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Manual:VisualEditor/Files

A quality version of this page, approved on *26 October 2021*, was based off this revision.

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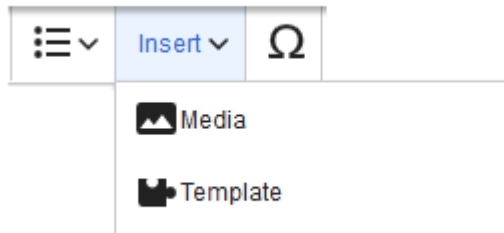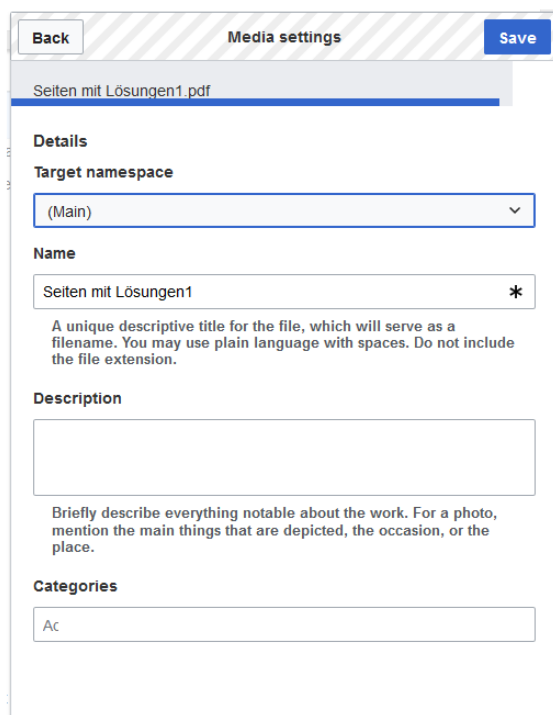# How do I upload a file?

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":
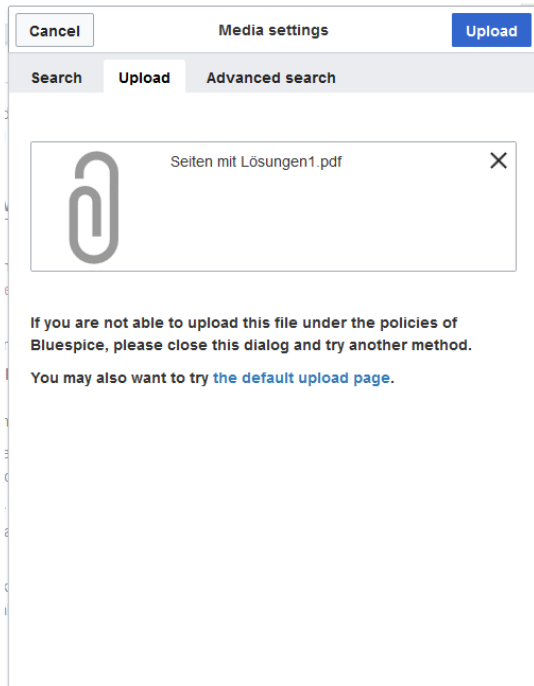

The dialog window "Media Settings" opens. Here,

you can connect files with namespaces and categories:

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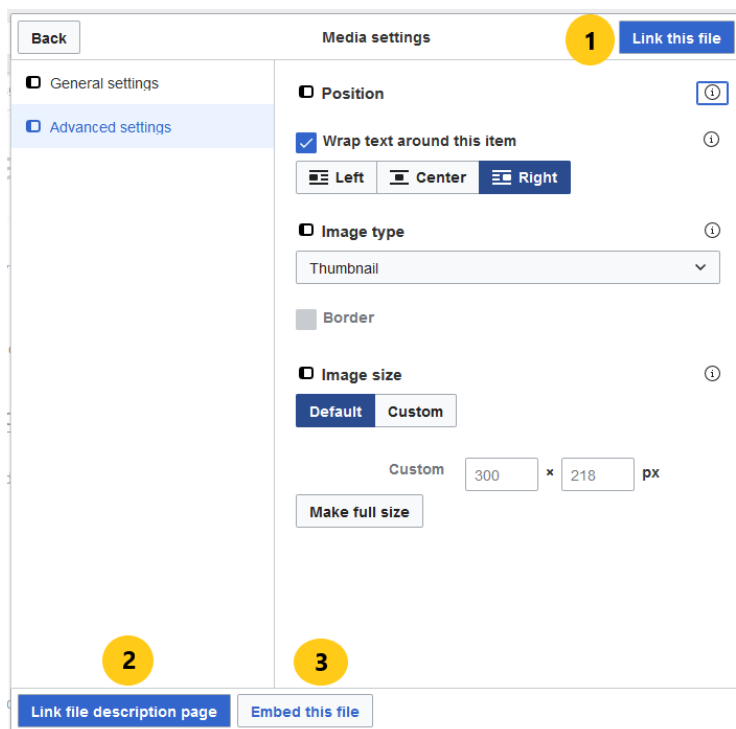
Now click "Upload":

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

InsertFile

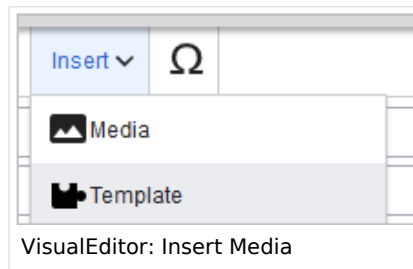A quality version of this page, approved on *26 October 2021*, was based off this revision.

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.
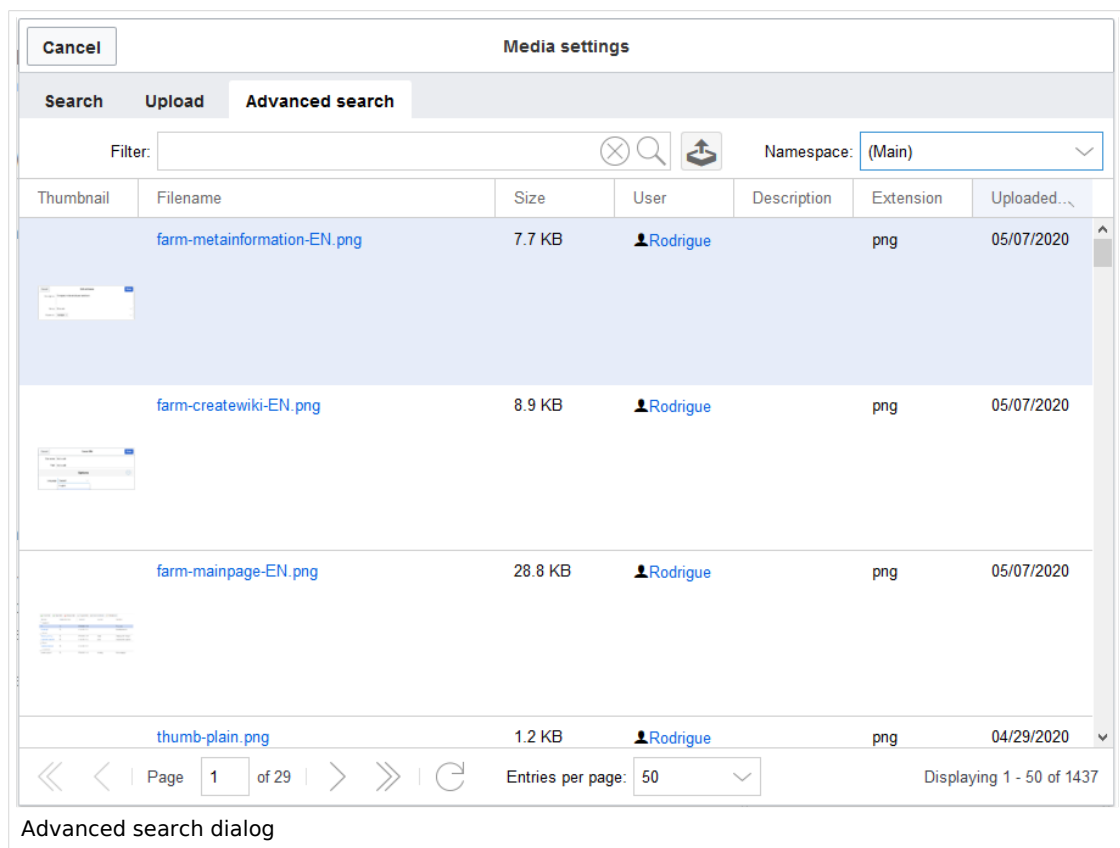
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Inserting files

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

VisualEditor/Images

Redirect to:

- Manual:VisualEditor/Images