

Contents

1. Manual:Extension/VisualEditor .....	2
2. Manual:Extension/VisualEditor/Insert files .....	11
3. Manual:Extension/VisualEditor/Insert images .....	15
4. Manual:Extension/VisualEditor/Insert tables .....	24
5. Manual:Extension/VisualEditor/Tables .....	30

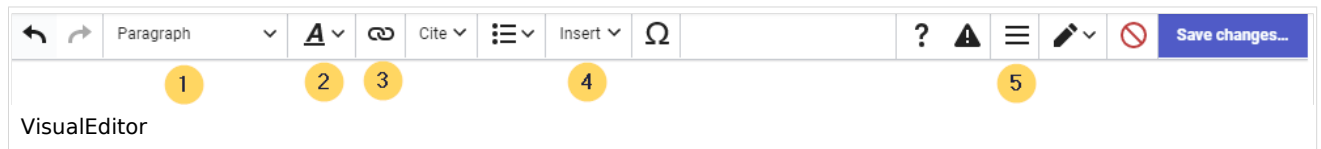
## Edit

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

### Contents

1 What is the visual editor? .....	3
2 Text editing .....	3
3 Pasting content from your clipboard .....	3
4 Shortcuts .....	4
5 Inserting other content .....	4
6 Wiki-specific content .....	5
7 Switching between edit modes .....	5
8 Hints and tips .....	5
8.1 Text formatting .....	5
8.2 Insert special content .....	7
8.3 Page options .....	9
9 Troubleshooting: Visual editing is disabled .....	11

## 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.

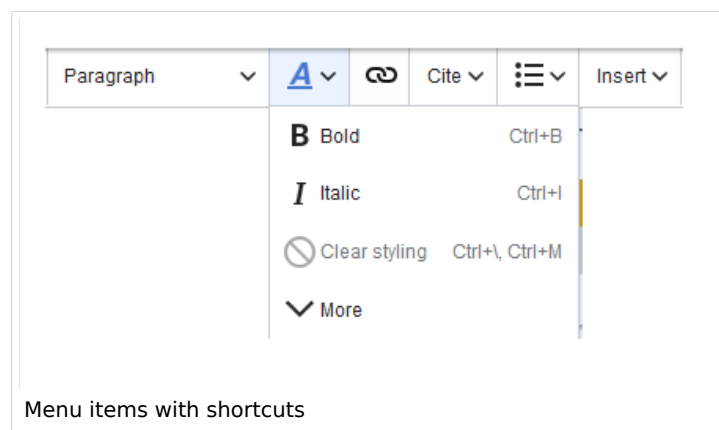
To paste content as plain text instead, use the shortcut `Ctrl+Shift+v`.



## 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

---

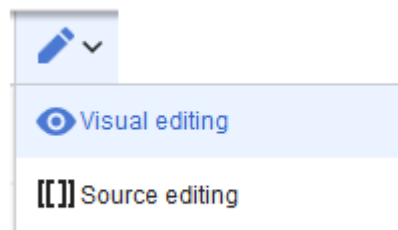
Some functions in the *Insert* menu are little known from traditional word processing, but are quite typical for working with a wiki. Therefore, they are briefly introduced here. Find more information on the help pages here in the helpdesk or at [mediawiki.org](https://mediawiki.org):

- **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.

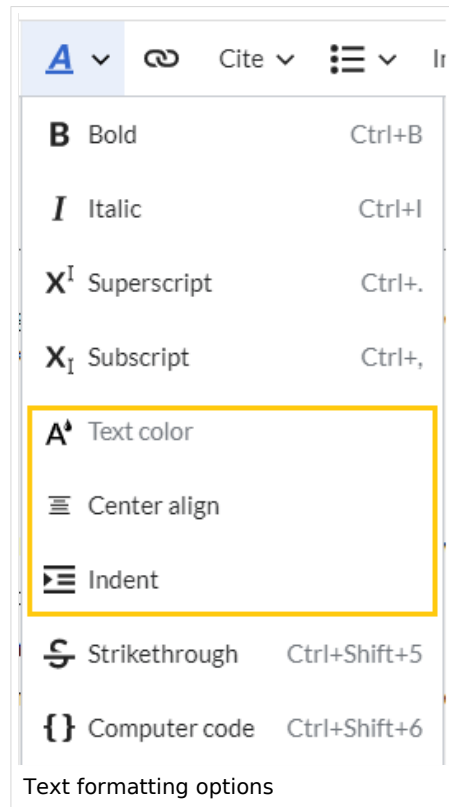
### Text formatting



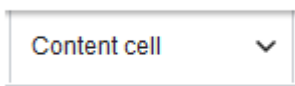
In the text formatting menu, the following additional options are available when a text passage has been selected:



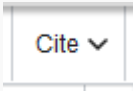

*Text color:* different text colors can be selected via an inspector menu.

*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 <a href="#">table</a>, 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	
	( <a href="https://mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar">More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar</a> )
Insert hyperlink 	If no text was selected before the hyperlink dialog was opened, the link will be generated with a number:  <b>[1]</b> 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 <b>Shift+Enter</b> 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 <a href="#">additional CSS instructions</a> 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  ( <a href="#">Details on MediaWiki</a> )
Templates	


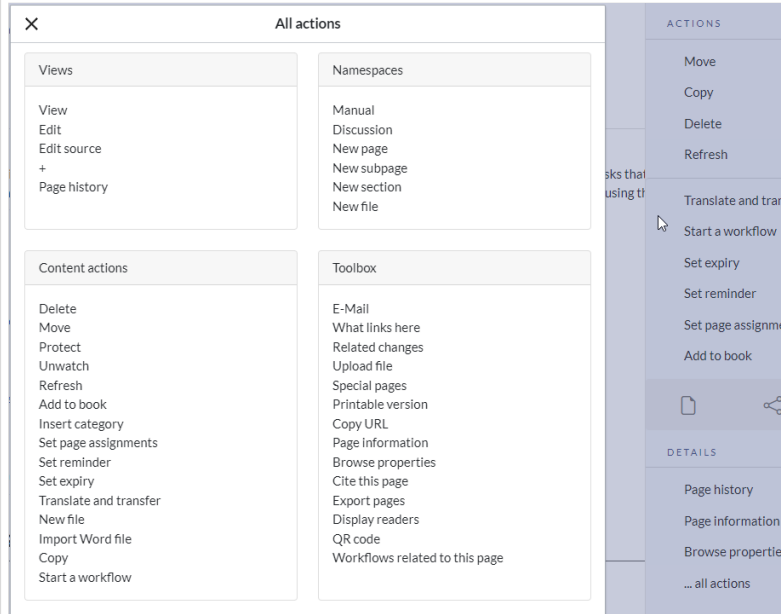




Insert special content	
 Template	Include a <a href="#">template</a> in the page.
Tables  Table	<a href="#">Tables</a> are an important tool for formatting tabular page content.
Comment  Comment	Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. 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. <a href="#">More about Magic words</a>
Gallery  Gallery	Allows to display a set of images as a gallery. Formatting examples for the different settings can be found at <a href="https://mediawiki.org/wiki/Help:Images#Gallery_syntax">mediawiki.org/wiki/Help:Images#Gallery_syntax</a>
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>&lt;span style="color: red"&gt;red text&lt;/span&gt;</pre></div>
References list  References list	This menu item creates a <code>&lt;references /&gt;</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 <b>visual editing mode</b> .
Categories  Categories	Here, you assign the page to one or more <a href="#">categories</a> 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"> <li><i>Let this page be indexed by search engines:</i> Only applies to public search engines. The wiki's internal search is not affected.</li> <li><i>Show a tab on this page to add a new section:</i> Not supported in BlueSpice 4 Discovery skin.</li> <li><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 <a href="#">Semantic MediaWiki</a> inline queries.</li> </ul>

Page options	
<div>Advanced Settings</div> <div> Advanced settings</div>	<ul style="list-style-type: none"><li><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... &gt; Edit</code> in the page tools.</li></ul> <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><a href="https://mediawiki.org/wiki/Help:Links#Interwiki_links">mediawiki.org/wiki/Help:Links#Interwiki_links</a></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

 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](#)

## Files

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

Contents

1 Inserting a file ..... 12

1.1 Drag-and-drop method ..... 12

1.2 Editor toolbar ..... 12

2 Special features when including files ..... 14

3 Maximum file size ..... 15

4 Avoiding unusual file names ..... 15

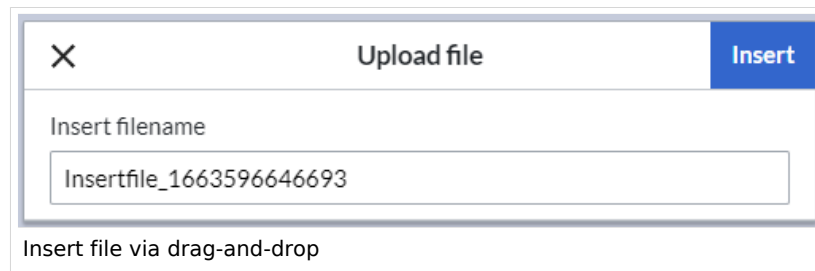
5 Allowed file types ..... 15

## 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).

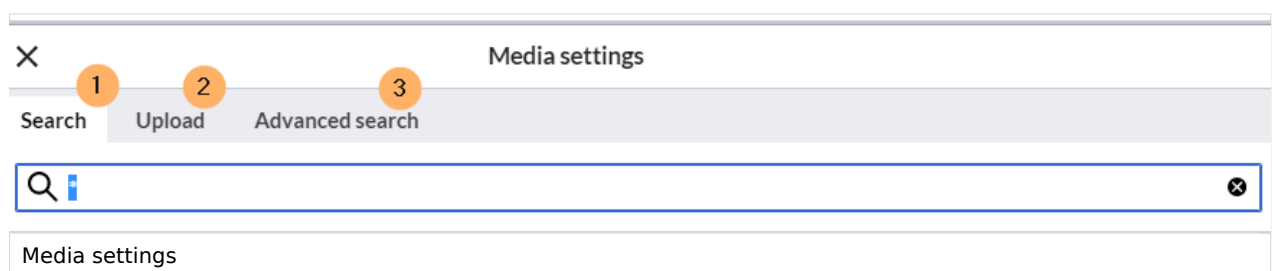
### Editor toolbar

To upload and insert a file from the editor toolbar:

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

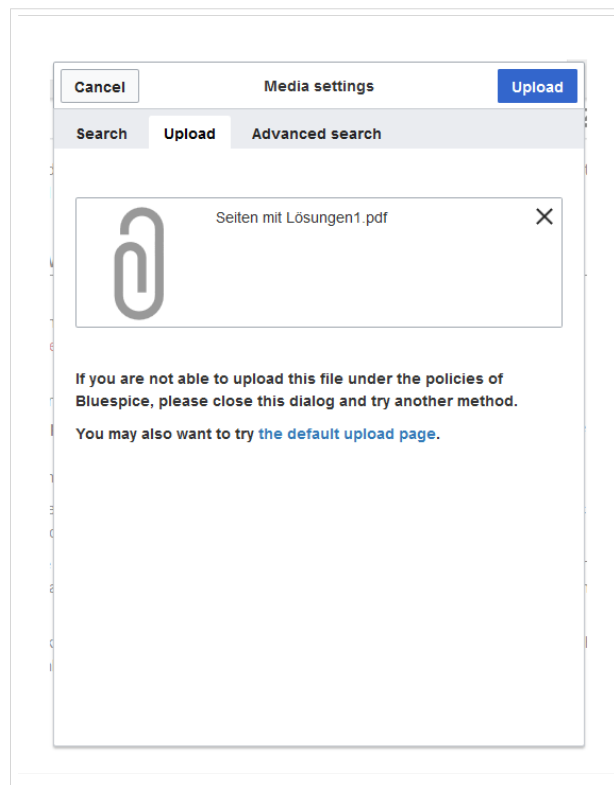


2. **Switch** to the *Upload* tab (2) in the *Media settings* dialog to upload a new file. To select an existing file, switch to the *Advanced search* tab (3). The *Search* tab (1) shows the latest uploaded files for selection.



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.

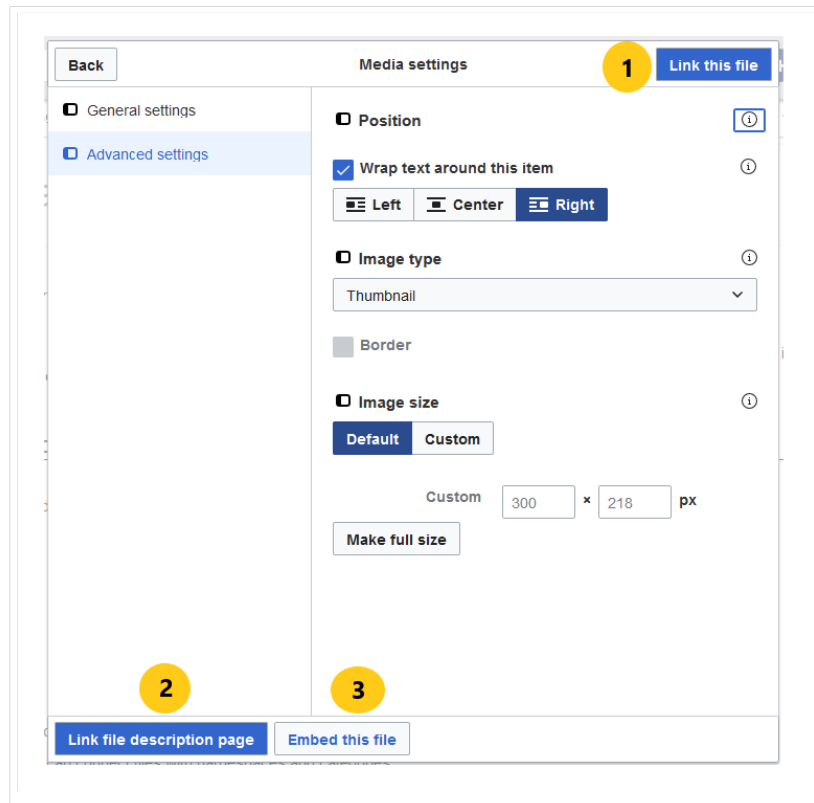
5.



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

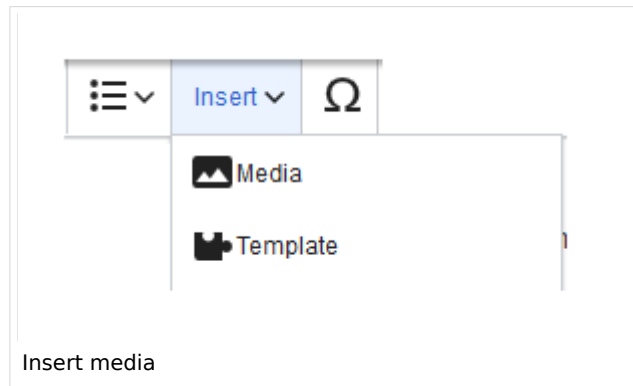
### Contents

1	How to insert an image on a page .....	16
1.1	Details .....	17
1.2	General settings .....	19
1.3	Advanced settings .....	20
2	Inserting images with drag-and-drop .....	23
2.1	Drag-and drop settings v4.3+ .....	24
3	Images and namespaces .....	24
4	Changing an embedded image .....	24

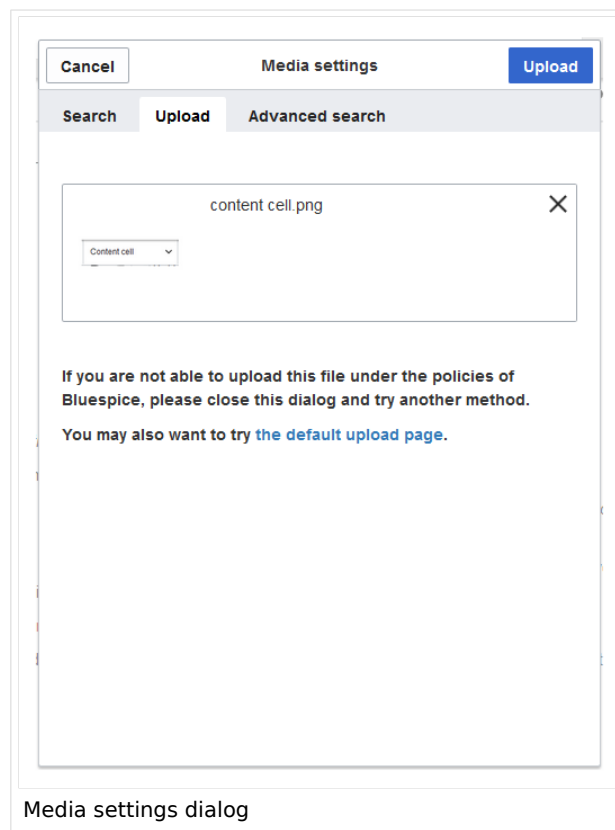
## How to insert an image on a page

---

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*.



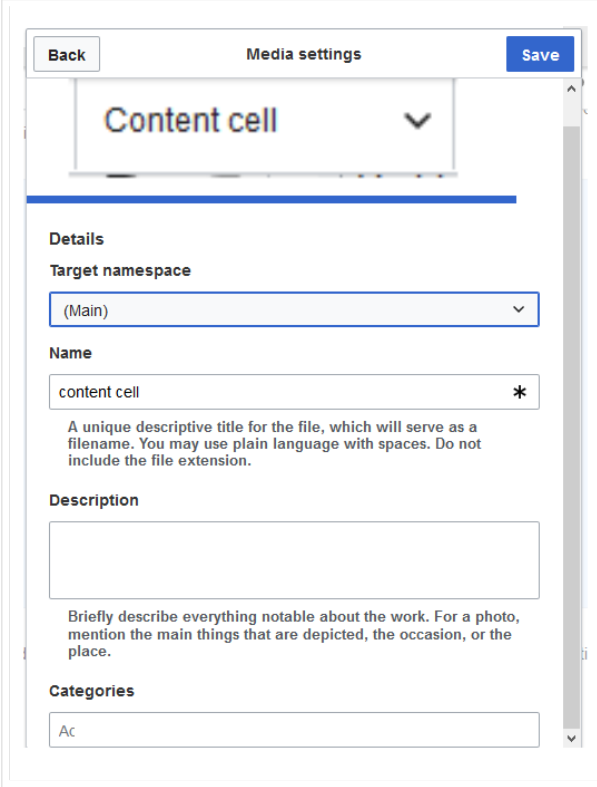
The dialog box *Media Settings* opens.



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.

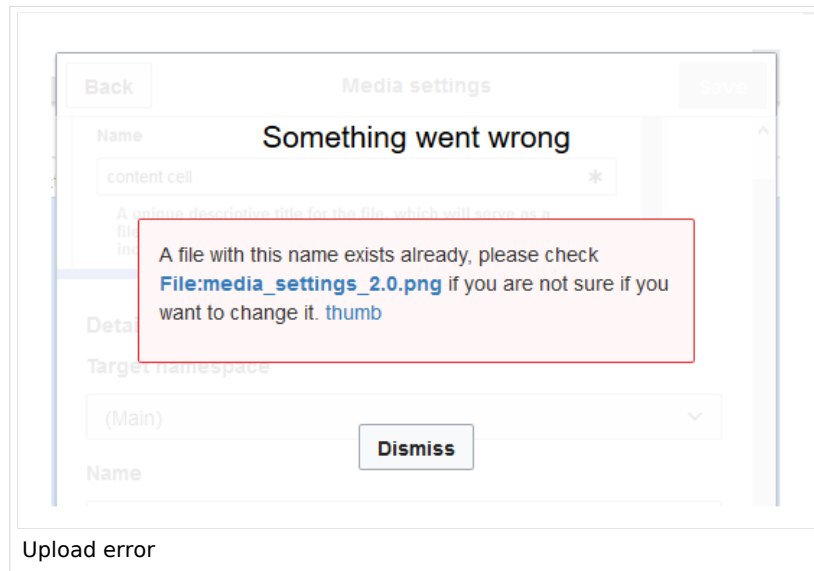
- **Target namespace:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki.
- **Name:** Choose a name that makes it easy to find the image later during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

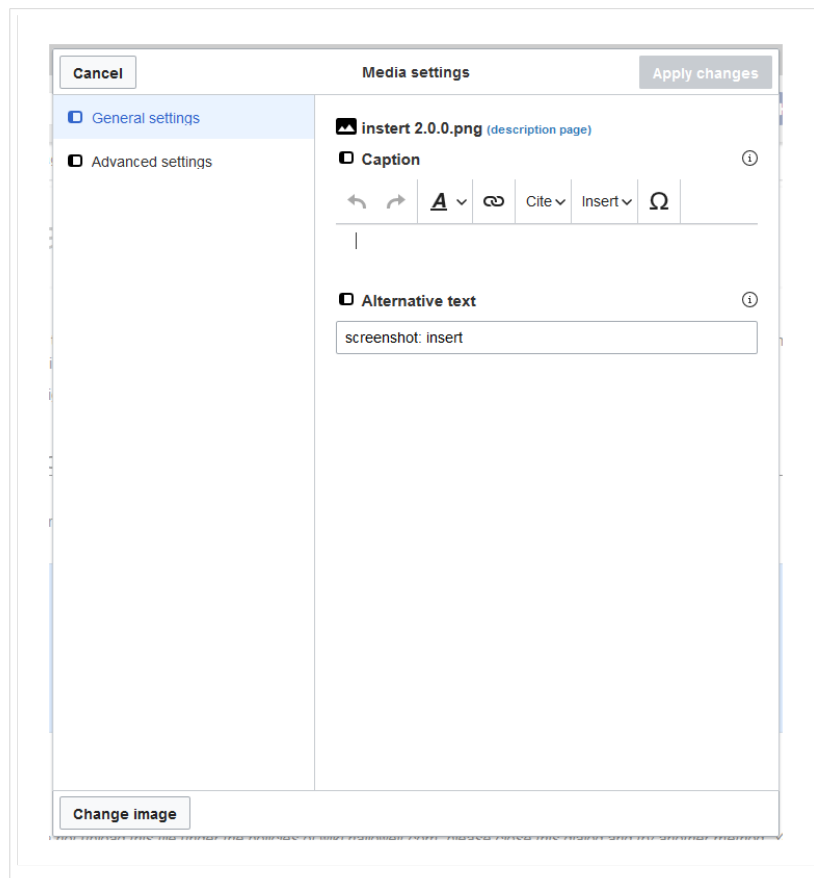
: will be converted to spaces, unless it is part of an existing namespace prefix.

**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

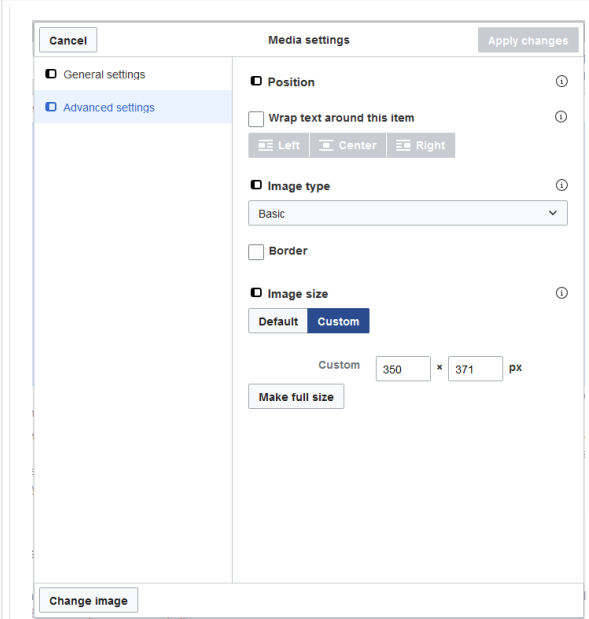


In the general settings, the image descriptions are added.

**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	<div><p>Dies ist die Beschriftung</p></div>	<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>

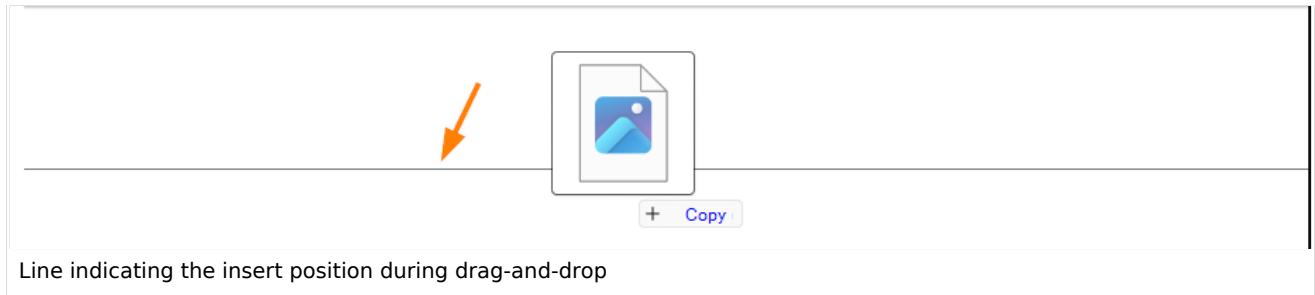
Image type	Output	Description
Basic		<p>The basic version is like the frameless version.</p> <p>By default, text does not wrap, but the text is separated at the point where the image was inserted.</p> <p>The image is inserted in full width, while the frameless image is inserted in miniature image width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

### Contents

1	<a href="#">Insert a table</a>	26
---	--------------------------------	----

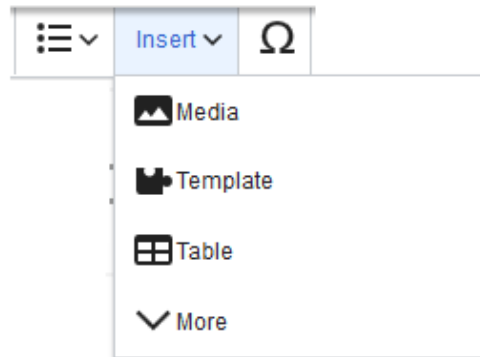


2	Merge rows and columns .....	27
3	Table properties .....	27
4	Table styles .....	29
5	Related info .....	30

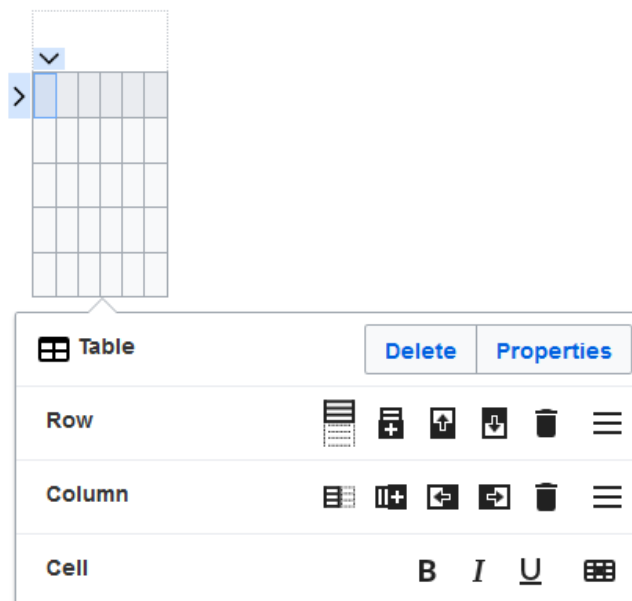
## Insert a table

---

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:



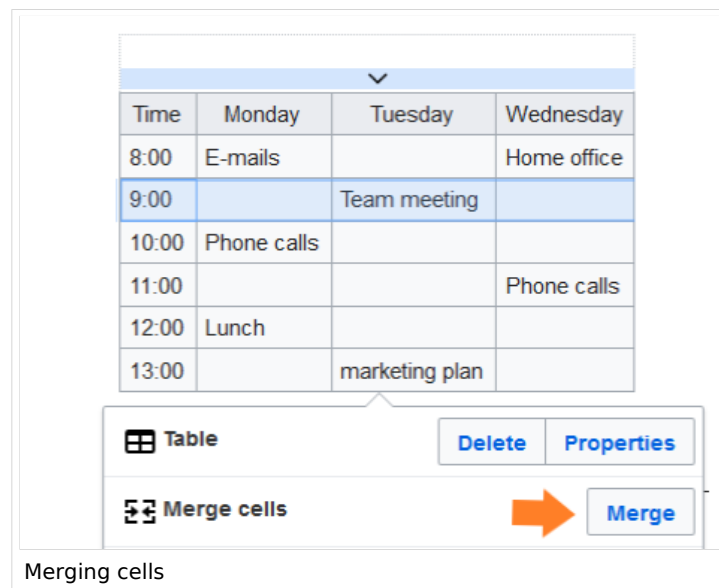
When the mouse rests on a symbol, the respective function is displayed.

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"><li>• Sort table (ascending or descending values of the active column)</li><li>• Hide table columns</li><li>• Filter column (only values from the current column are considered here)</li></ul> <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 &gt;</div><div><input type="checkbox"/> Filters &gt;</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](#)