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Manual:Subpage

A [quality version](#) of this page, [approved](#) on *9 September 2021*, was based off this revision.

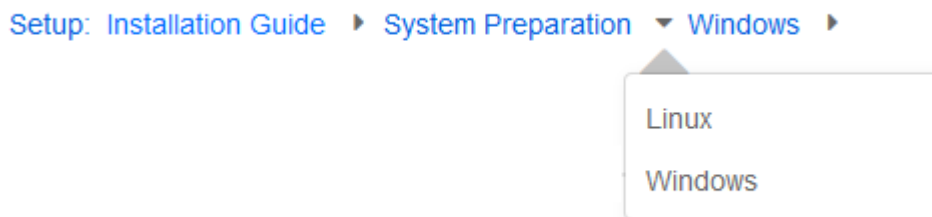
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What is a subpage?

To structure wiki content, you can create subpages for a page. This is useful if you have a larger topic and you want to break this topic down into manageable chunks of information. For example, if you have a page about a car, you could have subpages about major car components such as Brakes and Transmission. Subpages can have subpages of their own.

Subpages are automatically displayed in the breadcrumb navigation of the page:



Characteristics of a subpage

- **Syntax-based:** A slash in the page title creates a subpage (e.g., `Installation Guide/System Preparation`).
- **Navigation:** A subpage creates navigation points (breadcrumb).
- **Hierarchy:** Enables "strongly associated" page hierarchies.
- **Language versions:** Management of language versions of a page.

Unterseiten-Syntax

empty app.diagrams.net chart

Creating a subpage

To create a subpage, it is simply appended to the page name with a slash without spaces. Subpages can in turn have subpages:

```
Installation Guide/System Preparation
Installation Guide/System Preparation/Windows
Installation Guide/System Preparation Windows/IIS
```

Note: Since MediaWiki interprets slashes as subpages, you should not use slashes in page names.

Reasons for using subpages

Typical applications for subpages are:

- **To create modular pages:** For a larger topic, you can create a main page and link it to individual detail pages. The advantage is that the detail pages can then be specifically linked from other pages.
- **To maintain archives:** If the discussions on the user discussion page become too long, file them in a subpage.
- **To translate a page:** If the content of a page should be available in other languages. You can create a subpage in German for an English page, for example.
- **To document a template:** If you have a very complex template, you can document its functionality in subpages of the template.

Creating a list of subpages

To list the subpages of the current page, add the following tag to the source text of the page:

```
{{Special:PrefixIndex/{{FULLPAGENAME}}/}}
```

Example:

To display the subpages of the page *VisualEditor* in the namespace Manual without showing the namespace or the main page name in the results and without including redirected pages, the syntax is:

```
{{Special:PrefixIndex/Manual:VisualEditor/ |hideredirects=1 |stripprefix=1}}
```

Output:

- [Files](#)
- [Images](#)
- [Tables](#)
- [Tables/Examples](#)
- [Version comparison](#)

The correct display of the subpages is only visible in read-mode after saving the page. The list is displayed automatically in a multi-column layout and cannot be adjusted.

For more flexibility in the output of subpages, you can work with the [extension DPL 3](#) which is included in BlueSpice.

Related info

- <https://www.mediawiki.org/wiki/Help:Subpages>
- [Creating page lists](#)

Creating page lists with DPL3

A [quality version](#) of this page, [approved](#) on *5 November 2020*, was based off this revision.

The extension **DynamicPageList3** allows you to include lists of wiki pages on any content page.

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Application examples

You can view a documentation of all selection criteria and formatting options at [Gamepedia](#).

This help page contains some examples of typical applications for this extension as well as a [list of common parameters and their values](#).

List of subpages

The following code shows the subpages of the current page in a 3-column layout:

```
{{#dpl:
|titlematch={{PAGENAME}}/%
|shownamespace=false
|replaceintitle={{PAGENAME}}\//,
|columns=3
|mode=none
|rowcolformat=width=100%
}}
```

Example: Display the subpages of the page *VisualEditor* in the namespace *Manual* in a 1-column layout:

```
{{#dpl:
|titlematch=VisualEditor/%
|shownamespace=false
|namespace= Manual
|replaceintitle=/VisualEditor\//,
|columns=1
|mode=ubordered
|rowcolformat=width=100%
}}
```

Output:

- [Files](#)
- [Images](#)
- [Tables](#)
- [Tables/Examples](#)
- [Version comparison](#)

Selecting pages by namespace

```
{{#dpl:
|namespace=Manual
|includesubpages=true
|shownamespace=false
|count=5
|ordermethod=title
}}
```

Output:

- [Admin Manual Introduction](#)
- [Archive/Extension/DocumentManager](#)
- [Archive:Extension/RatedComments](#)
- [BlueSpice Layout](#)
- [BlueSpice Layout/Footer](#)

Selecting pages by category

```
{{#dpl:
|category=QM
|addcategories = true
|includesubpages=true
|shownamespace=false
|count=5
|ordermethod=title
|mode=ordered
}}
```

Output:

Extension:DynamicPageList (DPL), version 3.3.2: Warning: No results.

Selecting pages with specific naming patterns

```
{{#dpl:
|namespace=File
|titlematch=A%
|count=5
}}
```

Output:

- [File:A1.png](#)
- [File:A1A3.png](#)
- [File:AbBISp1.jpg](#)
- [File:AboutBISp1.jpg](#)
- [File:AddPhoto.jpg](#)

List of common parameters

Criteria for page selection

Parameter	Syntax	Description
category	<i> category=QM Setup...</i>	Pages in the category QM OR Setup
	<i> category=QM&Setup&...</i>	Pages in the categories QM AND Setup
notcategory	<i> category=QM Setup...</i>	Pages in the categories QM OR Setup, and pages in the category Admin
	<i> category=Admin</i>	
notcategory	<i> notcategory=QM</i>	Pages that are not in the category QM
categoriesminmax	<i> category=QM categoriesminmax=2</i>	Pages that are in the category QM and in at least 2 more categories
	<i> category=QM categoriesminmax=, 1</i>	Pages that are only in the category QM and in no other category
namespace	<i> namespace=</i>	Pages in the namespace (Main)
	<i> namespace=Help Manual</i>	Pages in the namespace Help OR Manual
namespacenot	<i> namespacenot=Help</i>	Pages that are not in the namespace Help
	<i> namespacenot={{NAMESPACE}}</i>	Pages that are not in the namespace of the current wiki page

Output-Format

Parameter	Syntax	Description
mode	<i> mode=ordered</i>	Unordered list
	<i> mode=unordered</i>	Numbered list
	<i> mode=none</i>	Line breaks
	<i> mode=category</i>	Pages are grouped alphabetically with a letter heading (similar to category pages)
	<i> mode=inline inlinetext=&nbsp; &bull; &nbsp;</i>	Page names are listed on the same line and separated with a bullet point

Sorting

Parameter	Syntax	Description
ordermethod	<i> ordermethod=title</i>	Ordered by page (prefix+)title
	<i> ordermethod=titlewithoutnamespace</i>	Ordered by page name independent of namespace
	<i> ordermethod=counter</i>	Ordered by number of page views (popularity)
	<i> ordermethod=size</i>	Ordered by page size
	<i> ordermethod=firstedit</i>	Ordered by creation date
	<i> ordermethod=lastedit</i>	Ordered by last edit date

Parameter	Syntax	Description
	<i> ordermethod=user,firstedit</i>	Ordered by author, then by creation date
	<i> ordermethod=user,lastedit</i>	Ordered by last editor, then by last edit date
order	<i> order=ascending</i>	Sorted in ascending order
	<i> order=descending</i>	Sorted in descending order

Display of meta data

Parameter	Syntax	Description
addcategories	<i> addcategories=true</i>	Shows all categories of a page after the page name
addpagecounter	<i> category:QM ordermethod=counter order=descending</i> <i> addpagecounter=true count=5</i>	Shows the 5 most popular pages in the category QM
adduser	<i> category=QM ordermethod=lastedit adduser=true</i>	Adds the name of the last editor in front of the page name
addauthor	<i> category=QM addauthor=true</i>	Adds the name of the original author in front of the page name.

Related info

- [Reference:DynamicPageList3](#)

Insert a file

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

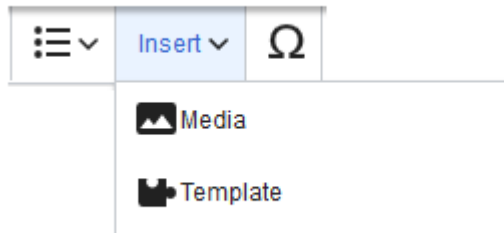
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How do I upload a file?

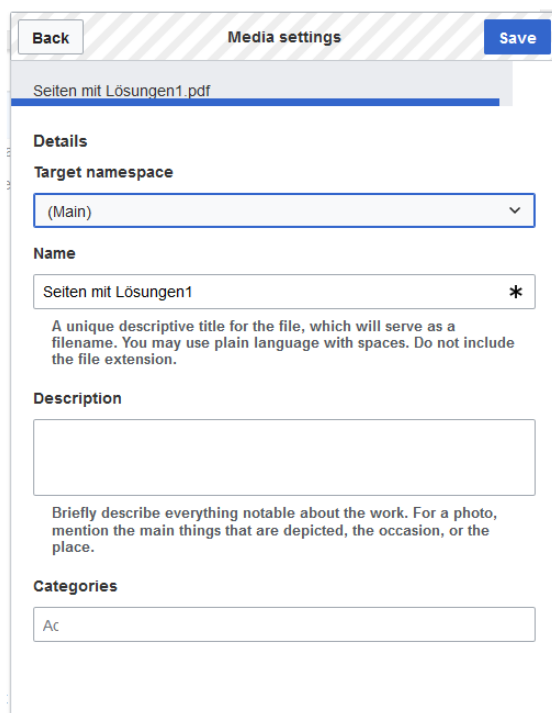
PDF, xls, docx, ... Files in common formats can easily be uploaded to your wiki with VisualEditor and at the same time inserted into a wiki page. You can find out which file types are allowed in your wiki on the page `Special:Upload` in your wiki.

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



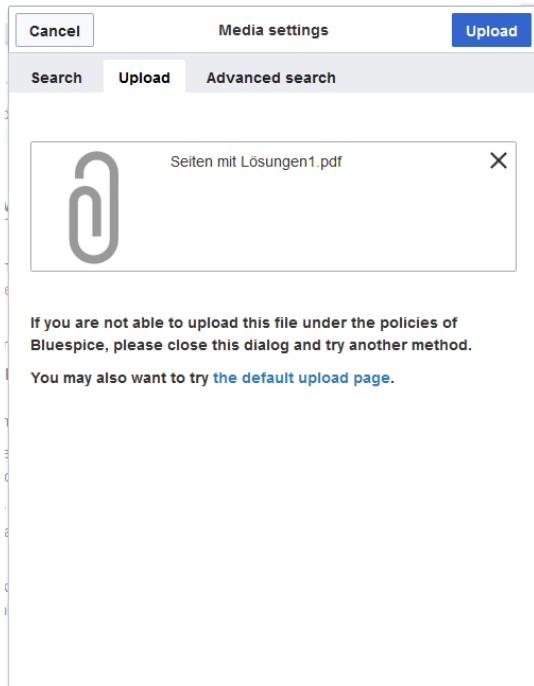
The dialog window "Media Settings" opens. Here,

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 search bar containing 'Seiten mit Lösungen1.pdf'. The main content area is divided into sections: 'Details' with a 'Target namespace' dropdown set to '(Main)'; 'Name' with a text input field containing 'Seiten mit Lösungen1' and an asterisk; a 'Description' section with a text area and a note: 'Briefly describe everything notable about the work. For a photo, mention the main things that are depicted, the occasion, or the place.'; and 'Categories' with a text input field containing 'Ac'.

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

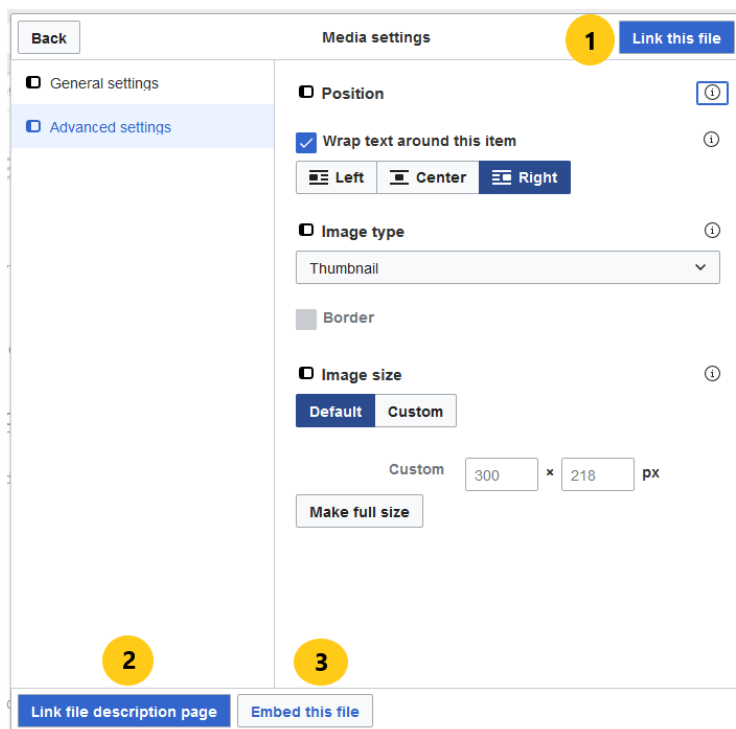
Now click "Upload":



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 inserts 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

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

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

- [Manual:Extension/BlueSpiceInsertFile](#)

VisualEditor: Insert Images

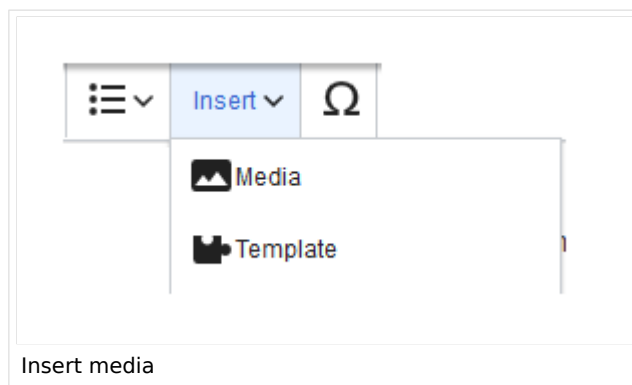
A [quality version](#) of this page, [approved](#) on *26 October 2021*, was based off this revision.

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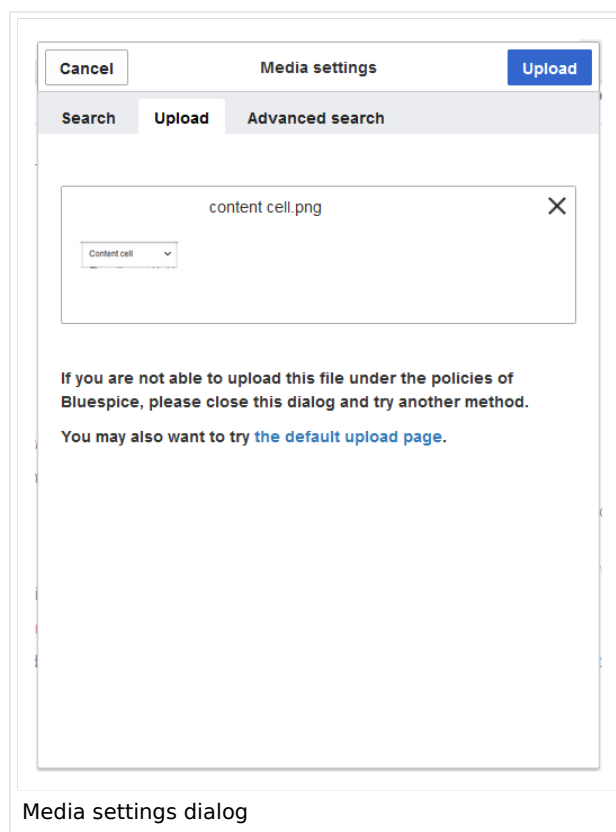
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How to insert an image on a page

In addition to text, images are probably the most important components of typical content pages. With VisualEditor, the images can be uploaded, inserted and formatted all in one step. Images are inserted via the menu item *Insert > Media*.

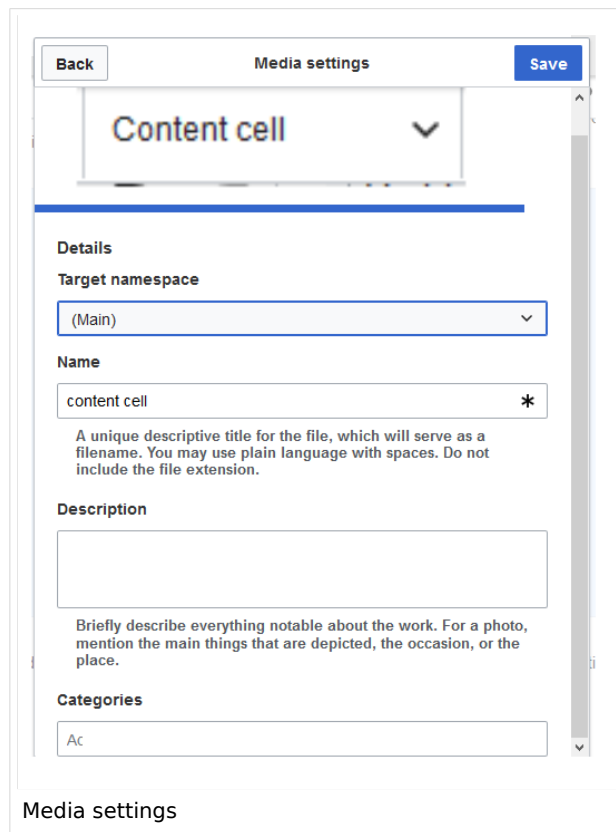


The dialog box *Media Settings* opens.



After uploading, you can edit the image settings: Details, General Settings, and Advanced Settings.

Details

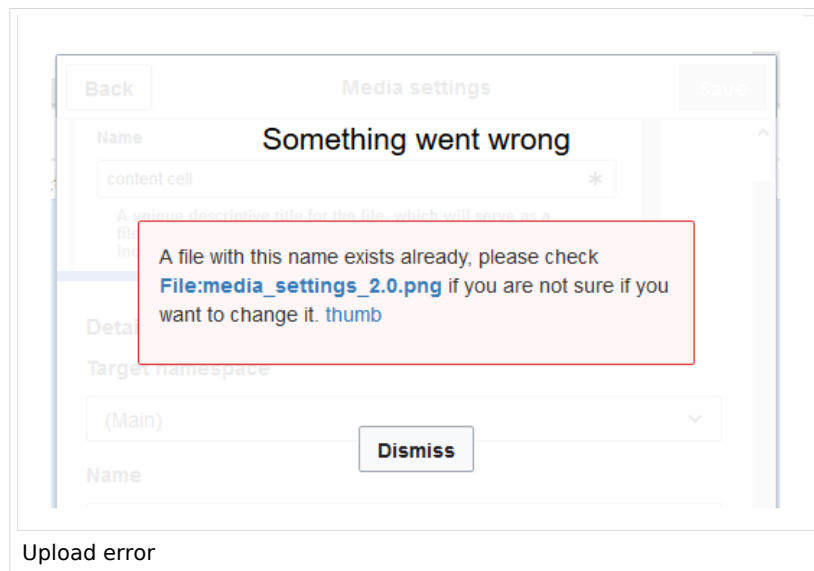


Here you can assign a namespace and categories to a picture.

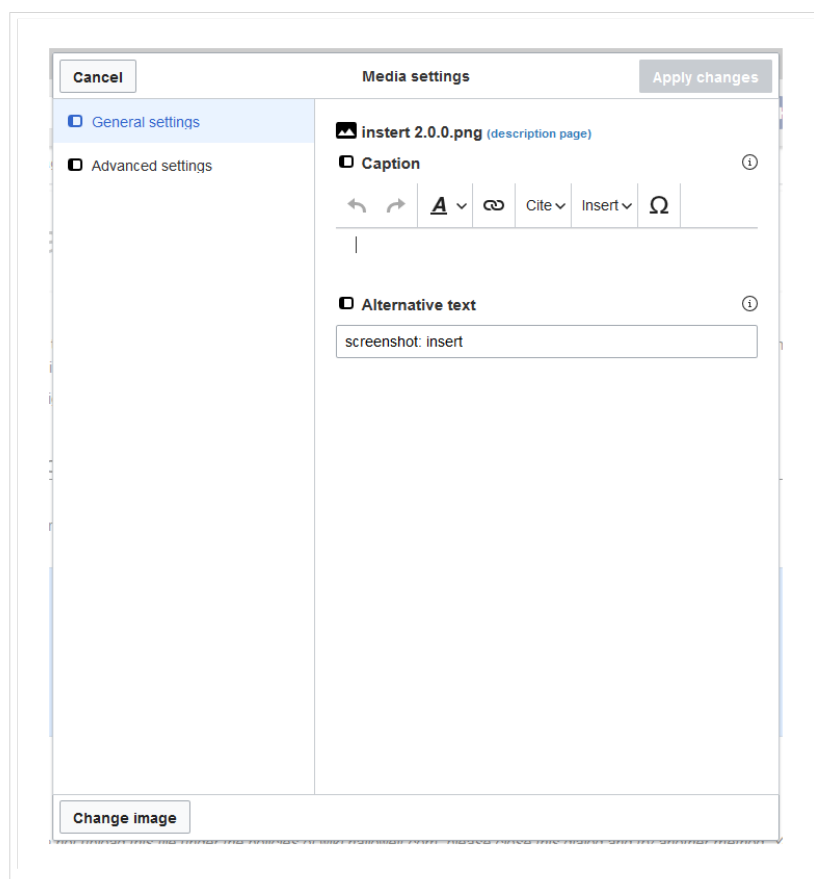
- **Target namespace:** The picture can be assigned directly to a namespace. The access rights of the namespace are also applied to the image. This means that only users with access to the namespace can view the image on the wiki.
- **Name:** Choose a name that makes it easy to find the image later during an image search. Or simply leave the current file name.
- **Description:** The description is mainly useful for photos or infographics when the image name does not adequately describe the image content.
- **Categories:** Here, the picture can be assigned to categories.

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.

Error message when saving: If the image already exists, an error message is displayed. If you want to overwrite the existing file, you can click on the file name and overwrite the file via the image page in the wiki. This is done by clicking the "Upload a new version of this file" link in the "File Versions" section. In VisualEditor itself overwriting an image does not work.



General settings

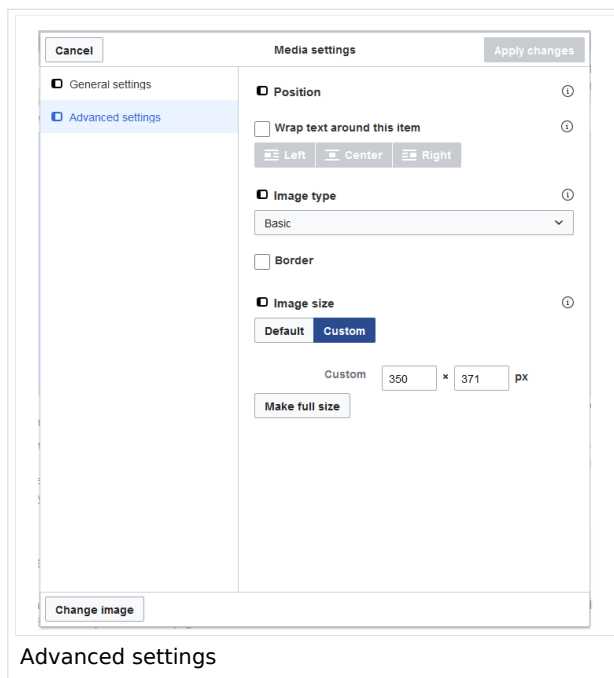


In the general settings, the image descriptions are added.

Caption: The caption is shown with framed images and thumbnails. Note: If you change an image to frameless and then back to "framed", you need to re-enter the caption.

Alternate text: The alternate text should be entered for each image since it replaces the image in certain contexts. For example, this so-called "alt" text is used by users who work with screen readers. Screen readers are used by users with visual limitations, but search engines can also read this text. In some business areas, the indication of the "alt" text is also required by law. If you are not sure, ask your company accordingly.

Advanced settings



In the advanced settings, you can set the position and image size.

The following settings are possible:

- **Position:**
 - Wrap text around this item:
 - *Left:* The image is displayed on the left side of the text, starting on the first line of the current paragraph.
 - *Center:* The image is displayed centered over the current paragraph.
 - *Right:* The image is displayed to the right of the text, starting on the first line of the current paragraph.
- **Image type:** If you insert an image with VisualEditor, the image is usually linked to the Media Viewer. To suppress the link on an image, you must add an empty link attribute to the image tag in the source code:
 - frameless picture with link (standard): `[[File:adult-chair-company-380769.jpg|frameless]]`
 - frameless picture without link: `[[File:adult-chair-company-380769.jpg|frameless|link=]]`

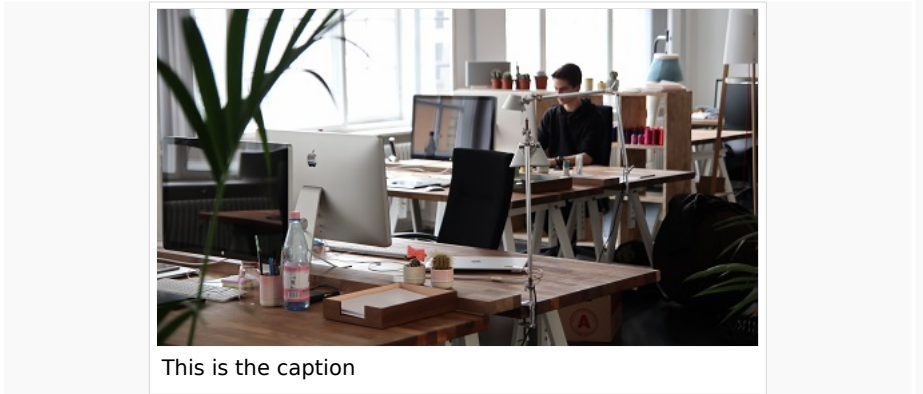
Image type	Output	Description
Thumbnail		<p>The preview picture shows the image with a standard width of 300px. The width can be adjusted as required.</p> <p>In addition, the caption is displayed below the picture. A preview icon indicates that the image can be viewed in a larger size.</p>
Frameless		<p>The frameless version shows the picture without a frame. The width can be adjusted as required (here we set the example to 300px).</p> <p>The caption does not appear below the picture.</p> <p>By default, the image is inserted without text wrapping. It will break up</p>




Image type	Output	Description
		<p>a sentence exactly where it is inserted. By default, the image is centered.</p> <p>However, the image size and position can be adjusted as needed.</p>
Frame	 <p>Dies ist die Beschriftung</p>	<p>The framed version is similar to the preview picture. Compared to the preview, the magnifying glass symbol is not displayed and the image is inserted on the page full-size.</p> <p>The size cannot be adjusted.</p>
		<p>The basic version is like the frameless version.</p> <p>By default, text does not wrap, but the text is separated at the point where the image was inserted.</p>

Image type	Output	Description
Basic		The image is inserted in full width, while the frameless image is inserted in miniature image width (300px). The size can be adjusted.

- **Image size:**

- *Standard*: sets the image width to 300px (unless the standard width has been changed in the [user preferences](#)).
- *Custom*: allows setting a custom size.
- *Make full size*: resets the size to the actual image size.

Images and namespaces

You can save pictures and files in the general namespace (*pages*). If pictures should be accessible by all users, you can save these pictures in the main namespace if other namespaces have access restrictions. If you have created additional namespaces, you can also save images in these namespaces if you have the necessary access rights. Images are then only shown to users who have the necessary read permissions in these namespaces.

In the upload dialog, the namespace field always suggests the namespace of the current page for the image upload.

Changing an embedded image

Different image: In the editing mode of the page, it is possible to edit the image with a double-click. Use the "Change image" button to exchange the image with a different image.

Same image with different version: If you want to use a new version of the same image, open the "Special:Upload file" page in a new browser tab (so that you don't lose any changes on your wiki page). There, you can save already existing pictures with the same name again. The original image is kept as a version.

VisualEditor: Insert tables

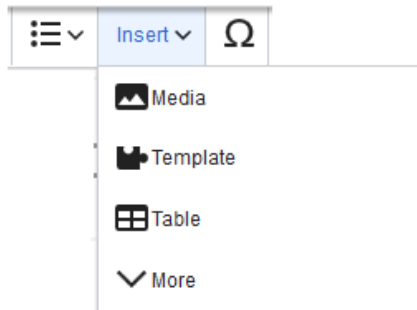
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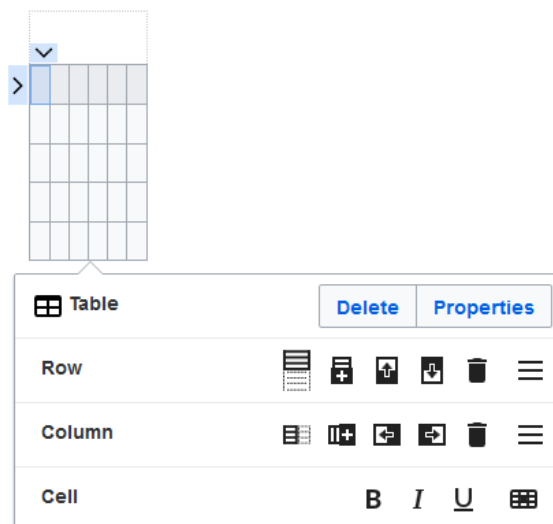
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Insert a table

In VisualEditor, choose "Insert > Tables" to insert a table in a page:



After entering the rows and columns, an empty table appears with the edit menu:



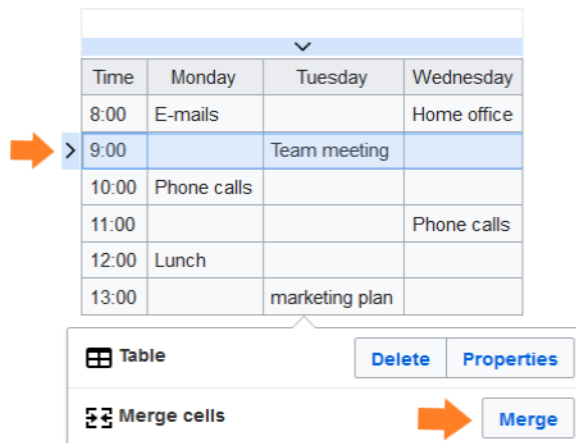
When the mouse rests on a symbol, the respective function is displayed.

Double-click in the cells to insert text:

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Merge rows and columns

When you click in a row, an arrow appears at the left edge of the row and at the top of the column. To connect the cells in a row or a column, click on the respective arrow and then in the edit menu on "Merge":



You can also connect individual cells. Hold down the Shift key and click in two or more adjacent cells. Then connect the cells. The cells must be adjacent in a row or in a column so that they can be connected.

Table properties

In the menu item Properties, there are numerous settings to adjust the functionality and presentation of the table:

Property	Description												
Caption	Shows a header above the table: <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Weeklyplan</p> <table border="1"> <thead> <tr> <th>Time</th> <th>Monday</th> <th>Tuesday</th> </tr> </thead> <tbody> <tr> <td>8:00</td> <td>Emails</td> <td></td> </tr> </tbody> </table> </div> <p>After disabling the header, it is lost and must be reentered when re-enabled.</p>	Time	Monday	Tuesday	8:00	Emails							
Time	Monday	Tuesday											
8:00	Emails												
Styed (wikitable)	enables the default wiki look after table styles were previously selected												
Sortable	In the first row, a sort function is displayed: <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <table border="1"> <thead> <tr> <th>Time ▲</th> <th>Monday ◆</th> <th>Tuesday ◆</th> </tr> </thead> <tbody> <tr> <td>8:00</td> <td>Emails</td> <td></td> </tr> <tr> <td>9:00</td> <td></td> <td>Team meeting</td> </tr> <tr> <td>10:00</td> <td>Phone calls</td> <td></td> </tr> </tbody> </table> </div>	Time ▲	Monday ◆	Tuesday ◆	8:00	Emails		9:00		Team meeting	10:00	Phone calls	
Time ▲	Monday ◆	Tuesday ◆											
8:00	Emails												
9:00		Team meeting											
10:00	Phone calls												

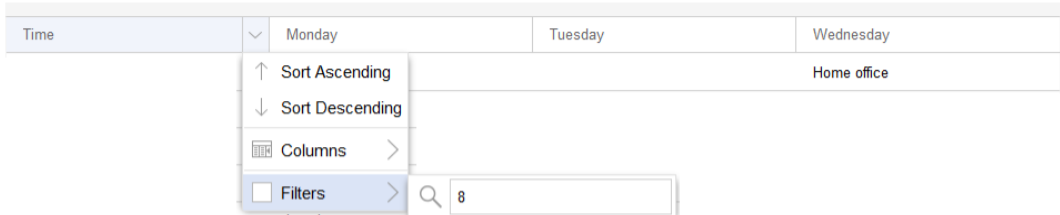
Property	Description
	The current sorting is shown in the title bar. Only one of the two sort arrows will appear in the sorted column.
Collapsible	The table can be hidden on the page via a text link.
Collapsed initially	If the "Collapsible" property is active, this determines whether the table is visible or hidden when the wiki page is loaded. T
Exportable	
Filterable	<p>The filter function is activated in the title bar and allows the following actions:</p> <ul style="list-style-type: none"> • Sort table (ascending or descending values of the active column) • Hide table columns • Filter column (only values from the current column are considered here)  <p>If the filter is activated, the table styles are ignored and the table is displayed in "Filter Style". After deactivating this function, the selected table style is displayed again.</p>
Table style	Here you can load different style sheets for the table.
Use full width for table	The table uses the full width of the wiki page, regardless of the table contents.

Table styles

The following style sheets can be selected in the Table Style menu. Click on a picture to start the gallery:

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Standard

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content (black)

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content (blue)

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Content (darkblue)

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Cusco Sky

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Casablanca

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Greyscale

Time	Monday	Tuesday	Wednesday
8:00	Emails		Home office
9:00		Team meeting	
10:00	Phone calls		Phone calls
11:00			
12:00	Lunch	Marketing plan	

Greyscale (narrow)

The visual editor makes it easy to format content as a table. The following alternatives for creating tables exist:

- Tables can also be inserted as a csv file on a page (just drag the CSV file onto the page in edit mode)
- Complex tables can alternatively be attached to the page as an xlsx file.

Manual:VisualEditor/Tables/Examples

A [quality version](#) of this page, [approved](#) on *6 March 2020*, was based off this revision.

Tables are useful for clearly displaying information in the wiki. Just note that multi-column tables are not suitable for display on mobile devices, since table columns cannot wrap.

The background colors and formatting of the tables are copied into the page *MediaWiki:Common.css*:

```
table.portal {border-spacing: 20px 2px; border-collapse: separate;}
table.portal th, table.portal td {padding:10px; border:0; vertical-align:top;}

.tblue th {background-color:#CADAEA;}
.tblue td {background-color:#E0ECF8;}

.tyellow th {background-color:#F7E1B2;}
.tyellow td {background-color:#E0ECF8;}

.twhite th {background-color:#787878; color:#FFF;}
.twhite td {background-color:#FFF;}

.tgrey th {background-color:#ACB1CF; color:#FFF;}
.tgrey td {background-color:#E6E7EB}
```

Contents

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Design 1

Introduction	Important documents
<p>The department Human Resources provides the following content in the wiki:</p> <ul style="list-style-type: none"> • Important announcements • Employee handbook • Information for new employees • Organization charts • Contacts 	<p>What you should know:</p> <ul style="list-style-type: none"> • Data protection guidelines (Status: 1 /2020) • Vacation request • Business trips <ul style="list-style-type: none"> • All forms

Insert this code in the source view of the wiki page:

```
{| class="portal tblue" style="width:100%;"
! style="width:50%;" |'''Column 1'''
! style="width:50%;" |'''Column 2'''
|-
| Content column 1
| Content column 2
|}
```

Design 2

Heading	Heading
Content	Content

Insert this code in the source view of the wiki page:

```
{| class="portal tyellow" style="width:100%;"
! style="width:50%;" |'''Heading'''
! style="width:50%;" |'''Heading'''
|-
|Content
|Content
|}
```

Design 3

Did you know?

Since April 1, 2020, **Ms. Yildiz** supports us with our administrative tasks. We warmly welcome Ms. Yildiz and wish her lots of fun in our department.

Our mission

We work diligently to provide you with the most important and up-to-date information. Let us know if there are things we can do better.

Contact

If you have any questions about the content of our wiki pages, please contact **Mr. Baumeister**.

Insert this code in the source view of the wiki page:

```
{| class="portal twhite" style="width:100%;"
! style="width:33%;" | '''Heading 1'''
! style="width:33%;" | '''Heading 2'''
! style="width:33%;" | '''Heading 3'''
|-
| Content column 1
| Content column 2
| Content column 3
|}
```

Design 4

Box 1

Box 2

Box 3

Box 4

Box 5

Box 6

Box 7

Box 8

Insert this code in the source view of the wiki page:

```
{| class="portalboxes tgrey" style="width:100%;"
|-
| style="width:25%;" | '''Box 1'''
| style="width:25%;" | '''Box 2'''
| style="width:25%;" | '''Box 3'''
| style="width:25%;" | '''Box 4'''
|}
```

```

-
|
| '''Box 5'''
| '''Box 6'''
| '''Box 7'''
| '''Box 8'''
|
|}

```

Manual:VisualEditor/Version comparison

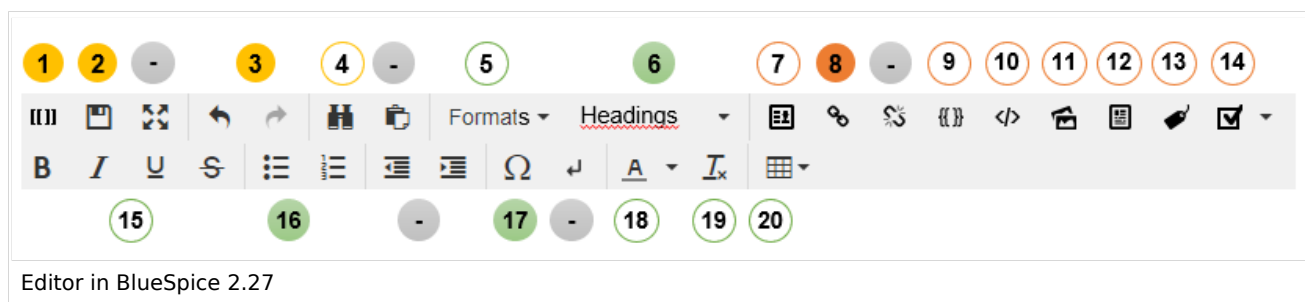
A [quality version](#) of this page, [approved](#) on *11 September 2020*, was based off this revision.

In BlueSpice 3, the editor was replaced with the MediaWiki extension *VisualEditor*. Below is a visual comparison of the menus and a short explanation of their functionality.

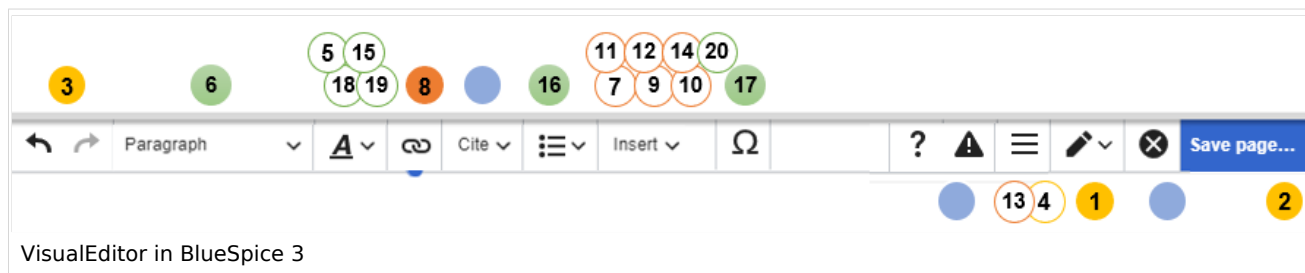
Go to the [main page for VisualEditor](#) to learn how to use the individual menu items in BlueSpice 3.

Comparison of menu items

If you have worked with BlueSpice 2, you are familiar with the following editor:



The following image shows where the menu functions shifted in VisualEditor in BlueSpice 3:



Comparison of editor functionality

Beschriftung

ID	Funktion
1	Switch between visual editing mode and source editing mode (wikitext)
	Save the page. Staying in edit mode after saving is not possible in BlueSpice 3. The page

ID	Funktion
2	automatically switches to read mode.
	Full-screen mode - this is set in the main toolbar in version 3
3	Revert changes
4	Find and replace
-	Copying to the clipboard is no longer a menu item. This can be achieved using the shortcut <code>ctrl+c</code> (copy) and <code>ctrl+v</code> (paste)
5	Character formatting - paragraphs can only be formatted left-aligned
6	Create page sections using headings
7	Add signature to page - in BlueSpice 3, this only works for discussion pages
8	insert link
-	remove link - in version 3, this is done with the context menu when clicking on a link
+	new in version 3 (blue circle):Cite (= insert footnote)
9	insert code block
10	Insert magic word / tag
11	Insert image
12	Insert file
13	Add category to page
14	Insert checklist
15	Character formatting
16	Insert list
-	Indent. In version 3, this only works for lists and is located under the menu item for lists (16).
17	Insert special character
-	Force line break (<code>
</code> -tag is added to the source code)
18	Apply text color
19	Remove formatting
20	Insert table
+	<p>Only in version 3 (lightblue circles):</p> <ul style="list-style-type: none"> • "Question mark": Link to the BlueSpice helpdesk and link to the list of shortcuts. • "Warning sign with exclamation point": This menu items appears context-dependent if there are any status messages regarding the page editing process. • "x"-button: Closes the edit mode. A warning dialog appears if there are unsaved changes on the page. This warning can be deactivated in the user preferences.