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## Manual:Extension/BlueSpiceInsertFile

A [quality version](#) of this page, [approved](#) on *26 October 2021*, was based off this revision.

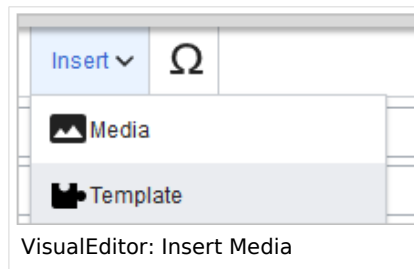
**InsertFile** extends the *Insert media* dialog of [VisualEditor](#), providing an advanced interface for inserting files and images in the page. It offers direct file upload from the edit mode.

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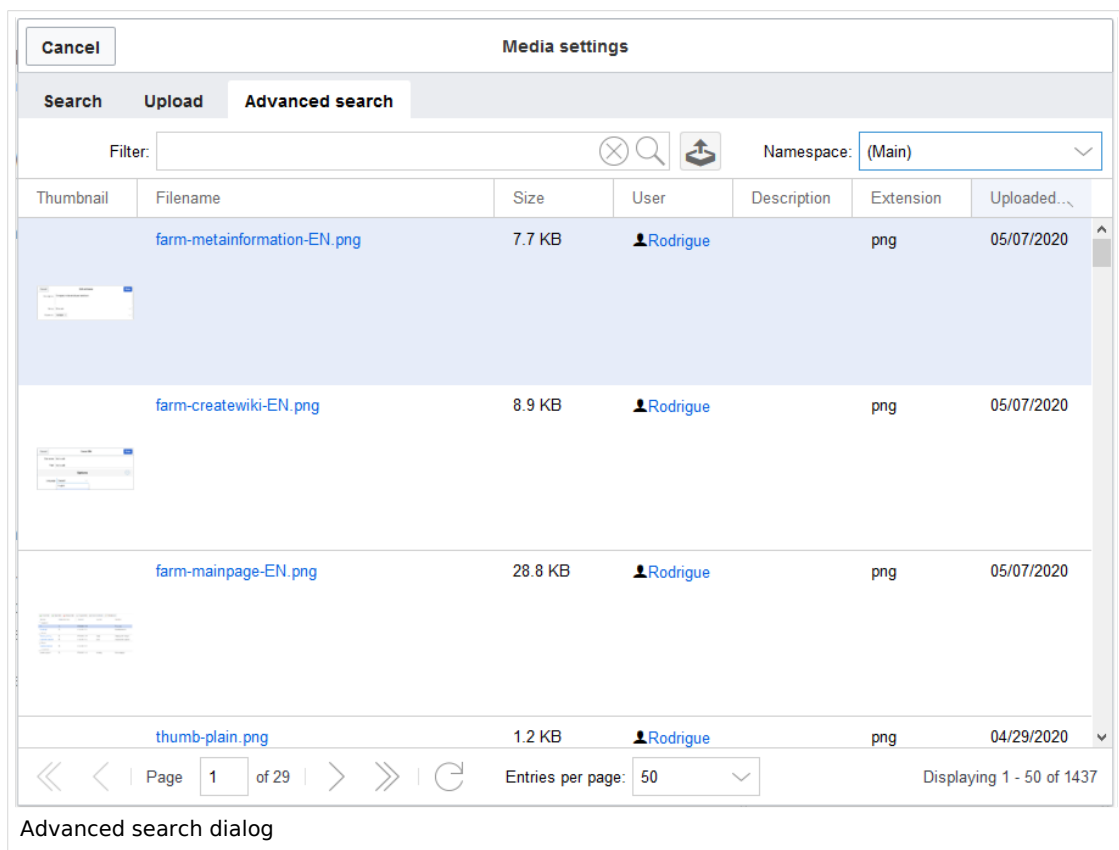
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## Inserting files

In edit mode, click on *Insert > Media* in the VisualEditor toolbar.



In the dialog that opens, there is a *Advanced search* tab. This tab holds the functionality of this extension.



This view provides detailed information about the file or image including its size, uploader, or extension. More information can be added to the grid by selecting additional columns. This can be done by clicking the "down arrow" in the header of any column and selecting additional columns from the *Columns* menu.

The section above the grid itself contains the following elements:

- Search bar to filter results
- Upload button to instantly upload and insert the uploaded files
- Namespace selector to select files and images from a particular namespace.

## Inserting a file in the page

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To insert a file from the results list in a page, click into the empty space around the file name.

Possible clicks:

- (1) Click on file name: opens the file description page in a new tab
- (2) Click on preview image: opens the image in a new tab
- (3) Click on empty space: inserts the image in the page



**Note:** When uploading a new file, you should check the file/page name for unusual special characters (e.g., `"`, `%`, `/`, `<`, `>`, `[`, `]`, `{`, `}`). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki. The special characters `(`, `)`, `&`, `+` can be used and are translated into their equivalent %-hex notation.

## Related info

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- [Reference:BlueSpiceInsertFile](#)
- [Insert images and files on a page](#)

## Manual:Extension/VisualEditor

Redirect to:

- [Manual:VisualEditor](#)

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## What is VisualEditor?

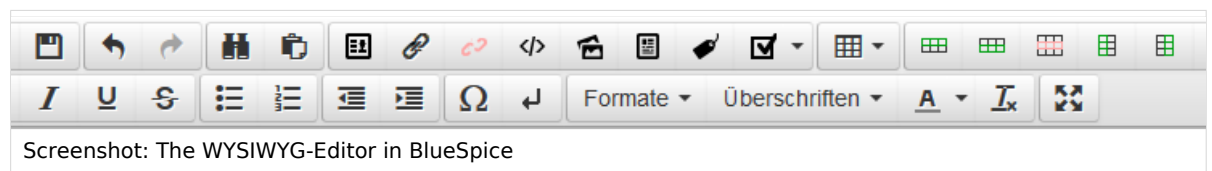
**VisualEditor** (also called WYSIWYG - what you see is what you get) is an editor you can use without having to enter special markup (like HTML, wiki tags). The editor bars resemble those of commonly used word processing programs.

## 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:















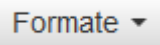
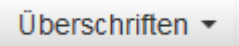



Screenshot: The WYSIWYG-Editor in BlueSpice

## 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   |
|        | find and replace   |
|        | paste as formatted text (e.g. from Word)   |
|        | insert signature   |
|        | insert or edit link; you can find out how to insert links to any sites you want at the page <a href="#">InsertLink</a> . |
|        | remove link  |

|   |   |
|---|---|
|    | insert tags or MagicWords. More at <a href="#">InsertMagic</a>  |
|    | insert image; the function <a href="#">InsertImage</a> lets you upload and embed images.  |
|    | insert file   |
|    | insert category; the feature <a href="#">Insert Category</a> gives you an overview of the categories which already exist and lets you assign them to the current article. |
|    | insert checkboxes or checklists   |
|    | 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  |
|    | bold; cursive; underlined;  |
|    | list with bullet points; numbered list  |
|    | decrease indent; increase indent  |
|    | insert special symbol   |
|    | insert line break   |
|   | headings; Inline; alignment(left; center; right); table (standard, sortable, greyscale); pre  |
|  | define headings   |
|  | text color  |
|  | remove formatting   |
|  | edit in full 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

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- 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

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- When BlueSpice is installed, VisualEditor is set as default editor. This means, every new registered user gets VisualEditor 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

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Our [reference page](#).

## Insert a file

A [quality version](#) of this page, [approved](#) on *26 October 2021*, was based off this revision.

### Contents

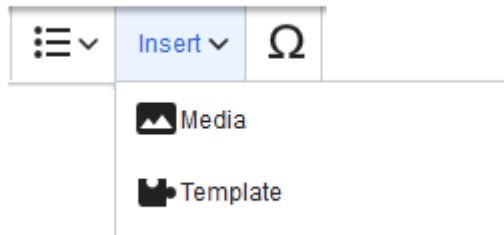
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## How do I upload a file?

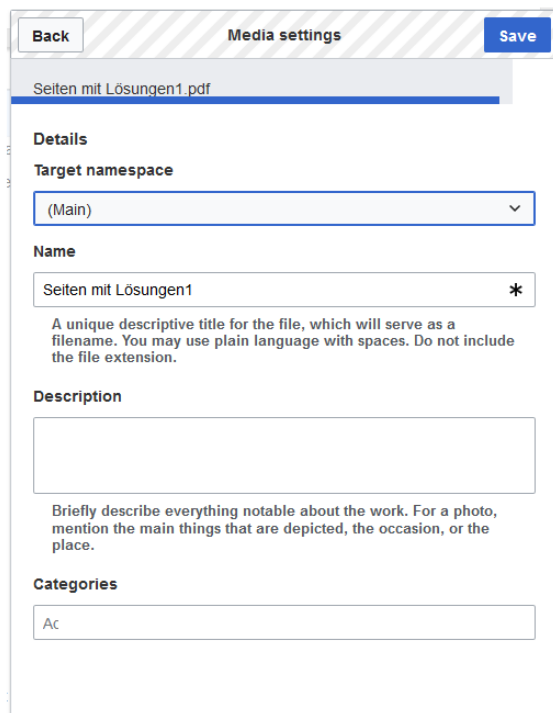
PDF, xls, docx, ... Files in common formats can easily be uploaded to your wiki with VisualEditor and at the same time inserted into a wiki page. You can find out which file types are allowed in your wiki on the page `Special:Upload` in your wiki.

In VisualEditor, select the menu item "Insert > Media":



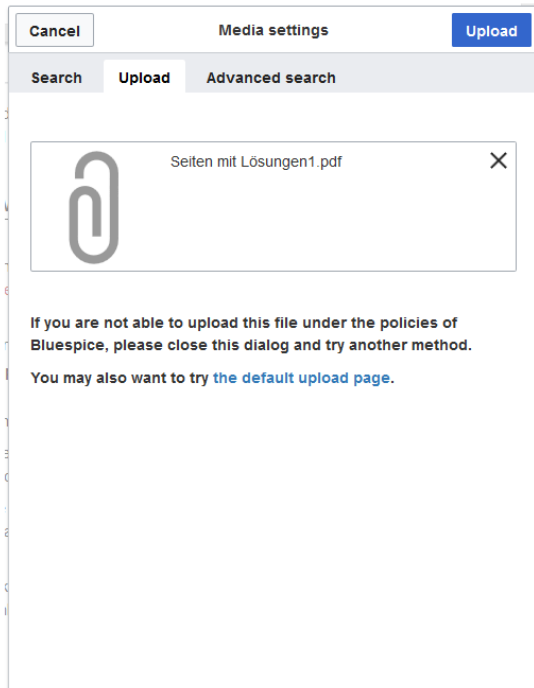
The dialog window "Media Settings" opens. Here,

you can connect files with namespaces and categories:

A screenshot of the 'Media settings' dialog window. The window has a title bar with 'Back', 'Media settings', and 'Save' buttons. Below the title bar, there is a list of files with 'Seiten mit Lösungen1.pdf' selected. The 'Details' section includes a 'Target namespace' dropdown set to '(Main)', a 'Name' text box containing 'Seiten mit Lösungen1' with an asterisk, and a 'Description' text area. Below the description, there is a 'Categories' text box containing 'Ac'. A small paper clip icon is visible next to the name field.

The system detects that it is not an image file and displays a corresponding paper clip as a file icon:.

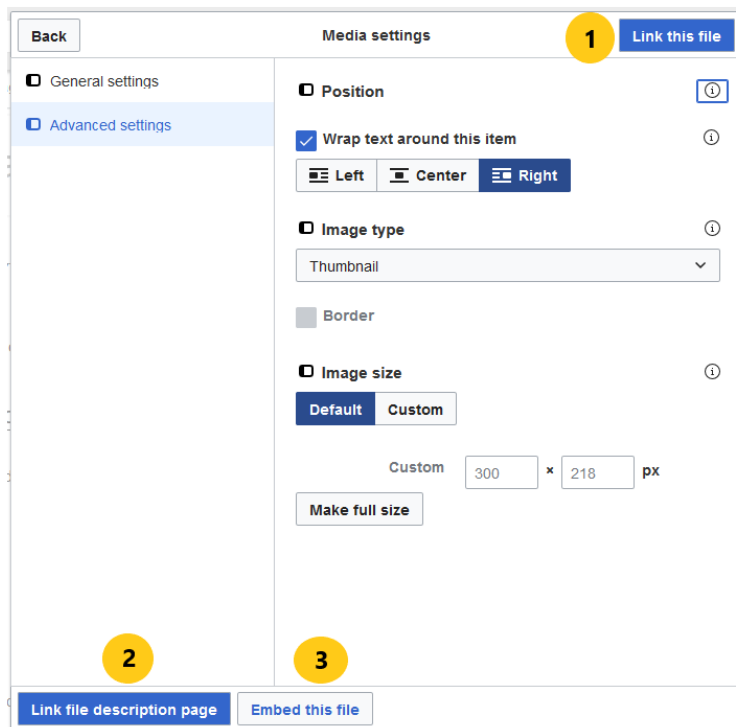
Now click "Upload":



The general and advanced settings are largely identical to [image](#) files. However, there are differences in the linking options, as, for example, a PDF file is not displayed as an image directly on the page.

## Special features when including files

There are three ways to link a file on a page:



- **Link this file (1):** The inserted link opens the file.

- **Link file description page (2):** The link leads to the file page on the wiki. There, you can view the file details or upload a new version of the file.
- **Embed this file (3):** The link inserts a preview image. The preview image opens the file description page when clicked. This only works with PDF and .tiff files.

**General Settings:** An alternative text is required if you embed the file on the page. This is done via the corresponding "Embed this file" button. Since a preview image is created here, the alternative text should be used just like with images.

If you link to the file or the file description page, VisualEditor will in both cases insert the same link text, even though the link will lead to different pages. However, the displayed link text can be changed directly on the page. Just click into the text and change it accordingly.

**Note:** If you place a file link directly on already selected text, VisualEditor will replace the selected text with the file information. It is therefore advisable to insert a file link via VisualEditor when the cursor is located at a blank space.

## Maximum file size

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The maximum allowed file size cannot be configured in the wiki itself. The maximum allowed limit is defined on the server in the php.ini file in the PHP installation. The actual (possibly smaller) limit, however, is set in the BlueSpice installation in LocalSettings.php or another configuration file in the settings.d folder. The default setting is 32 MB.

Contact your wiki administrator if you receive an error message when trying to upload a larger file.

## Avoiding unusual file names

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**Note:** When uploading a new file, you should check the file/page name for unusual special characters (e.g., `"`, `%`, `/`, `<`, `>`, `[`, `]`, `{`, `}`). Change the name to include only standard characters, since the server file system could have problems with them or since some characters have special meanings in MediaWiki. The special characters `(`, `)`, `&`, `+` can be used and are translated into their equivalent %-hex notation.

## Related info

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- [Manual:Extension/BlueSpiceInsertFile](#)

## Reference:BlueSpiceInsertFile

### Extension\ BlueSpiceInsertFile

| Overview                       |  |             |   |
|--------------------------------|--|-------------|---|
| Description:                   | Dialog to upload files and insert a file link                  |             |   |
| State:                         | stable   | Dependency: | BlueSpice   |
| Developer:                     | HalloWelt  | License:    | 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. |
| Type:                          | BlueSpice  | Category:   | Editor  |
| Edition:                       | BlueSpice free, BlueSpice pro, BlueSpice Farm, BlueSpice Cloud |             |   |
| <a href="#">View help page</a> |  |             |   |

## Features

**InsertFile** extends the *Insert media* dialog of [VisualEditor](#), providing an advanced interface for inserting files and images in the page. It offers direct file upload from the edit mode.

- Search for uploaded files and insert them.
- Filter files with a search box. Filtering files by namespace is possible, but requires the extension [NSFileRepo](#).
- Upload a new file, assign categories and insert it.
- Configure file link parameters before inserting the file link of page: Set a caption for the link and choose a link type (link to media page or direct download link).

## 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

- BlueSpiceVisualEditorConnector

## Special pages

## API Modules

- bs-insertfile-license-store