

Manual:BlueSpice Layout

A [quality version](#) of this page, [approved](#) on *26 November 2019*, was based off this revision.

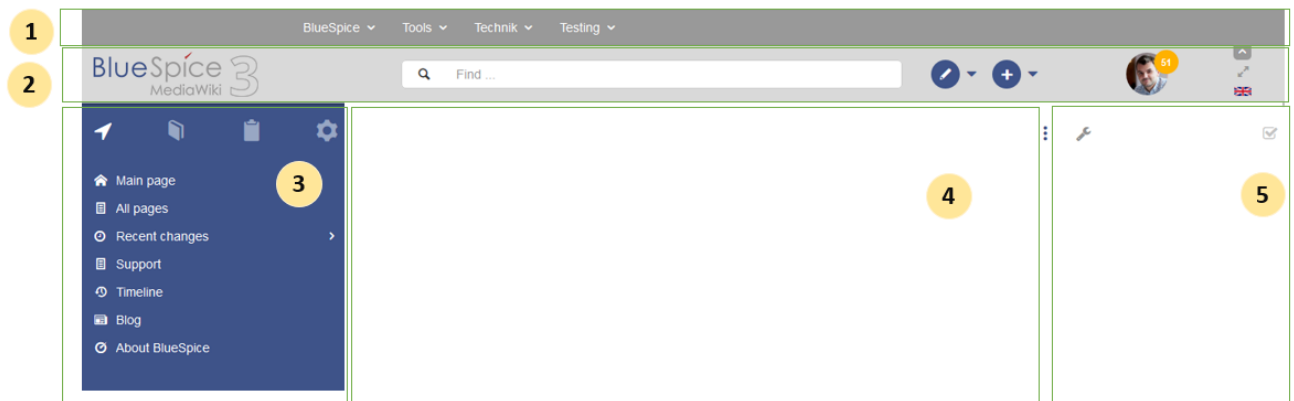
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BlueSpice Layout

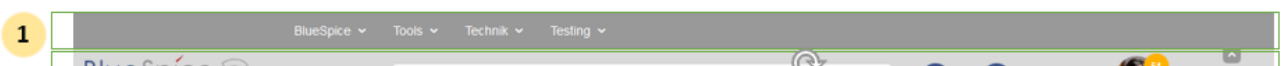
Your wiki is divided into several unique areas that group the features of the wiki in a meaningful way. . Here we give you an overview so that you can easily find the functionality that you are looking for.

Please note that some features are disabled by default in your wiki or only visible to specific user groups.



Layout area	Description
1- Custom menu	A wiki administrator can create custom navigation to pages inside and outside the wiki.
2- Main toolbar	Contains important elements such as the logo area, the search field and access to the user profile.
3- Navigation	The "heart" of the page organization. From here, users can access all pages, depending on their permissions. Many navigation elements can be customized.
4- Content area	Here you create and edit all wiki content. Discussions are also located in this space.
5- Page tools	Powerful page management features. This includes important tools for the quality management of a page.

Custom menu



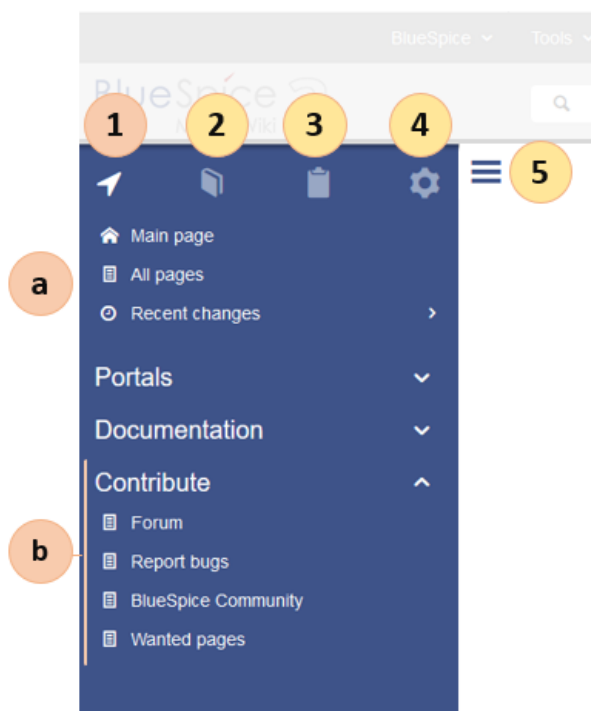
Layout area	Description
1- Custom menu	With the extension BlueSpiceCustomMenu, a wiki administrator can create individual navigation to pages inside and outside the wiki.

Main toolbar



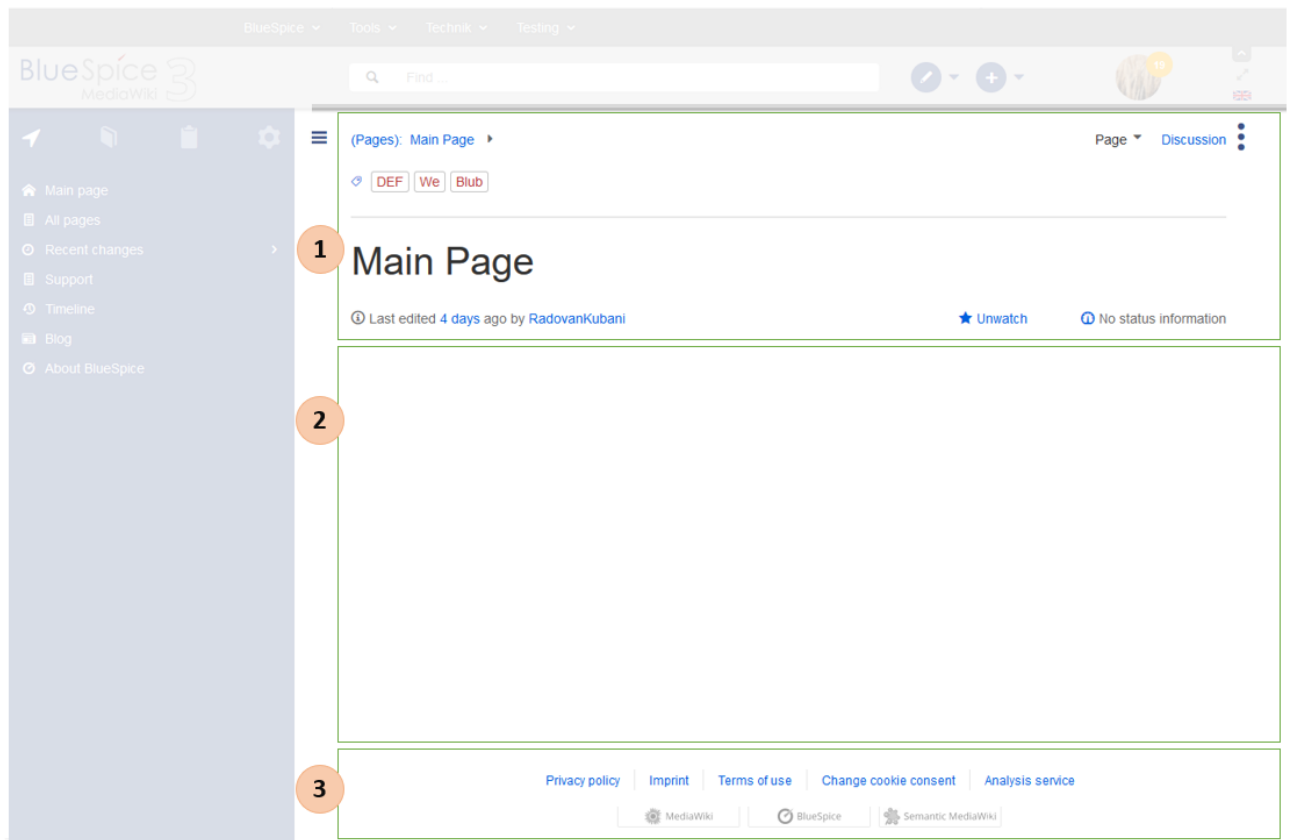
Layout area	Description
1-Logo area	The BlueSpice logo can be exchanged via the Config Manager with a company logo.
2-Search field	You will search pages and files with a full-text and title search, as well as a fuzzy search. With search filter and search in the metadata.
3-Edit page	A button that switches a page into edit mode. Only active for users with write access.
4- Create page	A button for creating a new page or uploading a file. Only active for users with write access.
5-User menu	Users manage their own settings and notifications here. The avatar icon indicates when unread notifications are waiting for the user.
6- Language selector	In multilingual wikis, you can switch between the language versions of a page.
7-Fullscreen toggle	Hides the navigation and page tools at the same time.
8-Custom menu toggle	Here you can hide and show the top menu.

Navigation



Layout area	Description
1- Main navigation	This is the general navigation. It can be customized by the administrator for the whole wiki.
2- Books	(optional): If you use the bookshelf extension , users can go to all general and individual books to which they have access.
3- My pages	This is your custom navigation bar. They can be adapted to your needs.
4-Global actions	Direct links to many special pages and administration pages (for administrators).
5-Navigation toggle	Shows and hides the navigation.

Content



Layout area	Description	Extension
1-Title section	In the title section of a page, the most important page information and page functions are put together in a user-friendly way.	
2-Work area	In the workspace, users create and edit all page content. VisualEditor simplifies the editing process.	
3-Footer	The footer contains links to legal information as well as to external MediaWiki websites.	

Page tools



Layout area	Description	Extension
1-Page tools (a) Menu (i) Menu header (ii) Menu link	Lots of page actions and information related to this page can be found here.	
2-QM tools	Lists all the important tools to manage the life cycle of a page, such as reminders and page reviews.	
3-Tools toggle	A switch to hide and show the page tools.	