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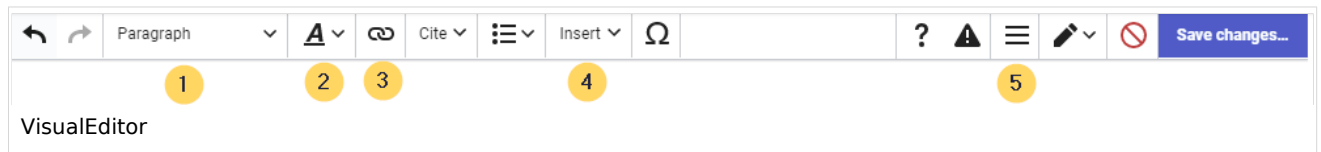
Edit

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.

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What is the visual editor?



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.



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.

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.

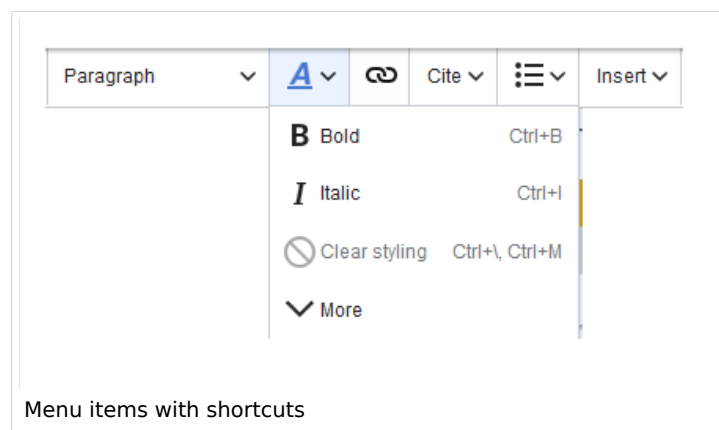
To paste content as plain text instead, use the shortcut `Ctrl+Shift+v`.



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.



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](#)

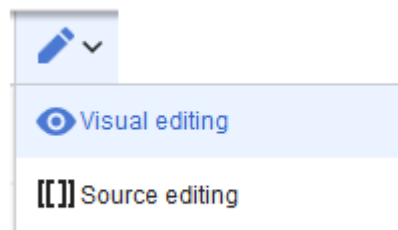
Wiki-specific content

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.

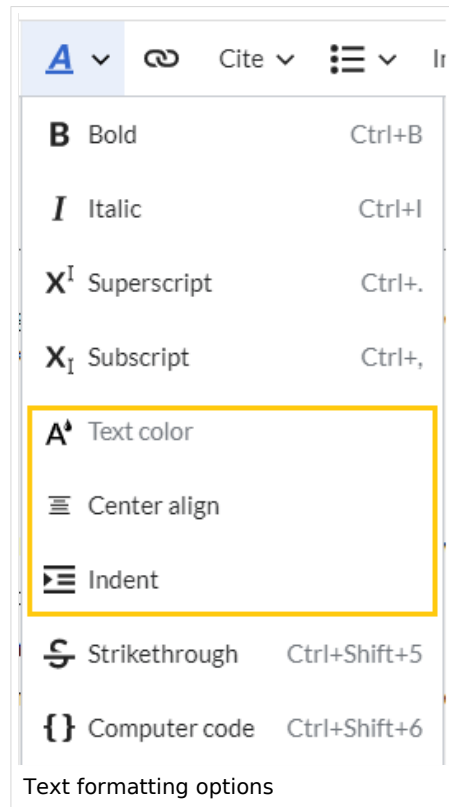
Text formatting



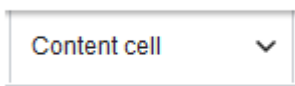
In the text formatting menu, the following additional options are available when a text passage has been selected:



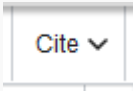

Text color: different text colors can be selected via an inspector menu.

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	
<p>Undo function</p> 	<p>Left arrow: Undo last action (greyed out: there is no last action yet)</p> <p>Right arrow: Restore last action (greyed out: there's nothing to restore yet)</p>
<p>Format Paragraph</p> 	<p>Here text can be defined as heading or specific paragraph type. <i>Note:</i> If you work in a table, the options will change accordingly (content cell and header cell):</p> 
<p>Style text</p>	<p>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.</p>

Text formatting	
	(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 <i>MediaWiki:Common.css</i> .





Insert special content


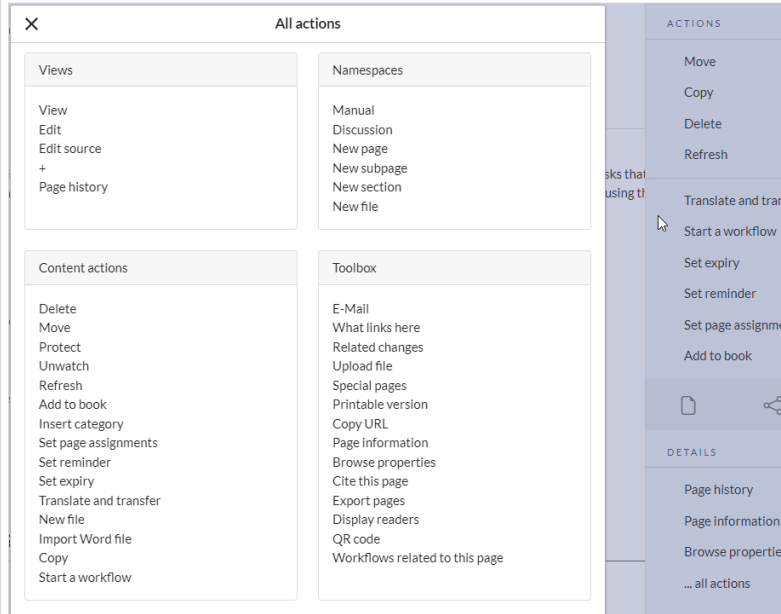




Insert special content	
Insert menu 	Use the "insert" menu to insert various media (images, videos) and text formats:
Media  Images and media	Inserting pictures and videos (Details on MediaWiki)
Templates	

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: <div><pre>red text</pre></div>
References list	
 References list	This menu item creates a <code><references /></code> 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 	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	<p><i>Page redirection:</i> When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly.</p> <p><i>Show Table of Contents:</i> 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.</p>
	<ul style="list-style-type: none"> <i>Let this page be indexed by search engines:</i> Only applies to public search engines. The wiki's internal search is not affected. <i>Show a tab on this page to add a new section:</i> Not supported in BlueSpice 4 Discovery skin. <i>Display title:</i> 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	
<div>Advanced Settings</div> <div> Advanced settings</div>	<ul style="list-style-type: none"><i>Title visibility:</i> 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. In this case, you can click on <code>all actions... > Edit</code> in the page tools. <div></div> <div>"all actions" Menu</div>
<div>Languages</div> <div> Languages</div>	<p>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 skin the interlanguage links are shown in the top menu.</p> <div></div> <div>Menu item to access interlanguage links</div> <p>mediawiki.org/wiki/Help:Links#Interwiki_links</p>
<div>Templates used</div> <div> Templates used</div>	<p>List the templates that are embedded on the page.</p>
<div>View as right-to-left</div> <div> View as right-to-left <code>Ctrl+Shift+X</code></div>	<p>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 flush left.</p>

Page options

Find and replace

Q

Find and replace

Ctrl+F

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](#)

Content organisation

Categories are a feature of MediaWiki. An index page is automatically created for categories.

Pages can be categorized by adding category tags to the content. These tags generate links at the bottom of the page that lead to an overview of all pages in the same category. This allows for easy browsing of related pages.

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How do I use categories?

In addition to namespaces, categories are an important organizational principle in the wiki. They allow pages to be grouped and automatically linked to the associated category pages. Categories are usually created by users. In special cases, however, MediaWiki also assigns automatically generated categories (e.g., *Pages with broken links*).

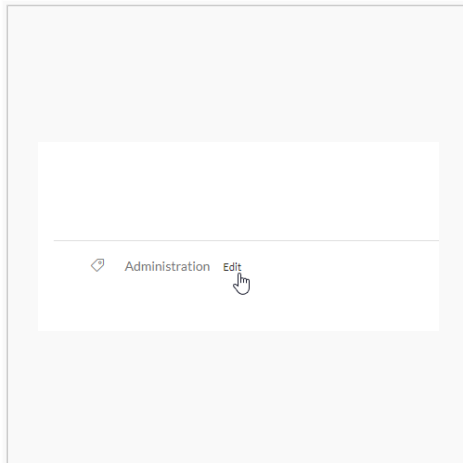
Features

- **Category tree:** Categories can be organized as subcategories of main categories.
- **Tagging:** Categories can be used to spontaneously "tag" pages.
- **Category manager:** Categories can be systematically created and used by all users via the category manager.
- **Multiple categories per page:** A page can be assigned to several categories.
- **Independent of namespaces:** Categories are available throughout the wiki and cannot be limited to individual namespaces.
- **Page queries:** Categories are useful for extensions like [Smartlist](#) or Semantic Mediawiki as they are available as query arguments.

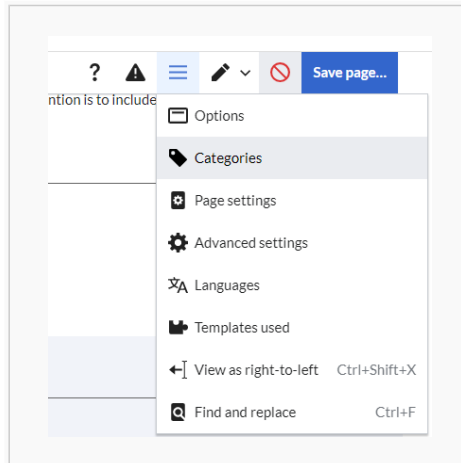
Assigning categories to a page

There are different ways to assign a page to categories:

1. In the [Supplementary area](#) at the end of the page
2. From the options menu of [VisualEditor](#) (Visual Editing)
3. Via manual input as [wikitext](#) (source code editing)
4. Using the link [Page tools > ...all actions > Insert category](#)



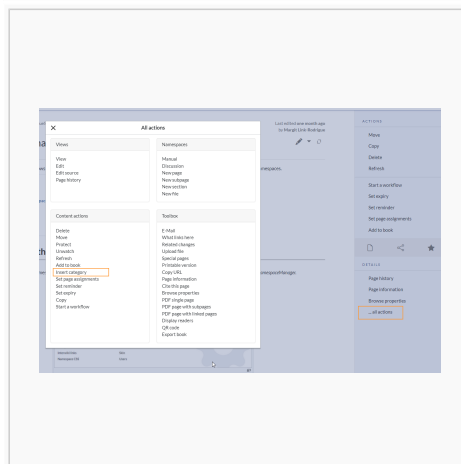
Supplemental area



Visual editor



Wikitext



Link "...all actions"

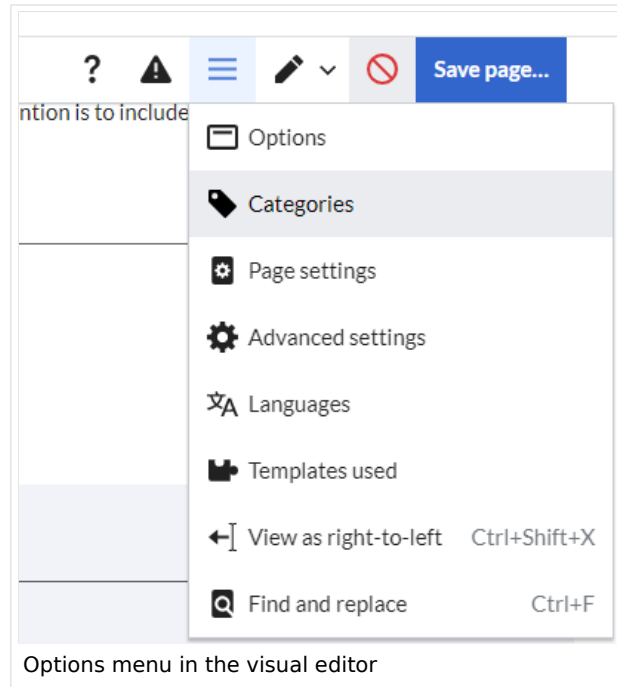
In the supplementary area at the bottom of the page

The supplement area contains a field for category assignment. Any user with edit rights can click the edit link to add or remove categories from the page. To view all existing categories with subcategories, you can click on the tree icon. Once done, the categories will be confirmed with the tick.

The display of the page categories can be [moved to the title area in the Config manager](#).

In the visual editor (VisualEditor)

In the page options menu of [VisualEditor](#) there is a menu item Categories. Here you can update category assignments to the page in edit mode, as well as add a sort key to the category.



In wikitext

Open an article that you want to assign to a category in edit mode. Now enter the following anywhere in the wiki code (usually at the end of the page though):

```
[[Category:Production]]  
or  
[[Category:Production]]
```

Note: On category pages, umlauts are listed at the end of the list, e.g. "Märchen" after "Muh". You can use the `{{DEFAULTSORT:sortkey}}` variable to create an alternative title for the sort (e.g. `{{DEFAULTSORT:Maerchen}}`).

It is true that:

- categories can be created in any number and by any user. So before you just get started, it's always best to check which categories already exist to avoid unnecessary duplication of similar categories.
- a page can be assigned to several categories.
- the place in the source code where the category link is inserted is technically irrelevant. However, the convention is to include categories **at the end of an article**.

Links to category pages

For links directly to a category page, a colon is required before the namespace.

Example: `[[[:Category: new_page]]`

If the colon is missing, the link will not be created, but the page will be tagged with the category instead.

Category pages

When users click a category link, the *Category:<Category_Name>* page loads. All pages and media that are assigned to a specific category are automatically listed there.

If you click on a category page that has not yet been created - linked in red - you have the option of creating the category page.

Show all category pages

On the special page `Special:Categories` you can view a list of all existing categories in the wiki. Click on a category to go to the corresponding category page. If a page in the listing has a red background, the category is in use in the wiki, but the associated category page has not yet been created.

Category manager

The easiest way to manage categories and subcategories is through the *Special:Category manager* page. The [Category manager](#) can be reached via the menu item *Global Actions > Management > Categories*.

Related info

- [Category manager](#)
- <https://www.mediawiki.org/wiki/Help:Categories>

Config manager

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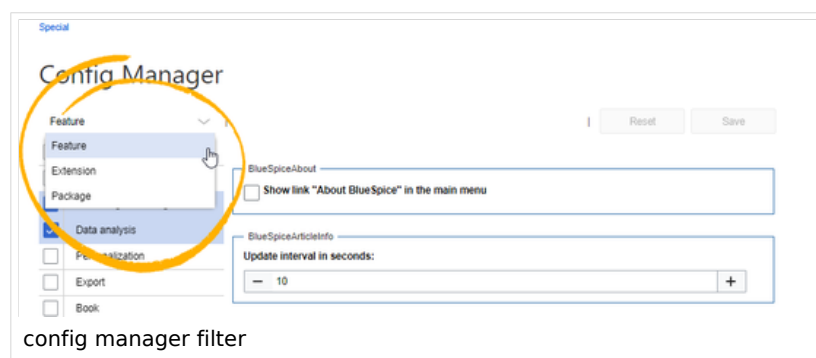
With the Config manager, a wiki user with *sysop* rights can manage wiki-wide settings in one place. In the [navigation](#), it is located at *Global navigation > Management > Configuration*. This link loads the page *Special:BluespiceConfigManager*.

Layout

Filter options

All settings can be accessed through the following filter options:

- **Feature:** group by type of functionality the setting belongs to (search, administration...)
- **Extension:** group by extension name
- **Package:** group by BlueSpice edition and services (BlueSpice free, BlueSpice pro, Matomo)



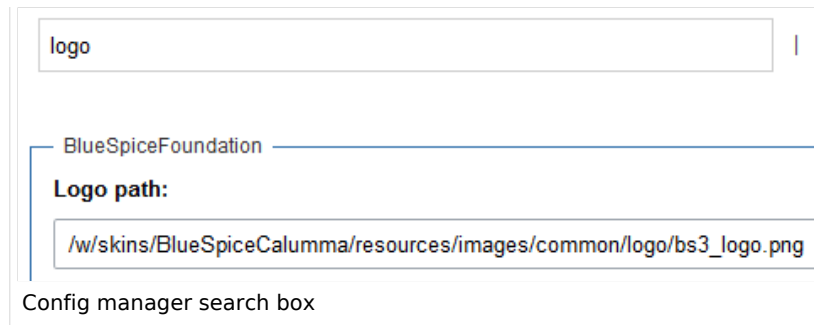
All settings are available in any type of grouping. Changing the grouping type does not add or remove setting options. It just groups them differently. After settings are adjusted, they can be saved by clicking *Save*, or cancelled by clicking *Reset*.

Note: If a server administrator has configured a setting to no longer be writable, it will be shown as greyed-out in the config manager. You will have to talk to your server administrator about changing such a setting.

Searching for settings

A search bar is located above the list of settings. Type in a keyword such as "logo" to find the corresponding setting. The search returns settings regardless of the currently selected group.

Note: The search field has to be empty if you want to see the filter menu instead of the search.



The screenshot shows a configuration window for the BlueSpice Foundation. At the top, there is a search box containing the text "logo". Below this, the "BlueSpiceFoundation" section is expanded, showing a "Logo path:" label and a text input field containing the path `/w/skins/BlueSpiceCalumma/resources/images/common/logo/bs3_logo.png`. The entire configuration area is labeled "Config manager search box" at the bottom.

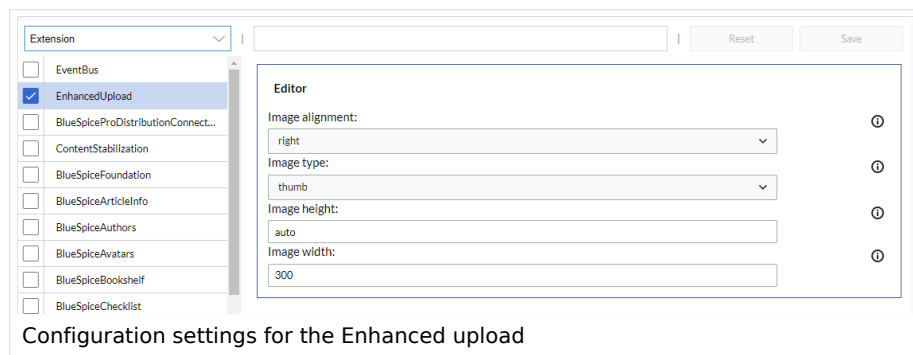
Settings by extension

EventBus

Eventbus sends notifications to external urls in case something happens in the wiki. For example, if a page is created, an external service could then be started and create a pdf of that page. See the extension's page on mediawiki.org.

EnhancedUpload v4.3+

Sets the defaults for the [advanced image settings](#) when uploading and embedding an image into the wiki via drag-and-drop functionality. The default settings determine the orientation, type, and size of the image. These can be adjusted after embedding via the "Advanced settings" of the image on the page.



The screenshot displays the configuration settings for the EnhancedUpload extension. On the left, a list of extensions is shown with checkboxes; "EnhancedUpload" is selected. The main area, titled "Editor", contains four settings: "Image alignment:" set to "right", "Image type:" set to "thumb", "Image height:" set to "auto", and "Image width:" set to "300". Each setting has a help icon (i) to its right. The interface includes "Reset" and "Save" buttons at the top right. The caption below the form reads "Configuration settings for the Enhanced upload".

BlueSpiceFoundation

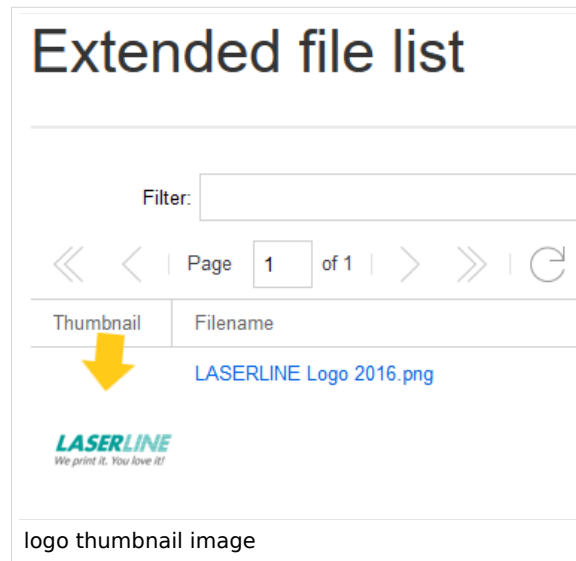
Updating logo and favicon

Note: Since BlueSpice 4.2, the logo and favicon can also be managed via the page [Special:Flexiskin](#) together with further skin customizations.

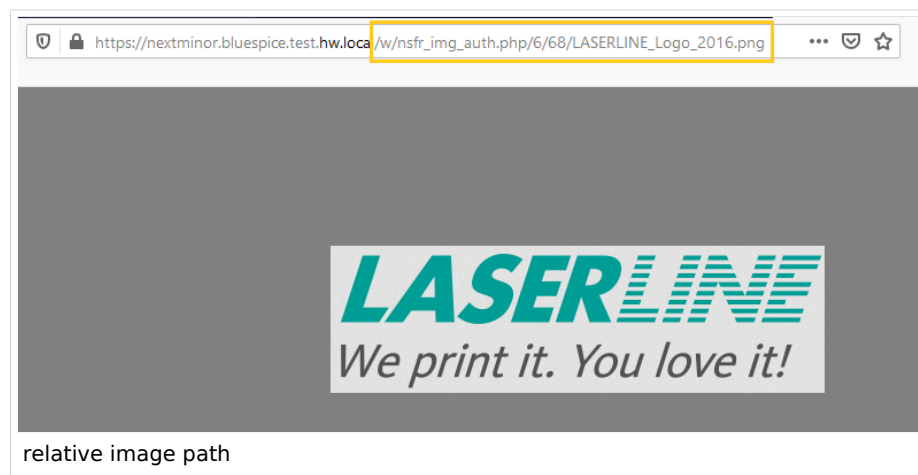
- **Logo path:** The logo image should be stored in the `/images` folder of your installation. If you store it in the `/skins` folder of your BlueSpice installation, it could be overwritten with an upgrade.

To upload the logo directly in the wiki:

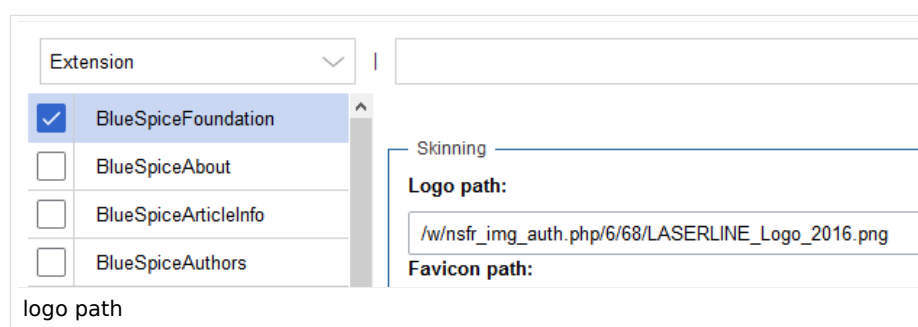
1. **Upload** the logo on the page from the menu *Global actions > File list (Special:ExtendedFilelist)*.
2. **Click** on the thumbnail image of the logo. This opens the logo on a separate page.



3. **Copy** the relative logo path from the address bar. In a typical Wiki configuration, this path starts with */w/....*



4. **Paste** the logo path into the text field for the logo.



5. **Click Save.**

6. **Refresh** the page (Strg+F5).

If the uploaded logo is too large, you can add the following code snippet to the page *MediaWiki:Common.css*. This automatically adjusts the image to the height of the main toolbar:

```
.bs-logo a {background-size: contain;}
```

- **Favicon path:** The favicon image should be stored in the */images* folder of your installation. If you store it in the */skins* folder of your BlueSpice installation, it could be overwritten with an upgrade. [Favicon images](#) have the file extension *.ico*.

System

- **Allowed file extensions:** For security reasons, the types of files that users can upload are restricted. Here, you can allow additional file formats. If a file format is blacklisted in the server configuration, adding this file extension here will not allow this file type to be uploaded. See [mediawiki.org/wiki/Manual:\\$wgFileExtensions](https://mediawiki.org/wiki/Manual:$wgFileExtensions) for more info.

XML file type: v4.x++

The *xml* file type is blacklisted since MW 1.39 and has to be allowed in *LocalSettings.php*:

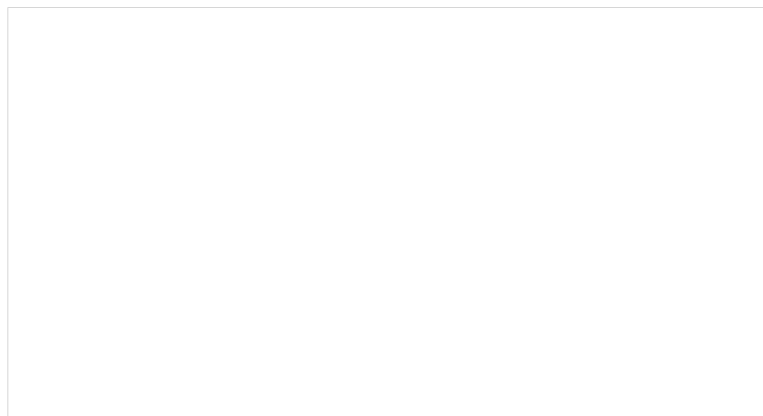
```
$GLOBALS['wgProhibitedFileExtensions'] = array_diff( $GLOBALS['wgProhibitedFileExtensions'] ?? [], [ 'xml' ] );  
$GLOBALS['wgMimeTypeExclusions'] = array_diff( $GLOBALS['wgMimeTypeExclusions'] ?? [], [ 'application/xml', 'text/xml' ] );
```

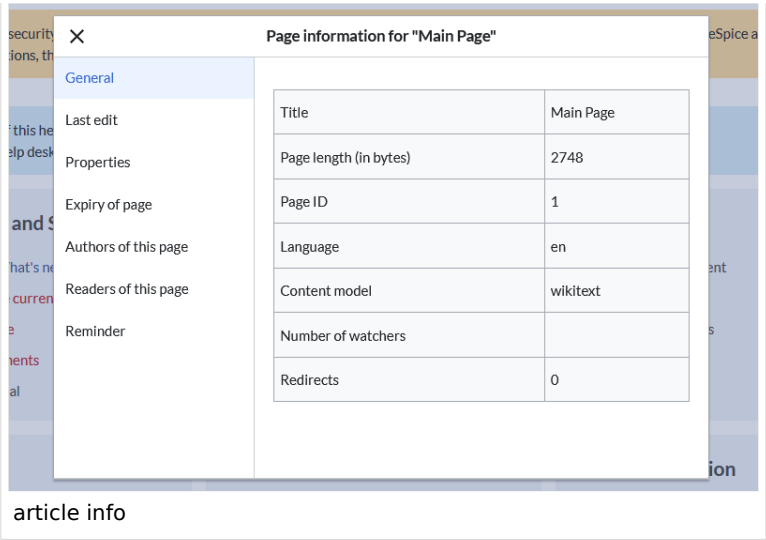
- **Allowed image extensions:** The standard web image types are listed here. In general, you want to restrict image uploads to web images. See developer.mozilla.org/en-US/docs/Web/Media/Formats/Image_types for more on browser-supported image types.

BlueSpiceArticleInfo

BlueSpiceArticleInfo, together with *BlueSpiceAuthors*, *BlueSpiceReaders*, and *BlueSpiceExtendedSearch* is part of the *Page information* in the quality management tools.

- **Update interval in seconds:** Sets the refresh rate for the "Last edit" value. By default, this date is updated every 10 seconds via JavaScript.

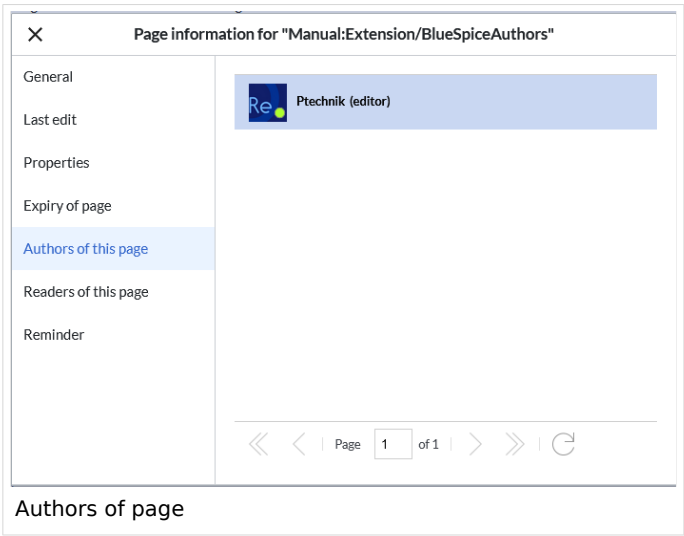




BlueSpiceAuthors

BlueSpiceAuthors, together with BlueSpiceArticleInfo and BlueSpiceReaders, is part of the Page information in the quality management tools.

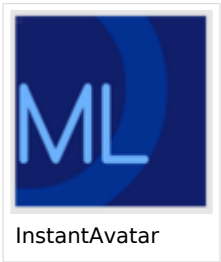
- **Display authors:** Show or hide authors on the page information page.

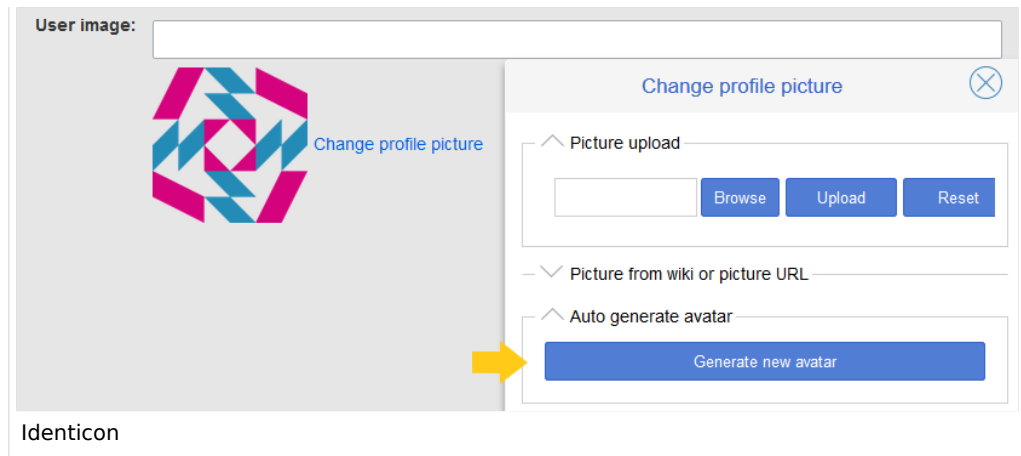


BlueSpiceAvatars

An avatar image is automatically generated if the user does not upload a profile picture or if the user decides to create an avatar image in the preferences.

- **Generator**
 - **InstantAvatar:** Generates an avatar image based on using the initials of the Real name or the Username
 - **Identicon:** Generates an avatar image based on parts of the user's IP address.





User image:

Change profile picture

Identicon

Change profile picture

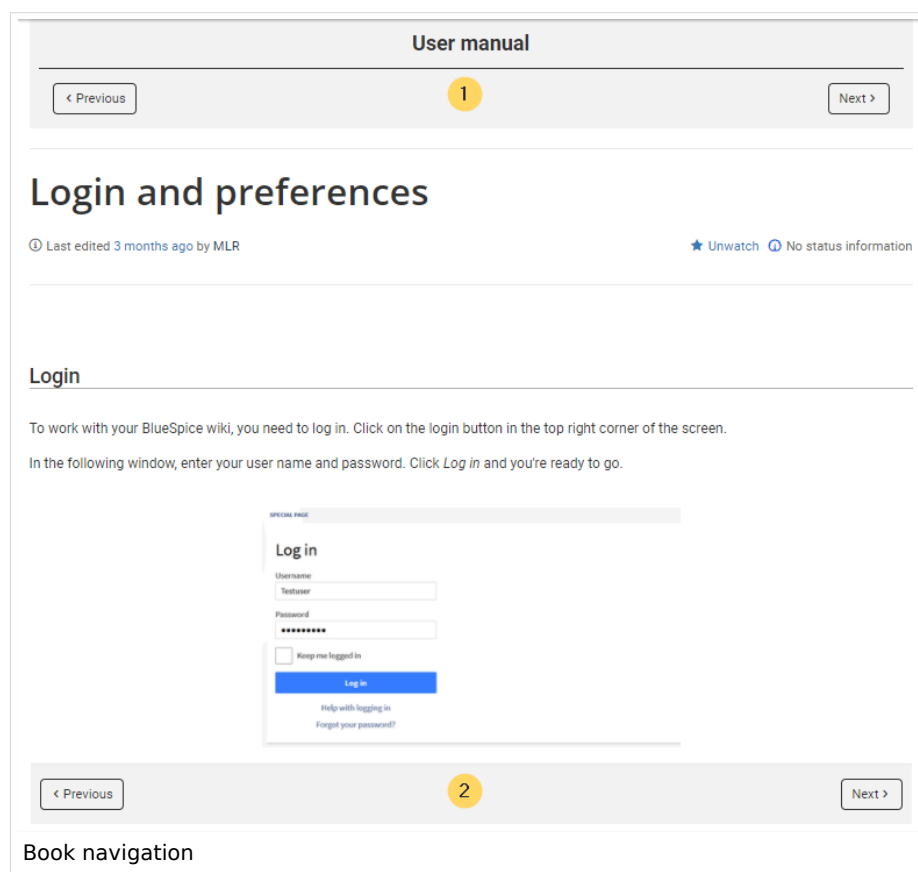
Picture upload

Picture from wiki or picture URL

Auto generate avatar

BlueSpiceBookshelf

- **Show book chapter pager after content:** Displays previous/next book page navigation at the end of each book page. (1)
- **Show book chapter pager before content:** Displays previous/next book page navigation at the beginning of each book page. (2)



User manual

< Previous 1 Next >

Login and preferences

① Last edited 3 months ago by MLR ★ Unwatch 🔔 No status information

Login

To work with your BlueSpice wiki, you need to log in. Click on the login button in the top right corner of the screen.

In the following window, enter your user name and password. Click *Log in* and you're ready to go.

SPECIAL PAGE

Log in

Username
Textarea

Password

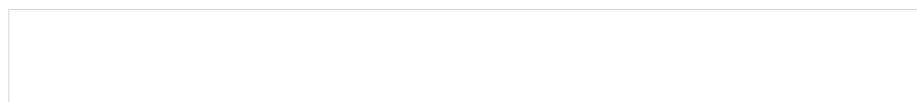
☐ Keep me logged in

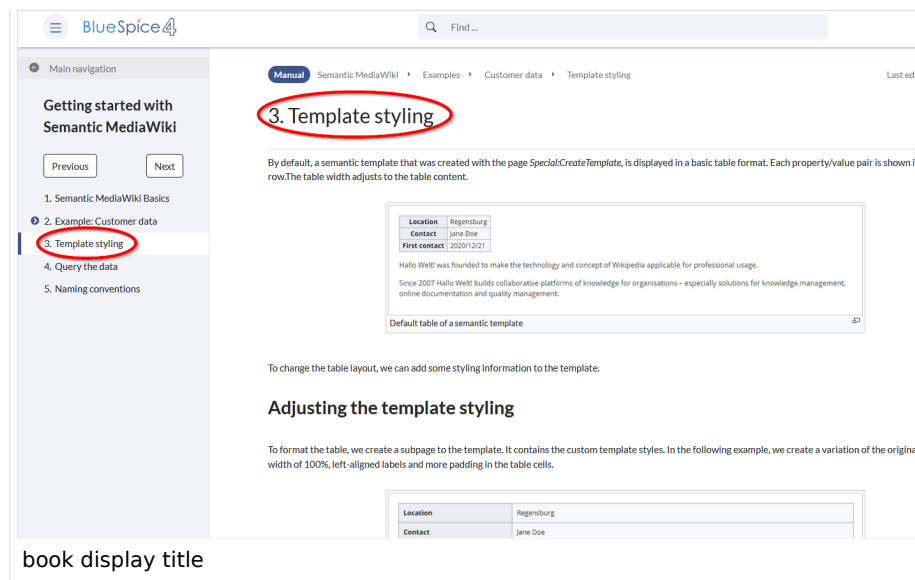
Help with logging in
Forgot your password?

< Previous 2 Next >

Book navigation

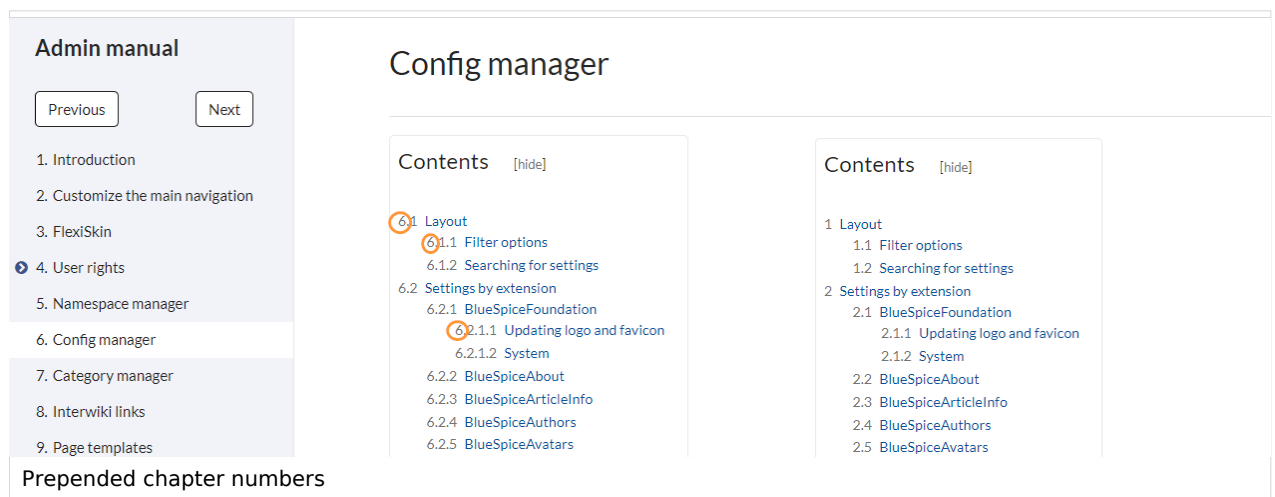
- **Use the display title from book source on article:** Shows the title from the book navigation as page title instead of the page name.





Note: If the page additionally contains a `{{DISPLAYTITLE}}` tag, the display title of the page is shown instead of the book title.

- **Prepend article table of contents and headlines with book numeration:** The page TOC does not start with the main heading 1, but with the actual number from the book chapter (see screenshot). If users have activated in their [user preferences](#) to "auto-number headings", the numbering system is matched accordingly.



- **Supress namespace prefix of book articles in output:** The namespace prefix of an article is not shown in PDFs.

BlueSpiceChecklist

- **Mark checklist changes as minor edit:** If this setting is active, changes to a checklist (for example, checking a checkbox) in view mode are logged as minor edits. If this setting is inactive, a change to the checklist is recorded as a regular version in the page history.

minor edit

Add an external file path: (1) confirm the checkmark and (2) save the settings.

- **Use simple autocomplete:** forces a more compact autocomplete (1-column Sales thumbnail preview).

compact autocomplete

Salesautocompletey

- **Automatically set language filter:** The search only returns pages whose language (PageLanguage) is identical to the user language (Language). Users can set their language in their [preferences](#). By default, the language of content pages is the same as the installation language (ContentLanguage) of the wiki. Some extensions can set the language of individual pages independently of the content language of the wiki.. (See: https://www.mediawiki.org/wiki/Manual:Language#Page_content_language). In many wikis, activating this filter has little effect.
- **Exclude patterns:** Files at external file locations can be excluded from search based on regular expression patterns.

BlueSpiceExtendedStatistics

- **Exclude these users:** Some user groups, like WikiSysop can skew the statistics, for example the statistics for search queries or because they complete automated maintenance tasks. These types of user groups can be excluded from the statistical results.
- **Maximum number of interval steps:** Sets the size of the x-axis for the results. For a few days, select the interval *Day* or *Calendar Week*, for periods over one year, select *Year* or *Month*. If you do not get any results for your query, try to adjust the interval accordingly.

BlueSpiceInsertCategory

- Insert category with its parent categories
- Preset categories of a page in the upload dialog

BlueSpiceInsertLink

- **Allow unmapped links:** if there is no prefix in the map, the link will still be inserted. Example: S:\HR. If this setting is unchecked, the link will not be inserted.
- **Allowed locations for external files:**

Example file	Filesystem prefix	Web accessible Prefix	Link output
S:\Sales\Info\glossaryy.pdf	S:\	file:///S:/	file:///S:/Sales/Info/glossary.pdf
		https://sharepoint/Sales/documents/	https://sharepoint/Sales/documents/Sales/Info/glossary.pdf
		https://intranet/showdocs inline.aspx?path=	https://intranet/showdocsinline.aspx? path=/Sales/Info/glossary.pdf
/var/www/bluespice/w /mounted_			

Example file	Filesystem prefix	Web accessible Prefix	Link output
share/Sales/Info/glossary.pdf	/var/www /bluespice/w/ mounted_share/		https://wiki.company.local/w /mounted_ share/Sales/Info/glossary.pdf

When a new entry is added, it has to be confirmed by clicking the checkmark next to it before saving the page.

InsertLink configuration options

BlueSpicePageTemplates

- 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.

force the namespace of the template

- Hide default templates:** Hides the default *Empty page* template.

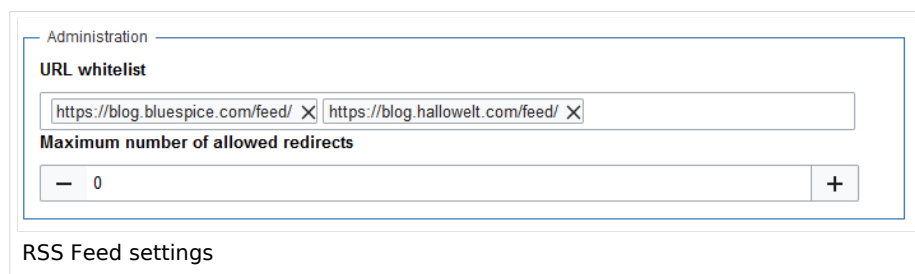
- **Hide template if the page is not to be created in the target namespace:** Depending on the namespace prefix of the page to be created, templates that are associated with other namespaces will not be shown to the user for selection.

BlueSpicePermissionManager

- **Backup limit:** Sets the number of backups for the permissions manager. Each time the page *Special:PermissionManager* is saved, a backup is created. If the backup limit is set to 5, the last five versions of the permissions configuration are saved as backups.

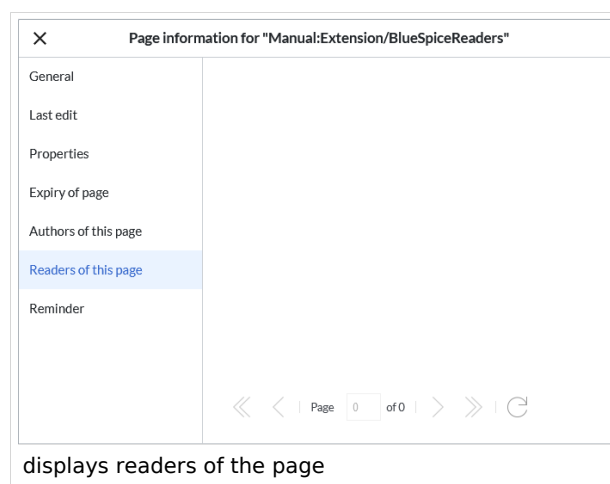
BlueSpiceRSSFeeder

- **URL whitelist:** RSS feeds need to be whitelisted here by an administrator before they can be displayed in a wiki page.
- **Maximum number of allowed redirects:** If there are URL redirects for any of the whitelisted URLs, the number of redirects needs to be adjusted (usually to 1 or 2).



BlueSpiceReaders

- **Number of readers to display:** Sets the number of readers that are displayed on the Page information in the Quality management tools.



BlueSpiceSaferEdit

- **Interval for lookup for concurrent editings:** Sets the time in seconds for checking if another person is editing the page.
- **Show name of current editor:** Shows or hides the name of the user who is currently editing the page.

BlueSpiceUEModuleBookPDF

- Table of Contents
 - *Only article titles (indent by grade):* Only shows the article titles in the main contents table of the PDF.

Table of contents	
1 Introduction	3
2 Wiki pages model	4
3 User rights	7
3.1 Group manager	15
3.2 Permission manager	18
3.3 User manager	24
4 Namespace manager	28

PDF table of contents without article TOCs

- *Embed article TOCs (No indent of article titles):* Shows the table of contents for each article in the main contents table of the PDF.

Table of contents	
1 Introduction	5
2 Wiki pages model	6
1 The pages modell	6
2 Page types	6
2.1 Special page	6
2.2 Content page	7
2.3 Wiki page	7
2.4 Category page	8
2.5 File / image (description) page	8
3 User rights	9
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1 Accessing the group manager	17
2 Functionality	18
3 Assigning roles and users to groups	18

Embed article TOCs

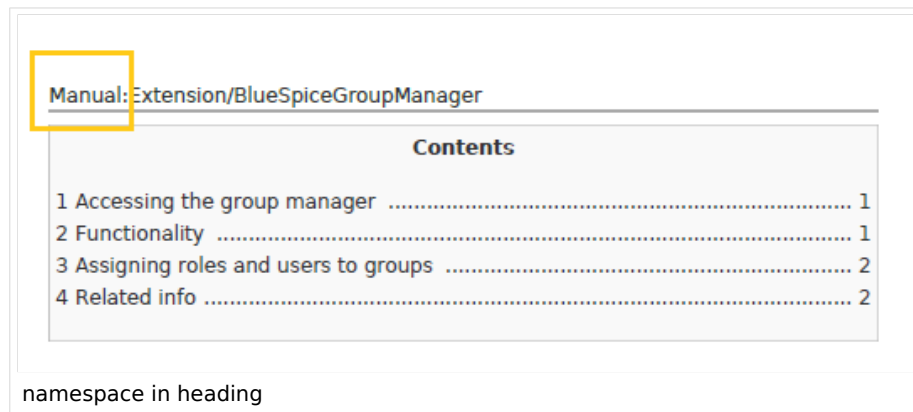
BlueSpiceUEModuleHTML

- **Hide namespace prefix in HTML:** If activated, the namespace is shown in the HTML main heading.

Note: If the page contains a "displaytitle" tag in the page source, the page display title is shown and this setting has no effect.

BlueSpiceUEModulePDF

- **Hide namespace prefix in PDF:** If activated, the namespace is shown in the PDF main heading for a page.



Note: If the page contains a "displaytitle" tag in the page source, the page display title is shown and this setting has no effect.

BlueSpiceUniversalExport

- **Metadata (standard, JSON):** Additional data to be passed to the rendering template in JSON format. This data can be used in the export template. The template itself is maintained server-side.
- **Metadata (override, JSON):** Allows overriding standard data sent to the rendering template in JSON format. Values that are set by default can be overridden with this option.

BlueSpiceVisualEditorConnector

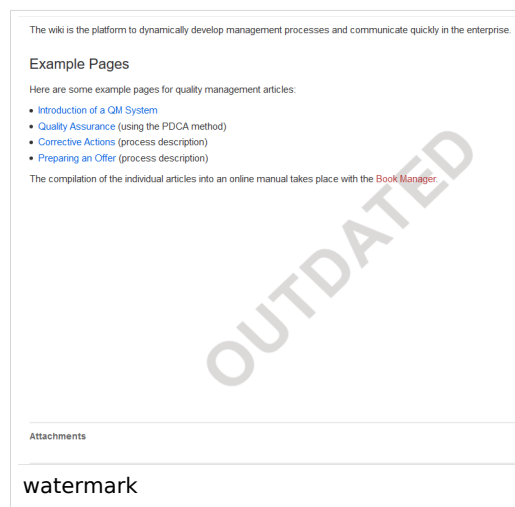
- **Enable VisualEditor for BlueSpice extensions**
- **Configuration variable to use a simplified save process**
- **Upload type**
 - Original (Here a confirmation of the rights of use/upload is obtained, file name and namespace of the file can be changed, a category can be assigned and a description of the file **MUST** be given).
 - Simple (No confirmation of required rights is obtained here, the name and namespace of the file can be changed, a description and a category can be assigned, but does not have to be specified)
 - One click (No confirmation about required rights is obtained here, the image cannot be renamed and no category can be assigned. Only the namespace can, but does not have to be adjusted before uploading)

BlueSpiceWholsOnline

- **Time in seconds until a user is marked as offline:** The system checks every x seconds if a user logged out and no longer displayed as online. This can be less frequent than the update interval for newly logged-in users.
- **Update interval in seconds:** The system checks every x seconds for users.

BlueSpiceExpiry

- **Show watermark for expired pages in PDF:** Shows the watermark for expired pages in PDFs.
- **Show watermark for expired pages in print version:** Shows the watermark for expired pages when a page is printed.
- **Show watermark for expired pages:** Shows a watermark on the page itself.



BlueSpiceFlaggedRevsConnector

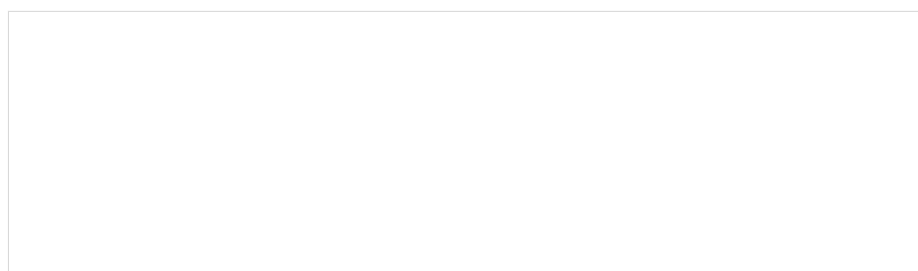


BlueSpiceFlaggedRevsConnector is available up to BlueSpice 4.2.

Export

The export settings affect how the pages of a book are generated in the PDF export.

- **Bookshelf: List approved revisions log:** Shows a log of stable page versions of pages in the PDF and when these pages were put into accepted status. If editors did not provide a comment when accepting the page, the *Stable comment* field for a revision is empty.



Stable date	Page	Stable comment
18.11.2019	Permission matrix	
18.11.2019	Permission matrix	
15.11.2019	Wiki pages model	
14.11.2019	Permission manager	
14.11.2019	Group manager	

accepted revisions log

- **Bookshelf: List pages without stable revision:** Displays a list of PDF pages at the beginning of the PDF that only exist as a first draft and have no released version.

<p>Not stable pages</p> <hr/> <p>QM:Checklists</p> <hr/> <p>Pages without acceptance feature</p>
--

- **Bookshelf: List pages without FlaggedRevs:** Displays a list of PDF pages that do not have a release mechanism at the beginning of the PDF.

<p>Not FlaggedRevs namespace</p> <hr/> <p>Introduction</p> <p>Wiki pages model</p> <p>User rights</p> <p>Group manager</p> <hr/> <p>Pages with no FlaggedRevs feature.</p>

- **UEModulePDF: Show FlaggedRevs info below main heading:** Prints the latest revision dates (last acceptance and last edit date) below the heading.

<p>Introduction</p> <hr/> <p><i>Stable: 06.12.2019 - 12:00 / Revision: 06.12.2019 - 11:43</i></p> <hr/> <p>FlaggedRevs info below heading</p>
--

Quality assurance

- **Include handling:** If resources are embedded in a page and those resources are located in namespaces with approval mechanism, then the following settings can be selected. For example: If an approved page contains a template or a file that has been changed after the page itself has been approved, the page will not get another draft version, but instead one of two configurations applies:
 - Current versions: Always show the latest version of the embedded resource.
 - Stable versions: Always show the stable (=approved) version of a resource.
- **Show unstable pages for following groups:** If the group *user* is removed from the *BlueSpiceFlaggedRevs* configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process. When the group *user* is removed, only *sysop* and *reviewer* users can access drafts. If you want other groups, for example *editor*, to see draft versions, you need to add them to the configuration. If no user groups are specified in the configuration field, not even reviewers and sysops users will see a visual status indication of a page. They will have access to drafts through the revision history for the page instead.

Searching and Navigation

- **Indexing only stable versions:** Draft versions are excluded from the search results. If a page does not have a stable version, it is not shown as a search result.

BlueSpiceSocial

- **Show endpoint "Timeline":** Shows a link to the page *Special:Timeline* in the main navigation.

BlueSpiceSocialBlog

- **Use teaser text for blog entries in the timeline:** When you create a blog entry, you can create a teaser text for it by clicking the cogwheel symbol in the blog entry form. If this setting is active, the teaser text will be shown on the page *Special:Timeline* instead of the first part of the content.

Title

ISO 7010 Symbole

Content

Please makes sure to adhere to the ISO 2010 graphics standards[¶] when using symbols in your manuals.

We still see a lot of outdated images throughout the company and will flag documents as expired if they contain the wrong images.

ISO 7010 M002

For questions, please contact your documentation team. Thank you!

Teaser

Pages in violation of ISO 2010 graphics standards will be expired

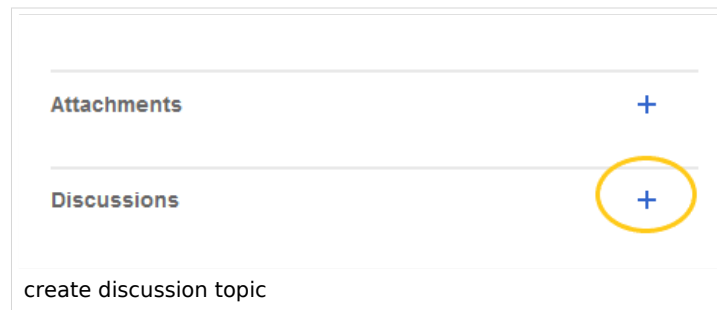
× Main Page

blog teaser text

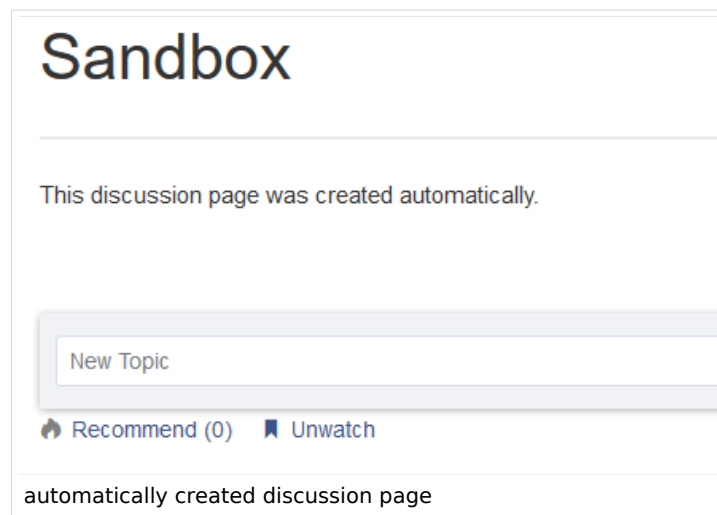
- **Show endpoint "Blog":** Shows a link to the page *Special:Blog* in the main navigation.

BlueSpiceSocialTopics

- **Automatically create all discussion pages.** If a user creates the first discussion topic for a page using the link in the page footer of a wiki page, the needed discussion page is automatically created first.



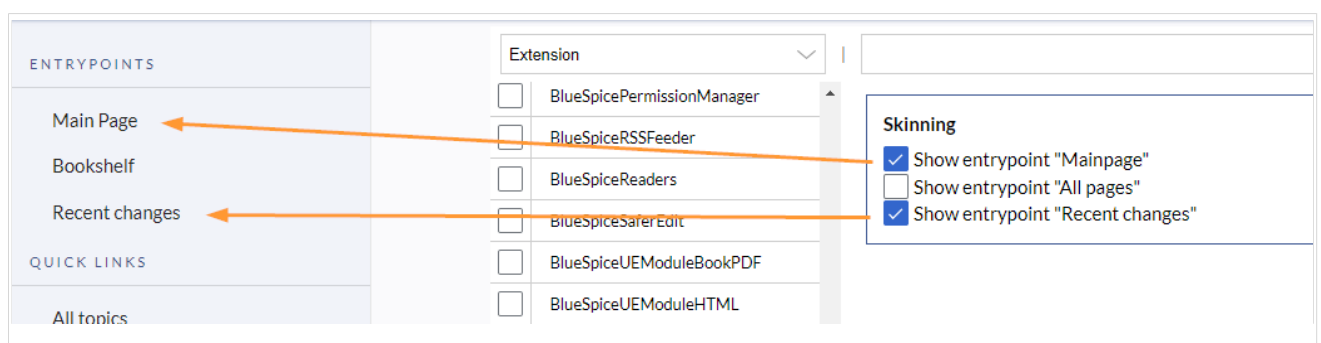
A message "This discussion page was created automatically" is inserted on the discussion page.



If this setting is deactivated, the user is directed to the "Create page" default page first.

BlueSpiceDiscovery

Deactivating the Entrypoint links



Positioning of skin elements

Elements below the page title

page-sentence X

Elements below the page content

categories X rating X recommendations X

positioning skin elements

- page-sentence: display of page status ([Approval status](#), [Expiry](#))
- categories: display of [page categories](#)
- rating: display of [page ratings](#)
- recommendations: display of [page recommendations](#)

Content Stabilization v4.3+


The following configuration options are available for page approvals:

- **Include handling (1):** Wenn Ressourcen in eine Seite eingebettet sind **und sich diese Ressourcen in Namensräumen mit Freigabe befinden**, können die folgenden Einstellungen ausgewählt werden. Es gibt zwei mögliche Einstellungen:

	Verhalten
Stable versions of included pages	Shows the approved (stable) version of a resource, even if it was approved after the page that includes the resource was approved. (This works only if the resource is located in a namespace with active approval feature).
Versions that were current at the time of approval	Shows the version of the resource which was embedded at the time of the last approval of the wiki page where it is embedded. (This works only if the resource is located in a namespace with active approval feature).

For example, if an approved page contains a template that was modified after the page itself was approved, the page will not show a draft version. Approvals work directly via the embedded resource.

- **Allow viewing of first draft version (2):** If this setting is activated, then all users with read rights can view the first draft. When disabled, only groups from the "Show unstable pages for following groups" setting can see first drafts.
- **Update semantic properties from stable pages only (3):** The property value of the page is read from the stable version of the page and not from the draft version.
- **Entwurfseiten für folgende Gruppen anzeigen (4):** If the group `user` has been removed from the configuration, users in this group will not be able to see draft versions when they are added as reviewers in a review process. In this case, only users with the roles `sysop` and `reviewer` can access drafts unless other groups are specified. These system groups can only access drafts through the site's version history.

 [Technical Reference: BlueSpiceConfigManager](#)

Insert tags and magic words

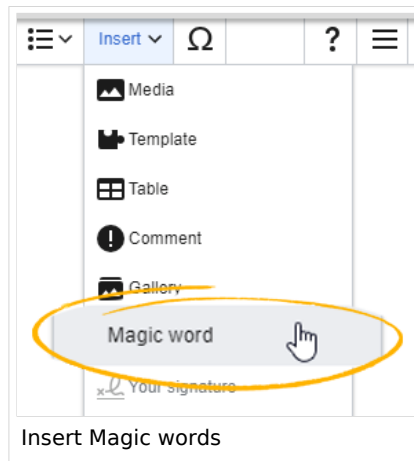
The extension **InsertMagic** provides a dialog for inserting Magic Words in the [visual editor](#).

Contents

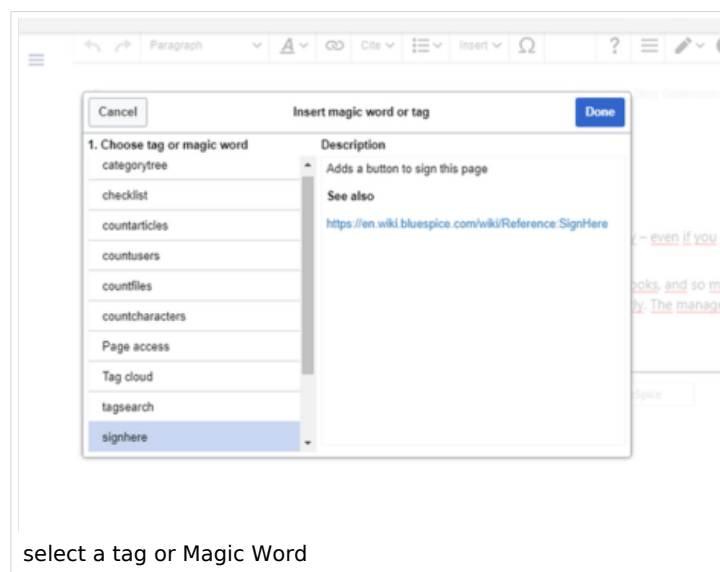
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Inserting magic words

In edit mode, click on *Insert* in the editor toolbar and select *Magic word* from the dropdown menu.



Once the magic word is selected in the list on the left, a description, including usage examples, will appear on the right.



After saving the dialog, further parameters can be set for the selected magic word or tag.

Related info

- [Category tree](#)
- [Checklists](#)
- [Count things](#)
- [Drawio](#)
- [Page access](#)

- [Sign here](#)
- [Smartlist](#)
- [Tag cloud](#)
- [Tag search](#)
- [Reference:BlueSpiceInsertMagic](#)

 [Technical Reference: BlueSpiceInsertMagic](#)

Namespace manager

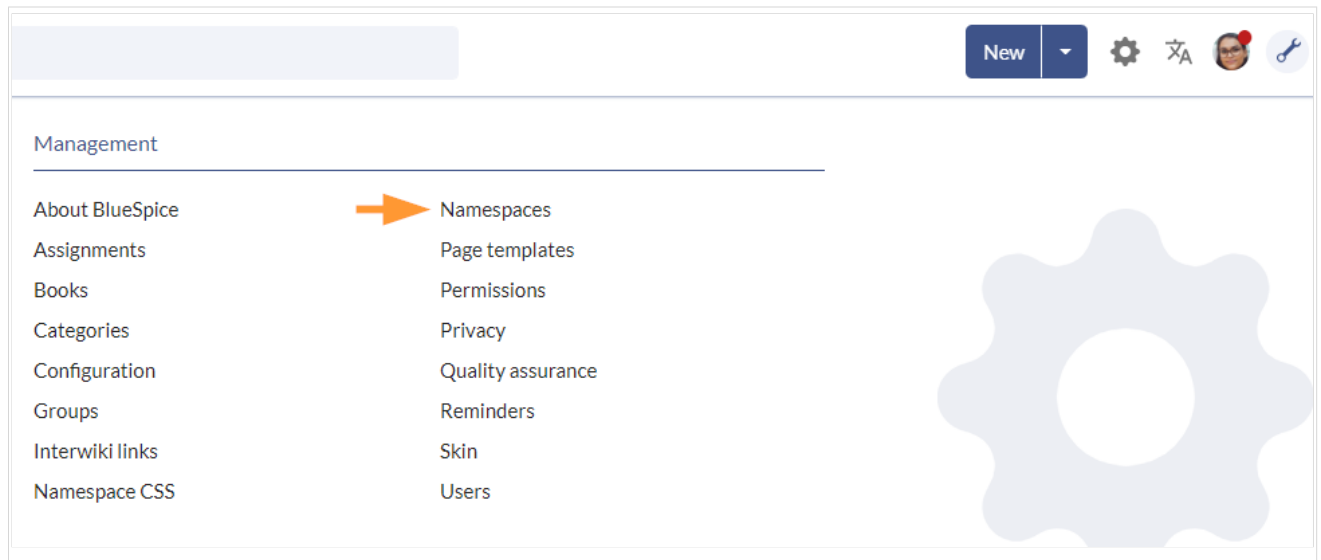
The Namespace manager allows a user with *administrative* rights to create,edit, and delete namespaces and to change the settings of these namespaces.

Contents

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3	Editing a namespace	41
4	Deleting a namespace	41
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Where to find the namespace manager

The navigation link to the Namespace manager is located under *Global actions > Management > Namespaces*. This link opens the page *Special:NamespaceManager*.

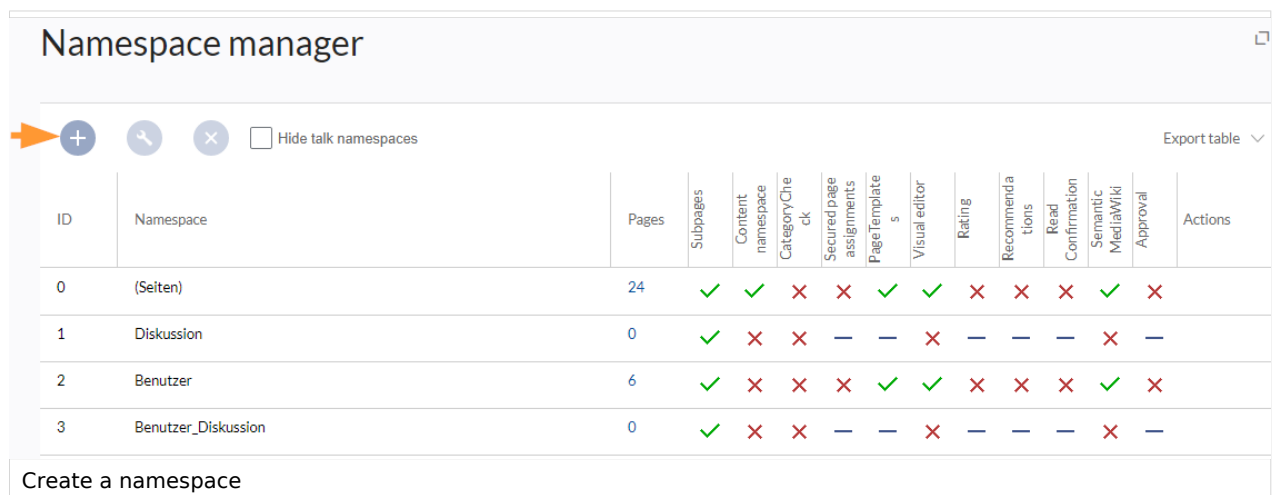


Creating a namespace

Note: If you haven't created namespaces before, familiarize yourself with the [concept of namespaces](#) first to understand when it makes sense to set up a namespace. Although it is theoretically possible to create a large number of namespaces, the BlueSpice user interface supports at best a number of 10-30 user-created additional namespaces. If you need more namespaces, consider using several individual wikis or a wiki farm.

To create a namespace:

1. **Click** the "Plus" icon at the top of the page. A dialog opens.



2. **Enter** the name for the new namespace and select the namespace options. Make sure that the name for the namespace is as short as possible, since the name becomes part of the page name of the pages in this namespace. This makes it easier to type in page names, e.g. using search fields in the wiki. Search results and all types of page lists are also displayed more clearly in this way. Examples: QM (for the namespace "Quality Management"), RM (for "Risk Management"). Optionally, an alias can also be specified for the namespace. This name can then be used at any time in the wiki instead of the actual name.
3. **Choose** the features you want to activate.
Usually, the following features are activated: Subpages, Content namespace, PageTemplates, VisualEditor, Semantic MediaWiki.

Description of the available features:

- **Subpages:** It is possible to create subpages. If this feature is deactivated the syntax `Pagename /withslash` does not produce a subpage in the wiki.
 - **Content namespace:** This function determines that a namespace is considered by specific extensions:
 - **Popups:** Popups only appear in content namespaces.
 - **BlueSpiceFoundation:** API for watchlist list is only displayed in content namespaces.
 - **BlueSpiceExtendedSearch:** Content namespaces get a boost and are placed preferentially in the results list.
 - **HitCounters:** Entire function is restricted to content namespaces. Other pages are counted as "0".
 - **ContentTransfer:** Can optionally be restricted to use in content namespaces.
 - **BlueSpiceExtendedStatistics:** Certain namespace selection filters are restricted to this content namespace.
 - **PageForms** (see also: mediawiki.org/wiki/Manual:ContentHandler)
 - **CategoryCheck:** Each time the user saves a page, the save-dialog shows a checkbox to confirm that the users reviewed the categories on the page. This applies to all pages in this namespace and makes sense when a wiki is organized primarily through manual categorization of pages by users.
 - **Secured page assignments:** Only assigned users can edit the page.
 - **PageTemplates**
 - **Visual editor:** Activation of the extension VisualEditor. If this is not activated, the pages can only be edited in source editing mode. If this setting is activated after pages already exist in the namespace, it will take a few minutes for the visual editor to work on the pages.
 - **Rating:** Allows users to rate each page from 1 to 5 stars. An overview page in the wiki shows rated pages sorted by rating.
 - **Recommendations:** Allows users to recommend a page. An overview page in the wiki shows recommended pages by number of recommendations.
 - **Read Confirmation:** Assigned users must mark a checkbox to confirm that they have read the changes to a page.
 - **Semantic MediaWiki:** Activates the link to the page `Special:Browse/<pagename>` in the page tools.
 - **Approval:** New versions of a page are created as drafts. These remain in place until a user with approval rights reviews and approves the page.
4. **Click Done.** The namespace is now ready to use.

Note: The corresponding talk namespace for the new namespace is automatically created. This namespace allows users to discuss a page in the wiki on an associated discussions page.

Editing a namespace

A namespace can be edited by clicking on the "wrench"-icon in the table row or above the table when a namespace is selected.

+

🔍

×

☐ Hide talk namespaces

Export table ▾

ID	Namespace	Pages	Subpages	Content namespace	CategoryCheck	Secured page assignments	Page Templates	Visual editor	Rating	Recommendations	Read Confirmation	Semantic MediaWiki	Approval	Actions
3006	Minutes	17	✓	✓	✗	✗	✓	✓	✗	✗	✗	✓	✗	
3007	Minutes_Talk	0	✓	✗	✗	—	—	✗	—	—	—	✗	—	1 2
3010	QM	29	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✗

Edit a namespace

When renaming a namespace, all pages in the namespace are automatically renamed as well.

Links to the renamed pages as well as page lists that filter by the original namespace designation are **not** renamed and therefore no longer work.

Discussion namespace names and system namespace names (File, MediaWiki, etc. cannot be changed manually.

Deleting a namespace

Only namespaces created by users can be deleted. The corresponding button (2) is only displayed in such namespaces.

After clicking the delete icon, a dialog box opens.

Cancel

Remove namespace

Done

Are you sure that you want to delete this namespace? Deleting a namespace cannot be undone.

Pages in this namespace:

☐ Will be deleted

☐ Will be moved into "(Pages)"

☒ Will be moved into "(Pages)" with the suffix "(from Test)"

Deleting a namespace

- *Will be deleted*: deletes the pages in this namespace together with the namespace
- *Will be moved into "(Pages)"*: moves the pages of this namespace into the main namespace
- *Will be moved into "(Pages)" with the suffix "(from [namespace name])"*: moves and appends the pages with "from [namespace]"

Talk namespaces are deleted with their corresponding namespace and cannot be deleted separately.

Related info

- [Reference:BlueSpiceNamespaceManager](#)
- <https://www.mediawiki.org/wiki/Help:Namespaces/de>
- [The concept of namespaces](#)



[Technical Reference: BlueSpiceNamespaceManager](#)

Files

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

Contents

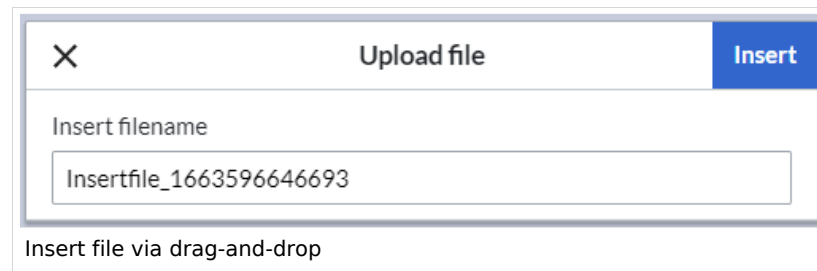
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Inserting a file

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).

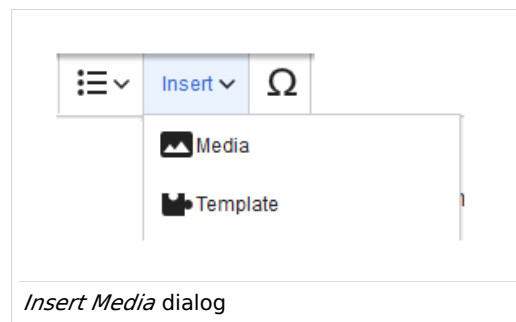


3. **Click** *Insert*.
4. **Double-click** the thumbnail to adjust the size and positioning (optional).

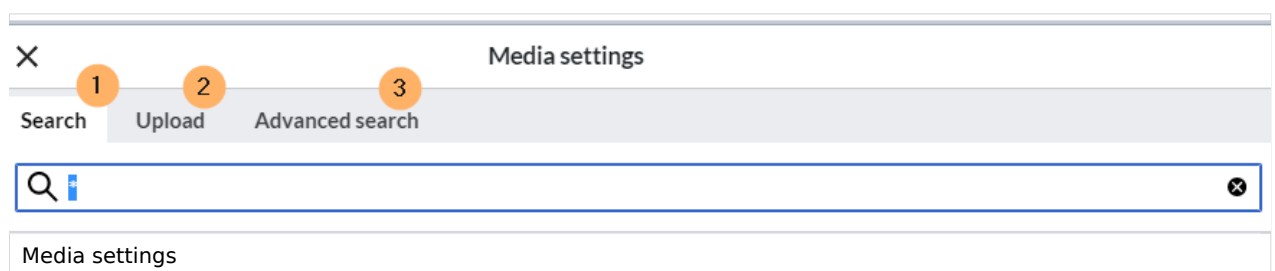
Editor toolbar

To upload and insert a file from the editor toolbar:

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

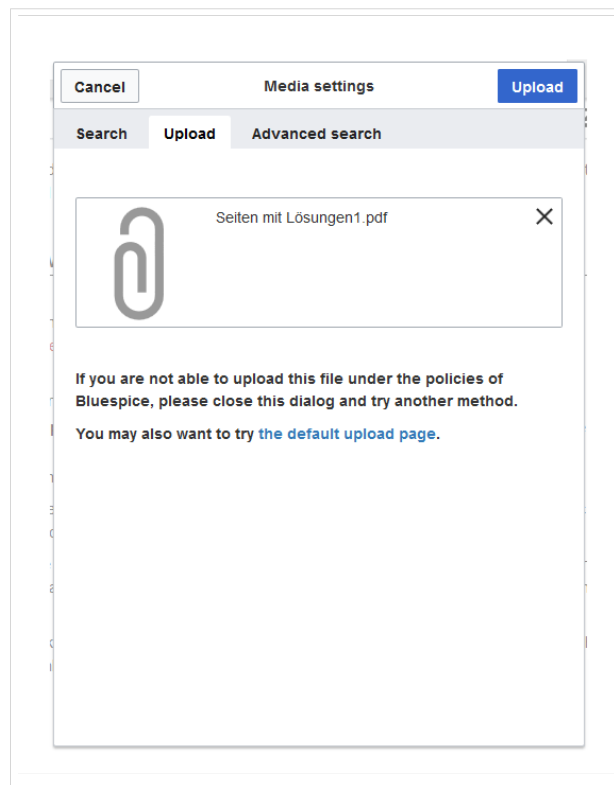


2. **Switch** to the *Upload* tab (2) in the *Media settings* dialog to upload a new file. To select an existing file, switch to the *Advanced search* tab (3). The *Search* tab (1) shows the latest uploaded files for selection.



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.

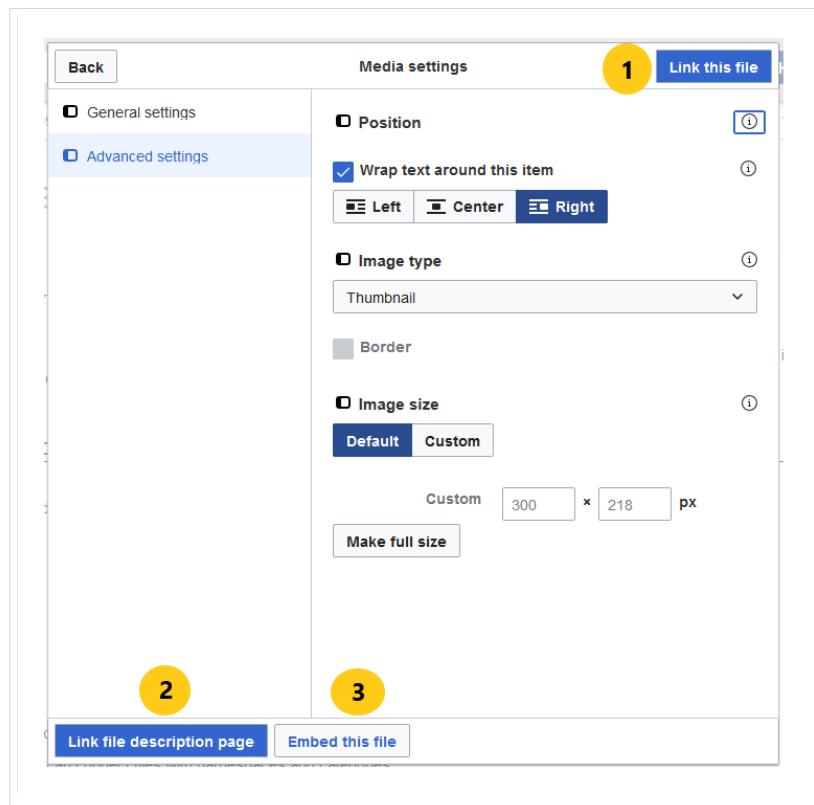
5.



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](#).

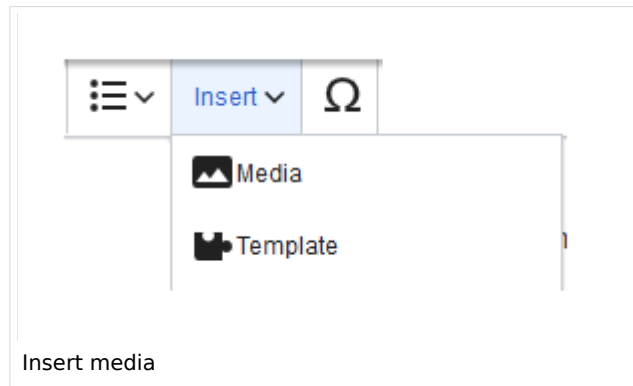
Images

Contents

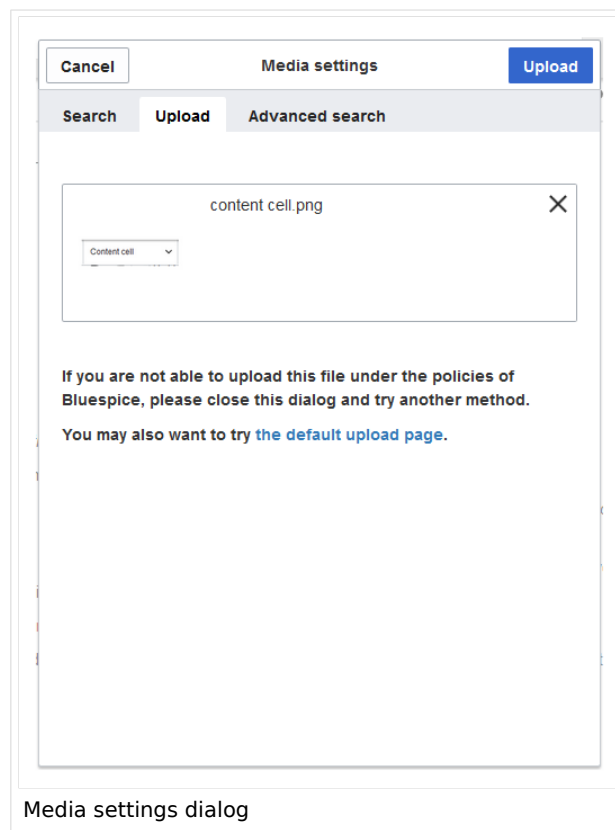
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How to insert an image on a page

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*.

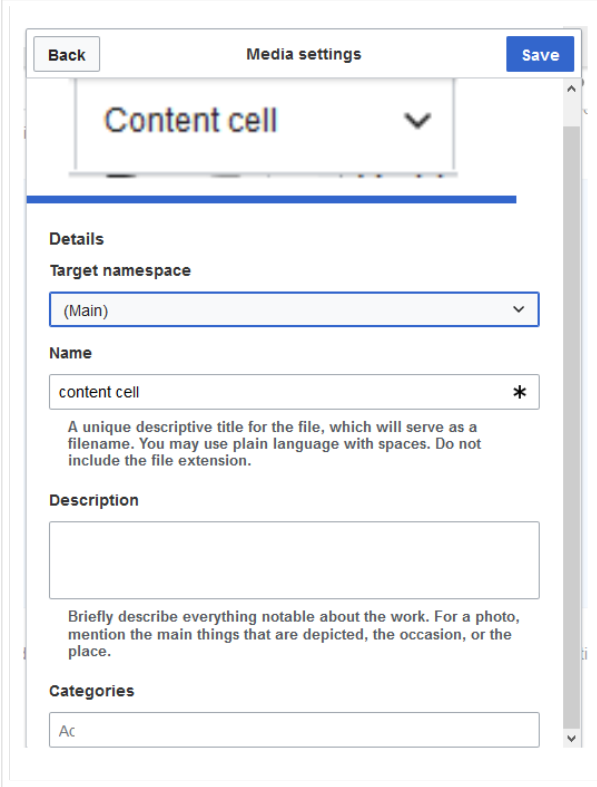


The dialog box *Media Settings* opens.



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

Details



Media settings

Back Save

Content cell

Details

Target namespace

(Main)

Name

content cell *

A unique descriptive title for the file, which will serve as a filename. You may use plain language with spaces. Do not include the file extension.

Description

Briefly describe everything notable about the work. For a photo, mention the main things that are depicted, the occasion, or the place.

Categories

Ac

Media settings

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

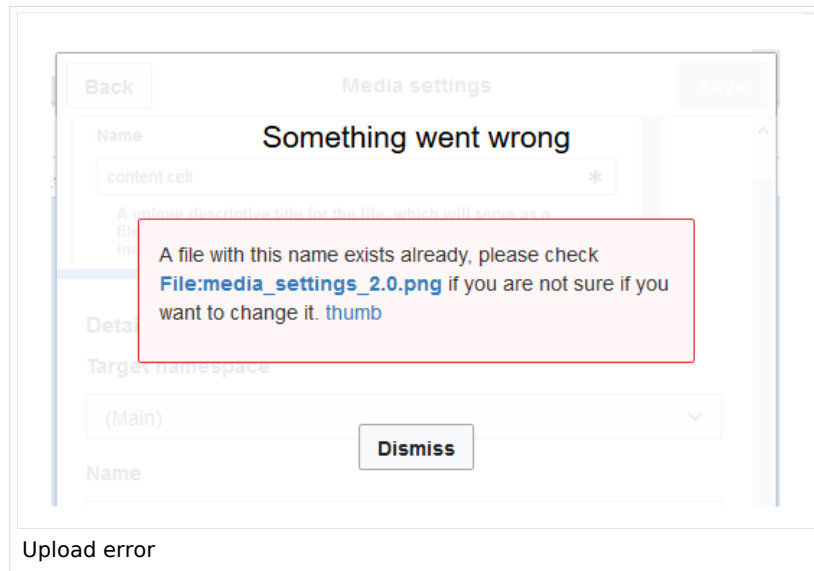
- **Target namespace:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki.
- **Name:** Choose a name that makes it easy to find the image later during 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.

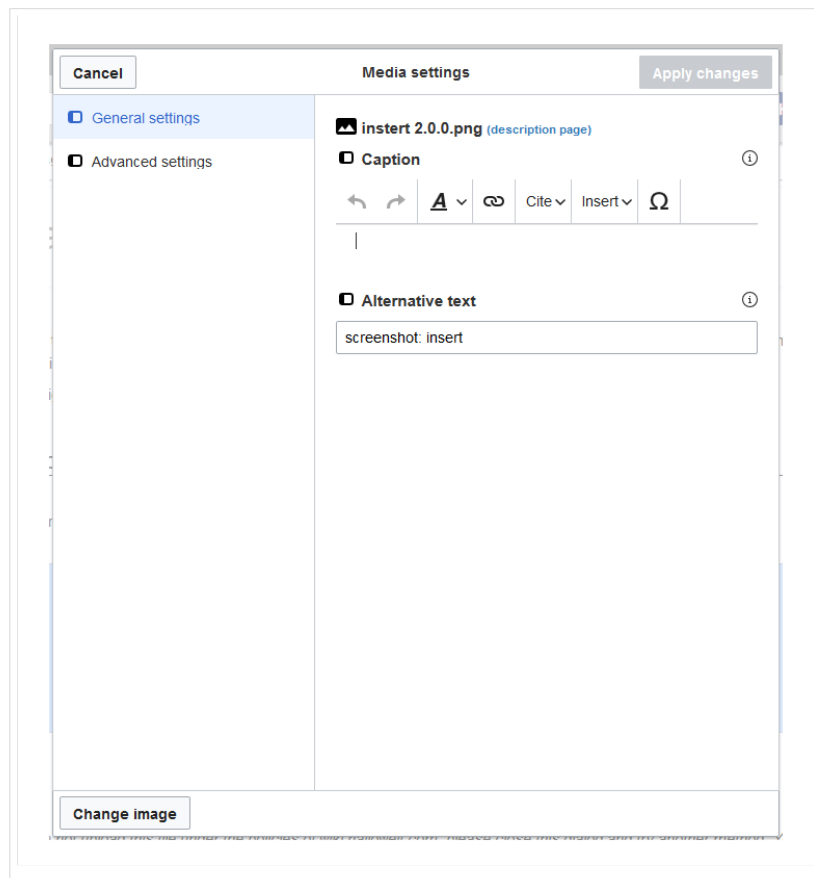
: will be converted to spaces, unless it is part of an existing namespace prefix.

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 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	<div><p>This is the caption</p></div>	<p>standard width of 300px. The width can be adjusted as required.</p> <p>In addition, the caption is displayed below the picture. A preview icon indicates that the image can be viewed in a larger size.</p>
		<p>The frameless version shows the picture without a frame. The width can be adjusted as required (here we set the example to 300px).</p> <p>The caption does not appear below the picture.</p> <p>By default, the image is inserted</p>




Image type	Output	Description
Frameless		<p>without text wrapping. It will break up a sentence exactly where it is inserted. By default, the image is centered.</p> <p>However, the image size and position can be adjusted as needed.</p>
Frame	 <p>Dies ist die Beschriftung</p>	<p>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.</p> <p>The size cannot be adjusted.</p>

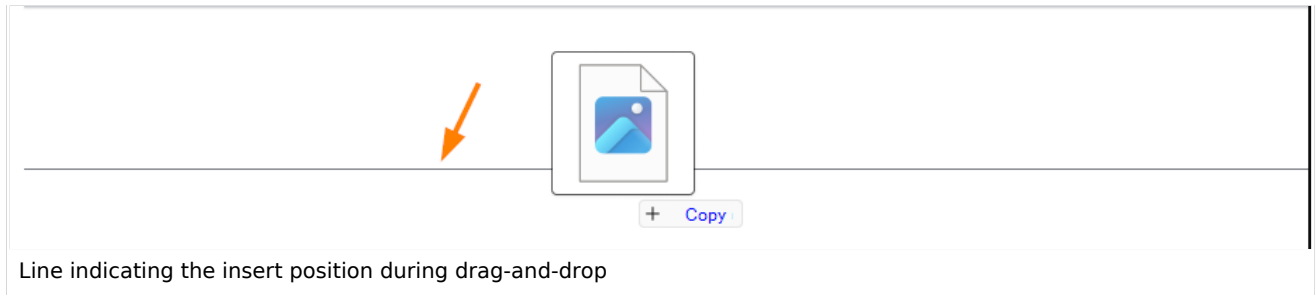
Image type	Output	Description
Basic		<p>The basic version is like the frameless version.</p> <p>By default, text does not wrap, but the text is separated at the point where the image was inserted.</p> <p>The image is inserted in full width, while the frameless image is inserted in miniature image width (300px). The size can be adjusted.</p>

- **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.



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

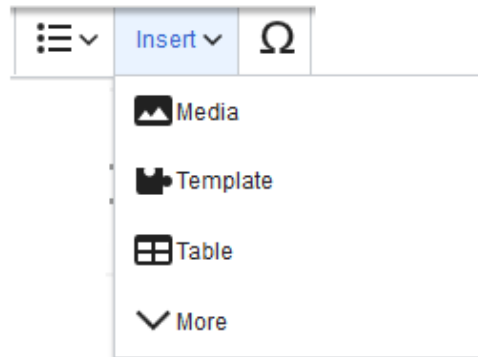
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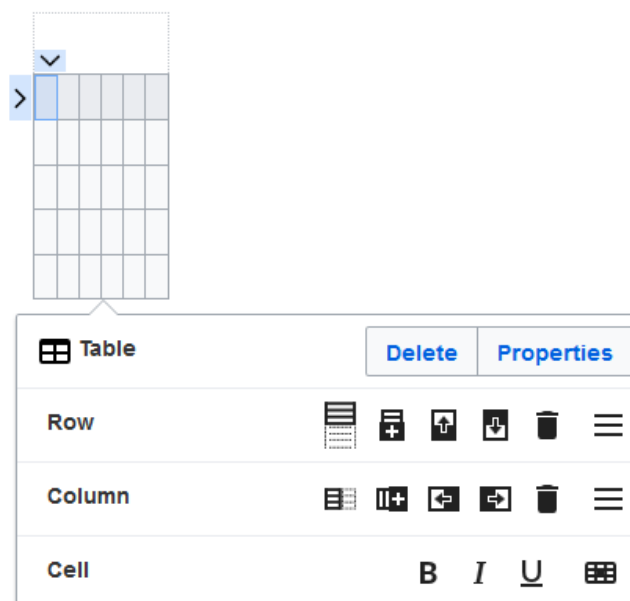
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Insert a table

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.

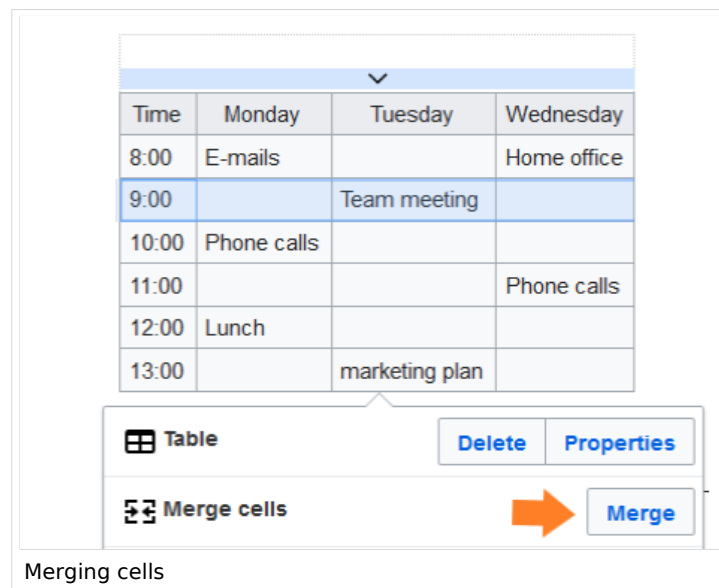


Table properties

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

Property	Description						
Caption	<p>Shows a header above the table:</p> <p>Weeklyplan</p> <table><tr><th>Time</th><th>Monday</th><th>Tuesday</th></tr><tr><td>8:00</td><td>Emails</td><td></td></tr></table>	Time	Monday	Tuesday	8:00	Emails	
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	<p>In the first row, a sort function is displayed:</p> <table><tr><th>Time ▲</th><th>Monday ◆</th><th>Tuesday ◆</th></tr><tr><td>8:00</td><td>Emails</td><td></td></tr><tr><td>9:00</td><td></td><td>Team meeting</td></tr><tr><td>10:00</td><td>Phone calls</td><td></td></tr></table> <p>The current sorting is shown in the title bar. Only one of the two sort arrows will appear in the sorted column.</p>	Time ▲	Monday ◆	Tuesday ◆	8:00	Emails		9:00		Team meeting	10:00	Phone calls	
Time ▲	Monday ◆	Tuesday ◆											
8:00	Emails												
9:00		Team meeting											
10:00	Phone calls												
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	<p>The filter function is activated in the title bar and allows the following actions:</p> <ul style="list-style-type: none">• Sort table (ascending or descending values of the active column)• Hide table columns• Filter column (only values from the current column are considered here) <div><table><tr><th>Time</th><th>Monday</th><th>Tuesday</th><th>Wednesday</th></tr><tr><td></td><td></td><td></td><td>Home office</td></tr></table><div><div>↑ Sort Ascending</div><div>↓ Sort Descending</div><div>Columns ></div><div><input type="checkbox"/> Filters ></div></div><div><input type="text" value="8"/></div></div> <p>filterable table</p> <p>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.</p>	Time	Monday	Tuesday	Wednesday				Home office				
Time	Monday	Tuesday	Wednesday										
			Home office										
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](#)

Magic words

A "Magic word" is a string of text that is recognized by the MediaWiki software. It triggers the software to return the value of a function, such as dates, website statistics or page names.

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Types of Magic words

There are basically four different types of Magic words:

- **Behavior switch** (or "Double underscore"): `__TOC__`
- **Variable**: `{{FULLPAGENAME}}`
- **Tag**: `<gallery>`
- **Parser function**: `{{#ifeq:x|y|true|false}}`

Behavior switch

Characteristics of a behavior switch

- **Purpose**: controls the layout or behavior of the page
- **Syntax**: `__NOTOC__`

Description

A behavior switch includes or omits certain elements of the page. It is also known as "double underscore". Behavior switches can be put anywhere in the source code of the designated page (usually at the end of the page). The behavior switch `__TOC__` produces as output the table of contents exactly where it was inserted on the page.====

Variable

Characteristics of a variable

- **Purpose**: returns information about the page, wiki, or date
- **Syntax**: `{{PAGENAME}}`

Description

Variables contain (simple) dynamic data. If a template name conflicts with a variable, the variable is used. For example, you have the variable `{{PAGENAME}}`. In that case, you have to transclude the template with the same name as `{{Template:PAGENAME}}`.

Parser Function

Characteristics of a parser function

- **Purpose**: simple "programming language" for page content (mainly in templates)
- **Syntax**: `{{#if:{{{field|}}} | {{{field|}}} | N/A }}`

Description

Parser functions are similar to variables, but take one or more parameters.Example:

```
{{#ifeq:{{{type}}}|warning  
|This is a warning!  
|  
}}
```

They are used for simple logic only, since they are hard to read and to maintain on a larger scale. If complex logic is required, consider Lua scripts in the "Module" namespace (mediawiki.org/wiki/Extension:Scribunto) and invoke using `{{#invoke:...}}`

Parser functions can also be "tag-like", e.g. `{{#ask:...}}` from SemanticMediaWiki. For more information, refer to the MediaWiki help pages mediawiki.org/wiki/Help:Extension:ParserFunctions and mediawiki.org/wiki/Help:Magic_words#Parser_functions.

Tag

Characteristics of a tag

- **Purpose:** often used for custom development to process dynamic content
- **Syntax:** `<smartlist />`

Description

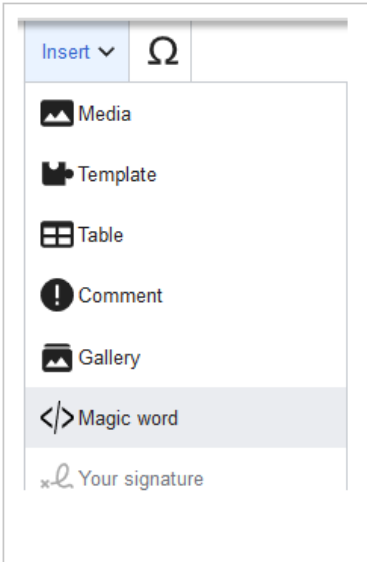
Tags are implemented in PHP as part of a MediaWiki extension. Tags with "bs:" prefix come from BlueSpice. All others come from MediaWiki or from third-party extensions, e.g. the extension [SyntaxHighlight](#).

How to add a magic word -v4.2



Magic words are available as a menu item only until BlueSpice 4.2. In version 4.3. they have been replaced with [Content Droplets](#)

Magic words are inserted directly in the source code. Some frequently used Magic words can also be added directly with the VisualEditor *Insert* > *Magic word* menu item:



Related info

- mediawiki.org/wiki/Help:Magic_words
- [Extension:BlueSpiceInsertMagic](#)

Templates

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What is a template?

A template provides reusable content in the wiki. This content is then integrated into numerous pages. The template can be content-based (text template) or structure-based (layout template), or a combination of both.

A typical example is an infobox that is formatted to look identical on all pages.

A template can also be integrated into a [page template](#).

Closing a customer account

📄 Last edited 2 days ago by WikiSysop

★ Unwatch ⓘ This page is approved

[edit](#)

Document type:	Work instruction	Approval state:	Approved (Version: 8)
Document ID:	123	Approval by:	Cynthia McMillan
Assigned standards:	-	Approval date:	15:38:38, 20 July 2021 ^h
Process owner:	Andrew Hayes	Valid from:	May 26, 2019
Roles affected:	Sales Manager	Valid until:	May 26, 2021 🔴
Business unit:	Sales	Internal audit due:	January 31, 2021

Purpose / Goals

Why does this process exist? What is the expected outcome?

Assigned process

Which overall process produces this work instruction?

↗

Work instruction

Responsible	Step	Procedure	Needed tools
<i>who completes this step?</i>	<i>step title</i>	<i>activities performed during this step</i>	<i>systems, checklists, physical tools</i>

Document control box at the beginning of a document

Characteristics of a template

A template:

- allows you to insert reusable content with a placeholder (transclusion)

- is usually located in the "Template" namespace
- can have parameters
- often contains logic
- is used to maintain a "look and feel".

Create and embed a template

A new template is always created in the `Template` namespace.

A template is inserted into a page by enclosing the name of the template in the source code in two curly brackets: `{{NotificationBox}}`. Templates are inserted by users via:

- the Insert menu item of the [editor toolbar](#)
- as a [Content droplet](#)

Edit a template

Changes to a template affect all pages that contain that template. Before modifying existing templates, you should check which pages use the template. To find these pages, click `...All actions > links to this page` in the page actions menu.

Built-in variables

Each MediaWiki has a set of [built-in variables](#) that are not pages in the "Template" namespace, but are still used as templates.

For example, the variable `{{CURRENTTIME}}` returns the current UTC time.

Describe parameters via TemplateData

The MediaWiki extension [TemplateData](#) allows template parameters to be described in such a way that they can be easily edited by users in the Visual Editor via a form.

Format template

If a template needs to be specially formatted, e.g. with background color, text spacing or special font formatting, this can be achieved using `MediaWiki:Common.css`. The formatting can therefore be used multiple times for other templates. If the formatting is specifically limited to this template, it will be created on a subpage of the template using the [TemplateStyles](#) tag. The advantage of this is that the style specifications can be easily exported together with the template and imported into another wiki.

Further information

- Using a template is essentially a [transclusion](#). It is also possible to use pages as templates that are not in the "Template" namespace. However, this should be done carefully as some features require the pages to be in the template namespace.
- Templates can also be used to define the output of [semantic query](#). For more information, see [Semantic MediaWiki](#). (This is an example where the pages absolutely must be in the template namespace.)

- The complete list of all wiki pages that are in this namespace can be found on the [Special:Templates](#) page.

Related info

- <https://meta.wikimedia.org/wiki/Help:Template>
- <https://www.mediawiki.org/wiki/Help:Templates>

Wikitext

Wikitext is a simplified markup language that is used to format and structure text and other data.

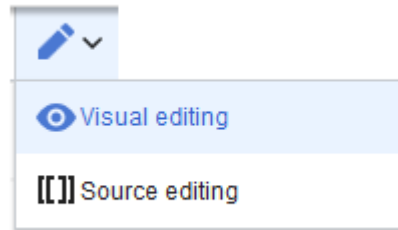
While HTML is the most common markup language for web pages, Wikitext is used in wiki systems. Like HTML, it uses tags to mark parts of text or other data.

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How do I use Wikitext?

When you edit a page, you can switch between visual editing and source editing using the editor toolbar.



Wikitext can be entered in source editing mode. When you are in visual editing mode, VisualEditor inserts Wikitext "behind the scenes". If VisualEditor doesn't format elements on a page correctly, you can always switch to source editing to correct the issues directly in Wikitext.

Examples of Wikitext

Here are some typical examples of Wikitext:

Text formatting

- This is `'''bold'''`
- This is `'''italic'''`
- This is `<u>underlined</u>`

Structuring

- This is a `==Heading==`
- This is an `*unordered list element`
- Table:

```
{| class="wikitable"
|-
!header 1
!header 2
|-
|row 1, cell 1
|row 1, cell 2
|-
|row 2, cell 1
|row 2, cell 2
|}
```

Links / Embedded files

Link to internal wiki page

```
[[Wikipage|Label]]  
[[Pancake|Best Pancake]]
```

Link to external website

```
[url label]  
[https://wikipedia.org Wikipedia]
```

'Link with parameters

```
<span class="plainlinks">[{{fullurl:{{FULLPAGENAME}}|action=edit}} Edit this page]</span>
```

This link opens the referenced page in edit mode in a new tab.

Embed image/file

- `[[Datei:image-or-pdf-name.png]]` - - - **Image/PDF is embedded on page**
 - the wiki checks, if a preview can be generated (e.g., for "png", "jpeg", "gif", "svg") and embeds the preview
 - otherwise, a link to the file description page is created
 - can be embedded: PDF, Tiff (with extension)
 - cannot be embedded: Microsoft Office- und Libre Office-Dateien; Shell-Skripte, ...
- `[[Media:image-or-pdf--name.png]]` - - - **Links to image / PDF**
- `[[[:Datei:image-or-pdf--name.png]]` - - - **Links to file description page**

Magic words

Type of Wikitext	Example
Special character	<code>&atilde;</code> → ã <code>&ccedil;</code> → ç UTF-8 is possible
Comment	<code><!-- unnoticed --></code>
No "wiki translation"	<code><nowiki></code> and <code></pre></code>
Table of contents	<code>__TOC__</code> and <code>__NOTOC__</code>
Signature	<code>--~~~</code>

Type of Wikitext	Example
Redirect	<code>#REDIRECT [[targetpage]]</code>
Template	<code>{{template name}}</code>

Download Wikitext reference

 [Wikitext reference](#)

Related info

- meta.wikimedia.org/wiki/Help:Wikitext_examples
- [Magic words](#)
- https://www.mediawiki.org/wiki/Help:HTML_in_wikitext

Numbering ordered lists

To create numbering as 1., 1.1, 1.1.1 and so on, use the following style:

```
/*Numbered and unordered lists*/
#mw-content-text ol ::marker {
    content: counters(list-item, '. ') ". ";
}
#mw-content-text ol li::before {
    content: "\00a0\00a0"
}
#mw-content-text ol {
    margin-left: 1.4em;
}
#mw-content-text ol ol {
    margin-left: 2.6em;
}
/*Number footnotes separately */
#mw-content-text .references ::marker {
    content: " ";
}
#mw-content-text ol.references {
    counter-reset: ref; list-style-type: none;
}
```

```
#mw-content-text ol.references li:before{
  counter-increment:ref;
  content:counter(ref) ". ";
  float: left;
  margin-right: 1em;
}
#mw-content-text ol > li li {
  margin-left:-0.3em;
}
```

Output:

1. Step 1
 1. Substep 1
 2. Substep 2
 1. Subsubstep 1
2. Step 2

Reference:VisualEditor

Extension: VisualEditor

[all extensions](#)

Overview			
Description:	Is an editor you can use without having to enter special markup.		
State:	stable	Dependency:	MediaWiki
Developer:	MediaWiki	License:	MIT
Type:	MediaWiki	Category:	Editor
Edition:	BlueSpice pro, BlueSpice free, BlueSpice Farm, BlueSpice Cloud	Version:	4.1+
View help page			

Features

VisualEditor is a WYSIWYG editor that enables you to edit wiki pages without having to enter special markup (like HTML, wiki tags). The editor menu bar resembles those of commonly used word processing programs. The VisualEditor in BlueSpice is based on the extension [VisualEditor](#), but extends it with numerous functions:

- Support for many additional tags, such as diagrams.
- Simplification of dialogues, such as the upload dialogue.
- Easier integration of dynamic content and templates via the function ContentDroplets.
- Drag'n'drop of images and files into the text.
- Table functions, like background colours in cells.
- Exit the editor with a security check.
- Integration of the VisualEditor in other features such as in Forms or Social.

Technical information

Configuration

Up to BlueSpice 3.2.x: The VisualEditor uses the Node.js service Parsoid. Because this service cannot be installed in some cases, this extension is deactivated by default. After successful installation and configuration, the visual editor can be activated as described.

BlueSpice 4.1.x+: VisualEditor no longer requires Parsoid. Therefore, VisualEditor is activated by default.

Rights (permissions)

Requirements

VisualEditor requires [BlueSpiceFoundation](#).

Accessibility

Test status:	2-testing complete
Checked for:	Authoring tool
Last test date:	2022-08-04
WCAG level:	AA
WCAG support:	partially supports (workaround: yes)

Comments:	<ul style="list-style-type: none">• most important keyboard shortcuts (e.g., to save a page, to format elements) are available, but not for all elements;<ul style="list-style-type: none">○ workaround1 : source editing○ workaround2: e.g. Chrome browser: alt+F opens browsers menu -> s (to go to search function) -> search for "Insert" and focus on Insert menu• high contrast mode toolbar icon support: starting mw 1.39 (see T180890) - not yet applied in BlueSpice
Extension type:	core
Extension focus:	editor

SMW queries

Here you can see some examples for simple queries using the properties of a wiki page. This functionality is provided by the bundled extension Semantic MediaWiki. You can add these queries to any wiki page.

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Creating page lists

If you need more flexible, customizable queries, you can add the queries directly in source edit mode. Below are a few examples to get you started.

Show pages in a particular namespace

```
{{#ask:
[[[:+]] <!-- find all pages in the main namespace -->
[[Modification date::+]]<!-- necessary to filter deleted pages -->
|format=ul
|limit=4
}}
```

Output example in list style format:

- [Accessibility](#)
 - [Accessibility/Extensions](#)
 - [Accessibility/Extensions/legacy list](#)
 - [Accessibility/Extensions/notchecked](#)
- ... further results

Notes:

`[[[:+]]` shows pages from the *Main* namespace.

`[[Myspace::+]]` shows pages from the namespace *Myspace*.

`[[[:+||Help::+]]` shows pages from both the *Main* namespace and the namespace *Help* (=OR argument)

Output in category style

```
{{#ask:
[[[:+]] [[Modification date::+]]
|format=category
|limit=12
}}
```

Output example:

A

- [Accessibility](#)
- [Accessibility/Extensions](#)
- [Accessibility/Extensions/legacy list](#)
- [Accessibility/Extensions/notchecked](#)

- [Accessibility/VPAT BS4](#)

A cont.

- [AccessibilityReport.form](#)
- [Form submitted](#)
- [Announcement/Log4Shell](#)
- [Announcement/XSS attack](#)
- [Apache license 2.0](#)

A cont.

- [Attachments](#)

B

- [BSD 3-Clause](#)
- [... further results](#)

Show pages from a category

```
{{#ask:
[[Category:Administration]]
| limit=4
| searchlabel=
| format=ol
}}
```

1. [Config manager](#)
2. [Footer](#)
3. [Main navigation](#)
4. [Extended statistics](#)

Pages that start with the same page name string

```
{{#ask:
[[~Visu*]][[:+|Manual:+]]
[[Modification date::+]]<!-- necessary to filter deleted pages -->
| limit=5
| searchlabel=
| format=ol
}}
```

List of pages in the *Main* namespace and in the namespace *Manual* that begin with "Visu".

Results format: Table

Format "broadtable"

```
{{#ask:
[[~Visu*]][[:+||Manual:+]]
[[Modification date::+]]<!-- necessary to filter deleted pages -->
| limit=5
| searchlabel=
| format=broadtable
}}
```

Format "table" with filter (datatable)

```
{{#ask:
[[~Visu*]][[:+||Handbuch:+]]
[[Modification date::+]]<!-- necessary to filter deleted pages -->
| limit=5
| searchlabel=
| format=table
| class=datatable
}}
```

Date queries

Today

To ask for all pages that have been approved today:

```
{{#ask:
[[QM/Approval date::>>{{#time:Y-m-d|now -1day}}]]
}}
```

Search operators

If you want to look for results in a particular range, you can use search operators. See:
https://semantic-mediawiki.org/wiki/Help:Search_operators#comparators

Templates

Customized output formats can be created using templates. The documentation for this can be found at semantic-mediawiki.org.

Here we show you some useful tips when working with templates.

Suppressing the namespace prefix

By default, the namespace prefix of a page is suppressed in the output formats "ul", "ol" (and other formats). However, if you are working with a template and therefore use the *link=none* parameter in the ask query, because you generate the link in the template yourself, then the page name is displayed with the namespace prefix. Sample query of all pages in the QM namespace:

```
{{#ask: QM:++Property "Modification date" has a restricted application area and cannot
be used as annotation property by a user.
|format=plaintext
|template=mytemplate
|link=none
}}
```

The output here is in the format ***QM:My Page***. To remove the namespace prefix, use the following syntax in the template, e.g. to generate an unordered list:

```
*[[{{FULLPAGENAME:{{{1}}}}} | {{PAGENAME:{{{1}}}}}]]
```

In this example, the full page name is linked via the "magic word" `{{FULLPAGENAME}}` and the page name without namespace prefix `{{PAGENAME}}` is used as the link label. The resulting output is ***My Page***.

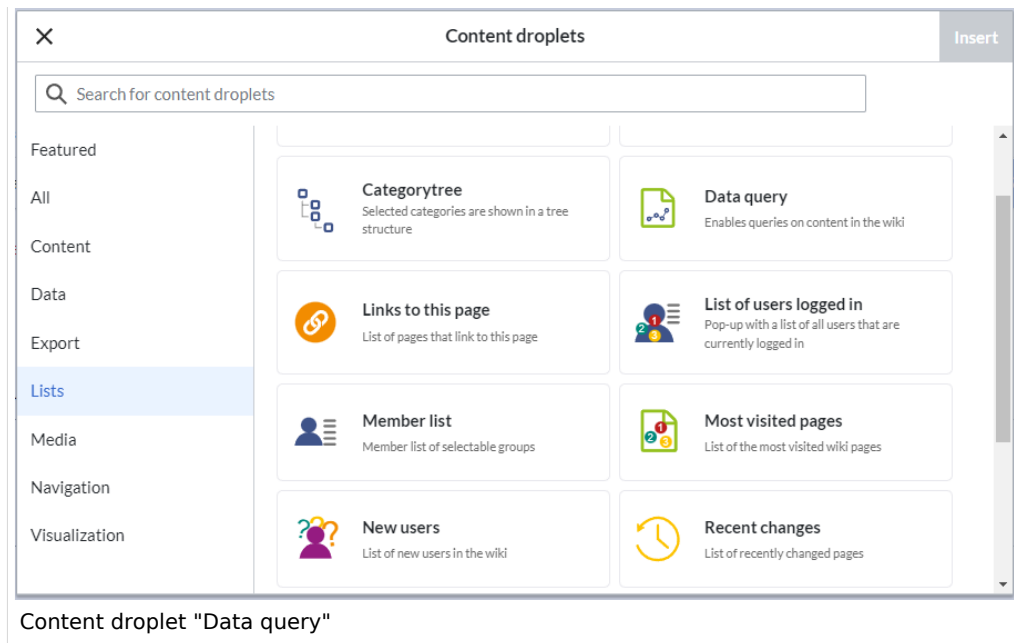
Related info

- [SMW "ask" queries](#)
- [SMW result formats](#)
- [Using templates to create output formats](#)

Content droplet "Data query" v4.3+

Starting with BlueSpice 4.3, basic SMW data queries can be added directly with the *Content droplet* "Data query":

1. **Click** on the *Content droplets* menu item in the visual editor.
2. **Select** *Data query* under *Lists*.



3. **Click** *Insert*. This opens the droplet inspector.
4. **Fill in** the query options (parameter). Each setting has a tooltip that explains exactly what values you can enter.

Data query parameters

5. **Click** *Save*.