

## VisualEditor

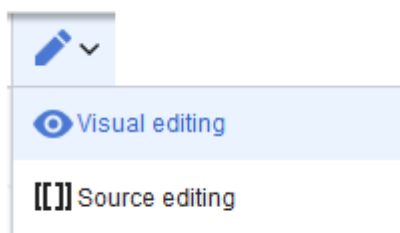
### Contents

1 What is VisualEditor? .....	1
2 Text editing .....	2
3 Insert external content .....	3
4 Beyond your typical content .....	3
5 MediaWiki Reference .....	3
6 Hints and Tips .....	4
6.1 Text formatting .....	4
6.2 Insert special content .....	5
7 Troubleshooting: Visual editing is disabled .....	8

## What is VisualEditor?

One of the most important tools for inserting and formatting content in BlueSpice is its visual editor. This visual editor is based on the MediaWiki extension VisualEditor. With this sophisticated editor pages can be quickly and clearly filled with a variety of content.

When creating or editing a page, you're in visual edit mode right now. If you are familiar with the code language of MediaWiki ("WikiText"), you can easily switch over using the "Switch editor" button:



## Text editing

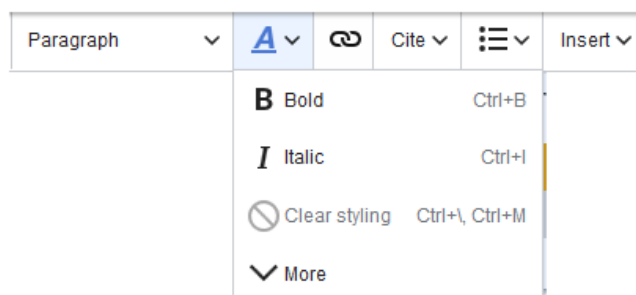
Typical text formatting such as **bold**, *italics*, or text color are already possible during text input. When you highlight text, you will see a mini menu with the most important formatting elements. With one click, the desired formatting can be selected. This is especially fast if you want to change the text color, for



The mini menu appears only in the text flow, not when an entire paragraph is highlighted. When you select text within a bullet point, make sure that you select only the text itself and not the whole line. Otherwise, paragraph formatting will be selected "behind the scenes" and the mini menu will not appear.

If you want to apply multiple formats 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 the visual editor:



## Insert external content

---

Many typical page elements such as images, files and tables can be integrated into your page from the "Insert" menu.

If you want to learn more about inserting these elements, go to the appropriate help page:

- Images
- Files (PDF, xls, doc, ...)
- Tables
- Templates

## Beyond your typical 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 page of MediaWiki:

- **Comment:** Add comments to the page. These are only visible in the source code.
- **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.
- **Gallery:** A simple picture gallery can support many process flows.
- **Codeblock:** Programming code is displayed here in clean code blocks, optionally with lines.
- **Itemization list:**
- **Chemical formula:**
- **Math formula:** An editor opens for entering a mathematical formula. More info on MediaWiki.

## MediaWiki Reference

---

Since the visual editor is a standard MediaWiki extension, you can also read a documentation of functionality on MediaWiki.

Here in the BlueSpice Helpdesk, we only give some hints and tips for using the editor.

## Hints and Tips


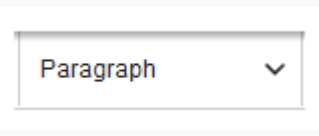
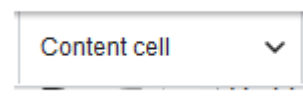
---

The visual editor 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 by using VisualEditor greatly supports the readability of your wiki content.

The BlueSpice Editor offers the following options:


### Text formatting


---

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>Paragraph formatting</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>Character formatting</p>	<p>If no text has been selected before clicking on the " <b>A</b> " button and on a button, the text will be formatted from the current position of the cursor.</p>

	(More Info at <a href="https://mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar">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:  [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.
quote	The citation menu is used to insert references (also called itemizations or footnotes) within the text.
Block formatting	

## Insert special content

Paste Special Content	
Insert menu  	Use the "insert" menu to insert various media (images, videos) and text formats:
media	Inserting pictures and videos  (Details on <a href="#">MediaWiki</a> )
templates	Include a template in the page.

tables	Tables are an important tool for formatting tabular page content.
comment	<p>Comments are not visible to readers, but only in edit mode. A comment can be inserted anywhere on a page. The comment can be edited by clicking on it.</p> <p>And this is what a comment looks like:</p> 
Gallery	
Magic word	<p>With a "magic word" you can include certain variables or so-called behavioral switches in your page. For example, you can display the word count:</p> <p>Learn more about the function Magic Word".</p> <p>Overview of all Magic Words in the visual editor.</p>
Your signature	This option can only be used in discussions. It allows to add a signature at any point of a discussion.
Code block	With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted:

	1 <span style="color: red;">red</span>
Itemization list	
Chemical formula	
Math formula	It opens an editor for entering a mathematical formula. [info on MediaWiki]
Special Characters	

## Page options


Page Options	
	Options menu The options menu allows editing of all page settings.
options	This button allows the page settings and page information to be updated simultaneously within a dialog box.
Categories	Here you assign the page to one or more categories Categories. The page will appear accordingly on all linked category pages.
Page Settings	Page redirection: When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly.  This setting can also be used to display or remove the table of contents at the top of the page. The

	table of contents is automatically generated by the headings on the page. When a page has more than three headings, the table of contents appears automatically by default.
Advanced Settings	
languages	
Used templates	
View as right-to-left	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.
Search and replace	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 see code editing, please contact an administrator of your wiki. The following settings must be checked in this case:

- Global settings via the configuration manager
- Namespace management settings
- Parsoid service on the server



## Insert a File

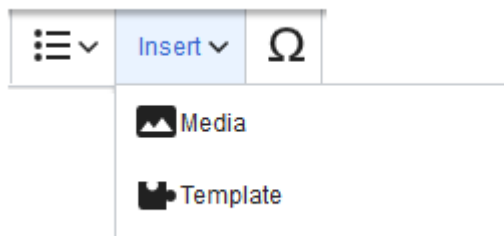
---

### How do I upload a file?

---

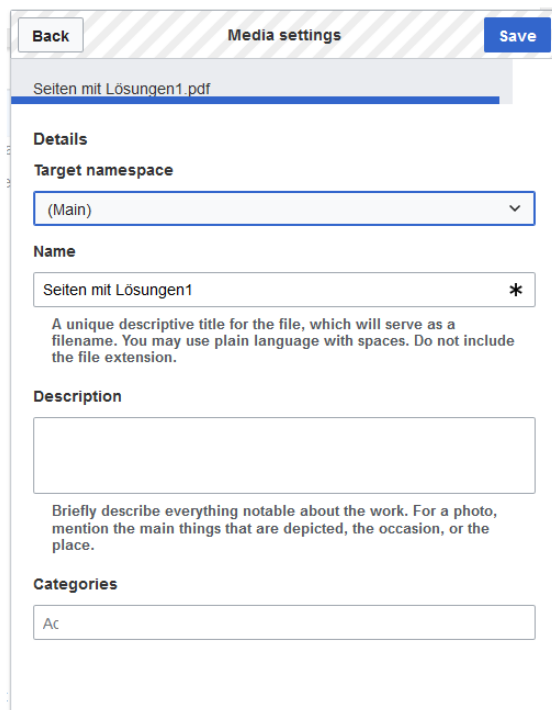
PDF, xls, docx, ... Files in common formats can easily be uploaded to your wiki with VisualEditor and at the same time inserted into a wiki page. You can find out which file types are allowed in your wiki on the page `Special:Upload` in your wiki.

In VisualEditor, select the menu item "Insert > Media":



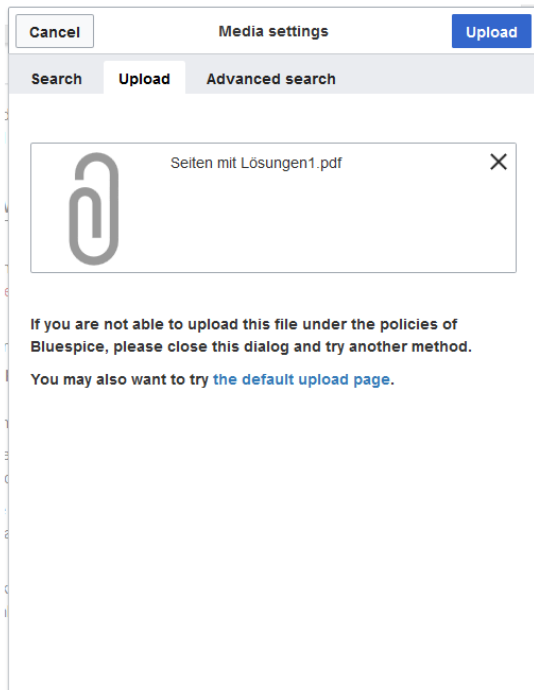
The dialog window "Media Settings"

opens. Here, you can connect files with namespaces and categories:

A screenshot of the 'Media settings' dialog window. The window has a title bar with 'Media settings' and 'Save' buttons. Below the title bar, there is a breadcrumb trail 'Seiten mit Lösungen1.pdf'. The main content area is divided into sections: 'Details' with a 'Target namespace' dropdown menu set to '(Main)'; 'Name' with a text input field containing 'Seiten mit Lösungen1' and an asterisk; a descriptive text block explaining the filename; 'Description' with a large text area and a descriptive text block; and 'Categories' with a text input field containing 'Ac'.

The system detects that it is not an image file and displays a corresponding paper clip as a file icon:.

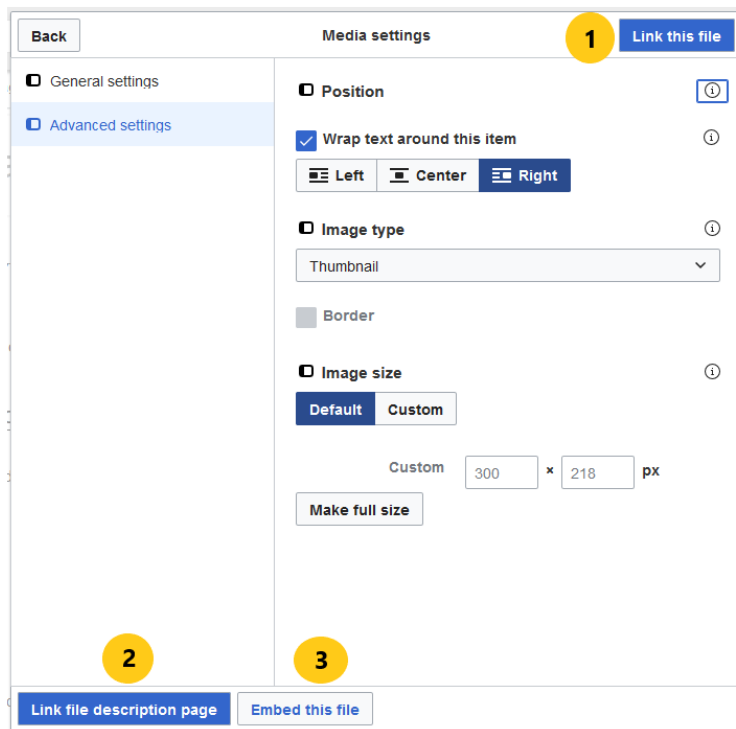
Now click "Upload":



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 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 insert 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.

## VisualEditor: Insert Images

---

In addition to text, images are probably the most important components of typical content pages. With VisualEditor the images can be uploaded, inserted into the page and formatted.

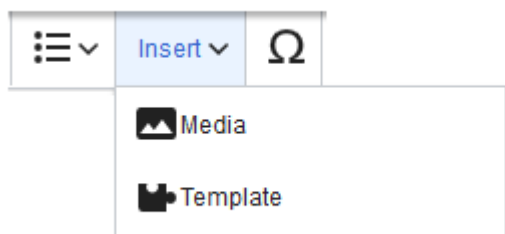
Here we highlight the most important questions when inserting images with VisualEditor.

<b>Contents</b>	
1 How do I paste the image on the page? .....	13
1.1 Details .....	15
1.2 General Settings .....	16
1.3 Advanced Settings .....	17
2 Where do I save the image .....	18
3 How big is my picture? .....	18
4 How do I change an already uploaded image? .....	18
5 Technical Details .....	19
6 Technische Details .....	19

### How do I paste the image on the page?

---

Pictures are inserted via the menu item *Insert > Media*:

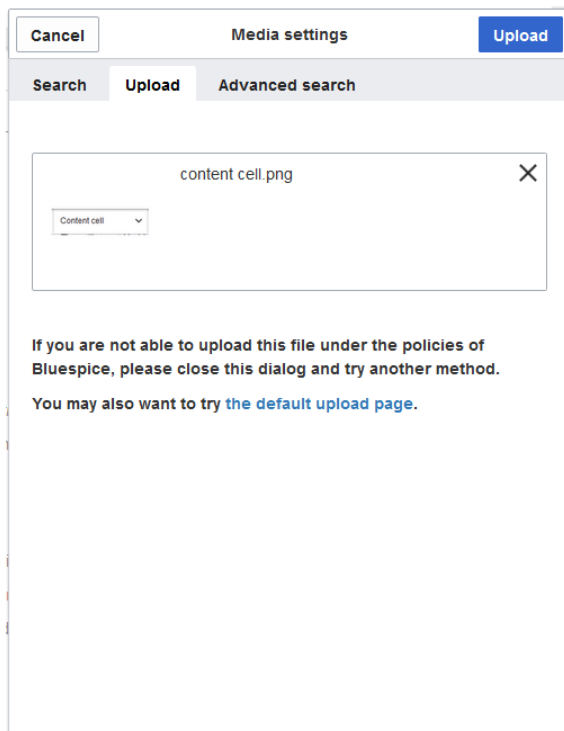


The dialog box *Media Settings* opens:

When you upload a new image, the following note greets you:

*"If you can not upload this file under the policies of wiki.hallowelt.com, please close this dialog and try another method. You can also try the standard upload page."*

You can ignore this notice if your wiki administrator did not create copyright policies. If in doubt, contact your Wiki Administrator for image usage rights in your organization.



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

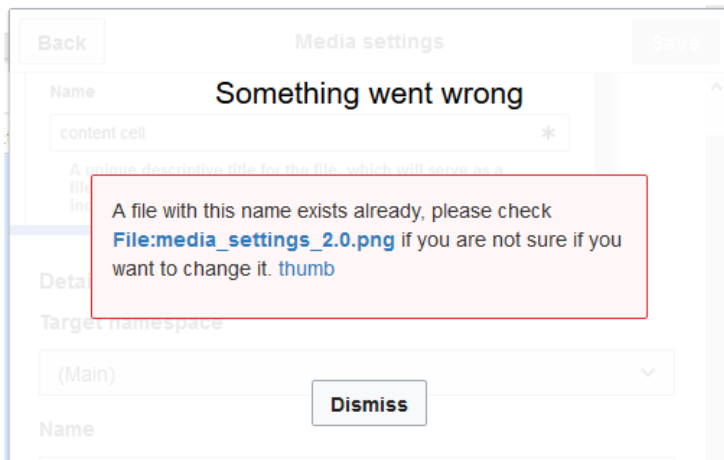
## Details

Here you can combine pictures with namespaces and categories.

The screenshot shows the 'Media settings' dialog box. At the top, there are 'Back' and 'Save' buttons. Below them is a dropdown menu labeled 'Content cell'. The main section is titled 'Details' and contains several fields: 'Target namespace' with a dropdown menu showing '(Main)', 'Name' with a text input field containing 'content cell' and an asterisk icon, 'Description' with a large empty text area, and 'Categories' with a text input field containing 'Ac'. There are also small instructional text blocks for the 'Name' and 'Description' fields.

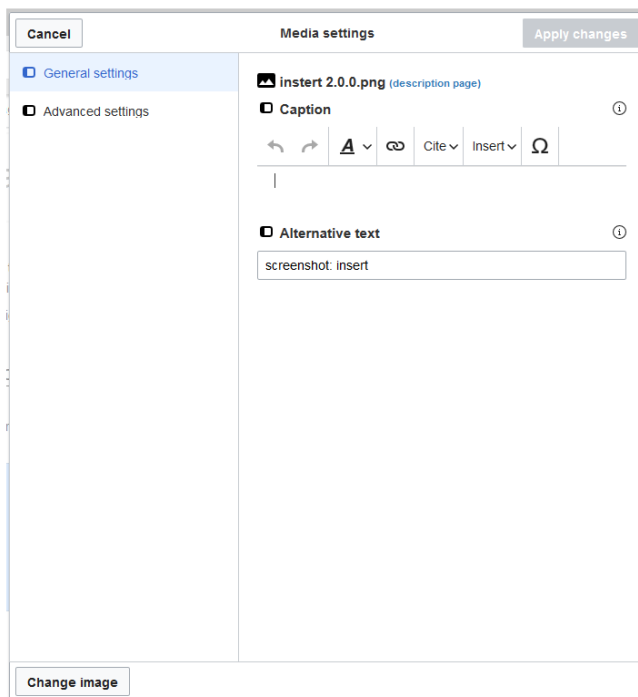
- **Destination name space:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can see the image and find it on the wiki.
- **Name:** The name should be chosen in such a way that it can be retrieved later during image search.
- **Description:** The description is mainly useful for photos or infographics where the image name does not adequately describe the image content.
- **Categories:** Here the picture can be assigned to a category. If the category does not exist yet, it will be saved as desired in the wiki as always.

**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 via the "Upload a new version of this file" link in the "File Versions" section. In VisualEditor itself this does not work:



## General Settings

Here is the picture on the page under "behind the scenes" described.



**Caption:** The caption is used in

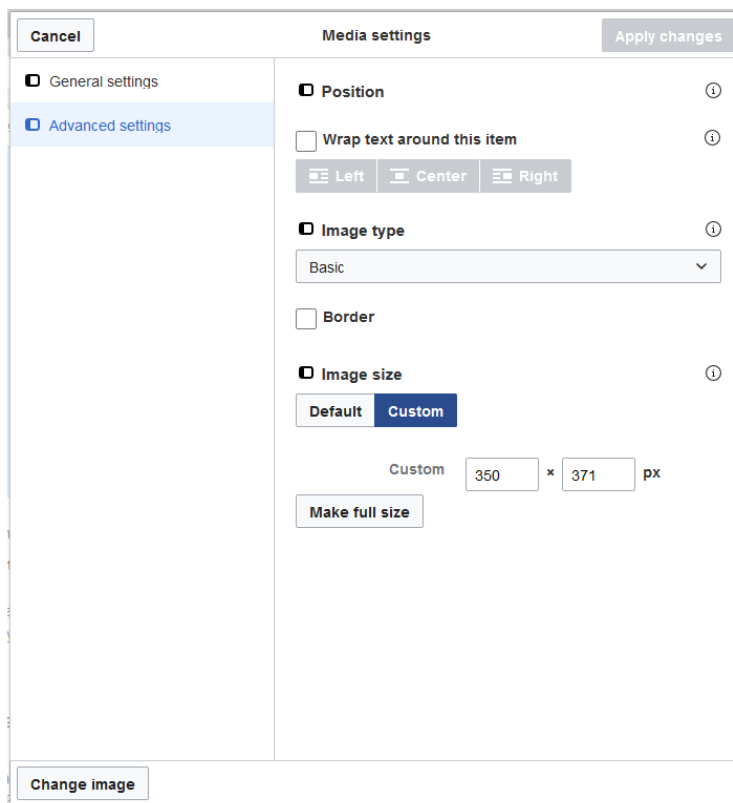
framed images and thumbnails. Note: If you change an image to frameless and then back to "framed", you must re-enter the caption.



**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 "old" text is also required by law. If you are not sure, ask your company accordingly.

## Advanced Settings

In the advanced settings, set the displayed image size. Because often photos or screenshots are too big to display in full size on one page.



A typical setting here is the following combination:

- **Position:** Do not wrap text (deactivate checkbox) - the image will be displayed below the text. Like the page you are reading.

- **Image type:** *Frameless*. For example, the pictures are shown on this wiki page. For the image types: *Thumbnail*: The thumbnail is always linked to the original image and framed. It shows the label, if it exists. *Frameless*: Displays the image without a frame. *Frame*: Outlines the picture and shows the caption if it exists. *Simple*: Displays the picture without a frame.
- **Image size:** *Standard* (By default, the image will be displayed at a width of 300px). If you switch to Custom, you can specify the width in pixels and the height will be adjusted automatically. On this page, some of the pictures are in standard size and some are custom. Decisive for the size is the readability of the individual screenshots.

### Where do I save the image

---

You can easily save pictures and files in the namespace (*pages*). If you have created additional namespaces, you can also save images in these namespaces. Prerequisite are the corresponding access rights to the respective namespace. If pictures are to be generally usable and are not subject to access restrictions, pictures are well kept in the main namespace (*pages*).

### How big is my picture?

---

How big should the image be so I can use it on a wiki page? The question depends on what should be done with the picture. Often, a picture will be displayed as a thumbnail small on the page first. The picture itself can be viewed in its original size.

If you want to create manuals via your Wiki PDF, the images should be uploaded as large as possible. However, it is important to remember that the files will not get too large for your wiki pages to load quickly. Images over 100 KB are rather unusual on a web page, while images under 20 KB are often not sharp enough when printing on paper. If you create documentation with your wiki, which is also printed out as a manual, then you should consider a suitable strategy.

### How do I change an already uploaded 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 accordingly.

If you want to use a new version of the same image, open the "Special:Upload file" page in a new browser tab (so you do not lose any changes on your wiki page). There you can save already existing pictures with or without warning under the same name again. The original image is kept as a version.

#### Technical Details

---

BlueSpice extension: `BlueSpiceInsertFile`

#### Technische Details

---

BlueSpice Erweiterung: `BlueSpiceInsertFile`

## Permission error

---

You do not have permission to read this page, for the following reason:

The action "Read pages" for the draft version of this page is only available for the groups editor, sysop, reviewer

## Permission error

---

You do not have permission to read this page, for the following reason:

The action "Read pages" for the draft version of this page is only available for the groups editor, sysop, reviewer