Contents

Manual:Get creative - Working with information

Get creative!

Now that you've come to know your wiki a little better, it's time to get active! This can be done in two ways:

> Chapter 2 will show you
> - how to create new articles
> - how to edit existing articles
> - the main functions and differences of the BlueSpice editors

And don't worry: it's not that difficult

Manual:Create a new article

How to create a new article

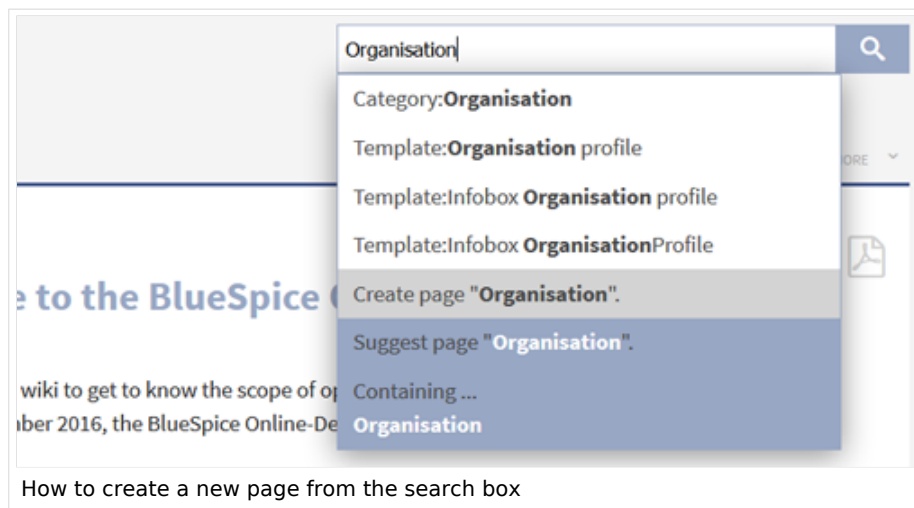## Contents

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:

$$\{ \; \} \; \& \quad ? < > \setminus / \; ,$$

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.

How to create a new page from the search box

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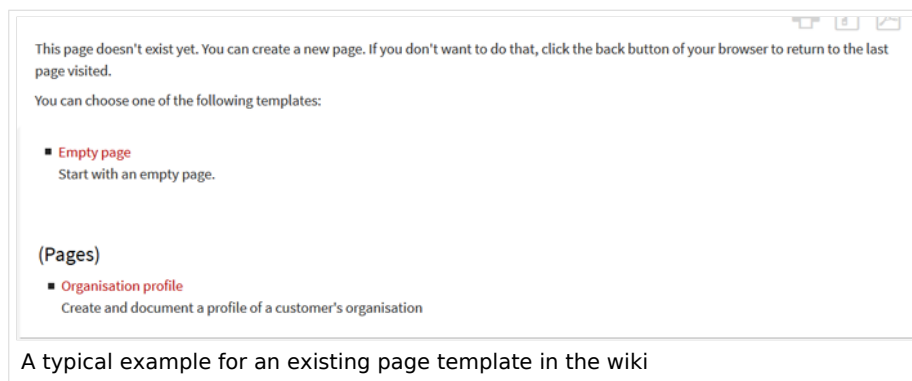
Method 3: Via a "Red link" in an article

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.

A typical example for an existing page template in the wiki

> 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 tipps 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?"
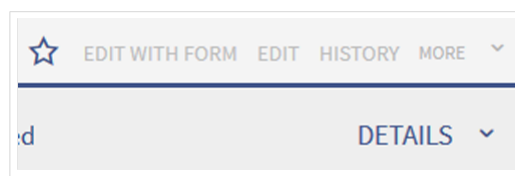
Manual:Edit existing articles

Edit existing articles

Every existing article in a wiki should be modifiable. Simply switch into edit mode, change the contents, and save. Easy!
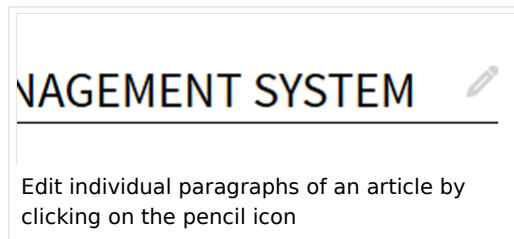
Entering edit mode

You have two options to edit an article:

1. Click the *Edit* link in the top right corner of the article you want to change. You will be forwarded to the editor where you can alter the complete content of the page. Please note: if your wiki is using forms for editing articles, there is also a *Edit with form* link available.
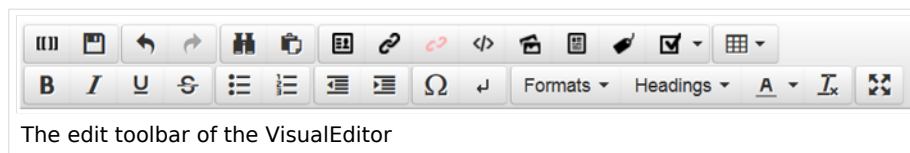
You can find the "Edit" link in the upper right
corner of each article

2. If you just want to edit a certain part of the text, it is often easier to use the *edit links* provided by the
headlines of the article. Click on the small pencil icon to the right of a headline to modify only the specific
paragraph. Especially in longer articles this can save you a lot of time searching for the relevant part you
want to change.

NAGEMENT SYSTEM

Edit individual paragraphs of an article by
clicking on the pencil icon

Editing

In the edit box you can now modify the article at will, add new or change existing content. Above
the edit zone an edit toolbar offers several buttons of the most used Wiki syntax commands.
Beside the Wiki syntax you can also work with the Visual editor. Both editors will be covered in
detail here.

The edit toolbar of the VisualEditor

Preview

With the button *Show preview* you can verify if your changes show up like you expect to. If you
scroll down you can still see and use the edit box. So you can change the article little by little,
test it and correct it. When you have finished click save. This way you can make sure that the
version history of a page doesn't get longer than necessary.

Summary and minor changes

Once you have finished editing the article, make sure you take the time to comment on your
changes in the *Summary* box. This comment will appear in the version history of the article,
making it easier for other users to understands your reasons for editing the article in the first
place.

If you only changed small things in an article (like e.g. the spelling of some words), you can mark your changes as *Minor edits* by tagging the respective box under the summary box. These changes will be marked with an **M** (**M**inor edit) in the version history, as well as in the list of last changes. There ist also a separate entry in the user notification system concerning minor edits.
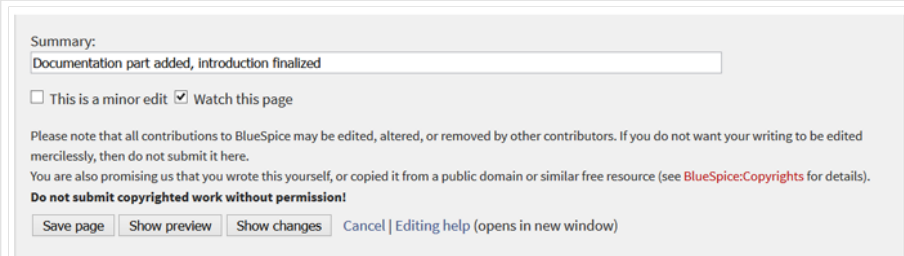
Saving

Click on *Save page* to finalize your changes and close the edit view.
Please note: during longer edit session on the same article, it is recommended to make use of the *Show preview* function instead of saving multiple times during the editing, as this will keep the version history as short as possible.
The function SaferEdit saves the article automatically while you are editing at predetermined intervals.

Other features

- *Watch this page*: tag this box if you want to add the article to your personal watchlist.
- *Show changes*: Click here to compare the article including the changes you made with the original article.
- *Cancel*: Click here to cancel your changes and close the edit view.
- *Editing help*: This link will open a new window showing the most important formating tags for editing an article with the wikitext editor.

You can find many options in the footer of the edit view

Case study

Edit mode problem

Manual:Using the editor

Choose your editor

To satisfy the needs of all users, BlueSpice offers two different types of editors:

- The "normal" editor where you can enter your data directly in wikicode

> More about the wikicode editor can be found [here](#).

- The more comfortable "WYSIWYG" editor (**W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et) where you can design your article without using special markup tags.

> If you want to learn more about the Visual Editor, click [here](#).

What do you want to do?

Insert images and graphics	Insert internal or external links	Add files to an article
Use tables to structure your content	Create flow charts and diagrams	Use MagicWords to enhance your page