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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>

Insert tags and magic words

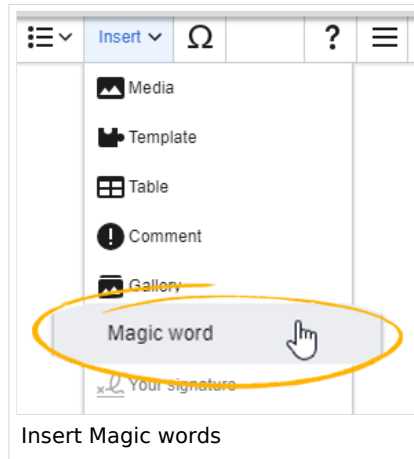
The extension **InsertMagic** provides a dialog for inserting Magic Words in the [visual editor](#).

Contents

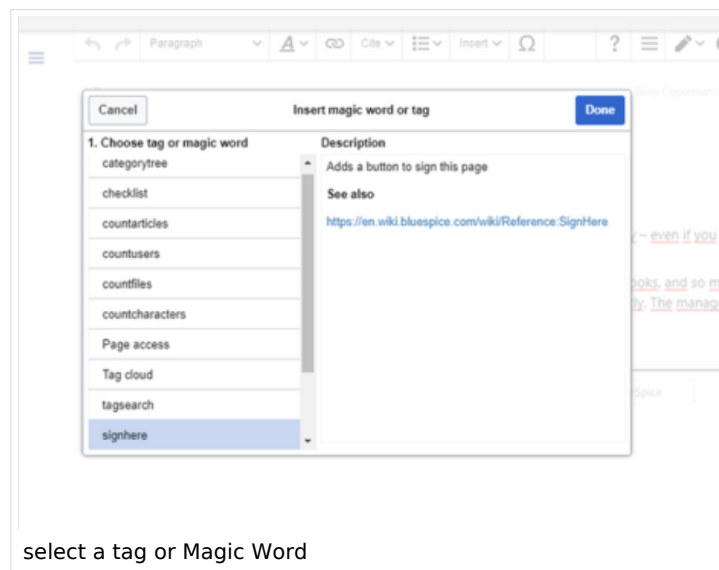
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Inserting magic words

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](#)

Page templates

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Characteristics of a page template

A page template applies a predefined content structure and layout to new pages. Page templates are useful for frequently used content formats such as meeting minutes, reference pages or process descriptions, for example.

The following characteristics are typical for a page template:

- it can only be activated by administrators
- the underlying content itself can be created by any editor in the template namespace
- it can only be used for the initial creation of a page
- it can also contain (standard) templates
- it creates a prefilled page
- it can be restricted to certain namespaces
- it can be grouped ("tagged") with other templates
- it can contain categories
- it can be applied using different page creation mechanisms, such as the New-button, an [inputbox](#), or a [page form](#).

Standard page templates



is available from BlueSpice 4.2.

Page templates that are installed by default can be deleted (1) from the page [template manager](#).

Page templates administration

☐	Label	Description	Namespace	Template	Tags	Actions
☐	Request for Comments	Ask for feedback about an i...	(all)	Template:PT Request for Co...	2	1
☐	Decision Matrix	Make an informed decision b...	(all)	Template:PT Decision matrix		

Page template manager

Alternatively, the templates can be adapted directly in the template namespace. To do this, click on the template link in the column *Template* (2).

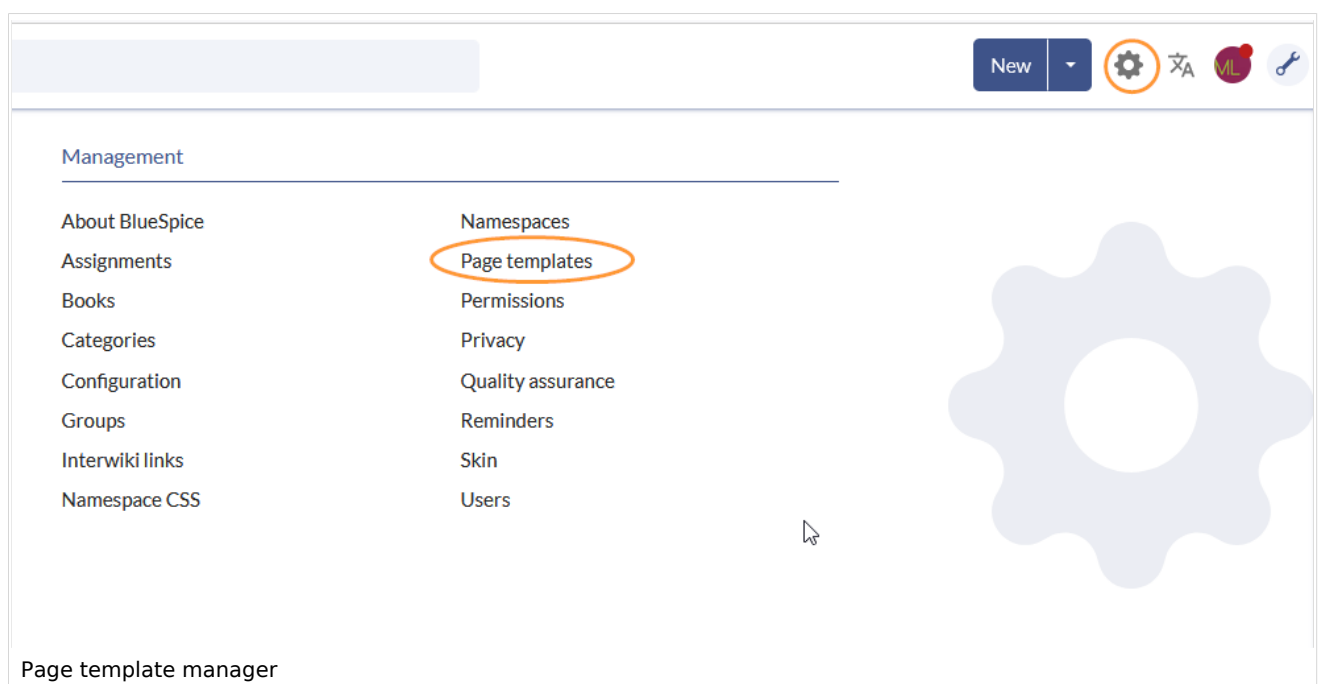
List of standard templates

Page template	Edition	Description
Decision Matrix	pro	Make an informed decision by comparing your options

Page template	Edition	Description
Event	pro	Plan an event from beginning to end
Guideline	pro	Create a code of conduct or other guideline
How-to Article	free, pro	Step-by-step instructions for completing a task
Management Meeting Minutes	pro	Create minutes for a regular management meeting
Meeting Agenda	free	Create a generic meeting agenda with minutes
Request for Comments	pro	Ask for feedback about an important decision that needs to be made
Status Report	pro	Stakeholder über den derzeitigen Stand eines Projekts informieren
To-do List	free, pro	Track and update your to-dos

Creating a page template

Administrators can create new page templates, as well as edit and remove existing ones in the *Page templates* manager, located under *Global actions*.



Page templates administration

☐	Label	Description	Namespace	Template	Tags	Actions
☐	Request for Comments	Ask for feedback about an i...	(all)	Template:PT Request for Co...		 
☐	Decision Matrix	Make an informed decision b...	(all)	Template:PT Decision matrix		
☒	Guideline	Create a code of conduct or ...	Training	Template:PT Guideline	training	
☐	Management Meeting Minu...	Create minutes for a regular ...	(all)	Template:PT Meeting minut...	meetings	
☐	How-to Article	Step-by-step instructions fo...	(all)	Template:PT How-to article		
☐	To-do List	Track and update your to-dos	Info	Template:PT To-do List	general	
☐	Status Report	Inform stakeholders about t...	(all)	Template:PT Status report		
☐	Event	Plan an event from beginnin...	(all)	Template:PT Event planning		
☐	Meeting Agenda	Create a generic meeting ag...	Training	Template:PT Meeting minut...	meetings	

<<

<

Page 1 of 1

>

>>

↺

Displaying 1 - 9 of 9

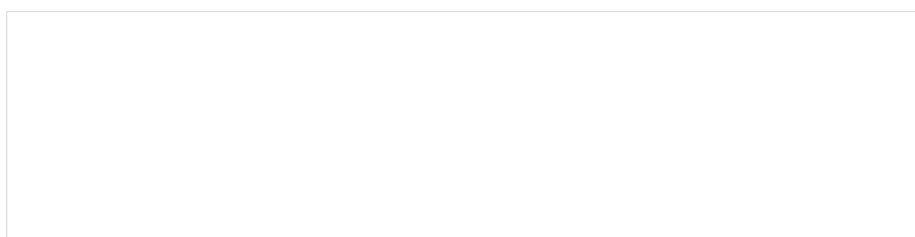
Note: Every page template depends on an actual page in the namespace Template. This template must exist before creating a page template.

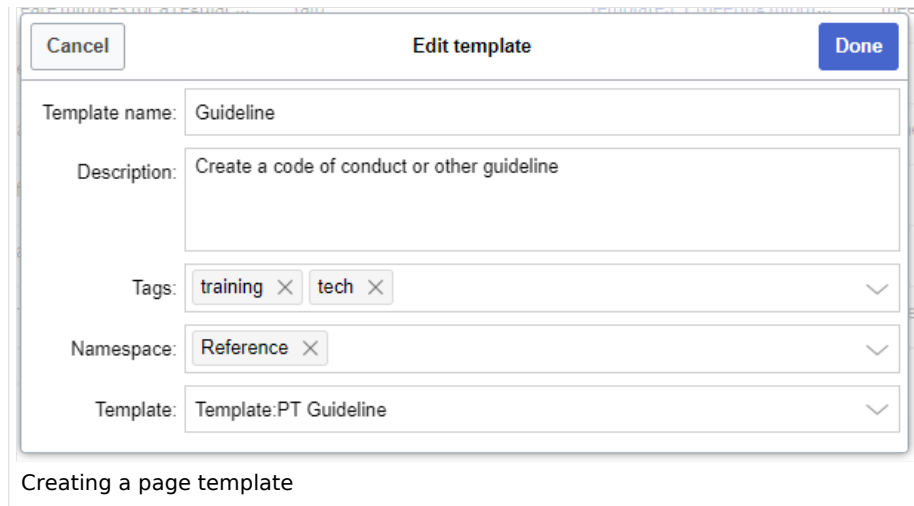
When a page template is selected, it can be edited by clicking the "wrench" icon or deleted by clicking the "X" icon.

New page templates can be added via the "Plus" button above the templates list.

When creating or editing a page template, **all fields are required**:

- **Name** - the name of the page template
- **Description** - a short description of the page template
- **Tags**- allows the grouping of similar templates. (If no classification is desired, you can enter *Untagged* as a value here, for example).
- **Namespace** - a list of the namespace where the template is active. If the template should be available on all pages, select *(all)* from the list.
- **Template** - page in the *Template* namespace from which to pull the content. **Important!** The namespace prefix `Template:` must be explicitly provided in the field.





Cancel Edit template Done

Template name: Guideline

Description: Create a code of conduct or other guideline

Tags: training × tech ×

Namespace: Reference ×

Template: Template:PT Guideline

Creating a page template

Applying a page template

- (1) Blank page:** When creating a new page, the page templates are displayed for selection. A blank page can be created by default. This option can be deactivated in the [configuration manager](#).
- (2) Filter field:** The templates can be filtered here. This field is independent of the *Tags* /*Namespaces* toggles.
- (3) Tags/namespaces toggle:** Here you can switch between tag-based and namespace-based sorting.
- (4) Sort title:** The sort titles show the grouping by tags or by namespaces, depending on the toggle setting.
- (5) Assignment to tag/namespace:** Depending on the setting of the toggle, the tags (when sorted by namespaces) or namespaces (when sorted by tags) are displayed here as additional possible filter criteria.

This page doesn't exist yet. You can create a new page. If you don't want to do that, click the back button of your browser to return to the last page visited.

1

 **Empty page**
Start with an empty page.

2

3

Tags

Namespaces

4

management

 **Decision Matrix**
Make an informed decision by comparing your options

5

Info

 **Guideline**
Create a code of conduct or other guideline

Info

meetings

 **Meeting Agenda**
Create a generic meeting agenda with minutes

Training

Applying a page template

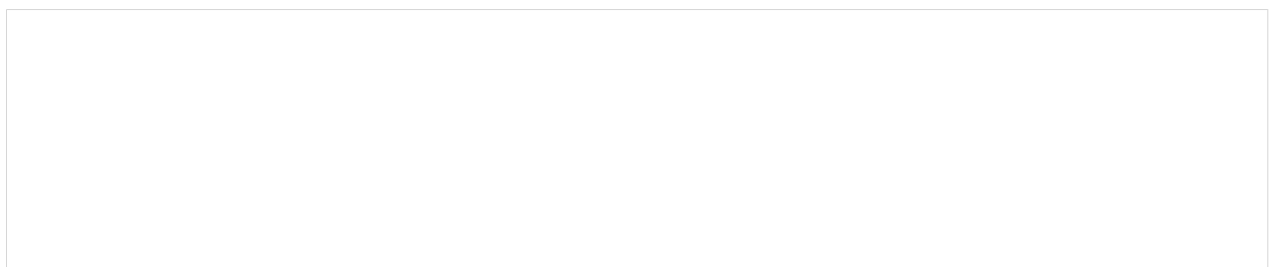
Namespace manager

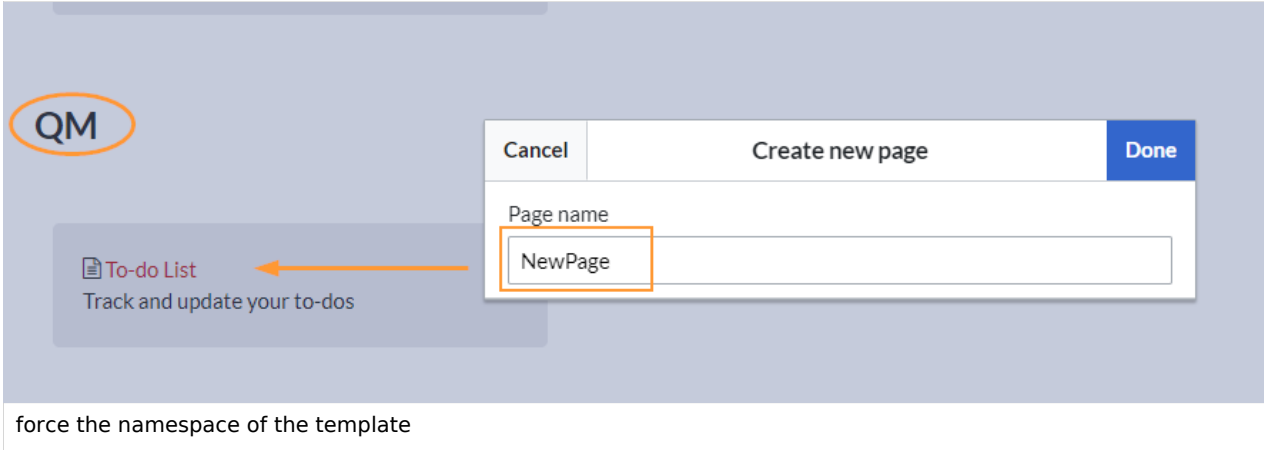
The PageTemplates option for a namespace must be activated in the [Namespace manager](#) so that the associated templates are automatically displayed when a new page is created in that namespace (e.g., if the "+" button is used to create the page).

Configuration

In the [Config manager](#), you can change the following settings:

- **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.





- **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.

➔ [Technical Reference: BlueSpicePageTemplates](#)

Content Droplets

* ContentDroplets is available from BlueSpice 4.3.2.

Contents

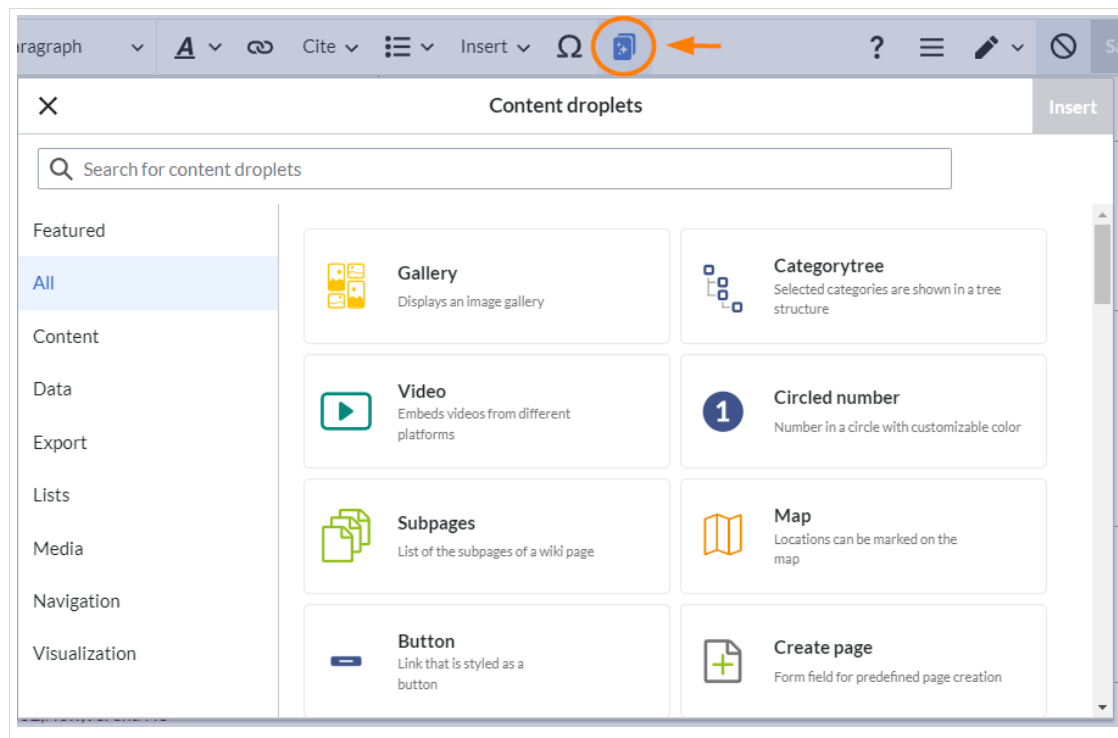
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To insert additional functionality in a wiki page, you can use Content droplets. Content droplets include tags that were previously accessed from *Insert > Magic word* in the editor toolbar. They also provide access to some templates that are preconfigured in the wiki, such as message boxes.

Adding a droplet to a page

To add a droplet to a page:

1. **Click** the Content droplets icon in the editor toolbar or type `<<`.
2. **Search** for a droplet name in the search bar of the droplets menu or browse the droplets by category.



3. **Select** a droplet
4. **Click** *Insert*.

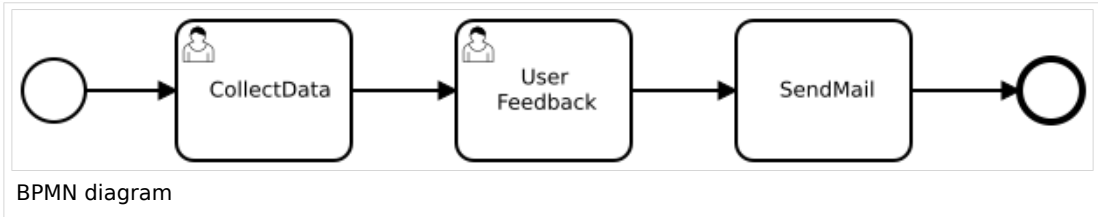
Note: Some droplets open an inspector menu which contains another *Insert* button. Be sure to confirm that button as well.

Based on the type of droplet, you can continue with configuring the droplet as needed.

List of droplets

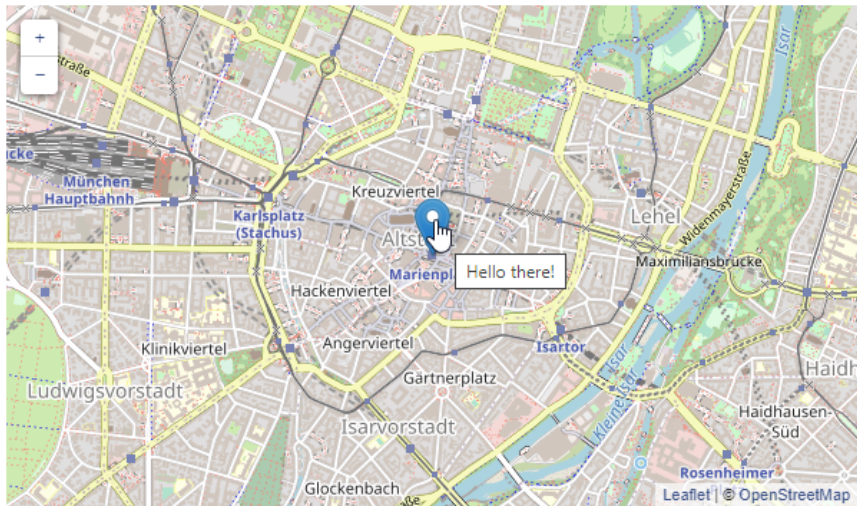
➞ [View examples of droplets outputs.](#)

Droplet	Description
Attachments File Latest version Editor Financial Sample.xlsx 13. April 2023 WikiSysop 1 entry Attachments output	Area for organising attachments
Booklist	List of books based on filter value. The value needs to be defined as metadata value in the book settings
Book PDF link v4.4+	PDF-download link to a book
Book table of contents Admin manual 1. Introduction 1.1. Target audience 1.2. System requirements Book table of contents v4.4+	Inserts the table of contents of any book on a wiki page
BPMN diagram	

Droplet	Description
 BPMN diagram	Editable BPMN diagram
Button These are links - styled as a button: Go to website View projects Show deleted page Links styled as buttons	Link that is styled as a button
Categorytree	Selected categories are shown in a tree structure
Checkbox -v4.3	Checkbox that can be checked in view mode
Checklist	List that allows to set a value in view mode
Chemical formula $\text{Hg}^{2+} \xrightarrow{\text{I}^-} \text{HgI}_2 \xrightarrow{\text{I}^-} [\text{Hg}^{\text{II}}\text{I}_4]^{2-}$ Chemical formula	Display of chemical formulas
Circled number	Number in circle with customizable color

Droplet		Description									
Code <pre>.hi {background:blue;}</pre> Code area for a css example		Highlights a section for code examples									
Create page		Form field predefined page creation									
Data query		Enables queries or content in the wiki									
Date v4.4+  2023-11-23 Date display		Inserts a date. This can be used in combination with the content droplet <i>Table of contents</i>									
Decision  Eat more veggies Decision output		Highlights a decision as a page property									
Decision overview <table><tr><th>Page</th><th>Decisions</th></tr><tr><td>Product feature requests</td><td>  Extension TabberNeue will be added to version 4.4 </td></tr><tr><td>CollabPad QATesting</td><td>  Ownership: Team Prod </td></tr><tr><td>Minutes:IT/2023-11-20</td><td>  Release cycles are extended from 30 to 40 days </td></tr></table> Decision report output v4.4+		Page	Decisions	Product feature requests	 Extension TabberNeue will be added to version 4.4	CollabPad QATesting	 Ownership: Team Prod	Minutes:IT/2023-11-20	 Release cycles are extended from 30 to 40 days		Table with list of decisions that were created by the <i>Decision content droplet</i>
Page	Decisions										
Product feature requests	 Extension TabberNeue will be added to version 4.4										
CollabPad QATesting	 Ownership: Team Prod										
Minutes:IT/2023-11-20	 Release cycles are extended from 30 to 40 days										

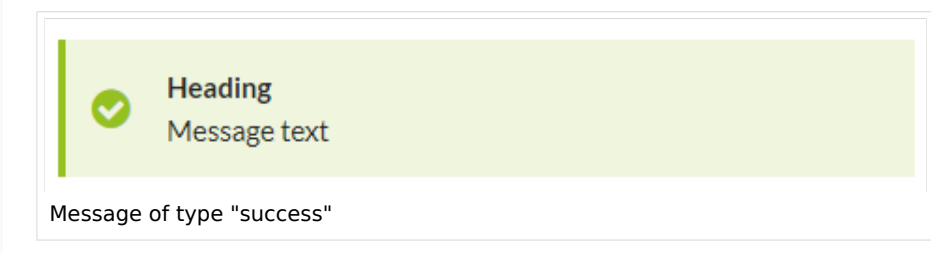
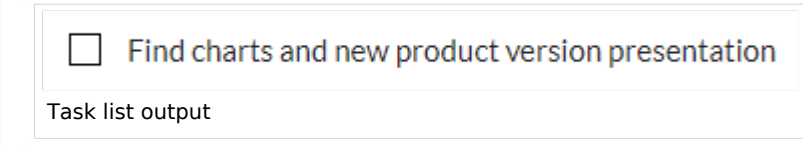
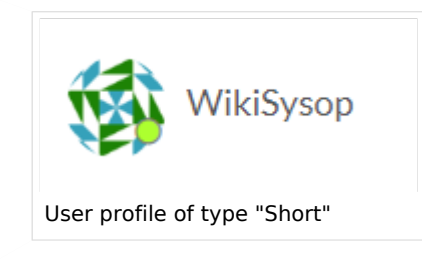
Droplet	Descript
Diagram Drawio diagram	Editable d io diagram
Gallery Gallery	Displays a image gal
Icon Icons template	Inserts an icon
Important Message	Adds colo

Droplet	Descript
! Heading Message text Message of type "important"	panel for important note
Links to this page	List of pages that link to this page
List of users logged in	Pop-up window list of all users that are currently logged in
Map  Map output with text marker	Locations can be marked on the map
Mathematical formula $z = a$$f(x,y,z) = x + y + z$ Screenshot of a math formula	Display of mathematical formulas
Member list	List of members of a wiki group

Droplet		Descript
Message	Heading Message text A plain message	Adds text panel
Modal button		Configura button wh opens a customize modal dialogue
Most visited pages		List of the most visit wiki pages
New users		List of new users in th wiki
Note Message	i Heading Message text Message of type "Note"	Adds colo panel for note
Number of characters		Shows the number of character words in a wiki page
Number of files		Shows the number of uploaded files
Number of pages		Shows the number of pages
		Shows the

Droplet	Description
Number of users	number of users
Number of users logged in	Number of currently logged in users
Page access Access to this page is restricted to the group sysop. Page access notification banner	Restricts access to page to the specified groups
PDF link	Link that downloads another page as PDF
PDF page break	Forces a page break at the set position during PDF export
PDF preview	Embed preview of PDF file
PDF no export	Content within this section is excluded from the PDF export
Progress	Visualizes progress against given measurement variables
Pros and cons	

Droplet	Descript
AdvantagesDisadvantages + It is cheap - It is sold out Pros and cons	Table for comparing pros and cons
Recent changes	List of recently changed pages
Signature	A button to add signatures in view mode
Search field	Adds a search field to the page content
Subpages	List of the subpages of a wiki page
Success Message	

Droplet	Description
 Message of type "success"	Adds colored panel for success message
Tag cloud	Tag cloud based on categories and search queries
Task list v4.4+  Task list output	Adds a checklist item
Task report v4.4+  Task report	Filterable list of existing tasks
Tip Message  Message of type "tip"	Adds colored panel for tip
User profile  User profile of type "Short"	A user profile will be included on this page
	Embeds video from different

Droplet	Descript
Video	external platforms (YouTube,
Visited pages	List with visited pa
Warning Message 	Adds a colored bo for a warn note
Watchlist	Latest changes t pages included i your watc list

More info

- [Adding your own droplets](#)
- [Checklist](#)
- [Examples](#)
- [Icon](#)
- [Progress](#)



[Technical Reference: ContentDroplets](#)

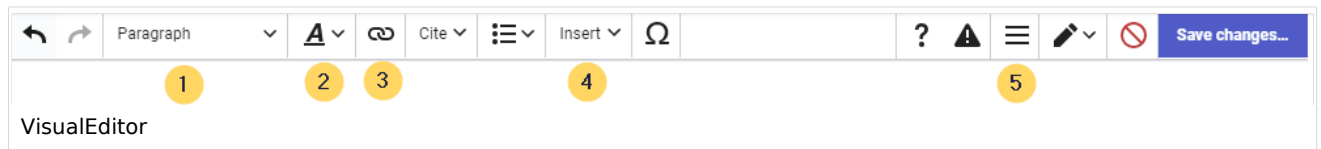
Edit

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?

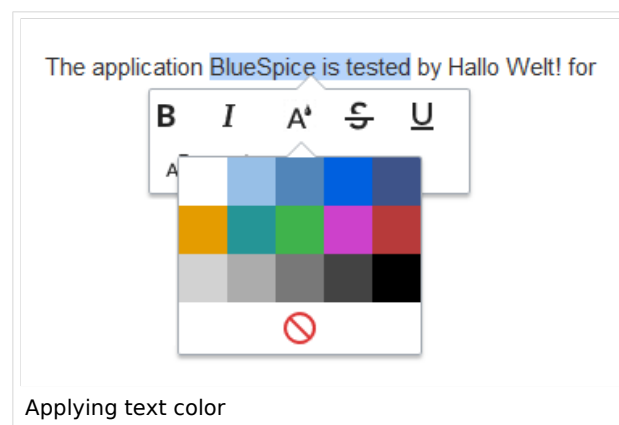


The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

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.

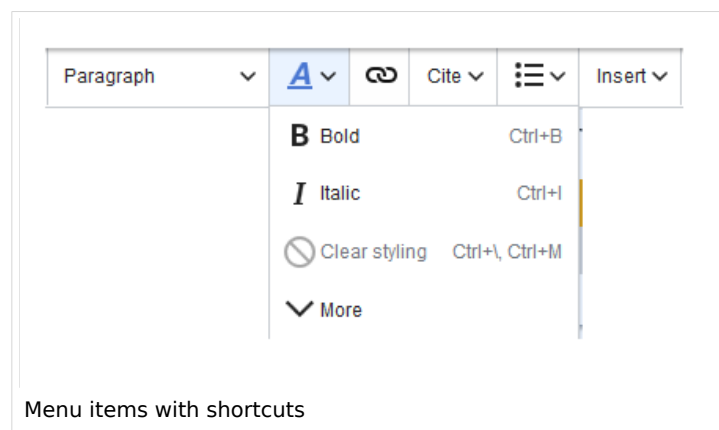
To paste content as plain text instead, use the shortcut `Ctrl+Shift+v`.



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](#)

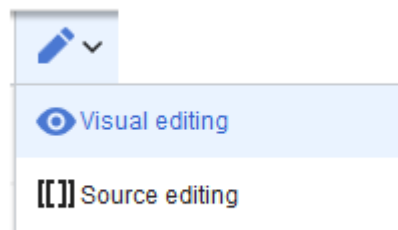
Wiki-specific content

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.

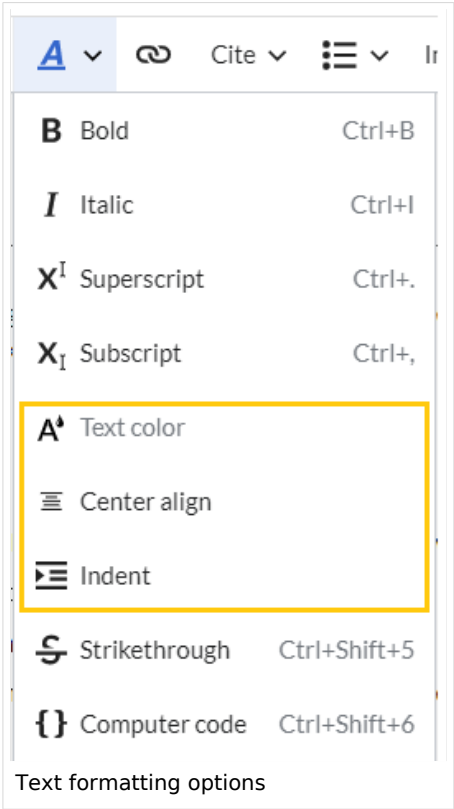
Text formatting

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

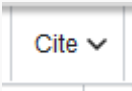
Text color: different text colors can be selected via an inspector menu.

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	
Undo function	Left arrow: Undo last action (greyed out: there is no last action yet) Right arrow: Restore last action (greyed out: there's nothing to restore yet)
Format Paragraph	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):
Style text	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.

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

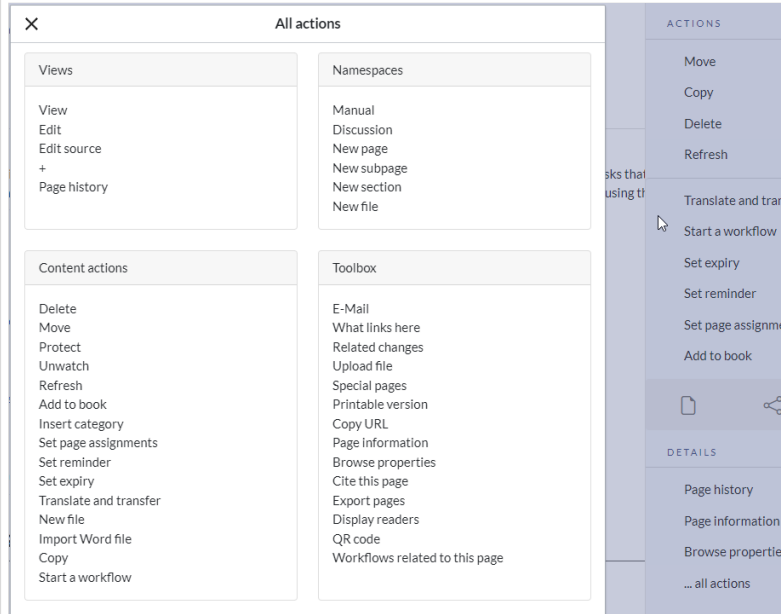
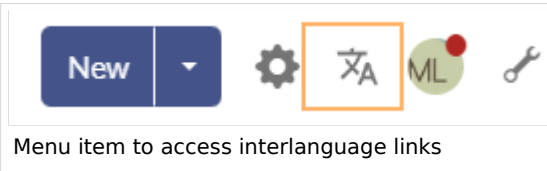
Insert special content	
Insert menu 	Use the "insert" menu to insert various media (images, videos) and text formats:
Media  Images and media	Inserting pictures and videos (Details on MediaWiki)
Templates	

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: <pre>red text</pre>
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	<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. <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.
	<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	
Advanced Settings  Advanced settings	<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.  "all actions" Menu
Languages  Languages	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.  Menu item to access interlanguage links mediawiki.org/wiki/Help:Links#Interwiki_links
Templates used  Templates used	List the templates that are embedded on the page.
View as right-to-left  View as right-to-left <code>Ctrl+Shift+X</code>	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.

Page options	
Find and replace	Words or characters can be searched and replaced directly on the page. The "Undo" button can be used to cancel the change.
 Find and replace Ctrl+F	

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](#)