

Contents

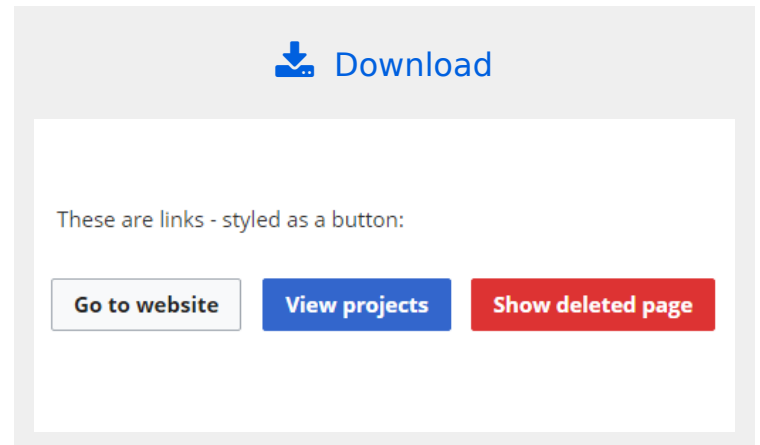
1. <a href="#">Templates download/ButtonLink</a> .....	2
2. <a href="#">Manual:Extension/ContentDroplets</a> .....	3
3. <a href="#">Manual:Extension/VisualEditor</a> .....	15

## Templates download/ButtonLink



Starting with BlueSpice 4.3, these button links can be inserted as a [Content droplet](#). Therefore, importing this template is no longer necessary.

This template creates a link that is styled as a button. It can be inserted into a wiki page via the VisualEditor *Insert > Template* menu.



### Importing the template

The import file is included in the archive file *HW-ButtonLink.zip*. Unpack the zip file first.

On the page *Special:Import* follow these steps:

1. **Select file** and choose *HW-ButtonLink.xml*.
2. **Enter** an Interwiki prefix. Since this field is required, simply add *hw* (for hallowelt).
3. **Keep** the selection *Import to default locations*.
4. **Click** *Upload file...*

The template is now available in your wiki.

**Important!** The input fields for the template parameters are usually not automatically available after importing the template to your wiki. You have to open the imported template file and make an edit (e. g., add a space and then save the page) to activate the template data functionality. The input fields should now be displayed correctly when you use the template on a page.

### Pages included in the import

The xml import creates the following files in your wiki:

- Template:ButtonLink

### Using the template

1. Add the template from the [VisualEditor](#) insert-dialog.

2. Fill in the form fields as needed.

Cancel

ButtonLink

Apply changes

There might be some additional information about the "ButtonLink" template on its page.

Is this an external link?

yes

Link target \*

http://hallowelt.com \*

Label \*

Zur Webseite \*

Background color (leave empty for white)

e.g. blue, red

Show options

## Settings

Input field	Description
Is this an external link?	yes = the link target starts with http:// or https:// Leave blank for internal wiki page
Link target	Name of the wiki page or the website
Label	Label shown on the button
Background color	Possible button colors: red, blue (leave blank for white)

# Content Droplets

\* ContentDroplets is available from BlueSpice 4.3.2.

## Contents

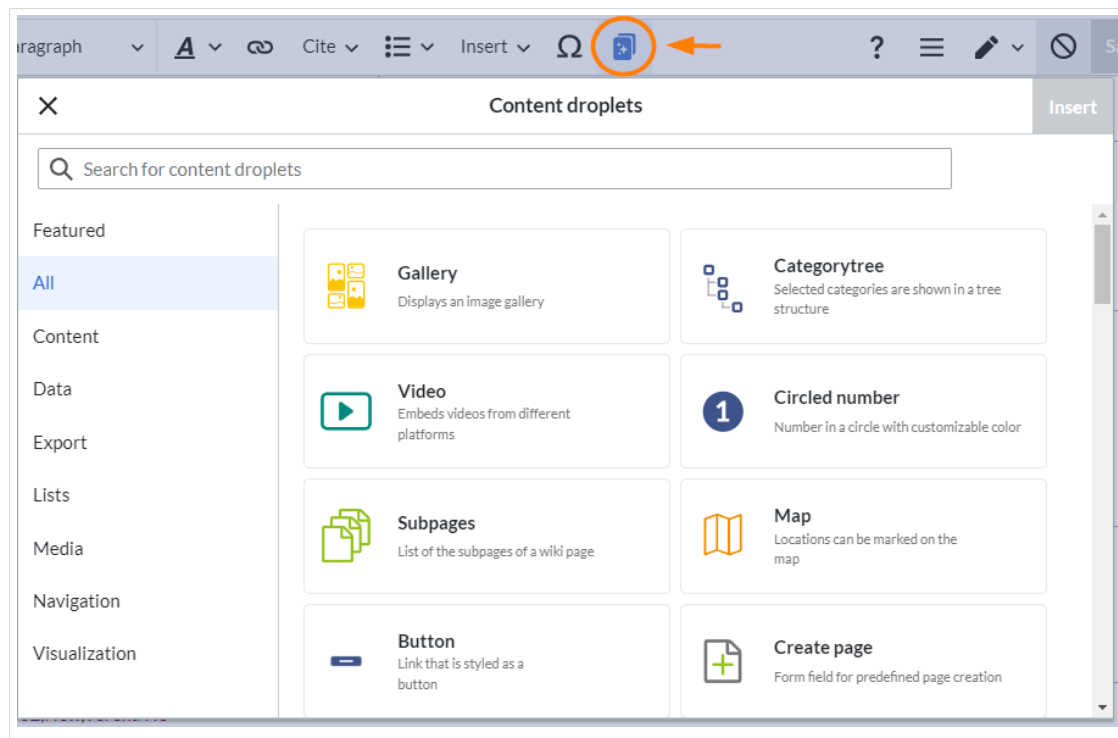
1 Adding a droplet to a page .....	5
2 List of droplets .....	5
3 More info .....	15

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*.

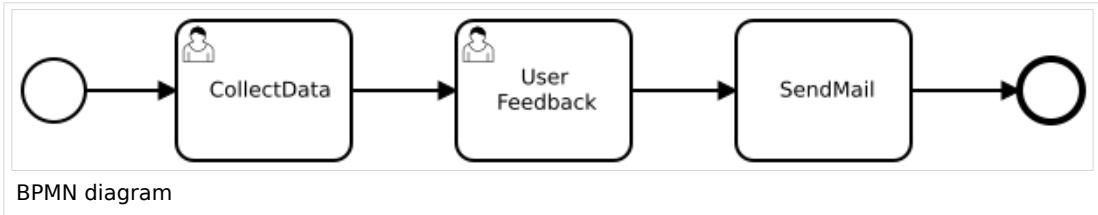
**Note:** Some droplets open an inspector menu which contains another *Insert* button. Be sure to confirm that button as well.












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

## List of droplets

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

Droplet		Descript
<div>Attachments</div> <div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div>File</div><div>Latest version</div><div>Editor</div></div><div><div>Financial Sample.xlsx</div><div>13. April 2023</div><div>WikiSysop</div><div><div><div></div><div></div></div><div><div></div><div></div></div></div></div></div><div><div></div><div></div></div><div><div></div><div>1 entry</div></div></div> <div>Attachments output</div>		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
<div>Book table of contents</div> <div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div>Admin manual</div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div><div>1. Introduction</div><div><div>1.1. Target audience</div><div>1.2. System requirements</div></div></div></div></div></div><div>Book table of contents</div></div> <div>v4.4+</div>		Inserts the table of contents of any book into a wiki page
BPMN diagram		

Droplet	Description
 <p>BPMN diagram</p>	<p>Editable BPMN diagram</p>
<p>Button</p> <div data-bbox="644 573 1342 931"> <p>These are links - styled as a button:</p> <div> <a href="#">Go to website</a> <a href="#">View projects</a> <a href="#">Show deleted page</a> </div> <p>Links styled as buttons</p> </div>	<p>Link that is styled as a button</p>
<p>Categorytree</p>	<p>Selected categories are shown in a tree structure</p>
<p>Checkbox -v4.3</p>	<p>Checkbox that can be checked in view mode</p>
<p>Checklist</p>	<p>List that allows to set a value in view mode</p>
<p>Chemical formula</p> <div data-bbox="810 1603 1342 1783"> <math display="block">\text{Hg}^{2+} \xrightarrow{\text{I}^-} \text{HgI}_2 \xrightarrow{\text{I}^-} [\text{Hg}^{\text{II}}\text{I}_4]^{2-}</math> <p>Chemical formula</p> </div>	<p>Display of chemical formulas</p>
<p>Circled number</p>	<p>Number in circle with customizable color</p>

Droplet		Descript								
Code	<div><div><pre>.hi {background:blue;}</pre></div><p>Code area for a css example</p></div>	Highlighte section fo code examples								
Create page		Form field predefined page creat								
Data query		Enables queries or content in the wiki								
Date v4.4+	<div><div><div> 2023-11-23</div><p>Date display</p></div></div>	Inserts a d This can b used in combinatio with the content droplet <i>Ta /list</i>								
Decision	<div><div><div> Eat more veggies</div><p>Decision output</p></div></div>	Highlights decision a page property								
Decision overview		Table with list of decisions t were creat by the <i>Dec</i> content dr								
<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> <p>Decision report output</p>			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
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									
v4.4+										



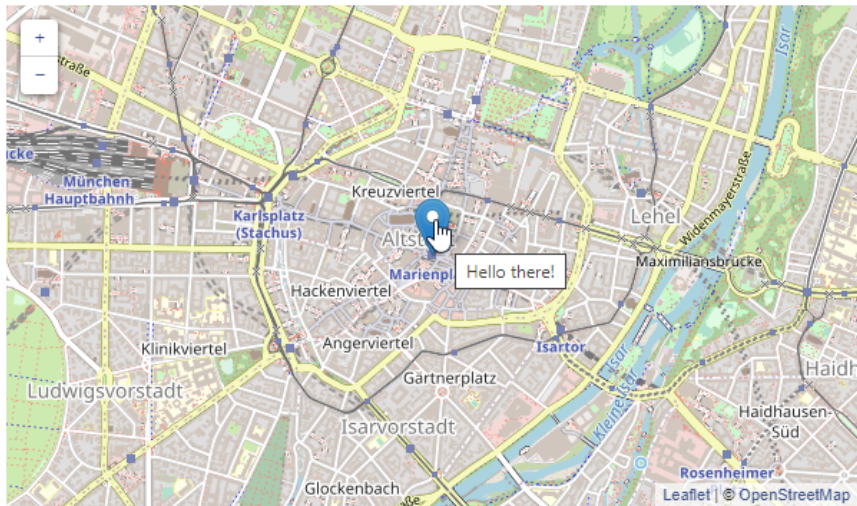
Droplet	Descript
<div>Diagram</div> <div><p>Drawio diagram</p></div>	<div>Editable d io diagram</div>
<div>Gallery</div> <div><p>Gallery</p></div>	<div>Displays a image gal</div>
<div>Icon</div> <div><p>Icons template</p></div>	<div>Inserts an icon</div>
<div>Important Message</div>	<div>Adds colo</div>

A diagram illustrating a message box. The message box is a light yellow rectangle with a red border. Inside the box, on the left, is a red circle containing a white exclamation mark. To the right of the icon, the word 'Heading' is written in bold black text, and below it, the text 'Message text' is written in regular black text. Below the message box, the text 'Message of type "important"' is displayed in black.

## Links to this page

List of users logged in

Map



## Map output with text marker

Locations  
be marked  
the map

## Mathematical formula

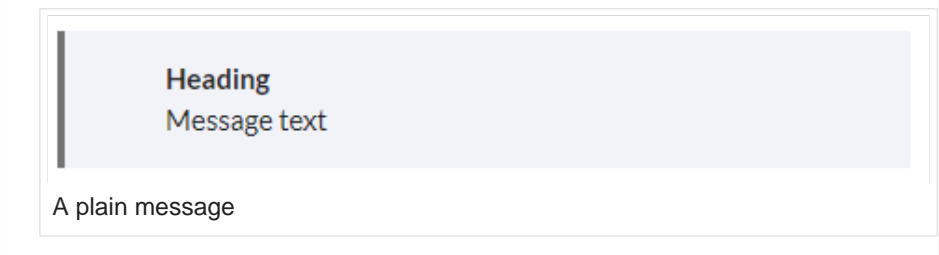
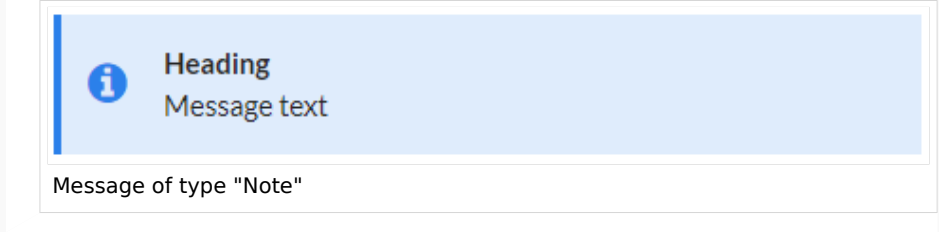
$$\begin{array}{rcl} z & = & a \\ f(x, y, z) & = & x + y + z \end{array}$$

Screenshot of a math formula

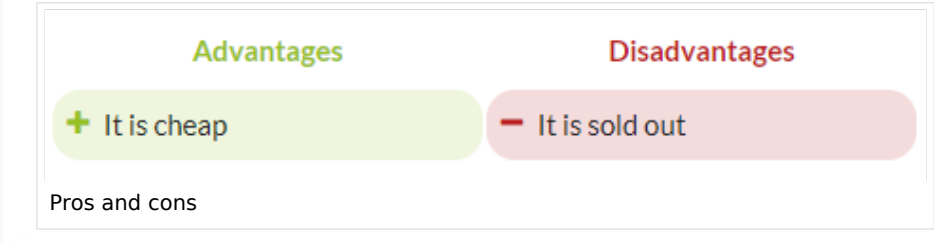
## Display of mathema formulas

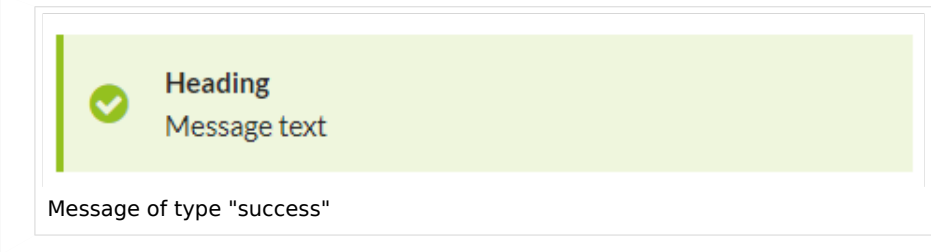
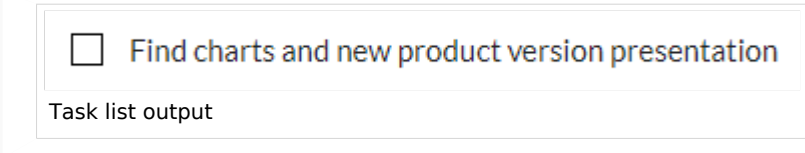
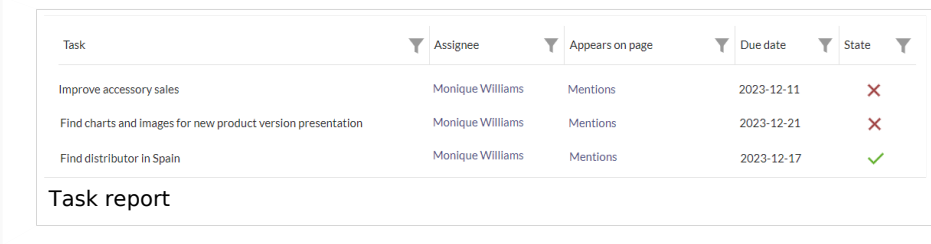

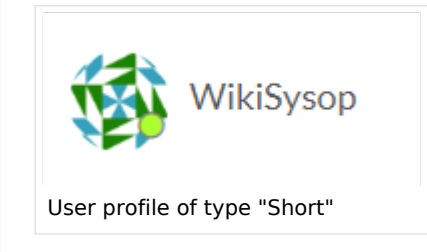
## Member list


List of members of the wiki group

Droplet	Description
<p><a href="#">Message</a></p> 	<p>Adds text panel</p>
<p><a href="#">Modal button</a></p>	<p>Configura button wh opens a customize modal dialogue</p>
<p><a href="#">Most visited pages</a></p>	<p>List of the most visit wiki pages</p>
<p><a href="#">New users</a></p>	<p>List of new users in th wiki</p>
<p><a href="#">Note Message</a></p> 	<p>Adds colo panel for note</p>
<p><a href="#">Number of characters</a></p>	<p>Shows the number of character words in a wiki page</p>
<p><a href="#">Number of files</a></p>	<p>Shows the number of uploaded files</p>
<p><a href="#">Number of pages</a></p>	<p>Shows the number of pages</p>
	<p>Shows the</p>

Droplet	Descript
Number of users	number of users
Number of users logged in	Number of currently logged in users
Page access <div> <div> Access to this page is restricted to the group sysop. </div> <div> Page access notification banner </div> </div>	Restricts access to page to the specified groups
PDF link	Link that download another w page as P
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	Description
	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
 <p>Message of type "success"</p>	<p>Adds colored panel for success message</p>
<p>Tag cloud</p>	<p>Tag cloud based on categories and search queries</p>
<p>Task list</p> <p>v4.4+</p>  <p>Task list output</p>	<p>Adds a checklist item</p>
<p>Task report</p> <p>v4.4+</p>  <p>Task report</p>	<p>Filterable list of existing tasks</p>
<p>Tip Message</p>  <p>Message of type "tip"</p>	<p>Adds colored panel for tip</p>
<p>User profile</p>  <p>User profile of type "Short"</p>	<p>A user profile will be included on this page</p>
	<p>Embeds video from different</p>

Droplet	Descript
<a href="#">Video</a>	external platforms (YouTube,
<a href="#">Visited pages</a>	List with visited pa
<a href="#">Warning Message</a>	<div>A screenshot of a warning message box. It has a red background with a white border. On the left, there is a red triangle with a white exclamation mark. To its right, the text "Heading" is in bold, and "Message text" is below it. A mouse cursor is pointing at the triangle. Below the box, the text "Message of type 'warning'" is displayed.</div> <div>Adds a colored bo for a warn note</div>
<a href="#">Watchlist</a>	Latest changes t pages included i your watc list

More info

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



[Technical Reference: ContentDroplets](#)

Edit

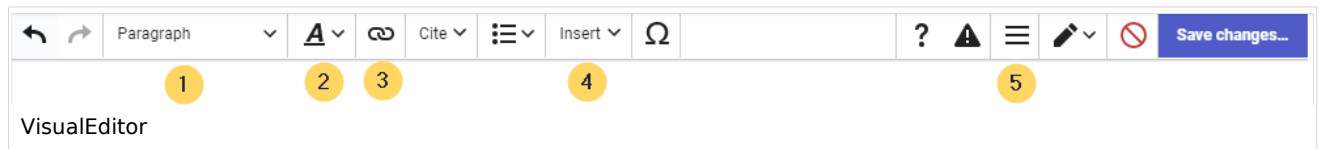
BlueSpice uses a slightly customized version of the MediaWiki extension [VisualEditor](#) as editing tool. This editor supports all common edit tasks that are useful in a wiki environment. You can refer to the official documentation for basic help. Here in the BlueSpice Helpdesk, we only give some hints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

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## What is the visual editor?

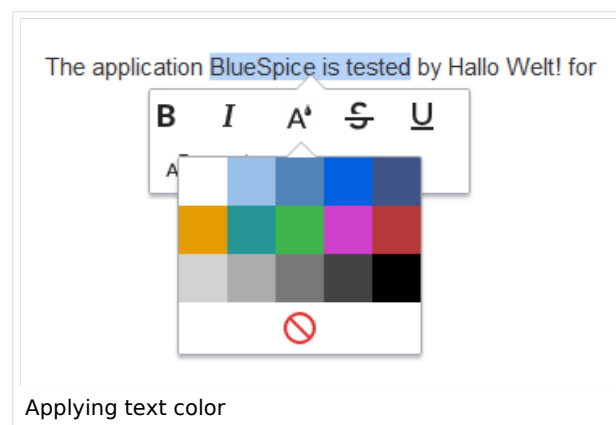


The visual editor is optimized for editing wiki pages. Important characteristics and functions are:

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**.

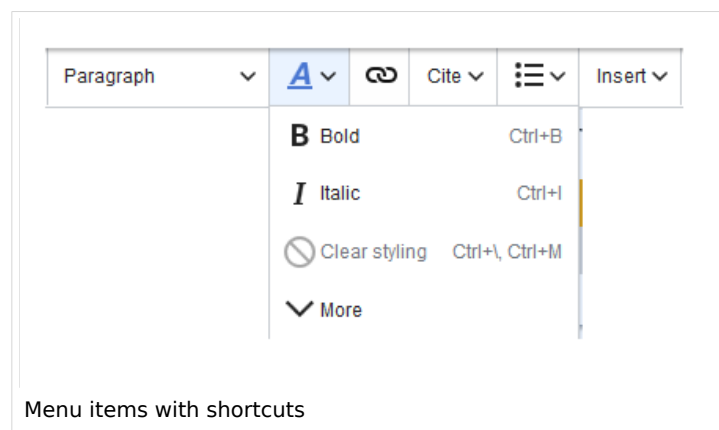


## Shortcuts

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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

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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

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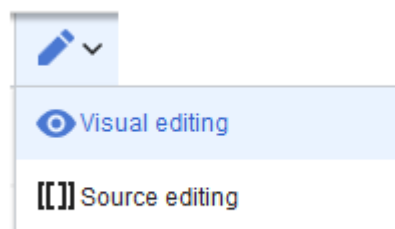
Some functions in the *Insert* menu are little known from traditional word processing, but are quite typical for working with a wiki. Therefore, they are briefly introduced here. Find more information on the help pages here in the helpdesk or at mediawiki.org:

- **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

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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

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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.

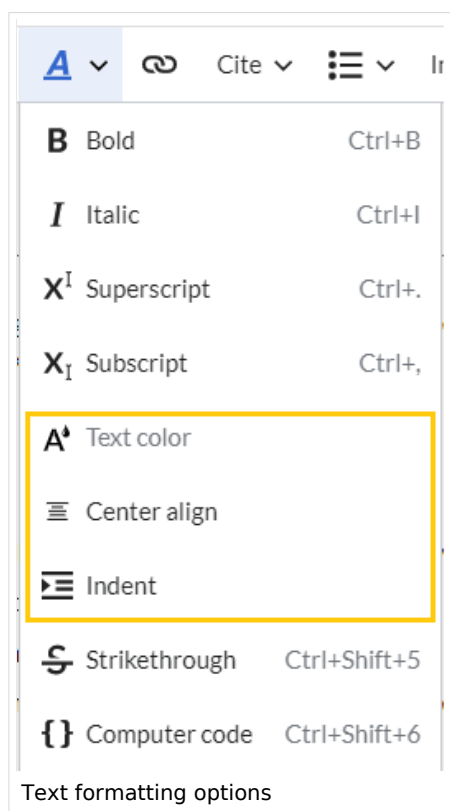
## Text formatting


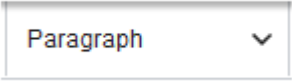
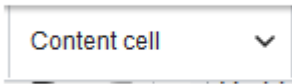
In the text formatting menu, the following additional options are available when a text passage has been selected:





*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 <code>Shift+Enter</code> 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


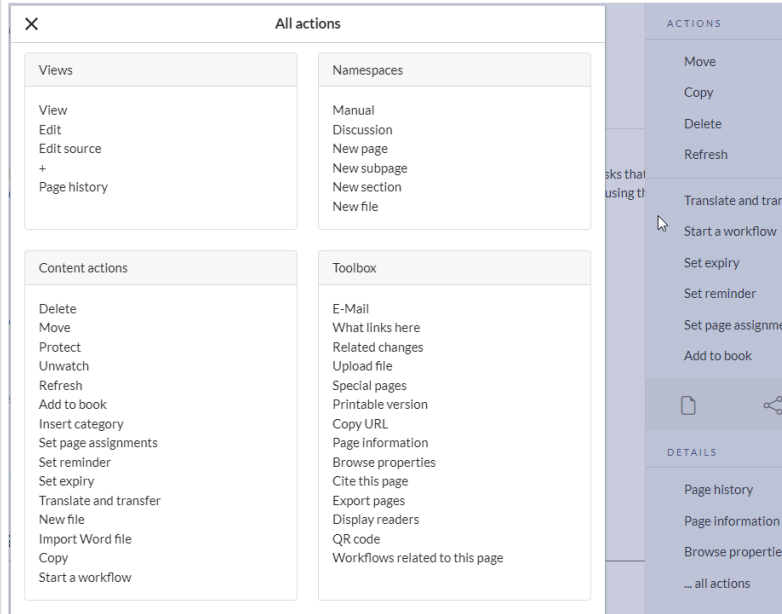

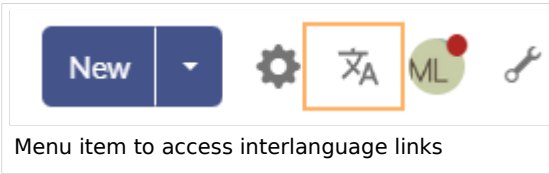


Insert special content	
Insert menu 	Use the "insert" menu to insert various media (images, videos) and text formats:
Media  Images and media	Inserting pictures and videos  ( <a href="#">Details on MediaWiki</a> )
Templates	

Insert special content	
 Template	Include a <a href="#">template</a> in the page.
<p>Tables</p>  Table	<a href="#">Tables</a> are an important tool for formatting tabular page content.
<p>Comment</p>  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.
<p>Magic word -v4.2.x</p>  Magic word	With a "magic word" you can insert certain wiki tags in your page. <a href="#">More about Magic words</a>
<p>Gallery</p>  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>
<p>Your signature</p>  Your signature	This option allows to add your wiki signature (User name and timestamp) at any location in the page.
<p>Code block</p>  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 style="border: 1px dashed gray; padding: 5px; margin-top: 10px;"><code>&lt;span style="color: red"&gt;red text&lt;/span&gt;</code></div>
<p>References list</p>  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.
<p>Chemical formula</p>  Chemical formula	The formula rendering uses an external service via Wikimedia's REST API.
<p>Math formula</p>	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 <span>Ctrl+Shift+X</span></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	Words or characters can be searched and replaced directly on the page. The "Undo" button can be used to cancel the change.
<div>  Find and replace         <span>Ctrl+F</span> </div>	

## 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](#)