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## VisualEditor/Insert images

### Contents

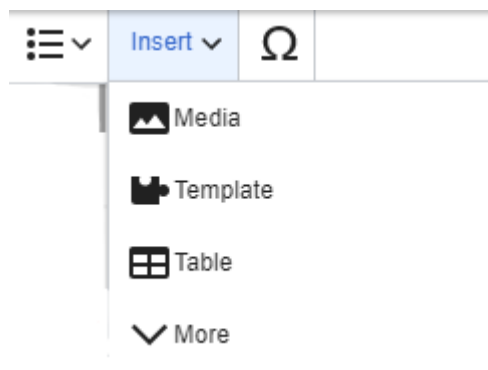
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## How do I insert an image?

In addition to text, images are often the most important components of typical content pages. With VisualEditor, images can be uploaded to the wiki and inserted into a page in one step.

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

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

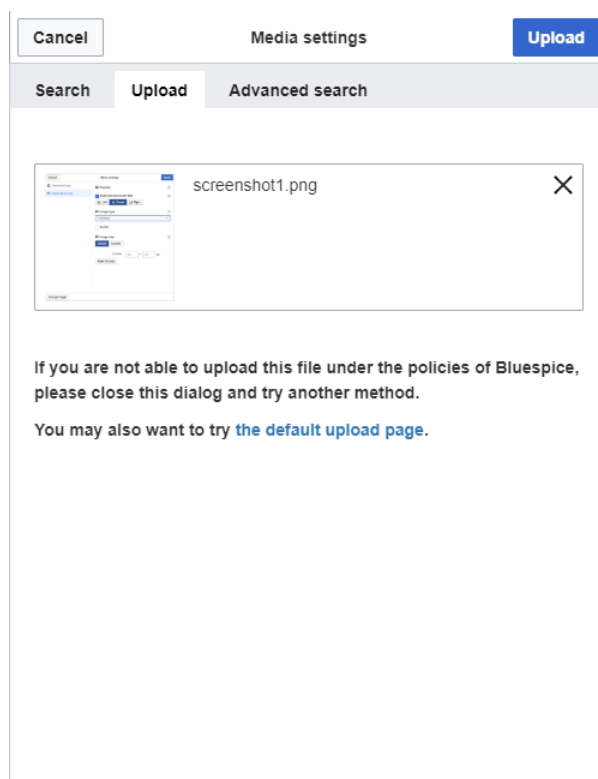


The dialog box *Media Settings* opens:

When you upload a new image, the upload page shows the following message:

*"If you are not able to upload this file under the policies of [wikiname], please close this dialog and try another method. You may also want to try the default 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

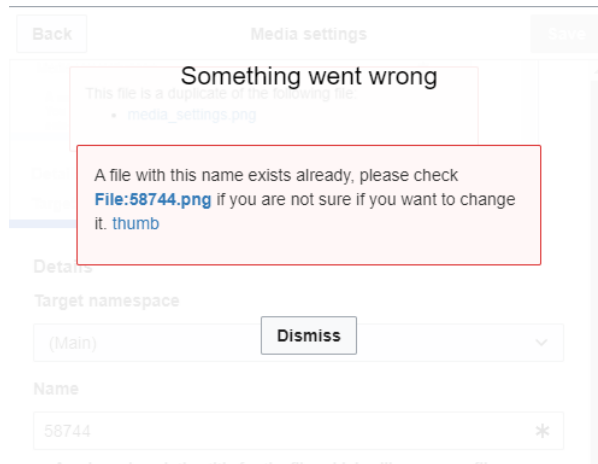
Here you can associate the picture with a namespace and with categories.

The screenshot shows the 'Media settings' form for a file named 'Seiten mit Lösungen1.pdf'. The form is divided into several sections:

- Target namespace:** A dropdown menu currently set to '(Main)'.
- Name:** A text input field containing 'Seiten mit Lösungen1' with an asterisk (\*) indicating it is required. Below the field is a note: '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:** A large text area for entering a description. Below the area is a note: 'Briefly describe everything notable about the work. For a photo, mention the main things that are depicted, the occasion, or the place.'
- Categories:** A text input field containing 'Ac'.

- **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 see the image and find it on the wiki.
- **Name:** The name should be descriptive so that the image can later be found with the search function.
- **Description:** This 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 categories. If the category does not exist yet, it will be saved as a "wanted category".

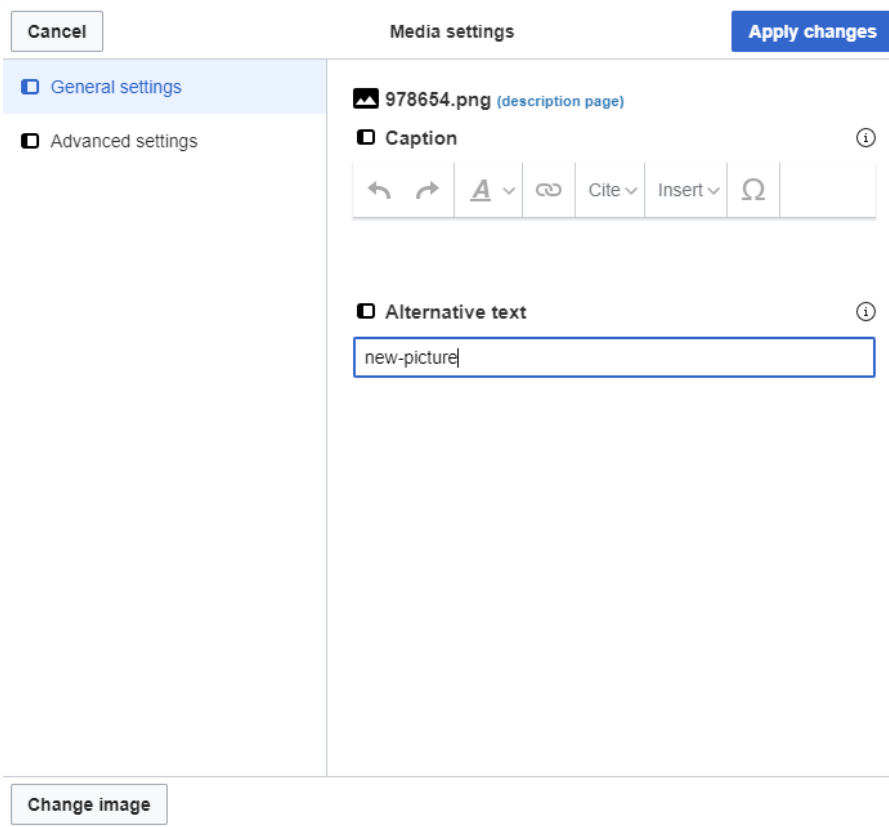
**Error message when saving:** If the image already exists, an error message appears:



If you want to overwrite the existing file, you can click on the file name and overwrite the file via the file page in the wiki. This is done with the "Upload a new version of this file" link in the "File usage" section. This cannot be done in VisualEditor itself.

## General Settings

- Here, the picture gets a description that is used for different purposes:



- 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 "Advanced Settings," set the image size and position. Often, photos or screenshots are too big to display in full size on one page and need to be resized:

The screenshot shows the 'Media settings' dialog box. On the left, there are two tabs: 'General settings' and 'Advanced settings'. The 'Advanced settings' tab is selected. The main area contains several sections: 'Position' with radio buttons for 'Left', 'Center', and 'Right'; 'Wrap text around this item' which is checked; 'Image type' with a dropdown menu set to 'Frameless'; 'Border' which is unchecked; and 'Image size' with 'Default' and 'Custom' options. Under 'Image size', the 'Custom' option is selected, showing input fields for '300' and '388' with 'px' as the unit. A 'Make full size' button is located below the input fields. At the top right of the dialog is an 'Insert' button, and at the bottom left is a 'Change image' button.


The following settings are possible:

### ■ **Position:**


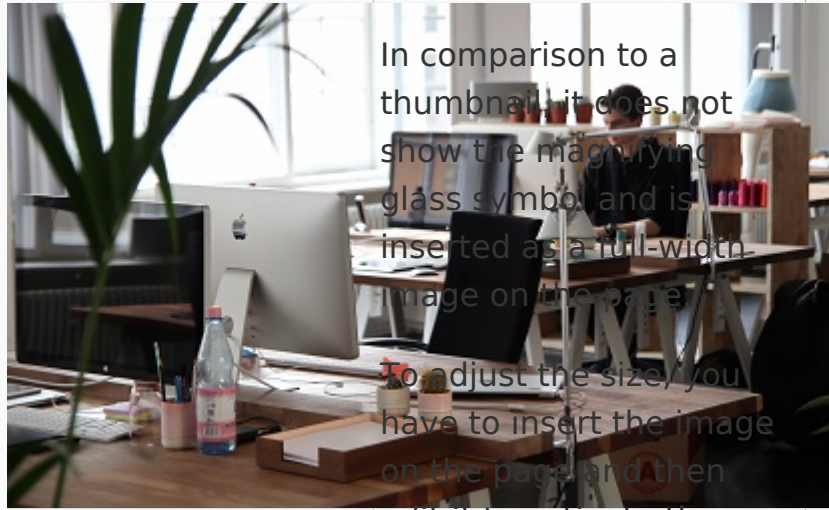
- Wrap text around this item:
  - *Left:* The image is displayed on the left side of the text, starting at the first line of the current paragraph..
  - *Center:* The image is shown centered above the current paragraph.
  - *Right:*The image is shown on the right side of the text, starting at the first line of the current paragraph.


- **Image type:** The following example shows an image that is 450 x 252px in size. When you insert an image with VisualEditor, the image is always linked to the full-sized version of the file in the Media Viewer. To suppress the link on an image, you need to add an empty link attribute to the image tag in source code:

  - frameless image with link (standard): `[[File:adult-chair-company-380769.jpg|frameless]]`
  - frameless image without link: `[[File:adult-chair-company-380769.jpg|frameless|link=]]` - this is the setting for the frameless image in the table below

Image type	Output	Description
Thumbnail		<p>The thumbnail version shows the image with a default width of 300px. The width can be adjusted as needed.</p> <p>In addition, the image caption is shown below the image. A magnifying symbol shows that the image can be enlarged.</p>
		<p>The frameless version shows the image without a border. The width can be adjusted as needed (here, we set the example to 300px).</p> <p>The image caption is not shown below the image.</p>



<p>Frameless</p>		<p>By default, the image is inserted without wrapping around text. It will break a sentence up right where it is inserted. The image by default is displayed centered.</p> <p>The image size and positioning can, however, be adjusted as needed.</p>
<p>Frame</p>	 <p>This is the caption</p>	<p>The framed version is similar to a thumbnail image.</p> <p>In comparison to a thumbnail, it does not show the magnifying glass symbol, and is inserted as a full-width image on the page.</p> <p>To adjust the size, you have to insert the image on the page and then edit it to activate the "Set full width" button.</p>
		<p>The basic version is like the frameless version.</p>

Basic		<p>By default it does not wrap around text, but breaks the text where it is inserted.</p> <p>The image is inserted in full width, while the frameless image is inserted in thumbnail width (300px). The size can, however, be adjusted.</p>
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#### ■ **Image size:**

- *Default:* displays the image at a width of 300px.
- *Custom:* allows entering a custom size.
- *Make full size:* resets the size to the actual size of the image.

#### Where do I save the image?

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You can easily save pictures and files in the (Main) namespace. 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 best kept in the main namespace (pages).

#### How big is my picture?

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How big should the image be so that 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 printable PDF manuals, 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?

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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

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BlueSpice extension: BlueSpiceInsertFile


## Reference:BlueSpiceInsertFile

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InsertFile is a tool developed by *Hallo Welt! GmbH* for uploading and inserting files in the wiki.

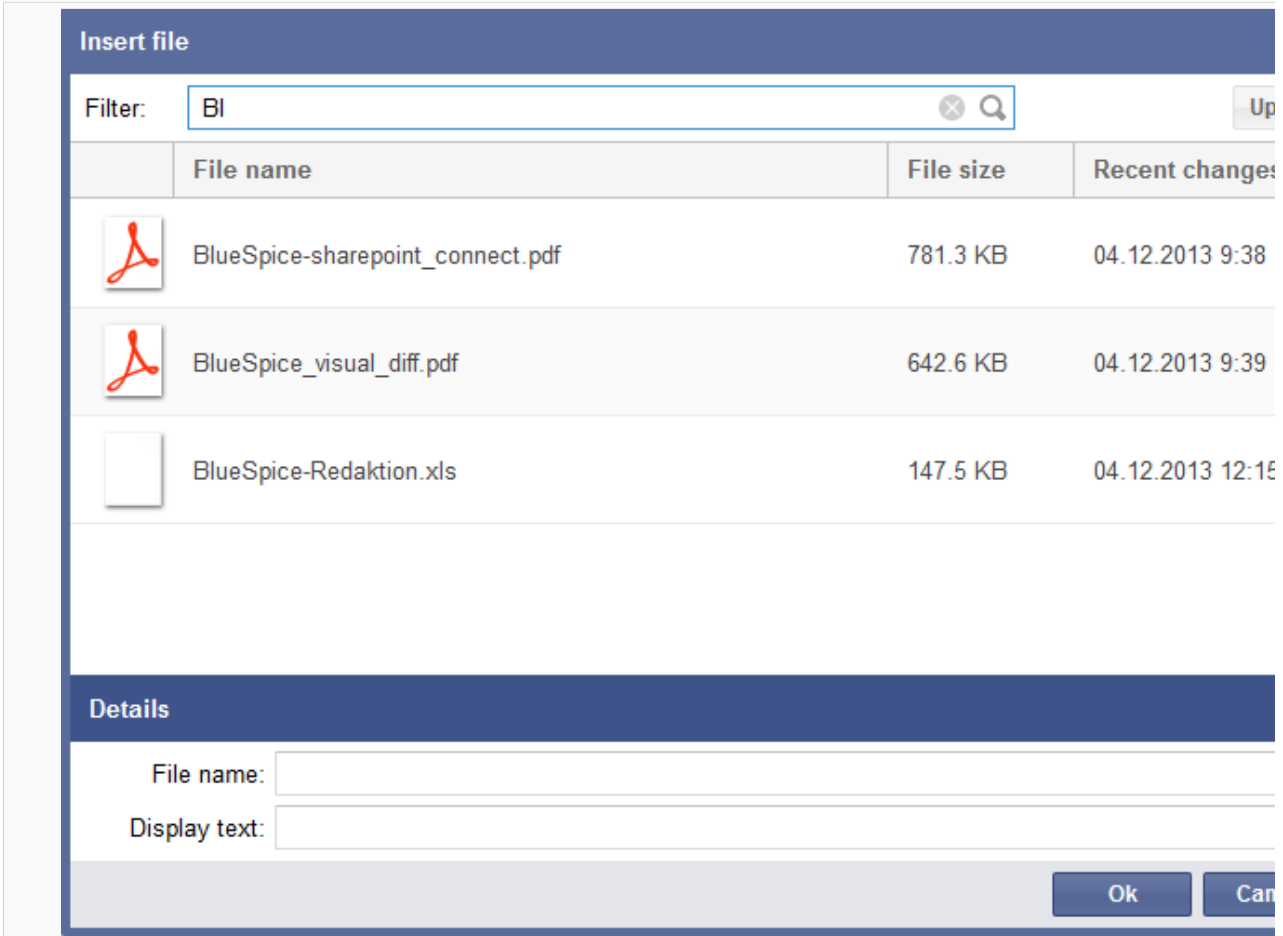
### Where can I find InsertFile?

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Go to the edit mode of the article by clicking on the tab "edit". You can find an extra button for *InsertFile* in the edit bar of the WYSIWYG editor and the wikicode editor: 

### InsertFile's functions

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The screenshot shows the 'Insert file' dialog box. At the top, there is a search filter with the text 'BI'. Below the filter is a table with the following columns: File name, File size, and Recent changes. The table contains three entries:

	File name	File size	Recent changes
	BlueSpice-sharepoint_connect.pdf	781.3 KB	04.12.2013 9:38
	BlueSpice_visual_diff.pdf	642.6 KB	04.12.2013 9:39
	BlueSpice-Redaktion.xls	147.5 KB	04.12.2013 12:15

Below the table is a 'Details' section with two input fields: 'File name:' and 'Display text:'. At the bottom right of the dialog are 'Ok' and 'Cancel' buttons.

Screenshot: Inserting and uploading files with InsertFile

## Inserting files

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To insert files into your page, use `InsertFile` to choose a file from the preview list and accept the change with *Ok*. Then the data is inserted using the wiki code.

## Uploading data

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If you want to upload a file yourself, click on *Upload*. You can choose the file you want with *Browse*. Then you need to copy the file into the wiki using *Upload file*.

## Searching for files

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You can also choose which files are shown by, for example, typing the first few letters into the field *Filter*. You can sort the files by *Name*, *Recent changes* or *File size* if you click on the small arrow next to the heading.

If the preview is not automatically updated when you have uploaded a file, please leave the dialogue and open it again.

## What can and should be uploaded?

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You should only upload files that aren't available in other systems, which means files you can't link to. Because of security reasons it's only possible to upload the following file formats:

- Size limitation is 32 MB a file
- There is no limitation for the number of files
- The following file extensions (file formats) are enabled by default:  
png, gif, jpg, jpeg, doc, dot, ppt, pdf.

If you need to upload other file formats please contact your administrator.

## Umlauts

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In the new MediaWiki versions it is not possible to upload files that containing umlauts. This has been disabled generally for security reasons (August 2013)

For Wiki-Administrators

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The permitted file formats can be managed at the special page [Wiki-Admin](#). Click on the "Admin" tab in your main navigation and choose the preferences there. Go to:

**BlueSpice - MediaWiki settings -> BlueSpice -> Allowed file extensions**

There are some file extensions, which are not allowed in general, because of security issues (.exe, .php, etc.). If you want to use these document files anyway, please contact the Hallo Welt! GmbH.

There are problems when uploading files? Have a look at this MediaWiki tutorial: [Manual:Configuring file uploads](#)

[case study](#)

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Cant upload file from an edit page