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InsertFile

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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Inserting files

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

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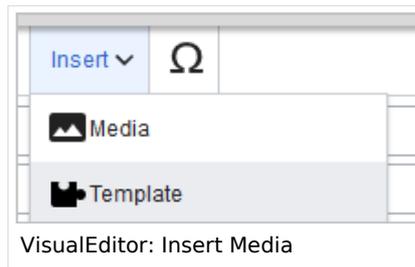
In the dialog that opens, there is a *Advanced search* tab. This tab holds the functionality of this extension.

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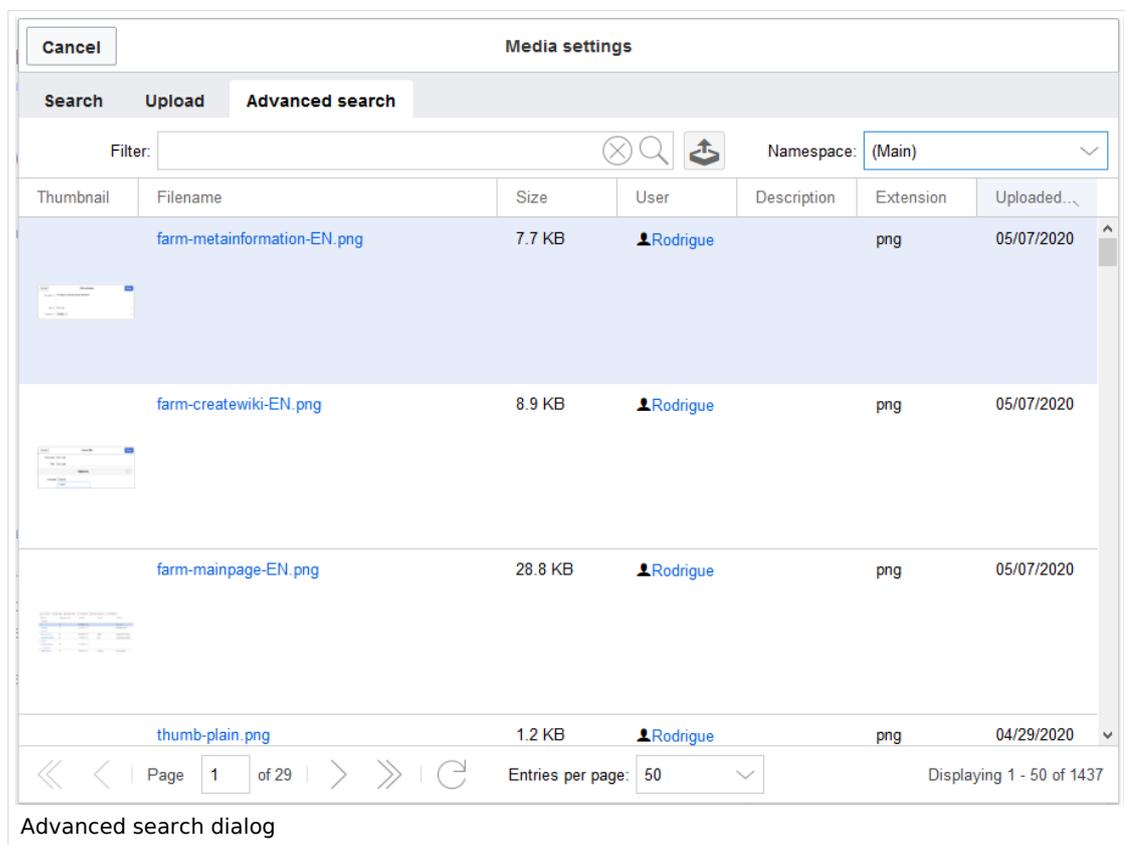
This view provides detailed information about the file or image including its size, uploader, or extension. More information can be added to the grid by selecting additional columns. This can be done by clicking the "down arrow" in the header of any column and selecting additional columns from the *Column*s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

To insert a file from the results list in a page, klick 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

Insert a file on a 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

- Reference:BlueSpiceInsertFile
- Insert images and files on a page