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## Manual:Create a new article

### How to create a new article

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## General hints before you begin...

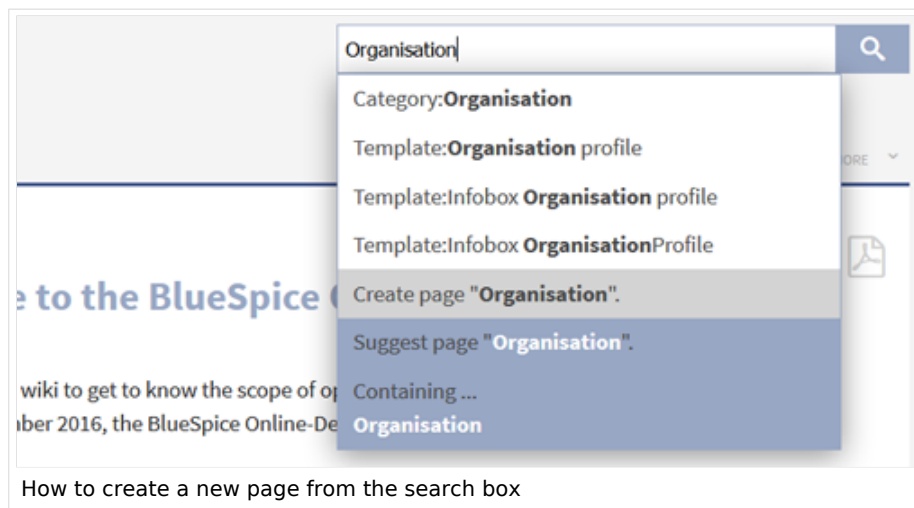
- Before creating a new article, take the time to **find out if a similar article already exists**. Search for the term and possible synonyms, and see if there are any alternate ways of spelling. If you can't find anything: go ahead and create!
- To create an **article in a different namespace**, you have to add the namespace in front of the article name. Example: [[Desired\_namespace:Name\_of\_the\_article]]
- **Do not use** the following symbols when choosing a name for an article:

{ } & ? < > \ / ,

## Three ways to create a new article

### Method 1: Via the search function

If your search for an article returned no results, you can use the search box to directly create this article. Simply click on *Create page*, and you will be forwarded to the page to be created.



### Method 2: Via the URL

Go to your browser's address bar. You will see something like **http://wiki.bluespice.com/index.php**. Add a slash and the name of the page to be created, and press enter. You will be automatically forwarded to the new page. Example:

`http://wiki.bluespice.com/index.php/New_article`

### Method 3: Via a "Red link" in an article

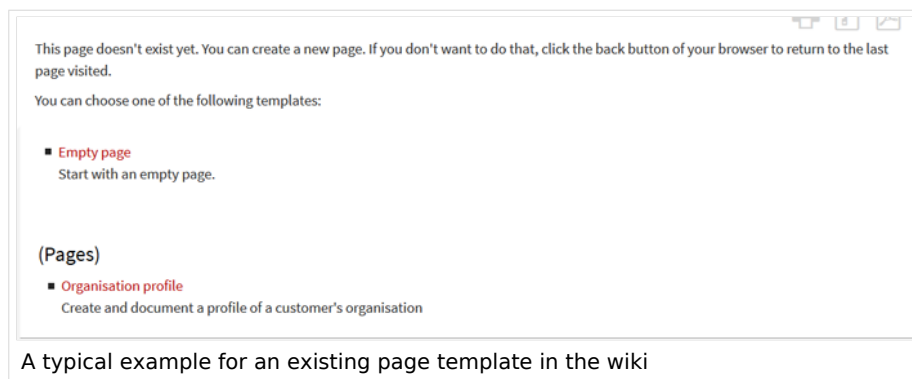
A classic way to create new articles in MediaWiki is by using so-called "red links". These are links in the text of an existing article that link to articles that don't exist yet, and are therefore colored **red** (as opposed to already active links which are colored **blue**).

By the way: you can view a list of all red links in your wiki on the special page **Special:WantedPages**.

To learn more about how to set links in an article, click [here](#).

### Using page templates

Whenever you create a new page in your wiki (regardless of the method used), you will always be forwarded to an overview page where you can choose from different page templates (provided that they have been installed by your administrator). If you don't want to use an existing template, click on *Empty page* or directly on *Create*. You will then be able to add content to the page.



[Here](#) you can find out more about page templates.

### A special type of entry: writing a blog post

BlueSpice also offers a function that allows users to publish news in a blog post. This can e.g. be very useful if you implement the blog feature on your main page, and use it to keep your employees informed on latest developments.

Click [here](#) to learn more about the blog functionality.

## More tips on creating pages

- Avoid using the **back button** of your browser. Many browsers use the page cache to lower loading times, so you may be given an older version of the page. The worst case scenario is that the browser resends data from the edit form to the edit view, overwriting newer changes.
- Do you think that an article will often be searched by using a **synonym**? Add an article with this name and use a [redirect](#)!
- The choice of a **suitable page title** is extremely important. Especially in large wikis it is quite common that authors link existing pages that look like important additional content in their articles without knowing exactly about the content of these pages. You should therefore take great care in choosing a title that is as precise and descriptive as possible. Individual words are often very helpful, but short sentences like "Why wikis work" can also be useful. Besides, descriptive page titles also help readers to navigate and search for entries more easily.
- When linking to an already existing page, take care to spell the title correctly. If e.g. you write `[[hello world]]` instead of `[[HelloWorld]]`, the link will create a new article because the name is spelled differently. So make sure that you take capitalization, spaces and the correct spelling into account!

## Video tutorial: "How do I create a new page?"

## Blog

Redirect to:

- [Manual:Extension/BlueSpiceSocialBlog](#)



### PLEASE NOTE

This extension was used until BlueSpice version 2.27 and is no longer used in BlueSpice 3.

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## What is Blog?

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**Blog** extension allows creating news feeds on the wiki. These news feeds can be shown on any page and users can be allowed to add their own news.

## Usage / Features

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To display a blog on a wiki page, the tag `<bs:blog />` should be placed on it.

By default it shows all the pages in the namespace "blog" as blog entries with the most recent post appearing first.

The behaviour of the blog can be influenced by adding attributes to this tag. In this way e.g. the number of entries to be shown and more can be configured.

## Technical information

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### Configuration

Some aspects of this extension can be configured on [Special:BlueSpicePreferences](#) under section "Blog". Here wiki administrators can configure the default values for all the settings that can be configured by adding attributes to the blog tag.

Setting	Description	Default value
Display pictures as	Defines how should images in blog entries be handled. There are three options: full (image will be shown in full size), thumb (image will be shown as a thumb) and none	thumb
Number of words per entry	How many words to allow in the blog post before "continue reading" is shown	1000
Open new window for read more	Should full version of the blog entry, once "continue reading" is clicked, be opened in same or new tab/window	false
Position for the new blog entry form	Whether to show create new form on top or bottom of the page	
Show all entries link		true
Show information about the entry		true
Number of blog entries	Number of blog entries to show per page	10
Show new blog entry form	Should "Create new blog entry" form be shown	true
Show permalink link	Should permanent link to blog entry be shown	true

Setting	Description	Default value
Sort by	Should blog entries be sorted by creation time or by title	creation
Text flow: Image position	Position of the image in the blog entry, right, left or none	right

## Rights (permissions)

This extension introduces the new permission "blog-viewspecialpage" that allows users to access the special page [Special:Blog](#)

## Requirements

Blog requires the BlueSpice Foundation.

## User manual

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For detailed description and usage, visit our [user manual](#).

## Try free our BlueSpice

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[BlueSpice Demo](#)

## Redirects

Redirect to:

- [Manual:Redirects](#)

## Reference:BlueSpicePageTemplates

## Extension\ BlueSpicePageTemplates

Overview			
<b>Description:</b>	Displays a list of templates marked as page templates		
<b>State:</b>	stable	<b>Dependency:</b>	BlueSpice

Overview			
<b>Developer:</b>	HalloWelt	<b>License:</b>	GPL-3.0-onlyProperty "BSExtensionInfoLicense" (as page type) with input value "</br>GPL-3.0-only" contains invalid characters or is incomplete and therefore can cause unexpected results during a query or annotation process.
<b>Type:</b>	BlueSpice	<b>Category:</b>	Content Structuring
<b>Edition:</b>	BlueSpice free, BlueSpice pro, BlueSpice Farm, BlueSpice Cloud		
<a href="#">View help page</a>			

## Features

**BlueSpicePageTemplates** allows users to create new pages from predefined templates to start with a basic page structure.

- Create a template (with headers, categories, boxes and other content) in the template namespace.
- Create a page template using the special page Special\_PageTemplatesAdmin give the page template a name and a description.
- Each template should be assigned a template from the "Template" namespace that represents the structure of a document.
- Page templates can be assigned to a particular namespace, so that a certain template will only appear when creating pages in that namespace.
- The page template is shown as a choice when a new page is created.

Some aspects of this extension can be configured on the page Special:BlueSpiceConfigManager, under "Page templates". Here, wiki administrators can:

- Force a target namespace for the page that was created from the template
- Hide default templates

## Technical Information

This information applies to BlueSpice 3 . Technical details for BlueSpice cloud can differ in some cases.

## Requirements

MediaWiki: 1.31

BlueSpiceFoundation: 3.2



## Integrates into

## Special pages

- `PageTemplatesAdmin`

## Permissions

Name	Description	Role
<code>pagetemplatesadmin-viewspecialpage</code>	Access to the <a href="#">Special:PageTemplatesAdmin</a> special page, where page templates can be managed	admin, maintenanceadmin, structuremanager

## Configuration

Name	Value
<code>PageTemplatesExcludeNs</code>	<code>array ( 0 =&gt; -2, 1 =&gt; -1, 2 =&gt; 6, 3 =&gt; 7, 4 =&gt; 8, 5 =&gt; 9, 6 =&gt; 10, 7 =&gt; 11, 8 =&gt; 14, 9 =&gt; 15, )</code>
<code>PageTemplatesForceNamespace</code>	<code>false</code>
<code>PageTemplatesHideDefaults</code>	<code>false</code>
<code>PageTemplatesHideIfNotInTargetNs</code>	<code>true</code>

## API Modules

- `bs-pagetemplates-store`
- `bs-pagetemplates-tasks`

## Hooks

- [BSApiNamespaceStoreMakeData](#)
- [BSUsageTrackerRegisterCollectors](#)
- [HtmlPageLinkRendererBegin](#)
- [LoadExtensionSchemaUpdates](#)
- [MediaWikiPerformAction](#)
- [MessagesPreLoad](#)
- [NamespaceManager::editNamespace](#)
- [NamespaceManager::getMetaFields](#)
- [NamespaceManager::writeNamespaceConfiguration](#)

## Reference:InsertLink

Redirect to:

- [Reference:BlueSpiceInsertLink](#)