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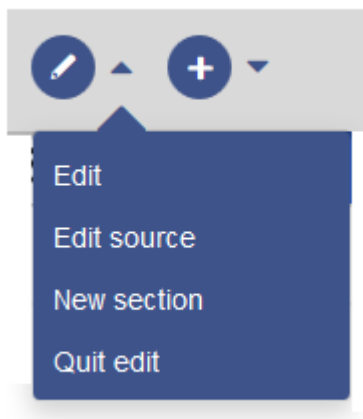
4.2 Edit pages

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Enable edit mode

To edit an existing page, click the "edit" button.



Editing

You can now add and change content in the content area of the page.

Most users will edit page content using the VisualEditor toolbar. VisualEditor has many features that make page editing much easier.

However, special pages such as templates are edited directly in the source text. Therefore, a knowledge of the Wikitext syntax is necessary for these pages.

Preview

With the **Preview** button, you can check if you really want to save your changes. This way, you can gradually test small changes. Saving the page repeatedly after small editing steps will result in a large amount of entries in the article's version history. That does not always make sense.

The function **SaferEdit** automatically saves intermediate versions at defined time intervals while editing an article so that content is not lost if a page has not been saved for a while.

Elements of the "save" dialog

To save the page, click the "Save changes" button. The corresponding dialog window opens:

The following elements are part of the dialog window:

Element	Type	Description
		A brief description of the changes makes it easier

Element	Type	Description
Summary	textarea	to understand the changes in the version history.
This is a minor edit	checkbox	Spelling corrections or formatting changes are usually marked as such. Under Recent Changes, such changes are marked with the letter m ("minor changes"). This makes it easy to differentiate in which article version major changes have been made. In addition, the m affects the notification system. Wiki users can exclude notifications about minor changes.
Watch this page	checkbox	A check mark in this box causes the page to be included in the personal Watchlist .
Accept this unreviewed page	checkbox	This box will only be displayed if the revision function is activated in a namespace. A user with the corresponding rights of release can release the page design directly here.

Element	Type	Description
Copyright notice	text	The slightly longer text between the article field and the page-save functions is the copyright notice.
Save changes		Clicking on this button saves the article with all changes made. The edit view will be closed.
Resume editing		This button returns directly to the page without saving the article. Editing is simply continued.
Show preview		The page opens in a preview window and can be saved from this window.
Review your changes		Shows a comparison of the article before editing and at the time of the current processing status with marking of the differences. The changes can be saved directly from this page

Editing conflicts

If you try to save a page that someone else is currently also working on, the system will report an **editing conflict**. Each author can compare the current changes and merge them as needed.

Blocked pages

Some pages can be protected and edited only by administrators. Instead of the edit option, a link to "View source code" appears. The cause is often obvious from the version history of the page. In this case, you can contact an administrator who can unlock the page.

Related info

- VisualEditor
- Insert images
- **Insert tables**

UserManual:De:Seiten bearbeiten

4.5 UserManual:VisualEditor

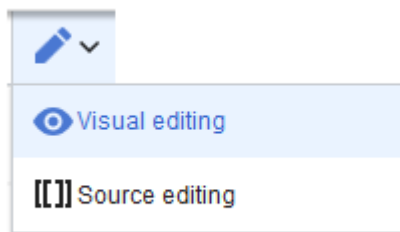
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What is VisualEditor?

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

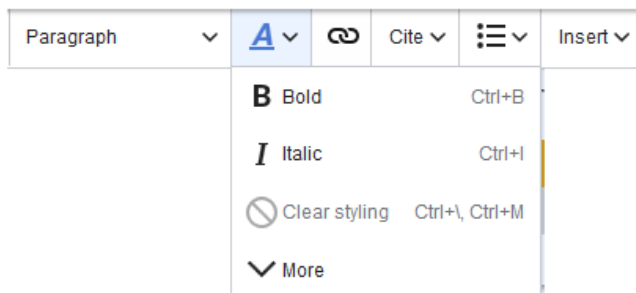
Typical text formatting such as **bold**, *italics*, or text color are already possible during text input. When you highlight text, you will see a mini menu with the most important formatting elements. With one click, the desired formatting can be selected. This is especially fast if you want to change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

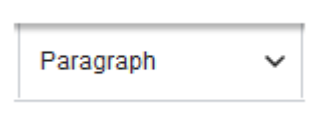
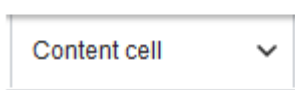
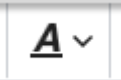


Hints and Tips

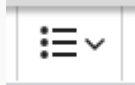
The visual editor is optimized for editing web pages. That's why it has exactly the features that are often needed to create a wiki page. The consistent formatting of content by using VisualEditor greatly supports the readability of your wiki content.

The BlueSpice Editor offers the following options:


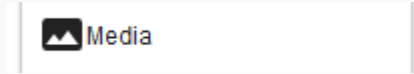
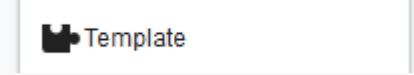

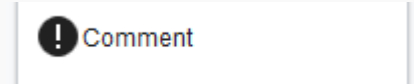

Text formatting




Text formatting	
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)




Text formatting	
<p>Format Paragraph</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>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> <p>(More Info at mediawiki.org/wiki/Help:VisualEditor/User_guide/en#Getting_Started:_The_VisualEditor-Toolbar)</p>
<p>Insert hyperlink</p> 	<p>If no text was selected before the hyperlink dialog was opened, the link will be generated with a number:</p> <p>[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.</p>
<p>cite</p> 	<p>The citation menu is used to insert references (also called itemizations or footnotes) within the text.</p>
<p>Structure</p>	

Text formatting	
	




Insert special content

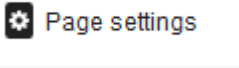
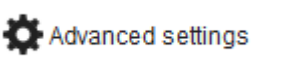
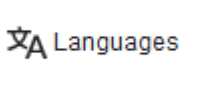
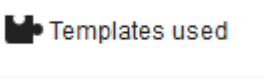
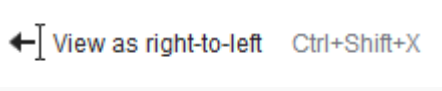
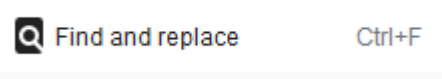
Paste Special Content	
<p>Insert menu</p> 	<p>Use the "insert" menu to insert various media (images, videos) and text formats:</p>
<p>media</p> 	<p>Inserting pictures and videos (Details on MediaWiki])</p>
<p>templates</p> 	<p>Include a template in the page.</p>
<p>tables</p> 	<p>Tables are an important tool for formatting tabular page content.</p>
<p>comment</p> 	<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> 

Paste Special Content	
<p>Gallery</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">  Gallery </div>	
<p>Magic word</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> </>Magic word </div>	<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 <code>Magic Word</code>.</p> <p>Overview of all Magic Words in the visual editor.</p>
<p>Your signature</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">  Your signature </div>	<p>This option can only be used in discussions. It allows to add a signature at any point of a discussion.</p>
<p>Code block</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Code block </div>	<p>With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted:</p> <div style="border: 1px dashed #ccc; padding: 10px; width: fit-content; margin-top: 10px;"> <pre>1 red te</pre> </div>
<p>Refernces list</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">  References list </div>	

Paste Special Content	
<p>Chemical formula</p>  Chemical formula	
<p>Math formula</p>  Math formula	<p>It opens an editor for entering a mathematical formula.</p> <p>More info on MediaWiki</p>
<p>Special Characters</p> 	

Page options

Page Options	
 Options menu	<p>The options menu allows editing of all page settings.</p>
<p>Options</p>  Options	<p>This button allows the page settings and page information to be updated simultaneously within a dialog box.</p>
<p>Categories</p>  Categories	<p>Here you assign the page to one or more categories Categories. The page will appear accordingly on all linked category pages.</p>
	<p>Page redirection: When the page is redirected, the content of the page is no longer displayed, but the target page is loaded directly.</p>

<p>Page Settings</p> 	<p>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.</p>
<p>Advanced Settings</p> 	
<p>Languages</p> 	
<p>Templates used</p> 	
<p>View as right-to-left</p> 	<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>
<p>Find and replace</p> 	<p>Words or characters can be searched and replaced directly on the page. The "Undo" button can be used to cancel the change.</p>

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

UserManual:De:VisualEditor

4.5.1 VisualEditor: Insert Images

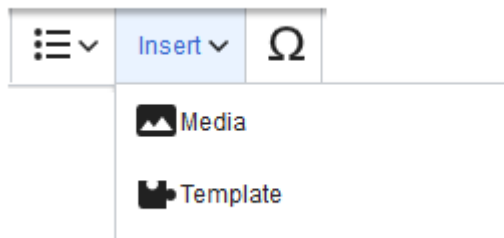
In addition to text, images are probably the most important components of typical content pages. With VisualEditor the images can be uploaded, inserted into the page and formatted.

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

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4 How do I change an already uploaded image?	20
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How do I paste the image on the page?

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

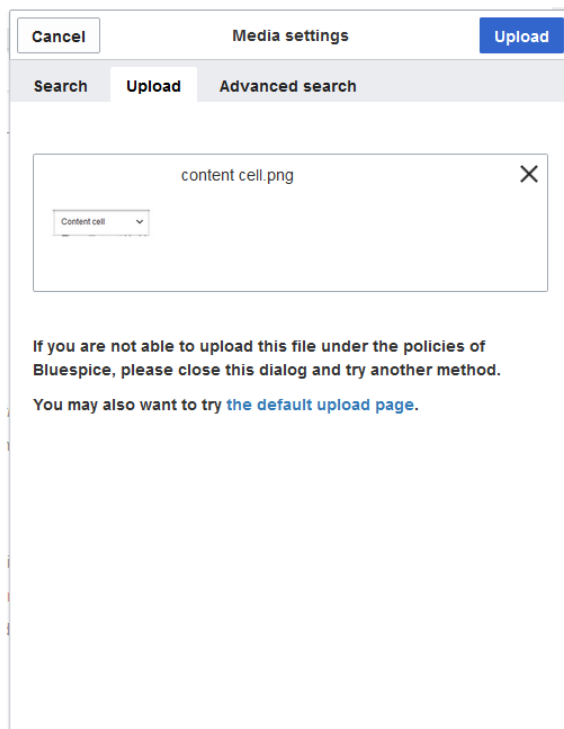


The dialog box *Media Settings* opens:

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.



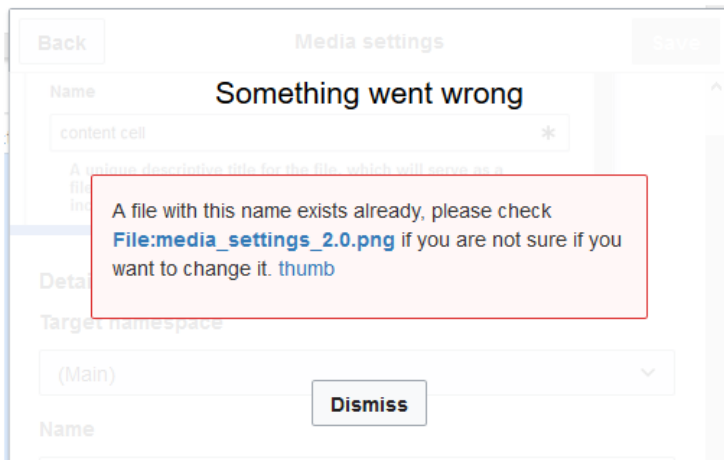
After uploading, you will edit the necessary image settings: Details, General Settings, and Advanced Settings.

Details

Here you can combine pictures with namespaces and categories.

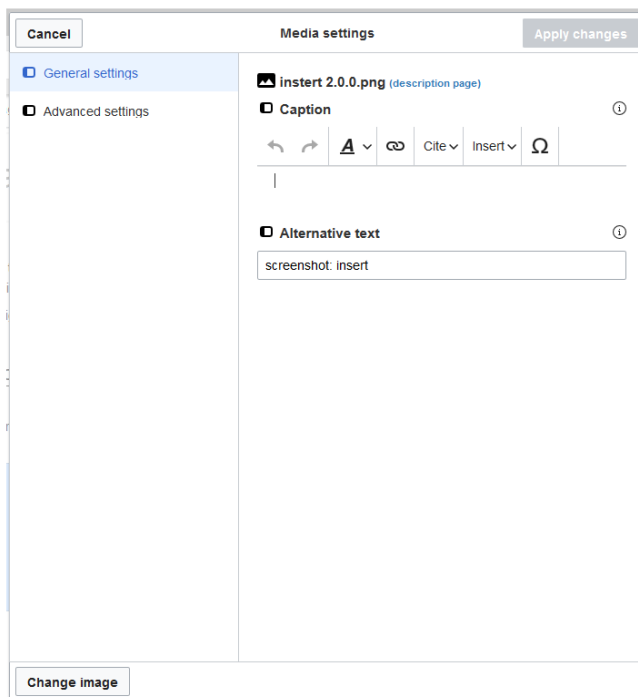
- **Destination name space:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can see the image and find it on the wiki.
- **Name:** The name should be chosen in such a way that 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.

The screenshot shows the 'Media settings' dialog box with the 'Advanced settings' tab selected. The 'Image size' section is expanded, showing 'Custom' selected with dimensions of 350 x 371 px. Other settings include 'Position' (Left, Center, Right), 'Image type' (Basic), and 'Wrap text around this item' (unchecked). The 'Make full size' button is also visible.

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 UserManual:De:VisualEditor/Bilder](#)