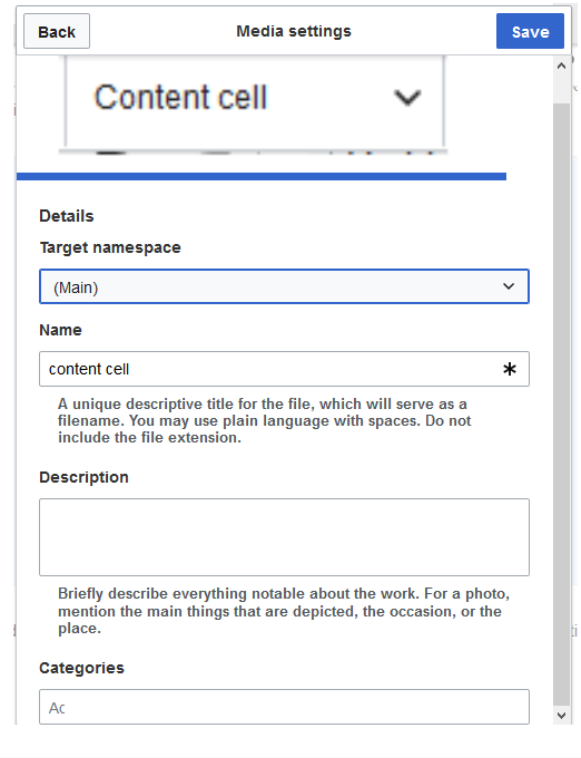
The dialog box*Media Settings* opens.



Media settings dialog

After uploading, you can edit the image settings: Details, General Settings, and Advanced Settings.

Details



Media settings

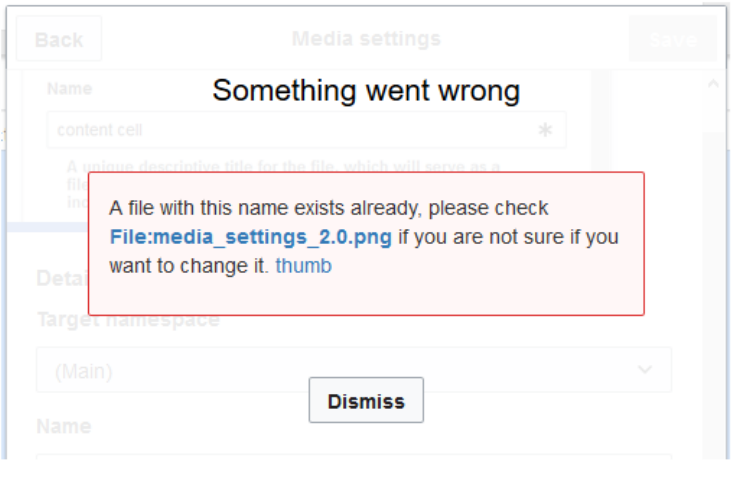
Here you can assign a namespace and categories to a picture.

- **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.

Note: When uploading a new file, you should check the file/page name for unusual special characters (e.g., `"`, `%`, `/`, `<`, `>`, `[`, `]`, `{`, `}`). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki.
The special characters `(`, `)`, `&`, `+` can be used and are translated into their equivalent %-hex notation.

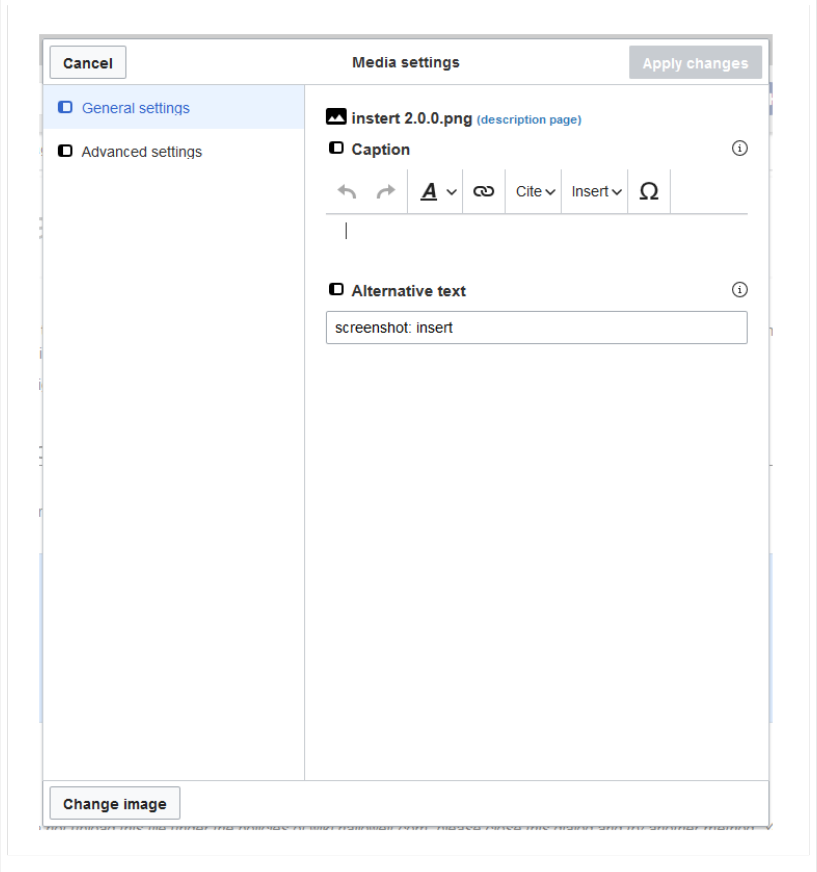
`:` will be converted to spaces, unless it is part of an existing namespace prefix.

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.



Upload error

General settings

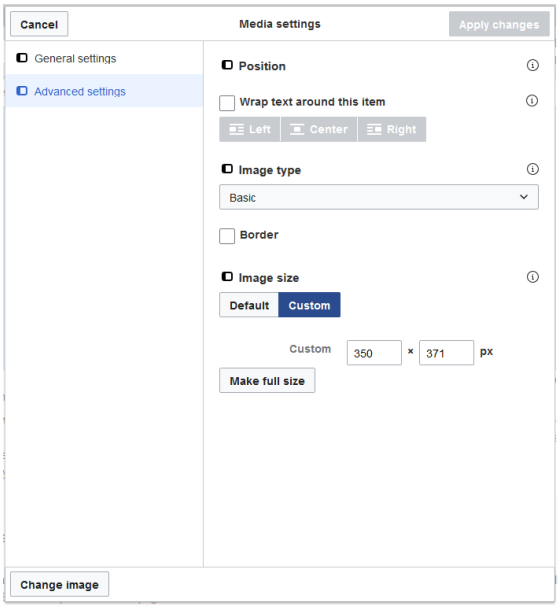


In the general settings, the image descriptions are added.

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



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): `[[File:adult-chair-company-380769.jpg|frameless]]`
  - frameless picture without link: `[[File:adult-chair-company-380769.jpg|frameless|link=]]`

Image type	Output	Description
		The preview picture shows the image with a

Image type	Output	Description
Thumbnail	This is the caption	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.
		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

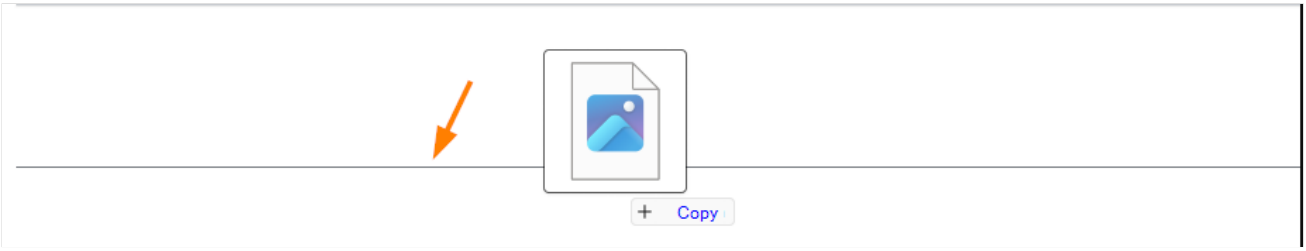
Image type	Output	Description
Frameless		without text wrapping. It will break up a sentence exactly where it is inserted. By default, the image is centered. However, the image size and position can be adjusted as needed.
Frame	 Dies ist die Beschriftung	The framed version is similar to the preview picture. 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.

Image type	Output	Description
Basic		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 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.



Line indicating the insert position during drag-and-drop

Drag-and drop settings v4.3+

The standard image settings that should be applied when placing an image via drag-and-drop can be adjusted in the 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.

Tables

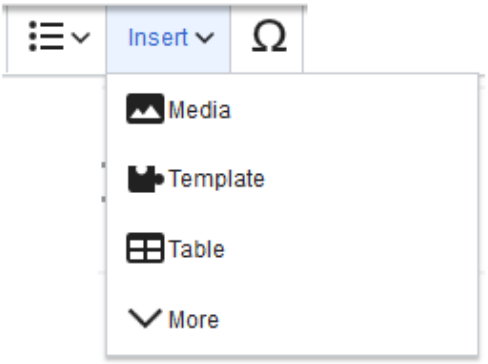
Contents

1 Insert a table 17

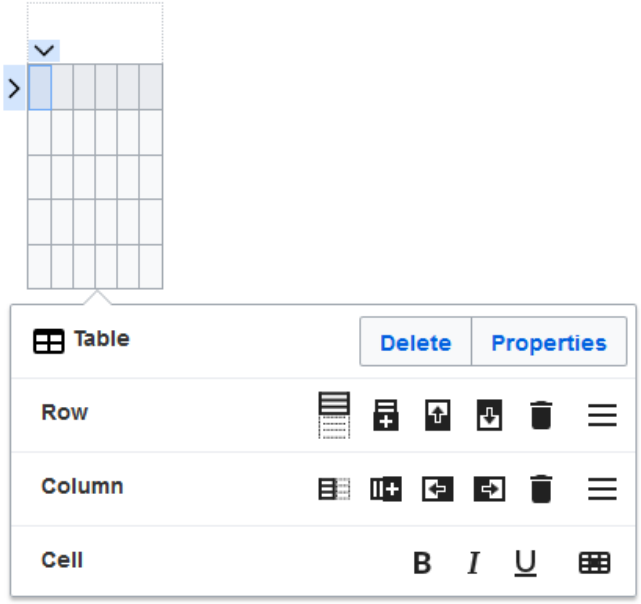
2 Merge rows and columns 18
3 Table properties 18
4 Table styles 20
5 Related info 21

Insert a table

In VisualEditor, choose "Insert > Tables" to insert a table in a page:



After entering the rows and columns, an empty table appears with the edit menu:



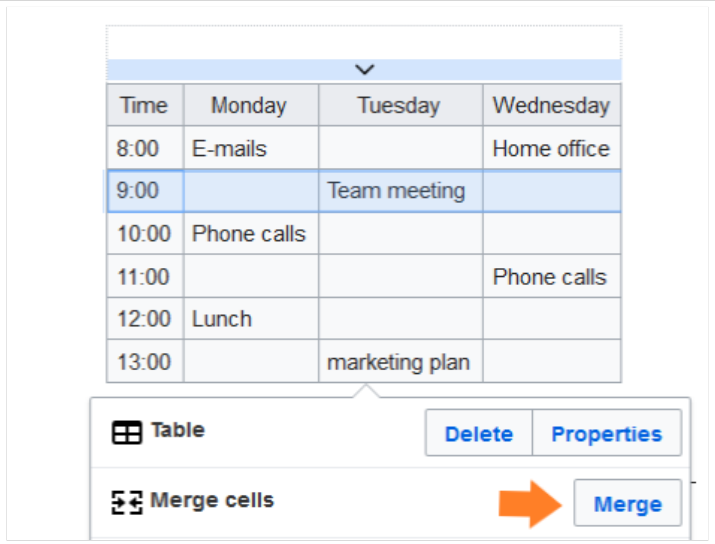
When the mouse rests on a symbol, the respective function is displayed.

Double-click in the cells to insert text:

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

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.



Merging cells

Table properties

In the menu item Properties, there are numerous settings to adjust the functionality and presentation of the table:

Property	Description
Caption	Shows a header above the table: Weeklyplan Time | Monday | Tuesday 8:00 | Emails |

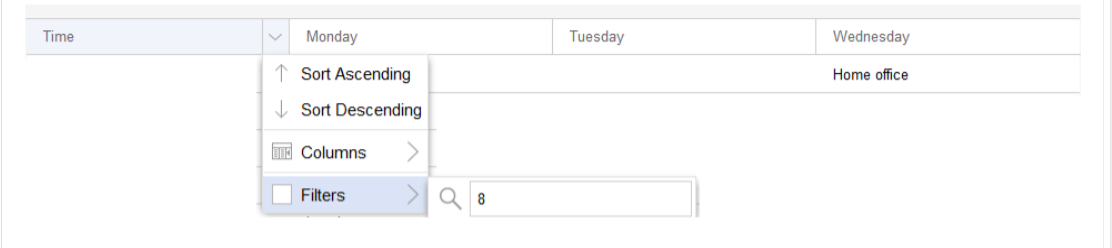
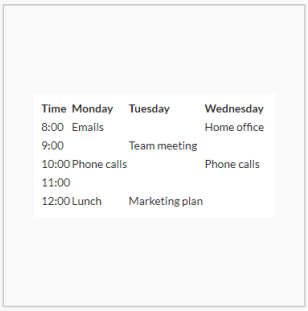
Property	Description
	After disabling the header, it is lost and must be reentered when re-enabled.
Styed (wikitable)	enables the default wiki look after table styles were previously selected
Sortable	In the first row, a sort function is displayed: Time ▲ Monday ▼ Tuesday ▼ 8:00 Emails 9:00 Team meeting 10:00 Phone calls 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)  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.

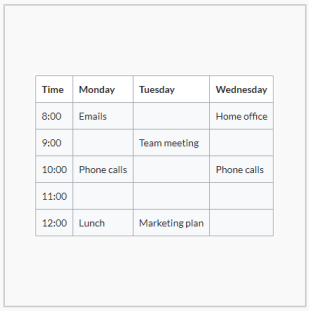
Table styles

The following style sheets can be selected in the Table Style menu. Click on a picture to start the gallery:



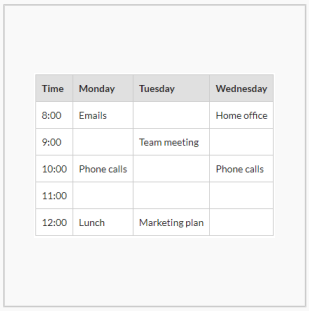
Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

No table style



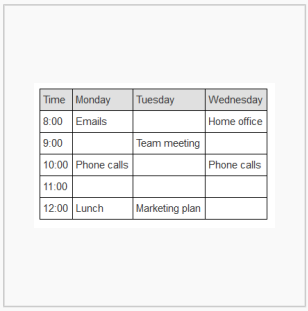
Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Standard



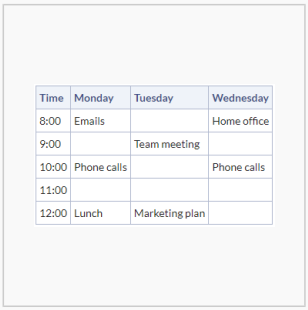
Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content



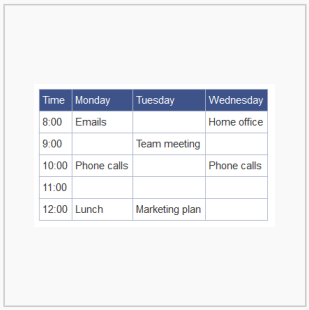
Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content (black)



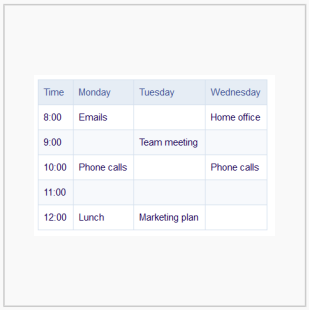
Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content (blue)



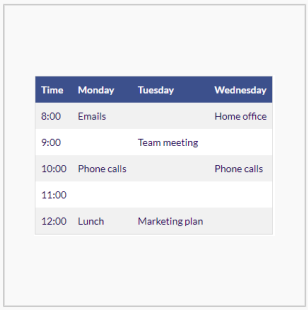
Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content (darkblue)



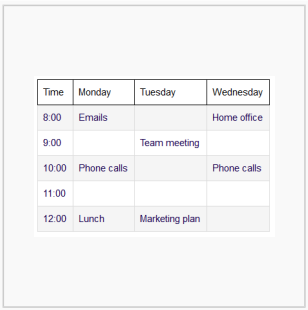
Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Cusco Sky



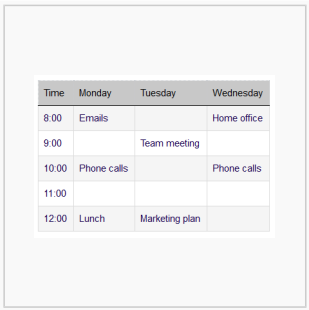
Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Casablanca



Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Greyscale



Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Greyscale (narrow)

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.

Related info

- Filterable tables

Manual:Extension/VisualEditor/Tables

Redirect to:

- Manual:Extension/VisualEditor/Insert tables