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Extensions/VisualEditor

Redirect to:

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What is VisualEditor?

VisualEditor (also called WYSIWYG - what you see is what you get) is an editor you can use without having to enter special markup (like HTML, wiki tags). The editor bars resemble those of commonly used word processing programs.

How to find the visual editor?

When you switch to the edit mode of an article, you will be presented with the wiki code at first. To activate the WYSIWYG editor, click on the following button:



The article's text will now be displayed with its formatting. Above the input field, you can see a new toolbar:

	•	1	H	Û	Ē	P	62	<i><</i> />	б		ø	⊻ -		⊞	⊞		⊞	⊞
Ι	Ū	÷	Ξ	ΞΞ	₫	M	Ω	÷1	For	mate	- (Überschr	iften 🔻	<u>A</u> .	r <u>I</u> ×	8		
Screenshot: The WYSIWYG-Editor in BlueSpice																		

The functions of the editor

The editor does exactly what you would expect from standard word processing programs: You mark the elements you want to change, and then choose the change, for example bold, from the toolbar. The change in formatting can be seen immediately. Hallo Welt! implements the WYSIWYG editor as an optional editor only so as not to restrict the variety of MediaWiki's design possibilities.

Fundamental functions

Button	Function
(())	switch to editing using the wiki code
	save
+ +	undo; redo
H	find and replace
Û	paste as formatted text (e.g. from Word)
Ež.	insert signature
E	insert or edit link; you can find out how to insert links to any sites you want at the page InsertLink.
62	remove link

BlueSpíce	Extensions/VisualEditor
	insert tags or MagicWords. More at InsertMagic
1 E	insert image; the function InsertImage lets you upload and embed images.
	insert file
	insert category; the feature Insert Category gives you an overview of the categories which already exist and lets you assign them to the current article.
J -	insert checkboxes or checklists
Ⅲ ▼	insert table (also "table properties" and "delete table")
	insert row above, insert row below, delete this row; insert column to the left, insert column to the right, delete this column
B <i>I</i> ⊻ - S -	bold; cursive; underlined;
	list with bullet points; numbered list
	decrease indent; increase indent
Ω	insert special symbol
لې	insert line break
Formate -	headings; Inline; alignment(left; center; rigth); table (standard, sortable, greyscale); pre
Überschriften 👻	define headings
<u>A</u> -	text color
<u>I</u> ×	remove formatting
22	edit in full screen mode
12 M	eur in fuil screen mode

Working with tables

As uncomplicated as it may be for other formatting, wiki code is not ideal for tables. However, in the WYSIWYG editor, you can work with tables quickly and easily. Note that the majority of the buttons which deal with table formatting will only become active when a table is selected.

Tips for working with the WYSIWYG editor

- The WYSIWYG editor makes it easier to work with tables and images, in particular. We recommend working with normal wiki tags when making or editing complex pages.
- TinyMCE is a web editor and so cannot be guaranteed to work completely smoothly with desktop applications like, for example, Word. You will need to be tolerant and be pleased that the editor at least makes some of your work easier.
- The editor can be activated by default by changing your settings under personal settings => BlueSpice => visual editor.



Settings

- When BlueSpice is installed, VisualEditor is set as default editor. This means, every new registered user gets VísualEditor as default.
- Every users can diable VisualEditor as default editor in his personal settings.
- To change a setting for all users, a sysadmin has to change all settings with help of a script.

See also

Our reference page.

InsertImage

Redirect to:

• Archive:InsertImage

Manual:VisualEditor

A quality version of this page, approved on *1 April 2022*, was based off this revision.

BlueSpice uses the MediaWiki extension VisualEditor as editing tool. This sophisticated editor supports all common edit tasks that you can expect in a wiki environment.

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What is VisualEditor?

4	1	Paragraph	~	<u>A</u> ~	ര	Cite 🗸	: ≡~	Insert 🗸	Ω	? 🛦 🗮 🆍 🚫 Save changes
		1		2	3			4		5
Visi	ualEo	ditor								

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 (ctrl+shift+v)

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.

	1	1	
Un	do		

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 Ctr/+b (for "**bold**") and Ctr/+i (for "*italics*"). Even a link can be quickly inserted by pressing Ctr/+k. Pressing Ctr/+b again will cancel the bold. Multiple formats can be removed after text selection with Ctr/+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)
- Files can be connected with namespaces and categories

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

BlueSpice

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:
- 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 loads in visual editing mode. If you are familiar with the code language of MediaWiki ("Wikitext"), you can easily switch to source editing mode using the "Switch editor" button:



MediaWiki reference

Since VisualEditor 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

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

Text formatting						
Undo function						

Extensions/VisualEditor



	Text formatting
• ~	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 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. (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 references (also called itemizations or footnotes) within the text.
Structure	

Insert special content

Paste Special Content							
Insert menu							
Insert ~	Use the "insert" menu to insert various media (images, videos) and text formats:						
media							
	Inserting pictures and videos						



Paste Special Content				
Media	(Details on MediaWiki])			
templates				
Le Template	Include a template in the page.			
tables				
Table	Tables are an important tool for formatting tabular page content.			
comment	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.			
Comment				
	Discuss content with And this is what a comment looks like:			
Gallery				
Gallery				
Magic word	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:			
Magic word				
	Learn more about the functionMagic Word".			
	Overview of all Magic Words in the visual editor.			
Your signature				
<u>x_</u> Your signature	This option can only be used in discussions. It allows to add a signature at any point of a discussion.			
Code block	With code block various code examples can be entered, like e.g. in HTML syntax. The code is then displayed properly formatted:			
Code block	red text			
Refernces list				
IIN References list				

BlueSpice

Paste Special Content			
Chemical formula	The formula rendering uses an external service via Wikimedia's REST		
🖄 Chemical formula	API.		
Math formula	It opens an editor for entering a mathematical formula.		
Σ Math formula	[info on MediaWiki]		
Special Characters			
Ω			

Page options

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



Page Options			
文 Languages			
Templates used			
┢ Templates use	d		
View as right-to-lef	ť	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.	
←] View as right-to	o-left Ctrl+Shift+X		
Find and replace		Words or characters can be searched and replaced directly on the	
Q Find and repla	ce Ctrl+F	page. The "Undo" button can be used to cancel the change.	

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

Reference:InsertCategory

Redirect to:

• Reference:BlueSpiceInsertCategory

Reference:InsertLink

Redirect to:

• Reference:BlueSpiceInsertLink

Reference:InsertMagic

Redirect to:

Reference:BlueSpiceInsertMagic



Reference:VisualEditor

Extension: VisualEditor

Overview					
Description:	Is an editor you can use without having to enter special markup.				
State:	stable	Dependency:	MediaWiki		
Developer:	MediaWiki	License:	МІТ		
Туре:	MediaWiki	Category:	Editor		
Edition:	BlueSpice pro, BlueSpice Farm, BlueSpice Cloud, BlueSpice free (deactivated)				
For more info, visit Mediawiki.					

Features

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Description

VisualEditor is a WYSIWYG editor that enables you to edit wiki pages without having to enter special markup (like HTML, wiki tags). The editor menu bar resembles those of commonly used word processing programs.

Usage / Features

When activated, clicking the "edit" button will load the visual editor instead of the wiki text editor.

If this is not the case, for example because you are using a form to edit the page, the VisualEditor is also available via the "arrow" menu next to the edit button under "Edit".

Technical information

Configuration

The VisualEditor uses the Node.js service Parsoid. Because this service cannot be installed in some cases, this extension is deactivated by default.

After successful installation and configuration, the visual editor can be activated as described here.

Rights (permissions)

Requirements

VisualEditor requires BlueSpiceFoundation.

User manual

For detailed description and usage please visit our help page.

Try free our BlueSpiceBlueSpiceDemo.