

# Manual:BlueSpice Layout

A [quality version](#) of this page, [approved](#) on *30 July 2020*, was based off this revision.

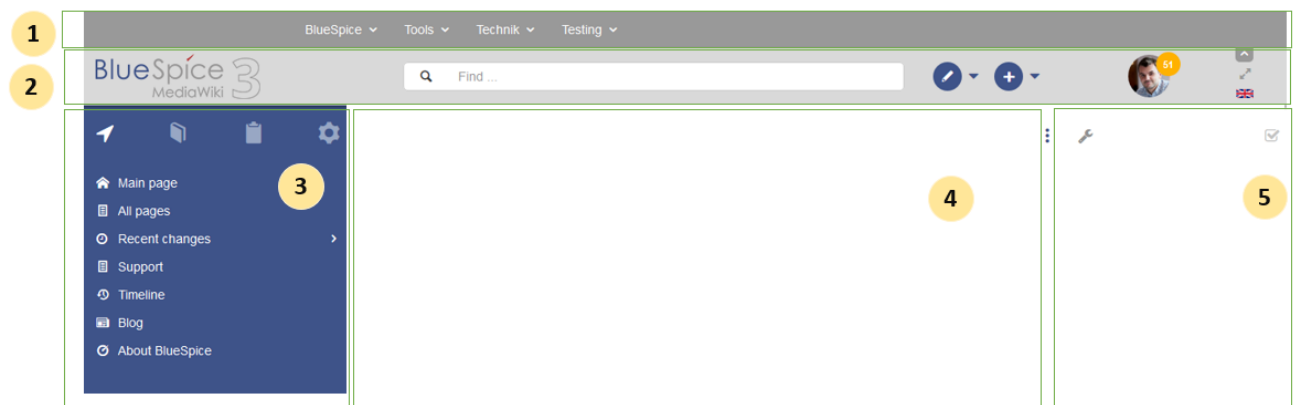
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## BlueSpice Layout

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.

**Note:** Some features are disabled by default in your wiki or only visible to specific user groups such as administrators.



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

## Custom menu



| Layout area               | Description                                                                        |
|---------------------------|------------------------------------------------------------------------------------|
| 1- <a href="#">Custom</a> | With the extension BlueSpiceCustomMenu, a wiki administrator can create individual |

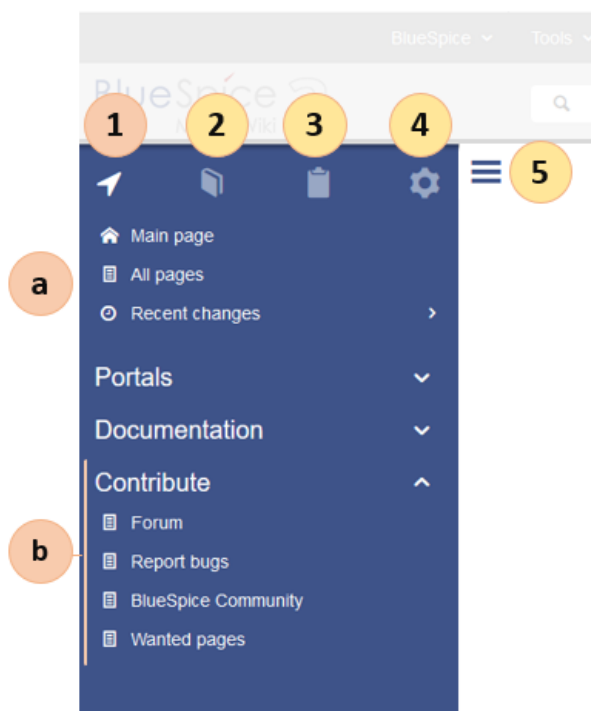
| Layout area | Description                                      |
|-------------|--------------------------------------------------|
| menu        | navigation to pages inside and outside the wiki. |

## Main toolbar



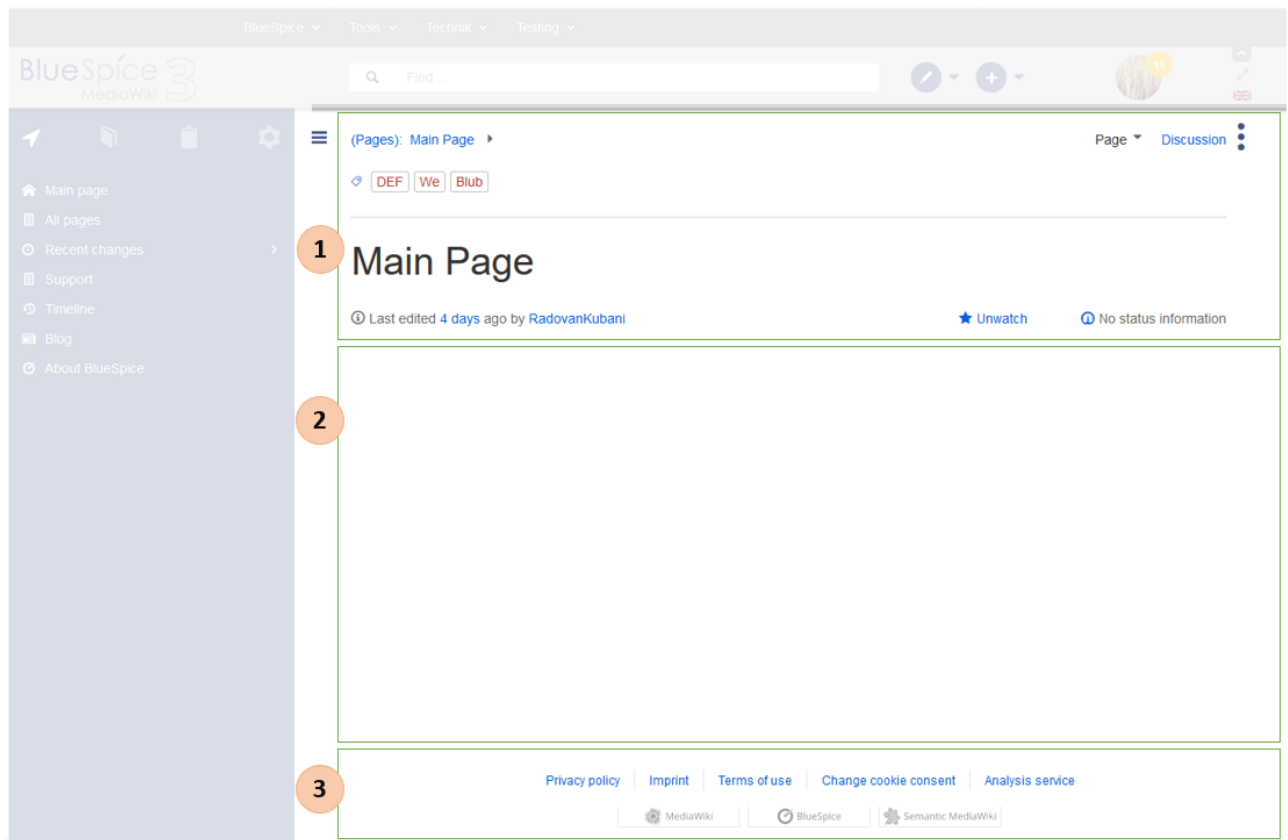
| Layout area                          | Description                                                                                                                                                  |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1-Logo area                          | The BlueSpice logo can be exchanged via the <a href="#">Config Manager</a> with a company logo.                                                              |
| 2-Search field                       | You will <a href="#">search pages and files</a> 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- <a href="#">Create page</a>       | 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.<br>The avatar icon indicates when unread notifications are waiting for the user.                     |
| 6- <a href="#">Language selector</a> | 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- <a href="#">Main navigation</a> | This is the general navigation. It can be customized by the administrator for the whole wiki.                                                |
| 2- <a href="#">Books</a>           | (optional): If you use the <a href="#">bookshelf extension</a> , users can go to all general and individual books to which they have access. |
| 3- <a href="#">My pages</a>        | 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                                                                                                                     |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------|
| 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. <a href="#">VisualEditor</a> 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                                                                                           |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1-Page tools<br>(a) Menu<br>(i) Menu header<br>(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.                                                             |